



USER MANUAL FOR STUDENT

NIBM LEARNING MANAGEMENT SYSTEM

Visit:

www.nibmworldwide.com



Ministry of Science, Technology, Research,
Skills Development & Vocational Training
and Kandyan Heritage

About this Manual

The NIBMworldwide is a Learning Management System (LMS) dedicated to blended learning activities in the field Business, IT, Designing, Language and Engineering. This LMS will provide a wide variety of opportunities, resources, and new strategies for education and training. The objective of this project is to use information and communication technology, in particular, web-based education and training to the maximum possible extent.

This manual was developed to explain how to uses LMS being “teacher” and “student” user types.

What is the Learning Management System

A Learning Management System (LMS) is a software-based platform that facilitates the management, delivery, and measurement of learning programs in a virtual platform. NIBM worldwide learning management systems are a cloud-based software solution that uses as the foundation of blended learning courses.

The benefit of the Learning Management System

- Reduce learning and development costs
- Cut down onboarding time for lectures, students
- Accommodate multiple learning audiences
- Complete personalization
- Improved communication
- Multimedia learning
- Efficient management
- Centralize e-learning resources
- Easy adaptation and re-use of learning materials over time
- Track learner progress
- More choices for curriculum creators (i.e., methods of delivery, the design of materials, evaluation techniques)
- Economies of scale that make it cost effective for organizations to develop and maintain new courses

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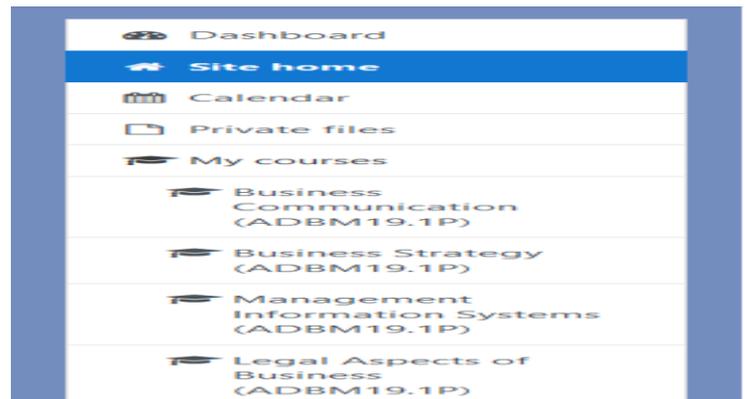
Login to LMS

You can login to your web page by visiting **nibmworldwide.com** from any latest web browser. Enter your index number as the username and your password.



Main Sidebar

Select a course for more details and functions.



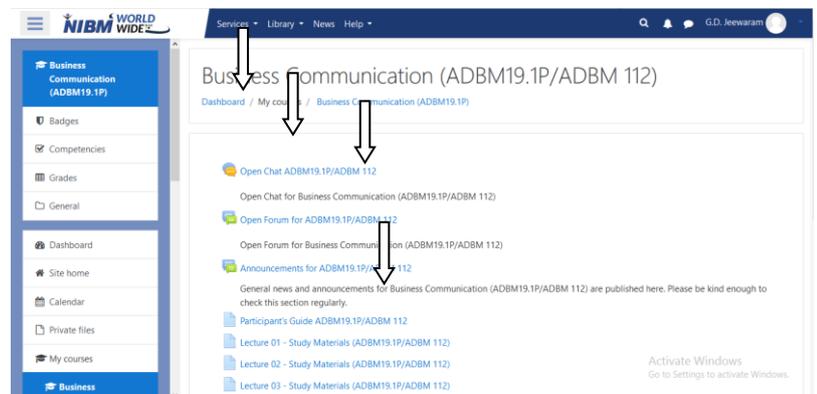
Courses

Chat menu: select to go to chat menu.

Forum menu: select to go to forum menu.

Announcements: Announcements of the selected course.

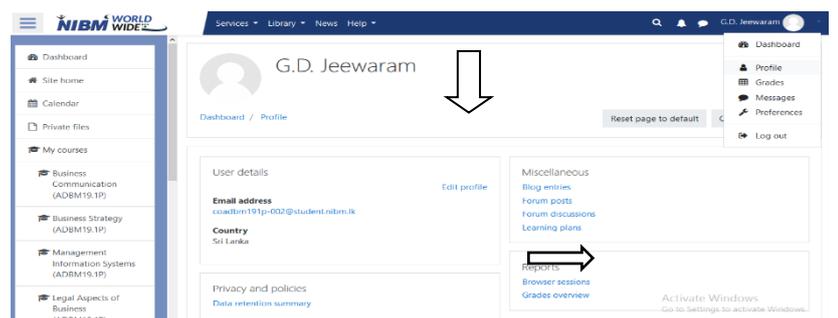
Study Materials: Study materials for the lectures of the course.



Profile in website

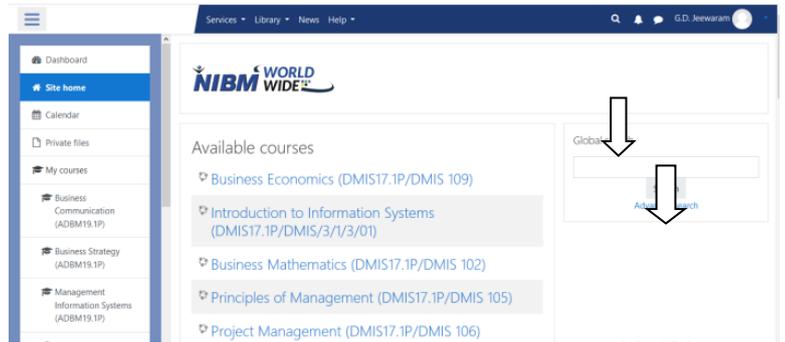
In the Profile tab user can add the Profile photo and user can edit the user details by using Edit profile name tag.

Search bar



Search bar:Type the **keyword** that you need to search globally.

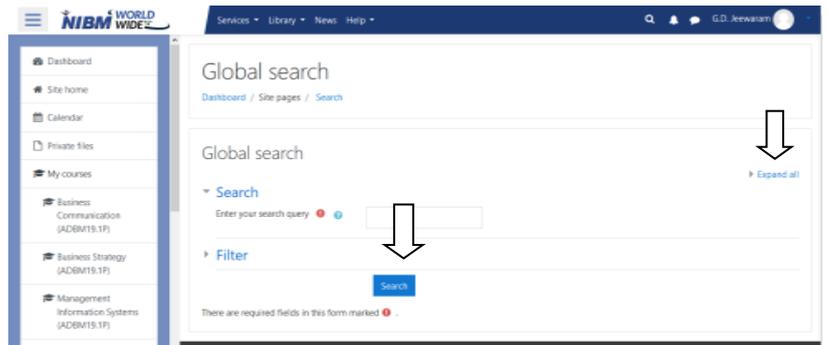
Advanced Search Window:Click the link to go to advanced search window.



Advanced search

Search bar:Type the **keyword** that you need to search globally.

Expand all: Click expand all for expanded filter view.



Expanded View

Fill following fields and select dates to filter.

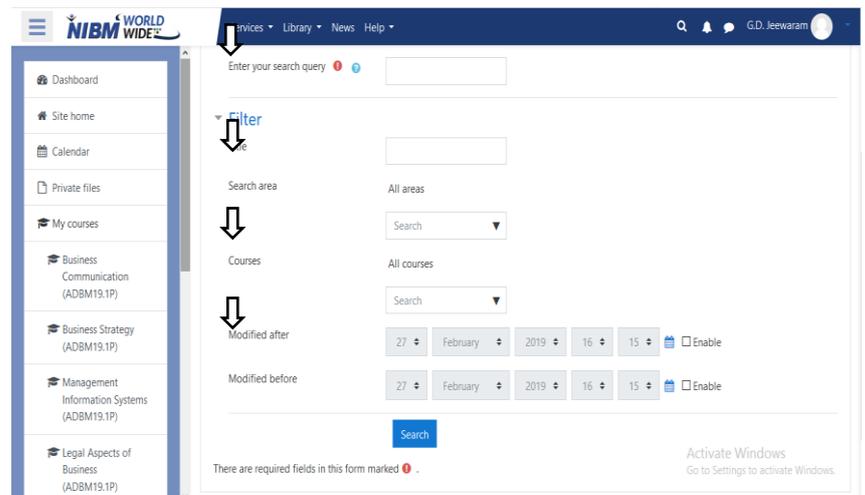
Fill the Title field.

Select Area from the dropdown list.

Select course from dropdown list.

Select modified after date and modified before date.

Click Search to search.



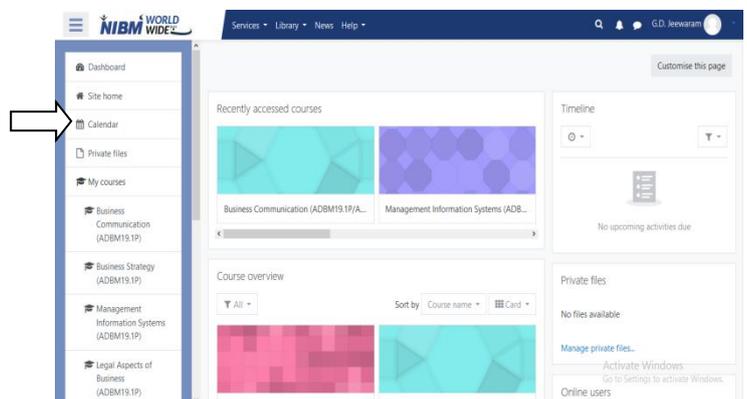
Calendar

Once you log into Admin page, it shows like this.

Go to Calendar tab (left hand side on your screen).

Standard link icons in Calendar

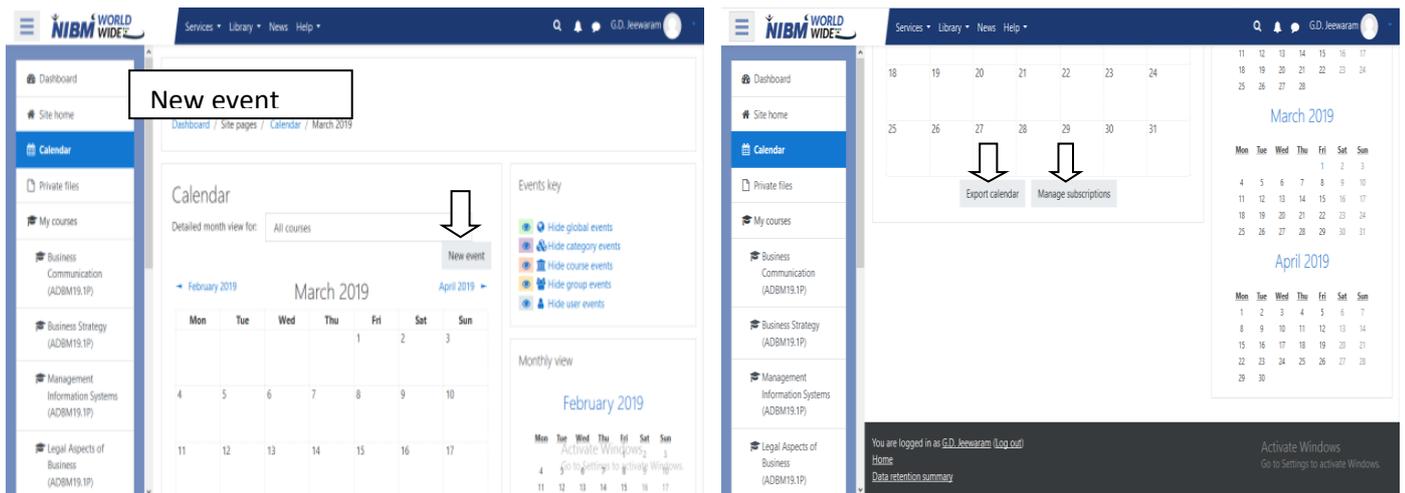
This page will display after clicked the *calendar* tab.



New event:-Admin can add new event.

Export calendar:-If you want to use another calendar service to keep track of your personal calendar, it is possible to export calendar events from NIBM calendar then import them into your personal calendar program.

Manage subscriptions:-The *Manage subscription* page will open listing subscriptions you have already set up (if any), and a form for importing a calendar.



Functions of New events fields

Event title:-We can name the title of the new event.

Date:-A specific date of the New event.

Type of events:-On a New Event page select the type of event.

A **User Event** will only be visible by the user currently logged in (i.e. the one creating the event)

A **Category Event** will be visible to participants on the course in question. Only users with the capability to manage calendar entries at the course level can add course events.

A **Site Event** is a "global" event - visible in every course and on the calendar on the home page. Only users with the capability to manage calendar entries at the system level can add site events.

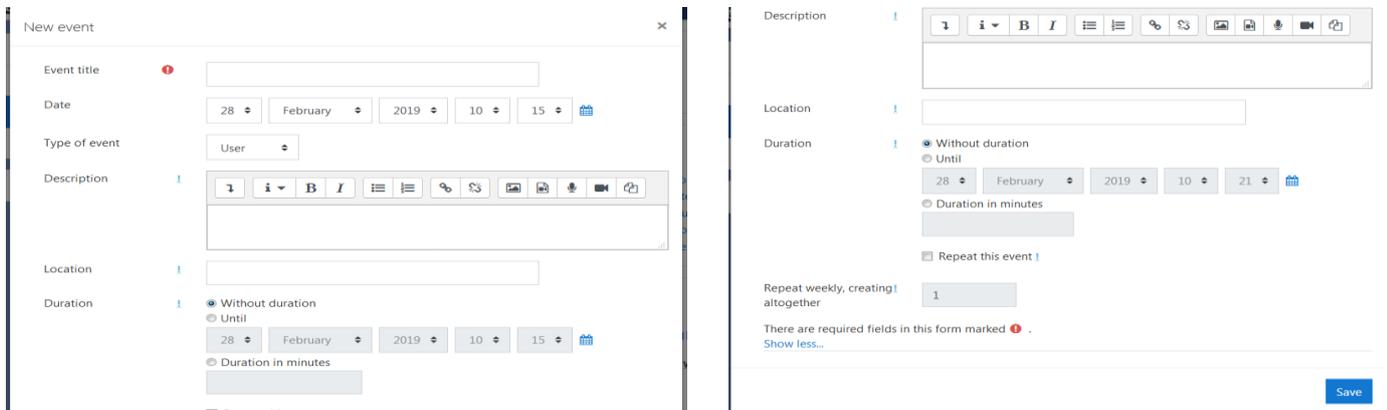
Description:-we can describe about the new event.

Location:-The place where the New event will be held.

Duration:-Duration of the New event.

Repeat weekly, creating altogether:-

Save:-we can save the event once you create new event.

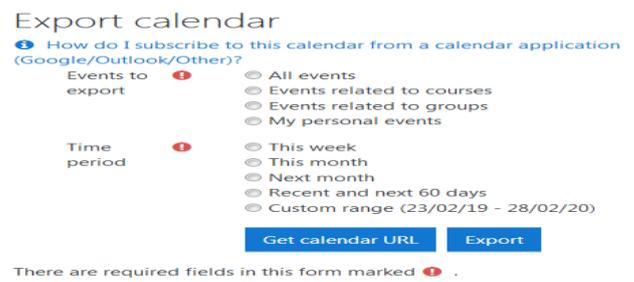


Export options for an LMS file

Click on the "Export calendar" button at the bottom of a calendar will bring you to the Export page with options.

Select "All events" or "Events related to courses"

Select the time frame: "This week", "This month", "Recent and next 60 days" or a custom range (new in 2.5). The range can be set from *Administration>Site administration>Appearance>Calendar*.



Now you have a choice to create an icalexport.ics file or to create a url that will create the icslexport.ics file via a link.

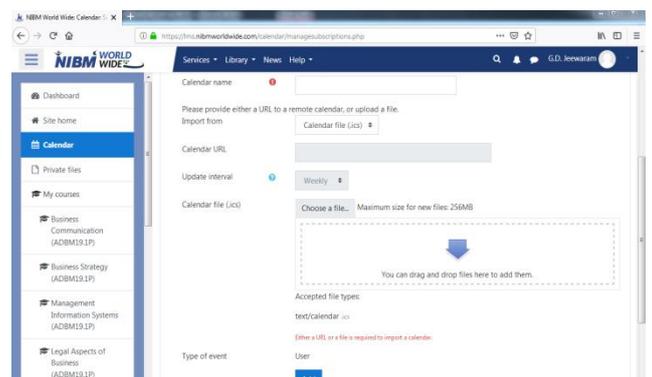
Click on the "Export" button will bring up a "Opening icalexport.ics" popup window. Either save the file or have MS Outlook open the file directly.

URL file

After pressing the "Export calendar" button at the bottom of the calendar page, select the events and time frames you wish. The "Get URL address" button will create a URL address. Copy and paste the url link into an email or any HTML page. This link will compile the icalexport.ics file.

Functions of Manage subscription

Click **Manage subscriptions**. The *Manage subscriptions* page will open listing subscriptions



you have already set up (if any), and a form for importing a calendar.

Under *Import calendar*, for *Calendar name*, enter a **name**.

To import a calendar from a file:

From the *Import from* drop-down menu choose **Calendar file (.ics)**.

Click **Choose a file** and browse to upload an **.ics** file.

From the *Type of event* drop-down menu, select:

User Category:-Only members of a category in your course will be able to see this calendar's events.

Site- Anyone enrolled in the course will be able to see this calendar's events.

If the type of event is *acategory event*, select **acategory** from your course.

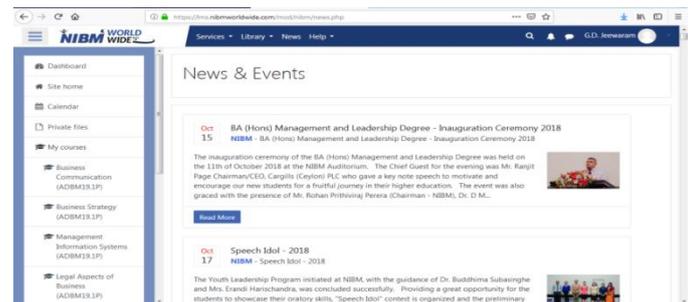
Click **Add**.

News tab in website

Dashboard news tab shows the NIBM news line and the past events.

Message

In the Message icon it dived in to three category Starred, Group and privateContact icon shows the available contacts and the requests.



NIBM WORLD WIDE Services Library News Help G.D. Jeewaram

Search

Contacts

Time

Starred (0)

No starred conversations

Group (0)

Private (0)

Private

No fil

Mana

Onlir

Activate Windows
Go to Settings to activate Windows.

Recently accessed courses

Business Communication (ADBM19.1P/A...)

Business Strategy (ADBM19.1P/ADBM 11...)

Course overview

All

Sort by Course name Card

NIBM WORLD WIDE Services Library News Help G.D. Jeewaram

Contacts

Contacts

Requests

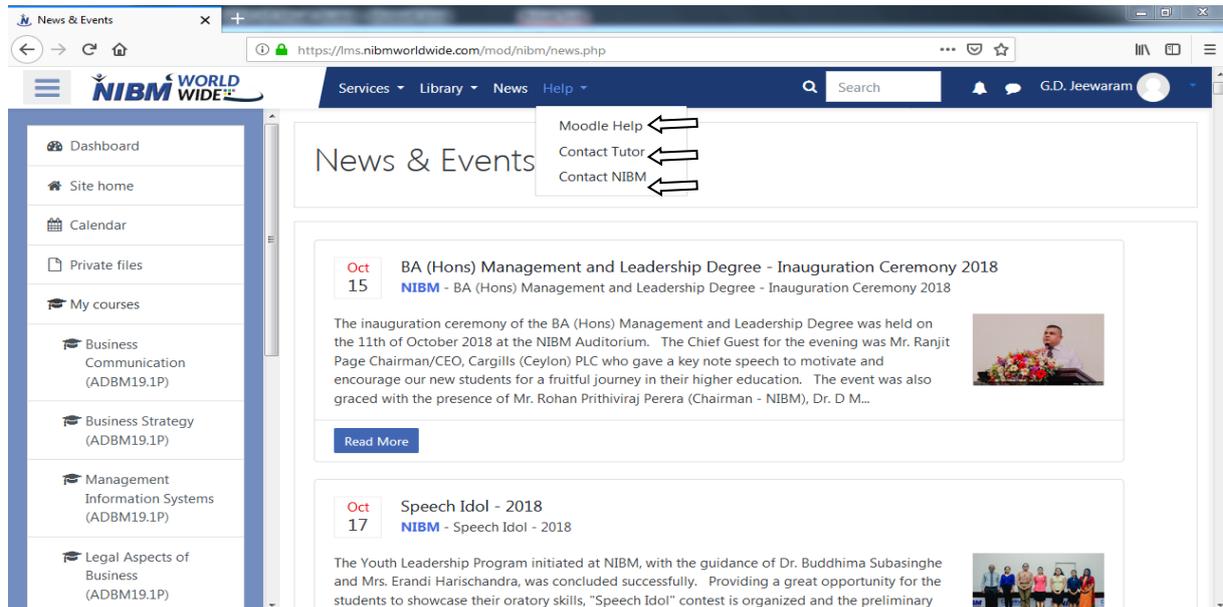
No contact requests

Dashboard / Messages

Messages

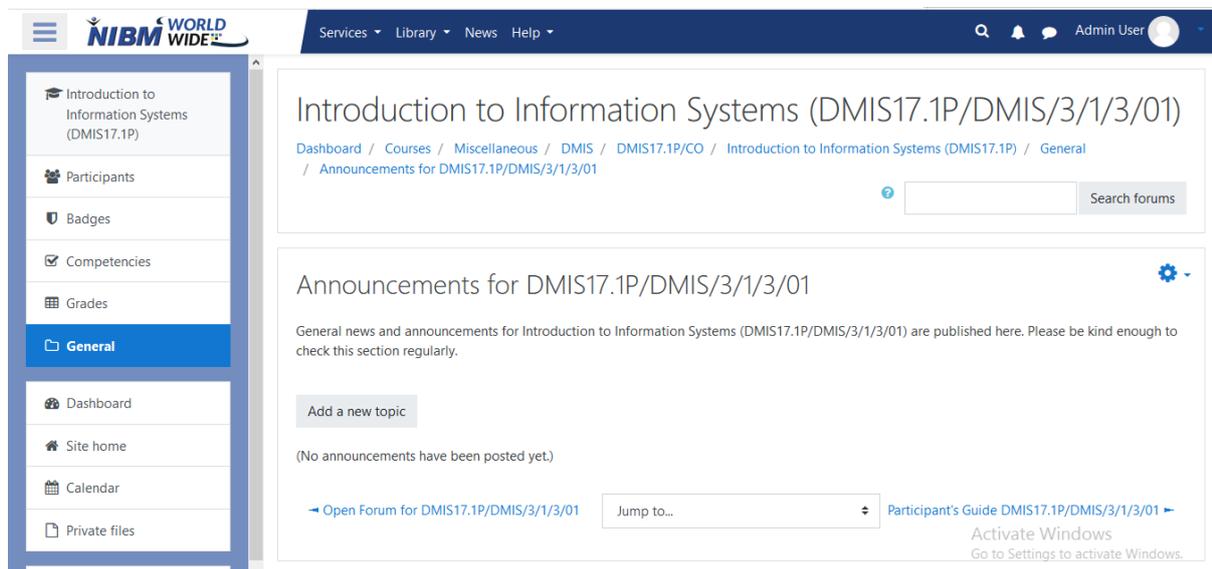
Help tab in website

This is the help tab to get information about Moodle Help, Contact Tutor and Contact NIBM.



Announcement

Add a new topic: click to add a new announcement.



Add Announcement

Fill all the required fields.

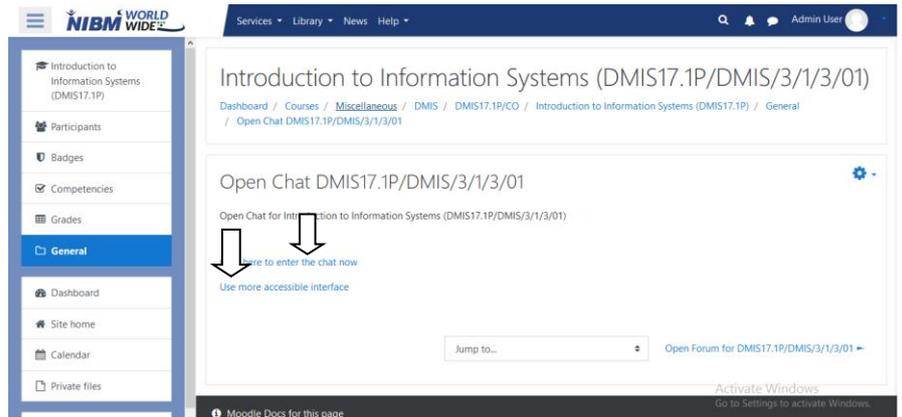
Post to forum: Click to insert the announcement.

The image displays two screenshots of the NIBM World Wide LMS interface. The top screenshot shows the 'Announcements for DMIS17.1P/DMIS/3/1/3/01' section. It includes a sidebar with navigation options like 'Introduction to Information Systems (DMIS17.1P)', 'Participants', 'Badges', 'Competencies', 'Grades', 'General', 'Dashboard', 'Site home', 'Calendar', and 'Private files'. The main content area shows the announcement title and a form for adding a new discussion topic. The form has a 'Subject' field with a red exclamation mark icon and a 'Message' field with a red exclamation mark icon. Below the message field is a rich text editor toolbar with icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, image, video, audio, and document. A 'Post to Forum' button is located below the form. The bottom screenshot shows the 'Display period' and 'Tags' sections. A message 'There are required fields in this' is displayed, and a link 'Open Forum for DMIS17.1P' is provided. A 'Post to Forum' button is also present, with an arrow pointing to the 'Open Forum for DMIS17.1P' link.

Chat menu

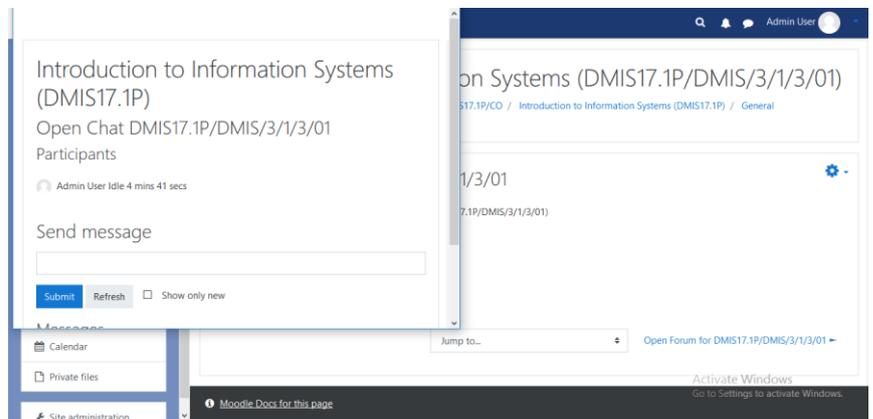
Chat: Click to access chat.

Accessible chat: click to access accessible chat.



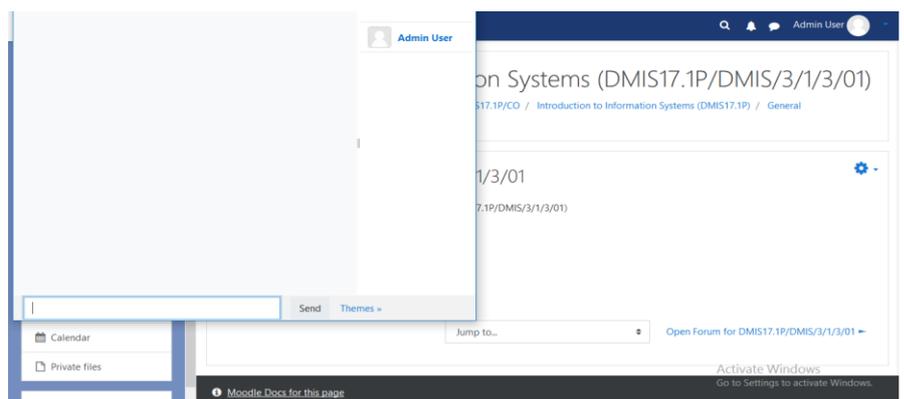
Accessible chat

Chat menu with more details.



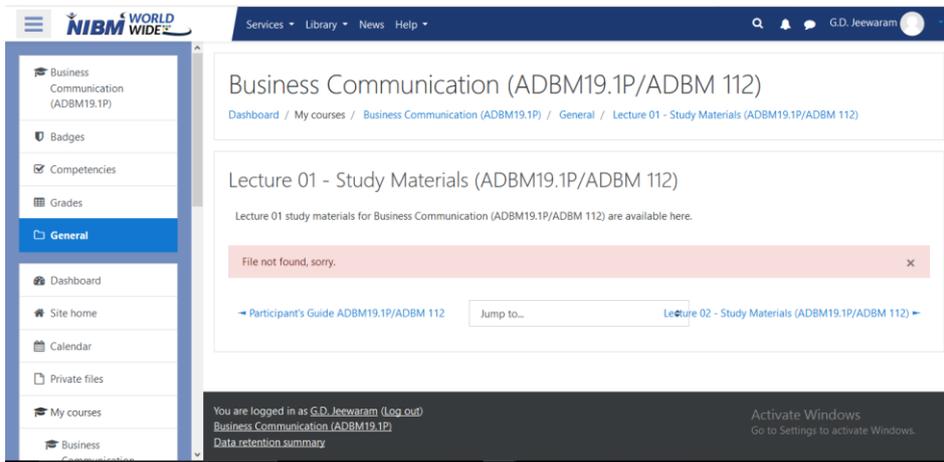
Chat

Normal chat menu.



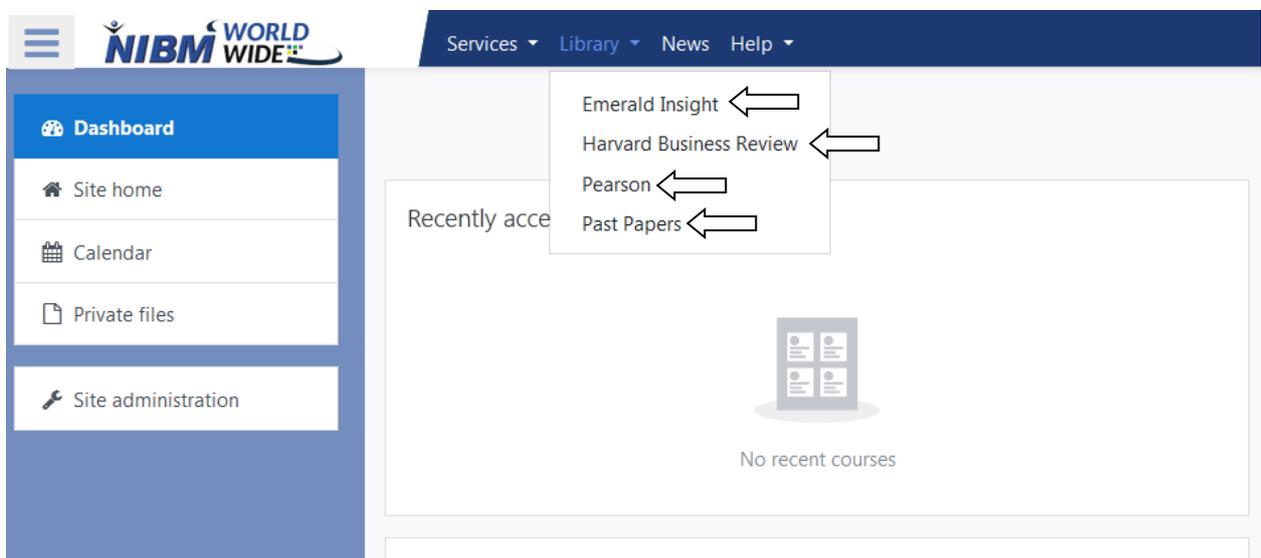
Assignments

User can access uploaded assignments here.



Library In Website

This is the Library tab to check the Emerald Insight, Harvard Business Reviews, Pearson, Past Papers.



Emerald Insight

Emerald Insight is a scholarly publisher of academic journals and books in the fields of management, business, education, library studies, health care, and engineering.



Harvard Business Review

HBR's articles cover a wide range of topics that are relevant to various industries, management functions, and geographic locations. These focus on areas including leadership, organizational



change, negotiation, strategy, operations, marketing, finance, and managing people.

Pearson

Using library Pearson tab link to the Pearson site for connection.



Username

CONTINUE

Pass papers

Using library Past Papers tab Student or System Analyzers can check the past papers and they can download it.

The screenshot shows the 'Past Papers' page on the NIBM World Wide website. The page features a table with columns for 'Section', 'Name', and 'Download'. The table lists various past papers for different sections, including ADLM 14.1P and DCSD 15.3, DSE 15.2, DCN 15.1. Each row has a 'Download' link.

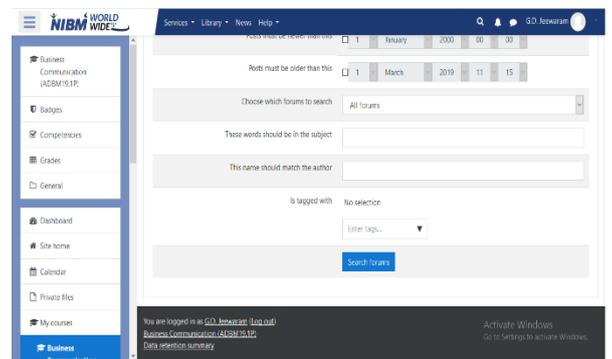
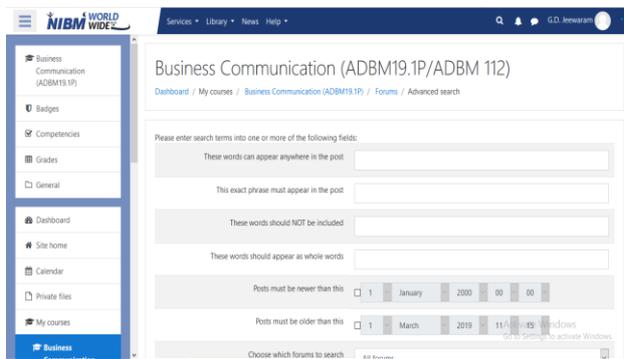
Section	Name	Download
ADLM 14.1P	ERP	Download
ADLM 14.1P	Financial Mgt	Download
ADLM 14.1P	HR in Logistics	Download
ADLM 14.1P	Import and Export	Download
ADLM 14.1P	Logistics Audit	Download
ADLM 14.1P	Maintenance Management	Download
ADLM 14.1P	Marketing Logistics	Download
ADLM 14.1P	Order Processing and Information Systems	Download
ADLM 14.1P	Quality Systems and Service Quality	Download
ADLM 14.1P	Supply Chain	Download
ADLM 14.1P	Transportation & Networking	Download
ADLM 14.1P	Warehouse Mgt	Download
DCSD 15.3, DSE 15.2, DCN 15.1	BIS	Download
DCSD 15.3, DSE 15.2, DCN 15.1	C Language	Download
DCSD 15.3, DSE 15.2, DCN 15.1	COLOMBO-DCSD-15.3-V8.NET (4)	Download

Forum

Search: type one or two words to search or click search for advanced search.

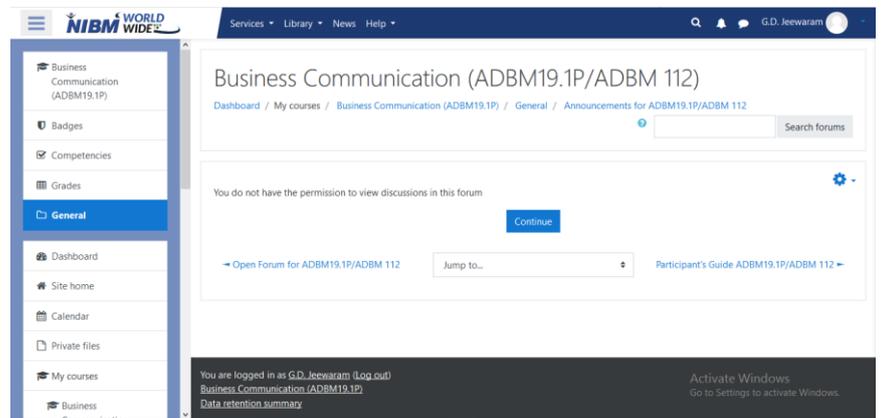
The screenshot shows the 'Business Communication (ADB M19.1P/ADB M 112)' forum page. The page displays a search bar and a message: 'You do not have the permission to view discussions in this forum'. There is a 'Continue' button and a 'Search forums' button. The page also shows navigation links for 'Open Chat ADB M19.1P/ADB M 112' and 'Announcements for ADB M19.1P/ADB M 112'.

Advanced Search of Forum



Announcement

Search: type one or two words to search or click search for advanced search



Competencies

The screenshot shows the NIBM World Wide LMS interface. The main content area displays the course title "Course: Business Communication (ADBM19.1P/ADBM 112)" and the breadcrumb "Dashboard / My courses / Business Communication (ADBM19.1P) / Competencies". Below this, the heading "Course competencies" is followed by a light blue message box stating "No competencies have been linked to this course." The left sidebar is active, with "Competencies" selected. The top navigation bar shows "Services", "Library", "News", and "Help". The user is logged in as "G.D. Jeewaram".

Badges

Display badge details.

The screenshot shows the NIBM World Wide LMS interface. The main content area displays the course title "Business Communication (ADBM19.1P/ADBM 112)" and the breadcrumb "Dashboard / My courses / Business Communication (ADBM19.1P) / Badges". Below this, the heading "Business Communication (ADBM19.1P/ADBM 112): Badges" is followed by a light red message box stating "There are no badges available." The left sidebar is active, with "Badges" selected. The top navigation bar shows "Services", "Library", "News", and "Help". The user is logged in as "G.D. Jeewaram".

Services in Website

This is the services tab to check the Attendance, Apply for Repeat Examination, Request a Viva Date, Request a Transcript, Request a Participation Letter, Latest Results, Online Payments.

The screenshot shows the NIBM World Wide website interface. The top navigation bar includes 'Services', 'Library', 'News', and 'Help'. The user is logged in as 'G.D. Jeewaram'. The left sidebar contains a menu with 'Business Communication (ADBM19.1P)' selected, and sub-items like 'Badges', 'Competencies', 'Grades', and 'General'. The main content area displays a dropdown menu for 'Services' with the following items: 'Attendance', 'Apply for Repeat Examination', 'Request a Viva Date', 'Request a Transcript', 'Request a Participation Letter', 'Latest Results', and 'Online Payments'. Arrows point from these menu items to their respective locations in the interface. Below the menu, there is a message: 'There are no badges available.' The footer shows the user is logged in as 'G.D. Jeewaram' and provides a link to 'Data retention summary'.

Attendance

This is the View of the Attendance page including Course, Total, Attended, Percentage, view

The screenshot shows the NIBM World Wide website interface. The top navigation bar includes 'Services', 'Library', 'News', and 'Help'. The user is logged in as 'G.D. Jeewaram'. The left sidebar contains a menu with 'Business Communication (ADBM19.1P)' selected, and sub-items like 'Dashboard', 'Site home', 'Calendar', 'Private files', 'My courses', 'Business Communication (ADBM19.1P)', 'Business Strategy (ADBM19.1P)', 'Management Information Systems (ADBM19.1P)', and 'Legal Aspects of Business (ADBM19.1P)'. The main content area displays the 'Attendance Report : COADBM191P-002'. Below the title, there is a table with the following data:

#	Course	Total	Attended	Percentage	View
1	Business Communication (ADBM19.1P/ADBM 112)			%	View
2	Business Strategy (ADBM19.1P/ADBM 110)			%	View
3	Management Information Systems (ADBM19.1P/ADBM 109)			%	View
4	Legal Aspects of Business (ADBM19.1P/ADBM 108)			%	View
5	Managing Human Capital (ADBM19.1P/ADBM 107)			%	View
6	Managing Operations (ADBM19.1P/ADBM 106)			%	View
7	Marketing Management (ADBM19.1P/ADBM 203)			%	View
8	Economics of Business Enterprise (ADBM19.1P/ADBM 102)			%	View
9	Business Analytics (ADBM19.1P/ADBM 103)			%	View
10	Financial and Management Accounting (ADBM19.1P/ADBM 104)			%	View
11	Management Process and Practices (ADBM19.1P/ADBM 101)			%	View

The footer shows the user is logged in as 'G.D. Jeewaram' and provides a link to 'Data retention summary'.

Apply for Repeat Examination

This is the View of the Repeat Examination page including all the information of student and the Repeat subjects.

Repeat Examinations
Apply for Repeat Examination

INFO : Now you can check status of approvals by entering the student number on the examination portal. Specially if you don't receive an email.

Title: Mr
Name: _____
Student Number: _____
NIC Number: _____
Email: _____
Mobile: _____
Address: _____
Branch: Colombo
Division: (-)
Study Programme: _____
Student Batch: _____

Repeated Subject 1: _____
Repeated Subject 2: _____
Repeated Subject 3: _____
Repeated Subject 4: _____
Repeated Subject 5: _____
Repeated Subject 6: _____
Repeated Subject 7: _____
Repeated Subject 8: _____
Repeated Subject 9: _____

Request a Viva Date

This is the View of the request Viva date page including following Information.

Students
Viva
Request a Viva Date

INFO : Now you can check status of approvals by entering the student number on the examination portal. Specially if you don't receive an email.

Title: Mr
Name: _____
Student Number: _____
NIC Number: _____
Email: _____
Mobile: _____
Address: _____
Branch: Colombo
Division: (-)
Study Programme: _____
Student Batch: _____

Request a Transcript

This is the View of the request Transcript page including following Information.

Students
Transcript
Request a Transcript

INFO : Now you can check status of approvals by entering the student number on the examination portal. Specially if you don't receive an email.

Title: Mr
Name: _____
Student Number: _____
NIC Number: _____
Email: _____
Mobile: _____
Address: _____
Branch: Colombo
Division: (-)
Study Programme: _____
Student Batch: _____

Request a Participation Letter

This is the View of the request for participation letter page including following Information.

Students
Participation Letter
Request a Participation Letter

INFO : Now you can check status of approvals by entering the student number on the examination portal. Specially if you don't receive an email.

Title: Mr
Name: _____
Student Number: _____
NIC Number: _____
Email: _____
Mobile: _____
Address: _____
Branch: Colombo
Division: (-)
Study Programme: _____
Student Batch: _____
To Whom, Name: _____
To Whom, Address: _____

Latest Result

This is the View of the Latest Result Page. student can see the latest result Uploaded to the web.

The screenshot shows the 'Examination Portal' with a 'Latest Results' section. On the left, there is a navigation menu with options: Student Home, Job Net, Black Board, Lecture Schedules, Examination Portal (highlighted), Viva Schedules, Scholarships, and Students Guidelines. The main content area displays a list of results for February 2019, including subjects like Marketing Management, Industrial Relations and Industrial Law, Business Communication, and Financial and Management Accounting, along with their respective exam dates and times.

Subject	Exam Date	Time
Marketing Management	2019-02-26	16:26
Industrial Relations and Industrial Law	2019-02-26	16:24
Business Communication	2019-02-26	16:22
Industrial Relations and Labour Law	2019-02-26	16:21
Data Warehousing and Data Mining	2019-02-26	16:20
Introduction to HRM and Human Resourcing	2019-02-26	16:19
Financial and Management Accounting	2019-02-26	16:17
Business Analytics	2019-02-26	16:16
Marketing Management	2019-02-26	16:16
Legal Aspects of Business	2019-02-26	16:14
Financial and Management Accounting	2019-02-26	16:12
Business Analytics	2019-02-26	16:10

Online Payments

This is the View of the online payment page for students including the phases Card holder information, Student information and the request message.

The screenshot shows the 'Pay Online | Request' form. It is divided into three main sections: Card Holder Information, Student Information, and Request Message. The Card Holder Information section includes fields for Name (First, Last), Email (Email Address), Telephone (Mobile, Landline, Street), Address (Street Name, City, State, Country), and Zip Code. The Student Information section includes fields for Name (First, Last), Email (Email Address), Telephone (Mobile, Landline, Street), Student Number (Student Registration Number), National Identity Card Number, Regional Centre (dropdown), and Division (dropdown). The Request Message section includes a dropdown for 'Payment for' (set to 'OFFICE SALARY') and a text input for 'Payment Amount'.

NIBM WORLD WIDE



NIBM WORLD WIDE

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