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The Project for the Educational Quality Improvement of Adama  
Science and Technology University through ICT Integration

# LMS System Student User Manual

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**KOICA**<sup>Agency</sup> 한국국제협력단  
KOREA INTERNATIONAL COOPERATION AGENCY

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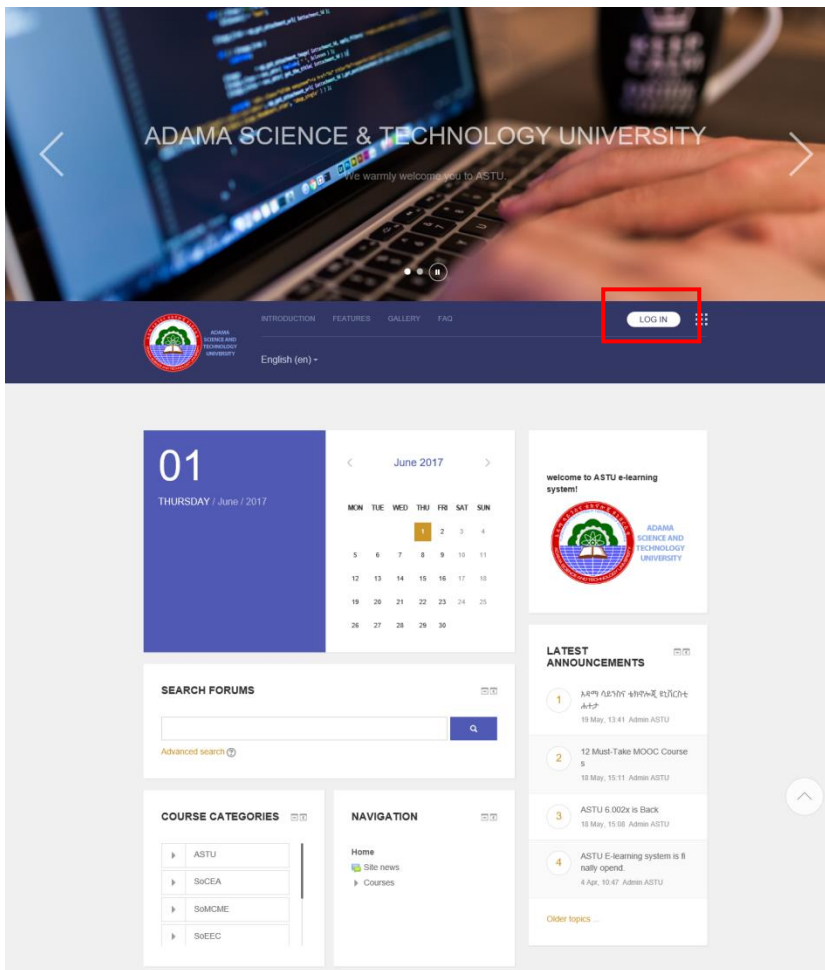
# 1. Website Access and Login

## 1.1. Access website

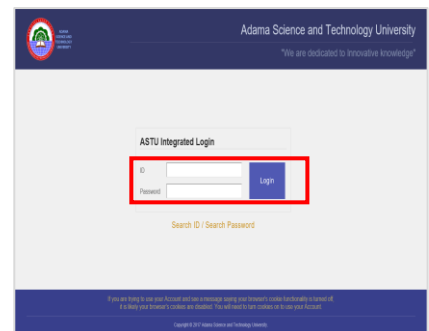
Access to ASTU LMS website as below.

- <https://uglms.astu.edu.et> (Undergraduate)
- <https://pglms.astu.edu.et> (Postgraduate)
- <https://plms.astu.edu.et> (Open Courseware System)

## 1.2. Login and Register Profile



Click [LOGIN] button and move to integrated login page.



Login with personal account.

- Enter ID and Password

**Student A**

Dashboard > Preferences > [Edit profile](#)

- NAVIGATION**
- Dashboard
  - ↳ Site home
  - ↳ ASTU e-learning system
  - ↳ My courses

**Student A**

▼ **General** ▶ Expand all

First name\*

Surname\*

Email address\*

Email display  Allow only other course members to see my email address


City/town

Select a country

Timezone

Description

▼ **User picture**

Current picture 

Delete

New picture

Maximum size for new files: 600MB, maximum attachments: 1

↓

You can drag and drop files here to add them.

Picture description

▶ **Additional names**

▶ **Interests**

▶ **Optional**

▼ **Belong to**

Major\*

[Update profile](#)

There are required fields in this form marked \*

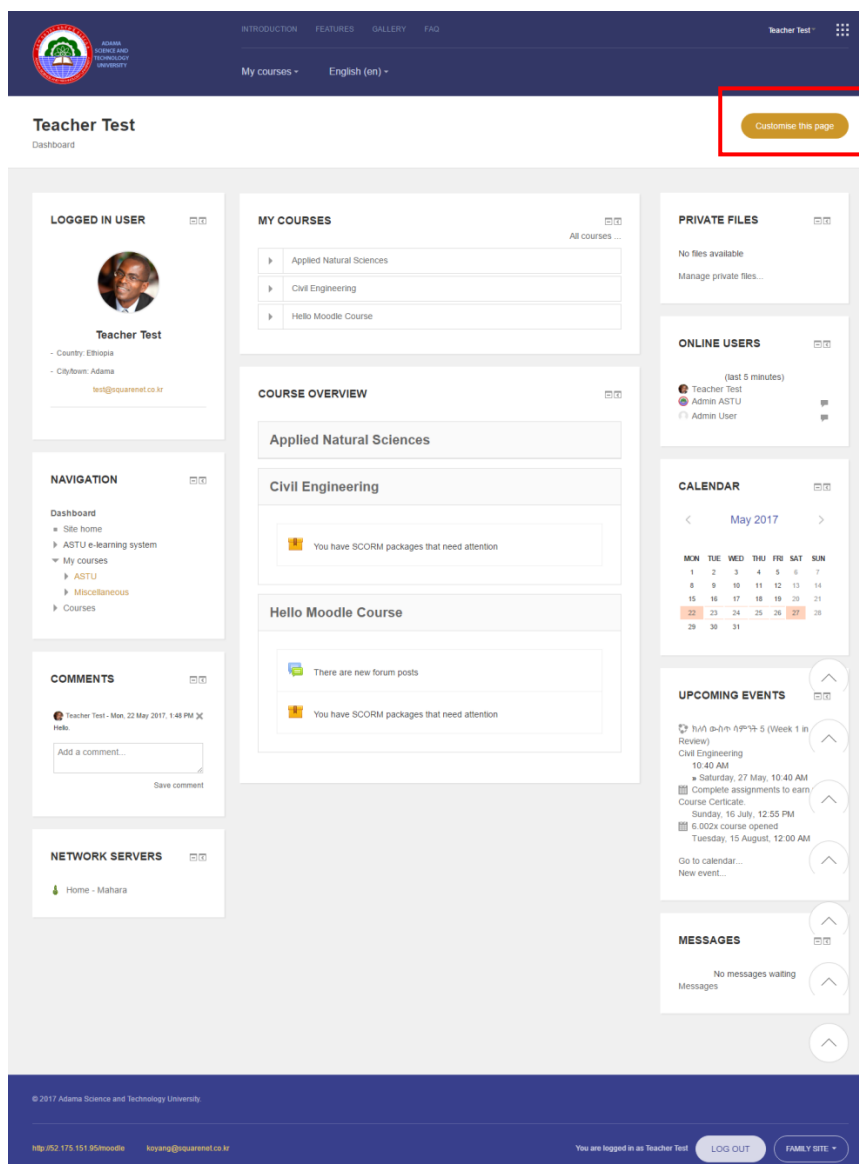
Profile must be registered when initially logging in to the LMS system. You cannot move to the next page if required fields are not registered.

- First name
- Surname
- Email address
- Current picture
- All \* fields are required

My profile information is important since it is linked with the course to be taken and grade. Therefore, enter the exact information of yourself.

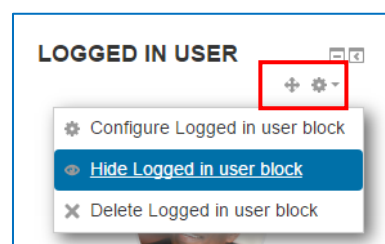
## 2. Dashboard

### 2.1. Dashboard Setting



Click [Dashboard] from [Navigation] block and move to dashboard screen. Customising the dashboard screen is available following the user's preference. Click [Customise this page] at the top-right and add block from [Add a block] menu at the bottom.

Use button located in each block to change location of blocks and click button to change setting, hide, delete the selected blocks.



Select [Reset page to default] to initialise all settings during customisation and click [Stop customising this page] to finish customising.

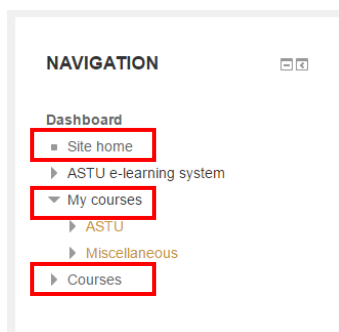


[Navigation] block among dashboard block enables quick move to each course and to specific page within the site.

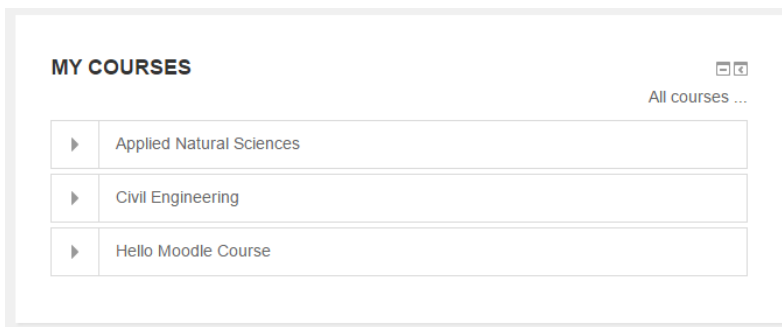
[Site home] moves to the main page of LMS website, [My courses] goes to the course page currently taking, [Courses] moves to all the course page opened in LMS.

### 2.2. Detailed Function of Dashboard

#### 2.2.1. Navigation

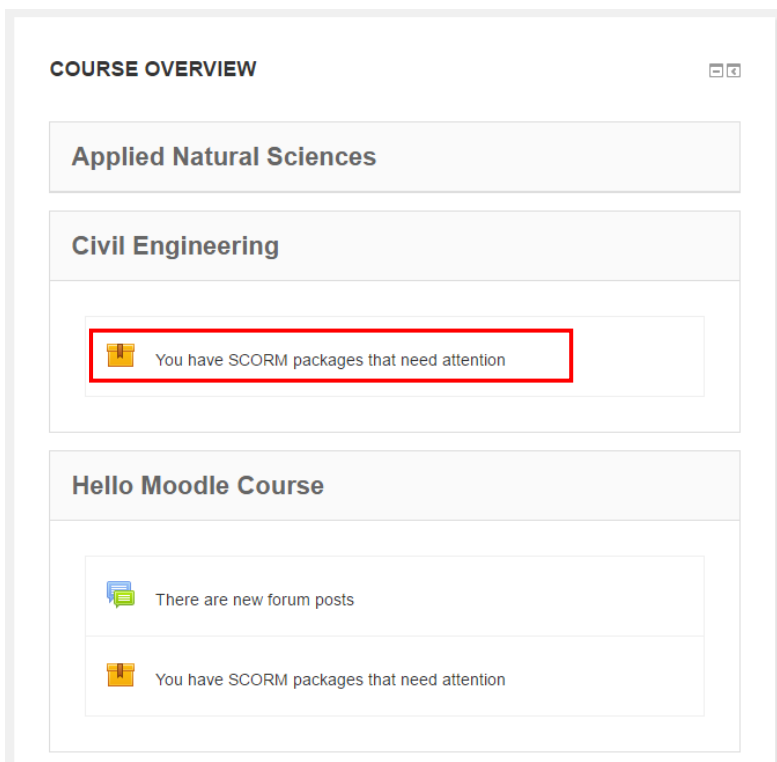


### 2.2.2. My Course



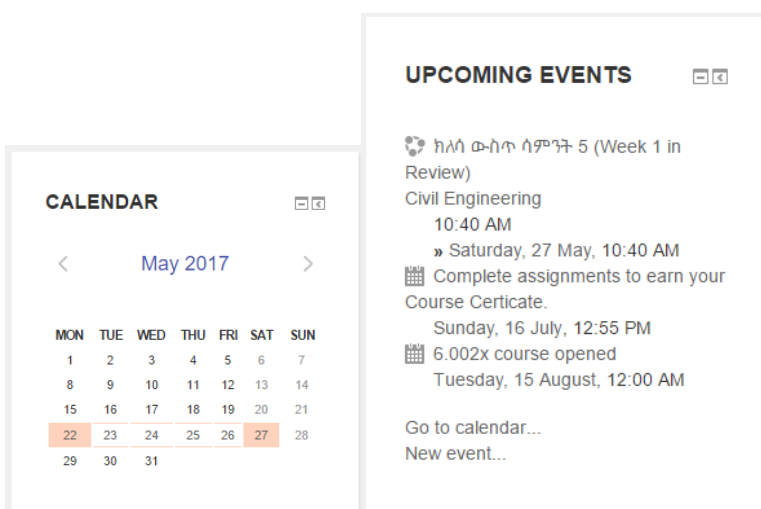
[My Course] block checks the course name currently taking and leads to relevant course page when clicking it.

### 2.2.3. Course Overview



[Course Overview] allows checking details of learning activity which is designed in current course and it moves to relevant activity when clicking it.

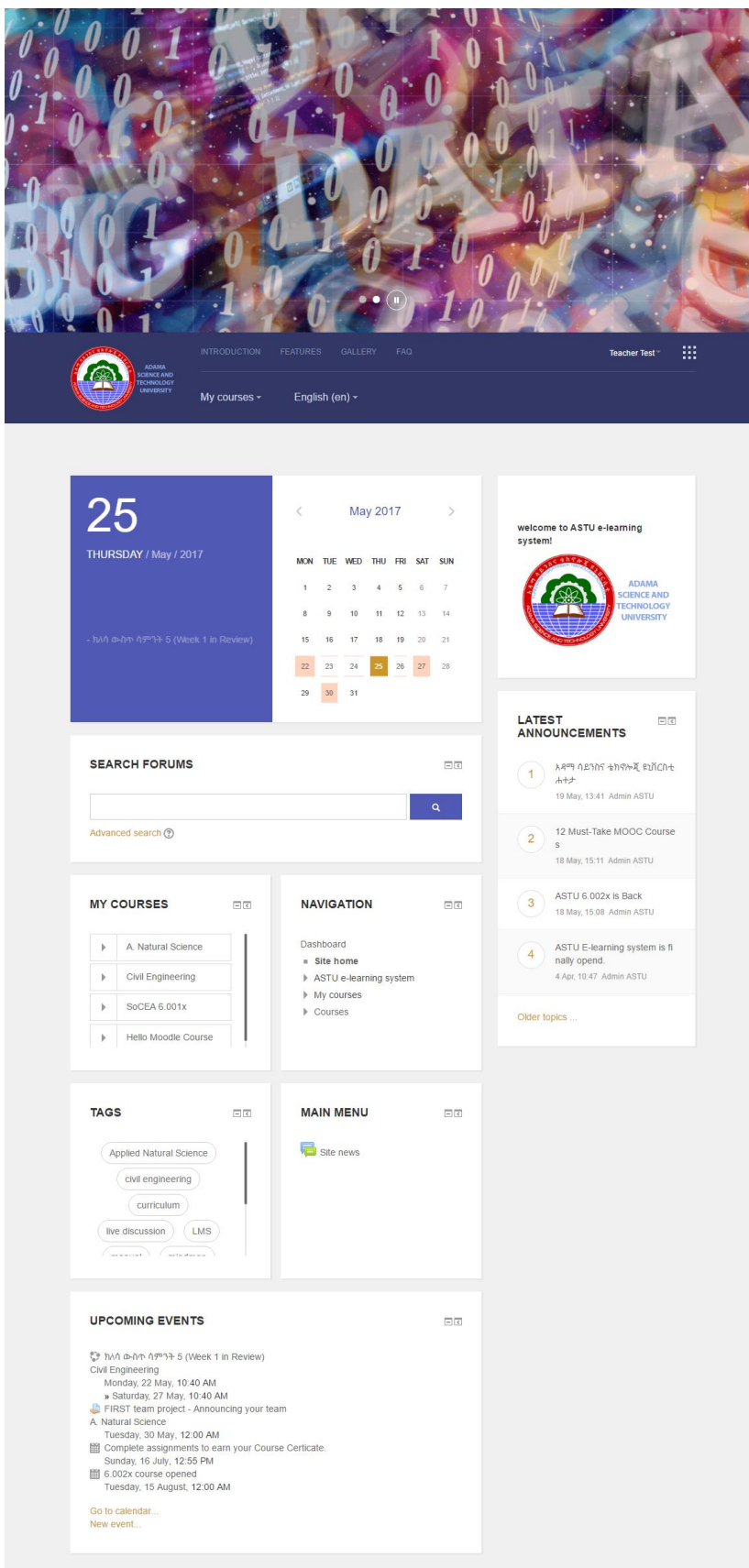
### 2.2.4. Calendar and Upcoming Events



[Calendar] checks not only the learning schedule within the course but also all the event schedule related to LMS site. [Upcoming Event] checks the latest event.

### 3. Front Page

#### 3.1. Check Front Page



Personalised learning information depending on logged in users can be found in the front page.

- Today's schedule and calendar (My course learning calendar and LMS site event calendar)
- Search forums
- My courses
- Site navigation
- Tags
- Main menu (LMS site announcement)
- Upcoming events
- Latest announcements



### AVAILABLE COURSES



**A. Natural Science**  
In the past three years visions and...



**Civil Engineering**  
Civil engineering is a professional e...



**SoCEA 6.001x**  
Civil engineering is arguably the ol...



**Hello Moodle Course**  
Community driven, globally supporte...

- Available courses
- Site news (Click 'More' for details)
- Search course

### SITE NEWS

[Subscribe to this forum](#)

#### እዳግ ሳይንስና ቴክኖሎጂ ዩኒቨርሲቲ ስቴታ

በ 1993 የተቋቋመ፣ እዳግ ሳይንስና ቴክኖሎጂ ዩኒቨርሲቲ እዳግ ያህልን መካከለኛ መጠን ያላቸው ከተማ (500,000-1,000,000 ዝግጁ...

[MORE](#)

by Admin ASTU - Friday, 19 May 2017, 1:41 PM

#### 12 Must-Take MOOC Courses

"The Best of the Best."

That's what Harvard students call CS50, the most popular course on the...

[MORE](#)

by Admin ASTU - Thursday, 18 May 2017, 3:11 PM

#### ASTU 6.002x is Back

Hope you are doing well!

Our circuits and electronics is back. We are excited to announce that the latest...

[MORE](#)

by Admin ASTU - Thursday, 18 May 2017, 3:08 PM

#### ASTU E-learning system is finally open.

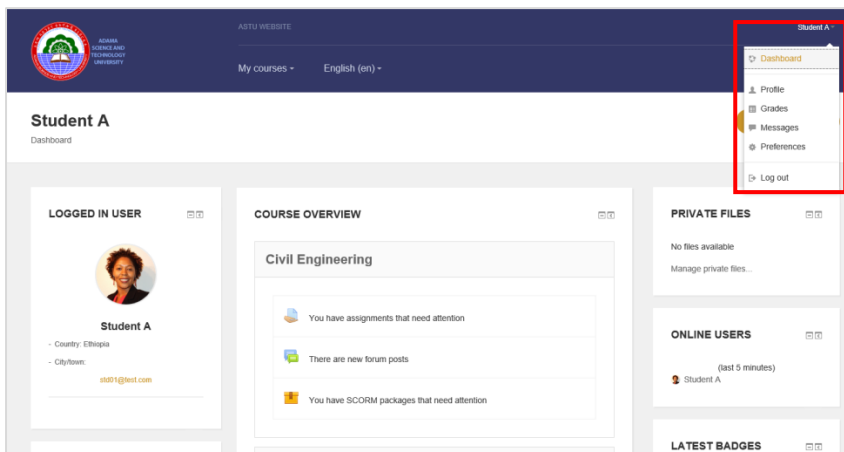
ASTU E-learning system is finally open. we hope this system to support your study and future. Please contact...

[MORE](#)

by Admin ASTU - Tuesday, 4 April 2017, 10:47 AM

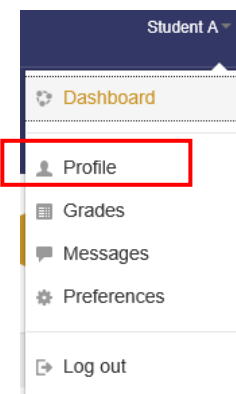
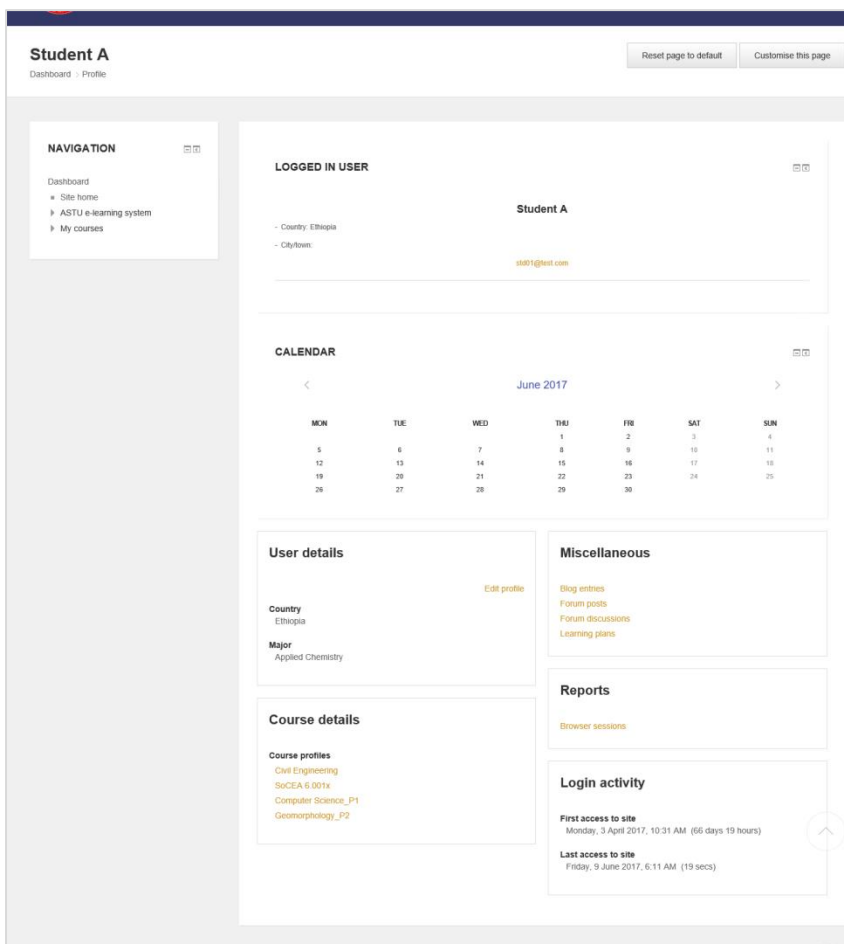
### SEARCH COURSES

## 4. User Quick Menu



Click logged in user name at the top-right of the screen to move to [Dashboard], [Profile], [Grades], [Message], [Preferences] page or to [Logout].

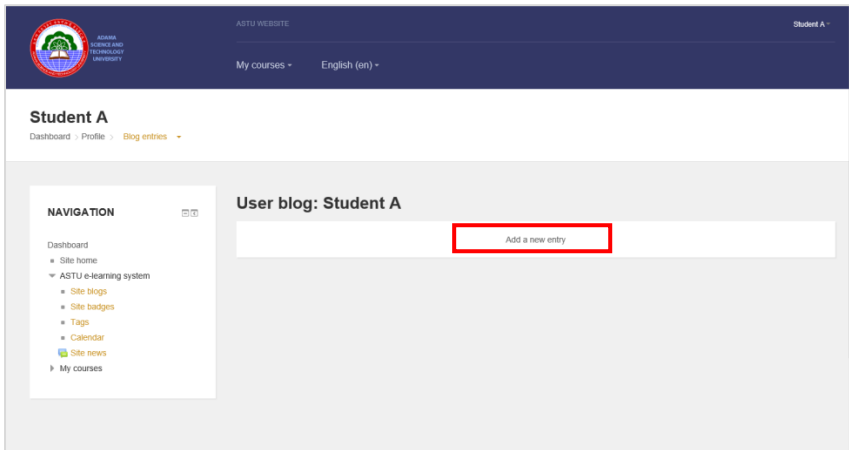
### 4.1. Profile



Click [Profile] to see profile page as shown on the left.

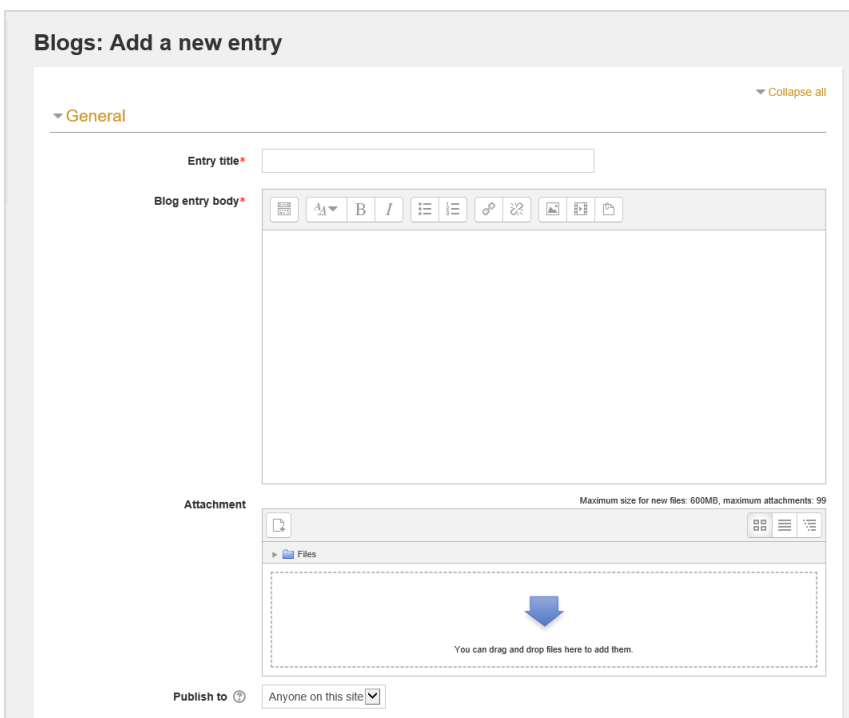
Check your user information and calendar. Edit profile by clicking [Edit profile] in [User details] area. Move to my blog, check forum post/forum discussion record/study plan in [Miscellaneous] section. Check my learning and activity record by courses in [Course details] area. Check browser session information and login record in [Reports].

#### 4.1.1. Manage Blog

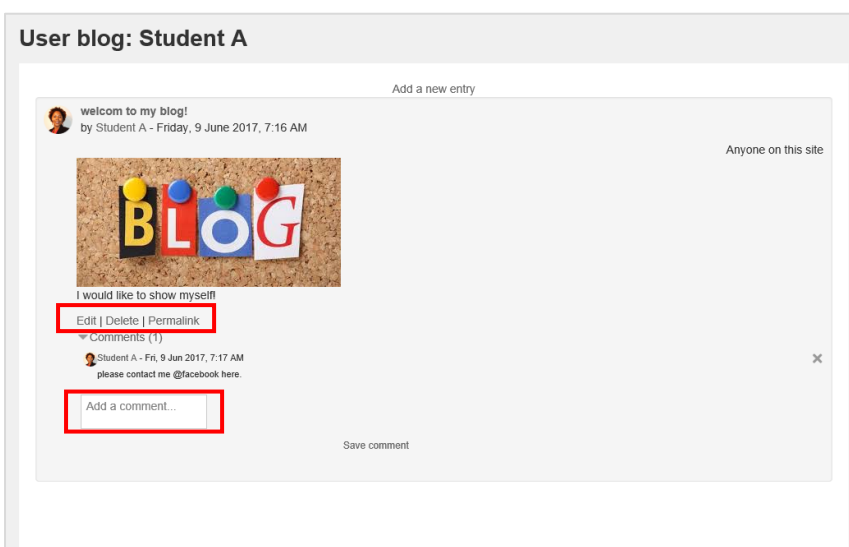


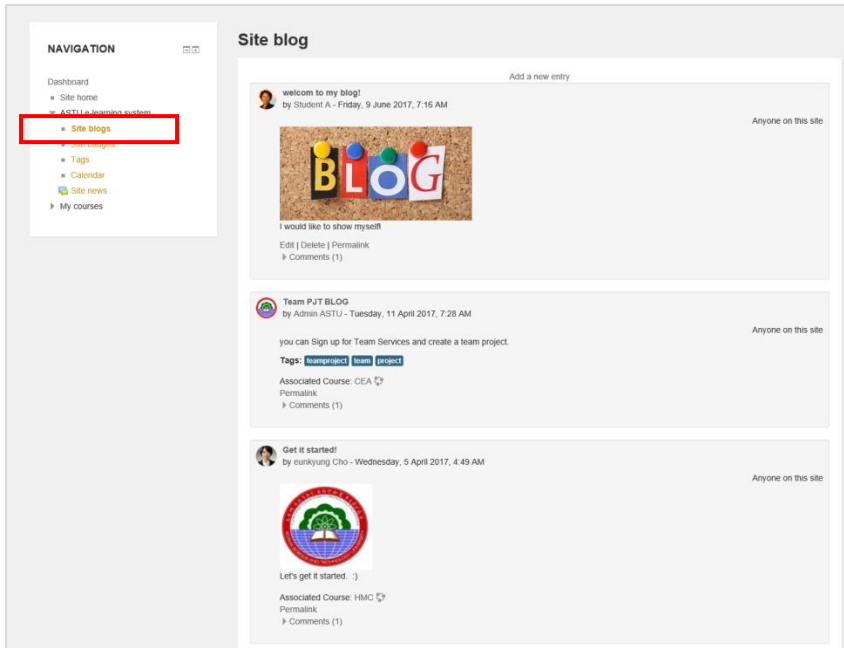
Click [Blog entries] and move to my blog page. Click [Add a new entry] and move to writing page of the blog.

Decide publishing option of [Entry title], [Blog entry body], [Publish to] and [Save changes].



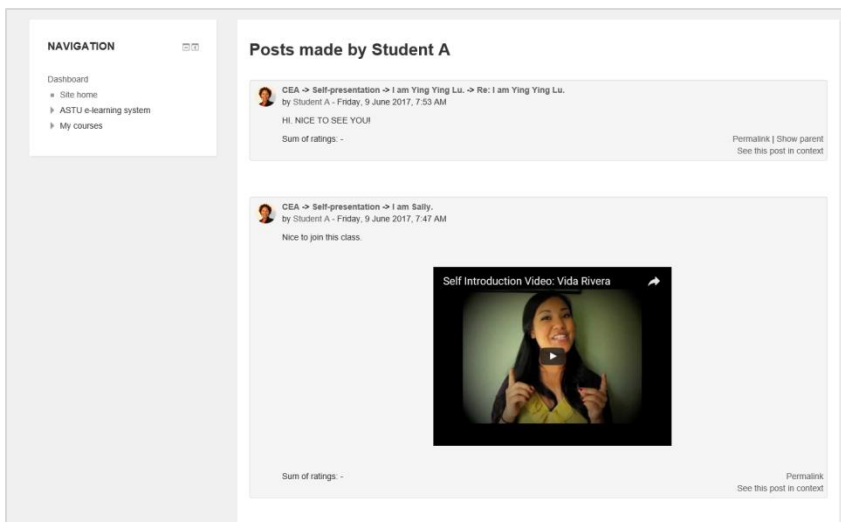
My blog posting can be checked as shown on the left. You can [Edit], [Delete], [Permalink] or write comment with [Add a comment].





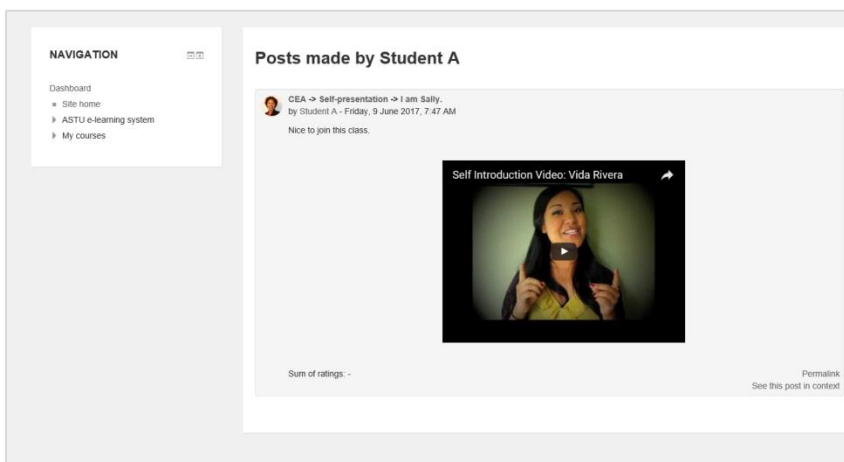
All blog posts that are opened to public can be checked by clicking [Site blog] of [Navigation] block.

#### 4.1.2. Manage Forum Post



Click [Miscellaneous] > [Forum post] from [Profile] page to check all forum posts written by you. This includes not only the post written by me but also the comments. Click text and move to the forum of the relevant course where the forum is created.

Forum post by me can be checked when clicking [Forum discussions].



### 4.1.3. Login Activity Report

**Reports**

[Browser sessions](#)

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**Login activity**

**First access to site**  
Monday, 3 April 2017, 10:31 AM (66 days 21 hours)

**Last access to site**  
Friday, 9 June 2017, 7:53 AM (now)

Click [Browser sessions] of [Reports] area to check my session information.

Check first and last access to site in [Login activity] for login record.

Log in	Last access	Last IP address	Action
Friday, 9 June 2017, 5:35 AM	Current session	183.98.7.105	

Click course name in [Course details] to check relevant user's profile (Function of course profile is explained in 5. My course)

### 4.1.4. Course Profile

**User details**

Country: Ethiopia

Major: Applied Chemistry

[Edit profile](#)

**Course details**

Course profiles: Civil Engineering, SocCEA 6.001x, Computer Science\_IP1, Geomorphology\_P2

Roles: Student

Group: Atcam

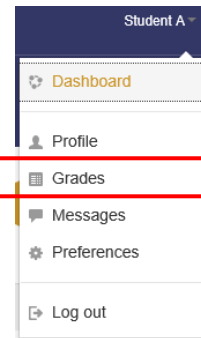
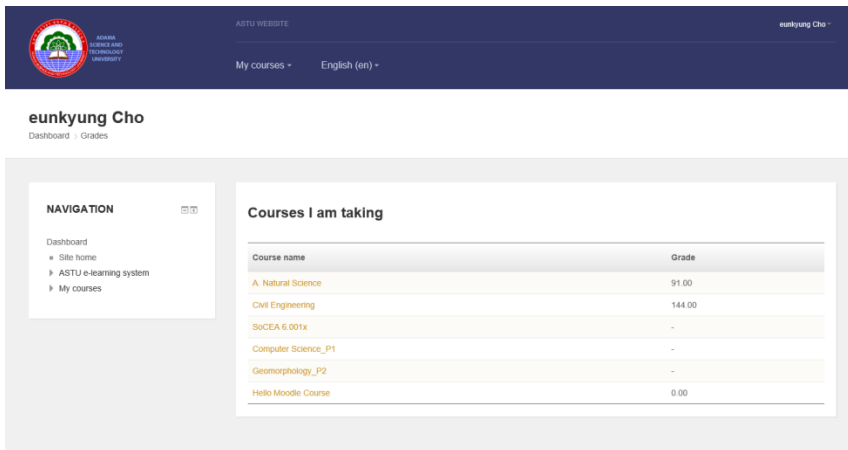
**Reports**

Today's logs, All logs, Outline report, Complete report, Statistics, Browser sessions, Grade

**Login activity**

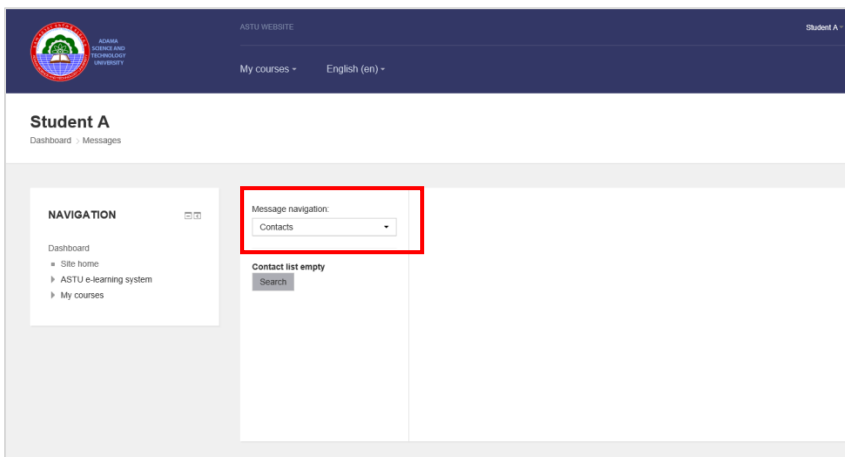
Last access to course: Friday, 9 June 2017, 8:00 AM (now)

## 4.2. Grades

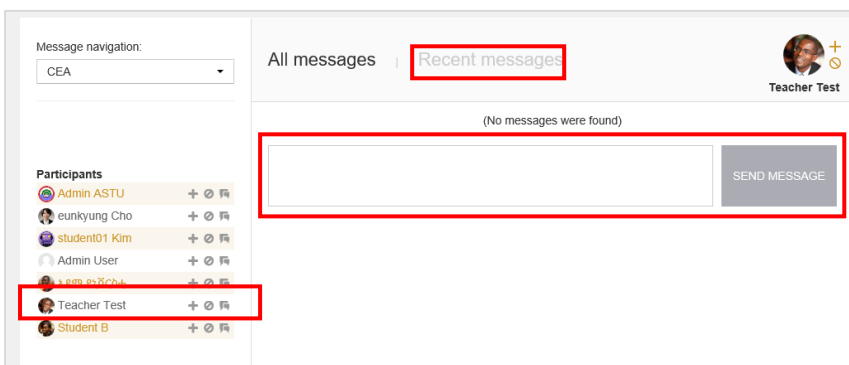
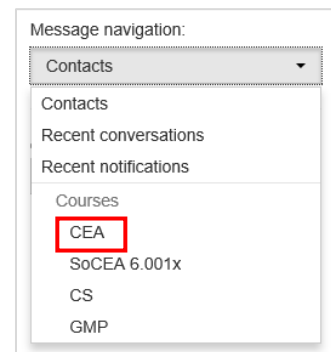


Click Quick menu > [Grades] to check 'Courses I am taking' as shown on the left image. Click course name and move to [Grade] page of the relevant course.

## 4.3. Message



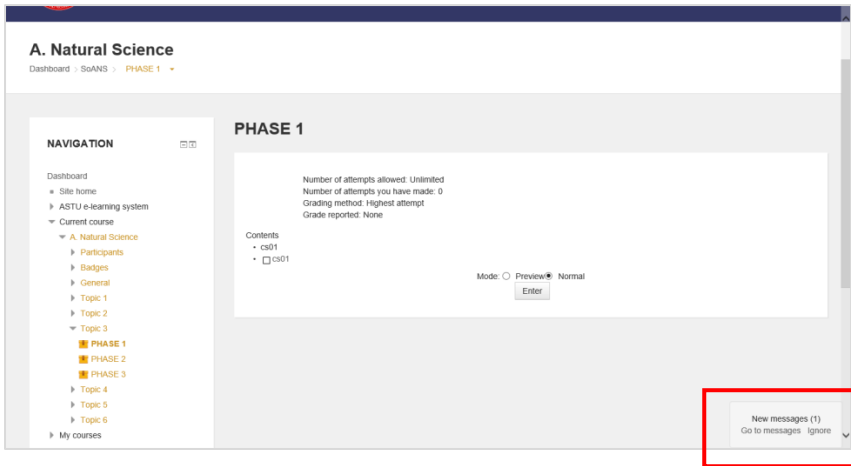
Click Quick menu > Message and move to message management page like the left.



Select my contact list, recently communicated contact, recent notification or my course from Message navigation. Select course name to check list of participants, send message to users or to check recent conversation from [Recent messages].

Use icon on the right side of user name to add in [Contact] or Block.

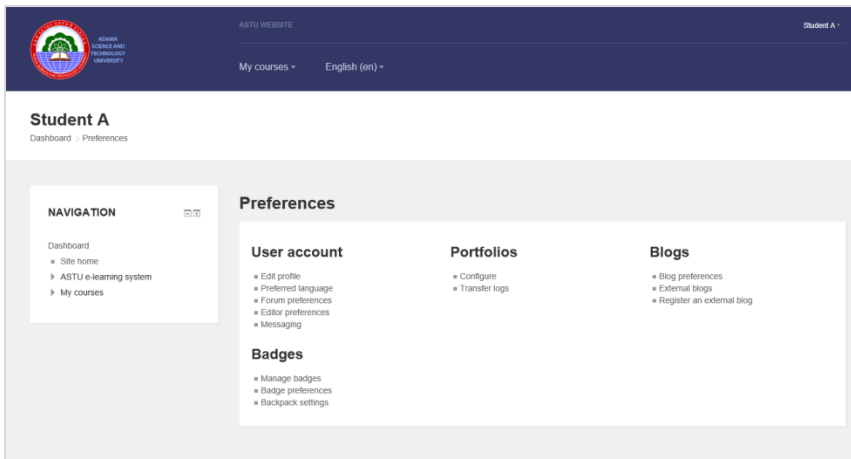




New messages alert can be checked below the system screen through POP. Click [Go to messages] to check the message or click [Ignore] to get rid of the alert window.

#### 4.4. Preferences

Click Quick menu > Preferences to move to main pages used recently by the user.



## 5. My Course

### 5.1. Move to Currently Taking Courses

The screenshot shows the 'Civil Engineering' course dashboard. On the left, the 'NAVIGATION' block lists 'Dashboard', 'Site home', 'ASTU e-learning system', 'Current course', 'Civil Engineering' (with sub-items: Participants, Badges, General, Week 1-5), and 'My courses'. Below it is the 'ADMINISTRATION' block with 'Course administration', 'Grades', and 'Competencies'. The main content area features a 'General' section with news and course curriculum, followed by 'Week 1' and 'Week 2' activity cards. On the right, there are 'SEARCH FORUMS', 'LATEST ANNOUNCEMENTS', 'UPCOMING EVENTS', and 'RECENT ACTIVITY' sections.

Click course name in [Course] or [My course] and move to course details like the left screen.

[Navigation] on the left side of the page provides course menu. My Grade and Competencies can be checked in [Administration].

Learning activity by learning module designed by the teacher(or administrator) can be checked in the middle of the page and learning page of relevant activity appears when clicking it.

[Search Forums], [Latest Announcements], [Upcoming Events], [Recent Activity] can be checked on the right side of the page.

### 5.2. Check Participants Taking Course

The screenshot shows the 'Participants' page. The left sidebar is identical to the previous screenshot. The main content area has filters for 'My courses' (CEA), 'inactive for more than' (Select period), and 'User list' (Brief). It shows 'All participants: 8' with search filters for first and surname. Below is a table of participants:

User picture	First name / Surname	Citytown	Country	Last access to course
	Student A		Ethiopia	now
	Student B	Adama	Ethiopia	1 hour 20 mins
	Admin ASTU		Korea, Republic Of	1 hour 27 mins
	Teacher Test	Adama	Ethiopia	7 days 17 hours
	Admin User			8 days 22 hours
	eumkyung Cho	Seoul	Korea, Republic Of	13 days 18 hours
	student1 Kim	seoul	Ethiopia	Never

List of current participants of the course can be checked by clicking [Participants] from the [Navigation] block on the left side of the page.

Click user's profile photo or name to check user information.



Click student name to check user details. Sending direct message to the user, checking post written in forum/blog post/course record/login activity record is available in this page.

### 5.3. Check Course Blog

Click [Navigation] > [Participants]> [Course blogs] to check blog posts opened in relevant course. Depending on viewing availability of the post, it is exposed as 'Anyone on this site' or 'yourself'. Click [Comments] to comment on post. Click [Blog about this course] to move to new blog posting page.

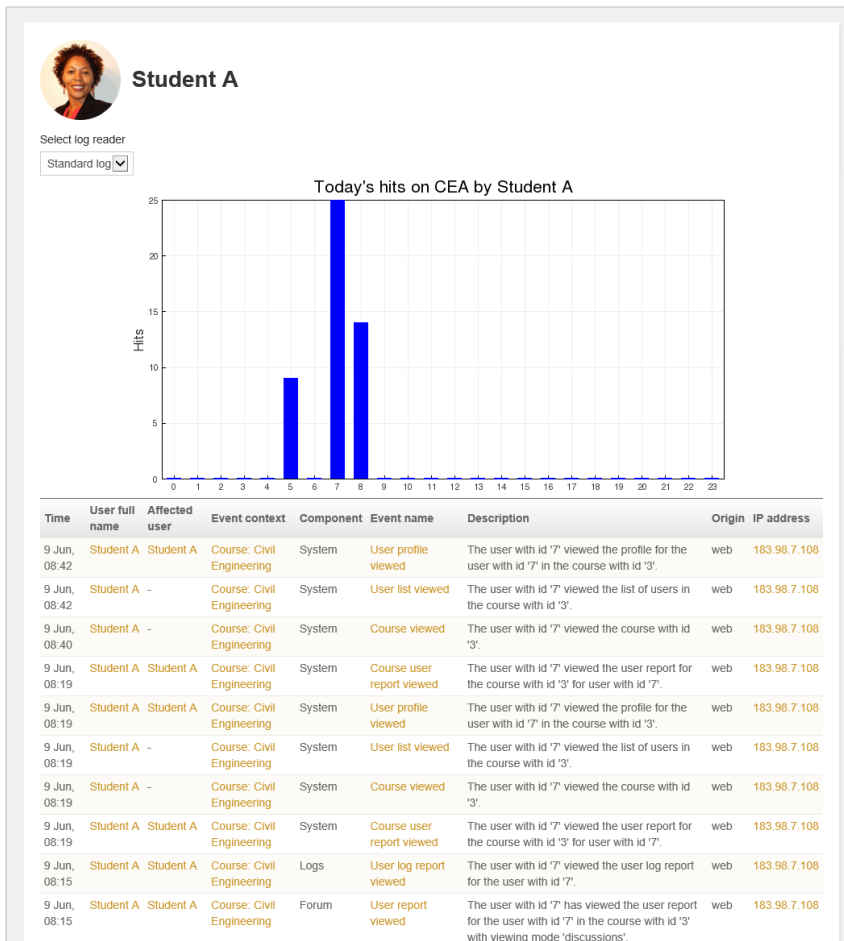
Click [Current course]> [Course name] > [Your name] or my name from full student list. My learning record regarding the course can be checked in details from [Report] area.

**Reports**

- [Today's logs](#)
- [All logs](#)
- [Outline report](#)
- [Complete report](#)
- [Statistics](#)
- [Browser sessions](#)
- [Grade](#)

### 5.4. Course Profile

### 5.4.1. Today's Log



[Today's log] page shows all pages accessed today regarding the course and record of all activities. Mainly accessed time zone can be checked through graph.

[All logs] page shows all pages accessed up to now regarding the relevant course and all activities used. Mainly accessed time zone can be checked through graph.

### 5.4.2. All logs



### 5.4.3. Outline Report

**eunkyung Cho**

**General**

	News	-
	Course Curriculum	10 views Tuesday, 16 May 2017, 4:32 AM (24 days 4 hours)
	Course Community	-

**Week 1**

	Self-presentation	3 posts, Grade: 25.00 / 25.00 Wednesday, 5 April 2017, 5:46 AM (65 days 3 hours)
--	-------------------	--

**Week 2**

	Obama's last speech	7 views Thursday, 25 May 2017, 11:36 AM (14 days 21 hours)
	'first story'	Tuesday, 11 April 2017, 10:25 AM (58 days 22 hours)
	Database	-
	Making Thinking Maps	Last updated: Tuesday, 16 May 2017, 4:35 AM Tuesday, 16 May 2017, 4:35 AM (24 days 4 hours)

**Week 3**

	Wrap-up Quiz	Grade: 10.00 / 10.00 Wednesday, 5 April 2017, 11:09 AM (64 days 22 hours)
	Mid term exam	Grade: 9.00 / 10.00 Thursday, 6 April 2017, 5:07 AM (64 days 4 hours)

**Week 4**

	Solo Assignment	Grade: 100.00 / 100.00 Thursday, 6 April 2017, 8:45 AM (64 days)
	e-learning	Grade: 0.00 / 10.00 Thursday, 25 May 2017, 11:37 AM (14 days 21 hours)

**Week 5**

	Group Assignment	Grade: -
	additional png files	-
	self presentation png file	-
	E-Book	-
	PDF Files(upload to moodle)	-
	Excel file	-
	PPT file	-
	WORD file	-
	Only Additional Docs (NO descriptions)	-
	PDF Files (LCMS URL)	-
	Excel file (LCMS URL)	-
	JPG Files (LCMS URL)	-
	Video File (LCMS URL)	-
	PNG Files (LCMS URL)	-

**Week 6**

	Team project	-
--	--------------	---

Participated activity record and performance related to all activities designed in current course can be checked in [Outline Report] page.

- Number of page view(latest date)
- Number of post
- Grade etc.

## 5.4.4. Complete Report



eunkyung Cho

### General

#### Forum: News

No posts

#### Page: Course Curriculum

10 views - most recently Tuesday, 16 May 2017, 4:32 AM

#### Workshop: Course Community

- Grade for submission: -
- Grade for assessment: -

### Week 1

#### Forum: Self-presentation

Grade: 25.00 / 25.00



#### I am Ying Ying Lu.

by eunkyung Cho - Wednesday, 5 April 2017, 5:34 AM

please enjoy my video.

ying%20ying%20lu.mp4



Permalink



#### 회신: I am Ying Ying Lu.

by eunkyung Cho - Wednesday, 5 April 2017, 5:45 AM

Professor Kim! I really enjoy studying your course!

Permalink | Show parent



#### 회신: Hi. I am Professor Kim.

by eunkyung Cho - Wednesday, 5 April 2017, 5:46 AM

Thank you for your support.

Permalink | Show parent

Check my learning record regarding currently accessed course from [Complete Report].

- Content of post and comment
- Quiz attempt history and date
- Content of submitted report and teacher's feedback
- e-Learning content learning record and grade
- Attachment file check record etc.

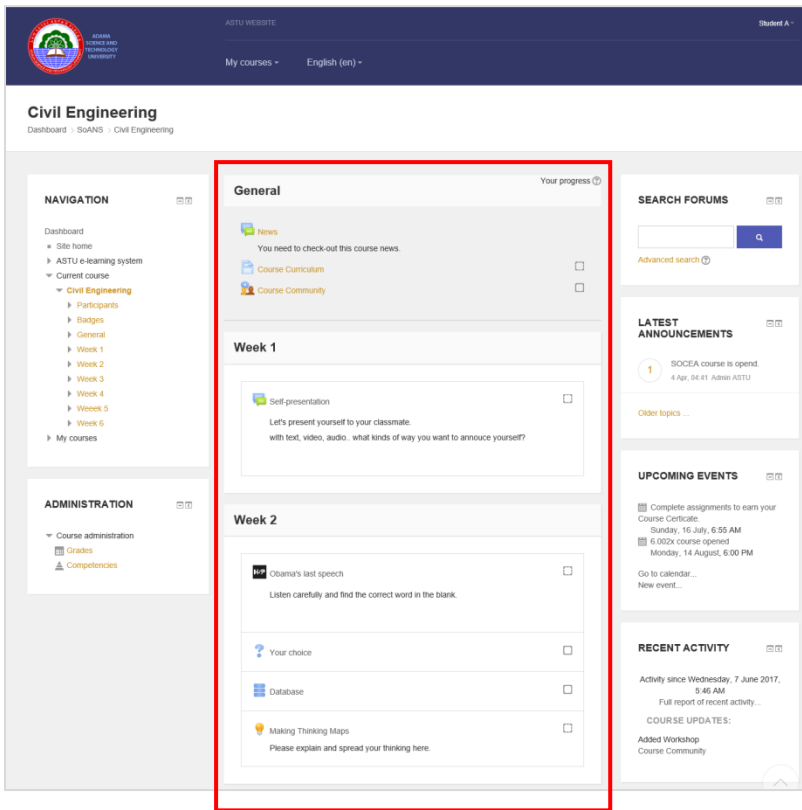
### 5.4.5. Grade

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
<b>Civil Engineering</b>						
Obama's last speech	6.06 %	0.00	0-10	0.00 %		0.00 %
Self-presentation	15.15 %	25.00	0-25	100.00 %		15.15 %
Wrap-up Quiz	6.06 %	10.00	0-10	100.00 %		6.06 %
Mid term exam	6.06 %	9.00	0-10	90.00 %		5.45 %
Solo Assignment	60.61 %	100.00	0-100	100.00 %	Good analysis of similarities between the two novels. Perhaps the length of discussion of each similarity could be shortened as you tightened up the writing and then the number of similarities could be increased by two or three. Intro is too long and the central idea isn't quite clear enough, because of the way the last sentence of paragraph two ends. Much better than the draft.  Grade: 100	60.61 %
Group Assignment ( Empty )	0.00 %	-	0-100	-		0.00 %
e-learning	6.06 %	0.00	0-10	0.00 %		0.00 %
Course Community (submission)	0.00 %	-	0-80	-		0.00 %
Course Community (assessment)	0.00 %	-	0-20	-		0.00 %
Course total	-	144.00	0-165	87.27 %		-

Grade status regarding the activity counted within the course can be checked in [Grade] page.

- Grade item (activity name)
- Calculated weight (weight)
- Grade (my grade)
- Range (grade range)
- Percentage
- Feedback
- Contribution to course total

## 6. Course Learning Activity



Move to the course page to check designed learning activity which appears in the middle of the screen. Click activity to move to the start page of learning.

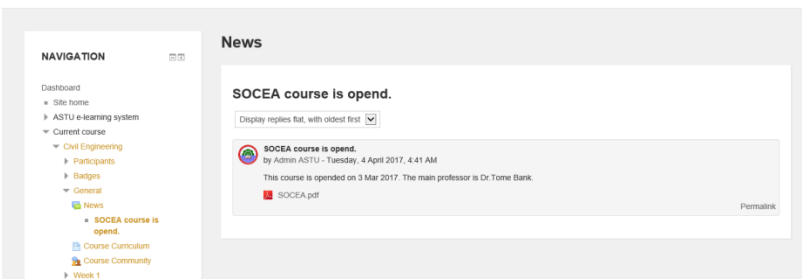
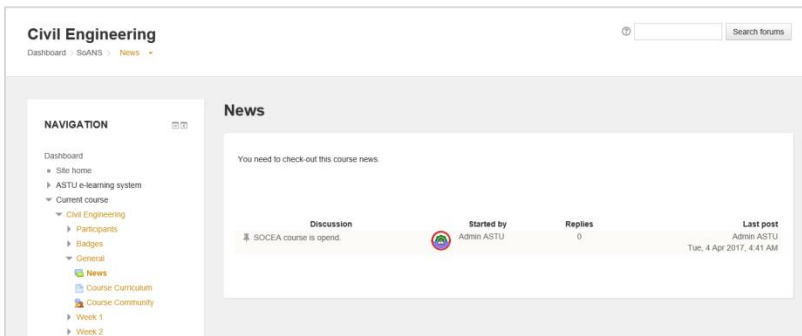
Learning Activity provides function of **Advanced Mindmap, Assignment, Chat, Choice, Database, External tool, Feedback, Forum, Glossary, Interactive Content, Lesson, Quiz, SCORM package, Survey, Tin Can Launch Link, Wiki, Workshop.**

Resources provides function of **Book, File, Folder, IMS Content Package, Label, Page, URL**(each function is explained later in details).

Announcement is exposed on top of the course if [Announcement] is established within the course by the teacher. Only teachers can write announcement.

### 6.1. Announcement

Click post in the list to check details and attachment files.



## 6.2. Advanced Mindmap

Viewing mindmap of **Group C** (✓ You are a group member)  
 Last updated: 2017-6-9 10:41

This group mind map is locked by you, click this button to uolock and return to course: → **Unlock & return to course**



Group name	Group members	Last updated:
Group C (Viewing)	Student A, Admin ASTU, student01 Kim	Friday, 9 June 2017, 10:41 AM

[Advanced Mindmap] is which user writes the mindmap and submitting it.



Click [+][-] button to add block or delete and click save button to save. When working together by groups, [Unlock and return to course] must be clicked so that other users within the group can continue the work.

[Assignment] is an activity of submitting the assignment within the period set by the teacher. Click activity to check [Submission status] like the left.

## 6.3. Assignment

**A. Natural Science**  
 Dashboard > SoANS > FIRST team project - Announcing your team

**NAVIGATION**

- Dashboard
- Site home
- ASTU e-learning system
- Current course
  - A. Natural Science
    - Participants
    - Badges
    - General
    - Topic 1
      - Draw your thinking
      - FIRST team project - Announcing your team**
      - Discuss on this week project
    - group chatting
    - Topic 2
    - Topic 3
    - Topic 4
    - Topic 5
    - Topic 6

**FIRST team project - Announcing your team**

**Submission status**

Group	Group C
Submission status	Nothing has been submitted for this assignment
Grading status	<b>Not graded</b>
Due date	Monday, 29 May 2017, 6:00 PM
Time remaining	Assignment is overdue by 10 days 16 hours
Last modified	-
Submission comments	Comments

**Add submission**  
 Make changes to your submission

Click [Add submission] to enter text or attach file.

**FIRST team project - Announcing your team**

**Online text**

my submission output here

**File submissions**

Maximum size for new files: 10240. Maximum attachments: 1

File icon

Lesson 3 - Site Path

**Submission status**

Group	Group C
Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Monday, 29 May 2017, 6:00 PM
Time remaining	Assignment is overdue by: 10 days 16 hours
Last modified	Friday, 9 June 2017, 10:53 AM
Online text	<input type="checkbox"/> my submission output here. <input type="button" value="Export to portfolio"/>
File submissions	<input type="checkbox"/> Lesson 3 - Soc Psych - Self and Self-Presentation.ppt <input type="button" value="Export to portfolio"/>
Submission comments	Comments (0)

Make changes to your submission

Once this assignment is submitted you will not be able to make any more changes.

Status screen is changed like the left when assignment is saved.

Click [Edit submission] to edit submitted content and click [Submit assignment] for final submit.

Click [Export to portfolio] to save submitted assignment to my e-portfolio.

[Configure exported data] page appears as shown on the left when saving it as e-portfolio. Select file type to be exported and click [Next].

**Configure exported data**

Exporting content from Assignment: FIRST team project - Announcing your team  
 Exporting content to Mahara ePortfolio

Available export formats:

Do you want to wait for this transfer? It might take a few minutes  
 Wait  Don't wait

Available export formats

File
Leap2A portfolio format

Result page that shows export completion can be checked like the left screen(refer to 8. Portfolio Management for portfolio management function).

**Portfolio export complete!**

Return to where you were  
 Continue to your portfolio



## 6.4. Chat

**group chatting**

Separate groups: Group A

The next chat session will start on Tuesday, 23 May 2017, 11:15 AM. (1 sec from now)

[Click here to enter the chat now](#)

[Use more accessible interface](#)

[Chat] is an activity that allows all the students taking the course or groups to participate in online conversation at a specific date. Click activity to check the starting date of the chat and enter the chatting room.

Chatting is available between users when you enter the chatting room as shown in the left screen.

52.175.151.95/moodle/mod/chat/gui\_ajax/index.php?id=1

16:58 Teacher Test Teacher Test has just entered this chat

**Teacher Test** 16:59  
Hello.

**Teacher Test** 17:00  
Please keep your time!

17:01 eunkyung Cho eunkyung Cho has just entered this chat

**eunkyung Cho** 17:01  
Hello. Mr. Astu

**Teacher Test** 17:02  
Hi. You are just in time!

**eunkyung Cho** 17:02  
Yes! I am almost late. ^^

[Themes »](#)

Previous conversation can be checked in [View past chat sessions] if teacher allowed to check the content of chatting in the future.

**Discuss on this week project**

[Click here to enter the chat now](#)

[Use more accessible interface](#)

[View past chat sessions](#)

**Discuss on this week project**

Tuesday, 23 May 2017, 10:59 AM --> Tuesday, 23 May 2017, 11:07 AM

**Teacher**: Hello.

**Teacher**: Please keep your time!

**eunkyung Cho** has just entered this chat

**eunkyung**: Hello. Mr. Astu

**Teacher**: Hi. You are just in time!

**eunkyung**: Yes! I am almost late. ^^

**Teacher** said to **eunkyung Cho**: Did you complete your homework?

**eunkyung**: Yes

**eunkyung Cho** has left this chat

**Teacher Test** has left this chat

## 6.5. Choice

**quick questions**

What time do you prefer to chat online for this forum?

10:00-12:00
  11:00-13:00
  14:00-16:00

**Save my choice**

**Responses**

Choice options	Not answered yet	10:00-12:00	11:00-13:00	14:00-16:00
Number of responses	6	1	1	0
Users who chose this option	Student A eunkyung Cho student01 Kim sejin lee Admin User 한국국제협력단	Student B	Teacher Test	

[Choice] is an activity which student answers to 1 multiple choice question generated by the teacher. Results can be seen right after the student chose their answer or in specific date or in private. Also, availability of exposing the student name can be selected.

Your choice has been saved

What time do you prefer to chat online for this forum?  
Your selection: 11:00-13:00

**Responses**

Choice options	Not answered yet	10:00-12:00	11:00-13:00	14:00-16:00
Number of responses	5	1	2	0
Users who chose this option	eunkyung Cho student01 Kim sejin lee Admin User 한국국제협력단	Student B	Teacher Test Student A	

Result page that shows my answer and answers from different participants appears after making the choice.

[Feedback] is an activity that collects participant's response to the survey questions designed by the teacher. It is answering to various types of question such as multiple-choice question, subjective question, Y/N question.

## 6.6. Feedback

**I would like to hear your opinion!**

Mode: User's name will be logged and shown with answers

what is your favorite color?\*

red  
 pink  
 yellow  
 blue  
 black  
 green

how old are you? (15 - 30)\*

21

There are required fields in this form marked \*.

**Submit your answers**

Cancel

Choose your answer and click [Submit your answers].

**I would like to hear your opinion!**

You've already completed this activity.




## 6.7. Forum

**Self-presentation**

Let's present yourself to your classmate.  
with text, video, audio.. what kinds of way you want to announce yourself?

This forum allows each person to start one discussion topic.

[Add a new discussion topic](#)

Discussion	Started by	Replies	Last post
I am Ying Ying Lu.	 eunkyung Cho	3	Student A Fri, 9 Jun 2017, 7:53 AM
I am Sally.	 Student A	0	Student A Fri, 9 Jun 2017, 7:47 AM
Hi. I am Professor Kim.	 Admin ASTU	1	Admin ASTU Wed, 17 May 2017, 8:14 AM

[Forum] is an activity which participants make a discussion with other participants without a time limit. Click [Add a new discussion topic] to move to forum writing page as shown below.


Check other participant's forum content in the list below. Comment can be written when clicking the relevant text of the forum. All posts written by yourself are graded from the teacher.

**Self-presentation**

Let's present yourself to your classmate.  
with text, video, audio.. what kinds of way you want to announce yourself?


▼ Your new discussion topic

Subject\*

Message\* 

Discussion subscription

Attachment  Maximum size for new files: 500KB, maximum attachments: 9

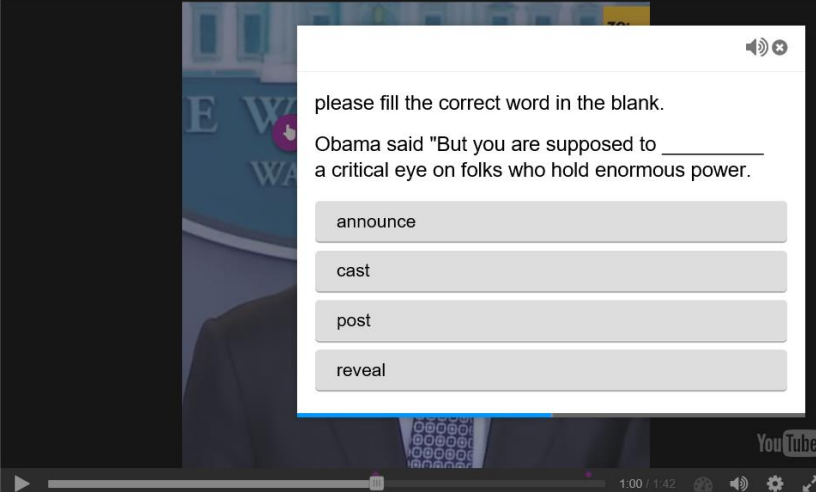
  
You can drag and drop files here to add them.

[Post to forum](#) [Cancel](#)

## 6.8. H5P

### Obama's last speech

Listen carefully and find the correct word in the blank.



please fill the correct word in the blank.

Obama said "But you are supposed to \_\_\_\_\_ a critical eye on folks who hold enormous power.

announce

cast

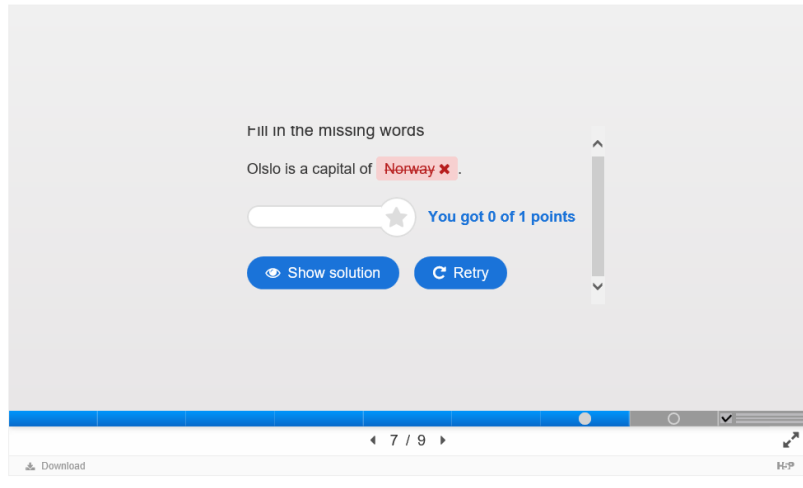
post

reveal

H5P is an activity which student do their learning with question sets, drag & drop question, multiple-choice question etc. by looking at the interactive video based on designed video from the teacher or the course presentation content based on slides.

Results are reflected in final grade.

### H5P Course presentation



Fill in the missing words

Oslo is a capital of Norway ✘

You got 0 of 1 points

Show solution

Retry

7 / 9

Download

## 6.9. Quiz

### 6.9.1. Multiple Choice

**A. Natural Science**  
Dashboard > SoANS > Mid term Quiz

**QUIZ NAVIGATION**  
QUIZ 1  
1  
Finish attempt ...

**Question 1**  
Not yet answered  
Marked out of 10.00  
Flag question

Complete a sentence. You must choose the best answer for each of the given questions.  
Almost everyone \_\_\_\_\_ for home by the time we arrived.

Select one:

- a. had left
- b. leave
- c. left
- d. leaves

Finish attempt ...

Multiple choice quiz is an activity that submits answer after checking the multiple choice question designed by the teacher.

Question number appears on the left. Choose your answer and click [Finish attempt] to temporary save. Click [Return to attempt] to edit your answer and click [Submit all and finish] to submit.

**Mid term Quiz**

**Summary of attempt**

Question	Status
QUIZ 1	
1	Answer saved

Return to attempt

Submit all and finish

My grade and teacher's feedback can be checked after submission. In case of wrong answer, flagged question can be re-examined when clicking [Flag question].

**QUIZ NAVIGATION**  
QUIZ 1  
1  
Finish review

Started on Monday, 12 June 2017, 4:41 AM  
State Finished  
Completed on Monday, 12 June 2017, 4:45 AM  
Time taken 3 mins 26 secs  
Marks 10.00/10.00  
Grade 50.00 out of 50.00 (100%)

**Question 1**  
Correct  
Mark 10.00 out of 10.00  
Flag question

Complete a sentence. You must choose the best answer for each of the given questions.  
Almost everyone \_\_\_\_\_ for home by the time we arrived.

Select one:

- a. had left
- b. leave
- c. left ✓
- d. leaves

Your answer is correct.  
Good job!  
The correct answer is: left

Finish review

My result and [Re-attempt quiz] can be done as below when re-entering the submitted activity.

**Mid term Quiz**  
Grading method: Highest grade

**Summary of your previous attempts**

Attempt	State	Marks / 10.00	Grade / 50.00	Review	
1	Finished	Submitted Monday, 12 June 2017, 4:45 AM	10.00 / 10.00	50.00 / 50.00	Review

Highest grade: 50.00 / 50.00

Re-attempt quiz

**QUIZ NAVIGATION**  
QUIZ 1  
1  
Finish review

Started on Monday, 12 June 2017, 4:47 AM  
State Finished  
Completed on Monday, 12 June 2017, 4:47 AM  
Time taken 17 secs  
Marks 1.00/10.00  
Grade 5.00 out of 50.00 (10%)

**Question 1**  
Partially correct  
Mark 1.00 out of 10.00  
Flag question

Complete a sentence. You must choose the best answer for each of the given questions.  
Almost everyone \_\_\_\_\_ for home by the time we arrived.

Select one:

- a. left
- b. leave
- c. leaves
- d. had left ✓

Your answer is partially correct.  
Good job!  
The correct answer is: left

Finish review

## 6.9.2. Short Answer

QUIZ NAVIGATION

SHORT WORDS QUIZ

1 2

Finish attempt ...

Question 1  
Not yet answered  
Marked out of 1.00  
Flag question

Almost everyone \_\_\_\_\_ for home by the time we arrived.

Next page

User checks the short answer question designed by the teacher and submits the answer.

QUIZ NAVIGATION

SHORT WORDS QUIZ

1 2

Show one page at a time  
Finish review

Started on Monday, 12 June 2017, 4:48 AM  
State Finished  
Completed on Monday, 12 June 2017, 4:49 AM  
Time taken 55 secs  
Marks 1.00/11.00  
Grade 4.55 out of 50.00 (9%)

Question 1  
Correct  
Mark 1.00 out of 1.00  
Flag question

Almost everyone  for home by the time we arrived.

The correct answer is: l e f t

Question 2  
Incorrect  
Mark 0.00 out of 10.00  
Flag question

Almost everyone  for home by the time we arrived.

Good job!  
The correct answer is: left

Finish review

Enter your answer in blanked field and check your result after submission.

My result and [Re-attempt quiz] can be done like the left when re-entering the submitted activity.

Mid term Quiz

Grading method: Highest grade

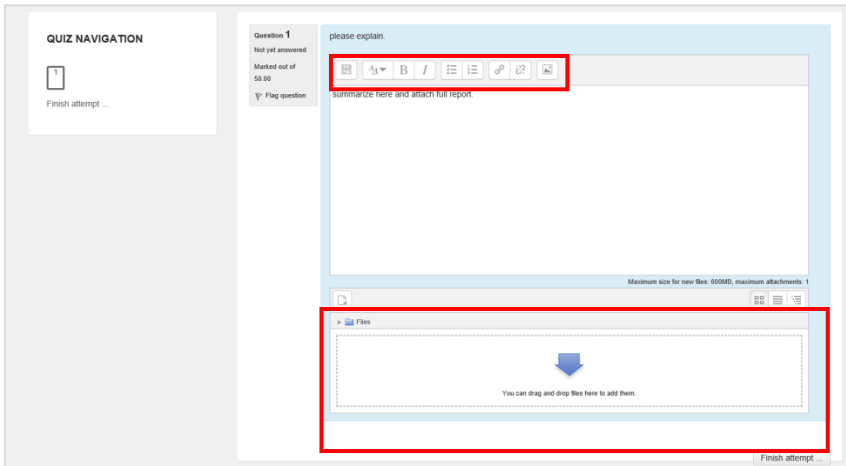
Summary of your previous attempts

Attempt	State	Marks / 11.00	Grade / 50.00	Review
1	Finished Submitted Monday, 12 June 2017, 4:49 AM	1.00	4.55	<a href="#">Review</a>

Highest grade: 4.55 / 50.00.

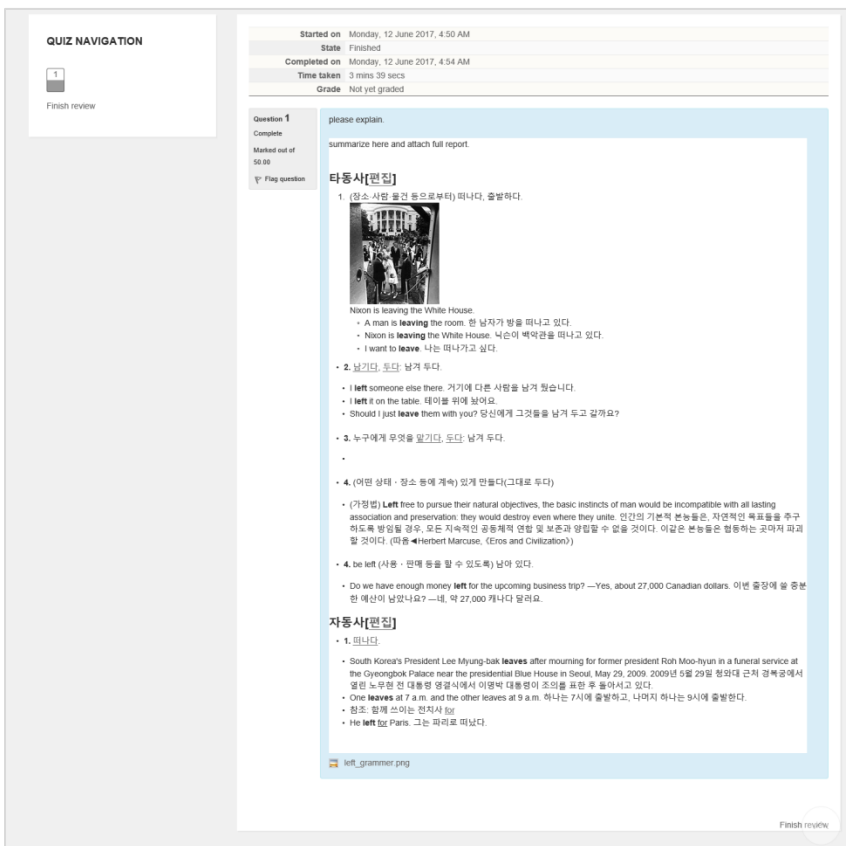
[Re-attempt quiz](#)

### 6.9.3. Essay

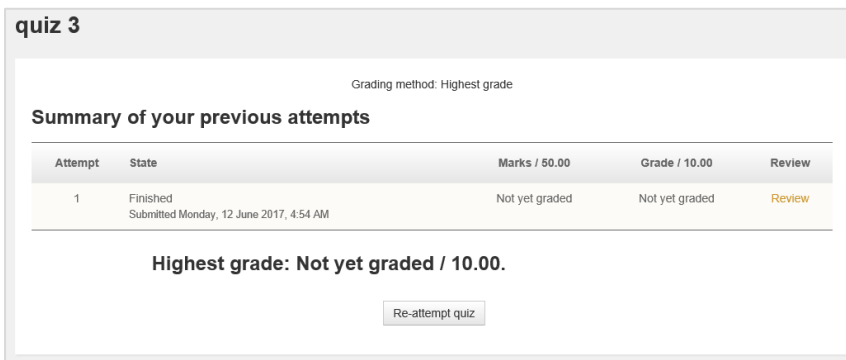


Essay quiz is an activity which student checks the essay(descriptive type) question already designed by the teacher and submitting the answer and report.

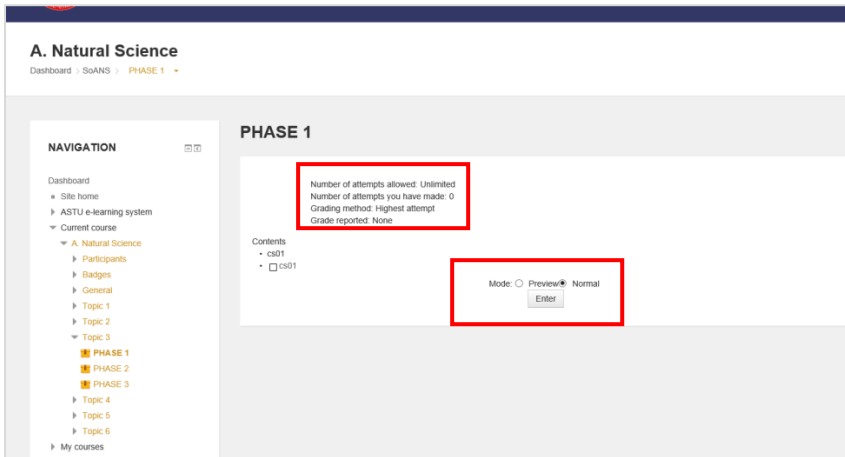
Enter text, insert image/video, attach separate file using editor.



In case of essay activity, teacher marks the quiz later rather than the automatic grading method. Personal grade can be checked in result page after getting the grade.



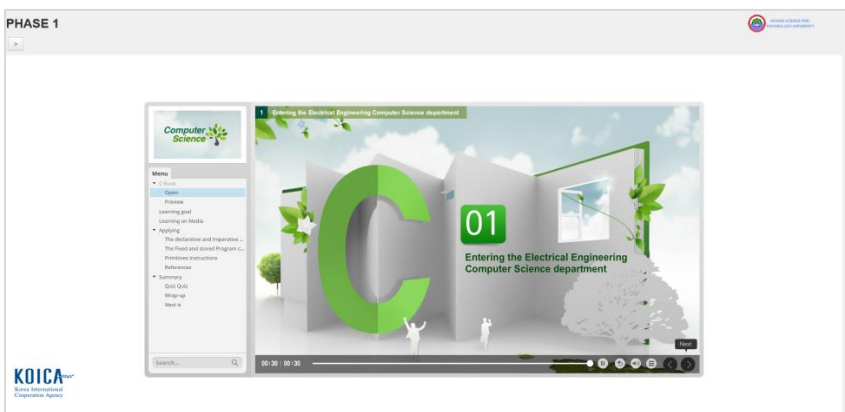
## 6.10. Scorm Package(e-Learning Content)



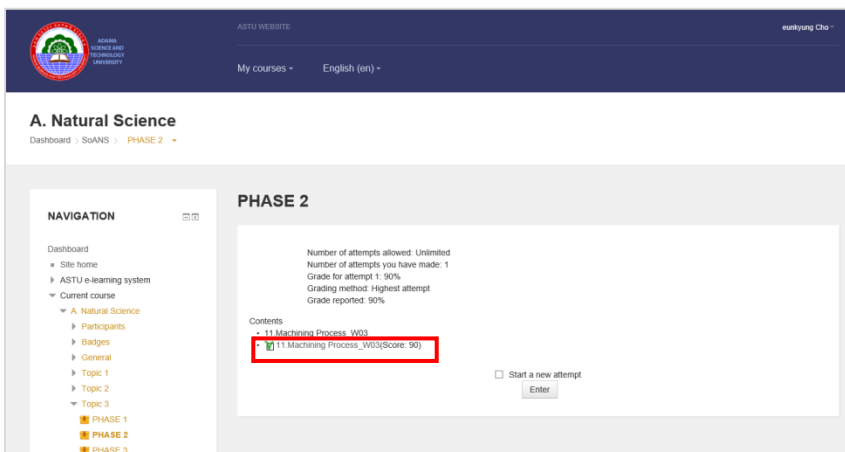
Click SCORM packaged e-Learning content and move to welcoming page like the left. Click [Enter] to move to e-Learning content page.

Information below can be checked depending on the value set by the teacher.

- Number of attempts allowed
- Number of attempts you have made
- Grading method
- My achieved points
- Structure of e-Learning content
- Preview availability



Grade is automatically calculated depending on the answer if question is designed within the e-Learning content. Whether you completed the learning and your grade can be checked after finishing the learning. Check [Start a new attempt] to initialise completion availability and grade.





## 6.11. Survey

**NAVIGATION**

Dashboard

- Site home
- ASTU e-learning system
- Current course
- ▼ A. Natural Science
  - Participants
  - Badges
  - General
  - Topic 1
  - ▼ Topic 2
    - quick questions
    - I would like to hear your opinion!
    - HSP Course presentation
    - Lesson
    - Mid term Quiz
    - Mid term Quiz
    - Quiz 3
    - Survey
    - Tin Can Launch Link
    - wiki
    - Topic 3
    - Topic 4
    - Topic 5
    - Topic 6
  - My courses

### Survey

The purpose of this questionnaire is to help us evaluate your attitudes towards thinking and learning. There are no 'right' or 'wrong' answers, we are interested only in your opinion. Please be assured that your responses will be treated with a high degree of confidentiality, and will not affect your assessment.

All questions are required and must be answered.

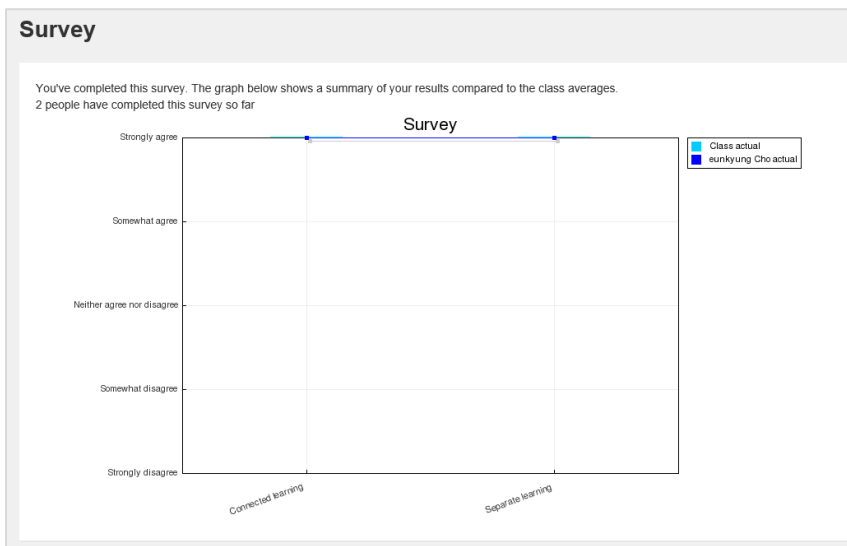
#### Attitudes Towards Thinking and Learning

Responses	Not yet answered	Strongly disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Strongly agree
In discussion ...						
1 I evaluate what someone says, I focus on the quality of their argument, not on the person who's presenting it.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 I like playing devil's advocate - arguing the opposite of what someone is saying.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 I like to understand where other people are 'coming from', what experiences have led them to see the way they do.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 The most important part of my education has been learning to understand people who are very different to me.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 I feel that the best way for me to achieve my own identity is to interact with a variety of other people.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6 I enjoy hearing the opinions of people who come from backgrounds different to mine - it helps me to understand how the same things can be seen in such different ways.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7 I find that I can strengthen my own position through arguing with someone who disagrees with me.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8 I am always interested in knowing why people say and believe the things they do.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9 I often find myself arguing with the authors of books that I read, trying to logically figure out why they're wrong.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10 It's important for me to remain as objective as possible when I analyze something.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11 I try to think with people instead of against them.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12 I have certain criteria I use in evaluating arguments.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13 I'm more likely to try to understand someone else's opinion than to try to evaluate it.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14 I try to point out weaknesses in other people's thinking to help them clarify their arguments.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15 I tend to put myself in other people's shoes when discussing controversial issues, to see why they think the way they do.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16 One could call my way of analysing things 'putting them on trial' because I am careful to consider all the evidence.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17 I value the use of logic and reason over the incorporation of my own concerns when solving problems.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18 I can obtain insight into opinions that differ from mine through empathy.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19 When I encounter people whose opinions seem alien to me, I make a deliberate effort to 'extend' myself into that person, to try to see how they could have those opinions.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20 I spend time figuring out what's 'wrong' with things. For example, I'll look for something in a literary interpretation that isn't argued well enough.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Click here to continue](#)

Survey is an activity answering to few questions regarding the course.

Result graph like the left can be checked regarding users' answer after answering all the questions in survey.



## 7. Calendar Management

**Civil Engineering**  
Dashboard > ASTU > Civil Engineering

**EVENTS KEY**

- Hide global events
- Hide course events
- Hide group events
- Hide user events

**Calendar**

UPCOMING EVENTS FOR: CEA

**UPCOMING EVENTS**

- Complete assignments to earn your Course Certificate. Sunday, 16 July, 12:55 PM
- 6.002x course opened Tuesday, 15 August, 12:00 AM

Go to calendar...

**UPCOMING EVENTS**

- Complete assignments to earn your Course Certificate. Sunday, 16 July, 12:55 PM
- 6.002x course opened Tuesday, 15 August, 12:00 AM

Go to calendar...

Move to calendar page relevant to the course by clicking [go to calendar] of [upcoming event] in [dashboard] page.

**EVENTS KEY**

- Hide global events
- Hide course events
- Hide group events
- Hide user events

Each event is marked different; event within calendar is shown as global events(site's full event), course events, group events, user events(personal event). Check schedule by selecting all course or course name in [upcoming event for] field.

**New event**

General

Type of event\* course

Group event Ateam

Event title\*

Description

Date\* 1 June 2017 18:05

Duration

Without duration

Until 1 June 2017 18:10

Duration in minutes

Repeated events

Repeat this event

Repeat weekly, creating altogether 1

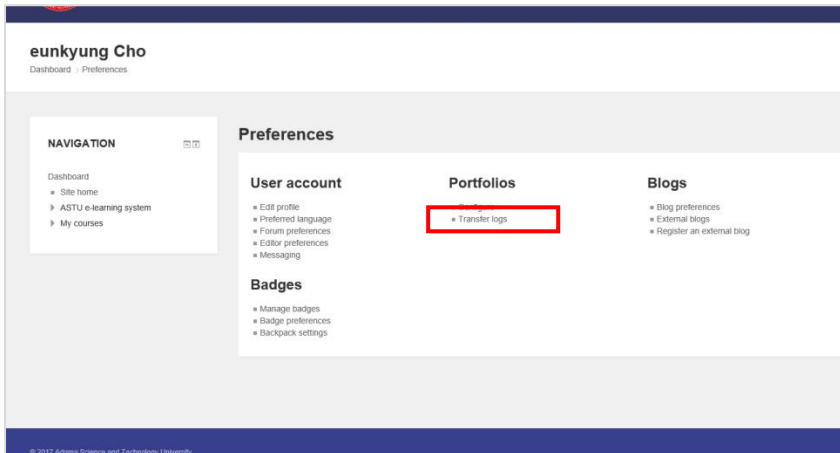
Save changes

Click [new event] to register new event as shown in the left screen.

Only user's own event can be selected in [Type of event]. Enter [Event title] and [Description]. Enter start date in [date] and end date in [until] of [duration] area. Select [repeat this event] when event is periodically repeated.

## 8. Portfolio Management

### 8.1. Access Portfolio System



Click [Preference] in User quick menu, click [Transfer logs] to check my transfer logs.

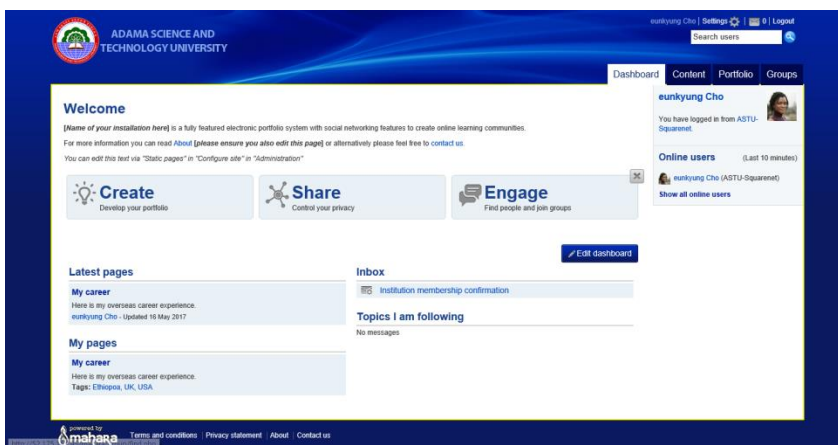
Click [Portfolio plugin] and move to Mahara e-Portfolio system. It will be automatically logged in depending on user account.

**Currently queued transfers**

Export area	Portfolio plugin	Export info	Transfer expiry time
Forum	Mahara ePortfolio	Exporting content from Forum: Self-presentation	Friday, 26 May 2017, 8:16 AM

**Previous successful transfers**

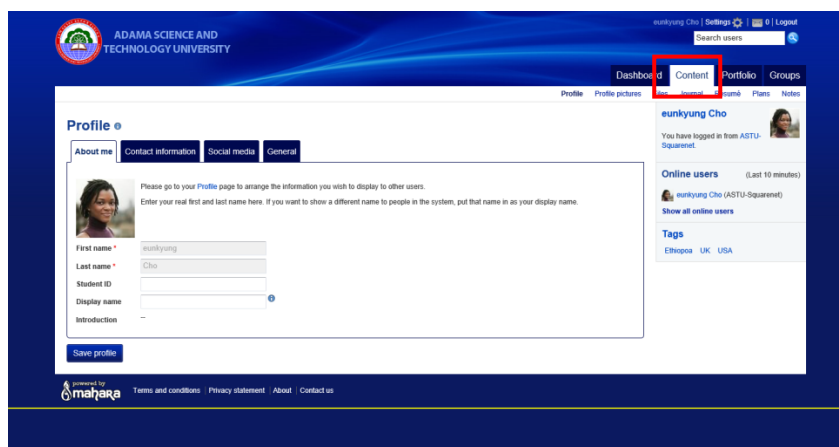
Portfolio plugin	Export area	Transfer time
Mahara ePortfolio	Assignment	Monday, 29 May 2017, 7:10 AM
Mahara ePortfolio	Assignment	Thursday, 25 May 2017, 8:26 AM
Mahara ePortfolio	Forum	Thursday, 25 May 2017, 8:23 AM
Mahara ePortfolio	Assignment	Thursday, 25 May 2017, 8:19 AM



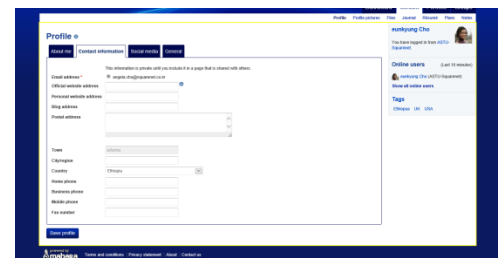
## 8.2. Manage Content

Tab Menu	Description	Details/Function
<b>Profile</b>	Manages additional information registration besides LMS basic information	- About me - Contact information - Social media - General
<b>Profile Picture</b>	Manages separate pictures besides the profile picture of LMS system	- Default picture setting - Delete picture - Upload profile picture
<b>Files</b>	Manages file sent from LMS/new content upload	- Create folder - Upload file - Edit and delete files - Download folder content
<b>Journals</b>	Manages journal production	- New entry - Settings
<b>Resume</b>	Manages resume production	- Add introduction - Add education and employment - Add achievements - Add goals and skills - Add interests
<b>Plans</b>	Manages design goals	- New plan - Save plan
<b>Notes</b>	Manages note saved in html	-Browse my notes

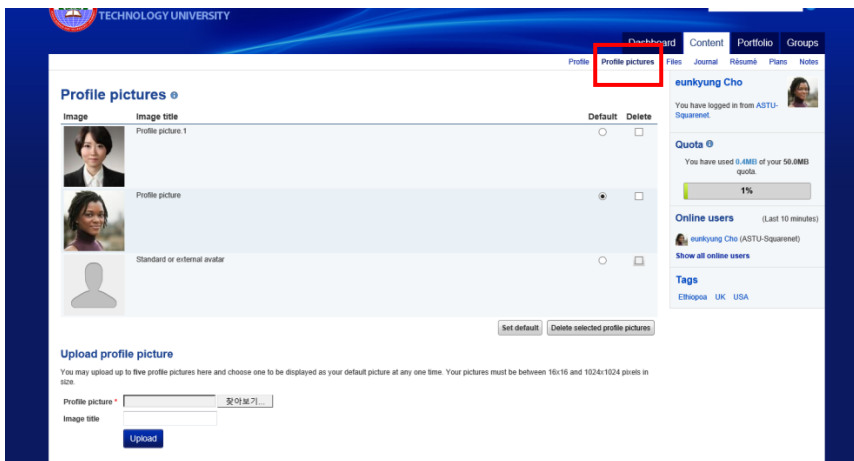
### 8.2.1. Register Profile



Register/Modify profile from [content] page.

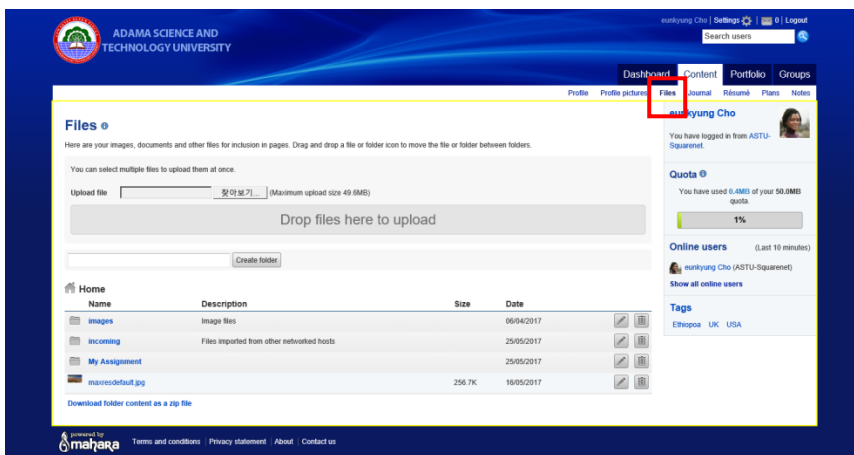


### 8.2.2. Register Profile Picture



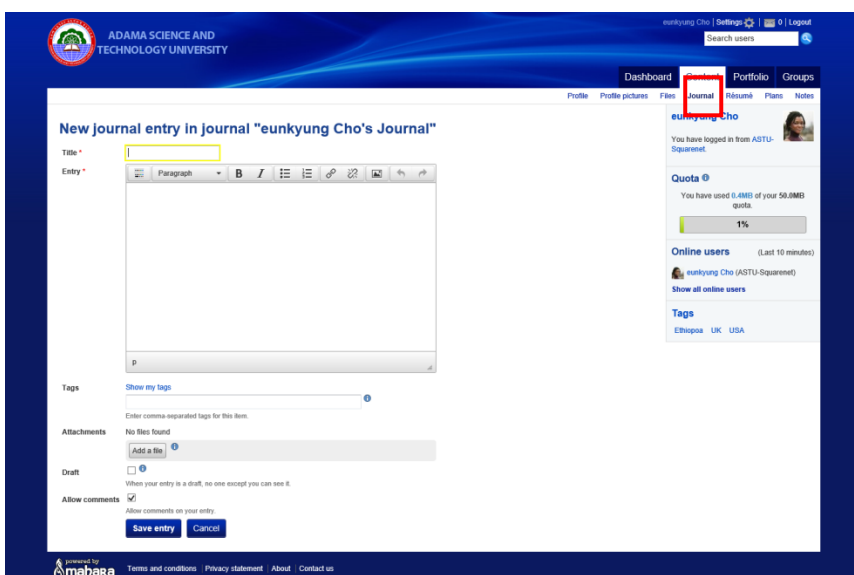
Use default image from LMS system or register new image.

### 8.2.3. Upload File



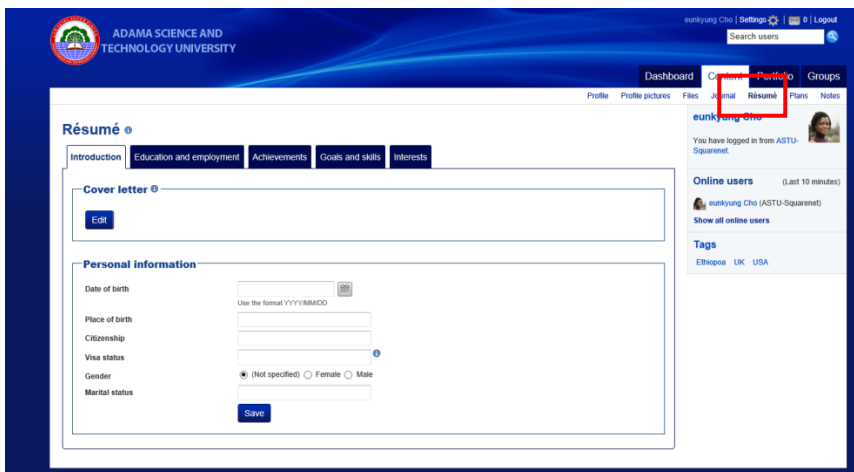
Manages learning files exported from LMS system. Create folder to manage file, upload new file and download file within the system.

### 8.2.4. Register Journal



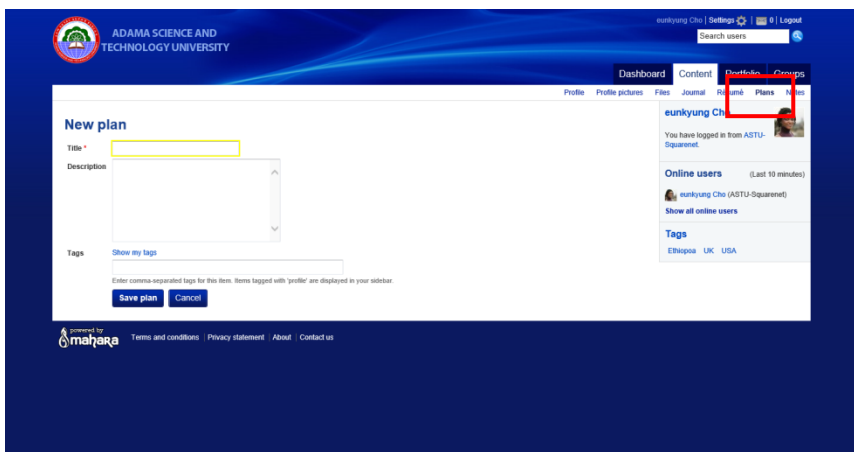
Create new journal of my own and modify/manage.

### 8.2.5. Register Resume



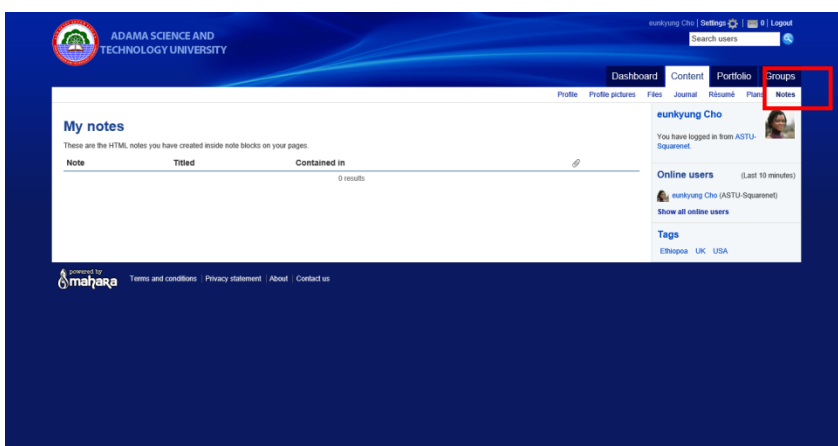
Register resume and manage it. Register information such as introduction, education and employment, achievements, goals and skills, interests in resume content.

### 8.2.6. Register Plans



Use editor to modify/register my plan.

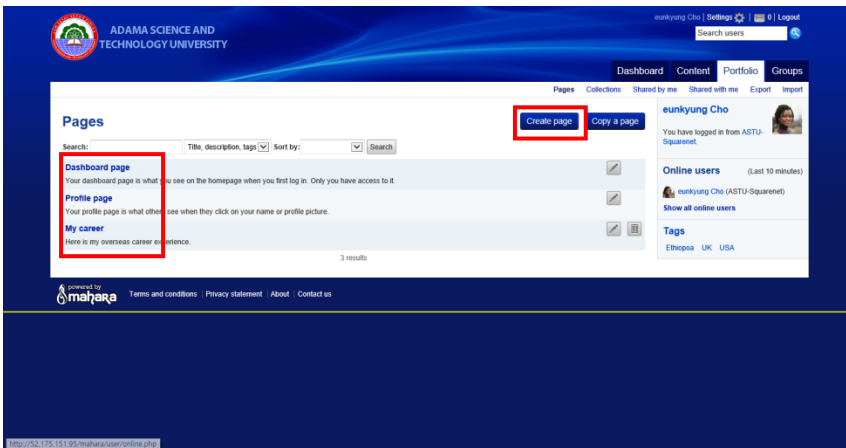
### 8.2.7. Register Notes



Newly created html notes are exposed in [Note blocks] in My Page.

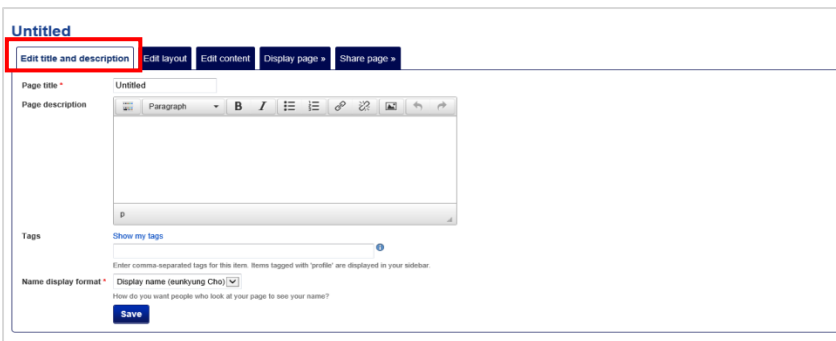
### 8.3. Produce Portfolio

#### 8.3.1. Manage Page Registration

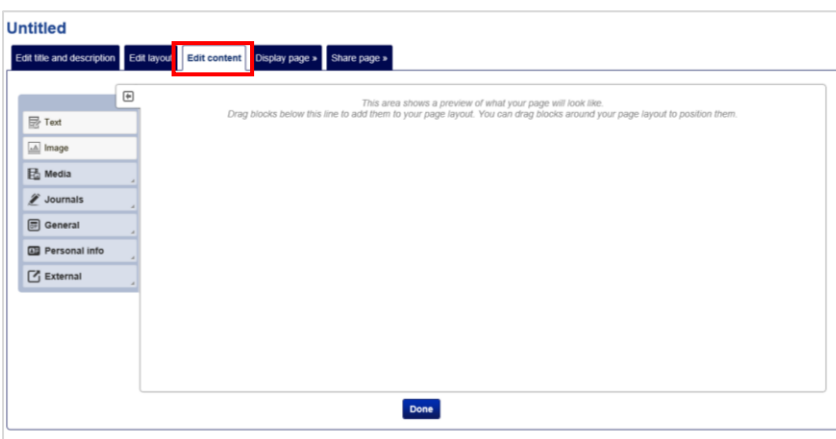
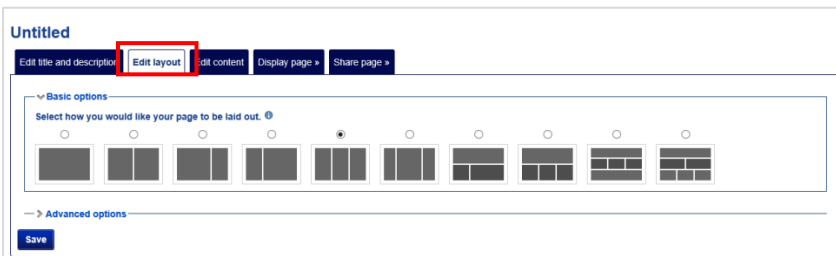


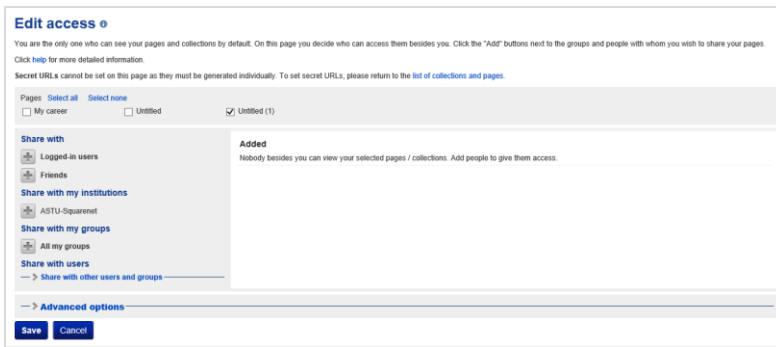
[Page] means the unit of portfolio 1p. Move to [Portfolio] tab to check list of pages you produced. Click to see the editing screen of the relevant page.

Click [Create page] to move to the screen that creates new pages as shown on the left.



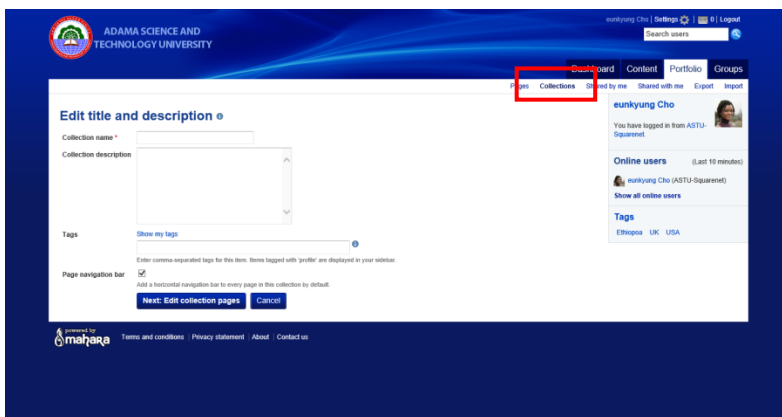
Enter title of the portfolio page and introduction in [Edit title and description]. Choose page layout in [Edit layout] and register content which is registered within the page at [Edit content]. For example, register text, image, media, journals, general, personal info, external data.





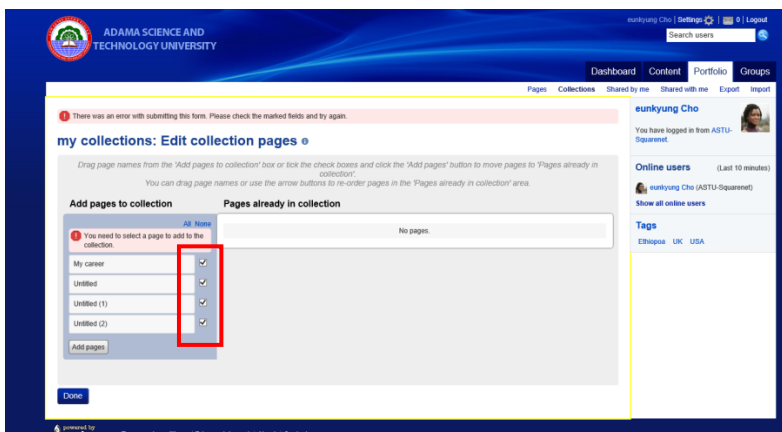
[Share page] sets created pages to be shared to specific person or group.

### 8.3.2. Manage Collections Registration

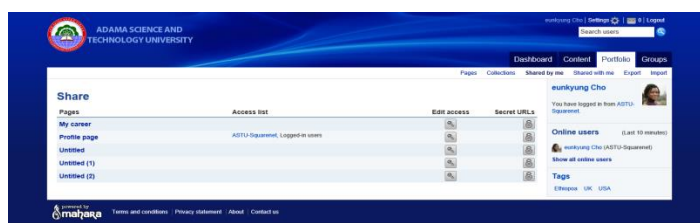


[Collections] is a function that collects all created pages and make it as one or various collections.

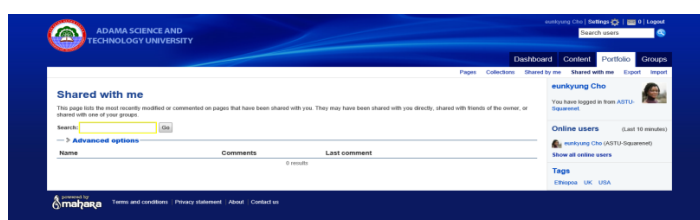
Create collections first and select preferred pages among already created pages and add it to collection.



### 8.3.3. Shared by Me

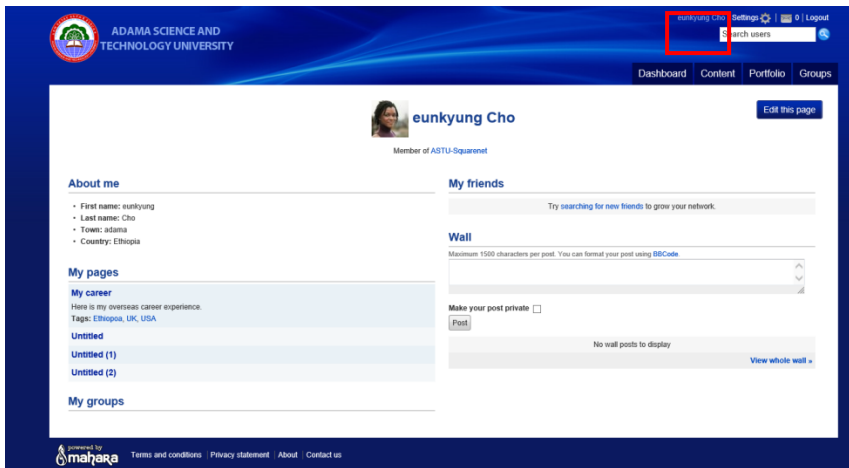


Pages that are shared by me can be checked in [Shared by me]. Portfolios shared to me by other users can be seen in [Share with me].





## 8.4. My Page and Message



ADAMA SCIENCE AND TECHNOLOGY UNIVERSITY

eunkyung Cho  
Member of ASTU-Squarenet

**About me**

- First name: eunkyung
- Last name: Cho
- Town: adama
- Country: Ethiopia

**My pages**

**My career**

Here is my overseas career experience.

Tags: Ethiopia, UK, USA

**Untitled**

Untitled (1)

Untitled (2)

**My groups**

**My friends**

Try searching for new friends to grow your network.

**Wall**

Maximum 1500 characters per post. You can format your post using BBCode.

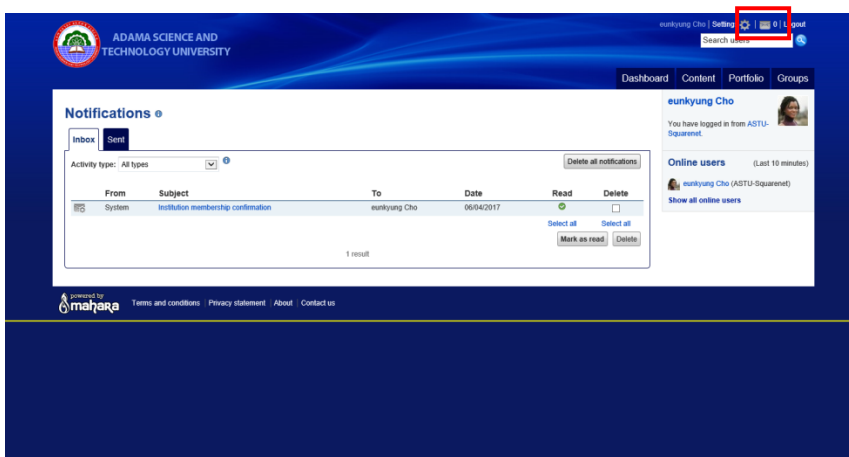
Make your post private

**Post**

No wall posts to display [View whole wall >](#)

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Click logged in user name to move to My Page. Click [Edit this page] to edit this page.



ADAMA SCIENCE AND TECHNOLOGY UNIVERSITY

Notifications

**Inbox** **Sent**

Activity type: All types [Delete all notifications](#)

From	Subject	To	Date	Read	Delete
System	Institution membership confirmation	eunkyung Cho	06/04/2017	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1 result

**Online users** (Last 10 minutes)

eunkyung Cho (ASTU-Squarenet)

Show all online users

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Click notification icon to check sent/received messages of the user.