



Powered by TVE Department



# IUT LMS

IUT Learning Management System (LMS)

Powered by TVE Department

## Manager's User Manual

(An Introductory User Guide for Managers)

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V.01

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**Acknowledgment:** This manual is constructed based on the available resources from Managing a course (<https://scholarlms.net/Managing-a-Moodle-course/>) moodle ([https://docs.moodle.org/39/en/Adding\\_a\\_new\\_course](https://docs.moodle.org/39/en/Adding_a_new_course)), Moodle docs, and available resources from IUT LMS.

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## 1. Where to Find the Control Settings

The dashboard is a page where you have an overview of the courses that you're enrolled in and any activities which need to be given attention to.

When you log in you will be directed to **Dashboard** or you can find **Dashboard** by clicking the user menu (to right corner).

From the dashboard locate the **Site administration** to the left in the Navigation draw (as shown in the figure below). Click **Site Administration** and you will be directed to site settings where you will find various setting that will be necessary for the coming sections.

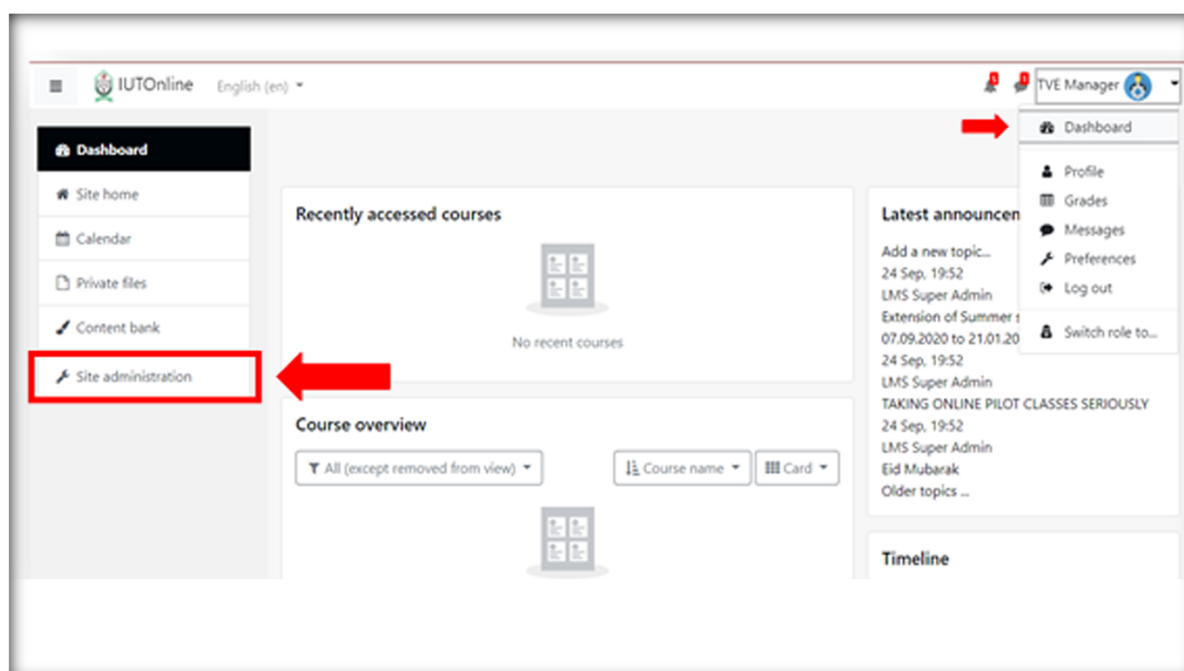


Figure 1: Dashboard

## 2. How to Create a Single User Account

Users may be added to a IUT LMS site in several ways. When user accounts are created on a site, the process is called **Authentication**, and when users join a course, the process is called **Enrolment**. Normally only the **LMS administrator** or **LMS manager** are allowed to add users to a site. Course teachers can only add students to their course and do not have permission to add users to the site.

As IUT LMS Manager, you can add users one at a time in the *Add a new user* page:

**Site administration > Users > Accounts > Add a new user**

As shown below in the Figure 2.

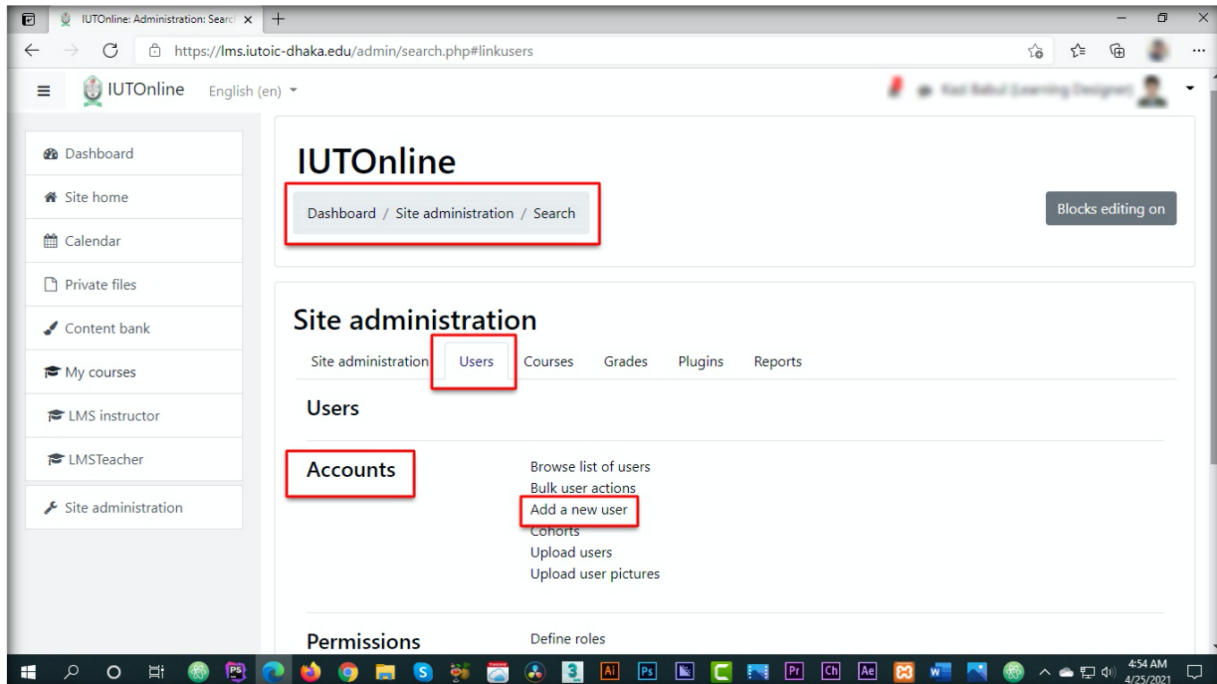


Figure 2: Creating user's account

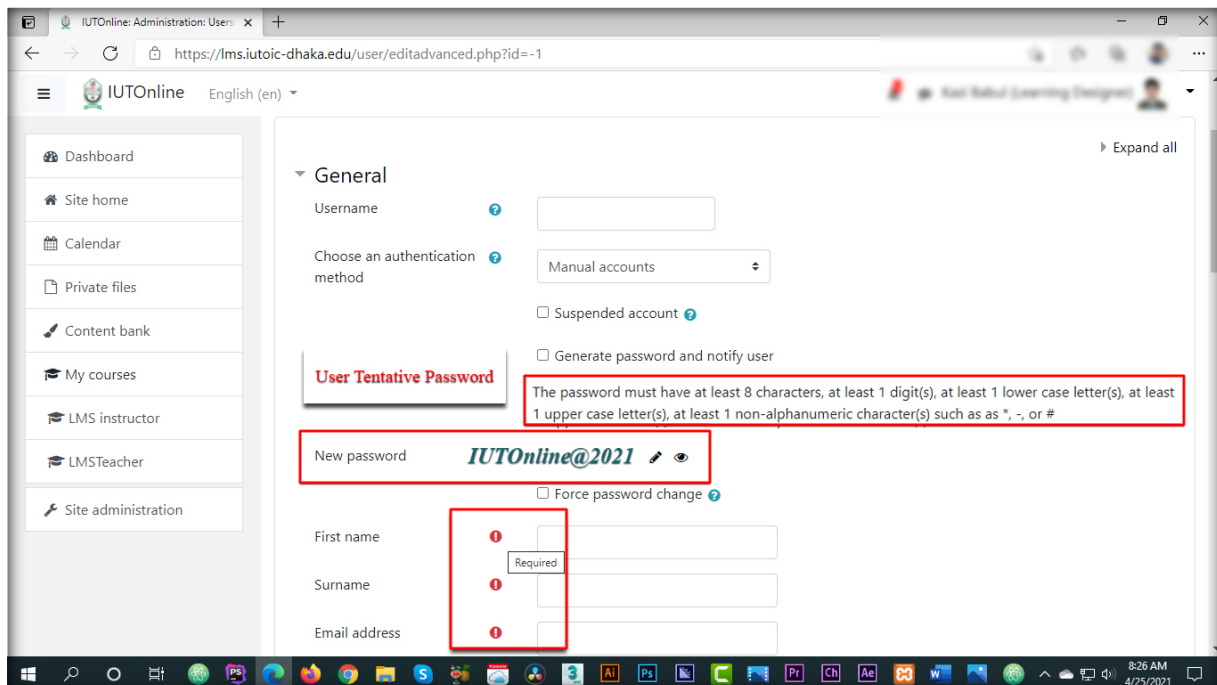


Figure 3: Creating single user account

Kindly give the user a tentative password of **IUTOnline@2021**. There is also a "Force password change" setting that prompts the user to change their password upon login.

**Note:**

- Username for teachers is often their university official email while student's username is often their student's ID number.
- If you are creating single student's account, remember to include their ID number under the section labeled "Optional" > ID Number

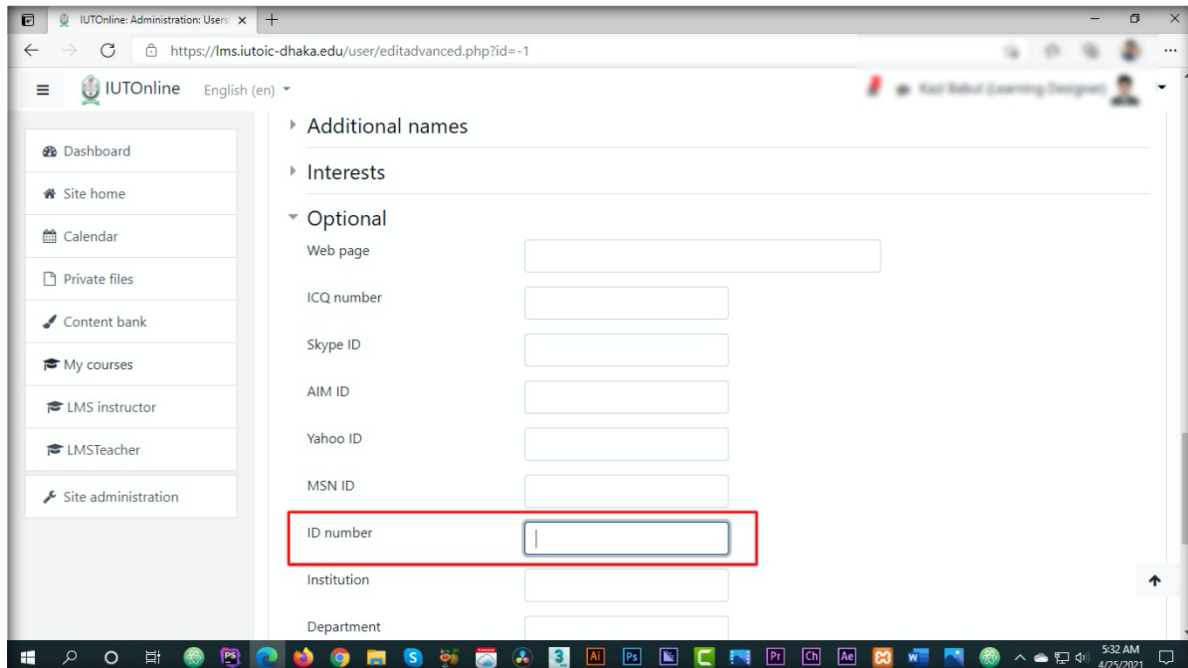


Figure 4: Including students' ID

### 3. How to Upload Users in Bulky to LMS

If you need to deal with many users at a time, the Upload users feature will allow for quicker management.

**Site administration > Users > Accounts > Upload Users**

As shown below in the Figure 5.

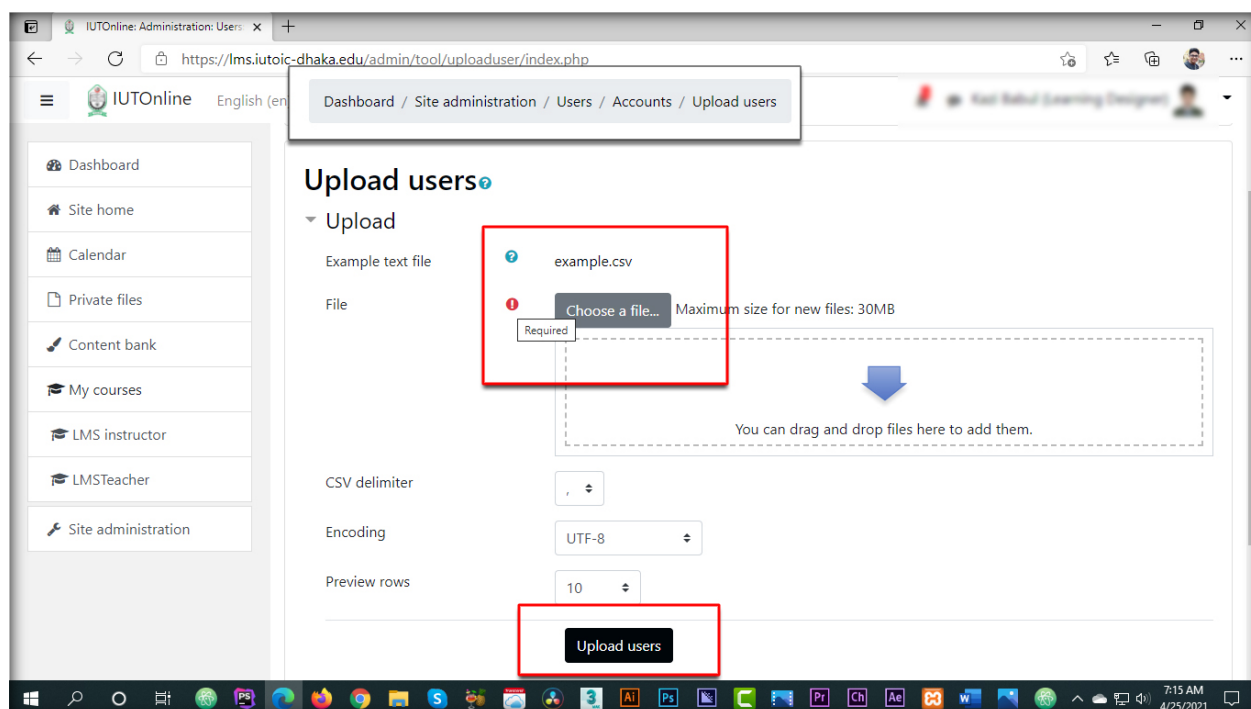


Figure 5: Uploading a number of users (Bulky upload)

The upload users file is typically referred to as a *CSV* (comma separated values) text file. You can use a spreadsheet program, such as **MS Excel** or **Google Sheets**, to create the file with the required columns and fields. Then save the file as "CSV".

An example file is shown below, with *username*, *firstname*, *lastname* and *email* as required fields. For further information regarding what other field you may include into your CSV file, refer to this documentation ([https://docs.moodle.org/22/en/Upload\\_users](https://docs.moodle.org/22/en/Upload_users)).

Once you have prepared the CSV file, upload it or drag the file to the section provided. Click **upload user** and follow the instructions given.

	A	B	C	D	E	F
1	username	password	firstname	lastname	email	idnumber
2	180051101	IUTonline@2020	Mahanaz	Faiza	<a href="mailto:faiza@iut-dhaka.edu">faiza@iut-dhaka.edu</a>	180051101
3	180051102	IUTonline@2020	Sadman	Siam	<a href="mailto:siam@iut-dhaka.edu">siam@iut-dhaka.edu</a>	180051102
4	180051103	IUTonline@2020	Md. Tahsin	Ahsan	<a href="mailto:ahsantahsin@iut-dhaka.edu">ahsantahsin@iut-dhaka.edu</a>	180051103
5						

Figure 6: Sample of CSV file to upload to IUT LMS



## 4. How to Create a Course in LMS

1. Log in with your IUTLMS Manager account
2. From the left panel (the *Navigation drawer*) click **Site administration**
3. Click the **Courses** tab
4. Navigate to “**Manage courses and categories**” as shown in the figure 7
5. Navigate to the Faculty-> Department->Program->Semester. Remember all courses are arranged in terms of categories and therefore, navigate to your own departmental section and click to where you intend to create a course from. As shown below (figure 8). Use the plus symbol to open hidden sections.
6. Once you have navigated to a category of your choice (for example under *first semester* as shown in figure 8), click on the category to select it.
7. To your right side (if category is clicked it will show it on the right side as shown in figure 8), click the button labeled “**Create new course**” to proceed.
8. Add your course details (figure 9), using the icon for extra help
9. Click Save and display

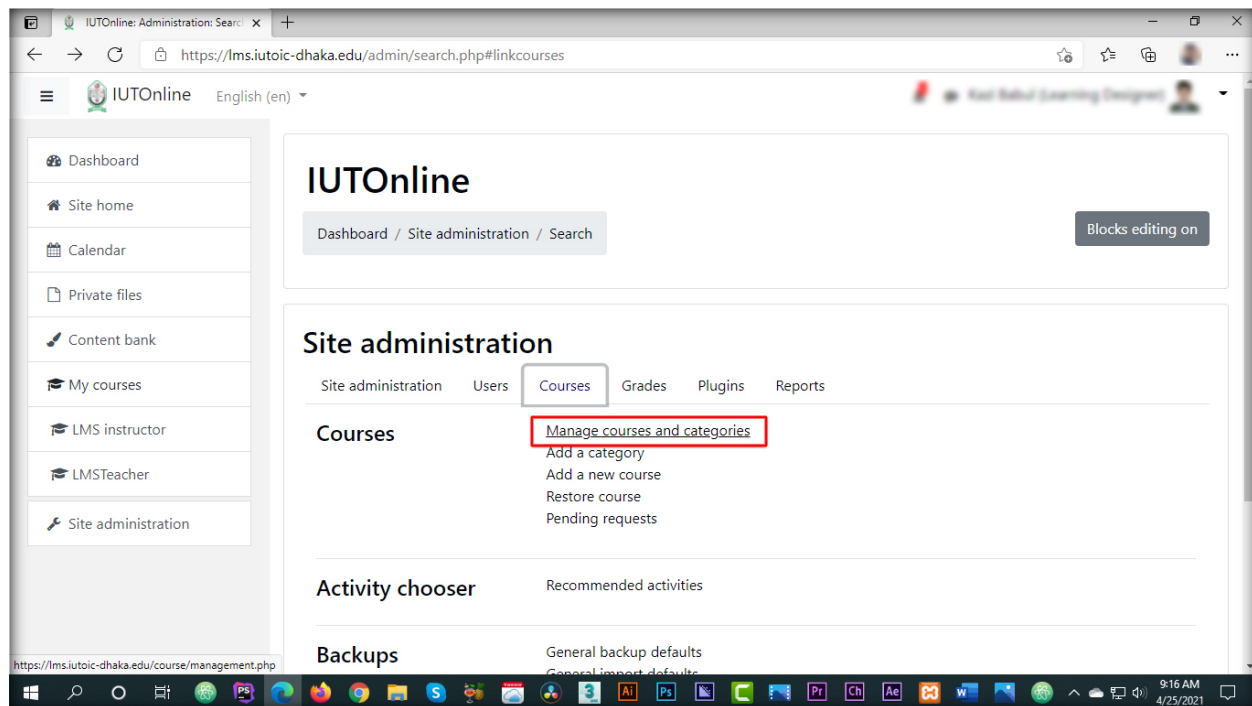


Figure 7: Site Administration > courses

**Administration > Site administration > Courses > Manage courses and categorie**



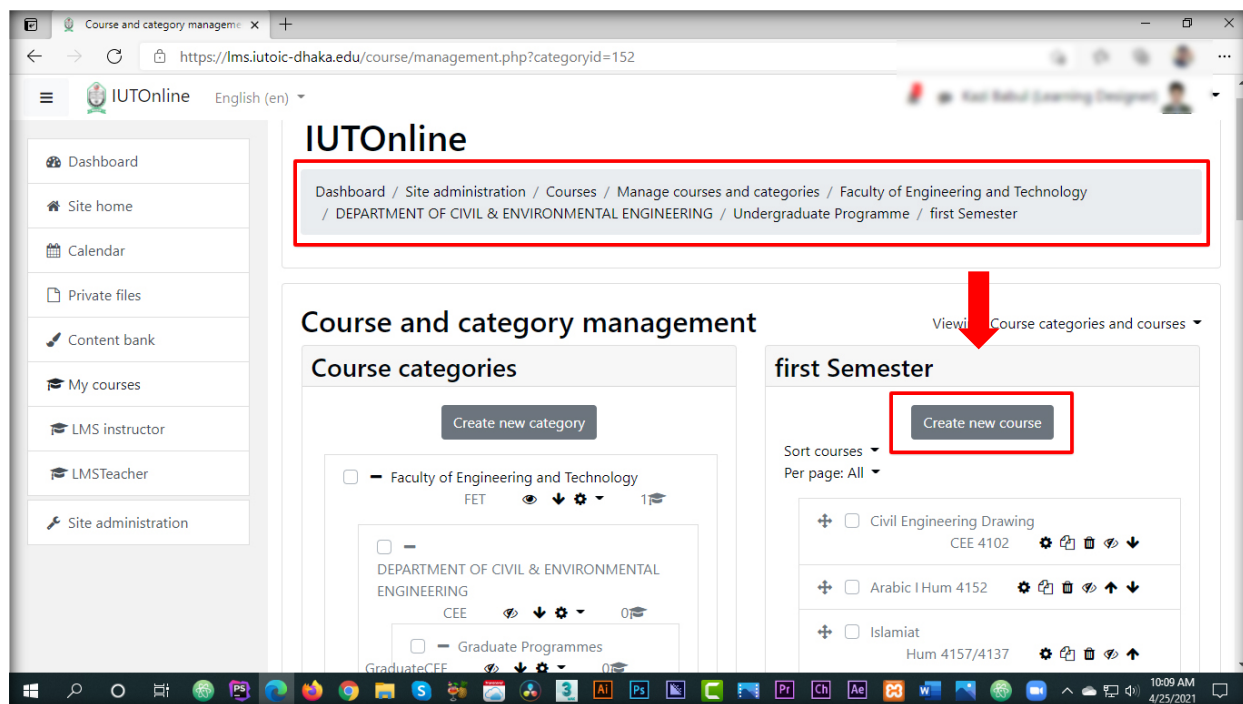


Figure 8: Creating a course from category section

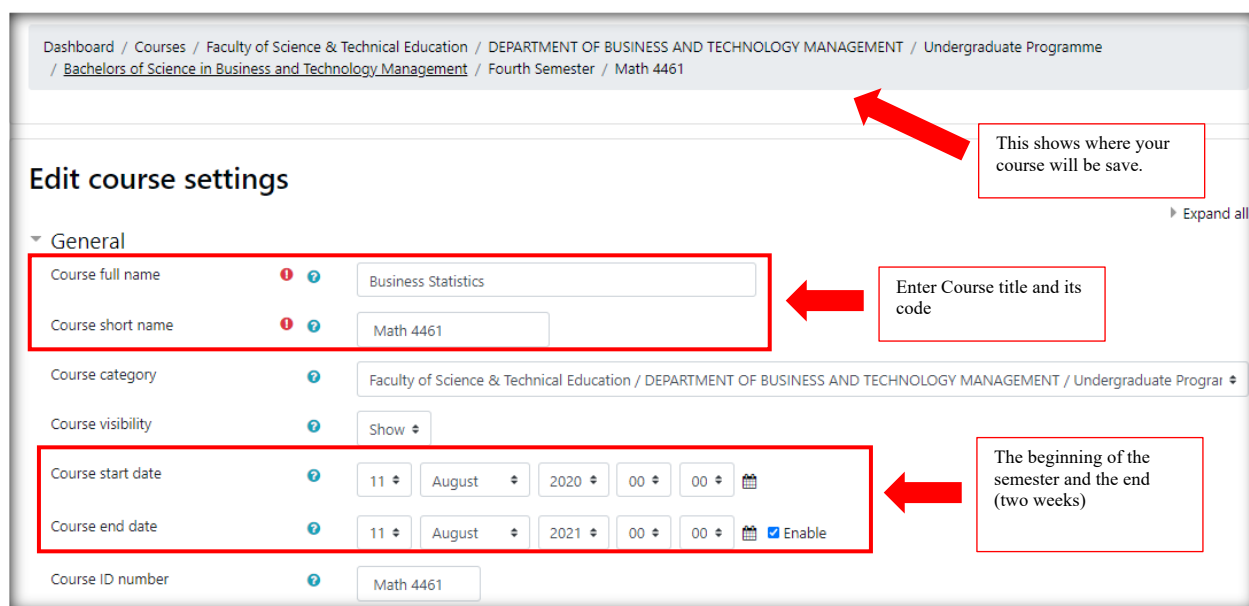


Figure 9: Course settings

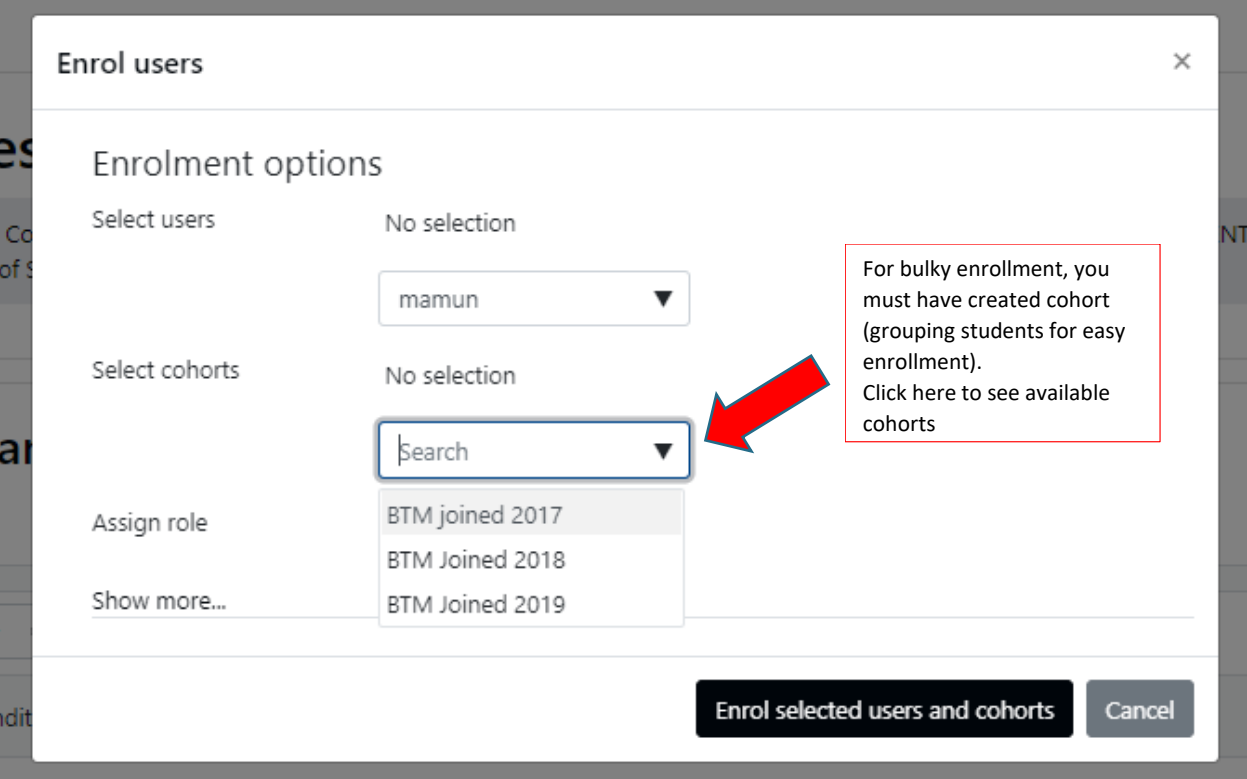
## 5. How to Enroll Students into a Course (Bulky Enrolment)

Cohorts are site-wide or course category-wide groups. The purpose of cohorts is to enable all members of the cohort to be easily enrolled in a course.

To manually enroll all members of a cohort in a course:

1. Go to *Course administration > Enrolled users*
2. Click the 'Enroll users' button and then 'Browse cohorts'
3. Select a cohort then click the 'Finish enrolling users' button.

If you want to create cohort, refer to section 13. “**How to create a cohort**” below.



The screenshot shows a modal window titled "Enrol users" with a close button (X) in the top right corner. Inside the window, under the heading "Enrolment options", there are four rows of controls:

- Select users:** A dropdown menu currently showing "mamun".
- Select cohorts:** A dropdown menu with "No selection" at the top and a search bar below it containing the text "Search". A red arrow points to this search bar.
- Assign role:** A dropdown menu showing a list of roles: "BTM joined 2017", "BTM Joined 2018", and "BTM Joined 2019".
- Show more...**: A link to expand the role list.

At the bottom right of the dialog are two buttons: "Enrol selected users and cohorts" (in black) and "Cancel" (in grey). A red-bordered text box on the right side of the dialog contains the following text:

For bulky enrollment, you must have created cohort (grouping students for easy enrollment). Click here to see available cohorts

Figure 10: Bulky (cohort) enrollment

## 6. How to Enroll a Teacher & Teaching Assistant into the Course

*Note: Before you can add teachers and students, they must first have an account on your IUT LMS site (refer to “how to create a single user account” section).*

Teachers and students are given their roles within each course, not for the whole site. This means that a teacher could be teaching in one course and a student in another course. When he is enrolled as a student in another course, he won't have teacher's privilege.

1. Log in with your administrator account.
2. Go to the course where you want to add teachers and students.
3. From the left panel (Navigation drawer) click **Participants**
4. Click **Enroll users**
5. From the dropdowns, select the users you want and the role you want to give them (as in the figure 10). **Note:** if your search does not show any students, it means to two things 1) he/she does not have an account or 2) he is already enrolled into this course.
6. Click **Enroll selected users and cohorts**.

The screenshot displays the 'Enrolment options' interface. It includes a 'Select users' section with a dropdown menu currently showing 'shahadat'. A red arrow points to this dropdown with a text box stating: 'Search for the user's (teacher/student) name and LMS will suggest your names. Select the user you want to enroll'. Below this is the 'Select cohorts' section, which shows 'Dr Shahadat H. Khan skha8285@iut-dhaka.edu'. The 'Assign role' section has a dropdown menu with 'Student' selected. A red arrow points to this dropdown with a text box stating: 'Assign the role accordingly Teacher-> teacher Non-editing teacher-> Teaching Assistant Student-> student'. The dropdown menu lists the following roles: Student, Manager, CSE manager, Teacher, Non-editing teacher, and Student. At the bottom, there are two buttons: 'Enrol selected users and cohorts' and 'Cancel'.

Figure 11: User enrollment

## 7. How to Unenroll a Student

Unenrollment is the process of removing users from a course.

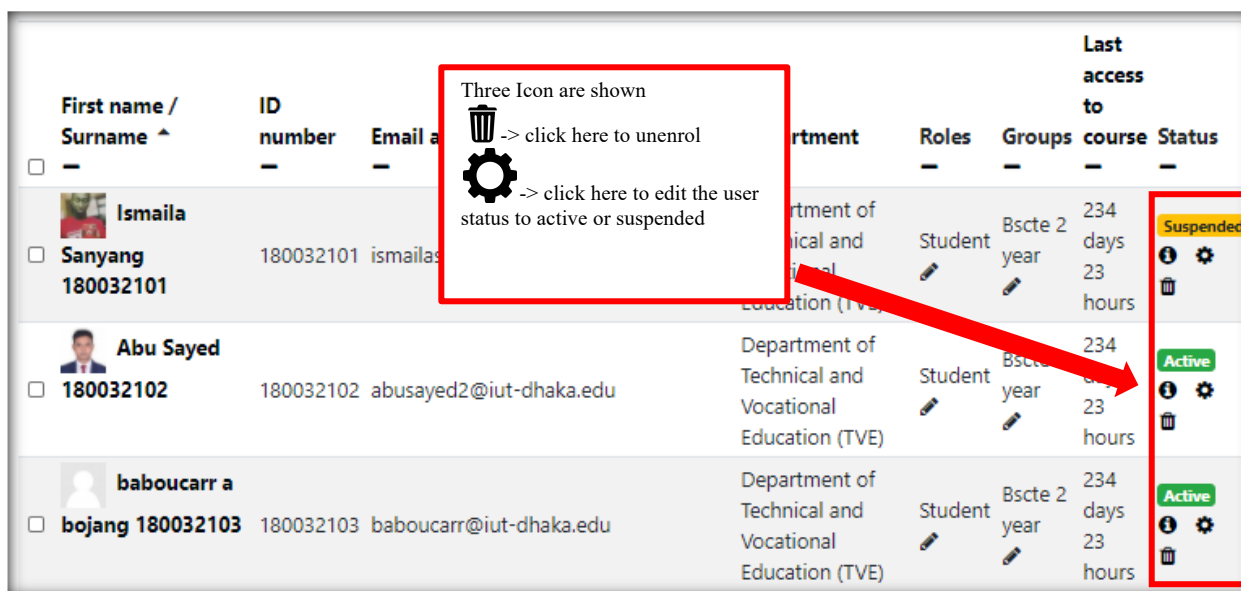


Figure 12: Changing Student's status

### Removing Participants

1. Log in with your administrator/teacher's account.
2. Go to the course where you want to remove teachers and students.
3. From the left panel (Navigation drawer) click **Participants**
4. From the list of participants either click on the icon as shown in the figure 12 or select a number of students and scroll down to manually delete their enrollment.

### Status

**Suspended users** are no longer able to access their courses on Moodle but their data is preserved, so it is possible for them to return to their course at a later time. This might be useful for example, for keeping safe the work of students who have left the establishment but whose data might be needed for inspection in future years. Suspended users currently still appear in the gradebook.

**Unenrolled users** do not normally retain any data and will not appear in the gradebook.

## 8. How to Create a Cohort

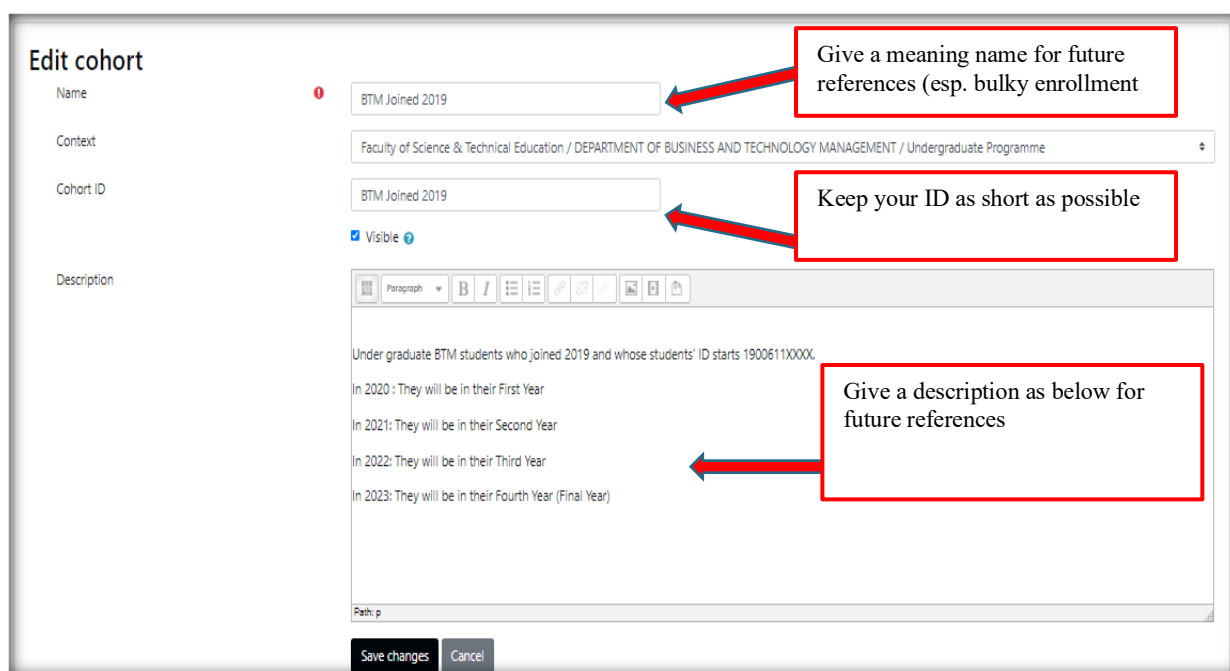
Cohorts are site-wide or course category-wide groups. The purpose of cohorts is to enable all members of the cohort to be easily enrolled in a course.

### Creating a cohort

Cohorts can be created by site administrators and other users with appropriate permissions.

Access Administration > Site administration > Users > Accounts > Cohorts refer to figure 2

- Click “**All cohorts**” to see available cohorts
- Click **Add new cohort** to create a new one
- Click the Add button. Note that in the dropdown you can choose between making your cohort available throughout the site "system" or in a named course category.
- Cohorts are visible to teachers by default but unchecking the 'Visible' link will mean they are not available for teachers to use in their courses.
- Complete the details and save the changes.



The screenshot shows the 'Edit cohort' form with the following fields and annotations:

- Name:** BTM Joined 2019. Annotation: Give a meaning name for future references (esp. bulky enrollment).
- Context:** Faculty of Science & Technical Education / DEPARTMENT OF BUSINESS AND TECHNOLOGY MANAGEMENT / Undergraduate Programme.
- Cohort ID:** BTM Joined 2019. Annotation: Keep your ID as short as possible.
- Visible:** ☒ Visible.
- Description:** Under graduate BTM students who joined 2019 and whose students' ID starts 1900611XXXX.  
In 2020 : They will be in their First Year  
In 2021: They will be in their Second Year  
In 2022: They will be in their Third Year  
In 2023: They will be in their Fourth Year (Final Year). Annotation: Give a description as below for future references.
- Path:** p
- Buttons:** Save changes, Cancel.

Figure 13: Creating a cohort

### Assign users to this newly created cohort

Your cohort is now ready for you to populate it with users.

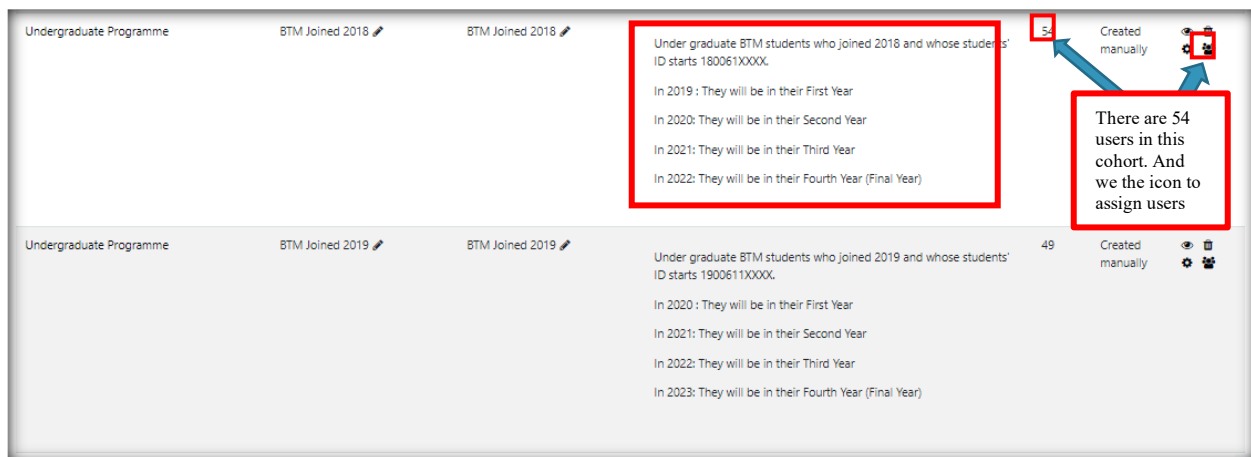


Figure 14: How to assign users to a cohort

Here is how to manually add users to your cohort:

- Go to **Site administration > Users > Accounts > Cohorts**.
- Your new cohort should be listed. In the edit column, click the 'assign' icon.
- From here you can select users from the right column and click the 'Add' button. Likewise selecting users in the left column and clicking 'Remove' will remove them from the cohort.

### Cohort 'CEE Joined 2019' members

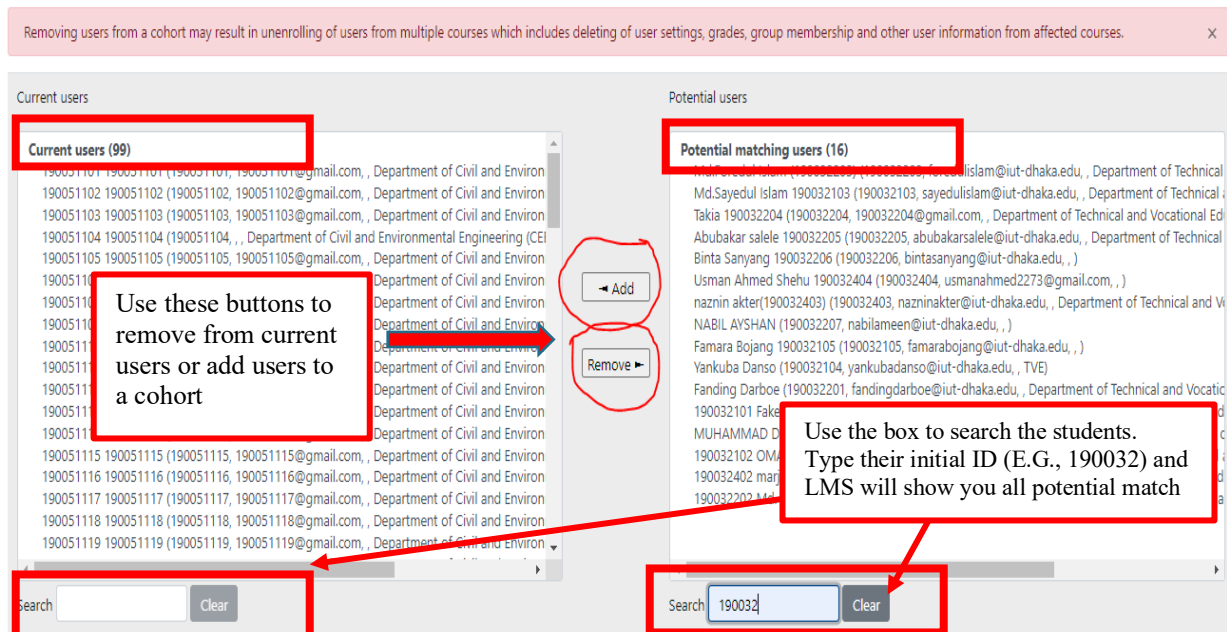


Figure 15: Assigning users to a cohort

You can also create cohorts by uploading a pre-prepared CSV file. For more detail [click here](#):



Go to Site ***administration > Users > Accounts > Cohorts > Upload cohorts***

From here you can upload your file. Below is an example of how your file should look:

Name	Id Number	Description	Category
CEE Joined 2020	CEE Joined 2020	Under graduate CEE students who joined 2021 and whose students' ID starts 21005XXXX.  In 2021: They will be in their First Year  In 2022: They will be in their Second Year  In 2023: They will be in their Third Year  In 2024: They will be in their Fourth Year (Final Year)	Faculty of Engineering and Technology/Depart ment of Civil & Environmental Engineering

Uploading users into a cohort is also possible. This is done using the 'Upload users' method. When creating your file for uploading users, make sure you include the field 'cohort1' for the cohort ID of the first cohort you want to add the user to. Note this is the cohort ID and not the cohort's name. Additional cohorts can be specified by moving the cohort sequence on ('CEE Joined 2021', 'CEE Joined 2020', etc