



Powered by TVE Department



# IUT LMS

IUT Learning Management System (LMS)

Powered by TVE Department

## Student User Manual

(An Introductory User Guide for Student)

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V.02

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### Acknowledgment:

This manual is constructed based on the available resources from Moodle. Student User Guide ([https://docs.moodle.org/39/en/Adding\\_a\\_new\\_course](https://docs.moodle.org/39/en/Adding_a_new_course)), eLearning Blog (<https://www.ispringsolutions.com/blog/getting-started-with-moodle>), teacher guide (<https://scholarlms.net/teacher-quick-guide/>) and available resources from IUT LMS.  
We are not claiming the authorship of this manual

## Table of Contents

S/L	Contents	Page No
1	Introduction & Getting Starte a. IUT Online Platform b. What is IUT Online?	4
2	Accessing IUT Online	4
3	Login	5
4	Editing Your Profile	5 - 7
5	Uploading a Profile Picture	8 - 9
6	Blocks	10 - 11
7	Viewing Your Courses	11
8	Adding My Courses Block	12 - 13
9	Discussion Forums	14
10	Submitting Assignments	14 - 15
11	Quizzes	16 - 18
12	Student FAQ	19 - 20

## 1. Introduction & Getting Started

### IUT Online Platform

The IUT Online Platform powered by **TVE Department** is a learning space where University faculties, staff, students, alumni and communities work in a collaborative environment to create rich and engaged learning and teaching experiences through its blended, online and digital initiatives. It is expected to offer high quality and skill oriented online courses to the Muslim community across the world in the fields of engineering, technology, business, technical and vocational education, and teachers' professional development. As a subsidiary organ of OIC and a commitment to the community, it would like to offer a range of need-based and time-driven short courses through popular social media (Facebook /YouTube) with little or no fees. Hoping to invite you all to become members of an intellectually and culturally diverse, active online learning community. Stay connected and support us at YouTube/Facebook!

### What is IUT Online?

**IUT Online** is your primary source for course documents and communicating with your professor. Depending on your professor's requirements, you will use **IUT Online** to take exams, upload assignments, view course documents, participate in forums, and check your grades.

## 2. Accessing IUT Online:

You can access **IUT Online** in two ways:

Step One	Step Two
<ol style="list-style-type: none"> <li>1. Directly go to the link (University's Homepage): <a href="http://www.iutoic-dhaka.edu/">http://www.iutoic-dhaka.edu/</a></li> <li>2. Click on <b>My IUT</b></li> <li>3. Click on <b>IUT LMS</b> from the dropdown list</li> </ol>	<ol style="list-style-type: none"> <li>1. Directly go to the link (IUT LMS's Homepage): <a href="http://lms.iutoic-dhaka.edu/">http://lms.iutoic-dhaka.edu/</a></li> </ol>

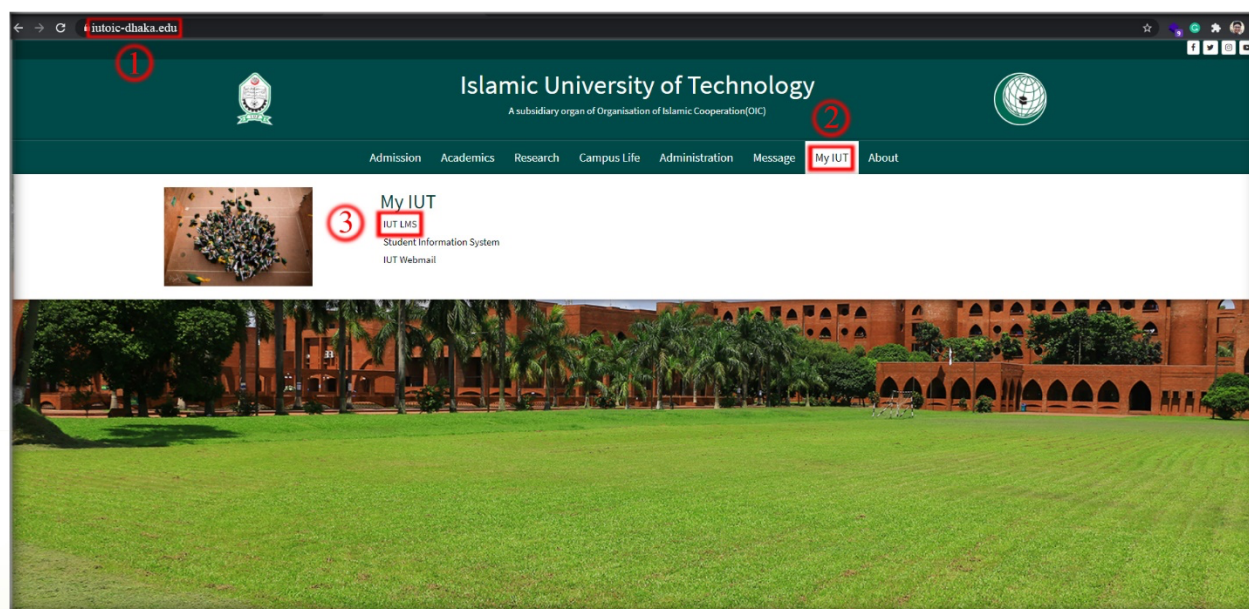


Figure 01: Find the image that looks like above



### 3. Login

1. Go to the link (IUT LMS's Homepage): <http://lms.iutoic-dhaka.edu/>
2. Use your **User ID** and **Password** to log in to IUT Online

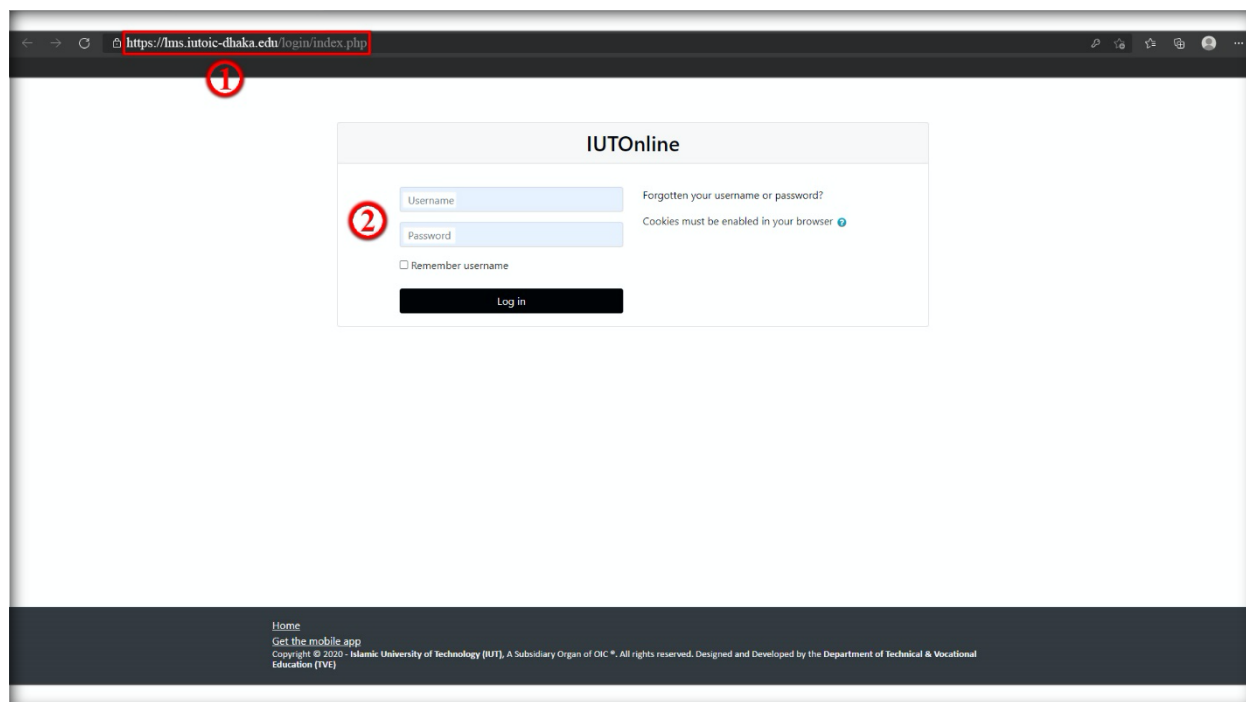


Figure 02: Find the image that looks like above

IUT Online Support Team	Helpline
<ul style="list-style-type: none"> <li>• Prof. Dr Shahadat Hossain Khan (Co-Ordinator)</li> <li>• Mr. Hamisi Ramadhan Mubarak (Academic Technology Support)</li> <li>• Mr. Benadjih Oiriddine Abdou (LMS support)</li> <li>• Kazi Babul Hossain (Learning Designer)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Call:</b> 01912955235 (8:00 a.m. – 5:00 p.m.), Monday – Friday.</li> <li>• <b>Email:</b> hamisiramadhan@iut-dhaka.edu kbabul@iut-dhaka.edu</li> </ul>

**NB:** If you are having trouble log in, course materials or with how to use IUT Online, you may need to inform the IUT Online Support Team.

### 4. Editing Your Profile

- Log in to IUT Online
- On the top-right side of the screen, click on your username. From the drop-down menu that appears, select **Preferences**
- This further expands the new menu. In this new menu, click on **Edit Profile**
- Adjust your information and preferences
- Press **Update profile**

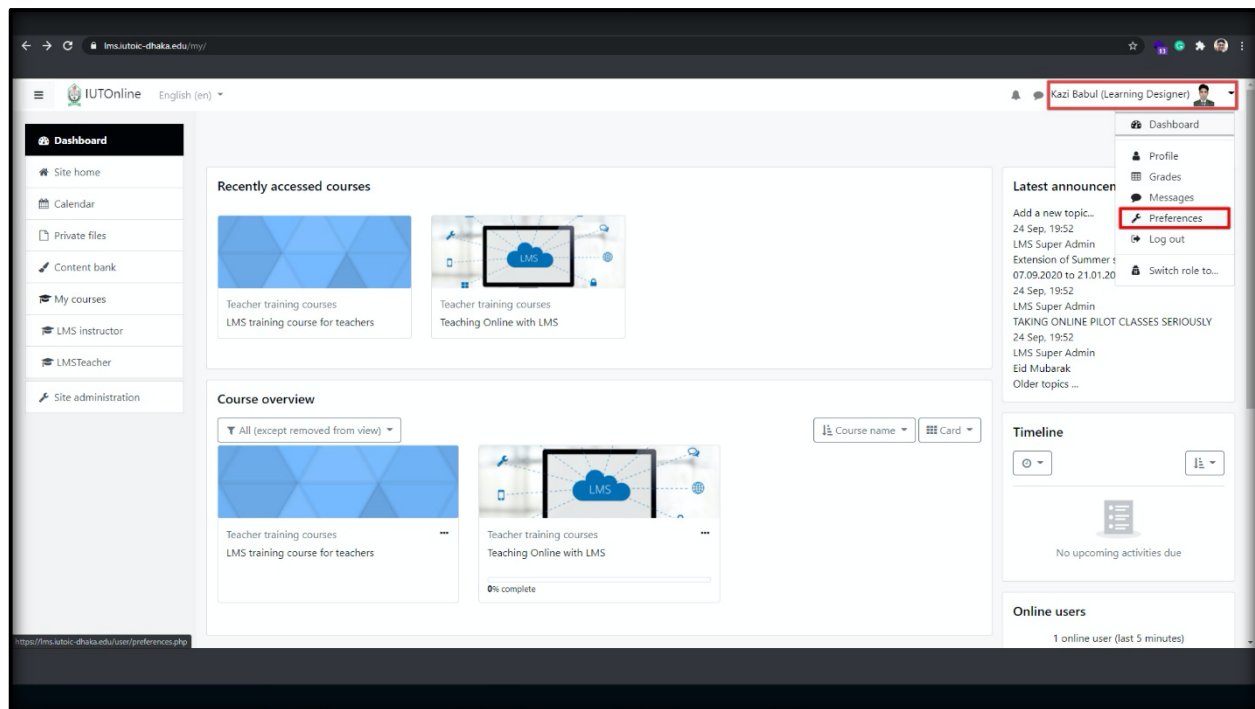


Figure 03: Find the image that looks like above

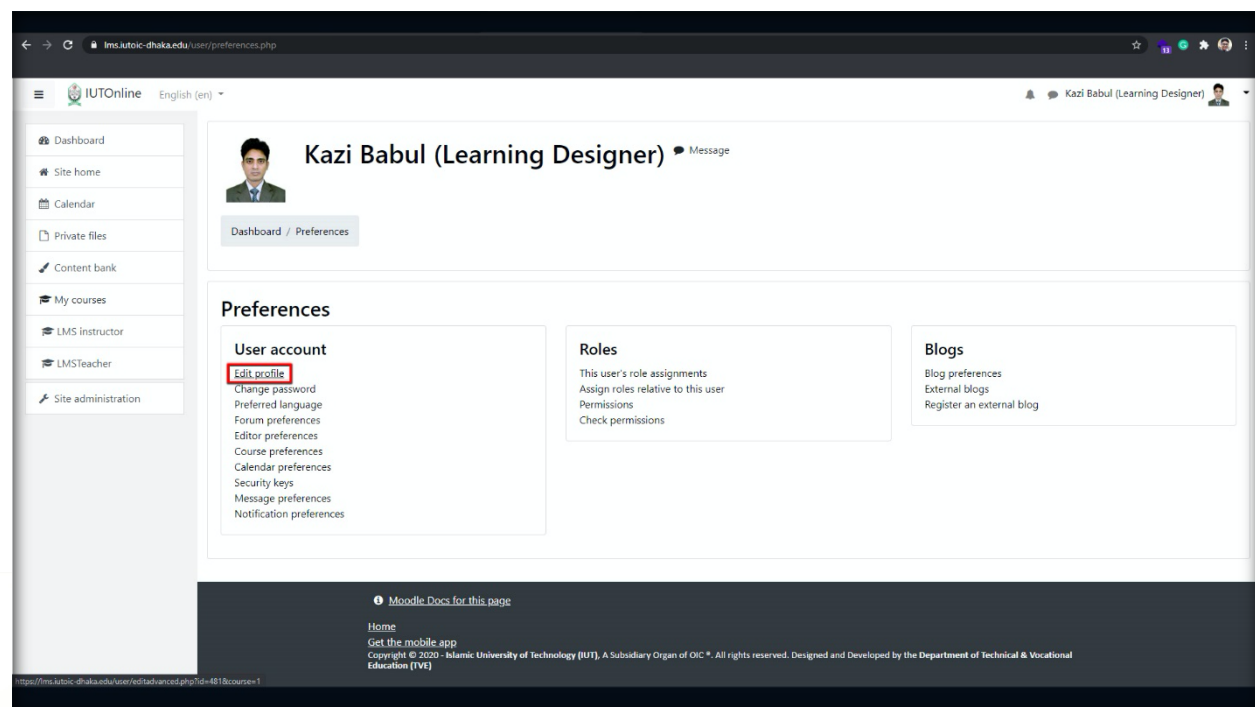


Figure 04: Edit profile

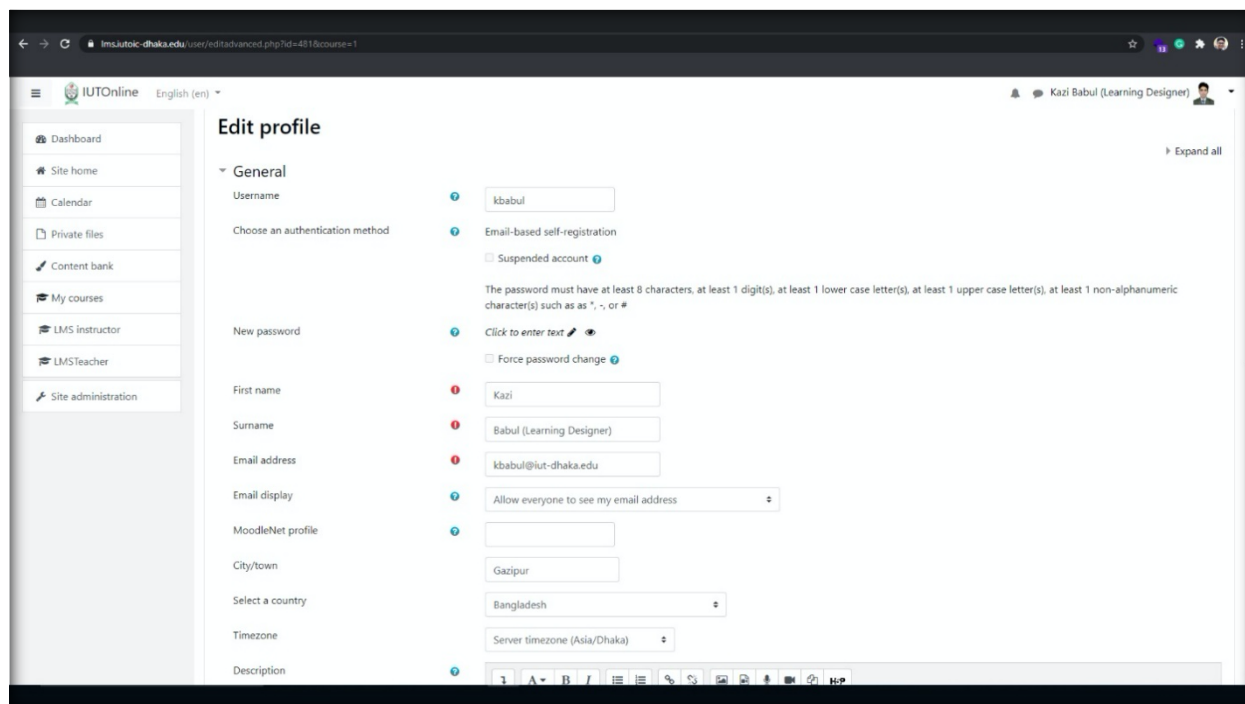


Figure 05: Place your information on edit profile section

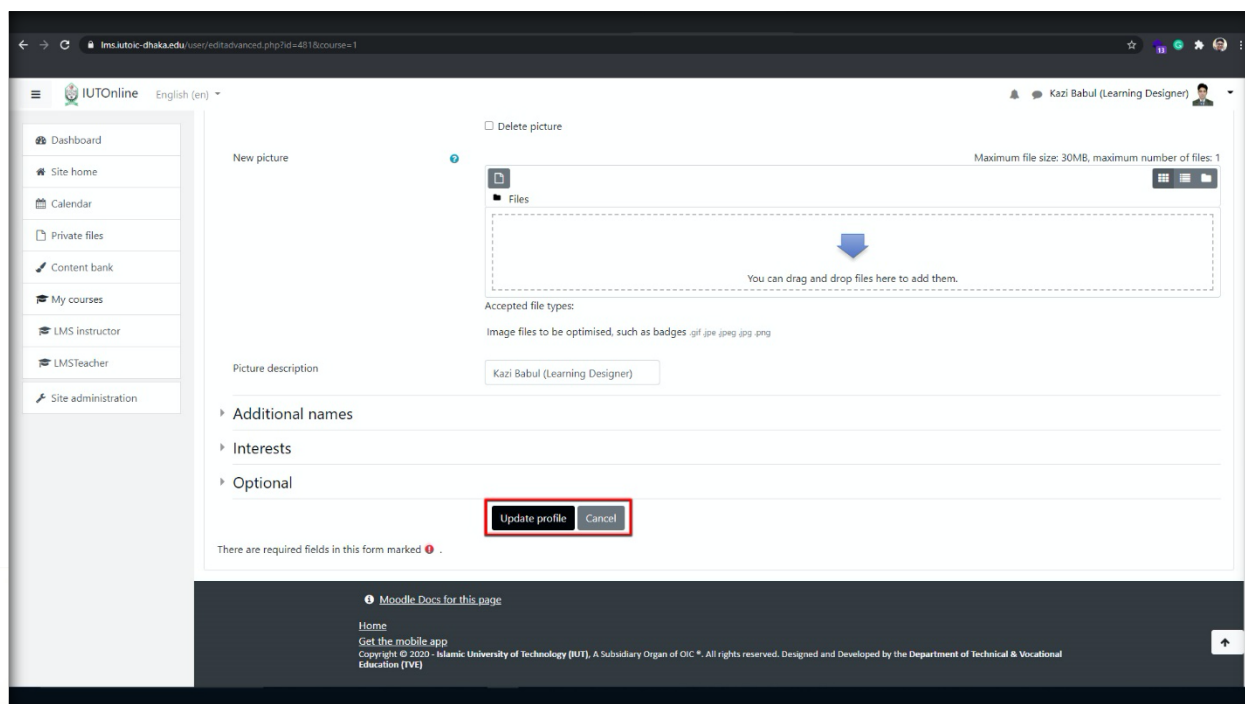


Figure 06: Update profile

## 5. Uploading a Profile Picture

- Log in to IUT Online
- Click **Edit profile**
- Scroll down and click on **User picture** (to expand that section)
- Next to New picture, click on the add file button
- Click on **Upload a file**
- Click on **Choose File**, then select picture, and click **Open**
- Click **Upload this file**
- Press **Update profile**
- You can also drag and drop files to add picture

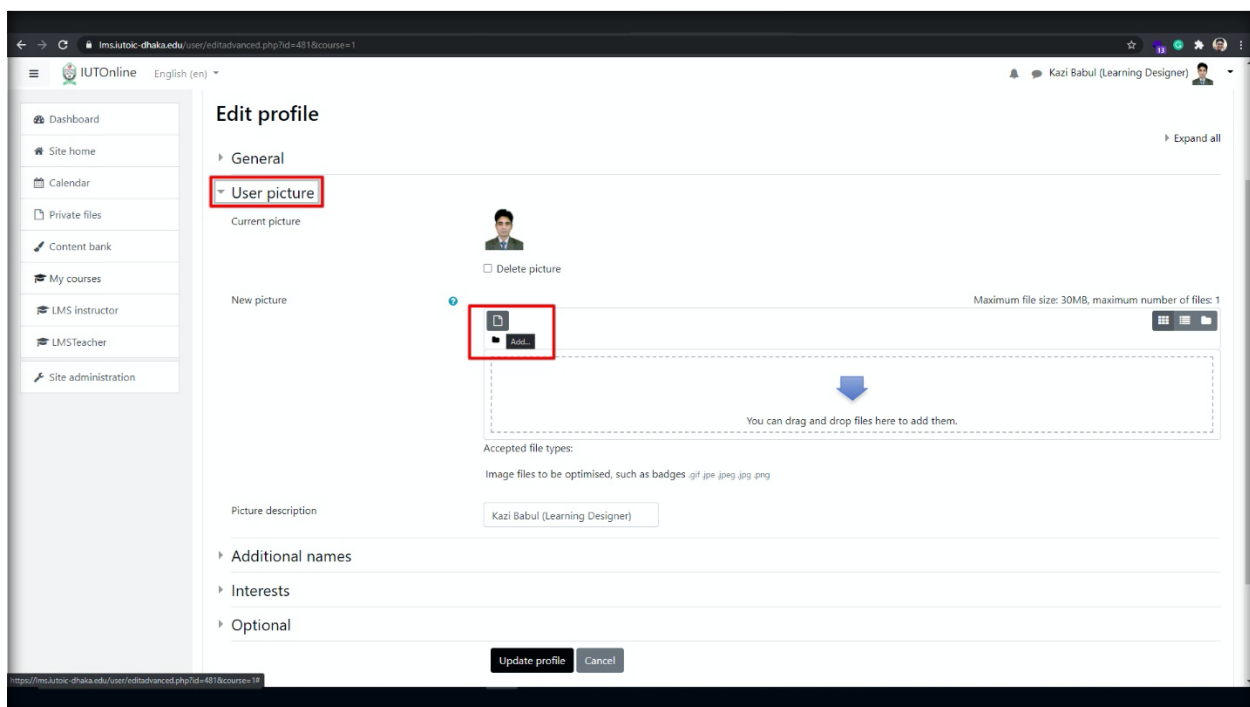


Figure 07: Find the image that looks like above

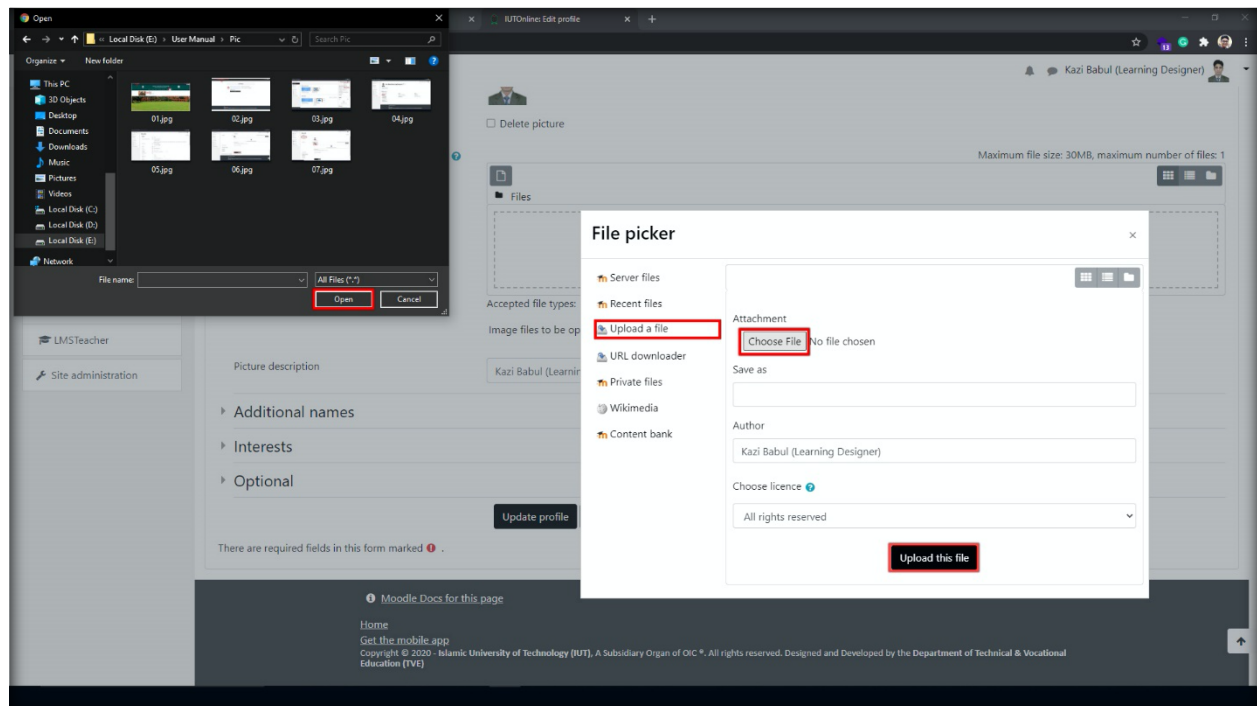


Figure 08: Find the image that looks like above

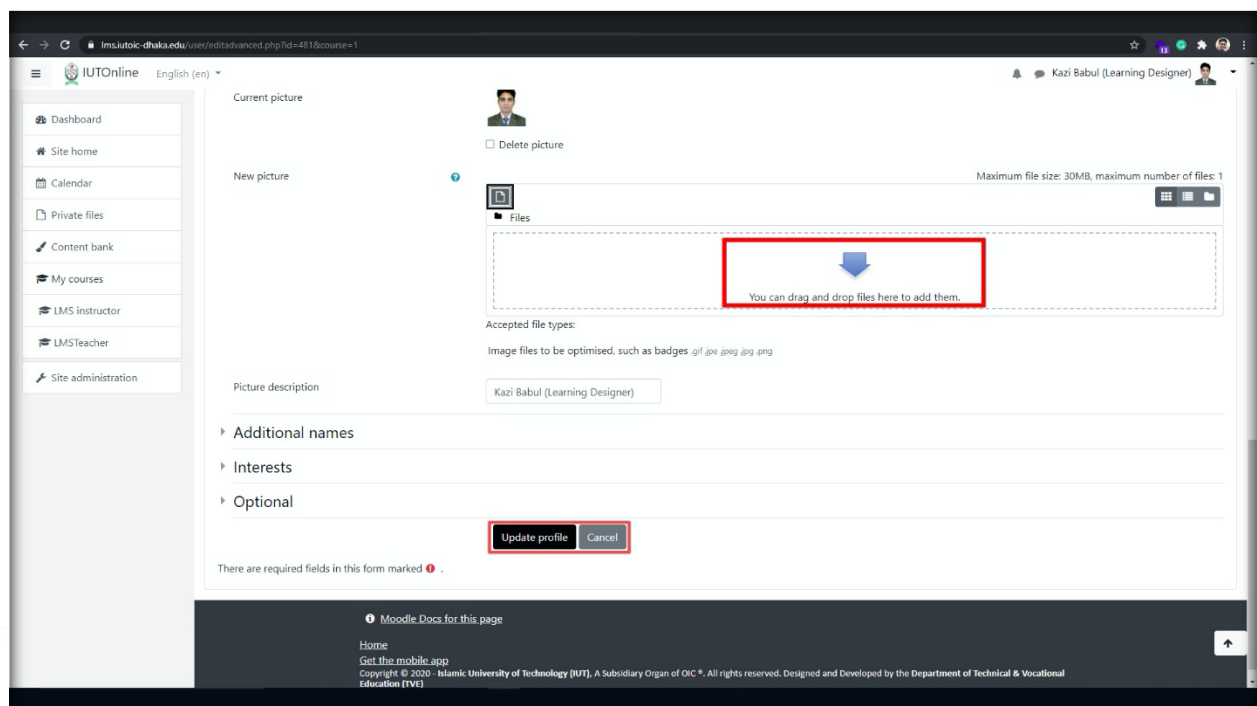


Figure 09: Find the image that looks like above

## 6. Blocks

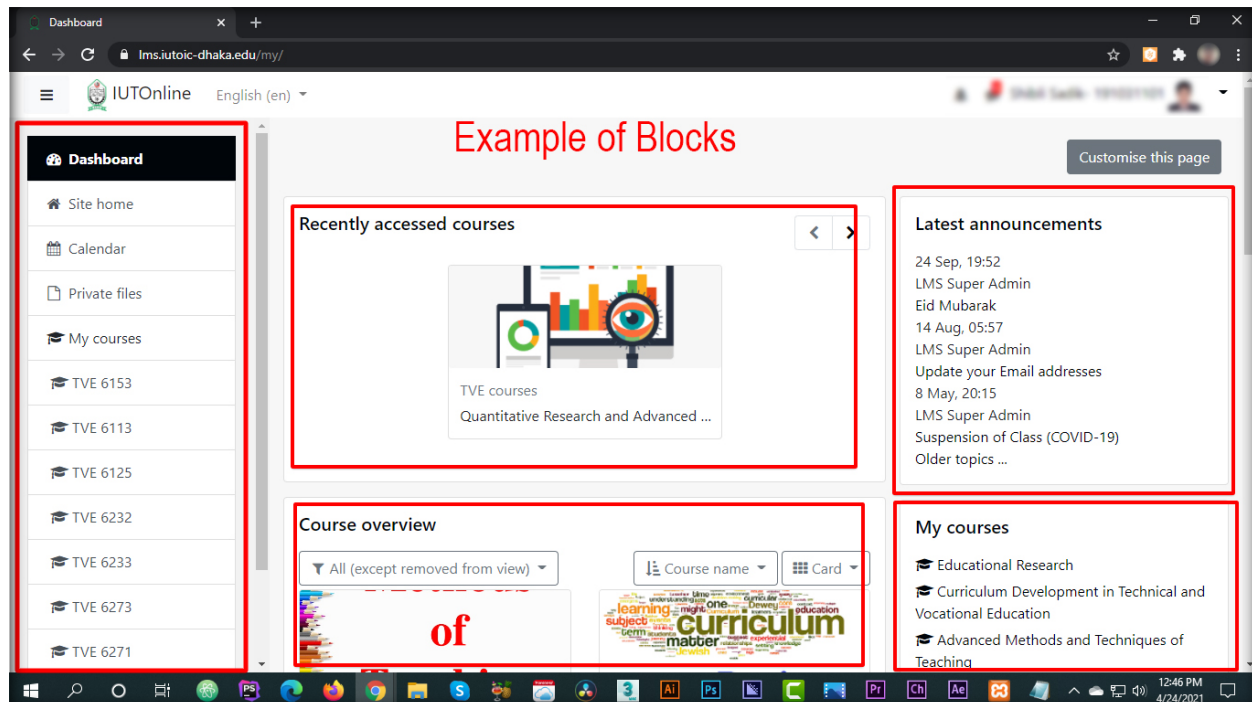


Figure 10: Example of blocks

Blocks provide separation and organization of some tools and tasks of the **IUT Online** Platform. Blocks can be added to a page by clicking 'Customise this page' top right side of Dashboard then using the 'Add a block' drop-down menu bottom left side of Dashboard.

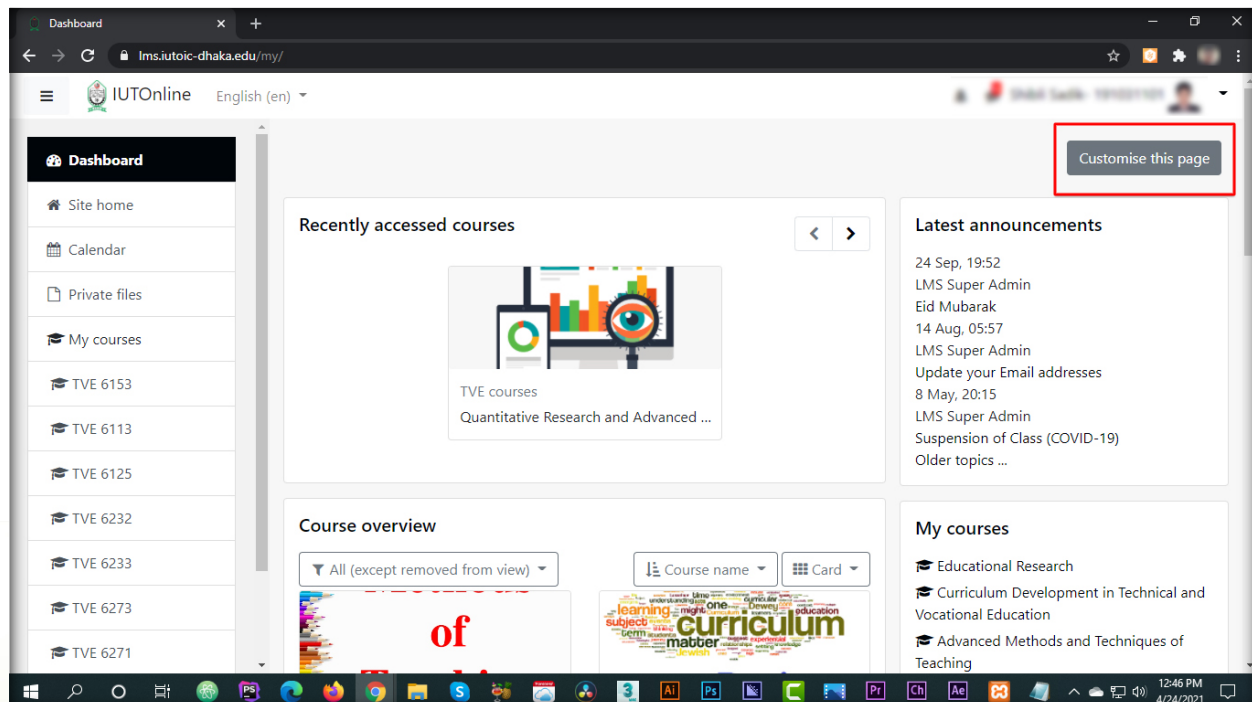


Figure 11: Customise of dashboard



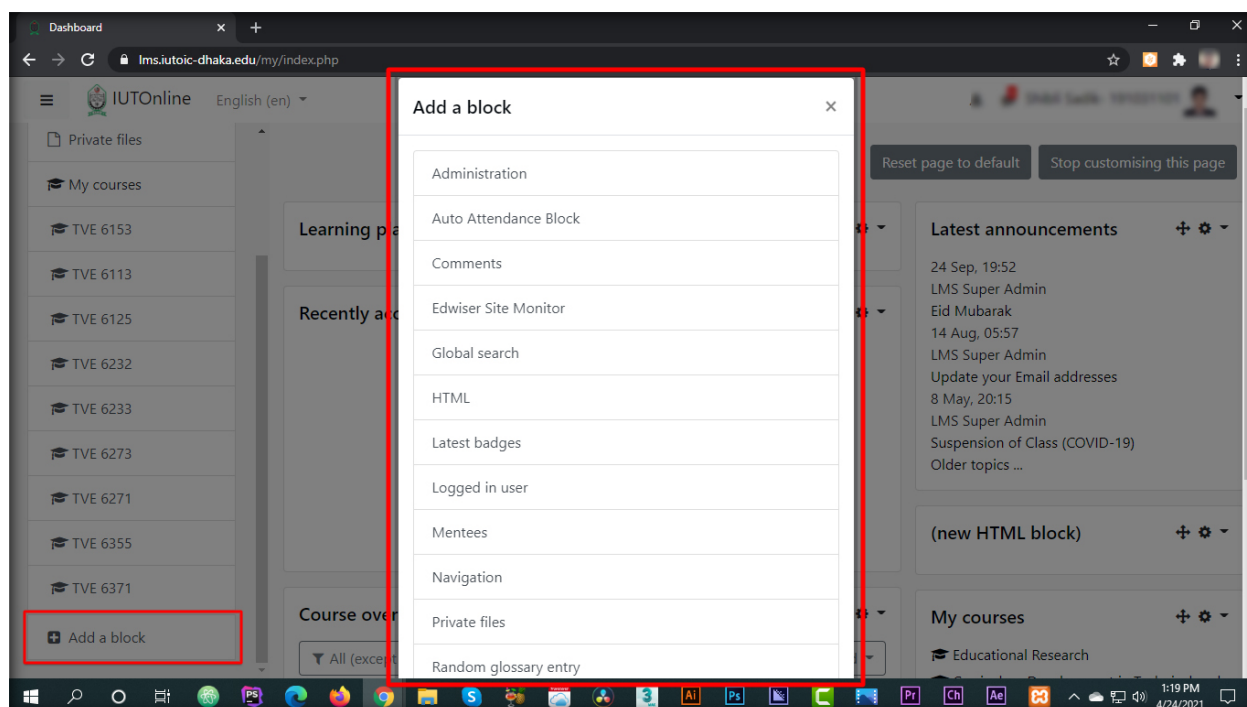


Figure 12: Adding a block

- The Navigation block – contains the links for navigating through **IUT Online** which includes Dashboard, Site Pages and Courses.
- The Administration block - contains links to edit your profile, send messages, view blogs, and badges.

## 7. Viewing Your Courses

By default, your courses will be listed on the homepage of **IUT Online** in the Dashboard section. With some customisation, you can also add My Courses block on the right side of the screen by clicking the **Customise this page**.

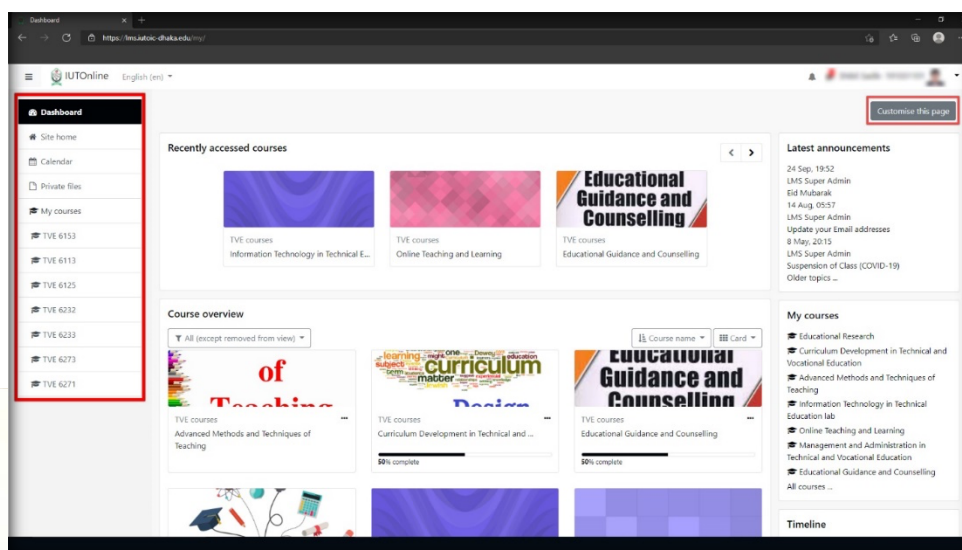


Figure 13: Find the image that looks like above

## 8. Adding My Courses Block

- Click on **Customize this page**
- In the **Add a Block** area from the **Dashboard** section, click the drop-down arrow next to Add...
- Choose *Courses*, your page will refresh and reflect the changes you've made
- Click Stop customizing this page to return to your homepage.

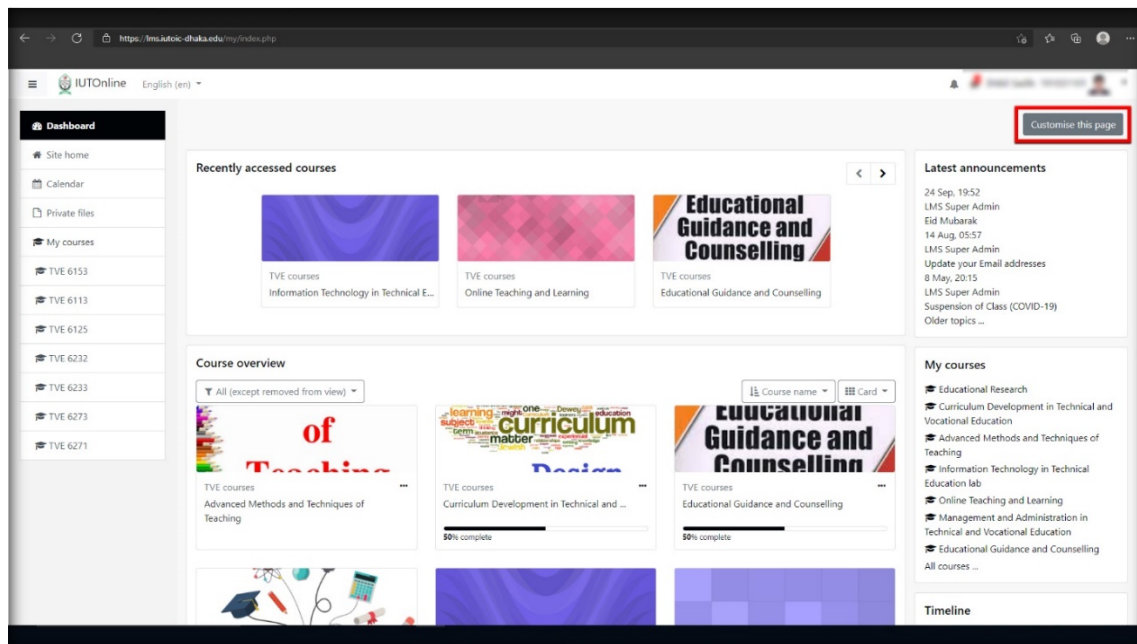


Figure 14: Find the image that looks like above

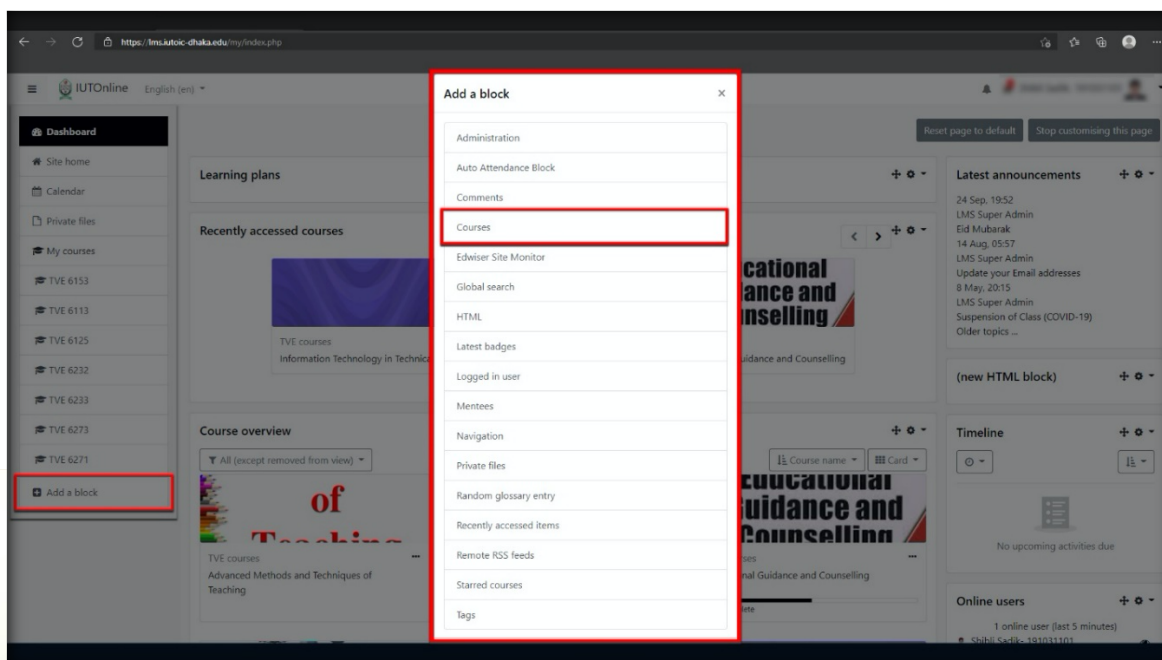


Figure 15: Find the image that looks like above

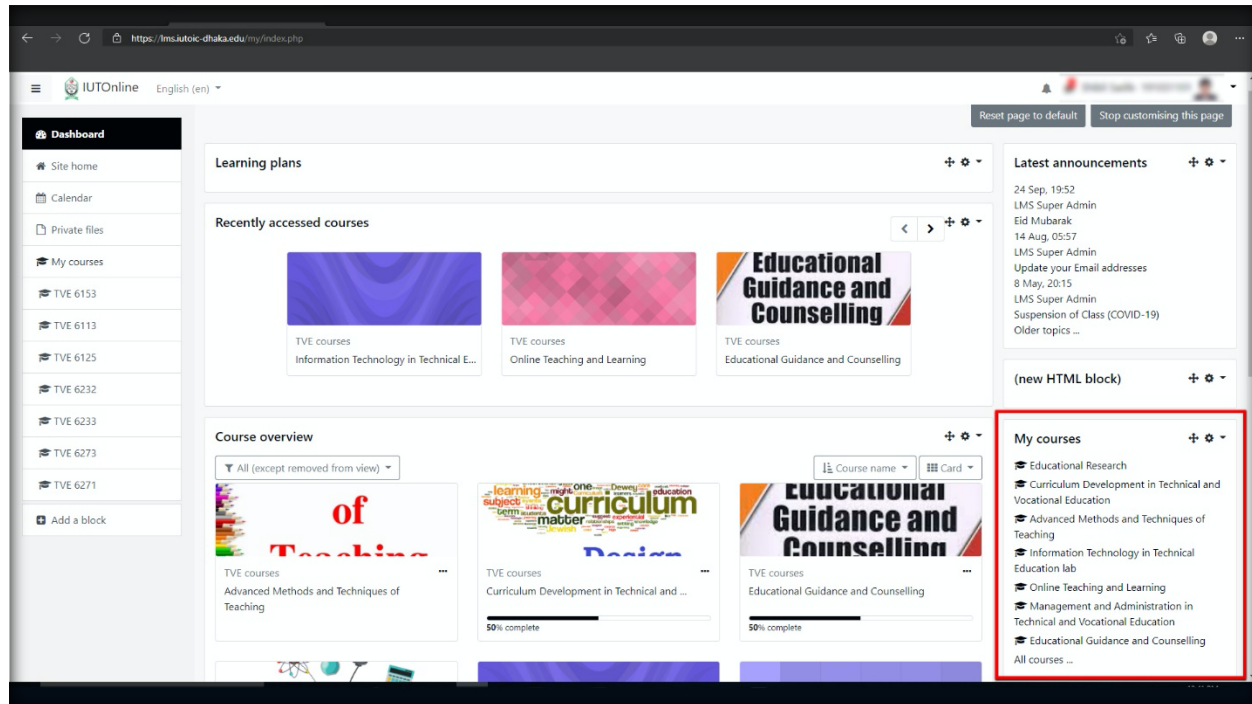


Figure 16: Find the image that looks like above

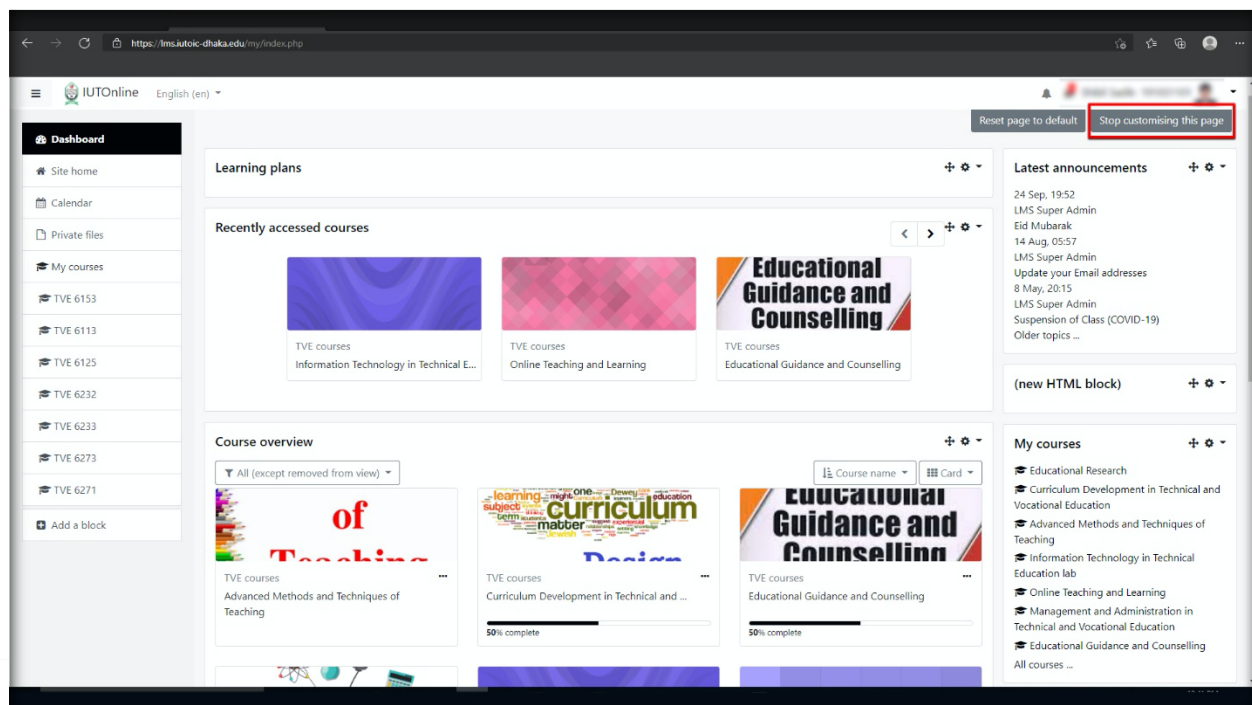


Figure 17: Find the image that looks like above

## 9. Discussion Forums

Your professor or instructor may use discussion forums in your course. There are several forum types that your professor or instructor may use in your course. These types include:

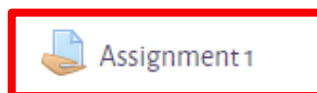
- A forum where you can post only one discussion
- A question-and-answer forum, where you must post before you are able to view other students' posts.
- A standard forum where anyone can start a new discussion at any time.

## 10. Submitting Assignments

Your Professor or Instructor may require you to submit assignments through IUT Online.

### Step One:

Locate the link on your course page. Click on the link your Professor or Instructor has provided for submitting assignments.



### Step Two:

Locate the “Add Submission” Button.

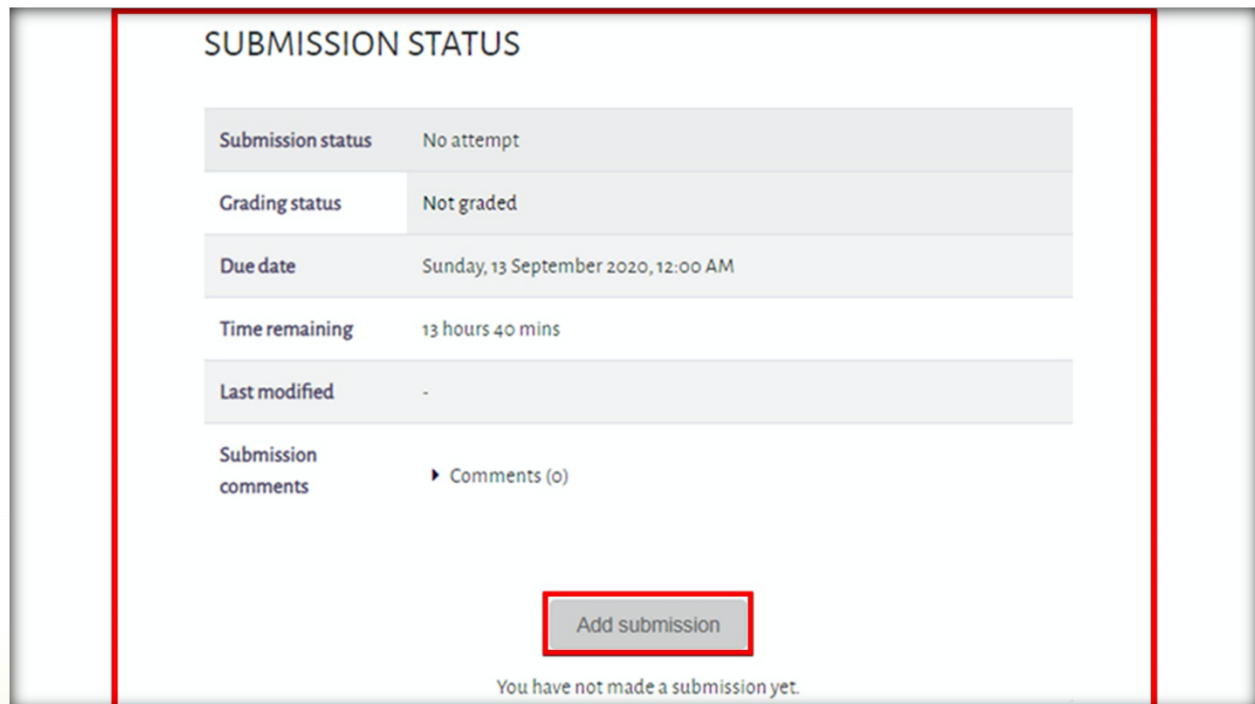


Figure 18: Find the image that looks like above

Read the instruction given in the assignment pages (**Step Two**) and take heed of the deadlines given, then click “**Add submission.**”

**Step Three:**

Upload your assignment

Figure 19: Find the image that looks like above

On the next screen, on the left side, click “**Upload a file,**” then click “**Browse**” and select your file. Click “**Upload this file**” at the bottom of the screen. Then click “**Save changes.**” On the next screen, click “**Submit assignment.**”

Figure 20: Find the image that looks like above



## 11. Quizzes

Your professor or instructor may enable a quiz in IUT Online platform.

### Step One:

Locate the Quiz/Exam/Test item on your course page by its icon and click on it.

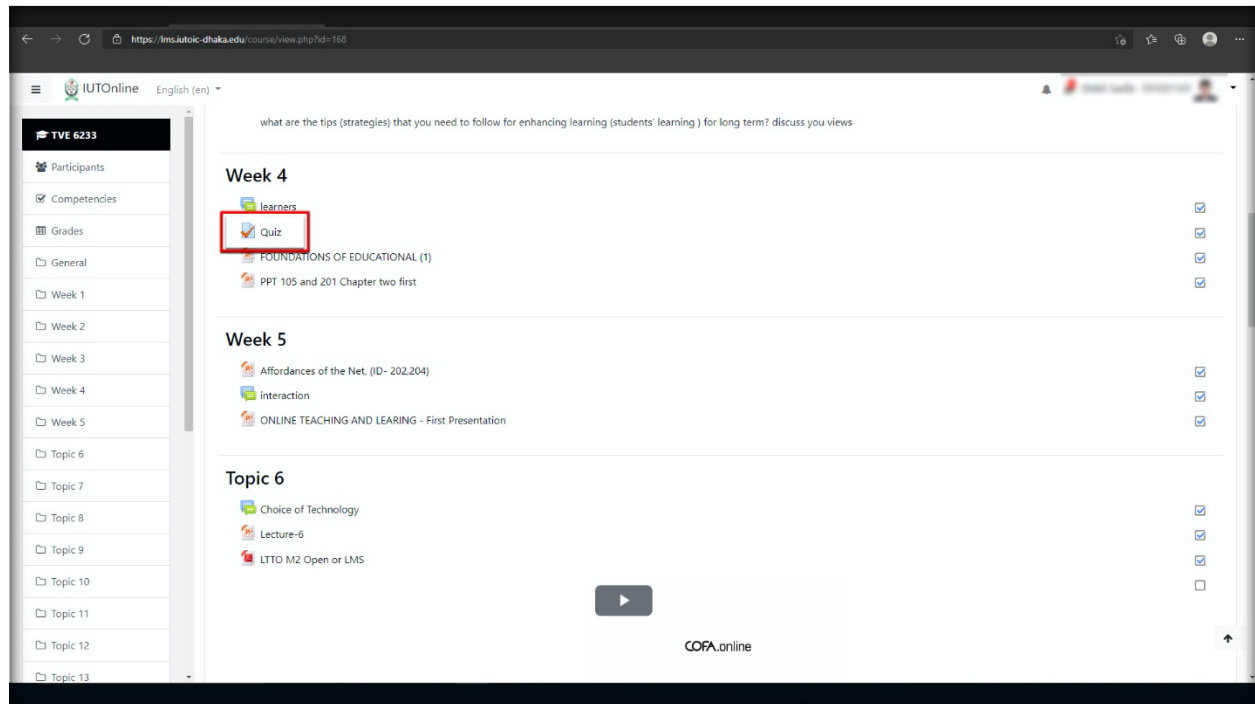


Figure 21: Find the image that looks like above

### Step Two:

Read the instruction as provided by your instructor.

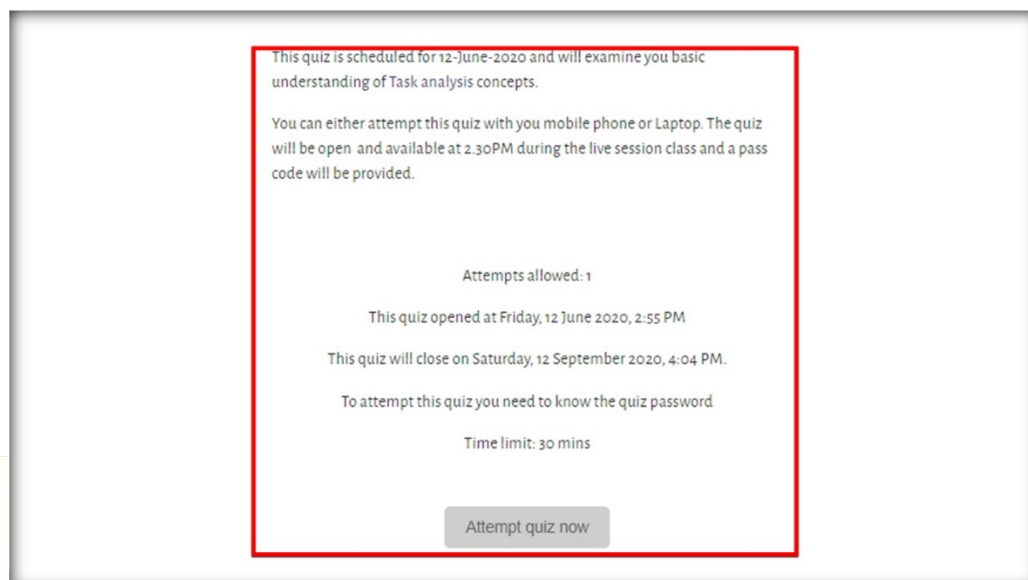


Figure 22: Find the image that looks like above



**NB:** Take note of the time limit (exam duration) and whether the quiz will require a password. If your quiz requires a password, please consult your instructor/teacher.

### Step Three:

Provide the password as given by your teacher. Once inserted, click start attempt to begin your quiz/exam.

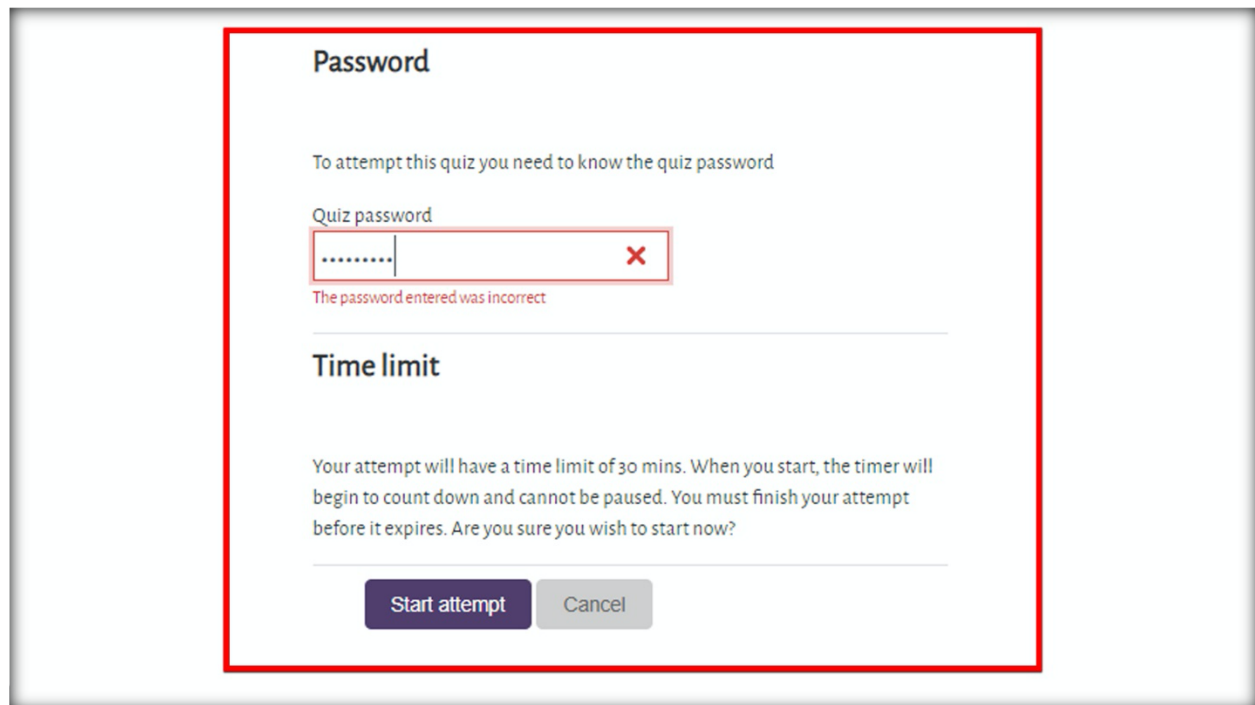


Figure 23: Find the image that looks like above

These quizzes may be comprised of multiple choice, matching, short answer, or numerical. The professor or instructor may set a time limit and allow access to the quiz only during a certain time frame. Follow your professor's or instructor's directions for completing the quiz.

### Step Four:

Attempting the Quiz

How can you know how much time is remaining? Locate the Navigation block at the top right corner.

#### Section One:

##### Question Details

Every question has marks assigned to it. Therefore, take note of the marks and answer the question accordingly.

##### Section Two:

##### Navigation panel

You can either click “previous page” or “Next Page” buttons to navigate to and fro to different question or you can click on the section labelled 2 to jump to different question Number (Click 8 to jump to question 8).

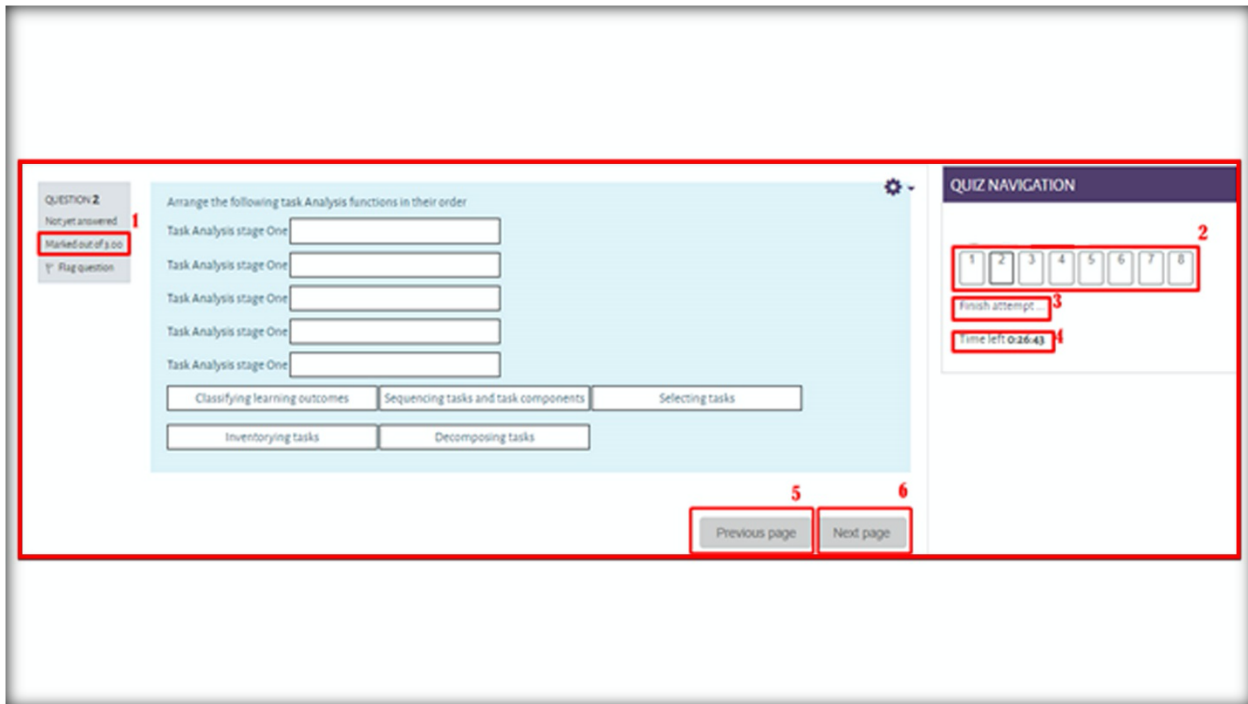


Figure 24: Find the image that looks like above

### Section Three:

#### 13. Submitting your exam

Once you start your attempt, the system will count down your time. Take note of your remaining time so that you complete the entire quiz/exam in time. Remember the timer is set for the entire quiz not individual questions. Once your time elapses, the system will automatically save your work and submit it IUT LMS.

### Section Four:

#### Timer (Count down)

Click section labeled 3 to finish your attempt and submit your exams. Follow the instructions given by the system to complete this task.

The quiz is graded automatically with the exception of essay questions, which will be graded by your professor or instructor. If your professor or instructor uses the grade book, your grade is automatically recorded in the grade book.

## 12. Student Frequently Asked Questions (FAQ)

### Access and Navigation

#### Why can't I log in?

There could be many reasons but the most probable is you have simply forgotten your password, are trying the wrong one or are entering it incorrectly. Some other things to think about include:

- Does your username or password contain a mixture of upper- and lower-case letters? It should be entered exactly
- Are cookies enabled on your browser?

#### How do I gain access to a course?

Locate or search for the desired course (you can click 'All courses...' in the 'My courses' block) and click on the course name. If your teacher has given you an enrollment key, enter it when prompted, and click **Enroll me in this course**. Once you are enrolled in a course, it will appear under "My courses" any time that you are logged into that IUT online site.

#### How do I jump between my courses?

- 'My Courses' block if it has been added to the page you are on
- Go back to the homepage (see below) and then use the main course block (if it has been added!)

#### How do I get back to the homepage?



Use the navigation bar at the top left of the page or the button at the very bottom of the course

#### How do I find course X?

If you are not already enrolled in a course you can search for it by name and description.

### Course Content

#### Where have all of the weeks / topics gone?

You have probably clicked on the  icon. To reveal all of the other weeks / topics you need to click on the  icon which you will see in the right margin of the week / topic. You can also use the dropdown box underneath the displayed week / topic to jump to a hidden section.

### Assignments and Grades

#### Why is there no upload box?

This is either because:

- The assignment has now closed
- The assignment is not yet open
- You already uploaded something and the settings prevent resubmissions

#### How can I see my recent assignment feedback?

There are many ways you can access their feedback. The most common method is by simply going to the same place where you uploaded the work. Another common method is to follow the link in the recent activity block (if the teacher has included it on the course). Another method would be to access the grade book and then follow the link for the required assignment. Depending upon how the assignment was set up, you may receive an email when it has been marked with a direct link to the feedback.

**Why is my course average so low?**

Don't panic! The IUT Online gradebook takes into account unmarked and unsubmitted work. In other words, you start with zero and as you progress through the course and complete graded activities the percentage will steadily rise.

## Quizzes

**Which button do I press when I have finished a quiz?**

That depends upon what you want to do ...

**Why am I getting zero grade on my quiz?**

You might exceed the quiz time limit.

This should never happen, because the count-down timer should submit the quiz automatically when time expires, and then the IUT Online server should process your submission promptly. However, if the server is overloaded and running slowly, your responses may not be processed until after to 'too late' cut-off time, and so you will not receive marks for those questions.