

UNIVERSITY OF KERALA

# LEARNING MANAGEMENT SYSTEM

# USER MANUAL

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*Submitted to The Department of Communication and Journalism in partial fulfilment  
of the requirements for the Technical Writing and Documentation course. (S3)*

*By*

**Akash Krishna V, Arun Krishnan S, Bharath Mohan, Mantha Swathi Kumar,  
Muhammed Bilal Hussain G, R S Varun**

**2020-2022**



Department of Communication and Journalism  
University of Kerala  
Thiruvananthapuram  
2022

# CERTIFICATE

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Certified bonafide work



Department of Communication and Journalism  
University of Kerala  
Thiruvananthapuram  
2022

# ACKNOWLEDGEMENT

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We would like to express our sincere thanks to Suresh KS, Head of the department, and other faculties of the department.

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ARUN KRISHNAN S  
BHARATH MOHAN  
MANTHA SWATHI KUMAR  
MUHAMMED BILAL HUSSAIN G  
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# GENERAL INFORMATION

- LMS website enables the user to choose their user interface languages: **English, Arabic and Malayalam**
- Some courses might require an enrolment key to get access. You should contact the faculty to get the enrolment key
- Study materials will only be available if the tutor has uploaded any and you are given access to it
- Selecting a website URL or youtube link will open a new window, these cannot be downloaded
- You can access the platform only if you are a student/faculty of any of the Teaching Departments of the University of Kerala

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# INTRODUCTION

## 1.1 LMS PLATFORM

The LMS platform of the University of Kerala is a flexible and easily accessible online learning platform. It enables a virtual environment that helps to save time and support students in their academic journey. The LMS platform with its powerful features helps one to think creatively and put them into practice through individual and collaborative efforts with the guidance of their teacher(s) so as to reach their full potential

With LMS students can ensure that they are well connected with their teachers and peers and host discussions with forums, wikis, and video conferencing to enable collaborative learning. The platform also uses SMS and email notifications to update the students with course requirements at various points in time.

The platform can also easily track and record student progress, get insights to predict and support students, make informed teaching decisions and save time with automated grading. It can act as a platform for the teachers to upload notes, recordings and other learning material where the students can download content, complete activities and submit their work simultaneously.

## 1.2 TARGET AUDIENCE

The University of Kerala LMS platform aims to provide safe, accessible, and flexible online spaces for Postgraduate students in the teaching departments of the University of Kerala to plan their studies around their day-to-day life and coordinate their academic activities.

The LMS platform can be accessed through any computer or mobile device with internet access through the website [lms.keralauniversity.ac.in](https://lms.keralauniversity.ac.in). It can also be accessed using Moodle mobile application available on Google Play Store and Apple App Store, free of cost.

## 1.3 COURSES AVAILABLE

Students can enrol on various courses offered by their department each semester using the enrollment option available on the platform. Each course module would be handled by a designated faculty who is responsible for the entire activities under the course, right from the enrollment of a student to attendance, assignments, and evaluation.

For example, for a student of the MCJ programme of the University of Kerala the various courses available in the first semester are

1. Introduction to Communication
2. News Reporting
3. Editing and Print Media Practice
4. Media Ethics

Which can be searched and self-enrolled or faculty enrolled using the course key. (described in section 4)



## 1.4 LMS TERMS AND ABBREVIATIONS

1. **LMS** - Learning Management System
2. **OBE** - Outcome-Based Education
3. **Dashboard** - A page in which all enrolled courses are displayed
4. **Site Home** - This page can be used for searching various courses available under the LMS platform
5. **Calendar** - Can be used for scheduling events related to courses
6. **Certificates** - This page displays all certificates awarded for enrolled courses
7. **Private Files** - Users can upload private files up to 100MB using this tab
8. **My Courses** - This is a drop-down menu that displays all enrolled courses in a vertical list.
9. **Profile** - This page shows details pertaining to the user
10. **Grades** - This page displays one's grades obtained for enrolled courses
11. **Badges** - This page displays badges pertaining to an enrolled course
12. **Competencies** - This page displays all the competencies required for the enrollment into a particular course
13. **Messages** - This page displays all group/private messages received.
14. **Preferences** - This tab can be used for various purposes such as Profile editing, Language preferences, Notification preferences etc.
15. **Participants** - Name list with profile hyperlink of students enrolled for a particular course.
16. **Data retention summary**- This summary shows the default categories and purposes for retaining user data.

# ACCOUNT CREATION

## 2.1 LOGIN PAGE

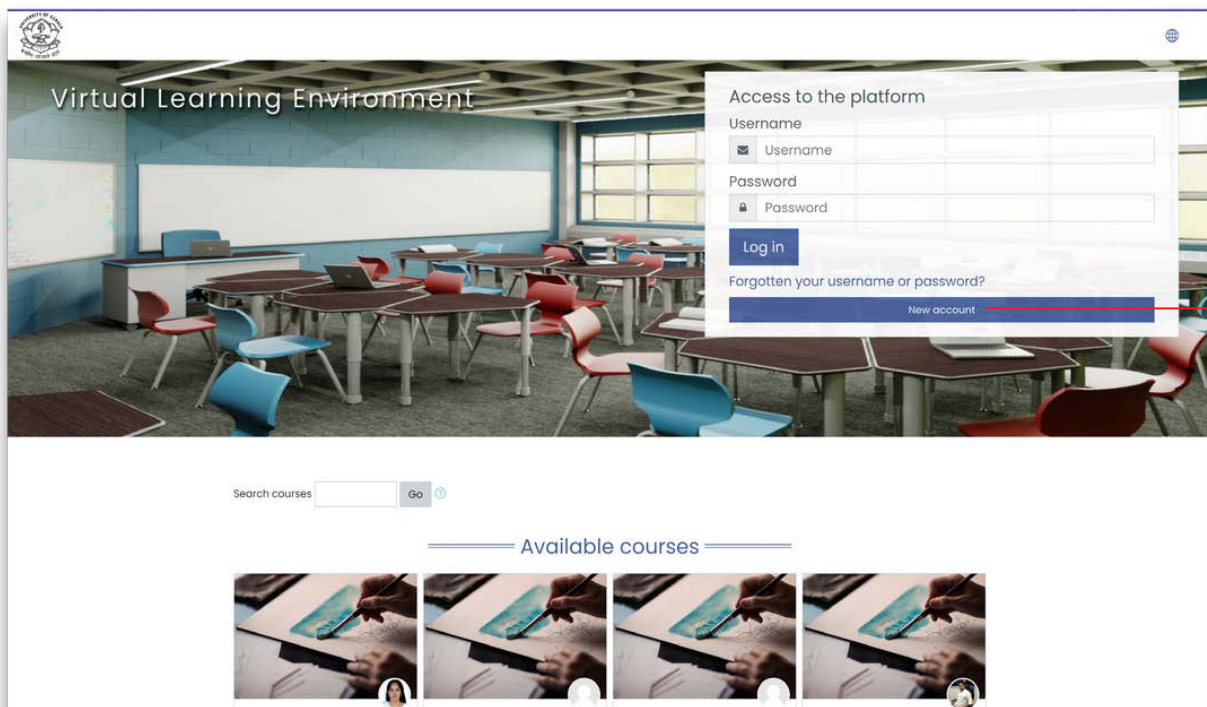
The login page is the face of your LMS account. You can see, verify and edit your personal details here.

You can access the LMS website through the URL: <https://lms.keralauniversity.ac.in/> which will take you to the login page. To create your profile, follow the steps given below.

## 2.2 STEP BY STEP GUIDE

**Step 1** - Click '**create a new account**' on the LMS homepage.

A new window will appear with text boxes to fill up your details.



**Step 2 - Choose a username.**

*\*The username must be carefully selected as it is needed for logging in to your account.*

The screenshot shows the 'New account' registration form. It has a header with the University of Kerala logo and the motto 'ജ്ഞാനി വേദമതേ प्रज्ञा'. The form is divided into two main sections: 'Choose your username and password' and 'More details'. The 'Choose your username and password' section has two input fields: 'Username' and 'Password'. The 'Username' field has a red error message below it: '- Missing username'. The 'Password' field has a red error message below it: '- Missing password'. The 'More details' section has several input fields: 'Email address', 'Email (again)', 'First name', 'Surname', 'City/town', and 'Country'. The 'Country' field is set to 'India'. At the bottom of the form, there is a 'Security question' section with a checkbox labeled 'I'm not a robot' and a CAPTCHA image. Below the form are two buttons: 'Create my new account' and 'Cancel'. There are two red circles with numbers '2' and '3' on the right side of the form. A red line connects circle '2' to the 'Username' field and circle '3' to the 'Password' field.

**Step 2 - Create a password.**

*\*password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s) and at least 1 upper case letter(s).*

**Step 3 - Enter your Email address.**

*\*Email id entered must be active and any updates on your profile are mailed to this address.*

**Step 4 - Re-enter your email address to verify it.****Step 5 - Enter your first name.**

*\*make sure to capitalise the first letter of your name.*

**Step 6 - Enter your surname or your last name.**

*\*The first letter of your surname should also be capitalised.*

**Step 7 - Enter your City and Country in the next two boxes**

*\*Make sure to correctly enter these details to keep your profile accurate.*

**Step 8** - Answer the security question by clicking on the 'I'm not a robot' icon.

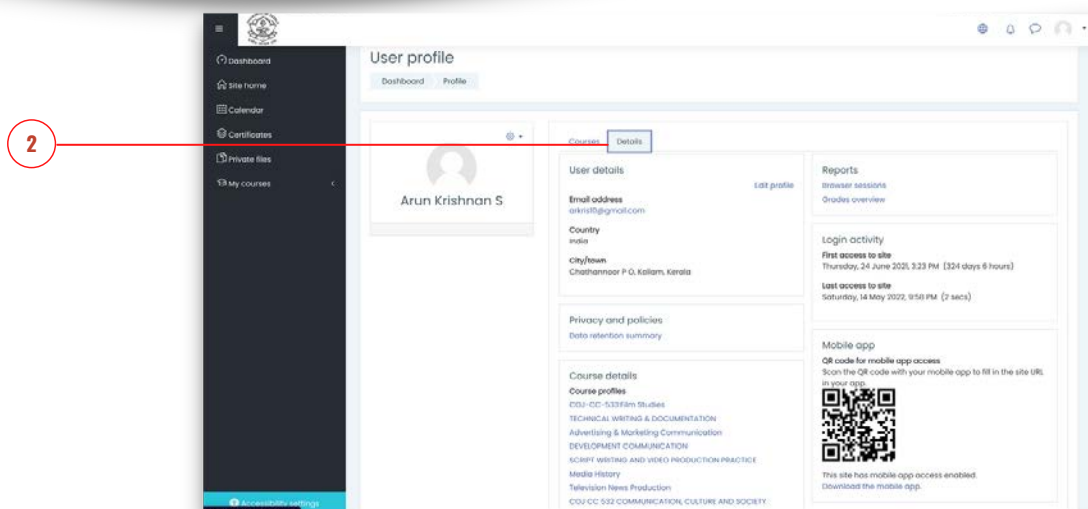
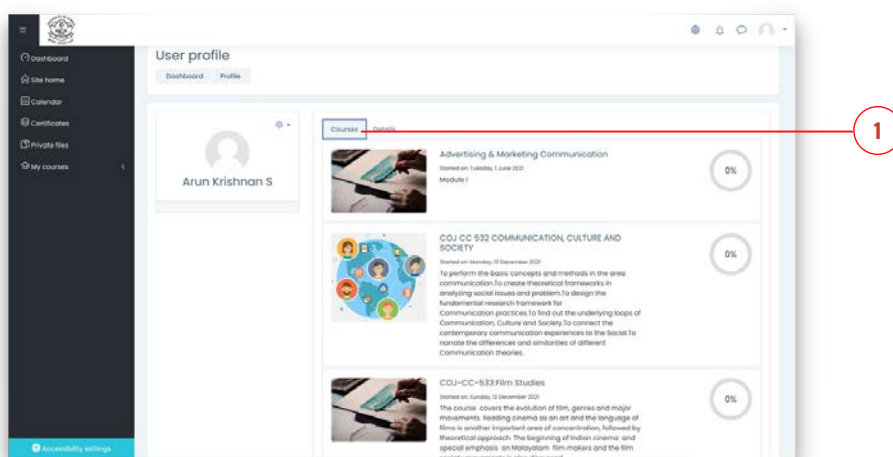
The new window will require you to complete a captcha. Complete it and press verify.

**Step 9** - Select 'Create My New Account'.

## 2.3 PROFILE PAGE

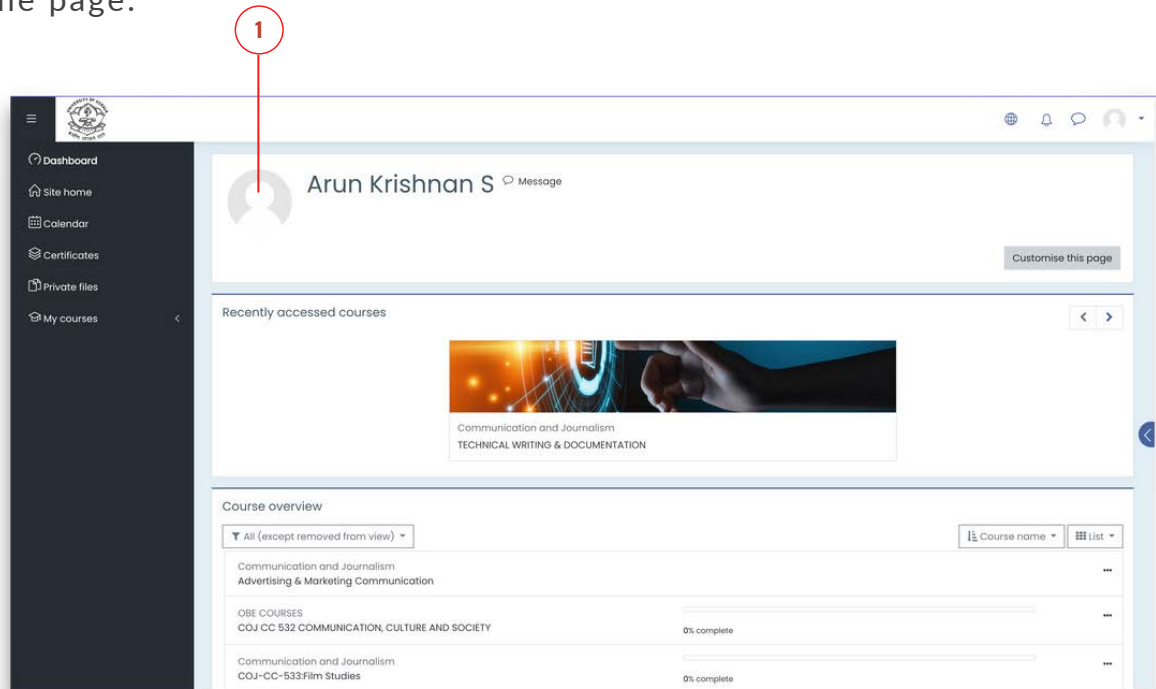
Profile page has two major sections.

1. One titled '**courses**' will have all the courses you have enrolled on. You can see and access the course from the profile page itself.
2. The second section is titled '**details**'. Here, you can find details about your profile, your courses, and your login activity. Also, have an option to edit your profile.

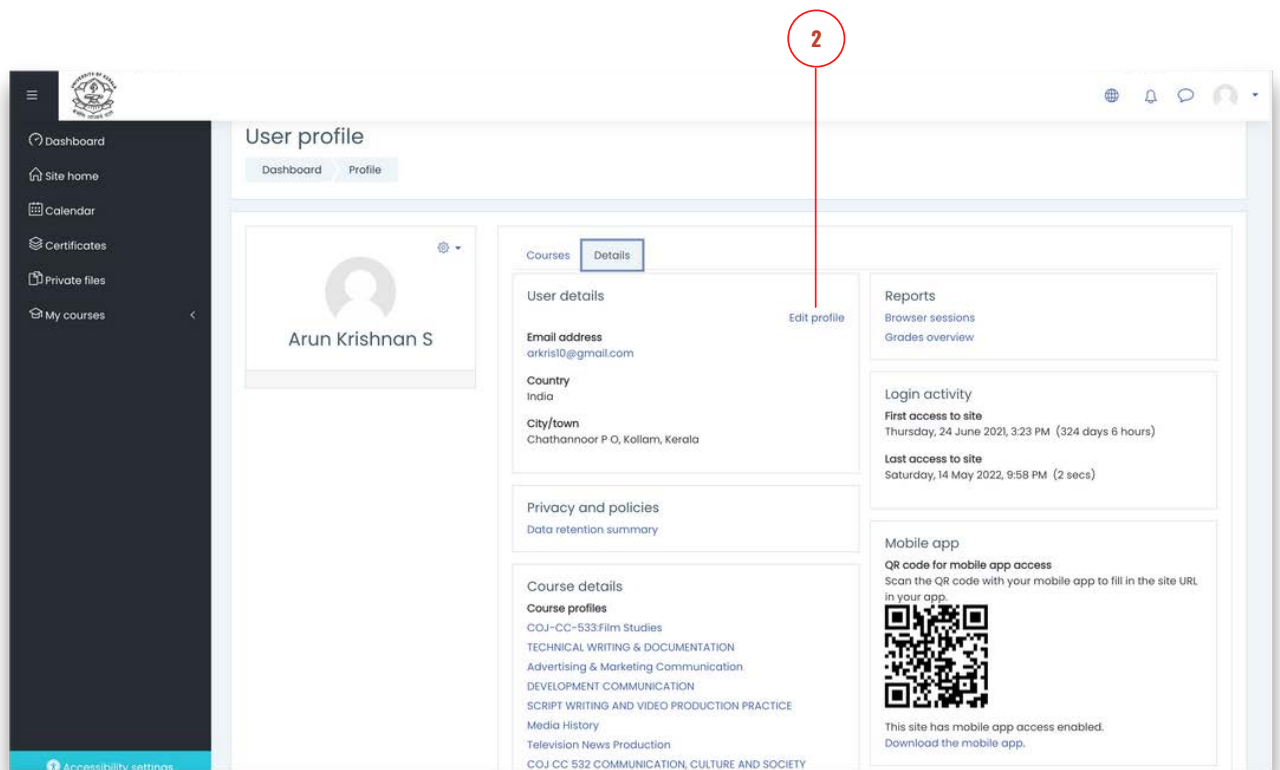


### 2.3.1 Edit your profile.

**Step 1** - Click on the profile image icon in the **dashboard** to access the profile page.



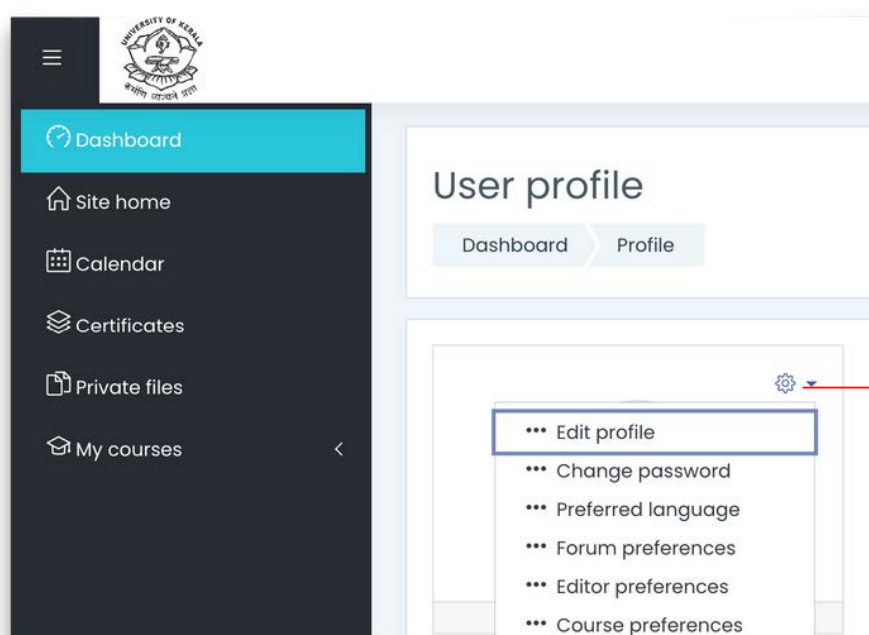
**Step 2** - Click on the **details** section to access edit profile.



- Here you can edit your personal details such as first name, surname, email address, city/town, county, time zone etcetera
- You can upload a user picture by clicking on the 'user picture' option here
- You can add your profile description, additional names, Interests, social media ids and designations
- By clicking on the '**update profile**' option at the end all the newly entered/edited information will be updated to your profile

### 2.3.2 Settings icon

The settings icon near the profile image provides several options to customise your profile. They provide the following options:



#### I Edit Your profile

The option allows you to edit the user profile. *see section 2.3.1*

#### II Change Password

The option allows you to change the password for your LMS profile, follow the steps given below:

**Step 1:** Click on the Change password option.

A new page appears as shown in the figure below.

**Step 2 :** Enter your current password in the current password box.

**Step 3 :** Enter a new password under the new password box.

*\*password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s) and at least 1 upper case letter(s).*

**Step 4 :** Enter the new password again to verify it.

**Step 5 :** After verification, click on the save changes button.

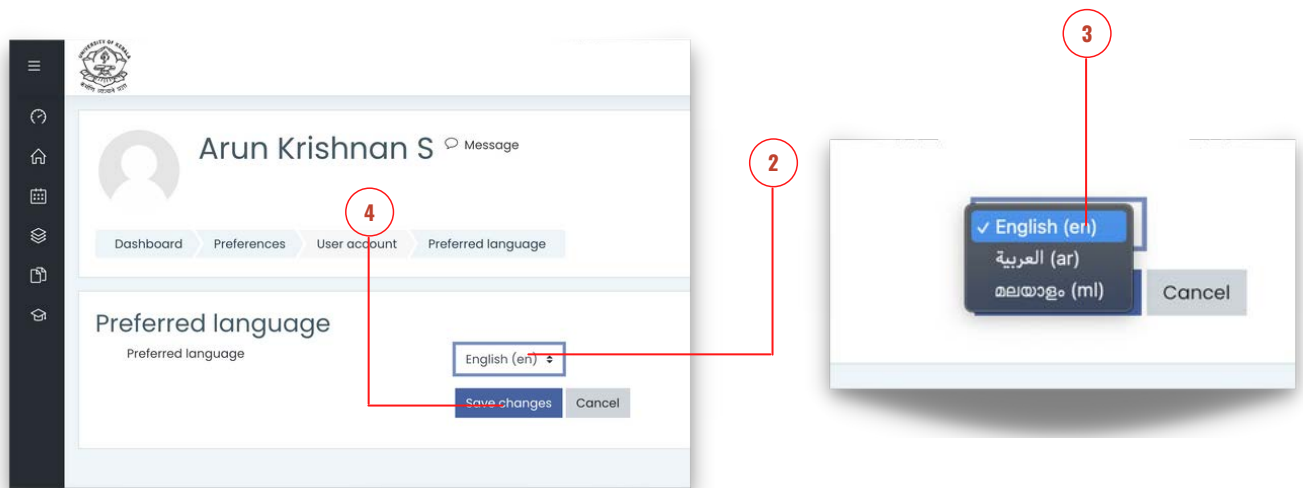
Your password has been updated.

### III Preferred Language

The option allows the user to change the interface language according to their convenience.

*\*LMS website provides three languages for the user to choose from English, Arabic and Malayalam.*

**Step 1 :** Click on the **Preferred language** option from the settings icon see the figure above.



**Step 2 :** Click on the box as shown in the figure above.  
A drop-down list will appear.

**Step 3 :** Select your preferred language from the list.

**Step 4 :** After selecting the language, click save changes.

The page will reload and your preferred language will replace the older one.

## 2.4 FOR YOUR KNOWLEDGE

The profile page can be used to keep your account up to date. This is a very important page of every LMS account.



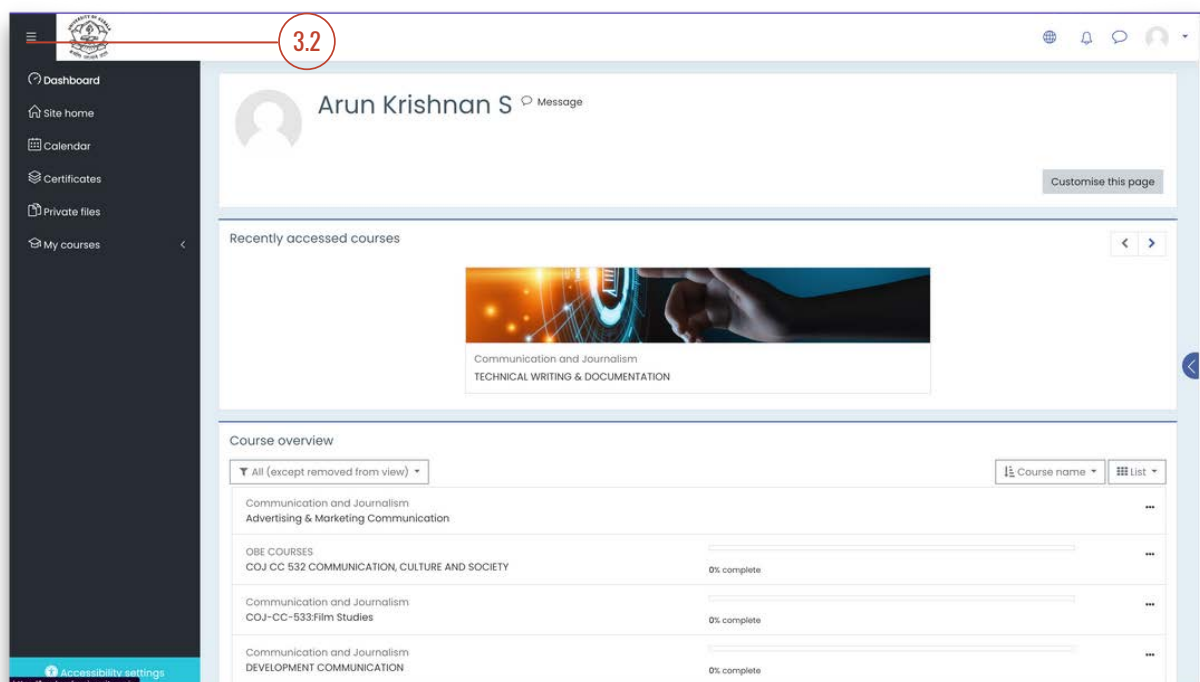
# HOMEPAGE OPTIONS

## 3.1 INTRODUCTION

LMS provides a variety of services for the students to conveniently manage their courses. These services are structured and classified into various options. They can be seen on the left-hand side of the page called the sidebar options and on the top right corner called menu bar options.

## 3.2 SIDE BAR OPTION

The sidebar contains six options. They can be found on the left-hand side of the screen which expands when clicked on the three parallel lines on the top left corner as shown in the figure.



### 3.2.1 DASHBOARD

The dashboard is the first option given on the Sidebar. It provides a visual display of all your data. You can see and analyse your activity on the LMS platform.

#### 3.2.1.1 Recently accessed courses

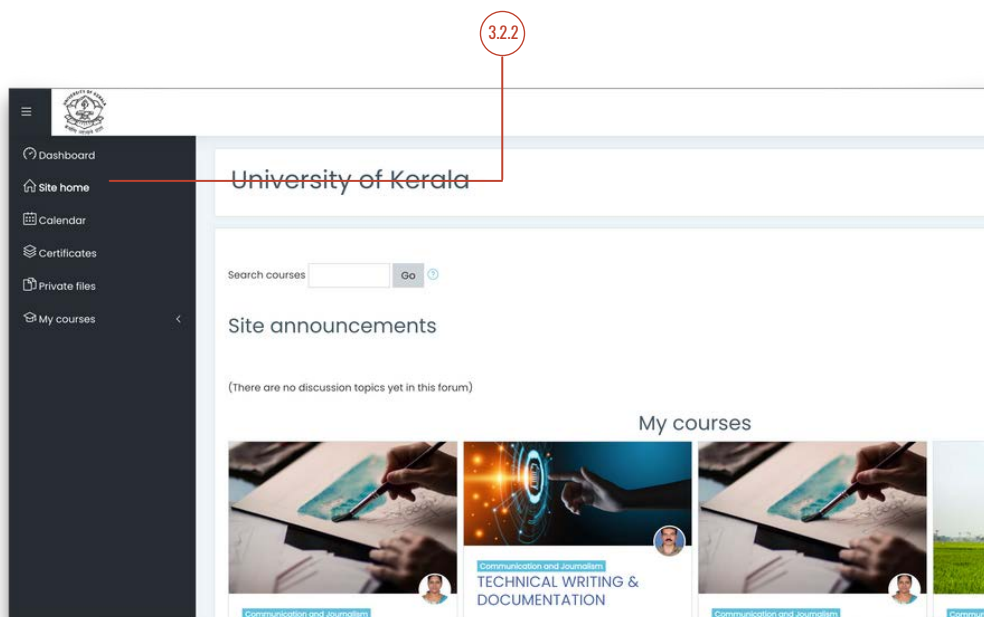
The Recently accessed courses block on the Dashboard displays the courses which you have most recently accessed. You can use the left-right navigation options on the top right corner of this block to see the courses in this category.

#### 3.2.1.2 Course overview

The course overview block provides an overview of your activity in the course section of LMS. It shows all your active courses and how much have you completed, in percentage.

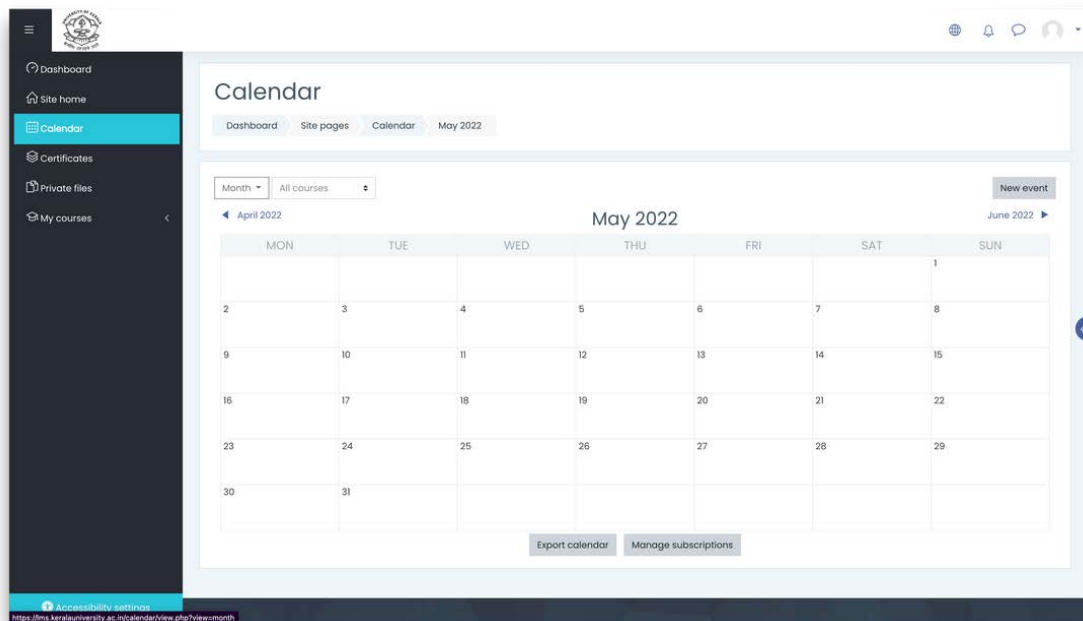
### 3.2.2 SITE HOME

The site home option on the Sidebar helps the user to go back to the homepage anytime with just one click. The options display a Search option to find any courses and a list of courses in which you have already enrolled into.



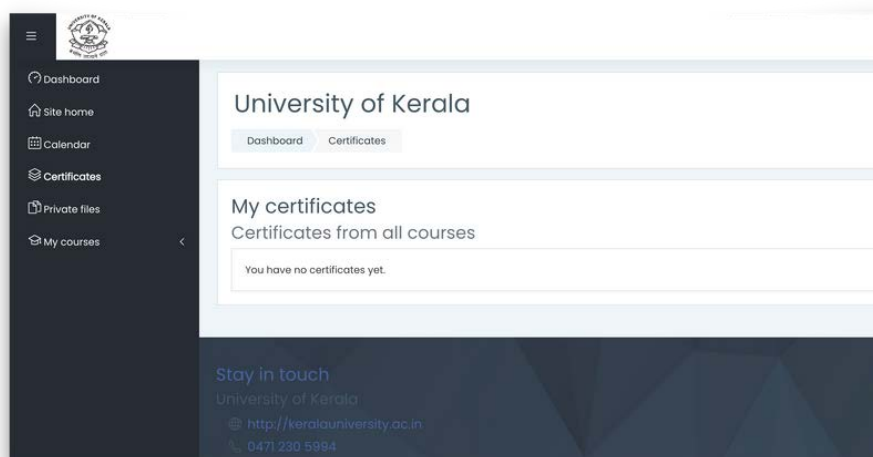
### 3.2.3 CALENDAR

The calendar option allows the students to add reminders or events simply by clicking on any date they desire.



### 3.2.4 CERTIFICATES

The certificates option on the sidebar leads to the 'My certificates' page. This page contains the certificates awarded to the enrolled students for completing any courses they have completed.



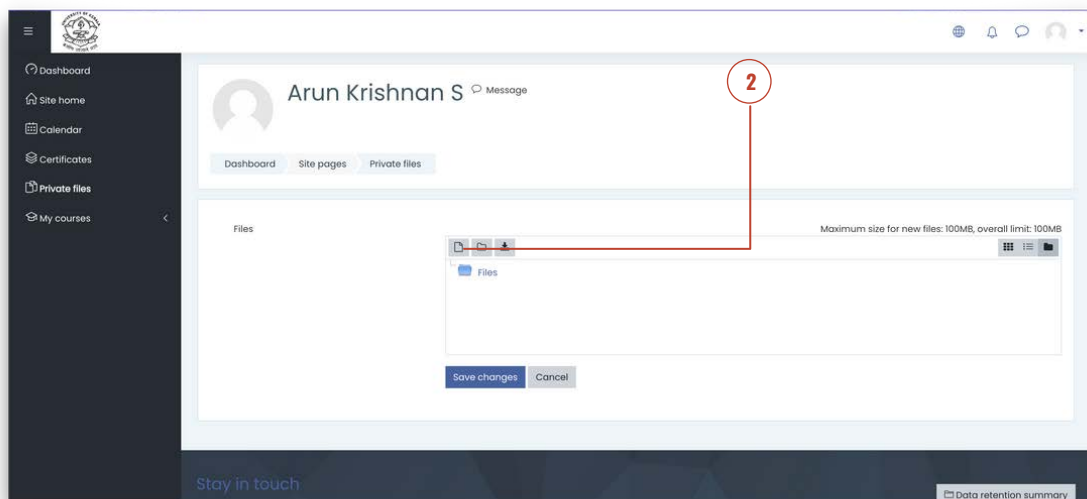
### 3.2.5 PRIVATE FILES

The option 'Private files' allows the students to upload any documents regarding their courses such as pdfs, website links or pictures.

To upload private files, follow the given steps.

**Step 1:** Click on the Private files option.

A new page will appear as shown below.

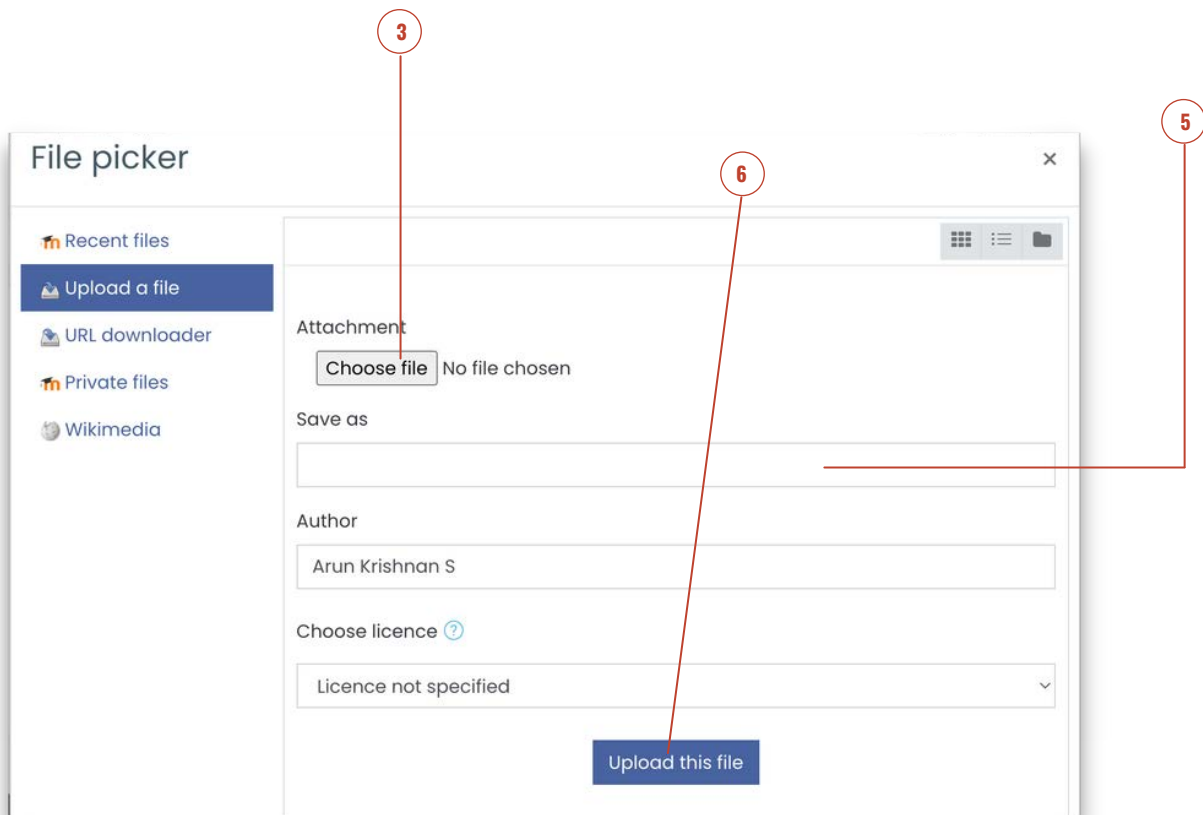


**Step 2:** Click on the **upload a file** option as shown in the figure.

A new dialogue box will appear.

**Step 3:** Select the **choose file option** under the attachment head.

A new dialogue box will appear.



**Step 4:** Select the file saved on your device and click upload.

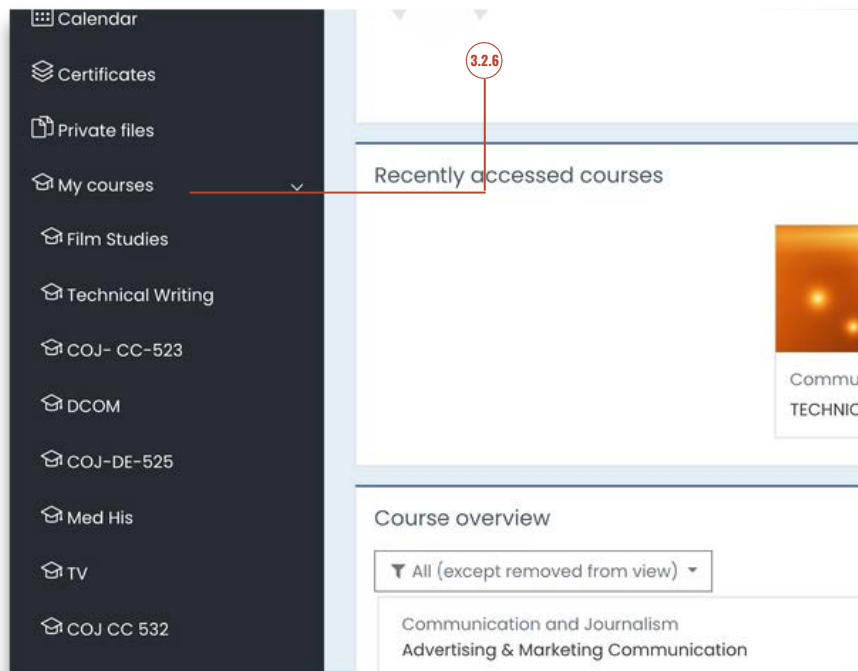
The **upload a file** screen will reappear and you can see the file has been uploaded.

**Step 5 :** You can rename the file in the text box under **save as** head.

**Step 6 :** To finalise the submission, click the **upload this file** button at the bottom as shown in the figure.

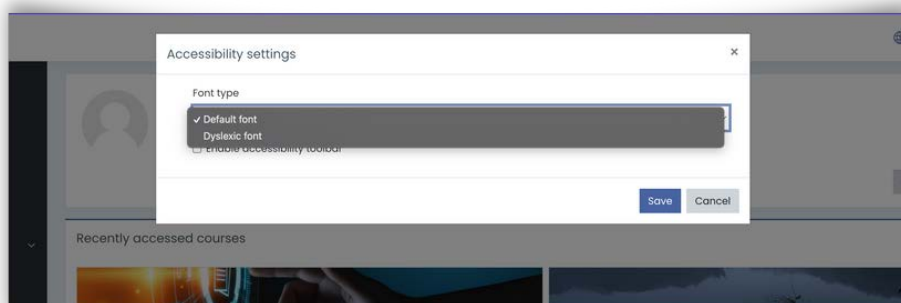
### 3.2.6 MY COURSES

This is the easiest way to access your enrolled courses. Clicking on the 'My courses' option on the sidebar will reveal a drop-down list of enrolled courses. You can click on one of the courses and access it right away.



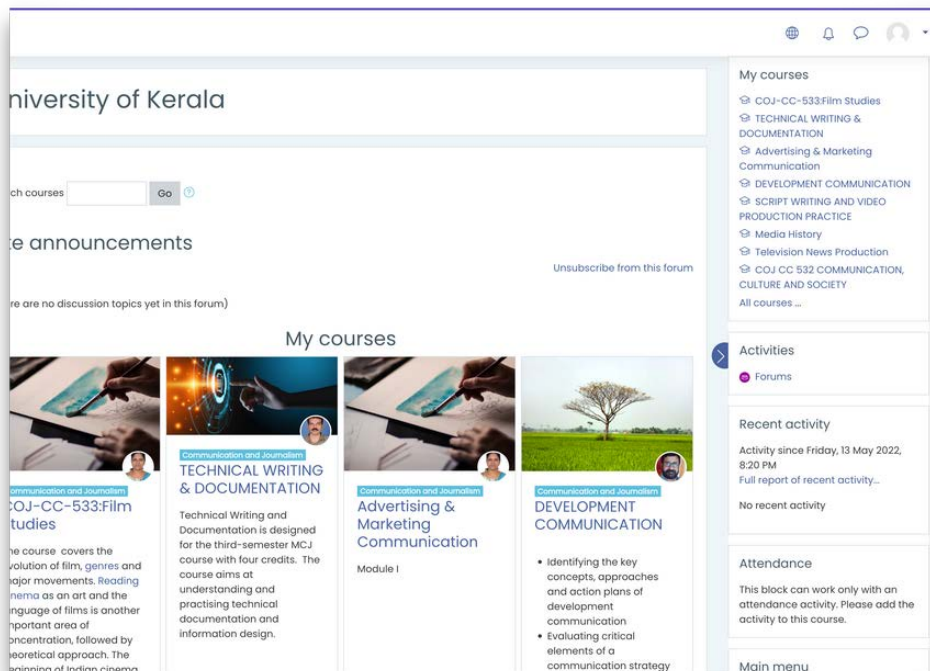
### 3.2.7 ACCESSIBILITY SETTINGS

The option enables students with Dyslexia to choose **dyslexic font** for navigating through the platform.



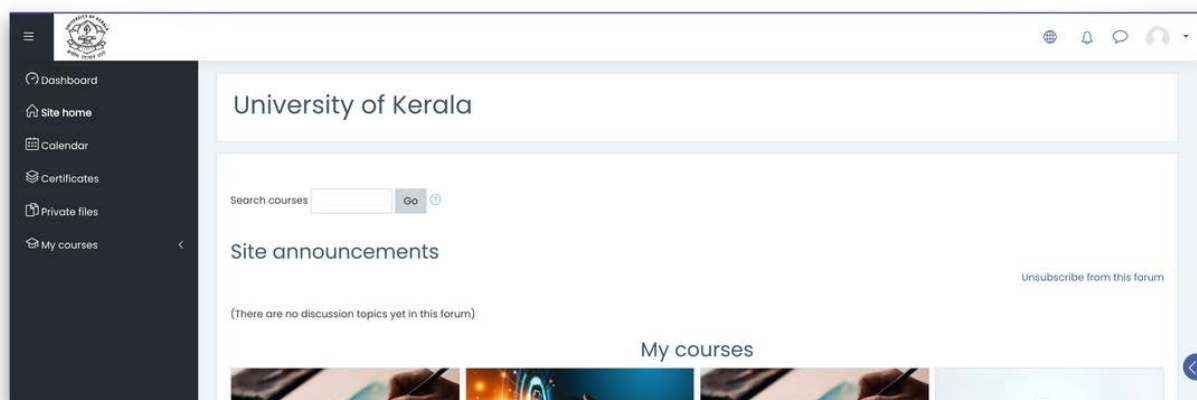
### 3.2.8 SIDE ARROW OPTION

On the right-hand side of the page, an arrow will be visible, which will expand to show the courses enrolled, the recent activity of the student, attendance and any announcements.



## 3.3 MENU BAR OPTION

The menu bar on the top of the page consists of options to facilitate the student on the LMS platform.



### 3.3.1. LANGUAGES

The option is reserved for changing the language of the LMS platform accordingly to one's own preferences. There is a provision for changing the language to Arabic and Malayalam. By default, English is the default language.

*Also, see section 2.3.2*



### 3.3.2 NOTIFICATIONS

The objective of this tab option is to provide quick insights into immediate notifications and alerts which require user attention. For instance, assignment due dates and upcoming events will be sent as a notification. New notifications will be indicated by a red indicator.

Inside the tab, there is a provision to mark all messages as read "Mark all as read". There is also an option for modifying notification settings titled "notification settings" indicated by a gear icon.

The notification settings have further options to personalise notifications to cater to the user's needs.

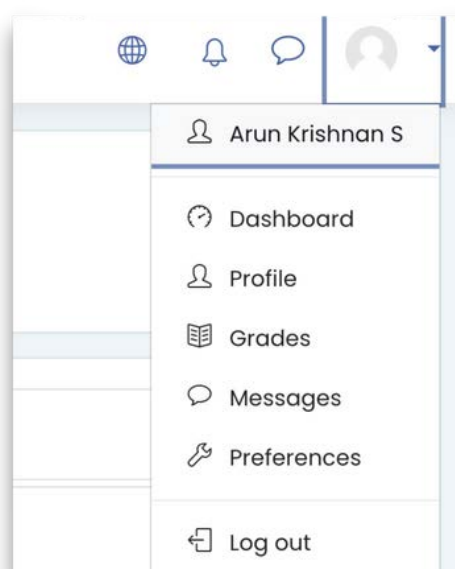
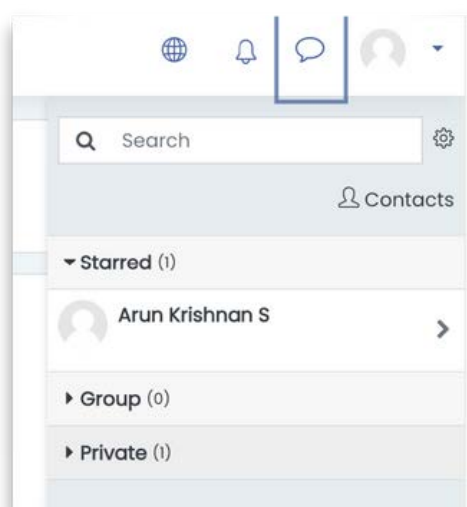


### 3.3.3 MESSAGES

This tab displays messages from admins and faculties of enrolled courses. These can be individually directed messages or messages intended collectively.

A search bar is provided as an easy access tool; to find contacts easily. There is an option to display all contacts. It also displays new contact requests.

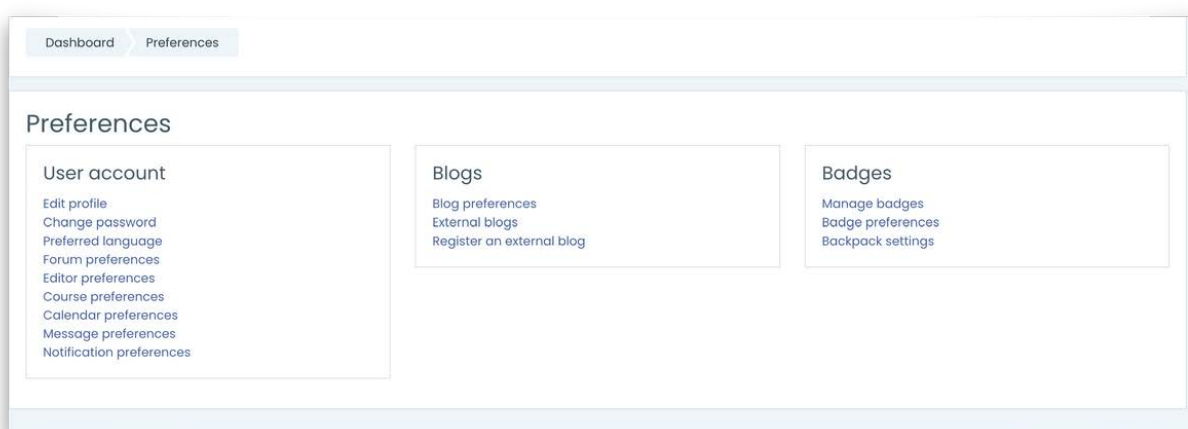
The tab has three sub-tabs - Starred, Group and private. The starred tab displays important messages that the user has starred and deemed necessary for future reference. The group tab contains messages that are intended for all participants in the group. The private tab displays messages sent between individual participants or users or faculties.



### 3.3.4 PROFILE

The primary profile tab displays the user profile where the user gets an overview of the enrolled courses; there is also a provision to make necessary changes to the user's profile. The profile tab also has multiple sub-tabs options- Dashboard, Profile, Grades, Messages, Preferences and Log out. *See the picture above*

- The dashboard displays an overview of enrolled courses
- The profile displays the user profile and profile picture. It also has provisions to edit the profile if necessary *see Section 2.3.1*
- The Grade tab displays the courses that the user is undertaking and shows the grades scored in each of the courses enrolled
- The message tab takes you to the Messages *See messages Section 3.3.3*
- The preferences tab allows the user to customise his experience accordingly for optimal ease of access and efficiency. The preference tab has options for editing user accounts, blogs and badges



The available options in User account are:

### **Edit profile**

There are options to change First name, surname. E-mail, city etc.

### **Change password**

Provision to change password if necessary.

### **Preferred language**

Option to set language according to preference.

**Forum preferences**

Preferences for the forum and its subscription and its notifications.

**Editor preferences**

Options for text editor will be displayed in a dropdown list.

**Course preferences**

Options for turning on and off the "Activity chooser".

**Calendar preferences**

Options for changing time display format.

**Message preferences**

Options for regulating Privacy settings and for changing notification preferences and general settings.

**Notification preferences**

This option takes you to options to personalise notifications to cater to the user's needs.

The available preferences in Blogs are

**Blog preferences**

These options can be used to regulate how many entries are displayed.

**External blogs**

This option takes you to "Register an external blog".

Register an external blog- Option to add an external blog.

The available preferences in Badges are:

**Manage badges****Badge preferences****Backpack settings**

# COURSE SELECTION

## 4.1 COURSE ENROLMENT

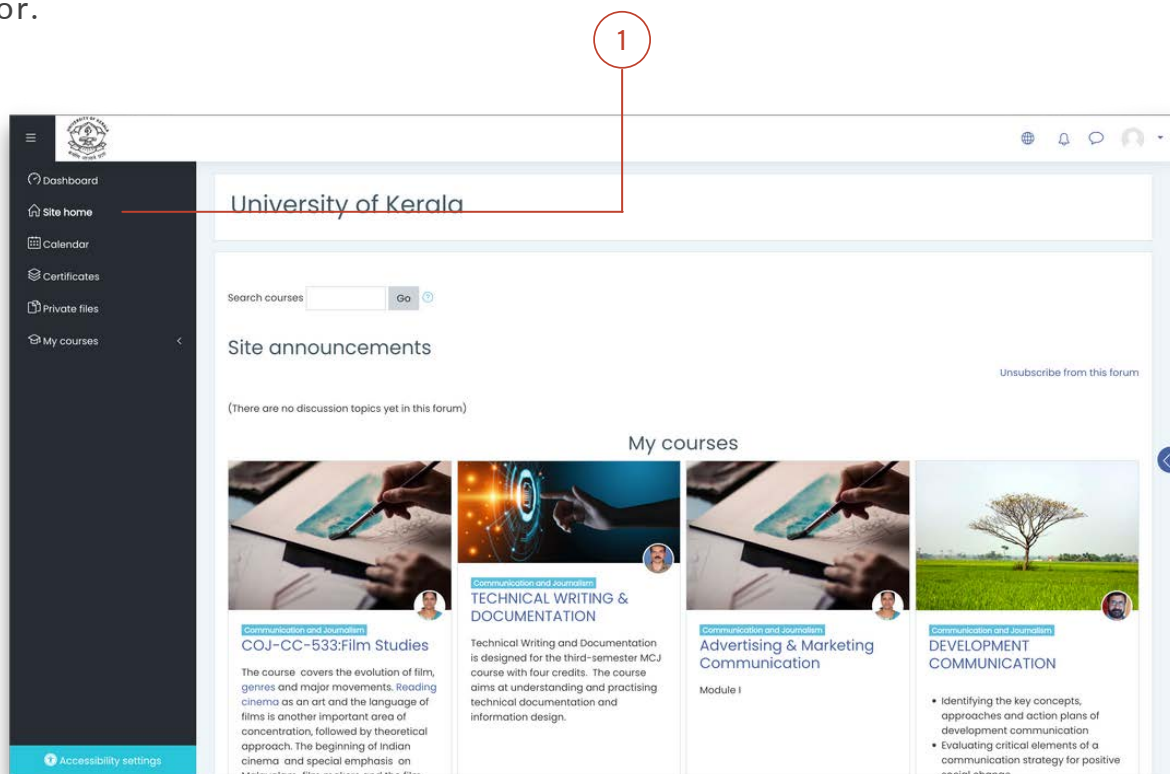
You have to enrol for the courses in LMS to access any particular course. you can find all the courses offered through LMS on the home page itself, a search option is also provided so that it is easily accessible. Here, you have to enrol yourself for the courses of your respective semester. You can access the notes and details hereafter the enrolment process.

## 4.2 STEP BY STEP GUIDE

### Method 1

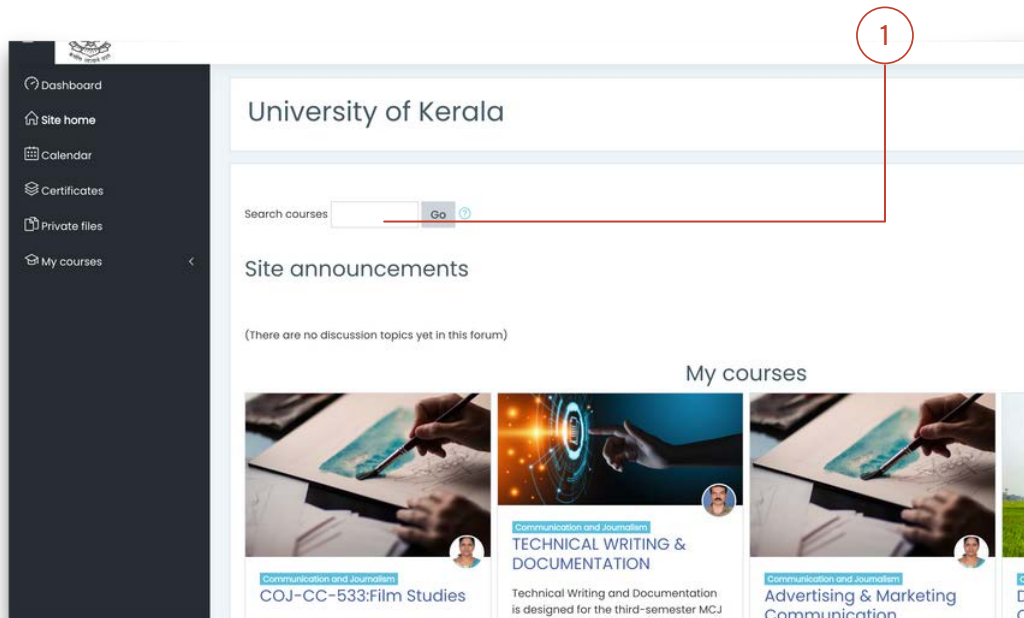
**Step 1** - Go to the home page.

**Step 2** - (finding the courses) On the home page, you can see the courses being offered. One can scroll down and find the courses they are looking for.



## Method 2

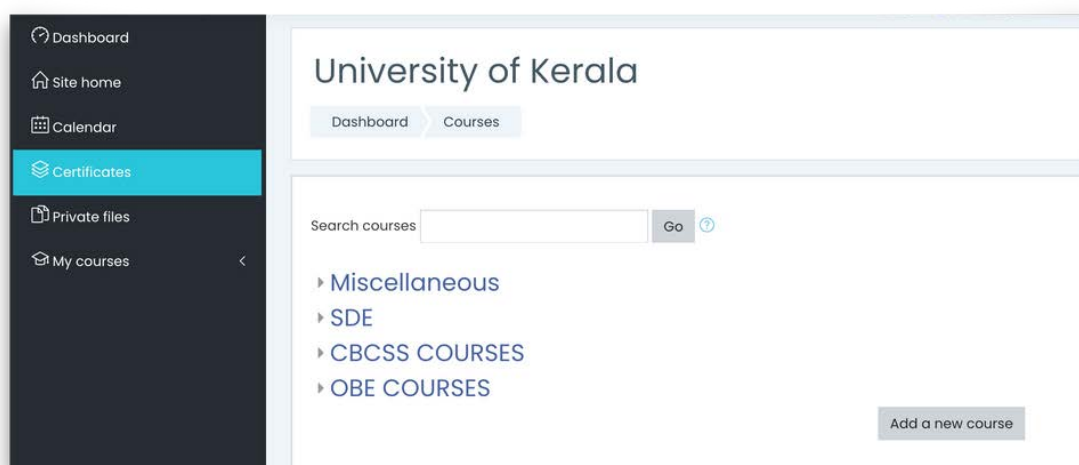
**Step 1** - On the top of the page, you can find the search bar, search the keyword there and you can find the course you are looking for.



## Method 3

**Step 1** - Scroll down the main page to find the '**All courses**' option, and click on the option.

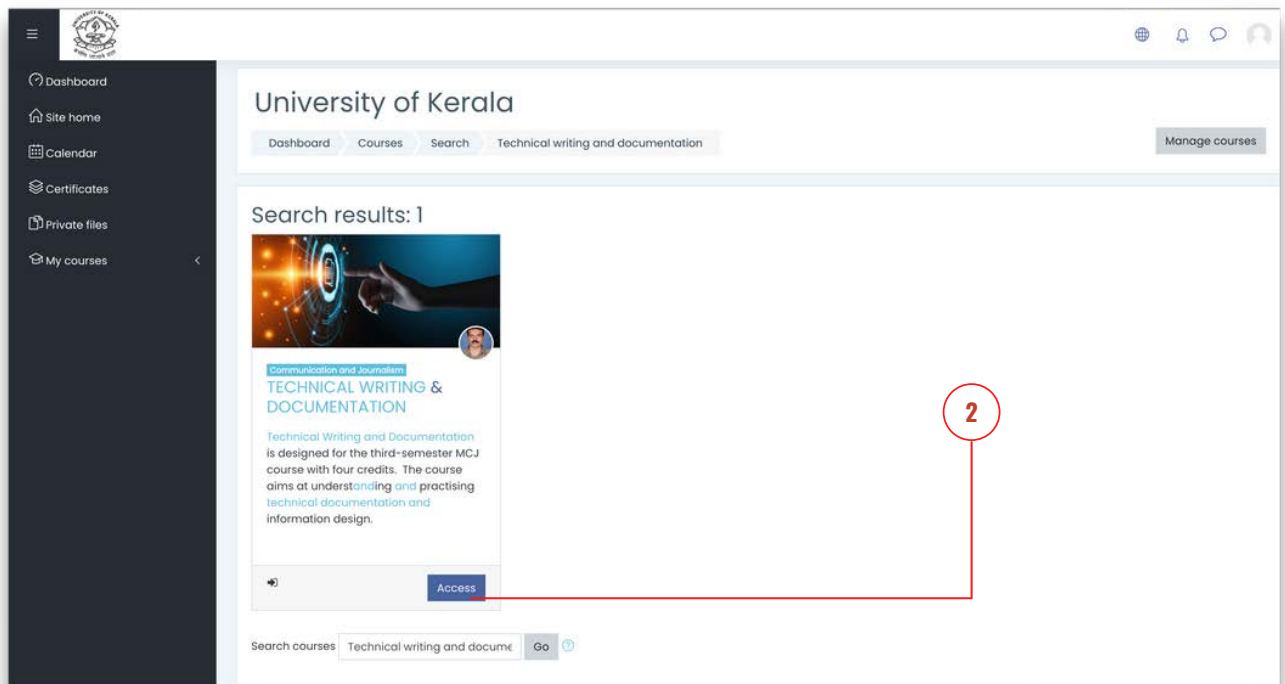
A new page will be having multiple categories of courses to choose from, they are miscellaneous, SDE (School of Distant Education), CBCSS Courses and OBE courses (Outcome Based Education). Each of them will lead to a new page with many course options under that category. Select an category which is related to your courses.



**Step 2** - On the bottom left of the course details, click on the '**access**' option.

This will lead you to the next page.

**Step 3** - Scroll down and select the '**enrol me**' option. If self enrolment is not enabled, use the enrolment key to get access.



## 4.3 CAUTION

*\*Use the search option to find the courses you are looking for.*

*\*Some courses might require an enrolment key to get access. You should contact the faculty to get the enrolment key.*

## 4.4 BEFORE YOU GO....

You have to follow these steps correctly in order to access the course from LMS. Repeat the same to join every course for your respective semester.

# ASSIGNMENTS AND STUDY MATERIALS

## 5.1 ASSIGNMENTS

The platform provides an option to submit assignments digitally by creating an assignment collection system to systematically collect and arrange the works of the students. This also provides a repository for the students to manage their course materials for future needs.

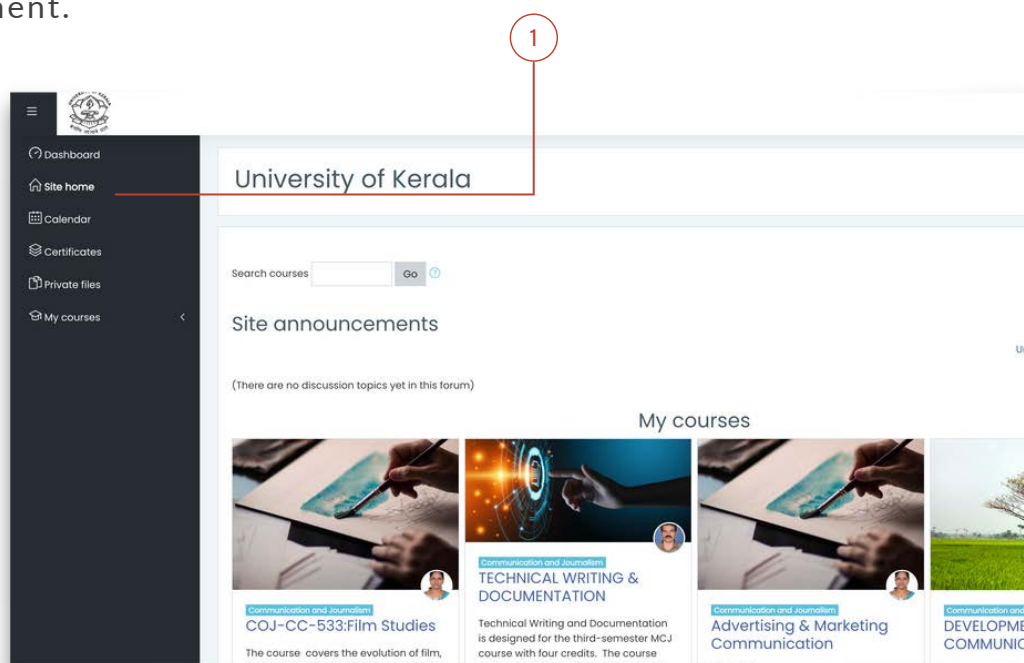
Follow the steps given below to submit the assignments on LMS.

### 5.1.1 STEP BY STEP GUIDE

**Step 1 :** Click the site home option.

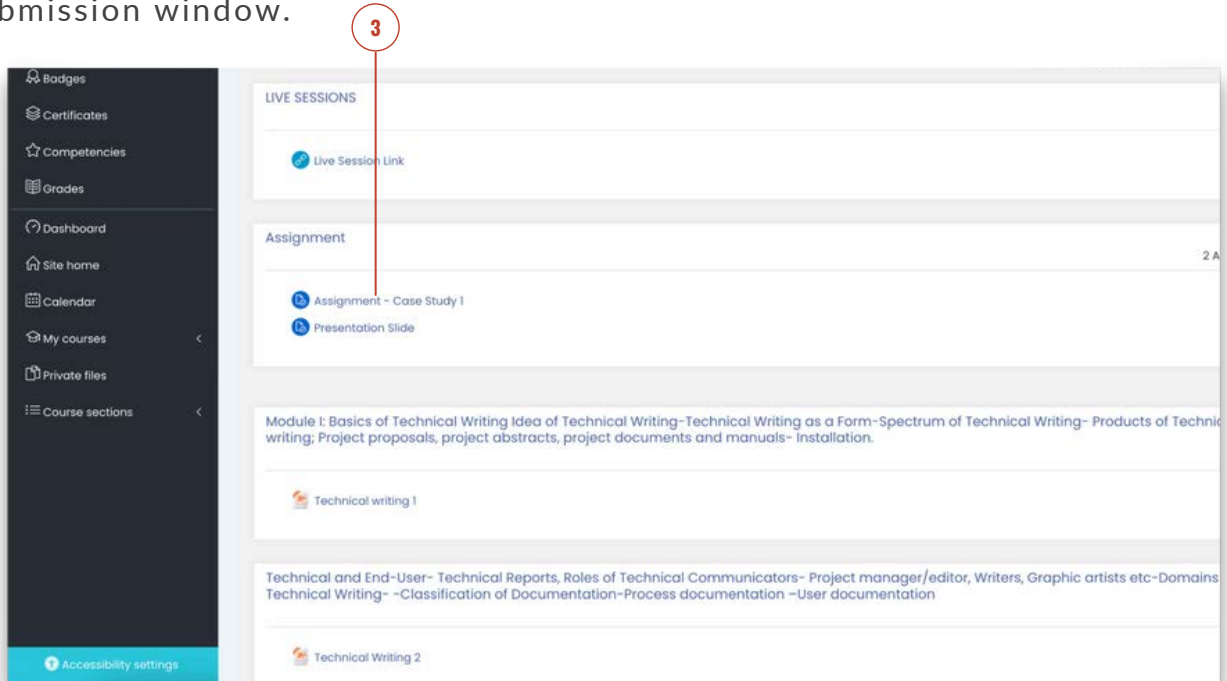
The new window that opens will have a list of all the courses you have enrolled on, under "My Courses".

**Step 2 :** From them, select the course you are supposed to submit the assignment.



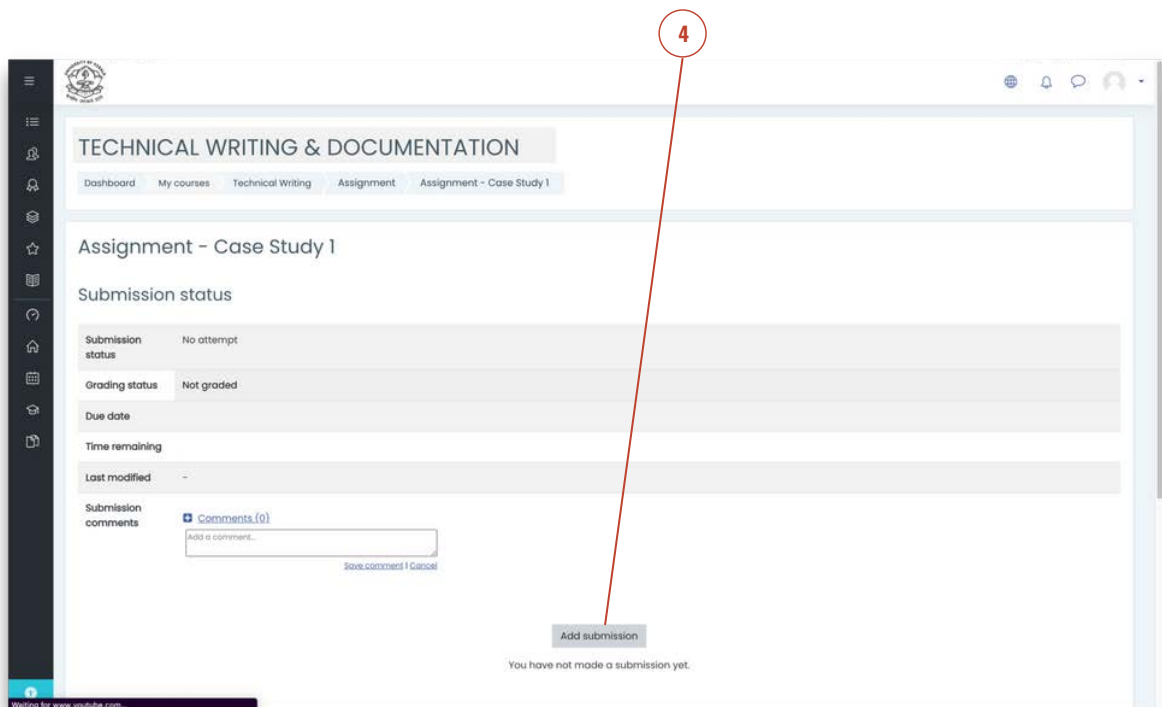
**Step 3 :** On the course page that appears, click on the assignment to be submitted.

The assignment submission page will open a new assignment submission window.



**Step 4 :** Click 'Add Submission'

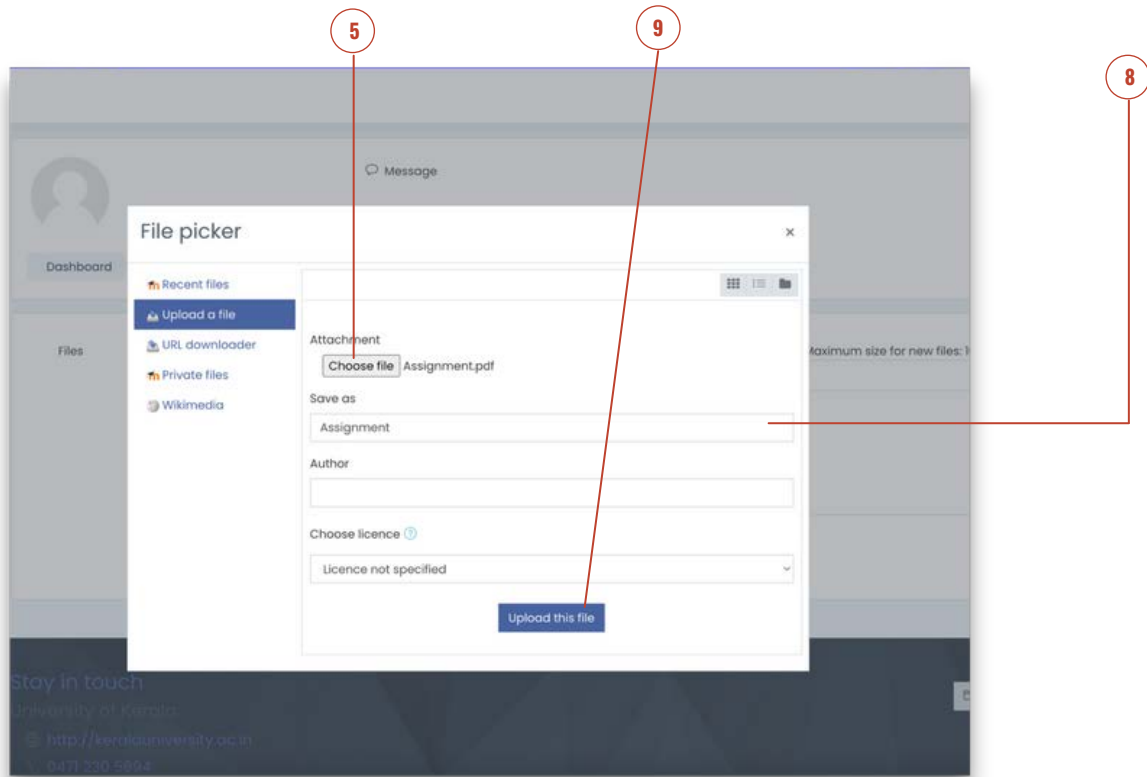
A new page will open with a dialogue box and save file option.





**Step 5 :** Select the choose file option under the attachment head.

A new dialogue box will appear.



**Step 6 :** Select the choose file option under the attachment head.

A new dialogue box will appear.

**Step 7:** Select the file saved on your device and click upload.

The upload a file screen will reappear and you can see the file has been uploaded.

**Step 8 :** You can rename the file in the text box under save as head.

**Step 9 :** To finalise the submission, click the upload button at the bottom as shown in the figure.

**Step 10 :** The assignment submission page will now reappear and you can see that the file has been uploaded. to confirm it, click 'Save Changes'.  
The file has now been uploaded and saved.

### 5.1.2 CAUTION

*\*If there are two or more assignments, they will be subsequently numbered as assignment 1, assignment 2 etc.*

*\*The assignment head will only be visible if the tutor has opened the submission portal.*

## 5.2 STUDY MATERIALS

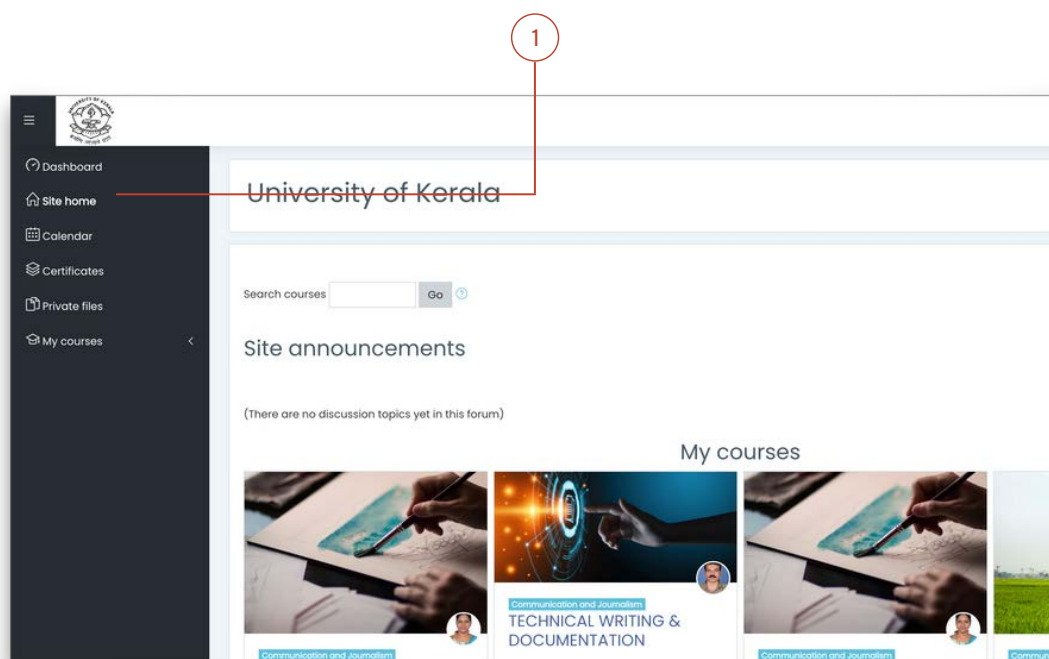
The LMS platform allows the tutor to organise the study materials for the course, which can be viewed and downloaded by the students during the programme.

The following steps let the student access the study materials uploaded on LMS courses.

### 5.2.1 STEP BY STEP GUIDE

**Step 1 :** Click the site home option

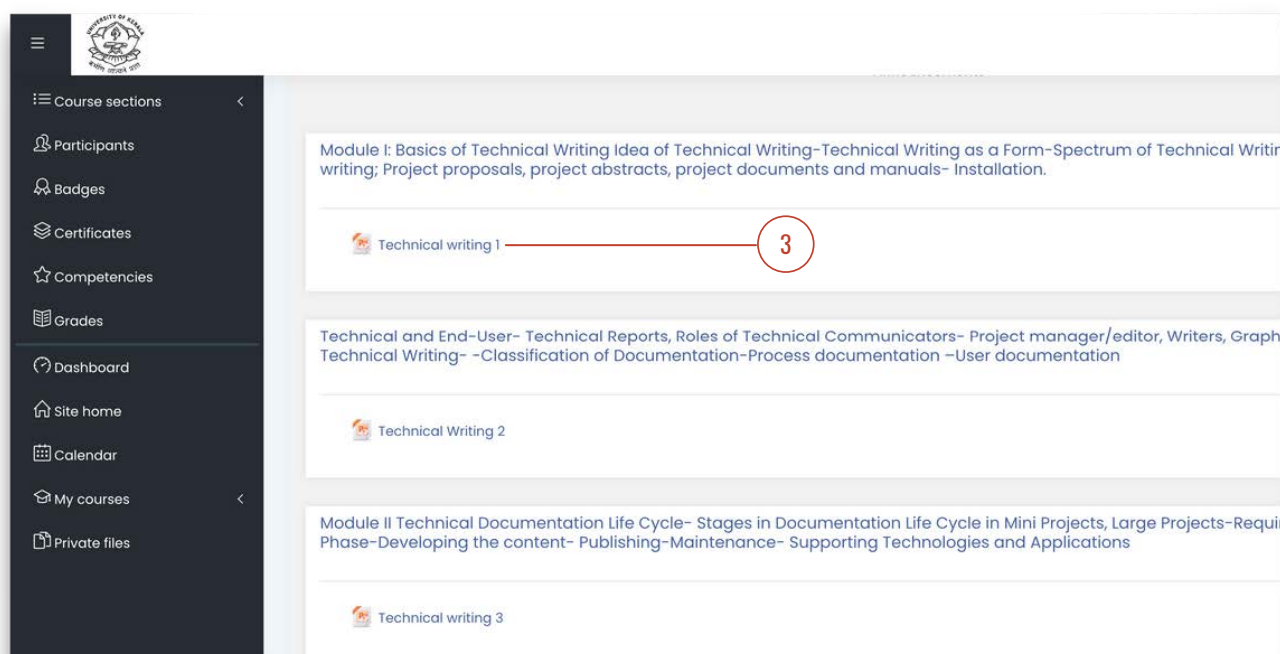
The new window that opens will have a list of all the courses you have enrolled on, under "My Courses".



**Step 2 :** Select the course you want to view or download the study materials of.

On the course page that appears, the study materials will be visible.

**Step 3 :** Select the pdf or ppt or other materials you want to access. By selection, the file will automatically download to your device.



### 5.2.2 CAUTION

*\*Study materials will only be available if the tutor has uploaded any and you are given access to it.*

*\*Selecting a website URL or youtube link will open a new window, these cannot be downloaded.*

## 5.3 FOR YOUR KNOWLEDGE

The study materials will expire once the course period is completed, the student must contact the faculty to access the materials in such case.

The students have to maintain the timeliness of submitting the assignments. Works can only be submitted once the tutor opens the portal as well as before the submission date.

# FAQS

**Who can access LMS?**

Any student who is pursuing a PG degree at Kerala University teaching departments can log in to the LMS platform.

**Why should you use LMS?**

LMS provides an active online learning platform that manages your courses to facilitate your academic research.

**Is any payment required in the LMS?**

LMS platform is entirely free of cost. The website does not require the students to pay any money in due process.

**Is LMS available on mobile?**

Yes, the LMS website is available over all the digital platforms. LMS can also be accessed through the mobile app which can be downloaded from the google play store

**How can I reset my password?**

Follow the steps given below:

**Step 1:** Click on **Forgotten your username or password?** on the login page.

**Step 2:** Use your username or email id to find your LMS account.

**Step 3:** Once you enter your email id, a verification mail will be sent to you.

**Step 4:** Use the link given in the mail to reset your password.

# CONTACT INFORMATION

For further clarification, you can contact the LMS section at the University of Kerala through the following methods:



Phone no

:

**0471 230 5994**



Email id

:

**lms@keralauniversity.ac.in**



Website

:

**<http://keralauniversity.ac.in>**



Address

:

**Computer centre,  
Senate House Campus,  
University of Kerala, Palayam  
Thiruvananthapuram  
Pin code: 695033**

