

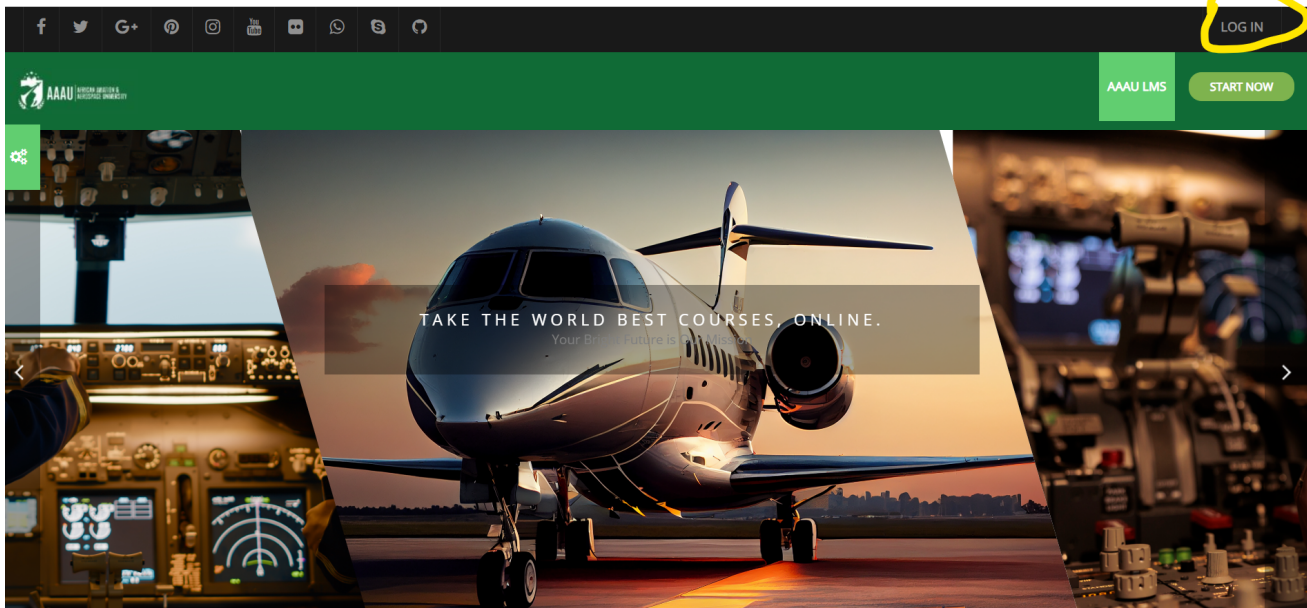
<b>Content</b>	
<b>Landing Page.....</b>	<b>1</b>
<b>Login.....</b>	<b>2</b>
<b>Dashboard .....</b>	<b>3</b>
<b>Course page.....</b>	<b>4</b>
<b>Features.....</b>	<b>5</b>
<b>How to add Resources.....</b>	<b>6</b>
<b>How to add activities.....</b>	<b>7</b>
<b>How to create Assignment.....</b>	<b>8</b>
<b>Uploading Quetion bank.....</b>	<b>9</b>
<b>Setting up quiz.....</b>	<b>10</b>
<b>Grade.....</b>	<b>11</b>

**URL: <https://app.elearning.flexisaf.com/aaau/>**

**Username: lecturer**

**Password: lecturer**

1.



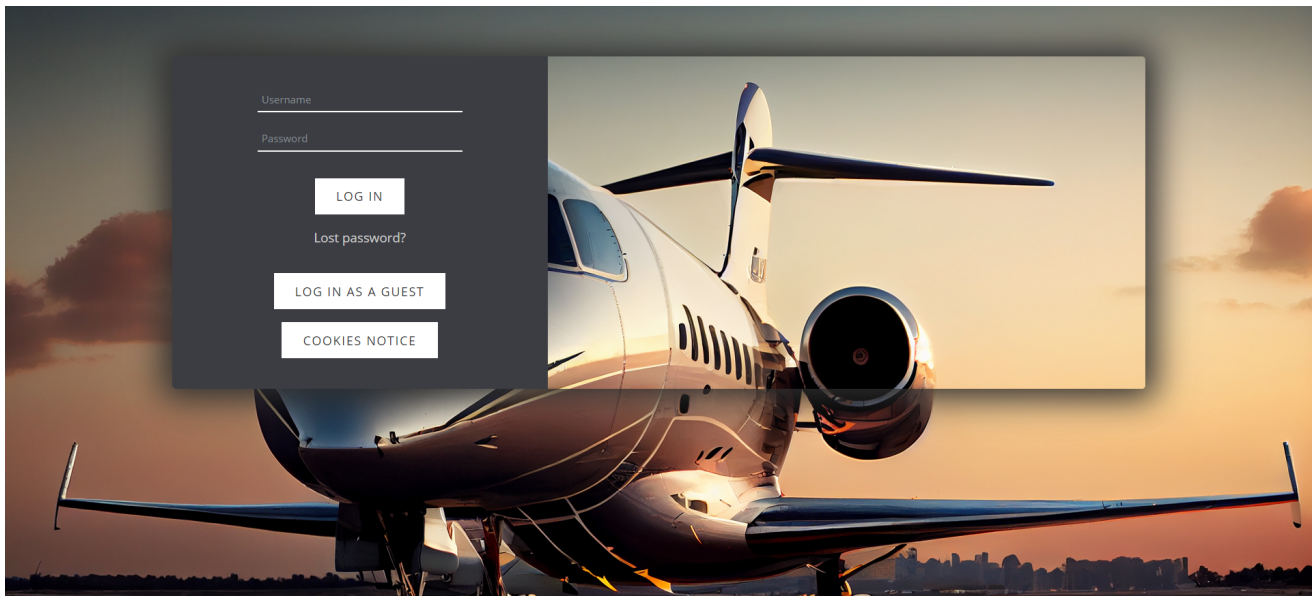
## Home Page

Click on the **login** button on the top right corner of screen

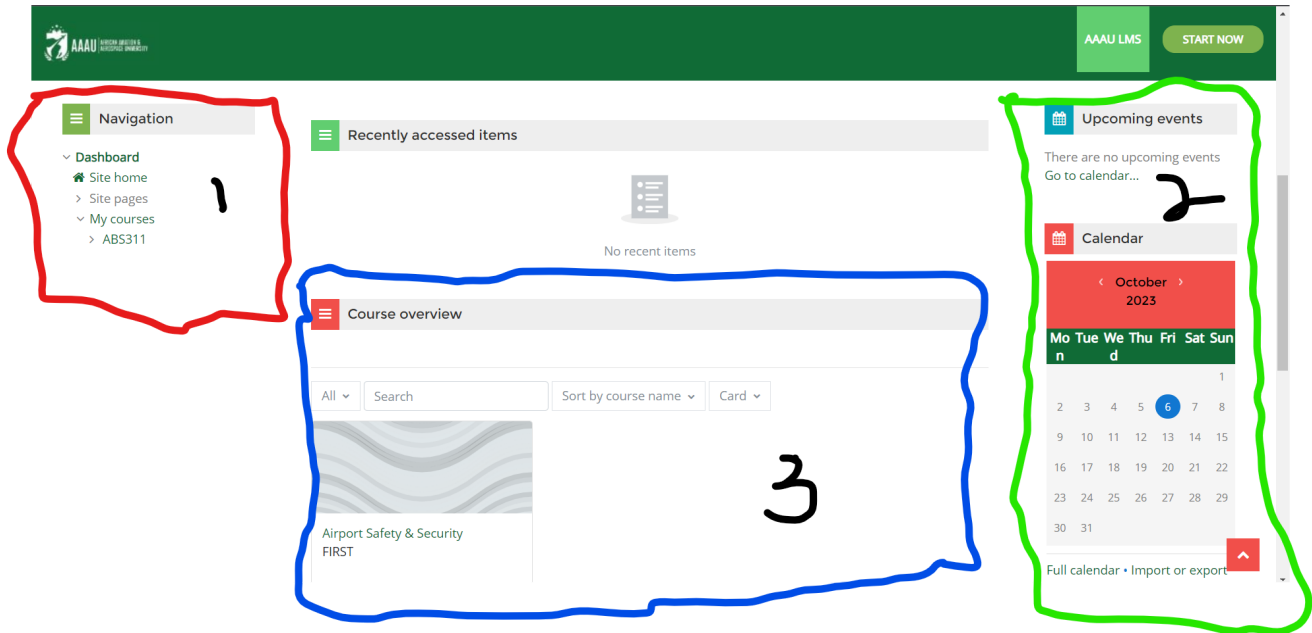
A login page will pop up ( see next image)

Input your login details

Note that the LMS login details are the same as the SRMS Login details



## Login Page



## 3. Dashboard Page

### 1: Navigation Panel

The navigation pane is at the left side of the screen. This enables you to navigate to the site home, site pages and your enrolled courses.

### 2: Upcoming event block

This block notifies users to see what event is coming. It could be an assignment, test or quiz.

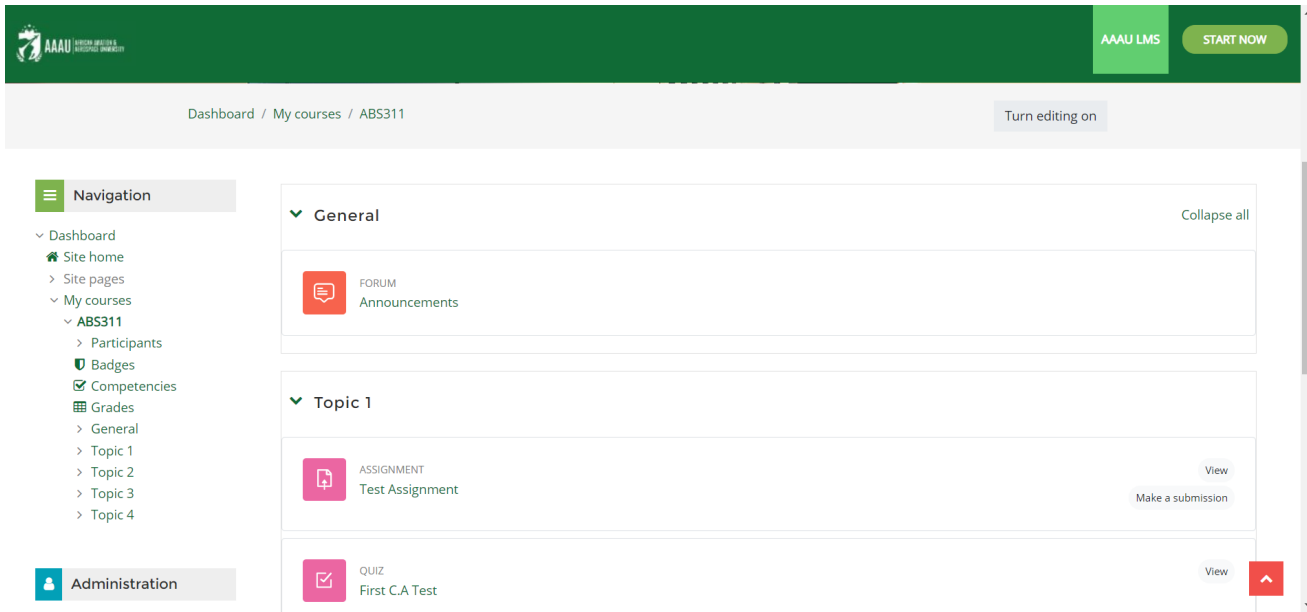
#### 2.1: Calendar

The calendar block helps to keep up to date with activities and events that are upcoming.

### 3. Course overview

The course overview block enables students and lecturers to see the course they are enrolled in.

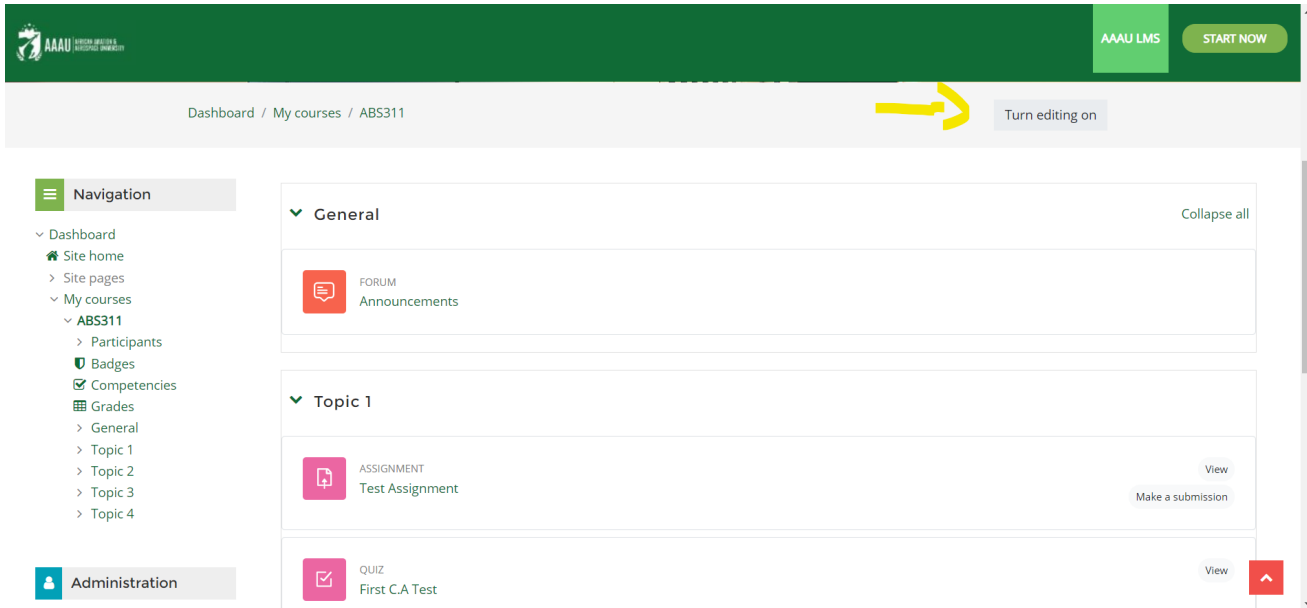
## 4. Course Page



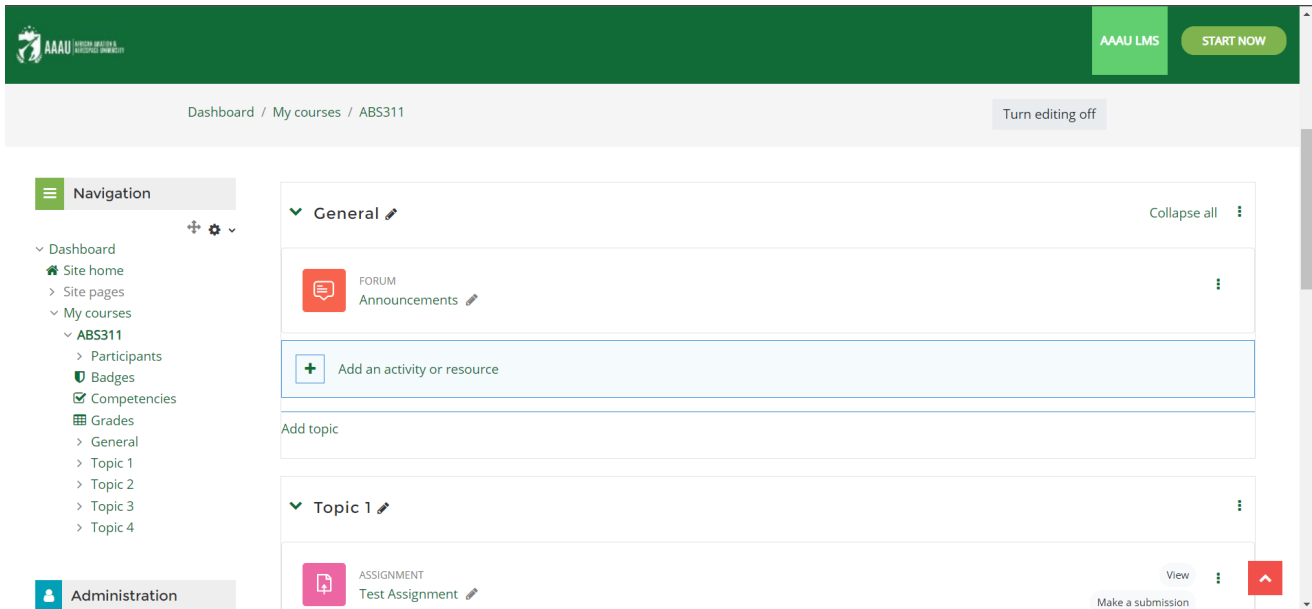
The screenshot shows the LMS interface for a course page. At the top, there is a green header with the AAAU logo and the text "AAAU LMS" and "START NOW". Below the header, the breadcrumb "Dashboard / My courses / ABS311" is visible, followed by a "Turn editing on" button. The main content area is divided into two columns. The left column contains a "Navigation" menu with options like "Dashboard", "Site home", "Site pages", "My courses", "ABS311", "Participants", "Badges", "Competencies", "Grades", "General", "Topic 1", "Topic 2", "Topic 3", and "Topic 4". Below the navigation menu is an "Administration" section. The right column contains a "General" section with a "FORUM Announcements" item and a "Topic 1" section with an "ASSIGNMENT Test Assignment" item and a "QUIZ First C.A Test" item. Each item has a "View" button and a "Make a submission" button. A "Collapse all" button is located at the top right of the content area.

### Course Page ( Lecturer View)

To see all the feature on this course page click on the **turn editing on** button



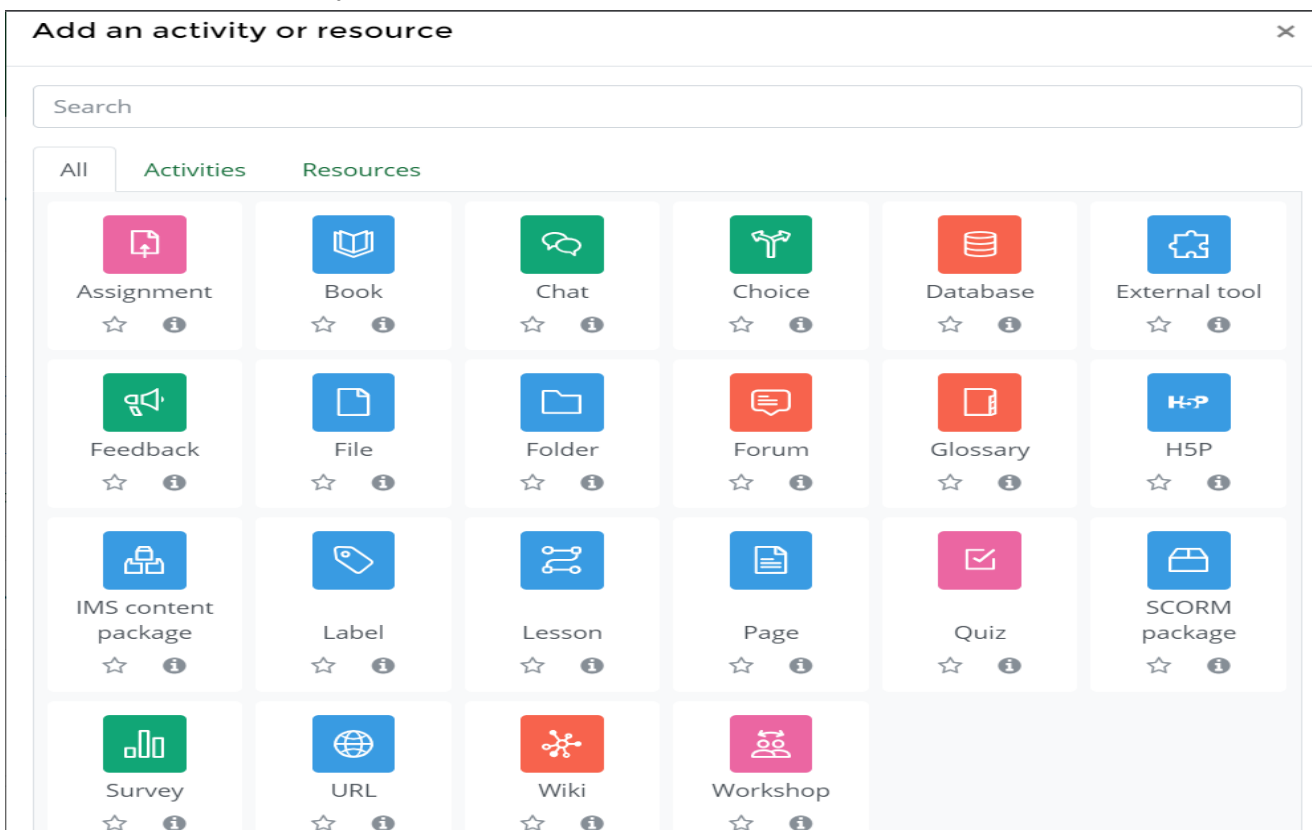
The screenshot shows the LMS interface for a course page in lecturer view. The layout is identical to the learner view, but the "Turn editing on" button is highlighted with a yellow arrow, indicating that it is the focus of the instruction. The "Turn editing on" button is located in the breadcrumb area below the header.



Editing Mode view

## 5.Features

You will see add an activity and resource. Then click on it


















## Resource and activities view

### Add an activity or resource

×

Search

All Activities Resources

 Assignment ☆ ⓘ	 Chat ☆ ⓘ	 Choice ☆ ⓘ	 Database ☆ ⓘ	 External tool ☆ ⓘ	 Feedback ☆ ⓘ
 Forum ☆ ⓘ	 Glossary ☆ ⓘ	 H5P ☆ ⓘ	 Lesson ☆ ⓘ	 Quiz ☆ ⓘ	 SCORM package ☆ ⓘ
 Survey ☆ ⓘ	 Wiki ☆ ⓘ	 Workshop ☆ ⓘ			








## Features for activities

### Add an activity or resource

×

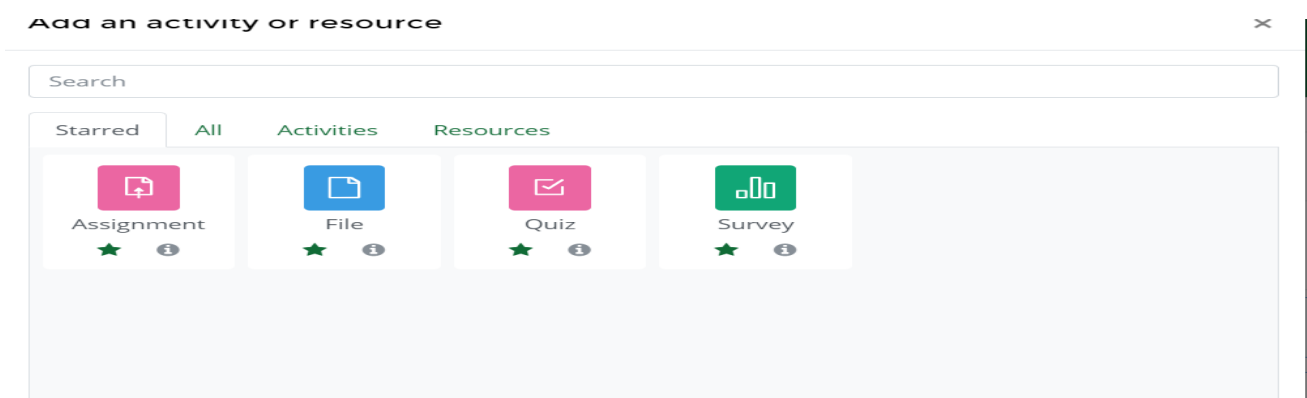
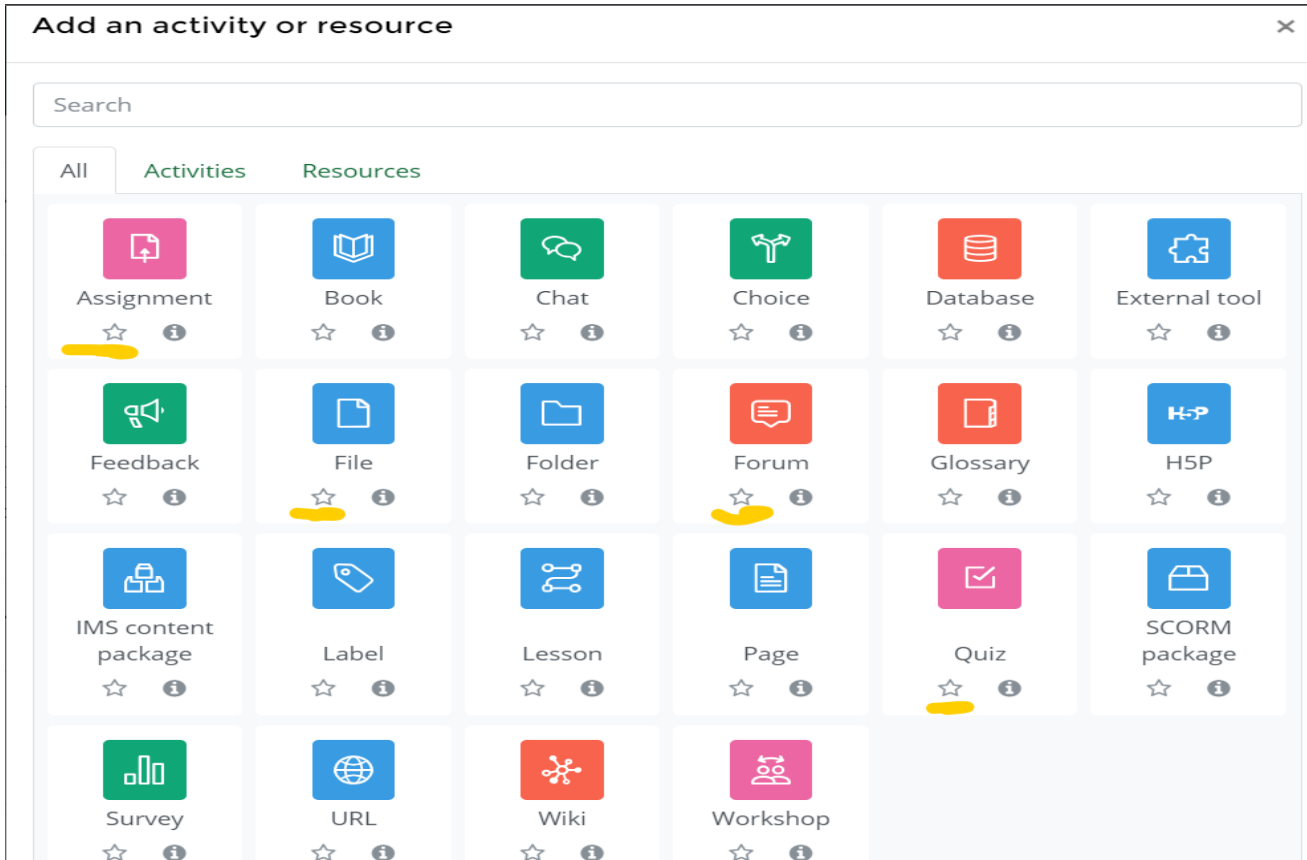
Search

All Activities Resources

 Book ☆ ⓘ	 File ☆ ⓘ	 Folder ☆ ⓘ	 IMS content package ☆ ⓘ	 Label ☆ ⓘ	 Page ☆ ⓘ
 URL ☆ ⓘ					

## Features for resources

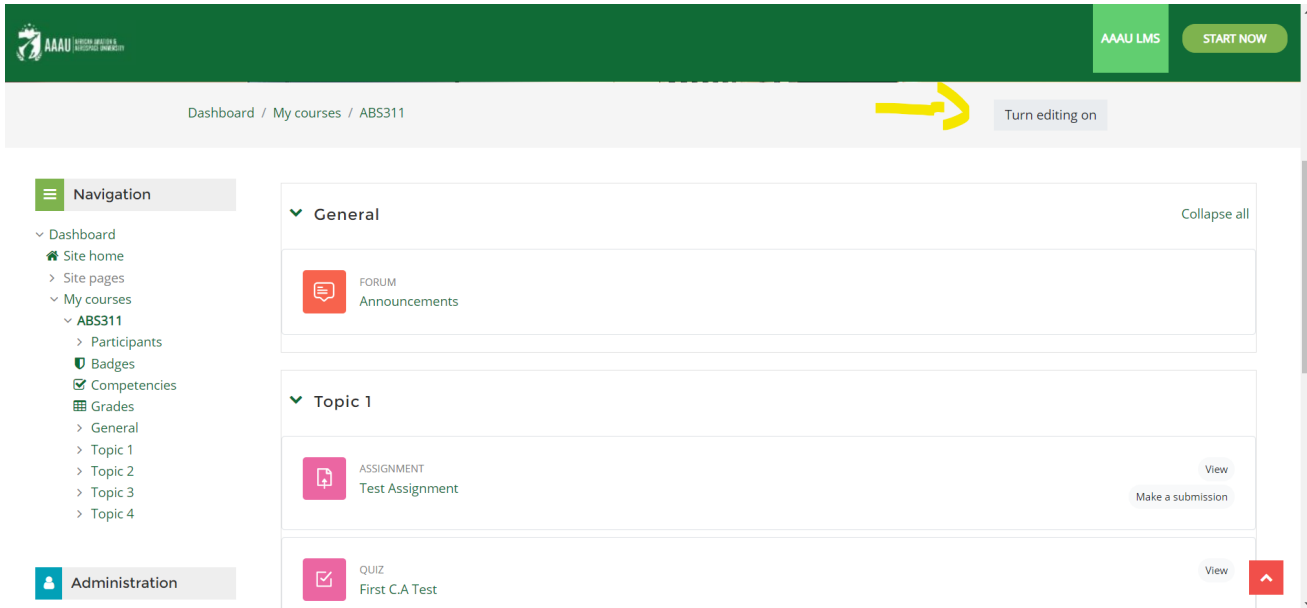
Note that you can also star some of the features to easy you from searching for what tools to use. To do this you will click on the star icon to add a feature to starred



Features in starred view.

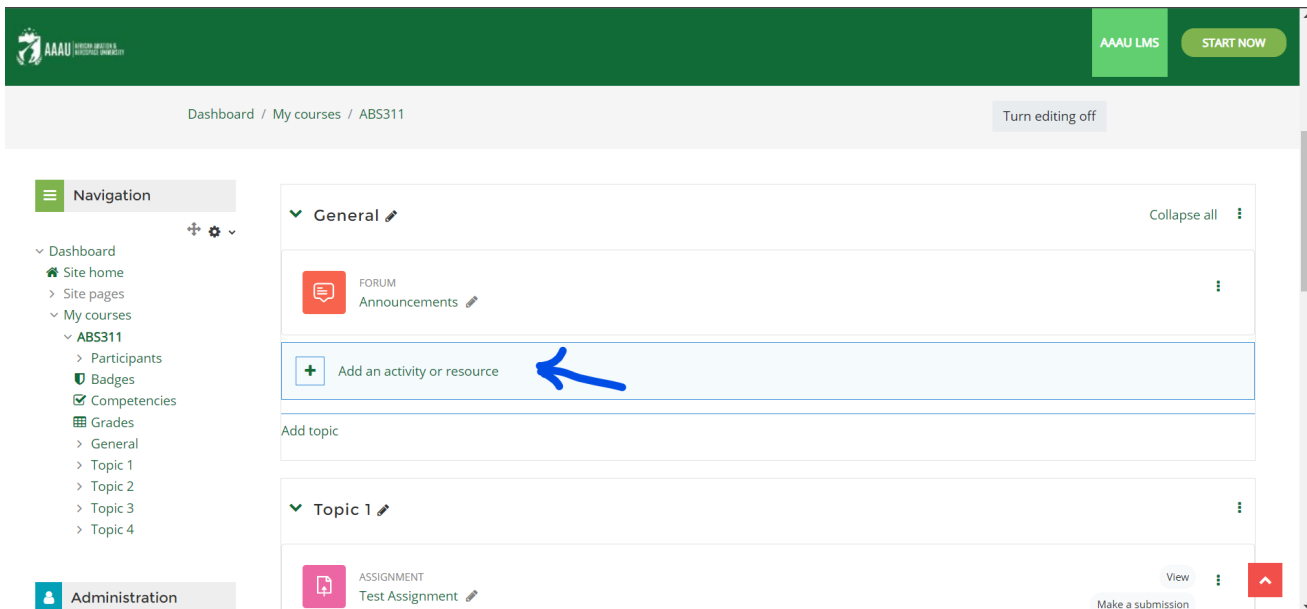
## 5. How to add Activities and Resource

### Step 1: click on the turn editing on button



The screenshot shows the LMS interface for course ABS311. The breadcrumb trail is "Dashboard / My courses / ABS311". A yellow arrow points to the "Turn editing on" button in the top right corner. The left sidebar contains "Navigation" and "Administration" sections. The main content area shows a "General" section with "FORUM Announcements" and a "Topic 1" section with "ASSIGNMENT Test Assignment" and "QUIZ First C.A Test".

### Step 2: click on the add an activities or resources button



The screenshot shows the LMS interface for course ABS311 with "Turn editing off" in the top right. A blue arrow points to the "Add an activity or resource" button in the "General" section. The left sidebar is the same as in Step 1. The main content area shows the "General" section with "FORUM Announcements" and "Add topic" options, and the "Topic 1" section with "ASSIGNMENT Test Assignment" and "QUIZ First C.A Test".























### Step 3: select what features to use ( for example to add a e-content) select file



**Add an activity or resource** ✕

Search

All **Activities** Resources

 Assignment ☆ ⓘ	 Book ☆ ⓘ	 Chat ☆ ⓘ	 Choice ☆ ⓘ	 Database ☆ ⓘ	 External tool ☆ ⓘ
 Feedback ☆ ⓘ	 File ☆ ⓘ	 Folder ☆ ⓘ	 Forum ☆ ⓘ	 Glossary ☆ ⓘ	 H5P ☆ ⓘ
 IMS content package ☆ ⓘ	 Label ☆ ⓘ	 Lesson ☆ ⓘ	 Page ☆ ⓘ	 Quiz ☆ ⓘ	 SCORM package ☆ ⓘ
 Survey ☆ ⓘ	 URL ☆ ⓘ	 Wiki ☆ ⓘ	 Workshop ☆ ⓘ		

**Step 4: set up the file and upload the e-content for your local computer/device)**

## Adding a new File

Expand all

### General

Name



Description

Rich text editor toolbar with icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, smiley, image, video, audio, H-P, and help. Below the toolbar is a large text area for the description.

Display description on course page

Select files

Maximum size for new files: 200 MB

File selection interface showing a 'Files' folder icon and a dashed box for file selection. A red arrow icon is on the right.

### Add title of the file

Select files

Maximum size for new files: 200 MB

File selection interface showing a 'Files' folder icon and a dashed box with a central arrow icon and the text: "You can drag and drop files here to add them."

### Appearance

Display



Embed

Show size

Show type

Show upload/modified date

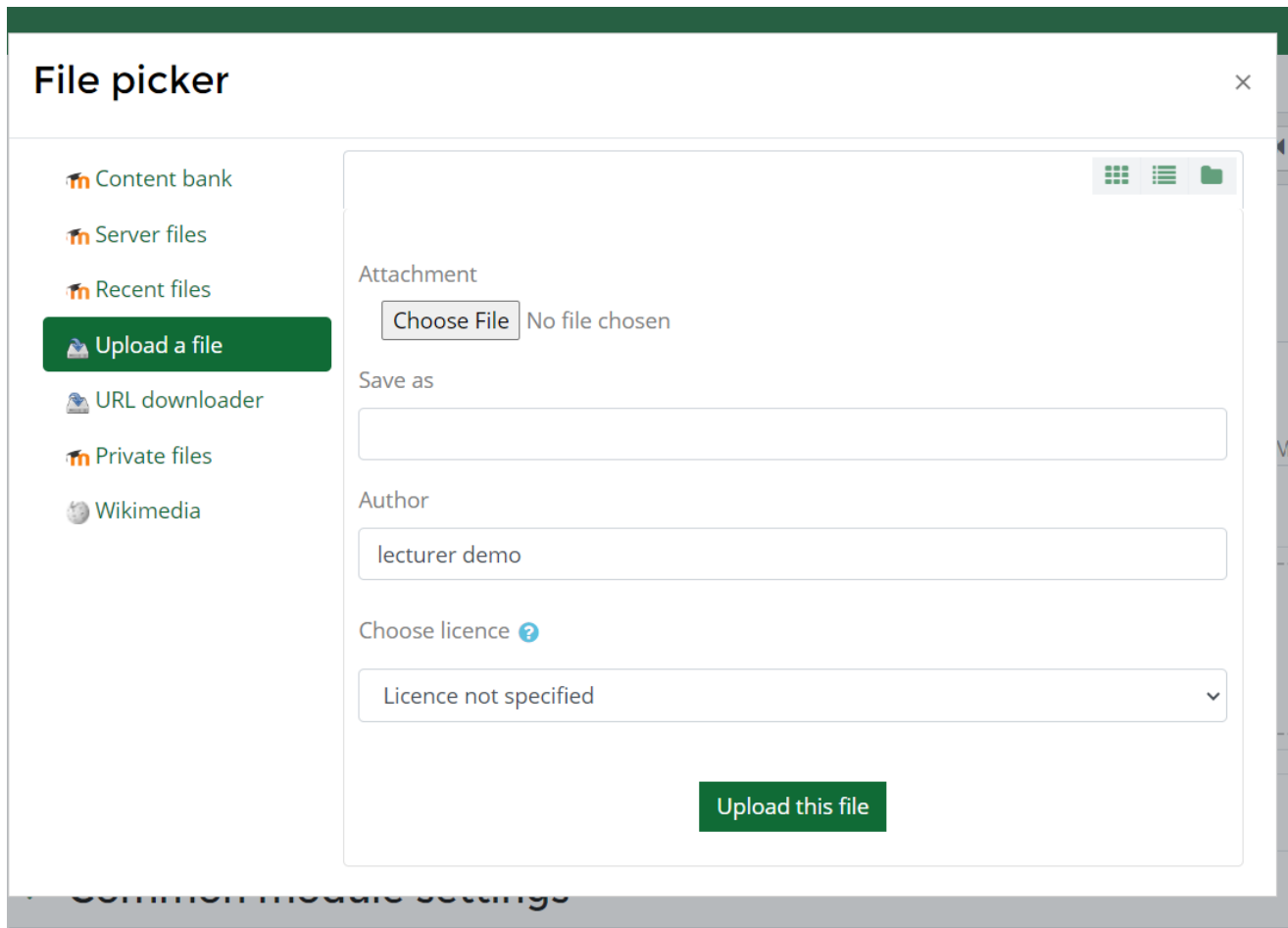
Show more...

Display resource description

### Common module settings

To select file ( document or multimedia or audio)

You can drag and drop or you click on empty arrow pointing down to navigate you to where your file is located in the local device





Select **upload a file**, click on the **choose file** button to choose a file and click on the **upload this file** button

**Note: convert your e-content file to pdf format.**







## > Common module settings

## > Restrict access

## ✓ Activity completion

Completion tracking  Show activity as complete when conditions are met 

Require view  Student must view this activity to complete it

Expected completed on  6  October  2023  07  43   Enable

## > Tags

## > Competencies

Send content change notification 

 Required



Ensure you set up activity completion as “show activity as complete when conditions are met.”  
Check the what condition is appropriate .

Click on any of the save buttons

## 7.How to create Assignment

Apply step 1 and Step 2

Select Assignment Feature

The screenshot shows a dialog box titled "Add an activity or resource" with a search bar and two tabs: "All" and "Activities". The "Activities" tab is selected, and a grid of activity icons is displayed. The "Assignment" icon, which is a pink square with a white document icon and a plus sign, is highlighted with a yellow circle. Other visible icons include Book, Chat, Choice, Database, External tool, Feedback, File, Folder, Forum, Glossary, H5P, IMS content package, Label, Lesson, Page, Quiz, SCORM package, Survey, URL, Wiki, and Workshop. Each icon has a star and an information icon below it.

Activity	Icon Color	Star	Info
Assignment	Pink	☆	i
Book	Blue	☆	i
Chat	Green	☆	i
Choice	Green	☆	i
Database	Red	☆	i
External tool	Blue	☆	i
Feedback	Green	☆	i
File	Blue	☆	i
Folder	Blue	☆	i
Forum	Red	☆	i
Glossary	Red	☆	i
H5P	Blue	☆	i
IMS content package	Blue	☆	i
Label	Blue	☆	i
Lesson	Blue	☆	i
Page	Blue	☆	i
Quiz	Pink	☆	i
SCORM package	Blue	☆	i
Survey	Green	☆	i
URL	Blue	☆	i
Wiki	Red	☆	i
Workshop	Pink	☆	i

## Step 3

### Adding a new Assignment to Topic 1

Expand all

#### General

Assignment name



Description

Rich text editor toolbar with icons for undo, bold, italic, bulleted list, numbered list, link, unlink, smiley, image, video, audio, help, and more. Below the toolbar is a large empty text area for the description.

Display description on course page

Activity instructions



Rich text editor toolbar with icons for undo, bold, italic, bulleted list, numbered list, link, unlink, smiley, image, video, audio, help, and more. Below the toolbar is a large empty text area for the activity instructions.

Set up the assignment by naming the assignment.

You can make use of the description to input the assignment question or you upload the assignment question as a file.

Additional files



Maximum size for new files: 200 MB

File upload interface showing a 'Files' folder icon, a dashed box for file drop, and a central arrow icon with the text 'You can drag and drop files here to add them.'

Only show files during submission

#### Availability

Allow submissions from



6 | October | 2023 | 00 | 00 |  Enable

Due date



13 | October | 2023 | 00 | 00 |  Enable

Cut-off date



6 | October | 2023 | 07 | 47 |  Enable

Remind me to grade by



20 | October | 2023 | 00 | 00 |  Enable

Always show description

Set up the availability section as seen in the image above.

## Submission types

Submission types  Online text  File submissions

Word limit   Enable

Maximum number of uploaded files

Maximum submission size

Accepted file types   All file types

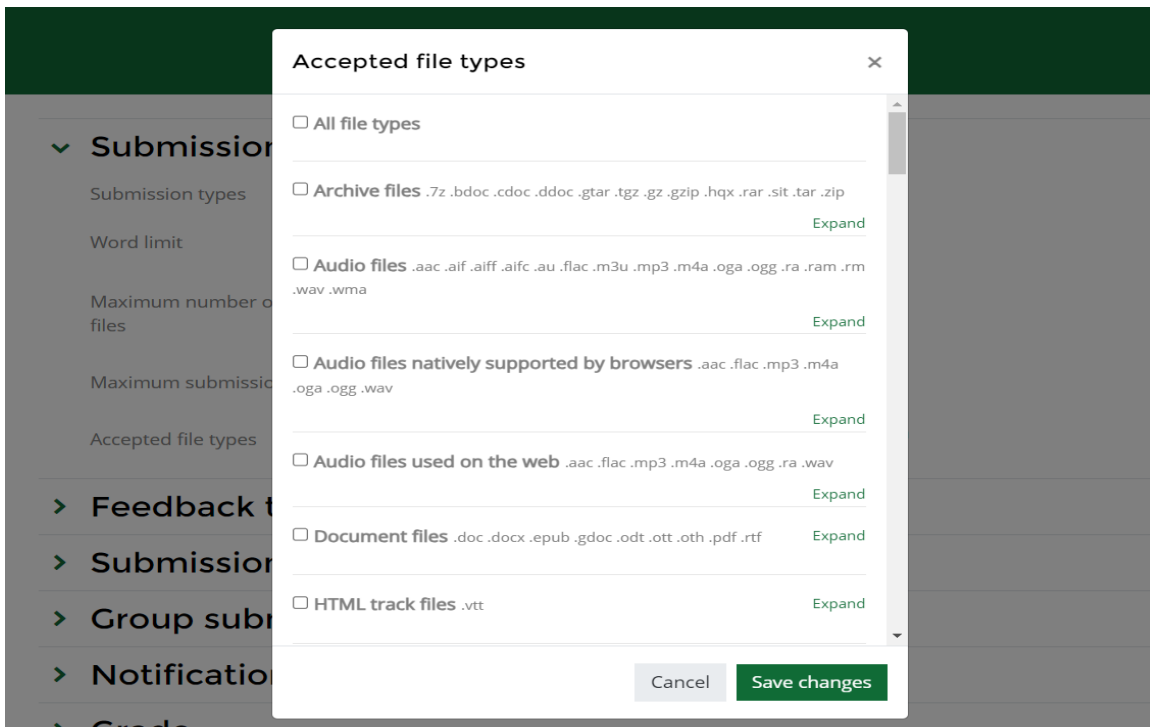
Set up the assignment submission types section as seen in the image above

Either the online text or file submission is allowed

Online text: enable student to type the assignment inside the application

To enable this ( set up the word limit by checking the **enable**)

File submission: enable student to upload assignment document into the application. Choose the accepted file types ( **select All file types**)



## Activity Completion section

### ▼ Activity completion


Completion tracking ? Show activity as complete when conditions are met ▾

Require view  Student must view this activity to complete it

Require grade  Student must receive a grade to complete this activity ?

Student must receive a passing grade to complete this activity ?

Student must make a submission

Expect completed on ? 10 ▾ October ▾ 2023 ▾ 19 ▾ 32 ▾   Enable

## Activity Completion section set up as seen in the image above

### > Tags

### > Competencies

Send content change notification ?

Save and return to course Save and display Cancel

! Required



Click any of the save button to save assignment

## Test Assignment

View Make a submission

---


Opened: Tuesday, 19 September 2023, 12:00 AM  
Due: Tuesday, 26 September 2023, 12:00 AM

---

Evaluation/Self-Assessment Questions (SAQs) for Unit 1.

1. Explain the term management.
2. Describe management as art.
3. What do you understand with management as science?
4. Define the term principles of management.
5. Name nine characteristics of management principles.
6. Outline and briefly describe the Fayol's general principles of management.

---

 assignment demo.txt 19 September 2023, 11:20 AM

View all submissions Grade

Assignment overview( lecturer View)



[View all submissions](#)

[Grade](#)

## Grading summary

Hidden from students	No
Participants	0
Submitted	0
Needs grading	0
Time remaining	Assignment is due

## Assignment Grading summary (Lecturer View)

### 8.How to Upload Question into the Question bank

Question bank is a repository of questions ranging from 10-1000 different questions types using

AIKEN format.

The **Aiken format** is a very simple way of creating multiple choice questions using a clear human-readable format in a text file. (The GIFT format has many more options and perhaps is less prone to errors, but doesn't look as straightforward as AIKEN. ) The question must be all on one line. Each answer must start with a single uppercase letter, followed by a period '.' or a bracket ')', then a space. The answer line must immediately follow, starting with "ANSWER: " (NOTE the space after the colon) and then giving the appropriate letter.

IMPORTANT NOTES:

You have to save the file in a text format. Don't save it as a Word document or anything like that.

Non-ASCII characters like 'quotes' can cause import errors. To avoid this always save your text file in UTF-8 format (most text editors, even Word, will ask you).

The answer letters (A,B,C etc.) and the word "ANSWER" must be capitalised as shown below, otherwise the import will fail.

Here is an example of the format:

**NO numbering.**

What is the Capital of Canada?  
A. Ottawa  
B. Vancouver  
C. Toronto  
D. Montreal  
ANSWER: A

**One line space.**

What is the Capital of Alberta?  
A. Ottawa  
B. Calgary  
C. Edmonton  
D. Lethbridge  
ANSWER: C

**All capitalized.**

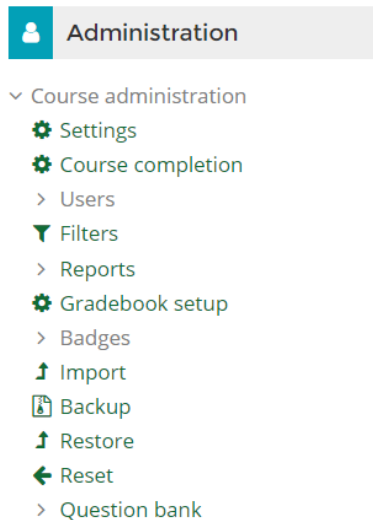
The question must be a one line question

There must be a space between the column and the answer.

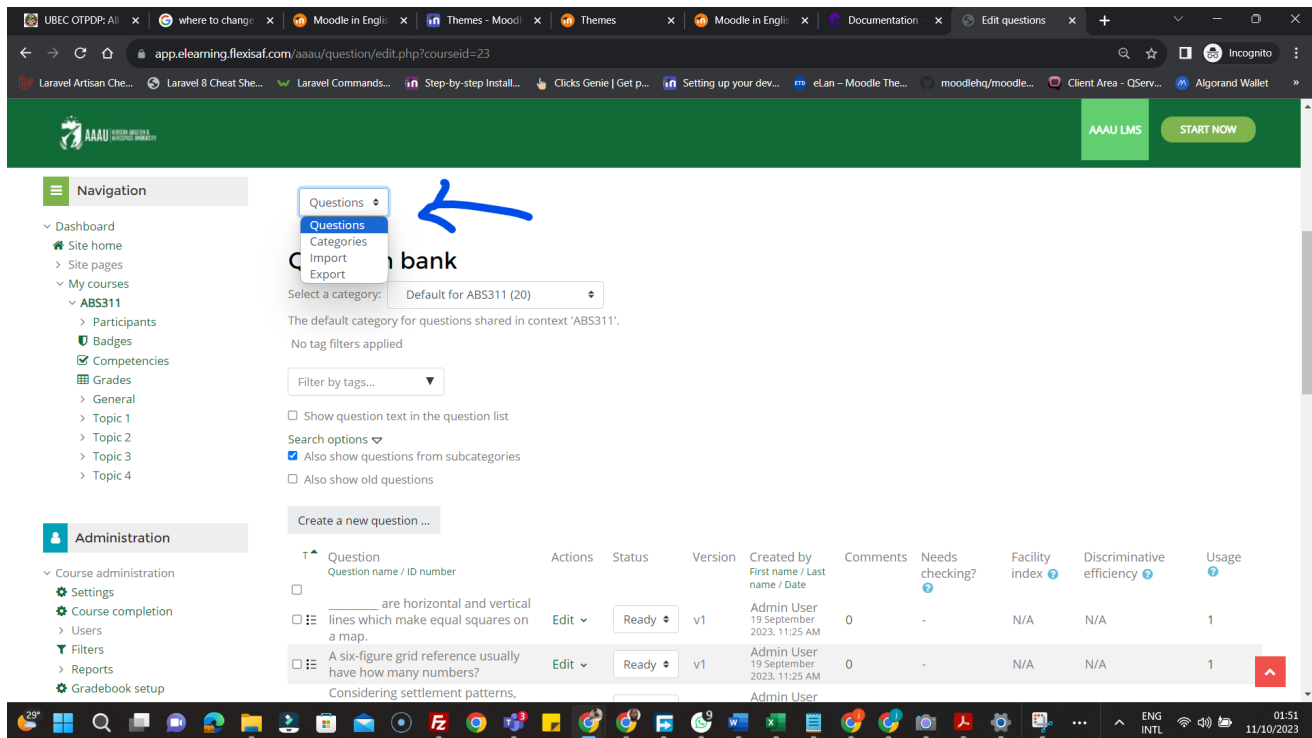
## Importing a question to the Question bank

Step 1: open the course page

Step 2: Click on the question bank located at the left side on the course administration block



# LMS User Guide



Select import as from the drop down as seen in the image above

Import

## Import questions from file

Expand all

### File format

- Aiken format
- Blackboard
- Embedded answers (Cloze)
- GIFT format
- Missing word format
- Moodle XML format

### General

### Import questions from file

Import

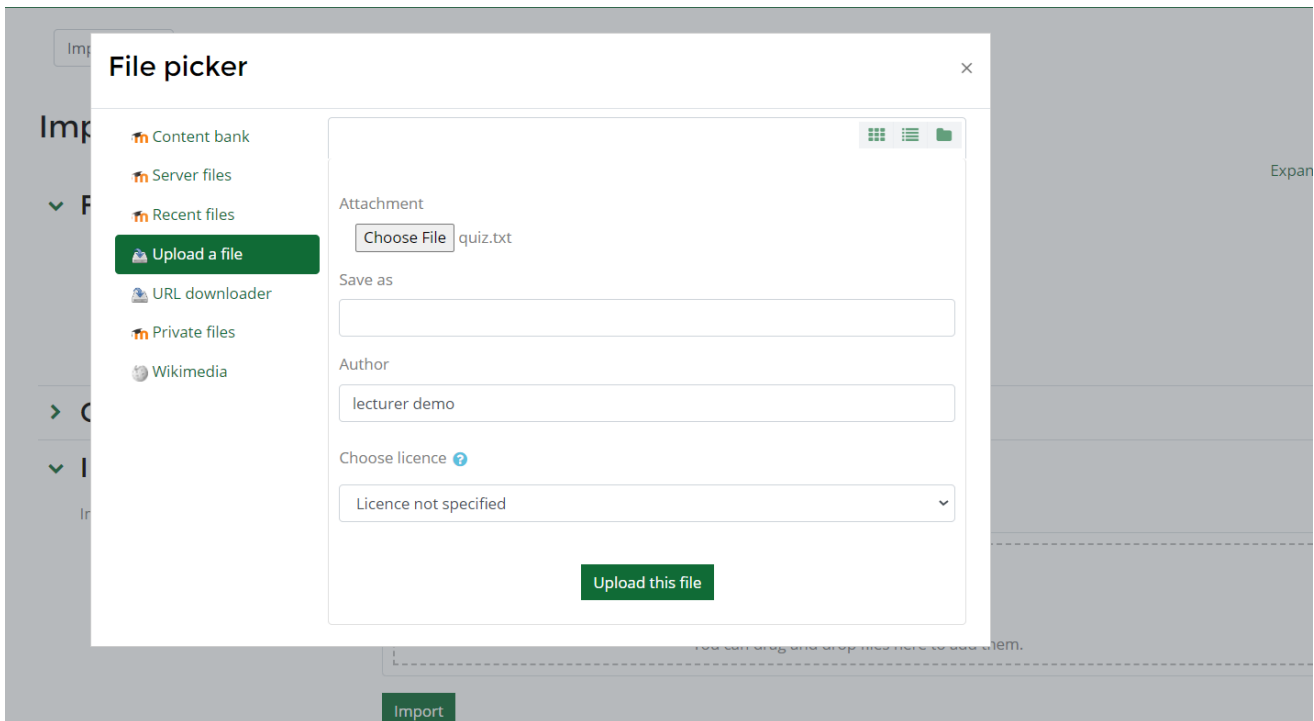
Choose a file... Maximum size for new files: 200 MB

↓

You can drag and drop files here to add them.

Import

Select Aiken format as seen in the image above and click on the choose a file to navigate to you question file.



Click on upload this file

Import ▾

## Import questions from file [?](#)

Expand all

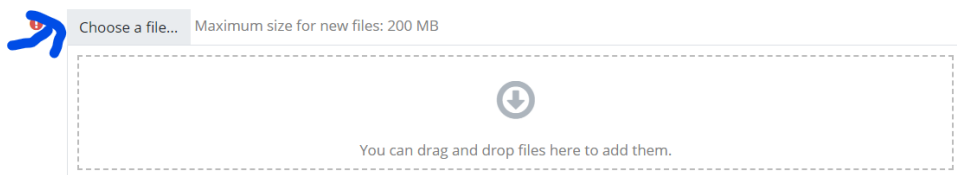
### File format

- Aiken format [?](#)
- Blackboard [?](#)
- Embedded answers (Cloze) [?](#)
- GIFT format [?](#)
- Missing word format [?](#)
- Moodle XML format [?](#)

### General

### Import questions from file

Import



Import

Once you have uploaded click on the **import** button.

Import ▾

Parsing questions from import file. ×

Importing 20 questions from file ×

1. The function of a map grid includes:
2. \_\_\_\_\_ are horizontal and vertical lines which make equal squares on a map.
3. A six-figure grid reference usually have how many numbers?
4. Identify the most correct statement.
5. Which form of settlements have building packed together?
6. Nucleated settlements are sometimes referred to as?
7. The form of settlement which follows a road, coastline or river is?

This shows you have successful uploaded 20 question into the question bank.

## 9.How To create a CBT quiz

Step 1: From the course page click turn editing on button to enable editing mode.

Step 2: Click on add an activity and a resource

Step: Select Quiz

The screenshot shows the 'Add an activity or resource' dialog box. It features a search bar at the top and two tabs: 'Activities' and 'Resources'. Below the tabs is a grid of 24 activity and resource icons, each with a star and an information icon. The 'Quiz' icon, which is a pink square with a white envelope symbol, is circled in blue. The other icons include Assignment, Book, Chat, Choice, Database, External tool, Feedback, File, Folder, Forum, Glossary, HSP, IMS content package, Label, Lesson, Page, SCORM package, Survey, URL, Wiki, and Workshop.

## Adding a new Quiz to Topic 2

Expand all

### General

Name

Description

Rich text editor toolbar: Bold, Italic, Underline, Bulleted list, Numbered list, Indent, Link, Unlink, Undo, Redo, Text color, Background color, Image, Video, Audio, Table, Source, Help, Full screen, Print, Save, Cancel, Done.

Display description on course page

### Timing

### Grade

### Layout

## Add Quiz name

### Timing

Open the quiz

Enable

Close the quiz

Enable

Time limit

Enable

When time expires

Set up the time by checking the enable button to set the time to open and close quiz

## Layout

New page



Never, all questions on one page

Show more...

## Question behaviour

Shuffle within questions



Yes

How questions behave



Deferred feedback

Show more...

## Review options

During the attempt

- The attempt
- Whether correct
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

Immediately after the attempt

- The attempt
- Whether correct
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

Later, while the quiz is still open

- The attempt
- Whether correct
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

After the quiz is closed

- The attempt
- Whether correct
- Marks
- Specific feedback

Set up the question layout as seen in the image above.

To avoid exam malpractice

Ensure the following are unchecked for all the periods of attempt ( as seen in the image above)

- \* whether correct
- \* marks
- \* right answer

## ▼ Activity completion

Completion tracking ? Show activity as complete when conditions are met ▾


Require view  Student must view this activity to complete it

Require grade  Student must receive a grade to complete this activity ?

Student must receive a passing grade to complete this activity ?

Or all available attempts completed

Require attempts  Minimum number of attempts:

Expect completed on ?        Enable

## > Tags

## > Competencies

Send content change notification ?

 Required

Set up the activity completion section as seen in the image above  
Click save and display button

## First C.A

**Opened:** Wednesday, 11 October 2023, 2:17 AM  
**Closes:** Wednesday, 11 October 2023, 12:17 PM

Time limit: 30 mins

Grading method: Highest grade

Click on the preview quiz to attempt



# LMS User Guide

The screenshot shows the LMS quiz interface. On the left, there is a 'Quiz navigation' section with buttons for 'Finish attempt ...' and 'Start a new preview'. Below it is a 'Navigation' sidebar with a tree view of the course structure. The main area displays two questions. Question 1 asks 'A six-figure grid reference usually have how many numbers?' with options a. Six numbers, b. Five numbers, c. Four numbers, and d. Seven numbers. Question 2 asks '\_\_\_\_\_ are horizontal and vertical lines which make equal squares on a map.' with options a. West lines, b. Gridlines, c. Eastings, and d. Northings. A timer in the top right corner shows 'Time left 0:29:48'. A 'Back' button is located at the top left of the question area.

Attempt all question and click on finish button

This screenshot shows a single question, 'Question 7', which is identical to Question 2 in the previous screenshot. The option 'd. Eastings' is selected. Below the question, there is a 'Clear my choice' link. At the bottom right of the interface, there is a green button labeled 'Finish attempt ...'.

## First C.A Summary of attempt

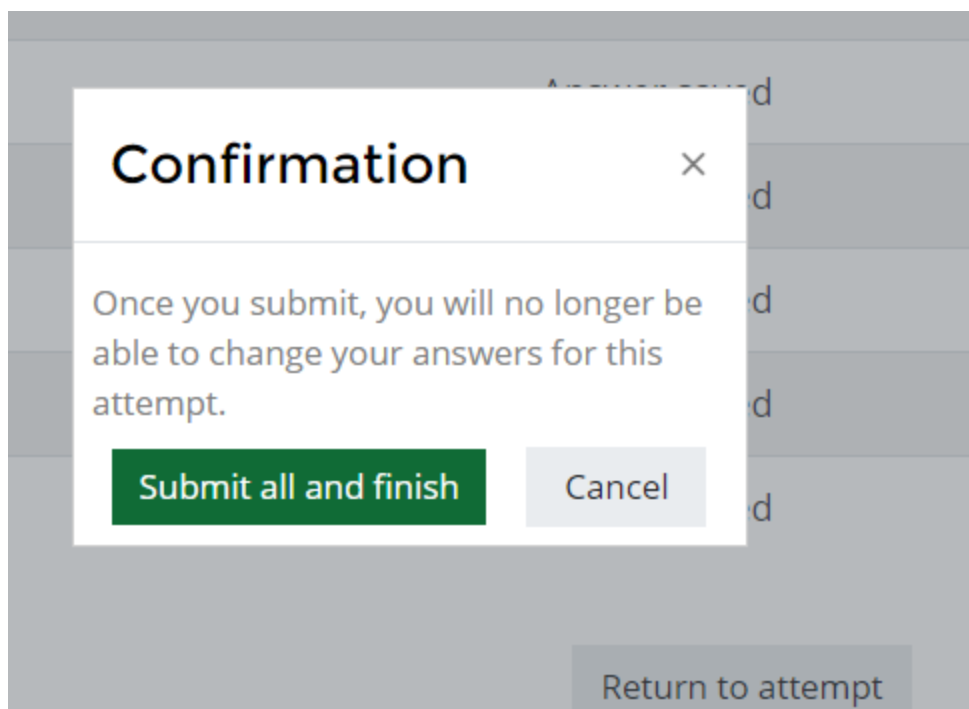
Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved
6	Answer saved
7	Answer saved

[Return to attempt](#)

This attempt must be submitted by Wednesday, 11 October 2023, 2:59 AM.

[Submit all and finish](#)

Click on the Submit all and finish



## Confirmation prompt

### First C.A

[View](#) [Receive a grade](#)

Opened: Wednesday, 11 October 2023, 2:17 AM  
Closes: Wednesday, 11 October 2023, 12:17 PM

[Preview quiz](#)

Time limit: 30 mins

Grading method: Highest grade

### Summary of your previous attempts

Attempt	State	Review
Preview	Finished Submitted Wednesday, 11 October 2023, 2:32 AM	<a href="#">Review</a>

## 10. Grades

The navigation menu is located in the top left corner. It features a hamburger menu icon on a green background, followed by the word "Navigation" in a grey box. Below this, there are several expandable sections: "Dashboard" (with a dropdown arrow), "Site home" (with a house icon), "Site pages" (with a right-pointing arrow), "My courses" (with a dropdown arrow), and "ABS311" (with a dropdown arrow). Under "ABS311", there are several sub-items: "Participants" (with a right-pointing arrow), "Badges" (with a shield icon), "Competencies" (with a checkmark icon), "Grades" (with a grid icon and bold text), "General" (with a right-pointing arrow), "Topic 1" (with a right-pointing arrow), "Topic 2" (with a right-pointing arrow), "Topic 3" (with a right-pointing arrow), and "Topic 4" (with a right-pointing arrow). To the right of the "Navigation" box, there are two icons: a plus sign and a gear.

Click on the grade from the left block of the course page

### Grader report

All participants: 1/1

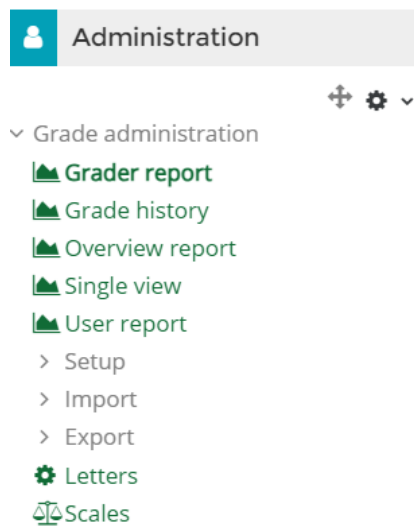
First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

		Airport Safety & Security			
First name / Last name	Email address	Test Assignment	First C.A Test	First C.A	Course total
Controls					
Sd Student demo	studentdemo@gmail.com				
Overall average					
		-	-	-	-

Save changes

Here is how the grader report look like from the lecture view



From the Grade administration a lecturer can download result in csv, excel e.t.c

Congrats you are now Supper LMS Lecturer!!