# DIRECTORATE OF DISTANCE EDUCATION LEARNING MANAGEMENT SYSTEM (LMS) TEACHER PERFOM AN ACTIVITIES

### Summary:-

CREATE NEW LMS ACCOUNT, ADD CLASS LECTURE, CLASS GROUPS, CLASS ATTENDANCE, CLASS ASSIGNMENTS, BOOK, WEBSITE LINK, MANUALLY ENROLLED CLASS STUDENTS IN YOUR COURSE.

### **CREATE NEW ACCOUNT INFORMATION**

- Open the university website <a href="www.uaf.edu.pk">www.uaf.edu.pk</a> and click on top center link

  LEARNING MANAGEMENT SYSTEM (LMS). OR direct open LMS website

  <a href="http://lmshost.pern.edu.pk/uaf">http://lmshost.pern.edu.pk/uaf</a>.
- **Step-2:-** click top right side on link **Log in**, open account login window.
- **Stpe-3:-** On this page click on **create new account** button open create new account form.
- Fill-up form carefully: **Username** (minimum 4 character letters), **Password** (minimum eight (8) character letter), At least one Capital Letter (A, B, C, D, E ....), At least one small letters (a, b, c, d, e...), At least one digit (1, 2, 3, 4, 5 ...) and At least one symbol sign (%, #, \$, @, ^, &, \*,).
- Step-5:- Add your email address, first & sure-name (write complete name), city and country name. Then finally click on **create new account** Button. And press continue button for conform create new account.

**Note:** No waiting email from LMS, after 24 hour your account is confirmed and accessible with your username and password. For further information regular check update news on LMS home page or contact these numbers:

### DIRECTOR,

Prof. Dr. Tanveer Ali

### 0323-6620076

ASSISTANT DIRECTOR,	SYSTEM ENGINEER,
Ahsan Raza Sattar	Mr. Ahmad Matin
0300-6600137	0321-6633180
INSTRUCTOR'S,	
Mr. Muhammad Amir	0300-7933058
Mr. Muhammad Qavi Arshad	0333-6614007
Mr. Muhammad Nawaz Iqbal	0332-6635143
Mr. Muhammad Abid Aslam	0344-7666314

### **ADD LECTURE ON YOUR COURSE:**

Step-1:-	Open website Linked is "http://imshost.pern.edu.pk/uaf" and click on top right corner side link log in.
Step-2:-	Sign in your account, enter <b>Username</b> & <b>password</b> and click on <b>sign in</b> button.
Step-3:-	select department and click on your course title.
Step-4:-	click on top right side turn editing on Button.
Step-5:-	click on link in weekly box add an activity & resources. Show a popup window.
Step-6:-	select <b>File</b> radio-button and click on <b>Add</b> button. Show a form in new window.

Step-7:-

Step-8:- Upload your file in **Content** option and click on **Save & return to course** button.

Fill-up the form: write **Lecture** title name for example "Network Type".

**Note:** - (same process as add any type of file, book or website link)

### ADD CLASS GROUP IN YOUR COURSE:

- **Step-1:** click on **course administration** link in left side **Administration** block, on Course home page.
- Step-2:- click on users link,
- Step-3:- click on Groups link. Open a new window
- Step-4:- click on Create group button. Again open new window
- **Step-5:-** write section name in **Group name\*** and click on **save changes** button. Same as create multi-section in groups.
- **Step-6:-** select group name and click on **Add/remove users** button.
- **Step-7:-** write student name or email id in **search** text box, select student name and click on **Add** button.

#### ADD CLASS ATTENDANCE IN YOUR COURSE:

- Step-1:- Click on link in weekly box add activity & resources. Show front on a new popup window.
- **Step-2:-** Select **Attendance** radio-button and click on **Add** button. Show front on a form in new window.
- Step-3:- Fill-up the form: Write Attendance title name for example "Attendance CS-702", and grade select "No Grade". And if you add class groups or section then select separate groups in Group mode.
- Step-4:- Click on Save & Display button. Open new window
- **Step-5:-** Click **setting** tab and these adjustments:
  - i. **Present (P) = 2,** if your lecture is only theatrical, then Present are equal to one.
  - ii. Late (L) = 0, click on cross sign and delete this field.
  - iii. Excuse (E) =0, click on cross sign and delete this field.
  - iv. Absent (A) = 0

Then click on **Update** button.

**Step-6:-** click **Add** tab for creates new session:

i. Session Type: Common type is a default one class, Means class no

divided into groups or Sections. If your class divided into group or section then **session type** show-up the group's name, select Section name

ii. Create Multiple click check box on tick for adds week days.

**Session:** (For example your lecture days are Monday,

Wednesday, and Friday)

iii. Session date: Adjust the semester starting date (26 February 2014)

Within add Lecture starting time, hour & minutes

(for example 8:30)

iv. **Duration:** Add Total lecture current time (for example if you

attend two lecture and your lecture time is fifty (50) minutes then you add one hour & forty

minutes.)

v. Session End date: Adjust the semester ending date (17 June 2014).

vi. Session Days: click check box on tick mark for lecture days (for

Example your lecture same time on Monday, Wednesday & Friday click check box on tick mark

for these days)

vii. Frequency: Default value one(1) for weekly classes, if your

Classes after two weekly then select two (2).

**Step-7:-** click on **add session** Button.

**Step-8:-** click **Session** tab for adds class attendance:

i. Click on green dot and View class attendance sheet.

**ii.** If your student is present then click on P-radio button front of student name.

**iii.** If your student is absent then click on A-radio button front of student name.

**Step-9:-** click on **update attendance** button.

**Step-10:** click **report** tab view allover student attendance percentage present or absent.

**Step-11:** click **export** tab download attendance sheet in soft copy excel format and print this sheet for record in hard copy form.

### ADD ASSIGNMENT IN YOUR COURSE:

- **Step-1:-** select **department** and click on your **course**.
- **Step-2:-** click on top right side **turn editing on** Button.
- **Step-3:** click on link in weekly box **add an activity & resources**. Show a popup window.
- **Step-4:** select **Advanced uploading of** radio-button and click on **Add** button. Show a form in new window.
- **Step-5:-** Fill-up the blanks, write assignment name in **Assignment name\*** text box for example "**Assign-section A**".
- **Step-6:-** Write the assignment questions in **Description\*** text box.
- **Step-7:-** Select grade or assignment marks in **Grade** option.
- Step-8:- and click on Save & return to course button.

### **ENROL STUDENT IN YOUR COURSE:**

- **Step-1:** click on **course administration** link in left side **Administration** block, on Course home page.
- Step-2:- click on users link,
- **Step-3:-** click on **enrolled users** link. Open a new window.
- **Step-4:** click on **enrol users** button. Open a new pop-up window.
- **Step-5:-** write the student email address in the text box and click on **Search** button.
- Step-6:- show the student name with email address on upper box click on **enrol** button. Same process adds multi-students and finally clicks on **finish enrolling users** button.

### **THANKS & BEST WISHES**



DIRECTORATE OF DISTANCE EDUCATION
LEARNING MANAGEMENT SYSTEM (LMS)
UNIVERSITY OF AGRICULTURE, FAISALABAD.

# DIRECTORATE OF DISTANCE EDUCATION

# LEARNING MANAGEMENT SYSTEM (LMS)

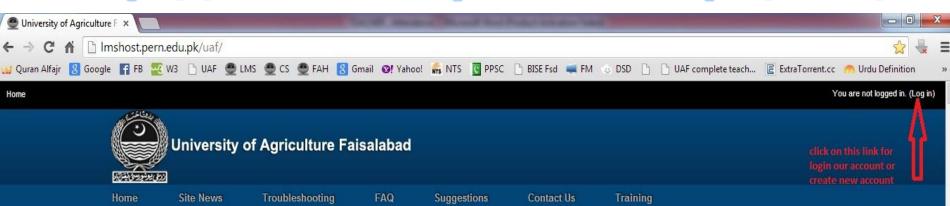
http://lmshost.pern.edu.pk/uaf/

- Step-1 Create new account
- Step-2 Editing or update profile
- Step-3 Upload attendance
- Step-4 Upload class lecture
- Step-5 Upload data file (book, Paper, chat etc..)
- Step-6 Upload class assignments
- Step-7 Enrollment method

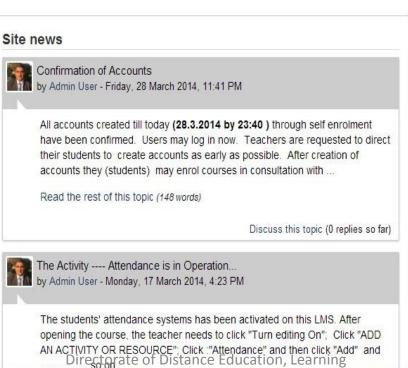
# Contents



# http://lmshost.pern.edu.pk/uaf/

















Forgotten your username or password?

Cookies must be enabled in your browser @

Some courses may allow guest access

Log in as a guest

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:

- Fill out the New Account form with your details.
- 2. An email will be immediately sent to your email address.
- 3. Read your email, and click on the web link it contains.
- 4. Your account will be confirmed and you will be logged in.
- 5. Now, select the course you want to participate in.
- 6. If you are prompted for an "enrolment key" use the one that your teacher has given you. This will "enrol" you in the course.
- You can now access the full course. From now. on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

if u have no account then click on this button



ed in.







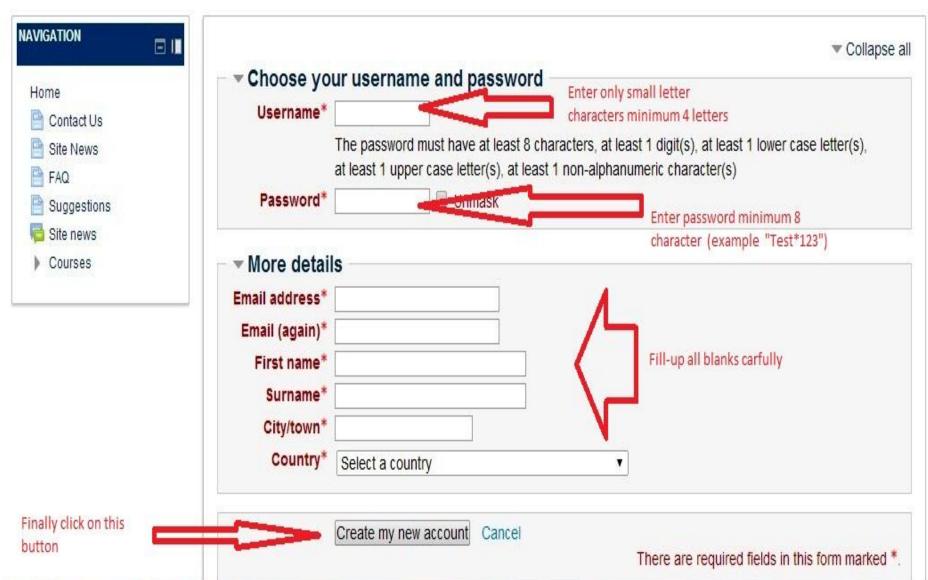








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### LOG IN

### Username student Enter user-name & Password ..... password Log in Remember username Forgoven your username or password? Cookies must be enabled in your browser @ click on login button Some courses may allow guest access

Log in as a guest

### IS THIS YOUR FIRST TIME HERE?

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:

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- 5. Now, select the course you want to participate in.
- 6. If you are prompted for an "enrolment key" use the one that your teacher has given you. This will "enrol" you in the course.
- 7. You can now access the full course. From now















if your name display on this place, your account confrmed

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# Course categories

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  - ▶ English for Academic Purposes (1)
- ▼ Faculty of Agri. Eng & Technology
  - Farm Machinery and Power (11)
  - Fibre & Textile Technology (5)
  - Irrigation and Drainage (12)
  - Structures and Env. Eng. (14)
  - Food Eng. (3)
- ▼ Faculty of Agricultre
  - Agronomy (48)
  - Entomology (30)

And this message recived form admin your account is confirmed





Prof. Dr. Igrar Ahmad Khan (S.I) Vice Chancellor



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Go to messages Ignore

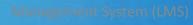


















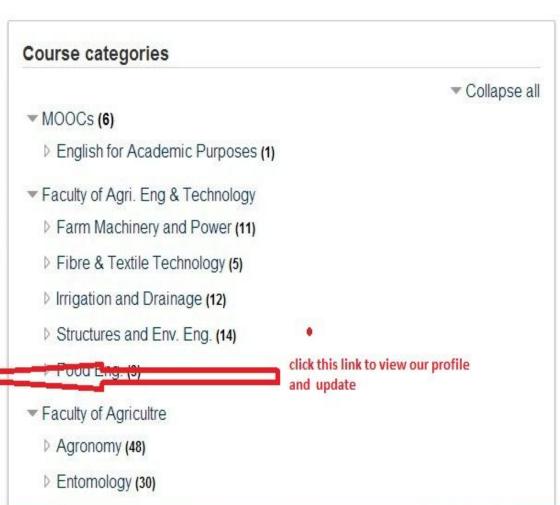




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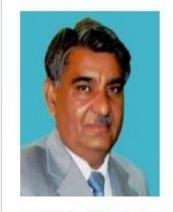






**Training** 

Prof. Dr. Igrar Ahmad Khan (S.I) Vice Chancellor



Prof Dr Tanvir Ali Director















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# M.ABID ASLAM



Country

Pakistan

City/town

FAISALABAD

Skype ID

abidabie 🕄

Course profiles

CS-786 TEST COURSE 3(2-1)

First access

Thursday, 27 March 2014, 10:54 AM (4 days)

Last access

click on this link "Edit profile" for update your profile (Add image or Monday, 31 March 2014, 11:27 AM (5 secs)

Reg#)





Edit profile

Change password

My profile settings



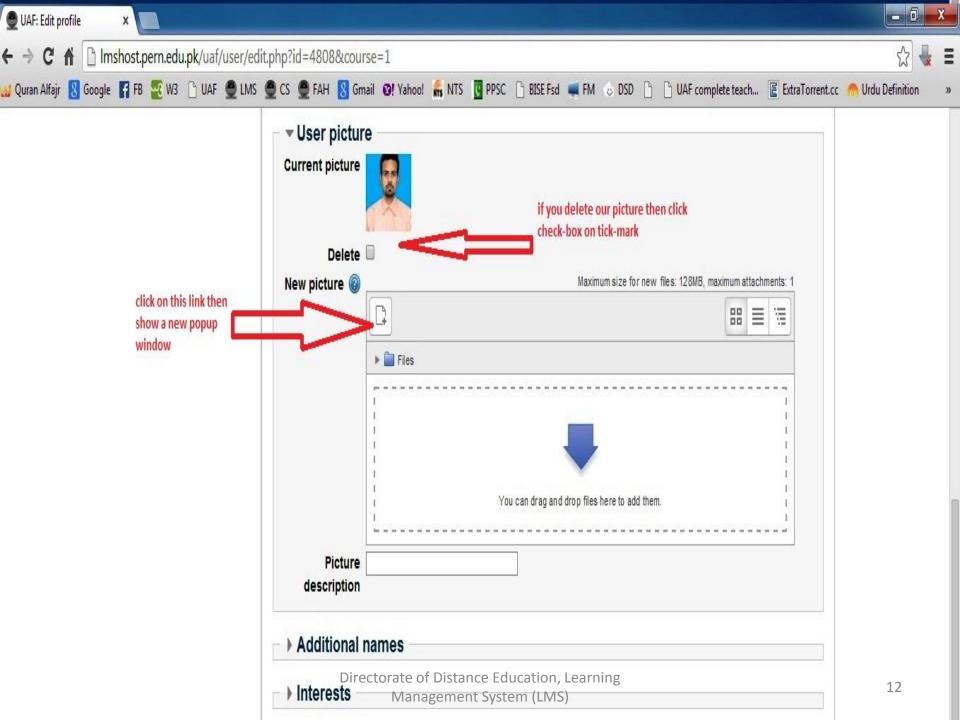


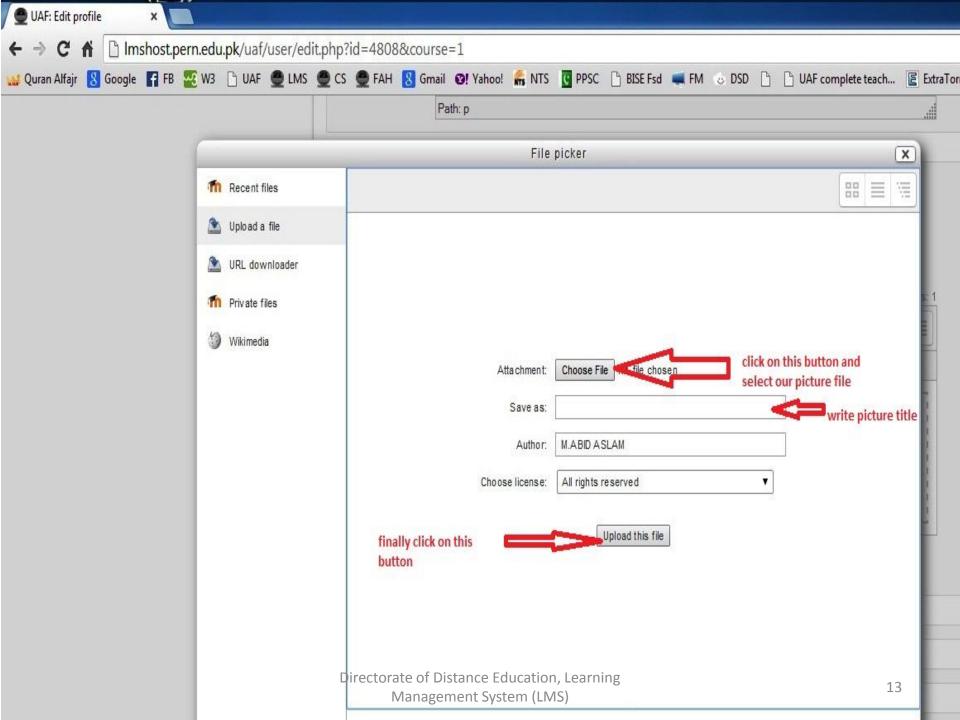


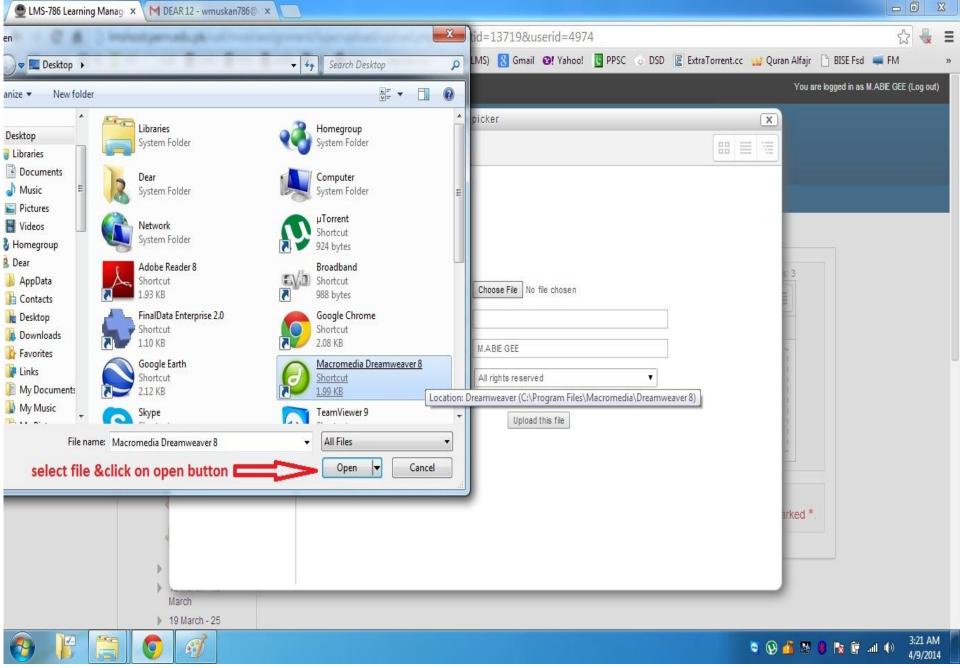


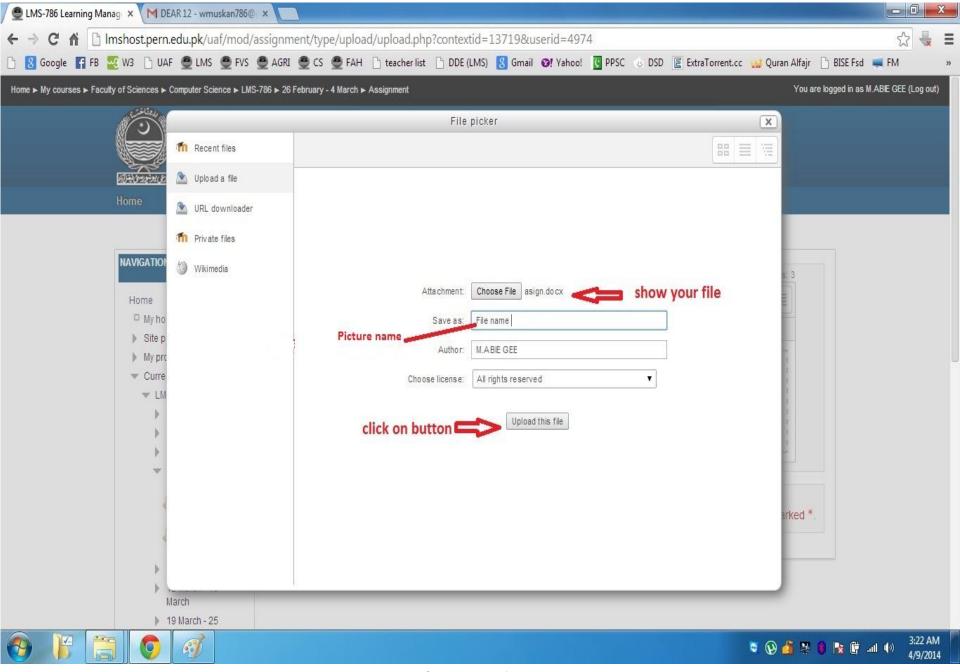














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(S.I) Vice Chancellor



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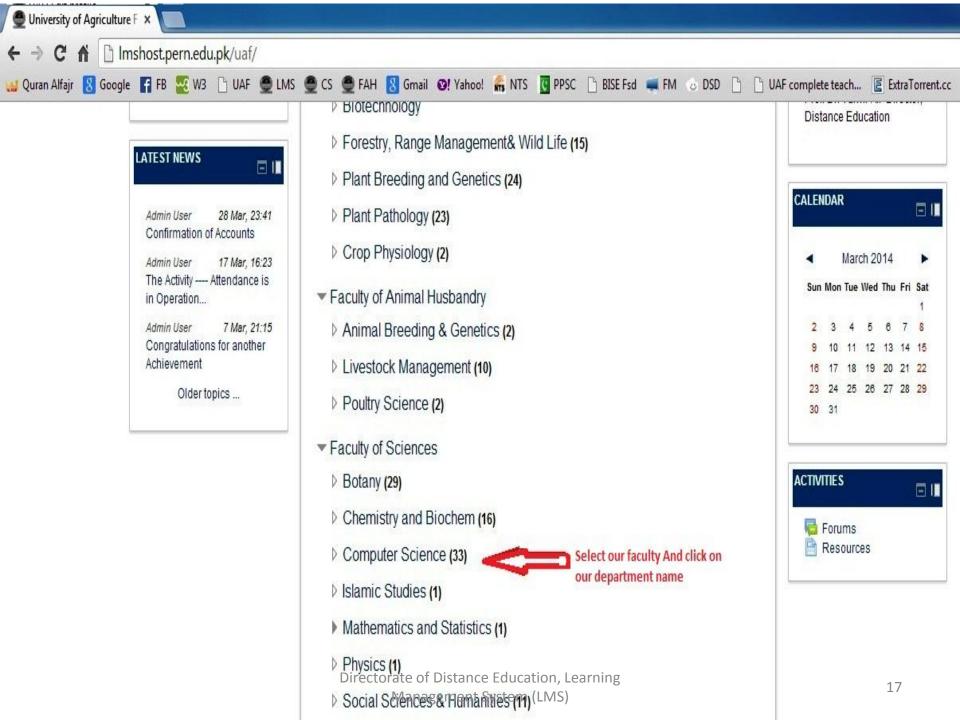


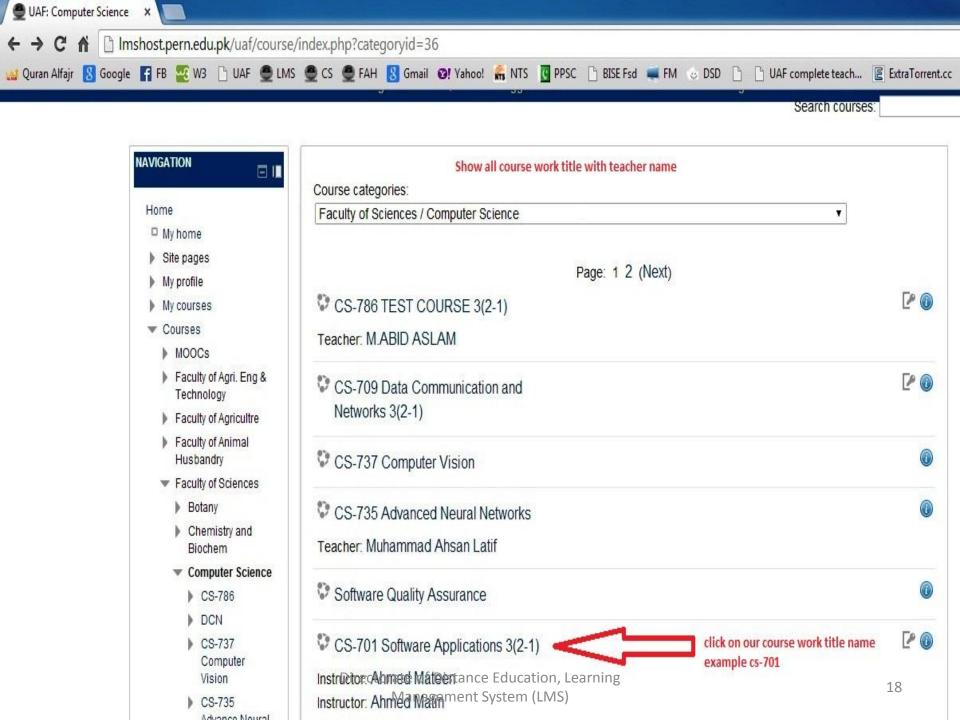
















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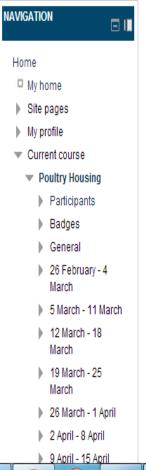
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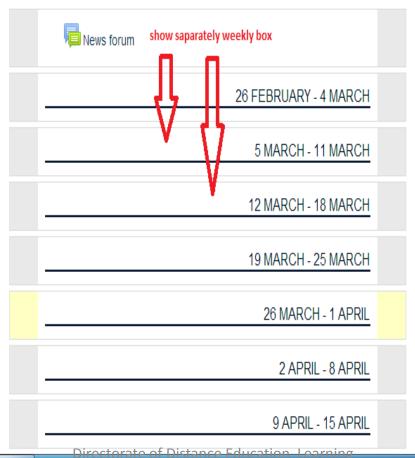
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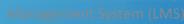












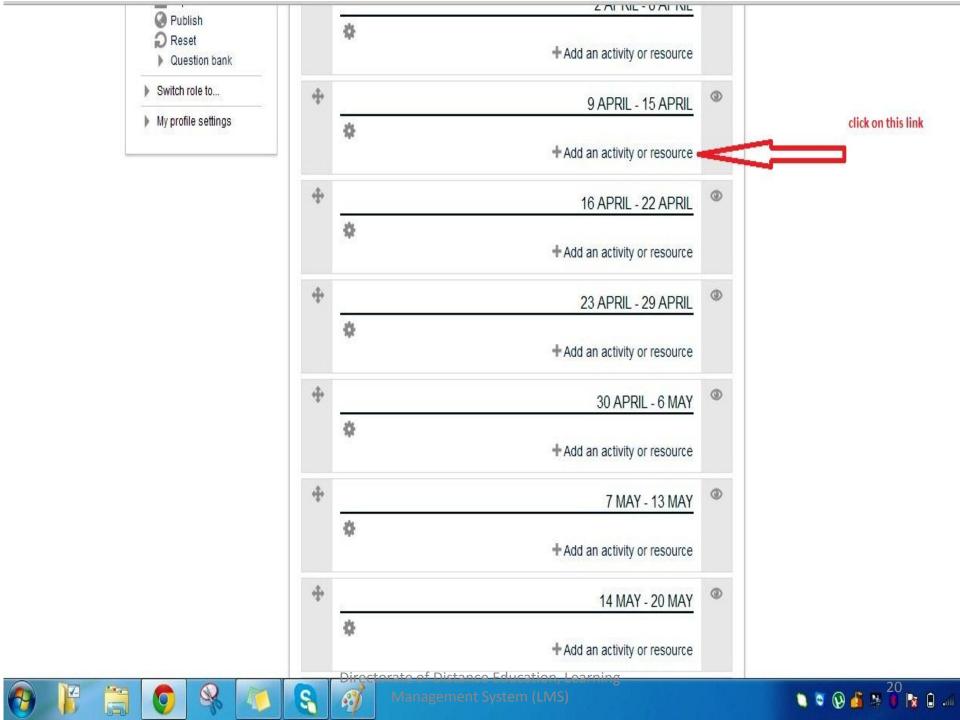


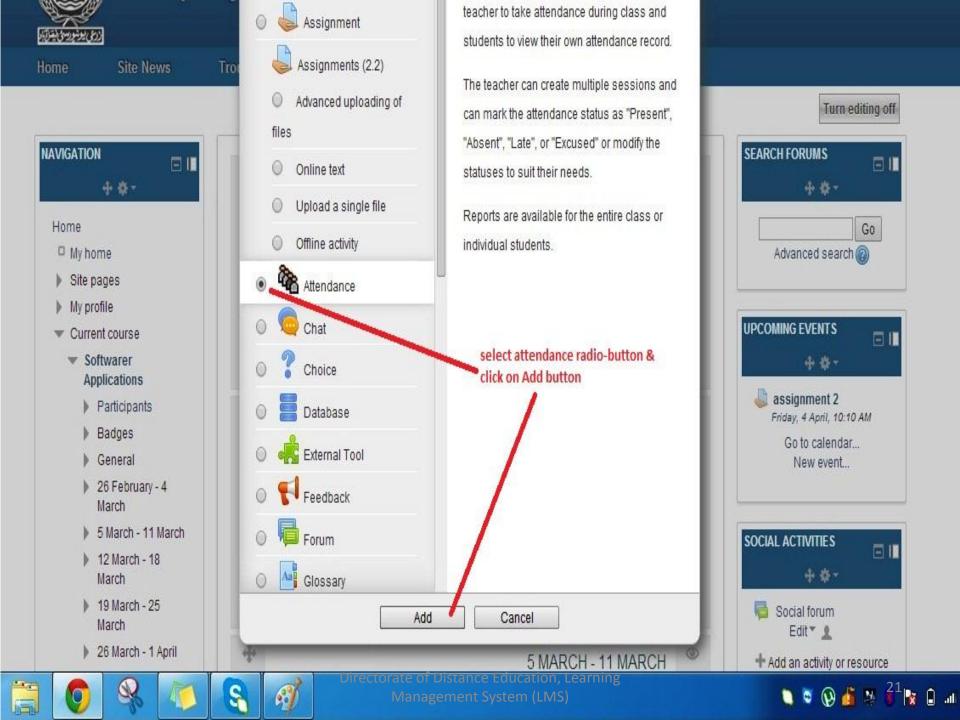


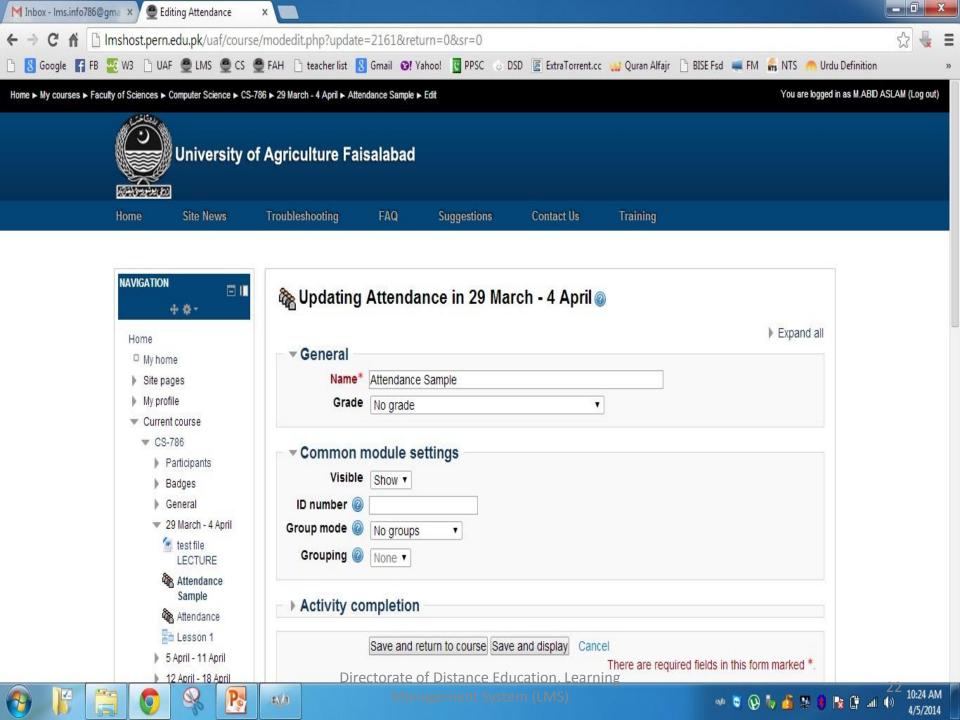








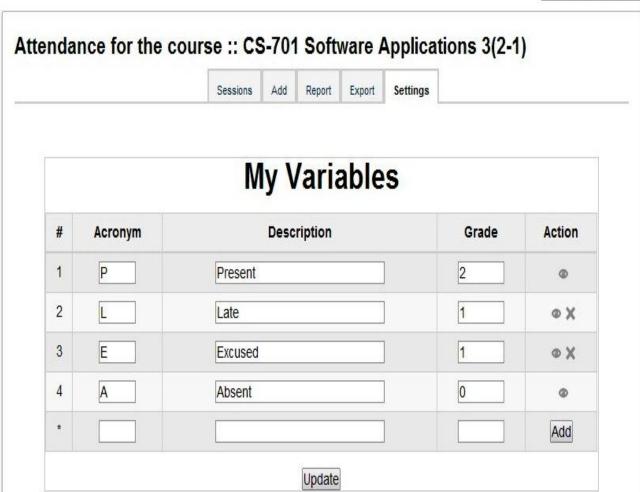




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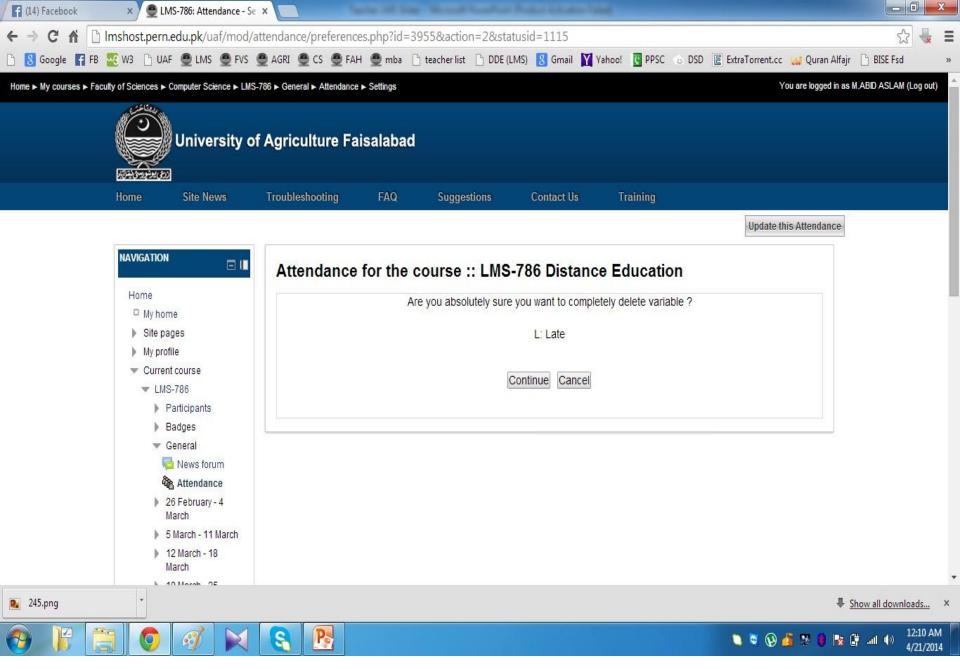


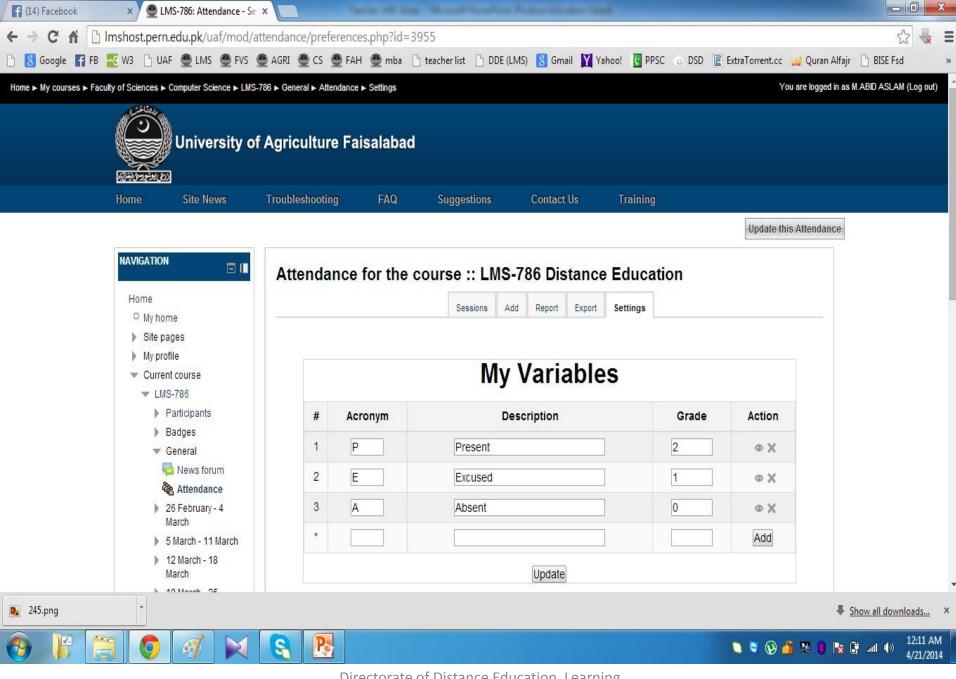


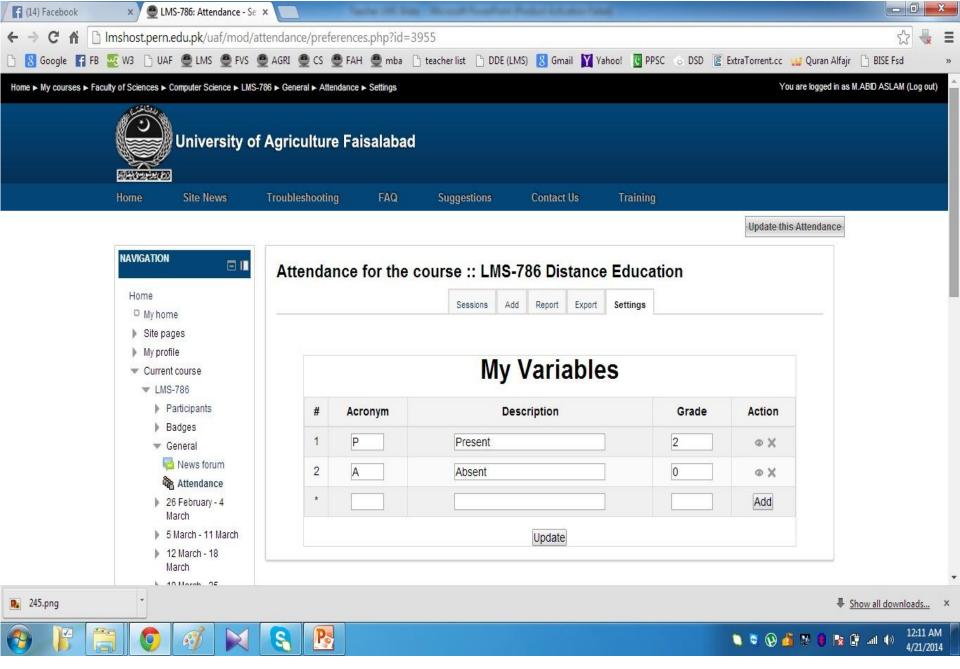


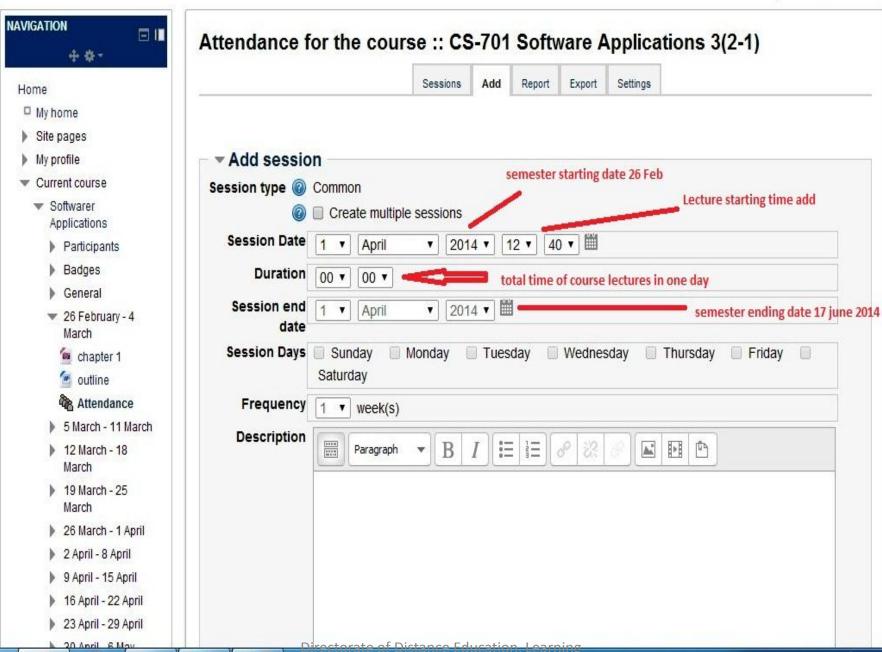
































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26 March - 1 April

March













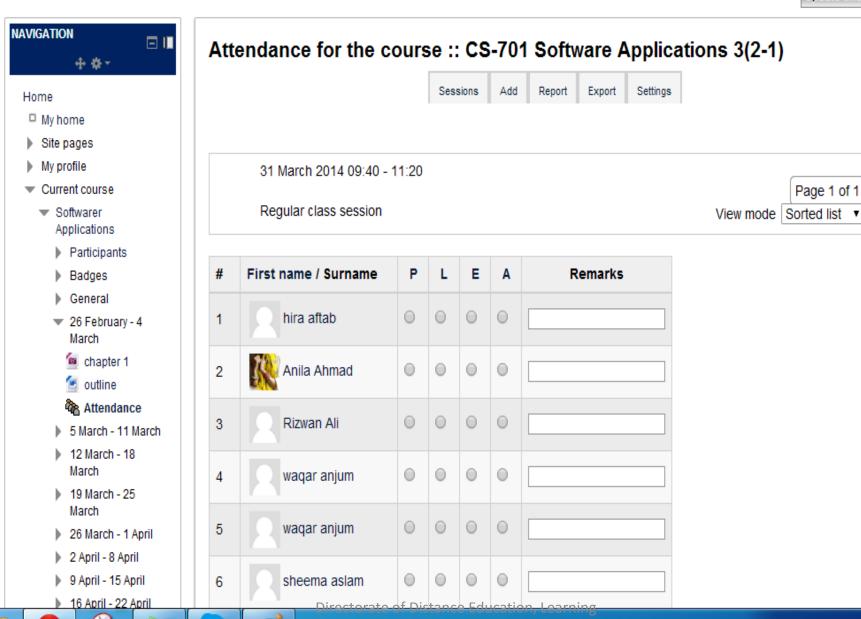
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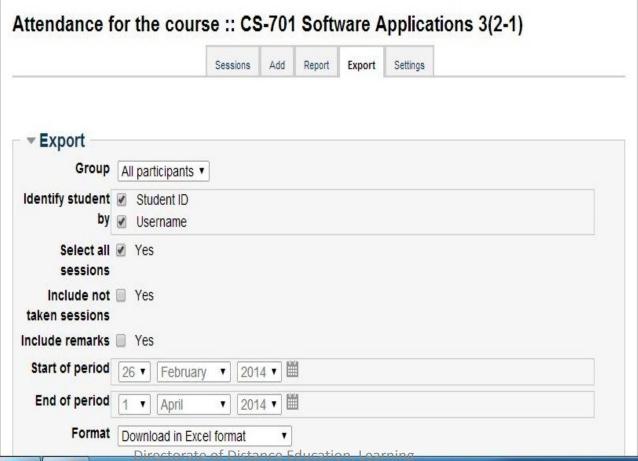




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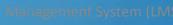




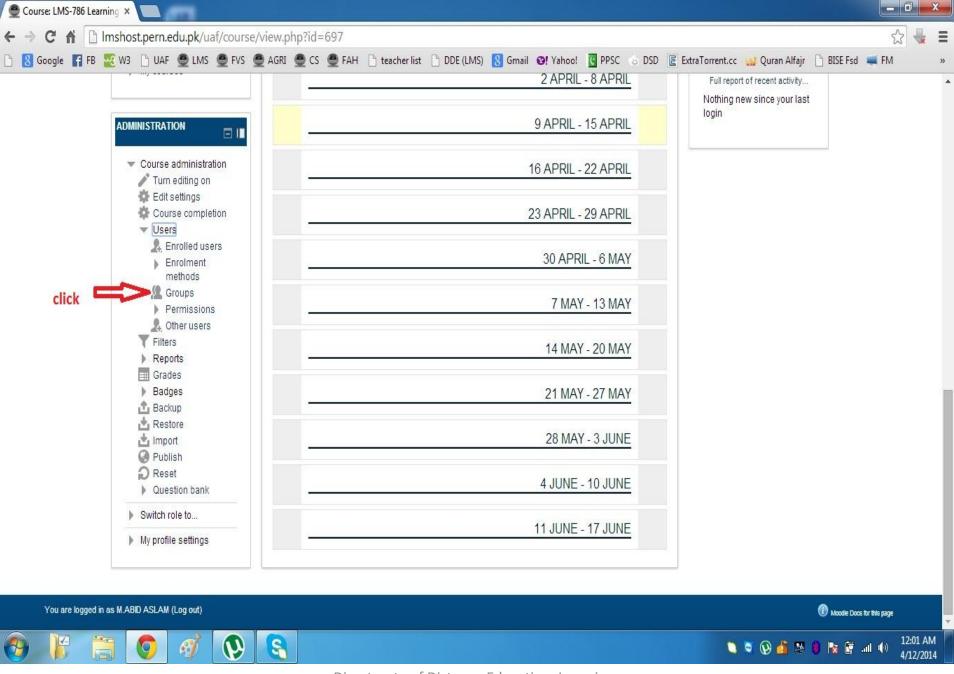


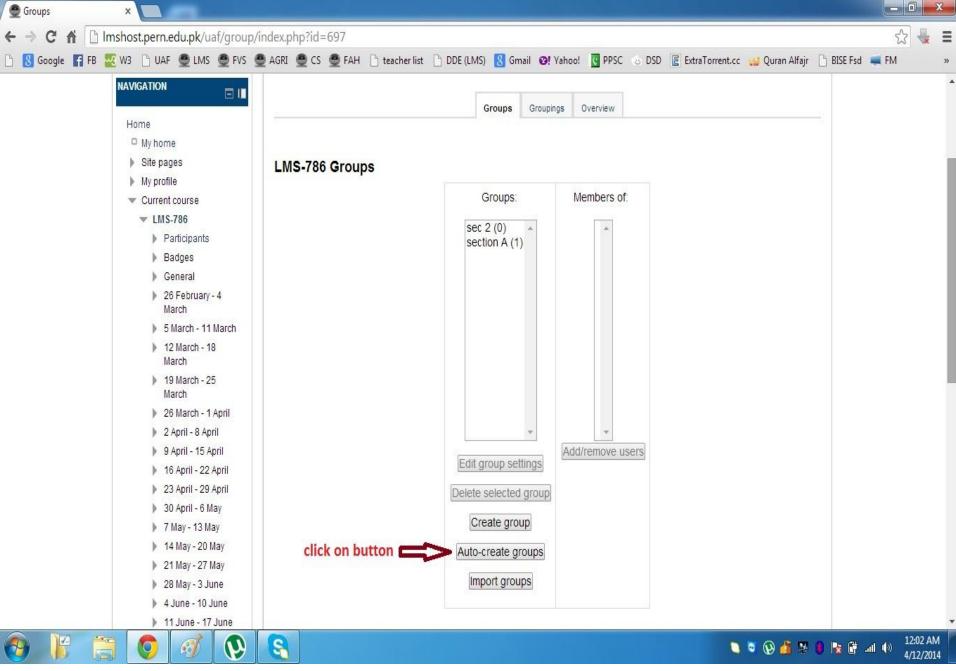


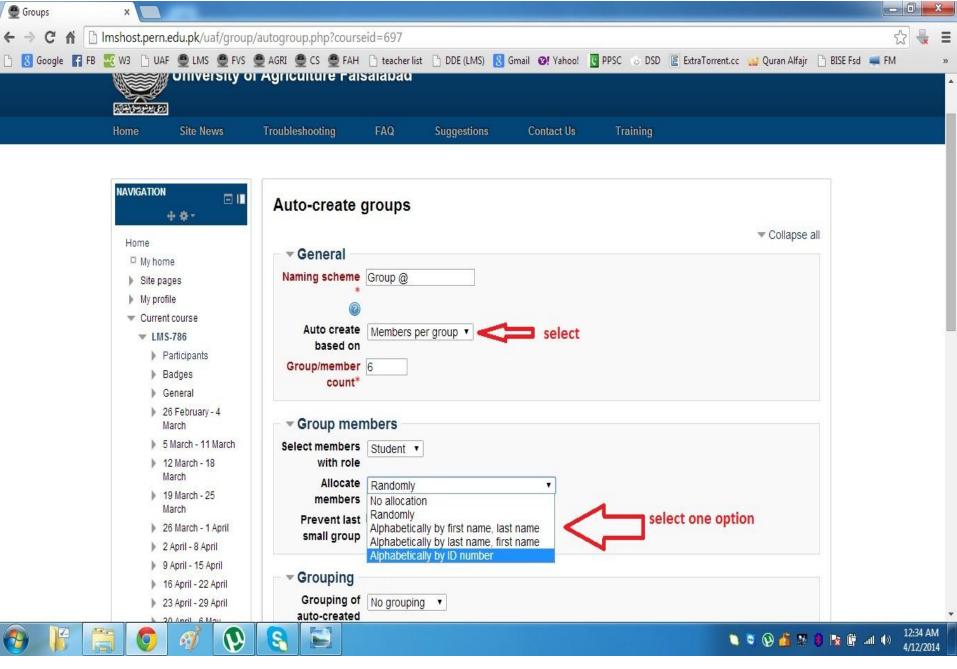


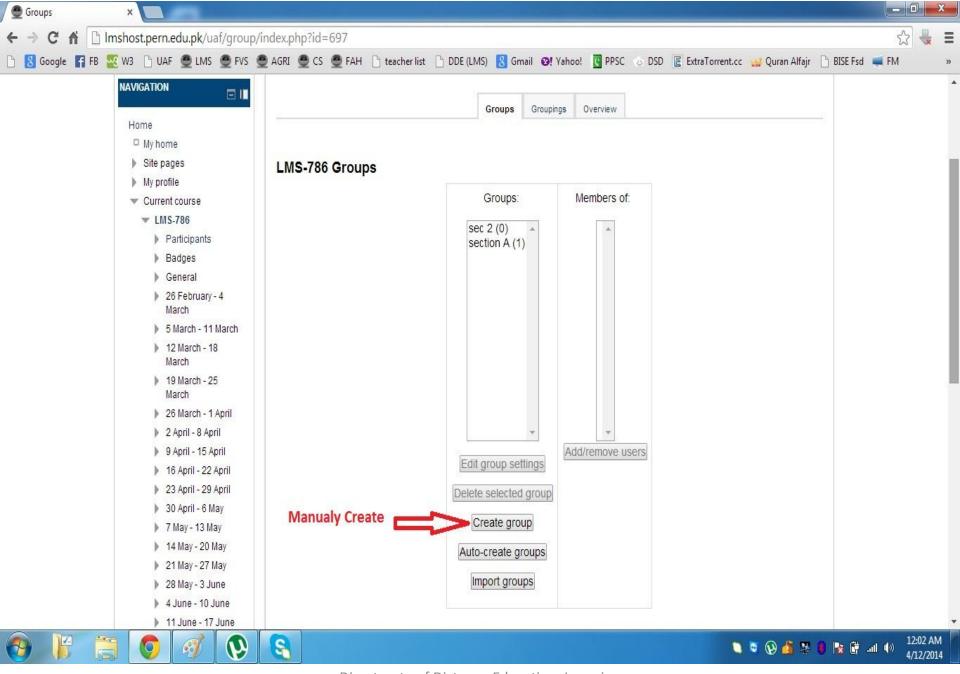


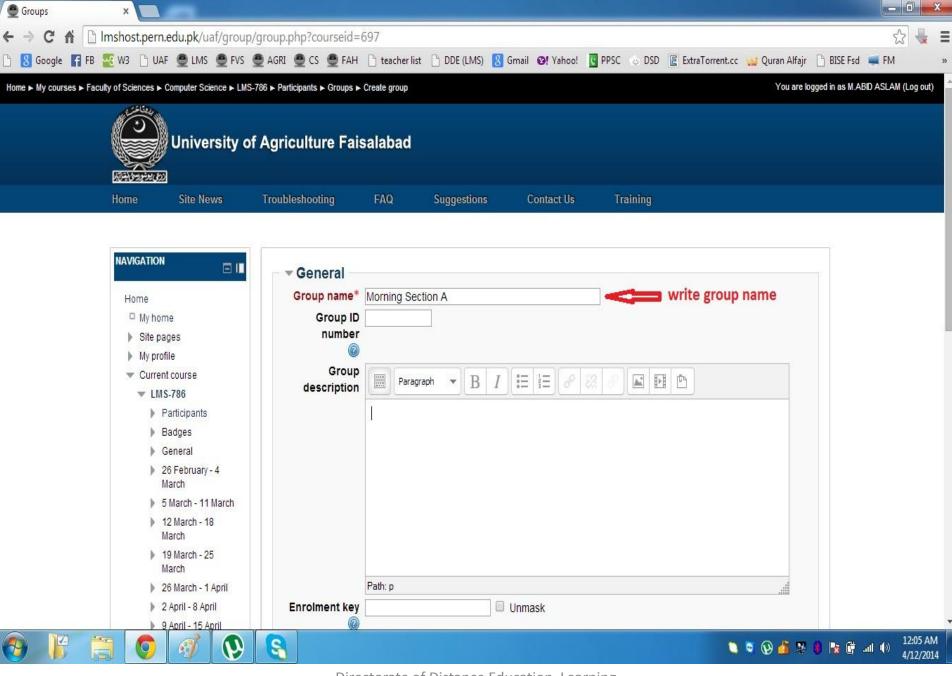


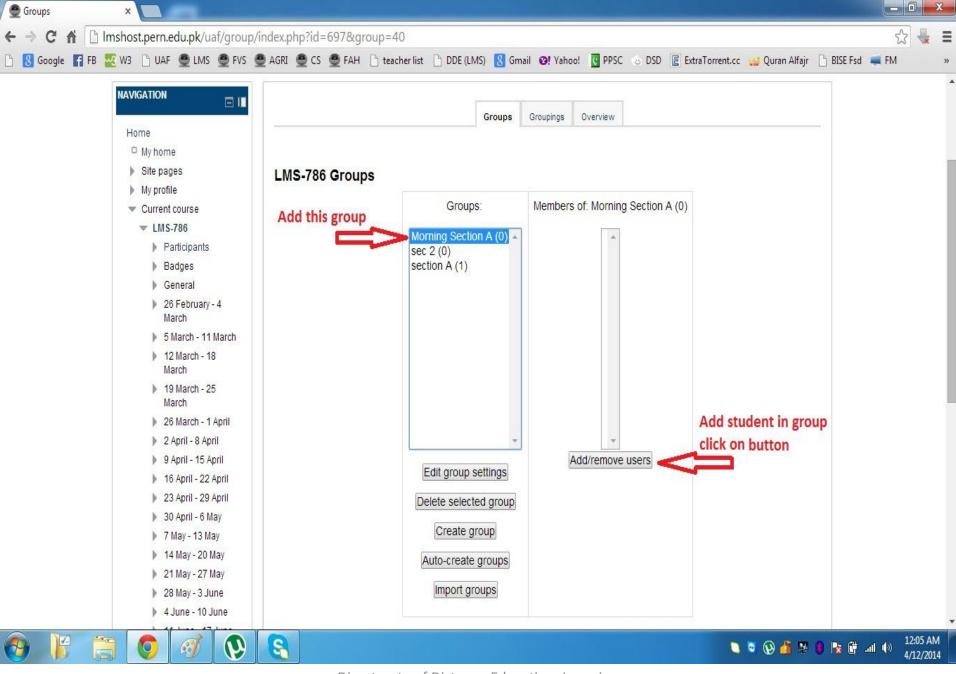


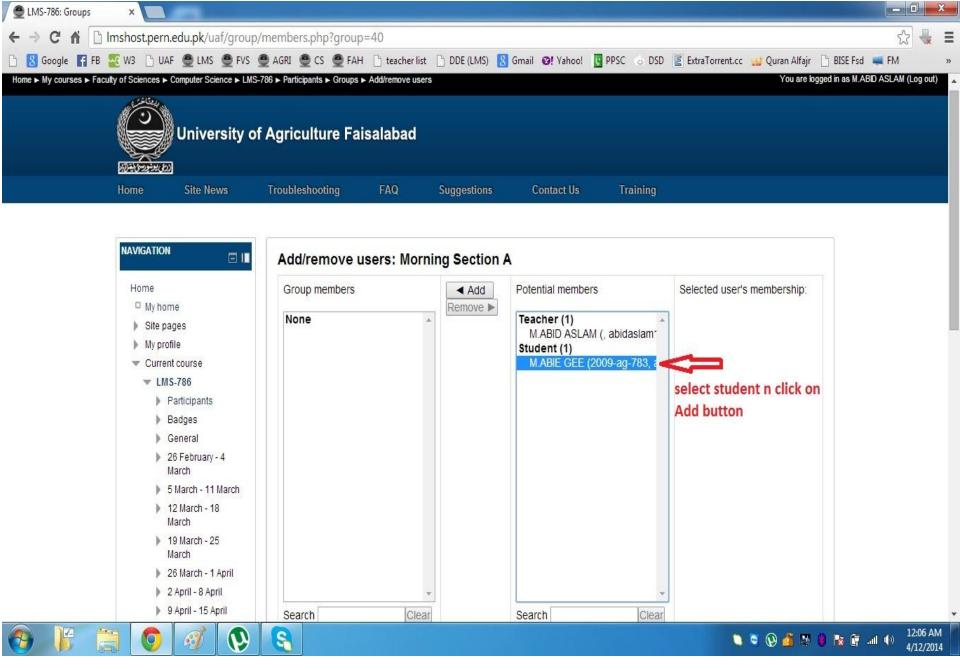


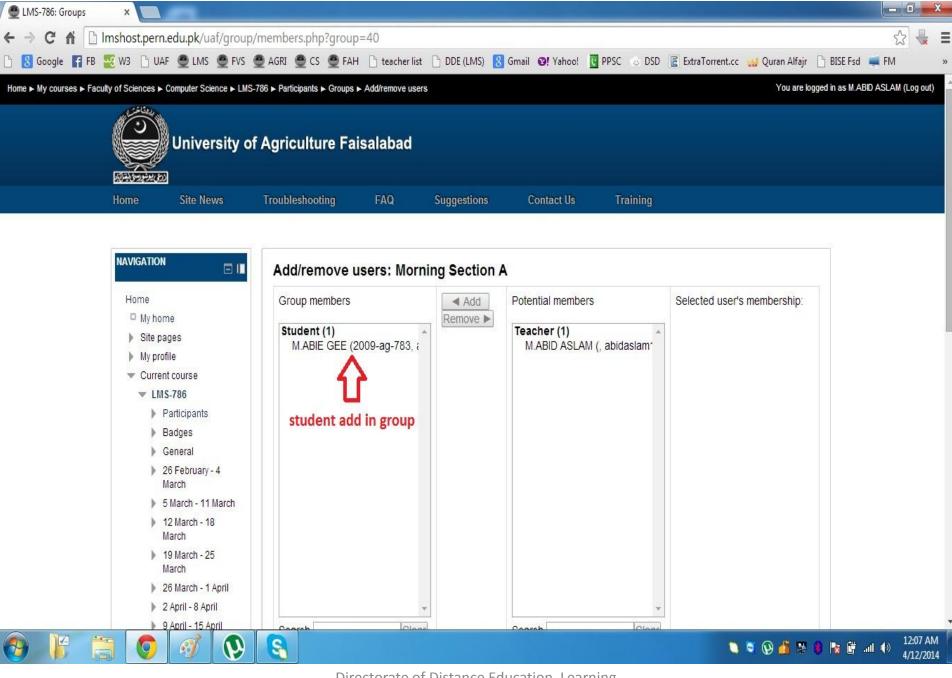


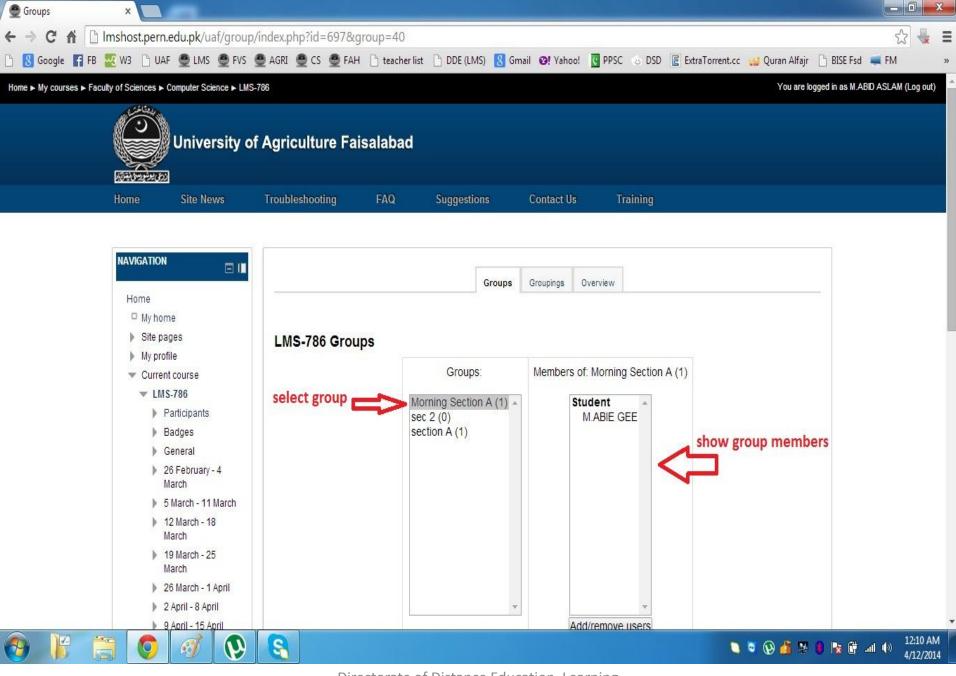


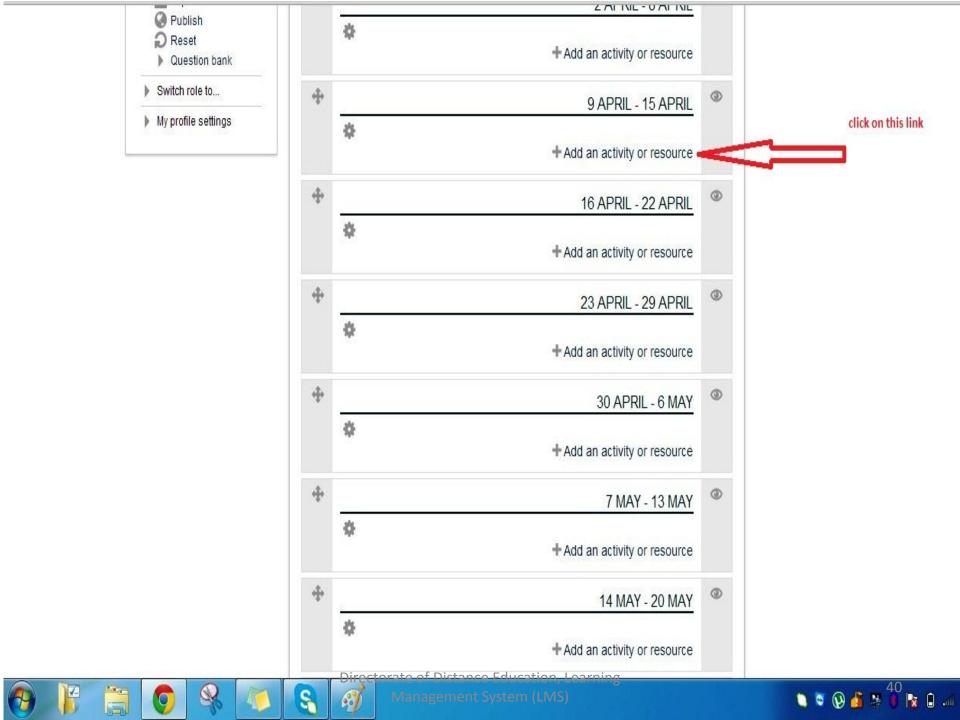


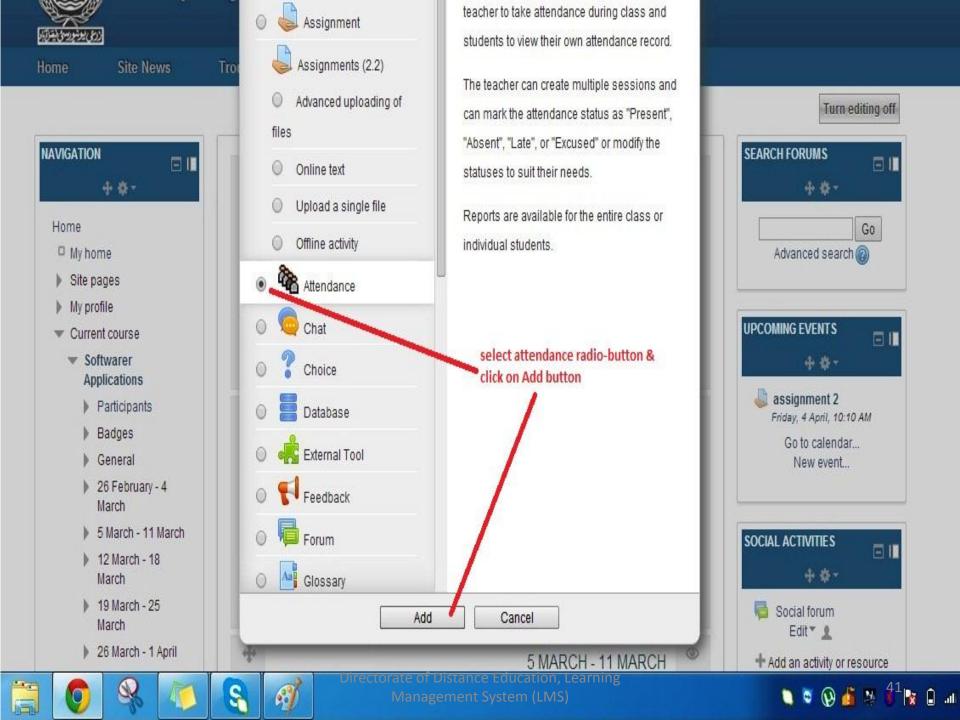


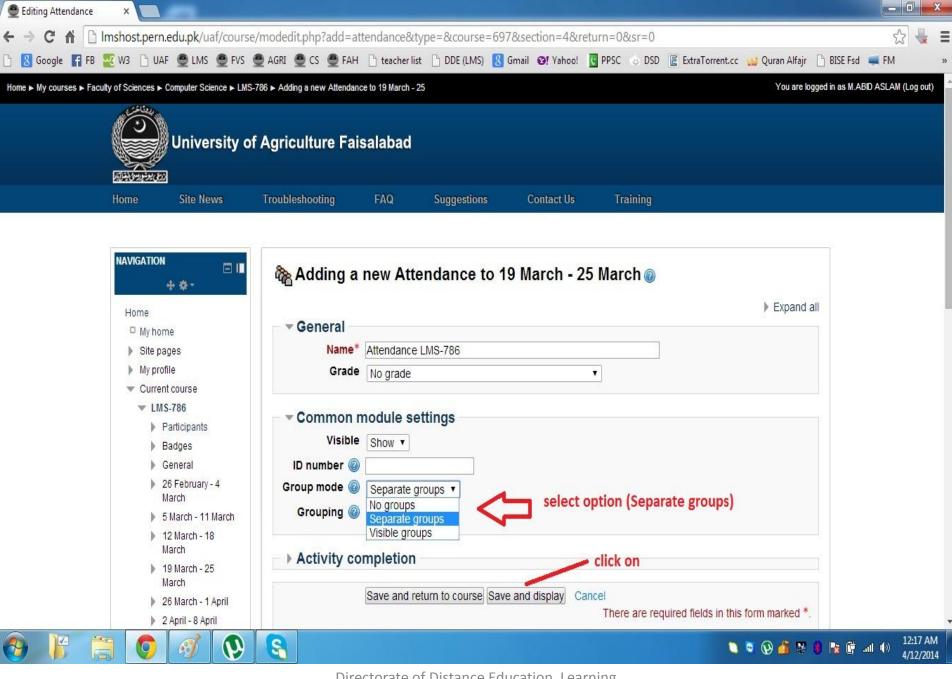






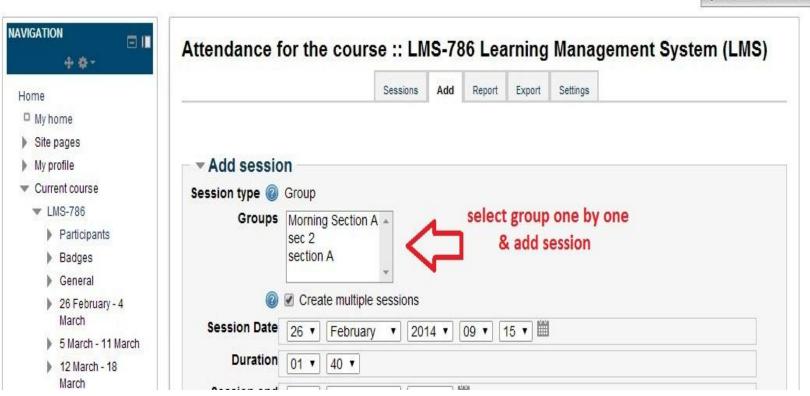


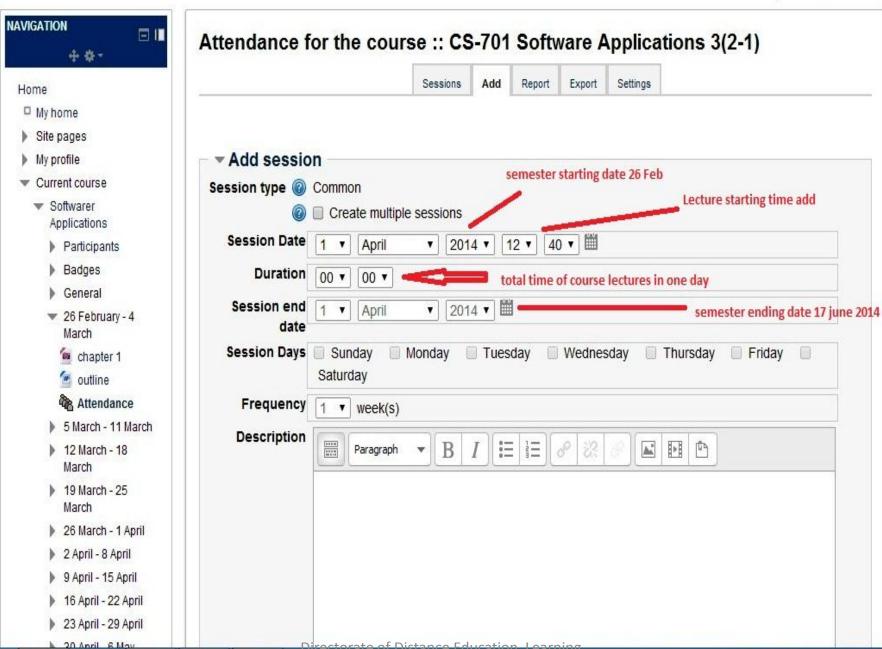






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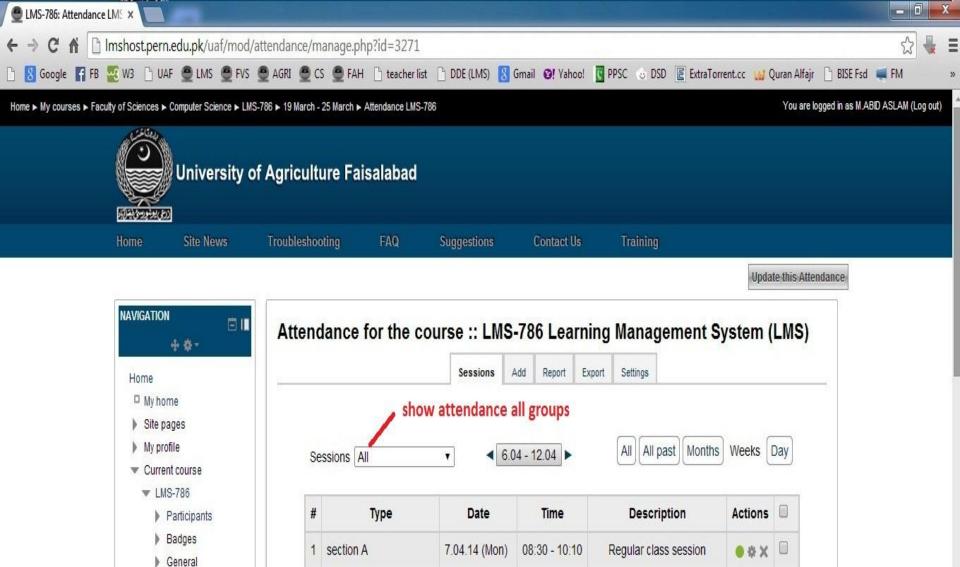












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Regular class session

Regular class session

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● # X

● # X

> 26 February - 4

12 March - 18

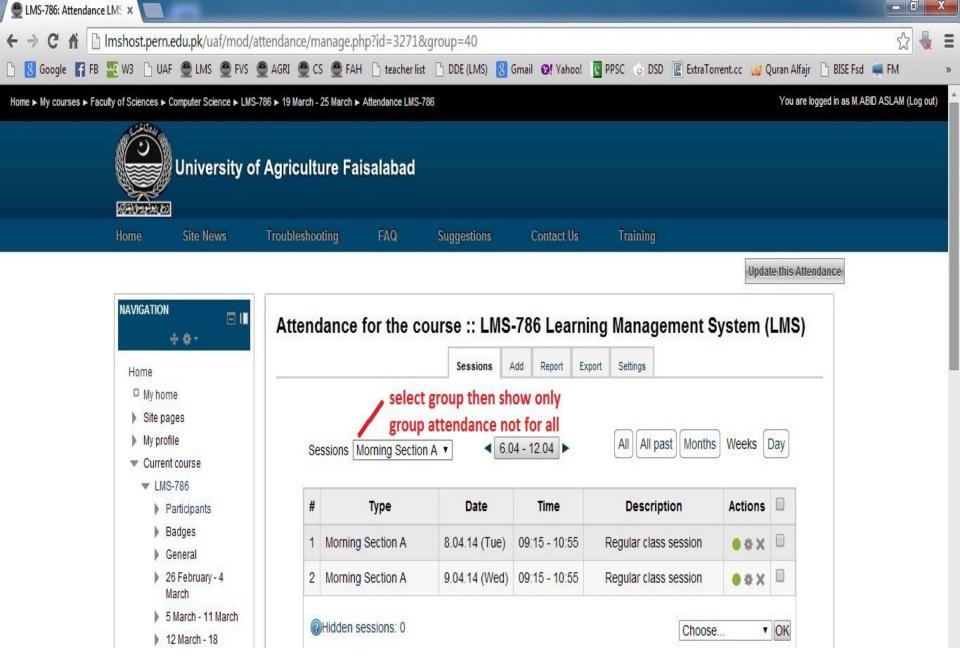
5 March - 11 March

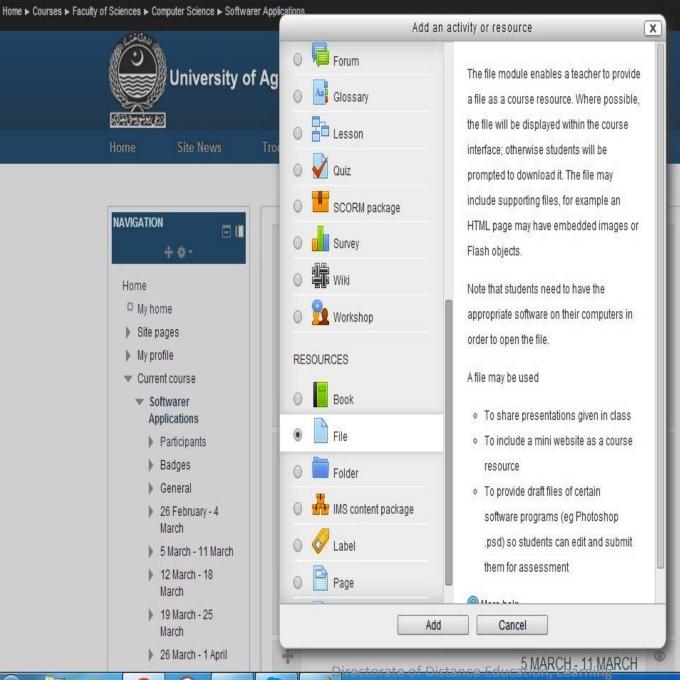
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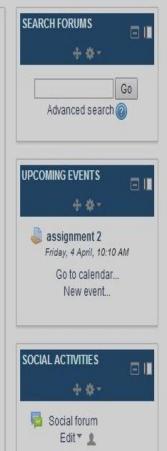
2 section A

3 Morning Section A

Morning Coction A







Turn editing off





















+ Add an activity or resource









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Commor	module settings	
	Save and return to course Save and display	Cancel

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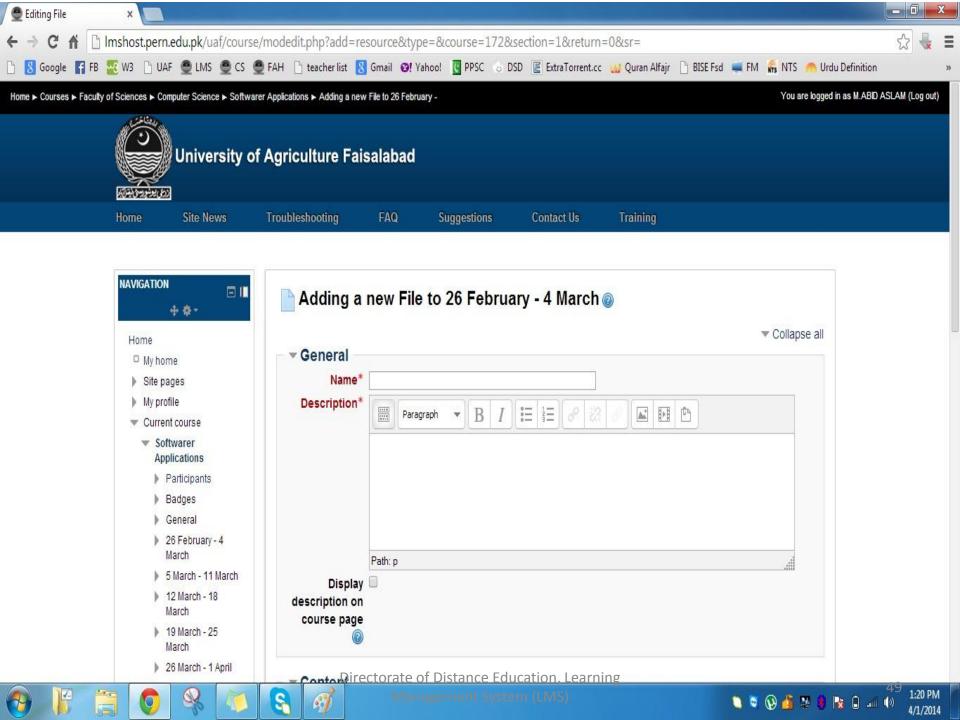


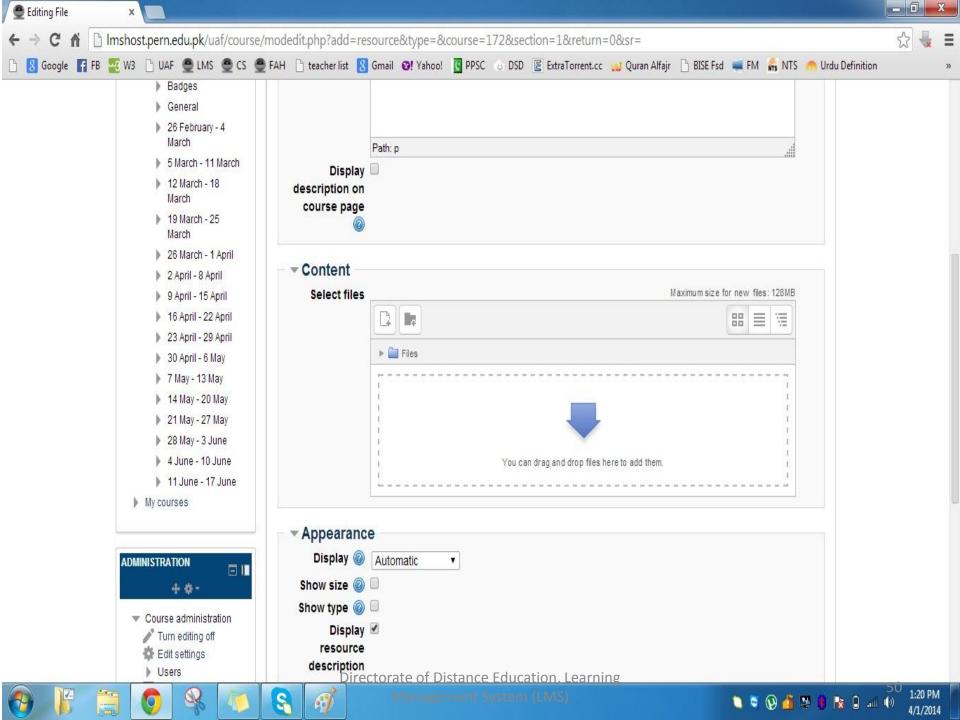


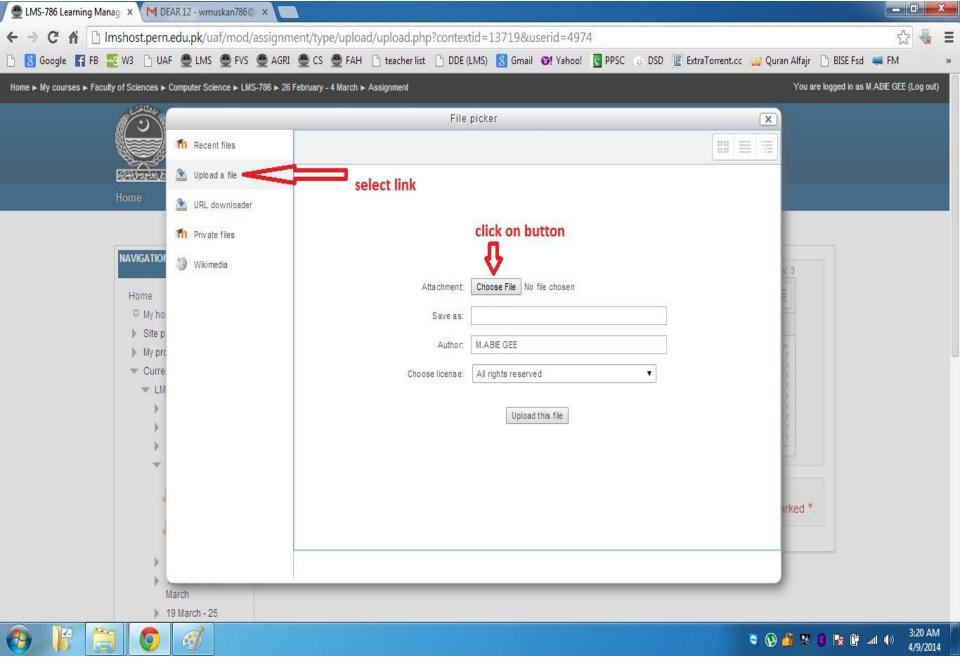


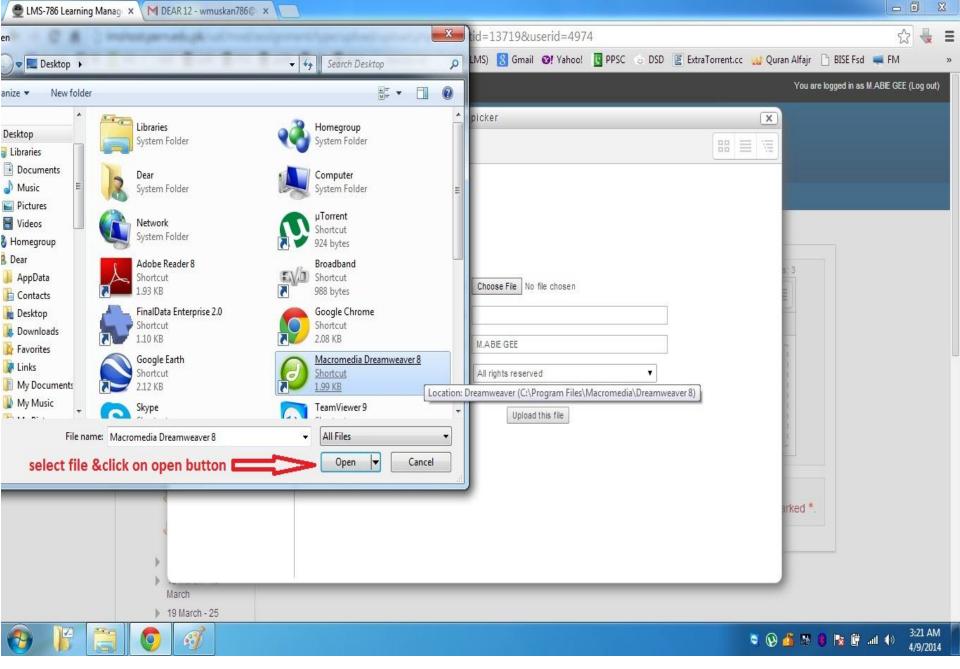


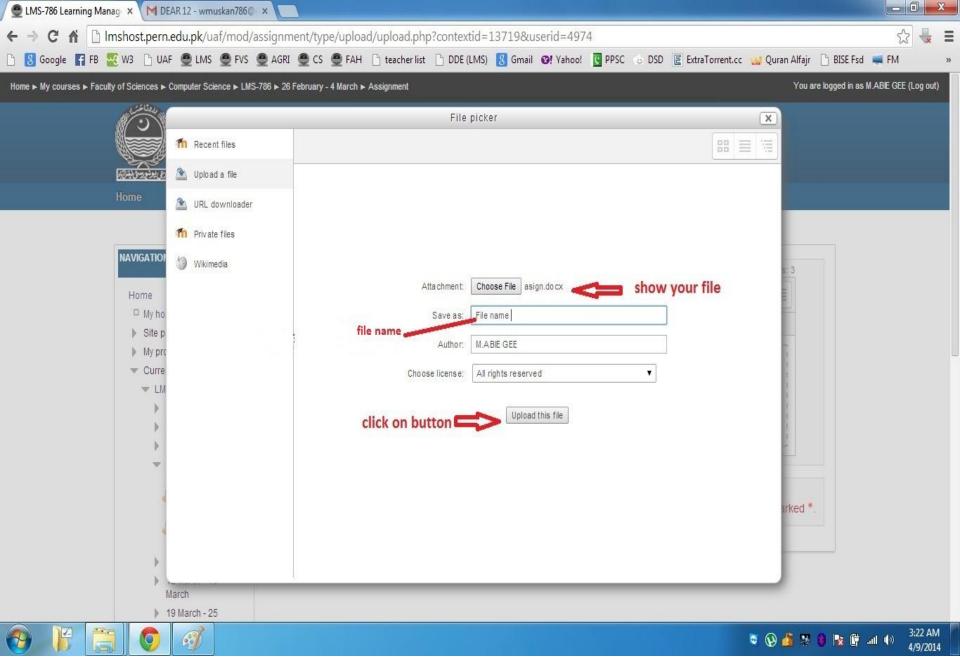












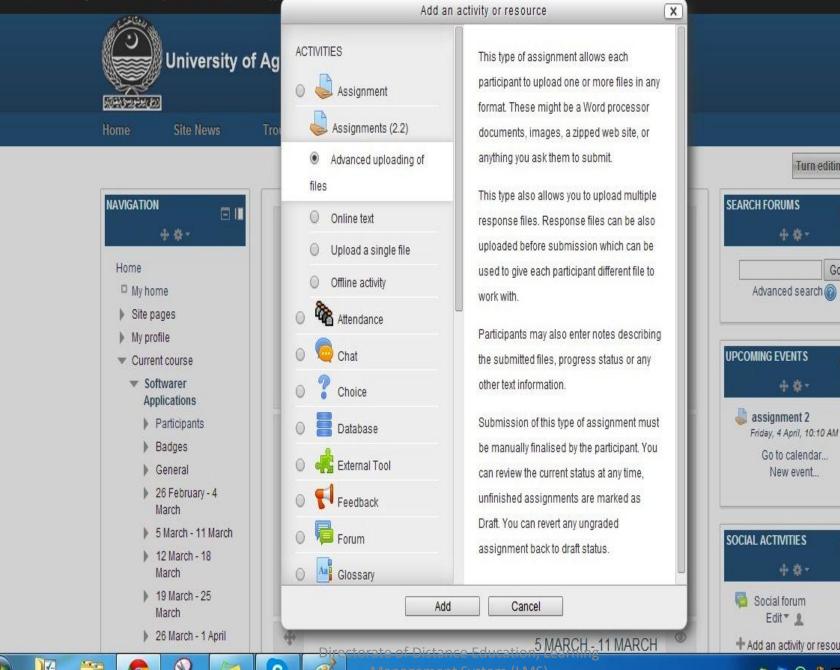
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New event...

Go













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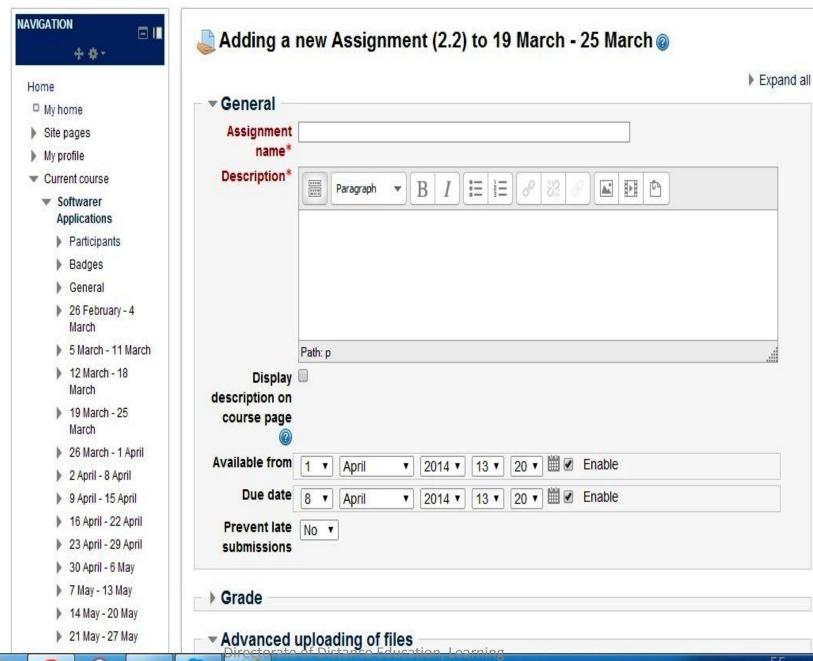
























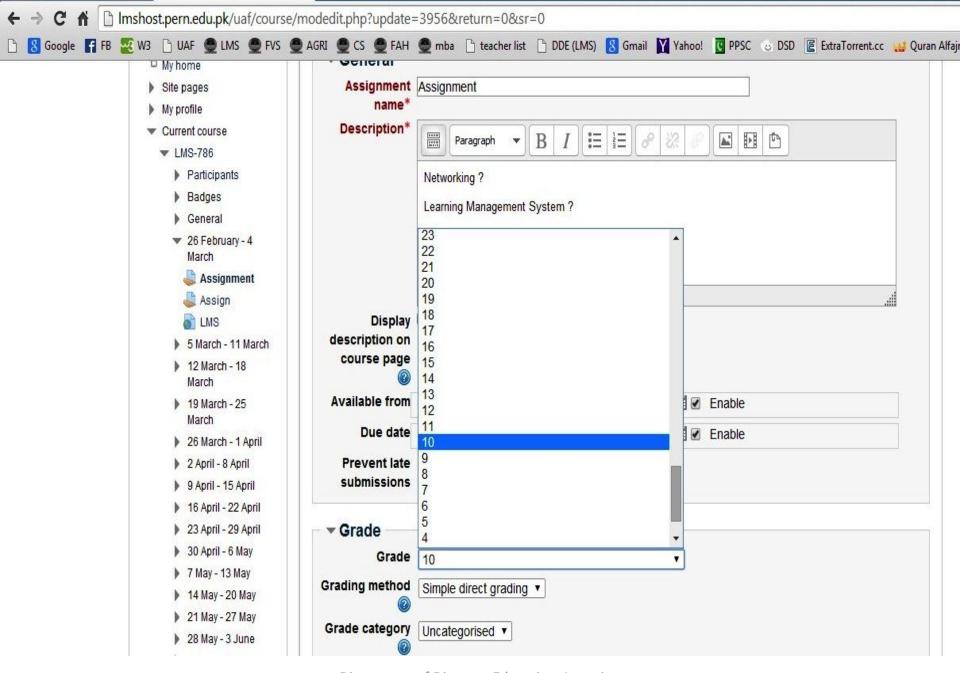


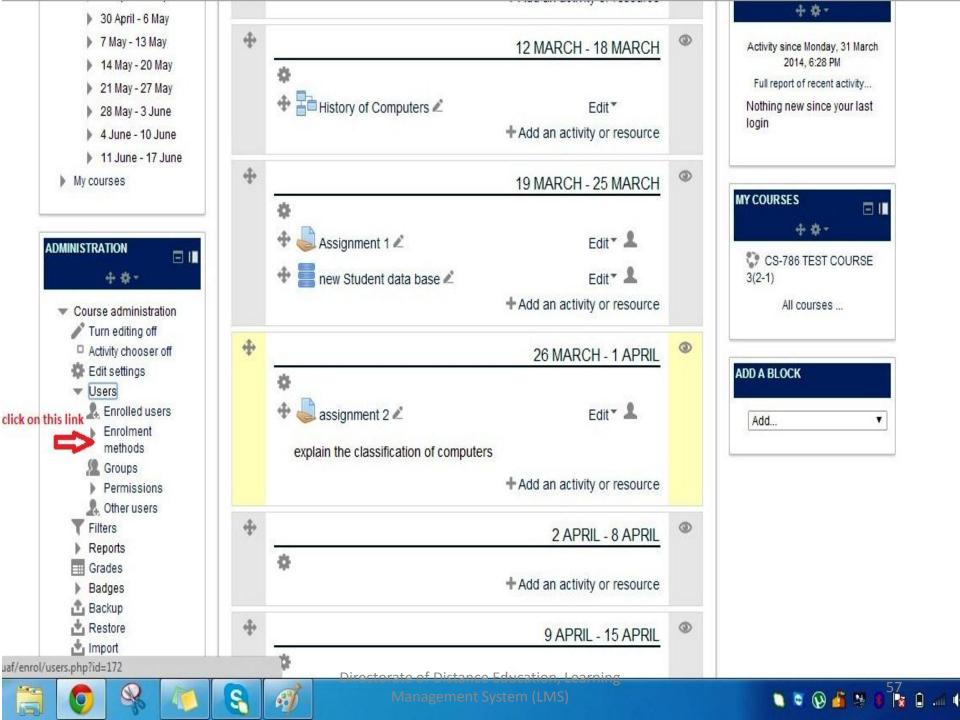


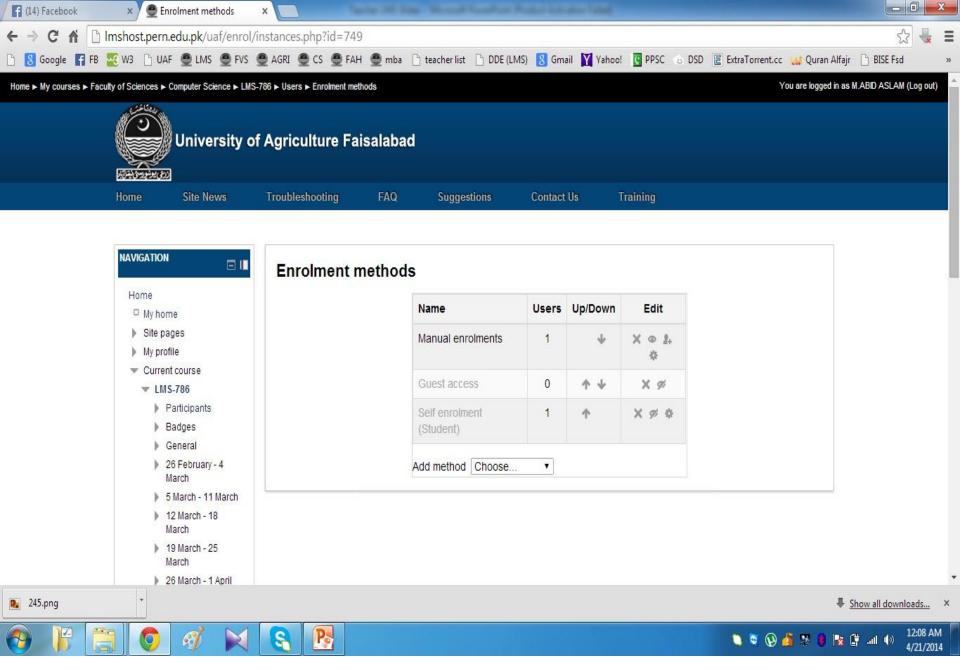














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Name	Users	Up/Down	Edit	
Manual enrolments	10	+	X = 1.	click on add symbo
Guest access	0	<b>↑ ↓</b>	X %	Disable sign
Self enrolment (Student)	0	<b>↑ ↓</b>	X @ Ø	click on this setting sig
cs-701	20	4	ХФФ	





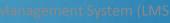




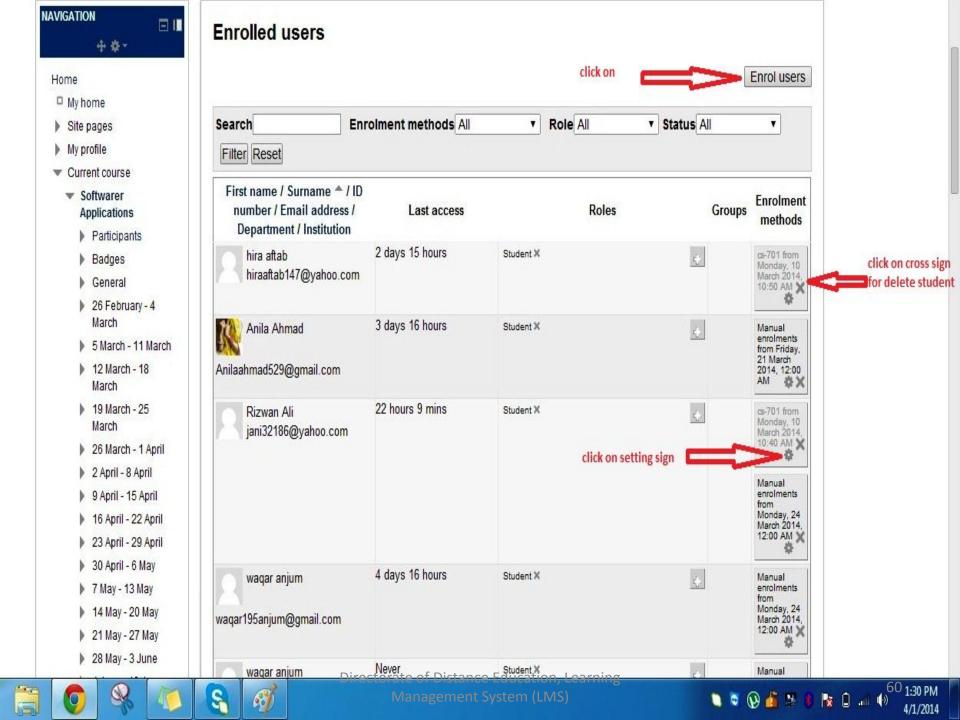


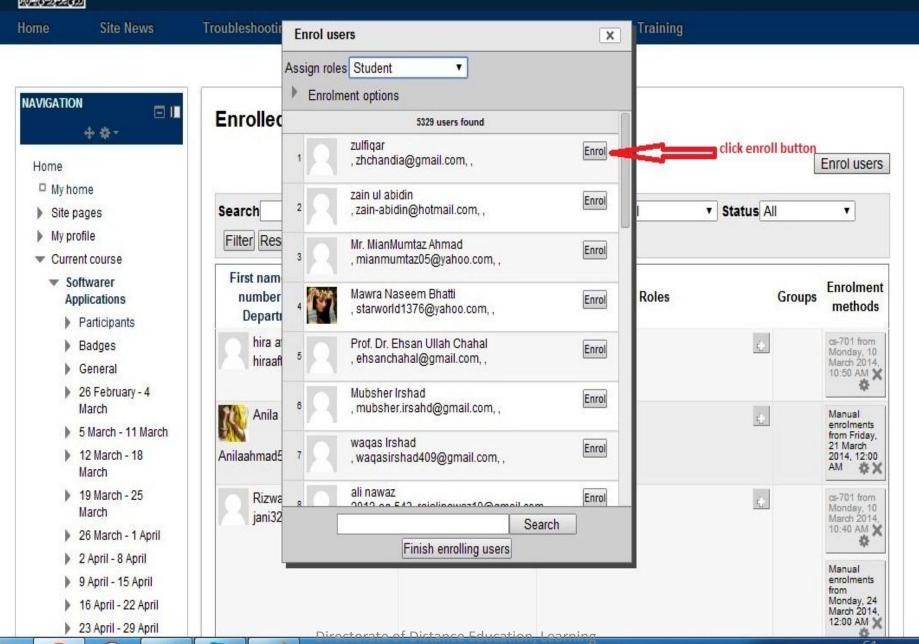














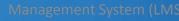






















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Name	Users	Up/Down	Edit	
Manual enrolments	10	+	X @ 2.	click on add symbo
Guest access	0	<b>↑ ↓</b>	X %	Disable sign
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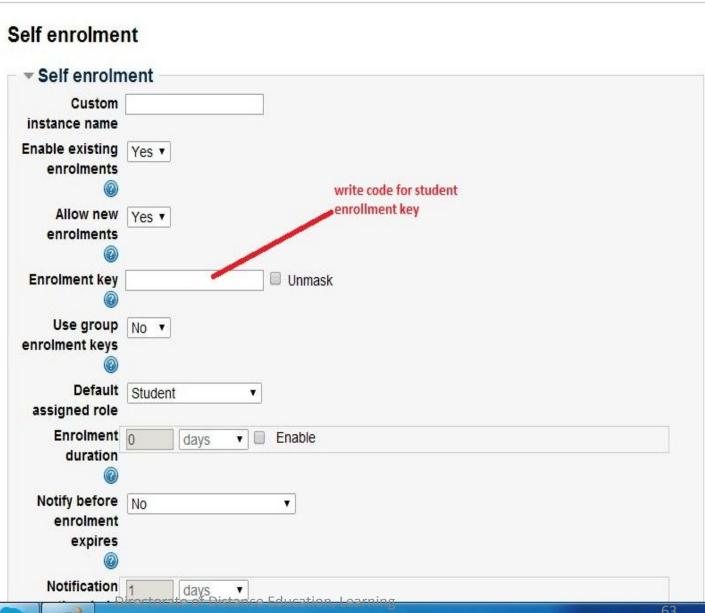






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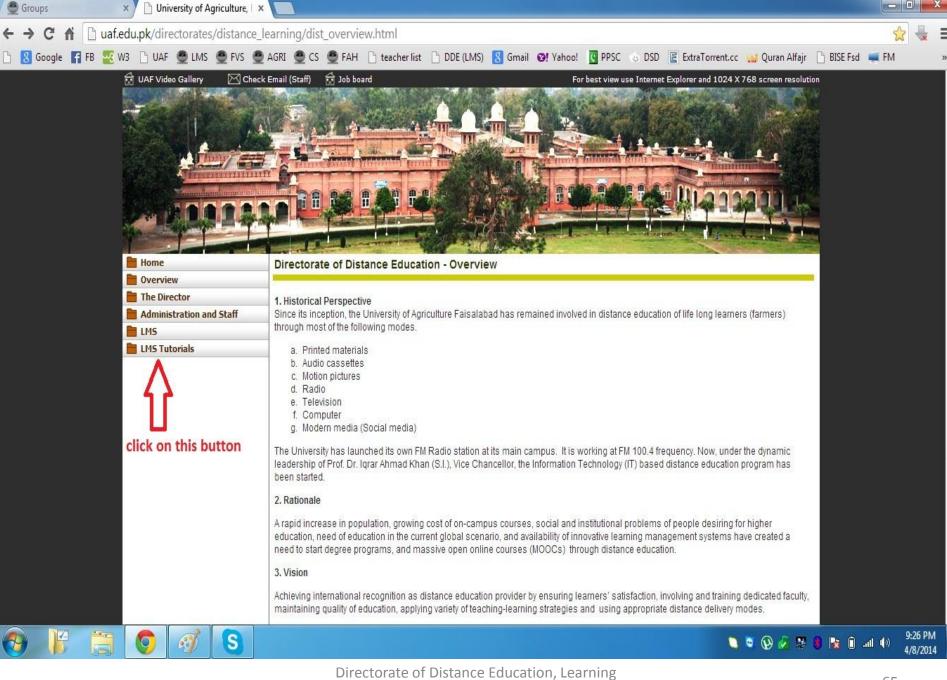


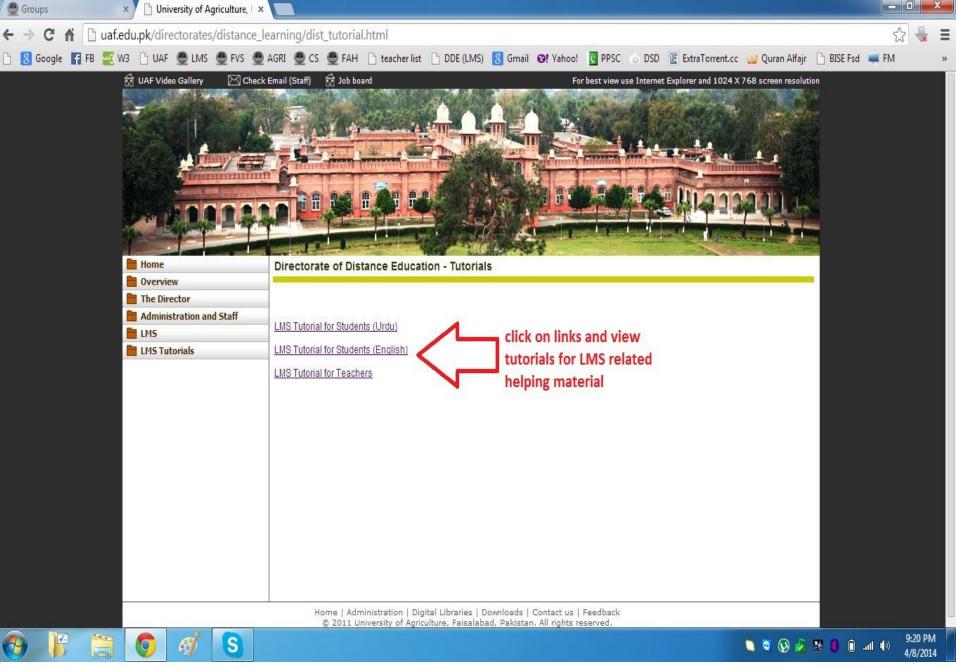












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