

Document

LMS Learner User Guide

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Year

2021

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1) Introduction

FIU LMS is developed on the world's most popular and most used learning management system. The FIU LMS has been developed considering the training needs of Financial Intelligence Unit staff. The platform is a user-friendly eLearning platform to serves the learning and training needs of all the organizations.

This user guide is designed to provide documentation for people who will use FIU-LMS on a day-to-day basis. This document is designed to be read by any user of FIU-LMS, as most users will have access to the features documented here.

1.1 Purpose

This document is the User Manual of the Financial Intelligence Unit – Learning Management System (FIU-LMS)

It is intended to provide all the necessary information to use this web application for the end users – who are the staffs of FIU. The manual assumes that the reader has a decent knowledge of using the computer.

This user manual is categorized in 3 sections:

- 1) User login
- 2) Dashboard
- 3) Course

2) User Account and Login

2.1. User Login

A user or learner can login successfully in the LMS portal only if:

- Admin has created an account for the user as learner.
- User must have received email & password after getting account created by Admin
- User must be logged as Admin role

Steps

- Open the website and look for the credentials.
- Enter Username, Password & Captcha as mentioned in the login screen.
- Hit the "Submit" button highlighted in blue color in below figure to login the portal as a learner role (as shown in Figure 2.1-1 below)



Figure 2.1-1

2.2. Forgot Password

A user learner can reset the password in the current password is forgotten by following these steps:

- Open the website.
- Click the “Forgot password” link as shown in figure 2.2-1 below
- In the next screen enter email id to receive the reset password link in email

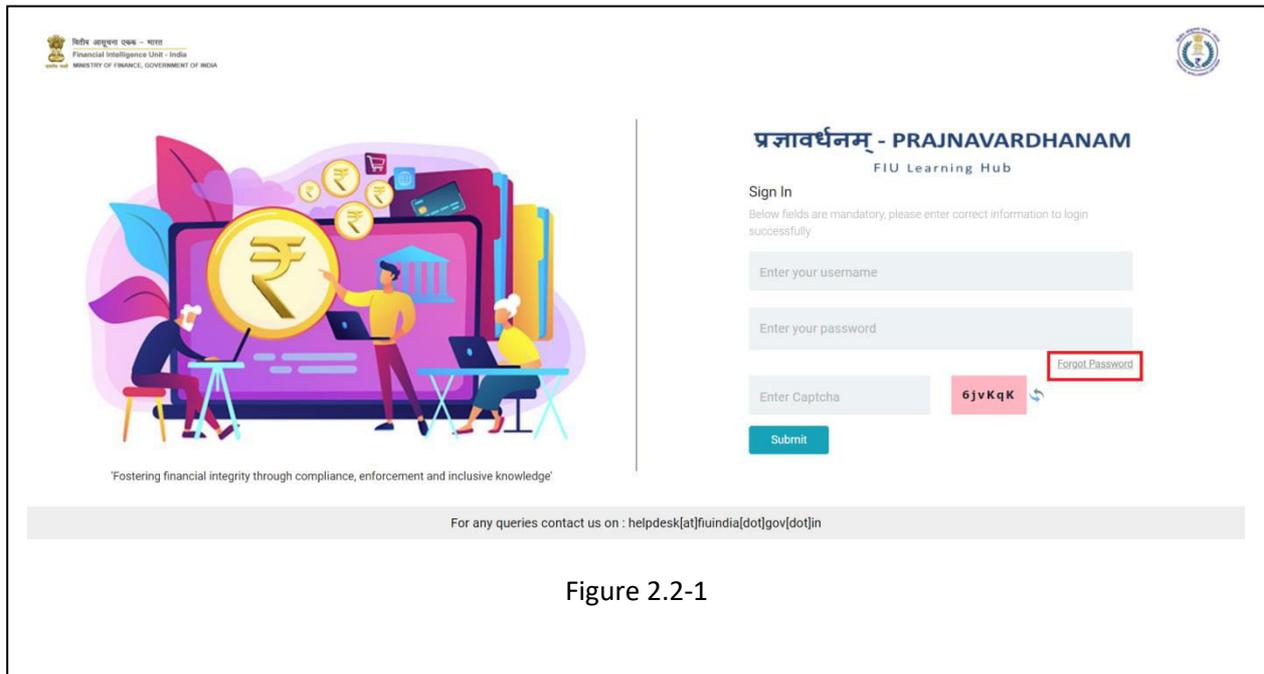


Figure 2.2-1

2.3. Profile View & Edit Profile

After login, a learner can view own profile by clicking the icon on the top right corner of the screen as shown in figure 2.3

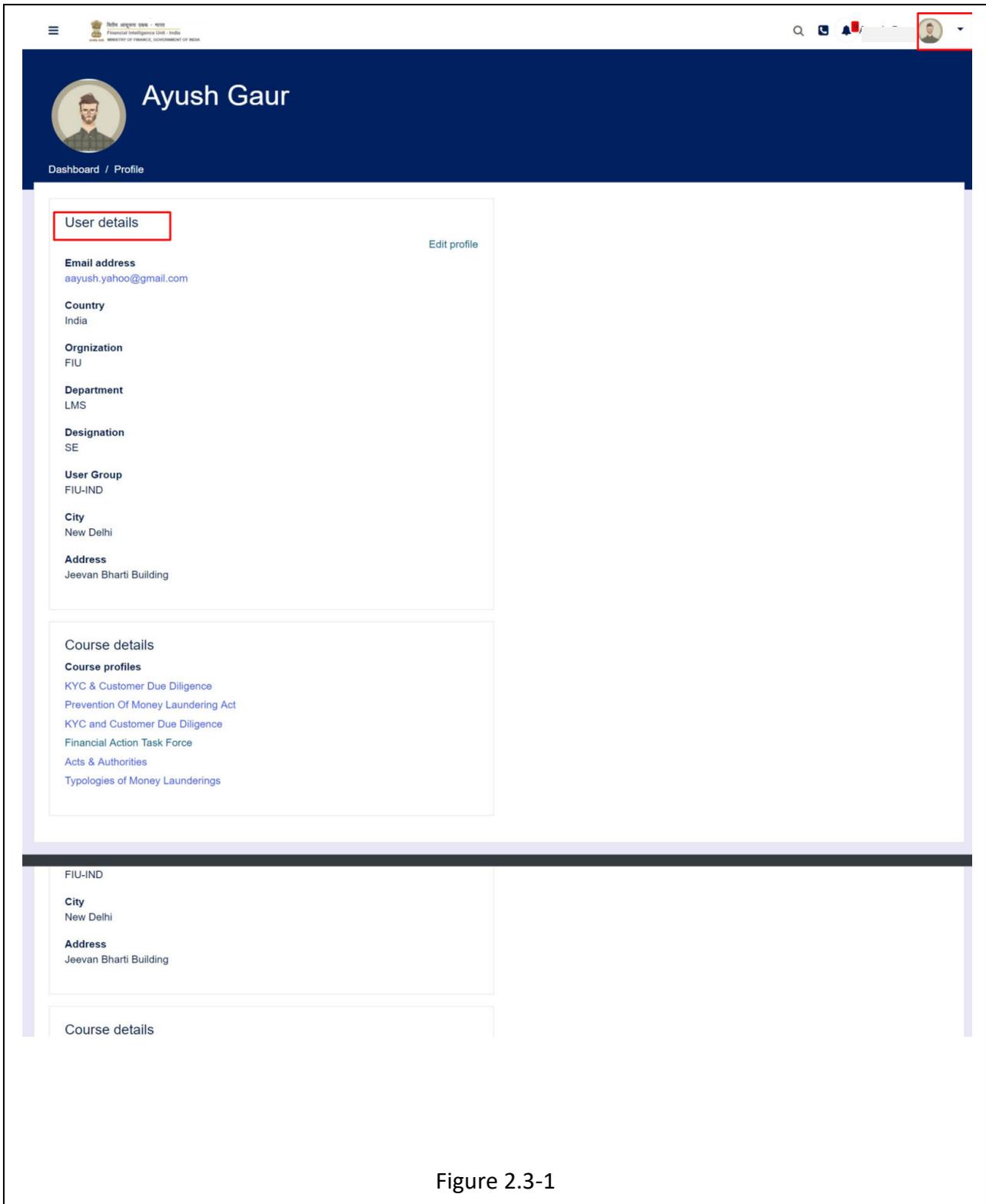


Figure 2.3-1

After login, a learner can view own profile by clicking the icon on the top right corner of the screen as shown in figure 2.3-2

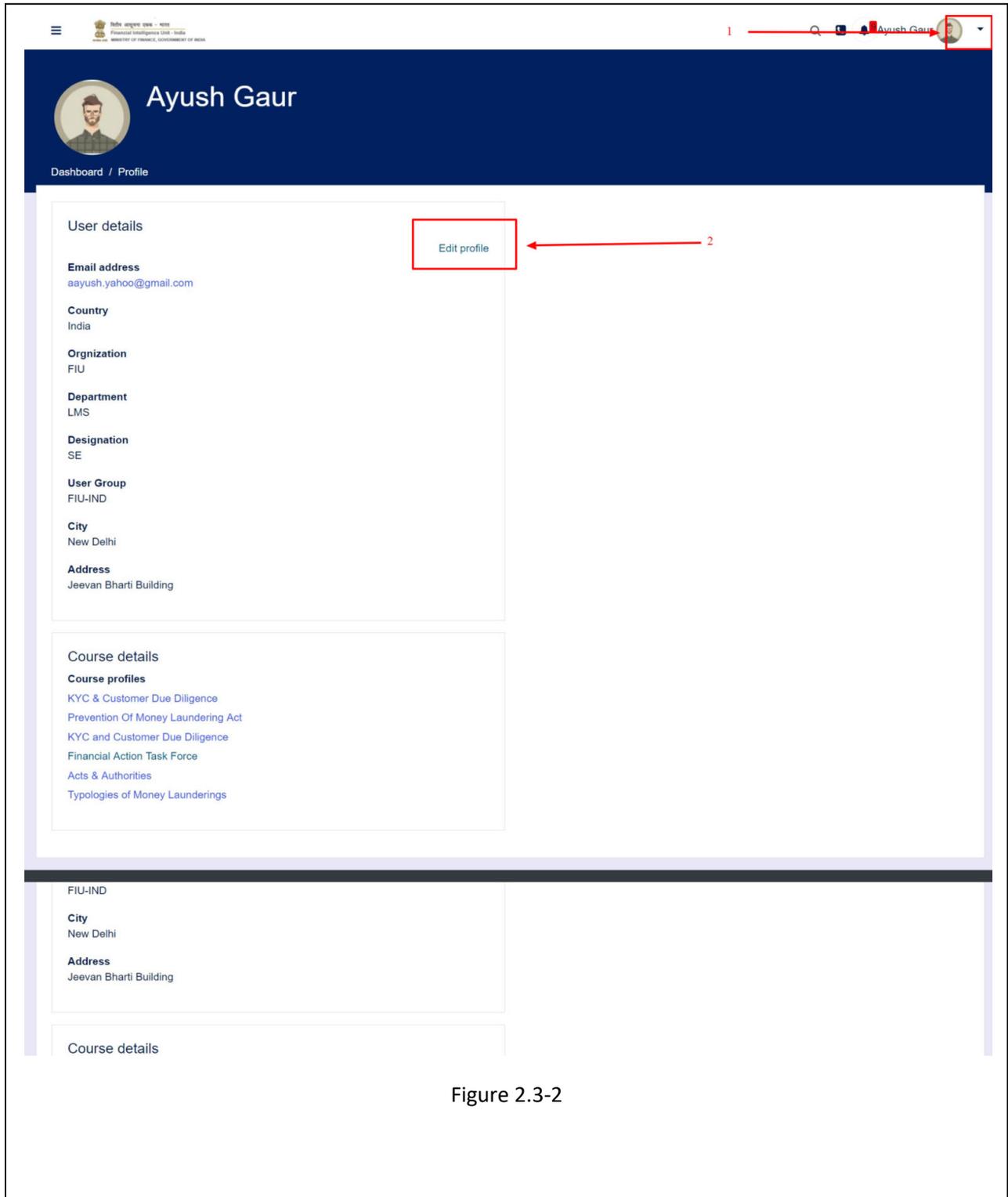


Figure 2.3-2

3) Dashboard View

After login, a learner is taken to the dashboard which has few sections

- Badges earned
- Course Overview – quick summary of enrolled courses
- My Learning Summary – the progress report of completed vs. In progress
- Recently Accessed Courses
- Calendar
- Timeline
- Leader board

3.1. Left navigation panel - opened

The image shown below in figure 3.1-1 show the dashboard will look like when left navigation panel is opened. As shown in figure 3.1-1, click on the hamburger menu (☰). Clicking this will toggle (hide) the navigation panel.

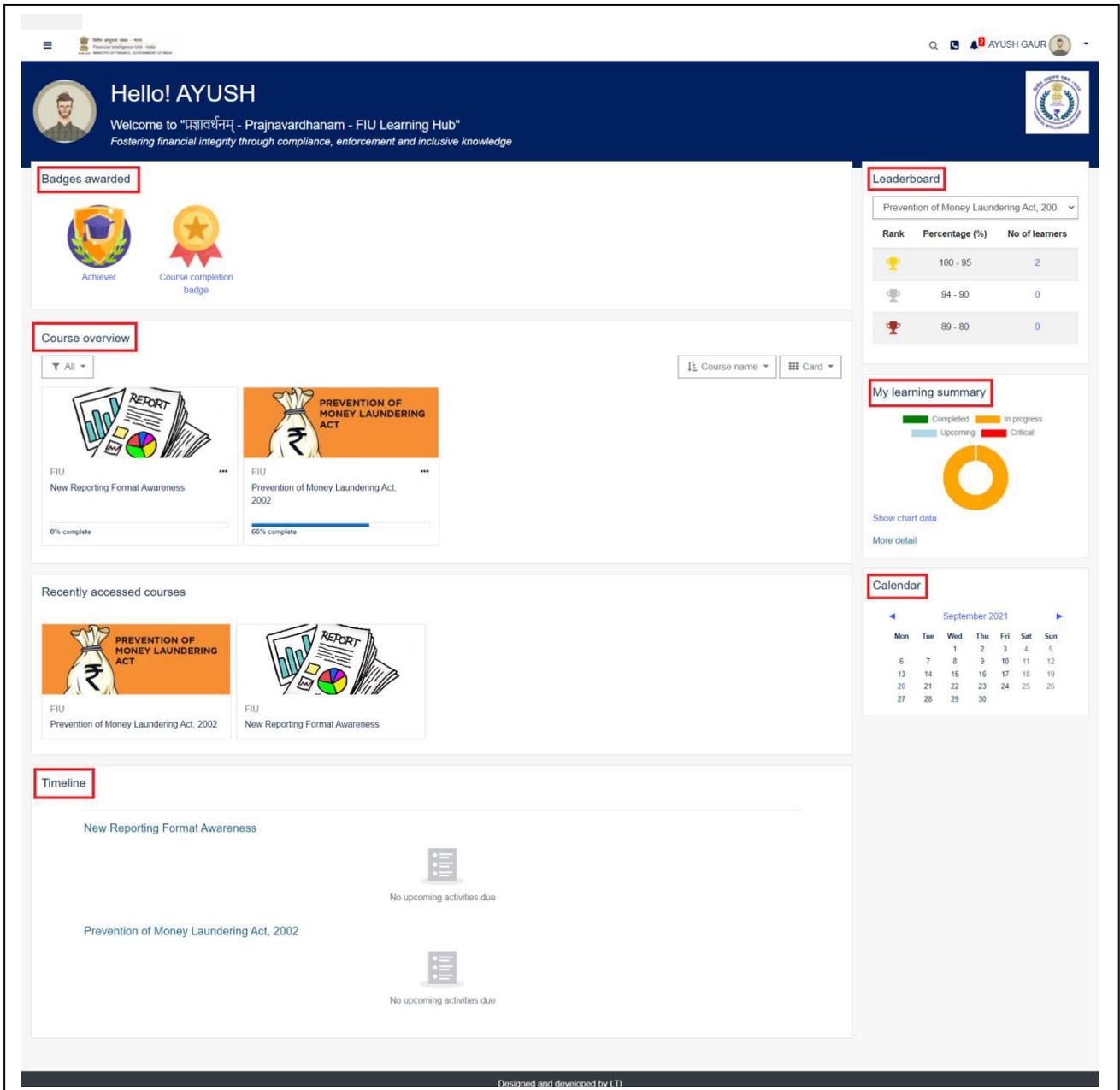
The screenshot shows the LMS dashboard for user AYUSH GAUR. The left navigation panel is open, displaying a list of menu items: Dashboard, Library, Calendar, Ongoing courses, Prevention of Money Laundering, New Reporting Format Awareness, and Training history. The main dashboard area features a welcome message, a 'Badges awarded' section with two badges (Achiever and Course completion badge), a 'Course overview' section with two course cards, a 'Leaderboard' table, and a 'My learning summary' section with a donut chart.

Rank	Percentage (%)	No of learners
1	100 - 95	2
2	94 - 90	0
3	89 - 80	0

Figure 3.1-1

3.2. Left navigation panel – closed/hidden

The image shown below in figure 3.1-1 show the dashboard will look like when left navigation panel is hidden by clicking the hamburger menu (☰). Clicking this will toggle (show) the navigation panel.



4) Course View

4.1. Course Progress

The Course Progress can be viewed in the Dashboard itself in each enrolled course below the Course Title as shown in figure 4.1-1

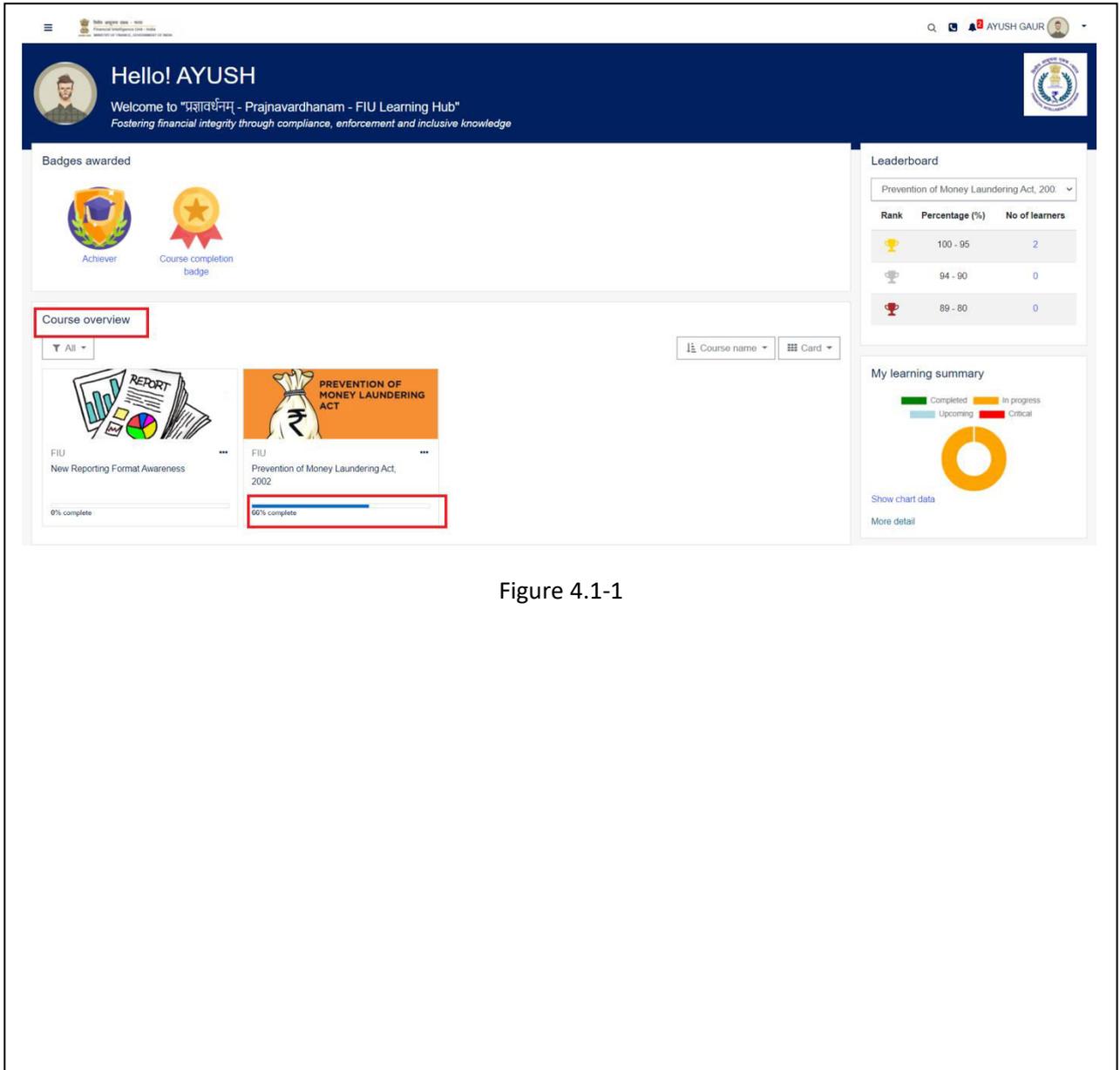


Figure 4.1-1

4.2. Filter Courses

From the Course Overview section, to filter ("In Progress", "Future", "Past", "Starred") click the highlighted dropdown button as shown in figure 4.2-1

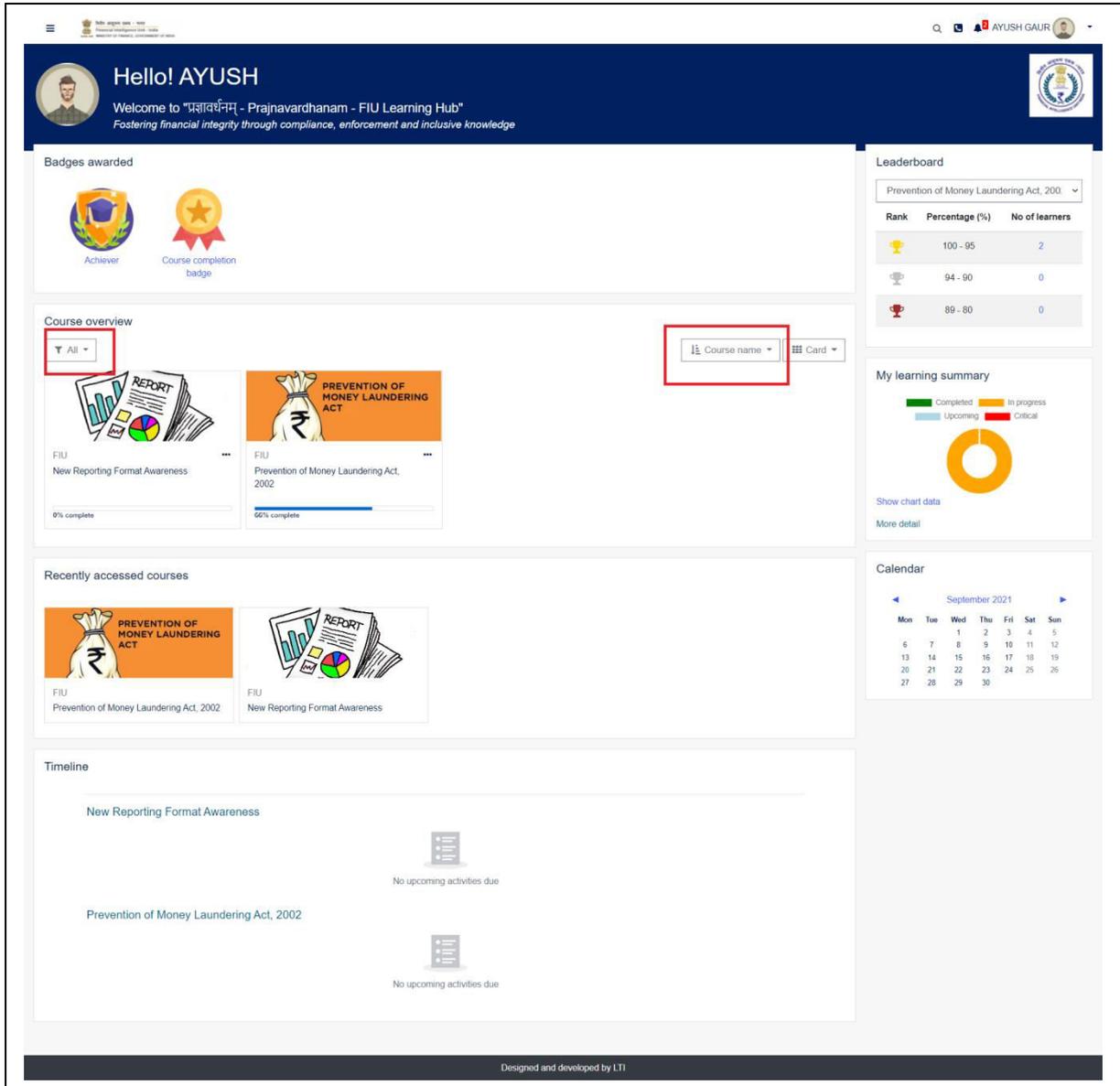
The screenshot displays the LMS Learner User Guide interface. At the top, there is a navigation bar with the user's name 'AYUSH GAUR' and a search icon. Below this is a header section with a profile picture and the text 'Hello! AYUSH' and 'Welcome to "प्रज्ञावर्धनम् - Prajnavardhanam - FIU Learning Hub"'. The main content area is divided into several sections:

- Badges awarded:** Shows two badges: 'Achiever' and 'Course completion badge'.
- Course overview:** This section contains a dropdown menu labeled 'All' (highlighted with a red box), a search bar for 'Course name', and a 'Card' view selector. Below these are two course cards: 'New Reporting Format Awareness' (0% complete) and 'Prevention of Money Laundering Act, 2002' (65% complete).
- Recently accessed courses:** Shows two course cards: 'Prevention of Money Laundering Act, 2002' and 'New Reporting Format Awareness'.
- Timeline:** Shows two course entries: 'New Reporting Format Awareness' and 'Prevention of Money Laundering Act, 2002', both with 'No upcoming activities due'.
- Leaderboard:** Shows a table for 'Prevention of Money Laundering Act, 2002' with columns for Rank, Percentage (%), and No of learners.
- My learning summary:** Shows a donut chart with a legend for 'Completed', 'In progress', 'Upcoming', and 'Critical'.
- Calendar:** Shows a calendar for September 2021.

At the bottom of the page, it says 'Designed and developed by LTI'.

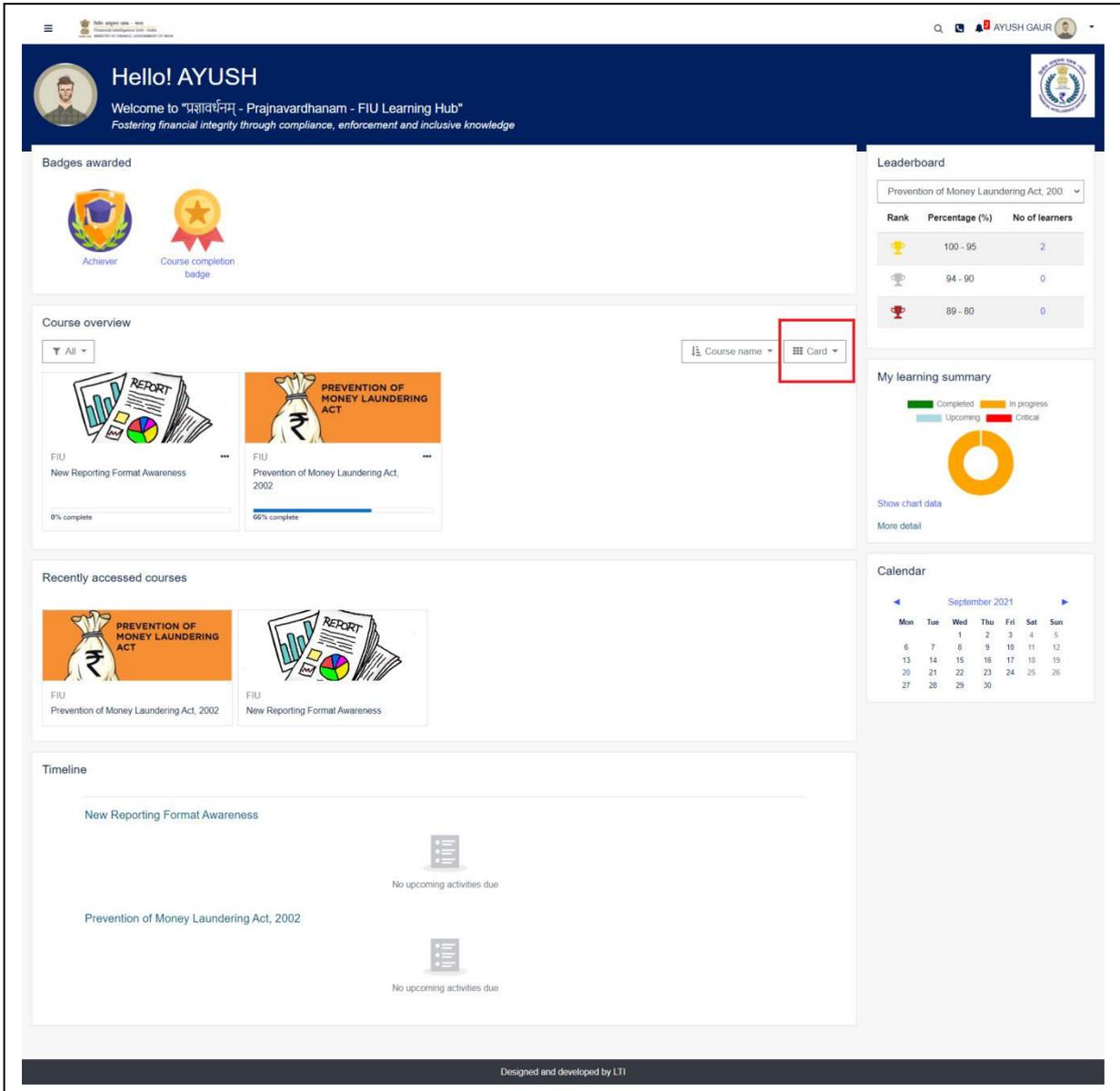
4.3. Sorting Courses

From the Course Overview section, to sort courses by Ascending/Descending or “by course name” or by “Last Accessed” click the highlighted dropdown button as shown in figure 4.3-1



4.4. Changing Course Layout (Card/Summary)

From the Course Overview section, click on the highlighted button as shown in figure 4.4-1 below to change the course overview layout from card to summary view.



The list view of the courses in the course overview section is shown as per shown in image below figure 4.4-2. The card view can be loaded by clicking the “Summary” dropdown.

The screenshot displays the LMS Learner User Guide interface. The top navigation bar includes the user's name 'AYUSH GAUR' and a search icon. The main header area shows a greeting 'Hello! AYUSH' and the course title 'Prasavardhanam - FIU Learning Hub'. The 'Badges awarded' section shows two badges: 'Achiever' and 'Course completion badge'. The 'Course overview' section is highlighted with a red box and contains a list of courses with progress bars. The 'Summary' dropdown is highlighted with a red box. The 'Recently accessed courses' section shows two courses: 'Prevention of Money Laundering Act, 2002' and 'New Reporting Format Awareness'. The 'Timeline' section shows two courses with 'No upcoming activities due'. The 'Leaderboard' section shows a table of course completion statistics. The 'My learning summary' section shows a donut chart with a legend for 'Completed', 'In progress', 'Upcoming', and 'Critical'. The 'Calendar' section shows a calendar for September 2021.

Course overview

Course Name	Progress
FIU New Reporting Format Awareness	0% complete
FIU Prevention of Money Laundering Act, 2002	66% complete

Summary

Recently accessed courses

Course Name	Thumbnail
FIU Prevention of Money Laundering Act, 2002	
FIU New Reporting Format Awareness	

Timeline

Course Name	Activities
New Reporting Format Awareness	No upcoming activities due
Prevention of Money Laundering Act, 2002	No upcoming activities due

Leaderboard

Rank	Percentage (%)	No of learners
1st	100 - 95	2
2nd	94 - 90	0
3rd	89 - 80	0

My learning summary

Category	Count
Completed	1
In progress	1
Upcoming	0
Critical	0

Calendar

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Figure 4.4-2

4.5. Course Detail Page

- From the Course Overview section, the course detail page can be loaded by clicking on the title as shown in figure below 4.5-1

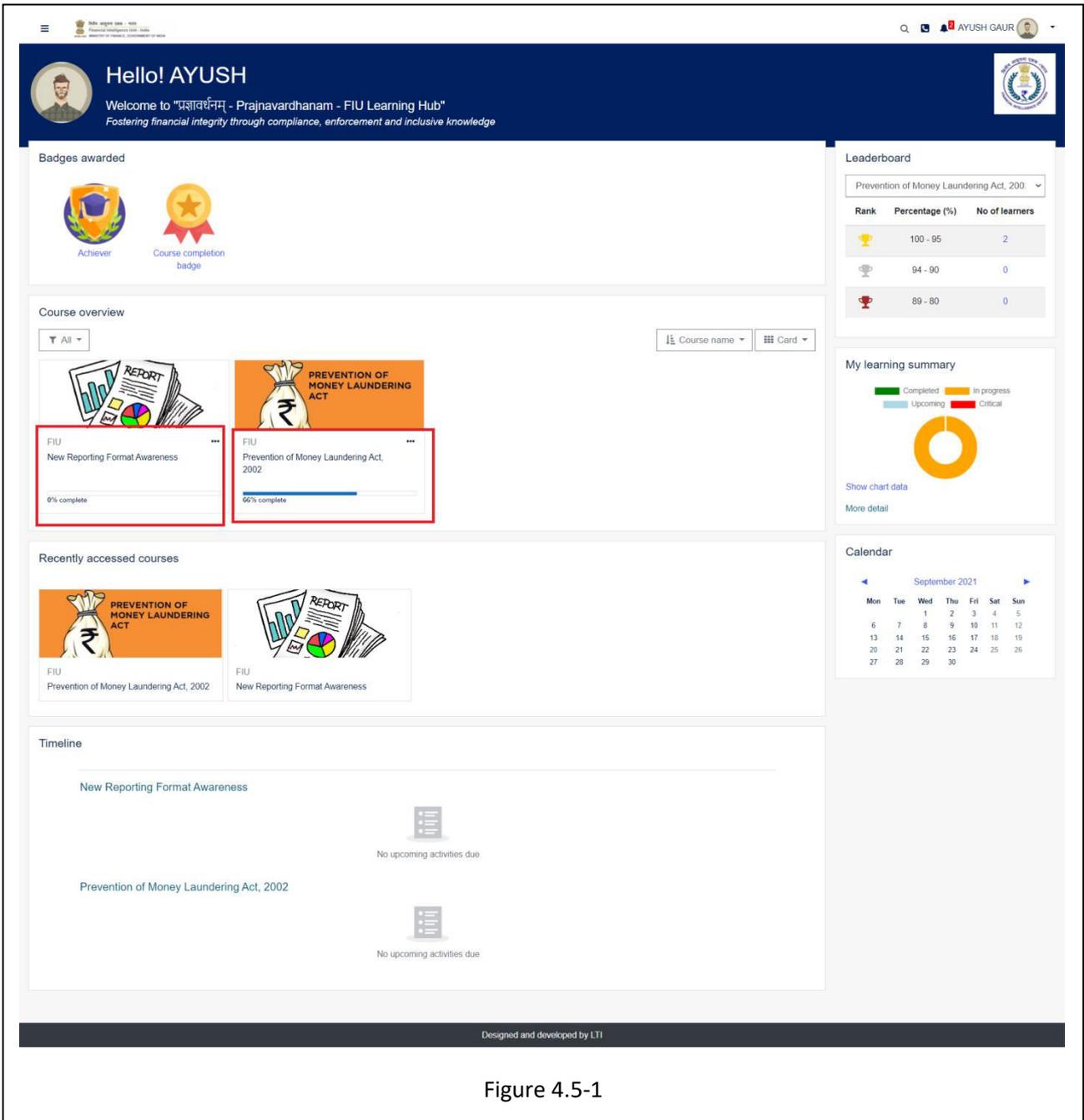


Figure 4.5-1

- Clicking the title, the Course Detail page is loaded where more details about the course can be viewed as shown in figure 4.5-2 below. The course detail page will show the list of different modules in the course page which must be completed to get the final certificate.

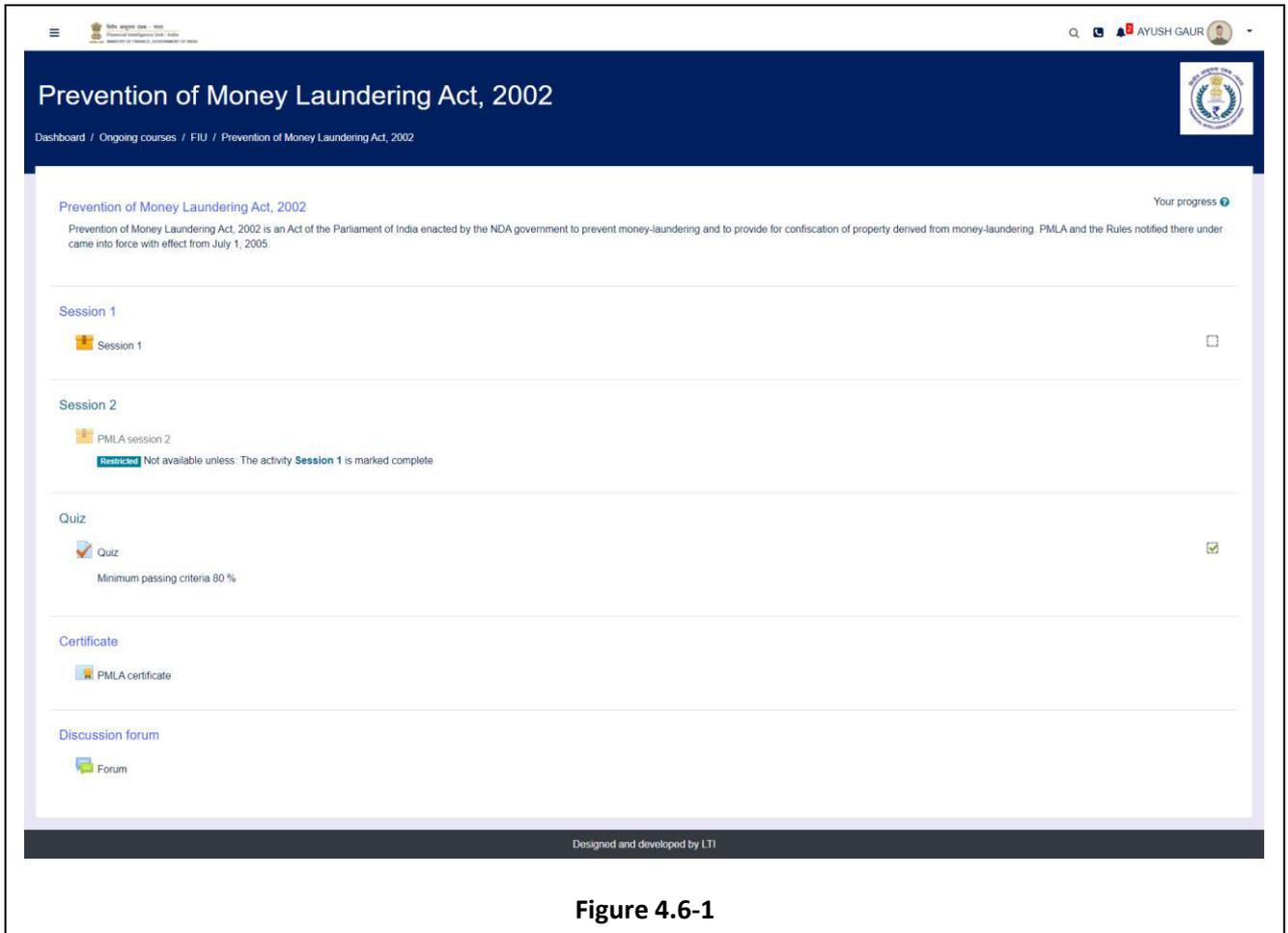
The screenshot displays the LMS interface for the course 'Prevention of Money Laundering Act, 2002'. The page features a dark blue header with the course title and a breadcrumb trail: 'Dashboard / Ongoing courses / FIU / Prevention of Money Laundering Act, 2002'. Below the header, the course title is repeated, followed by a brief description: 'Prevention of Money Laundering Act, 2002 is an Act of the Parliament of India enacted by the NDA government to prevent money-laundering and to provide for confiscation of property derived from money-laundering. PMLA and the Rules notified there came into force with effect from July 1, 2005.' The course content is organized into several sections: 'Session 1' with a 'Session 1' activity; 'Session 2' with a 'PMLA session 2' activity that is 'Restricted' and 'Not available unless The activity Session 1 is marked complete'; 'Quiz' with a 'Quiz' activity and a 'Minimum passing criteria 80 %' note; 'Certificate' with a 'PMLA certificate' activity; and 'Discussion Forum' with a 'Forum' activity. The footer of the page states 'Designed and developed by LTI'.

Figure 4.5.2

4.6. Course Modules (Activities)

In the course detail page, the different modules added in that course as shown in figure 4.6-1. To go to these modules, click on the box (as shown in figure 4.6-1 below). For example, there are 5 activities assigned in this course as shown in figure below.

- Session1: Session1
- Session 2: PMLA
- Module 3: Quiz
- Certificate
- Discussion Forum



The screenshot displays the course page for "Prevention of Money Laundering Act, 2002". The page header includes the course title and a "Your progress" indicator. The main content area lists five activities:

- Session 1**: A yellow box labeled "Session 1" with a right-pointing arrow.
- Session 2**: A yellow box labeled "PMLA session 2" with a right-pointing arrow. Below it, a red "Restricted" banner states: "Not available unless. The activity Session 1 is marked complete".
- Quiz**: A yellow box labeled "Quiz" with a right-pointing arrow. Below it, the text "Minimum passing criteria 80 %" is displayed.
- Certificate**: A yellow box labeled "PMLA certificate" with a right-pointing arrow.
- Discussion forum**: A yellow box labeled "Forum" with a right-pointing arrow.

The footer of the page reads "Designed and developed by LTI".

Figure 4.6-1

4.6.1 Course Enrolment

If a learner is not enrolled to a course module then the course enrollment request can be sent to FIU Admin as shown in figure 4.6.1-1 below. Learner can enter the message and hit the “Enroll me” button to send the request.

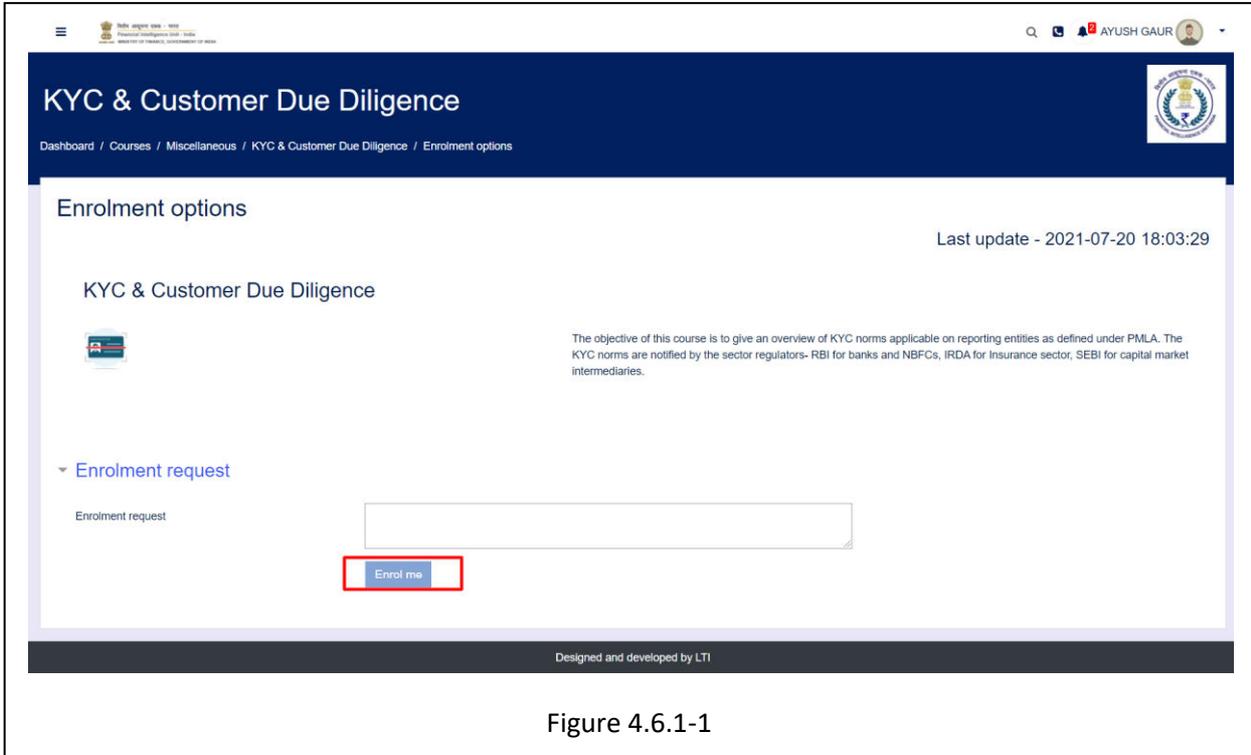


Figure 4.6.1-1

After placing request, the successful requested page displayed as shown in figure 4.6.1-2

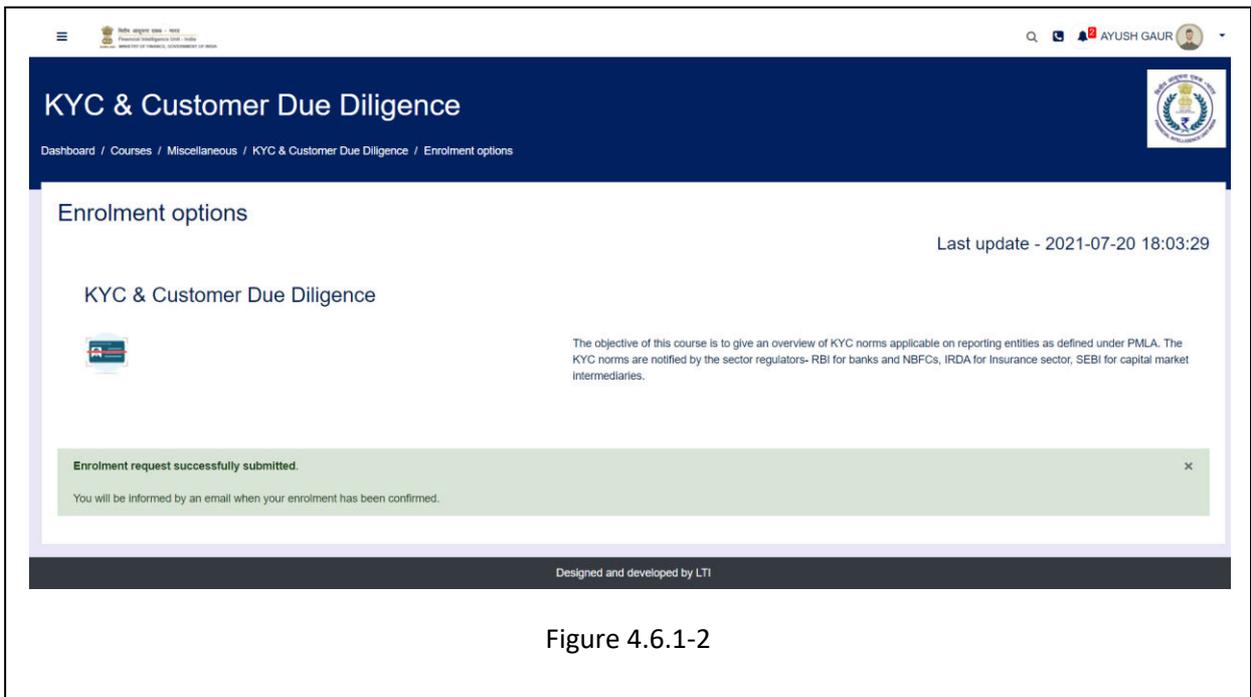


Figure 4.6.1-2

4.6.2 Course Activity: Module 1

The module detail page is loaded as shown in figure 4.6.2-1 below. As per this figure below, the module 1 is clicked from the previous screen mentioned in figure 4.6-1 above.

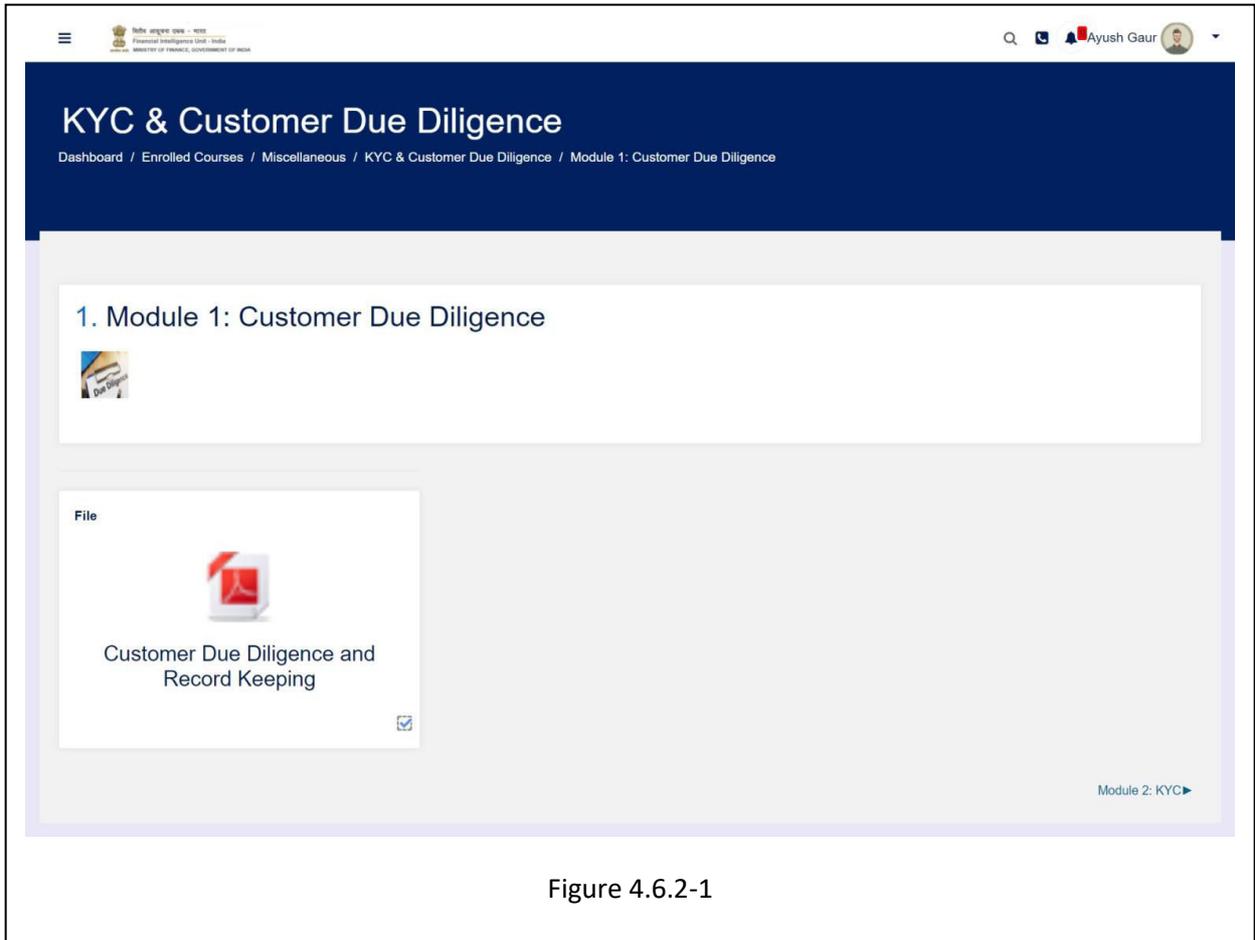


Figure 4.6.2-1

4.6.3 Course Activity: Module 2

The module detail page is loaded as shown in figure 4.6.3-1 below. As per this figure below, the module 2 is clicked from the previous screen mentioned in figure 4.6.2-1 above.

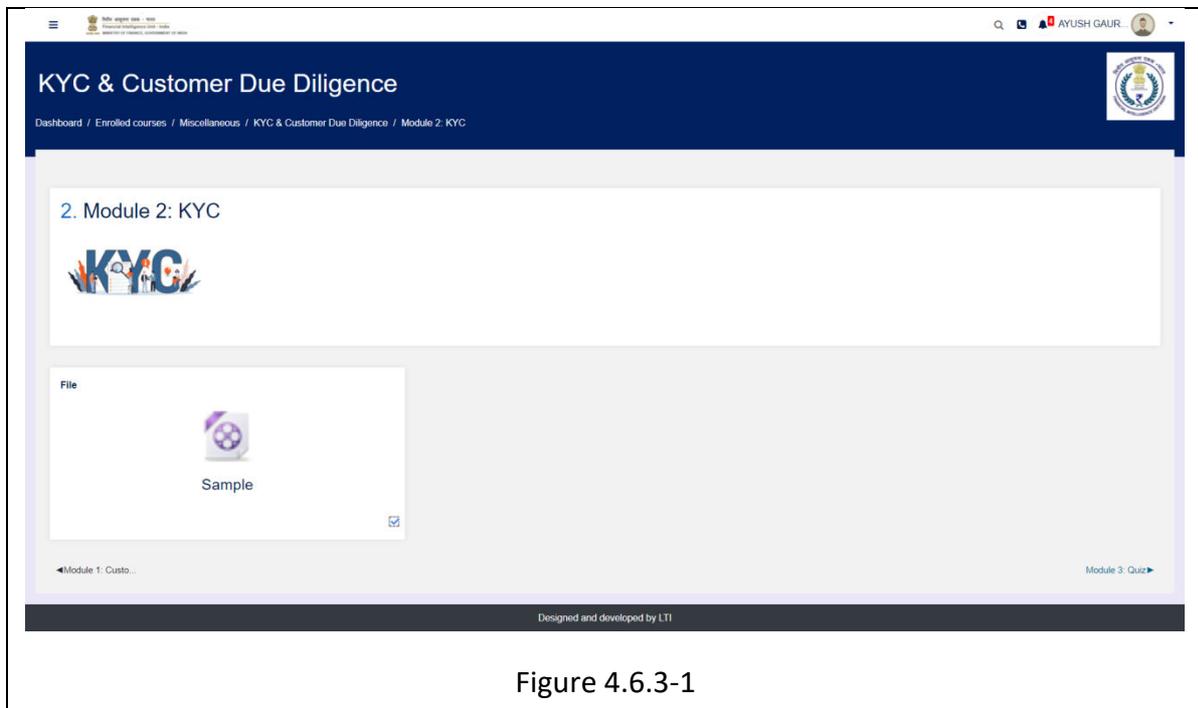


Figure 4.6.3-1

4.6.4 Course Activity: Quiz & Assessments

To access the Quiz module of a course, click on the Module 3: Quiz to view the Quiz created under any module. Once the Quiz page is loaded, user can start taking the quiz assessment by clicking the Assessment box as shown in figure 4.6.4-1 below

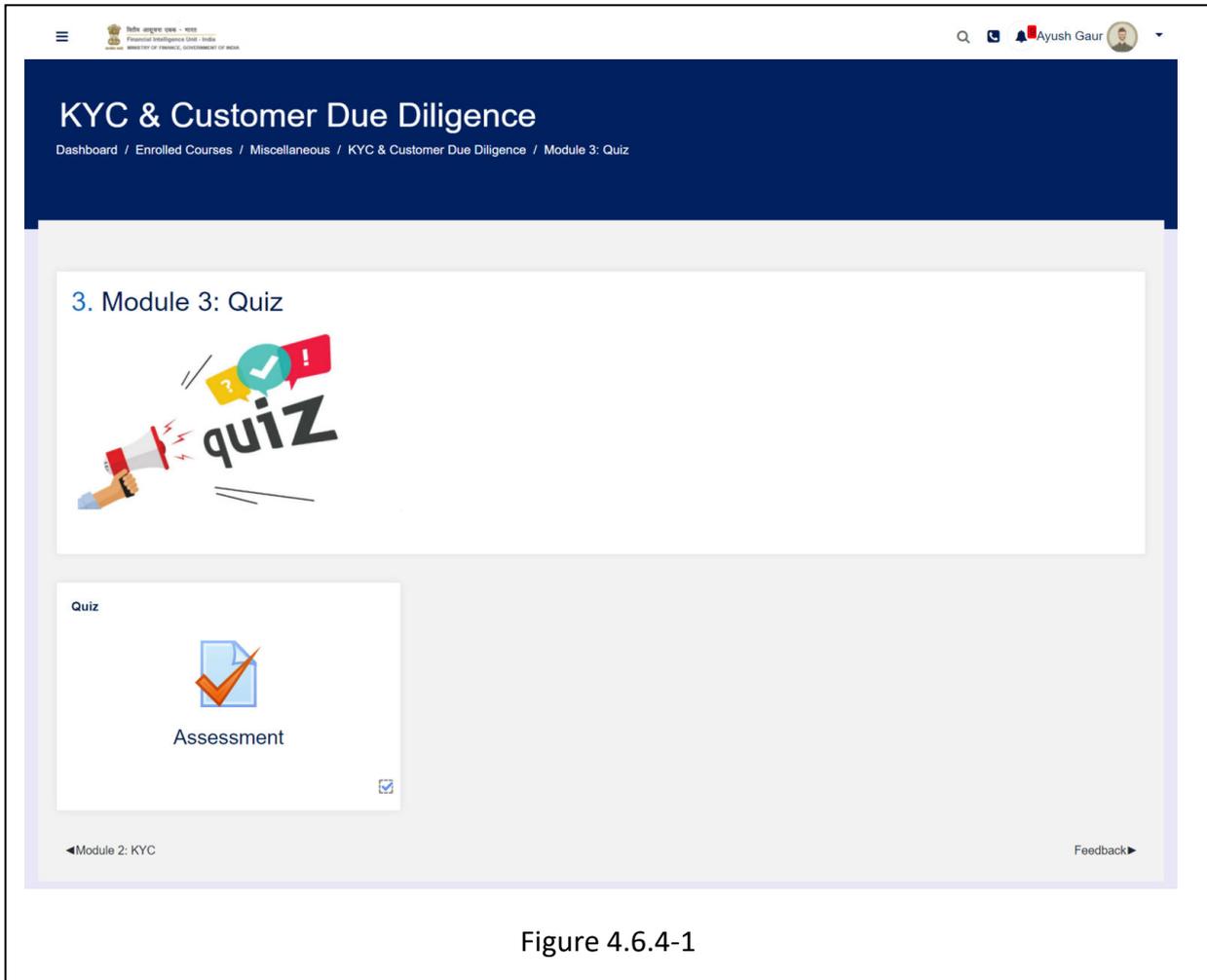
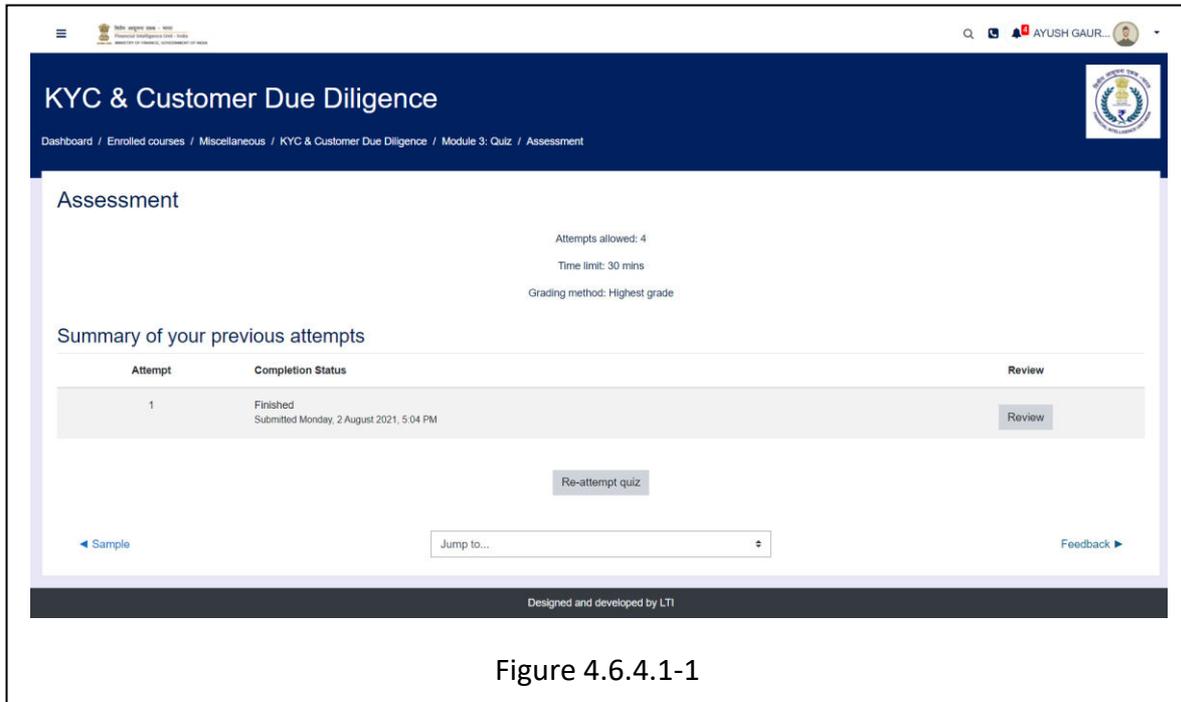


Figure 4.6.4-1

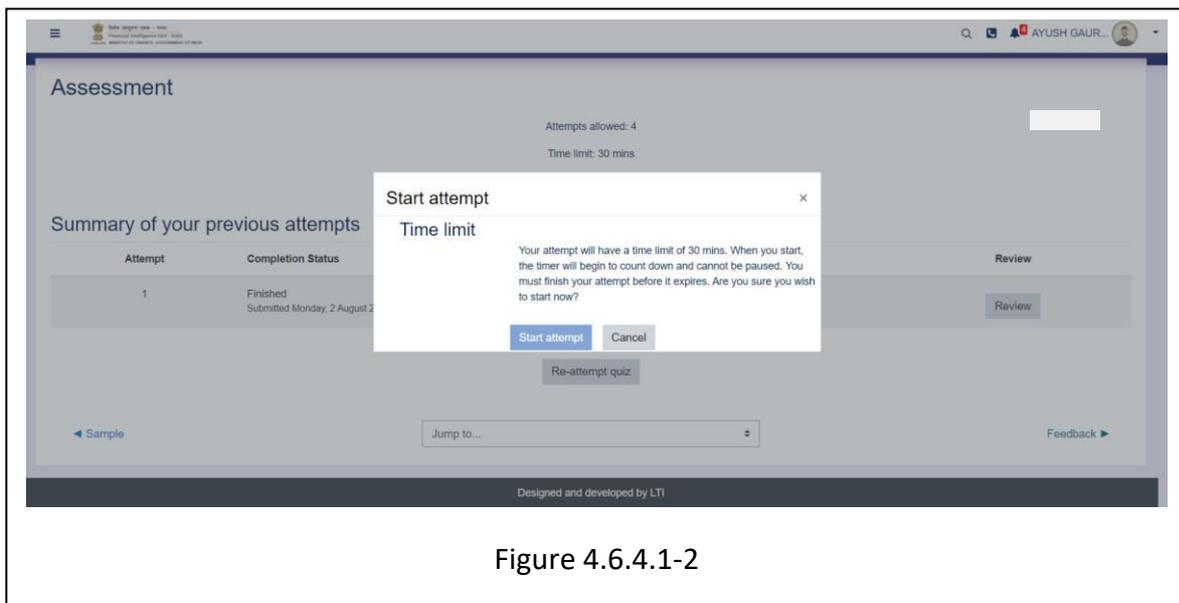
4.6.4.1 Assessment Instructions

Once the Quiz is clicked, it shows the necessary information about the quiz. Quiz will start by clicking “Re-attempt quiz” button as shown in figure below.

In this page – a learner can review the previously attempted quiz if any by clicking the “Review” button as shown in figure below.



Assessment’s instructions popup will be displayed if “Re-attempt quiz” or “Start quiz” button is pressed as shown in figure 4.6.4.1-2



4.6.4.2 Attempt Quiz Page

First Page of Quiz module

Once the Quiz is clicked, it will start the quiz. The layout of this quiz section is shown in figure 4.6.4.2-1. There are few sections in this page as highlighted in the image below. These sections are as follows:

Block 1: This will show the current question number and how much marks can be obtained.

Block 2: In this section, the question with options is displayed.

Block 3: Showing the time left to finish this quiz.

Block 4: Will give overview of number of questions (as in this example there are 5 questions). The current active question number is highlighted. User can click on the number blocks to go to attempt that question directly.

Block 5: Legend for colors

Block 6: Hit this button to save the answer and move to next question

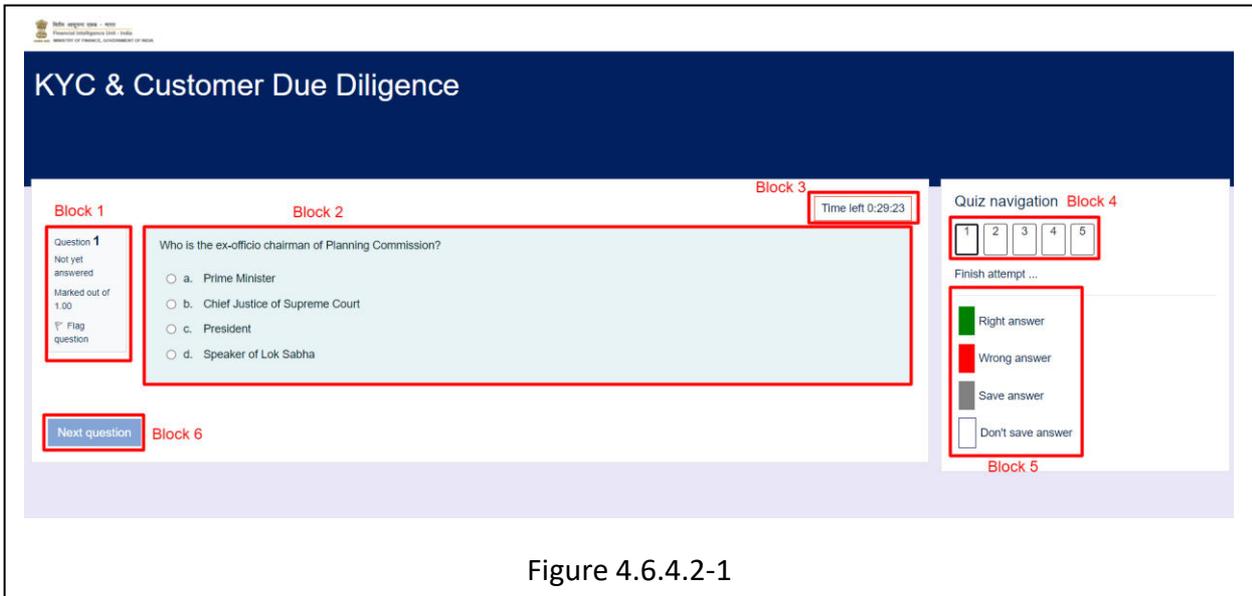


Figure 4.6.4.2-1

When quiz is being attempted

Once the Quiz in the progress (has not been finally submitted) then the block 1, block 4 and block 6 will be showing as shown in figure 4.6.4.2-2.

In this example,

- User is attempting the last question of quiz
- The button in block 6 is now “Next question” & “Previous question”
- When “Finish attempt” is clicked, it will end the quiz and user can view the Summary of Attempt (section 4.6.4.3)

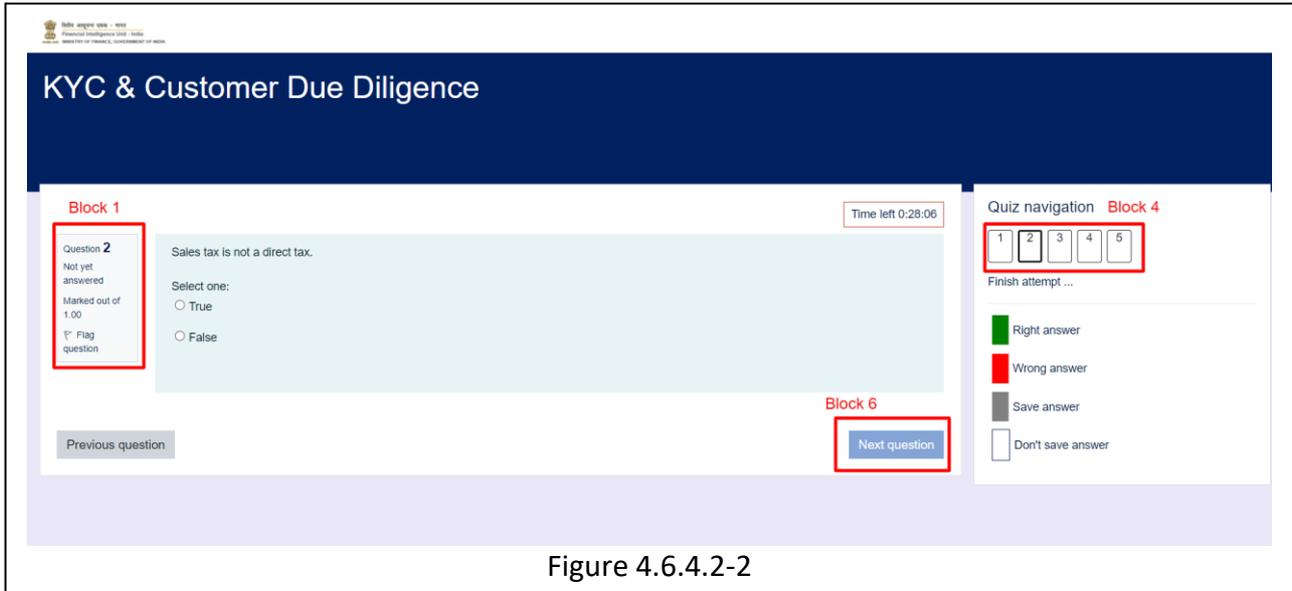


Figure 4.6.4.2-2

4.6.4.3 Quiz – Summary of attempt

Before submitting, user can view the summary of attempt as shown in figure 4.6.4.3-1

- If required, a user can go back to the quiz section again and change the answer for any question by clicking “Return to attempt” button
- Click on the “Submit all and finish” button to finally submit the quiz. Once this is

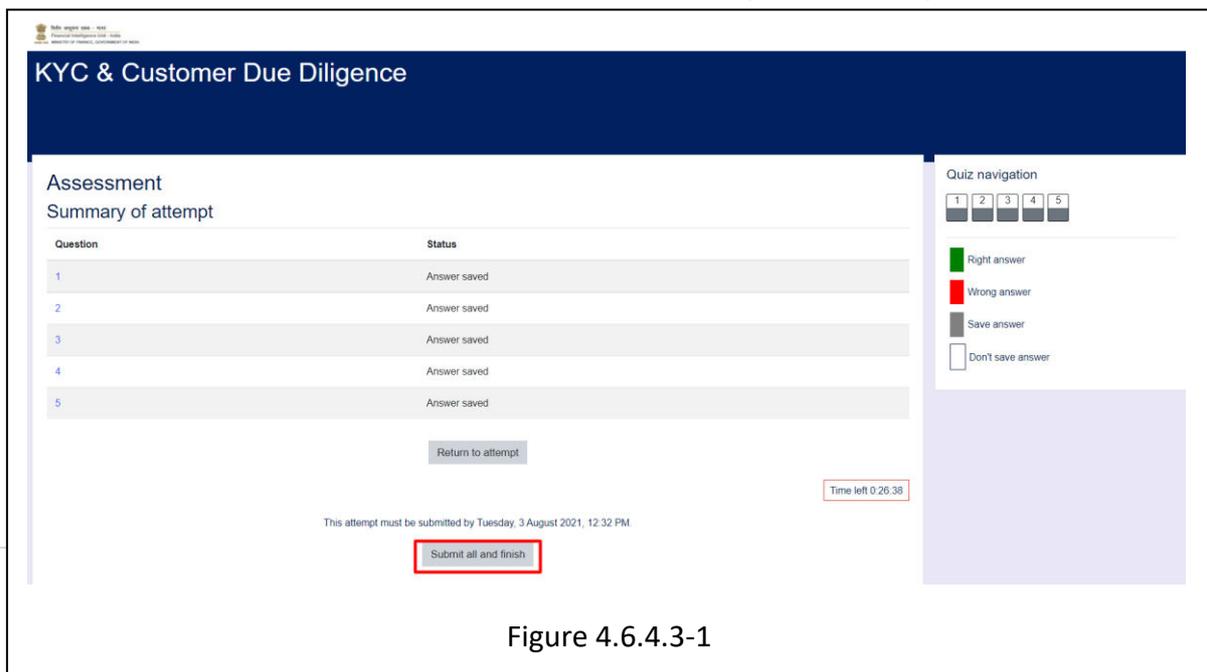


Figure 4.6.4.3-1

4.6.4.4 Quiz – Preview (After submission)

After submitting in section 4.6.4.3 above, user can view the result page which is final preview of attempt as shown in figure 4.6.4.4-1. In this page, user can view the grade.

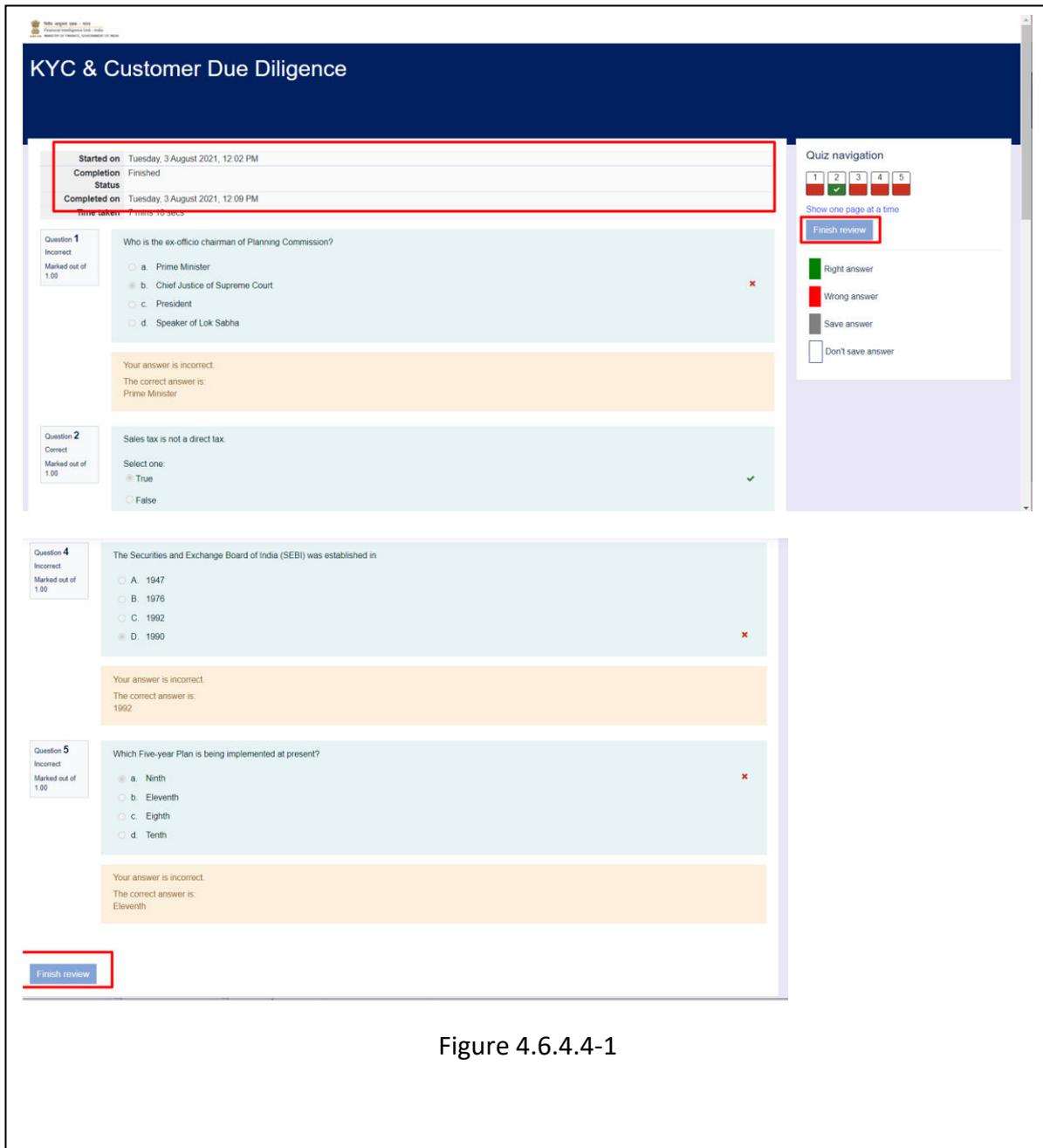


Figure 4.6.4.4-1

4.6.5 Feedback

Click on “Submit your answer” button as shown in figure 4.6.5-1 to submit the feedback

Mode: Anonymous

Please rate the following:

- How effective was the course at helping you reach those learning objectives?*
- How easy was the course to use?*
- How engaging you found the course?*
- How visually attractive(pleasing? Seductive?) you found the course?*
- What key messages do you think the course was trying to get across?*
- Did the course clearly explain what you were expected to learn from the course (i.e. give learning objectives)?*

There are required fields in this form marked *

Submit your answers Cancel

◀ Assessment Jump to... Completion Certificate ▶

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Figure 4.6.5-1

After completing feedback as shown in figure 4.6.5-1, Success message will be populated as in figure 4.6.5-2

Thank you so much for taking the time to share your valuable feedback !

Continue

◀ Assessment Jump to... Completion Certificate ▶

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Figure 4.6.5-2

4.6.6 Certificate

After clicking the Certificate box from the figure 4.6-1 learner can generate certificate as shown in figure 4.6.6-1.

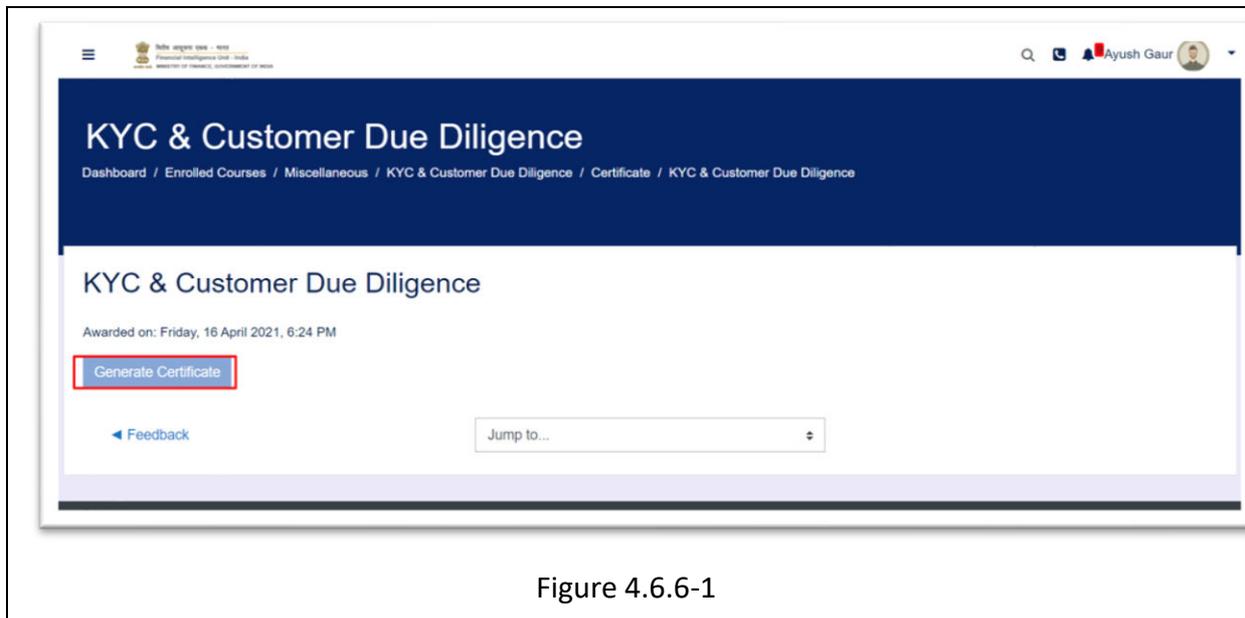


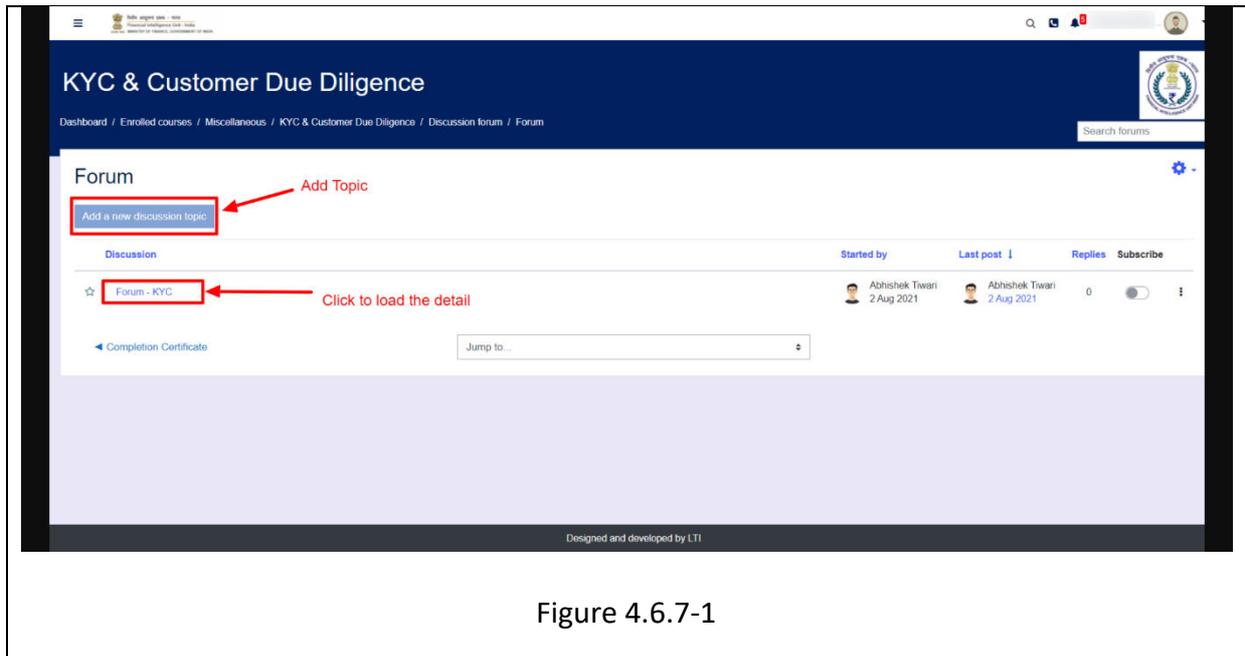
Figure 4.6.6-1

4.6.7 Discussion Forum

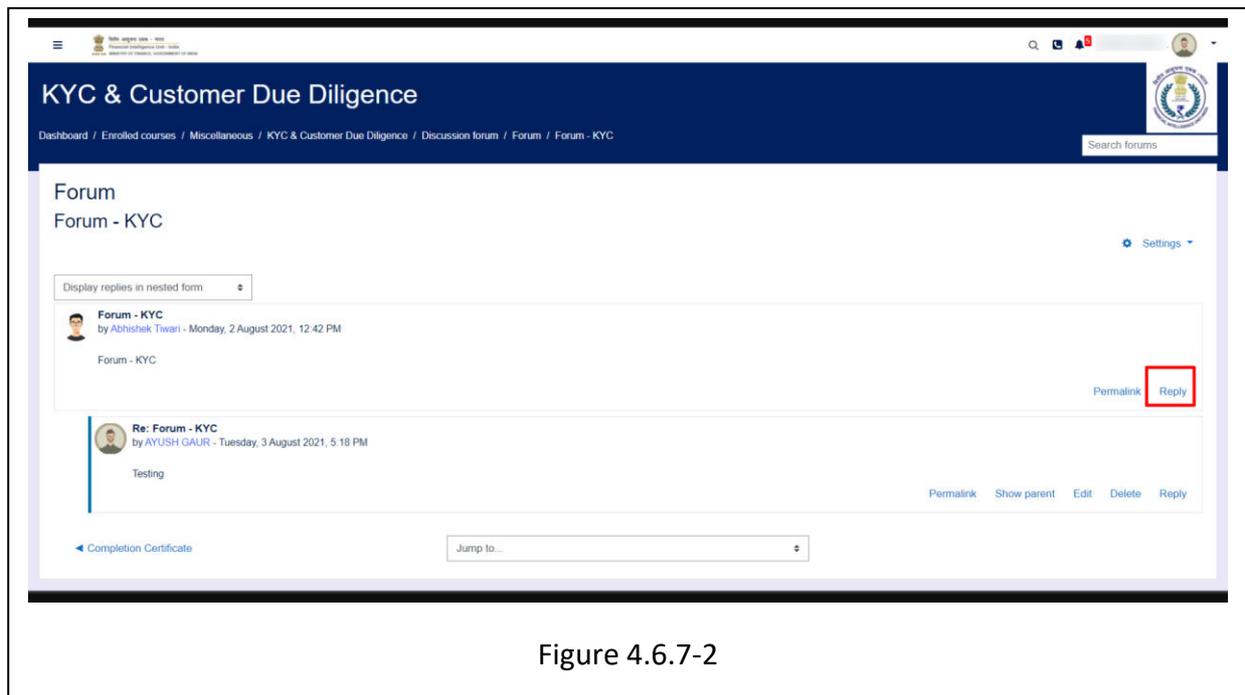
After completion of all activity's learners can move go to discussion forum as shown in figure 4.6.7-1

User can create discussion form on which they want to discuss by following steps. As shown in below figure

- Go to "Course"
- Click on forum box text
- Click on discussion forum
- Click on link to Add new discussion topic
- Fill details of topic



Clicking on the discussion title, learner can go to the specific forum topic where replies can be posted (as shown in figure below)



5) Notification

After login, a learner can view bell icon at top right corner. On clicking bell icon user can view list of notification as shown in figure 5-1.

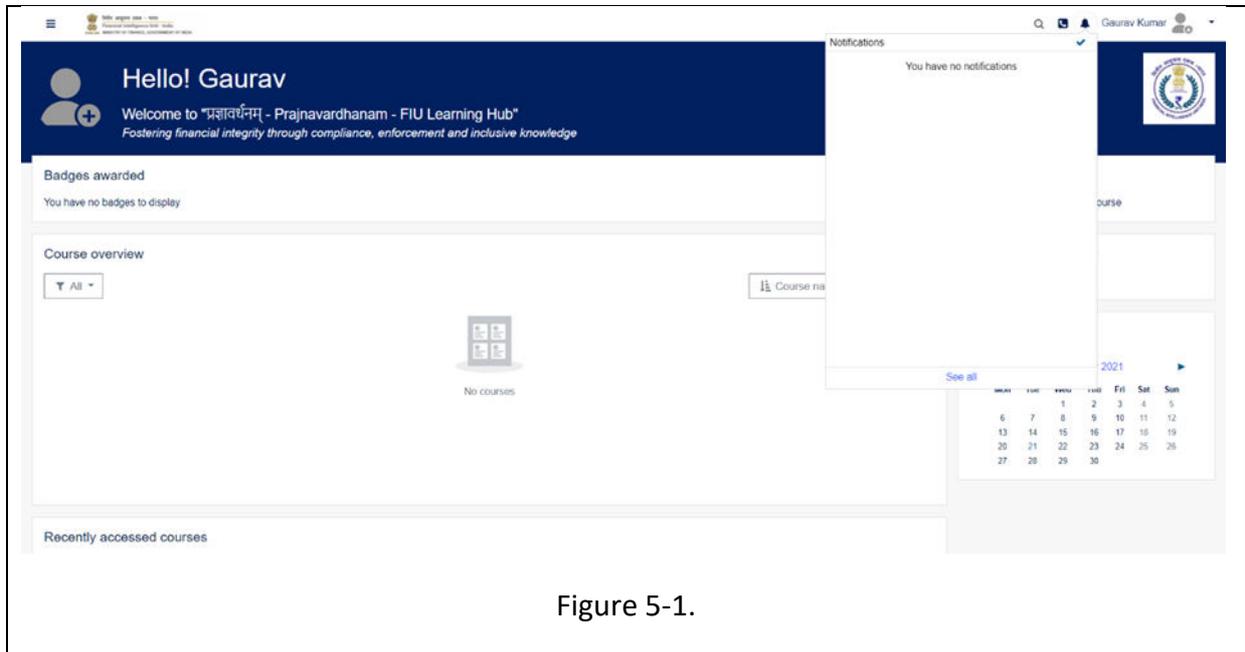


Figure 5-1.

6) Training History

After login, a learner can click the Training History from the sidebar navigation as. The Training History page is shown in figure 6-1.

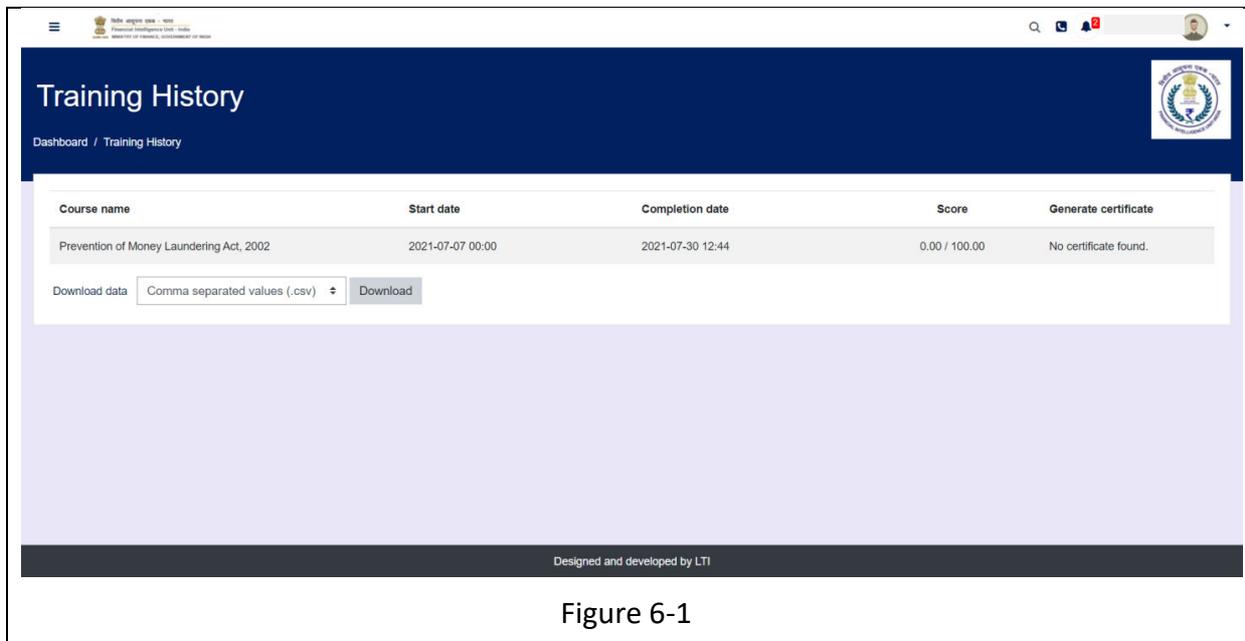


Figure 6-1

7) Calendar

Follow below steps to check calendar, as shown in below figure

- 1) User can view their events in the calendar
- 2) On Clicking events, User can view details
- 3) User can view Past and feature event also

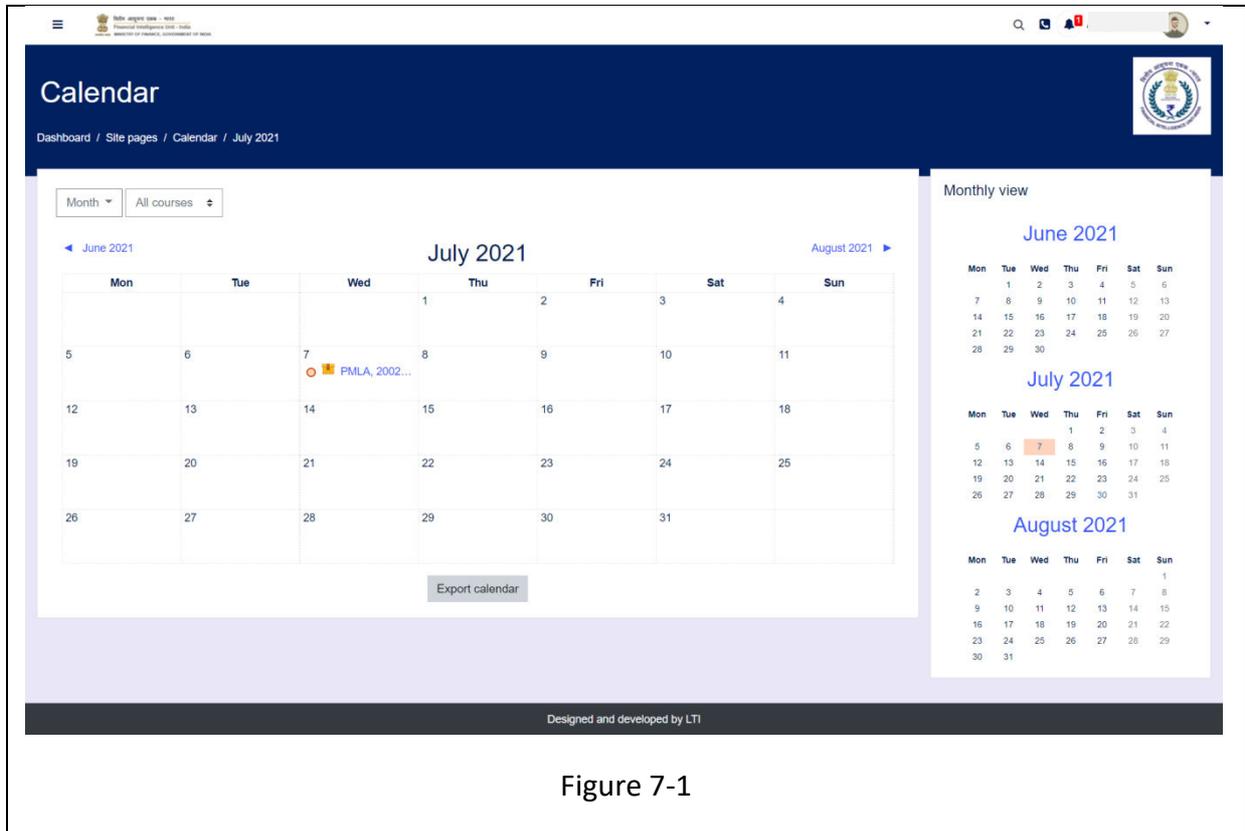


Figure 7-1

7.1. Calendar – view detail

Clicking on the link in the date cell as shown in the figure above the details of event be shown as in figure 7.1-1

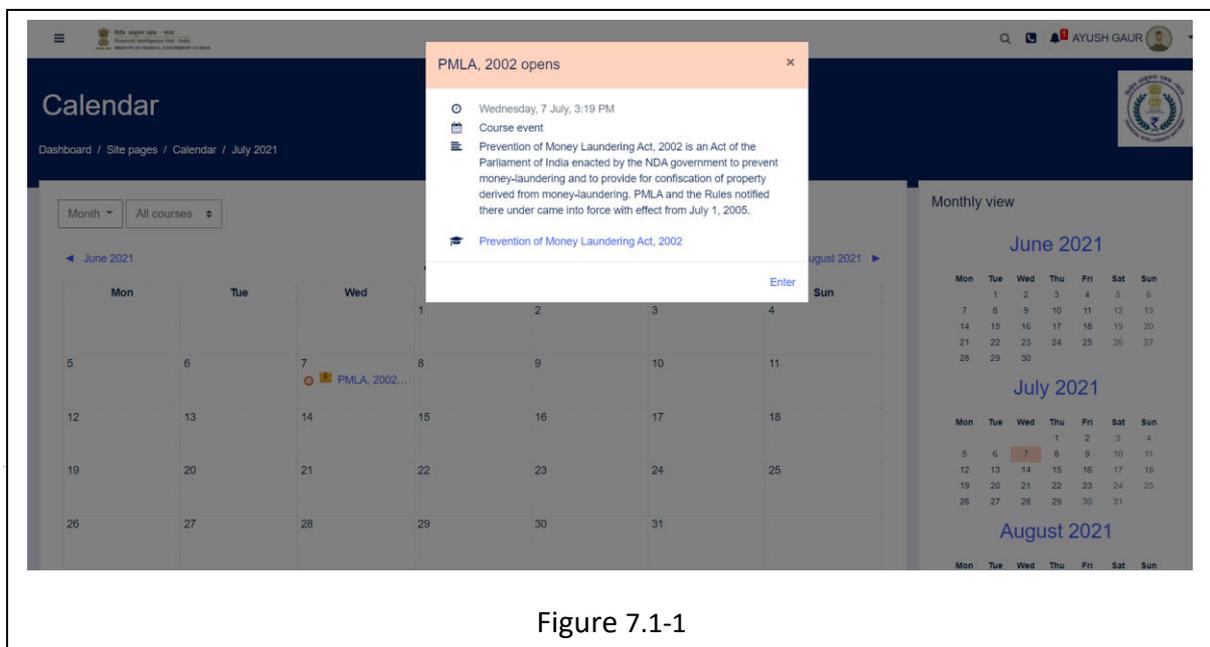
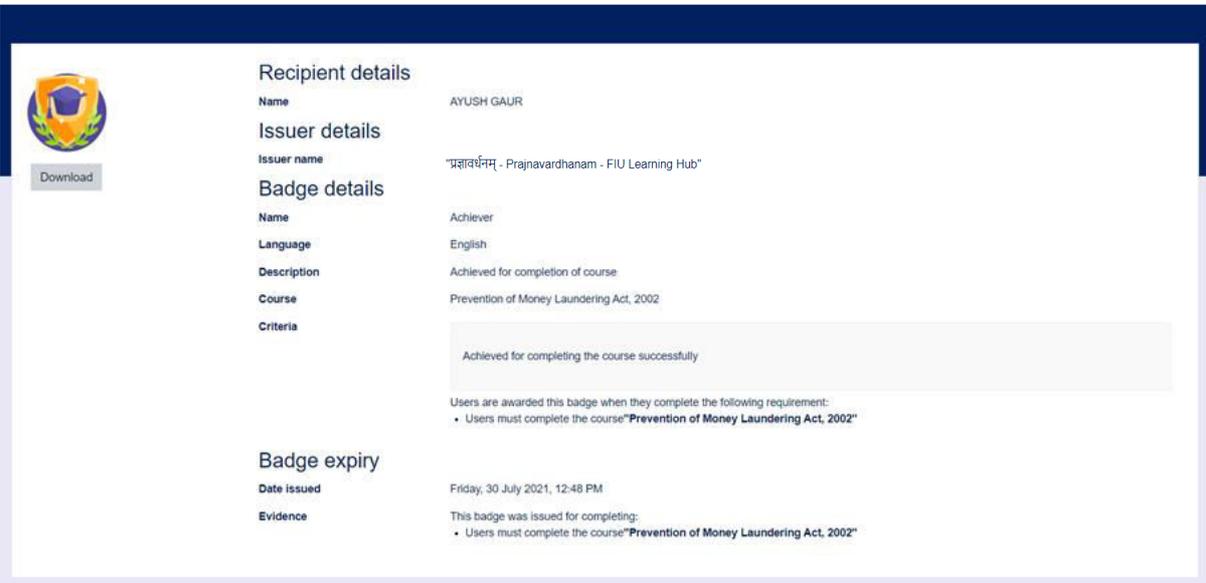


Figure 7.1-1

8) Badges

After clicking the badges icon in the dashboard, learners can view the details of the badge earned as show in figure below 8.1-1



The screenshot displays the details of a badge earned by a learner. The interface is organized into several sections:

- Recipient details:** Name: AYUSH GAUR
- Issuer details:** Issuer name: "प्रसावर्धनम् - Prajnavardhanam - FIU Learning Hub"
- Badge details:**
 - Name: Achiever
 - Language: English
 - Description: Achieved for completion of course
 - Course: Prevention of Money Laundering Act, 2002
 - Criteria: Achieved for completing the course successfully
- Badge expiry:** Date issued: Friday, 30 July 2021, 12:48 PM
- Evidence:** This badge was issued for completing:
 - Users must complete the course "Prevention of Money Laundering Act, 2002"

A 'Download' button is visible next to the issuer's logo.

Figure 8.1-1