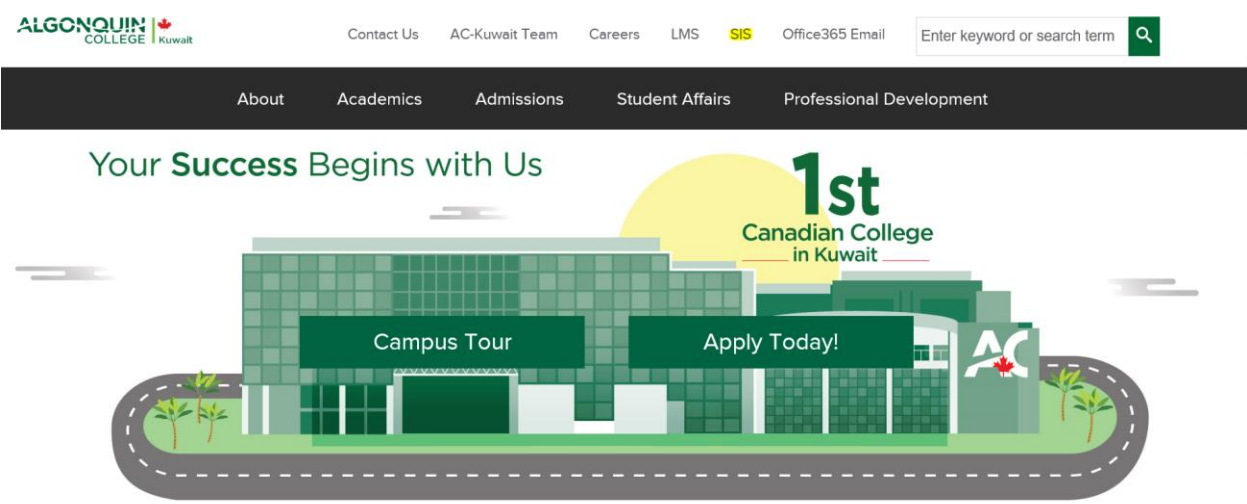


How to use the LMS (Learning Management System) by student

Access LMS

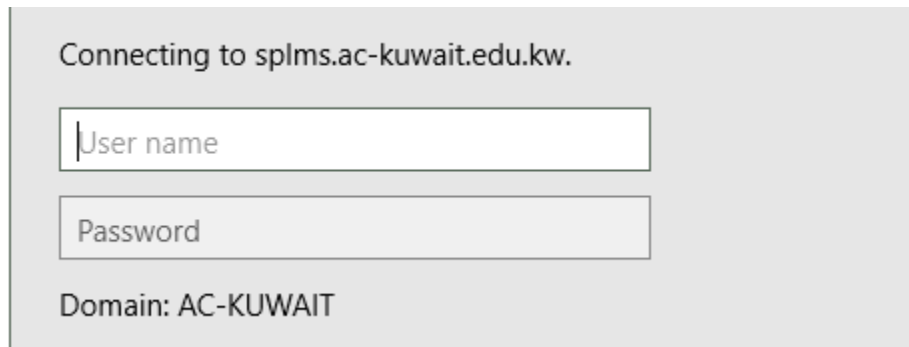
To access the SIS or self-service, visit the AC- Kuwait website and click on SIS link as indicated in below snap:



Logging In

In order to access most of the LMS features, you must log in.

1. On the *Login* window, enter your **Username**.
2. Enter your **Password**. *If You Forget Your Password*, refer to IT department to reset or provide a new password.
3. Press **OK**.



Connecting to splms.ac-kuwait.edu.kw.

User name

Password

Domain: AC-KUWAIT

LMS Home Page

After logged in, you get the below LMS home page:

SharePoint

Mohamad Rabee O. Obeid

ALGONQUIN COLLEGE

Algonquin College Of Kuwait Home

Self Service

Algonquin College Of Kuwait Home

Recent

- IT
- Rooms
- Question Pool
- Reports
- Site Contents

Welcome to the Algonquin College – Kuwait Learning Management System (LMS).

The LMS is your communication gateway with the College and your instructors and classmates. Through the LMS, you can send and receive messages, start or participate in class discussions, access College announcements, or obtain valuable information about your courses, classes, and classrooms.

Courses

- Courses you are managing
- Organizations
- Algonquin College Of Kuwait Home
- Calendar
- There are no items to display
- Announcements
- Working on it...
- Assignments

Access the course

Select the course you want to work on from the “**course you are studying**” on the right side of the window:

SharePoint

Mohamad Rabee O. Obeid

ALGONQUIN COLLEGE

Algonquin College Of Kuwait Home

Self Service

Algonquin College Of Kuwait Home

Recent

- IT
- Rooms
- Question Pool
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- Site Contents

Welcome to the Algonquin College – Kuwait Learning Management System (LMS).

The LMS is your communication gateway with the College and your instructors and classmates. Through the LMS, you can send and receive messages, start or participate in class discussions, access College announcements, or obtain valuable information about your courses, classes, and classrooms.

Courses

- Courses you are managing
- ACC2201 LECT CS1 Financial Accounting I-FALL 2019
- ACC2202 LECT CS2 Financial Accounting-FALL 2019
- ACC2205 LECT CS4 Intermediate Accounting II-FALL 2019
- ACC2209 LECT CS3 Financial Accounting II-FALL 2019
- ACC2222 LECT C010 Financial Information-SPRING 2017
- ACC2222 LECT CS1 Financial Information-FALL 2019
- ACC2233 LECT CS3 Management Accounting I-FALL 2019
- ACC2234 LECT CS4 Management Accounting II-FALL 2019
- ACC2265 LECT CS4 Principles of Auditing-FALL 2019
- ACC2343 LECT CS2 Spreadsheet Appri-FALL 2019
- ACC2344 LECT CS3 Taxation I-FALL 2019
- ACC2385 LECT CS3 Microcomp Apps in Accounting-FALL 2019
- BUS2301 LECT CS1 Business Computer Applications-FALL 2019
- CST2234 LECT CS2 System Analysis and Design-FALL 2019
- CST2335 LECT CS2 Graphical Interface PDM (C#)-FALL 2019
- CST8101 LECT CS1 Computer Essentials-FALL 2019
- CST8109 LECT CS2 Network Programming-FALL 2019
- CST8110 LECT CS1 Introduction to Computer Programming-FALL 2019
- CST8215 LECT CS1 Database-FALL 2019
- CST8276 LECT CS4 Advance Database Topics-FALL 2019
- CST8277 LECT CS4 Enterprise App Pgm-FALL 2019
- CST8283 LECT CS2 Business Programming-FALL 2019
- CST8286 LECT CS2 Object-Oriented Programming with Design Patterns-FALL 2019
- CST8300 LECT CS1 Achieve Success in Changing Environment-FALL 2019

Course Home Page

The **Course Home page** is displayed when a user clicks a link of a necessary course on the SharePoint LMS Organization Home Page.

The screenshot shows the SharePoint LMS Course Home page for 'Course1'. The page features a blue header with the 'SharePoint' logo and a search bar. Below the header, there are navigation options like 'BROWSE', 'PAGE', and 'PUBLISH'. The main content area is divided into several sections: 'Tools' on the left, a central 'Announcements' section, a 'Calendar' section, and a 'Mailbox' section. On the right side, there is an 'Assignments' table, a 'Drop Box' section, and a 'Learners' section. The 'Assignments' table shows counts for various statuses: Active (6), Ready To Review (0), Overdue (0), Closed (8), Due Today (6), Due This Week (6), Due Next Week (0), and All Assignments (14). The 'Drop Box' section includes a link for 'Doc for Plagiarism check' and an 'Add new item' button. The 'Learners' section lists 'Assistant 2', 'Learner 1', 'Learner 2', 'Learner 3', and an 'Add new user' button.

The Course Home page displays general description of a course and gives a user an access to the basic modules of the course. To access the course modules, click a corresponding icon on the Course Tools menu:

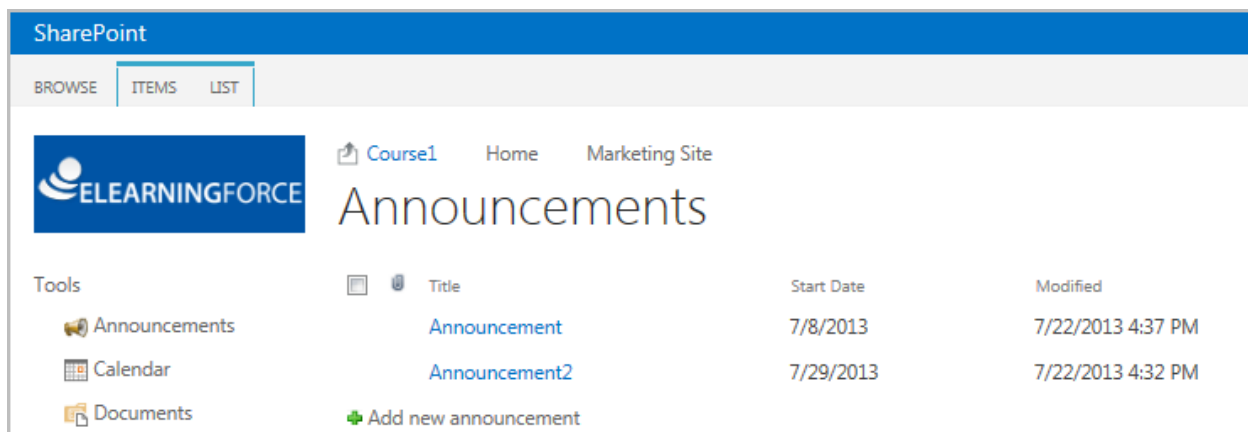
Name	Description
Announcements	Allows managing course announcements
Calendar	Allows posting events to notify other users

Documents	Allows working with course documents
Learning Path	Allows managing course learning paths
Links	Allows managing course links
Quizzes	Allows managing course quizzes
Drop Box	Allows managing files for shared usage
Plagiarism	Allows checking items for plagiarism
Assignments	Allows setting course home tasks
Attendance	Allows registering student's attendance
Discussion Board	Brings users to the course forum
Chat	Brings users to the course chat room
Conference	Allows entering Online Video Conference
Grade Book	Allows setting grades for course students
Tracking	Allows tracking statistics within course modules
Wiki Page Library	Allows creating documents users want to share with other course members
Seating Chart	Allows creating a class seating chart
Reports	Allows scheduling report on attendance and time spent by learners in each course section
Mailbox	Allows managing message sharing
Learners & Groups	Allows managing the membership of course groups
Staff	Contains information about course teachers, administrators, faculty staff etc.
Roster	Contains information about course learners
Help	Displays online SharePoint LMS documentation

Announcements

Announcements are intended for informational purposes: a user who needs to share some important messages with others should create an announcement that will be viewed by all course participants (Learners and a Teacher). The information will be displayed on the Home Page as well as on the Course Home page (if other is not specified by the Course Home page settings).

To get to the **Announcements** section, enter the necessary course and click the **Announcement** icon in the left **Tools** menu. The list of available announcements will be shown in the main workspace area:



	Title	Start Date	Modified
	Announcement	7/8/2013	7/22/2013 4:37 PM
	Announcement2	7/29/2013	7/22/2013 4:32 PM

The home page of this section displays the current month announcements list with a possibility of their editing and deleting. To work with an announcement, move the mouse over the name of the announcement, click on the triangle and select the necessary option from the context menu.

NOTE: For better representation, you can change the list view. From the **View** list, select the necessary view (select **Current** to view up-to-date announcements, select **All** to view all announcements).

Column names at the top of the list are clickable and allow you to sort announcements in ascending or descending order:

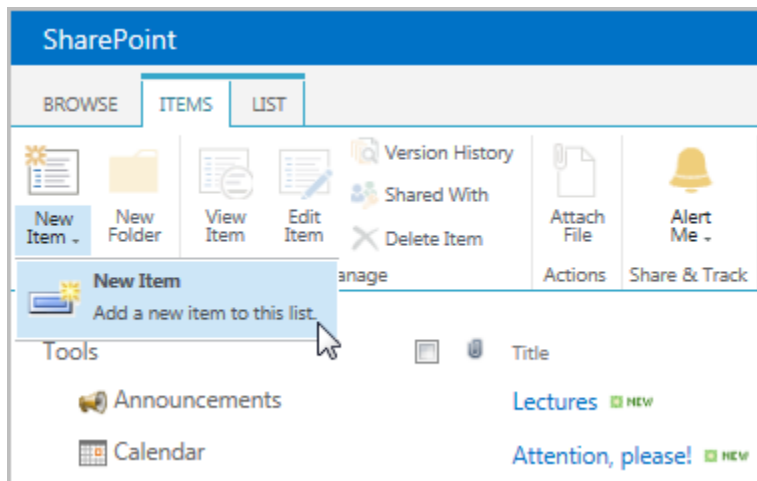
- Use the **Title** link to sort or filter announcements by title;
- Use the **Modified** link to sort or filter announcements by modification date;
- To remove filter criteria, click the necessary link in the column head, and then select the **Clear filter** option from the context menu.

The **Actions** and **Settings** buttons on the **List** tab allow performing actions and operations typical for SharePoint.

Adding Announcements

To create a new announcement, do the following:

1. Enter the necessary course;
2. Go to the **Announcements** section;
3. On the **Items** tab, click the **New item** button:



4. Fill out the open form (fields marked with an asterisk are required to be filled):

The screenshot shows the SharePoint 'Announcement creation form' in the 'EDIT' mode. The form has a blue header with the 'SharePoint' logo. Below the header is a ribbon with 'BROWSE' and 'EDIT' tabs. The 'EDIT' tab is active, showing a ribbon with buttons for 'Save', 'Cancel', 'Paste', 'Copy', 'Attach File', and 'Spelling'. Below the ribbon is a 'Tools' sidebar with various options like Announcements, Calendar, Documents, Discussion Board, Chat, Mailbox, Links, Plagiarism, Reports, Learning Path, Quizzes, Drop Box, Assignments, Attendance, and Conference. The main form area contains fields for 'Title *' (filled with 'Course teachers'), 'Body' (filled with 'We are glad to introduce new course teachers - Mr. Smith and Mr. Johnson.'), 'Keywords' (empty), 'Start Date *' (filled with '7/17/2013'), and 'Expires' (empty). There are 'Save' and 'Cancel' buttons at the bottom right.

Fig. 'Announcement creation form'

- Title – type the name of the new announcement (the field is required).
 - Body - type the full information of the announcement. Use the embedded Visual Editor to format the description text.
 - Keywords – specify words which will help learners find necessary documents (keywords should be entered in the site search field at the top of the page).
 - Start Date- Specify the date from when the announcement will be valid. If the start date is not specified, the announcement will become visible after you save the changes).
 - Expires– Specify the date for the announcement to become invalid. If the date is not specified, the announcement will be available for an indefinite period of time.
5. If you want to attach a file to the announcement, click **Attach File**, and then browse the necessary file in the opened form. Click **Save** to attach the file.
6. Click **Save** at the bottom of the form to add the announcement.

Viewing Announcements

To view an announcement, do the following:

1. On the Course level, go to the **Announcements**.
2. Select the announcement you want to view and click the down arrow to open the drop-down menu:

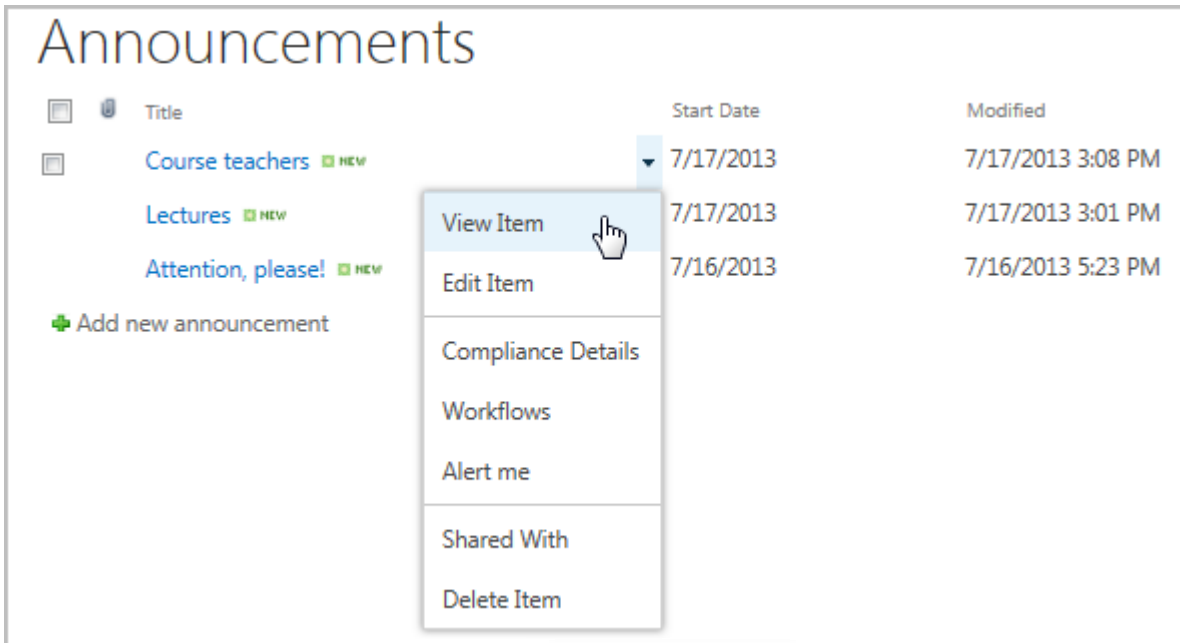


Fig. 'Viewing Announcement'

3. Select **View Item** in the drop-down list. A new page with the announcement will open:
Fig.

Title	Course teachers
Body	We are glad to introduce new course teachers - Mr. Smith and Mr. Johnson.
Keywords	
Start Date	7/17/2013
Expires	
Created at 7/17/2013 3:08 PM by <input type="checkbox"/> Teacher 1	
Last modified at 7/17/2013 3:08 PM by <input type="checkbox"/> Teacher 1	
<input type="button" value="Close"/>	

'Announcement view form'

The ribbon of the dialogue box comprises the rest of the menu options for managing the announcement. The ribbon top buttons allow users to perform the following operations:

- Editing the announcement - click **Edit Item** to modify the announcement.
 - Viewing the announcement version history - click **Version History** to view the history of the changes made to the announcement and/or view the previous versions.
 - Managing permissions - click **Manage Permissions** to assign users and group permissions to this item.
 - Deleting items - click **Delete Item** to delete the announcement.
 - Making notifications - click **Alert Me** to manage notification settings.
4. Click **Close**.

Editing Announcements

To edit the announcement, do the following:

1. On the Course level, go to the **Announcements**.
2. Specify the announcement you want to edit by placing the cursor on the announcement name.
3. Click the down arrow to the right of the necessary announcement to open the drop-down menu.
4. Select **Edit** in the drop-down list.
5. Modify the necessary fields.
6. Click **Save** to save the changes.

Deleting Announcements

To delete an announcement, do the following:

1. Click the down arrow to the right of the necessary announcement to open the drop-down menu.
2. Select **Delete Item** from the list.
3. Confirm the deletion. The item will be sent to Recycle Bin of the site.

Documents

Document Home Page

The **Documents** section of the system allows you to create a repository of files that can be downloaded or viewed online by your learners.

To work with course documents, enter the course and click the **Documents** link in the left **Tools** menu. The system will display a list of course folders and documents organized as a tree structure. Each folder or document in the list is characterized by its type, name when it was modified, person who last made changes to the document and description.

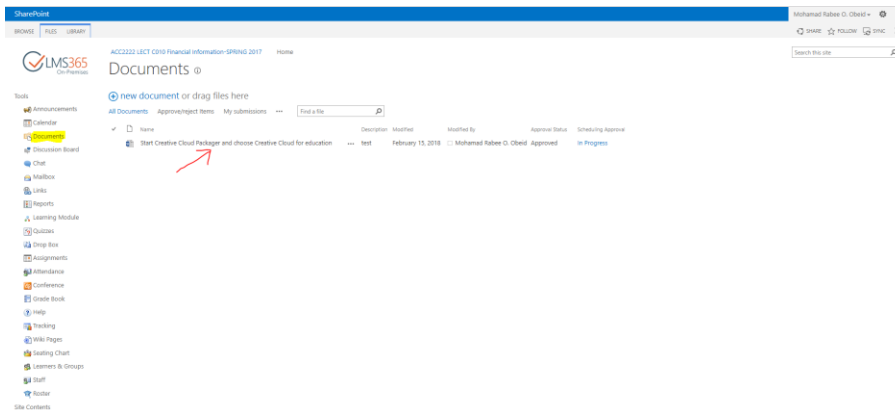
The screenshot shows a SharePoint interface for a 'Documents' library. The top navigation bar includes 'SharePoint', 'Teacher 1', and 'Settings'. Below the navigation bar, there are tabs for 'BROWSE', 'FILES', and 'LIBRARY'. The main content area displays the 'Documents' library with a search bar and a list of items. The list has columns for Type, Name, Description, Modified, Modified By, Approval Status, and Scheduling Approval. A 'Tools' menu on the left lists various options like Announcements, Calendar, Documents, and Discussion Board.

Type	Name	Description	Modified	Modified By	Approval Status	Scheduling Approval
Folder	Folder for new topic	description text	7/22/2013 5:18 PM	Teacher 1	Approved	
Document	tasks		7/22/2013 5:36 PM	Teacher 1	Approved	In Progress
List	List		7/25/2013 2:54 PM	Teacher 1	Approved	In Progress
Document	new		7/22/2013 5:26 PM	Teacher 1	Approved	In Progress

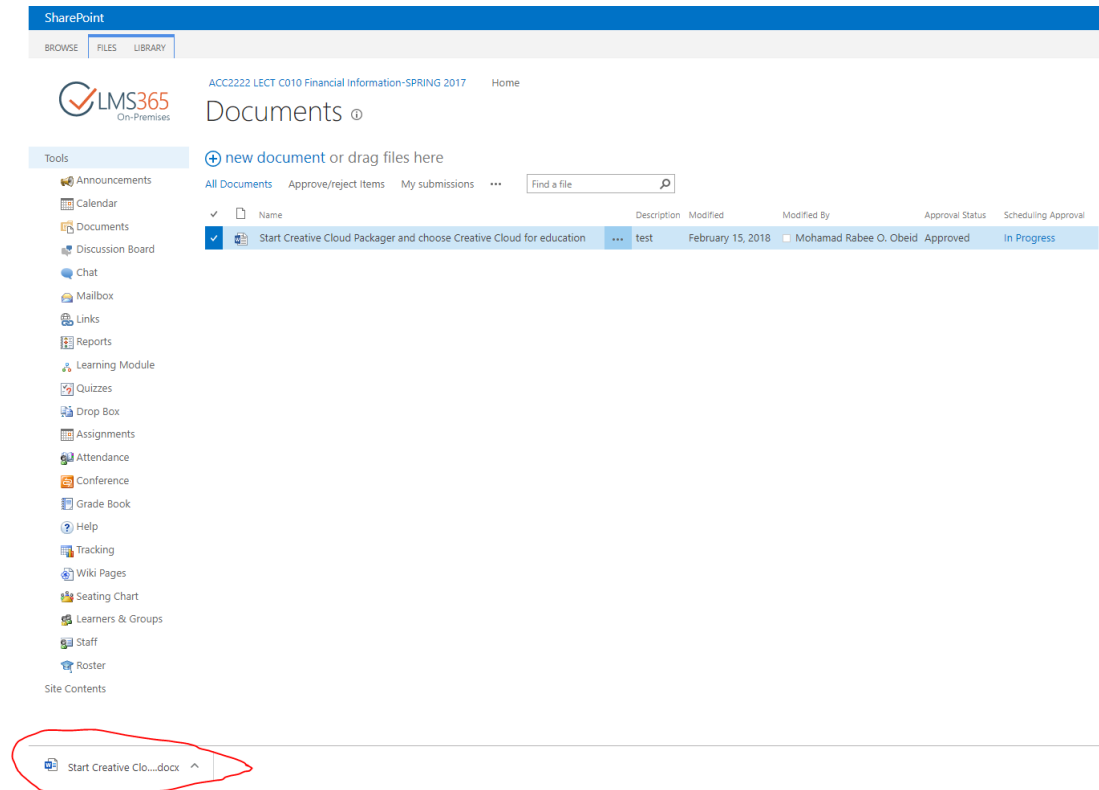
View/Download a document

Method 1:

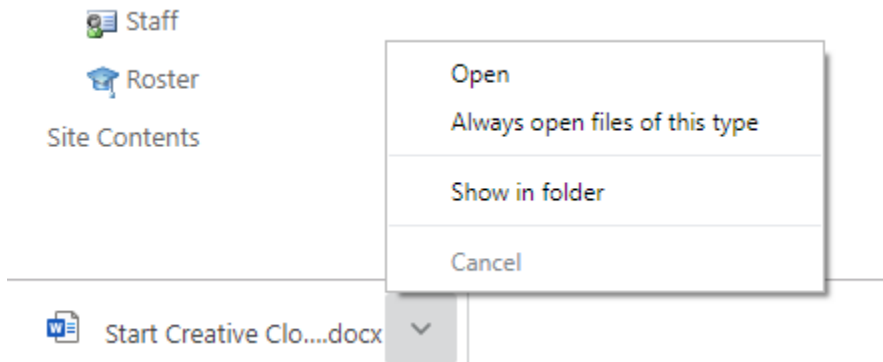
1. Enter the necessary course.
2. In the left Tools menu, click **Documents**. The list of available documents will be shown in the main workspace area.
3. Click the name of the necessary document,



The system will either display the document or offer it for downloading at the bottom of the window as attached below:

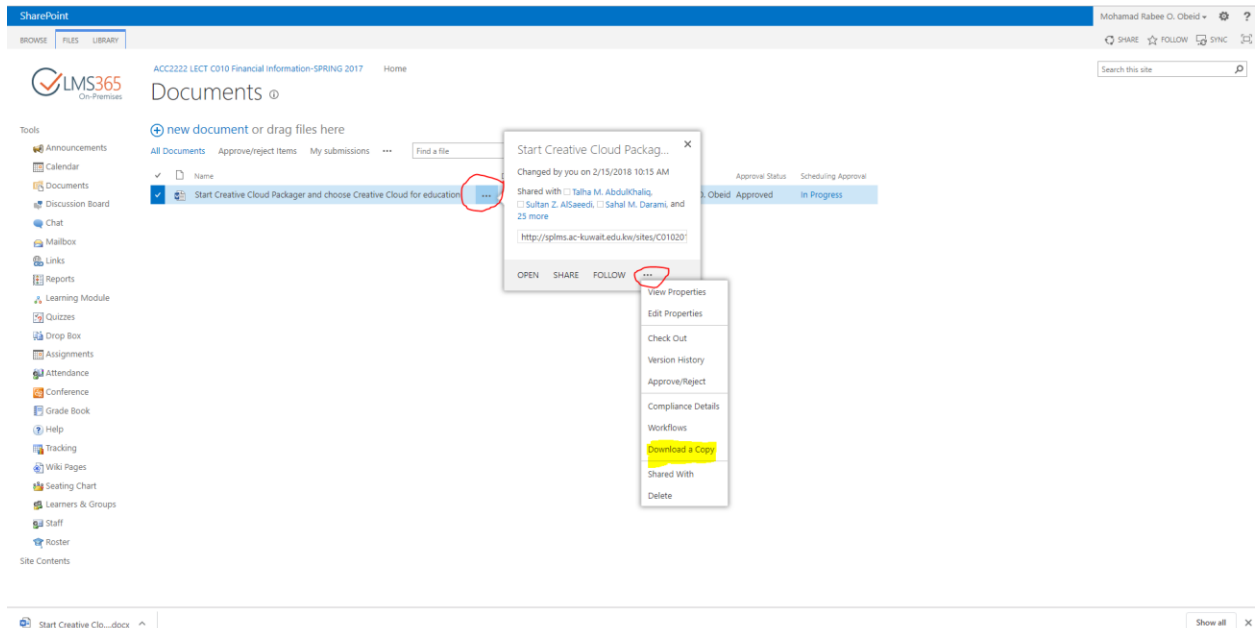


4. Show the file in folder or open it.



Method 2:

1. Enter the necessary course.
2. In the left **Tools** menu, click **Documents**. The list of available documents will be shown in the main workspace area.
3. Click on the three dots at the end of the file name then choose "**Download a copy**" as attached below:



The system will either display the document or offer it for downloading at the bottom of the window as attached below:

SharePoint

BROWSE FILES LIBRARY

ACC2222 LECT C010 Financial Information-SPRING 2017 Home

LMS365 On-Premises Documents

Tools + new document or drag files here

Announcements Calendar Documents Discussion Board Chat Mailbox Links Reports Learning Module Quizzes Drop Box Assignments Attendance Conference Grade Book Help Tracking Wiki Pages Seating Chart Learners & Groups Staff Roster Site Contents

All Documents Approve/reject items My submissions Find a file

Name	Description	Modified	Modified By	Approval Status	Scheduling Approval
Start Creative Cloud Packager and choose Creative Cloud for education	test	February 15, 2018	Mohamad Rabee O. Obeid	Approved	In Progress

Start Creative Clo....docx

4. Show the file in folder or open it.

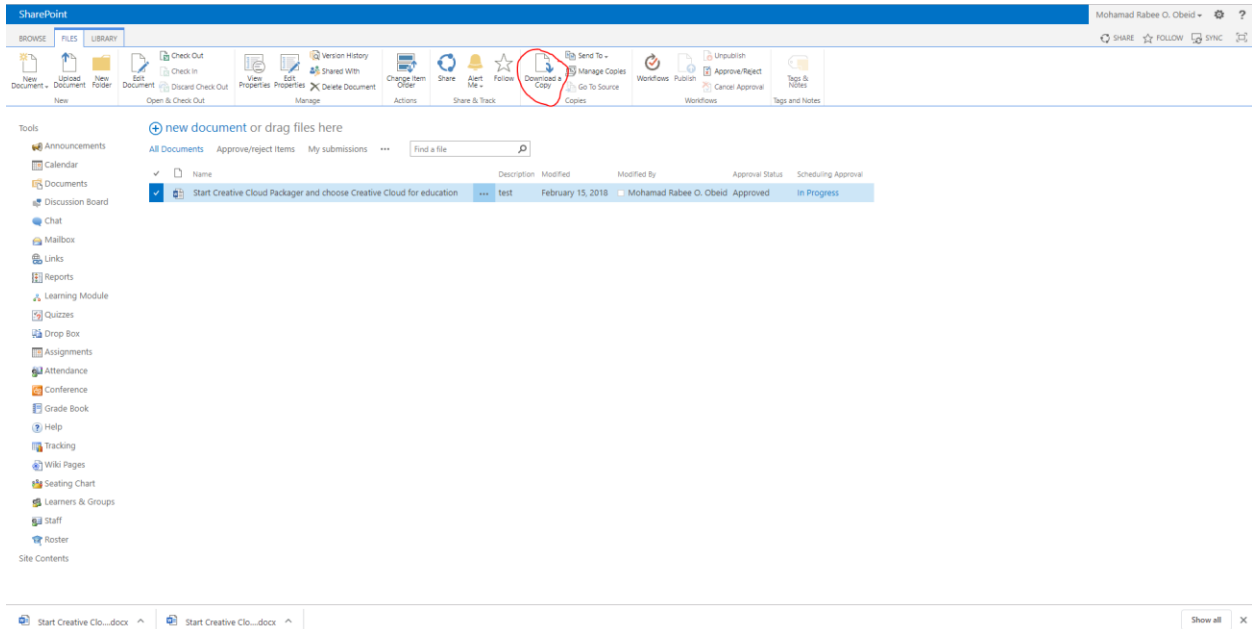
Staff Roster Site Contents

Start Creative Clo....docx

- Open
- Always open files of this type
- Show in folder
- Cancel

Method 3:

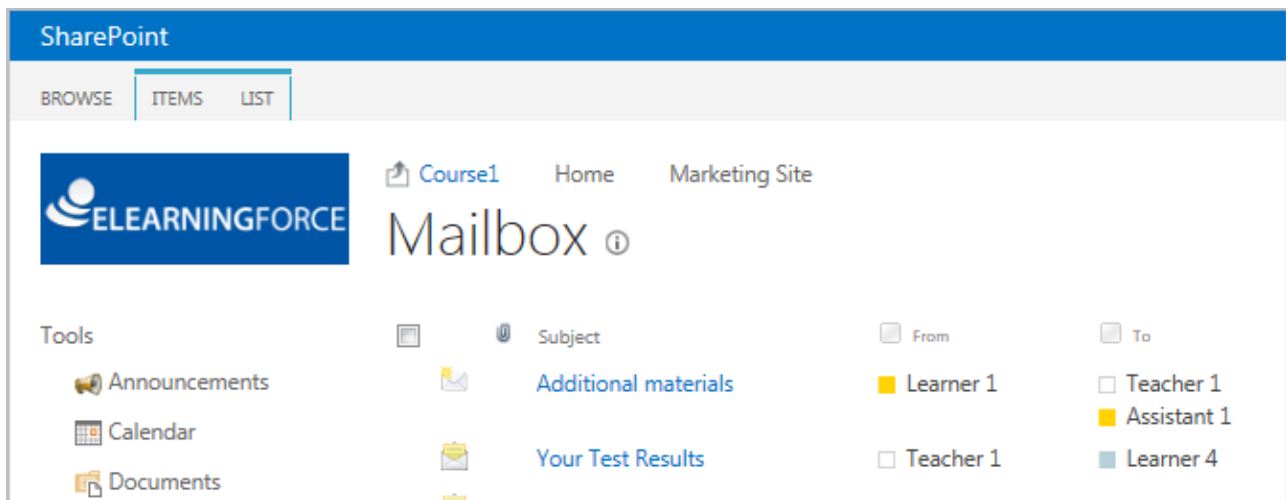
Repeat the above steps using the **Files** and **Library** tabs at the top allow performing actions and operations typical for SharePoint like view or download the files.



Mailbox

The **Mailbox** option allows you to send and receive e-mail messages.

To work with the mailbox, enter the necessary course and click the **Mailbox** icon in the left Tools menu. The system will show contents of your mailbox:



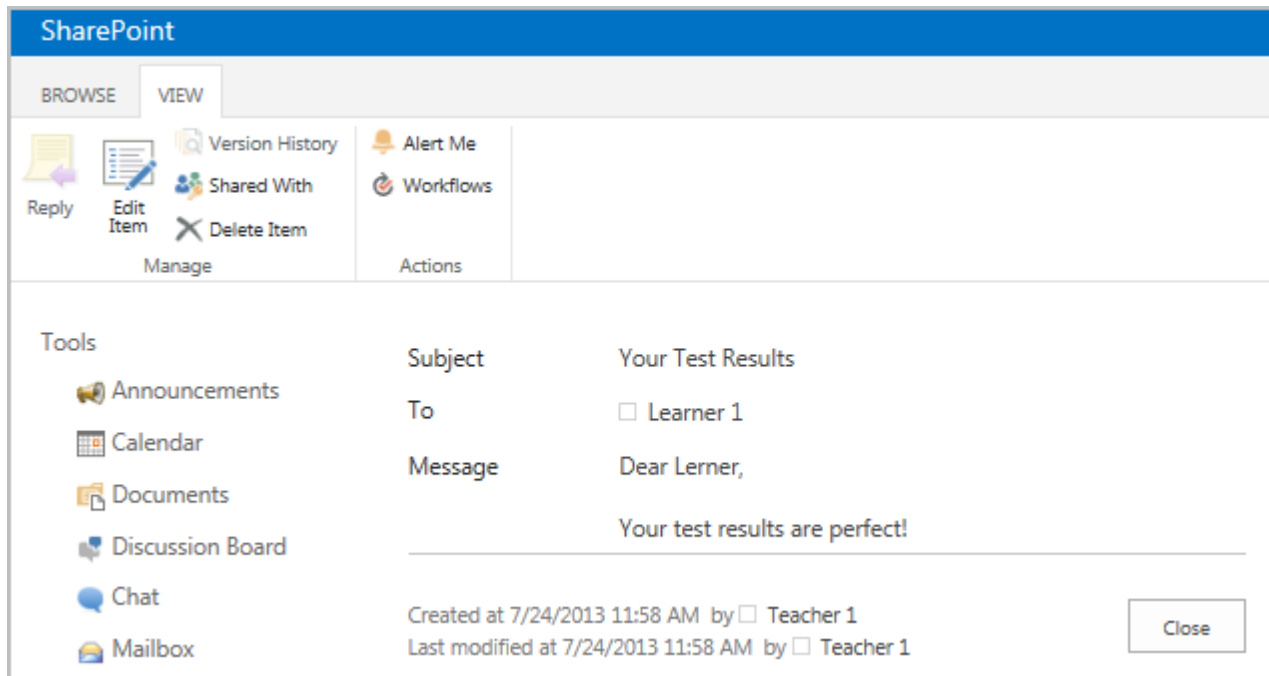
TIP: For better representation, you can modify the list view. From the **View** list select what messages should be visible: all (my items), sent or received.

Column names at the top of the list are clickable and allow you to sort messages in ascending or descending order. In addition, you can filter messages by various criteria:

- Click the **Subject, Created, From** or **To** links and select the required value (all messages that do not match the selected criteria will be hidden);
- Use the attachment column link to display messages with or without attachments only.
- To remove filter criteria, choose the necessary link and select **Clear filter from** option.

The Actions and Settings buttons at the top of the list allows performing actions and operations typical for SharePoint.

To preview a mailbox message, click its name in the list.



Buttons at the top of the message allow performing the following operations:

Click **Reply** to answer a letter;

Click **Edit Item** to modify the message;

Click **Delete Item** to move the message to the **Recycle Bin**;

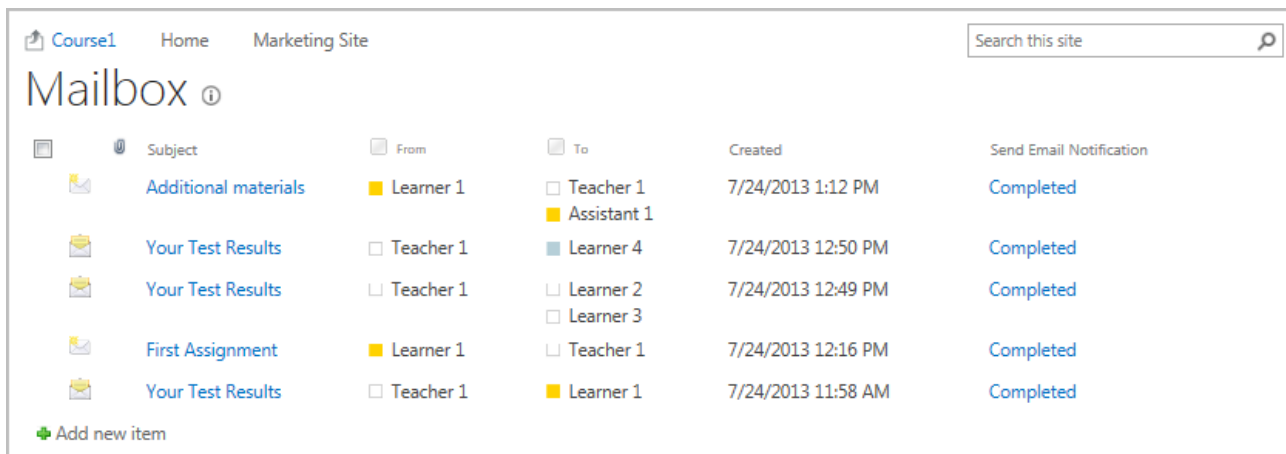
Click **Alert Me** to work with notification settings.

To close the message and go back to the mailbox, click **Close**.

Viewing Mailbox

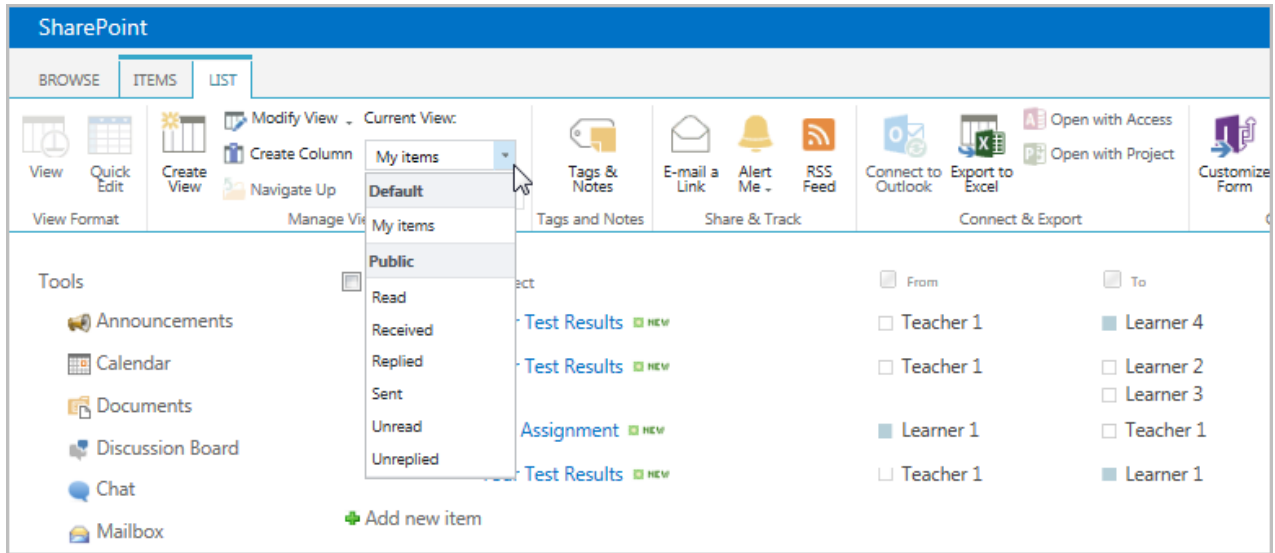
To view the mailbox, do the following:

1. On the course level, go to **Course Tools > Mailbox**;
2. Once you have done it, the Mailbox items list will appear:

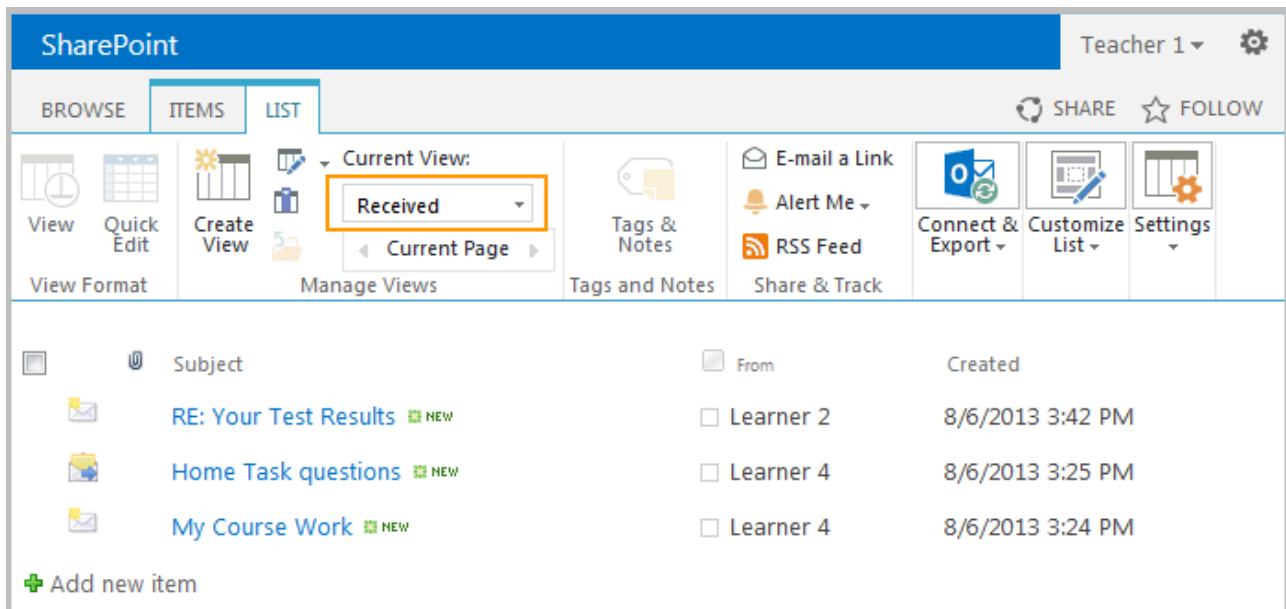


By default, the Mailbox items list will show both sent and received item. To change the view of the Mailbox items list, do the following:

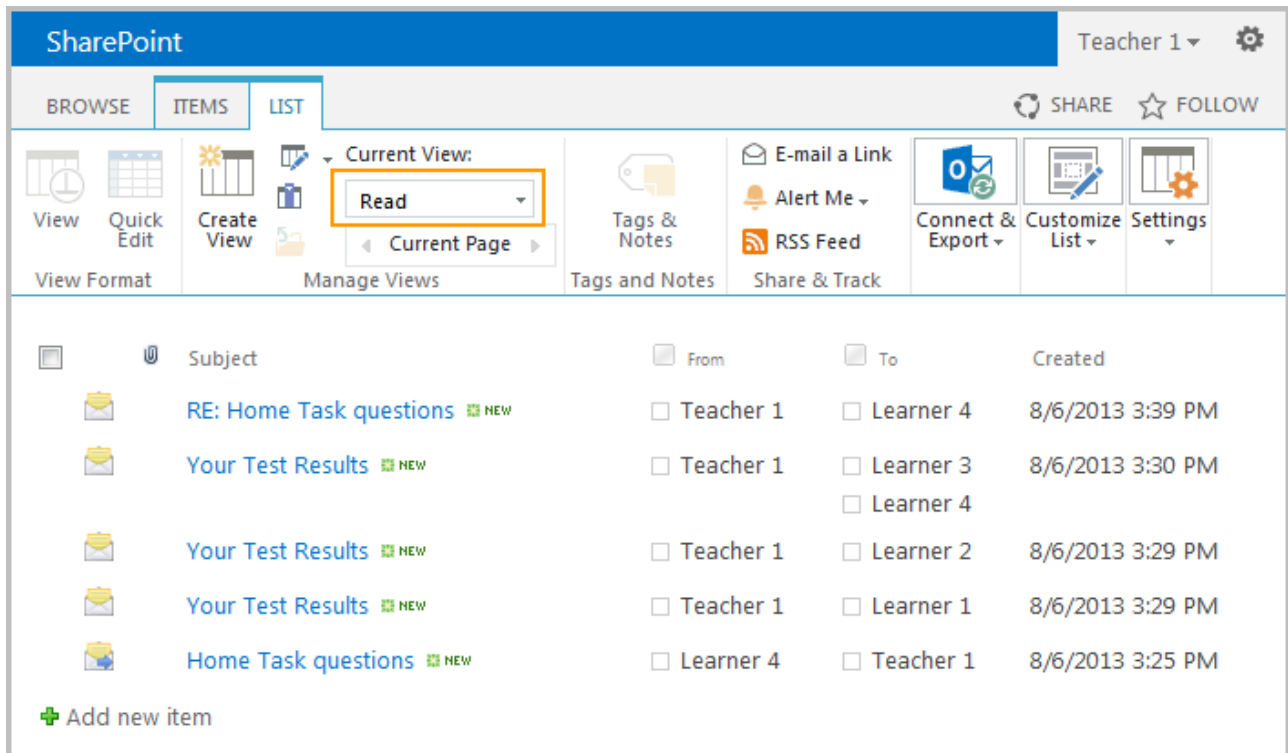
1. On the course level, go to **Course Tools > Mailbox**;
2. Once you have done it, the Mailbox items list will appear;
3. On the ribbon, go to the **List** menu;
4. Go to **Manage Views** section, open **My Items** drop down and select the needed view:



- **Received items** – displays all messages that have been received by the user. To view the received items only, select **Received** from the drop down. The Received items list will appear:



- **Read items** – displays all messages that have been read by the user. To view the read items only, select **Read** from the drop down. The Read items list will appear:

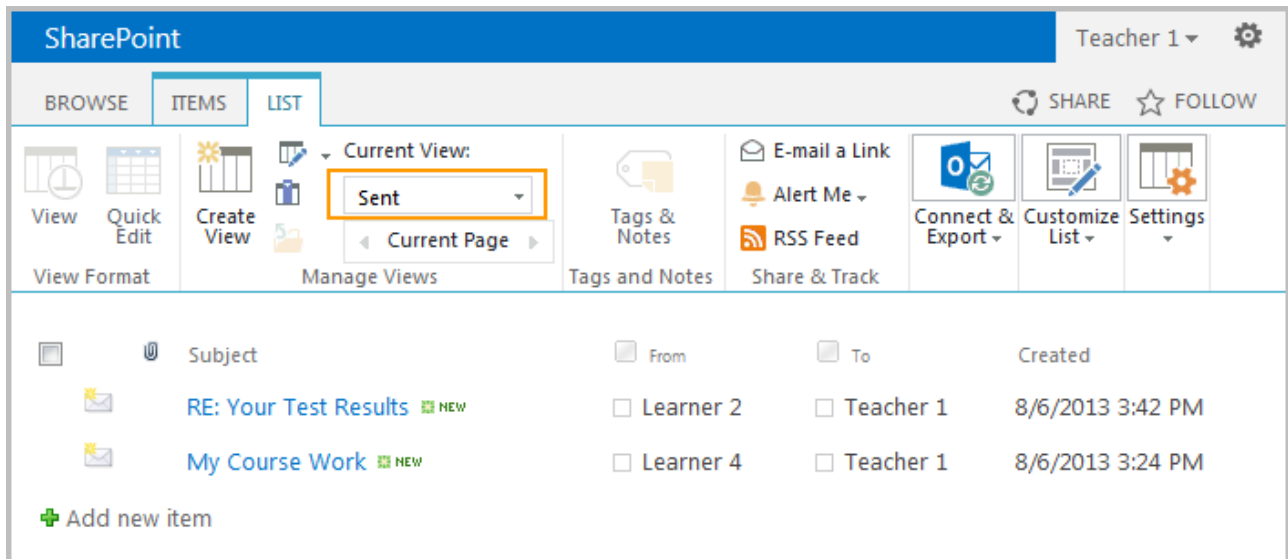


NOTE: It is impossible to mark the message as unread.


All Received Messages are marked as Read () and Unread () with the corresponding icon.

Column Read have filter that allow the user to filter the messages by Read/Unread.

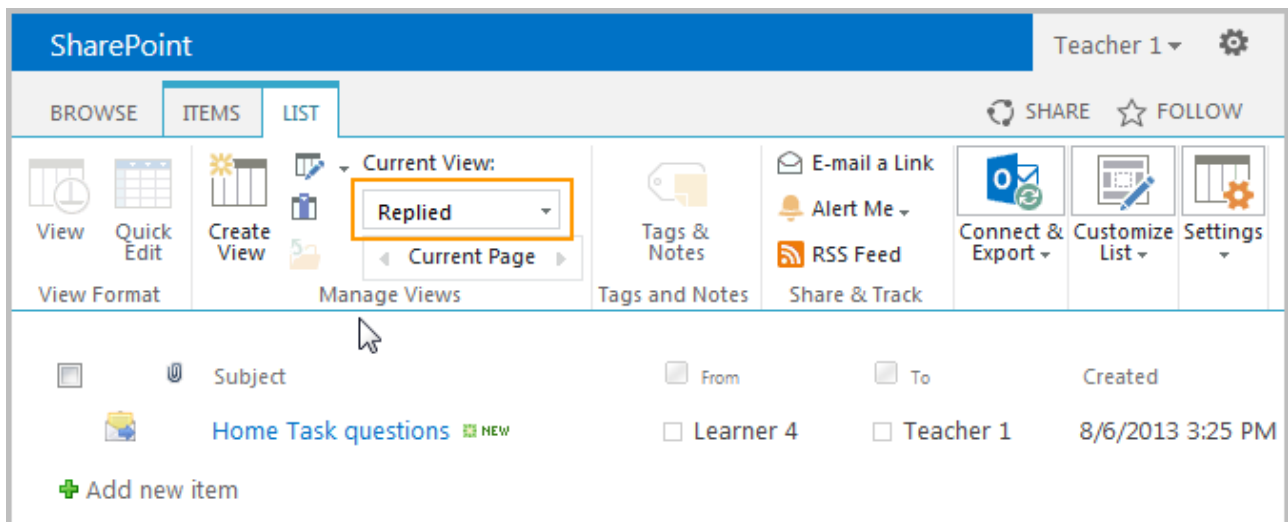
- **Sent items** - displays all messages that have been sent by the user. To view the sent items only, select **Sent** from the drop-down menu. The Sent items list will appear:




NOTE:

All Messages sent by user are marked as Sent () with the corresponding icon.

- **Replied items** - displays all messages that have been answered by the user. To view the replied items only, select **Replied** from the drop-down menu. The Replied items list will appear:

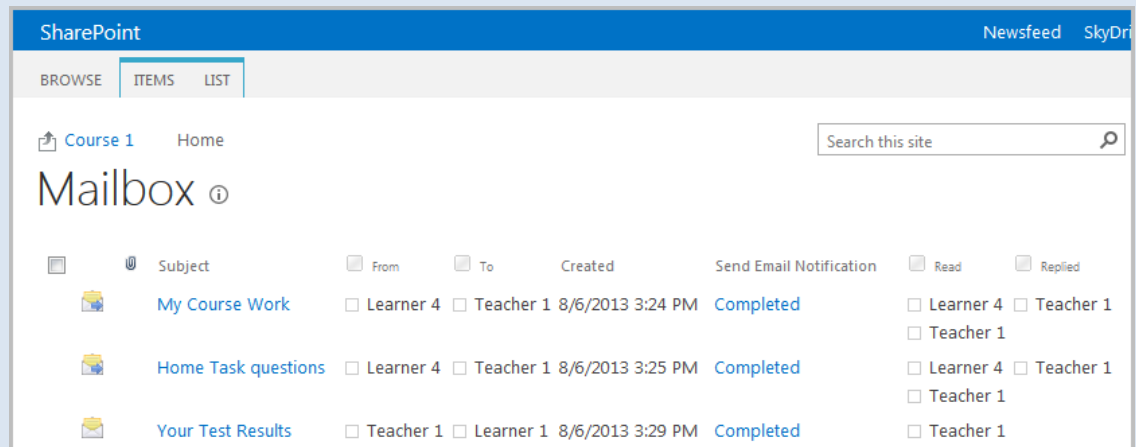


NOTE:

Once the user sends a reply to the message, the icon of the messages changes to "Replied". All Replied Messages are marked as Replied () with the corresponding icon.

Replied Messages are marked as Received and Read accordingly for the addressee.

Messages can be filtered by the Replied/Unreplied status in the Replied Column:



NOTE: As in existing aggregated SharePoint LMS web parts, Mailbox web part has the Disable Cache property. If the property is checked cache in the web part will be disabled. If the property is unchecked data that is shown in the web part will be cached with cache timeout of 10 minutes.

Sending Messages

If you want to send a message to another system user:

1. Enter the necessary course
2. Click the **Mailbox** link in the Course Tools menu. The system will display contents of your mailbox.
3. Click **New Item** above the list of messages. The following form will be opened:

SharePoint

BROWSE EDIT

Save Cancel Paste Copy Attach File Spelling

Commit Clipboard Actions Spelling

Tools

- Announcements
- Calendar
- Documents
- Discussion Board
- Chat
- Mailbox
- Links
- Plagiarism
- Reports
- Learning Path
- Quizzes



Subject *
Message subject

To *
User(s) who this message will be send to

Message

Message body

Save Cancel

4. Fill out the form fields as described in below (fields marked with an asterisk are required to be filled out):
 - Subject – Enter the subject of the message
 - To - Enter the user for whom the message is intended. To check whether this user exists in the system, click the **Check Names** icon (). If a user with this name does not exist, the system will display a red error message. If you do not know exact name of the user for whom the message is intended, click the **Browse** icon () and search for the necessary user, select **Learners** or **Teachers** depended on whom you want to send to. **Double click** on the person name, or **click** the person name and then click on **Add** button and once finished, click **OK** as shown below:

Select People



Search **Learners** **Teachers** Teaching Assistants Faculty

Show all learners on course

Display Name	E-mail Address
Abdulaziz J. AlRumaih	2016-00252@ac-kuwait.edu
Abdulaziz M. AlMutairi	2015-00054@ac-kuwait.edu
Abdulaziz N. AlEnezi	2015-00062@ac-kuwait.edu
Abdullah B. AlFahad	2016-00273@ac-kuwait.edu
Abdulwahab Boresli	2015-00141@ac-kuwait.edu
Afrah S. AlKhalidi	2015-00063@ac-kuwait.edu
Ahmad AlShallal	2016-00229@ac-kuwait.edu
Ali N. Mohammed	2016-00253@ac-kuwait.edu
Ali Y. Chaudhry	2016-00264@ac-kuwait.edu
Anwar S. AlAjmi	2016-00271@ac-kuwait.edu
Athra AlAteyah	2015-00084@ac-kuwait.edu

All Search Results
Learners

Add -> Mohamad Rabee O. Obeid;

OK Cancel

- Message – Enter the text of the message. Use the embedded editor to format the text.
5. If you want to attach a file to the message, click the **Attach file** button in the top left corner and specify the path to the necessary file on your computer

SharePoint

BROWSE EDIT

Save Cancel Paste Copy Attach File Spelling

Commit Clipboard Actions Spelling

Tools

- Announcements
- Calendar
- Documents
- Discussion Board
- Chat
- Mailbox
- Links
- Plagiarism
- Reports
- Learning Path
- Quizzes

Subject *
Message subject

To *
User(s) who this message will be send to

Message

Message body

Save Cancel

Click on **Choose file** button:

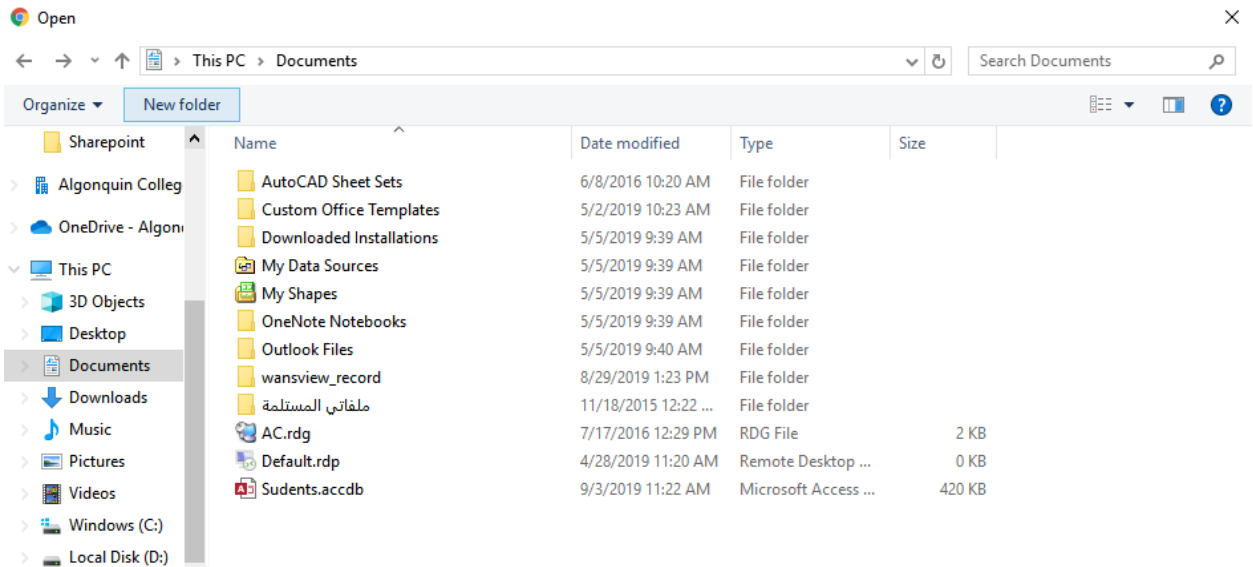
Use this page to add attachments to an item.

Name

No file chosen

OK Cancel

Specify the location path and then select the desired file to attach and then click on **Open** button:



The file will be added as below, click **OK**:

Use this page to add attachments to an item.

Name

Choose File test.xlsx

OK

Cancel

Also, the file will appear in the new mailbox message window, you can delete it if you are not sure about it, if confirmed, click **Save**:

[Click for help about adding basic HTML formatting.](#)

Message body

Attachments

C:\fakepath\test.xlsx Delete




Save

Cancel

After click **Save**, the message will be delivered, and it will be shown on the mailbox home page as below:

Mailbox

 new item or edit this list

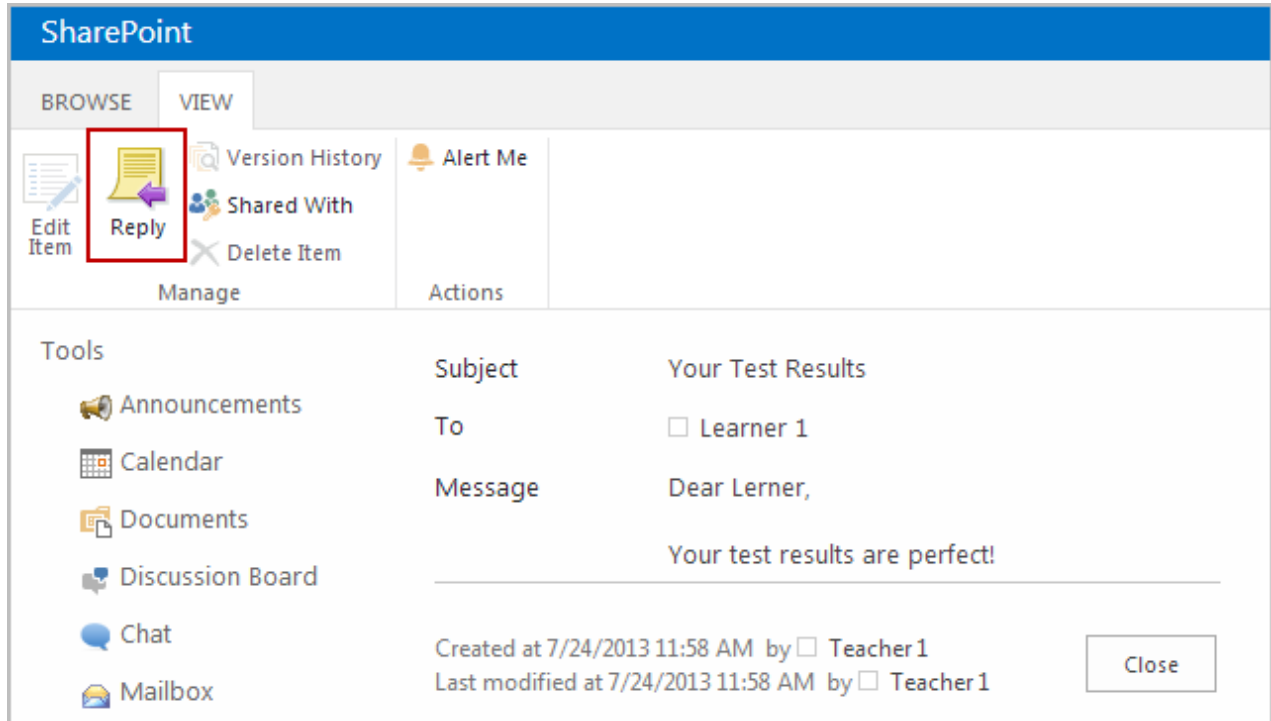
My items	Read	Received	...	<input type="text" value="Find an item"/>				
<input checked="" type="checkbox"/>		Subject	From	To	Created	Send Email Notification		
		excel	<input type="checkbox"/>	Mohamad Rabee O. Obeid	<input type="checkbox"/>	Mohamad Rabee O. Obeid	October 22, 2018	Completed
		test2	<input type="checkbox"/>	Mohamad Rabee O. Obeid	<input type="checkbox"/>	Mohamad Rabee O. Obeid	March 6, 2018	Completed
		Test	<input type="checkbox"/>	Mohamad Rabee O. Obeid	<input type="checkbox"/>	Mohamad Rabee O. Obeid	March 6, 2018	Completed

6. Click **Spelling** to check spelling
7. When finished, click the **Save** to send out the message to the specified user; click **Cancel** to discard changes and navigate back to the list of messages.

Replying to a Message

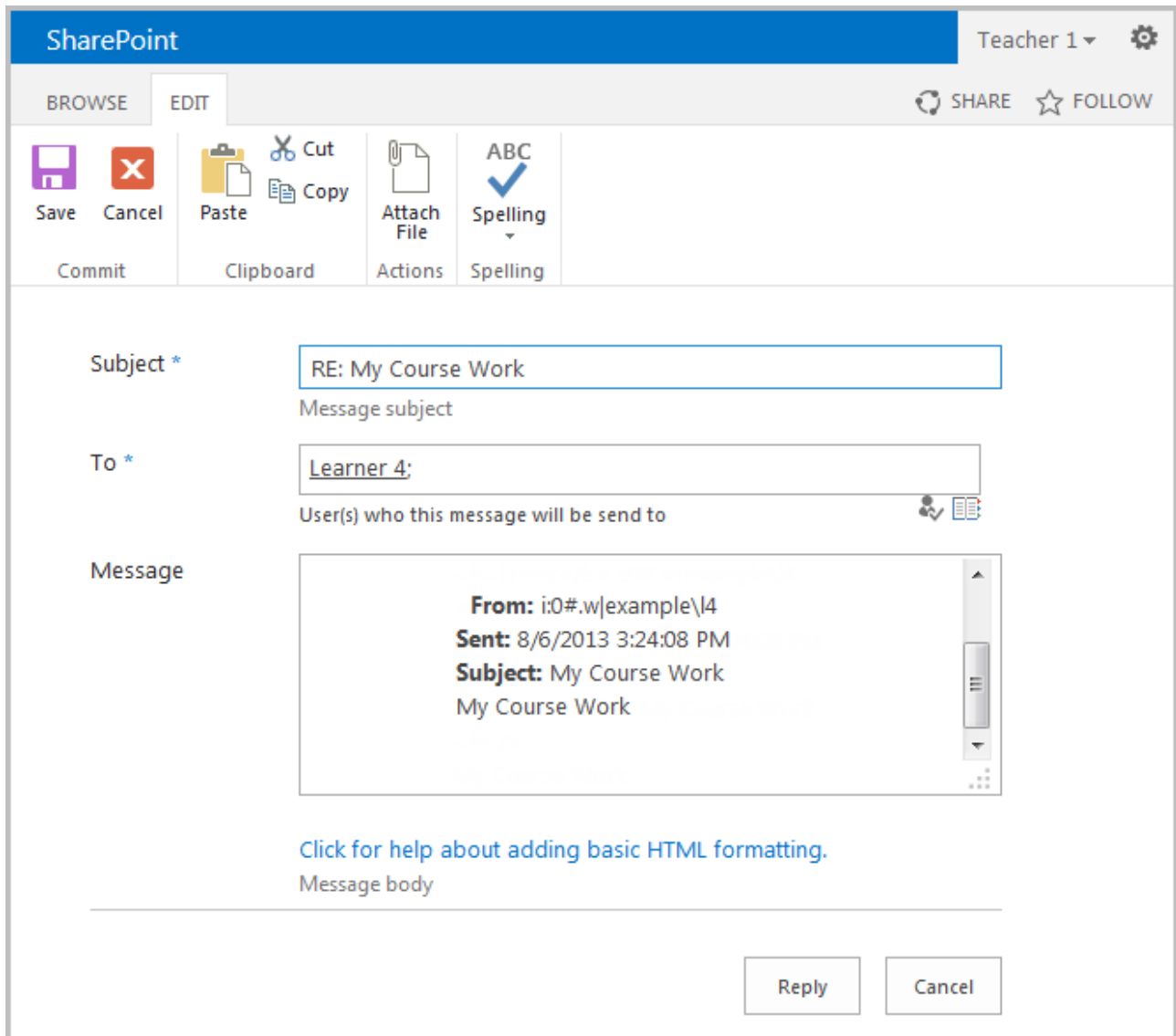
To reply a message,

1. Enter the necessary course.
2. Click the **Mailbox** link in the Tools menu. The system will display contents of your mailbox.
3. Click the name of the message you want to reply to.
4. Click the **Reply** button:



The screenshot shows the SharePoint interface with a blue header bar labeled 'SharePoint'. Below the header, there are two tabs: 'BROWSE' and 'VIEW'. The 'VIEW' tab is active. In the 'Manage' section, there are several icons: 'Edit Item', 'Reply' (highlighted with a red box), 'Version History', 'Alert Me', 'Shared With', and 'Delete Item'. Below the 'Manage' section, there is a 'Tools' section with icons for 'Announcements', 'Calendar', 'Documents', 'Discussion Board', 'Chat', and 'Mailbox'. The 'Mailbox' icon is highlighted. The main content area shows a message with the following details: Subject: 'Your Test Results', To: 'Learner 1', and Message: 'Dear Lerner, Your test results are perfect!'. At the bottom, there is a 'Close' button and a footer with the text: 'Created at 7/24/2013 11:58 AM by Teacher 1' and 'Last modified at 7/24/2013 11:58 AM by Teacher 1'.

5. Enter the text of the message. Note that you have the text of the original message included into the text field to enable user to track the conversation.



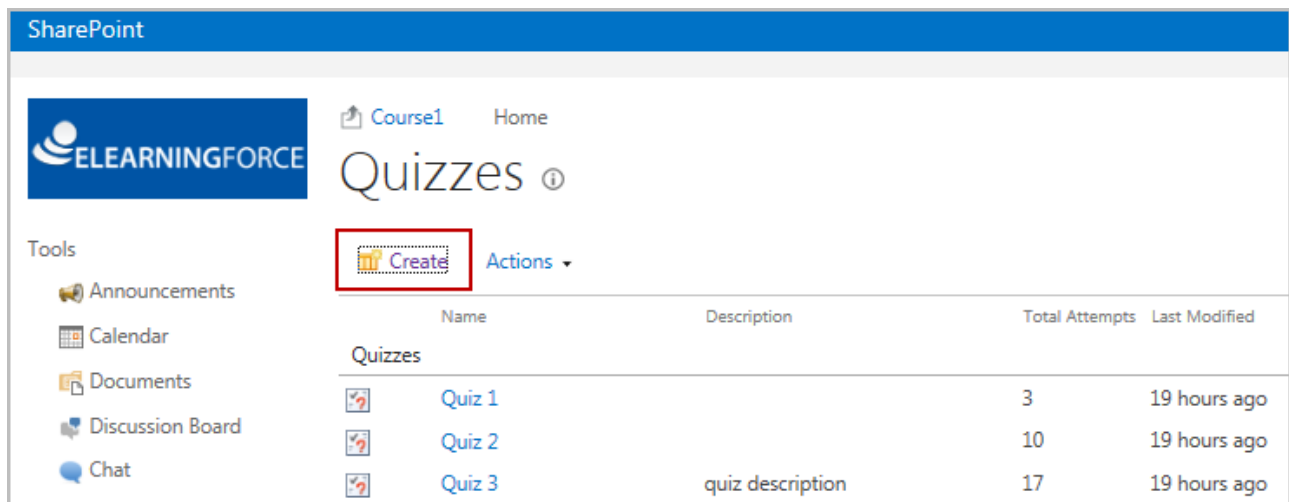
6. Click **Reply** to save changes. **Click** Cancel to discard changes.

Quizzes

View Quizzes

To view the list of current Quizzes, do the following:

1. Open the needed **Course**;
2. On the **Tools** menu select **Quizzes**. The list of current quizzes will appear:



The screenshot shows the SharePoint interface for the 'Quizzes' page. At the top, there is a blue header with 'SharePoint' and a navigation bar with 'Course1' and 'Home'. Below this is the 'ELEARNINGFORCE' logo and the title 'Quizzes'. A 'Tools' menu is visible on the left, listing 'Announcements', 'Calendar', 'Documents', 'Discussion Board', and 'Chat'. The 'Create' button in the 'Tools' menu is highlighted with a red box. Below the menu is a table of quizzes with columns for 'Name', 'Description', 'Total Attempts', and 'Last Modified'.

Name	Description	Total Attempts	Last Modified
Quiz 1		3	19 hours ago
Quiz 2		10	19 hours ago
Quiz 3	quiz description	17	19 hours ago

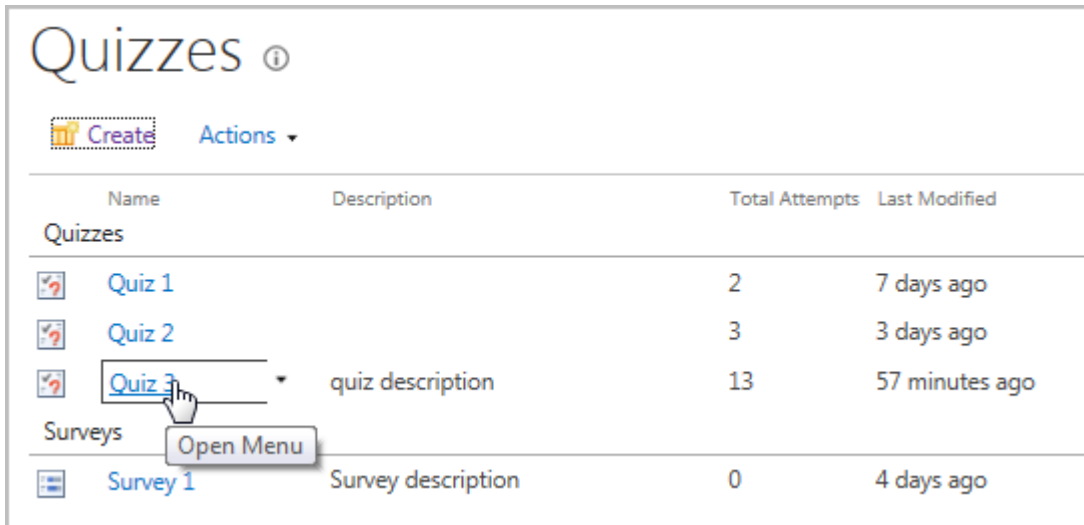
The Quizzes page contains three sections: Quizzes, Surveys, and Questions Pools.

The Quizzes section contains a list of quizzes, the Surveys section contains a list of surveys, and the Question Pools section contains a list of question pools.

Start Answering the quiz

To start the created quiz, do the following:

1. On the course level, go to **Course Tools>Quizzes**;
2. Click the **Quizzes** icon;
3. The list of Quizzes, Surveys and Question Pools will appear. Select the needed quiz by putting the cursor arrow on it:



The screenshot shows the 'Quizzes' page with a table of items. The table has columns for Name, Description, Total Attempts, and Last Modified. There are three rows under the 'Quizzes' section and one row under the 'Surveys' section. A hand cursor is clicking on a drop-down arrow next to 'Quiz 3', which has opened a menu with the option 'Open Menu'.

Name	Description	Total Attempts	Last Modified
Quizzes			
Quiz 1		2	7 days ago
Quiz 2		3	3 days ago
Quiz 3	quiz description	13	57 minutes ago
Surveys			
Survey 1	Survey description	0	4 days ago

4. Click the drop-down arrow against the quiz name to open the Edit Content Block drop down menu;
5. From the drop-down menu, select **Start**:

Quizzes ⓘ

📄 Create Actions ▾

Name	Description	Total Attempts	Last Modified
Quizzes			
🔗 Quiz 1		2	7 days ago
🔗 Quiz 2		3	3 days ago
🔗 Quiz 3 ▾	quiz description	13	57 minutes ago
📄 Survey	Survey description	0	4 days ago

Start

All Attempts

📄 Settings

✕ Delete

6. Once you click **Start**, the quiz is on;
7. If you are allowed to take the attempt, the following message will appear: You are about to begin n. attempt. Press **NEXT** to begin.

Quiz 3

You are about to begin **1. attempt**. Press **NEXT** to begin

This quiz allows **3 attempt(s)**

This quiz timeouts after **120 seconds**

The form specifies the number of *attempts allowed*.

NOTE: If the learner is not allowed to take an attempt, he sees a message: ‘You cannot start this quiz. Out of attempts. This quiz allows n. attempt(s)’:

Quiz 3

You cannot start this quiz. **Out of attempts.**

This quiz allows **3 attempt(s)**

This quiz timeouts after **120 seconds**

Cancel

Click **Cancel** button to omit the attempt. Once you click the button, you will see the **All Attempts** list.

8. Once you click **Next**, the quiz form will appear:

Quiz 3

00:11 | Score: 0 out of 135 | Skipped: 3

Big Cities

List the cities in the ascending order from underpopulated to most densely populated.

1.
2.
3.

Question 11

Fill in the gap:

To be, or not to be: that is the

Question 8

Specify synonyms to the word 'to like'

to love

to be fond of

to hate

Created at 7/29/2013 1:59 PM by Teacher 1
Last modified at 7/29/2013 1:59 PM by Teacher 1

NOTE: Click **Next** to navigate between quiz question pages or just to skip some questions to finish them later. Number of skipped questions will be displayed (**Skipped: n.**). Note please that after clicking the **Next** or **Previous** buttons all answered questions will be saved and you will not be able to change them anymore (the answering field will be inactive):

Quiz 3
00:14 | Score: 20 out of 135 | Skipped: 11

Q1
Select True.
 True False

Q2
Select False.
 True False

Q3
Select True.
 True False

Created at 7/29/2013 2:02 PM by Teacher 1
Last modified at 7/29/2013 2:02 PM by Teacher 1

The screenshot shows a quiz interface titled 'Quiz 3' with a timer at 00:14, a score of 20 out of 135, and 11 skipped questions. It displays three questions: Q1 (Select True, True selected, Clear button), Q2 (Select False, False selected), and Q3 (Select True, True selected). At the bottom, there is a creation/modification timestamp, a 'Next' button, and a 'Cancel' button. Red arrows point to the 'Clear' button in Q1, the 'False' radio button in Q2, and the 'True' radio button in Q3.

NOTE: When users answer **Drop Down, True or False, Multiple Choice, Multiple Answer, Matching, Gap Fill, Hot Spot** questions they can uncheck the answers clicking the **Clear** button:

Question 5
Select False
 True False

Question 6
Find member of the EU.
 Australia
 Germany
 Canada

The screenshot shows two questions. Question 5 is a True/False question where 'True' is selected and a 'Clear' button is highlighted with a red box. Question 6 is a Multiple Choice question where 'Germany' is selected and a 'Clear' button is highlighted with a red box.

Note please that after clicking the **Next** or **Previous** buttons all answered questions will be saved (see previous **NOTE**).

9. Complete the quiz questions and click the **Next** button to proceed. The following form will appear displaying user's score, grade and number of skipped questions. Click the **Finish** button to submit the quiz. Note please, that after submitting the quiz a user won't be able to answer skipped questions:

00:36 | Skipped: 1

You finished this quiz.

Press **Finish** to leave.

Your grade is **83.467**.

[Review](#) this attempt.

Created at 8/17/2012 5:04 PM by Learner 4
Last modified at 8/17/2012 5:04 PM by Learner 4

NOTE: To review the attempt, click the **Review** link:

Quiz 3

00:58 | Score: 115 out of 135 | Skipped: 0

You finished this quiz.

Press **Finish** to leave.

Your grade is **B**.

[Review](#) this attempt.

Created at 7/29/2013 2:08 PM by Teacher 1
Last modified at 7/29/2013 2:09 PM by Teacher 1

The following form will appear:

Score
115

Grade
B

Q1 15 Points [Edit](#)

Select True.

True False

[Edit Comment](#)

Question 10 10 Points [Edit](#)

How much is $0.5 + 5.0$

5.5

[Edit Comment](#)

Content Type: Attempt
Created at 7/29/2013 2:08 PM by Teacher 1
Last modified at 7/29/2013 2:09 PM by Teacher 1

[Close](#)

After you have reviewed the quiz, click **Close**.

10. Click **finish** to see the **All Attempts** list.

Assignments

View Assignments

The **Assignments** section allows users to set assignments within the course and view the results of performing assignments.

To access the Assignments section, click the **Assignments** link on the Course Tools menu. The **Assignments** section is represented as *Assignment Calendar* by default.

The screenshot shows the SharePoint interface for the 'Assignment Calendar' view. The top navigation bar includes 'SharePoint', 'Teacher 1', and 'CALENDAR'. The main content area displays the 'Assignment Calendar' for August 2013. The calendar grid shows assignments for August 29, 5, and 19. The 'Tools' sidebar on the left lists various site features like Announcements, Calendar, Documents, Discussion Board, Chat, Mailbox, Links, Plagiarism, Reports, Learning Path, and Quizzes.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29 A2	30	31	1	2	3
4	5 Assignment	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Essay	20	21	22	23	24
25	26	27	28	29	30	31

Assignment Calendar (the **Calendar** view) should be differentiated from the Assignment Tasks (the **All Tasks** view) which can be accessed through the View Learner's Assignments link (available when moving the mouse cursor on the assignment name).

The screenshot shows a SharePoint interface for an 'Assignment Calendar'. The top navigation bar includes 'SharePoint', 'Teacher 1', and 'BROWSE ITEMS LIST'. The main content area features the 'ELEARNINGFORCE' logo, 'Course1', 'Home', and 'Marketing Site' links, along with a search box. A 'Tools' sidebar on the left lists various options like Announcements, Calendar, Documents, Discussion Board, Chat, Mailbox, and Links. The main table displays the following data:

Tools	Title	Location	Opening Date	Due Date	All Day Event
Announcements	A4		7/7/2013 5:00 PM	7/14/2013 5:00 PM	
Calendar	A3		7/21/2013 5:00 PM	7/23/2013 5:00 PM	
Documents	A1		7/22/2013 1:00 PM	7/22/2013 5:00 PM	
Discussion Board	A2		7/29/2013 5:00 PM	7/31/2013 5:00 PM	
Chat	Assignment NEW		8/5/2013 6:00 PM	8/7/2013 6:00 PM	
Mailbox	Essay NEW		8/19/2013 9:00 AM	8/20/2013 6:00 PM	
Links					

At the bottom of the table, there is a '+ Add new item' button.

Submit an Assignment

Note: *If the due date is finished, you will not be able to submit the assignment.*

If you want to submit an assignment to the instructor:

1. Enter the necessary course
2. Click the **Assignment** link in the Course Tools menu. The system will display all the assignments assigned to you inside this course.
3. **Click** the assignment you want to submit.
4. Click on **Edit Item** from the **view** menu as shown below.

SharePoint

BROWSE VIEW

View Learner's Assignments Edit Item Manage Version History Shared With Delete Item Alert Me Workflows Actions

Tools

- Announcements
- Calendar
- Documents
- Discussion Board
- Chat
- Mailbox
- Links
- Reports
- Learning Module
- Quizzes
- Drop Box
- Assignments
- Attendance
- Conference
- Grade Book
- Help
- Tracking
- Wiki Pages

Template

Title Test2

Assignment Type Online Submission

Opening Date 9/19/2019 2:00 PM

Due Date 9/30/2019 12:00 AM

Closing Date

Description The questions are into the attached file.

Attachments [test.xlsx](#)

Group Hand In No

Scale Configuration

Assigned To Mohamad Rabee O. Obeid

Notify me when learners return tasks for this assignment Yes

Content Type: Assignment
 Created at 9/19/2019 1:56 PM by Mohamad Rabee O. Obeid
 Last modified at 9/19/2019 2:01 PM by System Account

Close

5. Put your answer inside the **description box** or you may **attach file**.

SharePoint

BROWSE EDIT

Save Cancel Paste Copy View Learner's Assignments Delete Item Attach File Spelling

Commit Clipboard Actions Spelling

Tools

- Announcements
- Calendar
- Documents
- Discussion Board
- Chat
- Mailbox
- Links
- Reports
- Learning Module
- Quizzes
- Drop Box
- Assignments
- Attendance
- Conference
- Grade Book
- Help

Template

none

Title * Test2

Assignment Type Online Submission

Opening Date * 9/19/2019 2 PM 00

The time that the assignment becomes available to students.

Due Date * 9/30/2019 12 AM 00

The due date for the assignment. Homework submitted after this time will be marked overdue.

Closing Date 12 AM 00

The last date that the system will allow submissions for this assignment. If left empty, it will default to the Due Date.

Description * The questions are into the attached file.

If you attach file, follow the below steps:

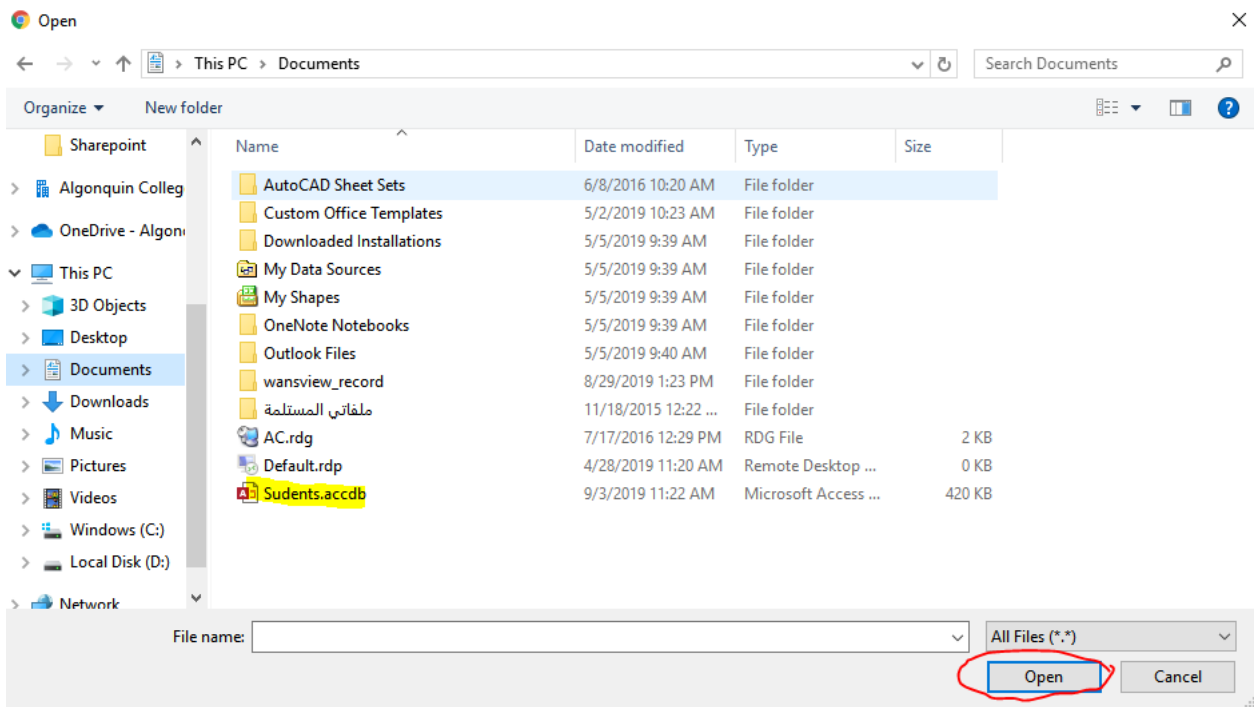
Click on **Choose file** button:

Use this page to add attachments to an item.

Name

No file chosen

Specify the location path and then select the desired file to attach and then click on **Open** button:



The file will be added as below, click **OK**:

Use this page to add attachments to an item.

Name

Choose File test.xlsx

OK

Cancel

Also, the file will appear in the new mailbox message window, you can delete it if you are not sure about it, if confirmed, click **Save**:

[Click for help about adding basic HTML formatting.](#)

Message body

Attachments

C:\fakepath\test.xlsx Delete

If you are sure about the file and confirm everything is ok, click the **Submit** button.

Note: *If you click the submit button to send the assignment, you will not be able to submit it again.*

Discussion Board

The **Discussion Board** section allows a user to leave some messages so that other course participants can react to these messages in some way and leave their opinion about them.

Discussion boards are created within the frames of separate courses. Only users who take part in the course can view its discussion boards and add their own messages to them. To access the course discussion board, enter the necessary course and click the **Discussion Board** icon in the Course Tools menu.

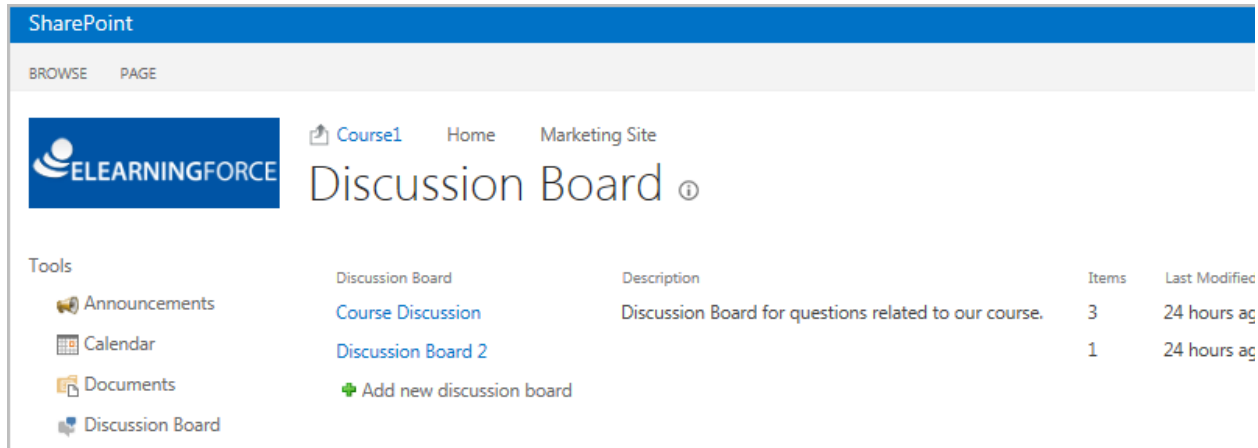


Fig. 'Discussion Board section'

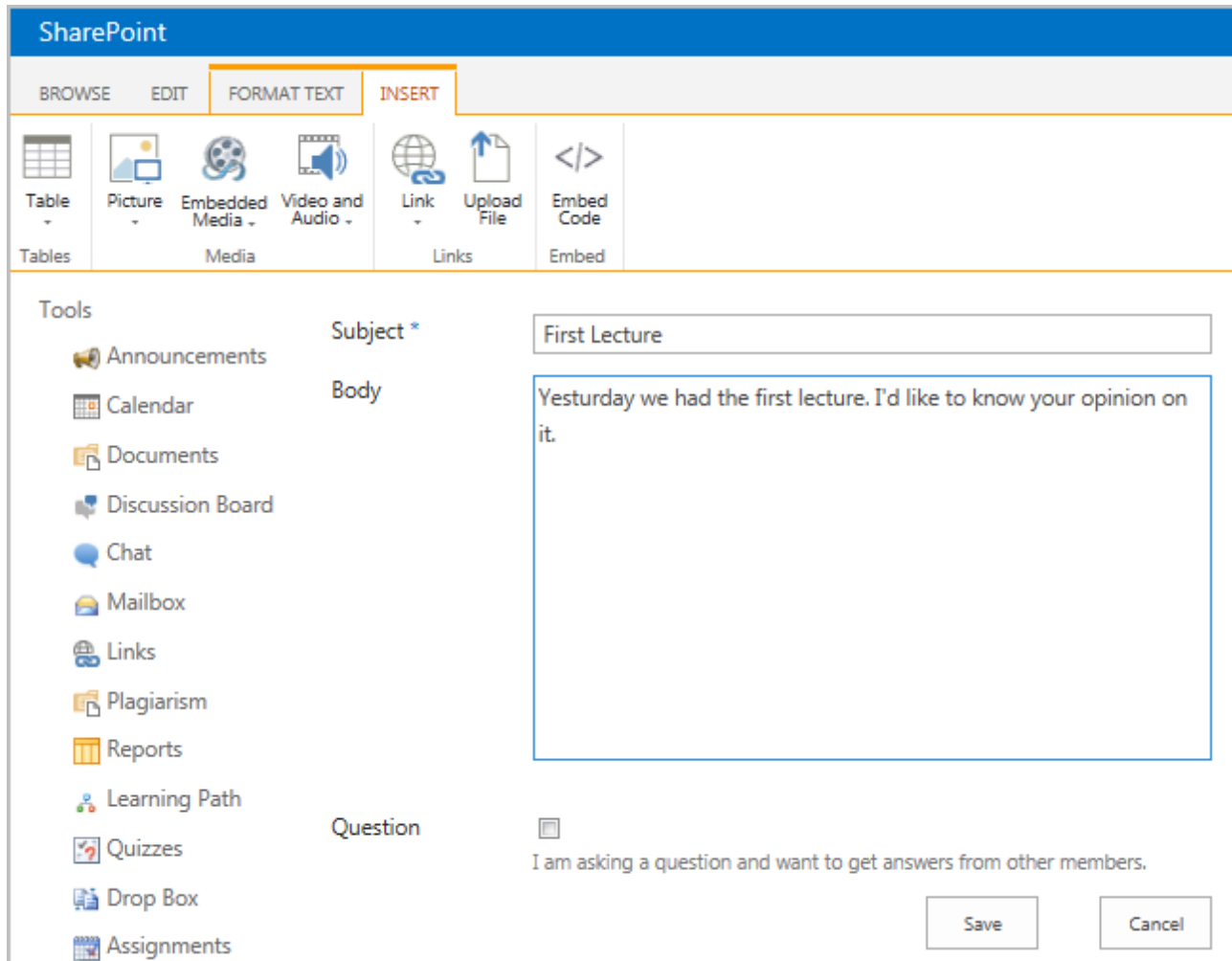
The Discussion Board tool has 3 levels:

- Discussion Board (contains categories to facilitate discussions filtering).
- Discussions (contains topics for discussion created inside discussion boards).
- Replies (discussion threads).

Adding Discussion to Discussion Board

To add a new discussion to the forum, do the following:

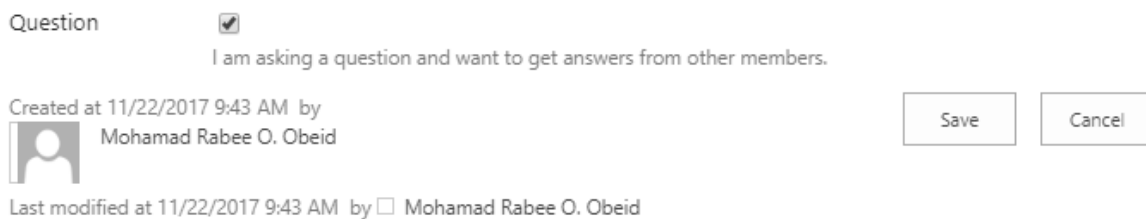
1. Enter the necessary course.
2. On the left **Tools** menu, click **Discussion Board**.
3. Click a discussion board name, and then click **Add new discussion (+)** and complete the open form as described below:



- Subject – type the subject of the discussion (the field is required).
 - Body – describe the topic of the discussion.
- To attach a file, click the **Attach File** or **Upload File** link and browse the necessary file. Click **OK**.

To check spelling, click the **Spelling** link.

4. Select and enable the box of **Question** as shown below.



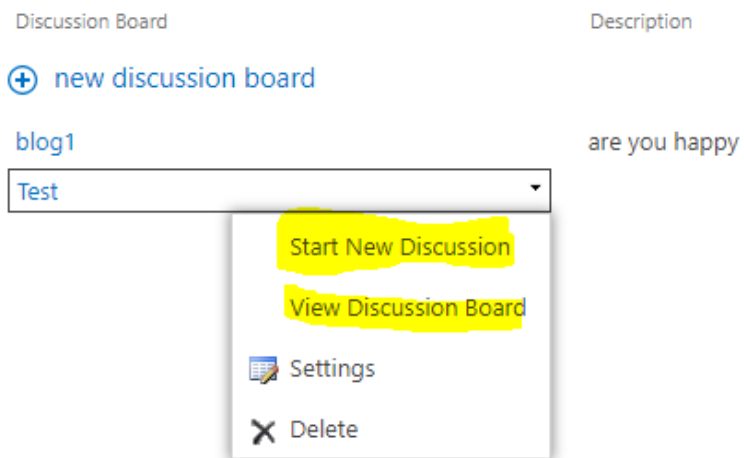
5. Click **Save**.

Insert Audio or Video file into Discussion Board

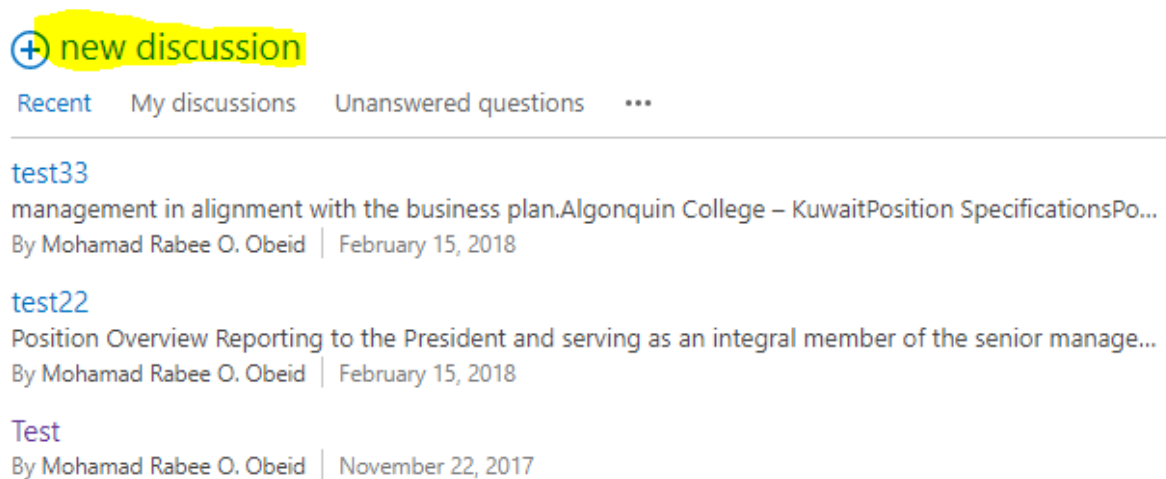
To add audio or video file in a new discussion to the forum, do the following:

1. Enter the necessary course.
2. On the left **Tools** menu, click **Discussion Board**.
3. Choose either **Start New Discussion** or **View Discussion Board**.

Discussion Board ⓘ



4. If you select **View Discussion Board**, click New Discussion as shown below:



If you click **Start New Discussion**, you will get the following window:

Subject *

My Trip

Body

Question

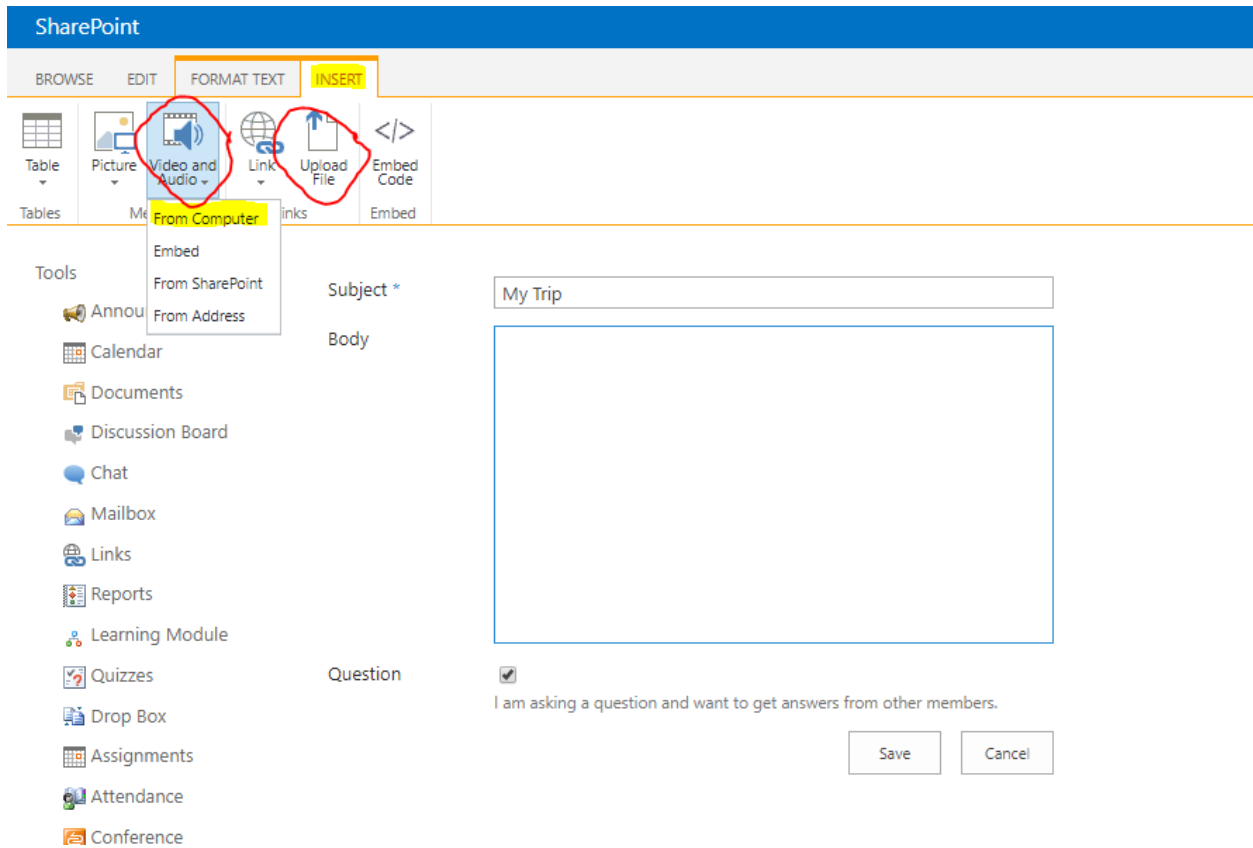


I am asking a question and want to get answers from other members.

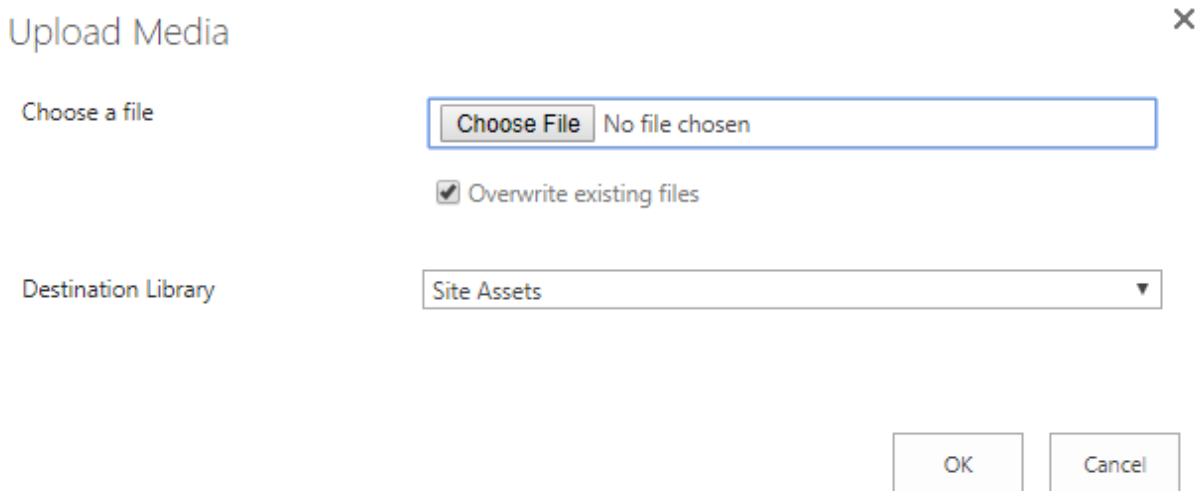
Save

Cancel

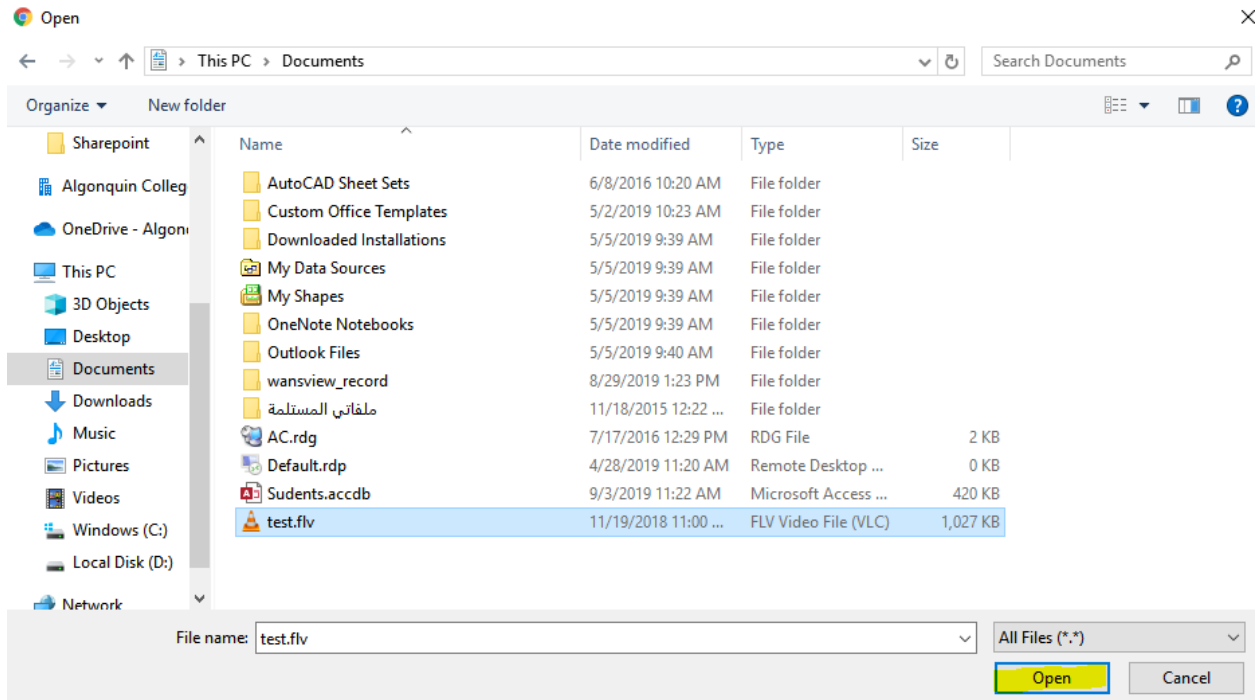
Click inside the **Body** box in order to have the *Insert* menu commands at the top of the window:



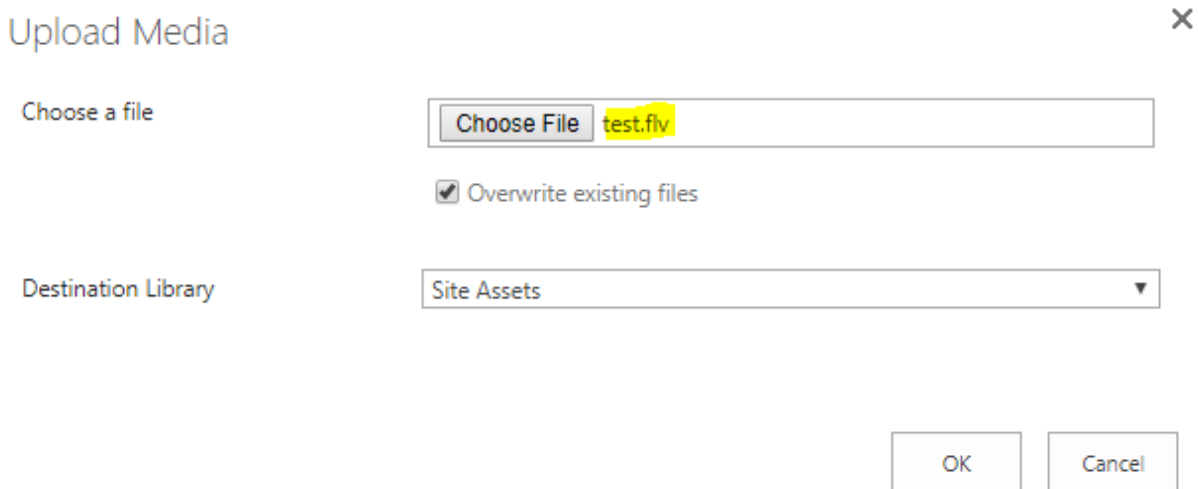
Click **Choose File** button:



Locate the path of the audio or video file, select it then click **Open** button:



File uploaded, click **OK**



You get the below window that the file inserted successfully:

Test

0 replies



Add a reply

Editing Discussion

To edit a discussion, do the following:

1. On the left **Tools** menu, click **Discussion Board**.
2. Click the name of the necessary discussion board.
3. Click the discussion name or the down arrow next to it and select **Edit Item** from the drop-down list.
4. Modify the discussion as necessary.
5. Save the changes.

Deleting Discussion

To delete a discussion, do the following:

1. Click the **Discussion Board** item in the left Tools menu.
2. Click the name of the necessary discussion board
3. Point over the necessary discussion and press the down arrow in the appeared box.
4. Click the discussion name or the down arrow next to it and select **Delete Item** from the drop-down list.
5. Confirm the deletion.

Viewing and Posting Replies

To read replies posted for a certain topic or post your own replies, do the following:

1. On the left **Tools** menu, click **Discussion Board**.
2. Click the discussion board name or the down arrow next to it and select **View Discussion Board** from the drop-down list. OR simply click the discussion board name. The list of discussions will be opened.


TIP: Column names at the top of the list are clickable and allow you to sort announcements in ascending or descending order:

- Use the **Subject** link to sort or filter replies by subject;
- Use the **Created By** link to sort or filter replies by author;
- Use the Last Updated link to sort or filter replies by the last updated date;
- To remove filter criteria, click **the column name** and select **Clear filter from** option from the context menu.

3. Click the necessary discussion from the list. The system will open discussion details page.

First Lecture

1 reply



Teacher 1
Yesterday we had the first lecture. I'd like to know your opinion on it.

25 minutes ago Reply Edit ...

NOTE: Note that if corresponded permissions are granted to you, you may have an ability to manage discussion replies. To do so, click the **View Properties** link next to the required reply and choose whether to create a new reply, edit or delete the reply, or work with notification settings.

4. To reply to a certain post, click the **Reply** link under the post, or just enter your reply in the Add a reply field with the help of the Visual Editor, attach a file if needed and save changes:

SharePoint

BROWSE **FORMAT TEXT** INSERT LIST


Clipboard Font Paragraph Styles Spelling Markup

Tools

- Announcements
- Calendar
- Documents
- Discussion Board
- Chat
- Mailbox
- Links
- Learning Path
- Quizzes
- Drop Box

First Lecture

1 reply

 **Teacher 1**
Yesturday we had the first lecture. I'd like to know your opinion on it.
26 minutes ago Reply Alert me

The lecture was very useful, but the tempo was rather quick. Could you talk a little bit slower?

Reply

IET Helpdesk Contacts:

Phone number: 22060299

Email: helpdesk@ac-kuwait.edu.kw