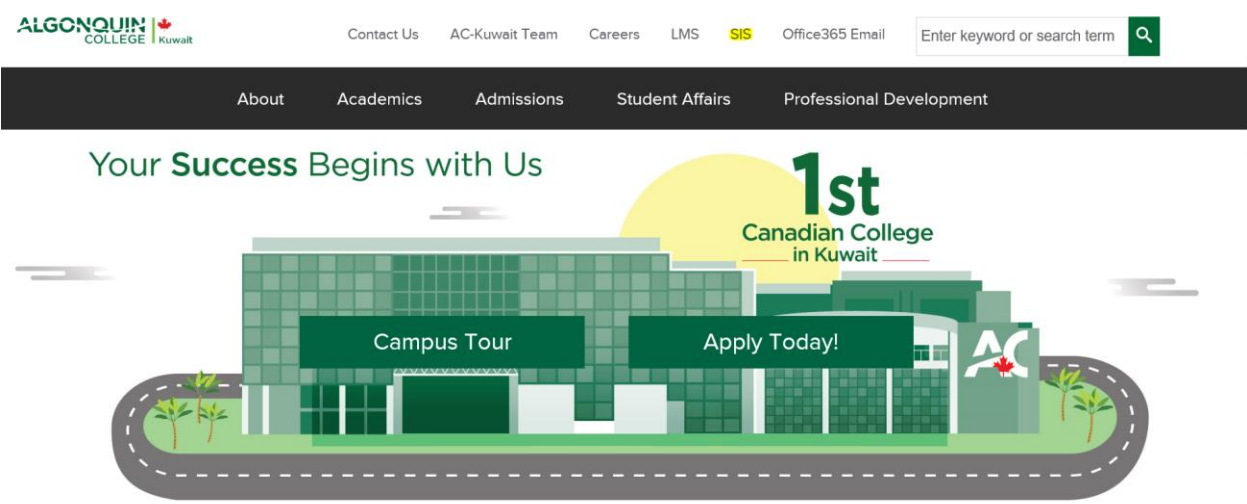# How to use the LMS (Learning Management System) by student
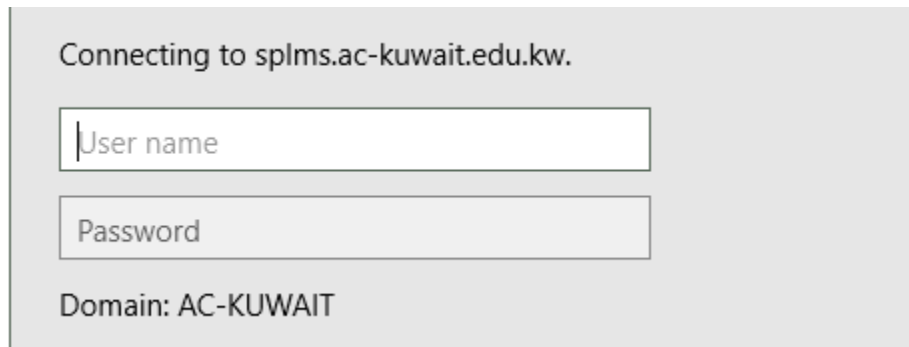
Access LMS

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:

Access the course

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

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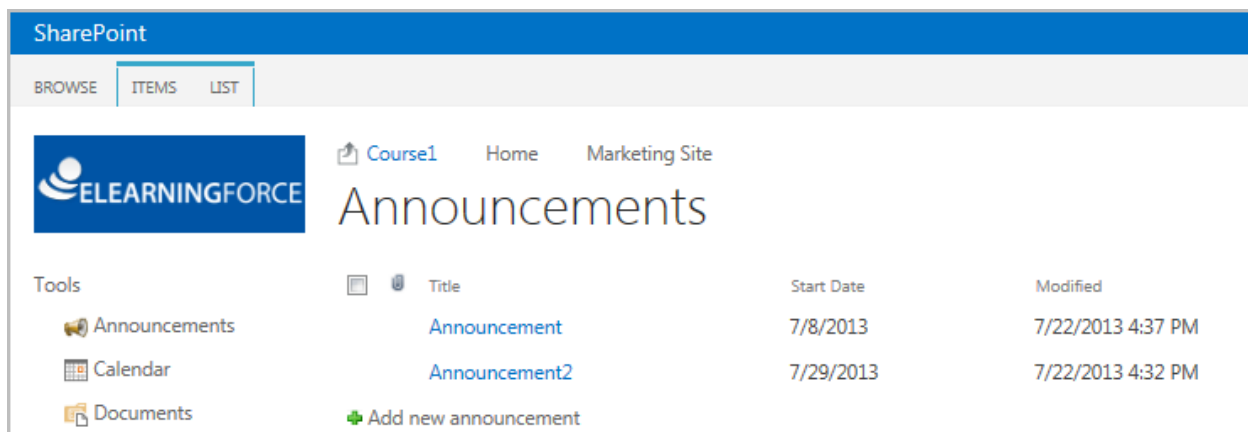
Name	Description
Announcements	Allows managing course announcements
Calendar	Allows posting events to notify other users

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:

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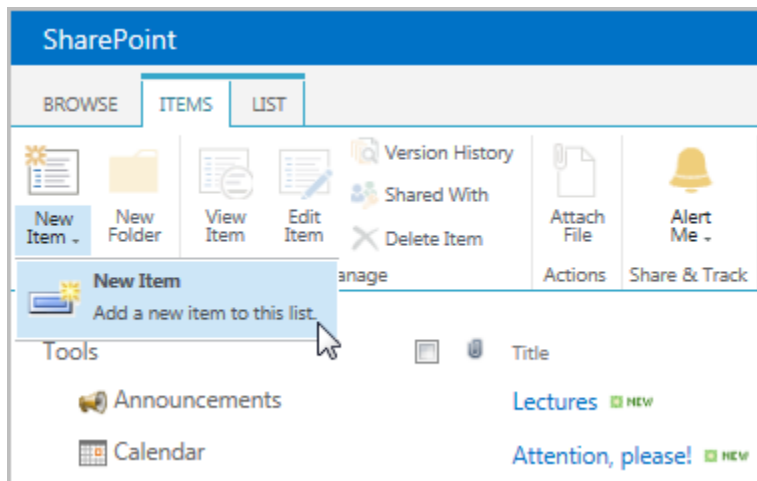
4. Fill out the open form (fields marked with an asterisk are required to be filled):

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**.
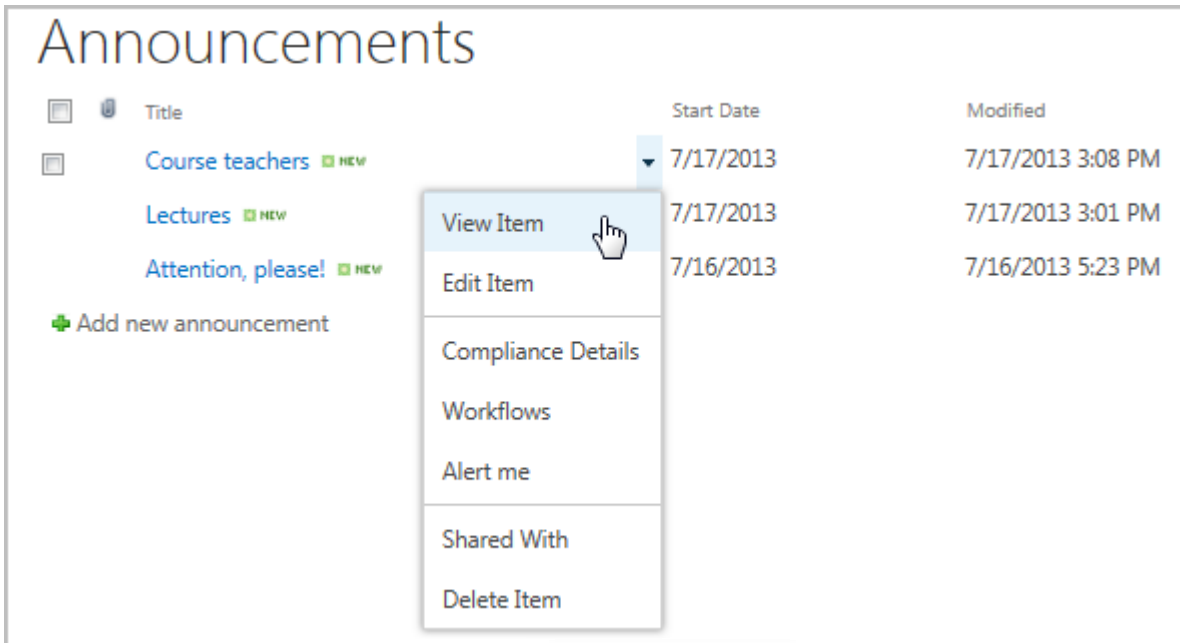2. Select the announcement you want to view and click the down arrow to open the drop-down menu:

Fig. 'Viewing Announcement'

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

'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.
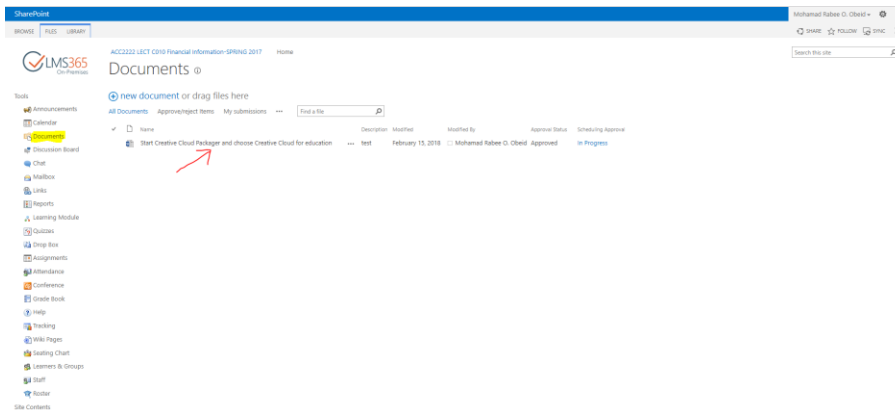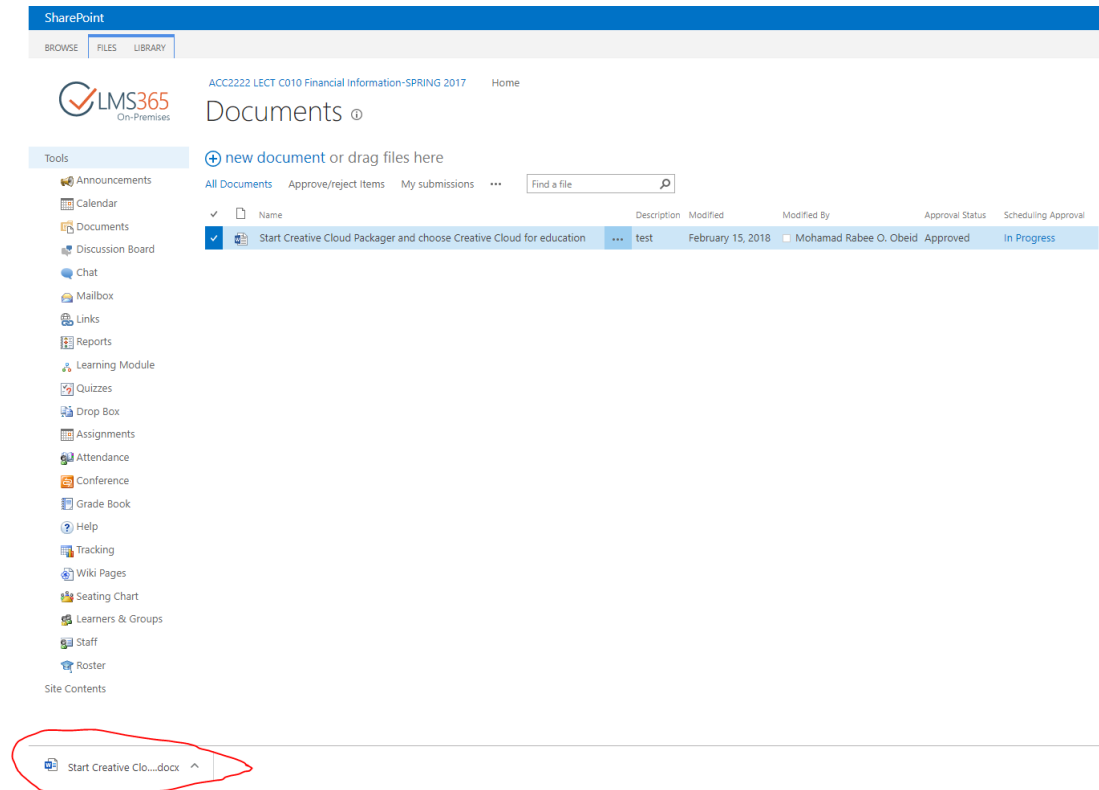
View/Download a document

<u>Method 1:</u>

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.
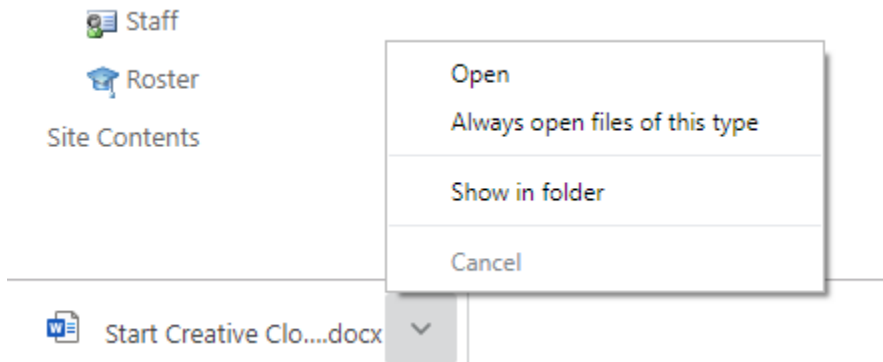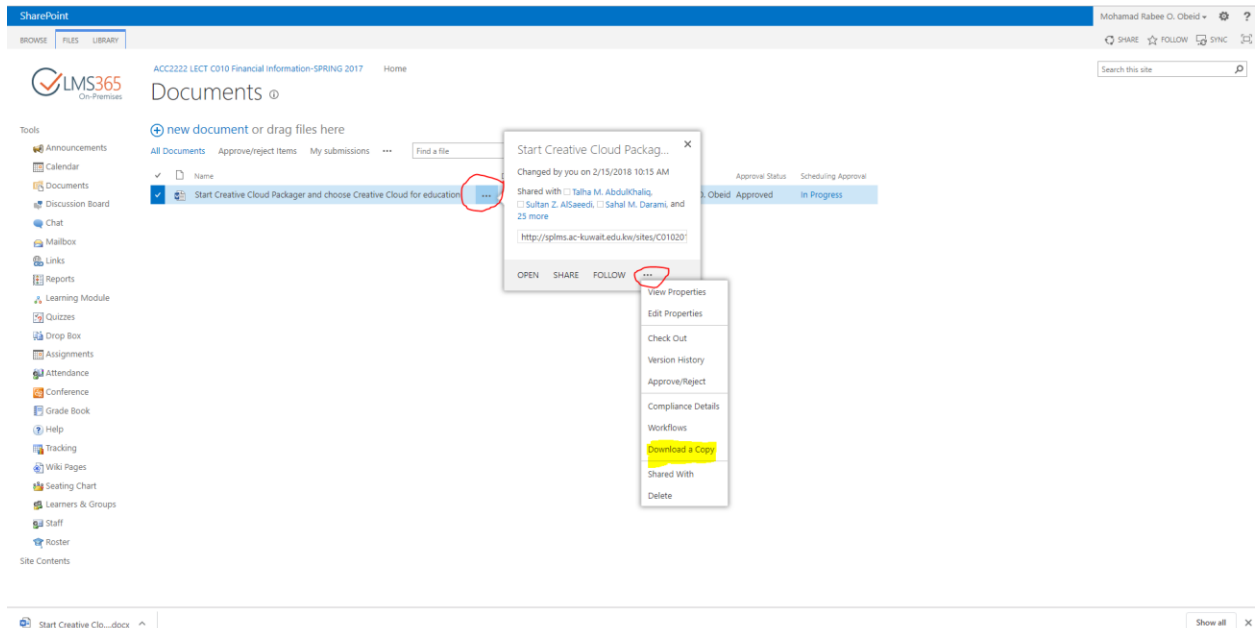

Method 2:

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:

4. Show the file in folder or open it.

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.
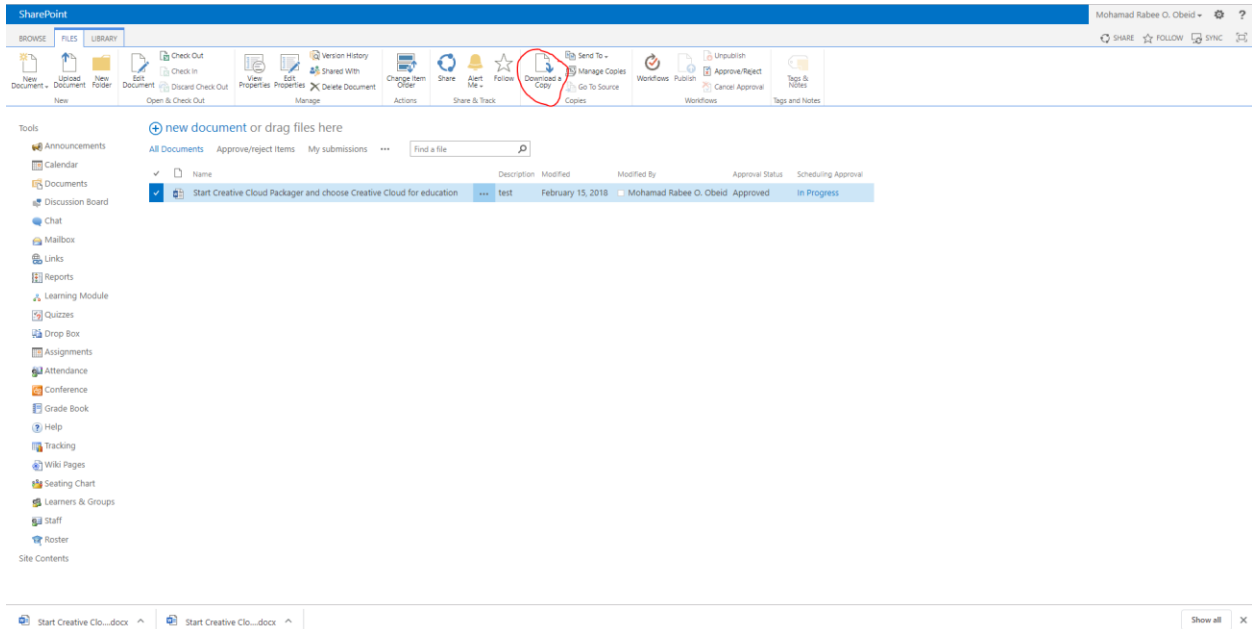
Mailbox

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.

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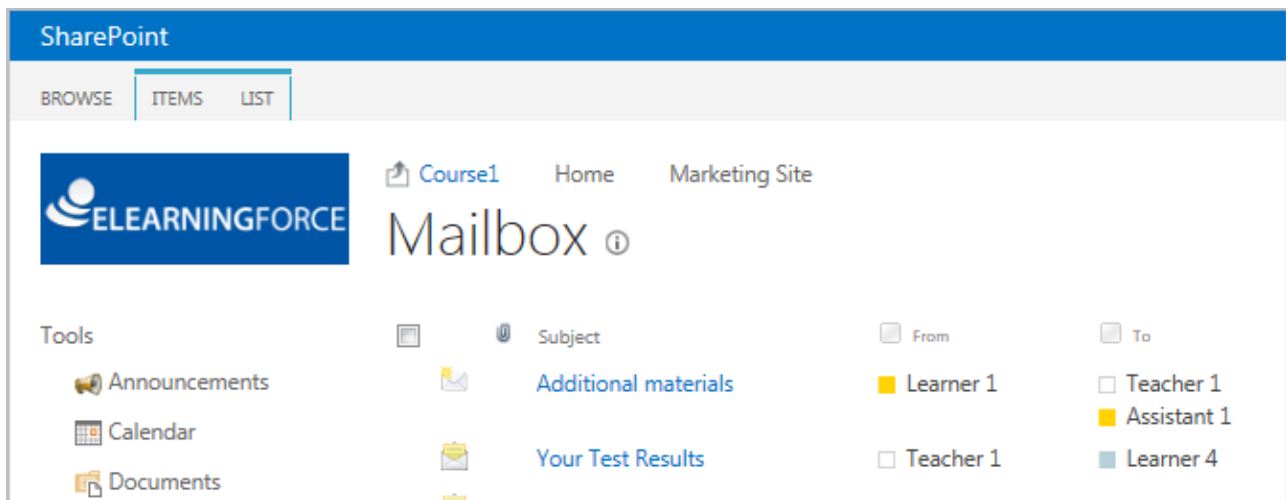<tr><td>TIP:</td><td>For better representation, you can modify the list view. From the View list select what messages should be visible: all (my items), sent or received.

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.</td></tr>
</table>

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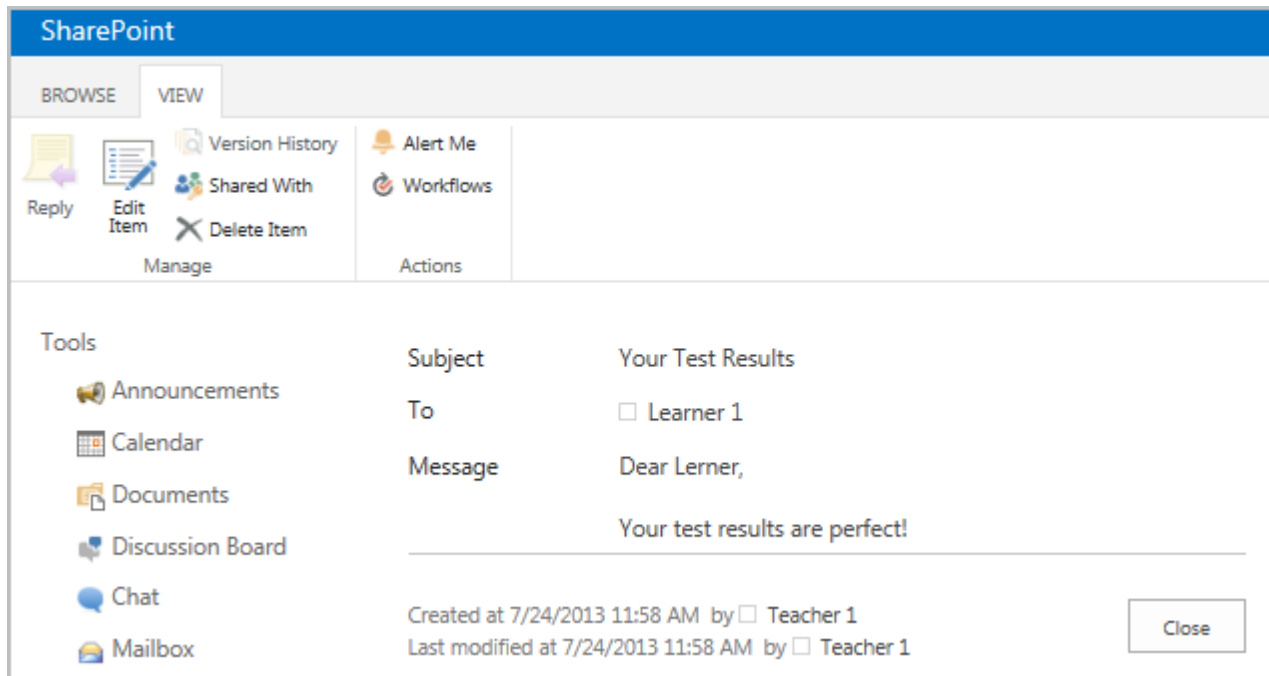
Buttons at the top of the message allow performing the following operations:

Click **Reply** to answer a letter;

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

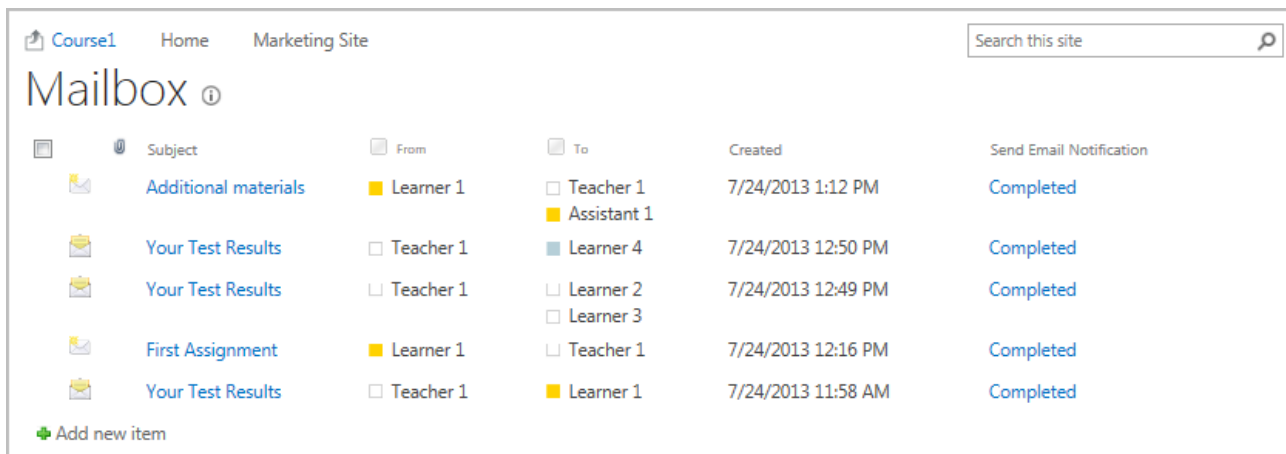Click **Delete Item** to move the message to the **Recycle Bin**;

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:
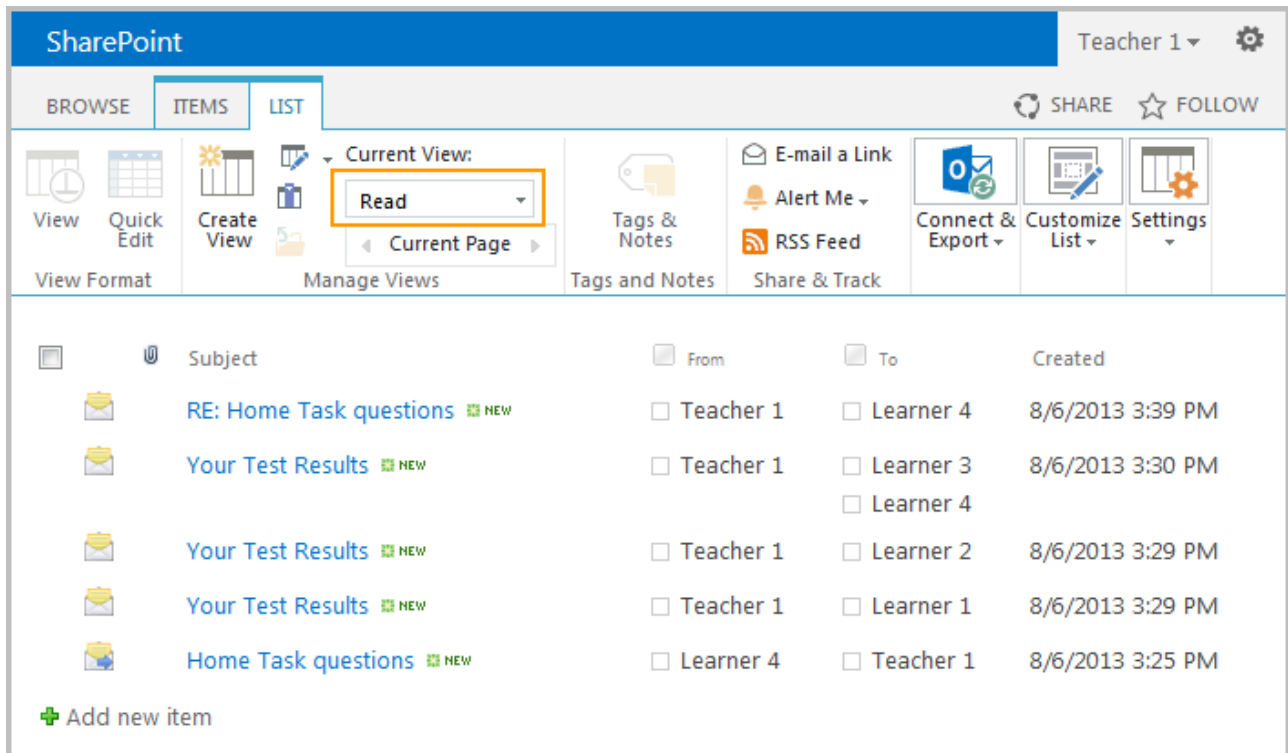
1. On the course level, go to **Course Tools > Mailbox**;
2. Once you have done it, the Mailbox items list will appear;
3. On the ribbon, go to the **List** menu;
4. Go to **Manage Views** section, open **My Items** drop down and select the needed view:
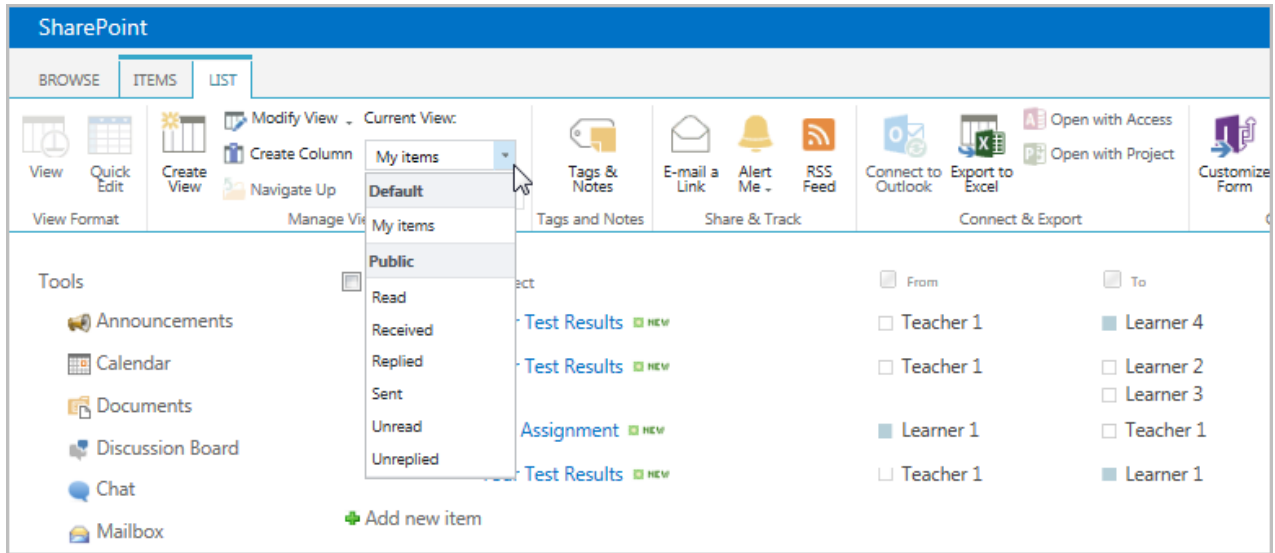
- **Received items** – displays all messages that have been received by the user. To view the received items only, select **Received** from the drop down. The Received items list will appear:
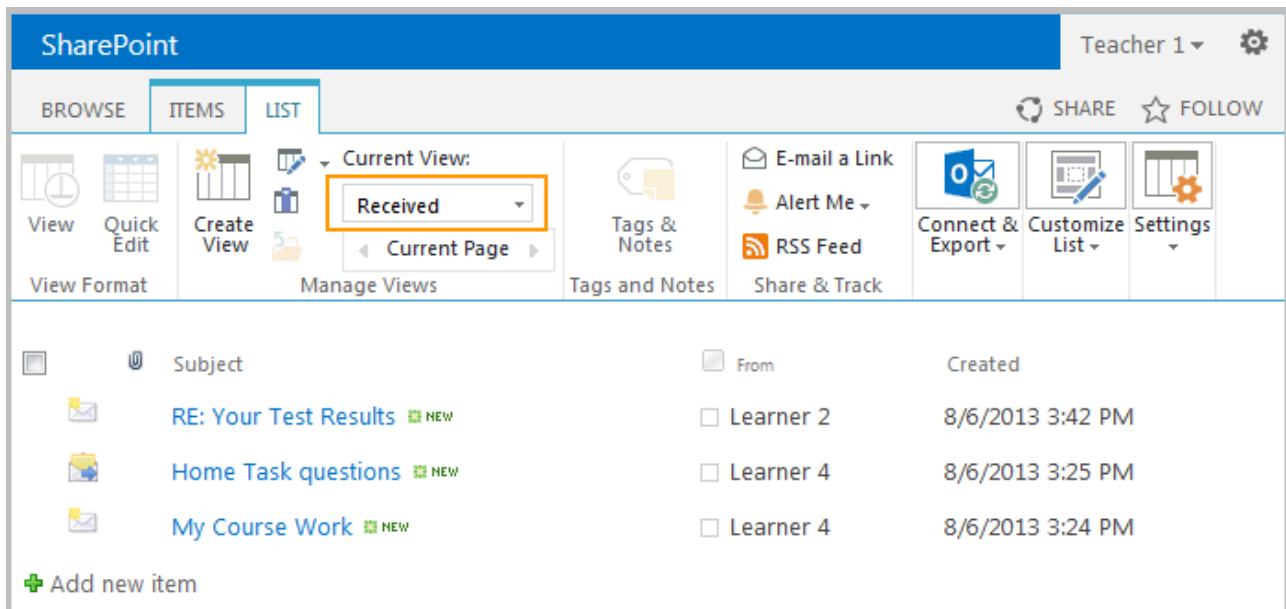
- **Read items** – displays all messages that have been read by the user. To view the read items only, select **Read** from the drop down. The Read items list will appear:

		Subject	From	To	Created
		RE: Home Task questions NEW	Teacher 1	Learner 4	8/6/2013 3:39 PM
		Your Test Results NEW	Teacher 1	Learner 3	8/6/2013 3:30 PM
				Learner 4	
		Your Test Results NEW	Teacher 1	Learner 2	8/6/2013 3:29 PM
		Your Test Results NEW	Teacher 1	Learner 1	8/6/2013 3:29 PM
		Home Task questions NEW	Learner 4	Teacher 1	8/6/2013 3:25 PM

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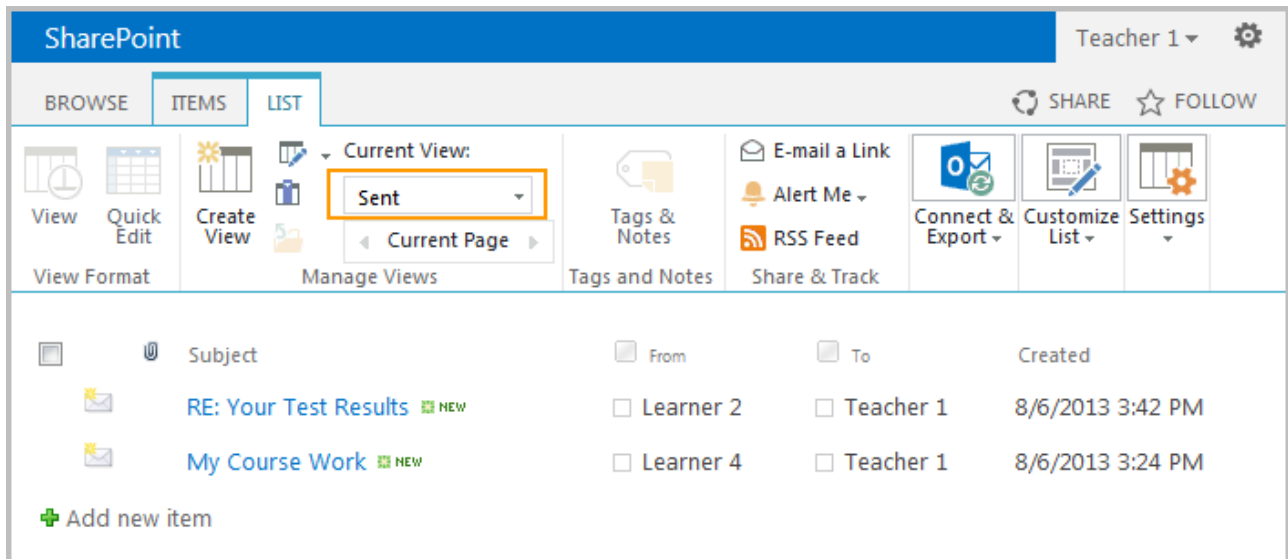
| **NOTE**: | All Messages sent by user are marked as Sent ( ) with the corresponding icon. |

- **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:
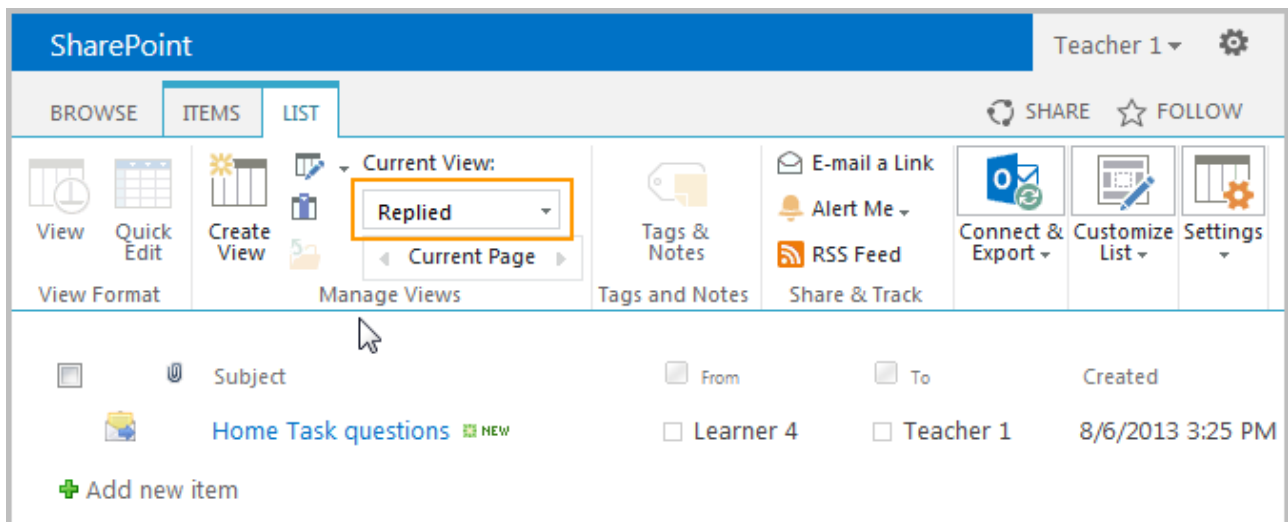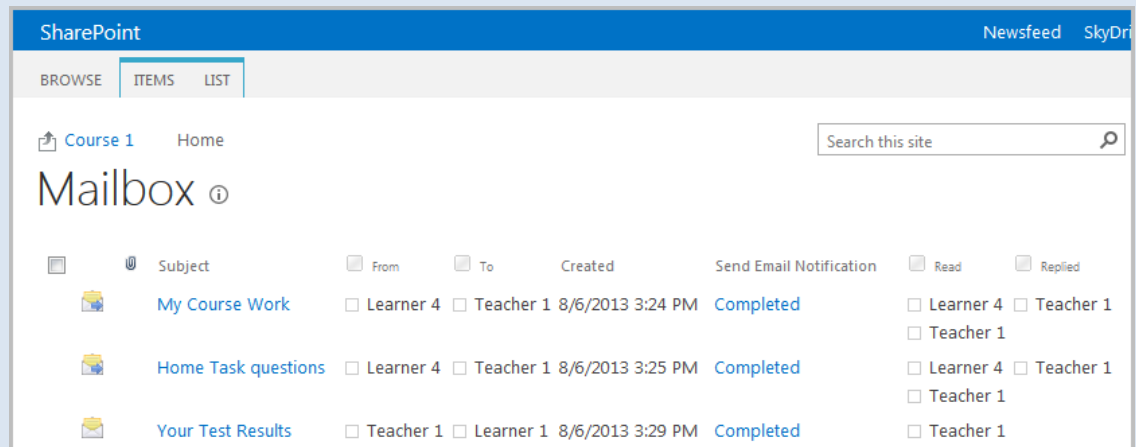

| **NOTE**: | Once the user sends a reply to the message, the icon of the messages changes to "Replied". All Replied Messages are marked as Replied ( ) with the corresponding icon. |

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:

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
All Search Results	Abdulaziz J. AlRumaih	2016-00252@ac-kuwait.edu
Learners	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. AlKhaldi	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

Add ->   Mohamad Rabee O. Obeid;

OK   Cancel

- − Message – Enter the text of the massage. 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

Click on **Choose file** button:

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**:

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**:

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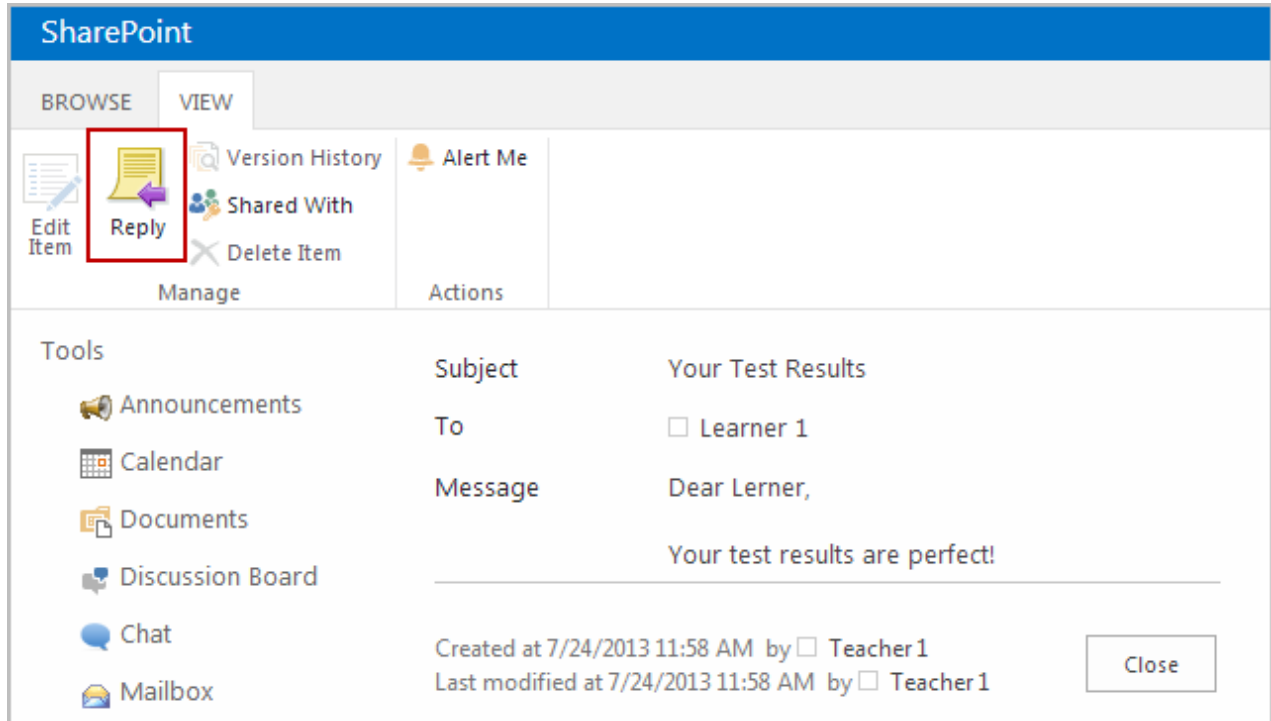
Mailbox ⓘ

⊕ new item or edit this list

My items   Read   Received   ⋯   [Find an item   🔍]

✓	📎	Subject	From	To	Created	Send Email Notification
	📎	excel	☐ Mohamad Rabee O. Obeid	☐ Mohamad Rabee O. Obeid	October 22, 2018	Completed
		test2	☐ Mohamad Rabee O. Obeid	☐ Mohamad Rabee O. Obeid	March 6, 2018	Completed
		Test	☐ Mohamad Rabee O. Obeid	☐ 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:

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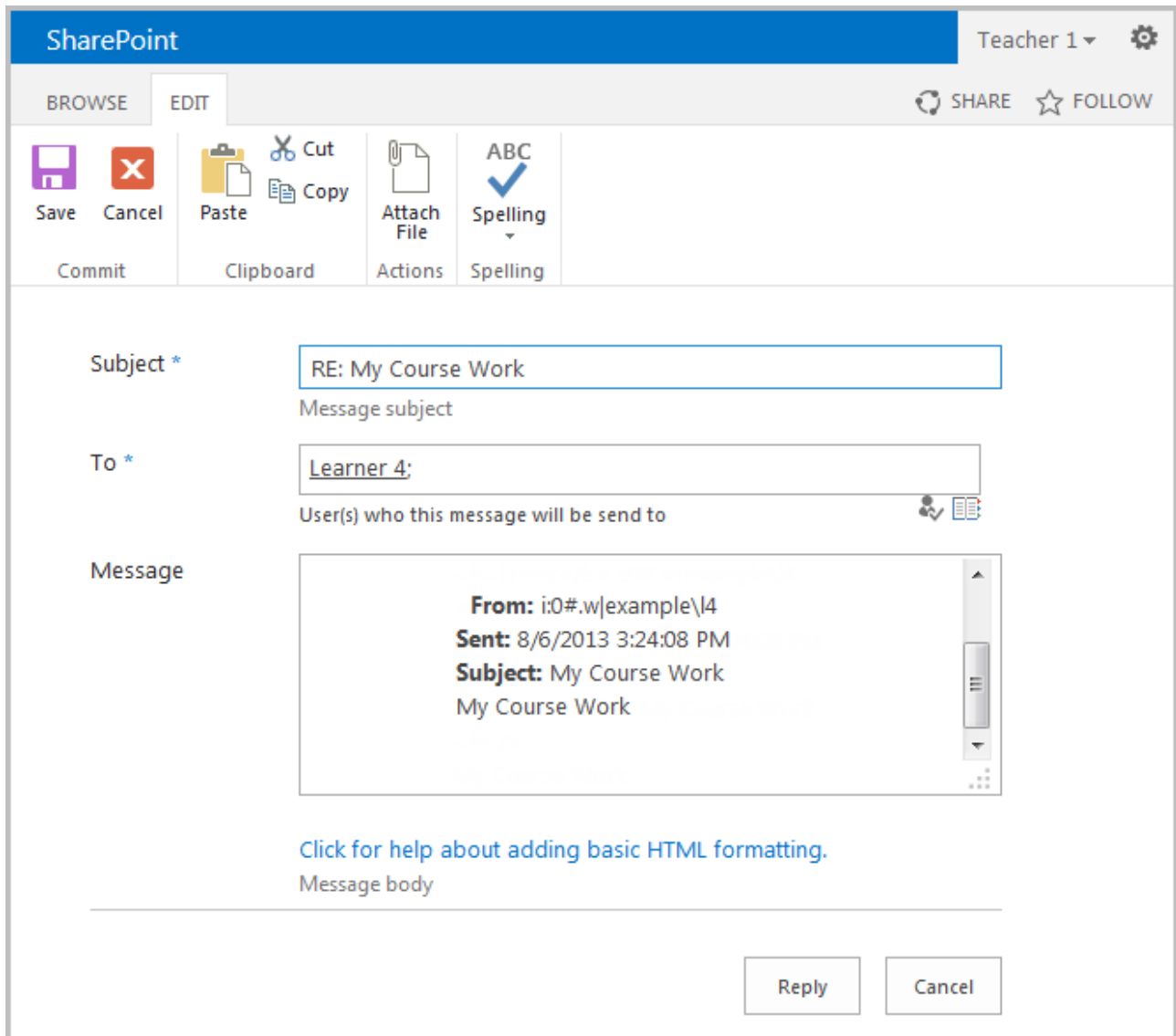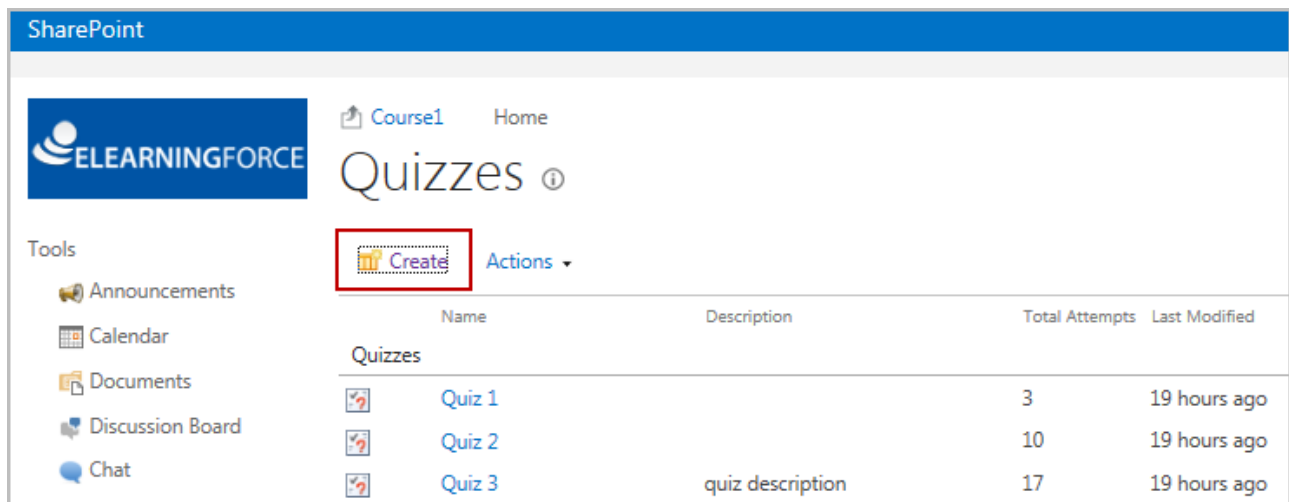
6. Click **Reply** to save changes. **Click** Cancel to discard changes.

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:
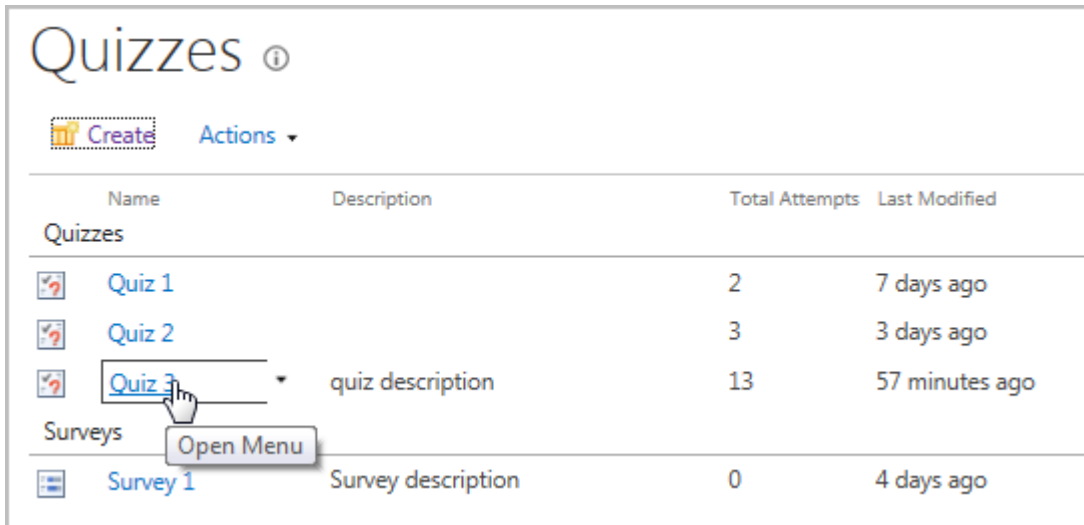

The Quizzes page contains three sections: Quizzes, Surveys, and Questions Pools.

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:

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**:

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.

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)':

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:

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):

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:

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

Finish

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

Finish

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.

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).

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.

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

If you attach file, follow the below steps:

Click on **Choose file** button:

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.
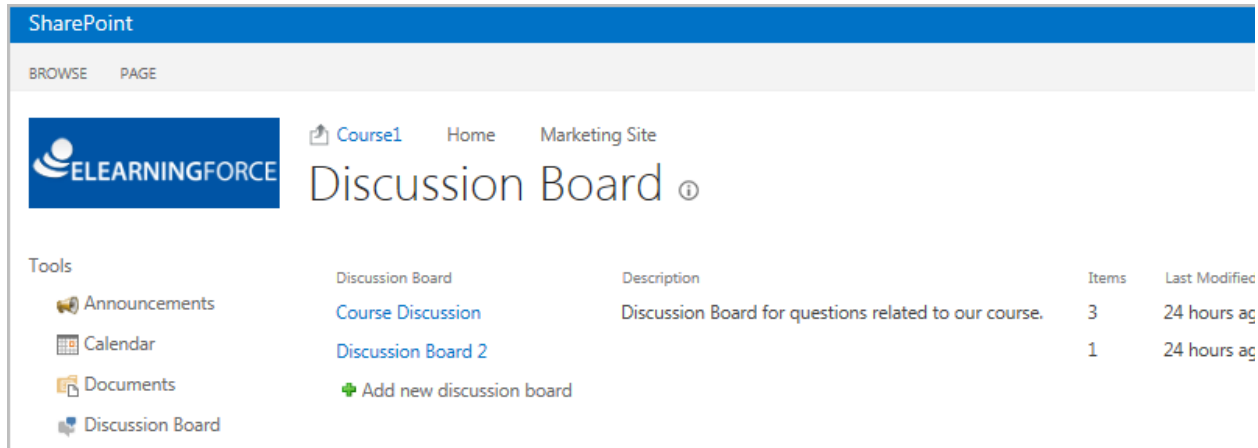
Fig. 'Discussion Board section'

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:
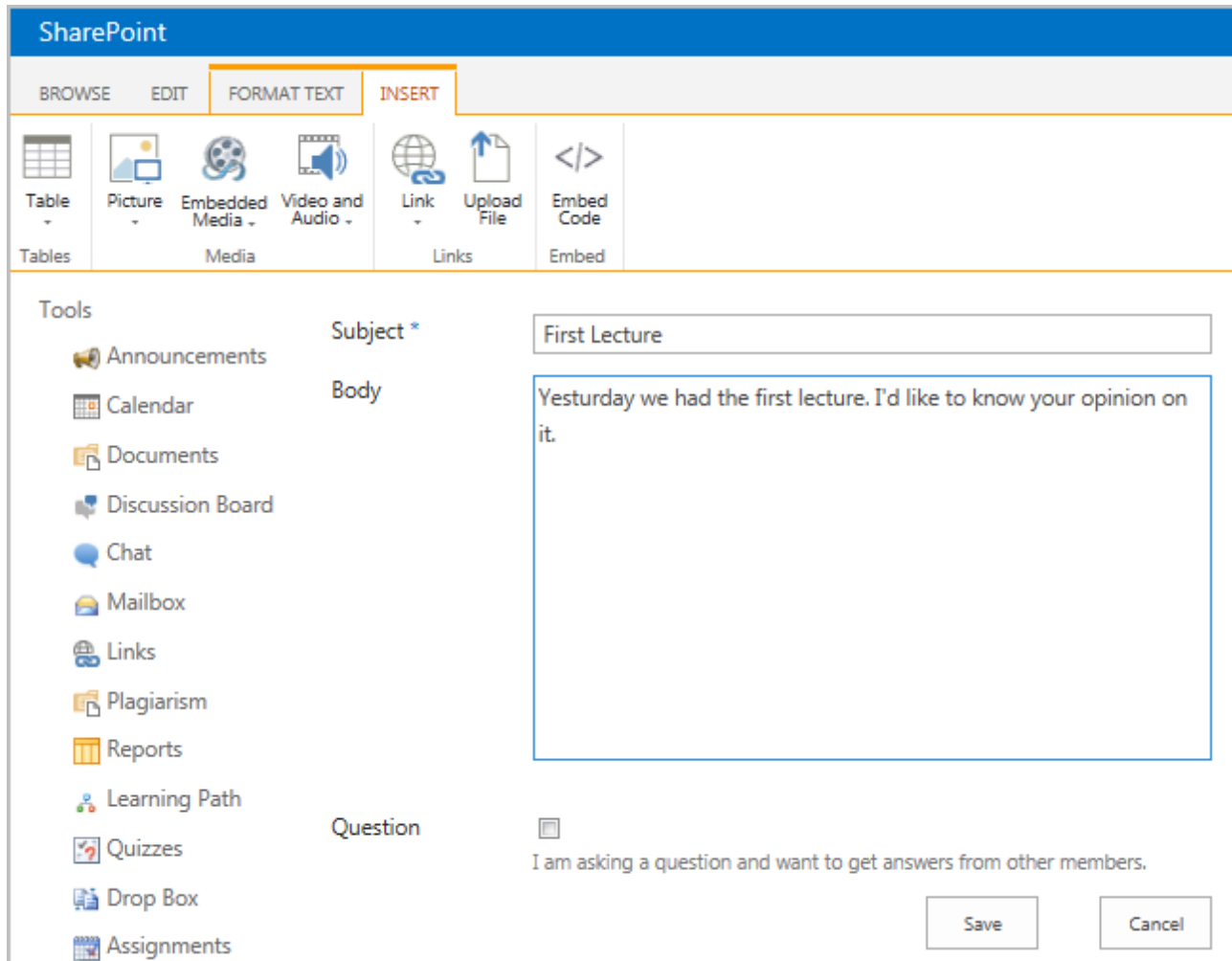
– Subject – type the subject of the discussion (the field is required).

– 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**.

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

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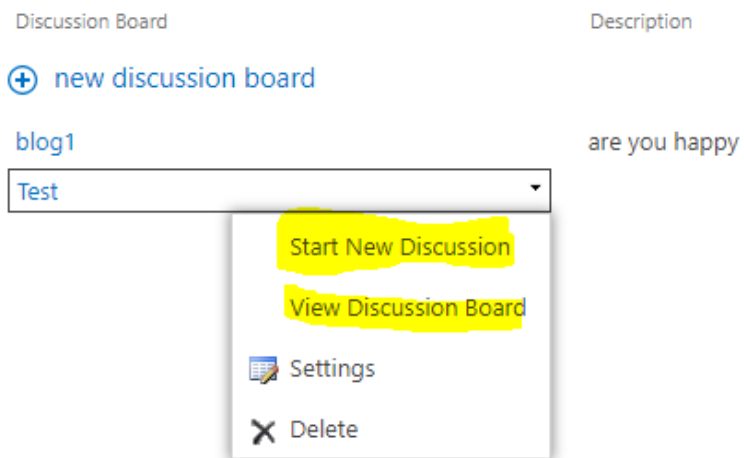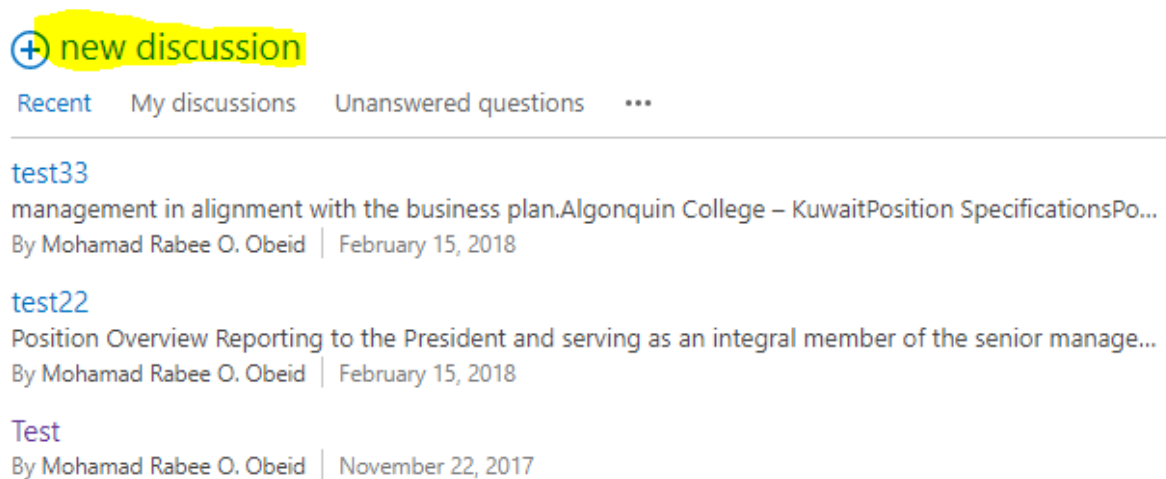2. On the left **Tools** menu, click **Discussion Board**.
3. Choose either **Start New Discussion** or **View Discussion Board**.

Discussion Board ⓘ

Discussion Board	Description
⊕ new discussion board	
blog1	are you happy
Test ▾	

Start New Discussion

View Discussion Board

📝 Settings

✕ Delete

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

⊕ new discussion

Recent   My discussions   Unanswered questions   •••

test33
management in alignment with the business plan.Algonquin College – KuwaitPosition SpecificationsPo...
By Mohamad Rabee O. Obeid | February 15, 2018

test22
Position Overview Reporting to the President and serving as an integral member of the senior manage...
By Mohamad Rabee O. Obeid | February 15, 2018

Test
By Mohamad Rabee O. Obeid | November 22, 2017

If you click **Start New Discussion**, you will get the following window:
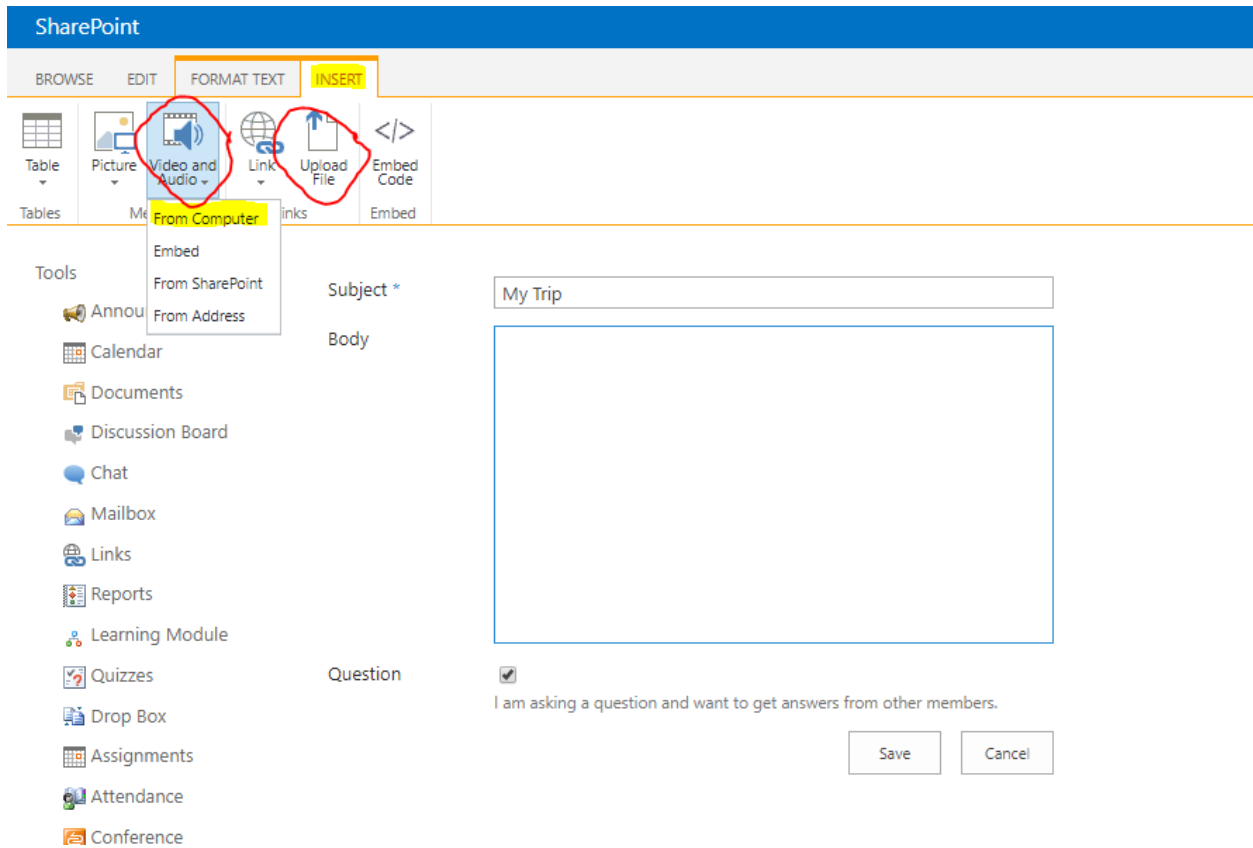
Subject * | My Trip |

Body

Question   ☑

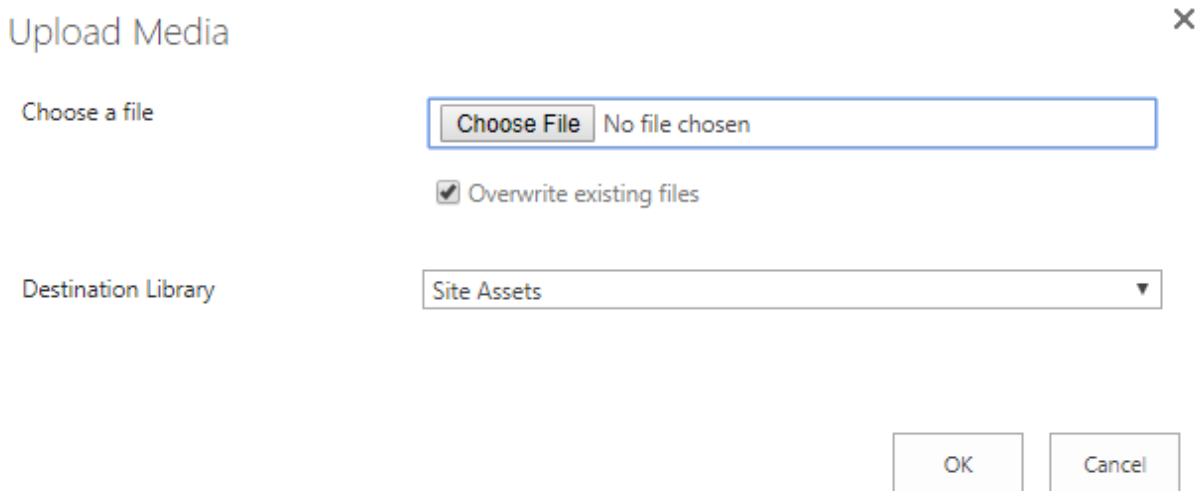I am asking a question and want to get answers from other members.
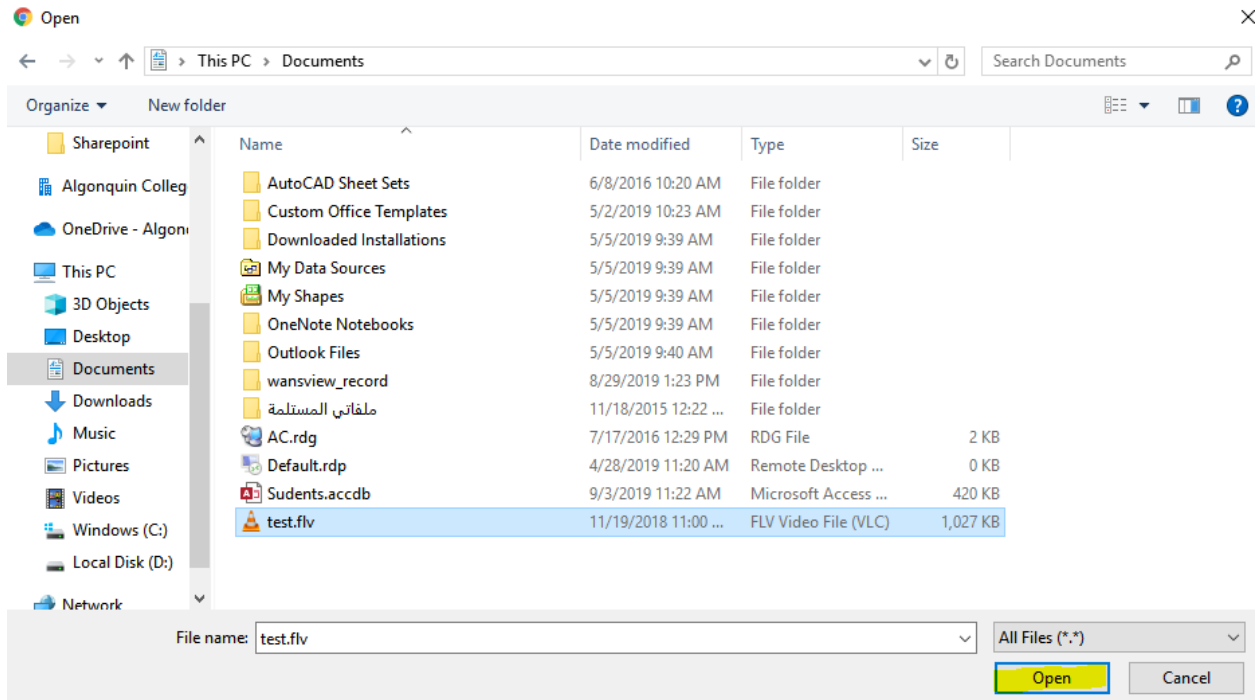
[Save] [Cancel]

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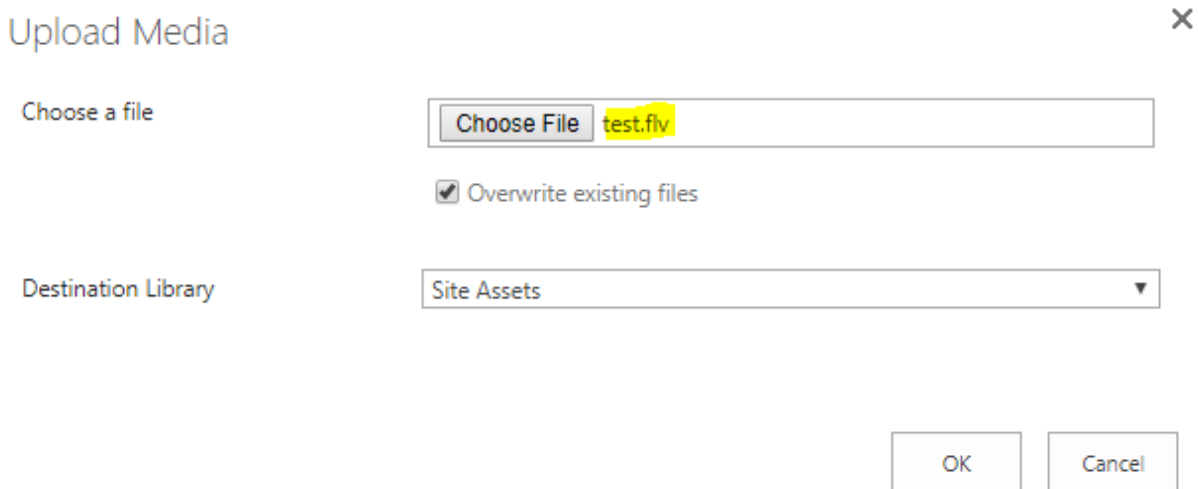

Click **Choose File** button:

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:

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.

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:

IET Helpdesk Contacts:

Phone number: 22060299

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