# LMS MANUAL FOR STUDENTS

Version 1.1

Contents

## SECTION 1: INTRODUCTION

The Ho Technical University (HTU) Learning Management System (LMS), referred to as HTU LMS, is a Moodle-based platform dedicated to e-learning activities. This LMS will provide you with a wide variety of opportunities, resources, and new strategies for technical education and training.

LMS's have become an integral teaching and learning methodology since the outbreak of the Covid-19 global pandemic. This is achieved using Information and Communication Technology (ICT), in particular web-based education and training to the maximum possible extent.

The purpose of this document is to make potential users familiar with HTU LMS and its basic functions to facilitate proper and smooth use of these e-learning tools. This customized manual describes just essential functions and regular resources which users need for optimal performance.

The manual explains how to use/operate LMS being it a "teacher" and "student" user type. The manual is divided into two chapters reflecting functions, options, and tools of each user type. Particular attention should be given to the chapter with instructions on how to get started using the site/platform and other chapters describing how to perform each operation once you have managed to log in.

**Types of Users in HTU LMS**

There are 3 main types of LMS users with an additional user type that is rarely used in the HTU LMS:

- **Students:** who have access to the materials and activities made available on the site/platform for facilitating learning by the teacher or the person who created the course content.

- **Teachers:** also known as professors, instructors, lecturers, or evaluators, who are responsible for developing content and activities and delivering the course.

  - *Editing Teachers* have full rights to run the course including changing the activities and grading students
  - *Non-editing Teachers* can teach in courses and grade students, but may not alter activities.

- **Administrator,** who is responsible for system functionality and administers access rights, keys, passwords, courses that are created, etc.

- **Guests** have minimal privileges and usually cannot enter text anywhere. They only can enter a course only if it is an open course.

**System Requirements**

The following are the requirements for the

- A Computer with an internet browser such as Mozilla Firefox, Microsoft Internet Explorer, Google Chrome, etc.;
- Cookies activated;
- Java and JavaScript enabled;
- Pop-up windows enabled;
- Internet connection;
- Sufficient memory to download and open web content such as images and videos;
- Speakers to listen to sounds;(if dealing with Audio-visuals)
- PDF Reader (for opening PDF files.)

**Supporting Languages**

HTU LMS allows setting up a course structure in several languages as per additional request. Some of the available languages include English, German, French, Chinese etc.
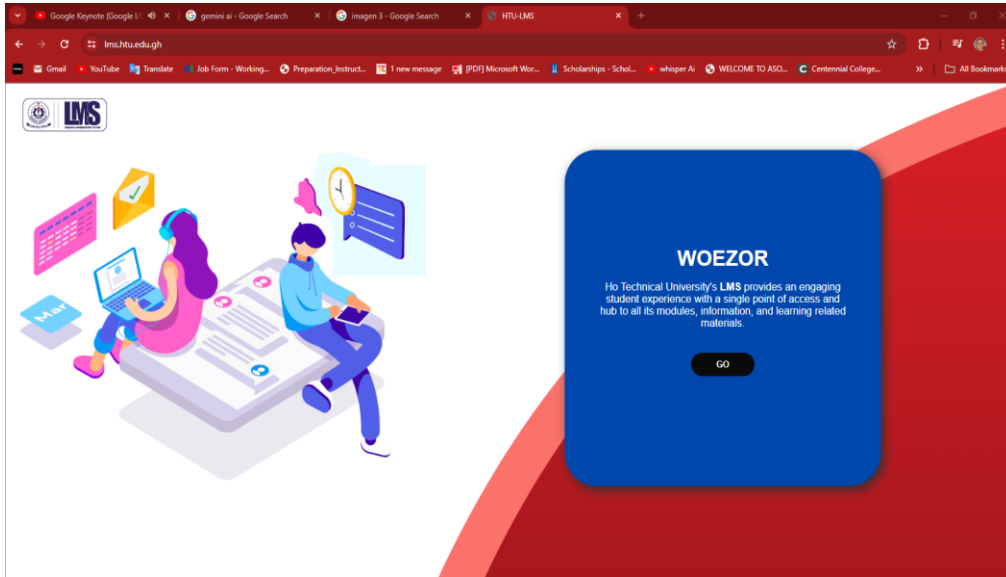
**Accessing the system, logging in and editing profile**

This section briefly describes how the LMS can be accessed, logged into and the user profile edited.

How do I access the HTU LMS?

The HTU LMS platform can be accessed via the following means:

1. https://lms.htu.edu.gh/ as shown below

## DASHBOARD TOUR

The Moodle dashboard is the first landing page that opens after logging into Moodle and is used to navigate between courses and key pages.

The redesign focuses on visual improvements and user experience, presenting users with a personal view of upcoming Moodle activities from all courses, an improved calendar, and a simple

Design.
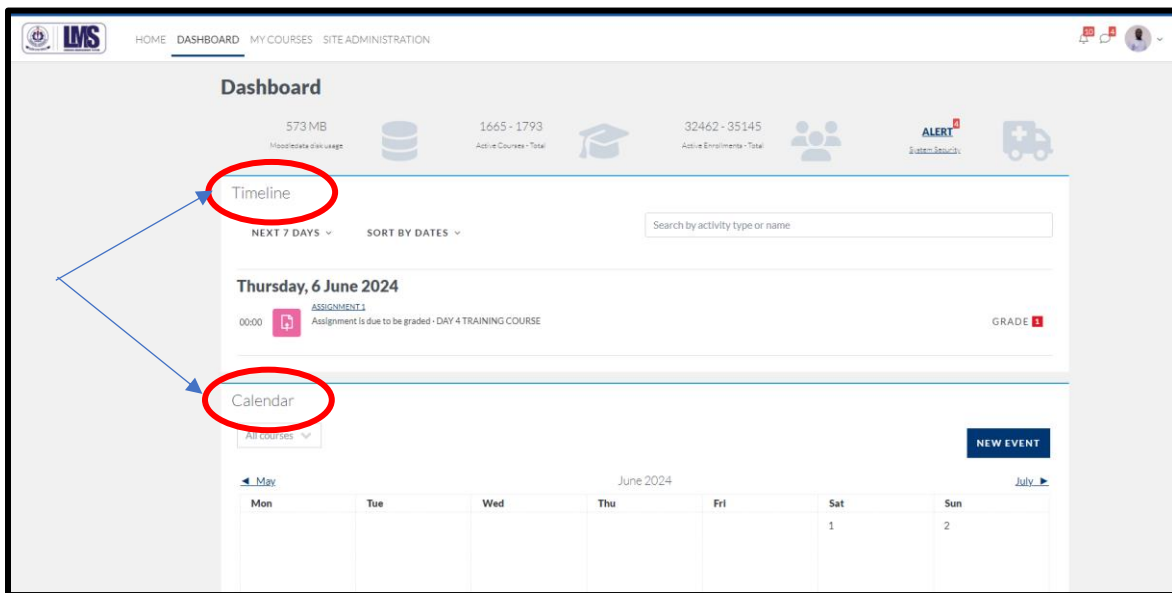


The two main things found on the Dashboard are the Timelines and Calendar.

## Timeline

The Timeline can be accessed by scrolling down whiles on the Dashboard of the LMS. The Timeline block provides an overview of activities with deadlines in your enrolled courses. Activities with a set deadline OR 'Expect completed on' activity completion settings will appear in the Timeline and Calendar blocks. Activities without deadlines or external to Moodle will not appear here. Please advise students to refer to the course outline for a holistic view of assessment due dates. Courses and activities that have been hidden or restricted from students will not appear in the Timeline or Calendar blocks.
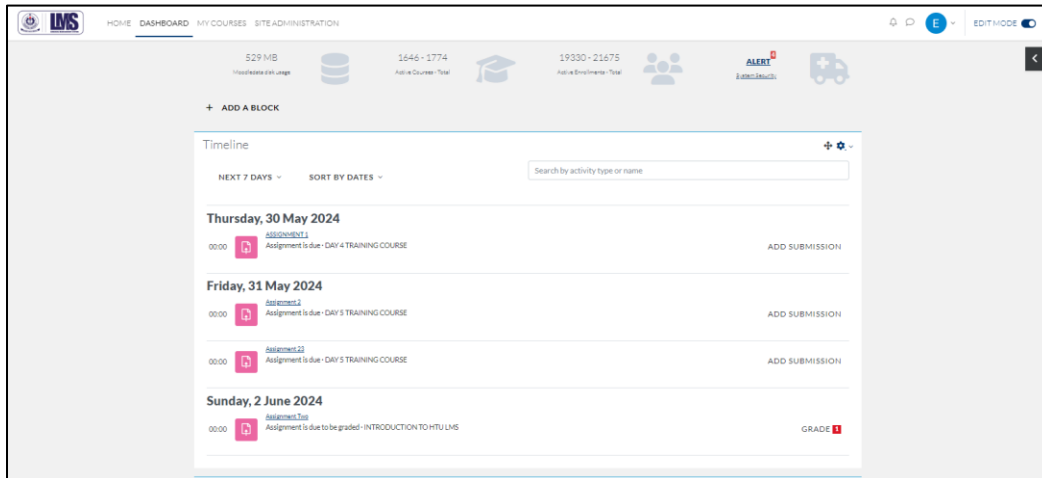


## Calendar

The Calendar displays activities that have activity completion requirements enabled by teaching staff. Additionally, new events can be **added** to the calendar with a press of a button. Users can use the **filter option** to show course-specific tasks. To learn more about activity completion, please visit our Set up Activity Completion in Moodle page.
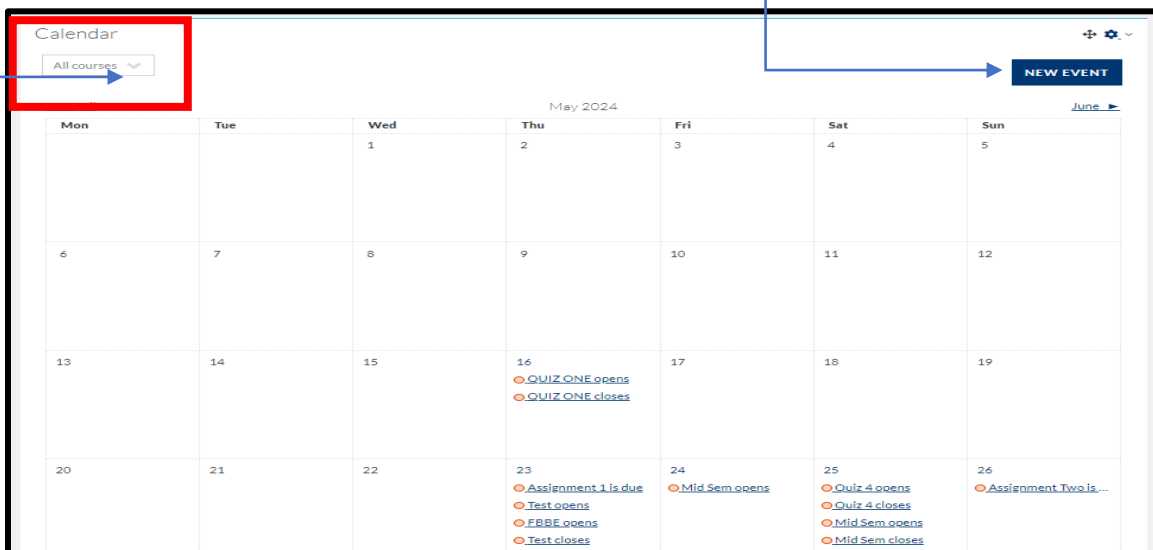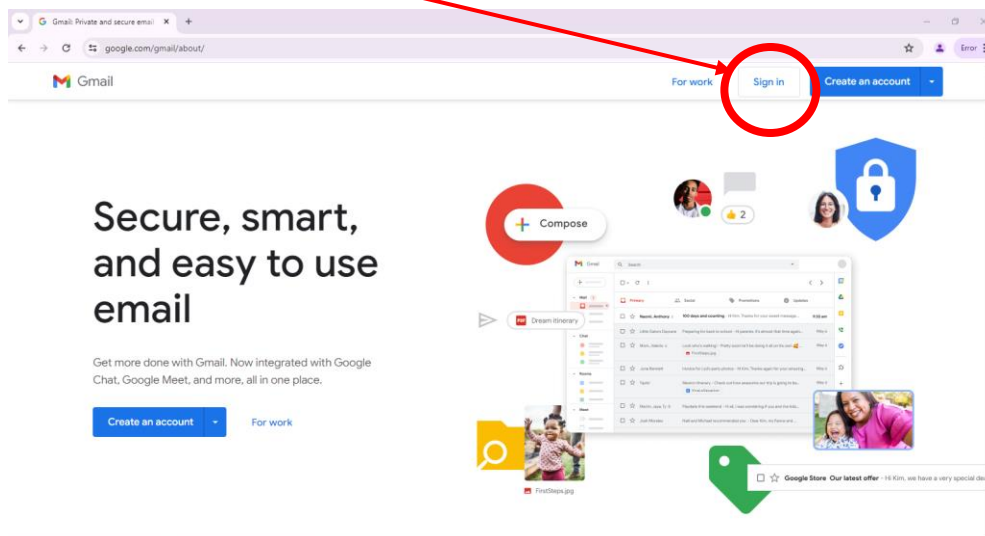
## SECTION 2: STUDENTS' MANUAL

## How do I log into the HTU LMS?

To access the HTU LMS as a student, there are two main processes to go through;

1. First login into your Student Email
2. Login to HTU LMS

## STUDENT EMAIL LOGIN PROCESS

1. Open any web browser and type: https://www.google.com/gmail in the address bar
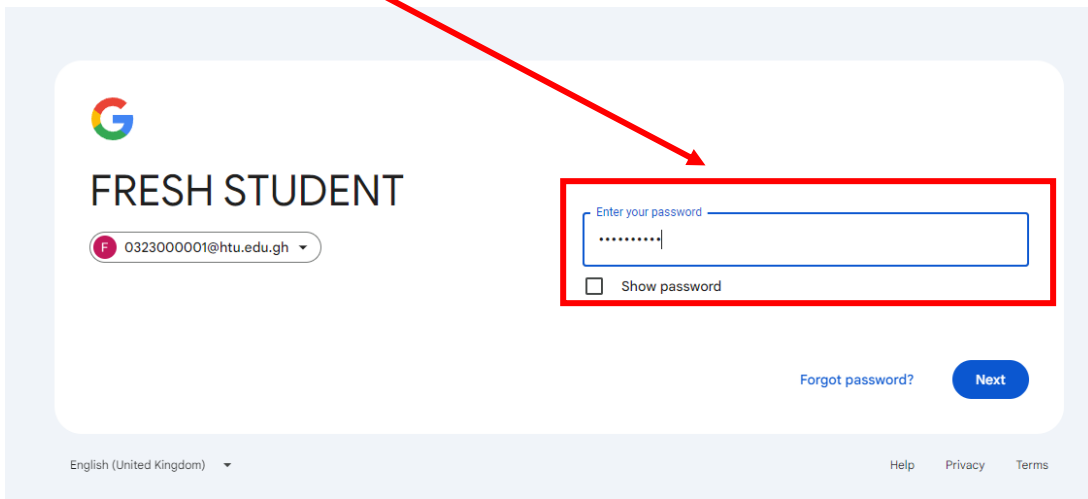   And click on Sign In



2. Type you login credentials given to by the Institution;
   That is, Email: Yourindexnumber@htu.edu.gh
   Password: Index Number

Enter your email here
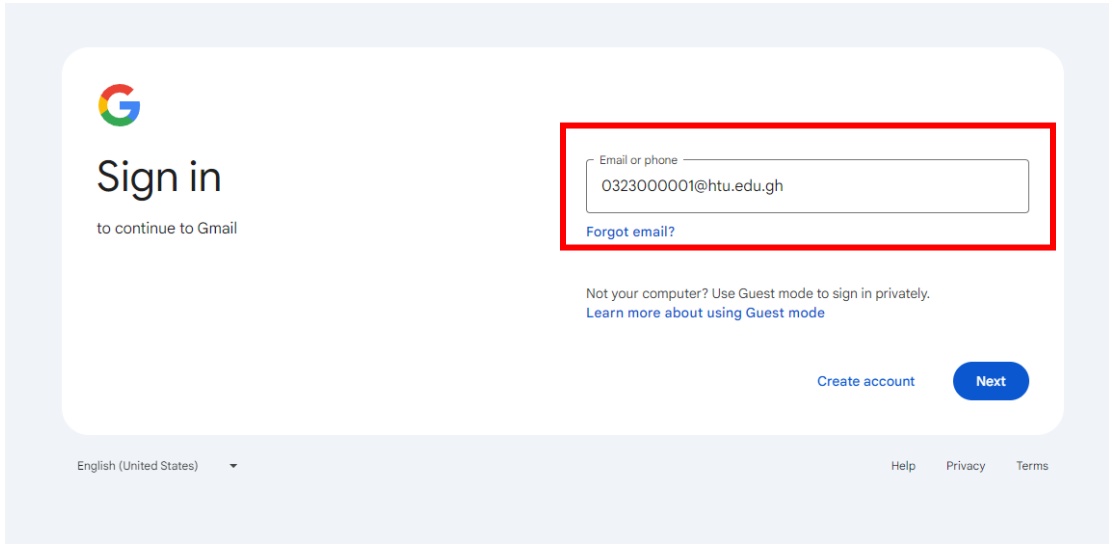
Enter your password here



After a successful login, you can now access your email interface.
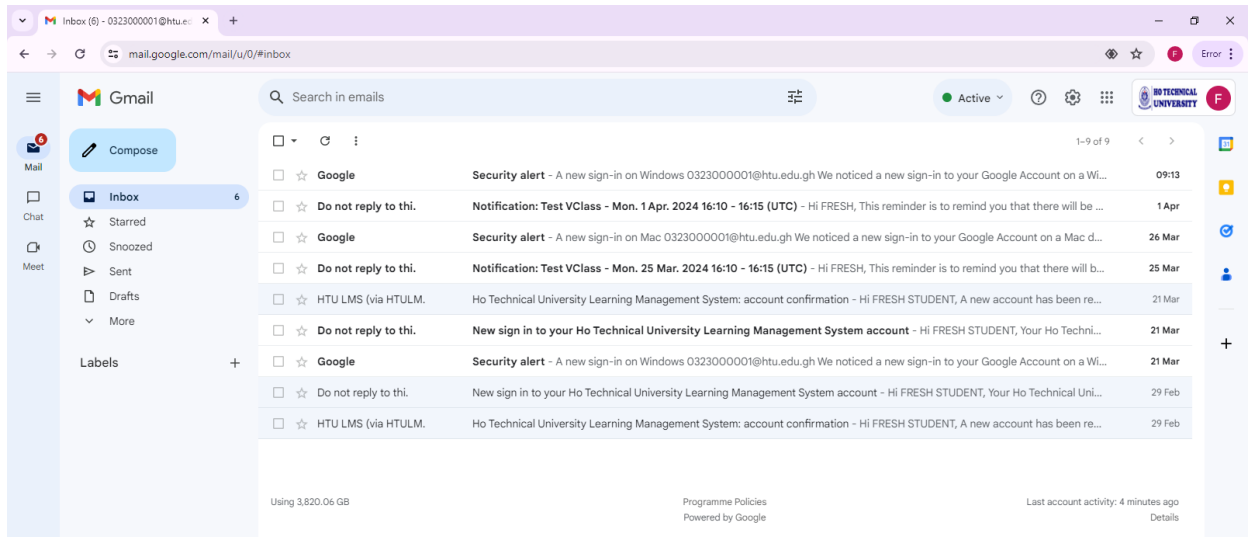
NB: YOU CAN ONLY ACCESS HTU LMS AFTER YOU SUCCESSFULLY LOG ON TO YOUR STUDENT EMAIL.

## HTU LMS LOGIN PROCESS

Open a new tab in the same browser and the https://lms.htu.edu.gh in the address bar. After that you see a landing page as shown below:
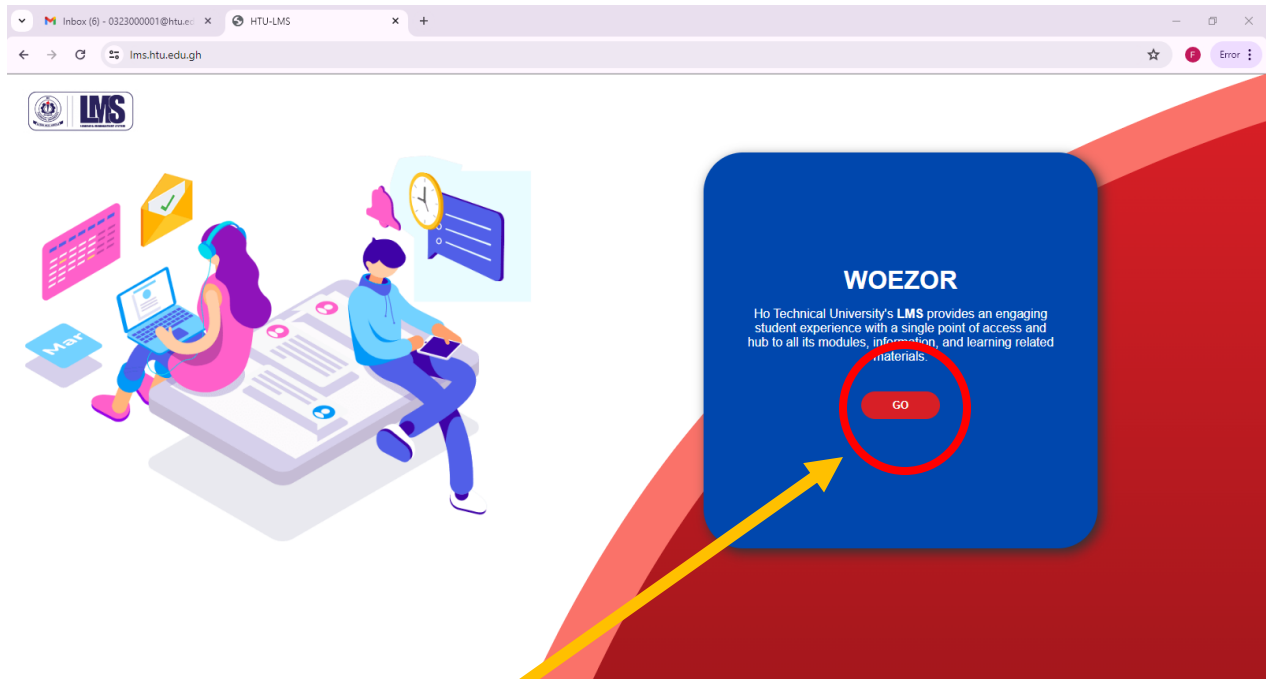


Click on the GO Button to proceed

**Next thing you see is the login interface which comes with no username and password.**
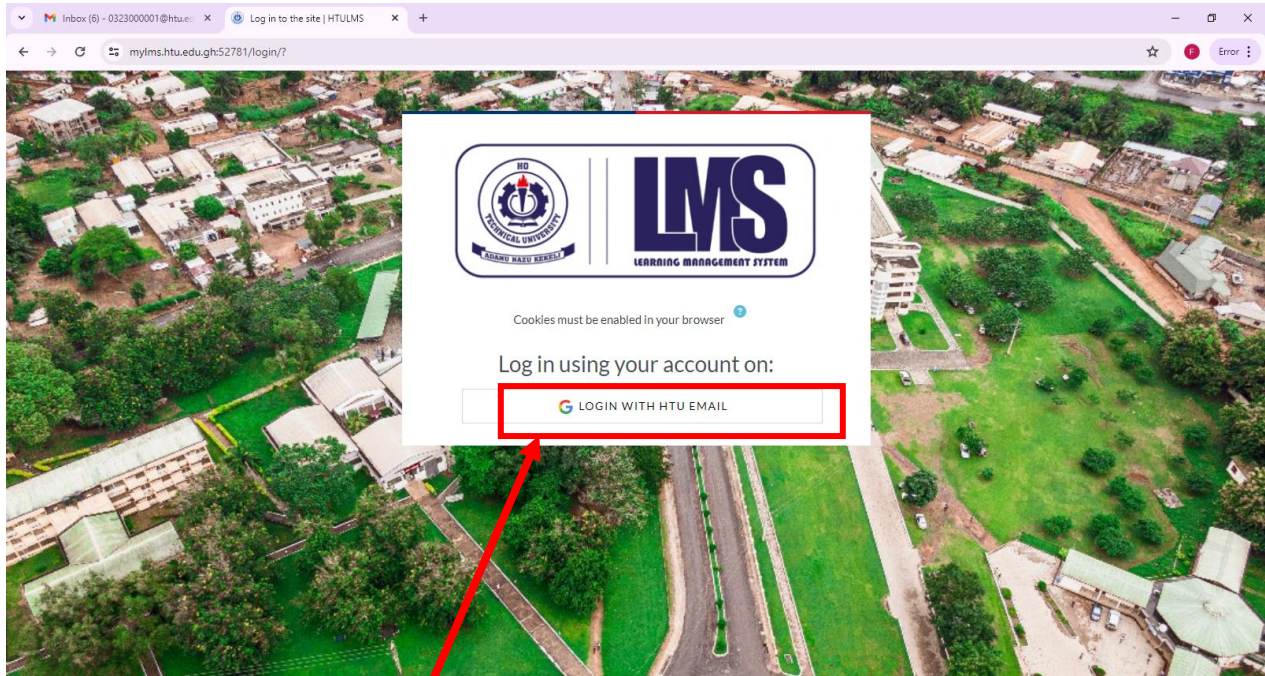
Click on **Log in using your email**

**NB: A LINK VERIFICATION LINK WILL BE SENT TO YOUR STUDENT EMAIL FOR ACCOUNT CONFIRMATION. VISIT YOUR INBOX AND CLICK ON THAT LINK TO VERIFY.**

**See the image below:**



Click on this link for account verification.

The Dashboard of the HTU LMS will appear after you successfully verify your account.

**Dashboard**

Timeline

NEXT 7 DAYS ~   SORT BY DATES ~        Search by activity type or name

No in-progress courses

Calendar

All courses ~

◀ April                    May 2024                    June ▶
Mon                   ...hu        Fri      Sat      Sun
                                   3        4        5

Click on MY Courses to see all courses you have been enrolled on

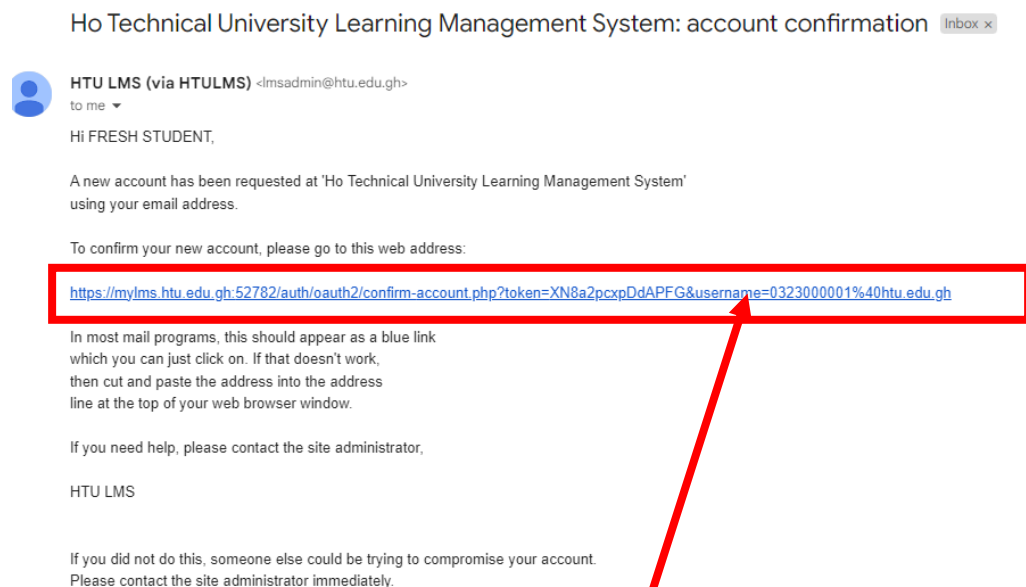Once you're enrolled in a course, it will appear here.

**My courses**

Course overview

You're not enrolled in any course

Once you're enrolled in a course, it will appear here.
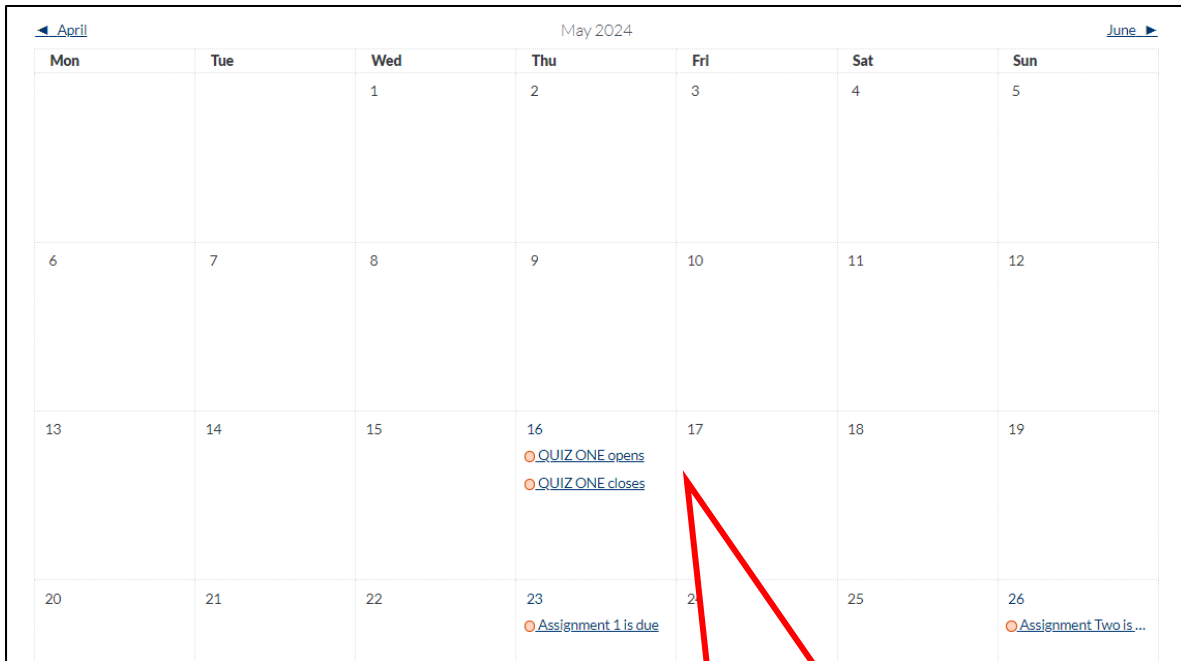
**My courses**

Course overview

ALL ~   Search        SORT BY COURSE NAME ~    CARD ~

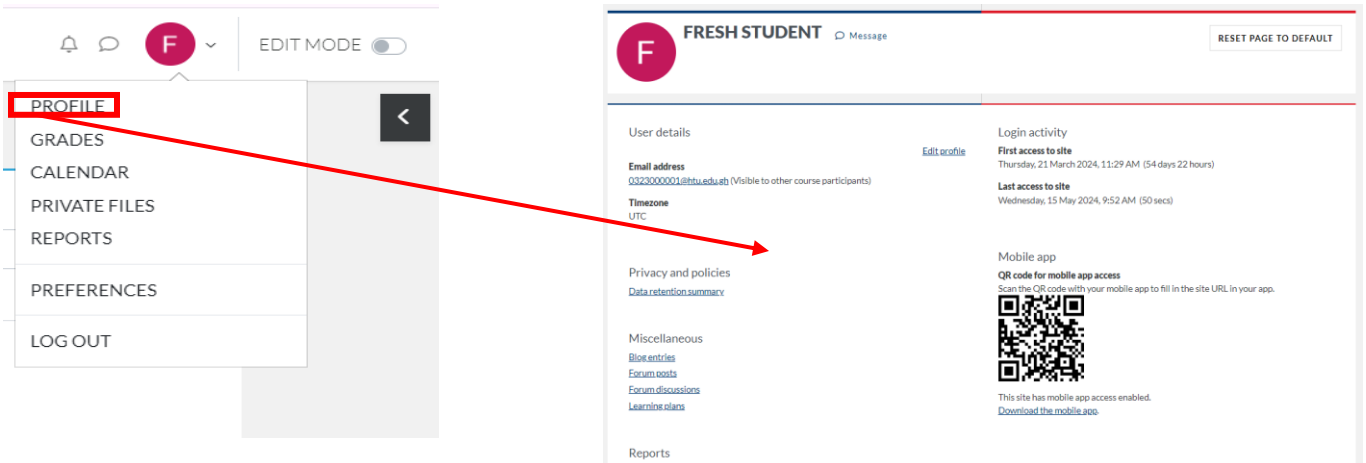INTRODUCTION TO HTU LMS
2023/2024 ACADEMIC YEAR

The courses you are enrolled on will appear in this manner under MY COURSES TAB

| | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|---|---|---|---|---|---|---|---|

May 2024    ◄ April    June ►

1  2  3  4  5

6  7  8  9  10  11  12

13  14  15  16 — QUIZ ONE opens / QUIZ ONE closes  17  18  19

20  21  22  23 — Assignment 1 is due  24  25  26 — Assignment Two is …

The Calendar shows and keeps track of all activities are to take place.

Click on the profile ICON for more options



PROFILE
GRADES
CALENDAR
PRIVATE FILES
REPORTS
PREFERENCES
LOG OUT

FRESH STUDENT    💬 Message                RESET PAGE TO DEFAULT

User details                                  Login activity
                                              First access to site
Email address                                 Thursday, 21 March 2024, 11:29 AM  (54 days 22 hours)
0323000001@htu.edu.gh (Visible to other course participants)
                                              Last access to site
Timezone                                      Wednesday, 15 May 2024, 9:52 AM  (50 secs)
UTC

Privacy and policies                          Mobile app
Data retention summary                        QR code for mobile app access
                                              Scan the QR code with your mobile app to fill in the site URL in your app.

Miscellaneous
Blog entries
Forum posts
Forum discussions                             This site has mobile app access enabled.
Learning plans                                Download the mobile app.

Reports

## How to Access Course Materials

After successful login Navigate to My Courses and click the course for materials and Assessment

## My courses

Course overview

ALL ⌄ | Search | SORT BY COURSE NAME ⌄ | CARD ⌄

INTRODUCTION TO HTU LMS
2023/2024 ACADEMIC YEAR

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## INTRODUCTION TO HTU LMS

**Course**   Participants   Grades   Competencies

⌄  General                                                    Collapse all

⌄  INTRODUCTORY LECTURE

LECTURE SLIDE  PDF  ←————— Click here to download material

## Assessment via quiz

In the image below, just click on any on one at a time to access the content.

### Assignment 1

**Opened:** Thursday, 16 May 2024, 12:00 AM   **Due:** Thursday, 23 May 2024, 12:00 AM

### QUIZ ONE

**Opened:** Thursday, 16 May 2024, 12:42 PM   **Closed:** Thursday, 16 May 2024, 12:42 PM

Assignment Preview

## Assignment Two

**Opened:** Sunday, 19 May 2024, 12:00 AM
**Due:** Sunday, 26 May 2024, 12:00 AM

Course: ENGL 101 - Introduction to English Literature

Assignment: Analyzing Themes in Shakespeare's "Hamlet"

Overview:

In this assignment, you will analyze the themes presented in William Shakespeare's "Hamlet." You are expected to write a 1500-word essay that explores one of the central themes in the play and discuss how Shakespeare develops this theme through characters, plot, and literary devices.

Submission status

| Submission status | Submitted for grading |
|---|---|
| Grading status | Not graded |
| Time remaining | Assignment was submitted 6 days early |
| Last modified | Sunday, 19 May 2024, 11:56 PM |
| File submissions | ENGL 101.docx          19 May 2024, 11:51 PM |
| Submission comments | ▶ Comments (0) |