

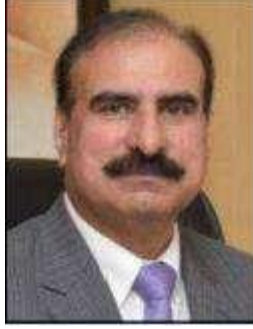


# STUDENT GUIDE HOW TO USE LMS



National University of Modern Languages





## RECTOR MESSAGE

My dear students, there are hard and arduous times in the lives of individuals as well as nations when all of a sudden life gets disruptive and it all occurs in an extremely tumultuous and unpredictable way. Indeed, there are times when we all go through trials and tribulations and we begin to wonder if life would ever resume its bygone normalcy. It is during these times that our spirits are put to the toughest test and the strength of our belief in Allah as well in humanity is examined with rigor. This is also one such time when all over the world we are seeing the devastating impact of coronavirus — an invisible killer stalking across borders and continents. However, while we fighting an invisible killer, we cannot sit back and watch ourselves taken over by ignorance and illiteracy. To keep the torch of knowledge aflame, we are called upon to play our part proactively and decisively. Therefore, we have decided to commence online classes from 1st June for which we have been making elaborate preparations. I congratulate the faculty as well as the administration, particularly the ICT Branch, for making their best efforts to cater for the needs and requirements of online teaching. In this context, we have allocated the best of our resources and the provision of the state-of-the-art facilities has been ensured at every step of the way. I am delighted to announce that the Learning Management System (LMS) of the University is going to be our flagship platform for online classes which will ensure quality teaching and optimum learning on the part of students staying home. We are also mindful of those students who may not have access to such facilities because of the remoteness of their respective areas or on account of other affordability issues. Such students are advised to contact their respective departments for assistance. Lastly, let me say that it is also a moment of deep conviction and heart-searching for each one of us to re-assess and re-affirm our relation with Allah SWT and His Creation—the humanity a large. Please remember, hard times bring the best out of people and let the future historian write about us:

راہ دشوار ، سحر دور ، گھنی شب لیکن  
قافلے ٹھہرے نہ قدموں کی صدا ٹھہری ہے

May Allah (SWT) help us and reward our efforts. Ameen!

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## REACH TO NUML LMS

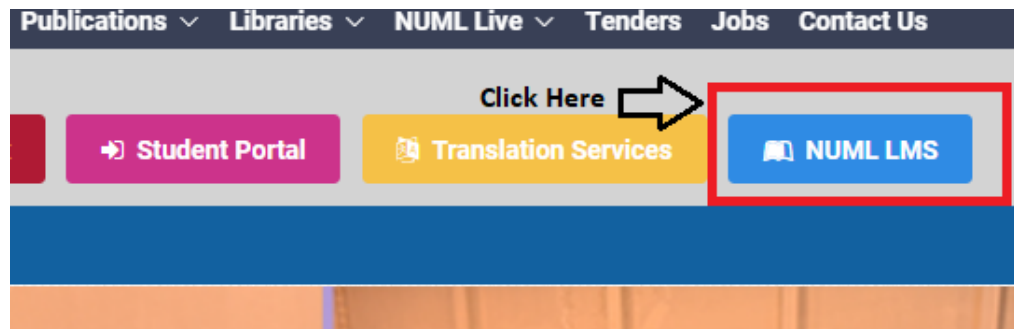
*You must concentrate on gaining knowledge and education. It is your foremost responsibility. Political awareness of the era is also part of your education. You must be aware of international events and environment. Education is a matter of life and death for our country. Muhammad Ali Jinnah*

This section will cover following;

- Access NUML LMS
- Sign Up
- Sign In
- Forget Password

## Access to NUML LMS

- 1.** Go to NUML main website: <https://numl.edu.pk/> . On top right side of website click on LMS.



*Figure 1 NUML website-> NUML LMS*

## Sign Up

Students to process their registration through their parent departments. You cannot enroll yourself.

Department Coordinators will provide students the username and password.

## Sign In

1. On clicking the NUML LMS Button this screen will be visible. Student will click on their respective faculty to login in the system

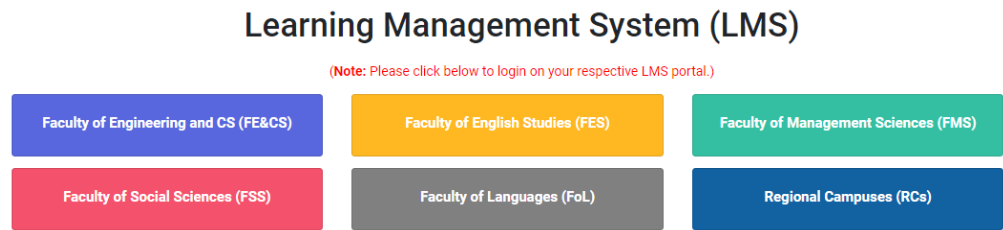


Figure 2 NUML LMS Main Page

2. On login page enter your username and password to login (Provided by Department Coordinator)

LMS Portal Only For:  
Faculty of English Studies (FES)  
Faculty of Engineering and CS  
(FE&CS)

**NOTE:** All other Faculties and Regional Campuses, please click below on your respective LMS portal to login.

If you already have an LMS account enter username & password

[Forgotten your username or password?](#)

or Email us at [lms@numl.edu.pk](mailto:lms@numl.edu.pk)

Figure 3 LMS Login Page

**NOTE:** Please do not try to create account directly from LMS

3. After login to your account you will see important information on your dashboard such as your registered courses, timeline, calendar etc.

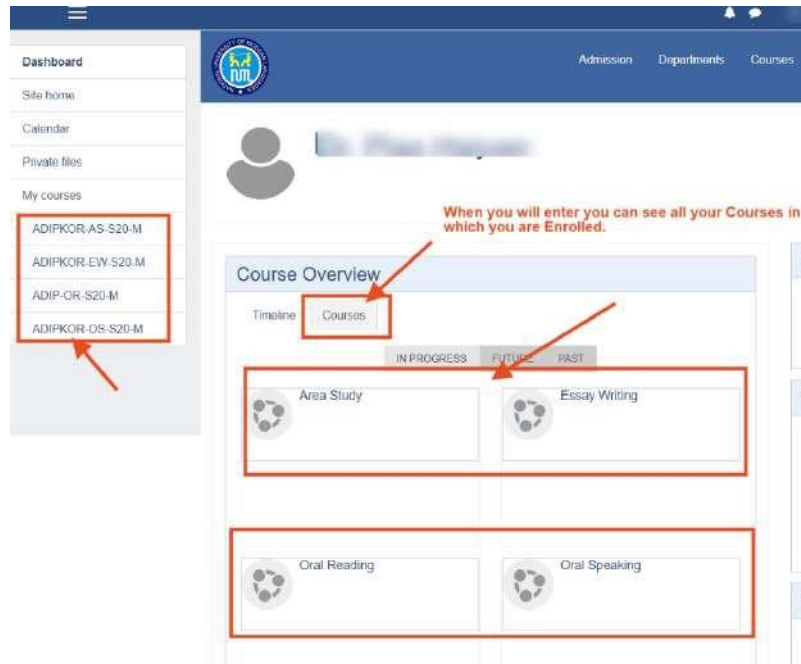


Figure 4 Student Dashboard

## Forgotten Password

LMS has a systematic way to recover the password. The user should know his/her username or email as **provided by student parent departments**. Also the user must have access to his/her email inbox. A password reset link will be sent to you from LMS. User needs to click on that for resetting his/her password. Follow the steps listed below for recovering the password.

1. From Login Screen, click on **“Forgotten your username or password?”** Link which is highlighted in Figure 5.

### LMS Portal Only For: Faculty of English Studies (FES) Faculty of Engineering and CS (FE&CS)

**NOTE:** All other Faculties and Regional Campuses, please click below on your respective LMS portal to login.

Username

Password

[Forgotten your username or password?](#)

or Email us at [lms@numl.edu.pk](mailto:lms@numl.edu.pk)

Figure 5 Forget Password



2. The account can be searched using email or username. Enter **any** of fields and Press **Search**. This will send an email on address associated with your LMS account.

To reset your password, submit your username or your email address below. If we can find with instructions how to get access again.

### Search by username

Username

Search



Enter your Username and click search button  
Or  
Enter your official Email and press Search button

### Search by email address

Email address

Search



In both ways you will receive email to change password

Figure 6 Enter Username or Email to reset

3. You will receive a **Link to change password** in your email inbox. Also check spam/junk folder in case of not receiving email in inbox. Click on the reset link which is highlighted in figure below. This will open a password reset form.

Learning Management System: Password reset request Inbox x



NUML LMS (via NUML-LMS) <lms-admin@numl.edu.pk>

to me ▾

Hi Warda,

A password reset was requested for your account [@numl.edu.pk](mailto:@numl.edu.pk) at Learning Management System.

To confirm this request, and set a new password for your account, please go to the following web address:

[https://lms2.numl.edu.pk/login/forgot\\_password.php?token=GyCYofEZi3bSCpCiDbTFBC8o3dS1qfau](https://lms2.numl.edu.pk/login/forgot_password.php?token=GyCYofEZi3bSCpCiDbTFBC8o3dS1qfau)

(This link is valid for 30 minutes from the time this reset was first requested)

Click here to reset your Password

If this password reset was not requested by you, no action is needed.

If you need help, please contact the site administrator,

LMS

Reply

Forward

Figure 7 Password Reset Link

4. Enter the new Password in password reset form and click on *“SAVE CHANGES”* button and the password will be changed.

Please enter your new password below, then save changes.


### Set password

Username

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as \*, -, or #

New password

New password (again)

 [Enter New Password](#)



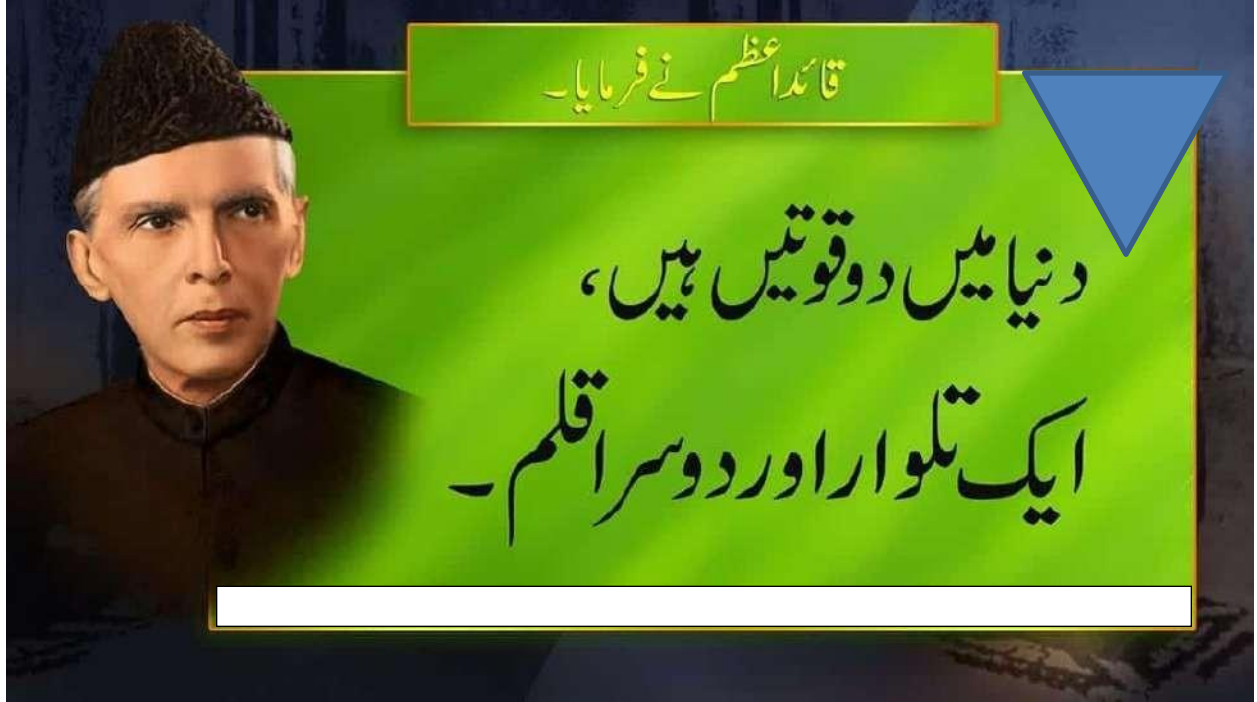
There are required fields in this form marked  .

Figure 8 Password Change screen

Note: Read the tutorial carefully and note down the different instructions to save your precious time. There are help tips at every tab highlighted with  which may guide you through out your journey inside LMS.



On successful login your dashboard will appear which may get updated in terms of data as well as visual improvements. On dashboard all the courses in which you are registered will be visible along with some other options like calendar, private files etc.

The dropdown menu present on **top right side of screen** is having different options for students as shown in Figure 1.

- i. The Dashboard menu returns student directly to dashboard.
- ii. Using Profile option students can change password and other related information.
- iii. Grades can be viewed by clicking grade. **Logout** option is available in the dropdown menu



*Figure 9 Student Dashboard*

On top right corner there will be a **message icon** which contains the details of task assign to student such as assignment, quiz, presentation etc.

On **left side menu** of dashboard students have different options that help students to go to their registered courses, calendar, private files and access course page.

The **center of dashboard** shows two buttons, Timeline and Courses. The courses tab contains the list of all registered courses whilst the timeline includes the progress and milestones such as all the due task including assignment, quizzes and classes etc as shown in Figure 10.

Course Overview

Timeline Courses

↓

Sort By Dates Sort By Courses

Recently overdue


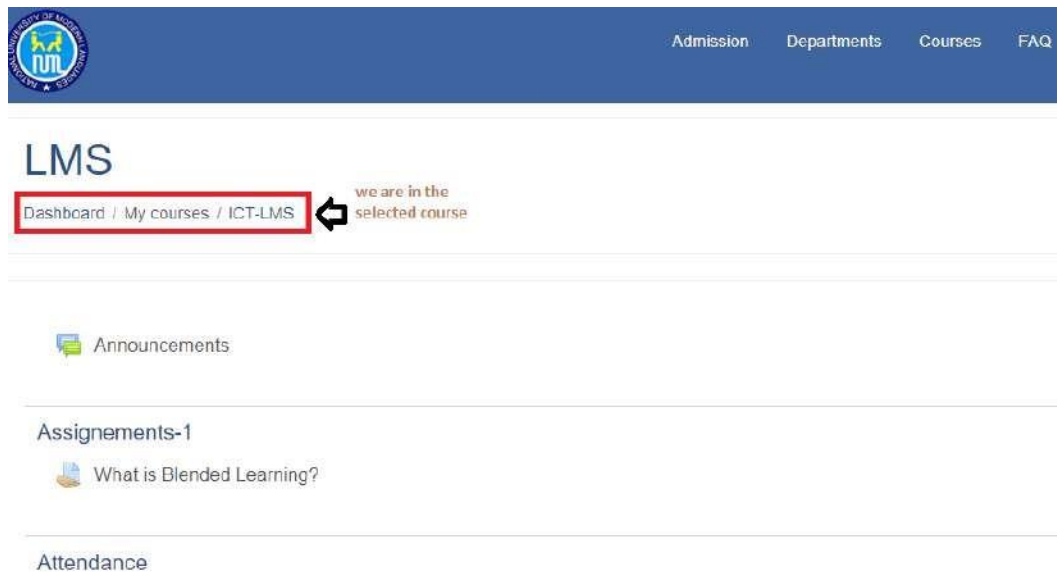
 Computer Basics opens LMS	19 Apr, 21:41	Attempt quiz now
 Assignment #01 is due Zoom Meetings	20 Apr, 00:00	Add submission
 What is Blended Learning? is due LMS	20 Apr, 00:00	Add submission
 LMS-MS Demo is scheduled for LMS	20 Apr, 09:50	View room

Figure 10 Time & Courses Overview

*Develop a sound sense of discipline, Character, Initiative and a solid Academic Background. You must devote yourself whole-heartedly to your studies, for that is your first obligation to yourselves, your parents and to the State. You must learn to obey for only then you can learn to command. (Quaid-e-Azam at Islamic College, Peshawar - 12th April, 1948)*

Course HomePage

The students can easily access their course homepage by clicking on their respective course from the dashboard. On this page students can view all the course related updates such as assignments, quizzes or lectures, books, live class and many more.



*Figure 11 Course Homepage*

Student will see two types of content here, these are activities and resources.

**Activities:** These are features in which student can contribute directly like assignment, quiz, forum and many more.

**Resources:** The content provided by teachers to his students such as lectures, books, videos etc.

All of the available activities and resources are clickable on course homepage and student can simply access with a single click.

## Assignment Submission



Students can see their assignments on their course homepages and they will also be notified by notifications. Students can view their assignment details and submit by following the steps below.

1. Click on the assignment title to see the descriptions and submission options. The descriptions will include the status, time and last date of assignment etc.



Figure 12 View Assignment on course page

2. At bottom there will be an **Add Submission** button. Click on the button to submit your assignment to teacher as shown in Figure 12.

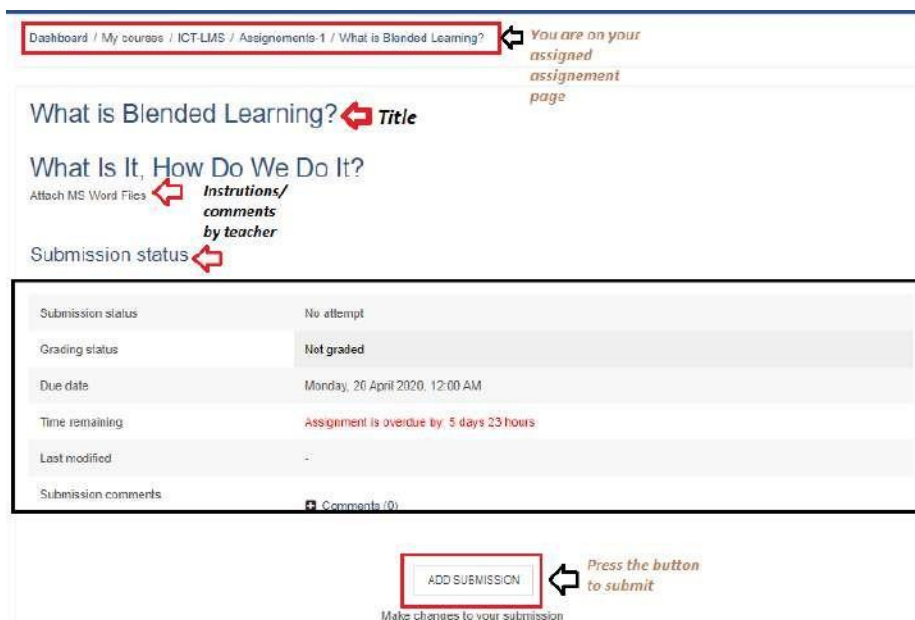


Figure 13 Assignment Page

3. By clicking Add submission button, students will be directed to submission page. The page will allow students to upload file, add text and submit.

**NOTE: Before uploading read the file size limit and number of attachments allowed**

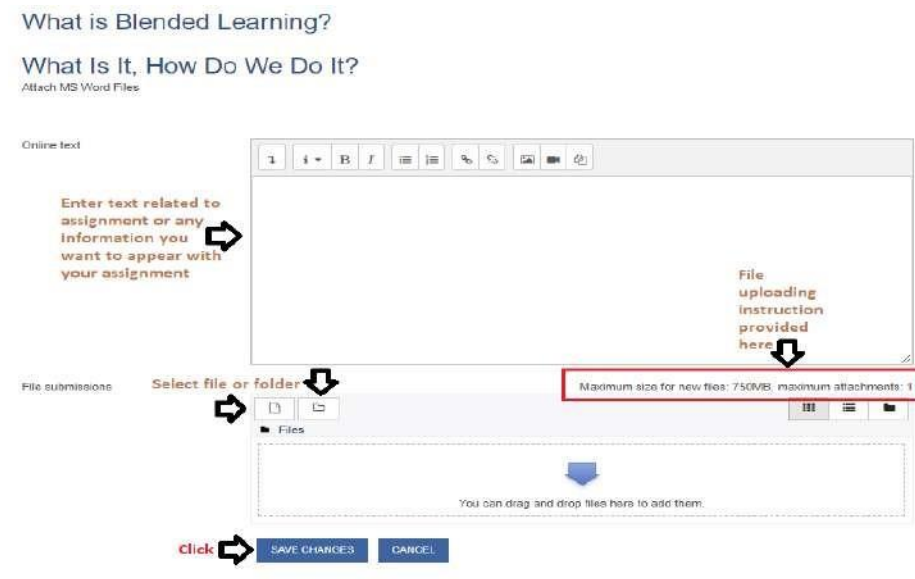


Figure 14 Assignment Submission Page

4. To upload the file click on file icon or drag and drop your file onto the down arrow section. Also file can be uploaded using file picker. The file picker will be opened by clicking the file upload icon.
5. The file picker allows students to browse file on their PC, attach from their recent files or private files on LMS.

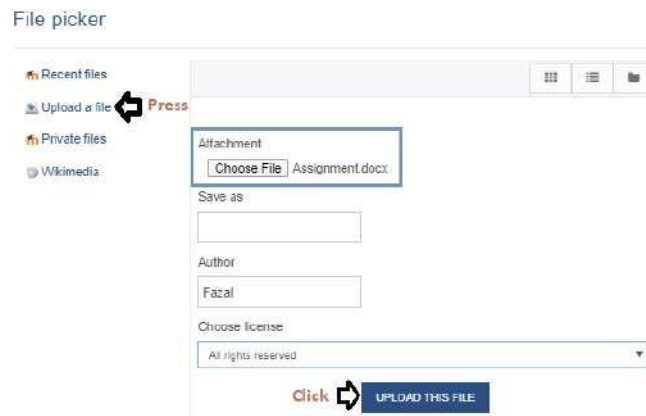


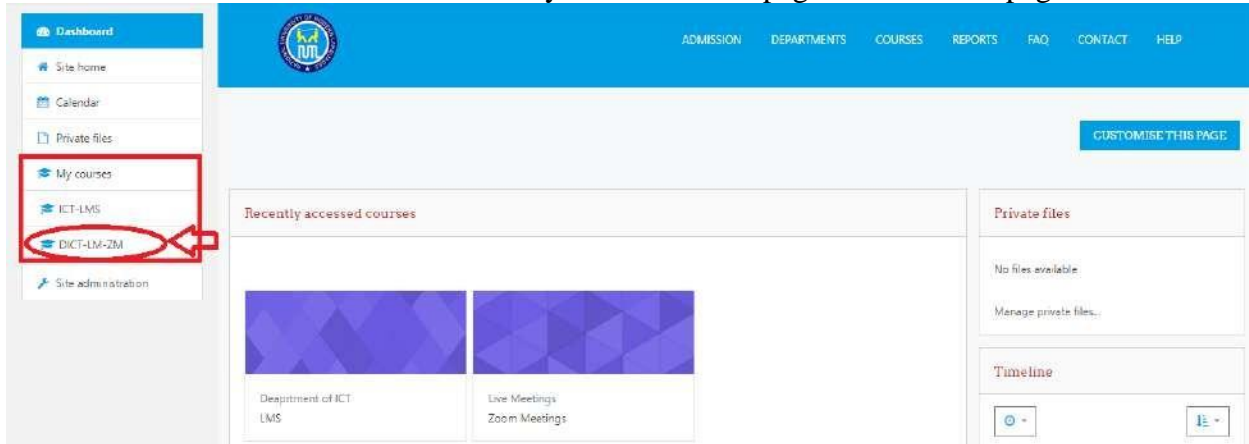
Figure 15 File Picker

- **6** The student need to press save changes button to eventually submit the assignment.

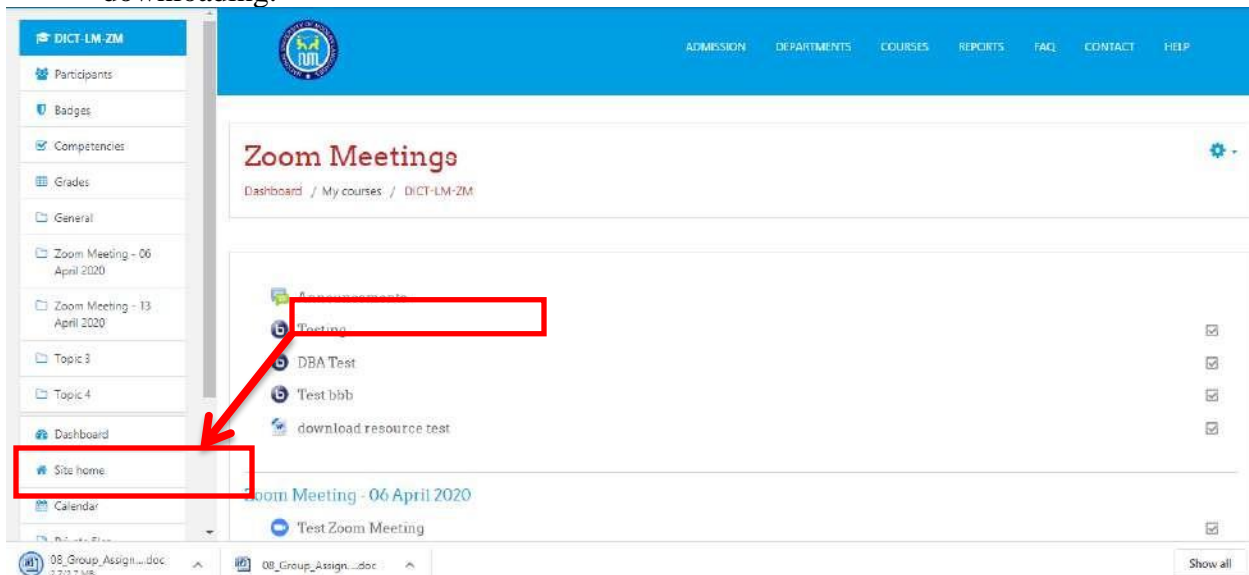
Downloading Resources (Lectures, Books)

The resources are listed at course homepage and teacher can classify week wise or topic wise. These sources can be a video, presentation, document, URL, book etc. Follow the steps below to watch and download these resources.

1. Select the course from Left tab on your main home page or dashboard page.



2. Click on the resource that you want to download as shown in figure below. It will start downloading.

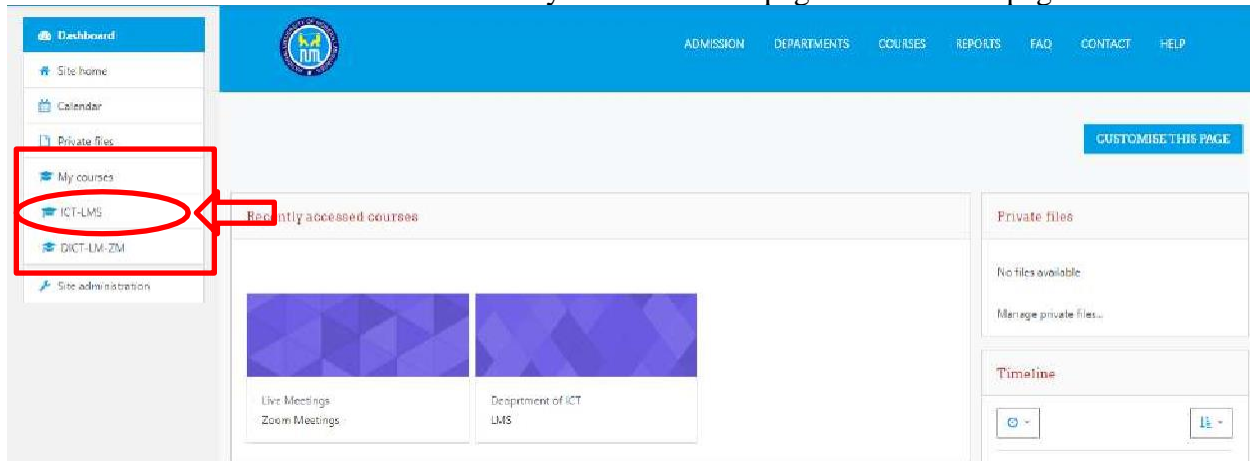


## LIVE CLASSES

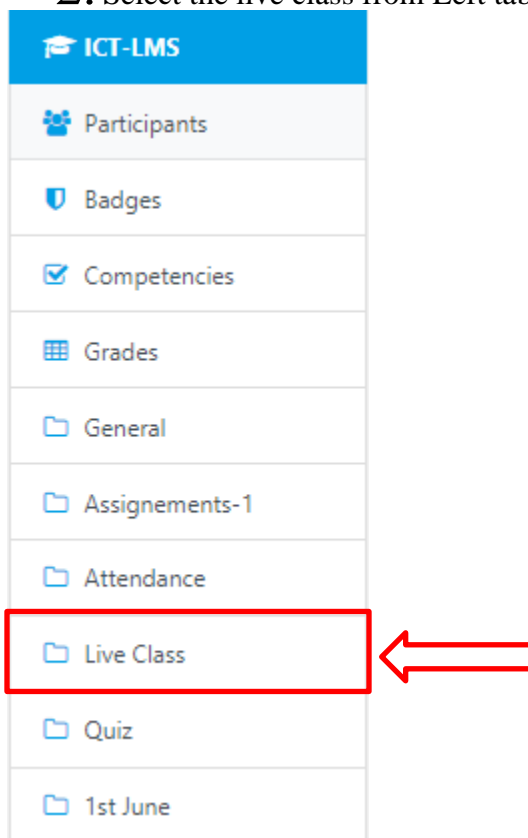
LMS is integrated to BigBlueButton and ZOOM services for conducting live classrooms. For students, it's really simple to join these classes. The title and description will be shown similar to activities and resources on course homepage.

## Joining BigBlueButton

1. Select the course from Left tab on your main home page or dashboard page.
















2. Select the live class from Left tab on your course page.



3. Select the class with  icon.

Live Class

 LMS-MS Demo	<input checked="" type="checkbox"/>
 LMS Class - Demo	<input checked="" type="checkbox"/>
 Zoom LMS Demo MS	<input checked="" type="checkbox"/>
 V Class - MS Slot 2	<input checked="" type="checkbox"/>
 Virtual Class - MS Slot 3	<input checked="" type="checkbox"/>
 CS Dept VC	<input checked="" type="checkbox"/>
 Engg& Maths	<input checked="" type="checkbox"/>
 IRVC	<input checked="" type="checkbox"/>
 Psychology - VC	<input checked="" type="checkbox"/>
 Education - VC	<input checked="" type="checkbox"/>
 VC Edu	<input checked="" type="checkbox"/>
 VC - ICT	<input checked="" type="checkbox"/>
 VC - GS	<input checked="" type="checkbox"/>

4. Click on  button to join online live class.

## LMS

Dashboard / My courses / ICT-LMS / Live Class / LMS-MS Demo

### LMS-MS Demo

This conference room is ready. You can join the session now.

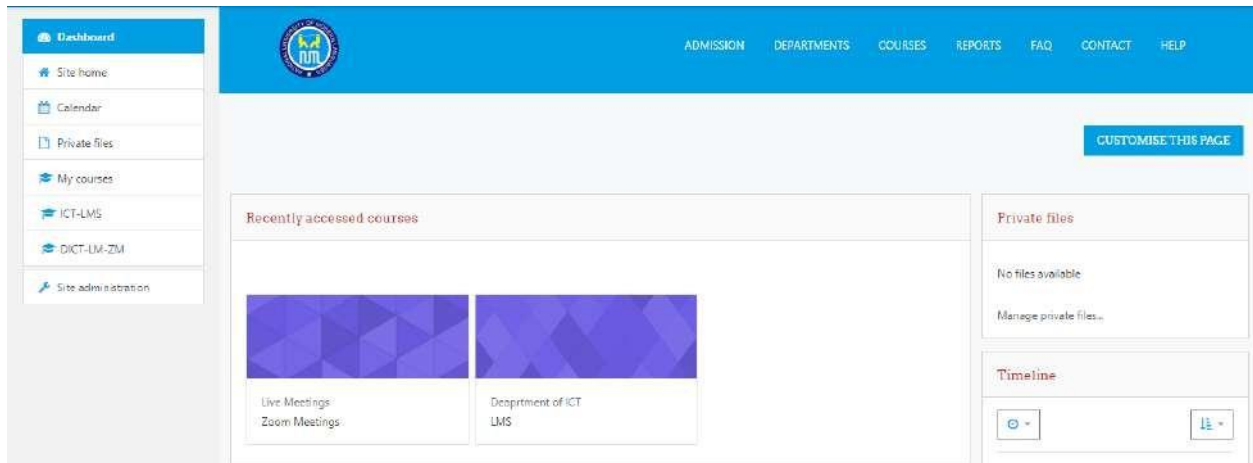


#### Recordings

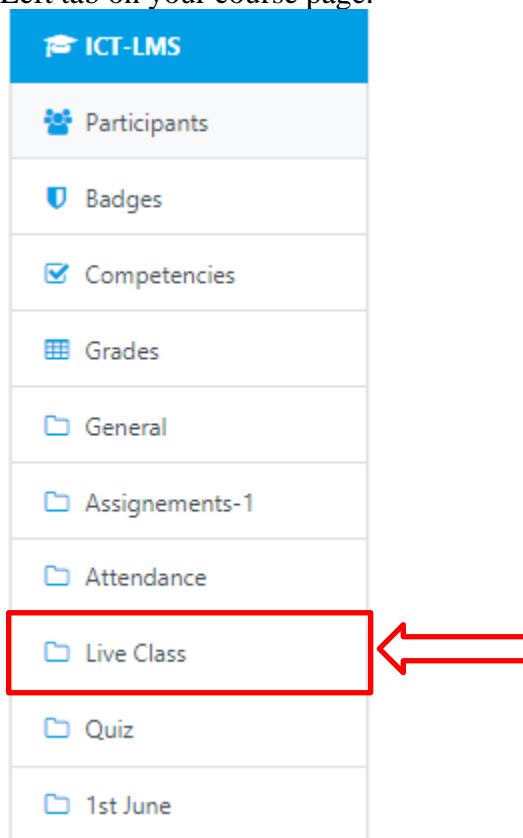
There are no recording to show.


## Joining Zoom

1. Select the course from Left tab on your main home page or dashboard page.



2. Select the live class from Left tab on your course page.



3. Select the class with  icon.



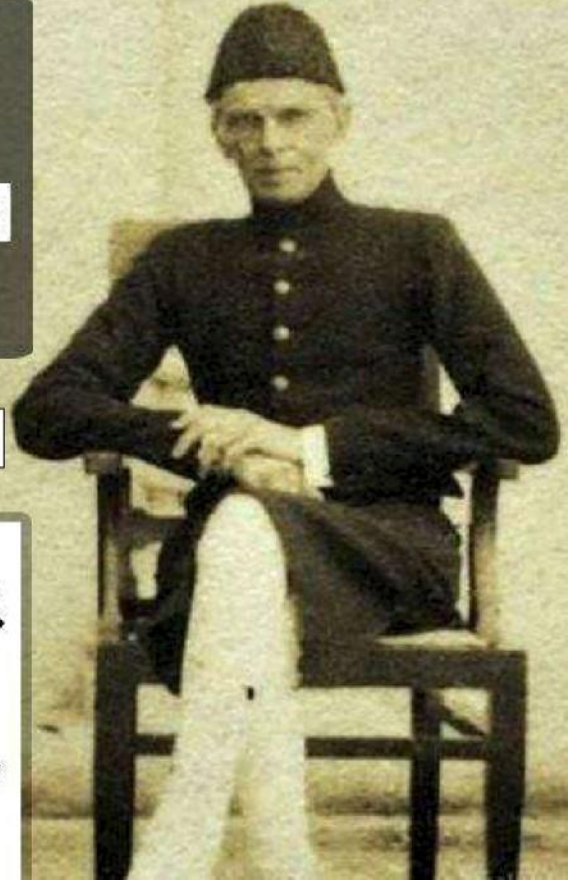
### Live Class

<input type="checkbox"/> LMS-MS Demo	<input checked="" type="checkbox"/>
<input type="checkbox"/> LMS Class - Demo	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Zoom LMS Demo MS	<input checked="" type="checkbox"/>
<input type="checkbox"/> V Class - MS Slot 2	<input checked="" type="checkbox"/>
<input type="checkbox"/> Virtual Class - MS Slot 3	<input checked="" type="checkbox"/>
<input type="checkbox"/> CS Deptt VC	<input checked="" type="checkbox"/>
<input type="checkbox"/> Engg& Maths	<input checked="" type="checkbox"/>
<input type="checkbox"/> IR VC	<input checked="" type="checkbox"/>
<input type="checkbox"/> Psychology - VC	<input checked="" type="checkbox"/>
<input type="checkbox"/> Education - VC	<input checked="" type="checkbox"/>
<input type="checkbox"/> VC Edu	<input checked="" type="checkbox"/>
<input type="checkbox"/> VC - ICT	<input checked="" type="checkbox"/>
<input type="checkbox"/> VC - GS	<input checked="" type="checkbox"/>

**Note: Dear student you may like to visit open source tutorials as available on web. On the following link you may do practice before starting your classes on LMS:**

[moodle.org/demo](https://moodle.org/demo)

With faith, discipline and  
selfless devotion to duty,  
there is nothing worthwhile  
that you cannot achieve.



یقین، نظم و ضبط، اور بے لوث لگن  
کے ساتھ، دنیا کی ایسی کوئی چیز  
نہیں جو حاصل نہیں کی جا سکتی.