ONLINE
TEACHING
LMS & BEYOND

By: ICT Department

National University of Modern Languages

Online Teaching _ *LMS & Beyond*

RECTOR MESSAGE

My Dear Students, Faculty Members and Staff, this is your Rector. On the instructions of the government, the university got closed for students on a weekend and, thus, I couldn't address you. We indeed are passing through a very critical time due to coronavirus; not that we, as a nation, are confronted with a calamity of this magnitude for the first time; we have seen natural disasters like earthquakes and floods before as well and we came out triumphant as a resilient nation. This time again I am sure that with Allah's help we will be able to combat and defeat this menace successfully. This is the time to act on our national slogan: "Faith, Unity and Discipline". Now is the time I would like the students of NUML who are also responsible citizens of Pakistan to play their positive role in helping the nation to fight this problem. We as university cannot wait indefinitely for this virus to go away. To save our precious time and in keeping with the good international practices, we are starting online classes from coming Monday through the University's Learning Management System (LMS). We are also mindful of those students who may not have access to this facility because of the remoteness of their respective areas, so we will make arrangements for them too. Such students are advised to contact their HoDs through WhatsApp, email or SMS. Remember, testing times come in the lives of nations, though this time we are not alone. Displaying our true national character and practically demonstrating the spirit of "Faith, Unity and Discipline", we shall surmount this challenge too. I would also expect you to come forward and help out the needy and vulnerable around you. Pay heed to the instructions being issued by the government and other authentic agencies, and please do not become the tools to spread the rumors and panic.

Lastly, 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.

 May Allah SWT bless you all and keep you and your loved ones safe. Ameen!

Prerequisites for Faculty Members
1. Teachers have to create their Account on LMS using NUML Official Email Address.

2. Teachers will be able to see courses/subjects in LMS Dashboard if their departments have sent their course details in provided format to ICT department.
3. Similarly, Students will be able to Login to their LMS account and will see their courses on dashboard if their Departments have their data to ICT department.
4. Teachers will Enroll Registered Students in their respective courses/subjects.
5. ICT took the responsibility and have already entered the NUML and configurational data in LMS in a way that teachers and students can start course activities without any hurdle.

Contents

NUML LMS

Overview

An easy to use Learning Management Systems (LMS) deployed two years back with its pilot project in Faculty of Engineering and Computer Sciences. The system gradually got mature and its orbit enhanced to other four faculties as well during last year.

The recent Covid breakdown has enhanced its importance vis-à-vis its uses. The management very gracefully allowed the ICT team to put enhanced servers and now LMS is fully functional on latest server with ample backup arrangements.

LMS provides an extensive platform for learning to its instructors & students. Students can view and access their course schedules, course descriptions, Online Lectures, assignments, grades, quizzes and many other services. They can also complete online assignments and participate in grouped discussions, moderated discussions and live sessions. The teachers after providing all

above resources can monitor student activities and can easily moderate online as well as offline class managements.

The system will improve with the valuable user's feedback which is the backbone of the learning system. The innovative learning technology will improve the quality of the academia. ICT always make an all-out effort to keep all the new plugins available in the NUML LMS system. NUML LMS ambient is being enhanced to NUML regional campuses by next month.

Most importantly if you are entirely new in LMS environment then we suggest you to visit moodle demo pages and play around for some time. You will not damage anything but will be able to get a very good quick start. Here is the link: https://moodle.org/demo/

…………………Good luck for a very happy journey through LMS

REACH TO NUML LMS

This section will cover following;

- LMS Help Desk

- Access NUML LMS

- Sign In / Sign Up

- Forget Password

LMS Help Desk

ICT department took initiated to create an email address to receive and resolve the queries instantly. All concerns can report their problem through this medium and get solution as soon as possible.

Queries should always be sent on following email:

lms@numl.edu.pk

Access to NUML LMS

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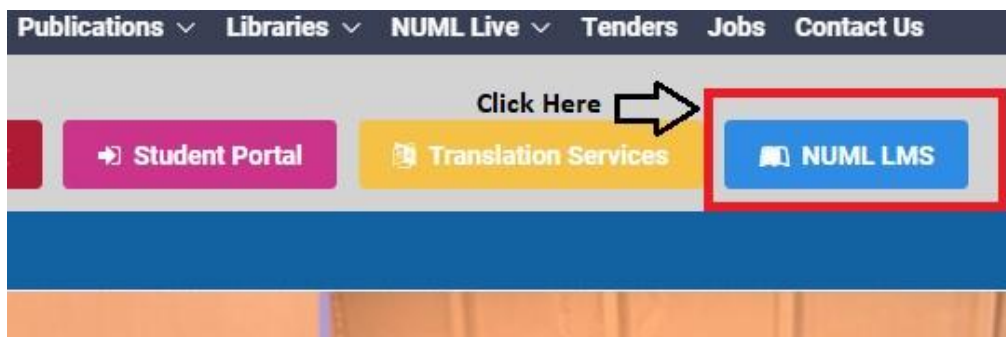
Figure 1 NUML website-> NUML LMS

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

Learning Management System (LMS)

(Note: Please click below to login on your respective LMS portal.)

Faculty of Engineering and CS (FE&CS)	Faculty of English Studies (FES)	Faculty of Management Sciences (FMS)
Faculty of Social Sciences (FSS)	Faculty of Languages (FoL)	Regional Campuses (RCs)

Figure 2 NUML LMS Main Page

2. On login page enter your username and password to login if you already have an LMS account or click on CREATE NEW ACCOUNT for new account. (Keep Prerequisites in mind as mention early in document)

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 account enter username & password

Username	Password	
Username	Password	LOG IN

Forgotten your username or password? ☐ Remember username

Is this your first time here?

For full access to this site, you first need to create an account.

CREATE NEW ACCOUNT   Create new account (First Time)

Click below to login on your LMS Portal

> Faculty of Management Sciences(FMS)
> Faculty of Social Science(FSS)
> Faculty of Languages(FOL)
> Regional Campuses(RCs)

Figure 3 LMS Login Page

3.In case of creating new account fill the necessary information. Enter your official Email address in Username and Email fields. Follow the instruction given on figure below.

Figure 4 Create New Account Page

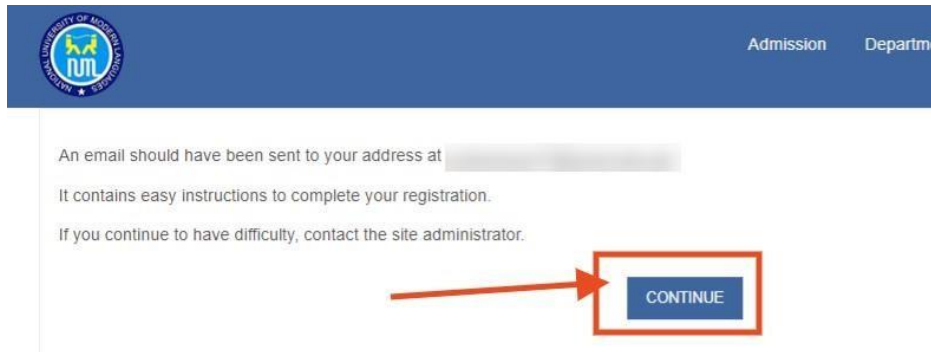**4.**On next screen you will receive this message to confirm your account through your email address.

Figure 5 Account Confirmation Message

5. Go to your NUML Official Email inbox. A confirmation email sent by LMS, Click on confirmation link to confirm your account on NUML LMS.
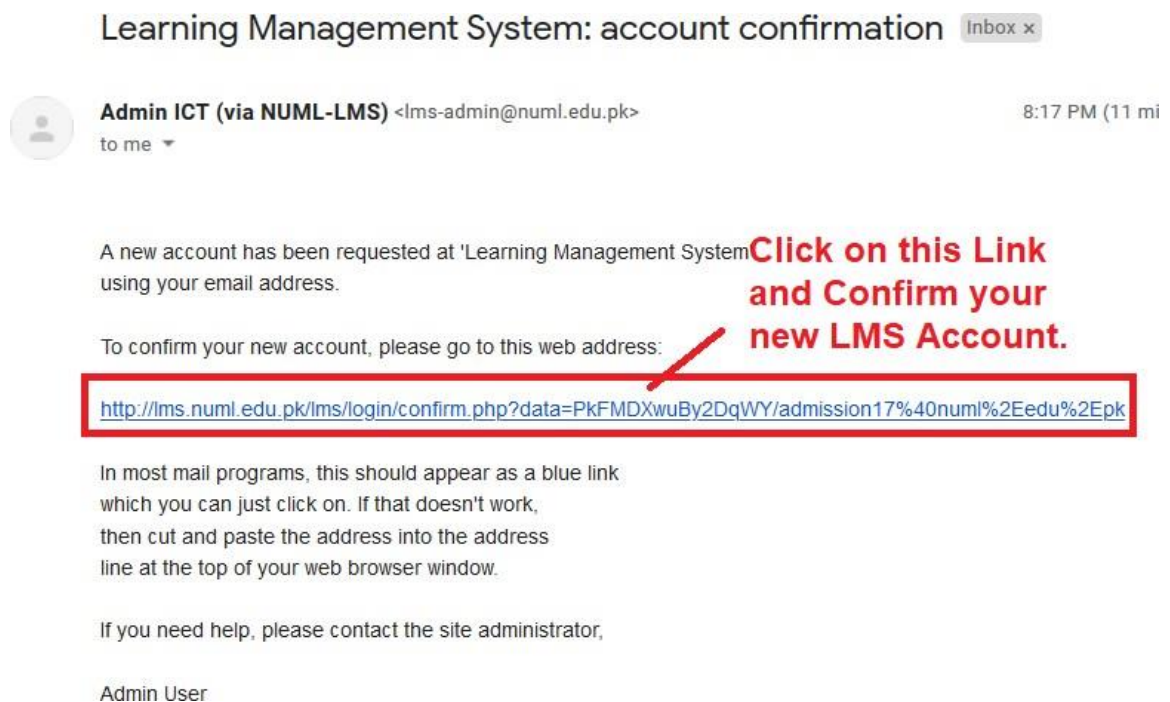
Figure 6 Confirmation Email to Teacher on his/her Email

6. After login to your account you will see important information on your dashboard such as courses assigned to you, timeline, calendar etc.
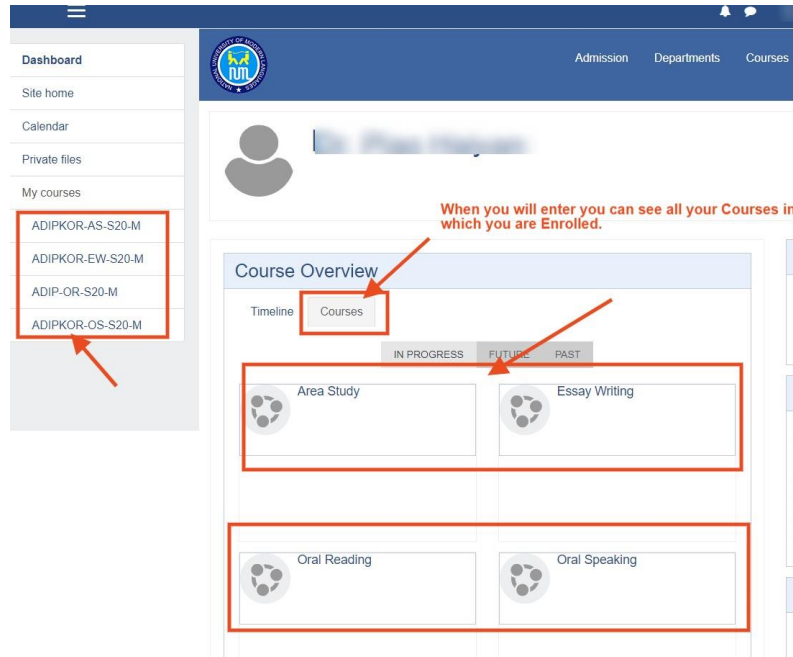
Figure 7 Teacher Dashboard

Forgotten Password

1. From Login Screen, click on "*Forgotten your username and password?*" Link.
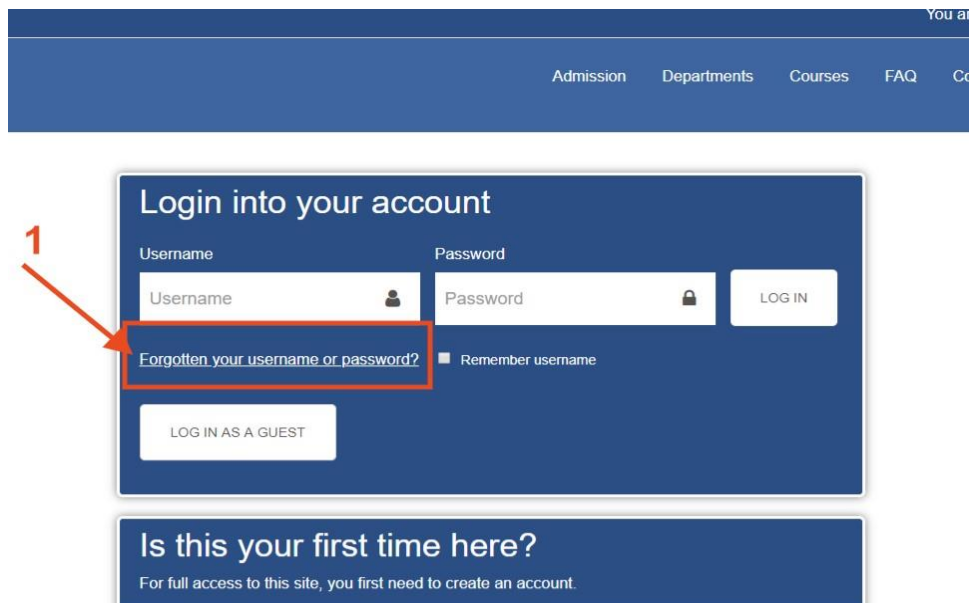
Figure 8 Forget Password

2. The account can be searched using email or username. Enter any of field and Press Search.

Figure 9 Enter Username or Email to reset

3. You will receive a Link to change password in your NUML Official Email inbox.
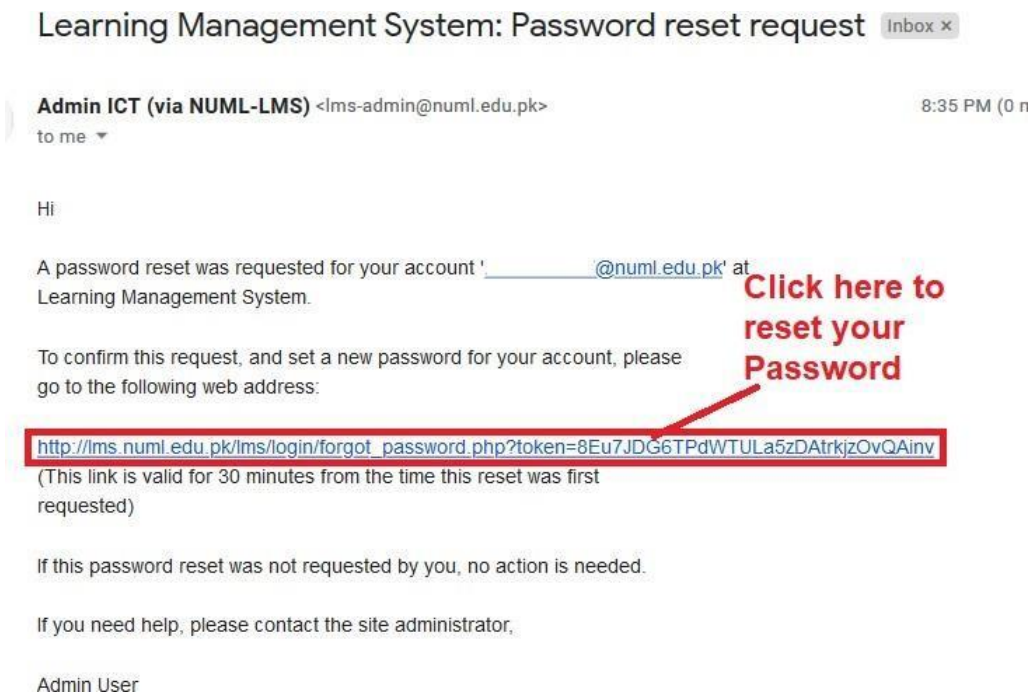
Figure 10 Password Reset Link

4. Enter the new Password and click on *"SAVE CHANGES"* button and the password will be changed.

Please enter your new password below, then save changes.

Set password

Username   @numl.edu.pk

Enter new password

The password must have at least 8 characters, at l
letter(s), at least 1 non-alphanumeric character(s)

New password

New password (again)

SAVE CHANGES   CANCEL

There are required fields in this form marked

Figure 11 Password Change screen

CREATING ASSIGNMENT

Assignment

NUML LMS provides an easy way for a teacher to give the assignment to students, get submitted assignments and grade them. Teacher can set display time and deadline of assignment as well.

Types of Assignments

There are following several types of assignments available to use on LMS.

    a. Upload a single or multiple files
    b. Online Text

- **Upload a Single or Multiple Files** A student can upload a single file, such as a word document, spreadsheet or anything digital while multiple files allows students to submit more than one file in the form of word, excel, PDF etc which can be zipped and then submitted.

- **B. Online Text:** Under this type student submit their work online directly on LMS and teachers can view and grade their work online.

Setting up/Creating an Assignment on LMS:

1. Select the course from Left tab on your main home page, in which you want to create an assignment.
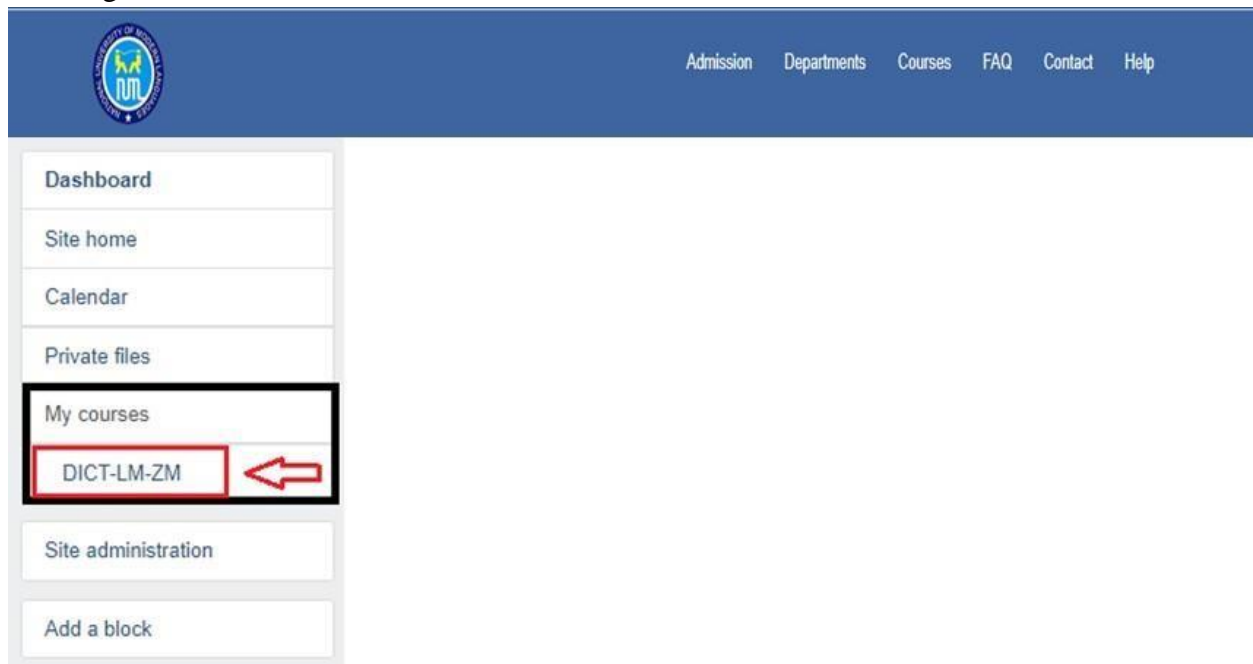
Figure 01: My Home OR Site home>Course Name

2. Click the "Turn editing on" button at the top right of the course page.
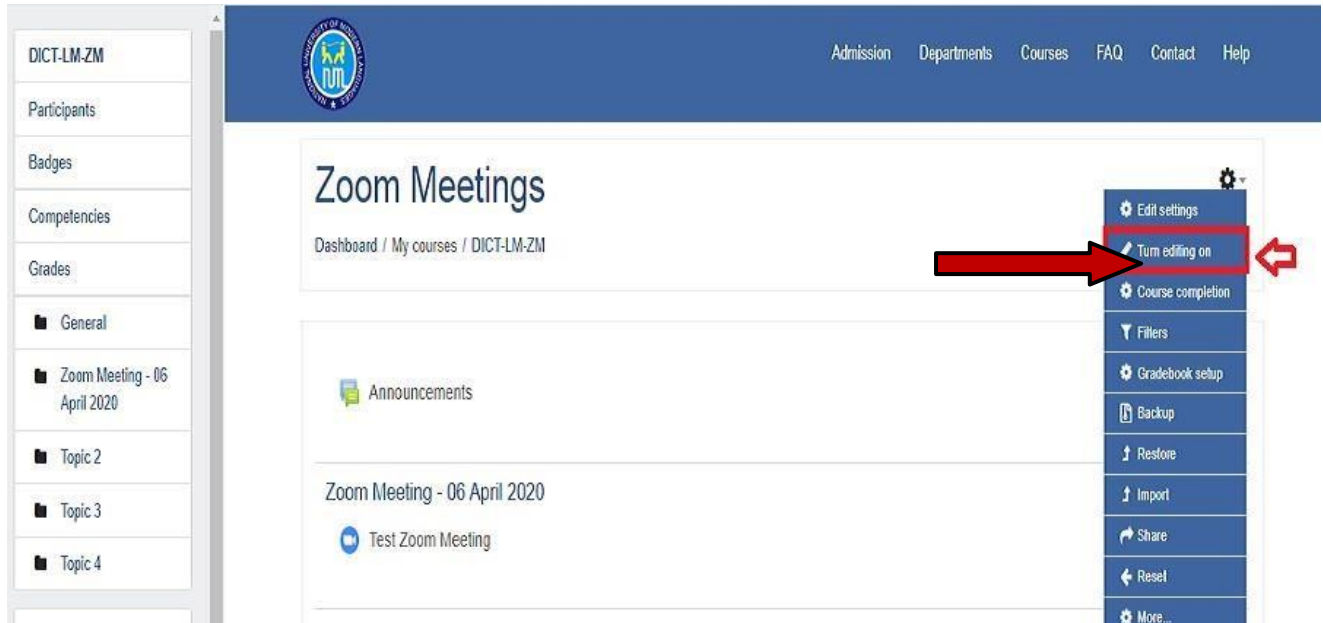
Figure 02: Course Page>Turn Editing On

3. Click "Add an activity or resource" link. **Activity:** In activity the students are involved such as assignment, quizzes, workshops etc.

Resource: The information shared by teacher on course portal are the resources such as lectures, manual etc.

Figure 03: Course home page> Turn Editing On>Add an activity or resource

4. Click on Assignment then click on "Add". Assignment settings page will open.
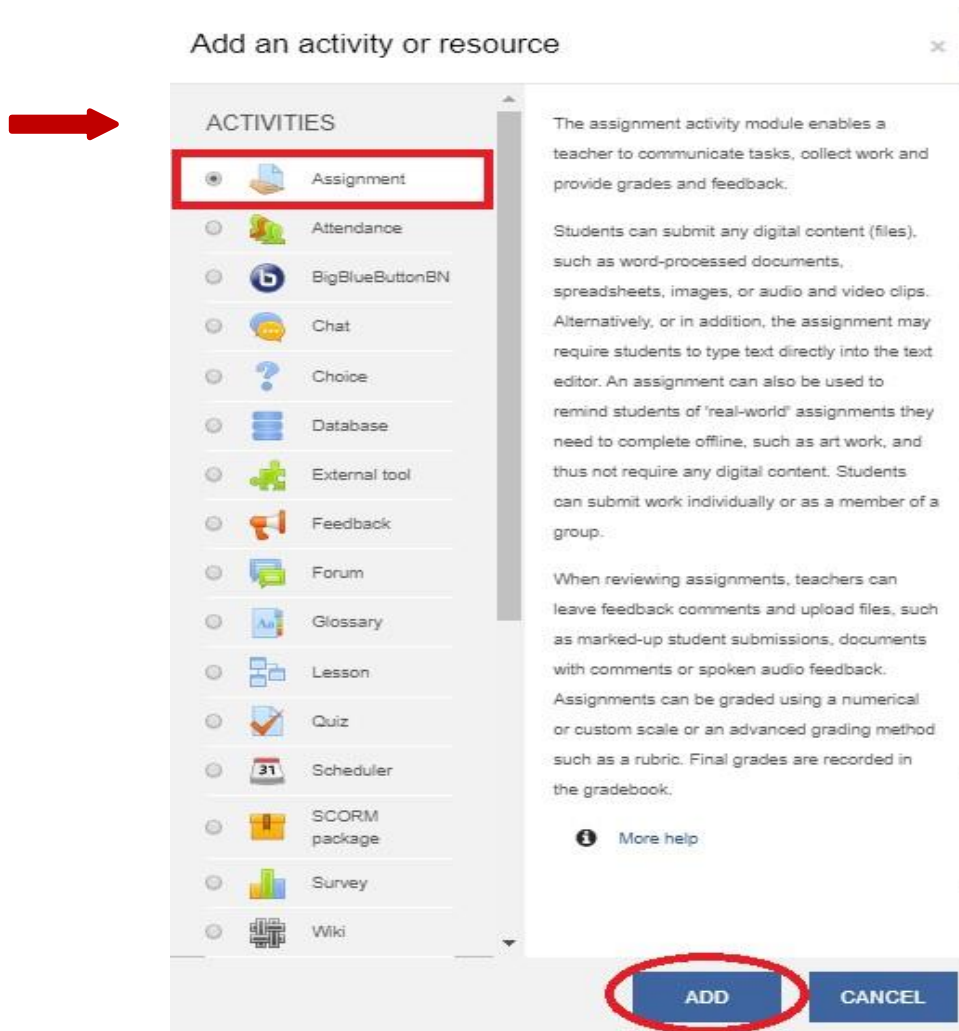
Figure 04: Course home page>Add an Activity or Resource>Assignment>Add

i. General Settings:
- The general section allows you to give your assignment a name and description.
- If the highlighted checkbox will be checked then description will be shown on course page for specified assignment.

Figure 05: General Settings>Assignment Name>Description

ii. Availability: This availability section has few assignment settings that will allow a teacher to set dates for showing assignment to students on course page so that students can submit their assignment. Also disable submitting on cutoff date. The list of settings are;

- *Allow submissions from:* This student to start accessing assignment onward from this date.

- *Due date:* sets the date on which assignment will be due.

- *Cut-off date:* After cut-off date the assignment submitting will be disable and students will not able to submit their assignments.

- *Remind me to grade by:* A teacher can set a date to grade the assignments and

  LMS will show notification on teacher dashboard.

- *Always show description:* The descriptions to be shown with assignment on course portal in case of selecting YES.

- *Require students click submit button:* The option can be enabled that student to click submit button for final submission.

- *Require that students accept the submission statement:* The submission term and condition to be accept by student before submitting his work if enabled.

- *Notify graders about submissions:* A notification will be shown on teacher dashboard whenever any student will submit his assignment.

Figure 06: Assignment Availability Settings

iii. Submission Types Setting: These settings configure the student end how they can submit their assignments.

- **Online text:** This option will show the text editor and students can write or paste their work.
- **File submissions:** The files can be uploaded such as MS Word, PDF, Excel etc
- **Maximum number of uploaded files:** The students will be able to upload the number of uploaded value enter in this textbox.
- **Maximum submission size:** The size of files that will be uploaded by each student is determine from this setting.
- **Accepted file types:** The list of file extensions can be specify from this setting.

Figure 07: Submission Types

iv. Feedback Setting: This feedback setting allow teacher to opt the feedback mechanism. These mechanisms are;

    ☐ **Feedback Types:**

Feedback Comments: The teacher to provide comments for each submission by making this setting enable.

Offline Grading Worksheet: The teachers can download and upload the marks in worksheets by making this option enabled.

Feedback Files: The teachers will be able to upload the files with feedback by making this option enabled. ☐ Comment inline: The teacher can comment inline on each student's submission.
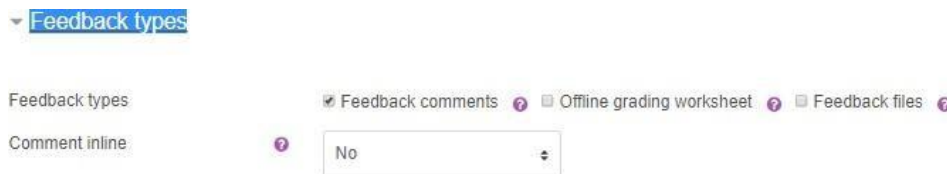
Figure 08: Feedback Setting

v. Submission settings: These settings allow to determine the submission rules for student such as a. enforcing student to accept submission statement, b. attempt to reopen submitted assignments and c. maximum attempts.
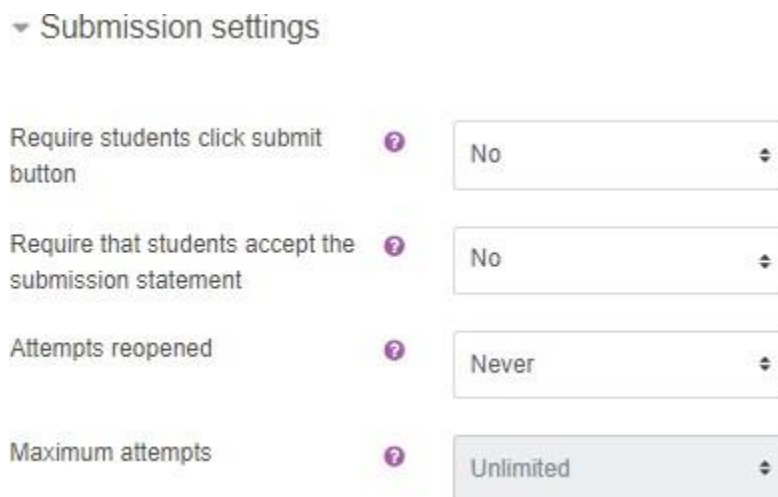
Figure09: Submission settings

vi. Group submission settings: These settings allow students to submit in groups if marked YES.

▾ Group submission settings

Students submit in groups   ❓   No ⬍

Figure10: Group submission settings

GRAND ASSIGNMENT EXTENTION

The extension in assignment can be given to all students as well as selected students. In order to extend the due date of assignment, perform steps listed below.

1. Select the course on your main home page, in which assignment is created.
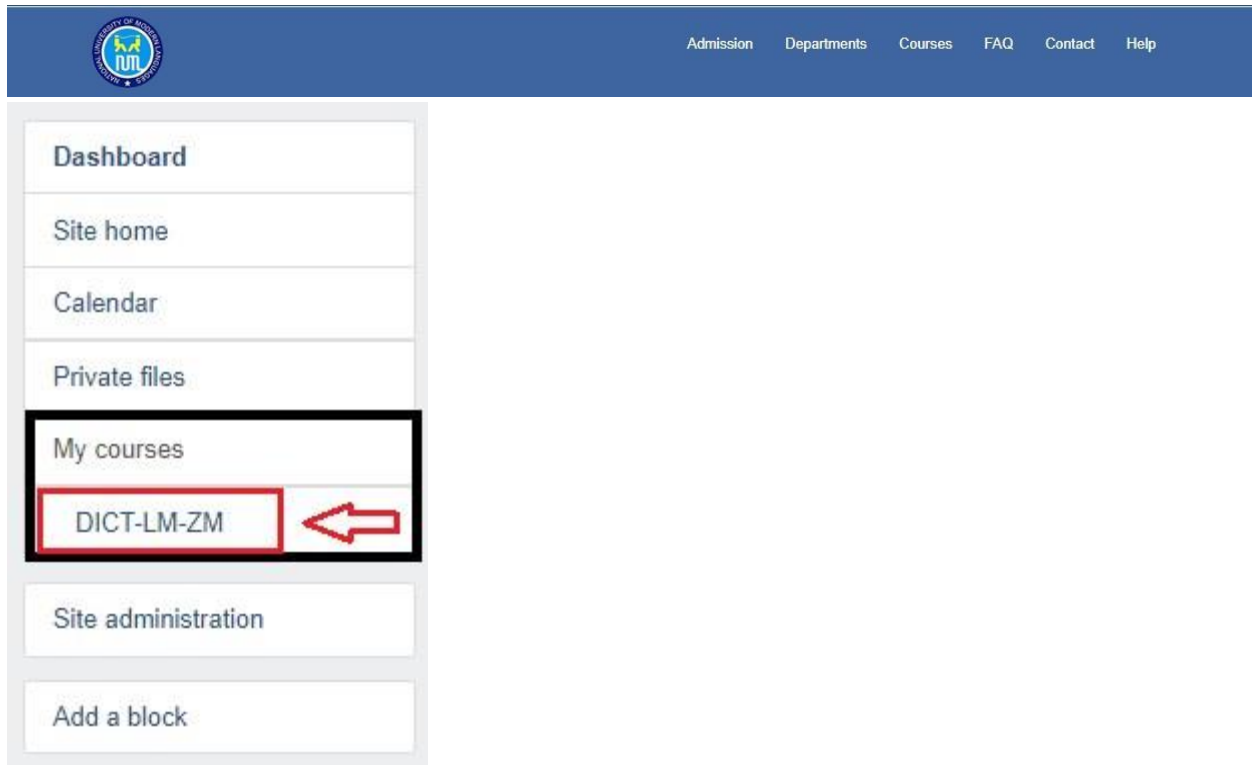
Figure 01: My Home>Course Name

2. Course page will appear showing an assignment.

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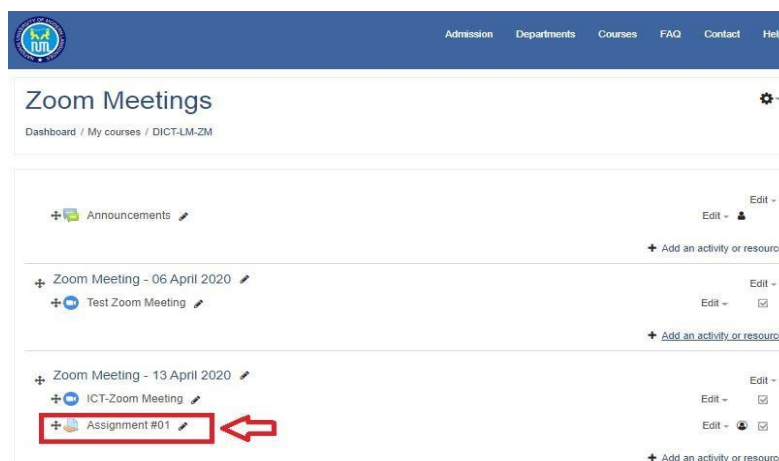
3. On the Assignment page grading summary will appear. Click on "view/grade all submissions" button.
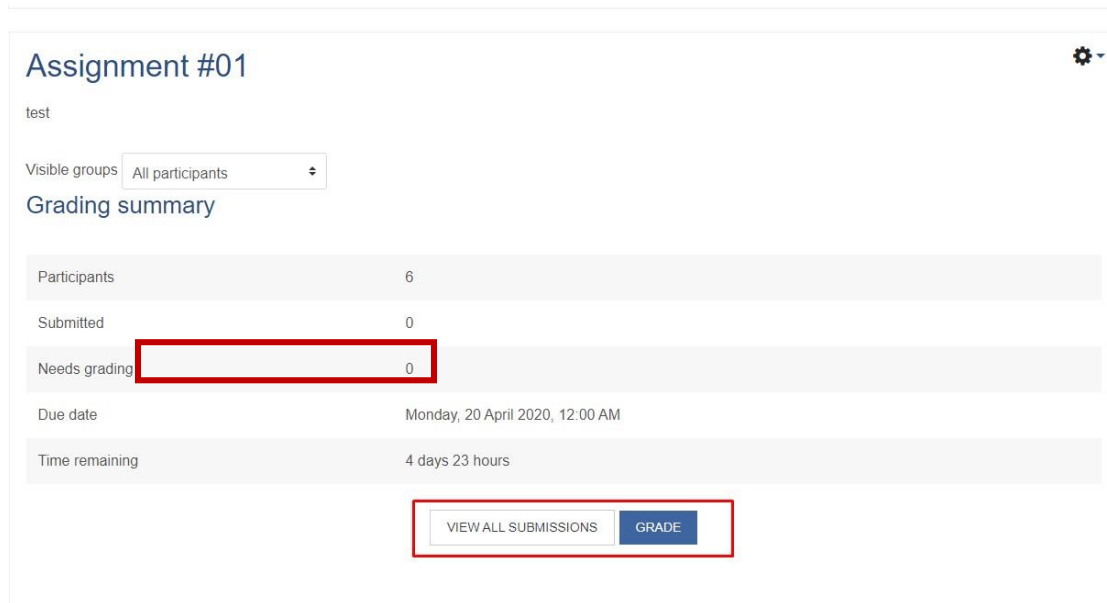
Figure 03: Grading Summary

4. The teacher can give the extension to selected students by selecting the check box in select column. The check box is highlighted in image below.
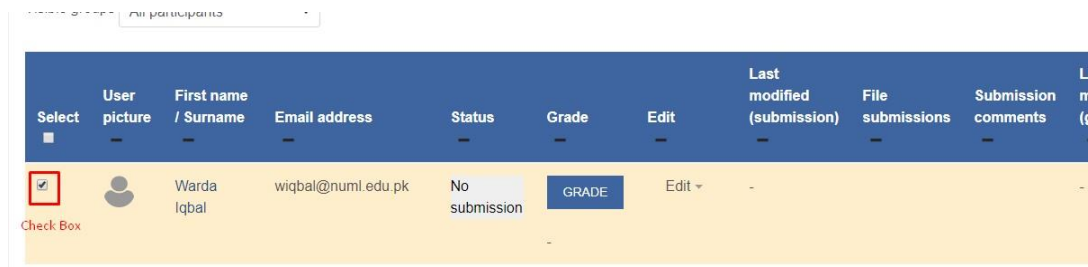
Figure 04: Select the check box against student name>Add Grades

5. Then choose the option of "With Selected" .
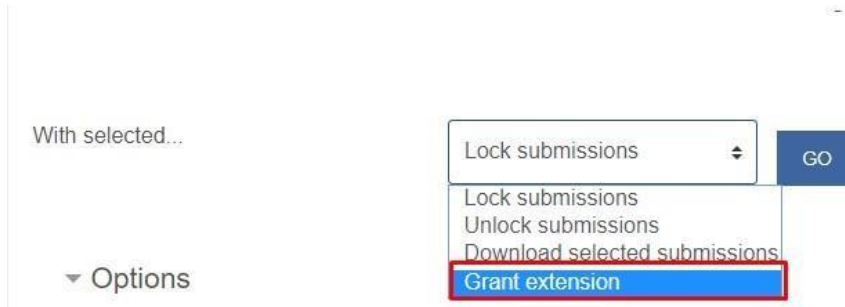
Figure 05: Select the check box against student name>Add Grades>With Selected

6. From drop down menu select Grant Extension and Press GO Button **7.** The new screen will show the extension due date section but these options will be disabled.

8. Click on Enable in front of *"Extension due date"*.

9. Change the dates and click Save Changes.

Figure 06: Enable Extension Due Date>Click Enable checkbox>Save Changes

LMS RESOURCES

LMS Resources

Teachers will use resources for learning purpose, such as a file or link. In edit mode, a teacher can add resources via a drop down menu. Resources appear as a single link with an icon in front of it that represents the type of resource. There are several types of resources that can be uploaded on LMS:

1. **File** - A picture, a pdf document, a spreadsheet, a sound file, a video file.
2. **Folder** - For helping organize files and one folder may contain other folders.
3. **Label** - Can be a few displayed words or an image used to separate resources and activities in a topic section, or can be a lengthy description or instructions
4. **Page** - The student sees a single, scrollable screen that a teacher creates with the robust HTML editor
5. **URL** - You can send the student to any place they can reach on their web browser, for example Wikipedia **6. Book** - Multi-page resources with a book-like format.

Books

The book module enables a teacher to create a multi-page resource in a book alike format, with chapters and subchapters

A book may be used

- To display reading material for individual modules of study
- As a staff departmental handbook
- As a showcase portfolio of student work

Adding Book

Follow the below listed steps to add book on your course portal.

1. Go to your course page by clicking your course in left panel.

2. To add a resource, "turn editing on" mode by clicking the gear icon in the upper right of LMS page.
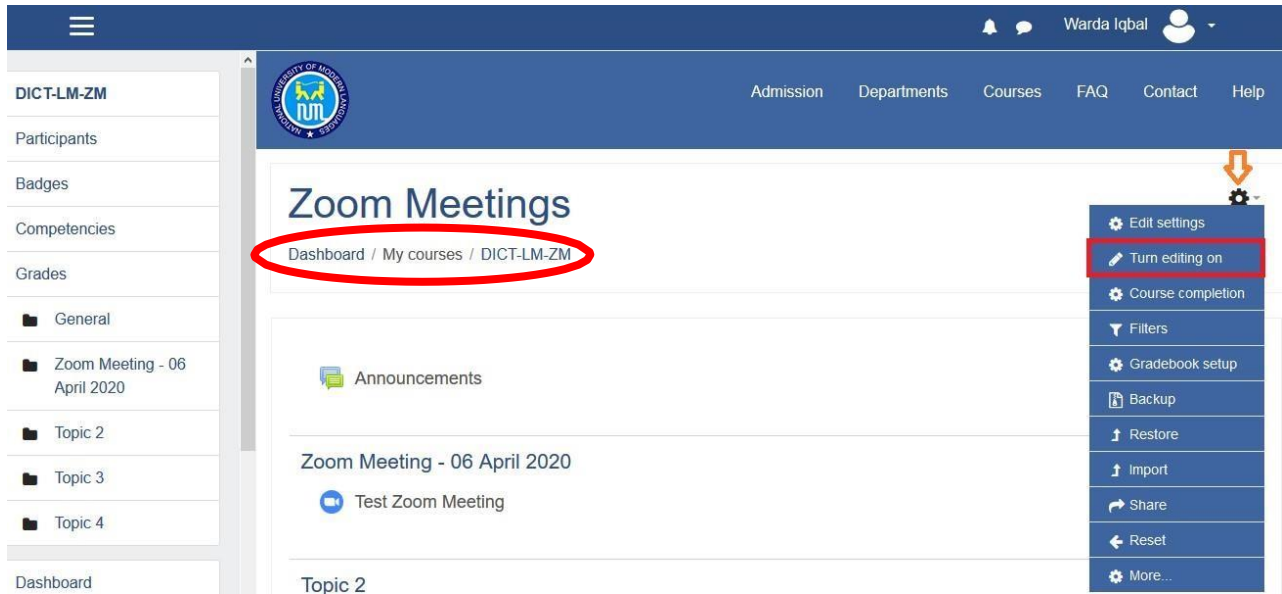
Figure 1: Dashboard> My Courses> Turn editing on.

3. You can add activity by clicking on "Add an activity or resource" present on the right side of page.
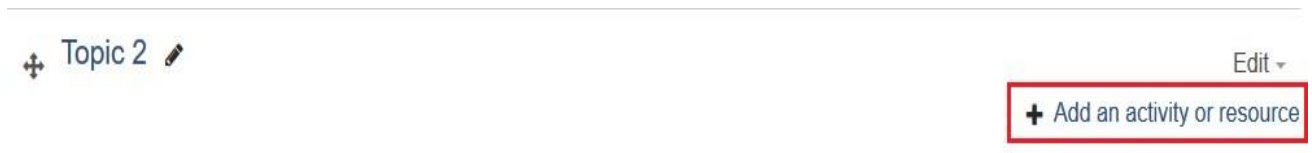
Figure 2: Course homepage> Add an activity or resource.

4. By pressing Add an activity or resource new window will appear

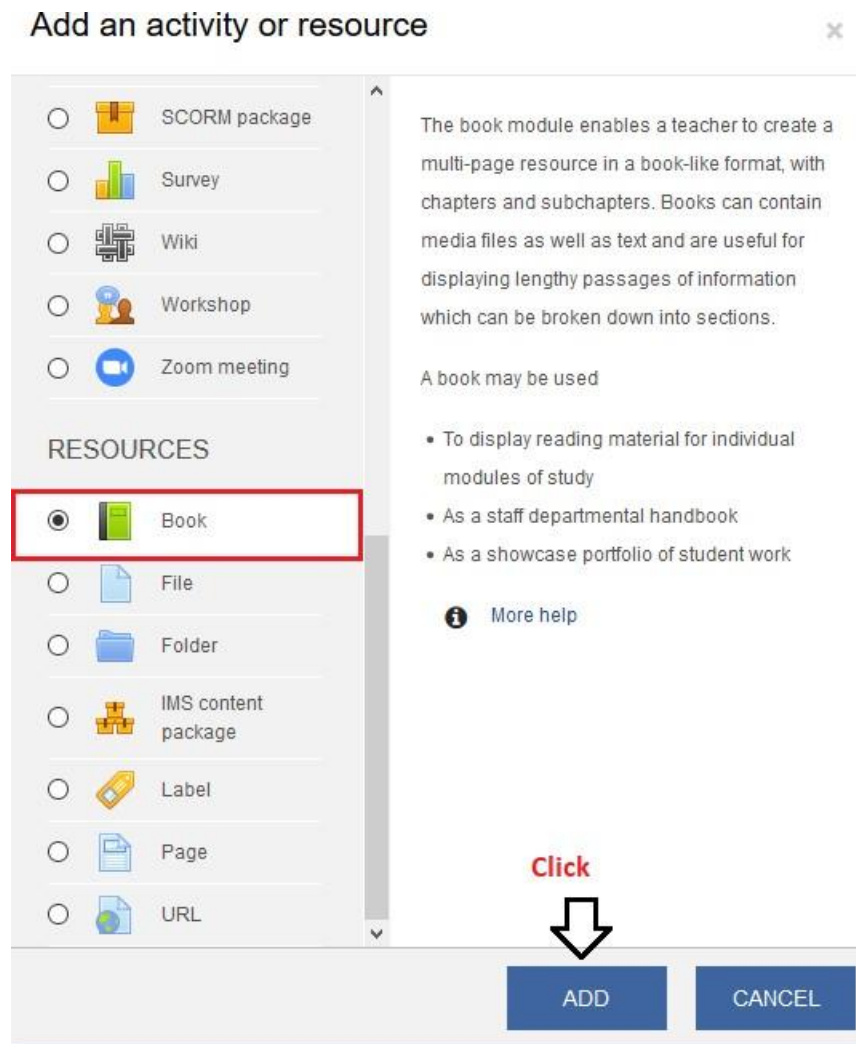**5.** Scroll down and select Book then press "Add" button.

Figure 3: Course homepage> Add an activity or resource>Book>Add

6. Enter General information in form to add book. The information that can be entered is;

- Enter Title of Book
- Then add description, it is optional so totally up to user if they want to add or not
- Then adjust Setting if you want to
- At the time of save book user have three options;
    a. user can save and return to course
    b. user can save the book and display the it at the spot
    c. user can cancel uploading it
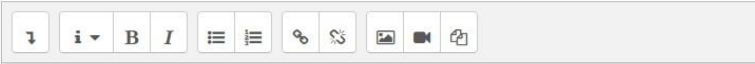
Figure 4: Add an activity or resource>Book>Add

7. Other Book Settings can be entered but not mandatory.

- Appearance
- Common module settings
- Restrict access
- Activity completion
- Tags
- Competencies

i. Appearance

Teaches have fully control over the look of their book they can select chapter formatting and style of navigation for their book using drop-down. Chapter formatting allows you to select the chapter formatting. Formatting can be done in the form of numbers, bullets, indentations etc

ii. Common module settings

In case teacher want to display the book on certain date or hide the file at the moment of uploading this is the step to do it. Teachers can also hide the book from certain group if grouping is enabled in the course

8. Once the settings are done press "Save and return to the course" button to save and return to course or "Save and display" button to save and remain on the same page.

9. After the book is created it will start appearing on the course homepage.
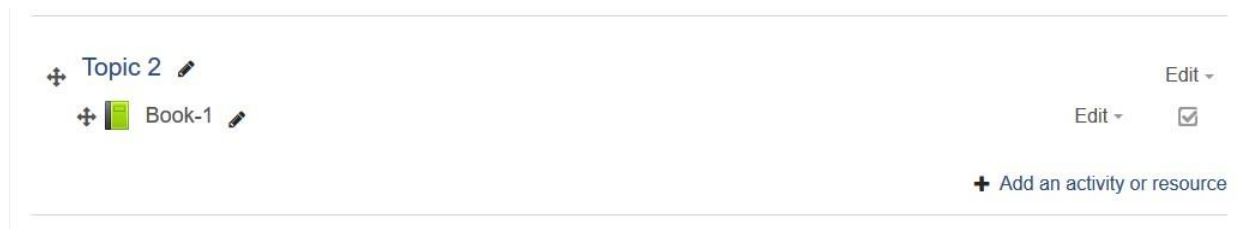
Figure 5: Course homepage> Topic>Book

Chapters

1. On course Home page click on the Book icon to add chapters
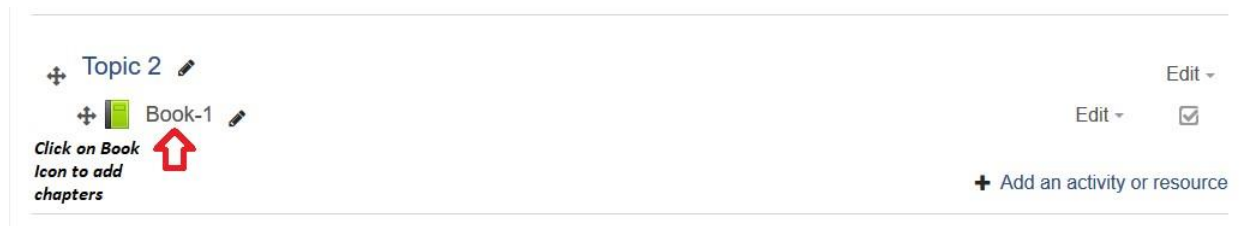
2. To add chapter in book, Add the following information ;
- Write chapter name
- Content
- Then press save changes button

Book-1

Collapse all

Add new chapter

Add Title

Chapter title

Content

Write Content here

Tags

Tags   No selection

Enter tags...   Manage standard tags

Click   SAVE CHANGES   CANCEL

here are required fields in this form marked

Figure 6: Course homepage> Topic>Book-1

3. A chapter will be created and will be accessible inside the book

Book-1

1. Chap-1

LMS Resources

A resource is an item that a teacher can use to support learning, such as a file or link. LMS supports a range of resource types which teachers can add to their courses. In edit mode, a teacher can add resources via a drop down menu. Resources appear as a single link with an icon in front of it that represents the type of resource.

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- 1. Chap-1

Page

The page module enables a teacher to create a web page resource using the text editor. A page can display text, images, sound, video, web links and embedded code, such as Google maps.

A page may be used

- To present the terms and conditions of a course or a summary of the course syllabus
- To embed several videos or sound files together with some explanatory text Select

Page option present in Resources. After that click on button **Add**.

Page Creation

1. To add a resource, **turn editing on** mode by clicking the gear icon in the upper right of LMS page.
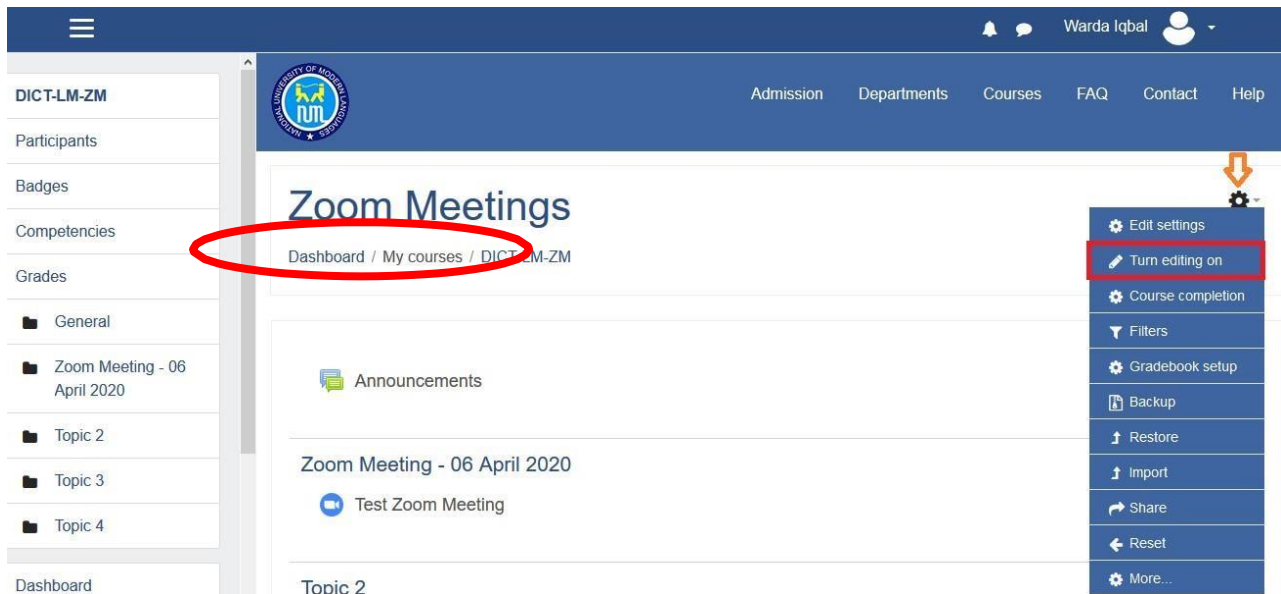
Figure 8: Dashboard> My Courses> Turn editing on.

2. You can add activity by clicking on **Add an activity or resource** present on the right side of page.

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⊹ Topic 2 ✏

+ Add an activity or resource

Figure 9: Course homepage> Add an activity or resource.

3. By pressing Add an activity or resource new window will appear

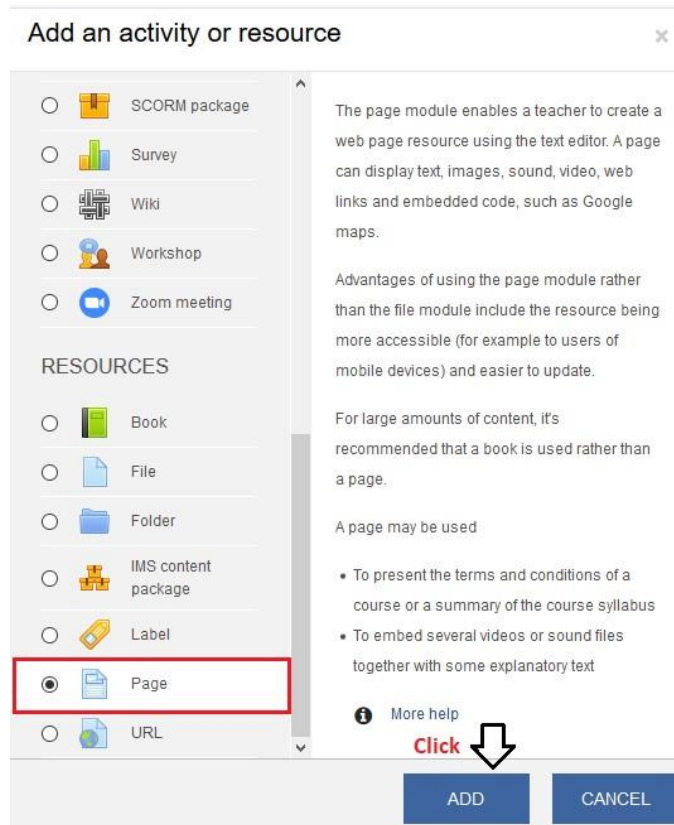**4.** Scroll down and select Page then press "Add" button.

Figure 10: Course homepage> Add an activity or resource>Page>Add

5. While page creation Teacher has to enter following information
- write page name
- Page description

- Then write page content

General

Write Page Title here

Name

Description

Description if you
want to add

☐ Display description on course page ❓

Content

Page content

Write Page
content in this
box

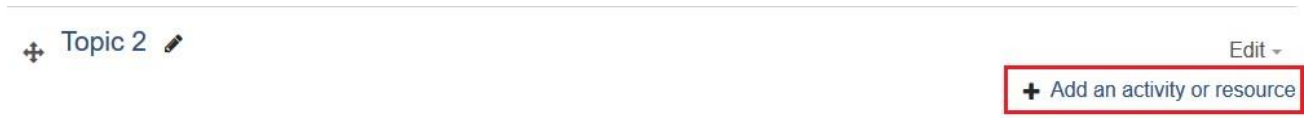**Figure 11: Add an activity or resource>Page>Add**

Page Settings

Page settings are optional Teachers can add them but not mandatory. In setting teachers have these options

- Appearance
- Common module settings
- Restrict access
- Activity completion
- Tags
- Competencies

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ii. Appearance: Teachers can set how page will be displayed on screen of user using check box.
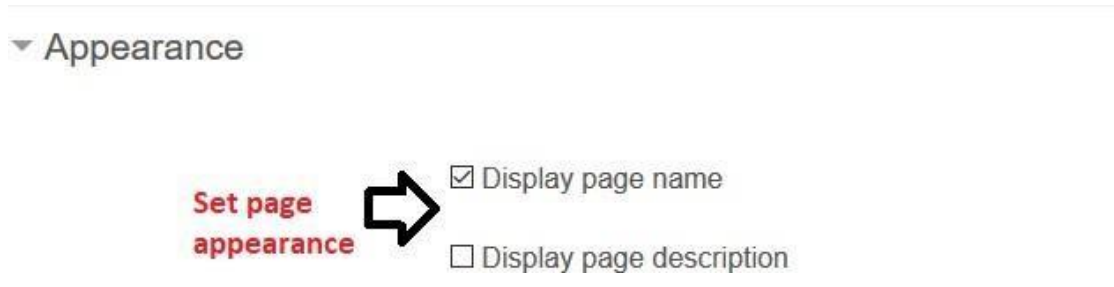
iii. Common module settings

In case teacher want to display the page on certain date or hide the file at the moment of uploading this is the step to do it.
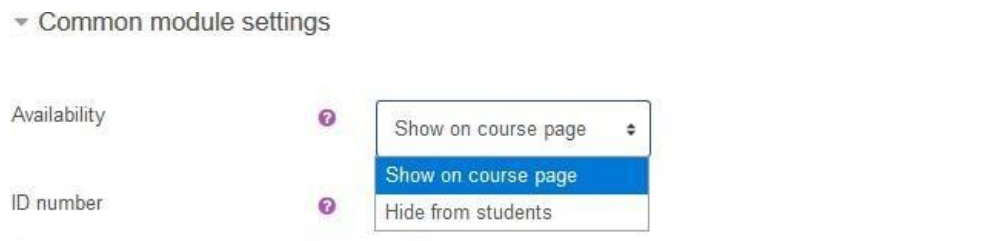
6. Page will start appearing on course page
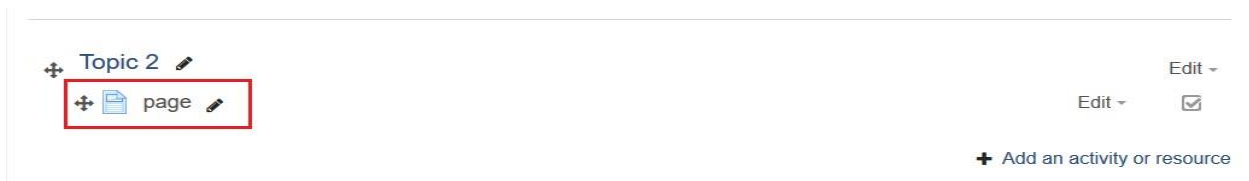
Figure 13: Course homepage>Page

File

When you wish to share with your students a simple file such as a Word-processed document or slideshow (e.g. created in MS Word, PowerPoint, or Open Office) you use the file resource type. It allows you to upload and display a variety of resources on your course.

Adding a File

1. To add a resource, **turn editing on** mode by clicking the gear icon in the upper right of LMS page.

2. You can add activity by clicking on Add an activity or resource present on the right side of page.

3. By pressing Add an activity or resource new window will appear

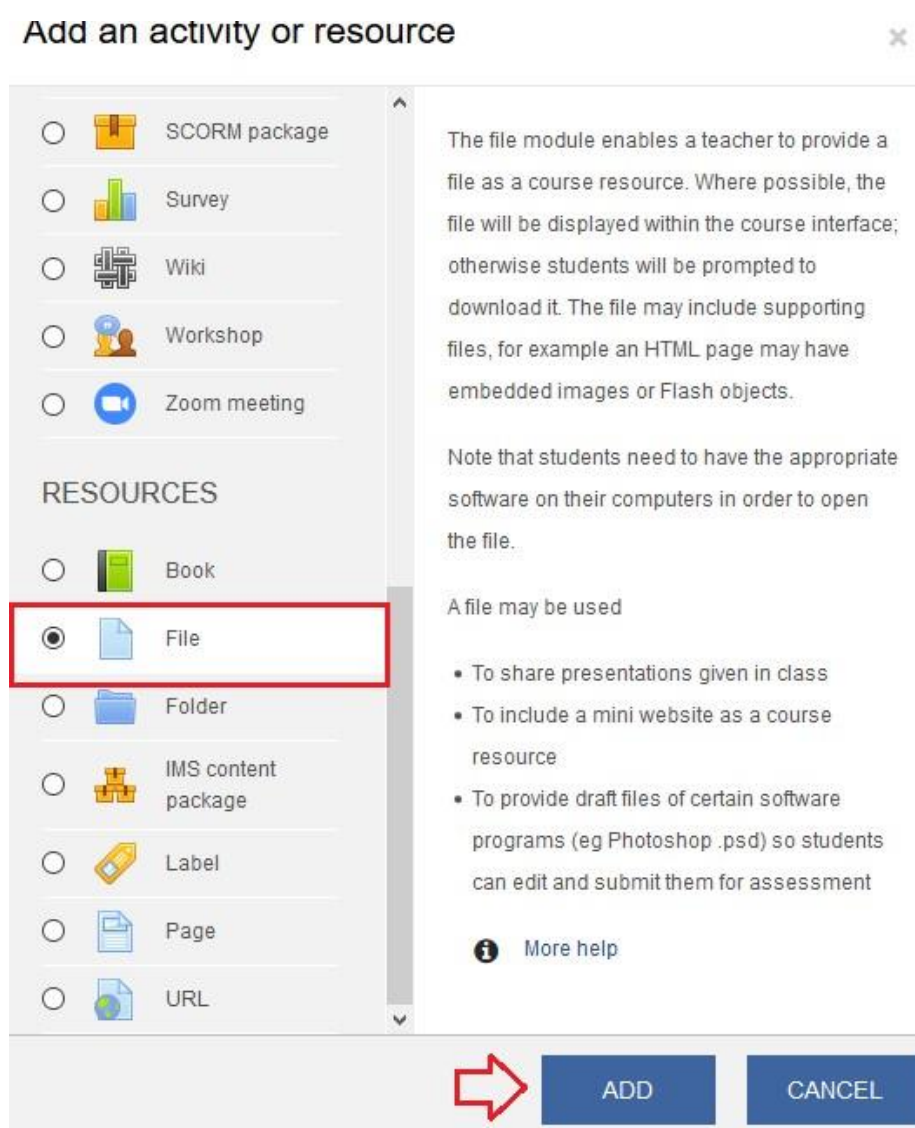**4.** Scroll down and select **File** then press "Add" button.

Figure 3: Add an activity or resource>File>Add

5. After clicking the add button the screen will appear.

Figure 4: Add an activity or resource>File>Add>Adding a new file.

6. Fill in the information

- **Name:** Type in the name here you want to give to the file. File will appear with this name in the course.

- **Description:** Description is optional it's up to user. If **Display description on the course page** is ticked, the description will appear on the course page just below the name of the file.

- **Select File:** Then at the time of file selection click on file icon or drag and drop your file onto the arrow

7. If user select file uploading icon, then a new window will pop up on screen named as **File picker**. Click on Upload file then browse file, select file from your Computer/Laptop then press Upload file button.
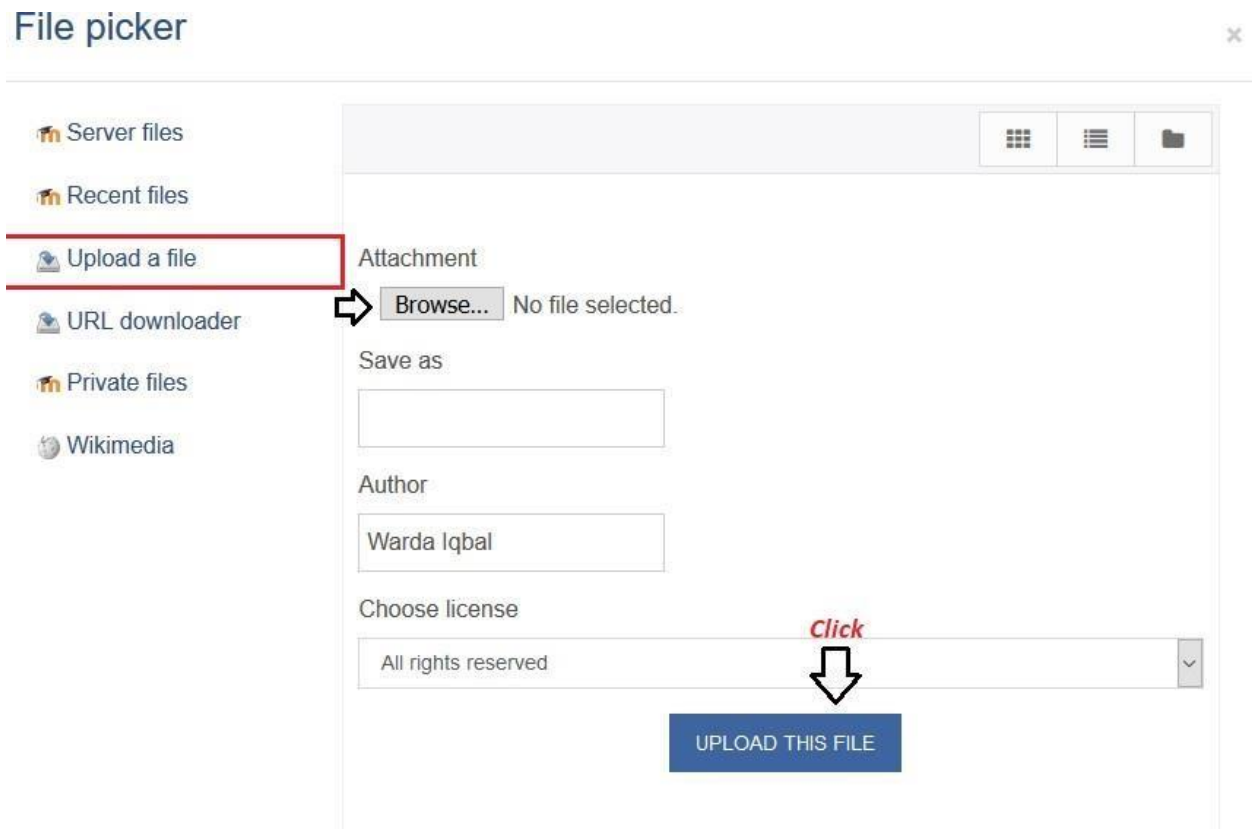
File picker

Server files

Recent files

Upload a file

URL downloader

Private files

Wikimedia

Attachment

Browse...   No file selected.

Save as

Author

Warda Iqbal

Choose license

All rights reserved

Click

UPLOAD THIS FILE

Figure 5: Add an activity or resource>File>Add>Adding a new file>Select file> Picker

File Setting:

File settings are optional Teachers can add them or not mandatory can be proceed with default values. In setting teachers have these options

- Appearance

- Common module settings
- Restrict access
- Activity completion
- Tags
- Competencies

ii. Appearance:

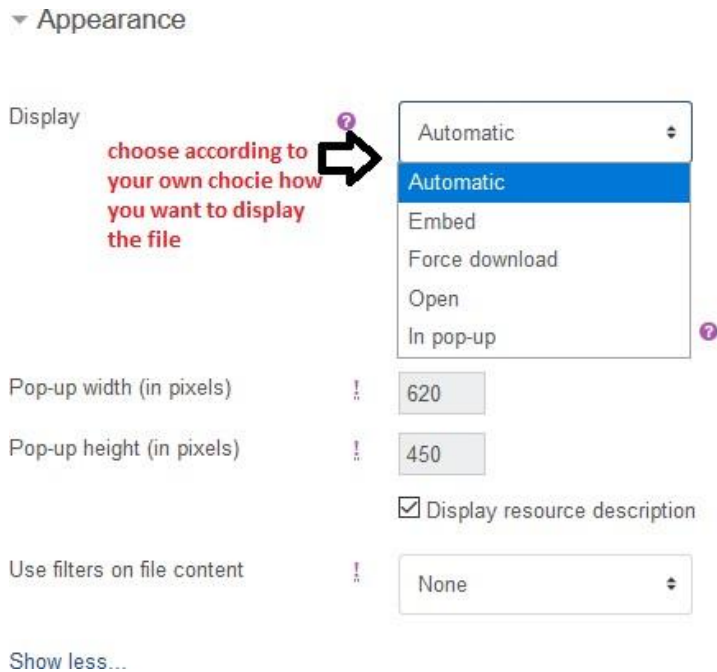Teachers can set it display mode for students and can also set its height and width or leave as it is.

Figure 6: Add an activity or resource> File>Add> Appearance

iii. Common module settings

In case teacher want to display the file on certain date or hide the file at the moment of uploading this is the step to do it.
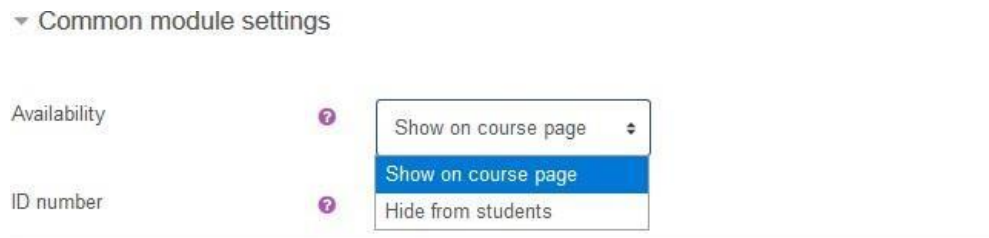

Figure 7: Add an activity or resource> File >Add> Common module settings

8. Once the settings are done press "Save and return to the course" button to save and return to course or "Save and display" button to save and remain on the same page.

9. After the file is uploaded it appears on the course homepage
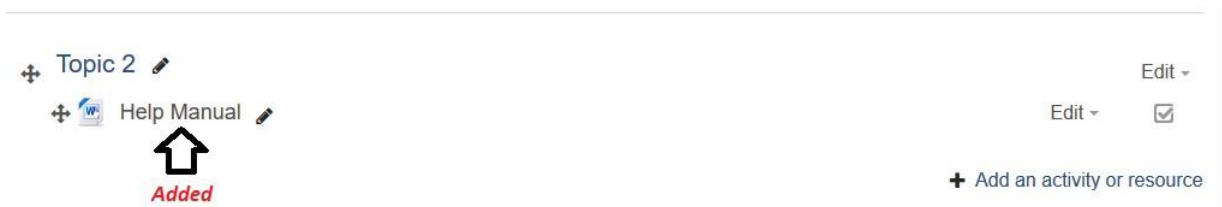
Figure 12: Course homepage> File added.

Folder:

You can add Folder by clicking on **Add an activity or resource** present on the right side of page. The folder module enables a teacher to display a number of related files inside a single folder, reducing scrolling on the course page.

A folder may be used

- For a series of files on one topic, for example a set of past examination papers in pdf format or a collection of image files for use in student projects
- To provide a shared uploading space for teachers on the course page (keeping the folder hidden so that only teachers can see it)

Figure 13: Course homepage> Add an activity or resource.

Add Folder

1. In the activity chooser; select folder then click the "Add" button.
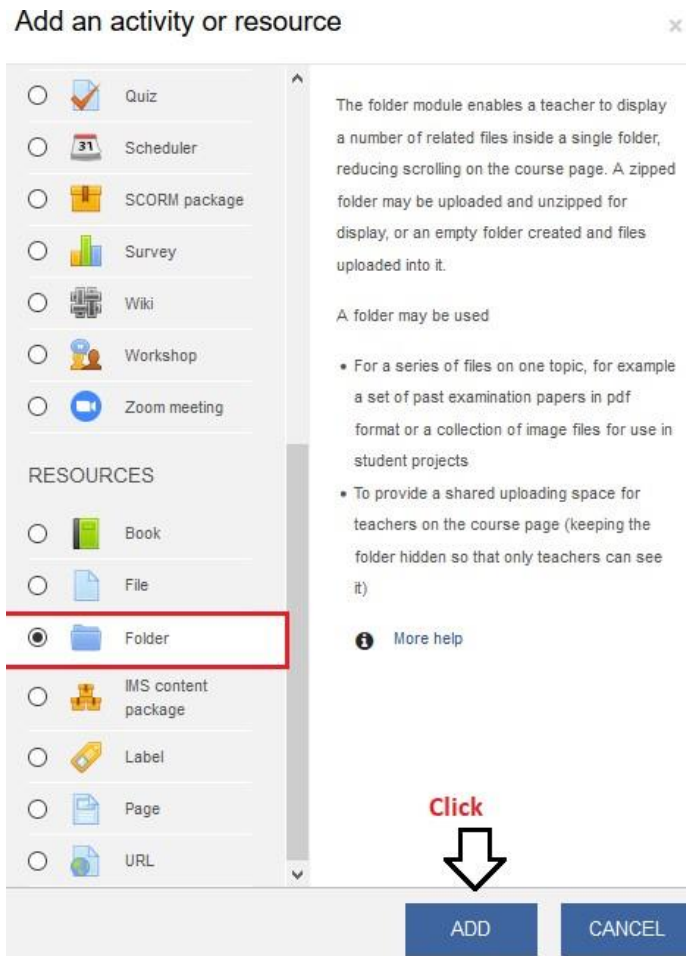
Figure 14: Course Homepage>Turn editing on> Add an activity or resource>Choose folder>Add

2. This screen will be visible

- Enter name of folder
- Description is optional it's up to teacher
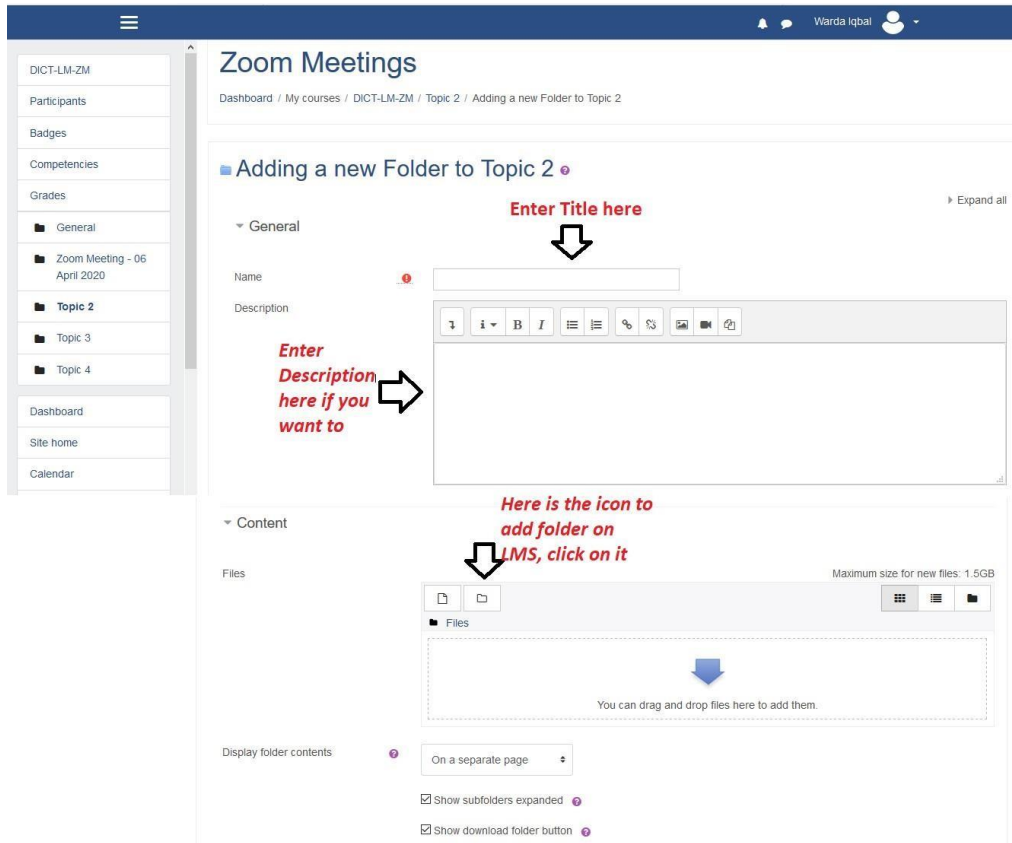- Then at the time of folder creation click on folder icon

Figure 15: Turn editing on> Add an activity or resource>Choose folder>Add New Folder

3. By clicking on Folder Icon this window will appear on screen. Enter the name of folder then press button Create folder.
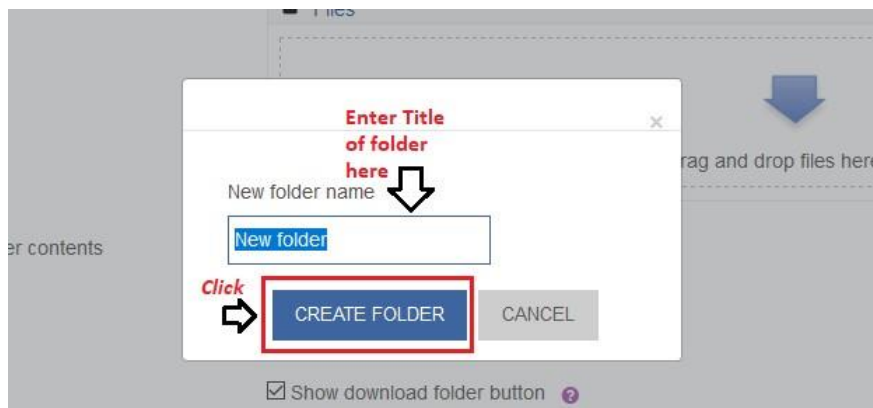
Figure 16: Turn editing on> Add an activity or resource>Choose folder>Add New Folder >Create Folder

4. Now the newly created folder is visible on your screen.
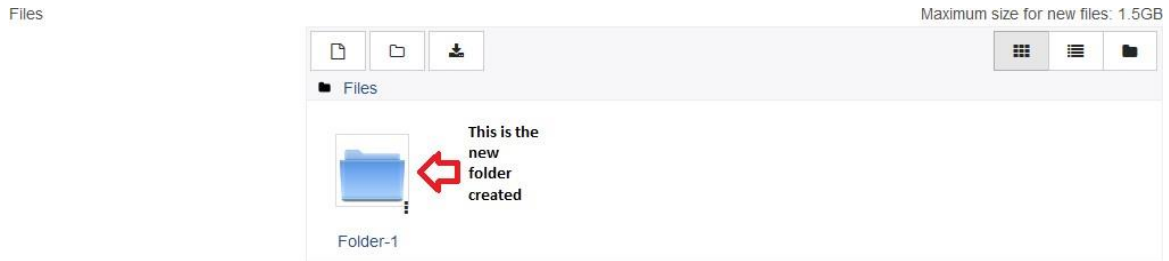
Figure 17: Turn editing on> Add an activity or resource>Choose folder>Add New Folder

5. After creating a folder double click on it to upload files in it. Then at the time of file selection click on file icon or drag and drop your file onto the arrow

6. If user select file uploading icon, then a new window will pop up on screen named as **File picker**.

7. Click on Upload file then browse file, select file from your Computer/Laptop then press Upload file button.
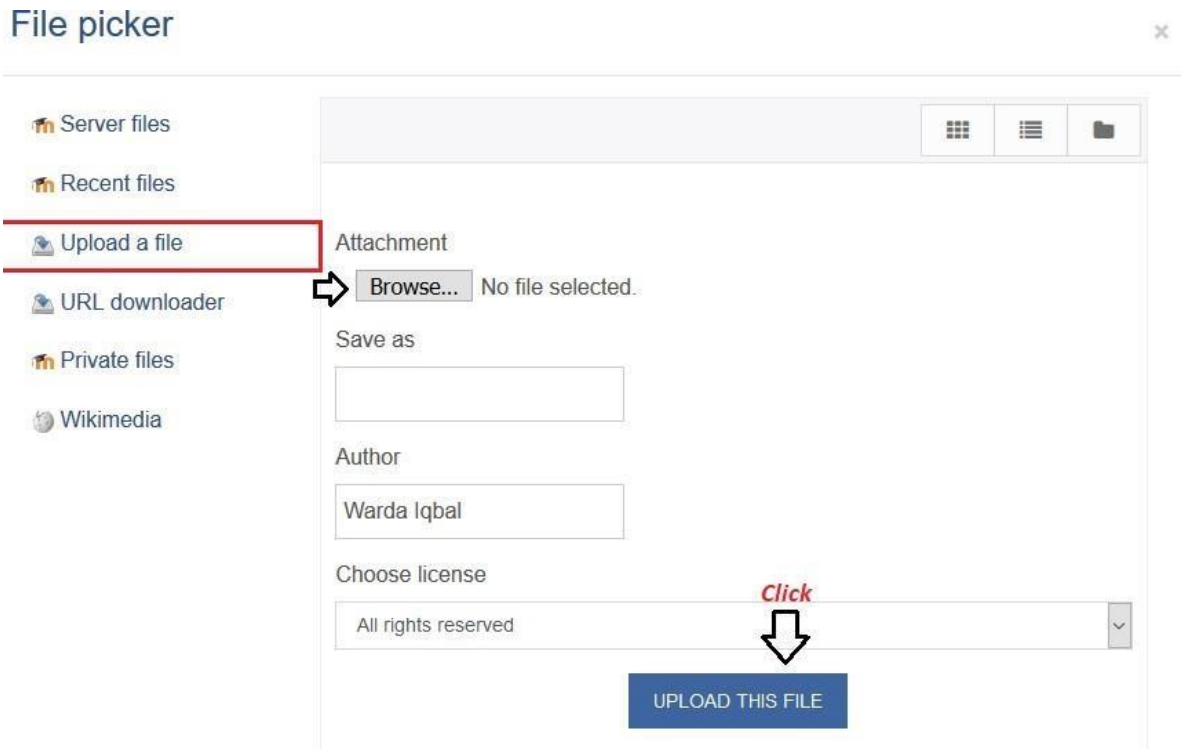
Figure 18: Turn editing on> Add an activity or resource>Choose folder>Add New Folder>Add new file>Picker

Folder Setting:

Folder settings are optional Teachers can add them but not mandatory. In setting teachers have these options

- Appearance
- Common module settings
- Restrict access
- Activity completion
- Tags
- Competencies

i.   Appearance:

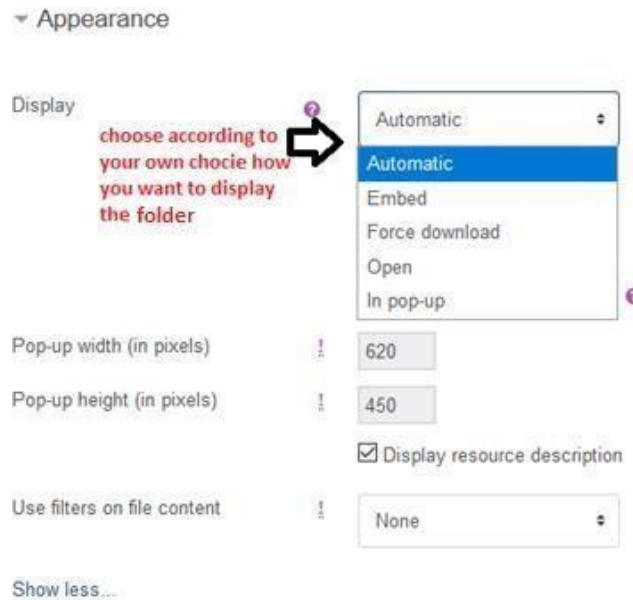Teachers can set it display mode for students and can also set its height and width or leave as it is.

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Figure 19: Add an activity or resource> Folder>Add> Appearance

ii.   Common module settings

In case teacher want to display the folder on certain date or hide the folder at the moment of uploading this is the step to do it.
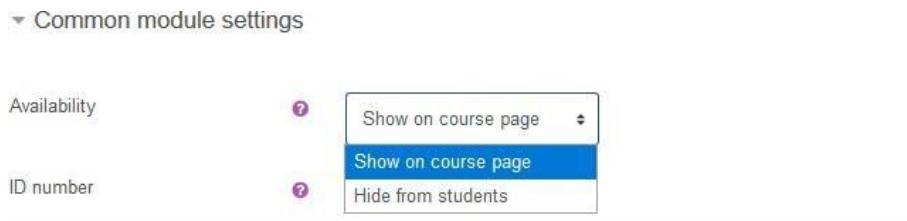
Figure 20: Add an activity or resource> Folder>Add> Common module settings

8. Once the settings are done press "Save and return to the course" button to save and return to course or "Save and display" button to save and remain on the same page.

Figure 25: Add an activity or resource> Folder >Add

After the folder is uploaded it appears on the course homepage. Later you can add file in the folder uploaded.

File added:

 Once the folder is successfully added it appears in the course
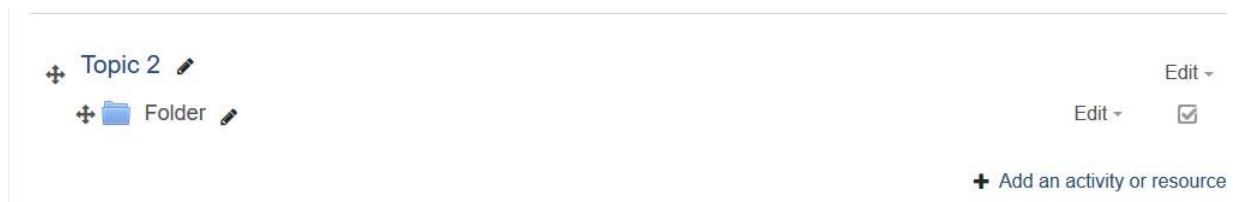

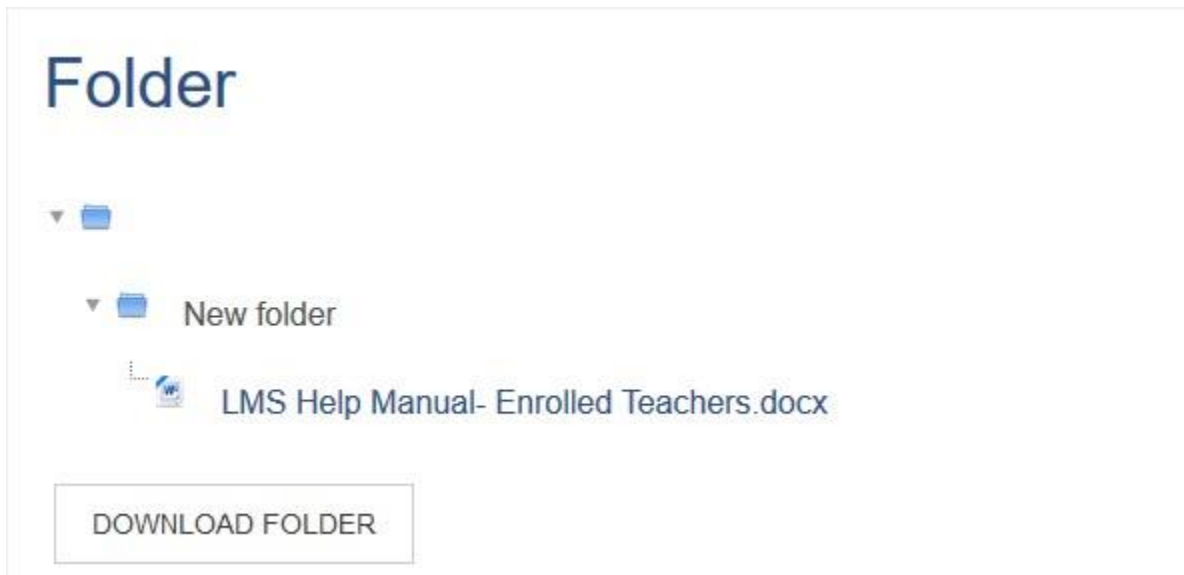**Figure 26: Course homepage>Folder added.**

Figure 27: Course homepage>My course> Course Name> Topic>Folder

Label:

The label module enables text and multimedia to be inserted into the course page in between links to other resources and activities.

Labels may be used

- To split up a long list of activities with a subheading or an image
- To display an embedded sound file or video directly on the course page
- To Add a short description to a course section

1. Select Label option present in Resources. After that click on button **Add**.

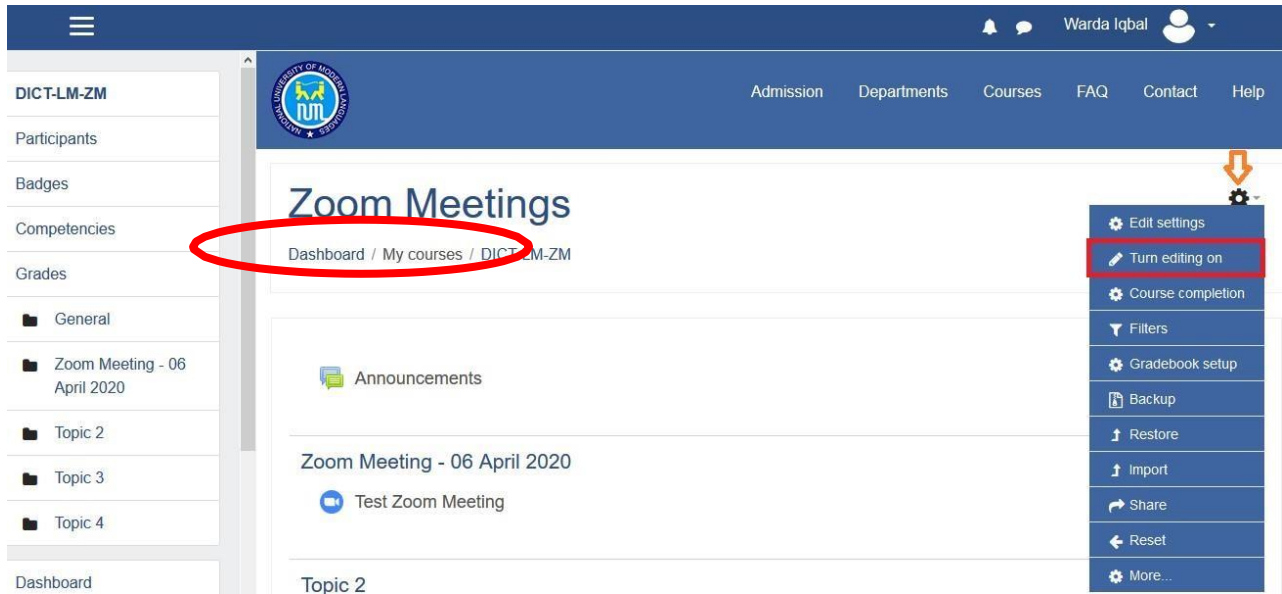**2.** To add a resource, turn editing on mode by clicking the gear icon in the upper right of LMS page.

Figure 1: Dashboard> My Courses> Turn editing on.

3. You can add activity by clicking on **Add an activity or resource** present on the right side of page.
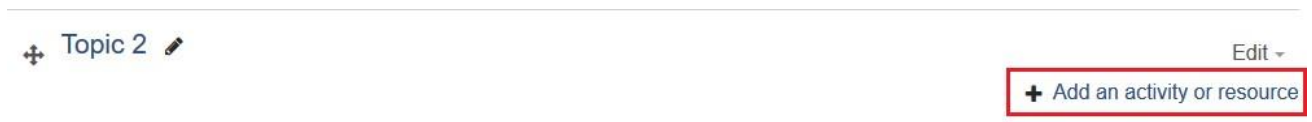

Figure 2: Course homepage> Add an activity or resource.

4. By pressing Add an activity or resource new window will appear

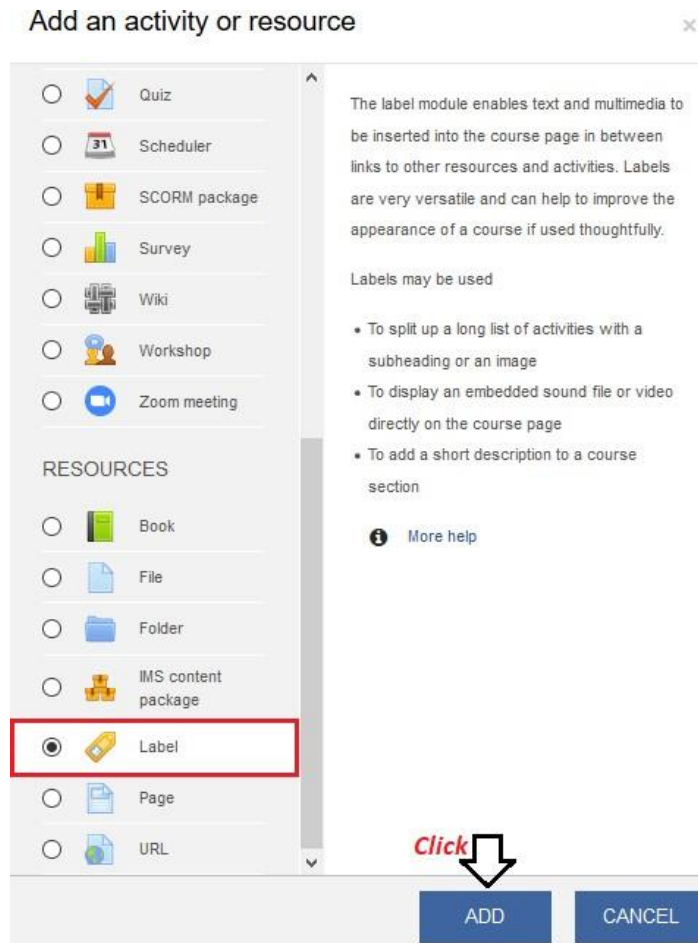**5.** Scroll down and select **Label** then press "Add" button.

Figure 3: Course homepage> Add an activity or resource>Label>Add.

6. After clicking the add button this screen will appear.

Figure 4: Course homepage> Add an activity or resource>Label>Add.

7. Fill in all the details

- Enter label text

- Add settings (*optional*)
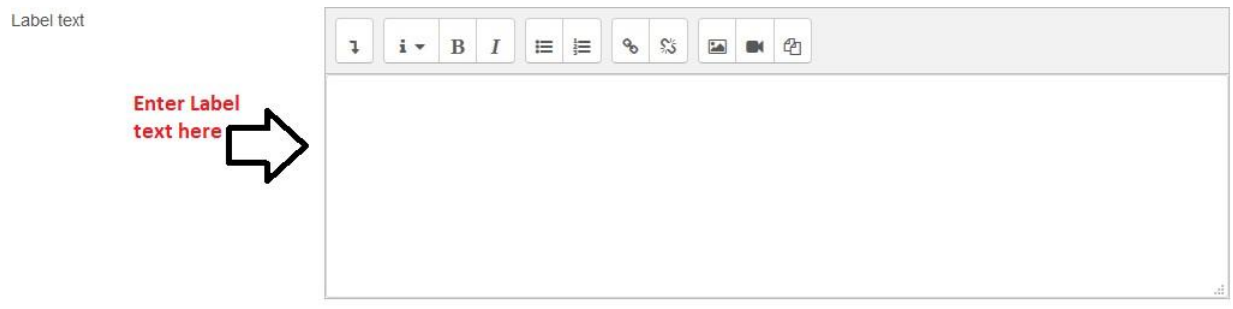- then press save and return to course

Figure 5: Course homepage> Add an activity or resource>Label>Add>Label Text

Here type your chosen words or add your resources. In the label text box words, images, links, media.

Label Settings

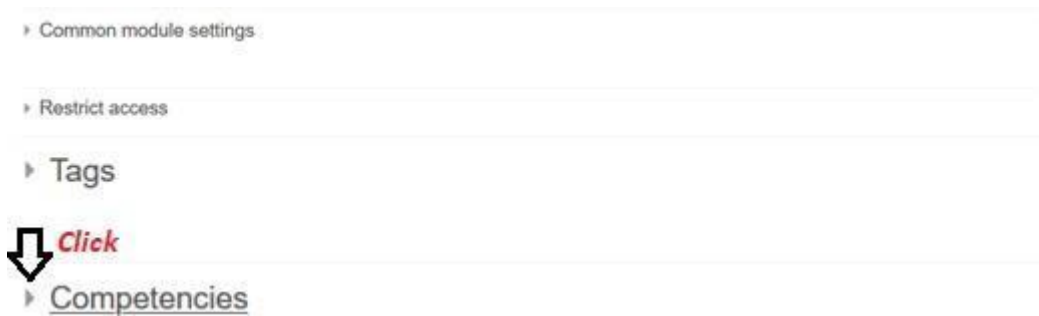These settings are collapsed by default click to expand

Figure 6: Course homepage> Add an activity or resource> Label>Add

Settings

- Common module settings
- Restrict access
- Activity completion
- Tags
- Competencies

i. Common module settings

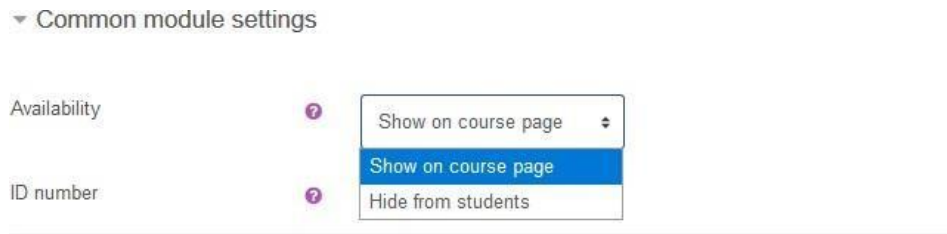In case teacher want to display the label or hide it from user teachers can set it.

Figure 7: Course homepage> Add an activity or resource> Label>Add> Common module settings

8. Once the settings are done press "Save and return to the course" button to save and return to course or "Save and display" button to save and remain on the same page.

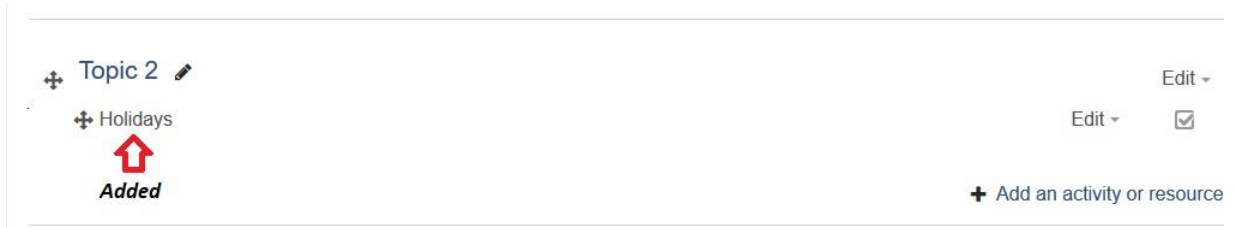**9.** After the label is created it appears on the course homepage.
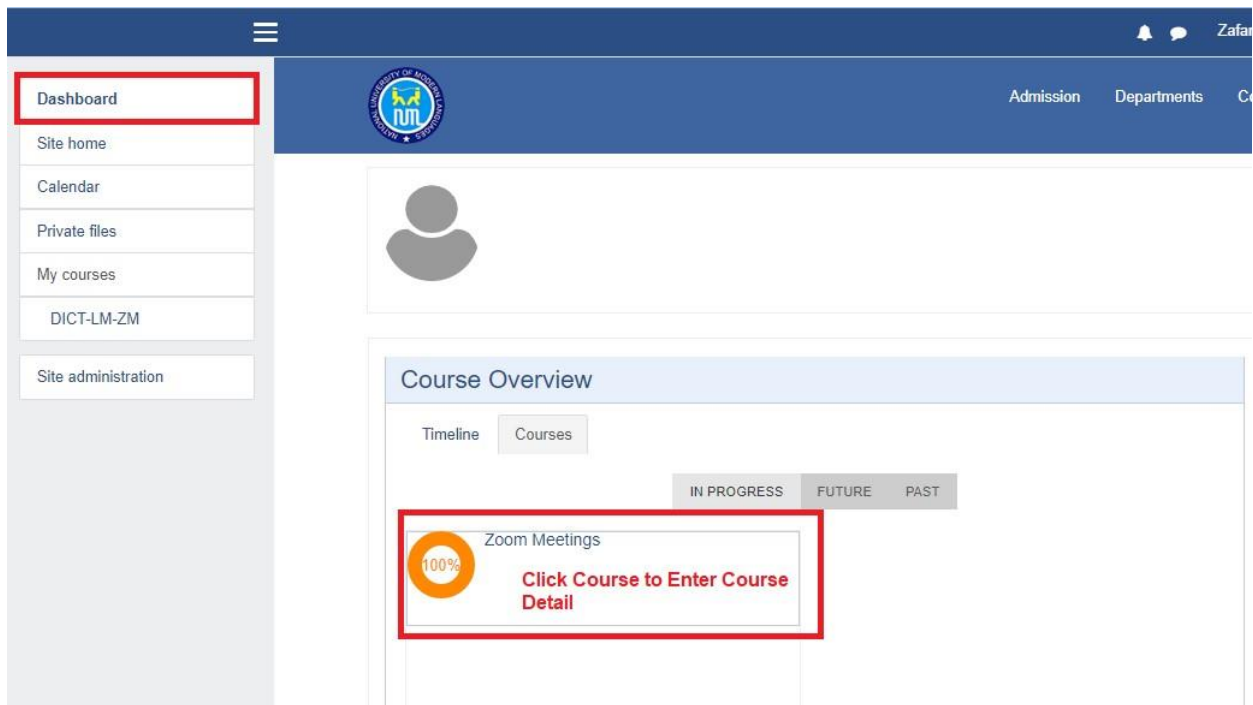

Figure 12: Course homepage>Label added.

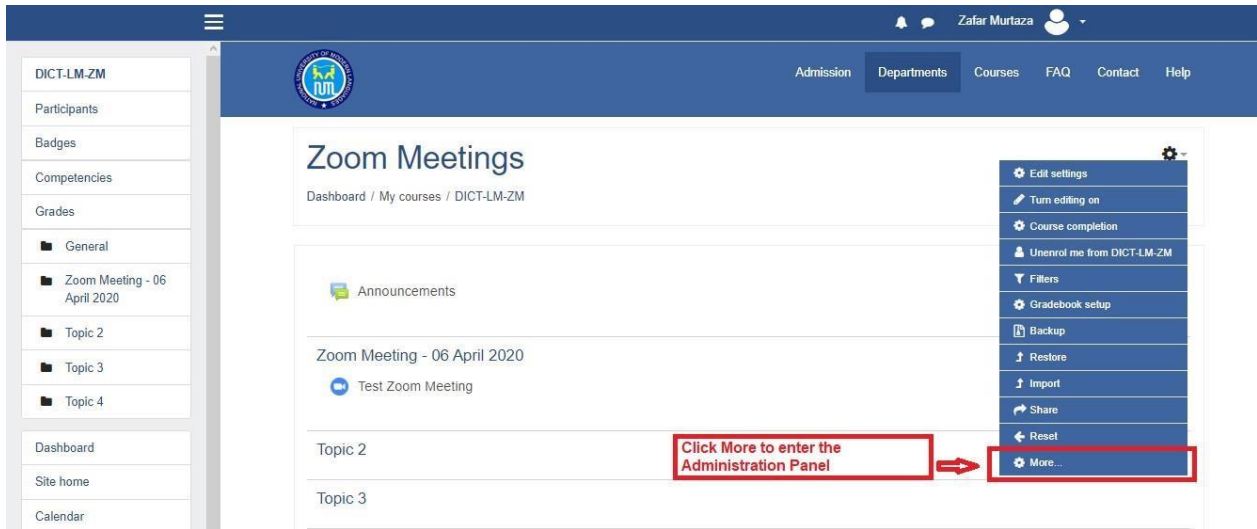# CREATING GROUPS IN COURSE

These groups can be created on each course for group activities.

ADD A GROUP

1. Go to LMS-> My Home Page will appear. Courses in which a teacher is enrolled will be shown on My Home Page. **2.** Select and click upon the course you wish to import from.

3. In the Course Detail page Click More to enter the Course Administration Panel as in the Figure Below

4. On Course Administration Panel. Click the User tab to view User related activities. Click Groups in order to add new Group as in the figure below
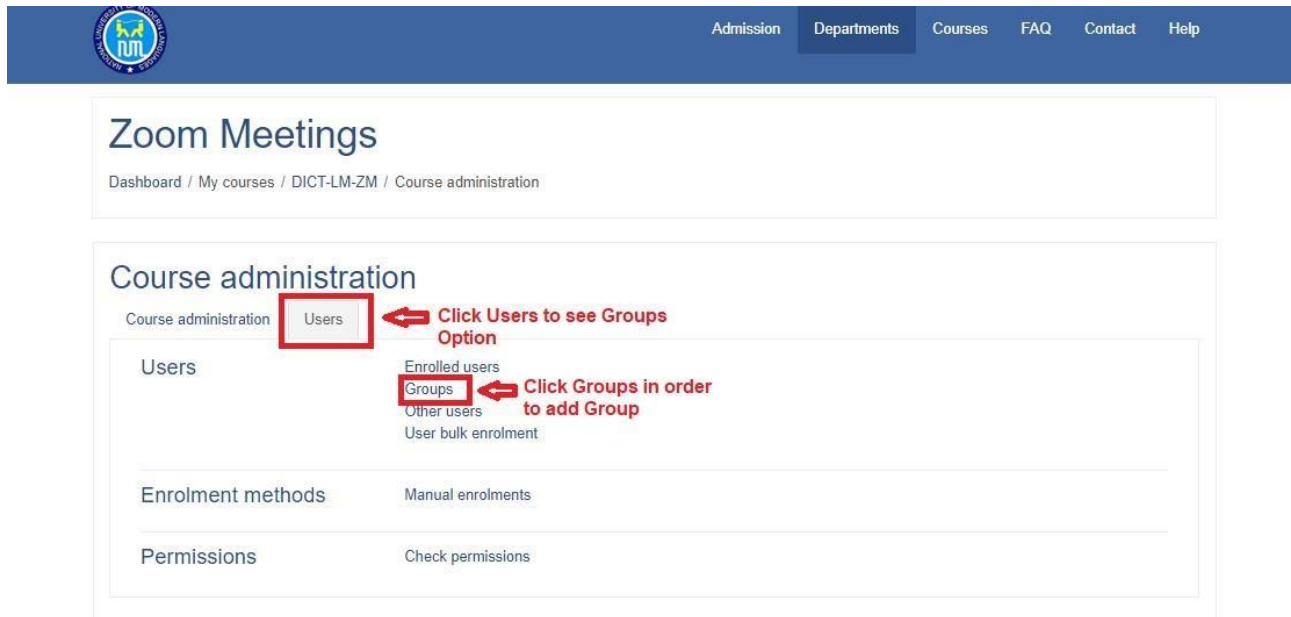
5. No groups should be displayed yet so click **Create group**

6. Add the Group name and optionally a Group description.

7. An Enrolment key enables access to the course to be restricted to only those who know the key. If a group enrolment key is specified, then not only will entering that key let the user into the course, but it will also automatically make them a member of this group.

8. If you want you can enter an Enrolment key. A group enrolment key will let the user into the whole course, and it will automatically make them a member of this group.

9. Click Save changes.

10. Your group should now appear on the Groups page. **11.** Make sure the group is highlighted then click Add/remove users.

Add/remove users: First Group

First Group
This is description of First Group

Group members

None

◄ Add

Remove ►

Potential members

Student (5)
  Muhammad Adil (sadmin@numl.edu.pk) (0)
  Rizwan Akhtar (ssadmin@numl.edu.pk) (0)
  Warda Iqbal (wiqbal@numl.edu.pk) (0)
  Sajid Javaid (nwadmin@numl.edu.pk) (0)
  Fazal Malik (fmalik@numl.edu.pk) (0)
Teacher (3)
  Admin - LMS ICT (mtmalik@numl.edu.pk) (0)
  Nauman Khalid (dba@numl.edu.pk) (0)
  Arslan Tariq (atariq@numl.edu.pk) (0)
Multiple roles (1)
  Zafar Murtaza (zafarmurtaza@numl.edu.pk) (0)

Available list of members. Highlight member and Click Add to add in the Group

Selected user's membership:

Search   CLEAR
Search options ►

Search   CLEAR

BACK TO GROUPS

12.   Use **Search** (name or email) to find the student, select and click ⬜⬜ **Add**.

13.   Once you have finished adding people to the group, click **back to groups**.

GOOGLE CLASSROOM

Google classroom allow teachers and students collaboration in Class. It helps teacher to streamline assignments, boosting collaboration, and fostering communication. A teacher can setup class and enroll all the student using simple and easy mechanism. The details demonstration is covered in next few sections of this document.

Sign Up

The organization with that are using G-Suit are free to use google classroom service if it is enabled by administrator. There for all domain users can directly Sign In to this useful feature. In first sign in user has to provide some one time information.

First Time SIGN IN

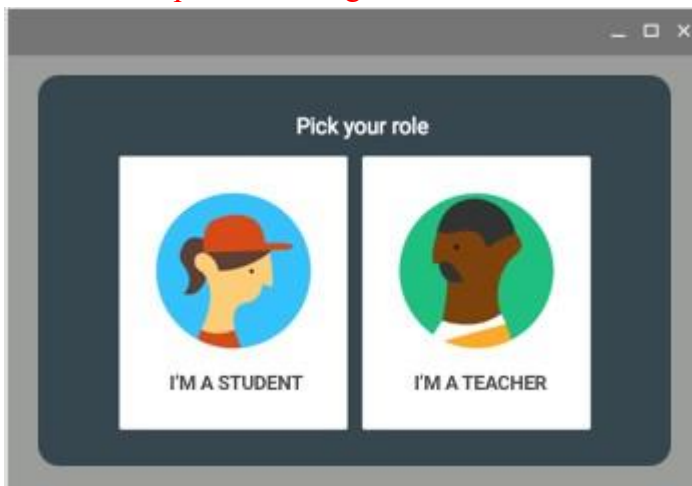**1.** Go to classroom.google.com and click "Go to Classroom"
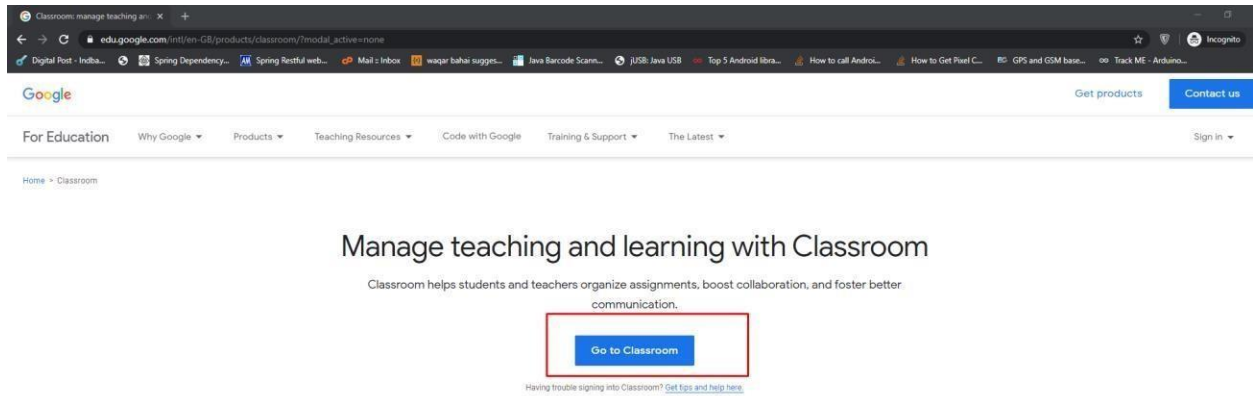
2. Enter your username and click Next
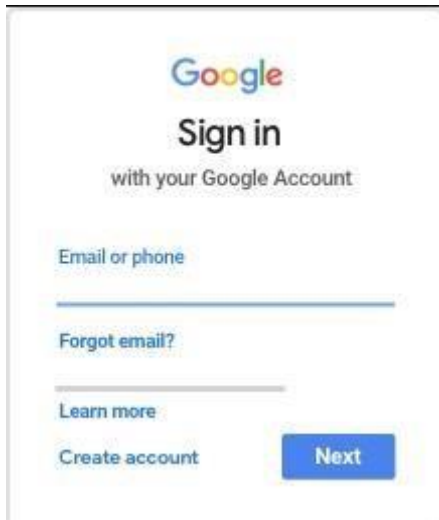
3. Enter your password and click Next.

4. If you're using a G Suite for Education account, click I'm A Student or I'm A Teacher.
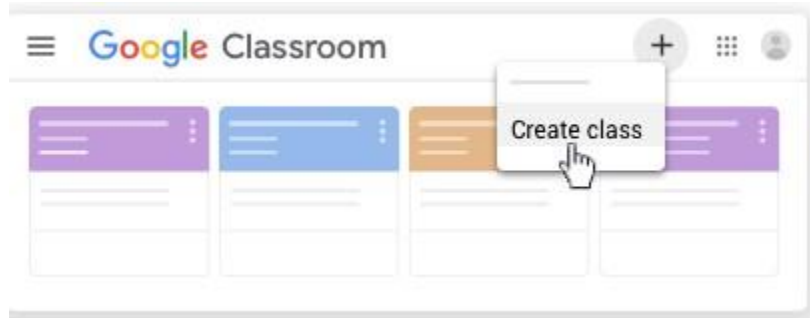Note: Users with personal Google Accounts won't see this option.

5. Click Get Started.

Create Class

In Google classroom teacher can create class by following steps below;

1. On the Classes page, click Add ✛ ❯ Create class.

2. Enter the class name.

3. Fill the form properly and Click on Create.

4. When you create a class, Classroom automatically creates a class code.

5. You use it to invite students to the class. You can always view the class code on the Stream page.

6. Student can join class via 2 ways
   a. Through Auto generated code
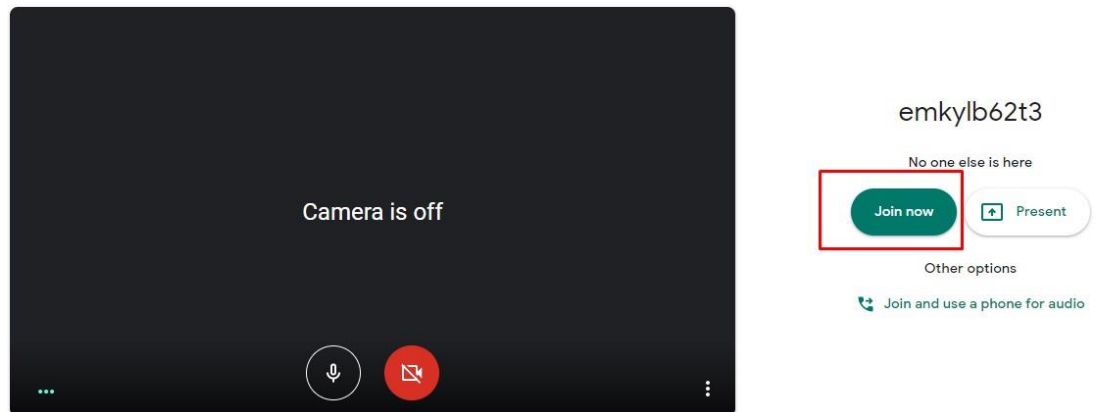
   b. Teacher can send invitation

GOOGLE MEET
Google Meet allows class participants to connect using video conference.

1. The participant can join meeting by clicking highlighted link in image below.

2. Click in join meeting button to join as shown in image below

SOP RELEVENT TO LMS

SOP NUML's Official Email Address

1. NUML employee are allotted official email addresses to correspond outside NUML by the approval of concern department Deans/Heads.
2. Requests for new email accounts will be sent to email emailadmin@numl.edu.pk for approval with detail information of users as under:-
   a. Complete Name (First Name, Middle Name, And Last Name).
   b. Department
   c. Designation with Status (Permanent, Contract or Visiting).
   d. Date of Joining in NUML. e.g. Date of Expiry of contract/service.
3. A user will be assigned only one official e-mail address with multiple aliases on their name.
4. User Email accounts are private and confidential, and strictly for use by the individual for whom they are created and the individuals will be held responsible for any improper or unethical use of their account.
5. The password for such accounts should not be communicated to any other person in any circumstances.
6. The default storage quota for email is 30 GB for individual users.
7. All queries relating to email address be sent at : emailadmin@numl.edu.pk
8. No query or request through private domain email address e.g., Yahoo, Hotmail, Gmail will be entertained.
9. NUML e-mail should be used for official and academics purposes only. No objectionable material should be disseminated using NUML network or via e- mailing facility.
10. Administration branch is responsible to send employee(s) name who has left NUML and email Admin will close/disable email address created for employee.
11. Appointment based email ID to be used for official correspondence.
12. The email address (as per name on appointment letter) will be used for the correspondence pertaining personnel assigned projects inside/outside the University.

SOP LMS Account Registration

1. NUML email address will be acquire by each faculty member for official corresponding in NUML.
2. Teachers will be able to Register Accounts in LMS only with NUML Official Email Address.
3. Teachers will be able to see courses/subjects in LMS Dashboard if their department has sent ICT department courses/subjects lists to upload in LMS, then ICT department will Bind/Enroll teachers with courses/subjects they are teaching.
4. Students will be able to Login into their Dashboard and see courses if Department have sent Lists of Students to ICT Department with required data. ICT department will register students and will provide Usernames and Passwords of students to concerned department.
5. Teachers will Enroll Registered Students in their respective courses/subjects.

ZOOM SOFTWARE

Zoom Software Installation

This guide shows how to download and install Zoom on a computer running Windows.

1. Go to the link **https://zoom.us/download**

2. Click Download below the headline "Zoom Client for Meetings"
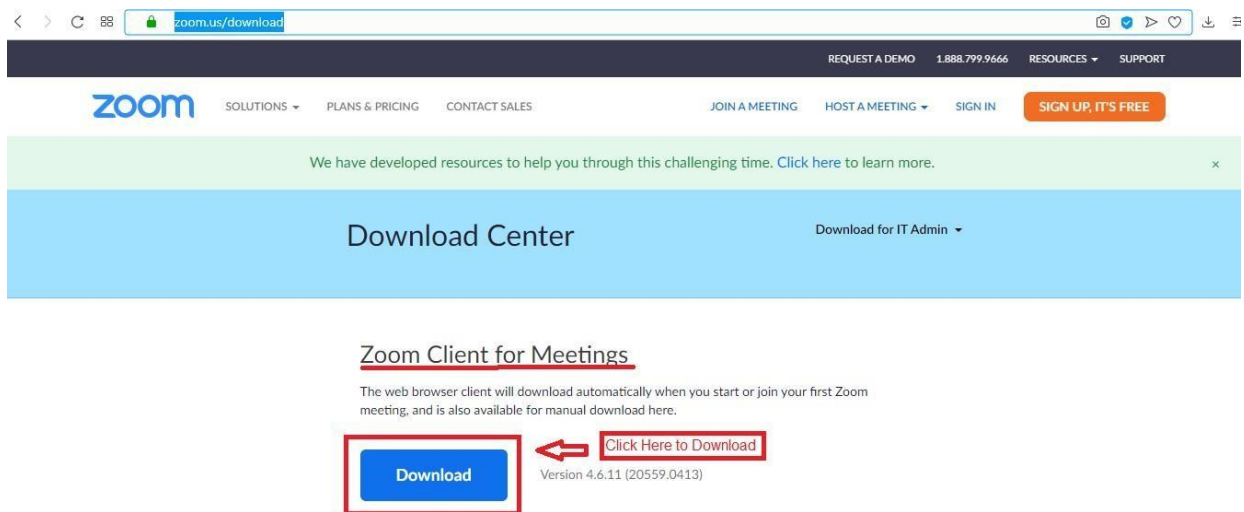
3. Choose "Save file" to download the Zoom installation program to your computer
  a. This application will automatically download when you start your first Zoom Meeting.

4. Once the download is complete, proceed with installing the Zoom application onto your computer by double click the exe file named ZoomInstaller.exe.
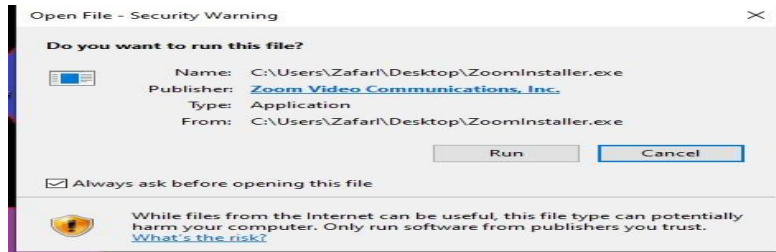
5. Click Run to install the application
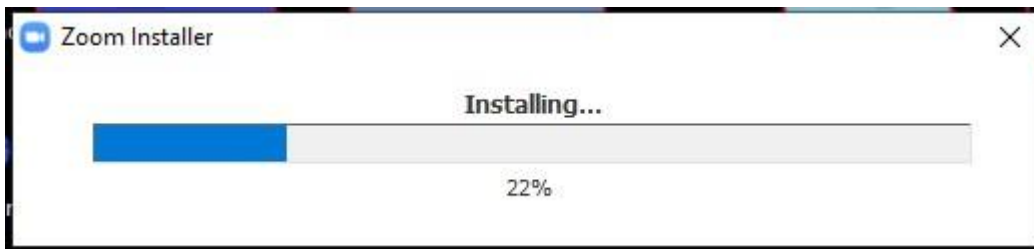
6. Once it installed 100%. Following Screen will be displayed

7. You have successfully installed the Zoom standalone Application
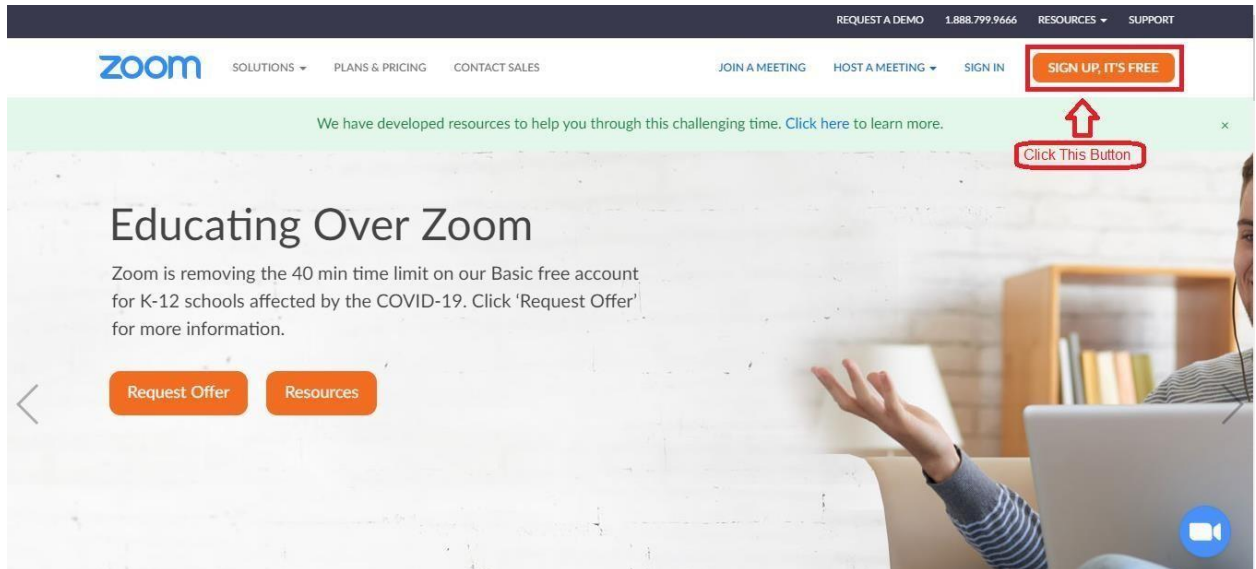
<div align="center">

HOW TO REGISTER ON ZOOM

</div>

The User can register with ZOOM and it's absolutely free. There are two ways to register with zoom that are;

    a.   Registered through Website

    b.   Register through standalone Application

Registered through Website

1.   Go to this link https://zoom.us/signup or Click button **SIGN UP, IT'S FREE** on zoom website

2. On next screen you will ask for **date of birth** verification. Fill the information and click **Continue** Button.
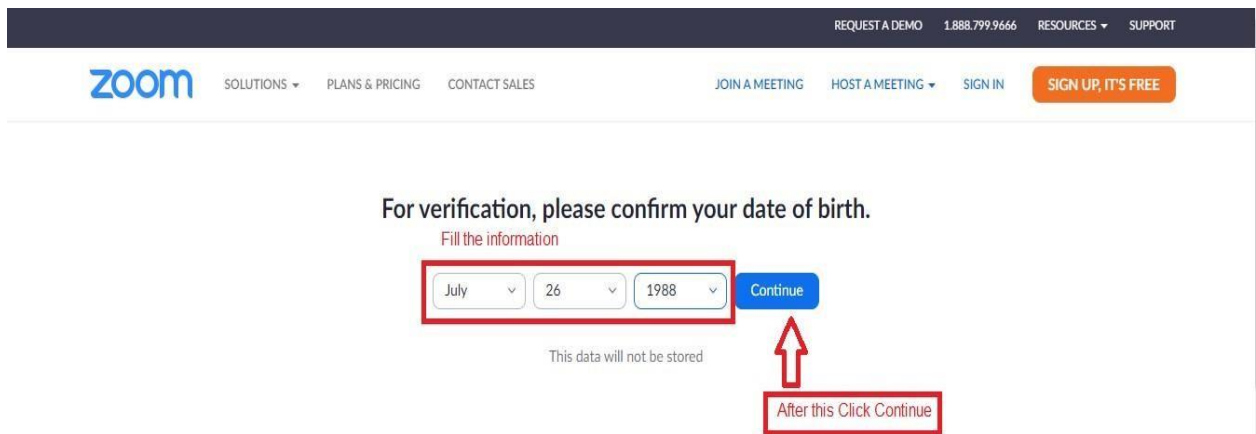
3. On next Screen you will either provide your email or you can sign up with the following options

   a. Sign in with SSO

   Single sign-on allows you to *login* using your company credentials

   b. Sign in with Google
   You can login with your personal google account
   c. Sign in with Facebook

You can login with your Facebook account
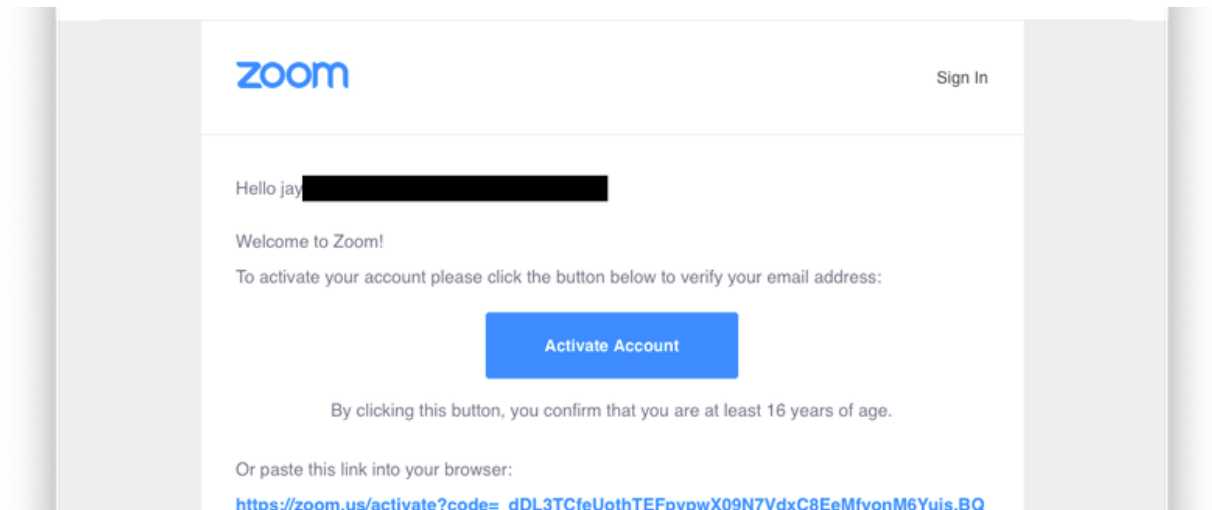

4. Confirmation Email will be sent to your email. If you haven't received the email you can use the option of Resend another email

5. If you entered an email, Zoom will send an activation email to that address. Click the "Activate Account" button in the email or copy and paste the activation URL into your browser to activate your account.

6. On the page that opens up in your web browser, fill in your first and last name and a password.

7. On the next page, you can invite other people to create a free Zoom account via email. You can skip this step if you want.

8. Next, you'll be given a link to your personal meeting URL and will have the option to click an orange "Start Meeting Now" button to start a test meeting. If you copy that URL into your browser or click that orange button, you should be prompted to download the Zoom desktop app. Follow the prompts to install the app.

9. Click **Go to My Account** to see your dashboard

10. You have successfully registered with Zoom.

Registered through Standalone Application

1. Run the Zoom Application and Click Sign In Button

2. Next Screen Click **Sign UP Free**
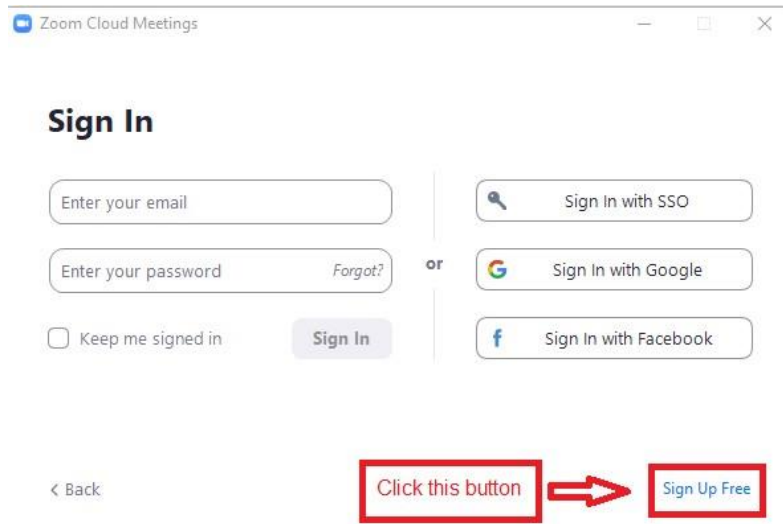
3. Same process from **Point 2** onwards.

Zoom password change

1. Go to link **https://zoom.us/signin**

2. Login to your zoom account by using your **credentials.**
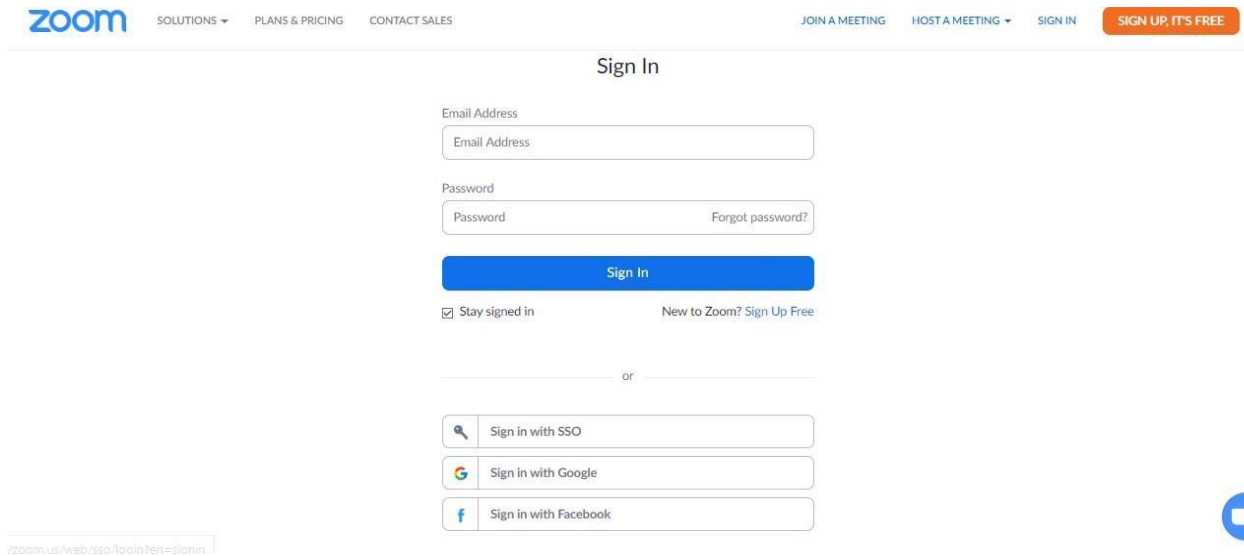
3. After login you will see the dashboard. Click the **Profile** under **Personal** Tab to enter the profile page
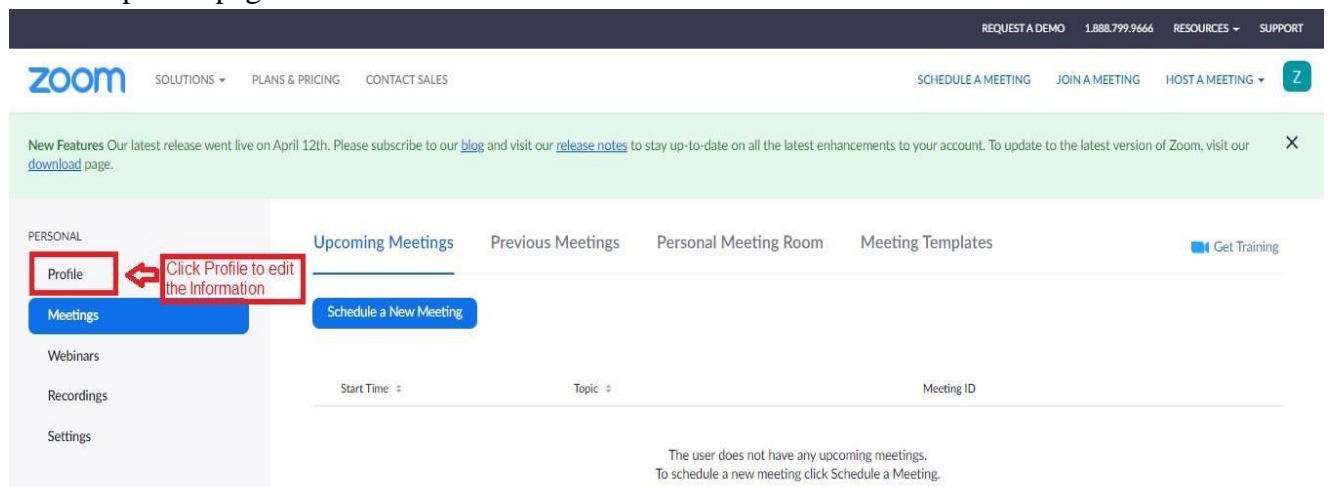
4. In order to change the password, scroll down profile page **to Sign-In Password** Option and Click Edit
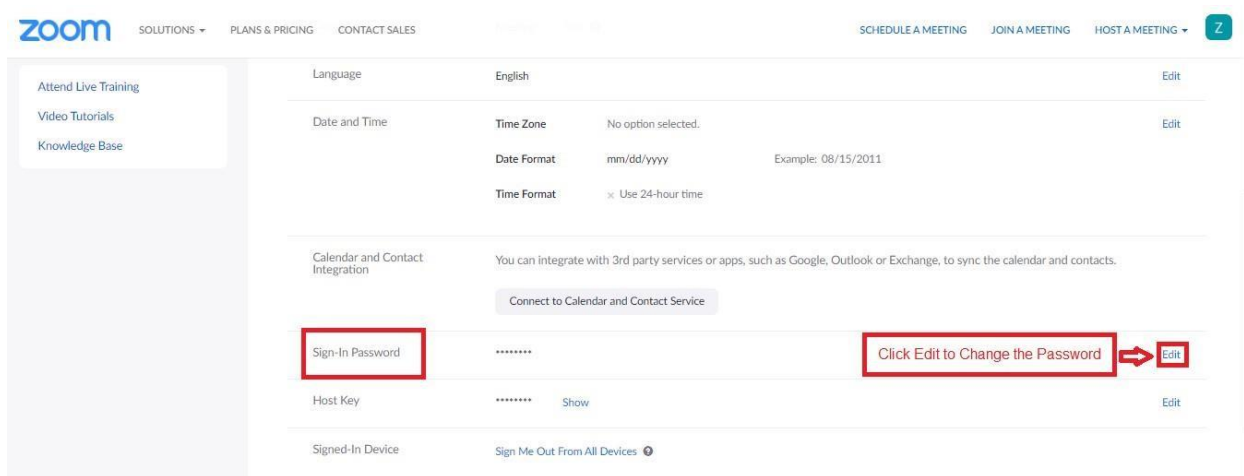
5. Enter **Old and New Password** and hit Save Changes to change the password
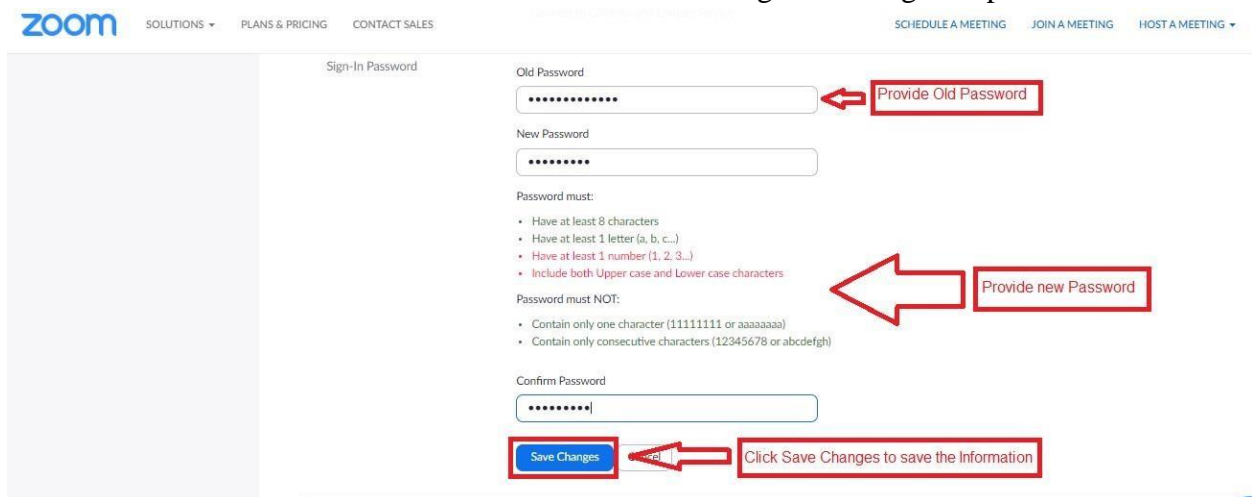
6. Sign out and login in again with your new password.

Screencast o Matic

Installation

To install the <u>Screencast-O-Matic Recorder</u> and <u>Video Editor</u> Application on a new computer please follow the instructions below.

1. Go to Screencast-O-Matic.com
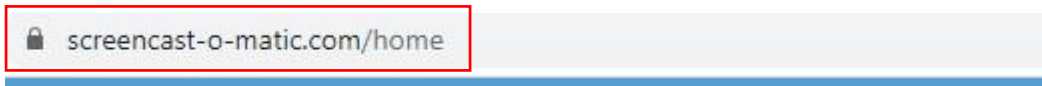
2. Click on 'Start Recording for Free'
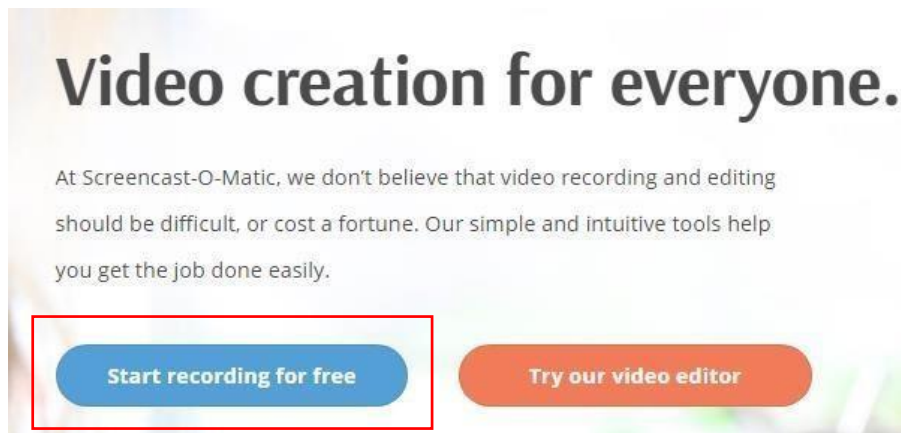
3. You'll be taken to the <u>Screen Recorder</u> page. Click on 'Launch Screen Recorder'.

Screen Recorder

With our free and easy-to-use screen recorder, you can capture any area of your screen with the option to add narration from your microphone and video from your webcam. Sharing your ideas has never been easier!

Available on ⊙ Chromebook, 🍎 Mac, and ⊞ Windows.

Launch Free Recorder   **UPGRADE Recorder**

4. A pop-up will appear indicating that the recorder is being launched. If it doesn't appear, you have the option to download the recorder app.

⟳ **Launching Recorder...**
Click Allow or OK if prompted.

Launch Free Recorder

5. Within seconds, you'll notice the recorder on your screen and you can start recording.
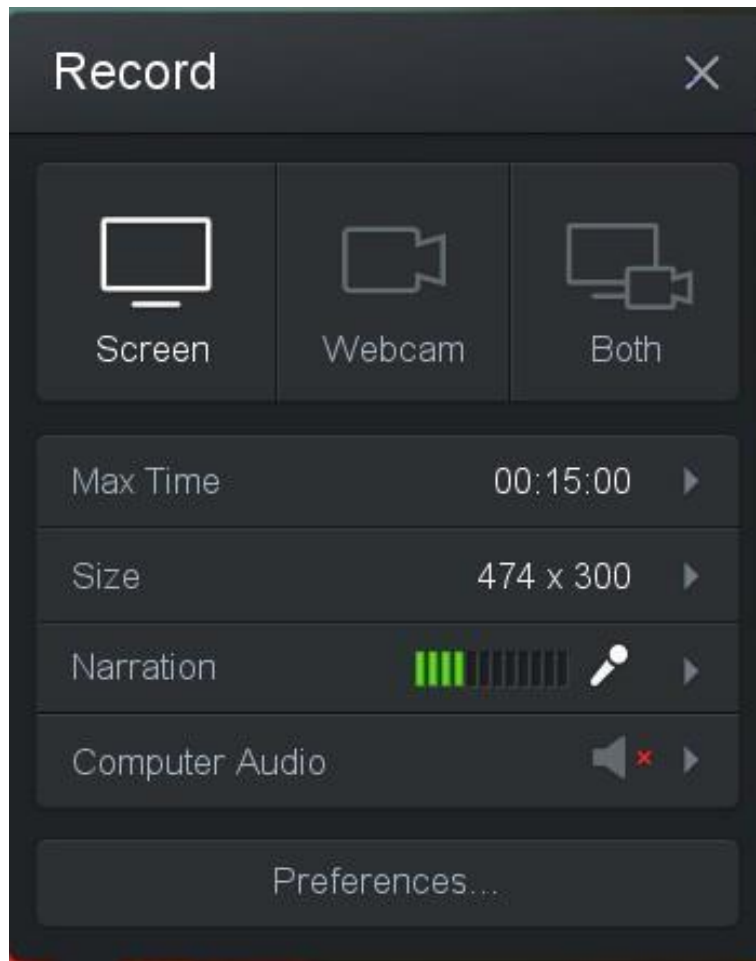
Recorder Controls:

There are three options when recording your video. You'll find those options on the top of your recorder box.

1.   **Screen** – This allows you to record anything within your recording frame.

2.   **Webcam** – You can record your webcam.

3.   **Both** – This option allows you to show your webcam AND your screen at the same time. This is often used when you want to point out something on your screen but still have your webcam up.

Max Time – The maximum time to record is 15 minutes. With an upgrade, you can record for as long as you want.

Size – You can adjust your recording frame with preset sizes (480p, 720p, Active Window or Full Screen) or you can adjust it by dragging the corners and sides of the frame.

Narration – The app will detect audio sources connected to your computer

Trim, Upload and Publish:

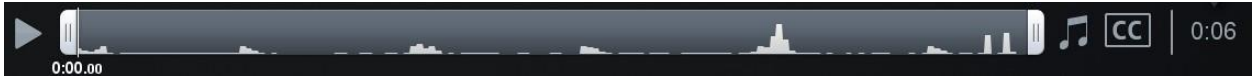Once you are finished recording, there are several options you can use in your recording manager.

Trim – You can trim the beginning or end of your video by dragging the bars of your video.

Captions – You have the ability to add your own captions to your videos. By clicking on CC, you can choose to add your own captions by uploading a captions file. As part of an upgrade, you can use speech-to-text or type in your own using 'blank captions.'

Upload options – There are several upload and publish options you can use in the free screen recorder.
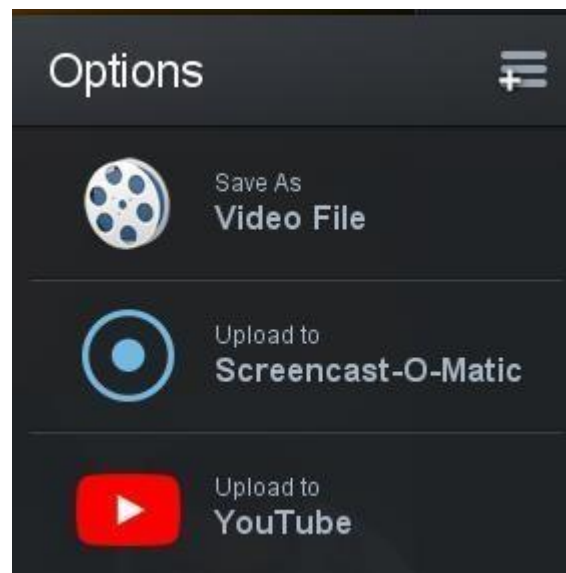
1. **Save as a Video File** – You can save your recording as a video file. You can choose either an mp4, avi or flv video file. You can save your recording in a folder on your computer or laptop. Fill out the filename and hit Publish.

2. **Upload to Screencast-O-Matic** – You can upload and get a link to share your recording. To do this, you'll need to sign up for an account or connect your existing one. **Please note:** Free and Deluxe users can upload videos of up to 15 minutes into Screencast-O-Matic's hosting services. Premier users have unlimited uploading times.

3. **Share on YouTube** – If you haven't linked your account, all you need to do is click on 'launch web browser' and follow the steps. Once that's all done, fill in the information and it will upload directly to your YouTube account or a YouTube channel you designate.

4. **Upgrade for more uploading options.** By clicking on the '+' button on top of your menu, you can publish to other sites including Vimeo, Google Drive, and Dropbox.

FlashBack, Screen com camera recording

FlashBack is a free screen recorder with advanced features. You can use this free app for anything from making tutorials, demos, marketing videos to video presentations or video lectures for your class.

- Capture anywhere on your PC screen
- Add webcam footage to your screen recording
- Add audio commentary as you record
- Easy sharing - upload to YouTube or download file

How to Download

1. Go to https://www.flashbackrecorder.com/

2. On main page press the button **Download Free Trial**
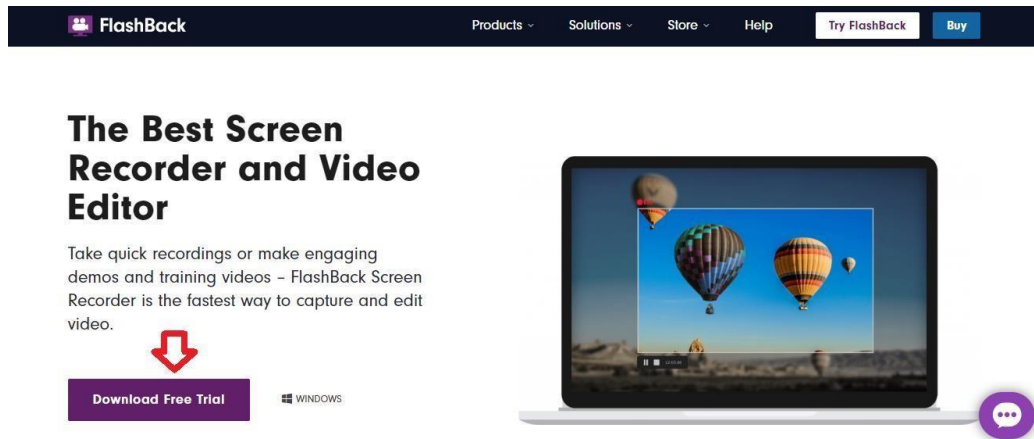

3. After your download is complete double click on your setup and run it


Getting Started with FlashBack

1. You need to set Area and other setting at start

2. You can start your screencast by choosing to record the entire desktop screen, or a specific part of your screen or even an active window.

3. Users also have the option to use webcam while recording screen

4. You can also choose your preferred audio devices and optionally enable your cam to be recorded with your screencast. Press Record button to start recording.
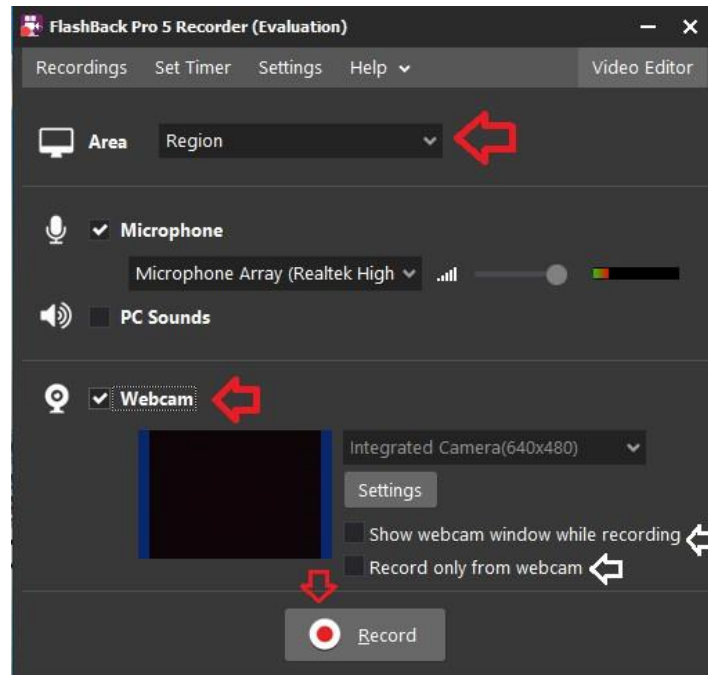
5. So if you press selective area recording you will see this window which ask to select height and width of screen you want to record. Once you start recording, a countdown appears, after which recording begins.
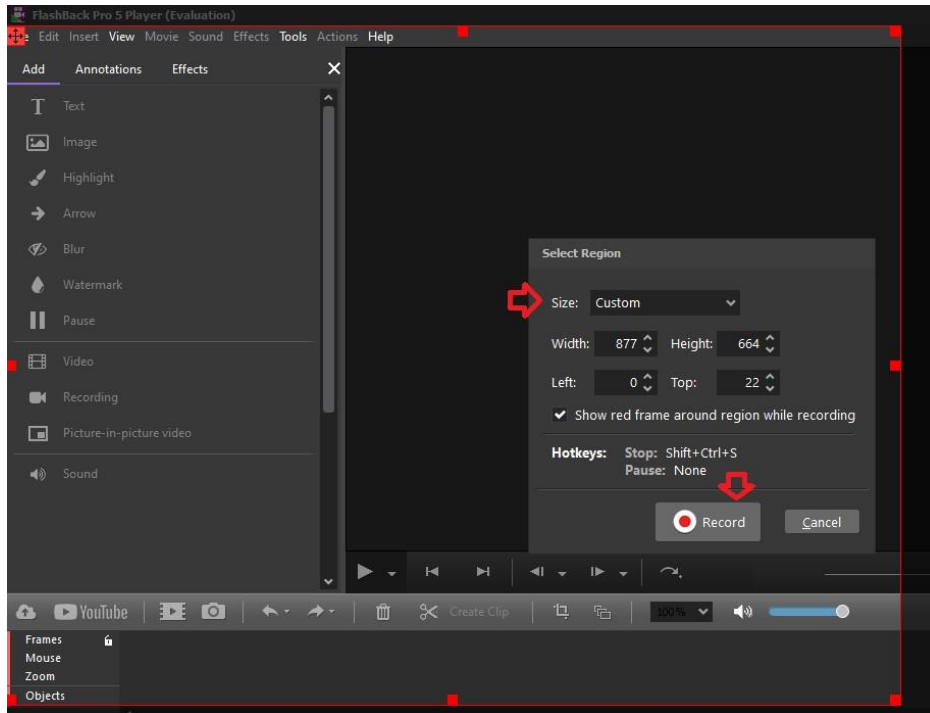
6. You can pause or stop recording whenever you want. Once you press stop it will ask you to choose destination folder. You can choose to save your file in FBR version. the FBR file is your project file, which can be used for editing, saving and uploading your recorded video anytime.
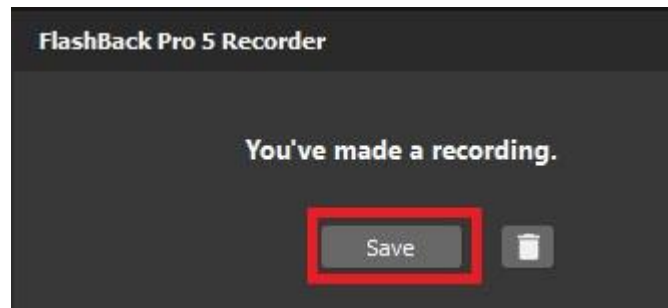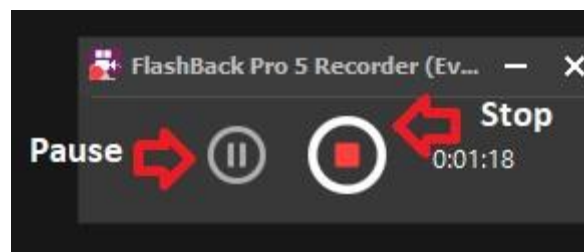
7. Recording is completed you are given the option to upload the video to YouTube or Export it to WMV format. This player also provides options for editing and managing your recorded videos.

On the Recorder main window select **Options** from the Tools menu

- **Sound:** Use this tab to select when sound will be recorded, and the format and compression that will be used.
- **Webcam**: select whether to record video from an attached webcam, and the device and format used.
- **Record mode**: Use this tab to change your recording mode or the number of frames captured per second.
- **Display**: Use this to set the Windows display settings during recording and how FlashBack windows appear during recording and in the final movie.
- **Scheduling**: use these settings to have FlashBack record at a set time or when a certain application runs and closes.
- **Updates / Privacy**: FlashBack can connect to Blueberry servers to check for updates and send anonymous usage statistics. You can turn these features on and off from this tab.
- **File Size**: Use this tab to select options to limit the size of the movie file produced.
- **Record-time notes**: You can add notes while recording by moving the mouse to one of the screen edges and typing. See Making notes while recording.
- **Misc:** this tab contains settings relating to startup options and the various delays that FlashBack inserts between certain operations at the start of recording.
- **Advanced**: this tab contains advanced settings relating mainly to performance

Scheduled Recording
Users can also schedule their recording using **Set Timer** option, on next window enter required information then press OK button.
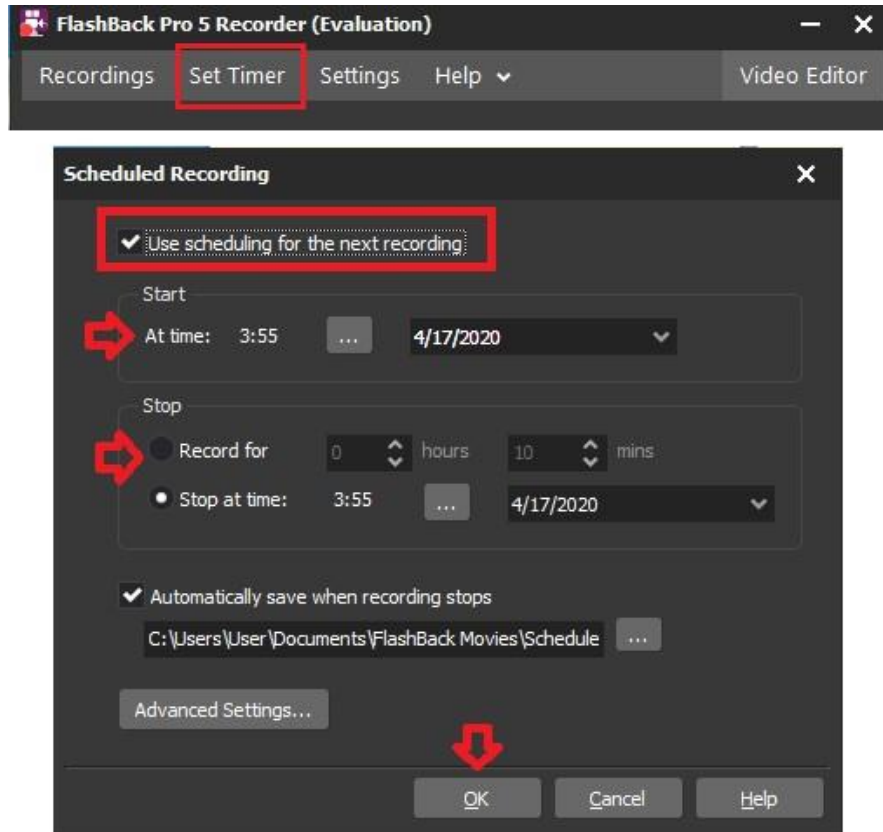
File Editing:

Users can edit the recorded video by adding titles, subtitles, images and highlights etc. on bottom of timeline there are other options like users can directly upload it on YouTube or share it etc. There are some editing features available for users
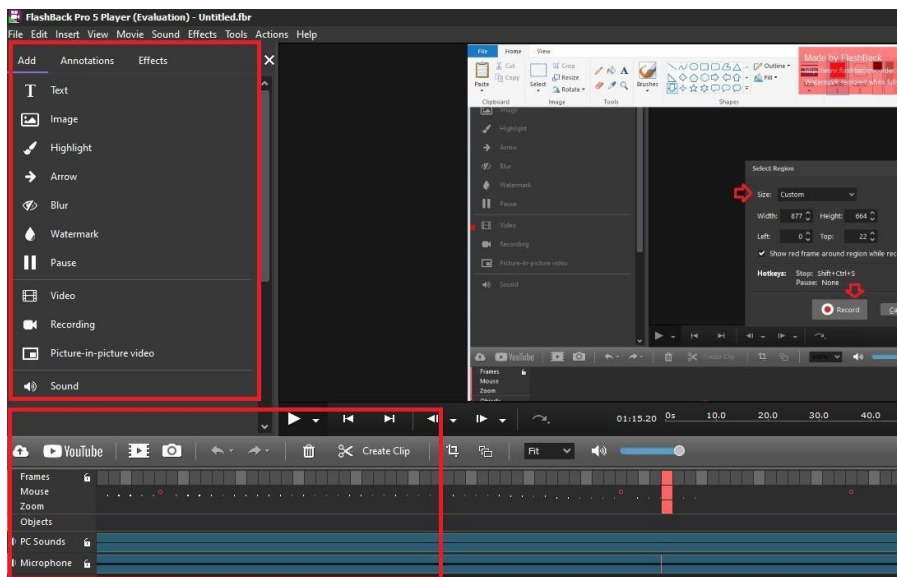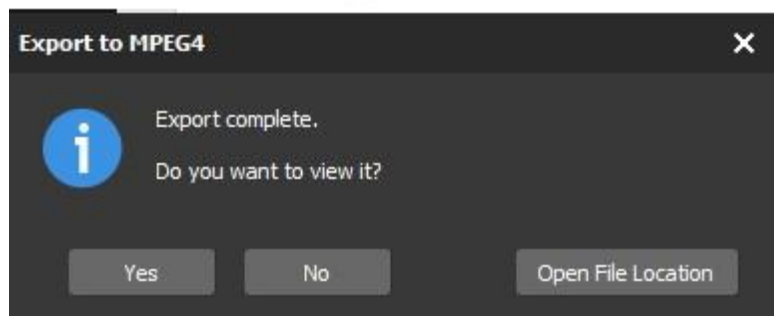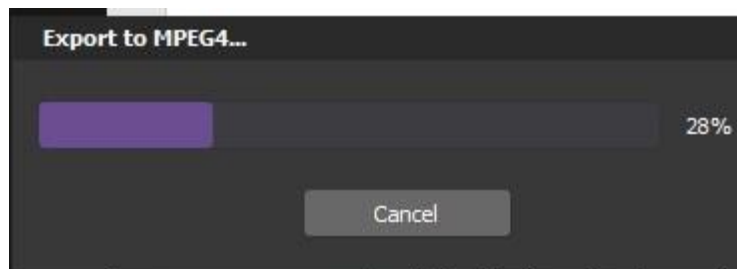
Save Recording

After editing when video is complete it's up to user that he wants to save/export it or upload it in YouTube. To save the recording press file then export after then choose MPEG4 press OK then. Fill the next page press export
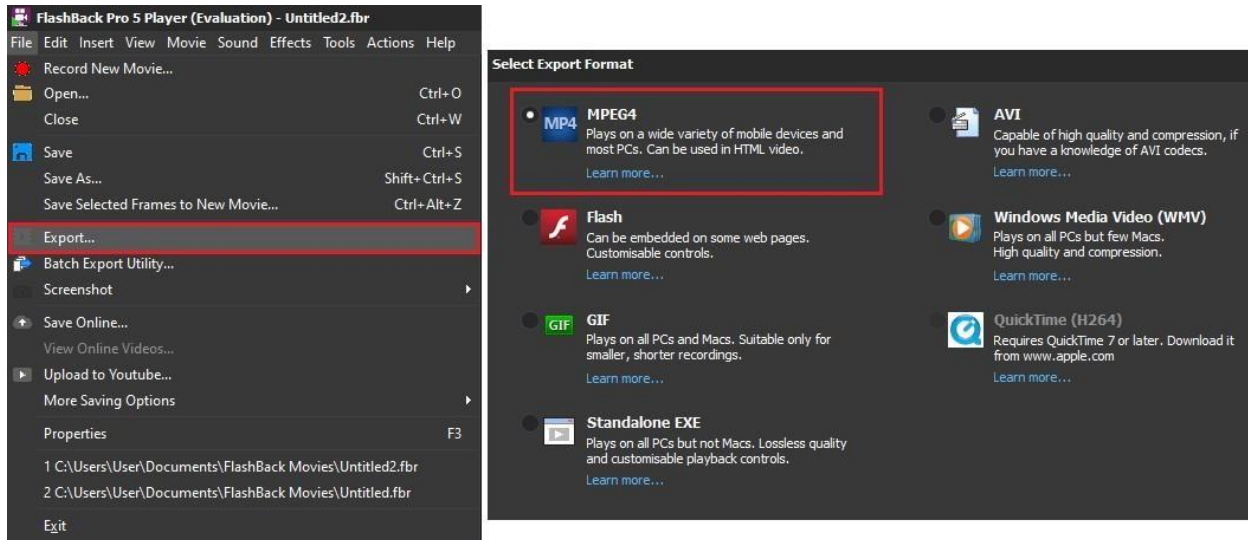
When the recording is exported it will ask to choose that he wants to view it or not, selects according to your chice.

OBS STUDIO

OBS stands for Open Broadcaster Software. OBS is easy to use, versatile free software of video capture for Windows, Mac OSX and Linux. You can use OBS to record desktop software, a webcam, or any combination of the above. OBS can be used for love streaming for example **Facebook, YouTube etc.**

How to Download

1. Go to https://obsproject.com/
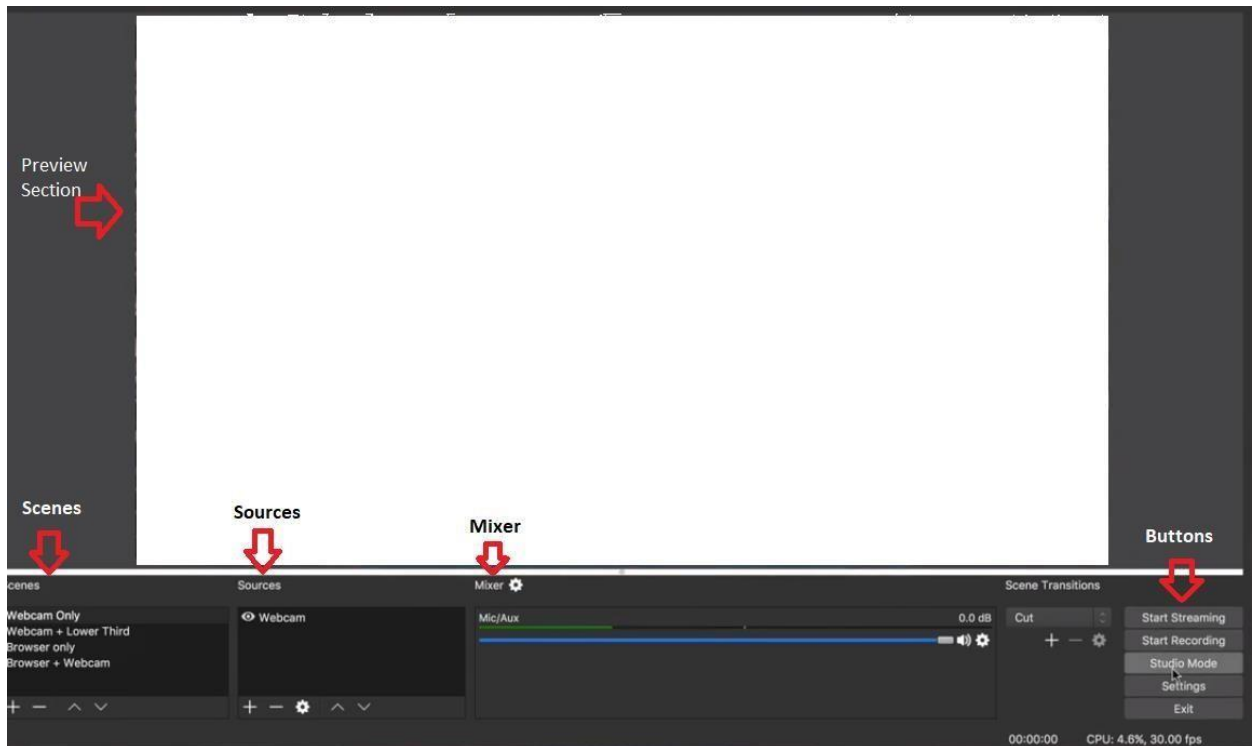
2. On top right corner of page press **Download**

3. Select your Operating system then press button **Download Installer**

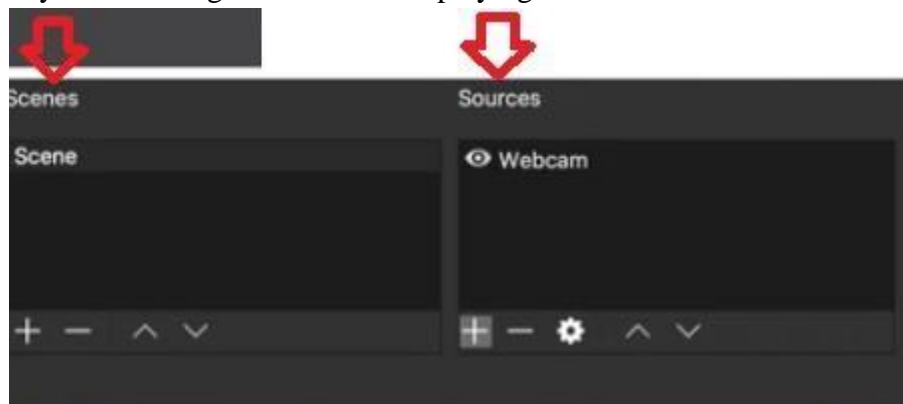4. After your download is complete double click on your setup and run it.

5. After installation this is how the screen will look like

Understanding OBS

In OBS we use two terms **Scenes** and **Sources.**

- **Scenes** are the layout of how you want your sources to be displayed. Scenes are made up of multiple sources
- **Sources** they are the things or elements displaying on the screen


We have some other options in OBS that we use while using this software

- **Mixer** this will control the audio
- **Buttons** there are multiple buttons with different functionalities,

- ➢ *Start Streaming* use while going live on Facebook, YouTube or any other platform.
- ➢ *Start Recording* use to record locally on your system for example you want to record a video using your screen and your webcam as well. It's up to user you can go live with it or just record on your system.
- ➢ *Settings* helps while going online or recording your video.
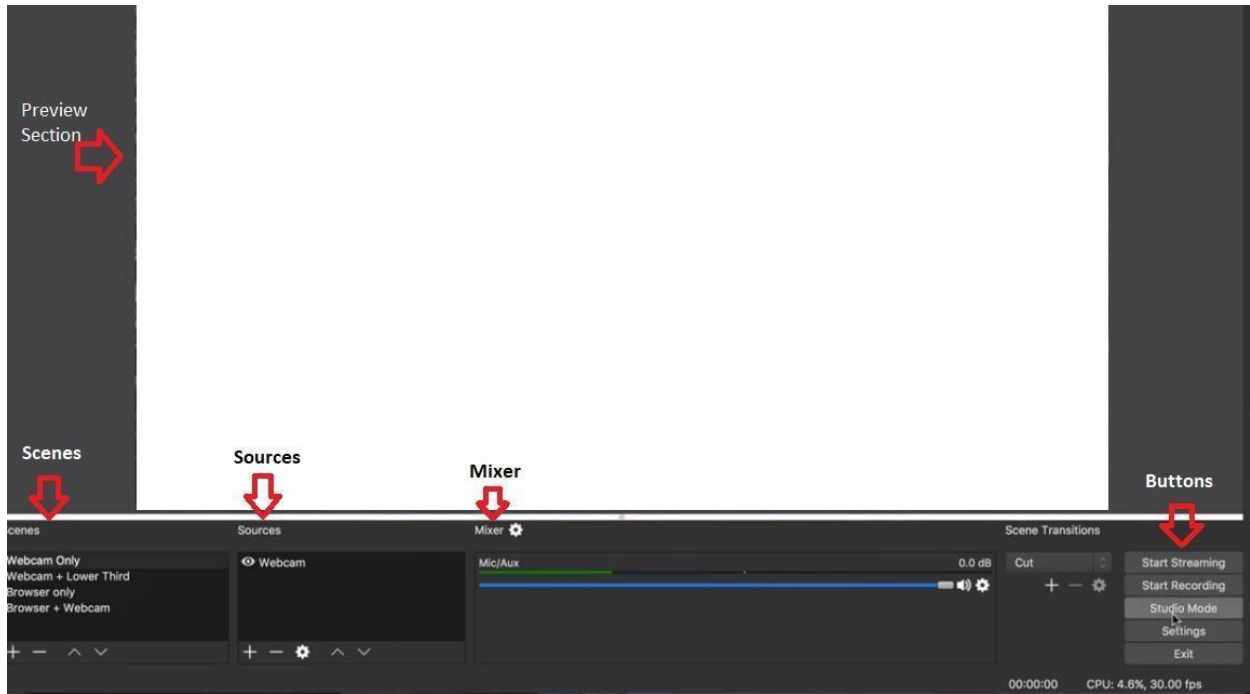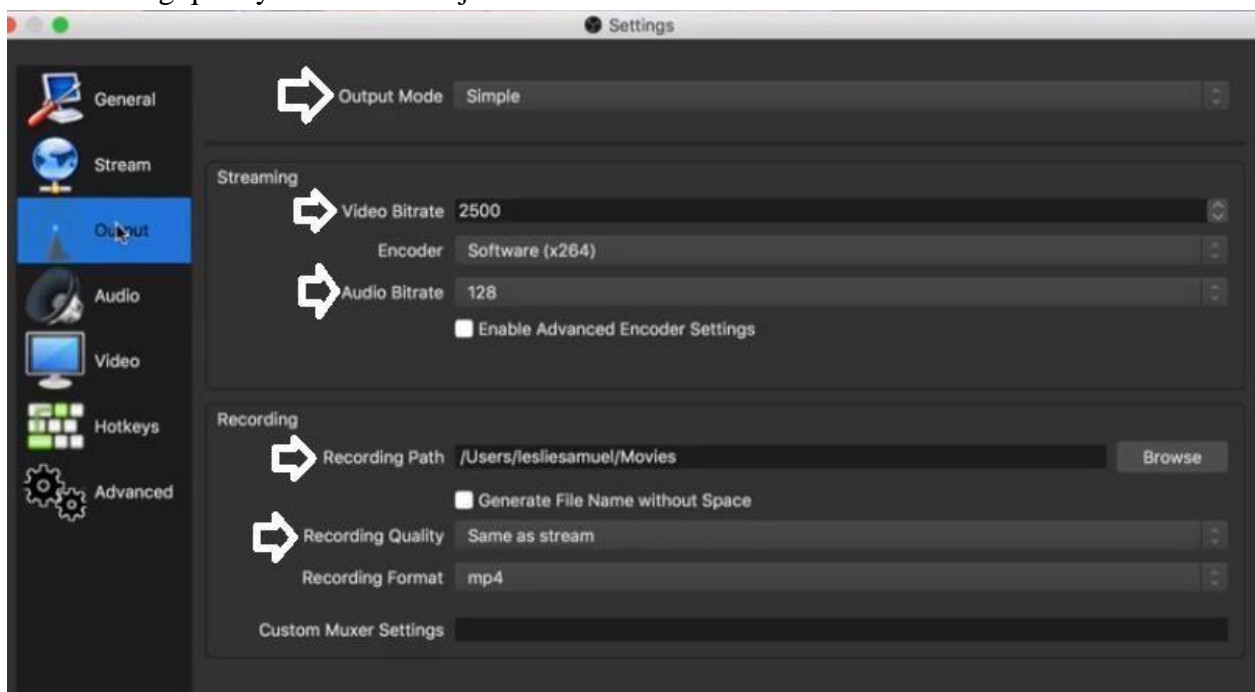

Settings
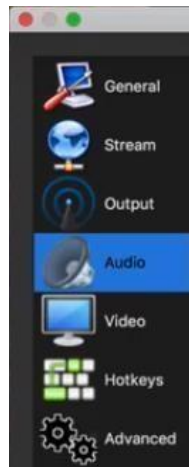
If you want to come live on social media like YouTube Facebook or any other, then press setting go to **Stream** a new window will pop up on your screen. In services dropdown will open up select where you want to go live.
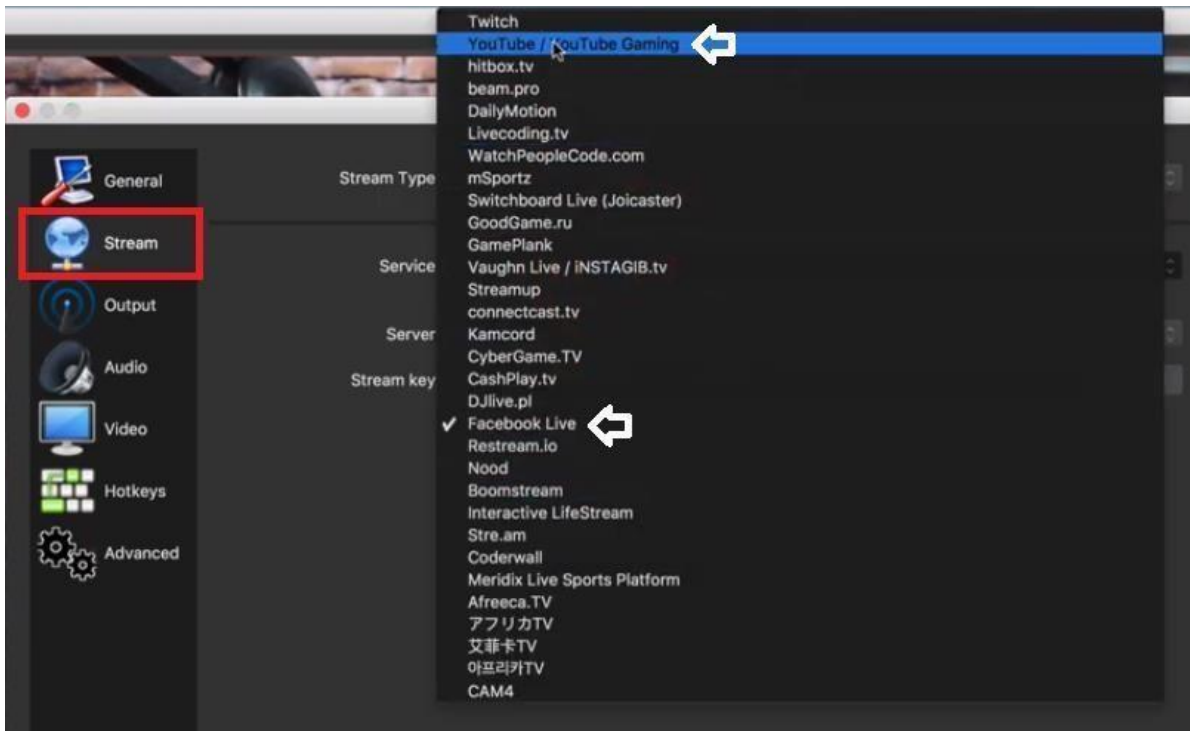
Below Stream is Output option. Select it if you want to change the output option by clicking on output mode. You can also adjust video quality. Select Audio quality rate according to your choice but keep in mind higher the bit rate higher the quality. You can select the recording path and recording quality can also be adjusted.
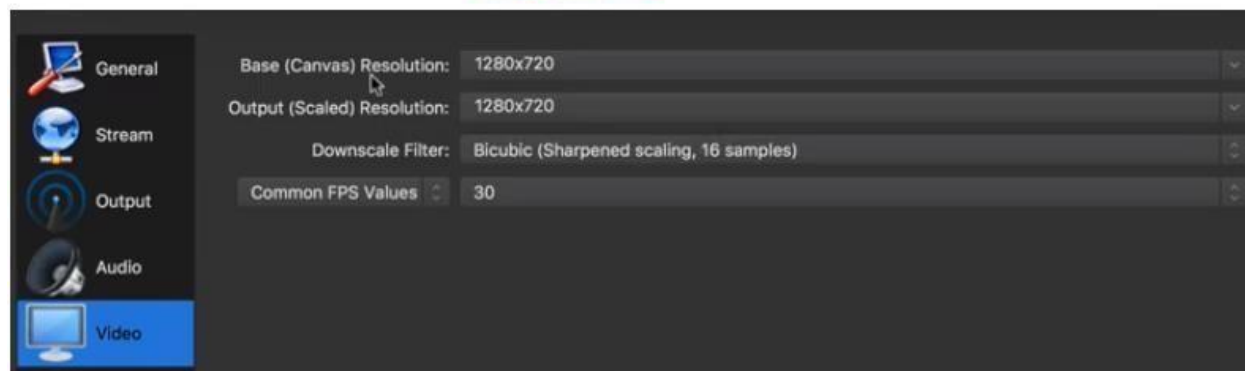

Output Screen

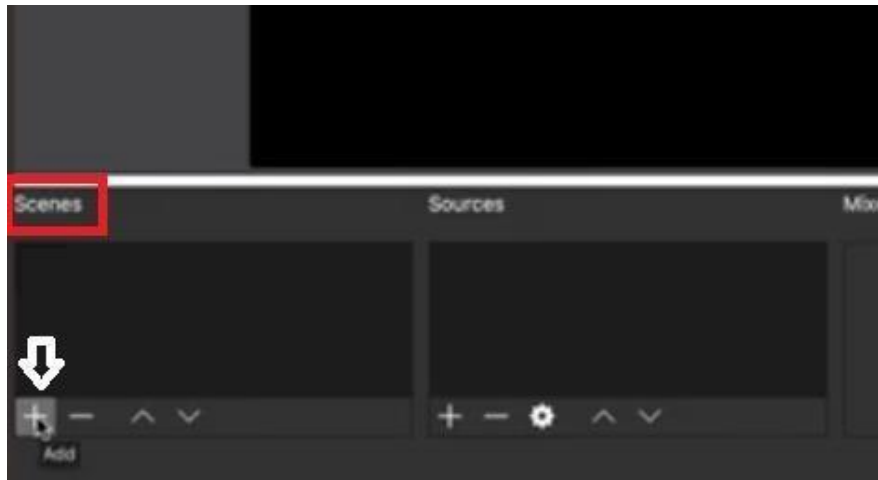You can change the audio and video settings if you want to else go with the default one.

Audio Settings

Video Settings

How to use Webcam in OBS
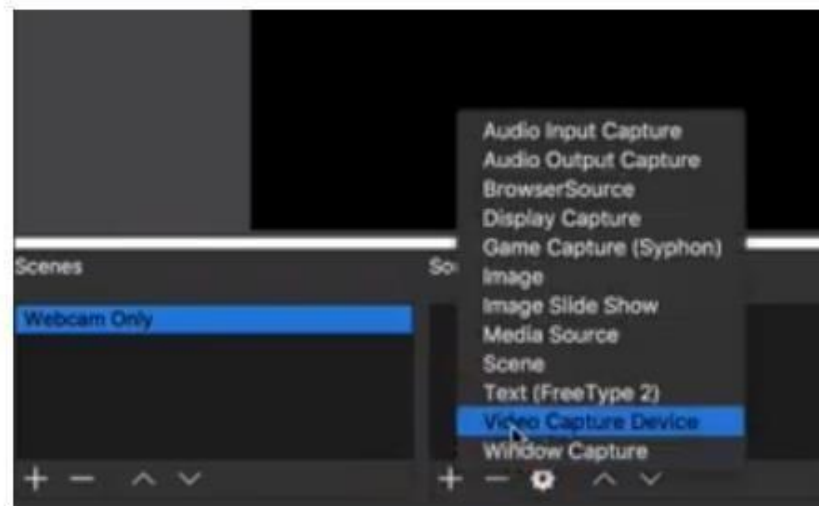
First you need to create a scene in OBS. Scenes are nothing without sources so to add sources click on" +" present in sources select **Video capture device**. Soon you click on it a new window appears on your screen
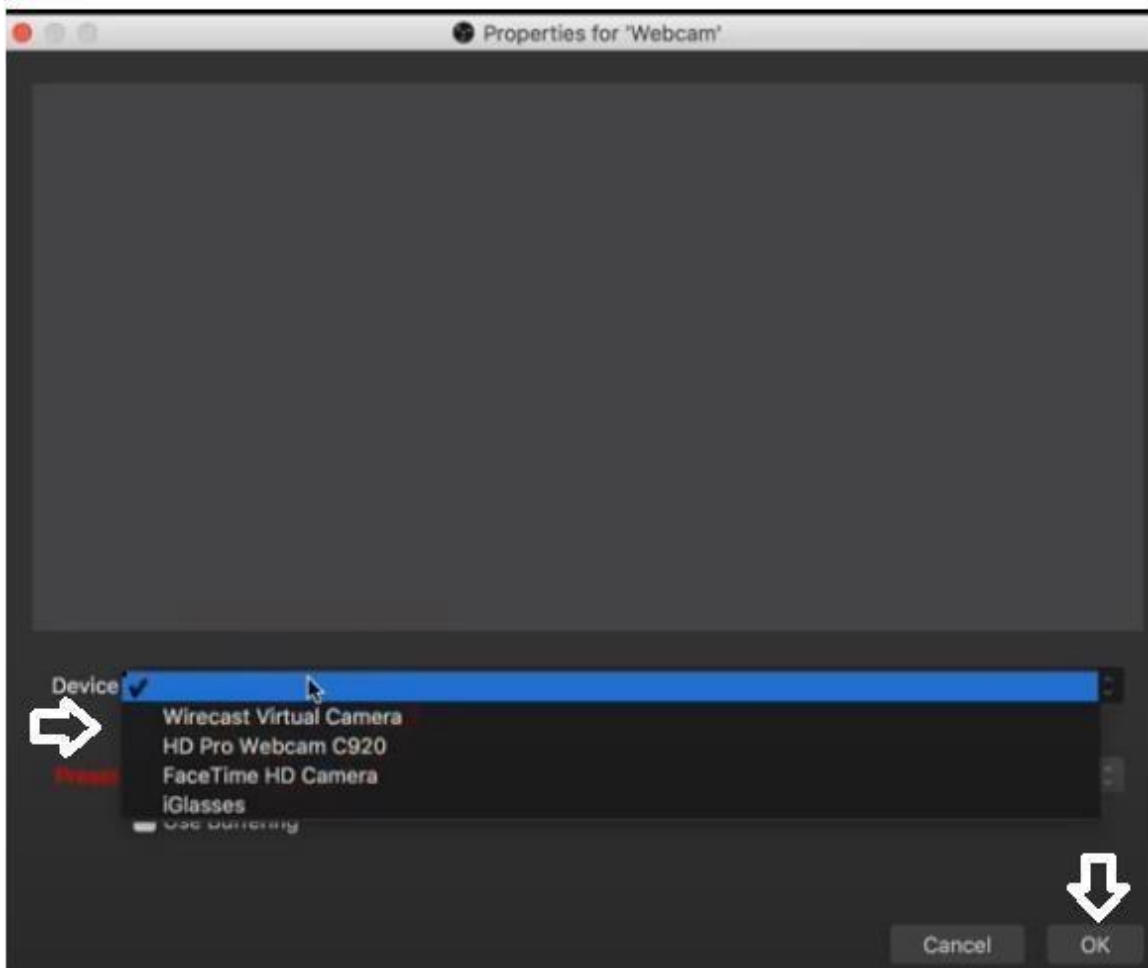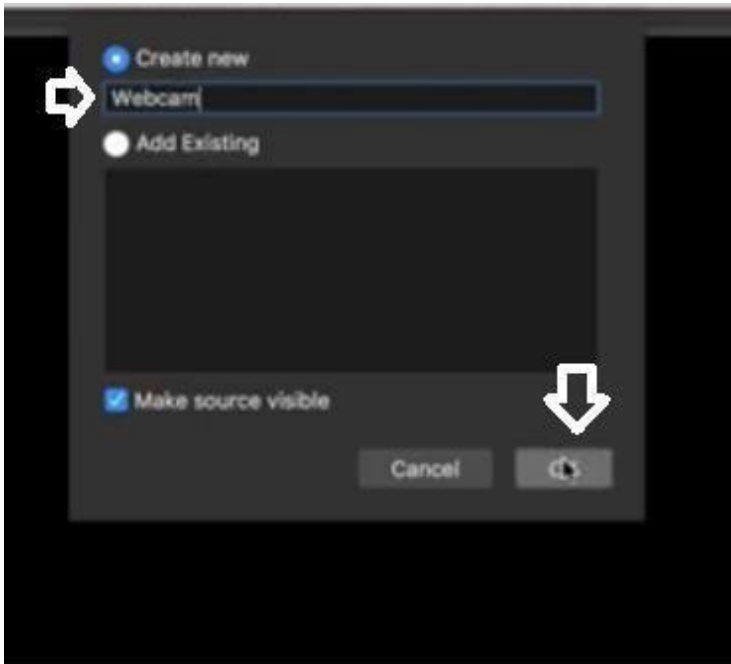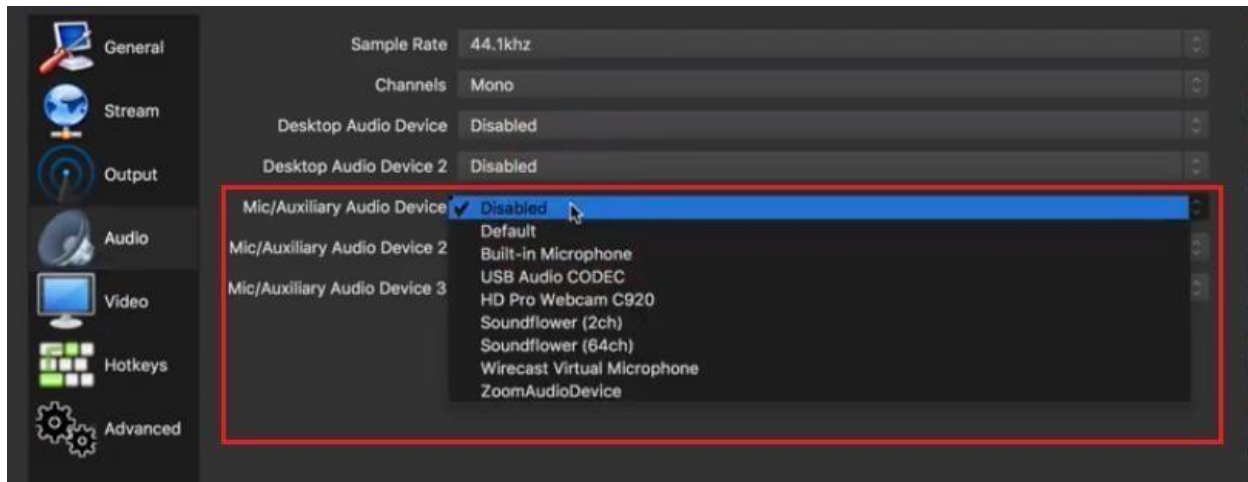
Add Scenes

Adding Sources

Rename your Source then select your webcam from device dropdown and press **OK.** Your webcam will start working after this process.

Using OBS setting enable your audio device so that your viewers can start listing to you. After these two steps user is ready to go live on any social media platform.

How to share your screen in OBS

If you want to share PowerPoint, your browser window or desktop you can display it using OBS studio. You can use multiple options to display your screen and record it. Let's start by using **Display capture** to preview what's on your system screen, on the new window write its name then press **OK.** You will start seeing what is visible on your screen after clicking ok button. It is capturing what you have on your monitor.
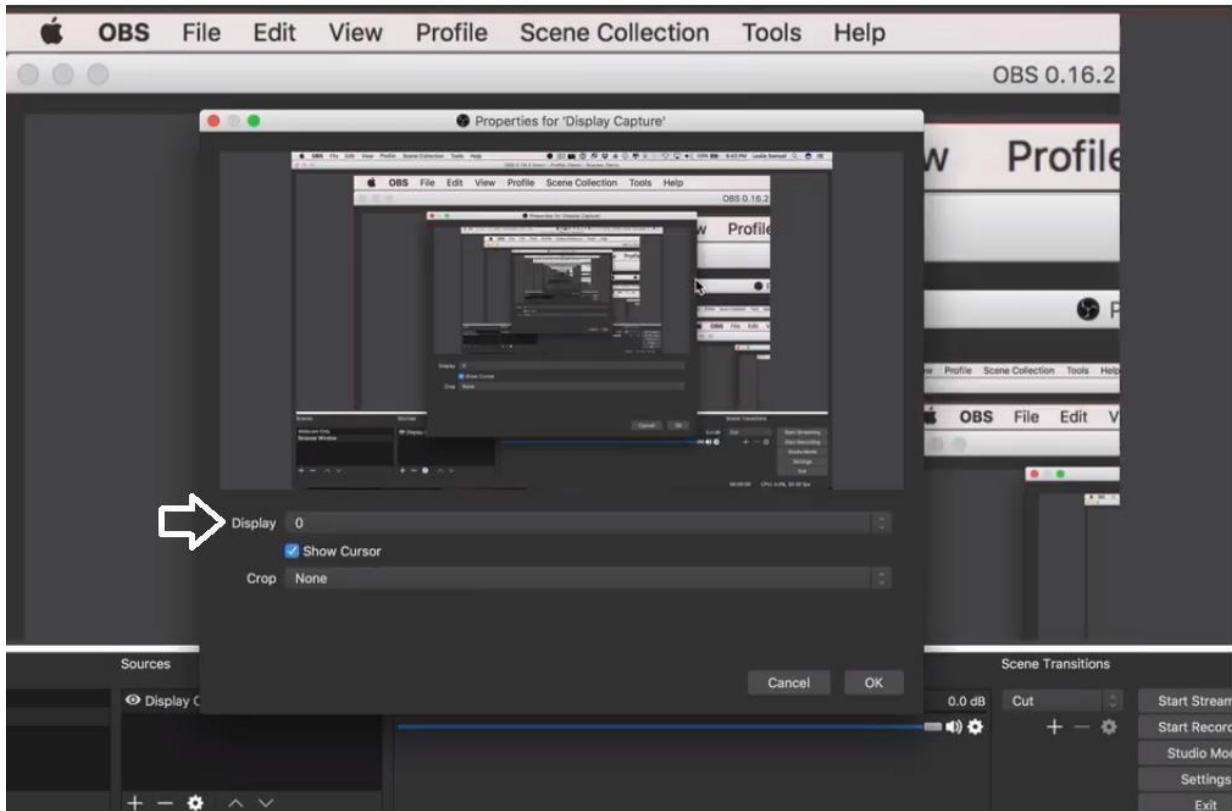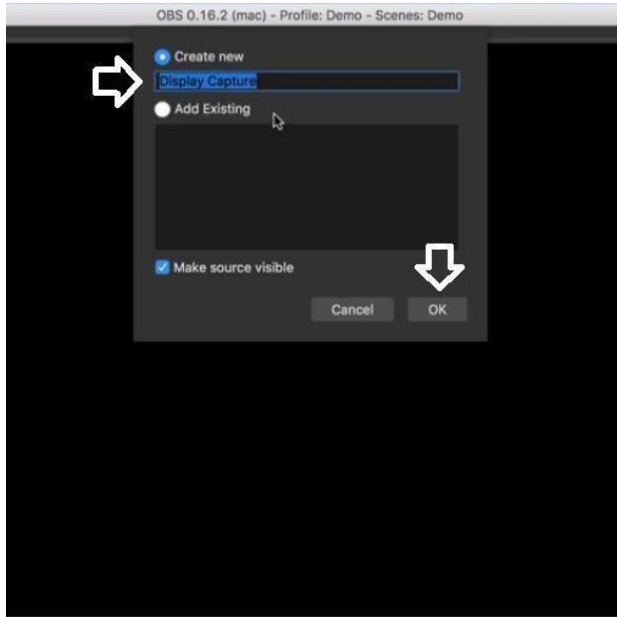
Setup four Scenes in OBS

If user want to display browser or PowerPoint or any other window of system and webcam also then all user need is to add different scenes and sources. As explained above first add webcam by adding scenes then select source and click video capture.
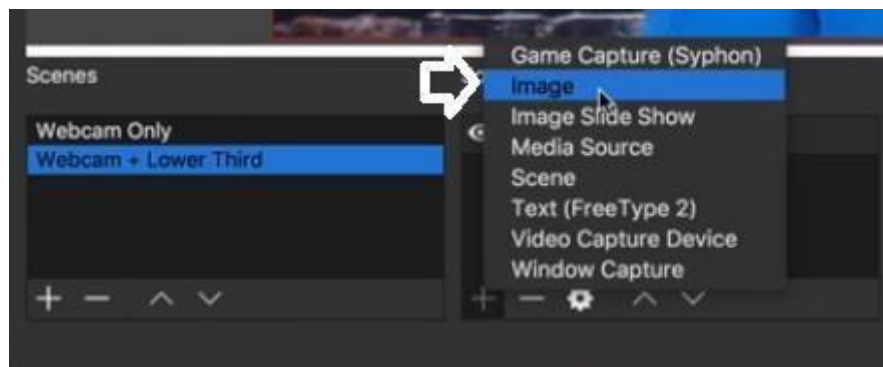
To add another screen, it maybe browser or image or anything click on scenes "+" button rename it as you want then in sources first add webcam after saving first resource again click on "+" button in resource and click on Image to add the image. It will ask to select the image from your system then start displaying both on screen when user select second scene from scenes.

Studio mode preview your scene before going to live. So you can check your screen first then make it live by clicking the Transition button

103
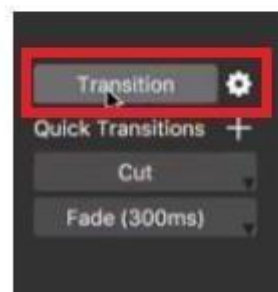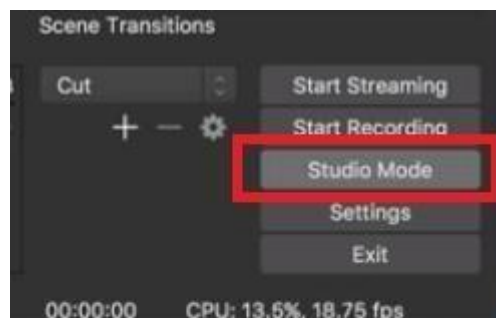
Stream to Facebook Live using OBS

On your Facebook page click on Publishing tool then press Video Library present on left side of the page.

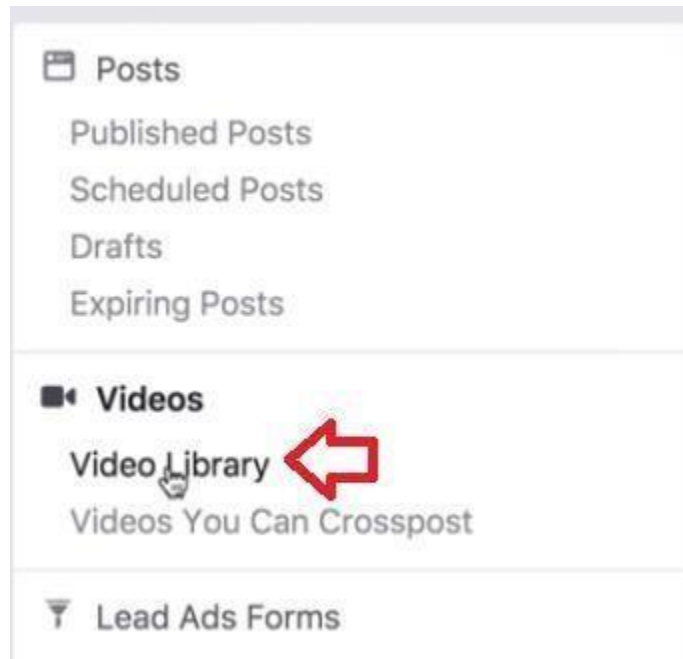Then press button Live. A new window will appear on your screen, copy stream key by right clicking on it.
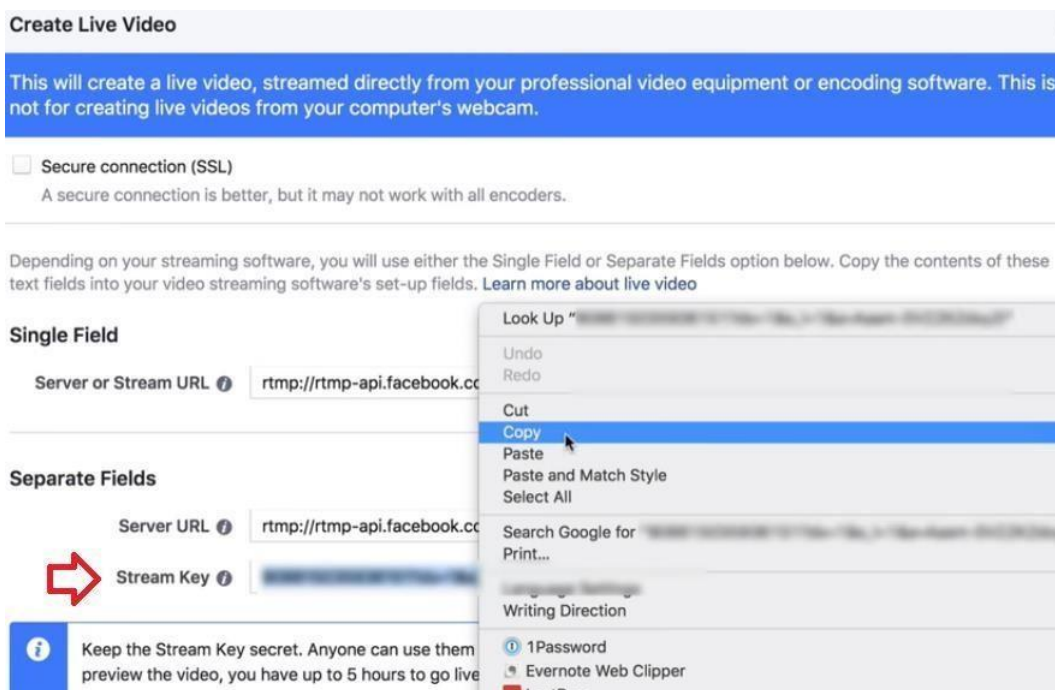
Now go back to OBS Studio and click on setting then press stream. In services select Facebook Live and in stream key paste the copied stream key then select OK. Now Facebook and OBS are connected. In OBS press start Streaming button.
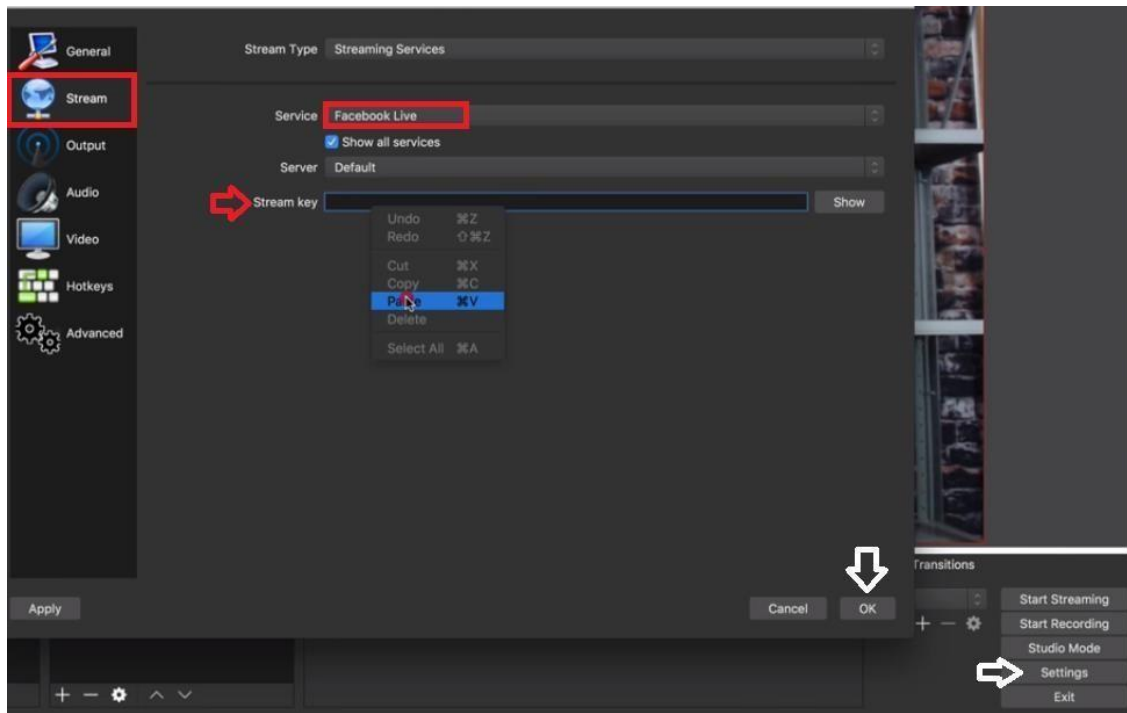
Now move back to Facebook page to preview stream then go live. Click on Next button.
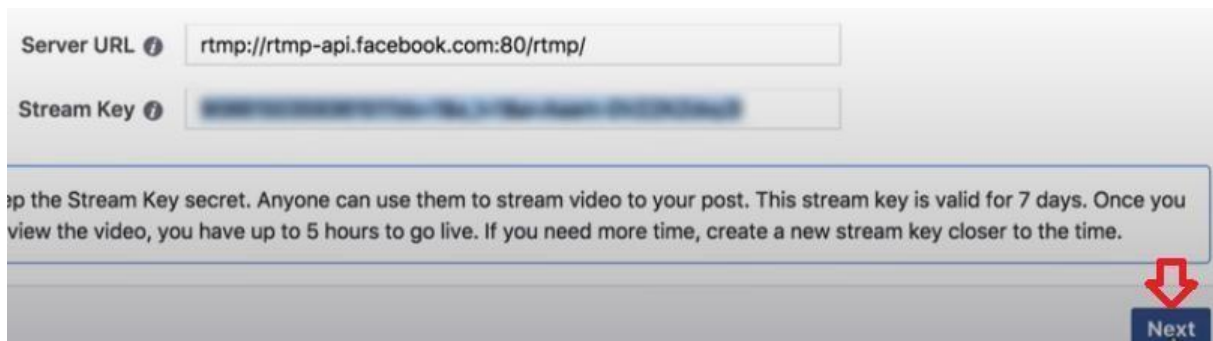
In few second your preview is ready. Press the play button and you are ready to Go live. Add Title, description and tags if you want to then press Go live button.
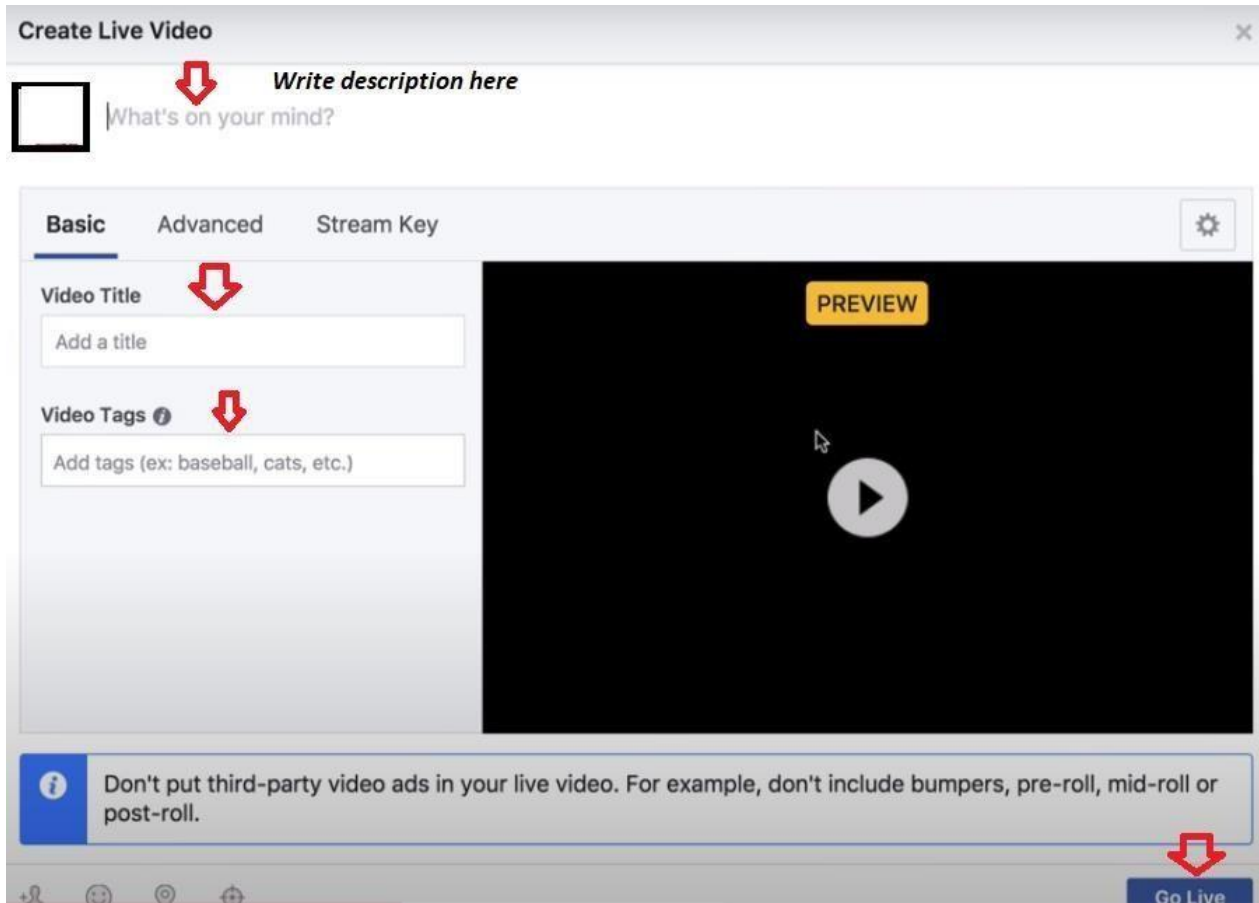
After coming Live you can see video performance Now if you want to end this video press Button End Live Video.
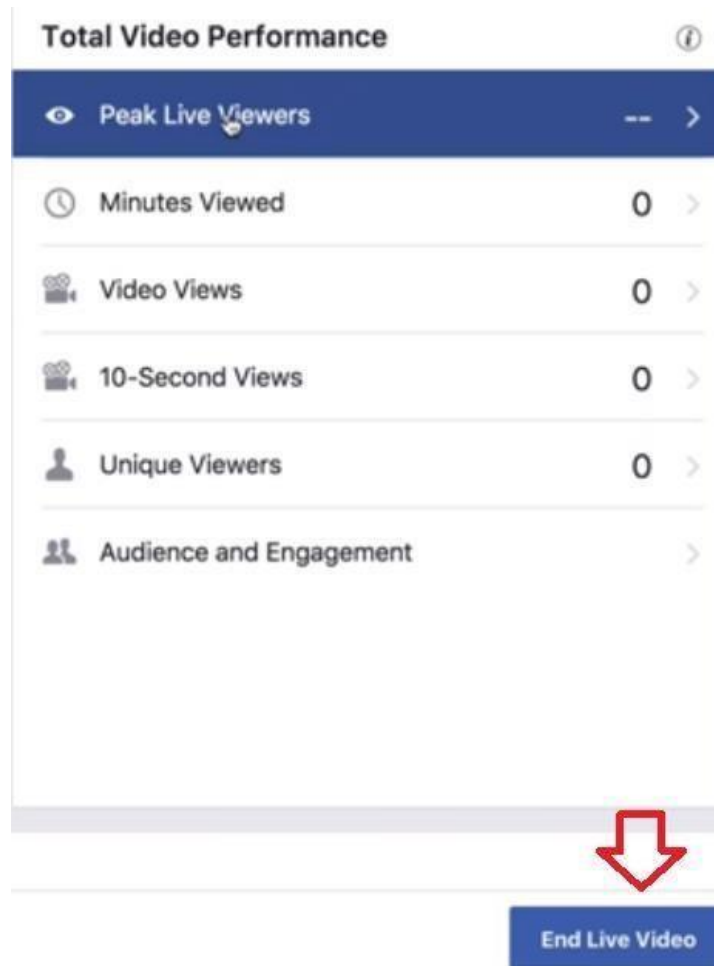
Live on Facebook Profile/Group

If you want to come live on your Facebook profile or in group using OBS. Go to your profile Click

on Live video
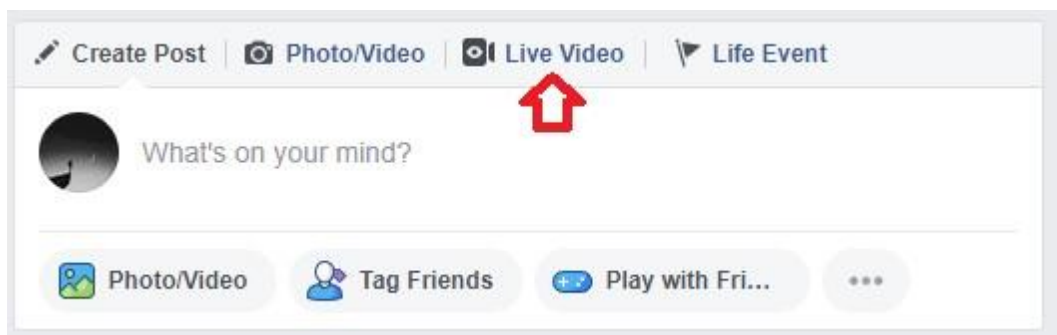
On left side of page you can select from dropdown that you want to come live on your timeline or to group etc. Then press on Use Stream Key to get key for OBS. Copy the key from Facebook and paste in OBS hen use same procedure as used to come live on Facebook page.
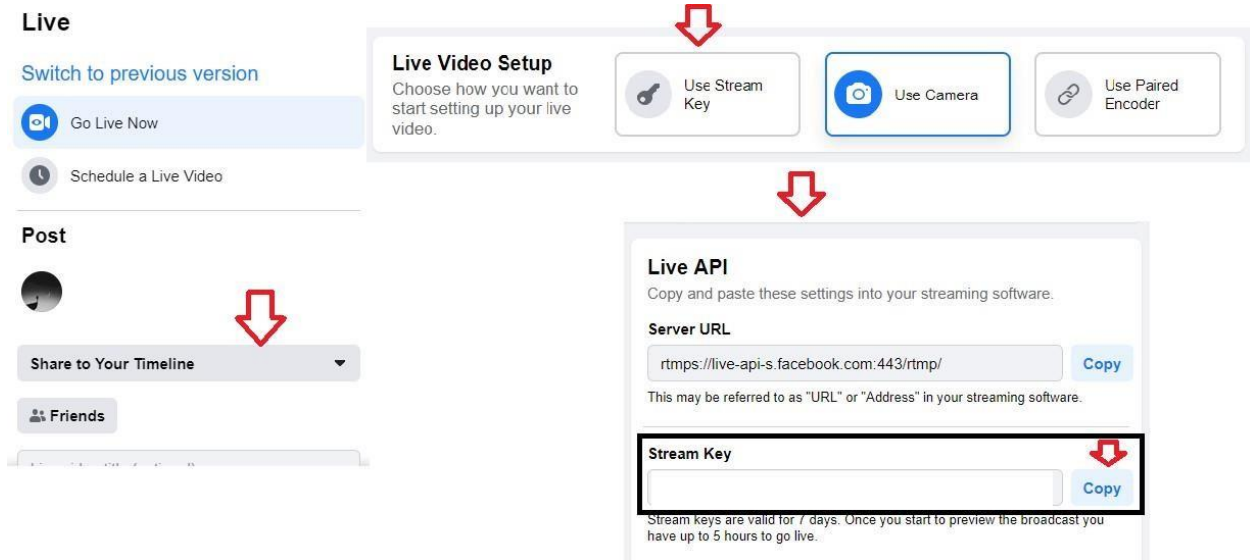
Stream to YouTube Live using OBS

On your YouTube channel click on the icon present on top left of page displaying your image click on creator studio. Or use this link https://www.youtube.com/live_dashboard_splash

Then press this live streaming present on left side of your screen.
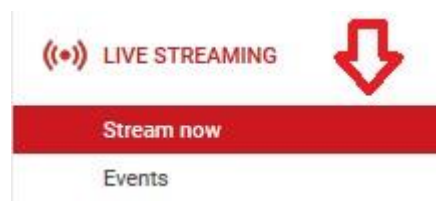
On live streaming interface scroll down and on ENCODER Setup click on reveal button copy the stream name/key. Then move back to OBS.

ENCODER SETUP

Server URL

rtmp://a.rtmp.youtube.com/live2

Stream name/key Copy

•••••••••••••••••••••   Reveal

In OBS click on settings move to stream in Services select YouTube, then paste the stream key copied from YouTube channel press OK.
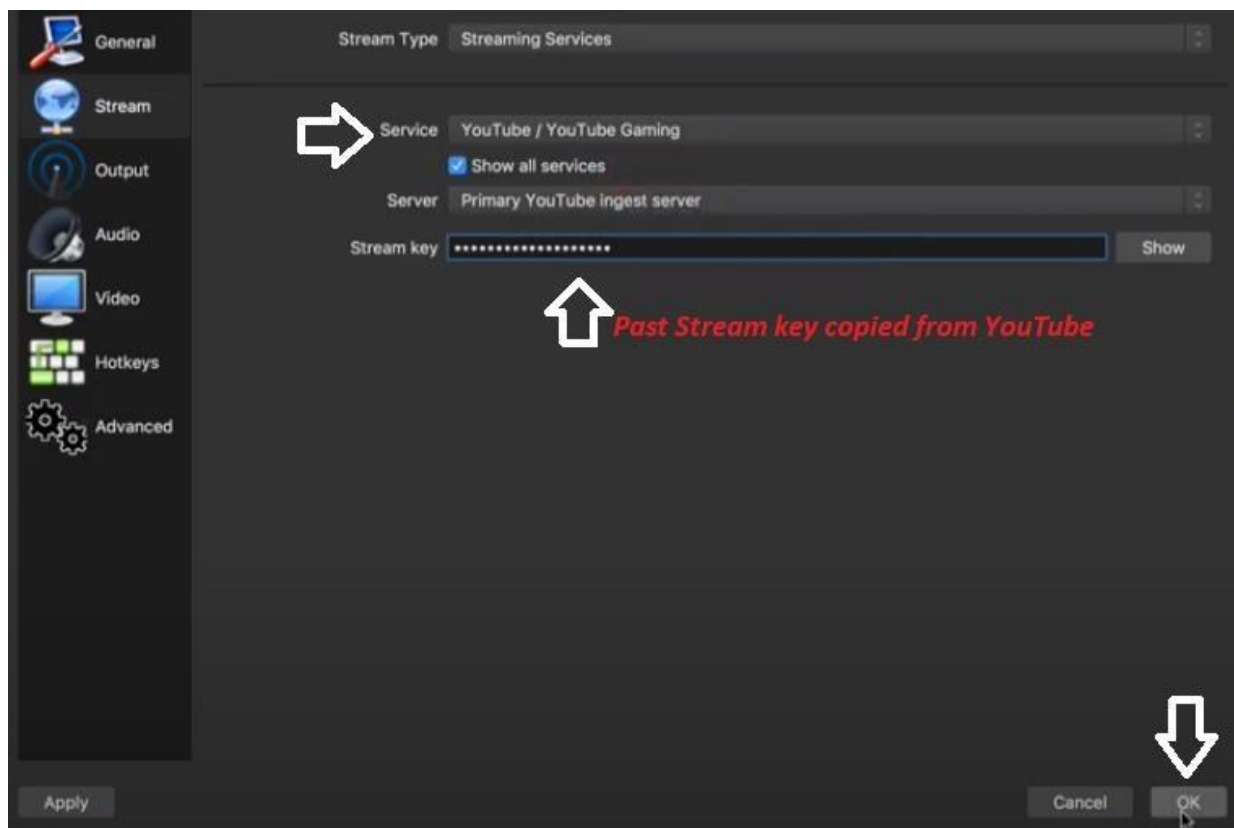
Now you are connected to YouTube. To start Streaming press, the button Start Streaming then click on Yes.
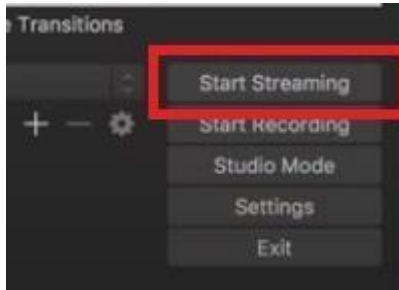
Now move back to YouTube channel wait for few second it will start showing Live. Also give your video Title description
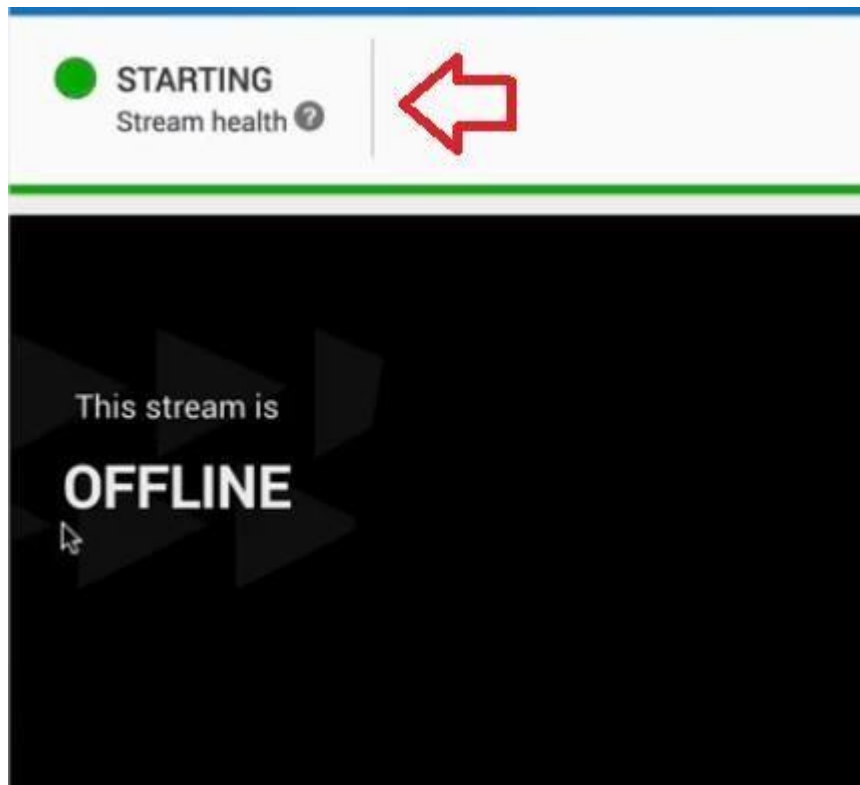
In few minutes you will start seeing Live now again copy your stream key from YouTube move back to OBS paste it in settings and that's it you are Live on YouTube

Creating YouTube channel

Create YouTube Channel

1. Go to www.youtube.com and sign in with your Gmail account.
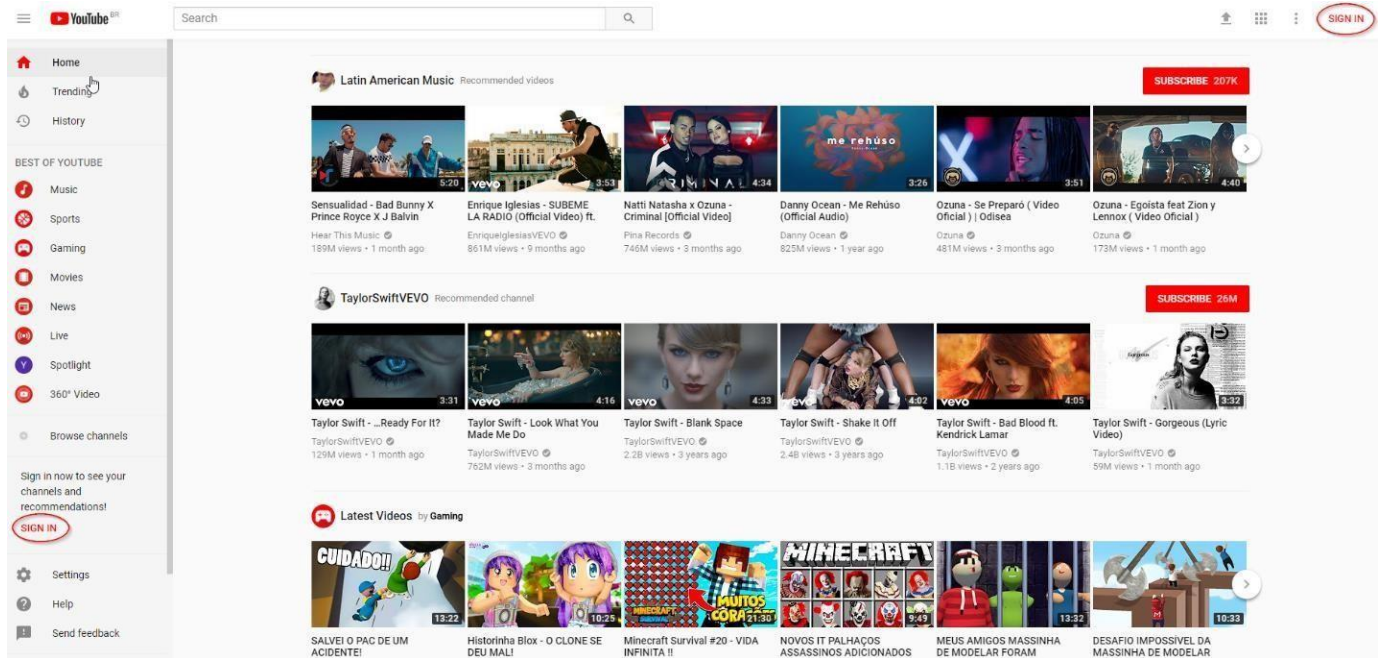
2. Now when you are login to YouTube account, go the YouTube account settings and click "Create a channel".
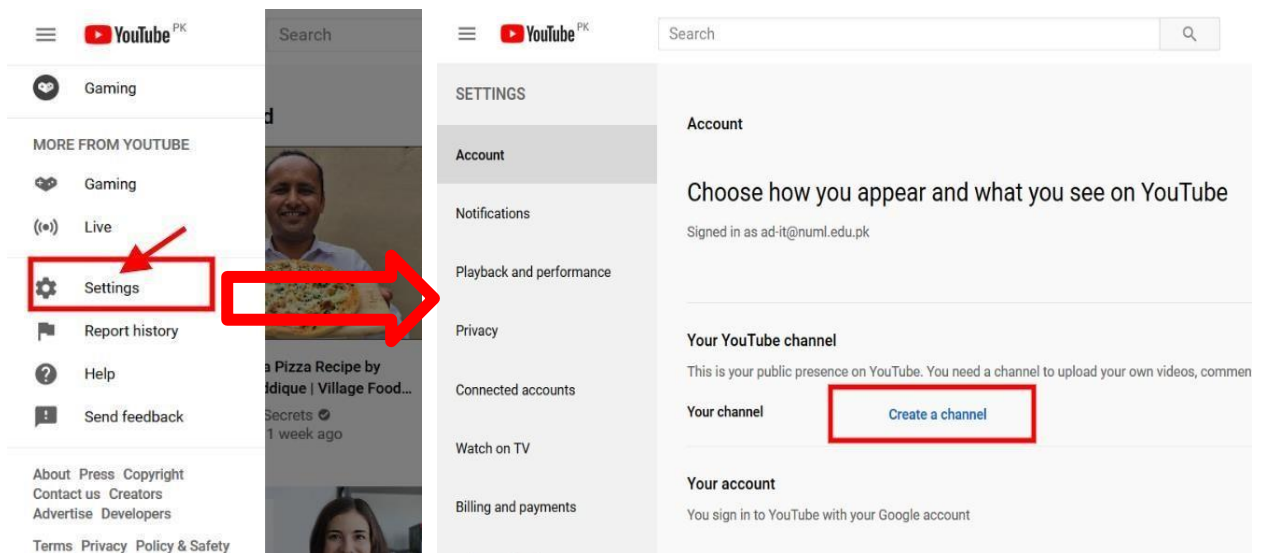
3. Chose and Enter your Channel Name in text-boxes. And hit create Channel Button
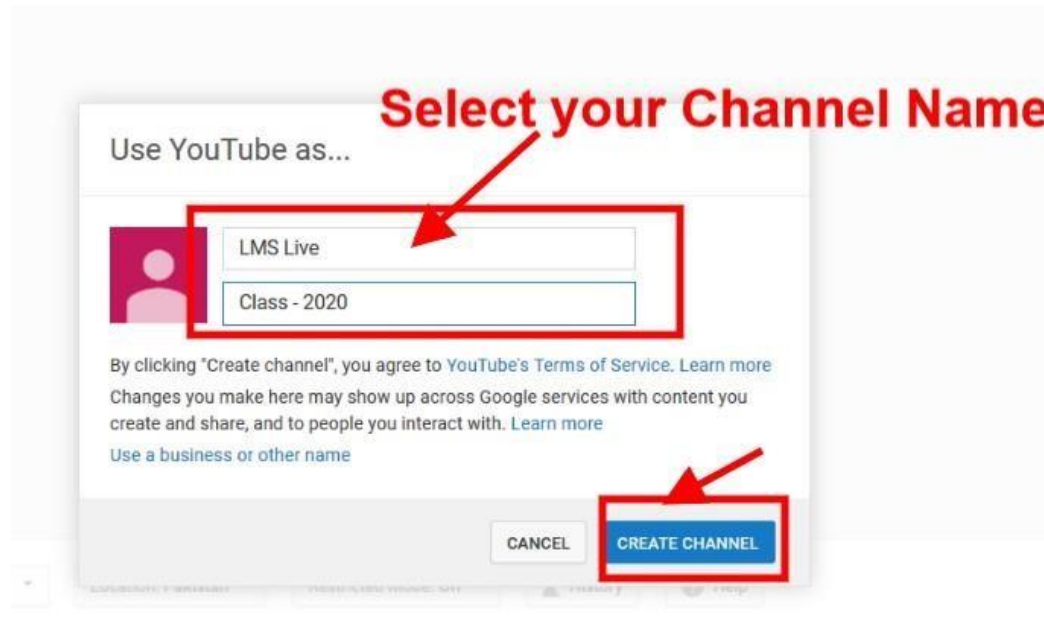
4. You will see options

      i. Customize Channel ii.
YouTube Studio iii.
Upload Video
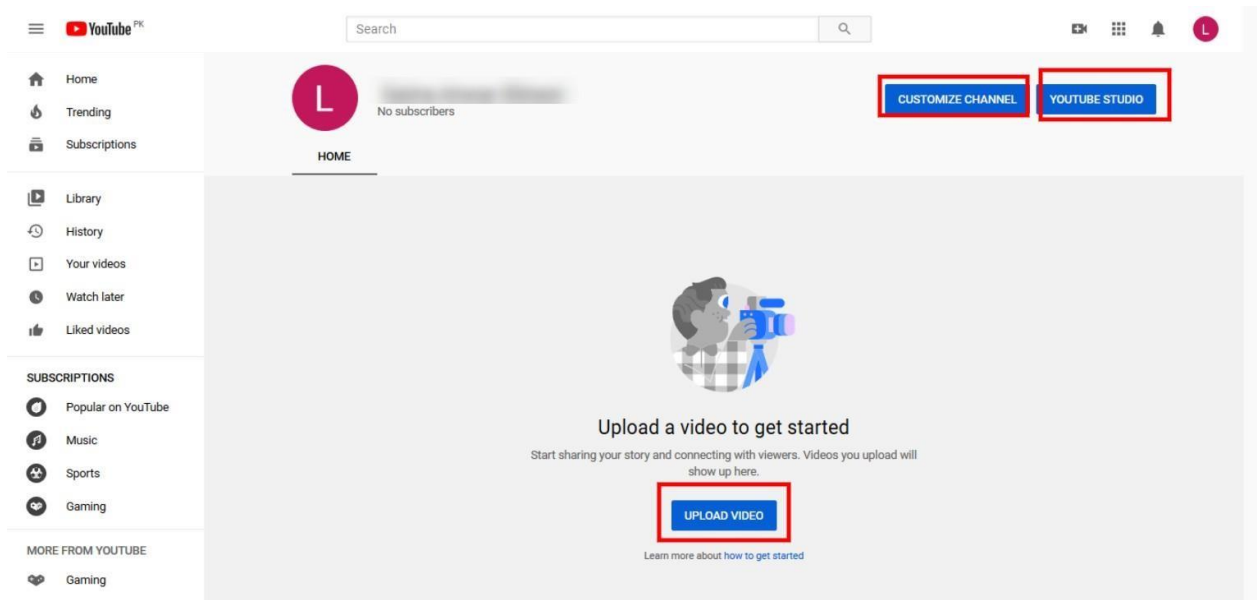
Upload your video

To upload your video, click on the upload button in the middle of the dashboard and just follow the instructions and Press Next.
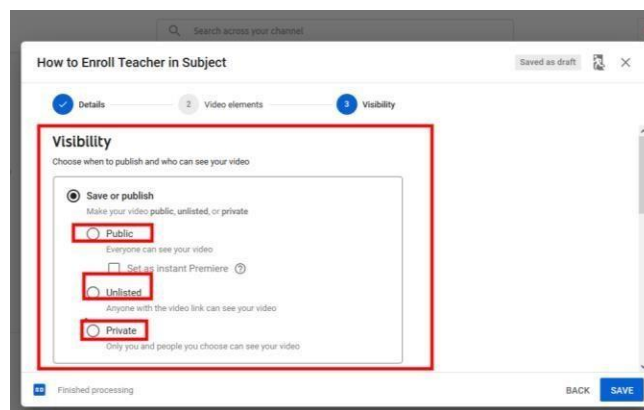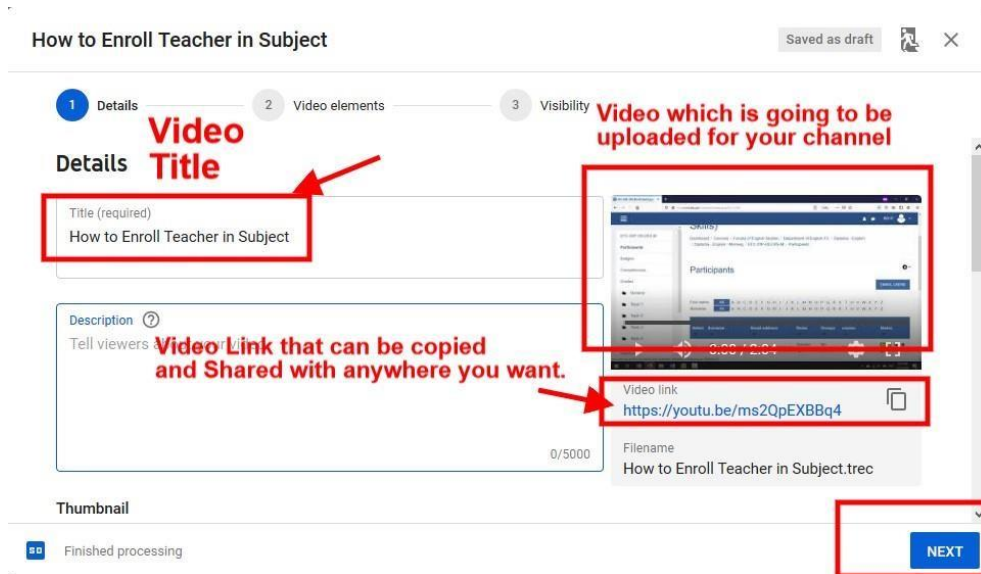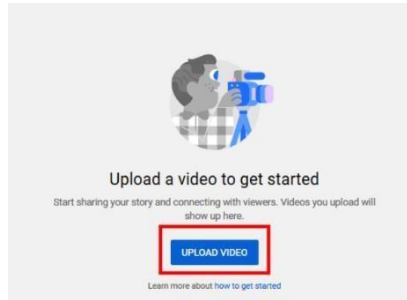
- **Public** is the default setting and means that anybody can see your video.
- **Private** means only those you invite to view the video can view it (they must have their own YouTube accounts and the maximum number is 50 usernames).

- *Unlisted* means your video will not come up in search results or on your channel either. Only those who know the link can view it, and you can share the link with anyone, even those who do not have a YouTube account/username.

5. To ensure the best quality for your video use the following encoding for your video. Upload it in MPEG4 (H.264), 1280x720 or 1920x1080 resolution.
The file can only be 2 GB in size. To upload longer videos, verify your account using the following steps:

- Go to upload page youtube.com/upload, At the bottom of the page, click "Increase your limit"
- After you upload a confirmation email will be sent to your gmail account.
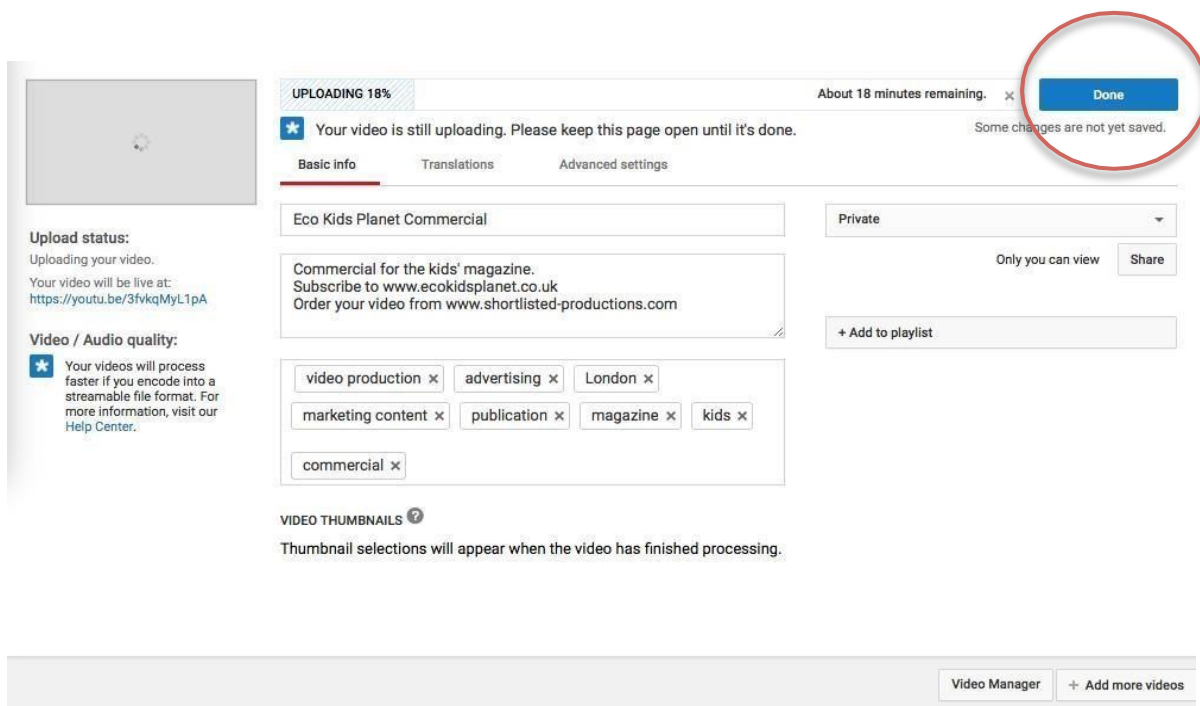
6. While your video is uploading, you can update video setting and information about your video.

7. Press "Done" after you update the video information to save your changes. **8.** Once the upload is completed, you will be notified via your gmail account.

9. Then click "Publish". You can add custom images to ensure that the front image of

10. Your video looks nice by clicking "Custom Thumbnail".

Annexure

Camtasia

NUML is buying licenses for Camtasia and 5x licenses to be given to each Faculty.

How to install and use the Camtasia Recorder and Video Editor on

a new computer

To install the Camtasia Recorder and Video Editor application on a new computer please follow the instructions below.

Part 1: Installing Camtasia

Download the Camtasia

program.

The Best All-In-One

Screen Recorder and Video Editor

Camtasia 2019 makes it simple to record and create professional-looking videos on Windows and Mac.

Download Free Trial
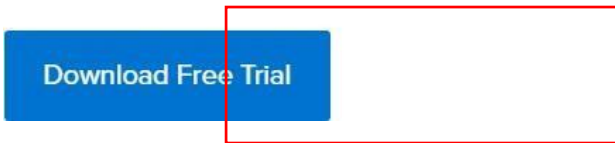
Head to https://www.techsmith.com/video-editor.html and click on "Download Free Trail".

Run the installation program. During installation, you will need to read and accept the License Agreement. You will also asked to enter your license key or install the program as a trial. If you have your key, type it or copy it into the field and enter your name.
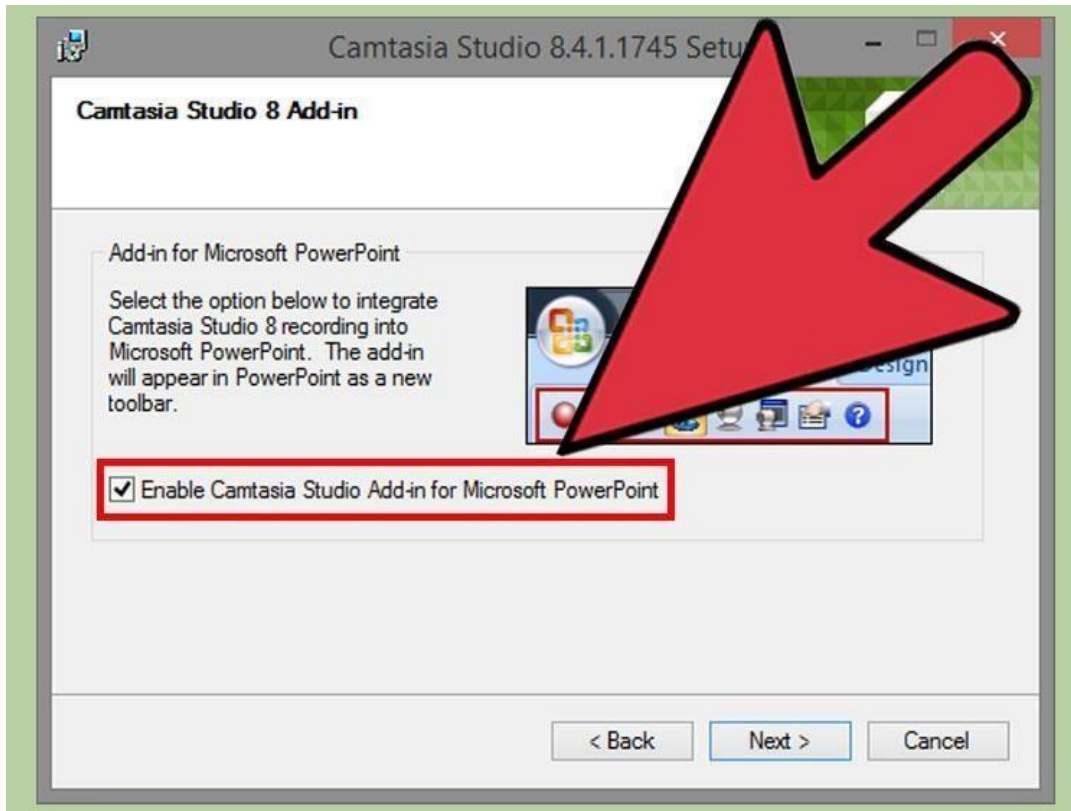
Choose any installation extras. After clicking next, you will be asked to choose where Camtasia should be installed. Most users can keep this at the default settings. You will also be asked if you want to install the PowerPoint Add-in, which will allow you to insert Camtasia recordings into PowerPoint presentations.

Part 2: Recording Your First Presentation
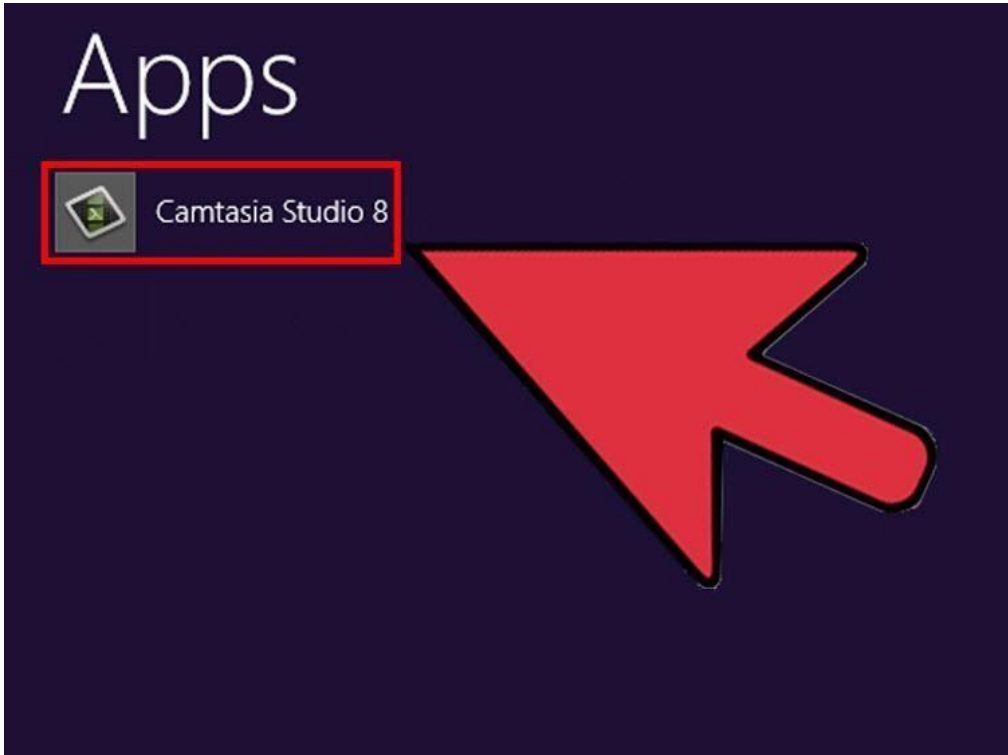
Open Camtasia. When you first start Camtasia, you will be taken to the Editor window.. You will use the Editor to start your recording and then clean it up after you are finished.

Click the "Record the screen" button. This is located in the upper-left corner of the Camtasia window. Clicking the button will automatically minimize the Camtasia Editor window and open the control panel for the screen recording.
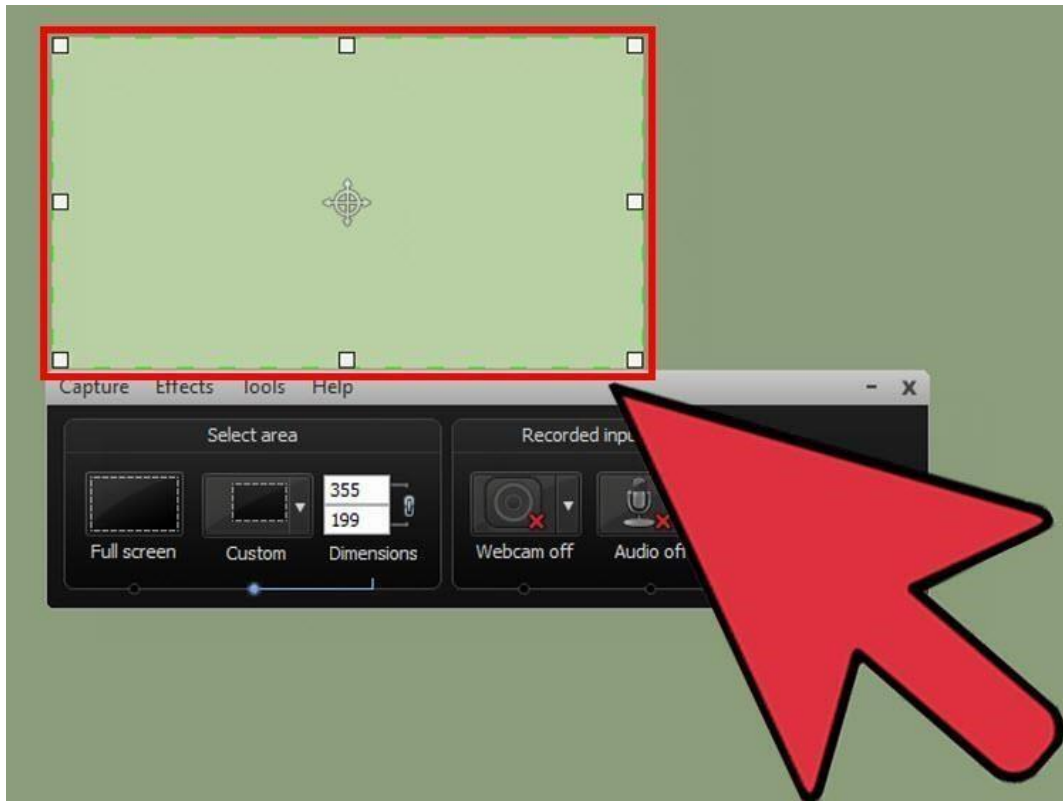
Choose your recording area. If you are going to be switching between multiple windows, you will find it easiest to record your entire screen. Full Screen recording is enabled by default.

You can create a custom-sized recording area by clicking the Custom button.

A dashed line will appear around the area that will be recorded
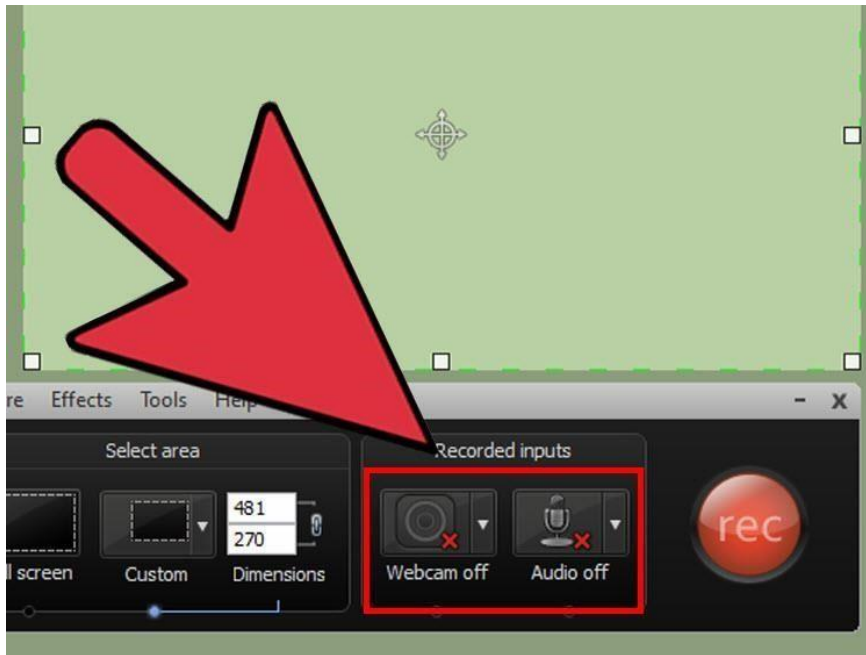
Select your audio and video input. If you want to use your webcam, enable it by clicking the Webcam button. If you have multiple microphones connected to your computer, click the down arrow next to the "Audio" button to select the one you want to use.

Use the Audio menu to toggle system sounds on or off. If toggled On, system alerts and beeps will be recorded with your presentation.
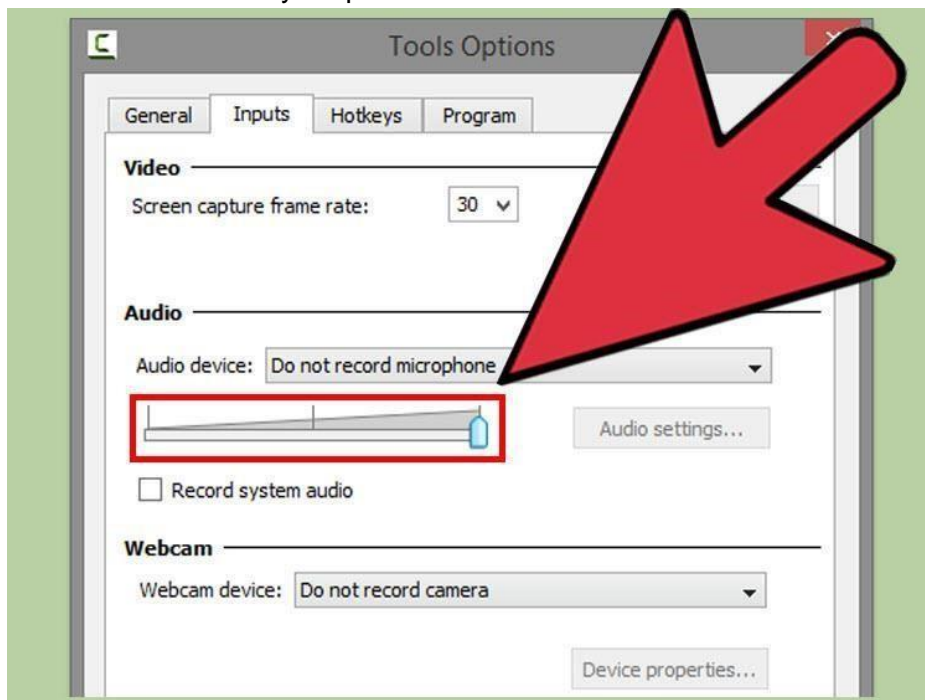
Test your audio input. If you are using a microphone, speak into it before recording to see the level appear underneath the volume slider. Adjust the volume slider until the input comes out around the middle of the slider.
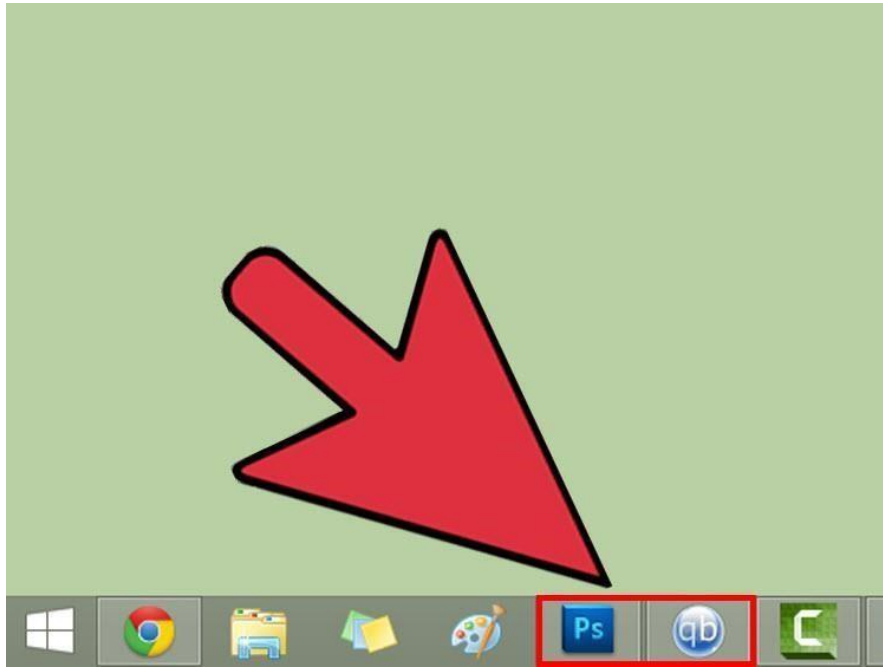
Open the windows you need. Before you begin recording, open all of the windows that you will need to access during the presentation. This will keep you from fumbling to find the window that you need.

Start recording. Press the REC button or the F9 hotkey. A countdown will appear on the screen. Once it disappears, everything that you do on the screen and everything you say will be recorded.

Speak slowly and clearly, and don't rush through your steps.
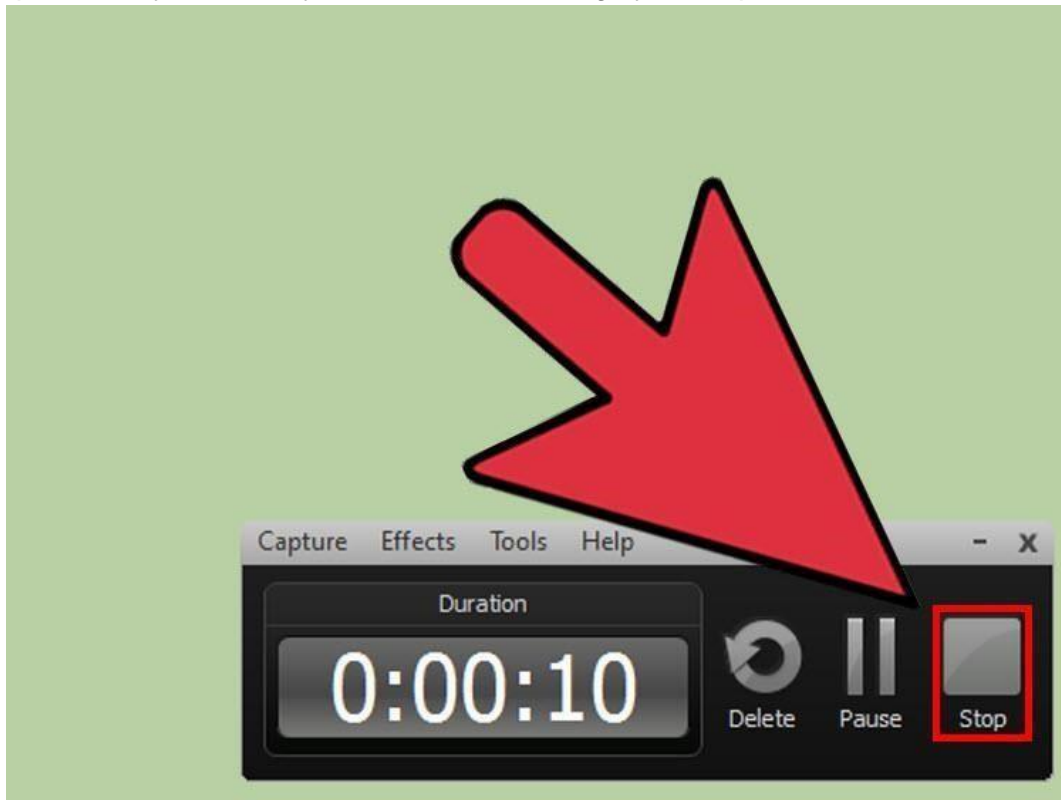
End your recording. Once you are finished with your presentation, press F10 to stop the recording. You can also stop it from the taskbar, but this action will be recorded and will need to be edited out.

Once you finish recording, a preview of your recorded presentation will appear. Watch the preview to make sure everything looks OK, and then press the "Save and Edit" button.

Give your project a name you will remember. Consider creating a new folder in case you end up splitting the project into multiple files.

Part 3: Editing Your Presentation
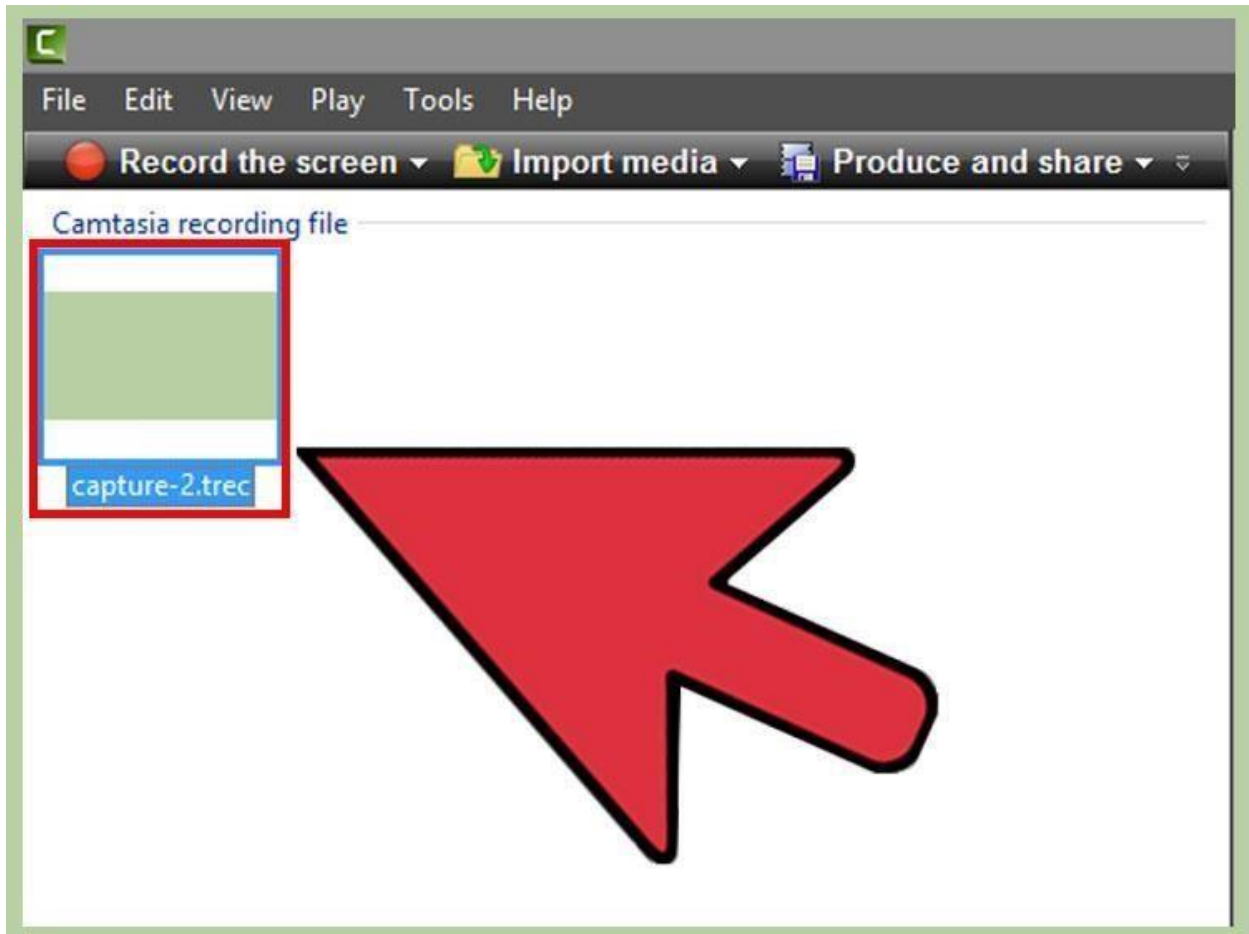
Open the project in the Camtasia Editor. If you just finished recording and watching your preview, saving the project will automatically open it in the Editor. This is where you will be making your changes, cutting out anything unnecessary and adding transitions.
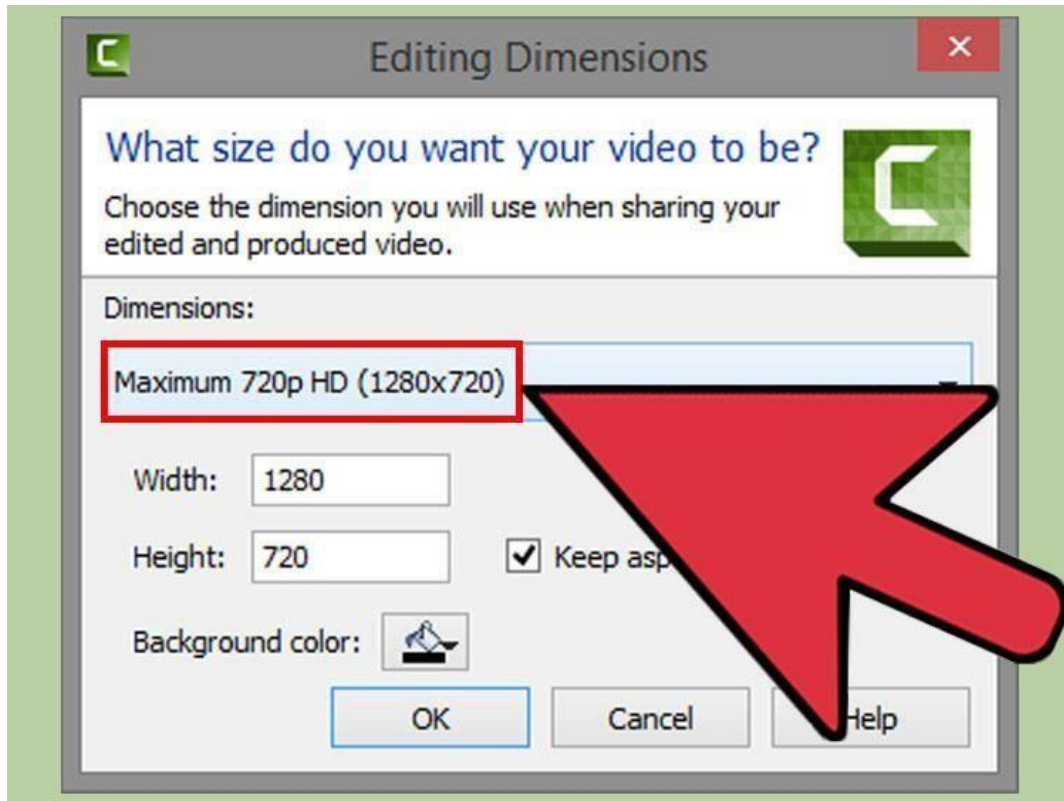
Choose your video dimensions. Before you can begin editing, you will be asked what dimensions you want the final product to be. You can choose presets from the dropdown menu. These presets will be labeled with what they are recommended for.

Try to use one of the automatic dimensions. These are based off the initial recording dimensions, and are resized to keep the original proportions. Choosing one of these will help prevent the image from being squished or stretched.

You can change your editing dimensions at any time by clicking the Dimensions button at the top of the preview pane.
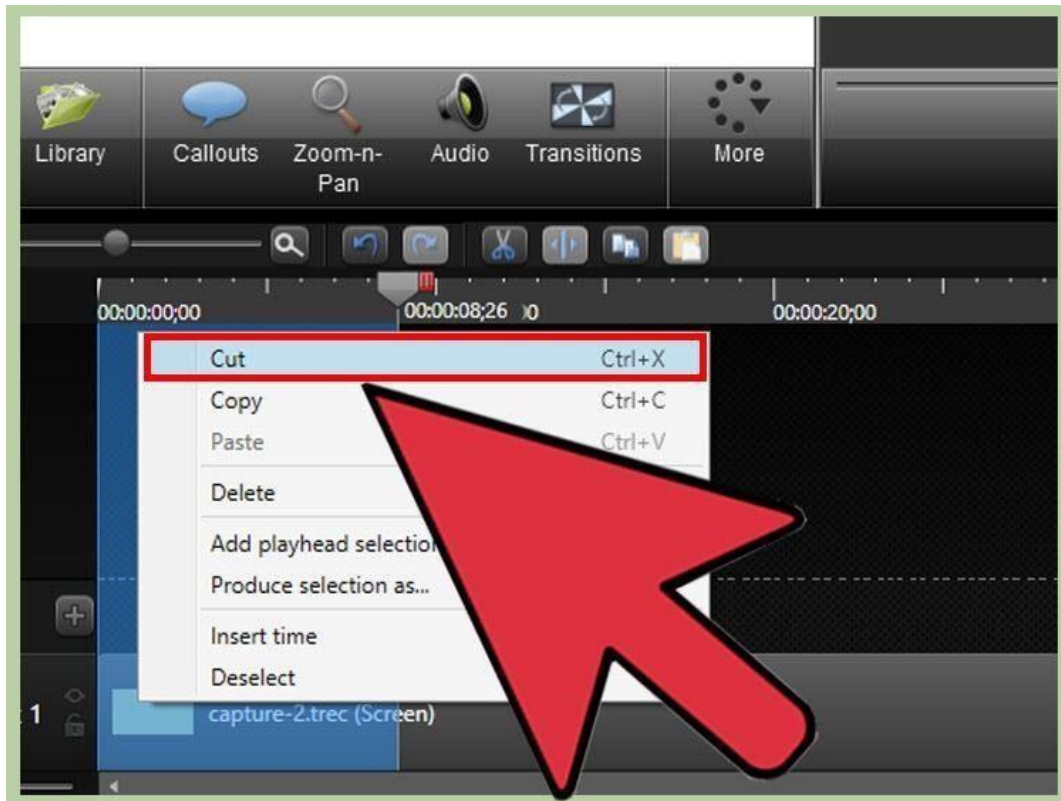
Cut unwanted audio and video. Chances are, no matter how prepared you were, there are a few errors in your presentation. Luckily, you can quickly remove these errors with just a few clicks. Note: If your audio and video are on separate tracks on the timeline, deleting a section from one will not remove it from the other.

Use the timeline navigation tool to find exactly where you want top cut. Click the magnifying glass to zoom in on the timeline, allowing for more precise control.

Click and drag the red tab at the top of the Timeline navigation tool. Drag the red tab to the end of the section that you want to cut.

Press Space to play back just the part that you have selected.

Click the Cut button (scissors icon) above the Timeline to remove the selection.
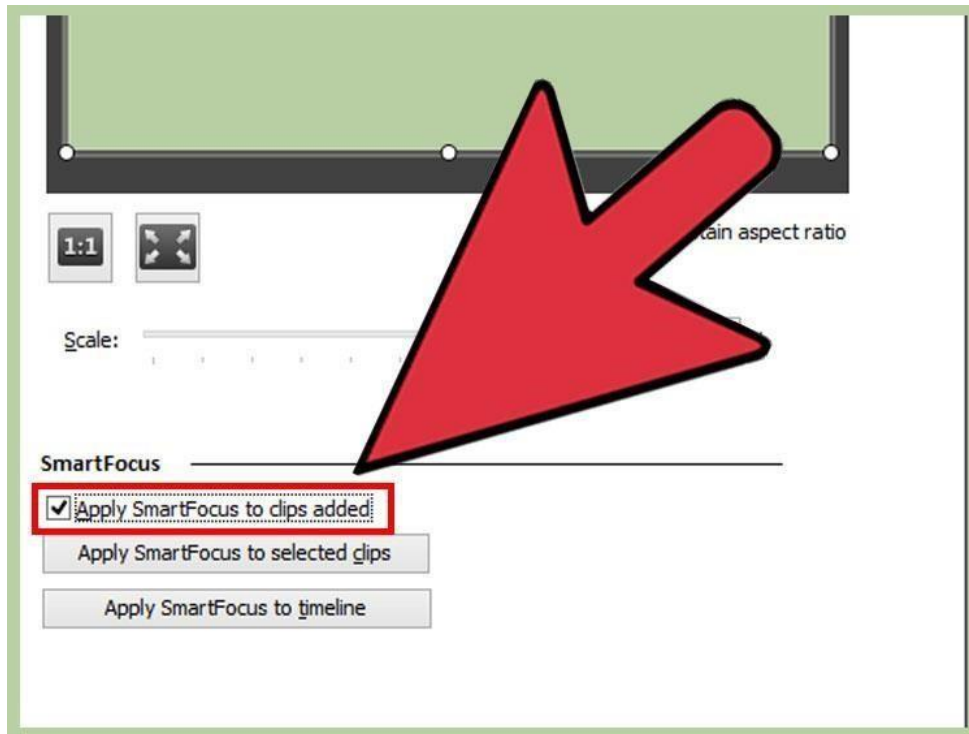
Check that SmartFocus was applied correctly. If you scaled down your video dimensions, Camtasia will apply the SmartFocus effect to zoom and pan around your presentation to focus on the active element. It will attempt to put focus on the cursor and active window.

You can see where SmartFocus was added automatically by looking for the icons in the Timeline.

Click and drag a SmartFocus icon to move when the transition occurs.

Click a SmartFocus icon and then click the Visual Properties button to edit exactly how the transition occurs. You can make the pan slower or faster, make the zoom more or less pronounced, or delete the SmartFocus transition entirely.

You can remove all SmartFocus animations by right-clicking on one of the icons and selecting "Delete all visual animations on media".
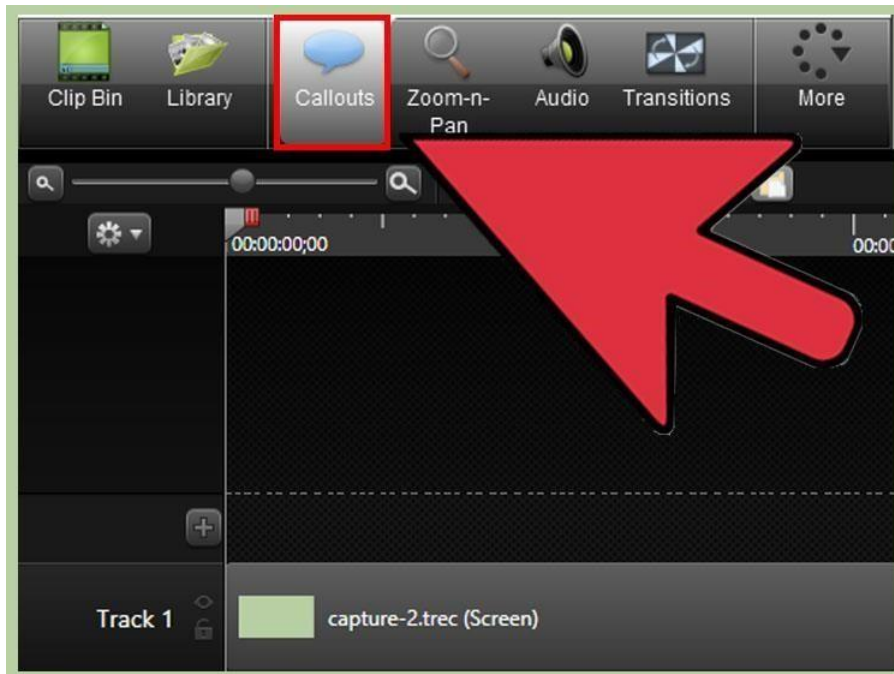
Add callouts to your presentation. Callouts are visual aids that help draw the attention of the viewer to important aspects of your presentation. Callouts can be text or they can be symbols or highlights. You can also use callouts to blur out parts of the screen.

Use the Timeline to navigate to the portion of your presentation that you want to add a callout

to. Click the Callout button above the Timeline.

Create your callout. You can use a variety of predesigned shapes, type your own text, or choose an animated callout.

Click the "+Add callout" button to add it to your presentation.

Move the callout around the presentation by dragging it around the preview pane. You can adjust the length of the callout from the Timeline.

Part 4: Publishing and Sharing the Presentation
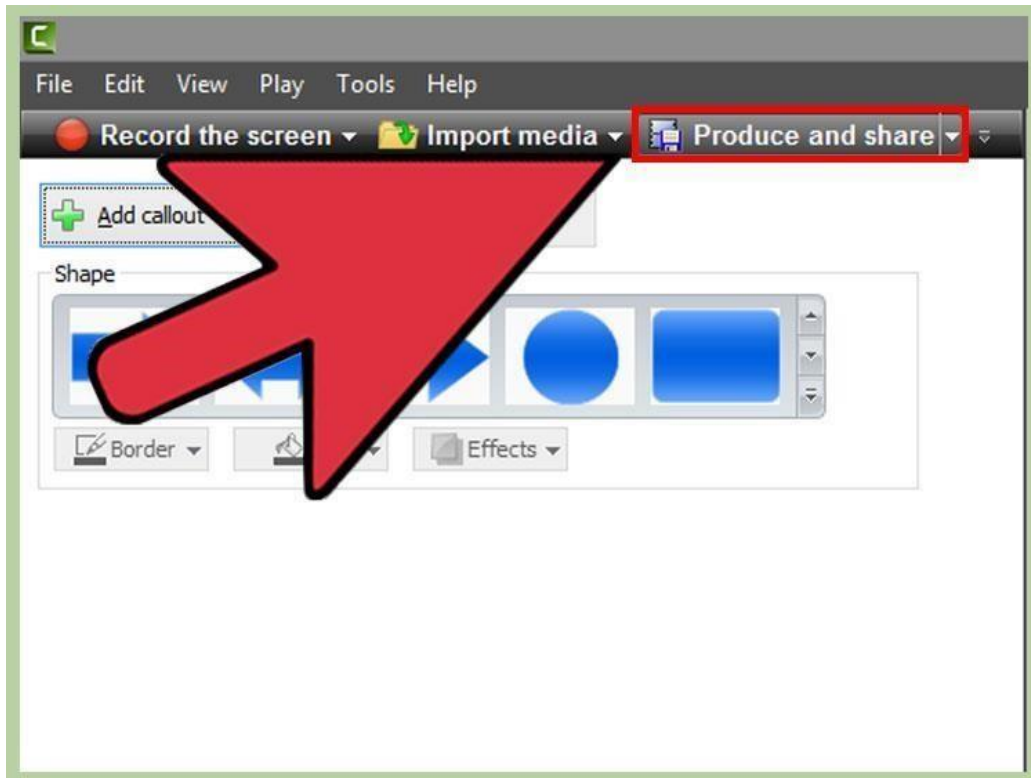
1. Click the "Produce and share" button. Once your video is edited and ready to be seen, it's time to export it and share it. Click the "Produce and share" button to get started.
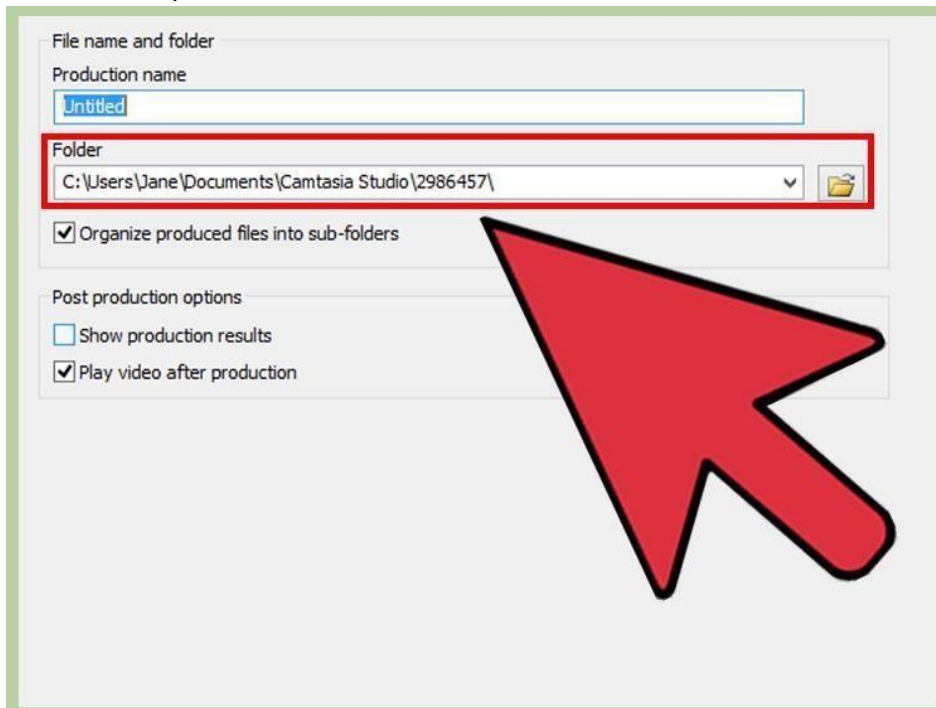
2. Choose the destination. You can share directly to a few built-in services, such as Screencast.com and YouTube. You can also create a video file instead that you can share on your own or upload to another service.

When creating a video file, choose the "MP4 Only" option. This will create a video that can be played on virtually any device

3.   Log into your sharing service. If you are uploading to YouTube or Screencast, you will be asked for your login information so that Camtasia can connect to the service and upload the video for your account.
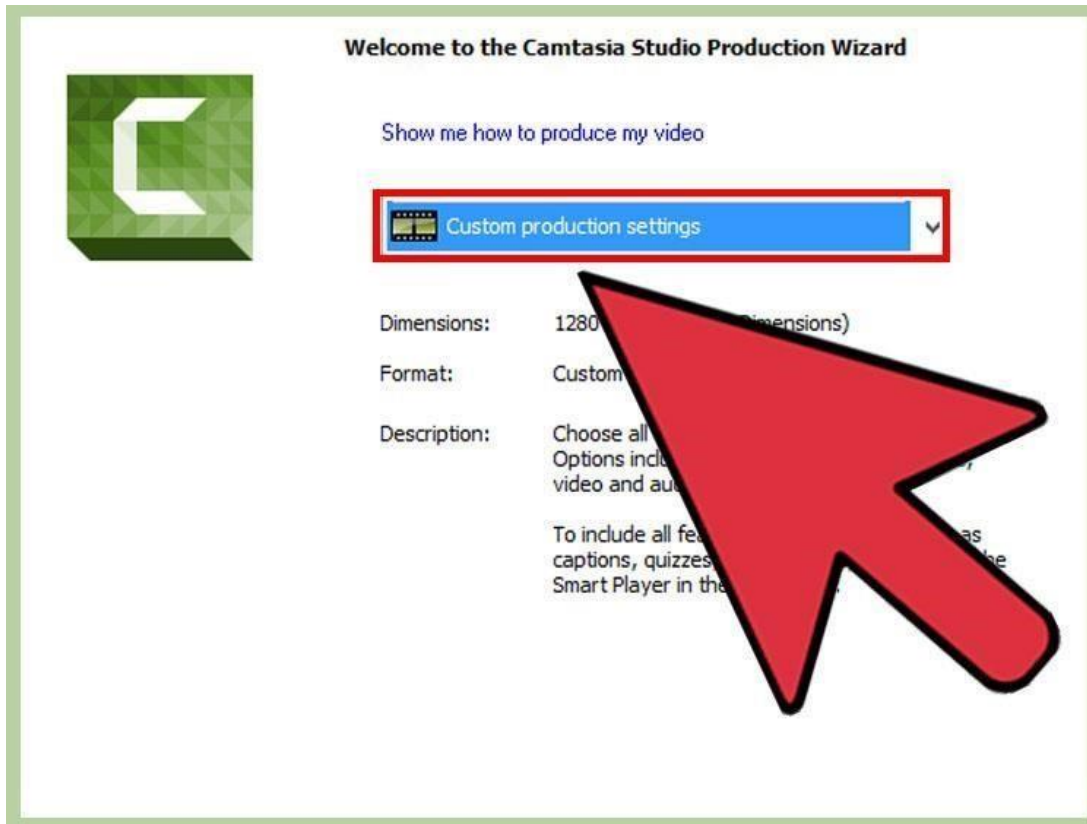
4.   Use custom production settings. If you need to create a video in a format other than the provided presets, click the "Custom production settings" option when finalizing your video. You will be able to choose from a variety of formats, including WMV, MOV, AVI, and even GIF.

MP4 is the most universal format for devices and web streaming.

Be careful when choosing the resolution of your final product. Upscaling (increasing the resolution) will result in quality loss. For example, if you recorded at 800x450, avoid publishing at 1920x1080.[3]

Strike a balance between size and quality. When setting video options, you will see a slider with "Smaller file" on the left and "Higher quality" on the right. Moving the slider will affect the final quality of the video. Keep file size in mind if you need to distribute the video to a lot of people

5. Decide between a bare video or packaging it with the player program. Camtasia can produce videos that open with the Camtasia controller bar. While you won't be able to upload these to a video streaming service, you can use them on your own site or distribute them through other methods.

Part 5: Creating Good Presentations
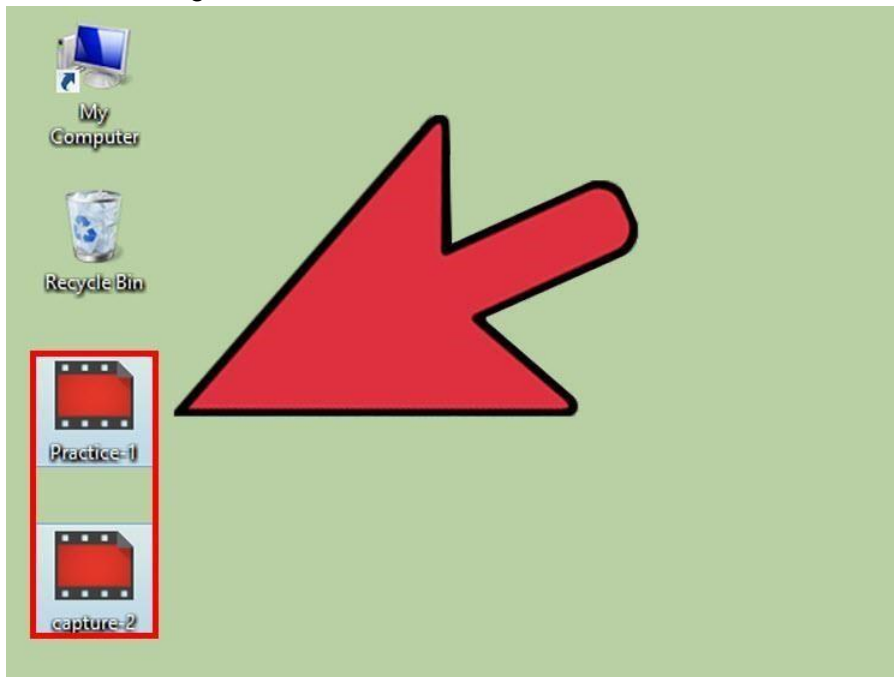
Practice as much as possible. Try to run through your presentation several times before you start recording. Practice any difficult words or tricky window transitions. Make sure that everything you'll need is going to load. Refine your script to cut out any unnecessary information or fluff. All of this will save you a lot of time in the Editor later down the line.
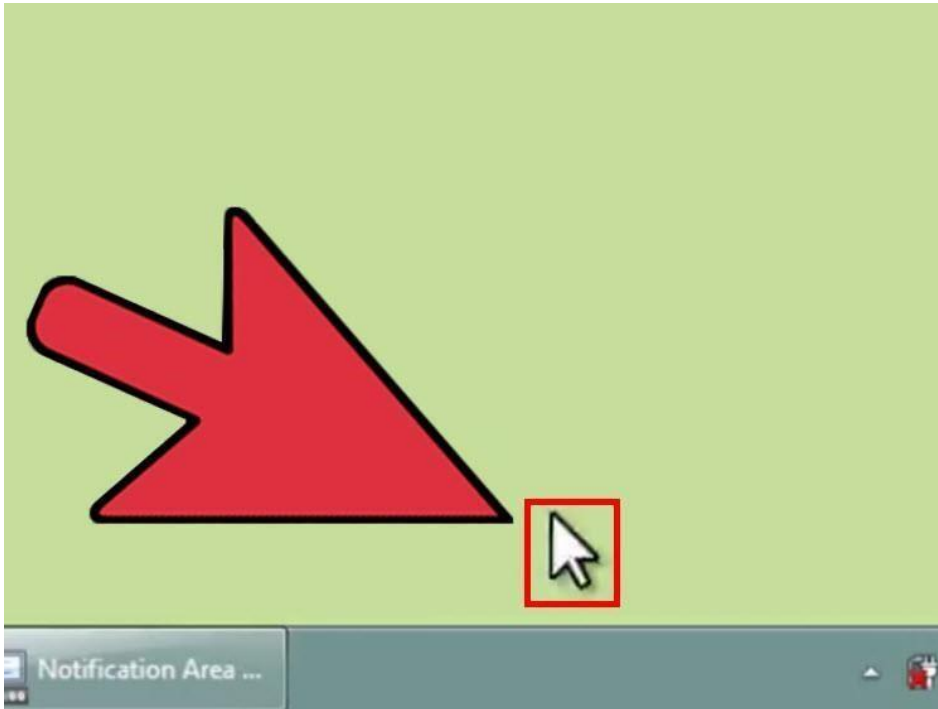
Move your mouse slowly and deliberately. When recording your screen, move the mouse steadily and slowly between each task. Try to move in straight lines without jerking the cursor around. Move slowly enough so that viewers will be able to see where you are moving to and clicking.

Don't use your mouse to emphasize things on your screen! This will be extremely distracting to the viewer. Instead, use the Callouts feature in Camtasia to add effects that draw the viewers' attention to what you want to highlight.

Don't block what you are recording with your cursor. Use your mouse to navigate and open what you need to, then move it out of the way so that it doesn't obstruct the viewers' view of what you are doing.
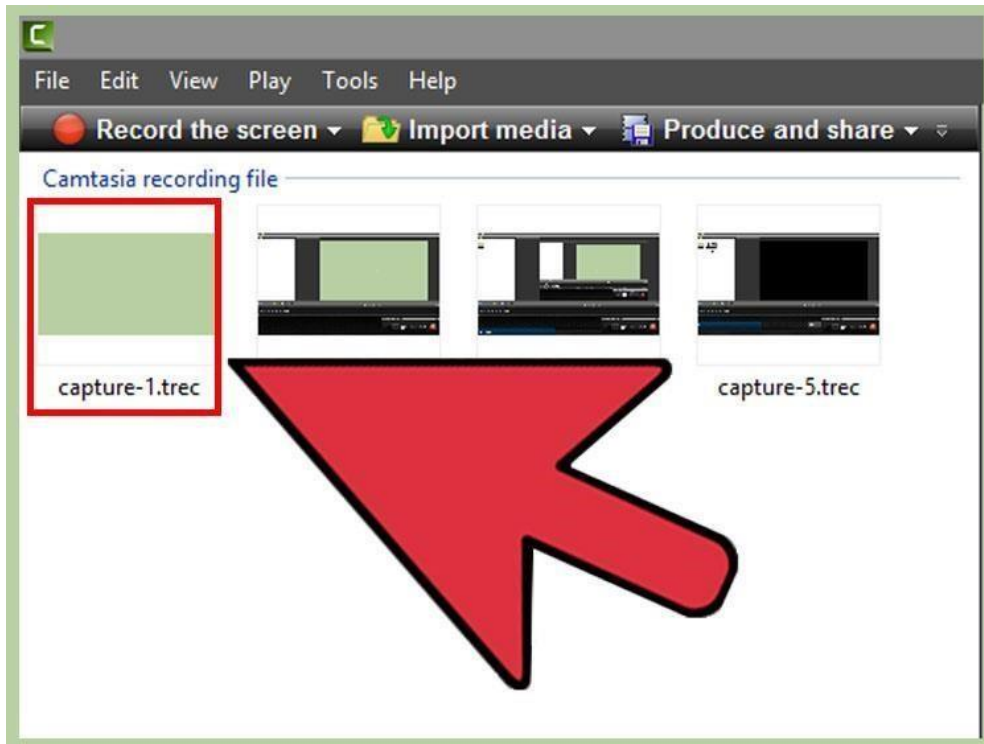
Don't rush. Slow down your presentation so that everyone can follow. Chances are, the reason you are doing this presentation is because you are good with the program you are demonstrating. Your audience, however, is unfamiliar with it, so your presentation should make sure that they have time to take everything in without having to pause and rewind all the time.
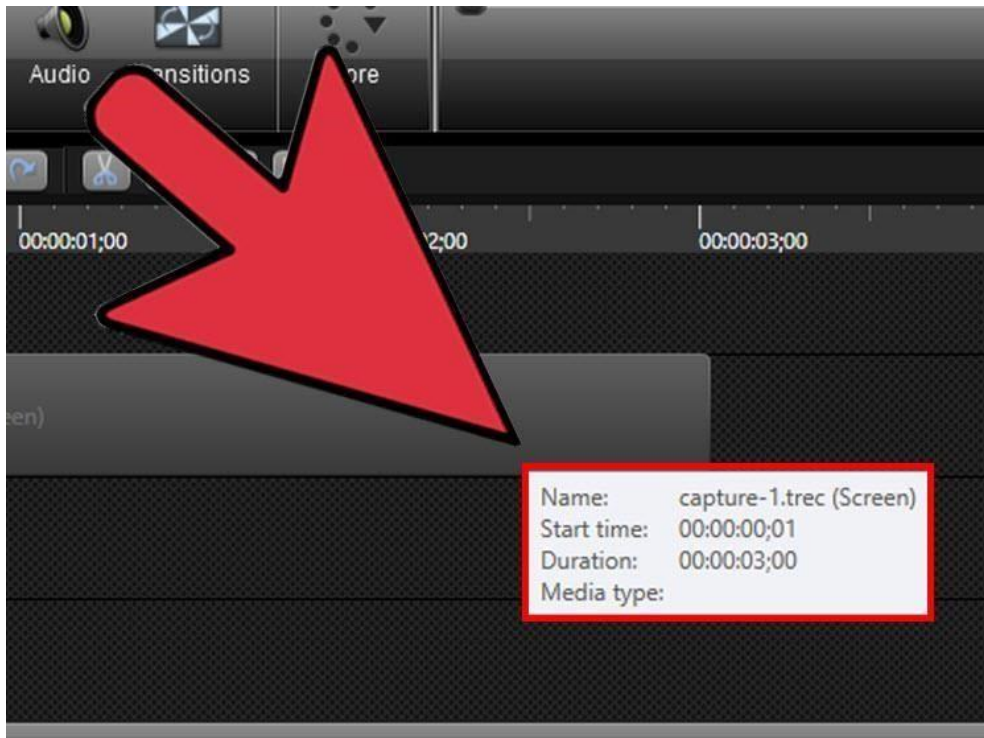
Record in small pieces. When creating your presentation, you may find it really beneficial to break it down into smaller chunks. For example, if you are making a 30 minute presentation, you could separate it into six 5-minute sections. This not only makes it easier for the audience (if you decide to keep it split, which you certainly don't have to do), it also make sit much easier to edit and find the exact frames you need. You can easily splice your clips together at the end

Credits

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Network & Hardware Support Team

Software Support Team

NUML Support Fund for Needy People

Due to devastating impact of corona virus, it is crucial to hold, the hands of the poor daily workers, laborers and other needy people.

NUML community should contribute with generous donations ranging from **Rs. 100/- to as much as you can**. With your donations, we intend to ensure a constant and robust supply of food/medical items and financial assistance to the needy and deserving. Allah (SWT) says in His Holy Book:

"وَمَا أَنْفَقْتُمْ مِنْ خَيْرٍ فَهُوَ يُخْلِفُهُ" (Surah Saba, Verse: 39):

"Whatever thing you spend (for good), He will compensate it"

The Holy Prophet (SAWS) said:

"الْخَلْقُ كَلُّهُمْ عِيَالُ اللهِ، وَأَحَبُّ خَلْقِه إِلَيْهِ أَنْفَعُهُمْ لِعِيَالِه"

"Whole Creation is family of Allah, so the most beloved of people to Him is the most beneficial to His family",

"خَيْرُ النَّاسِ مَنْ يَّنْفَعُ النَّاسَ"

"The best of people are those that bring most benefit to the rest of the humanity".

May ALLAH reward us for our sincerity and compasion!
Ameen!

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