

Learning Management System (LMS) Manual

A Guidebook for the Students of Urban and Rural Planning Discipline

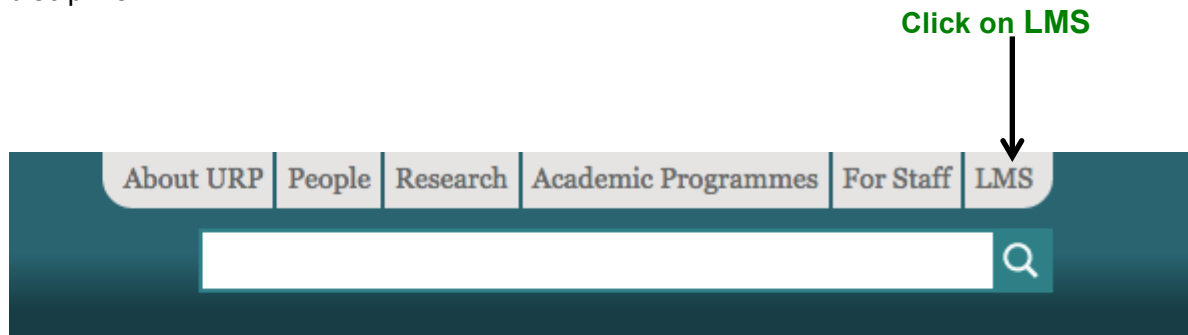
Section I: Accessing into the LMS of URP

Direct link

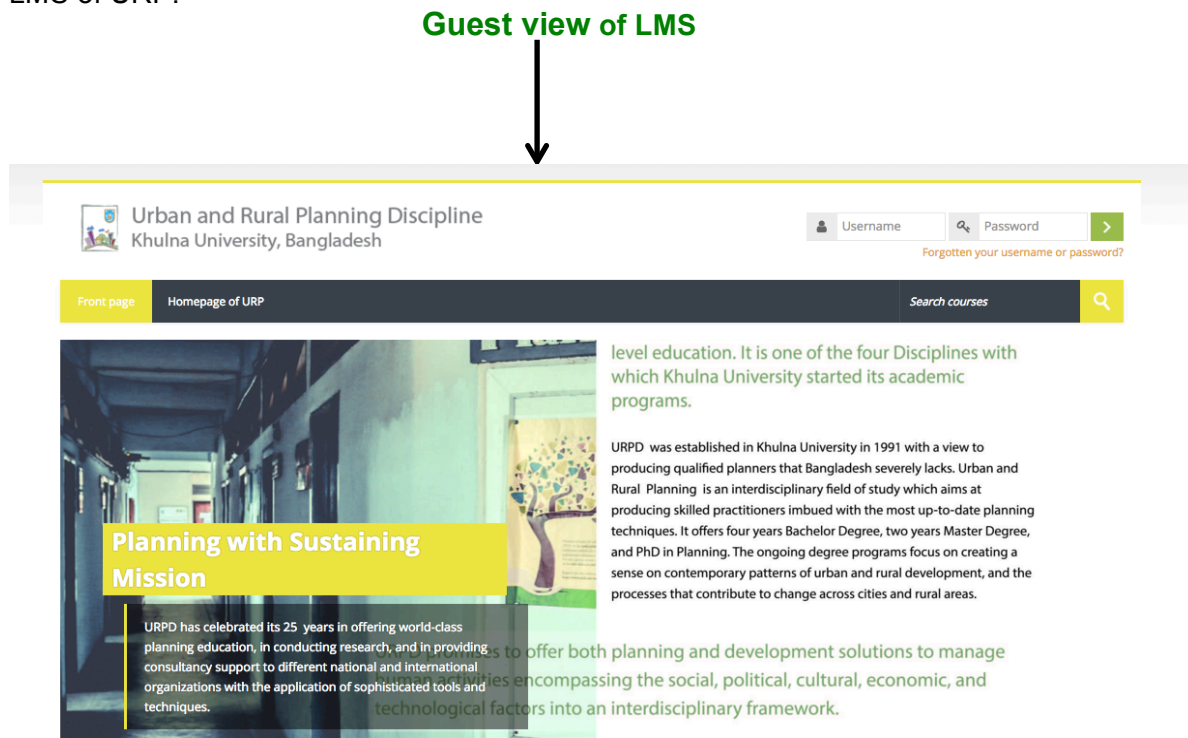
www.urpku.com

Link through the official website of URP

<http://ku.ac.bd/schools/science-engineering-technology-school/urban-rural-planning-discipline/>



Once you type the direct address (www.urpku.com) in your web browser or click on LMS via the official website of URP (<http://ku.ac.bd/schools/science-engineering-technology-school/urban-rural-planning-discipline/>), you will get the **guest view** of LMS of URP.



Log into your account

Enter your student ID (1)

Enter your password that you have received from LMS Admin via your email (2)

Forgotten your username or password?

The login form consists of a 'Username' field with a person icon, a 'Password' field with a magnifying glass icon, and a green arrow button to the right. Below the fields is a link that says 'Forgotten your username or password?'.

Change your default password in your first log in

After log into your account with your student ID and the default password, you must change your temporary password. Your password must contain 8 characters with at least 1 digit(s) such as, at least 1 lowercase letter(s), at least 1 upper case letter(s), and at least 1 non-alphanumeric character(s) such as *, @, #.

Enter your default password (1)

Enter your new password and remember your new password (2)

You must change your password to proceed. x

Change password

Username 000402

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

Current password *

New password *

New password (again) *

Save changes

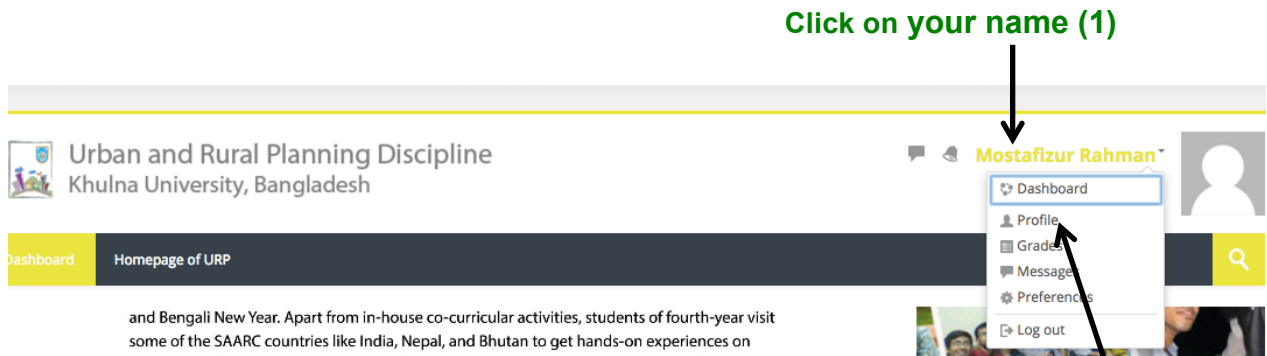
The form is titled 'Change password' and shows the username '000402'. A red banner at the top says 'You must change your password to proceed.' Below this, there are three input fields for 'Current password', 'New password', and 'New password (again)'. A green 'Save changes' button is at the bottom.

Apply 'save changes' (3)

Section II: Change/update your personal details

Edit your profile

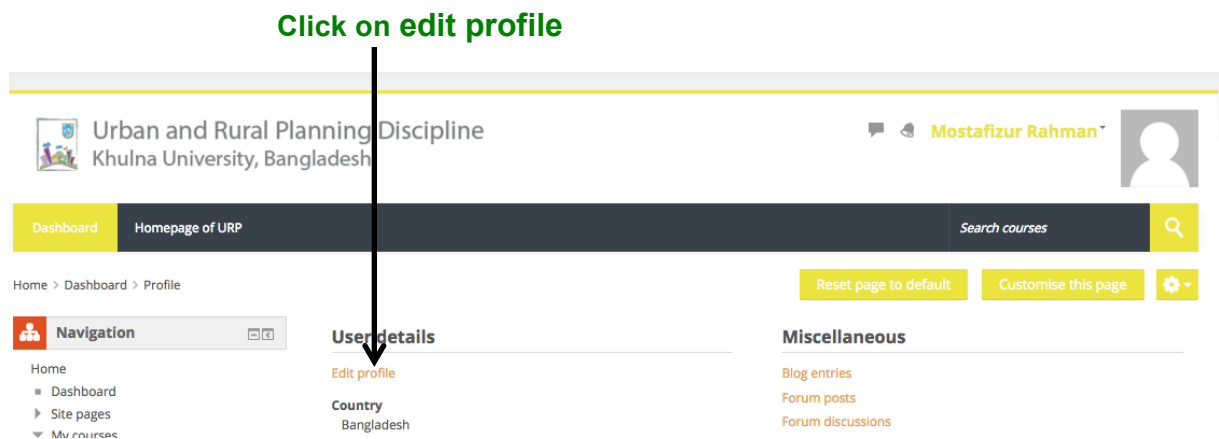
After signing into your account, you will see **your name on the top right hand side** of the screen.



Once you click on **your name**, a drop down menu will appear where you will find **'Profile.'** Click on the profile and you will see the user details.

Click on profile (2)

Click on **edit profile** to update your personal details.



Check your **personal details**, fill the additional information, and update your profile.

▼ General

First name * ← **Check and update**

Surname * ← **Check and update**


Email address * ← **Check and update**


Email display

City/town

Select a country ← **Check and update**

Timezone ← **Check and update**

Description ? 





Click on user picture and upload **your picture**.

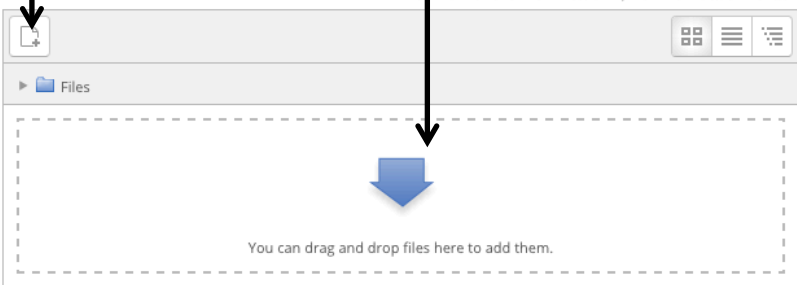
▼ User picture

Current picture None

New picture ? Maximum size for new files: 8MB, maximum attachments: 1

Click on add file → 

You can also use drag and drop → 

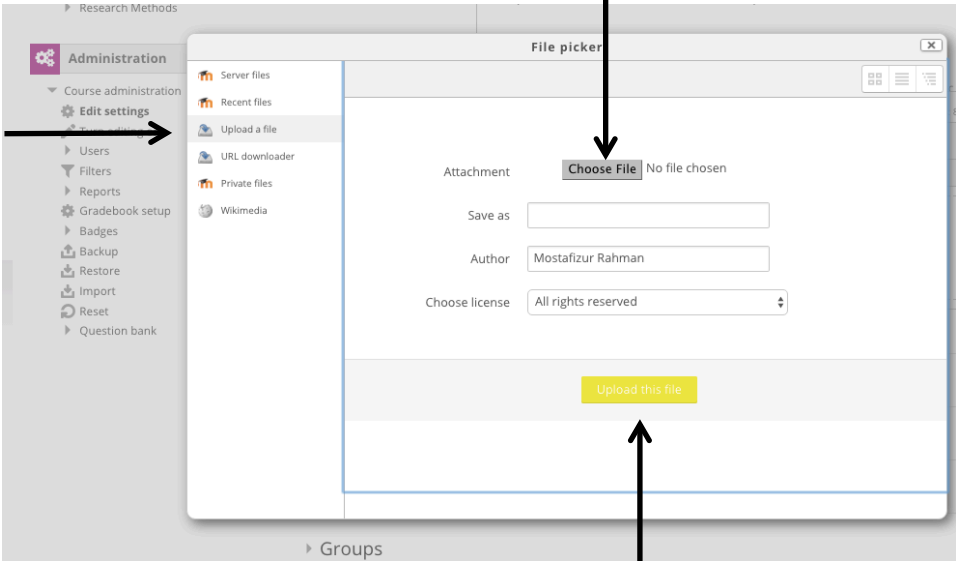


Picture description

Choose your picture from your **preferred location** and click on upload to add picture.

Click on choose file (2)

Select your preferred location (1)



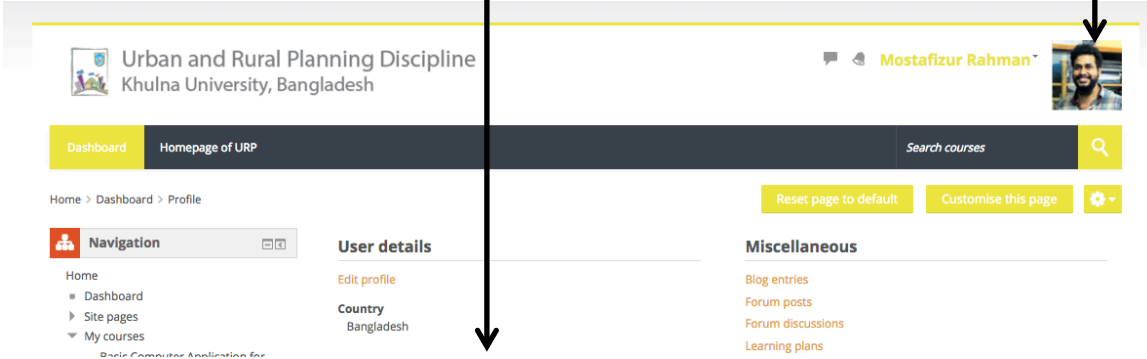
The screenshot shows a 'File picker' dialog box overlaid on a web application. On the left, a sidebar menu is visible with 'Administration' expanded. An arrow labeled 'Select your preferred location (1)' points to the 'Upload a file' option in the sidebar. The main area of the dialog shows a list of file sources: 'Server files', 'Recent files', 'Upload a file', 'URL downloader', 'Private files', and 'Wikimedia'. An arrow labeled 'Click on choose file (2)' points to the 'Choose File' button. Below this, there are input fields for 'Attachment', 'Save as', 'Author' (pre-filled with 'Mostafizur Rahman'), and a 'Choose license' dropdown (set to 'All rights reserved'). At the bottom, a yellow 'Upload this file' button is highlighted with an arrow labeled 'After selection of your picture, click on upload this file (3)'. The background shows a 'Groups' section of the application.

After selection of your picture, click on upload this file (3)

Once you will successfully upload your picture, you will see your smiling face and other details of your profile.

Details of your profile

Your picture



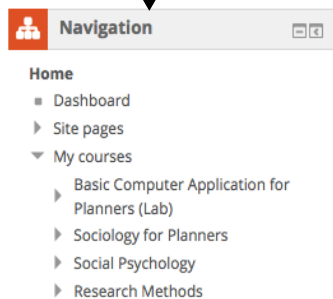
The screenshot displays a user profile page for 'Mostafizur Rahman' at 'Urban and Rural Planning Discipline, Khulna University, Bangladesh'. The page layout includes a navigation bar with 'Dashboard' and 'Homepage of URP', and a search bar. Below the navigation, there are three main sections: 'Navigation' (with links for Home, Dashboard, Site pages, and My courses), 'User details' (with links for Edit profile and Country: Bangladesh), and 'Miscellaneous' (with links for Blog entries, Forum posts, Forum discussions, and Learning plans). Two yellow buttons, 'Reset page to default' and 'Customise this page', are located above the 'Miscellaneous' section. An arrow labeled 'Details of your profile' points to the 'User details' section, and another arrow labeled 'Your picture' points to the user's profile picture.

Section III: Create your course profile

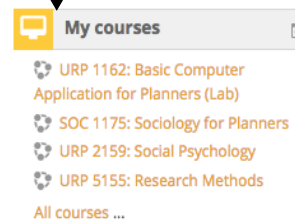
View the details of your registered course(s)

After signing into your account, you will see the name(s) of your registered course(s) under the 'My courses' section on both left and right sides of the screen. Also, in the **middle section under 'My courses,' you will find the details** such as course overview, objectives, and intended learning outcomes (ILOs) of each registered course.

Left side: Navigation window



Right side: Course window



Middle section: Details of course(s)

My courses

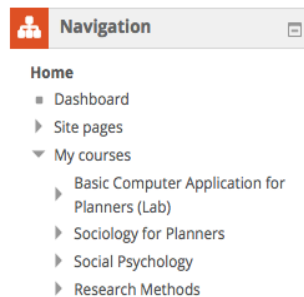
URP 1162: Basic Computer Application for Planners (Lab)

Course Overview

This course provides students with the essential concepts, principles, and techniques of computer application for preparing reports, data processing and report presentation. This

Select a course from 'my courses' in order to see the details. You can also see the details of any registered course by clicking on 'Click to enter this course' button under the end of each course details.

Select a course



Click on the 'Click to enter this course'

My courses

URP 1162: Basic Computer Application for Planners (Lab)

Course Overview

This course provides students with the essential concepts, principles, and techniques of computer application for preparing reports, data processing and report presentation. This course will mainly focus on the application of *Microsoft Office* tools to equip students for future writing and presentation requirements for completing the BURP program.

Course Objectives

This is an introductory course in computer applications. It will help students to develop skill to prepare report and presentations in computer aided form.

Intended Learning Outcomes (ILOs)

At the end of the course the students will be able to:

- Write report by using Microsoft Word;
- Prepare database using Microsoft Excel;
- Analyze database using Microsoft Excel;
- Understand mathematical computations;
- Present report using Microsoft Powerpoint.

Teacher: Md. Ahsanul Kabir, Mostafizur Rahman

[Click to enter this course](#)

Select a course



Once you enter into a course, you will see the details of a course designed either on weekly basis or on topic basis. The design of the course totally depends on the course teacher. **Do not get confused to see different designs for different courses.**

Course view: Weekly format

Urban and Rural Planning Discipline
Khulna University, Bangladesh

Dashboard Homepage of URP

Home > Courses > BURP (Bachelor program) > First Year > Term One > Architectural Drawings and Graphic Design (Studio)

1 January - 7 January

8 January - 14 January

Course view: Topic format

Home > My courses > Basic Computer Application for Planners (Lab)

Navigation

Home

- Dashboard
- Site pages
- My courses
 - Basic Computer Application for Planners (Lab)
 - Participants
 - Basics
 - Competencies
 - Grades
 - Introduction of the course
 - Computer Basics
 - Start Working with Microsoft Word

Details of the students and teacher(s) of a course

Also, you can see the list of the course participating students and the name of the course teacher(s) under the **'participants'** section of a course.