

Learning Management System (LMS) Manual

A Guidebook for the Teachers of Urban and Rural Planning Discipline

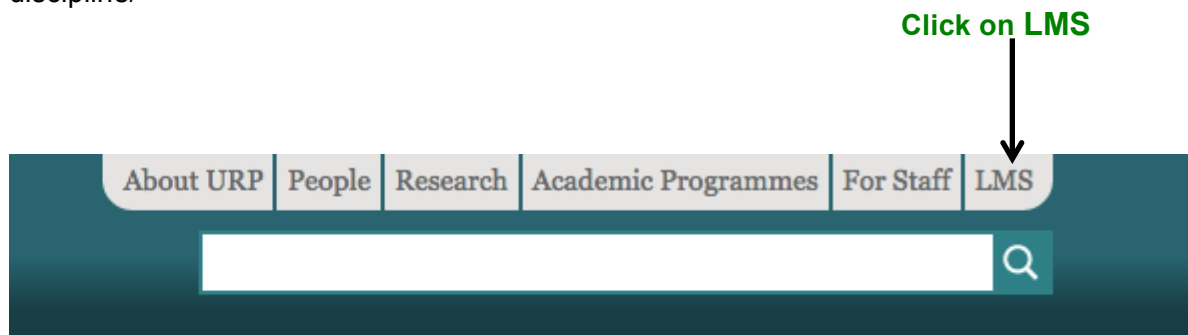
Section I: Accessing into the LMS of URP

Direct link

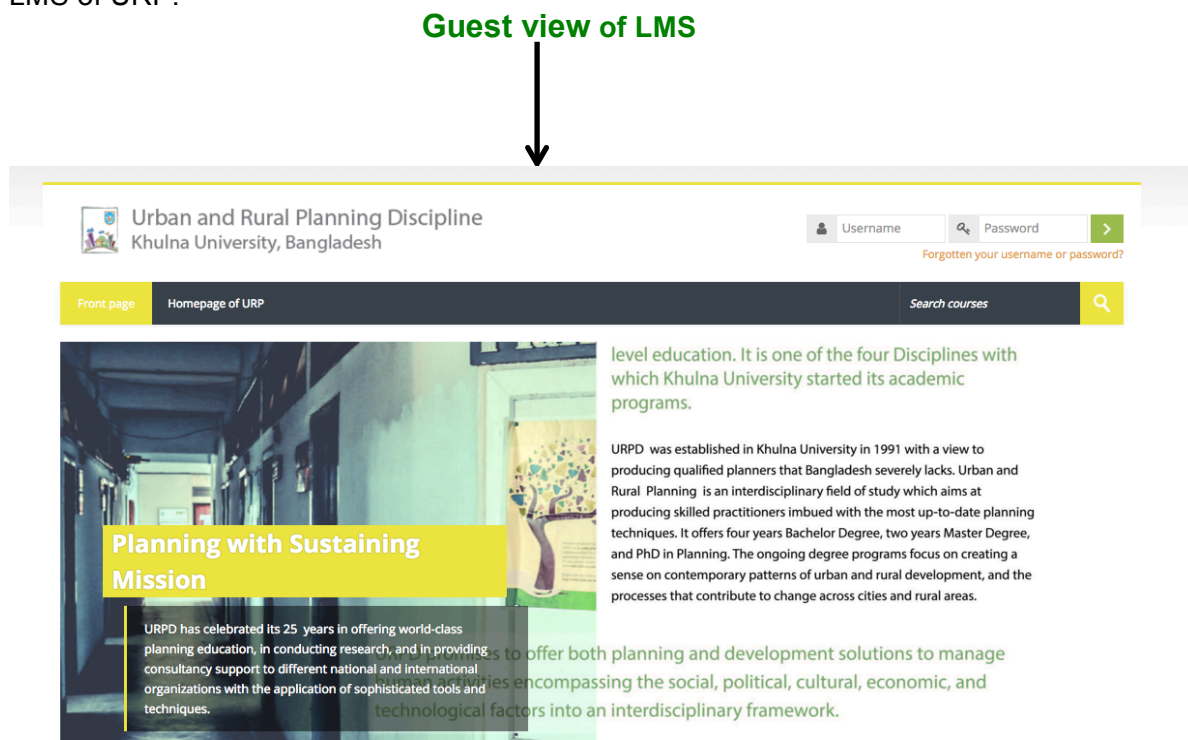
www.urpku.com

Link through the official website of URP

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



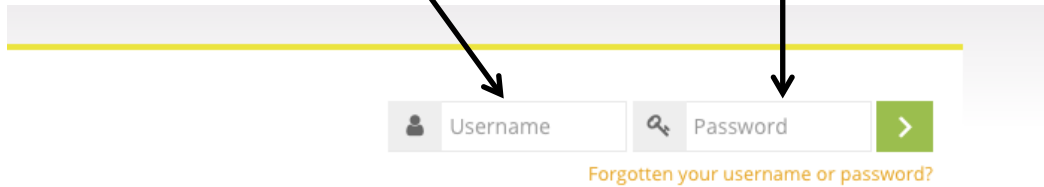
Once you type the direct address (www.urpku.com) in your web browser or click on LMS via the official website of URP (<http://ku.ac.bd/schools/science-engineering-technology-school/urban-rural-planning-discipline/>), you will get the **guest view** of LMS of URP.



Log into your account

Enter your personal email ID
without domain name (1)

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



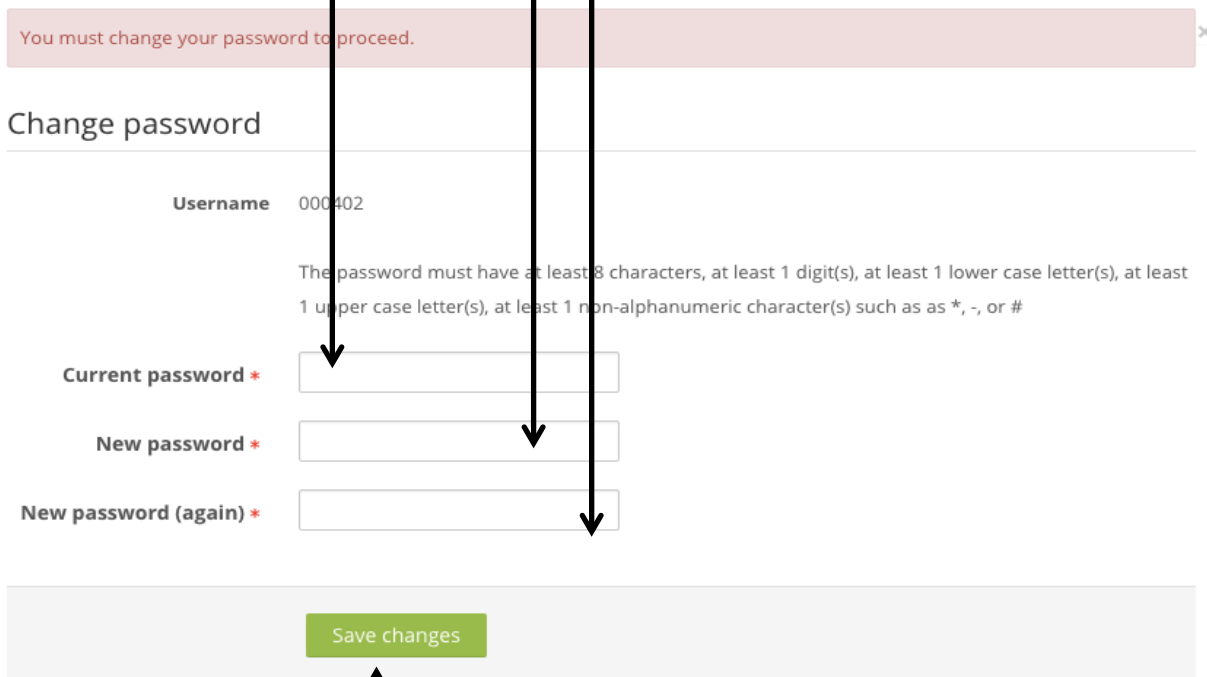
The login form consists of two input fields: 'Username' with a person icon and 'Password' with a magnifying glass icon. A green arrow points to the Username field, and another green arrow points to the Password field. Below the fields is a green button with a right-pointing chevron. Below the button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

Change your default password in your first log in

After logging into your account with your personal email ID without domain name such as urp_402 not urp_402@yahoo.com, 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)



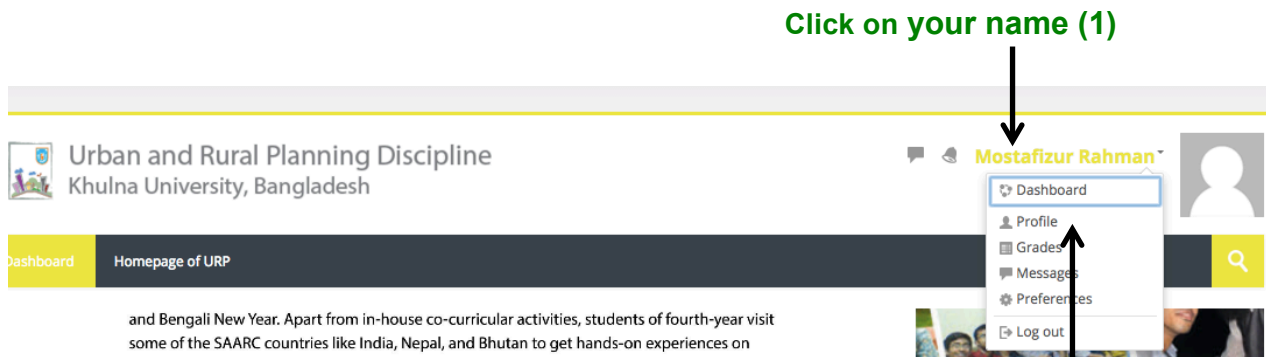
The 'Change password' form is displayed below a red notification bar that says 'You must change your password to proceed.' with a close button. The form title is 'Change password'. Below the title, the 'Username' field contains '000402'. A message states: 'The password must have at least 8 characters, 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 #'. There are three input fields: 'Current password *', 'New password *', and 'New password (again) *'. A green arrow points to the 'Current password' field, and two green arrows point to the 'New password' and 'New password (again)' fields. At the bottom of the form is a green 'Save changes' button.

Apply 'save changes' (3)

Section II: Change/update your personal details

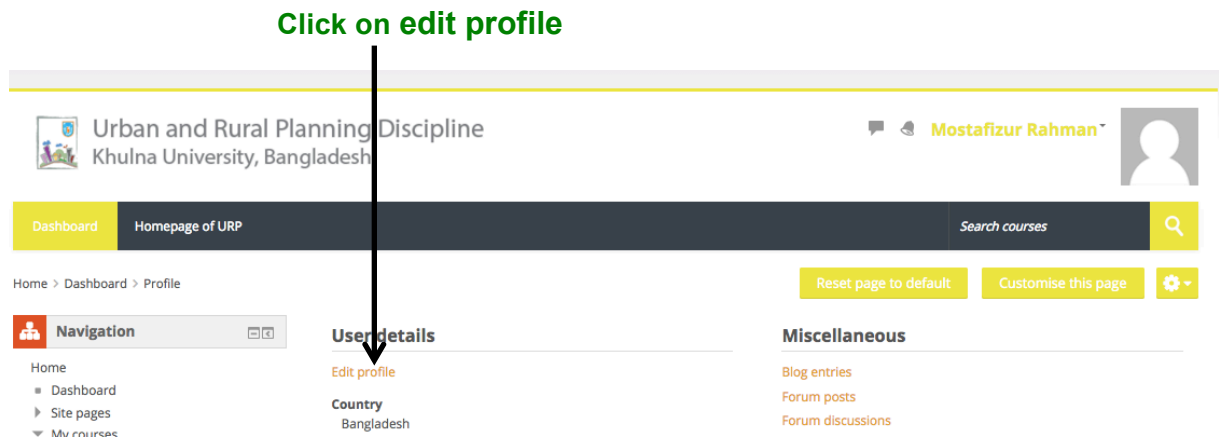
Edit your profile

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 **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**.

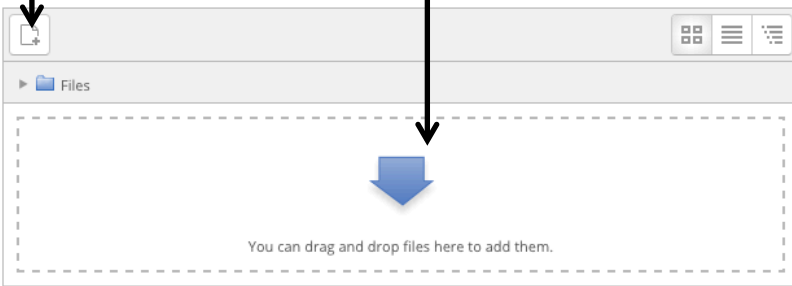
Click on add file

You can also use drag and drop

▼ User picture

Current picture None

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

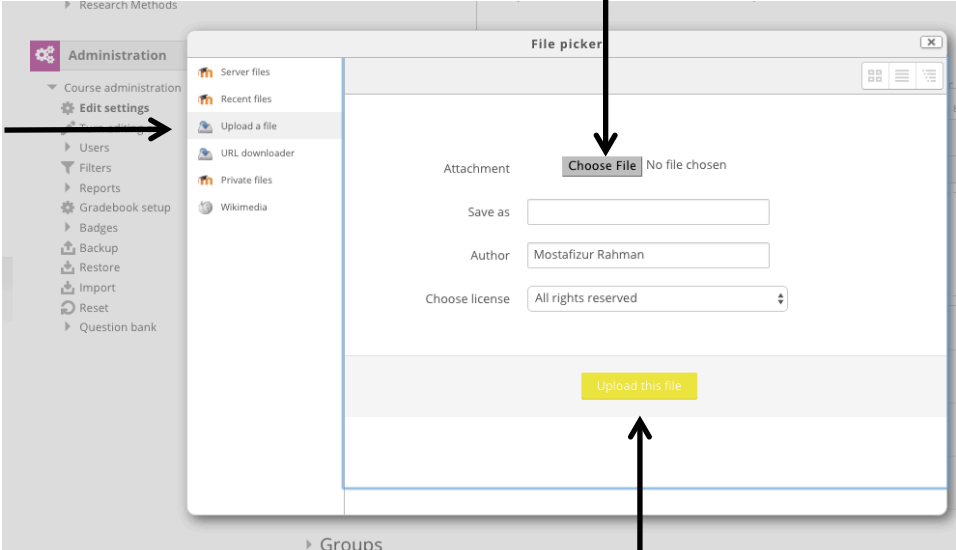


Picture description

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

Select your preferred location (1)

Click on choose file (2)

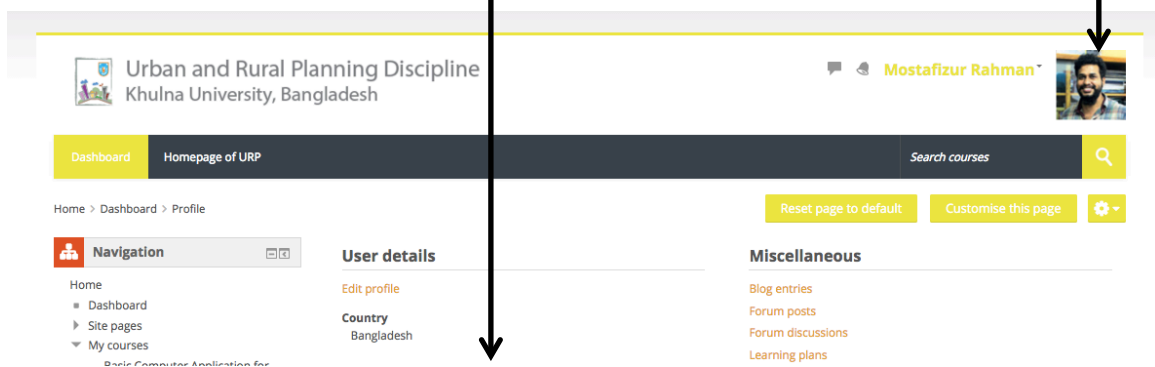


After selection of your picture, click on upload this file (3)

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

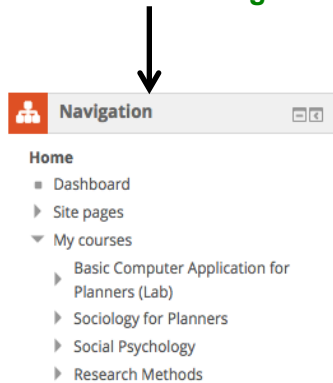


Section III: View your course profile

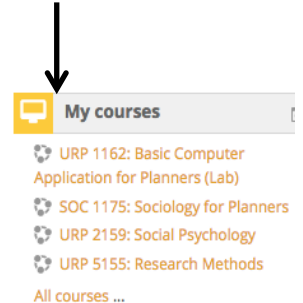
View the details of your registered course(s) and participants

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

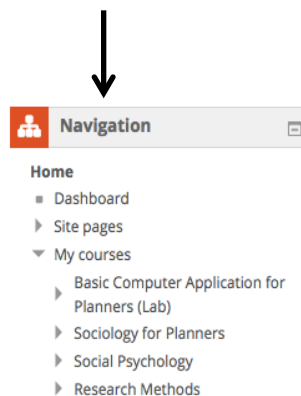
URP 1162: Basic Computer Application for Planners (Lab)

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)

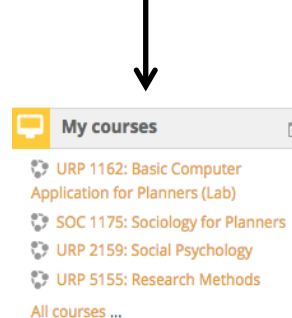
At the end of the course the students will be able to:

- 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

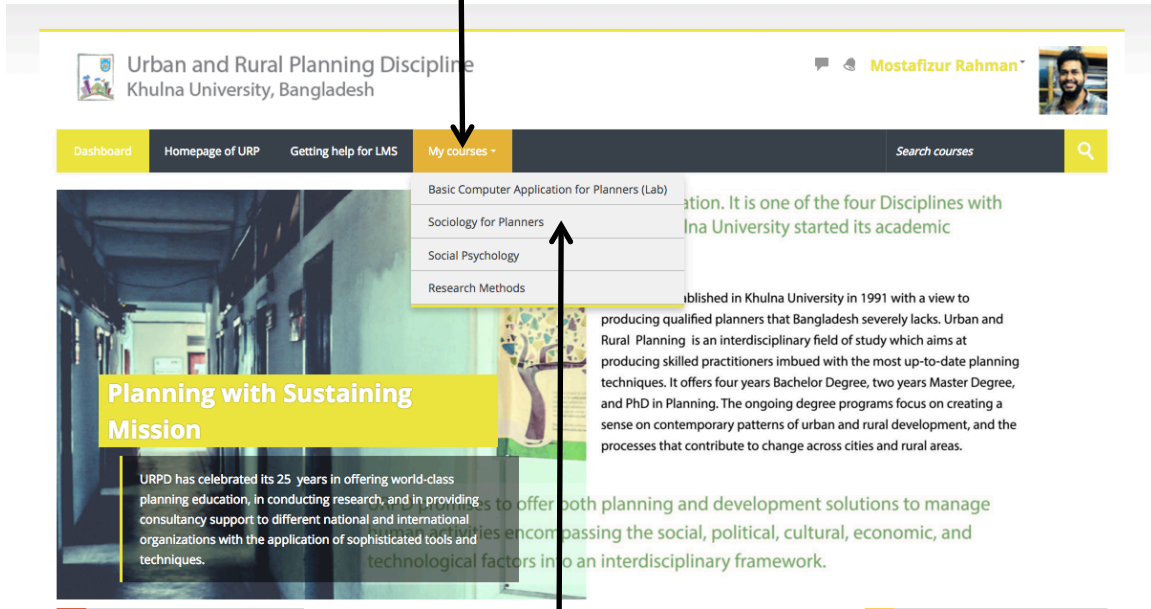
[Click to enter this course](#)

Select a course



You can also use 'My courses' drop down menu located on the menu bar to see your courses. To see the details of any course, please click on that course.

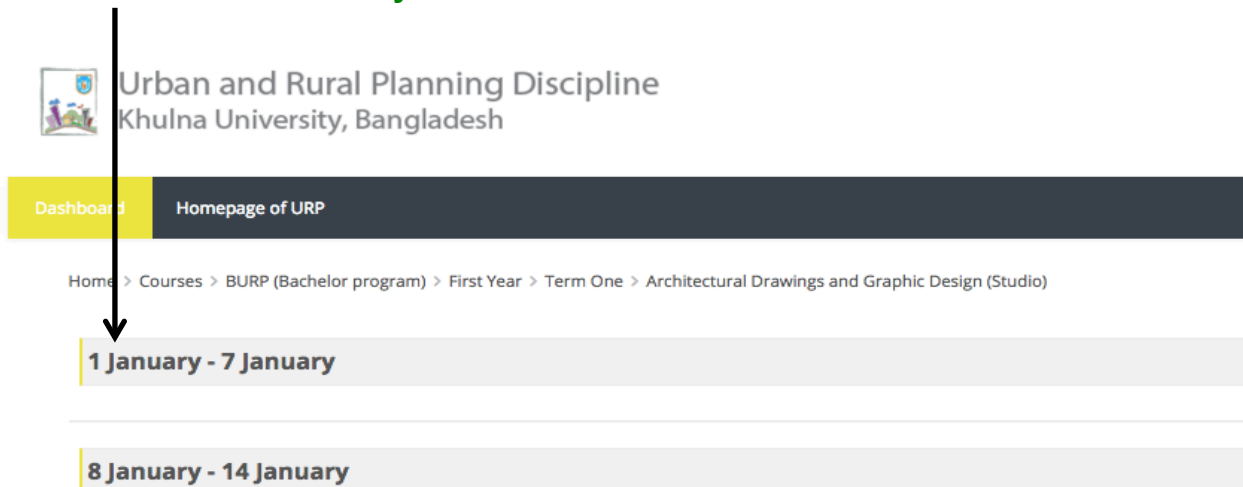
'My courses' menu to access all of your courses (1)



Click on any course to see the details (2)

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 any course totally depends on the course teacher. **Do not get confused to see different designs for different courses.**

Course view: Weekly format



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

Introduction of the course

Discussion on the course, topics that will be covered, expected engagement, computer lab and infrastructure of the discipline, assessments, suggested learning resources.

Computer Basics

Operating system, applications, software

Start Working with Microsoft Word

• Creating a Document (Working with 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.

Once you click on the **'participants'**, you will see the names of both teachers and students.

See students and teachers in different courses

Navigation

- Home
 - Dashboard
 - Site pages
- My courses
 - Basic Computer Application for Planners (Lab)
 - Sociology for Planners
 - Social Psychology
 - Participants
 - Course blogs
 - Notes
 - Mostafizur Rahman
 - Badges
 - Competencies
 - Grades
 - Recommended References
 - Introduction to Social Psychology
 - Schemas and Prototypes
 - Motive
 - Attitudes
 - Conformity and Social Change
 - Prejudice
 - Interpersonal Attraction and Sensitivity
 - Relationship

Participants

My courses Inactive for more than User list

Social Psychology Select period Brief

Current role All participants

All participants: 30

First name All
Surname All

Page: 1 2 (Next)

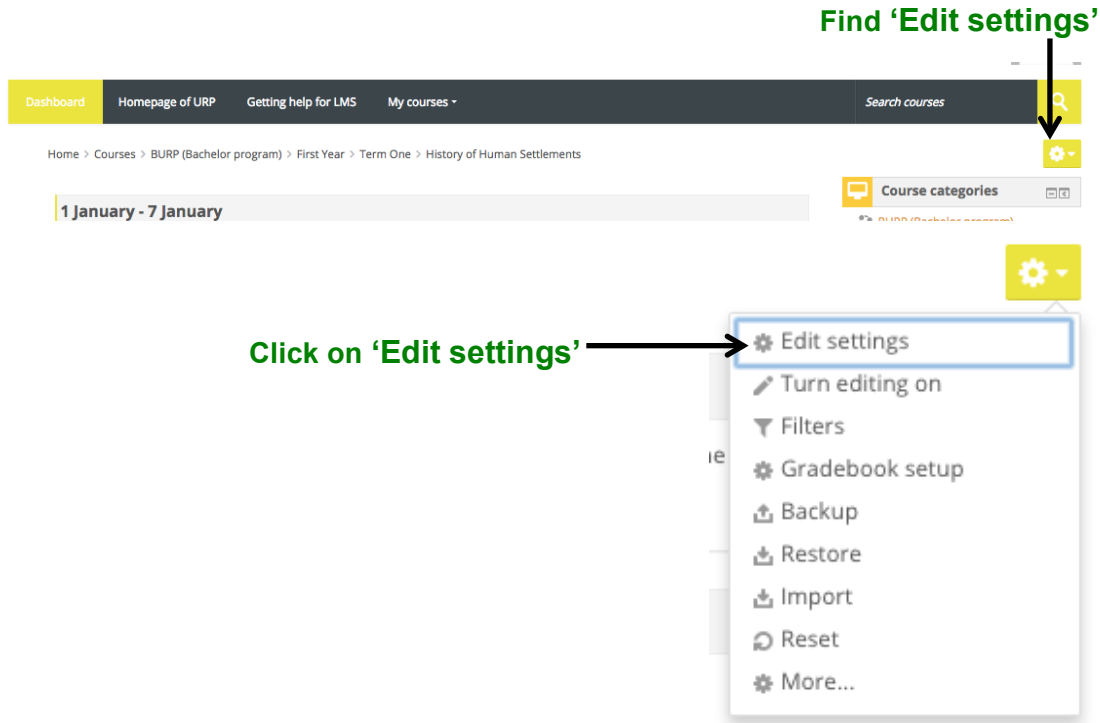
User	First name	Email address	City/town	Country	Last access to course
<input type="checkbox"/>	 Mostafizur Rahman	urp_402@yahoo.com		Bangladesh	2 sec
<input type="checkbox"/>	 Md. Rezaul Karim	rkarim1960@yahoo.com			13 hour: 51 mins
<input type="checkbox"/>	 Farhan Rahman	Farhanayon201@gmail.com	Dhaka, Khulna	Bangladesh	7 day 12 hour:

Click on any participant to see his/her details

Section IV: Design your course profile

Edit the details of your registered course(s)

Once you enter the detailed view of a course, you will find your course format on **weekly basis (by default)**. **But you can change that to topic basis from course format option**. In order to change the design of your course, you need to select the **'Edit settings'** which is on the right hand side of the screen (under the yellow drop down list).



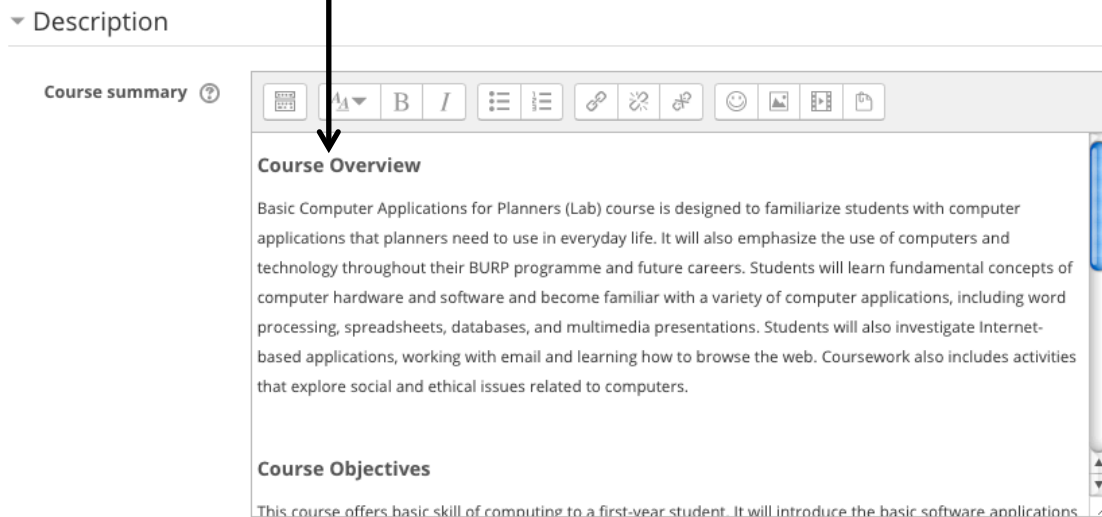
Edit course settings

▼ General

Course full name *	<input type="text" value="URP 1162: Basic Computer Application for Planners (Lab)"/>	← Check and update
Course short name *	<input type="text" value="Basic Computer Applicati"/>	← Check and update
Course category	<input type="text" value="Term One"/>	← Check and update
Course visibility	<input type="text" value="Show"/>	← Check and update
Course start date	<input type="text" value="1"/> <input type="text" value="January"/> <input type="text" value="2018"/>	← Check and update
Course end date	<input type="text" value="30"/> <input type="text" value="June"/> <input type="text" value="2018"/> <input checked="" type="checkbox"/> Enable	← Check and update

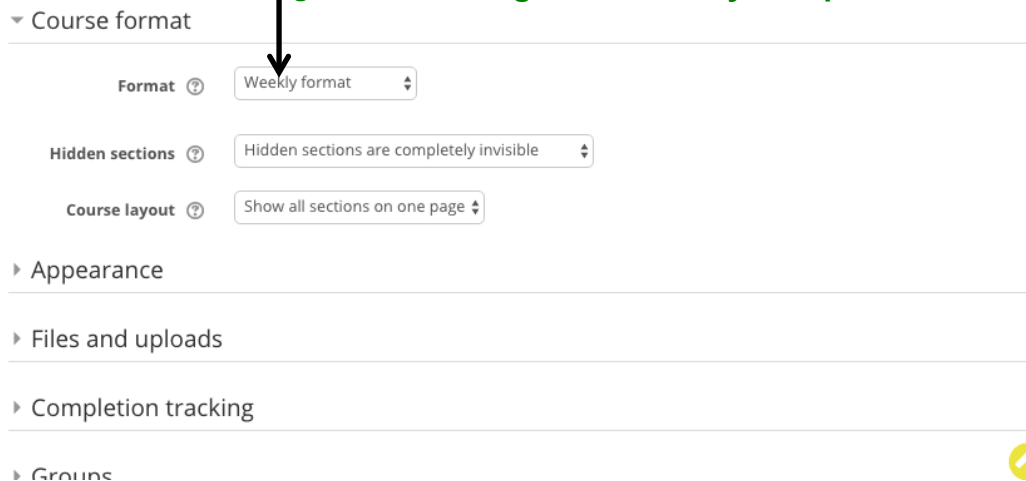
In the **'Description'** section, you can add the **course summary, course objectives, intended learning outcomes (ILOs), and other necessary details.**

Add course summary, course objectives, and ILOs



In the **'Course format'** section, you can change the **course format from weekly to topic, and topics to weekly.**

Change course design from weekly to topics

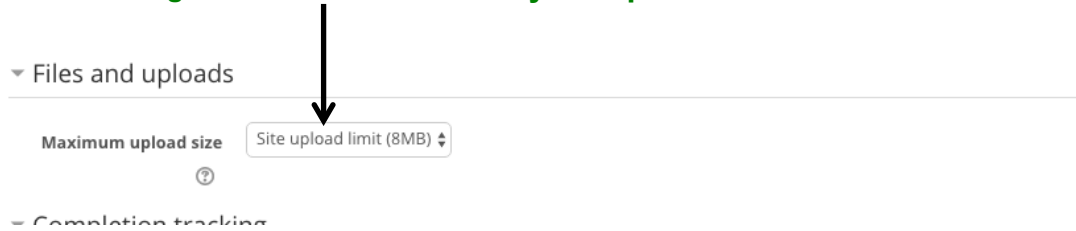


Change course design from topics to weekly



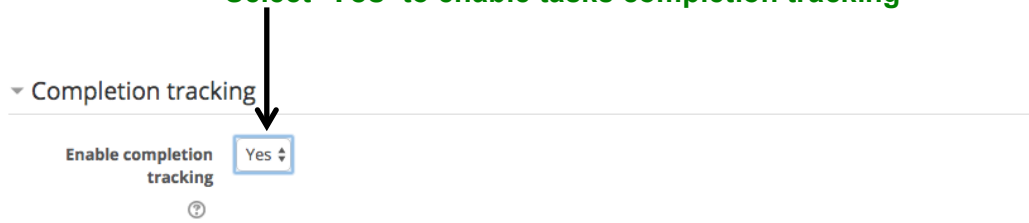
You can select the maximum size of your upload documents through ‘ **Files and uploads**’ section.

Click to change the maximum size of your uploaded documents



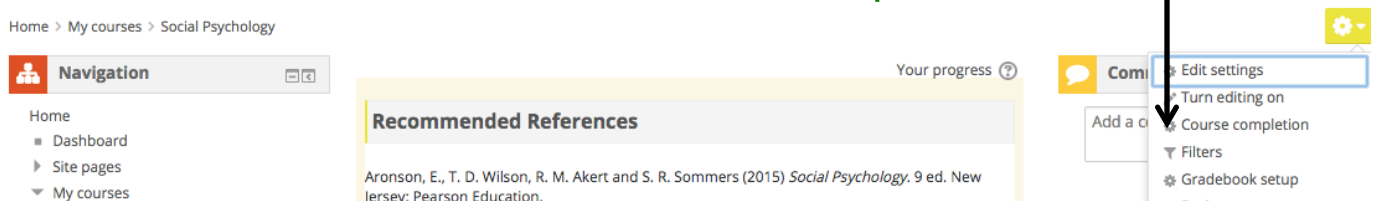
In order to track the completion of tasks by the students, you need to select ‘Yes’ in completion tracking section.

Select ‘Yes’ to enable tasks completion tracking



Once you select the course completion tracking, you need to **setup the course completion criteria from course edit menu (under yellow drop down list).**

Click on ‘Course completion’ to setup the criteria



Edit the topics / contents of your registered course(s)

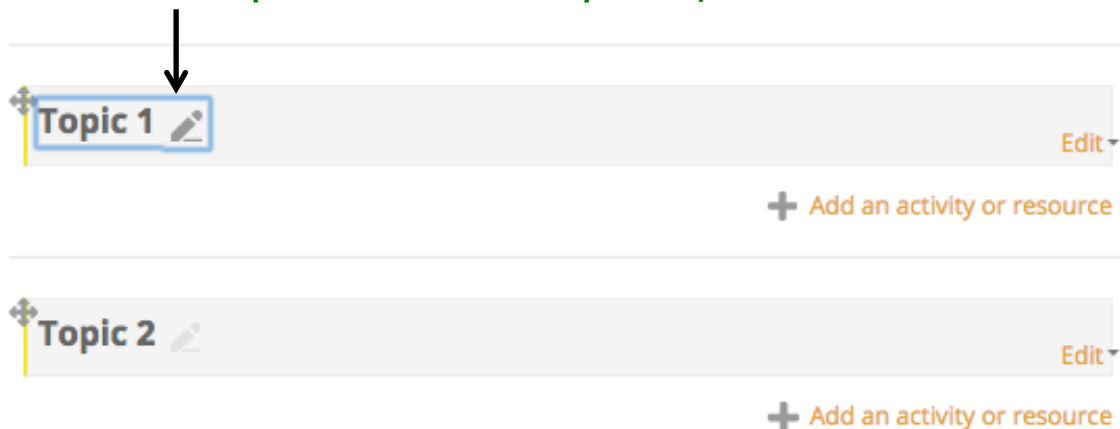
To edit/ enter the details of topics or weekly lecture schedule, you need to select the **Turn editing on** from course edit menu (under yellow drop down list).

Select 'Turn editing on'

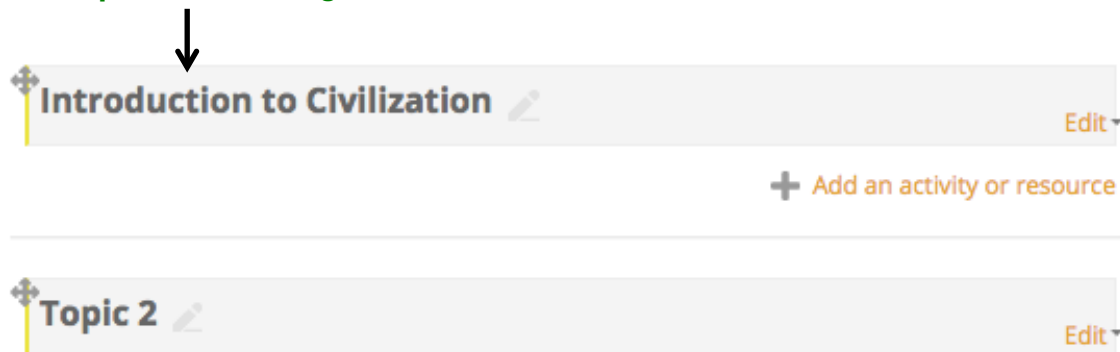


Once you turn editing on, you are ready to edit the topics name. To change the topics name, you will need to **click on topics numbers such as Topic 1, Topic 2**. Write down your desired topic name and press Enter when finished.

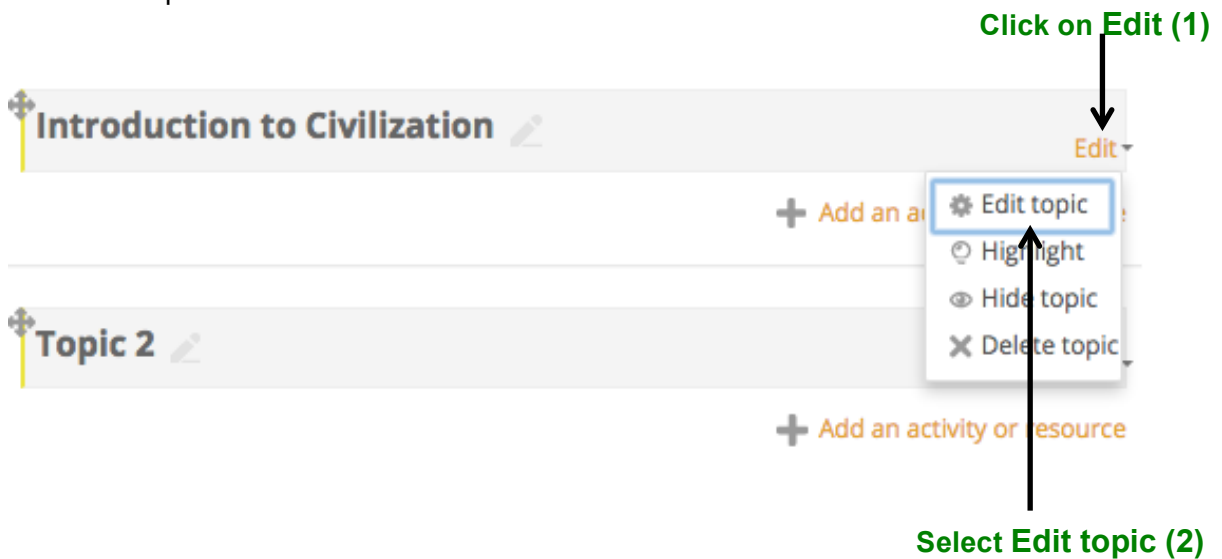
Click on Topic 1 to rename the topic and press Enter



Topic 1 after change

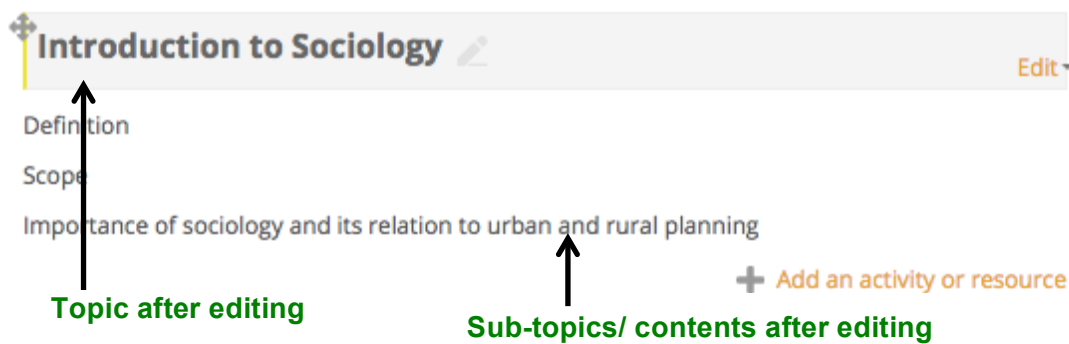
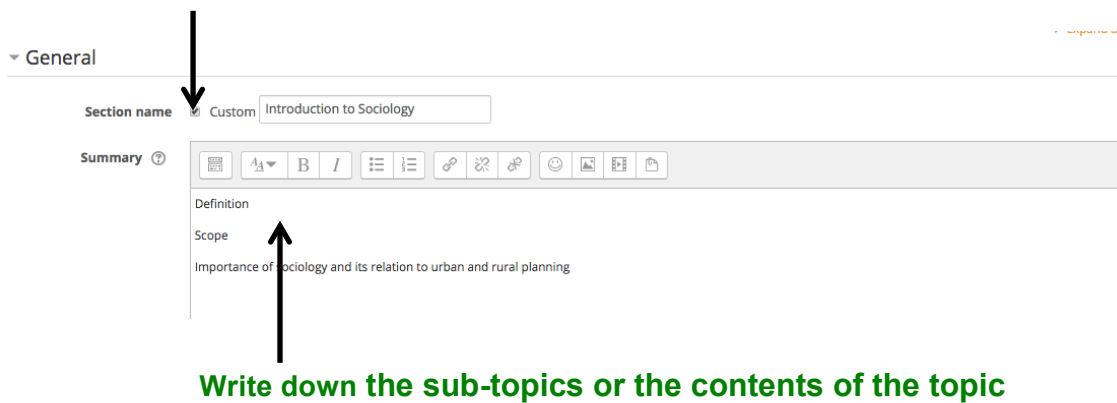


You can also edit each topic by clicking on the edit drop down menu, and then selecting the Edit topic.

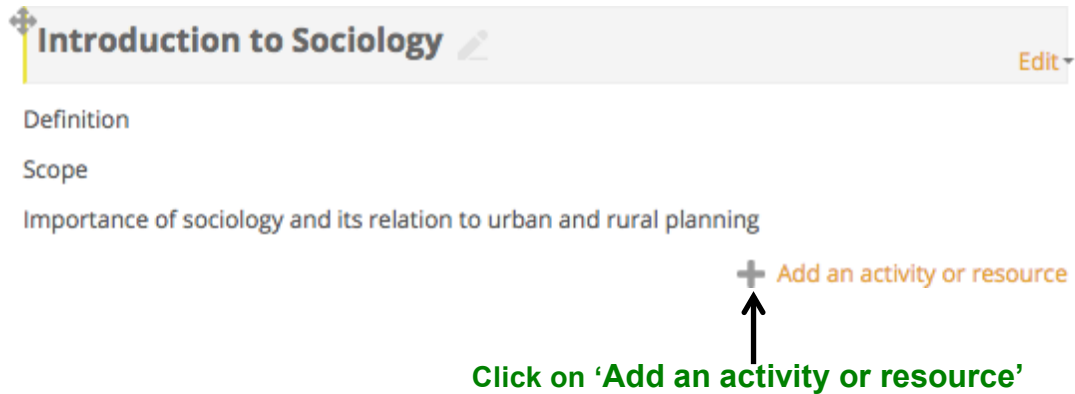


You need to enable custom name section, and then write your desired name for that topic. You can also add sub topics or the contents of that topic in summary section.

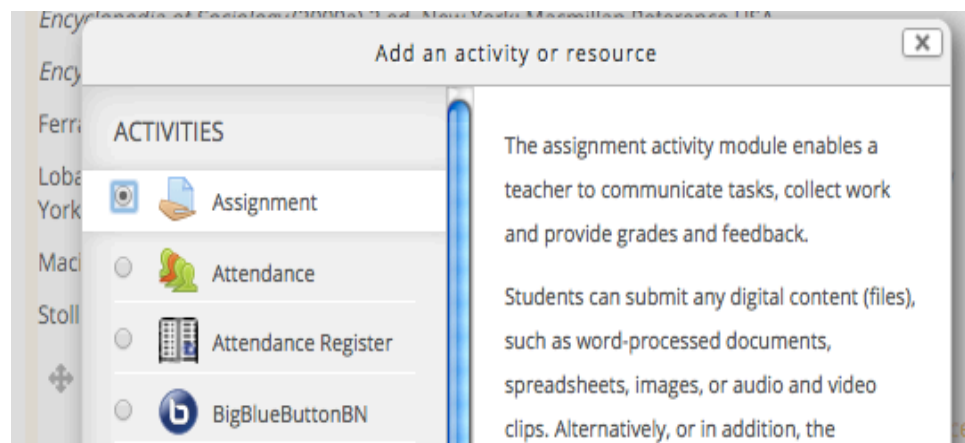
Enable Custom to write your desired topic name



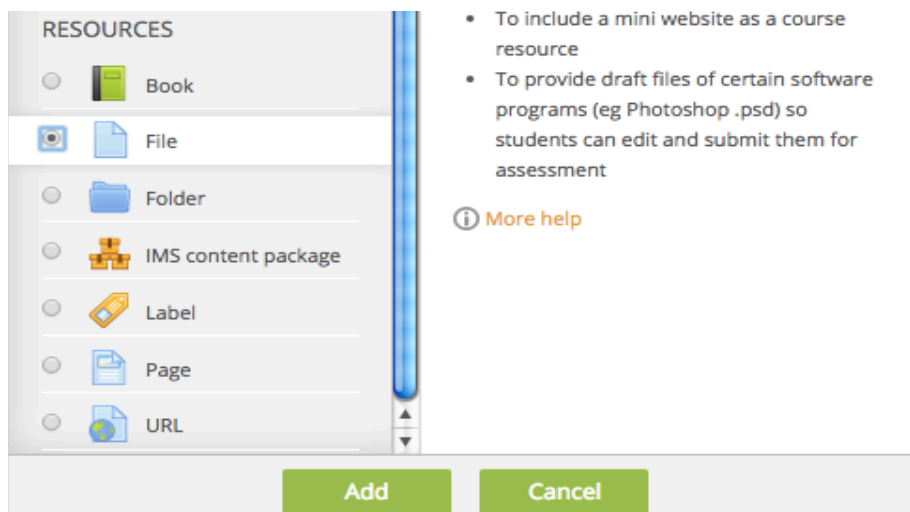
If you want to upload any course materials or add an assignment relevant to a topic, you need to click on the **'Add an activity or resource'** section of that topic. Once you click on that , you will see **two sections- 'Activities' and 'Resources.'**




If you want to **add any assignment, attendance, or quiz**, select that from **'Activities'** list.







If you want to **add/upload any lecture materials, scanned documents or website links** relevant to a topic, select that from **'Resources'** section.




After selecting the types of activities or resources, you need to **click on Add** to display those items in your topic.


Schemas and Prototypes  Edit

Steps of forming impressions of people
Schemas and Categories- categories and prototypes, and categories and stereotypes




 Class test 1  Edit  


 Add an activity or resource

Added activity within a topic

Interpersonal Attraction and Sensitivity  Edit




Understanding attraction
Factors of liking- proximity, familiarity, similarity, and social matching



 Lecture 1: Interpersonal Attraction  Edit 


 Add an activity or resource

Added resource within a topic

Hogg, M. A. and G. M. Vaughan (2010) *Essentials of Social Psychology*. Harlow: Pearson Education Limited.
Kassin, S., S. Fein and H. R. Markus (2014) *Social Psychology*. 9 ed. Belmont: Wadsworth.
Myers, D. G. and J. Twenge (2012) *Social Psychology*. 11 ed. New York: McGraw-Hill.

 Attendance to this course  Edit 

 Online Activities of Users to Social Psychology  Edit

 Add an activity or resource

Added activity within a course

Section V: Design course attendance and gradebook

Set up course(s) attendance

Attendance for the course :: URP 2159: Social Psychology

Sessions				
Add session Report Export Status set Temporary users				
All All past Months Weeks Days				
#	Date Time	Type	Description	Actions
1	Tue 16 Jan 2018 12AM	All students	Regular class session	<input type="checkbox"/>
2	Tue 23 Jan 2018 12AM	All students	Regular class session	<input type="checkbox"/>

Set up course(s) gradebook

Gradebook setup

Gradebook setup

Name	Weights	Max grade	Actions	Select
Gradebook for Social Psychology		-	Edit	All / None
Attendance 10%	<input checked="" type="checkbox"/> 10	-	Edit	All / None
Attendance to this course	<input checked="" type="checkbox"/> 100.0	100.00	Edit	<input type="checkbox"/>
Attendance 10% total Include empty grades.		100.00	Edit	
Class Test 30%	<input checked="" type="checkbox"/> 30	-	Edit	All / None
Class test 1	0.0	100.00	Edit	<input type="checkbox"/>
Class Test 2	0.0	100.00	Edit	<input type="checkbox"/>
Class Test 3	0.0	100.00	Edit	<input type="checkbox"/>
Class Test 30% total Weighted mean of grades. Include empty grades.		100.00	Edit	
Final Exam 60%	<input checked="" type="checkbox"/> 60	-	Edit	All / None
Final Exam 60% total Simple weighted mean of grades. Include empty grades.		100.00	Edit	
Course total Include empty grades.		300.00	Edit	

Save changes