

# User Manual

**Learning Management System**

**COMSATS Virtual Campus**



**VIRTUAL CAMPUS**

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The Learning Management System (LMS) provides functionality that can be used by faculty members and students to facilitate classroom and distance learning in a web-based environment.

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 Main Menu bar

#### 1. LMS Home:

This is the home page of the CIIT Virtual Campus LMS. You can always come back to the home page by clicking on the CIIT Virtual Campus logo at the top or by clicking the LMS Home link on top right of the screen.

#### 2. About LMS:

This page gives you a brief introduction about Learning management system, the features of LMS for faculty and students and what to expect inside the LMS.

#### 3. Contacts:

Facing a problem? Or need to contact someone? This page takes you there. It lists down various addresses for contacting COMSATS or CIIT Virtual Campus personnel. There is a map at the end of the page that pin points the location of the campus.

#### 4. Login LMS:

In order to access all the features of the LMS, you need to log in the system. You don't need to register for the LMS, it is automatically created when you enroll in the university.

### Useful Links

This section lists all the links that will come handy to you.

#### 1. Workshops and events

News and other information about workshops and important events are listed here.

#### 2. Free Software

Being an employee or student of COMSATS, you can purchase software from here at a much discounted price. All the major software which you will find essential during studies is listed here for your convenience.

#### 3. Course catalog

This is a single point of contact for the faculty and staff of CIIT. This Portal facilitates them in find scheme of studies, list of courses and course contents.

#### 4. E-Learning resources

Online learning resources gathered in one place.

#### 5. COMSIAN Alumni

A platform for all COMSATS university graduates where they can learn about ongoing events, gatherings, conferences, annual dinners, etc.

#### 6. CIIT main website

This link takes you to the COMSATS University Islamabad campus website.

## Online resources

### 1. Student Handbook

A how-to guide for the LMS

### 2. Academic Calendar

A link to a complete schedule of holidays, events, exams etc. of the current semester

### 3. Lecture Schedule

A weekly timetable that displays all the lectures scheduled during that week.

### 4. Lecture Videos

A quick link to all of the uploaded video lectures delivered by the faculty

### 5. HEC Digital Library

This link takes you to the HEC Digital Library. It is a gateway to international scholarly literature based on online delivery, providing access to high quality, peer-reviewed journals, databases, articles and e-Books across a wide range of disciplines.

### 6. Email

If you have an email account of COMSATS University, clicking this link will take you to the respective login page.

## Help

If you need some kind of help regarding LMS, an email, a phone number and the timings are listed.

## Latest News

All the latest news about events, achievements, notices etc. are displayed in this section with the upcoming events displayed first followed by rest of them.

OnlineStudent/Account/Login.aspx?page=DLq5ic5OD4y8F83kWWIVNmorf4wEeLEEHUwMEY1yFqTU0NA2CICHOaioCco0Xzdc5xjOvufgX7Dg6X4TQkeCw2+nd0CoulTKgzE0J/IROLxRCHPbynLD2kd7piNM

This is login page for students. You need to log in so, as to unlock and access all the features of the LMS. You can come to this page by clicking on **Login LMS** on the top right corner of the home screen.

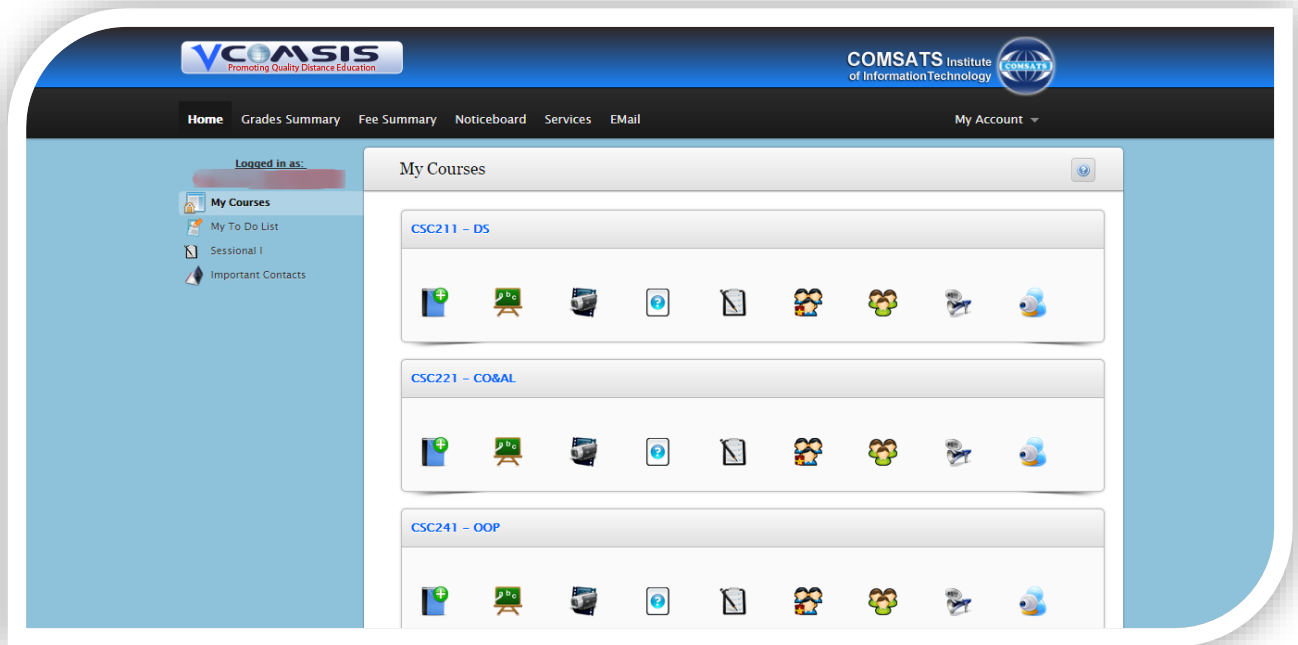
### Login ID

First, select the **session** in which you are enrolled from the drop down list, and then select your degree program followed by the roll no. These three parts make up the login id.

### Password

Then enter the password and click on Login to continue. Entering a wrong password or login id will result in an error message.














## The Menu Bar

### 1. Home Tab

This is the home page of the student portal. Student can always come back to this page by clicking Home tab in the Menu Bar or by clicking on My Home in the personalized panel on the left.

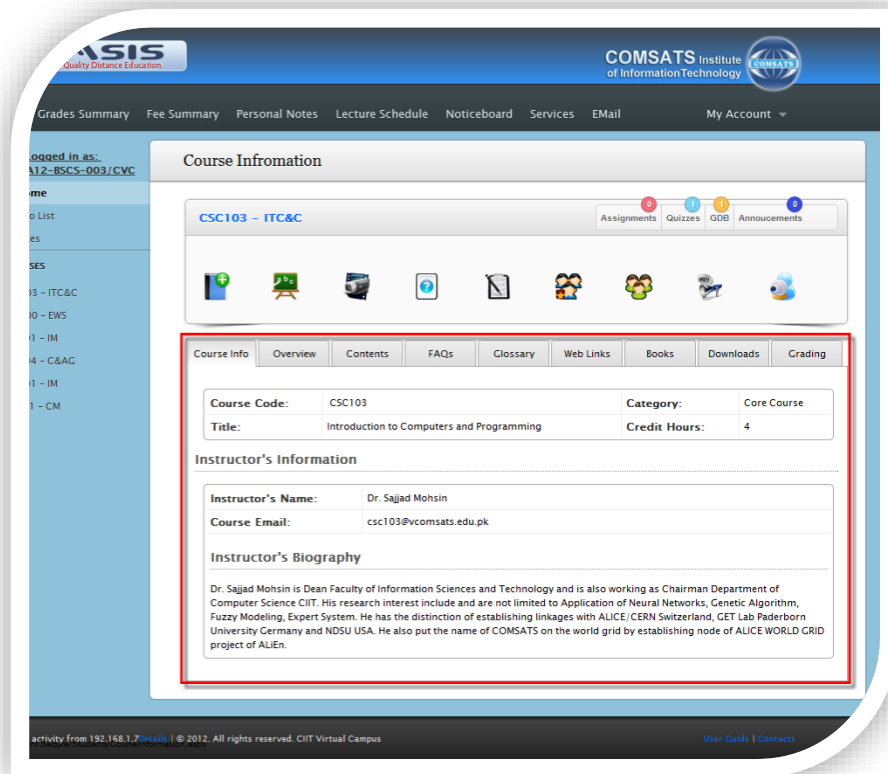
- i. **Welcome Note** This is your home page. At the top, a welcome note is displayed followed by the IP with which the system was logged on. After that a Login History link is provided that takes you to a page where Login Date, Login IP and status whether the login was successful or not is displayed.
- ii. **Course Panels** After the welcome note, panels are displayed for each course for which you are registered. Each panel includes links and some notifications each of which are discussed below.

Icons	Description/Detail
	<b>Course Information Icon</b>
	<p>As the name indicates, clicking on this icon takes you to the course information page. It is discussed in detail below.</p>
	<b>Lessons Icon</b>
	<p>This icon takes you to the lessons page. This page lists all the lessons of the associated course along with downloadable files, if there are any. It is discussed in detail below.</p>
	<b>Video Lessons Icon</b>
	<p>This icon takes you to the Video Lessons page. This page lists only the video lessons of the associated course. It is discussed in detail below.</p>

	<b>Quizzes Icon</b> Clicking on this icon takes you to the quizzes page that contains all information, schedule, submission date etc. of quizzes. It is discussed in detail below.
	<b>Assignments Icon</b> This icon links to the assignments page that contains all the respective information about assignments. It is discussed in detail below.
	<b>GDB Icon</b> This is the Graded Discussion Board Icon. This icon takes you to the GDB page where all previous, new topics/areas/questions are displayed. It is discussed in detail below.
	<b>MDB Icon</b> This is the Moderated Discussion Board Icon. Clicking on this icon takes you to the MDB page where questions and queries are displayed. It is discussed in detail below.
	<b>Announcements Icon</b> This icon links to the Announcements page where all announcements are made. It is discussed in detail below.
	<b>Live Session Icon</b> This icon takes you to the page where all live sessions are held. Live sessions are like face-to-face discussions where you can ask or respond to question and queries, collaborate with other team members and do other tasks. It is discussed in detail below.

## Detail of Icons

### 1. Course Information Icon

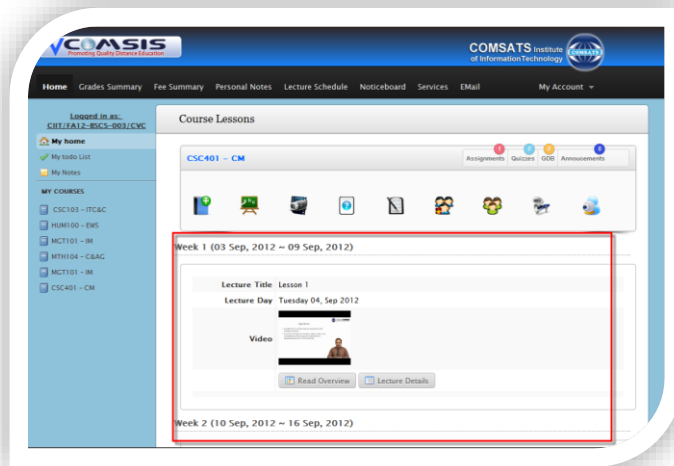


Clicking on the Course Information icon takes you to the Course Information page. This page contains the following tabs

- **Course Info**  
This tab contains the basic course information i.e. course code, course title, category and credit hours. It also contains a brief description of the course instructor.
- **Overview**  
This tab contains overview of the course in question. It gives you a quick insight of what the course is all about.
- **Contents**  
The course outlines are listed here in this tab.

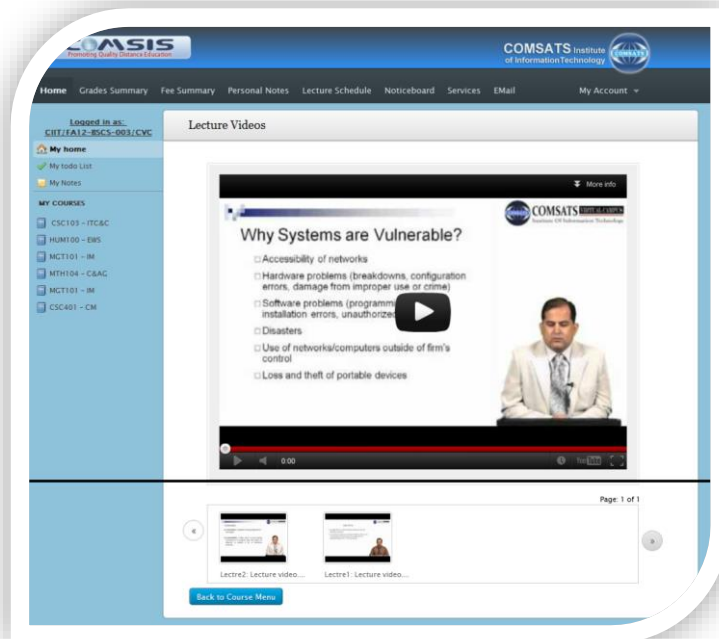
- **FAQs**  
Any commonly asked questions or queries related to the course are displayed here.
- **Glossary**  
Course related terms with a brief description making up a small dictionary are displayed in this tab.
- **Web Links**  
Links of online resources like books, websites, journals etc. that are related to the course or lecture are listed here.
- **Books**  
This tab contains the names or links to the books that are to be followed during the semester. It also contains names/links to other reference books that might complement the main book and be helpful in understanding the concepts of the course.
- **Downloads**  
Any downloadable material associated with the course or lectures is provided here for your convenience.
- **Grading**  
The grading criteria and the division of total marks of the course are displayed here.

## 2. Lessons Icon



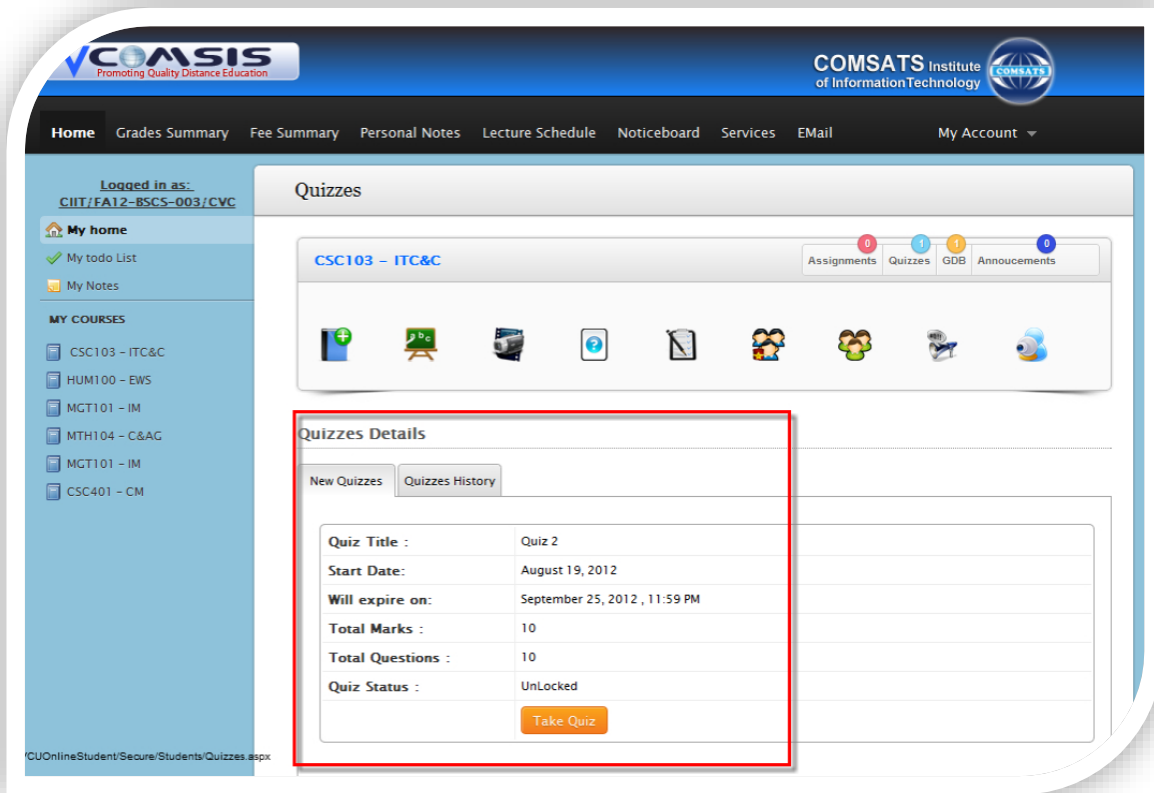
This icon takes you to the Course Lessons page. Here on this page all the delivered lectures along with lecture description and downloadable files (if any) are displayed.

## 3. Video Lessons Icon



Clicking this icon takes you to the Lecture Videos page. This page displays all the videos associated of the course.

#### 4. Quizzes Icon



Clicking on this icon takes you to the quizzes page. This page contains two tabs

- **New Quizzes tab**

The new quizzes tab displays an unexpired quiz (if any) with other related information like total marks, total questions etc.

- **Quizzes History tab**

The quizzes history tab displays all the older quizzes. Each quiz has a name, start and end date, whether you attempted or not, score you achieved and total marks of the quiz.

## 5. Assignments Icon

COMSATS Institute of Information Technology

Home Grades Summary Fee Summary Personal Notes Lecture Schedule Noticeboard Services Email My Account

Logged in as: CIIT/FA12-BSCS-003/CYC

My home

- My todo List
- My Notes

MY COURSES

- CSC103 - ITC&C
- HUM100 - EWS
- MGT101 - IM
- MTH104 - C&AG
- MGT101 - IM
- CSC401 - CM

Assignments

CSC103 - ITC&C

Assignments Quizzes GDB Announcements

Assignments Details

New Assignments Assignments History

S#	Assignment Title	Due Date	Marks	File Type	Download	Submit
1	Define Structures and classes	Sep 27, 2012	10	PDF	Download	Submit Assignment

/CUOnlineStudent/Secure/Students/Assignments.aspx

Clicking on the Assignments icon takes you to the Assignments page which has all the related information regarding assignments. It has the following two tabs.

- **New Assignments tab**

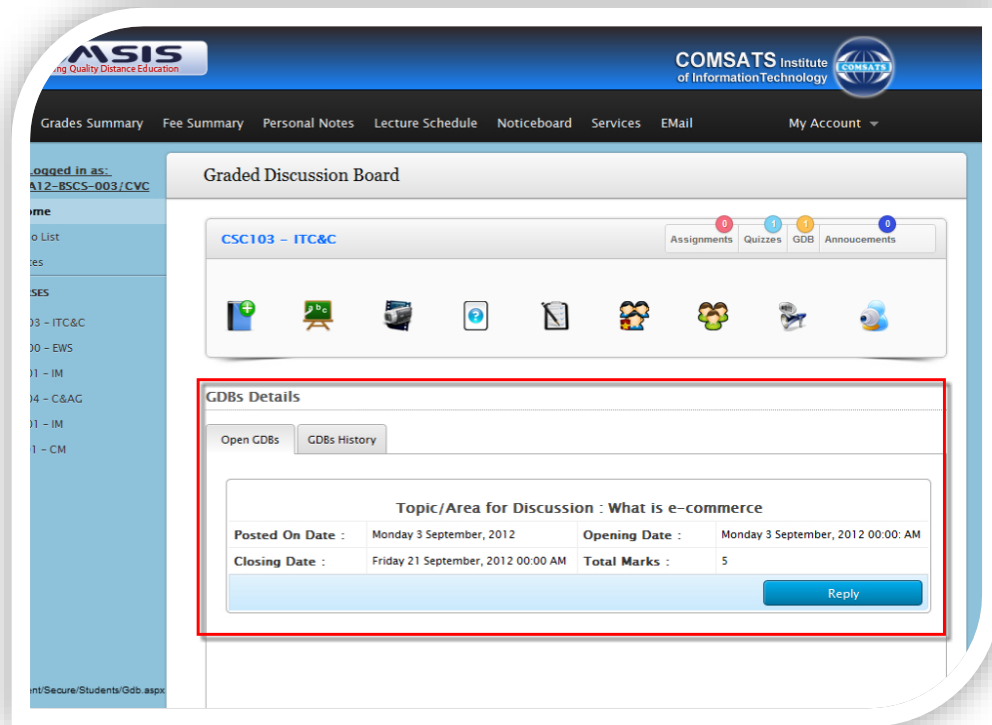
The new quizzes tab displays all the due assignments with related information like Assignment Title, Due Date, and Marks etc.

- **Assignments History tab**

The assignments history tab displays all the older assignments with their Due Date, Marks, Score and submission.



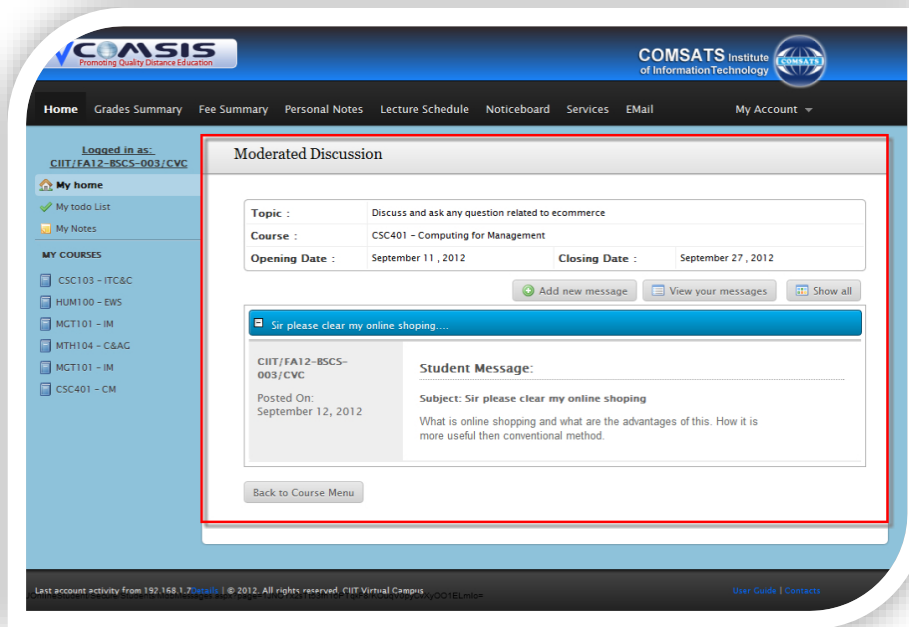
## 6. GDB Icon



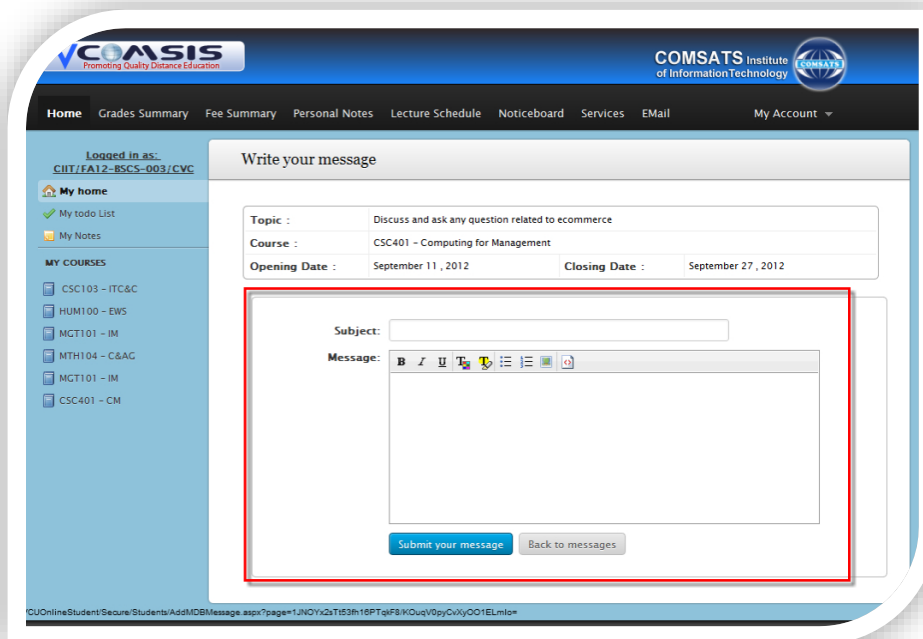
Clicking on the GDB icon takes you to the GDB page. This page displays all the open GDBs and previous GDBs history. Open GDBs contain some topic/area of discussion with posted, opening and closing date. Total marks are also displayed. If you want to reply to the discussion, click on Reply button.

GDBs History tab displays all the previous GDBs topics/areas, their Start Date, End Date, Marks, Score and Remarks.

## 7. MDB Icon



Clicking on the MDB icon takes you to the MDB page. This page displays the topic of discussion, course name with which it is associated and an opening, closing date. If you want to ask something, click on the Add new message button, write the message and click on submit your message button.



## 8. Announcements Icon

The screenshot displays the COMSATS Virtual Campus LMS Student Console. The top navigation bar includes links for Home, Grades Summary, Fee Summary, Personal Notes, Lecture Schedule, Noticeboard, Services, EMail, and My Account. The user is logged in as CIIT/FA12-BSCS-003/CVC. The left sidebar shows 'My home' with links to My todo List and My Notes, and a list of 'MY COURSES' including CSC103 - ITC&C, HUM100 - EWS, MGT101 - IM, MTH104 - C&AG, MGT101 - IM, and CSC401 - CM. The main content area is titled 'Announcements' and shows a section for 'CSC401 - CM' with tabs for Assignments, Quizzes, GDB, and Announcements. Below the tabs is a row of icons representing different course activities. A red box highlights an announcement with the following details:

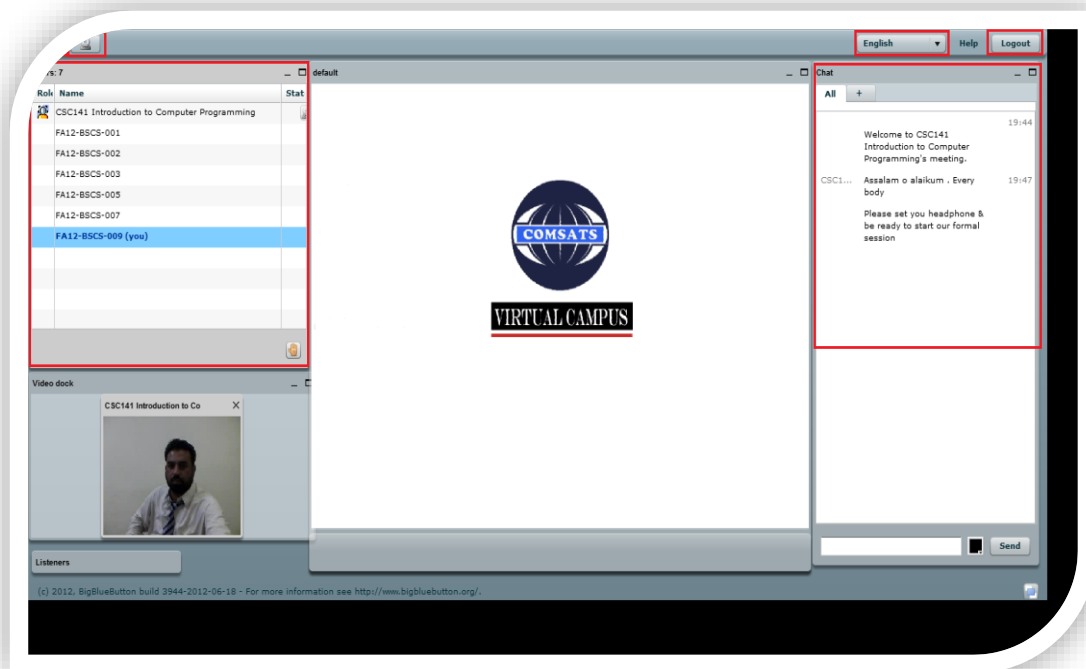
<b>Announcement Title :</b>	Special Live Session
<b>Effective from :</b>	Wednesday 12 September, 2012
<b>Effective Till :</b>	Friday 28 September, 2012
<b>Details :</b>	Dr. Ahmed raza from IBA Karachi will join us for live session. He will speak about the use of IT in SMEs. Those who interested, attend the session.

The announcements icon when clicked takes you to the announcements page. This page displays all the announcements made during the semester regarding this particular course. An announcement has detail like Title, Effective From date, Effective Till date and a description.

## 9. Live Session Icon

A live session is like a conference held in an online environment. There is a moderator and multiple listeners. All users log in to the system and the moderator starts a live video session. In learning programs, the moderator is usually the teacher and the listeners are students. Where distance is unavoidable hindrance, and direct teaching is not possible, a live session is very helpful.

In an LMS, a live session is an engaging learning experience for students. They can take part in this activity from home or can use study centers for this purpose. They can view and listen to presentations, ask questions and participate in chat conversations. This activity can also be coupled with sessional exams and quizzes.



### ○ Top Bar

**Headphone Icon:** If you want to participate only through audio press this icon.

**Webcam Icon:** if you want visual participation press the webcam icon. Visual participation means participation through both audio and video.

**Language Button:** On the right side of the top bar, there is a language button which lets you select your own preferred language.

**Logout Button:** This button lets you log out of the session.

- **Areas**

**User Area:** The user window shows you who can see the presentations. At the bottom of the user window is a **Raise Your Hand Icon**. If you have any question or query press this icon.

**Presentation Area:** The presentation area is the main area of the live session window. This area is used to present content that supplement the live session like powerpoint slides, code, program etc.

**Chat Area:** The chat window lets you communicate with other users.

## Other Tabs

### 1. Grades Summary Tab

The screenshot shows the COMSATS LMS Student Console interface. The top navigation bar includes links for Home, Grades Summary, Fee Summary, Personal Notes, Lecture Schedule, Noticeboard, Services, Email, and My Account. The user is logged in as CIIT/FA12-BSCS-003/CVC. The left sidebar contains links for My home, My todo List, My Notes, and MY COURSES. The main content area displays the Grades Summary tab, which contains a table of course grades.

S#	Course No	Course Title	Score	GPA	Grade	Remarks	Percentage
1	CSC103	Introduction to Computers and Programming	0	0	F	----	0 %
2	HUM100	English Comprehension and Composition	0	0	F	----	0 %
3	MGT101	Introduction to Management	0	0	F	----	0 %
4	MTH104	Calculus and Analytic Geometry	0	0	F	----	0 %
5	MGT101	Introduction to Management	0	0	F	----	0 %
6	CSC401	Computing for Management	0	0	F	----	0 %

This tab takes you to the page where a brief overview of grades is displayed. First of all, all the **Courses** are listed for which you are registered. Against each course is the **Score** achieved in that particular course. The score is the cumulative percentage of individual marks taken. The **GPA** is then calculated using the marks listed in the score field. The GPA obtained is then fed in a specified criteria and the **Grade** is calculated. Any remarks about the grade, GPA, or score are displayed in the **Remarks** field. In the end, the **percentage** is calculated according to a defined criterion.

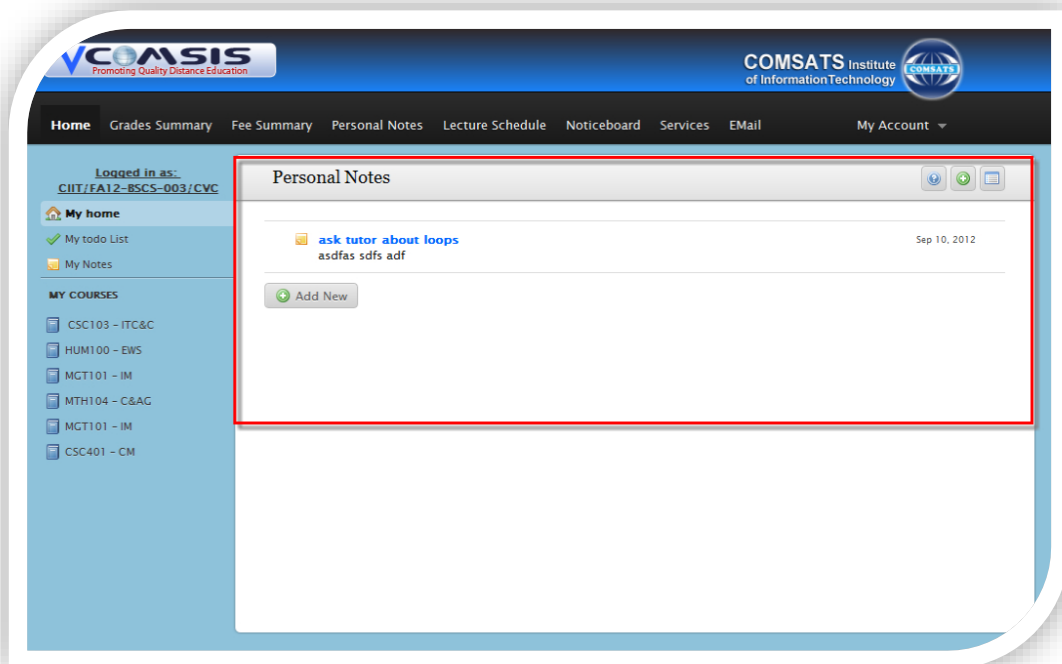
## 2. Fee Summary Tab

The screenshot shows the COMSATS LMS Student Console interface. The top navigation bar includes links for Home, Grades Summary, Fee Summary (selected), Personal Notes, Lecture Schedule, Noticeboard, Services, EMail, and My Account. The left sidebar shows the user is logged in as CHIT/FA12-BSCS-003/CVC and lists various course options under 'MY COURSES'. The main content area is titled 'Fee Summary' and contains a table of fee challans. A red box highlights the table content.

S#	Challan#	Issued On	Due On	Total Amount	Current Status	
1	10026	09-Sep-2012	14-Sep-2012	60000	Cancelled	
2	10027	09-Sep-2012	14-Sep-2012	15000	Issued	
3	10028	09-Sep-2012	14-Oct-2012	15000	Issued	
4	10029	09-Sep-2012	14-Nov-2012	15000	Issued	
5	10030	09-Sep-2012	14-Dec-2012	15000	Issued	

This tab takes you to the Fee Summary page. This page lists down all the to-date Challan forms with their Challan #, their Issue Date, Due Date, Total Amount and Status. The print button on the right side lets you print the Challan form.

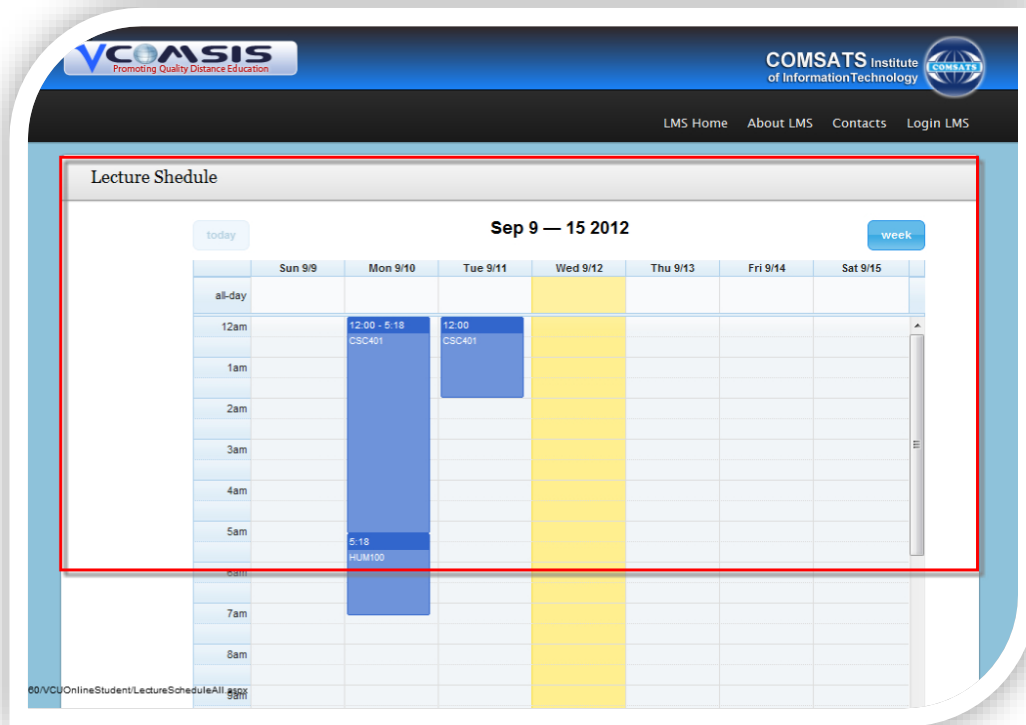
### 3. Personal Notes Tab



Personal notes consist of titles and text rendered into a block. The notes are specific to each authenticated user on the site and can be added and deleted only by the user who created them. They can only be viewed on the website by you and no other. If you want to add a new Personal Note, click on Add New button.

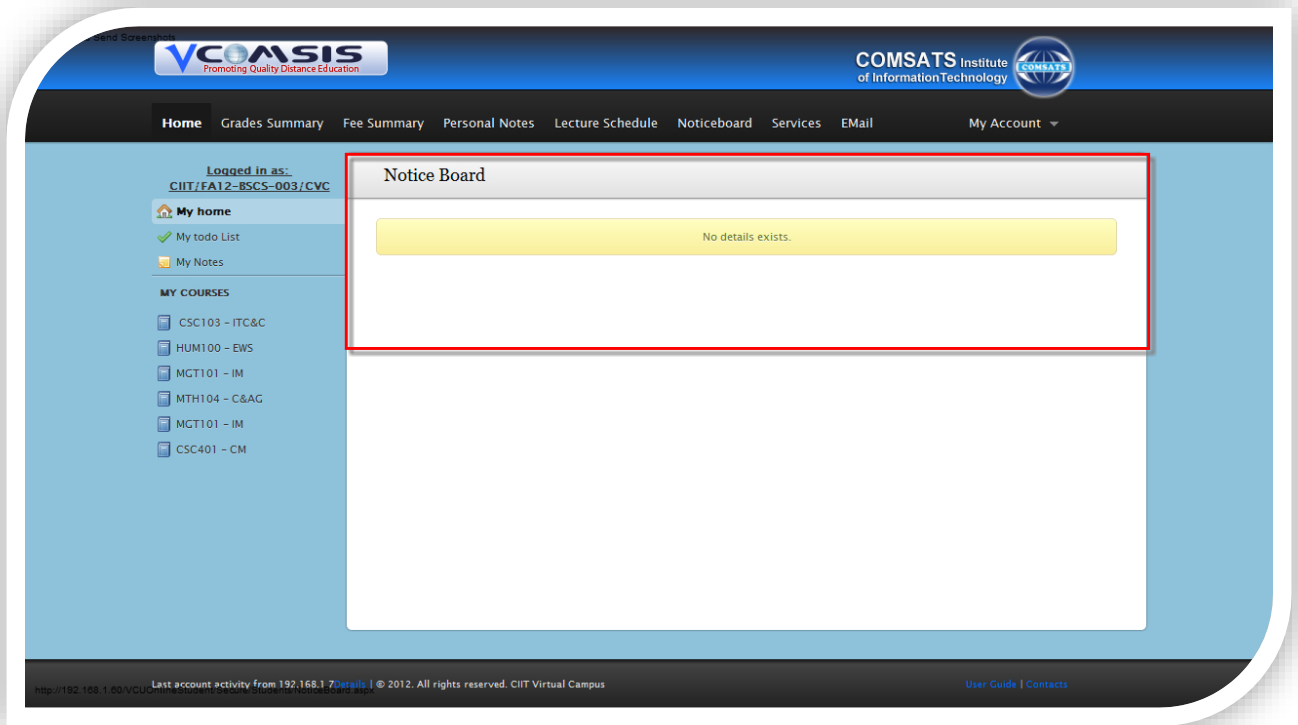


#### 4. Lecture Schedule Tab



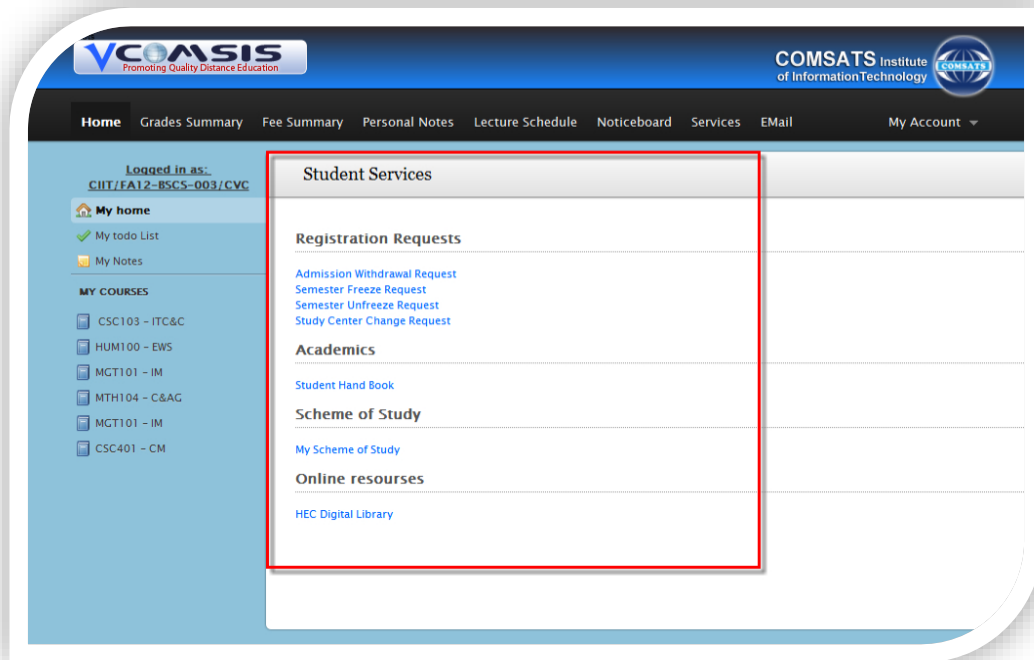
The lecture schedule page displays a weekly time table with the scheduled courses highlighted in the time table. The highlighted area is proportional to the duration of each lecture.

## 5. Notice Board Tab



Clicking on the Notice Board tab takes you to the notice board page where all the notices, announcements etc are displayed as in a real time notice board.

## 6. Services Tab



This page contains links and information that can be helpful to you. It includes the following links

### **Admission Withdrawal Request**

Admission withdrawal request lets you terminate your admission. Once submitted, this request cannot be undone. You have to select a reason for your request and tell the name and address to whom the security is to be refunded.

### **Semester Freeze Request**

You can request for freeze/discontinuation of studies before final term examinations with proper justification. During freeze/discontinuation period, you will not be allowed to submit assignments, quizzes, etc. or do any other academic related activity that relates to the semester.

### **Semester Unfreeze Request**

Semester unfreeze request lets you unfreeze the semester.

**Study Center Change Request**

Once you are registered with a study center, you can change this by filling out the form for study center change request. You have to select the new center and give an appropriate reason for this request.

**Student Handbook**

It is a how-to guide for the LMS. It addresses nearly all how-to scenarios that you may find yourself in.

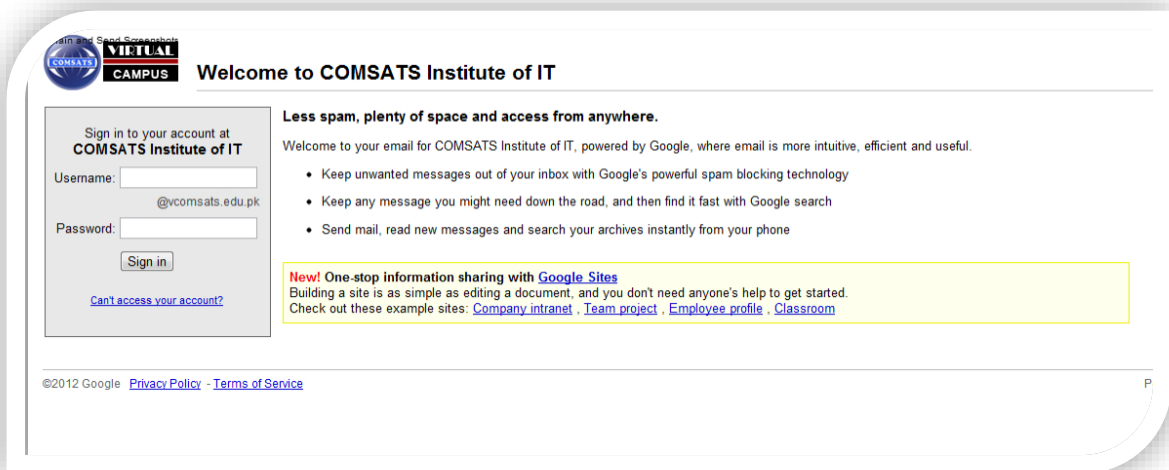
**My Scheme of Study**

The scheme of study displays the outline of each semester to be taken during the whole programme. It shows all courses and their credit hours. This scheme of study is not likely to change during the whole programme.

**HEC Digital Library**

This link takes you to the HEC Digital Library. It is a gateway to international scholarly literature based on online delivery, providing access to high quality, peer-reviewed journals, databases, articles and e-Books across a wide range of disciplines.

## 7. Email Tab



**COMSATS VIRTUAL CAMPUS**

### Welcome to COMSATS Institute of IT

Sign in to your account at  
**COMSATS Institute of IT**

Username: @vcomsats.edu.pk

Password:

[Sign in](#)

[Can't access your account?](#)

**Less spam, plenty of space and access from anywhere.**

Welcome to your email for COMSATS Institute of IT, powered by Google, where email is more intuitive, efficient and useful.

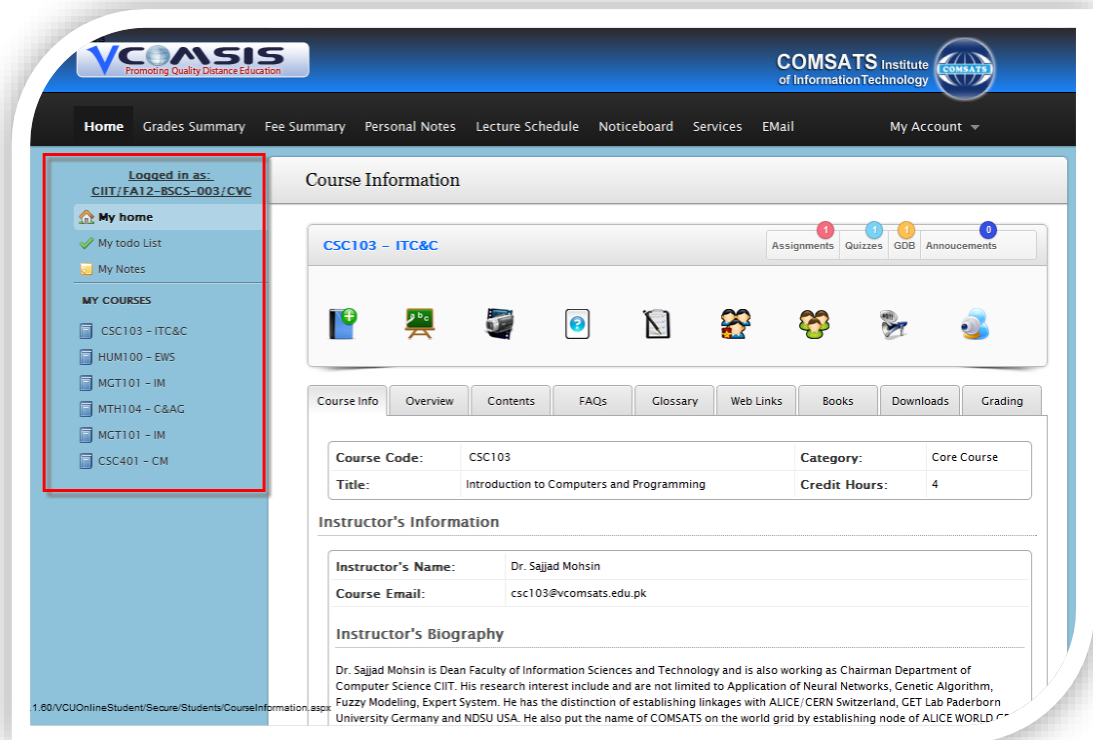
- Keep unwanted messages out of your inbox with Google's powerful spam blocking technology
- Keep any message you might need down the road, and then find it fast with Google search
- Send mail, read new messages and search your archives instantly from your phone

**New! One-stop information sharing with Google Sites**  
Building a site is as simple as editing a document, and you don't need anyone's help to get started.  
Check out these example sites: [Company intranet](#), [Team project](#), [Employee profile](#), [Classroom](#)

©2012 Google [Privacy Policy](#) - [Terms of Service](#)

All students of the CIIT Virtual Campus are automatically granted a student email account on completion of enrolment. Official University correspondence to students will be sent via this email account, so you should check your student email account regularly. The student email system is hosted by Google's Apps for Education.

## Personalized Panel



### a. My Home

Clicking on this link takes you to the home page of student LMS.

### b. My To do list

In To Do list, all of the pending quizzes, assignments, GDBs etc. are displayed as a reminder that these tasks are still to be done.

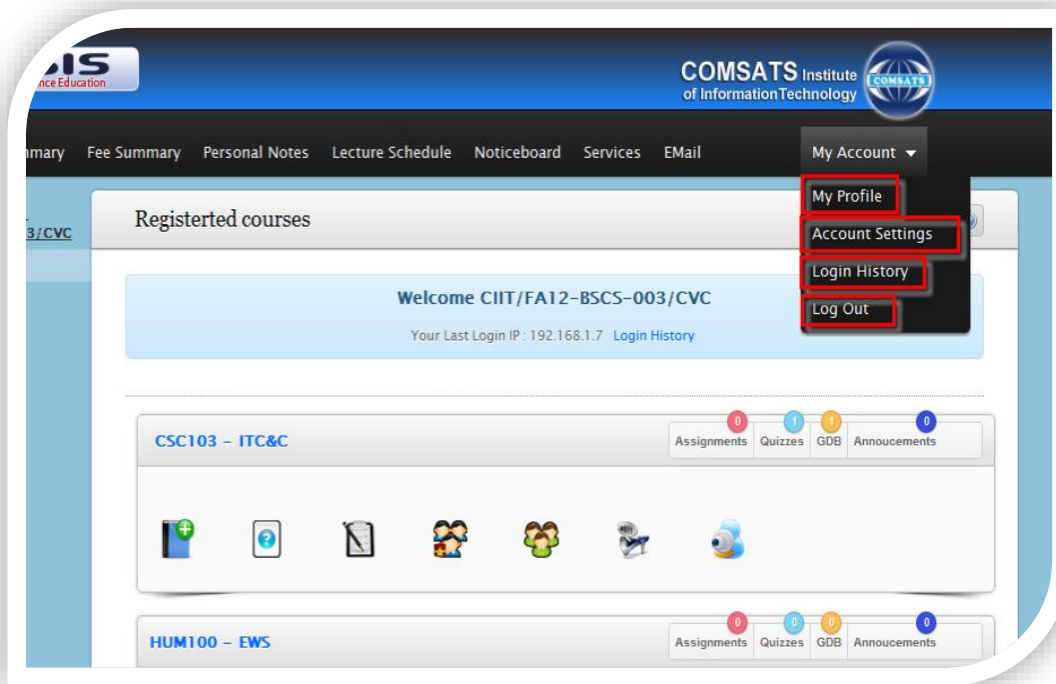
### c. My Notes

My Notes consist of titles and text rendered into a block. The notes are specific to each authenticated user on the site and can be added and deleted only by the user who created them. They can only be viewed on the website by the user who created them.

### d. My Courses

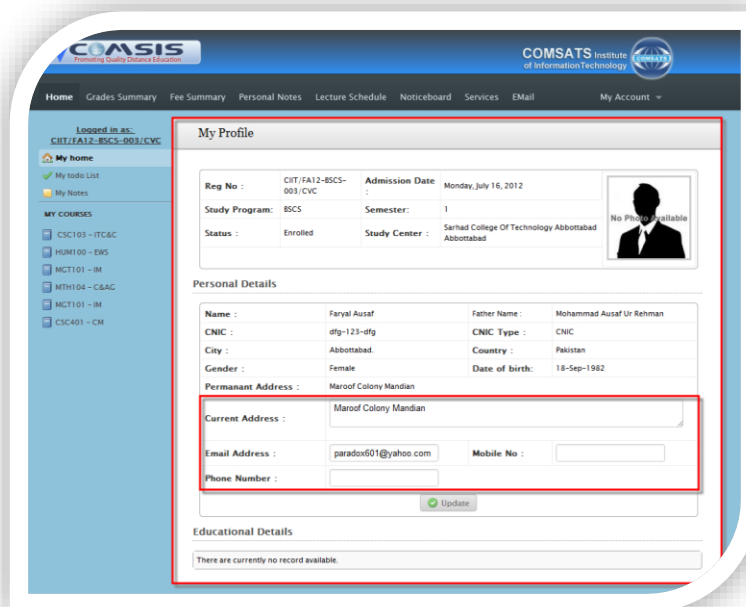
Under My Courses, all your current courses for the semester are listed. Clicking on any course takes you to its respective page

## My Account



In My Account, you can view your profile, update your personal information and contact details, change your account settings, review the login history and log out from the system.

### a. My Profile

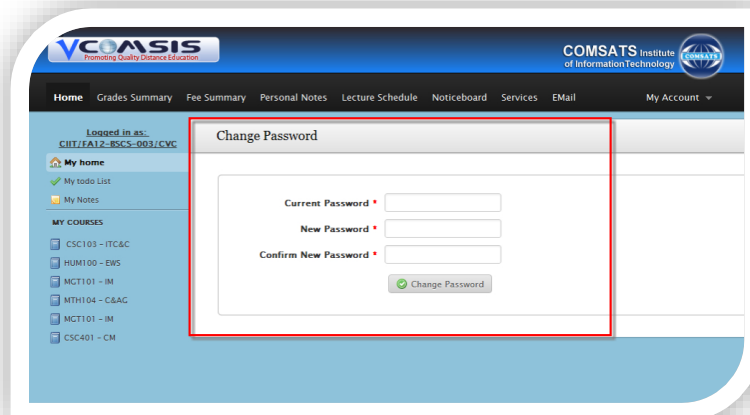


This is the My Profile page. Here you can view your personal and academic information. The Update function only allows you to update Current Address, your Email Address, Mobile Number and Phone Number.

## b. Account Settings

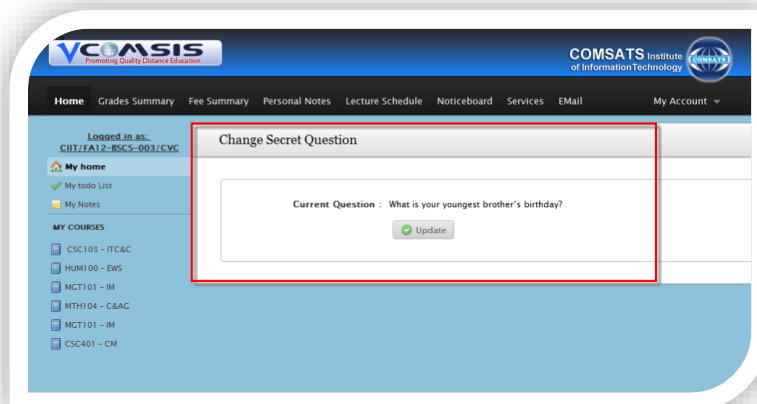
This tab allows you to change your account settings. These include changing your password and changing your security question.

### i. Change Password

The screenshot shows the 'Change Password' form within the COMSATS LMS Student Console. The form is titled 'Change Password' and contains three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Each field has a red asterisk indicating it is required. Below the input fields is a green 'Change Password' button. The form is highlighted with a red border. The background shows the user is logged in as 'CHIT/FA12-RSCS-003/CVC' and lists several courses under 'MY COURSES'.

In order to change your password, you have to first enter the current password and then enter the new password. The new password should have at least 5 alphanumeric characters.

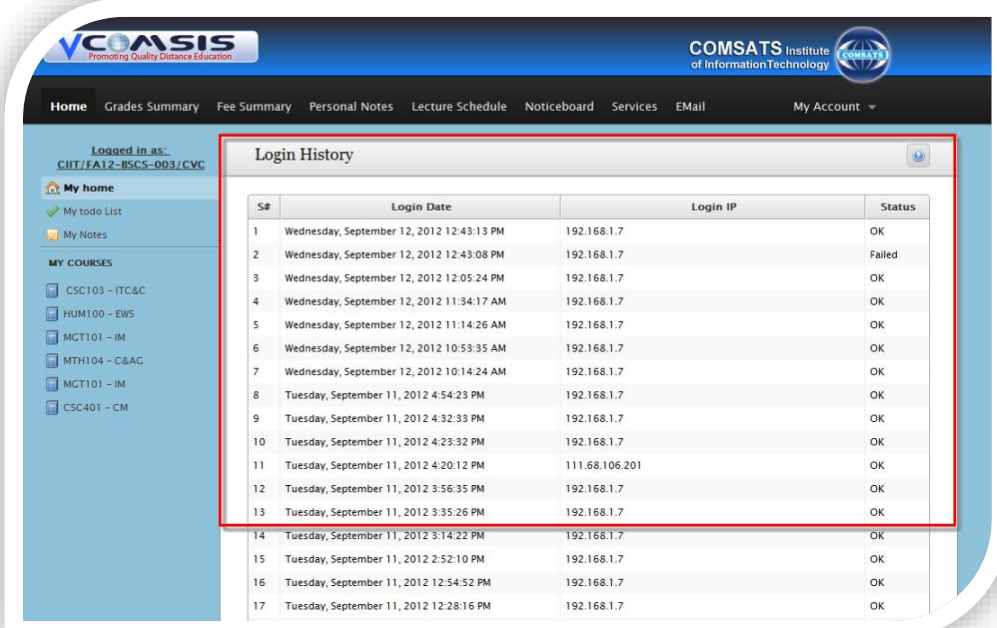
### ii. Change Security Question

The screenshot shows the 'Change Secret Question' form within the COMSATS LMS Student Console. The form is titled 'Change Secret Question' and displays the 'Current Question' as 'What is your youngest brother's birthday?'. Below the question is a green 'Update' button. The form is highlighted with a red border. The background shows the user is logged in as 'CHIT/FA12-RSCS-003/CVC' and lists several courses under 'MY COURSES'.

Here you can either change your security question or if you have set none, you can add one. Security question helps in recovering your password.



### c. Login History



The screenshot shows the COMSATS Virtual Campus LMS Student Console. The user is logged in as CIIT/FA12-BSCS-003/CVC. The page displays the Login History, which is a table of login attempts. The table is highlighted with a red border.

S#	Login Date	Login IP	Status
1	Wednesday, September 12, 2012 12:43:13 PM	192.168.1.7	OK
2	Wednesday, September 12, 2012 12:43:08 PM	192.168.1.7	Failed
3	Wednesday, September 12, 2012 12:05:24 PM	192.168.1.7	OK
4	Wednesday, September 12, 2012 11:34:17 AM	192.168.1.7	OK
5	Wednesday, September 12, 2012 11:14:26 AM	192.168.1.7	OK
6	Wednesday, September 12, 2012 10:53:35 AM	192.168.1.7	OK
7	Wednesday, September 12, 2012 10:14:24 AM	192.168.1.7	OK
8	Tuesday, September 11, 2012 4:54:23 PM	192.168.1.7	OK
9	Tuesday, September 11, 2012 4:32:33 PM	192.168.1.7	OK
10	Tuesday, September 11, 2012 4:23:32 PM	192.168.1.7	OK
11	Tuesday, September 11, 2012 4:20:12 PM	111.68.106.201	OK
12	Tuesday, September 11, 2012 3:56:35 PM	192.168.1.7	OK
13	Tuesday, September 11, 2012 3:35:26 PM	192.168.1.7	OK
14	Tuesday, September 11, 2012 3:14:22 PM	192.168.1.7	OK
15	Tuesday, September 11, 2012 2:52:10 PM	192.168.1.7	OK
16	Tuesday, September 11, 2012 12:54:52 PM	192.168.1.7	OK
17	Tuesday, September 11, 2012 12:28:16 PM	192.168.1.7	OK

This link takes you to the page where you can view your login history. It lists down all the previous logins. Each login has information like Login Date, Login IP (with which the system was logged on), and the Status (whether the login was successful or not)

### d. Log Out

You can use this link to log out from the system. Once you log out, you can no longer access the student associated features.