

# A HowTo UMT-LMS

## Step by Step Guide for Adding a New Course



# UMT LMS

## Step by Step Guide for Adding a New Course

- 1- After logging in UMT-LMS, drag down to “**Course Categories**”. For a brief view list, click on “**Collapse all**” to view the course categories as below.

The screenshot shows the 'Course categories' section of the UMT LMS interface. The header 'Course categories' is highlighted with a red circle. Below it, there is a list of 18 course categories, each with a dropdown arrow. The 'Expand all' button is also circled in red. To the right, there is a calendar grid and a 'Welcome to UMT LMS' message.

8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Welcome to UMT LMS**

Kindly visit our UMT-LMS guide [HowTo](#) for FAQs.

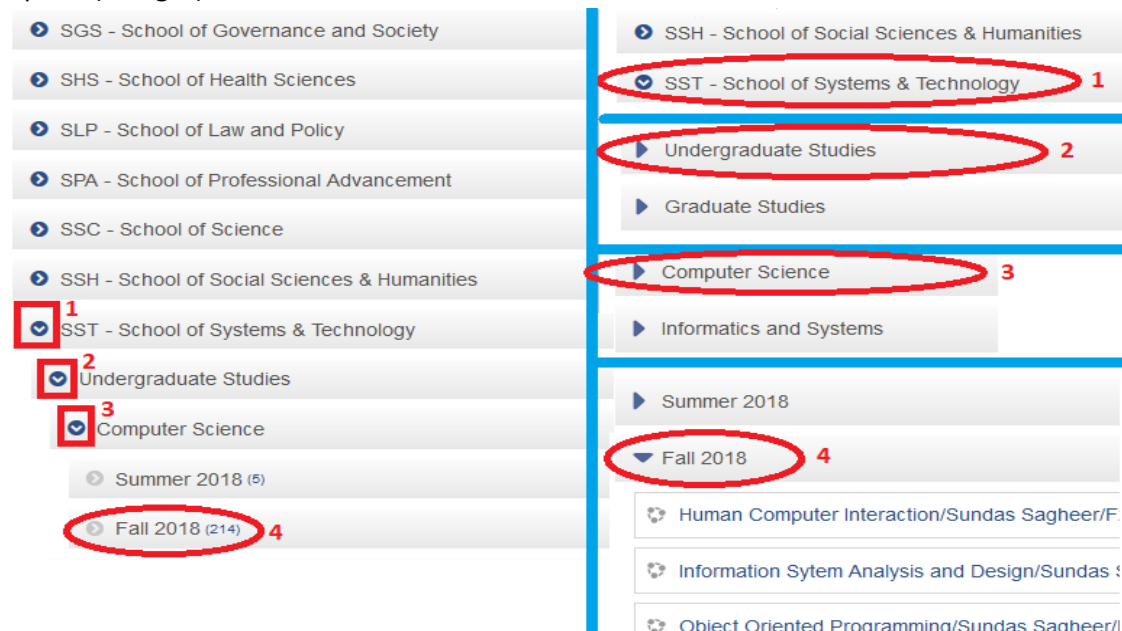
You can also send your queries at [lms.support@umt.edu.pk](mailto:lms.support@umt.edu.pk).

- 2- Go into the category where the courses needed to be uploaded (as highlighted).

## UMT LMS

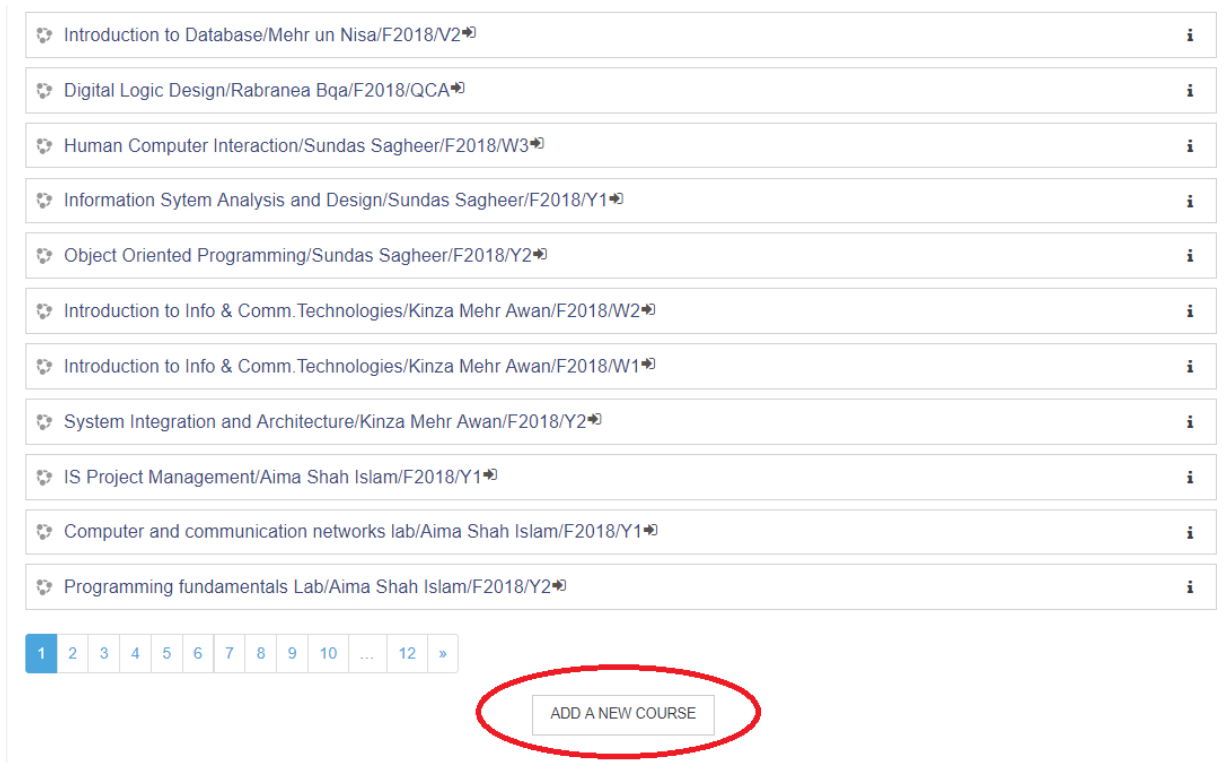
### Step by Step Guide for Adding a New Course

Following demonstration shows single page sub-category option (on left) and one click per page option (on right).



Click on Semester (In the example; that is **Fall 2018**).

- 3- After clicking on Semester (i.e.: in the example; that is **Fall 2018**), a new page will be open. Click on the option “**Add a new course**”.



- 4- After clicking on “**Add a new course**” button, following page will open. You; as a course creator; have to complete highlighted fields at least.

# UMT LMS

## Step by Step Guide for Adding a New Course

Add a new course » Expand all

▼ General

Course full name

Course short name

Course category

Course visibility

Course start date

Course end date     Enable

Calculate the end date from the number of sections

Course ID number

5- Write **Course full name** as a nomenclature shown below.

**CourseFullName – TeacherName – Section**

Moreover, you have to write **Course short name** in a unique way; it means the **Course short name** should not already exist on UMT-LMS; you can use the shown scheme, i.e.

**CourseCode – TeacherName – Section**

Add a new course ▼ Collapse all

▼ General

Course full name

Course short name

Course category

Course visibility

Course start date

Course end date     Enable

Calculate the end date from the number of sections

Course ID number

## UMT LMS Step by Step Guide for Adding a New Course

6- Use the dropdown option or calendar option to change **Course start date**.

▼ General

Course full name ! ?

Course short name ! ?

Course category ?

Course visibility ?

Course start date ?

Course end date ?     Enable

Calculate the end date from the number of sections ?

7- Click on **“Save and display”** option.

8- After clicking on **Save and display** option, a page will be open to enroll user as a **“Teacher”**. Click on **“Enroll users”** on either top button or bottom button.

### Enrolled users

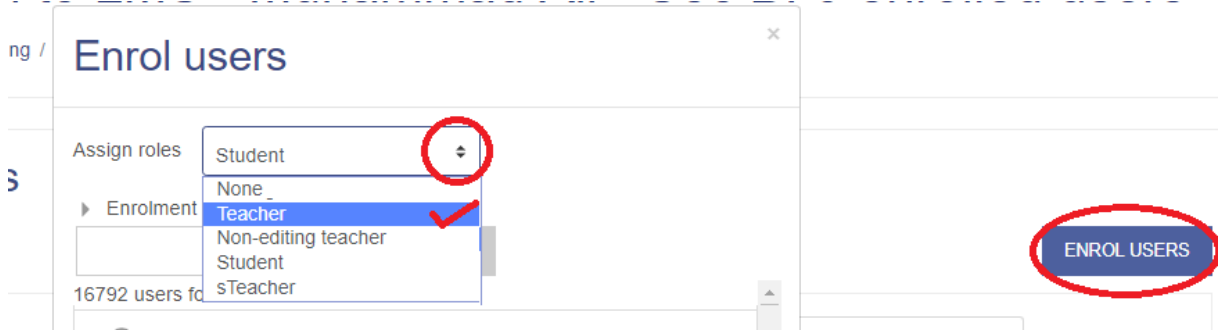
Search  Enrolment methods  Role

Group  Status

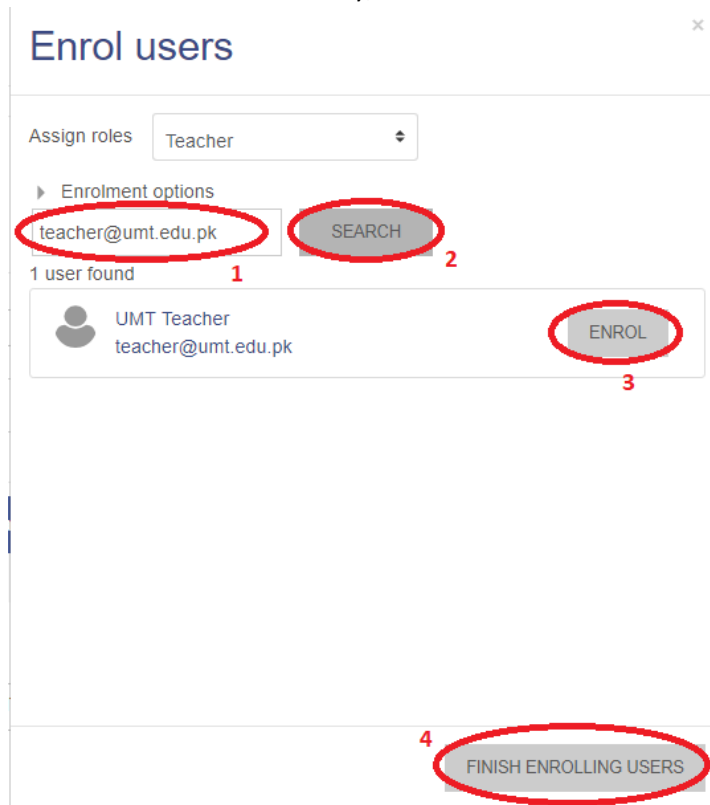
First name / Surname ^ / Email address	Last access to course	Roles	Groups	Enrolment methods

## UMT LMS Step by Step Guide for Adding a New Course

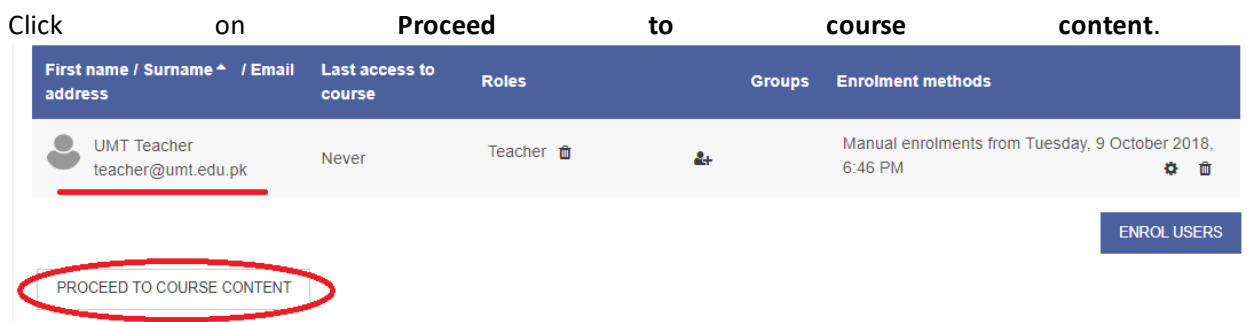
- 9- After clicking on “Enroll users” following window will pop up. Click on drop-down arrow in Assign Roles option. Select “Teacher” option from the drop down menu.



- 10- After selecting “Teacher” option. First, write the email address of teaching resource. Secondly, click on **Search** button. Thirdly, click on **Enroll** button. And finally click on **Finish enrolling users**.



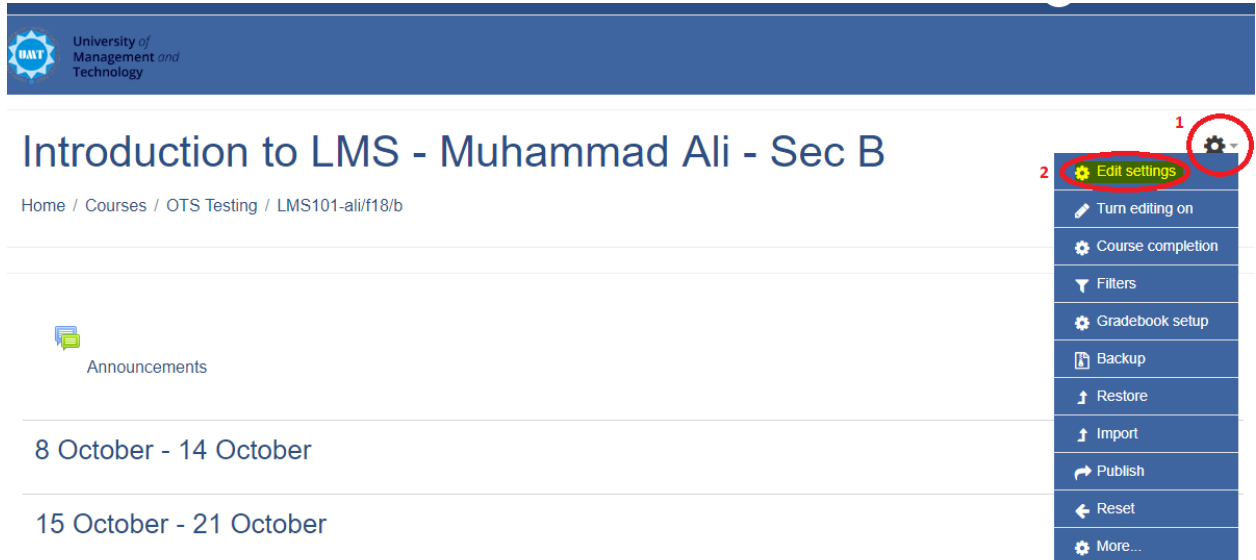
- 11- The **Teacher** now has been assigned in the course.



# UMT LMS

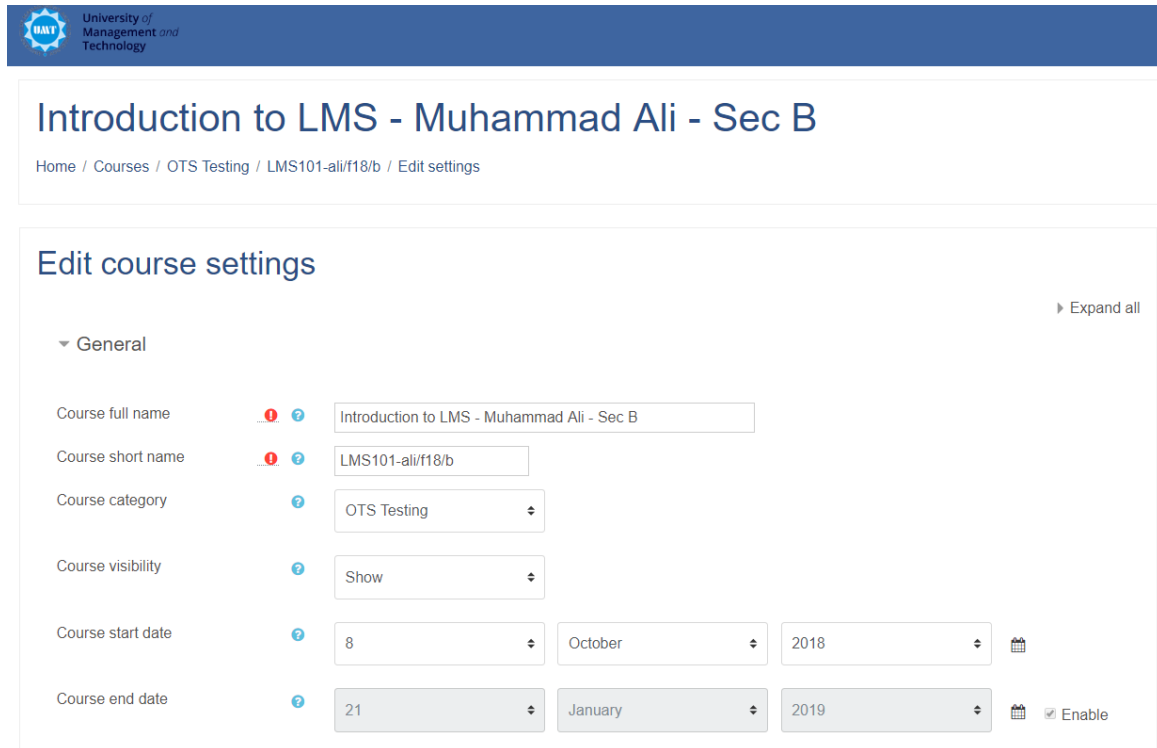
## Step by Step Guide for Adding a New Course

- 12- To edit the created course for changing Course full name, Course short name or Course start date; Click on **Settings** icon as shown "1" in the **figure**, then click on **Edit settings**:



The screenshot shows the course page for "Introduction to LMS - Muhammad Ali - Sec B". The breadcrumb trail is "Home / Courses / OTS Testing / LMS101-ali/f18/b". On the right side, a settings menu is open, with the "Edit settings" option highlighted in red and circled with a red "1". A red "2" is placed next to the "Edit settings" option in the menu.

- 13- The course editing page will be opened, the page we edited earlier can be re-edited.



The screenshot shows the "Edit course settings" page for the course "Introduction to LMS - Muhammad Ali - Sec B". The breadcrumb trail is "Home / Courses / OTS Testing / LMS101-ali/f18/b / Edit settings". The page is titled "Edit course settings" and has an "Expand all" link on the right. The settings are organized into a "General" section, which is expanded. The settings include:

- Course full name: Introduction to LMS - Muhammad Ali - Sec B
- Course short name: LMS101-ali/f18/b
- Course category: OTS Testing
- Course visibility: Show
- Course start date: 8 October 2018
- Course end date: 21 January 2019

You can edit the already existed course details anytime.

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## Step by Step Guide for Adding a New Course

14- Similarly, if editing the Enrolled User is required, click on **More** under the **settings**.

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### Introduction to LMS - Muhammad Ali - Sec B

Home / Courses / OTS Testing / LMS101-ali/f18/b

Announcements

8 October - 14 October

15 October - 21 October

- Edit settings
- Turn editing on
- Course completion
- Filters
- Gradebook setup
- Backup
- Restore
- Import
- Publish
- Reset
- More...

Then click on **Enrolled users** under the **Users** tab as shown below

### Introduction to LMS - Muhammad Ali - Sec B

Home / Courses / OTS Testing / LMS101-ali/f18/b / Course administration

#### Course administration

Course administration **Users**

Users **Enrolled users** Groups Other users

15- Click on Enrolled users and the Enrolled users' page will be open.

### Introduction to LMS - Muhammad Ali - Sec B: 1 enrolled users

#### Enrolled users

ENROL USERS

Search  Enrolment methods All Role All

Group All participants Status All FILTER RESET

First name / Surname / Email address	Last access to course	Roles	Groups	Enrolment methods
UMT Teacher teacher@umt.edu.pk	Never	Teacher		Manual enrolments from Tuesday, 9 October 2018, 6:46 PM

ENROL USERS

Now the course is good to go.