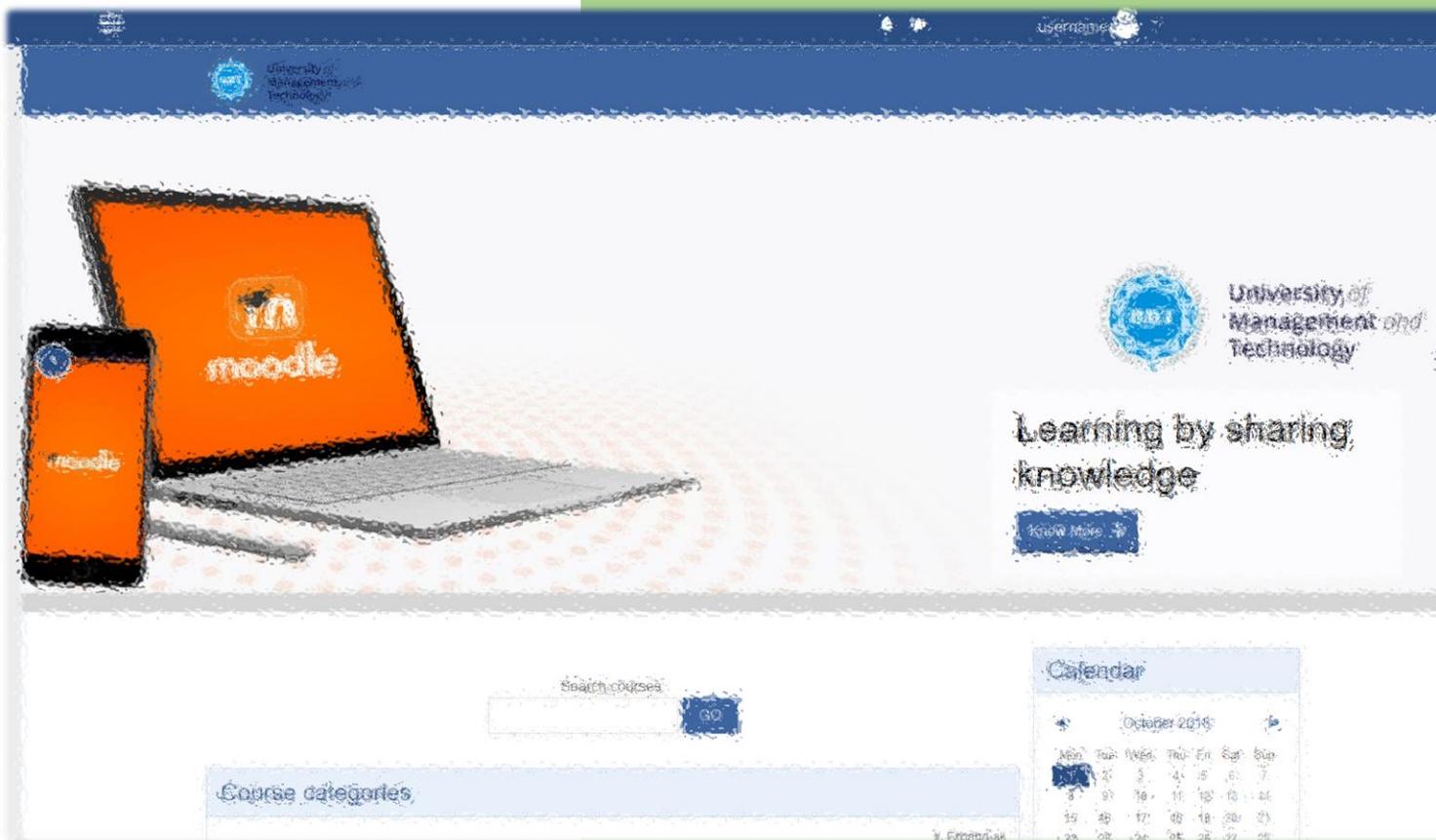


A HowTo UMT-LMS

Step by Step Guide for Extending PAST course date



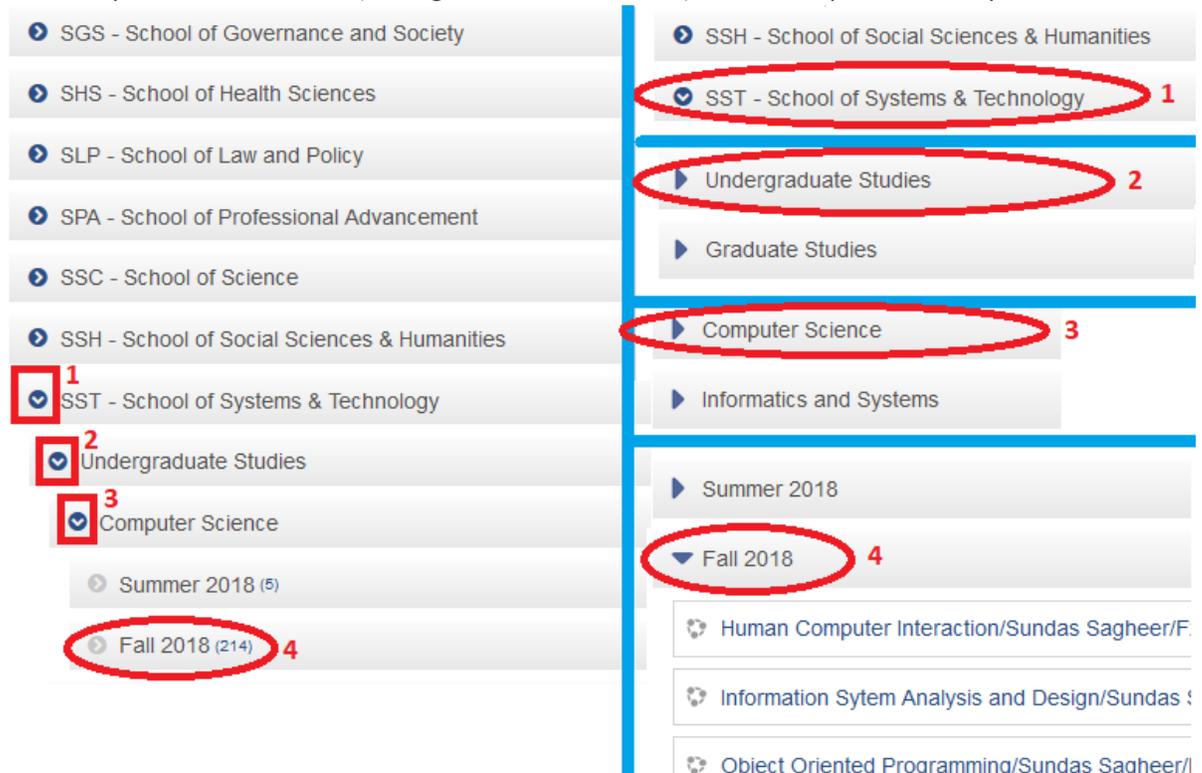
UMT LMS

Step by Step Guide for Adding a New Course

- 1- If your courses are not displaying under “My courses” tab, don’t worry. Your courses still exist. The reason they are not displaying on Home Screen is that their end date has been passed.



- 2- You can always access them by exploring into Course Categories, then in your department, then into respective semester (as figure shown below), then explore into your course.



UMT LMS

Step by Step Guide for Adding a New Course

- 3- Or you can access them by clicking your **"Dashboard"** tab in your Home Screen. In your **"Course Overview"** screen, click on your **"Courses"** tab first, then on your **"PAST"** tab.

The screenshot shows the UMT LMS interface. On the left sidebar, the 'Dashboard' tab is circled in red and labeled '1'. In the main content area, the 'Course Overview' section has the 'Courses' tab circled in red and labeled '2'. Below this, the 'PAST' category in the timeline is circled in red and labeled '3'. A red arrow points from a text box to a course card titled 'Introduction to LMS - Muhammad Ali - Sec B'. The text box contains the text: 'This is your Course that moved into PAST category, and not showing at Home page.'

- 4- If you wish to bring course back to your Home Screen then, select your respective PAST course; click it. In your course page, click on Settings Icon and then select **"Turn editing on"**.

The screenshot shows the course page for 'Introduction to LMS - Muhammad Ali - Sec B'. The 'Settings' icon in the top right corner is circled in red and labeled '1'. Below it, the 'Turn editing on' option is circled in red and labeled '2'. The page also shows a list of announcements with dates: '10 September - 16 September' and '17 September - 23 September'.

UMT LMS Step by Step Guide for Adding a New Course

- 5- Drop down to last week of the course, click on “Add weeks” button.

26 November - 2 December Edit ▾
+ Add an activity or resource

3 December - 9 December Edit ▾
+ Add an activity or resource

10 December - 16 December Edit ▾
+ Add an activity or resource

17 December - 23 December Edit ▾
+ Add an activity or resource
+ Add weeks

Click on Add weeks

1 ↓
Dropdown to the Last Week

- 6- Type in “Number of sections” (i.e. Number of weeks needed to be added). Click “ADD WEEKS”.

Add weeks

Number of sections 3

ADD WEEKS CANCEL

- 7- Now your course will display on your Home Screen.

Home

Dashboard

Calendar

Private files

My courses

LMS101-ali/f18/b

University of Management and Technology

moodle