



Training Manual: Viewing and Filtering Enrolled Users

Document Detail

Category	Information
Document	Viewing and Filtering Enrolled Users
Version	1.0
Department	LMS Project
Status	Final Issued
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Approver	LMS Team
Issue Date	November 2014
Distributor	LMS Internals
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Document History

Author	Date	Version	Description
Mr. Saeedullah Khan Khattak	20 th November, 2014	1.0	Initial Draft according to LMS version 2.4

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Viewing and Filtering Enrolled Users

Once the users are enrolled in LMS, the administrator may need to view certain users in the database. The “Browse list of users” in the “Site administration” section is available for this.

- Open your browser (Chrome or Firefox).
- Enter <https://lms.nust.edu.pk/portal> in your browser.
- LMS login block will appear. Enter your user name and password provided by LMS team.

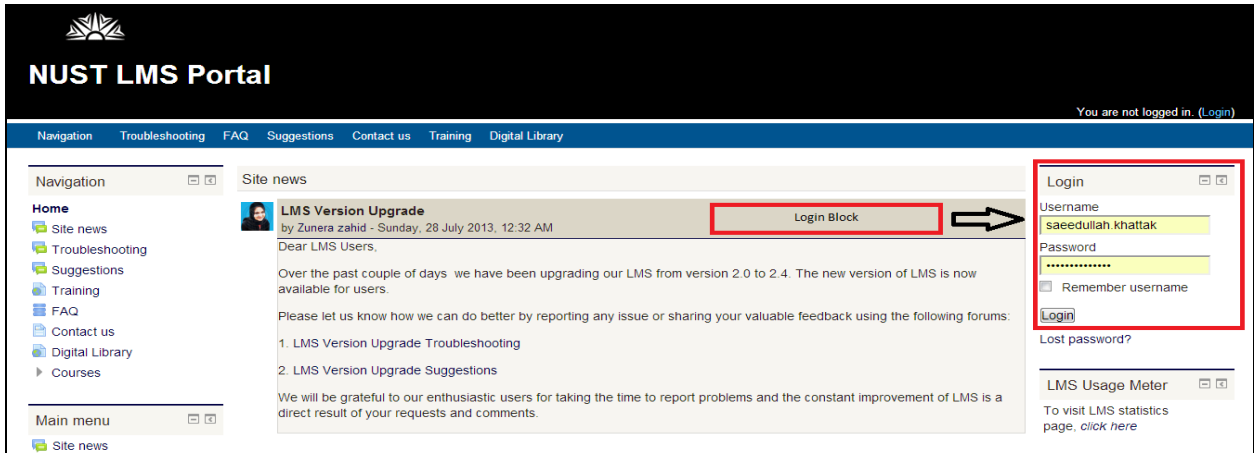


Figure 01: Google chrome><https://lms.nust.edu.pk/portal> >Login block>LMS username and password

- LMS My Home Page will appear showing “Site administration” block on the left side.
- Click on “Site administration” block to expand the node.

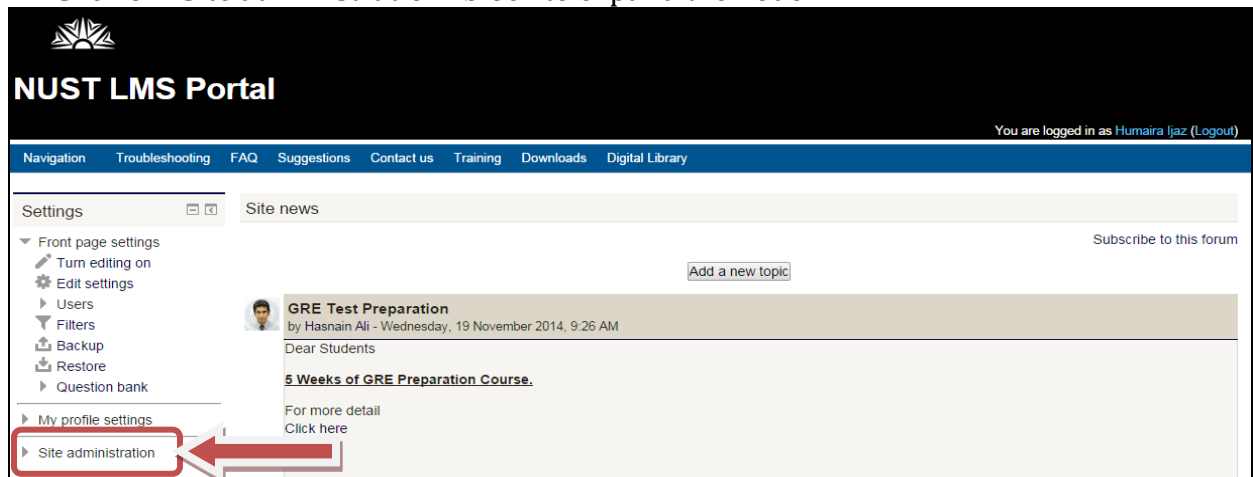


Figure 02: MY Home>Site administration

- Click on “Users”.
- Click upon “Accounts”.
- In the expanded list click upon “Browse list of users”.

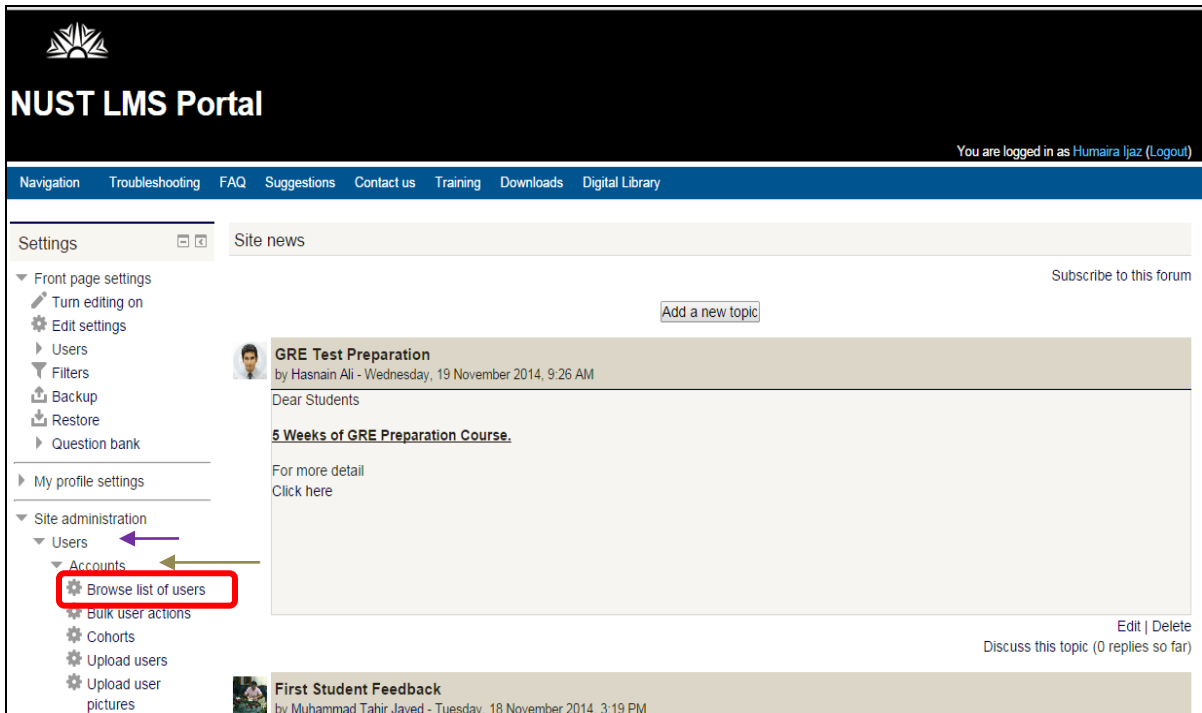


Figure 03: Site administration>Users>Accounts>Browse list of users

- List of enrolled users on LMS will appear containing their full names, registration no., LMS user ID, batch /section and degree details.
- For more Filtering options, click the “**Show Advanced**” button/tab”.

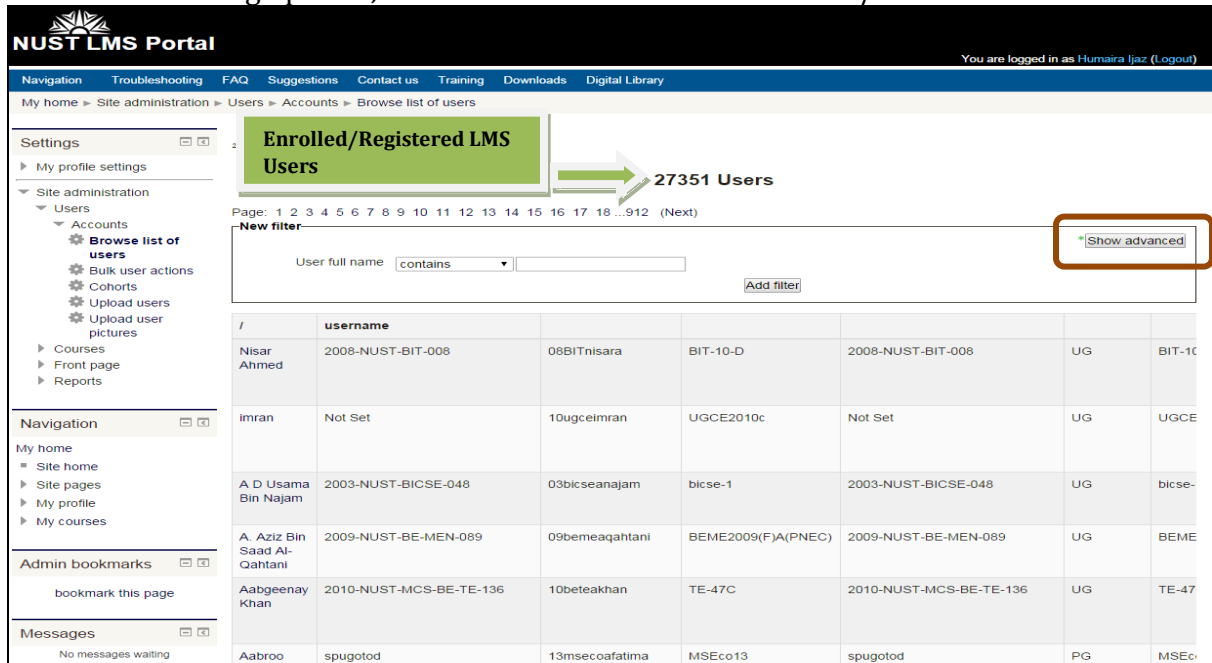


Figure 04: Enrolled/Registered LMS users List>Show advanced

- In the **Advanced filter** section, additional options for searching users is available. First name, email address, City/town, Country, the user role/System role, Username,

modification dates and site access are available for searching.

The screenshot displays a user management interface with a search filter for 27351 users. The interface is divided into a left sidebar and a main content area. The sidebar contains navigation and administration options, while the main area features a 'New filter' section with various search criteria.

27351 Users

Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 ...912 (Next)

New filter:

- User full name: contains []
- Surname*: contains []
- First name*: contains []
- Email address*: contains []
- City/town*: contains []
- Country*: is any value [Pakistan]
- Confirmed*: any value []
- Suspended account*: any value []
- Profile*: any field [] contains []
- Course role*: any role []
- System role*: any role []
- Cohort ID*: is equal to []
- First access*:
 - is after [20] [November] [2014]
 - is before [20] [November] [2014]
- Last access*:
 - is after [20] [November] [2014]
 - is before [20] [November] [2014]
- Never accessed*:
- Last modified*:
 - is after [20] [November] [2014]
 - is before [20] [November] [2014]
- Never modified*:
- Username*: contains []
- Authentication*: any value []

Add filter

Figure 05: Show advanced>additional options for searching users appears

- Once the parameters are set for example you give the "Username".
- Click on "Add filter" button/tab.

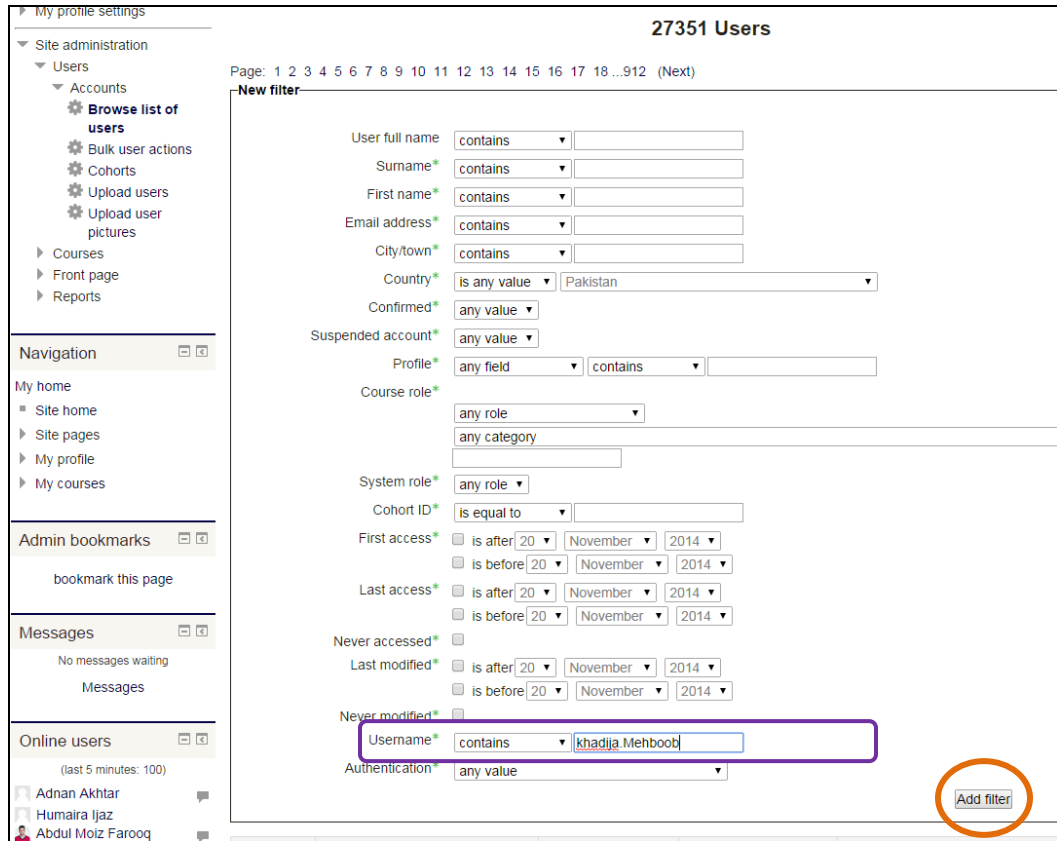


Figure 06: Additional options for searching users appears>mention username

- List will show with the filtered parameters.

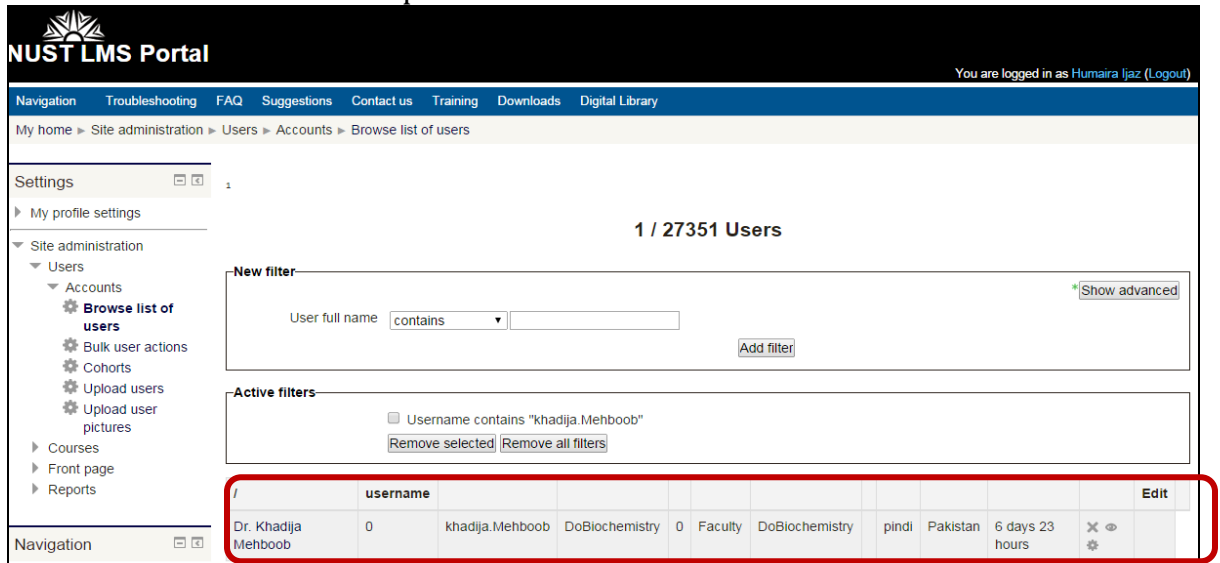


Figure 07: User detail list appears

- List contains following three buttons/options.



Delete the user.



Suspend user account.



Edit user profile.

- To remove the filter, check the check box in front of “username contains” and click on **“Remove selected”**.
- To remove all filters click on **“Remove all filters”**.

/	username											Edit
Dr. Khadija Mehboob	0	khadija.Mehboob	DoBiochemistry	0	Faculty	DoBiochemistry	pindi	Pakistan	6 days 23 hours			

Figure 08: Click checkbox>Remove selected/Remove all filters

Please feel free to contact at lms.team@seecs.edu.pk email if you need any further assistance.