Document Detail

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Document	Calendar, Blocks and Editing icons
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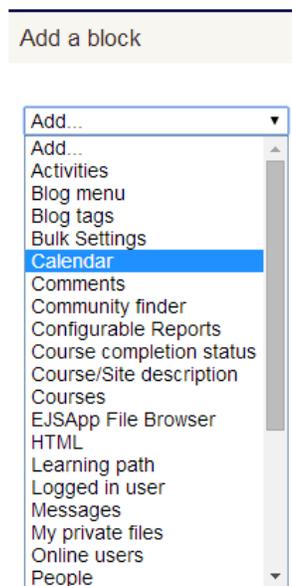# 1. CALENDAR

1.1. Google Calendar:

Google Calendar is a free time-management web application offered by Google. The calendar can display site, course, groups and user events in addition to assignment and quiz deadlines, chat times and other course events.
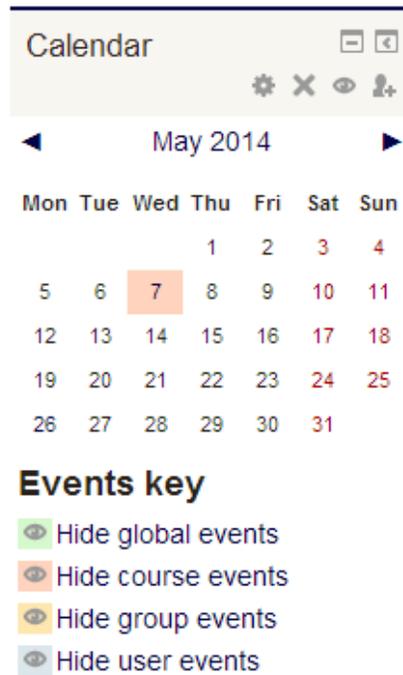
1.2. How To Import Calendar:

- In your course, click on the "Turn editing on" button in "Settings" block.
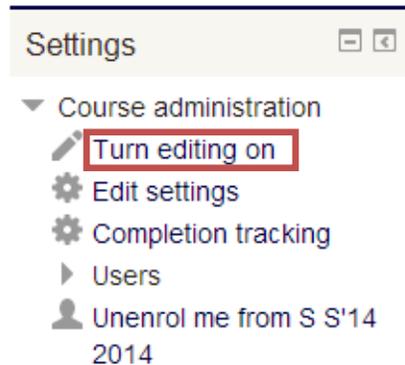
- Now go to "Add a block" section in the bottom and select "Calendar" from the drop down list.

➢ Google calendar is now added to your course.

1.3. Using Calendar:

➢ Click month on Calendar to get an expanded month view
➢ In Calendar view click the New Event button

➢ On a New Event page select the type of event

- A **User Event** will only be visible by the user currently logged in (i.e. the one creating the event)
- A **Course Event** will be visible to participants on the course in question. Only users with the capability to manage calendar entries at the course level can add course events.
- A **Site Event** is a "global" event – visible in every course and on the calendar on the home page. Only users with the capability to manage calendar entries at the system level can add site events.

New event

➢ In duration section, add the duration of the event according to your requirements.
➢ Check "Repeat this event" box if you want the event to repeat weekly.

➢ Set the event properties.

➢ Click Save changes button at the bottom to complete the event.

2. BLOCKS ON LMS

There are different blocks in LMS who have specific working and it is Important for the users to know how and what do they work.
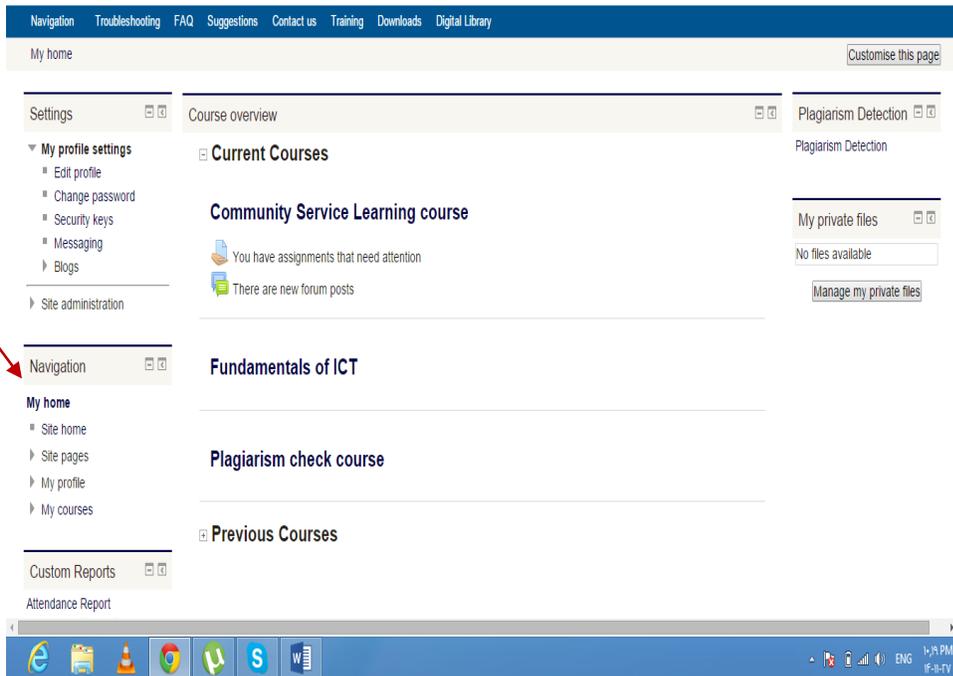
Let us start with each of them individually

2.1. SETTINGS BLOCK:

The first block in the left side of each user's home page is the settings blocks. This block as the name explains helps you in do the basic settings of your profile and user experience. For example Edit profile helps in changing or updating once public and private settings and preferences. Similarly there are other important settings like messaging, blogs, passwords and security keys settings which can be set and changed from this block.
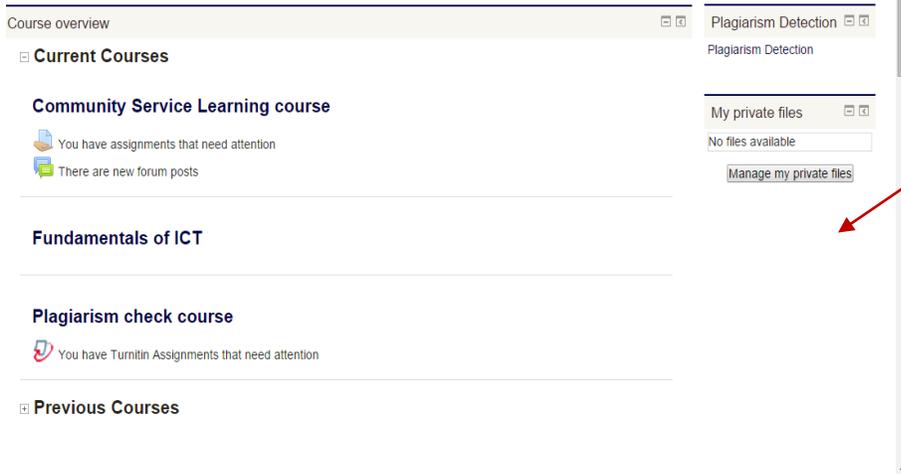
2.2. NAVIGATION BLOCK:

The second block in LMS is the navigation block which helps the user to go to the Site home, where all the schools of the NUST are listed with their courses offered in each semester, site pages, my profile and my courses option.

2.3. PLAGIARISM DETECTION BLOCK:

Then on the right side of "My home" will take the user to plagiarism detection.

2.4. MY PRIVATE FILES BLOCK:

Also below the Plagiarism detection option lies the option of "Manage my private files" which helps user maintaining user important data files along with it Learning management system. The two options have been mentioned in the below screen shot.
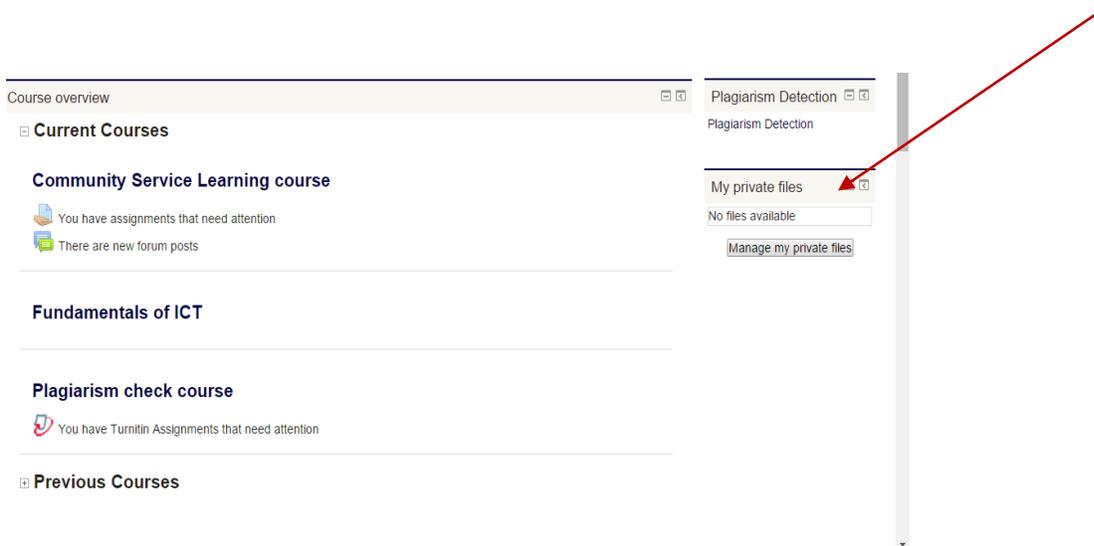
2.5. ADDING A NEW BLOCK:

To add a new block click on "Customise this page " on top right corner of home page. Then select a new block to add from bottom left corner of your page:

Add a block

Add... ▼

Home

Select from different available options in the list as shown below.
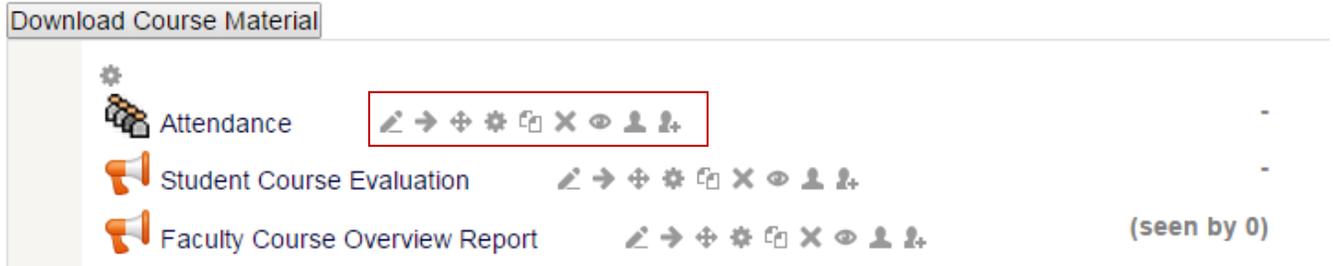
Add...
Calendar
Comments
Courses
EJSApp File Browser
HTML
Logged in user
Messages
Poll
Remote RSS feeds
Student Book Bank
Student Resource Center
Tags
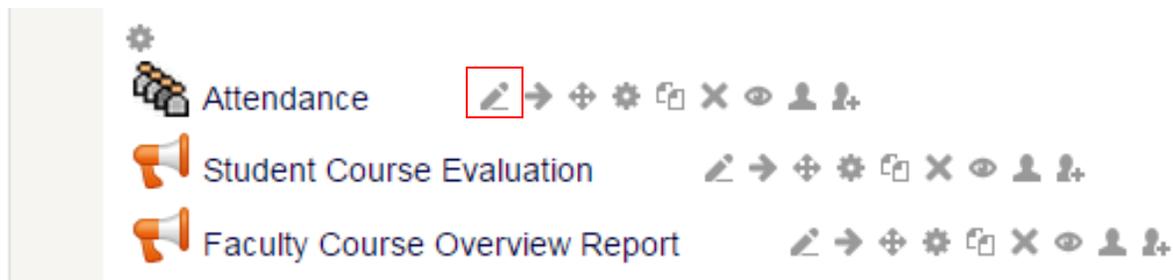Upcoming events

Add... ▼

Home

3. LMS EDITING ICONS

Go to your course page and click "Turn editing on" button. Following marked editing icons will appear against each activity or resource.
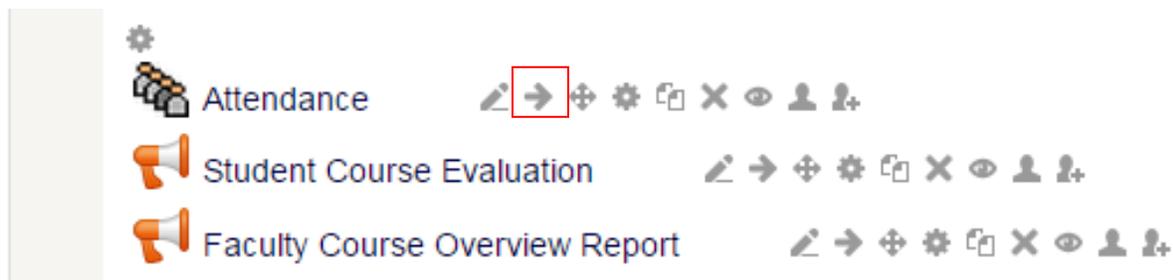

3.1. Edit title:

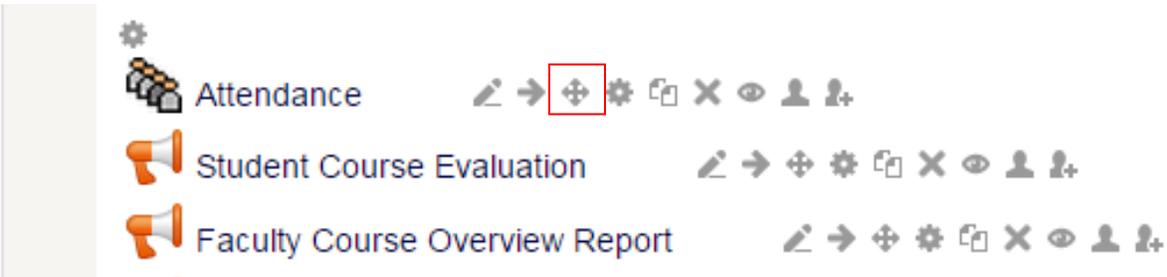This icon is used to edit the title of the activity or resource.

3.2. Move right:

It moves the activity or resource to a little rightward. This is used to set the position.
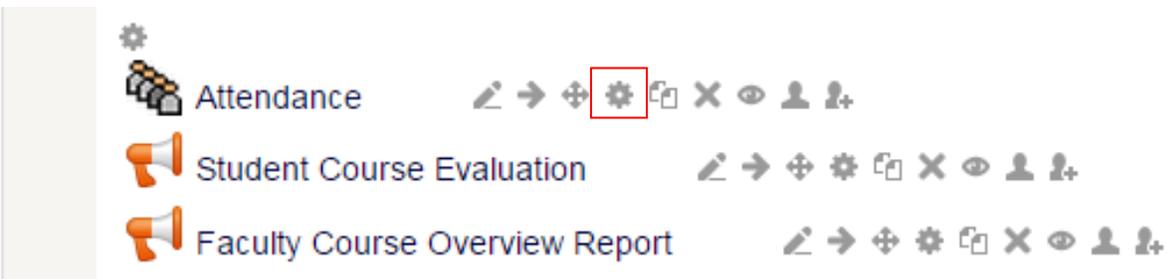
3.3. Move:

It is used to drag the activity or resource upward or downward.
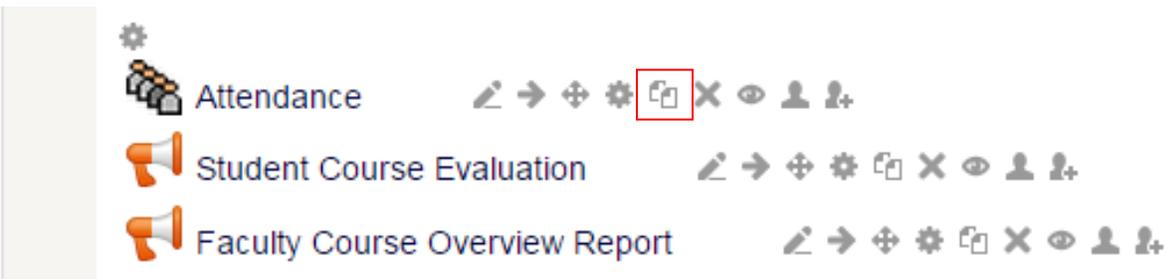

3.4. Update:

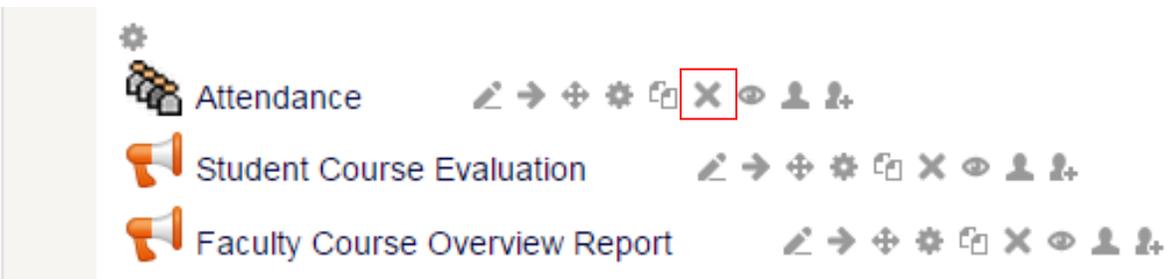It provides the option to change the settings of activity or resource.

3.5. Duplicate:

It creates a duplicate copy of activity or resource.

3.6. Delete:

It deletes the required activity or resource.

3.7. Hide:

It hides the activity or resource from students.

3.8. No groups:

It provides the options of making groups to access the activity or resource.

3.9. Assign roles:

It provides the option to change the roles of users enrolled in the course.