

NUST – LMS

Uploading course outline in LMS courses

1. Access LMS website <https://lms.nust.edu.pk/>
2. Login to LMS portal.
3. Click on “Turn Editing On” Button.



Display of the Course Outline:

4. In the first section of the course, course outline related label activities are available, which need to be updated using the respective “Edit > Edit settings” option.

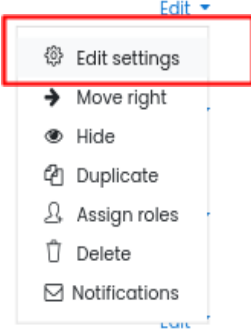
✦ Introduction to the course:
[Insert course introduction/description here and remove this default text]

✦ Learning Objectives:
[Insert course learning objectives here and remove this default text]

✦ Course Text / Reference Books:
[Insert course reference book here and remove this default text]

✦ Description of Evaluation System:
[Insert course evaluation here and remove this default text]

✦ Lessons Plan:
[Insert course lesson plan here and remove this default text]



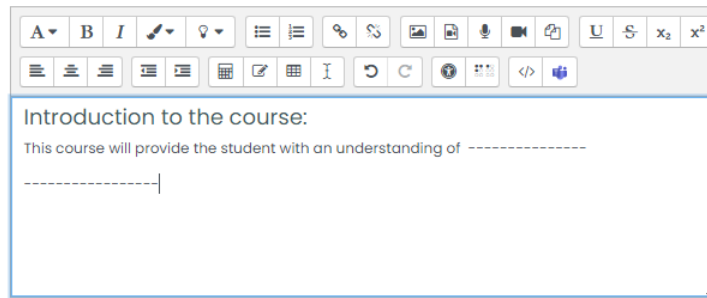
5. Replace the default text (in red color) with the course specific details in connection with the title of the label such as Introduction to the course, Learning objectives etc.

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▶ Expand all

▼ General

Label text



▶ Common module settings

▶ Restrict access

▶ Tags

▶ Competencies

Save and return to course

Cancel

6. Save and return to course after updating the label.

7. Repeat the process for all label activities relating to the course outline.

***** Do not delete the default titles of the labels.**

Uploading Course Outline Document:

In addition to displaying the various sections of course outlines on the LMS course page, the complete course outline document is also required to be uploaded in the course.

+ Course Outline:

Edit ▼

[UPLOAD (or DRAG & DROP) course outline File (Word or PDF file) here and remove this default text]

⊕ Add an activity or resource

8. The course outline document can be uploaded on LMS by either of the following options:

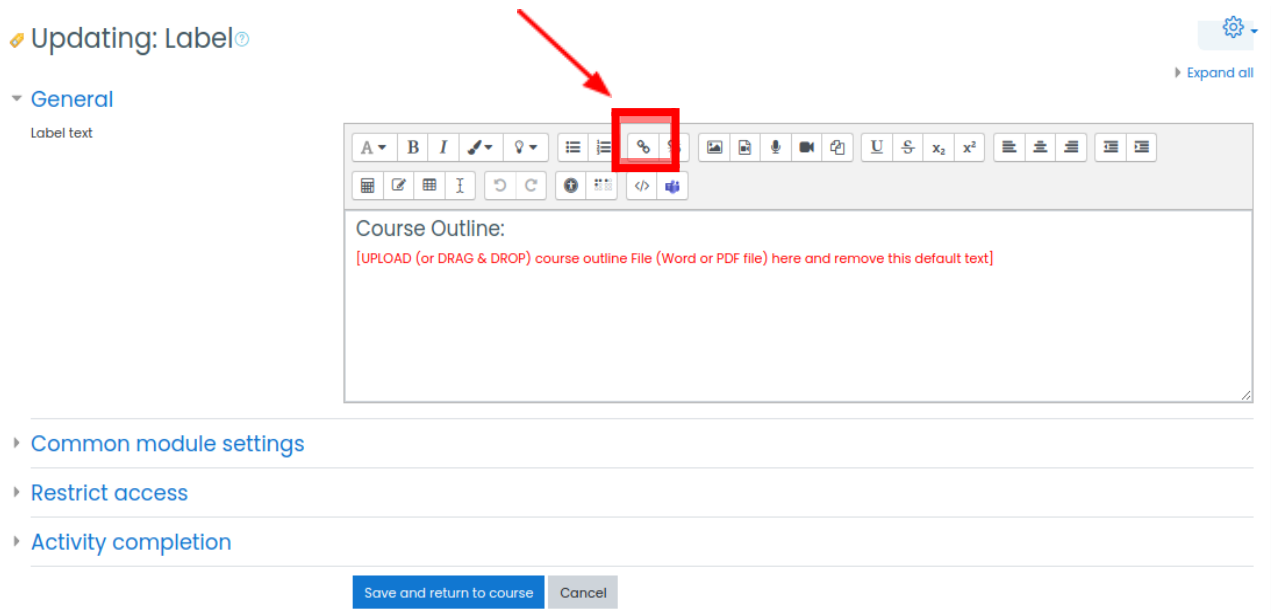
Option 01:

- i. Use the drag and drop method or “Add an activity and resource” to upload the outline PDF/ Word document as a resource file on the course page (without using the “Course Outline:” label space).
- ii. Access the “Edit Settings” of “Course Outline” label and remove the red text i.e. [UPLOAD (or DRAG & DROP) course outline File (Word or PDF file) here and remove this default text]

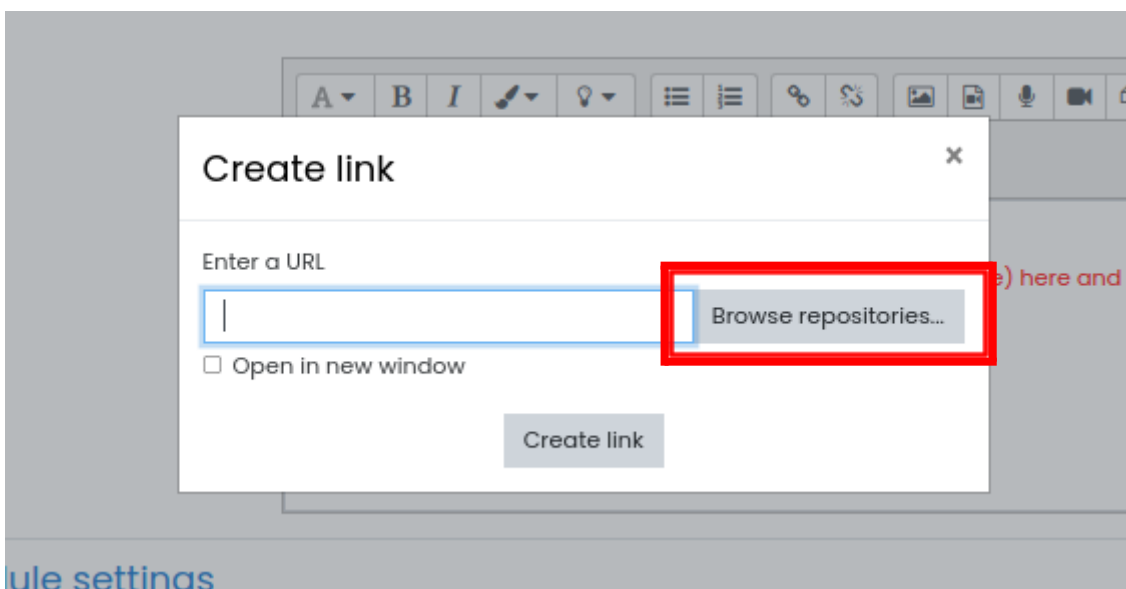
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Option 02:

- i. Access the “Edit Settings” of “Course Outline” label.
- ii. Click on the “Link” icon as shown in the screenshot below

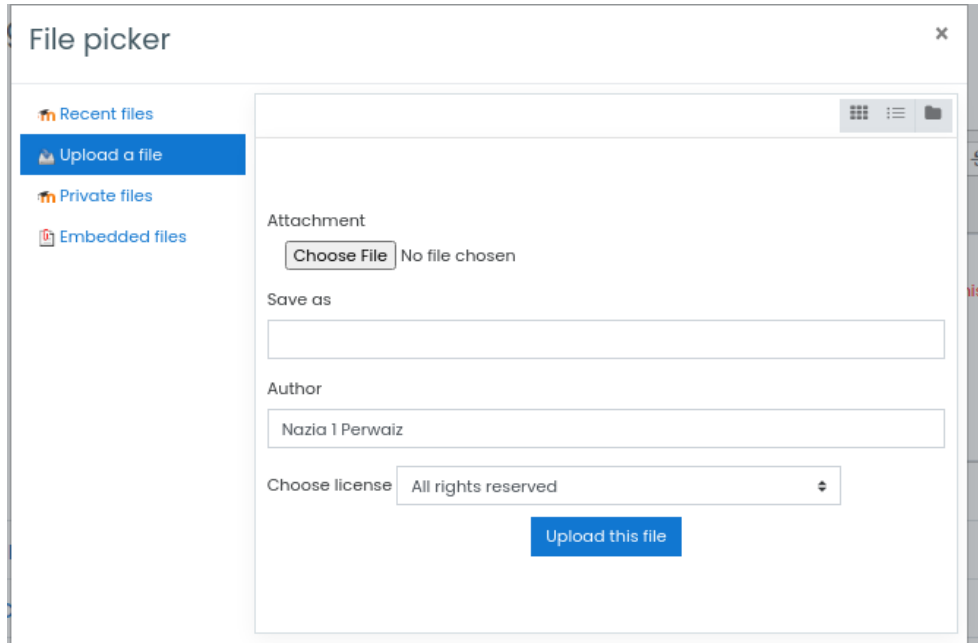


- iii. Click on the “Browse repositories...” button.



- iv. Choose a file from your computer and upload the course outline document.

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The screenshot shows a 'File picker' dialog box. On the left, there is a sidebar with four options: 'Recent files', 'Upload a file' (highlighted in blue), 'Private files', and 'Embedded files'. The main area contains the following fields:

- Attachment:** A 'Choose File' button followed by the text 'No file chosen'.
- Save as:** An empty text input field.
- Author:** A text input field containing the name 'Nazia I Perwaiz'.
- Choose license:** A dropdown menu currently set to 'All rights reserved'.

At the bottom center, there is a blue button labeled 'Upload this file'.

***** The “Name” of course outline document must contain the string “outline” in it.**
