

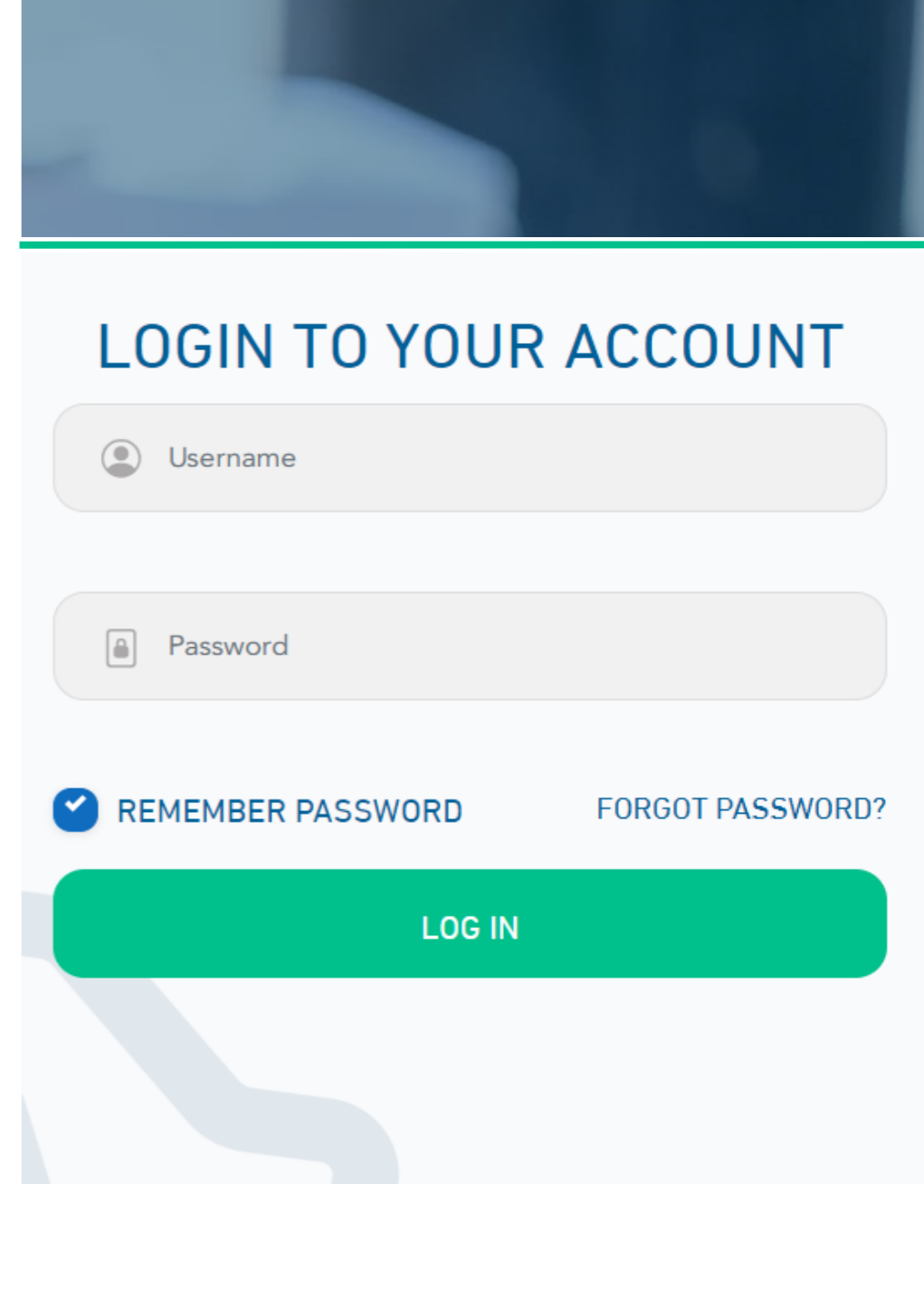
Training Center LMS user guide



Login

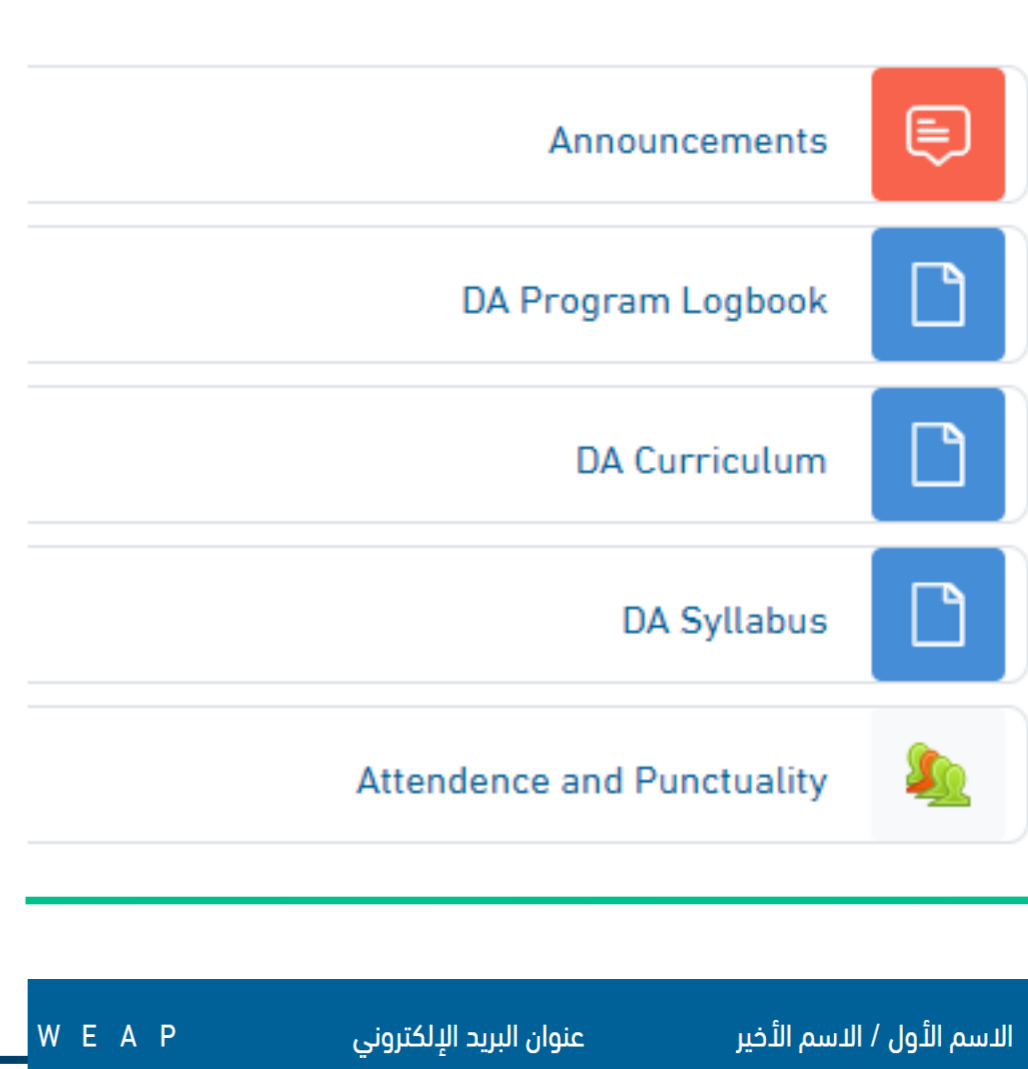
- On the main page, click on Login at the top of the page
- Enter the email as a username and the password is Ha@123123

Scan the code to access E-learning platform

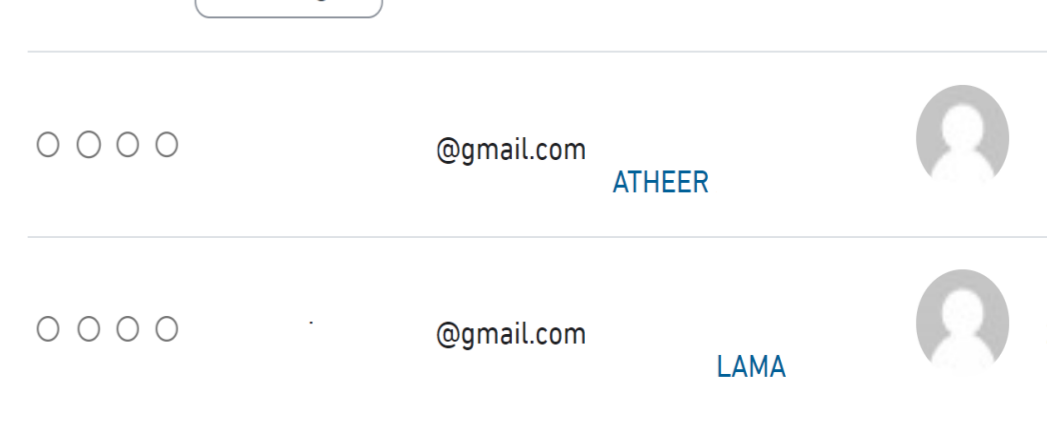


Attendance

- On the main page of the program, click Attendance
- You will be redirected to the Attendance page

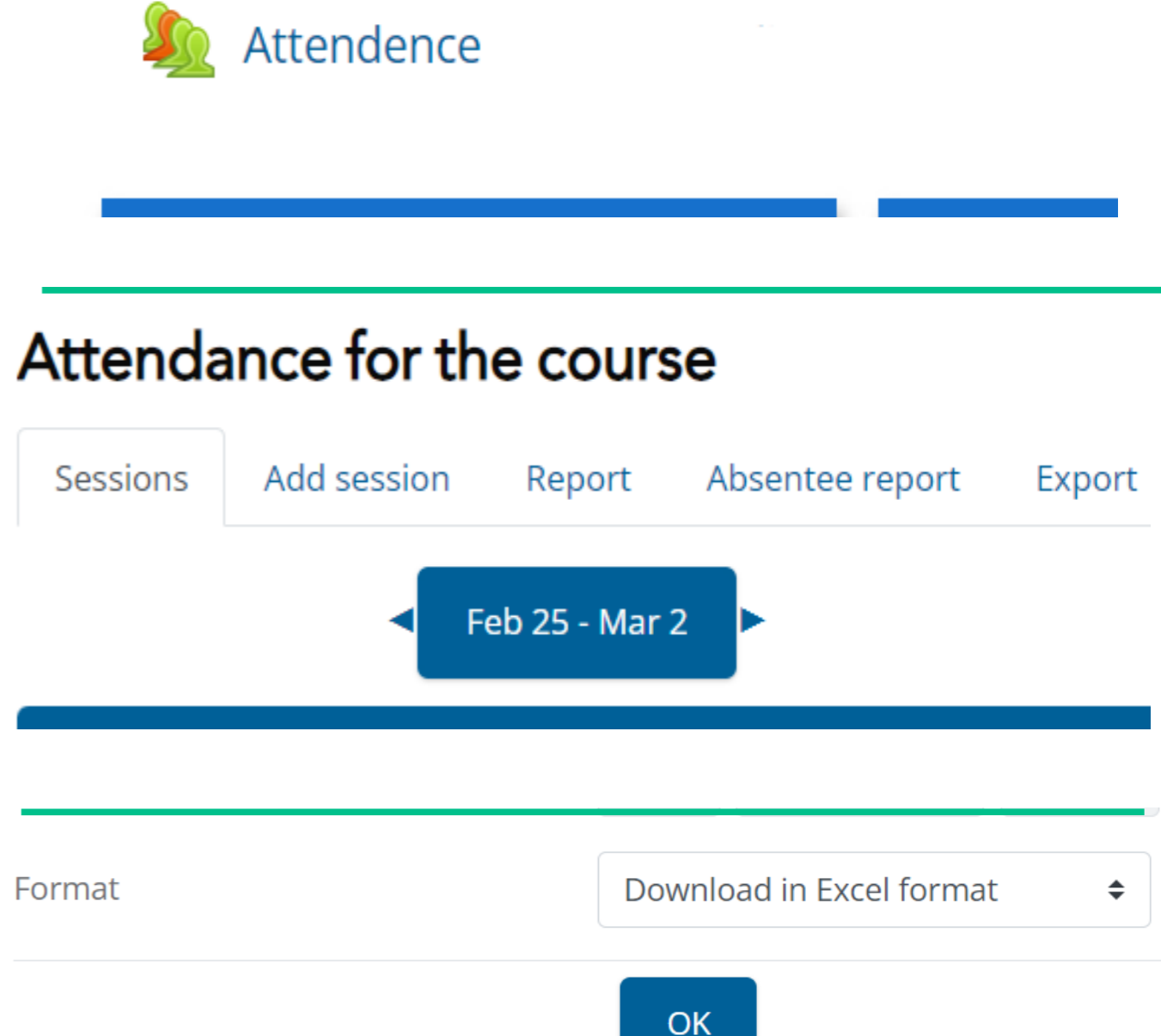


Present = 0
Absent = 0
Excused = 0
Withdrawn = 0



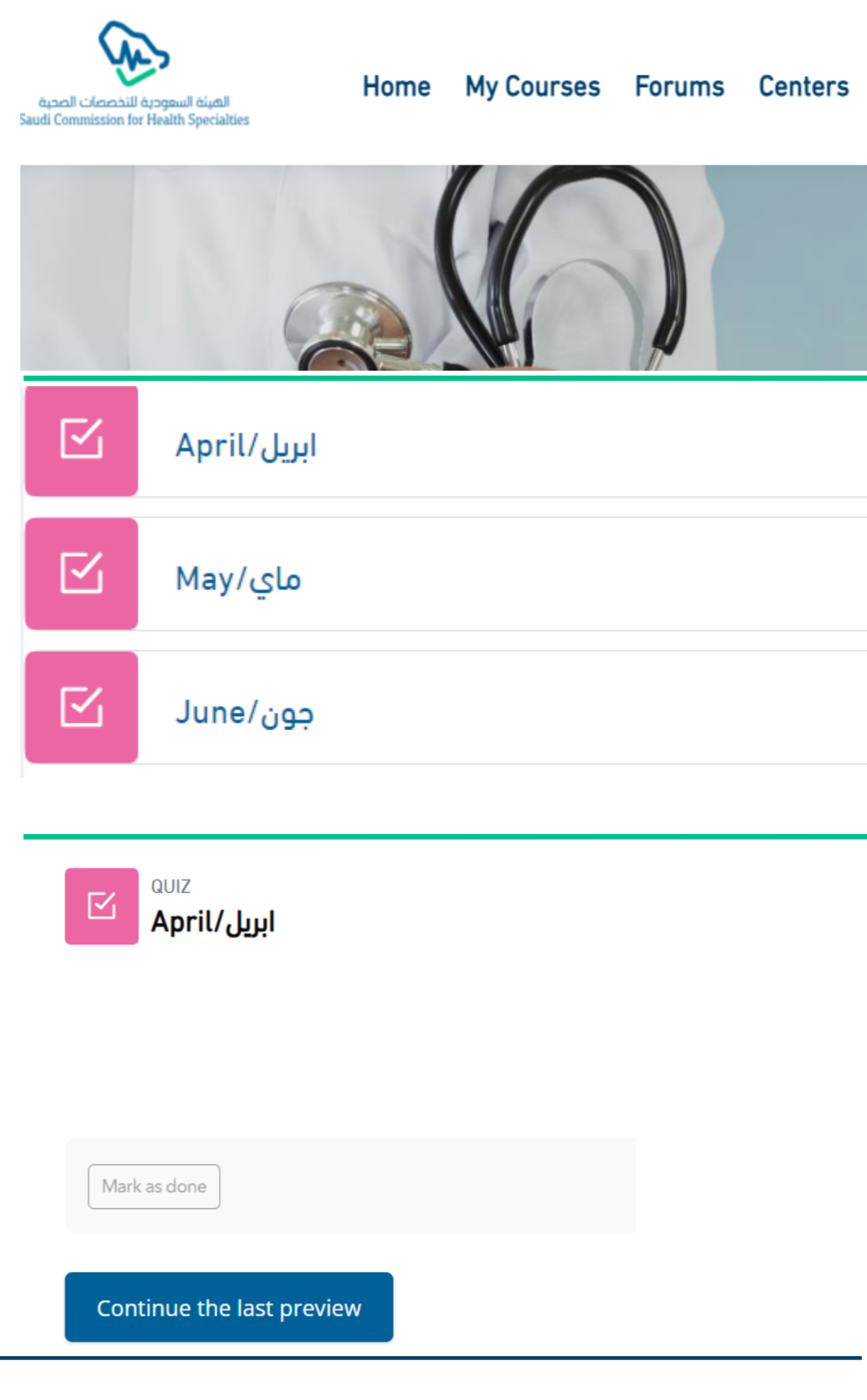
Download Excel Attendance

- On the program's main page, click the attendance icon
- On the attendance page, select the export tap
- On the export tap, scroll down. Select excel format
- Then click ok to start the download



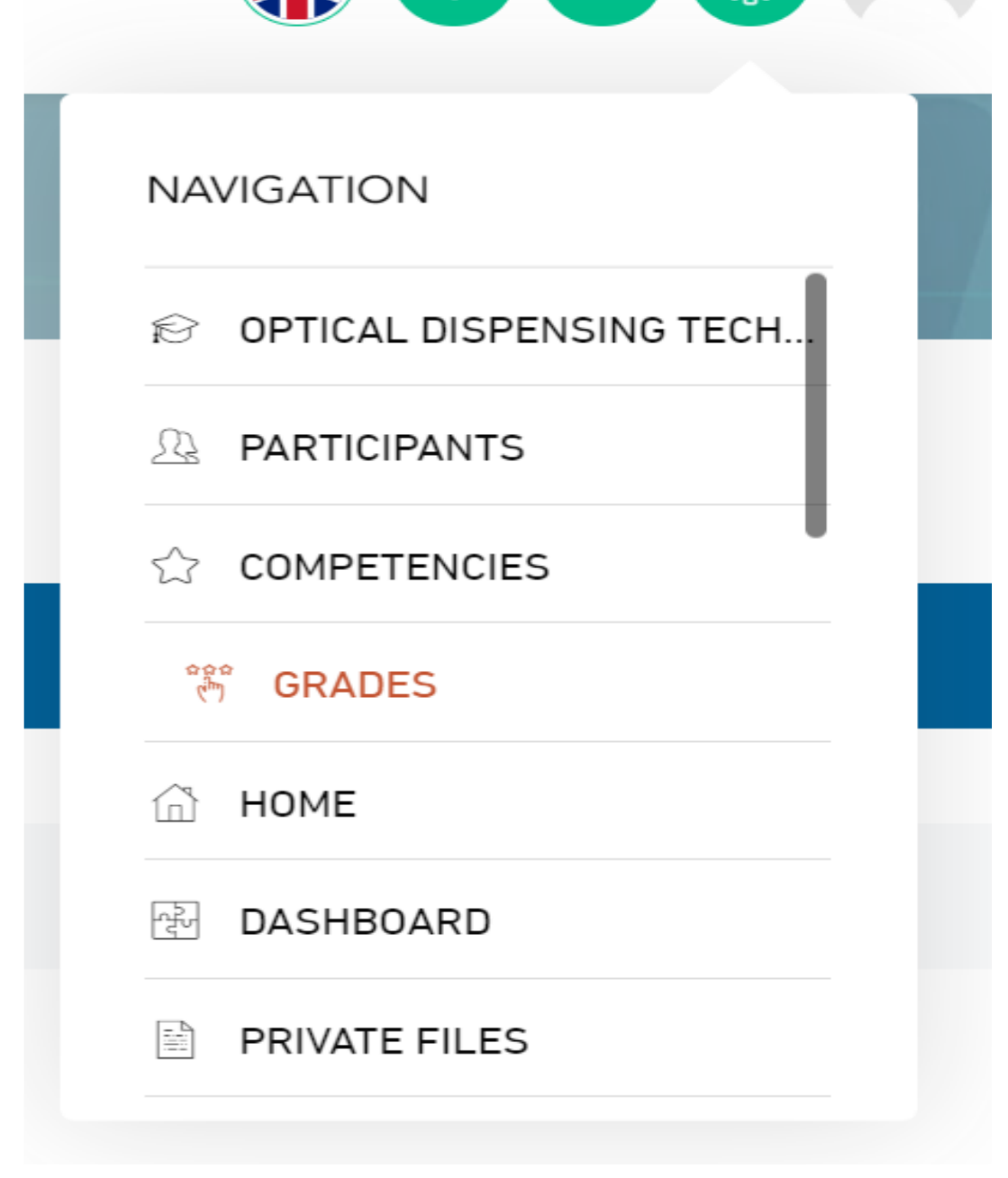
Monthly Reports

- On the home page, click Forum at the top of the page
- Click on your program's monthly report
- Choose the month
- Click on Attempt quiz now and answer all the questions
- On the last page click finish attempt
- On the summary page click submit all and finish
- On the confirmation pop up click Submit all and finish



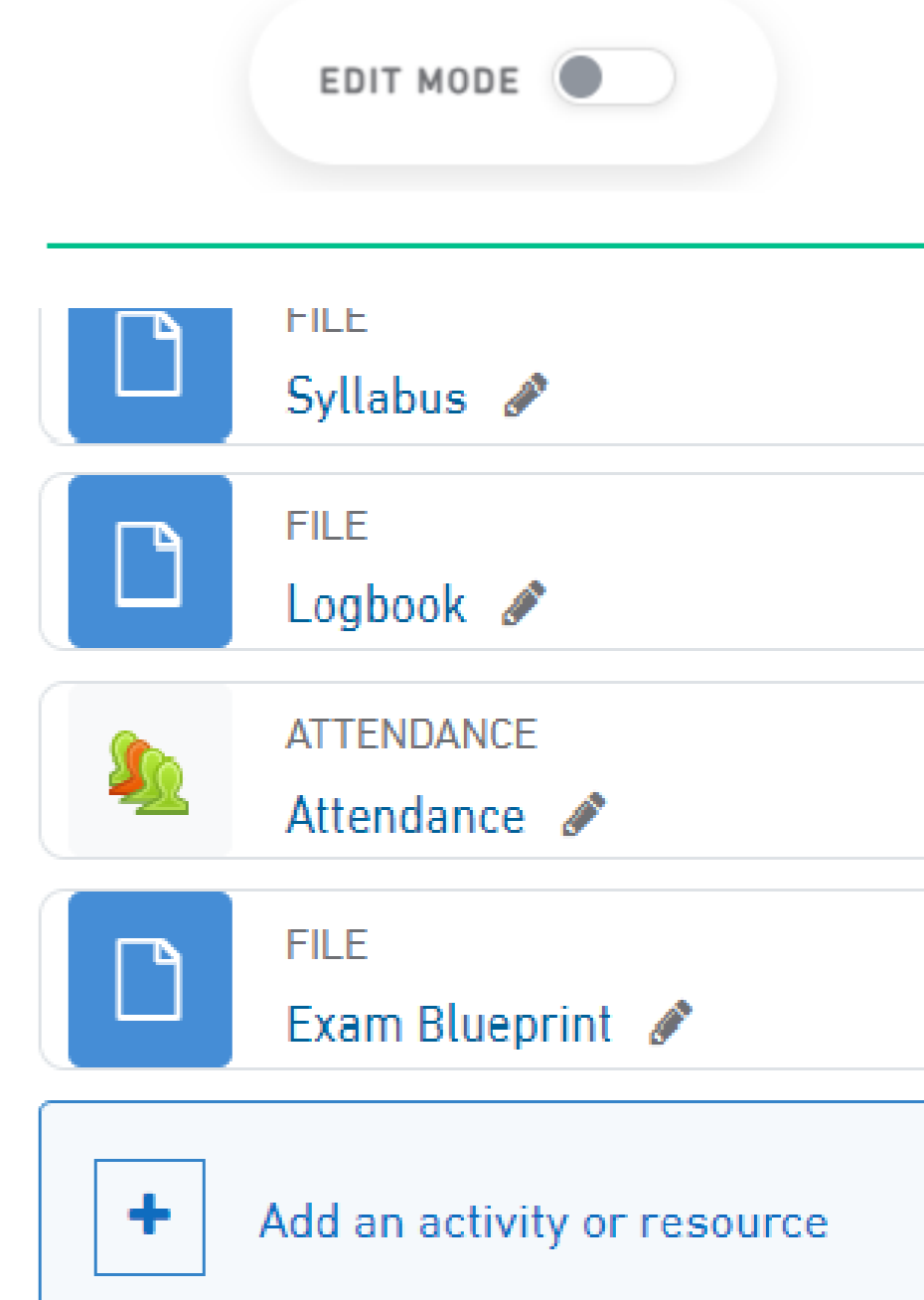
Enter grades

- On the program's main page, click the settings tab at the top of the page
- Choose Grades from the drop-down menu
- On the Grades page, click Turn Editing on at the top of the page
- You will be redirected to the list of trainees to enter grades



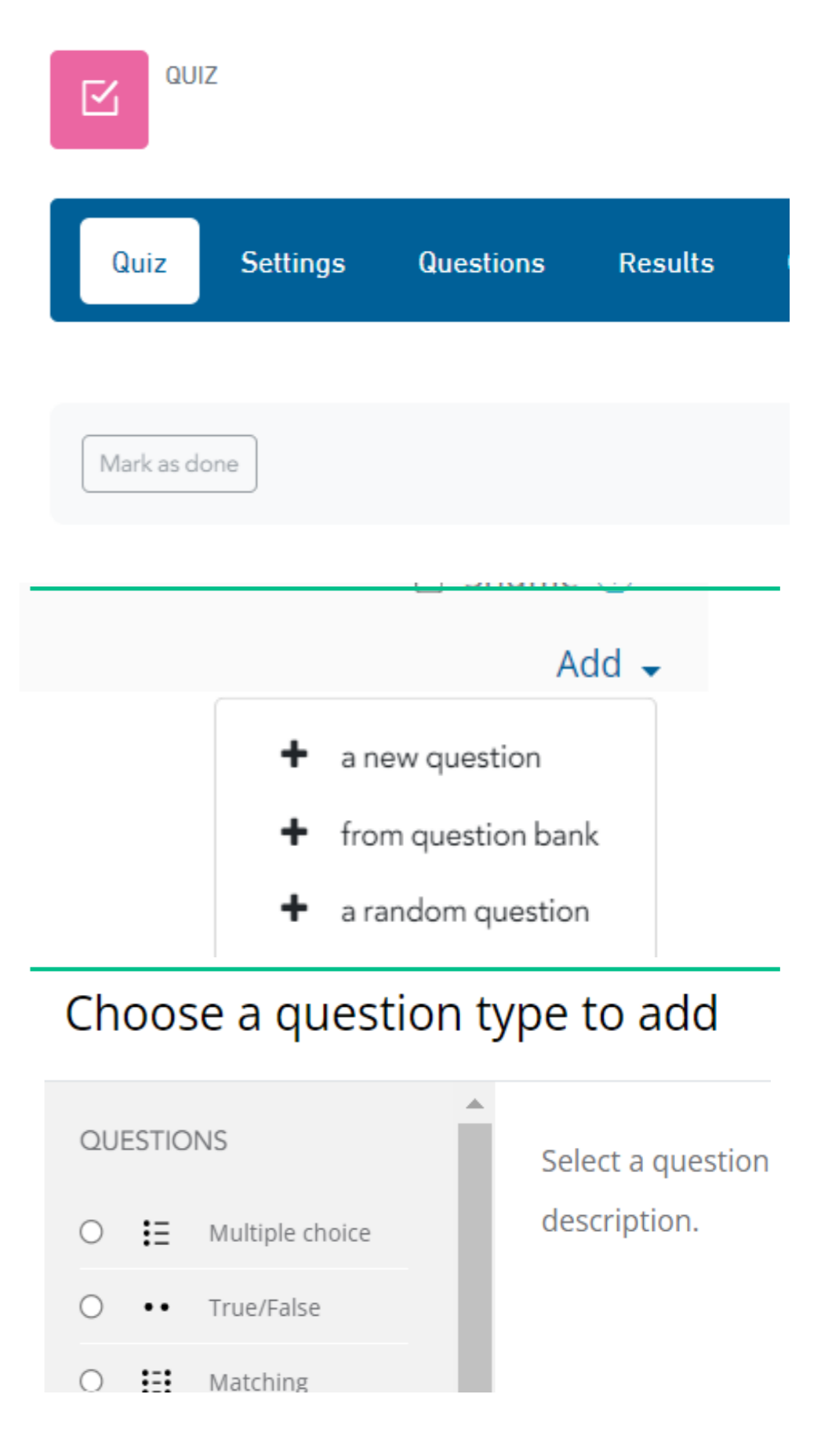
Create a Quiz

- On the program's main page, click Edit mode on at the bottom of the page
- Choose Add an activity or resource
- Select a Quiz



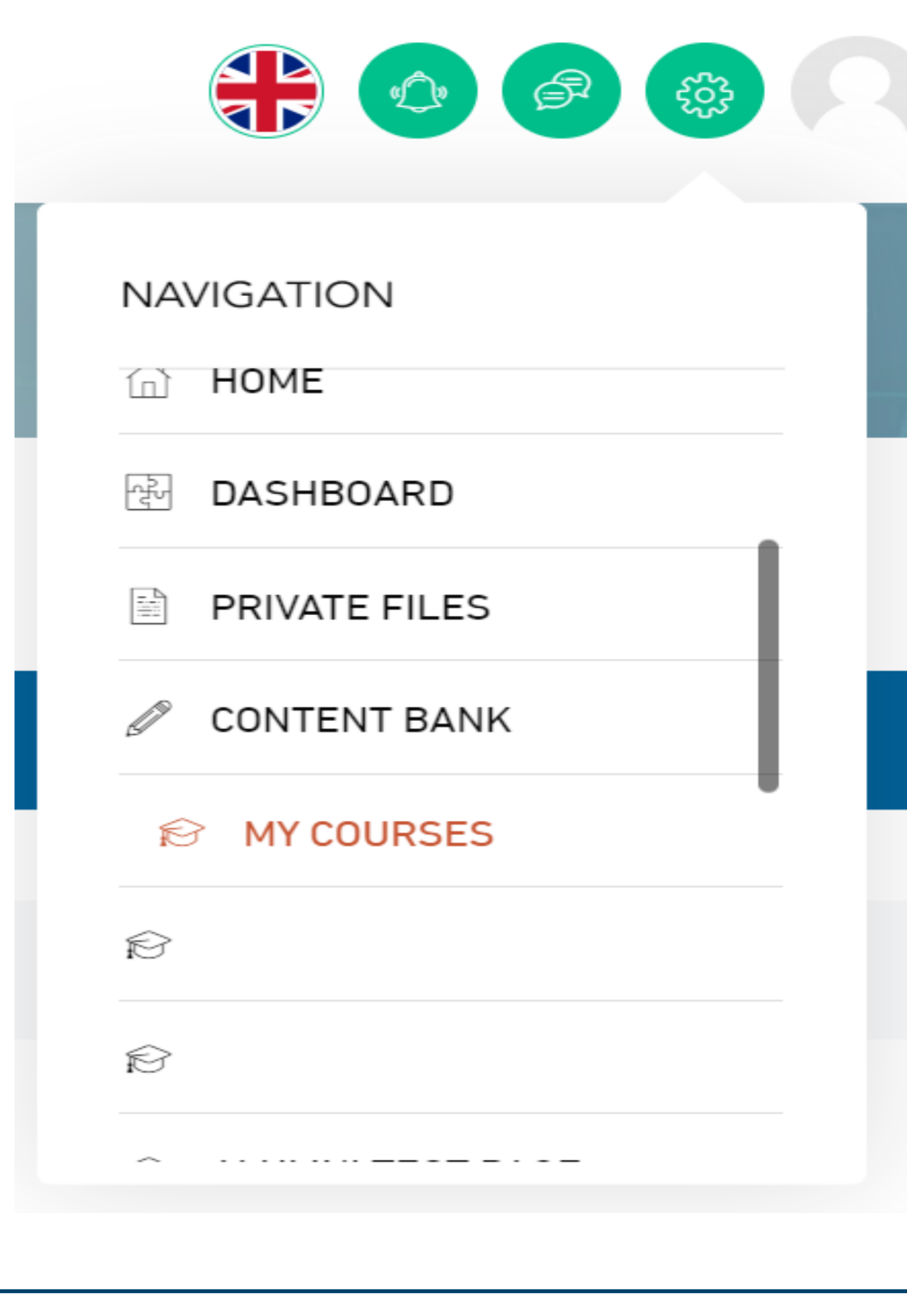
Edit a Quiz

- Go to the quiz page and click on Questions
- Click Add and choose the question type



Enter courses

- On the main page, click on the user icon at the top of the page
- Then click My courses



Create Announcement using the Forum

- On the program's main page, click Edit mode on the bottom of the page
- Choose Add an activity or resource
- Click on the forum and add Announcement information

