

**INVOZONE**

**Learning Management System**

**User Guide**

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## 1. Introduction

### About this manual

InvoZone's Learning Management System (LMS), InvoLearn, is a Moodle based platform dedicated to elearning activities in the field Software Development, including courses in multiple technology stacks, Blockchain and Gaming. It doesn't only focus on professional development but also has several courses on personal development too. This LMS will provide you with a wide variety of opportunities, resources, and new strategies for software development and training. LMS is an integral part of our professional and personal development training which ensures high standards for technical education and training and establishes a framework for e-Learning capacity. This is achieved through the use of information and communication technology, in particular web based education and training to the maximum possible extent. The purpose of this document is to make potential users familiar with InvoLearn LMS and its basic functions in order to facilitate proper and smooth use of these e-learning tools. This customized manual describes just essential functions and resources which users need for optimal performance. This manual was developed to explain how to use/operate LMS being a teacher and student user type. The manual is divided into two chapters reflecting functions, options and tools of each user type. Particular attention should be given to the chapter with instructions on how to get started using the site/platform and other chapters describing how to perform each operation once you have logged in.

## 2. User Types

There are 3 types of LMS users:

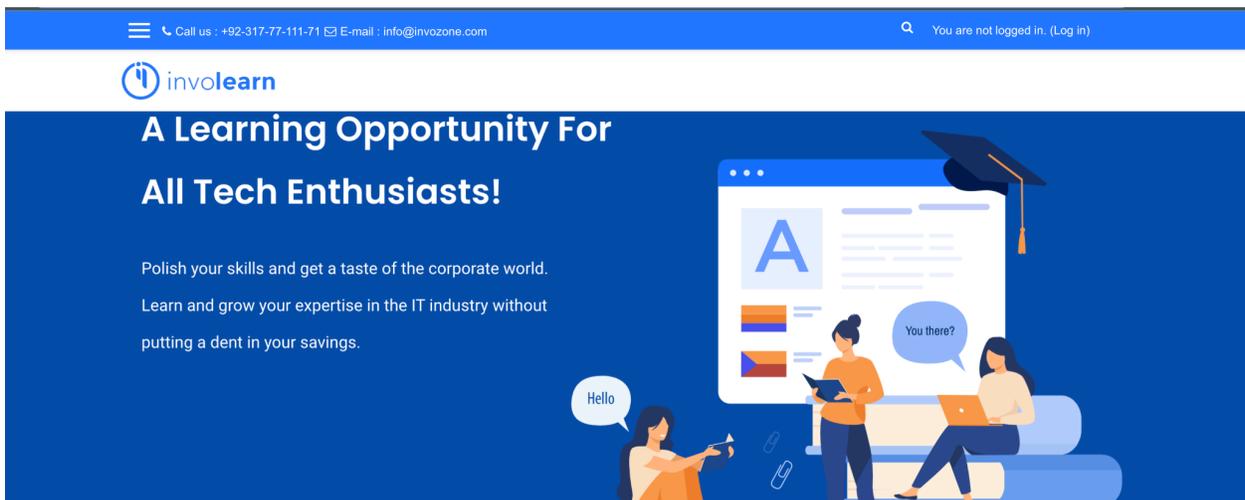
- Students: who have access to the materials and activities made available on the site/platform for facilitating learning by the teacher or the person who created the course content.
- Teachers: also known as professors, instructors, lecturers or evaluators, who are responsible for developing content and activities and delivering the course.
- Administrator: who is responsible for system functionality and administers access rights, keys, passwords, courses that are created, etc.

### **3. Requirements for student and teacher**

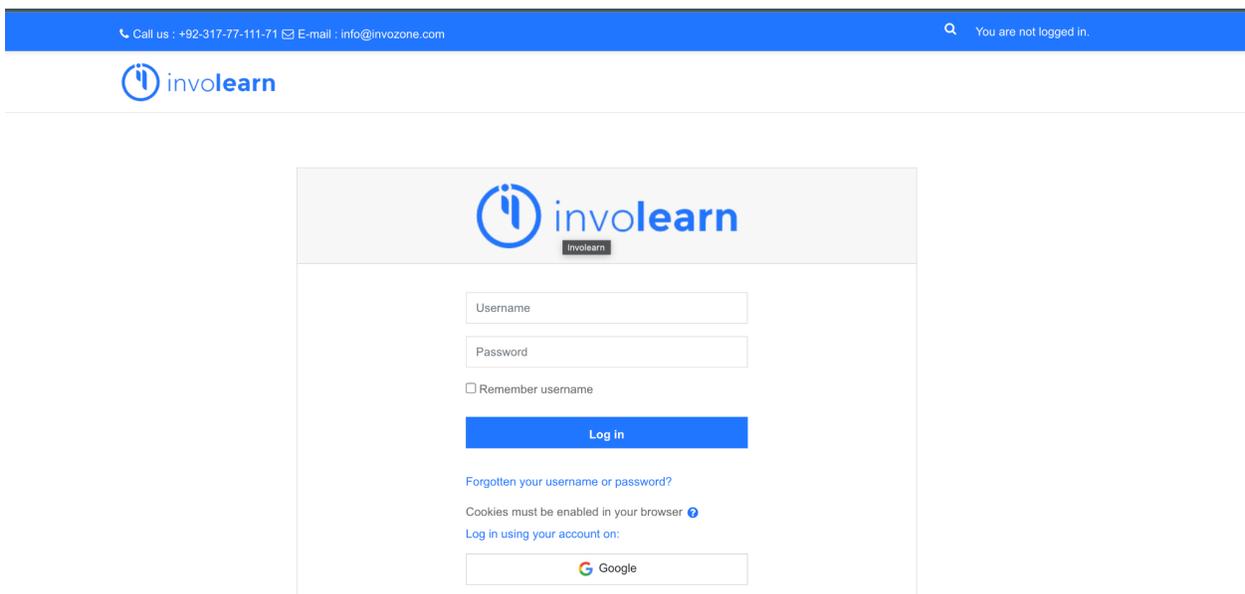
- PCs: A PC with an internet browser such as Mozilla Firefox, Microsoft Internet Explorer, Google Chrome, etc.;
- Cookies activated; Java and JavaScript enabled;
- Pop-up windows enabled;
- A stable Internet connection;
- Sufficient memory to download and open web content such as images and videos;
- Speakers to listen to sounds;
- Adobe Reader to open files in PDF format.

#### 4. How do I log in to the site?

Once the system administrator has informed you by email that you may log in to the site, open a web browser and access LMS through <https://lms.invozone.com/>. You can access LMS by clicking on it on the InvoLearn main page :



Click on 'Log in', and you will be directed to the following page:



Your Username is always your email address as provided to the system administrator. Your Password can be obtained by clicking on Forgotten your username or password?

## 5. How do I edit my profile?

It is advisable to edit/upload your profile right after your will log in for the first time. This step will save your time and simplify your communication within the system. Log in to the site using the username and the password provided by the system administrator.

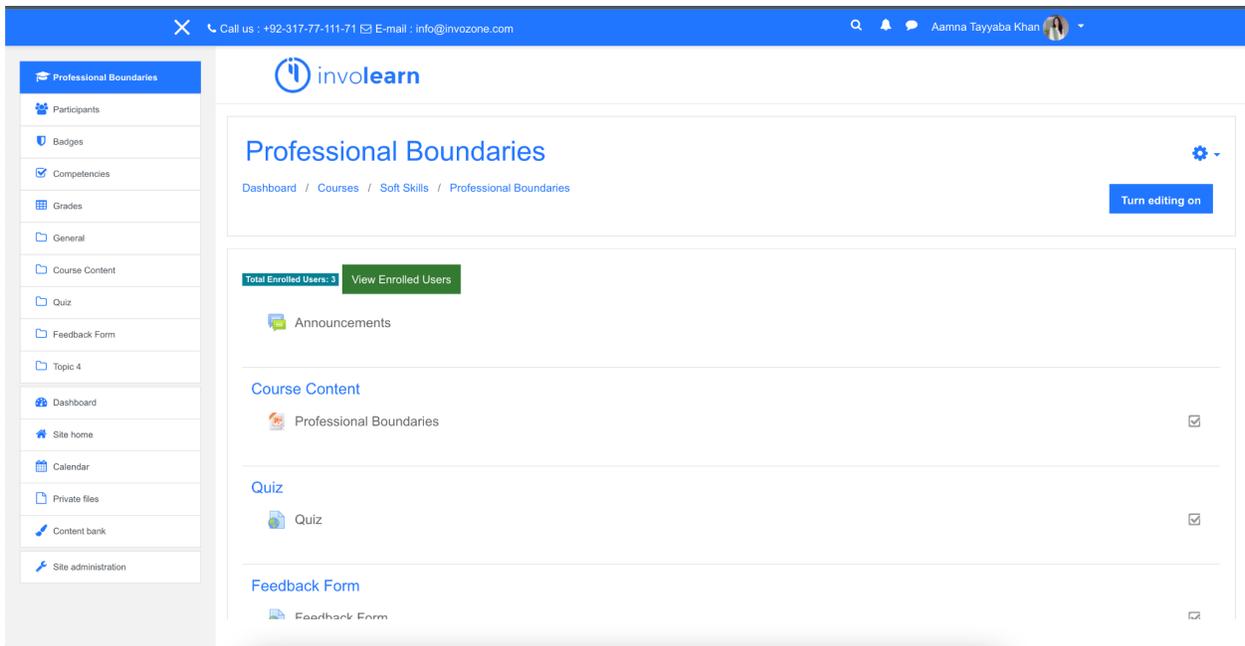
Once inside, click on your profile from the top right of the header to update your personal information. You can add/modify any type of obligatory data such as name, address, institute etc. and optional data such as, for example, your picture. When you have finished entering information, click on the Update profile button at the bottom of the page.

## 6. How do I create a course?

Courses are created by the system administrators upon request of the teacher. Students must be enrolled on a particular course.

## 7. How do I add content to the course?

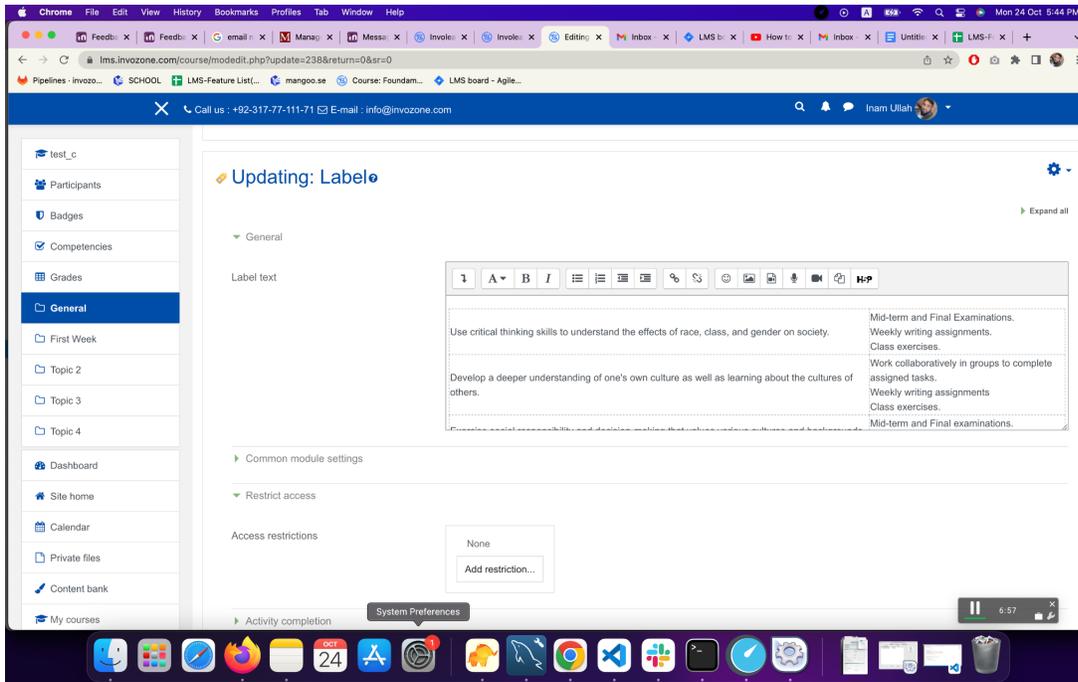
Once you have logged in to the site you will see a list of your courses. Then you must access your course by clicking on its name. Then you need to click on Turn Editing On.



The screenshot displays the Invozone LMS interface. At the top, there is a blue header with contact information: "Call us : +92-317-77-111-71" and "E-mail : info@invozone.com". The user's name "Aamna Tayyaba Khan" is visible in the top right corner. The main content area is titled "Professional Boundaries" and includes a "Turn editing on" button. Below this, there is a section for "Total Enrolled Users: 3" with a "View Enrolled Users" link. The course content is organized into sections: "Announcements", "Course Content" (containing "Professional Boundaries"), "Quiz" (containing "Quiz"), and "Feedback Form" (containing "Feedback Form"). Each item in the content list has a checkbox on the right side.

## 7.1 Course Outline:

After opening the course->turn editing on->add an activity resource->label. And add the outline of a particular course or chapter.



## 7.2 Course Content:

### Content allowed for uploading

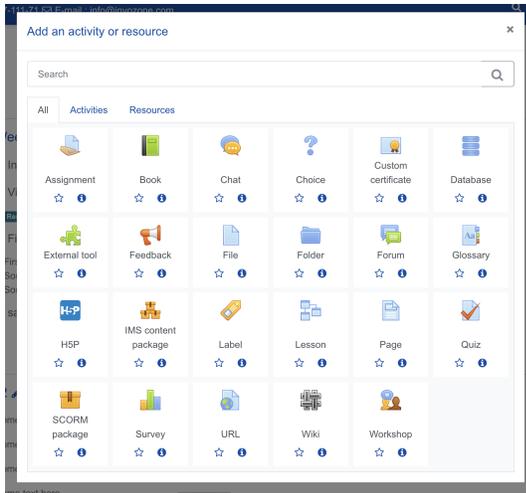
Course content material must be developed before being uploaded to the site in order to avoid having to change document versions and to ensure the clarity and organization of the uploaded content.

Uploaded files can include text, images, videos, SCORM and IMS content packages and sound files. All these are limited to a maximum size for uploading.

### Resources

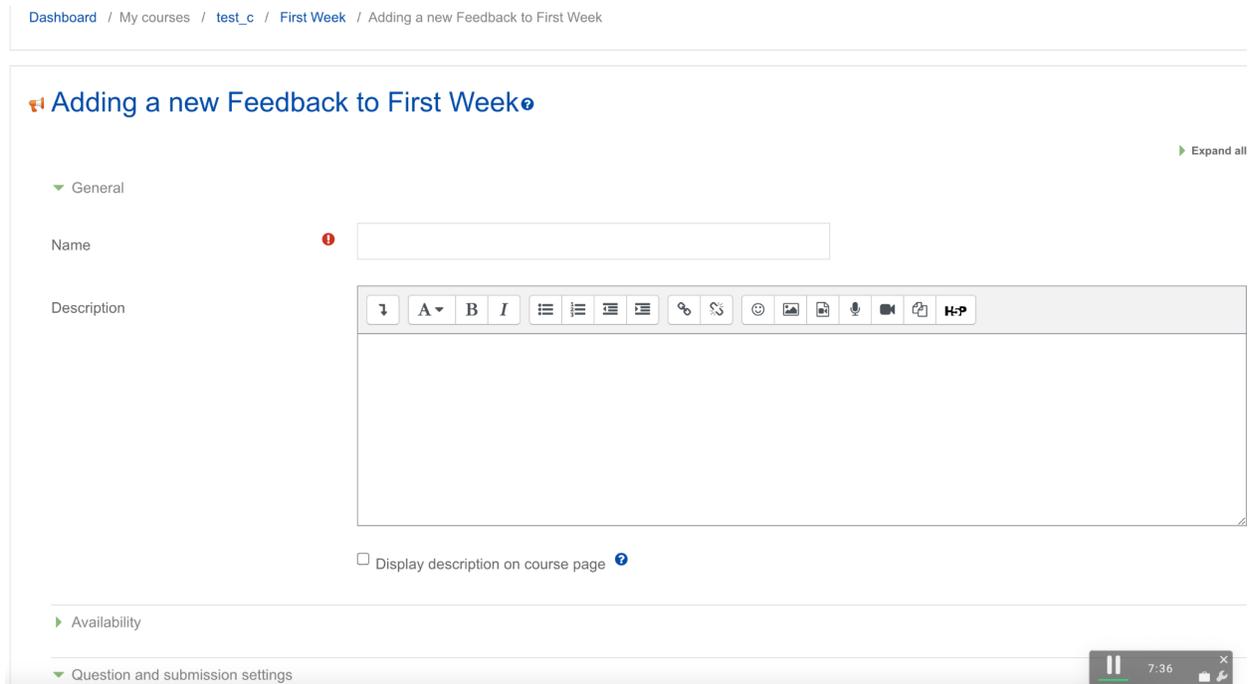
*“Moodle offers a set of different resources that allow you to add any content to your course. A Text page is a simple page written using plain text. Text pages are not pretty, but they can serve as a place to put some information. If the resource already exists in electronic form, you may want to Link to a file or a Web or simply display the complete contents of a File directory in your course to give your students access to it.*

In LMS go the course->turn editing on->add an activity resource. Add any activity like quiz, lesson etc.



In LMS go the course-> turn editing on -> add an activity resource -> feedback.

Add new feedback activity.



Select “Record user name” and “Enable notification of submission” also can add a restriction.

Display description on course page [?](#)

---

▶ Availability

---

▼ Question and submission settings

Record user names ✓ Anonymous  
User's name will be logged and shown with answers

Allow multiple submissions [?](#)

Enable notification of submissions [?](#)

Auto number questions [?](#)

---

▶ After submission

---

▶ Common module settings

---

▶ Restrict access

---

▶ Activity completion

7:36

### 7.3 Quiz:

A quiz has two components: a body and a pool of questions. When you create the body of a quiz you are creating a container for the questions and defining the rules for interacting with the quiz. You can create a general pool of questions for use in all course activities, or you can create questions for use in one particular quiz only

#### Quiz timer:

Go to course->add an activity resource->select quiz activity.

Set the quiz time like that:

Display description on course page [?](#)

---

▼ Timing

Open the quiz [?](#) 26 ▾ October ▾ 2022 ▾ 08 ▾ 50 ▾   Enable

Close the quiz 26 ▾ October ▾ 2022 ▾ 08 ▾ 50 ▾   Enable

Time limit [?](#) 1 minutes ▾  Enable

When time expires [?](#) Open attempts are submitted automatically ▾

---

▶ Grade

---

▶ Layout

---

▶ Question behaviour

In the student view go the course->quiz->start attempt.

Quiz navigation

1 2

[Finish attempt ...](#)

Time left **0:00:44**



Quiz groups:

Go the course->editing on->click on “more”->groups

### testing course12: Groups

Dashboard / My courses / courser21312 / Users / Groups / Participants / Groups / Create group

▼ General

Group name !

Group ID number ?

Group description

Rich text editor toolbar: Bold, Italic, Underline, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Image, Video, Audio, Table, Undo, Redo, H-P

System Preferences |  | 5:13

## testing course12

Dashboard / My courses / courser21312 / Participants / Groups / Add/remove users

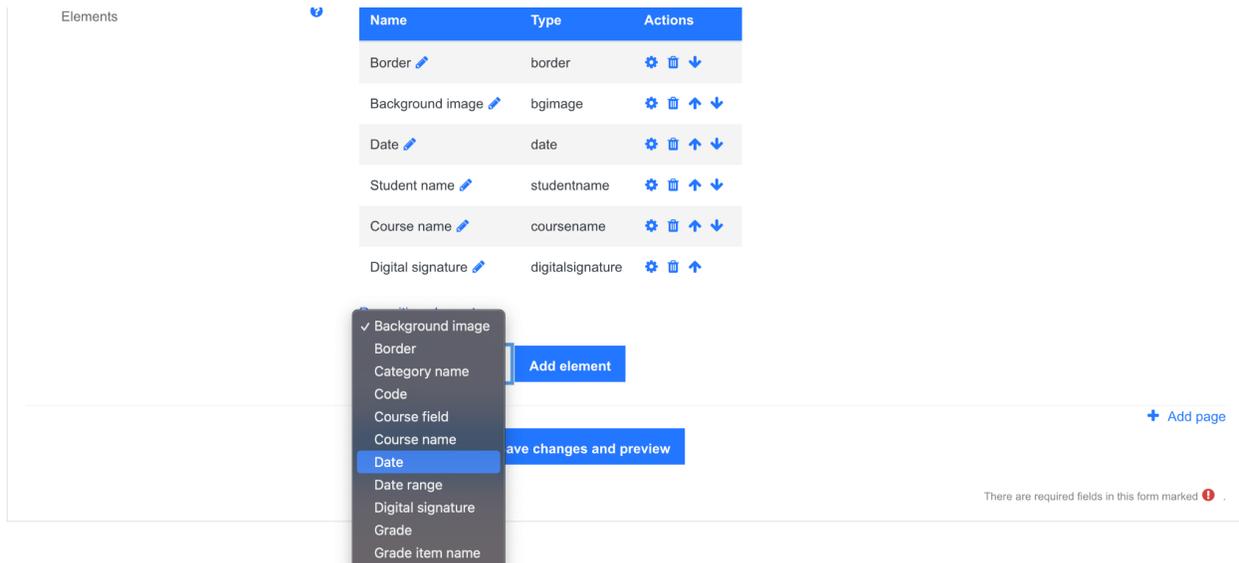
### Add/remove users: testing

Group members	Potential members	Selected user's memt
<p>None</p> <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div> <p>Search <input type="text"/> <span>Clear</span></p> <p><a href="#">Search options</a></p>	<p><b>Student (2)</b>            test student5 (inamullah318@gmail.com) (1)            test teacher5 (inam.ullah@seecs.edu.pk) (1)</p> <p><b>Teacher (2)</b>            Test Teacher2 (teacher2@gmail.com) (0)            Inam Ullah (inam.ullah@invozone.com) (0)</p> <div style="text-align: center;"> <p>◀ Add</p> <p>Remove ▶</p> </div> <p>Search <input type="text"/> <span>Clear</span></p>	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div> <p>Search <input type="text"/> <span>Clear</span></p>

5:13

## 7.4 Certificates:

Go to the siteadmin->plugins->custom certificates->Manage Templates->create Template:



Name	Type	Actions
Border	border	⚙️ 🗑️ ↓
Background image	bgimage	⚙️ 🗑️ ↑ ↓
Date	date	⚙️ 🗑️ ↑ ↓
Student name	studentname	⚙️ 🗑️ ↑ ↓
Course name	coursename	⚙️ 🗑️ ↑ ↓
Digital signature	digitalsignature	⚙️ 🗑️ ↑

- Background image
- Border
- Category name
- Code
- Course field
- Course name
- Date
- Date range
- Digital signature
- Grade
- Grade item name

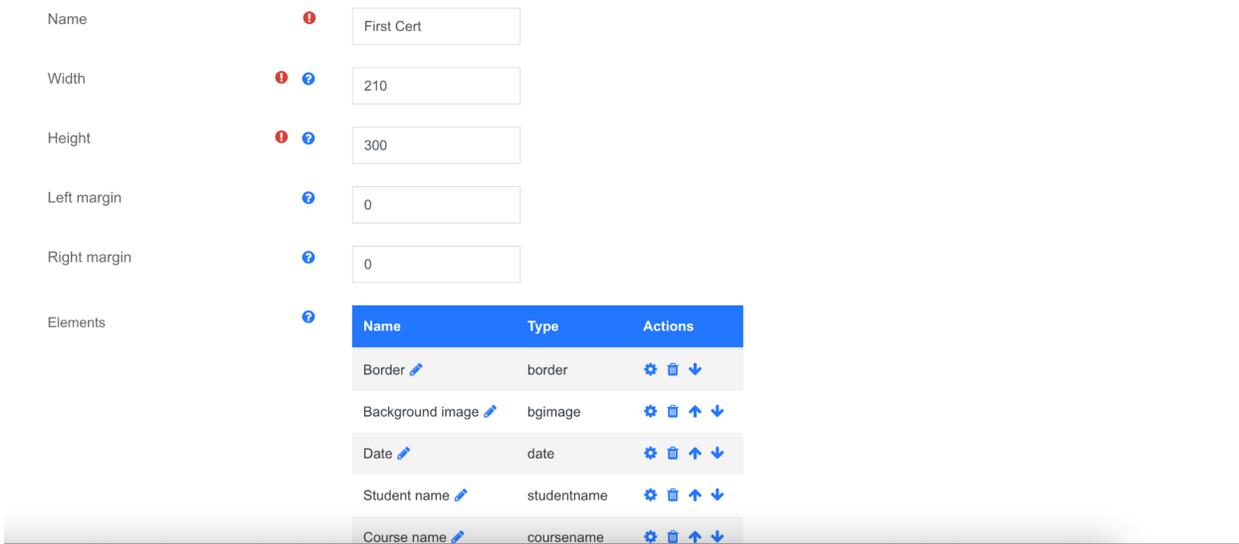
Buttons: Add element, Save changes and preview, Add page

Warning: There are required fields in this form marked with a red exclamation mark.

## InvoLearn

Dashboard / Site administration / Plugins / Activity modules / Custom certificate / Custom certificate settings / Manage templates / Edit certificate

### InvoLearn



Name: First Cert

Width: 210

Height: 300

Left margin: 0

Right margin: 0

Name	Type	Actions
Border	border	⚙️ 🗑️ ↓
Background image	bgimage	⚙️ 🗑️ ↑ ↓
Date	date	⚙️ 🗑️ ↑ ↓
Student name	studentname	⚙️ 🗑️ ↑ ↓
Course name	coursename	⚙️ 🗑️ ↑ ↓

After setting up the certificate template then you can assign it to any student using certificate activity in the course.

Go the course->turn editing on->add an activity resource->Custom certificates.

If already exist the old template click on here edit certificate and change the template:

### First Certificate

sadsa

[View certificate](#)

Recipients: 2

Download table data as Comma separated values (.csv) [Download](#)

First name / Surname	Email address	Awarded on	Code
Test1 Student1	student1@gmail.com	Friday, 30 September 2022, 8:53 pm	rXOr9HrjGC
Test2 Student2	student2@gmail.com	Wednesday, 5 October 2022, 8:58 pm	nV11RGXxjJ

[Announcements](#)  [quiz](#)

Digital signature digitalsignature

Reposition elements

Background image [Add element](#)

[Save changes](#) [Save changes and preview](#) [+ Add page](#)

▼ Load template There are required fields in this form marked

Manage templates

First Cert [Load](#)

[Announcements](#)  [quiz](#)

## 7.5 Assessment reminder to user Manually (student):

Go the course->participant->Send a message

First name / Surname	Email address	Roles	Groups	Last access to course	Status
<input checked="" type="checkbox"/> Test1 Student1	student1@gmail.com	Student	ASDSA	6 days 3 hours	Active
<input checked="" type="checkbox"/> test student15	inamullah318@gmail.com	Student	No groups	1 hour 35 mins	Active
<input type="checkbox"/> Test2 Student2	student2@gmail.com	Student	No groups	41 days 15 hours	Active
<input type="checkbox"/> Coursecreate1 test1	coursecreate1@gmail.com	Student, Course creator	No groups	Never	Active
<input type="checkbox"/> Teacher1 test1	teacher1@gmail.com	Student	No groups	Never	Active
<input type="checkbox"/> Student4 Test4	student4@gmail.com	Student	No groups	41 days 15 hours	Active
<input type="checkbox"/> Inam Ullah	inam.ullah@invozone.com	Student	No groups	10 secs	Active

With selected users... **Choose...**

- Send a message
- Add a new note
- Download table data as
  - Comma separated values (.csv)
  - Microsoft Excel (.xlsx)
  - HTML table
  - Javascript Object Notation (.json)

**Enrol users**

Self completior  
The self completio enabled for this co

Level up!

## 7.6 Weekly reminder/reengagement:

Go to the course->turn editing on->add an activity resource->Reengagement.

### Updating Reengagement in topic 3

Expand all

#### General

Reengagement name

#### Reengagement details

Notify user

Third-party recipients

Notification delay  Minutes

Reminder count

Notification subject (User)

Notification content (User)

This is a reminder notification from course %courseshortname%. 5:19

Suppress notification if target activity complete

Target activity.

Common module settings

Restrict access

Activity completion

Tags

Competencies

## 8. Bibliography

<http://moodle.org/> in English

Wikipedia

Using Moodle — Teaching with the Popular Open Source Course Management System, 2 nd Edition, Jason Cole & Helen Foster

## 9. Glossary and acronyms

- LMS: Learning Management System.
- OpenDocument (ODF): a standard and open file format for the storage of electronic office documents such as spreadsheets, texts, graphs and presentations.
- SCORM and IMS content packages: Two formats for exporting and importing complete courses compatible with other sites.