

## Andhra Pradesh State Council of Higher Education (A Statutory Body of Government of Andhra Pradesh, Established under A.P. Act No. 16 of 1988)

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Dr. Adimulapu Suresh Hon'ble Minister for Education A.P.



# ANDHRA PRADESH

LEARNING MANAGEMENT SYSTEM (LMS) USER GUIDE





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## 1. Introduction

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#### 1.1 What is LMS?

A learning management system (LMS) is a software application for the administration, tracking, automation, and delivery of educational courses, training programs, or learning and development programs. The learning management system concept emerged directly from e-Learning.

Learning management systems were designed to identify training and learning gaps, utilizing analytical data and reporting. LMSs are focused on online learning delivery but support a range of uses, acting as a platform for online content, including courses, both asynchronous based and synchronous based.

#### 1.2 What is AP LMS?

AP LMS was sponsored by APSHCE, Developed & designed by e-Pragati which has been tailor-made for students of Andhra Pradesh with emerging technologies, which connects students, Teacher, colleges, universities, recruiters, event hostess with different components.

#### 1.3 What are the components of AP LMS?

**Digital Library** is a virtual repository of learning resources that have been tailor-made for APSCHE structure & curriculum with emerging digital technologies for making its resources more accessible to all higher education students of our state.

**Industry Institute Connect** helps AP state students to find Internships/Jobs with committed organizations towards generating employment in the state of AP.

**Recommendations** will help students to find campus events, webinars, workshops, student Promotions, training, hackathons, educational and job fairs.

## 1.4 Stakeholders of each component with their functions & features.

#### **Digital Library**

- Learners/ Students: Search the content, View the content, Download the content, Takes Quiz, Share the content, Post the Comments, and can connect with Teacher/Instructor.
- > Teacher/Instructor: Post Content, Create Quiz, Edit Content, and all the features of Students.
- Program Coordinators/Administrators: Manage Teacher, Add new masters, Approve/Deny Content and all the features of Students, Teacher.

#### **Industry Institute Connect:**

- ➤ Jobseekers: Search the Jobs, View the Jobs, Save the Jobs, Share the jobs and apply for jobs. All the Registered Learners/ Students, Teacher/Instructor can be Jobseekers.
- ➤ Recruiter: Post the Job, View the responses for a job, Shortlist responses & connect with job seekers of received responses. Recruiters are the representatives of Industries who were appointed by the IIC Nodal officer and University LMS Program Coordinator can post the jobs.
- > IIC Nodal Officer: Can post jobs irrespective of industry throughout the district, manage recruiter list.

#### Recommendations

- ➤ Host: Post the Event/Recommendations Edit the Event/Recommendations, Download the detailed list of Interested/Applied Audience. Only Program Coordinators has the access to Post/Host the event.
- ➤ Audience: Search the Event/Recommendations, View Event/Recommendations, and Apply & select Event/Recommendations.

## 1.5 Requirements for students, Teacher, Program Coordinators, Recruiters, SPOCs.

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**Student**: Student needs to provide the details of his/her Course, Branch, Batch, and College with Aadhar & University ID number. The entered details should match with the Students Legacy data existing in the system.

*Tutor*: Tutor needs to enter the details of University, College, Course, Aadhar & University ID number, enter details that should match with system legacy data and Program Coordinator approval.

**Program Coordinator:** The requirements of Program Coordinator are the same as Teacher. In addition to that department need to appoint a Program Coordinator offline.

Recruiter: Details to be provided by District IIC Nodal officer in a defined format.

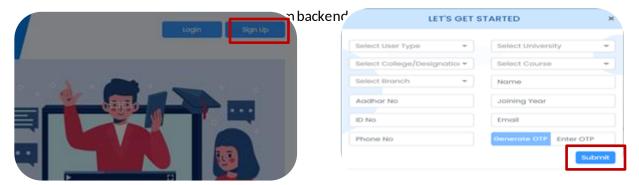
IIC Nodal Officer: Details to be provided by the APSCHE in a defined format.

#### 1.6 Logging to the system, editing profile

#### 1.6.1 How do I register to the system?

- The user needs to search <a href="https://aplms.e-pragati.in/">https://aplms.e-pragati.in/</a> from Google chrome.
- User need to select the Signup button

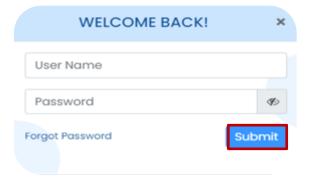
- Student, Tutor, Program Coordinator need to sign up with the required details & OTP.
- Teacher, Program Coordinator registration will be completed after approval by Program Coordinator, APSCHE.



## 1.6.2 How do I log in to the site?

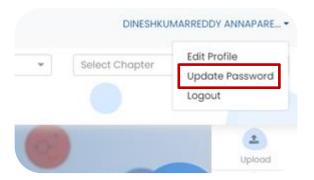
- The user needs to search <a href="https://aplms.e-pragati.in/">https://aplms.e-pragati.in/</a> from Google chrome.
- The user needs to select the Login button.
- The user needs to provide a User Name & Passcode.
- Registered mail will be the user name & Registered Mobile number will be the initial passcode.





## 1.6.3 How do I Update my passcode?

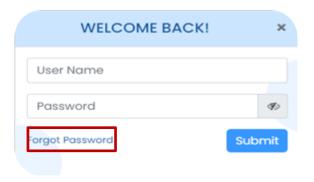
- User to select the update passcode from Dropdown icon next to user profile name on the header of welcome page and then select Update Passcode from the list.
- Need to provide current passcode, new passcode & confirm the new passcode.





## 1.6.4 How do I reset my passcode?

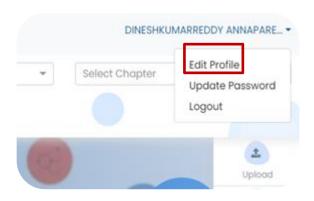
- Users need to select Forgot Passcode link on the Login container.
- The user needs to provide a registered mail id.
- The system will send OTP to registered Mail ID & mobile number.
- Once the user authenticates the OTP, System will allow the User to Update the Password.

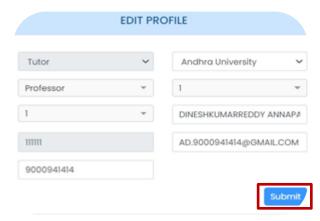




## 1.6.5 How do I edit my profile?

- Users need to click on the edit profile from the Drop-down icon next to the user profile name on the header of the welcome page and then select edit profile from the list.
- The system populates the user details & allow the user to update





## 2 <u>Digital Library (DL)</u>

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#### 2.1 What is DL?

*Digital Library* is a virtual repository of learning resources that have been tailor-made for APSCHE structure & curriculum with emerging digital technologies for making its resources more accessible to all higher education students of our state.

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#### 2.2 Who can post the content?

Tutor & Program Coordinator has the access to post the content.

#### 2.3 What are the prerequisites for posting content by a tutor?

- The registered tutor will get his request approval from Program Coordinator.
- Respective masters of the content should be listed in the system.

#### 2.4 Did posted content need any approvals?

The Content Posted by the Tutor needs to be approved by the respective university Program Coordinator and the Program Coordinator can post the content directly without any approvals.

#### 2.5 How does the Program Coordinator Approve Content?

- Approval actions pending will be notified on Program Coordinator welcome page.
- Once the Program Coordinator selected the action, System will redirect to the content pending approval
- Each content will be displayed in the separate tab with Approve / Deny buttons
- By reviewing the content thoroughly Program Coordinator can take an action to Approve or Deny the content.
- The status of action will be displayed to the tutor and the Content will be hosted if approved.



## 2.6 What should a tutor do, if the relevant master's data is not available while uploading?

- The tutor needs to raise an offline request to the Program Coordinator to create the required masters.
- Based on the request Program Coordinator can add masters for tagging content while uploading.
- Once Program Coordinator creates the masters, a tutor can post the content.

#### 2.7 How to add new masters?

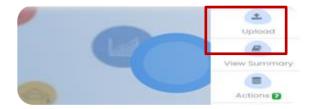
- Program Coordinator need to select the add masters button on the welcome page
- The system will direct to add masters screen
- Program Coordinator can select the higher hierarchical drop downs and selects the plus button when the Program Coordinator wants to add masters.
- Once the Program Coordinator filled all the fields of masters through Drop-Downs / input Textboxes, Program Coordinator can submit the new masters.

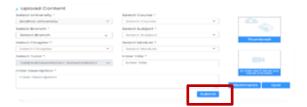


## 2.8 How does the tutor upload content?

- Tutor / Program Coordinator to select upload content from welcome Page.
- The system will redirect to the upload content page
- User to select all the masters & To upload the video

- The user has the option to upload the Attachments & Quiz.
- Once the user selected the attachment, the user can attach the files with tittles.
- Once the user selected the quiz, the user can upload the quiz with questions, options, correct answers & explanations.



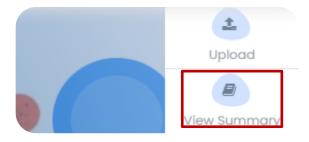


### 2.9 Data limit for uploading the content

- For uploading video system will allow 15 MB per minute.
- 5 MB for each attachment.
- 75 MB for video in attachment.
- 1 MB for quiz images.

#### 2.10 How does the tutor view a list of posted content?

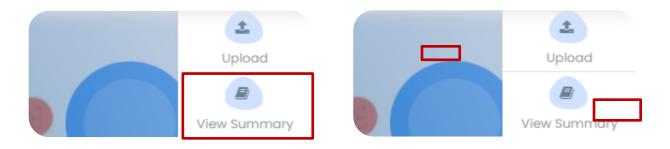
- User need to select the view summary on the welcome page
- The system will populate the list of contents with status, Tagged masters & Views count.
- Users can Hide / Delete content from the view summary.
- Users can also edit the content.





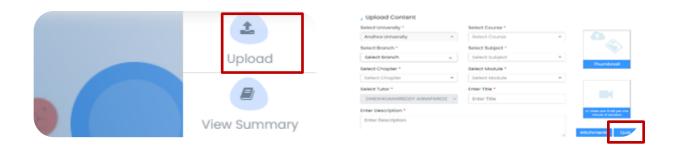
#### 2.11 How do Teacher edit content?

- From View summary user to select the edit button
- The system will populate the existing data of the content, user can edit where ever required, like uploading new attachments, creating a quiz, editing the description.



#### 2.12 How do Tutor post quiz?

- User to select the Upload content
- User to select quiz button
- User to add the question, options, correct answer, and explanation.
- Users can also add images to questions & options.
- User to select add a question for adding a new question
- All the submitted questions will be listed at bottom of the screen
- User can select the edit in the list and can edit any previous question
- Once the user selected submitted, the quiz will be added to the content.

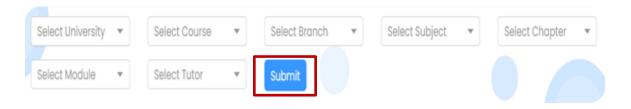


#### 2.13 How to share the content?

- User to select the share icon on the content tab.
- Once the user selected the share icon, the content container will extent with the link, copy button, FB icon & WhatsApp icon.
- User can also copy the link and share it through any medium
- Once the user selects FB or WhatsApp icon, the system will redirect to the respective platforms. Then the user can select whom to share and share the content.



- 2.14 How does Student search content?
  - Once the user logged in, will find a search ribbon on top with a filter
  - University > Course > Branch > Subject > Chapter > Module and tutor are the available filters
  - User can select the low hierarchical filter only higher is selected, where the module is independent
  - Once filters are selected, the user can select the search button and respective content will be populated.



#### 2.15 How does Student view the content?

- Content tabs will be displayed to the user based on the search
- In the content tab, the user can find clear details of the content like masters, title, description, and whether it has quiz /Attachment or not.
- Once the user clicks on the tab, the system will redirect to the View content page.
- From the view content page, the user can redirect to the view Quiz & View attachments page by selecting the respective buttons.
- Quiz & Attachments buttons will be faded if the respective content didn't have any quiz /attachments





#### 2.16 How does the student download the content?

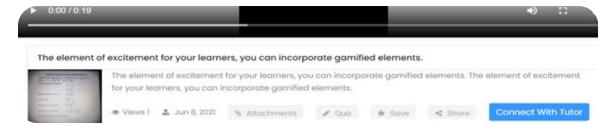
- User to select the content and redirects to view content page
- On the right down end of the video viewer, the user will find three vertical dots
- Once the user selected the dots, few actions buttons will be displayed and the user to select the download from it
- User need to select the attachments and click on the file links to download the respective attachment
- Users can download all attachments of respective content with a single click in a zip folder.



#### 2.17 How does the student connect with Tutor?

• Once the user redirect to the view content page

- User to click on the connect with tutor button, then the system will redirect the user to Gmail
- Default system will use register student mail as from & register tutor mail as to mail id
- User to enter the content and connect with a tutor through email



### 2.18 How does the User post the comments?



- User to navigate to view content page
- The screen will display the discussion form on the next right to the video playing
- User to post the comment on the text box & select the submit icon.



### 3 IIC

#### 3.1 What is IIC?

Industry Institute Connect helps AP students to find internships/Jobs with committed organizations towards generating employment in the state of AP.

#### 3.2 Who are the actors?

- ➤ Jobseekers: Search the Jobs, View the Jobs, Save the Jobs, Share the jobs and apply for jobs. All the Registered Learners/ Students, Teacher/Instructor can be Jobseekers.
- ➤ Recruiter: Post the Job, View the responses for a job, Shortlist responses & connect with job seekers of received responses. Recruiters are the representatives of Industries who were appointed by the IIC Nodal officer and University LMS Program Coordinator can post the jobs.
- ➤ IIC Nodal Officer: Can post jobs irrespective of industry throughout the district, manage recruiter list.

#### 3.3 How to post the job?

- User to select the Post Job icon
- The system will redirect to the upload job page
- The user needs to attach the tags and Job description, User can add the objective question.
- Once the user selected the post button, the job will be displayed on postings

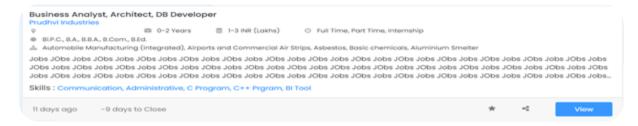




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#### 3.4 How to share the job?

- User to select the view summary
- Posts by the user will be listed
- Users to select the share icon on the tab, which we need to share and can share via available platforms.



#### 3.5 Who can apply for the job?

All the registered users of different roles can apply for the jobs

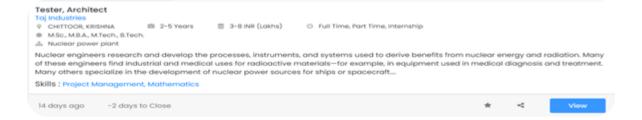
#### 3.6 How to search for a job?

- User need to select View jobs on IIC
- The system will redirect to a page with the filter to shortlist the job search
- Once the user selected and filters & applied search button
- The job posting will be listed



#### 3.7 How to view the job?

- User need to select the view button on the interested tab after search
- The system will redirect to the view job page & populate all relevant details of that job



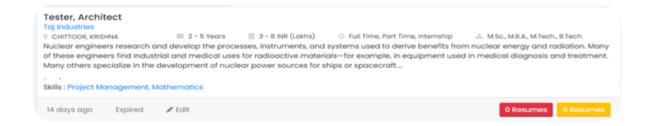
#### 3.8 How do apply for the job?

- On the view job page, student to answers the objective questions posted to a recruiter at the time of posting
- Once those were selected the submit button will be visible
- The system will redirect to the personal details page,
- User to fill in the details & attach resume
- Once submit button was selected, the job will be posted.



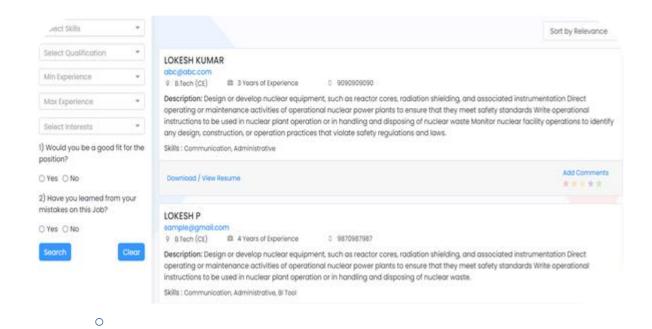
#### 3.9 How to View the job posting responses?

- The user needs to select the view summary button.
- A list of postings posted by the recruiter will be displayed.
- The user needs to select the respective posting.
- Responses will be displayed with few details of the job seeker.



#### 3.10 How to Shortlist the responses?

Once the user opened the view responses page, the system will facilitate filters on the left side of the screen with skills, qualifications, experience by selecting the respective keywords user can shortlist the responses



#### 4 Recommendations

### 4.1 How to go to recommendations?

User to select the recommendation button on the home page

#### 4.2 Who are the actors?

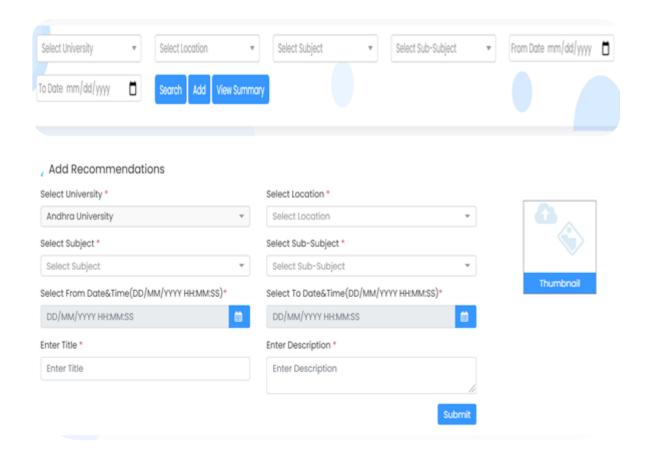
- ➤ Host: Post the Event/Recommendations Edit the Event/Recommendations, Download the detailed list of Interested/Applied Audience. Only Program Coordinators has the access to Post/Host the event.
- ➤ Audience: Search the Event/Recommendations, View Event/Recommendations, Apply & select Event/Recommendations.

#### 4.3 Who can post the recommendation?

University Program Coordinator

#### 4.4 How to post the recommendation?

 $User to \ select the \ home \ button \ on \ the \ recommendations \ system \ will \ redirect to \ add \ recommendation \ page.$ 

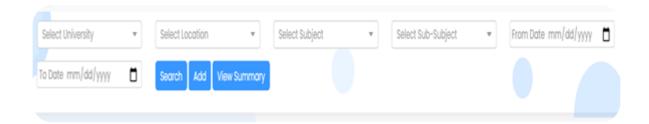


#### 4.5 Who can view recommendations?

User to select the details of recommendations like location, subject, time, title, description, and submit event with the poster.

#### 4.6 How to search for the recommendation?

 ${\it Click on the recommendation Button on the home page select the drop downs and select the search button.}$ 



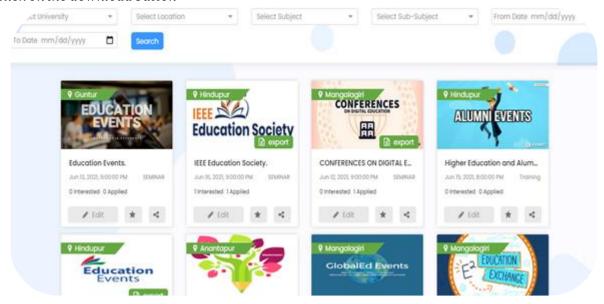
## 4.7 How to apply for recommendations?

After searching for the recommendation click on the apply button



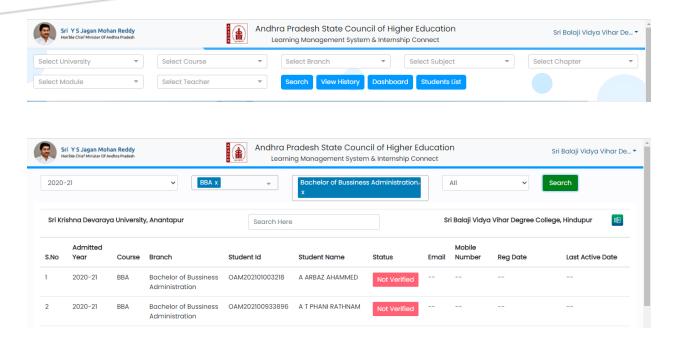
### 4.8 How to download the details of applied candidates?

Click on the download button

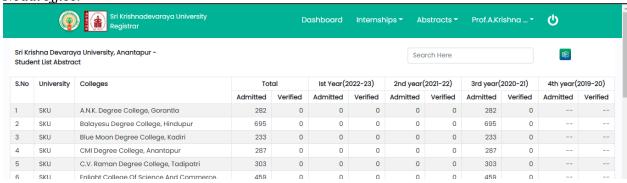


## 5 List of college students

From College admin login Click on Students list, to find the list of verified student accounts and their last active date. Also can also download the same in excel.

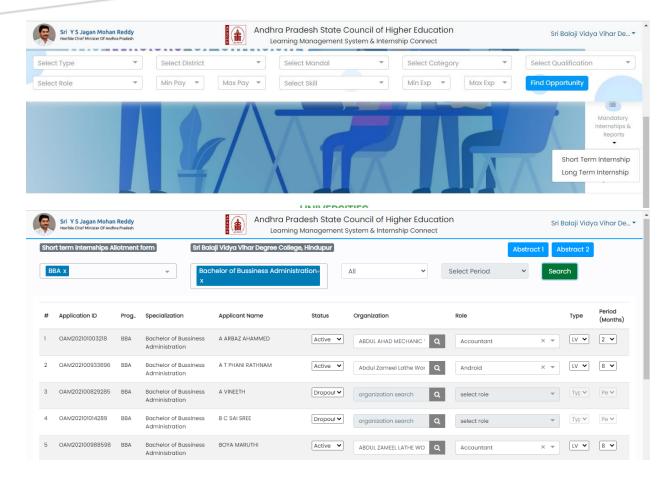


The Respective Students list abstract is available to the respective university Registrar and State Nodal officer



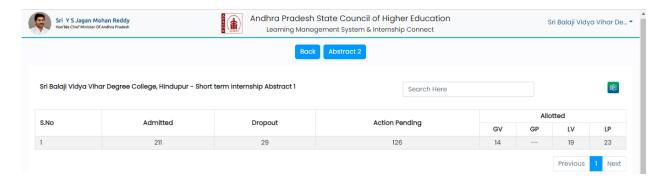
## 6 Internship Allotment & MIS Reports

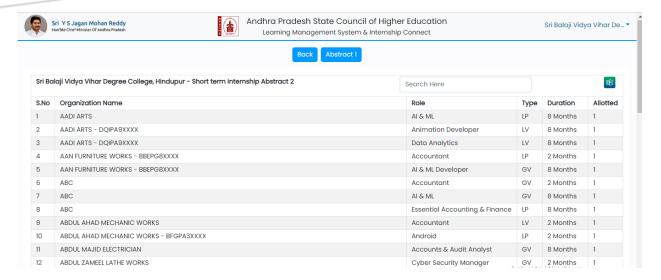
From College admin login, in Industry connect, in the Mandatory Internships and reports section, college admin can allot short term and long term internships to the students. And the with Abstarct1 and Abstract2 respective Reports can be generated



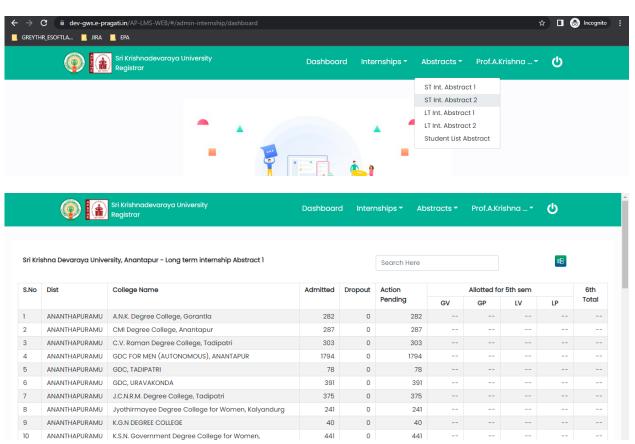
In MIS reports, abstract 1 consists of a list of admitted students, action pending drop out and internships allotted count. Whereas abstract 2 consists of a list of organizations providing the internships to the students.

College admin can download the excel reports.

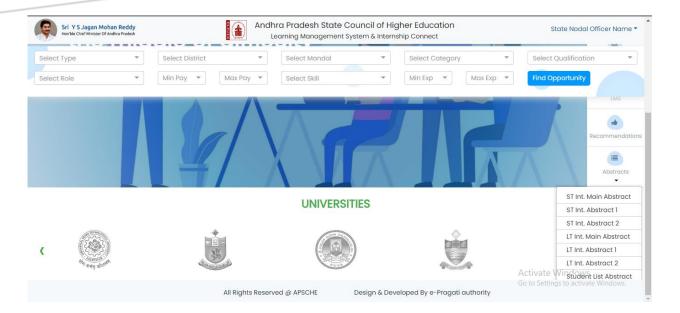




The MIS reports are available to the respective District Collector, Registrar And State nodal officer as Abstract 1 and Abstract 2 for respective short term and long term Internships

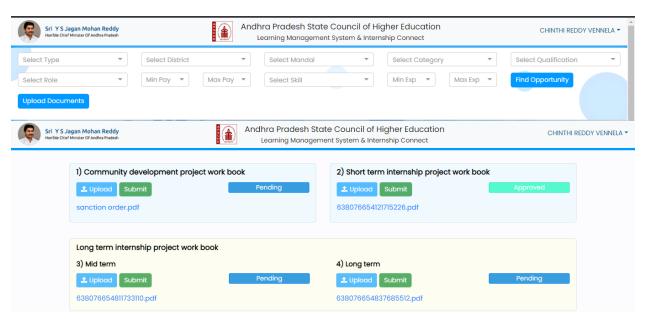


In State Nodal officer login, Short term Internship and LONG Internship abstracts are available. And also students list an abstract with verified student count is available.



## 7 Internships Workbooks Upload and Verification

Students can upload their Internship related workbook Pdf documents in the Upload Documents section In Industry Connect. And the respective file Status is shown to the student about verification.



College admin can verify the internship workbooks uploaded by the students in Industry Connect, College Workbooks Section. College admin can approve or reject the same which will reflect for the student

