

**BHARATHIAR UNIVERSITY – COIMBATORE
INTERNAL QUALITY ASSURANCE CELL (IQAC)**

***User Guide for*
BHARATHIAR UNIVERSITY LEARNING MANAGEMENT SYSTEM (BULMS)**

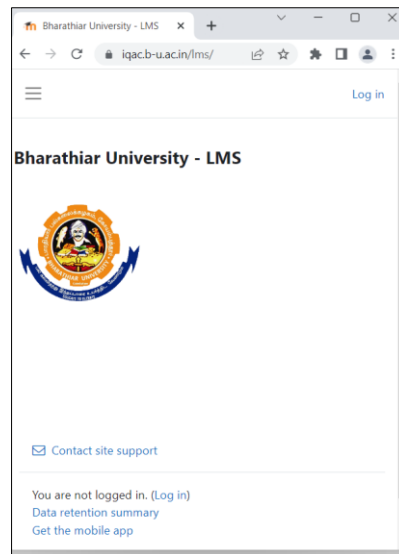
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for queries please contact: bu.iqac.lms@gmail.com

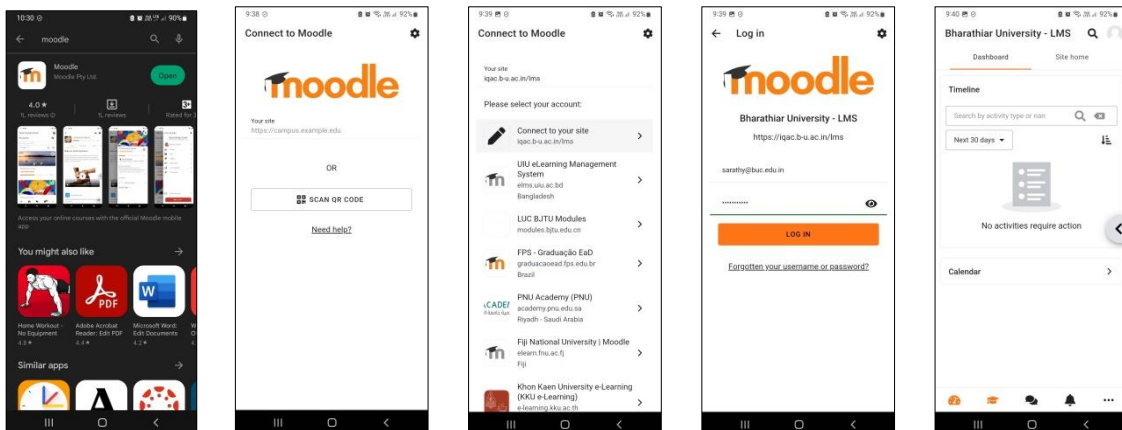
1. Website

- Our university Learning Management System (LMS) can be accessed at iqac.b-u.ac.in/lms/.



1.1 Mobile App

1. Visit 'Google Play Store' or 'App Store' in the mobile to download 'moodle' app.
2. Type 'iqac.b-u.ac.in/lms' to visit the website, and type the userid and password.



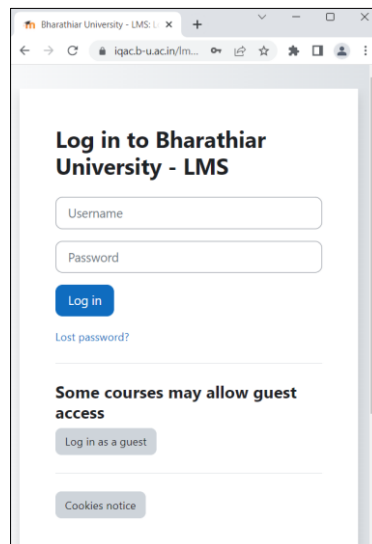
2. Login

2.1 Username

- Teachers: (*preferably university email-id*)
- Students: (*register number*)

2.2 Password

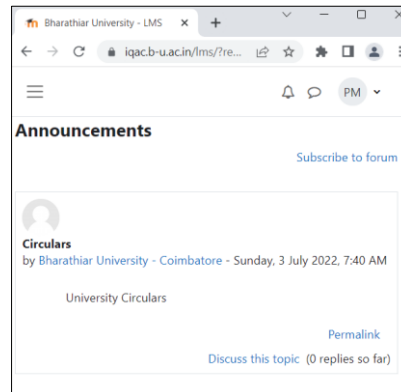
- **Bulms@123** – Password for first time login.
- *Lost Password* link shall be used to recover forgotten password.



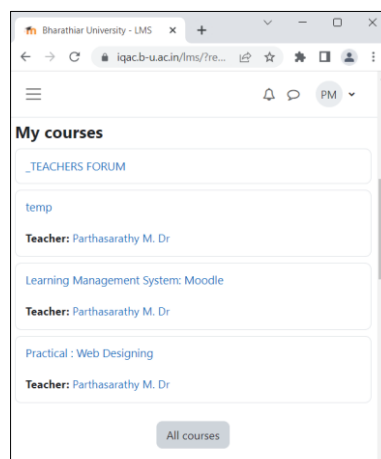
3. Home Page

3.1 Home

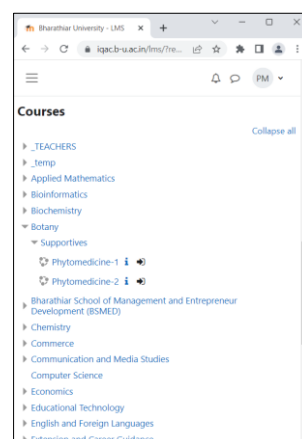
- *Announcements* section will show common circulars, brochures, invitations, etc. for teachers and students.



- *My courses* section will show the courses taught/participated by the teacher/student.

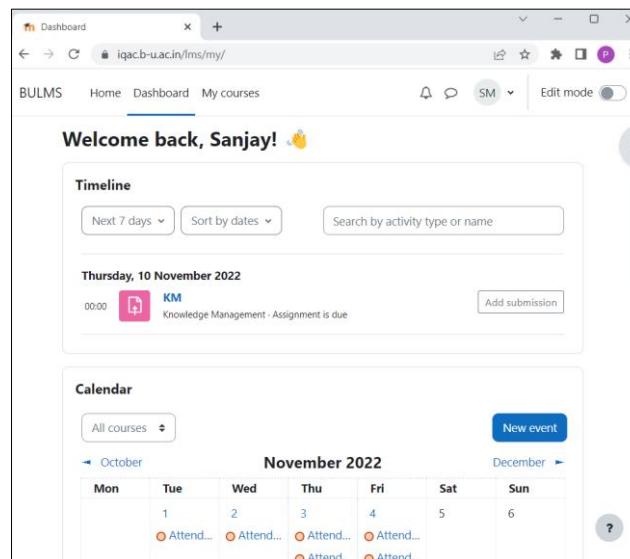


- *Courses* section will show list of supportive courses offered by all departments. The student shall join the supportive course by clicking on the arrow icon.



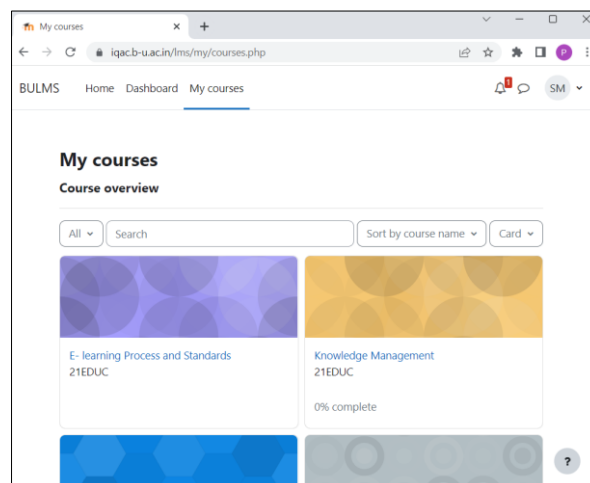
3.2 Dashboard

- *Timeline* section will show the activities that require any action.
- *Calendar* section will show the current and future events.



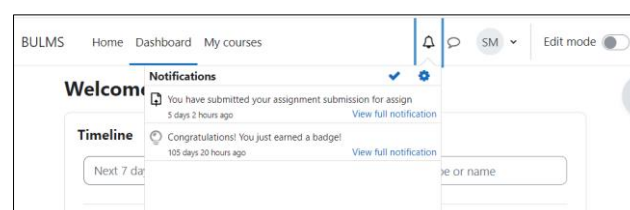
3.3 My courses

- This section shows the courses handled/participated by teachers/students.

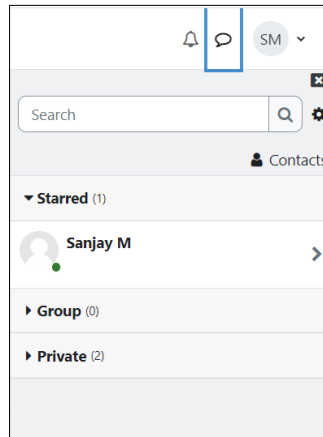


3.4 Other Home Page Features

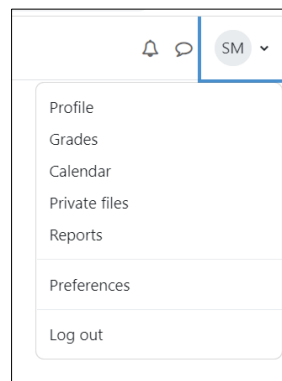
- *Notification* icon will show new activities or events.



- *Messages* icon opens messages panel for text communication.
- Students shall send message to other course participants (students) and their course teachers.
- Teachers shall message to other teachers and their course participants (students).



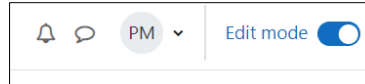
- *User* icon opens submenus viz., profile, preferences, etc.
- *Profile page* allows editing the user profile.
- *Preferences page* allows changing password and other preferences.



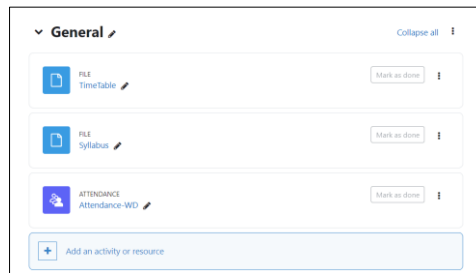
4. Course Transactions

4.1 Distributing Course Materials from Computer/Pendrive

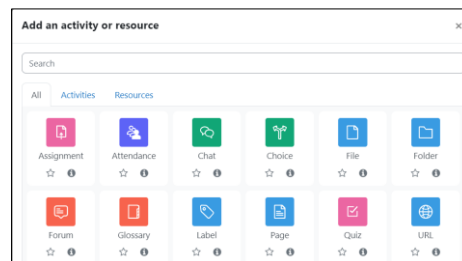
1. Login -> My Courses -> (Click on the Course)
2. Enable the 'Edit Mode' on right-top of the screen.



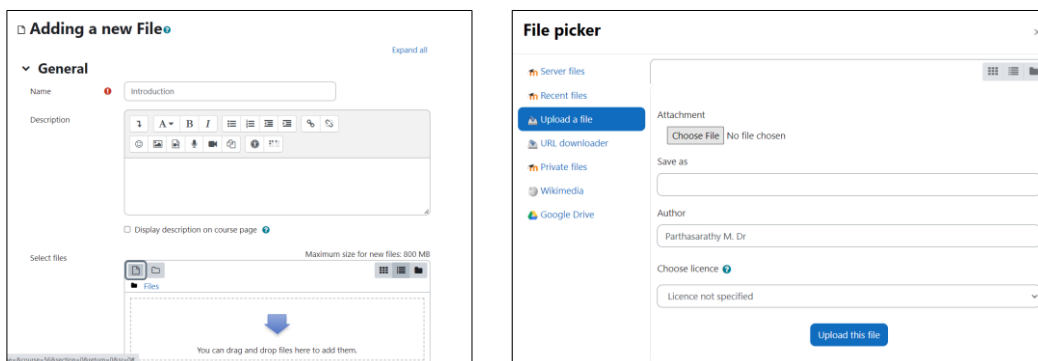
3. Click on 'Add an activity or resource' in any part of the page.



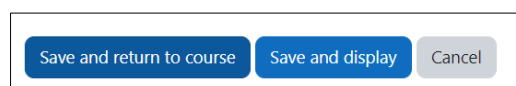
4. Click on 'File' button.



5. Upload the files (.pdf, .ppt, .docx, .mp4, etc.) from your *Computer/Pendrive*.

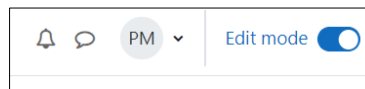


6. Click on 'Save and Return to Course' button at bottom of the screen.

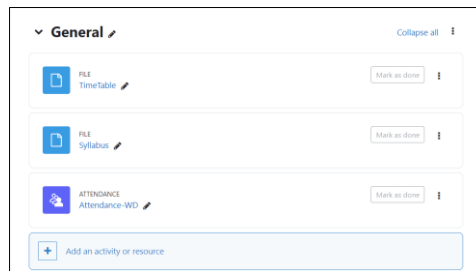


4.2 Distributing Course Materials (.pdf, .ppt, .docx, .mp4, ...) from Google Drive

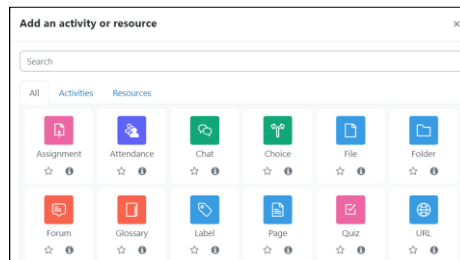
1. Login -> My Courses -> (Click on the Course)
2. Enable the 'Edit Mode' on right-top of the screen.



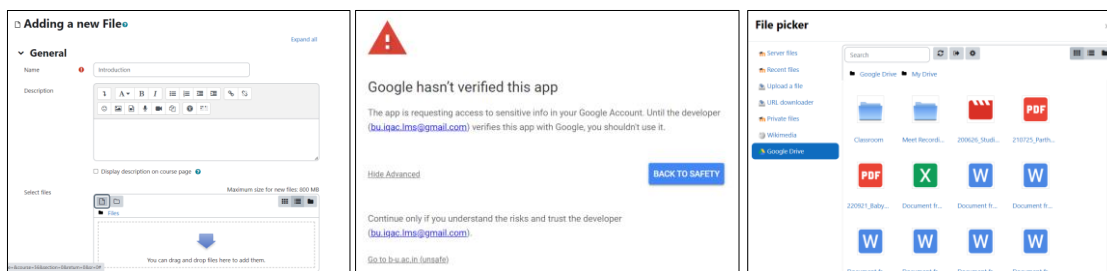
3. Click on 'Add an activity or resource' in any part of the page.



4. Click on 'File' button.



5. Choose Google Drive, Provide Login Credentials, Click on 'Go to b-u.ac.in' at the bottom.
6. Select the files (.pdf, .ppt, .docx, .mp4, etc.) from your google drive.

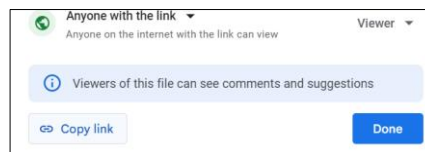
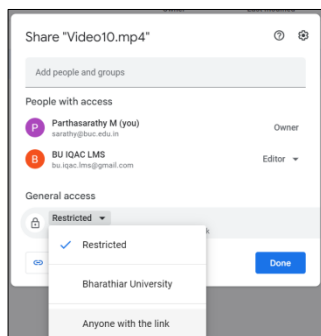
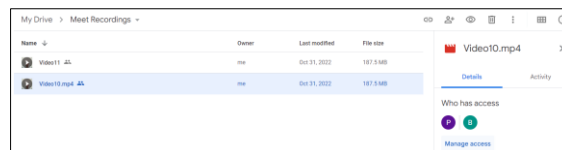
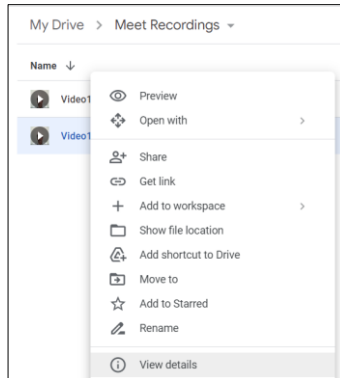


7. Click on 'Save and Return to Course' button at bottom of the screen.

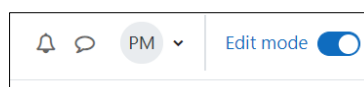


4.3 Sharing Google Drive URL for Distributing Large Video Content

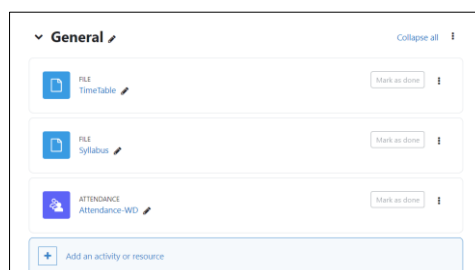
1. Copy the URL of the video from Google Drive through following steps.
2. Login to *Google Drive* -> Right Click Video File -> Select 'View Details' -> Click 'Manage Access' button (at right side of screen) -> Select 'Anyone with link' under 'General Access' section -> Click 'Copy Link' button.



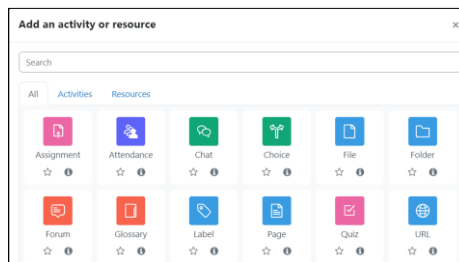
3. Login to *Moodle* -> My Courses -> (Click on the Course)
4. Enable the 'Edit Mode' on right-top of the screen.



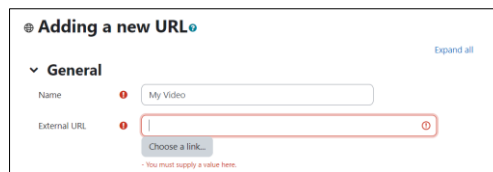
5. Click on 'Add an activity or resource' in any part of the page.



6. Click on 'URL' button.



7. Paste the URL copied from Google Drive.

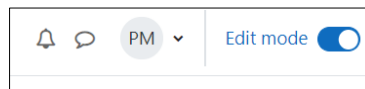


8. Click on 'Save and Return to Course' button at bottom of the screen.

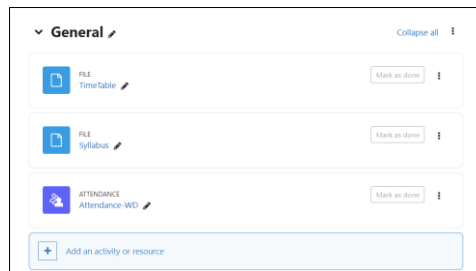


4.4 Assignments

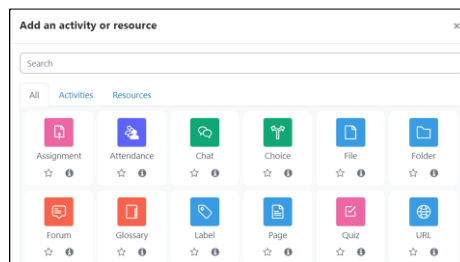
1. Login -> My Courses -> (Click on the Course)
2. Enable the 'Edit Mode' on right-top of the screen.



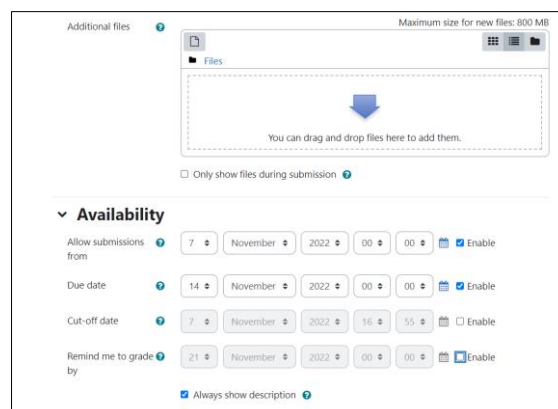
3. Click on 'Add an activity or resource' in any part of the page.



4. Click on 'Assignment' button.



5. Modify the following fields as required.
 - Assignment name – Title of the assignment
 - Additional files – Assignment list / formats, if any
 - Availability – Dates as required
 - Submission types – Choose 'online text' or 'file submission'



Submission types

Submission types Online text File submissions

Maximum number of uploaded files

Maximum submission size

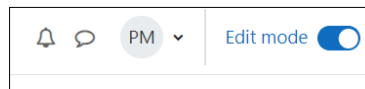
Accepted file types No selection

6. Click on 'Save and Return to Course' button at bottom of the screen.

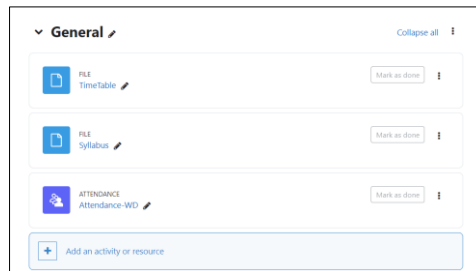
4.5 Attendance

- **Preparing the Attendance**

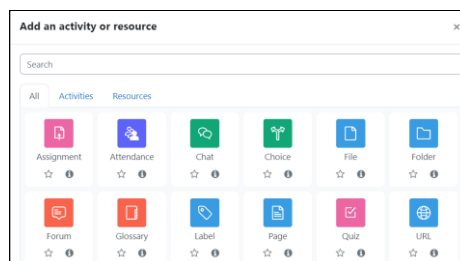
1. Login -> My Courses -> (Click on the Course)
2. Enable the 'Edit Mode' on right-top of the screen.



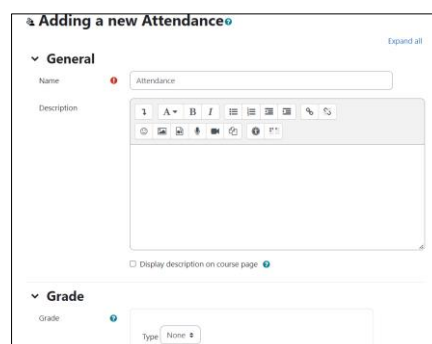
3. Click on 'Add an activity or resource' in any part of the page.



4. Click on 'Attendance' button.



5. Set 'None' under 'Grade' section.



6. Click on 'Save and Return to Course' button at bottom of the screen.



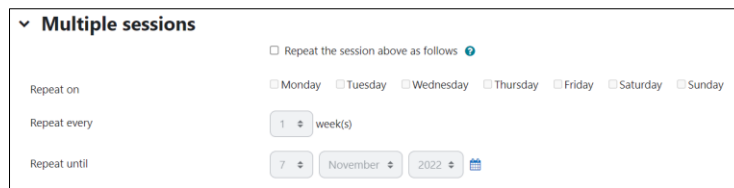
7. Back on 'that course' page click on the 'Attendance' activity.



8. Click on 'Add Session' on top. Set the sessions according to the timetable.



9. Repeat the sessions in 'Multiple sessions' section according to the timetable.



10. Click on 'Add' button at bottom of the screen.



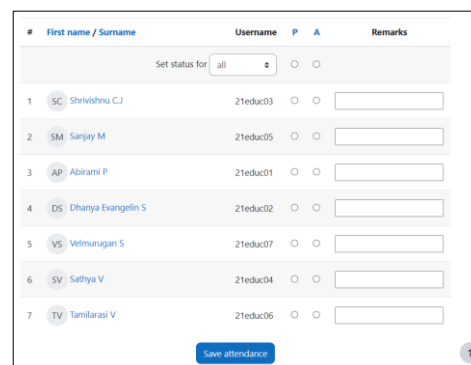
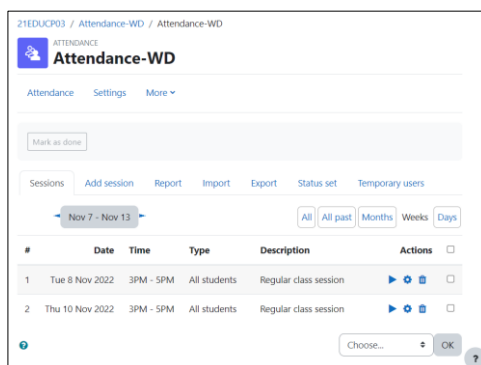
11. Back on 'that course' page click on the 'Attendance' activity.



12. Now, the attendance is ready for everyday marking.

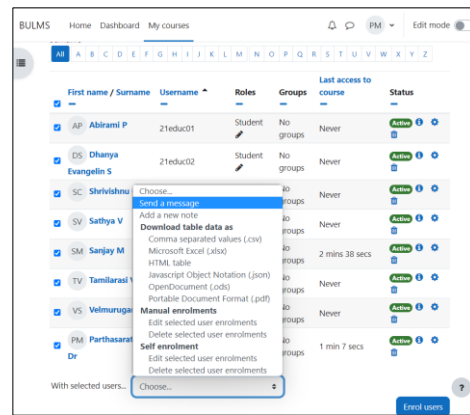
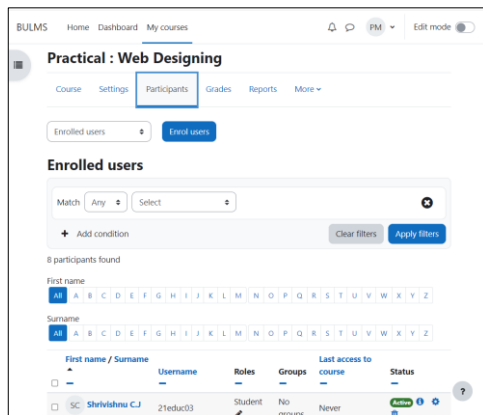
• **Marking the attendance**

1. On the course page, click on the 'Attendance' activity.
2. Click on the 'play' button of the attendance session, and mark the attendance.



4.6 Sending Message to Entire Class (For Teachers Only)

1. On the course page, click on the 'Participants' button on top.
2. Select the checkboxes in first column on left-side.
3. Select the 'Send a message' in the bottom selection box.



4.7 Grades

- On the course page, click on the 'Grades' button on top, and edit the grades.



* * * * *