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

<u>1. Website</u>

• Our university Learning Management System (LMS) can be accessed at igac.b-u.ac.in/Ims.



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.





<mark>2. Login</mark>

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.

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	^
Log in to Bharathiar	
University - LMS	
Username	
Password	
Log in	
Lost password?	
Some courses may allow guest	
access	
Log in as a guest	
Cookies notice	

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.

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Courses					
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▶ _temp					
Applied Mathematics					
Bioinformatics					
Biochemistry					
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💱 Phytomedicine-2 i 🔹					
Bharathiar School of Management and Entri Development (BSMED)	eprer	eur			
Chemistry					
Commerce					
Communication and Media Studies					
Computer Science					
Economics					
Educational Technology					
English and Foreign Languages					
Extension and Career Guidance					

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).

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Search	Q \$
	👗 Contacts
▼ Starred (1)	
Sanjay M	>
• Group (0)	
Private (2)	

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

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Profile			
Grades			
Calendar			
Private files			
Reports			
Preferences			
Log out			

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.

40	PM •	Edit mode 🔵

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

✓ General ≠	Collapse all
FLE TimeTable	Mark as done
FLE Syllabus 🌶	Mark as done
ATTENDANCE Attendance-WD	Mark as done
+ Add an activity or resource	

4. Click on 'File' button.

Add an activity	or resource				×
Search					
All Activities	Resources				
Assignment	Attendance	Ƙo Chat ☆ ❶	Choice	File ☆ 0	Folder
Forum	Glossary ☆ ❶	Cabel	Page ☆ ❹	Quiz	URL

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

D Adding a new File®	File	e picker		×
General Name Introduction	n S n F	Server files Recent files	11 I I	
Decorption	201 201 301 301 400 400 400 400 400 400 400 400 400 4	Upload a file URL downloader Private files Wikimedia Google Drive	Attachment Choose File No file chosen Save as Author Parthasarathy M. Dr Choose licence Licence not specified Licence tot specified Lipicoad this file	
e+&course+56§ion+0&return+0&sr+0#				



4.2 Distributing Course Materials (.p	pdf, .ppt, .docx,	.mp4,) from	n Google Drive
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- 1. Login -> My Courses -> (Click on the Course)
- 2. Enable the 'Edit Mode' on right-top of the screen.

40	PM 🗸	Edit mode 🌔
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3. Click on 'Add an activity or resource' in any part of the page.

∽ General ∡	Collapse all
FLE TimeTable	Mark as done
PLE Syllabus	Mark as done
ATTERDANCE Attendance-WD	Mark as done
+ Add an activity or resource	

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*.

		File picker				×
General Monte Name • #modeline Dourption 1 Ar+ 0 2	Google hasn't verified this app The app is requesting access to sensitive info in your Google Account. Until the developer (builgac.ims@gmail.com) verifies this app with Google, you shouldn't use it.	Server lites Rocent files Upload a file URL downloader Private files Wildmedia Account Com	Search Google Drive My Drive Classroom Meet Record	2 (* 0	PDF 210725_Parth	
Clarky description on course rayse Course of the second	Itide Advanced BACK TO SAFETY Continue only If you understand the risks and trust the developer (bulace.ims@ymail.com). Got to sain.binsate()		220921,Baby Document fr	Document fr	Document fr	



4.3 Sharing Google Drive URL for Distributing Large Video Content

- 1. Copy the URL of the video from Google Drive through following steps.
- 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.

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Video1	 Preview Open with 	,					
Video1	2+ Share						
	GD Get link + Add to workspace	>					
	Show file location Add shortcut to Drive		My Drive > Meet Recordings ~				00 <u>&</u>
	Move to		Name ψ	Owner	Last modified	File size	
	Add to Starred		Video11 22.	me	Oct 31, 2022	187.5 MB	
	🖉 Rename		-				Whe
	(i) View details						e



0	Anyone with the link •	Viewer 💌
G	Viewers of this file can see comm	nents and suggestions

- 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.

✓ General ≠	Collapse all
PLE TimeTable	Mark as done
PLE Syllabus 🖌	Mark as done
ATTENDANCE Attendance-WD	Mark as done
Add an activity or resource	

6. Click on 'URL' button.



7. Paste the URL copied from Google Drive.

Adding	a ne	w URL®	
✓ General	I		Expand all
Name	0	My Video	
External URL	0	Choose a link	0
		- You must supply a value here.	



4.4 Assignments

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

A P PM ·	Edit mode 🌔
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3. Click on 'Add an activity or resource' in any part of the page.

✓ General ≠	Collapse all
FILE TimeTable	Mark as done
Syllabus 🖌	Mark as done
ATTENDANCE Attendance-WD	Mark as done
+ Add an activity or resource	

4. Click on 'Assignment' button.

Search					
All Activities	Resources				
			0.0		
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Assignment	Attendance	Chat	Choice	File	Folder
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Forum	Glossary	Label	Page	Quiz	URL
÷ 6	Ý 6	· 0	÷ 0	Ý 6	2 0

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

General								Expand a
Assignment name 🛛 🏾 🏾	• (Assignmi	ent Title					
Additional files	0						Maximu	m size for new file
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≺ Availabilit	ty	Only	Ye show files duri	ou can ng sub	drag and d	rop files h	ere to ado	d them.
Allow submissions from	0	7 0	November	•	2022 🕈	00 •	00 ¢	🛗 🖬 Enable
Due date	0	14 0	November	•	2022 ¢	00 ¢	00 ¢	🛗 🛛 Enable
Cut-off date	0	7 0	November	\$	2022 0	16 0	55.0	🛗 🗆 Enable
Cut-on date					2022 *	00.4	00 *	fft Enable

 Submission 	on	types
Submission types		🗆 Online text 😧 🗹 File submissions 🕄
Maximum number of uploaded files	0	20 ¢
Maximum submission size	0	Site upload limit (800 MB) ♦
Accepted file types	0	Choose No selection



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.

40	PM 🗸	Edit mode 🌔

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

∽ General ≠	Collapse all
TimeTable	Mark as done
E Syllabus	Mark as done
ATTENDANCE Attendance-WD	Mark as done
Add an activity or resource	

4. Click on 'Attendance' button.

Search					
All Activities	Resources				
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Assignment	Attendance	Chat	Choice	File	Folder
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				R	•
Forum	Glossary	Label	Page	Quiz	LIRI
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5. Set 'None' under 'Grade' section.

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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.

2	ATTENDANCE	Mark as done	:
	Attendance		

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.

 Multiple sessions 	
	Repeat the session above as follows
Repeat on	Monday Tuesday Wednesday Thursday Friday Saturday Sunday
Repeat every	1 week(s)
Repeat until	7 ♦ November ♥ 2022 ♥ 🚔

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.

21EDUCP03	/ Attendanc	e-WD / Atten	dance-WD		
ATT ATT	indance ttendar	nce-WD			
Attendan	e Setting	as More 🛩			
Mark as c	lone				
Sessions	Add sess	ion Report	Import	Export Status set T	emporary users
-	Nov 7 - Nov	13		All All past	Months Weeks Days
	Date	Time	Туре	Description	Actions 🗆
1 Tue	8 Nov 2022	3PM - 5PM	All students	Regular class session	► o a □
2 Thu 1	0 Nov 2022	3PM - 5PM	All students	Regular class session	► • • •
0				Cho	оозе + ОК

	First	name / Surname		Username	Р	Α	Remarks		
			Set status for all	٠					
	SC	Shrivishnu C.J		21educ03	0	0			
2	SM	Sanjay M		21educ05					
3	АР	Abirami P		21educ01	0	0			
4	DS	Dhanya Evangelin S		21educ02					
5	VS	Velmurugan S		21educ07	0	0			
6	sv	Sathya V		21educ04					
	TV	Tamilarasi V		21educ06	0	0			

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.

Practical : Web	Designing					=	A	II A	B C D B	EFGHIJ	C L M N C	D P Q	R S T U V	w х ү	Z
Course Settings	Participants Grade	es Repor	s More	e~				First	t name / Sum	ame Username *	Roles	Groups	Last access to course	Status	
Enrolled users 0	Enrol users						2	AP	Abirami P	21educ01	Student 🖋	No groups	Never	Active ()	,
Enrolled users							2	DS Eva	Dhanya ngelin S	21educ02	Student 🖋	No groups	Never	Active ()	•
Match Any • S	lect	•			0		•	SC	Shrivishnu	Choose Send a message		io roups	Never	Active ()	•
+ Add condition				Clear filters	Apply filters		2	sv	Sathya V	Add a new note Download table d	ata as	io roups	Never	Active ()	•
8 participants found							•	SM	Sanjay M	Microsoft Excel (HTML table	d values (.csv) xlsx)	ło roups	2 mins 38 secs	Active ()	•
First name	GHIIKI	MNG	PO	R S T U V	w x y 7			TV	Tamilarasi V	Javascript Object OpenDocument	Notation (.json) (.ods)	io roups	Never	Active ()	•
Sumame							•	vs	Velmuruga	Manual enrolmen Edit selected use	nt Format (.pdf) ts r enrolments	io roups	Never	Active ()	•
All A B C D E	G H I J K L	M N C	P Q	R S T U V	w x y z			PM	Parthasarat	Delete selected u Self enrolment	ser enrolments	40	1 min 7 secs	Active ()	,

4.7 Grades

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



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