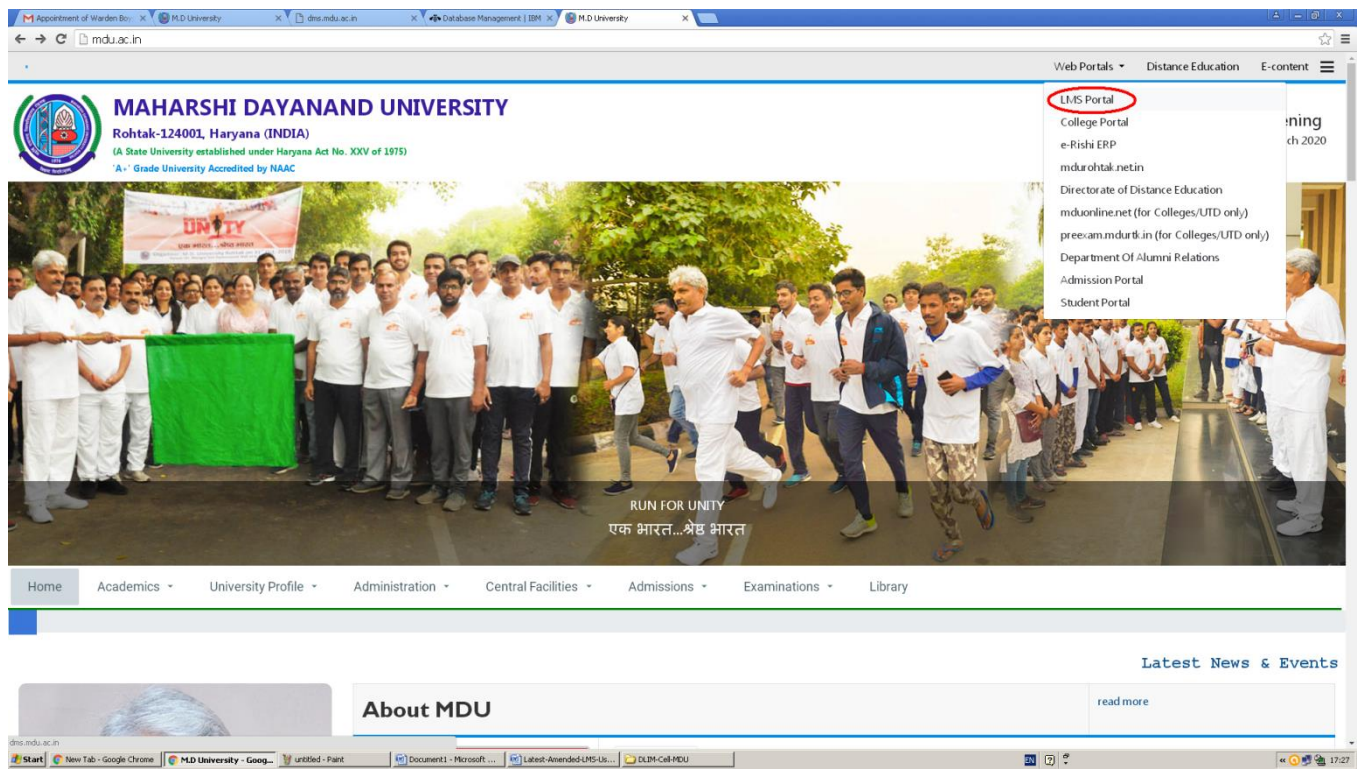


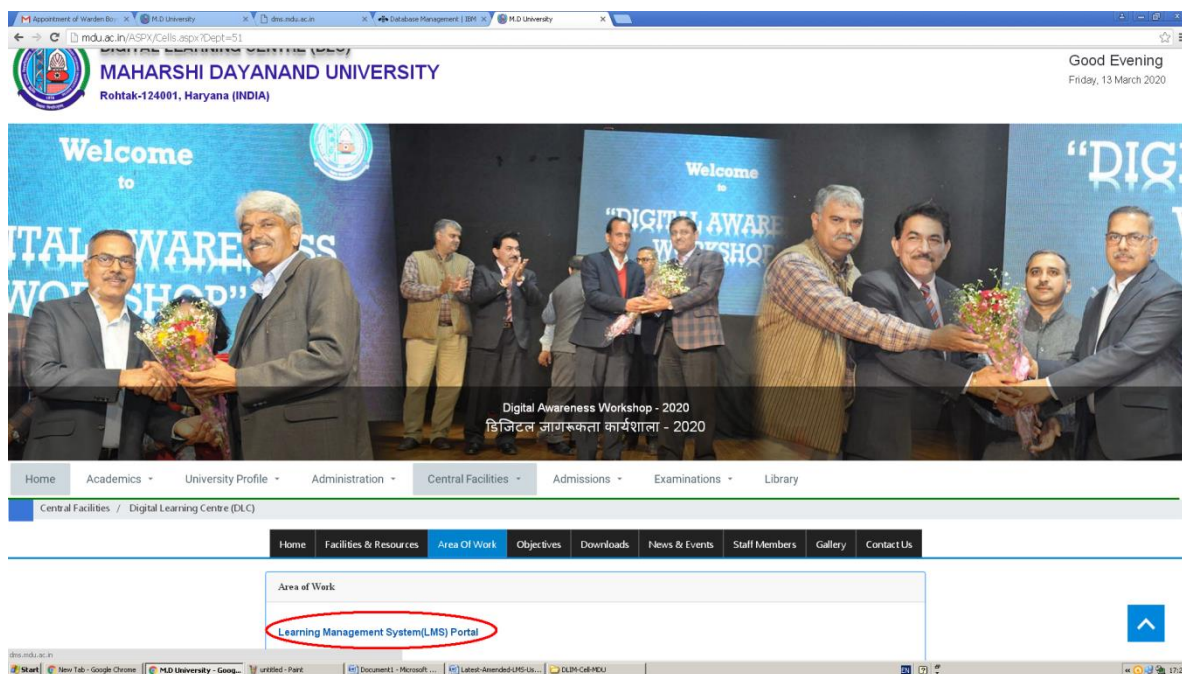
# USER GUIDE MANUAL

## Learning Management System (LMS) Portal

- Visit MDU Website [www.mdu.ac.in](http://www.mdu.ac.in)
- Press LMS Portal link available under Web Portals on the top bar as shown in Red bubble.



Or Visit Digital Learning Centre through MDU Home Page (Central Facilities→Digital Learning Centre→Area of Work) and then press LMS Portal link (as shown below in Red bubble)



# LMS Portal:

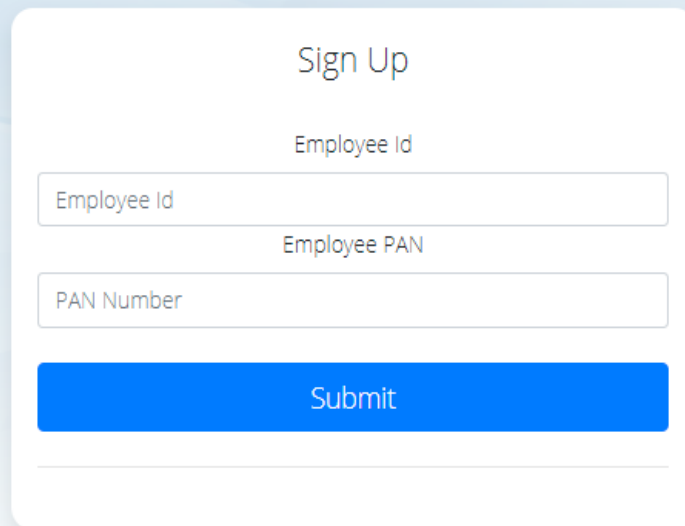
The screenshot shows the LMS Portal homepage of Maharshi Dayanand University, Rohtak. The header includes the university logo and name, followed by the Digital Learning Centre and Learning Management System (LMS) Portal. The main content area is divided into three columns: Student Corner, Faculty Video Links/E-contents, and Useful Links. The Student Corner has links for All Courses Documents, Faculty Module, and Admin Module. The Faculty Video Links/E-contents column lists various video links for different courses. The Useful Links column includes links for Free Online SWAYAM Courses, UGC MOOCs, and SWAYAM PRABHA. A Resources Available section is also present, listing various courses and faculty members. A disclaimer is at the bottom.

The default page is set to this.

- In the Extreme left, there are Student Corner and Faculty Corner options.
- In the extreme right there is panel for MHRD- Govt. of India Useful Links and announcements.
- In middle there is Video or other external Links uploaded by Faculty members that would be helpful to students.
- Click **'Faculty Module'** to Sign In. You will find this window.

The screenshot shows the LMS User Login/Registration window. It has a header with the university logo and name. The main content area is divided into two sections: User Login and User Registration. The User Login section has fields for User ID and Password, and a Sign In button. The User Registration section has a link for First Time User? Sign-Up. A red box highlights the First Time User? Sign-Up link, and a red arrow points to it from a text box that says "If you are first time user, click here to create your account."

- Use your Employee No as User ID and your PAN No (uppercase) as Password for first time.



Sign Up

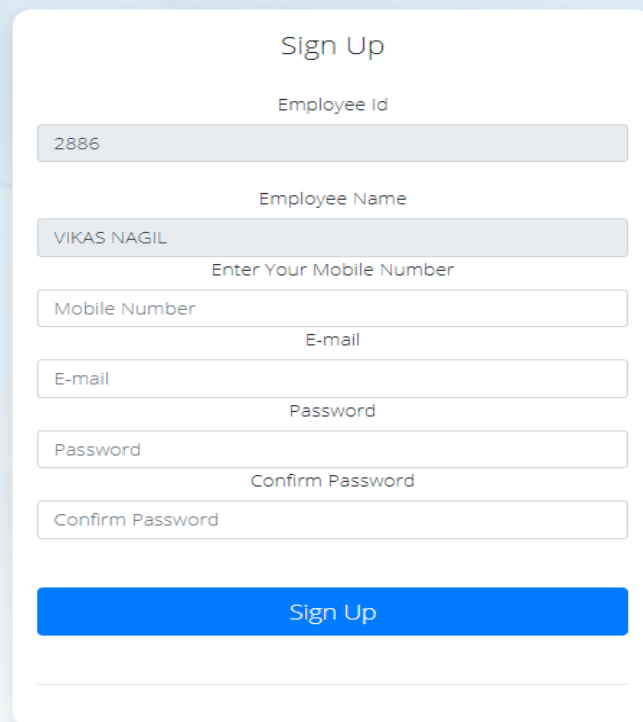
Employee Id

Employee PAN

PAN Number

Submit

- After 'Submitting' Employee id' and Pan Number, a form will appear asking your new password among other details; you have to fill the form to login successfully



Sign Up

Employee Id

2886

Employee Name

VIKAS NAGIL

Enter Your Mobile Number

Mobile Number

E-mail

E-mail

Password

Password

Confirm Password

Confirm Password

Sign Up

- If you are not a first time user, Enter your User Id (Employee Id) and New Password (The password created in the form appear above) here:

**LMS**

User Login/ User Registration

User ID:

Password:

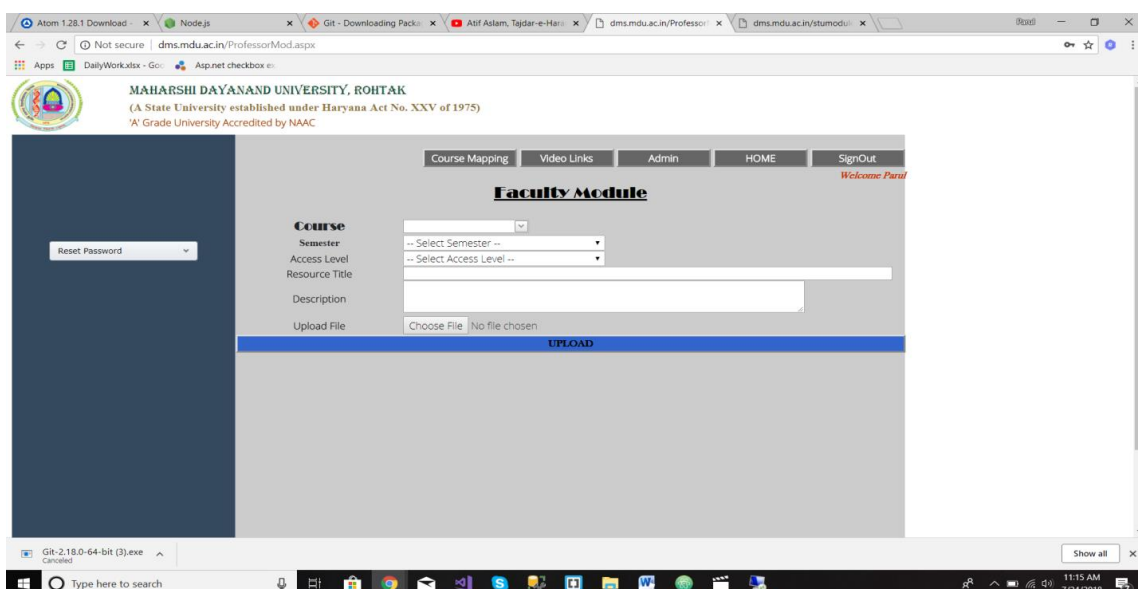
Note: If you are a first time user, kindly sign-up first.

[Sign In](#)

[Forgot Password?](#)

[First Time User? Sign-Up](#)

- With legitimate Username and Password, the page would be redirected to the Faculty Module.
- It is highly recommended to reset Password from your Pan Number to a Strong Password of your Choice; also once you have changed your password you cannot login with your PAN number.
- With legitimate Username and Password, the page would be redirected to the Faculty Module.
- It is highly recommended to reset Password from your Pan Number to a Strong Password of your Choice; also once you have changed your password you cannot login with your PAN number.
- After successfull Login/SignUp you will land to this Panel:



- This Module is strictly for Employees of the MDU.
- This Module is used to Upload a Document from Professor End.
  - Every Field here is Mandatory.

Fields	Description
<b>Resource Title</b>	Defines the Title of the file uploaded
<b>Course</b>	Respective course of the File Uploaded. Only that Courses will be Displayed of which the Professor have access of.
<b>Semester</b>	Respective Semester of the File Uploaded
<b>Access Level</b>	Public(Visible to all) Private(Visible only to you)
<b>Description</b>	A brief Description about the File to be Uploaded

- Only after filling all the details and choosing file to be uploaded, the process would be complete
- On clicking the upload button a dialog-box with the Disclaimer would be shown. **It is mandatory and highly advised that every one of the University Faculty member should read, understand and accept the terms and conditions mentioned in that disclaimer before uploading a resource.**

**Undertaking**

1. I have checked all the contents of the matter.
2. I have developed all the contents of my own and the text, figures, tables, etc taken from relevant sources have been duly cited well in the matter and references.
3. I have completely understood the ethics and copyright issues related to this matter.
4. All the contents are free from grammatical mistakes, errors and typographical errors.
5. I wilfully submit this matter for uploading on our MDU LMS Resources portal for the benefit/use of our students and no matter in this matter is beyond the scope of the topic(s).
6. Contents of the matter in no way affects/harms the sentiments/interests of the individuals.

I hereby acknowledge that I have read, understood and agree to the terms & conditions of ☐ LMS, and I shall be solely responsible/liable for any kind of damage/loss caused on the account of the above matter.

**Submit**

- **Uploading Content must follow the University Guidelines for the LMS**
- Only after checking the I-Agree.. box the resource would be uploaded.

### Steps To Upload A File

- Populate Fields with relevant data.
- Choose the File to be Uploaded.
- Upload it with the Upload Button.

Below, all your Previous Uploaded Documents will be shown.

You can even delete a previous uploaded document from there by simply clicking on the delete button.

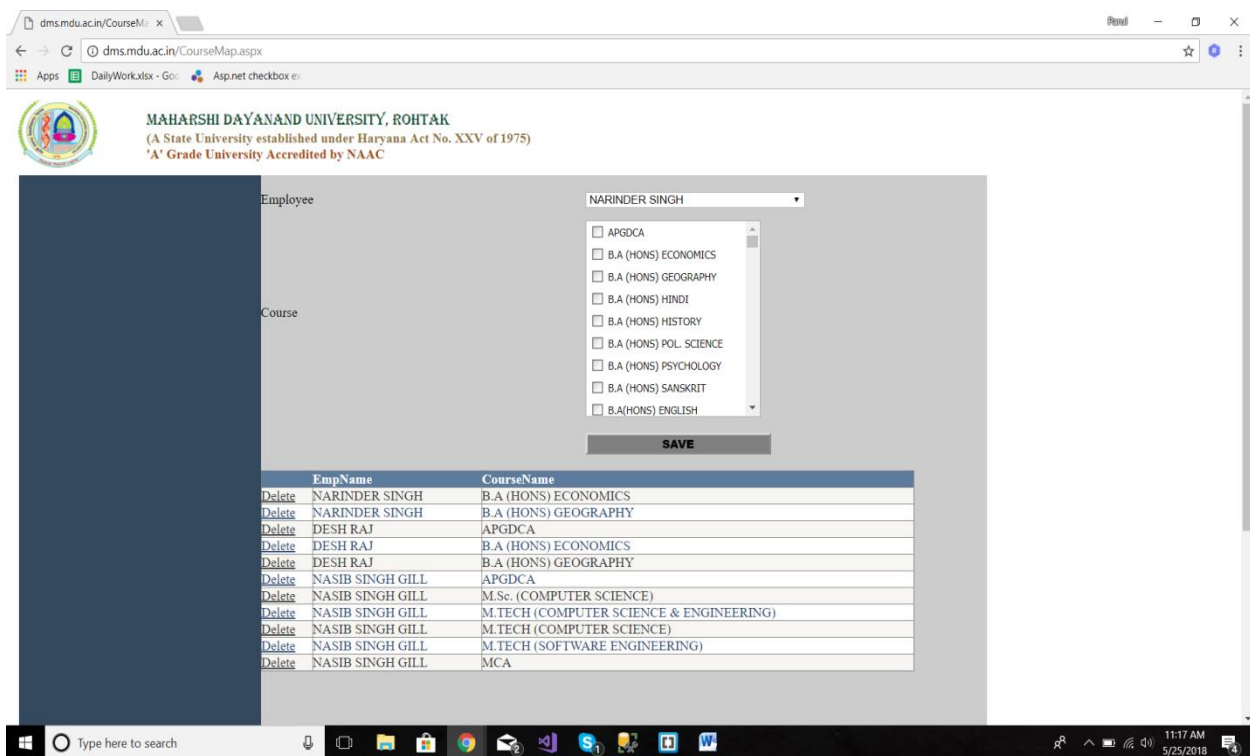
### Steps to Reset your Password:

- It is highly recommended to reset Password from your Pan Number to a Strong Password of your Choice.
- One can reset Password by clicking on the Left Panel of the Faculty Module with the Heading Reset Password.

### ❖ Course Mapping:

Clicking on Course Mapping will lead you to this Module where you can Assign Courses to the Faculty Members.

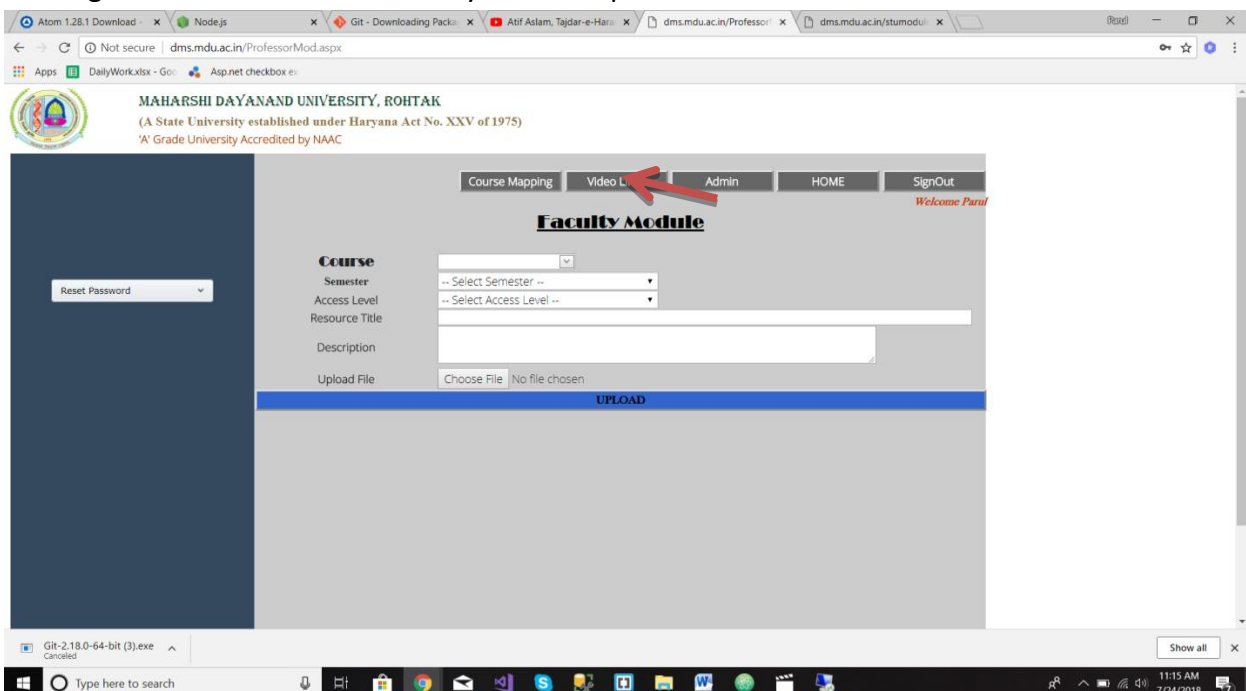
The screenshot shows a web browser window with the URL `dms.mdu.ac.in/ProfessorMod.aspx`. The page header includes the university logo and name: **MAHARSHI DAYANAND UNIVERSITY, ROHTAK**, with a note that it is a state university established under Haryana Act No. XXV of 1975 and is an 'A' Grade University Accredited by NAAC. A red arrow points to this accreditation text. The navigation bar contains links for **Course Mapping**, **Video Links**, **Admin**, **HOME**, and **SignOut**. A welcome message *Welcome Parul* is displayed. The main section is titled **Faculty Module** and contains a form with the following fields: **Course** (a dropdown menu), **Semester** (a dropdown menu with "-- Select Semester --"), **Access Level** (a dropdown menu with "-- Select Access Level --"), **Resource Title** (a text input field), **Description** (a text area), and **Upload File** (a "Choose File" button showing "No file chosen"). A prominent blue **UPLOAD** button is located below the form. On the left side of the page, there is a dark blue sidebar with a **Reset Password** button. The Windows taskbar at the bottom shows the time as 11:15 AM on 7/24/2018.

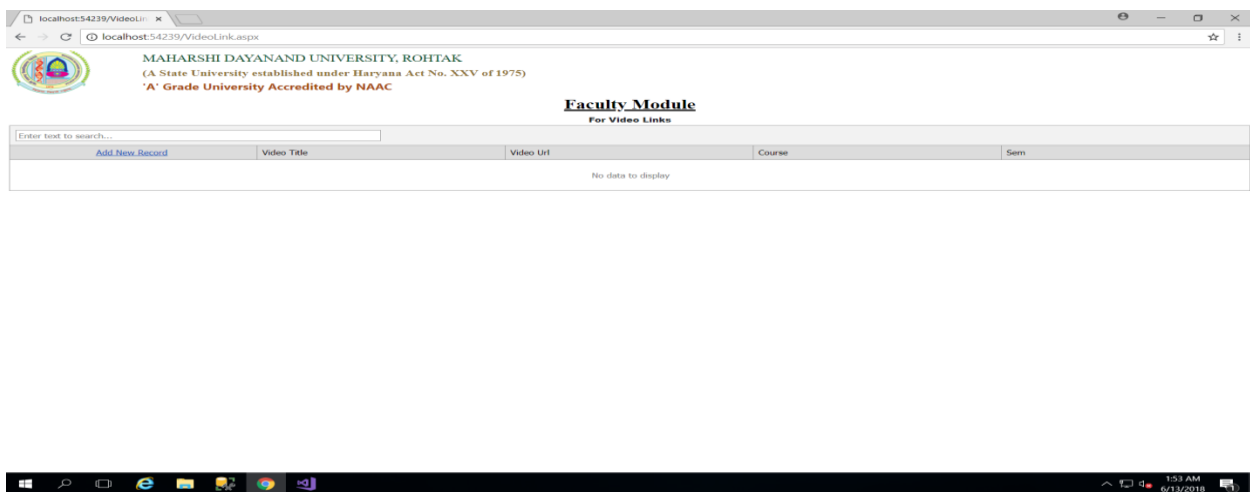


- A Faculty Members can upload a Document only against the Courses that are assigned to them from here.
- One can Select the Employee Name from the DropDown List.
- Select one or more courses from the Course CheckBoxList by checking the Courses.
- Click on Save Button
- Employee-Course List will be displayed below.
- To Delete a Entry simply click on the Delete button for that Entry in the Grid view.
- 

## ❖ Video Links:

- Clicking on the Video Link will lead you to this panel.





Here You can Add, Update and Delete the Video Links.

Column Title	Description
Video Title	Title to be displayed
Video Url	Url Link associated with it
Course	Course it belongs to
Semester	Semester it belongs to



### To Insert New Entry:

- Click on Add New Record.
- A dialog box will appear, here populate the following fields with the relevant information and check the checkbox consisting the terms and conditions of the LMS Portal.
- **One must read the Disclaimer section carefully before checking the I-Agree-checkbox as in any case of violation of the terms stating in the Disclaimer, that person would be held fully responsible for his actions.**
- Click on Update

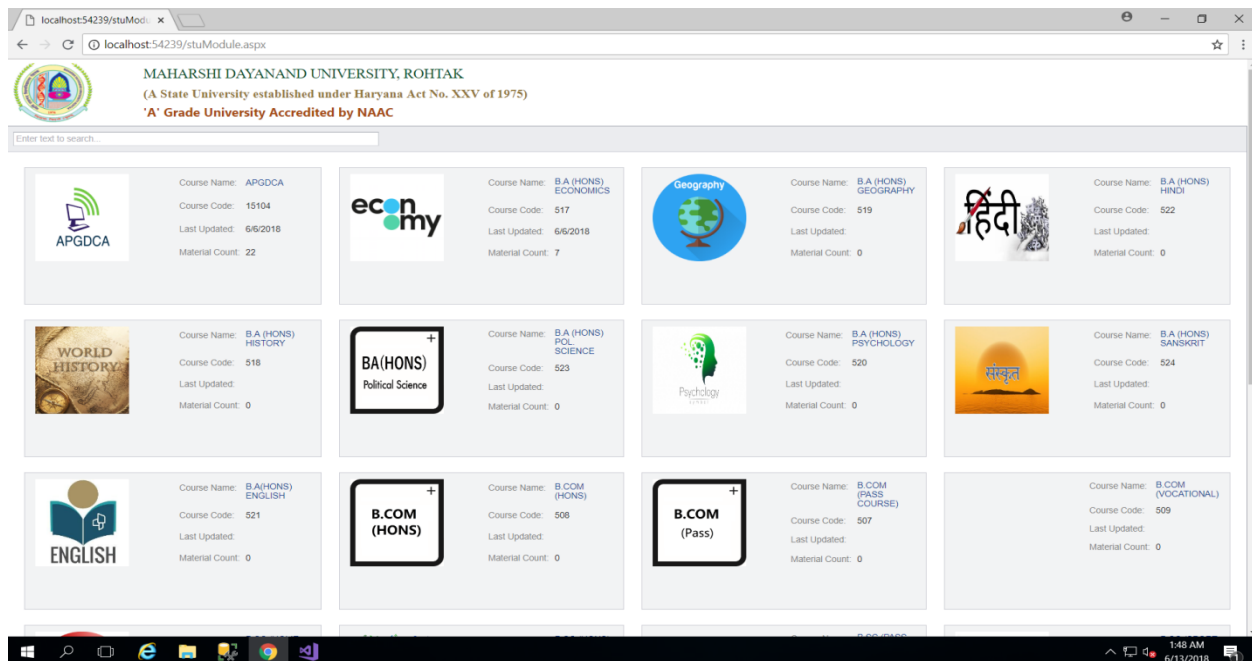
### To Delete a Entry:

- To Delete a Entry simply click on the Delete button for that Entry.

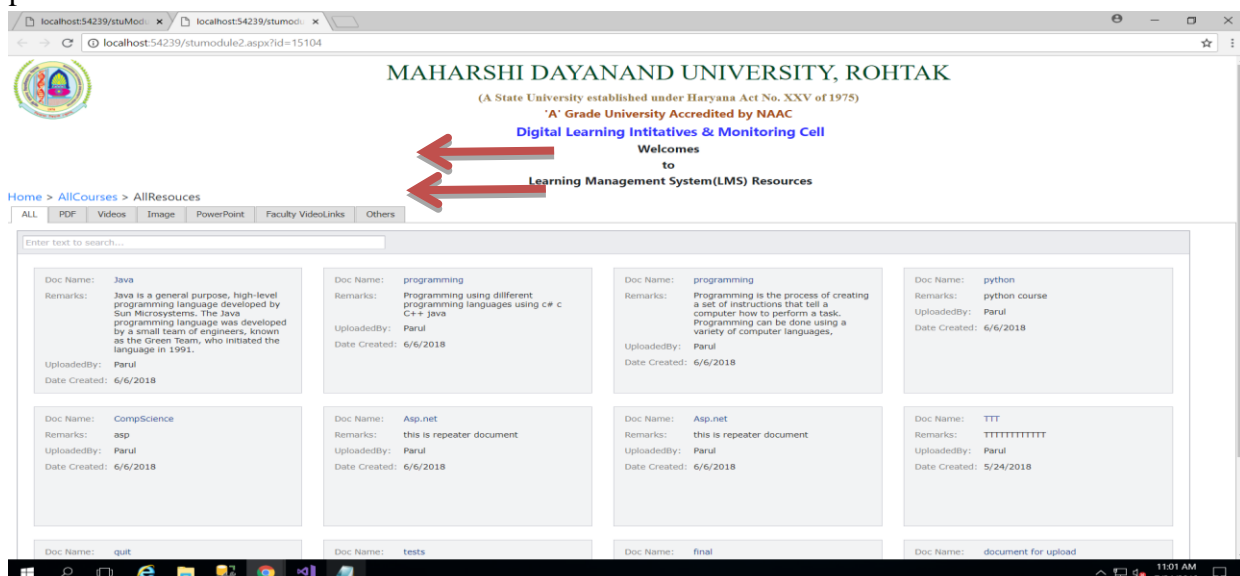
## ❖ Student Module:

One can reach the Student Module by clicking on the All Courses Document (left navigation) under **Student Corner** on the home page of this Portal.

- From here, student can select their Course or search with Course Code and Course Name, the Resources uploaded with that respective Course will be shown.



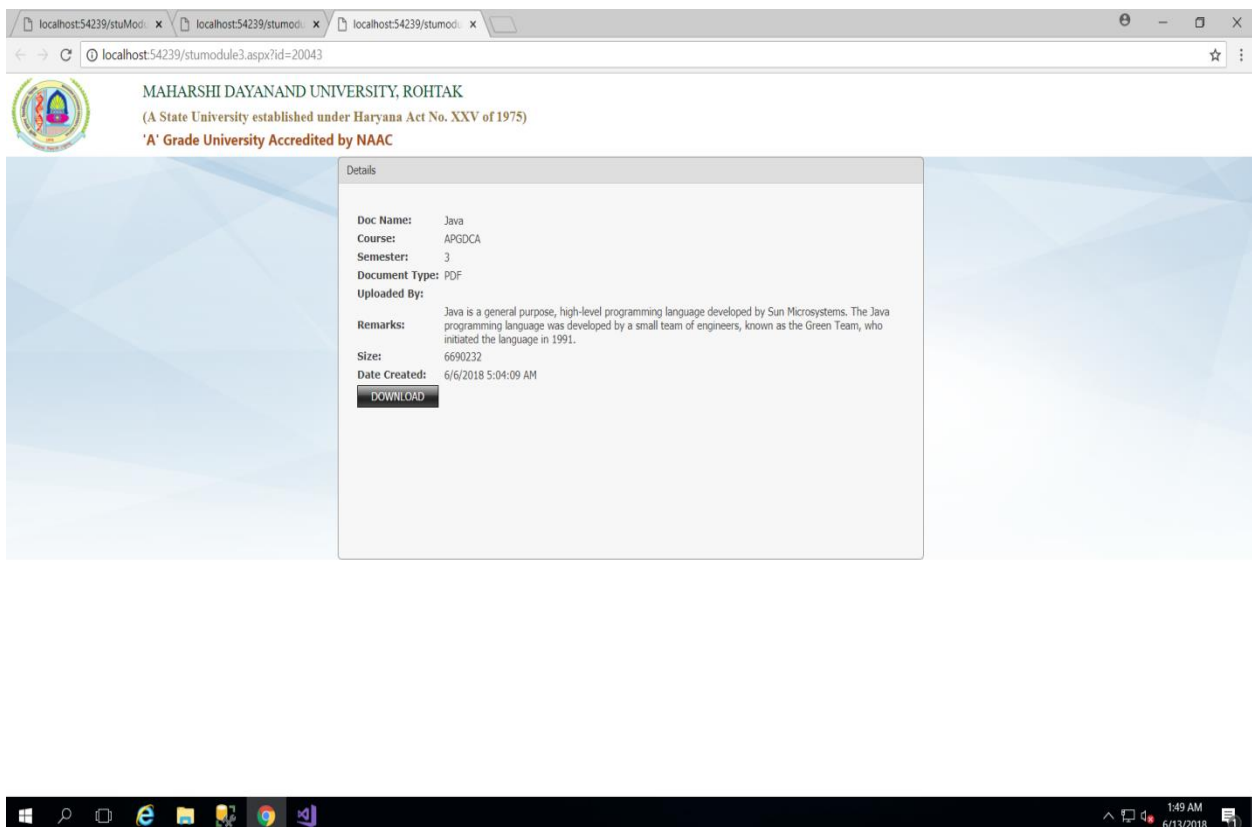
- There is a Search Panel where you can search through Course Code and the Course Name.
- Each Document have 4 fields :
  - Course Name: Refers to the name of the Course.
  - Course Code: Refers to the Course Code.
  - Last Updated: Refers to the date when the Resource related to the respective Course is last uploaded or updated.
  - Resources Available: Shows the Number of Resources uploaded under that respective Course.
- To Select a particular Course, click on the Course Name i.e. in blue Color; it will display all the Resources present under that Course Code .



- There are Different Tabs according to the type of the Resources Uploaded.

Tab Category	Description
All	This contains all the resources that fall under that Course
PDF	Contains only Pdf format resources
Videos	Contains only Video resources
Images	Contains only Image format resources
PowerPoint	Contains only MS PowerPoint resources
Others	Contains Other Resources

- Just below this, there is a Search panel present that will help User to Search the Resource needed.
- Each Resource have following:
  - Doc Name: Name of the Resource
  - Remarks: Shows the description or the content of that particular resource.
  - Date: Date on which that particular resource is uploaded.
- To select a Resource, simply click on the Resource name (i.e. in blue), by doing that a detailed description for that document is shown.



- This shows a detailed description of the respective Resource.

Field Title	Description
<b>Doc Name</b>	The title of the Resource
<b>Course</b>	Course the Document associated to
<b>Semester</b>	Semester the Resource associated to
<b>Document Type</b>	Type i.e. Format of the Resource
<b>UploadedBy</b>	Resource Uploaded By Whom
<b>Remarks</b>	Shows the description or the content of that particular resource
<b>Size</b>	Size in bytes
<b>Date Created</b>	Date on which that particular resource is uploaded
<b>Download</b>	To Download the Resource

### **Steps To Download**

- ❖ To Download a Document, simply click on the Download button.