

**International University of Management**



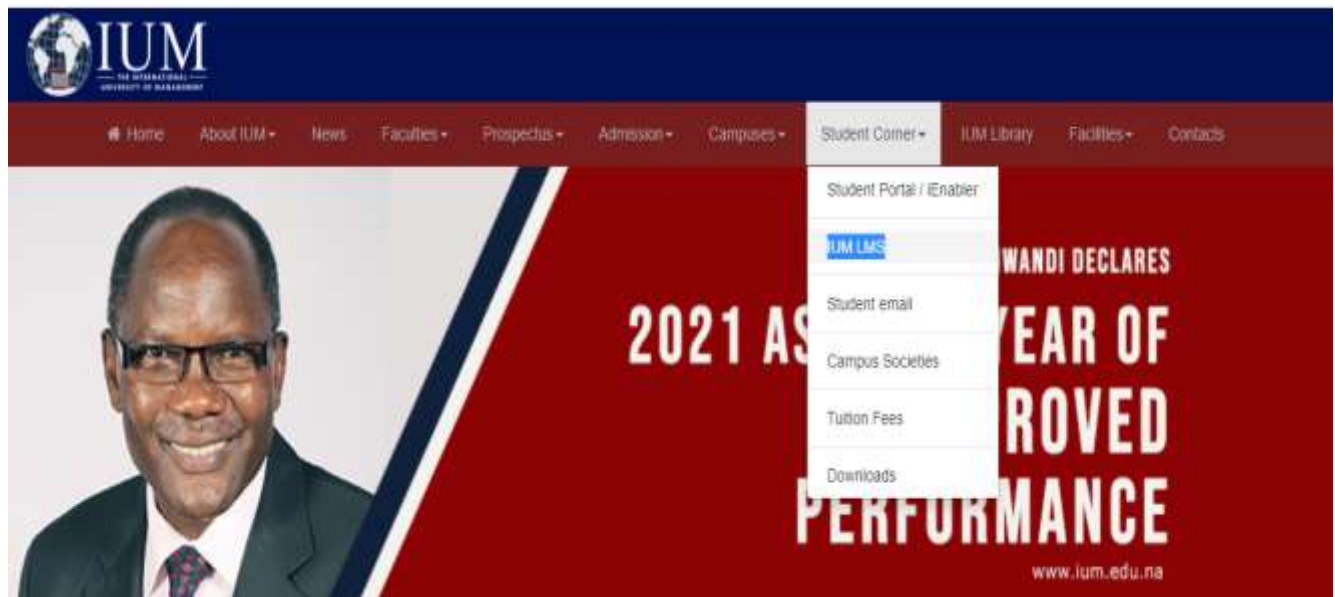
**IUM-LMS STUDENT SELF ENROLLMENT & USER GUIDE**

**READ CAREFULLY AND PAY ATTENTION TO DETAILS TILL  
THE END**

**MUST HAVE: Internet access**

**Getting Started**

- On your browser enter the following URL: [www.ium.edu.na](http://www.ium.edu.na)
- The IUM home page will appear. Click on Student Corner, under Student Corner click on IUM LMS
- The IUM-LMS home page will appear.





Click there

## Login in

- enter username (student number)
- enter password (LMS.student number@ium)

### Example

- Username: xxxxxxxxx
- Password: LMS.xxxxxxxx@ium

Username xxxxxxxxx

Password LMS.xxxxxxxx@ium

Remember username

Log in

Forgotten your username or password?

Cookies must be enabled in your browser

Some courses may allow guest access

Log in as a guest

Make sure that the phrase LMS is Capitalized.

***NB: Make sure you replace xxxxxxxxx with your STUDENT NUMBER when login on the platform***

## **Dashboard**

- After successfully logging in, the system dashboard appears, here you are able to view the system event calendar, online users, announcements, and all recent activities the user is involved.

***NB: for those logging in for the first time or had their password reset, should follow the onscreen instruction to change the default password to the password of choice, in order to access the dashboard.***

***For cyber security reasons please make sure you change your password to a preferred password of your choice: this will protect yourself from third-party and unknown users to access your IUM-LMS portal.***

***Note: Your password must fit given criteria and system requirement as it will be indicated when changing your password.***

## **Course Self Enrollment**

Click/Press on "SITE HOME" a list of CAMPUSES and CENTRES appears, choose your campus, which shows the faculties and courses in the faculties that you can choose to enroll for.

IUM IUMLMS

ARON MASHIKA MBANGU

Dashboard

Site home

Calendar

Private files

Site administration

Calendar

January 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	8
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Private files

No files available

Manage private files...

Online users

1 online user (last 5 minutes)

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It will show as follow

IUMLMS

ARON MASHIKA MBANGU

Dashboard

Site home

Calendar

Private files

Site administration

2022

- ▼ CENTRE FOR IMPROVED INSTITUTIONAL PERFORMANCE (CIIP)
  - ▶ CIIP WINDHOEK (41)
  - ▶ CIIP ONGWEDIVA (34)
  - ▶ CIIP NKURENKURU (25)
  - ▶ CIIP COASTAL (18)
- ▼ ONGWEDIVA
  - ▶ FACULTY OF EDUCATION (1)
  - ▶ FACULTY OF BUSINESS ADMINISTRATION
  - ▶ FACULTY OF INFORMATION AND COMMUNICATION TECHNOLOGY
  - ▶ FACULTY OF HEALTH AND SOCIAL SCIENCES
  - ▶ FACULTY OF STRATEGIC MANAGEMENT AND LEADERSHIP
  - ▶ FACULTY OF TOURISM, HOSPITALITY, AND EVENTS MANAGEMENT
- ▼ WINDHOEK
  - ▶ CENTRE FOR ENVIROMENTAL STUDIES (CES)
  - ▶ FACULTY OF EDUCATION
  - ▶ FACULTY OF BUSINESS ADMINISTRATION
  - ▶ FACULTY OF HEALTH AND SOCIAL SCIENCES

For example Ongwediva students must choose Ongwediva as their choice and then navigate to the faculties and choose their respective faculty.

Once you are in your respective faculty look for and select the semester you are registering for, and choose your subjects/courses you have registered for, in order to enroll for it.

The screenshot shows a web interface for course selection. On the left is a sidebar menu with the following items: Dashboard, Site home, Calendar, Private files, and Site administration. The main content area is titled "SEMESTER 1" and includes a breadcrumb trail: Dashboard / Courses / 2022 / ONGWEDIVA / FACULTY OF EDUCATION / SEMESTER 1. Below the breadcrumb is a "Course categories:" section with a dropdown menu currently displaying "2022 / ONGWEDIVA / FACULTY OF EDUCATION / SEMESTER 1". A search bar labeled "Search courses" is present, followed by a "Go" button and a help icon. A list of course categories is shown below, each with a small icon to its left:

- MIO80US MANAGING INNOVATION IN ORGANIZATIONS
- IEE40US INTRODUCTION TO ENVIRONMENTAL EDUCATION
- IRM60US INTERMEDIATE RELIGIOUS AND MORAL EDUCATION
- MGC60US MULTI-GRADE CLASSROOM TEACHING
- OSH80US OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT

When you find your subjects/courses please find a button “ENROLL ME” click/press it to enroll yourself in that course. Repeat these steps until you have enrolled all the subjects/course you have registered for.

The screenshot displays a university course page. On the left is a navigation sidebar with links for Dashboard, IEE40US INTRODUCTION TO ENVIRONMENTAL EDUCATION, Site home, Calendar, Private files, My courses, and PPG80US PRACTICES OF GOOD GOVERNANCE. The main content area shows the course title IEE40US INTRODUCTION TO ENVIRONMENTAL EDUCATION and its details: BUTCH: 2022, CAMPUS: WINDHOEK, CITY: NKURENKURU, ONGWEDIVA, COASTAL, SEMESTER: SEMESTER 1, MODE: BLENDED, and STATUS: COMPULSORY. Below this is a section for 'Self enrolment (Student)' with the text 'No enrolment key required.' and a red 'Enrol me' button. An arrow points to the button with the text 'Click here'.

***NB: After successfully enrolling all your subjects/course they should appear in “MYCOURSE SECTION”***

## Navigating through the system

### Timeline Block

By default, the *Timeline* displays upcoming assignments and quizzes from all courses.



### Navigation Drawer

This drawer can be visible or collapsed, depending on the user's preference. When visible, it provides quick links to all courses (see listings under *My courses*). When you are inside a course, this drawer provides quick links to all topic/week sections within the course. The user can show or hide this drawer by clicking the button with three lines in the upper left corner of the page.

### Dashboard - Navigational Drawer

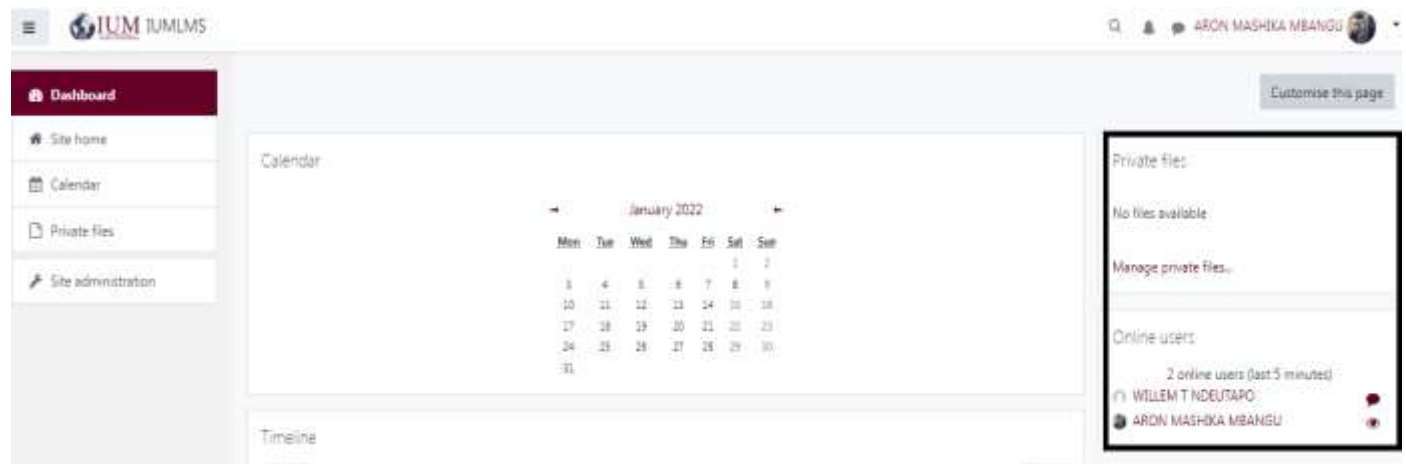




## Right Column

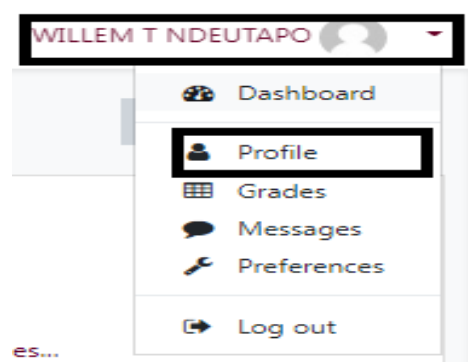
This column can be customized with various blocks. Default blocks are **Private Files**, **Online Users**, **Latest Badges**, **Calendar**, and **Upcoming Events**. You will have to scroll down to see all of the blocks.

## Dashboard - Right Column



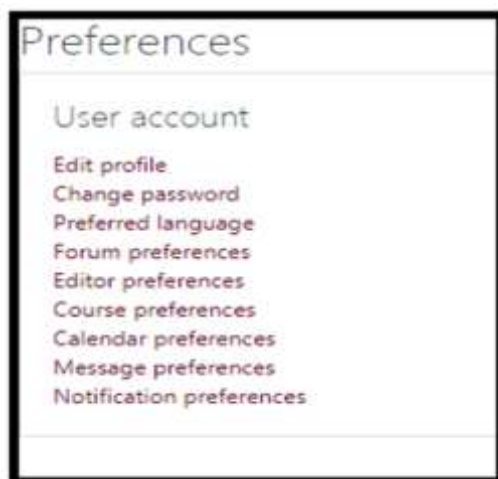
## Profile

Your profile is your identity on LMS. All IUM LMS users can see it, including your Lecturers. Your profile also contains Email information. To view your profile, click your name in the top right corner, and then click Profile. On the next page, click the gear in the top right corner. This brings up a menu with several preference options. It is recommended that you explore the preferences below.



**Edit Profile** - Among other settings, you can add/change your Picture. Find the *User Picture* heading. As you upload a picture, please keep the picture small, about 100x100 pixels and 500kb or less in size. Moodle accepts either PNG or JPG format. Again, remember that this profile is accessible to all members of the IUM LMS community, and

your Lecturers will see this picture. Please keep your image tasteful and only use an image of yourself. The same caution is applicable to your description.



## Course Overview Block

To access your courses, navigate to your dashboard and click on My Courses. Here, you will see all courses that you are enrolled for. To access a course click on the course title and enter into the course view.



Each topic/week of the course will be made up of activities and instructions. These activities and instructions will vary within each course. It is important to read all instructions and click all links for the current section in the course. Each link is accompanied by an icon. Common course activity icons are listed in the box below.



This is the icon for **forums**. The link next to a forum icon will take you to a forum where you can communicate with your instructor and/or other students.



This is the icon for **assignments**. The link next to an assignment icon will take you to a page where you will submit your work.



This is the icon for a **quiz or an exam**. The link next to this icon will take you to a quiz or an exam within your course.



This icon represents a **link**. The link next to this icon will take you to an external link.



This icon represents a **folder**. The link next to this icon will take you to a page with additional files.



This icon represents a **page**. The link next to this icon will take you to a page with additional text and resources.



This icon represents a **book**. The link next to this icon will take you to a page displaying a collection of text or resources that is organized by chapters.



This icon represents a **Word document**. Moodle is able to recognize some file types and display their appropriate icons. These are resources (such as Word documents and PDFs) that your instructor has posted and intends for you to view and/or

Most Lecturers use forums in a course to allow students to communicate with one another, as an assignment, or to post questions or concerns. If your Lecturer has a forum in the course, the link on the main page will look similar to this:



**Note:** It is a good practice to type forum posts in a word processor (such as Microsoft Word) and copy and paste the text into LMS's text editor. This will prevent you from losing your work if your Internet connection suddenly goes out or other incidences occur. In addition, most word processors have tools for spelling and grammar error checking.

## Adding a New Thread

1. Click the link to the forum.
2. Click *Add a new discussion topic* at the top of the list of threads.
3. Give your post a title in *Subject* heading.
4. Type (or paste from a word processor) your post in the *Message* section.
5. When finished, check your post for errors, and click the *Post to forum* button at the bottom of the page. Note: If you leave this page without hitting *Post to forum*, the post will not be saved.
6. After you have posted, you have one minute to edit your post.

## Assignments

The assignment feature in Moodle allows Lecturers to easily collect external documents from students. Instead of physically printing out a document and handing it to your Lecturer, you upload a file into Moodle for your instructor to view and grade. To submit an assignment, click the name of the assignment in your class. A description of the assignment and a box showing the submission status, date and time due, and time remaining for the assignment will appear.



Assignments links will be similar to this:

Once you click on the assignment link, you will see a screen that looks similar to this:

### Assignment Submission Status Screen

#### Reaction Paper

##### Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Thursday, 29 June 2017, 12:00 AM
Time remaining	6 days 15 hours
Last modified	-
Submission comments	Comments (0)

[Add submission](#)

[Make changes to your submission](#)

## Uploading Files

Click *Add submission* at the bottom of the screen (see previous page). The maximum upload size for files and number of attachments are listed above the submissions box under the *File submissions* heading.

### Assignment Submission Screen



There are two ways to upload files:

1. The easiest method is to locate the file within your computer's file system, click and hold down on the file, and drag it into the box that says *you can drag and drop files here to add them* (see figure above). Note: This is not available with Internet Explorer 9 and below.
2. Click the *Add...* button (see red box in figure above). Next, choose *Upload a file* in the left sidebar. Click the *Choose File* button under *Attachment* field. Locate your file within your computer's file system. Click open. Lastly, click *Upload this file*.

You should now see the uploaded file (see figure below). If you accidentally uploaded the wrong file, simply click the file you uploaded and click *Delete* in the pop up window. If there are additional files your instructor requires you to submit, repeat the submission process. Once you have uploaded the correct file(s), click *save changes*.



Many Lectures require students to take quizzes and exams within IUM LMS. To take a quiz or exam, click the name of the quiz next to the quiz icon. Your quiz link will look similar to this:



When you click your quiz or exam link, you will see this page:

### Initial Quiz Screen



This page should provide you with information about the quiz. This includes the date and time the quiz is due as well as its time limit (if applicable).

**Note:** The time and due date set is when the quiz must be submitted, not attempted. If you are in the middle of the quiz when time expires, you will not be allowed to finish. Make sure to give yourself ample time to complete the quiz before the close time.

Once you are ready to begin the quiz, click *Attempt quiz now*. After you begin the test, you will see the question page. There are several different question types, including multiple choice, essay, true/false, short answer, or matching questions. On the right of your screen, a block titled **Quiz Navigation** appears (see figure). This block shows the question(s) you are attempting and how many questions are left on the quiz. The question(s) you are currently on will have a bold border around it.

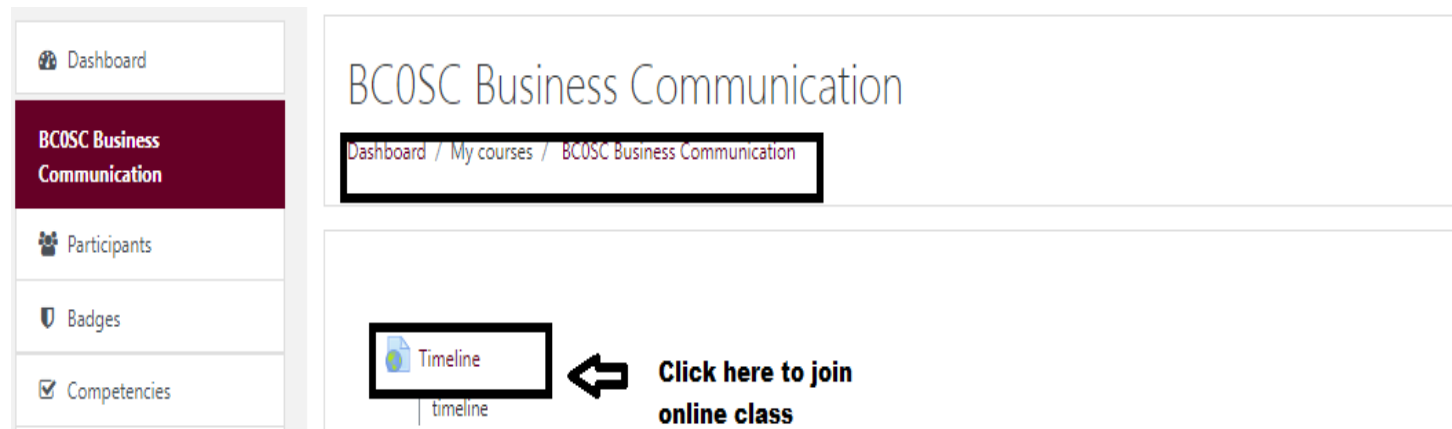
Some instructors allow you to navigate through the questions by clicking the question number. However, some may not allow you to do this. If clicking the question number does not allow you to navigate, then the instructor only allows you to move sequentially through the quiz. Therefore, you will not be able to go back and answer skipped questions or change an answer. If the quiz is timed, the timer will be located at the bottom of the block.

When all questions are answered on a page, click *Next*. Once you have answered all the questions and are ready to submit your quiz or exam, click *Next* on the last page or click *Finish attempt...* in the **Quiz Navigation Block** (see previous page). You will then be directed to the *Summary of Attempt* page, which displays whether or not you have answered each question. If you are ready to submit your quiz, click *Submit all and finish* at the bottom of the page.

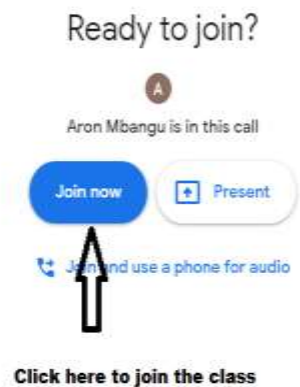
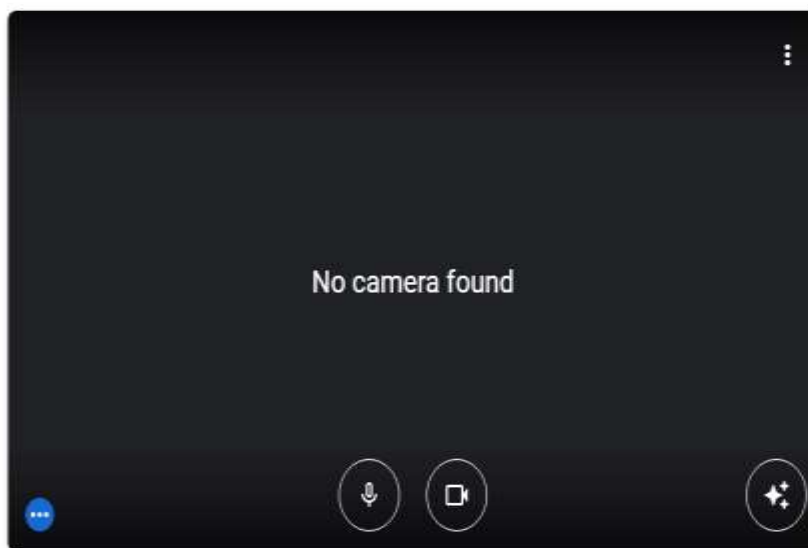
The image shows a 'QUIZ NAVIGATION' interface. At the top, there is a user profile picture and the name 'Matthew Wilson'. Below this is a grid of 20 question numbers, arranged in four rows of five. The number '1' is highlighted with a bold border, indicating it is the current question. The other numbers (2-20) are in a standard font. Below the grid, there is a blue link that says 'Finish attempt ...' and a timer that reads 'Time left 0:29:55'.

## Joining an online live classroom with Google meet:

To join a live lesson, navigate to your dashboard and click on My Courses. Here, you will see all courses that you are enrolled for. Click on the course title that you are to attend a live lesson and click on the live lesson link provided by your lecturer as indicated below.



After clicking on the live lesson link, a Google meet window will appear as shown below; click on the button "join now" to join and take part in the session.



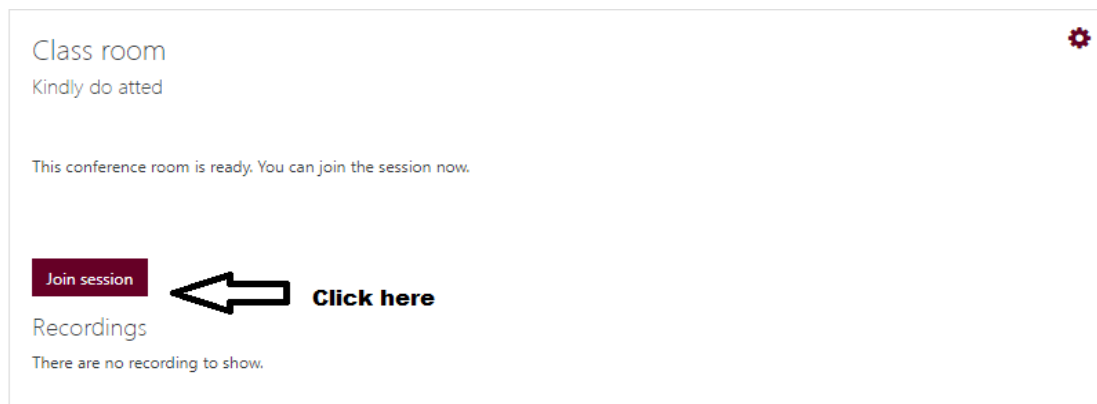


## Joining an online live classroom with BigBlueButton:

You can find the respective meeting room in the course you have enrolled for. Look for this symbol in the course and, if necessary, read the lecturer's instructions:



You can access the room by clicking on this symbol during the times indicated for the respective live lesson. As a rule, you cannot access the rooms outside of the agreed times. Simply click on the button "Join session" to join and take part in the session.



**For any assistance, please feel free to contact us on:**

E-mail: [iumlms@ium.edu.na](mailto:iumlms@ium.edu.na)

Tell: +264817300103 / +264817032248