

# LMS USER GUIDE

## COURSE EXPLORER/COURSE DETAILS

**INFORMATION** –The Course Explorer/Course Details option allows Administrators to see the full details of a course and its modules and also preview any associated quizzes and quiz answers

1) Navigate to Course Explorer using the relevant procedure for your level of access as shown below. **Not all users listed below have this ability by default, but this function can be switched on as required**

<b>Section Admin Procedure</b>	Section Admin Dashboard> Course Explorer
<b>Section Monitor</b>	Section Monitor Dashboard> Course Detail
<b>Organisation Admin Procedure</b>	Organisation Admin Dashboard>Course Explorer
<b>Organisation Admin Basic Procedure</b>	Organisation Admin Basic Dashboard>Course Detail
<b>Assessor Procedure</b>	Assessor Dashboard> Course Detail
<b>Course Manager Procedure</b>	Course Manager Dashboard> Course Detail
<b>Department Admin Procedure</b>	Department Admin Dashboard> Course Detail
<b>Department Course Manager Procedure</b>	Department Course Manager Dashboard> Course Detail
<b>Learner Manager Procedure</b>	Learner Manager Dashboard>Course Details
<b>Mentor Procedure</b>	Mentor Dashboard>Course Details
<b>Internal Verifier Procedure</b>	Internal Verifier Dashboard>Course Details
<b>Department Monitor Procedure</b>	Department Monitor Dashboard>Course Details

2) Select the course you wish to view from the Drop Down List

The screenshot displays the LMS interface for 'VC Practice LMS'. At the top, there is a navigation bar with links for Home, Manage Users, Help & Support, and Logout. Below this, the breadcrumb path is '>> Organisation Admin Dashboard >> Course Detail' and the date '15 July 2014' is shown in the top right corner. The main content area is titled 'Course Detail' and contains the instruction: 'For further course details, please select a course from the menu below:'. A dropdown menu is open, showing the following options: '- Please select -', 'Angelas practice course 15112013', 'Beans On Toast', 'Egg', and 'To make a cupa soup'. At the bottom of the page, there are links for 'Contact Us' and 'Accessibility', and a copyright notice: 'Copyright © 1995-2014 Virtual College Group PLC | All Rights Reserved'.

- 3) You will then see the Course Details
- 4) Click on the view icon to see details of the Module(s)



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Home Manage Users Help & Support Logout

>> Organisation Admin Dashboard >> Course Detail 15 July 2014

**Course Detail**

For further course details, please select a course from the menu below:

Angelas practice course 15112013

**Course Summary**

Description:	This course is for everyone
Creation Date:	12-Jun-2014
Provider:	N/A
Authorisation:	Manager Only
Type:	E-learning
Manager:	Angela Baguley
Course Reference:	N/A

Preview Course

**Course Modules (Click the magnifying glass for Module Quiz Details)**

Angelas practice module

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- 5) To preview the quiz, select **Preview Quiz**
- 6) You can also see the quiz answers by selecting **preview Quiz Answers**

The following screen shows an example of viewing the Module details

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>> Organisation Admin Dashboard >> Course Detail 15 July 2014

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Preview Course

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Angelas practice module

Grading System:	80% Pass Grading System
Global:	False
Bands:	80-100 Well done - you have passed. 0-79 You have not yet reached the required pass mark of 80%. Please return to the training material to undertake further learning before taking the quiz again.
Passmark:	80
Quiz Questions:	0
Questions In Test:	15

Preview Quiz Preview Quiz Answers

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The following are example screen shots of Quiz Preview - when previewing the quiz, you will see the same screens as the learner would see when undertaking the quiz.

>> [Organisation Admin Basic Dashboard](#) >> [Course Explorer](#) >> [Quiz](#) 03 March 20

[Start](#)

You have 5 attempts remaining. The pass mark is 80%.

### Introduction to the Online Quiz

You have elected to take an online quiz.  
You will now be presented with a series of multiple choice questions which you should answer in turn. During the quiz, you should not use the 'back' button on your browser, and nor should you quit from the quiz before answering all of the questions.

When a question is multiple choice, please carefully read the instructions on the screen to ensure that you have selected the correct number of answers.

**Recommended browsers - Internet Explorer 5 upwards and Firefox.**

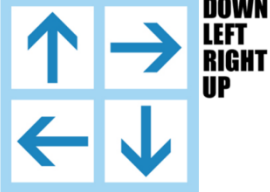
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Angelas practice module Progress 1 / 5

Place the images in the correct order

[Reset](#)



[Submit Answer](#)

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>> [Organisation Admin Dashboard](#) >> [Course Detail](#) >> [Quiz](#) 15 July 2014

Angelas practice module Progress 3 / 5

Score so far: 20/20

What is the capital of France

Berlin (0) feedback: no feedback defined for this answer  
 Paris (10) feedback: no feedback defined for this answer  
 London (0) feedback: no feedback defined for this answer  
 Rome (0) feedback: no feedback defined for this answer

[Submit Answer](#)

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7) If you select the **Preview Course** button

**enable VC Practice LMS**  
the complete LMS solution Create ▶ Manage ▶ Deliver

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>> Organisation Admin Dashboard >> Course Detail 15 July 2014

**Course Detail**

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Angelas practice course 15112013

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 Creation Date: 12-Jun-2014  
 Provider: N/A  
 Authorisation: Manager Only  
 Type: E-learning  
 Manager: Angela Baguley  
 Course Reference: N/A

**Preview Course**

**Course Modules (Click the magnifying glass for Module Quiz Details)**

Angelas practice module

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8) It will give you a preview of what the learner would see and allows you to undertake the course without recording any progress.

**You are previewing this course, your progress will not be recorded**

**enable VC Practice LMS**  
the complete LMS solution Create ▶ Manage ▶ Deliver

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Home Manage Users Help & Support Logout

>> Organisation Admin Dashboard >> Course Detail >> Course View 15 July 2014

**Course Summary: Angelas practice course 15112013** Help

Overall Progress: 0%

0%

**Course Description:**  
This course is for everyone

**Course Status**

Status: Active  
 Last Location: Not Started  
 Total Time Spent: 0 hr 00 mins  
 Total Time Allowed: N/A  
 Deadline: N/A

**Preferences**

**Course Breakdown**

Angelas practice module 0% 2 Activities

Title	Status	Last Accessed	Time Taken	Action
Fire Policy	Not Attempted	N/A	N/A	Start >>
Assessment	Has Prerequisites	N/A	N/A	View [+]