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USER MANUAL

OF

LEARNING MANAGEMENT SYSTEM (LMS) – FOR STUDENTS

www.chinmayabokaro.org

Chinmaya Vidyalaya, Bokaro has developed its own Learning Management System to help students connect with their teachers during a critical situation caused due to COVID-19 lockdown. Here is a step by step guide on how to use LMS –

1. LOGIN

Open www.chinmayabokaro.org/lms in a web browser, preferably, Chrome.

Enter the same username (Reg. No.) and password, which is being used by you to login to Student/Parent Desk in the school website.

Click on Login.
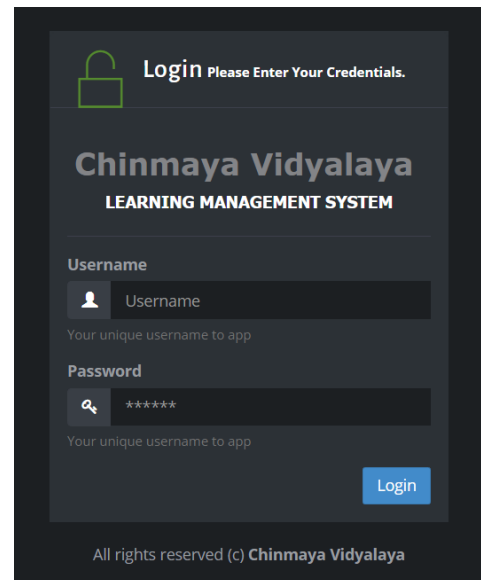
2. STUDENT DESK

This is the first screen that appears after you login. On the left side, there is a sidebar which is relevant to you. *(If you are accessing using mobile then click on the 'three horizontal lines' on the left top corner of the screen to get the menu)*
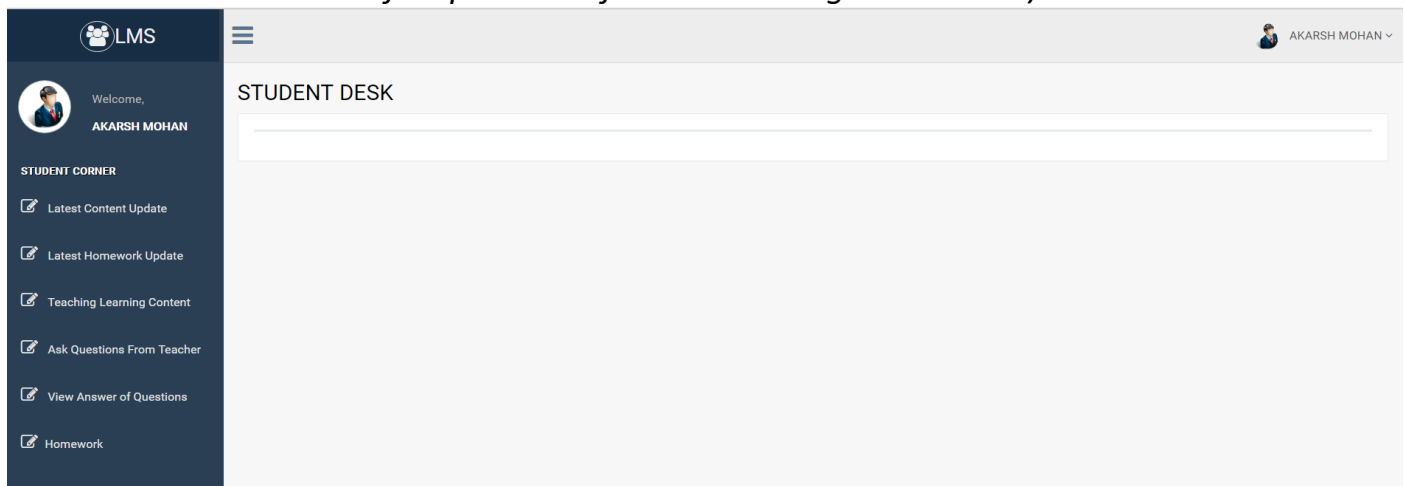
i. **Latest Content update –** Whenever a new content is uploaded in any subject, you can see the update on this page. This is just a notification page. To access the content, you have to click on 'Teaching Learning Content' on the menu.

ii. **Latest Homework update –** Whenever a new homework is assigned in any subject, you can see the update on this page. This is also a notification page. To complete the homework, you have to click on 'Homework' on the menu.

iii. **Teaching Learning Content –** This link will provide you with the contents uploaded for learning by the teachers.

   iv. Ask Questions from teacher– Using this, you can ask questions to your teachers and clear the doubts.

   v. View Answer of questions – Once the teacher has answered your questions, you can view the answers. You can also see the questions asked by your friends and the answers given by the teachers.

   vi. MCQ Homework – Teachers will assign MCQ based homework which is to be completed by you everyday.

   vii. Subjective Homework – Teachers will assign subjective questions to be completed by you as and when given.
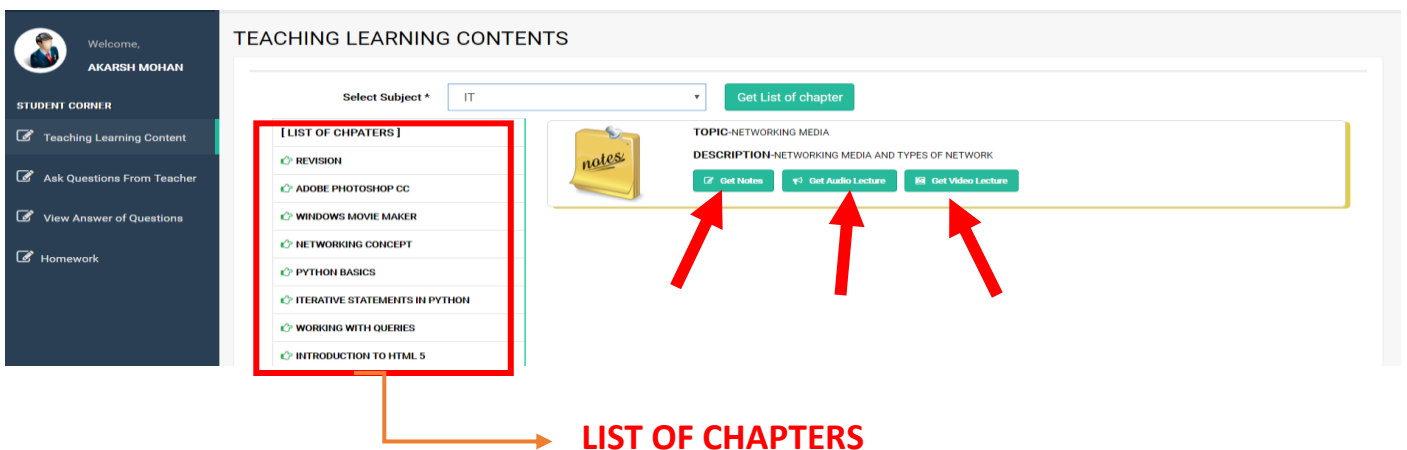
3. TEACHING LEARNING CONTENT

a) Click on Teaching Learning Content.
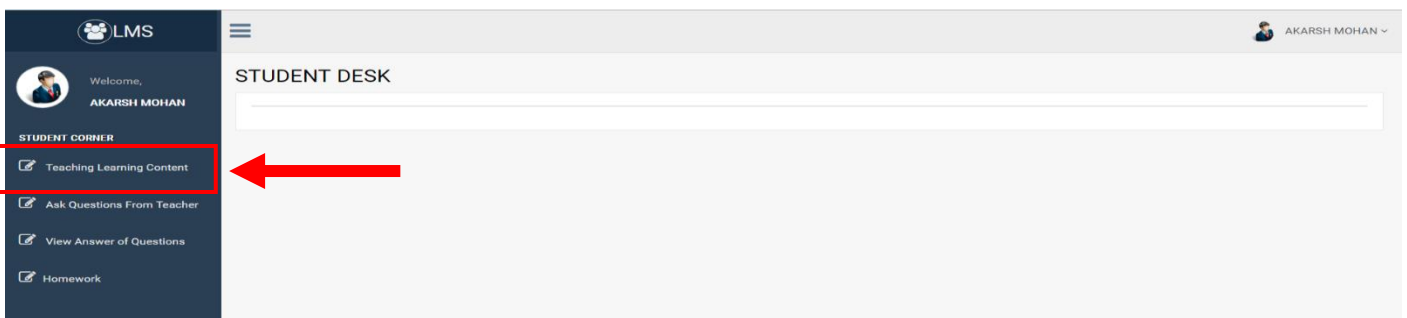
b) Select a subject and Click on [Get List of chapter]
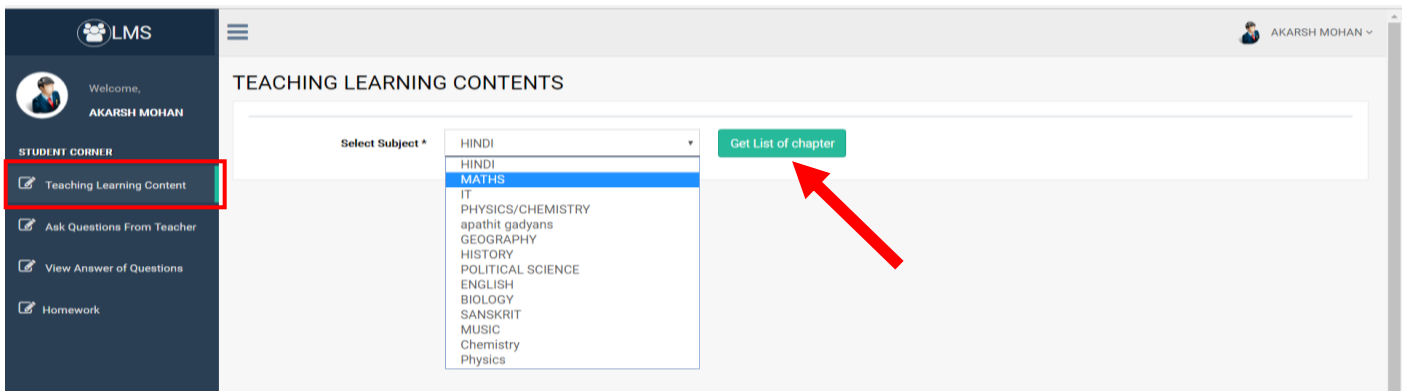
c) You will get a list of chapters. Click on a chapter to see the content uploaded for that chapter.

LIST OF CHAPTERS

d) Once you click on a chapter, you get the list of topics with description for which the contents have been uploaded. For each topic, you have three options –

Get Notes   Click on this button to see the notes for the topic which can be downloaded in the form of pdf/ppt/doc.

Get Audio Lecture   Click on this button to download the audio lecture. (Only if the teacher has uploaded)

Get Video Lecture   Click on this button to download the video lecture. (Only if the teacher has uploaded)

Note 1: A teacher may have uploaded either one, two or all from Notes, Audio and Video.
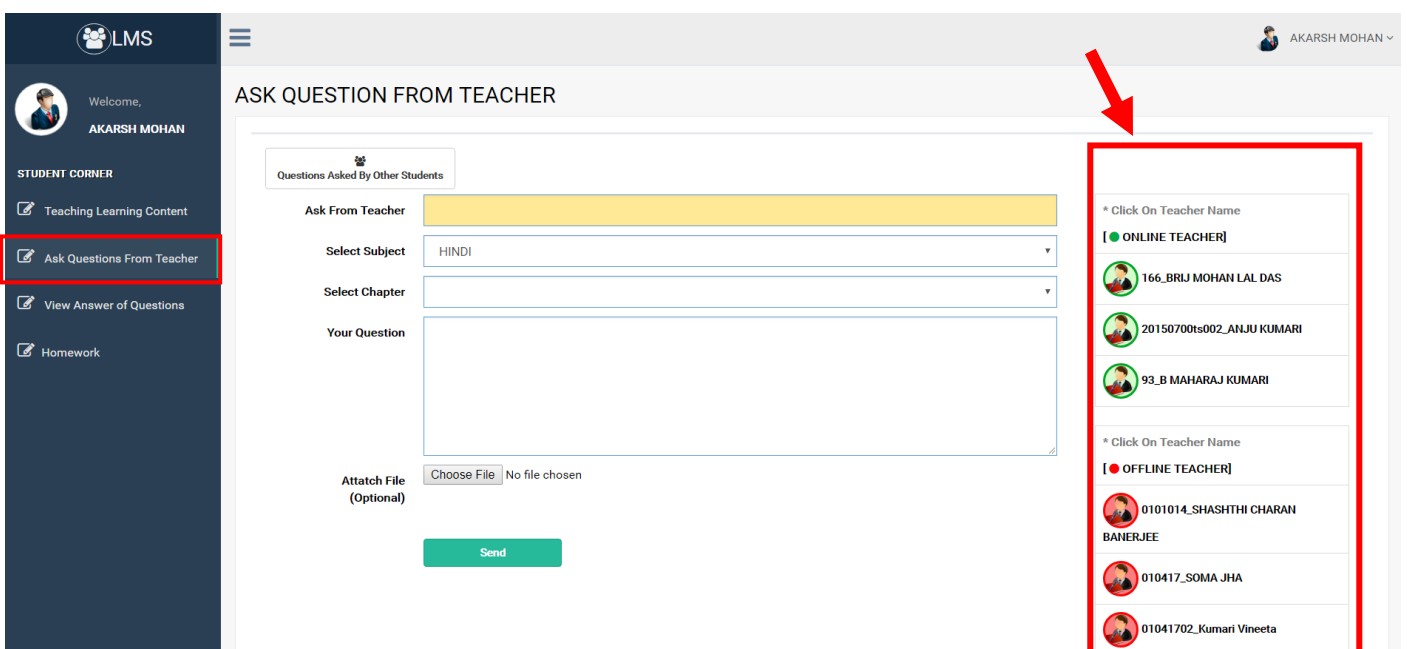
Note 2: When you download the content, the teacher will come to know that you have read/downloaded the content. Study the content and if you have any doubt or need clarification, then click on "Ask Questions from the teacher" in the sidebar.

Note 3: The above process to get the content is to be repeated for all the subjects that are a part of your syllabus.

4. ASK QUESTION FROM TEACHER

You can clear your doubts and ask questions from your teacher using this page.

a) Click on 'Ask Question from Teacher' on the left sidebar.
b) Click on the name of the teacher to whom you want to ask your question.

The name of the selected teacher will automatically appear in yellow box.

c) Select your subject.
d) Select the chapter.
e) Type your question.
f) If you have a doubt which cannot be typed in the above box then you can also attach a file by clicking on "Choose file". Browse the file and upload.
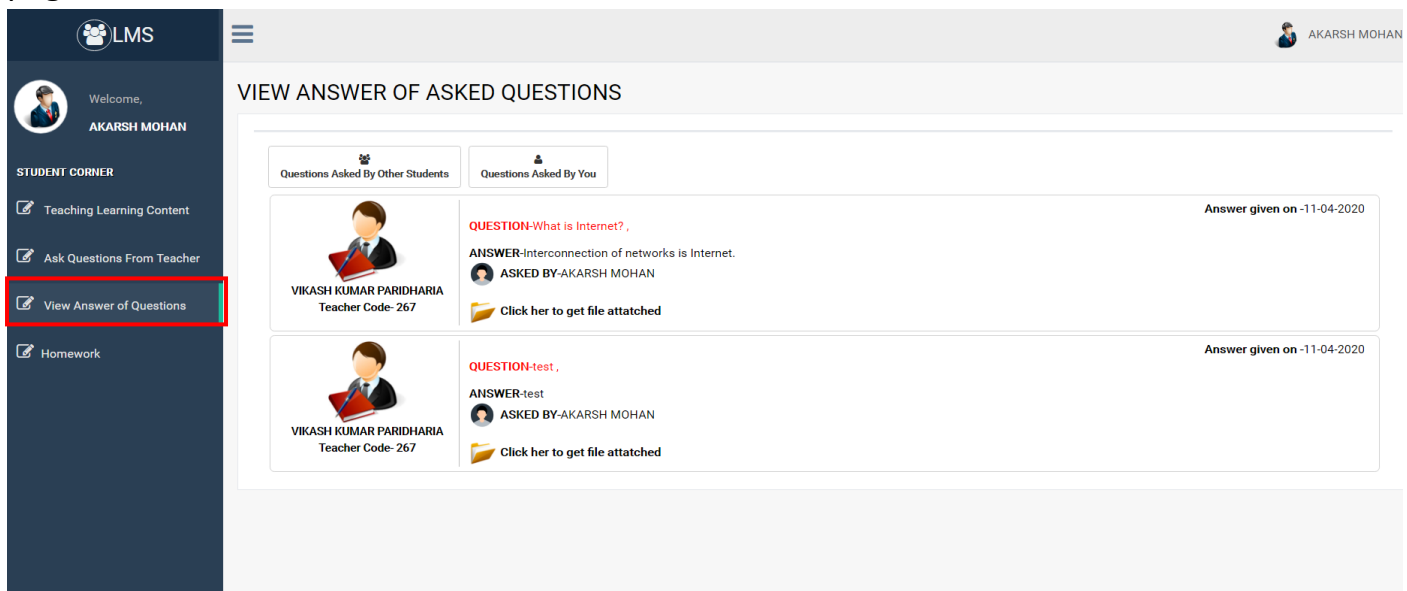**(File name should not contain any space or special character)**
g) Click on [Send]

h) On successful submission, you would get a message –
Success ! Question Sent Successfully

5. VIEW ANSWER OF QUESTIONS

After you have asked the questions, you can view the answers given by the teachers in this page.

By default, the questions asked by you and their answers would be shown here. If the teacher has attached any file with the answer, you can see by clicking on – "Click here to get file attached" just below your answer.

6. MCQ HOMEWORK

After reading the e-content, you have to complete the homework assigned by the teacher. On this page, you can see the subject, chapter, topic and the homework assigned to you by different teachers. Click on [Submit Homework] button to get your homework.

User Manual for Learning Management System

After clicking on submit homework, you get the page (as shown below) which contains Multiple choice questions to be answered.

Choose your answer from one of the four choices for each question. After marking all the answers, click on   SUBMIT HOMEWORK   .

After submission, you will see whether your answers were correct or incorrect.

Please do not take much time in answering the questions to avoid "Session time out" error.

7. Subjective Homework

Teachers will also assign subjective homework in different subjects which are to be submitted online. When you click on Subjective homework in the side menu, you will see the available homeworks.

Click on [Submit Homework] to view your homework.

You will get the screen as shown below:-

If there is an image in the question, it may take time to load depending upon your Internet connection speed.

Below each question, there is a box where you can type your answer, which will be evaluated by your teacher. If you feel that the answer cannot be typed as it contains diagrams, equations, symbols etc. then you can write it in your copy, take a picture of it and attach the same by clicking on "Choose File" button.

After attempting the answers, click on **SUBMIT HOMEWORK**

Please do not take much time in answering the questions to avoid "Session time out" error.