# User Manual for LMS Navigation

Version 1.0

# Contents

## Purpose of This User Manual

This User Manual is meant for the ZPPA LMS learners who access the learning portal - https://zppaelearning.com. It contains detailed step-by-step instructions with screenshots for accessing and using different features and functionalities available on the portal.

## Browser Requirements

The LMS is a web-based digital platform, which is accessible by using any of the following compatible web browsers with internet connectivity.

- Google Chrome
- Mozilla Firefox
- Safari

**Note**: For the best experience and optimum security, we recommend keeping your browser up to date.

## Allow Pop-Ups

If the learning material does not display, it is because pop-ups have been blocked by your web browser. To enable pop-ups for the LMS Learning Portal, follow these steps:

1. In the address bar on the right-hand side, there will be a red alert titled 'Pop-ups blocked'.
2. Select the red alert.
3. To always see pop-ups for this site, select 'Always show pop-ups from [site]' and then select 'Done'.

## Access to the LMS Portal

All learners will be able to access the portal via internet.

To log in to the LMS, open the browser from your computer, type the domain name in the address bar of the browser. The below home page will appear on successfully accessing the portal. (Figure 0.1)
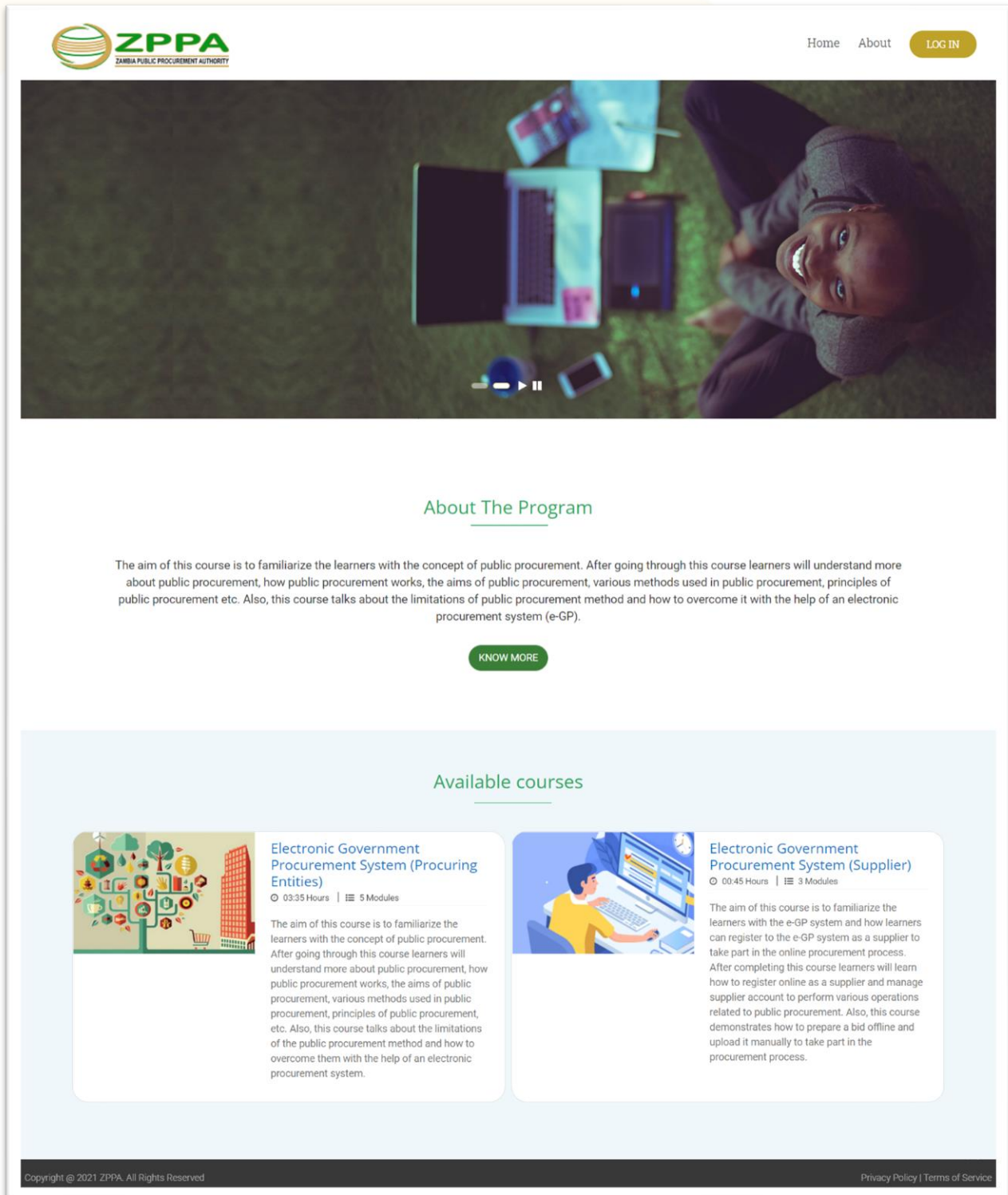
**Portal URL:** https://zppaelearning.com



Figure 0.1: LMS landing screen

# 1. Login

For accessing the courses, you must log in to the portal. To do this, follow the steps given below.

**Step 1:** In the Home page, click on the Login button available at the top right corner of the page as shown in the image below. (Figure 1).
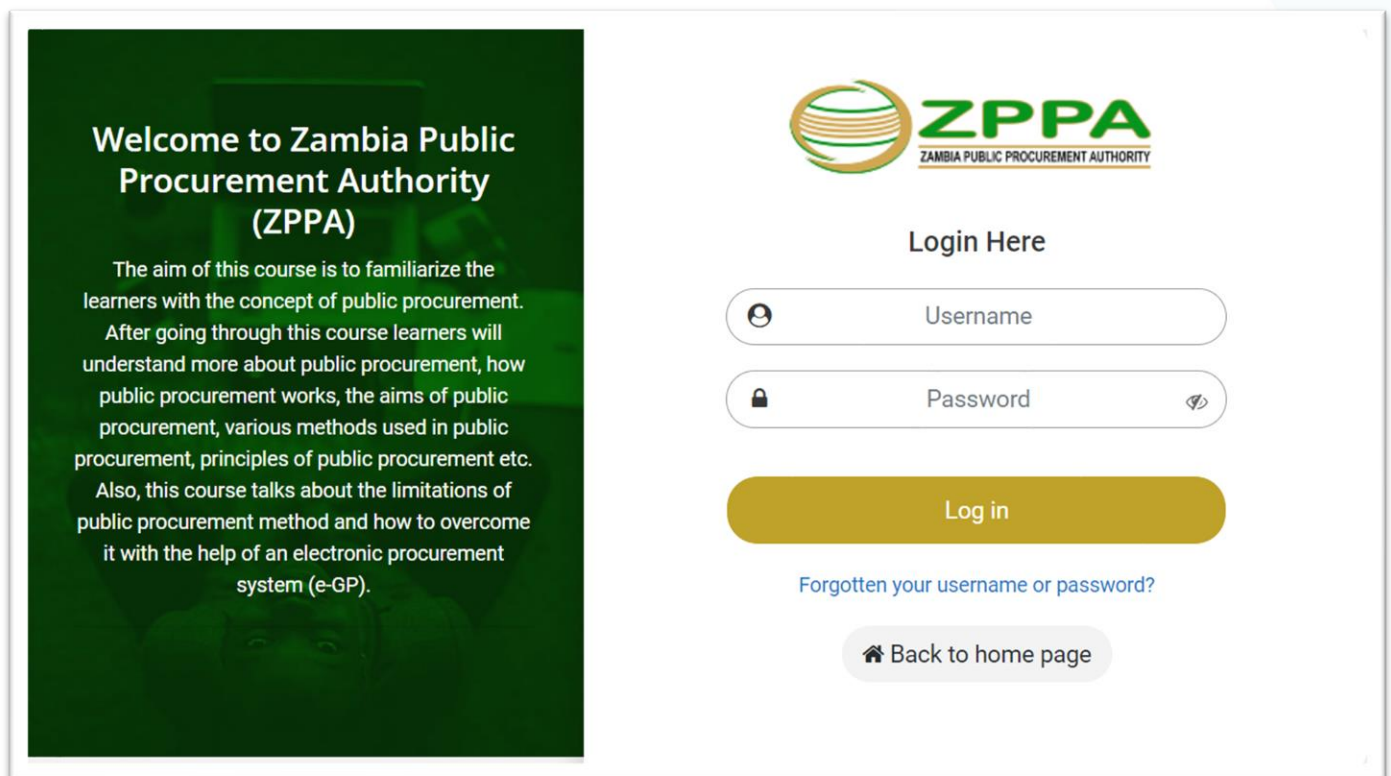


Figure 1: Logging Into the LMS

**Step 2:** In the login box, enter the Username and Password (Figure 1.1)

Your username is always your email address as provided to the system administrator. And your username and password will be sent to you by the system administrator via email. Once the password is obtained, you will be able to log in to the system by:

- Entering your username.
- Entering your password.
- Clicking the 'Login' button or pressing 'Enter' on the keyboard.



Figure 1.1: Logging Into the LMS

## 2. Successful Login

Upon successful login into the LMS, you will find the menu bar at the top of the page within the LMS. At the far right, you will always see a Welcome message with your name and the menu bar, which provides access to your profile and a Log Out option. (Figure 2)



Figure 2: Welcome Message after Login

## 3. All Courses

In the All-Courses section, you will see the list of available courses. You can self-enrol to the Course of your choice. After enrolment, you will be allowed to access the content of that course and you can go through the course at your own pace (Figure 3).
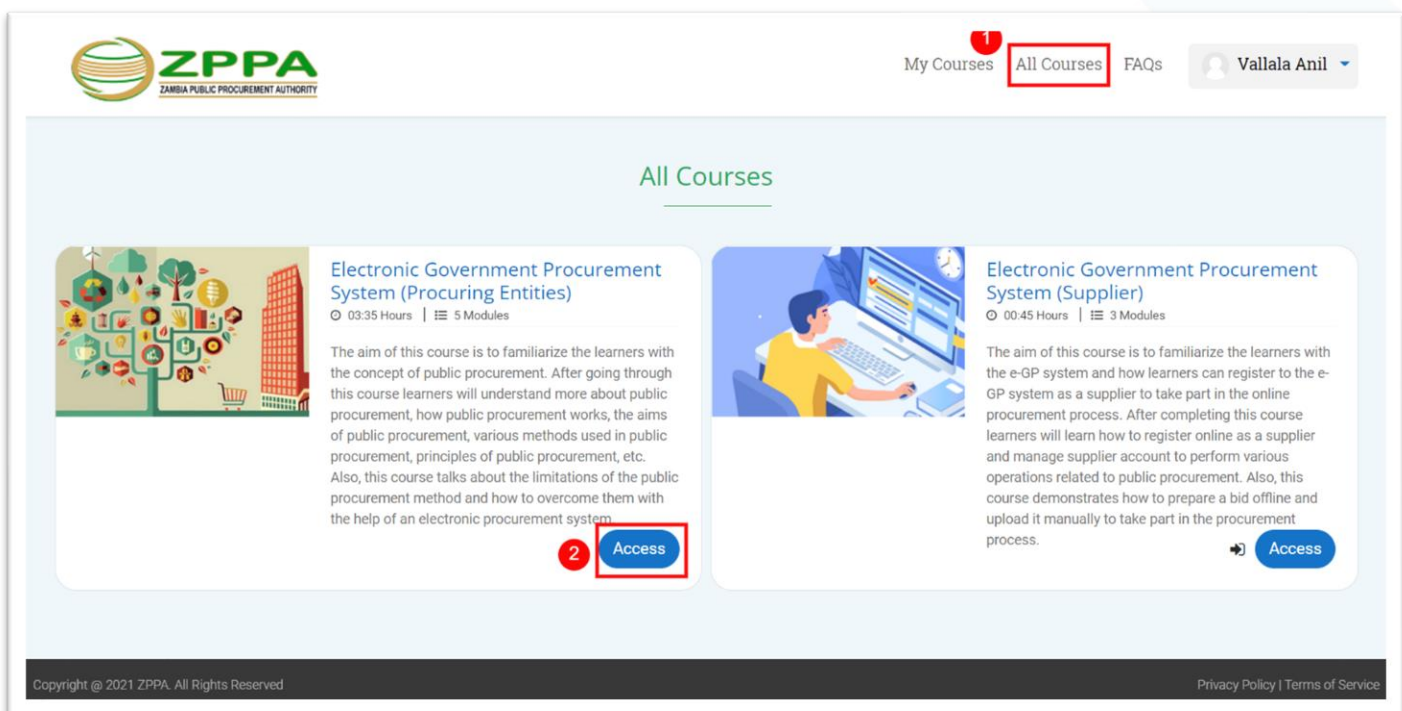


Figure 3: All Courses

# 4. My Courses

In the My Courses section, you will see the list of courses you got enrolled with the following information:

- ✓ Course title, duration of the course and description
- ✓ Course completion percentage with progress bar

To access the course, click on the course Title or click on the View course button. (Figure 4)
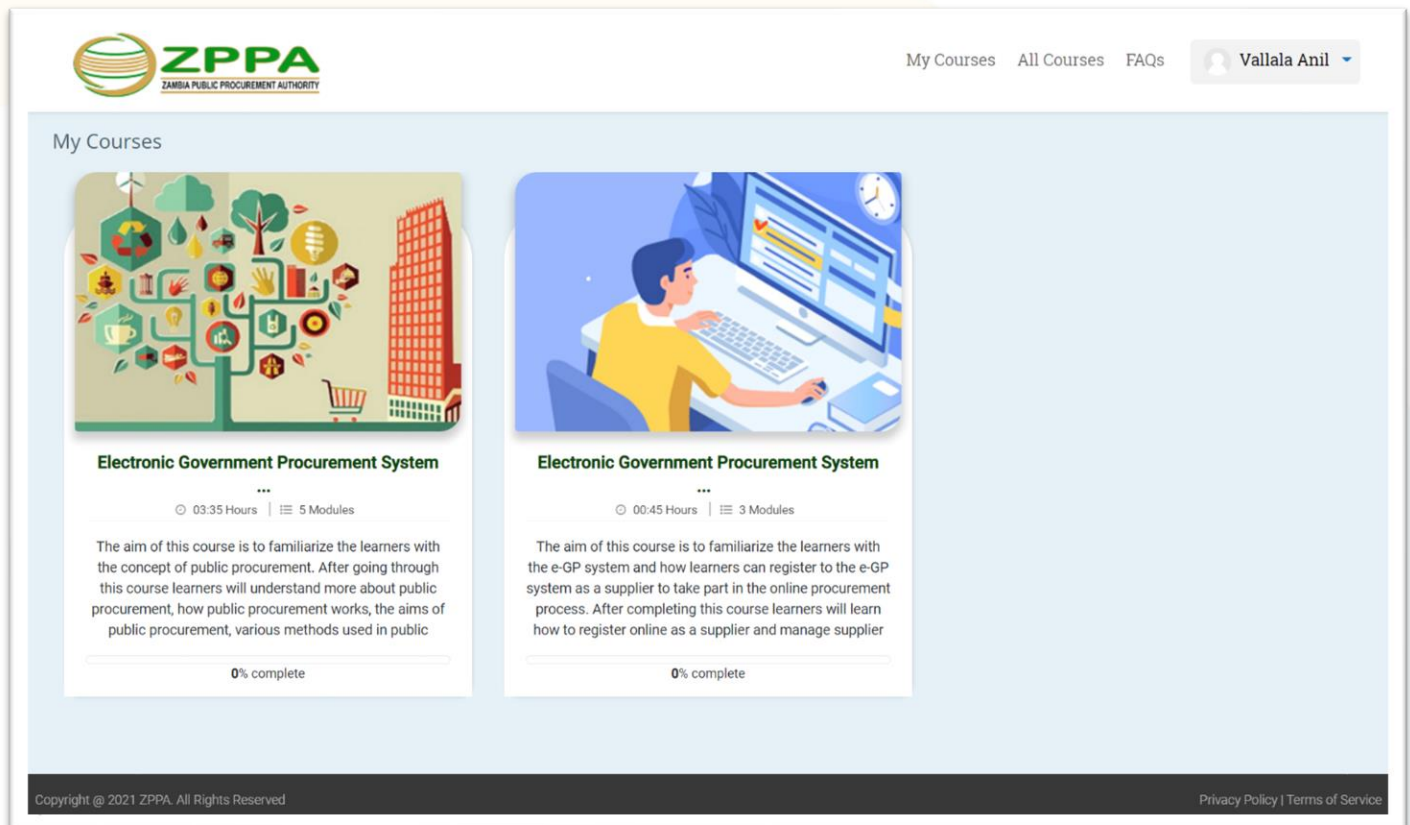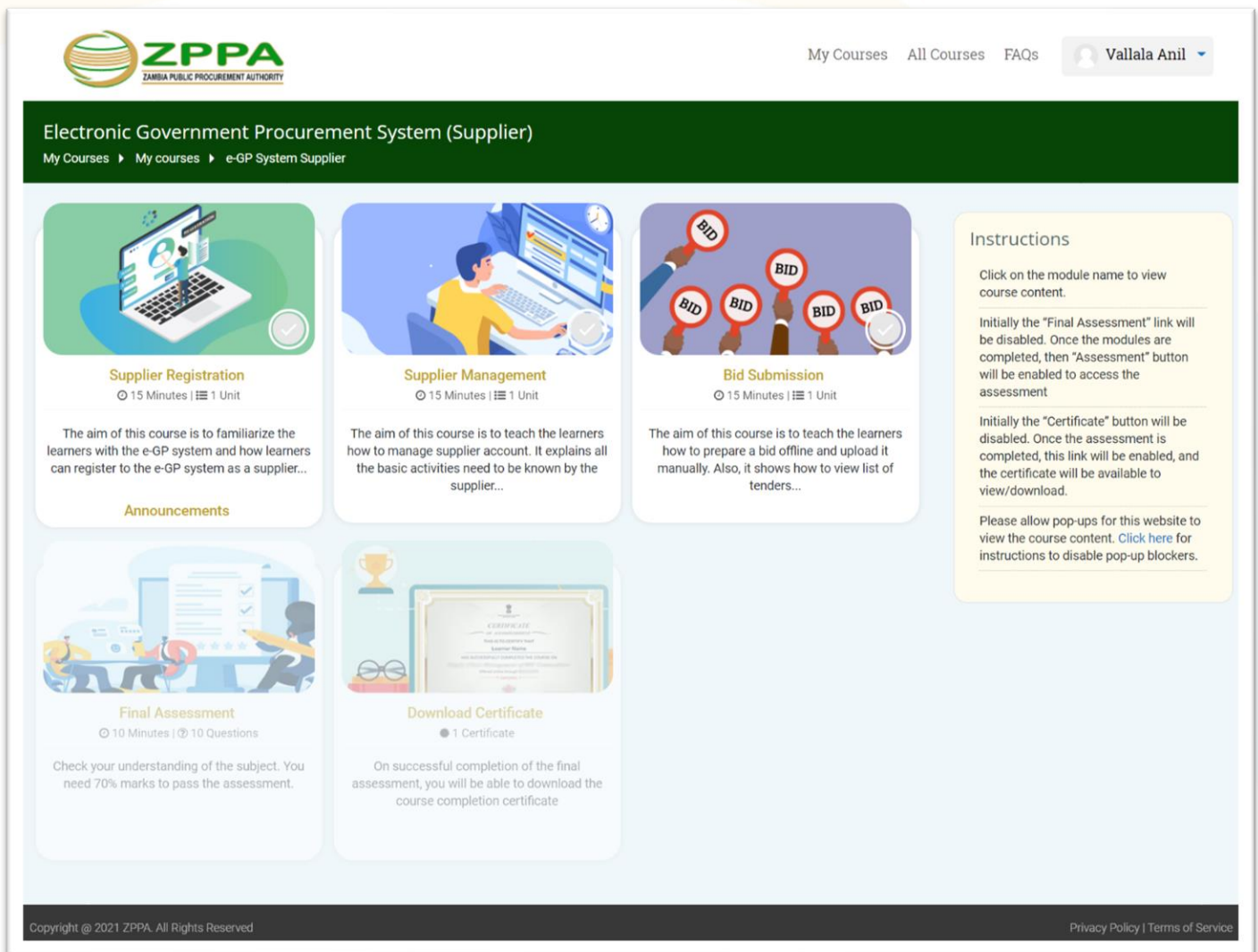


Figure 3: My Courses

# 5. Course Page Overview

Upon clicking on the course title or View course button, you can view a screen as in Figure 5, where the below list of activities can be found.

At the top of the page is an important navigation tool, the 'breadcrumb trail'. The breadcrumb trail shows where you are currently in the LMS and it also gives you the option to go back to the Home page. If you roll your mouse over the individual elements of the breadcrumb trail, you will see the links that can be selected.



Figure 5: Course Overview

- ✓ Self-Paced Learning
- ✓ Final Assessment
- ✓ Download Certificate

# 6. Self-Paced Learning Modules

Upon clicking on the module title, you can view a screen as in Figure 6, where the below list of units covered in the module.



Figure 6: Course page

This course page will provide the details given below:

- ✓ Introduction to the Course
- ✓ Unit Title, Duration
- ✓ Download Video
- ✓ Number of Units
- ✓ Learning Status of each Unit

        ☑ - Indicates that the Unit is completed

        ❚❚ - Indicates that the Unit is partially completed

        ☐ - Indicates that the Unit is not started

On clicking the unit name or View Course button, the e-learning course will appear in a new window. For the first time, you may need to select "Allow Pop-Up Windows". (Refer the "Allow Pop-Ups" section above.) This will enable you to see the screen properly. (Figure 6.1)
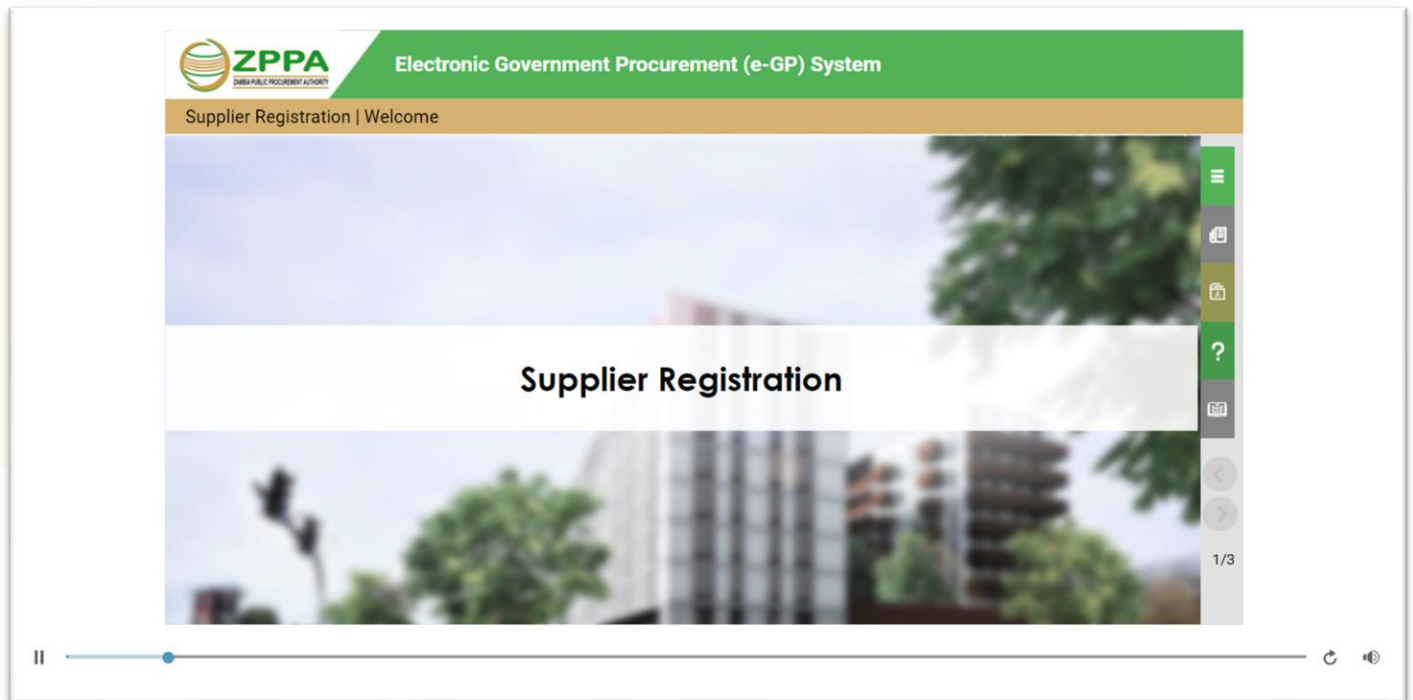
Figure 6.1: e-Learning Courses Content

This Course Content SCORM page will have the below features (Figure 4):

- ✓ Play/Pause
- ✓ Volume
- ✓ Forward / Backward
- ✓ Course Content
- ✓ Glossary
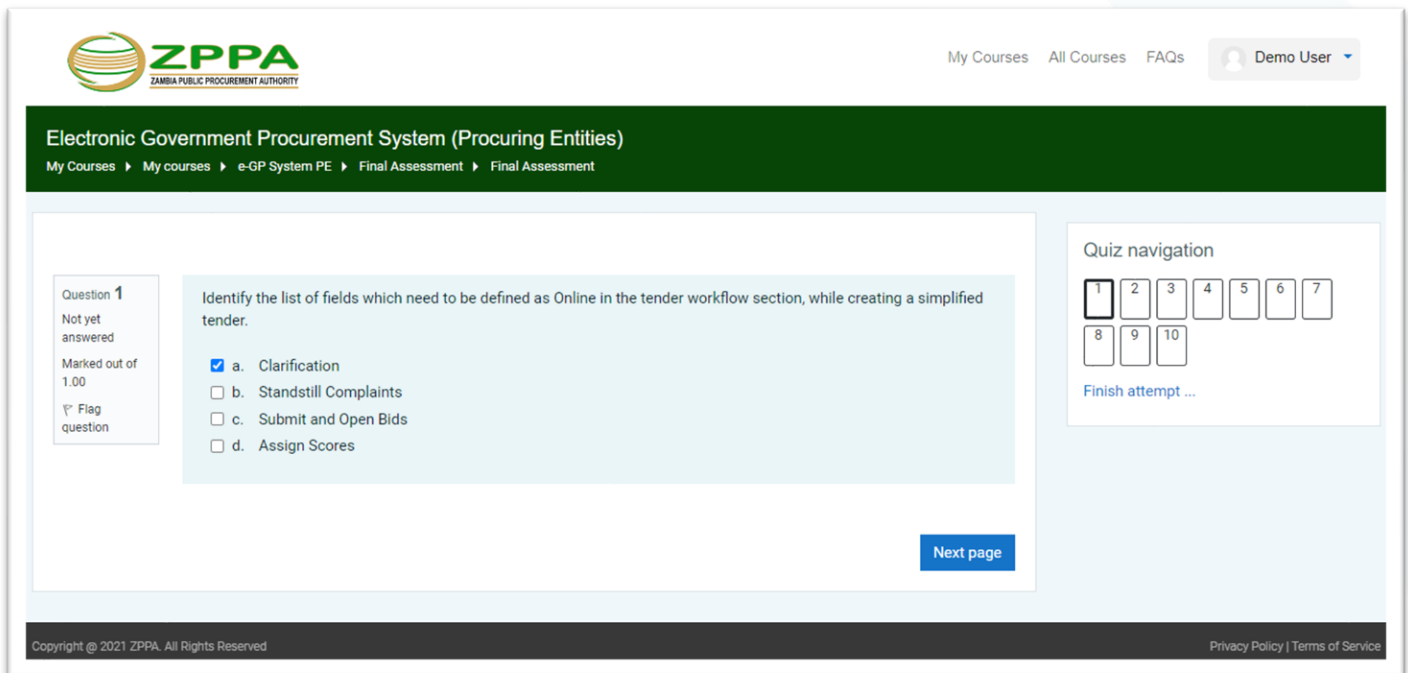- ✓ Audio Transcript
- ✓ Help Page

# 7. Final Assessment

You need to complete all the units in self-paced learning before accessing the Final Assessment.

When you click on Final-Assessment, you will be taken to the Instructions page, where the instructions will be shown. Click on "Start Test" to start the Final Assessment. Once the test is started, it has to be finished in one sitting.

The test will have a set of 10 questions from the topics related to the enrolled course. You need to complete the 10 questions in 10 minutes. You can navigate to any question within the time given. Whether the test is finished or unfinished, after the given time is over, it will be auto-submitted and the score will be generated based on the last submission and the summary will be shown on the screen (Figure 7).

You will have a maximum of 3 attempts to complete the assessment. The highest score of the three attempts will be considered as the final score.



Figure 7: Final Assessment

# 8. Course Completion Certificate

You can view and download the Completion Certificate after completing the Final Assessment (Figure 9).



Figure 9: Course Completion Certificate

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