METROPOLIS LMS

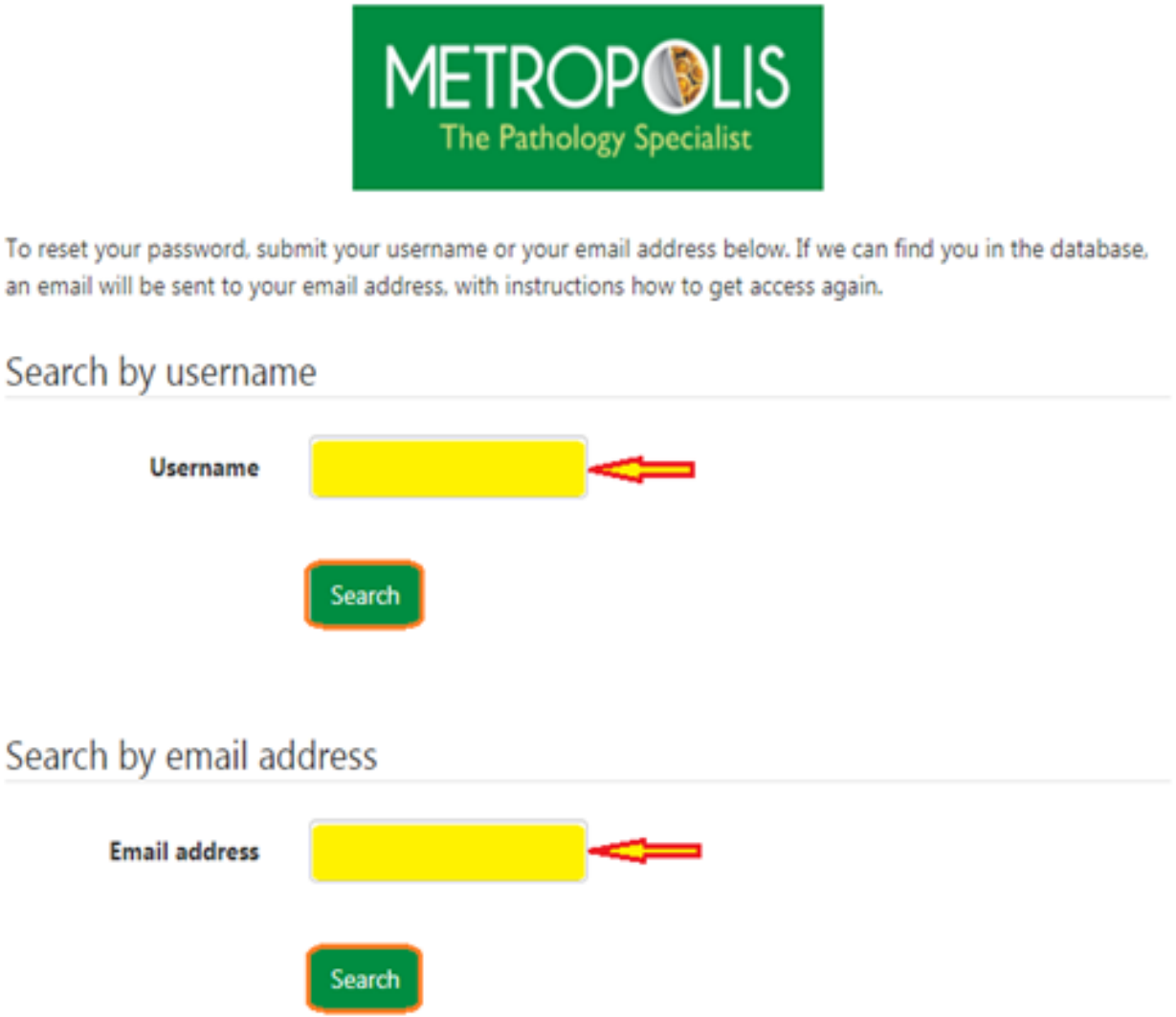
- The Participant Guide

Shezar Web Technologies Pvt. Ltd. | Learning|Technology|Analytics

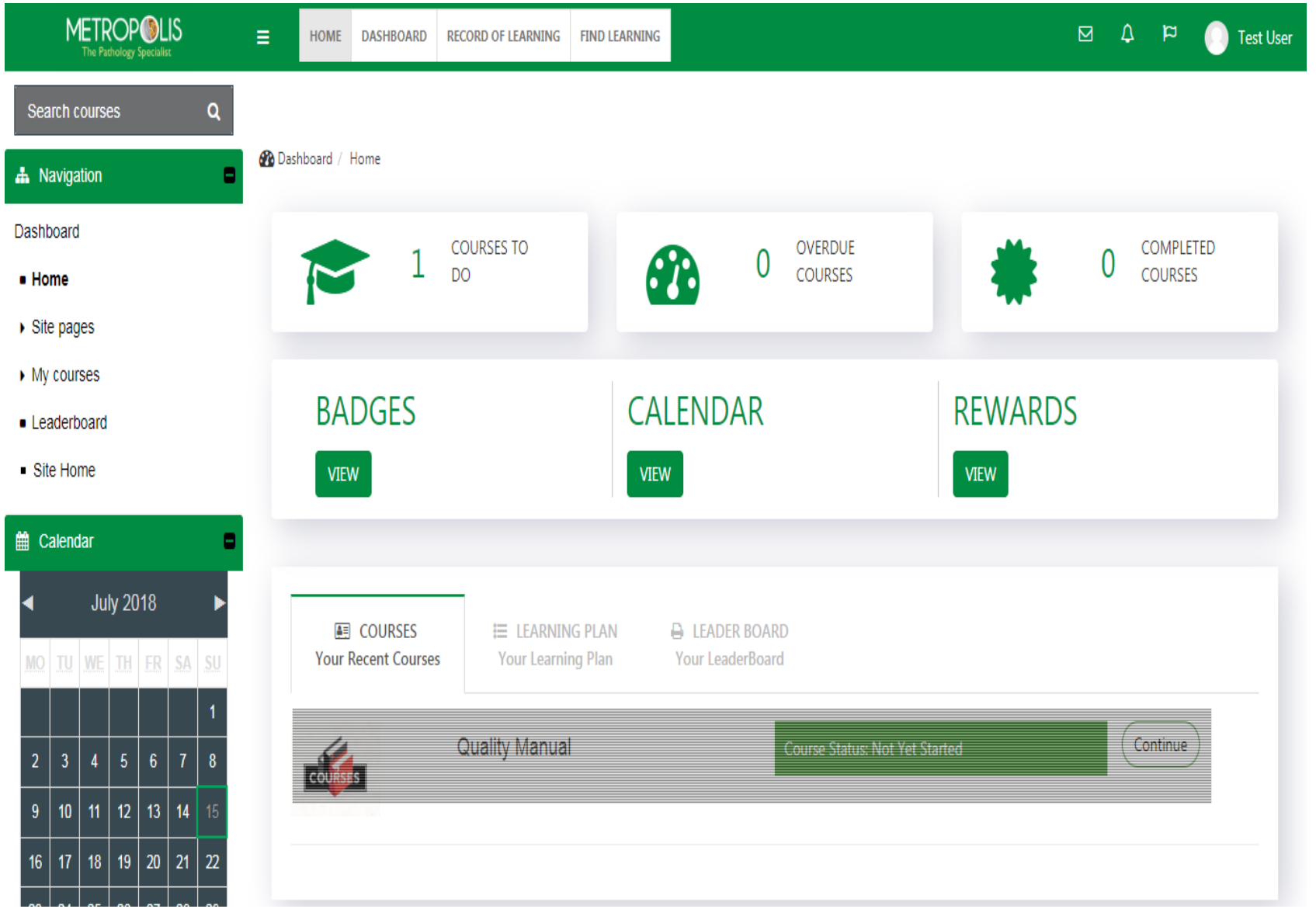
Participant Login

Participant should have valid Username and Password to login into LMS. Enter the credentials and click on Log_In button.

If you forget your Username or Password then to retrieve it, click on **Forgotten your Username or Password** link below Log In button as shown in previous step. Following screen will appear. You can search with Username or Email Address you have entered at the time of Sign Up. If the details matches then an email will be sent on the mail Id with instruction to recover password.



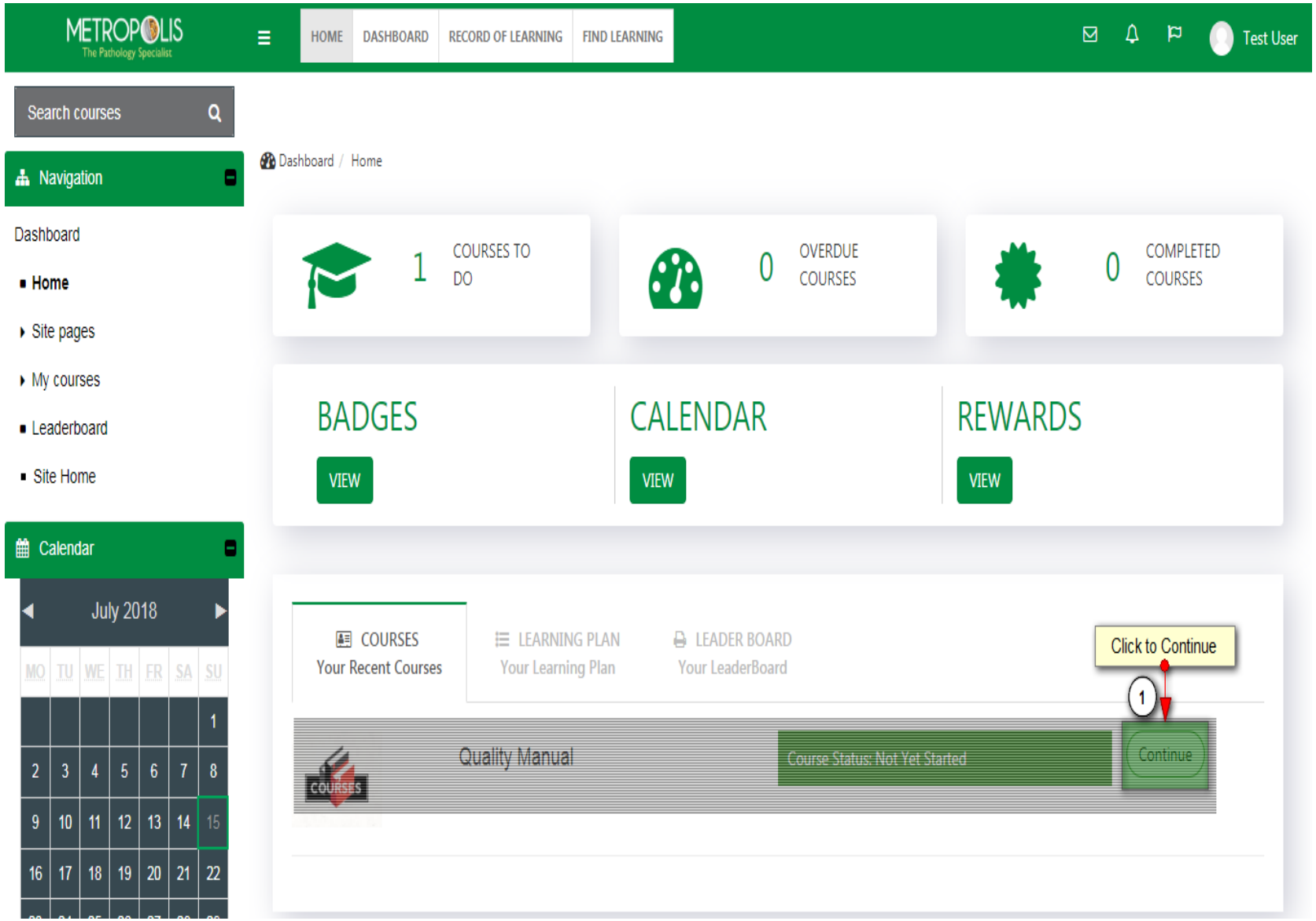
Once you login, you will be redirected to the Home page. You can see the status of the courses you attempted. You will see the upcoming events notification. To view your Dashboard, click on DASHBOARD tab located beside the Home tab.



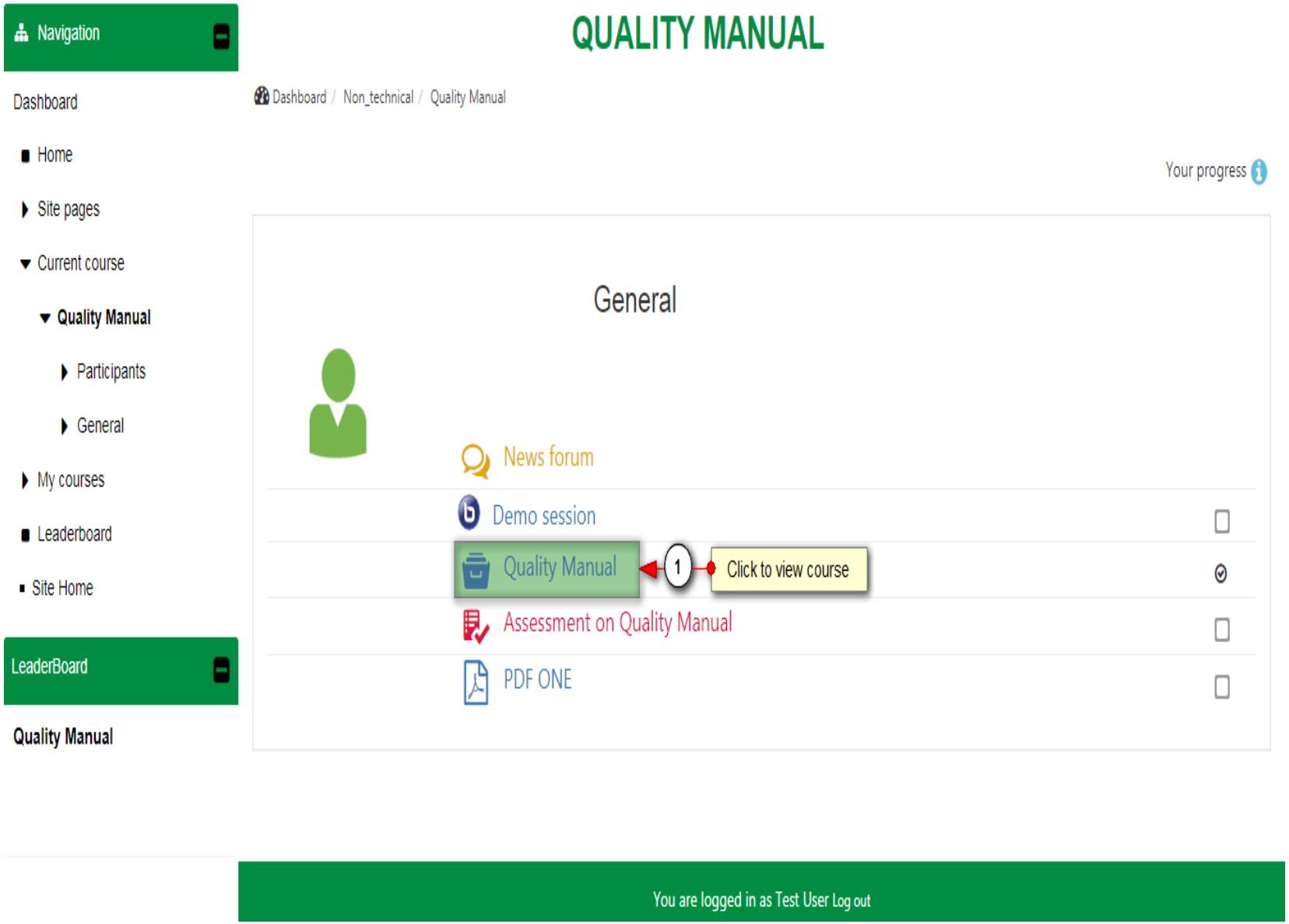
Accessing the Courses

To access the courses, Select the course from Dashboard.

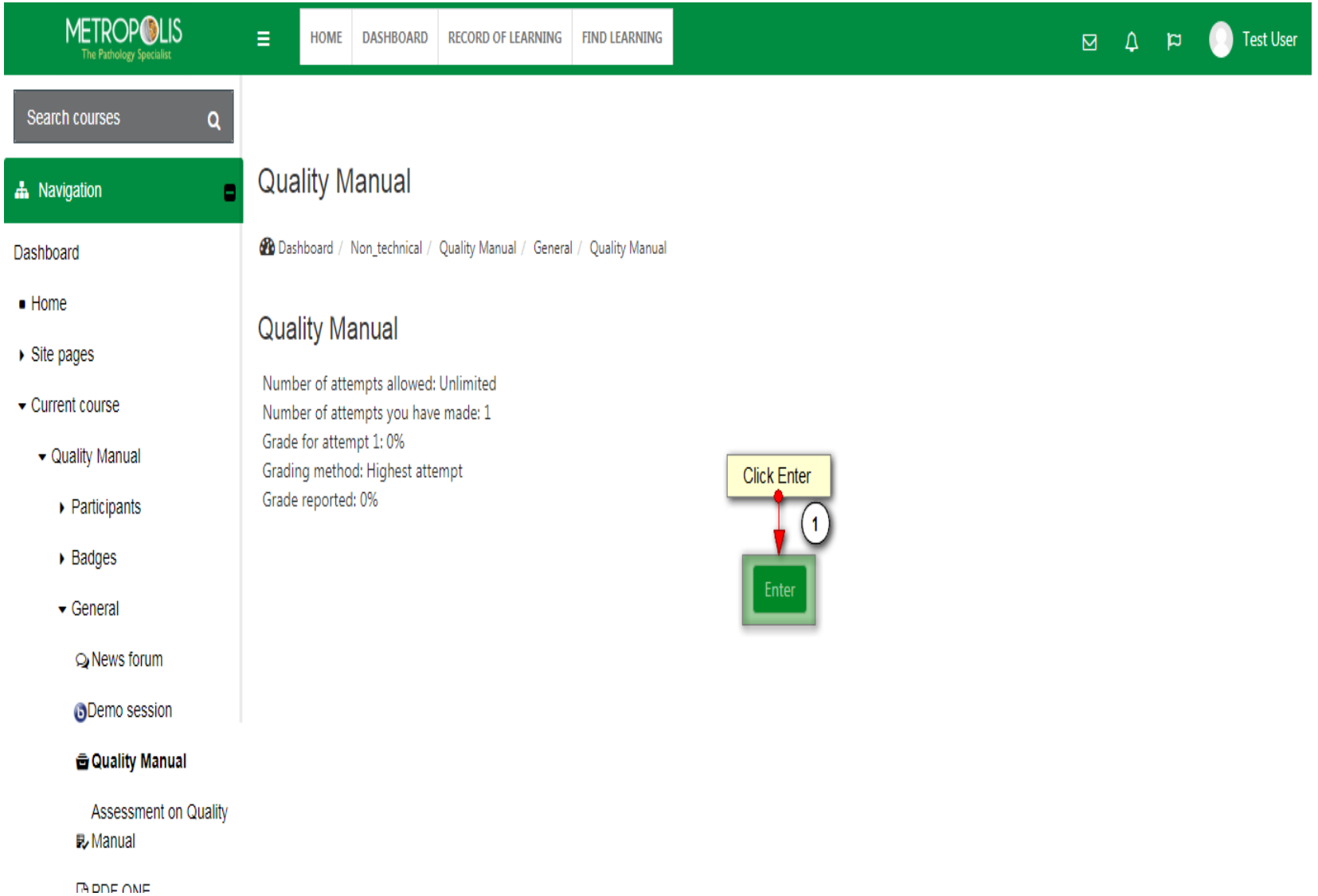
Click on Continue as shown in screen.



Click on the course name.

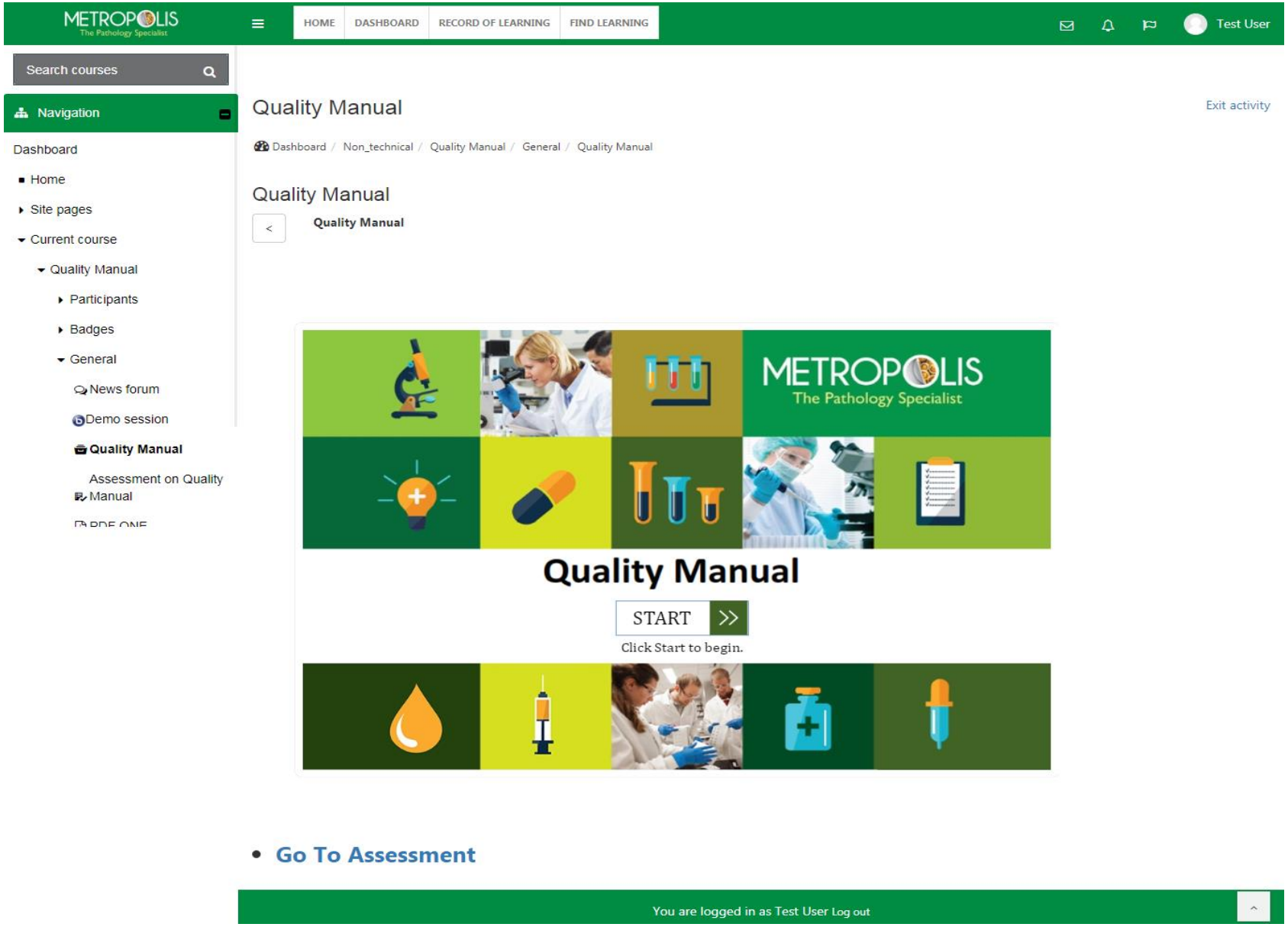


Click on **Enter** as shown in screen.



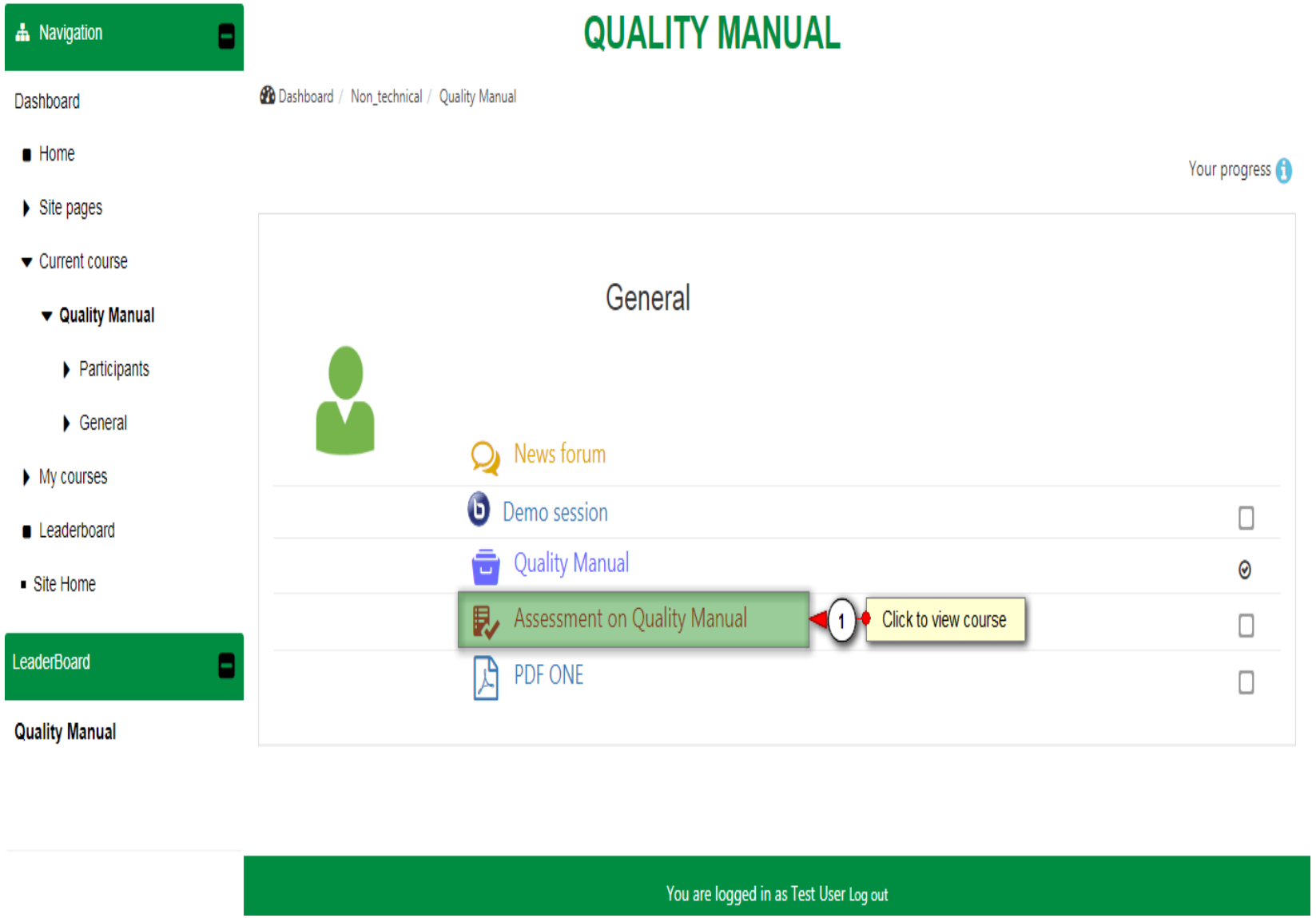
You will be navigated to new page.

The Course will appear like this.

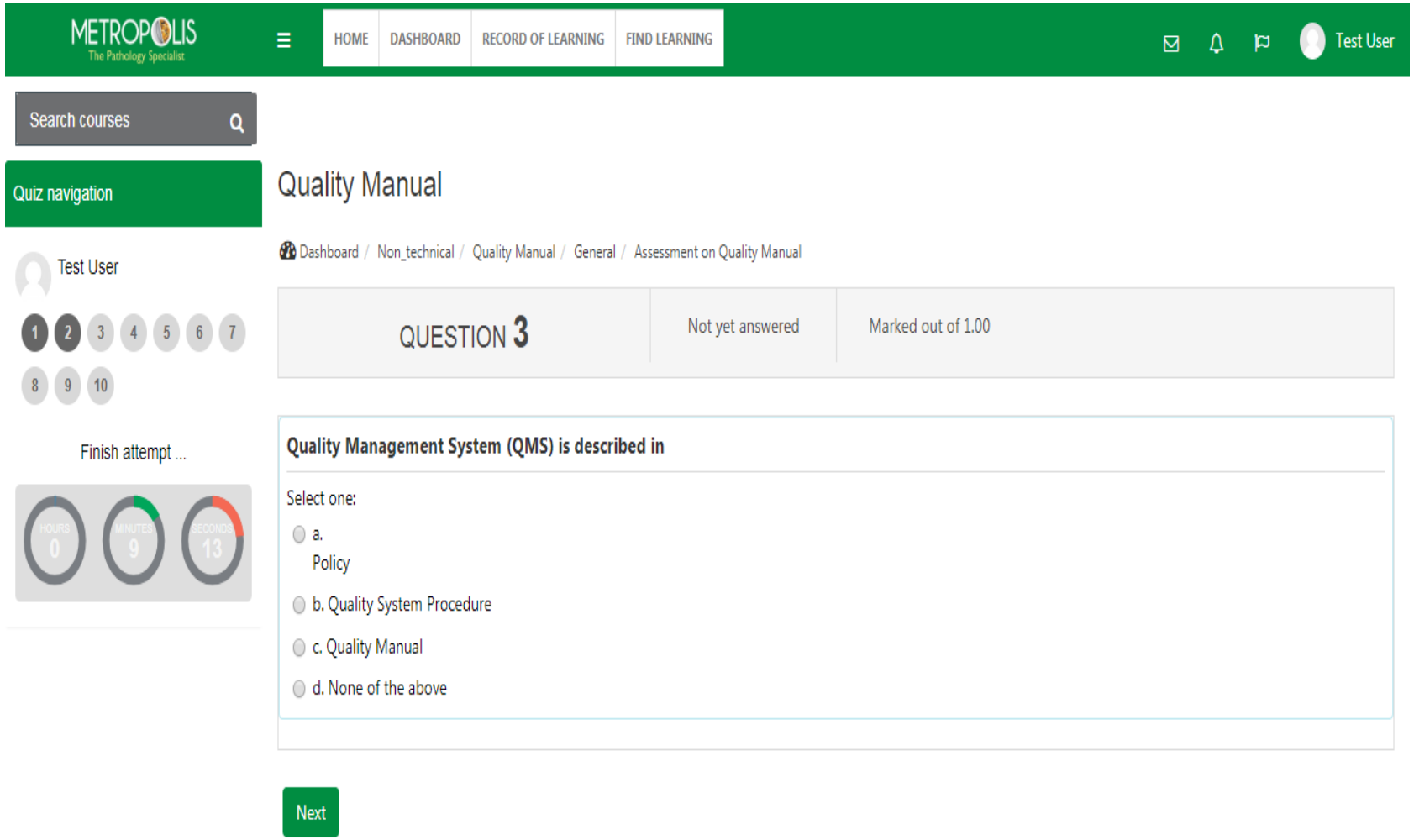


Attempt the Quiz

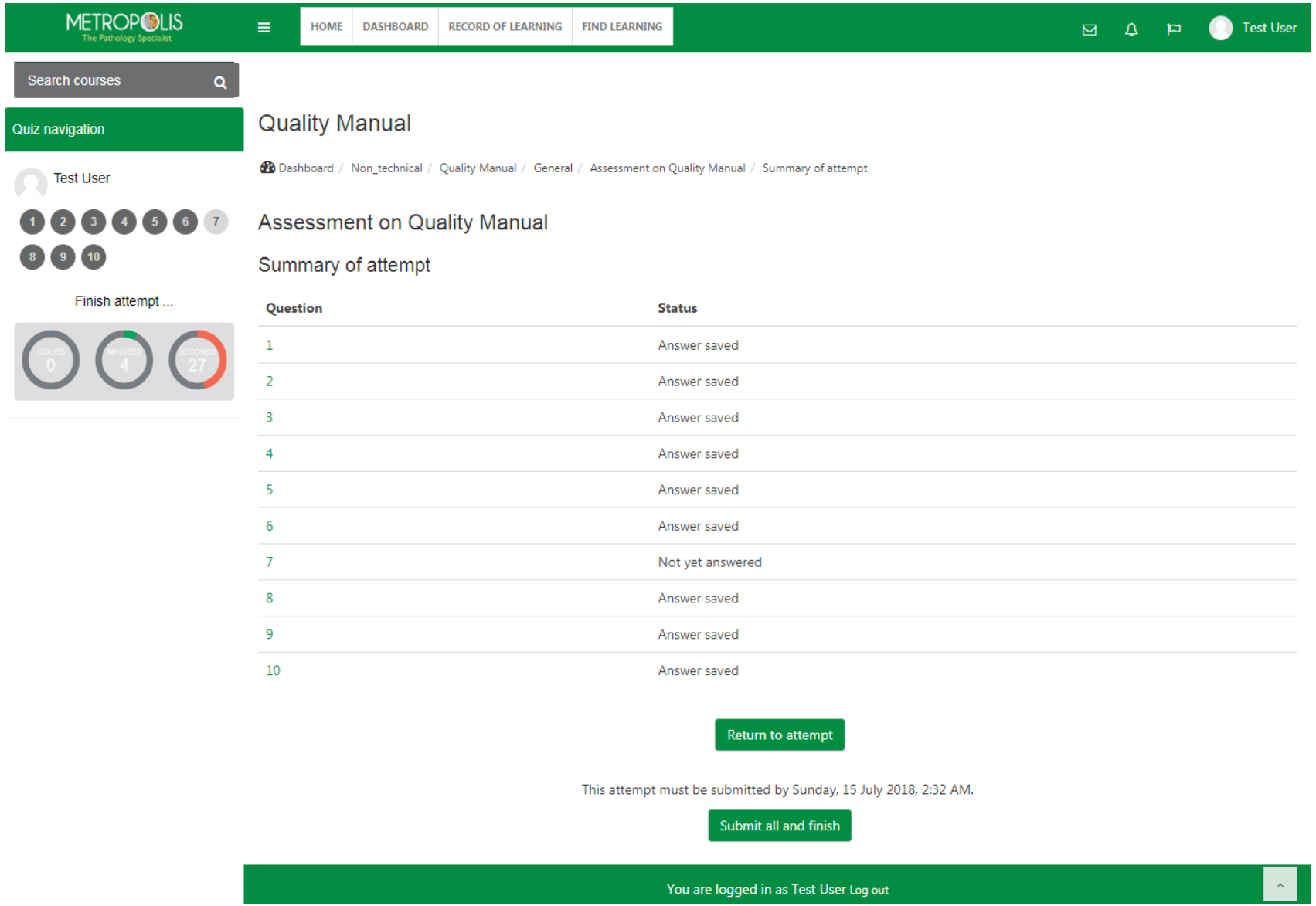
You can access the Quiz, the same way you access the course. Click on **Assessment on Quality Manual** as shown in screen.



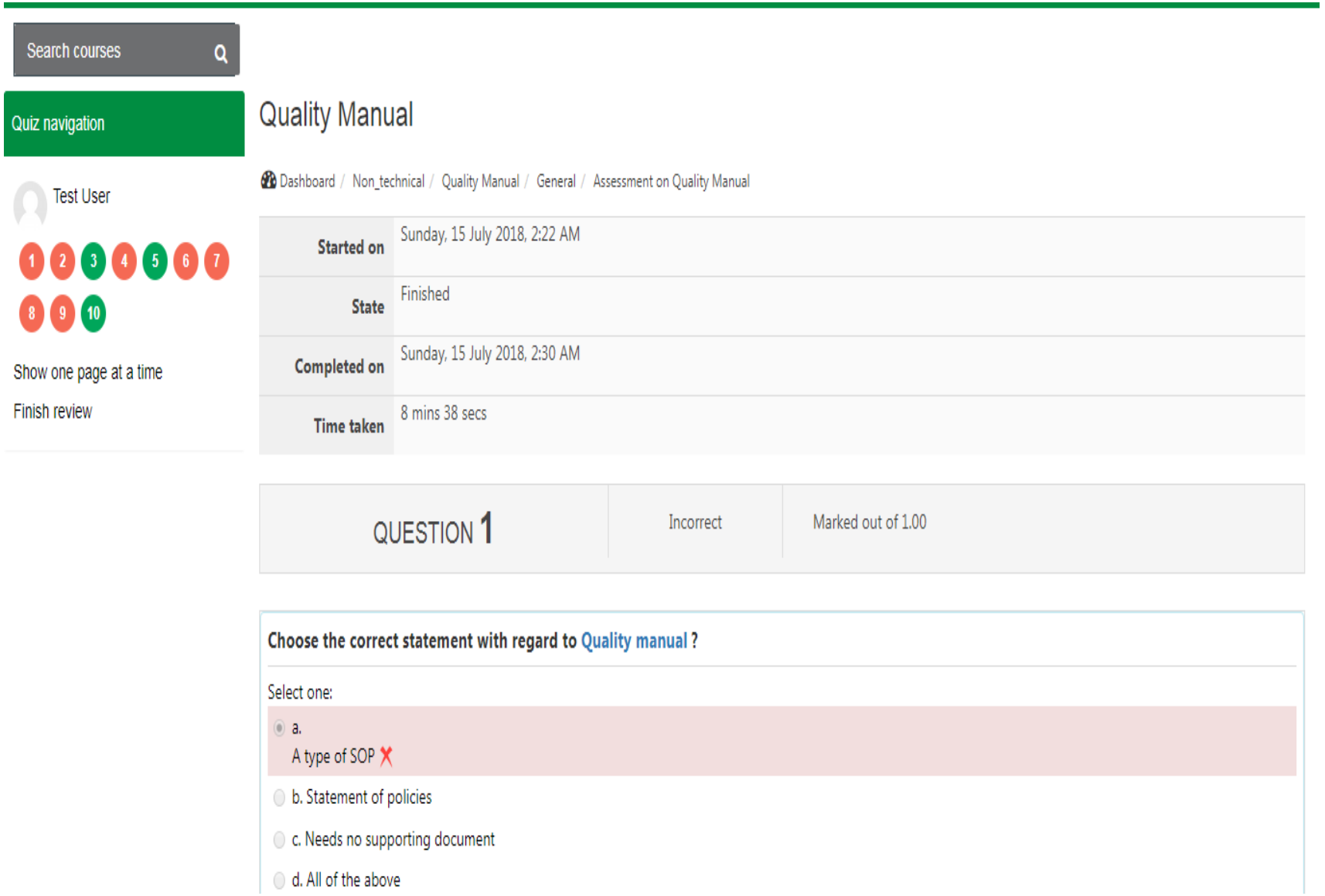
The Quiz will appear like this.



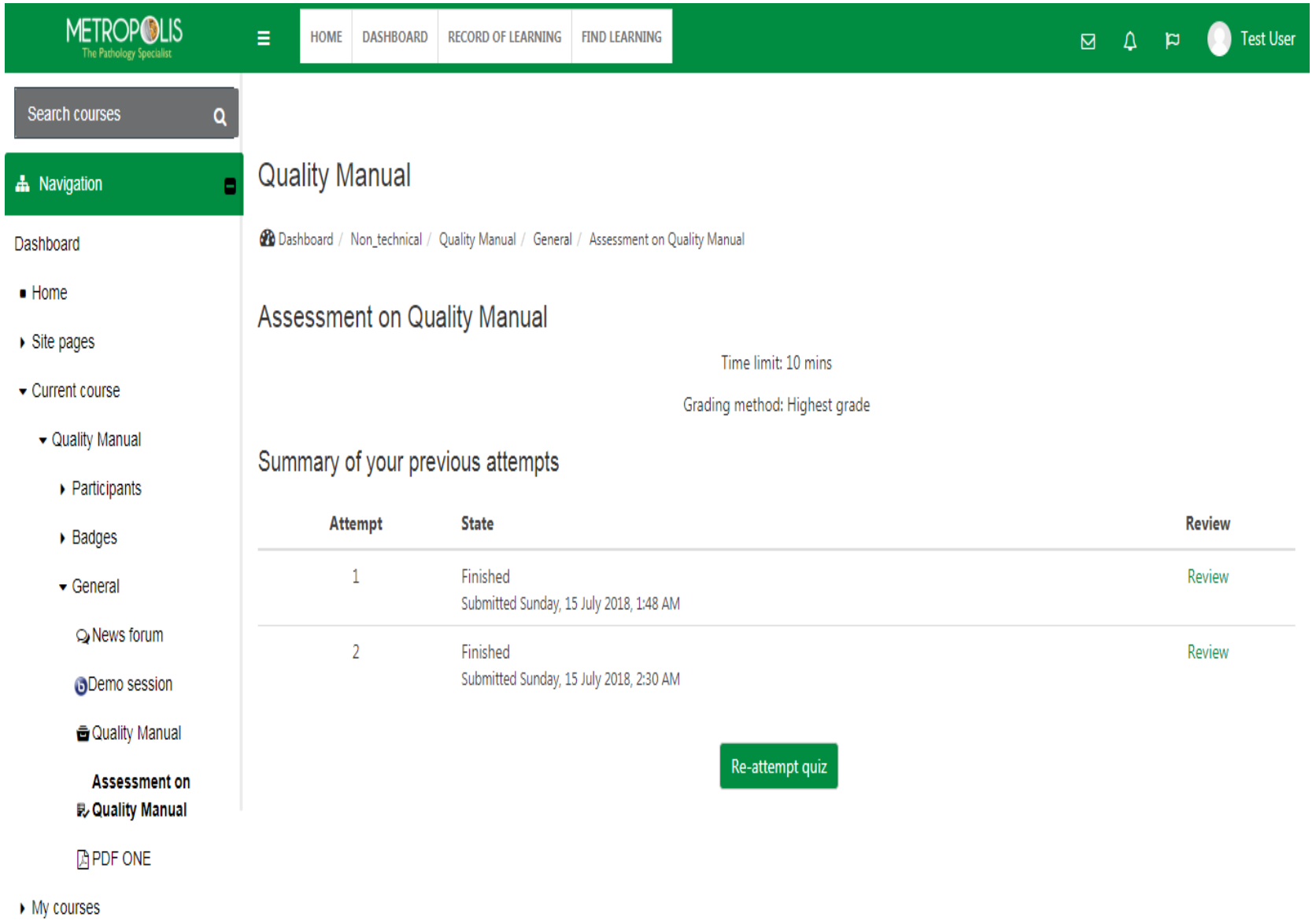
Attempting all the questions one-by-one, you will reach to the status of the Quiz as shown in below screen. Click on **Submit All and Finish.** A pop-up screen will prompt you for the same.



Once submitted the quiz, will show you the correct and incorrect answers of the questions. Scroll-down the page and you will see Finish Review link, click on it.

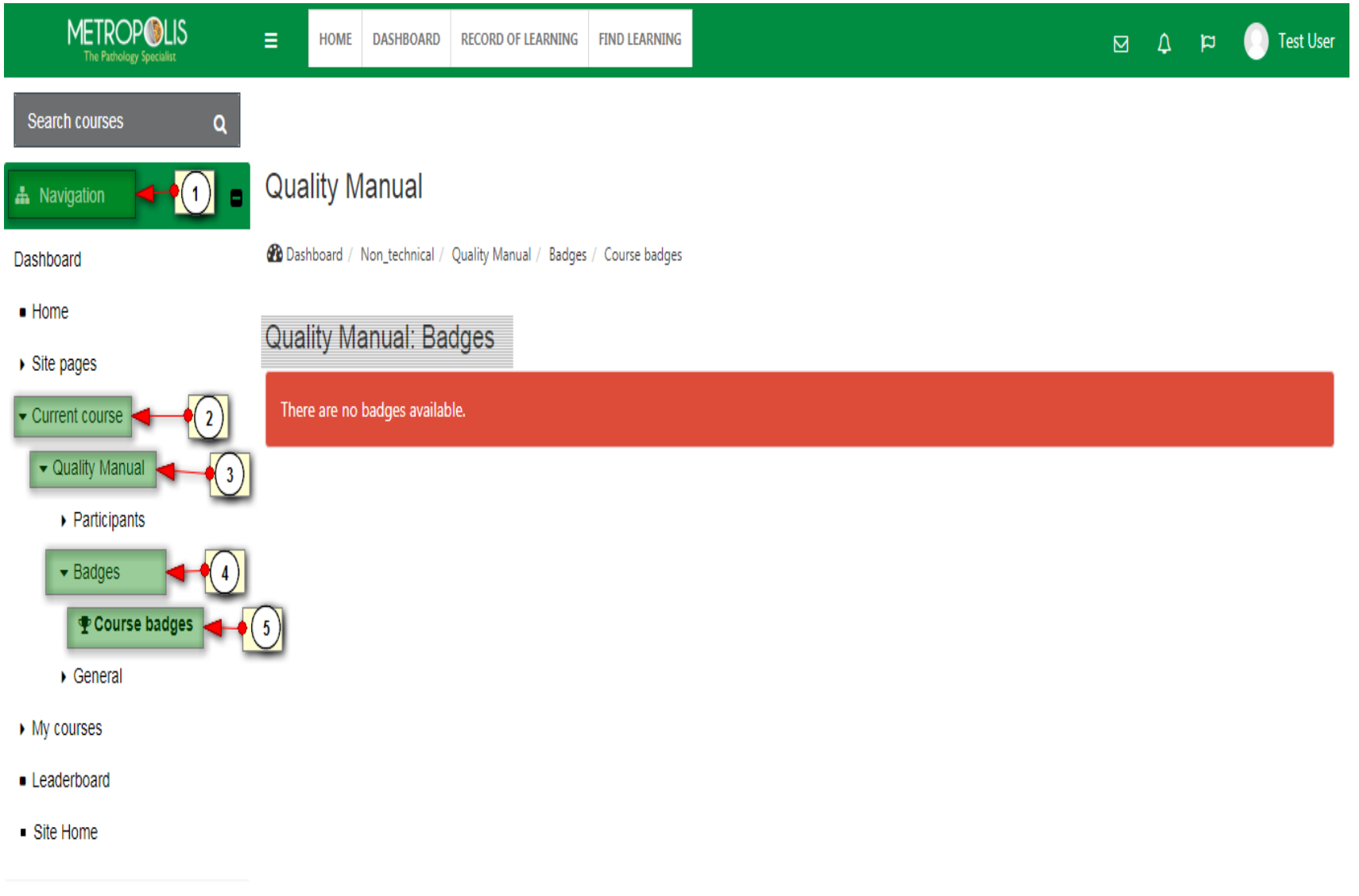


You will be redirected to Summary of attempts page as shown below.



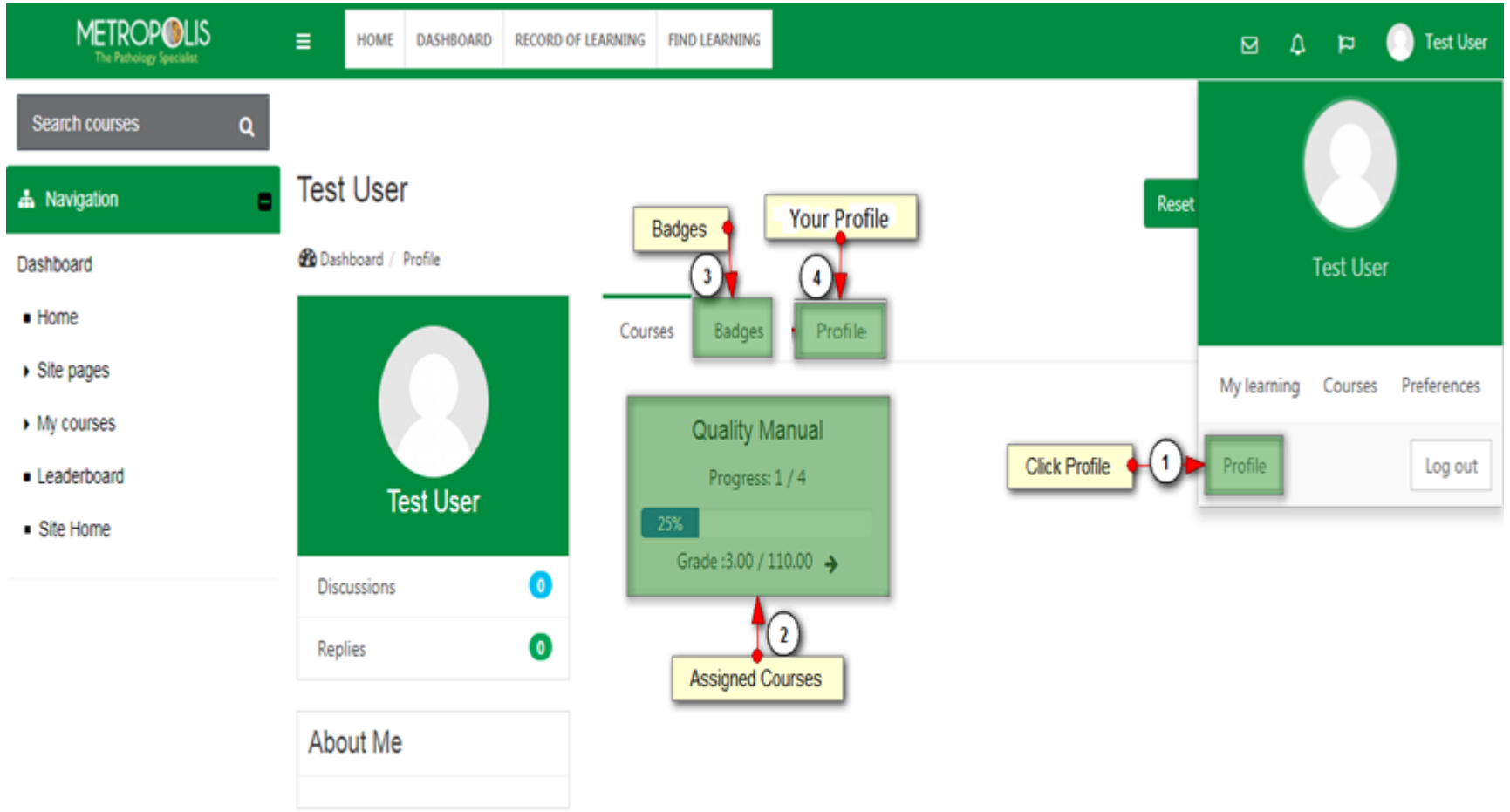
Course Badges

To view Course Badges, Navigate through Course (Here, Quality Manual) → Badges → Course Badges. Currently there are no badges.



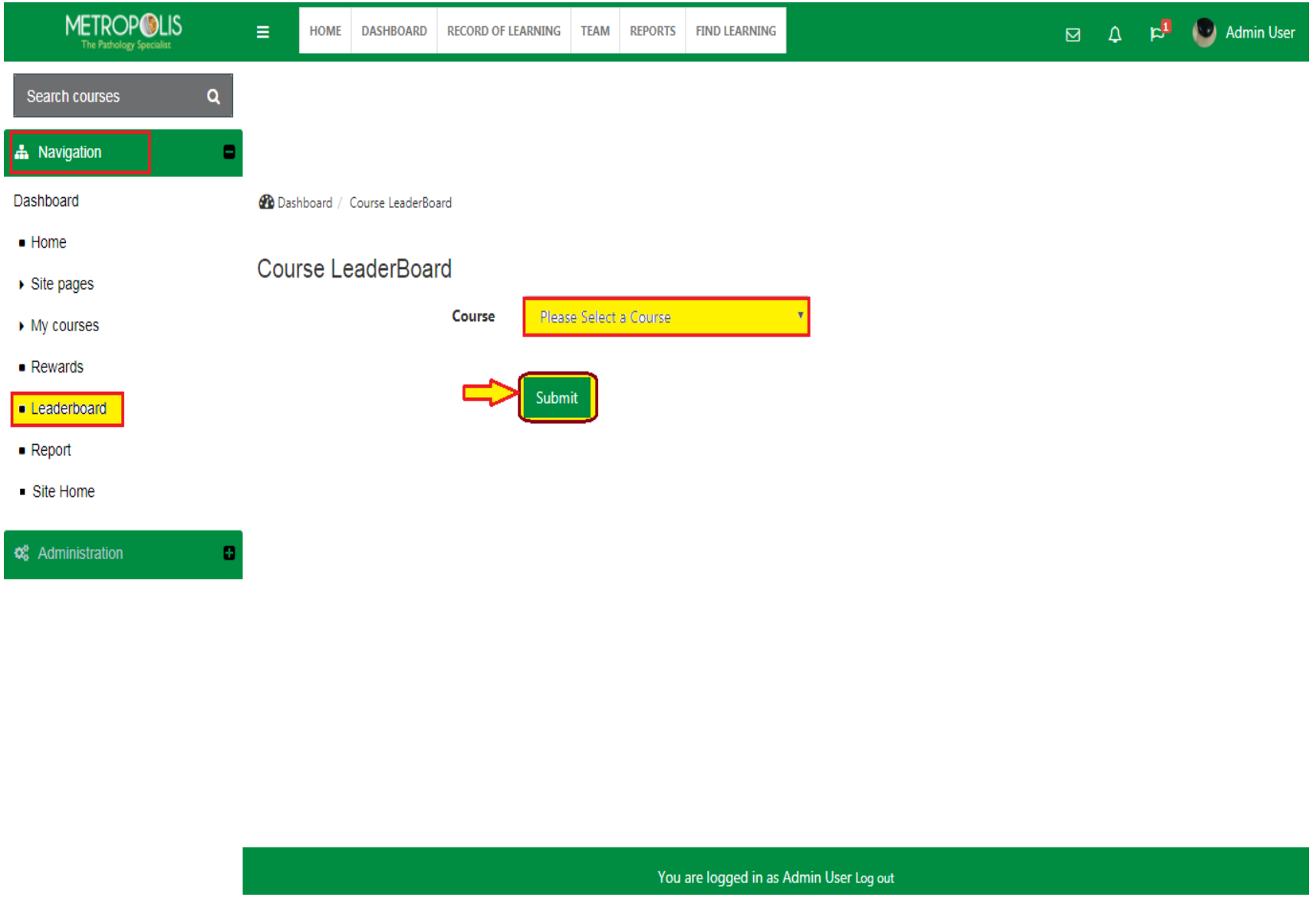
View Your Profile

To View your Profile, Click on right upper corner of the screen. Your profile will get explored.

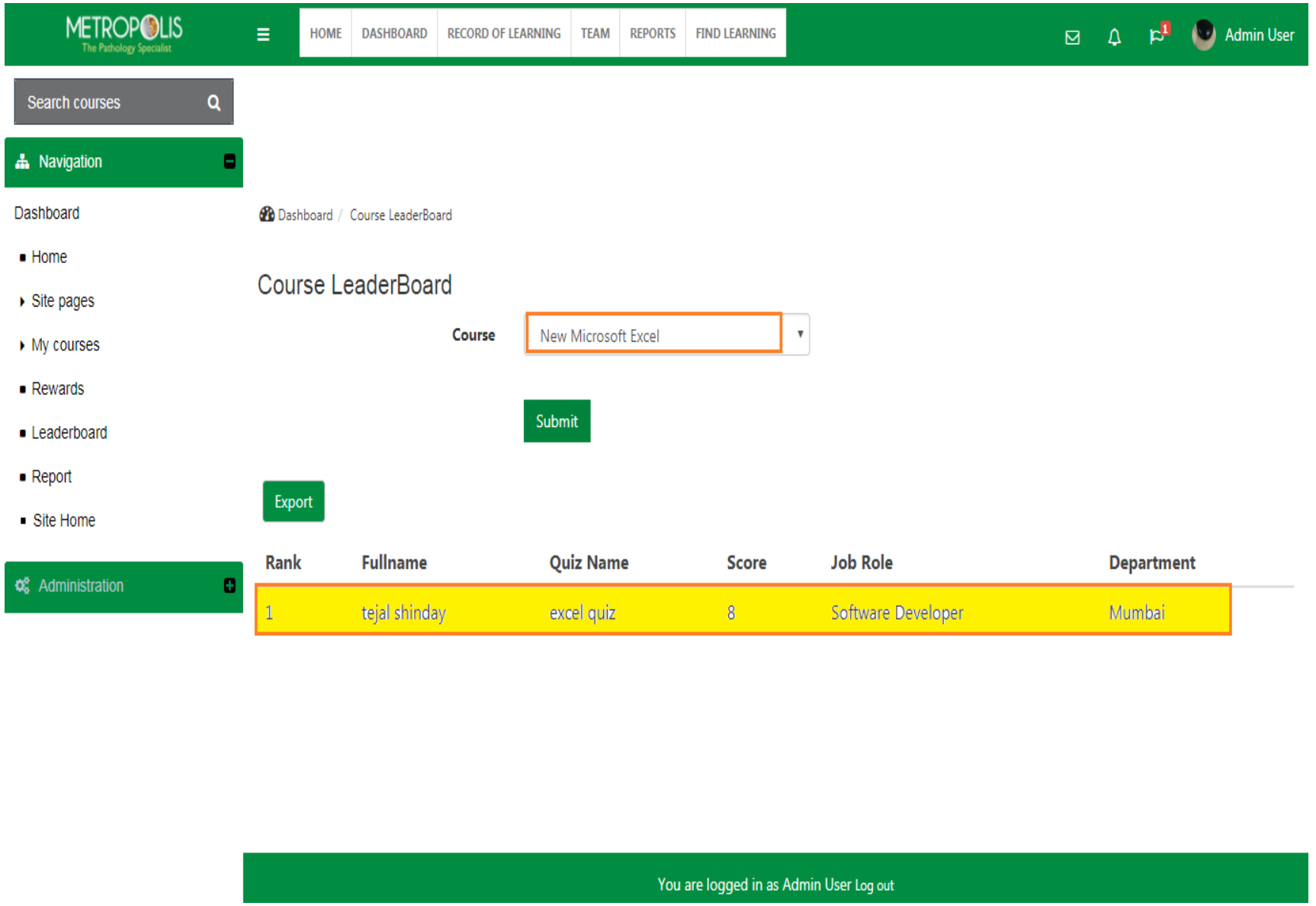


Course Leaderboard

To view Course Leaderboard, Click on **Leaderboard** from the left menu panel. Select the Course from drop-down and Submit.

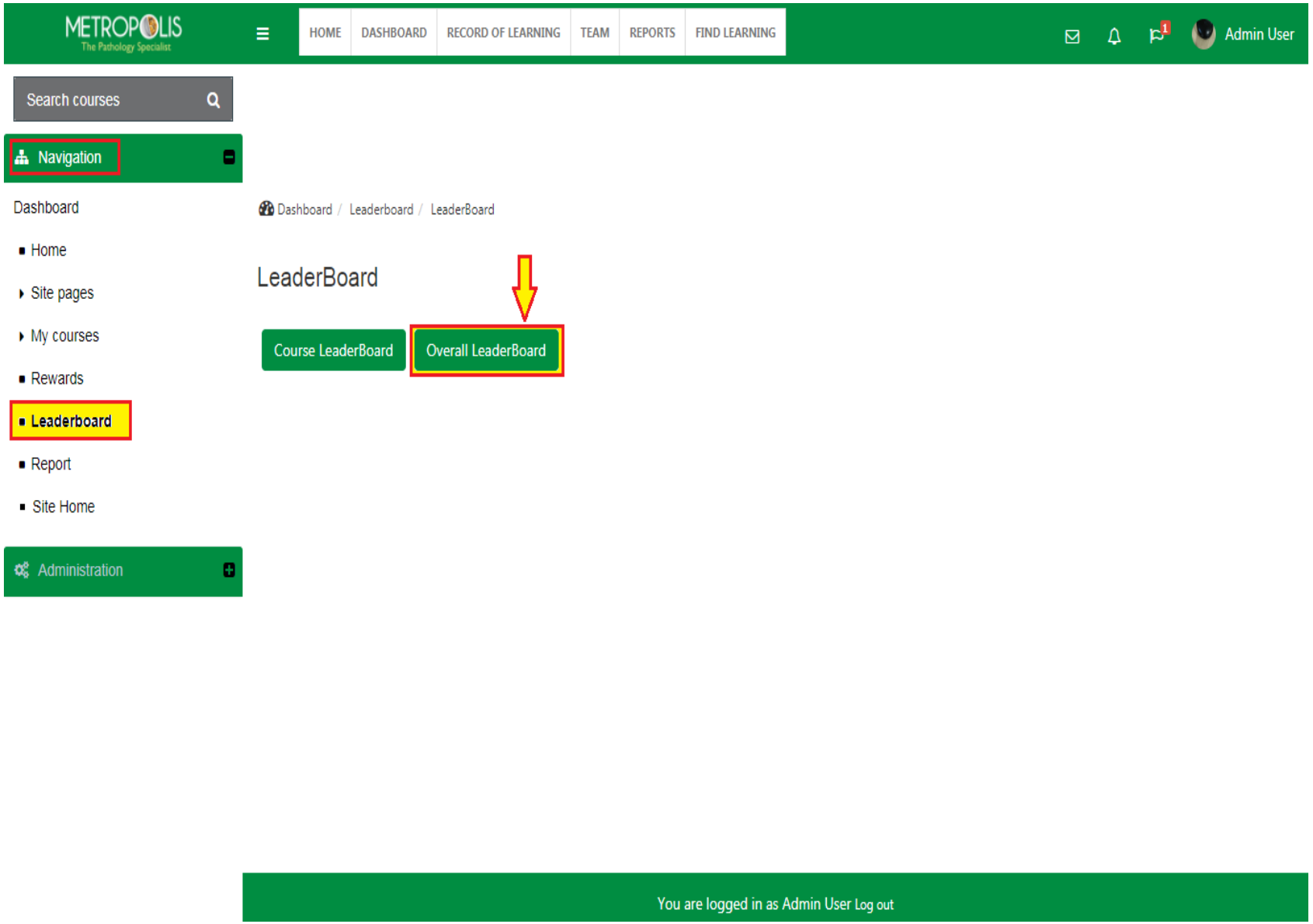


List of participants with their scores will be displayed

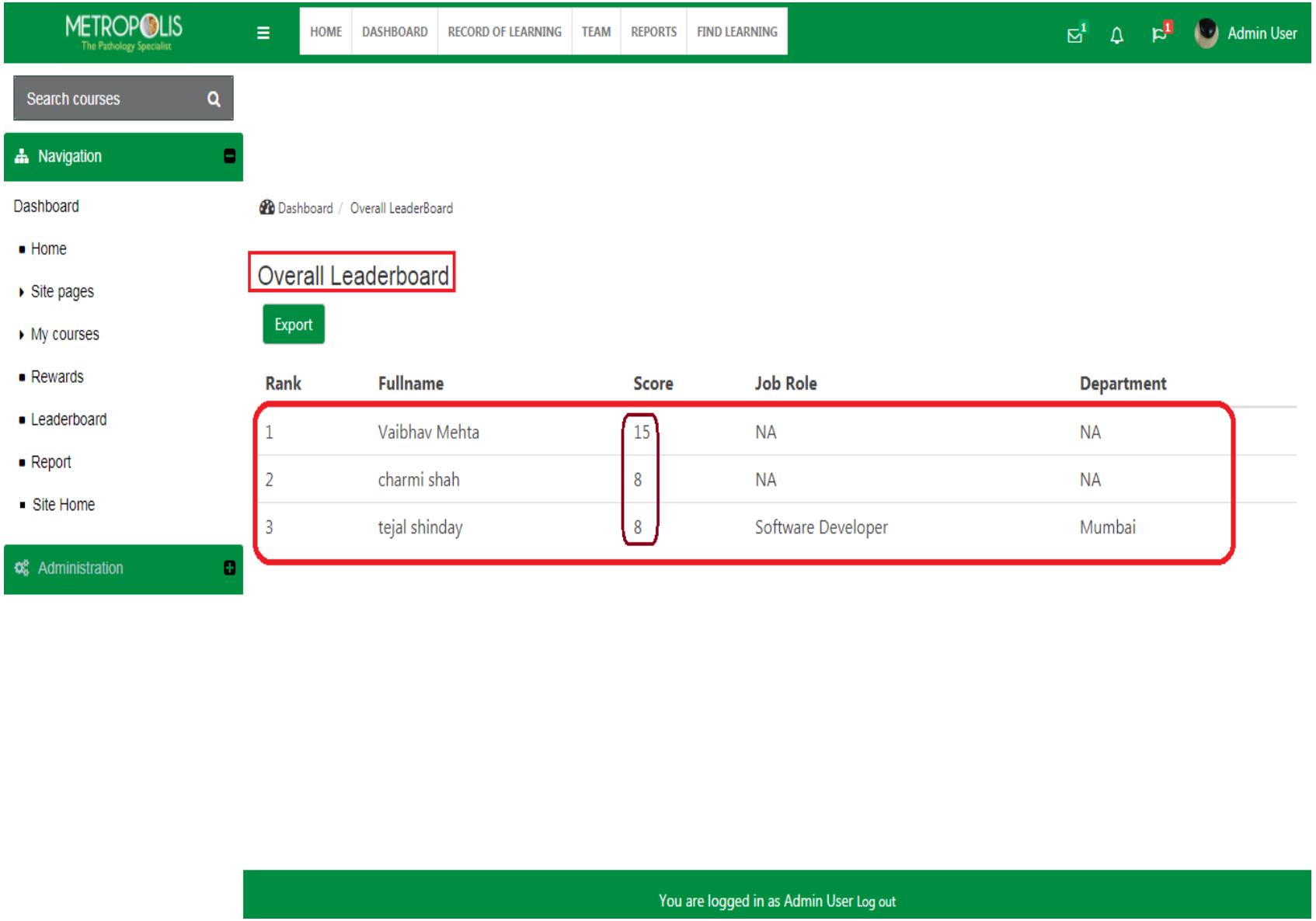


Overall Leaderboard

To view Overall Leaderboard, Expand Navigation Menu from Left panel and click on Leaderboard. There are two leaderboards available: Course Leaderboard and Overall Leaderboard. Click on Overall Leaderboard



You will see a participants list and their ranking. It will show the overall ranking of the Learner and their respective scores.

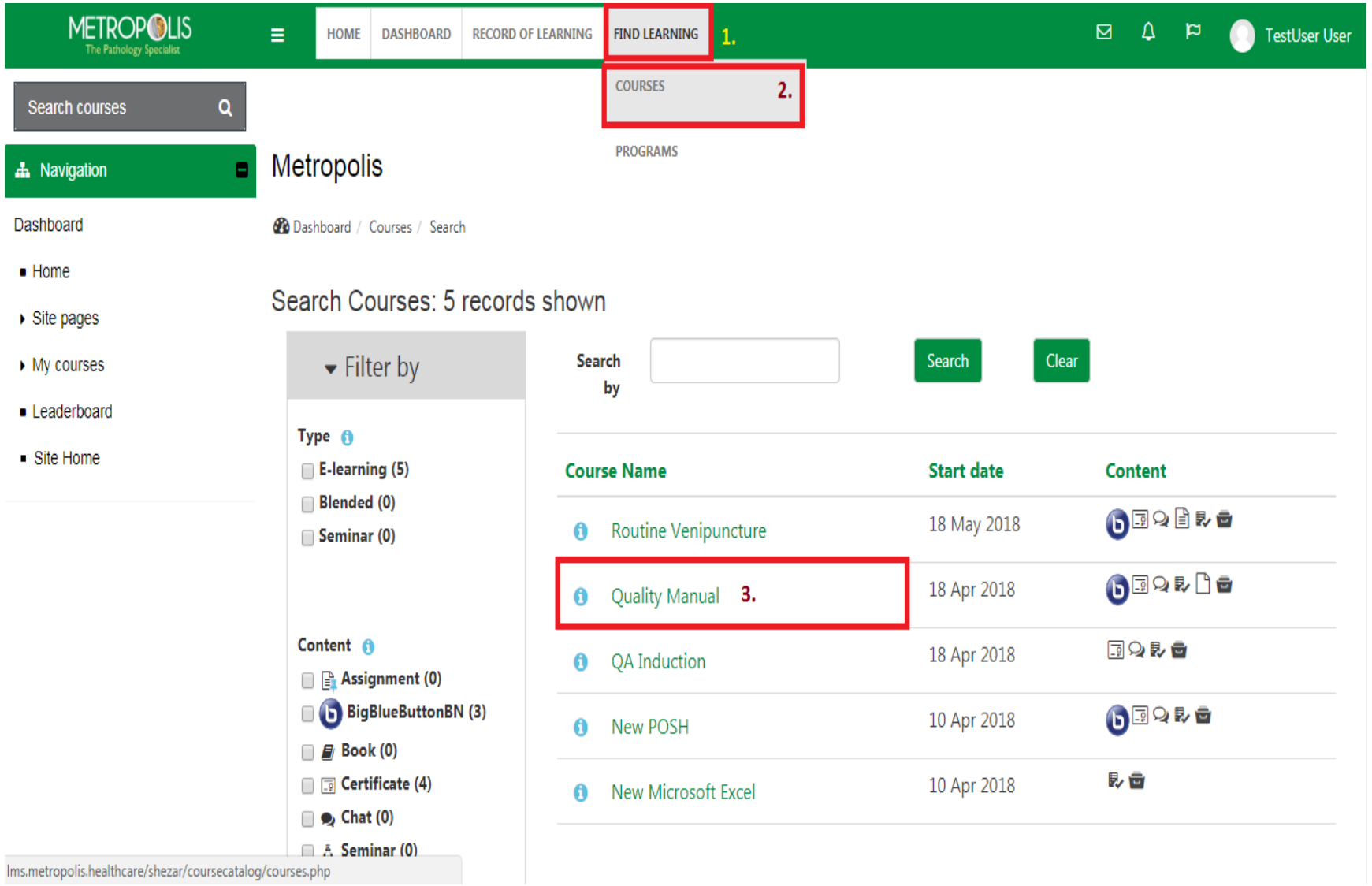


Video Conferencing in LMS

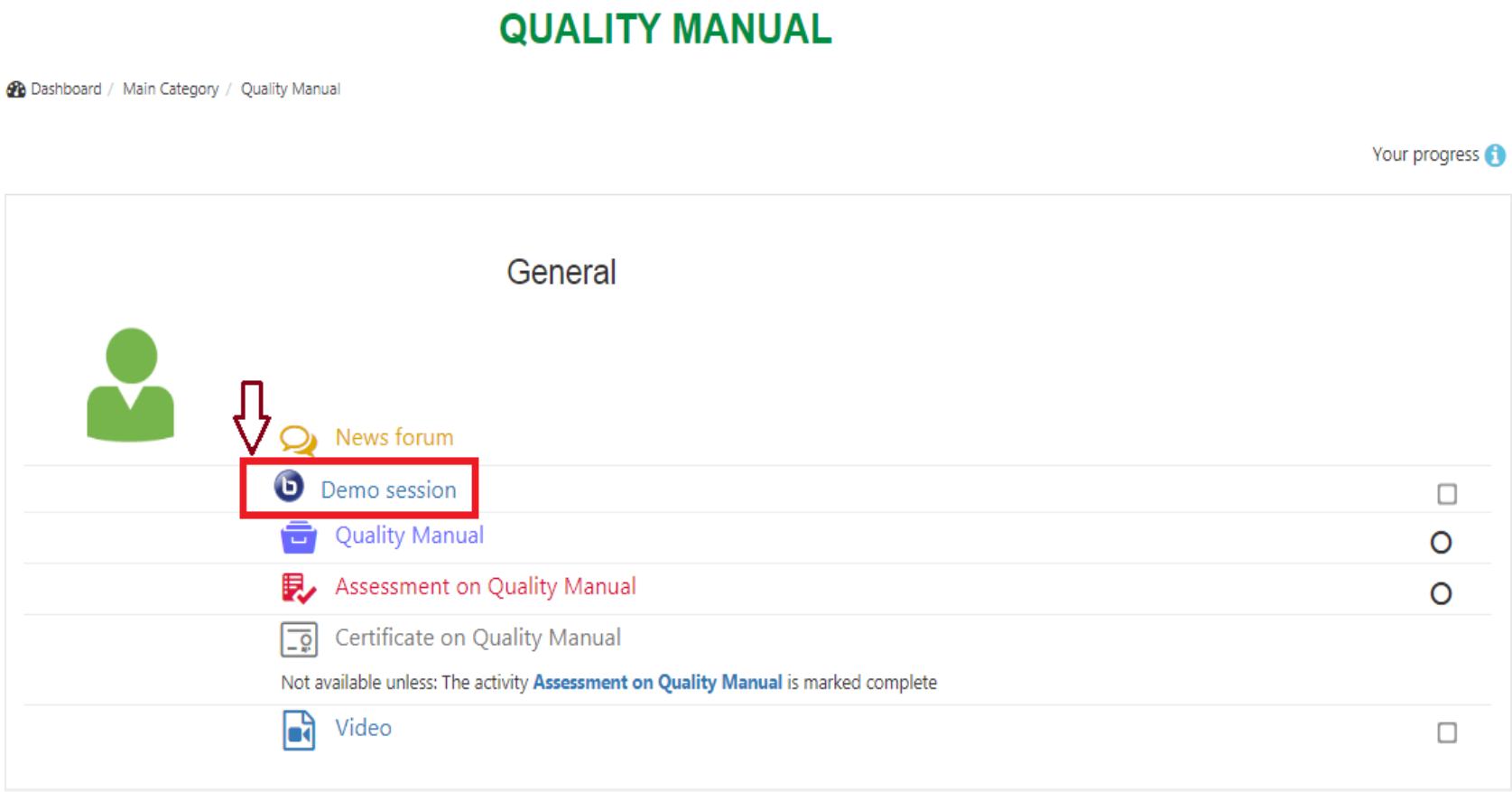
A step by step guide for utilizing the Big Blue Button functionality for using video conferencing session through LMS

To access the video conferencing functionality, follow the steps given below:

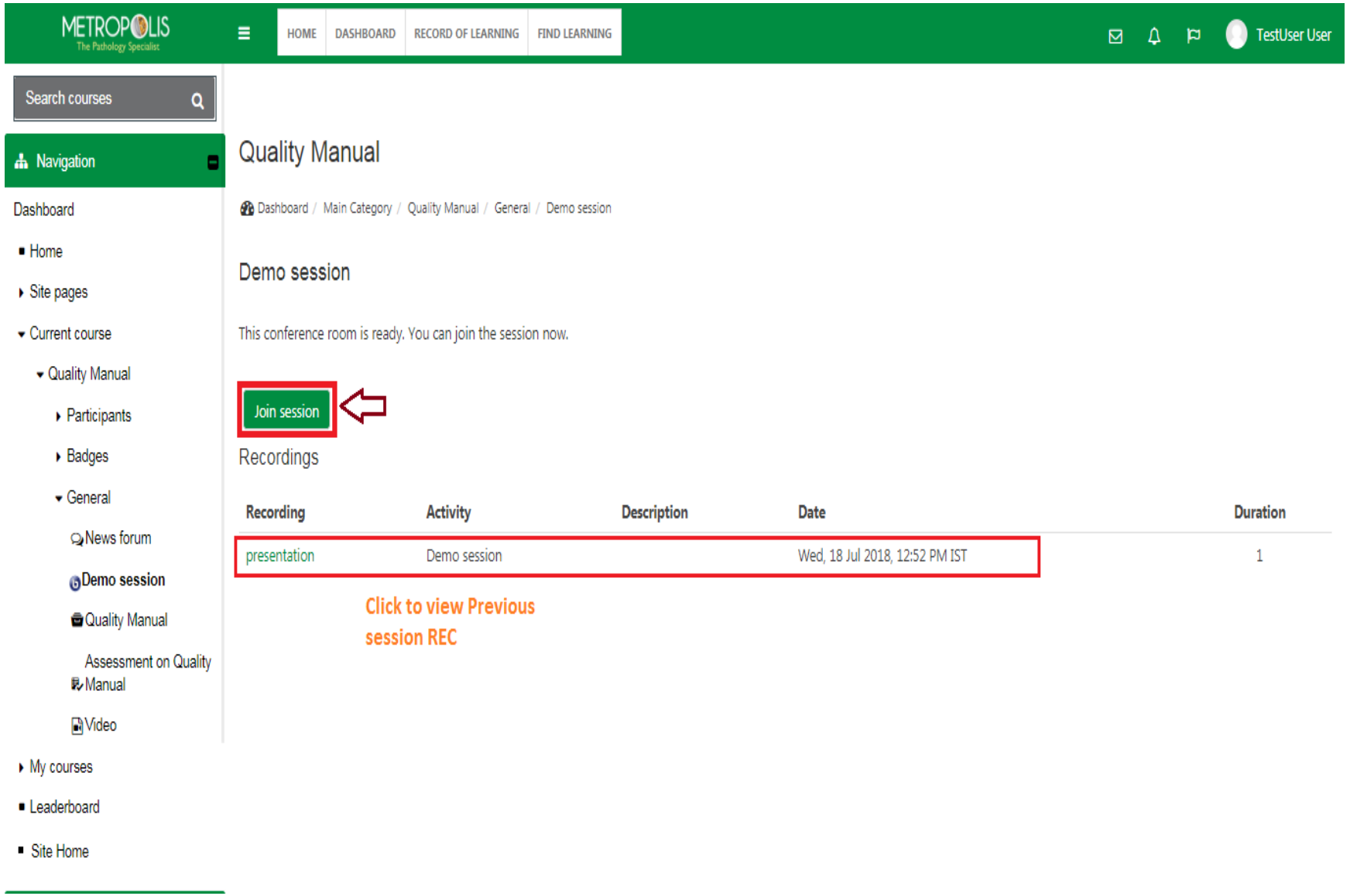
1. Click on **Find Learning** indicated by 1
2. A dropdown will open, select **Courses** indicated by 2 as below
3. Courses page will open. Select **Quality Manual** from the below screen



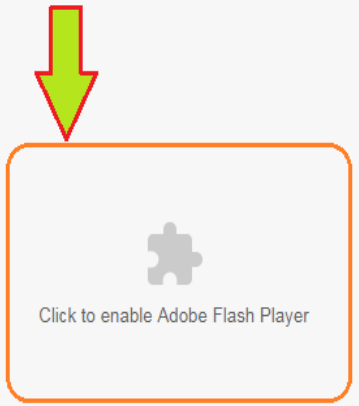
It will redirect you to new page. Click on **Demo session** to start new session.



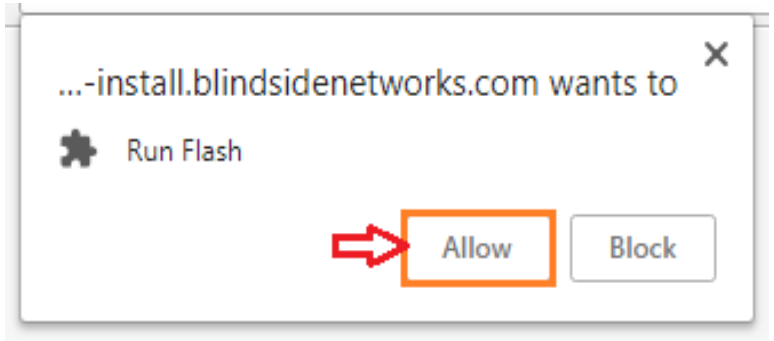
It will redirect you to next page. Click on **Join session** to start new session. You can view the recording of the previous sessions. Click on the link, a video will start play.



You must have adobe flash player plugin installed in your browser. If you have Adobe flash player installed in your system, the page shown below will appear. Click on the icon to enable flash player.



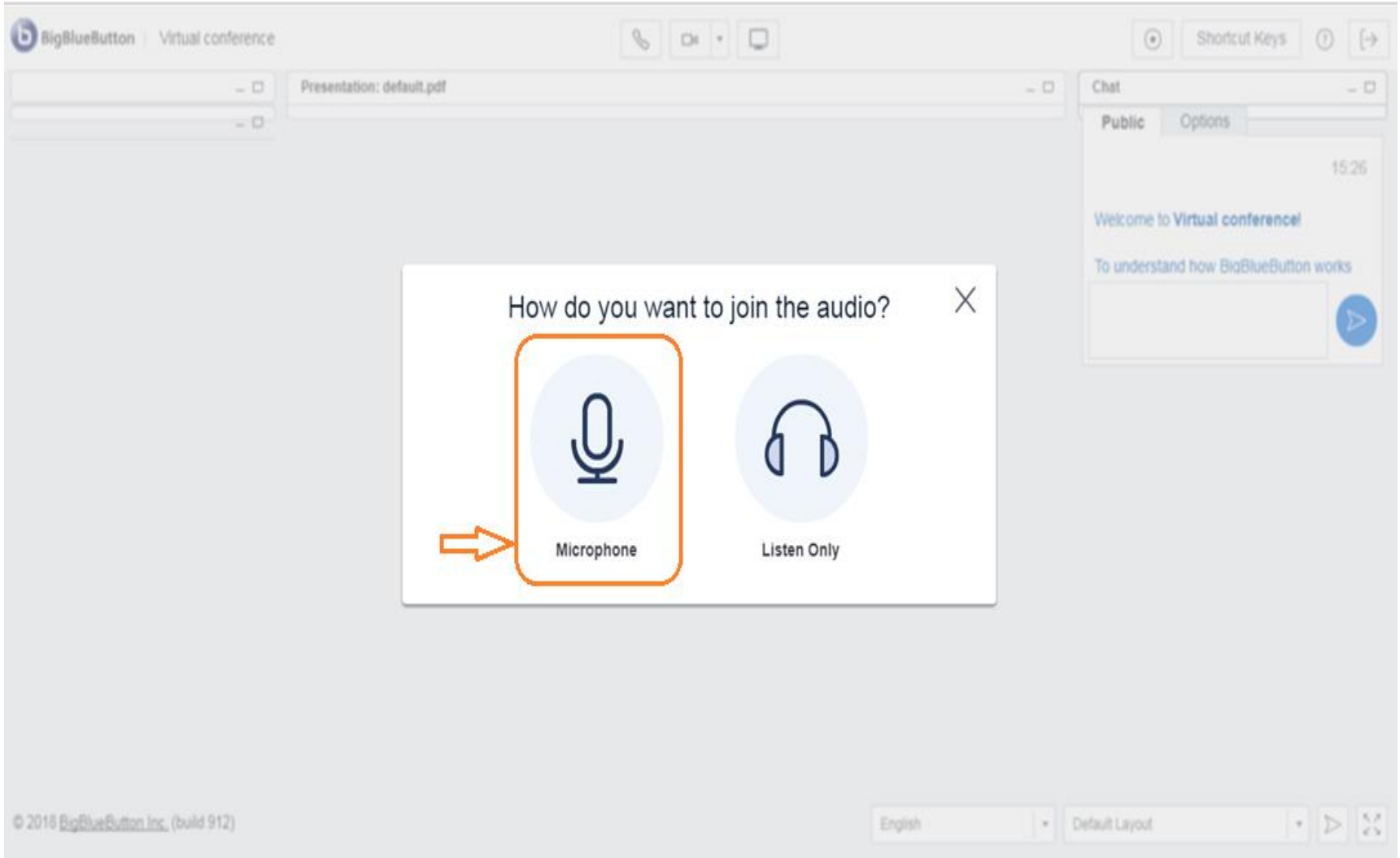
A pop-up will open. Click on **allow** to run flash. In case, if no pop-up is showing nor moving to next screen, then check the address bar of your browser. A red cross might be there to indicate that the browser has blocked the pop-up message. Click the red cross and select always allow.



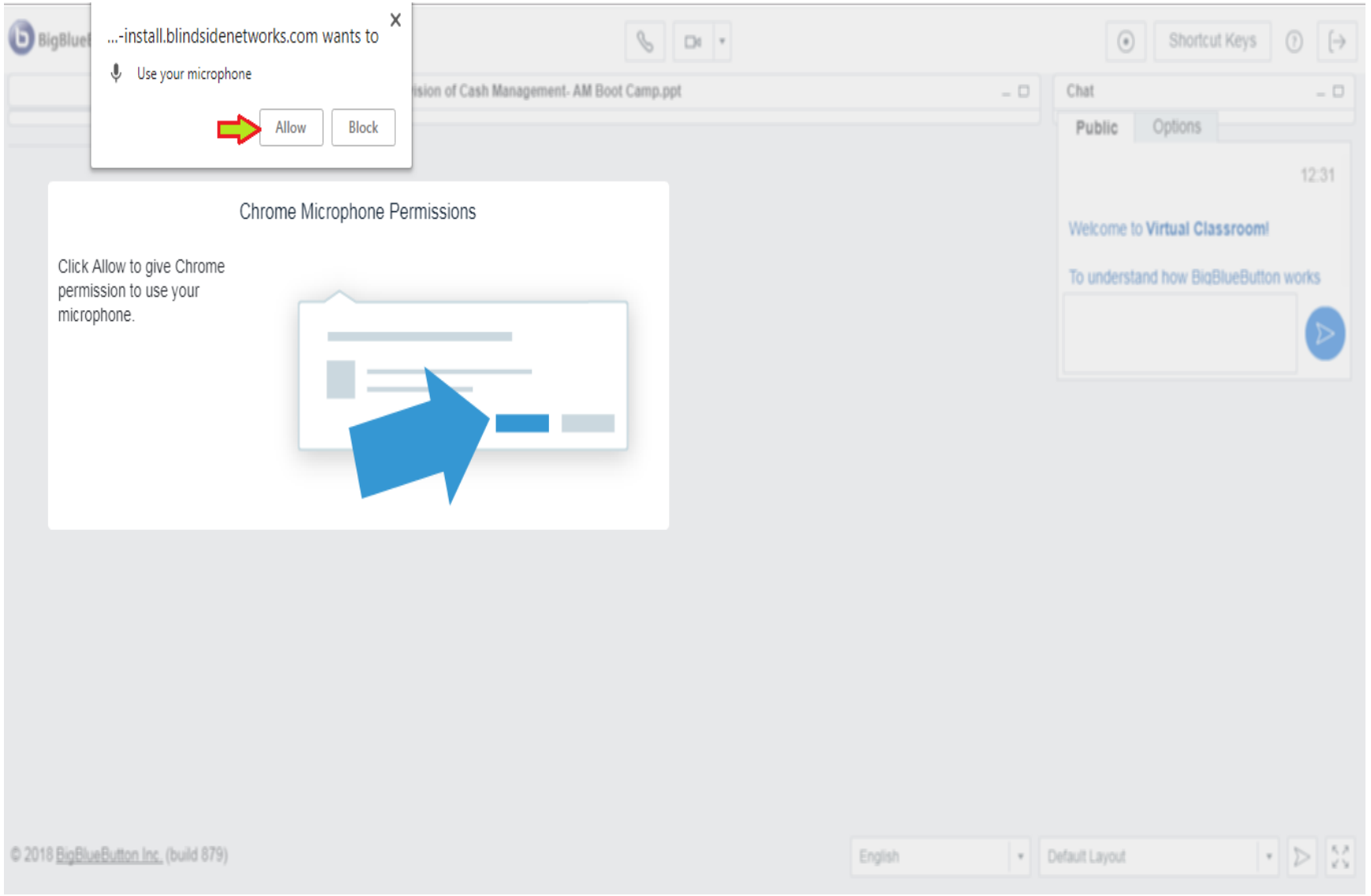
A new screen will pop-up showing 2 options:

1. Microphone;
2. Listen only.

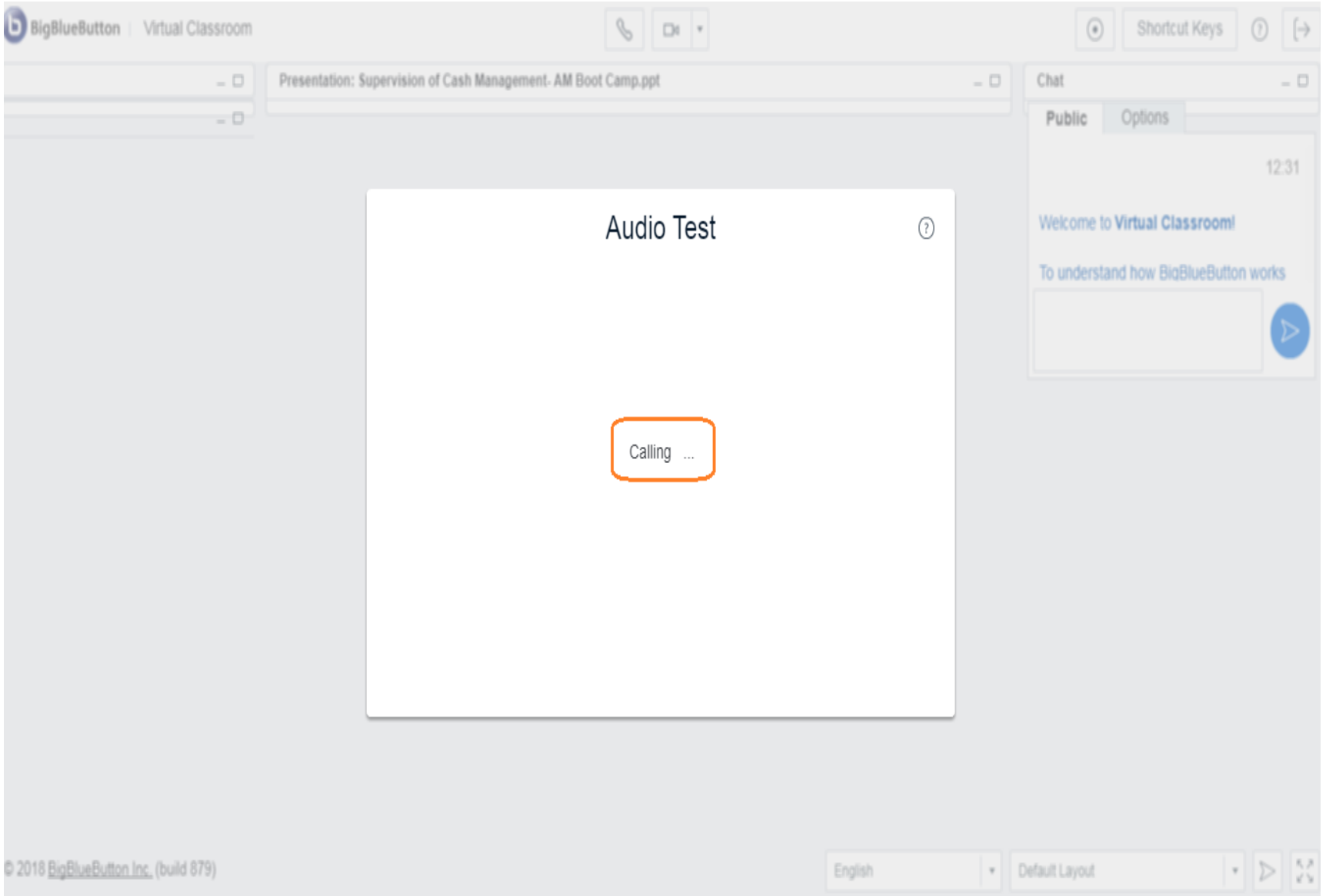
Select the microphone option.



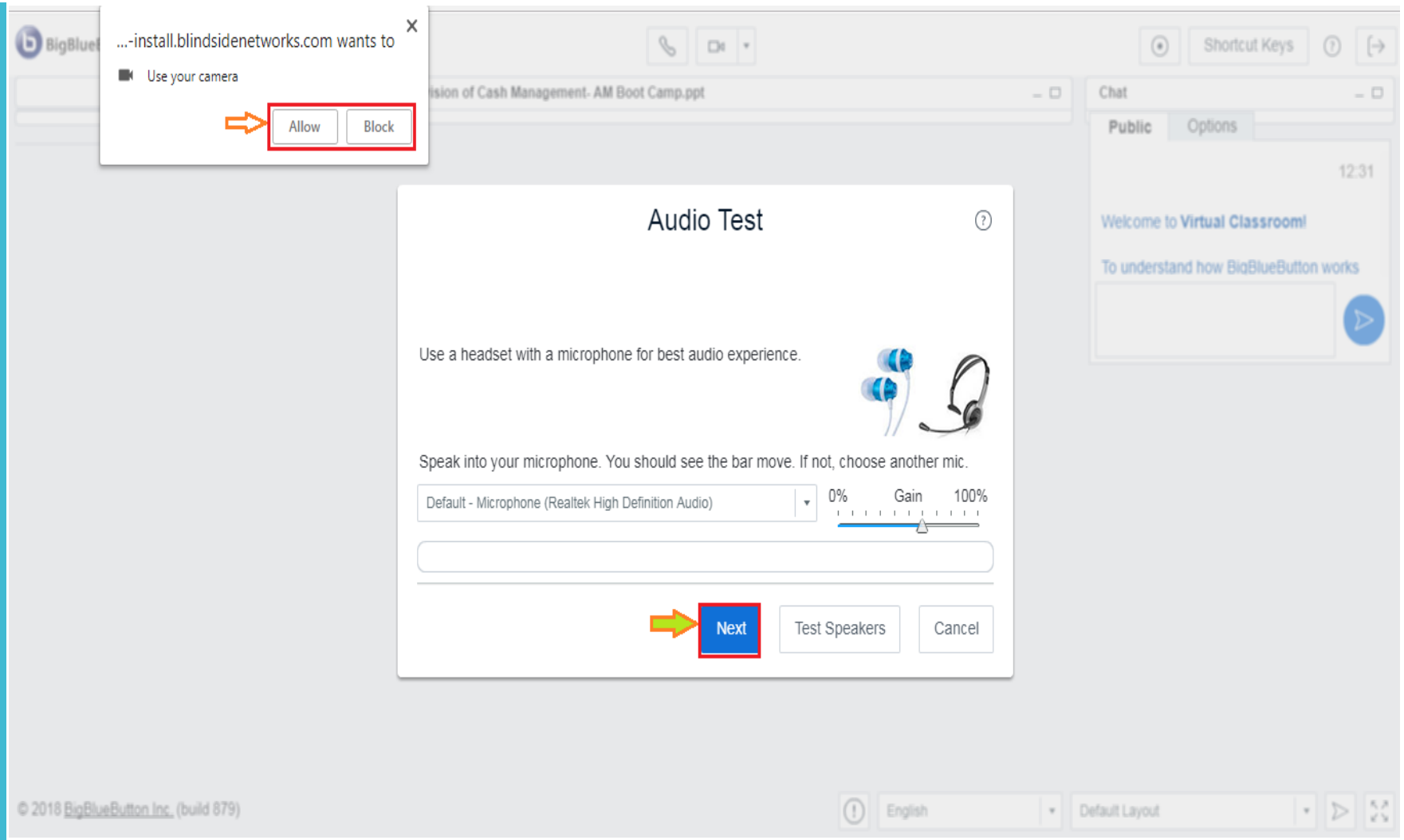
A new screen will pop-up asking the permission for using microphone. Click on **allow.** You must have plugged-in your ear-phones in your PC to use microphone.



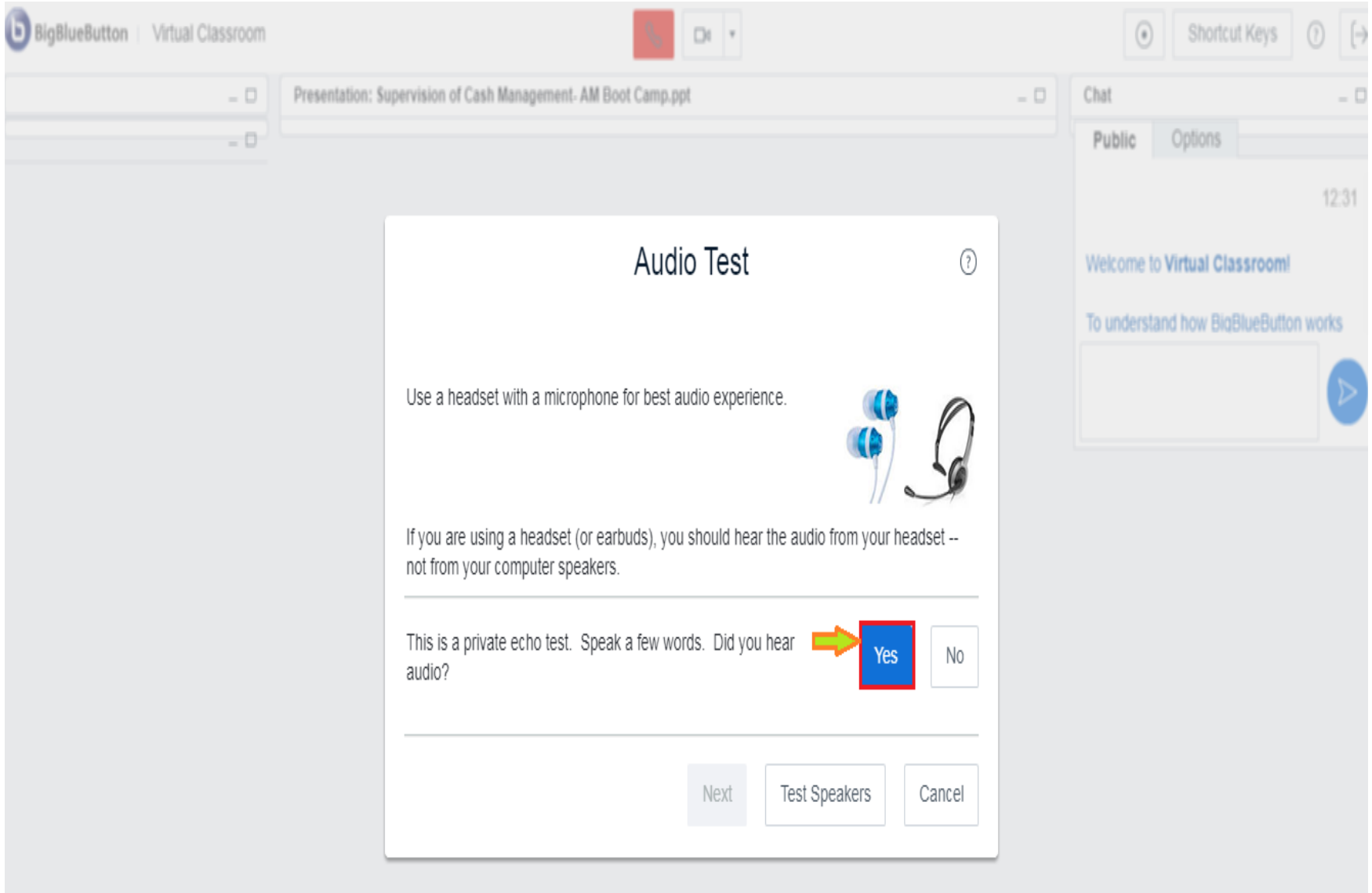
An audio test will run for few seconds.



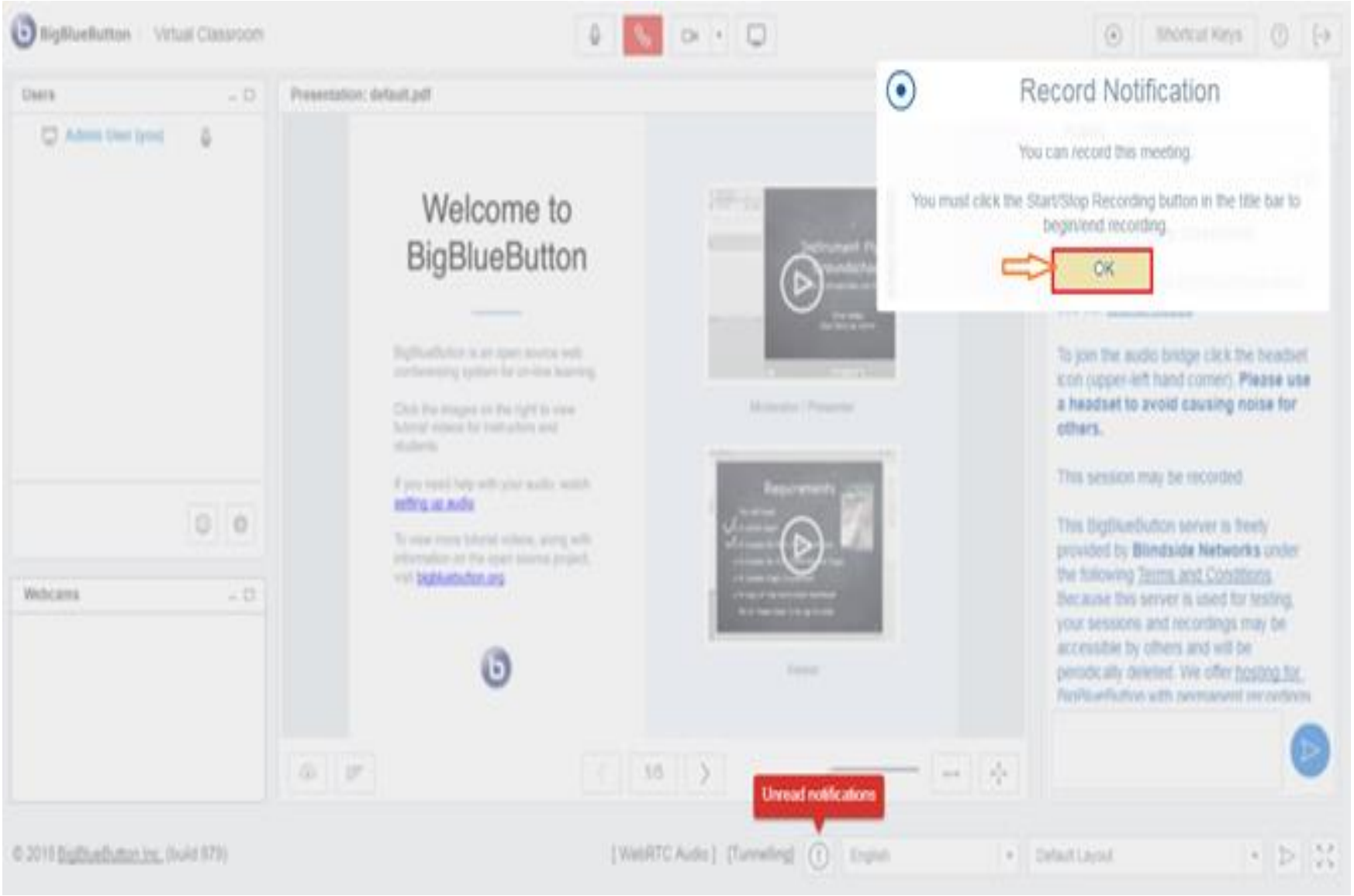
It will ask you to use camera, click on **Allow.** To check your microphone is working fine or not, speak in to your mic and see if the bar shown in below screen is moving or not. Click on **Next.**



An echo test will run. You need to speak few words and check if you can hear it back. Click on **yes,** if the test is pass, otherwise click **No**.



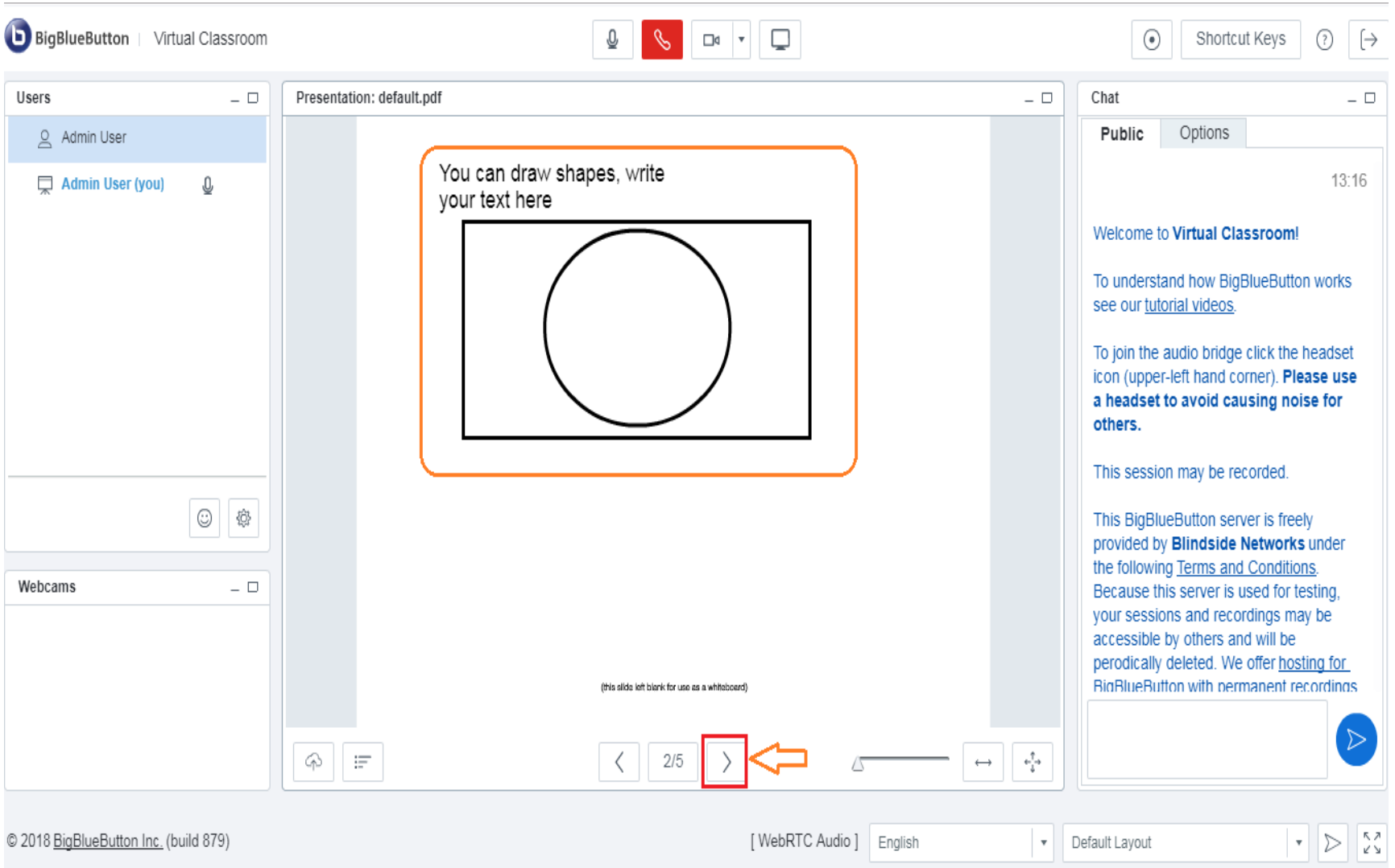
New pop-up will be shown, to allow you record the meeting. Click on **OK.**



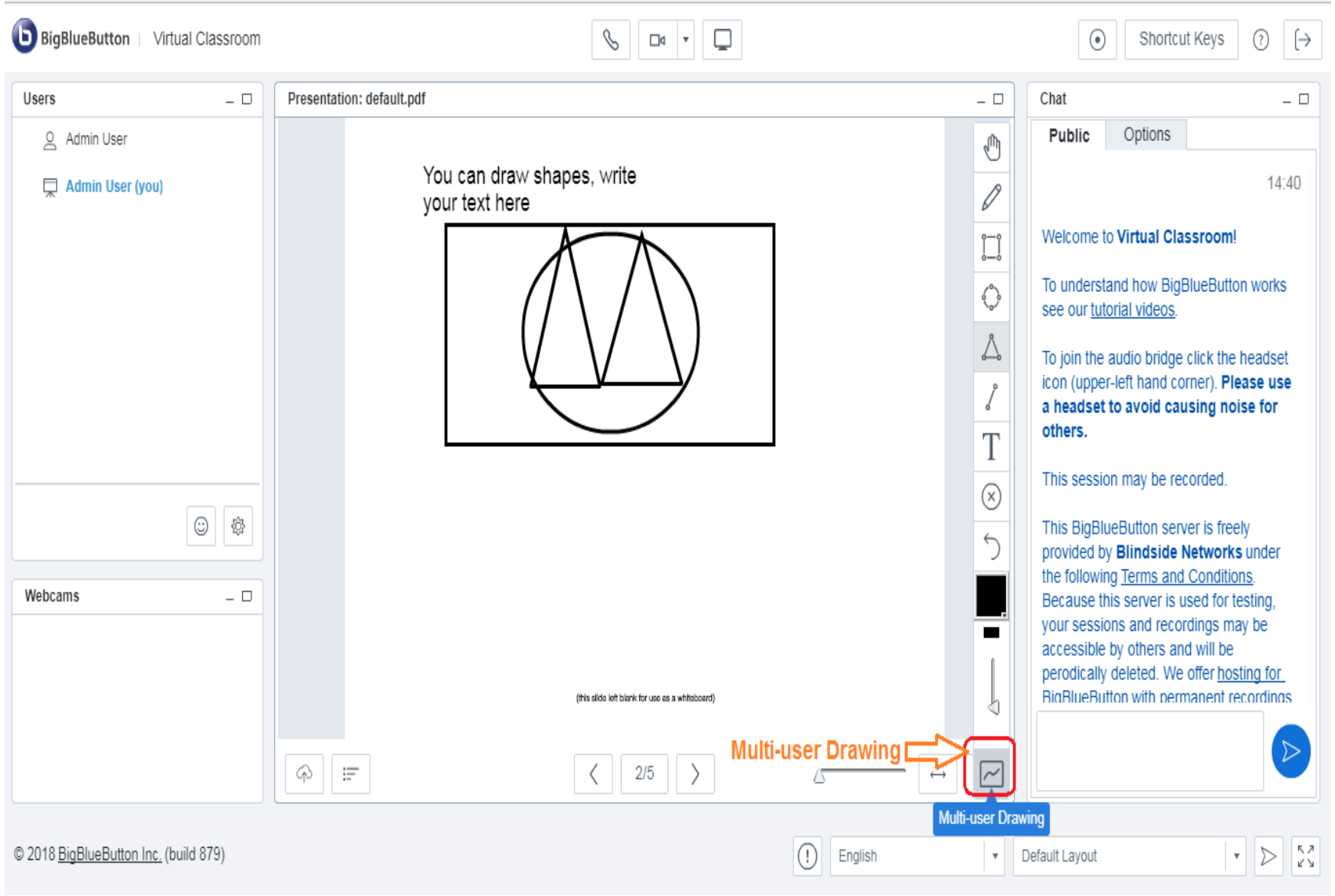
A screen with multiple features will appear:

1. Enable/ disable the audio while the conference going-on
2. Share your webcam
3. Share your PC screen
4. Chat with active users
5. Share the whiteboard
6. Upload presentation
7. View list of active users
8. Mute/ Unmute the session
9. Take a Poll

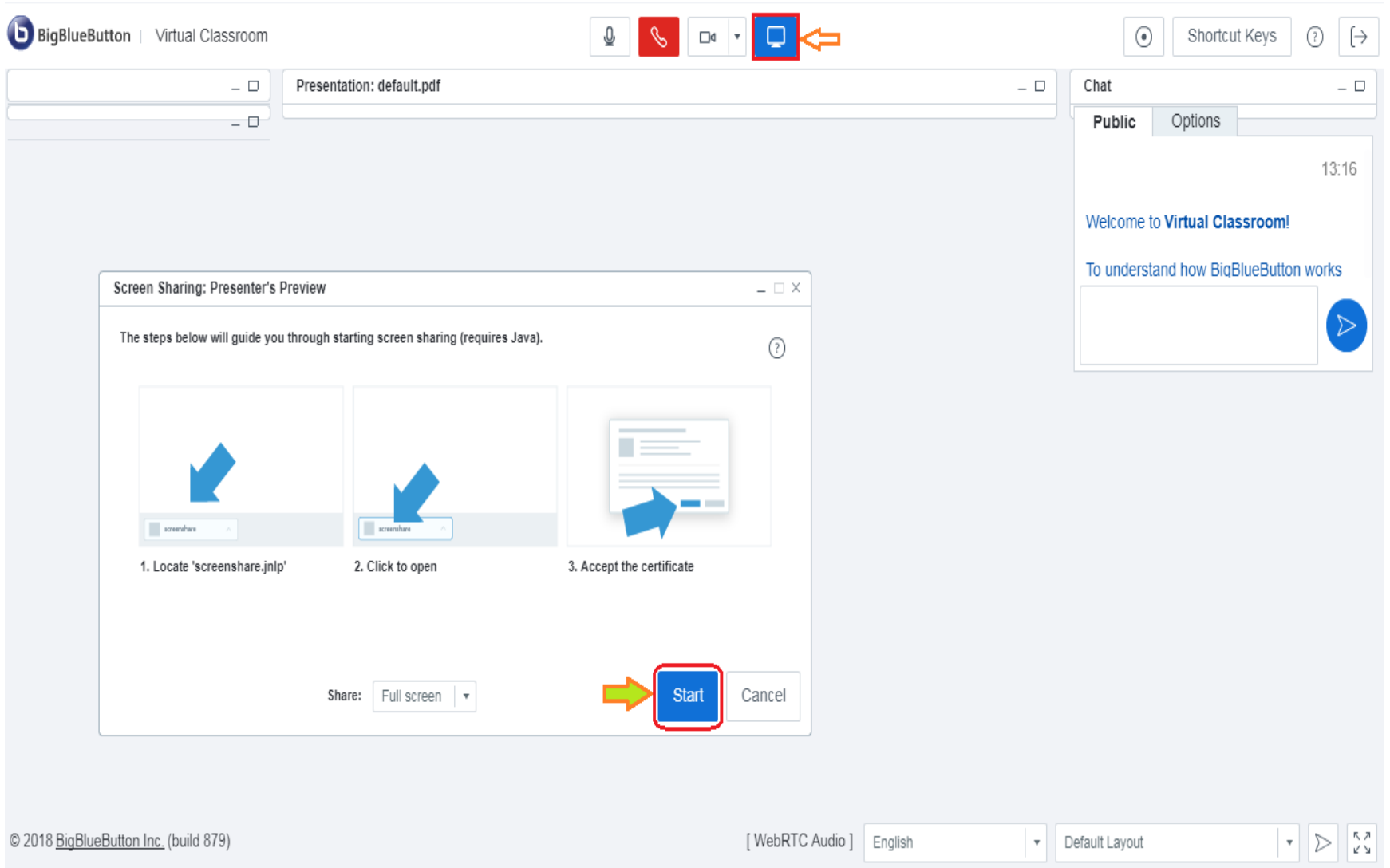
Share whiteboard: Click on the right headed arrow highlighted in below screen to open a white paper. Only the white board portion of your screen will be shared with active members.



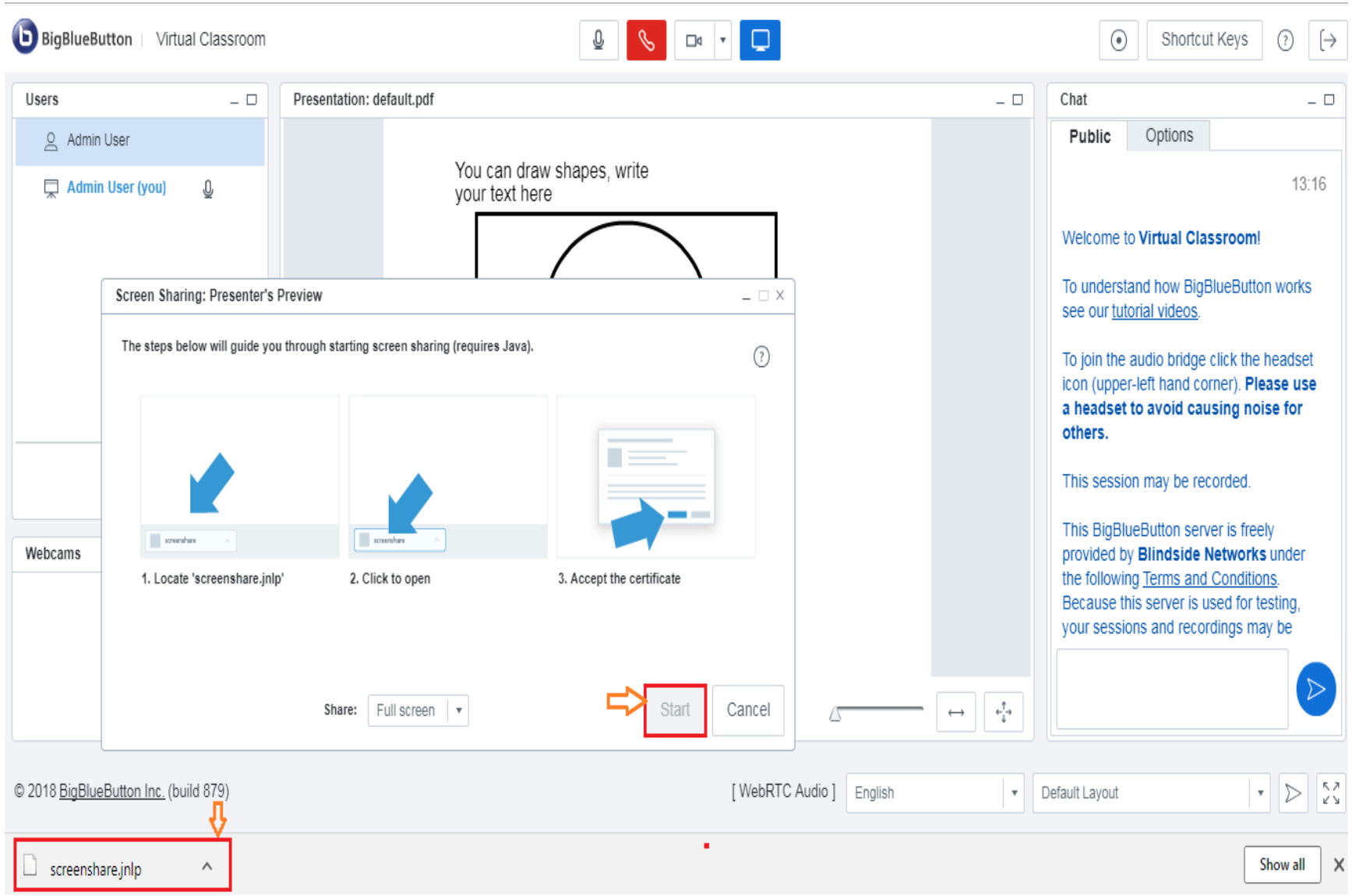
A tool box is given at the right side of the whiteboard. Only the moderator can see the tool box. You can select any tool from that to draw different shapes and write text. You can also allow multi user drawing, by clicking on the icon highlighted in below screen. With multiuser drawing enabled, students can also use the toolbox.



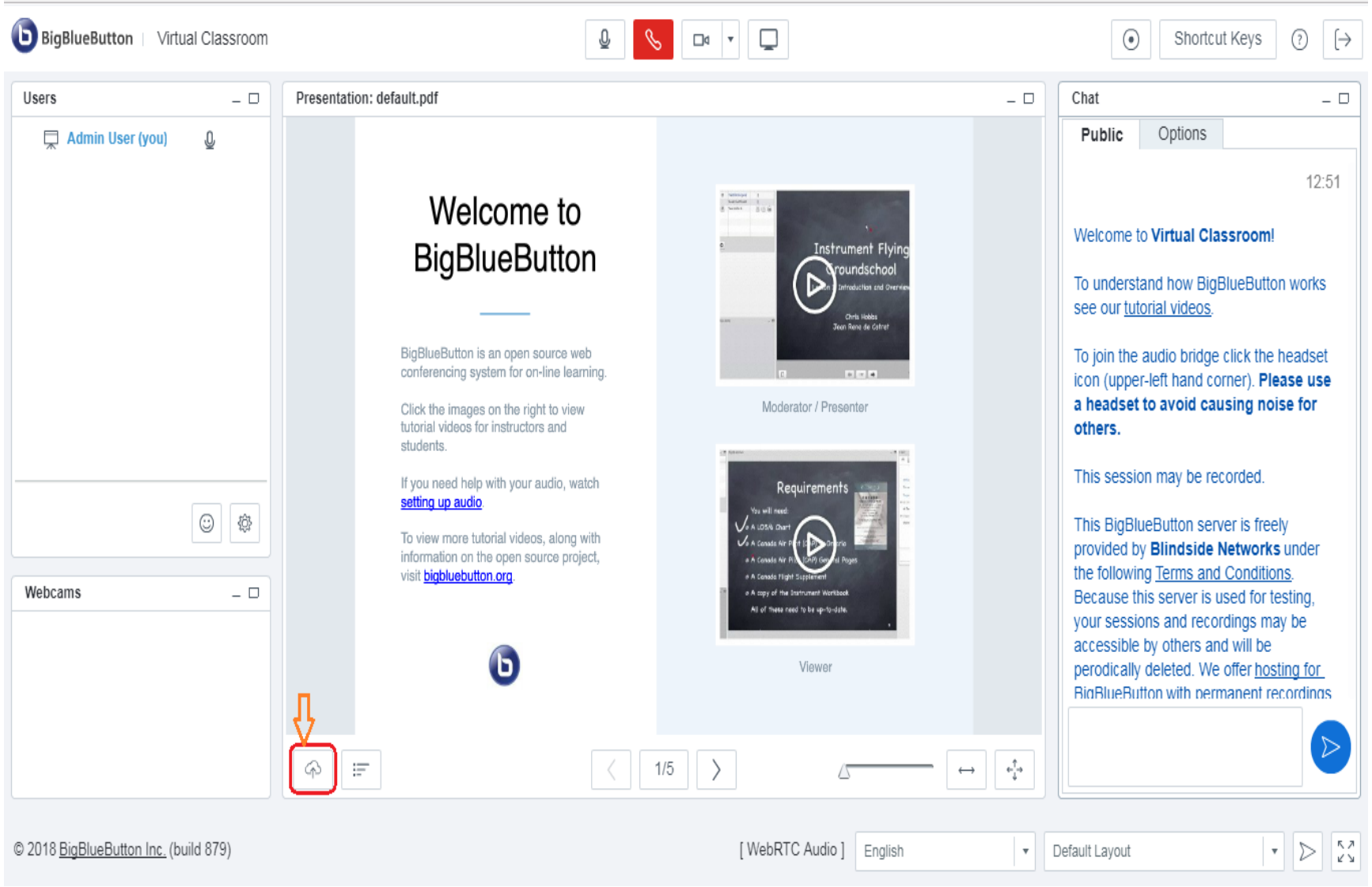
Screen share: you can share your screen with active users by clicking on icon highlighted in the upper side of the below screen. You must have updated version of java installed on your machine to use this feature. Click on **Start**



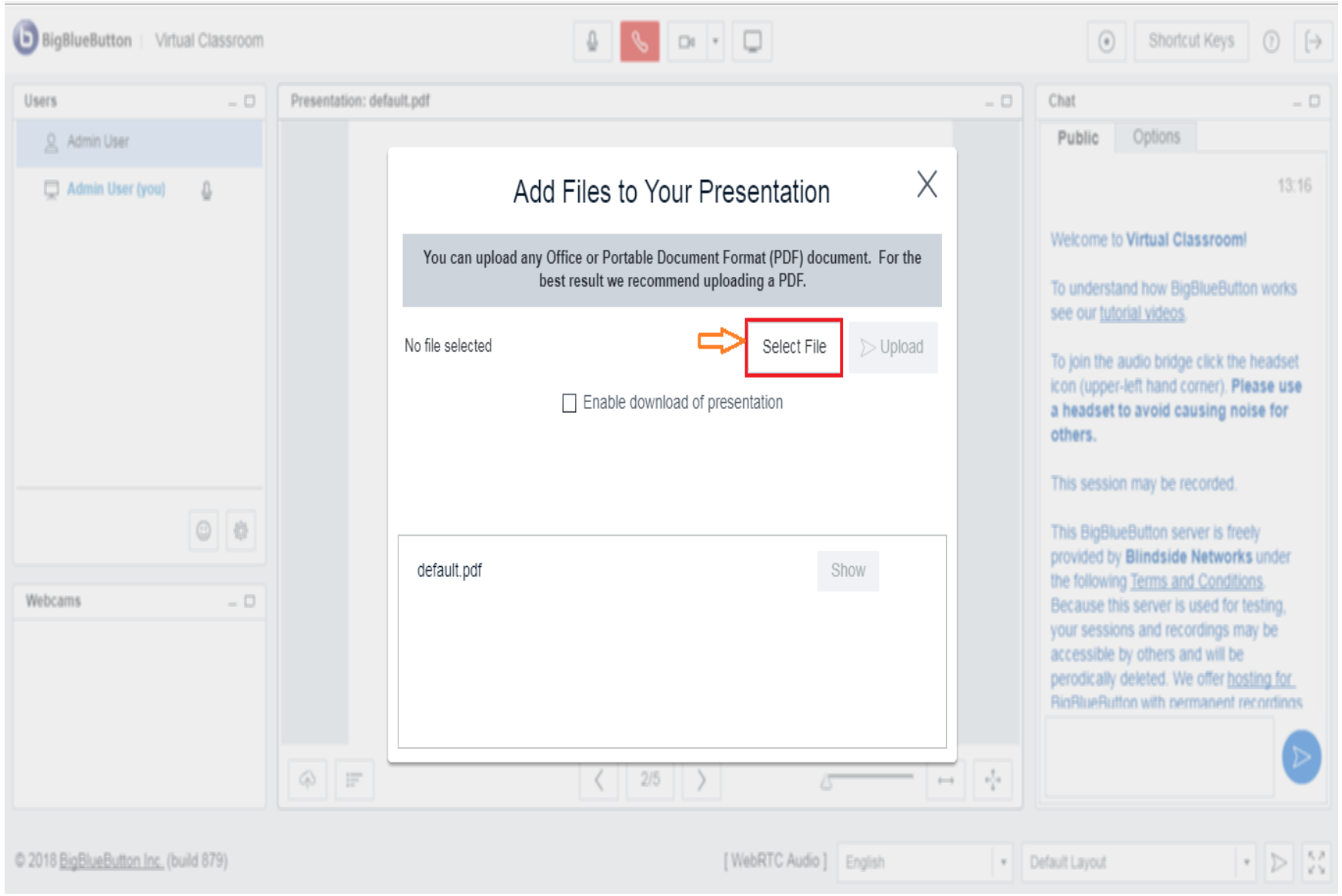
Clicking on start, will download the **screenshare.Jnlp** file. Locate & open the file and accept the certificate.



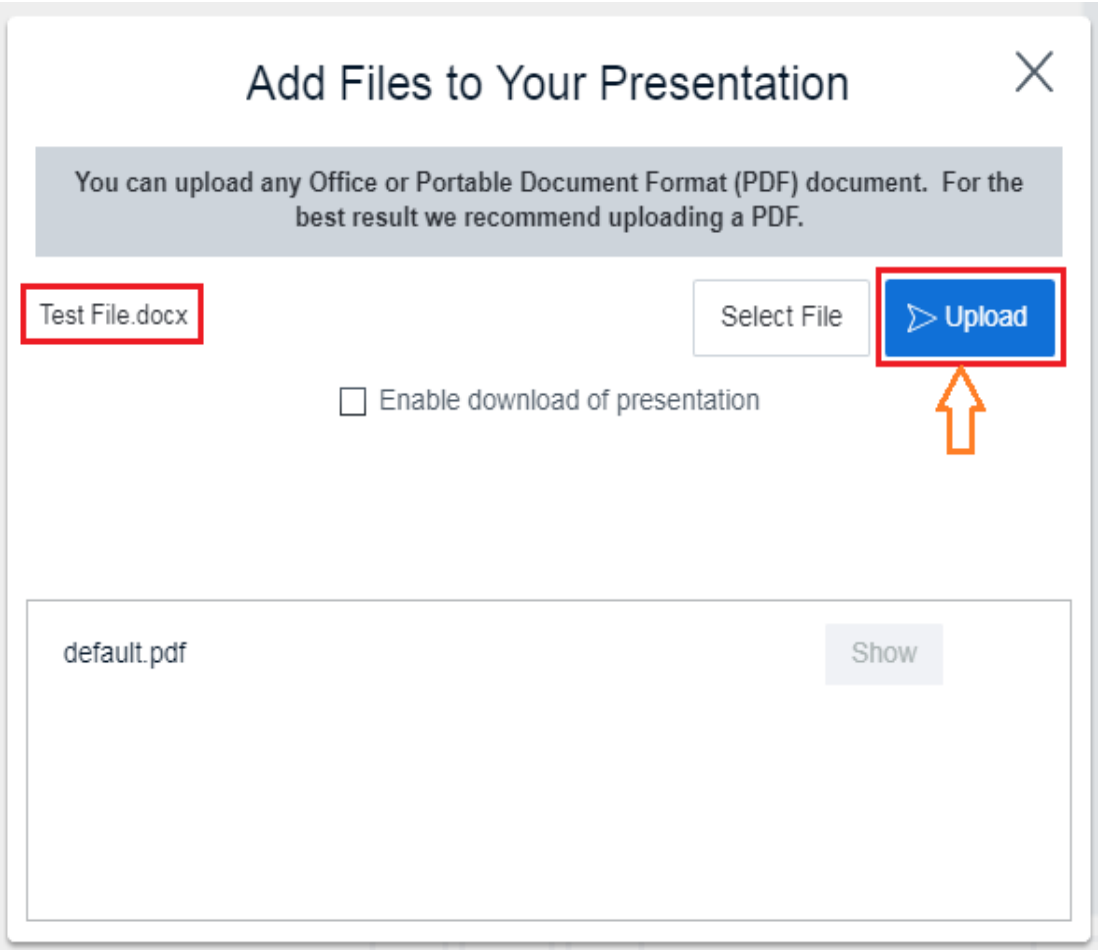
Upload presentation: you can upload your presentation file here and can present it to multiple active users. The file can be in any format. Click on icon highlighted in lower part of the below screen.



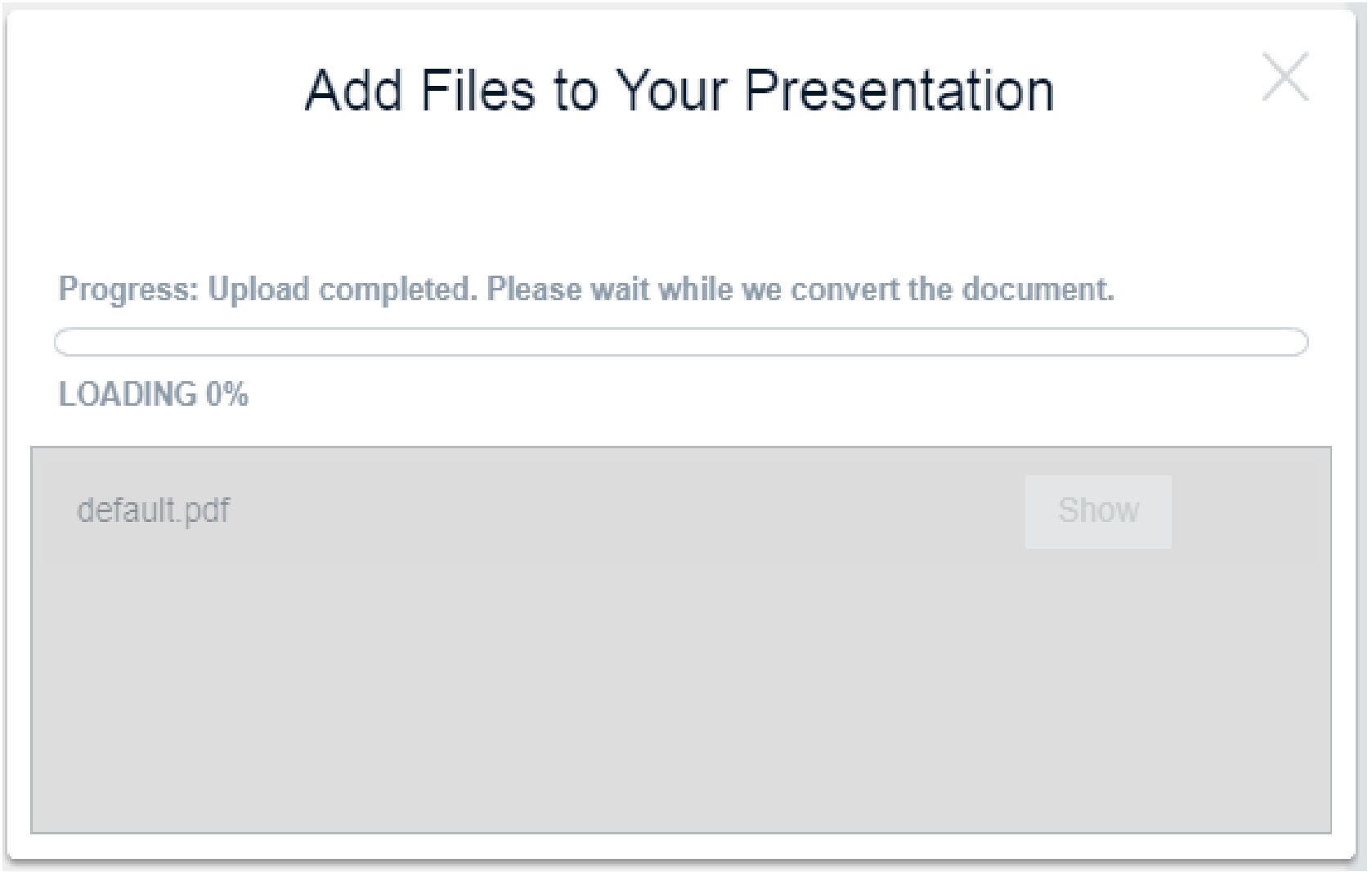
A pop-up will open, select the presentation file from here. Click on **select file.**



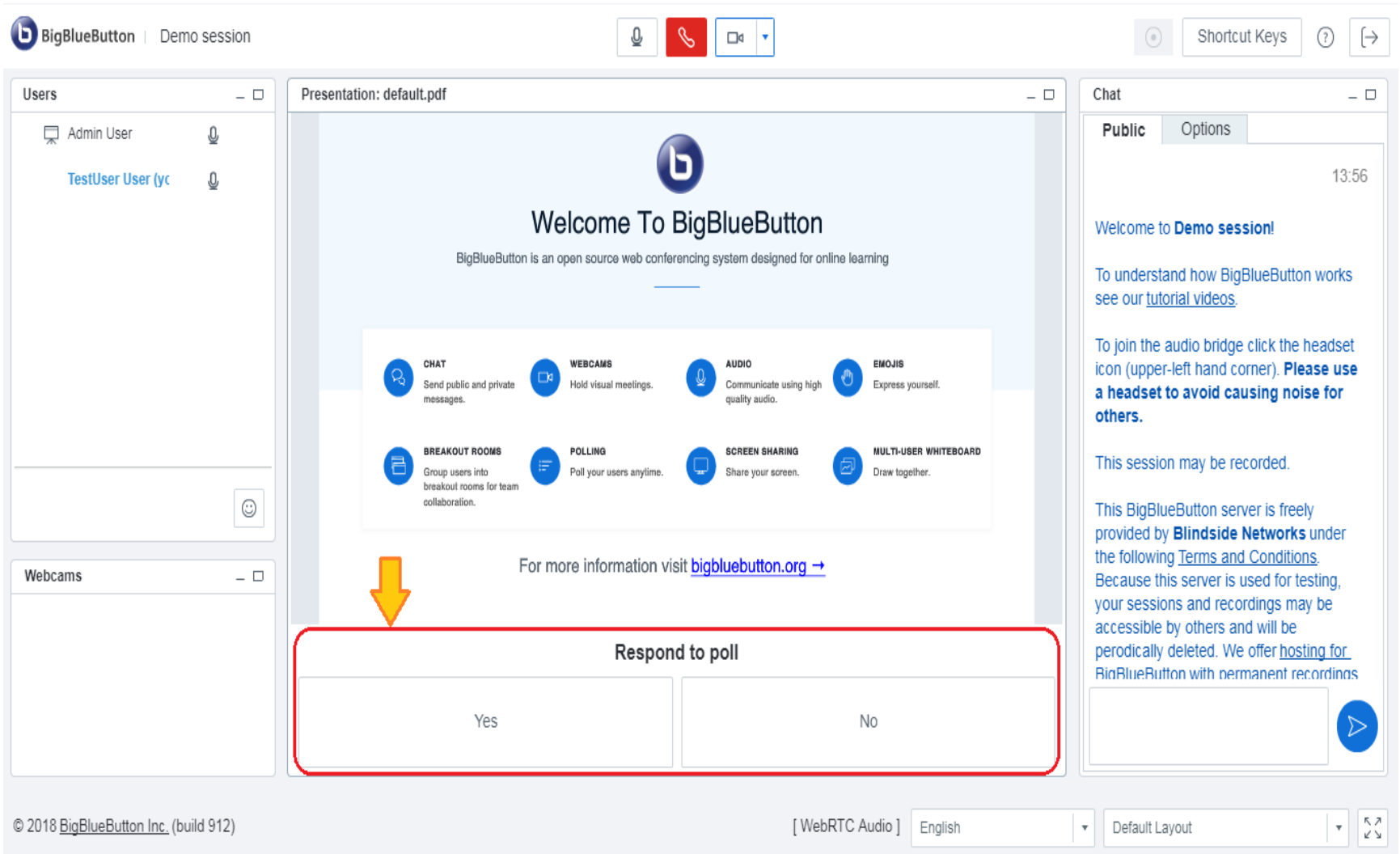
Your file will be selected. You need to upload the file by clicking **Upload** button.



If you have uploaded the file of extension other than PPT, it will convert the file first before starting the presentation.

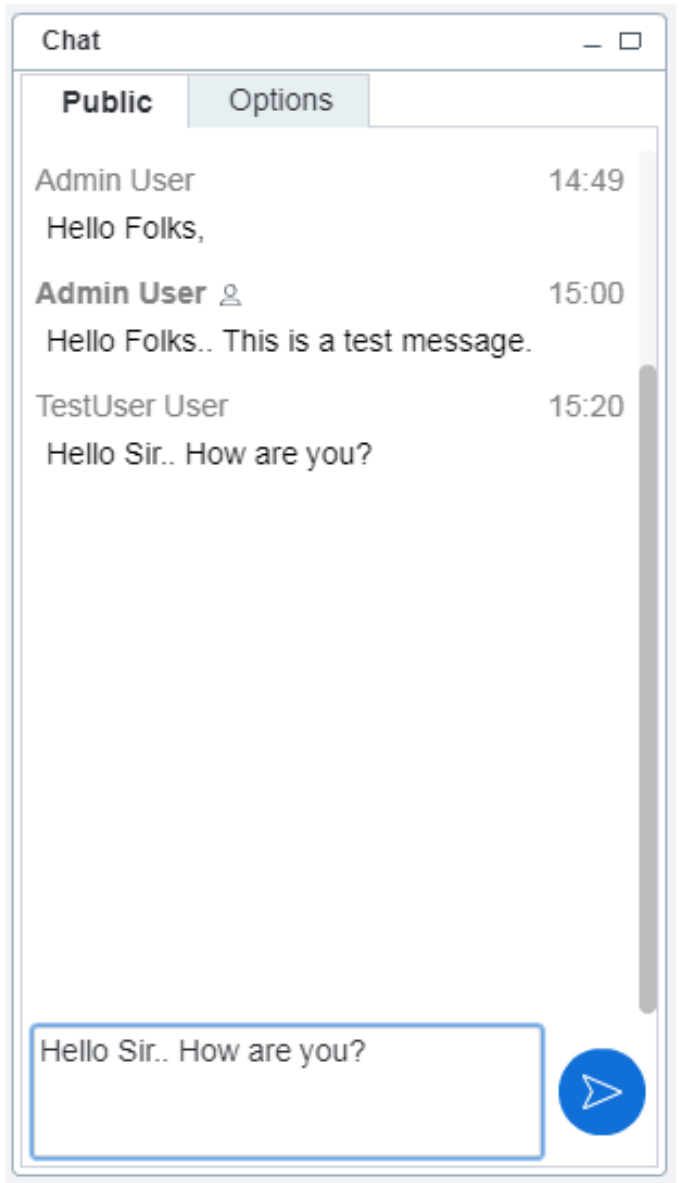


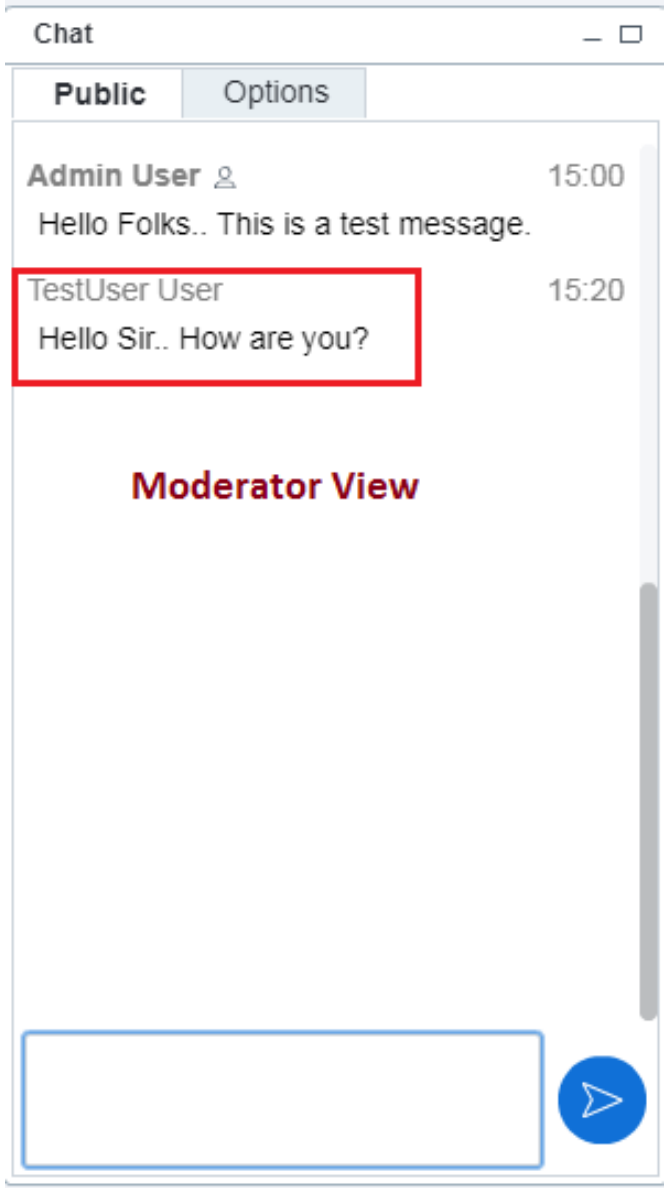
Respond to Poll: When moderator will ask for the Poll, it will appear on your screen. It is highlighted in the beside screen. Click on the Yes/ No to vote your poll.



Chat functionality: You can chat in two ways; Public Chat and Personal Chat.

For Public Chat, you just need to type your message in the text area of the below screen and click **Enter**. The message will get appear on the chat panel of all the active participants of the session.



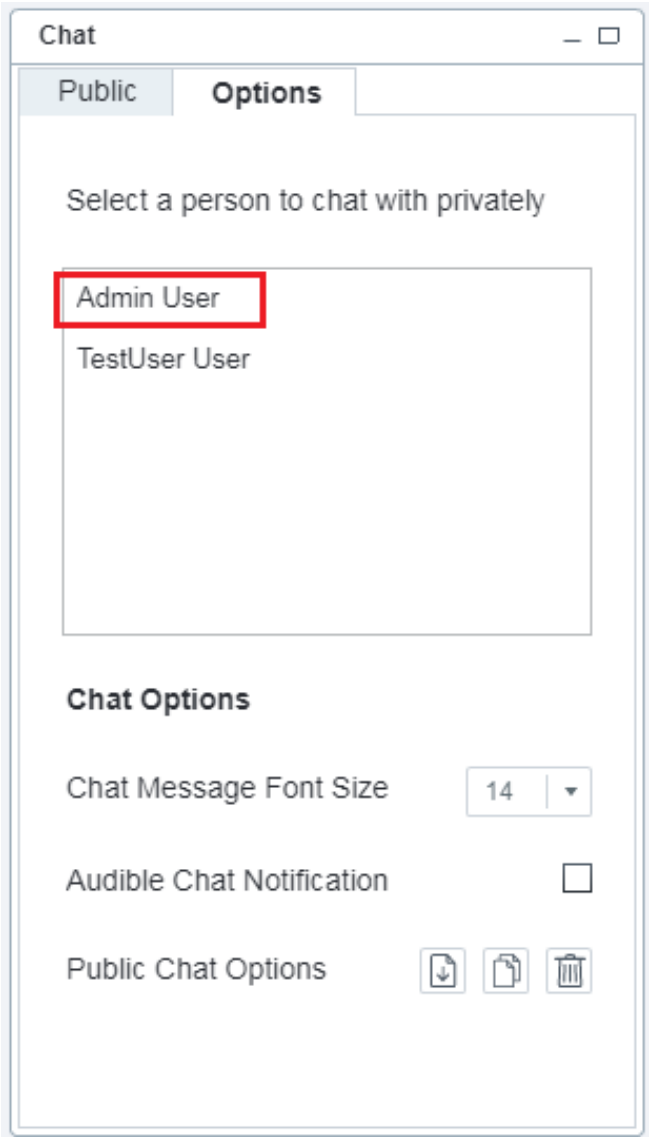


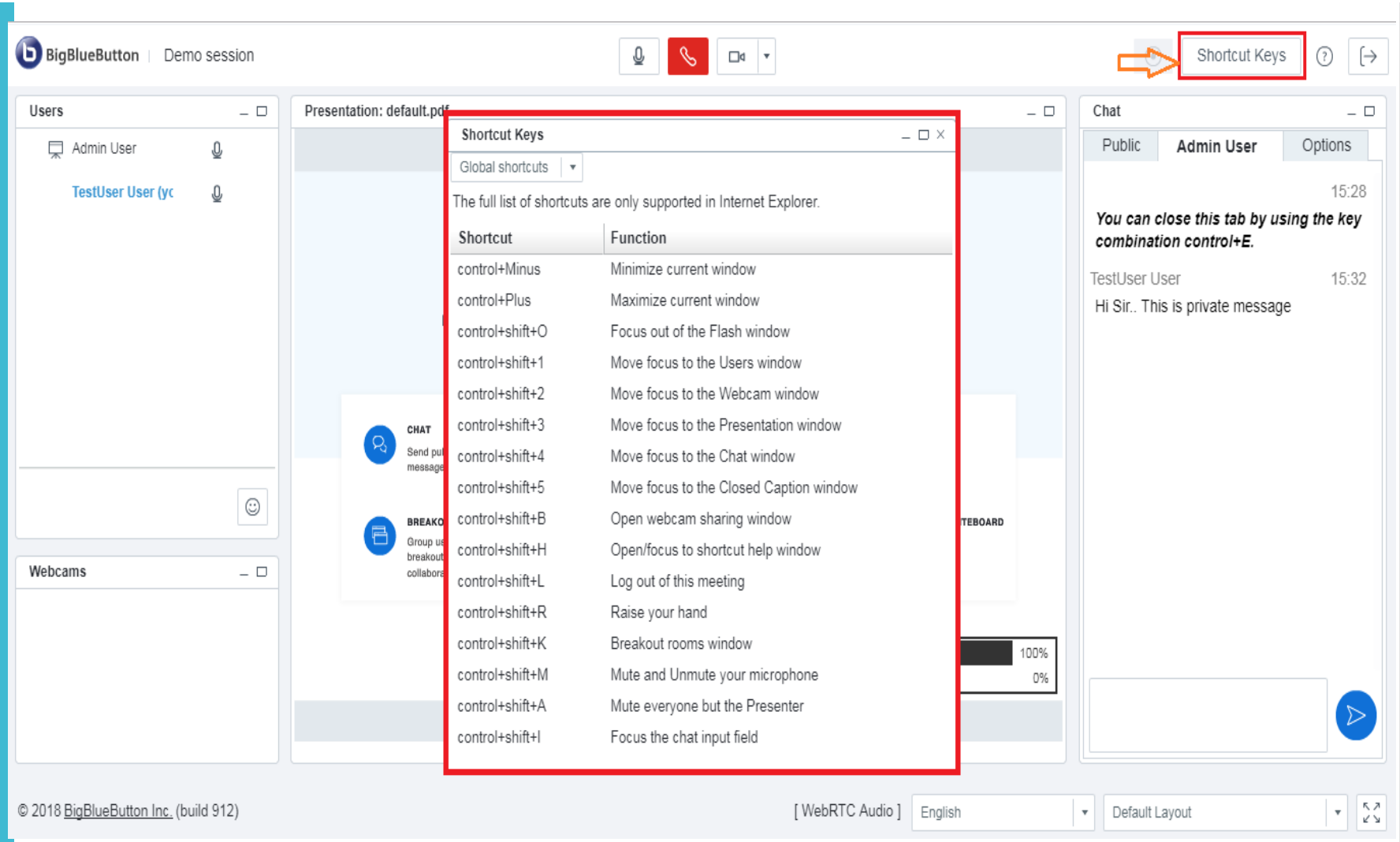
Private Chat:

For Private chat, Click on Options and select the participant from the list. Here, we select Admin User.

You can see in second screen.

The message can be written like this and press Enter to send.



Shortcut Keys:

To view shortcut keys, Click on the icon located in the right upper corner of the screen.