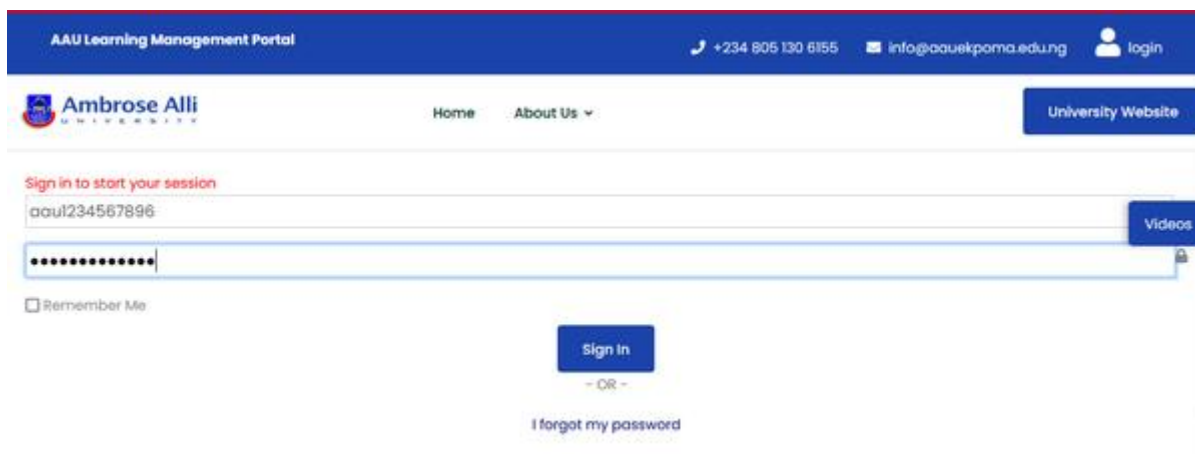
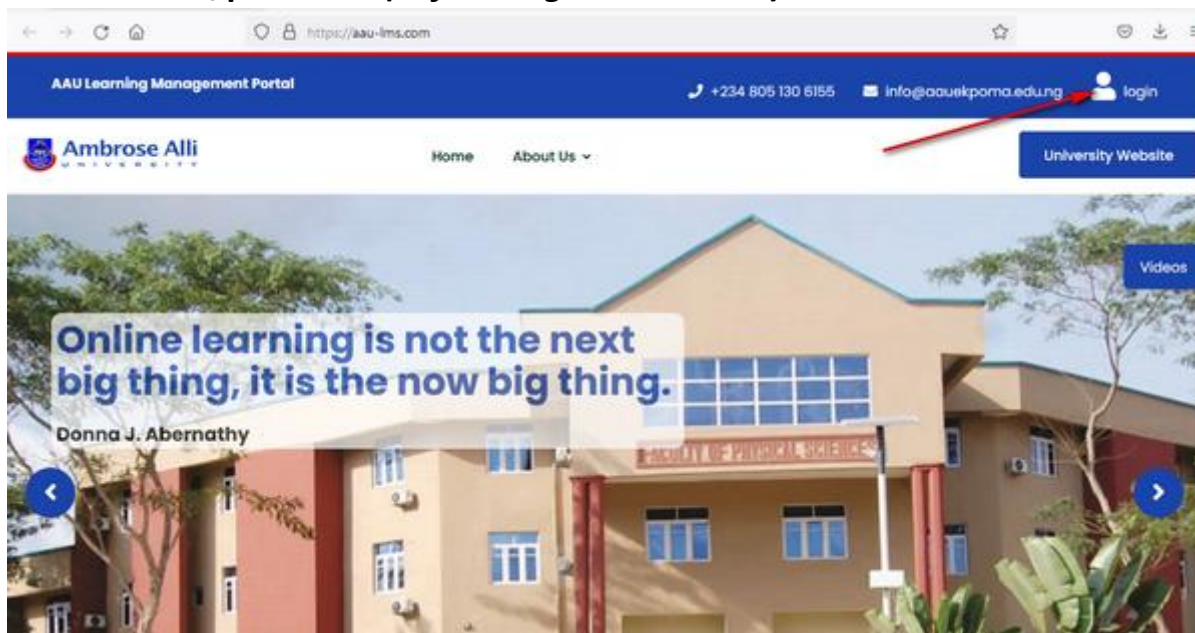


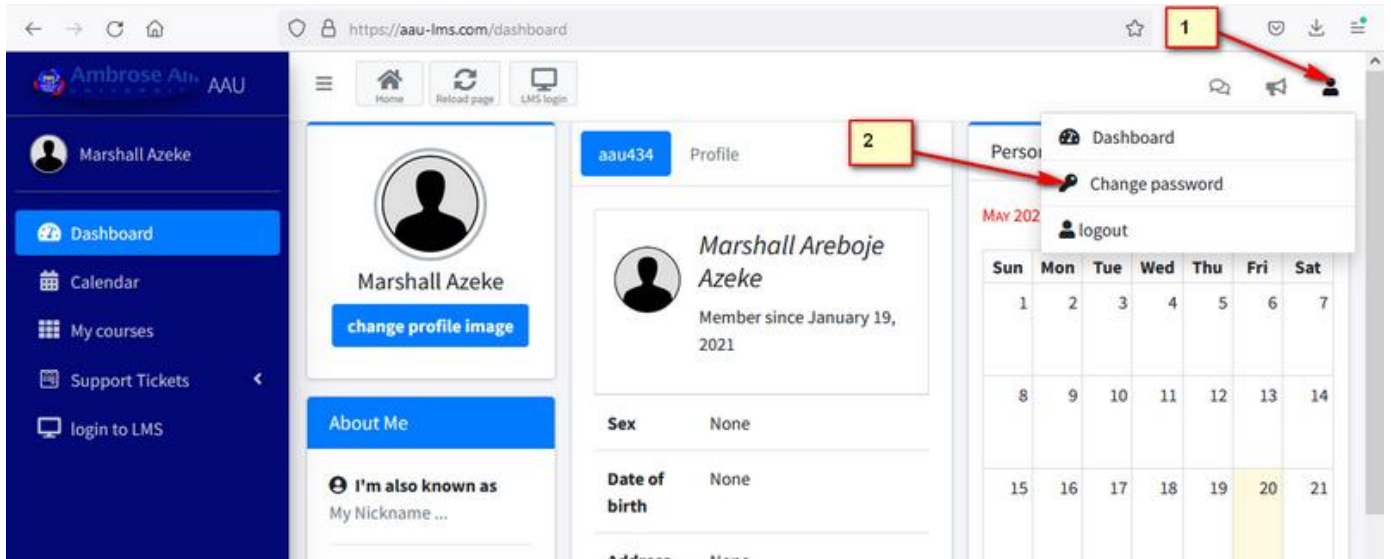
LECTURER'S INTRODUCTION TO THE NEW AAU LMS PORTAL

- 1) Login to the portal (<https://aau-lms.com>)
 - a. Your computer number is the default username/password
 - b. Visit the login page and enter your computer number as username/password (*default login credentials*)

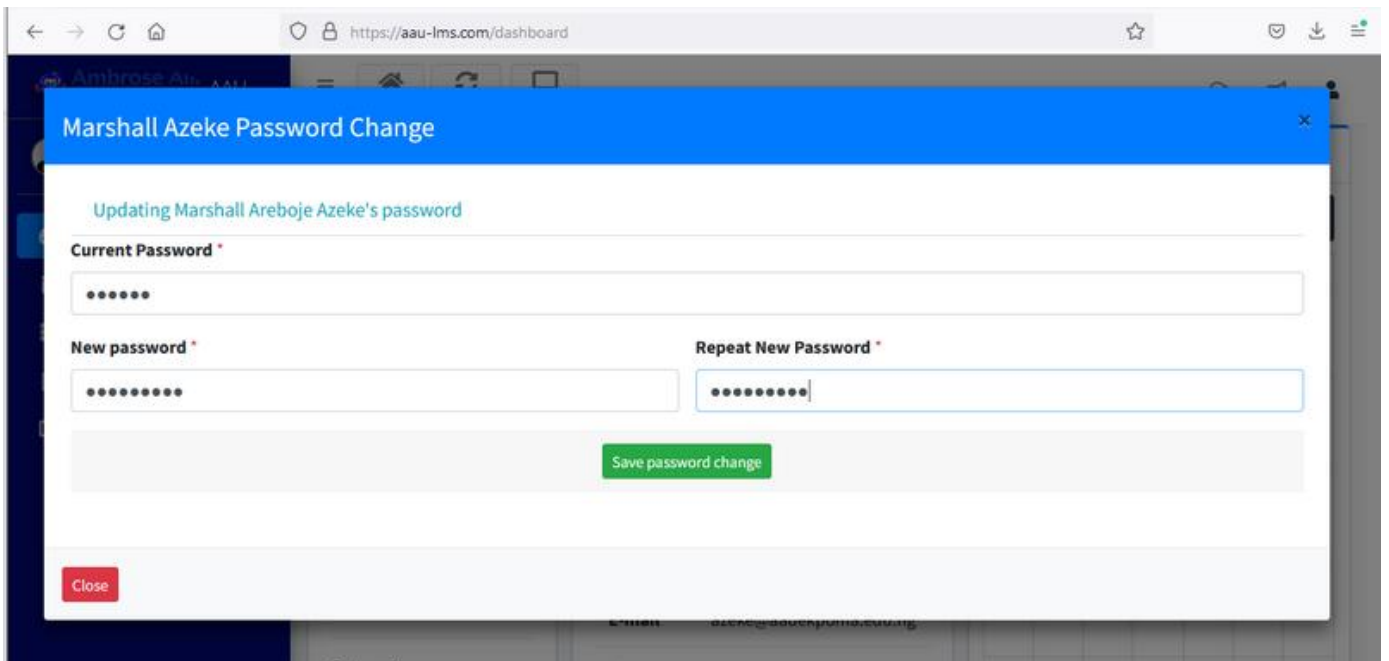


2) Change your password

a. Be sure to change your password at first login



The screenshot shows the AAU LMS dashboard for user Marshall Azeke. The user's profile is visible, including their name, member since date (January 19, 2021), and sex (None). The user menu is open, showing options for Dashboard, Change password, and logout. A red box labeled '1' highlights the user profile icon in the top right corner, and a red arrow points to the 'Change password' option. Another red box labeled '2' highlights the 'Change password' option in the user menu.

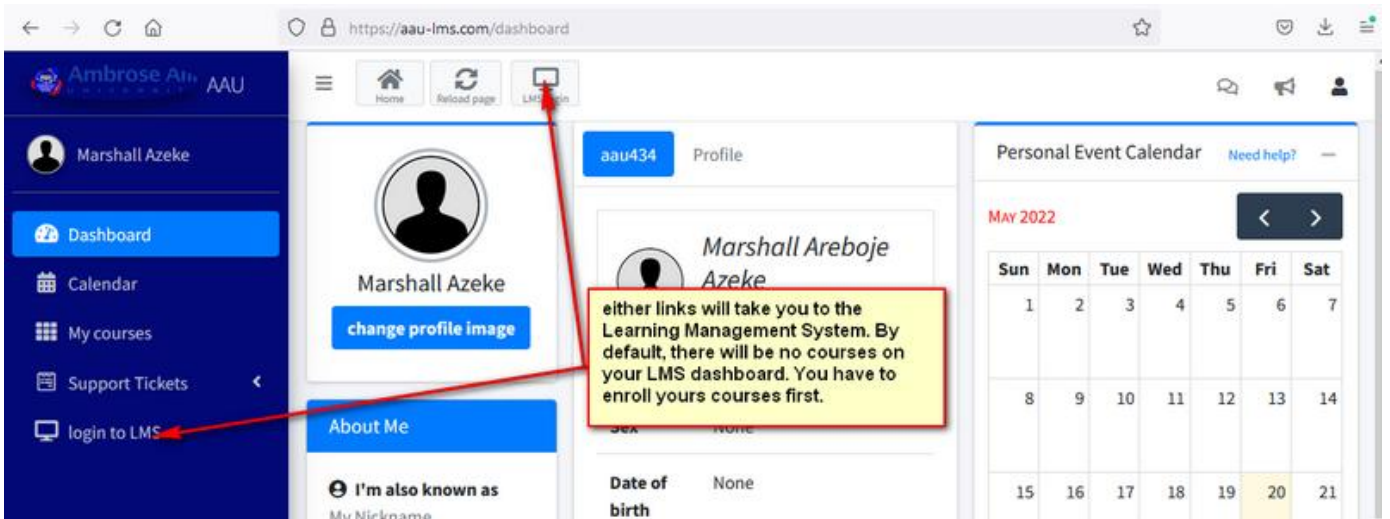


The screenshot shows the 'Marshall Azeke Password Change' dialog box. The dialog is titled 'Marshall Azeke Password Change' and contains the following fields and buttons:

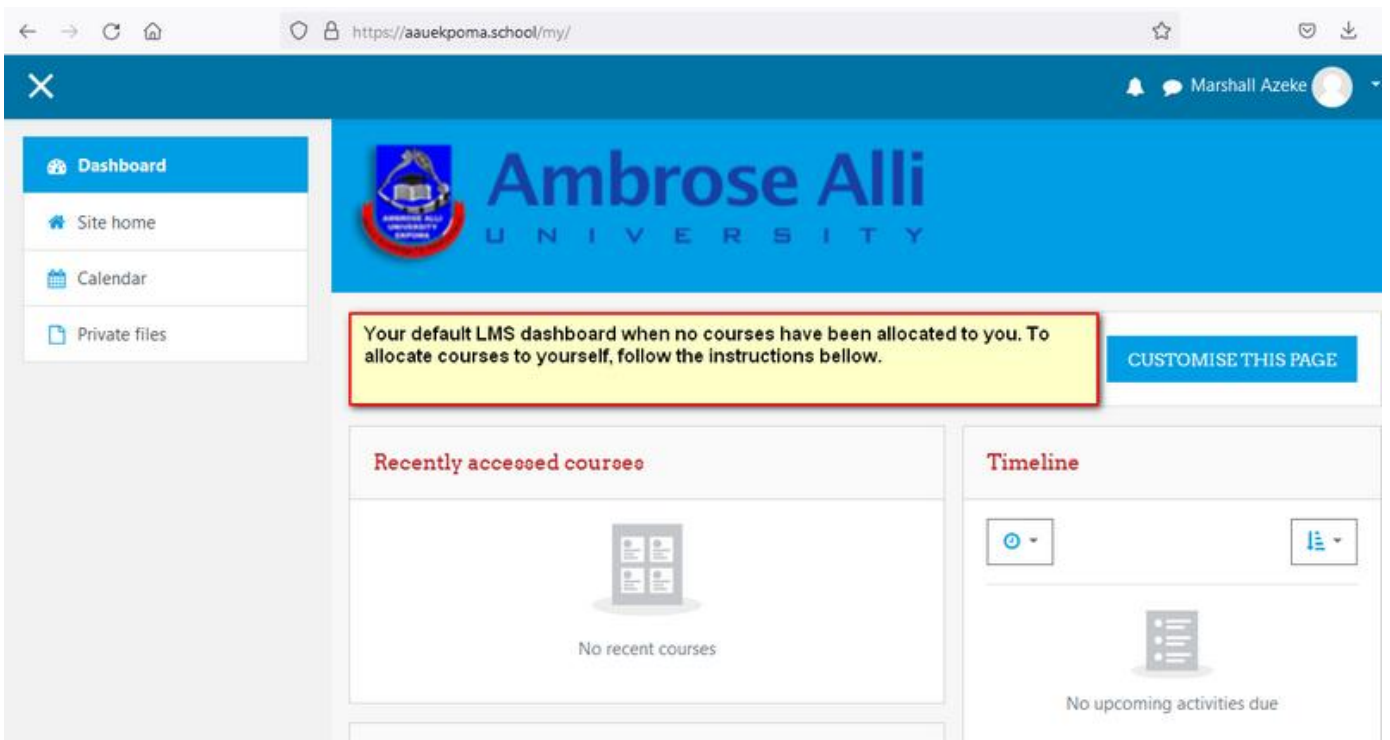
- Updating Marshall Areboje Azeke's password
- Current Password * (password field)
- New password * (password field)
- Repeat New Password * (password field)
- Save password change (green button)
- Close (red button)

3) Access the Learning Management System (LMS)

To Access the LMS, there are two links as in the image below:

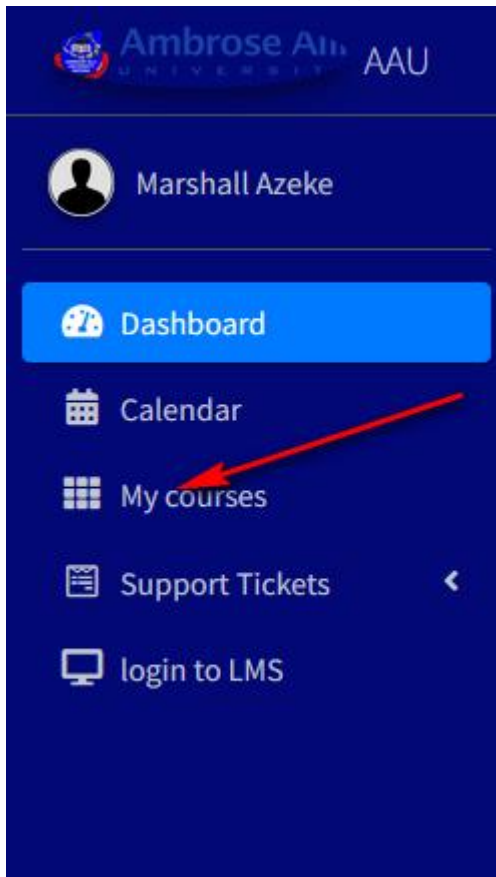


NOTE: The LMS dashboard will open on a different tab on your browser:

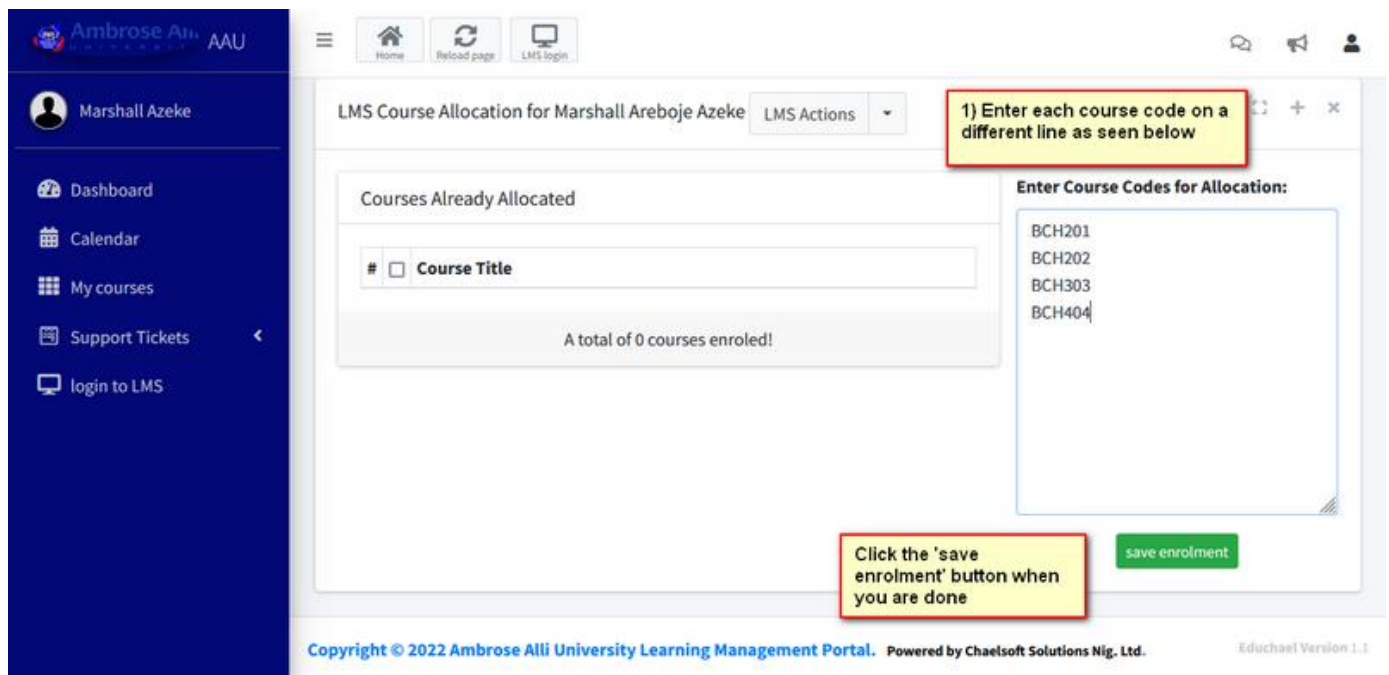


4) Allocate courses to your self

To allocate courses to yourself: click 'My courses' link on the left navigation bar.



On the staff course allocation page that will open, enter your courses in the text-box (each course code should be on a different line) Click 'save enrolment' when you are done. See image below:



You will be enrolled into all the courses you entered in the text-box above.

- Total Successfully allocated: 4
- Course(s) Successfully allocated: ['BCH201', 'BCH202', 'BCH303', 'BCH404']
- Course(s) that could not be allocated: None
- Course(s) already allocated: None
- Course(s) not found: None

Courses Already Allocated

#	<input type="checkbox"/>	Course Title
1	<input type="checkbox"/>	GENERAL BIOCHEMISTRY I
2	<input type="checkbox"/>	BIOCHEMISTRY PRACTICAL I
3	<input type="checkbox"/>	LIPIDS METABOLISM
4	<input type="checkbox"/>	PLANT BIOCHEMISTRY

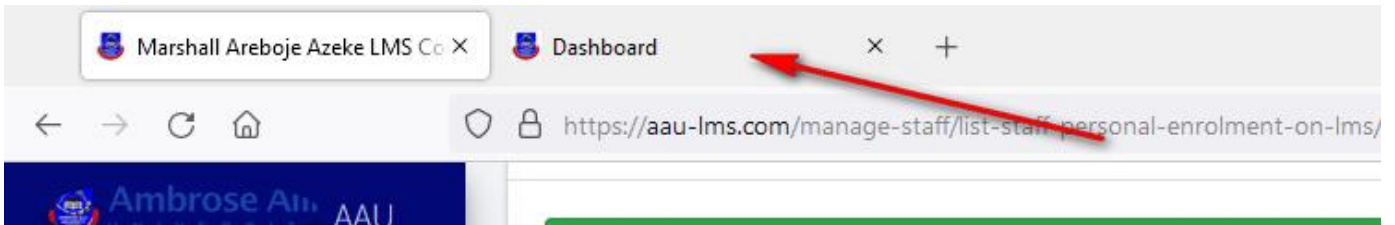
A total of 4 courses enrolled!

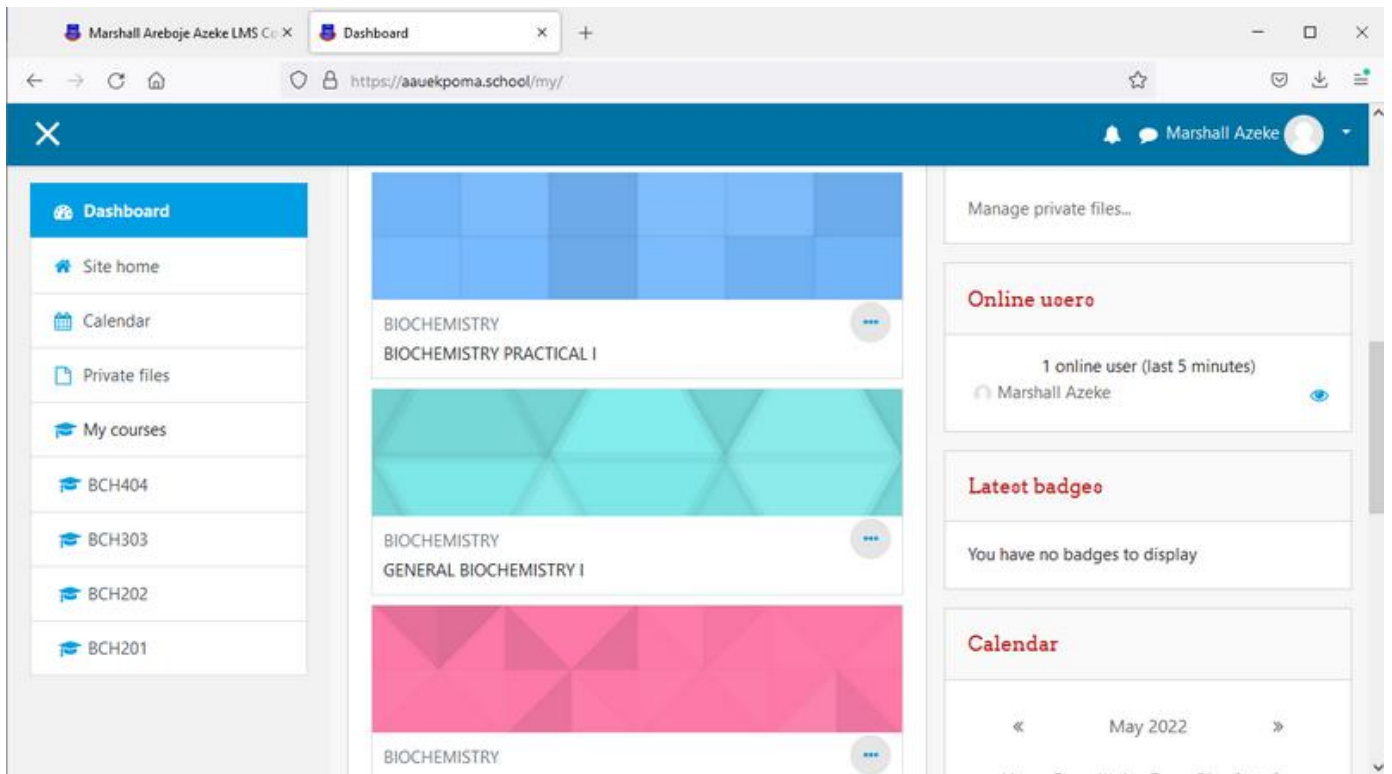
Enter Course Codes for Allocation:

Enter each Course-code on a separate line

save enrolment

Just go back to the LMS tab on your browser, refresh the page and see the result.





You can click on any of the course's title to take you to the course-home page where you will enable 'Editing' and start adding Activities/Resources (In a future tutorial)

5) How do you unroll yourself from unwanted courses?

On the staff course allocation page where you allocated courses for yourself, Check the checkbox beside each course you want to unroll yourself from. Then, on the 'lms actions' button at the top, click 'delete enrollment'. See image below:

Home Reload page LMS login

LMS Course Allocation for Marshall Areboje Azeke LMS Actions

Delete Enrolment

Courses Already Allocated

#	<input type="checkbox"/>	Course Title
1	<input checked="" type="checkbox"/>	GENERAL BIOCHEMISTRY I
2	<input type="checkbox"/>	BIOCHEMISTRY PRACTICAL I
3	<input checked="" type="checkbox"/>	LIPIDS METABOLISM
4	<input checked="" type="checkbox"/>	PLANT BIOCHEMISTRY

A total of 4 courses enrolled!

Course Codes for Allocation:

Enter each Course-code on a separate line

save enrolment

6) What if you have a challenge?

You can open a ticket with the details of your challenge.

My courses

Support Tickets

My Support Tickets

Open New Ticket

login to LMS

The screenshot shows a web interface for creating a support ticket. On the left is a dark blue sidebar with the AAU logo and user name 'Marshall Azeke'. The main content area is titled 'Open a New Ticket' and contains a form with the following fields:

- Name:** Marshall Areboje Azeke
- Email:** azeke@aauekpoma.edu.ng
- Related Issue:** Request (dropdown menu)
- Priority:** Medium (dropdown menu)
- Department:** Admin Department (dropdown menu)
- Message:** A large text area for the ticket description.
- Subject:** A text input field for the ticket subject.

Once you submit a ticket, it will be attended to and you can see the result when next you login.