Learning Management System
User Manual - Part 1

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Learning Management Syayem (LMS)

LMS is a learning platform designed and developed using Moodle (an open source learning platform), which allows students to:

- Access lecture/tutorial material from anywhere, anytime.
- Online submission of assignments.
- Forums and discussions with lecturers and colleagues.
- To be informed and prepare before the lecture.
1. Log-in to the LMS
How to Log-in to LMS

Step 01:
Type below URL in the browser
http://fcms.kln.ac.lk/dep/doa/
How to Log-in to LMS

Step 02:
Click on “LMS Login”
How to Log-in to LMS

Step 03:
Then Click on “Login” option in the LMS Home page.

Direct URL of the DoA LMS: lms.kln.ac.lk/doa
Step 04:
Enter the given ‘Username’ and the ‘Password’. Press “Login”.

Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser)

Username
Password
Remember username

Forgotten your username or password?
2. Changing the Password
How to Changing the Password

Step 01:
Once you log-in, your ‘Student Number’ and ‘Name’ will be appeared at the top right hand corner of the LMS Home Page.
How to Changing the Password

Step 02:
Click on the drop down arrow at the “My profile settings” in the home page (Left side)
How to Changing the Password

Step 03: Click on “Change password”.
How to Changing the Password

The new password must have:

- at least 8 characters, (e.g. lmn#DoA1991)
- at least 1 digit(s),
- at least 1 lower case letter(s),
- at least 1 upper case letter(s),
- at least 1 non-alphanumeric character(s) (E.g. @,#,$,%,& etc.)
How to Changing the Password

Step 04:

Enter the ‘Current password’ first.

Then enter the ‘New password’.

Again enter the ‘New password’.

Press ‘Save changes’.
3. Access to a Subject Page
How to access a Subject Page

Step 01:

Scroll down the page and find the ‘Course categories’.

Select “Year I” > “Semester I”

<table>
<thead>
<tr>
<th>Course categories</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year I</strong></td>
</tr>
<tr>
<td>Results</td>
</tr>
<tr>
<td>Semester I-Results (1)</td>
</tr>
<tr>
<td>Semester I (5)</td>
</tr>
<tr>
<td>Semester II (6)</td>
</tr>
<tr>
<td><strong>Year II</strong></td>
</tr>
<tr>
<td>Results</td>
</tr>
<tr>
<td>Semester I-Results</td>
</tr>
<tr>
<td>Semester I (6)</td>
</tr>
<tr>
<td>Semester II (6)</td>
</tr>
</tbody>
</table>
How to access a Subject Page

Step 02:
Click on the selected subject topic.
How to access a Subject Page

Step 03:
LMS will redirect you to the course page.

Information and Digital Technology

BACC 11623

This course provides basic knowledge of Information Technology, Computer software, presentation of data in computers, data communication, developing business/IT strategies and application of Microsoft Office Package in the business environment.

Lecturers

Mr. Prabath Perera
B. B. Mgr. (Financial Mgr.) (Klimita), MBA (MoT).

Ms. Dilini Aruppala
B. B. Mgt. (Finance) (Keltin), MBA (MoT).

Mr. P. R. M. R. Perera
B. B. Mgr. (Accountancy) (Keltin), ACMA, CIMA

Mr. N. L. C. Silva
B. B. Mgr. (Accountancy) (Keltin)
How to access a Subject Page

Step 04:
You can access the resources and notices in the course unit under relevant week.

- News forum
- General Questions
- IT Applications in Business - Course Outline 2018

1. **Topic 01 - Introduction to Information Technology**

- Introduction to LMS
- Online Quiz 01
- Lecture 01 - Information Technology: Principles, Practices, and Opportunities
- Upload your practice assignment here
- Student Information Form
4. Downloading Resources
How to Download the Resources

Step 01:
Click on the resource of the selected week/topic.

1. Topic 01 - Introduction to Information Technology
   - Lecture 01 - Information Technology: Principles, Practices, and Opportunities
How to Download the Resources

Step 02:
Click on the download icon.
How to Download the Resources

Step 03:
Select the destination to save your file.

01

02
The part 1 covers only the tip of the iceberg. We have more advanced uses of LMS to be discussed in next parts.

- Uploading Assignments.
- News Forums.
- Online Quizzes and other assignments.
- Discussion Forums.
Thank you.