Faculty of Management & Finance

University of Colombo

Student's User Guide

Learning Management System (LMS)

Student Information System (SIS)

Official E-mail Address

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1. Learning Management System (LMS)

1.1 What is an LMS?

LMS is an abbreviation for *Learning Management System*. A learning management system is a web-based software application that provides the framework that handles all aspects of the learning process. It is designed specifically to create, manage, organize, and deliver online educational materials. Students can learn on their computers, laptops, and mobile devices to keep learning alive 24/7 at anywhere.

1.2 Course Activities & Resources in LMS

An activity is a general name for a group of features in an LMS course. Usually, an activity is something that a student will perform in order to interact with other students and/or the teacher.

LMS provides a wide range of course *activities and resources*.

- **Assignment:** Assignments allow students to submit work to their teacher for grading. Students may submit as individuals or in groups.
- **Chat:** Allows students to have a real-time synchronous discussion.
- **Forum:** Allows students and teachers to exchange ideas by posting comments.
- **Quiz:** Allows the teacher to design and set quizzes (tests), which may be automatically marked and feedback and/or to correct answers shown.
- **Survey:** For gathering data from students to help teachers learn about their class and reflect on their teaching.
- **Choice:** A teacher asks a question and specifies a choice of multiple responses.
- **Glossary:** Enables participants to create and maintain a list of definitions, like a dictionary
- **File:** Upload a file for your students to download. A File can be a text document, a spreadsheet, an audio file, video file, etc.
- **URL:** Link on the internet to a website or online file.
- **Etc**.

1.3 How to Access the Undergraduate LMS

There are **three ways** of accessing the Undergraduate LMS.

Method 01: Through the University Website (IT Services Menu) - **https://cmb.ac.lk/**
Method 02: Through the Faculty Website (LMS Menu) - **https://mgmt.cmb.ac.lk/**
Method 03: Through the URL - **https://lms.mgmt.cmb.ac.lk/**

1.4 How to Log in to the LMS

You can display the following login page of the LMS by accessing one of the methods mentioned in the Topic 3.

Username: Provide your registration number without "**/**"s (e.g.: **2022MS6754**). The Username is not case-sensitive. That means you can use capital or simple letters. Alternatively, you can provide your university e-mail address (e.g.: **2022MS6754@stu.cmb.ac.lk**).

Password: Your temporary password is set to "**Abc@#123**", and you need to change it to your own password at the first time you log in to the system.

3
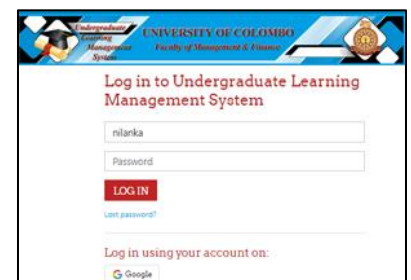
If you provide the Username and Temporary Password correctly at the first time you log in to the system, the system will display the following screen to change your Temporary Password to your own Password.


Your new password must need to fulfill the ***password policy*** defined in the system. That means the password must have at least 8 characters, 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) such as as *, -, or #.

If a user incorrectly enters with ***failed login attempts 10 times within 30 minutes***, the account will be lockout. At that time, user needs to contact the LMS administrator (***nilanka@scum.cmb.ac.lk***) to make the account active.

1.5 Dashboard (Front Page) of the LMS

After you successfully logged in to the LMS, you can see the system's dashboard with different types of blocks such as "Latest announcements", "Course overview" and "My courses". You can access more blocks by clicking the "**Open block drawer**" ([Close block drawer] [×]) on top-right corner of the dashboard.
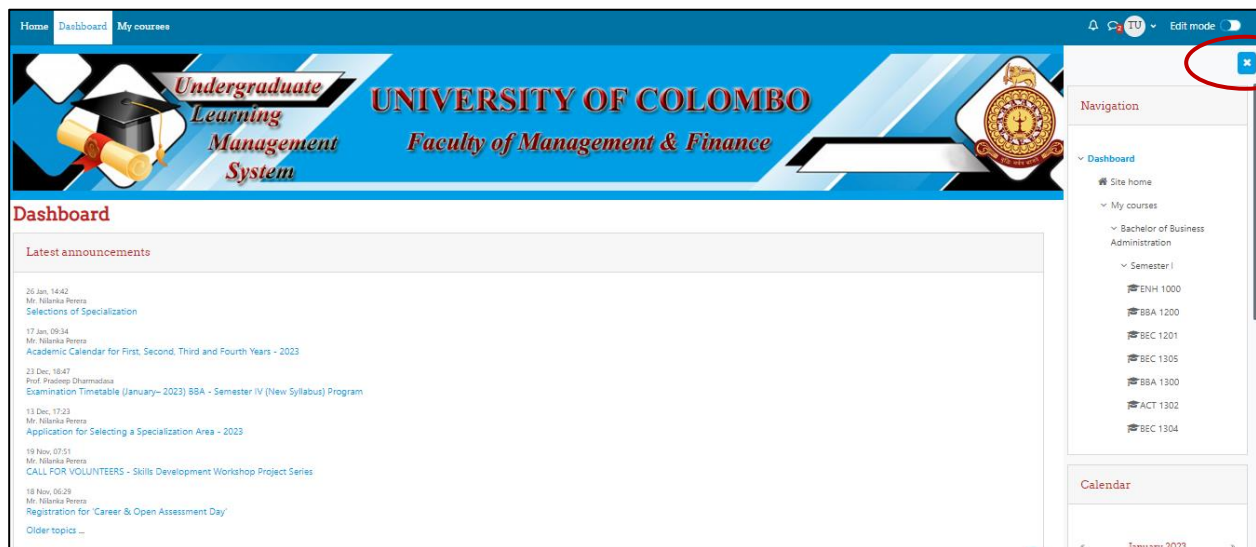
➢ **Latest Announcements Block:** This is a special forum and uses to publish general news and announcements. Anyone logged in to the system can see the latest news and announcements on top of the block.

➢ **Navigation Block:** The navigation block appears on every page of the site. It contains an expanding tree menu, including Dashboard, Site home, Site Pages, and My courses. Expanding the My courses will display your program name as follows
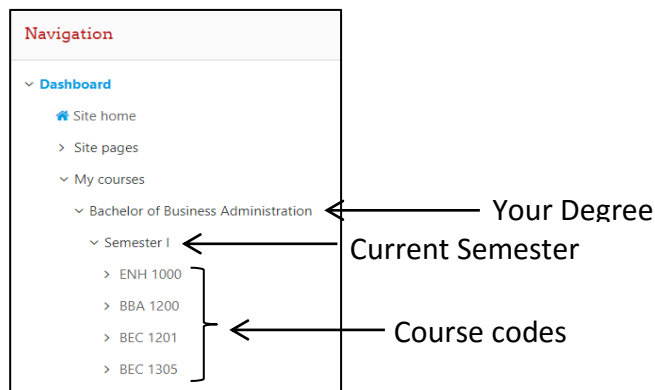
You can browse any of the course pages by clicking the relevant course code.

- ➢ **Upcoming Events Block:** This block lists Moodle Activities with due dates and manually-created calendar events that will happen within the next twenty days. Events or activities that are currently hidden to students are not listed.

- ➢ **Calendar Block:** This block displays a small version of the current month's calendar. Events and due dates such as deadlines for Assignments and Quizzes or Scheduler appointments in courses you are enrolled in are color-coded to distinguish course events.

- ➢ **Online Users Block:** This block shows a list of users who have been logged into the current course. The list is updated on a regular basis (the default is every 5 minutes).

1.6 Course Pages

If a user clicks on the *Course Code* on the Navigation block or the Course Title under the My Courses block, it displays the appropriate course page.

Top of the course page, you can see the course title and the remaining part of the page is initially divide into 15 parts named "Topic/Section".

All the activities and resources placed on the course page by your teacher will appear to the students, and students can access those course materials.
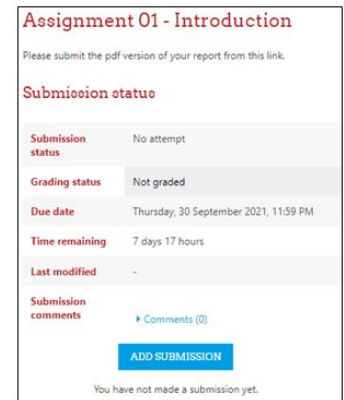
1.7 Commonly use Activities in LMS

1.7.1 Assignment Activity

The Assignment activity is a simply an interface that allows students to submit their work for teachers to grade and give feedback on.

Students may submit work as individuals or in groups.

How to submit an assignment

1. Browse the course page & navigate to the assignment activity.

2. Click on the assignment activity link (   )

3. A page will display with the assignment name, description and the submission status as follows.

4. Click the "**ADD SUBMISSION**" button to bring up the file upload page.

5. Upload the relevant file into the submission box. Also able to 'drag and drop' the file into the submission box.

6. Click "**SAVE CHANGES**".

7. Clicking the "**SAVE CHANGES**" button updates the date and time stamp for the submission and display the following page.

8. Before the due date for the assignment, student can edit the submission by clicking on the "**EDIT SUBMISSION**" button or delete & resubmit assignment by using the "**REMOVE SUBMISSION**" button.

1.7.2 Quiz Activity

The Quiz activity is a tool to assess students' learning or as an assessment for learning activity. A quiz can consists of a large variety of question types such as multiple choice, true-false, matching, short answer, numerical answer, and essay.

It has built in features for automatic marking and feedback.

How to attempt a quiz

1. Browse the course page & navigate to the quiz activity.

2. Click on the quiz activity link (   ).

3. The Quiz page will open and showing a summary of information about the quiz.

4. If the quiz start time not reached, student can see the "BACK TO THE COURSE" button.

   Close to the quiz start time, press F5 key to refresh this page.

   When the quiz start time reached, the "BACK TO THE COURSE" button will be changed to the "ATTEPMT QUIZ NOW".
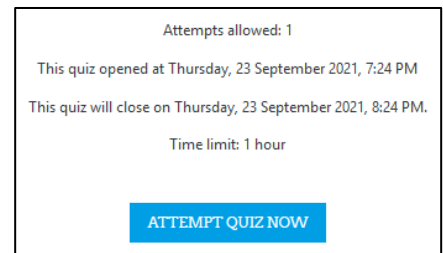
5. To begin the quiz, click "ATTEPMT QUIZ NOW" button.

   A confirmation pop-up dialog box will remind you of any time restrictions or limited number of attempts.

   Click on "START ATTEMPT" button.
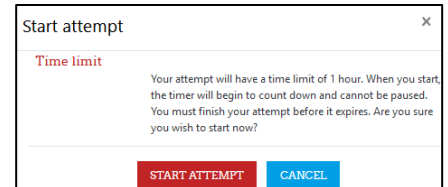
6. Quiz may have one or more questions per page.

   You can use the Quiz Navigation Panel (on the right) or "PREVIOUS PAGE"/"NEXT PAGE" buttons to move between quiz pages.

   The panel will show your progress as well as how much time you have remaining.

   You can put a "flag" mark from the left block of the question if your answer is not sure or unanswered question. Those questions are highlighted and shown in Quiz Navigation panel.

   Completed questions will be highlighted differently from unanswered questions in the Quiz navigation panel.

7. You can submit your answers manually at any time during the quiz by clicking the "Finish attempt…" or at the end of the quiz time period system will submit your answers automatically.

8. At the end of a quiz, the Summary of attempt page will open.

   This page lists the quiz questions and indicates which ones have been answered. To return to a question for review, or to complete an unanswered question, click the Question number.

9. When you are satisfied with your answers, click "SUBMIT ALL AND FINISH" button to finalize the quiz attempt.

   Note: You will not be able to change any answers after you submit and finish the quiz attempt.

10. A confirmation pop-up dialog box will display to confirm the finish of the attempt.

11. Depending on the teacher's preference, you may be able to view the results of your quiz attempt and any feedback. If the teacher has enabled this setting, you can click on the quiz again to see your results.

   Note: If your quiz is interrupted due to Internet connection of power failure, you can return to the quiz and click "Continue the last attempt" to resume your work, even as long as the deadline for the quiz has not passed.

1.8 How to Logout from the LMS

It is recommended to log out from your account after you finished your works. If you are not logged out, then another person can access the LMS with your credentials. That will be a severe problem for you.

To log out from the LMS, click the down arrow or small circle display on the top-right corner of the page and select "**Log out**" from the dropdown User menu.

If you logged in to the LMS are idle for a long time (2 hours), the system will automatically log out you.

If you forget to log out from the LMS on a public computer, you can log in from a different computer or mobile device and close any LMS sessions that are still active.

- Log in to LMS
- At the top-right of the page, click down arrow to open the *User menu*, and from the drop-down select **Profile**. Your *Profile* page will open.
- On your *Profile* page, under *Reports*, click **Browser sessions**. The "My active sessions" page will open listing sessions that are still active.
- To log out from a session other than the *Current session*, under *Action*, click **Log out**. The session will be closed and removed from the "My active sessions" list.
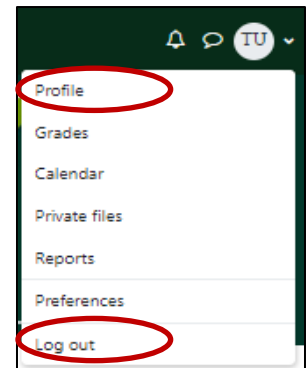
2. Student Information System (SIS)

The Student Information System (SIS) is a web-based application that enables store and manages all students' information, including personal details, emergency contact details, academic details and more. This system provides capabilities for students to do course registration, exam registration, apply medicals, view exam results, submit supplication form for convocation, and apply academic transcript online.

2.1 How to Access

There are **three ways** of accessing the Student Information System

- **Method 01:** Through the University Website (IT Services Menu) - **https://cmb.ac.lk/**
- **Method 02:** Through the SIS Hub - **https://sis.cmb.ac.lk/**
- **Method 03:** Through the direct URL - **https://** **sis.cmb.ac.lk/mgmt/**

2.2 How to Log in

Each student has a separate login account to log in to the Student Information System.

Username : University e-mail address (e.g.: 2022MS6754@stu.cmb.ac.lk)
Password : Your Temporary Password is already sent to your faculty e-mail address.

Log in to the system and change the temporary password to your own one by using the following menu.

My Profile → Change Password

2.3 Course Registration

Each semester of your academic program, students require doing the course registration. At the starting of each semester, IT unit of the faculty inform you to do the course registration. Go through the following menu option to select the courses which you are doing in the current semester.

Courses → My Courses

In this page, the compulsory courses are display in a table format and you need to select the optional courses from the dropdown list to cover the total number of credits in the specific semester.

2.4 Exam Registration

Prior to the semester examinations, notice you to complete the exam registration process. In here you need to log in to the system and confirm the courses which you have selected at the time of course registration. If you want to remove a selected course, inform to the IT unit before doing the exam registration process. Because the exam branch will print your exam admission card according to the courses which you have confirmed in the exam registration. Go through the following menu option to do the exam registration process.

Exams → Exam Registration

2.5 Apply Medicals

If a student unable to sit the end of semester examination(s) due to the genuine reasons such as illness, he/she should apply the medical(s) through the SIS within 2 weeks from the examination date and get the printed copy from the file generated by the system. Student requires submitting that document along with the valid medical certificate endorsed by the University Medical Officer to the Examination Department of the University.

Use the following menu option to apply the medicals.

Medicals → Apply Medicals

If you access the "Apply Medicals" screen, you can see the list of subjects which you were absent. If the absent subjects are not visible, then require to inform it to the Examination Department.

Follow the steps given below to apply medicals.

Step 01 : Select the absent subject from the dropdown list and exam date from the calendar
Step 02 : Click on "Add>>" button
Step 03 : You can see a table with subjects which you have applied medicals
Step 04 : Repeat step 1,2, and 3 for each of the subjects
Step 05 : Click on "Confirm and Print" button. This will generate a pdf file including medical details.
Step 06 : Download and print this document.

2.6 Publish Results

The end of semester examinations, results are publishing in the SIS and students can view their results by selecting the specific semester from the list of semesters as following menu option.

Results → My Results

2.7 Apply Transcript

You'll receive an official academic transcript when you graduated. Now the University provides facility to request an academic transcript online through the SIS Hub. Following is the way of applying transcript.

Step 01 : Select "Apply Transcript" from the SIS Hub (https://sis.cmb.ac.lk/).

Step 02 : The system will display the "Welcome to the UOC Transcripts Requesting System" page with instructions. Click "Apply Transcript" button to view the online form.

Step 03 : Fill the application form with correct details and click "Apply" button to submit the form. If the process is completed successfully, the system will generate a tracking number.

Step 04 : When the documents are ready you will be notified via an email. In addition you can check the status of the process by using the tracking number.

Note : The University has a payment gateway (https://pay.cmb.ac.lk/) for online payments by using a Visa/Master credit or debit card. If you have a proof for your payment, you can upload that document during the application filling stage. If you skip uploading the proof of payments, you have an option to upload the proof of payment using the tracking number. Note that your application will not be considered unless you provide the proper proof of payment.

3. Official E-mail Address

The University provides an official e-mail address for each of the student. It is very important to use this e-mail account every day because all the messages are sending to this e-mail address and all the information systems are integrated with this e-mail address.

The format of your e-mail address is as follows
Your_Registration_Number@stu.cmb.ac.lk

Eg : 2022MS9987@stu.cmb.ac.lk

3.1 How to Access
1. Open your favorite web browser (Google Chrome, Mozilla Firefox etc..)
2. Go to the address bar on the browser and type "https://mail.google.com" and hit "ENTER".
3. Now you will see the login interface of the Gmail (Standard login page for the Gmail).

   Enter your official e-mail address in Email field and click "Next' button.
   (Eg: 2022MS9987@stu.cmb.ac.lk)
   Enter temporary password provided by the faculty in Password field and click "Next" button.

4. If you login for the first time you will be asked to change the temporary password. Enter a new strong password that cannot guess others and you must remember it to login to your e-mail account next time.
5. Now you can access your mails.