



LMS Student Manual

for **Nnamdi Azikiwe University**

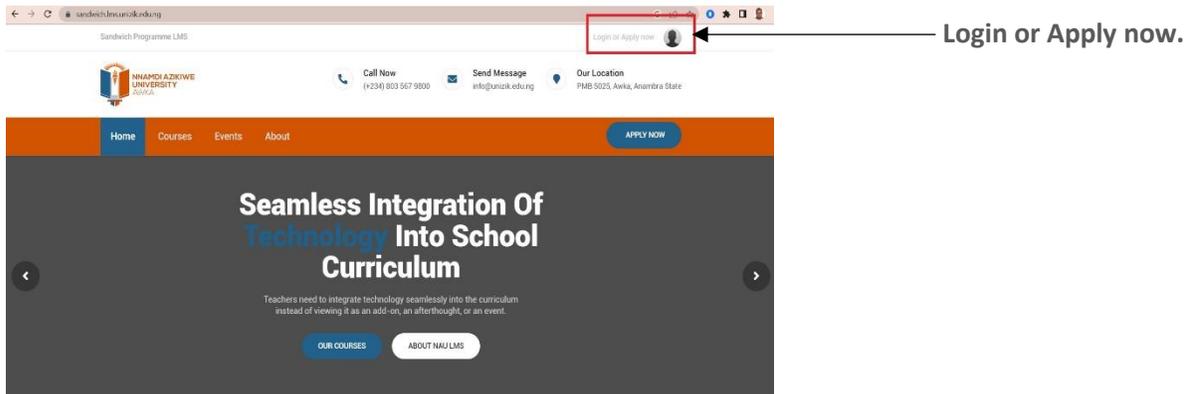
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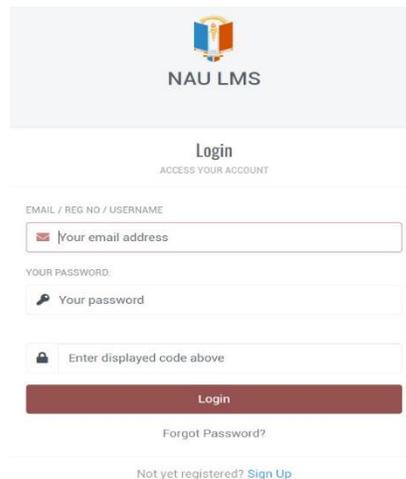
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How to Sign-up/Login into the LMS

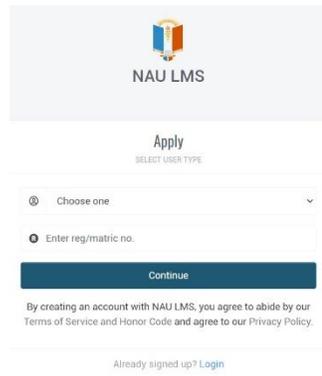
- i. Access the LMS platform via: <https://sandwich.lms.unizik.edu.ng/>
- ii. Click on **Login or Apply now** to access the login/sign-up page.



- iii. Next is the **Login Page**. To be able to login, enter either your username, email or registration number in the first field and enter your password, fill-in the captcha number and then click on the Login button to login.

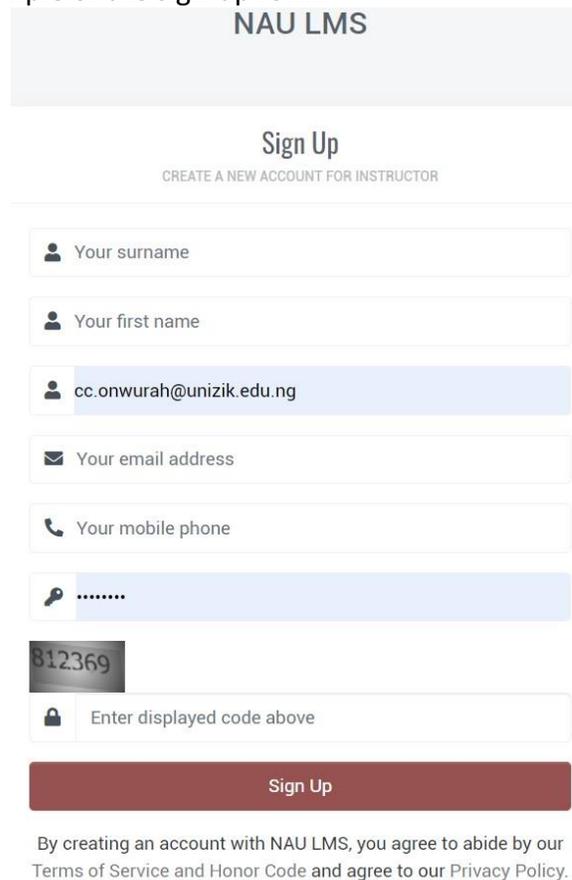


- iv. **To sign-up**, click on Sign-up (written in blue), from the next page choose your role as **Student** and enter your registration number in the next field and click on **Continue**.



The image shows the 'Apply' form on the NAU LMS website. At the top, there is the NAU LMS logo. Below it, the word 'Apply' is centered, with the subtext 'SELECT USER TYPE'. There are two radio button options: 'Choose one' and 'Enter reg/matric no.'. A blue 'Continue' button is positioned below these options. At the bottom of the form, there is a small text block: 'By creating an account with NAU LMS, you agree to abide by our Terms of Service and Honor Code and agree to our Privacy Policy.' and a link: 'Already signed up? Login'.

- v. Next display is the Signup form, fill the form with all the appropriate data and click on **SignUp**. Below is the a sample of the sign-up form:



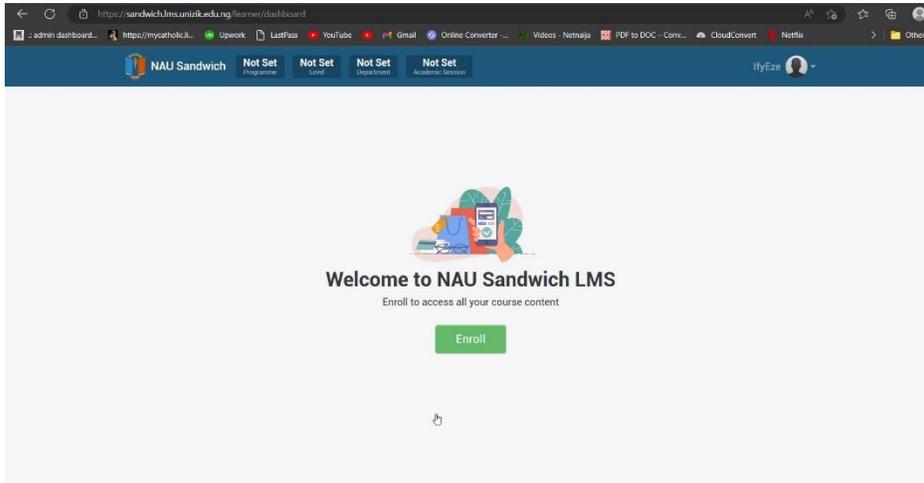
The image shows the 'Sign Up' form on the NAU LMS website. At the top, there is the NAU LMS logo. Below it, the words 'Sign Up' are centered, with the subtext 'CREATE A NEW ACCOUNT FOR INSTRUCTOR'. The form consists of several input fields: 'Your surname', 'Your first name', 'Your email address' (with the example 'cc.onwurah@unizik.edu.ng'), 'Your mobile phone', a password field (with a masked password '.....'), and a verification code field (with the example '812369'). A blue 'Sign Up' button is located below the fields. At the bottom of the form, there is a small text block: 'By creating an account with NAU LMS, you agree to abide by our Terms of Service and Honor Code and agree to our Privacy Policy.'

NB:

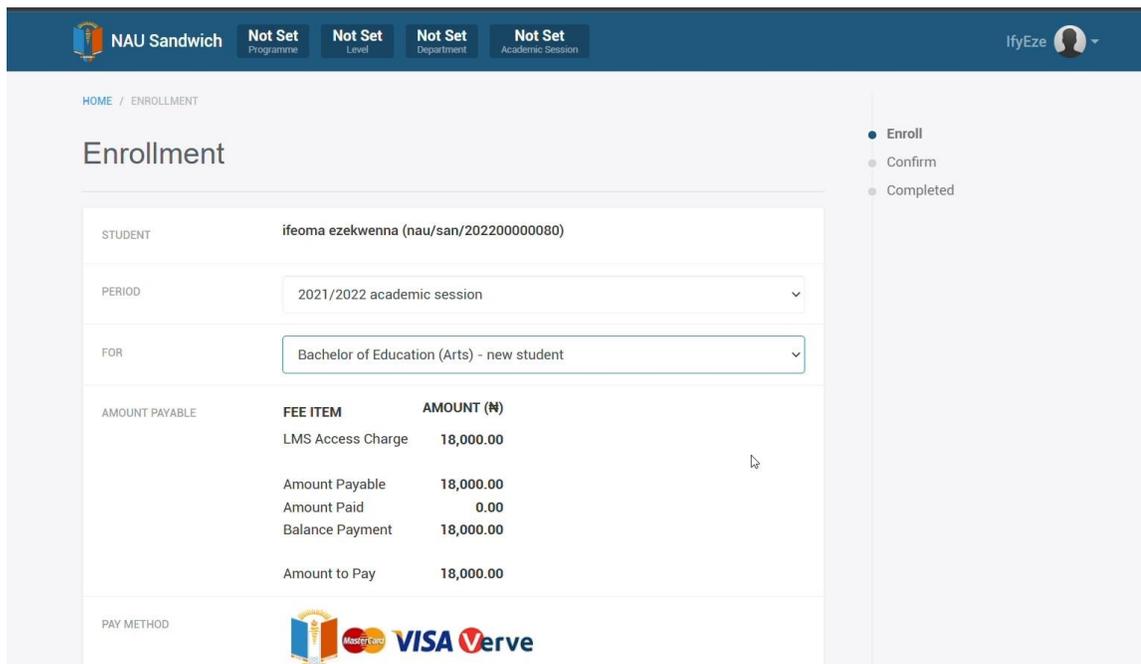
The email to use for this signup must be a valid email you have access to, for the purpose of password recoveries and other vital information. Fill-in a username as one word.

How to Enroll for the Session on the LMS

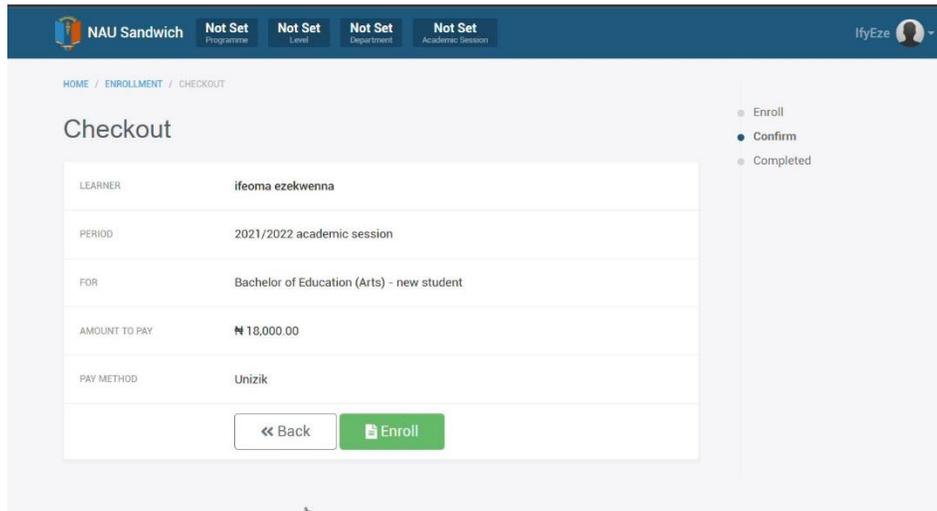
- i. Login with your student login credentials into the LMS.



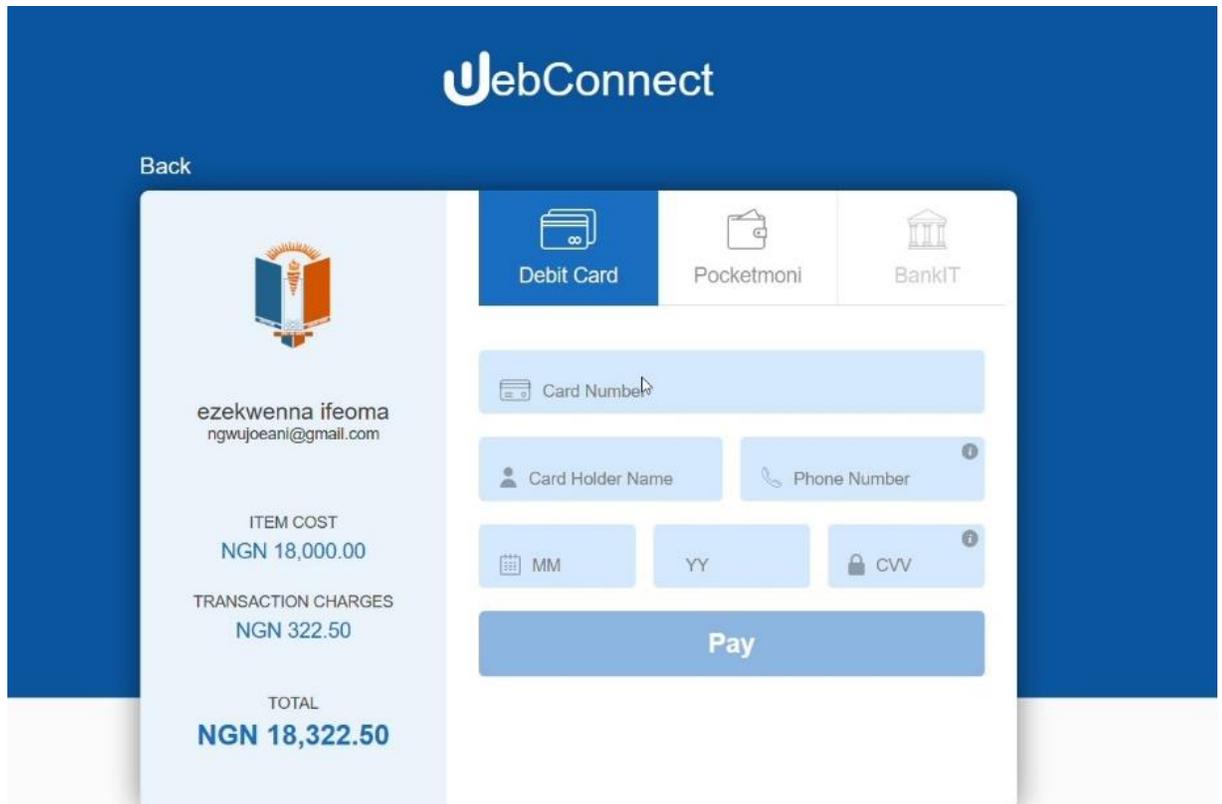
- ii. On the Dashboard click on the Enroll button to commence enrollment for the session
- iii. On the Enrollment page, click to select the Academic session you are enrolling for from the **Period** dropdown option | select your certificate type by clicking the dropdown besides **For** selecting from the dropdown list. The payment details for the selected options will be fetched and displayed, then click on the **Enroll** button.



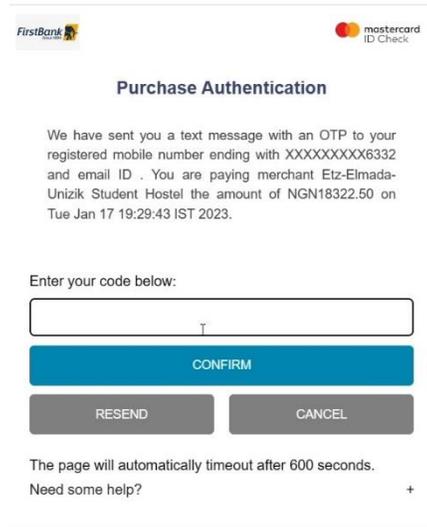
iv. From the check-out page click on the **Enroll** button to checkout and make the payment:



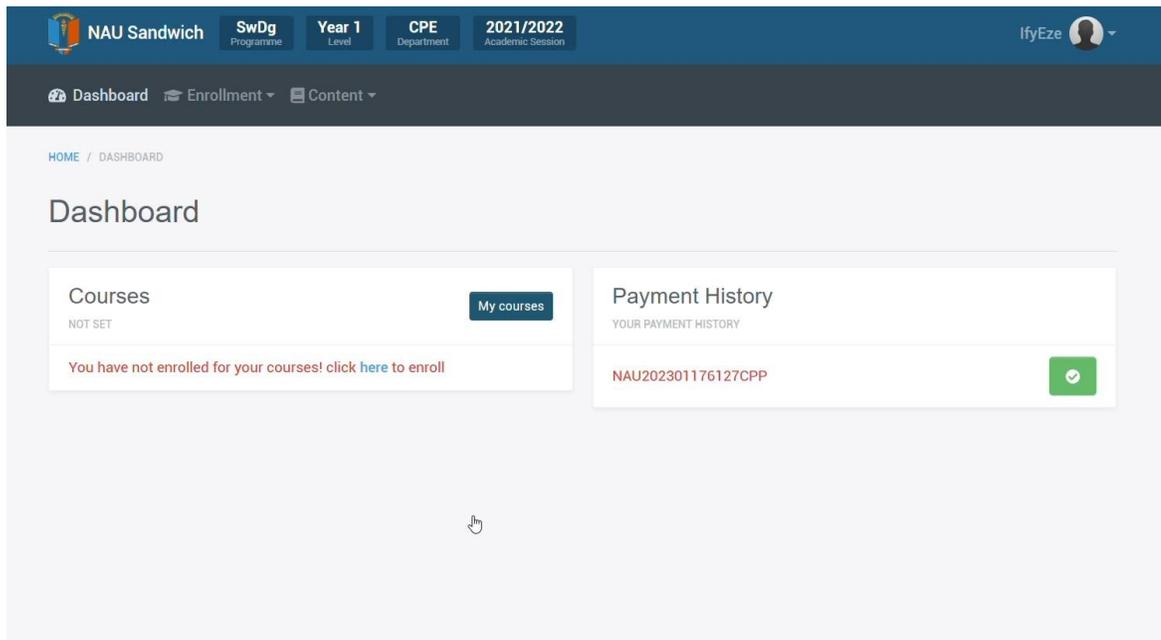
v. From the transaction page, fill-in your card payment details and click on **Pay**.



- vi. For security reasons, a One-Time-Password (OTP) you will be sent via SMS to the mobile number connected your bank to be able to proceed with debiting your card. Enter the OTP sent to your mobile and click on **CONFIRM** button to proceed. You will be debited of the exact amount from the transaction Checkout page.



- vii. At this point, go back to the LMS and click on Finish button, and you will be redirected to your Student’s Dashboard – this time, with all your session information displayed appropriately on the top bar, as seen in the sample below (SwDg – Sandwich Degree Programme, Year 1, etc):



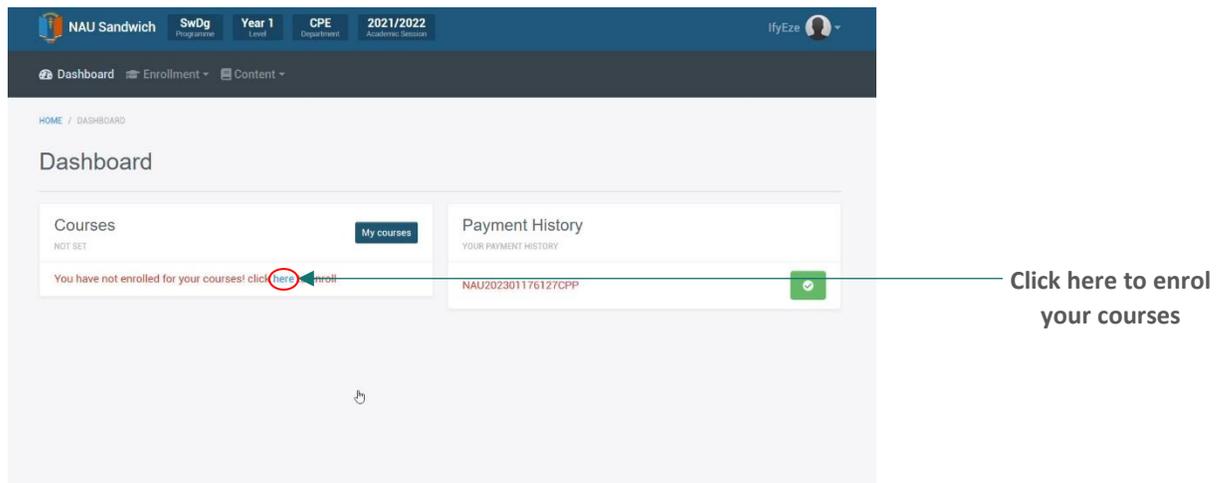
- viii. To affect the payment on the LMS, Click the **Green** button along your transaction ID under the Payment History section of your Student’s Dashboard.

How to Enroll your Courses on the LMS

- i. Login with your student login credentials into the LMS.
- ii. From your Student’s Dashboard, click on the [here](#) hypertext (in blue) under Courses that says “You have not enrolled for your courses! Click [here](#) to enroll” to be able to pick and register your courses for the session.

Note:

Before you will be able to enroll your course in the LMS, ensure you have enrolled for the session first.



- iii. From the displayed course selector page, checkmark the courses you are meant to take from the session in accordance with the university handbook for course for all the different levels:

Course Enrollment

Year 1, course list for

Sandwich (Degree) PROGRAMME	Educational Management and Policy DEPARTMENT	Educational Management and Policy / Accountancy DEPARTMENT OPTION	Standard ENTRY MODE
22 TOTAL COURSES	14 MIN UNIT	29 MAX UNIT	0 SELECTED COURSES

SN	CODE	NAME	OPTIONAL	UNIT	<input type="checkbox"/>
1.	ACC 101	Principles of Accounting I	<input type="checkbox"/>	2	<input type="checkbox"/>
2.	ACC 102	Principles of Accounting II	<input type="checkbox"/>	2	<input type="checkbox"/>
3.	BUS 101	Introduction to Business I	<input type="checkbox"/>	2	<input type="checkbox"/>

- iv. When your done selecting your courses, click on the **Enroll** button at the bottom of the page to register the selected courses.
- v. Click on the Dashboard menu from the LMS menu bar at the top to be able to access your student’s dashboard with all your registered courses displayed (as seen below).

Dashboard

HOME / DASHBOARD

Courses

NOT SET My courses

- EMP 112
Communication Skills in Education Management
0%
- ENG 101
Elements of English Grammar and Usage I
0%
- HED 141
First Aid and Safety Education
0%
- HED 101
Foundations of Health Education
0%
- EDU 221

Payment History

YOUR PAYMENT HISTORY

You are eligible to free enrollment from 1/2/2023 to 3/31/2023. You will be expected to pay LMS access charge to gain access after expiry

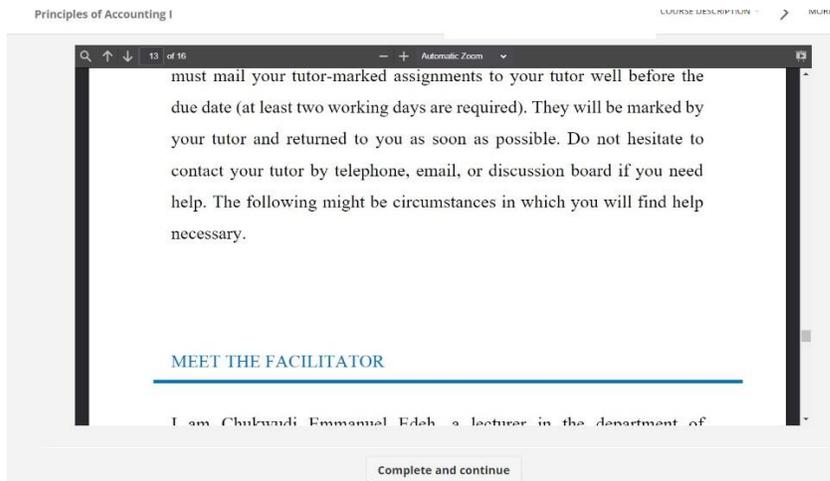
But if you want to pay now, click here to make your payment

How to interact with your Courses on the LMS

- i. Login with your student login credentials into the LMS.
- ii. From the Dashboard click on any of the course you wish to interact with directly or you can assess your Student Courses Dashboard page by clicking on the **Manage Courses** button (in blue), above the courses list.
- iii. If you choose to go through the Manage Courses button, the Student Courses Dashboard will display having all the courses displayed in a more detailed format, showing your total registered courses, courses you have completed, your total study time on the LMS, your earned badges and points on the LMS. On the same page, you will see a right-hand widget showing the powerful tools you can use on this LMS to help with your learning (tools like, **Calendar** – which contains all your notifications to videoconference meetings with your course lecturers, assignments that are timed, and more, **Join Group** tool – that enables you join study groups with fellow students on the LMS to enable a collaborative learning, **Discussion** – where you can hold a chat forum and discuss topics with fellow students, **Progress** – this helps you see how progressive you are with your learning, shows you, your interaction result with each course, **Course Catalog** – this enables you have access to extra certificate courses when the university makes some available for you under your programme to select from and quip yourself with extra qualifications.

The screenshot displays the Nnamdi Azikiwe University LMS Student Courses Dashboard. At the top, there is a navigation bar with the university logo, a '0 POINTS' indicator, and links for 'TEST INSTRUCTOR | LEARNER', 'MESSAGES', and 'HELP'. A search bar is also present. The main content area is titled 'Home' and features a search bar for courses. Below this, a summary bar shows: 17 courses in progress, 0 completed courses, 3d 11h training time, 0 badges, and 0 points. The dashboard is populated with six course cards, each featuring a cloud icon and a progress bar. The courses and their progress are: Principles of Accounting I (ACC101) at 67%, Principles of Accounting I (ACC101) at 100%, Principles of Accounting II (ACC102) at 0%, Management Accounting II (ACC402) at 0%, Introduction to cooperative (COB101) at 0%, and COOPERATIVE FIELD ADMIN II (COB102) at 0%. On the right side, there is a sidebar with several widgets: 'COURSE CATALOG' (Find new courses), 'PROGRESS' (Find out how you are doing with your training), 'JOIN GROUP' (To get access to group courses and discussions), 'DISCUSSIONS' (Hold conversations with fellow users), and 'CALENDAR' (View current and upcoming events).

- iv. From here you can click on any of the courses you wish to study and the course Module page will display for the selected course and you start studying by clicking on the first Module of that course.



- v. When you are done reading a particular module of the course you are studying, there are different completion methods your course lecturer might have set for that course, it could be by clicking on a **Complete** button, answering questions or timing out from the module over a period.
- vi. Continue this way until you finish all the modules of the courses and all the activities embedded in it.

How to view and attempt Assignment on the LMS

- i. Login with your student login credentials into the LMS.
- ii. To view your assignments, click on **My Courses** / or on the course whose assignments you wish to attempt. Then click on the assignment from the list of module activities.

Home / **Principles of Accounting I** (ACC 001)

 **Principles of Accounting I** (ACC 001)
Principles of Accounting
|

Add **Reorder** **View as Learner** **...**

 Course Description

ASSIGNMENT AVAILABILITY 

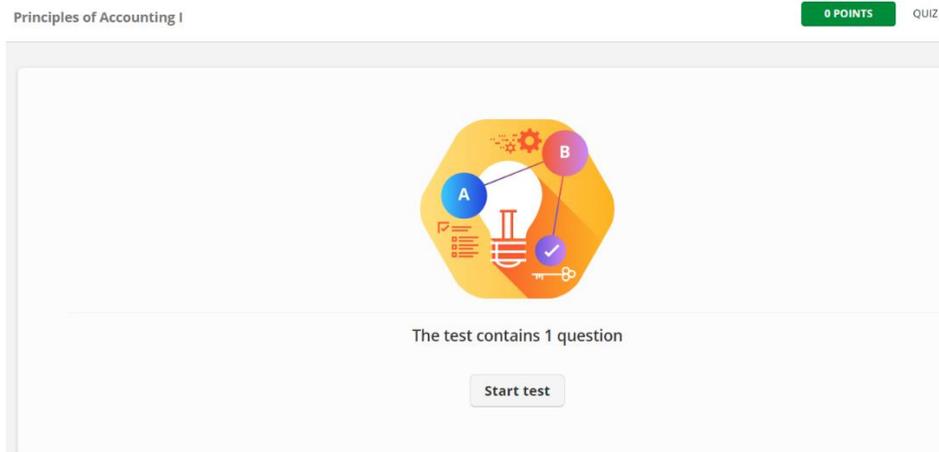
 Assignment 1 for EMP Year 2022/2023

 Study Session one - Introduction to Accounting

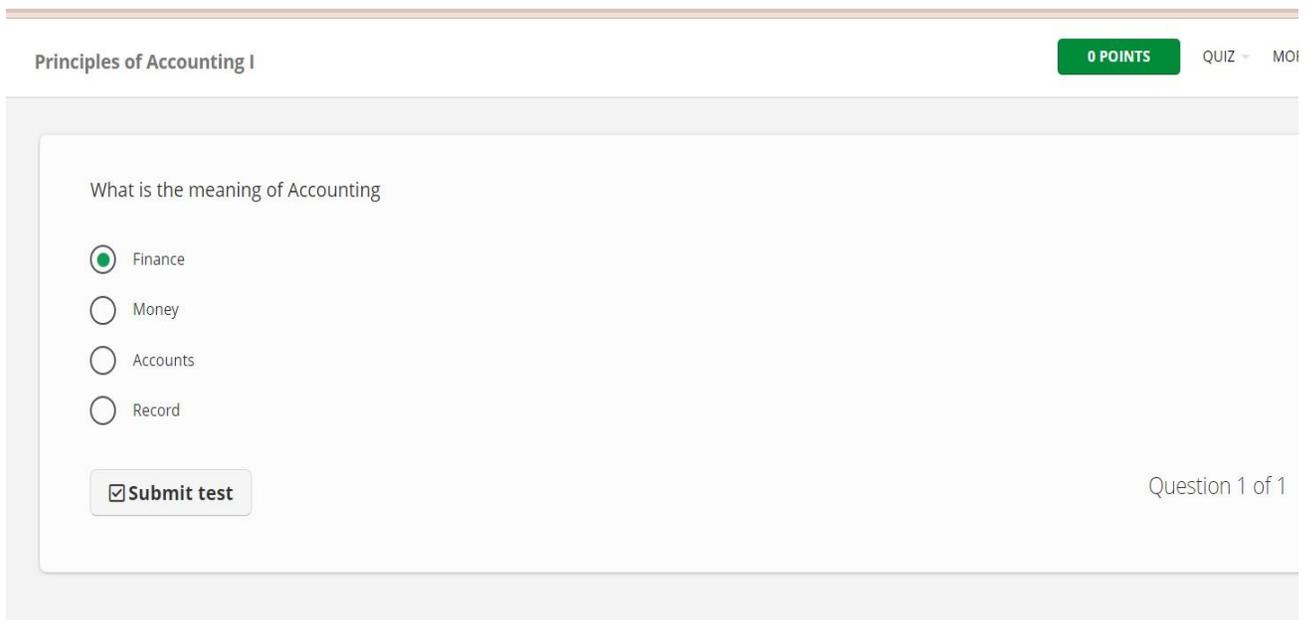
- iii. Click on the assignment and attempt the assignment.

How to Course Quiz on the LMS

- i. Login with your student login credentials into the LMS.
- ii. Click on the course and Attempt the Quiz on the platform.



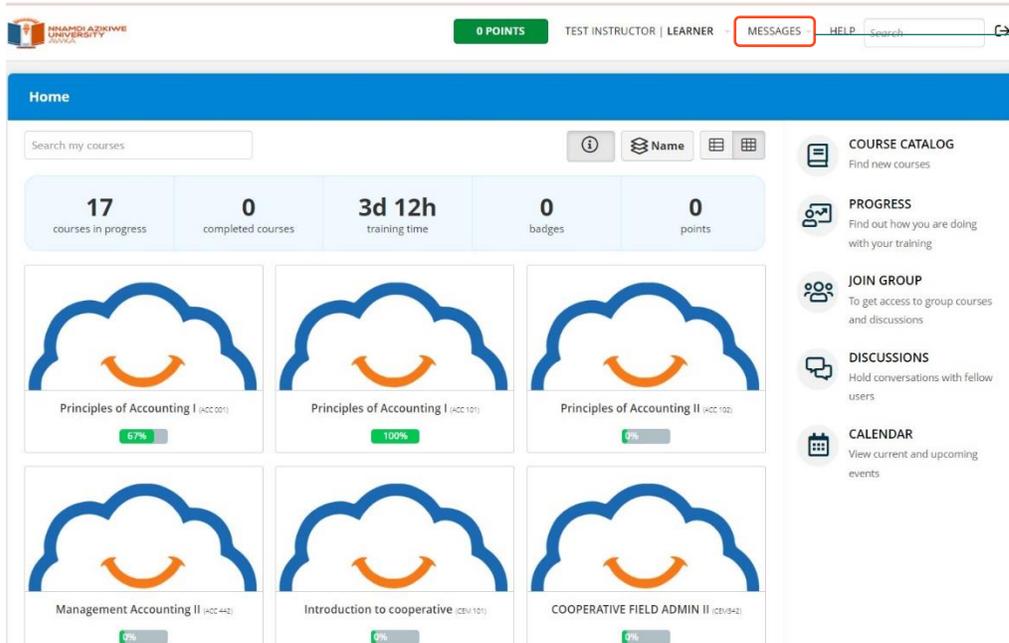
- iii. Click on **Start** button to start the quiz.



- iv. Once you are done click on the **Submit Quiz** button.
- v. Once you submit you will be graded immediately.

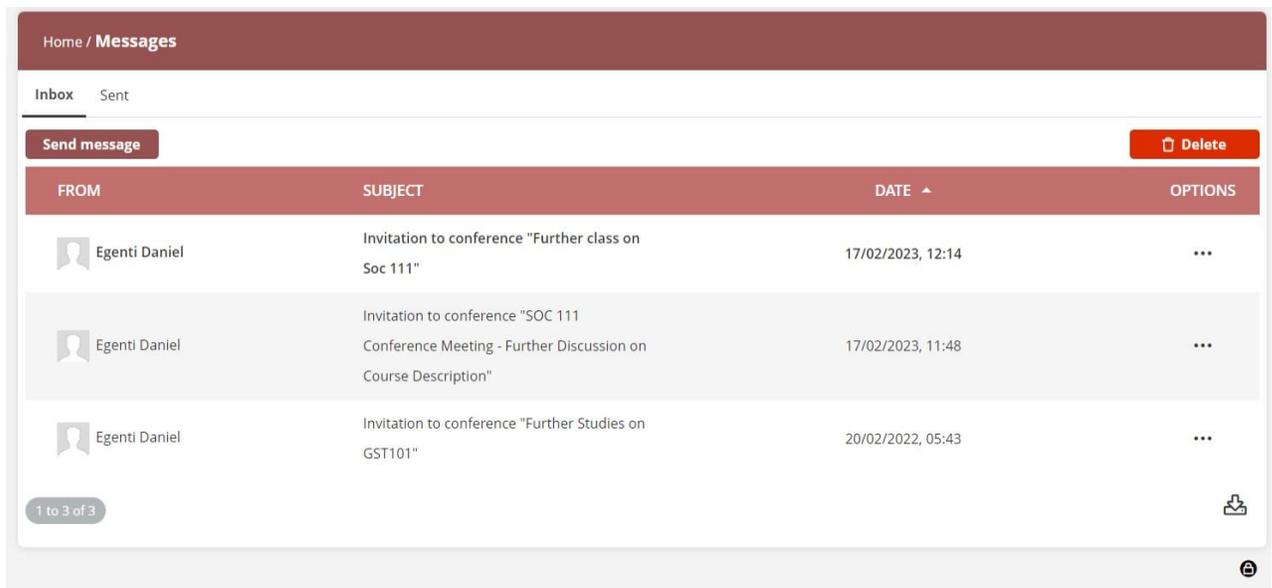
How to Join Live-Lectures

- i. Login with your student login credentials into the LMS.
- ii. Click on My Courses > From the top right Menu bar click on Messages > Click on the lecture schedule and join the meeting.

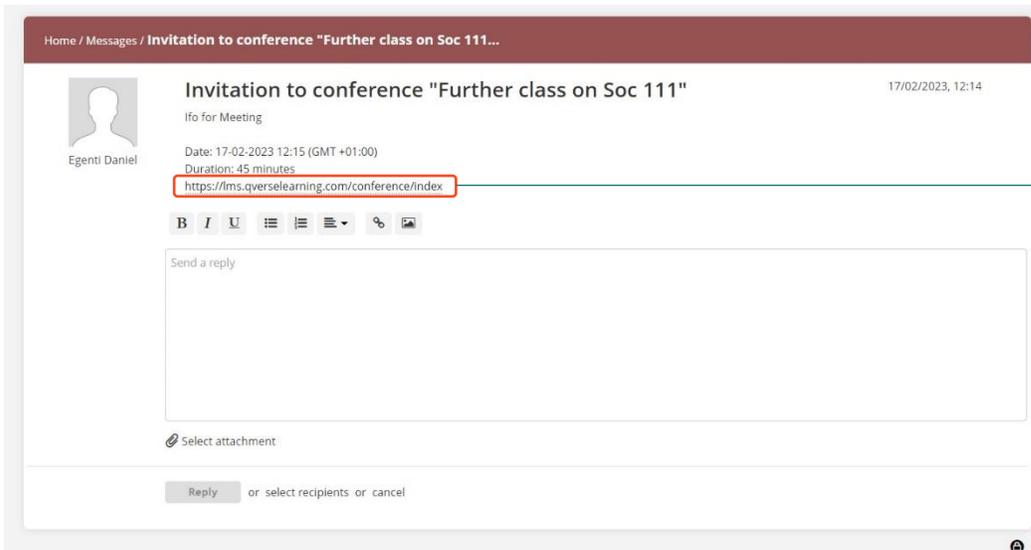


Click here to get the link to the Live-Lecture/ videoconference.

- iii. From inbox select the lecture that is due to be attended.

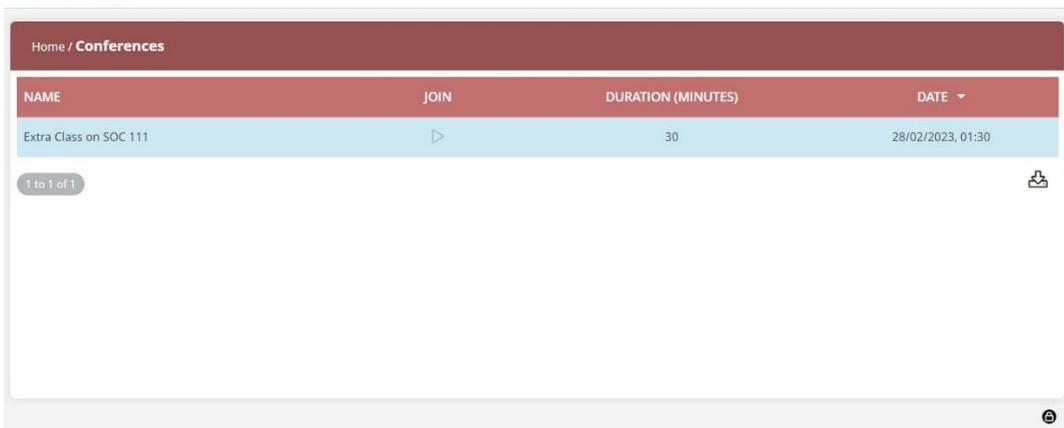


- iv. From the message click the conference link to join the meeting directly.



Click here to get the link to the Live-Lecture/ videoconference.

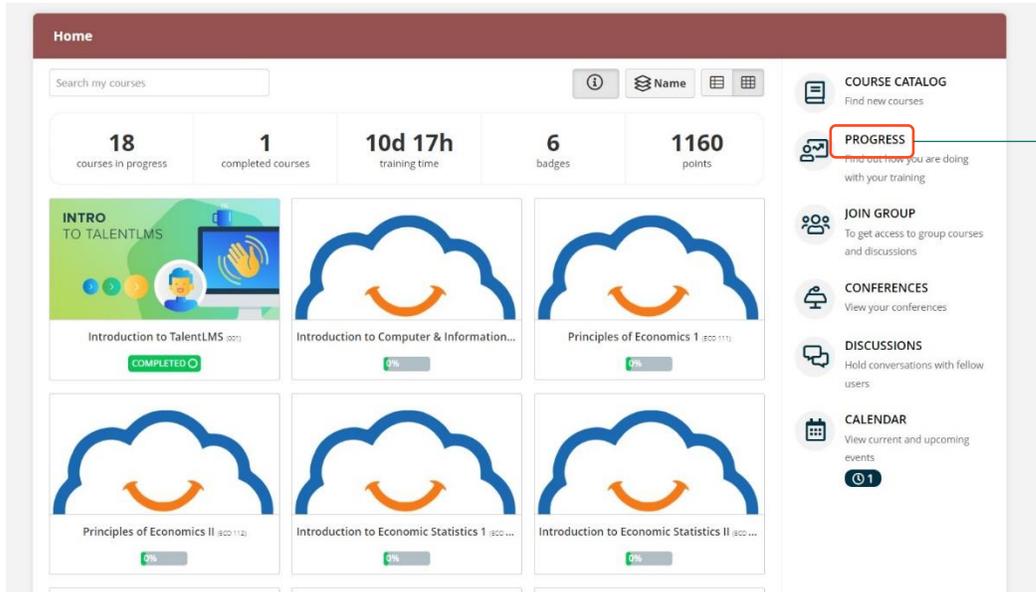
- v. Click the **play-sign** button to launch and join the Live-Conference video for the interactive session with the course tutor.



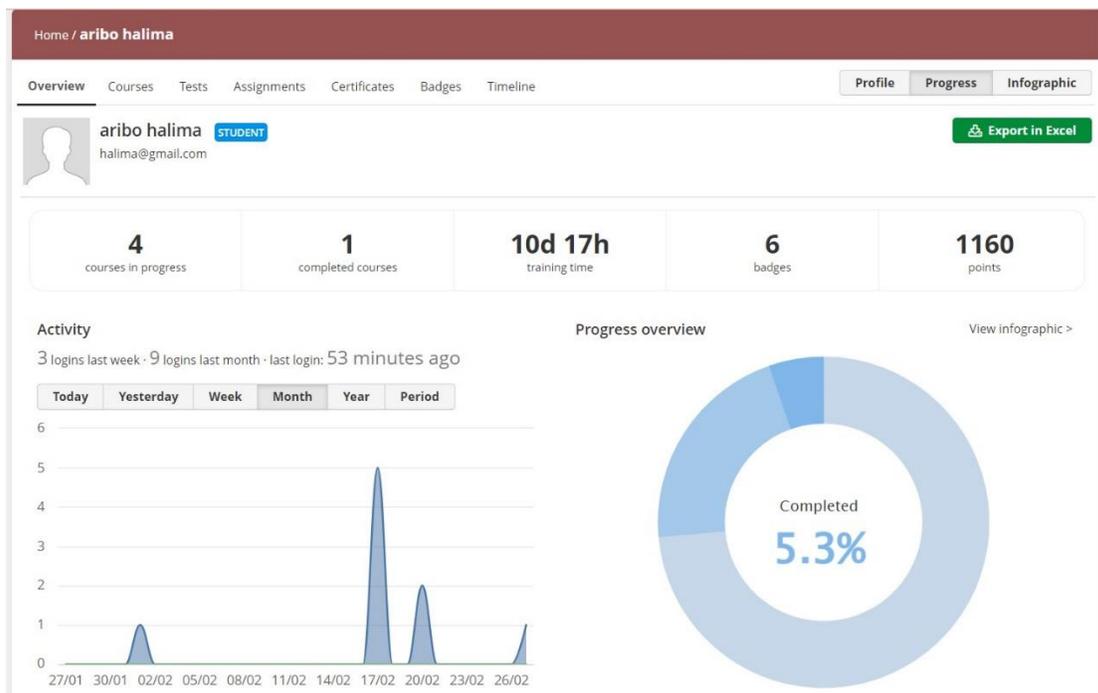
- vi. Click the **play-sign** button to launch and join the Live-Conference video for the interactive session with the course tutor.

How to check your Course Performances

- i. Login with your student login credentials into the LMS.
- ii. Under the course dashboard click on **Progress** from the right-hand widget.



- iii. Below is a sample of the progress/performance display dashboard. Click the different tabs depending on the report you wish to see, (e.g. Overview report, Courses report, Test (Quiz) report, Assignment, Certificates, badges and timeline reports.)



How to participate in Course Discussions

- i. Login with your student login credentials into the LMS.
- ii. Under the course dashboard click on **Discussion** from the right-hand widget.

The screenshot shows the LMS Home dashboard. At the top, there's a search bar and navigation icons. Below that, a summary section displays statistics: 18 courses in progress, 1 completed course, 10d 17h training time, 6 badges, and 1160 points. A grid of course cards follows, including 'INTRO TO TALENTLMS' (completed), 'Introduction to Computer & Information...', 'Principles of Economics 1', and others. On the right sidebar, the 'DISCUSSIONS' button is highlighted with a red box. A callout box with an arrow pointing to it contains the text: 'Click the Progress button to access a full report of your performances.'

- iii. From a list of discussions from different lecturers for different courses, click on any and leave your comment to participate in the discussions.

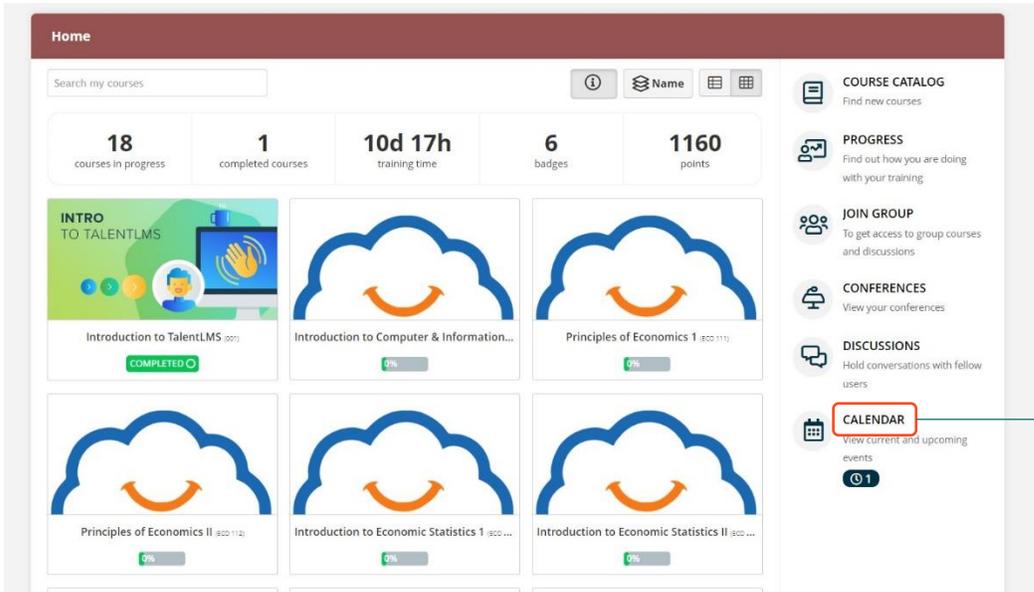
The screenshot shows the LMS Discussions page. The breadcrumb trail is 'Home / Discussions'. A discussion post by Egenti Daniel is visible, titled 'What didn't you understand in my Today's Lectures?'. The post includes a profile picture, the name 'Egenti Daniel', and a '1 reply' indicator. The text of the post is partially visible.

- iv. From a list of discussions from different lecturers for different courses, click on any and leave your comment to participate in the discussions.

The screenshot shows a detailed view of the discussion post. The breadcrumb trail is 'Home / Discussions / What didn't you understand in my Today's Lectures?'. The post is by Egenti Daniel, an instructor, dated 20/02/2022. The text of the post is: 'Welcome to this Video meeting, It is important you listen for the purpose of understanding some extra points that will assist you make good grades in the course'. Below the post, there is a comment by Arbo Halima, dated 20/02/2022, which says: 'I understood everything but need a link for further studies on the Entire Courses'. An image titled 'My Passport.jpeg' is attached to the comment. At the bottom, there is a 'Comment' input field and a 'Reply' button.

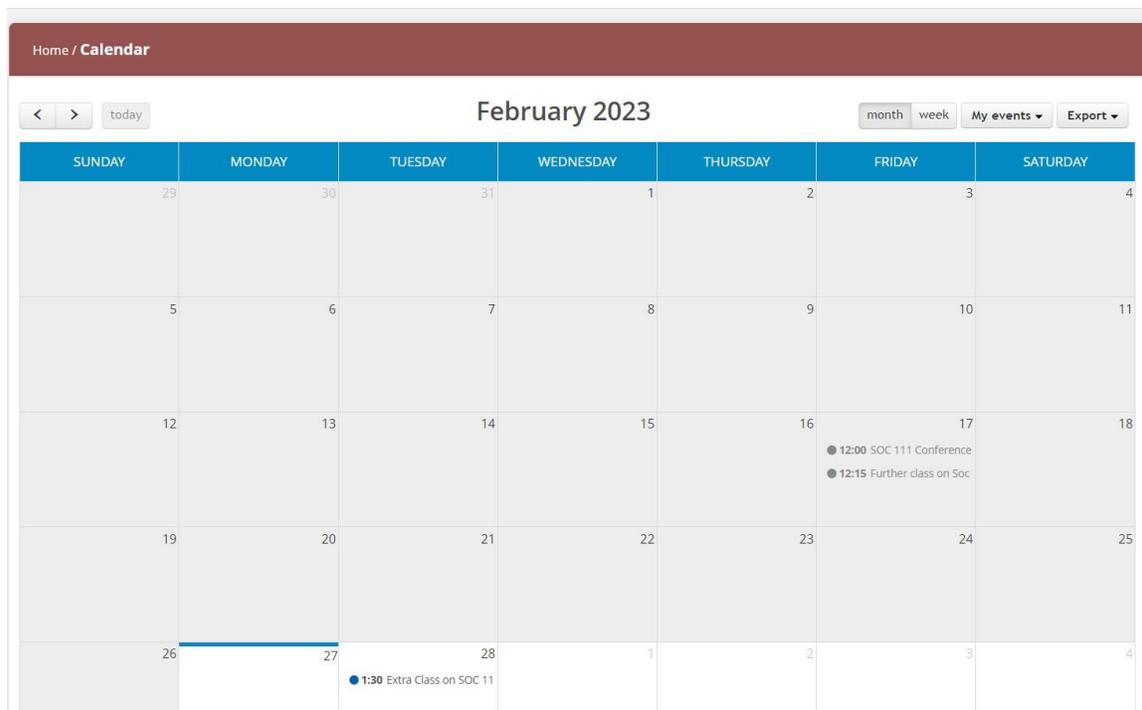
How to Access & Navigate Calendar/Events

- i. Login with your student login credentials into the LMS.
- ii. Under the course dashboard click on **Calendar** from the right-hand widget.



Click the *Progress* button to access a full report of your performances.

- iii. From the calendar click on events and activities scheduled to interact with them



THE END