



الجامعة العربية المفتوحة
Arab Open University

LMS-Online Service

Learning Management System

Tutor Manual

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1. Access to the LMS

First method:

Go to AOU website: <https://www.arabou.edu.sa>, from homepage, click on the icon “e-Learning (LMS)”.

The screenshot shows the homepage of the Arab Open University. At the top, there is a search bar with the URL <https://www.arabou.edu.sa> entered. Below the search bar, the website header includes the AOU logo, the Ministry of Education logo, and navigation links for Career, Staff Directory, Media, and عربي. Social media icons for Facebook, Twitter, Instagram, YouTube, and Snapchat are also present. A main navigation menu lists: About, Academics, Admission, Students, Alumni, Research, Centers, and Giving. The main content area features a large image of graduates celebrating on a stage. At the bottom, a row of service icons is displayed, with the 'e-Learning (LMS)' icon highlighted by a red box and a red number '2' next to it. The other icons are: Apply Online, SIS, e-Library, Academic Calendar, International Centre of, Employees Portal, and Email.

Alternatively, from “Students” drop-down menu, click on the “Learning Management System” option.

The screenshot shows the top navigation bar of the Arab Open University website. The search bar at the top left contains the URL <https://www.arabou.edu.sa>, which is highlighted with a red box and labeled '1'. The navigation menu includes 'About', 'Academics', 'Admission', and 'Students'. The 'Students' menu is highlighted with a red box and labeled '2'. A dropdown menu is visible under 'Students', with the 'Learning Management System (LMS)' option highlighted in green and labeled '3'. Other options in the dropdown include 'Students', 'Student Affairs', 'OUVP Student Guide', 'Student Information System (SIS)', 'Email', 'Library & Learning Resources', 'Academic Calendar', 'Student Guide', 'Examinations', 'Forms', and 'FAQs'. The 'View More' button is also visible below the dropdown menu.

From the next page, click on the "Staff" option to be moved to the Learning Management System (LMS) website.

The screenshot shows the Learning Management System (LMS) website. The main heading is 'Learning Management System (LMS)'. Below the heading, there is a red arrow pointing to the 'Staff' option. Underneath, there are three sections: 'LMS Student Manual' with a PDF icon and the link 'LMS System Student Manual .pdf'; 'Attending Virtual Classes' with a PDF icon and the link 'Attending Virtual Classes Using MS Teams Student Manual.pdf'; and 'Using E-Books' with a PDF icon and the link 'Using E_Books Student Manual.pdf'.

Second method:

Go directly to the LMS website through this link: <https://mdl.arabou.edu.kw/ksa>

← → ↻ 🏠 <https://mdl.arabou.edu.kw/ksa/> 90% ☆ ⌵ ⌵ ⌵ ⌵

Arab Open University - KSA LMS

ANNOUNCEMENTS

مرحبا بكم في نظام ادارة التعلم الجديد

Learning Management System (LMS) - AOU@KSA

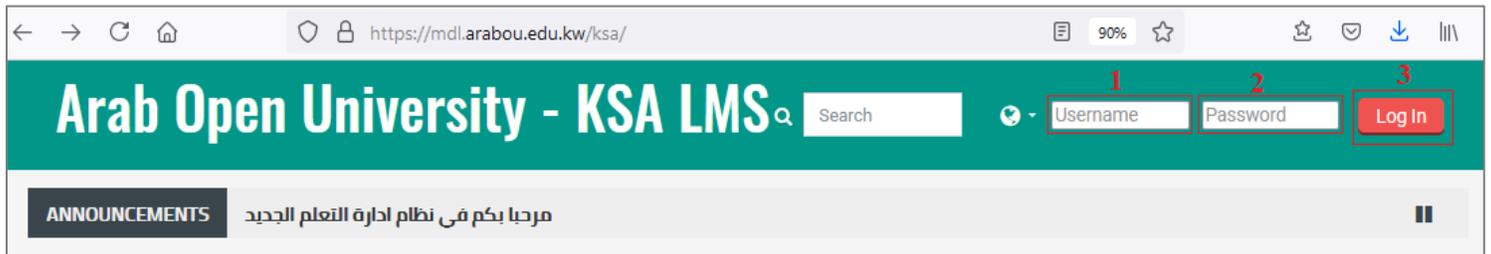


How to login to LMS and change your password

2. Log in to the LMS

To log in, type the "username" and "password" of your account on the system in the space provided for that then click on the "Log in" button, either at the top right corner of the webpage, or in the middle.

At the top right corner of the webpage:



In the middle of the webpage:

The screenshot shows a modal login window. At the top left is a hamburger menu icon and the word "Login". Below it are two input fields: "Username" (labeled with a red '1') and "Password" (labeled with a red '2'). Under the password field is a checkbox labeled "Remember username". At the bottom of the form is a dark grey button labeled "Log in" (labeled with a red '3'). Below the button is a link that says "Lost password?".

For new teachers, they can contact the technical support department of their branch to obtain their account data on the Learning Management System (LMS).

After first log in for new tutors, the system will ask to change the current (**temporary**) password as in the image below.

Change password

Username **m.samy**

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 #

Current password  **1**

New password  **2**

 **3**

New password (again)

4

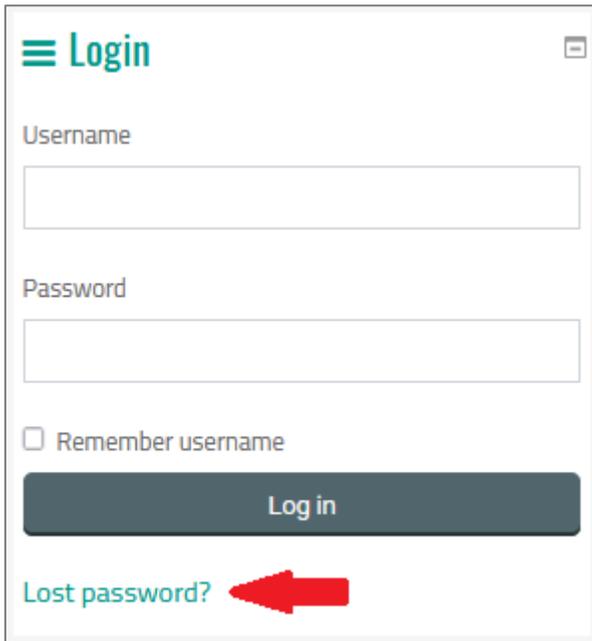
Type the current password in the first field, then type a new password in the second field, then retype the new password in the third field to confirm, then click on the “**Save changes**” button.

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 %.

3. Reset LMS Password

The tutor can reset the LMS password in case of loss and obtain a new one, by following the below steps:

- 1- Click on the link "Lost password?" or "Forgotten your username or password?"



≡ Login

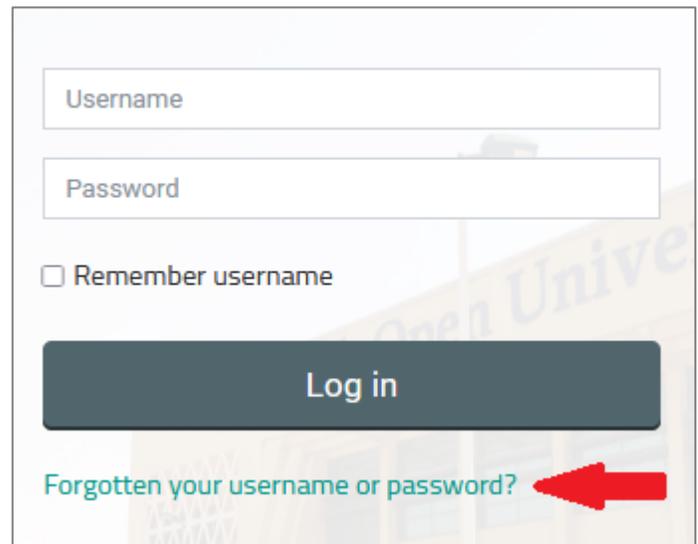
Username

Password

Remember username

Log in

Lost password? 



Username

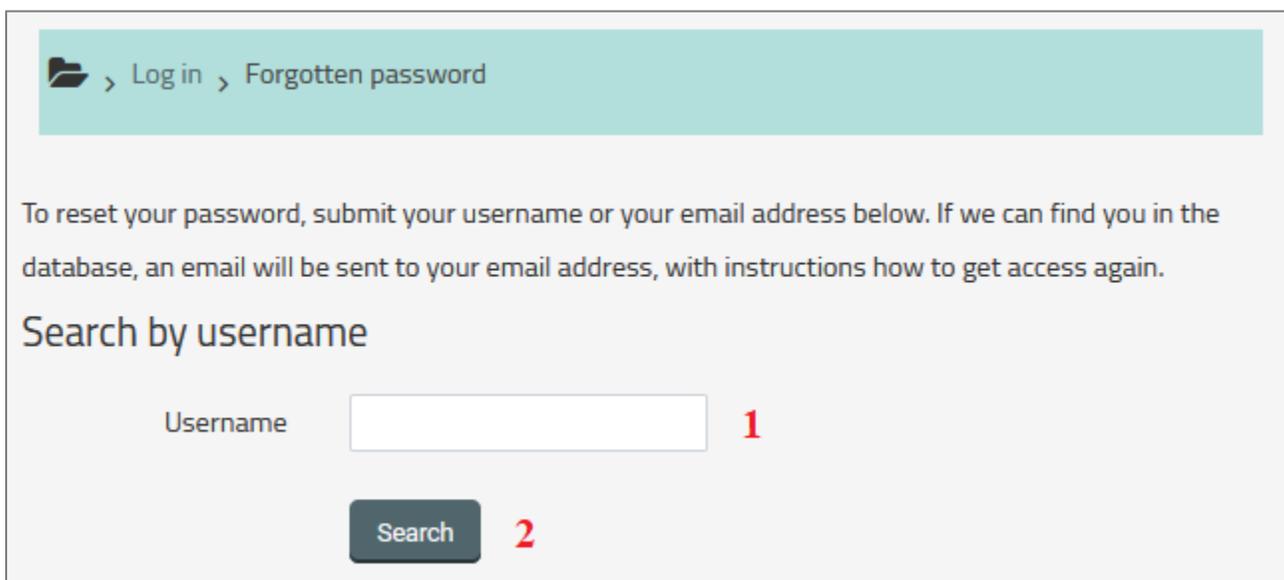
Password

Remember username

Log in

Forgotten your username or password? 

2. You will be moved to the next page:



Log in > Forgotten password

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

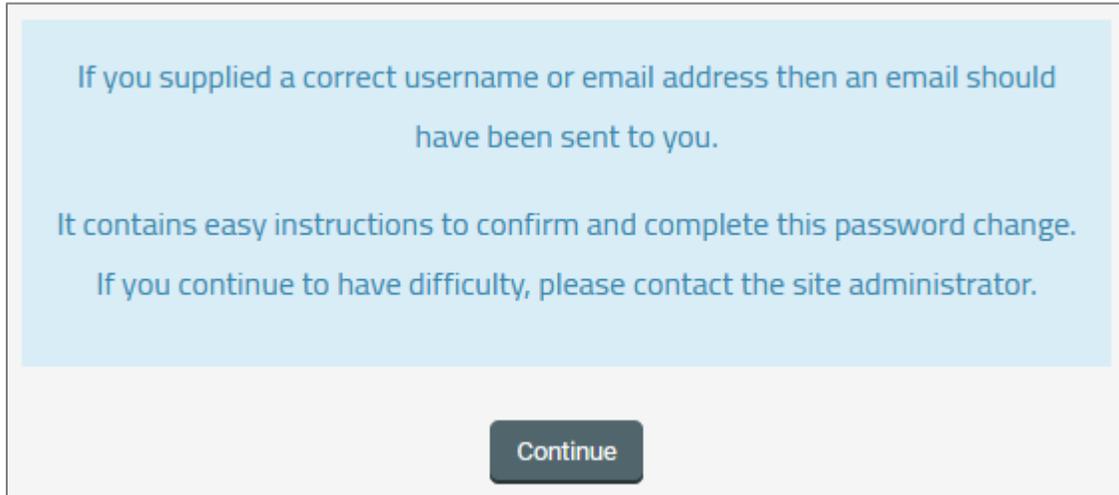
Search by username

Username **1**

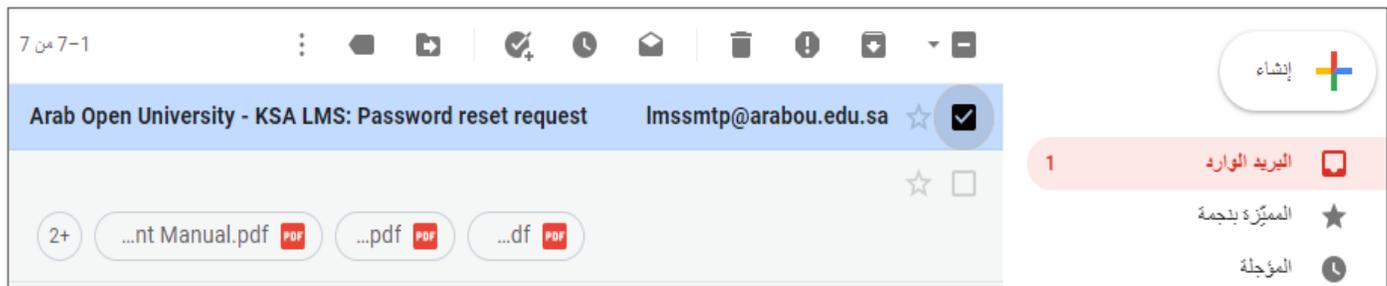
Search **2**

3- Type in the username and then click on the "Search" button.

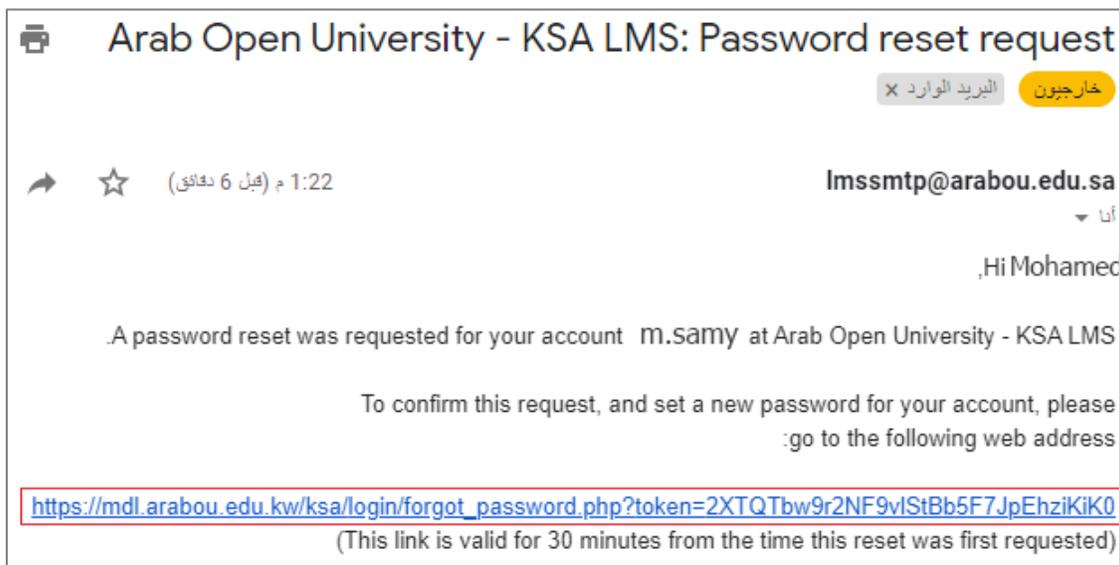
The system will send a message to your email, containing a link to reset your password.



4. Open your email to access the message.



5. Open the message and then click on the link to go to the "reset password" webpage.



6. On the "reset password" webpage, type a new password in the first field, then retype the new password in the second field to confirm, and then click on the "Save changes" button.

Set password

Username m.samy

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 #

New password  **1**

 **2**

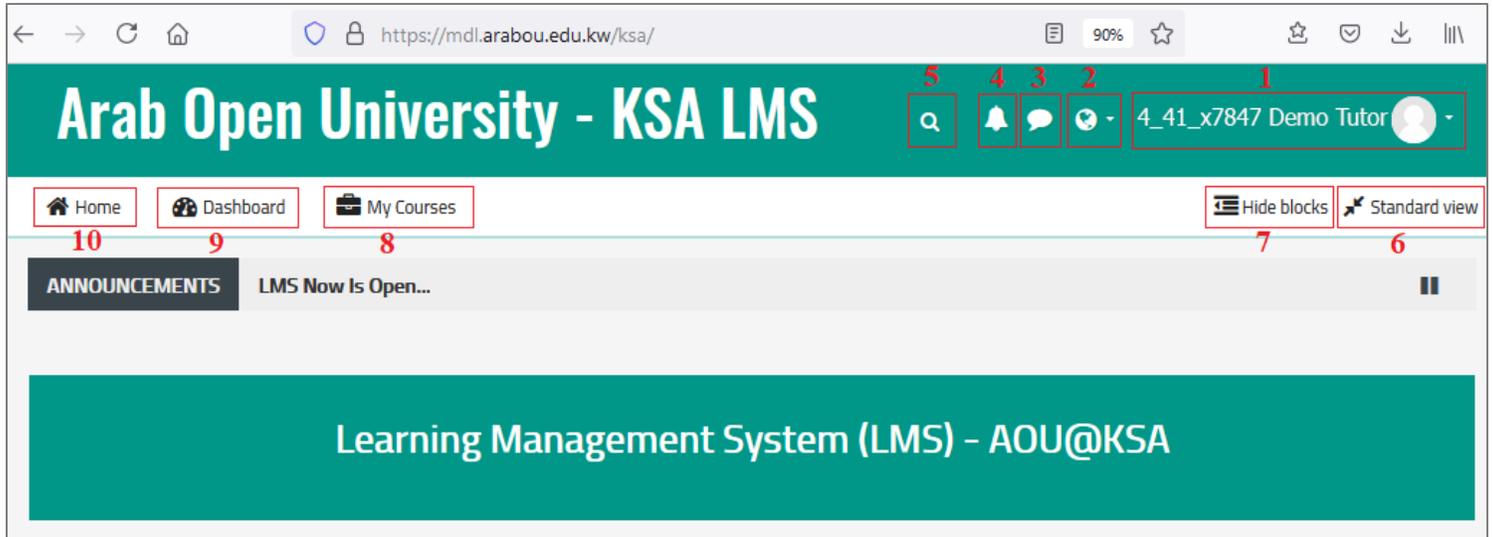
New password (again)

3

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 %.

4. LMS Homepage

Upon successful login, the tutor is moved to the LMS homepage.



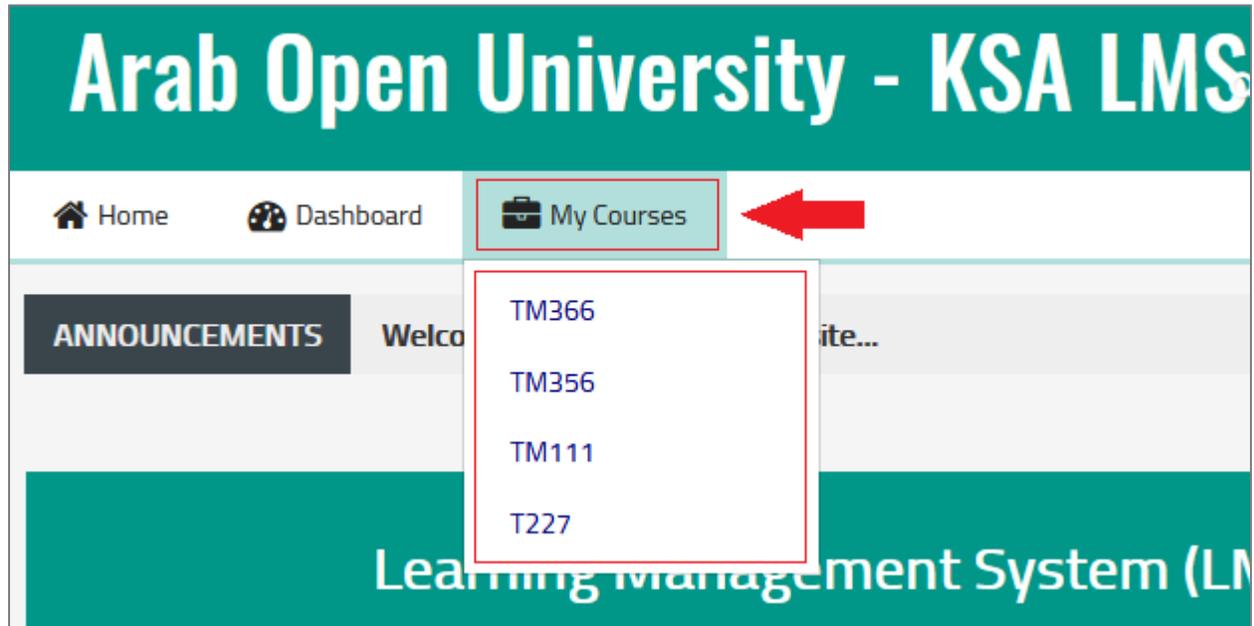
At the top of the webpage, there is a set of useful icons and links for tutors, as shown below:

- 1- **Tutor name:** When you click on this link, a drop-down list is displayed with several options such as Dashboard, view profile, preferences, and logout.
- 2- **Language:** Through this menu, you can switch between Arabic and English as the display language of the system.
- 3- **Toggle messaging drawer:** Access to messages sent to you from your students.
- 4- **Notification Menu:** View the menu of notifications.
- 5- **Search:** Display the search box within the system.
- 6- **View mode:** to switch between standard view and full screen view.
- 7- **Hide and show blocks:** To control hiding and showing blocks on the webpage, which contain useful resources and functions for tutors.
- 8- **My Courses:** to display a list of your courses that you are teach this semester, from which you can go to the LMS page of each course.
- 9- **Dashboard:** To go to the dashboard webpage.
- 10- **Home:** to go to the homepage of the LMS.

5. Access to the Courses

Each course has a page dedicated exclusively for its participants, namely the tutors and the students enrolled in this course.

All courses you teach will appear under “My Courses” list.



In addition, the same list can be accessed through the "My Courses" block displayed within the contents of the system homepage:



To go to any course page, click on the course name from the list, to be moved to the page of this course:

GR101

4_41_x7847 Demo Tutor

Home Dashboard My Courses This course

[GR101] Self-Learning Skills

General

هلا وسهلا بكم عزيزي الطالب وعزيزتي الطالبة في مقرر
مهارات التعلم الذاتي GR101
بالفصل الصيفي للعام الأكاديمي 2021م
أعزائي الطلبة ارجو الاطلاع على موقع الجامعة الرئيسي قبل ما تطرح اي سؤال
<http://www.arabou.edu.sa/Pages/default.aspx>
والاطلاع على مهام ومسؤوليات كل قسم ووسائل الاتصال بهم المتاحة بين يديك
كذلك افتح ملفات ال PDF وقرأ التعليمات التي بداخلها سوف تجد كل مشكلة تواجهك له حل خاصة
اشهر مشكلتين اليميل والرقم السري

6. Course Page Content

A course page will usually have three columns: two narrow ones on the sides and a wider one in the middle.

The main column in the middle is where all your course materials will be located, laid out usually in topics or weekly format.

The left column will display various “**blocks**” designed for quick and easy reference and navigation, while the right one will have other, useful functions and resources, depending on your course coordinator.

Page layout may vary from one course to another.

(The current layout of course pages is a left column for blocks and a main column for content)

The main column in the middle of the page includes all course contents and includes some or all of the following:

- 1- **Course coordinator:** He is the general supervisor of the course, and his data (his name and e-mail) are often found at the top of the course page.
- 2- **Course calendar:** It includes the distribution of the course materials as well as the various course events such as assignments and quizzes over the weeks of course study.
- 3- **Forums:** such as the announcement forum or the forum for assignments or quizzes, and we will explain this part in some details later on.
- 4- **Links to the virtual classes:** Links to the virtual classes of the course are located in the middle of the course page, either directly on the main page, or in a file for the links of virtual classes, where each section has its own VC link.

VC Links directly on the course page:

روابط المحاضرات VC Links						
Session	Days	Time Starts	Time Ends	Tutor Name	Tutors' personal emails	VC Link
1101	Sunday to Thursday	10:00	12:00	Ms. Nour Albayed	nourba2030@gmail.com	https://teams.microsoft.com/jc-af66-41c4-883f-51445cdbbb82%22%7d
1102	Sunday to Thursday	12:00	14:00	Ms. Nour Albayed	nourba2030@gmail.com	https://teams.microsoft.com/jc-af66-41c4-883f-51445cdbbb82%22%7d
1201	Sunday to Thursday	10:00	12:00	Dr. Sayid Madbouly	saidibrahim43@hotmail.com	https://teams.microsoft.com/jc-d597-41ff-becf-d6fab05beb61%22%7d
1203	Sunday to Thursday	16:00	18:00	Mr. Mohamad Yasin	yasinyasin2202@gmail.com	https://teams.microsoft.com/jc-b075-4676-9f50-dad49dec446f%22%7d

VC Links in a separated file:



- 5- **Course material:** In the middle of the course page, you will find all course material. It is usually formatted in the form of topics or weeks, including the course material in the form of PowerPoint, Word, and PDF files.

Topic 2

-  **GR101-Self Learning Skills- Unit-1**
إفتح الملف لتحميل الوحدة الاولى من كتاب مهارات التعلم الذاتي
-  **GR101-Self Learning Skills- Unit-2**
إفتح الملف لتحميل الوحدة الثانية من كتاب مهارات التعلم الذاتي
-  **GR101-Self Learning Skills- Unit-7**
إفتح الملف لتحميل الوحدة السابعة من كتاب مهارات التعلم الذاتي
-  **GR101-Self Learning Skills- Unit-8**
إفتح الملف لتحميل الوحدة الثامنة من كتاب مهارات التعلم الذاتي
-  **GR101-Self Learning Skills- Unit-9**
إفتح الملف لتحميل الوحدة التاسعة من كتاب مهارات التعلم الذاتي
-  **GR101-Self Learning Skills-Unit-10**
إفتح الملف لتحميل الوحدة العاشرة من كتاب مهارات التعلم الذاتي

- 6- **Assignments:** Allow teacher to submit an assignment (also known as TMA) to students, asking them to prepare an electronic document (such as a Word file) and submit it on the system within a certain period, and we will explain this part in some details later on.
- 7- **Quizzes:** The course coordinator can prepare one or more quizzes and include them on the course page, and we will explain this part in some details later on.

7. Forums

Forum: It is a means of communication between course participants, and it is a page on which topics and replies can be posted by course participants (students and tutors) to discuss among themselves and exchange opinions, ideas and notes. The course page may contain one or more forums such as announcement forum, TMA forum, and quizzes forum.

The forum is distinguished from other activities on the course page by this icon:



Such as the "Announcements" forum, which deals with all announcements for the course:



To view the forum content, click on the forum link, and you will be moved to the forum page:

Announcements اعلانات

إعلان الاختبار القصير الثاني

أعزائي الطلاب: يُرجى التكرم بالعلم بأن الاختبار القصير الثاني لمقرر عربي 112 سيكون يوم الاثنين الموافق 2021 05/07 في تمام الساعة 11 صباحًا للشعب 1301 - 1302 - 1303. والشعب 1304 - 1305 - 1306 الساعة 12 ظهرًا. ليس هناك اختبار تعويضي، لذا حضور الاختبار في وقته واجب

Add a new topic



(No announcements have been posted yet.)

To add a new topic in this forum, click on the "Add a new topic" button, and the section for adding a new topic will appear as shown below:

Add a new topic

Subject ¹ 1

Message ²

3 Post to forum Cancel Advanced

Type the topic subject, then type the topic message, then click the "Post to forum" button to post the topic in the forum.

All topics posted in the forum appear on the forum page, as shown below:

Discussion	Started by	Last post ↓	Replies
☆ لمن فاته الاختبار	 Mr. Mohammad ... 6 Jul 2021	 Mr. Mohammad ... 6 Jul 2021	0
☆ المادة العلمية التي يغطيها الاختبار القصير الثاني	 Mr. Mohammad ... 6 Jul 2021	 Mr. Mohammad ... 6 Jul 2021	0

It shows the title of the topic, the publisher who started the topic, the author of the last comment on the topic, and the number of replies to this topic.

To view any of the forum topics, click on the topic title to be moved to the page for that topic:

Announcements الاعلانات

المادة العلمية التي يغطيها الاختبار القصير الثاني

Display replies in nested form Move this discussion to ... Move

 المادة العلمية التي يغطيها الاختبار القصير الثاني
by Mr. Mohammad Samy - Tuesday, 6 July 2021, 10:37 AM

ما هي المادة العلمية (المواضيع) التي يغطيها الاختبار القصير الثاني؟

Permalink Edit Delete Reply

 **Re:** المادة العلمية التي يغطيها الاختبار القصير الثاني
by Mr. Ahmed Abdullah - Tuesday, 6 July 2021, 10:48 AM

يغطي الاختبار المواضيع من الفصل الخامس وحتى الفصل العاشر.

Reply

On the topic page, the topic and all replies to this topic appear, any student or tutor in the course can add a reply to the topic or to other replies, and the topic author can modify or delete it.

8. Grading Assignments

Assignments (TMAs) allow teacher to submit an assignment to students, asking them to prepare an electronic document (such as a Word file) and submit it on the system within a certain period.

Receiving and submitting the assignment (TMA) is only from the course page on the system.

Access to the assignment file:

- 1- Log in to the LMS.
- 2- Go to the course page by choosing the course from the list "My Courses".
- 3- On the course page, click on the assignment (TMA) link to download the file and save it on your device.

Topic 3

 **Download TMA here-AFL111 - Summer 2020/2021- اضغط هنا لتنزيل الواجب**

 **Upload TMA here-AFL111-Summer 2020/2021- اضغط هنا لتحميل الواجب**

 **Not Submitted**

Due 20 June 2021

Access to students' answer files:

- 1- Log in to the LMS.
- 2- Go to the course page by choosing the course from the list "My Courses".
- 3- On the course page, click on the link for submitting (**uploading**) the TMA.

Topic 3

 [Download TMA here-AFL111 - Summer 2020/2021- اضغط هنا لتنزيل الواجب](#)

 [Upload TMA here-AFL111-Summer 2020/2021- اضغط هنا لتحميل الواجب](#)

 Not Submitted

Due 20 June 2021

You will be moved to TMA grading summary page.

Separate groups

Grading summary

Hidden from students	No
Participants	359
Submitted	146
Needs grading	146
Due date	Thursday, 8 July 2021, 11:59 PM
Time remaining	2 days 12 hours

[View all submissions](#) [Grade](#)

On this page, there is information about the TMA such as the total number of students "**Participants**", the number of students who have submitted the TMA "**Submitted**", the "**due date**", and the "**time remaining**".

After the deadline for students to submit the TMA ends, the tutor can start grading the assignment by following these steps:

Click on the "View all submissions" button to be moved to the next page:

رابط ملف الواجب

Grading action Choose...

Separate groups All participants

Reset table preferences

First name

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

1

On this page, a list of all the students of the sections you teach in this course appears, and the students of each section of the same course can be listed separately to organize the grading process by selecting the section (**group**) from the "Separate groups" menu:

Separate groups All participants

All participants

My groups

1301

1302 K

1303

1304

Other groups

ic K

First name

All A B C D

Surname

All A B C D

After selecting a particular section, only a list of all students for that section appears:

رابط ملف الواجب

Grading action Choose...

Separate groups 1301

Select	First name / Surname	Email address	Status	Grade
<input type="checkbox"/>	Hashim Ehab Kutbi	s9501820741@aou.edu.sa	Submitted for grading	Grade <input type="text"/> / 20.00
<input type="checkbox"/>	Zinab Saleh Ba Wazir	S20511174@aou.edu.sa	Submitted for grading	Grade <input type="text"/> / 20.00
<input type="checkbox"/>	Abdullah Samed Hussein	s20521210@aou.edu.sa	Submitted for grading	Grade <input type="text"/> / 20.00

This list contains all section students, the TMA submission status for each student, the submission date for each student, and the TMA response file for each student.

The TMA response file for any student can be viewed and saved on your device by clicking on the file next to that student.

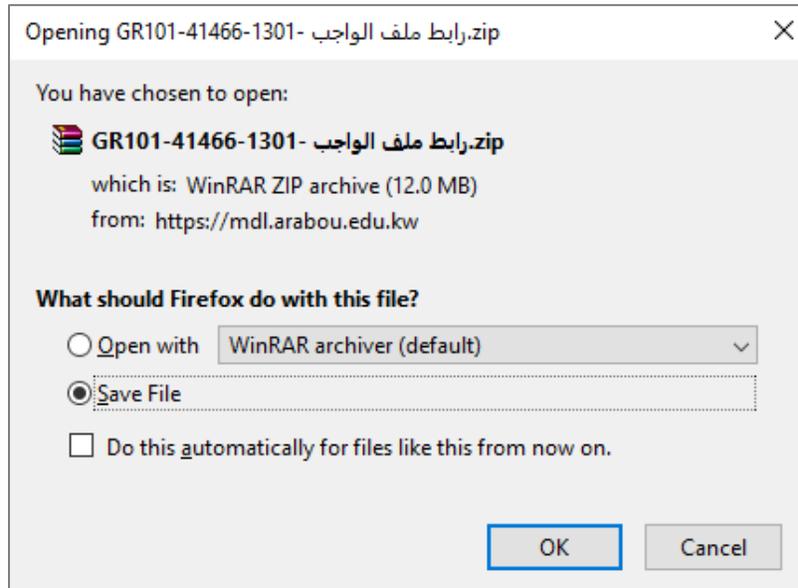
It is also possible to download TMA response files for all students of this section at once by clicking on the “**Download all submissions**” option from the “**Grading action**” drop-down menu at the top of the page:

رابط ملف الواجب

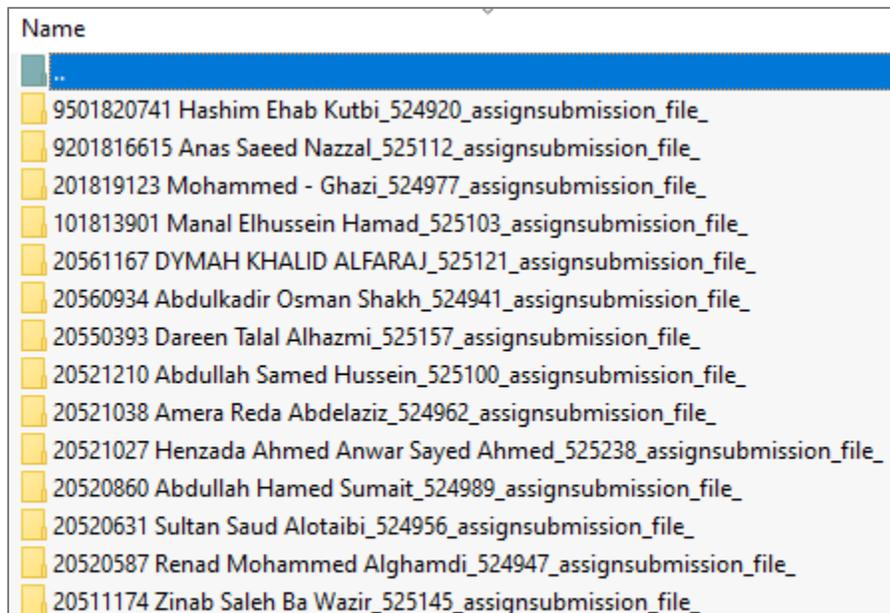
Grading action Choose...

- Choose...
- Download all submissions**
- View gradebook

When you click on this option, the system downloads all the TMA files for all students of this section into one zip file and saves it in the “Downloads” folder on your device:



Then you can open the zip file and review the TMA files for all students and start the grading process. Inside the zip file, you will find a folder for each student with his TMA file:

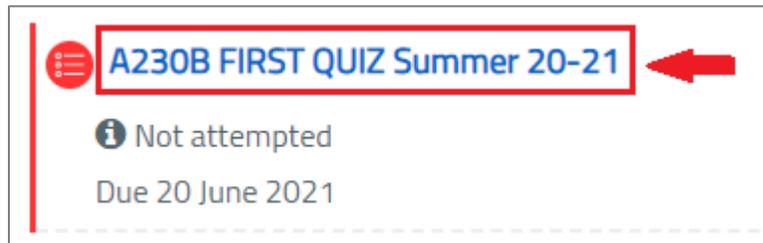


9. Quizzes

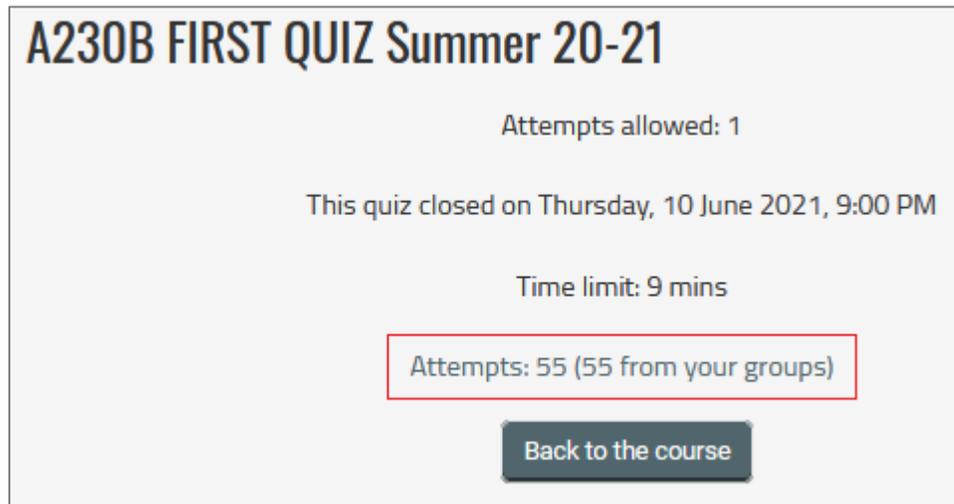
The LMS allows the course coordinator to prepare electronic quizzes and add questions of various types to the quiz such as true, false and multiple-choice questions, with the ability to automatically correct non-essay questions such as the aforementioned types.

If the course coordinator offers a quiz on the course page, the quiz can be accessed as follows:

- 1- Log in to the LMS.
- 2- Go to the course page by choosing the course from the list "My Courses".
- 3- On the course page, click on the quiz link to be moved to the quiz page.



On the quiz page, information related to this quiz appears, such as the number of “Attempts allowed”, as well as the time of opening and closing the quiz and the time allowed to perform the quiz.



The tutor can review the attempts of the students registered in the sections he teaches by clicking on the "Attempts" link as shown in the image above, to be moved to the next page:

A230B FIRST QUIZ Summer 20-21

Visible groups All participants Attempts: 55 (55 from your groups)

▼ What to include in the report

Attempts from enrolled users who have attempted the quiz

Attempts that are In progress Overdue Finished Never submitted

Show only attempts that have been regraded / are marked as needing regrading

▼ Display options

Page size 100

Marks for each question Yes

Show report

On this page, all students' attempts are shown, and the way results are displayed can be controlled through the following filters:

- **Visible groups:** To control the display of students of a particular section or all sections.
- **Attempts from:** To control the way students display, the options available are (all students, students who have attempted the quiz, or students who have not attempted the quiz).
- **Page size:** To control the number of students displayed per page.

When you change one of these filters, you must click on the "**Show report**" button to apply the new changes, and show the results on the same page as in the image below:

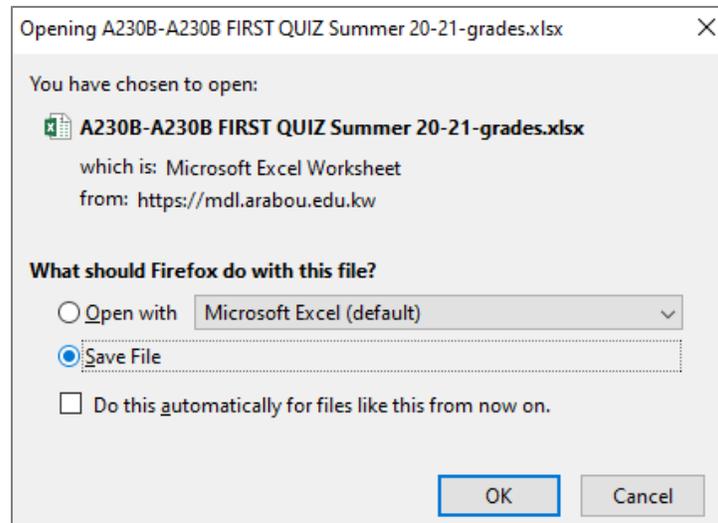
Download table data as Microsoft Excel (.xlsx) Download

	First name / Surname	Email address	State	Started on	Completed	Time taken	Grade/6.00	Q. 1 /1.00	Q. 2 /1.00	Q. 3 /1.00	Q. 4 /1.00	Q. 5 /1.00	Q. 6 /1.00
<input type="checkbox"/>		s@aoou.edu.sa	Finished	10 June 2021 8:00 PM	10 June 2021 8:09 PM	9 mins 35 secs	5.00	✓ 1.00	✓ 1.00	✓ 1.00	✓ 1.00	✗ 0.00	✓ 1.00
													Review attempt
<input type="checkbox"/>		s@aoou.edu.sa	Finished	10 June 2021 8:00 PM	10 June 2021 8:01 PM	1 min 8 secs	6.00	✓ 1.00	✓ 1.00	✓ 1.00	✓ 1.00	✓ 1.00	✓ 1.00
													Review attempt
<input type="checkbox"/>		s@aoou.edu.sa	Finished	10 June 2021 8:00 PM	10 June 2021 8:05 PM	4 mins 50 secs	6.00	✓ 1.00	✓ 1.00	✓ 1.00	✓ 1.00	✓ 1.00	✓ 1.00
													Review attempt

Where all students' attempts appear with its details (student's ID/name, email, submission status, start and completion time, time taken, total grade, and the grade of each question of the quiz).

Tutor can review any attempt by clicking on the "**Review attempt**" link below the student's name.

He can also download a file with the students' grades, by choosing the required file format such as Excel or PDF file from the "**Download table data as**" drop-down menu at the top and then clicking on the "**Download**" button to get the grades file.



10. LMS Blocks

LMS block is a square that loads in the right-hand or left-hand side of the page.

The blocks provide a system service or show information, such as the "AOU Courses" block through which the e-book can be accessed, and the "People" block that displays the course participants (coordinator, tutors and the students).

The screenshot displays three LMS blocks on the left side of a page:

- Quickmail:** Contains options like 'Compose Course Message', 'View Drafts', 'View Scheduled', 'View Sent Messages', and 'My Signatures'.
- AOU Courses:** Features a 'Centralize Course Content' section with a 'CLMS' icon.
- People:** Shows a 'Teacher' section with '39351 Mohammad Alsafi' and a 'Participants' section with the message 'Viewing the participants list is prohibited in this course'.

The main content area on the right shows a 'General' section with Arabic text: 'مهارات الاتصال في اللغة العربية 1' and 'منسق المقرر: د. محمد الصافي' with the email 'msafi@arabou.edu.sa'. Below this, there is a list of course sections with details like 'AR111 - Sections & Links Summer 20-21' and meeting links.

A red line points from a text box to the blocks. The text box contains: 'كل مربع يسمى كتلة (Block) Each square called block'.

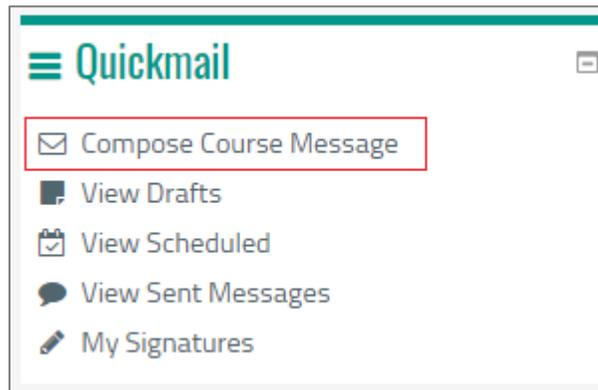
In the following, we will review the most important blocks in the LMS.

11. Sending Messages to Students (Quickmail)

The "Quickmail" block is a mean of communication among course participants (coordinator, tutors, and students) where the tutor can send messages from within the course to his students enrolled in this course, and these messages are sent through the system directly to the students or to their emails.

To send a message to students, follow these steps:

Click on the "Compose Course Message" link from the "Quickmail" block displayed on the left side of the course page.



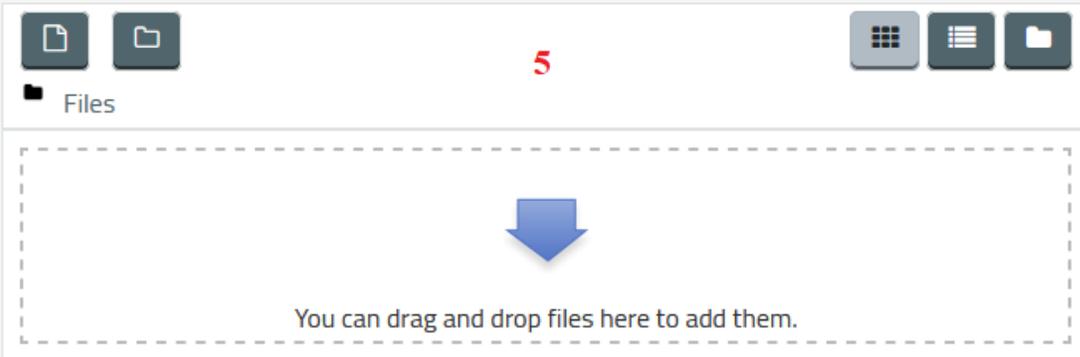
You will be moved to the next page:

To No included recipients **1**

Exclude No excluded recipients **2**

Subject

Body


Attached files Maximum size for new files: 20MB

Files **5**
You can drag and drop files here to add them.

Signature You have no signatures. Create New. **6**

Send message as **7**

Send at Enable **8**

Receive a send report Yes No **9**

From this page, fill in the required fields as shown below to send the message to your students:

- 1- **(To):** Select the recipients from the list, you can select all your students or choose one or more sections (groups).

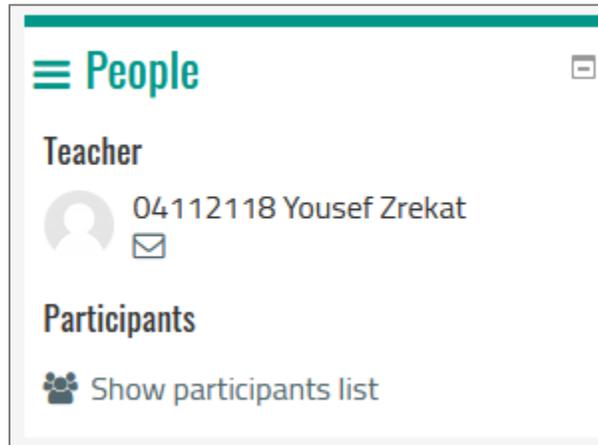
- 2- **(Exclude):** Exclude some recipients who were selected in the previous field.
- 3- **(Subject):** The title of the message.
- 4- **(Body):** The message.
- 5- **(Attached files):** Add attachments to the message if needed.
- 6- **(Signature):** Add a signature to the message.
- 7- **(Send message as):** Select the message type from the menu, either a message that reaches students through the system, or an email message to students.

- 8- **(Send at):** The tutor can send the message later by activating this option and specifying the time of sending the message.
- 9- **(Receive a send report):** With this option, the tutor can receive an email message confirming the sending process.

After filling in the fields, click on "Send Message" button to send the message to your students.

12. People

The "People" block displayed on the left-hand side of the course page allows you to see the list of your students, with the ability to send messages to them through the system.



13. Activities

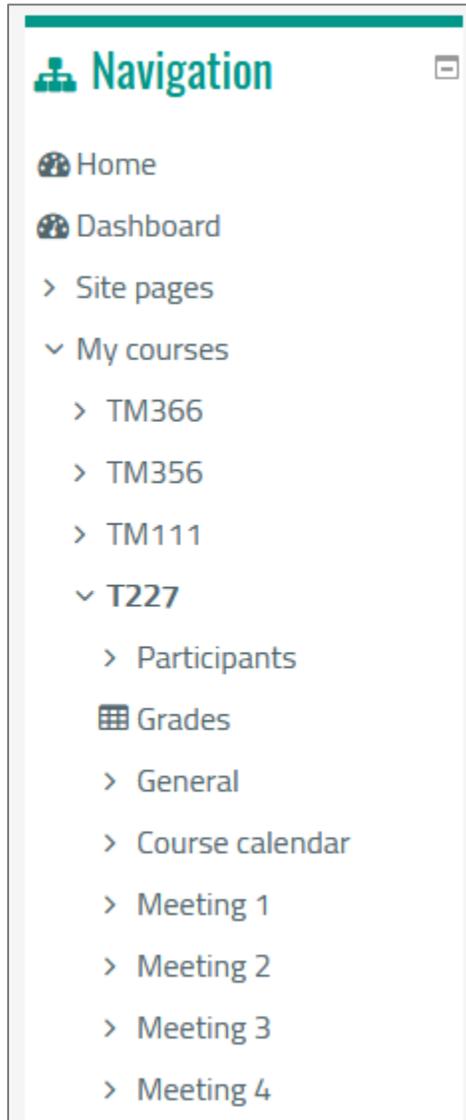
"Activities" block displayed on the left-hand side of the course page provides quick access to the following course activities:

- **Assignments:** Display all the assignments for this course on a separate page.
- **Forums:** Display all forums for this course on a separate page.
- **Quizzes:** Display all quizzes for this course on a separate page.
- **Resources:** Display all course materials on a separate page.



14. Navigation

Through this block, you can move to any part of the course, or move to another course of your courses.



15. Access to E-Book

- 1- Log in to the LMS.
- 2- Go to the course page by choosing the course from "My Courses" list.
- 3- Go to the "AOU Courses" block from the left-hand side of the course page, through which you can access the e-book.



- 4- Click on the "CLMS" icon to be moved to the course page on the central learning management system.

[GT101] Learning and Information Technology / [TU170] Computing Essentials

Home / My courses / Information Technology / [GT101] Learning and Information Technology / [TU170] Computing Essentials

General

Your progress ?

McGraw-Hill Campus

Calendar

June 2021

Sat	Sun	Mon	Tue	Wed	Thu	Fri
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 5- Click on the "McGraw-Hill Campus" link to be moved to the e-book website.

Information Technology department, Arab Open University, Kingdom of Saudi Arabia.

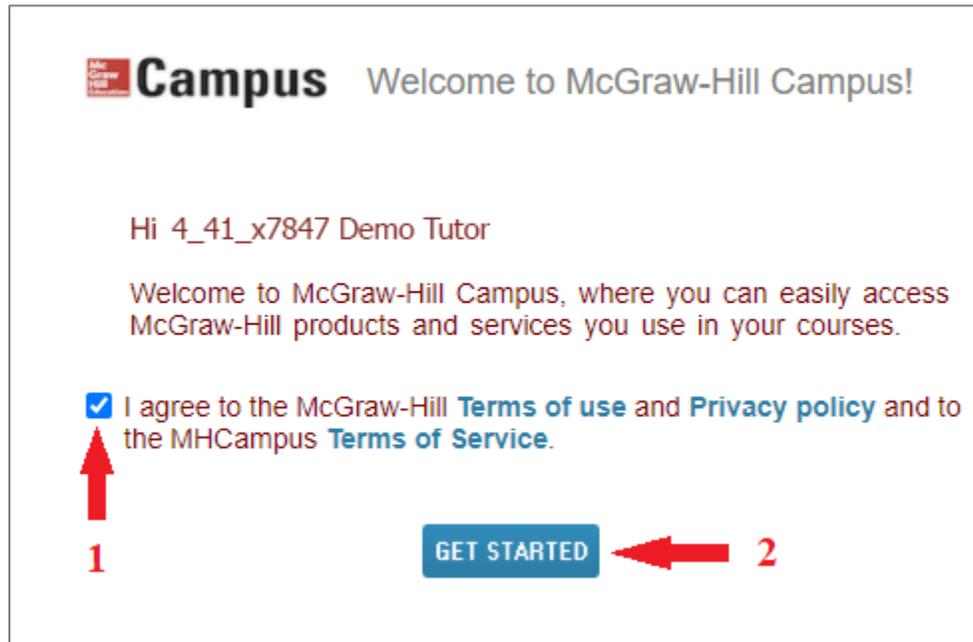
Title: LMS Tutor Manual - V1 EN

Last updated on 15 JULY 2021

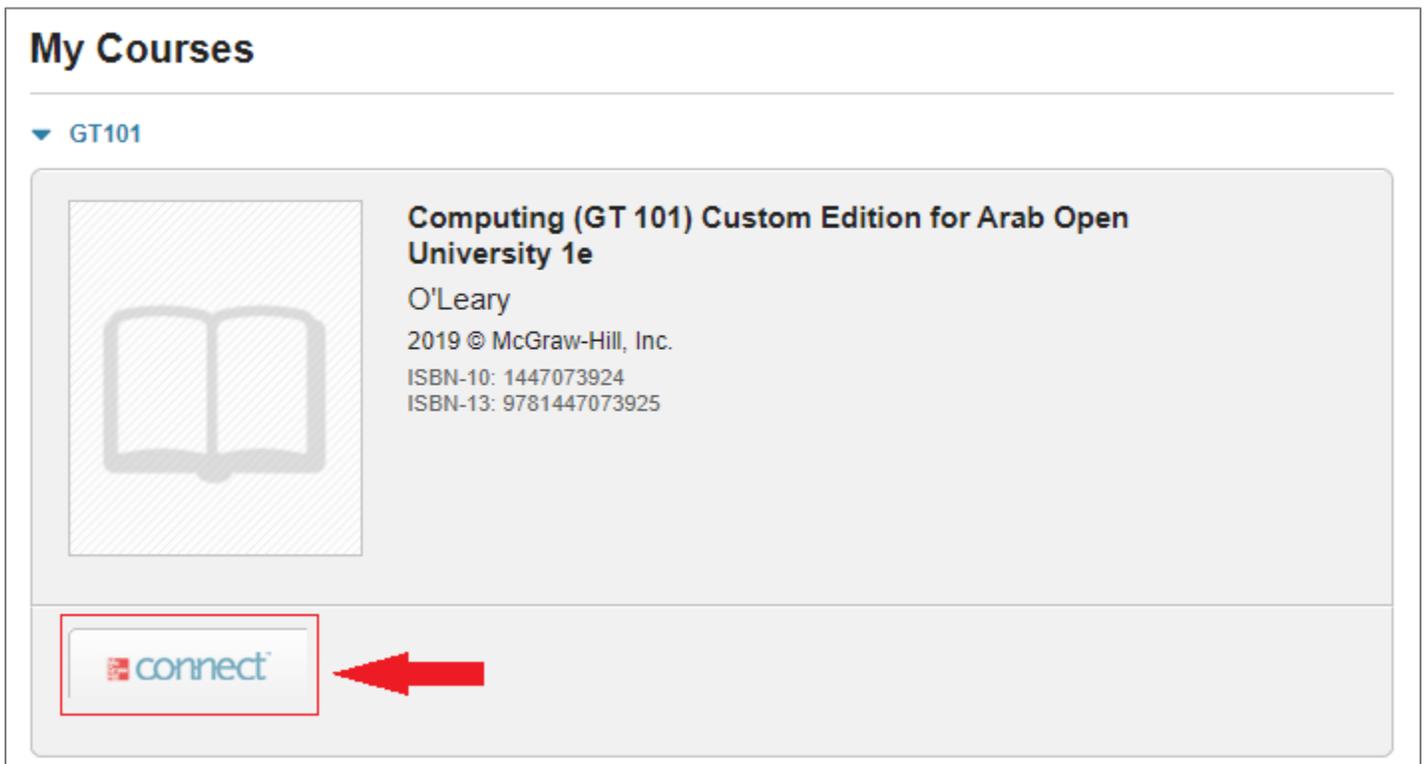
Version: 1 EN

Page: 35

(If you log in for the first time, the following screen will be displayed):



6- Agree to the terms, then click the "GET STARTED" button to be moved to the next page.



7- Click on the "connect" button to be moved to the next page.

Digital Access to: Connect



O'Leary: Computing (GT 101), Custom Edition for Arab Open University
1ST EDITION, © 2019
By Timothy O'Leary
ISBN:1447073924

Component Products: LearnSmart

Access:Your access to this product will expire in 11 months 3 weeks and 4 days from today on Jun 15th

CONFIRM **CANCEL**

8- Click on the "CONFIRM" button to be moved to the next page.

Assignment list

Groups	Expand all	Collapse all	Due Date	Status	Attempts Remaining
▶ Activities for KSA Branch					

Section info

Instructor
GCC GT101

 eBook
Computing (GT 101),
Custom Edition for
Arab Open University
Timothy O Leary, 1e

9- Click on the e-book link to be moved to the e-book page.

☰

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Reports

Settings

Help

← Leave SmartBook

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[Terms](#) [Privacy](#)

Assignments
Self Study

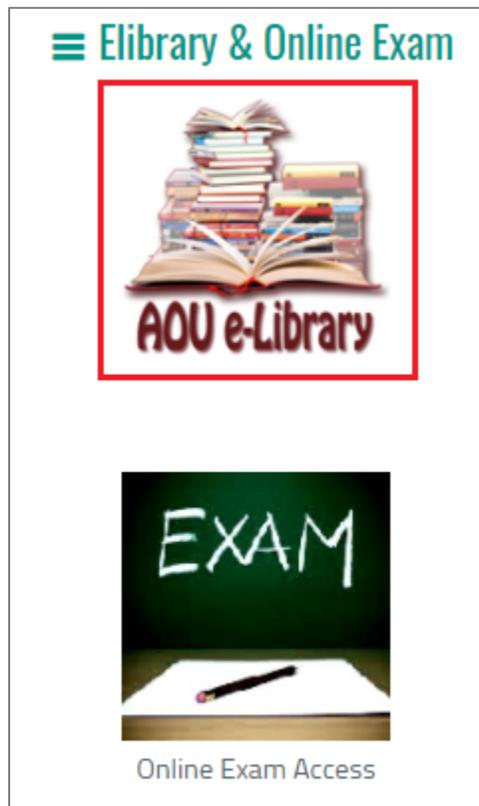
Computer Science - Computing (GT 101), Custom Edition for Arab Open University

1	Information Technology,...	Self Study	➤
2	The Internet, the Web, and...	Self Study	➤
3	Technology and...	Self Study	➤
4	Communicating in...	Self Study	➤
5	Become a Critical Think...	Self Study	➤
6	Excel at Taking Tests	Self Study	➤
7	Application Software	Self Study	➤
8	System Software	Self Study	➤

16. Access to E-library

To access the e-library, follow these steps:

- 1- Log in to the LMS.
- 2- From the LMS homepage, go to the "Elibrary & Online Exam" block, and then click on the e-library icon "AOU e-Library".

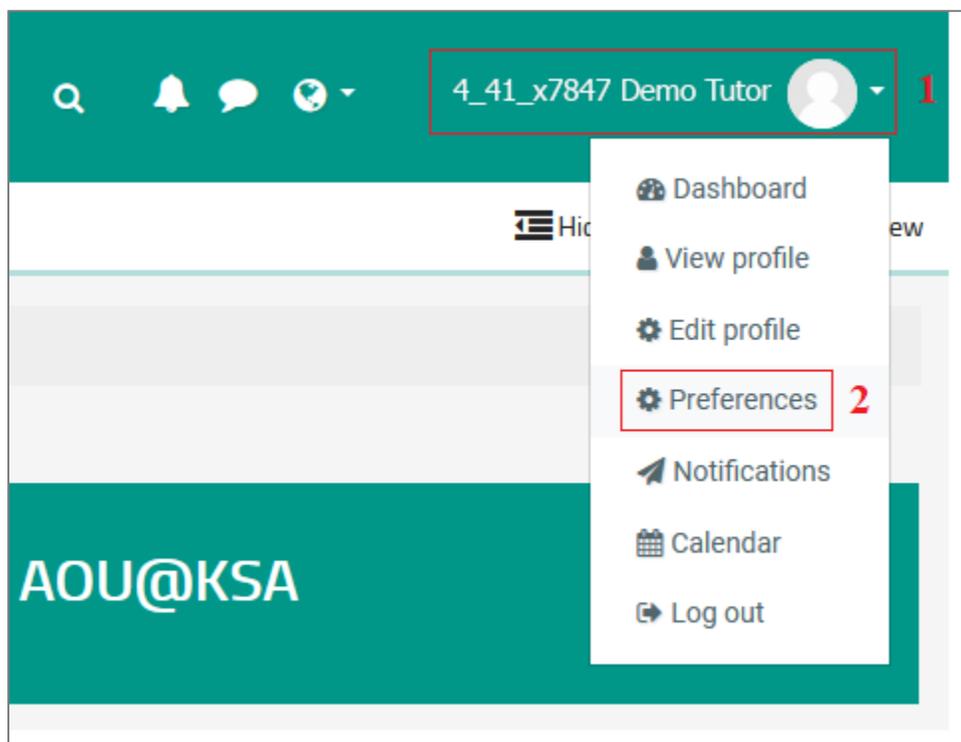


You will be moved to the e-library website and automatically logged in to it, and you can now benefit from the multiple resources available in the e-library.

17. Change LMS Password

In the event that you need to change the current password of your account on the LMS, follow these steps:

- 1- Log in to the LMS.
- 2- From the LMS homepage, and at the top right corner of the page, click on your name, a drop-down menu will be displayed, from which click on the "Preferences" option.



- 3- You will be moved to the Preferences page, and from the user account menu, click on the "Change password" option.

Preferences

User account

Edit profile

Change password

Preferred language

Forum preferences

Editor preferences

Course preferences

Calendar preferences

Message preferences

Notification preferences

3- You will be moved to the change password webpage.

Change password

Username m.samy

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 #

Current password  **1**

New password  **2**

 **3**
New password (again)

4

Enter the current password in the first field, then type a new password in the second field, then retype the new password in the third field to confirm, then click on the "Save changes" button.

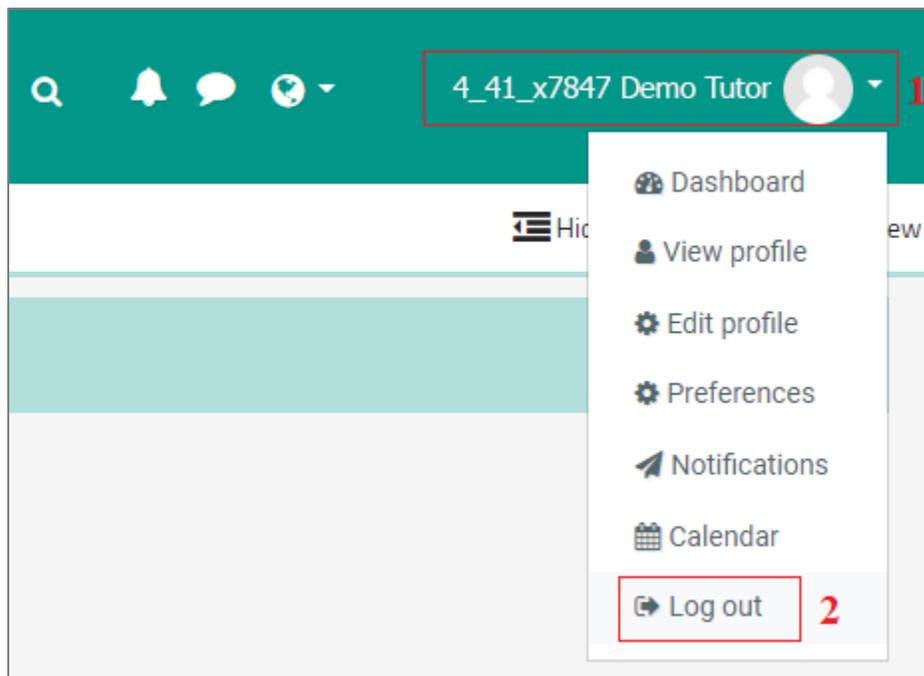
The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, & , # , @ , \$ or %.

18. Log out of the LMS

When you finish your work on the LMS, you must log out in case the login is from a computer other than your personal device in order to keep the confidentiality of your account secret.

To log out, follow these steps:

- 1- From the LMS homepage, and at the top right corner of the page, click on your name, a drop-down menu will be displayed.
- 2- From the drop-down menu, click on the “Log out” option.





الجامعة العربية المفتوحة
Arab Open University

Thank You

Prepared by:

Information Technology Department

Arab Open University

Kingdom of Saudi Arabia