

CRESCENT LMS

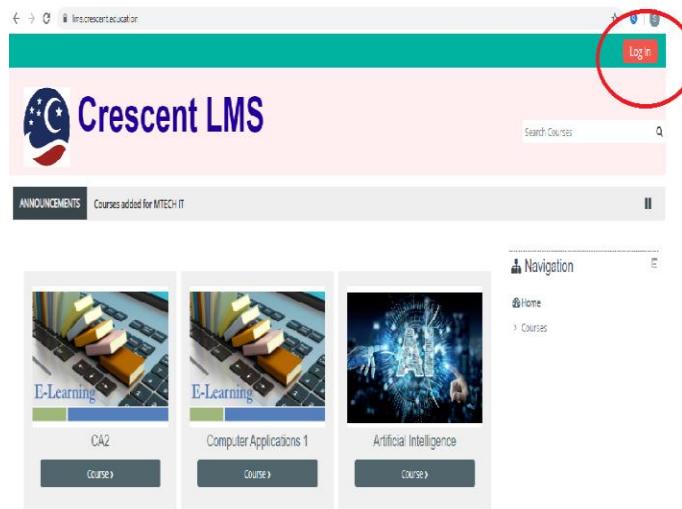
FACULTY USER MANUAL

CRESCENT LMS User Manual V1.0

This guide provides information on how to use the Crescent Learning Management System's (LMS) which is developed using Moodle open-source learning platform. It enables each faculty to create a private learning space online for engaging learning activities and course material. It will also help the faculty to have full control of all your data and the way your students are on-boarded into the system.

Please follow the given below steps

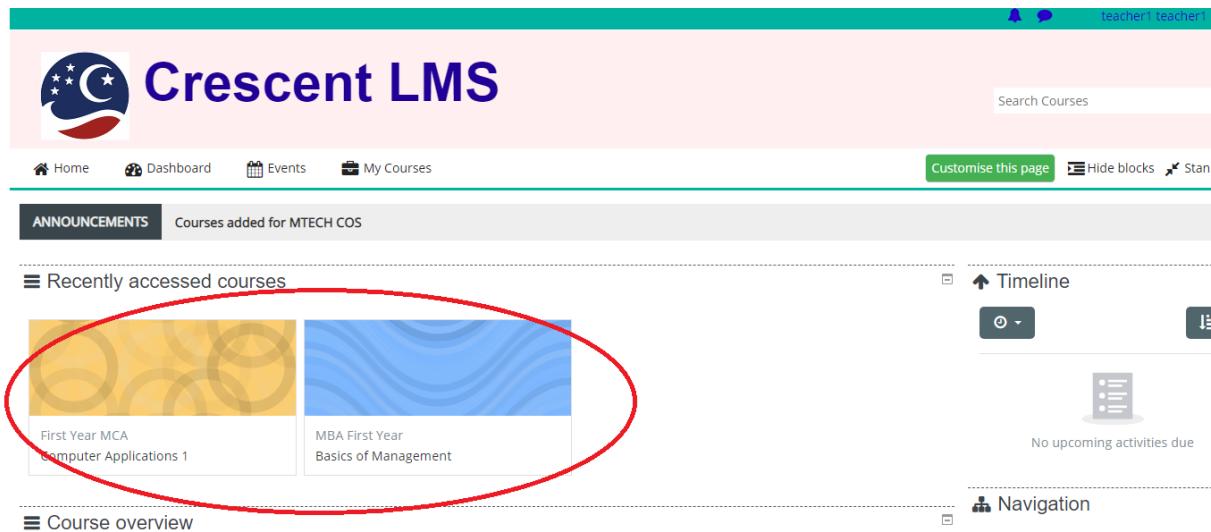
1. The faculty members have to fill in the template enclosed in the mail and send the details to lms.helpdesk@crescent.education. The datacenter team will configure the course and student's details .The course mapping will be done by the datacenter team within 24hrs.After the configuration are completed.
2. Click the URL <https://lms.crescent.education/> .The site will be available 24X7 for the benefit of students and faculty.
3. Click the login tab in the top right corner.



The faculty login credentials are

Loginid: empid, **password:** Password1@.

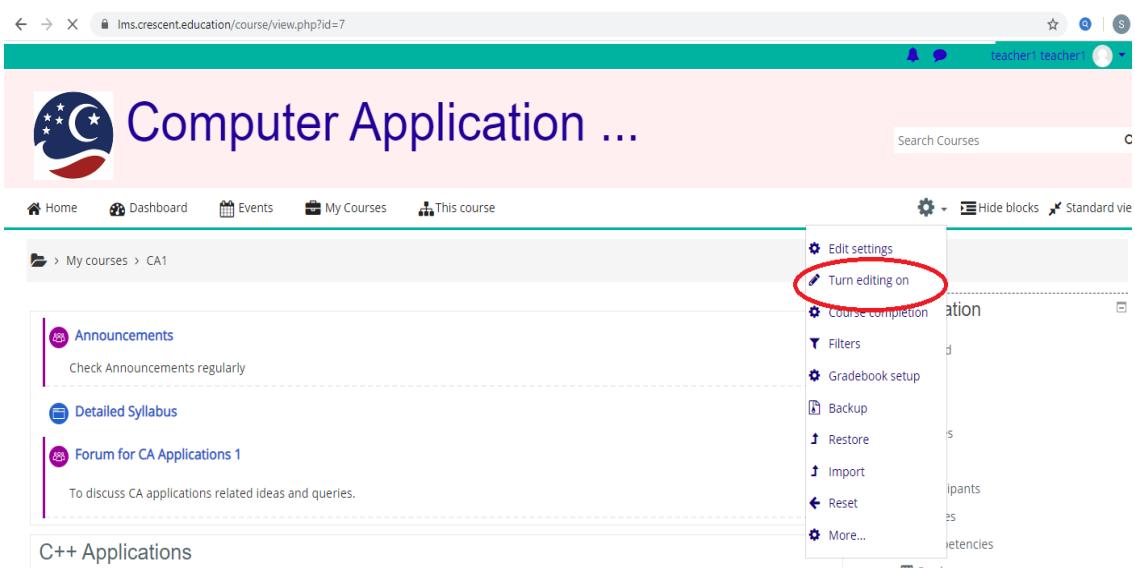
4. After logging in the course details for individual faculty member will be displayed in the page as follows,



The screenshot shows the Crescent LMS homepage. At the top, there is a navigation bar with links for Home, Dashboard, Events, My Courses, and a green button for 'Customise this page'. On the right, there are buttons for 'teacher1', 'teacher2', 'Search Courses', 'Customise this page', 'Hide blocks', and 'Standard view'. Below the navigation, there is a section for 'ANNOUNCEMENTS' with a message 'Courses added for MTECH COS'. The main content area is titled 'Recently accessed courses' and shows two course cards: 'First Year MCA Computer Applications 1' (yellow background) and 'MBA First Year Basics of Management' (blue background). A red oval highlights these two cards. To the right, there is a 'Timeline' section with a message 'No upcoming activities due' and a 'Navigation' section with a 'Course overview' link.

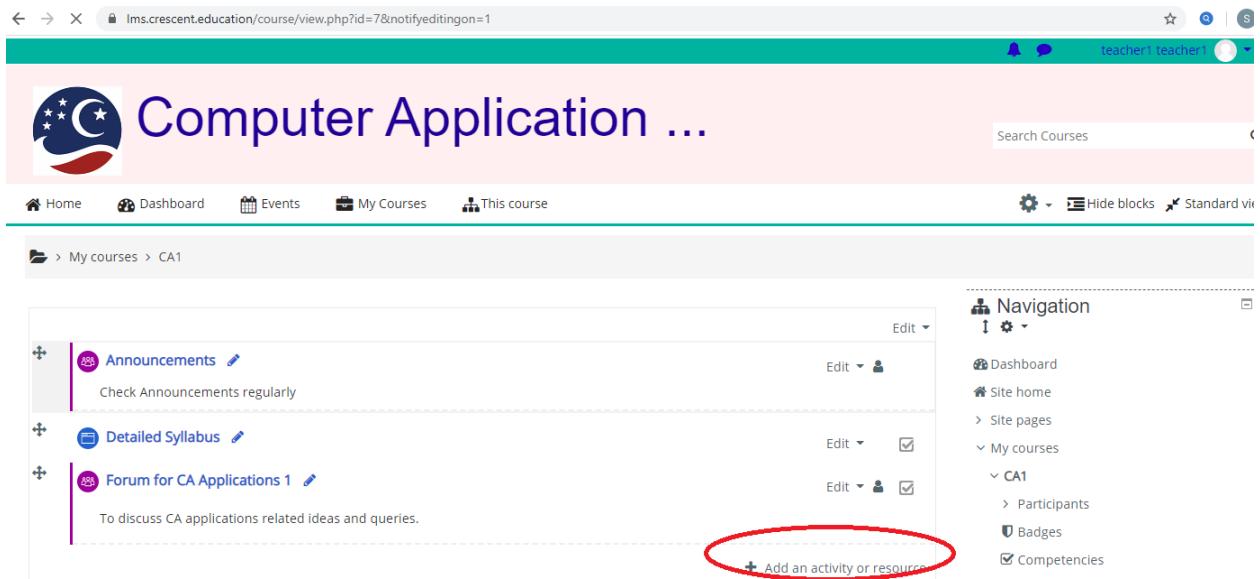
The faculty has to click the course which is mapped.

5. Inside the course click the **settings** button and then click **Turn editing on**.



The screenshot shows the 'Computer Application' course page. At the top, there is a navigation bar with links for Home, Dashboard, Events, My Courses, and 'This course'. Below the navigation, there is a breadcrumb trail 'My courses > CA1'. The main content area shows course details: 'Announcements' (Check Announcements regularly), 'Detailed Syllabus', 'Forum for CA Applications 1' (To discuss CA applications related ideas and queries), and 'C++ Applications'. On the right, there is a settings menu with the following options: 'Edit settings' (selected), 'Turn editing on' (highlighted with a red oval), 'Course completion', 'Filters', 'Gradebook setup', 'Backup', 'Restore', 'Import', 'Reset', and 'More...'. The 'Turn editing on' button is located in the second row of the menu.

6. Click Add an activity or resource.



The screenshot shows a course page titled "Computer Application ...". The page includes a navigation bar with links for Home, Dashboard, Events, My Courses, and This course. A sidebar on the right is titled "Navigation" and lists Site home, Site pages, My courses (with CA1 expanded), Participants, Badges, and Competencies. The main content area displays three course activities: "Announcements" (with a description "Check Announcements regularly"), "Detailed Syllabus" (with a checked checkbox), and "Forum for CA Applications 1" (with a description "To discuss CA applications related ideas and queries"). A red circle highlights the "Add an activity or resource" button at the bottom of the content area.

7. Select the activity to add as per your requirement. Explanation of each activity is explained on the right side.

IMS.crescent.education/course/view.php?id=7¬ifyeditingon=1

teacher1 teacher1

Add an activity or resource

ACTIVITIES

- Assignment
- Attendance
- Chat
- Choice
- Database
- External tool
- Feedback
- Forum
- Glossary
- Lesson
- Quiz
- SCORM package
- Survey
- Wiki

Select an activity or resource to view its help. Double-click on an activity or resource name to quickly add it.

Add Cancel

8. The faculty can send common messages to all the students mapped using the activity **Forum**. So select Forum and then click Add.

IMS.crescent.education/course/view.php?id=7¬ifyeditingon=1

teacher1 teacher1

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The forum activity module enables participants to have asynchronous discussions i.e. discussions that take place over an extended period of time.

There are several forum types to choose from, such as a standard forum where anyone can start a new discussion at any time; a forum where each student can post exactly one discussion; or a question and answer forum where students must first post before being able to view other students' posts. A teacher can allow files to be attached to forum posts. Attached images are displayed in the forum post.

Participants can subscribe to a forum to receive notifications of new forum posts. A teacher can set the subscription mode to optional, forced or auto, or prevent subscription completely. If required, students can be blocked from posting more than a given number of posts in a given time period; this can prevent individuals from dominating discussions.

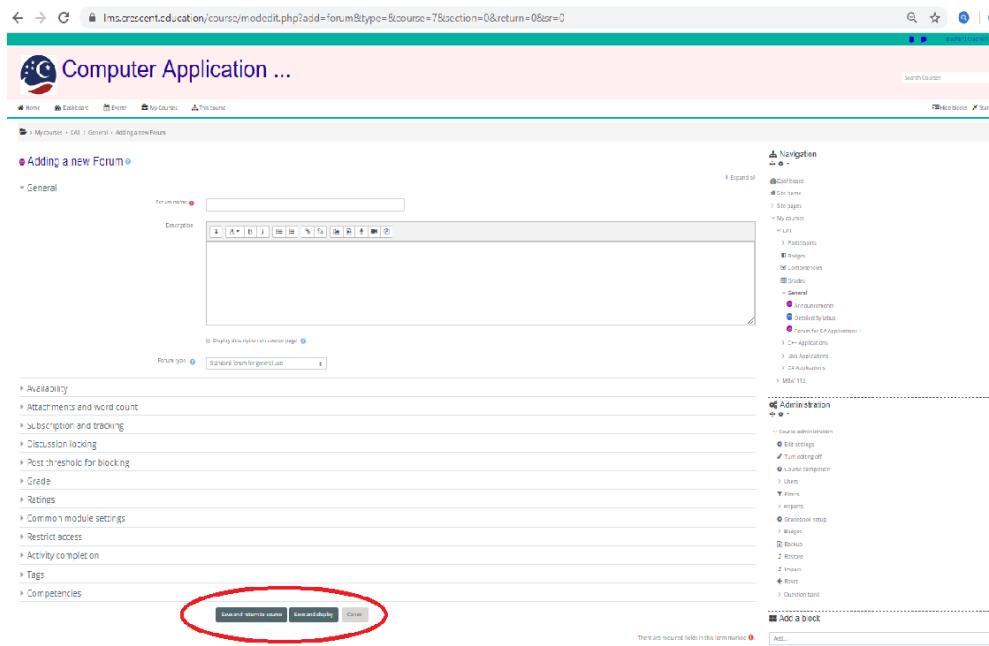
Forum posts can be rated by teachers or students (peer evaluation). Ratings can be aggregated to form a final grade which is recorded in the gradebook.

Forums have many uses, such as

- A social space for students to get to know each other
- For course announcements (using a news forum with forced subscription)
- For discussing course content or reading materials
- For continuing online an issue raised previously in a face-to-face session

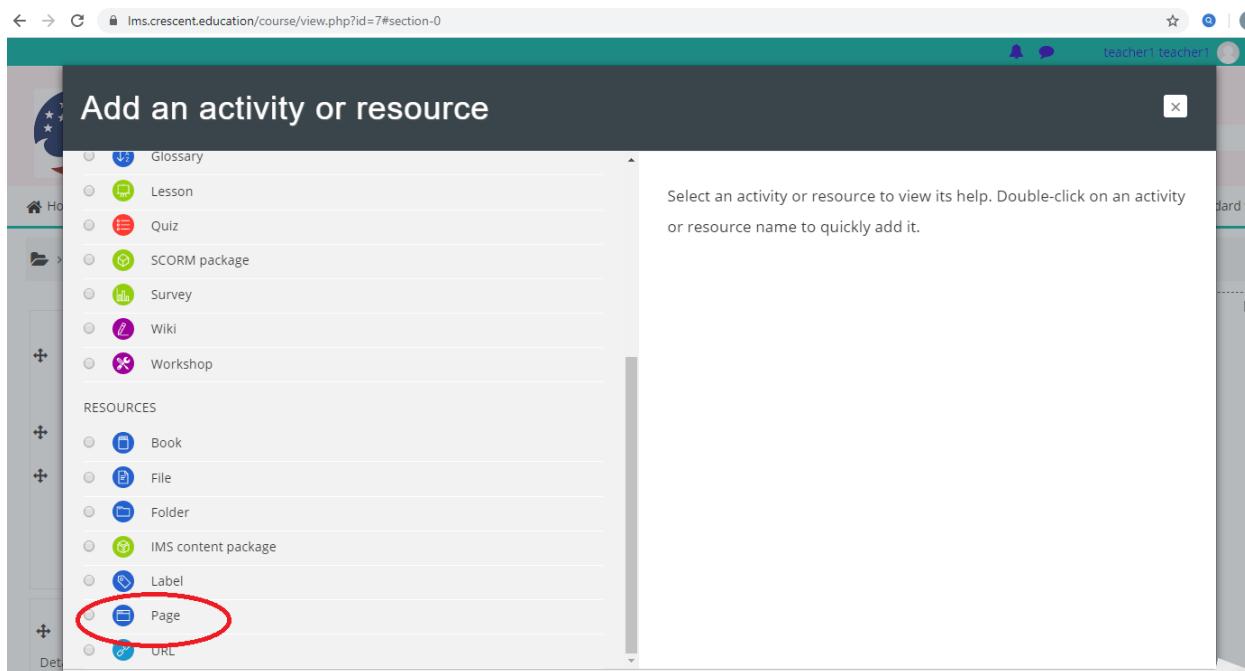
Add Cancel

After entering the required details please click the Save and return to course.



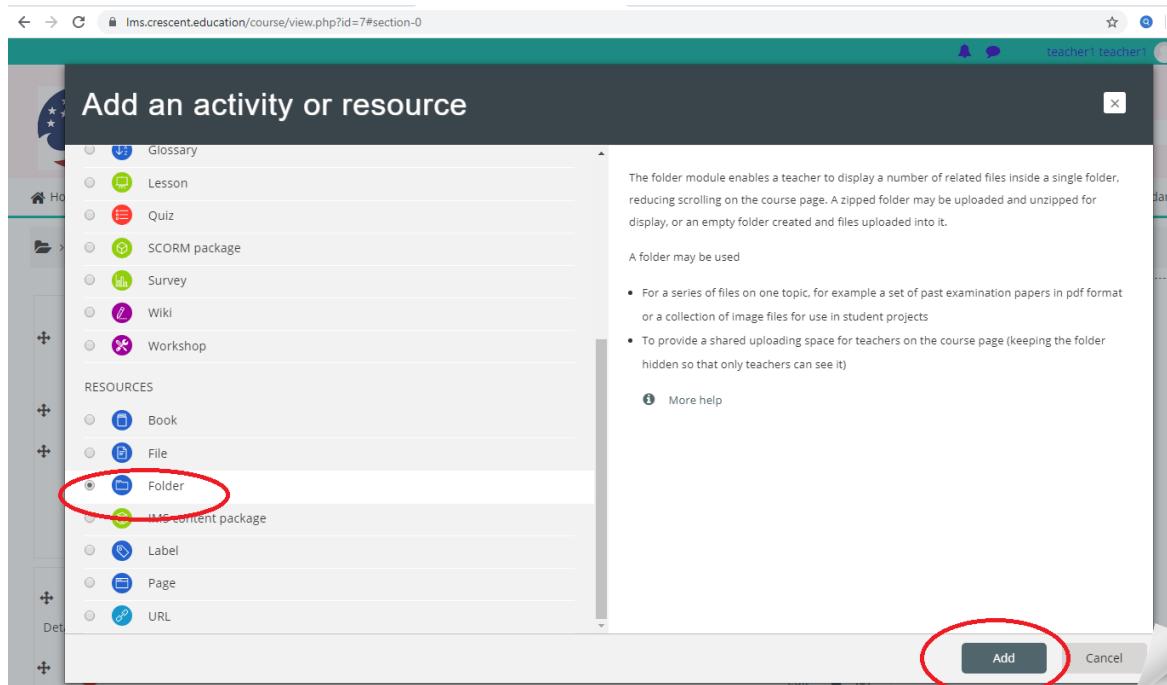
The screenshot shows the Moodle course editing interface. The left sidebar lists course sections: General, Availability, Attachments and word count, Subscription and tracking, Discussion locking, Post threshold for blocking, Grade, Ratings, Common module settings, Restrict access, Activity completion, Tags, and Competencies. The main content area is titled 'Adding a new Forum'. It includes fields for 'Forum name' (Enterprise), 'Forum type' (Standard open for general use), and a rich text editor. The right sidebar shows a navigation tree with sections like General, Administration, and Site administration. At the bottom, there are buttons for 'Save and return to course' (circled in red), 'Save and display', and 'Cancel'.

9. To add **Lecture Notes**, Click add activity and then select **Page** and Add then enter the Name, Summary and the Notes in the Content Section.



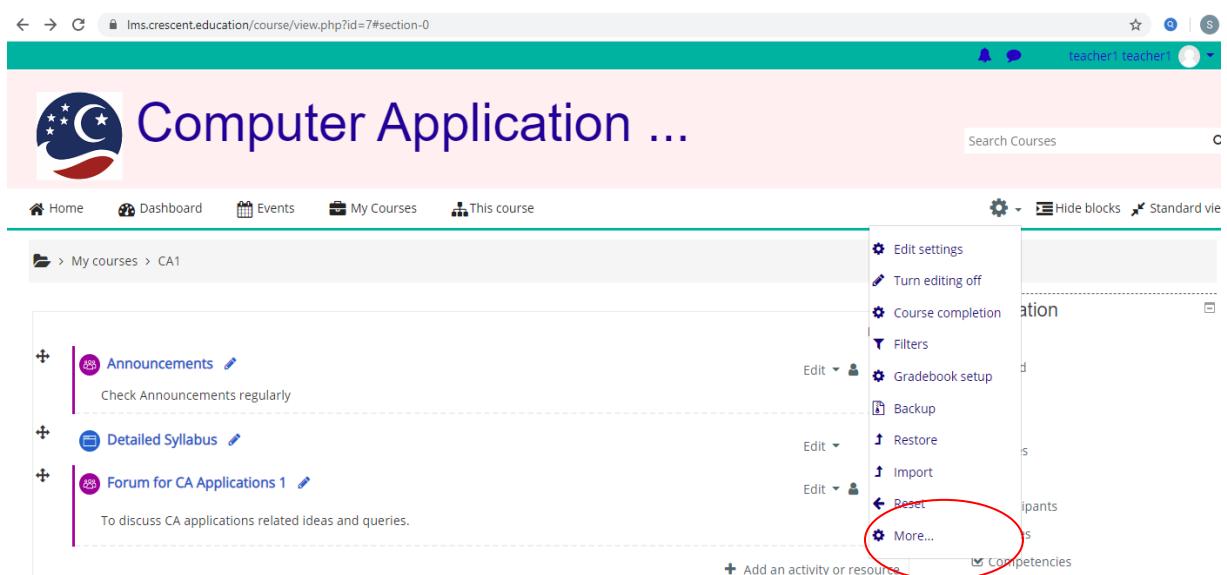
The screenshot shows the 'Add an activity or resource' dialog box. On the left, there are two columns: 'Glossary' and 'RESOURCES'. The 'RESOURCES' column contains icons for Book, File, Folder, IMS content package, Label, Page (circled in red), and URL. The right side of the dialog box contains a text area with the placeholder 'Select an activity or resource to view its help. Double-click on an activity or resource name to quickly add it.' and a 'Add' button.

10. To create **assignments**, Click [Add activity or resource](#) and select **Folder** and click **Add**. Provide the name as **Assignments** along with the description. In the Content add the file.



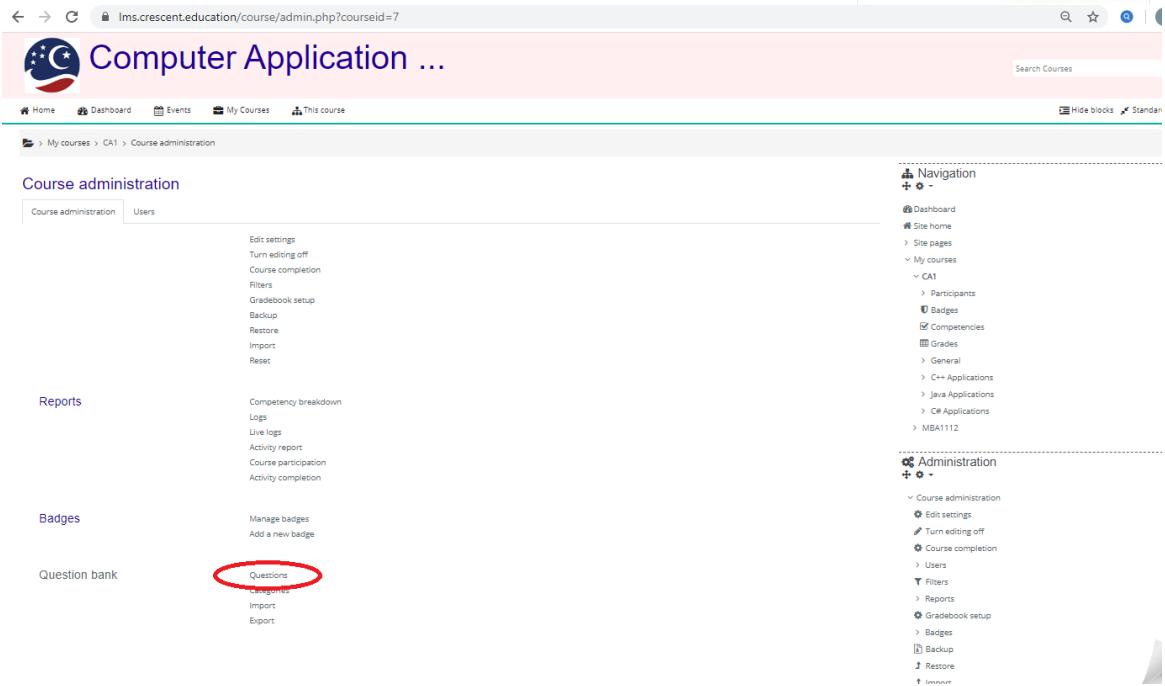
The screenshot shows the 'Add an activity or resource' dialog box. On the left, a sidebar lists various activity types: Glossary, Lesson, Quiz, SCORM package, Survey, Wiki, Workshop, Book, File, and Folder. The 'Folder' option is selected and highlighted with a red circle. On the right, a detailed description of the folder module is provided, followed by a list of uses and a 'More help' link. At the bottom right of the dialog box is a large 'Add' button, which is also highlighted with a red circle.

that in Setting click More.



The screenshot shows a course page titled 'Computer Application ...'. The page includes navigation links for Home, Dashboard, Events, My Courses, and This course. Below these are course announcements, a detailed syllabus, and a forum. On the right, a context menu is open, listing options like Edit settings, Turn editing off, Course completion, Filters, Gradebook setup, Backup, Restore, Import, Reset, and More... The 'More...' option is highlighted with a red circle.

In the Question Bank section click **Questions** as below,



The screenshot shows the Moodle course administration interface for a course titled 'Computer Application'. The left sidebar includes sections for 'Course administration' (with 'Edit settings', 'Turn editing off', 'Course completion', 'Filters', 'Gradebook setup', 'Backup', 'Restore', 'Import', 'Reset'), 'Reports' (with 'Competency breakdown', 'Logs', 'Live logs', 'Activity report', 'Course participation', 'Activity completion'), 'Badges' (with 'Manage badges', 'Add a new badge'), and 'Question bank' (with 'Questions', 'Competencies', 'Import', 'Export'). The 'Questions' link in the 'Question bank' section is circled in red. The right sidebar displays a navigation tree for 'Course administration' and 'Administration'.

- ▶ Choose the question type like MCQ, Yes / No etc. and click Add. So after creating the question bank .Go to Settings click Turn editing on and the select add activities or resources in that select Quiz and then click Add. In the next page In order to populate questions into the Quiz, Edit / Provide the Name, Description, Timing and Grades.

lms.crescent.education/course/view.php?id=7

Add an activity or resource

ACTIVITIES

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The quiz activity enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical.

The teacher can allow the quiz to be attempted multiple times, with the questions shuffled or randomly selected from the question bank. A time limit may be set.

Each attempt is marked automatically, with the exception of essay questions, and the grade is recorded in the gradebook.

The teacher can choose when and if hints, feedback and correct answers are shown to students.

Quizzes may be used

- As course exams
- As mini tests for reading assignments or at the end of a topic
- As exam practice using questions from past exams
- To deliver immediate feedback about performance
- For self-assessment

[More help](#)

Add Cancel

Any other clarifications please contact lms.helpdesk@crescent.education or Ext.no: 113.