

DCS e-Learning System

Department of Census and Statistics

<http://lms.statistics.gov.lk>

Student's Guide



ACKNOWLEDGEMENT

National Institute of Business Management is happy of successful completion of e-learning system at Department of Census and Statistics. This project is a great opportunity for us to share the knowledge with a Government Department which we gathered from our experiences.

At this point, it is one of our main duties to remember all those who were spending their valuable time for us.

We convey our sincere thanks to Dr. A. J. Satharasinghe the director of Training division at Department of Census and Statistics, e- learning system project coordinator Mrs. Mallika Franado and the staff members of the Department who supported and guided us to follow this project with great interest and to reach our final goal.

Last but not least we thank our parents and all of those whose names, though not mentioned for their help and encouragement in completing this e-learning system at Department of Census and Statistics.

Thank you.

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SUMMARY OF THE REPORT

This Documentation about the Student's guide lines for the configuration the site & accessing the web site (<http://lms.statistics.gov.lk>) as the Student. The Moodle learning concept is a vast aria. There are so many updated Moodle versions & plugging available in e-learning industry.

This documentation mainly focuses on how to access your Moodle account in the Department of Census and Statistics e learning system.

Please note most screen shots were taken from the Department of Census and Statistics Moodle Website (<http://lms.statistics.gov.lk>). Since much of the content in Moodle is customizable from an administrative level, there will likely be some slight variants from how our systems look, and the way yours will look. However, the basic content and concepts should remain the same.

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4.0 Logging On

You could just type your Username and Password in the “Login” block, and then press the Login button. This will take you directly to one of your classes.

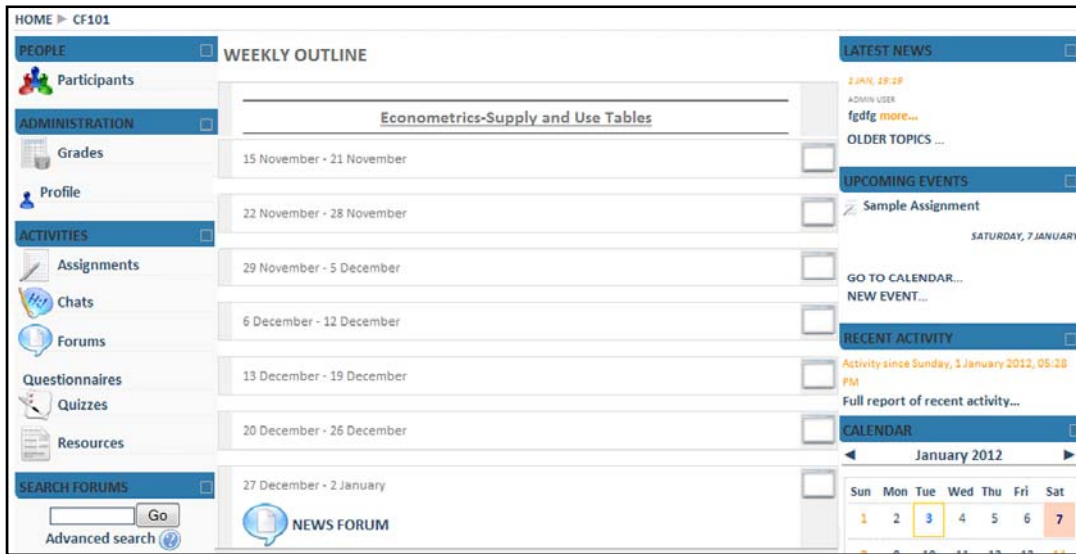
Or, you could click on the login hyper-link in the upper-right corner. You could also click on your class name. Either of these actions will bring you to this login screen:

The screenshot shows the homepage of the DCS e-Learning System. At the top left is the logo of the Department of Census and Statistics, Sri Lanka, with the text 'ජනලේඛන හා සංඛ්‍යාලේඛන දෙපාර්තමේන්තුව' and 'தொகைமதிப்பு புள்ளிவிபரத் திணைக்களம்' above 'Department of Census and Statistics'. A language dropdown menu shows 'English (en)'. The main header features 'DCS e-Learning System' and 'Department of Census and Statistics' next to a globe with 'e-learning...' written on it. A navigation menu on the right includes links for 'About DCS e-learning', 'Statistics.gov.lk', 'How To Apply', 'Course Time Table', 'Help Centre', and 'Contact us'. The main content area is divided into several sections: 'LOGIN' with fields for 'Username' and 'Password' and a 'Login' button; 'COURSE CATEGORIES' listing 'ECONOMETRICS-SUPPLY AND USE TABLES', 'SAMPLING', 'RESEARCH METHODOLOGY', 'TABULATIONS', 'DATA DISSEMINATION', and 'HARDWARE MAINTENANCE'; 'UPCOMING EVENTS' stating 'There are no upcoming events'; 'GO TO CALENDAR...'; 'LANKA DATTA' with a small news feed; 'SITE NEWS' featuring 'FIRST EVER WORLD STATISTIC DAY' by Admin User on Tuesday, 20 December 2011; and a 'CALENDAR' for December 2011 with the 28th highlighted. A 'LOCATION' section shows a Google Map of the area around Maitland Crescent.

Fill in your “Username” and “Password,” and click on “Login.” This will take you into your class.

The screenshot shows the login page titled 'HOME LOGIN TO THE SITE'. It features a section 'RETURNING TO THIS WEB SITE?' with the instruction 'Login here using your username and password (Cookies must be enabled in your browser)'. Below this are input fields for 'Username' and 'Password', and a 'Login' button. There is also a 'Login as a guest' button and a link for 'Forgotten your username or password?' with a 'Yes, help me log in' button.

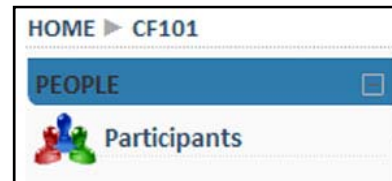
5.0 Your Course Space



Please note that all of the individual sections (called “blocks”) can be shifted around to customize the space to teachers liking. For the purposes of this manual, I will refer to the blocks where they are by default (like on the screen above).

5.1 The “People” Box

In the upper left is the “People” box:



5.1.1 Participants

“Participants” will show you everyone enrolled in your class. If you click on this, you will see a screen in following. You can sort this list by clicking on the “First name”, “Last Name”, “City/town”, “Country” or “Last Access” links.

Also you can see the logging details of the member in your course and you can view the individual details of your course members.

HOME ► CF101 ► PARTICIPANTS

BATCH 01

Participants Blogs

My courses: CF101 Inactive for more than: Select period User list: Less detailed




Current role: All

All participants: 25

(Accounts unused for more than 120 days are automatically unenrolled)

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

Page: 1 2 (Next)


USER PICTURE	FIRST NAME / SURNAME	CITY/TOWN	COUNTRY	LAST ACCESS ↑
	Lakmali A G R DCS_Col_Stu	Colombo	Sri Lanka	now
	Wickramashinghe I L DCS_Col_Lec	Colombo	Sri Lanka	3 hours 11 mins
	Gunasekara U S DCS_Col_Stu	Colombo	Sri Lanka	3 hours 44 mins

To see all of the information on a person in your class, click on the person's name. You should see a screen like this:

HOME ► CF101 ► PARTICIPANTS ► PREMATHILAKE A N S DCS_COL_STU

PREMATHILAKE A N S DCS_COL_STU

Profile Forum posts Blog



Country: Sri Lanka

City/town: Colombo

Email address: Pramarithnaand@gmail.com

Courses: Batch 01

First access: Never

Last access: Never

Roles: Student







[Send message](#)

5.2 Activities

This block lists all of the things that are available in your classroom (forums, quizzes, assignments, etc.).

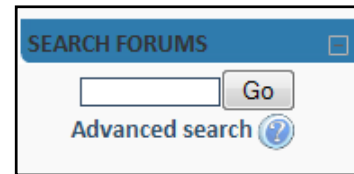
The first time you enter your classroom, the only category that is listed is "Forums." The activities list will grow as you add activities to your classroom.

ACTIVITIES □

-  Assignments
-  Chats
-  Forums
-  Questionnaires
-  Quizzes
-  Resources

5.3 Search Forums

The search forums block allows you to search for any word (or words) that occur in any forums (discussion groups) you have in your class. This lets you track down any keyword(s) that you are interested in.

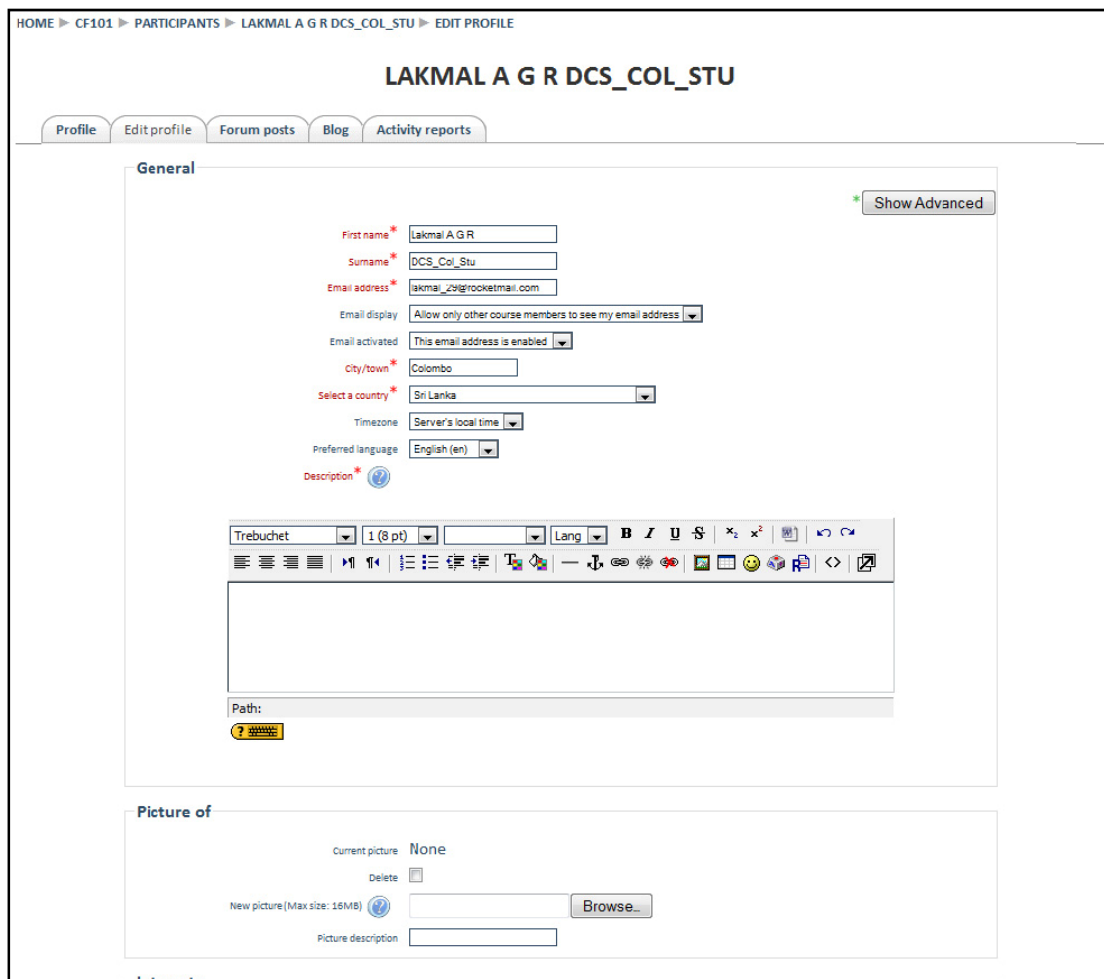


5.4 Administering Your Course

On the left-hand side of the screen are the administrative tools for your class. You can “Grades” and the “Profile”. By clicking “Grade” you can check your results of the course and get a report of the course results.



If you click “Profile” the “Edit Profile” it’s allow you to change information about yourself. If you click on this you will see something like following. Most of the fields are straightforward, but several need special attention:



Email display – This allows you to show or hide your email in the class.

Description– This can be anything you like – “Student,” “Mr. Gayan Silva,” or any text you like.

New picture – If you wish, you may upload a picture to represent you. To do this, click on the “Browse” button and find the picture you would like to upload, and click on “Open.”

When you are finished, click on “Update profile.” You will now see your updated profile.

5.5 Forum

It can be used to discuss anything you like, but may be especially useful if face-to-face meetings are difficult (if schedules conflict). It may also be useful for departmental discussions.

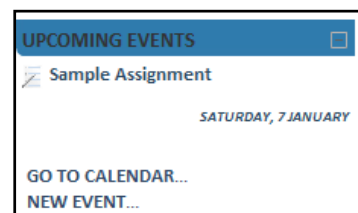
5.6 Latest News

This block shows the latest discussion posted to the News Forum. You can see older topics by clicking “OLDER TOPICS”



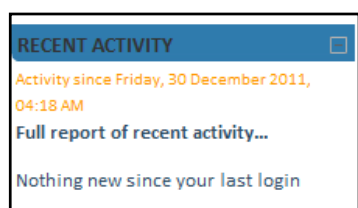
5.7 Upcoming Events

This block shows your class what events are coming up (based on the calendar). It also includes a link to go to the calendar or to add new events. You can add a new event by clicking “NEW EVENT”



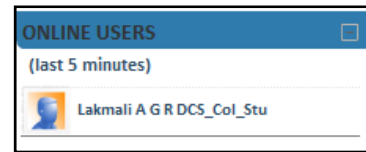
5.8 Recent Activity

This block shows you what has changed since the last time you have logged in. It is a good way to keep track of what is changing in the class. This is very useful for the students to see what has happened since the last time they logged in.



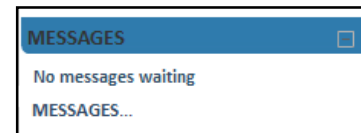
5.9 Online Users

The “Online Users” block displays the name and picture of anyone who has been online in the last five minutes now the one student is online.



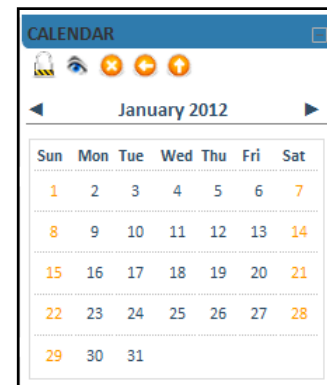
6.0 Messages

“Messages” block allows you to see the messages from other members in your course.



7.0 Calendar

In your home page the calendar shows events that are happening in your classroom. Events are added to the calendar, and can be for individual users, for your defined groups, or for your courses. If Teacher add closing dates to assignments, forums, quizzes, etc., these will also show up on the calendar. The calendar looks like this,

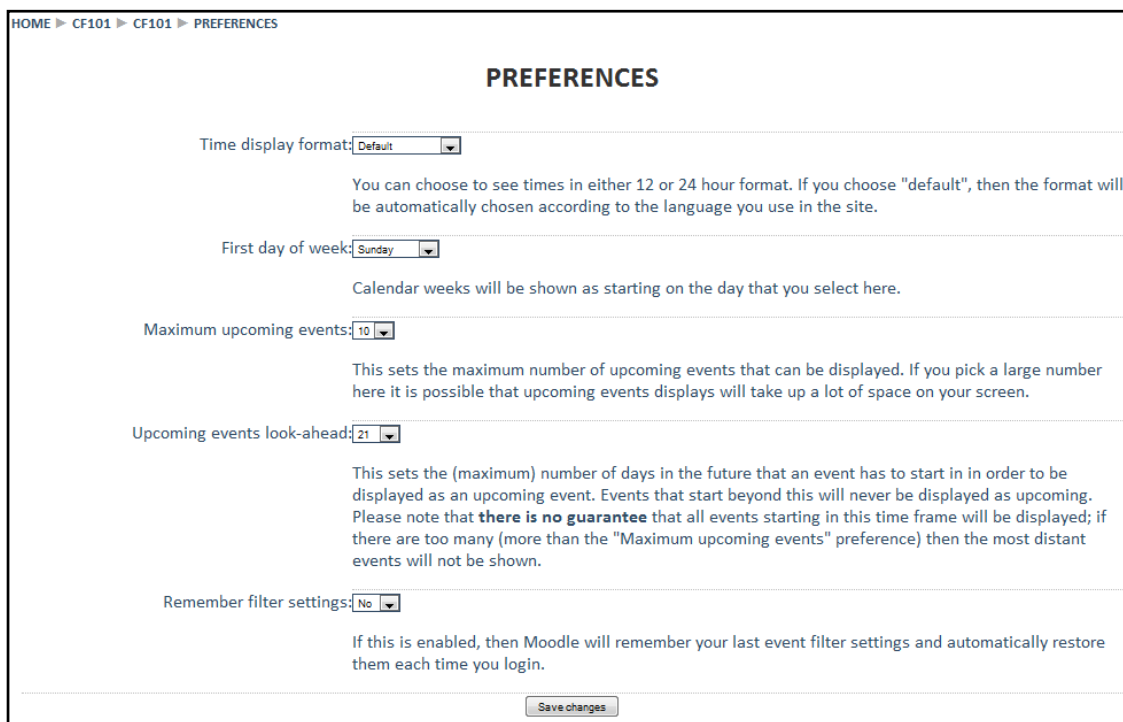


You can view previous or future months by clicking on the left or right arrows next to the current month’s name. If I click on the month link (“January 2012”), I will get an expanded month view:



Both the daily detail screen and the monthly detail screen have the “Preferences” button in the upper right. This button leads to a screen like following screen.

In the “Time display format” setting, you can choose either a 12 or 24 hour format. In the “First day of week” setting, you can choose the day of the week that your calendar week will start on. The next two settings (“Maximum upcoming events” and “Upcoming events look-ahead”) affect how the “Upcoming Events” block displays information. You may change any of these settings to suit your class needs. “Remember filter settings” if enabled, will remember your last event filter settings and automatically restore them each time you login. When you have finished any changes, click on “Save changes.”



The screenshot shows the 'PREFERENCES' page for a Moodle class. The breadcrumb trail at the top reads 'HOME > CF101 > CF101 > PREFERENCES'. The page title is 'PREFERENCES'. There are five settings, each with a dropdown menu and a descriptive text block below it:

- Time display format:** Set to 'Default'. Description: 'You can choose to see times in either 12 or 24 hour format. If you choose "default", then the format will be automatically chosen according to the language you use in the site.'
- First day of week:** Set to 'Sunday'. Description: 'Calendar weeks will be shown as starting on the day that you select here.'
- Maximum upcoming events:** Set to '10'. Description: 'This sets the maximum number of upcoming events that can be displayed. If you pick a large number here it is possible that upcoming events displays will take up a lot of space on your screen.'
- Upcoming events look-ahead:** Set to '21'. Description: 'This sets the (maximum) number of days in the future that an event has to start in in order to be displayed as an upcoming event. Events that start beyond this will never be displayed as upcoming. Please note that **there is no guarantee** that all events starting in this time frame will be displayed; if there are too many (more than the "Maximum upcoming events" preference) then the most distant events will not be shown.'
- Remember filter settings:** Set to 'No'. Description: 'If this is enabled, then Moodle will remember your last event filter settings and automatically restore them each time you login.'

At the bottom of the page is a 'Save changes' button.

Both the daily and monthly detail screens have the “New Event” button. This allows you to manually add events for your classes (However, please note that the system will automatically add due dates for assignments, quizzes, etc. when you create those activities). If you click on “New Event,” you will see a screen something like following.

If you add a user event, user event is private – no one else can see your user events (a personal date book).

