



User Guide for Students

ASKnLearn™ Learning Management System (LMS)

Last Updated On : 03-Jan-2013

Version : 2.0

1 Change Log

VERSION	DATE	DESCRIPTION
2.0	03-Jan-13	Updated from v1.0.2

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3 Introduction

This guide will guide students on

- How to login to the LMS
- Navigating around the LMS and the features available
- Accessing and Performing their tasks

4 Getting Started

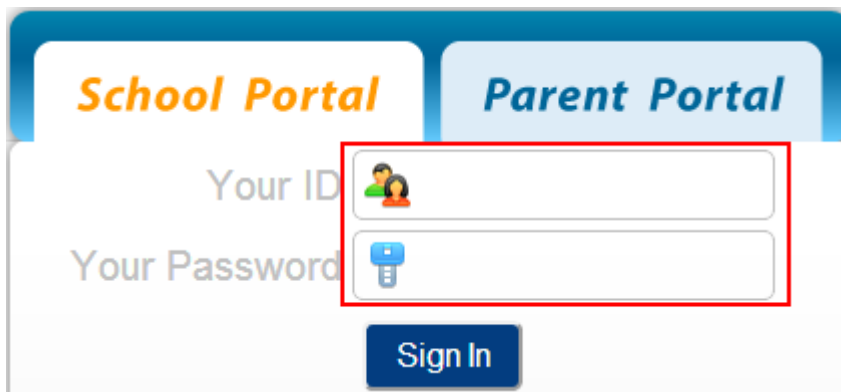
4.1 Accessing the Portal via School Direct Link

1. To access to the portal, login to [http://lms.asknlearn.com/\(school's_instance_name\)](http://lms.asknlearn.com/(school's_instance_name))
2. You will see the **School Portal** tab highlighted



3. Enter your User ID (e.g. NRIC No. / FIN)
4. Enter your password

** Note: If you are logging in for the first time and is unsure of your password, kindly check with your teacher.*

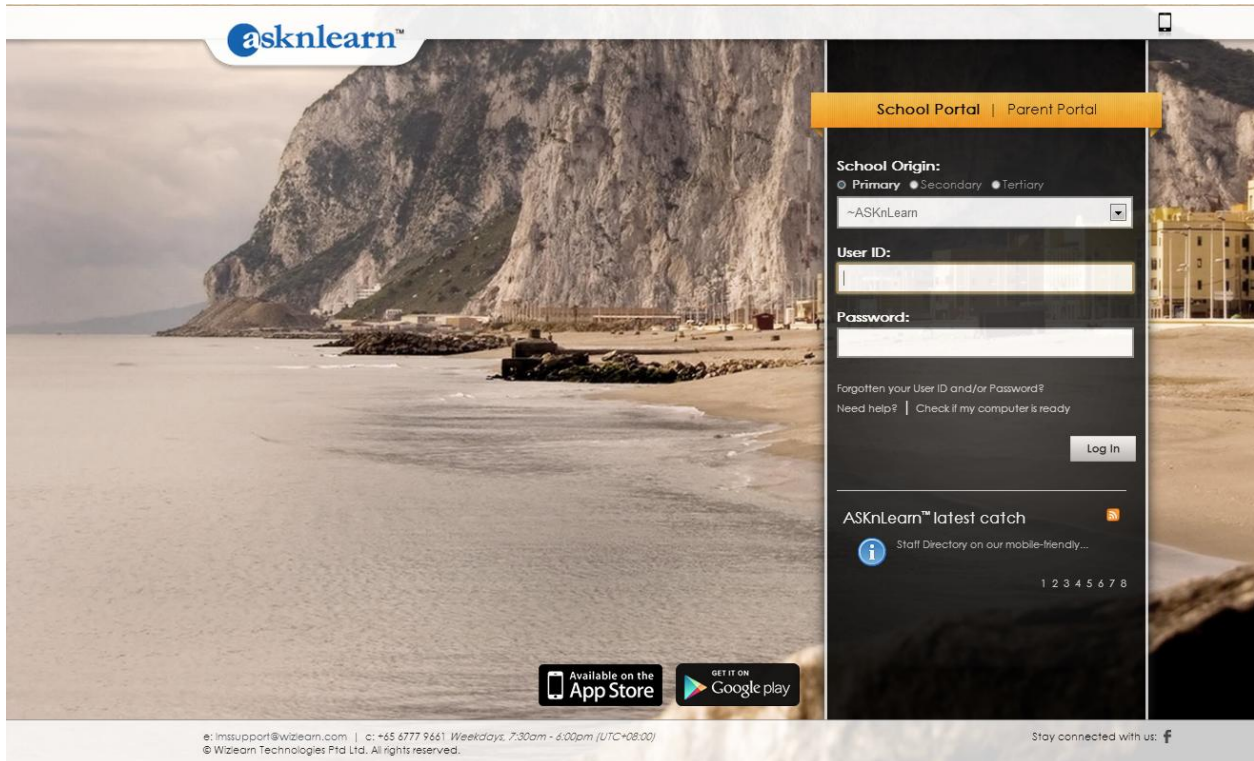


5. Click on **Sign In**

4.2 Accessing the Portal via LMS Main Page

If you are unsure of the direct link to access, you can access via the main LMS page.

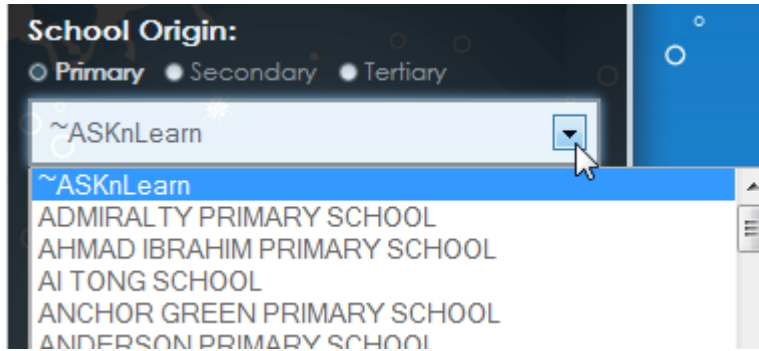
1. Go to the address: <http://lms.asknlearn.com> and you will be directed to the main LMS page as shown below.



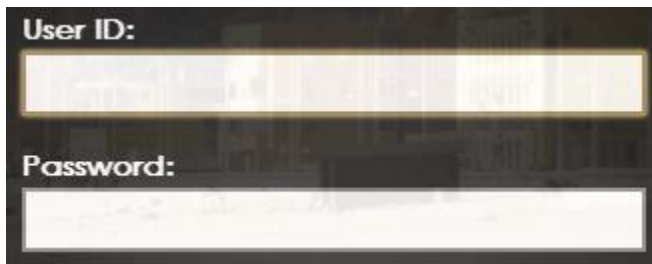
2. You will see the **School Portal** link highlighted



3. Select the level you are currently in by clicking the respective radio buttons: **Primary**, **Secondary** or **Tertiary**
4. Select the name of your school by selecting from the drop down list



6. Enter your User ID (e.g. NRIC No. / FIN)
 7. Enter your password
- * Note: If you are logging in for the first time and is unsure of your password, kindly check with your teacher.*



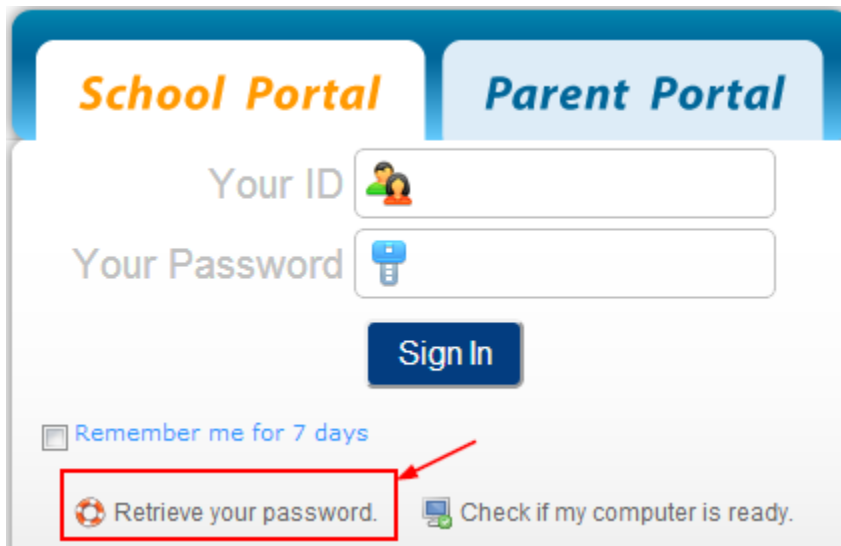
8. Click **Log In** ()

4.3 Retrieving your Password

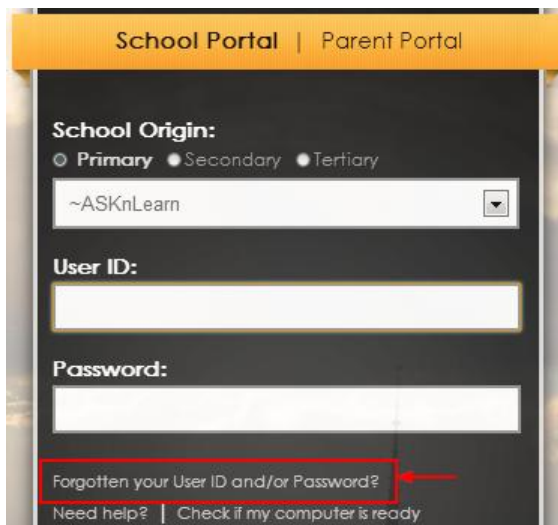
On activating the **Password Request** feature, the system will send you your password to the email which you had registered in the LMS.

1. To retrieve your password, click on the **Retrieve your password** link located on the login panel

From School's Direct Link



From LMS Main Page



2. You can retrieve your password using any of the 3 ways available. Click on the links below to learn more on each of the options:
- a. [I forgot my Password but I know my User ID](#)
 - b. [I forgot my User ID and Password, but I know my account email](#)
 - c. [I forgot my Password and account email](#)

What is the problem you are now facing?

- I forgot my Password but I know my UserID**
- I forgot my UserID and Password, but I know my account Email**
- I forgot my Password and account Email**

4.3.1 I forgot my Password but I know my User ID

If you have forgotten your password but you know your registered User ID,

1. Select the option: **I forgot my Password but I know my User ID**

What is the problem you are now facing?

- I forgot my Password but I know my UserID**
- I forgot my UserID and Password, but I know my account Email**
- I forgot my Password and account Email**

2. Click **Next** to proceed

Next

3. Enter your User ID in the text field provided

Please type in your userid

My UserID is

4. Click **Next** to proceed

Next

5. You will be informed that your password has been sent to the email address that had been registered with the User ID entered

** **Note:** Your email address will not be displayed due to security reasons.*

Your Password Has been Sent

Your Password has been sent to this email address
'*****@wizlearn.com'

[Click here](#) to login

6. Click on **Click Here** link to return to the portal's login page

Your Password Has been Sent

Your Password has been sent to this email address
'*****@wizlearn.com'

[Click here](#) to login

4.3.2 I forgot my User ID and Password, but I know my account email

If you have forgotten both your User ID and Password, but you know the email address which you have registered in the system,

1. Select the option: **I forgot my User ID and Password, but I know my account email**

What is the problem you are now facing?

- I forgot my Password but I know my UserID
- I forgot my UserID and Password, but I know my account Email
- I forgot my Password and account Email

2. Click **Next** to proceed

Next

3. Input the email address which you have registered under your profile

Please enter your Email Address

My Email is

4. Click **Next** to proceed

Next

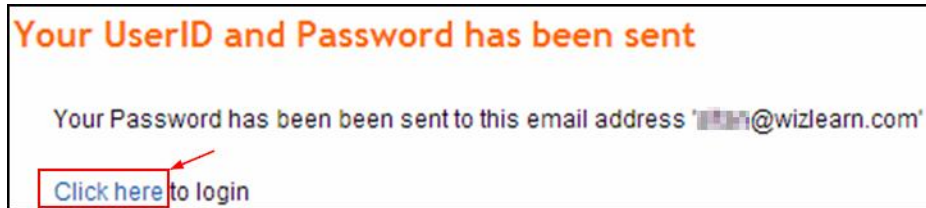
5. You will be informed that your password has been sent to the email address that had been registered with the User ID entered

Your UserID and Password has been sent

Your Password has been sent to this email address '████@wizlearn.com'

[Click here to login](#)

6. Click on the **Click Here** to return to the portal's login page



4.3.3 I forgot my Password and account email

This function is only valid if you have maintained the following information in your user account:

- A valid email address with your User ID, and
- You have maintained a security question and you remember your answer to it

If you have forgotten both your password and email address that is registered in the system,

1. Select the option: **I forgot my Password and account email**

What is the problem you are now facing?

I forgot my Password but I know my UserID

I forgot my UserID and Password, but I know my account Email

I forgot my Password and account Email

2. Click **Next** to proceed

Next

3. Enter your User ID in the text field provided

Please type in your userid

My UserID is

4. Click **Next** to proceed

Next

- You will be prompted to enter your answer to the security question which you have previously maintained under your profile

** Note: If you had not maintained your security question previously, kindly contact our helpdesk for assistance.*

Please answer the security question

Question: What is your Mother's Name

Answer:

- Click **Submit**

- You will be informed that your User ID and Password has been sent to the email address that had been registered with the User ID entered

- Click on the **Click Here** to return to the portal's login page

Your UserID and Password has been sent

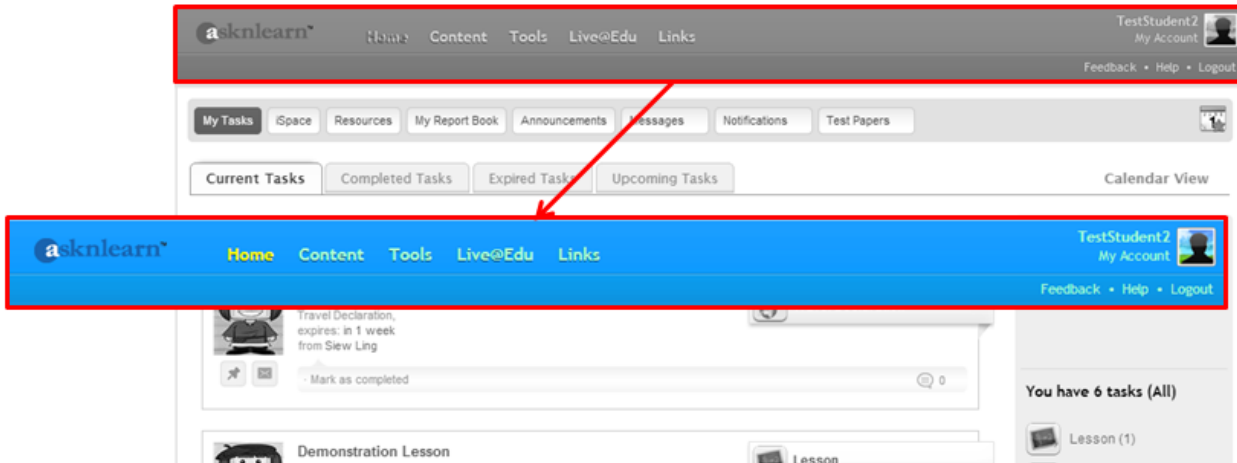
Your Password has been sent to this email address '██████@wizlearn.com'

[Click here](#) to login

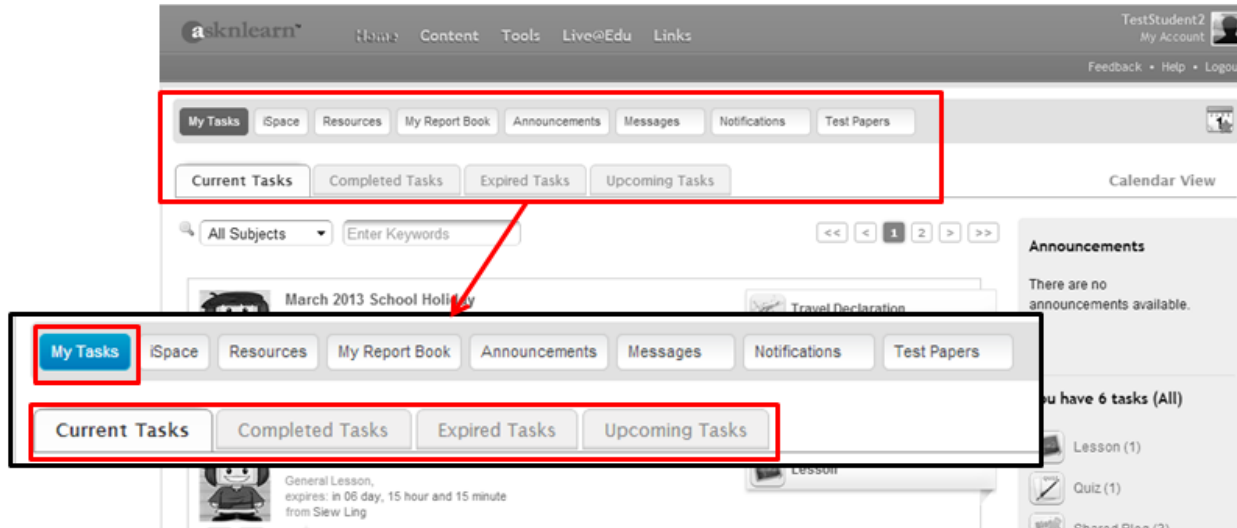
5 Navigating around the Portal

5.1 Overview of the Home Page

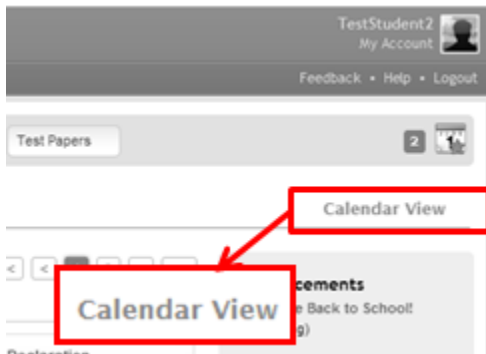
On the top of the portal, shows the **Launch Bar** which consists of different menus and your personal account information.



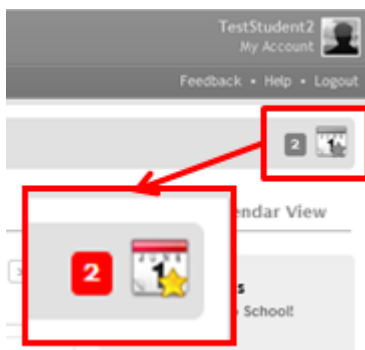
Navigate to **My Tasks** tab where all your tasks are listed. There are 4 types of tasks: **Current Tasks**, **Completed Tasks**, **Expired Tasks** and **Upcoming Tasks**. All your tasks are categorised under the different tabs based on your completion status of the tasks assigned to you.



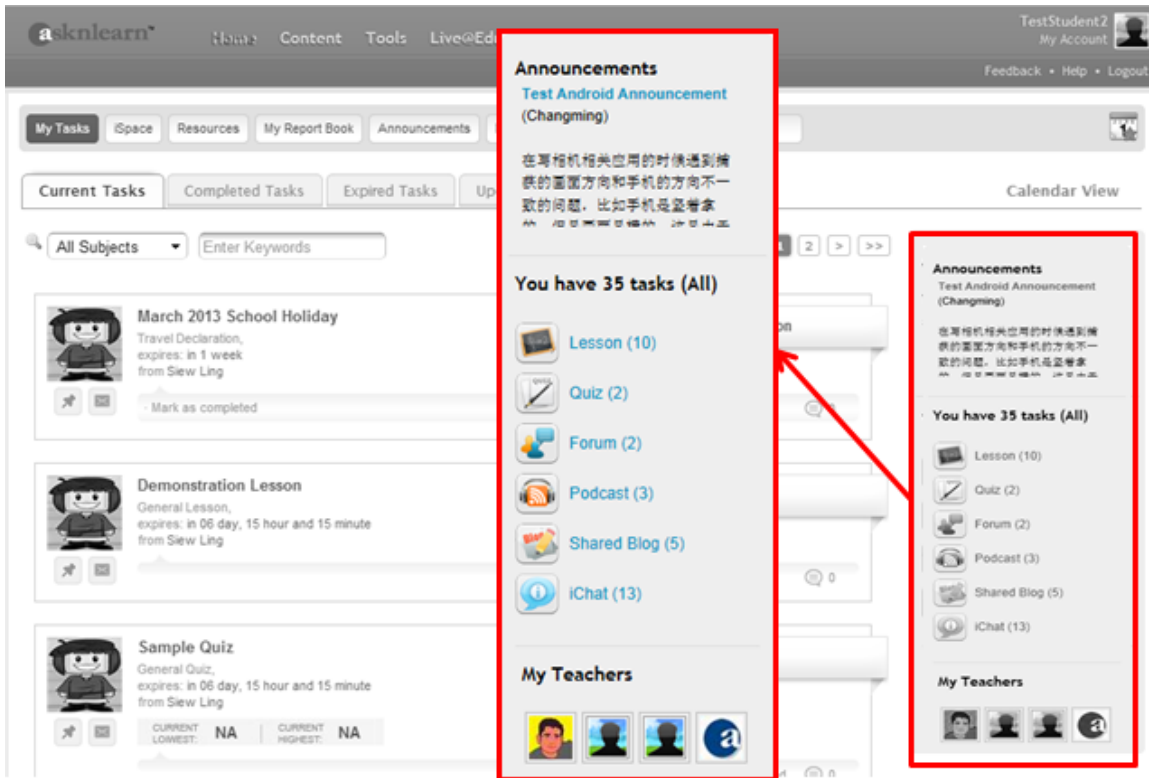
To get an overview of your tasks by month, click on the link **Calendar View**.



Click on the calendar to view events of the month. Number of events for the month is represented by the notification shown.

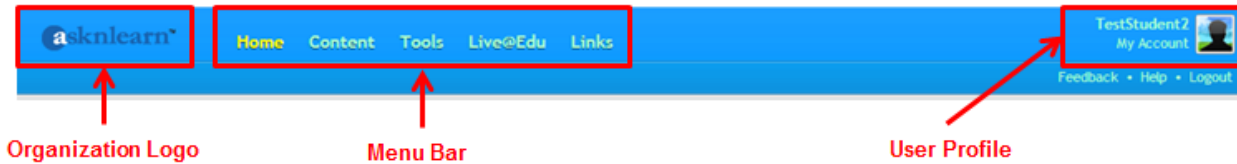


Get a quick glance of the different type of tasks, announcements and notifications from the **Side Bar**. Add your teachers to your **My Teachers** list.

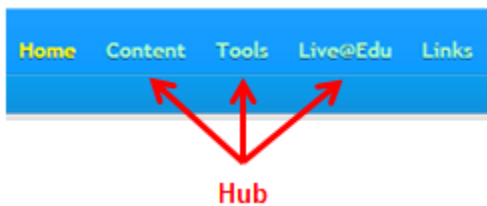


5.2 Launch Bar

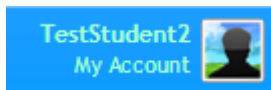
On the top of the LMS page, shows the **Launch Bar**. The header background, text color and organization logo are customizable by the administrator using the **Customize UI** module



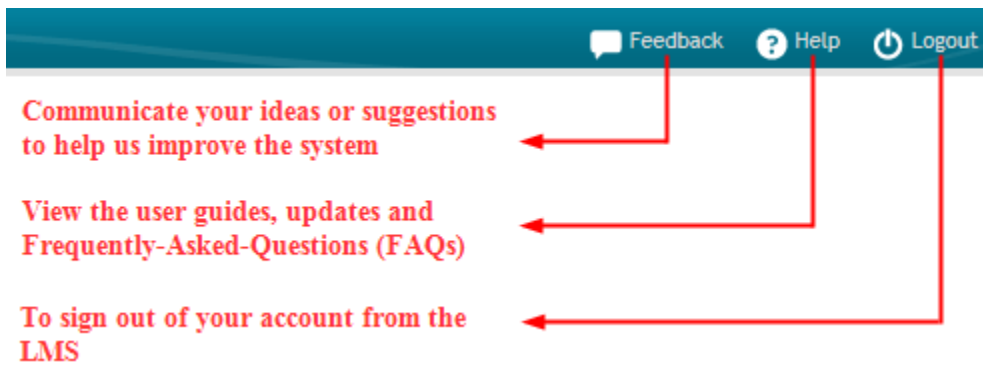
Different functional modules are classified under the different hubs as shown in the **Menu Bar**.



All users will be able to view and update their profile information via **My Account** feature



Located below your personal profile, you will see 3 links: **Feedback**, **Help** and **Logout**.



5.3 Accessing My Tasks

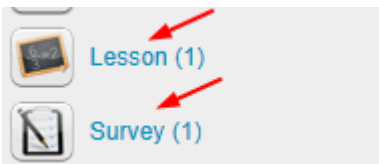
The system categorizes the tasks that have been assigned to you into 4 categories: **Current Tasks**, **Completed Tasks**, **Expired Tasks** and **Upcoming Tasks**.



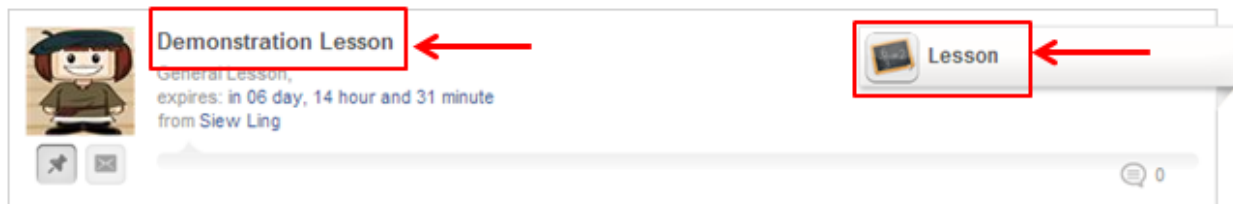
You can use the **Search** function to look for your tasks or filter your tasks by **Subjects**



The side bar summarizes the number of tasks you have been assigned / have completed / have expired based on their type. Click to filter the tasks list by the type of tasks.

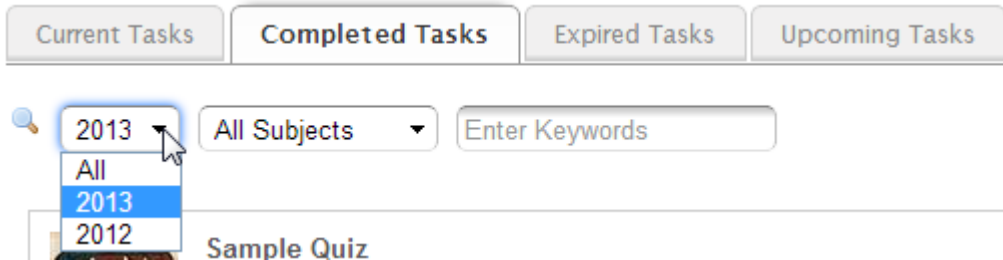


Current Tasks page lists out all the tasks that have been assigned to you and which are active as of the date you login. Click on the title or icon to launch the task.

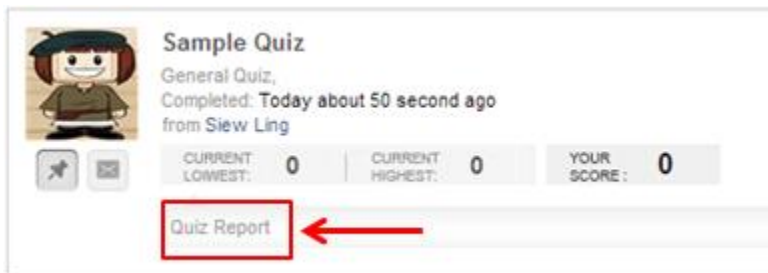


Once you have completed the tasks, they will be moved to the **Completed Tasks** tab.

From here you can view the different tasks that you have completed over the years.
Select the time range to view the tasks you have completed during the selected period of time

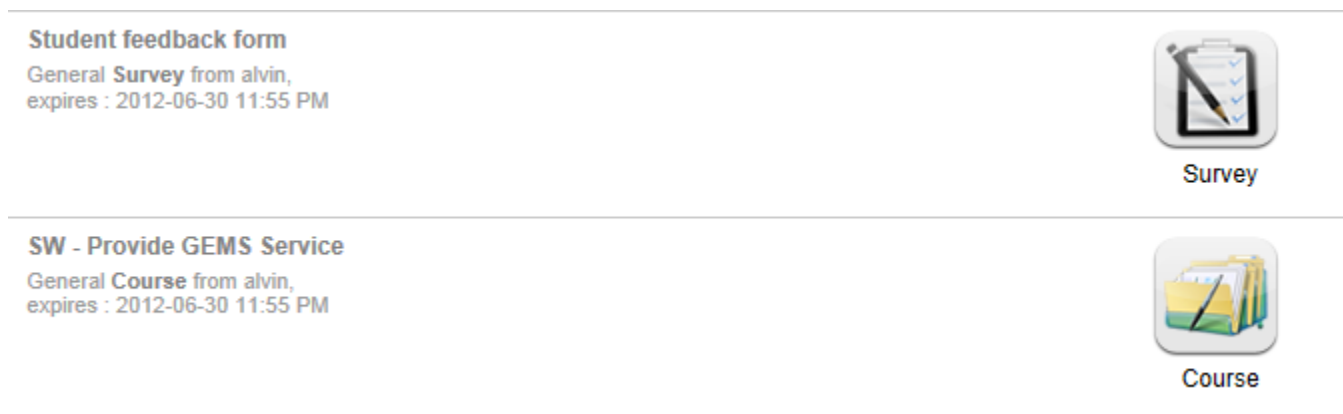


You can also view your results and report of the task you have completed.



Expired Tasks displays the list of tasks that have been assigned to you but were not completed by the expiry date / time

** Note: As the tasks have already expired, you will not be able to access the tasks anymore. You will need to approach the author to extend the validity of the task in order to access it.*



6 Quiz

6.1 Attempting Quiz

Once you have launched the quiz, you will see the following:

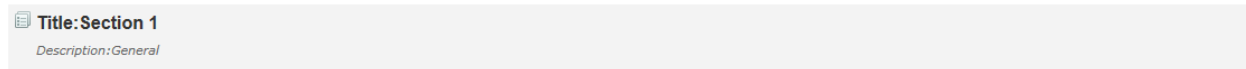
The screenshot shows a quiz attempt interface with the following elements and annotations:

- Title of Quiz:** A red arrow points to the text "Sample Quiz" in a white box.
- Number of attempts and time allowed:** A red arrow points to a white box containing the text: "This is your attempt #: 1", "You have a maximum attempt of: 5", and "You have 30 minute(s) to complete this Quiz."
- Description of Quiz:** A red arrow points to a large white box containing a detailed description of Lorem Ipsum, starting with "Description: Contrary to popular belief, Lorem Ipsum is not simply random text..."
- Take Quiz Button:** A green button with a checkmark icon and the text "Take Quiz" is located below the attempt information.

1. To start, click on **Take Quiz**



2. Select or input your responses



1. Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

- A. red
- B. green
- C. blue
- D. orange

2. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

- A. Cat
- B. Tree

3. To save your responses and resume the quiz later, click on the **Save** button.
To submit your responses, click on the **Submit** button

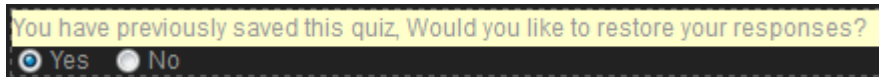
*** Note:**

- *The buttons are located at the end of the quiz*
- *You might not see the **Save** button depending on the setup of the quiz by your teacher*



6.2 Resume Quiz

1. To resume your quiz, launch the quiz from your **Current Tasks**.
2. You will be prompted if you would like to restore your responses.



3. Select **Yes** to restore your saved responses or **No** to clear your previously saved responses.
4. Click on **Take Quiz** to proceed



6.3 Quiz Report

Depending on the settings defined by your teacher, after you have submitted your quiz response, you may or may not be able to view your result for the quiz.

To print your report, click on the **Print** button located at the top of the report page

Below is a sample screenshot of the report of your quiz and the analysis:

You are now at Quiz Report. Print

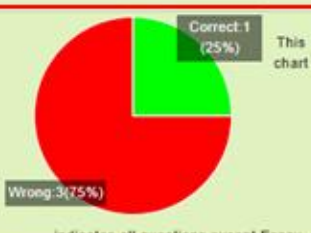
Attempt History

Title of Quiz **Description of Quiz**

1

Sample Quiz

Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old. Richard McClintock, a Latin professor at Hampden-Sydney College in Virginia, looked up one of the more obscure Latin words, consectetur, from a Lorem Ipsum passage, and going through the cites of the word in classical literature, discovered the undoubtable source. Lorem Ipsum comes from sections 1.10.32 and 1.10.33 of "de Finibus Bonorum et Malorum" (The Extremes of Good and Evil) by Cicero, written in 45 BC. This book is a treatise on the theory of ethics, very popular during the Renaissance. The first line of Lorem Ipsum, "Lorem ipsum dolor sit amet.", comes from a line in section 1.10.32. The standard chunk of Lorem Ipsum used since the 1500s is reproduced below for those interested. Sections 1.10.32 and 1.10.33 from "de Finibus Bonorum et Malorum" by Cicero are also reproduced in their exact original form, accompanied by English versions from the 1914 translation by H. Rackham.

Completed by:	TestStudent1 (TestStudent1)	
Test Started On:	26 November 2012 [11:16]	
Time Taken:	68 min(s)	
Number of attempt(s):	1	
Total Score / Max Score:	1 / 4	
Percentage (No. of Correct Qns / Total no. of Qns x 100 %):	25%	

Summary of Results

To view the details of which questions you have answered correctly and which ones you have not, scroll down to view for each individual questions

Title:Section 1
Description:General

1. Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

Your selected answer → A. red
 B. green
 C. blue
 D. orange

→ **Points you have achieved and feedback from your teacher on your selected answer(s) if any**

You scored: 0
MCQ: Please try again

2. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

A. Cat
 B. Tree
 C. Dog
 D. Grass

← **Correct answer**

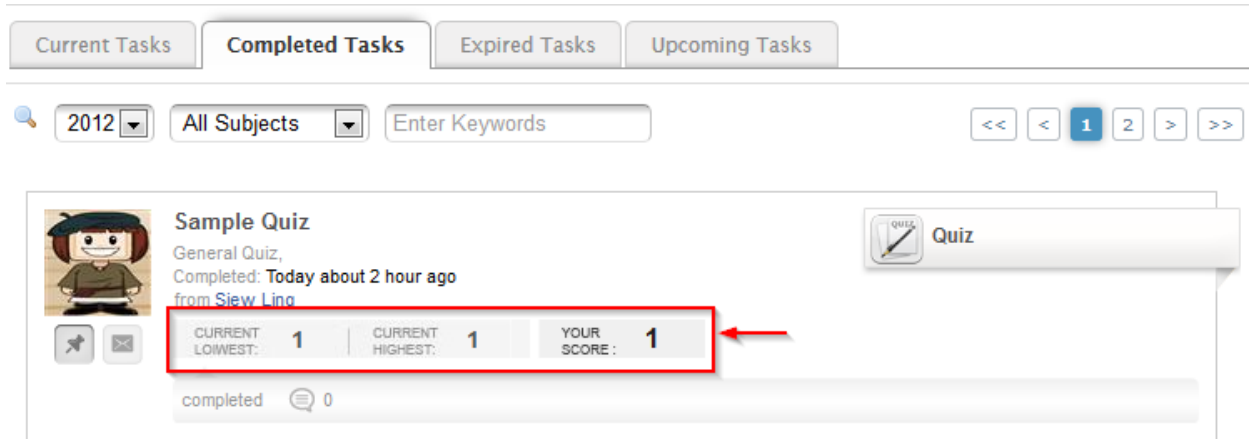
Highlighted in green indicates the correct answer(s) for the questions.

** Note: This might be set hidden from your view by your teacher.*

6.4 Re-attempt the Quiz

Once you have submitted your responses for the quiz, the task will be moved to your **Completed Tasks** tab.

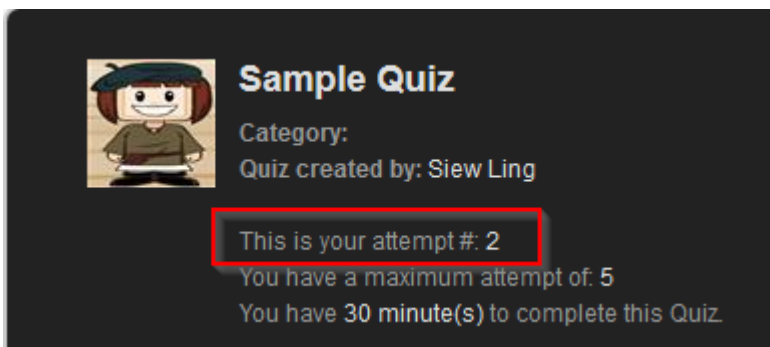
You will be able to see the score you have obtained and the highest score obtained for this quiz.



The screenshot shows a navigation bar with tabs: Current Tasks, **Completed Tasks**, Expired Tasks, and Upcoming Tasks. Below the tabs is a search bar with a dropdown for '2012', a dropdown for 'All Subjects', and a text input 'Enter Keywords'. To the right are navigation arrows and page numbers '1' and '2'. The main content area displays a quiz card for 'Sample Quiz' (General Quiz, Completed: Today about 2 hour ago from Siew Ling). A red box highlights the score information: 'CURRENT LOWEST: 1', 'CURRENT HIGHEST: 1', and 'YOUR SCORE: 1'. A red arrow points to the 'YOUR SCORE: 1' value. Below the score is a 'completed' status and '0' comments.

If you are allowed more than 1 attempt to take the quiz and would like to retake the quiz, click on the **Completed Tasks** tab and launch the quiz again.

You will see your attempt number at the start page.

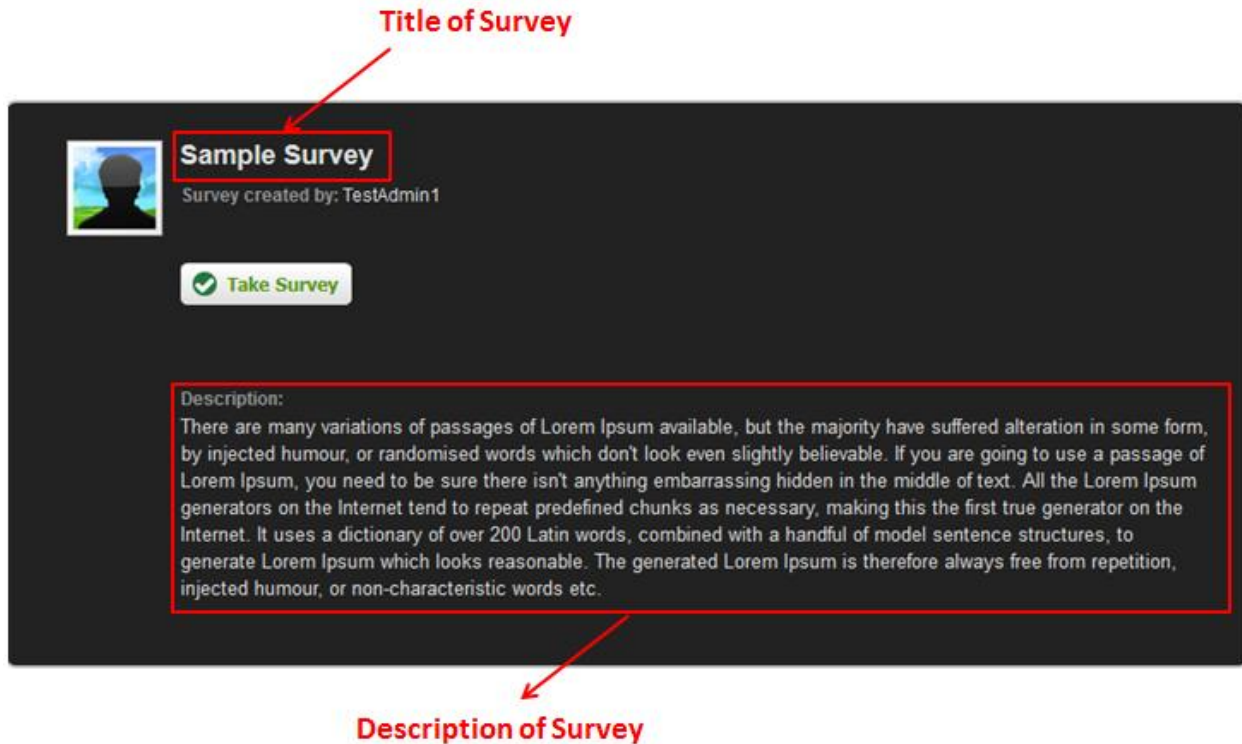


The screenshot shows a dark-themed quiz start page for 'Sample Quiz'. It includes a category, 'Quiz created by: Siew Ling', and a red box highlighting the text 'This is your attempt #: 2'. Below this, it states 'You have a maximum attempt of: 5' and 'You have 30 minute(s) to complete this Quiz'.

7 Survey

7.1 Attempting Survey

Once you have launched the survey, you will see the following:



1. To start, click on **Take Survey**



2. Select or input your responses

Title: Section 1
Description: General

* Compulsory question

1. Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. *

- Choice 1
- Choice 2
- Choice 3
- Choice 4

2. The standard chunk of Lorem Ipsum used since the 1500s is reproduced below for those interested. Sections 1.10.32 and 1.10.33 from "de Finibus Bonorum et Malorum" by Cicero are also reproduced in their exact original form, accompanied by English versions from the 1914 translation by H. Rackham. *

	STRONGLY DISAGREE	DISAGREE	AGREE	STRONGLY AGREE
This is Question 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This is Question 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This is Question 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This is Question 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Reset Selection

* *Note: Questions that are marked with an '*' indicates they are compulsory question*

ns 1.10.32 and 1.10.33 from
y English versions from the

*

This is a compulsory question

3. To save your responses and resume the survey later, click on the **Save** button. Launch the survey from your **Current Tasks** again to resume.

To submit your responses, click on the **Submit** button

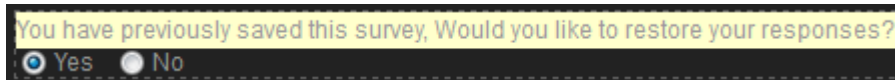
** Note:*

- *The buttons are located at the end of the survey*
- *You might not see the **Save** button depending on the setup of the survey by your teacher*
- *Once submitted, you will not be allowed to re-attempt the survey*



7.2 Resume Survey

1. To resume your survey, launch the survey from your **Current Tasks**.
2. You will be prompted if you would like to restore your responses.



3. Select **Yes** to restore your saved responses or **No** to clear your previously saved responses.
4. Click on **Take Survey** to proceed




7.3 Survey Report


After you have submitted your survey responses, you may view the report of your responses.

To print your report, click on the **Print** button located at the top of the report page



Below is a sample screenshot of the report of your survey:

 **Your survey has been submitted**
Do you want to [Hide Response?](#)

 **Title: Section 1**
Description: General

* Compulsory question

1. **Lorem Ipsum** is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. *

- Choice 1
- Choice 2
- Choice 3
- Choice 4

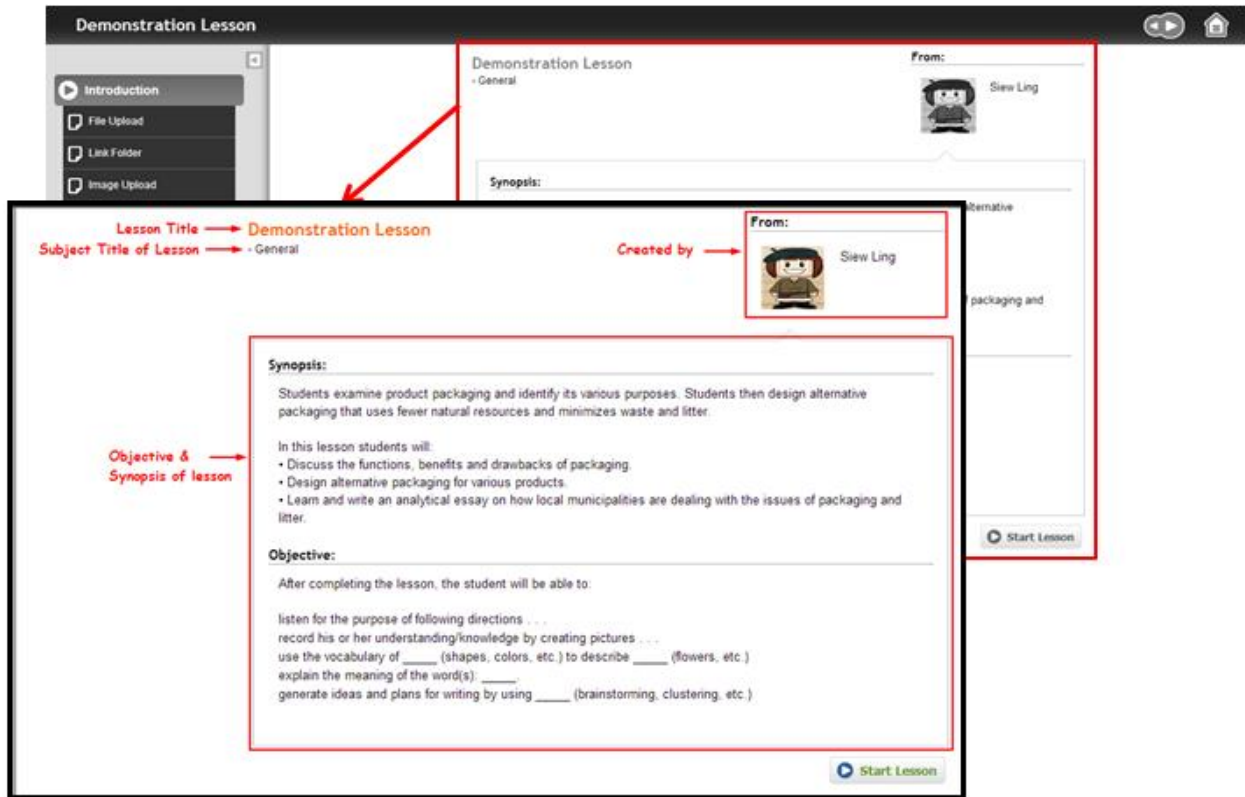
2. The standard chunk of Lorem Ipsum used since the 1500s is reproduced below for those interested. Sections 1.10.32 and 1.10.33 from "de Finibus Bonorum et Malorum" by Cicero are also reproduced in their exact original form, accompanied by English versions from the 1914 translation by H. Rackham. *

STRONGLY DISAGREE DISAGREE AGREE STRONGLY AGREE

8 Lesson

8.1 Attempting Lesson

On the lesson start page, you will see the lesson’s information such as **Title**, **Subject**, **Objectives** and **Synopsis**



Located on the top right corner, are the navigation buttons and **Home** button

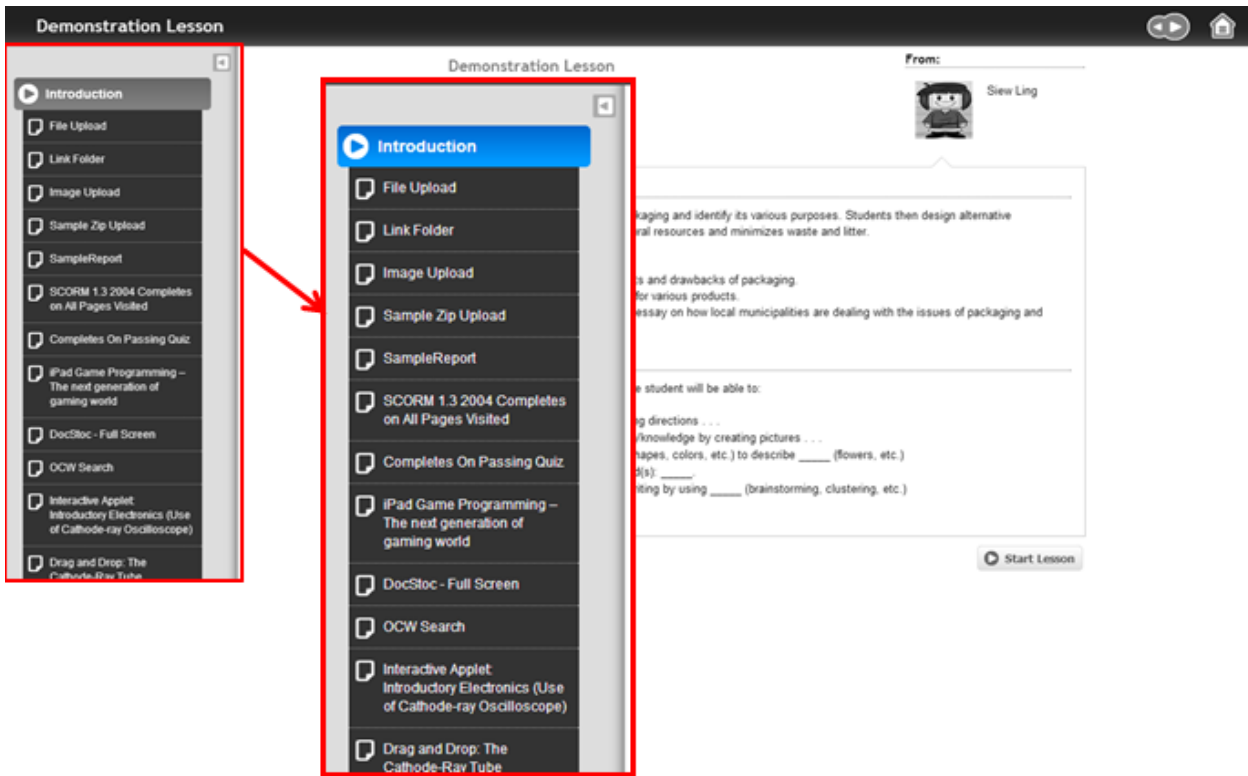


Click on the left / right arrows to navigate to the previous / next content



Click on the **Home** button to return to the lesson start page

On the left panel shows the contents available in the lesson. Click on the contents to view.

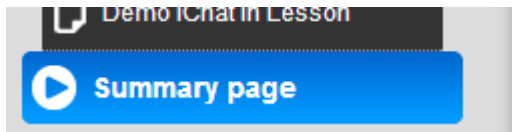


Click on the arrow to show or hide the contents panel



Click on **Start Lesson** button

To view your progress in the lesson, click on **Summary Page**




All the resources in the lesson will be displayed with the individual completion status.

Lesson Summary

No.	Resource	Last accessed	Duration spent (In Minutes)	Access count	Type	Status
1	File Upload	1/4/2013 10:09:01 AM	0	2	Document	Completed
2	Link Folder	1/4/2013 10:09:04 AM	0	2	Link Folder	Completed
3	Image Upload	1/4/2013 10:09:06 AM	0	2	Image	Completed

If you have completed all the resources in the lesson, you will see a message informing you that you have completed the lesson.



CONGRATULATIONS!
You have come to the end of the lesson.

Upon lesson completion, you will also see a **Mark Task as Complete** button. By clicking the button, the task will be displayed under your **Completed Tasks** tab.

Lesson Summary

[Mark task as completed.](#)

No.	Resource	Last accessed	Duration spent (In Minutes)	Access count	Type	Status
1	File Upload	1/4/2013 10:09:01 AM	0	2	Document	Completed


On click the button, there will be a prompt as shown below:

Lesson Summary

X
The page at uat.asknlearn.com says:

This lesson has been set as complete, if you would like to see it again, you may go to 'Home > My Tasks > Completed Tasks' to find it.

Click **OK** to dismiss the message

To exit the lesson and return to the Home page, click on the **Home** menu ()

9 CCA Selection

9.1 Submitting CCA Selection

Access the **CCA Selection** module via the **Tools** menu

You will be prompted to enter the following information:

- Select the NAPFA award that you have achieved in the previous year
- Input your height and weight

Fill in the following information ...

NAPFA:	Gold	▼	
Height:	156	cm	(The input must be whole number)
Weight:	70	kg	(The input must be whole number)

Enter the CCAs you have participated before (*if applicable*)

Previous CCAs.. [Optional]

#	Previous Participation	Type of Participation (eg. School Player, School President.. etc)	From ... To (e.g 2003-2005, Pri. 4 - 6)
1.	Dance	Member of Welfare Department, Discipline Master	2004 - 2005, Sec 2 - 3
2.	Student Councillor	Assistant Head of Treasurer, Flag Bearer	2004 - 2005, Sec 2 - 3

You can select your CCAs based on your preference (*1 as the most preferred*)

** Note: You are only able to see CCAs that are applicable to you based on the gender defined for each CCA.*

CCAs		Preferences		
		1	2	3
1 - Sports	Track & Field <small>Allows students to build up physically through running</small>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
6 - Entertainment	Wushu	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
3 - Arts & Culture	Dance	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 - Special Interests	Ice Hockey	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 - Community Service				

Enter your medical condition and other talents if applicable in no more than 200 characters in each field.

More Information ...

Medical History - [200 Characters Max]

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Special Talents - [200 Characters Max]
[training, competition at national level, music/instrumental, awards etc..]

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Click on the check box as a prove that the above information entered is accurate (as of the date entered) and that your parent(s) / guardian (s) have agreed to what has been entered

I have checked and confirmed that the above CCAs are correct and has been approved by my parents(s)/guardians(s)

Click **Submit** to submit your selections to the CCA teacher-in-charge.

Submit

Once you have submitted, you will be directed back to the main page of the CCA Selection. A summary of your submission will be displayed.

Choice	CCA Name	Status
1	Dance	Pending
2	Wushu	Pending
3	Track & Field	Pending

9.2 *Update Your Particulars*

To update your particulars, click on **Update your details** ([Update your details](#)).

After updating your particulars, click **Submit** () to save your changes.

9.3 View Result

Access the module to view the result of the CCA group which you have been allocated to

Your CCA Selection is:

Choice	CCA Name	Status
1	Wushu	Approved
2	Ice Hockey	Rejected
3	Track	Rejected