GlobalNxt University is a ground-breaking, forward-looking university that offers world-class education from some of the best professors across the globe.

The University of the Future is here Today

Student User Guide- New Learning Environment
**Copyrights**

The information in this document is confidential to GlobalNxt University and is legally privileged. The information and this document are intended solely for the addressee. Use of this document by anyone else for any other purpose is unauthorized. If you are not the intended recipient, any disclosure, copying, or distribution of this information is prohibited and unlawful.

**Disclaimer**

This documentation might include technical inaccuracies or typographical errors and is subject to correction and other revision without notice. GlobalNxt University GIVES YOU THE CUSTOMER THIS DOCUMENTATION "AS IS." EXPRESS OR IMPLIED WARRANTIES OF ANY KIND ARE NOT PROVIDED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Some states or jurisdictions do not allow disclaimer of express or implied warranties in certain transactions; therefore, this statement may not apply to you.
# Table of Contents

**Preface** ................................................................................................................................. vi
  About this Manual .................................................................................................................. vi
  Intended Audience .................................................................................................................. vi
  Document Conventions .......................................................................................................... vii
  Support Information .............................................................................................................. viii

**1 Introduction** ......................................................................................................................... 1
  1.1 A note to the GlobalNxt users ......................................................................................... 2
  1.2 What is the new learning environment? ......................................................................... 2
  1.3 Subject Enrolments ....................................................................................................... 2
  1.4 Group Enrolments ......................................................................................................... 3
  1.5 File Manager for online file storage ............................................................................. 3
  1.6 Student Roles in the GlobalNxt’s new learning environment ....................................... 3

**2 Getting started** ...................................................................................................................... 4
  2.1 Accessing the university’s new learning environment ................................................ 5
  2.2 Login page ..................................................................................................................... 5
  2.3 GlobalNXT University Home Page .............................................................................. 9
  2.4 Announcements ............................................................................................................. 14
  2.5 Mail ................................................................................................................................. 15
  2.6 Alerts .............................................................................................................................. 22
  2.7 File Manager ................................................................................................................ 23
  2.8 Reports .......................................................................................................................... 29

**Campus Updates** .................................................................................................................... 12
2.9 Calendar ................................................................................................................................. 35

3 Groups .................................................................................................................................... 40
  3.1 All Groups ............................................................................................................................ 41
  3.2 My groups ............................................................................................................................. 44
  3.3 Managing Groups .................................................................................................................. 46
  3.4 Create a section Group ......................................................................................................... 56
  3.5 Invitations .............................................................................................................................. 58
  3.6 Accepting a group invitation request ................................................................................... 58
  3.7 Notification message for accepting a group request ............................................................ 59
  3.8 Pending Group Requests ...................................................................................................... 59

4 Sections ..................................................................................................................................... 62
  4.1 Viewing a section .................................................................................................................. 63
  4.2 Attending an assignment and quizzes from the subject content ......................................... 70
  4.3 Study scheduler ..................................................................................................................... 74
  4.4 To view a final exam in a section .......................................................................................... 75

5 Assessments ............................................................................................................................. 78
  5.1 Peer assessments ................................................................................................................... 80
  5.2 Assignment details ................................................................................................................ 85
  5.3 Attempting Quiz .................................................................................................................. 86
  5.4 Notification message after completing a quiz ....................................................................... 88

6 Discussions .............................................................................................................................. 90
  6.1 Category view of Discussion ............................................................................................... 92
  6.2 Topic screen .......................................................................................................................... 93
  6.3 Create/Send new Message ................................................................................................... 94
  6.4 Plain text Editor .................................................................................................................... 95
6.5 Message Details .................................................................................................................. 96

7 Profile .................................................................................................................................. 99
   7.1 Profile basic info ............................................................................................................ 100
   7.2 Education ...................................................................................................................... 100
   7.3 Experience info ............................................................................................................ 101
   7.4 Additional Info ............................................................................................................. 102
   7.5 Edit profile .................................................................................................................. 102
   7.6 Edit user Profile .......................................................................................................... 102

8 Appendix ............................................................................................................................ 104
   8.1 Troubleshooting and Faqs .......................................................................................... 105
   8.2 Acronyms and Terms .................................................................................................. 107
   8.3 Support Information and Help Desk ........................................................................... 109
About this Manual

This manual describes the GlobalNxt University’s new learning environment application and explains how to work and use its major features. It serves as a means to describe the application user interface, functionalities and step by step procedures to accomplish the tasks.

Intended Audience

All the students who are registered with GlobalNxt University for their online program are the intended audience for this document. Students, who work on this new learning environment application, will be provided with this document as a reference.

Document structure

THE University New learning environment student guide comes with a complete set of end-user documentation with which you should be familiar.

The document is divided into below sections:

1. **Introduction**: Introduces the university New learning environment application
2. **Getting Started**: Describes about logging into the application and dashboard view of application
3. **Campus Updates**: Describes various features and procedures like announcements, mails, alerts, File Manager and Reports.
4. **Groups**: Describes the procedures in creation of groups and subscribing for the groups
5. **Sections**: Describes list of courses for the enrolled programs, related learning content and activities such as assignments, course content, exam, Quiz, Surveys and discussions.
6. **Assessments**: Describes various features like retrieve, manage and submit your assignments.
7. **Discussion:** Describes the process for creating the discussion topics and participating in discussions, sharing of knowledge and ideas.

8. **Profile:** Describes how to view or edit your personal profile.

A. **Appendix:** Supplementary material that is collected and appended at the back of the document such as Glossary terms, troubleshooting and FAQs and Help Desk.

**Revision History**

<table>
<thead>
<tr>
<th>Date</th>
<th>Comments</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>27/06/2013</td>
<td>First Draft</td>
<td>new learning environment team</td>
</tr>
<tr>
<td>01/07/2013</td>
<td>Implemented Reviews</td>
<td>new learning environment team</td>
</tr>
<tr>
<td>19/08/2013</td>
<td>Implemented final reviews</td>
<td>new learning environment team</td>
</tr>
</tbody>
</table>

**Document Conventions**

In this manual, certain words are represented in different fonts, typefaces, sizes, and weights. This highlighting is systematic; different words are represented in the same style to indicate their inclusion in a specific category.

Additionally, this document has different strategies to draw User attention to certain pieces of information. In order of how critical the information is to your system, these items are marked as a note, tip, important, caution, or warning.
<table>
<thead>
<tr>
<th>Icon</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Note" /></td>
<td>Note</td>
</tr>
<tr>
<td><img src="image" alt="Tip/ Best Practice" /></td>
<td>Tip/ Best Practice</td>
</tr>
<tr>
<td><img src="image" alt="Important" /></td>
<td>Important</td>
</tr>
<tr>
<td><img src="image" alt="Caution" /></td>
<td>Caution</td>
</tr>
<tr>
<td><img src="image" alt="Warning" /></td>
<td>Warning</td>
</tr>
</tbody>
</table>

- **Bold** indicates the name of the menu items, options, dialog boxes, windows and functions.
- The color **blue** with underline is used to indicate cross-references and hyperlinks.
- **Numbered Paragraphs** - Numbered paragraphs are used to indicate tasks that need to be carried out. Text in paragraphs without numbering represents ordinary information.
- The Courier font indicates a command sequence, file type, URL, Folder/File name e.g., http

**Support Information**

Every effort has been made to ensure the accuracy of the document. If you have comments, questions, or ideas regarding the document email us at: support@globalnxt.edu.my
GlobalNxt University uses a cutting-edge learning model that provides the best of interactive, professor-led classroom learning in a technology-enabled learn Anywhere, Anytime format.

In this chapter, you will learn:

- Introduction to user
- What is NEW LEARNING ENVIRONMENT?
- Subject & group enrollments
1.1 **A note to the GlobalNxt users**

This user guide is a help aid for a student enrolling into any online learning program powered by GlobalNxt University. This guide covers all aspects of the Learning Management System from a student perspective and intends to solve any query from a student. The content and details covers mainly aims to make the learning experience an easy and memorable one.

1.2 **What is the new learning environment?**

The New learning environment (NLE) is an online environment that supports the University’s learning and teaching. All subjects have a space in the new learning environment that can be used to provide information and resources to support students’ independent learning and study. The New learning environment provides a range of interactive tools to facilitate communication, collaborative learning, assessment, and feedback for students. The New learning environment also provides community sites for nominated groupings of staff and students involved in collaborative activities such as projects, or research, to share resources and to communicate and interact with other community members.

1.3 **Subject Enrolments**

Student enrolment details are fed from the student information system to the new learning environment several times a day, automatically matching students to subjects. The subjects and communities you can access in the new learning environment will vary each semester – usually only current subjects and communities are available, not those from past or future semesters. At the beginning of a course, you may not be able to access an expected subject because your enrolment is not yet confirmed, or because the subject has not yet been made available to students by the subject coordinator or professor.
1.4 **Group Enrolments**

Group enrolments are managed in several different ways:

- You may be automatically enrolled in some groups because of your enrolment in a particular subject or course.
- You may be added to a group at the request of the professor.
- You can self-enroll in some groups.

Students can sign-up for a group, or the group can be selectively or randomly populated by professors on behalf of the students. For more information refer chapter [Groups](#).

1.5 **File Manager for online file storage**

All students are allocated with 10 Mb of online file storage to store their files in new learning environment. Your personal folder is called ‘File Manager’ and you reach it by using the ‘File Manager’ tab in the new learning environment. You can add, move, copy and remove files and folders within your personal folder. You cannot work actively on the files inside this folder. For more information refer chapter [File Manager](#).

1.6 **Student Roles in the GlobalNxt’s new learning environment**

![Student Roles Diagram]
Getting started

You need to log on to the University’s online new learning environment application in order to perform your tasks as a student.

In this chapter, you will learn about:

- Logging into NEW LEARNING ENVIRONMENT
- Forget Password
- Home Page of NEW LEARNING ENVIRONMENT
2.1 **Accessing the university’s new learning environment**

You can access the new learning environment using username and password provided by the university. A user name is a unique identifier provided with a password, when you are added to the new learning environment system.

![Your user name and password are case-sensitive.]

2.1.1 **System requirements for the functioning of THE University’s new learning environment**

Before start accessing the new learning environment on your computer, you should ensure the following system requirements:

- Web Browser – Internet Explorer Version 7.0+/Firefox Version 3.0+, Google chrome and Safari all versions.
- Adobe Reader.
- MS Office.
- Internet connectivity.
- Java.

2.2 **Login page**

**Steps to login into student profile:**

1. Enter the URL [http://u21g-test.manipaltech.net/?q=MULNLogin/login](http://u21g-test.manipaltech.net/?q=MULNLogin/login) in the address bar of the browser to login to the University’s new learning environment application.
2. The login page appears. Enter **Username** and **Password** in respective textboxes.
3. Finally, click on **Login**.
4. You are into the **campus dashboard**.

![If you type an incorrect user name or password, an error message appears. Re-type your correct user name and password.]}
2.2.1 Browser Check

You can check the compatibility of your browser for accessing THE University new learning environment.

- Click on BROWSER CHECK in the main page. A new window appears with browser check results.
Checking the browser compatibility includes:

<table>
<thead>
<tr>
<th>Configure</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Browser check</strong></td>
<td>Displays your current Browser. THE University new learning environment supports Internet Explorer Version 7.0+/Firefox Version 3.0+, Google chrome, and safari in all versions.</td>
</tr>
<tr>
<td><strong>Cookies check</strong></td>
<td>Displays the cookies enable/disable status in your browser. You should enable cookies to login to the application successfully.</td>
</tr>
<tr>
<td><strong>JavaScript check</strong></td>
<td>Displays the java script enable/disable status in your browser. Enable the java script to use the University new learning environment.</td>
</tr>
<tr>
<td><strong>Pop-up Window Check</strong></td>
<td>Displays the pop-up windows enable/disable status in your browser. You should always allow pop-up’s from the University new learning environment application.</td>
</tr>
</tbody>
</table>

Search the 'Help' menu of your browser to see how to enable the above settings

- Indicates the browser setting is compatible.

- Indicates browser setting is non-compatible.
2.2.2 Forgot Password

Steps for password recovery:

1. If you forgot your new learning environment application password, click on Forgot Password link in the login page.
2. Please enter your username or E-mail address in the field below.
3. Click on Email me my new password.
4. Your password will be reset and sent to you by e-mail.

5. You will receive an email with a link having one-time login access to the system.
6. Open your Email inbox.
7. Click on the given link or copy the link and enter it in address bar of the browser.
8. Click on Login button.
9. Change your password.

The one-time login access will expire in 24-Hrs. If you miss changing your password within this time, then you would need to request for a new password.

If you can't remember your username please contact your administrator.
2.3 **GlobalNXT University Home Page**

Get a single view of all learning activities right on the university new learning environment Dashboard. An interactive and intuitive The university new learning environment Dashboard enables you to get a single view of all the learning activities, courses in the system, learning content, Assignments, Mails, Calendar and more.

<table>
<thead>
<tr>
<th>S.No</th>
<th>Area</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name and Role</td>
<td>Shows your full name and role.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td><strong>Logout</strong></td>
<td>Makes you to exit from the new learning environment. To log out, click <strong>Logout</strong> in the main window. After you click <strong>Logout</strong>, you will be brought back to the login page.</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td><strong>Search</strong></td>
<td>Search option allows you to do a search based on content, community or people.</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td><strong>Home</strong></td>
<td>You can get into the homepage directly from anywhere of the application. If you move out of your current page by clicking on this icon, any changes made on the current page will be lost. Same applicable when switching between other tabs/options too.</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td><strong>Sections</strong></td>
<td>Allows you to directly move onto the homepage of sections where you can see all the sections that you enrolled in. For more information refer chapter <strong>Sections</strong>.</td>
</tr>
<tr>
<td><strong>6</strong></td>
<td><strong>Assessments</strong></td>
<td>Allows you to see all your assignments and quizzes.</td>
</tr>
<tr>
<td><strong>7</strong></td>
<td><strong>Discussions</strong></td>
<td>Allows you to see all your discussions that you are a part of it. For more information refer chapter <strong>Discussions</strong>.</td>
</tr>
<tr>
<td><strong>8</strong></td>
<td><strong>Profile</strong></td>
<td>Allows you to see your profile information. You can also edit your information using edit profile.</td>
</tr>
<tr>
<td><strong>9</strong></td>
<td><strong>Breadcrumb trail</strong></td>
<td>Allows you to keep track of your locations within programs.</td>
</tr>
<tr>
<td><strong>10</strong></td>
<td><strong>Campus updates</strong></td>
<td>Updates on announcements, mails, alerts, and reports are displayed under campus updates.</td>
</tr>
</tbody>
</table>
You can see latest announcements.

Mail allows you to check your inbox, sent mails and deleted mails for messages. You can also send messages to others in institute level.

File manager allows you to store up to 10 Mb of files in the new learning environment. You can add, move, copy and remove files and folders within your file manager.

Reports allow you to know the details on program progress, student’s login activity and students’ learner performance. For more information refer chapter Campus Updates

<table>
<thead>
<tr>
<th></th>
<th>Groups</th>
<th>Let you collaborate with various groups via discussions and postings. You may also create your own informal groups with various members across your communities to discuss and share ideas on topics of mutual interest.</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Announcements</th>
<th>Shows the recent announcements For more information refer chapter Announcements</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Sections</th>
<th>Your dashboard to get to the list of programs that you have enrolled for and sections that you belong to.</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Calendar</th>
<th>Gives a consolidated view of scheduled events across your sections. For more information refer chapter Calendar</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td><strong>Quick links</strong></td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>----------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>These links provide you shortcuts to those that are frequently used in the new learning environment or these are links to other systems outside the new learning environment.</td>
<td></td>
</tr>
</tbody>
</table>

---

**Campus Updates**

The University new learning environment provides various features to boost your learning experience, collaboration, and scheduling. Under the Campus Updates section, you can see Announcements, Mail, Alerts, File manager, and Reports.
In this chapter, you will learn:

- Announcements
- Mail (113)
- Alerts (4)
- File manager
- Reports
2.4 **Announcements**

Once you have logged in, the dashboard contains various announcements for you from other community members. Updates on alerts, announcements and messages are displayed in your dashboard.

You can see the new/unread announcements on the dashboard once after you login into the new learning environment account. You can also navigate to the announcements by clicking on **Announcements** under **Campus Updates**.

Based on the priority level, colors of announcements will vary. For example, you can see red color indication in the listed announcements above. It shows high priority level of the announcement.

- Click on a particular announcement to view full announcement details in a pop-up window.
2.5 Mail

Mail in new learning environment is same like our normal Emails. But the difference is that it can be only utilized by members with in new learning environment who are under the institute level.

To check your mails

- Click on Mail under Campus updates.

If you have lots of email messages, it may take you some time to browse through the long list of emails. In these cases, you can sort by certain criterion. Your mailbox has 6 columns such as community, subject, from, importance, received and attachment. You can sort your mails by clicking on columns such as community, subject and received.

For viewing particular message, simply click on the message to open.
You can delete particular mail/list of mail by clicking on check box of desired mails and click on **Delete** button. A notification will appear. Click ok for confirming deletion or click cancel for withdrawing deletion.

You can also mark your mails as read/unread by using **Execute** option. Find more actions at right of **Delete** button and select your action from top down menu. Click on Execute.

Below are the three options which help you to perform certain activities.

1. Create message
2. Sent Mail
3. Deleted messages

Click on desired option to perform further.
2.5.1 Create New Message

Steps to create and send new message:

1. Click **Create New Message** button. A window with required fields appears.
2. Fill **To** and **Subject** textboxes as they are mandatory.

3. You can also add to list by clicking on **Select sender’s list** link. Then, you will get members list.
4. Select the desired member(s) by clicking on checkbox(s).

5. You can also add additional member by adding in Cc or Bcc fields.
   
   To add members in Cc or Bcc, click Cc and Bcc links. You will see list of members to select and follow the step 4.

6. Type your message in the message field which has several options to make your desired text.

7. You can also add an attachment in your new mail from your file manager by clicking on Add attachment button.
   
   Then you will see your file manager in a popup-window.
8. Then select the file by clicking on checkbox of the file that you needed and click **add selected** button to attach.

9. Click **Send Message** button.
You cannot attach documents directly to the mail.

For sending documents,

1. First, you need to upload your document in your File Manager.
2. Then, copy the file link by using the option.
3. Paste that link in your message field of create new message.

You can provide a priority of your mail by clicking on High importance check box.

You can have a preview of your mail by clicking on Preview message button.

For sending documents,

4. First, you need to upload your document in your File Manager.
5. Then, copy the file link by using the option.
6. Paste that link in your message field of create new message.

2.5.2 Sent mail

Click on Sent mail to view the list of mails sent by you.

You can view the details of mails based on community, subject, sent to and sent on.
You can sort the messages based on community, subject, and sent on by clicking on it.

**View sent message:**

Click on the particular message that you wish to open. You can view the message with details such as To, Subject, Message, and Sent on, Attachments, Cc and Bcc.

**2.5.3 Deleted Messages**

From mail home page, click **Deleted Messages** to view list of deleted messages from your mail.
2.6 Alerts

Alert section reminds you of any pending actions to be performed by you. Alerts are very important in learning activities as it indicates pending or over-due tasks.

To view alerts:

- From the home page, click the Alerts link. The important alerts are displayed with number of days left to do the task is highlighted in red color.
2.7 File Manager

File Manager is a repository of all your artifacts. This includes files of any format except system files such as .exe files.

Your personal folder is called File Manager and you reach it by using the File Manager tab under campus updates in the new learning environment. You can add, move, copy and remove files and folders within your personal folder. You cannot work actively on the files inside this folder.

All students are allocated with 10 Mb of online file storage in the Content Collection of the new learning environment.

Below are the buttons in File Manager home page:

<table>
<thead>
<tr>
<th>Fields</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
<td>Search the uploaded documents</td>
</tr>
<tr>
<td>Upload File</td>
<td>Upload Your Files In File Manager</td>
</tr>
<tr>
<td>Create New Folder</td>
<td>Creates a new folder to upload the documents such as your assignments.</td>
</tr>
<tr>
<td>Delete</td>
<td>Delete the selected files/Folders</td>
</tr>
</tbody>
</table>
2.7.1 Create new folder

You can create a separate folder to save your documents in the new learning environment application.

To create new folder,

- Click on Create New Folder button in File Manager Homepage.

After clicking on Create New Folder, enter the entire details namely new folder Location, Folder name, Description and keywords related to new folder.

- To save all the details that you entered, Click Create.
- To cancel the page, Click Cancel.
2.7.2 Window after creating a folder

You can view the notification message after creating a folder in the window.

For opening the folder, just click on the folder.

You can download uploaded files to your system by simply clicking on the file.

Action buttons helps you to perform different activities such as edit, move, copy link, remove, public, and private.

<table>
<thead>
<tr>
<th>ICON</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Edit</strong></td>
<td>You can edit information of particular document/file. (For eg: file name, description etc; you can save all the data of you edit by using <strong>Save</strong> button.</td>
</tr>
<tr>
<td></td>
<td><strong>Move</strong></td>
<td>You can move saved file from existing folder to another folder. Click on <strong>Move</strong> icon&gt;&gt;Select destination folder&gt;&gt; to move click on <strong>Move</strong> button.</td>
</tr>
<tr>
<td></td>
<td><strong>Copy link</strong></td>
<td>Whenever you want to send particular file to other people, you have to copy the link of file by using this Action.</td>
</tr>
<tr>
<td></td>
<td><strong>Delete</strong></td>
<td>You can delete particular file by using this action. After clicking on Delete action you can view a confirmation popup window.</td>
</tr>
<tr>
<td></td>
<td><strong>Change Status</strong></td>
<td>You can change the status of the file from Public to</td>
</tr>
<tr>
<td>ICON</td>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>private vice versa.</td>
</tr>
</tbody>
</table>

You can download particular file by clicking on particular file name.

2.7.3 Upload files

If you want to upload files,

- Click particular folder in file manager home page.
- A window with upload files button will appear.
- Click Upload files.

You can also upload the files directly at file manager home without creating new folder.

2.7.4 Attach file

Before uploading the file, you have to fill the required fields like description, Keywords etc.
To attach the file,

- Select the file using **Choose File**,  
- You can ensure file as public or private by selecting **Make file Public** (By default a file uploaded will have Private status. Hence, before sharing/attaching a file, marking it as a public file is necessary),  
- Click on **Attach**,  
- Click **add more** link to choose another file,

- Repeat the same steps to select the file,  
- To save click on **submit** and to cancel click on **cancel** buttons.
You can see the notification message while uploading process is completed. You can also see the File name, Status, Size, modified date and actions for the uploaded documents.
2.7.5 To change file destination

You can change the destination folder of your document in the File Manager.

![Image of File Manager]

2.8 Reports

Reports help you to know about your performance within new learning environment in terms of study, active participation in various activities, grades, etc. The university’s new learning environment provides you reports based on 3 categories. They are

1. Program progress report
2. Login activity report
3. Learner performance report

To view the reports from consumer reports,

1. Click on Reports link,
2. Select required report among three,
3. Click on Get report and to cancel click on Cancel.

Then, you will get the details on the selected option.

🌟 You will see a detailed real-time report generated by the University new learning environment that lists all the courses and sections you have attempted and/or completed, along with their respective scores, status and dates accessed/completed.

2.8.1 Program progress report
Select your desired program from the list of programs that you enrolled in (for eg: MBA and IS).
You program progress on report on the particular selected program appears where you can your status on the program.

To view Program Progress Report,

- Click on the Reports link the Reports menu
- Select the Program Progress Report and click on the Get Report button

This report includes subject, section, Start date, End date, and status details.

2.8.2 Login Activity Report

Select your desired program from the list of programs that you enrolled in.

- Click on the Reports link
- Select the Login Activity Report and click on the Get Report button.
Select the subject from the list of subjects belonging to the program.

Select the section from the list of sections belonging to the program and subject.

Your login activity report will be displayed.
2.8.3 Learner Performance Report

1. Click on the Reports link

2. Select the Learner Performance Report and click on the Get Report button.
In the report, you can see all the information of your performances which includes Final score, Alpha grade, and Grade points of each course that you enrolled to.

To view particular performance,

- Select the **course name** from the report list, to go back to the previous menu click on **Cancel**.

---

In this report, you can see all the reports such as marks, class averages, class highest marks for the selected course.

You can directly view your performance reports by clicking on **learner performance** link under section updates in a particular section.
You can see all reports in .xls format by clicking on  and you also can take a print copy by clicking on  .

2.9 Calendar

The purpose of the calendar tool is to allow you to view various scheduled events. The calendar is a common calendar for you across all sections that you belong to. Therefore you will have an overall view of the events from all the sections that you belong to.

This is a common calendar for you across all sections that you belong to.
2.9.1 Calendar view for a particular section

Calendar will differ based on that section that you have selected. It shows only the events on particular section.

You can view all events on selected section,

- Click Section in home page,
Then, calendar will change based on selected section.

To better understand, you can compare the June, 2012 calendar pasted above.

2.9.2 To view the list of events for a specific date

- Click on the relevant date which has any events highlighted,
- You will view the list of event/s for that specific date (for eg: 30th June in the calendar),

Events are created in the calendar for any activity such as assignment, quiz, exam etc. that needs to be completed by you. The listing into the calendar is based on the set up done during the creation of the respective activity.

2.9.3 To create entries in the calendar

1. You can view the monthly view of the calendar to create and manage your entries.
2. Click on the month link (eg: click on month name) in the calendar.

You can view and Edit all events in selected month.
You can add all your entries in the calendar by clicking on the date in selected date (or)

You can add your entry by clicking on Add entry.

Enter event details and click on save button to successfully create a calendar entry and this will be added as Personal events.
You can select the types of events such as personal, activity, and section events etc. from the view dropdown box.

2.9.4 Weekly view of Calendar

You can also see all events in particular week by using weekly calendar.

To view weekly calendar,

- Click on **View Week**

To go back to the monthly view again,

- Click on **View month**.

**Note**: you can also add your entries through weekly calendars by clicking on **Add entry**.
Groups

Discussion Boards, File Exchange, Group Email, Blogs and forums can all be made available to group members. Assignments may be submitted by groups and grades/ feedback is easily given to each group member. Students can also belong to multiple groups.

You may also create your own informal groups with various members across your communities to discuss and share ideas on topics of mutual interest.

In this chapter, you will learn about:

- Creating a group
- My groups
- All Groups
- Invitations
- Pending invitations
- Joining in a group
- Leaving a group
3.1 **All Groups**

Click **all groups** link under Groups menu to view list of groups created at your institute and section levels.

In the **All groups** page, you can see all groups from institution and section levels with details such as owner name, established date, number of members, membership status, join group and leave group, etc.
1. **Leave Group** - to unsubscribe from the group.

2. **Restricted View** - Members list cannot be viewed you are a member of the respective.

3. **For groups that have restricted access** - Members can join only request to join a group and need an approval from the group owner, the status of the joining request is shown here.

4. **Owner** - Displays the owner of the group.

5. **Number of Groups** - It shows number of groups Available in the enrolled program or course.

To join any group that you are interested:

1. Click on the **Join Group** button
2. Enter your request to join the group and click on Yes button to send the request or click on Cancel to Cancel the Request.

3.1.1 Group search

You can also search groups by using Search field.

To find out the various groups available, you will be able to retrieve this list by clicking on the View all group link

To search for a specific group,

1. Click on View all groups link

Enter your search criteria and click on the Search button

2. The list of groups that matches your search criteria and is created within your institute or section will be displayed.

You can also search for person who are the members are in similar groups

To search for specific members in my group
1. Click on **My Groups** link,
2. Click on the **Members** link,
3. Enter your search criteria and click on **Search** button to find member/s of your group that qualifies the entered search criteria.

### 3.2 My groups

It only shows the groups that you are a part or the groups that you own.

To view the list of groups that you are belong to,

- Click on **My groups** link in Home page,

Here, you can see all the list of groups that you are a member of.
3.2.1 To leave a group

You can also leave from the group from your subscribed before.

To leave from group that you are subscribed,

1. Click All groups or My groups link under the groups menu,
2. Click Leave group.
Pop up window will appear to confirm the leaving.

3. Provide appropriate reason for leaving where it is a mandatory field.
4. Click Yes to proceed and click Cancel to withdraw the process.
5. If you click Yes, you will receive a confirmation message that You will successfully leave the group.

3.3 Managing Groups

You can make changes to your own group by using the options under manage group.

Whenever you go into your own groups, you can see manage group menu.
3.3.1 View members

By clicking on view members under Manage group menu, you will get the information about list of members in the particular group. In that, you can see member’s name, role, and joined date.

3.3.2 Requests to join

It allows you to view list of requests to join in your group. You have the options to approve and decline. For declining, you have to mention the reason in the comment box.
Before clicking on Approve or Decline button, you need to select the list of members using check boxes.

3.3.3 Request to leave

It shows list of requests from group members to leave from the group.

3.3.4 Send a broadcast

It allows you to send the group message to all your group members.

In that, you need fill two field namely subject and message.
3.3.5 Manage broadcasts

You can select list of members to view the broadcasts for the particular message.

3.3.6 Send invitations

You can send invitations to other users who are not a member of your group. Recipients who accept your invitation will automatically become members of your group. You can also allow your members to invite people to the group to help it grow faster. Recipients who accept their invitations will automatically become members of the group.

Steps to send invitations:

- Click **Send Invitations** under manage groups.
- A window with required fields will appear.
- In People textbox, you can mention the list of recipients by using the options under the textbox where you can select members from institute or section level.
- Enter the details in subject and welcome message fields.
- Click **Send Invitations** to send or click **cancel** to withdraw the action.
3.3.7 Edit group settings

It allows you to define the access level of members in the group.

The access types for the group:

- Open access – Anyone can join the group
- Request to join – Users must request and get the owner’s approval before joining the group.

Check box options provides the choices such as,

- Display this group in the groups directory,
- Allow members to invite others to join this group,
- Allow users who are yet to join a group to see the names of group members (Whether this option is selected or not, after users join a group, they will be able to see the names of their group's members).
3.3.8 Edit Group information

It allows you to change the present group information such as name, logo, number of members, type, etc.
This is the same window which can be seen at **create group**. Here, you are just editing the already created group information.

### 3.3.9 Manage tools

It provides you the option whether will add the discussion to your group or not.
3.3.10 Change owner

It allows you to change the group owner. You can handover the group ownership to others by using the option under the group owner text box.

When you select Click here to change owner link, list of all people from institute and sections will appear. You can select from the list. Then click save changes to save the information.
3.3.11 Create a sub group

It allows you to create a sub group under the current group.

When you click create a sub group, a window will appear with the same fields that you have seen in create group and edit group information.
It is for creating a sub group for one main group. Members of main group can be restricted here by group manager.

3.3.12 Delete a group

It allows you to delete your group from the database.
3.4 **Create a section Group**

You can create a new group within your section or at your institute level. Any group creation at the institute needs to be approved by the institute admin and any new group creation within your section has to be approved by your professor.
1. Click on the **Create Group** link in Group Home page. Enter all the group details.

2. After entering the group details click **Create Group** button,

3. Click **Cancel** to cancel the group creation.
3.5 **Invitations**

You can send group invitation to various members.

To view all invitations, received from all other group owners or members,

- Click on **Invitations** in Groups menu

You can see all information about the invited group such as Group name, Subject, Message, and action.

**Action:**

- Click **Accept** to accept the invitation.
- Click **Reject** to reject and dismiss the invitation.

3.6 **Accepting a group invitation request**

You can also accept and reject to the invitations those are sent from the other group members and owners.

To accept a group invitation

1. Click **Accept** under Action Menu.
2. Click **yes** to confirm and click **Cancel** to go back previous page.
3.7 **Notification message for accepting a group request**

After clicking accepting a group request you will receive a notification message to the confirmation.

![Notification message](image)

3.8 **Pending Group Requests**

You can see the pending group requests which are sent before.

![Pending group requests](image)

To view all pending group requests,

- Click on **Pending Group requests** in Groups menu,

You can see all information about the invited group such as Group name, Subject, Message, and action.

Under action field, you can see the decision actions like **Accept** and **Reject**.
3.8.1 To view a section members

You can also see all the members those are subscribed in particular section and you can see all the members profile also.

1. **Name of the section member**: It provides the name of the member who is subscribed in that particular section.
2. **Send message**: This link helps you to send a message to the particular member.
3. **Role of the member**: It describes the role of the member like Student, professor etc.
3.8.2 Sending a message to group member

Whenever you want to send a message to a particular member, you can send the message from section members’ home page. It makes ease to do a conversation with the respective member.

To send a message to particular section member,

1. Click **Send message** link of the selected member.
2. Enter the **subject** (Mandatory field) in subject field.
   Type message in edit box,
3. Click **Preview message** button before you are sending a message.
4. Click **Send message** to proceed and click **cancel** to withdraw the process.
Sections

In this chapter, you can view the list of courses with subjects that you have enrolled for. You will need to select any specific course in order to perform further learning activities. It shows all the sections from institute level that you have enrolled.

In this chapter, you will learn:

- Assignments of section
- Subject content of section
- Scheduled Exams
- Surveys
- Quiz
- Discussions
To view Sections home page,

- Click Sections Tab in Home page

4.1 Viewing a section

You can see all information such as Discussions, Assignments, Subject content, and Quizzes etc of the particular section.
To view all the Learning activities of particular section,

- Click on selected **Section Name**, you can see the all learning activities tabs,

To view an individual activity,

- Click on → in each activity.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Discussion</td>
<td>You can also participate in discussions of particular section.</td>
</tr>
<tr>
<td></td>
<td>Assignments</td>
<td>You can attempt assignments of a selected section.</td>
</tr>
<tr>
<td></td>
<td>Subject</td>
<td>You can see the described subject content for selected section.</td>
</tr>
<tr>
<td></td>
<td>content</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Final Exam</td>
<td>You can see all information about the scheduled exams and attempt the final exam.</td>
</tr>
<tr>
<td></td>
<td>Survey</td>
<td>You can participate surveys in the section</td>
</tr>
<tr>
<td></td>
<td>Quizzes</td>
<td>You can take the quizzes in the section</td>
</tr>
</tbody>
</table>
### 4.1.1 Discussions in a section

You can interact with various groups within your section and discuss any topic of interest with members of your section. You will also interact with formal groups that have been created for various assignments and other course requirements.

When you select particular section in discussions, you can able to see the window with four main headings such as **Category**, **Topics**, **Last Post**, and **Views**.

1. **Main Section** - Here, you can see a Category name that you are selected.
2. **New Conversations on particular topic** - It shows all conversation(s) those you are not seen before.
3. **Last member comment** - It indicates a last member that who left the comment
4. **Total Views** - You can see the total members that who are participated in this conversation till now.
5. **Topics under main section** - When you click main Section you can see all Topics
6. **Total Messages for particular Topic** - You can see all conversations for each topic.

<table>
<thead>
<tr>
<th>Category</th>
<th>Topics</th>
<th>Last post</th>
<th>Views</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply chain in the 21st century</td>
<td>2 topic(s) [2 New message(s)]</td>
<td>June 19, 2013 2:00 PM by Ann Title</td>
<td>40</td>
</tr>
<tr>
<td>Section Case</td>
<td>4 Messages</td>
<td>June 19, 2013 3:00 PM by Ann Title</td>
<td>52</td>
</tr>
<tr>
<td>Introduce Yourself</td>
<td>0 Messages</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Standards of Academic Honesty - READ THIS FIRST</td>
<td>0 Messages</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Request for new topic</td>
<td>0 Messages</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Customer relationship management</td>
<td>3 topic(s) [1 New message(s)]</td>
<td>May 23, 2013 2:00 PM by Ann Title</td>
<td>8</td>
</tr>
<tr>
<td>Student Care</td>
<td>0 Messages</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Peer Support</td>
<td>1 Messages</td>
<td>May 23, 2013 2:00 PM by Ann Title</td>
<td>4</td>
</tr>
<tr>
<td>Team Formation</td>
<td>0 Messages</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Request for new topic</td>
<td>0 Messages</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
To view Discussions,

Select Particular section from sections Home page,

1. Click **Discussions** in the section.

Here, you can see all discussions of that particular Section.

2. Click required Category and then, selects a topic to view the discussion thread.

For more information see [Discussions chapter](#).

### 4.1.2 Assignments in a section

The **Assignments** section shows complete details of assignment submission flow (including re-submission if returned by faculty) along with differentiation of individual vs. group assignment and peer assessment process to be covered.

In the Assignments, you can see the four main tabs such as **Inbox**, **Submitted**, **Graded**, and **Published**.

You can also check your assessments **type**, **Status**, **Due date**, **Cutoff details**, **Peer Assessment status**, **Due date**, and **last date**.
• You can select the both results either Assignments or Quizzes or both by using View by type Dropdown Box.

• These assignments are assigned to both individual and Group.

Assignments- Inbox

Here, you can see all assignments that are assigned by the professors

To view Inbox of Assignments,

• Click Assignments of particular section, in section home page.

• Click Inbox tab.

Assignments- Submitted

Here, you can see all submitted assignments those are assigned by respective professors before.

You can also check your assignment status.
To view the list of assignments those have been submitted by the professor,

1. Click Assignments of particular section, in section home page.
2. Click Submitted tab.

Assignments- Graded

In this Graded tab, you can view the submissions that have been graded by the professor.

To view Grades of Assignments,

1. Click Assignments of particular section, in section home page.
2. Click Graded tab.
Assignments- Published

Submissions that your Professor decide to publish to all members of the course.

To view the list of assignments those have been published by the professor,

To view all published assignments information of selected section,

1. Click Sections tab and select particular section, in section home page.
2. Select the particular section.
3. Click Published in the window.

4.1.3 Subject content of particular section

In this subject content, you can see the reference material for the particular section. This E-book includes various fields which are separated in various segments to make understand.
4.2 Attending an assignment and quizzes from the subject content

You can attend your assignments and quizzes from section’s subject content directly.
Explanation of sample subject content elements:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The project Management authority model</td>
<td>Name of the section</td>
</tr>
<tr>
<td>2</td>
<td>Puzzle quiz</td>
<td>It allows a puzzle quiz on particular subject</td>
</tr>
<tr>
<td>3</td>
<td>Project management methods</td>
<td>It gives complete information about the methods which are used in this subject. Here you can create a plan for the project and also can share with the section members. You can plan and design the project here.</td>
</tr>
<tr>
<td>4</td>
<td>Subject design</td>
<td>It is an assessment of the subject.</td>
</tr>
<tr>
<td>5</td>
<td>Academic History</td>
<td>It gives complete information about the academic history of the student.</td>
</tr>
<tr>
<td>6</td>
<td>Quiz related inter personal</td>
<td>You can attend a quiz about the interpersonal</td>
</tr>
</tbody>
</table>
4.2.1 View scheduled exams

You can see all your examinations information and results,

To view the list of scheduled Exams information those have been given by the professor,

To view Assignment/ grades of selected section,

1. Click **Sections** and select particular section, in section home page.
2. Click **Final Exam** tab.

4.2.2 Take surveys

All students from award programs are required to complete two student surveys before they are able to view their final moderated grade. The surveys are:

- Student Evaluation of Faculty (SEF)
- Student Evaluation of Subject (SES)
To take a survey,

Select Particular section from section Home page

1. Click **Surveys**, you can see all discussions of that particular Section.
2. Select particular Survey among SEF or SES
3. Click \( \text{icon} \).
4. Fill all the details and click **Submit**

4.2.3 Quiz on particular section

**Quiz** is a type of examination consisting of several questions. Each quiz is characterized by the **Total score** (that is the maximum number of grades that can be gained for all questions) and **Passing score** (that is the percentage share of grades needed to pass the quiz).

To view the list of Quizzes information those have been given by the professor,
To view Quizzes information

1. Click **Sections** and select particular section, in section home page.
2. Click **quizzes** tab.

**Tip:** Ensure the **Quiz** option in **Drop down** Box in the top of the window

### 4.3 Study scheduler

Study scheduler tool shows the schedule of activities in formal learning. It shows all activities in each formal class in each subject—including the status.

To view your all study schedule,

1. Select a relevant section.
2. Click **View Study Schedule** link from the **Section** Home.
4.4  **To view a final exam in a section**

You can see the all details of the final exam for concerned section that was allocated by professor/lead professor.
After clicking on Final exam link in a section you will see the details of final exam.

To take an exam, click **Take Exam** link.
Then, click **Download Question Paper** button to view the question paper. You will see a popup window with the instructions.

To know how to submit the final exam, please refer assignment details.
Assessments

It shows all section level and institute level assessments enrolled by you.

In this chapter, you will learn:
- Assignment Details
- Attempting Quizzes
You will receive a message in your messages inbox (view the recent updates dashboard) when any new assignment or quiz has been scheduled by your professor. You may also visit the Assessments inbox to see new assignments and quizzes scheduled. Assessments contain assignments and quizzes.

To view Assessment home page,

- Click on **Assessments** Tab in Home Page of the Application.

Here, you can see all assignments details such as Title, community and status etc.

You can also see alerts (if any) in red color font in your assessment home page.

1. **Missed**: You can view status of assessments like Missed, completed, and not started.

2. **Nearing Due Date**: It is like an alert that makes you remind the assessment date.
When you click on particular assignment/quiz, it will directly go to the particular section. You can see the window to do online communication for.

5.1 **Peer assessments**

During the creation of any group assignment, the professor or program executive can choose to seek peer assessments from all the group members in order to grade the assignment more equitably.

The purpose of the Peer Assessments is to assess the contribution of the participating students in team assignments and final project. The assessment gives an opportunity to distribute the team assignment/final project scores fairly among good team players, who are major contributors to the team work, and others who “free ride” off the effort of others.

5.1.1 To submit Peer Assignments,

1. Click **assignment** link in learning activities of selected section.

   Then you can see a window with all assessments in that selected section.

2. Select the assignment (Group type) link.

   You can view the screen to submit an assignment.
In the submission screen, you can view an assignment details, group members, submission fields.

3. Fill the assignment in edit box and also add an attachment.

Then, enter the comments in Add comment box.

4. Select the checkbox to confirmation of originality in your assignment.
5. Finally, click **Submit** to finish an assignment, or click **Save as draft** to save and send later, or click **Cancel** to go back to the previous page.

**Note:** then, you can view the conformation message to submit an assignment.

5.1.2 To provide a peer assessments

1. Once, you Click **Ok** button to submit an assignment and ready to precede PA submission.

2. Click **Proceed with PA** button.
Then, you can view a screen with the different columns to provide legends to all other group members based on their contribution of selected assignment.

Here, you can view your name as **self** in the group members list.

3. Finally, click **Submit** to finish Peer assessment.
You can also view the submitted PA by using the **View submitted PA** button.
1. Click on the **Procede with PA** link for any group/individual assignment that has been submitted.

2. Provide your assessment of the group members and self contributions towards the assignment and click on **Submit** button.

### 5.2 Assignment details

To submit assignment,

1. Click on the relevant assignment

2. Enter your assignment details, attach the artifacts from your **File manager** and click on **Submit** button.
5.3 **Attempting Quiz**

To Start your Quiz Assignment,

- Click particular quiz assignment from Assessment home page

To start Quiz,

1. **Click on Quiz.** You can start the quiz.
   
   Then you will see the various kinds of questionnaires (e.g., multiple questions, match the following etc)
2. Fill the answer and click **Next** to other questions

3. Click **Finish** to submit the answers.
<table>
<thead>
<tr>
<th>S.NO</th>
<th>Action Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Question number</td>
<td>It indicates to the current question number</td>
</tr>
<tr>
<td>2.</td>
<td>Go To</td>
<td>You can check the previous questions after completing the quiz. (for this, you need to complete the all questions before)</td>
</tr>
<tr>
<td>3.</td>
<td>Attempt</td>
<td>It describes the total attempts and attempts you are attended.</td>
</tr>
<tr>
<td>4.</td>
<td>Reset</td>
<td>It helps to re attempt to the question. It makes clear the answer to the quiz question.</td>
</tr>
<tr>
<td>5.</td>
<td>Skip</td>
<td>You can skip the question when you want to see next question.</td>
</tr>
<tr>
<td>6.</td>
<td>Next</td>
<td>Helps to move next question (if you completed to the existing question)</td>
</tr>
</tbody>
</table>

Professor can decide the attempts to finish the quiz.

You can also skip/Reset the question by using Skip/Reset button.

5.4 Notification message after completing a quiz

You will receive a notification message after completing a quiz.
QUIZ RELATED TO INTERPERSONAL COMMUNICATION SKILLS

Thanks for taking the quiz!
Discussions

It shows all section level and institute level discussions that enrolled by you. The professor initiates the discussion by creating the topic. Once created, you can click the title of the discussion to enter the discussion board. Each new comment posted to the Discussion Board is called as thread.

In this chapter, you will learn about:
- Viewing Discussions
- Text Editor
- Participating in Discussion
When you click on discussions tab in home page, it will display the various categories.

Discussion board can contain a number of categories, each of which may have several topics.

You can view below elements in discussion page

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>Displays the category of topics</td>
</tr>
<tr>
<td>Topics</td>
<td>Displays the number of topics in each category and also shows the number of messages</td>
</tr>
<tr>
<td>Last Post</td>
<td>Displays last posted date, time and name of user</td>
</tr>
<tr>
<td>Views</td>
<td>Displays total number of views for each category or topic</td>
</tr>
</tbody>
</table>
6.1 **Category view of Discussion**

You can expand the main topic by using the option to view all topics.

To view various discussion topics,

1. Click **Discussions** Tab in home page.
2. Select particular Category and expand it.
3. Expand all categories, to view the topics under the each category.

View the list of discussion categories and topics within them.

View the list of discussion categories and topics within them:

<table>
<thead>
<tr>
<th>Category</th>
<th>Topics</th>
<th>Last post</th>
<th>Views</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>2 topic(s)</td>
<td></td>
<td>22</td>
</tr>
<tr>
<td>Chat and Whiteboard</td>
<td>0 Message(s)</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Using the Mail Messaging Tool</td>
<td>0 Message(s)</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Request for new topic</td>
<td>2 topic(s)</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Project Management Methods</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning a Project</td>
<td>0 Message(s)</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Defining a Project</td>
<td>0 Message(s)</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Request for new topic</td>
<td>3 topic(s)</td>
<td>May 30, 2013 6:44 PM by Avin Titus</td>
<td>14</td>
</tr>
<tr>
<td>Supply chains in the 21st century</td>
<td>3 topic(s)</td>
<td>June 18, 2013 3:08 PM by Avin Titus</td>
<td>50</td>
</tr>
<tr>
<td>Customer relationship management</td>
<td>3 topic(s)</td>
<td>May 23, 2013 2:09 PM by Avin Titus</td>
<td>10</td>
</tr>
<tr>
<td>Customer relationship management</td>
<td>3 topic(s)</td>
<td>[4 New message(s)]</td>
<td>10</td>
</tr>
<tr>
<td>NUMBER</td>
<td>FILED</td>
<td>DESCRIPTION</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>---------------</td>
<td>------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Main Category</td>
<td>It displays a name of main Topic.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Total Topics</td>
<td>Here, you can see total number of sub-topics inside the main topic.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Sub-Topics</td>
<td>Here, you can see total number of sub-topics inside the main topic.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Total Views</td>
<td>This section displays to all sub-topics names and conversations of each sub-topic.</td>
<td></td>
</tr>
</tbody>
</table>

6.2 **Topic screen**

You can also create and view the messages of particular sub-topic by selecting to the topic link. You can see a new window which includes different columns like **Subject**, **Attachment**, **Author**, **Date**, and **Action**.

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td>Displays name of the sub topic.</td>
</tr>
<tr>
<td>Attachment</td>
<td>You can able to see and download attachments.</td>
</tr>
<tr>
<td>Author</td>
<td>You can see the author of selected topic.</td>
</tr>
<tr>
<td>Date</td>
<td>Creation date of selected sub-topic.</td>
</tr>
</tbody>
</table>

In this board, you can able to see different Actions such as **Create message**, **View Drafts**, **Expand all**, and **Collapse all B** to perform the actions.
6.3 **Create/Send new Message**

You can create and send a new message by using the *create message* button. You can enter the text by using a text editor tool which looks like a MS-word.
Whenever you need to create a new message in a particular topic:

1. You must fill mandatory fields **Subject** and **Message** text boxes.
2. Add an attachment(s) (if required) and enter all message.
3. Click **Post** to send a message.
   - You can save the message in drafts by using **Save as draft** button.
   - To preview your message, click **Preview Message**.
4. To Cancel and go back to the previous window, click **Cancel**.

### 6.4 Plain text Editor

You can also change text editor by switching to plain text editor from rich text editor.

Here, you can again change the text editor from plain text to rich text editor.

To switch rich text editor,

- Click **Switch to rich text editor**.
You can add the files by using Add Attachment from the files uploaded in FileManger only.

6.5 **Message Details**

You can able to see the message details in another window by clicking sub-topic name link. Here, you can send reply, and edit the message (if required).

To edit message,

- Click **Edit Message**

Here you can edit to the previous message by using text editor.

To send message,
• Click Post.

To save message in drafts

• Click Save as draft.

• To cancel and go back to the previous window click Cancel.

To send a reply to the message,

• Click Reply.
Here, you can see the reply editor same as create message but mandatory fields are already filled with respectively.

You can also use plain text editor to enter message.

To view complete thread of selected message,

Click **Show complete Thread**. Here, you can see total thread of selected sub-topic.
Profile

You can view/edit your profile information in the University’s new learning environment application. Because this information may be used for communication, mandatory training, and competency-related initiatives, it is important to correct any inaccuracies.

In this chapter, you will learn about:
- Profile Info
- Education
- Experience
- Editing Profile
To view your profile,

- From the new learning environment Home Page, click **Profile**.

### 7.1 Profile basic info

Under **Basic info**, you can see your personal & contact information provided earlier.

### 7.2 Education

To view your academic information,

- Click on **Education** in profile home.
7.3 Experience info

To view your experience,

- Click on EXPERIENCE INFO.
7.4 Additional Info

To view your extracurricular information like hobbies, favorites, enrollment history etc

- Click on ADDITIONAL INFO

7.5 Edit profile

You can also edit your profile by navigating Edit Profile.

To view Edit page,

- Click on Edit Profile in Profile home.

7.6 Edit user Profile

After clicking on Edit Profile,

- You can see the window with several textboxes, and dropdown menus to alter.
• You can edit your basic info, Education, Experience info, and Additional info with the relevant information to avoid inaccuracies.

🌟 Some information cannot be modified by you as it can be only modified by authorized members.

To save all the data that you altered,

• Click **update** button, and to cancel click on **Cancel** button.
Appendix
8.1 Troubleshooting and Faqs

Question 1: After entering Login Id and Password in the login page it displays this text “Wrong Login id and Password”
A. Either you might have entered the wrong Login or Password. Check for right Username and Password and re-enter. If the problem persists contact your professor/support. See Forget Password

**Question 2: I am unable to upload the document into the University Nxt.**

A. Check for problem with network connections. Make sure you don’t upload .exe files or document size more than 10MB. See File Manager

**Question 3: I forgot my password, now what do me do?**

A. From the login page click "Forgot your password." An e-mail will be sent to you with new password information. See Forget Password

**Question 4: My E-mail changed. How do I update my address?**

A. Use the menu Profile on your new learning environment Home Page and click Edit Profile to update your e-mail. See Profiles

**Question 5: Is this application is supports in handled devices?**

A. Yes, you can also use this in your handled devices.

⭐️ For further questions that are beyond the scope of this manual, please contact your technical advisor or professor for troubleshooting.
8.2 **Acronyms and Terms**

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>The university</td>
<td>Global Next University</td>
</tr>
<tr>
<td>LMS</td>
<td>Learning Management System</td>
</tr>
<tr>
<td>PA</td>
<td>Peer Assessment</td>
</tr>
<tr>
<td>NA</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>OBOW</td>
<td>open-book, open-web examination</td>
</tr>
</tbody>
</table>

**Community**

Communities include formal sections (classes), formal teams formed to complete assignments as well as other informal groups formed either inside or out of a formal Section.

**Upload File**

To upload the files and artifacts in to new learning environment

**Announcements**

You can view the announcements either in the announcements list or as a pop-up window.

**Groups**

Let you collaborate with various groups via discussions and postings. You may also create your own informal groups with various members across your communities to discuss and share ideas on topics of mutual interest.

**Alerts**

Alert section reminds you of any pending actions to be performed by you.

**Mails**

This provides a quick and easy view to your message inbox and help you perform standard mailbox activities such as sort, search, mark as read/unread;
<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>send/receive messages to/from other community members.</td>
<td>Reports It will show learner performance for that particular Subject/Section.</td>
</tr>
<tr>
<td>All students from award programs are required to complete two student surveys before they are able to view their final moderated grade like Student Evaluation of Faculty (SEF) and Student Evaluation of Subject (SES)</td>
<td>Surveys</td>
</tr>
<tr>
<td>In case of a quiz, the assessment of your knowledge will be done online via questions and answers selection method.</td>
<td>Quiz</td>
</tr>
<tr>
<td>Assessments are combination of announcements and quizzes those can evaluate your knowledge</td>
<td>Assessments</td>
</tr>
<tr>
<td>It allows you to view/edit your profile and also you can manage your artifact repository through the File manager.</td>
<td>Profile</td>
</tr>
<tr>
<td>It allows you to view all discussions in all sections those you are subscribed. You can also send a reply for the messages to other members.</td>
<td>Discussion</td>
</tr>
<tr>
<td>It shows complete conversations on particular topic</td>
<td>Threads</td>
</tr>
<tr>
<td>Student Evaluation of Subject</td>
<td>SES</td>
</tr>
<tr>
<td>Student Evaluation of Faculty</td>
<td>SEF</td>
</tr>
</tbody>
</table>
8.3 **Support Information and Help Desk**

At GlobalNxt University, we are truly committed to supporting the success of our student-base and faculty members. Please let us know if there is any area where we can be of assistance to you.

If you –

- feel that we have not been able to address all your queries satisfactorily
- are still facing problems in progressing with your online learning program with The university new learning environment
- are unable to troubleshoot a certain technical problem
- have other suggestions for us to improve and help you better
- have questions concerning the University new learning environment that you cannot find answers to on our web pages or documents

Then, you are welcome to contact us by phone, fax, mail or e-mail:

**GlobalNxt University,**

*(formerly known as Global e-University)*,
Level 10-1, Mercu UEM,
Jalan Stesen Sentral 5,
Kuala Lumpur Sentral,
50470 Kuala Lumpur, Malaysia

Automated Technical Helpdesk System for the students

For technical support, please forward e-mails to: administrator@GlobalNxt.com

Call Centre

For enquiries concerning GlobalNxt programmes or partnership matters, you can call us at:
Phone Number: + 60 3 2787 0770, Please call us on Mon – Fri (0830 – 1730hrs, GMT +8)
Index

A
About this Manual, v
Acronyms, 74
Additional Info, 70
Alerts, 19
Announcements, 13
Assignment details, 56
Assignments- Graded, 50
Attach file, 23
Attempting Quiz, 57

B
Browser Check, 6

C
Calendar, 32
Call Centre, 76
Copyrights, ii
Subject content, 51
Create a Group, 40
Create new folder, 21
Create New Message, 16
Create/Send new Message, 62

D
Disclaimer, ii
Discussion, 60
Document structure, v

E
Edit profile, 70
Edit user Profile, 70
Education, 68
Experience info, 69

F
Faqs, 73
File Manager, 20
Forgot Password, 7

G
Group search, 39

H
Home Page, 9

I
Invitations, 42

L
Learner Performance Report, 30
Login Activity Report, 28
Login page, 5

M
Mail, 14
Message Details, 63
My groups, 39

P
Pending Group Requests, 43
Prerequisites, vi
Profile basic info, 68
Program progress report, 27

R
Reports, 26

S
scheduled exams, 52
Support, 76
Support Information, vii
surveys, 52

T
Troubleshooting, 73

V
Viewing a section, 45

W
Weekly view of Calendar, 35