



**DISTANCE LEARNING  
CENTER**

**AHMADU BELLO UNIVERSITY**

# **WEB LMS Student User Guide**

July 2017

[ABUDLC.EDU.NG](http://ABUDLC.EDU.NG)



# TABLE OF CONTENTS

- 
- 03 – Introduction and Objectives
  - 04 – Accessing the LMS
  - 05 – The Dashboard
  - 07 – Notifications
  - 08 – Courses
  - 09 – Modules
  - 10 – Viewing Content In a Course Module
  - 11 – Attempting Quiz Questions
  - 13 – Submitting Assignments
  - 14 – How To Post/Reply Forum Discussions
  - 15 – Announcements
  - 16 – Grade Book
  - 17 – Library and Feedback



# Student's Guide to the LMS

---

This introduction is designed for ABU Distance Learning Center, Students who have never used the learning management system or who are just getting started. You can also use this as a reference once you start receiving lectures and you have any questions.

After going through this resource, you should have a basic understanding of the LMS toolset and be ready to begin using the learning environment with your classes.

The ABU DLC LMS is where e-Tutors, Course Coordinators, Program IA&G's, and Students will interact over the duration of the set semesters and sessions.



# Accessing the LMS

## A. Direct

1. Visit [elearn.abudlc.edu.ng](http://elearn.abudlc.edu.ng)
2. Login with your username and password. (This is the same login credentials you used on the registration portal).
3. You can also reset your password if you have forgotten it.

## B. Through the DLC Website

1. Visit [abudlc.edu.ng](http://abudlc.edu.ng)
2. Click on Login.
3. Login with your username and password.

**DISTANCE LEARNING CENTRE**  
AHMADU BELLO UNIVERSITY

## Sign In

Username

Password

**LOGIN** 🔒

[Forgot password? Click here](#)



# The Dashboard

The Dashboard is the default landing page after a successful login into the ABU DLC LMS. It gives an immediate status snapshot of key LMS modules and all the information that need your immediate attention.

The screenshot displays the LMS dashboard interface with the following numbered callouts:

- 1**: Navigation menu on the left sidebar.
- 2**: Search bar at the top.
- 3**: Semester dropdown menu (2016/2017--2nd Semester).
- 4**: Notification bell icon.
- 5**: User profile icon.
- 6**: Courses (1) section.
- 7**: Contacts section.
- 8**: School Announcements section.
- 9**: Forum Activity section.

Vigilearn v2.0



# The Dashboard

## 1 The Main Menu

The main menu features across the entire LMS. It allows you to quickly go to the main features of the LMS.

## 5 Profile and Settings

You can view your profile, update your settings, and logout of the LMS.

## 6 List of Registered Courses

This is a quick list of courses you are registered on.

## 2 The Search Bar

Use the search to find content in the LMS such as your courses, notes, tests, quizzes, assignments, videos and forums

## 7 Contacts List

A list of key contacts for the LMS user.

## 9 Forums List

A list of the most recent forum activities for the user.

## 3 Current Semester

## 4 Notifications

Shows you the total number of items that need your attention. Click on it to see a list of the items.

## 8 Announcements

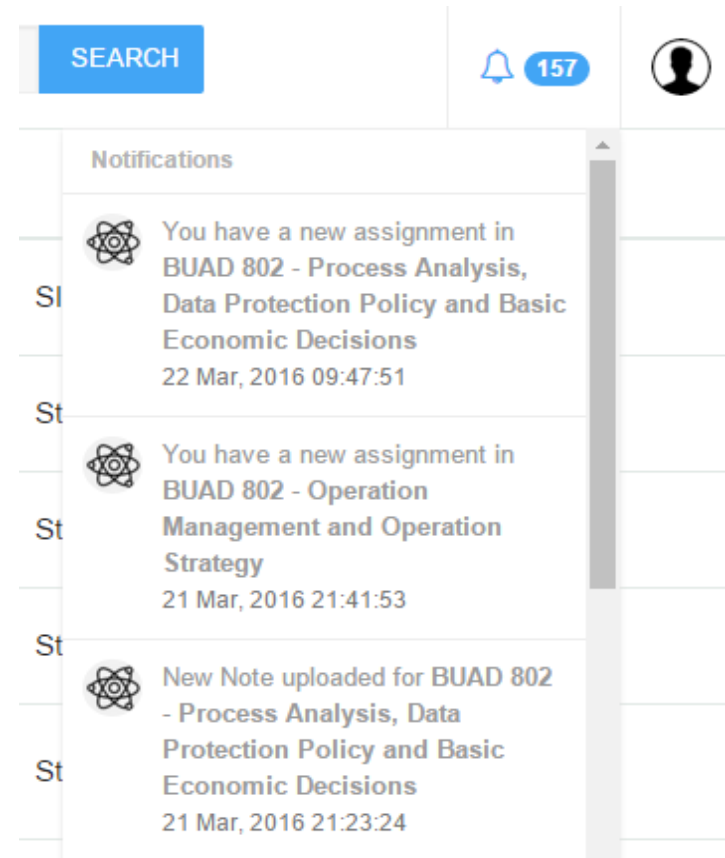
A list of the most recent announcements that need your attention.



# Notifications

Notifications are displayed on every page of the LMS as a bell icon with the number of recent notifications, which when clicked displays the recent notifications in a list.

When a notification is clicked, it navigates to the item being notified about.





# Courses

When a course is selected from the “Courses” panel on the dashboard, the student is navigated to the selected course page. The different modules for the selected course will be available for the student to view and select from.

Investment and Project Analysis [ BUAD 810 ]

My Groups: **GROUP SHEHU MUNKAILA**

**E-TUTOR:** Shehu Munkaila **PHONE:** 08065477253 **E-MAIL:** shaggs1413@yahoo.com

Curriculum

Modules (3)

<input checked="" type="checkbox"/>	1. Module 1
<input type="checkbox"/>	2. Module 2
<input type="checkbox"/>	3. Module 3

**There are 3 modules for this course.**

Handout (0)

No Handout in Module 1

Resource (1)

Assignment (1)

No Course Assignment

assignment for 810 (30 marks)  
**Group - GROUP Shehu Munkaila**  
July 05, 2017 16:00 – till – August 19, 2017 23:00 (26 days 12 hours 50 minutes left)  
Created by: Munkaila Shehu

Forum

**+ CREATE**

BUAD 810 FIRST DISCUSSION FORUM (in your opinion, what is/are the implication(s) of ignoring the time value of money? ) (5 marks)

Note (1)

**BUAD 810 Note**

Quiz (1)

**30-32 (3 marks)**  
July 20, 2017 – till – July 21, 2017 (Closed)

Video (0)

Vigilearn v2.0





# Modules

There are different modules in every course. A student clicks on a module to see the contents of a course which includes notes, assignments, audios, handouts, quiz and resources.

The screenshot displays a course dashboard with the following sections and callouts:

- 1**: Forum section, specifically the 'FORUM - Discussions 1 (5 marks)' item.
- 2**: Assignments section, highlighting a 'Group - GROUP Shehu Munkaila' assignment.
- 3**: Note section, highlighting a 'BUAD 805 Note' with a red arrow pointing to the 'Download button' icon.
- 4**: Quiz section, showing 'No Quiz in Module 1'.
- 5**: Resource section, highlighting a 'BUAD 805 Presentation'.
- 6**: Audio section, showing 'Study Session 4 - Market Structures'.

At the bottom of the dashboard, the text 'Vigilearn v2.0' is visible.



# Viewing Module

# Content In a Course

1 The forum panel allows a student to create forum for discussions on a course.

2 The Assignment panel, where students can view and attempt assignments.

3 The note panel allows students download notes in pdf format by clicking on the download button beside the note title.

4 The quiz panel allows a student attempt quiz questions.

5 The Resource panel where students can download PPT files.

6 The Audio panel is where students go to download and listen to lectures by clicking on the download button beside the note title.



# Attempting Quiz Questions

Students can take quiz by simply clicking on the quiz title from the quiz panel. The number of attempts is displayed as well as the time the quiz begins and expire as shown below

← Back to BUAD 834 /

▶ TAKE QUIZ

Click on "Take Quiz".

Quiz is available between 28-Jul-2017 till 01-Aug-2017 (3 days 23 hours 48 minutes left)

QUIZ TITLE: 3-4

COURSE: BUAD 834

MODULE: Module 1

SCORE OBTAINABLE:

ATTEMPTS ALLOWED: 2

You have made no attempts. Click Take Quiz to attempt this quiz.



# Attempting Quiz Questions

? Questions  
1

? Attempts/Allowed  
0/2

Score Obtainable


Module 1 (BUAD 834)  
3-4

Question 1 of 1

What are the types of modifier

Options

- 3
- 6
- 9
- 12

 DONE. SUBMIT QUIZ

**Quiz questions are usually multiple choice questions. So choose an option and click on “ Done Submit Quiz”. You will be navigated to a page displaying your score.**



# Submitting Assignments

A student can view and submit assignments by tapping on an assignment from the list of assignments from the assignment panel. See steps below:

← Back to BUAD 834

### Group Assignment

Created by: lecturer5 mba  
Group - GROUP-1-Adesanya

What are the Various Categories of Business Administration? Module 1 (10 Marks)  
28-Jul-2017 1:25:15 PM --till-- 1-Aug-2017 1:25:00 PM (3 days 23 hours 30 minutes left) Graded Score: None

You have not made any submission.

Additional comment ^

**Comment:**

Type your comment here... **1**

UPLOAD FILE \*All uploads are required

**SEND** **2**

Your name:  **3**



# How To Post/Reply A Forum Discussion

Click on a forum title from the list of fora on the forum panel to post or reply to ongoing discussions in a course.

« Back to Forum

First forum discussion

Comments (78) | Replies (7)

briefly explain closing of account in the context of personal, nominal and real accounts.

Total Marks Obtainable: 5

created by [Abubakar](#) | July 15, 2017 21:25

GROUPS IN THIS FORUM

Comments

Search Comments... SEARCH

**Eloka Igwe** | 1 comment | 1 reply | 27/07/2017 19:53

Now briefly: Real Account- Real accounts are related to asset account which can be touched felt, eg building account, machinery account ,stock,furniture etc Personal Account- Personal accounts are related to persons , institutions companies, examples are bank account, creditors a/c etc Nominal Account- Nominal accounts are related to income and expenses or losses and gains , examples are rent, commission, salary etc Balancing of Real Account- Real accounts relate to assets. When assets are received in the business the particular asset accounts are debited. When assets are sold or otherwise disposed of, the particular assets accounts are credited. So if an asset account has a balance it must be a debit balance. It indicates the value of asset in the possession of business. Balancing of Personal Account- The debit balance of a personal account indicates debts owing by the person and credit balance indicates debts owing to the person concerned. For the business the first one is account receivable or asset, while the second is account payable or liability. The debit balance of all personal accounts on a certain date put together will make sundry debtors and the credit balances of all personal accounts put together will make "Sundry creditors" Sundry debtors are assets and Sundry creditors are liabilities. Where as asset accounts have debit balances liability accounts have credit balances. Closing of Nominal Accounts- Only accounts relating to assets and liabilities, that is real account and personal accounts are balanced periodically. Nominal accounts are accounts of expenses and incomes. They are not balanced. They are closed at the end of the trading period by transferring the amounts to the debit and credit of a Profit and loss account. Before a nominal account is closed it will either show a debit balance ( Expense) or a credit balance ( Income).

**Eloka Igwe** Now briefly: Real Account- Real accounts are related to asset account which can be touched felt, eg building account, machinery account ,stock,furniture etc Personal Account- Personal accounts are

This Forum expired on 27-Jul-2017 12:00:00 PM

**MFON AMAH** | 1 comment | 0 replies | 27/07/2017 07:56

Personal accounts are those accounts which belong to either single person or group of persons. Examples are Capital account, all debtors and creditors, employees, account holders, deposit holders etc. A real account is an account that will always be a part of a company's books once opened. It's there from the very first business day to the very last business day. Most of the real accounts show up on a company's balance sheet. The balance sheet is the financial statement that lists all the accounts that a company has and their balances. However, just because an account doesn't show up on the balance sheet doesn't mean that it's not a real account. If an account has a zero balance, it wouldn't need to be reported on the balance sheet. It's still a part of the chart of accounts, which is the official, informal list of all of a company's accounts, and available to be used if needed. It's the real accounts that show the assets, liabilities and owner's equity in a company. Cash, accounts receivable, accounts payable, notes payable and owner's equity are all real accounts that are found on the balance sheet. A nominal account is an account that is used during an accounting period to summarize the cash coming into the company and being paid out of the company for that time period. Nominal accounts are reported on the income statement, which is the financial statement that tells how much money a company made or lost in a given time period. In a nutshell, nominal accounts are any revenue and expense accounts that a company has. At the end of each accounting period, nominal account balances are zeroed out so that these accounts can begin the next accounting period with a clean slate. The entire purpose of a nominal account is to track the revenue and expenses for a company so that the net profit or net loss for a specific period can be calculated. Examples of nominal accounts are service



# Announcements

When the announcement link on the side bar is clicked, it navigates to a page, showing all announcements the student has, separated based on:

- School Announcements, which are announcements relevant to the entire school.
- Course Announcement, which are announcements on a particular course from the eTutor's to students.

**CLICK ON A PARTICULAR ANNOUNCEMENT TO SEE FULL DETAILS.**

The screenshot shows the eTutor interface with a search bar at the top left and a user profile 'Gold (Student)' at the top right. The main content area is titled 'Announcements' and is divided into two sections: 'School Announcements' and 'Course Announcements'. The 'School Announcements' section contains one announcement: 'Debate: There would be a debate on Friday between Faculties'. The 'Course Announcements' section contains three announcements, all titled 'Debate: There would be a debate on Friday between Faculties', with course IDs GD101, GD102, and GD103. Red circles with numbers 1 and 2 are overlaid on the section headers to indicate where to click for more details.



# Grade Book

To see grades for assignments, fora and quizzes, click on the grade book link on the sidebar and then click on a particular course to see all grades for that course.

Grade Book

BUAD 810
BUAD 803
BUAD 805
BUAD 802
BUAD 808
BUAD 812

← Back to BUAD 810

BUAD 810 Grade Book - 2016/2017 - Ebunoluwa Soetan (ebun\_soetan@live.com)

Assignments - 1

Title	Course Code	Score	Total Obtainable
assignment for 810	BUAD 810		30

Quizzes - 1

Title	Course Code	Score	Total Obtainable
30-32	BUAD 810		3

Fora - 0

Title	Score	Total Obtainable
-------	-------	------------------





# Library

---

Navigate students to ABUDLC E-Library where useful resource materials can be gotten.

## Feedback

Feedback allows users of the LMS to leave comments about their experience with the LMS product.



# Got Questions?

All requests should be routed through [support@abudlc.edu.ng](mailto:support@abudlc.edu.ng)