

IU LMS

FACULTY TRAINING GUIDE

Quick guide for faculty to access courses, add learning content, and manage activities



LMS Portal: <https://thevirtualvidya.com/>

Purpose: This guide explains the basic steps a faculty member needs to log in, access mapped courses, enable editing, add activities/resources, configure them, and verify the published content.

Quick Faculty Workflow

Login → Dashboard → My Courses → Open Course → Turn Editing On → Add Activity/Resource → Configure → Save → Verify

Step 1: Login to the LMS

- Open the LMS portal: <https://thevirtualvidya.com/>
- Click Login / Register.
- In the login window, select **Sign in with IU Email**.
- Complete the IU email authentication.
- After successful authentication, you will be redirected to the LMS dashboard.

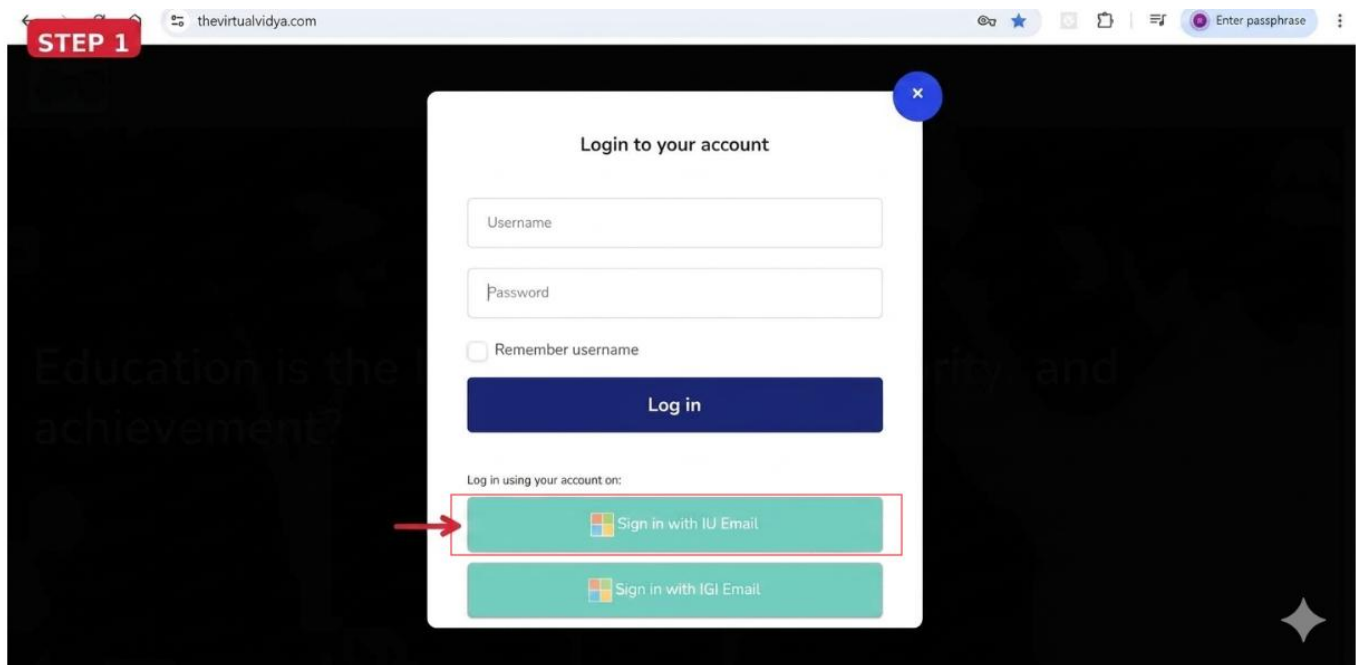


Figure 1: LMS Login – Sign in with IU Email

Step 2: Access the Faculty Dashboard

- After successful login, the Dashboard will open.
- Use the top navigation to access Dashboard, My Courses, Support, and other available options.
- For course teaching activities, proceed to My Courses.

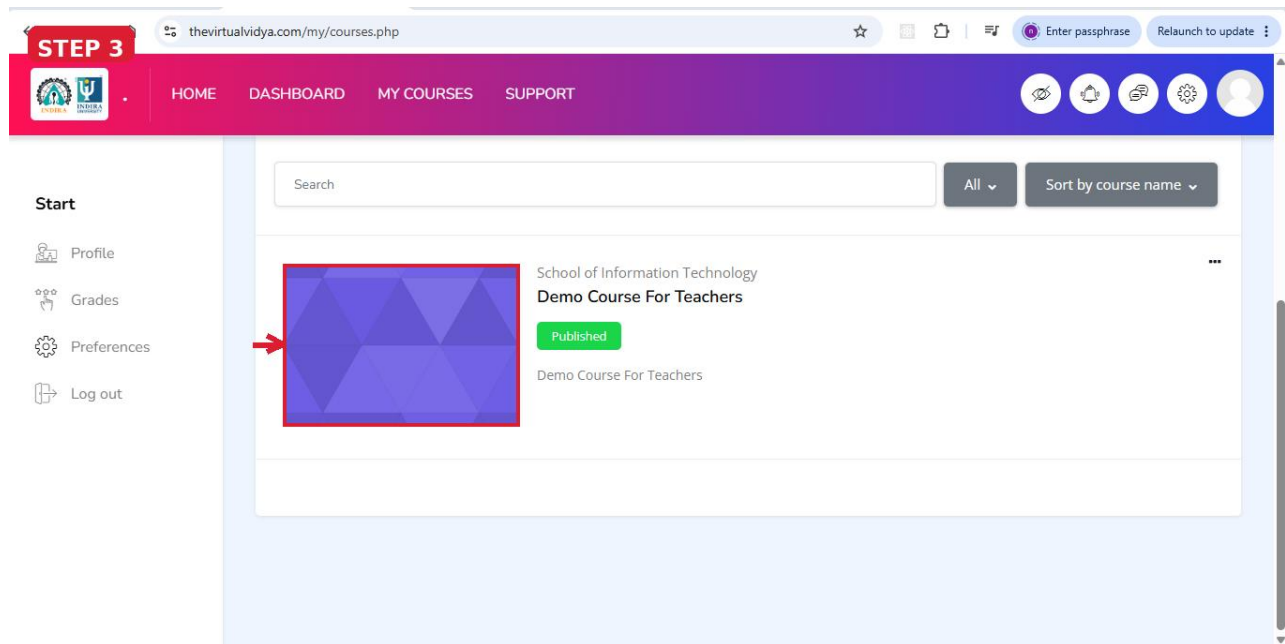


Figure 2: Faculty Dashboard / Navigation

Step 3: Open My Courses

- Click My Courses from the top navigation.
- The page displays the courses mapped/assigned to your faculty account.
- Use the search and sorting options if you have multiple courses.
- Click the required course to open it.

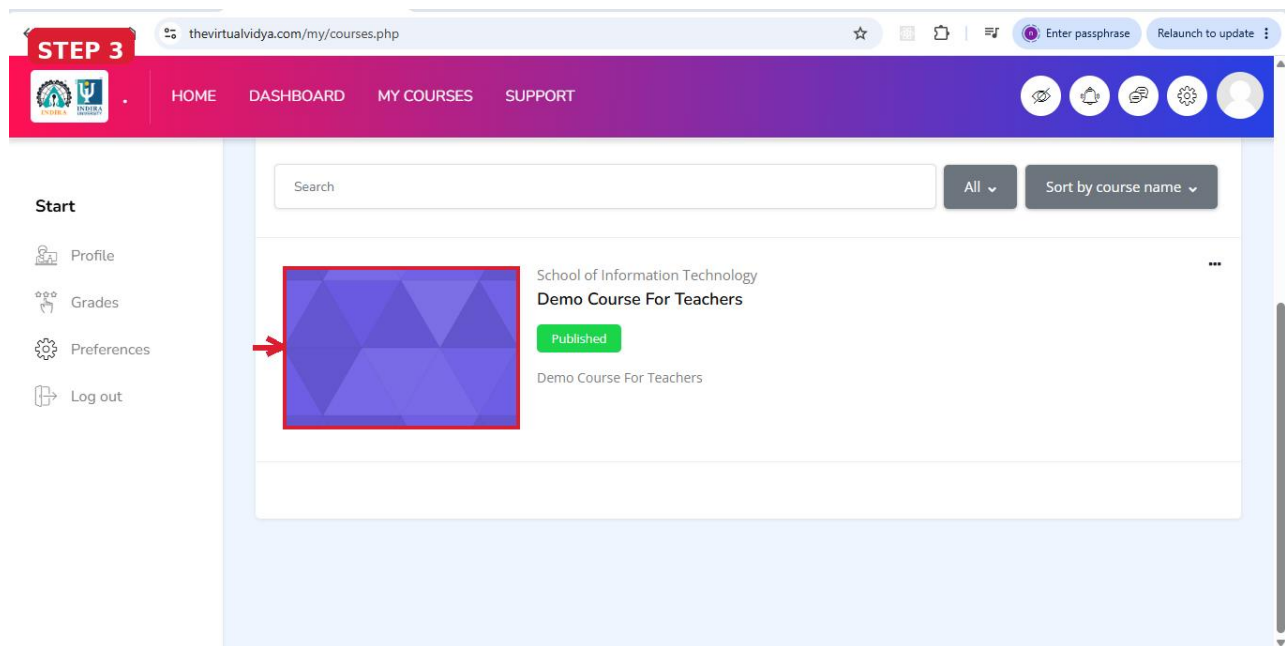


Figure 3: My Courses – Select the Required Course

Step 4: Open the Course

- After selecting the course, you will be redirected to the Course Content page.
- Review the available sections/topics and existing learning activities.
- Identify the topic/section where you want to add new content.

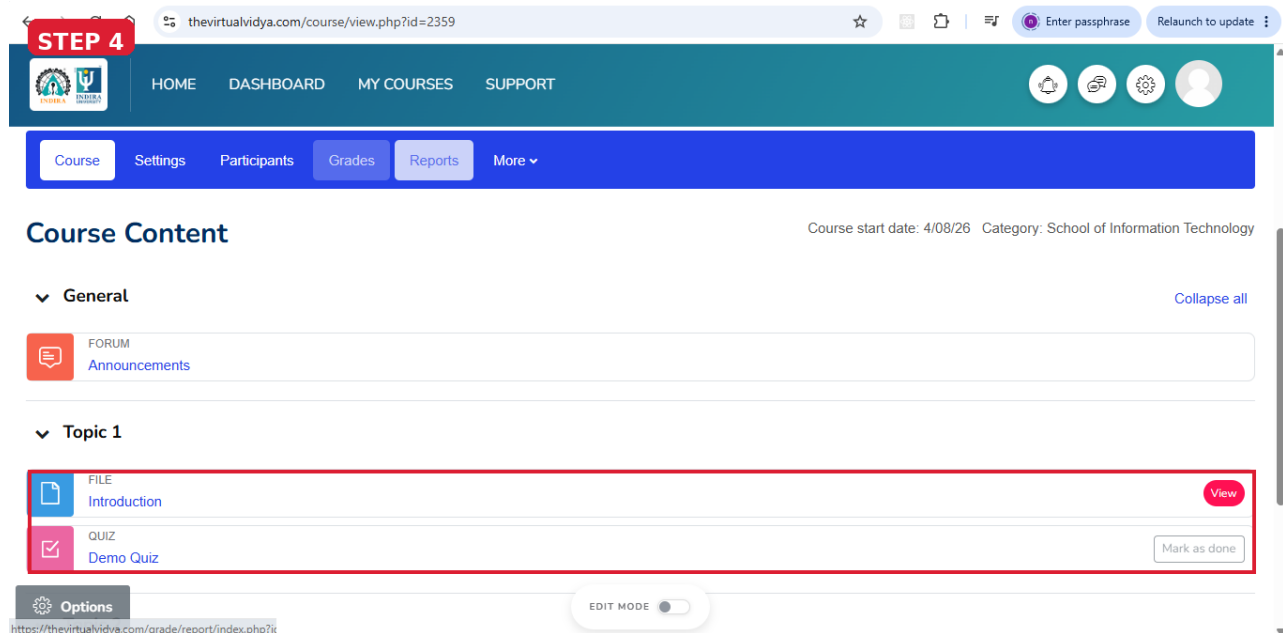


Figure 4: Course Content Page

Step 5: Turn Editing On

- To add or modify course content, enable Edit Mode.
- Use the Edit Mode toggle shown at the bottom of the course page.
- When Edit Mode is enabled, editing controls and Add an activity or resource options become available.

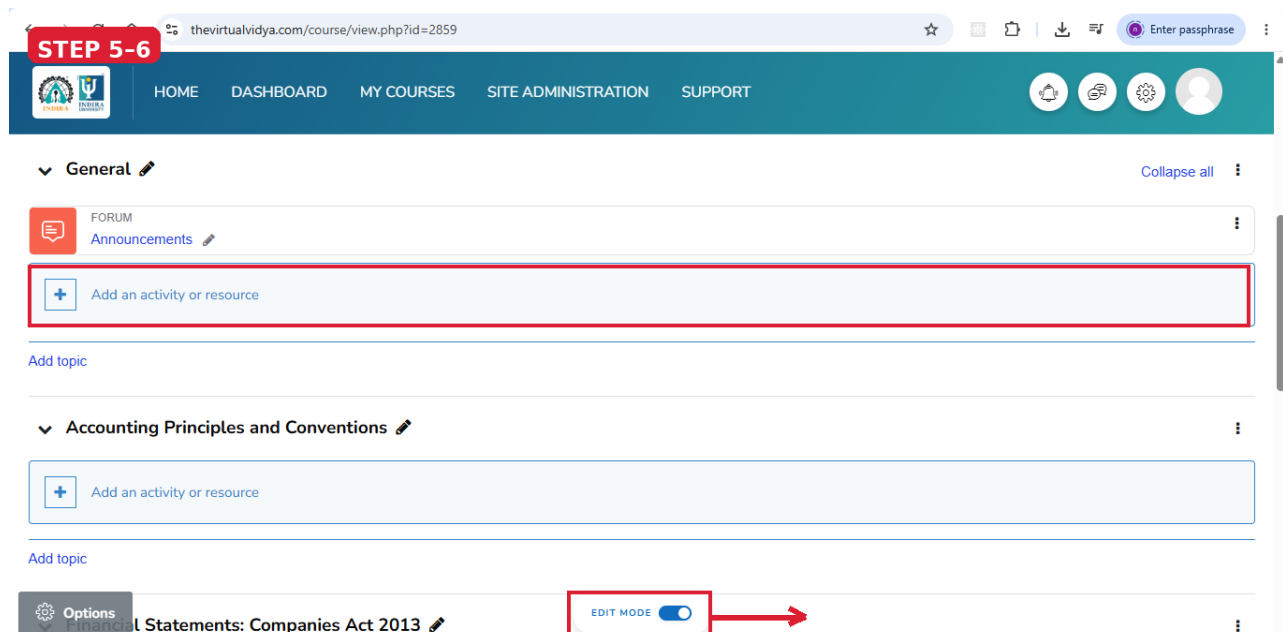


Figure 5: Enable Edit Mode

Step 6: Choose the Topic/Section

- Scroll to the required topic/section.
- Locate the Add an activity or resource option under that topic.
- Make sure you are adding the content to the correct topic before proceeding.

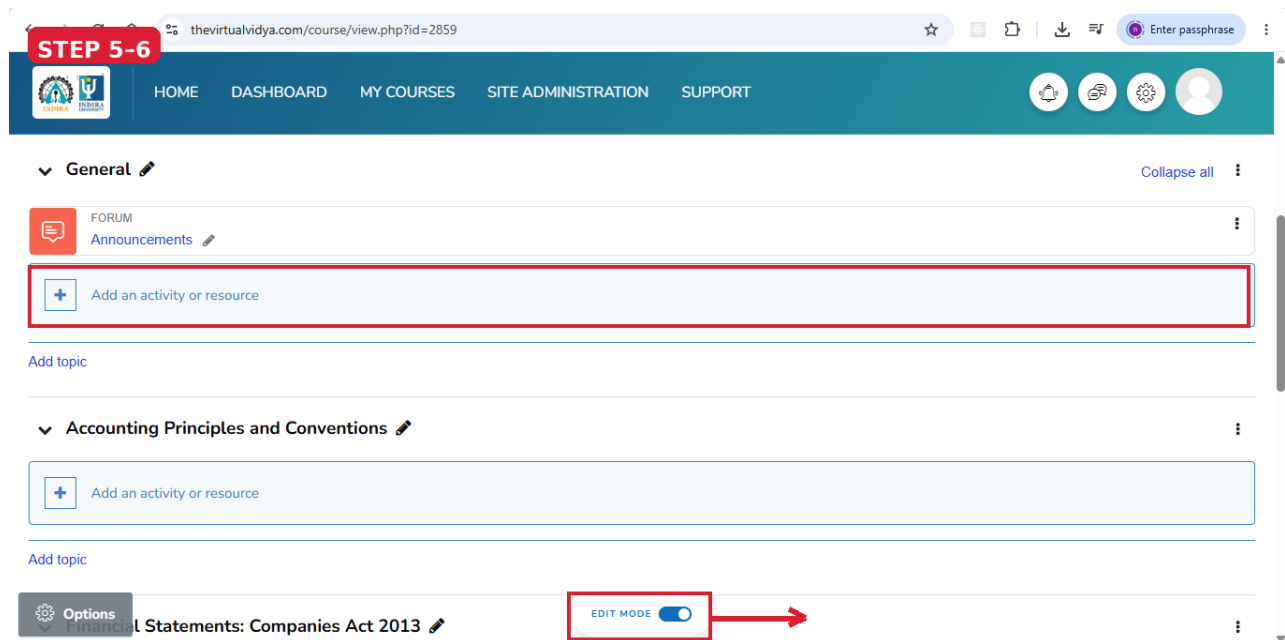


Figure 6: Add an Activity or Resource in the Required Topic

Step 7: Select an Activity or Resource

- Click Add an activity or resource.
- A selection window will open with available Activities and Resources.
- Select the activity/resource appropriate for your teaching requirement.

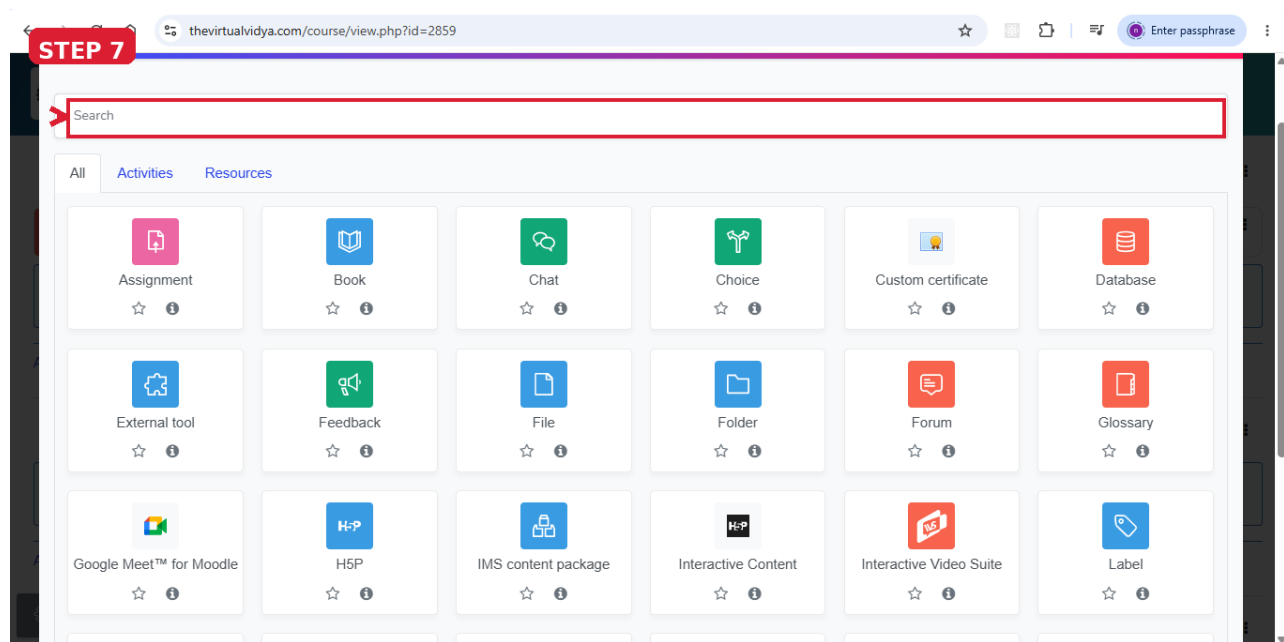
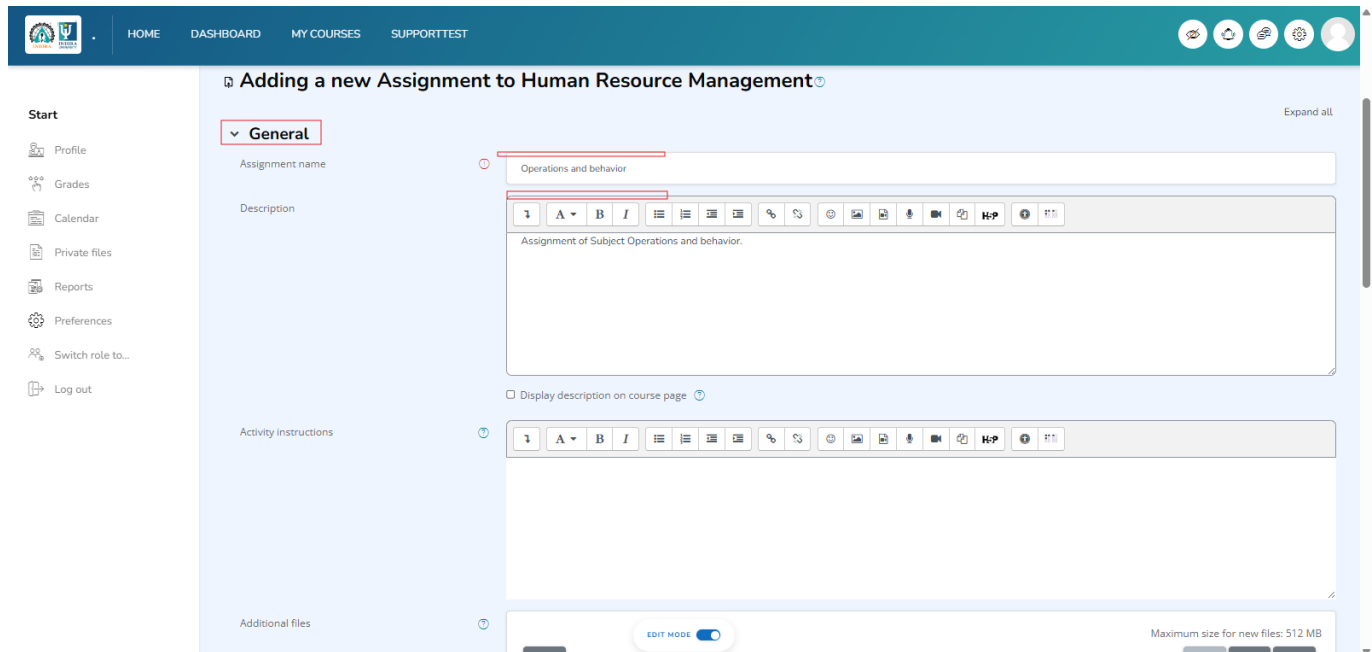


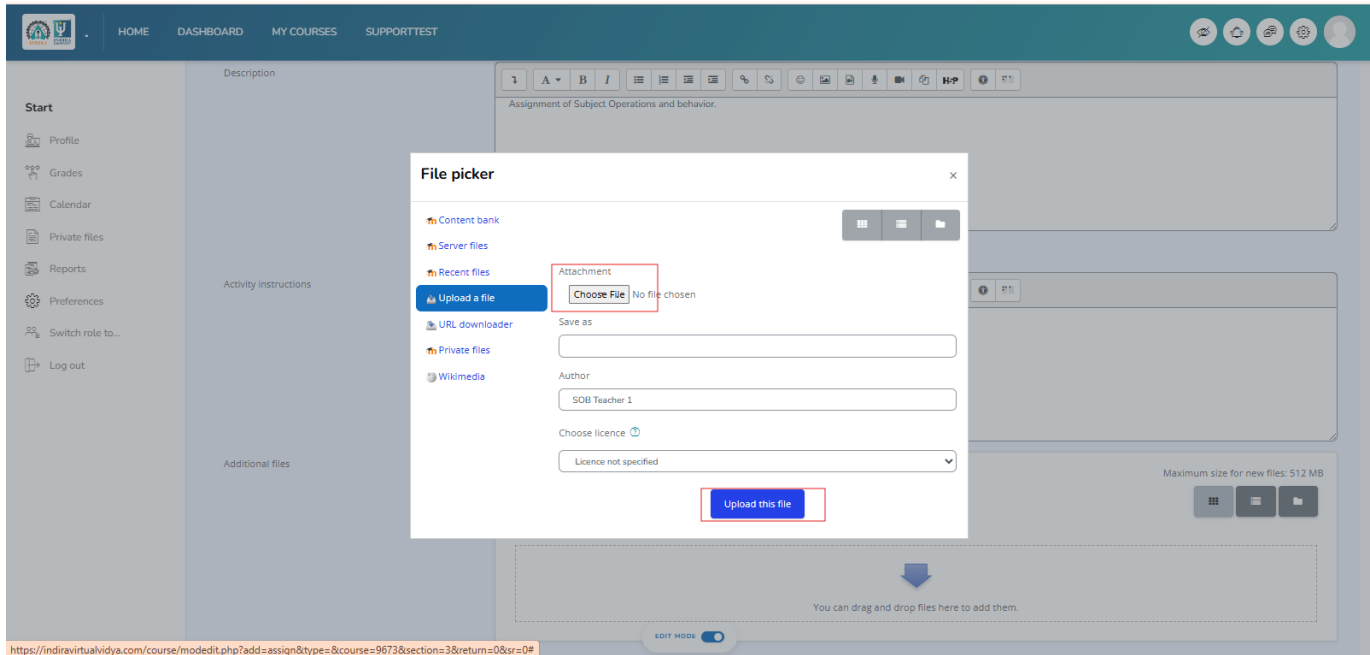
Figure 7: Activity and Resource Selection Window

7.1 How to add an Assignment

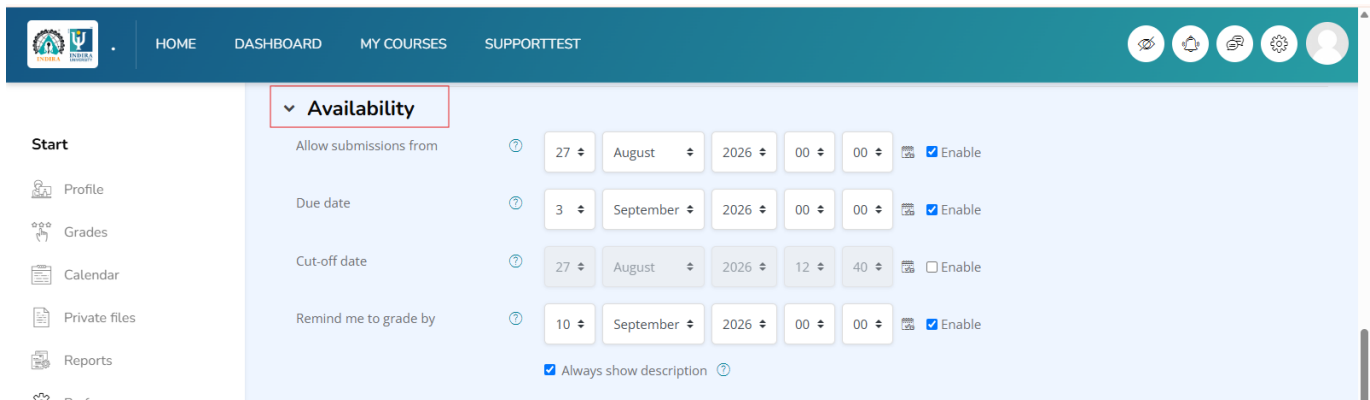
- **General** – Click Assignment, then enter the general details such as the assignment name and its description.



- **Upload** – Click Upload and attach the assignment file. (e.g. PDF file)



- **Availability** – We need to set the submission dates and the due date in the Availability section.



Submission types – Here we can choose how students submit their work, either as online text or as file upload such as audio, video, or PDF. Select File submissions to allow students to upload files.

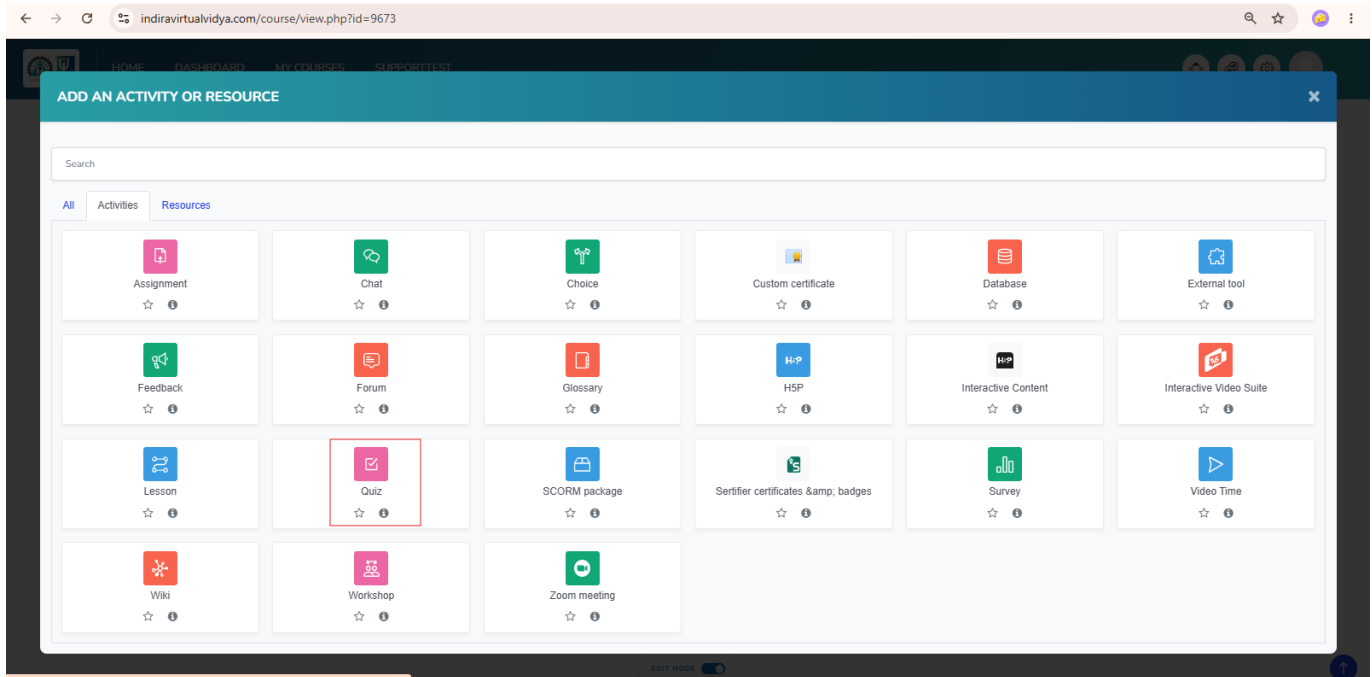
The screenshot shows the 'Submission types' configuration page. The 'Online text' and 'File submissions' checkboxes are both checked and highlighted with red boxes. Below these, there are fields for 'Word limit' (with an 'Enable' checkbox), 'Maximum number of uploaded files' (set to 20), 'Maximum submission size' (set to 'Site upload limit (512 MB)'), and 'Accepted file types' (with a 'Choose' button and 'No selection' text). The page also features expandable sections for 'Feedback types', 'Submission settings', 'Group submission settings', and 'Notifications'. At the bottom, there is a 'Grade' section with an 'EDIT MODE' toggle.

- **Grades** – We can assign a grade to the assignment in the Grade section.

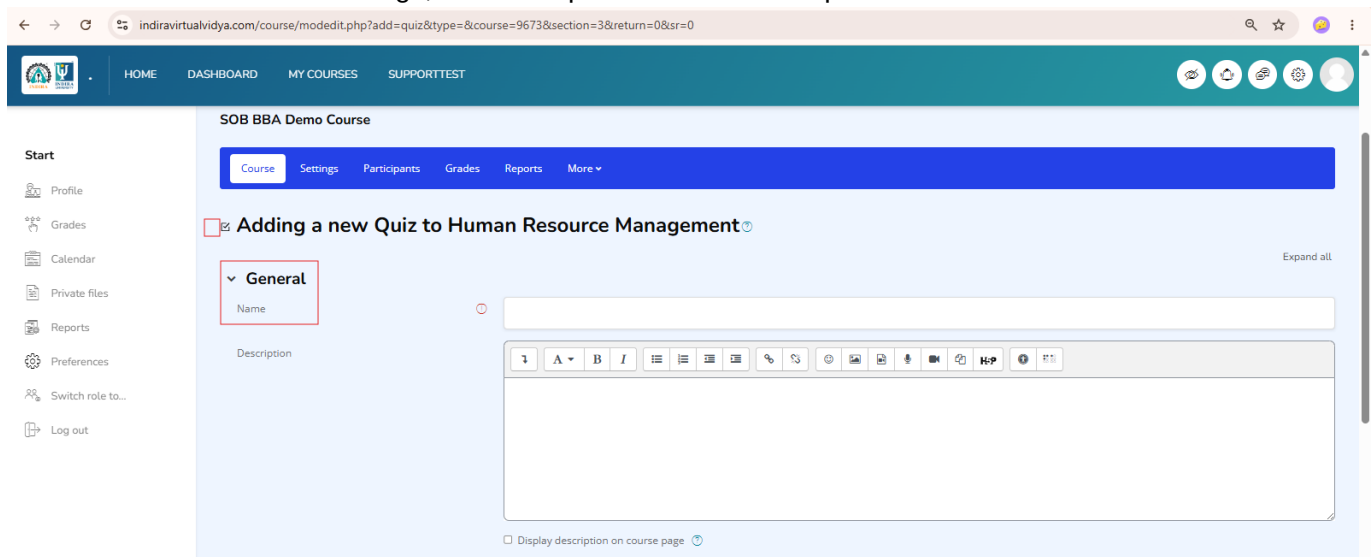
The screenshot shows the 'Grade' configuration page. The 'Grade' section is highlighted with a red box. It contains fields for 'Type' (set to 'Point'), 'Maximum grade' (set to 100), 'Grading method' (set to 'Marking guide'), 'Grade category' (set to 'Uncategorised'), and 'Grade to pass' (an empty text field). There are also checkboxes for 'Anonymous submissions', 'Hide grader identity from students', and 'Use marking workflow', all of which are currently set to 'Yes'. An 'EDIT MODE' toggle is located at the bottom right of the configuration area.

Click Apply changes and then save to add the assignment.

7.2 How to Add a Quiz



- **General** – In the General settings, enter the quiz name and description.



- **Timing** – After naming the quiz, configure the timing settings, such as the start and end dates of the quiz.

You can also set a time limit that controls in how much time limit students have to complete the quiz.

Adding a new Quiz to Human Resource Management

General

Timing

Open the quiz: 27 August 2026 15 07 ☐ Enable

Close the quiz: 27 August 2026 15 07 ☐ Enable

Time limit: 0 minutes ☐ Enable

When time expires: Open attempts are submitted automatically

Grade

Grade category: Uncategorised

There is a grace period when open attempts can be submitted, but no more questions answered

Attempts must be submitted before time expires, or they are not counted

- **Grades** – We need to set the grade for the quiz and the pass mark using the options shown below.

Adding a new Quiz to Human Resource Management

General

Timing

Grade

Grade category: Uncategorised

Grade to pass: 1

Attempts allowed: 1

- **Layout** – Use the Layout option to set how many questions appear on each page, for example 10 questions per page.

Adding a new Quiz to Human Resource Management

General

Timing

Grade

Layout

New page: Every 19 questions

Question behaviour

Never, all questions on one page

Every question

Every 2 questions

Every 3 questions

Every 4 questions

Every 5 questions

Every 6 questions

Every 7 questions

Every 8 questions

Every 9 questions

Every 10 questions

Every 11 questions

Every 12 questions

Every 13 questions

Every 14 questions

Every 15 questions

Every 16 questions

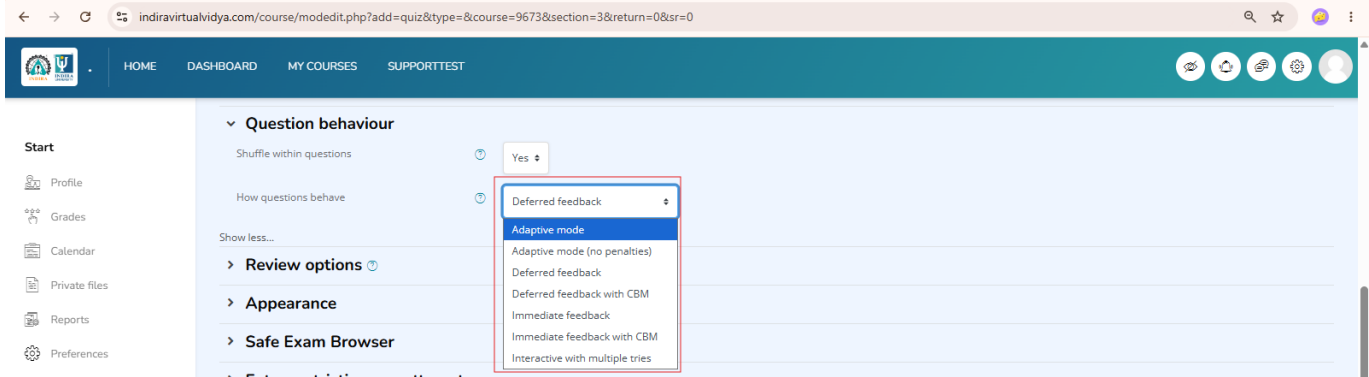
Every 17 questions

Every 18 questions

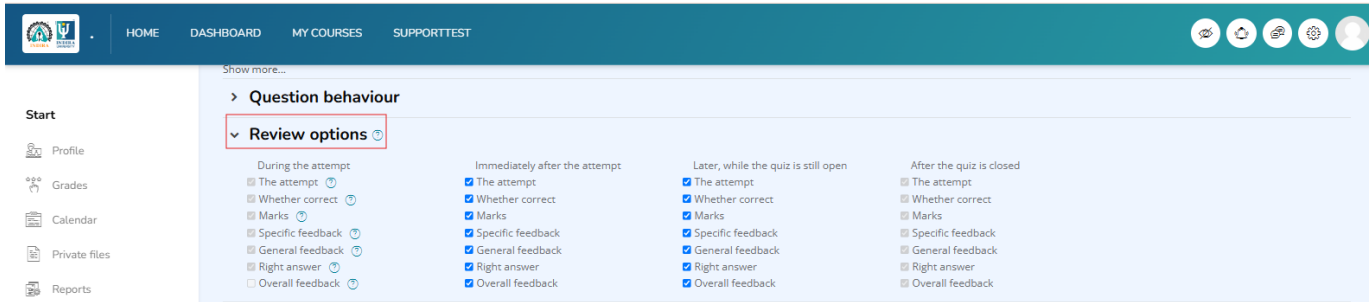
Every 19 questions

Every 19 questions

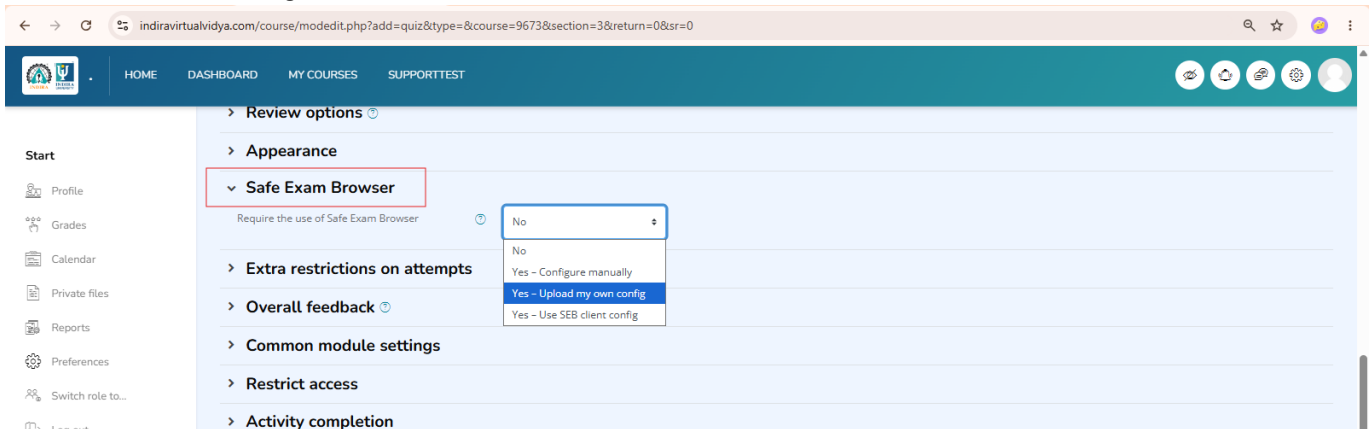
- **Question behaviour** – Use the dropdown menu below to set how questions behave after submission, for example requiring that all questions are answered.



- **Review options** – Use the Review options to control when students can review their answers, for example only after they have submitted the test.



- **Safe Exam Browser** – Use this option to conduct the exam in a controlled environment. Safe Exam Browser must be configured before it can be used.



- **Quiz feedback** – Use the option below to provide feedback on the completed quiz.

The screenshot shows the 'Overall feedback' section in the Indira University LMS. The section is titled 'Overall feedback' and shows a progress bar at 100%. It contains two feedback fields, each with a 'Grade boundary' and a 'Feedback' text area. The first field is for a grade boundary of 100% and the second for 0%. A button 'Add 3 more feedback fields' is visible at the bottom.

- After saving all the quiz settings, open the topic under which the quiz was added and click on the quiz, as shown below.

The screenshot shows the 'Course Content' page in the Indira University LMS. The page shows a list of topics: 'General', 'Principles of Management', and 'Marketing Management'. The 'Marketing Management' topic is expanded, showing a 'QUIZ' icon and a 'Quiz' link. A button 'Mark as done' is visible next to the quiz link.

- Open the quiz, go to the Question bank, and click Import.

The screenshot shows the 'Question Bank' page in the Indira University LMS. The page shows a 'Back' button and a 'Question bank' tab. A dropdown menu is open, showing options: 'Questions', 'Categories', 'Import', and 'Export'. The 'Import' option is highlighted. Below the dropdown, it says 'Default for SOB BBA Demo Course (30)' and 'The default category for questions shared in context: 'SOB BBA Demo Course''. At the bottom, it says 'No tag filters applied'.

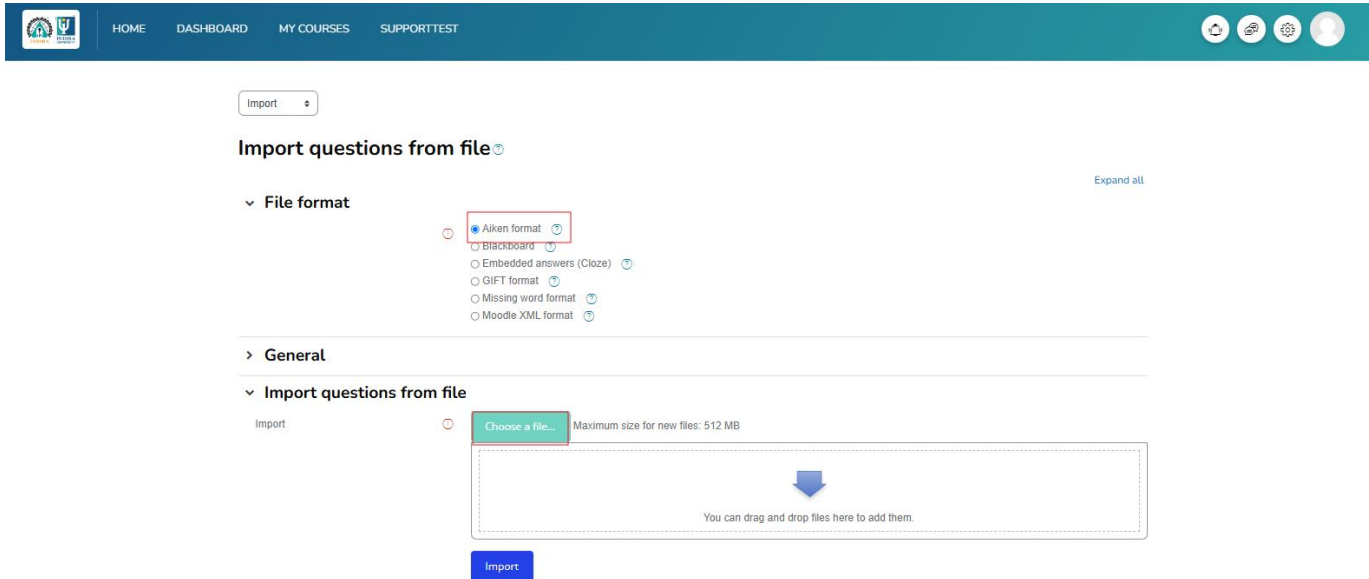
- On the Import page, select the Aiken format and upload a supported file.

Sample Aiken format: (Follow this format for uploading a quiz)

What is the primary purpose of business management?

- A. Managing resources effectively to achieve organizational goals
B. Manufacturing only physical products

ANSWER: A



The screenshot shows the Moodle 'Import' page. At the top, there's a navigation bar with 'HOME', 'DASHBOARD', 'MY COURSES', and 'SUPPORT TEST'. Below this, the 'Import' button is visible. The main section is titled 'Import questions from file'. Under the 'File format' section, 'Aiken format' is selected. The 'Import questions from file' section shows a 'Choose a file...' button and a file upload area with a blue arrow pointing down and the text 'You can drag and drop files here to add them.' Below the upload area is an 'Import' button.

Click Import, then click Continue. The quiz will be added to the topic.

Common Activities and Resources

Activity / Resource	Use	Example
File	Upload documents such as PDF, PPT, Word files, reading material.	Lecture Notes.pdf
Page	Create and display formatted text/content directly in Moodle.	Module Introduction
URL	Provide a link to an external website or online resource.	Reference Website
Quiz	Create online assessments, tests, or knowledge checks.	Unit Test
Interactive Video	Provide video content with interactive questions/activities.	Lecture Video
Assignment	Collect student submissions and assess them.	Written Assignment
Forum	Create discussion and communication activities.	Topic Discussion
Folder	Organize multiple files in one place.	Study Material
H5P / Interactive Content	Create interactive learning content where enabled.	Interactive Presentation

Step 8: Configure and Save the Activity

- Enter a clear and meaningful activity/resource Name.
- Add a Description where required.
- Configure the settings according to the selected activity, such as files, links, questions, grading, availability, completion, or restrictions.
- Review the configuration before saving.
- Click Save and display to save and immediately open the activity, or Save and return to course to return to the course page.

Note: The exact configuration screen depends on the activity/resource selected.

Step 9: Verify the Added Content

- Confirm that the activity/resource appears under the correct topic.
- Open the activity and check that the content, file, link, or assessment works correctly.
- Check dates, grading, completion, and access restrictions where applicable.
- Inform students only after the content has been reviewed and is ready for use.

Important Faculty Tips

- ✓ Always add content to the correct course and topic/section.
- ✓ Use clear and meaningful names for learning activities and resources.
- ✓ Check uploaded files and external links before publishing.
- ✓ Configure availability, grading, and activity completion carefully.
- ✓ Avoid changing course-level settings unless you understand their impact.
- ✓ Review the final content from the student perspective before sharing it with students.

Troubleshooting / Support

If you cannot see a mapped course, cannot enable editing, or face an issue while adding an activity, contact the LMS Support Team with the course name, activity name, and a screenshot of the issue.