



## IU LMS - STUDENT TRAINING GUIDE

Quick guide for students to log in, access courses, use learning content, submit assignments, attempt quizzes and check grades.

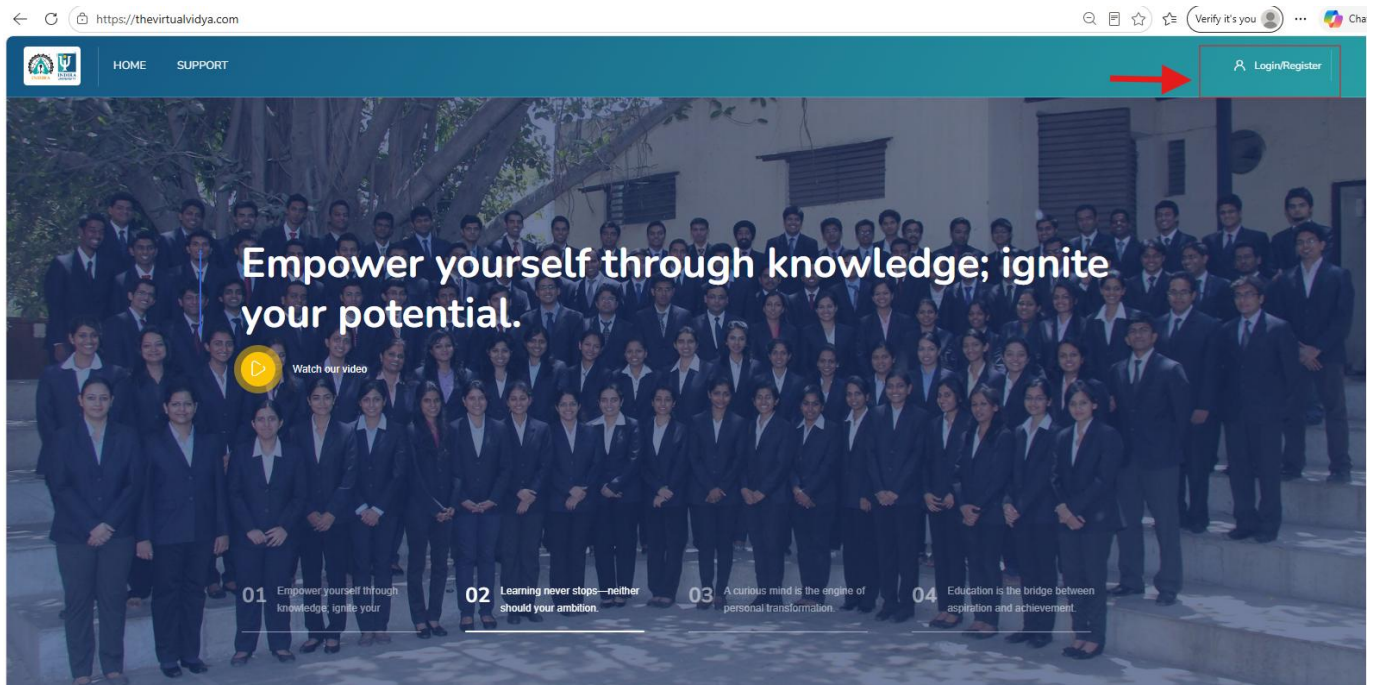
**LMS Portal:** <https://Thevirtualvidya.com/>

Quick Student Workflow

**Login → Dashboard → My Courses → Open Course → Open Topic → View Content / Submit Assignment / Attempt Quiz → Check Grades**

### Step 1: Login to the LMS

- Open the LMS portal: <https://indiravirtualvidya.com/>
- Click Login/Register at the top-right of the home page.



- **The Login to your account window opens.**
- Students enrolled with an institute email should click Sign in with IU Email (or Sign in with IGI Email) and complete the email authentication.
- Students issued an LMS username and password should enter the Username and Password and click Log in.
- After successful authentication you will be redirected to the LMS Dashboard.

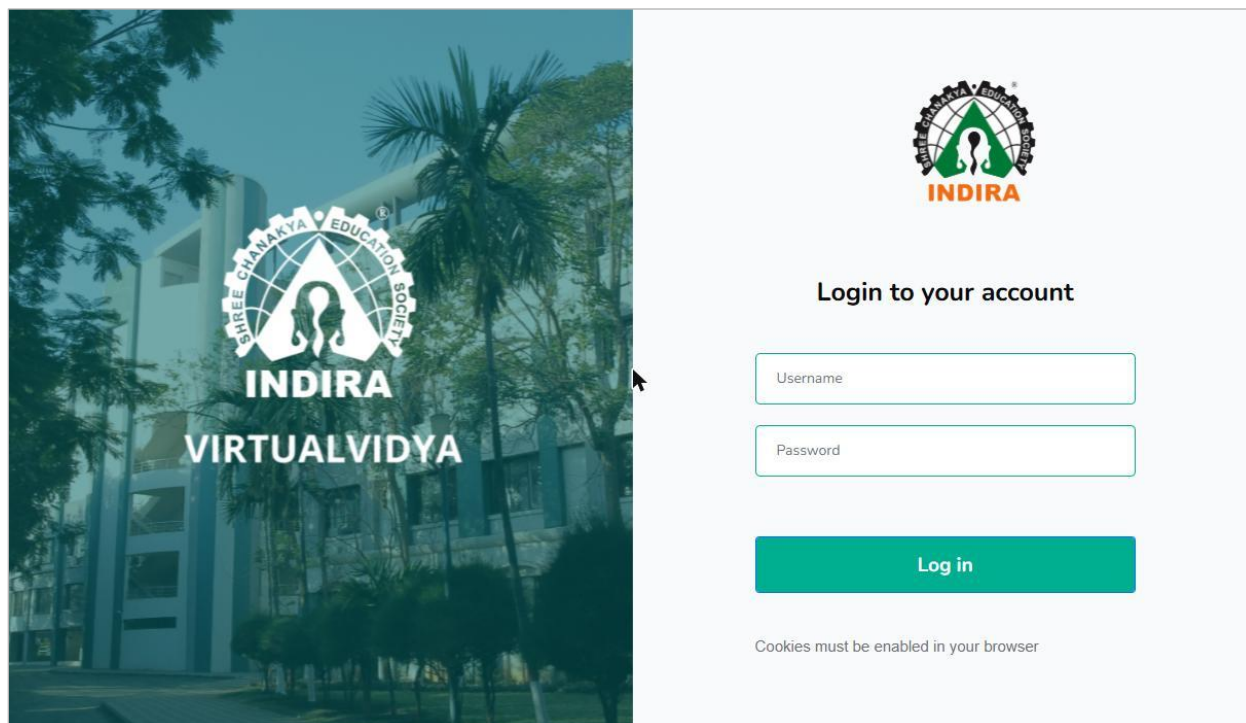


Figure 1: LMS Login – Login to your account window

**Note:** **Never share your LMS password. If you have forgotten it, contact the LMS Support Team rather than using another student's account.**

## Step 2: Understand the Student Dashboard

- After successful login the Dashboard opens.
- Use the top navigation to move between Home, Dashboard, My Courses and Support.
- The three quick cards give you direct access to:
  - **Your Profile** → Profile — view and update your personal details.
  - **Preferences** → Settings — change password, language and notification settings.
  - **Performance** → Grades — view your grades across all courses.
- **The Recently accessed items block** takes you back to content you opened last.
- **The left-hand Start menu** gives quick links to Profile, Grades, Preferences and Log out.

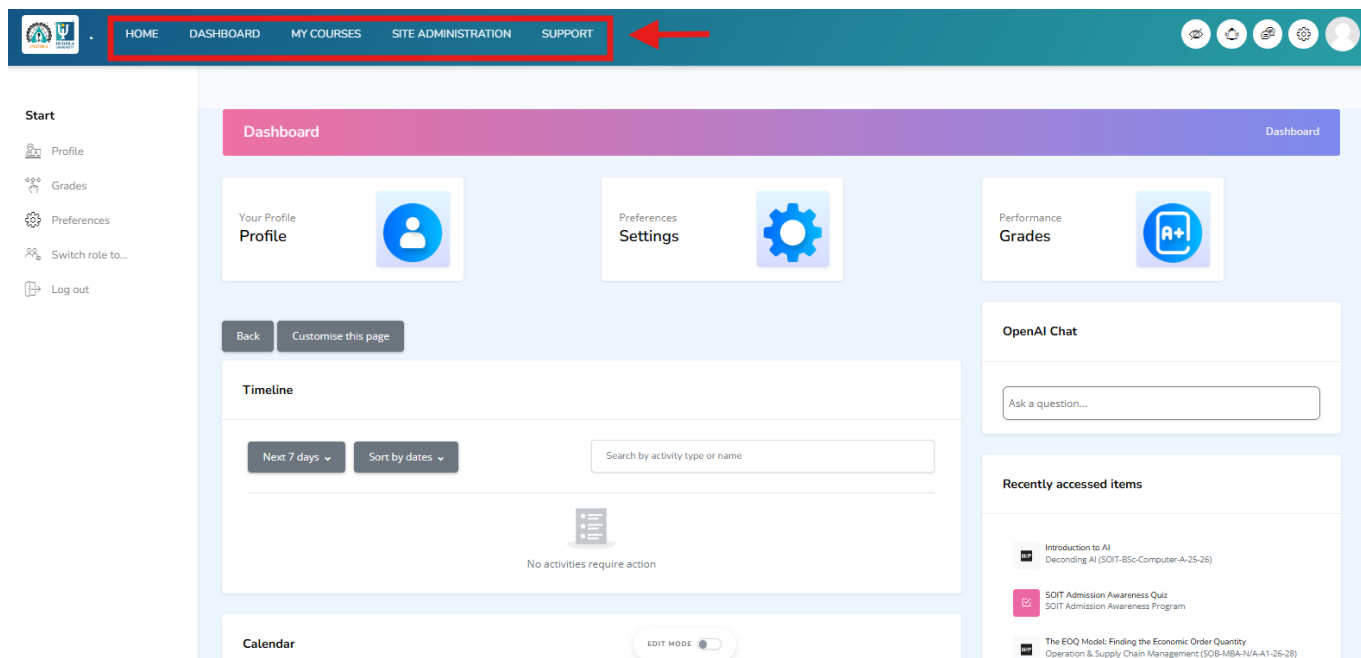


Figure 2: Student Dashboard – quick cards, Timeline and Recently accessed items

## Step 3: Open My Courses

- Click My Courses in the top navigation.
- The page lists all courses in which you are enrolled for the current term.
- Use the Search box to find a course by name.
- Use the All filter to switch between All, In progress, Future, Past, Starred and Removed from view.
- Use Sort by course name to change the display order.
- Click the course card or course name to open the course.

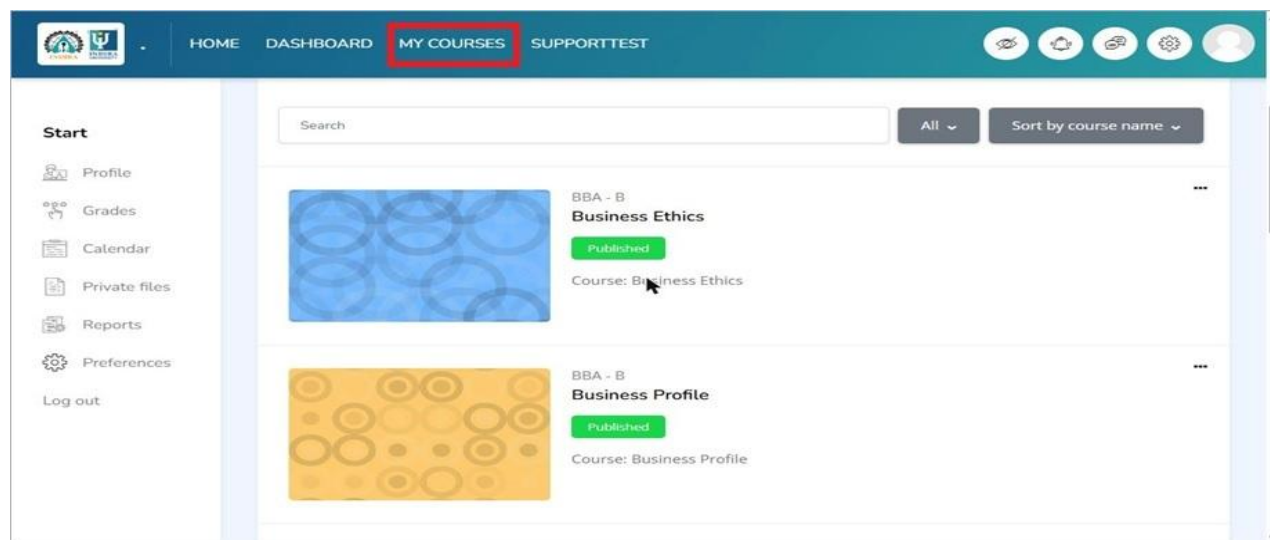


Figure 3: My Courses – list of enrolled courses

**Note:** Subjects you are registered for will appear here.

## Step 4: Open the Course and View Course Content

- After selecting a course you are taken to the Course page.
- Course material is arranged in topics/sections such as Topic 1 and Topic 2.
- Click a topic heading to expand or collapse it.
- Each topic lists the learning activities and resources added by your faculty, each with an icon showing its type.
- Use the Course index panel on the left to jump quickly to any topic or activity.

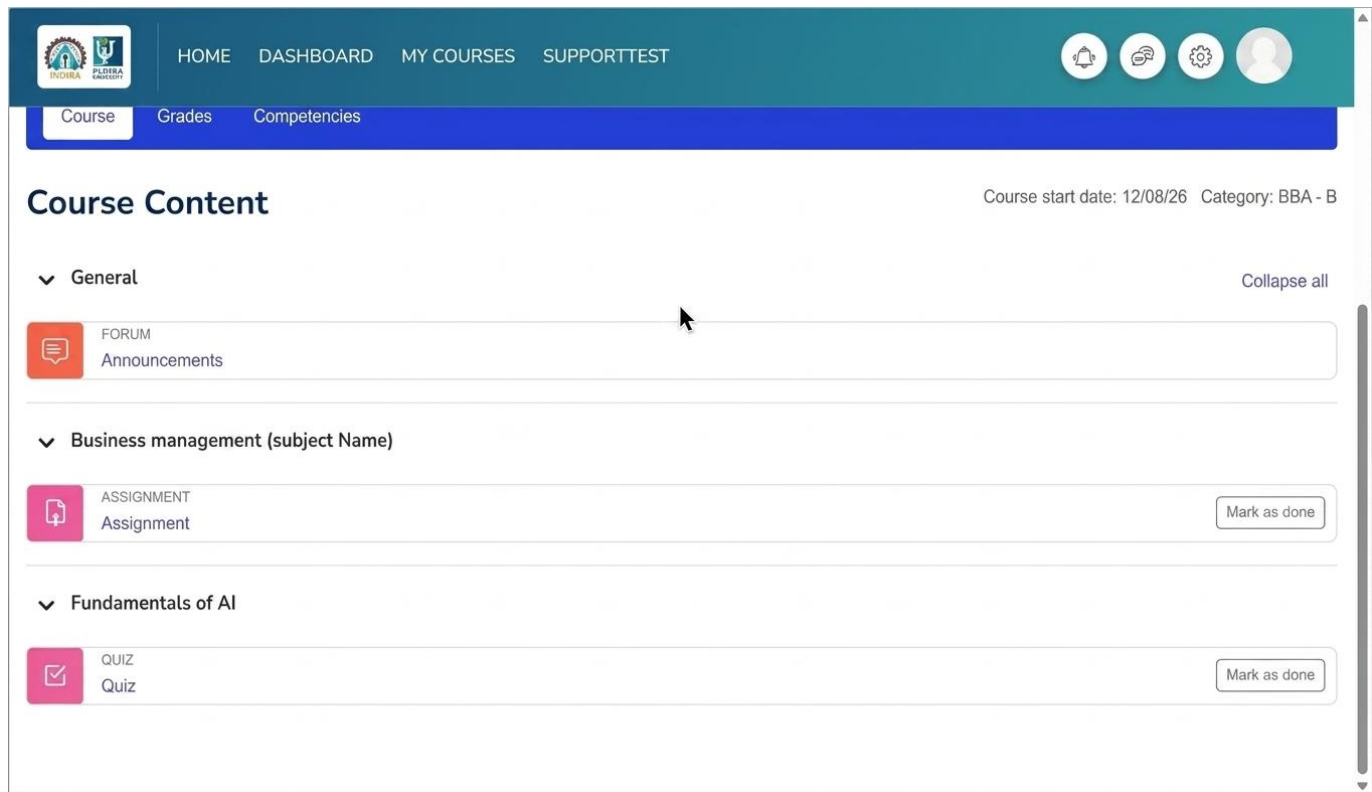


Figure 4: Course page – topics and learning activities

### 4.1 Icons you will see in a course

- File / PDF – study material you can open or download.
- URL – an external link opened in a new tab.
- Page / Book – reading content displayed inside the LMS.
- Folder – a group of files kept together.
- Assignment – work that you must submit and that will be graded.
- Quiz – an online test or examination.
- Forum – a discussion area for announcements and questions.
- Feedback / Choice – surveys and polls conducted by faculty.

Figure 5: Activity and resource icons inside a topic

## 4.2 Activity completion

- Some activities show a completion indicator such as Mark as done or To do.
- An activity marked Done confirms the LMS has recorded your progress.
- Where completion is automatic, the status updates once you view the resource or submit the activity.

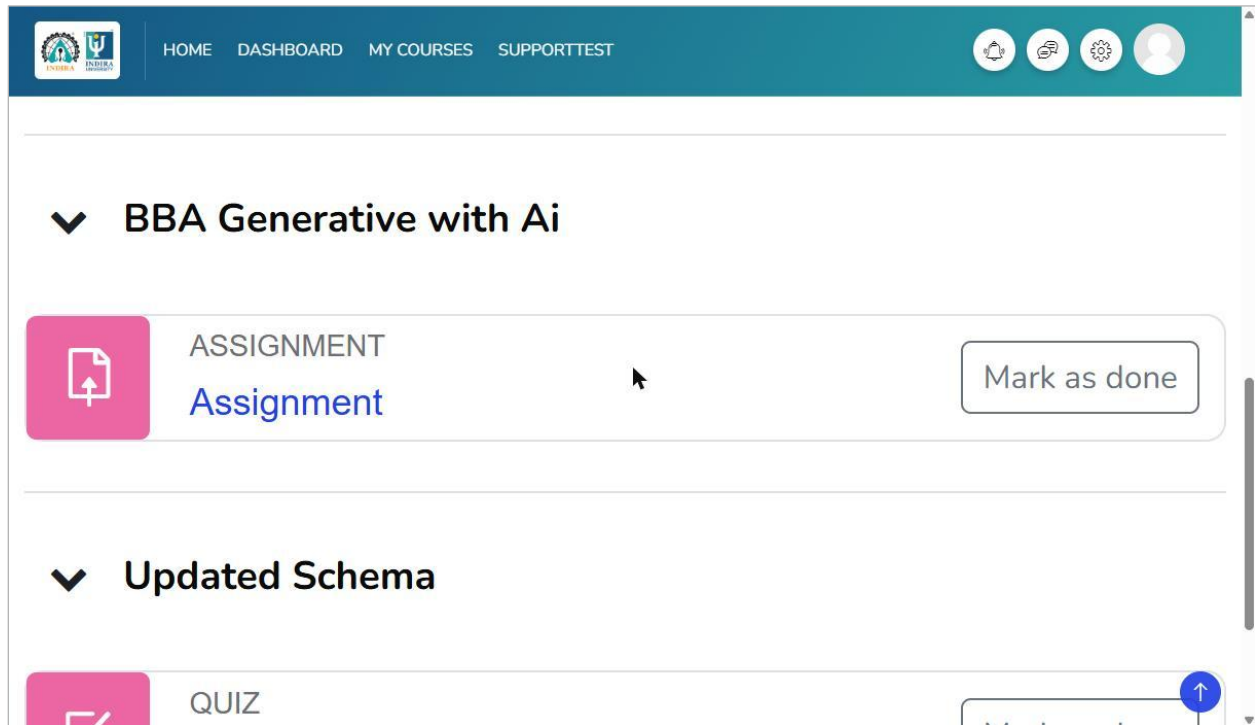


Figure 6: Activity completion status shown next to an activity

## Step 5: Open Learning Resources

- Click the name of the file, page, link or folder you want to study.
- PDF and document files open in the browser viewer; use the download icon to save a copy for offline reading.
- URL resources open the external website in a new browser tab.
- Video content plays inside the LMS player — use full screen for a clearer view.
- Use the Back button or the Course index to return to the course page.

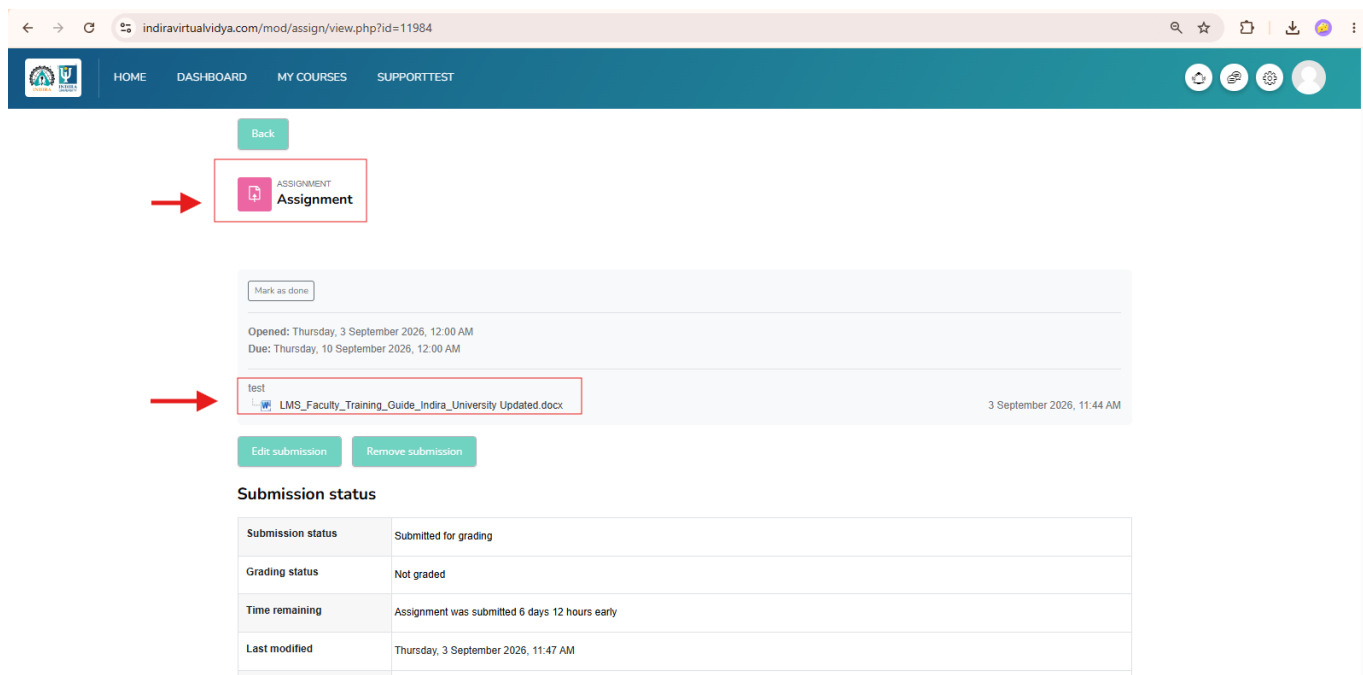


Figure 7: Opening a study resource from a topic

**Note:** Download study material only from your own course. Do not re-upload or circulate course content outside the University.

## Step 6: Submit an Assignment

### 6.1 Open the assignment

- In the required topic, click the Assignment you have to submit.
- Read the assignment description and any attached instruction file carefully.
- Check the Submission status panel for Opened, Due date and Time remaining.

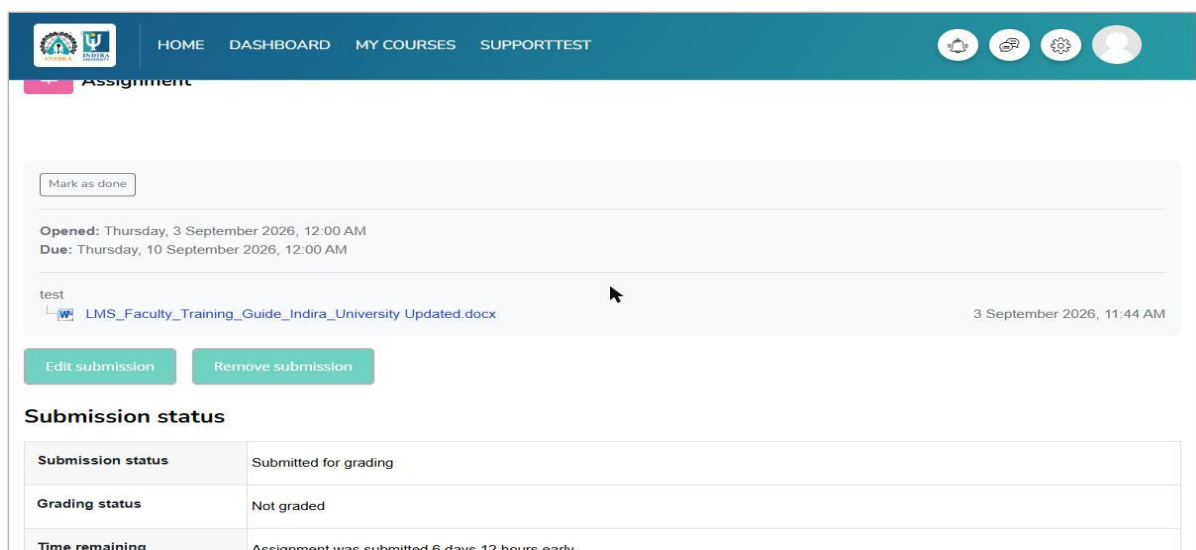


Figure 8: Assignment page – description and submission status

## 6.2 Add your submission

- Click Add submission.
- If the assignment accepts an online text submission, type or paste your answer in the editor.
- If the assignment accepts a file submission, drag and drop your file into the File submissions box, or click the file icon and use Upload a file → Choose File → Upload this file.
- Check the permitted file types and the maximum file size shown on the page before uploading.

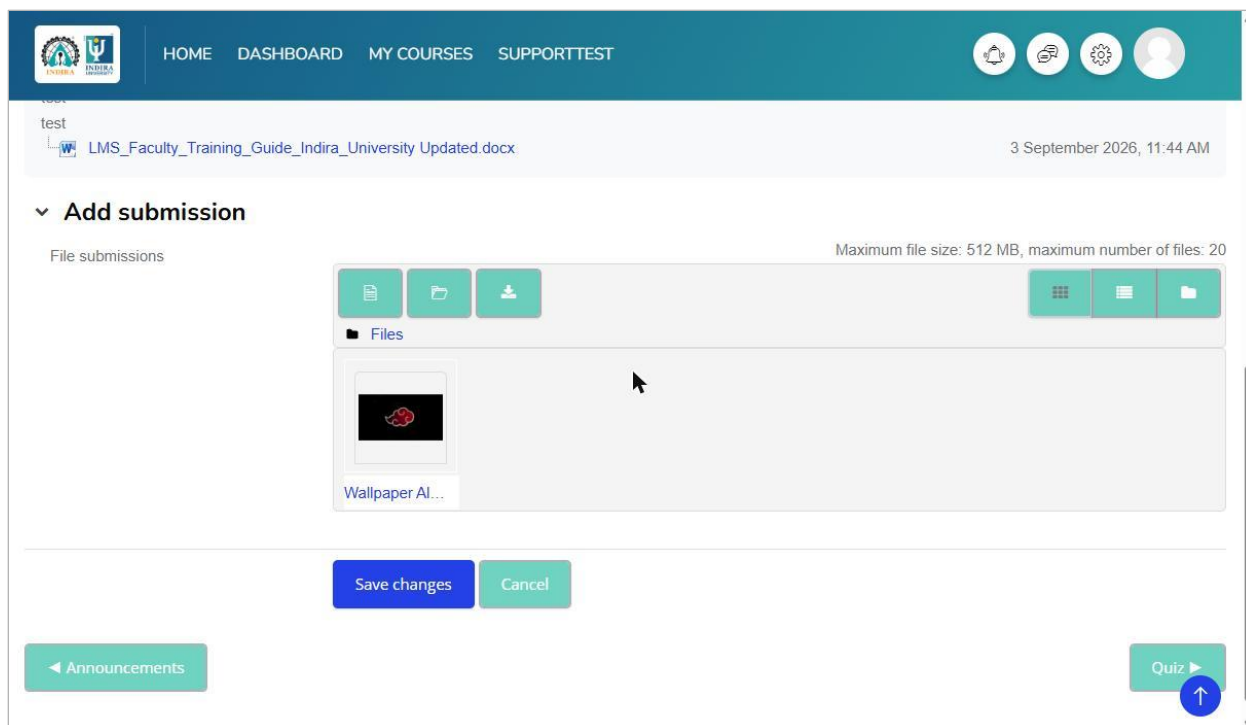


Figure 9: Add submission – online text and file submission area

## 6.3 Save and submit

- Click Save changes. Your work is saved as a Draft (not submitted).
- Review the uploaded file by clicking its name to confirm the correct version was attached.
- When you are ready, click Submit assignment.
- Accept the submission statement if it is shown, then click Continue.
- The Submission status changes to Submitted for grading.

**Submission status**

|                     |                                                                                           |  |
|---------------------|-------------------------------------------------------------------------------------------|--|
| Submission status   | Submitted for grading                                                                     |  |
| Grading status      | Not graded                                                                                |  |
| Time remaining      | Assignment was submitted 6 days 12 hours early                                            |  |
| Last modified       | Thursday, 3 September 2026, 11:47 AM                                                      |  |
| File submissions    | Wallpaper Alchemy - Akatsuki Red Cloud Symbol 4K Wallpaper.jpg 3 September 2026, 11:47 AM |  |
| Submission comments | ▶ Comments (0)                                                                            |  |

◀ Announcements Quiz ▶ ↑

Figure 10: Submission status showing Submitted for grading

**Note:** A draft is NOT a submission. Faculty can only grade work whose status reads Submitted for grading. Submit well before the due date so that a slow connection does not make you late.

## 6.4 Edit or resubmit

- If the assignment allows it, use Edit submission to change your work before the due date.
- If your faculty has returned the work for correction, the status changes and Edit submission becomes available again.
- After a due date has passed, late submissions may be blocked or marked as late, depending on the settings chosen by your faculty.

## 6.5 View marks and feedback

- Reopen the assignment after grading is complete.
- The Feedback section shows the Grade, the Graded on date, the grader and any Feedback comments.
- Download any annotated file the faculty has attached with your feedback.

indiravirtualvidya.com/mod/assign/view.php?id=11984

HOME DASHBOARD MY COURSES SUPPORTTEST

test LMS\_Faculty\_Training\_Guide\_Indira\_University Updated.docx 3 September 2026, 11:44 AM

Edit submission Remove submission

### Submission status

|                     |                                                |
|---------------------|------------------------------------------------|
| Submission status   | Submitted for grading                          |
| Grading status      | Graded                                         |
| Time remaining      | Assignment was submitted 6 days 12 hours early |
| Last modified       | Thursday, 3 September 2026, 11:47 AM           |
| File submissions    | 3 September 2026, 11:47 AM                     |
| Submission comments | Comments (0)                                   |

### Feedback

|           |                                     |
|-----------|-------------------------------------|
| Grade     | 90.00 / 100.00                      |
| Graded on | Thursday, 3 September 2026, 4:21 PM |
| Graded by | AS Ajay Sakat                       |

Figure 11: Assignment feedback – grade and faculty comments

## Step 7: Attempt a Quiz

### 7.1 Before you begin

- Open the Quiz from the topic in which it has been added.
- Read the quiz information carefully: opening and closing dates, Time limit, number of attempts allowed and the grading method.
- Make sure you have a stable internet connection, sufficient battery and a quiet place before you start.

### 7.2 Start the attempt

- Click Attempt quiz.
- Confirm the timed-quiz warning if one is displayed. The timer starts as soon as the attempt begins.
- Answer the questions shown on each page.
- Use the Quiz navigation block to move between questions and to see which questions are still unanswered.
- Click Next page to continue and previous page to go back where this is permitted.

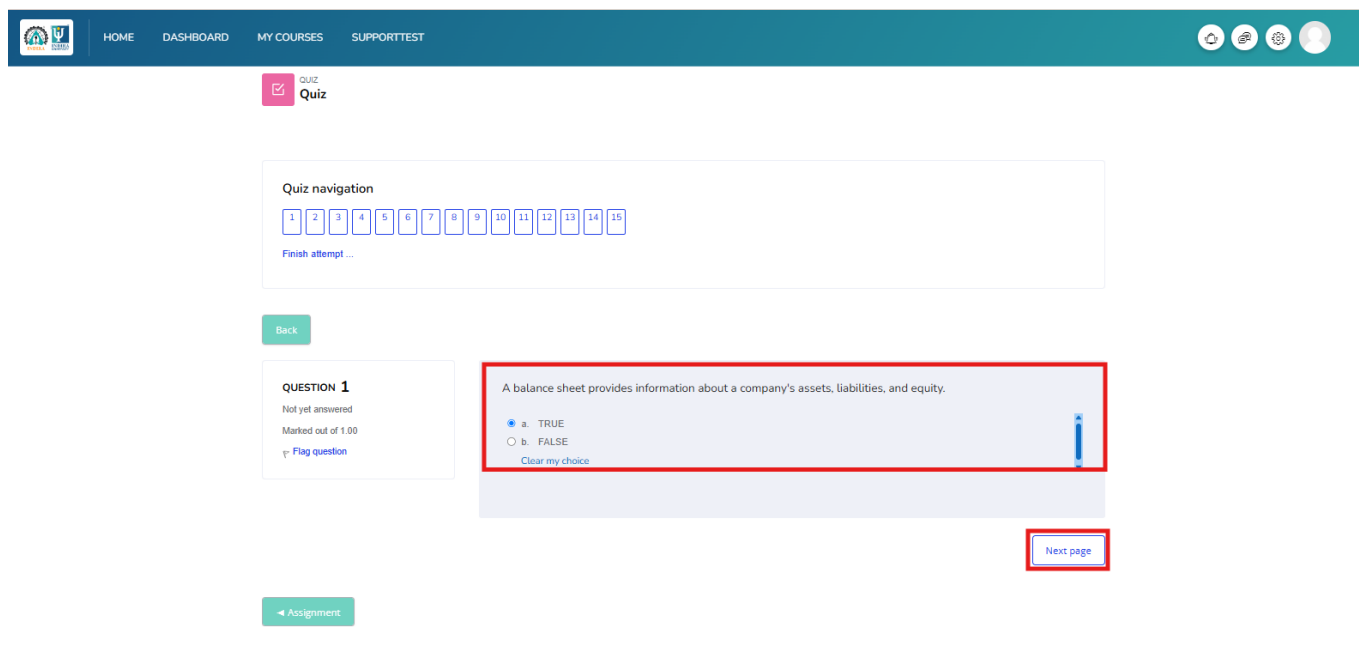


Figure 13: Quiz attempt – question page and quiz navigation block

**Note:** The remaining time is shown in the Quiz navigation block. When the time runs out the attempt is submitted automatically, so do not leave answers for the last minute.

### 7.3 Finish and submit the attempt

- After the last question, click Finish attempt.
- The Summary of attempt page lists every question and its status (Answer saved / Not yet answered).
- Click Return to attempt to correct anything that is incomplete.
- When you are satisfied, click Submit all and finish and confirm in the dialogue box.

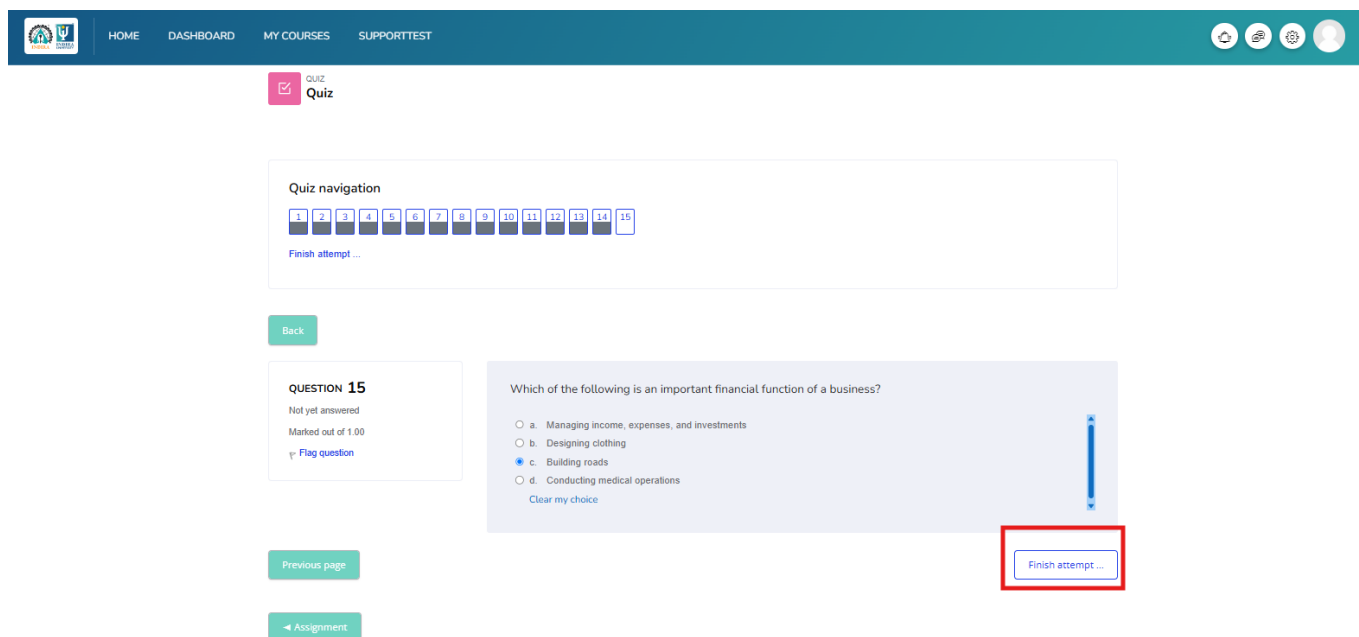


Figure 14: Summary of attempt – Submit all and finish

## 7.4 Review your result

- After submission, the Review page opens if your faculty has allowed reviews.
- Depending on the review options set by the faculty, you may see your marks, the correct answers and feedback for each question.
- Your quiz grade also appears in the course Grades report.

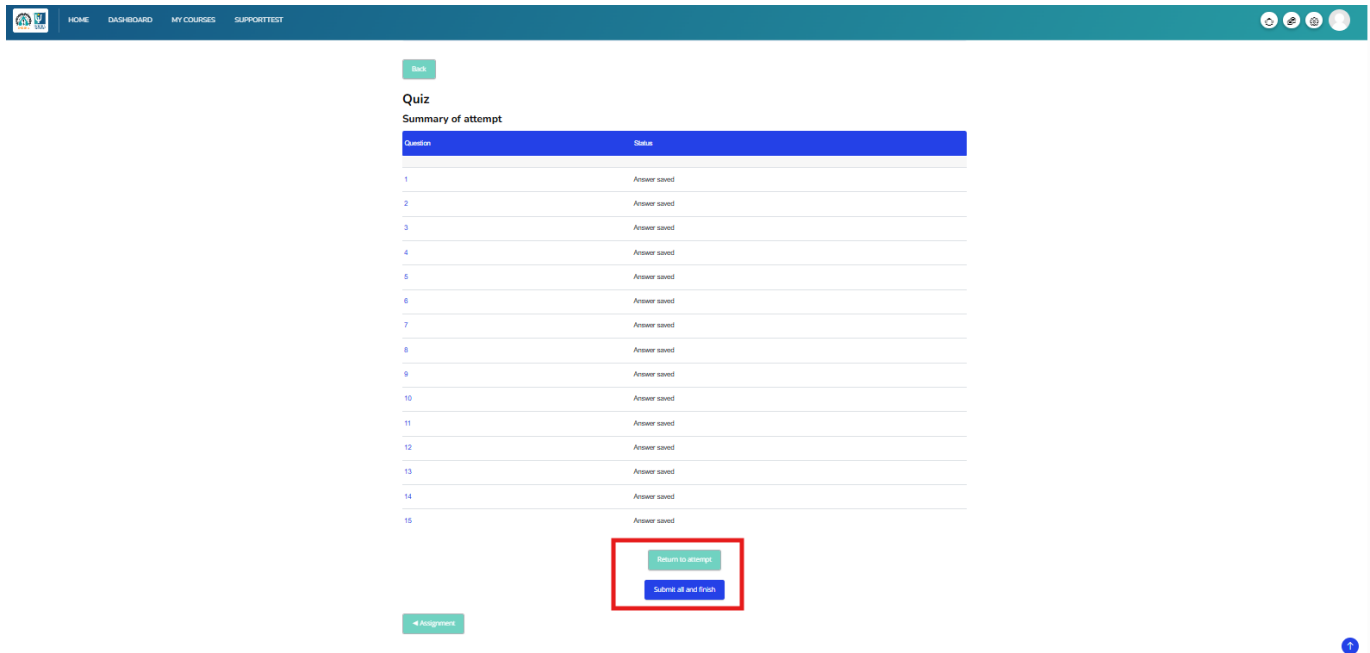


Figure 15: Quiz review – marks and feedback per question

## Step 8: Check Grades and Progress

- For a single course: open the course and click Grades in the course menu to see the User report for that course.
- For all courses: click Grades on the Dashboard, in the left Start menu, or open the Performance → Grades card.
- The overview report lists each course you are taking together with your overall grade.
- Click a course name to open its detailed report with item-wise marks, percentage, feedback and the course total.

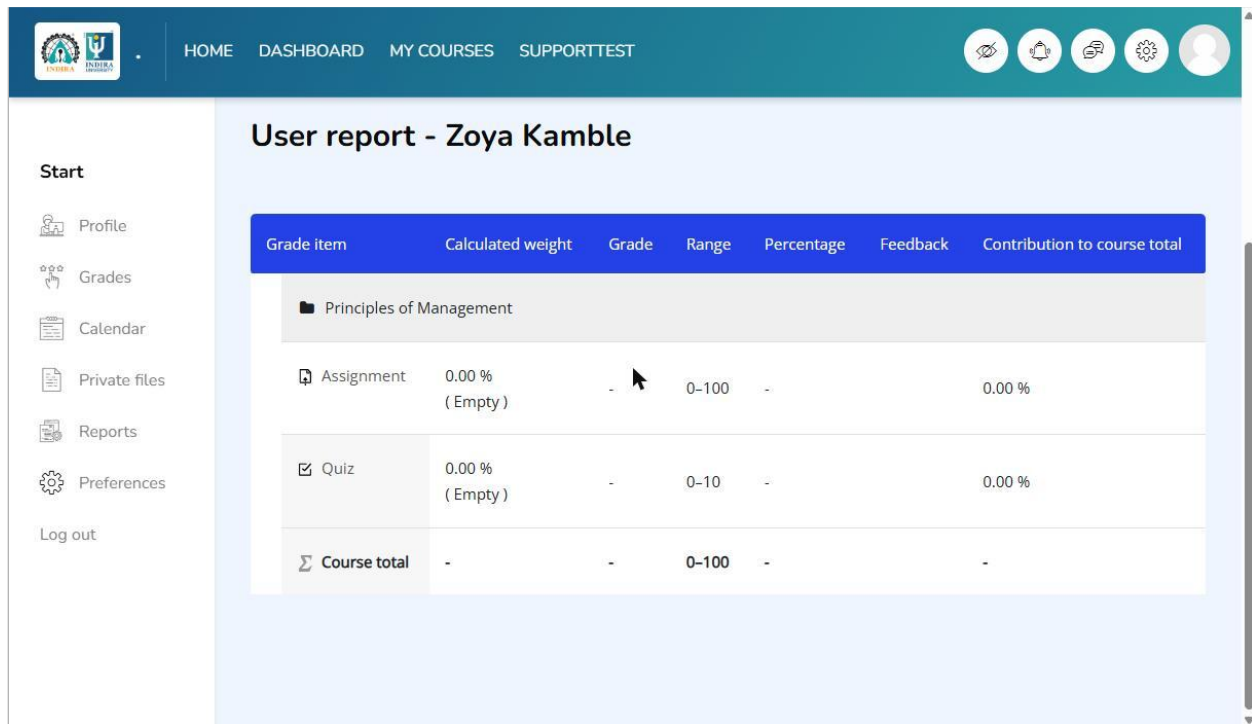


Figure 17: Course grade report – item-wise marks and feedback

**Note:** Grades are provisional until your faculty and the examination section release the final result. If a grade looks incorrect, contact your subject faculty first.

## Step 9: Profile, Preferences and Notifications

### 9.1 Your profile

- Click your profile picture at the top-right and choose Profile, or use Profile in the left Start menu.
- The profile page shows User details, Privacy and policies, Course details, Reports and Login activity.
- Use Edit profile to update your description, contact details and profile picture where editing is permitted.

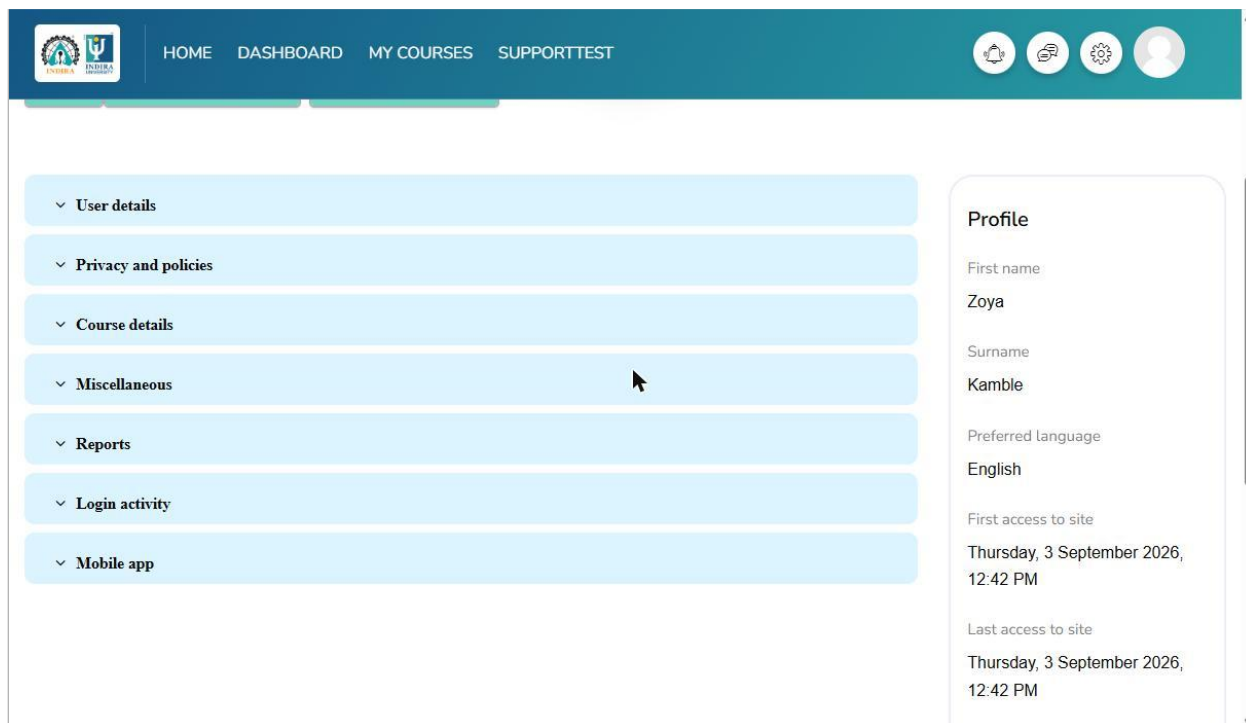


Figure 18: Student profile page

**Note:** Your name, email address, PRN/roll number and course enrolment are maintained by the University and cannot be changed from the LMS. Raise a request with the LMS Support Team for corrections.

## 9.2 Preferences

- Open Preferences from the left Start menu or the Preferences → Settings card.
- User account – Edit profile, Change password, Preferred language, Forum preferences, Editor preferences, Calendar preferences, Message preferences, Notification preferences.
- Use Change password to set a strong password of your own after your first login.
- Use Notification preferences to choose how you receive alerts for assignments, quizzes, forum posts and messages.

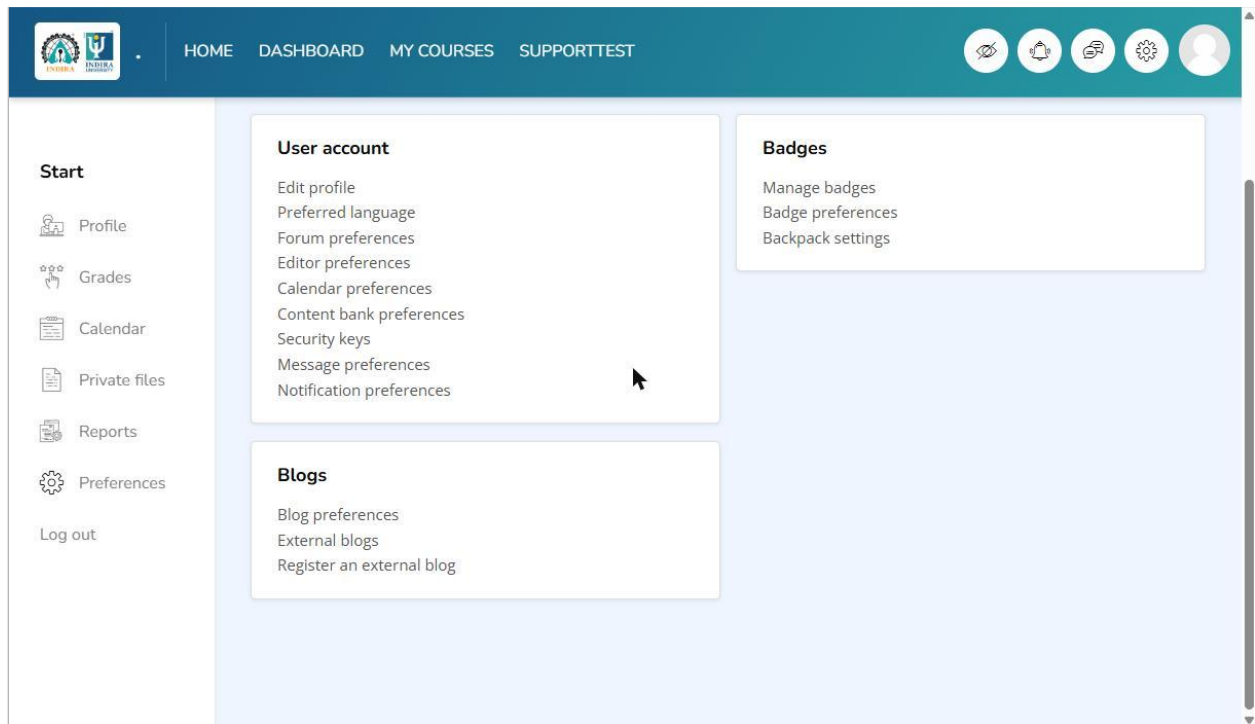


Figure 19: Preferences page – User account options

### 9.3 Notifications and messages

- The bell icon in the top bar shows notifications such as assignment reminders and grading updates.
- The message icon lets you read and reply to messages from faculty and classmates.
- Open a notification to go straight to the related activity.

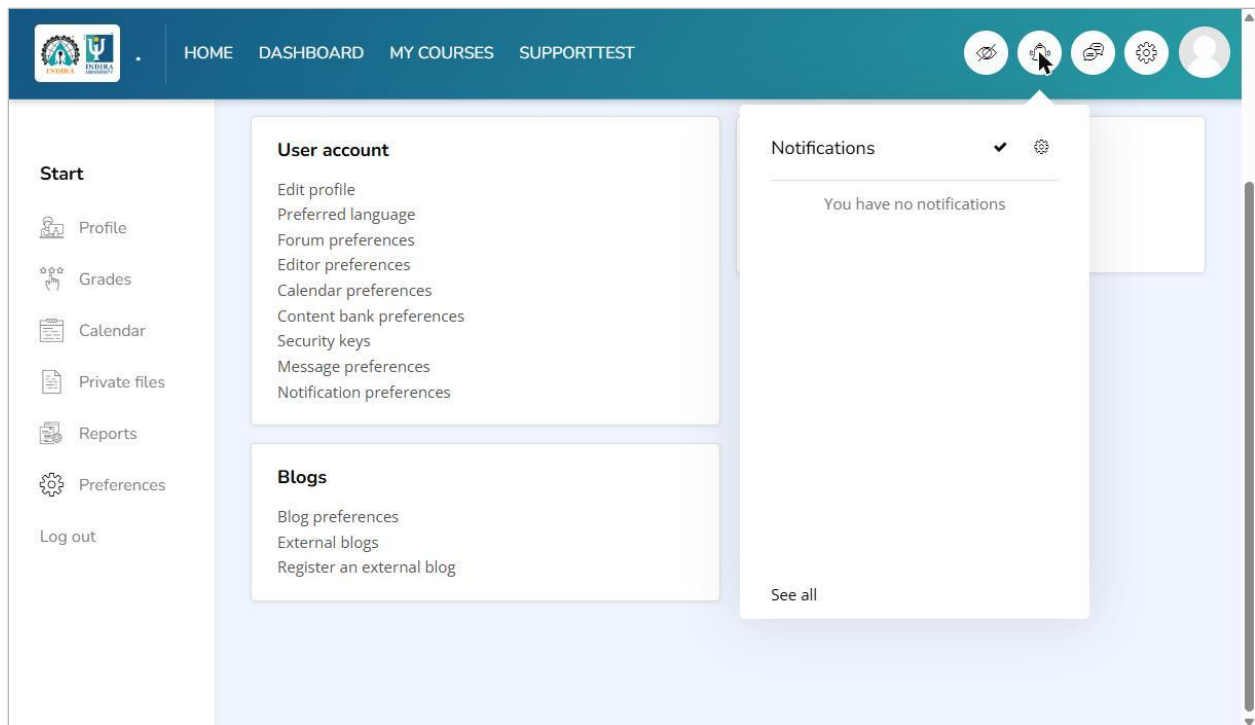


Figure 20: Notifications and messages in the top navigation bar

## Important Student Tips

- ✓ Log in regularly so that you do not miss announcements and deadlines.
- ✓ Check the Timeline block on the Dashboard every week for upcoming submissions.
- ✓ Confirm that an assignment status reads Submitted for grading before you close the page.
- ✓ Name your submission files clearly, for example PRN\_Subject\_Assignment1.pdf.
- ✓ Keep a personal copy of every file you submit.
- ✓ Start a timed quiz only when you can complete it without interruption.
- ✓ Never share your login details, and always click Log out on a shared or lab computer.
- ✓ Use a supported browser such as Google Chrome or Microsoft Edge, kept up to date.
- ✓ Read faculty feedback on graded work and act on it in your next submission.
- ✓ Follow the University code of conduct in forums, messages and all submitted work.

## Troubleshooting / Support

Common issues and what to do first:

- Cannot log in – check that your username and password are correct and that Caps Lock is off. For institute email login, make sure you are signed in with the correct IU/IGI account.
- A course is missing from My Courses – you may not be enrolled yet. Report it with your name, PRN/roll number and the course name.
- Cannot open a resource – the activity may be restricted by date or by a completion condition. Check the restriction message displayed under the activity.
- File will not upload – check the file size and the permitted file types shown on the assignment page, then try a different browser or network.
- Quiz closed or the timer expired – attempts submitted automatically at the end of the time limit cannot be reopened by students. Contact your subject faculty immediately.
- Grade not visible – grades appear only after your faculty has completed and released grading.

If the issue continues, raise a ticket with the Faculty/LMS Support Team. Include your name, PRN/roll number, course name, activity name and a screenshot of the error so the issue can be resolved quickly.