Learning Management System (LMS)

Table of Contents

1. Getting Started 3
2. Forgot Password 4
3. Dashboard Overview: 5
4. Navigating Courses 6
5. Course Content 10
6. Taking Quizzes 11
7. Grades and Feedback 14
8. Forums and Communication 15
9. Technical Support 16

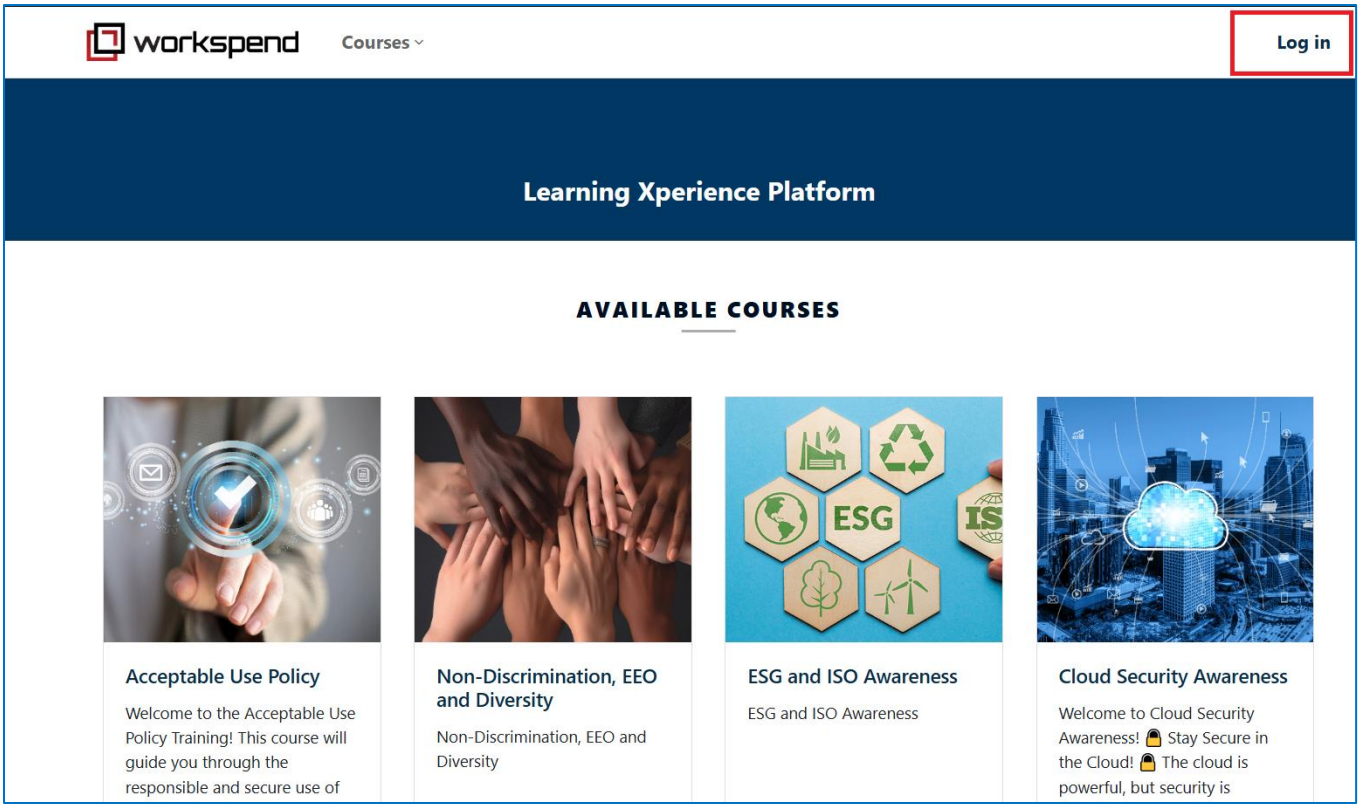
1. Getting Started

Login:

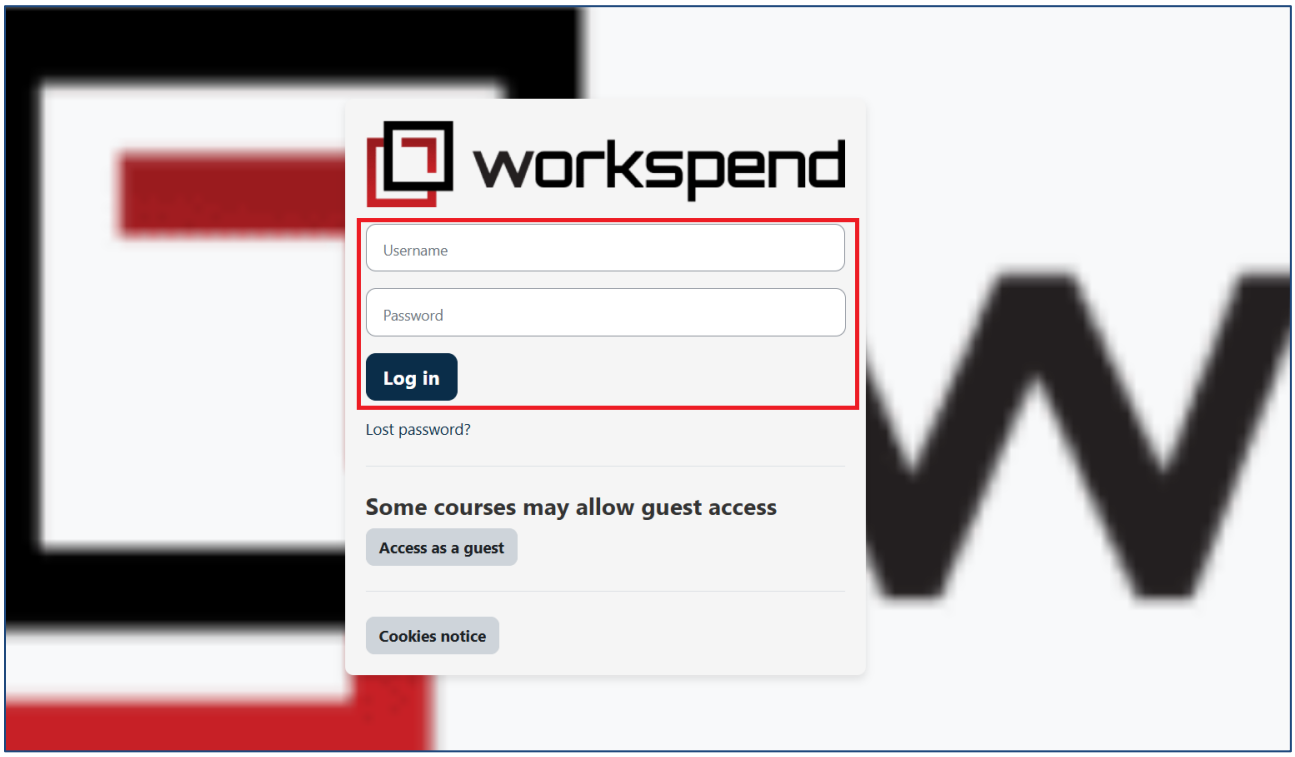
1. Visit the LMS site (https://lms.workspend.com/).

Lunch the URL and click on Log in

Refer below image

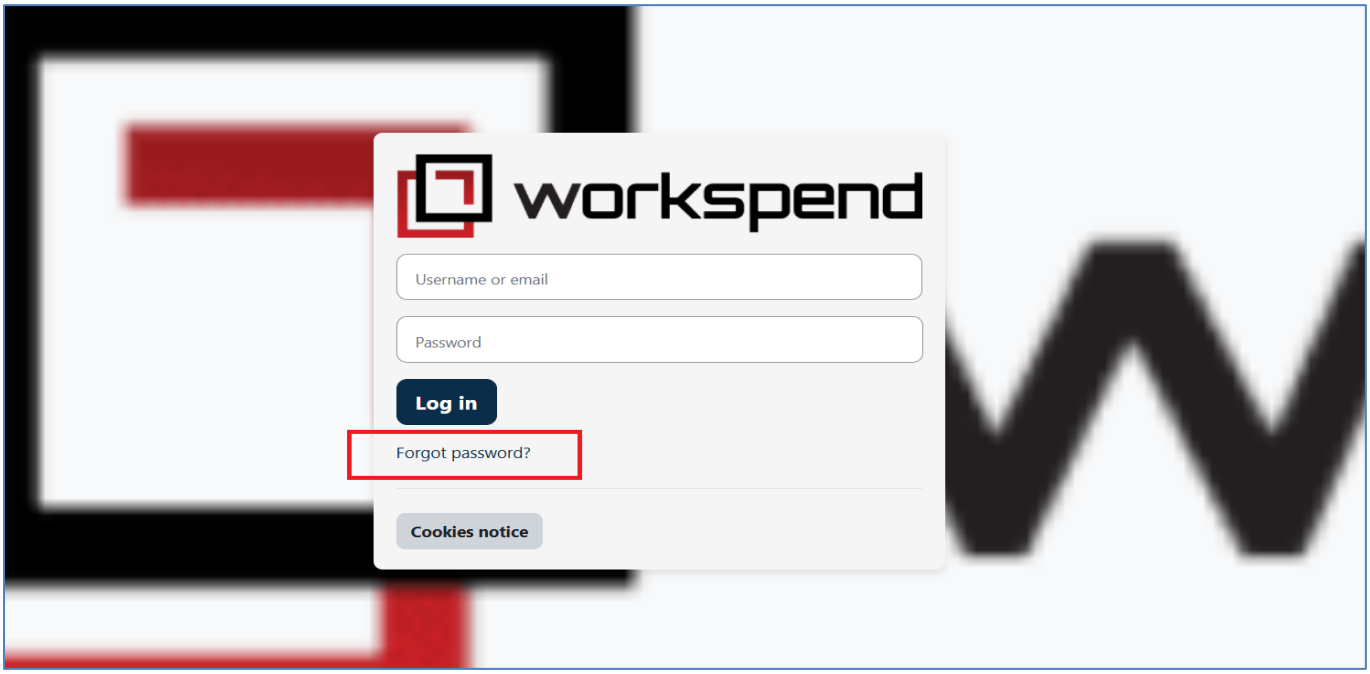


2. Enter your username and password.

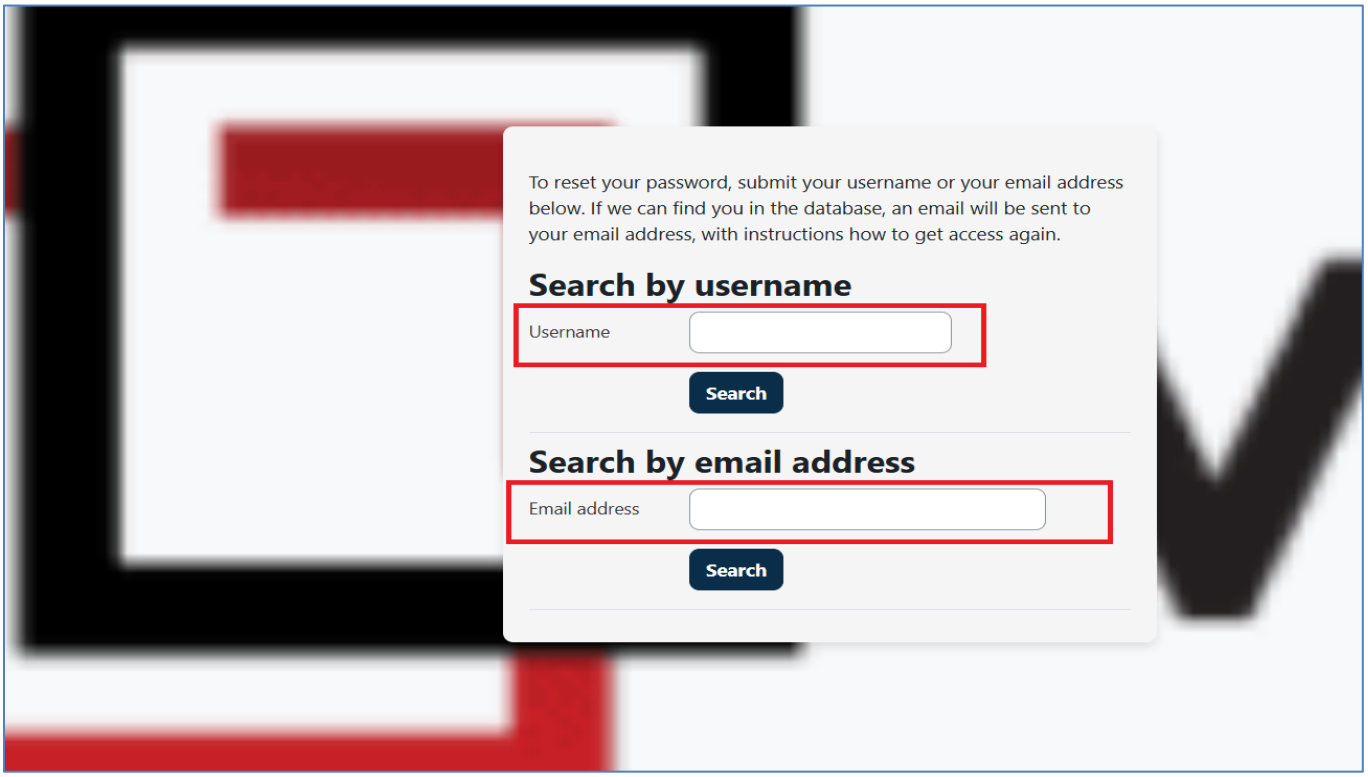


2. Forgot Password

1. Click on 'Forgot password' to navigate to the 'Reset Password' page.

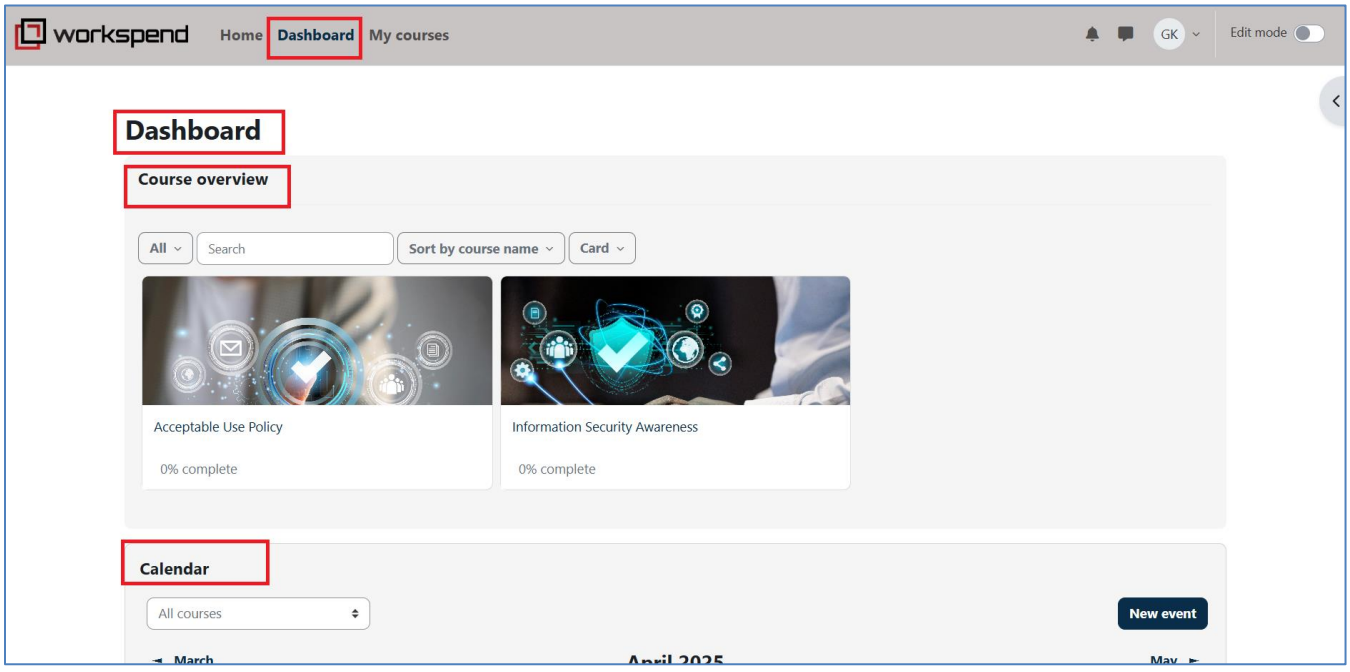


2. Enter your username **or** email address, then click the search button. You will receive an email to reset your password.



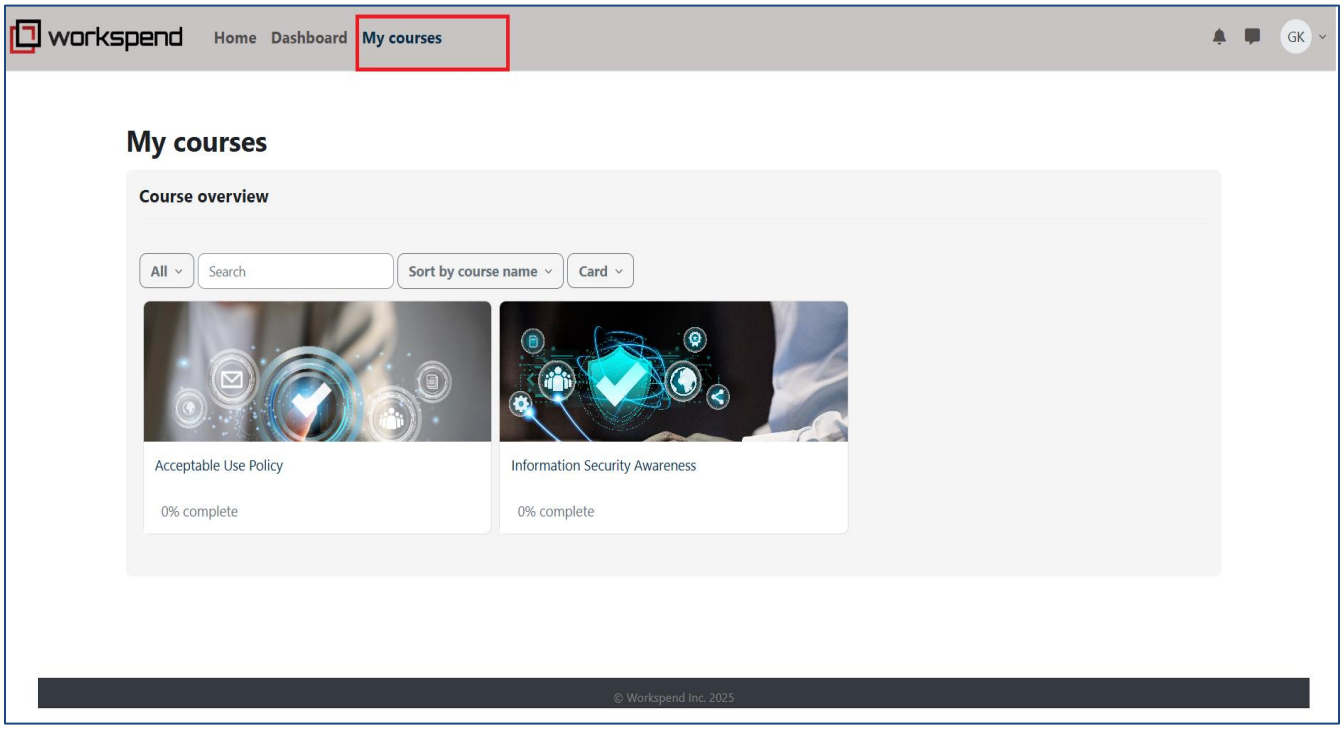
3. Dashboard Overview:

- See your enrolled courses, Access calendar, event and site news.

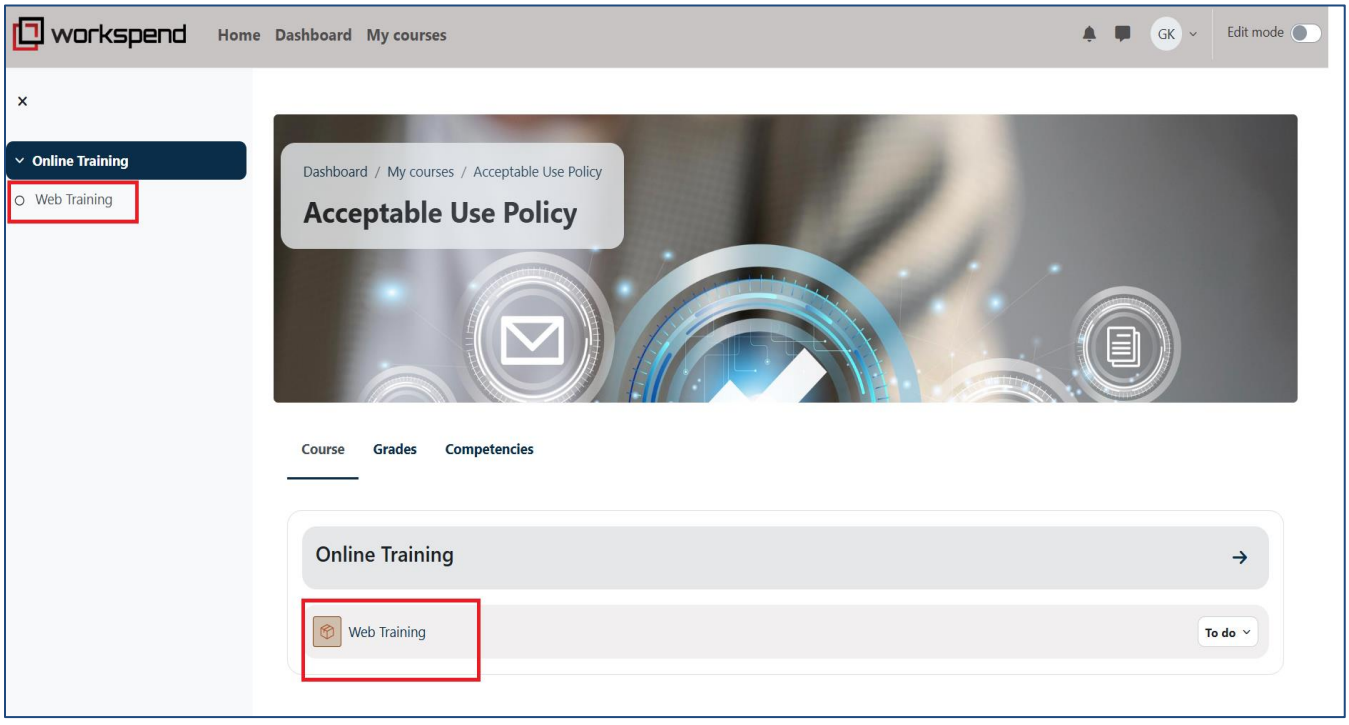


4. Navigating Courses

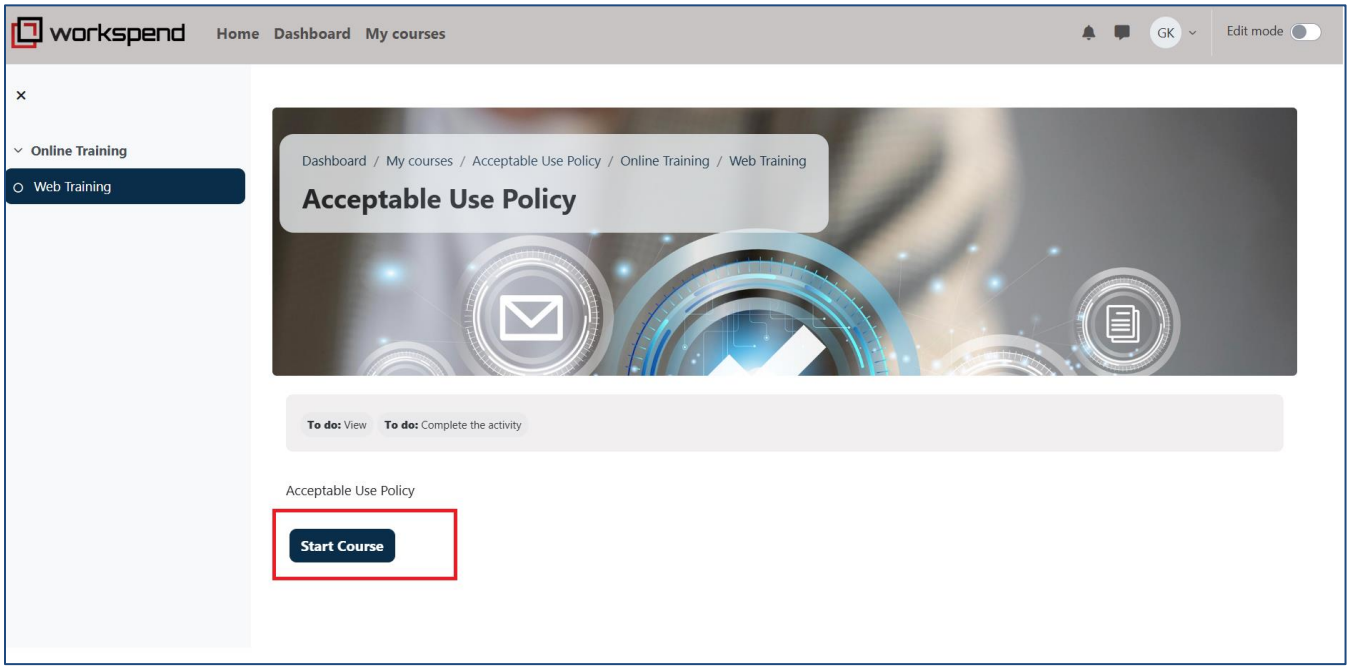
- Once you are enrolled in courses you will see them on your My courses page



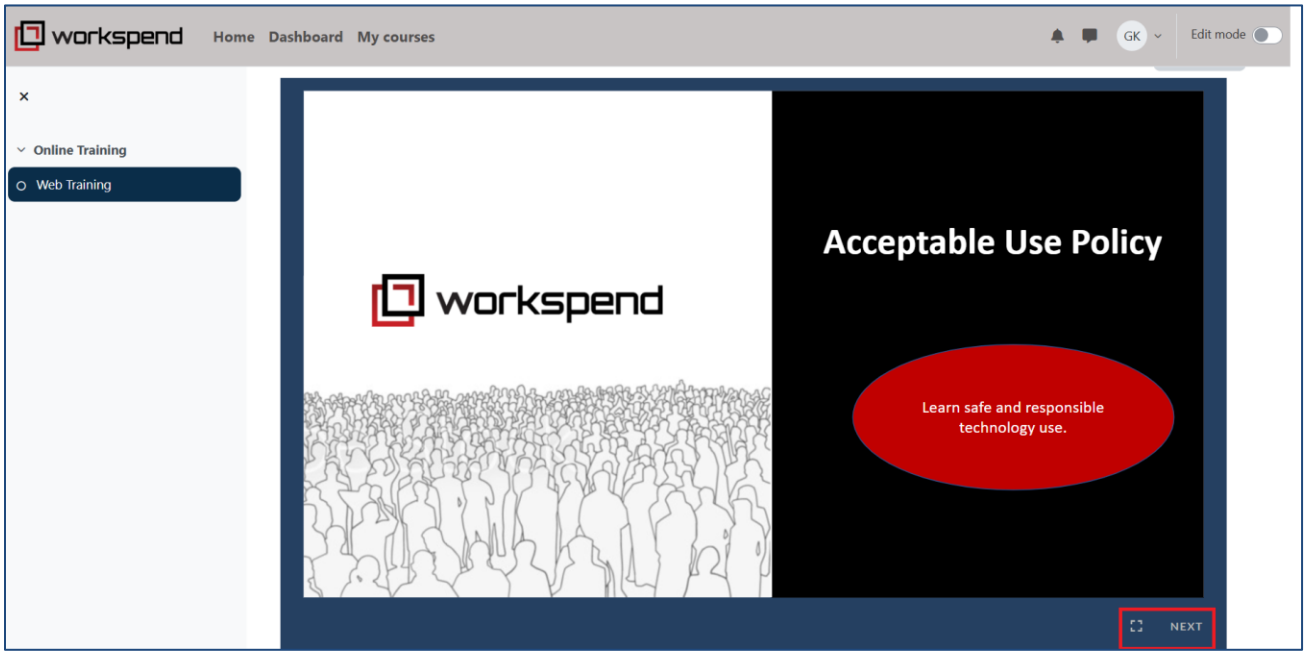
Select the course you want to complete.



Click on the web Training title and click on “Start Course”.
See below image.

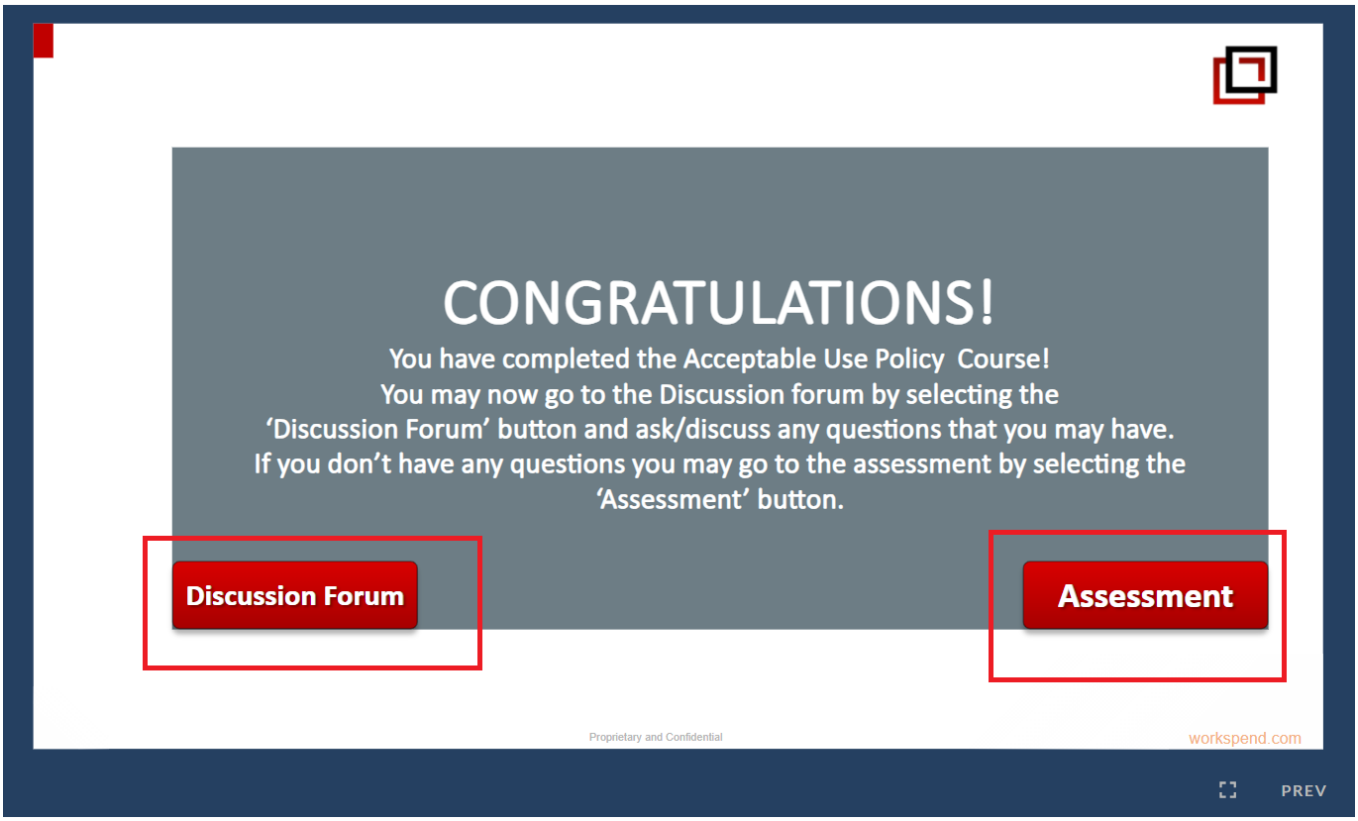


After clicking on “**Start Course**” button, you will access the training material and in below image you see some content navigation control. Click on the Next button, to navigate to the next page. Also, you can maximize/minimize the window clicking on icon [].



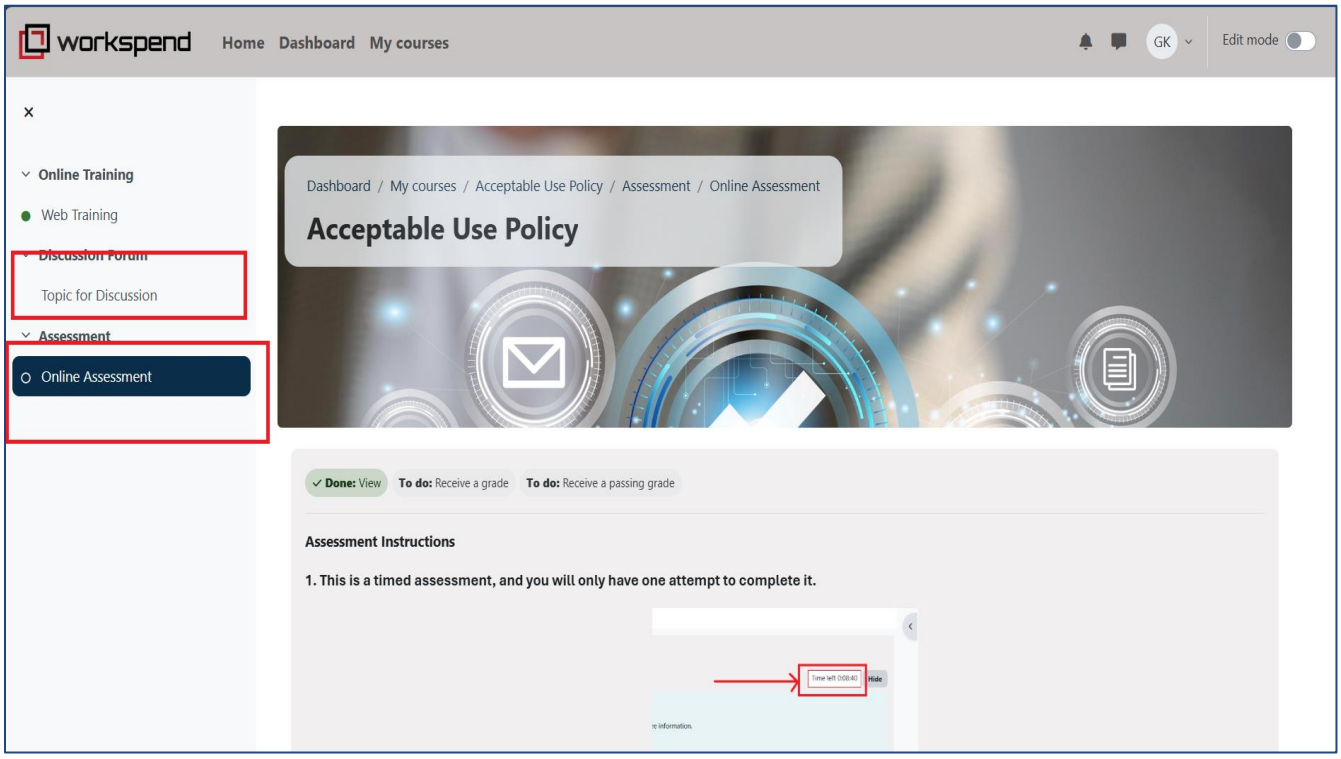
On page 2, Click on previous “PREV” button to go to previous slide.

At last page, you will see 2 buttons “**Discussion Forum** and **Assessment**”. Select **the Discussion Forum** button, it will land on the team discussion page and select the **Assessment** button, to start the quiz.



You will be able to unlock the next sections like Quiz/Assessment, and discussion forum etc. only after completing web training

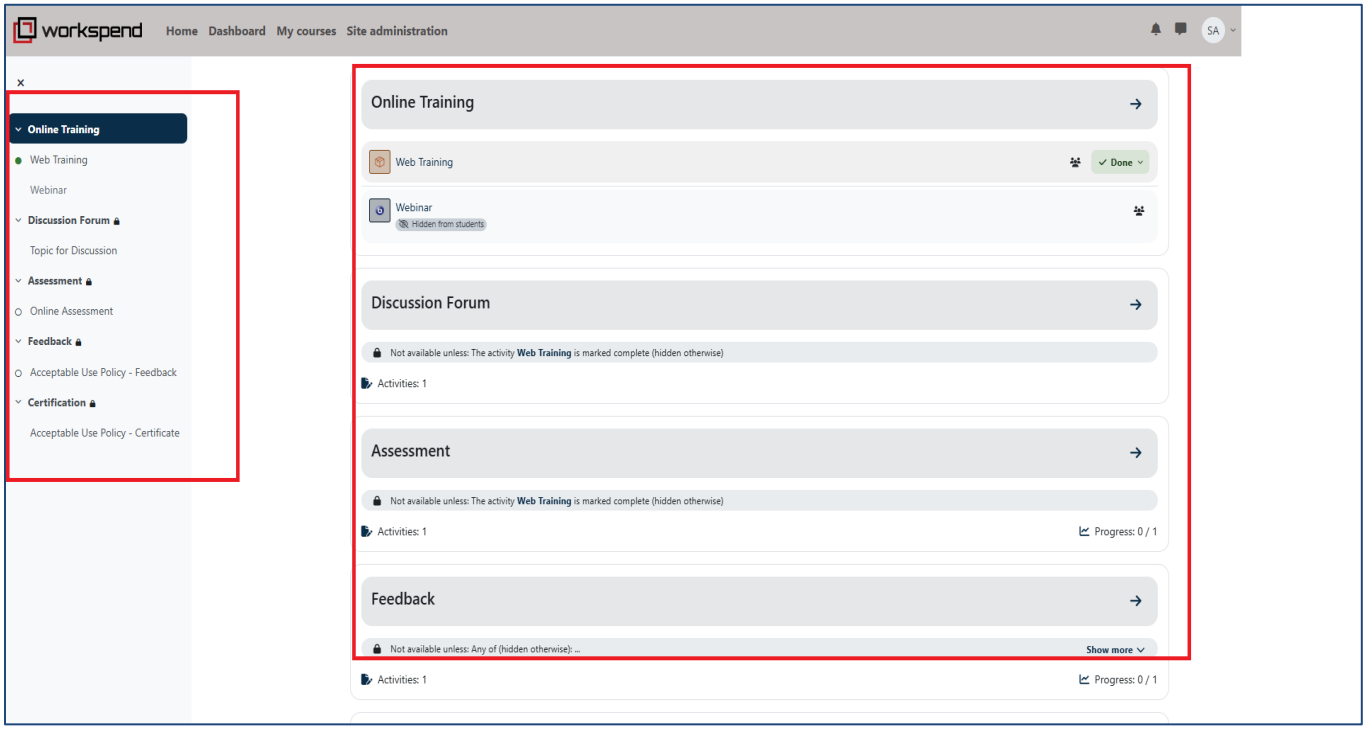
See below image.



5. Course Content

Activities:

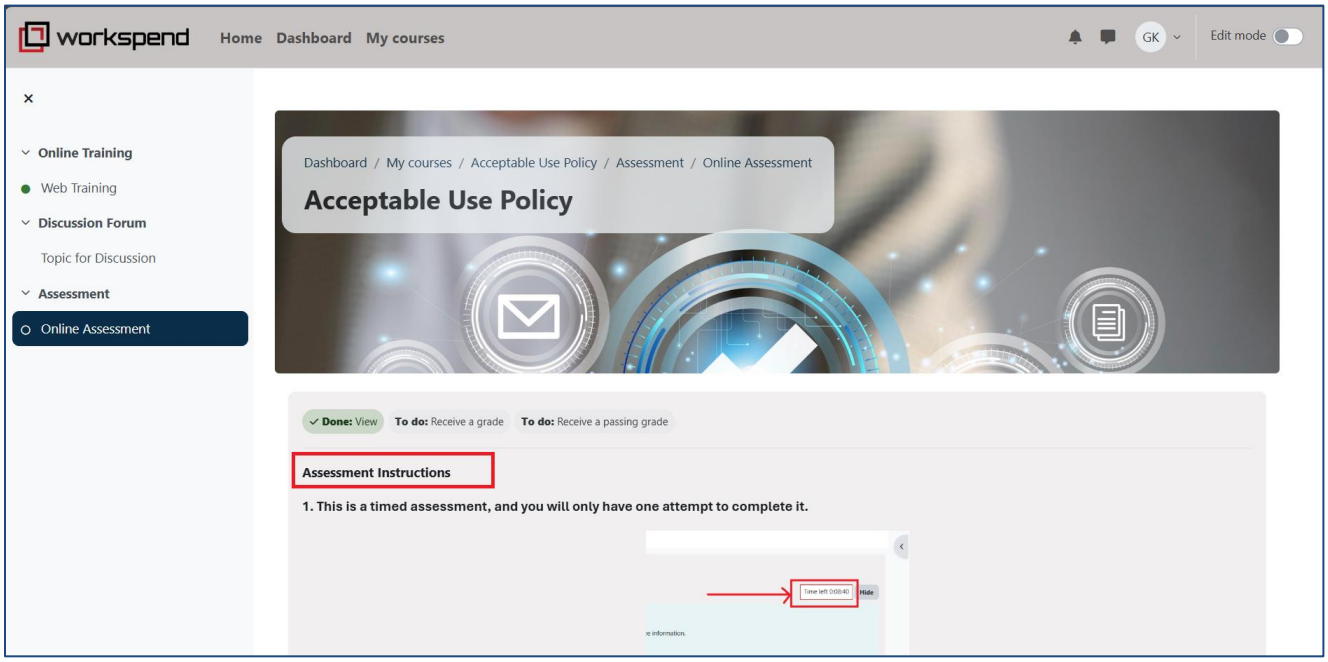
- Content, Quizzes, Forums, Feedback, and Certification etc.



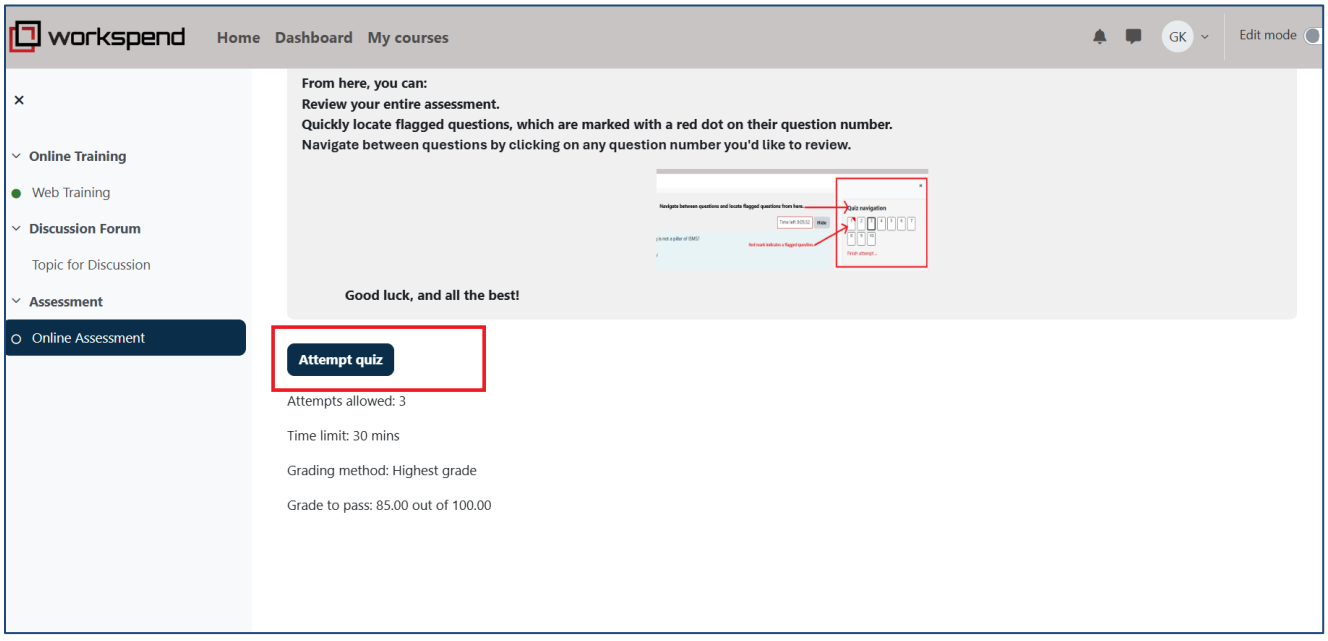
Note: - You will unlock each section one by one after completing the previous section. If you are trying to skip any section, you will not be able to access the next section.

6. Taking Quizzes

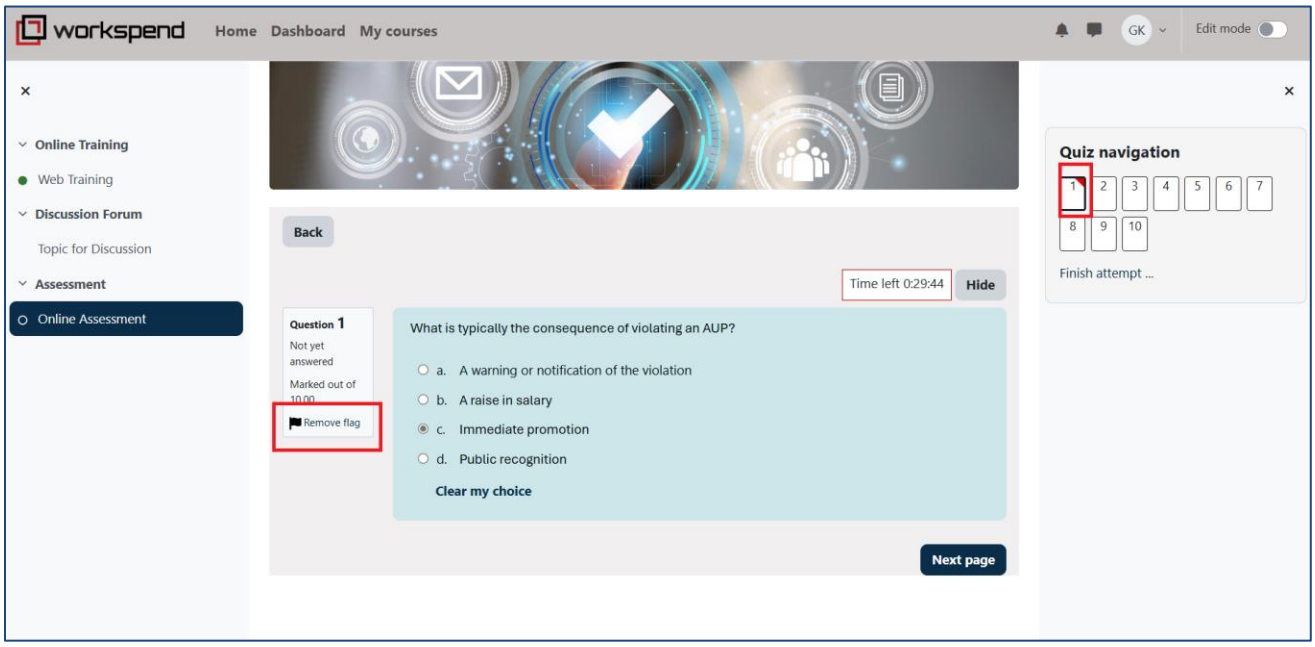
- Click on the quiz activity.



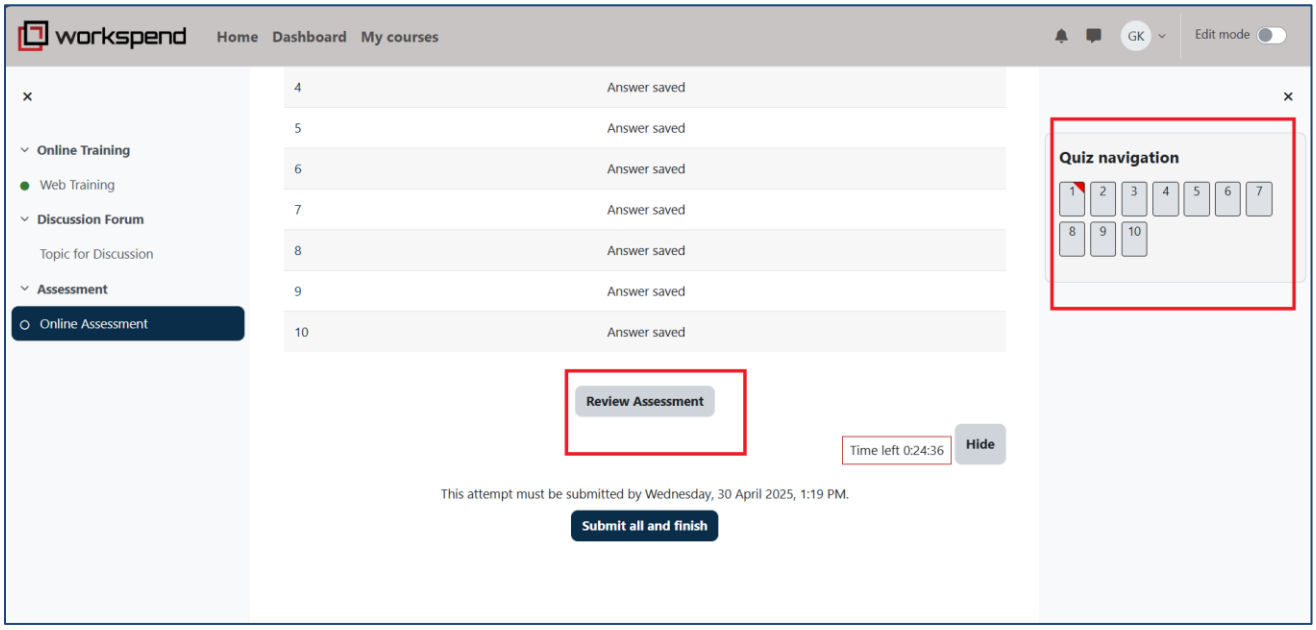
- Read instructions and start the attempt. Click on "**Attempt Quiz**" button.



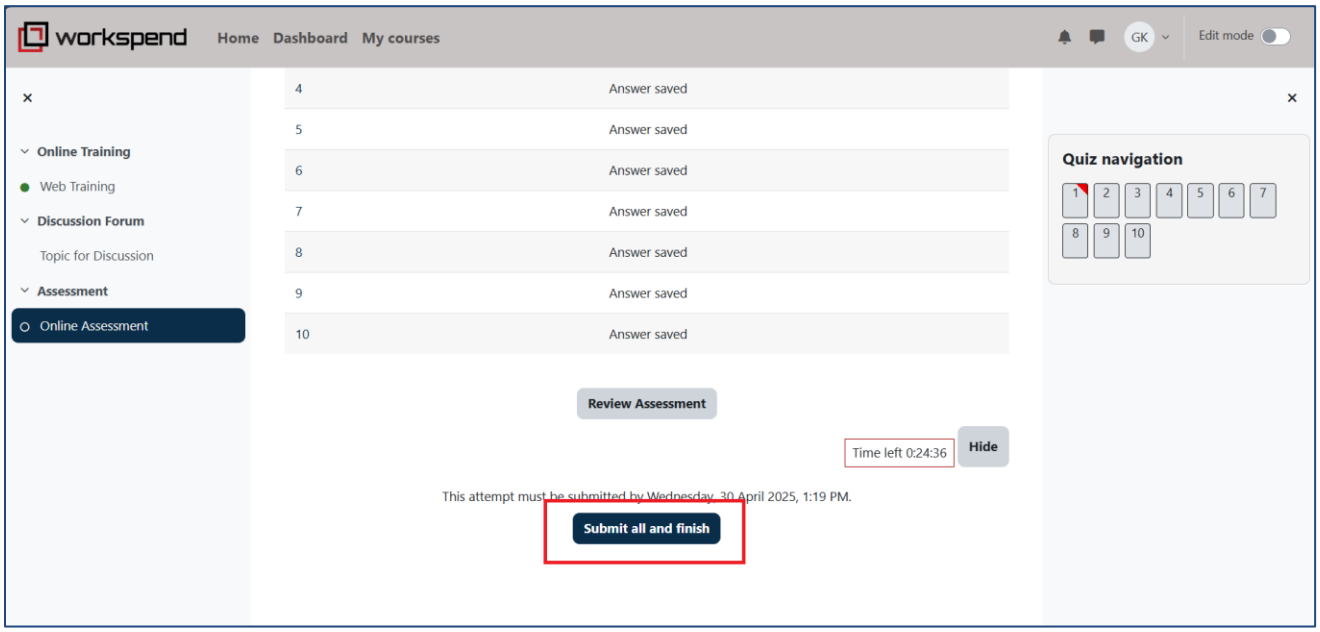
-Flag questions which you want to review.



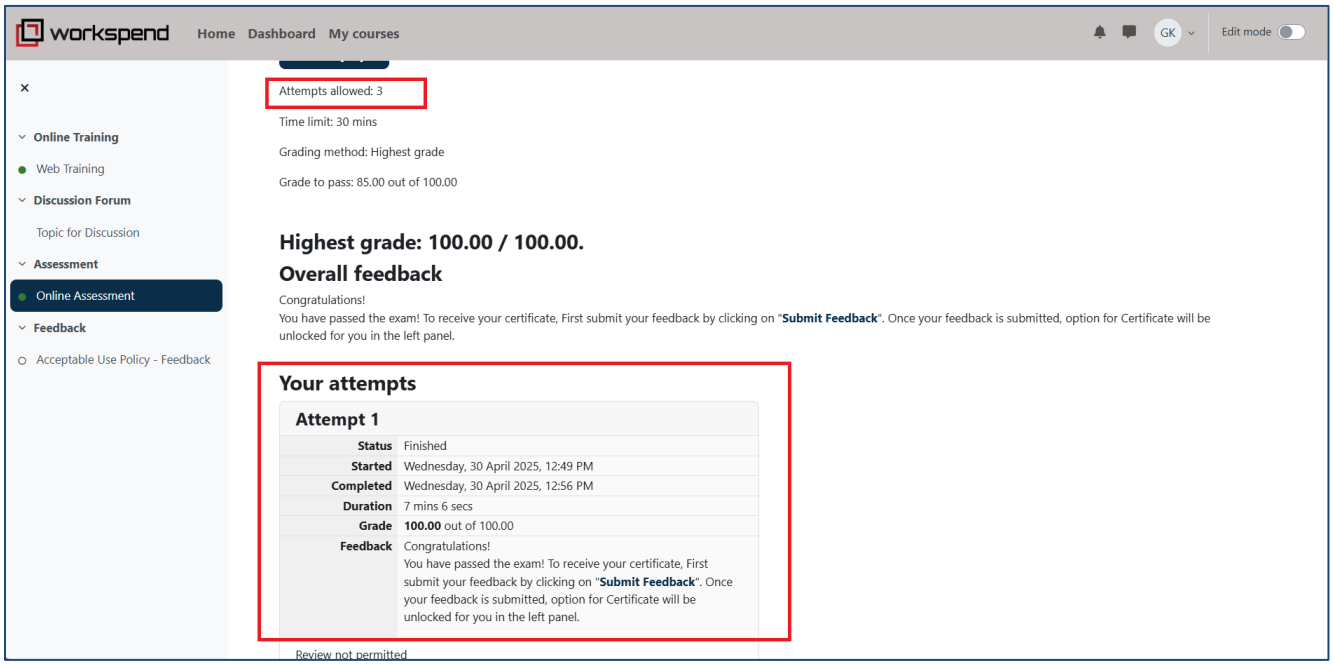
-Review the questions.



- Answer all questions and click “Submit all and finish.”



After completing the quiz, Give Feedback:

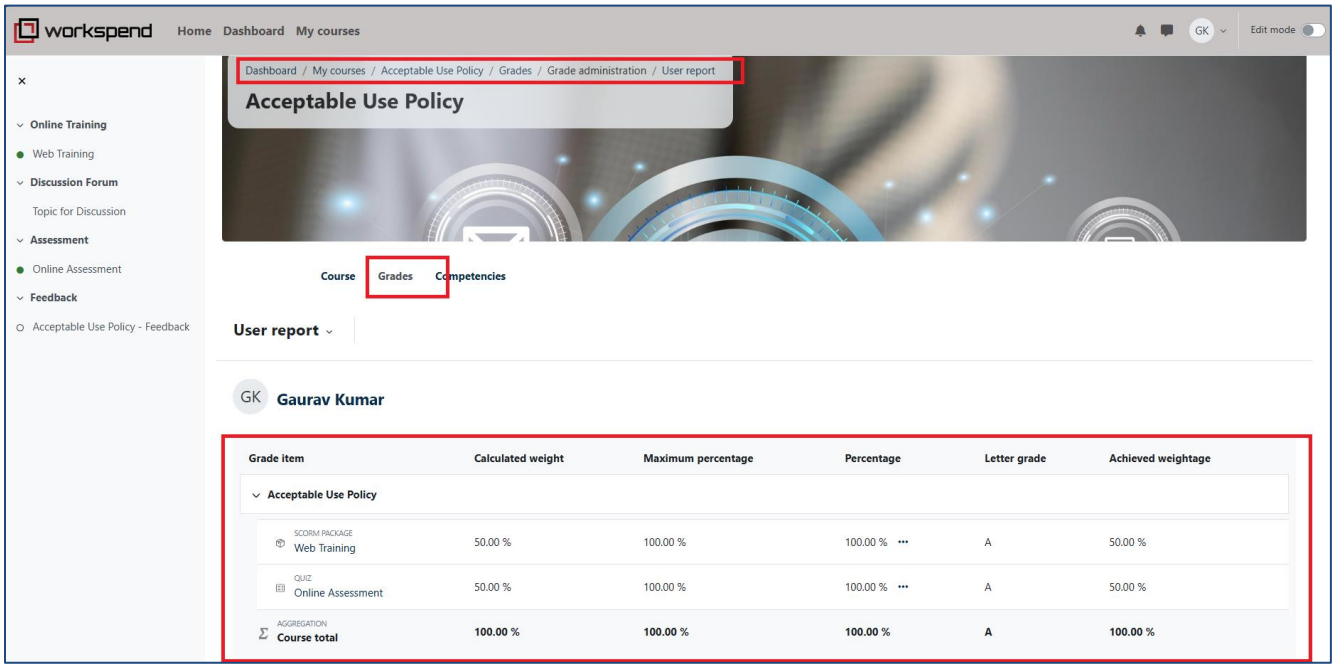


Note: if you get 85% or more in the assessment to pass the assessment and complete the feedback form to get a certificate. You have 3 attempts to attempt a quiz. If you score 85% or higher, the 'Certification' option in the left panel will be unlocked.

To achieve 100% course completion, you must download the certificate. Otherwise, the course will not be marked as complete.

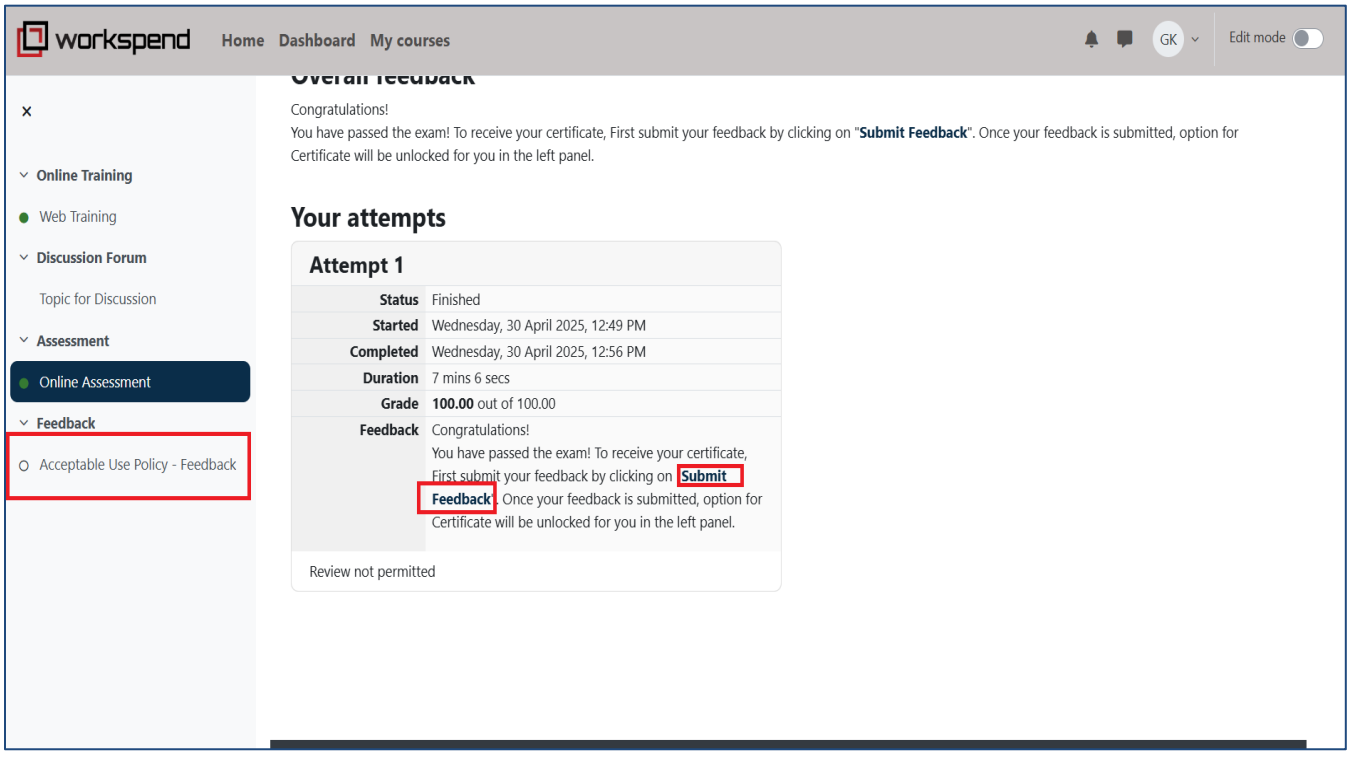
7. Grades and Feedback

- **Navigate to the Grades section**.

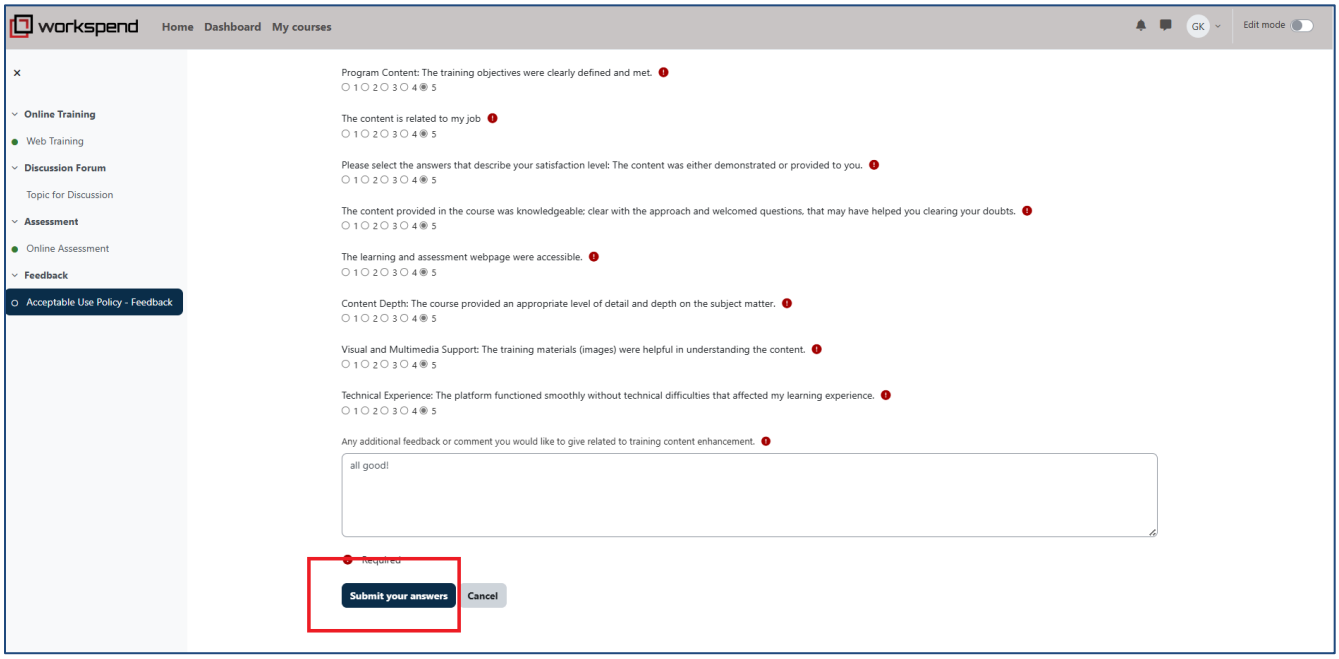


- **Take feedback.**

You can access the feedback form by clicking on the "**Submit Feedback**" link or using the left content's tree window by clicking on "**Acceptable Use Policy - Feedback**" link.

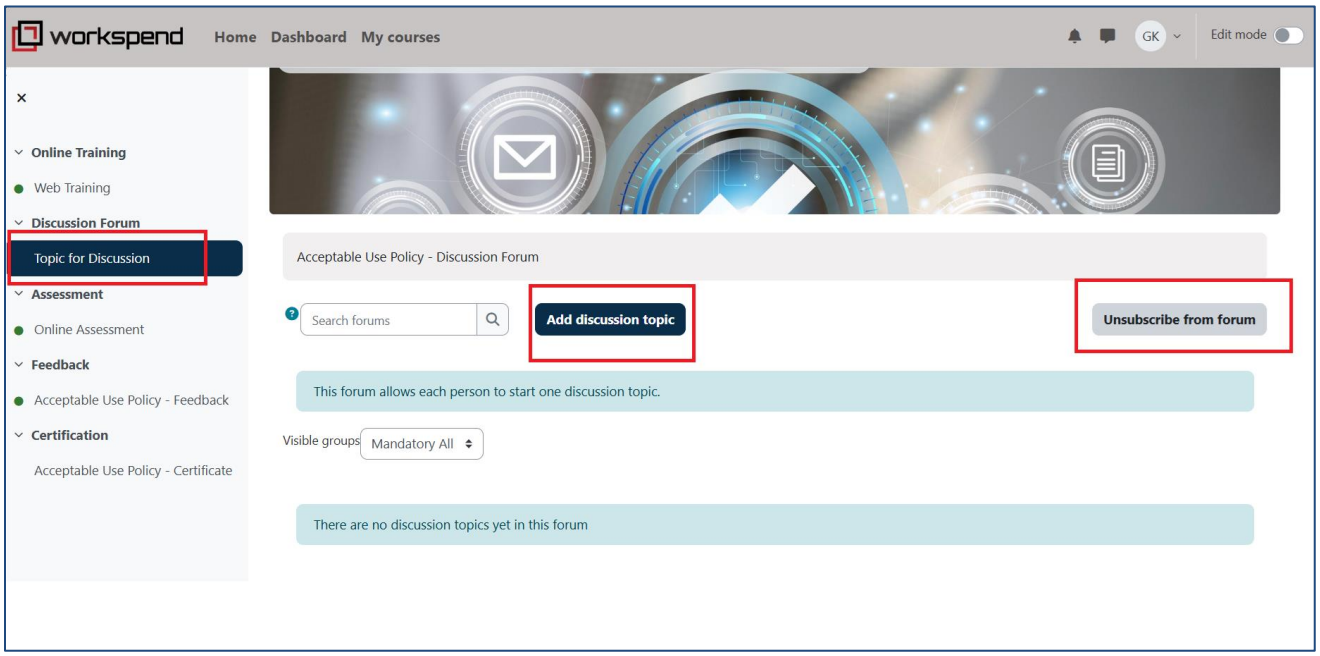


After selecting feedback, you will redirect the feedback page and click on "**Answer the questions**" button, you will get few feedback questions. Answer the questions and submit.



8. Forums and Communication

- If you are part of any Visible groups, you can join forum by clicking on "**Subscribe to forum**" button. Participate in forums by replying to posts or starting a new discussion.



9. Technical Support

- For login or site issues, contact LMS support team at lms.helpdesk@workspend.com anytime.