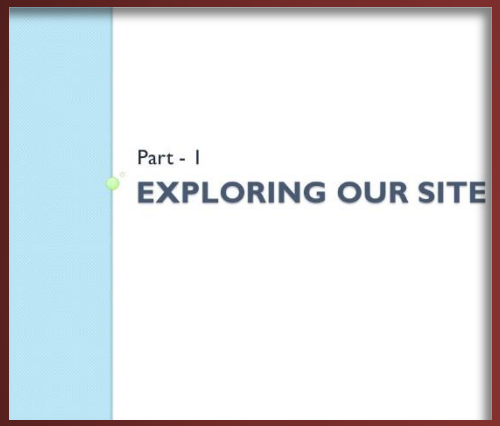
How to Use LMS

Exploring Our Site



How to sign-up?

How to browse a course?

How to purchase the course?

Exploring Our LMS

How to navigate to the dashboard?

Navigating to the course

Course Features

More Features of LMS

Ask me a question

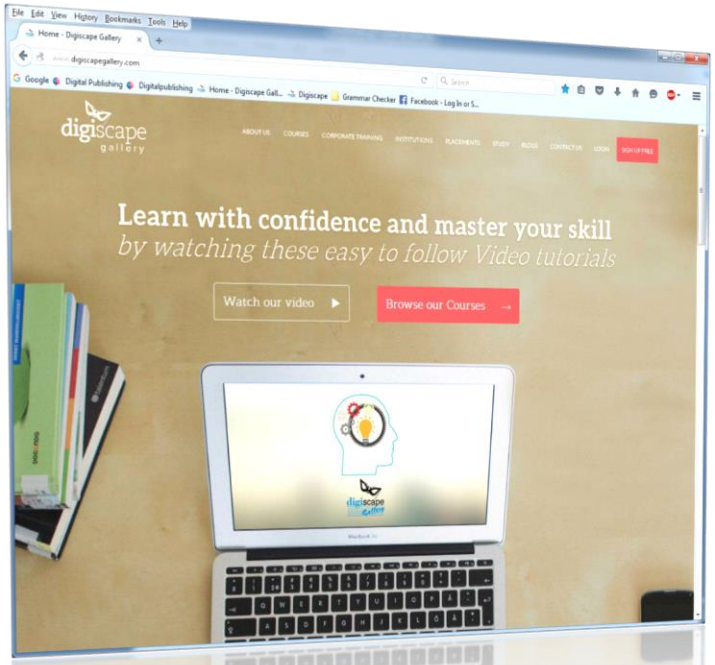
Course Feedback

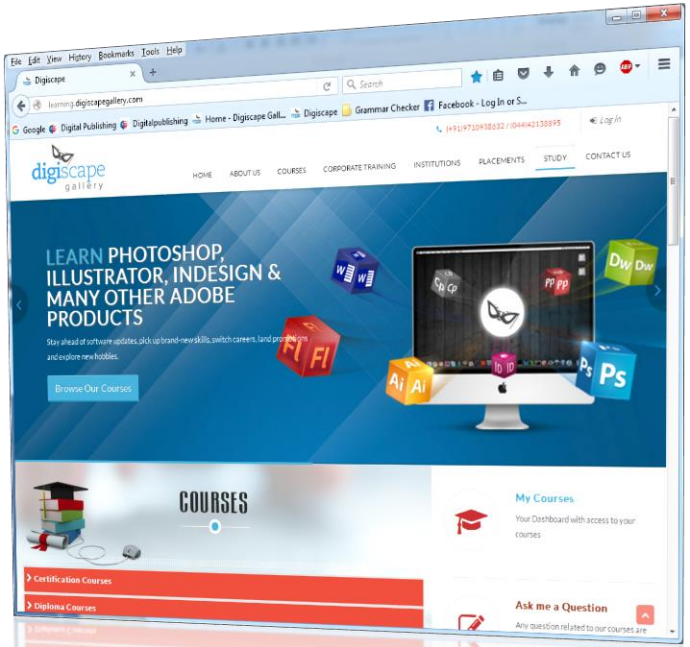
Course completion requirement

Generate Mark sheet & Certificate

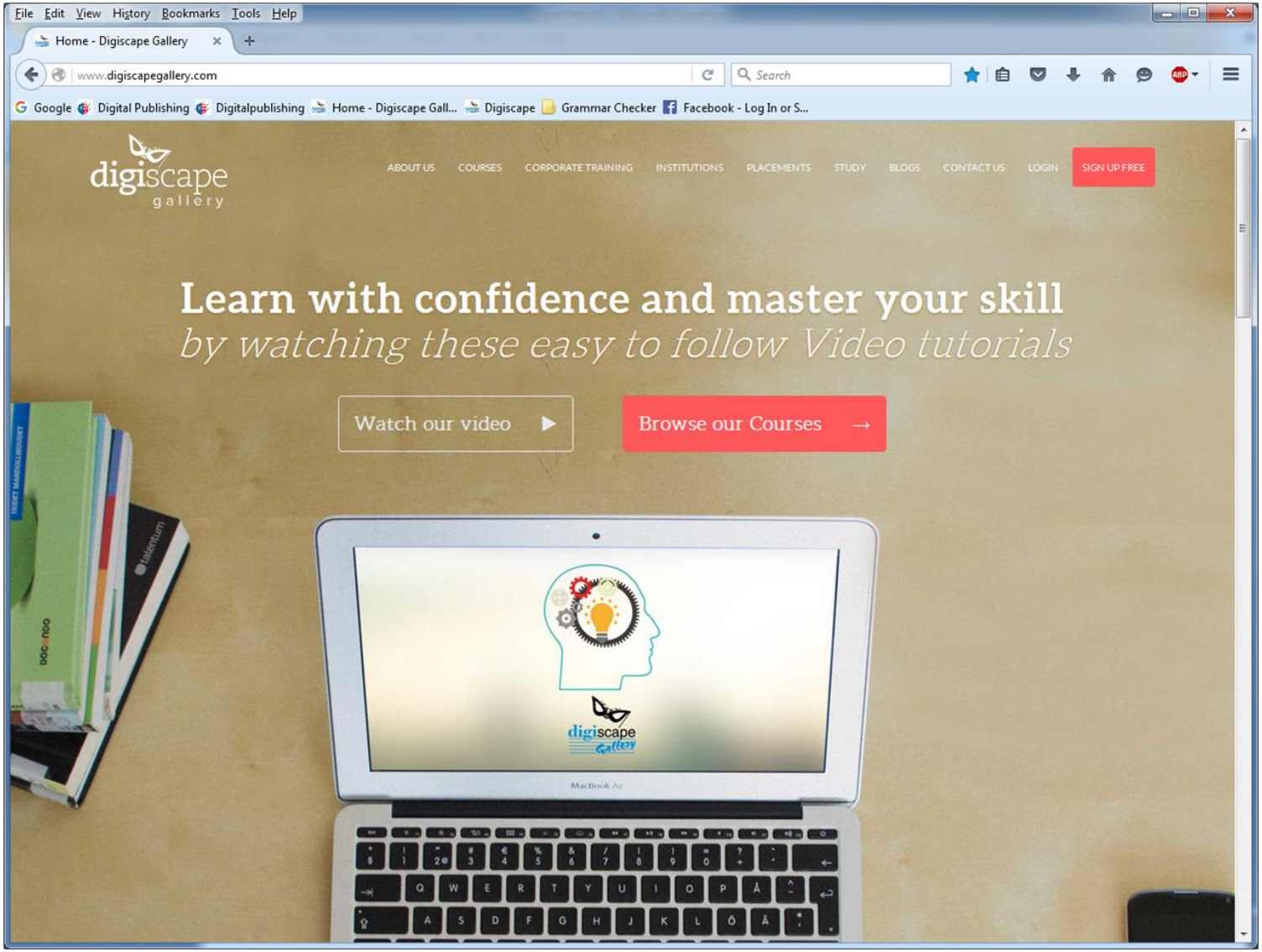
Digiscape Gallery
Learning Management System

How to Use LMS ?

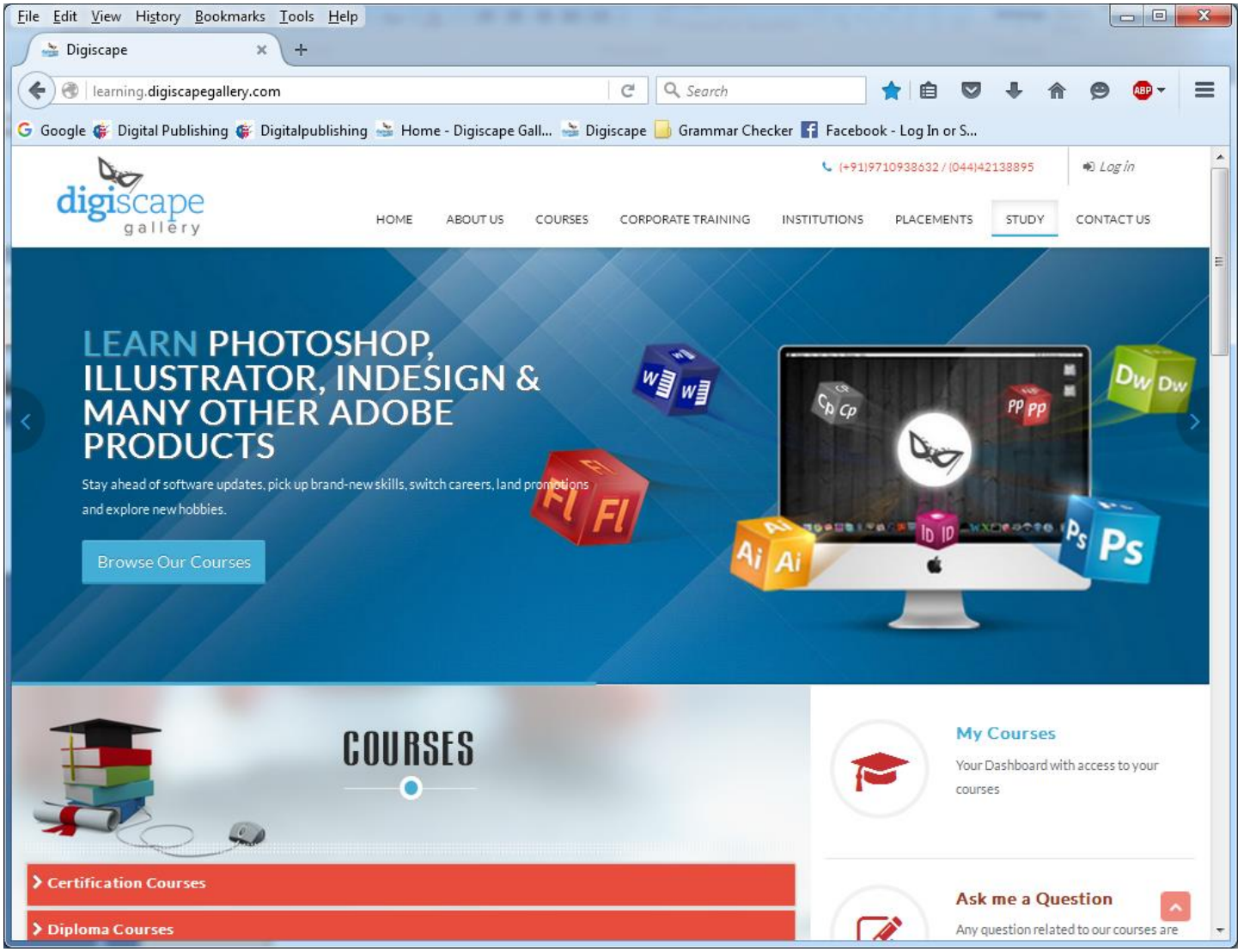




Our site – www.digiscapegallery.com



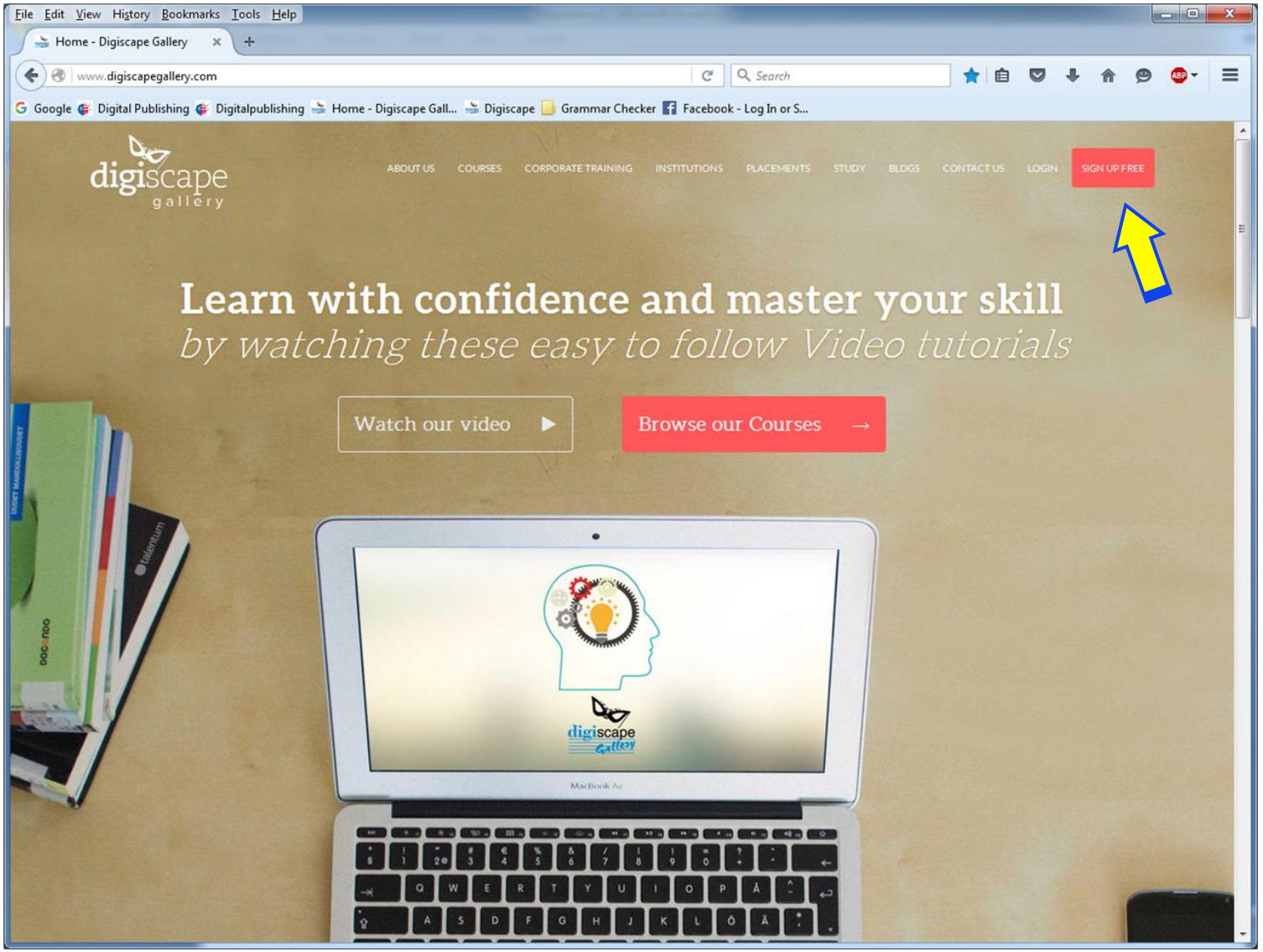
LMS Homepage - learning.digiscapegallery.com



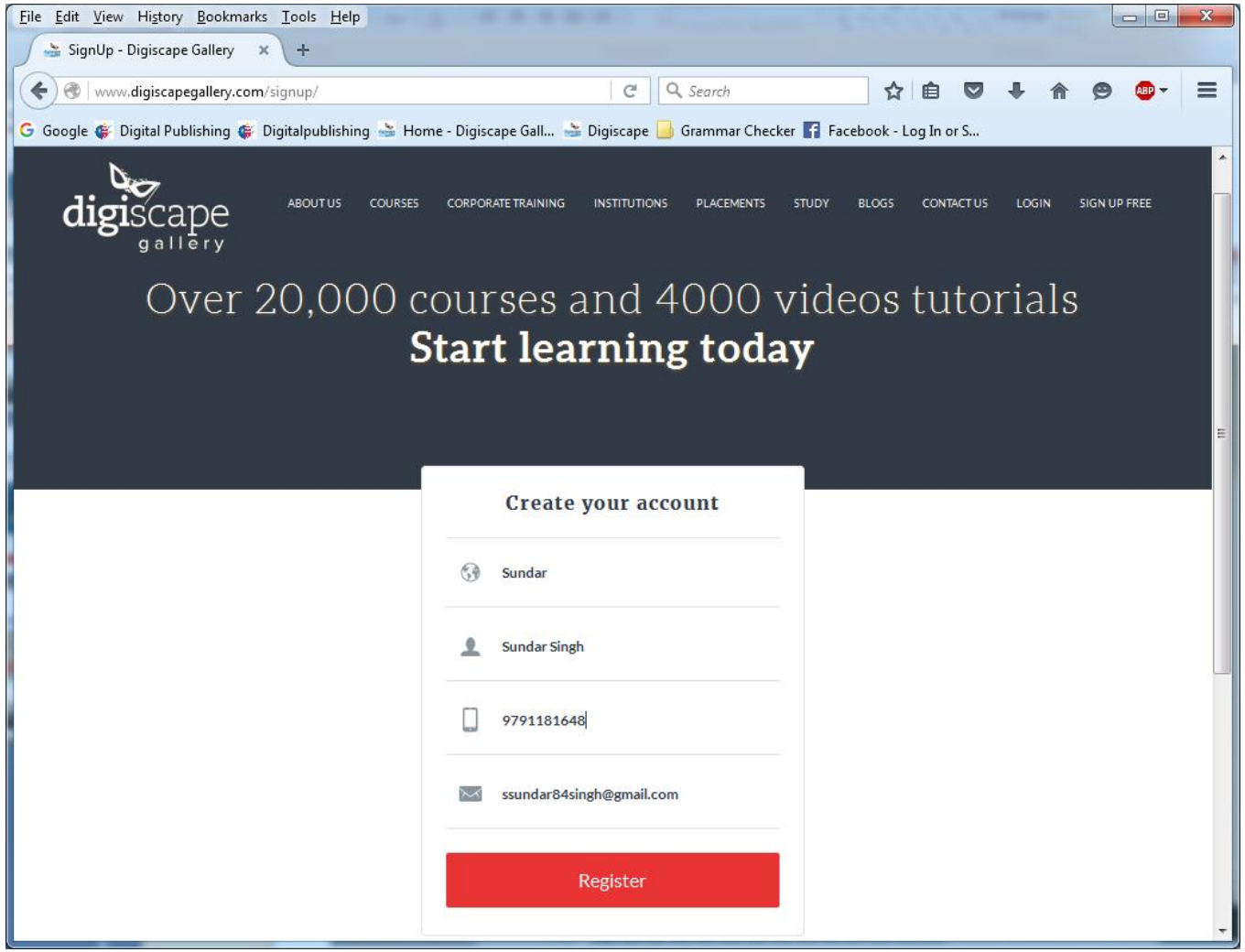
Part - I

EXPLORING OUR SITE

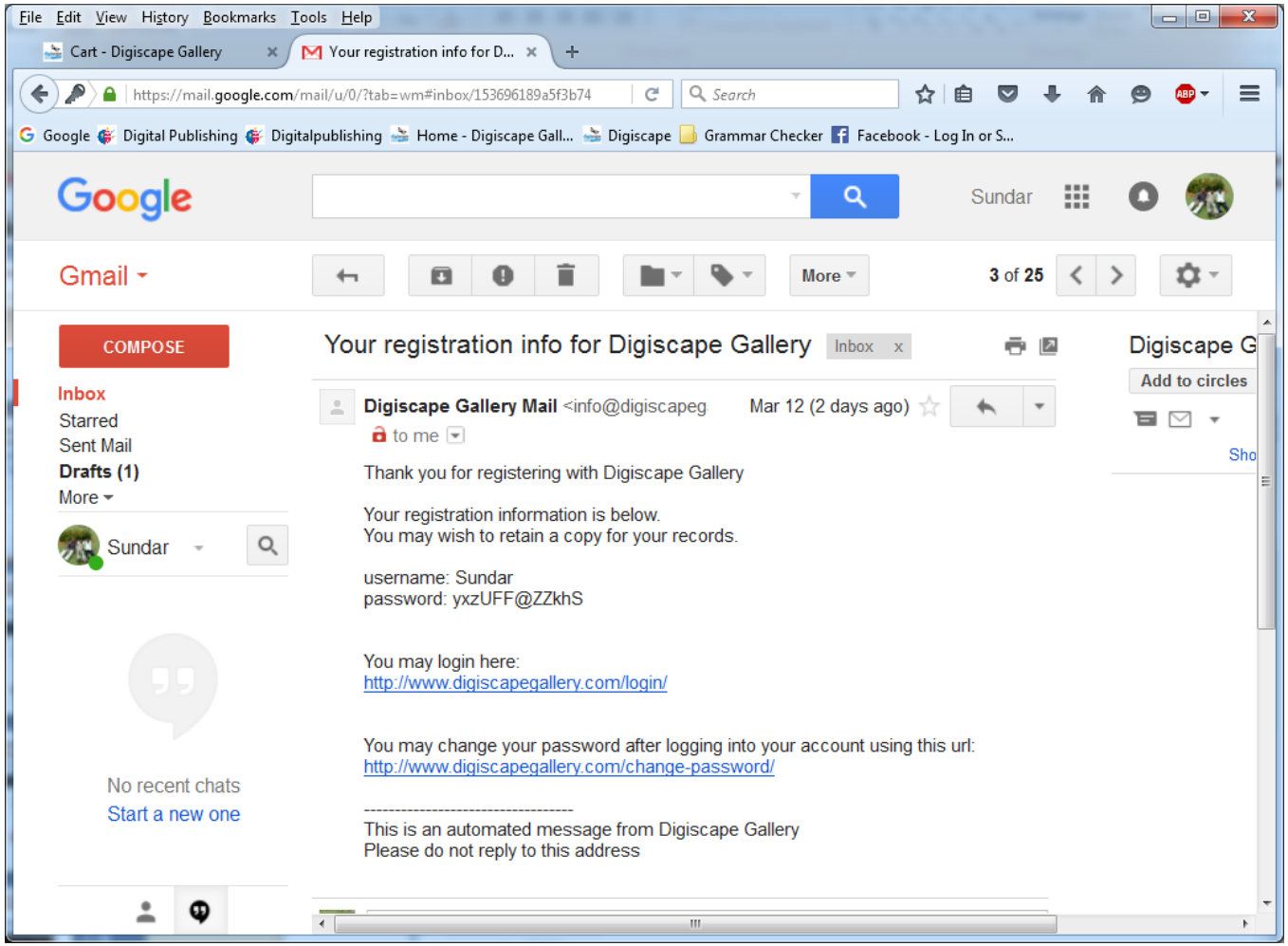
Step 1: Sign-up



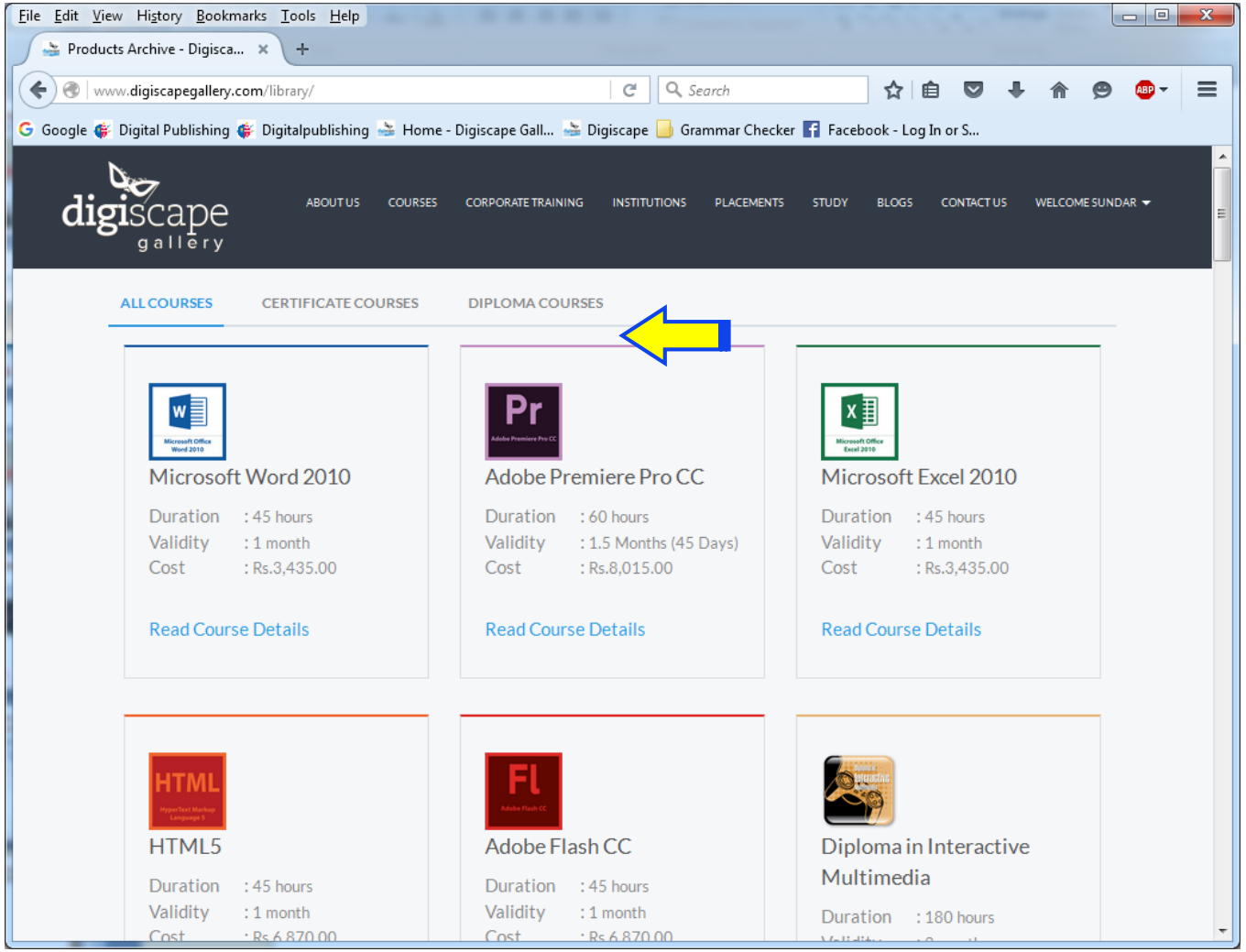
Please enter required information to register



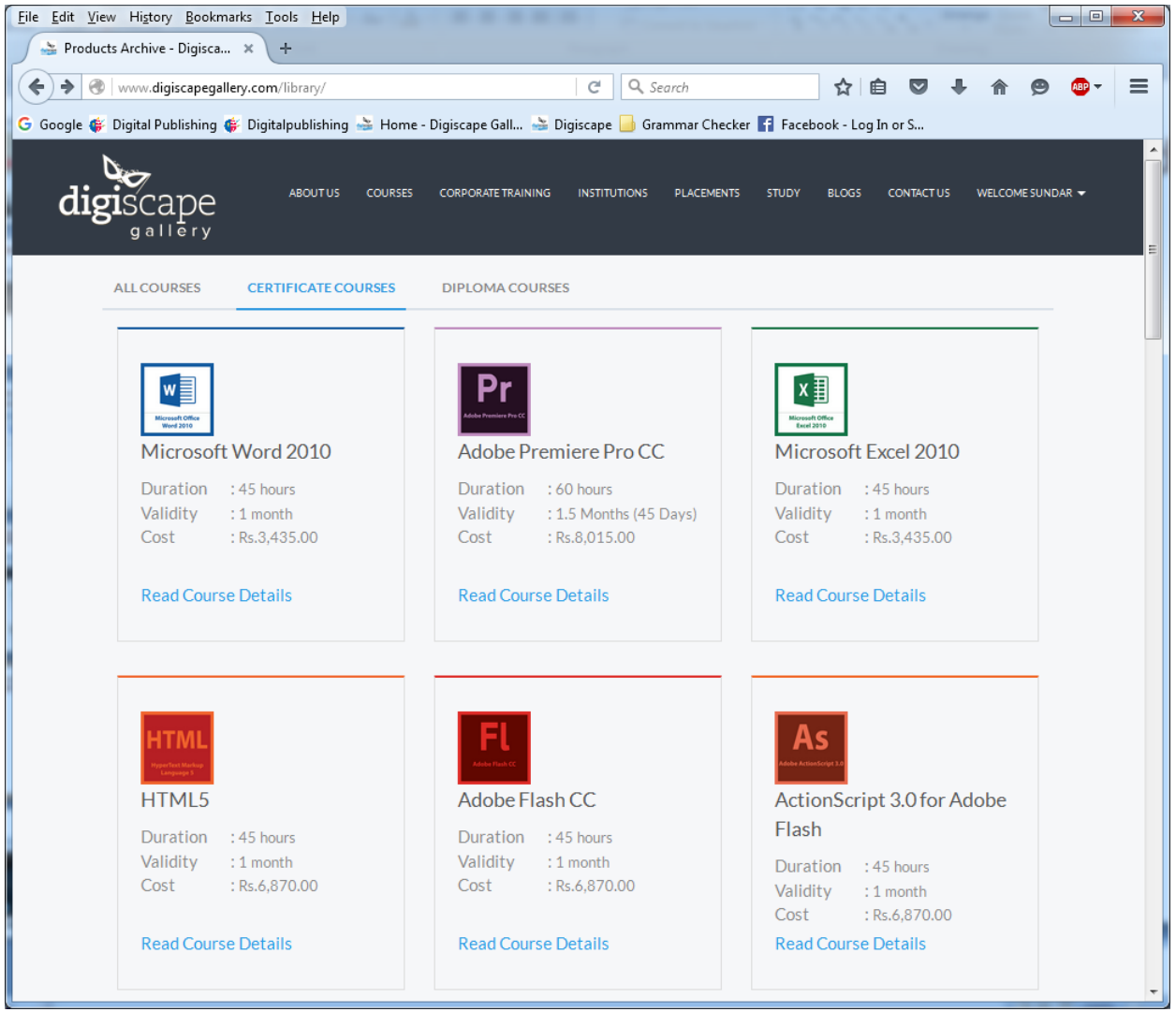
You will receive a confirmation email along with username and password



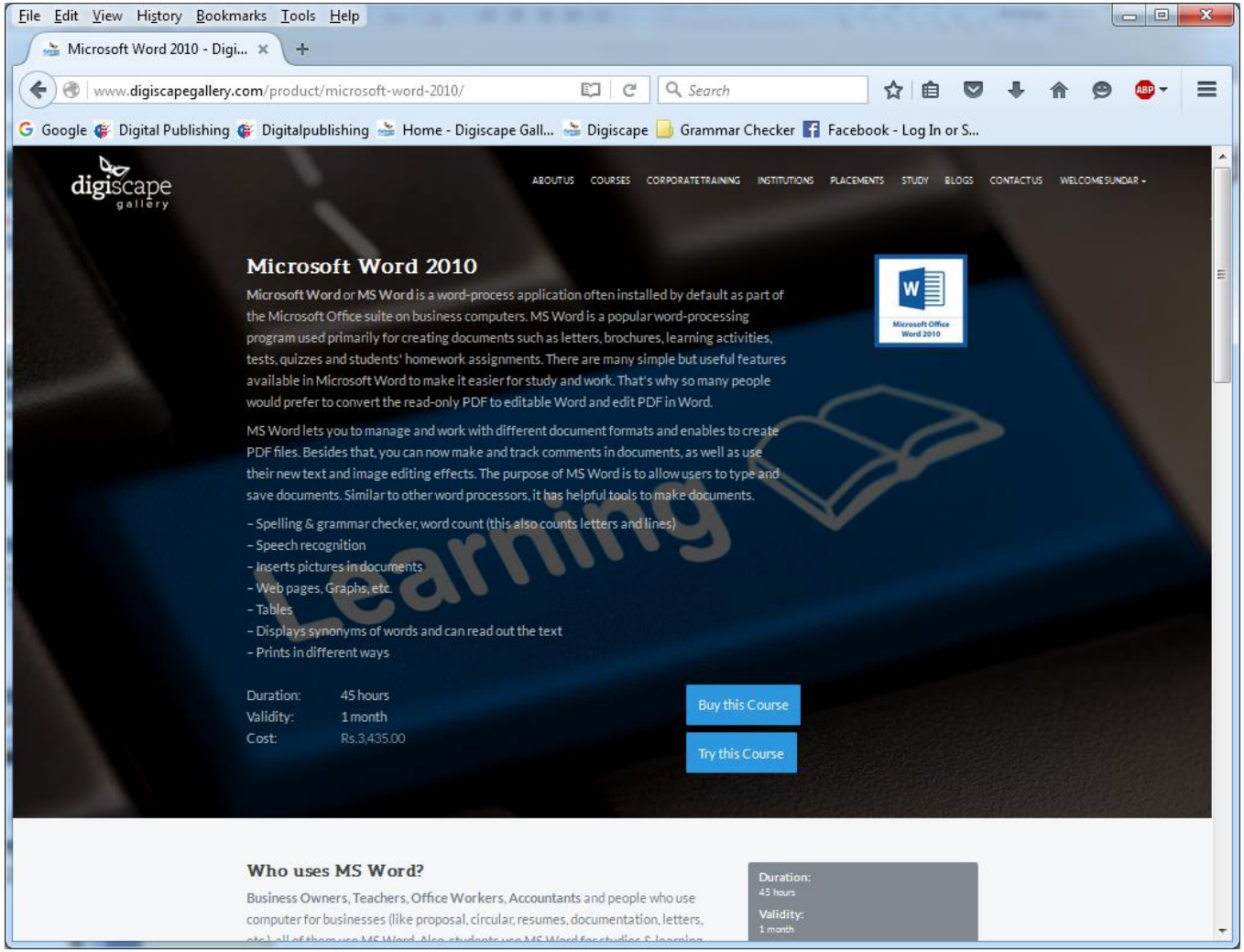
Login using your username and password
Click on any Certificate or Diploma course



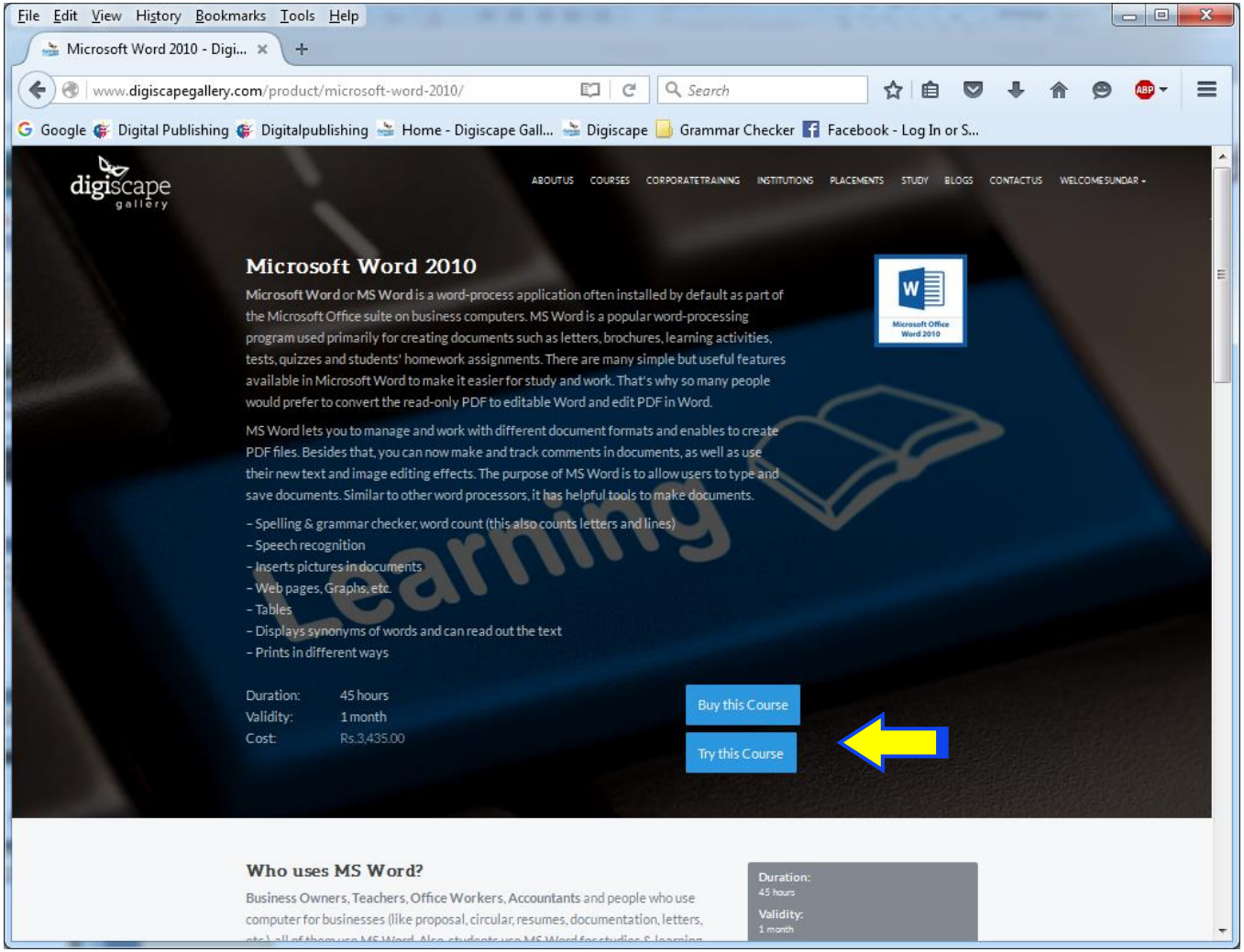
Step 2: Click on 'Certificate Course' tab to display individual course list



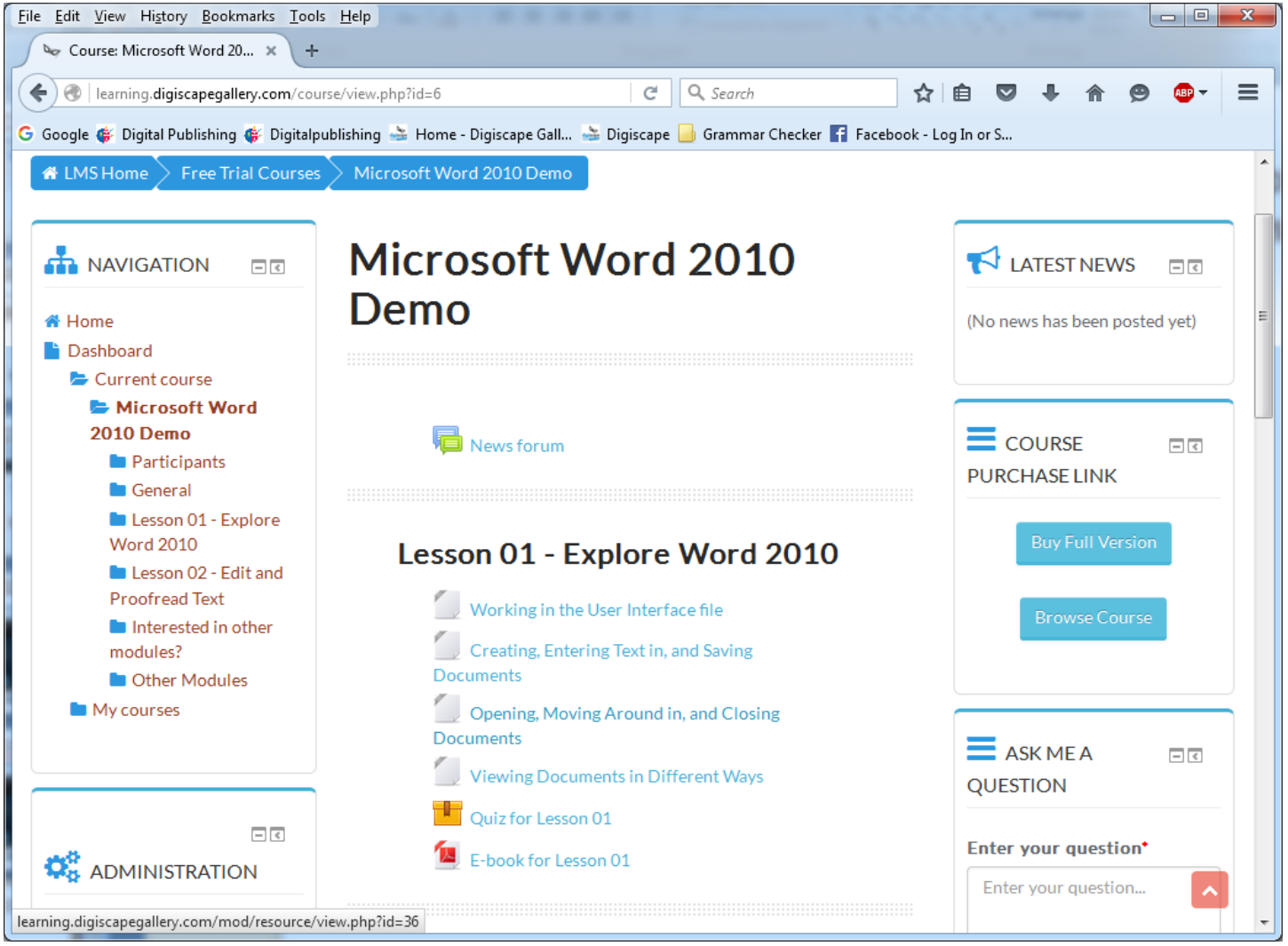
Choose a course (Example: MS Word 2010)
This page will give detailed description of full course



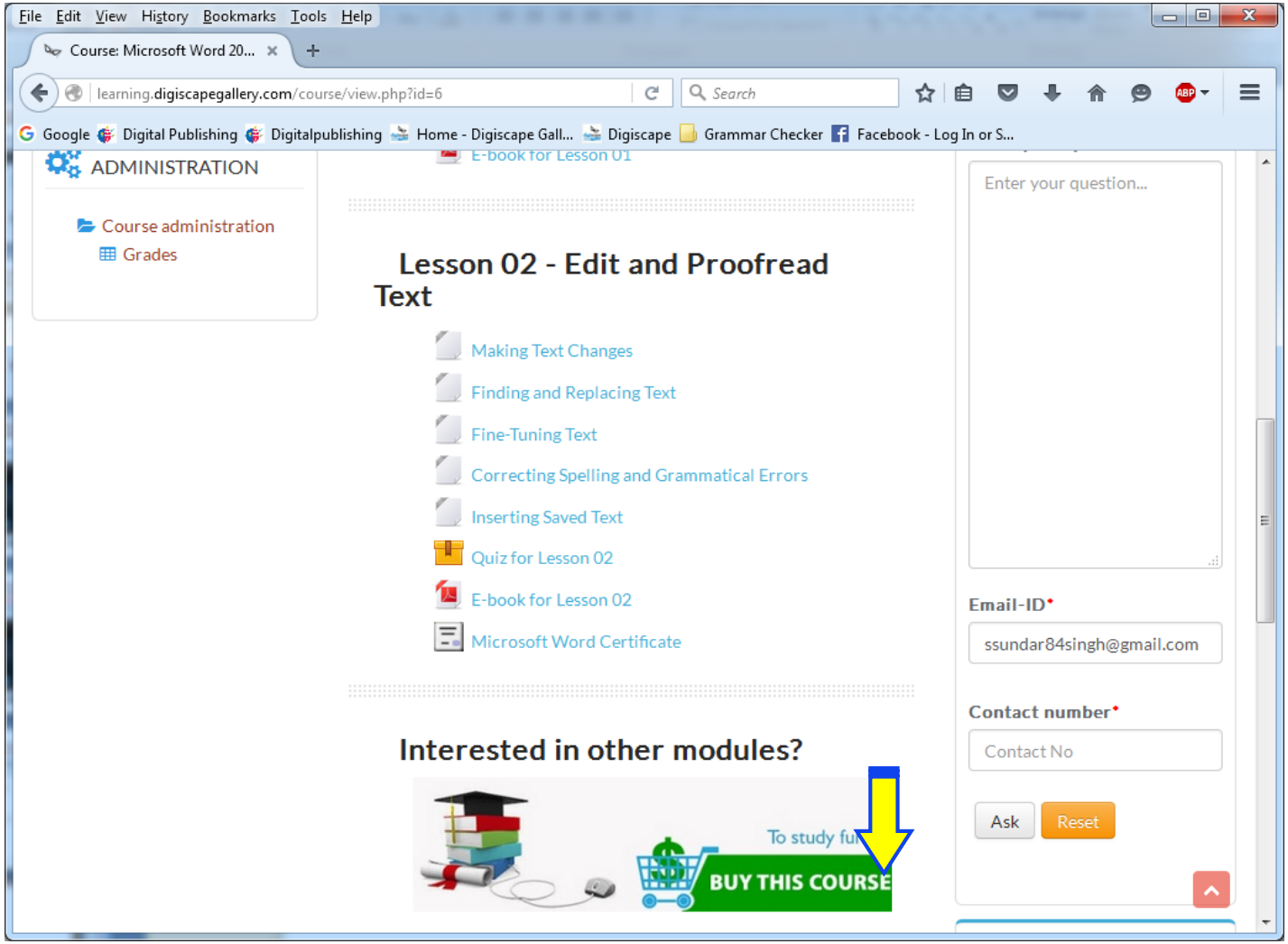
If you want to buy this course, then click Buy this Course button (OR) if you want to see a demo of the course, then click on Try this Course button



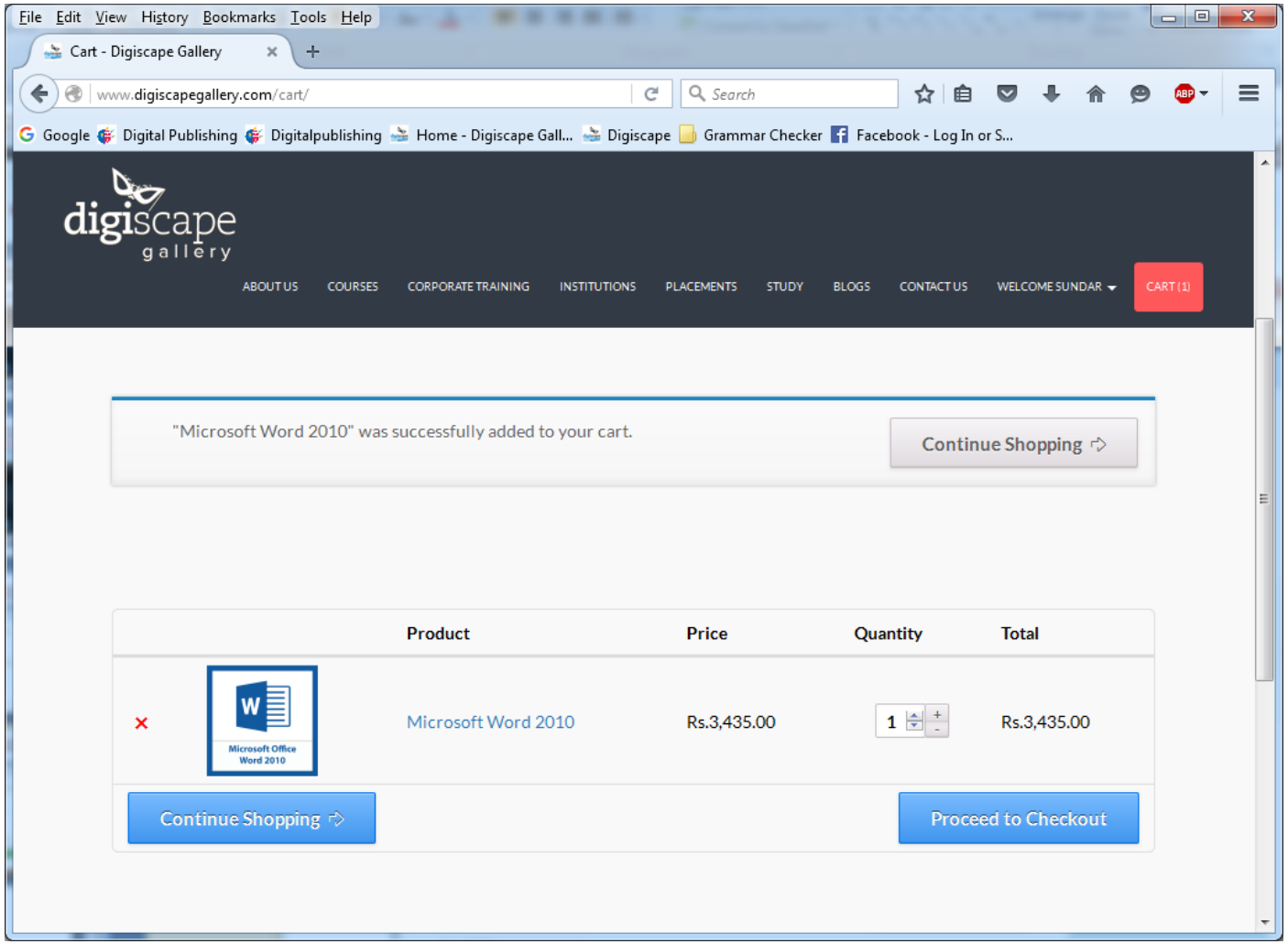
Try this Course button will navigate you to Demo Course page and here you can explore further



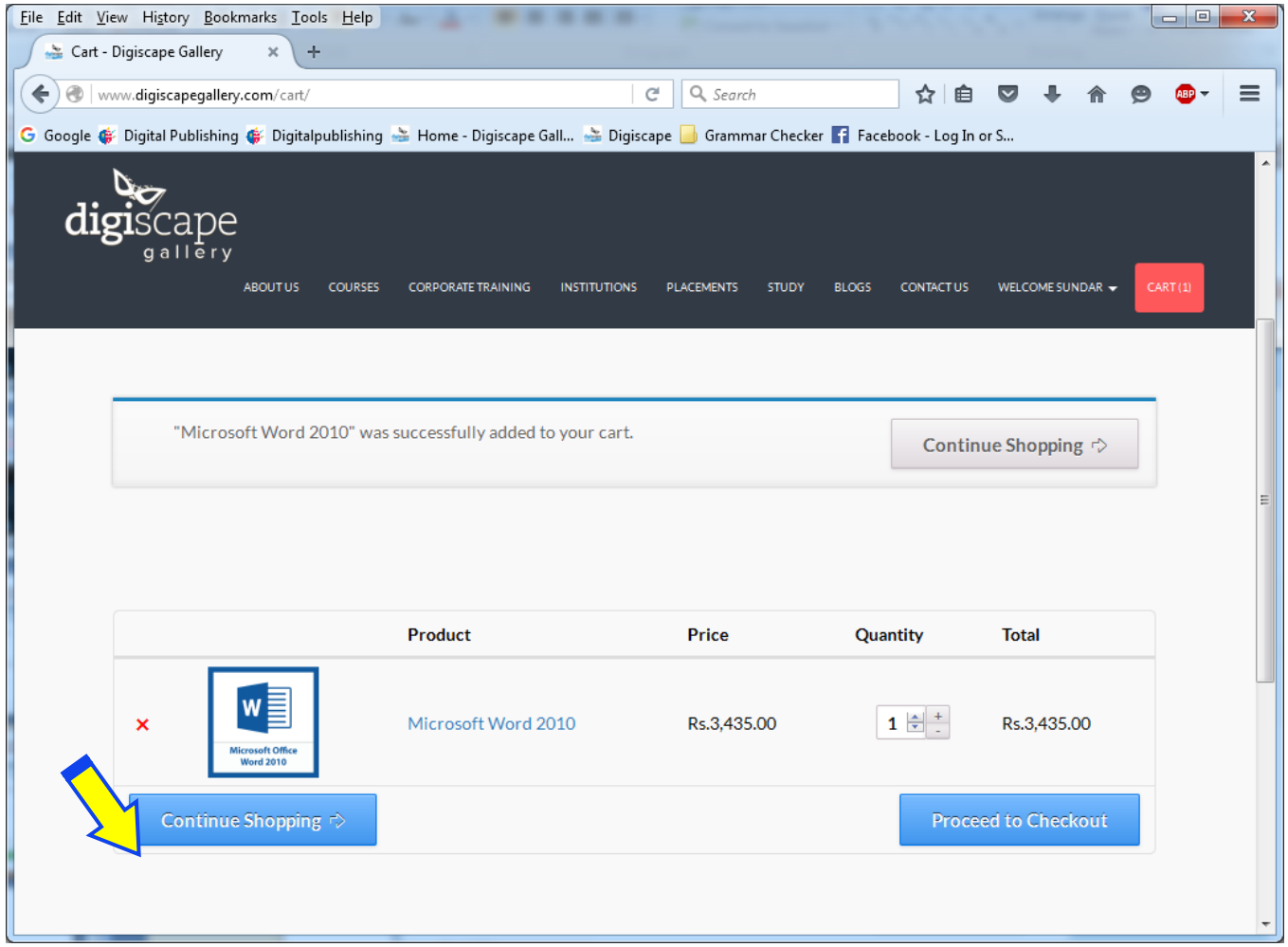
Post Demo if you want to purchase the course, then click on Buy this Course button



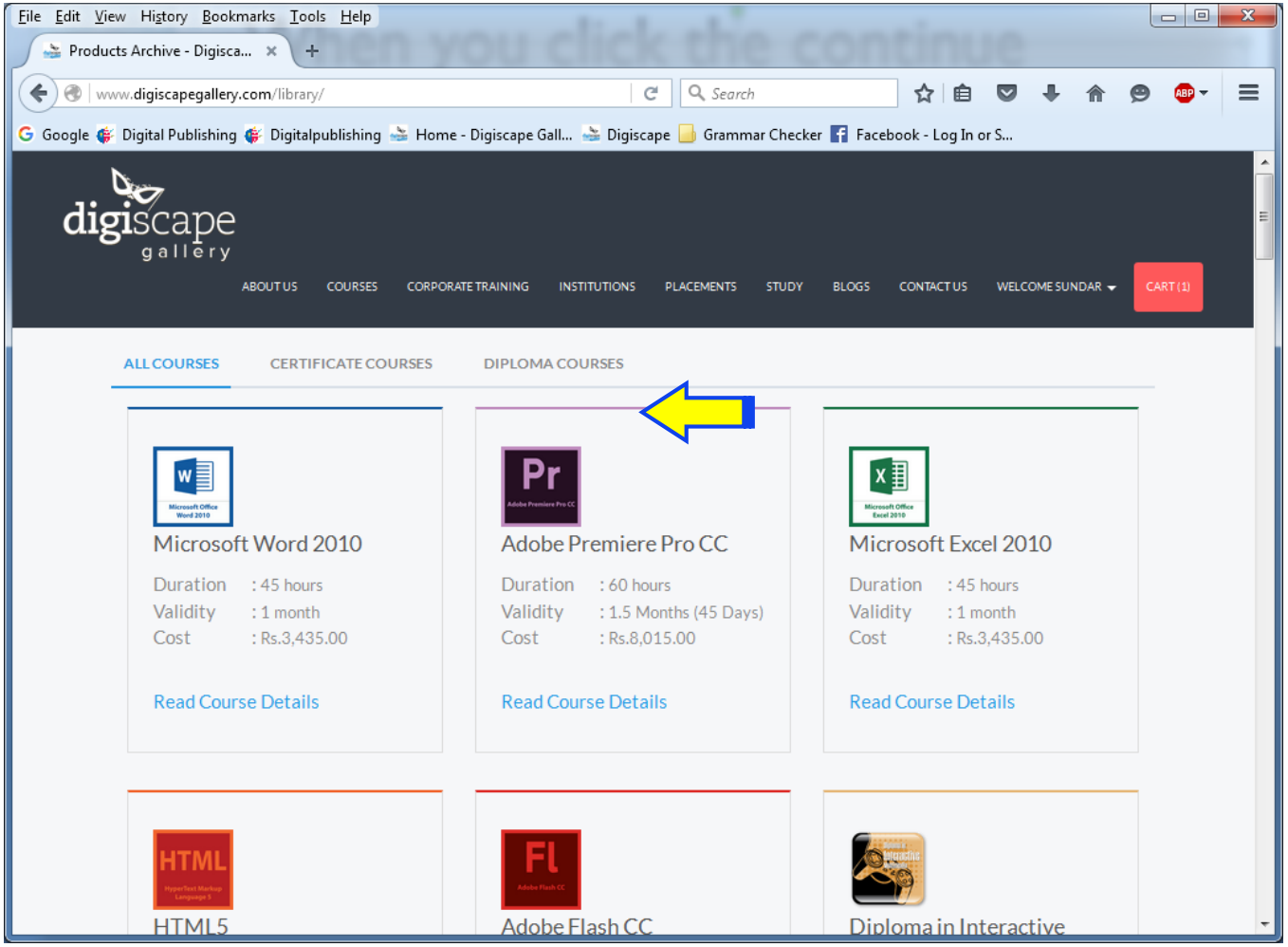
The course will be added to your cart



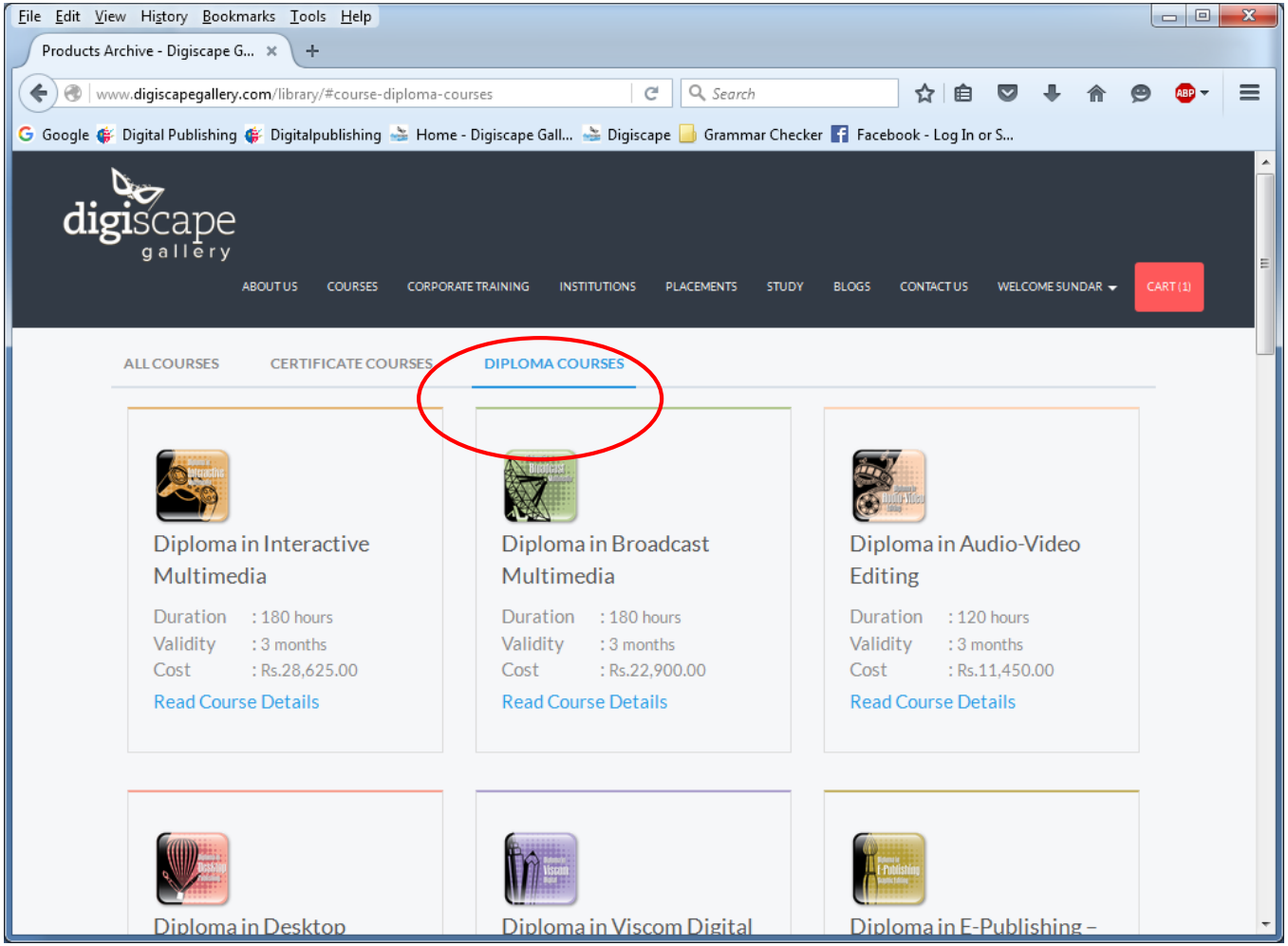
If you want to browse for other courses, then click on Continue Shopping (OR) click on Proceed to Checkout



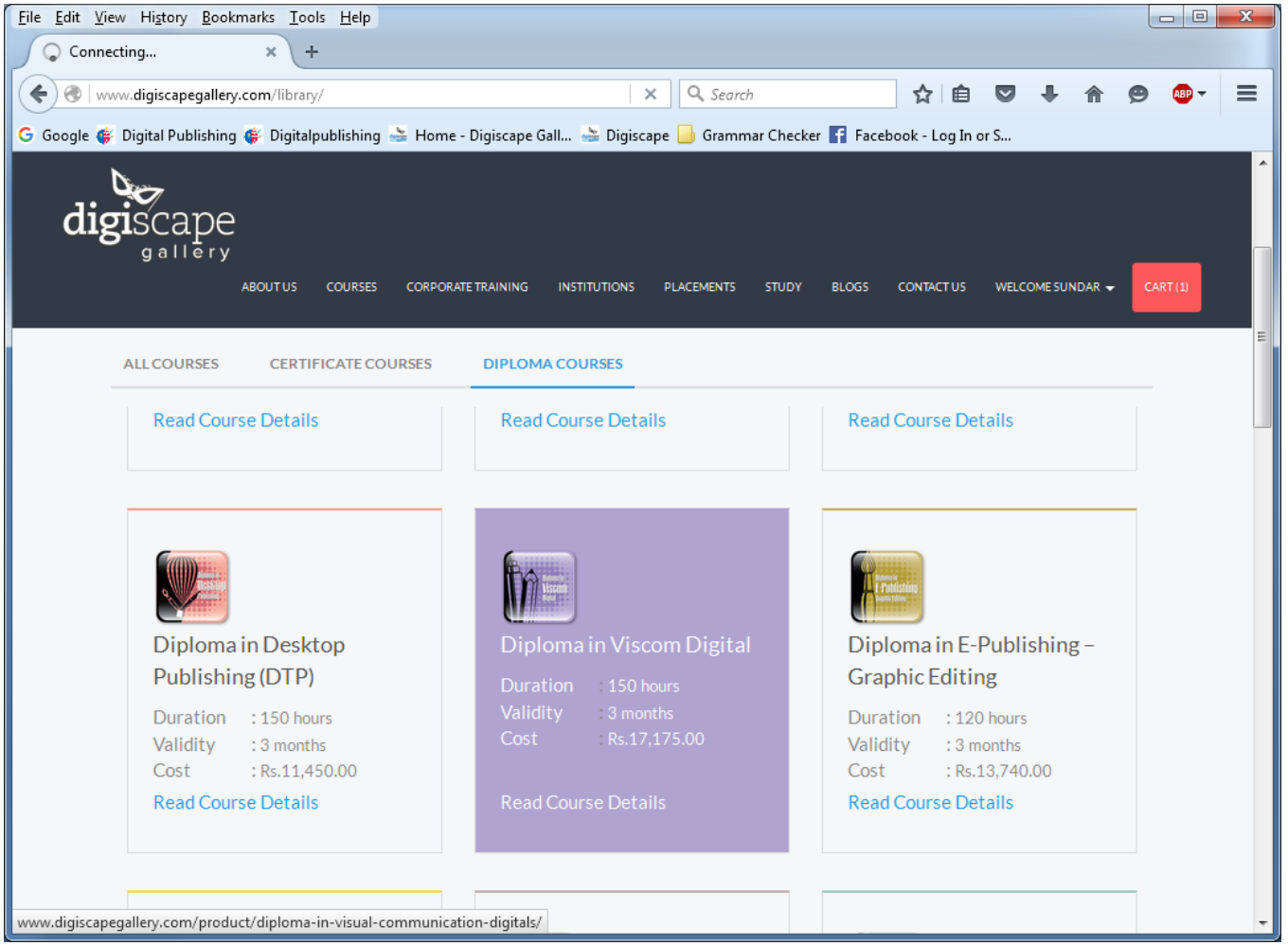
If you choose "Continue Shopping", it will redirect you to our courses page



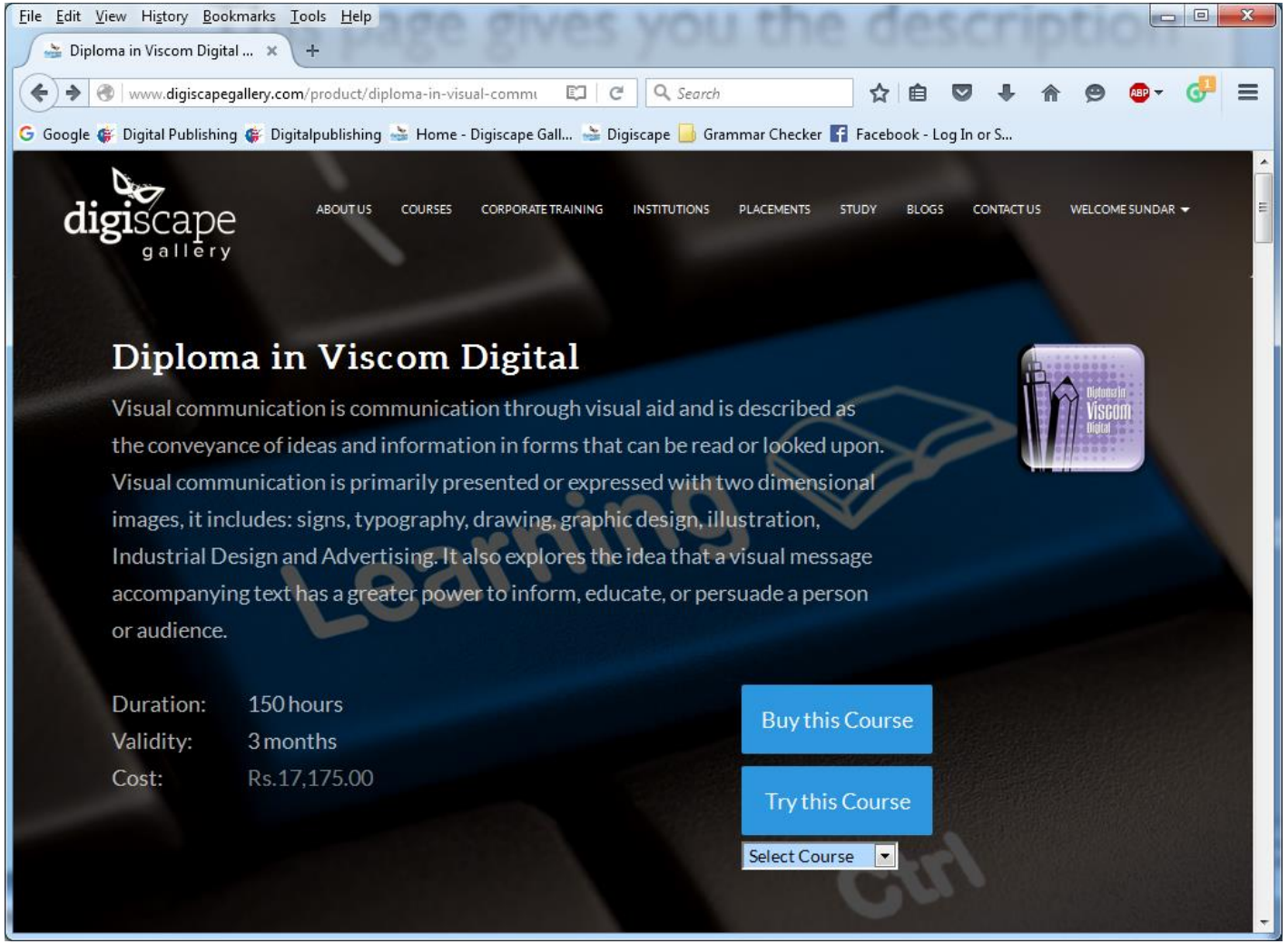
Step 3: Click on Diploma Courses tab to display the list of diplomas



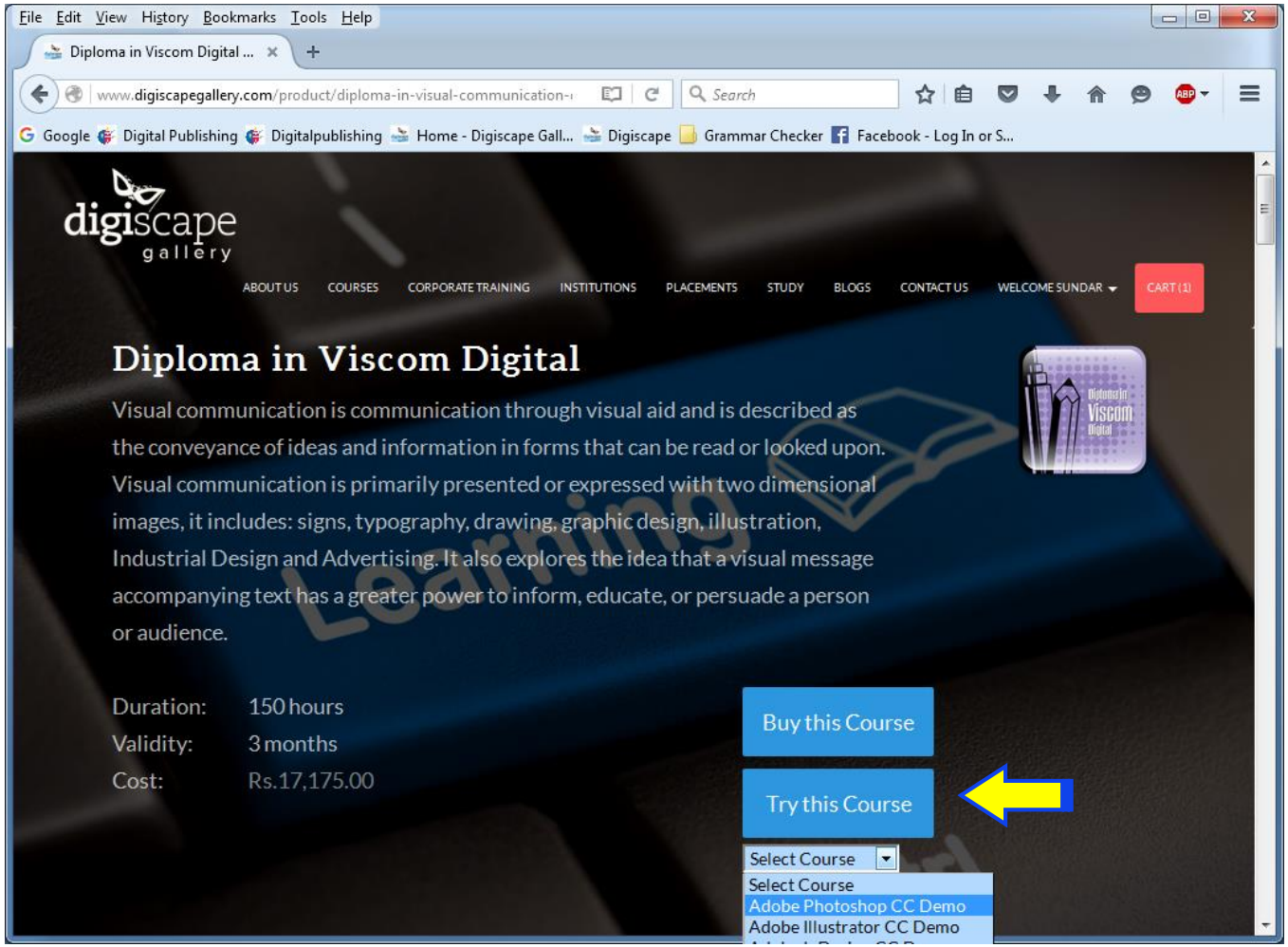
Choose a Diploma Course (Example: Diploma in Viscom Digital)



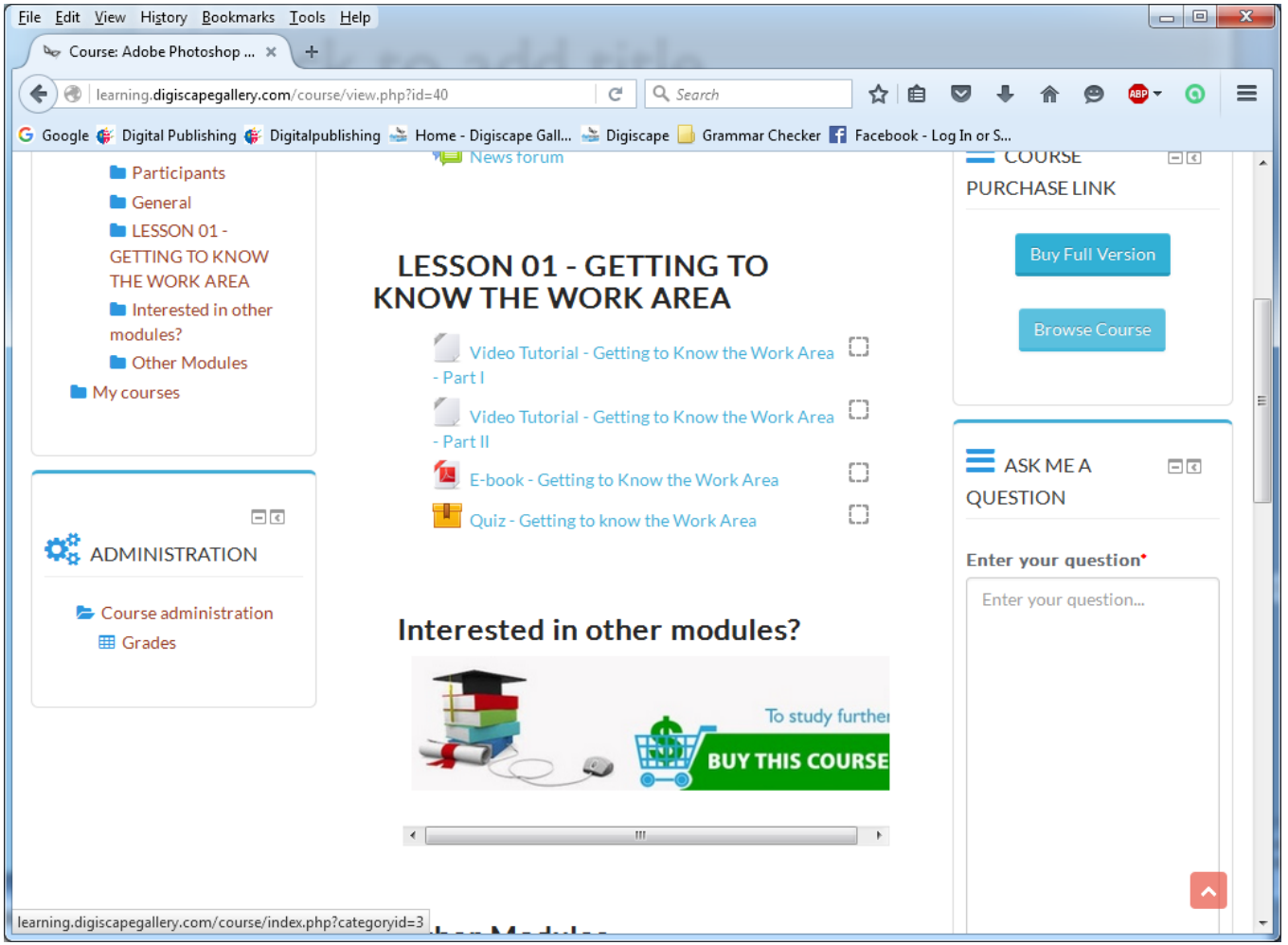
This page will give detailed description of full course



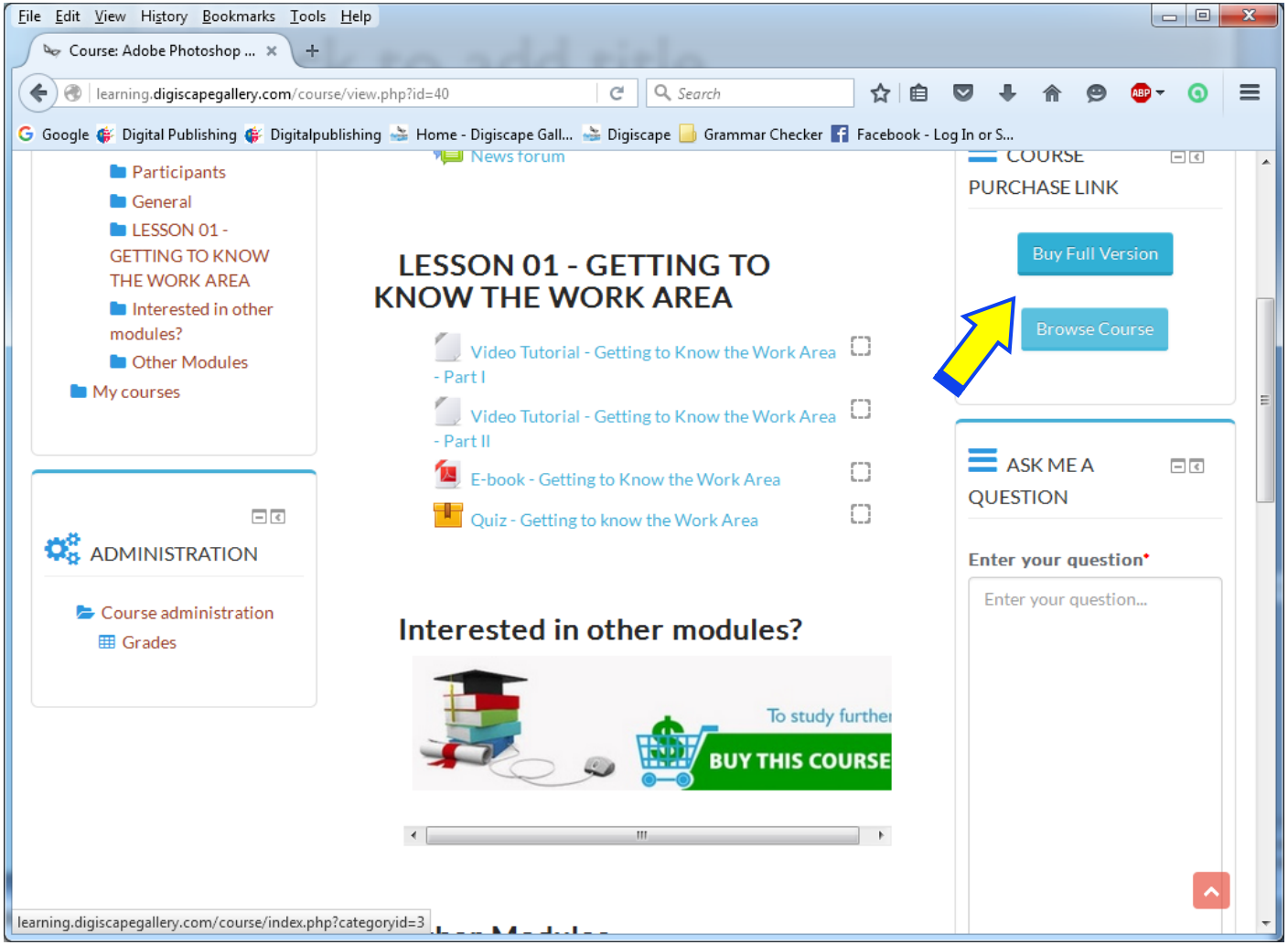
If you want to buy this course, then click on Buy this Course button (OR) if you want to see a demo of the course, then click on Try this Course button and select from the drop-down list



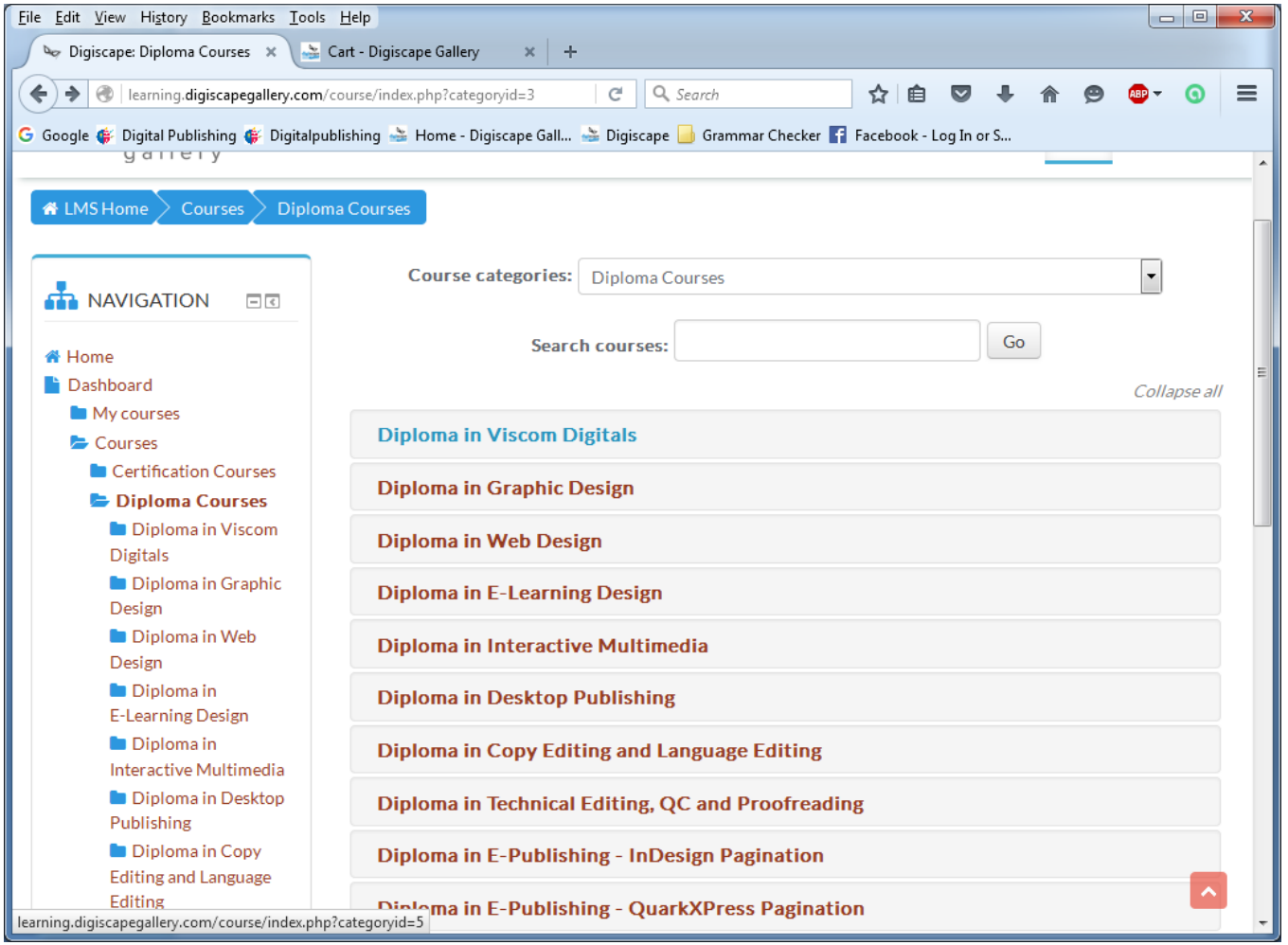
Try this Course button will navigate you to Demo Course page and here you can explore further



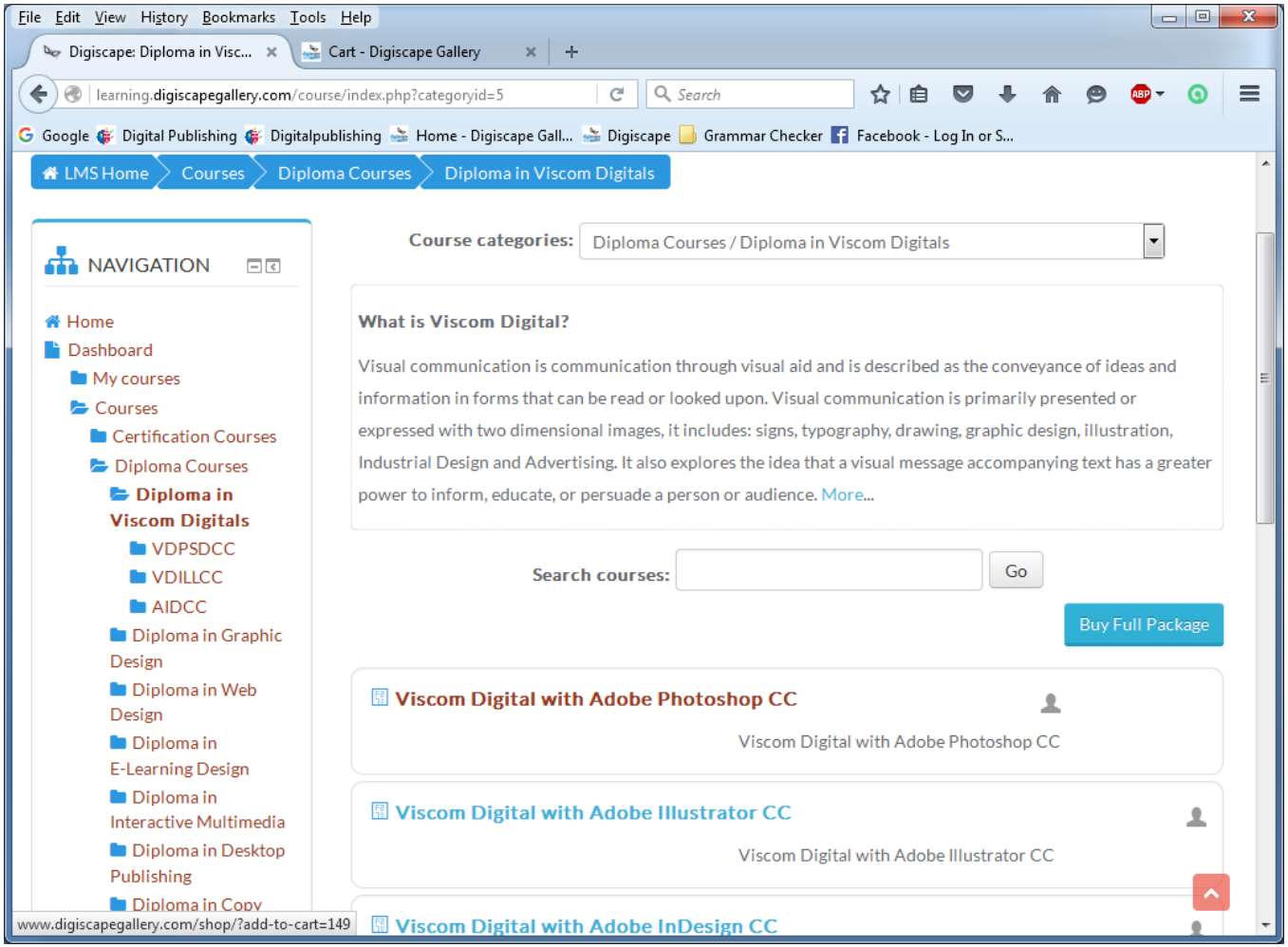
Post Demo if you want to purchase the course, then click on "Buy Full Version" button



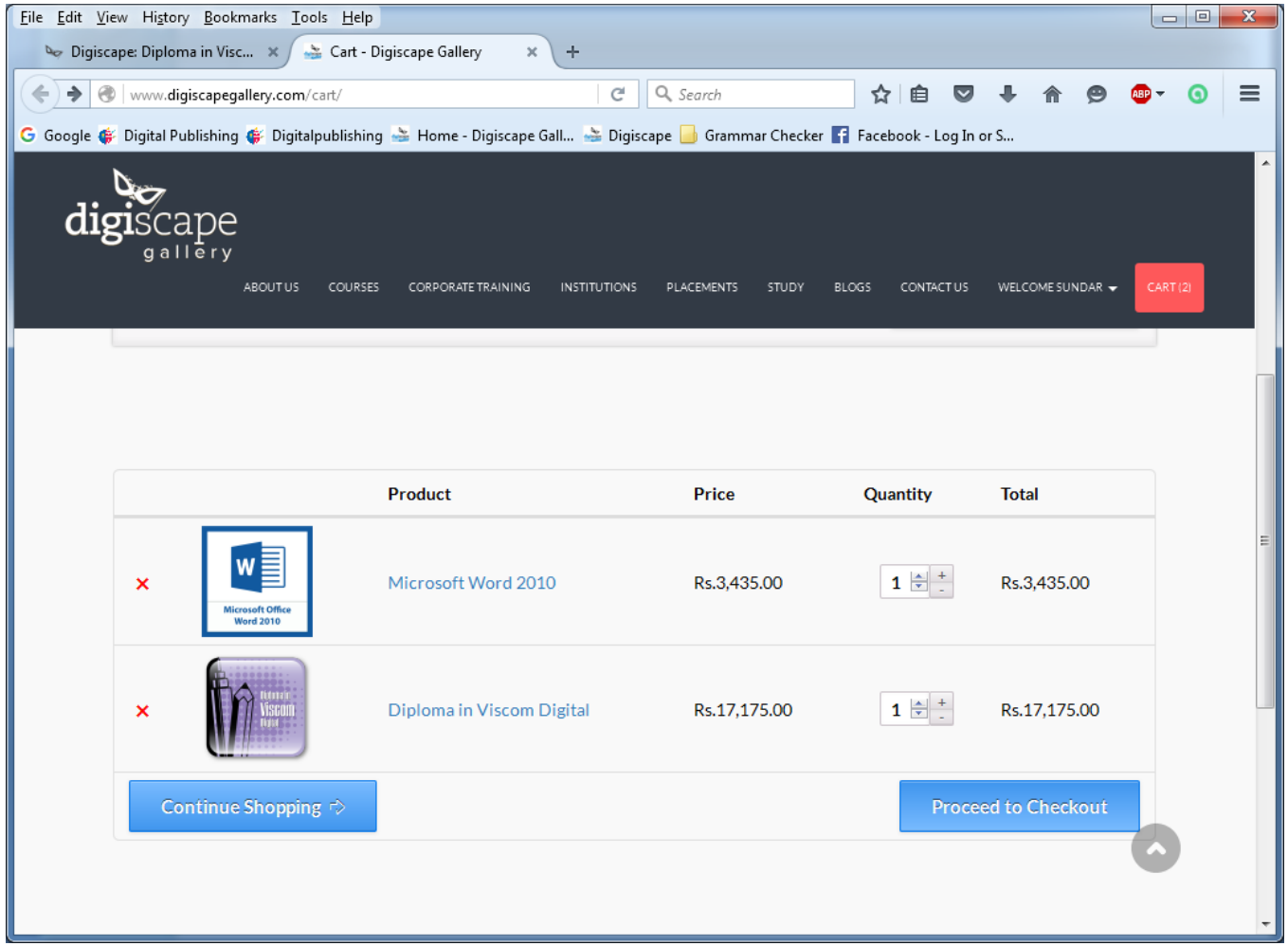
This will take you to 'Diploma Course Category' page. Here choose your Diploma



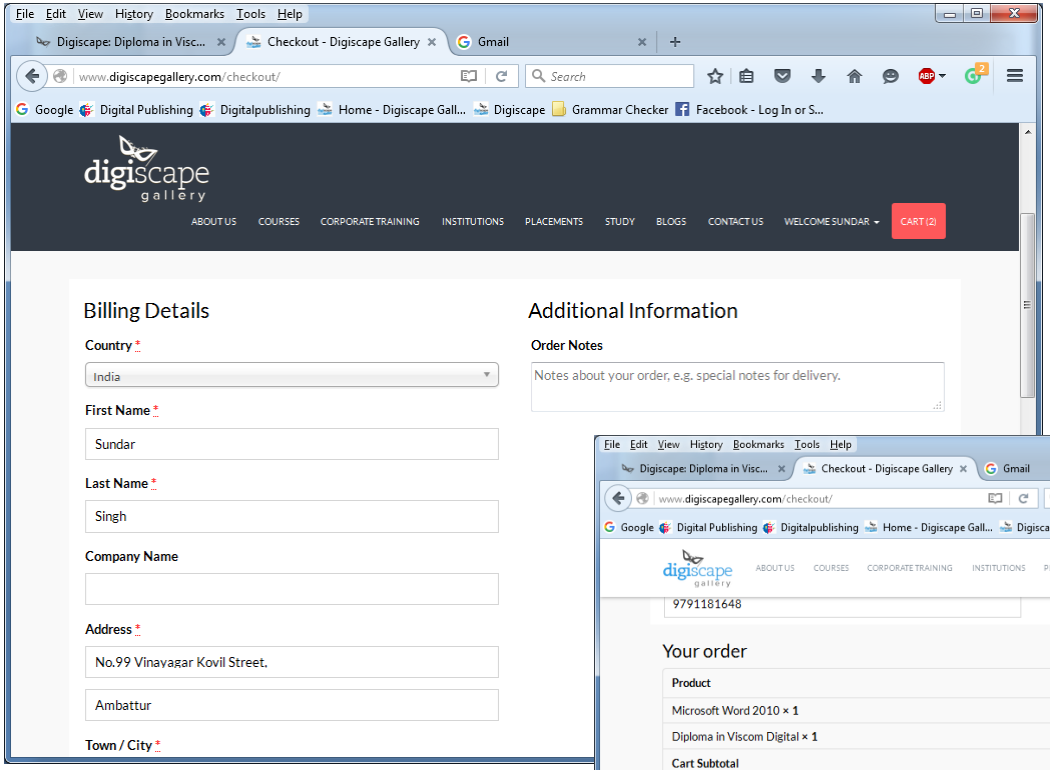
Now click on Buy Full Package button

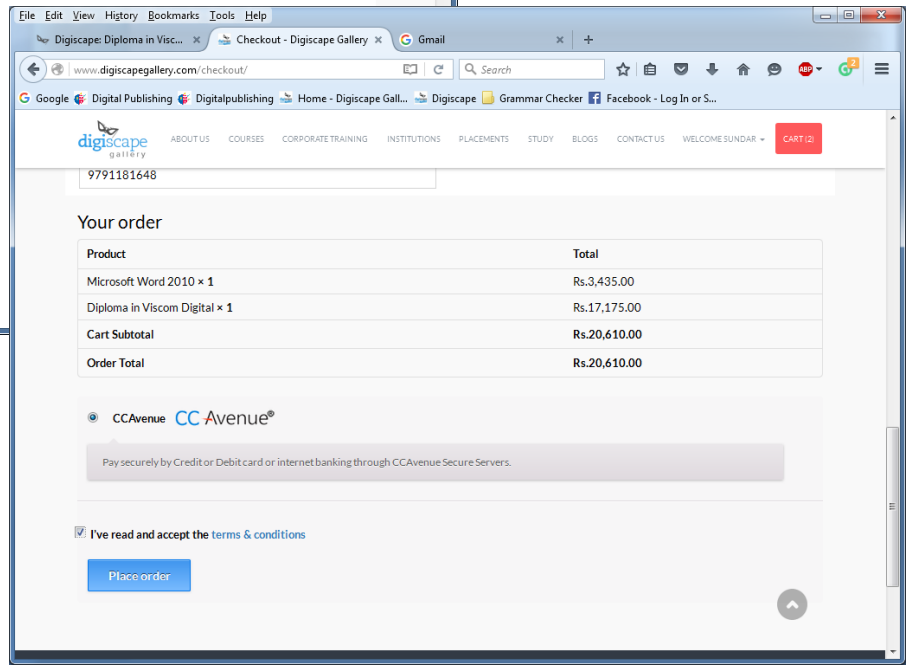


The course will be added to your cart - please proceed with your checkout

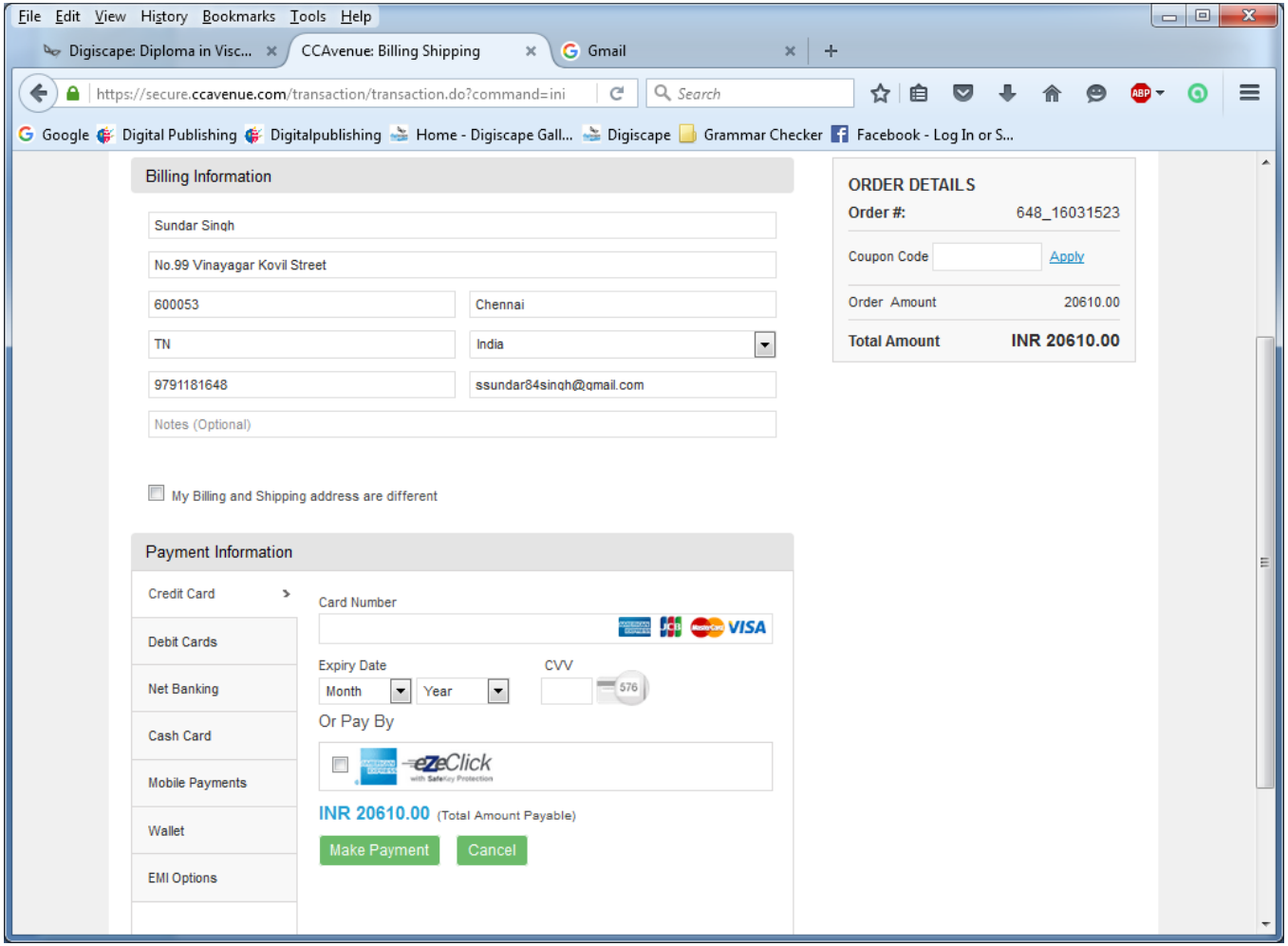


This will take you to ‘Billing Details’ – please furnish required information and proceed

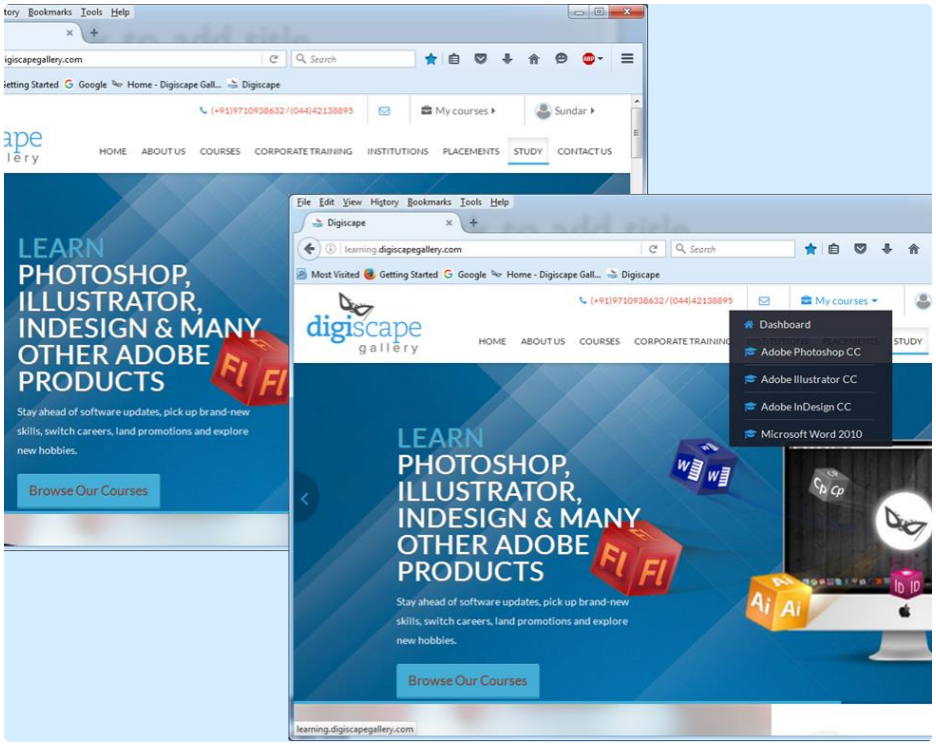




This will navigate you to the payment page - ’ – please furnish required information and ‘Make Payment’



Upon a successful transaction, you will receive an email receipt from the payment gateway team.



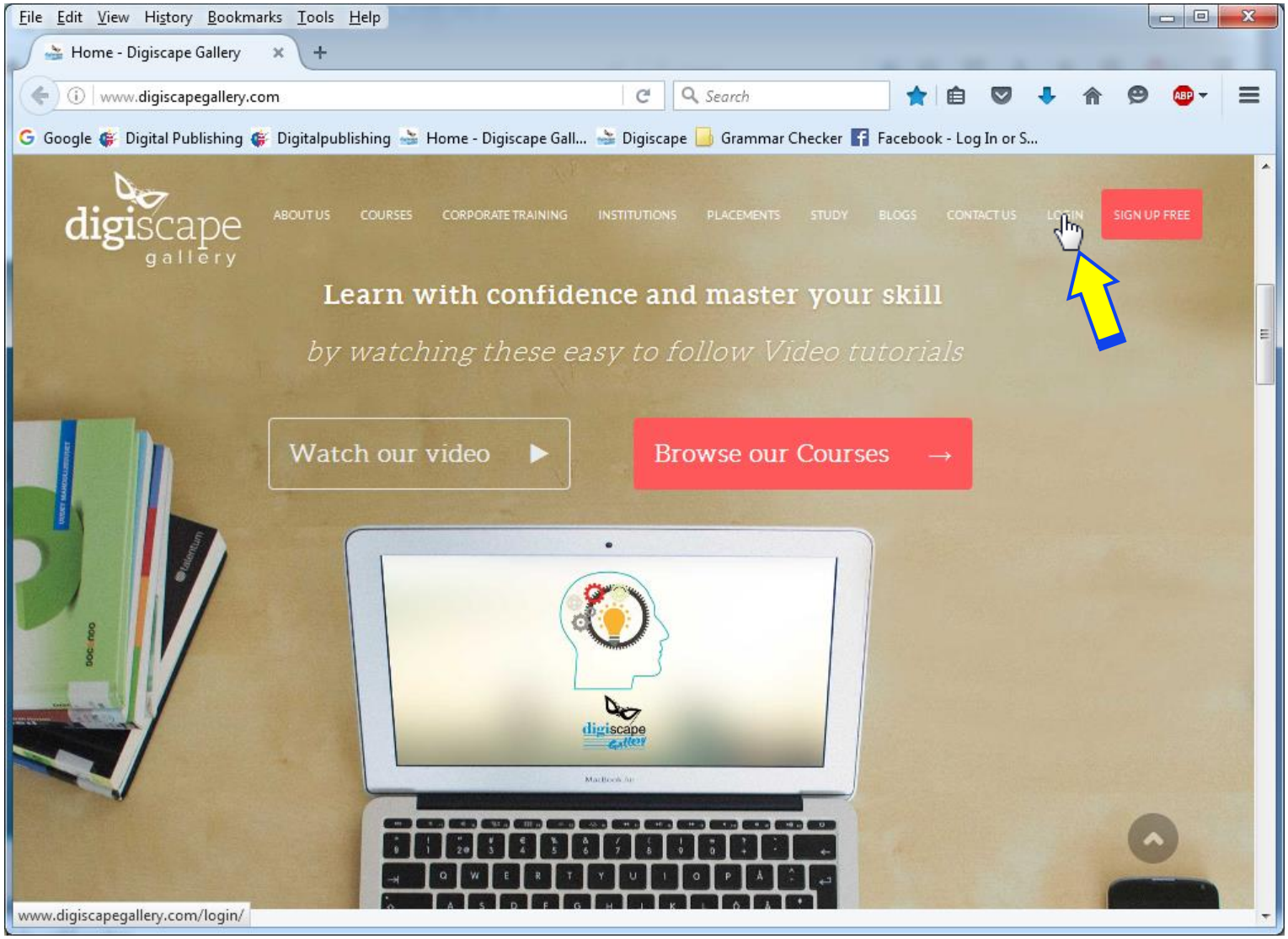
Part – 2
Exploring the Course Structure in Study Page

Next

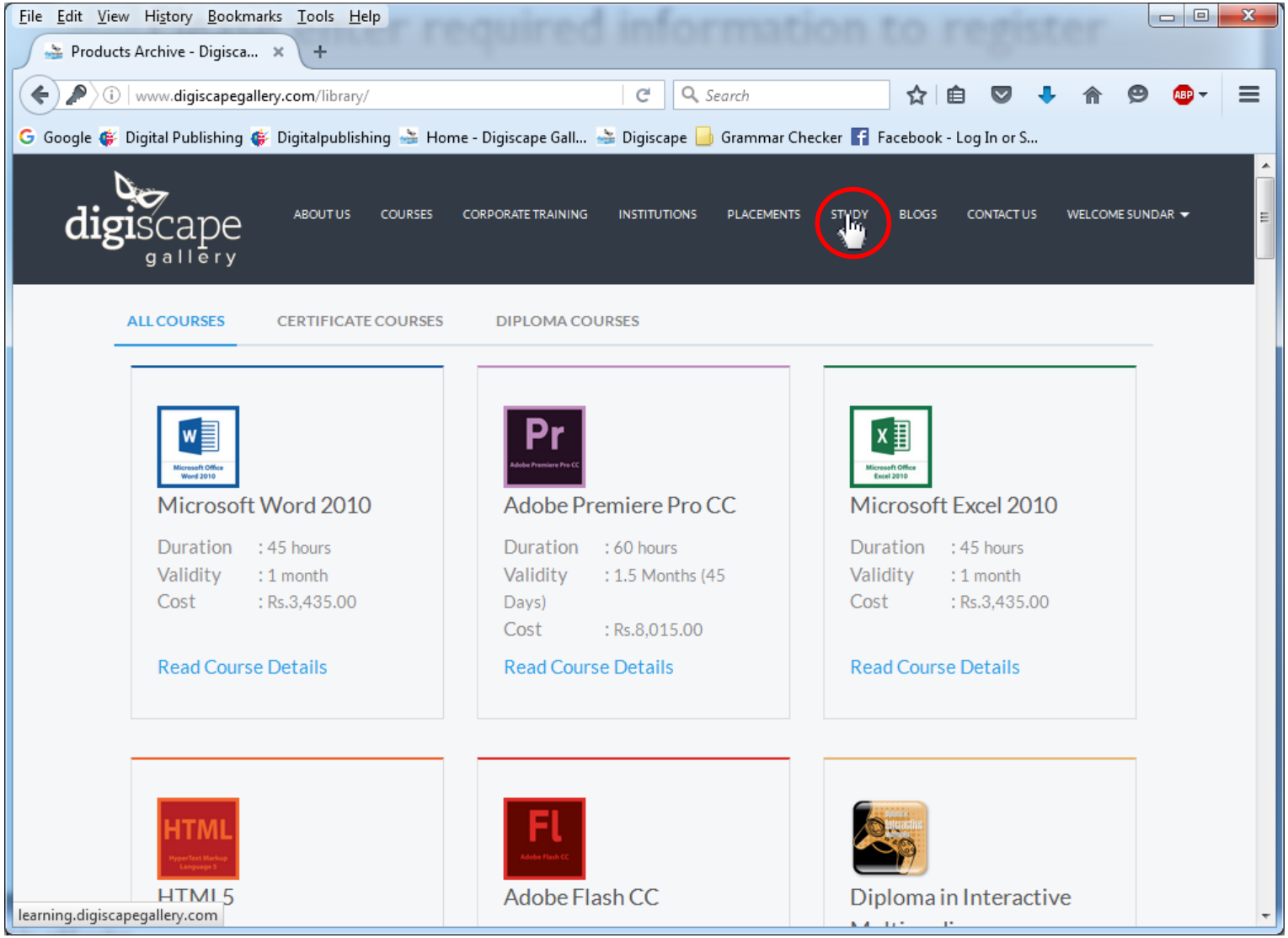
Part - II

EXPLORING OUR COURSE

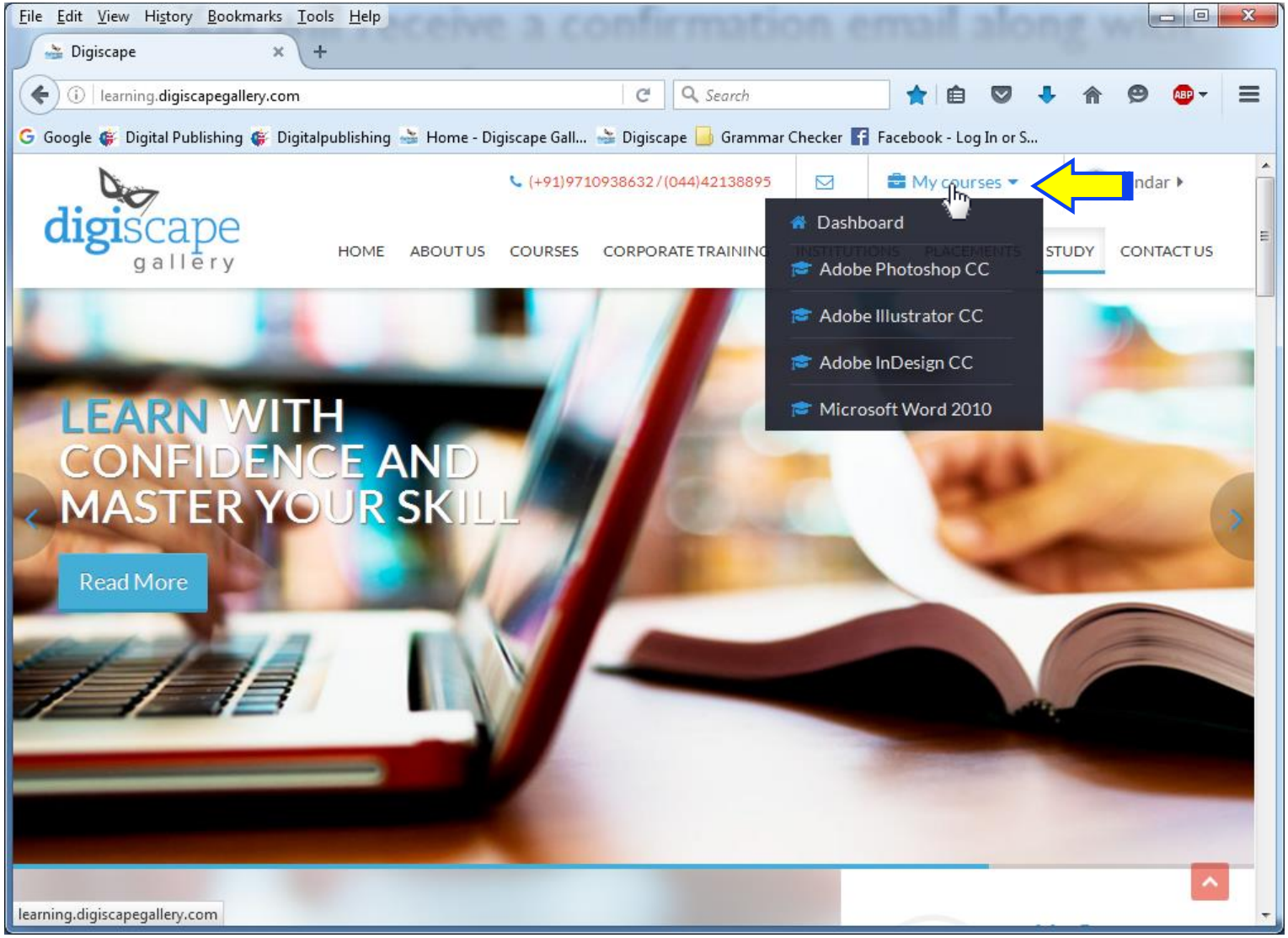
Login to www.digiscapegallery.com, using your Username & Password



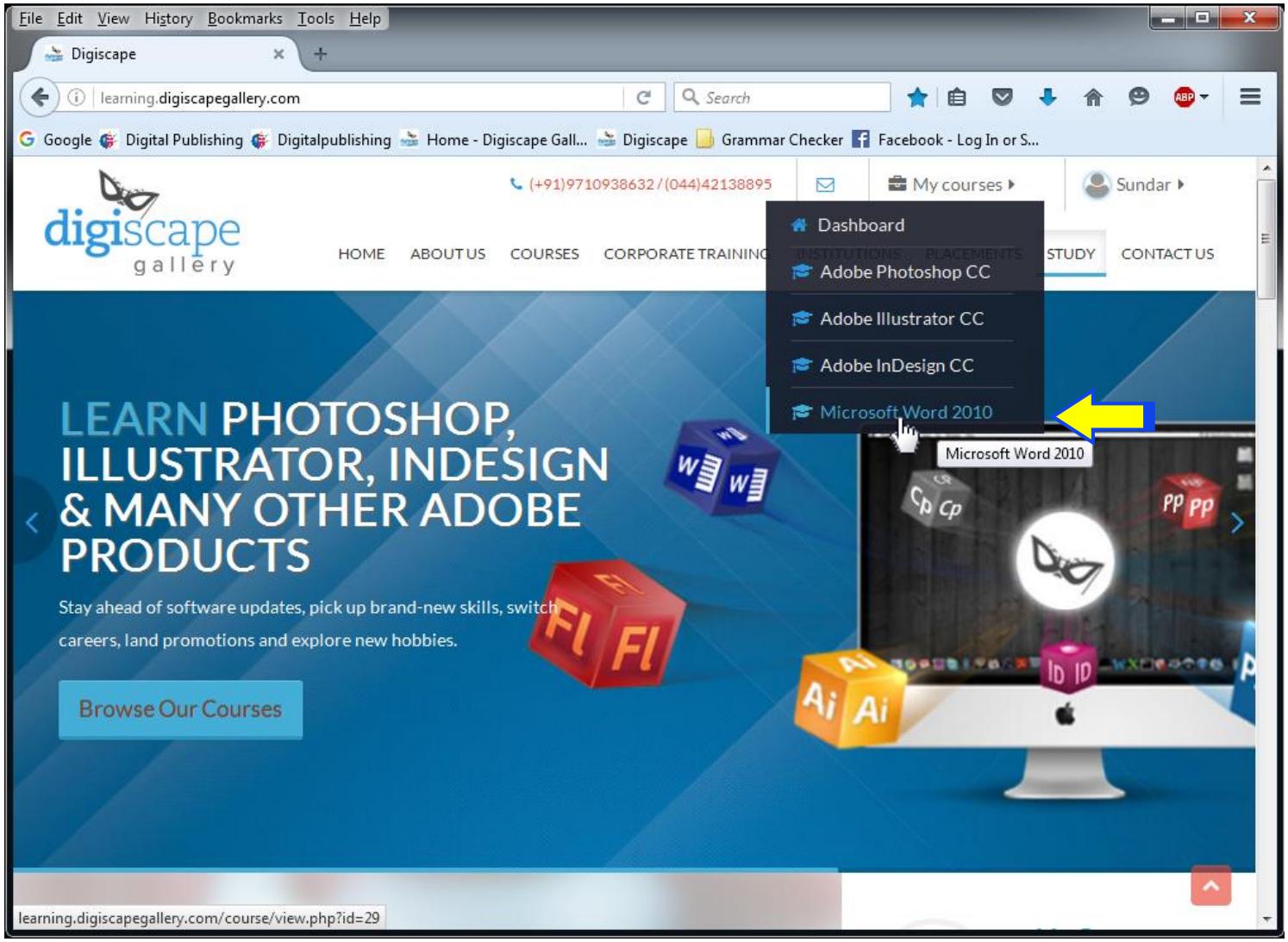
Click on ‘Study’ tab



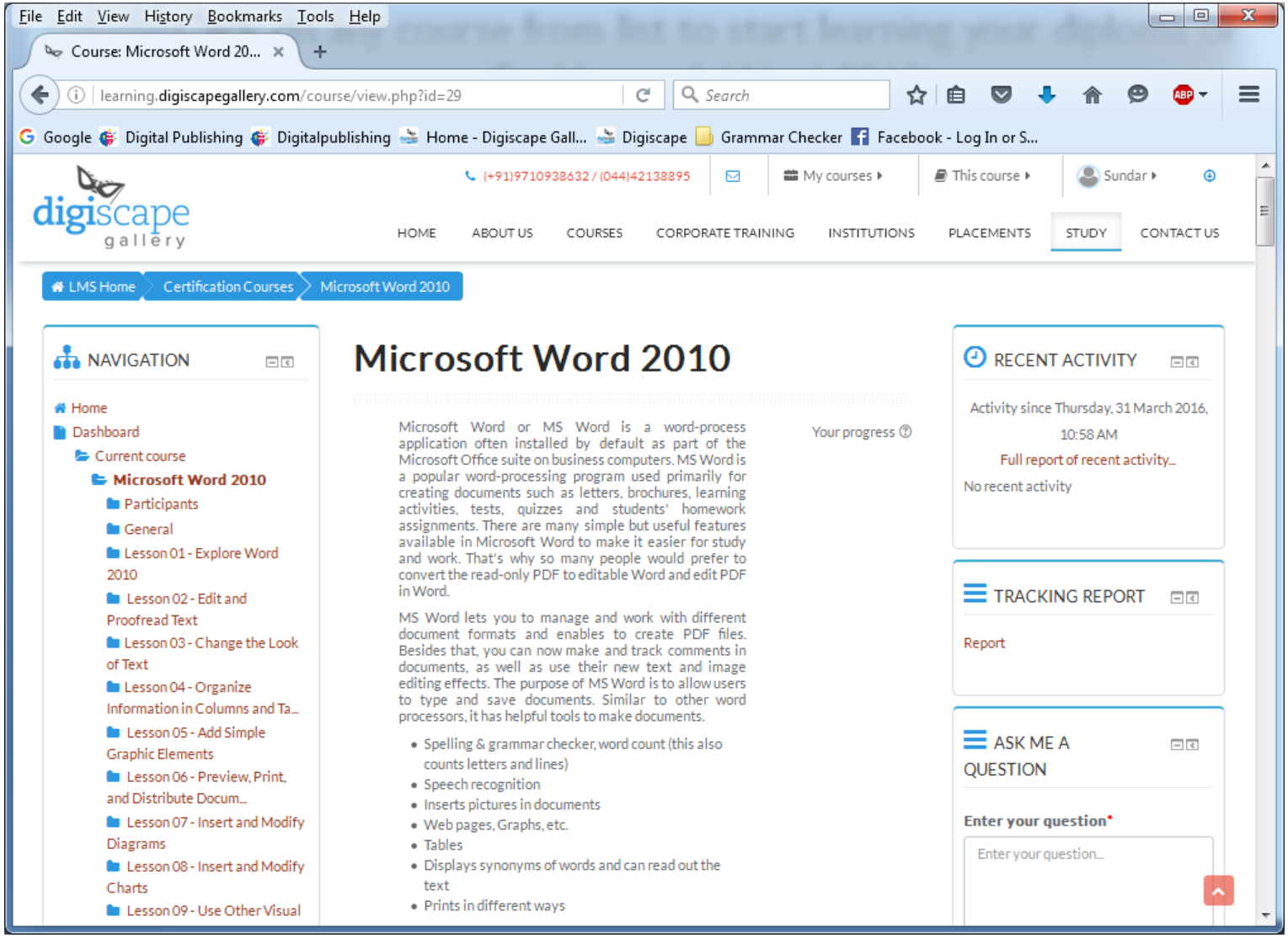
"Study" tab is your LMS Homepage. Here, click on "My courses"- This will display the list of courses you have purchased



Next, click on any course name from the list to start your Course (Example: Microsoft Word 2010)

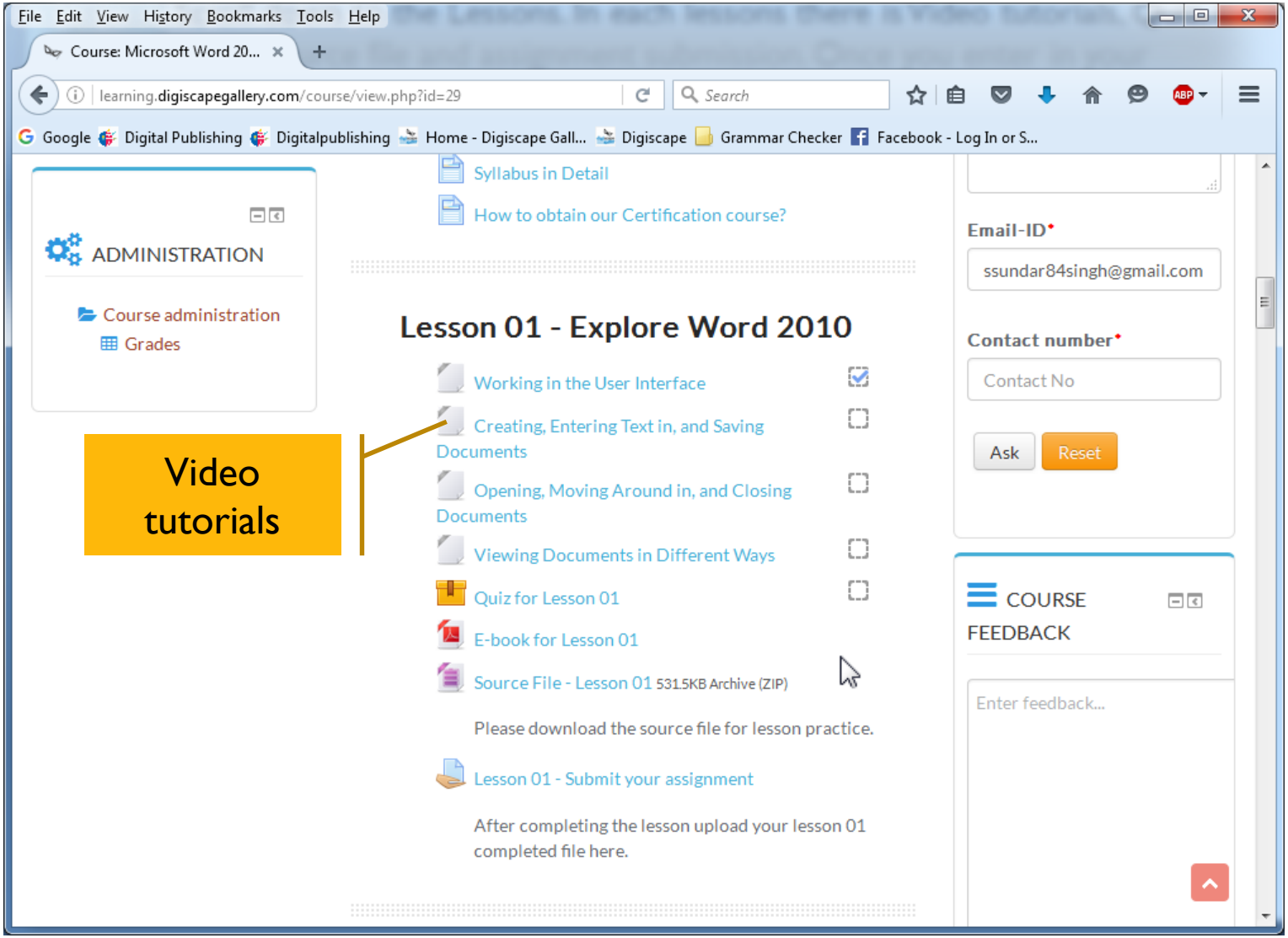


Inside a course page, you will view - a brief introduction, list of lessons, recent activity, ask me a question, feedback, course completion status, certificate, mark sheet, etc.



Scroll down to lessons - In each lesson you will have Video Tutorials, Quiz, eBook, Source file and Assignment submission.

Please note – upon accessing your course, duration for that course starts.



Video Tutorial

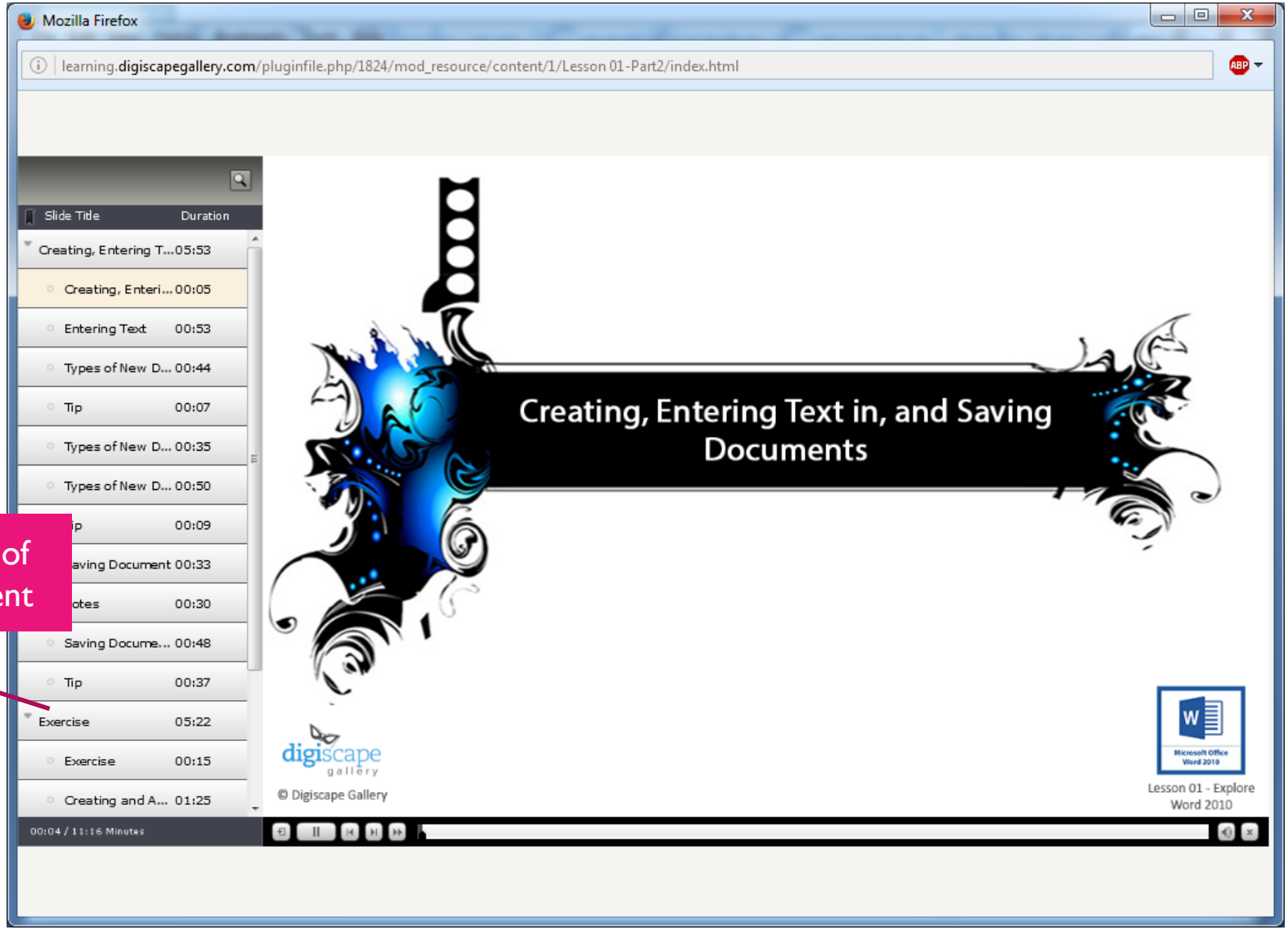
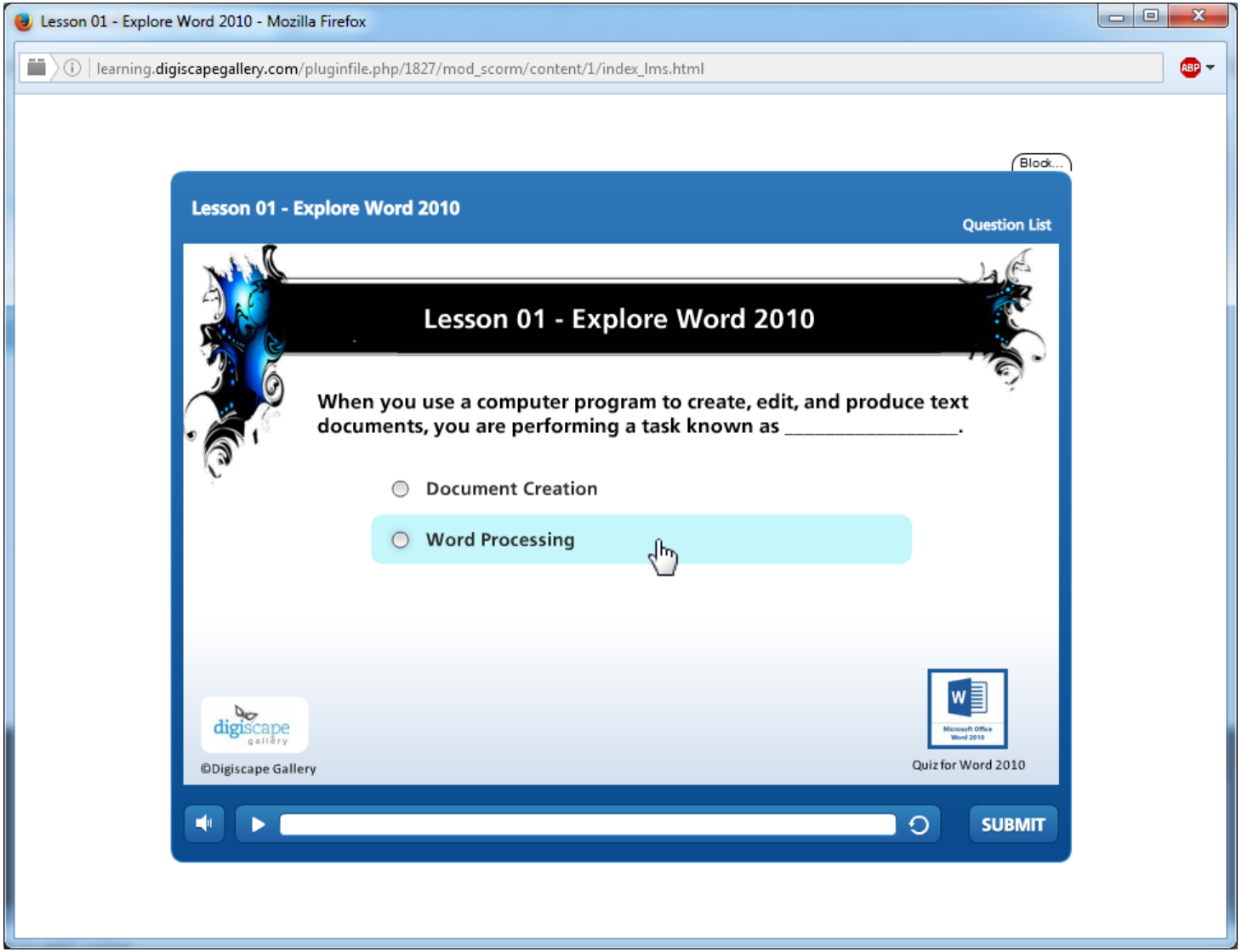
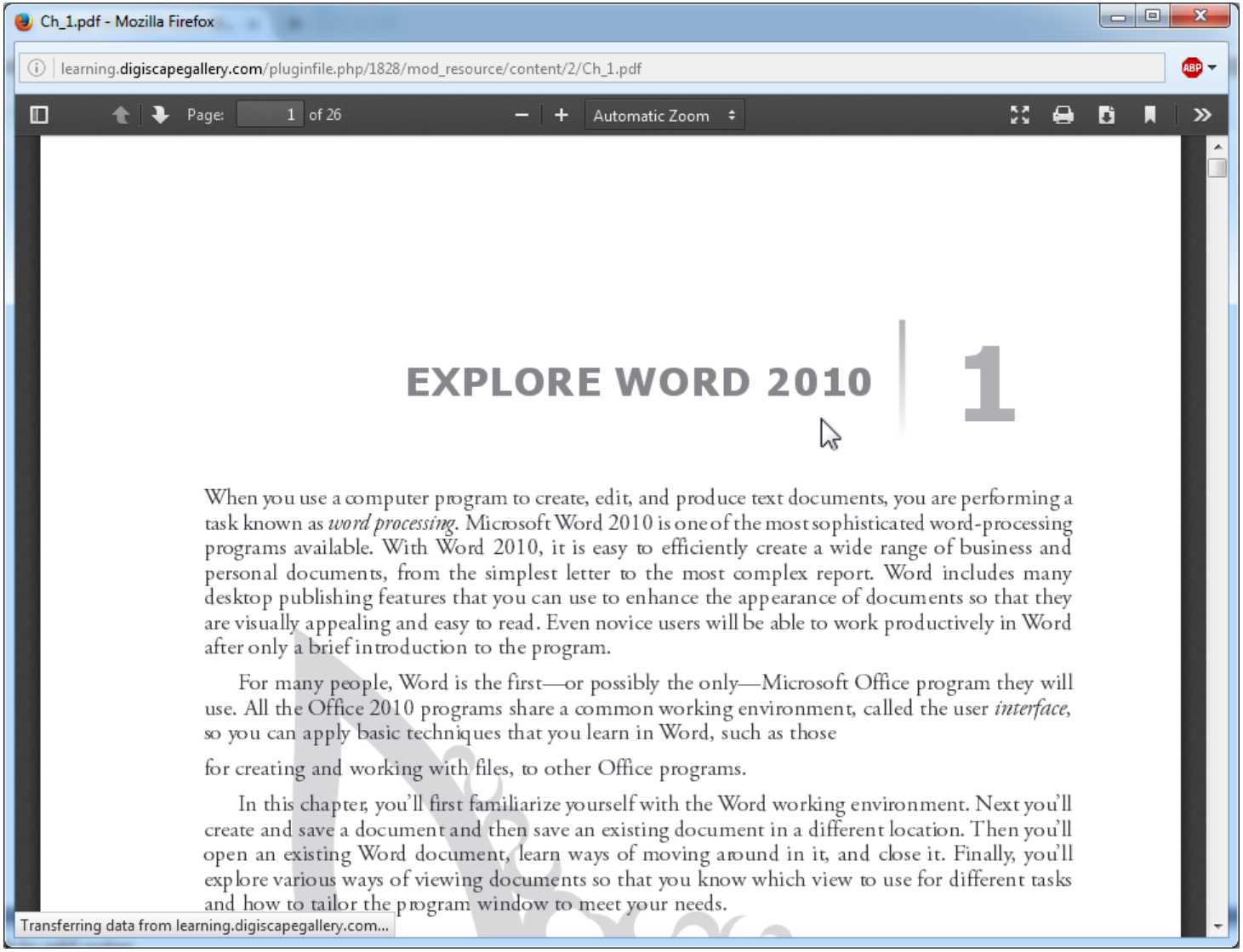


Table of Content

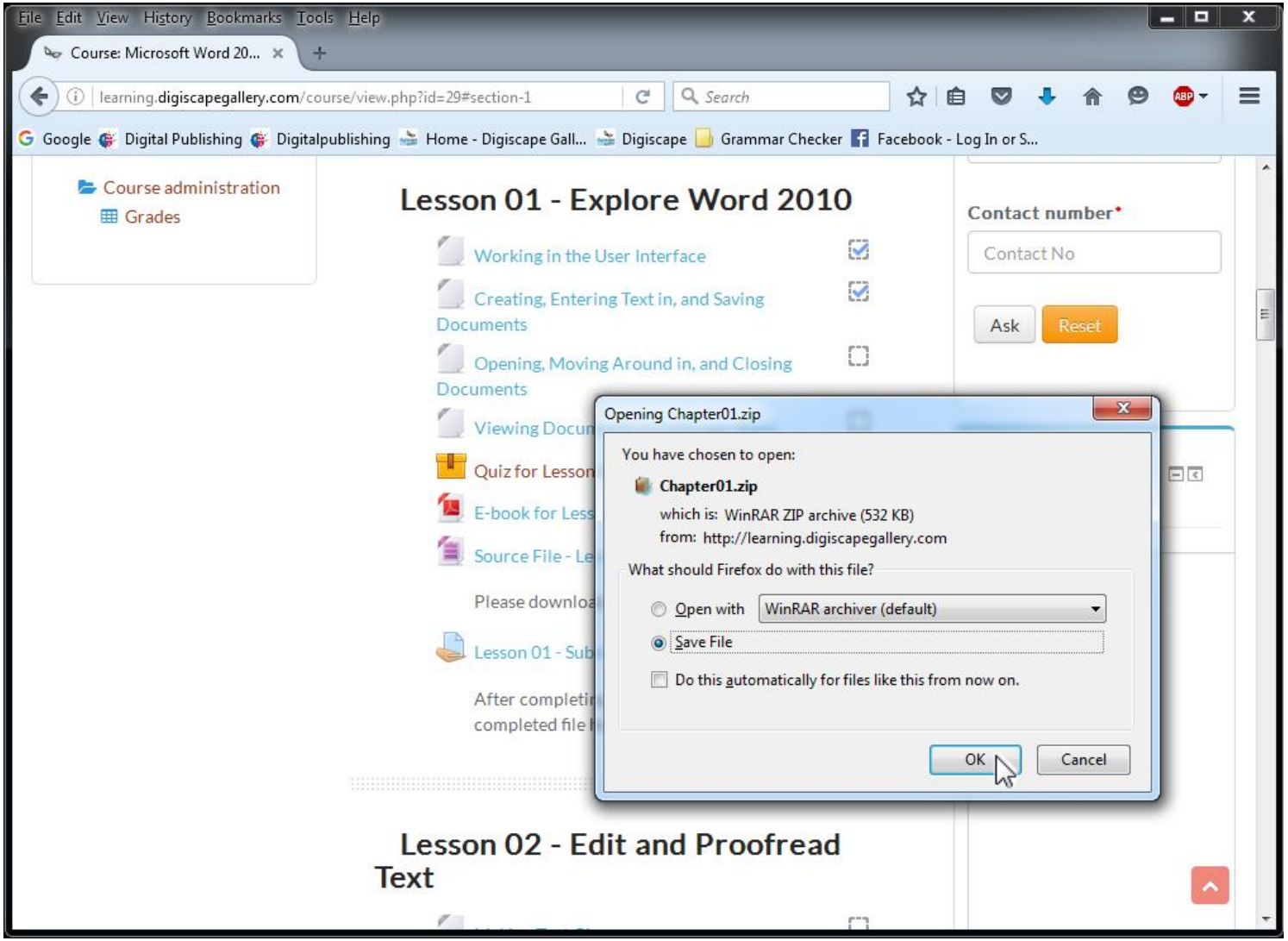
Quiz – You must complete quiz for each lesson, to be able to get certified. Please note – there are unlimited attempts on quizzes.



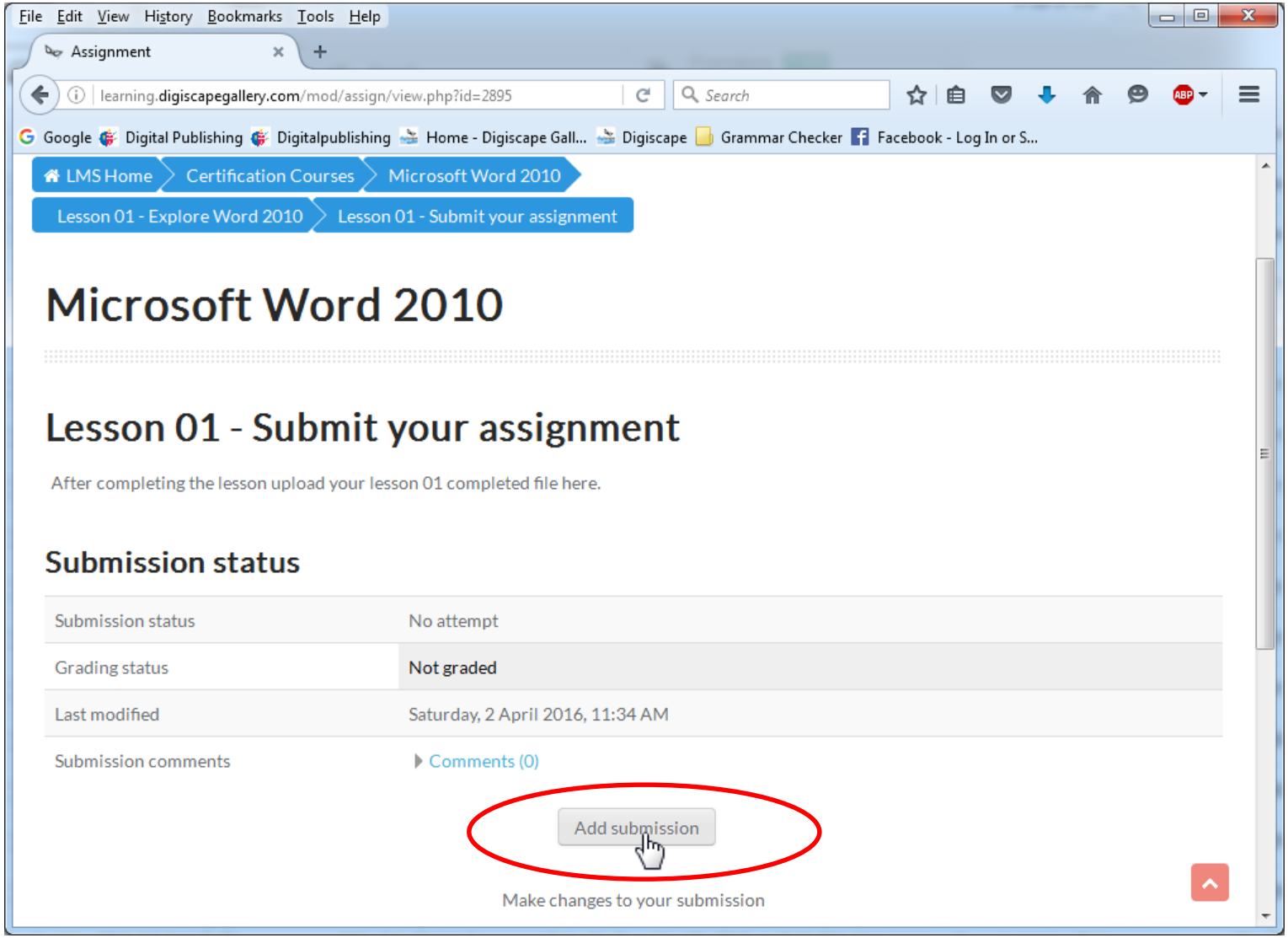
eBook


Ch_1.pdf - Mozilla Firefox
learning.digiscapegallery.com/pluginfile.php/1828/mod_resource/content/2/Ch_1.pdf
Page: 1 of 26
Automatic Zoom
EXPLORE WORD 2010
1
When you use a computer program to create, edit, and produce text documents, you are performing a task known as *word processing*. Microsoft Word 2010 is one of the most sophisticated word-processing programs available. With Word 2010, it is easy to efficiently create a wide range of business and personal documents, from the simplest letter to the most complex report. Word includes many desktop publishing features that you can use to enhance the appearance of documents so that they are visually appealing and easy to read. Even novice users will be able to work productively in Word after only a brief introduction to the program.
For many people, Word is the first—or possibly the only—Microsoft Office program they will use. All the Office 2010 programs share a common working environment, called the user *interface*, so you can apply basic techniques that you learn in Word, such as those
for creating and working with files, to other Office programs.
In this chapter, you'll first familiarize yourself with the Word working environment. Next you'll create and save a document and then save an existing document in a different location. Then you'll open an existing Word document, learn ways of moving around in it, and close it. Finally, you'll explore various ways of viewing documents so that you know which view to use for different tasks and how to tailor the program window to meet your needs.
Transferring data from learning.digiscapegallery.com...

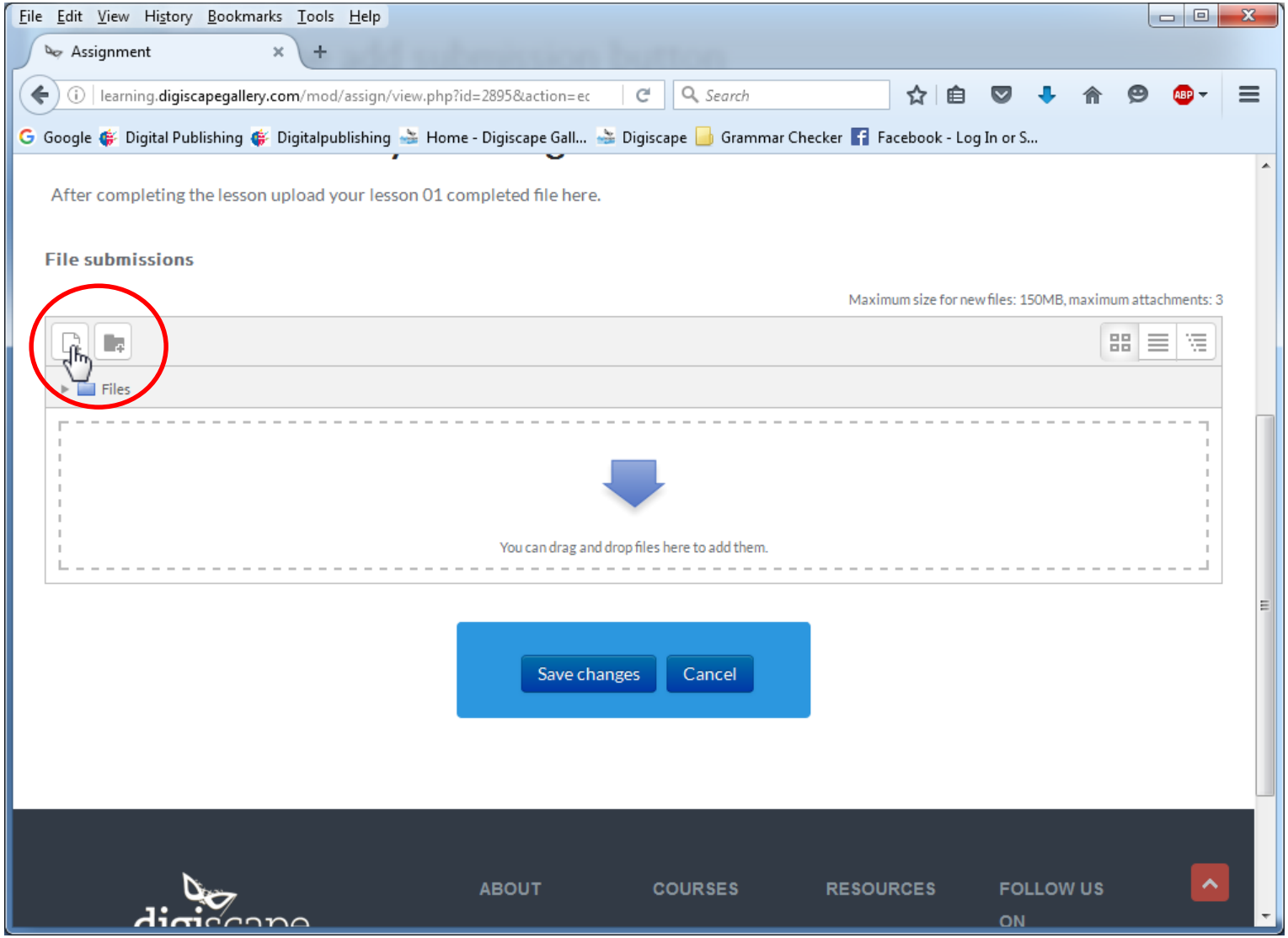
Source File – You must download this "source" file to be able to practice, while going through video tutorial



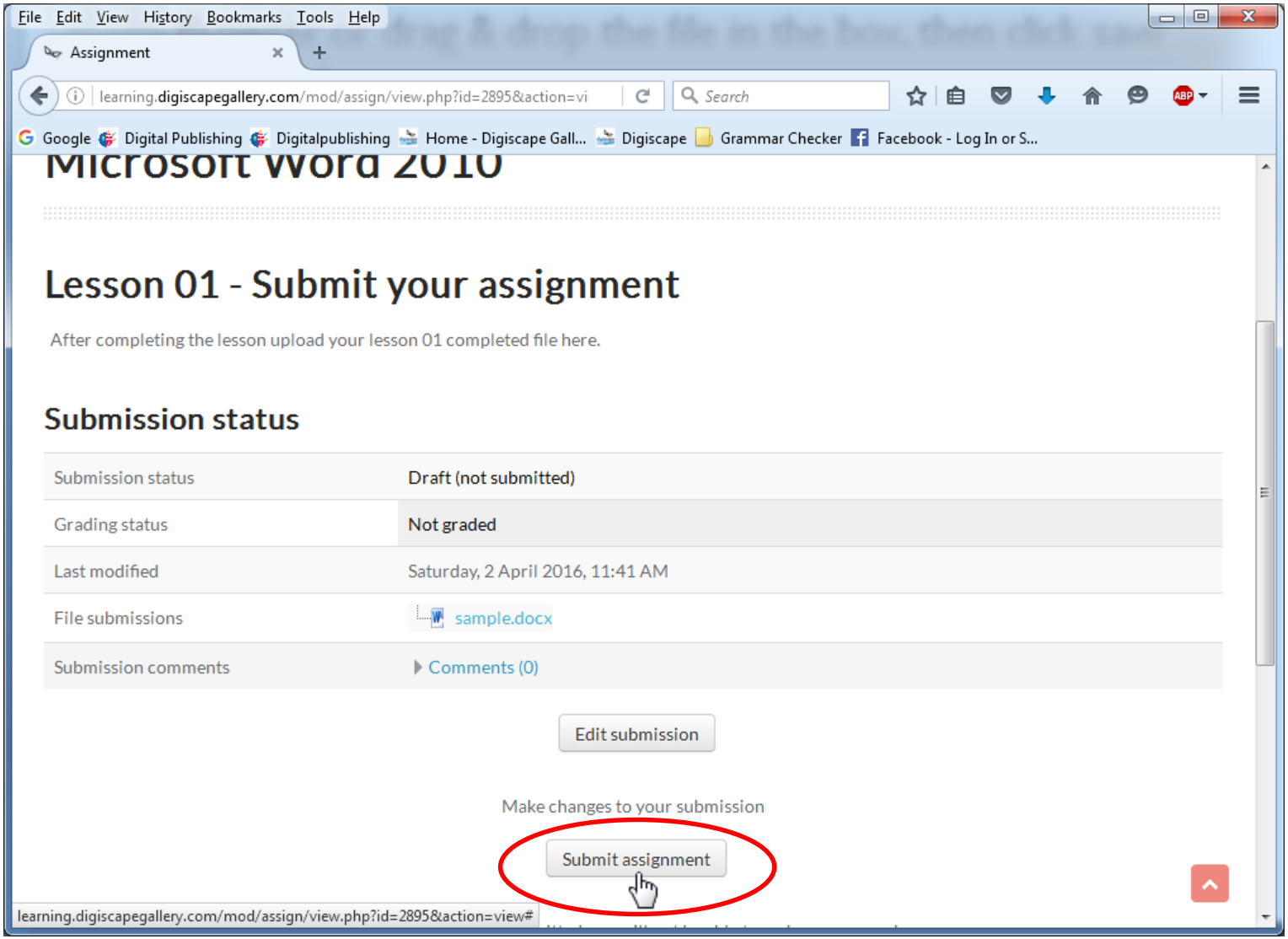
Assignment Submission – Here you can submit lesson practice files as part of Assignments. This is not compulsory. Please note - a maximum of 3 attempts are available for submission.



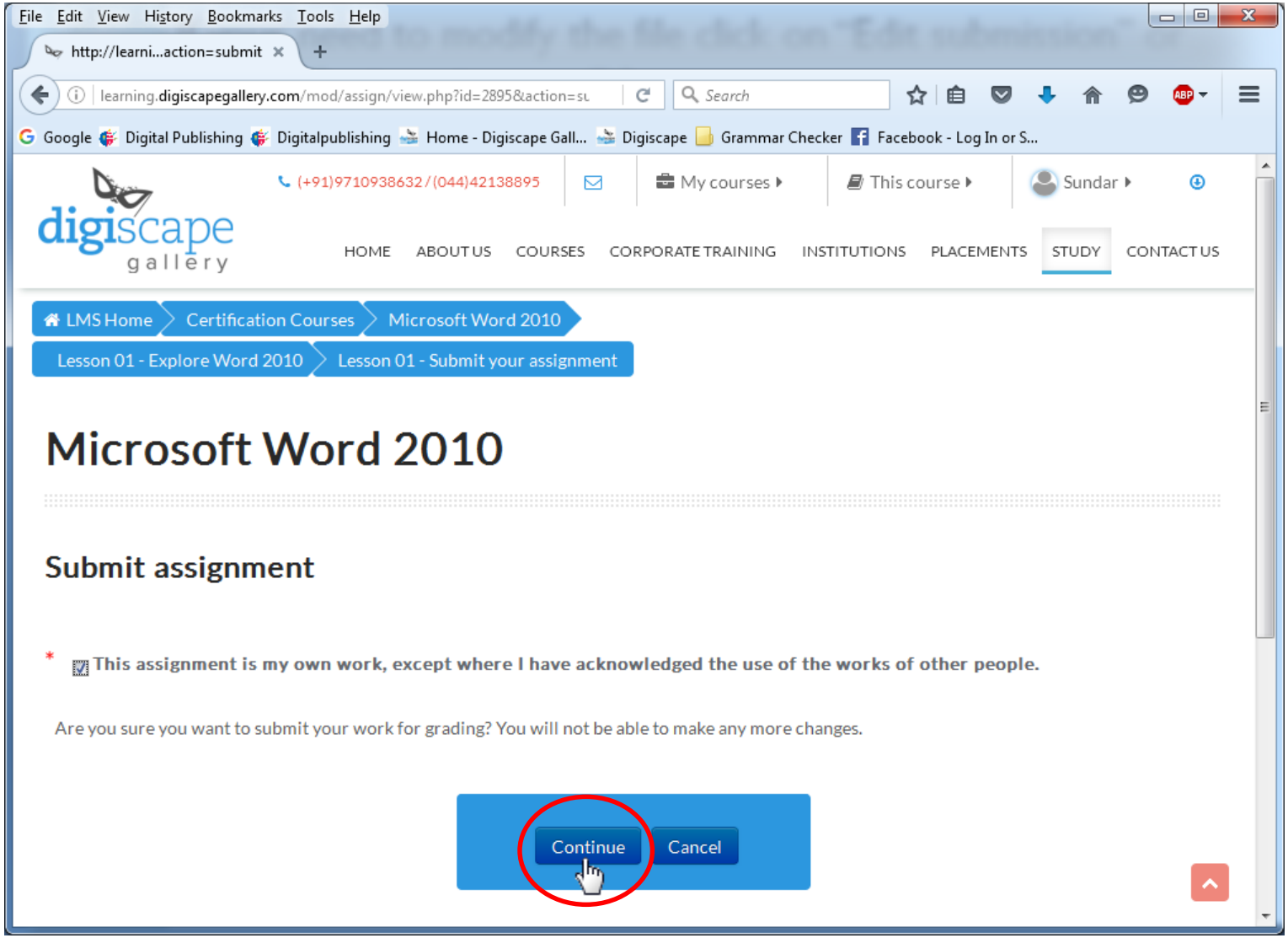
Drag & Drop the file into the box, then click 'Save Changes' button



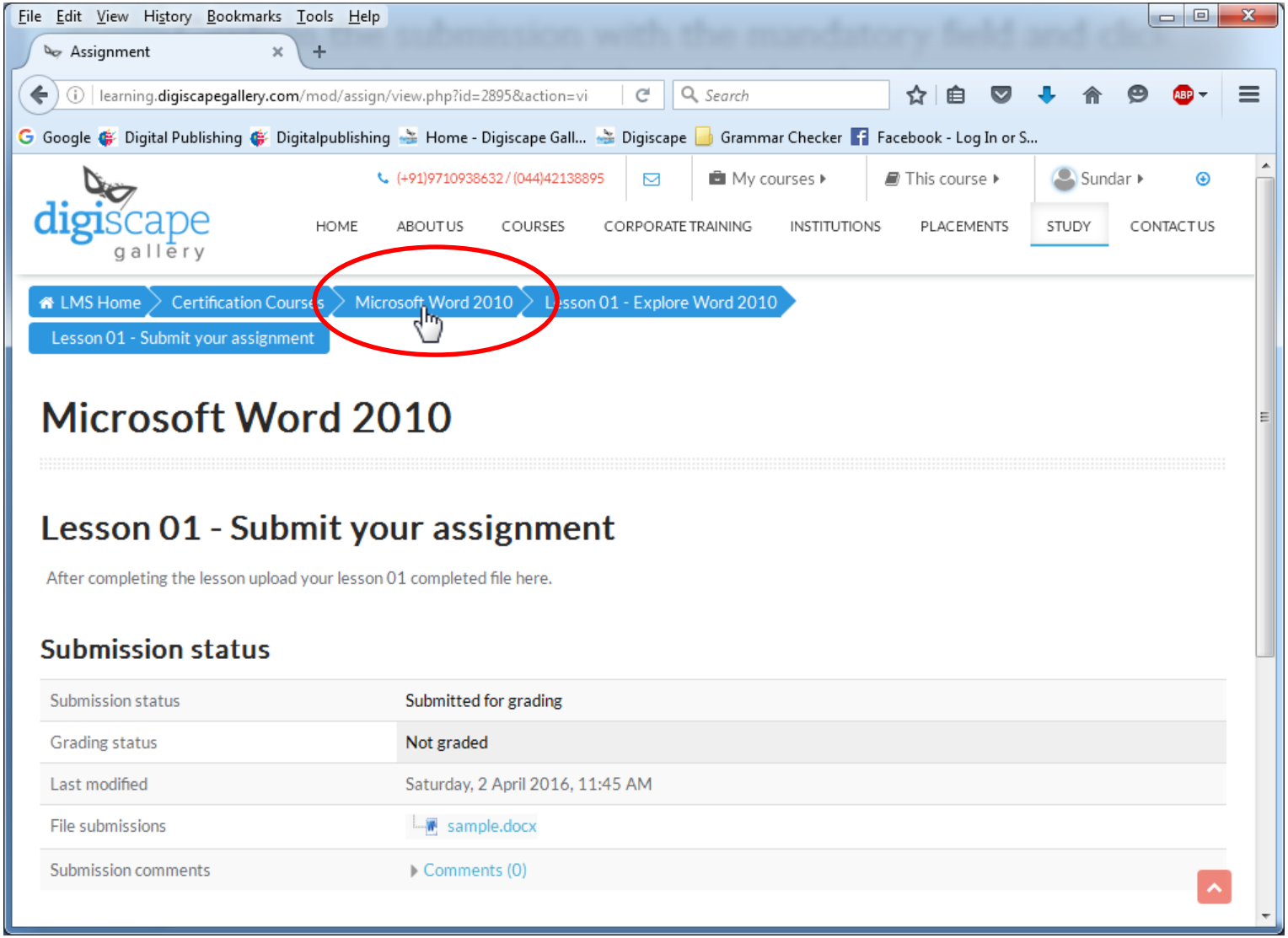
If you need to modify a file, then click on "Edit Submission" or else click "Submit Assignment" button.



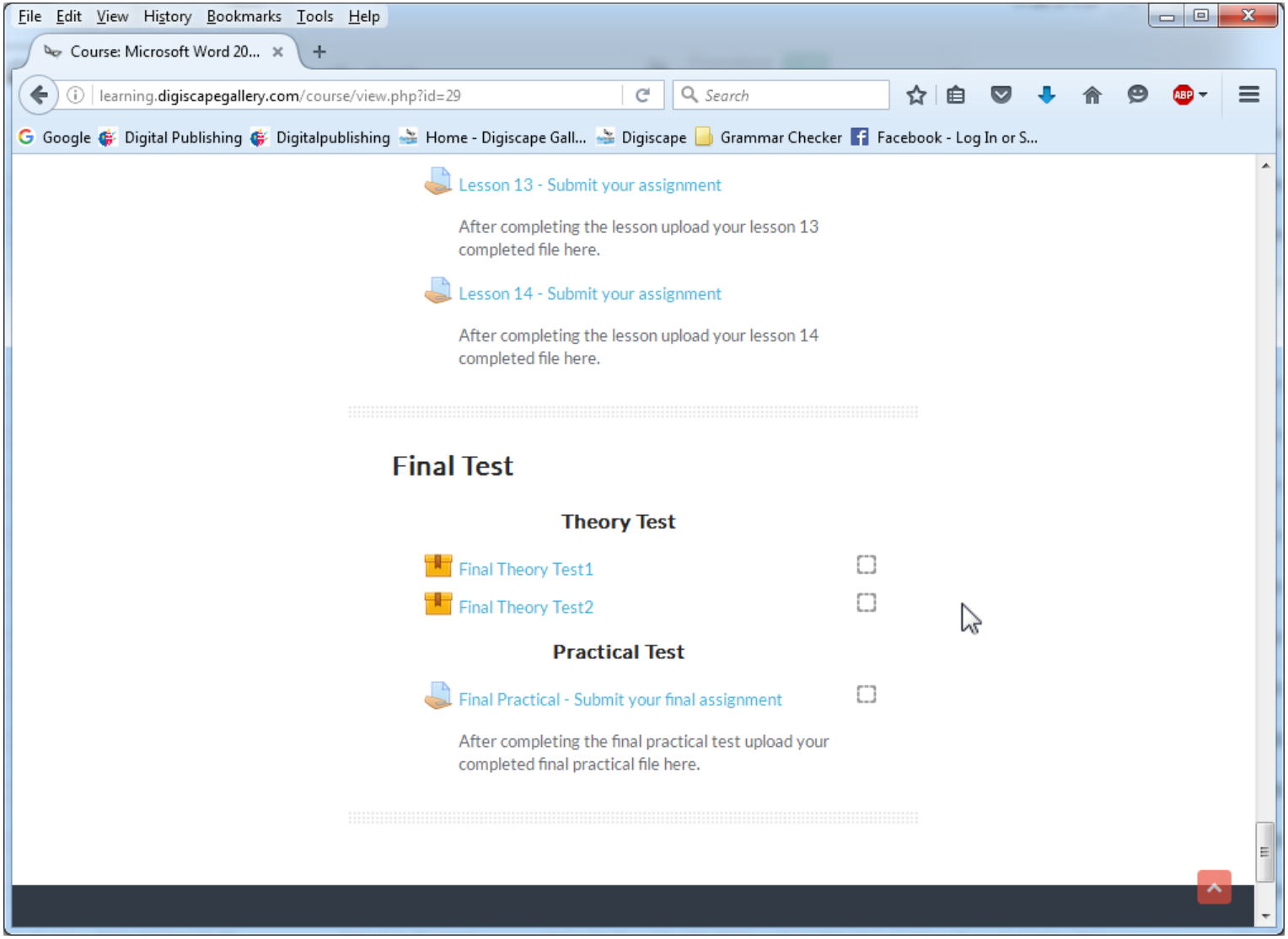
Confirm submission by clicking “Continue”. This will display details of your submission.



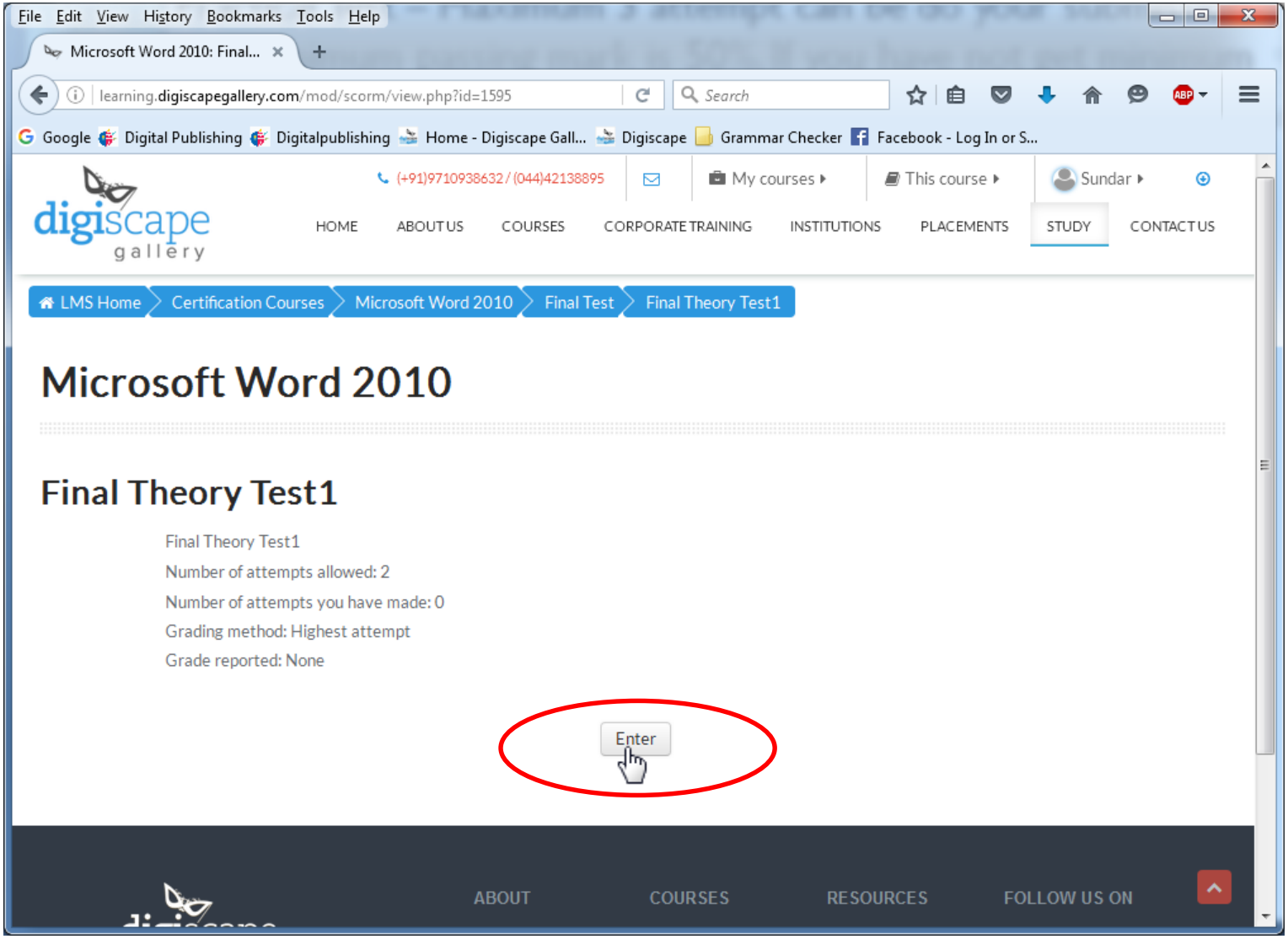
Navigate to get back to the course



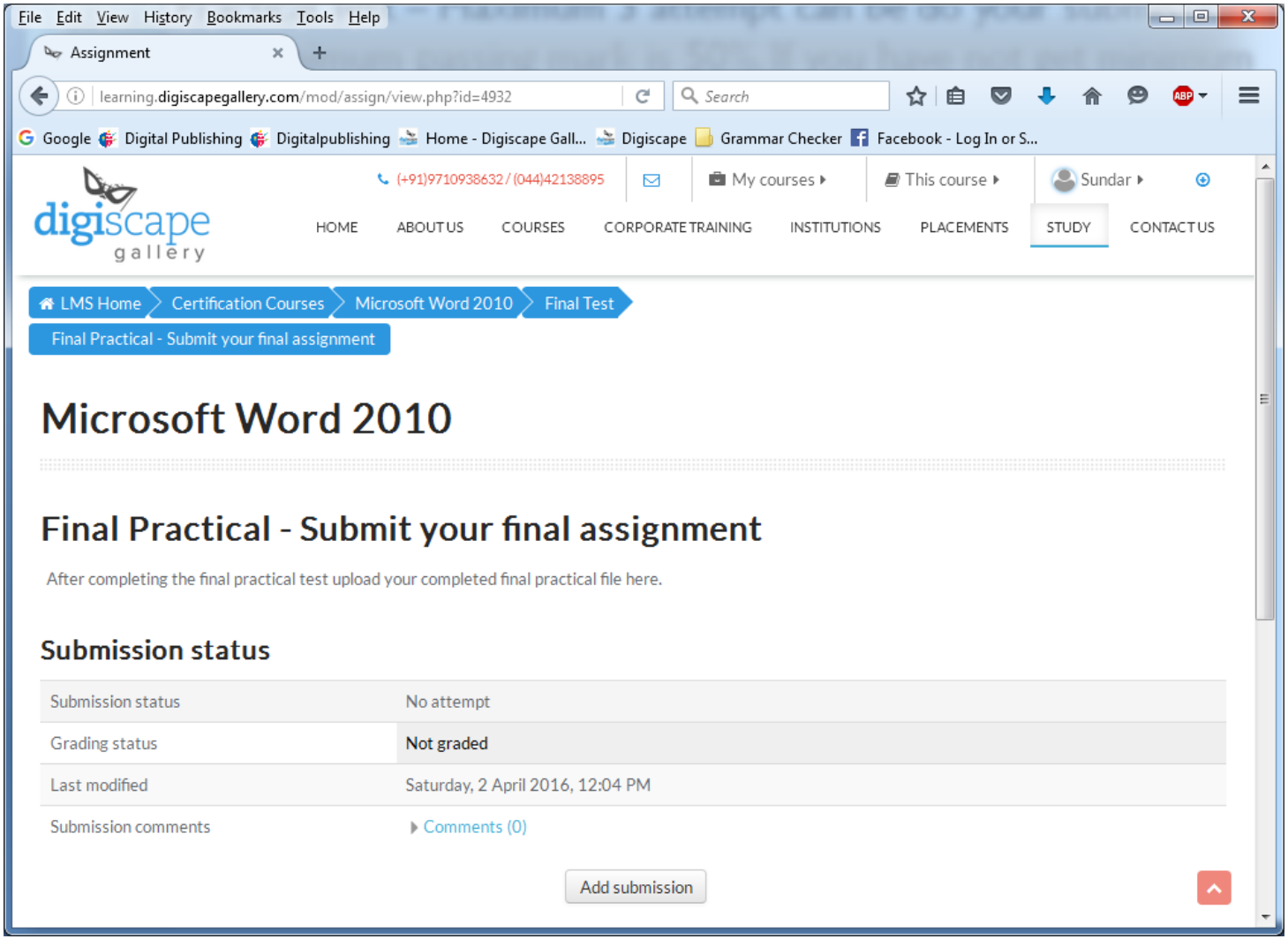
At the end of each course, you have “Final Test” section for ‘Theory’ and ‘Practical’. This is a compulsory section to get certified.

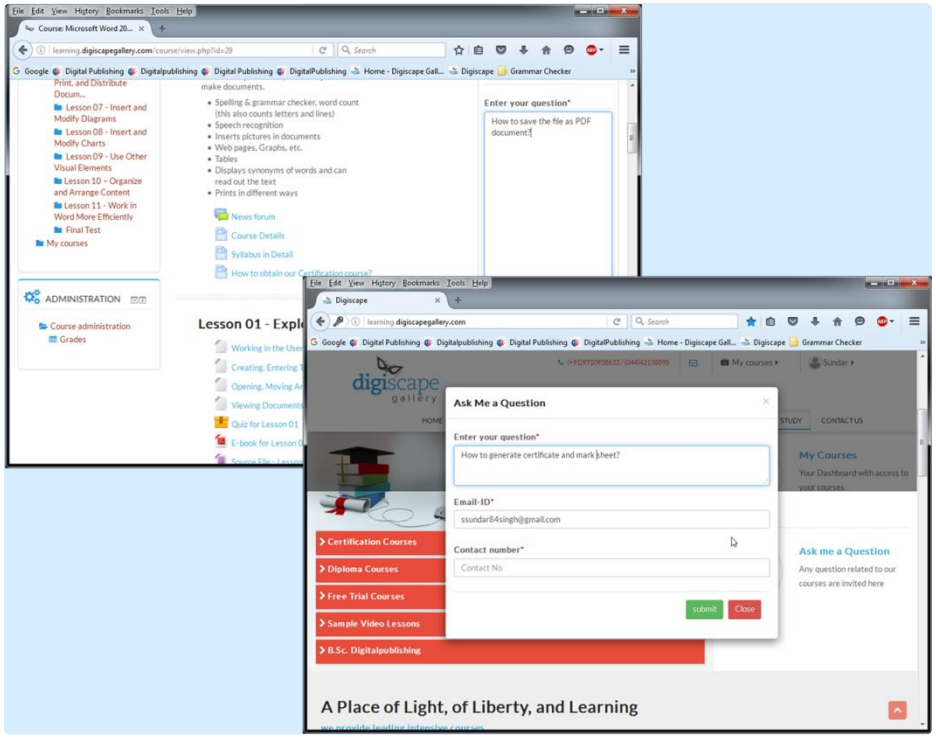


Final Theory Test – Each final test will have 2 attempts and you must obtain a minimum of 50% mark to pass the course. If you fail to do so, then you will not be able to get certified.



Final Practical Test – A maximum of 3 attempts are available to submit your assignment and obtain a minimum of 50% mark to pass the course. If you fail to do so, then you will not be able to get certified.





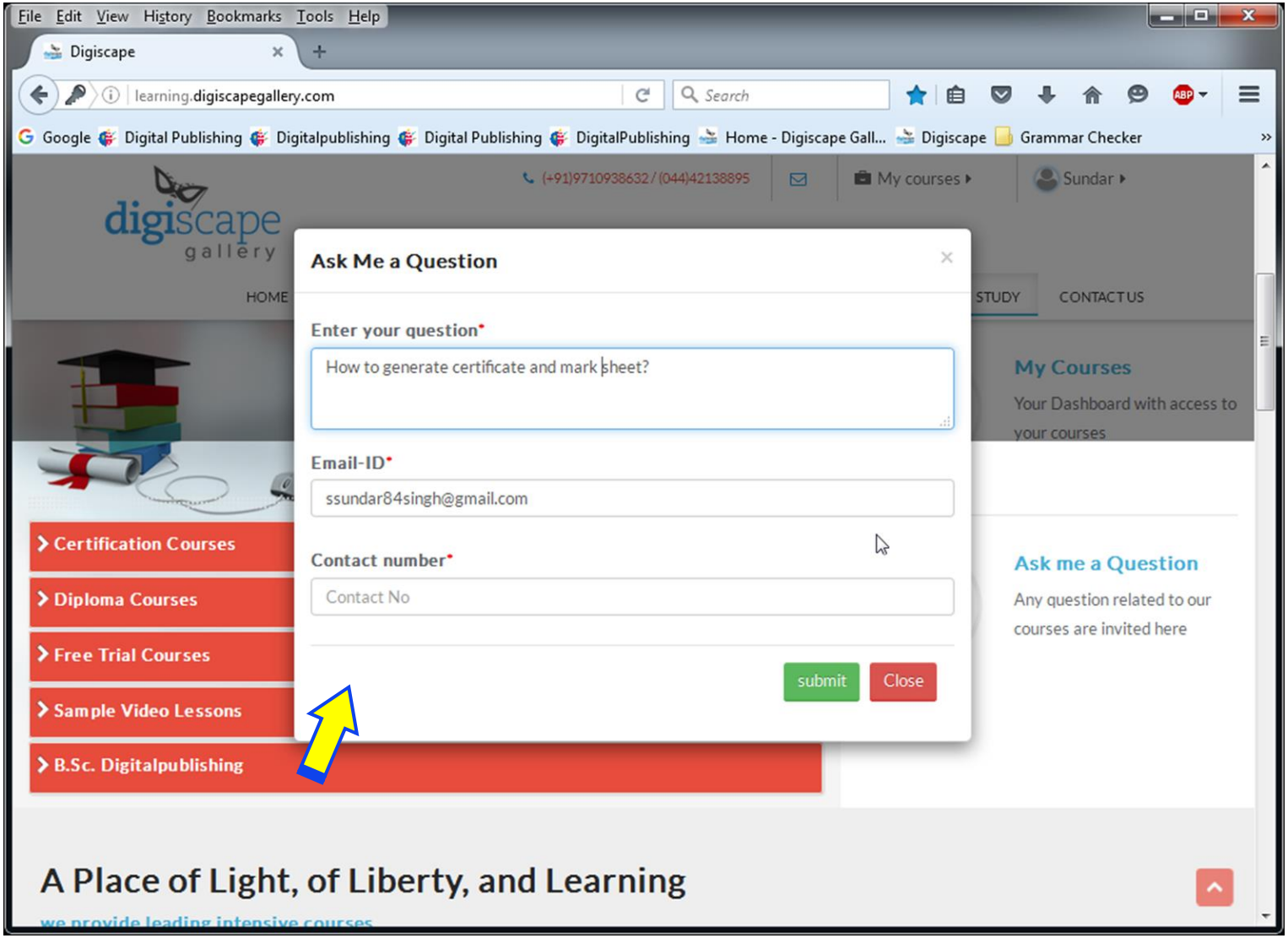
Next

Part – 3
Other Features in Learning Management Systems

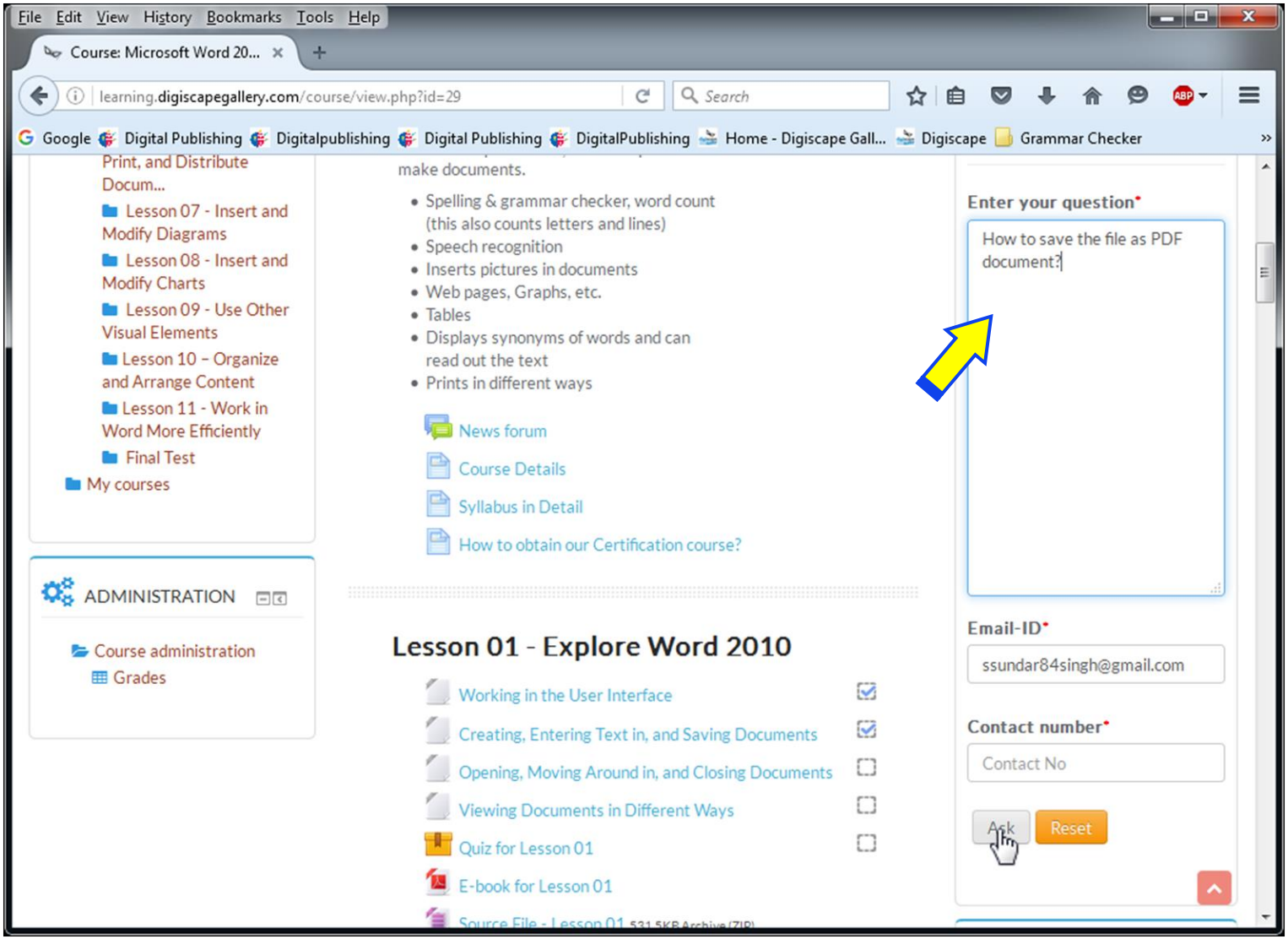
Part - III

MORE FEATURES OF LMS

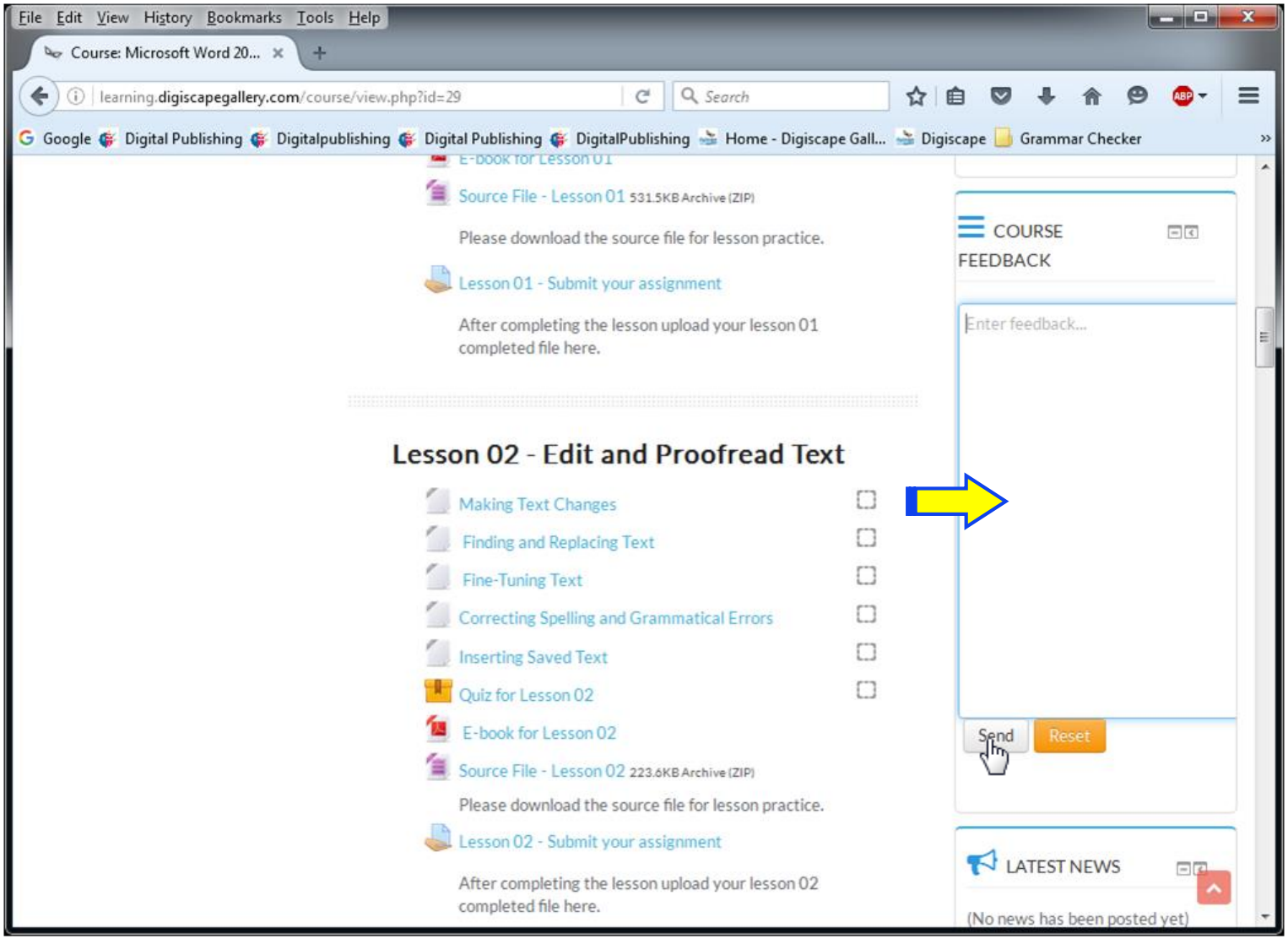
For any queries related to our website or courses, you can write to us through "Ask Me a Question", which is available on LMS Home Page



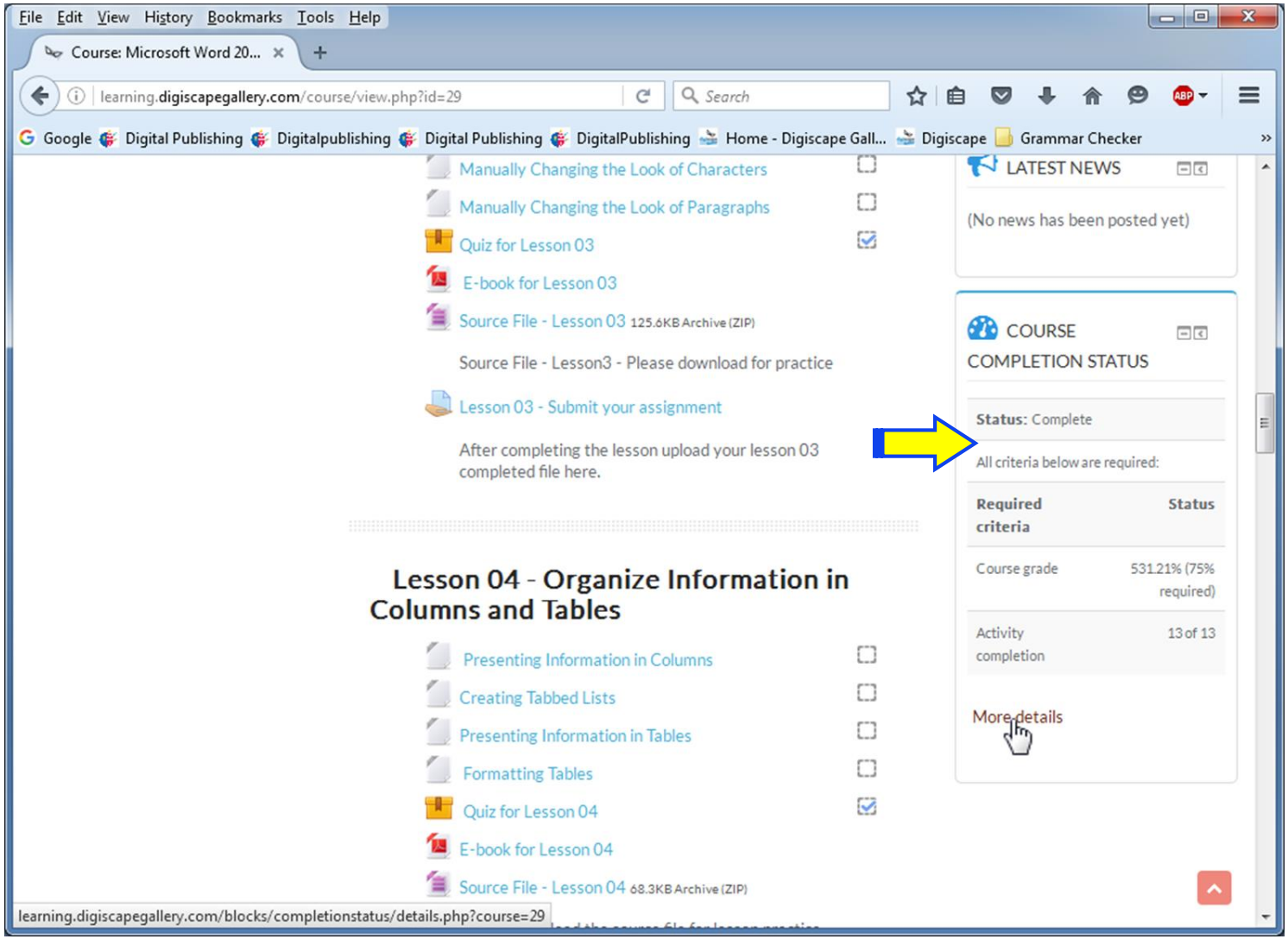
You can enquire about a course through "Ask Me a Question", available in the courses page



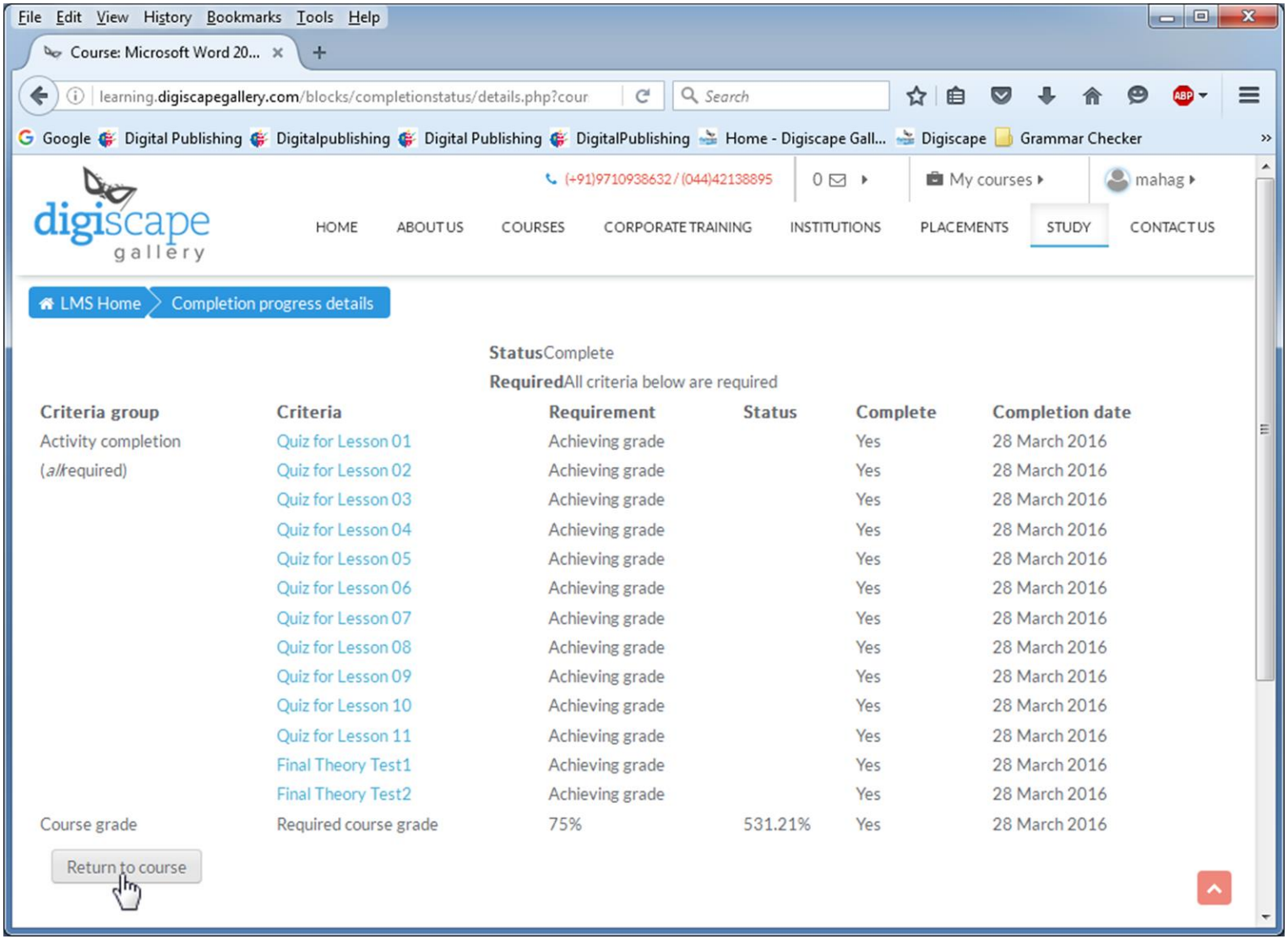
Course Feedback – Here you can provide feedback or suggestions about a Course/LMS



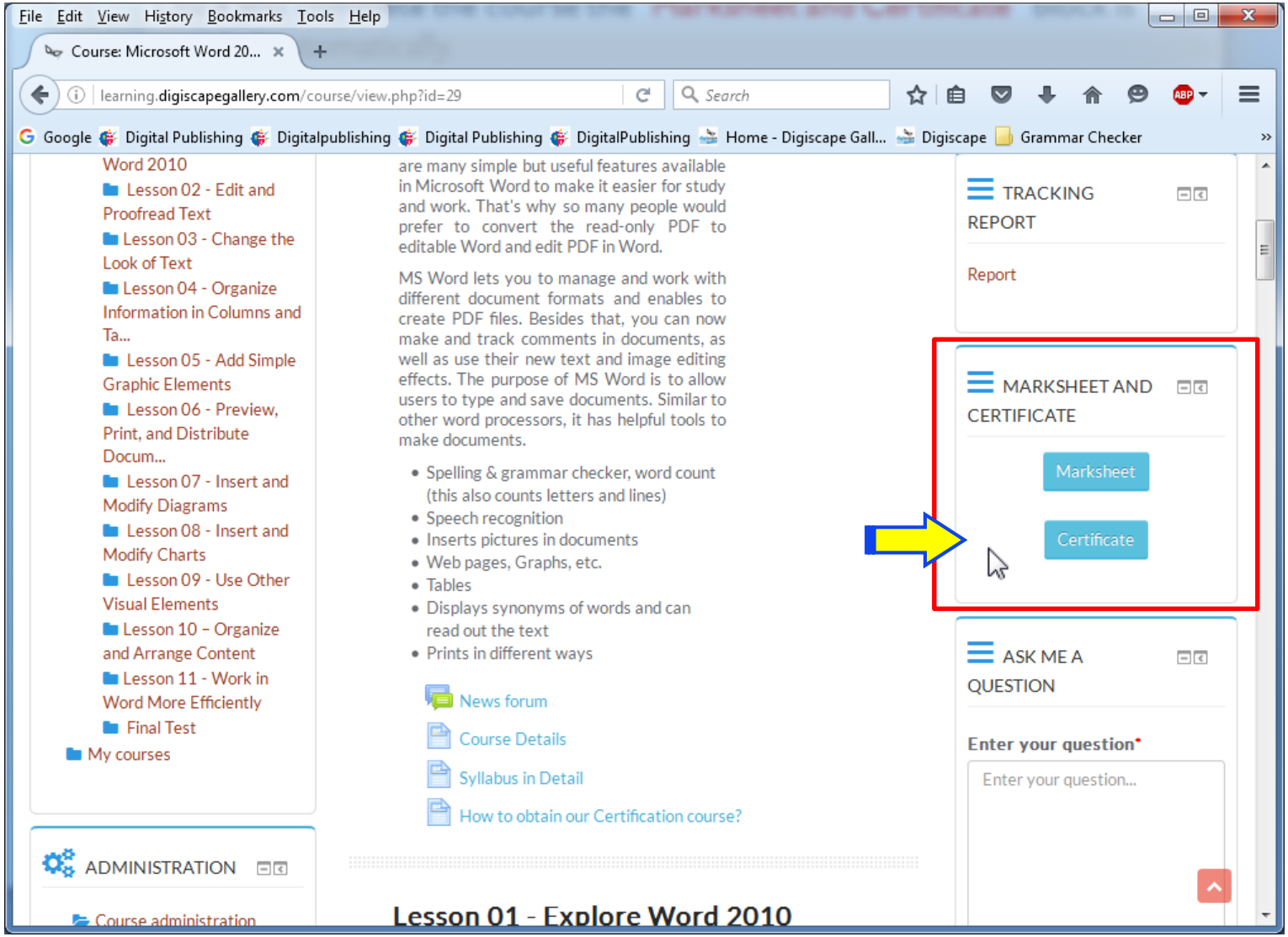
Course Completion Status – This section displays what is the 'Status' and 'Required Criteria' to complete your course



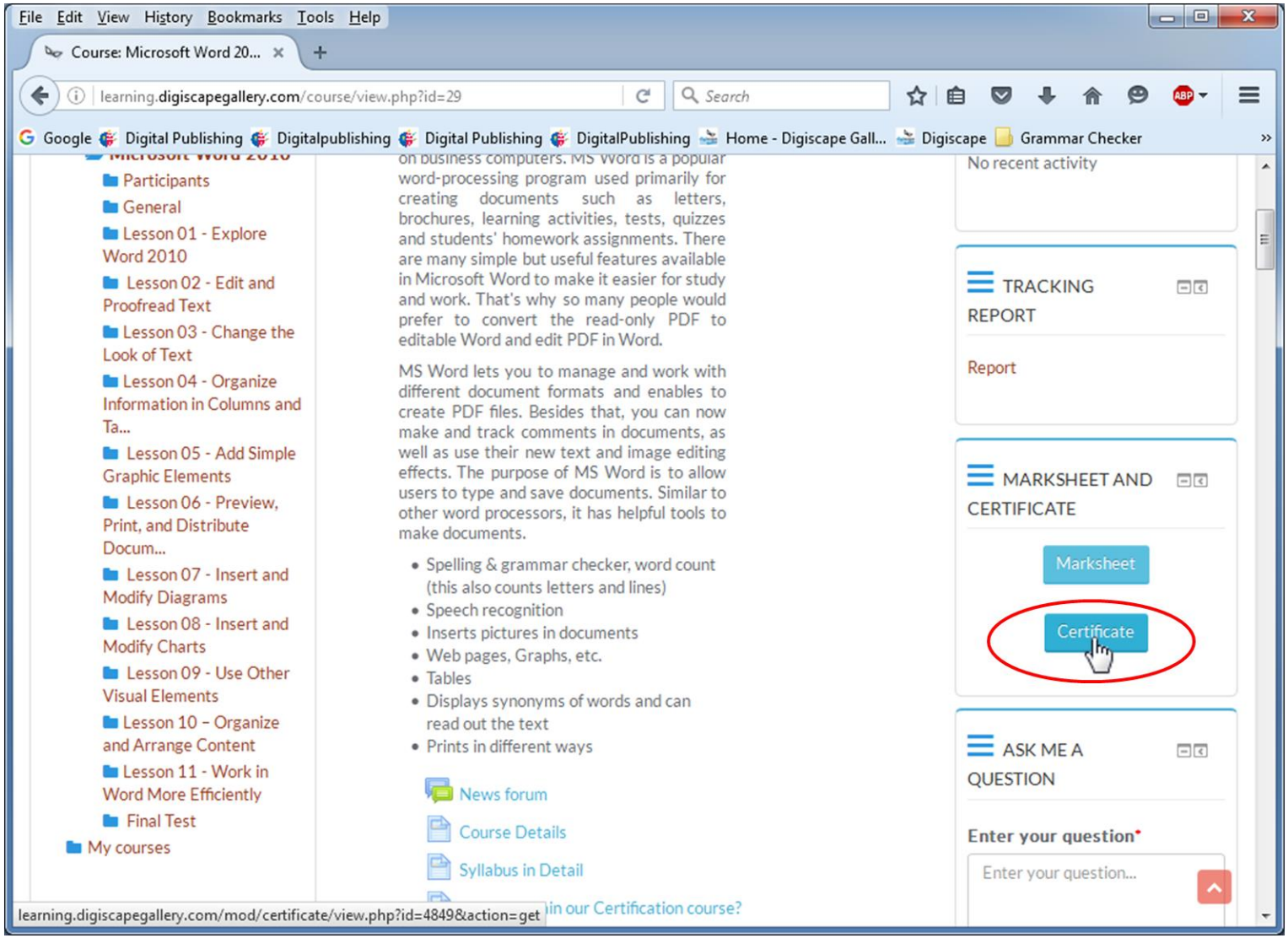
"More Details" in Course Completion Status, will display full details of Required Criteria Status. This will let you know minimum criteria needed to get certified and obtain your MarkSheet



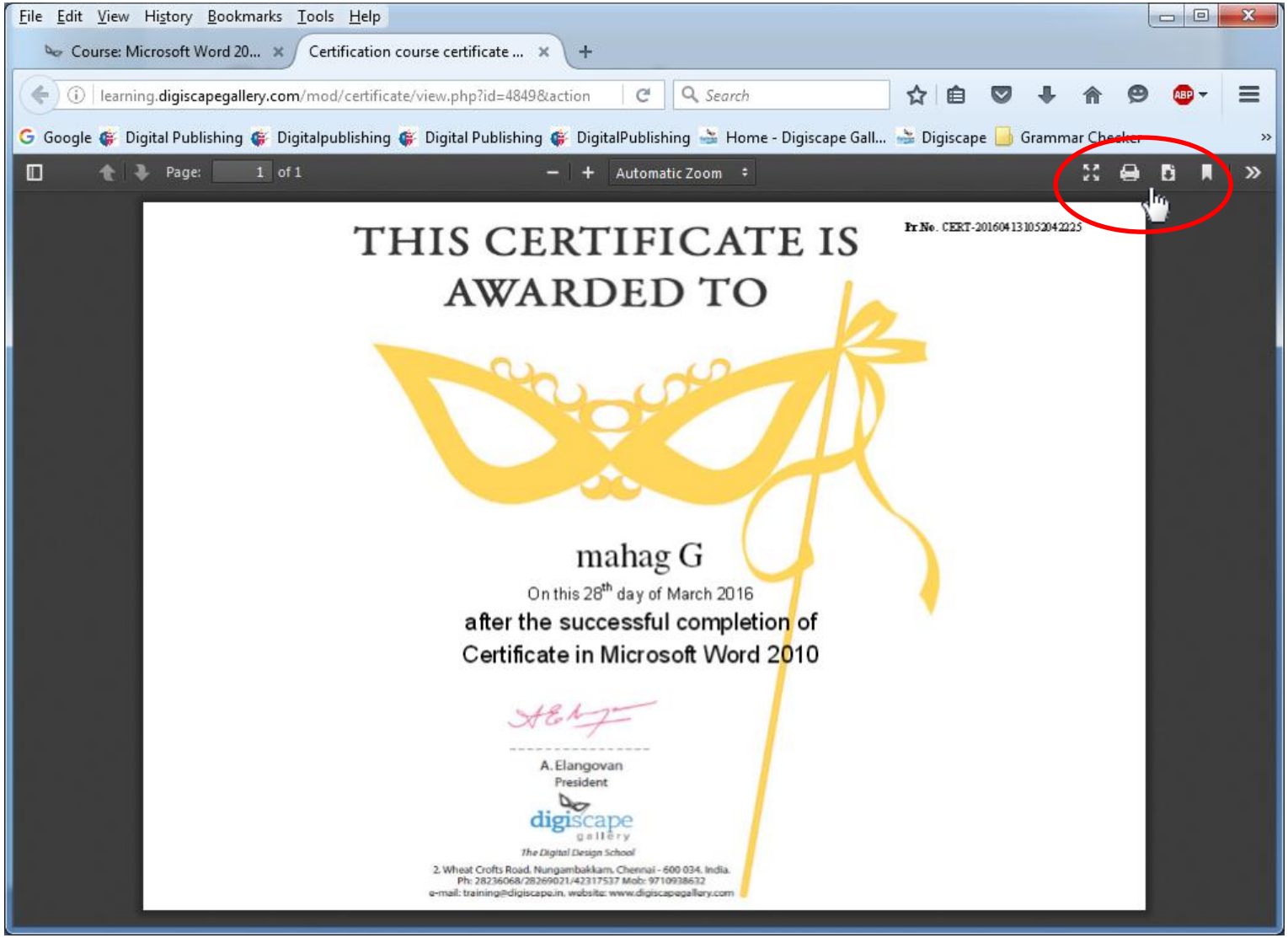
Upon Completion of a Course, the "MarkSheet and Certificate" section will be enabled. Please Note – Even after completing a course, if this section is disabled, then check "Course Completion Status"



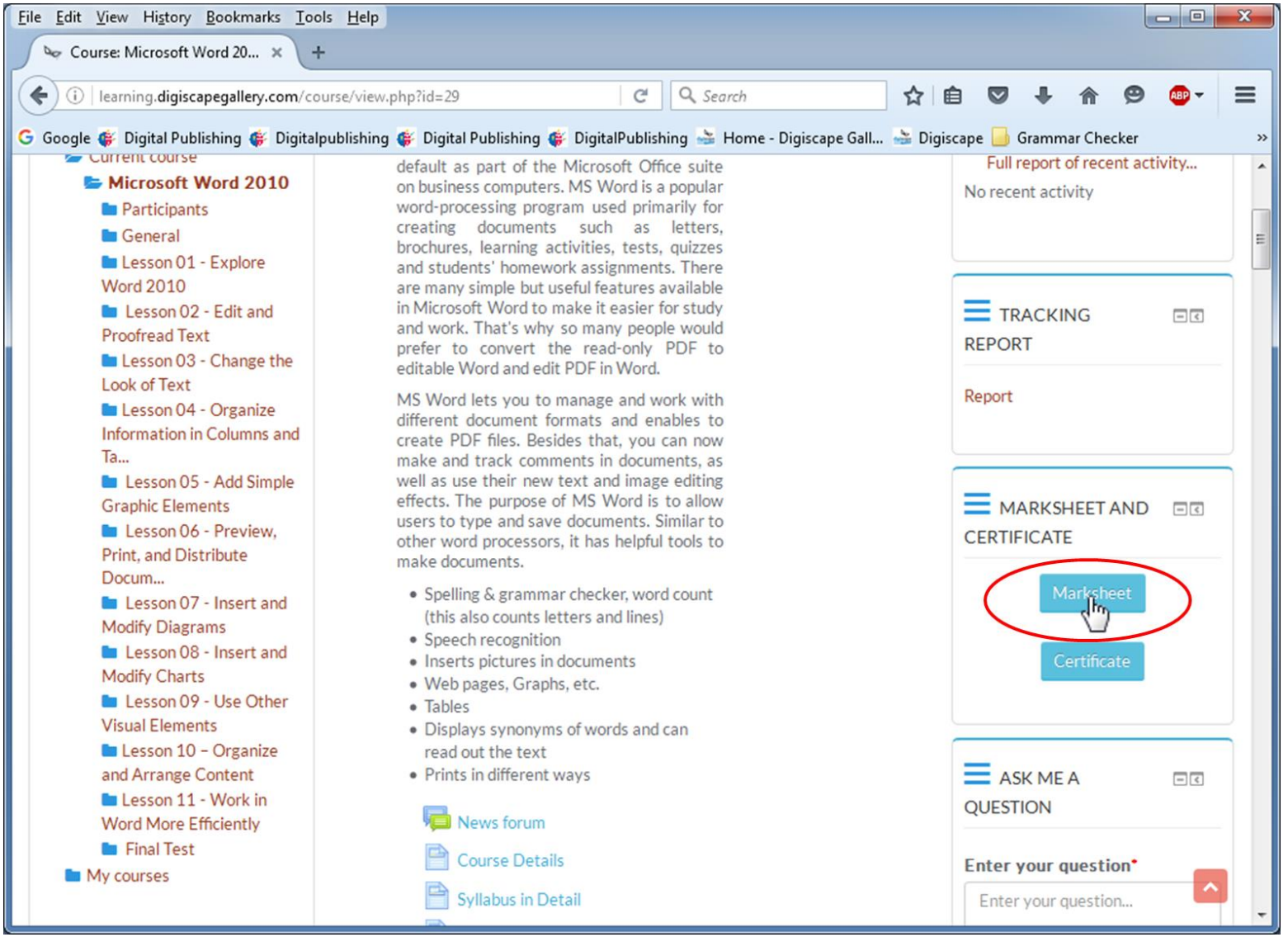
Certificate Button – click on 'Certificate' button to generate a certificate for the completed course



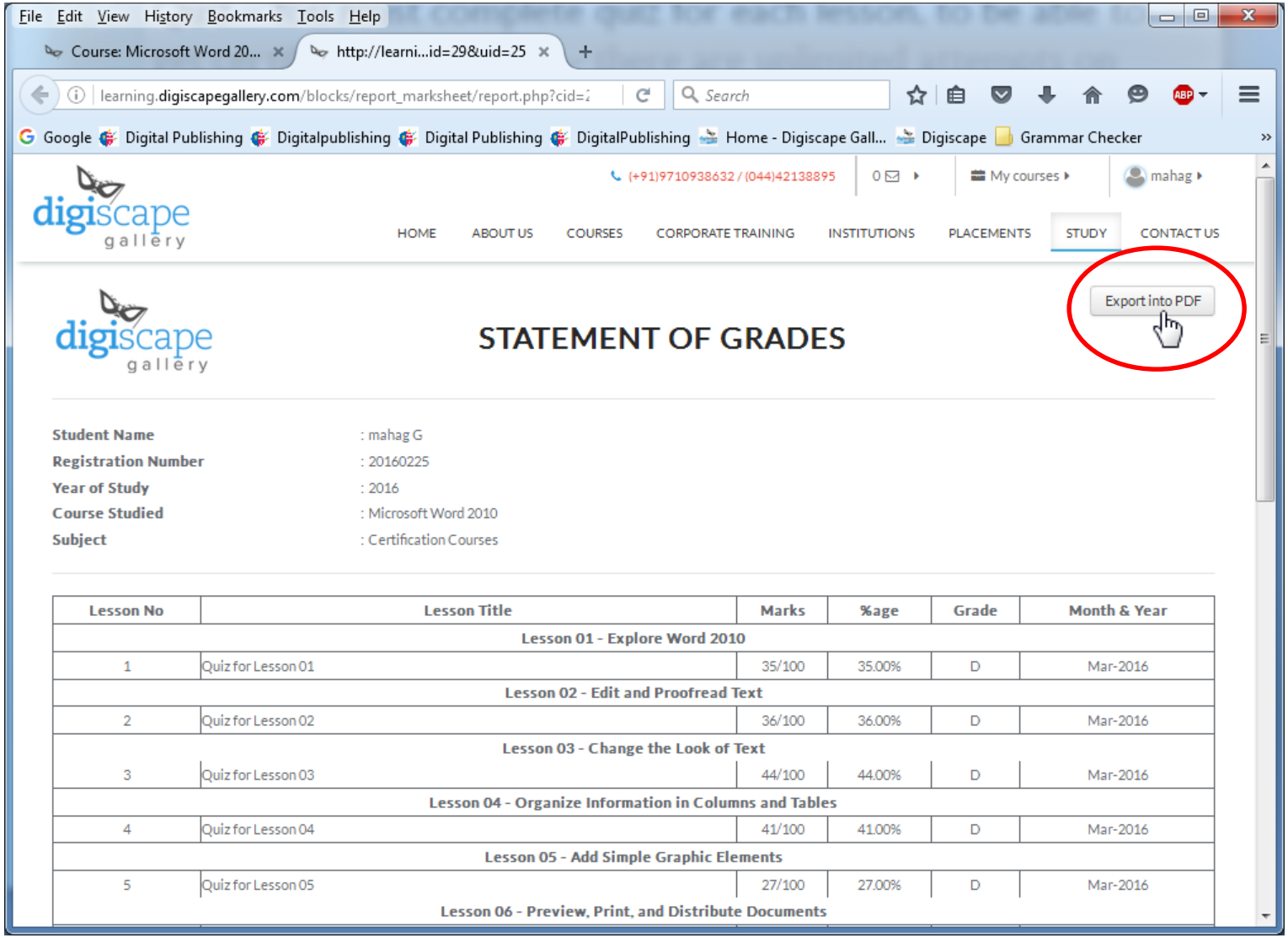
The newly generated certificate will open in a new tab and you can download or print the same. Please note – We will send a hard-copy of MarkSheet and Certificate to your registered address



MarkSheet Button – click on 'MarkSheet' button to generate a MarkSheet for the completed course



The newly generated MarkSheet will open in a new tab and you can download or print the same. Please note – We will send a hard-copy of this MarkSheet to your registered address



Lesson No	Lesson Title	Marks	%age	Grade	Month & Year
Lesson 01 - Explore Word 2010					
1	Quiz for Lesson 01	35/100	35.00%	D	Mar-2016
Lesson 02 - Edit and Proofread Text					
2	Quiz for Lesson 02	36/100	36.00%	D	Mar-2016
Lesson 03 - Change the Look of Text					
3	Quiz for Lesson 03	44/100	44.00%	D	Mar-2016
Lesson 04 - Organize Information in Columns and Tables					
4	Quiz for Lesson 04	41/100	41.00%	D	Mar-2016
Lesson 05 - Add Simple Graphic Elements					
5	Quiz for Lesson 05	27/100	27.00%	D	Mar-2016
Lesson 06 - Preview, Print, and Distribute Documents					

THANK YOU