

Guidelines for eLMS

(Electronic Learning Management System)

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Section 1: Overview

A. Learndash Overview

https://elms.customadesign.info/wp-admin/admin.php?page=learndash_lms_overview
or
https://elms/wp-admin/admin.php?page=learndash_lms_overview

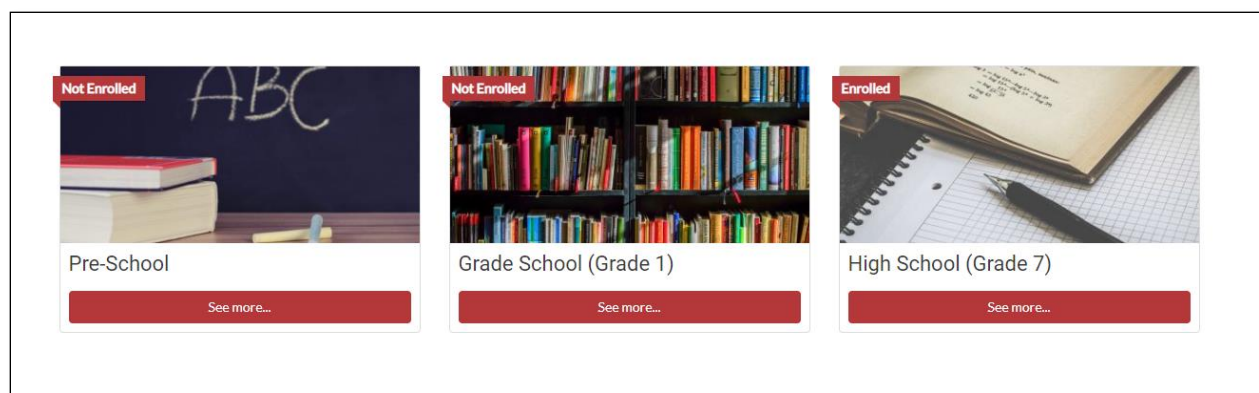
B. Learndash Documentations

1. **Settings**
<https://www.learndash.com/support/docs/core/settings/>
2. **Courses**
<https://www.learndash.com/support/docs/core/courses/>
3. **Lessons**
<https://www.learndash.com/support/docs/core/lessons/>
4. **Topics**
<https://www.learndash.com/support/docs/core/topics/>
5. **Quizzes**
<https://www.learndash.com/support/docs/core/quizzes/>
6. **Certificates**
<https://www.learndash.com/support/docs/core/certificates/>
7. **Assignments**
<https://www.learndash.com/support/docs/core/assignments/>

C. Grading Documentations

1. **Gradebook Documentation**
<https://realbigplugins.com/docs/learndash-gradebook/#learndash-gradebook>

Section 2: Course Builder

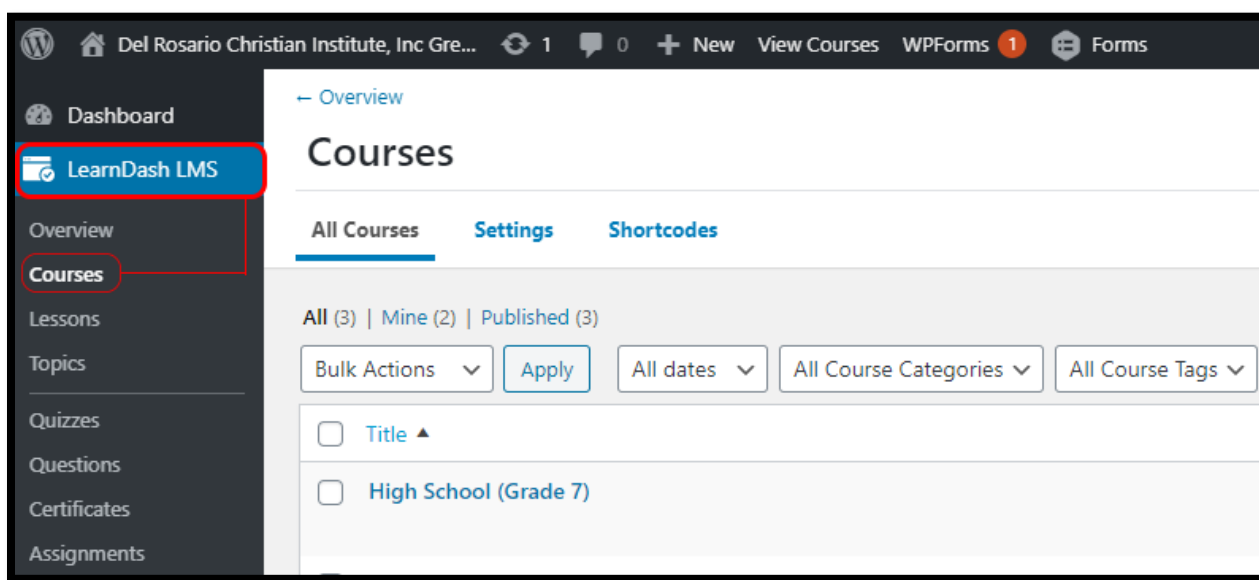


A. Creating course using builder

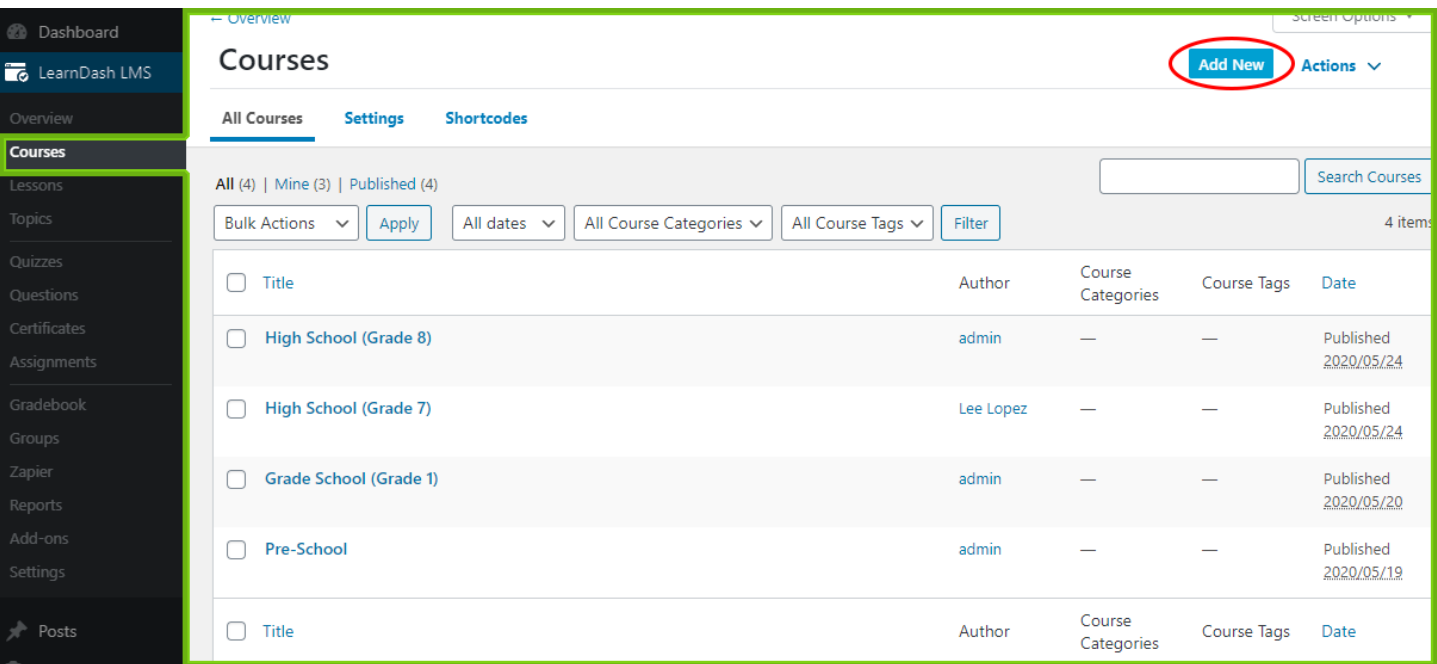
Creating Course and Settings Video: <https://www.youtube.com/watch?v=cZ61RgRUXnw&feature=youtu.be>

This will create a layout for your course, adding contents for each lesson, topic, and quizzes will be done separately

1. Access courses through in the left side menu and under the tab “*LearnDashLMS*”
https://elms.customadesign.info/wp-admin/edit.php?post_type=sfwd-courses



Click **Add New**



2. Set Course Title

Enter a Title

Add Course title

Add Course content.

High School (Grade 8)

Add Course content.

3. Open Course Builder

Navigate to *builder* to open course builder

Back to Courses


High School (Grade 8)

Course page

Builder

Settings

Groups



4. Adding a Section Heading

Click *New Section Heading*

Course has no content yet.

Add a new Lesson or add an existing one from the sidebar

+ New Lesson

+ New Section Heading

Input a title and hit *Add Section Heading*

Course has no content yet.

Add a new Lesson or add an existing one from the sidebar

+ New Lesson

Chapter 1

Add Section Heading

Cancel

CHAPTER 1

Drop Lessons here

+ New Lesson

+ New Section Heading

5. Adding New Lesson

This will create a layout only for your course, adding contents for each lesson will be done separately

Click New Lesson

⋮ CHAPTER 1

Drop Lessons here

+ New Lesson

+ New Section Heading

Enter a title and hit Add Lesson

⋮ CHAPTER 1

Drop Lessons here

Intro to Biology

Add Lesson

Cancel

+ New Section Heading

⋮ CHAPTER 1

⌵

⌶

⋮ L Intro to Biology

⌵

6. Adding New Topic

This will create a layout only for your course, adding contents for each topic will be done separately

Click the ⌵ to expand the lesson tab

⋮ CHAPTER 1

⌵

⌶

⋮ L Intro to Biology

⌵

Click New Topic

⋮ CHAPTER 1

⌵

⌶

⋮ L Intro to Biology

⌵

Drop Topics or Quizzes here

+ New Topic

+ New Quiz

Input a title and click Add Topic

CHAPTER 1

Intro to Biology

EditRemove

Drop Topics or Quizzes here

Biology Overview

Add TopicCancel

New Quiz

CHAPTER 1

Remove

Intro to Biology (1)

Biology Overview

Drop Topics or Quizzes here

New Topic

New Quiz

You can add multiple topics by doing the same procedure by clicking New Topic

CHAPTER 1

Intro to Biology (3)

Biology Overview

The Scientific Method

Controlled Experiments

Drop Topics or Quizzes here

New Topic

New Quiz

7. Adding Quizzes

This will create a layout only for your course, adding contents for each quizzes will be done separately

Click New Quiz

CHAPTER 1

Intro to Biology (3)

Biology Overview

The Scientific Method

Controlled Experiments

Drop Topics or Quizzes here

New Topic

New Quiz

Enter a title and Click Add Quiz

CHAPTER 1

Intro to Biology (3)

Biology Overview

The Scientific Method

Controlled Experiments

Drop Topics or Quizzes here

New Topic

Quiz 1

Add Quiz

Cancel

CHAPTER 1

Intro to Biology (4)

Biology Overview

The Scientific Method

Controlled Experiments

Quiz 1

Drop Topics or Quizzes here

New Topic

New Quiz

You can also add multiple quizzes by doing same procedure by clicking + *New Quiz Again*

CHAPTER 1

Intro to Biology (6)

Biology Overview

The Scientific Method

Controlled Experiments

Quiz 1

Quiz 2


Quiz 3

Drop Topics or Quizzes here

New Topic

New Quiz

8. Rearrange Layout

You will able also to re-arrange the order of lessons and topics by hovering  and dragging

CHAPTER 1

Intro to Biology (6)

Biology Overview

The Scientific Method

Controlled Experiments

Quiz 1

Quiz 2

Quiz 3

New Topic

New Quiz

CHAPTER 1

Intro to Biology (6)

Biology Overview

The Scientific Method

Controlled Experiments

Quiz 1

Quiz 2

Quiz 3

New Topic

New Quiz

CHAPTER 1

Intro to Biology (6)

Biology Overview

Controlled Experiments

Quiz 1

The Scientific Method

Quiz 2

Quiz 3

New Topic

New Quiz

Rearranging the orders will affect the sequence of the course flow.

CHAPTER 1

Intro to Biology (6)

Biology Overview

Controlled Experiments

Quiz 1

The Scientific Method

Quiz 2

Quiz 3

New Topic

New Quiz

CHAPTER 1

Intro to Biology (6)

Biology Overview

Quiz 2

Controlled Experiments

Quiz 1

The Scientific Method

Quiz 3

New Topic

New Quiz

You can also add mutple quizzes inside a single topic by collapsing a specific topic and dragging a quiz inside the topic instead

CHAPTER 1

Intro to Biology (4)

Biology Overview (2)

Quiz 1

Quiz 2

Drop Quizzes here

Controlled Experiments

The Scientific Method

Quiz 3

Drop Topics or Quizzes here

New Topic

New Quiz

9. Multiple Sections

CHAPTER 1

Intro to Biology (5)

Biology Overview (1)

Controlled Experiments

Quiz 2

The Scientific Method

Quiz 3

Drop Topics or Quizzes here

New Topic

New Quiz

Drop Lessons here

New Lesson

Chapter 2

Add Section Heading

Cancel

Same procedure in adding lesson, topics, and quizzes

CHAPTER 1

Intro to Biology (5)

Biology Overview (1)

Controlled Experiments

Quiz 2

The Scientific Method

Quiz 3

Drop Topics or Quizzes here

New Topic

New Quiz

CHAPTER 2

Drop Lessons here

10. Final Quiz

This will be taken only at the very last of the course once all the lesson, topics, and quizzes are mark completed.

To add final quizzes click New Quiz under Final Quizzes

^

...

CHAPTER 2

Drop Lessons here

+ New Lesson

+ New Section Heading

FINAL QUIZZES

Drop Quizzes here

+ New Quiz

Add a title and hit Add Quiz

FINAL QUIZZES

Drop Quizzes here

Final Quiz

Add Quiz

Cancel

B. Setting Individual Course Setting

Creating Course and Settings Video:
<https://www.youtube.com/watch?v=cZ61RgRUXnw&feature=youtu.be>
Global Course Settings Documentation:
<https://www.learndash.com/support/docs/core/courses/course-settings/>

1. Course Settings

Click Settings



2. Basic Settings

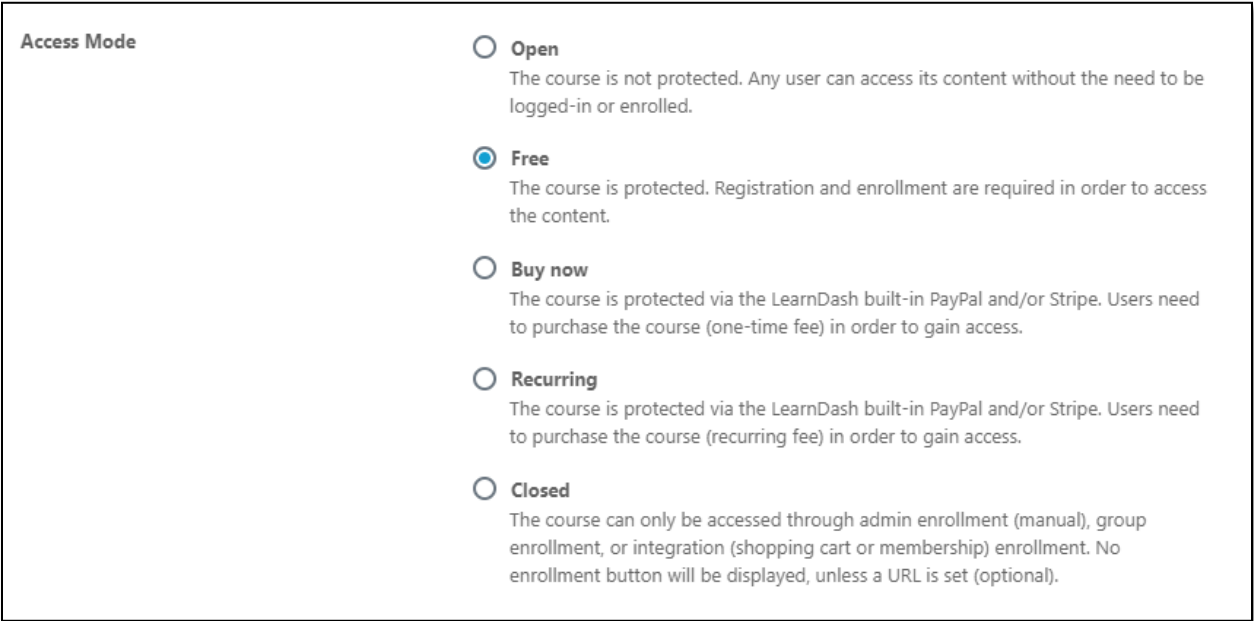
Course Content

- This will restrict users to see a **preview** not the actual content
 - Always Visible (Visible to all users and guest)
 - Only Visible to enrollees (Visible to enrolled student only)



Access Mode

- Since the site doesn't accept direct payment in the website, selecting **FREE** will restrict anyone from accessing the course, unless Admin registered the payment of the course
- Selecting **Open** will be visible to all users



Course Progression

Course Progression

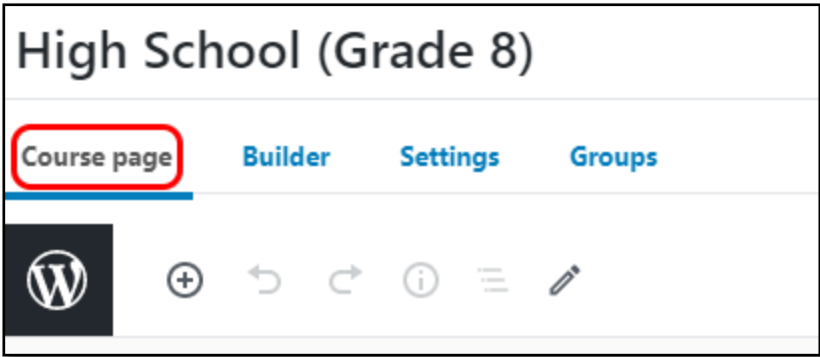
- ☒ **Linear**
Requires the user to progress through the course in the designated step sequence
- ☐ **Free form**
Allows the user to move freely through the course without following the designated step sequence

C. Adding Lesson Content (through course)

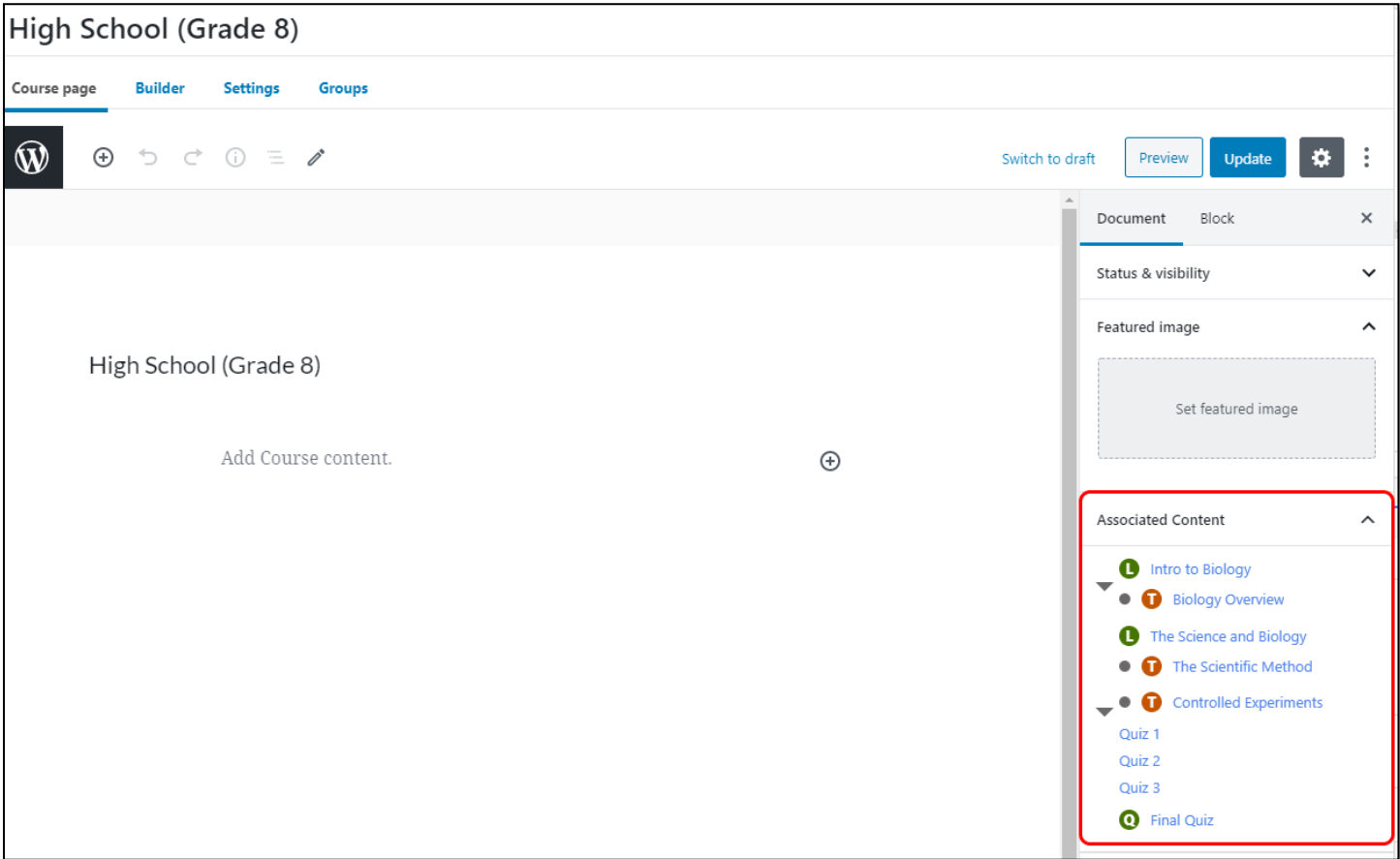
Adding Content using Lessons and Topics Video
<https://www.youtube.com/watch?v=PD1KKzdakHw&feature=youtu.be>

1. Course Page

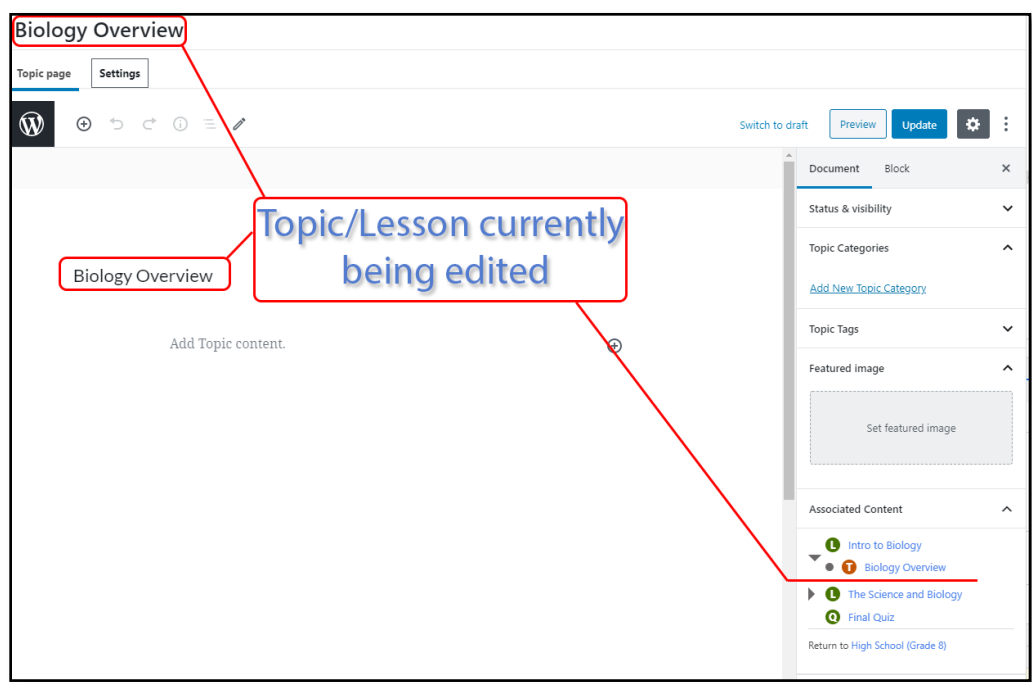
Navigate to Course page



On the right side of the page you can see associated contents in the course (from the created course layout earlier)

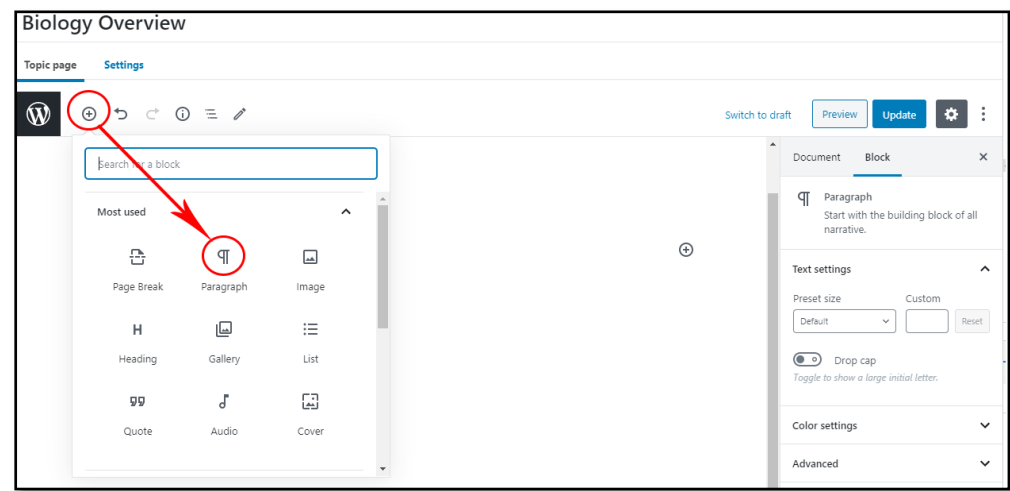


To add/edit content, click a lesson or a topic at right side of the page

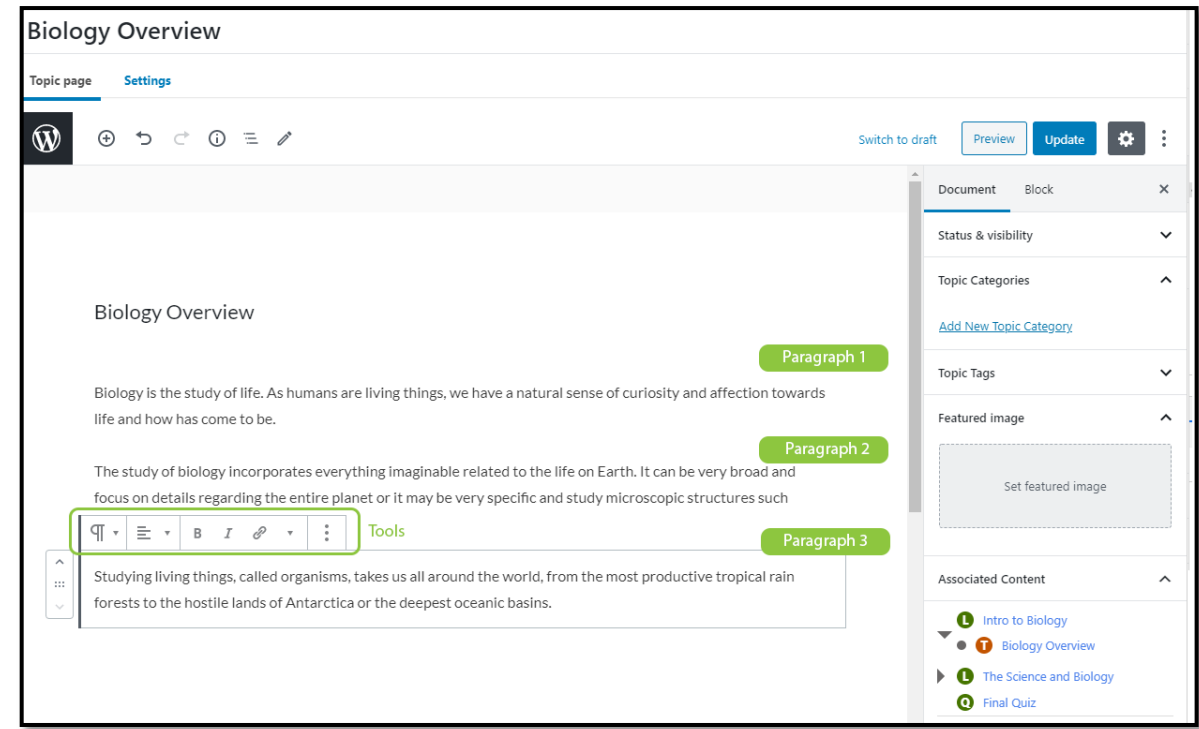


2. Adding a paragraph to a lesson/topic

Click and select

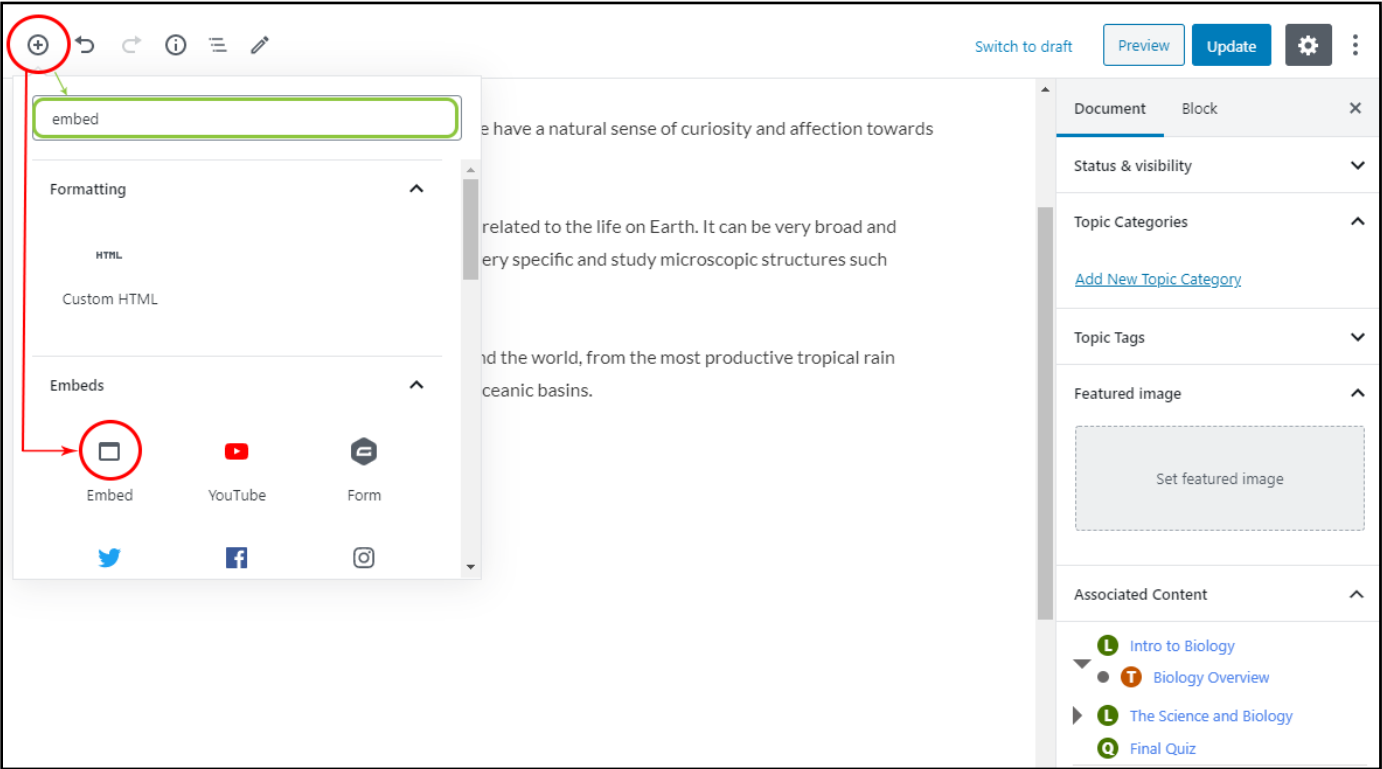


Format text by using

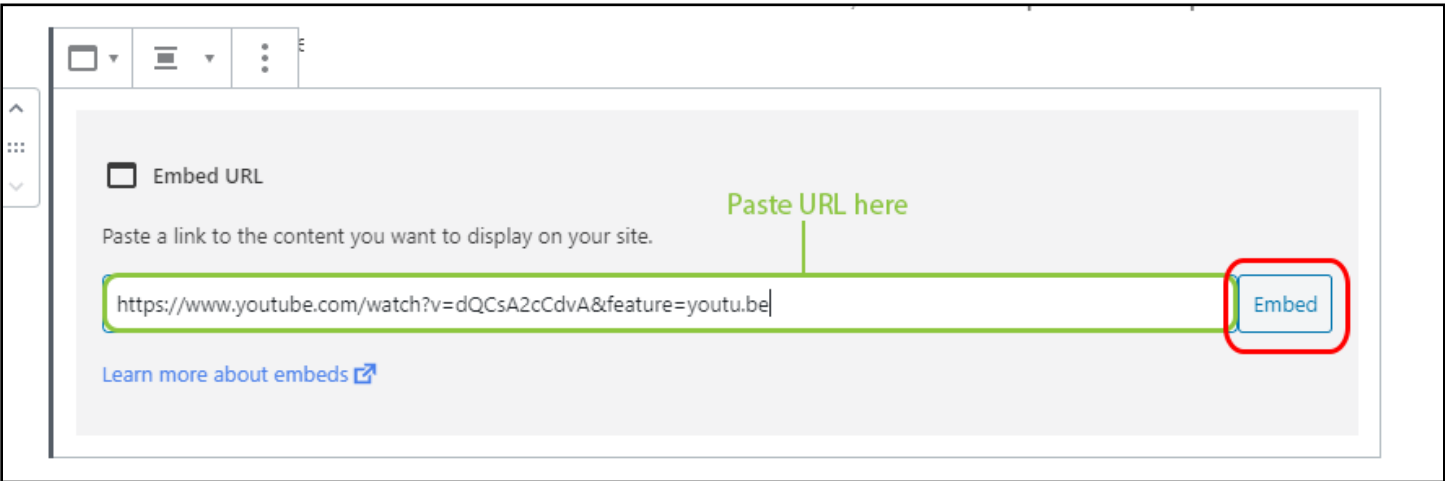


3. Adding/Embedding a video or site

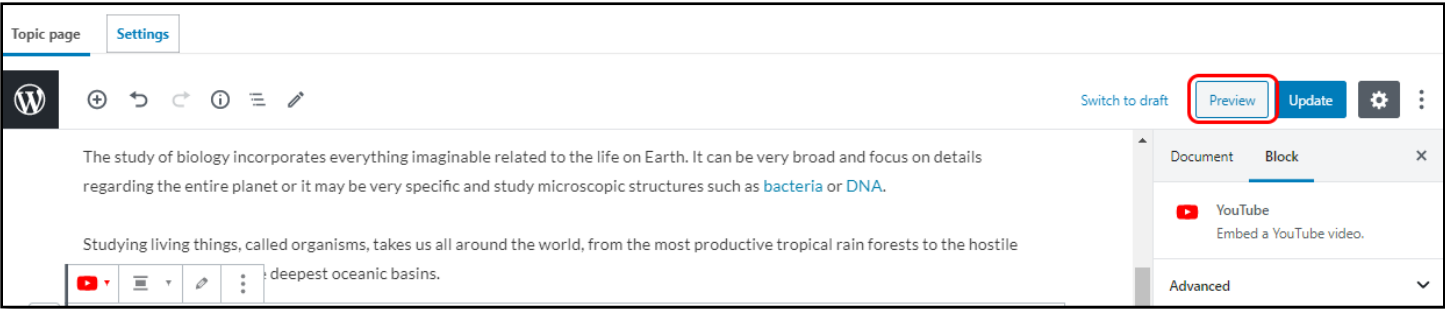
Click  and select  search “embed”



Paste the URL, and click Embed.



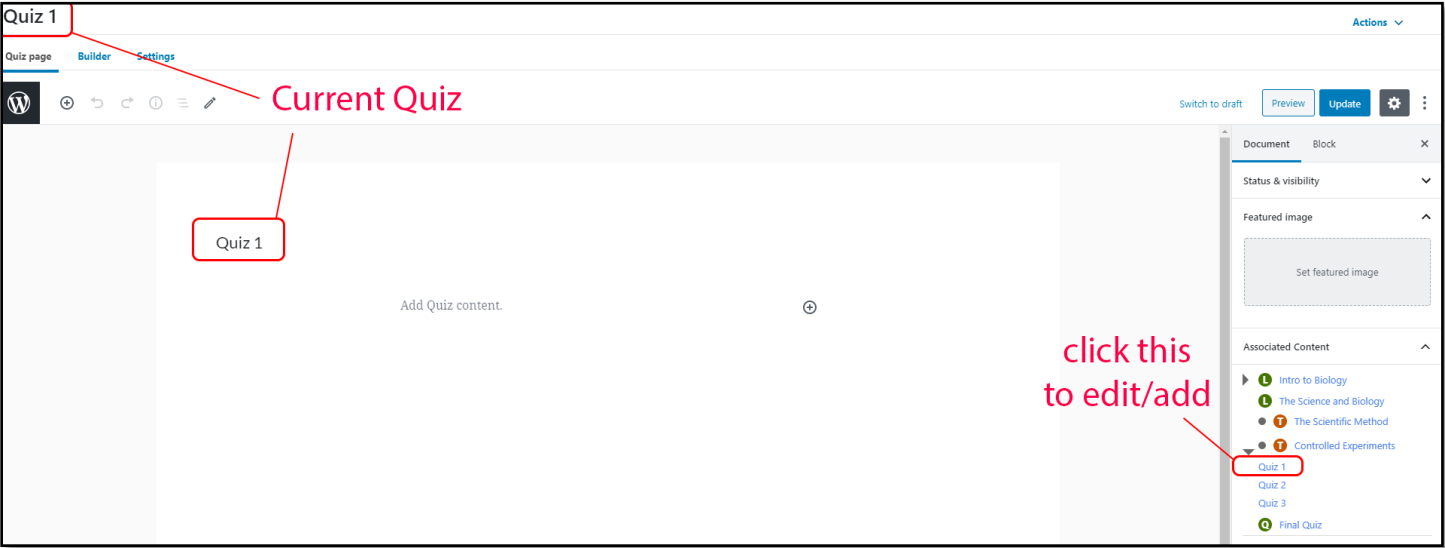
You can preview the lesson/topic by clicking Preview button on the top-right of the page



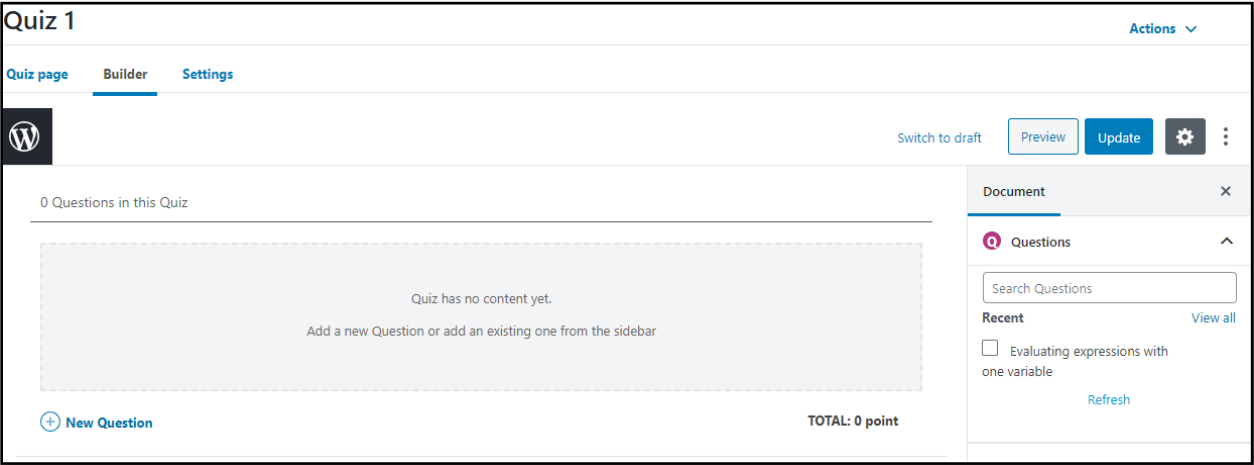
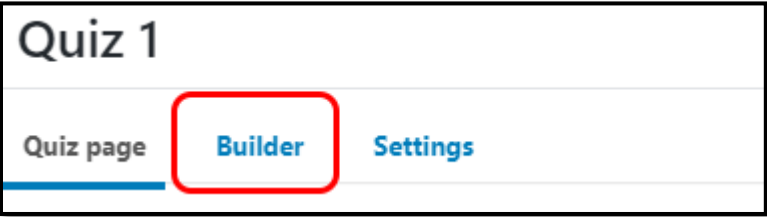
D. Adding Quiz Questions (through course)

Creating Quizzes- Settings
<https://www.youtube.com/watch?v=eqH-gSum-qA&feature=youtu.be>
Creating Quizzes- Adding Questions
<https://www.youtube.com/watch?v=sr24gWa1SbE&feature=youtu.be>

To add/edit content, select a quiz at right side of the page



Navigate to Builder



1. Adding a questions to quizzes

Creating Quizzes- Adding Questions
<https://www.youtube.com/watch?v=sr24gWa1SbE&feature=youtu.be>

Click New Question

0 Questions in this Quiz

Quiz has no content yet.

Add a new Question or add an existing one from the sidebar

+ New Question

TOTAL: 0 point

Add question **title** and click Add Question

0 Questions in this Quiz

Quiz has no content yet.


Add a new Question or add an existing one from the sidebar

The scientific method and experimental design

Add Question

Cancel

TOTAL: 0 point

Click  to expand and add question and answers

1 Question in this Quiz

Undo

Expand All

⋮

Q


The scientific method and experimental design

Single choice: 1

Drop Question here

+ New Question

TOTAL: 1 point

Click  to edit/add text, and click New answer to add new answer

⋮

Q

The scientific method and experimental design

Single choice

1 point

Question:

The question is empty, click here to edit it.

Answer is missing.

⋮

A

Click here to edit the answer

+ New answer

Correct

Question Settings

Drop Question here

+ New Question

TOTAL: 1 point

⋮

Q

The scientific method and experimental design

Single choice1 point

Alysha wants to test the effect of different materials on the melting rate of ice. She finds the initial mass of four pieces of ice. She then covers three pieces with either tinfoil, plastic wrap, or paper. The fourth piece is left uncovered.

Question: After 30 minutes, Alysha calculates the final mass of each piece of ice to determine which melted the fastest.

What are the independent and dependent variables in Alysha's experiment?

⋮

A

The dependent variable is the mass of the ice, and the independent variable is the time the ice takes to melt.

Correct

⋮

A

The dependent variable is the type of cover material, and the independent variable is the mass of the ice.

Correct

⋮

A

The dependent variable is the time the ice takes to melt, and the independent variable is the type of cover material.

Correct

⋮

A

The dependent variable is the mass of the ice, and the independent variable is the type of cover material.

Correct

+

New answer

Question Settings

Select a correct answer by clicking

☐ Correct

⋮

Q

The scientific method and experimental design

Single choice1 point

Alysha wants to test the effect of different materials on the melting rate of ice. She finds the initial mass of four pieces of ice. She then covers three pieces with either tinfoil, plastic wrap, or paper. The fourth piece is left uncovered.

Question: After 30 minutes, Alysha calculates the final mass of each piece of ice to determine which melted the fastest.

What are the independent and dependent variables in Alysha's experiment?

⋮

A

The dependent variable is the mass of the ice, and the independent variable is the time the ice takes to melt.

Correct

⋮

A

The dependent variable is the type of cover material, and the independent variable is the mass of the ice.

Correct

⋮

A

The dependent variable is the time the ice takes to melt, and the independent variable is the type of cover material.

Correct

⋮

A

The dependent variable is the mass of the ice, and the independent variable is the type of cover material.

Correct

+

New answer

Question Settings

Change choice options

⋮

Q

The scientific method and experimental design

Single choice1 point

⋮

Q

The scientific method and experimental design

Single choice1 point

Alysha wants to test the effect of different materials on the melting rate of ice. She finds the initial mass of four pieces of ice. She then covers three pieces with either tinfoil, plastic wrap, or paper. The fourth piece is left uncovered.

Question: After 30 minutes, Alysha calculates the final mass of each piece of ice to determine which melted the fastest.

What are the independent and dependent variables in Alysha's experiment?

⋮

A

The dependent variable is the mass of the ice, and the independent variable is the time the ice takes to melt.

Correct

Single choice

Single choice

Multiple choice

"Free" choice

"Sorting" choice

"Matrix Sorting" choice

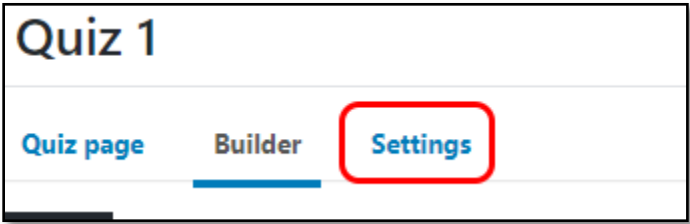
Fill in the blank

Assessment

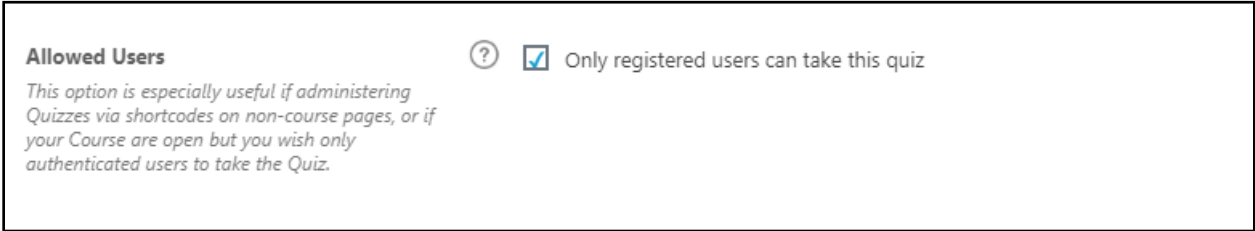
Essay / Open Answer

2. Question Settings

Navigate to Settings



Allowed Users



Passing Score

80

%

Quiz Certificate

Search or select a certificate...

Restrict Quiz Retakes

Number of Retries Allowed

0

You must input a whole number value or leave blank to default to 0.

Retries Applicable to

All users

Use a cookie to restrict ALL users, including anonymous visitors

Reset the user identification

Question Completion

All Questions required to complete

Time Limit

****Note****

Setting **Passing Score** to **0%** will allow the student to proceed or complete the lesson of any score.
Setting **Passing Score** more than **0%** will restrict the student from completing or proceed to next lesson.

Setting **Passing Score** more than **0%** and setting **Number of Retries Allowed** to **0** will restrict the student from preceding the lesson **PERMANENTLY** (if **Course Progression** is set to **Linear**)

Section 3: Grading

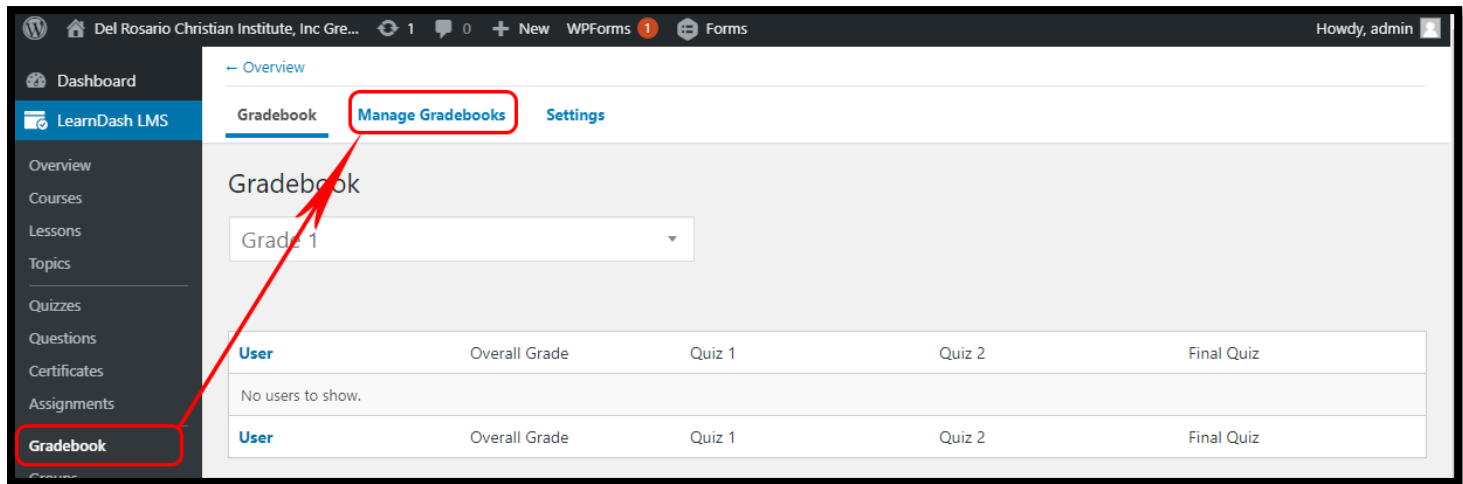
Gradebook : <https://elms.customadesign.info/wp-admin/admin.php?page=learndash-gradebook>

Gradebook Documentation: <https://realbigplugins.com/docs/learndash-gradebook/>

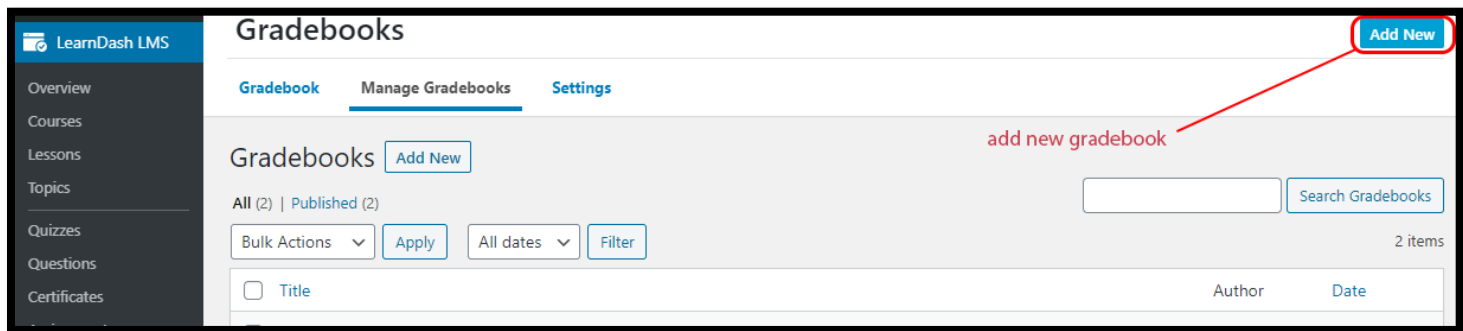
A. Manage Gradebooks

1. Add new gradebook

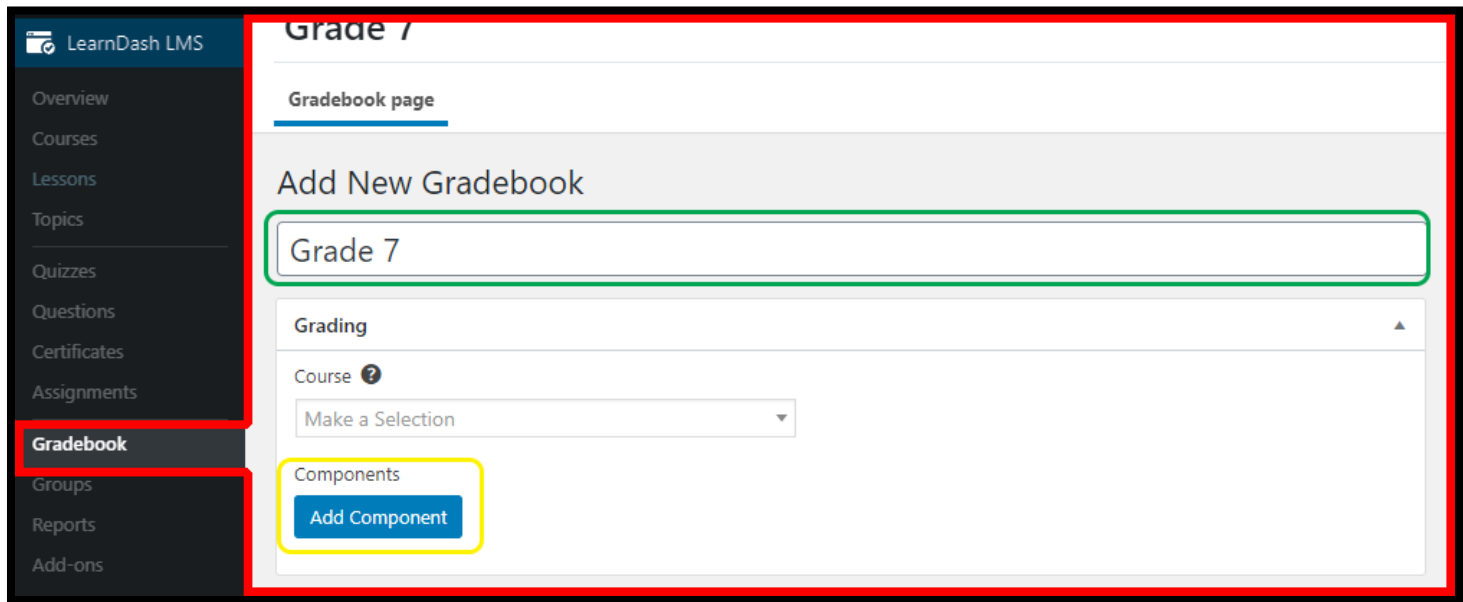
Navigate to Gradebook
https://elms.customadesign.info/wp-admin/edit.php?post_type=gradebook



Click Add New button



Add a title and click Add Component



2. Adding Components

Select a course

Course ?

Make a Selection

All Courses

High School (Grade 8)

High School (Grade 7)

Grade School (Grade 1)

Pre-School

Add a component.

High School (Grade 7)

Components

Name

Lesson Grading

Lessons

No Lessons

All Lessons

Topic Grading

Topics

No Topics

All Topics

Quiz Grading

Quizzes

No Quizzes

All Quizzes

Assignment Grading

Assignments

No Assignments

All Assignments

Assignments from Lessons

No Lessons

Assignments from Topics

No Topics

Delete Component

Add Component

Each Component is equivalent to column

Grade 7		Component						Search Users	
		1	2	3	4	...			2 items
User	Overall Grade	Quiz 1	Quiz 2	Quiz 3	Quiz 4	Quiz 5	Quiz 6	Final Quiz	
Sharon Hall	67%	33%	33%	100%	67%	67%	67%	100%	
User	Overall Grade	Quiz 1	Quiz 2	Quiz 3	Quiz 4	Quiz 5	Quiz 6	Final Quiz	

