

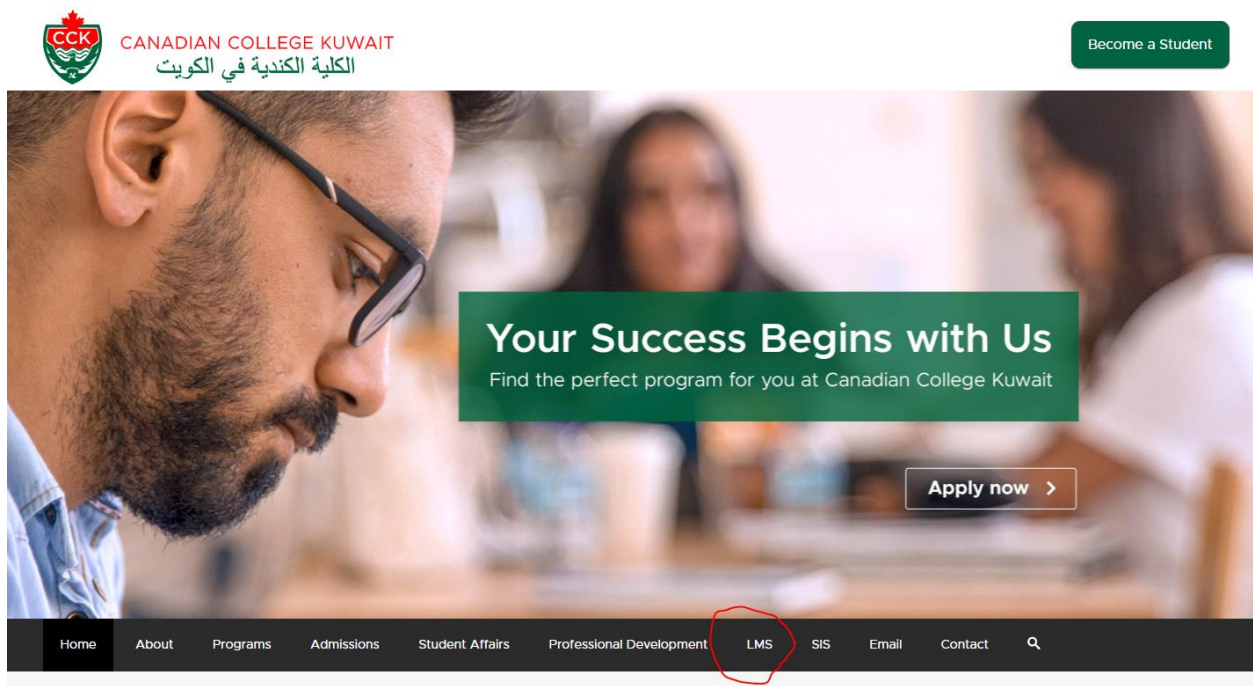


CANADIAN COLLEGE OF KUWAIT
الكلية الكندية في الكويت - الجونكوين

How to use the LMS (Learning Management System) by student

Access LMS

To access the LMS, visit the AC- Kuwait website and click on LMS link as indicated in below snap:





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Logging In

In order to access most of the LMS features, you must log in.

1. On the *Login* window, enter your **Username**.
2. Enter your **Password**. *If You Forget Your Password*, refer to IT department to reset or provide a new password.
3. Press **OK**.

Connecting to splms.ac-kuwait.edu.kw.

Domain: AC-KUWAIT



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LMS Home Page

After logged in, you get the below LMS home page:

The screenshot shows the LMS Home Page. The header includes the SharePoint logo and the user name "Mohamad Rabee O. Obaid". The main content area features a large image of two students looking at a tablet, with a welcome message: "Welcome to the Algonquin College – Kuwait Learning Management System (LMS). The LMS is your communication gateway with the College and your instructors and classmates. Through the LMS, you can send and receive messages, start or participate in class discussions, access College announcements, or obtain valuable information about your courses, classes, and classrooms." On the right side, there is a "Courses" section titled "Courses you are managing" which lists various courses such as "ACCC2201 LECT CS1 Financial Accounting I-FALL 2019".

Access the course

Select the course you want to work on from the **“course you are studying”** on the right side of the window:

This screenshot is similar to the previous one, but with a red arrow pointing to the first course in the "Courses you are managing" list: "ACCC2201 LECT CS1 Financial Accounting I-FALL 2019".



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Course Home Page

The **Course Home page** is displayed when a user clicks a link of a necessary course on the SharePoint LMS Organization Home Page.

SharePoint Teacher 1

BROWSE PAGE PUBLISH SHARE FOLLOW EDIT

ELEARNINGFORCE Course1 Home Marketing Site Search this site

Course1

Welcome to SharePoint LMS Course

You are looking at the front page of your newly created course
To change this course description press edit button in the ribbon area

Announcements

There are no items to show in this view of the "Announcements" list. To add a new item, click "New".

[Add new item](#)

Calendar

There are currently no upcoming events. To add a new event, click "Add new event".

[Add new event](#)

Mailbox

[Subject](#)

[Additional materials](#)

[Your Test Results](#)

[Your Test Results](#)

[First Assignment](#)

[Your Test Results](#)

[Add new item](#)

Assignments

Status	Assignment	Learner	Due	Status
Active	6			A2 (6)
Ready To Review	0			
Overdue	0			
Closed	8			
Due Today	6			
Due This Week	6			
Due Next Week	0			
All Assignments	14			

Drop Box

[Title](#)

[Doc 2](#)

[Doc for Plagiarism check](#)

[Add new item](#)

Learners

[Assistant 2](#)

[Learner 1](#)

[Learner 2](#)

[Learner 3](#)

[Add new user](#)

The Course Home page displays general description of a course and gives a user an access to the basic modules of the course. To access the course modules, click a corresponding icon on the Course Tools menu:



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Name	Description
Announcements	Allows managing course announcements
Calendar	Allows posting events to notify other users
Documents	Allows working with course documents
Learning Path	Allows managing course learning paths
Links	Allows managing course links
Quizzes	Allows managing course quizzes
Drop Box	Allows managing files for shared usage
Plagiarism	Allows checking items for plagiarism
Assignments	Allows setting course home tasks
Attendance	Allows registering student's attendance
Discussion Board	Brings users to the course forum
Chat	Brings users to the course chat room
Conference	Allows entering Online Video Conference
Grade Book	Allows setting grades for course students
Tracking	Allows tracking statistics within course modules
Wiki Page Library	Allows creating documents users want to share with other course members
Seating Chart	Allows creating a class seating chart
Reports	Allows scheduling report on attendance and time spent by learners in each course section
Mailbox	Allows managing message sharing
Learners & Groups	Allows managing the membership of course groups
Staff	Contains information about course teachers, administrators, faculty staff etc.
Roster	Contains information about course learners
Help	Displays online SharePoint LMS documentation



Announcements

Announcements are intended for informational purposes: a user who needs to share some important messages with others should create an announcement that will be viewed by all course participants (Learners and a Teacher). The information will be displayed on the Home Page as well as on the Course Home page (if other is not specified by the Course Home page settings).

To get to the **Announcements** section, enter the necessary course and click the **Announcement** icon in the left **Tools** menu. The list of available announcements will be shown in the main workspace area:

	Title	Start Date	Modified
	Announcement	7/8/2013	7/22/2013 4:37 PM
	Announcement2	7/29/2013	7/22/2013 4:32 PM
Add new announcement			

The home page of this section displays the current month announcements list with a possibility of their editing and deleting. To work with an announcement, move the mouse over the name of the announcement, click on the triangle and select the necessary option from the context menu.

NOTE: For better representation, you can change the list view. From the **View** list, select the necessary view (select **Current** to view up-to-date announcements, select **All** to view all announcements).

Column names at the top of the list are clickable and allow you to sort announcements in ascending or descending order:

- Use the **Title** link to sort or filter announcements by title;
- Use the **Modified** link to sort or filter announcements by modification date;
- To remove filter criteria, click the necessary link in the column head, and then select the **Clear filter** option from the context menu.



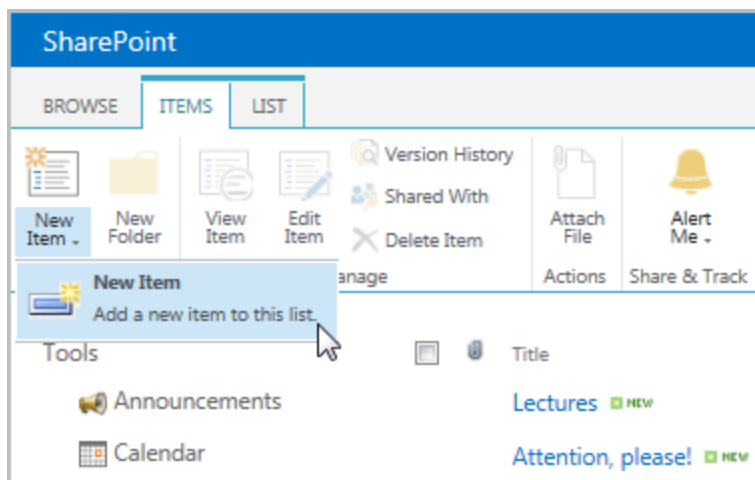
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The **Actions** and **Settings** buttons on the **List** tab allow performing actions and operations typical for SharePoint.

Adding Announcements

To create a new announcement, do the following:

1. Enter the necessary course;
2. Go to the **Announcements** section;
3. On the **Items** tab, click the **New item** button:





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4. Fill out the open form (fields marked with an asterisk are required to be filled):

SharePoint

BROWSE EDIT

Save Cancel Paste Copy Attach File Spelling

Commit Clipboard Actions Spelling

Tools

Announcements Calendar Documents Discussion Board Chat Mailbox Links Plagiarism Reports Learning Path Quizzes Drop Box Assignments Attendance Conference

Title * Course teachers

Body We are glad to introduce new course teachers - Mr. Smith and Mr. Johnson.

Keywords

Start Date * 7/17/2013

Expires

Save Cancel

Fig. 'Announcement creation form'

- Title – type the name of the new announcement (the field is required).
- Body - type the full information of the announcement. Use the embedded Visual Editor to format the description text.
- Keywords – specify words which will help learners find necessary documents (keywords should be entered in the site search field at the top of the page).
- Start Date- Specify the date from when the announcement will be valid. If the start date is not specified, the announcement will become visible after you save the changes).
- Expires– Specify the date for the announcement to become invalid. If the date is not specified, the announcement will be available for an indefinite period of time.



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5. If you want to attach a file to the announcement, click **Attach File**, and then browse the necessary file in the opened form. Click Save to attach the file.
6. Click **Save** at the bottom of the form to add the announcement.

Viewing Announcements

To view an announcement, do the following:

1. On the Course level, go to the **Announcements**.
2. Select the announcement you want to view and click the down arrow to open the drop-down menu:

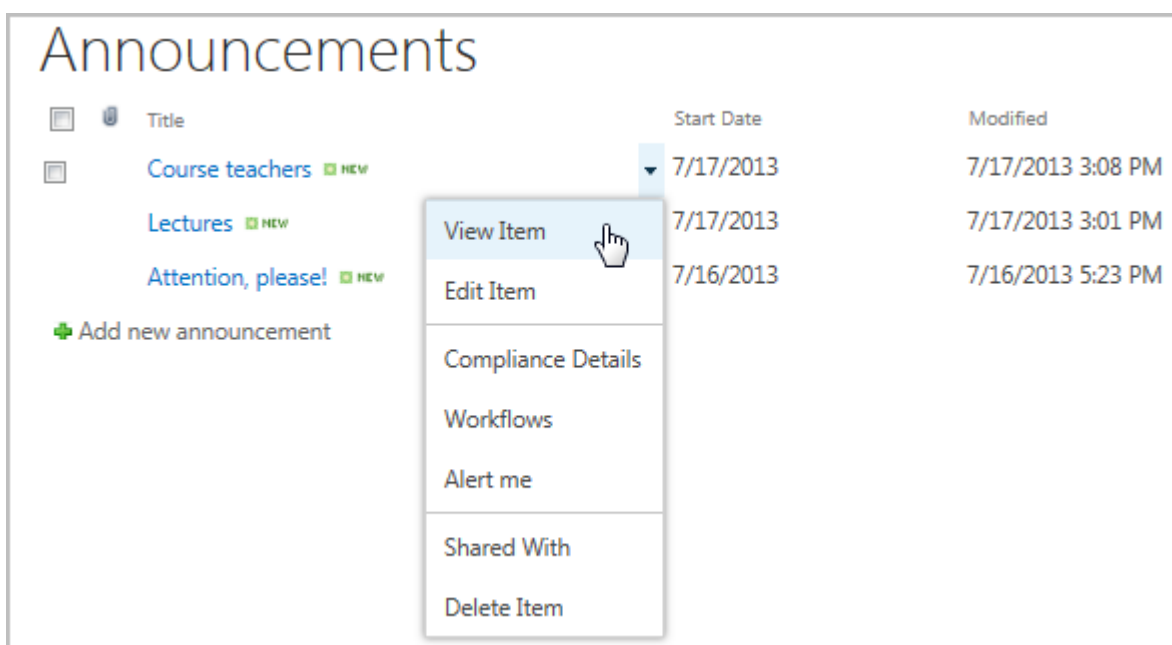


Fig. 'Viewing Announcement'

3. Select **View Item** in the drop-down list. A new page with the announcement will open:



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Fig.

Title	Course teachers
Body	We are glad to introduce new course teachers - Mr. Smith and Mr. Johnson.
Keywords	
Start Date	7/17/2013
Expires	
Created at 7/17/2013 3:08 PM by <input type="checkbox"/> Teacher 1	
Last modified at 7/17/2013 3:08 PM by <input type="checkbox"/> Teacher 1	
<input type="button" value="Close"/>	

'Announcement view form'

The ribbon of the dialogue box comprises the rest of the menu options for managing the announcement. The ribbon top buttons allow users to perform the following operations:

- Editing the announcement - click **Edit Item** to modify the announcement.
- Viewing the announcement version history - click **Version History** to view the history of the changes made to the announcement and/or view the previous versions.
- Managing permissions - click **Manage Permissions** to assign users and group permissions to this item.
- Deleting items - click **Delete Item** to delete the announcement.
- Making notifications - click **Alert Me** to manage notification settings.

4. Click **Close**.

Editing Announcements

To edit the announcement, do the following:

1. On the Course level, go to the **Announcements**.
2. Specify the announcement you want to edit by placing the cursor on the announcement name.
3. Click the down arrow to the right of the necessary announcement to open the drop-down menu.
4. Select **Edit** in the drop-down list.
5. Modify the necessary fields.
6. Click **Save** to save the changes.

Deleting Announcements

To delete an announcement, do the following:

1. Click the down arrow to the right of the necessary announcement to open the drop-down menu.



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2. Select **Delete Item** from the list.
3. Confirm the deletion. The item will be sent to Recycle Bin of the site.



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Documents

Document Home Page

The **Documents** section of the system allows you to create a repository of files that can be downloaded or viewed online by your learners.

To work with course documents, enter the course and click the **Documents** link in the left **Tools** menu. The system will display a list of course folders and documents organized as a tree structure. Each folder or document in the list is characterized by its type, name when it was modified, person who last made changes to the document and description.

The screenshot shows the SharePoint interface for the 'Documents' section. The top navigation bar includes 'SharePoint', 'Teacher 1', and 'Settings'. Below the navigation bar, there are tabs for 'BROWSE', 'FILES', and 'LIBRARY'. The main content area displays the 'Documents' page for 'Course1', with a search bar and a list of documents and folders. The list has the following columns: Type, Name, Description, Modified, Modified By, Approval Status, and Scheduling Approval.

Tools	Type	Name	Description	Modified	Modified By	Approval Status	Scheduling Approval
Announcements	Folder	Folder for new topic	description text	7/22/2013 5:18 PM	Teacher 1	Approved	
Calendar	Document	tasks		7/22/2013 5:36 PM	Teacher 1	Approved	In Progress
Documents	List	List		7/25/2013 2:54 PM	Teacher 1	Approved	In Progress
Discussion Board	Document	new		7/22/2013 5:26 PM	Teacher 1	Approved	In Progress

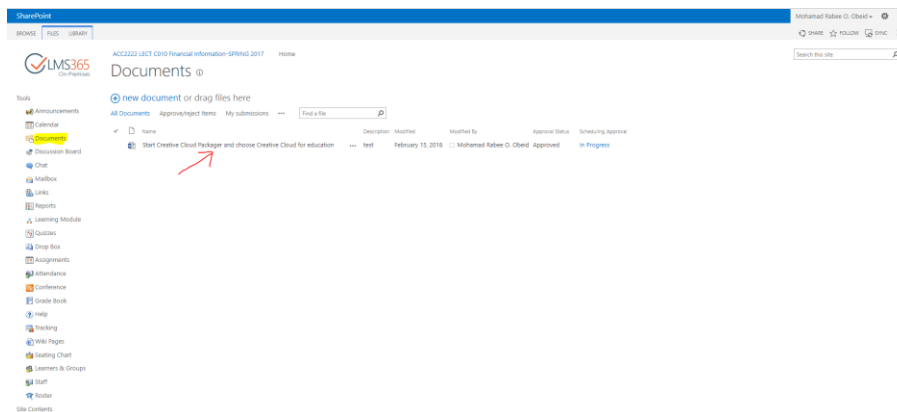


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View/Download a document

Method 1:

1. Enter the necessary course.
2. In the left Tools menu, click **Documents**. The list of available documents will be shown in the main workspace area.
3. Click the name of the necessary document,



The system will either display the document or offer it for downloading at the bottom of the window as attached below:



SharePoint

BROWSE FILES LIBRARY

ACC2222 LECT C010 Financial Information-SPRING 2017 Home

LMS365 On-Premises Documents

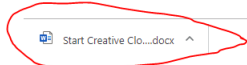
Tools

- Announcements
- Calendar
- Documents
- Discussion Board
- Chat
- Mailbox
- Links
- Reports
- Learning Module
- Quizzes
- Drop Box
- Assignments
- Attendance
- Conference
- Grade Book
- Help
- Tracking
- Wiki Pages
- Seating Chart
- Learners & Groups
- Staff
- Roster
- Site Contents

+ new document or drag files here

All Documents Approve/reject items My submissions ... Find a file

Name	Description	Modified	Modified By	Approval Status	Scheduling Approval
Start Creative Cloud Packager and choose Creative Cloud for education	test	February 15, 2018	Mohamad Rabee O. Obeid	Approved	In Progress



4. Show the file in folder or open it.

Staff

Roster

Site Contents

Start Creative Clo...docx

- Open
- Always open files of this type
- Show in folder
- Cancel

Method 2:

1. Enter the necessary course.
2. In the left **Tools** menu, click **Documents**. The list of available documents will be shown in the main workspace area.



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3. Click on the three dots at the end of the file name then choose **“Download a copy”** as attached below:

The system will either display the document or offer it for downloading at the bottom of the window as attached below:



SharePoint

BROWSE FILES LIBRARY

ACC2222 LECT C010 Financial Information-SPRING 2017 Home

LMS365 On-Premises Documents

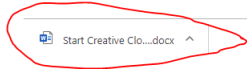
Tools

- Announcements
- Calendar
- Documents
- Discussion Board
- Chat
- Mailbox
- Links
- Reports
- Learning Module
- Quizzes
- Drop Box
- Assignments
- Attendance
- Conference
- Grade Book
- Help
- Tracking
- Wiki Pages
- Seating Chart
- Learners & Groups
- Staff
- Roster
- Site Contents

+ new document or drag files here

All Documents Approve/reject items My submissions ... Find a file

Name	Description	Modified	Modified By	Approval Status	Scheduling Approval
Start Creative Cloud Packager and choose Creative Cloud for education	test	February 15, 2018	Mohamad Rabee O. Obeid	Approved	In Progress



4. Show the file in folder or open it.

Staff

Roster

Site Contents

Start Creative Clo...docx

- Open
- Always open files of this type
- Show in folder
- Cancel



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Method 3:

Repeat the above steps using the **Files** and **Library** tabs at the top allow performing actions and operations typical for SharePoint like view or download the files.

The screenshot displays the SharePoint interface. At the top, the 'SharePoint' header is visible, along with the user name 'Mohamad Rabee O. Obeid'. Below the header, there are two tabs: 'FILES' and 'LIBRARY'. The 'FILES' tab is active. The ribbon contains various action buttons, including 'New Document', 'Upload Document', 'New Folder', 'Check Out', 'View Properties', 'Share', 'Alert Me', 'Follow', 'Download a Copy', 'Manage Copies', 'Workflows', 'Unpublish', 'Approve/Reject', 'Cancel Approval', and 'Tags & Notes'. The 'Download a Copy' button is circled in red. Below the ribbon, there is a search bar and a list of documents. The list has columns for 'Name', 'Description', 'Modified', 'Modified By', 'Approval Status', and 'Scheduling Approval'. One document is listed: 'Start Creative Cloud Package and choose Creative Cloud for education' with a description of 'test', modified on 'February 15, 2018' by 'Mohamad Rabee O. Obeid', with an approval status of 'Approved' and a scheduling status of 'In Progress'. On the left side, there is a navigation pane with various site features like 'Announcements', 'Calendar', 'Documents', 'Discussion Board', 'Chat', 'Mailbox', 'Links', 'Reports', 'Learning Module', 'Quizzes', 'Drop Box', 'Assignments', 'Attendance', 'Conference', 'Grade Book', 'Help', 'Tracking', 'Wiki Pages', 'Seating Chart', 'Learners & Groups', 'Staff', and 'Roster'. At the bottom, there are two document thumbnails and a 'Show all' button.



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Mailbox

The **Mailbox** option allows you to send and receive e-mail messages.

To work with the mailbox, enter the necessary course and click the **Mailbox** icon in the left Tools menu. The system will show contents of your mailbox:

TIP: For better representation, you can modify the list view. From the **View** list select what messages should be visible: all (my items), sent or received.

Column names at the top of the list are clickable and allow you to sort messages in ascending or descending order. In addition, you can filter messages by various criteria:

- Click the **Subject, Created, From** or **To** links and select the required value (all messages that do not match the selected criteria will be hidden);
- Use the attachment column link to display messages with or without attachments only.
- To remove filter criteria, choose the necessary link and select **Clear filter from** option.

The Actions and Settings buttons at the top of the list allows performing actions and operations typical for SharePoint.

To preview a mailbox message, click its name in the list.



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SharePoint

BROWSE VIEW

Reply Edit Item Delete Item Manage

Version History Shared With

Alert Me Workflows Actions

Tools

Announcements Calendar Documents Discussion Board Chat Mailbox

Subject: Your Test Results

To: Learner 1

Message: Dear Lerner,

Your test results are perfect!

Created at 7/24/2013 11:58 AM by Teacher 1
Last modified at 7/24/2013 11:58 AM by Teacher 1

Close

Buttons at the top of the message allow performing the following operations:

Click **Reply** to answer a letter;

Click **Edit Item** to modify the message;

Click **Delete Item** to move the message to the **Recycle Bin**;

Click **Alert Me** to work with notification settings.

To close the message and go back to the mailbox, click **Close**.



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Viewing Mailbox

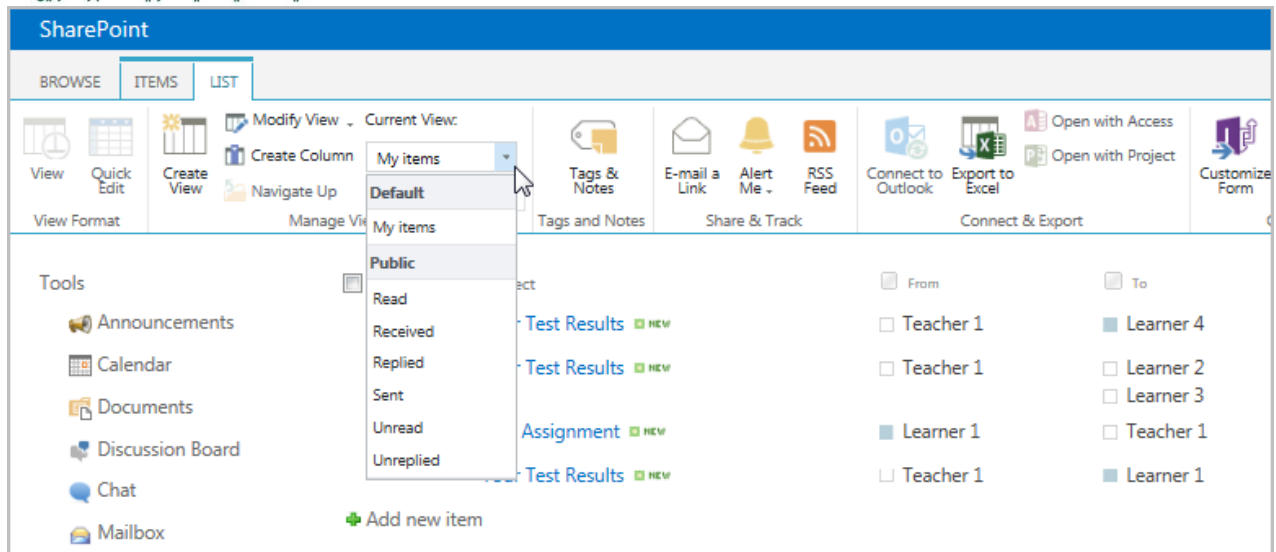
To view the mailbox, do the following:

1. On the course level, go to **Course Tools > Mailbox**;
2. Once you have done it, the Mailbox items list will appear:

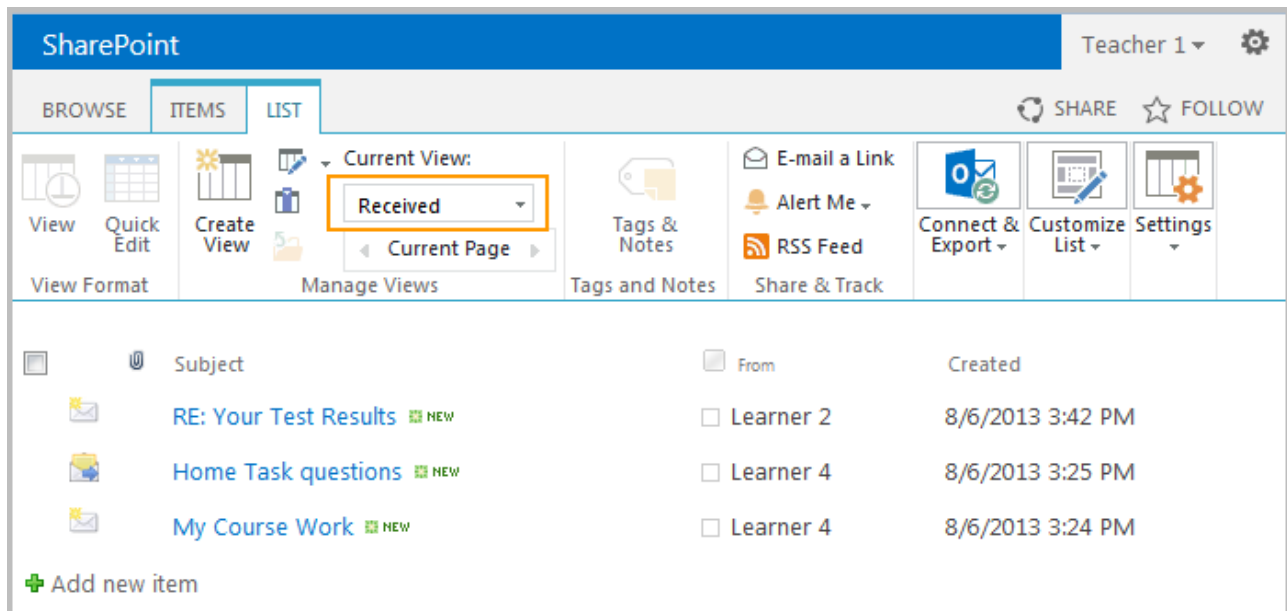
Subject	From	To	Created	Send Email Notification
Additional materials	Learner 1	Teacher 1 Assistant 1	7/24/2013 1:12 PM	Completed
Your Test Results	Teacher 1	Learner 4	7/24/2013 12:50 PM	Completed
Your Test Results	Teacher 1	Learner 2 Learner 3	7/24/2013 12:49 PM	Completed
First Assignment	Learner 1	Teacher 1	7/24/2013 12:16 PM	Completed
Your Test Results	Teacher 1	Learner 1	7/24/2013 11:58 AM	Completed

By default, the Mailbox items list will show both sent and received item. To change the view of the Mailbox items list, do the following:

1. On the course level, go to **Course Tools > Mailbox**;
2. Once you have done it, the Mailbox items list will appear;
3. On the ribbon, go to the **List** menu;
4. Go to **Manage Views** section, open **My Items** drop down and select the needed view:



- **Received items** – displays all messages that have been received by the user. To view the received items only, select **Received** from the drop down. The Received items list will appear:



- **Read items** – displays all messages that have been read by the user. To view the read items only, select **Read** from the drop down. The Read items list will appear:



The screenshot shows the SharePoint interface for a list. The top navigation bar includes 'SharePoint' and 'Teacher 1'. The main navigation tabs are 'BROWSE', 'ITEMS', and 'LIST'. The 'LIST' tab is active, and the 'Current View' dropdown is set to 'Read'. The list contains five items, all marked as 'NEW'.

Subject	From	To	Created
RE: Home Task questions	Teacher 1	Learner 4	8/6/2013 3:39 PM
Your Test Results	Teacher 1	Learner 3 Learner 4	8/6/2013 3:30 PM
Your Test Results	Teacher 1	Learner 2	8/6/2013 3:29 PM
Your Test Results	Teacher 1	Learner 1	8/6/2013 3:29 PM
Home Task questions	Learner 4	Teacher 1	8/6/2013 3:25 PM

NOTE: It is impossible to mark the message as unread.

All Received Messages are marked as Read () and Unread () with the corresponding icon.

Column Read have filter that allow the user to filter the messages by Read/Unread.

- **Sent items** - displays all messages that have been sent by the user. To view the sent items only, select **Sent** from the drop-down menu. The Sent items list will appear:



	Subject	From	To	Created
	RE: Your Test Results NEW	<input type="checkbox"/> Learner 2	<input type="checkbox"/> Teacher 1	8/6/2013 3:42 PM
	My Course Work NEW	<input type="checkbox"/> Learner 4	<input type="checkbox"/> Teacher 1	8/6/2013 3:24 PM


NOTE:

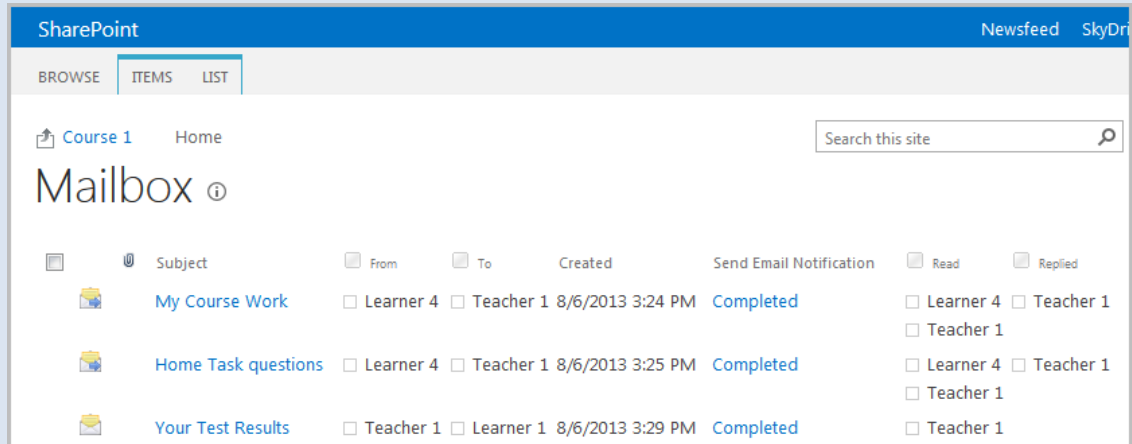
All Messages sent by user are marked as Sent () with the corresponding icon.

- **Replied items** - displays all messages that have been answered by the user. To view the replied items only, select **Replied** from the drop-down menu. The Replied items list will appear:

	Subject	From	To	Created
	Home Task questions NEW	<input type="checkbox"/> Learner 4	<input type="checkbox"/> Teacher 1	8/6/2013 3:25 PM



NOTE: Once the user sends a reply to the message, the icon of the messages changes to "Replied". All Replied Messages are marked as Replied () with the corresponding icon. Replied Messages are marked as Received and Read accordingly for the addressee. Messages can be filtered by the Replied/Unreplied status in the Replied Column:



NOTE: As in existing aggregated SharePoint LMS web parts, Mailbox web part has the Disable Cache property. If the property is checked cache in the web part will be disabled. If the property is unchecked data that is shown in the web part will be cached with cache timeout of 10 minutes.

Sending Messages

If you want to send a message to another system user:

1. Enter the necessary course
2. Click the **Mailbox** link in the Course Tools menu. The system will display contents of your mailbox.
3. Click **New Item** above the list of messages. The following form will be opened:



SharePoint

BROWSE EDIT

Save Cancel Paste Copy Attach File Spelling

Commit Clipboard Actions Spelling

Tools

- Announcements
- Calendar
- Documents
- Discussion Board
- Chat
- Mailbox
- Links
- Plagiarism
- Reports
- Learning Path
- Quizzes



Subject *
Message subject

To *
User(s) who this message will be send to

Message

Message body

Save Cancel

4. Fill out the form fields as described in below (fields marked with an asterisk are required to be filled out):
- Subject – Enter the subject of the message
 - To - Enter the user for whom the message is intended. To check whether this user exists in the system, click the **Check Names** icon (). If a user with this name does not exist, the system will display a red error message. If you do not know exact name of the user for whom the message is intended, click the **Browse** icon () and search for the necessary user, select **Learners** or **Teachers** depended on whom you want to send to. **Double click** on the person name, or **click** the person name and then click on **Add** button and once finished, click **OK** as shown below:



Select People



Search **Learners** **Teachers** Teaching Assistants Faculty

Show all learners on course

Display Name	E-mail Address
Abdulaziz J. AlRumaih	2016-00252@ac-kuwait.edu
Abdulaziz M. AlMutairi	2015-00054@ac-kuwait.edu
Abdulaziz N. AlEnezi	2015-00062@ac-kuwait.edu
Abdullah B. AlFahad	2016-00273@ac-kuwait.edu
Abdulwahab Boresli	2015-00141@ac-kuwait.edu
Afrah S. AlKhalidi	2015-00063@ac-kuwait.edu
Ahmad AlShallal	2016-00229@ac-kuwait.edu
Ali N. Mohammed	2016-00253@ac-kuwait.edu
Ali Y. Chaudhry	2016-00264@ac-kuwait.edu
Anwar S. AlAjmi	2016-00271@ac-kuwait.edu
Athra AlAteyah	2015-00084@ac-kuwait.edu

Add -> Mohamad Rabee O. Obeid;

OK Cancel

- Message – Enter the text of the message. Use the embedded editor to format the text.
5. If you want to attach a file to the message, click the **Attach file** button in the top left corner and specify the path to the necessary file on your computer



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SharePoint

BROWSE EDIT

Save Cancel Paste Copy Attach File Spelling

Commit Clipboard Actions Spelling

Tools

- Announcements
- Calendar
- Documents
- Discussion Board
- Chat
- Mailbox
- Links
- Plagiarism
- Reports
- Learning Path
- Quizzes

Subject *
Message subject

To *
User(s) who this message will be send to

Message

Message body

Save Cancel

Click on **Choose file** button:

Use this page to add attachments to an item.

Name

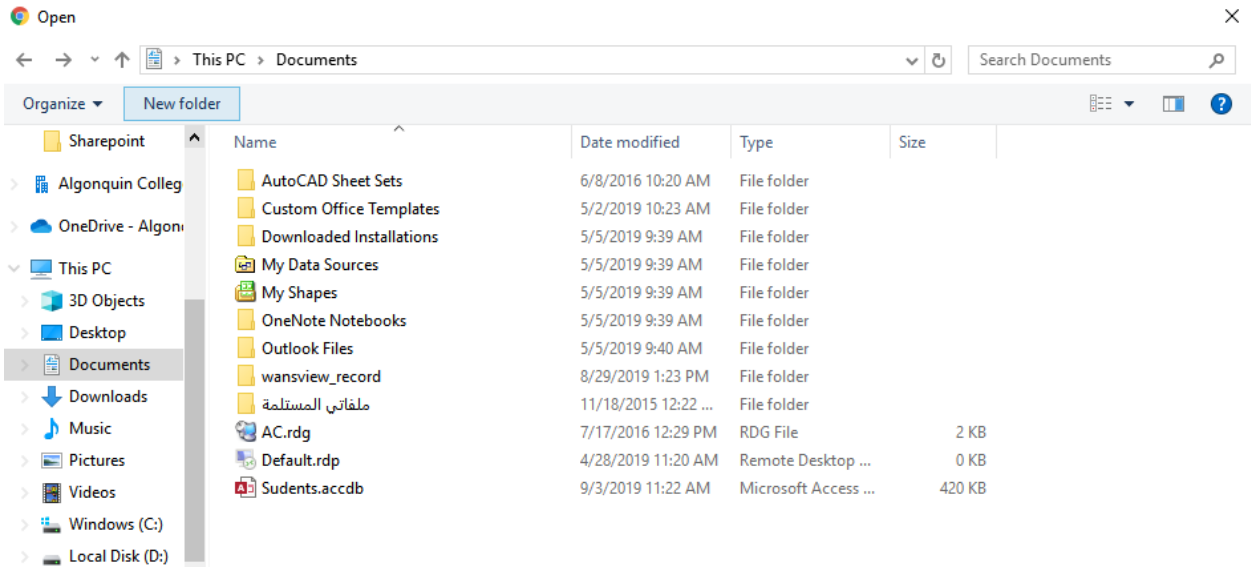
No file chosen

OK Cancel



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Specify the location path and then select the desired file to attach and then click on **Open** button:



The file will be added as below, click **OK**:

Use this page to add attachments to an item.

Name

Choose File test.xlsx

OK

Cancel

Also, the file will appear in the new mailbox message window, you can delete it if you are not sure about it, if confirmed, click **Save**:



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[Click for help about adding basic HTML formatting.](#)

Message body

Attachments

C:\fakepath\test.xlsx Delete

Save

Cancel

After click **Save**, the message will be delivered, and it will be shown on the mailbox home page as below:

Mailbox [ⓘ]

[+](#) new item or edit this list

My items

Read

Received

...

Find an item



<input checked="" type="checkbox"/>		Subject	From	To	Created	Send Email Notification
<input type="checkbox"/>		excel	<input type="checkbox"/> Mohamad Rabee O. Obeid	<input type="checkbox"/> Mohamad Rabee O. Obeid	October 22, 2018	Completed
<input type="checkbox"/>		test2	<input type="checkbox"/> Mohamad Rabee O. Obeid	<input type="checkbox"/> Mohamad Rabee O. Obeid	March 6, 2018	Completed
<input type="checkbox"/>		Test	<input type="checkbox"/> Mohamad Rabee O. Obeid	<input type="checkbox"/> Mohamad Rabee O. Obeid	March 6, 2018	Completed

6. Click **Spelling** to check spelling
7. When finished, click the **Save** to send out the message to the specified user; click **Cancel** to discard changes and navigate back to the list of messages.



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Replying to a Message

To reply a message,

1. Enter the necessary course.
2. Click the **Mailbox** link in the Tools menu. The system will display contents of your mailbox.
3. Click the name of the message you want to reply to.
4. Click the **Reply** button:

The screenshot shows the SharePoint user interface. At the top is a blue header with the word 'SharePoint'. Below it are two tabs: 'BROWSE' and 'VIEW'. A ribbon contains several groups of icons. The 'Manage' group includes 'Edit Item', 'Reply' (highlighted with a red box), 'Version History', 'Shared With', and 'Delete Item'. The 'Actions' group includes 'Alert Me'. Below the ribbon is a 'Tools' menu with options: Announcements, Calendar, Documents, Discussion Board, Chat, and Mailbox. The 'Mailbox' option is selected. The main content area displays a message with the following details: Subject: Your Test Results; To: Learner 1; Message: Dear Lerner, Your test results are perfect! At the bottom, it shows 'Created at 7/24/2013 11:58 AM by Teacher 1' and 'Last modified at 7/24/2013 11:58 AM by Teacher 1'. A 'Close' button is located in the bottom right corner.

5. Enter the text of the message. Note that you have the text of the original message included into the text field to enable user to track the conversation.



SharePoint Teacher 1 ▾ ⚙

BROWSE EDIT 🔄 SHARE ☆ FOLLOW

Save Commit	Cancel	Paste Clipboard	Cut Copy	Attach File Actions	ABC Spelling Spelling
----------------	--------	--------------------	-------------	------------------------	-----------------------------

Subject *
Message subject

To *
User(s) who this message will be send to

Message

From: i:0#.w|example\l4
Sent: 8/6/2013 3:24:08 PM
Subject: My Course Work
My Course Work

[Click for help about adding basic HTML formatting.](#)
Message body

6. Click **Reply** to save changes. **Click** Cancel to discard changes.



Quizzes

View Quizzes

To view the list of current Quizzes, do the following:

1. Open the needed **Course**;
2. On the **Tools** menu select **Quizzes**. The list of current quizzes will appear:

Name	Description	Total Attempts	Last Modified
Quiz 1		3	19 hours ago
Quiz 2		10	19 hours ago
Quiz 3	quiz description	17	19 hours ago

The Quizzes page contains three sections: Quizzes, Surveys, and Questions Pools.

The Quizzes section contains a list of quizzes, the Surveys section contains a list of surveys, and the Question Pools section contains a list of question pools.



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Start Answering the quiz

To start the created quiz, do the following:

1. On the course level, go to **Course Tools>Quizzes**;
2. Click the **Quizzes** icon;
3. The list of Quizzes, Surveys and Question Pools will appear. Select the needed quiz by putting the cursor arrow on it:

Name	Description	Total Attempts	Last Modified
Quizzes			
Quiz 1		2	7 days ago
Quiz 2		3	3 days ago
Quiz 3	quiz description	13	57 minutes ago
Surveys			
Survey 1	Survey description	0	4 days ago

4. Click the drop-down arrow against the quiz name to open the Edit Content Block drop down menu;
5. From the drop-down menu, select **Start**:



Quizzes ⓘ

Create Actions ▾

Name	Description	Total Attempts	Last Modified
Quizzes			
Quiz 1		2	7 days ago
Quiz 2		3	3 days ago
Quiz 3	quiz description	13	57 minutes ago
Survey	Survey description	0	4 days ago

Start

All Attempts

Settings

Delete

- Once you click **Start**, the quiz is on;
- If you are allowed to take the attempt, the following message will appear: You are about to begin n. attempt. Press **NEXT** to begin.

Quiz 3

You are about to begin **1. attempt**. Press **NEXT** to begin

This quiz allows **3 attempt(s)**

This quiz timeouts after **120 seconds**

The form specifies the number of *attempts allowed*.

NOTE: If the learner is not allowed to take an attempt, he sees a message: 'You cannot start this quiz. Out of attempts. This quiz allows n. attempt(s)':



Quiz 3

You cannot start this quiz. **Out of attempts.**

This quiz allows **3 attempt(s)**

This quiz timeouts after **120 seconds**

Cancel

Click **Cancel** button to omit the attempt. Once you click the button, you will see the **All Attempts** list.

8. Once you click **Next**, the quiz form will appear:

Quiz 3

00:11 | Score: 0 out of 135 | Skipped: 3

Big Cities

List the cities in the ascending order from underpopulated to most densely populated.

1. Moscow ▼
2. New York ▼
3. Tokyo ▼

Clear

Question 11

Fill in the gap:

To be, or not to be: that is the ▼

Question 8

Specify synonyms to the word 'to like'

to love

to be fond of

to hate

Created at 7/29/2013 1:59 PM by Teacher 1
Last modified at 7/29/2013 1:59 PM by Teacher 1

Previous Finish Cancel



NOTE: Click **Next** to navigate between quiz question pages or just to skip some questions to finish them later. Number of skipped questions will be displayed (**Skipped: n.**). Note please that after clicking the **Next** or **Previous** buttons all answered questions will be saved and you will not be able to change them anymore (the answering field will be inactive):

Quiz 3

00:14 | Score: 20 out of 135 | Skipped: 11

Q1
Select True.
 True False

Q2
Select False.
 True False

Q3
Select True.
 True False

Created at 7/29/2013 2:02 PM by Teacher 1
Last modified at 7/29/2013 2:02 PM by Teacher 1

NOTE: When users answer **Drop Down, True or False, Multiple Choice, Multiple Answer, Matching, Gap Fill, Hot Spot** questions they can uncheck the answers clicking the **Clear** button:



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Question 5
Select False
 True False

Question 6
Find member of the EU.
 Australia
 Germany
 Canada

Note please that after clicking the **Next** or **Previous** buttons all answered questions will be saved (see previous **NOTE**).

9. Complete the quiz questions and click the **Next** button to proceed. The following form will appear displaying user's score, grade and number of skipped questions. Click the **Finish** button to submit the quiz. Note please, that after submitting the quiz a user won't be able to answer skipped questions:

00:36 | Skipped: 1

You finished this quiz.

Press **Finish** to leave.

Your grade is **83.467**.

[Review this attempt.](#)

Created at 8/17/2012 5:04 PM by Learner 4
Last modified at 8/17/2012 5:04 PM by Learner 4

NOTE: To review the attempt, click the **Review** link:



Quiz 3

00:58 | Score: 115 out of 135 | Skipped: 0

You finished this quiz.

Press **Finish** to leave.

Your grade is **B**.

[Review](#) this attempt.

Created at 7/29/2013 2:08 PM by Teacher 1
Last modified at 7/29/2013 2:09 PM by Teacher 1

Finish

The following form will appear:

Score

115

Grade

B

Q1 **15 Points** [Edit](#)

Select True.

True False

[Edit Comment](#)

Question 10 **10 Points** [Edit](#)

How much is $0.5 + 5.0$

5.5

[Edit Comment](#)

Content Type: Attempt

Created at 7/29/2013 2:08 PM by Teacher 1

Last modified at 7/29/2013 2:09 PM by Teacher 1

Close

After you have reviewed the quiz, click **Close**.

10. Click **finish** to see the **All Attempts** list.



Assignments

View Assignments

The **Assignments** section allows users to set assignments within the course and view the results of performing assignments.

To access the Assignments section, click the **Assignments** link on the Course Tools menu. The **Assignments** section is represented as *Assignment Calendar* by default.

The screenshot displays the 'Assignment Calendar' in a SharePoint environment. The interface includes a top navigation bar with 'SharePoint' and 'Teacher 1' settings. Below this is a breadcrumb trail: 'Course1 > Home > Marketing Site'. A search box is present on the right. The main content area is titled 'Assignment Calendar' and shows a calendar for August 2013. The calendar grid has columns for SUNDAY through SATURDAY. Assignments are listed as blue bars across specific dates: 'A2' on August 29-31, 'Assignment' on August 5-7, and 'Essay' on August 19-21. A left-hand 'Tools' menu lists various site features like Announcements, Calendar, Documents, Discussion Board, Chat, Mailbox, Links, Plagiarism, Reports, Learning Path, and Quizzes. A month selector shows '2013' with 'Aug' highlighted.

Assignment Calendar (the **Calendar** view) should be differentiated from the Assignment Tasks (the **All Tasks** view) which can be accessed through the View Learner's Assignments link (available when moving the mouse cursor on the assignment name).



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SharePoint Teacher 1

BROWSE ITEMS LIST SHARE FOLLOW

ELEARNINGFORCE Course1 Home Marketing Site Search this site

Assignment Calendar

Tools	Title	Location	Opening Date	Due Date	All Day Event
Announcements	A4		7/7/2013 5:00 PM	7/14/2013 5:00 PM	
Calendar	A3		7/21/2013 5:00 PM	7/23/2013 5:00 PM	
Documents	A1		7/22/2013 1:00 PM	7/22/2013 5:00 PM	
Discussion Board	A2		7/29/2013 5:00 PM	7/31/2013 5:00 PM	
Chat	Assignment NEW		8/5/2013 6:00 PM	8/7/2013 6:00 PM	
Mailbox	Essay NEW		8/19/2013 9:00 AM	8/20/2013 6:00 PM	
Links					

Add new item

Submit an Assignment

Note: *If the due date is finished, you will not be able to submit the assignment.*

If you want to submit an assignment to the instructor:

1. Enter the necessary course
2. Click the **Assignment** link in the Course Tools menu. The system will display all the assignments assigned to you inside this course.
3. **Click** the assignment you want to submit.
4. Click on **Edit Item** from the **view** menu as shown below.



BROWSE VIEW

View Learner Assignments Edit Item Manage Version History Shared With Delete Item Alert Me Workflows Actions

Tools

- Announcements
- Calendar
- Documents
- Discussion Board
- Chat
- Mailbox
- Links
- Reports
- Learning Module
- Quizzes
- Drop Box
- Assignments
- Attendance
- Conference
- Grade Book
- Help
- Tracking
- Wiki Pages

Template

Title	Test2
Assignment Type	Online Submission
Opening Date	9/19/2019 2:00 PM
Due Date	9/30/2019 12:00 AM
Closing Date	
Description	The questions are into the attached file.
Attachments	test.xlsx
Group Hand In	No
Scale Configuration	
Assigned To	Mohamad Rabee O. Obeid
Notify me when learners return tasks for this assignment	Yes

Content Type: Assignment
Created at 9/19/2019 1:56 PM by Mohamad Rabee O. Obeid
Last modified at 9/19/2019 2:01 PM by System Account

Close

5. Put your answer inside the **description box** or you may **attach file**.



BROWSE EDIT

Save Cancel Paste Cut Copy View Learner's Assignments Delete Item Attach File Spelling

Tools

- Announcements
- Calendar
- Documents
- Discussion Board
- Chat
- Mailbox
- Links
- Reports
- Learning Module
- Quizzes
- Drop Box
- Assignments
- Attendance
- Conference
- Grade Book
- Help

Template: none

Title: Test2

Assignment Type: Online Submission

Opening Date: 9/19/2019 2 PM 00

Due Date: 9/30/2019 12 AM 00

Closing Date: 12 AM 00

Description: The questions are into the attached file.

If you attach file, follow the below steps:

Click on **Choose file** button:

Use this page to add attachments to an item.

Name

Choose File No file chosen

OK

Cancel

Specify the location path and then select the desired file to attach and then click on **Open** button:



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Open

This PC > Documents

Search Documents

Organize New folder

Name	Date modified	Type	Size
AutoCAD Sheet Sets	6/8/2016 10:20 AM	File folder	
Custom Office Templates	5/2/2019 10:23 AM	File folder	
Downloaded Installations	5/5/2019 9:39 AM	File folder	
My Data Sources	5/5/2019 9:39 AM	File folder	
My Shapes	5/5/2019 9:39 AM	File folder	
OneNote Notebooks	5/5/2019 9:39 AM	File folder	
Outlook Files	5/5/2019 9:40 AM	File folder	
wansview_record	8/29/2019 1:23 PM	File folder	
ملفات المستلمة	11/18/2015 12:22 ...	File folder	
AC.rdg	7/17/2016 12:29 PM	RDG File	2 KB
Default.rdp	4/28/2019 11:20 AM	Remote Desktop ...	0 KB
Sudents.accdb	9/3/2019 11:22 AM	Microsoft Access ...	420 KB

File name: File type: All Files (*.*)

Open Cancel



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The file will be added as below, click **OK**:

Use this page to add attachments to an item.

Name

Choose File test.xlsx

OK

Cancel

Also, the file will appear in the new mailbox message window, you can delete it if you are not sure about it, if confirmed, click **Save**:

[Click for help about adding basic HTML formatting.](#)

Message body

Attachments

C:\fakepath\test.xlsx Delete

If you are sure about the file and confirm everything is ok, click the **Submit** button.

Note: *If you click the submit button to send the assignment, you will not be able to submit it again.*



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Discussion Board

The **Discussion Board** section allows a user to leave some messages so that other course participants can react to these messages in some way and leave their opinion about them.

Discussion boards are created within the frames of separate courses. Only users who take part in the course can view its discussion boards and add their own messages to them. To access the course discussion board, enter the necessary course and click the **Discussion Board** icon in the Course Tools menu.

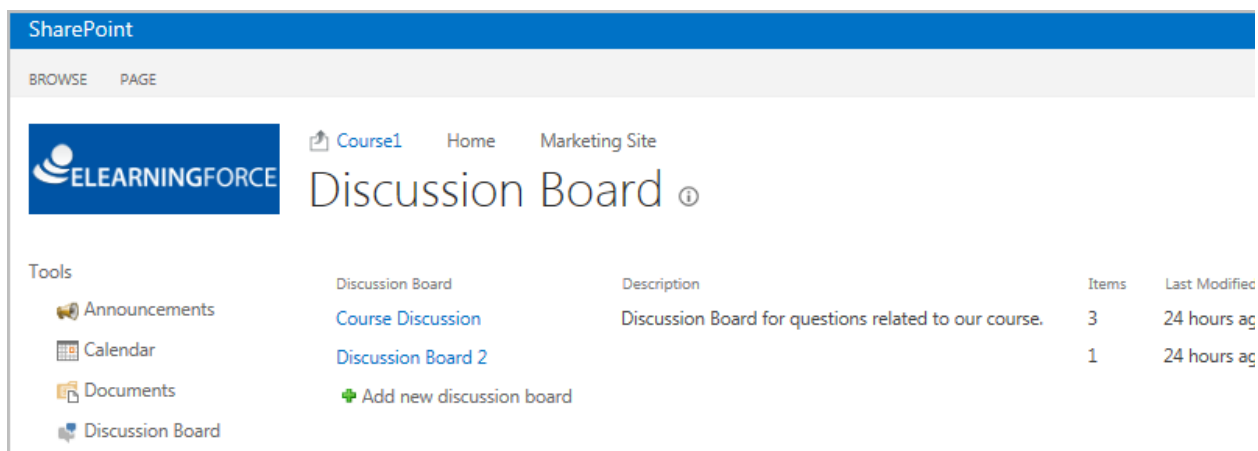


Fig. 'Discussion Board section'

The Discussion Board tool has 3 levels:

- Discussion Board (contains categories to facilitate discussions filtering).
- Discussions (contains topics for discussion created inside discussion boards).
- Replies (discussion threads).

Adding Discussion to Discussion Board

To add a new discussion to the forum, do the following:

1. Enter the necessary course.
2. On the left **Tools** menu, click **Discussion Board**.
3. Click a discussion board name, and then click **Add new discussion (+)** and complete the open form as described below:



SharePoint

BROWSE EDIT **FORMAT TEXT** INSERT

Table Picture Embedded Media Video and Audio Link Upload File Embed Code

Tables Media Links Embed

Tools

Announcements Calendar Documents Discussion Board Chat Mailbox Links Plagiarism Reports Learning Path Quizzes Drop Box Assignments

Subject *

Body

Question I am asking a question and want to get answers from other members.

Save Cancel

– Subject – type the subject of the discussion (the field is required).

– Body – describe the topic of the discussion.

To attach a file, click the **Attach File** or **Upload File** link and browse the necessary file. Click **OK**.

To check spelling, click the **Spelling** link.

4. Select and enable the box of **Question** as shown below.



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Question



I am asking a question and want to get answers from other members.

Created at 11/22/2017 9:43 AM by



Mohamad Rabee O. Obeid

Save

Cancel

Last modified at 11/22/2017 9:43 AM by Mohamad Rabee O. Obeid

5. Click **Save**.

Insert Audio or Video file into Discussion Board

To add audio or video file in a new discussion to the forum, do the following:

1. Enter the necessary course.
2. On the left **Tools** menu, click **Discussion Board**.
3. Choose either **Start New Discussion** or **View Discussion Board**.

Discussion Board

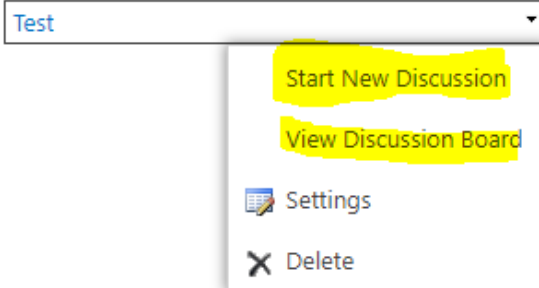
Discussion Board

Description

 new discussion board

blog1

are you happy



4. If you select **View Discussion Board**, click New Discussion as shown below:



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[+ new discussion](#)

[Recent](#) [My discussions](#) [Unanswered questions](#) [...](#)

[test33](#)

management in alignment with the business plan.Algonquin College – KuwaitPosition SpecificationsPo...
By Mohamad Rabee O. Obeid | February 15, 2018

[test22](#)

Position Overview Reporting to the President and serving as an integral member of the senior manage...
By Mohamad Rabee O. Obeid | February 15, 2018

[Test](#)

By Mohamad Rabee O. Obeid | November 22, 2017

If you click **Start New Discussion**, you will get the following window:

Subject *	<input type="text" value="My Trip"/>
Body	<div style="border: 1px solid #ccc; height: 150px;"></div>
Question	<input checked="" type="checkbox"/> I am asking a question and want to get answers from other members.
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>



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Click inside the **Body** box in order to have the *Insert* menu commands at the top of the window:

The screenshot shows the SharePoint interface with the 'Insert' menu open. The 'Video and Audio' dropdown is expanded, showing 'From Computer' and 'From Address' options. The 'Body' text area is selected, and the 'Subject' field contains 'My Trip'. The 'Question' checkbox is checked, and the text 'I am asking a question and want to get answers from other members.' is visible. The 'Save' and 'Cancel' buttons are at the bottom right.

Click **Choose File** button:



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Upload Media



Choose a file

Choose File No file chosen

Overwrite existing files

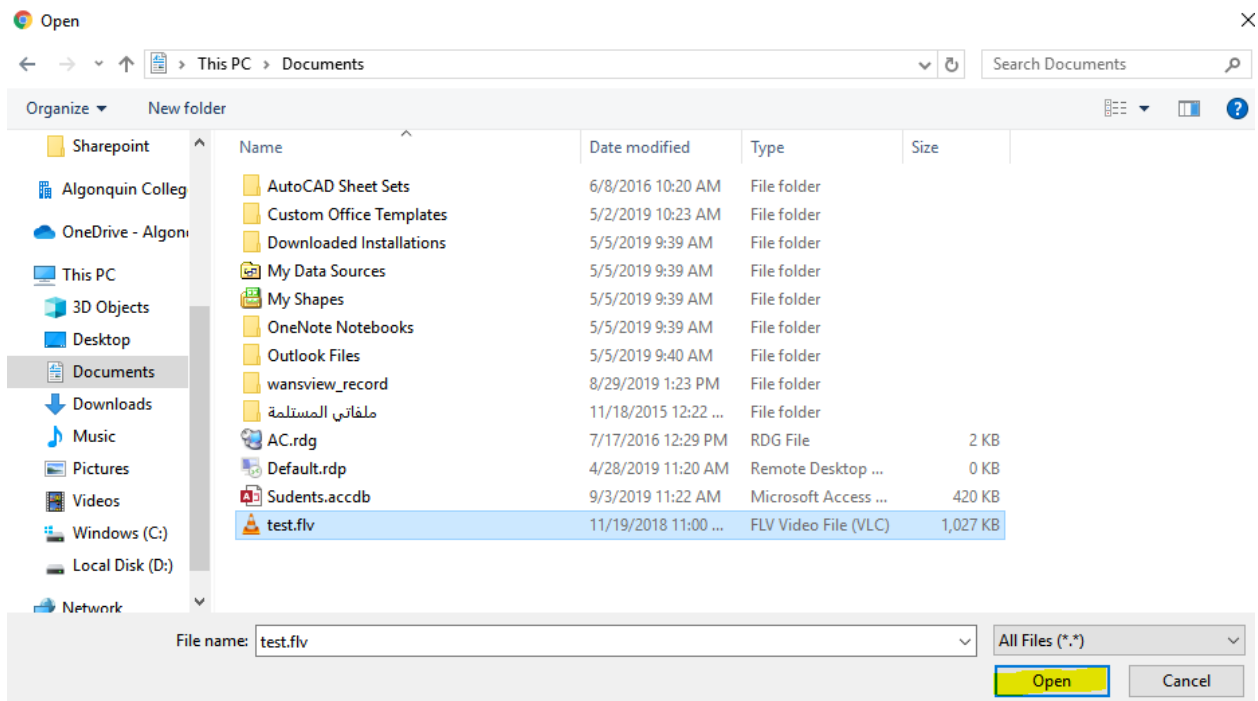
Destination Library

Site Assets

OK

Cancel

Locate the path of the audio or video file, select it then click **Open** button:



File uploaded, click **OK**



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Upload Media



Choose a file

Choose File test.flv

Overwrite existing files

Destination Library

Site Assets

OK

Cancel

You get the below window that the file inserted successfully:



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Test

0 replies

 Mohamad Rabee O. Obeid



November 22, 2017 Reply Edit ...

Add a reply

Editing Discussion

To edit a discussion, do the following:

1. On the left **Tools** menu, click **Discussion Board**.
2. Click the name of the necessary discussion board.
3. Click the discussion name or the down arrow next to it and select **Edit Item** from the drop-down list.
4. Modify the discussion as necessary.
5. Save the changes.

Deleting Discussion

To delete a discussion, do the following:

1. Click the **Discussion Board** item in the left Tools menu.
2. Click the name of the necessary discussion board
3. Point over the necessary discussion and press the down arrow in the appeared box.
4. Click the discussion name or the down arrow next to it and select **Delete Item** from the drop-down list.
5. Confirm the deletion.



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Viewing and Posting Replies

To read replies posted for a certain topic or post your own replies, do the following:

1. On the left **Tools** menu, click **Discussion Board**.
2. Click the discussion board name or the down arrow next to it and select **View Discussion Board** from the drop-down list. OR simply click the discussion board name. The list of discussions will be opened.


TIP: Column names at the top of the list are clickable and allow you to sort announcements in ascending or descending order:

- Use the **Subject** link to sort or filter replies by subject;
- Use the **Created By** link to sort or filter replies by author;
- Use the Last Updated link to sort or filter replies by the last updated date;
- To remove filter criteria, click **the column name** and select **Clear filter from** option from the context menu.

3. Click the necessary discussion from the list. The system will open discussion details page.

First Lecture

1 reply



Teacher 1
Yesterday we had the first lecture. I'd like to know your opinion on it.

25 minutes ago Reply Edit ...

NOTE: Note that if corresponded permissions are granted to you, you may have an ability to manage discussion replies. To do so, click the **View Properties** link next to the required reply and choose whether to create a new reply, edit or delete the reply, or work with notification settings.

4. To reply to a certain post, click the **Reply** link under the post, or just enter your reply in the Add a reply field with the help of the Visual Editor, attach a file if needed and save changes:



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SharePoint

BROWSE **FORMAT TEXT** INSERT LIST


Clipboard Font Paragraph Styles Spelling Markup

Tools

- Announcements
- Calendar
- Documents
- Discussion Board
- Chat
- Mailbox
- Links
- Learning Path
- Quizzes
- Drop Box

First Lecture

1 reply



Teacher 1
Yesturday we had the first lecture. I'd like to know your opinion on it.
26 minutes ago Reply Alert me

The lecture was very useful, but the tempo was rather quick. Could you talk a little bit slower?

Reply

IET Helpdesk Contacts:

Phone number: 22060299

Email: helpdesk@ac-kuwait.edu.kw

IT mobile: 97172718