

Instruction Manual: Course Enrollment Guide for Teachers

Introduction

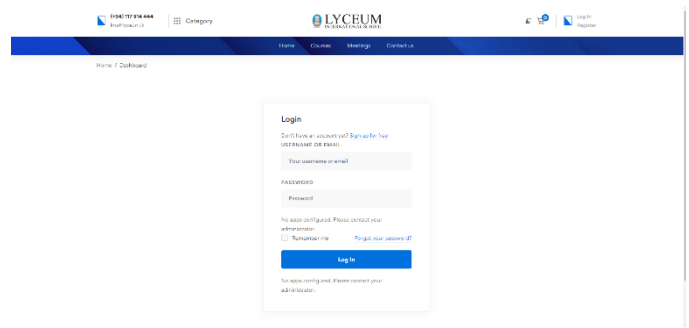
Welcome to the Instruction Manual for Teachers Learning Management System. This guide is designed to help you navigate the process of enrolling in and completing courses offered through our platform.



Logging In:

Visit - <https://lms.zuse.lk/>

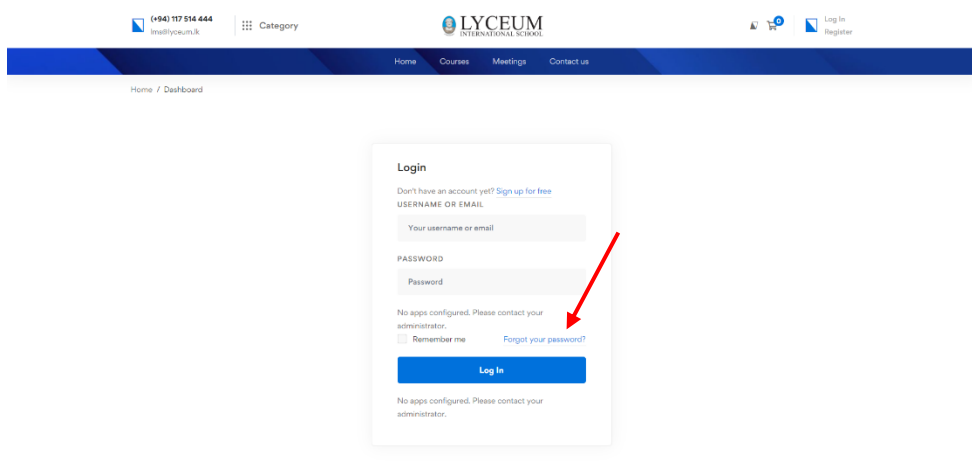
In the top right corner, you'll see a Login Icon. Click on it to log in. Then Enter your username and password to access your account.



After that Click “**Login**” button

How to change the password

By clicking the 'Forgot Password' button, you'll be directed to a page where you can enter your email address. After entering your email, click the 'Reset Password' button. You'll then receive a link in your email to reset your password.



The screenshot shows the Lyceum International School website. The header includes a phone number (+94) 117 514 444, a category menu, the school logo, and links for Login and Register. The main navigation bar contains Home, Courses, Meetings, and Contact us. Below the navigation is a breadcrumb trail: Home / Dashboard. The central content area features a 'Login' form with the following elements:

- Text: "Don't have an account yet? Sign up for free"
- Text: "USERNAME OR EMAIL"
- Input field: "Your username or email"
- Text: "PASSWORD"
- Input field: "Password"
- Text: "No apps configured. Please contact your administrator."
- Form elements: Remember me and [Forgot your password?](#)
- Button: "Log In"
- Text: "No apps configured. Please contact your administrator."

A red arrow points to the "Forgot your password?" link.

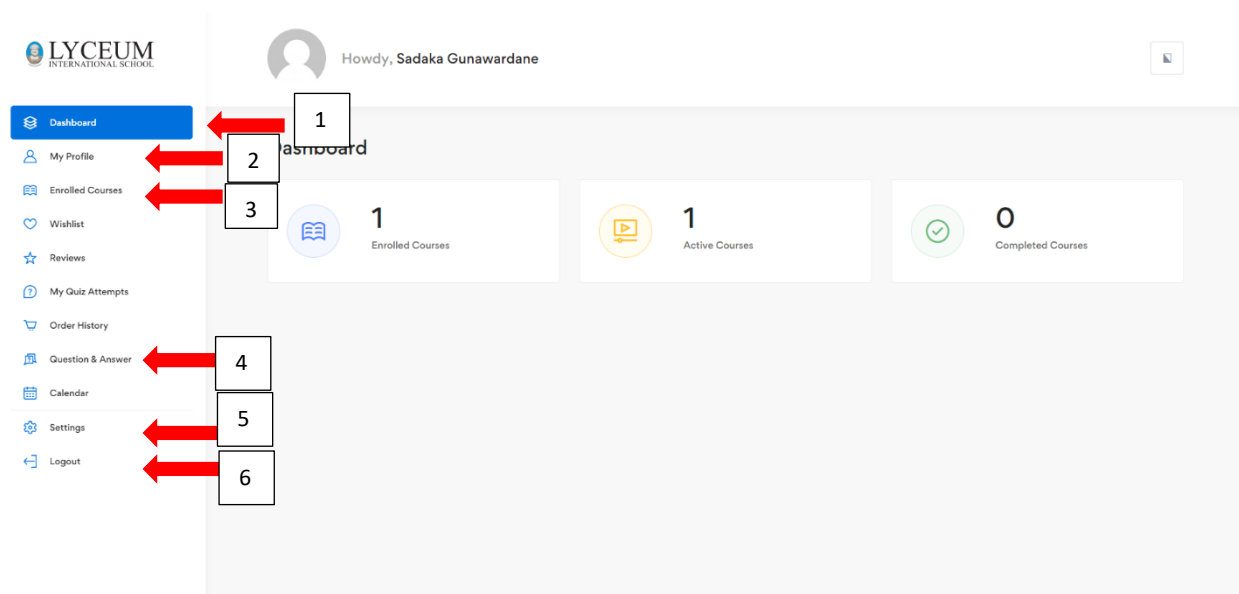
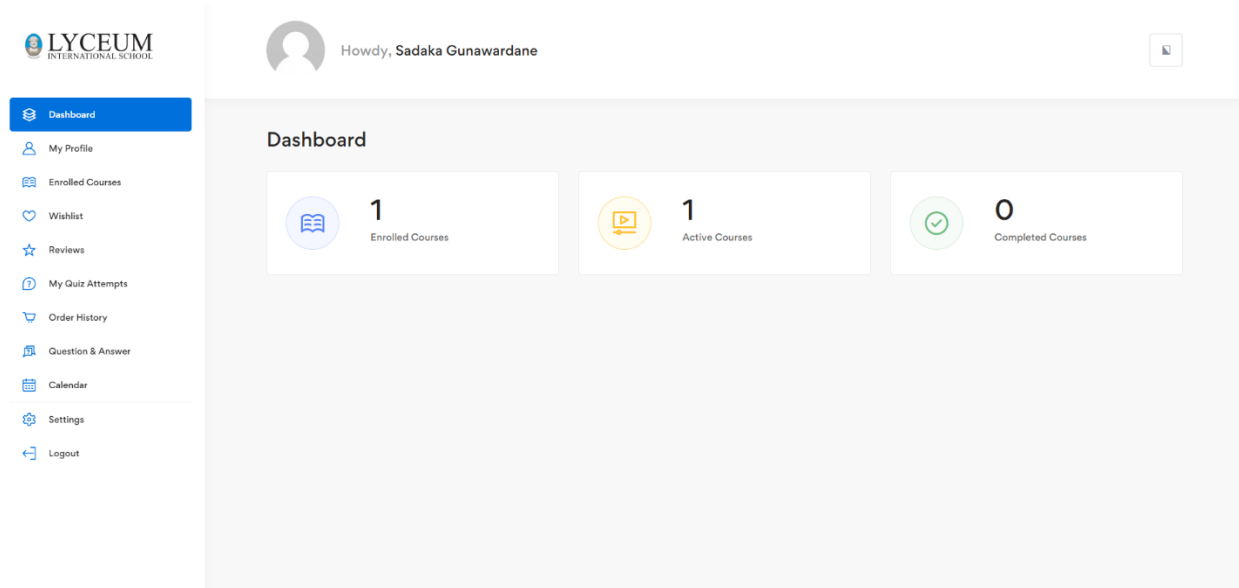
Lost your password?

Please enter your username or email address. You will receive a link to create a new password via email. Remember now? [Back to login](#)

USERNAME OR EMAIL

Reset password

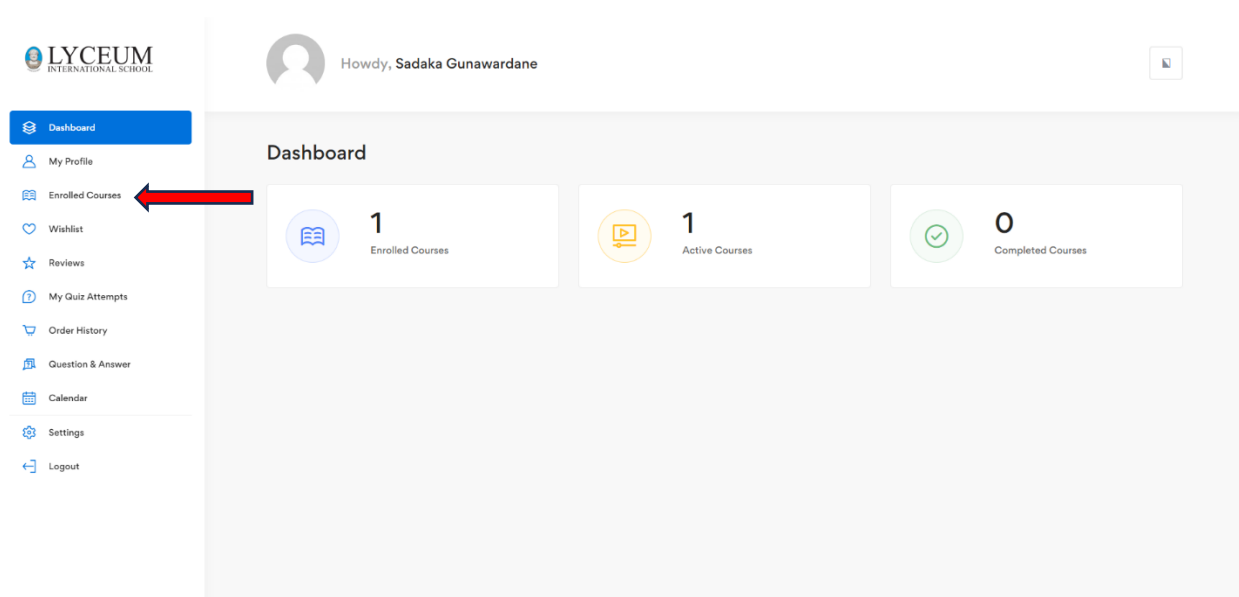
After Clicking the Login Button, you will be directed to the LMS Dashboard



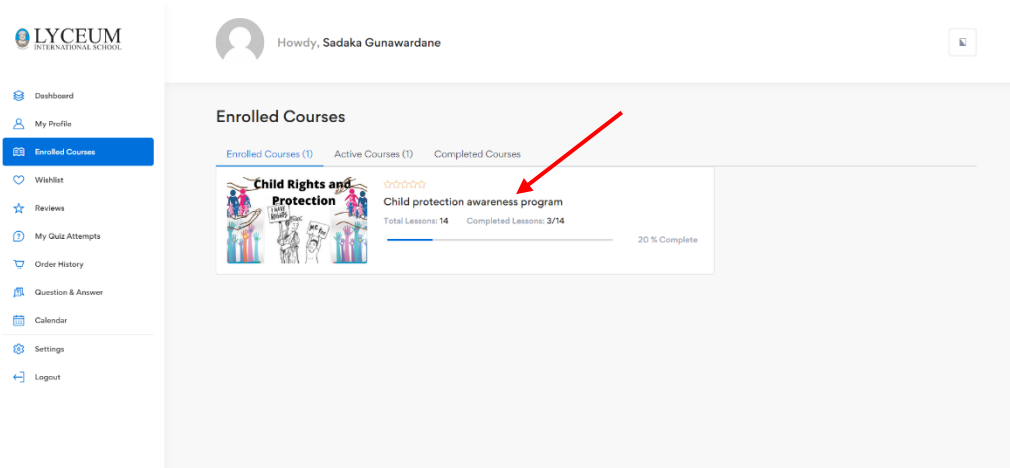
1. Dashboard – Get an overview of your courses briefly.
2. My Profile – View and manage your personal details as a teacher.

3. Enrolled Courses – Explore and access your enrolled courses directly.
4. Questions and Answers – Engage with course instructors by asking questions and getting answers.
5. Settings – Update and customize your profile information effortlessly.
6. Logout – Safely sign out of your account to ensure security and privacy.

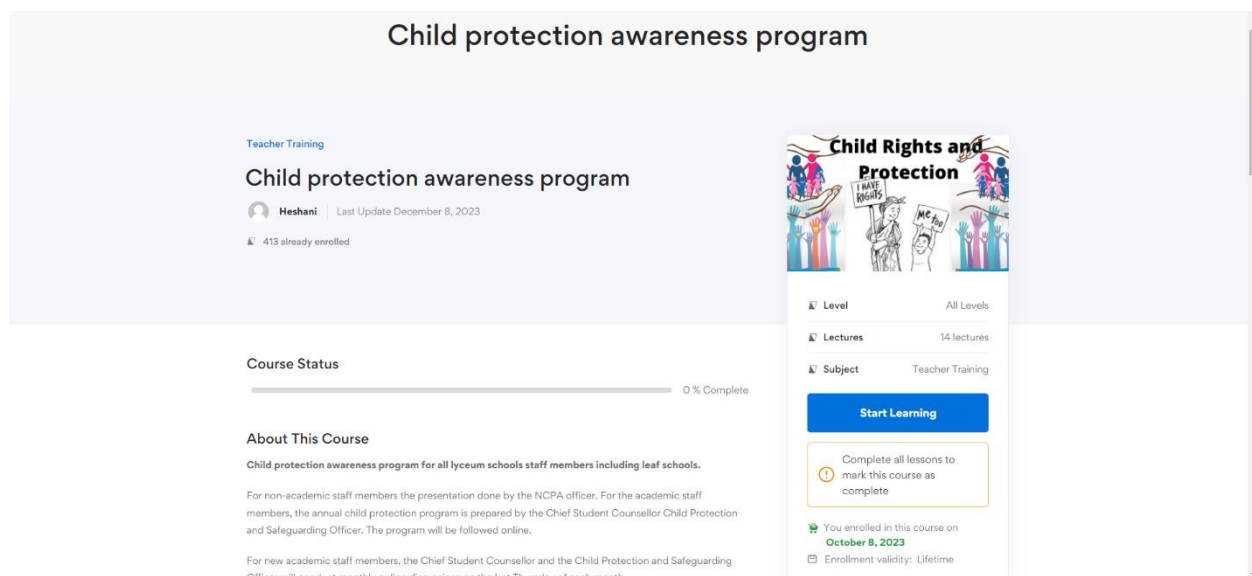
To access the Child Protection course, simply click on **the Enrolled Courses Button**.



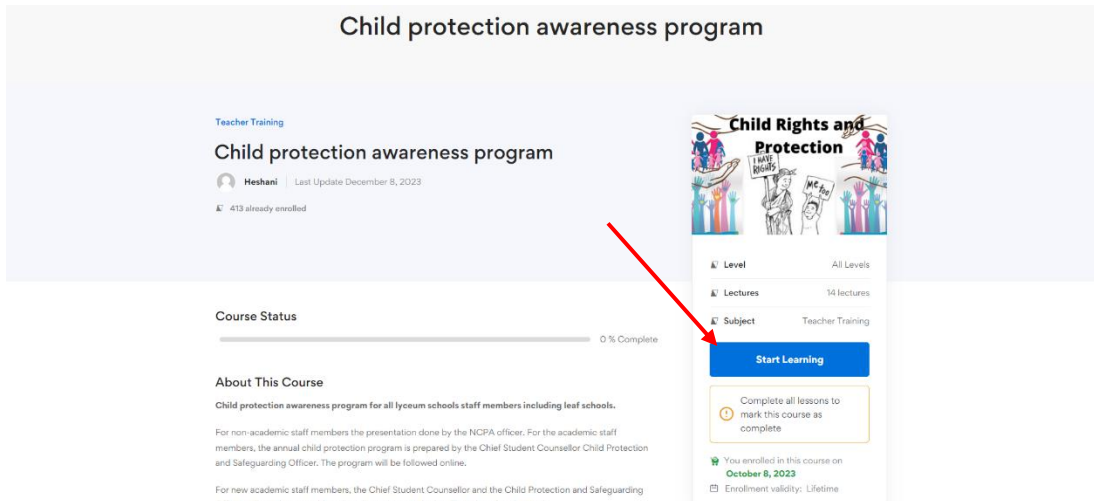
Then you will be directed to the Enrolled Course Page. Click the Child Protection Awareness Program.



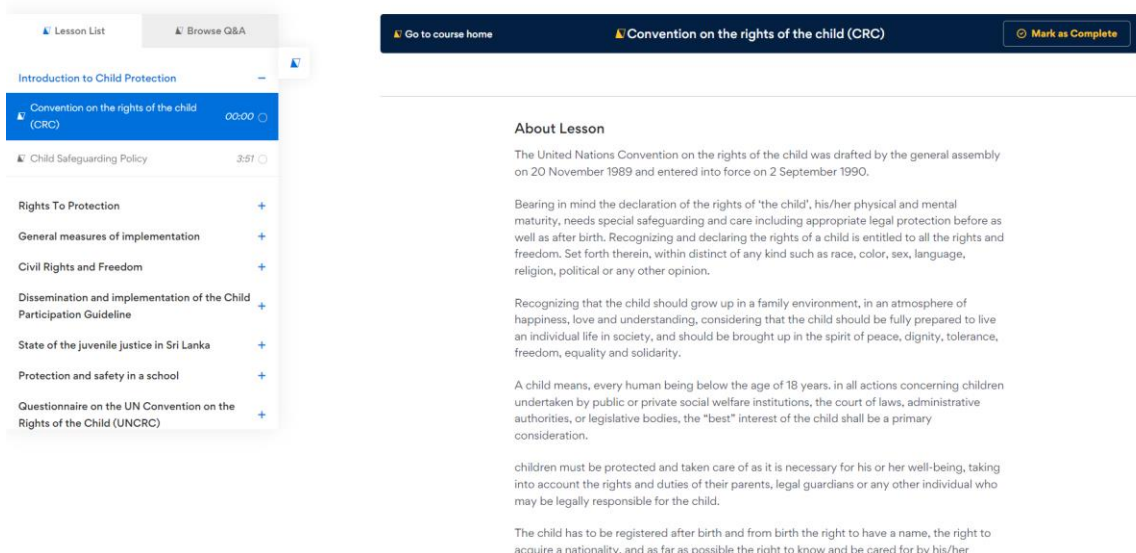
After that the user will be directed to the “Child Protection Awareness Program”



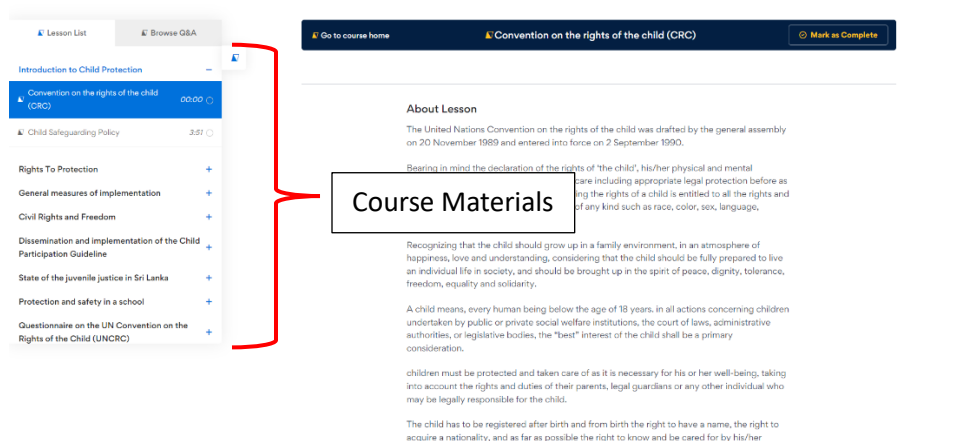
After selecting the Child Protection course, the user can proceed by clicking the 'Start Learning' button to begin the course.



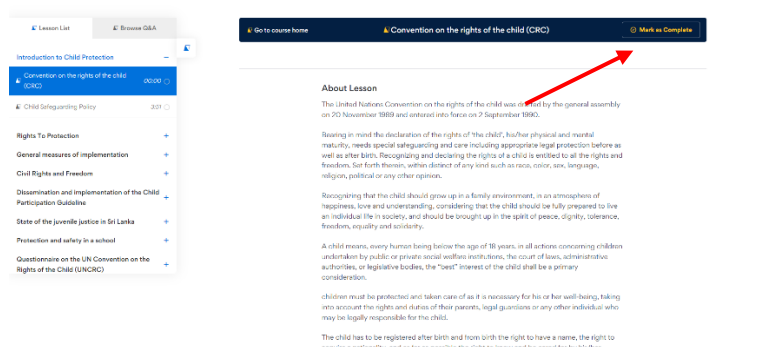
After clicking 'Start Learning', the user will be directed to view the course materials that the user needs to go through before attempting the quiz.



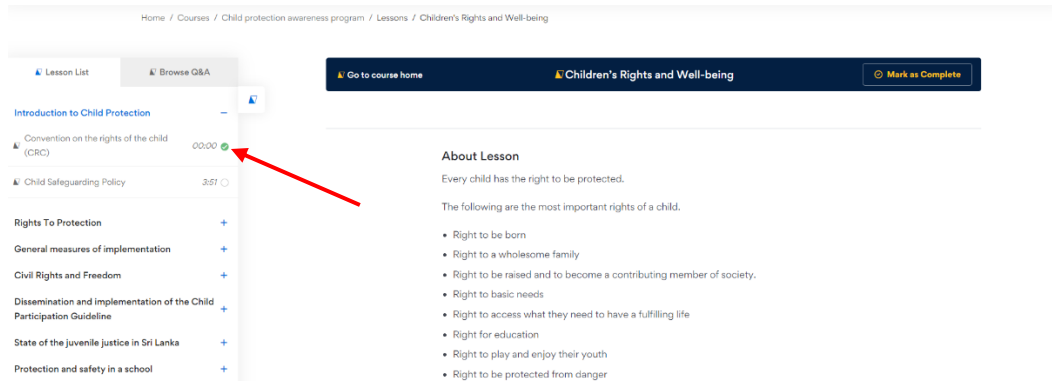
On the left-hand side, the user will be able to see all the course materials that they have to go through before attempting the quiz.



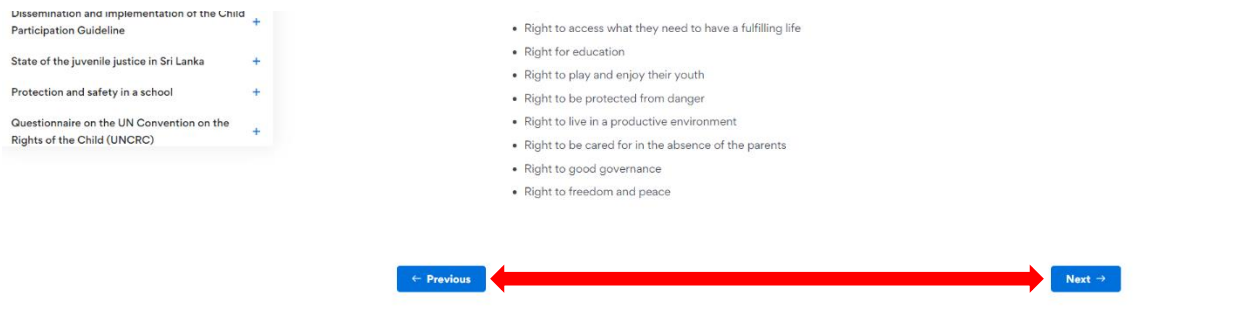
After going through every course material, the user will have to mark as complete before moving to the next course material.



The user can double check if they have marked as complete by checking the green tick which can be visible in the left-hand side.



When navigating through the course, users can easily move back and forth using the 'Next' and 'Previous' buttons.



After reviewing the course materials, users can attempt the quiz by simply clicking the 'Start' button.

The screenshot shows a course page for 'Questionnaire on the UN Convention on the Rights of the Child (UNCRC)'. The left sidebar contains a 'Lesson List' with various topics. The main content area displays the course title and a summary table:

Questions	Attempts Allowed	Attempted	Attempts Remaining	Passing Grade
15	5	1	4	40%

Below this is a 'Previous attempts' table:

#	Time	Questions	Total Marks	Earned Marks	Pass Mark	Grade	Result
1	March 7, 2024 6:23 am	15	15.00	0.00(0%)	6.00(40%)		Fail

A red arrow points to the 'Start Quiz' button at the bottom of the page.

The user will have 5 attempts to complete the course, with each attempt consisting of 15 randomly generated questions from a question bank. To qualify for the certificate, the user must achieve a minimum pass rate of 40%.

This screenshot is identical to the one above, but with a red box highlighting the summary table and a red arrow pointing to it from the right. The 'Start Quiz' button is also visible at the bottom.

After clicking the 'Start' button, users can begin the course. After answering each question, they must press the 'Submit and Next' button to proceed to the next question.

Go to course home Questionnaire on the UN Convention on the Rights of the Child (UNCRC)

Questionnaire on the UN Convention on the Rights of the Child (UNCRC)

Course: Child protection awareness program

Questions	Attempts Allowed	Attempted	Attempts Remaining	Passing Grade
15	5	2	3	40%

Questions No: 1/15 Total Attempted: 2/5 Time remaining: No Limit

1. Article 12 in the UNCRC says that children have the right to express their views in all matters affecting them. Does this mean that children can tell their parents what to do?

Yes.

No.

It means to encourage adults to listen to the opinions of children and involve in the decision making.

Submit & Next

After attempting all the questions, users can click the 'Submit' button. If they need to double-check their answers, they can click the 'Back' button.

15. The child shall be recognized immediately after birth and shall have the right to a name, right to acquire a naturally, right to know and be cared by the child? parents.

Name is not important

Not sure

Recognizing birth, name, nationality and parents

← Back **Submit Quiz** [Skip Question](#)

After submitting the quiz, users can check if they have passed the exam and review the number of attempts they have made to complete the course.

Previous attempts

#	Time	Questions	Total Marks	Earned Marks	Pass Mark	Grade	Result
1	March 7, 2024 6:47 am	15	15.00	10.00(67%)	6.00(40%)		Pass
2	March 7, 2024 6:23 am	15	15.00	0.00(0%)	6.00(40%)		Fail

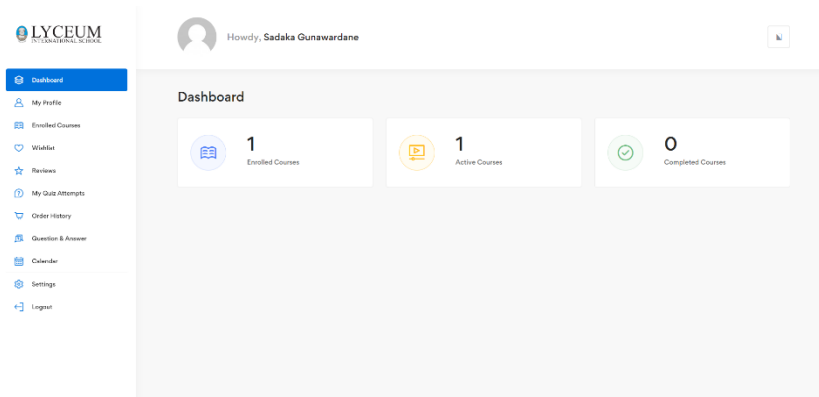
If the user has passed the exam, they can click the 'Dashboard' button.

The screenshot displays the user interface for a quiz. At the top, there is a navigation bar with contact information, a category menu, the Lyceum International School logo, and user options like 'Dashboard' and 'Log out'. Below this is a breadcrumb trail: Home / Courses / Child protection awareness program / Quizzes / Questionnaire on the UN Convention on the Rights of the Child (UNCRC). The main content area features a dark blue header with 'Go to course home' and the quiz title. The quiz title is 'Questionnaire on the UN Convention on the Rights of the Child (UNCRC)' and the course is 'Child protection awareness program'. A table provides the following statistics:

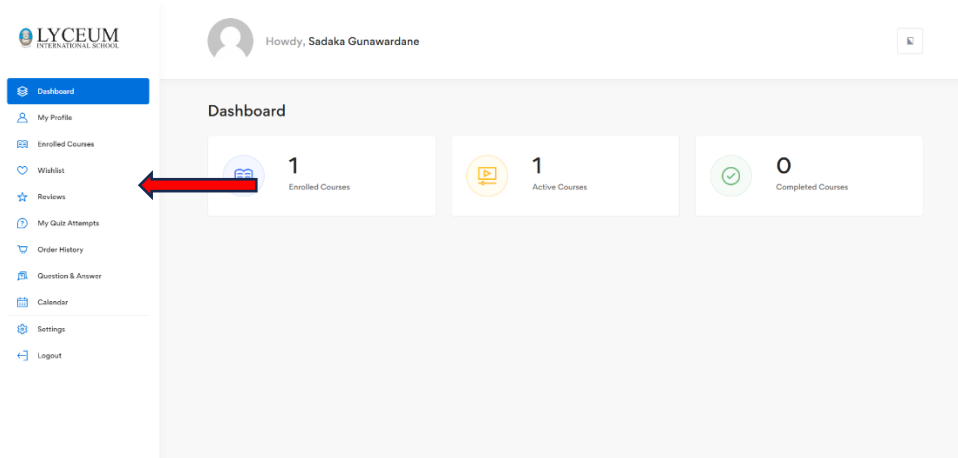
Questions	Attempts Allowed	Attempted	Attempts Remaining	Passing Grade
15	5	1	4	40%

Below the table, it shows 'Questions No: 1/15', 'Total Attempted: 1/5', and 'Time remaining: No Limit'. A red arrow points to the 'Dashboard' button in the top right corner of the page.

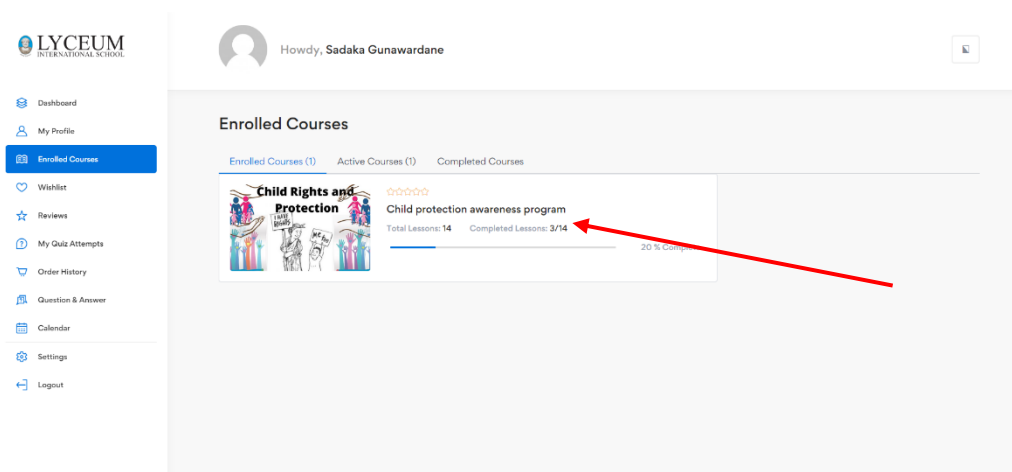
which will redirect them to the dashboard.



From that, they can click on the 'Enrolled Courses' button.



then select the 'Child Protection Awareness Program'.



On that page, the 'View Certificate' option will be available to download the certificate.

The screenshot displays the course page for 'Child protection awareness program' on the Lyceum International School website. The page includes a header with contact information, a navigation menu, and a sidebar with course details. A red arrow points to the 'View Certificate' button in the sidebar.

Child protection awareness program
Heshani | Last Update December 8, 2023
415 already enrolled

Course Status
100 % Complete

About This Course
Child protection awareness program for all lyceum schools staff members including leaf schools.
For non-academic staff members the presentation done by the NCPA officer. For the academic staff members, the annual child protection program is prepared by the Chief Student Counsellor Child Protection and Safeguarding Officer. The program will be followed online.
For new academic staff members, the Chief Student Counsellor and the Child Protection and Safeguarding Officer will conduct monthly online discussions on the last Thursday of each month.

- Write what you feel about Access to justice for children in Sri Lanka.
- Once you complete the course, give your suggestions to improve child protection in the school

Child Rights and Protection
I HAVE RIGHTS
ME TOO

Level: All Levels
Lectures: 14 lectures
Subject: Teacher Training

View Certificate (highlighted with a red arrow)
Retake This Course

You enrolled in this course on **October 8, 2023**
Enrollment validity: Lifetime