

From

Director, Higher Education, Haryana,  
ShikshaSadan, Sector-5, Panchkula.

To

✓ The Principals of Govt. Colleges (As per list enclosed)

Memo No.KW 29/4-2017 Coordination (1) Part-I  
Dated, Panchkula, the 9-3-2023

**Subject: Regarding Learning Management System.**

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Kindly refer to the subject cited above.

This is to inform you that keeping in view the requirement of Learning Management System in the colleges of Haryana, term of agreement made between M/s ITI Limited for providing Learning Management System in Govt. Colleges of Haryana has been extended by the Department for further period of two years i.e. upto 06.06.2024.

You are therefore, requested to use the Learning Management System as per module prepared by ITI Ltd. and send the Action Taken Reports on monthly basis.

Copy of user manual module provided by ITI Ltd. is also attached herewith.

*Rehman*  
Superintendent Coordination  
for Director Higher Education,  
Haryana, Panchkula.

CC:-

✓ In-charge IT Cell to upload the same on website.

720655/2021/Coordination

Sr.No.	College Name
✓ 1	Govt College Birohar - Jhajjar
✓ 2	GOVT College Hansi -Hisar
✓ 3	Govt College, Loharu
✓ 4	GC nangal choudhary
✓ 5	GCW Rohtak
✓ 6	Govt College Bhiwani
✓ 7	Pt NRS Govt COLLEGE Rohtak
✓ 8	GCW Sec-14,Gurugram
✓ 9	GC Jhajjar
✓ 10	GC Hodal
✓ 11	Desh bandhu GC Panipat
✓ 12	GC Jind
✓ 13	GCW Faridabad
✓ 14	GC Sfidon
✓ 15	K. M. Govt college Narwana
✓ 16	GC Jatauli H. Mandi Patuadi
✓ 17	GNC Sirsa
✓ 18	GC Palwal
✓ 19	GC Kheri Gujran
✓ 20	GC Bheria
✓ 21	GC Chhachrauli
✓ 22	GC Barota Gohana
✓ 23	GCW Safidon
✓ 24	GCW Hisar
✓ 25	GCW Sampla
✓ 26	GC Nagina
✓ 27	GC Bahu
✓ 28	GC Bahadurgarh
✓ 29	D GC Gurgaon
✓ 30	GC Kharkhara
✓ 31	GC Kalka
✓ 32	GC Narnaul
✓ 33	BCGCW Nangal Choudhary
✓ 34	GC Narnaund
✓ 35	GCW Narnaul
✓ 36	GC Tauru
✓ 37	GC Assandh
✓ 38	GC Tigaon

✓ 39	GC Meham
✓ 40	GCW Bahadurgarh
✓ 41	GC Dubaldhan
✓ 42	P. I. G GCW Jind
✓ 43	GC Hisar
✓ 44	I.G. Govt. P.G.C Tohana
✓ 45	GC Behrampur (Bapauli)
✓ 46	GCW Badhra
✓ 47	GCW Gohana
✓ 48	GC Matanhail
✓ 49	GC Barwala, Hisar
✓ 50	Chiranji Lal GC Karnal
✓ 51	GC Sec-9 Gurugram
✓ 52	GC Krishan Nagar
✓ 53	GCW Rewari
✓ 54	GC Mahendergarh
✓ 55	Govt College Ambala Cantt
✓ 56	GC Dujana
✓ 57	GC Dabwali
✓ 58	GC Kosli
✓ 59	GC Sidhrawali
✓ 60	S.K GC Kanwali
✓ 61	GC Kaithal
✓ 62	GC Adampur
✓ 63	GCW Karnal
✓ 64	GCW Tosham
✓ 65	GC Bhattu Kalan
✓ 66	GC Madlauda GCW
✓ 67	K.T. GC Ratia
✓ 68	GC Ateli
✓ 69	GCW Punhana
✓ 70	GCW Sirsa
✓ 71	GCW Lakhn Majra
✓ 72	SGC Siwani
✓ 73	GC Nalwa
✓ 74	GCW Behal
✓ 75	GC Nahar
✓ 76	GC Matak Majri
✓ 77	GCW Mahendergarh

/ 78	GC Gharaunda
/ 79	GC Bhuna
/ 80	GC Baund kalan
/ 81	GC Bawal
/ 82	GC Satnali
/ 83	GCW Ambala City
/ 84	GCW Bhudia Khera
/ 85	GCW Gurawara
/ 86	GCW Ratia
/ 87	GC Kanina
^ / 88	GCW Sec-14 — PKL
/ 89	GCW Ateli
/ 90	GC Israna
/ 91	GC Panchkula Sec-1
/ 92	GC Saha
/ 93	GC Faridabad
/ 94	GCW Bhiwani
/ 95	GC Naraingarh
/ 96	GC Badli
/ 97	GC Chhara
/ 98	GC Mithi Sureran Ellenabad
/ 99	GCW Jassaur Kheri
/ 100	GC Julana
/ 101	GC Alewa
/ 102	GC Hathin
/ 103	GC Barwala PKL
/ 104	GCW Pali
/ 105	GC Sampla
/ 106	GC Jassia
/ 107	GCW Mokhra
/ 108	GCW Bhiwani Khera
/ 109	GCW Murthal
/ 110	GCW Salaheri Nuh
/ 111	GC Kharkhoda
/ 112	GC Rewari
/ 113	Govt. college for Girls Palwal (Kurukshetra)
/ 114	Govt. college for Girls Shahzadpur
/ 115	Govt. college for Girls Loharu
/ 116	GOVT COLLEGE FOR GIRLS KAIRU

720655/2021/Coordination

✓ 117	Govt. College Mandi Hariya (Charkhi Dadri)
✓ 118	Govt. college for Girls Ballabgarh
✓ 119	GOVT COLLEGE FOR GIRLS NACHOLI
✓ 120	GOVT COLLEGE MOHNA (FARIDABAD) RURAL
✓ 121	GOVT COLLEGE FOR GIRLS SECTOR 52 GURUGRAM
✓ 122	GOVT COLLEGE FOR GIRLS MANESAR
✓ 123	GOVT COLLEGE BALASMAND HISAR
✓ 124	GOVT COLLEGE FOR GIRLS DATTA ( HISAR )
✓ 125	Govt. college Rithoj
✓ 126	Govt. college for Girls Ugalan
✓ 127	Govt. college for Girls Kheri Chopta
✓ 128	Govt. college Uklana
✓ 129	Govt. college for Women kulana (Jhajjar)
✓ 130	Govt. college for Girls Cheeka
✓ 131	Govt. college for Girls Pillukhera
✓ 132	Shri. Kapil Muni Govt College For Women Kalayat (Kaithal)
✓ 133	Govt. college for Girls Taraori
✓ 134	Govt. college for Girls Padha
✓ 135	Govt. college Chamu Kalan
✓ 136	Govt. college for Girls Unhani
✓ 137	Govt. college Chhilro (Mohindergarh)
✓ 138	Govt. college Sihma (Mohindergarh)
✓ 139	Govt. college for Girls Badoli
✓ 140	Govt. college for Girls Mandkola
✓ 141	Govt. college Raipur Rani
✓ 142	Govt. college for Girls Bawal
✓ 143	Govt. college Jatusana
✓ 144	Govt. college for Girls Kalanwali
✓ 145	Govt. college for Girls Rania
✓ 146	Govt. college for Women Sonipat
✓ 147	Govt. college for Girls Mohana (Sonipat)
✓ 148	Govt. college for Girls Aharwala (Bilaspur)
✓ 149	Govt. college Sarswati Nagar Mustafabad (Yamuna Nagar)
✓ 150	Govt. college Radaur

# LMS

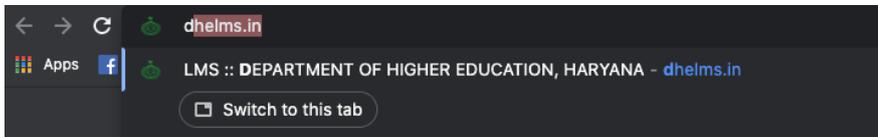
User Manual For Nodal Officer And Teachers

Topic
How to create a course
How to add teacher and student to course
How to add a study material in a course

# TOPIC - 1

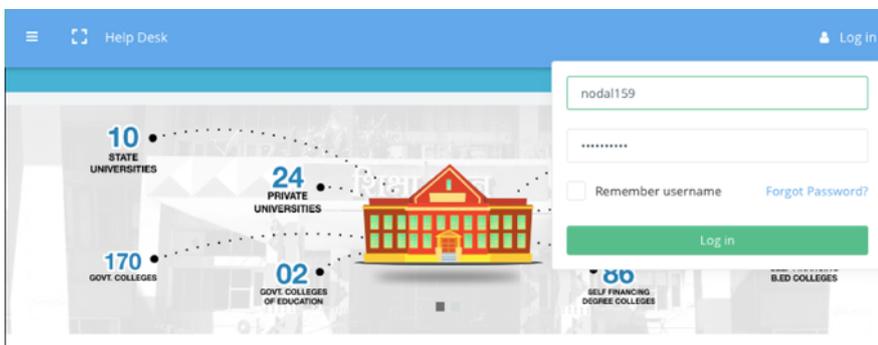
## How to create a course

Login URL dhelms.in



### Step – 1

Login with principal ID or nodal officer ID



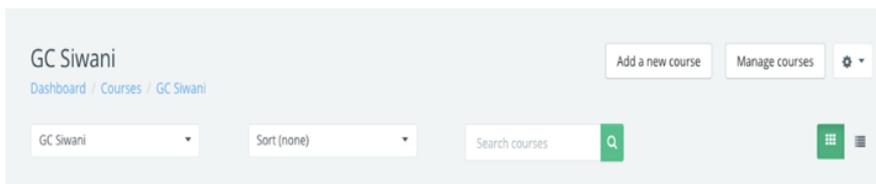
### Step - 2

Click on View and Create Course



## Step – 3

Click on Add a new Course



## Step – 4

Fill the 2 boxes which shows this sign! Please Ensure to use the same format below

Course Full Name – **Important – Please use hyphen (-)**

Add Subject Name -Course – Term – (if the course has a semester, you can mention that as well)

Accounting for Mgt – B.com – Final

**B) Course Short Name –**

copy the details entered in the full name and paste it in the short name **very important** add the college ID mentioned in the hint after the subject name

Accounting for Mgt – 7 -B.com – Final

You can choose the course start date of your choice – if you would like the course to get displayed on the teacher and student dashboard on a specific date if not just let the current date be **IMPORTANT** please make sure that you **Disable** the course end date by clicking on the tick box

▼ General

Hint: Subject-Course(BA)-Year  
Course full name

Hint: Subject-7-Course:Ex:BA-Year  
Course short name

Course visibility

Course start date

Course end date        Enable

Course visibility

Course start date

Course end date        Enable

▶ Course format

▶ Appearance

▶ Files and uploads

▶ Completion tracking

▶ Groups

▶ RemUI Custom Fields

Scroll Down and click on **save and return** - course will get created and get saved

You can view the course created by clicking on view and create course link on the Dashboard

**IF**

you click on **save and display** it will take you to the **participant page** you can directly add teachers and students from this page.

# TOPIC - 2

## How to add teachers or students to course

**Please note the steps to add teacher and students is the same**

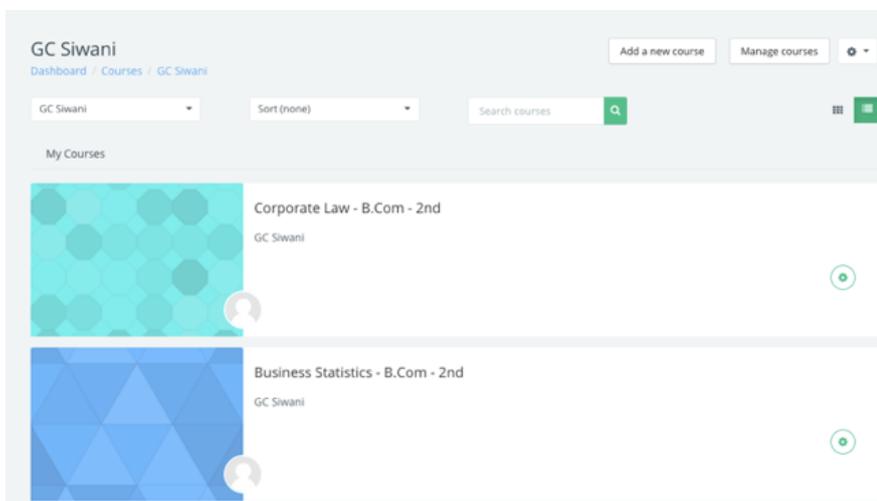
### Step 1

Click on View and Create Course on the Dashboard



### Step 2

Select the course in which you need to add the teacher



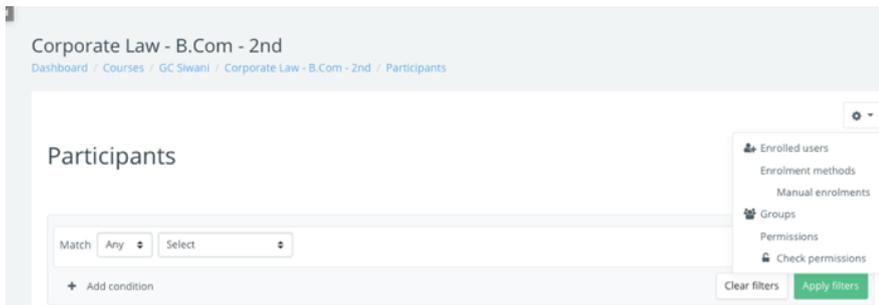
### Step 3

Select Participants shown on the left panel



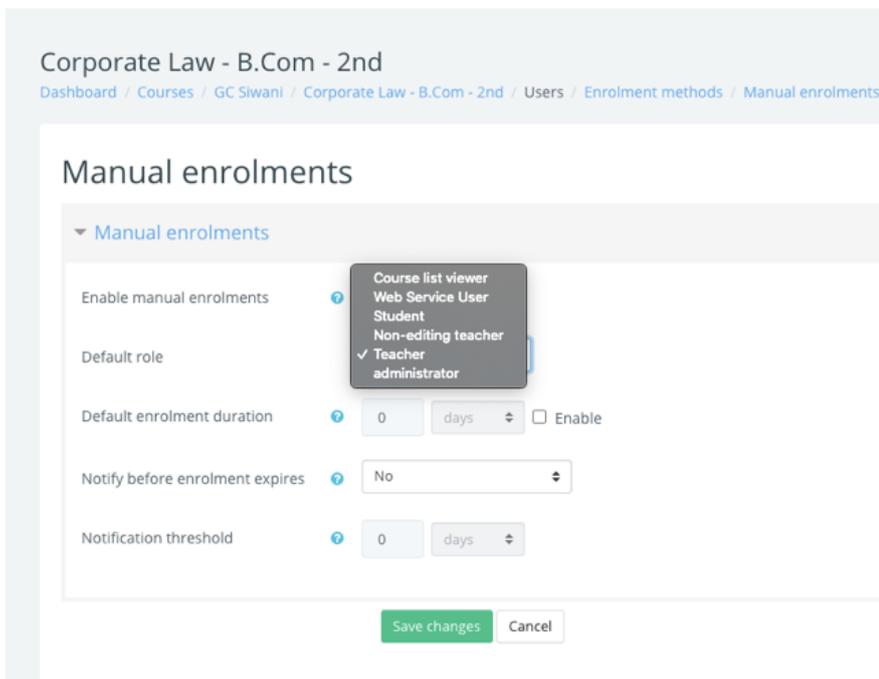
## Step 4

Click on the setting Icon on the right-hand side and select **Manual enrolments**



## Step 5

If you are adding a teacher in **Default role** Select **Teacher** but if you are adding Students, then in **Default role** Select **Student** and click on Save changes



## Step 6

Click on the **man icon** which is on the right-hand side with a **+sing**



## Step 7

Add a teacher ID or student Roll number in the search box (bottom right hand of the page) that you wish to enroll in the course

The ID that you have put in the search box will display the name of the user and it will reflect in the box which you can see on the right side, you can then select the user and click on Add

The user (Teacher/Student) will get added to the course and will get automatically saved

**IMPORTANT** - If you are adding Teacher in **Assign role** displayed under the Add button select **Teacher**

Manual enrolments

Enrolled users

None

Not enrolled users

Matching not enrolled users (1)  
Amit . (16127, 9466888090, GC Siwani)

◀ Add

Assign role  
Teacher ▾

Enrolment duration  
Unlimited ▾

Starting from  
Now (10/05/21, 21:29) ▾

Search 16127 Clear

Remove ▶

Search options ▾

- Keep selected users, even if they no longer match the search
- If only one user matches the search, select them automatically
- Match the search text anywhere in the displayed fields

**IMPORTANT** - If you are adding Student in **Assign role** displayed under the Add button select **Student**

Manual enrolments

Enrolled users

Enrolled users (1)  
Amit . (16127, 9466888090, GC Siwani)

Not enrolled users

Matching not enrolled users (1)  
SACHIN . (120007002249, 83070476)

◀ Add

None  
Teacher  
✓ Student

Enrolment duration  
Unlimited ▾

Starting from  
Now (10/05/21, 21:30) ▾

Search 120007002249 Clear

Remove ▶

Search options ▾

- Keep selected users, even if they no longer match the search
- If only one user matches the search, select them automatically
- Match the search text anywhere in the displayed fields

As you start adding users – The added users will show in the box on the left side and will get auto saved in the course

## Removing a user if added incorrectly

If you have added a wrong user, you can simply select the user showing in the box on the left and click **Remove**

Manual enrolments

Enrolled users (2)

- Amit . (16127, 9466888090, GC Siwani)
- SACHIN . (120007002249, 8307047694, GC Siwani)

Not enrolled users

No users match '1200070022'

← Add

Assign role

Student

Enrolment duration

Unlimited

Starting from

Now (10/05/21, 21:34)

Search

Clear

Search options

- Keep selected users, even if they no longer match the search
- If only one user matches the search, select them automatically
- Match the search text anywhere in the displayed fields

Remove

Search: 120007002249

Clear

Once all students and teacher are added to the course if you click on the course, it will show you the total number of users enrolled in this course

LMS

Recent - Help Desk

Corporate Law - B.Com - 2nd

Dashboard - Courses - GC Siwani - Corporate Law - B.Com - 2nd

27 ENROLLED STUDENTS

0 STUDENTS COMPLETED

0 IN PROGRESS

27 YET TO START

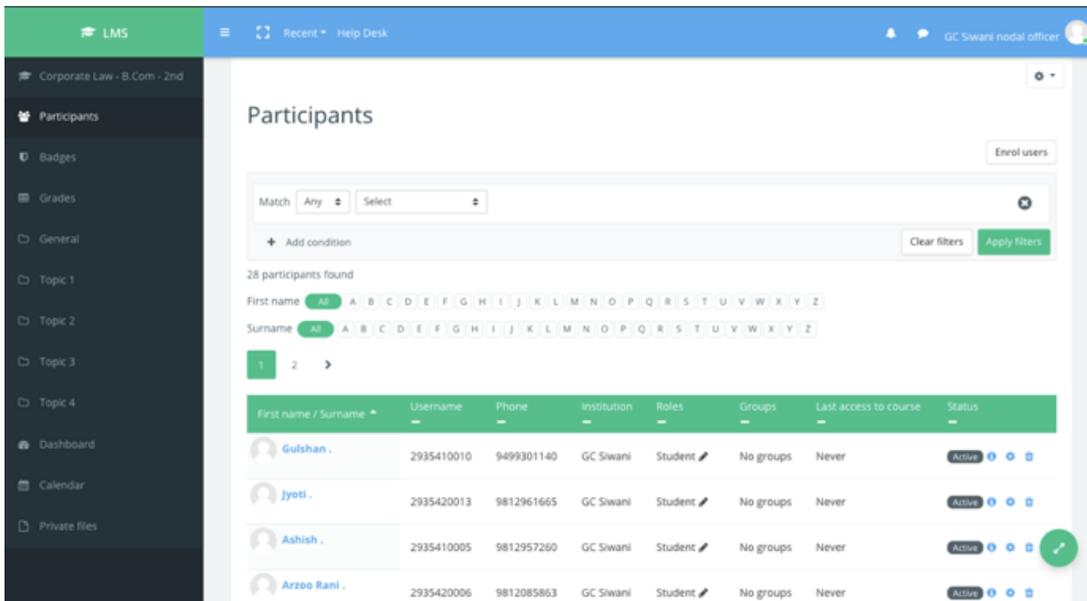
Announcements

Topic 1

Topic 2

## View enrolled users in a course

In order to view the enrolled users in a course - click on participants it will display all enrolled users in the course



The screenshot shows the 'Participants' page in an LMS. The page title is 'Participants' and it includes an 'Enrol users' button. There are search filters for 'Match' (Any) and 'Select'. Below the filters, it states '28 participants found'. There are two alphabetical filters for 'First name' and 'Surname', both currently set to 'All'. A table lists the participants with columns for First name / Surname, Username, Phone, Institution, Roles, Groups, Last access to course, and Status. The table shows four participants: Gulshan, Jyoti, Ashish, and Arzoo Rani. Each participant row has an 'Active' status and three small icons (a blue circle, a blue square, and a blue square).

First name / Surname	Username	Phone	Institution	Roles	Groups	Last access to course	Status
Gulshan	2935410010	9499301140	GC Siwani	Student	No groups	Never	Active
Jyoti	2935420013	9812961665	GC Siwani	Student	No groups	Never	Active
Ashish	2935410005	9812957260	GC Siwani	Student	No groups	Never	Active
Arzoo Rani	2935420006	9812085863	GC Siwani	Student	No groups	Never	Active

# TOPIC – 3

## How to add study material in a course

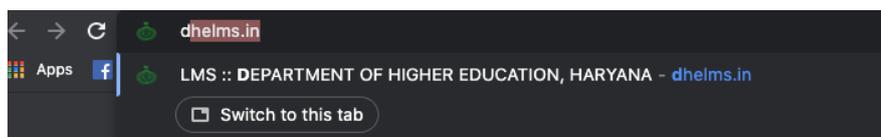
In this topic we will go through the steps which shows:

1. How can a teacher add content to the course?
2. Different content type

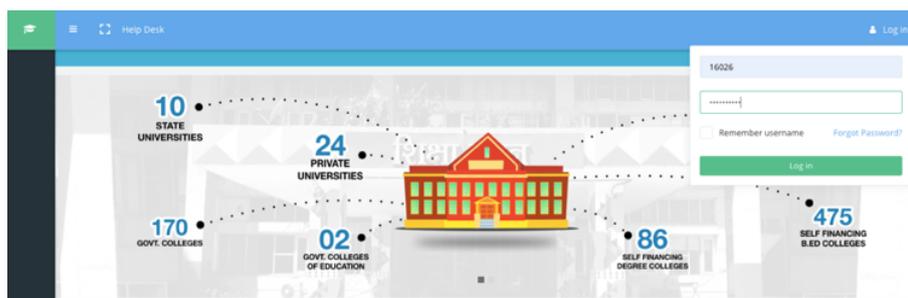
## How to add content to the course?

### Step 1

Teacher needs to login to dhelms.in



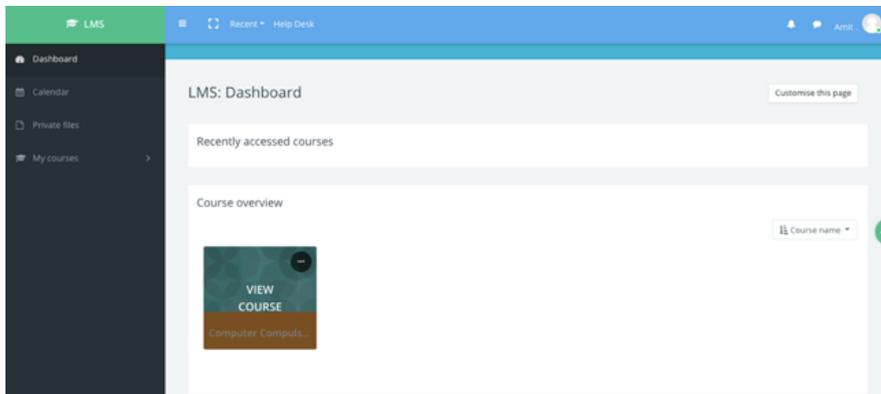
Login with your user ID Password



Teachers will be able to see their course on the dashboard (courses are created by the Nodal officer if you are unable to see your course, we would request you to contact your Nodal officer)

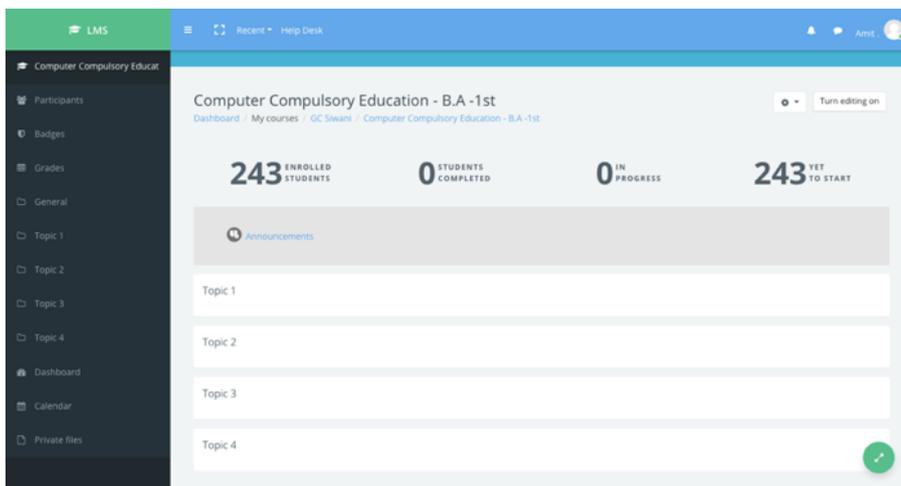
## Step 2

Click on the **course** to add content



## Step 3

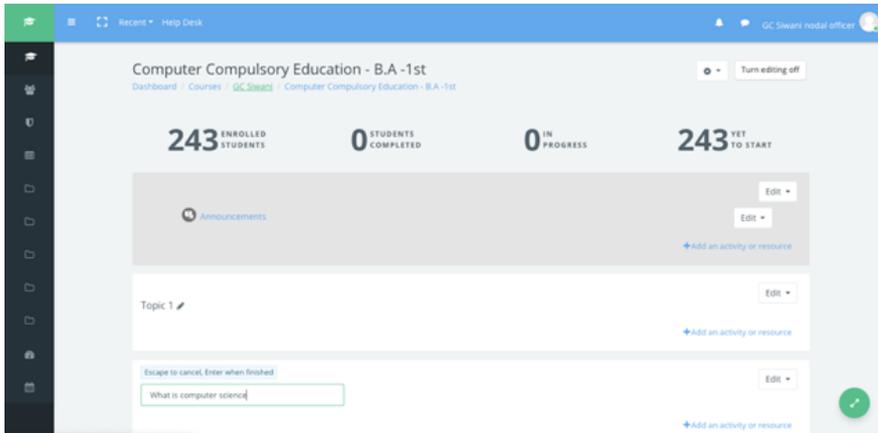
Click on Turn editing on – displayed on the upper right-hand side



## Step 4

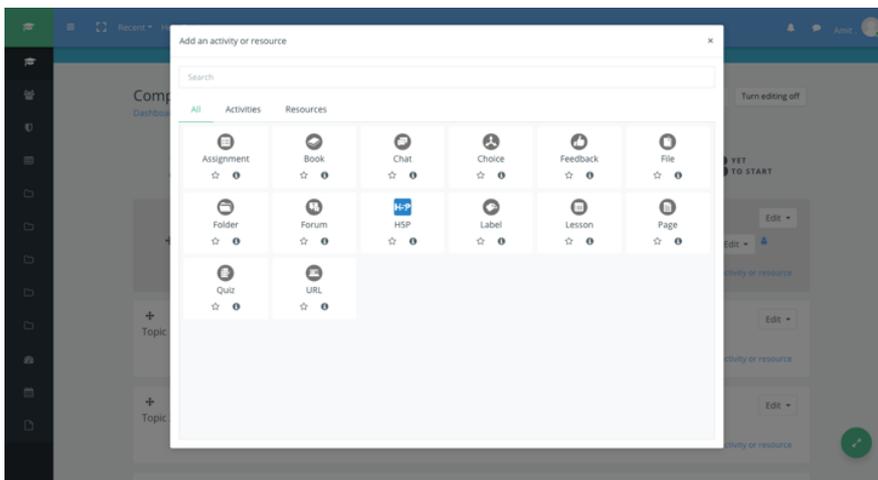
Click on the pencil sign shown next to Topic 1 - If you want to name the chapters - write the name of the chapter - press Enter key on your system - it will save the name of the chapter

Click **+Add an activity or resource** – Displayed on the right- hand side



Once you have clicked + Add an activity or resource the box displayed below will open

Choose the activity you need to add in the chapter example – File – Upload File, URL – Video Links, Pages – write content, Quiz, Assignment, etc.



Let's see a few examples on how to upload content Steps to follow supported by the images

- File
- URL – Videos
- Quiz
- Assignment

## File (Steps to follow)

Name the file - select file click choose file - select the file to upload - once you select the file - click upload this file

The uploaded file will display in the section of select file (upload as many files you want) After you have finished uploading the file click on save and return to course

o Adding a new File to What is computer science [Expand all](#)

**General**

Name

Description 

Rich text editor toolbar: Undo, Bold, Italic, Bulleted list, Numbered list, Link, Unlink, Image, Video, Embed, Help

 Display description on course page

Select files Maximum size for new files: 100MB

File picker

- Server files
- Recent files
- Upload a file**
- URL downloader
- Private files
- Wikimedia

Attachment  No file chosen

Save as

Author

Choose licence

Select files Maximum size for new files: 100MB

Files



Screenshot 2025-01-10 10:00:00

Appearance

Common module settings

Restrict access

Activity completion

Tags

## URL – Upload Video

Name the Video - Add URL link - click on save and return to course

Adding a new URL to What is computer science [Expand all](#)

**General**

Name

External URL

Description

**Rich Text Editor:** [Undo] [Bold] [Italic] [List] [Link] [Image] [Video] [Table] [H2-P]

Display description on course page

# Quiz

## Name the Quiz

Click Timing – if you want you can select a date and time for the quiz to be displayed – you can also set a quiz timer- click save and display

Click - Edit Quiz - right side there will be a box - Add questions – New question

Select the questions type you would like to add to the quiz (add as many questions you like) click Add

The screenshot shows the Moodle interface for creating a quiz. The page title is "Computer Compulsory Education - B.A -1st". The breadcrumb trail is: Dashboard / My courses / GC Swani / Computer Compulsory Education - B.A -1st / What is computer science / Adding a new Quiz to What is computer science.

The main heading is "Adding a new Quiz to What is computer science". There is an "Expand all" link on the right.

The "General" section is expanded, showing:

- Name: Quiz 1
- Description: A rich text editor with a toolbar (bold, italic, underline, list, link, unlink, insert link, insert image, insert video, insert audio, insert code, insert table, insert table of contents, undo, redo, help) and a text area.
- Display description on course page:

The "Timing" section is expanded, showing:

- Open the quiz: 11 May 2021 00:49.  Enable
- Close the quiz: 11 May 2021 00:49.  Enable
- Time limit: 30 minutes.  Enable
- When time expires: Open attempts are submitted automatically

Buttons at the bottom: Save and return to course, Save and display, Cancel.

Message: There are required fields in this form marked with a red dot.

Summary: Time limit: 30 mins, Grading method: Highest grade.

Message: No questions have been added yet.

Buttons: Edit quiz, Back to the course.

## Choose a question type to add

×

### QUESTIONS

-  Multiple choice
-  True/False
-  Matching
-  Short answer
-  Numerical
-  Essay
-  Calculated
-  Calculated multichoice
-  Calculated simple
-  Drag and drop into text
-  Drag and drop markers
-  Drag and drop

Select a question type to see its description.

Add

Cancel

**Continue.....**

# Assignment

Name the Assignment - If you want - Type questions in the Description box or upload Question Paper

Set Availability - select date time for the Assignment to be displayed – Set reminder for self to grade the assignment

Submission Type - Allows you to put a cap on online text students can type

Grade- Set the Grade for the assignment

Click Save and Return to course

## Adding a new Assignment to Assignment

The screenshot shows the 'General' tab of an assignment creation form. At the top right, there is an 'Expand all' link. The 'Assignment name' field contains 'Assignment 1'. The 'Description' field is a rich text editor with a toolbar and contains two questions: 'Question 1 - what is computer science?' and 'Question 2 - Define operating system?'. Below the description, there is a checkbox for 'Display description on course page'. The 'Additional files' section shows a 'Files' folder icon and a dashed box for file uploads, with a note that the maximum size for new files is 100MB.

The screenshot shows the 'Availability' tab of the assignment creation form. It includes four rows of date and time pickers: 'Allow submissions from' (11 May 2021 00:00), 'Due date' (18 May 2021 00:00), 'Cut-off date' (11 May 2021 00:54), and 'Remind me to grade by' (25 May 2021 00:00). Each row has an 'Enable' checkbox. At the bottom, there is a checked checkbox for 'Always show description'.

The screenshot shows the 'Submission types' tab of the assignment creation form. It includes several settings: 'Submission types' with checked boxes for 'Online text' and 'File submissions'; 'Word limit' set to 500 with an 'Enable' checkbox; 'Maximum number of uploaded files' set to 20; 'Maximum submission size' set to 'Site upload limit (100MB)'; and 'Accepted file types' set to '+' with a 'Choose' button and the text 'All file types'.

Grade

Grade



Type

Point

Scale

Maximum grade

100

Grading method



Simple direct grading

Grade category



Uncategorised

Grade to pass



Anonymous submissions



No

Hide grader identity from students



No

Use marking workflow



No

Save and return to course

Save and display

Cancel

There are required fields in this form marked .

**Once you have finished adding all content click on Turn editing off – All your content gets saved**

The screenshot shows a Moodle course page for 'Computer Compulsory Education - B.A -1st'. At the top right, there is a 'Turn editing on' button. Below the course title, the breadcrumb trail reads 'Dashboard / My courses / GC Siwani / Computer Compulsory Education - B.A -1st'. The main content area features four statistics: 243 ENROLLED STUDENTS, 0 STUDENTS COMPLETED, 0 IN PROGRESS, and 243 YET TO START. Below these are sections for 'Announcements', 'What is computer science' (containing 'Notes on computer science', 'Video on Computer science', and 'Quiz 1'), and 'Assignment' (containing 'Assignment 1' with two questions: 'Question 1 - what is computer science?' and 'Question 2 - Define operating system?'). A green circular button with a white arrow is visible in the bottom right corner of the assignment section.

Thank You for your Time – The End

## HOW TO ADD STUDENTS TO THE COURSE

**IMPORTANT** – If you are **unable to login** or If the **students are missing** we would request you to **share** the student **details** mentioned below **with your nodal officers** they will mail us the list and we will get the students uploaded on the LMS post that the teachers will be able to add those missing students

Student Roll Number

First name

Last name

Phone number

Institute name

Teacher Employee ID

First name

Last name

Phone number

Institute name

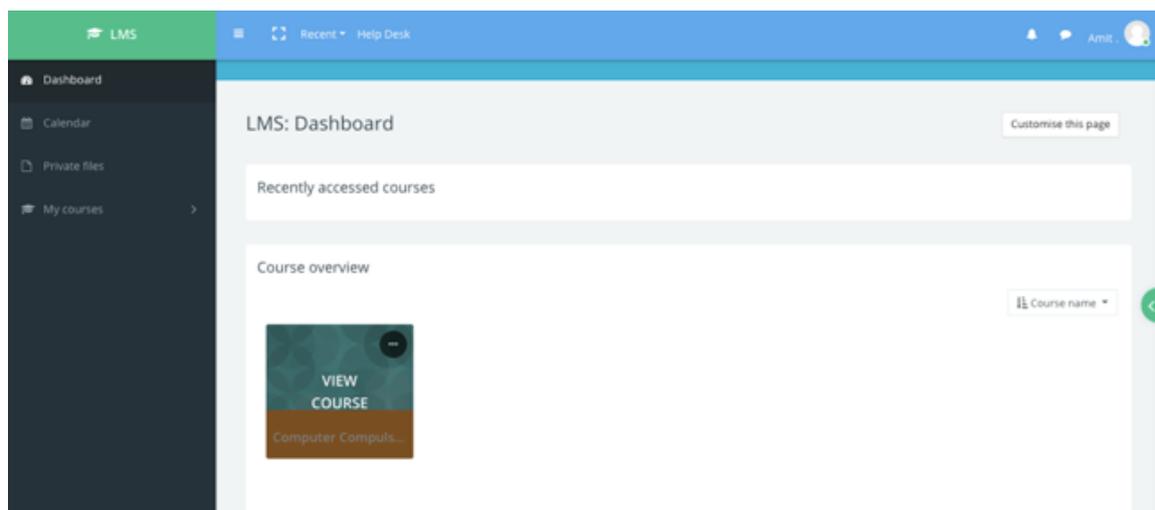
## Let's Begin

### Step 1

Login to dhelms.in - Enter your (username) employee id and the password Lms@123456

### Step 2

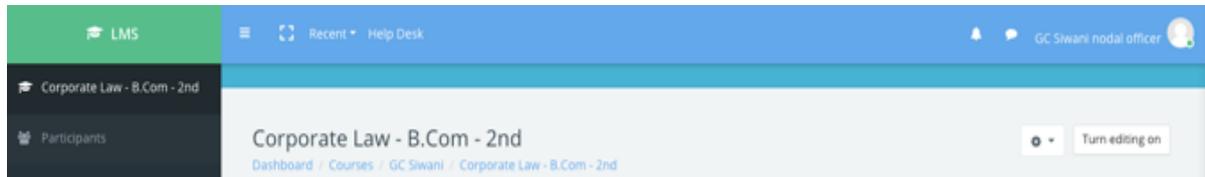
Click on the course in which you need to add the student



## HOW TO ADD STUDENTS TO THE COURSE

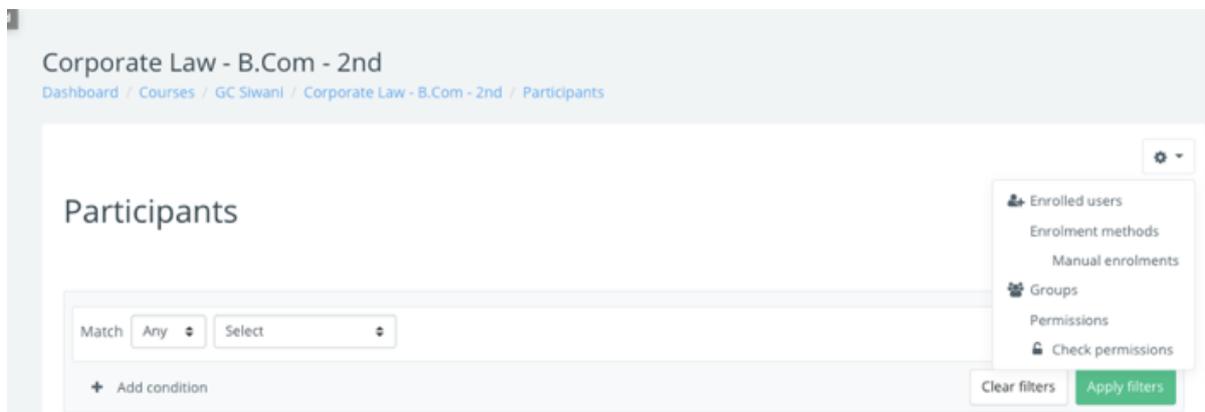
### Step 3

Click on participant which is listed on the left panel



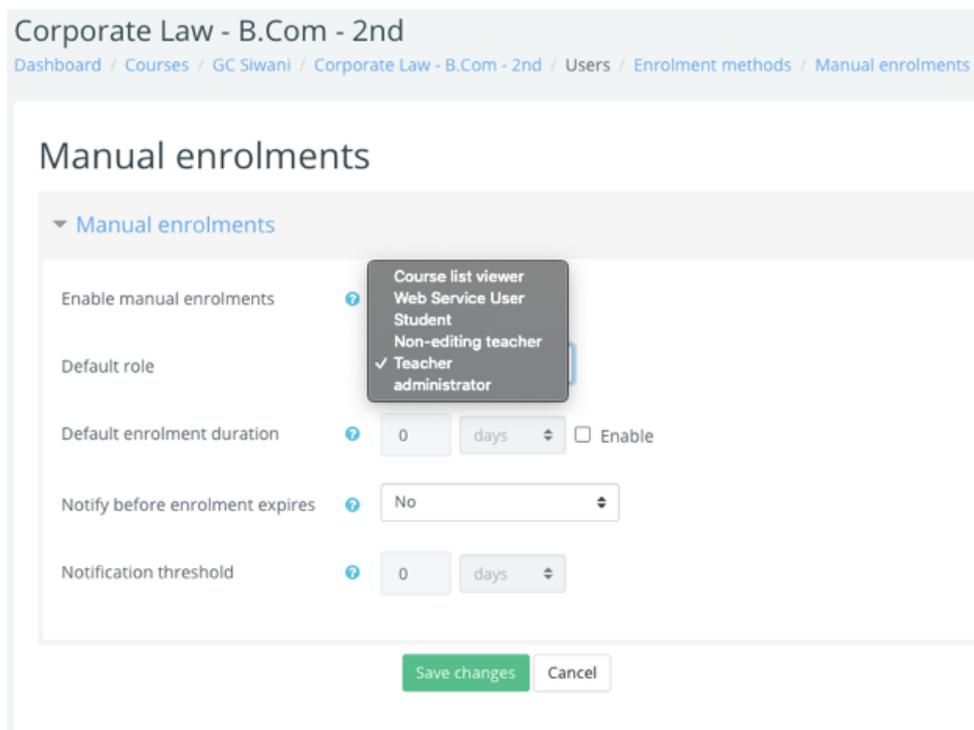
### Step 4

Click on the setting/gear icon on the right side and select manual enrolment



### Step 5

Make sure you select **student** In **Default role** click on Save changes



## HOW TO ADD STUDENTS TO THE COURSE

### Step 6

Click on the **man icon** which is on the right-hand side with a **+sing**

The screenshot shows the 'Enrolment methods' section of a course page. At the top, it says 'Corporate Law - B.Com - 2nd' with a breadcrumb trail: 'Dashboard / Courses / GC Siwani / Corporate Law - B.Com - 2nd / Users / Enrolment methods'. Below this is a table with the following data:

Name	Users	Up/Down	Edit
Manual enrolments	28	↓	   

### Step 7

Add student Roll number in the search box (bottom right hand of the page) that you wish to enroll in the course

The ID that you have put in the search box will display the name of the user and it will reflect in the box which you can see on the right side, you can then select the user and click on Add

The student will get added to the course and will get automatically saved

The screenshot shows the 'Manual enrolments' interface. It is divided into two main sections: 'Enrolled users' and 'Not enrolled users'.  
- **Enrolled users:** Shows one user: 'Amit . (16127, 9466888090, GC Siwani)'.  
- **Not enrolled users:** Shows one matching user: 'SACHIN . (120007002249, 83070476)'.  
- **Search options:** Includes a search box with '120007002249' entered, a 'Clear' button, and a 'Remove' button.  
- **Enrolment settings:** A dropdown menu is open showing 'None', 'Teacher', and 'Student' (selected). Below it are 'Enrolment duration' set to 'Unlimited' and 'Starting from' set to 'Now (10/05/21, 21:30)'.  
- **Search options:** Three checkboxes are visible: 'Keep selected users, even if they no longer match the search' (unchecked), 'If only one user matches the search, select them automatically' (unchecked), and 'Match the search text anywhere in the displayed fields' (unchecked).

## HOW TO ADD STUDENTS TO THE COURSE

### Step 8

Removing a user if added incorrectly

If you have added a wrong user, you can simply select the user showing in the box on the left and click Remove

The screenshot shows the 'Manual enrolments' interface. On the left, under 'Enrolled users', there is a list of two users: 'Amit . (16127, 9466888090, GC Siwani)' and 'SACHIN . (120007002249, 8307047694, GC Siwani)'. Below this list is a search box and a 'Clear' button. Under 'Search options', there are three checkboxes: 'Keep selected users, even if they no longer match the search', 'If only one user matches the search, select them automatically', and 'Match the search text anywhere in the displayed fields'. In the center, there are buttons for 'Add', 'Assign role' (set to 'Student'), 'Enrolment duration' (set to 'Unlimited'), 'Starting from' (set to 'Now (10/05/21, 21:34)'), and 'Remove'. On the right, under 'Not enrolled users', there is a search box containing '120007002249' and a 'Clear' button. Below the search box, it says 'No users match '120007002249''. A 'Remove' button is also visible below the search box.

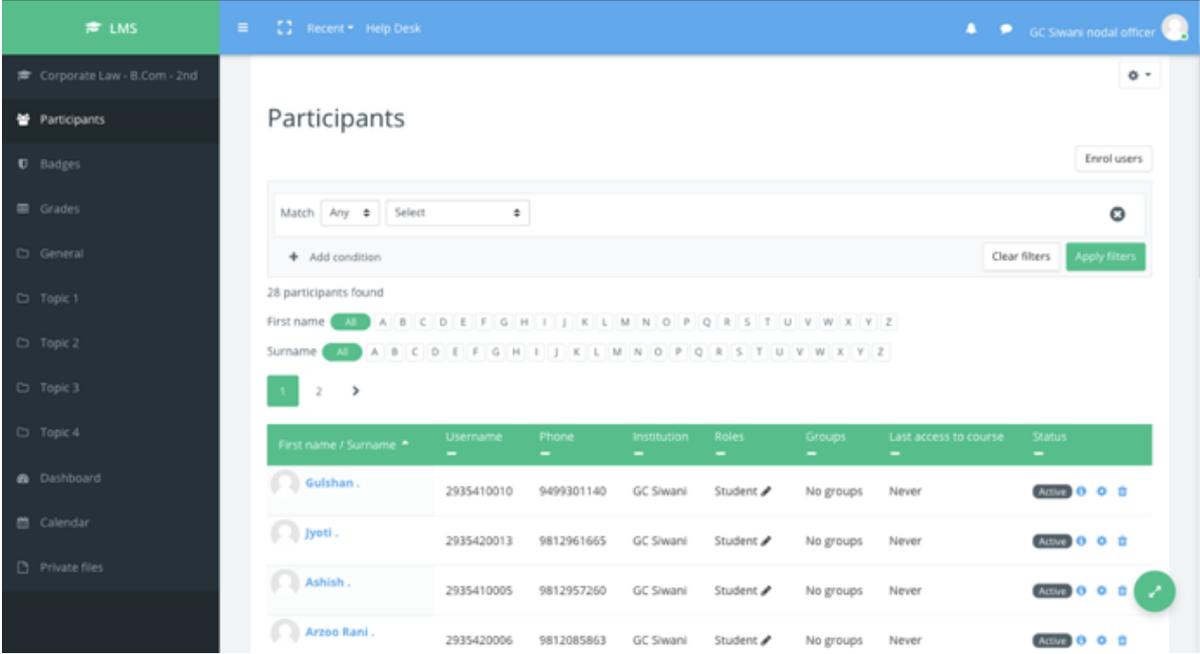
Once all students are added to the course you can go back on the dashboard click on the course, it will show you the total number of users enrolled in this course

The screenshot shows the LMS dashboard for the course 'Corporate Law - B.Com - 2nd'. The dashboard displays the following statistics: 27 ENROLLED STUDENTS, 0 STUDENTS COMPLETED, 0 IN PROGRESS, and 27 YET TO START. Below the statistics, there is an 'Announcements' section with two topics listed: 'Topic 1' and 'Topic 2'. The left sidebar shows the course structure with 'Participants', 'Badges', 'Grades', 'General', and 'Topic 1', 'Topic 2', 'Topic 3'.

## HOW TO ADD STUDENTS TO THE COURSE

### View enrolled users in a course

In order to view the enrolled users in a course - click on participants it will display all enrolled users in the course



The screenshot shows the LMS interface for viewing participants. The left sidebar contains navigation options: LMS, Corporate Law - B.Com - 2nd, Participants, Badges, Grades, General, Topic 1, Topic 2, Topic 3, Topic 4, Dashboard, Calendar, and Private files. The main content area is titled "Participants" and includes an "Enrol users" button. Below this is a search filter section with "Match Any" and "Select" dropdowns, an "Add condition" button, and "Clear filters" and "Apply filters" buttons. It indicates "28 participants found" and provides alphabetical filters for "First name" and "Surname". A table lists the participants with columns for First name / Surname, Username, Phone, Institution, Roles, Groups, Last access to course, and Status.

First name / Surname	Username	Phone	Institution	Roles	Groups	Last access to course	Status
Gulshan .	2935410010	9499301140	GC Swani	Student	No groups	Never	Active
Jyoti .	2935420013	9812961665	GC Swani	Student	No groups	Never	Active
Ashish .	2935410005	9812957260	GC Swani	Student	No groups	Never	Active
Arzoo Rani .	2935420006	9812085863	GC Swani	Student	No groups	Never	Active

Thank you for your time



# LEARNING MANAGEMENT SYSTEM

# What is LMS

## Learning Management System

A learning management system is a software application for the administration, documentation, tracking, reporting, and delivery of educational courses, training programs, or learning and development programs. The learning management system concept emerged directly from e-Learning.

LMS delivers and manages all types of content, including video, courses, and documents. In the education and higher education markets, LMS will include a variety of functionality such as a discussion board, create online course content. Each course has access to activity modules. These modules help to facilitate e-Learning in the course by allowing educators to set an activity for the students.



# Benefits of Online LMS

- ▶ LMS is cloud web based solution.
- ▶ It can be accessed from anywhere and anytime from any computer .
- ▶ There is no need of any special software , just required an internet connection and a personal computer for login.
- ▶ Can store any type of data and you can access this data from any where in the world.
- ▶ User friendly interface .
- ▶ Quick access to information .
- ▶ Responsive design
- ▶ Role based system.



# Device Responsive Design



# Benefits

## Features for Teachers

- ❖ Teacher can view / edit profile
- ❖ Teacher can manage private files
- ❖ Teacher can upload and view course content. Content Type can be- video, audio, document (ppt, pdf, word, text, ppt with audio) and URL.
- ❖ Teacher can send/check notification for upcoming events
- ❖ Teacher can maintain tasks: today, upcoming
- ❖ Teacher can get information about course statistics and progress
- ❖ Teacher can use dynamic calendar where user can view all the activities at a glance
- ❖ Teacher can design and set quiz tests, which may be automatically marked and feedback and/or to correct answers shown.
- ❖ Teacher can see online students
- ❖ Teacher can view Courses and Timelines and online chat
- ❖ Teacher can create/check announcements
- ❖ Teacher can create assignment, tutorials and blogs
- ❖ Teacher can create and participate in online forum
- ❖ Teacher can create question bank
- ❖ Teacher can create survey, wiki, workshop and book
- ❖ Teacher can manage files
- ❖ Teacher can create Folders for similar files
- ❖ Teacher can view student progress



## Features for Students

- ❖ Student can view course content. Content Type can be- video, audio, document (ppt, pdf, word, text, ppt with audio)) and URL.
- ❖ Student can use dynamic calendar where user can view all the activities at a glance
- ❖ Student can manage private files
- ❖ Student can view upcoming events
- ❖ Student can gain support for non-teaching activities. eg. Publishing events in calendar.
- ❖ Student can view online users, courses and timelines
- ❖ Student can use online chat and feedback
- ❖ Student can check notifications
- ❖ Student can view announcements, assignments and tutorials
- ❖ Student can take part in discussion forums by posting and reading messages.
- ❖ Student can view glossary, lesson plan, quiz, survey, workshop, book, file, folder, page and URL.

# Need Help ?

## We have helpdesk for LMS

You just have to put your queries in help desk and our help desk executive will resolve your queries and issues.

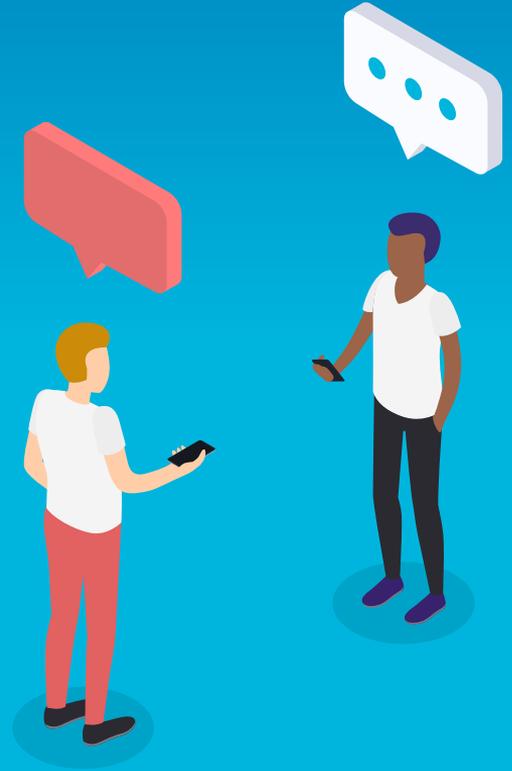
You can reach us at our helpline number/email

**7888499534 / [lms.dhehry@gmail.com](mailto:lms.dhehry@gmail.com)**





# How to reach at our Online help desk



Help Desk for LMS, DHE Haryana

Help Desk > Learning Management System (LMS) > DHE Haryana > Help Desk

Instructions to write your query  
आपके सवाल पूछने के लिए निर्देश

To Raise your query please click on "Submit a Ticket Link"      To View the Status of your query please click on "View existing ticket"

आपका प्रश्न पूछने के लिए कृपया "Submit a ticket" लिंक पर क्लिक करें      आपकी प्रश्न की स्थिति देखने के लिए कृपया "view existing ticket" पर क्लिक करें

**Submit a ticket**  
Submit a new issue to a department

**View existing ticket**  
View tickets you submitted in the past

You can also reach us through our E-mail.  
आप हमारे ईमेल के माध्यम से भी पहुंच सकते हैं  
lms.dhehry@gmail.com

To go back to LMS Portal  
मुख्य पोर्टल पर वापस जाने के लिए यहाँ [Click Here](#)

# Help Desk



Department of Higher Education, Haryana (Help Desk)

What can we help you with?

LMS

- Click to Select...
- Download
- Order Admission
- Web / IT/IT
- Course Related
- Self Register
- Student Register
- Student App
- Feedback
- Payment Related
- Admission Certificate
- Home and Hostel in aid
- Registration Fee & Payment
- Library Showing
- Change in Attendance
- New Candidates
- Self Fee
- Scholarship/ Stipend
- Placement Tracker

Step 1

Department of Higher Education, Haryana (Help Desk)

What can we help you with?

LMS

[Click to continue](#)

Step 2

Department of Higher Education, Haryana (Help Desk)

Use the form to submit a support request. Required fields are marked with \*

Name:

Email:

Subject:

Message:

Your Mobile Number:

Attachments: [Choose File](#) No file chosen  
[File Upload Error](#)

SPAM Prevention: \* Type the number you see in the picture below.

4 6 9 2 3

[Submit Ticket](#)

**Before submitting please make sure of the following**

- All necessary information has been filled out.
- All information is correct and error-free.

**We have:**

- 202.164.40.10 recorded as your IP Address
- recorded the time of your submission

[Submit Ticket](#)

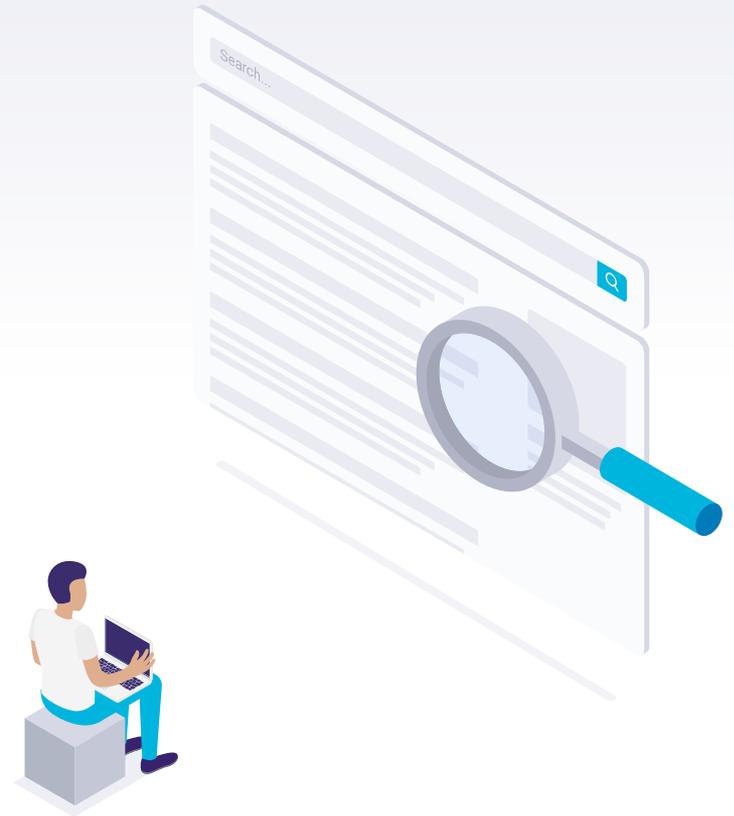
Step 3

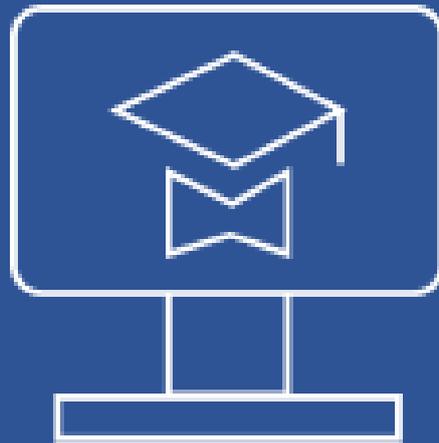
# THANKS!

## Any questions?

You can reach us at:

- ▶ [lms.dhehry@gmail.com](mailto:lms.dhehry@gmail.com)
- ▶ 7888499534





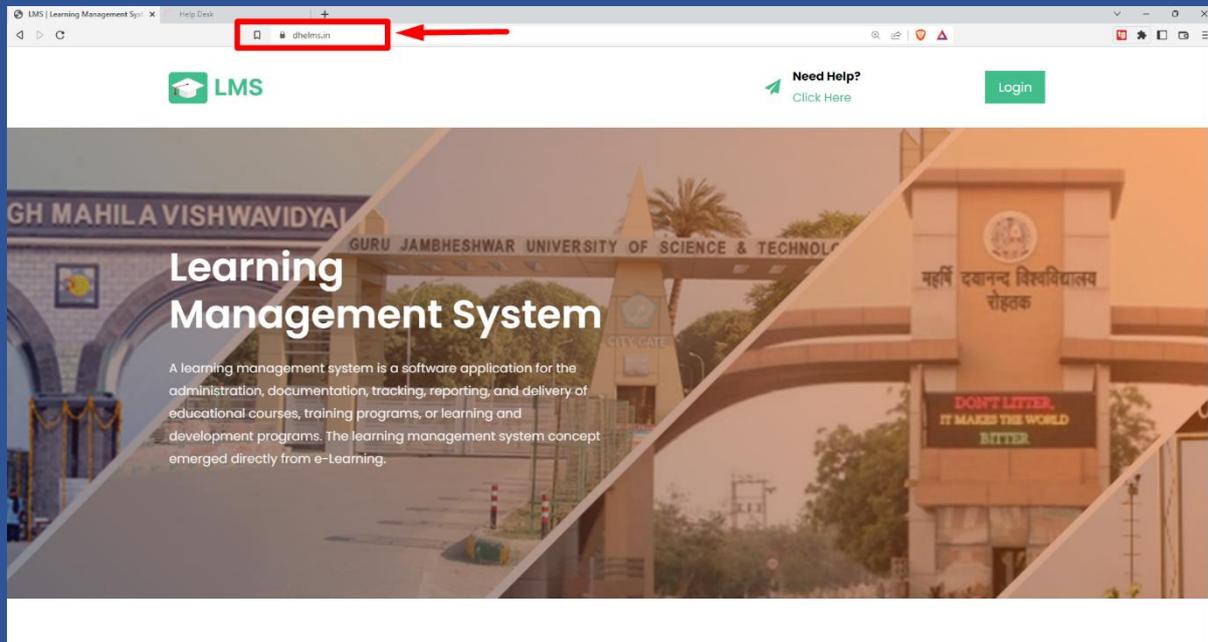
**Dhelms.in**

## **Login & Profile Updating**

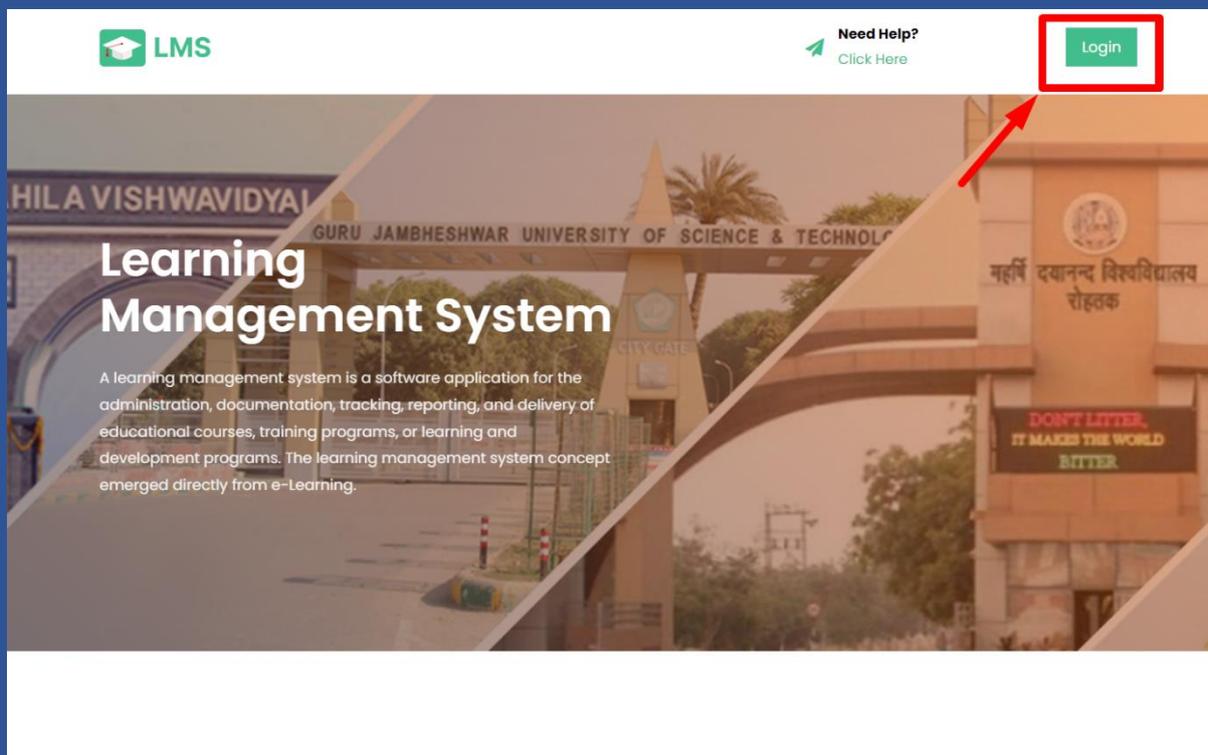
**This is a small guide on how to login and how to update a profile within LMS. We have curated the steps that are to be followed. These are very simple steps and very few steps that we have combined and shared along with screenshots for everyone's reference on login and profile updating within LMS.**

## Steps to Login :

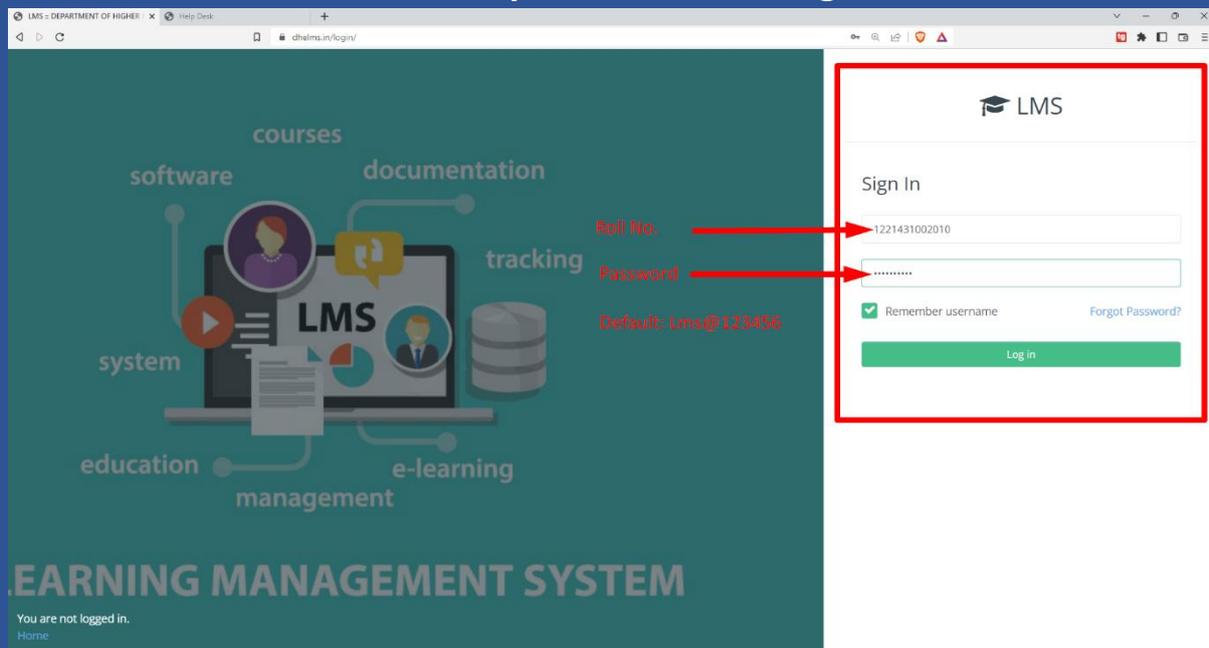
### 1. Open the website dhelms on the Browser (Chrome/Firefox/Edge)



### 2. Click on the Login icon on the top right hand side as shown below



3. On the next screen you'll have the username and password section to be filled in the required boxes to login.



Following the above steps a student would be able to easily login into the LMS portal and would be able to see the student dashboard and can utilize the platforms features with easy. If they do have any query's or issues they can email us and reach the helpdesk during working hours and we'll be happy to assist students.

### Profile Updating with LMS:

We would like to share a few steps that can be performed for the first time Students that login and as well as for the previous students if their profiles are incomplete within the platform.

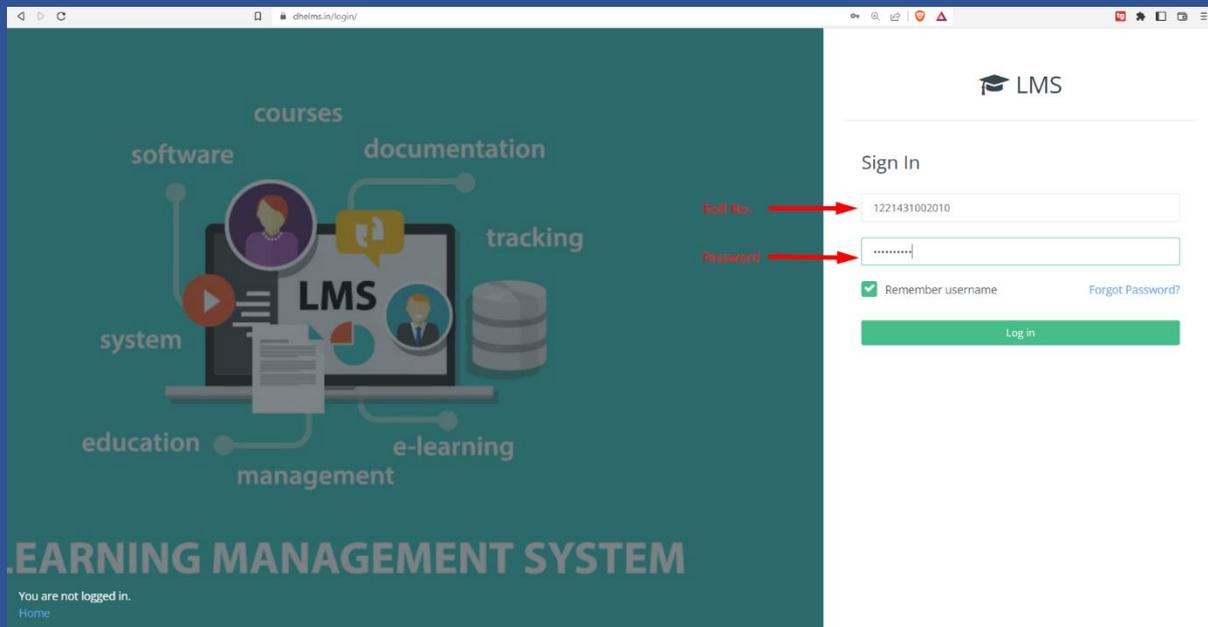
You can guide the students/ share this file with them & they can perform these steps so that they have an updated profile with the correct information within the LMS platform.



Steps to Complete the profile are as follows:

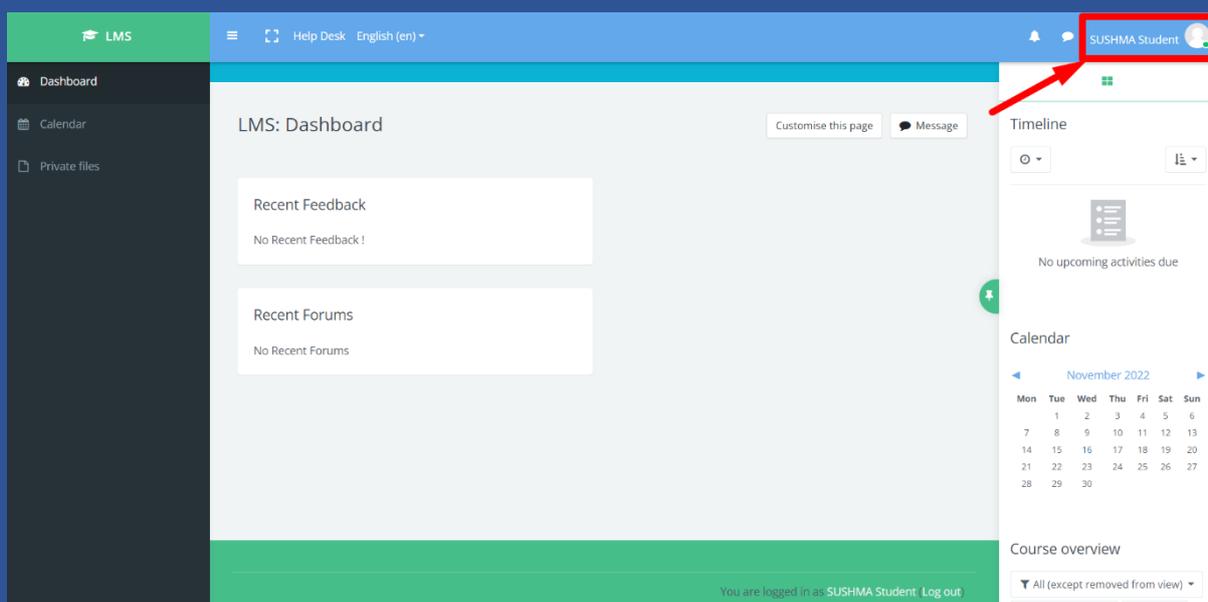
### 1. Step 1 :

Login: To login into your account, For Username kindly use your Roll no. \_\_\_\_\_ and default password : Lms@123456



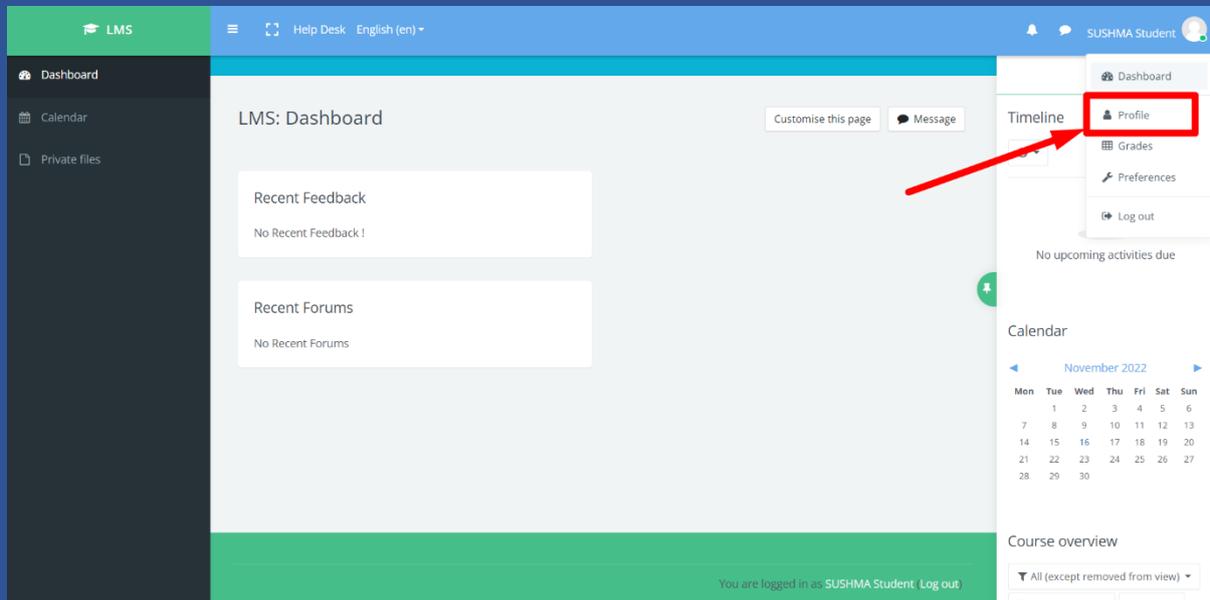
### 2. Step 2:

Once you login, you'll be able to see the Student Dashboard screen & on the top right corner is the Profile icon along with the student name displayed. Click on the Profile Icon as shown below



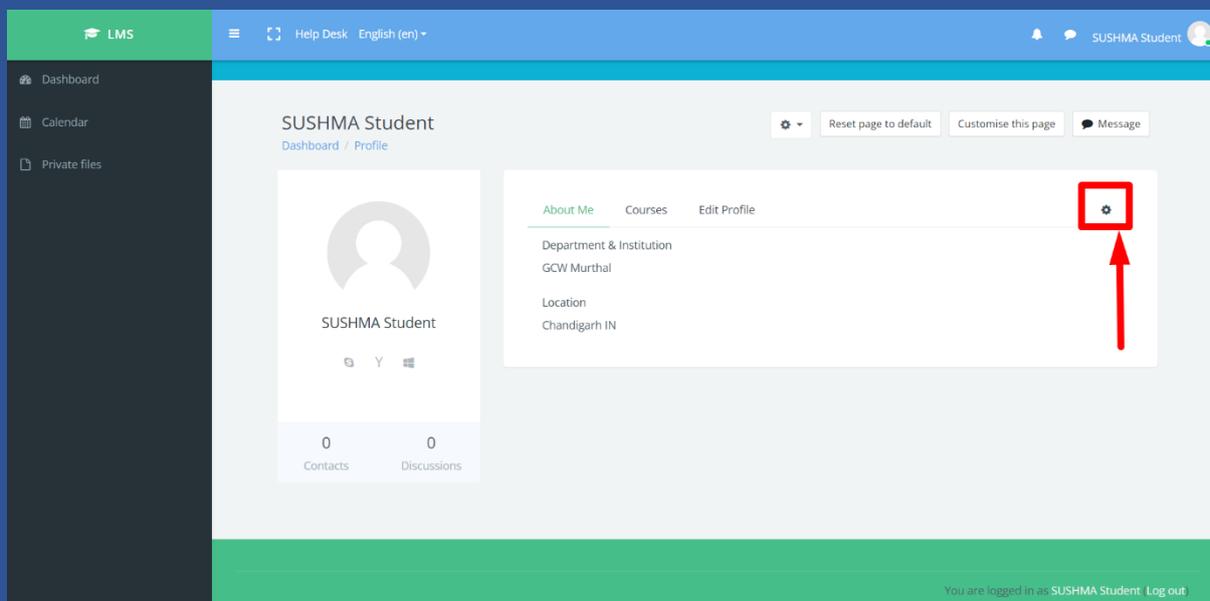
### 3. Step 3:

A Drop down menu pops down with a few options, please select/click the Profile option in this menu.



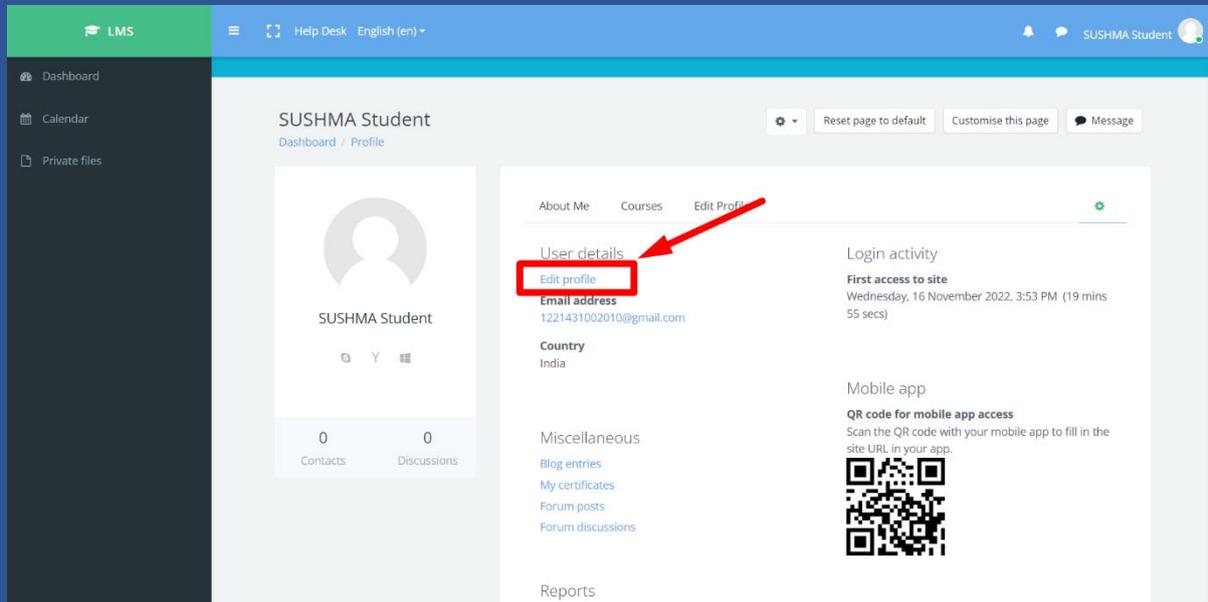
### 4. Step 4:

Next you'll see the profile screen below; you need to click on gear icon as shown



## 5. Step 5:

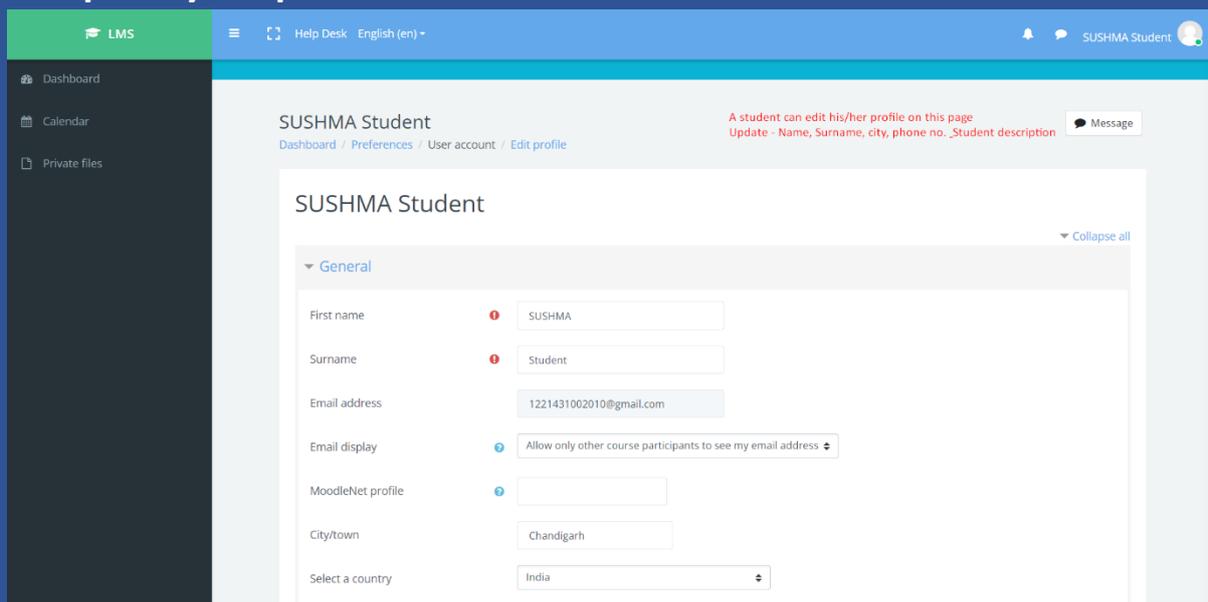
After clicking on the gear icon you'll be able to see the screen below, please click on "edit profile" option as indicated below.



The screenshot shows the Moodle LMS user profile page for SUSHMA Student. The page has a green header with 'LMS' and a blue navigation bar with 'Help Desk' and 'English (en)'. The left sidebar contains 'Dashboard', 'Calendar', and 'Private files'. The main content area shows the user's profile with a gear icon in the top right. Below the gear icon are links for 'Reset page to default', 'Customise this page', and 'Message'. The profile is divided into sections: 'About Me', 'Courses', and 'Edit Profile'. Under 'User details', the 'Edit profile' link is highlighted with a red box and a red arrow. Other details include 'Email address: 1221431002010@gmail.com', 'Country: India', 'Login activity', and 'Mobile app' with a QR code.

## 6. Step 6:

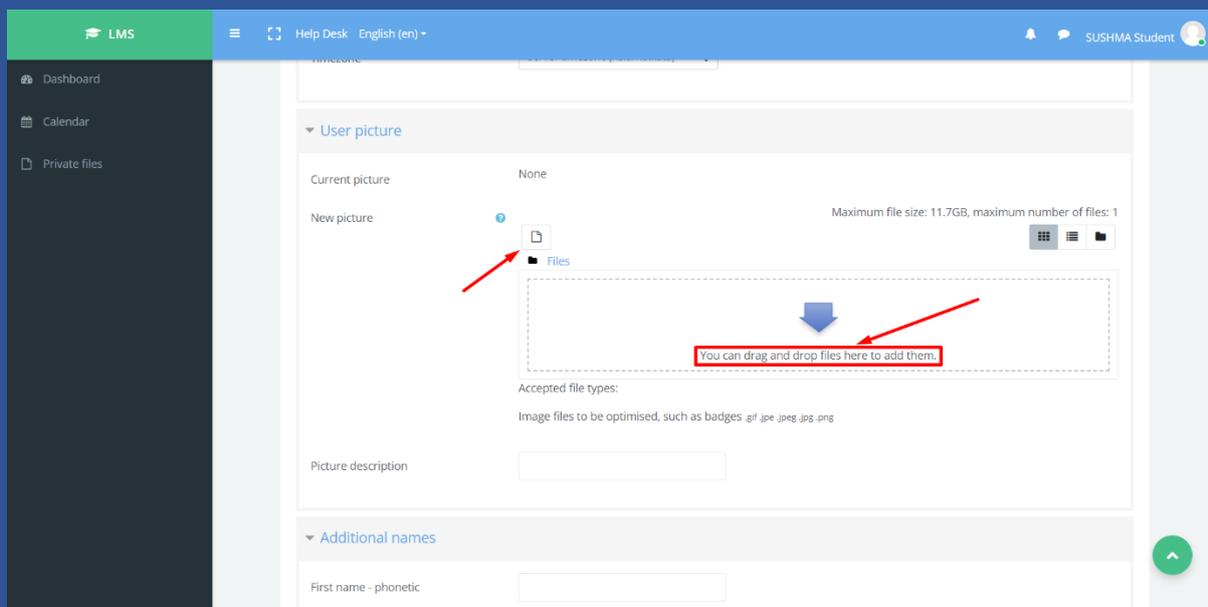
Now you'll be on the screen where you can edit your entire student profile. Please go ahead and fill in your correct information and complete your profile.



The screenshot shows the Moodle LMS user profile edit page for SUSHMA Student. The page has a green header with 'LMS' and a blue navigation bar with 'Help Desk' and 'English (en)'. The left sidebar contains 'Dashboard', 'Calendar', and 'Private files'. The main content area shows the user's profile with a gear icon in the top right. Below the gear icon are links for 'Reset page to default', 'Customise this page', and 'Message'. The profile is divided into sections: 'About Me', 'Courses', and 'Edit Profile'. Under 'User details', the 'Edit profile' link is highlighted with a red box and a red arrow. Other details include 'Email address: 1221431002010@gmail.com', 'Country: India', 'Login activity', and 'Mobile app' with a QR code.

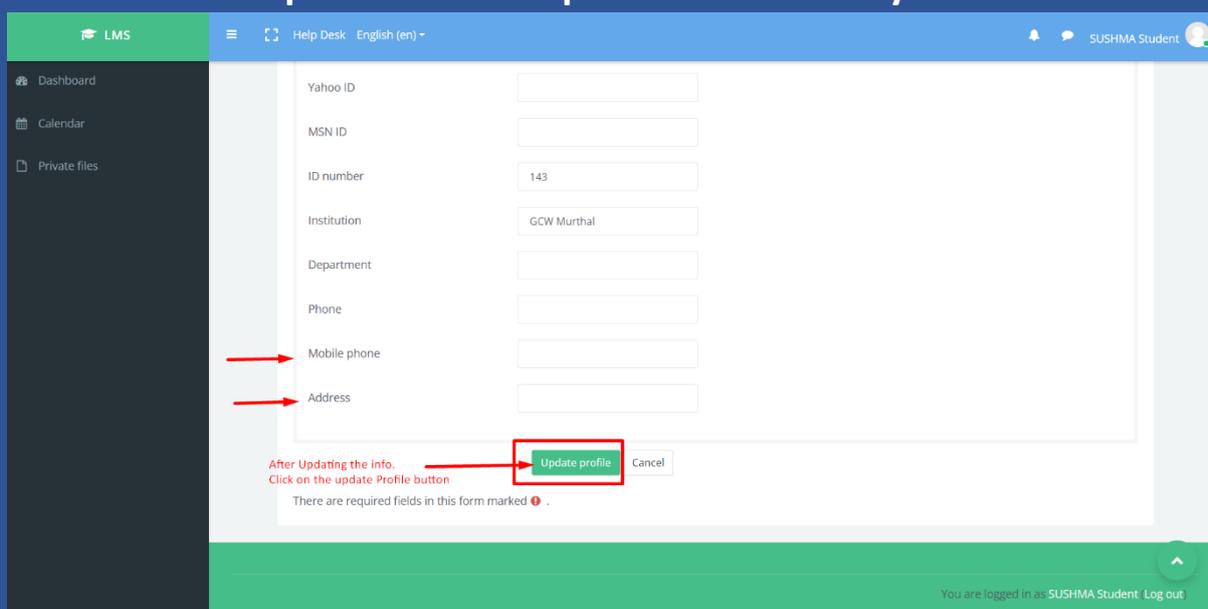
## 7. Step 7:

Uploading your profile picture as comes under this edit profile screen, please check the screenshot shared below. You can upload your picture in this section by drag and drop / uploading the picture from the computer.



## 8. Final Step:

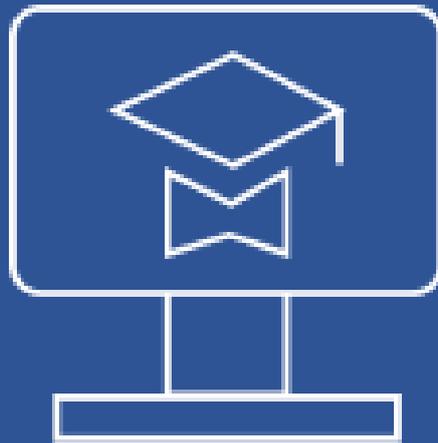
After filling in the required information click on the update profile button and the profile will be updated successfully.



**\*Please note: Just in case any changes in the future in the profile section, the same steps are to be followed. The same steps are applicable in case of teacher profile updating as well.**

# Thank You!





**Dhelms.in**

## **For Principals/Nodal Officers**

### **Un-Enrollment and Enrollment of Students Under a Course**

#### **Steps to Follow to Un-Enroll students:**

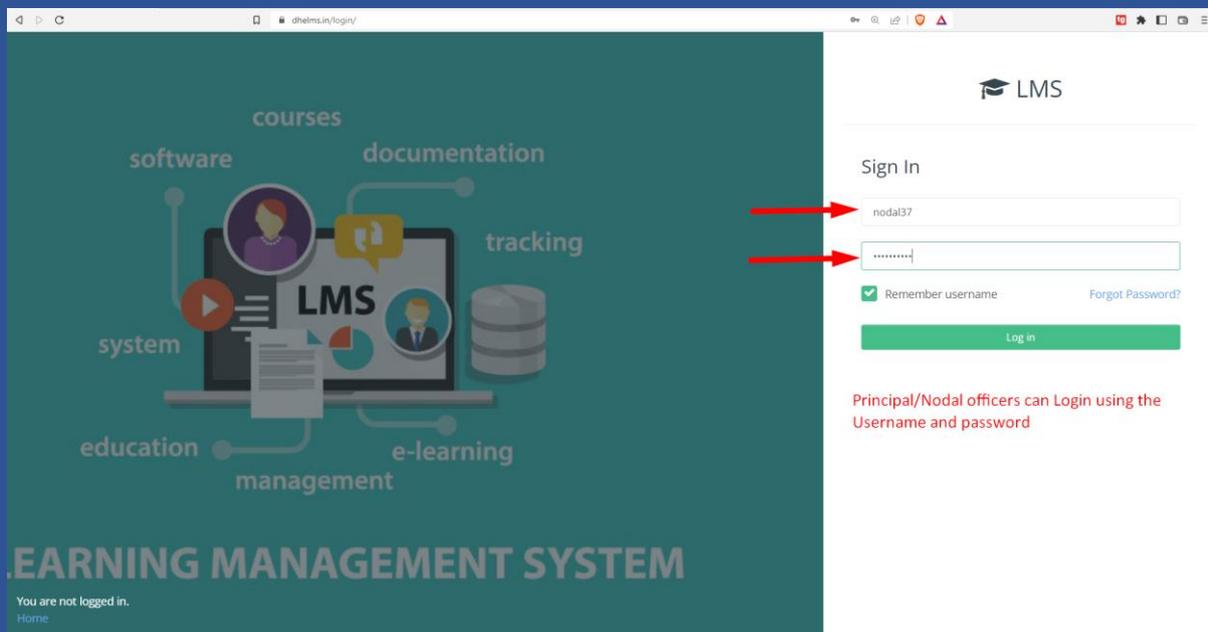
**Why this is required?**

Take an example that a student is currently studying in B.A 1<sup>st</sup> year and is enrolled under a course/subject English B.A 1. Now that particular student has passed B.A 1<sup>st</sup> year and is now studying in B.A 2<sup>nd</sup> Year. So It's required to shift this student to B.A 2<sup>nd</sup> year Courses/Subjects and un-enroll the student from the 1<sup>st</sup> year subjects/courses.



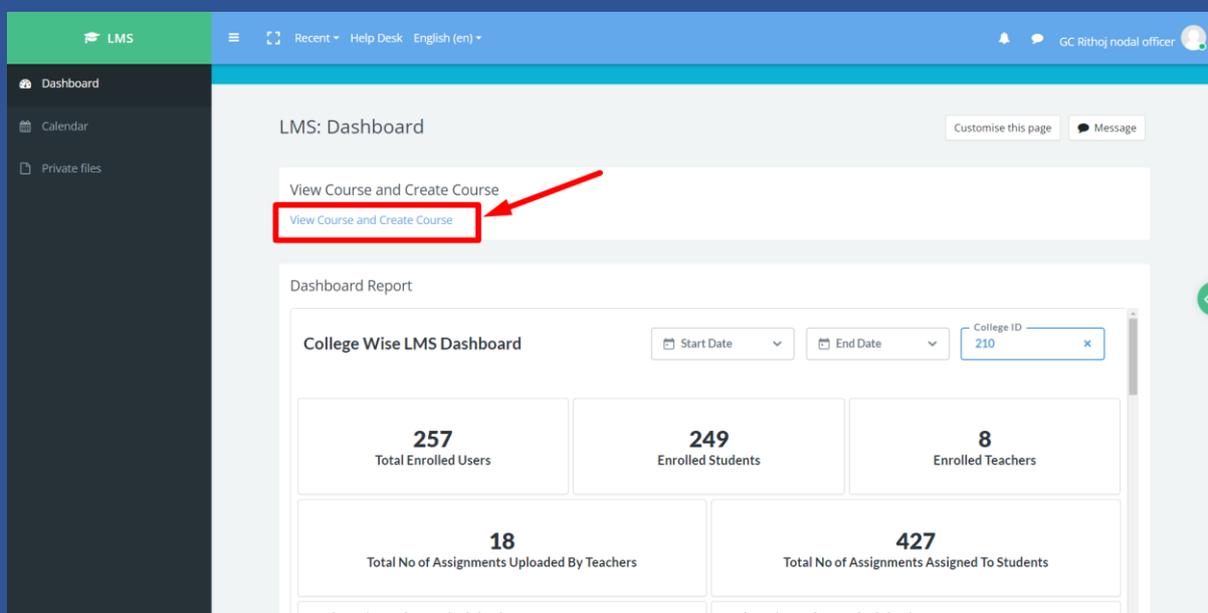
## STEP 1:

Login to the LMS platform using your username and password.



## STEP 2:

Once logged in you'll see your dashboard screen. You'll find View Course and Create Course option. Click on the option as shown below.



### STEP 3:

You'll get to the screen where you will be able to see your respective college name and under the course tab you can select the course in which you would like to Un-enroll students.

The screenshot shows the LMS dashboard for GC Rithoj. The breadcrumb trail is 'Dashboard / Courses / GC Rithoj'. The 'Courses' tab is selected in the 'My Courses' section. A list of courses is displayed, including 'INCOME TAX-B.COM-III-(BL)' and 'International Marketing B.com 3rd year'. A red box highlights the 'International Marketing B.com 3rd year' course. A red arrow points from the text 'Select a Course in which you want to Un-enroll/ Enroll students' to the 'Courses' tab and the highlighted course.

### STEP 4:

After the selection of the course/subject you'll be able to see the course screen. In the left side bar, you'll see the "Participants" option please select that on this screen.

The screenshot shows the course screen for 'International Marketing B.com 3rd year'. The breadcrumb trail is 'Dashboard / Courses / GC Rithoj / International Marketing B.com 3rd year'. The left sidebar shows the 'Participants' option highlighted with a red box and a red arrow. The main content area displays statistics: 30 ENROLLED STUDENTS, 1 STUDENTS COMPLETED, 0 IN PROGRESS, and 29 YET TO START. Below the statistics, there are sections for 'Announcements', 'International Product Planning and Development', 'Chapter 6: Marketing Research', and 'Topic 3'. The 'Marketing Research' section lists two items: 'Marketing Research 1 Uploaded 10/06/21, 19:49' and 'Marketing Research 2 Uploaded 10/06/21, 19:50'.

## STEP 5:

Under the participants' tab over to right hand side there is a Gear like Icon which needs to be selected and you'll see a drop down menu once it's clicked, On the drop down menu displayed please select Manual enrollment option.

The screenshot shows the LMS interface for the course 'INCOME TAX-B.COM-III-(BL)'. The left sidebar has 'Participants' highlighted. The main content area shows the 'Participants' page with search filters and a 'Nothing to display' message. A gear icon in the top right corner is highlighted with a red box, and a red arrow points to a dropdown menu that is open, with 'Manual enrolments' highlighted in a red box.

## STEP 6:

You'll see manual enrolments and under manual enrolments, the default role should be selected as student and then click on the save changes button on the bottom.

The screenshot shows the 'Manual enrolments' page in the LMS. The 'Default role' dropdown menu is highlighted with a red box and set to 'Student'. A red arrow points to the 'Save changes' button at the bottom of the form. The form includes fields for 'Enable manual enrolments', 'Default enrolment duration', 'Notify before enrolment expires', and 'Notification threshold'.

## STEP 7:

You'll see now the manual enrollments has been enabled and along to the right hand side you'll need to click on the Man icon with the + Sign.

The screenshot shows the LMS interface for the course 'INCOME TAX-B.COM-III(BL)'. The 'Enrolment methods' table is displayed with the following data:

Name	Users	Up/Down	Edit
Manual enrolments	0	↓	Man +
Self enrolment (Student)	0	↑	+

## STEP 8:

This is the main screen where un-enrollments would take place. In the left box you'll see the list of enrolled users. Select the users to be un-enrolled from this course and click on the remove button. You can multiple select as well and then click on remove for bulk removal. Performing this action would complete the process of Un-enrollments.

The screenshot shows the 'Manual enrolments' screen for the course 'International Marketing B.com 3rd year'. The 'Enrolled users (30)' list is highlighted with a red box. The 'Remove' button is also highlighted with a red box. The text below the screenshot reads: 'After selecting the students you need click on Remove'.

Select the students to be Un-enrolled. You can select all by Ctrl+A / Shift and select if you want to choose multiple students

**Enrolled users (30)**

- Chetan Sharma . (2762710024, 9899590886, GC Rithoj)
- Chirag . (2762710013, 7454947822, GC Rithoj)
- Deepak Singh . (2762710028, 9999335321, GC Rithoj)
- Deepthi Kaushik . (2762720013, 7582730058, GC Rithoj)
- Dheeraj . (2762710014, 9910494819, GC Rithoj)
- Dheeraj Singh . (2762710023, 8076206493, GC Rithoj)
- Dinesh Adhana . (2762710031, 7015691719, GC Rithoj)
- Dr. Manisha Choudhary . (11102, 9818589019, GC Rithoj)
- Hemant Kumar . (2762710010, 9810380452, GC Rithoj)
- Hunry Thakran . (2762710004, 9854210408, GC Rithoj)
- Jai Shree Sharma . (2762720016, 8766350877, GC Rithoj)
- Kuldeep . (2762710009, 8445008487, GC Rithoj)
- Mansi Sharma . (2762720006, 9999168485, GC Rithoj)
- Narendar . (2762710022, 7678651654, GC Rithoj)
- Neehu Singh . (2762720017, 7985492931, GC Rithoj)
- Nikhil . (2762710006, 7835856848, GC Rithoj)
- Pradeep Kumar . (2762710021, 9717516119, GC Rithoj)
- Radhika Koshta . (2762720007, 8860493033, GC Rithoj)
- Ravi . (2762710033, 8285323250, GC Rithoj)

**Not enrolled users**

Too many users (258383) to show  
Please use the search

Buttons: Add, Assign role, Student, Enrollment duration, Unlimited, Starting from, Now (17/11/22, 18:37), Remove

Search options

- Keep selected users, even if they no longer match the search
- If only one user matches the search, select them automatically
- Match the search text anywhere in the displayed fields

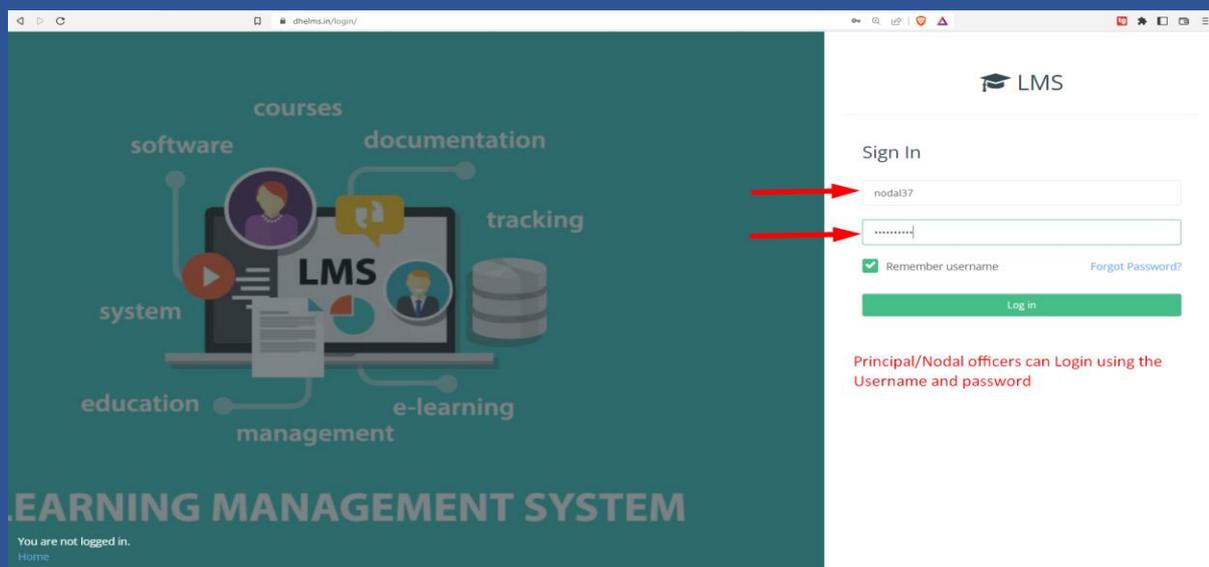
## Steps to Follow to Enroll students:

Why this is required?

This is required when you have new admissions in the college and the registrations for them have been completed on the LMS platform. The activity for enrollments can be only done by principals & nodal officers only to their respective courses/subjects.

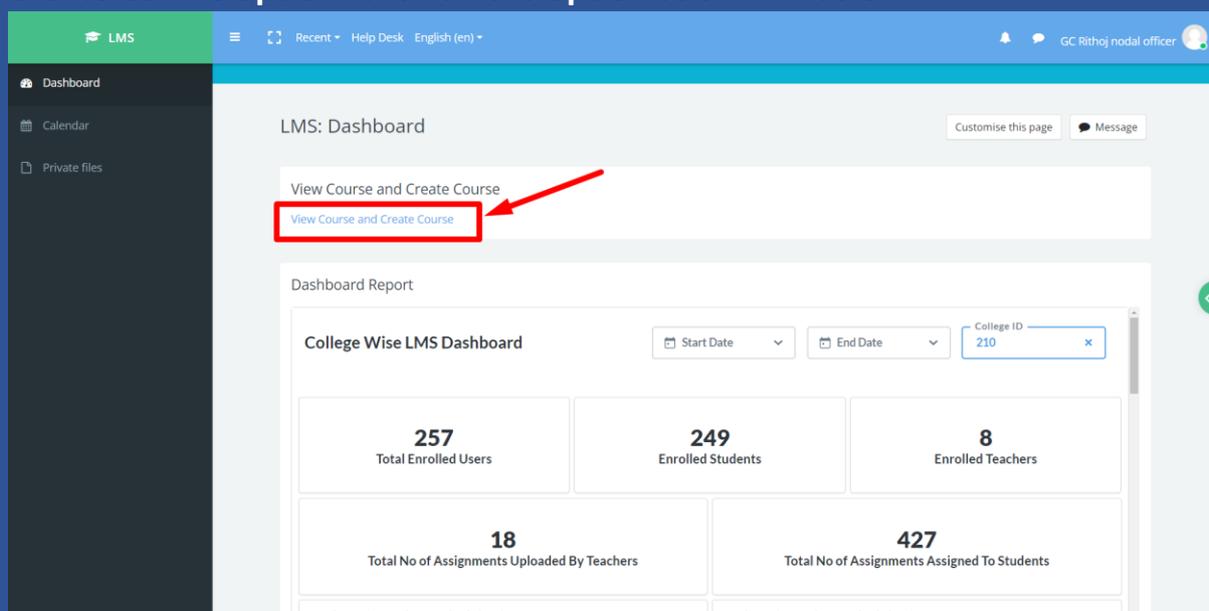
### STEP 1:

Login to the LMS platform using your username and password.



### STEP 2:

Once logged in you'll see your dashboard screen. You'll find View Course and Create Course option. Click on the option as shown below.



### STEP 3:

You'll get to the screen where you will be able to see your respective college name and under the course tab you can select the course in which you would like to Un-enroll students.

Now to Enroll new students to a course Select a course in which you want to enroll the new students. In this case we have selected Income Tax-B.com-III

### STEP 4:

After the selection of the course/subject you'll be able to see the course screen. In the left side bar, you'll see the "Participants" option please select that on this screen.

Click on Participants option here to enroll new students

You can see that there are No enrolled students in this course

## STEP 5:

Under the participants' tab over to right hand side there is a Gear like Icon which needs to be selected and you'll see a drop down menu once it's clicked, On the drop down menu displayed please select Manual enrollment option.

The screenshot shows the LMS interface for 'International Marketing B.com 3rd year'. The left sidebar has a 'Participants' tab highlighted with a red box. In the main content area, a gear icon in the top right corner is highlighted with a red box. A dropdown menu is open, showing options like 'Enrolled users', 'Enrolment methods', 'Manual enrolments', 'Groups', 'Permissions', and 'Check permissions'. The 'Manual enrolments' option is highlighted with a red box. Below the dropdown, there are search filters and a table of participants.

## STEP 6:

You'll see manual enrolments and under manual enrolments, the default role should be selected as student and then click on the save changes button on the bottom.

The screenshot shows the LMS interface for 'International Marketing B.com 3rd year' in the 'Manual enrolments' section. The 'Default role' dropdown menu is highlighted with a red box and set to 'Student'. The 'Save changes' button at the bottom of the form is also highlighted with a red box.

## STEP 7:

You'll see now the manual enrollments has been enabled and along to the right hand side you'll need to click on the Man icon with the + Sign.

The screenshot shows the LMS interface for 'International Marketing B.com 3rd year'. The 'Enrolment methods' table is displayed with the following data:

Name	Users	Up/Down	Edit
Manual enrolments	30	↓	Man +
Self enrolment (Student)	0	↑	Man +

A red box highlights the 'Manual enrolments' row, and a red arrow points to the 'Man' icon with a '+' sign in the 'Edit' column.

## STEP 8:

This is the main screen where enrollments would take place. In the left box you'll see the list of enrolled users. Select the users to be un-enrolled from this course and click on the remove button. You can multiple select as well and then click on remove for bulk removal. Performing this action would complete the process of Un-enrollments.

The screenshot shows the LMS interface for 'INCOME TAX-B.COM-III-(BL)'. The 'Manual enrolments' screen is displayed with the following data:

Enrolled users	Not enrolled users
None	3

The 'Not enrolled users' list shows one user: 'Geetanjali Vashisth (2762720004)'. A red box highlights the 'Remove' button, and a red arrow points to the 'Search' field containing the user ID '2762720004'.

# Thank You!

