

SRCUS LMS Manual for SRCUS Students (V1.0)

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Table of Contents

Introduction	4
Accessing the LMS		
Obtaining Credentials	5
Logging Into the System	6
Changing Your Initial Password	8
Changing Your User Profile	9
The Teachers' Lounge	13
Second Year Projects		
Project Course Page	15
Working with SRCUS LMS DropBoxes		
Dropbox Link in a Course	17
How Students Submit an Assignment	17
Viewing Submissions	19
Table Of Submissions	20
Batch Processing	21

Page Options 22

Grading Submissions 23

Help and Troubleshooting 24

Introduction

A learning management system (LMS) is a software application (typically provided over the Web) that is used to plan, implement, and assess a specific learning process. An LMS provides administrators and instructors with a way to create and deliver content, monitor student participation, and assess student performance. It provides students with a centralized system for obtaining various material to support their learning. Since 2018, the SRCUS LMS platform is provided for the students and instructors of the SE CUNA Management School (SRCUS).

This manual is a living document provided to the students of SRCUS. It contains instructions for how to access and use the various features of the LMS.

This manual will grow over time. If you have something that you would like to see included in the manual, please contact Dr. Craig Piercy at (craig.piercy@gmail.com).

Accessing the LMS

Each year, in preparation for that year's SRCUS, the SRCUS LMS administrator will update the lists of students with access to the system. This update will include:

- Providing access to the relevant course pages for the year
- Removing access to previous course pages
- Adding new students to the system
- Update or modify login credentials as needed.

For questions about access to the SRCUS LMS, please contact the SRCUS LMS administrator. This is currently please contact Dr. Craig Piercy at (craig.piercy@gmail.com). At a minimum, please provide your name and email address.

Obtaining Credentials

The administrator will add you to the system. Once that is complete, you will receive an email with your username and initial password like the one shown here:

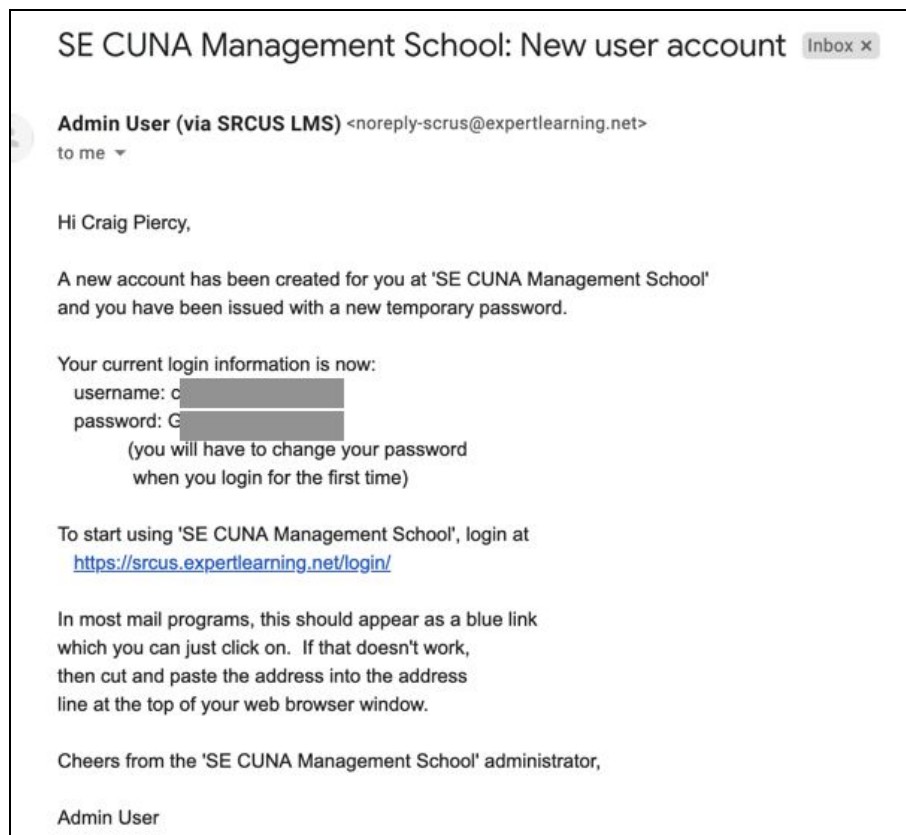


Figure 1 - An Example Email

Simply click the link. Then, use the provided username and password to log in to the system (see next section for login details).

Logging in to the System

You will find the SRCUS LMS at: <https://srcus.expertlearning.net/>

Click on **Login** to enter.

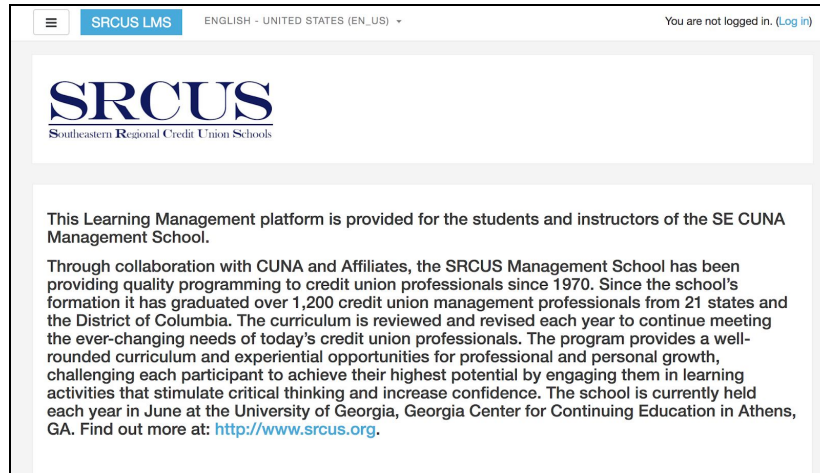


Figure 2 - LMS Home Page

Enter your user name and password to log into the system:

The screenshot shows the SRCUS Login Form. At the top is the SRCUS logo, "SRCUS Southeastern Regional Credit Union Schools". Below the logo are two input fields: the first contains the text "capstudent" and the second contains a series of dots. To the right of the password field is a link that says "Forgotten your username or password?". Below the input fields is a checkbox labeled "Remember username" which is checked. To the right of the checkbox is a message: "Cookies must be enabled in your browser" with a question mark icon. Below the checkbox is a blue "Log in" button. To the right of the "Log in" button is a message: "Some courses may allow guest access". Below this message is a button labeled "Log in as a guest".

Figure 3 - Login Form

After logging into the LMS, you should see your main dashboard. Any courses that you have been provided access to can be found in the main section of the dashboard. To the left of the screen, you will see navigation links. On the right of the screen, you will see some helpful items, like a place to upload and store private files, and a calendar plug-in.

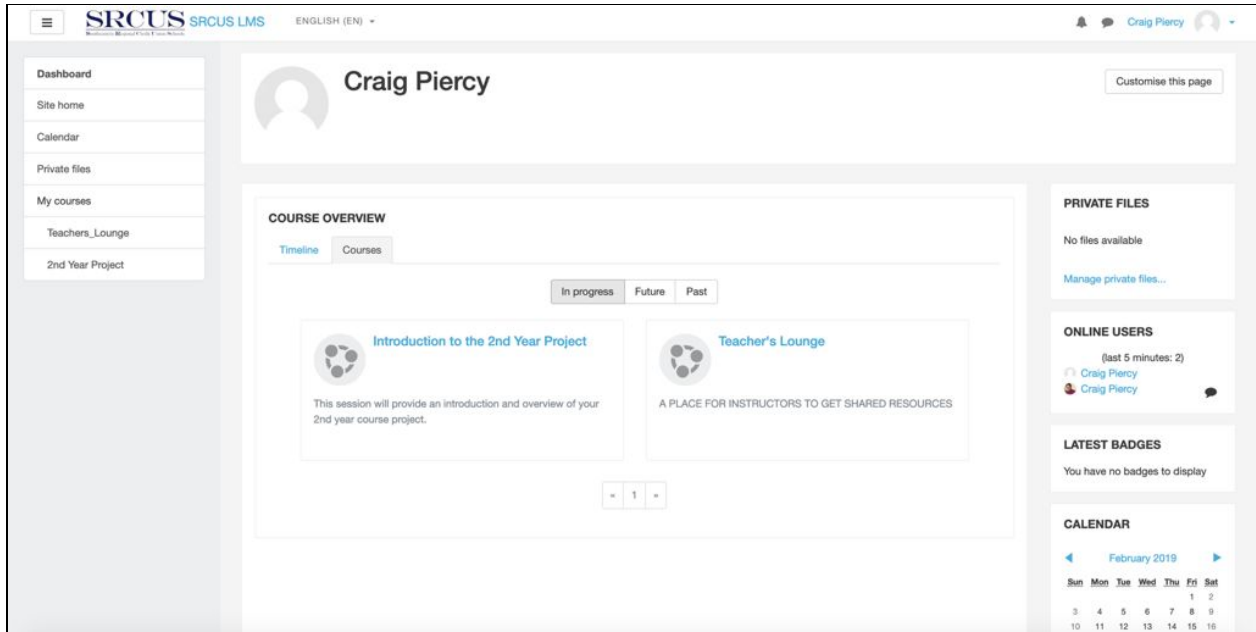
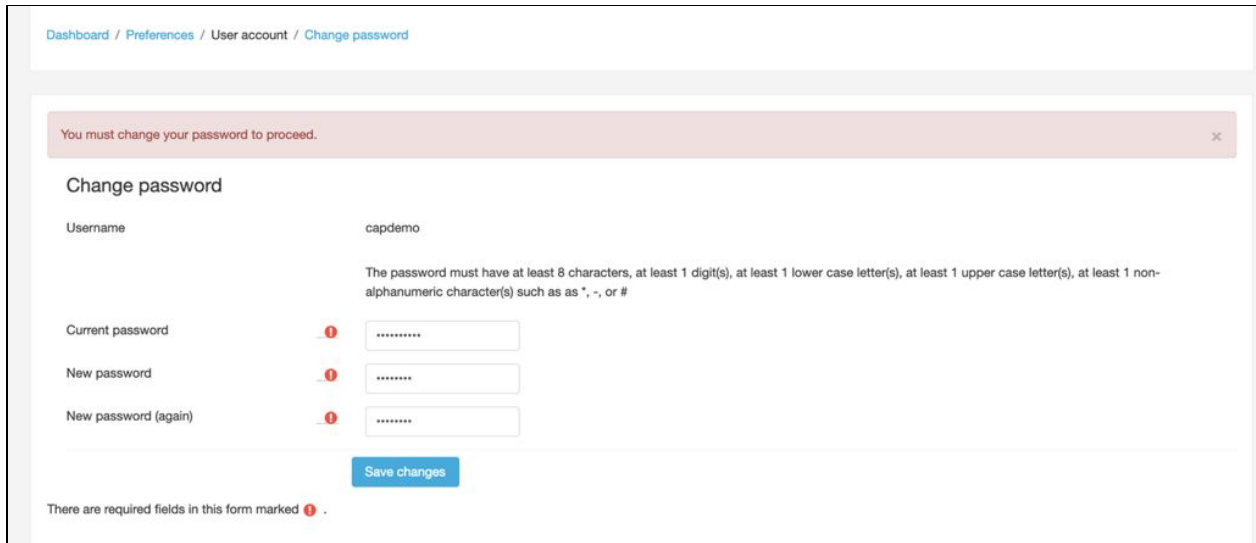


Figure 4 - LMS Dashboard

Changing Your Initial Password

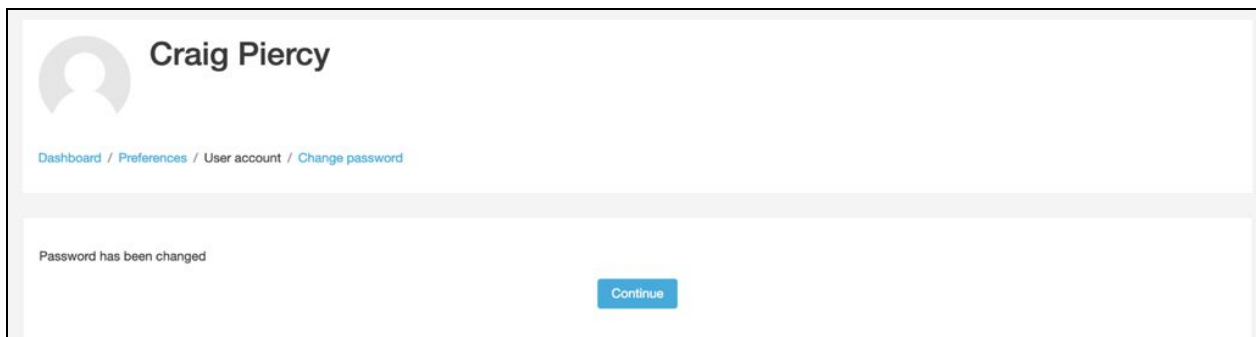
The first time that you login to the system, you will be required to change your password. To do so, enter the password that you were provided as your Current password. Then, enter your own password in the other two text input boxes. Be sure that your new password satisfies the password rules that are shown on the page.



The screenshot shows a web interface for changing a password. At the top, there is a breadcrumb trail: [Dashboard](#) / [Preferences](#) / [User account](#) / [Change password](#). Below this is a red notification bar that says "You must change your password to proceed." with a close button (X). The main form is titled "Change password". It displays the user's "Username" as "capdemo". Below the username, there is a password strength indicator: "The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #". The form contains three input fields: "Current password", "New password", and "New password (again)". Each of these three fields has a red exclamation mark icon to its left, indicating they are required. Below the input fields is a blue "Save changes" button. At the bottom left of the form, there is a message: "There are required fields in this form marked !".

Figure 5 - Change Password Form

The next page will celebrate your success. Nice job!



The screenshot shows a confirmation page. At the top left, there is a circular profile picture placeholder and the name "Craig Piercy". Below the name is the same breadcrumb trail: [Dashboard](#) / [Preferences](#) / [User account](#) / [Change password](#). The main content area features a green notification bar that says "Password has been changed". Below the notification bar is a blue "Continue" button.

Figure 6 - Password Change Confirmation

Changing Your User Profile

Once you are in the system, you may adjust your user profile. To do so, click the **small arrow** next to your name in the upper right corner of the dashboard. You will see the menu shown here. Select **Profile** to navigate to edit your profile.

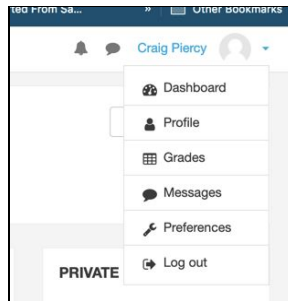


Figure 7 - Menu

You will then see a page with your profile information. From here, select **Edit Profile**.

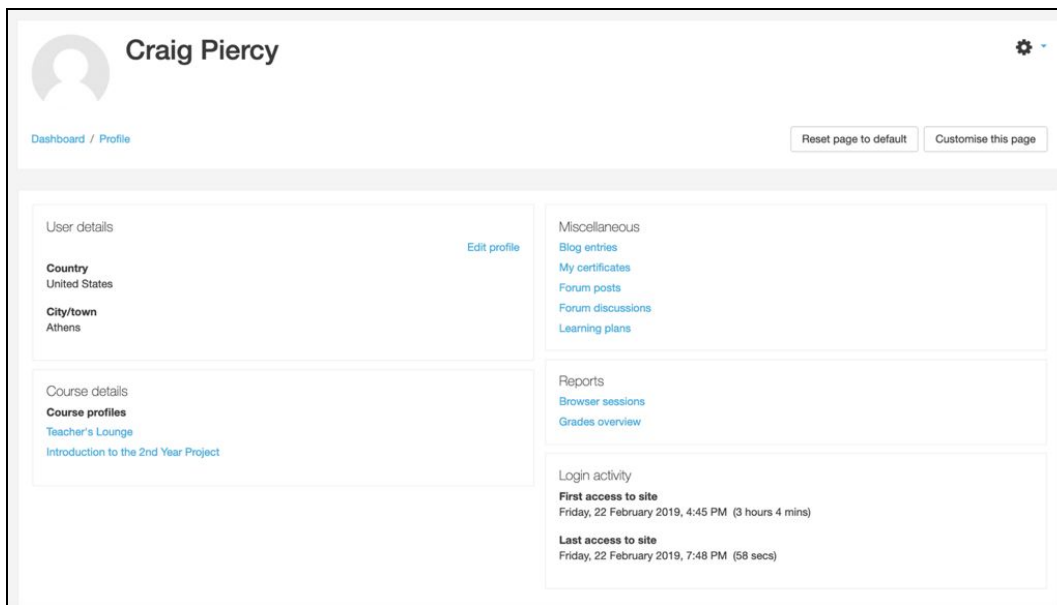


Figure 8 - Profile Summary

The profile editing view is broken into several sections. Each of these is shown below. Other than your name and email address, you are not required to adjust anything on your profile page. So, only add or change the items you feel comfortable sharing. The **General** section will be partially completed with the required information.

▾ **General**
 First name
 Surname
 Email address
 Email display
 City/town
 Select a country
 Timezone
 Description
 Ⓞ Draft saved.

Figure 9 - Profile General Section

You can add a **User Picture**. I suggest a nice face shot of yourself or an icon that represents your personality or interests.

▾ **User picture**
 Current picture None
 New picture Maximum size for new files: 1GB, maximum attachments: 1
 Files

 P08-We-Need-
 Picture description

Figure 10 - Profile User Picture Section

If you have alternative names that you prefer, you may enter those in the **Additional names** section.

▾ **Additional names**
 First name - phonetic
 Surname - phonetic
 Middle name
 Alternate name

Figure 11 - Profile Additional names Section

The **Interests** section allows you to enter tags that others can see about your interests.

A screenshot of the 'Interests' section in a profile. It features a header 'Interests' with a dropdown arrow, followed by the text 'List of interests'. Below this, there are several blue tags: 'Technology', 'Boy Scouts', 'Teaching', 'Learning', and 'Sci-Fi'. At the bottom, there is a text input field with the placeholder text 'Enter tags...'.

Figure 12 - Profile Interests Section

In the **Optional** section, you can add additional information. Probably a good idea to at least include your league and state so that others from your region can find you.

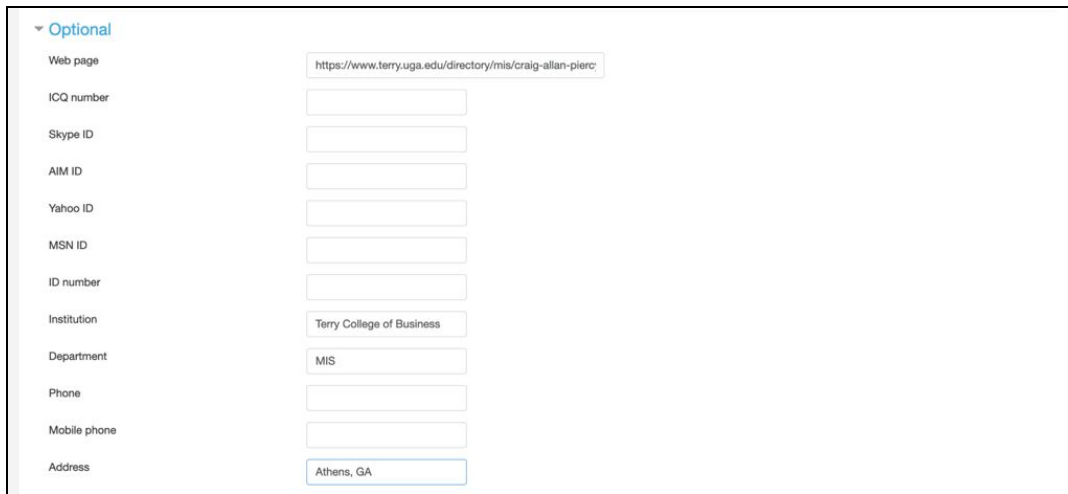
A screenshot of the 'Optional' section in a profile. It lists various fields with corresponding input boxes: 'Web page' (https://www.terry.uga.edu/directory/mis/craig-allan-pierc), 'ICQ number', 'Skype ID', 'AIM ID', 'Yahoo ID', 'MSN ID', 'ID number', 'Institution' (Terry College of Business), 'Department' (MIS), 'Phone', 'Mobile phone', and 'Address' (Athens, GA).

Figure 13 - Profile Optional Section

Once you have completed the **Profile** form as desired, be sure to click the **Update Profile button** at the bottom of the page to save your changes.

A screenshot showing a blue 'Update profile' button. Below the button, there is a message: 'There are required fields in this form marked [red dot icon]'.

Figure 14 - Update Profile Button

After you complete adjustments to your profile, you will return to the Profile summary page. Several of your changes will appear there.

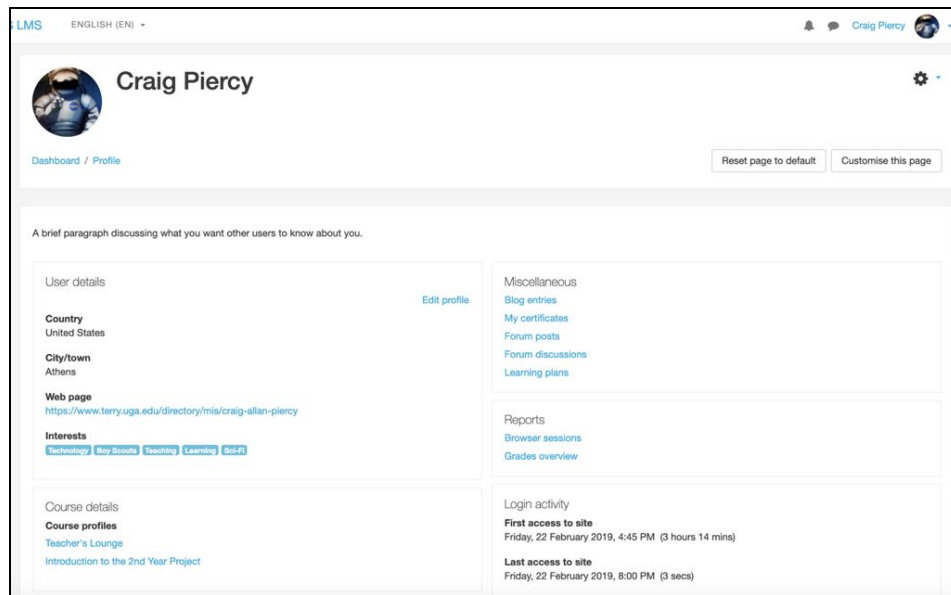


Figure 15 - Updated Profile Summary

Help and Troubleshooting

If you have any issues using the SRCUS LMS, then please contact the LMS Administrator, Craig Piercy, at craig.piercy@gmail.com.