

# SHIKSAK LMS Q&A MANUAL

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## Shiksak LMS manual for the Teachers

Q: What is the process for uploading videos to Dropbox and embedding them in an LMS?

A: To embed Dropbox videos, simply copy the video URL directly from the Dropbox video, then paste the URL into the LMS. Ensure to replace "raw=0" with "raw=1" at the end of the video URL.

Q: How to create an Assignment?

A: To create an assignment, click the "Turn editing on" button. Click on the "+ Add an activity or resource" link. Select "Assignment". Fill in the basic settings for your assignment, such as the name, description, and other options. Upload files as assignment (If required). Click on the "Save and return to course" button.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/1\\_Creating\\_Assignment\\_Teacher.mp4](https://lms.shiksak.com/tutorialvideos/1_Creating_Assignment_Teacher.mp4)

Q: How to create users?

A: To create users, you must have admin privileges.

Q: How to create groups in courses?

A: To create groups within a course, start by going to the "Administration" panel, which is usually positioned in the middle-left corner of the website. From there, click on "Courses." After clicking on "Courses," you will find an option labeled "Users." Navigate to this option, and then proceed to the "Groups" section. In the "Groups" section, you will be presented with a page where you can manage groups. Look for an option to "Create Group" or something similar. Click on this to start setting up a new group. It's important to note that you can only add users to a group if they are already enrolled in the specific course. This feature is useful for organizing students into smaller units for collaborative work, discussions, or differentiated instruction within the course.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/27\\_create\\_groups.mp4](https://lms.shiksak.com/tutorialvideos/27_create_groups.mp4)

Q: How do I get notified about the submission of an assignment?

A: Shiksak LMS provides notification features to keep users informed about various activities, including assignment submissions. Shiksak can send notifications through different channels, such as email or messaging within the LMS platform.

Q: How to reset my password?

A: To reset your password in Shiksak LMS, first go to the login page by clicking on the "Log in" link located at the top right corner of the website. On the login page, you'll find a link or option that says "Forgotten your username or password?" Click on this to proceed to a new page where you can search for your account either by your username or your email address. Choose the option that suits you best, making sure that you have access to the username or the email account linked with your Shiksak LMS account. Once you submit the necessary information, Shiksak LMS will guide you through the process of setting a new password. This usually involves sending a password reset link to your registered email address. Follow the instructions in that email to create a new password for your account.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/21\\_reset\\_password\\_all.mp4](https://lms.shiksak.com/tutorialvideos/21_reset_password_all.mp4)

Q: How to change my email?

A: To change your email in the system, begin by clicking on your profile picture (if you have one set) at the top right corner of the website. This action will display a dropdown menu or similar interface where you can select the "Profile" option. Once you're on your profile page, look for an "Edit profile" link or button, which should take you to a page where you can update your personal information. Scroll down to find the "Email" field. Here, you can enter your new email address. Make sure to save your changes before leaving the page. This process will update your email address associated with your account in the system.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/22\\_changing\\_email\\_all.mp4](https://lms.shiksak.com/tutorialvideos/22_changing_email_all.mp4)

Q: How to bulk upload users?

A: To bulk upload users, you must have admin privileges.

Q: How to create course category?

A : To create course category, you must have admin privileges.

Q: How to create course?

A: To create courses, you must have admin privileges.

Q: How to enrol users in courses?

A: To enroll users in a course, start by navigating to the "Navigation" menu. From there, select the course in which you want to enroll users. Once you're in the course, look for "Course Administration," typically located in the middle-left corner of the website. In the "Course Administration" menu, click on "Users." This action will reveal several user management options, including "Enroll users." Click on "Enroll users," and a new page or window will open, displaying a list of users who can be enrolled in the course. Here, you can search for and select the users you wish to enroll. Once you have identified the users, click on the "Enroll" button next to their names to add them to the course. This process enables you to manage course participation effectively by adding users individually or in groups as needed.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/28\\_enrolling\\_users.mp4](https://lms.shiksak.com/tutorialvideos/28_enrolling_users.mp4)

Q: How to create cohorts?

A: To create cohorts, you must have admin privileges.

Q: What is the use of cohorts?

A: They enable administrators and educators to efficiently manage and enroll groups of users. A cohort typically represents a group of students belonging to a specific program, academic year, or any other defined category. Once a cohort is established, it can be enrolled in multiple courses simultaneously, which significantly streamlines the enrollment process. This feature is particularly advantageous in larger educational settings, where enrolling users individually in each course would be impractical. Cohorts ensure consistent access for all members of the group and facilitate organized management of user access across various courses.

Q: How to enrol bulk users in courses using cohorts?

A: To create cohorts, you must have admin privileges.

Q: How can I set up a backup and restore system for course data?

A: To begin, select the specific course you want to back up. Go to the "Administration" menu within the course, and then click on the "Backup" option. This will open a new page where you can configure your backup settings. If you don't want to include the current users in the backup, make sure to uncheck the "Include Enrolled Users" option. There are several other options you can customize based on your needs. Once you've made your selections, scroll down and click on "Jump to final step." The system will take a few moments to create the backup. After it's created, click on "Continue."

If you need to restore the course later, you'll find a "Restore" button on the same page. Click on it to begin the restore process. Follow the prompts: first, select the desired course category, then click on "Continue," and then "Next." You have the option to change the course name during this process. After making any changes, click on "Next" again and then proceed to perform the restore. This process allows you to safeguard your course data and quickly restore it when needed.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/29\\_backup\\_restore.mp4](https://lms.shiksak.com/tutorialvideos/29_backup_restore.mp4)

Q: What is the process for configuring language settings and multi-language support?

A: In Shiksak LMS, configuring language settings and enabling multi-language support is a straightforward process. First, navigate to the "Site Administration" area, typically found on the dashboard or in a similar administrative section. Within Site Administration, look for "Language" settings. Here, you can set the default language for the site. For multi-language support, you may find options to install and enable additional language packs. Once these packs are installed, users can choose their preferred language either site-wide or on a course-by-course basis, depending on your configuration. This flexibility allows for a more

inclusive and accessible learning environment for users from diverse linguistic backgrounds. Remember to save your changes after configuring these settings.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/30\\_language\\_settings.mp4](https://lms.shiksak.com/tutorialvideos/30_language_settings.mp4)

Q: How can I configure course formats and layouts for different types of classes?

A: In Shiksak LMS, configuring course formats and layouts to suit different types of classes is a user-friendly process. Navigate to the specific course you want to modify. Inside the course, go to the "Course Administration" menu. Here, look for an option like "Edit Settings", click on "Edit setting" and on the next page scroll down to the appearance section. This section allows you to choose from various format options, such as weekly, topics, or tiles format, depending on what's best suited for your class structure and teaching style. Additionally, you can customize the layout by adjusting the number of sections, their appearance, and other display settings. This flexibility in Shiksak LMS ensures that each course can be uniquely structured to meet its educational objectives.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/31\\_format\\_restore.mp4](https://lms.shiksak.com/tutorialvideos/31_format_restore.mp4)

Q: What are the steps to set up the gradebook according to different grading schemes?

A: In Shiksak LMS, setting up the gradebook to accommodate different grading schemes is quite manageable. First, ensure you're logged in with administrative or teacher access. Then, navigate to the course for which you want to set up the gradebook. Inside the course, go to the "Course Administration" menu. Look for a section or option labeled "Grades." In the Grades area, you'll find the gradebook setup. Here, you can choose from various grading schemes, like simple weighted mean of grades, natural grading, or others that Shiksak LMS might offer. You can also create custom grading scales and assign them to specific assignments or activities. This flexibility allows you to tailor the grading to match your course requirements, whether it's a point-based system, letter grades, or any other format. Remember to save your changes after configuring the gradebook. This setup process ensures that the grading accurately reflects the assessment criteria and learning objectives of your course.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/32\\_grading\\_system.mp4](https://lms.shiksak.com/tutorialvideos/32_grading_system.mp4)

Q: How do I configure the calendar and scheduling features for course events?

A: Configuring the calendar and scheduling features for course events in Shiksak LMS is a straightforward task. Navigate to the course where you want to set up the calendar events. Within the course, look for a feature or section titled 'Calendar'. This is typically found in the navigation menu. In the calendar section, you can add new events by selecting dates and specifying details such as event titles, descriptions, and times. You also have options to set recurring events or deadlines.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/33\\_Calendar\\_configuration.mp4](https://lms.shiksak.com/tutorialvideos/33_Calendar_configuration.mp4)

Q: What are the steps for setting up a system for tracking and logging user activity?

A: As a teacher in Shiksak LMS, tracking and logging user activity within your course is straightforward. To do this, start by accessing the course where you want to monitor user activity. Once you're in the course, navigate to the "Course Administration" menu. From there, select "Users" and then "Enrolled Users." This section will show you a list of all students enrolled in your course. Next to each user's name, you can typically see their last access date, indicating the last time they engaged with the course. For a more detailed view of a specific user's activities, including their progress and completion of various course activities, simply click on the user's profile. This functionality allows teachers to effectively monitor student engagement, track progress, and identify learners who may need additional support or encouragement in the course.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/34\\_tracking\\_and\\_logging\\_user\\_activity\\_for\\_teacher.mp4](https://lms.shiksak.com/tutorialvideos/34_tracking_and_logging_user_activity_for_teacher.mp4)

Q: How do I add another admin to Shiksak LMS?

A: To add another admin, you must have admin privileges.

Q: How to grade students in assignment?

A: To grade students, click on the assignment to access the assignment details. Look for a link or button that says "Grade/view all submissions". Review each submission and assign grades and feedback as needed.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/5\\_How%20to%20grade%20an%20assignment%20Teacher.mp4](https://lms.shiksak.com/tutorialvideos/5_How%20to%20grade%20an%20assignment%20Teacher.mp4)

Q: How to create an attendance?

A: To create an attendance, click the "Turn editing on" button. Click on the "+ Add an activity or resource" link. Select "Attendance". Fill in the basic settings like name and descriptions. Choose Attendance Marking Method. Click on "save and display". Within the attendance activity set up individual sessions (By clicking on the "Add Session" tab). Click on "add". Give attendance after clicking on the PLAY button.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/2\\_creating\\_attendance\\_teacher.mp4](https://lms.shiksak.com/tutorialvideos/2_creating_attendance_teacher.mp4)

Q: How can I check the attendance offline?

A: Click on the Attendance activity in the course. Select a date. You may find an option(Export) to export or download attendance data. This could be in the form of a CSV file (spreadsheet).

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/2\\_creating\\_attendance\\_teacher\\_1.mp4](https://lms.shiksak.com/tutorialvideos/2_creating_attendance_teacher_1.mp4)

Q: How to mark an attendance?

A: To mark an attendance, click the “Turn editing on” button (If the Attendance activity is not added), click on its name. In the Attendance interface, you'll typically see a list of sessions. Click on the current session to mark attendance for that date.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/2\\_creating\\_attendance\\_teacher.mp4](https://lms.shiksak.com/tutorialvideos/2_creating_attendance_teacher.mp4)

Q: How chat feature works?

A: Once you type a message in the text area, hit Enter and your message will be broadcast to everyone logged in to the chat and you will receive others messages as well.

Q: How to create "chat" activity?

A: To add “chat” activity, click the “Turn editing on”. Click on “add a resource or activity”. Select “chat” from the list. Give it a name and enter descriptions. Update other settings if you want. Click on “save and return to course”.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/12\\_creating\\_a\\_chatroom\\_teacher.mp4](https://lms.shiksak.com/tutorialvideos/12_creating_a_chatroom_teacher.mp4)

Q: How to enter in a chat?

A: "To enter in a chat, click on the activity on your course page. Click on “Click here to enter the chat now”. Type your message to start chatting

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/13\\_how\\_to\\_enter\\_a\\_chatroom\\_teacher%20and%20student.mp4](https://lms.shiksak.com/tutorialvideos/13_how_to_enter_a_chatroom_teacher%20and%20student.mp4)

Q: How can I encourage collaborative learning using the chat feature?

A: You can design activities that promote collaboration, such as group discussions or collaborative problem-solving tasks. The chat feature can be a valuable tool for fostering teamwork and shared learning experiences.

Q: How can I create a Choice activity in Shiksak?

A: To create choice, click the “Turn editing on” button. Click on the “+ Add an activity or resource” link. Select “Choice” . Fill in the basic settings for your Choice activity. Add your question. Click on “Display description on course page”. Under “Options” enter your options as answer. Change other settings if you want. Click on “save and return to course”.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/7\\_creating\\_a\\_choice\\_activity\\_teacher.mp4](https://lms.shiksak.com/tutorialvideos/7_creating_a_choice_activity_teacher.mp4)

Q: Where should I use the Choice feature?

A: The Choice feature is suitable for scenarios where instructors want to gather quick feedback, conduct polls, or assess participant preferences on a given topic.

Q: How does the Choice feature promote student engagement?

A: The Choice feature promotes engagement by providing an interactive way for participants to express their opinions, preferences, or understanding of a topic.

Q: How can I create a Feedback activity in Shiksak LMS?

A: To create a feedback in Shiksak LMS, Click the “Turn editing on” button. Click on the “+ Add an activity or resource” link. Select “Feedback”. Fill in the basic settings for your Feedback activity, including the name, description. Click on “save and display”. Click on “Edit Questions” tab. Choose a question type from “add question” section. Type your question. Click on “Save Question”.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/8\\_creating\\_feedback\\_teacher.mp4](https://lms.shiksak.com/tutorialvideos/8_creating_feedback_teacher.mp4)

Q: Can I include various question types in a Feedback?

A: Yes, Shiksak supports various question types in the Feedback activity, including multiple-choice, text, and scale questions. This flexibility allows you to design surveys that suit their specific needs.

Q: How can I use Feedback to improve my courses?

A: You can use Feedback activities to gather insights into participants' experiences, identify areas for improvement, and make informed adjustments to course content, delivery, or assessments.

Q: How does the file activity help me in Shiksak LMS?

A: The File activity in Shiksak LMS allows you to share files with course participants. It provides a simple way to distribute documents, presentations, or any other file type.

Q: How can I add a File activity to the Shiksak LMS course?

A: To add a File activity select “Add an activity or resource” in the course, then choose the “File” option. Enter the details like name and descriptions and then upload the desired file. Click on “save and return to course” .

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/10\\_creating\\_file\\_activity\\_teacher-Segment%201.mp4](https://lms.shiksak.com/tutorialvideos/10_creating_file_activity_teacher-Segment%201.mp4)

Q: How to create a "folder" activity in Shiksak LMS?

A: To create a “Folder” in the LMS click on “turn editing on”. Click on “add an activity or resource”. Select “Folder”. Fill in the name and descriptions. Click on “create folder”. Enter “folder name”. Click on the folder. Upload files. Modify other settings if you want. Click on “save and return to course”.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/14\\_creating\\_a\\_folder\\_activity\\_Teacher\\_1.mp4](https://lms.shiksak.com/tutorialvideos/14_creating_a_folder_activity_Teacher_1.mp4)

Q: How does folder activity help me?

A: The Folder activity in Shiksak LMS allows instructors to organize and display a collection of files in a structured manner. It's useful for presenting related resources or materials in a cohesive format.

Q: How can a chat forum benefit students in a classroom environment?

A: A social space for students to get to know each other

For course announcements (using a news forum with forced subscription)

For discussing course content or reading materials.

Q: What features does a typical chat forum offer for educational purposes?

A: Forum posts can be rated by teachers or students (peer evaluation). Ratings can be aggregated to form a final grade which is recorded in the grade book.

Q: How to submit an assignment?

A: To submit an assignment access the Course. Find the assignment in the course content.

Click on the name of the assignment to access the assignment details. Provide your answer.

Look for a "Submit" or "Upload" button. Then submit your assignment.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/6\\_Submitting\\_Answer\\_to\\_Assignment\\_Student.mp4](https://lms.shiksak.com/tutorialvideos/6_Submitting_Answer_to_Assignment_Student.mp4)

Q: How to view my grades in assignment?

A: "To view your grades, find the assignment in the course content. This may be listed in a section, click on the name of the assignment to access the assignment details.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/16\\_viewing\\_grades\\_student.mp4](https://lms.shiksak.com/tutorialvideos/16_viewing_grades_student.mp4)

Q: How to view my attendance?

A: "To view your attendance, find the Attendance activity in the course content. Click on the name of the Attendance to access the attendance details. Inside the Attendance activity, you should can view your attendance record.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/4\\_View\\_Atendance\\_Students.mp4](https://lms.shiksak.com/tutorialvideos/4_View_Atendance_Students.mp4)

Q: How to know who is online in the chat?

A: Shiksak displays the online/offline status of participants in the chat, allowing users to see who is currently active. This feature helps enhance real-time communication by indicating user availability.

Q: How do I access files uploaded by teacher in the File activity?

A: "You can access files uploaded in the File activity by navigating to the course page and clicking on the relevant File link.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/11\\_view\\_file\\_uploaded\\_by\\_teacher\\_student.mp4](https://lms.shiksak.com/tutorialvideos/11_view_file_uploaded_by_teacher_student.mp4)

Q: Can I collaborate or share knowledge using files?



A: The File itself doesn't typically include collaborative features, but you can use other Shiksak tools, such as forums or messaging, to discuss or collaborate on files shared in the course.

Q: How do I access the files within a Folder activity?

A: "You can access files within a Folder activity by navigating to the course page and clicking on the relevant Folder link.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/15\\_browsing\\_a\\_folder\\_and\\_its\\_contents\\_students.mp4](https://lms.shiksak.com/tutorialvideos/15_browsing_a_folder_and_its_contents_students.mp4)

Q: How to create a Google Meet Link?

A: To create a Google Meet Link, click on "turn editing on" on your course page. Click on "add an activity". Select "Google Meet". Enter "Room Name" and "Description". Enter "Room URL" and "Ornanizer Email". Click on "Save and Display". You can click on "Enter the room" to enter the Google Meet Meeting.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/38\\_creating\\_google\\_meet\\_link.mp4](https://lms.shiksak.com/tutorialvideos/38_creating_google_meet_link.mp4)

Q: How to create a Scorm Package?

A: To create a scorm package, click on "turn activity on". Click on "add an activity or resource". Add "Scorm Package". Enter Name and other details. Enter the path to the Scorm Package". Click on "Save and return to Course".

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/41\\_creating\\_scorm\\_package.mp4](https://lms.shiksak.com/tutorialvideos/41_creating_scorm_package.mp4)

Q: How to create Interactive content?

A: To create interactive content, Click on "Turn editing on". Click on "Add a resource or activity". Select "Interactive Content". Give a name and descriptions. Select the content type. Give a title. Save and display.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/42\\_creating\\_interactive\\_content.mp4](https://lms.shiksak.com/tutorialvideos/42_creating_interactive_content.mp4)

Q: What is the purpose or use of a chat forum?

A: The forum activity module enables participants to have asynchronous discussions i.e. discussions that take place over an extended period.

Q: What is the purpose or use of page?

A: The page module enables a teacher to create a web page resource using the text editor. A page can display text, images, sound, video, web links and embedded code, such as Google maps

Q: What is the use of URL?

A: The URL module enables a teacher to provide a web link as a course resource. Anything that is freely available online, such as documents or images, can be linked to; the URL doesn't have to be the home page of a website.

Q: How do I join an online class or a team in Microsoft Teams?

A: To join the meeting, you just have to click on the link and then you will get started.

Q: How can a forum benefit students in a classroom environment?

A: A social space for students to get to know each other. For course announcements (using a news forum with forced subscription). For discussing course content or reading materials.

Q: What features does a typical chat forum offer for educational purposes?

A: Forum posts can be rated by teachers or students (peer evaluation). Ratings can be aggregated to form a final grade which is recorded in the grade book.

Q: How do I create a chat forum or forum?

A: To create a chat forum go to "Turn editing on" then click on add an activity then click on "Forum". After clicking on forum give a name to the forum and if you also can set date by clicking on "Availability".

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/17\\_creating\\_forum\\_teacher.mp4](https://lms.shiksak.com/tutorialvideos/17_creating_forum_teacher.mp4)

Q: How do I create a page?

A: To create a new page go to "Turn editing on" then go to "Add an activity" then go to "Pages" after that a page will pop up. Then you give a name to the page, give a description. Then click on "Save and return to course".

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/18\\_creating\\_page\\_teacher.mp4](https://lms.shiksak.com/tutorialvideos/18_creating_page_teacher.mp4)

Q: What are the steps to design a page?

A: To create a new page go to "Turn editing on" then go to "Add an activity" then go to "Pages" after that a page will pop up. Then you give a name to the page, give a description. Then click on "Save and return to course".

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/18\\_creating\\_page\\_teacher.mp4](https://lms.shiksak.com/tutorialvideos/18_creating_page_teacher.mp4)

Q: How can I create a quiz?

A: To create a new quiz go to "Turn editing on" then go to "Add an activity" then go to "Quiz" after that a page will pop up. Then you give a name to the page, give a description. Then click on "Save and return to course".

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/19\\_create\\_a\\_quiz\\_teacher.mp4](https://lms.shiksak.com/tutorialvideos/19_create_a_quiz_teacher.mp4)

Q: How to create a new URL activity?

A: To upload a new URL go to “Turn editing on” then go to “Add an activity” then go to “URL” after that a page will pop up. Then you give a name, then paste the external URL you have copied and you can also choose how it will appear to you. Then click on “Save and return to course”.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/20\\_creating\\_a\\_new\\_url\\_teacher\\_1.mp4](https://lms.shiksak.com/tutorialvideos/20_creating_a_new_url_teacher_1.mp4)

Q: How to embed a URL?

A: To upload a new URL go to “Turn editing on” then go to “Add an activity” then go to “URL” after that a page will pop up. Then you give a name, then paste the external URL you have copied and you can also choose how it will appear to you. Then click on “Save and return to course”.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/20\\_creating\\_a\\_new\\_url\\_teacher\\_1.mp4](https://lms.shiksak.com/tutorialvideos/20_creating_a_new_url_teacher_1.mp4)

Q: How to upload YouTube URL?

A: To upload a new URL go to “Turn editing on” then go to “Add an activity” then go to “URL” after that a page will pop up. Then you give a name, then paste the external URL you have copied and you can also choose how it will appear to you. Then click on “Save and return to course”.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/20\\_creating\\_a\\_new\\_url\\_teacher\\_1.mp4](https://lms.shiksak.com/tutorialvideos/20_creating_a_new_url_teacher_1.mp4)

Q: How to upload external URL?

A: To upload a new URL go to “Turn editing on” then go to “Add an activity” then go to “URL” after that a page will pop up. Then you give a name, then paste the external URL you have copied and you can also choose how it will appear to you. Then click on “Save and return to course”.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/20\\_creating\\_a\\_new\\_url\\_teacher\\_1.mp4](https://lms.shiksak.com/tutorialvideos/20_creating_a_new_url_teacher_1.mp4)

Q: How to create teams link for teams?

A: To create a link go to “Turn editing on” then add an activity for label, then in label the Microsoft teams logo show up, then click on that logo and then click add meeting link, then save the label activity. But remember If you are doing it for the first time, you have to sign in before creating a team’s link.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/37\\_schedule\\_a\\_meeting\\_within\\_teams.mp4](https://lms.shiksak.com/tutorialvideos/37_schedule_a_meeting_within_teams.mp4)

Q: What are the steps to schedule a meeting within Teams?

A: To create a link go to "Turn editing on" then add an activity for label, then in label the microsoft teams logo show up, then click on that logo and then click add meeting link, then save the label activity. But remember If you are doing it for the first time, you have to sign in before creating a team's link.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/37\\_schedule\\_a\\_meeting\\_within\\_teams.mp4](https://lms.shiksak.com/tutorialvideos/37_schedule_a_meeting_within_teams.mp4)

Q: What is the use of a book module?

A: The book module enables a teacher to create a multi-page resource in a book-like format, with chapters and subchapters. Books can contain media files as well as text and are useful for displaying lengthy passages of information which can be broken down into sections.

Q: How to create a book activity?

A: To create a book go to "Turn editing on" then "add an activity for label", then in label go to "Book", Click on the book and a page will show up. Then you have give add a name to the book and add description if you want. Then scroll down and click on "Save and display". Then if you want to add a chapter you can add a chapter by giving it a name and a book is created.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/39\\_creating\\_a\\_book.mp4](https://lms.shiksak.com/tutorialvideos/39_creating_a_book.mp4)

Q: What is the use of book module?

A: The book module enables a teacher to create a multi-page resource in a book-like format, with chapters and subchapters. Books can contain media files as well as text and are useful for displaying lengthy passages of information which can be broken down into sections.

Q: What is Glossary activity?

A: The glossary activity module enables participants to create and maintain a list of definitions, like a dictionary, or to collect and organise resources or information.

Q: How can entries be automatically linked in glossary activity?

A: If the glossary auto-linking filter is enabled, entries will be automatically linked where the concept words and/or phrases appear within the course.

Q: What is Glossary activity used for?

A: Glossaries have many uses, such as A collaborative bank of key terms, A 'getting to know you' space where new students add their name and personal details, A 'handy tips' resource of best practice in a practical subject. A sharing area of useful videos, images or sound files. A revision resource of facts to remember.

Q: How to create a Glossary activity?

A: To create a Glossary go to "Turn editing on" then "add an activity for label", then in label go to "Glossary", Click on the glossary and a page will show up. Then you have give add a name to the glossary and add description if you want. Then scroll down and click on "Save and display".

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/40\\_creating\\_glossary.mp4](https://lms.shiksak.com/tutorialvideos/40_creating_glossary.mp4)

Q: How to create a Lesson activity?

A: To create a Lesson, Click on "Turn Editing On". Click on "Add an activity or Resource". Select "Lesson". Fill in the required fields like name and description. Click on "Save and display". Click on "edit". Add your questions.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/43\\_creating\\_lessons.mp4](https://lms.shiksak.com/tutorialvideos/43_creating_lessons.mp4)

Q: How to add questions from Question Bank?

A: To add questions from Question Bank, open your your quiz section created earlier. Click on "edit quiz". Click on "add". Click on "from question bank". Select your category and questions from there. Click on "add selected questions to your quiz". Select "Maximum Grade" and save.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/44\\_creating\\_quiz\\_from\\_question\\_bank.mp4](https://lms.shiksak.com/tutorialvideos/44_creating_quiz_from_question_bank.mp4)

Q: How to add questions to a Question Bank?

A: To add questions to question bank, open the quiz section (created earlier) from the course. On the left panel open "Question Bank" under "administration". Select the "category" and click on "create a new question". Select your question type. Make the required changes. Click on Save Changes.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/45\\_adding%20questions%20to%20question%20bank.mp4](https://lms.shiksak.com/tutorialvideos/45_adding%20questions%20to%20question%20bank.mp4)

Q: How to create a Scorm Package?

A: To create a Scorm package, click on "turn activity on". Click on "add an activity or resource". Select "Scorm Package". Enter Name and description. Enter the path to the Scorm Package". Click on "upload this file. Click on "Save and display"(Check the content displaying)"Save and return to course".

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/46\\_creating\\_a\\_scorm\\_package\\_sb.mp4](https://lms.shiksak.com/tutorialvideos/46_creating_a_scorm_package_sb.mp4)

Q: How to create an IMS Content Package?

A: To create a scorm package, click on "turn activity on". Click on "add an activity or resource". Select "Scorm Package". Enter Name and description. Enter the path to the "IMS Package". Click on "upload this file. Click on "Save and display"(Check the content displaying)"Save and return to course".

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/47\\_creating\\_ims\\_content\\_package\\_sb.mp4](https://lms.shiksak.com/tutorialvideos/47_creating_ims_content_package_sb.mp4)

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## Shiksak LMS manual for the Admins

Q: What is the process for uploading videos to Dropbox and embedding them in an LMS?

A: To embed Dropbox videos, simply copy the video URL directly from the Dropbox video, then paste the URL into the LMS. Ensure to replace "raw=0" with "raw=1" at the end of the video URL.

Q: How to create an Assignment?

A: To create an assignment, click the "Turn editing on" button. Click on the "+ Add an activity or resource" link. Select "Assignment". Fill in the basic settings for your assignment, such as the name, description, and other options. Upload files as assignment (If required). Click on the "Save and return to course" button.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/1\\_Creating\\_Assignment\\_Teacher.mp4](https://lms.shiksak.com/tutorialvideos/1_Creating_Assignment_Teacher.mp4)

Q: How to create users?

A: To create a user, start by navigating to the "Administration" panel, usually located in the middle-left section of the website. From there, select "Site administration." Within this section, you'll find a category or tab labeled "Users." Click on this to access various user management options. Then, go to the "Accounts" section and look for an option labeled "Add a new user." Clicking on this will take you to a form where you can enter the details for the new user. Fill in the required information and preferences to create a user account of your choice. Remember to save your changes at the end of the process.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/23\\_creae\\_users\\_Admin\\_teachers.mp4](https://lms.shiksak.com/tutorialvideos/23_creae_users_Admin_teachers.mp4)

Q: How to create course?

A: To create a course, navigate to the "Administration" panel, which is typically positioned in the middle-left corner of the website. Click on "Site administration." Within this section, look for an option labeled "Courses." Click on this and then proceed to "Manage Courses and Categories." In this area, instead of selecting to manage categories, look for an option to create or add a new course, which might be labeled as "Add a new course" or "Create a course." This option may not necessarily be under "Demo Courses," as this term usually refers to pre-existing example courses. Once you find the correct option to add a new course, you can start the course creation process by filling in the necessary details like the course name, description, format, start date, etc. After providing all the required information and configuring the course settings to your preference, save your changes to create the new course in Shiksak LMS.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/25\\_creating\\_coursaes.mp4](https://lms.shiksak.com/tutorialvideos/25_creating_coursaes.mp4)

Q: How do I get notified about the submission of an assignment?

A: Shiksak LMS provides notification features to keep users informed about various activities, including assignment submissions. Shiksak can send notifications through different channels, such as email or messaging within the LMS platform.

Q: How to reset my password?

A: To reset your password in Shiksak LMS, first go to the login page by clicking on the "Log in" link located at the top right corner of the website. On the login page, you'll find a link or option that says "Forgotten your username or password?" Click on this to proceed to a new page where you can search for your account either by your username or your email address. Choose the option that suits you best, making sure that you have access to the username or the email account linked with your Shiksak LMS account. Once you submit the necessary information, Shiksak LMS will guide you through the process of setting a new password. This usually involves sending a password reset link to your registered email address. Follow the instructions in that email to create a new password for your account.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/21\\_reset\\_password\\_all.mp4](https://lms.shiksak.com/tutorialvideos/21_reset_password_all.mp4)

Q: How to change my email?

A: To change your email in the system, begin by clicking on your profile picture (if you have one set) at the top right corner of the website. This action will display a dropdown menu or similar interface where you can select the "Profile" option. Once you're on your profile page, look for an "Edit profile" link or button, which should take you to a page where you can update your personal information. Scroll down to find the "Email" field. Here, you can enter your new email address. Make sure to save your changes before leaving the page. This process will update your email address associated with your account in the system.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/22\\_changing\\_email\\_all.mp4](https://lms.shiksak.com/tutorialvideos/22_changing_email_all.mp4)

Q: How to bulk upload users?

A: To bulk upload users in Shiksak LMS, start by accessing the "Administration" panel, typically located in the middle-left corner of the website. From there, click on "Site administration." In this section, you'll find an option labeled "Users." Proceed to this option, and then navigate to "Upload users." This will take you to a page where you can upload your user data via a CSV file. For your convenience, Shiksak LMS usually provides an example or template file. You can download this file to understand the required format for your CSV file. Once your file is prepared and matches the format, upload it to add multiple users to the system at once. This feature is particularly useful for adding large numbers of users efficiently and quickly.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/24\\_bulk\\_user\\_upload.mp4](https://lms.shiksak.com/tutorialvideos/24_bulk_user_upload.mp4)

Q: How to create course category?

A: To create a course category in Shiksak LMS, begin by navigating to the "Administration" panel, usually located in the middle-left corner of the website. Then, select "Site administration." Within this section, look for an option labeled "Courses." Click on this, and then proceed to "Manage Courses and Categories." In this area, you will find the option to

manage “Course categories.” From here, you can create a new category according to your needs and preferences. This feature allows for the organization and structuring of courses within the LMS, making it easier to manage and navigate the course offerings.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/25\\_creating\\_courses.mp4](https://lms.shiksak.com/tutorialvideos/25_creating_courses.mp4)

Q: How to enrol users in courses?

A: To enroll users in a course, start by navigating to the “Navigation” menu. From there, select the course in which you want to enroll users. Once you're in the course, look for “Course Administration,” typically located in the middle-left corner of the website. In the “Course Administration” menu, click on “Users.” This action will reveal several user management options, including “Enroll users.” Click on “Enroll users,” and a new page or window will open, displaying a list of users who can be enrolled in the course. Here, you can search for and select the users you wish to enroll. Once you have identified the users, click on the “Enroll” button next to their names to add them to the course. This process enables you to manage course participation effectively by adding users individually or in groups as needed.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/28\\_enrolling\\_users.mp4](https://lms.shiksak.com/tutorialvideos/28_enrolling_users.mp4)

Q: How to create cohorts?

A: To create cohorts, begin by accessing the “Administration” panel, typically found at the middle-left corner of the website. Click on “Users” in this panel. After clicking, you will find an option labeled “Accounts.” Navigate to this option and then proceed to “Cohorts.” Upon selecting “Cohorts,” a new page will appear. On this page, look for an option to “Add new Cohort” or something similarly titled. Click on this to start creating a new cohort. You will be prompted to provide a name for the cohort and possibly other details such as a description or associated category. After filling in the necessary information, ensure you click on “Save Changes” to finalize the creation of the new cohort. This process allows for efficient grouping and management of users, which can be particularly useful for large-scale course enrollments or organizing users into specific categories for administrative purposes.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/26\\_create\\_cohorts.mp4](https://lms.shiksak.com/tutorialvideos/26_create_cohorts.mp4)

Q: What is the use of cohorts?

A: They enable administrators and educators to efficiently manage and enroll groups of users. A cohort typically represents a group of students belonging to a specific program, academic year, or any other defined category. Once a cohort is established, it can be enrolled in multiple courses simultaneously, which significantly streamlines the enrollment process. This feature is particularly advantageous in larger educational settings, where enrolling users individually in each course would be impractical. Cohorts ensure consistent access for all members of the group and facilitate organized management of user access across various courses.

Q: How to enrol bulk users in courses using cohorts?

A: In Shiksak LMS, enrolling bulk users into courses using cohorts is a straightforward process. First, ensure that the cohorts are already set up with the users you want to enroll.



Then, go to the course where you want to enroll the cohort. Inside the course, navigate to the “Course Administration” menu. Here, look for an option like “Users” or “Enrollment Methods.” Under this section, select “Cohort sync” or a similar option. This allows you to link a cohort to the course. Choose the cohort you want to enroll from the list provided. Once selected, all members of that cohort will be automatically enrolled in the course. This method is highly efficient for enrolling large groups of users at once, saving time and ensuring consistency across the enrolled users.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/261\\_bulk\\_enrol\\_users.mp4](https://lms.shiksak.com/tutorialvideos/261_bulk_enrol_users.mp4)

Q: How to create groups in courses?

A: To create groups within a course, start by going to the “Administration” panel, which is usually positioned in the middle-left corner of the website. From there, click on “Courses.” After clicking on “Courses,” you will find an option labeled “Users.” Navigate to this option, and then proceed to the “Groups” section. In the “Groups” section, you will be presented with a page where you can manage groups. Look for an option to “Create Group” or something similar. Click on this to start setting up a new group. It's important to note that you can only add users to a group if they are already enrolled in the specific course. This feature is useful for organizing students into smaller units for collaborative work, discussions, or differentiated instruction within the course.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/27\\_create\\_groups.mp4](https://lms.shiksak.com/tutorialvideos/27_create_groups.mp4)

Q: How can I set up a backup and restore system for course data?

A: To begin, select the specific course you want to back up. Go to the “Administration” menu within the course, and then click on the “Backup” option. This will open a new page where you can configure your backup settings. If you don't want to include the current users in the backup, make sure to uncheck the “Include Enrolled Users” option. There are several other options you can customize based on your needs. Once you've made your selections, scroll down and click on “Jump to final step.” The system will take a few moments to create the backup. After it's created, click on “Continue.”

If you need to restore the course later, you'll find a “Restore” button on the same page. Click on it to begin the restore process. Follow the prompts: first, select the desired course category, then click on “Continue,” and then “Next.” You have the option to change the course name during this process. After making any changes, click on “Next” again and then proceed to perform the restore. This process allows you to safeguard your course data and quickly restore it when needed.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/29\\_backup\\_restore.mp4](https://lms.shiksak.com/tutorialvideos/29_backup_restore.mp4)

Q: What is the process for configuring language settings and multi-language support?

A: In Shiksak LMS, configuring language settings and enabling multi-language support is a straightforward process. First, navigate to the “Site Administration” area, typically found on the dashboard or in a similar administrative section. Within Site Administration, look for “Language” settings. Here, you can set the default language for the site. For multi-language support, you may find options to install and enable additional language packs. Once these packs are installed, users can choose their preferred language either site-wide or on a

course-by-course basis, depending on your configuration. This flexibility allows for a more inclusive and accessible learning environment for users from diverse linguistic backgrounds. Remember to save your changes after configuring these settings.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/30\\_language\\_settings.mp4](https://lms.shiksak.com/tutorialvideos/30_language_settings.mp4)

Q: How can I configure course formats and layouts for different types of classes?

A: In Shiksak LMS, configuring course formats and layouts to suit different types of classes is a user-friendly process. Navigate to the specific course you want to modify. Inside the course, go to the "Course Administration" menu. Here, look for an option like "Edit Settings", click on "Edit setting" and on the next page scroll down to the appearance section. This section allows you to choose from various format options, such as weekly, topics, or tiles format, depending on what's best suited for your class structure and teaching style. Additionally, you can customize the layout by adjusting the number of sections, their appearance, and other display settings. This flexibility in Shiksak LMS ensures that each course can be uniquely structured to meet its educational objectives.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/31\\_format\\_restore.mp4](https://lms.shiksak.com/tutorialvideos/31_format_restore.mp4)

Q: What are the steps to set up the gradebook according to different grading schemes?

A: In Shiksak LMS, setting up the gradebook to accommodate different grading schemes is quite manageable. First, ensure you're logged in with administrative or teacher access. Then, navigate to the course for which you want to set up the gradebook. Inside the course, go to the "Course Administration" menu. Look for a section or option labeled "Grades." In the Grades area, you'll find the gradebook setup. Here, you can choose from various grading schemes, like simple weighted mean of grades, natural grading, or others that Shiksak LMS might offer. You can also create custom grading scales and assign them to specific assignments or activities. This flexibility allows you to tailor the grading to match your course requirements, whether it's a point-based system, letter grades, or any other format. Remember to save your changes after configuring the gradebook. This setup process ensures that the grading accurately reflects the assessment criteria and learning objectives of your course.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/32\\_grading\\_system.mp4](https://lms.shiksak.com/tutorialvideos/32_grading_system.mp4)

Q: How do I configure the calendar and scheduling features for course events?

A: Configuring the calendar and scheduling features for course events in Shiksak LMS is a straightforward task. Navigate to the course where you want to set up the calendar events. Within the course, look for a feature or section titled 'Calendar'. This is typically found in the navigation menu. In the calendar section, you can add new events by selecting dates and specifying details such as event titles, descriptions, and times. You also have options to set recurring events or deadlines.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/33\\_Calendar\\_configuration.mp4](https://lms.shiksak.com/tutorialvideos/33_Calendar_configuration.mp4)

Q: What are the steps for setting up a system for tracking and logging user activity?

A: To track and log user activity in Shiksak LMS, start by logging in with your administrative credentials. Once logged in, navigate to the "Site Administration" section of the LMS. From there, proceed to the "Users" section and select "Browse list of users." This page will display a list of all users, along with information such as their last login time. For more detailed insights into a specific user's activities, including their course completions, simply click on the user's profile. This streamlined process allows for easy monitoring of user engagement and progress within the LMS.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/35\\_tracking\\_and\\_logging\\_user\\_activity\\_for\\_admin.mp4](https://lms.shiksak.com/tutorialvideos/35_tracking_and_logging_user_activity_for_admin.mp4)

Q: How do I add another admin to Shiksak LMS?

A: Adding an admin in Shiksak LMS is a straightforward process. Navigate to the "Site Administration" section of Shiksak LMS. Once there, look for the "Users" section and select "Permissions." Within this area, you'll find an option to "Assign roles" or something similar. Here, you can assign the role of an admin to a user. Simply search for the user you want to assign as an admin. After selecting the user and assigning the role, save your changes. This process will grant the user admin privileges, enabling them to perform tasks like managing courses, users, and other settings in your LMS. Remember that assigning someone as an admin gives them significant access and control, so it should be done judiciously.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/36\\_how\\_to\\_add\\_another\\_admin\\_to\\_shiksak\\_lms.mp4](https://lms.shiksak.com/tutorialvideos/36_how_to_add_another_admin_to_shiksak_lms.mp4)

Q: How to grade students in assignment?

A: To grade students, click on the assignment to access the assignment details. Look for a link or button that says "Grade/view all submissions". Review each submission and assign grades and feedback as needed.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/5\\_How%20to%20grade%20an%20assignment%20Teacher.mp4](https://lms.shiksak.com/tutorialvideos/5_How%20to%20grade%20an%20assignment%20Teacher.mp4)

Q: How to create an attendance?

A: To create an attendance, click the "Turn editing on" button. Click on the "+ Add an activity or resource" link. Select "Attendance". Fill in the basic settings like name and descriptions. Choose Attendance Marking Method. Click on "save and display". Within the attendance activity set up individual sessions (By clicking on the "Add Session" tab). Click on "add". Give attendance after clicking on the PLAY button.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/2\\_creating\\_attendance\\_teacher.mp4](https://lms.shiksak.com/tutorialvideos/2_creating_attendance_teacher.mp4)

Q: How can I check the attendance offline?

A: Click on the Attendance activity in the course. Select a date. You may find an option(Export) to export or download attendance data. This could be in the form of a CSV file (spreadsheet).

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/2\\_creating\\_attendance\\_teacher\\_1.mp4](https://lms.shiksak.com/tutorialvideos/2_creating_attendance_teacher_1.mp4)

Q: How to mark an attendance?

A: To mark an attendance, click the "Turn editing on" button (If the Attendance activity is not added), click on its name . In the Attendance interface, you'll typically see a list of sessions. Click on the current session to mark attendance for that date.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/2\\_creating\\_attendance\\_teacher.mp4](https://lms.shiksak.com/tutorialvideos/2_creating_attendance_teacher.mp4)

Q: How chat feature works?

A: Once you type a message in the text area, hit Enter and your message will be broadcast to everyone logged in to the chat and you will receive others messages as well.

Q: How to create "chat" activity?

A: To add "chat" activity, click the "Turn editing on". Click on "add a resource or activity". Select "chat" from the list. Give it a name and enter descriptions. Update other settings if you want. Click on "save and return to course".

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/12\\_creating\\_a\\_chatroom\\_teacher.mp4](https://lms.shiksak.com/tutorialvideos/12_creating_a_chatroom_teacher.mp4)

Q: How to enter in a chat?

A: "To enter in a chat, click on the activity on your course page. Click on "Click here to enter the chat now". Type your message to start chatting

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/13\\_how\\_to\\_enter\\_a\\_chatroom\\_teacher%20and%20student.mp4](https://lms.shiksak.com/tutorialvideos/13_how_to_enter_a_chatroom_teacher%20and%20student.mp4)

Q: How can I encourage collaborative learning using the chat feature?

A: You can design activities that promote collaboration, such as group discussions or collaborative problem-solving tasks. The chat feature can be a valuable tool for fostering teamwork and shared learning experiences.

Q: How can I create a Choice activity in Shiksak?

A: To create choice, click the "Turn editing on" button. Click on the "+ Add an activity or resource" link. Select "Choice" . Fill in the basic settings for your Choice activity. Add your question. Click on "Display description on course page". Under "Options" enter your options as answer. Change other settings if you want. Click on "save and return to course".

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/7\\_creating\\_a\\_choice\\_activity\\_teacher.mp4](https://lms.shiksak.com/tutorialvideos/7_creating_a_choice_activity_teacher.mp4)

Q: Where should I use the Choice feature?

A: The Choice feature is suitable for scenarios where instructors want to gather quick feedback, conduct polls, or assess participant preferences on a given topic.

Q: How does the Choice feature promote student engagement?

A: The Choice feature promotes engagement by providing an interactive way for participants to express their opinions, preferences, or understanding of a topic.

Q: How can I create a Feedback activity in Shiksak LMS?

A: To create a feedback in Shiksak LMS, Click the “Turn editing on” button. Click on the “+ Add an activity or resource” link. Select “Feedback”. Fill in the basic settings for your Feedback activity, including the name, description. Click on “save and display”. Click on “Edit Questions” tab. Choose a question type from “add question” section. Type your question. Click on “Save Question”.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/8\\_creating\\_feedback\\_teacher.mp4](https://lms.shiksak.com/tutorialvideos/8_creating_feedback_teacher.mp4)

Q: Can I include various question types in a Feedback?

A: Yes, Shiksak supports various question types in the Feedback activity, including multiple-choice, text, and scale questions. This flexibility allows you to design surveys that suit their specific needs.

Q: How can I use Feedback to improve my courses?

A: You can use Feedback activities to gather insights into participants' experiences, identify areas for improvement, and make informed adjustments to course content, delivery, or assessments.

Q: How does the file activity help me in Shiksak LMS?

A: The File activity in Shiksak LMS allows you to share files with course participants. It provides a simple way to distribute documents, presentations, or any other file type.

Q: How can I add a File activity to the Shiksak LMS course?

A: To add a File activity select “Add an activity or resource” in the course, then choose the “File” option. Enter the details like name and descriptions and then upload the desired file. Click on “save and return to course”. For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/10\\_creating\\_file\\_activity\\_teacher-Segment%201.mp4](https://lms.shiksak.com/tutorialvideos/10_creating_file_activity_teacher-Segment%201.mp4)

Q: How do I give feedback posted by my instructor?

A: To give feedback, click on the feedback activity on your course page. Click on “answer the questions”. Type your answers. Click on “submit your answers”. Click on “continue to go back to course page.”

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/9\\_reply\\_a\\_feedback\\_by\\_student\\_student.mp4](https://lms.shiksak.com/tutorialvideos/9_reply_a_feedback_by_student_student.mp4)

Q: How to create a "folder" activity in Shiksak LMS?

A: To create a “Folder” in the LMS click on “turn editing on”. Click on “add an activity or resource”. Select “Folder”. Fill in the name and descriptions. Click on “create folder”. Enter “folder name”. Click on the folder. Upload files. Modify other settings if you want. Click on “save and return to course”.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/14\\_creating\\_a\\_folder\\_activity\\_Teacher\\_1.mp4](https://lms.shiksak.com/tutorialvideos/14_creating_a_folder_activity_Teacher_1.mp4)

Q: How does folder activity help me?

A: The Folder activity in Shiksak LMS allows instructors to organize and display a collection of files in a structured manner. It's useful for presenting related resources or materials in a cohesive format.

Q: How can a chat forum benefit students in a classroom environment?

A: "A social space for students to get to know each other  
For course announcements (using a news forum with forced subscription)  
For discussing course content or reading materials"

Q: What features does a typical chat forum offer for educational purposes?

A: Forum posts can be rated by teachers or students (peer evaluation). Ratings can be aggregated to form a final grade which is recorded in the grade book.

Q: How to submit an assignment?

A: "To submit an assignment access the Course. Find the assignment in the course content. Click on the name of the assignment to access the assignment details. Provide your answer. Look for a "Submit" or "Upload" button. Then submit your assignment.  
For more detailed guidance, you can watch this instructional video:  
[https://lms.shiksak.com/tutorialvideos/6\\_Submitting\\_Answer\\_to\\_Assignment\\_Student.mp4](https://lms.shiksak.com/tutorialvideos/6_Submitting_Answer_to_Assignment_Student.mp4)

Q: How to view my grades in assignment?

A: "To view your grades, find the assignment in the course content. This may be listed in a section, click on the name of the assignment to access the assignment details.  
For more detailed guidance, you can watch this instructional video:  
[https://lms.shiksak.com/tutorialvideos/16\\_viewing\\_grades\\_student.mp4](https://lms.shiksak.com/tutorialvideos/16_viewing_grades_student.mp4)

Q: How to view my attendance?

A: "To view your attendance, find the Attendance activity in the course content. Click on the name of the Attendance to access the attendance details. Inside the Attendance activity, you should can view your attendance record.  
For more detailed guidance, you can watch this instructional video:  
[https://lms.shiksak.com/tutorialvideos/4\\_View\\_Atendance\\_Students.mp4](https://lms.shiksak.com/tutorialvideos/4_View_Atendance_Students.mp4)

Q: How to know who is online in the chat?

A: Shiksak displays the online/offline status of participants in the chat, allowing users to see who is currently active. This feature helps enhance real-time communication by indicating user availability.

Q: How do I access files uploaded by teacher in the File activity?

A: "You can access files uploaded in the File activity by navigating to the course page and clicking on the relevant File link.  
For more detailed guidance, you can watch this instructional video:  
[https://lms.shiksak.com/tutorialvideos/11\\_view\\_file\\_uploaded\\_by\\_teacher\\_student.mp4](https://lms.shiksak.com/tutorialvideos/11_view_file_uploaded_by_teacher_student.mp4)

Q: Can I collaborate or share knowlegde using files?

A: The File itself doesn't typically include collaborative features, but you can use other Shiksak tools, such as forums or messaging, to discuss or collaborate on files shared in the course.

Q: How do I access the files within a Folder activity?

A: "You can access files within a Folder activity by navigating to the course page and clicking on the relevant Folder link.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/15\\_browsing\\_a\\_folder\\_and\\_its\\_contents\\_students.mp4](https://lms.shiksak.com/tutorialvideos/15_browsing_a_folder_and_its_contents_students.mp4)

Q: How to create a Google Meet Link?

A: To create a Google Meet Link, click on "turn editing on" on your course page. Click on "add an activity". Select "Google Meet". Enter "Room Name" and "Description". Enter "Room URL" and "Organizer Email". Click on "Save and Display". You can click on "Enter the room" to enter the Google Meet Meeting.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/38\\_creating\\_google\\_meet\\_link.mp4](https://lms.shiksak.com/tutorialvideos/38_creating_google_meet_link.mp4)

Q: How to create a Scorm Package?

A: To create a scorm package, click on "turn activity on". Click on "add an activity or resource". Add "Scorm Package". Enter Name and other details. Enter the path to the Scorm Package". Click on "Save and return to Course".

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/41\\_creating\\_scorm\\_package.mp4](https://lms.shiksak.com/tutorialvideos/41_creating_scorm_package.mp4)

Q: How to create Interactive content?

A: To create interactive content, Click on "Turn editing on". Click on "Add a resource or activity". Select "Interactive Content". Give a name and descriptions. Select the content type. Give a title. Save and display.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/42\\_creating\\_interactive\\_content.mp4](https://lms.shiksak.com/tutorialvideos/42_creating_interactive_content.mp4)

Q: What is the purpose or use of a chat forum?

A: The forum activity module enables participants to have asynchronous discussions i.e. discussions that take place over an extended period.

Q: What is the purpose or use of page?

A: The page module enables a teacher to create a web page resource using the text editor. A page can display text, images, sound, video, web links and embedded code, such as Google maps

Q: What is the use of URL?

A: The URL module enables a teacher to provide a web link as a course resource. Anything that is freely available online, such as documents or images, can be linked to; the URL doesn't have to be the home page of a website.

Q: How do I join an online class or a team in Microsoft Teams?

A: To join the meeting, you just have to click on the link and then you will get started.

Q: How can a forum benefit students in a classroom environment?

A: A social space for students to get to know each other For course announcements (using a news forum with forced subscription) For discussing course content or reading materials

Q: What features does a typical chat forum offer for educational purposes?

A: Forum posts can be rated by teachers or students (peer evaluation). Ratings can be aggregated to form a final grade which is recorded in the grade book.

Q: How do I create a chat forum or forum?

A: To create a chat forum go to "Turn editing on" then click on add an activity then click on "Forum". After clicking on forum give a name to the forum and if you also can set date by clicking on "Availability".

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/17\\_creating\\_forum\\_teacher.mp4](https://lms.shiksak.com/tutorialvideos/17_creating_forum_teacher.mp4)

Q: How do I create a page?

A: To create a new page go to "Turn editing on" then go to "Add an activity" then go to "Pages" after that a page will pop up. Then you give a name to the page, give a description. Then click on "Save and return to course".

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/18\\_creating\\_page\\_teacher.mp4](https://lms.shiksak.com/tutorialvideos/18_creating_page_teacher.mp4)

Q: What are the steps to design a page?

A: To create a new page go to "Turn editing on" then go to "Add an activity" then go to "Pages" after that a page will pop up. Then you give a name to the page, give a description. Then click on "Save and return to course".

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/18\\_creating\\_page\\_teacher.mp4](https://lms.shiksak.com/tutorialvideos/18_creating_page_teacher.mp4)

Q: How can I create a quiz?

A: To create a new quiz go to "Turn editing on" then go to "Add an activity" then go to "Quiz" after that a page will pop up. Then you give a name to the page, give a description. Then click on "Save and return to course".

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/19\\_create\\_a\\_quiz\\_teacher.mp4](https://lms.shiksak.com/tutorialvideos/19_create_a_quiz_teacher.mp4)

Q: How to create a new URL activity?

A: To upload a new URL go to "Turn editing on" then go to "Add an activity" then go to "URL" after that a page will pop up. Then you give a name, then paste the external URL you have copied and you can also choose how it will appear to you. Then click on "Save and return to course".

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/20\\_creating\\_a\\_new\\_url\\_teacher\\_1.mp4](https://lms.shiksak.com/tutorialvideos/20_creating_a_new_url_teacher_1.mp4)



Q: How to embed a URL?

A: To upload a new URL go to “Turn editing on” then go to “Add an activity” then go to “URL” after that a page will pop up. Then you give a name, then paste the external URL you have copied and you can also choose how it will appear to you. Then click on “Save and return to course”.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/20\\_creating\\_a\\_new\\_url\\_teacher\\_1.mp4](https://lms.shiksak.com/tutorialvideos/20_creating_a_new_url_teacher_1.mp4)

Q: How to upload YouTube URL?

A: To upload a new URL go to “Turn editing on” then go to “Add an activity” then go to “URL” after that a page will pop up. Then you give a name, then paste the external URL you have copied and you can also choose how it will appear to you. Then click on “Save and return to course”.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/20\\_creating\\_a\\_new\\_url\\_teacher\\_1.mp4](https://lms.shiksak.com/tutorialvideos/20_creating_a_new_url_teacher_1.mp4)

Q: How to upload external URL?

A: To upload a new URL go to “Turn editing on” then go to “Add an activity” then go to “URL” after that a page will pop up. Then you give a name, then paste the external URL you have copied and you can also choose how it will appear to you. Then click on “Save and return to course”.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/20\\_creating\\_a\\_new\\_url\\_teacher\\_1.mp4](https://lms.shiksak.com/tutorialvideos/20_creating_a_new_url_teacher_1.mp4)

Q: How to create teams link for teams?

A: To create a link go to “Turn editing on” then add an activity for label, then in label the microsoft teams logo show up, then click on that logo and then click add meeting link, then save the label activity. But remember If you are doing it for the first time, you have to sign in before creating a team’s link.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/37\\_schedule\\_a\\_meeting\\_within\\_teams.mp4](https://lms.shiksak.com/tutorialvideos/37_schedule_a_meeting_within_teams.mp4)

Q: What are the steps to schedule a meeting within Teams?

A: To create a link go to “Turn editing on” then add an activity for label, then in label the microsoft teams logo show up, then click on that logo and then click add meeting link, then save the label activity. But remember If you are doing it for the first time, you have to sign in before creating a team’s link.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/37\\_schedule\\_a\\_meeting\\_within\\_teams.mp4](https://lms.shiksak.com/tutorialvideos/37_schedule_a_meeting_within_teams.mp4)

Q: What is the use of a book module?

A: The book module enables a teacher to create a multi-page resource in a book-like format, with chapters and subchapters. Books can contain media files as well as text and are useful for displaying lengthy passages of information which can be broken down into sections.

Q: How to create a book activity?

A: To create a book go to “Turn editing on” then “add an activity for label”, then in label go to “Book”, Click on the book and a page will show up. Then you have give add a name to the book and add description if you want. Then scroll down and click on “Save and display”. Then if you want to add a chapter you can add a chapter by giving it a name and a book is created.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/39\\_creating\\_a\\_book.mp4](https://lms.shiksak.com/tutorialvideos/39_creating_a_book.mp4)

Q: What is the use of book module?

A: The book module enables a teacher to create a multi-page resource in a book-like format, with chapters and subchapters. Books can contain media files as well as text and are useful for displaying lengthy passages of information which can be broken down into sections.

Q: What is Glossary activity?

A: The glossary activity module enables participants to create and maintain a list of definitions, like a dictionary, or to collect and organise resources or information.

Q: How can entries be automatically linked in glossary activity?

A: If the glossary auto-linking filter is enabled, entries will be automatically linked where the concept words and/or phrases appear within the course.

Q: What is Glossary activity used for?

A: Glossaries have many uses, such as A collaborative bank of key terms, A ‘getting to know you’ space where new students add their name and personal details, A ‘handy tips’ resource of best practice in a practical subject. A sharing area of useful videos, images or sound files. A revision resource of facts to remember.

Q: How to create a Glossary activity?

A: To create a Glossary go to “Turn editing on” then “add an activity for label”, then in label go to “Glossary”, Click on the glossary and a page will show up. Then you have give add a name to the glossary and add description if you want. Then scroll down and click on “Save and display”.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/40\\_creating\\_glossary.mp4](https://lms.shiksak.com/tutorialvideos/40_creating_glossary.mp4)

Q: How to create a Lesson activity?

A: To create a Lesson, Click on “Turn Editing On”. Click on “Add an activity or Resource”. Select “Lesson”. Fill in the required fields like name and description. Click on “Save and display”. Click on “edit”. Add your questions.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/43\\_creating\\_lessons.mp4](https://lms.shiksak.com/tutorialvideos/43_creating_lessons.mp4)

Q: How to add questions from Question Bank?

A: To add questions from Question Bank, open your your quiz section created earlier. Click on “edit quiz”. Click on “add”. Click on “from question bank”. Select your category and questions from there. Click on “add selected questions to your quiz”. Select “Maximum Grade” and save.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/44\\_creating\\_quiz\\_from\\_question\\_bank.mp4](https://lms.shiksak.com/tutorialvideos/44_creating_quiz_from_question_bank.mp4)

Q: How to add questions to a Question Bank?

A: To add questions to question bank, open the quiz section (created earlier) from the course. On the left panel open "Question Bank" under "administration". Select the "category" and click on "create a new question". Select your question type. Make the required changes. Click on Save Changes.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/45\\_adding%20questions%20to%20question%20bank.mp4](https://lms.shiksak.com/tutorialvideos/45_adding%20questions%20to%20question%20bank.mp4)

Q: How to create a Scorm Package?

A: To create a scorm package, click on "turn activity on". Click on "add an activity or resource". Select "Scorm Package". Enter Name and description. Enter the path to the Scorm Package". Click on "upload this file. Click on "Save and display"(Check the content displaying)"Save and return to course".

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/46\\_creating\\_a\\_scorm\\_package\\_sb.mp4](https://lms.shiksak.com/tutorialvideos/46_creating_a_scorm_package_sb.mp4)

Q: How to create an IMS Content Package?

A: To create a scorm package, click on "turn activity on". Click on "add an activity or resource". Select "Scorm Package". Enter Name and description. Enter the path to the "IMS Package". Click on "upload this file. Click on "Save and display"(Check the content displaying)"Save and return to course".

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/47\\_creating\\_ims\\_content\\_package\\_sb.mp4](https://lms.shiksak.com/tutorialvideos/47_creating_ims_content_package_sb.mp4)

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## Shiksak LMS manual for the Students

Q: What is the process for uploading videos to Dropbox and embedding them in an LMS?

A: To embed Dropbox videos, simply copy the video URL directly from the Dropbox video, then paste the URL into the LMS. Ensure to replace "raw=0" with "raw=1" at the end of the video URL.

Q: How to create an Assignment?

A: To create an assignment, you must have teacher or admin privileges.

Q: How to create users?

A: To create users, you must have admin privileges.

Q: How to create course?

A: To create courses, you must have admin privileges.

Q: How to grade students in assignment?

A: To add another admin, you must have admin privileges.

Q: How do I get notified about the submission of an assignment?

A: Shiksak LMS provides notification features to keep users informed about various activities, including assignment submissions. Shiksak can send notifications through different channels, such as email or messaging within the LMS platform.

Q: How to reset my password?

A: To reset your password in Shiksak LMS, first go to the login page by clicking on the "Log in" link located at the top right corner of the website. On the login page, you'll find a link or option that says "Forgotten your username or password?" Click on this to proceed to a new page where you can search for your account either by your username or your email address. Choose the option that suits you best, making sure that you have access to the username or the email account linked with your Shiksak LMS account. Once you submit the necessary information, Shiksak LMS will guide you through the process of setting a new password. This usually involves sending a password reset link to your registered email address. Follow the instructions in that email to create a new password for your account.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/21\\_reset\\_password\\_all.mp4](https://lms.shiksak.com/tutorialvideos/21_reset_password_all.mp4)

Q: How to change my email?

A: To change your email in the system, begin by clicking on your profile picture (if you have one set) at the top right corner of the website. This action will display a dropdown menu or similar interface where you can select the "Profile" option. Once you're on your profile page, look for an "Edit profile" link or button, which should take you to a page where you can update your personal information. Scroll down to find the "Email" field. Here, you can enter your new email address. Make sure to save your changes before leaving the page. This process will update your email address associated with your account in the system.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/22\\_changing\\_email\\_all.mp4](https://lms.shiksak.com/tutorialvideos/22_changing_email_all.mp4)

Q: How to bulk upload users?

A: To bulk upload users, you must have admin privileges.

Q: How to create course category?

A: To create course category, you must have admin privileges.

Q: How to enrol users in courses?

A: To create users, you must have admin privileges.

Q: How to create cohorts?

A: To create cohorts, you must have admin privileges.

Q: What is the use of cohorts?

A: To create cohorts, you must have admin privileges.

Q: How to enrol bulk users in courses using cohorts?

A: To create cohorts, you must have admin privileges.

Q: How to create groups in courses?

A: To create groups, you must have admin / teacher privileges.

Q: How can I set up a backup and restore system for course data?

A: To perform this, you must have admin / teacher privileges.

Q: What is the process for configuring language settings and multi-language support?

A: To perform this, you must have admin / teacher privileges.

Q: How can I configure course formats and layouts for different types of classes?

A: To perform this, you must have admin / teacher privileges.

Q: What are the steps to set up the gradebook according to different grading schemes?

A: To perform this, you must have admin / teacher privileges.

Q: How do I configure the calendar and scheduling features for course events?

A: To perform this, you must have admin / teacher privileges.

Q: What are the steps for setting up a system for tracking and logging user activity?

A: To perform this, you must have admin / teacher privileges.

Q: How do I add another admin to Shiksak LMS?

A: To add another admin, you must have admin privileges.

Q: How to grade students in assignment?

A: To add another admin, you must have admin privileges.

Q: How to create an attendance?

A: To create an attendance, you must have admin privileges.

Q: How can I check the attendance offline?

A: To check an attendance offline, you must have admin privileges.

Q: How to mark an attendance?

A: To mark an attendance, you must have admin privileges.

Q: How chat feature works?

A: Once you type a message in the text area, hit Enter and your message will be broadcast to everyone logged in to the chat and you will receive others messages as well.

Q: How to create "chat" activity?

A: To create a chat, you must have admin privileges.

Q: How to enter in a chat?

A: "To enter in a chat, click on the activity on your course page. Click on "Click here to enter the chat now". Type your message to start chatting

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/13 how to enter a chatroom teacher%20and%20student.mp4](https://lms.shiksak.com/tutorialvideos/13%20how%20to%20enter%20a%20chatroom%20teacher%20and%20student.mp4)

Q: How can I encourage collaborative learning using the chat feature?

A: You can design activities that promote collaboration, such as group discussions or collaborative problem-solving tasks. The chat feature can be a valuable tool for fostering teamwork and shared learning experiences.

Q: How can I create a Choice activity in Shiksak?

A: To create a choice, you must have admin privileges.

Q: Where should I use the Choice feature?

A: To create a choice, you must have admin privileges.

Q: How does the Choice feature promote student engagement?

A: To create a choice, you must have admin privileges.

Q: How can I create a Feedback activity in Shiksak LMS?

A: To create a feedback, you must have admin privileges.

Q: Can I include various question types in a Feedback?

A: To create a feedback, you must have admin privileges."

Q: How can I use Feedback to improve my courses?

A: To create a feedback, you must have admin privileges.

Q: How does the file activity help me in Shiksak LMS?

A: To create a file activity, you must have admin privileges.

Q: How can I add a File activity to the Shiksak LMS course?

A: To create a file activity, you must have admin privileges

Q: How do I give feedback posted by my instructor?

A: To give feedback, click on the feedback activity on your course page. Click on "answer the questions". Type your answers. Click on "submit your answers". Click on "continue to go back to course page.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/9 reply a feedback by student student.mp4](https://lms.shiksak.com/tutorialvideos/9%20reply%20a%20feedback%20by%20student%20student.mp4)

Q: How to create a "folder" activity in Shiksak LMS?

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Q: How can a chat forum benefit students in a classroom environment?

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For course announcements (using a news forum with forced subscription)  
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Q: What features does a typical chat forum offer for educational purposes?

A: Forum posts can be rated by teachers or students (peer evaluation). Ratings can be aggregated to form a final grade which is recorded in the grade book.

Q: How to submit an assignment?

A: "To submit an assignment access the Course. Find the assignment in the course content. Click on the name of the assignment to access the assignment details. Provide your answer. Look for a "Submit" or "Upload" button. Then submit your assignment.  
For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/6\\_Submitting\\_Answer\\_to\\_Assignment\\_Student.mp4](https://lms.shiksak.com/tutorialvideos/6_Submitting_Answer_to_Assignment_Student.mp4)

Q: How to view my grades in assignment?

A: "To view your grades, find the assignment in the course content. This may be listed in a section, click on the name of the assignment to access the assignment details.  
For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/16\\_viewing\\_grades\\_student.mp4](https://lms.shiksak.com/tutorialvideos/16_viewing_grades_student.mp4)

Q: How to view my attendance?

A: "To view your attendance, find the Attendance activity in the course content. Click on the name of the Attendance to access the attendance details. Inside the Attendance activity, you should can view your attendance record.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/4\\_View\\_Atendance\\_Students.mp4](https://lms.shiksak.com/tutorialvideos/4_View_Atendance_Students.mp4)

Q: How to know who is online in the chat?

A: Shiksak displays the online/offline status of participants in the chat, allowing users to see who is currently active. This feature helps enhance real-time communication by indicating user availability.

Q: How do I access files uploaded by teacher in the File activity?

A: "You can access files uploaded in the File activity by navigating to the course page and clicking on the relevant File link.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/11\\_view\\_file\\_uploaded\\_by\\_teacher\\_student.mp4](https://lms.shiksak.com/tutorialvideos/11_view_file_uploaded_by_teacher_student.mp4)

Q: Can I collaborate or share knowledge using files?

A: The File itself doesn't typically include collaborative features, but you can use other Shiksak tools, such as forums or messaging, to discuss or collaborate on files shared in the course.

Q: How do I access the files within a Folder activity?

A: "You can access files within a Folder activity by navigating to the course page and clicking on the relevant Folder link.

For more detailed guidance, you can watch this instructional video:

[https://lms.shiksak.com/tutorialvideos/15\\_browsing\\_a\\_folder\\_and\\_its\\_contents\\_students.mp4](https://lms.shiksak.com/tutorialvideos/15_browsing_a_folder_and_its_contents_students.mp4)

Q: How to create a Google Meet Link?

A: To create a google meet link, you must have admin privileges.

Q: How to create a Scorm Package?

A: To create a Scorm packages, you must have admin privileges.

Q: How to create Interactive content?

A: To create an interactive content, you must have admin privileges.

Q: What is the purpose or use of a chat forum?

A: The forum activity module enables participants to have asynchronous discussions i.e. discussions that take place over an extended period.

Q: What is the purpose or use of page?

A: To create a page activity, you must have admin privileges.

Q: What is the use of URL?

A: To create a page activity, you must have admin privileges.

Q: How do I join an online class or a team in Microsoft Teams?

A: To join the meeting, you just have to click on the link and then you will get started.

Q: How can a forum benefit students in a classroom environment?

A: To create a forum activity, you must have admin privileges.

Q: What features does a typical chat forum offer for educational purposes?

A: Forum posts can be rated by teachers or students (peer evaluation). Ratings can be aggregated to form a final grade which is recorded in the grade book.

Q: How do I create a chat forum or forum?

A: To create a forum activity, you must have admin privileges.



Q: How do I create a page?

A: To create a page activity, you must have admin privileges.

Q: What are the steps to design a page?

A: To create a page activity, you must have admin privileges.

Q: How can I create a quiz?

A: To create a quiz activity, you must have admin privileges.

Q: How to create a new URL activity?

A: To create a url activity, you must have admin privileges.

Q: How to embed a URL?

A: To create a url activity, you must have admin privileges.

Q: How to upload YouTube URL?

A: To create a url activity, you must have admin privileges.

Q: How to upload external URL?

A: To create a url activity, you must have admin privileges.

Q: How to create teams link for teams?

A: To create a teams meeting, you must have admin privileges.

Q: What are the steps to schedule a meeting within Teams?

A: To create a teams meeting, you must have admin privileges.

Q: What is the use of a book module?

A: The book module enables a teacher to create a multi-page resource in a book-like format, with chapters and subchapters. Books can contain media files as well as text and are useful for displaying lengthy passages of information which can be broken down into sections.

Q: How to create a book activity?

A: To create a book activity, you must have admin privileges.

Q: What is the use of book module?

A: The book module enables a teacher to create a multi-page resource in a book-like format, with chapters and subchapters. Books can contain media files as well as text and are useful for displaying lengthy passages of information which can be broken down into sections.

Q: What is Glossary activity?

A: The glossary activity module enables participants to create and maintain a list of definitions, like a dictionary, or to collect and organise resources or information.

Q: How can entries be automatically linked in glossary activity?

A: If the glossary auto-linking filter is enabled, entries will be automatically linked where the concept words and/or phrases appear within the course.

Q: What is Glossary activity used for?

A: Glossaries have many uses, such as A collaborative bank of key terms, A 'getting to know you' space where new students add their name and personal details, A 'handy tips' resource of best practice in a practical subject. A sharing area of useful videos, images or sound files. A revision resource of facts to remember.

Q: How to create a Glossary activity?

A: To create a glossary activity, you must have admin privileges.

Q: How to create a Lesson activity?

A: To create a lesson activity, you must have admin privileges.

Q: How to add questions from Question Bank?

A: To create a question bank, you must have admin privileges.

Q: How to add questions to a Question Bank?

A: To create a question bank, you must have admin privileges.

Q: How to create a Scorm Package?

A: To create a scorm package, you must have admin privileges.

Q: How to create an IMS Content Package?

A: To create a question bank, you must have admin privileges.