![Temasek Polytechnic | Learning Academy]

POLITEMall LMS Tutorial Guide

Learning Management System LMS

CET Student Guide

(Resource for Students)

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Task	Action in POLITEMall LMS
Login	
Login	**Login Page**: https://politemall.polite.edu.sg/ brings you to the PoliteMall landing page. You can browse through the courses offered by various polytechnics and ITE. Click on the **Login button** on the top right corner. Click on **STEP Logo** to login to POLITEMall LMS. You will be prompted to sign in with **student AD** (or known as Microsoft 365 account)

For Learners with

<student ID>@polite.edu.sg accounts:

STEP SKILLS TRAINING & ENHANCEMENT PORTAL
BY THE POLYTECHNICS & ITE
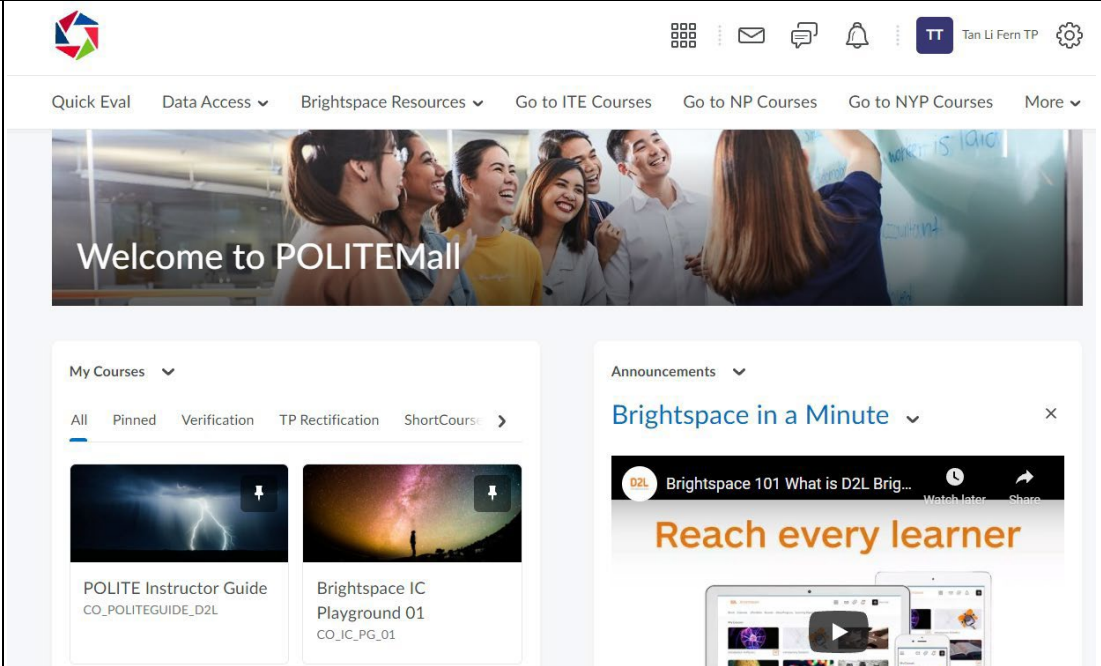
For example: 9876543Z@polite.edu.sg
Click "**Sign in**" to login to PoliteMall LMS.

To go to PoliteMall LMS, Click on **My Courses button** on the top right corner. Choose **POLITEMALL Courses**.
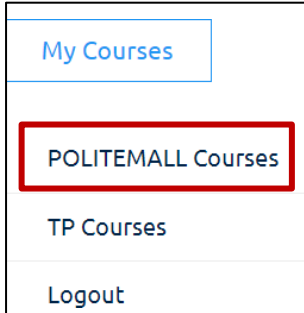
This brings you to **POLITEMALL LMS homepage**.


Note:

CET students can access to TP LMS when **TP Courses** tab is selected if they are enrolled to TP Courses. Otherwise the following error message will appear.

There was a problem processing your authentication.

Your username/password was invalid or your particular user does not exist on our system.

If you have any questions please see your system administrator.

D2L | Brightspace

Encounter TP LMS issues	Please approach your lecturer/tutor for issues related to TP LMS.
Reset password	Please go to ITSM Centre at EW1A 04-02 or call 6780 5933 or extension 5933 Operating Hours: Monday to Friday: 8:00am to 9:30pm (except for September vacation period where closing time is at 6.30pm) Saturday: 8:00am to 1:00pm

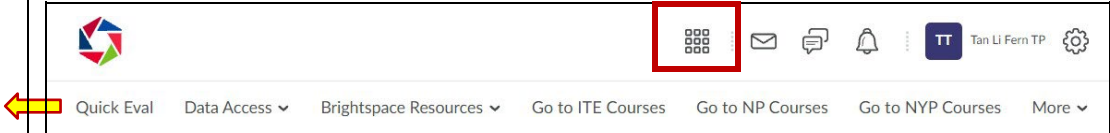## Overview and Navigate

Homepage Layout
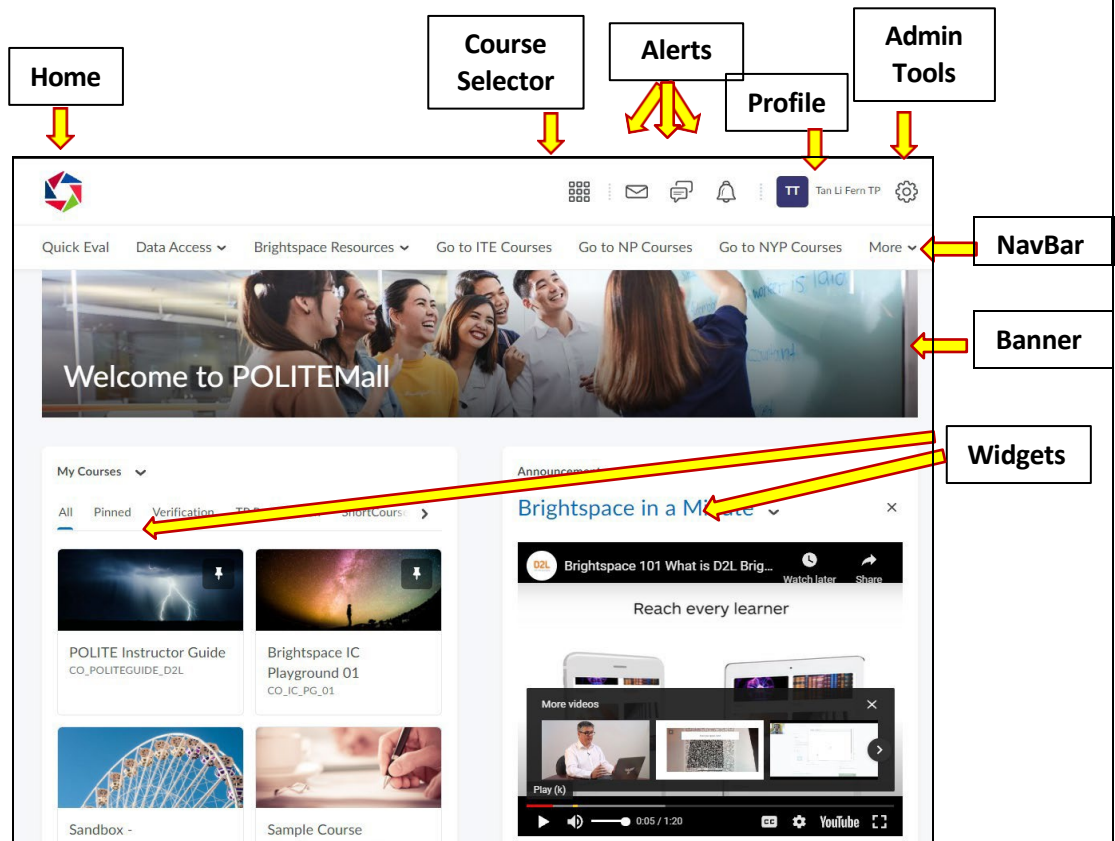
1. **My Home** - Returns you to your organization's homepage. You can usually find important information from your organization on the homepage.

2. **Course Selector** - Use the course selector to access your courses. For easy access, you can pin your courses to the top of the list.

3. **Alerts**
    - Messages - Notifies you about unread mail and instant messages from instructors and other learners.
    - Subscriptions - Notifies you about new blog posts, subscribed discussion forums, topics, and threads.
    - Updates - Notifies you about new and updated announcements, due dates and end dates, and grades.

4. **Profile** - Allows you to make changes to your user profile, notifications, account settings, and log out.

5. **Navbar** - Provides links to course-specific tools, for example, Content, Discussions, Assignments, Quizzes and Grades.

6. **Widgets** - Provides information and links to tools, courses, and personal settings.

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	7. **Course Homepage** - Provides quick access to important information related to the course, for example, announcements and calendar items. The course homepage for each course may be different. Brightspace Video on "Navigate the Learning Environment" https://youtu.be/ysM2cc2zIPM
Course Homepage **NavBar**	 1. Select the desired course from the **Course Selector**. For example "20S2-F-IIT1003 Basic IT Security " 2. At the Course Homepage, use the NavBar to navigate the course. **Course Home** - is the first page you visit when you enter a course and is a central area for accessing course-specific information. **Content** – is the place where your lecturers have posted and organized course content that include documents (PDF, PPT), images, media files, URL links, and existing course activities. **My Class** • **Class Progress** – Helps to track your progress in a course by measuring the completion of different progress indicators. • **Classlist** – Allows you to find and contact other students in the course. • **Groups** – Allows you to view the available groups and group members if this has been created by your lecturer.
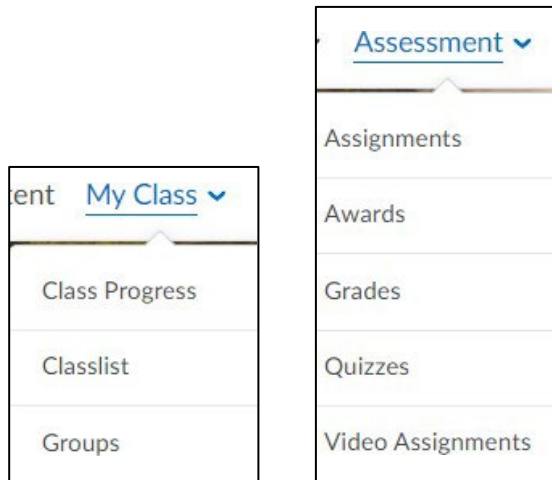
Assessment
- **Assignments** – Allows *you* to upload and submit assignments.
- **Awards** – Allows you to receive your merit-based awards like badges and certificates.
- **Grades** – Allows you to view your grades. You can also view your grades in the **Class Progress** tab within a course.
- **Quizzes** – Allows you to attempt quizzes.
- **Video Assignments** – Allows you to upload and submit video assignments.

Communication
- **Announcements** – Allows you to read announcements posted by your lecturer on course updates and changes. These are also displayed on the course homepage Announcement widget.
- **Chat** – Allows you to create personal chats to talk with other students in TP. Personal chat rooms can only be accessed by users who have been added to the personal chat's Participant List. When users are added, the chat room displays under Personal Chats in their list of chats.
- **Discussions** – Allows you to post discussions
- **Virtual Classroom** – Allows you to connect with other students and lecturers with live discussions using integrated web-conferencing tool.
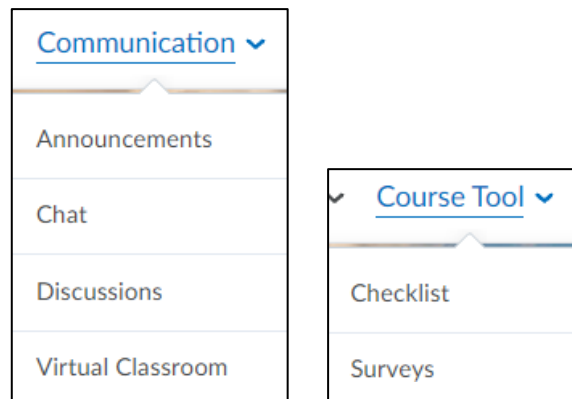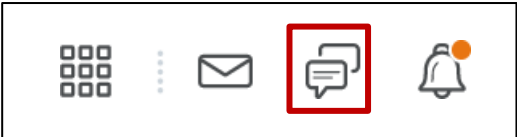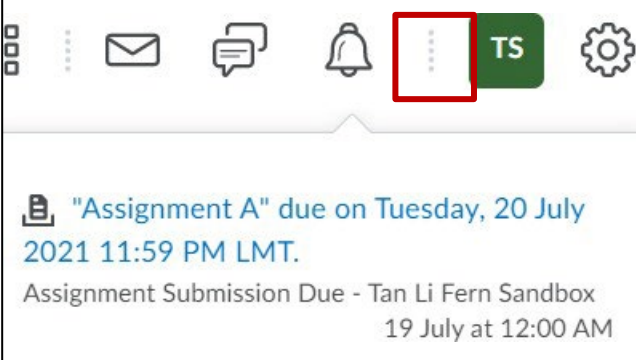

Course Tools
- **Checklist** - Supports students in completing learning activities, assessments and also for assignment preparation if any.
- **Surveys** – Allows you to complete and submit surveys if any.

Notifications

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Instant Message	1. Locate the **Instant Message** icon on the top-right corner of the page. [Archived-20S2] Basic IT Security — Tan Li Fern TP as TP-STU-PET 2. An orange dot indicates unread new message. 3. Click on the **Instant Message** icon to read the list of current messages.
Subscription alerts	1. Locate the **Subscription alerts** icon on the top-right corner of the page. 2. An orange dot indicates unread new alerts. 3. Click on the **Subscription alerts** icon to display notifications for course activities you have subscribed to.
Update Alerts	After login to the LMS, you can see an **Update Alert** icon at the top of the page indicating new or updated information from all your courses. 1. Locate the **Update alerts** icon on the top-right corner of the page. 2. An orange dot indicates unread new update. 3. Click on the **Update alerts** icon to read the list of current updates. TS 📄 "Assignment A" due on Tuesday, 20 July 2021 11:59 PM LMT. Assignment Submission Due - Tan Li Fern Sandbox 19 July at 12:00 AM

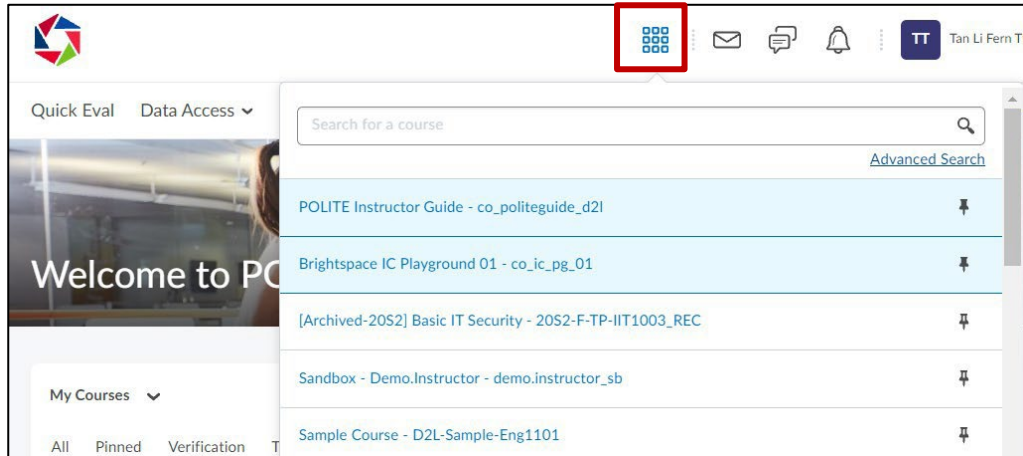| Turn on subscription for email announcement notifications | **Notifications**: Students can subscribe to notifications to receive emails when announcements are posted in Brightspace. This must be set by students in your personal settings.

Students may follow these instructions to receive an email announcement when an announcement is posted in their course site.

Note: Instructors are not able to control students' notification settings.

1. Click on your **Profile** picture icon/name ( ) on the top-right corner of the page.
2. In the dropdown menu, select **Notifications.**
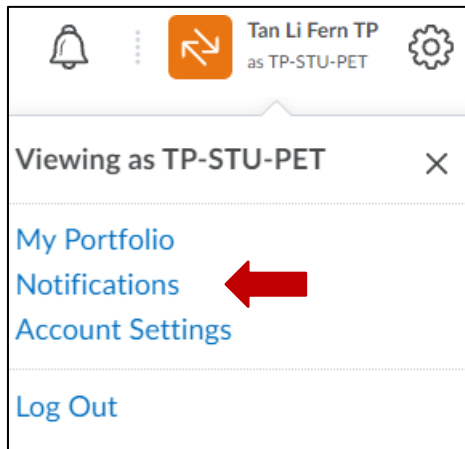
3. Scroll down to the I**nstant Notifications** section. Check the two boxes for **Announcements - announcement updated** & **Announcements - new announcement available** under the **Email** column.

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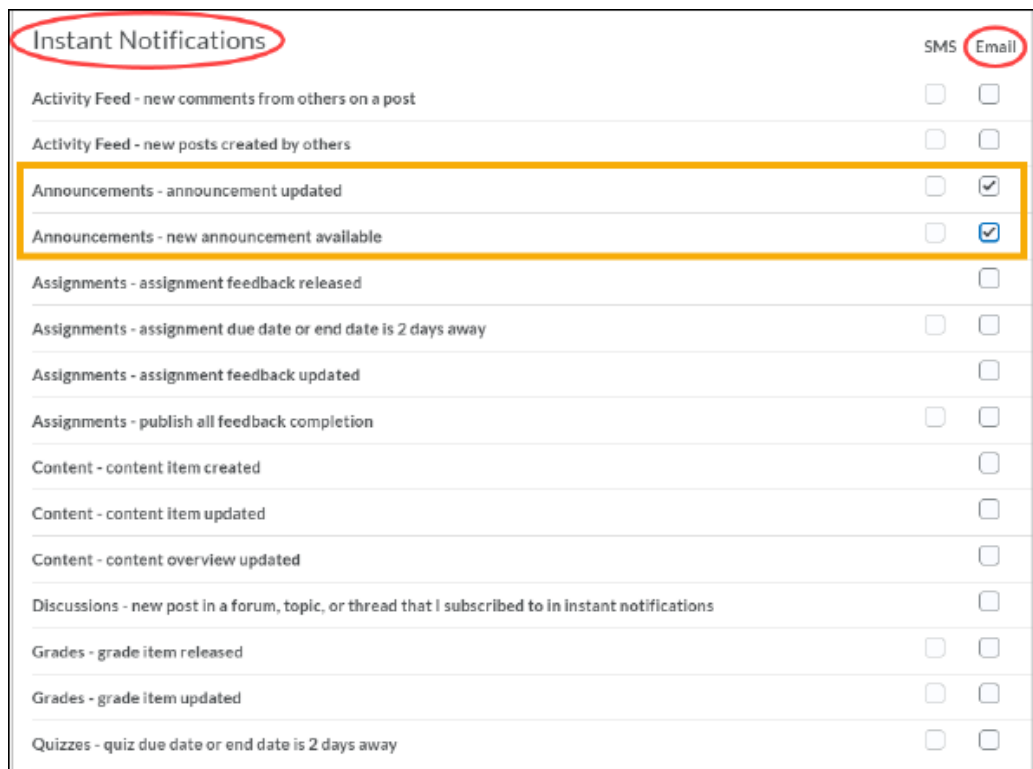
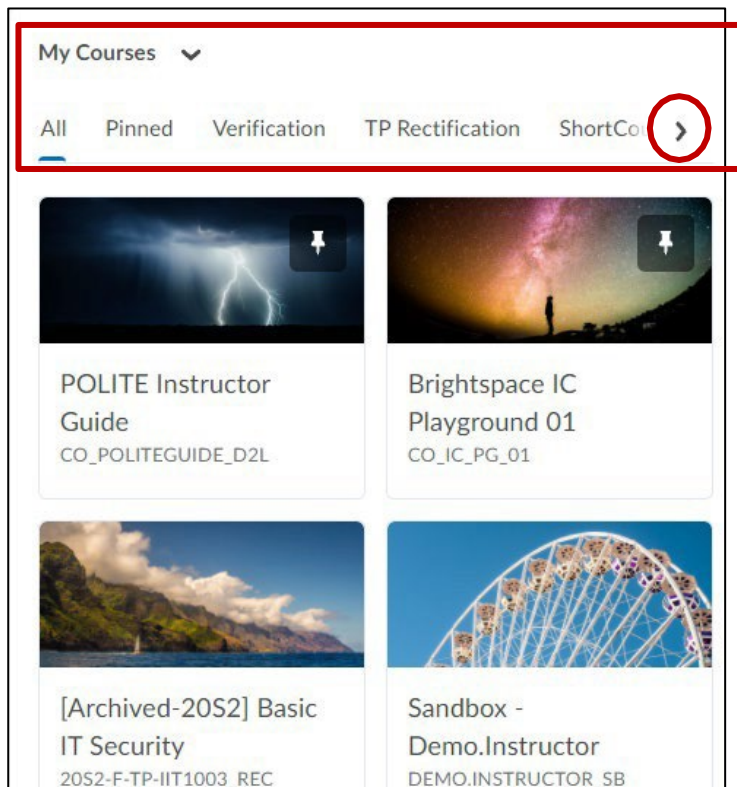## Course Finder

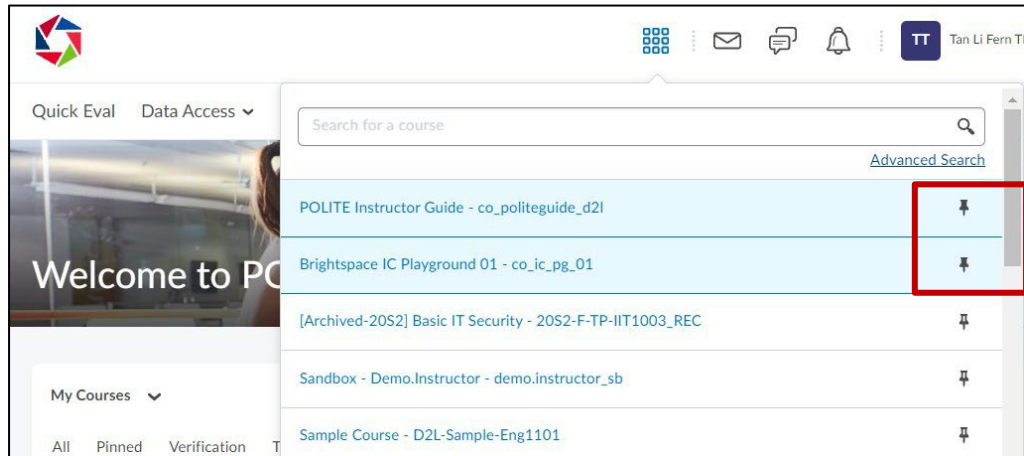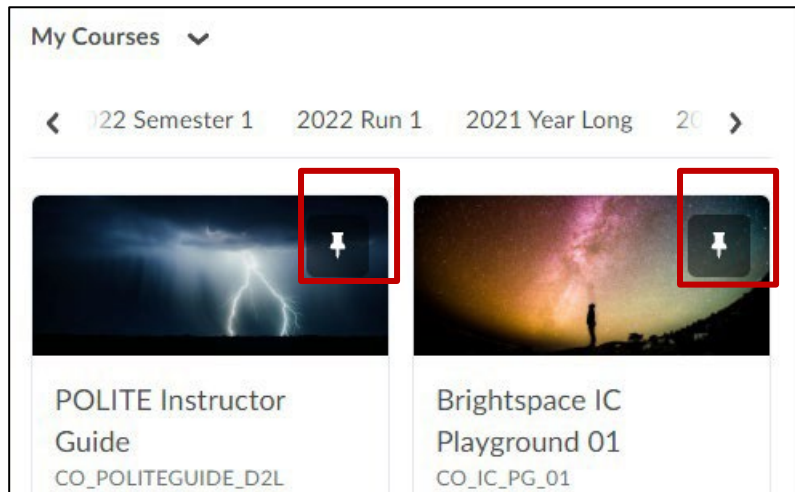| Find your course	1. Click on **Course Selector** icon ( ) at the top of the page. 2. Click on the course name. 3. Alternatively, Click on **My Courses** widget on the left of the page. 4. Choose the category from the **Course tabs** using the forward arrow. 5. Click on the course name.

| Pin a Course	1. Click on **Course Selector** icon (⊞) at the top of the page.
	2. Click the pin icon (📌) to the right of the course name.
	3. The course will now appear in the **My Courses** widget under **Pinned** tab.
Understand how **Course Selector** dropdown menu works	1. All manually pinned courses appear first.
	2. Next, current enrolled courses appear.
	3. Next, future enrolled courses appear (if available and visible to the user).
	4. Past enrolments appear (if available and visible to the user).
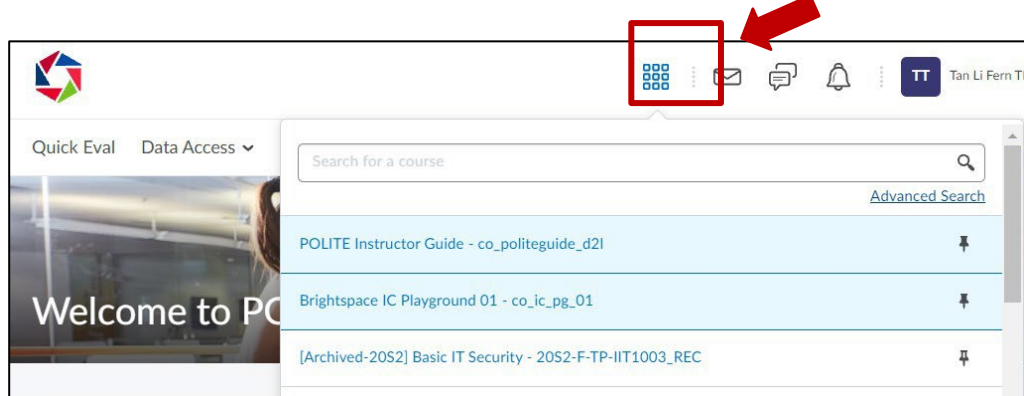
Understand how **My Course** widget works	1. **My Courses** widget will show up to 12 courses.
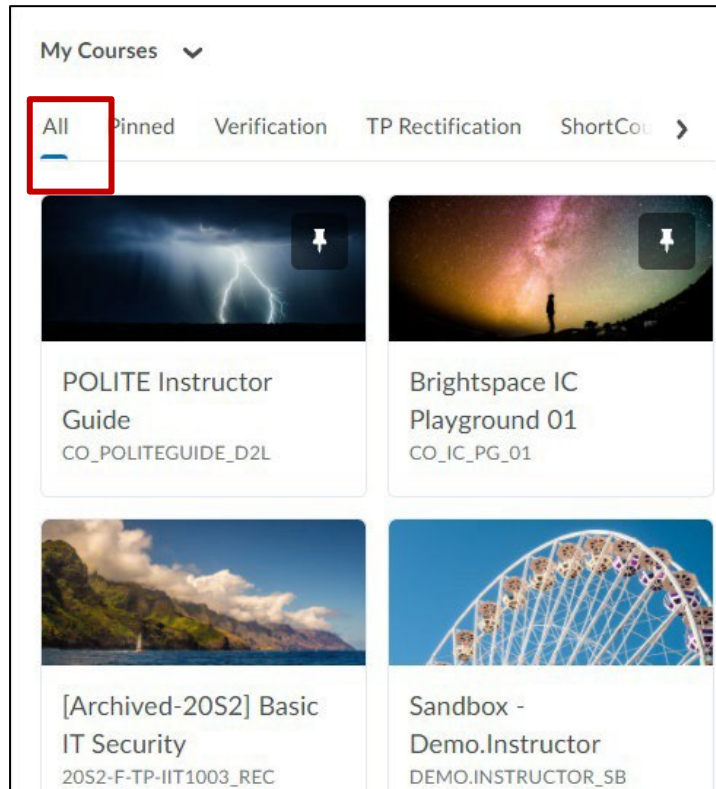
2. All manually pinned courses appear first on the list.
3. Next, current enrolled courses appear.
4. Next, future enrolled courses appear (if available and visible to the user).
5. More courses may appear if they are all manually pinned.
6. Click on **View All Courses** at the end of the **My Courses** widget to display all the courses under the specific category.
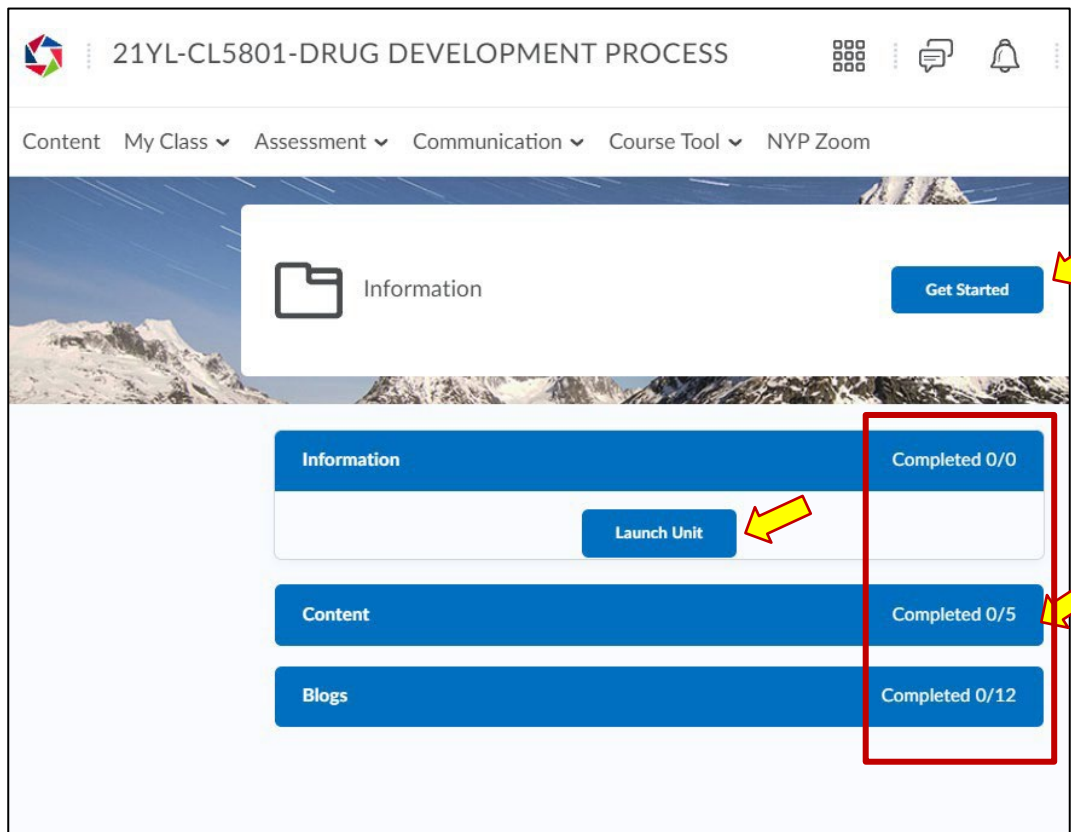
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Launch Content

View Content	

1. Go to **Content** on the Course **NavBar** of the selected course.

2. Click on **Get Started** or **Launch Unit** to proceed.

3. **Completion or progress rate** for each activity is shown on the right side.

4. Click on the **forward arrow button** (on the top right corner) to proceed to the next unit.

5. Click on the **< Back to Content tab** (on the top left corner) to go back to the Content page to select the desired activity.

6. Click on the **3 lines icon** (on the top left corner) to view the content for the selected unit.