

Uploading course outline in LMS courses

1. Access LMS website <https://lms.nust.edu.pk/>
2. Login to LMS portal.
3. Click on “Turn Editing On” Button.



Display of the Course Outline:

4. In the first section of the course, course outline related label activities are available, which need to be updated using the respective “Edit > Edit settings” option.

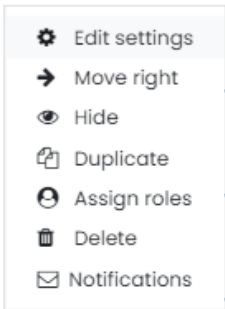
+ Introduction to the course:
[Insert course introduction/description here] Edit ▾

+ Learning Objectives:
[Insert learning objectives here]

+ Course Text / Reference Books:
[Insert text/reference book(s) here]

+ Description of Evaluation System:
[Insert course evaluation system here]

+ Lessons Plan:
[Insert detailed lesson plans here] Edit ▾

A dropdown menu with a white background and a grey border. It contains six items, each with an icon and text: a gear for 'Edit settings', a right-pointing arrow for 'Move right', an eye with a slash for 'Hide', a document with a plus sign for 'Duplicate', a person with a plus sign for 'Assign roles', and a trash can for 'Delete'. At the bottom is an envelope icon for 'Notifications'.

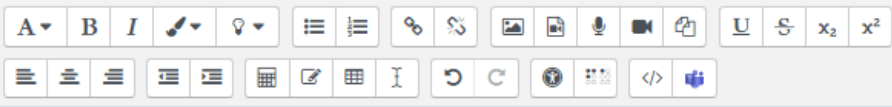
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5. Replace the default label text with the course specific details in connection with the title of the label such as Introduction to the course, Learning objectives etc.

▶ Expand all

▼ **General**

Label text



Introduction to the course:
This course will provide the student with an understanding of -----
-----|

- ▶ [Common module settings](#)

- ▶ [Restrict access](#)

- ▶ [Tags](#)

- ▶ [Competencies](#)

[Save and return to course](#) [Cancel](#)

6. Save and return to course after updating the label.

7. Repeat the process for all label activities relating to the course outline.

Uploading Course Outline Document:

In addition to displaying the various sections of course outlines on the LMS course page, the complete course outline document is also required to be uploaded in the course.

  [Course Outline Document](#)  PDF document

(Seen By) [Edit](#) ▼

[Replace/UPLOAD course outline file and remove this description]

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8. Click on the “Edit > Edit Settings” for “Course Outline Document” resource available in the course after label activities. Make sure the resource “Name” in “General Section” includes the string “Outline” in it. However the course code, name etc can be added in this field.

Updating: File ▶ Expand all

General

Name ⓘ


Description

[Replace/UPLOAD course outline file and remove this description]

Display description on course page ⓘ

Select files Maximum size for new files: Unlimited


Files



Course Outil...

9. Remove the default description i.e. Replace/UPLOAD course outline file and remove this description, from the “Description” text box.

10. Replace the existing template course outline template PDF file (already available in this resource) with the actual course outline document. The course outline document can be uploaded using file picker or drag and drop.



Course Outil...

▶ Appearance

▶ Common module settings

▶ Restrict access

There are required fields in this form marked ⓘ .

11. Save and return to the course.