







This guide is to help you learn LMS Ghana's features and how to navigate the platform to utilize it efficiently.

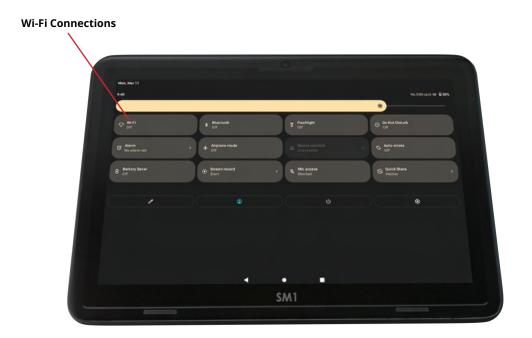
Start at the beginning, visit each section individually and work your way through the platform.

#### **USER JOURNEY – STUDENT PLATFORM**

#### Before you begin

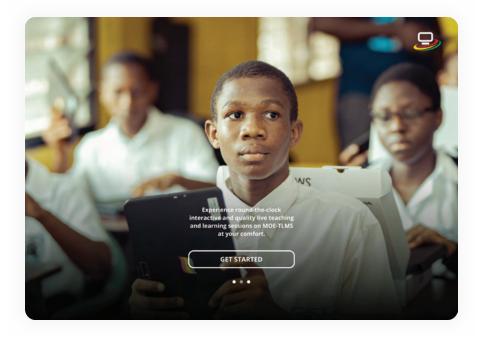
- Turn on the tablet using the power button on the side of your tablet. Check your internet connection and ensure that it is functional.





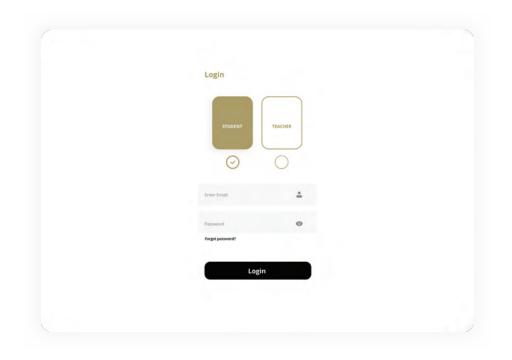
#### Get started with LMS Ghana

Open the LMS Ghana app and select the Get Started button.



#### LOGGING IN

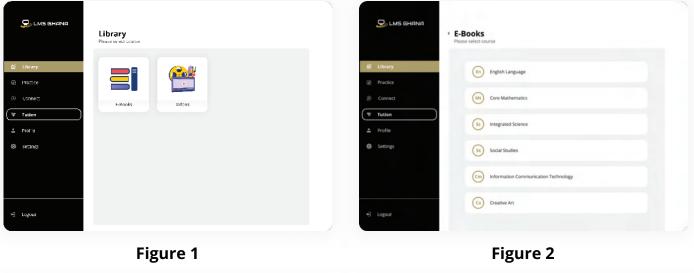
• Select the student tab, enter your login credentials (Email and Password) and click the LOGIN button beneath the page.



#### LIBRARY

#### **E-books**

- Click on the library button to open the library section and select E-books.
- Select the subject you prefer from the drop-down menu.
- Click on the cover page of your preferred book to open the book and start studying.





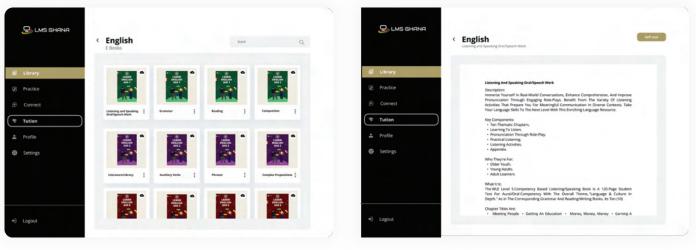
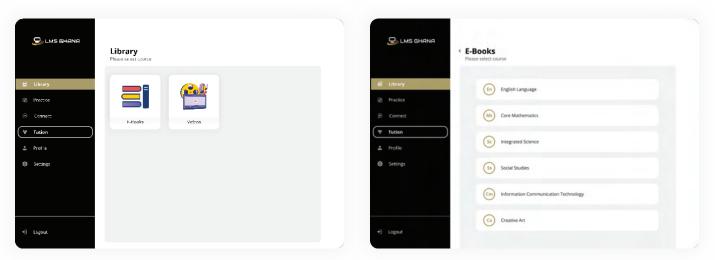


Figure 3

Figure 4

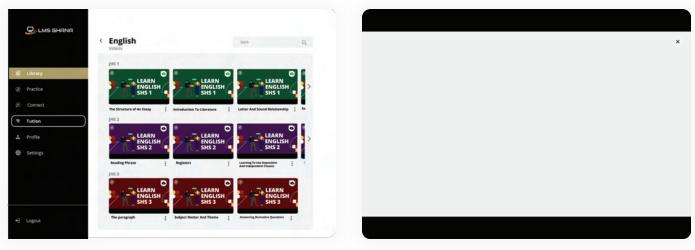
#### Videos

- Click on the library button to open the library section and select Videos.
- Select the subject you prefer from the drop-down menu.
- Click on the cloud image on the top right corner of the video cover page to download the video.
- When the image turns green, click on the cover page to view the video.







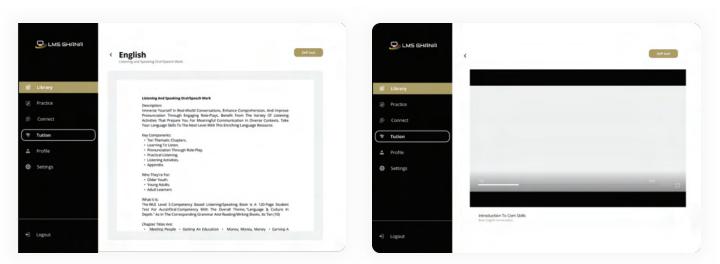




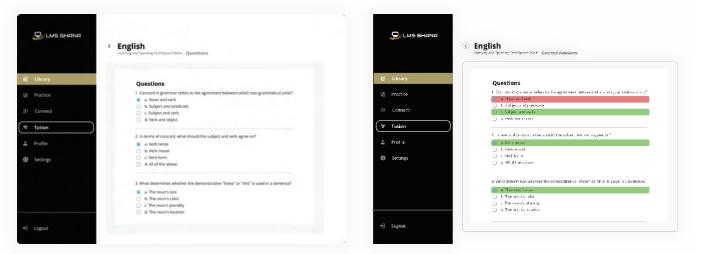
#### Self -Test

Self-test is primarily for students to test themselves after studying every topic using both the E-book and Videos.

- Click on the Self-test button at the top right corner of an opened E-book or Video.
- Answer questions by selecting an option from the possible answer options provided.
- Select view results at the bottom right corner of the question page.
- Select View Answers from the drop-down menu to view correct answers.
- Click on Done at the bottom right corner of the page to go back.









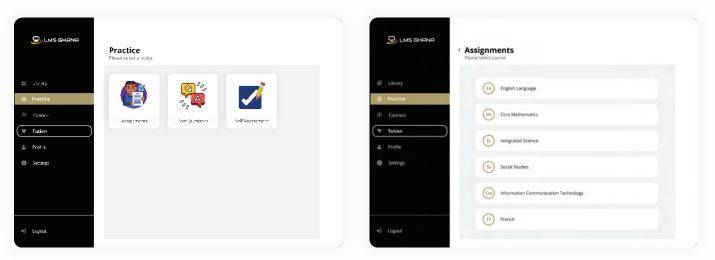


#### PRACTICE

Practice is for students to have access to a variety of questions in different formats to evaluate themselves and be evaluated on studied topics.

#### Assignments

- Select the Assignment option from the drop-down menu.
- Select your preferred subject area.
- Start your assignment.
- Click on Submit at the bottom right corner of the page to submit your assignment.





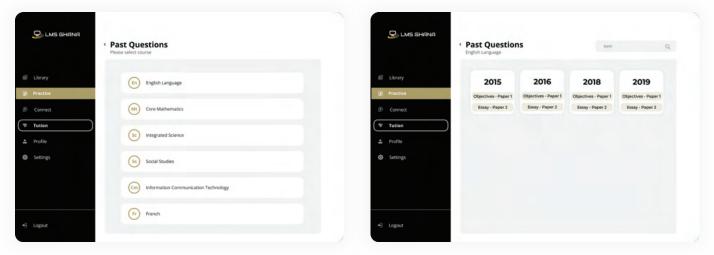
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#### **Past Questions**

- Select the Past Questions option from the drop-down menu.Select your preferred subject area.
- Select the year of the exam question you wish to view.





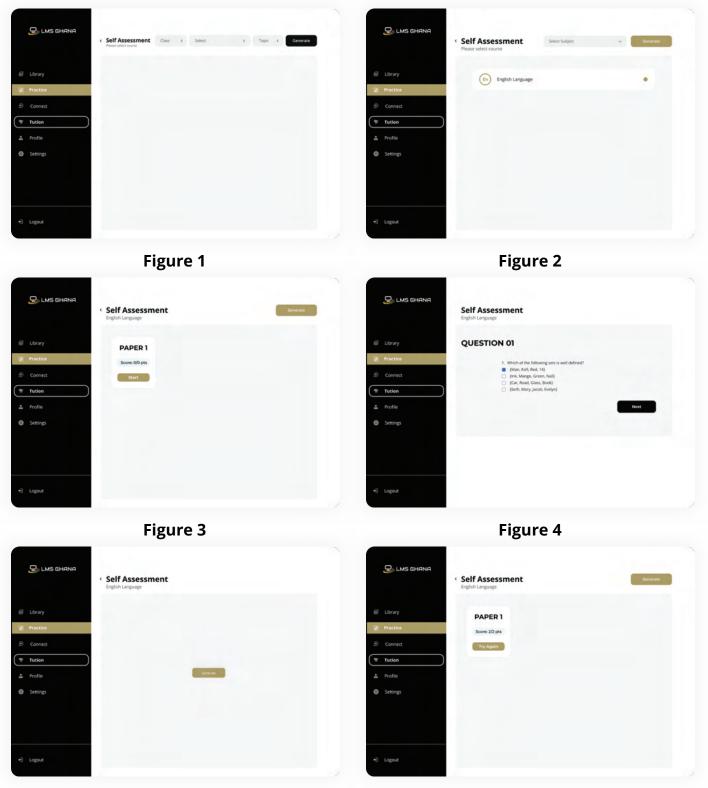


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😤 Tution	THE WEST AFRICAN EXAMINATIONS COUNCIL
	West African Senior School Certificate Examination
🚨 Profile	May/June 2015 ENGLISH LANGUAGE 2&1 3 hours
Ø Settings	Do not open this bookles until you are todd on do son. Phile you are vusiting, read and observe the following instructions carefully. Write your name and index number in the spaces provided above. This paper constitut of two paper Answer Paper 1, which comes first, a your answer bookles and Paper 1 on your Objective Test answer theet. Paper 2 will last 2 hours after which the answer bookless will be collected. Do not start Paper 1 until you are told to do so. Paper 1 will last 1 hour.
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Figure 3

#### Self-Assessment

- Select the Self-Assessment option from the drop-down menu.
- Select your preferred subject area.
- Click on Generate in the top right corner of the page.
- Click on Start to begin your assessment.







#### CONNECT

Connect provides a socially educative space for both teachers and students to share opinions on various topics and discussion areas.

- Click on the Connect button.
- Select Create on the bottom right of the page.
- Type your message in the blank space provided.
- Select Create to post your message.

• To delete a comment, click on the X button on the top right corner of your message and select Delete.

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#### PROFILE

Set up your profile with updated information about yourself.

- Click on the Profile button.

- Input your information in the parameters listed.
  Click Edit at the bottom of the screen.
  Click Save at the bottom of the screen to effect the changes.

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#### SETTINGS Notifications

• Turn your notification on and off if you wish to receive notifications or not.

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🚨 Profile		
Settings		
+ Logout		

#### **Change Password**

- Select the Change Password button.
  Input the password required in the parameters given.
  Select Save to effect the change.

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Ø Settings			Settings	Confirm New Password	
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#### **Delete Account**

• Click on this button to delete your account completely.

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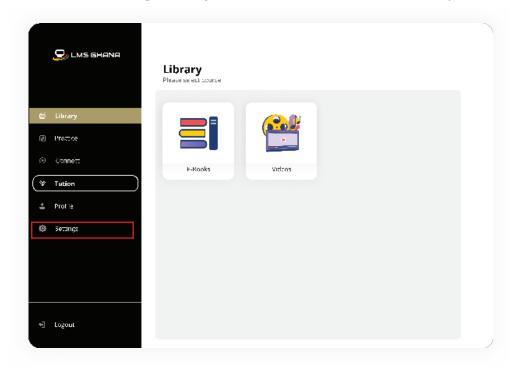
#### Help and Support

- FAQ Click on this button to access answers to frequently asked questions on the LMS Ghana platform.
- T&C Click on this button to access all Terms and Conditions governing the LMS Ghana platform.
- Privacy Policy Click on this button to access privacy policies governing the LMS Ghana platform.

🖳 LMS БНАМА	< Help and Support	
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### LOG OUT

• Click this button to Log out of your account on the LMS Ghana platform.



# USER JOURNEY TEACHER PLATFORM

## Before you begin

- Turn on the tablet using the power button on the side of your tablet.Check your internet connection and ensure that it is functional.

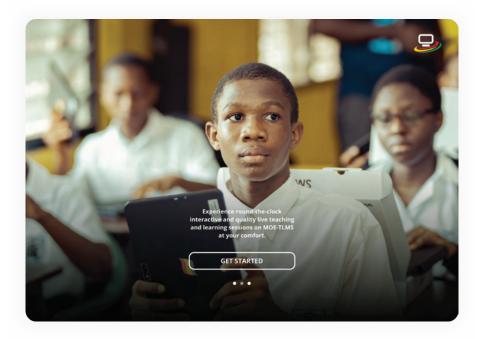


#### Wi-Fi Connections

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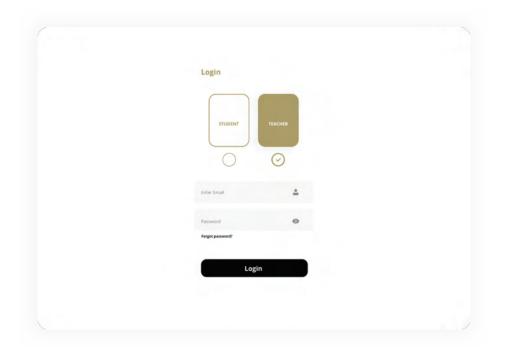
#### Get started with LMS Ghana

Open the LMS Ghana app and select the Get Started button.



#### LOGGING IN

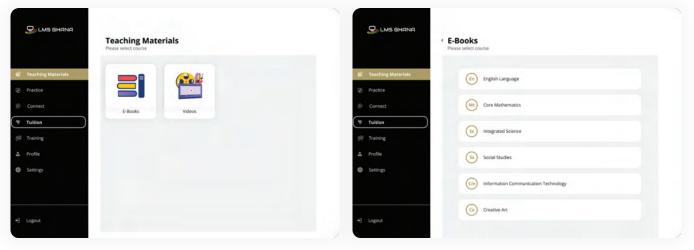
• Select the teacher tab, enter your login credentials (Email and Password) and click the LOGIN button beneath the page.



#### **TEACHING MATERIALS**

#### **E-books**

- Click on the Teaching Materials button to access E-books.
- Select the subject you prefer from the drop-down menu.
- Click on the cover page of your preferred book to open the book and start teaching.



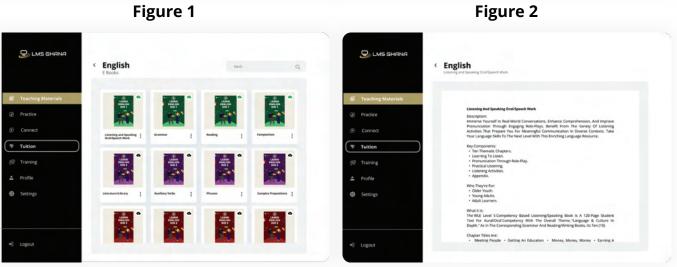
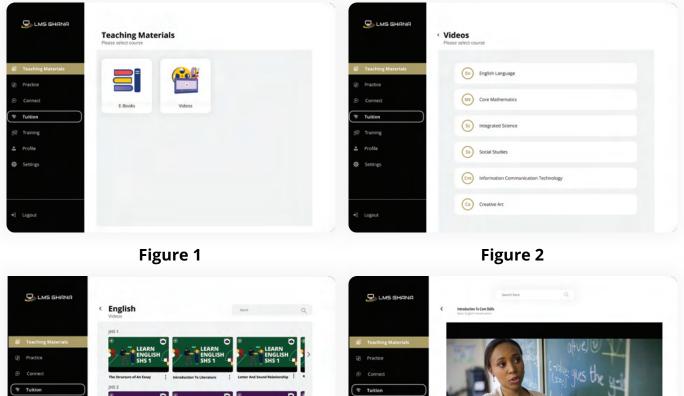


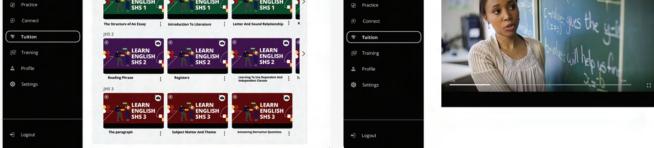
Figure 3

Figure 4

#### Videos

- Click on the Teaching Materials button to access videos.
- Select the subject you prefer from the drop-down menu.
- Click on the cloud image on the top right corner of the video cover page to download the video.
- When the image turns green, click on the cover page to view the video.





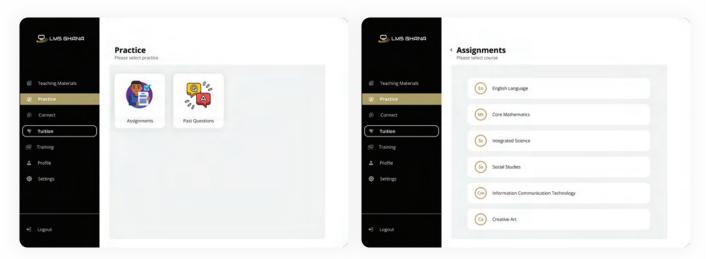


#### PRACTICE

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#### Assignments

- Select the Assignment option from the drop-down menu.
- Select your preferred subject area.
- Click on View Results for your preferred class assignment to view students' results.







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Figure 3

#### **Past Questions**

- Select the Past Questions option from the drop-down menu.
- Select your preferred subject area.
- Select the year of the exam question you wish to view.

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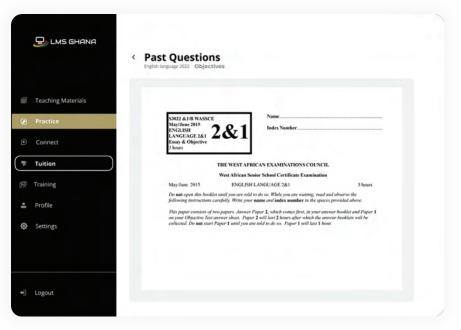


Figure 3

#### CONNECT

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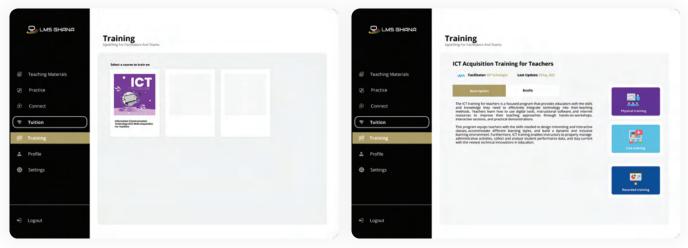
- Click on the Connect button.
- Select Create on the bottom right of the page.
- Type your message in the blank space provided.
  Select Create to post your message.
- To delete a comment, click on the X button on the top right corner of your message and select Delete.

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#### TRAINING

Training is a section to gives teachers access to training in various ICT skills acquisition courses for career progression.

- Click Training to access the section.
- Select your preferred training course.
- Select your mode of training from the three options on the right side of the page. (Physical training, Live Training & Recorded training)
- Click on the Start button to begin the training.
- Click on the Enter button at the top of the page to enter your digital signature to generate your attestation.
- Select a signature from the displayed option and click Change to confirm the signature.
- Click Done on the displayed attestation form to proceed to the exam.
- Click Start to begin the exam, your results will be displayed after your last exam question.
- Click Download on the top of the page to access your training certificate.







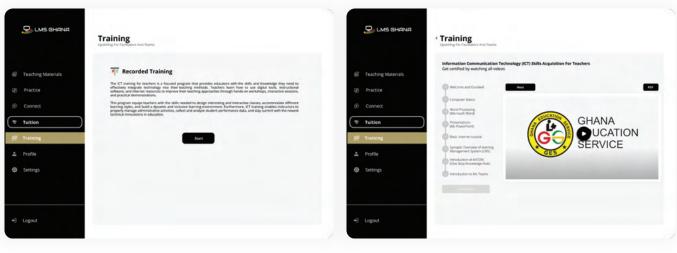


Figure 3

Figure 4

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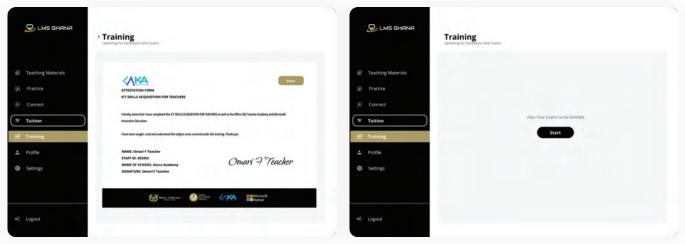
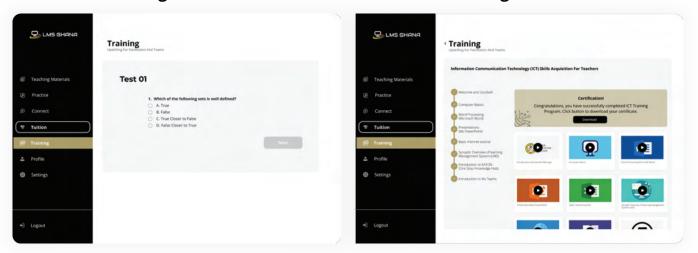


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Figure 10

#### PROFILE

Set up your profile with updated information about yourself.

- Click on the Profile button.
- Input your information in the parameters listed.
  Click Edit at the bottom of the screen.
- Click Save at the bottom of the screen to effect the changes.

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#### SETTINGS Notifications

• Turn your notification on and off if you wish to receive notifications or not.

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#### **Change Password**

- Select the Change Password button.
  Input the password required in the parameters given.
  Select Save to effect the change.

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#### **Delete Account**

• Click on this button to delete your account completely.

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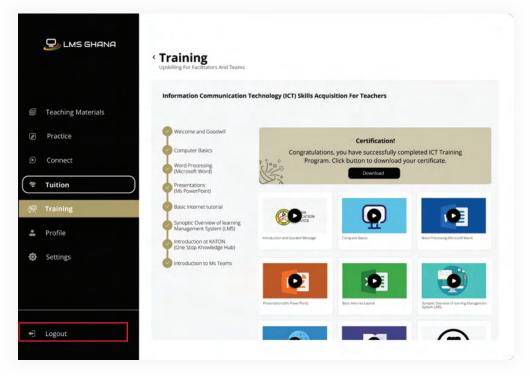
#### Help and Support

- FAQ Click on this button to access answers to frequently asked questions on the LMS Ghana platform.
- T&C Click on this button to access all Terms and Conditions governing the LMS Ghana platform.
- Privacy Policy Click on this button to access privacy policies governing the LMS Ghana platform.

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### LOG OUT

• Click this button to Log out of your account on the LMS Ghana platform.



# LMS GHANA OFFLINE PLATFORM USER GUIDE

This guide is to help you learn LMS Ghana's offline platform features and how to navigate the platform to utilize it efficiently.

Start at the beginning, visit each section individually and work your way through the platform.

# USER JOURNEY – STUDENT PLATFORM

#### Before you begin

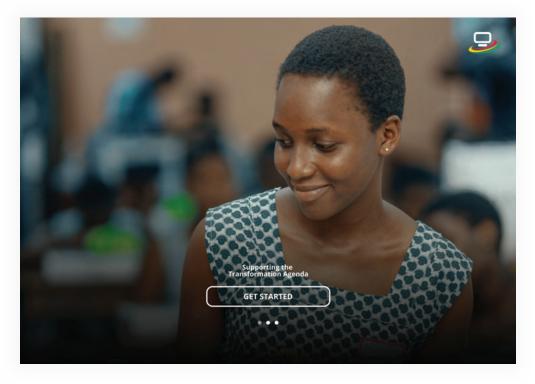
- Turn on the tablet using the power button on the side of your tablet.
  Check your internet connection and ensure that it is off.





#### Get started with LMS Ghana

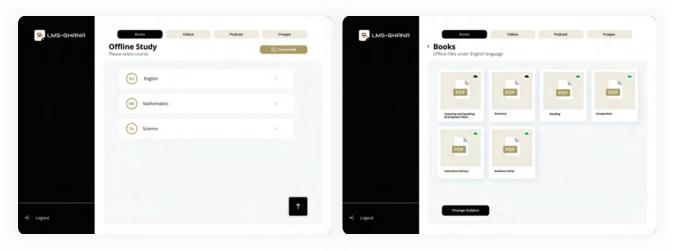
Open the LMS Ghana Offline app and select the Get Started button.



#### **OFFLINE STUDY**

#### Books

- Click on Books to access books on the offline platform.
- Select your preferred subject.
- Click on the cloud button on the top right corner of the cover page to download the book.
- Click on the cover page to access the downloaded book.



#### Videos

- Click on Videos to access videos on the offline platform.
- Select your preferred subject.
- Click on the cloud button on the top right corner of the cover page to download the video.
- Click on the cover page to access the downloaded video.

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#### Podcasts

- Click on Podcast to access podcasts on the offline platform.
- Select your preferred subject.
- Click on the cloud button on the top right corner of the cover page to download the podcast.
- Click on the cover page to access the downloaded podcast.

MS-GHANA Books Videos	Podcast Images	Se LMS-GHANA	Books Videos	Podcast	Images
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Sc Science	4		Physical Sciences Enderstand the properties and characterisatios of number	30.00 min	
55 Social Studies			Agricultural Science Understant Columit praction in agriculture	30:00 min	
Cm Computer			Environmental Science Dominatorie boundings in basic environmental concepts, and enverging environmental problems	30:00 min	
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#### Images

- Click on Images to access images on the offline platform.
  Select your preferred subject.
  Click on the cloud button on the top right corner of the cover page to download the image.
- Click on the cover page to access the downloaded image.

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- Logout				<b>↑</b>

# **USER JOURNEY** TEACHER PLATFORM

#### Before you begin

- Turn on your laptop.
- Check your internet connection and ensure that it is off.
- Ensure that you are connected to a router without an
- internet connection.

#### Get started with LMS Ghana

Open the LMS Ghana Offline app and select the Get Started button.

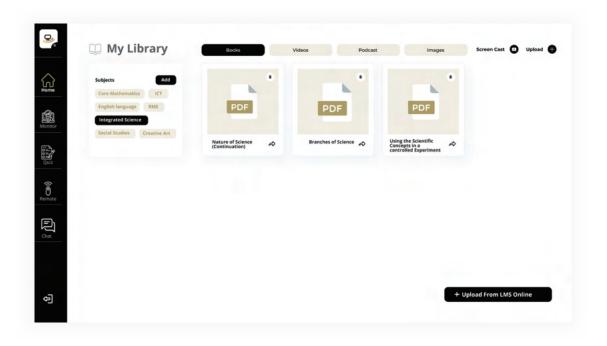
#### LOGGING IN

• Select the teacher tab, enter your login credentials (Email and Password) and click the LOGIN button beneath the page.

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Sign In Public Teacher Enter Email	•

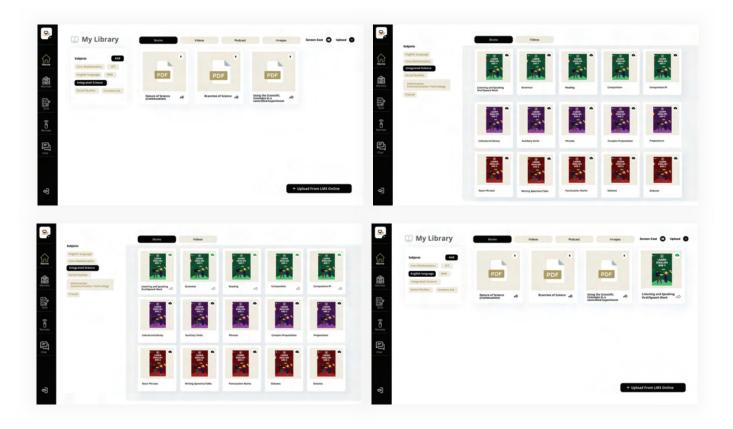
#### FILE SHARING FROM YOUR LAPTOP

- Click the Upload button on the top right corner of the Home page.
- Select the file from your laptop.
  Click OK to upload the file to your offline platform.
- Click Add in the subject column on the top left corner to categorize the shared file under its respective subject and click OK.



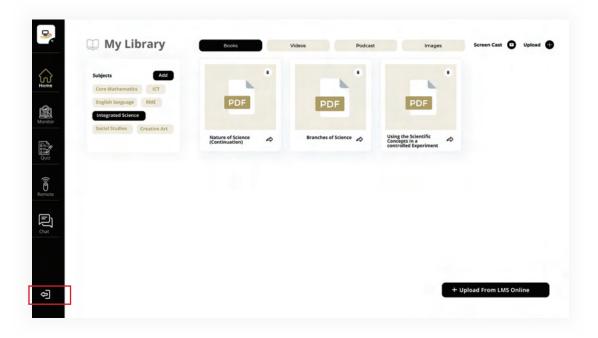
#### FILE SHARING FROM THE LMS ONLINE PLATFORM

- Click the Upload from LMS online button on the bottom right corner of the home page.
- Select the material you wish to share and download it.
- Click Share to offline from the pop-up menu and share it to the offline platform for students to download.



## LOG OUT

• Click this button to Log out of your account on the LMS Ghana Offline platform.



# ADMIN DASHBOARD

#### HOW TO UPLOAD VIDEOS(CYBERDUCK)

- Open the Cyberduck app
- Click on Open Connection and select the File Transfer Protocol
- Select the Server Amazon S3
- Enter the username and password
- Click on katon\_prod\_uploads
- Select kt\_book from the drop-down menu
- Select bk\_video from the drop-down menu
- Open the CENDLOS\_CONTENT or the GES\_VIDEOS folder
- Click on upload on the toolbar of Cyberduck
- And start uploading.

#### HOW TO UPLOAD VIDEOS(BACKEND)

• Enter the admin dashboard with your admin username and password and click on the login button

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- You are welcome to the admin dashboard.

- To upload videos, you need to first upload the Topics of the videos in the content category.
- Select the content category button
- Click on Topics, and Click on Add Topics

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	1773	Describe Objects And Write Sentences	English Language	Primary 1	LOWER PRIMARY	1	
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 Select the Subject of the exact video you want to upload (eg: Mathematics/English Language), Enter the Topic of the video, and click on Save.

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- Click on the Books button and Select Videos.
- Select Add Video

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• Select the Book Category and add the category of the video to be uploaded

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## • Select the Subject and the Topic

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	Select Topic
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Select Subject	Some Basic Laboratory Equipment And Their Uses
-	Respiratory System I
ntegrated Science	Respiratory System II
English Language	Respiratory System III
Core Mathematics	Inhalation And Exhalation Of Air
	Renewable And Non-Renewable Sources Of Energy
	Solar Energy And Hydro-Electric Power
	Sources And Forms Of Energy
	Sources And Forms Of Energy II
	Light Energy I
	Light Energy II
	Light Energy III
	Light Energy IV
	Light Energy V

#### • Select the Genre and Language

Genre *	Langauge *
Type to search	English V
	English
Teacher's Guide	Hindi
Textbook	Gujarati
	Arabic
Video	Marathi
Workbook	Punjabi
	Spainish

## • Select Who Can Read (Teacher/Student)

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### • Enter the Book Title and Author of the Video

Book Title *	
Enter Book Title	Author
	Enter Book Author Name
	TVET
	Cendlos
	Ghana Education Service

• Enter the Published Date and Publisher of the Video

Published Date *	
07 / 03 / 2024	Ċ
Publisher	
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• Enter the Edition and Book Audio

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• Enter the Book Video (This is the link from Cyberduck so you copy the filename from Cyberduck and paste it in here)

Book Video
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• Select the Cover Image and Select if the Video is free or Paid

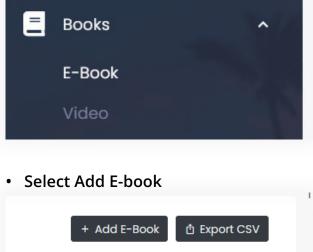
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• Enter the Description of the Video and Click on Save

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## **HOW TO UPLOAD EBOOKS**

• Click on the Books button and Select E-books.



Status	
search	Action

- Select the Book Category and add the category of the e-book to be uploaded
- Select the Subject

Subject *	
Select Subject	~
Select Subject	
Integrated Science	
English Language	
Core Mathematics	
Social Studies	
Enter Pook Author Name	

#### • Select the Genre and Language

Genre *	Langauge *
Type to search	English 🗸
	English
Teacher's Guide	Hindi
Textbook	Gujarati
	Arabic
Video	Marathi
Workbook	Punjabi
	Spainish

### • Select Who Can Read (Teacher/Student)

Who Can Read *	
Type to search	~
Student	
Teacher	
Training	
Individual Student	

#### • Enter the Book Title and Author of the e-book

Book Title *		
Enter Book Title	Author	
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#### • Enter the Number of Pages



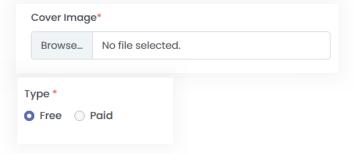
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07 / 03 / 2024	Ö	Enter Book Publisher Name

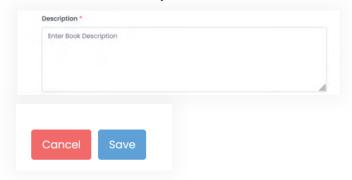
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• Select the Cover Image and Select if the e-book is free or Paid

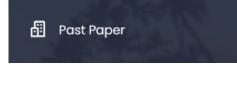


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## HOW TO UPLOAD PAST QUESTIONS

#### • Click the Past Paper Button



Select Add Past Paper

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• Enter the title of the Past Paper

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• Enter the Total Marks

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#### Enter Year\*

Select Year

#### • Select the Level and select the Class/Grade

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Select Level		
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SHS - Agricultural Science		
SHS - Business	SHS 1 - Business	
SHS - General Arts	SHS 2 - Business	
SHS - General Science		
SHS - Home Economics	SHS 3 - Business	
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## • Select the Subject and the Body of the Past Paper

Subject\*

Select Subject	~
Select Subject	
Business Management	
Core Mathematics	
Cost Accounting	
Economics	
Elective Mathematics	
English Language	
Financial Accounting	
Integrated Science	
Social Studies	

### • Enter the Objective Paper and Written Paper

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• Click on the Save Button Below



## HOW TO UPLOAD A TRAINING PROGRAM

• Click on the Training button and Select Training Program



• Click on Add Training

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• Enter the Program Title and Select the Type of Program

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Virtual

#### • Select Who Can Attend Training

Who Can Attend Training\*

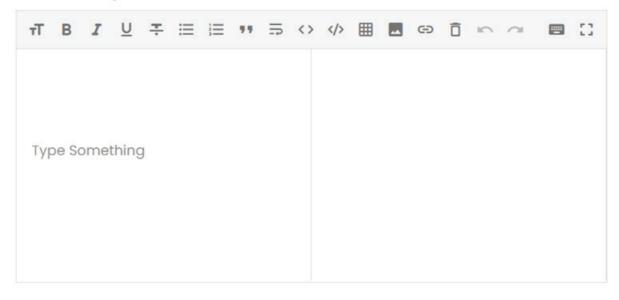
Type to search	~
Student	
Parent	
Teacher	

#### • Type in the Description for the Training

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#### • Type in the Benefits of the Program

Benefits Of Program\*



#### • Upload the Certificate Template and Program Image

 Certificat Template\*
 Program Image\*

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#### • Enter the Program Detail Template

Program Detail Template\*

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## • Enter the Duration of the Training in Minute

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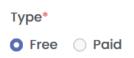
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Total Marks	Passing Marks	

• Enter the Mark Per Question

Marks Per Question*	
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• Select if the Training is Free or Paid



• Click on the Save Button Below

