LMS GHANA PLATFORM USER GUIDE BOOK

Ghana Education Service (GES)

POWERED BY: KA

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.

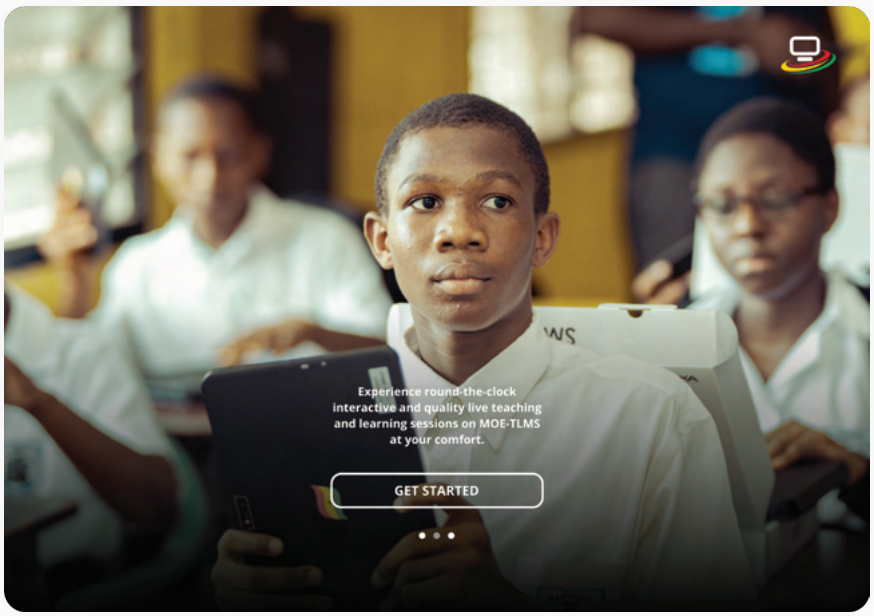
USER JOURNEY – STUDENT PLATFORM

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.

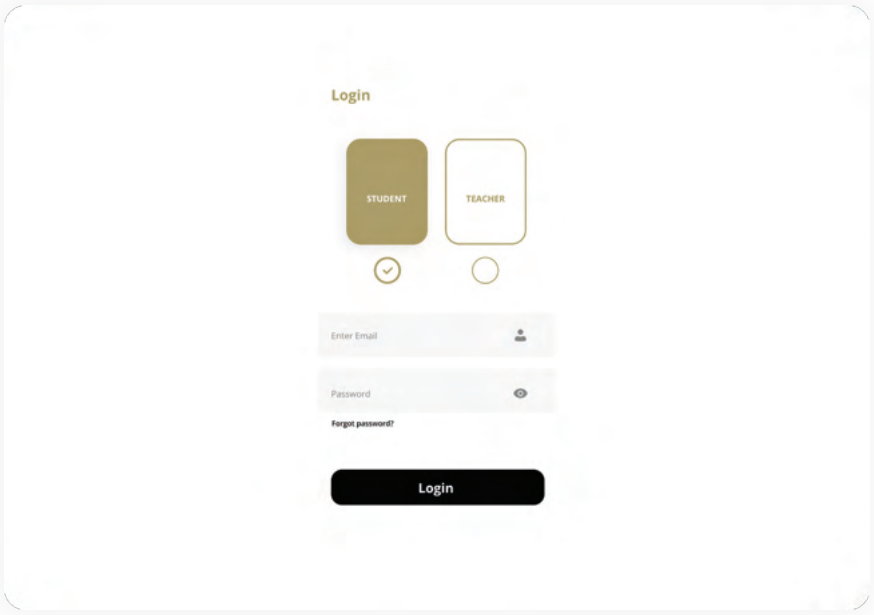
Get started with LMS Ghana

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.

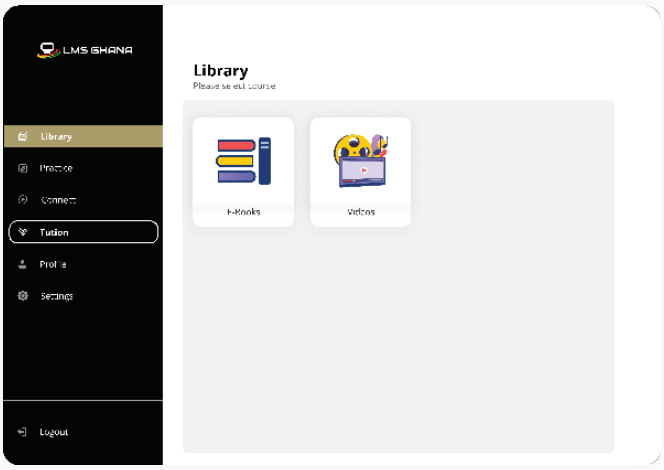
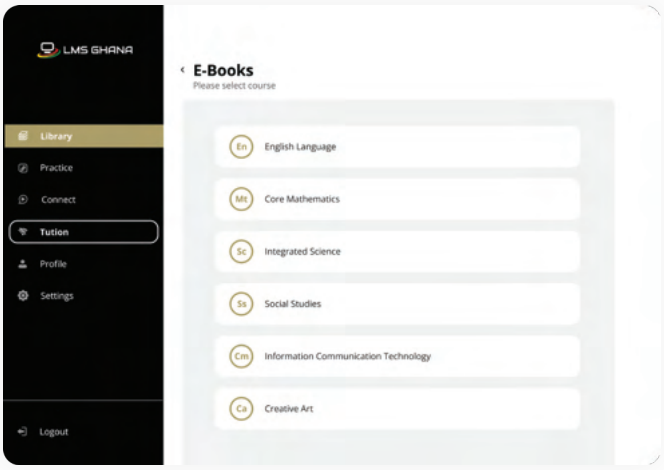


Figure 1



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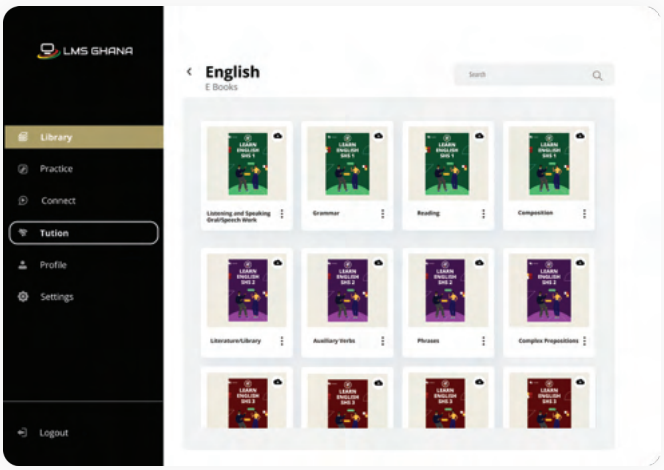

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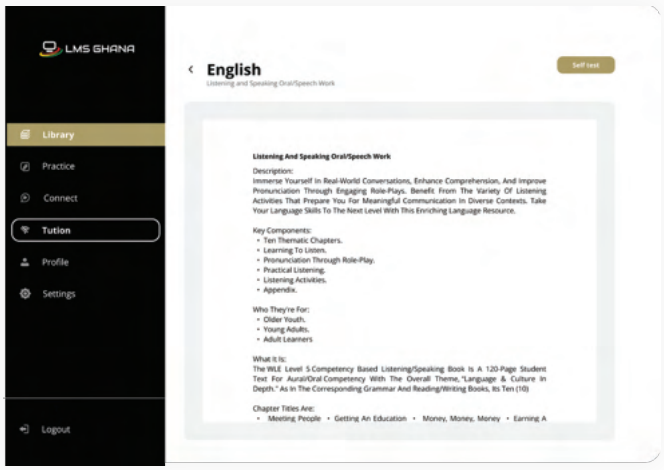
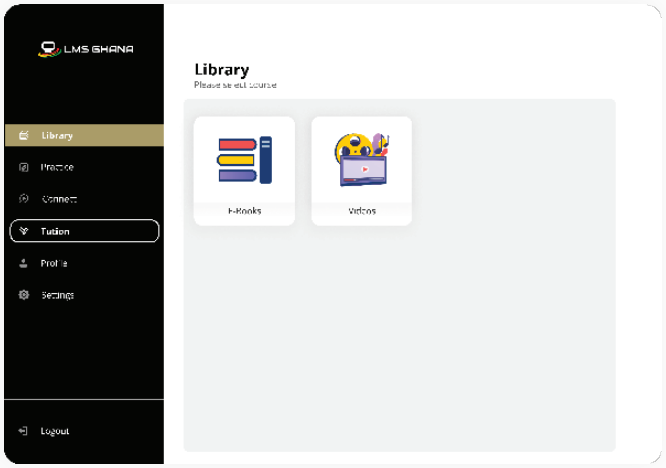


Figure 4

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.



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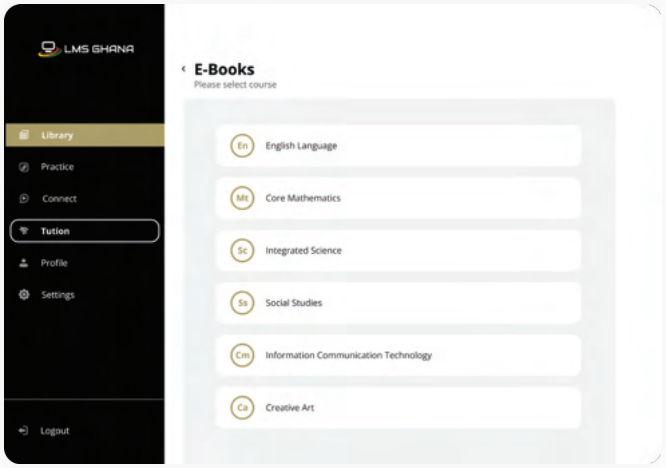

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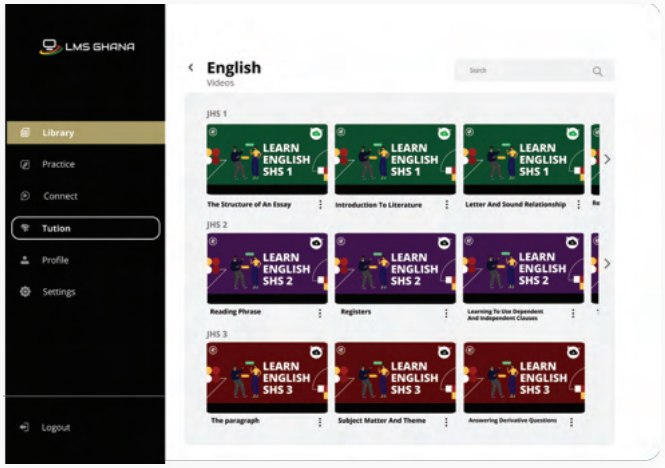


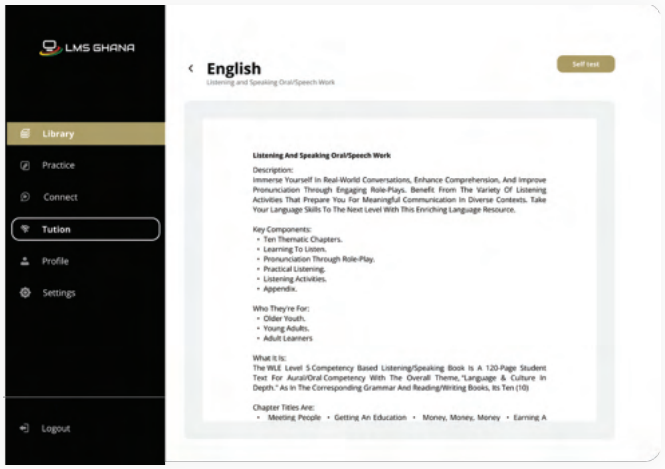
Figure 3

Figure 4

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.



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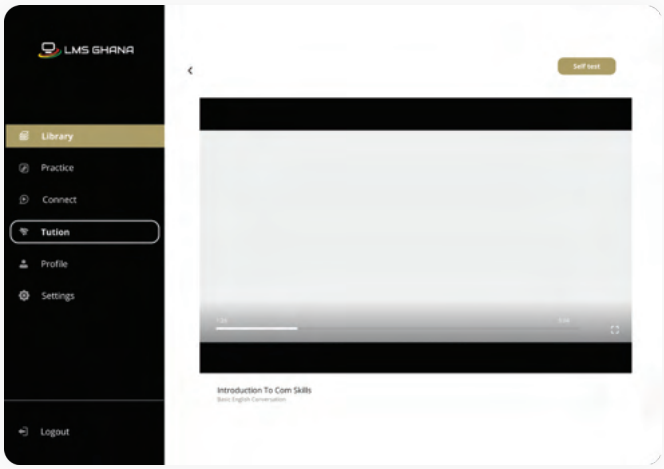

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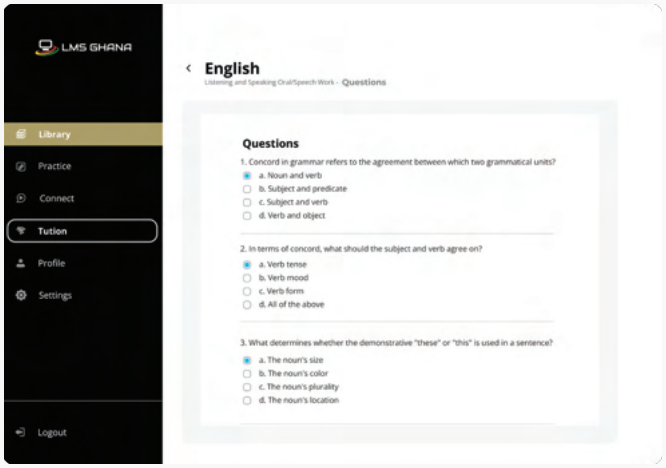

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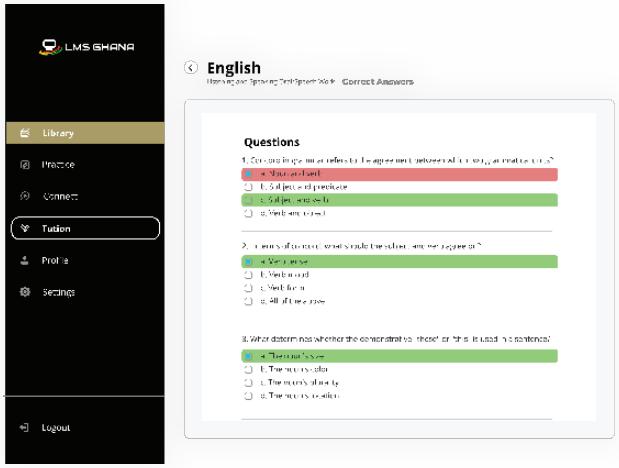


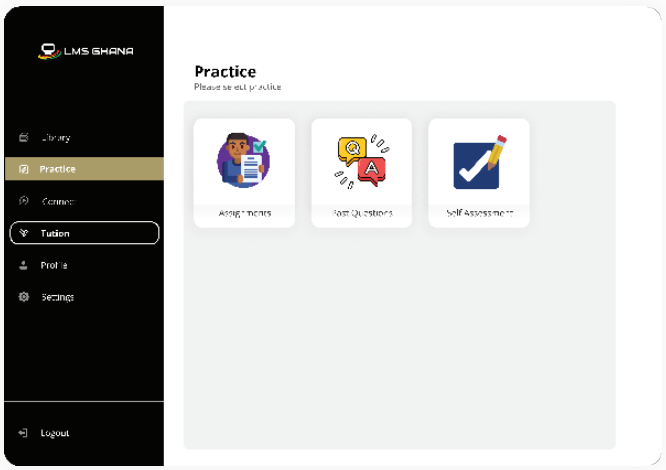
Figure 4

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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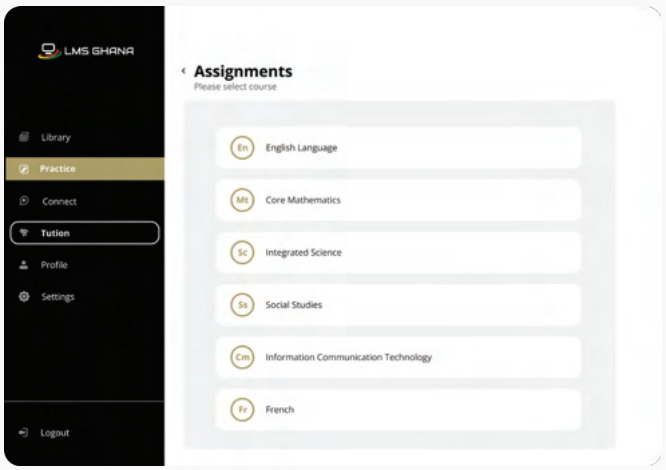

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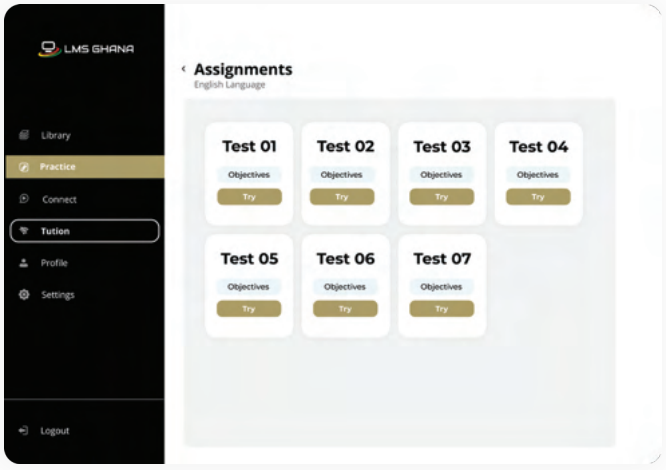

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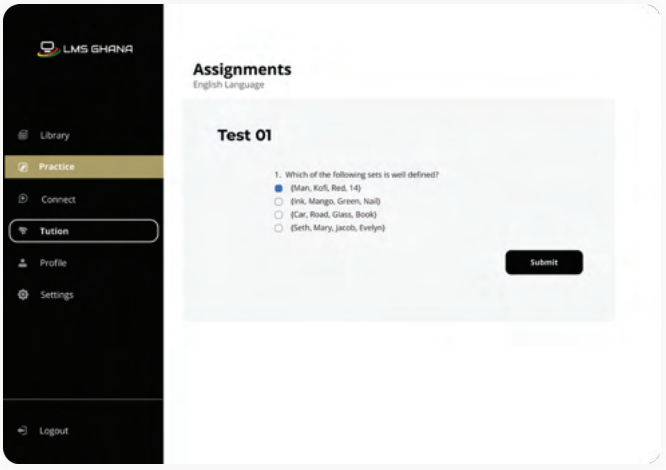

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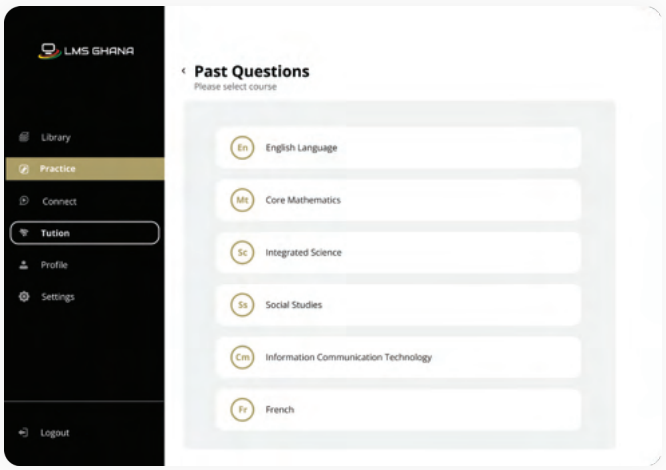
Past Questions

- 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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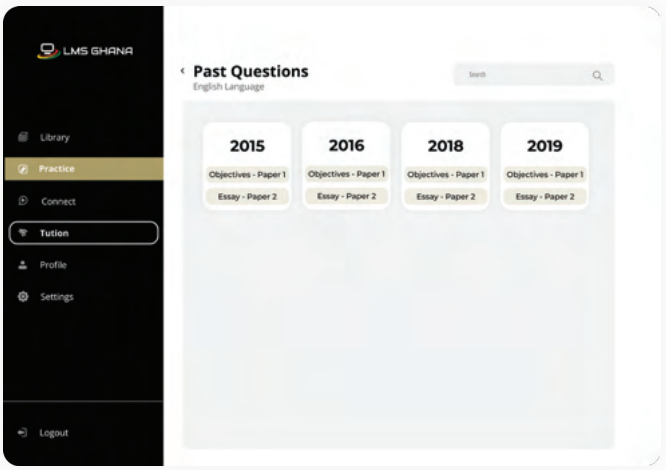

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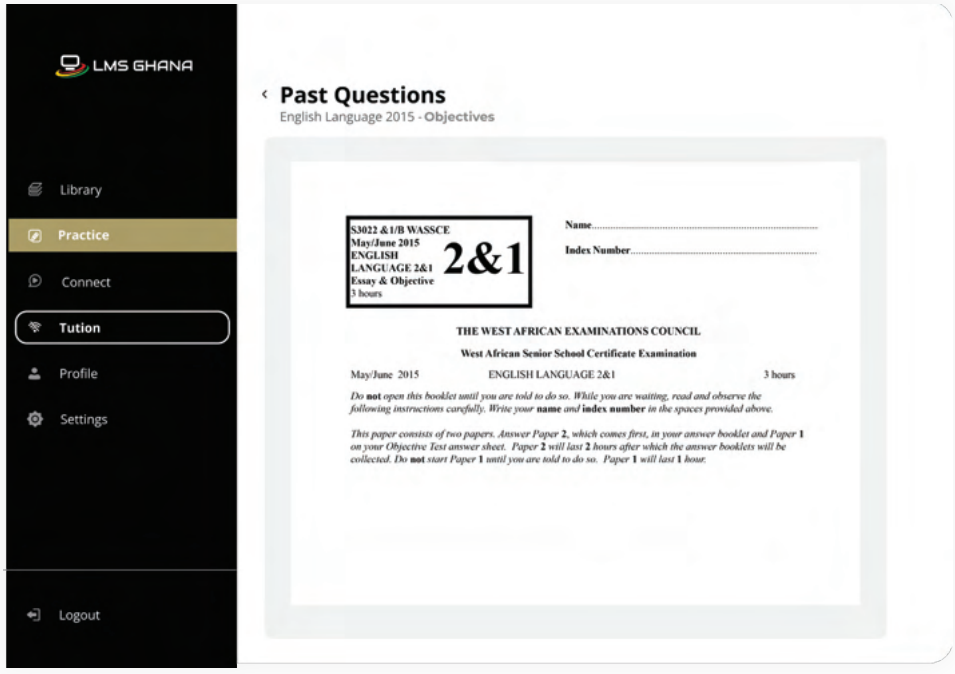
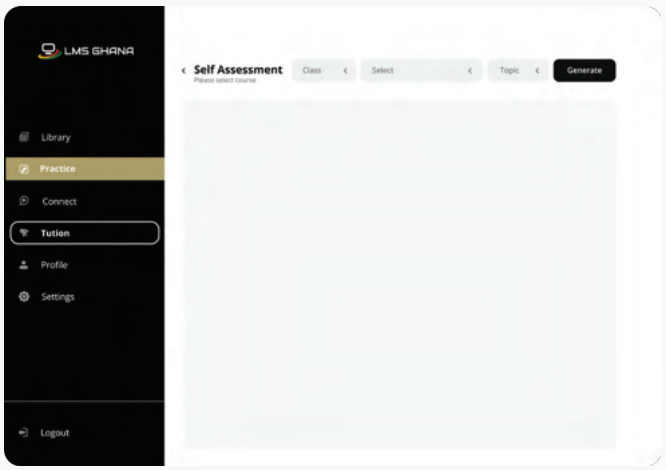


Figure 3

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.



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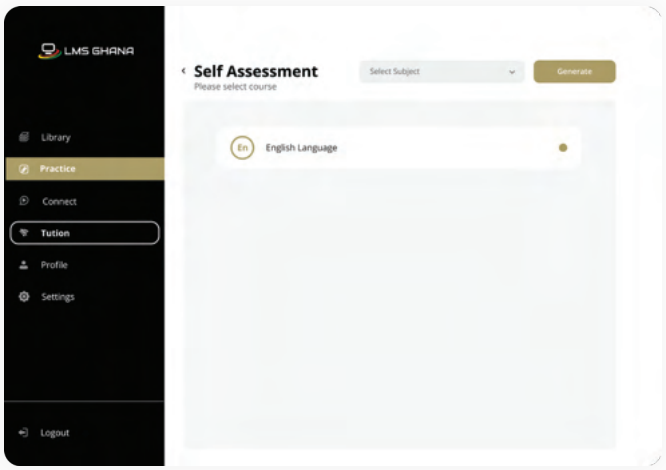

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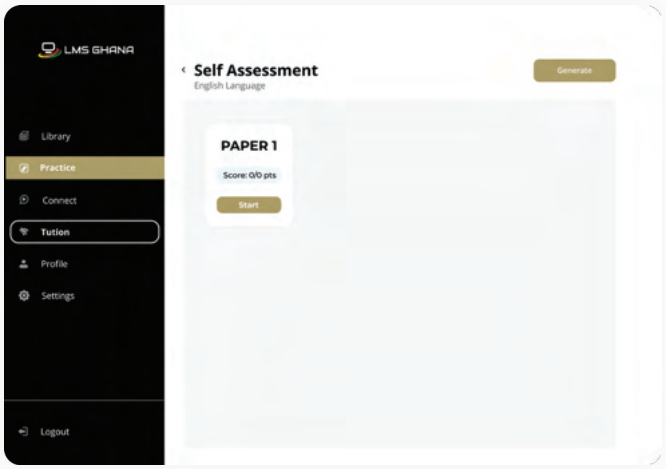

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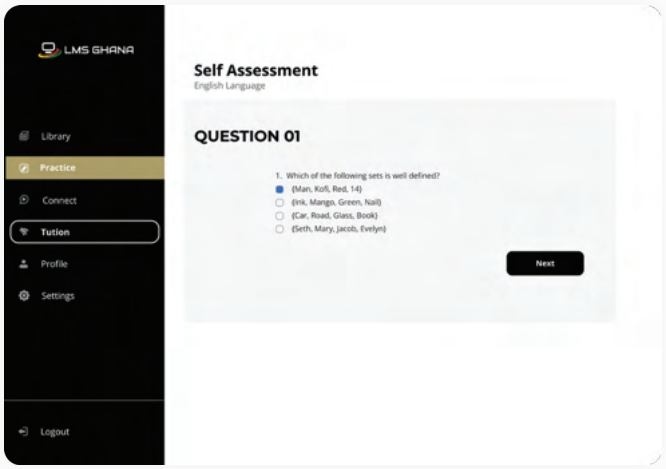

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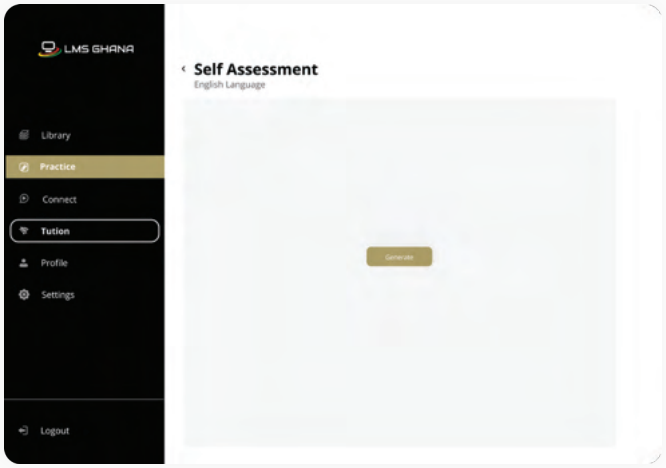

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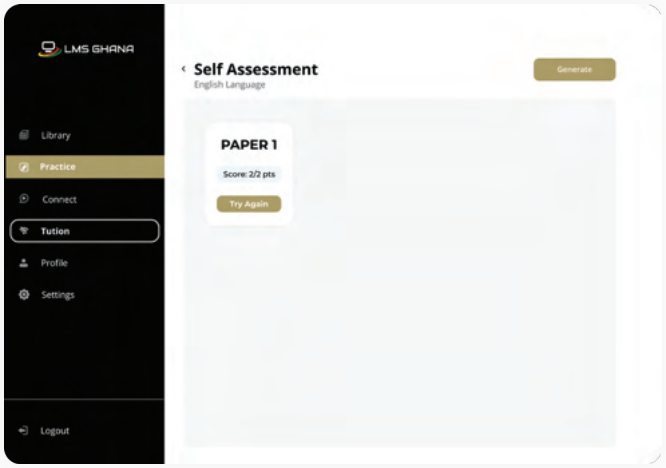
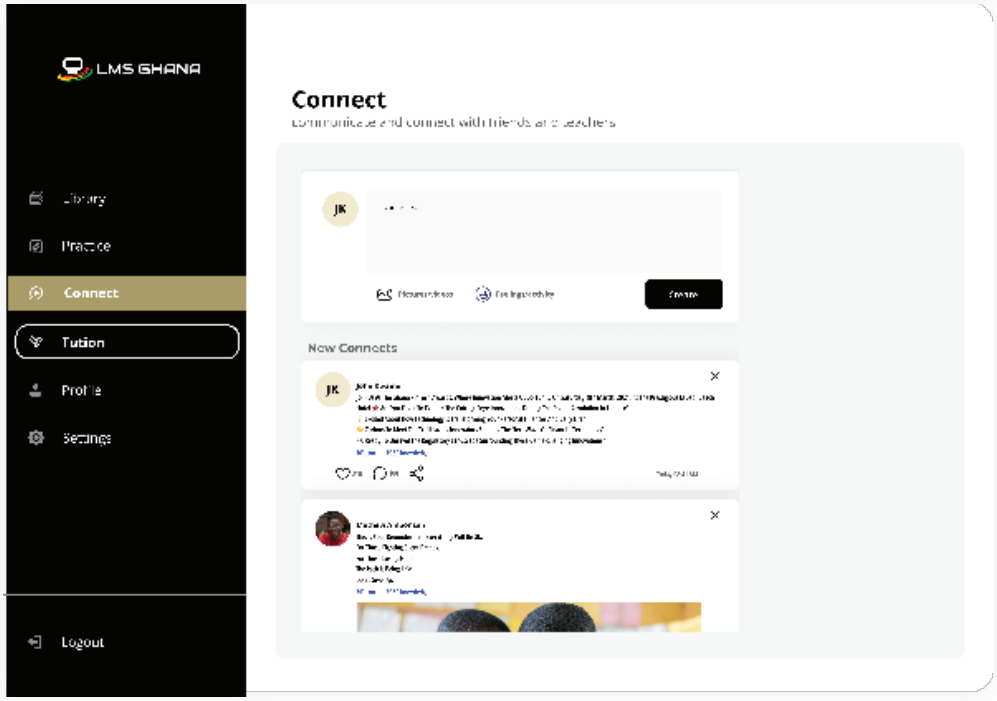


Figure 6

CONNECT

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

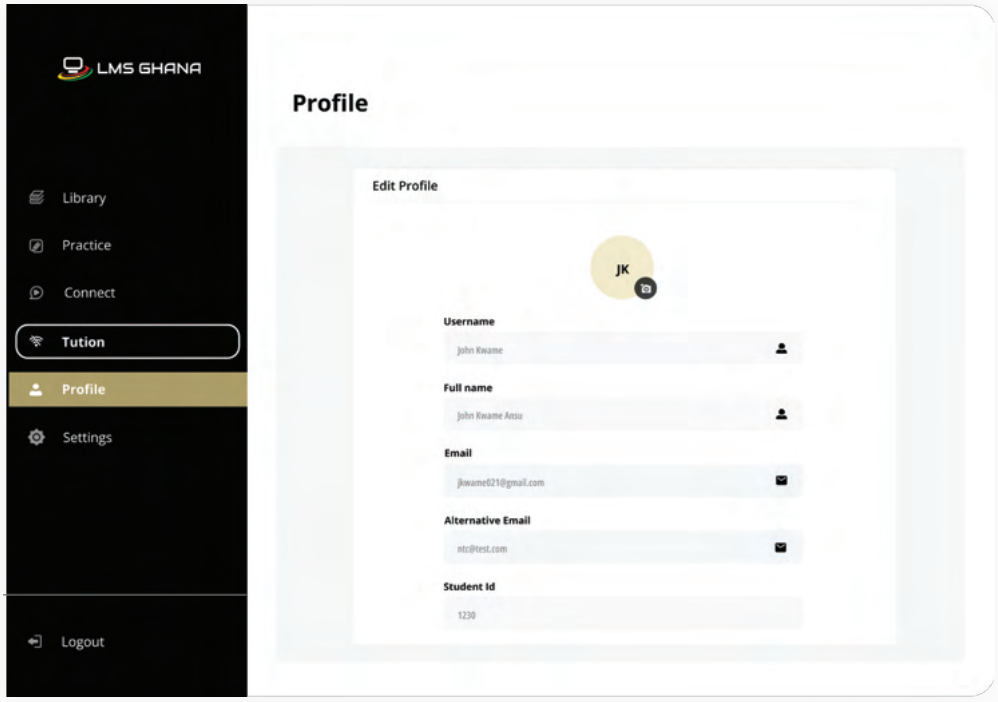
- Click on the Connect button.
- Select Create on the bottom right of the page.
- Type your message in the blank space provided.
- Select Create to post your message.
- To delete a comment, click on the X button on the top right corner of your message and select Delete.



PROFILE

Set up your profile with updated information about yourself.

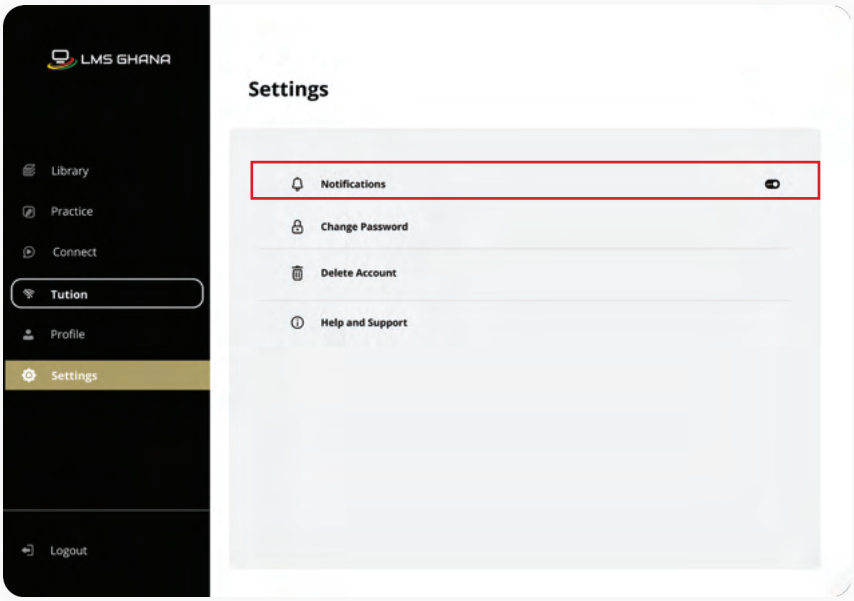
- Click on the Profile button.
- Input your information in the parameters listed.
- Click Edit at the bottom of the screen.
- Click Save at the bottom of the screen to effect the changes.



SETTINGS

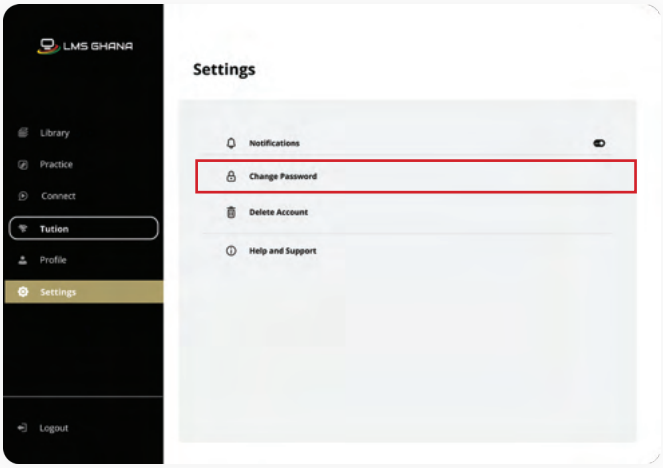
Notifications

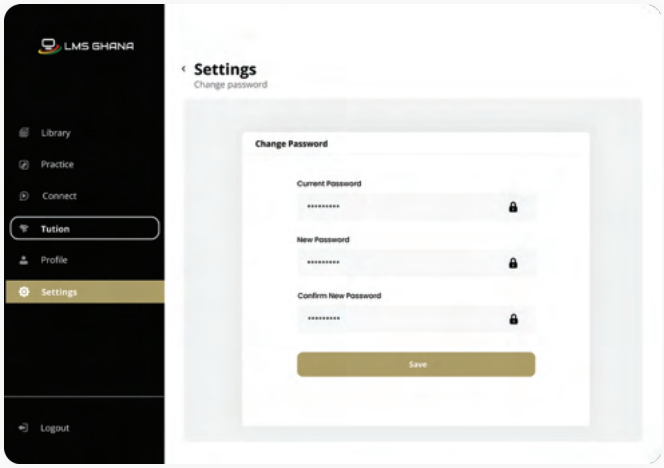
- Turn your notification on and off if you wish to receive notifications or not.



Change Password

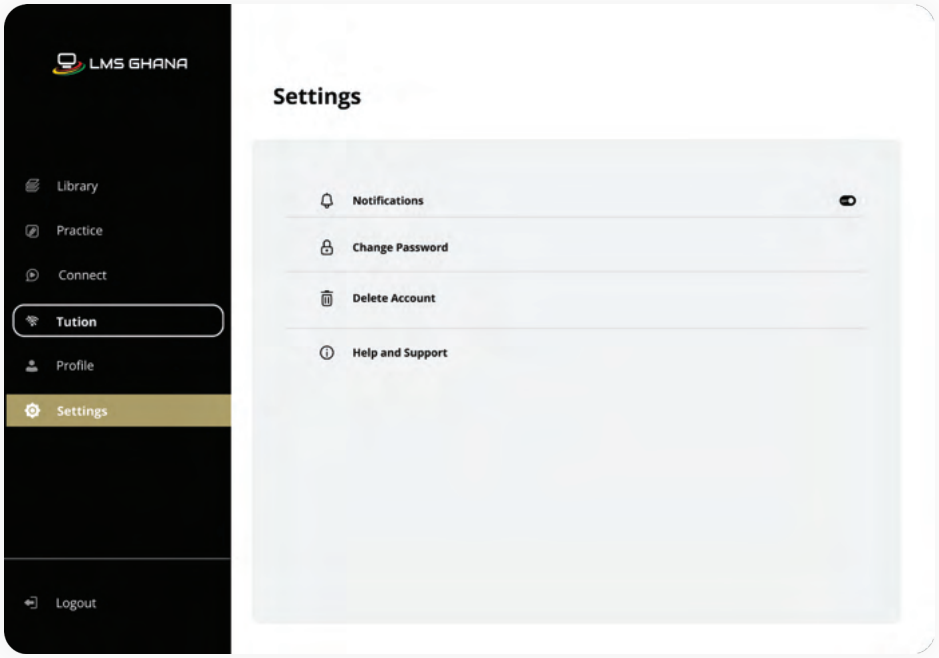
- Select the Change Password button.
- Input the password required in the parameters given.
- Select Save to effect the change.





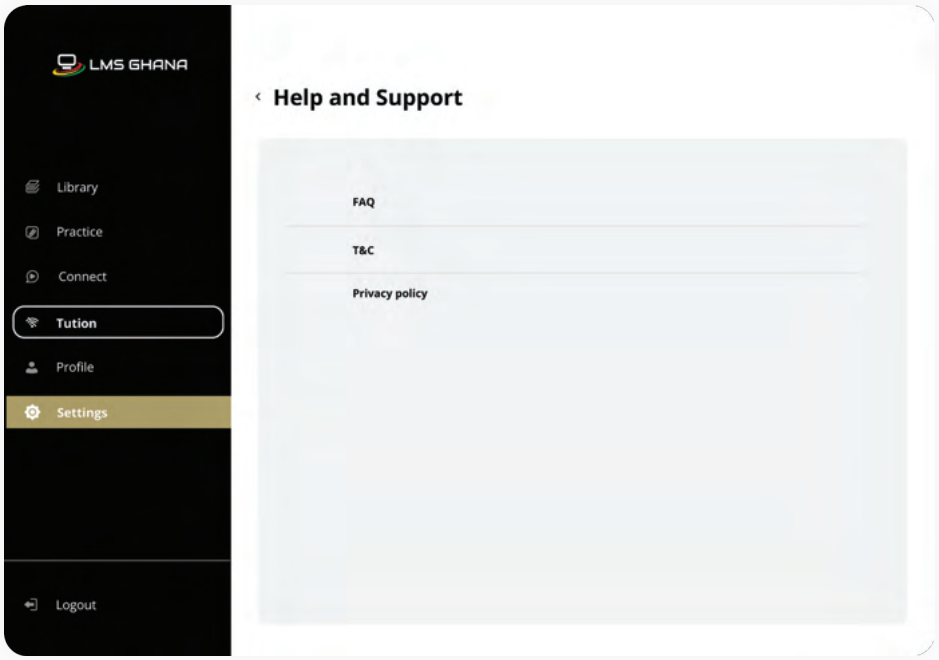
Delete Account

- Click on this button to delete your account completely.



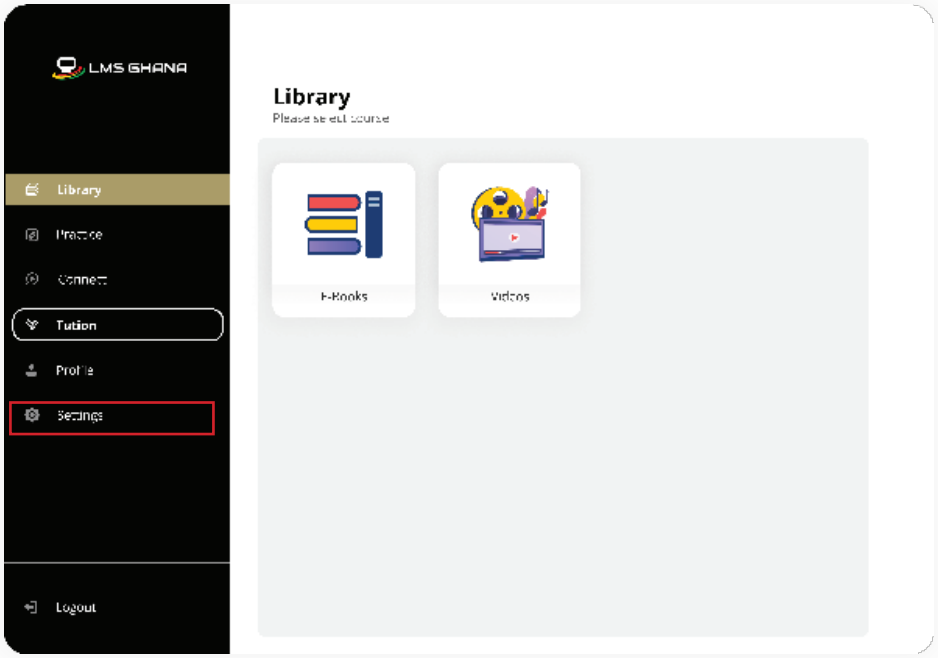
Help and Support

- 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.



LOG OUT

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



USER JOURNEY
TEACHER PLATFORM

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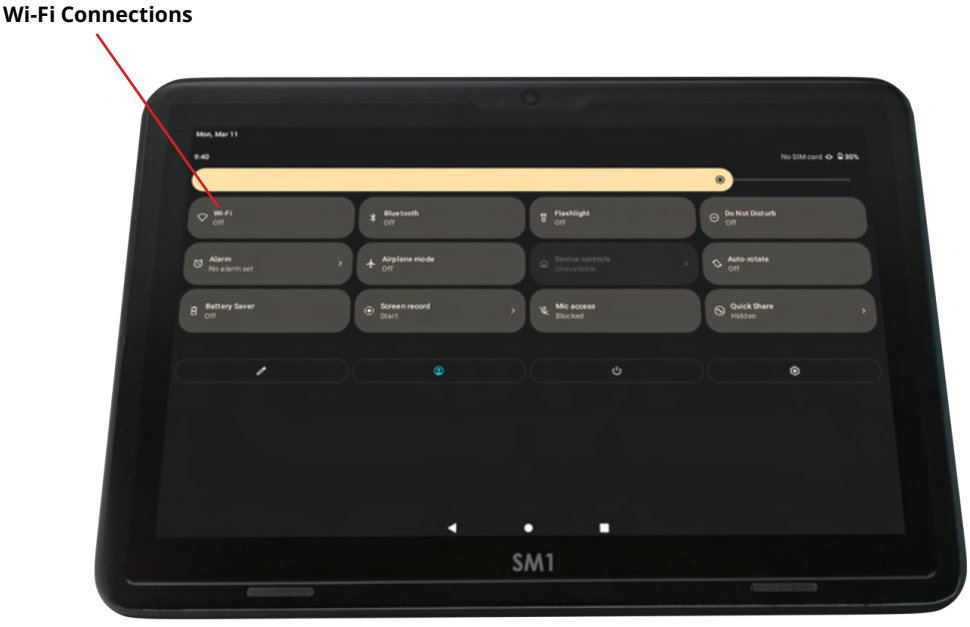

Get started with LMS Ghana

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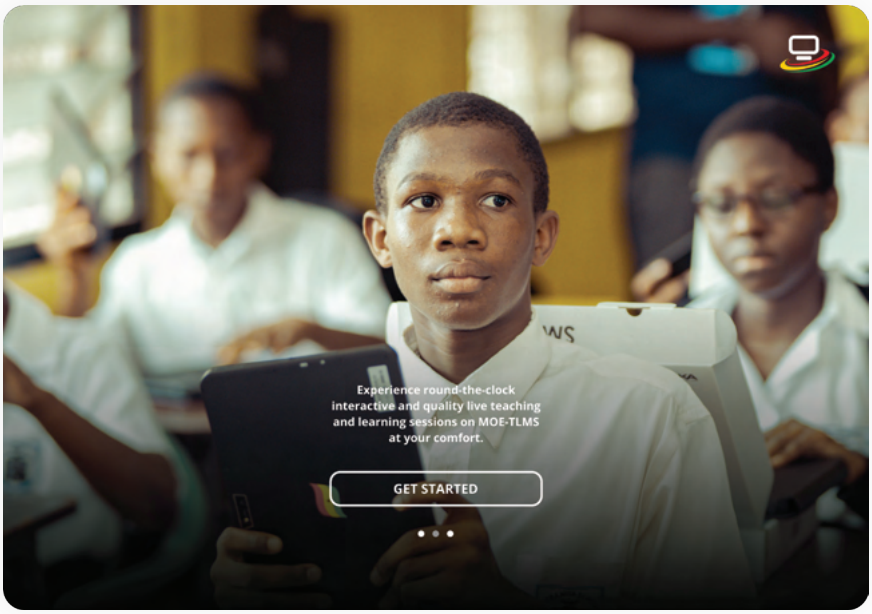
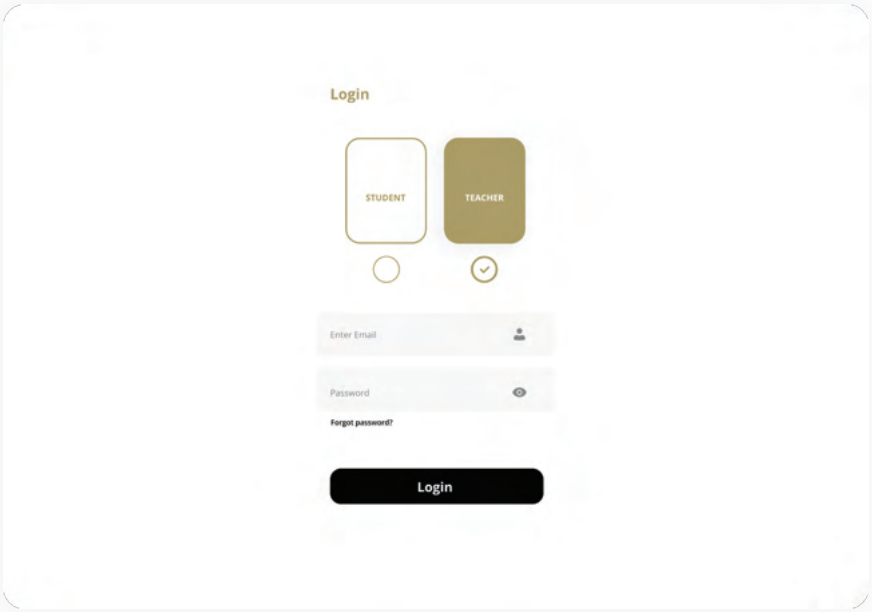


LOGGING IN

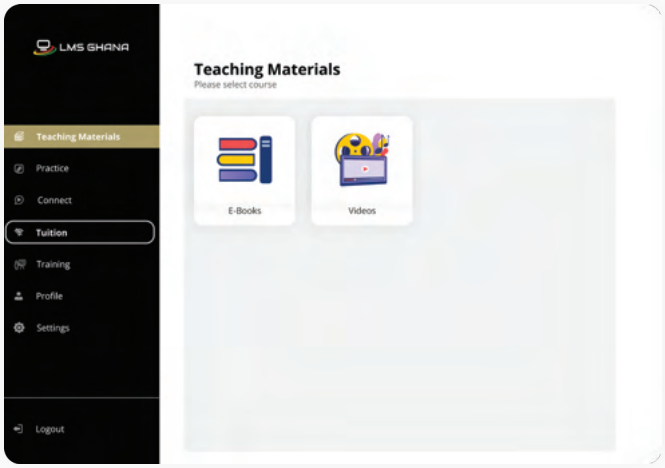
- Select the teacher tab, enter your login credentials (Email and Password) and click the LOGIN button beneath the page.



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.



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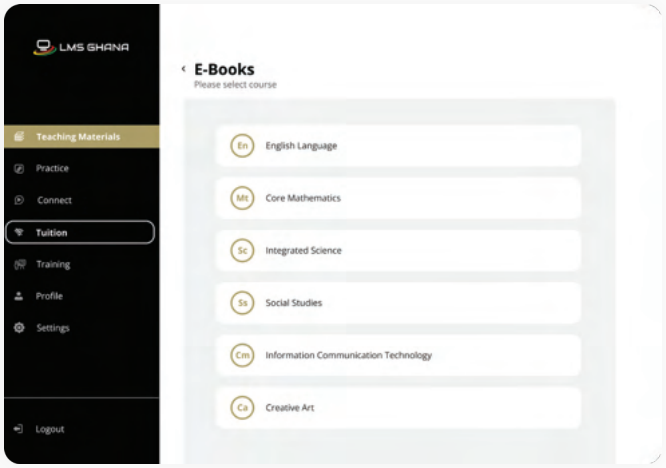

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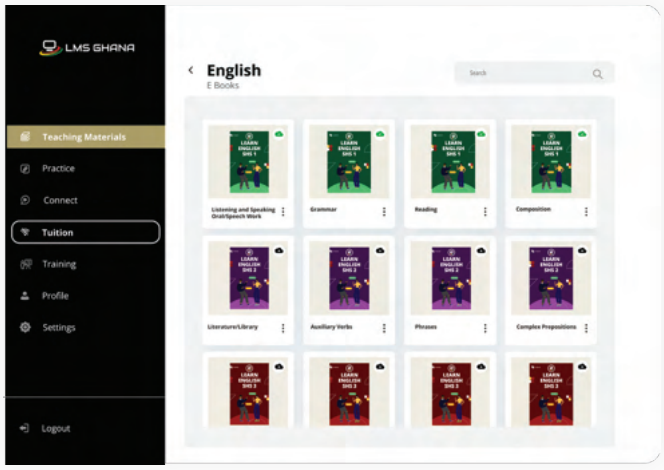

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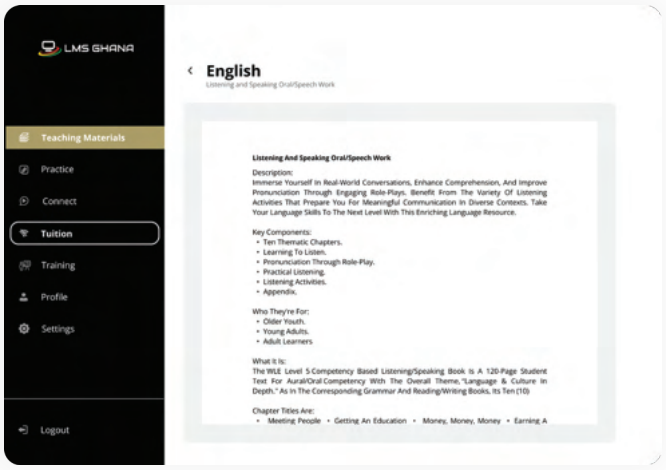

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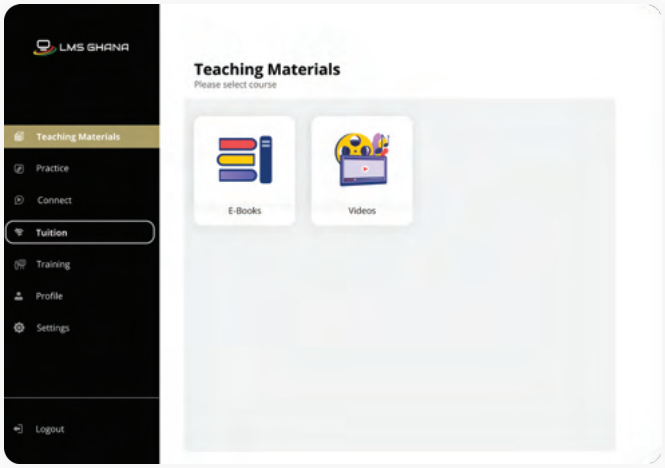

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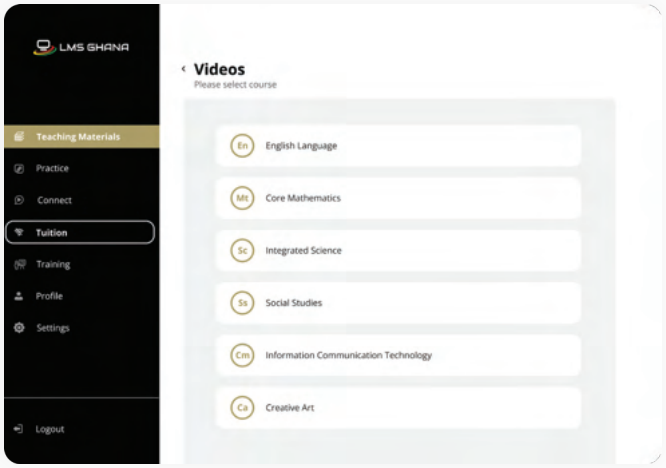

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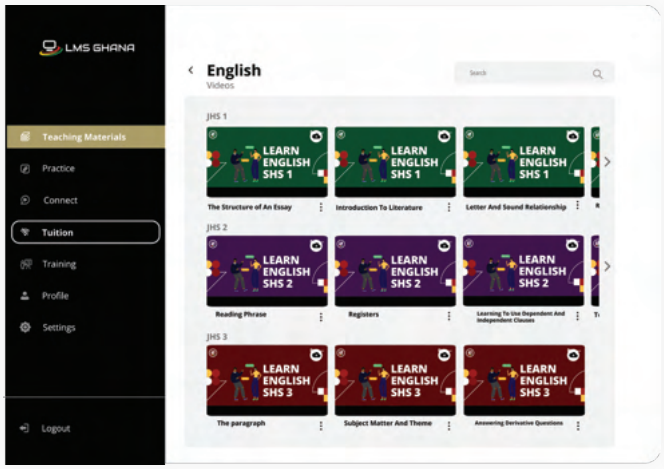

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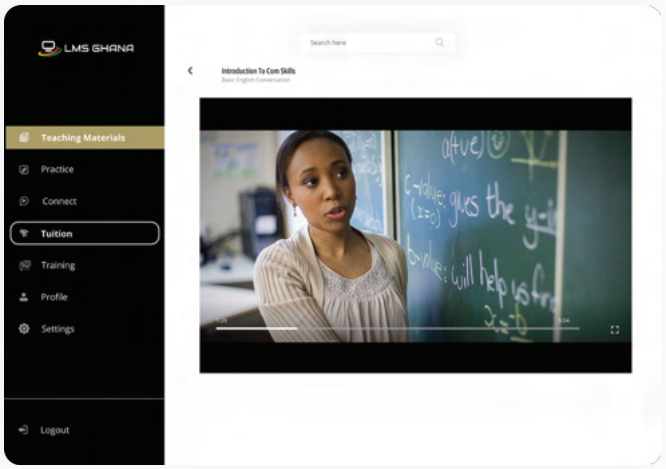


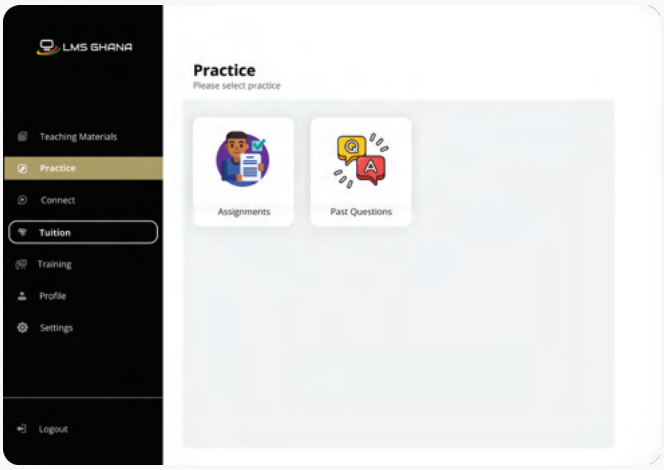
Figure 4

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.
- Click on View Results for your preferred class assignment to view students' results.



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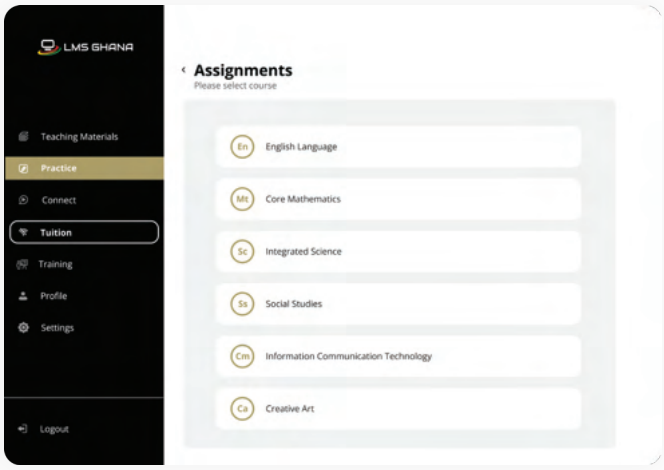


Figure 2

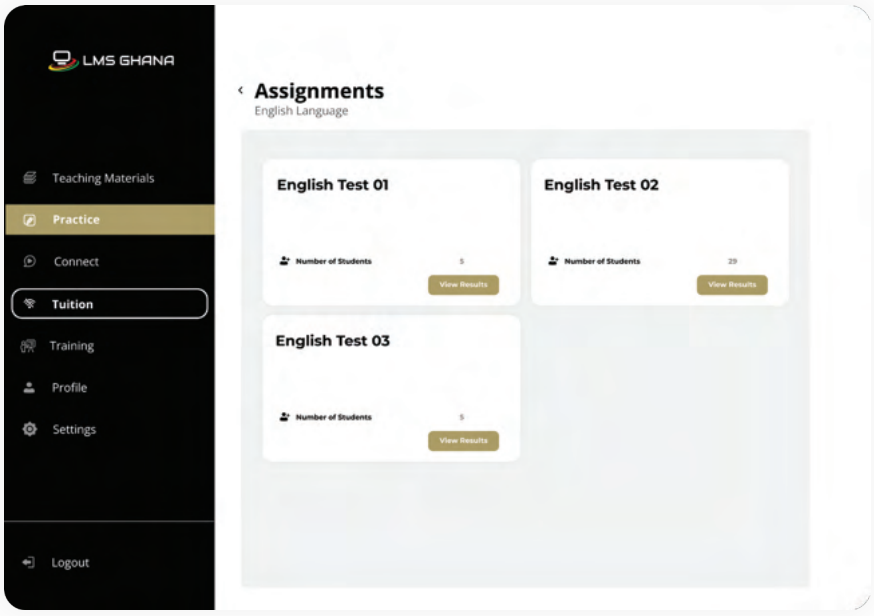


Figure 3

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.

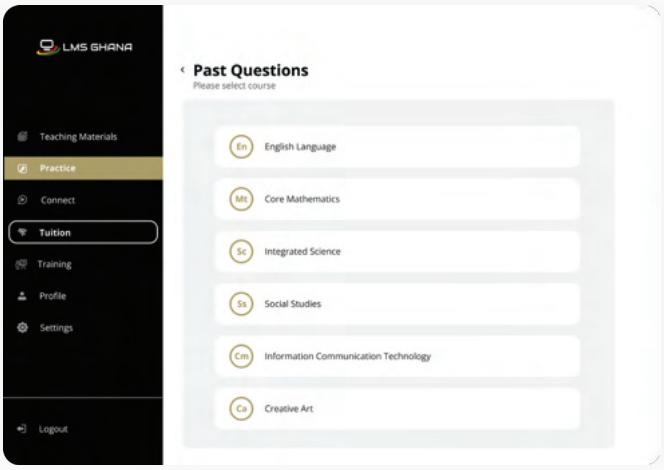


Figure 1

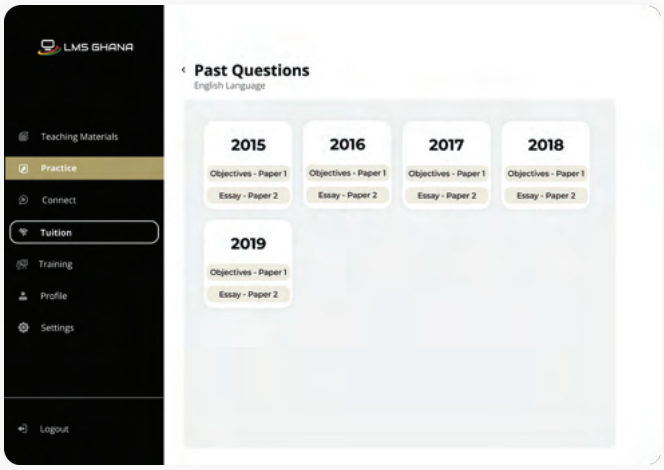


Figure 2

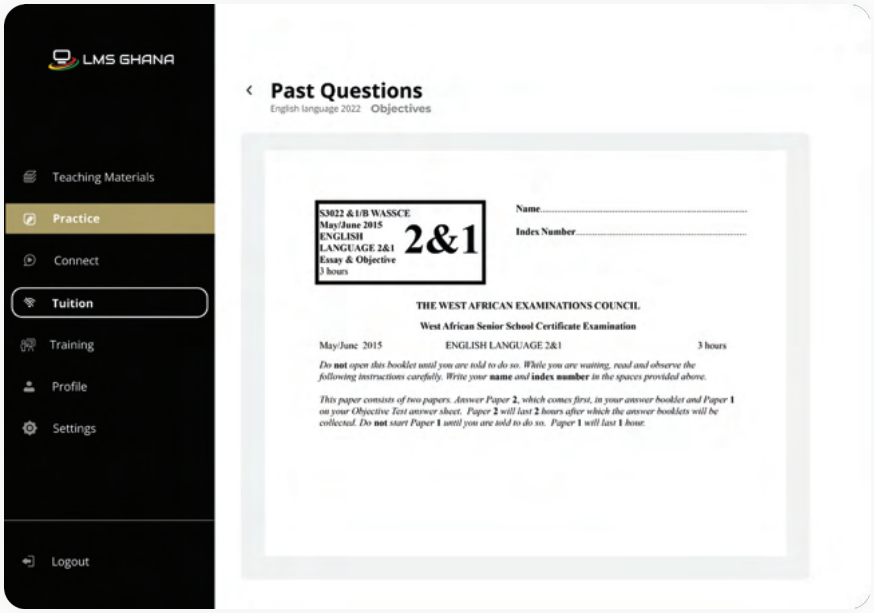
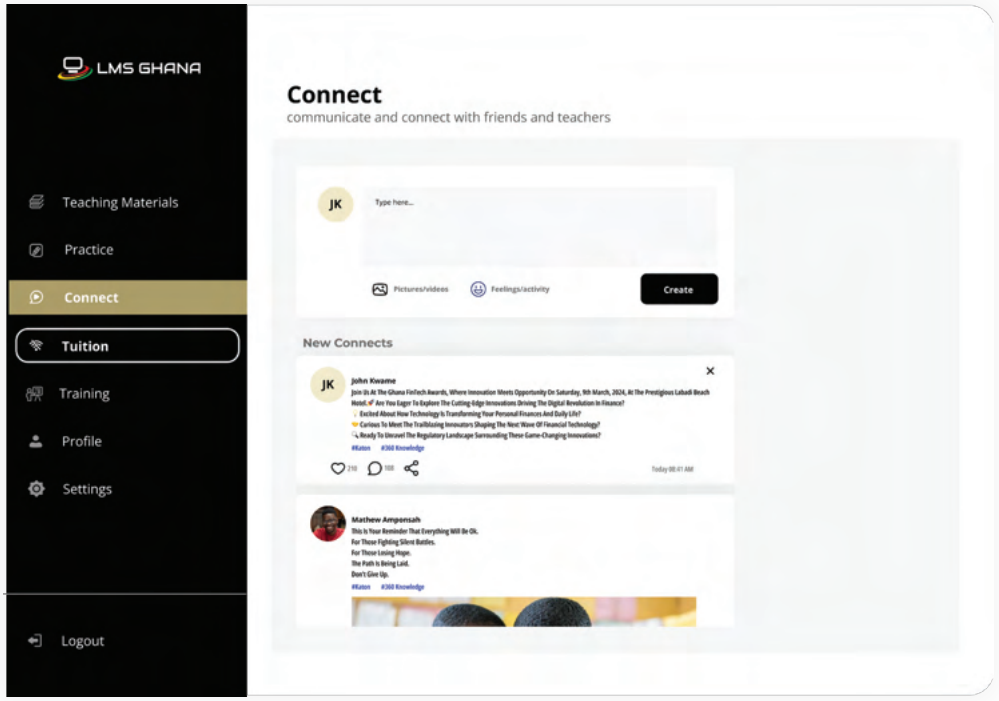


Figure 3

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.



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.

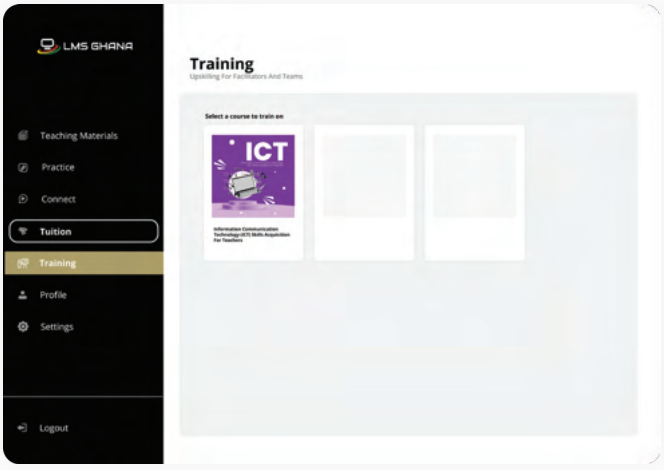


Figure 1

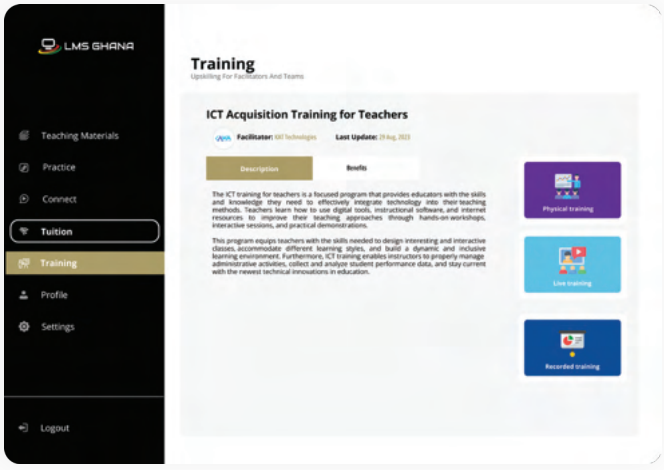


Figure 2

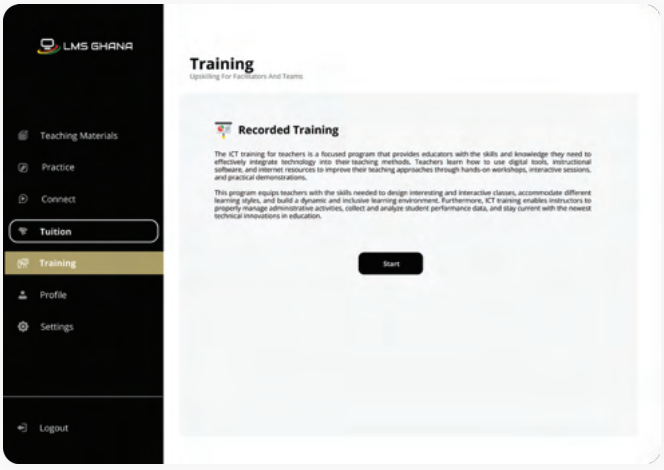


Figure 3

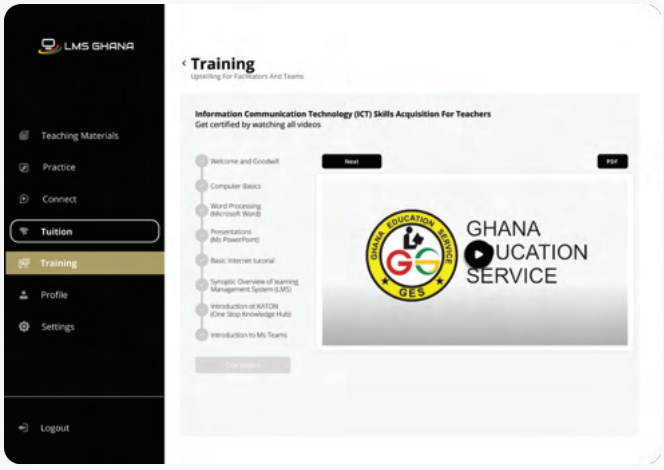


Figure 4

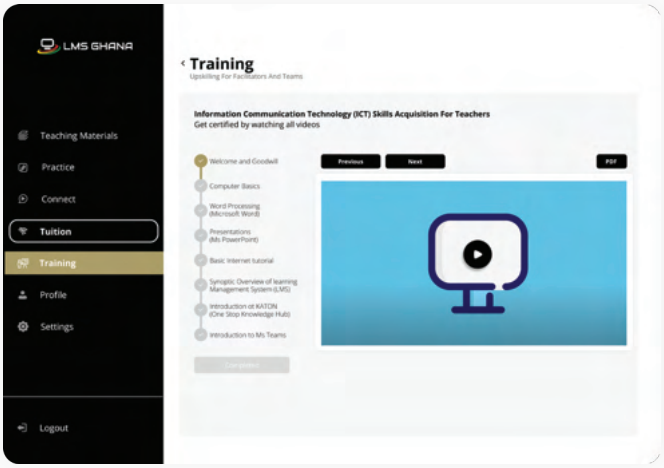


Figure 5

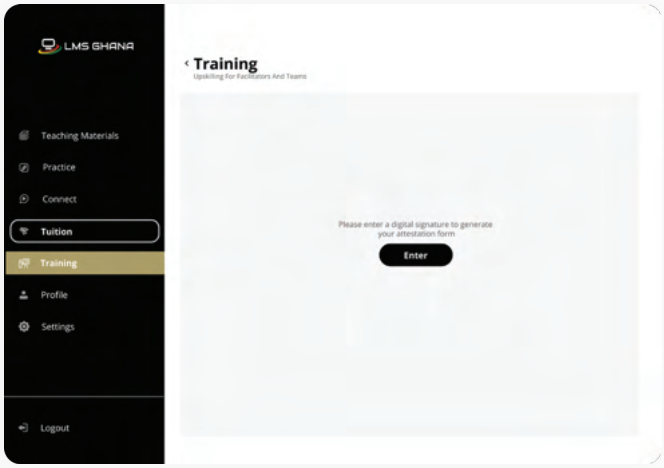


Figure 6

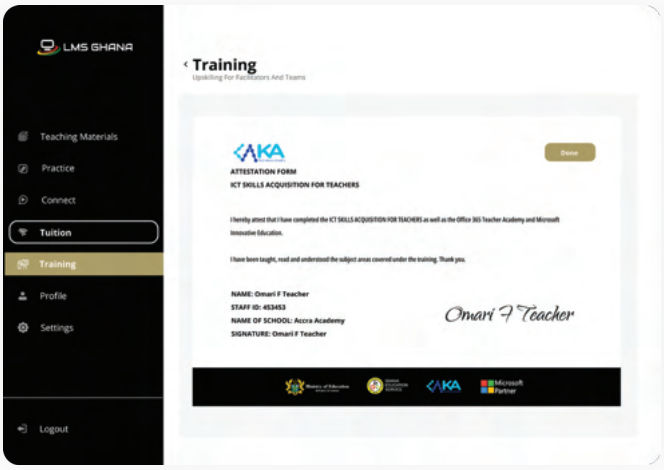


Figure 7

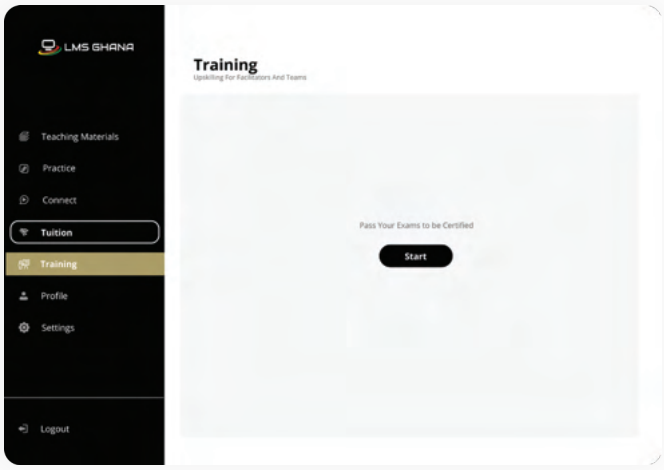


Figure 8

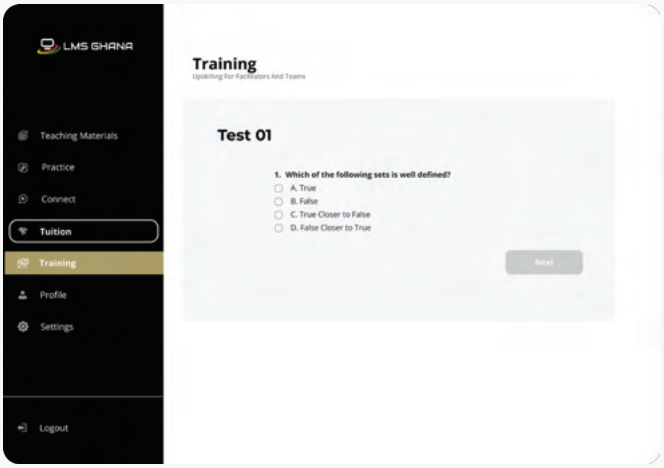


Figure 9

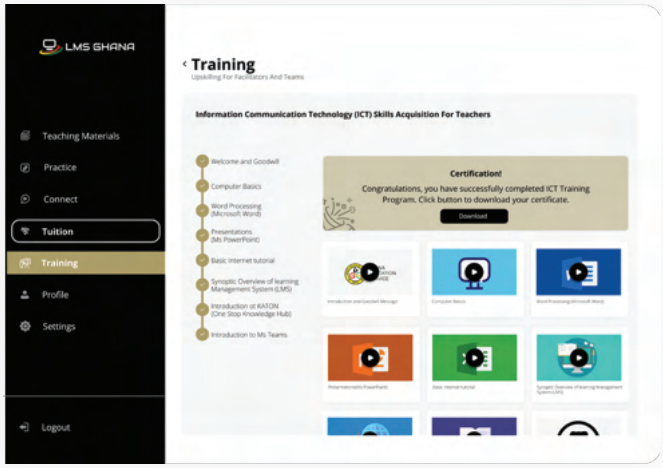


Figure 10

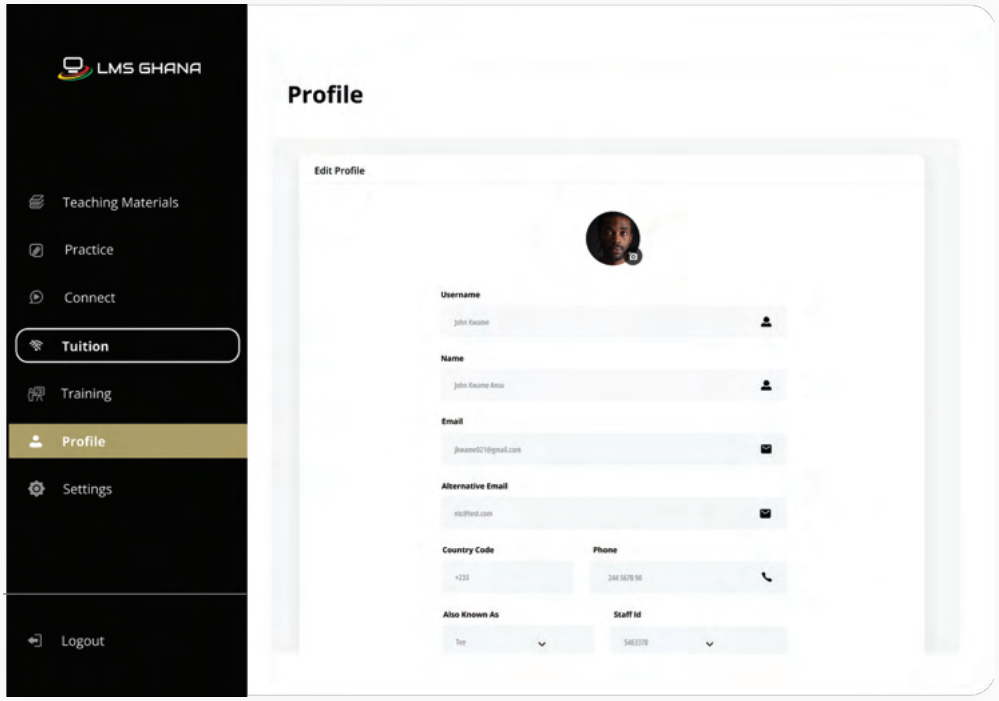
Certification
CERTIFICATE
OF PARTICIPATION TO
For participating and completing the training on
Information Communication Technology (ICT) Skills Acquisition for Teachers
Awarded on
GM, KA Technologies
Director-General, GES
Ministry of Education
REPUBLIC OF GHANA
Ghana Education Service (GES)
KA
Microsoft Partner

Figure 10

PROFILE

Set up your profile with updated information about yourself.

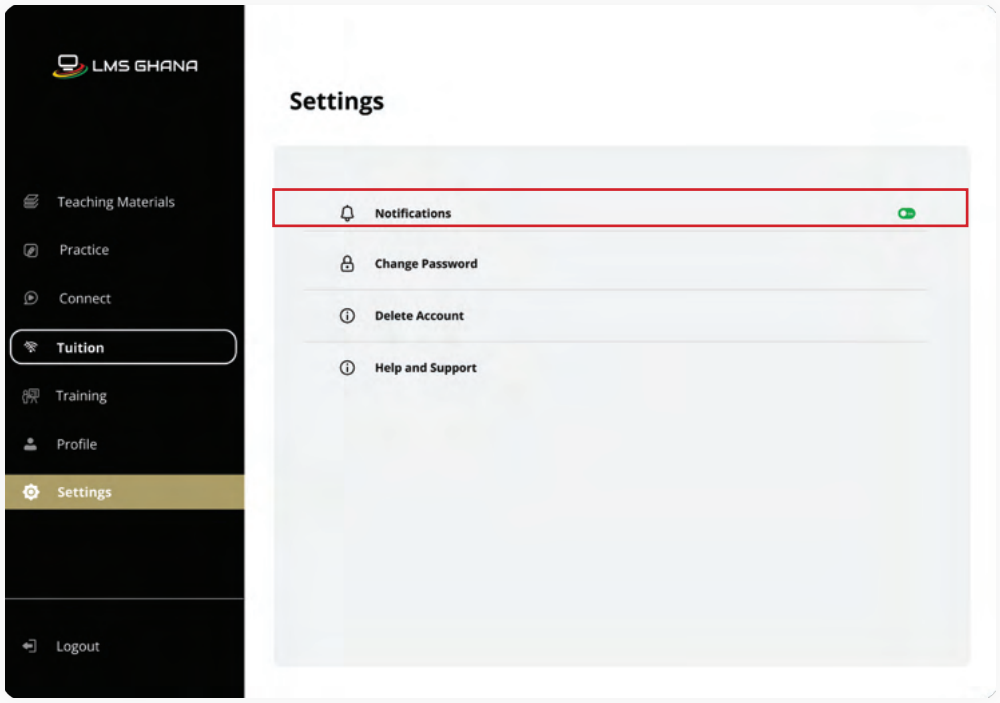
- Click on the Profile button.
- Input your information in the parameters listed.
- Click Edit at the bottom of the screen.
- Click Save at the bottom of the screen to effect the changes.



SETTINGS

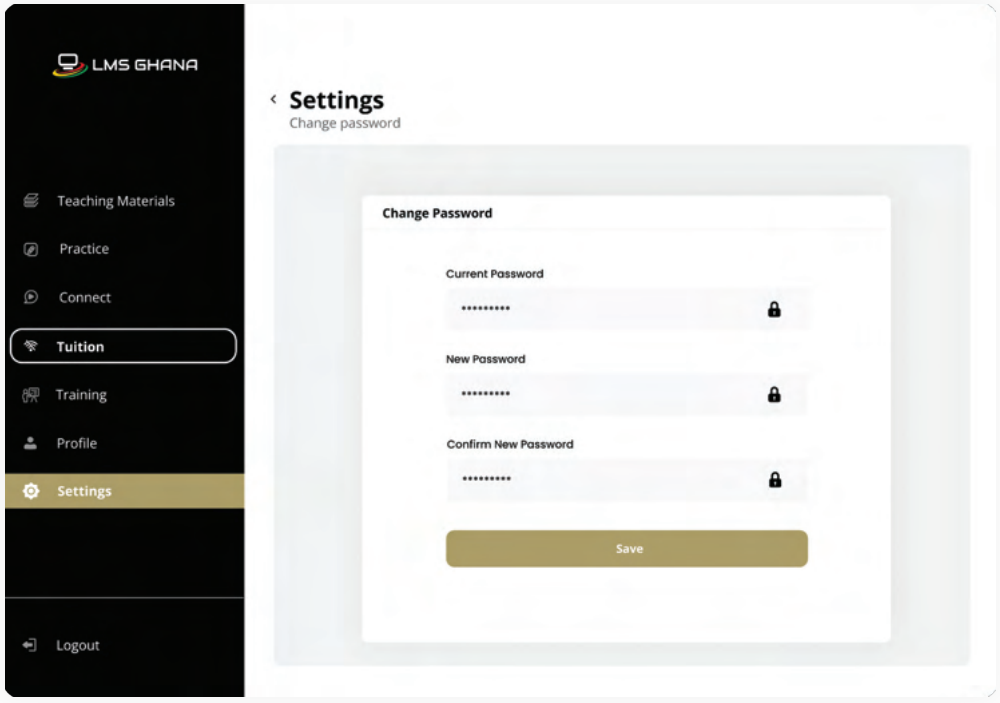
Notifications

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



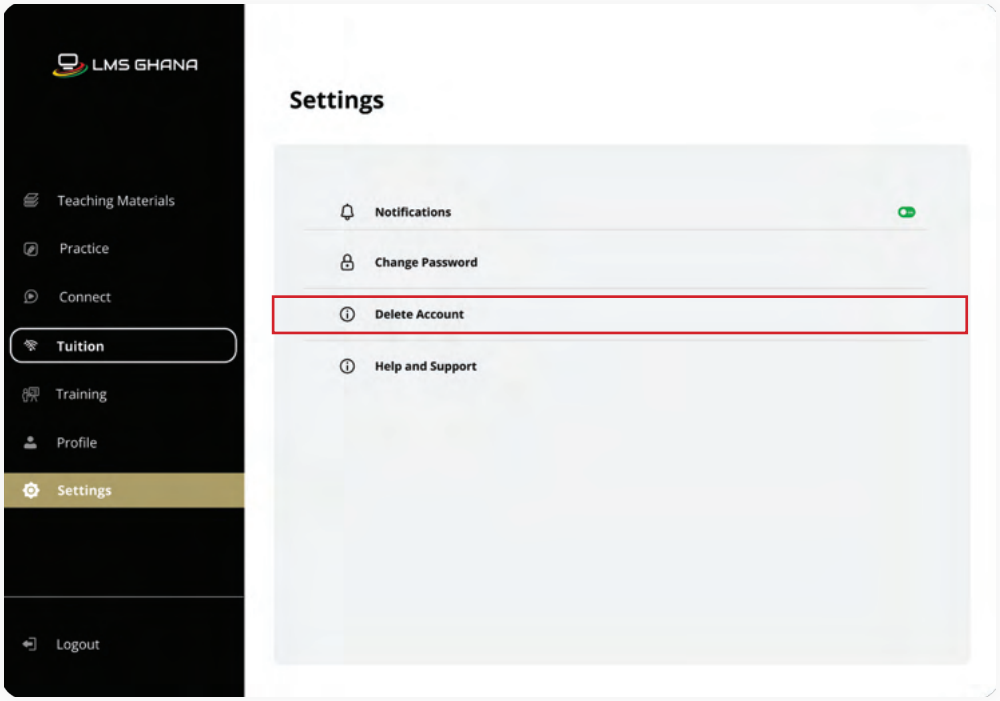
Change Password

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



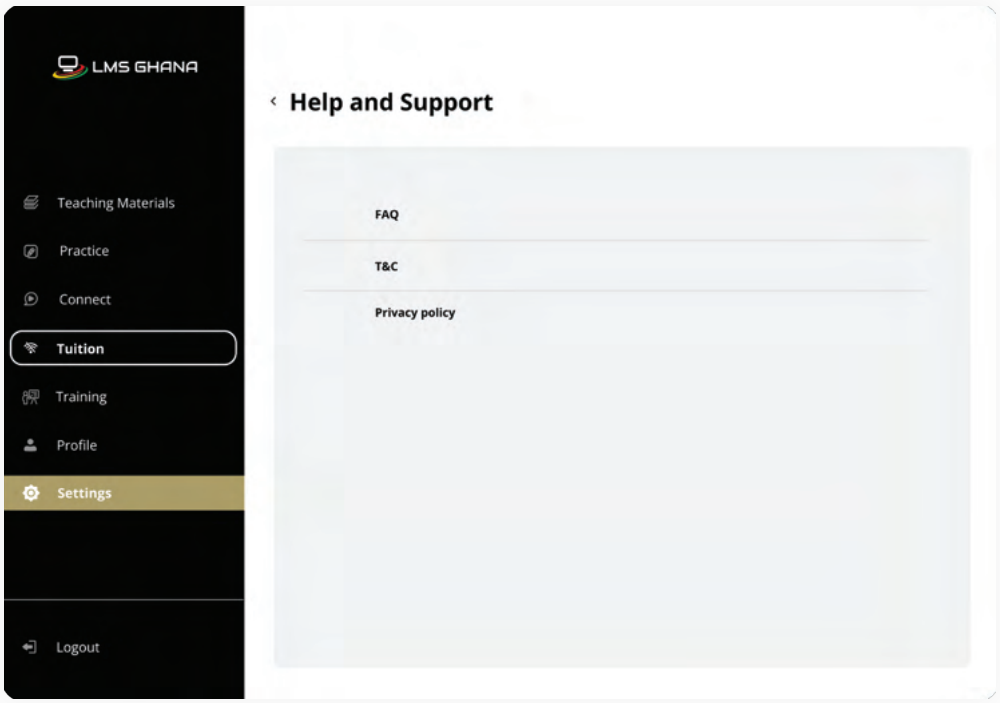
Delete Account

- Click on this button to delete your account completely.



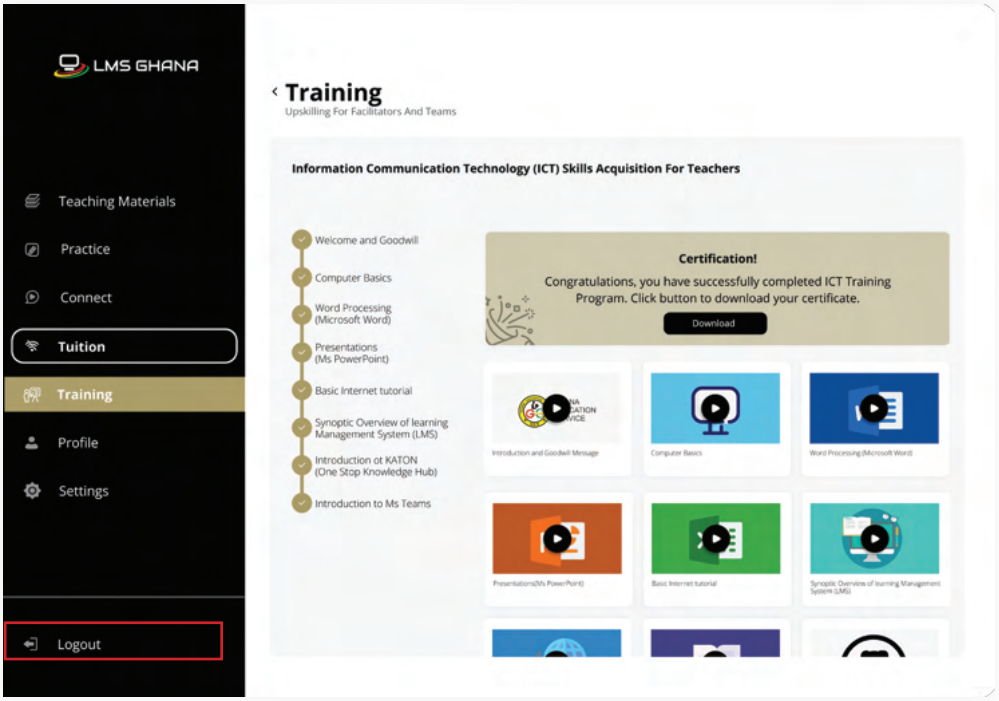
Help and Support

- 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.



LOG OUT

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



LMS GHANA OFFLINE PLATFORM USER GUIDE

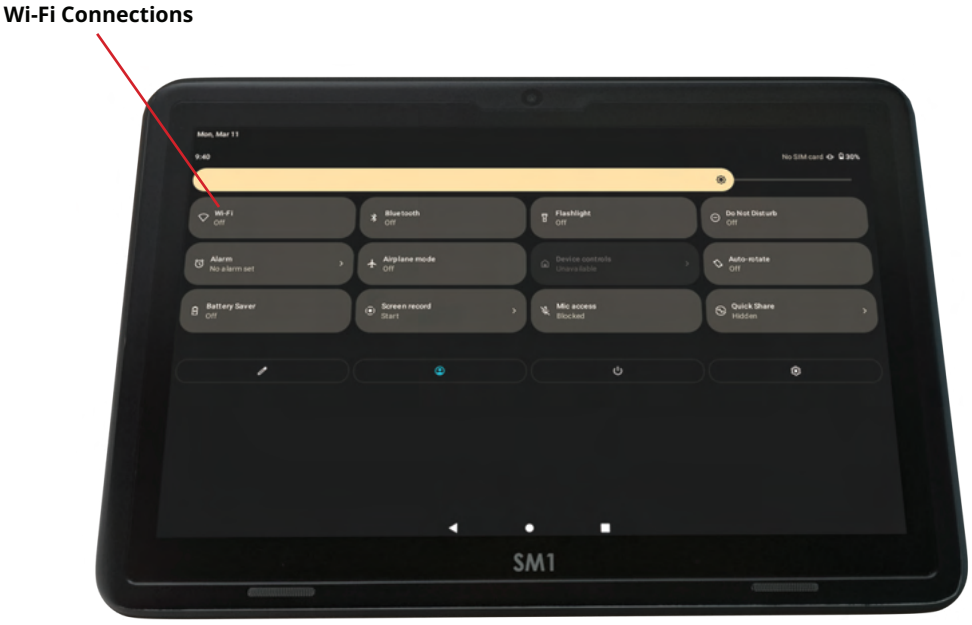
This guide is to help you learn LMS Ghana's offline platform features and how to navigate the platform to utilize it efficiently.

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

USER JOURNEY – STUDENT PLATFORM

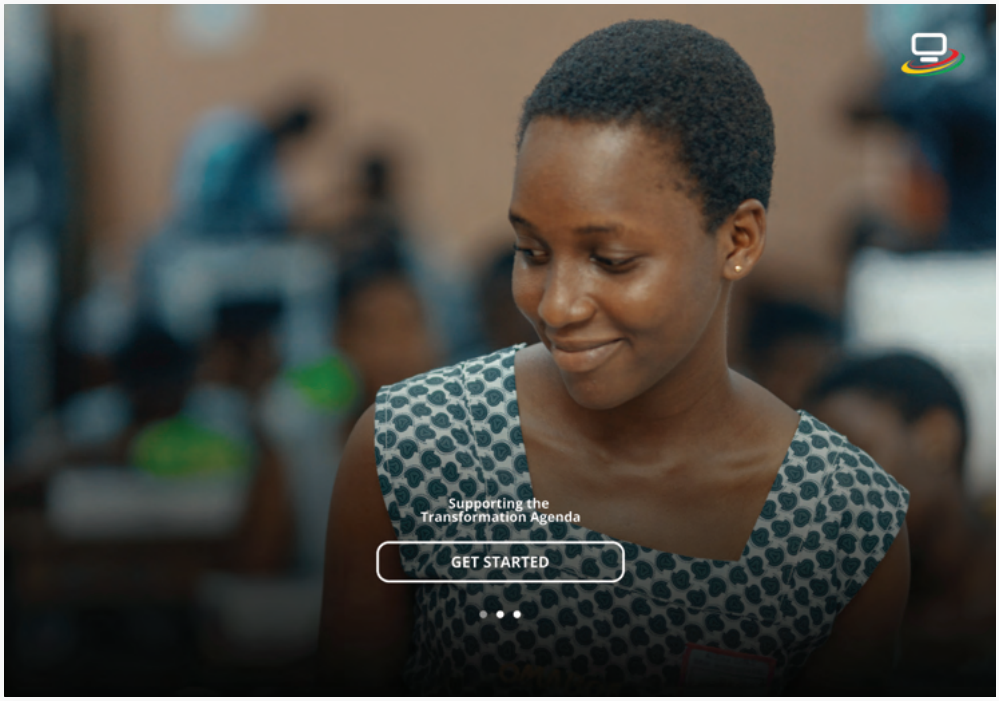
Before you begin

- 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

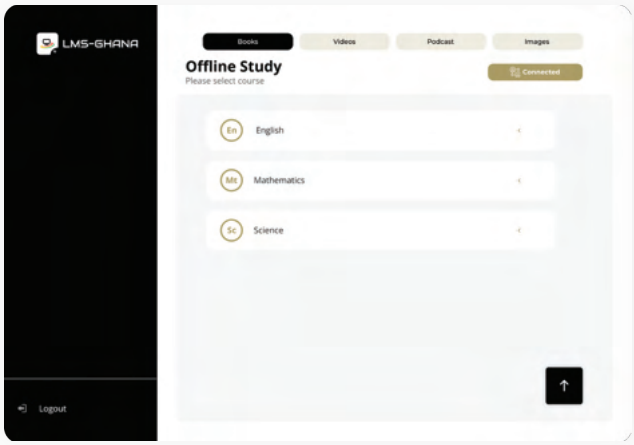
Open the LMS Ghana Offline app and select the Get Started button.

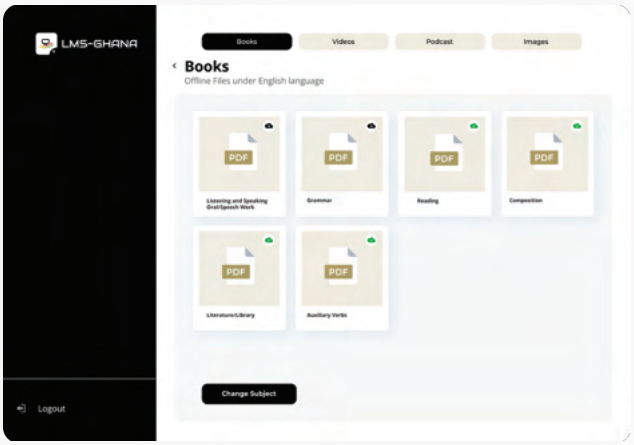


OFFLINE STUDY

Books

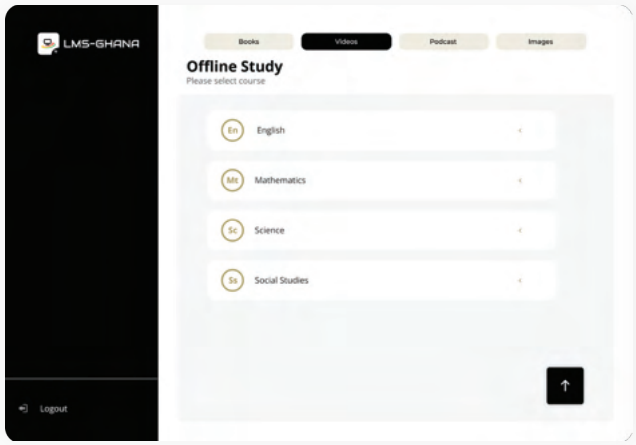
- Click on Books to access books on the offline platform.
- Select your preferred subject.
- Click on the cloud button on the top right corner of the cover page to download the book.
- Click on the cover page to access the downloaded book.

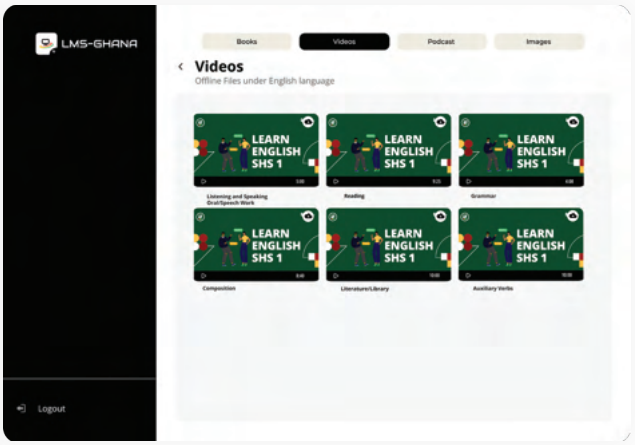




Videos

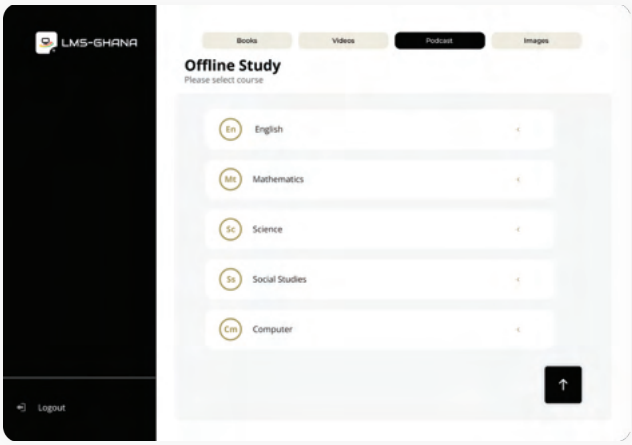
- Click on Videos to access videos on the offline platform.
- Select your preferred subject.
- Click on the cloud button on the top right corner of the cover page to download the video.
- Click on the cover page to access the downloaded video.

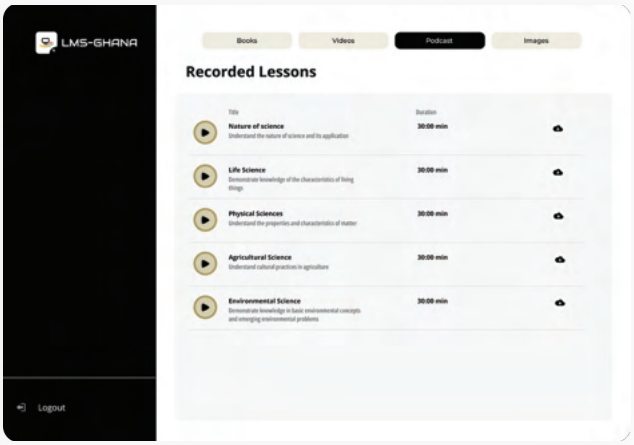




Podcasts

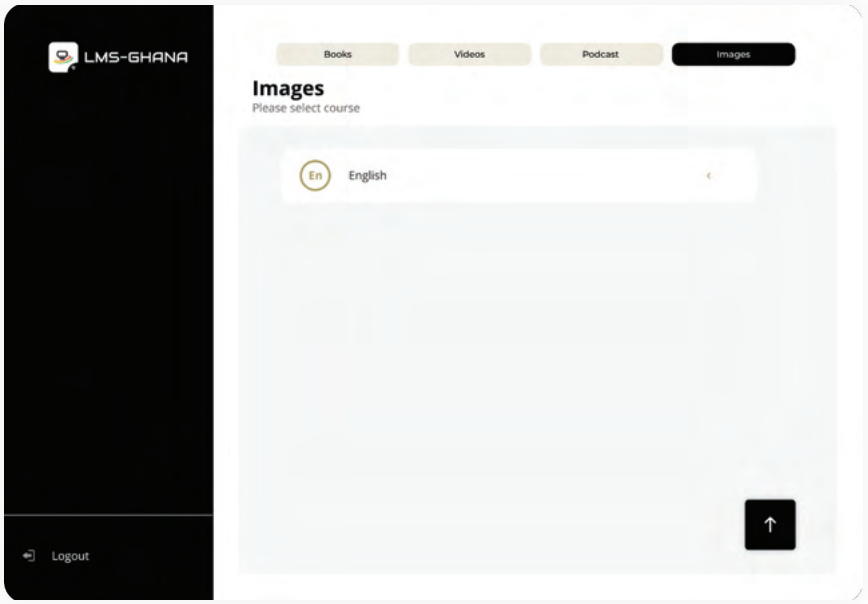
- Click on Podcast to access podcasts on the offline platform.
- Select your preferred subject.
- Click on the cloud button on the top right corner of the cover page to download the podcast.
- Click on the cover page to access the downloaded podcast.





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.



USER JOURNEY
TEACHER PLATFORM

Before you begin

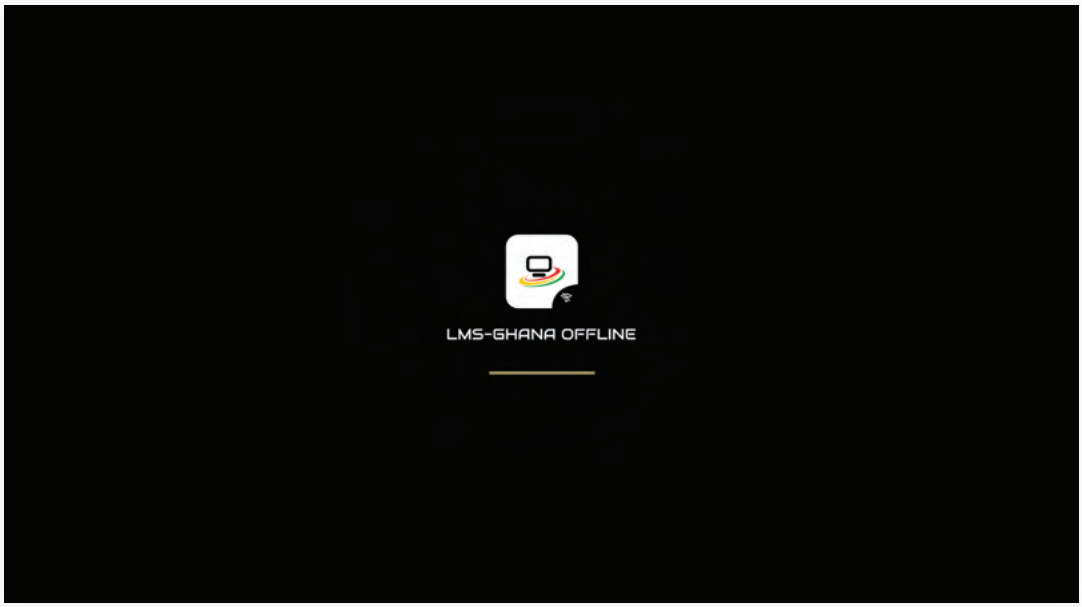
- Turn on your laptop.
- Check your internet connection and ensure that it is off.
- Ensure that you are connected to a router without an
- internet connection.

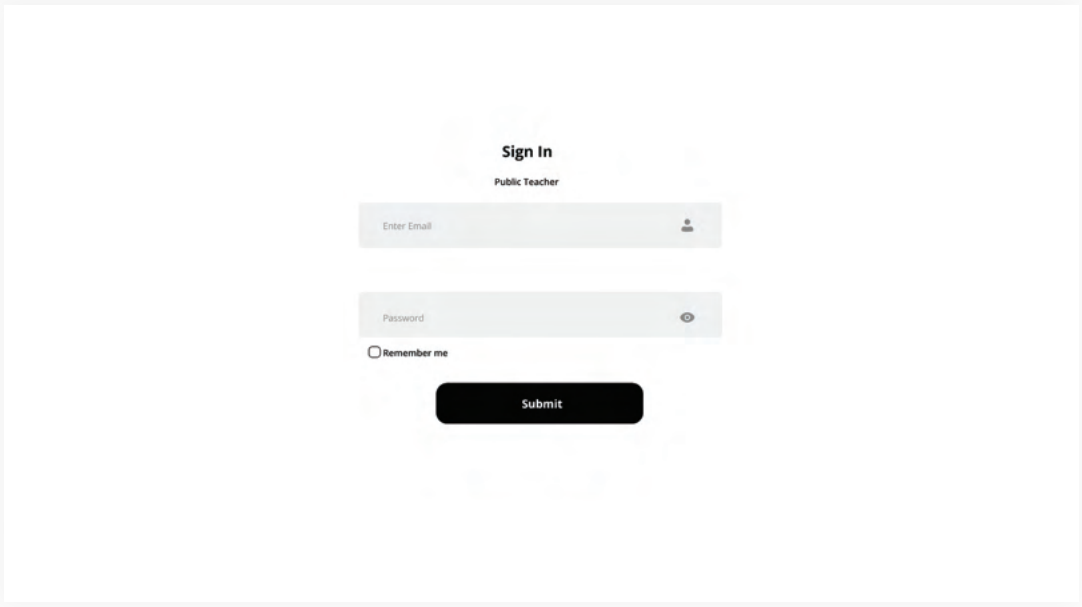
Get started with LMS Ghana

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

LOGGING IN

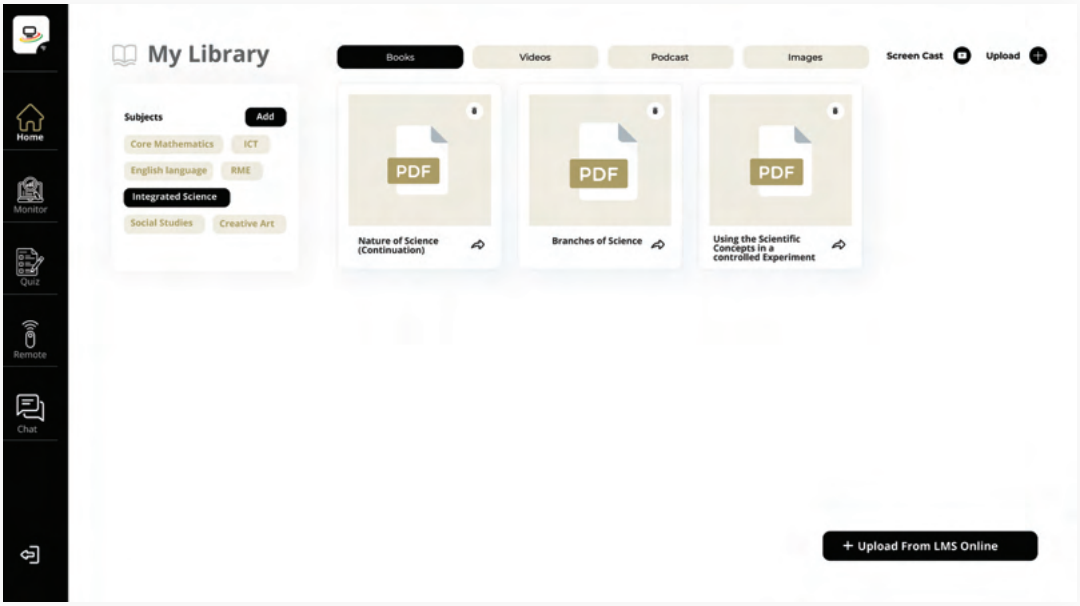
- Select the teacher tab, enter your login credentials (Email and Password) and click the LOGIN button beneath the page.





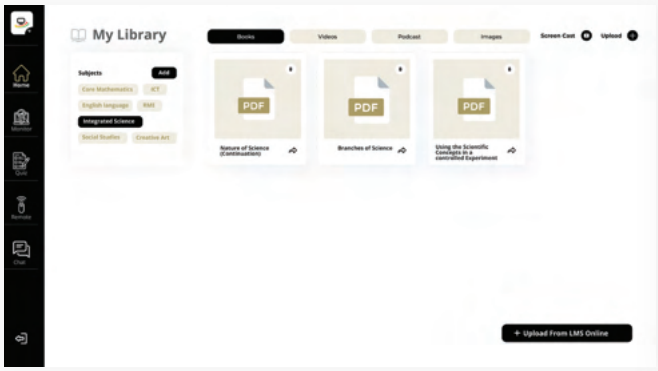
FILE SHARING FROM YOUR LAPTOP

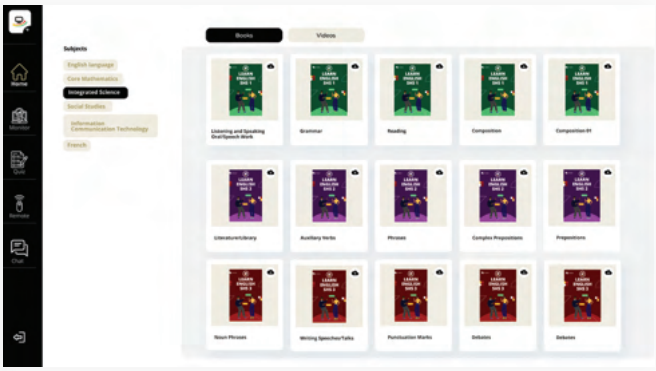
- Click the Upload button on the top right corner of the Home page.
- Select the file from your laptop.
- Click OK to upload the file to your offline platform.
- Click Add in the subject column on the top left corner to categorize the shared file under its respective subject and click OK.

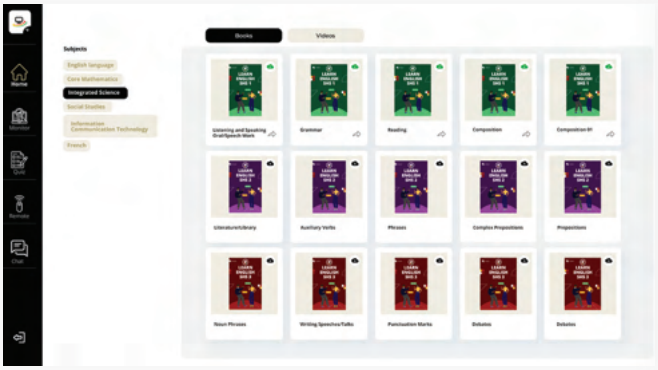


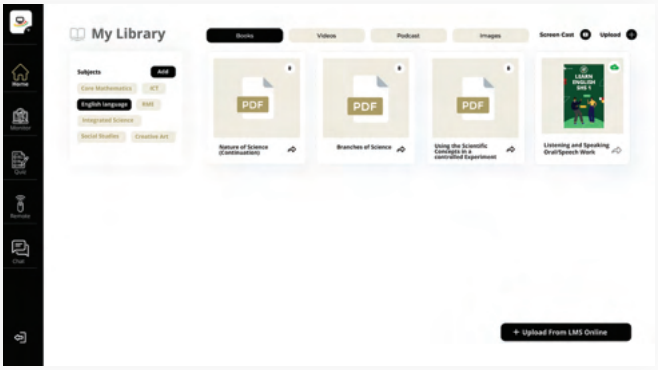
FILE SHARING FROM THE LMS ONLINE PLATFORM

- 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.



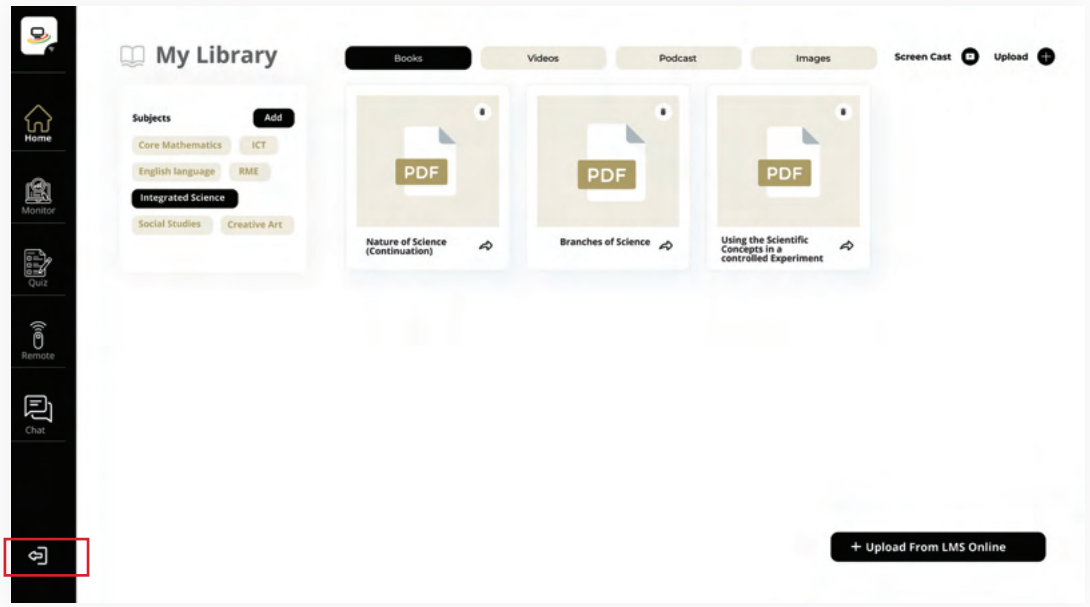






LOG OUT

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



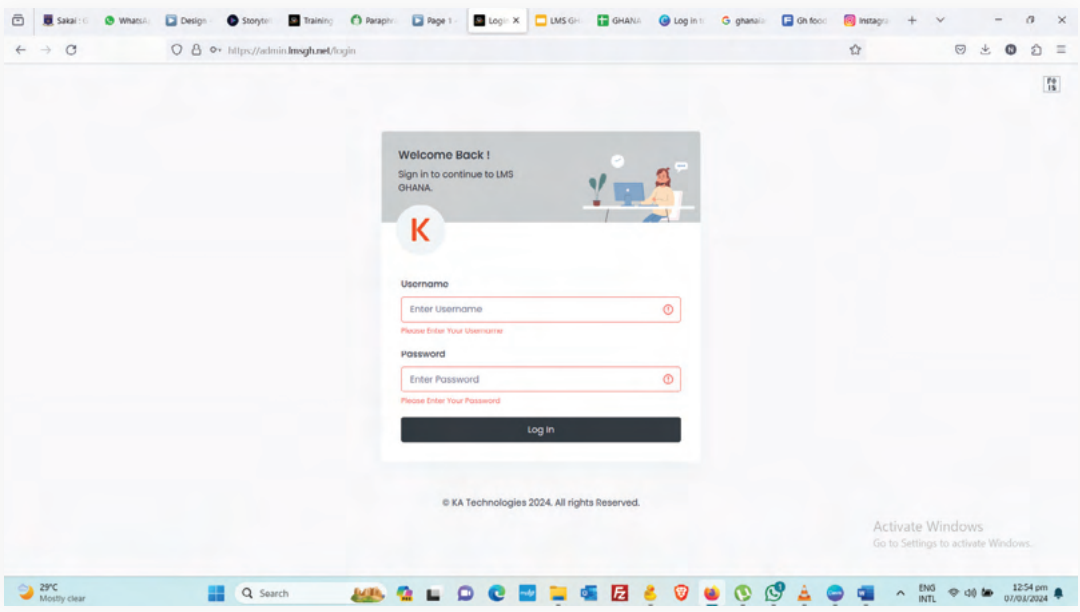
ADMIN DASHBOARD

HOW TO UPLOAD VIDEOS(CYBERDUCK)

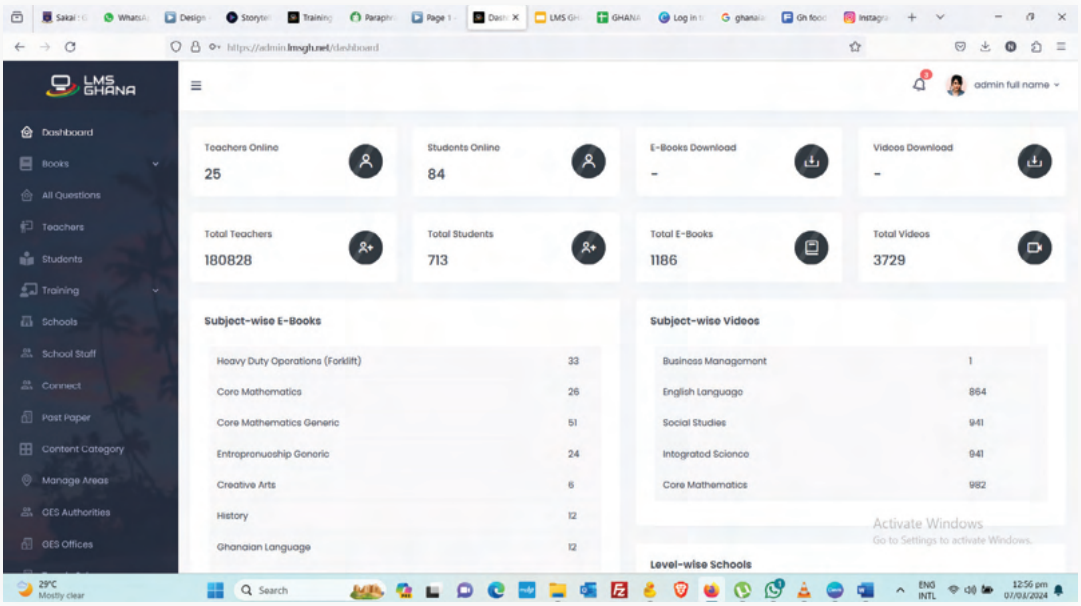
- Open the Cyberduck app
- Click on Open Connection and select the File Transfer Protocol
- Select the Server Amazon S3
- Enter the username and password
- Click on katon_prod_uploads
- Select kt_book from the drop-down menu
- Select bk_video from the drop-down menu
- Open the CENDLOS_CONTENT or the GES_VIDEOS folder
- Click on upload on the toolbar of Cyberduck
- And start uploading.

HOW TO UPLOAD VIDEOS(BACKEND)

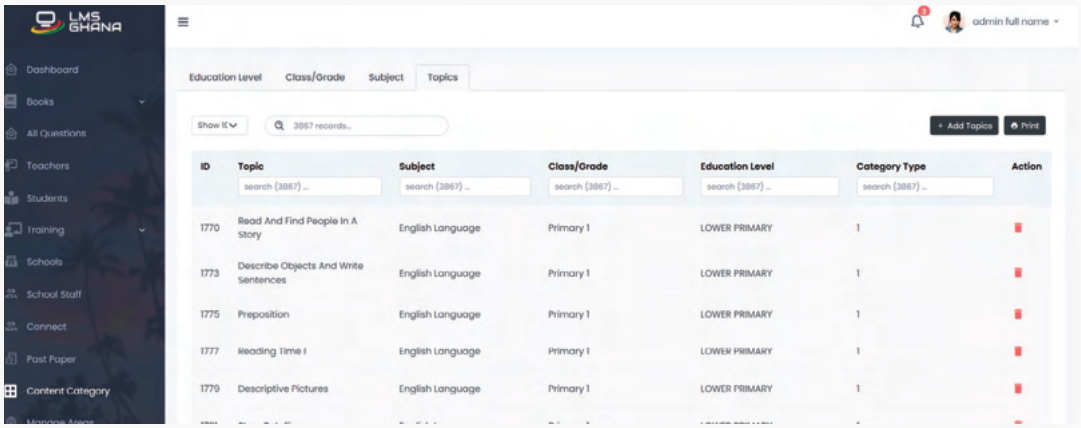
- Enter the admin dashboard with your admin username and password and click on the login button



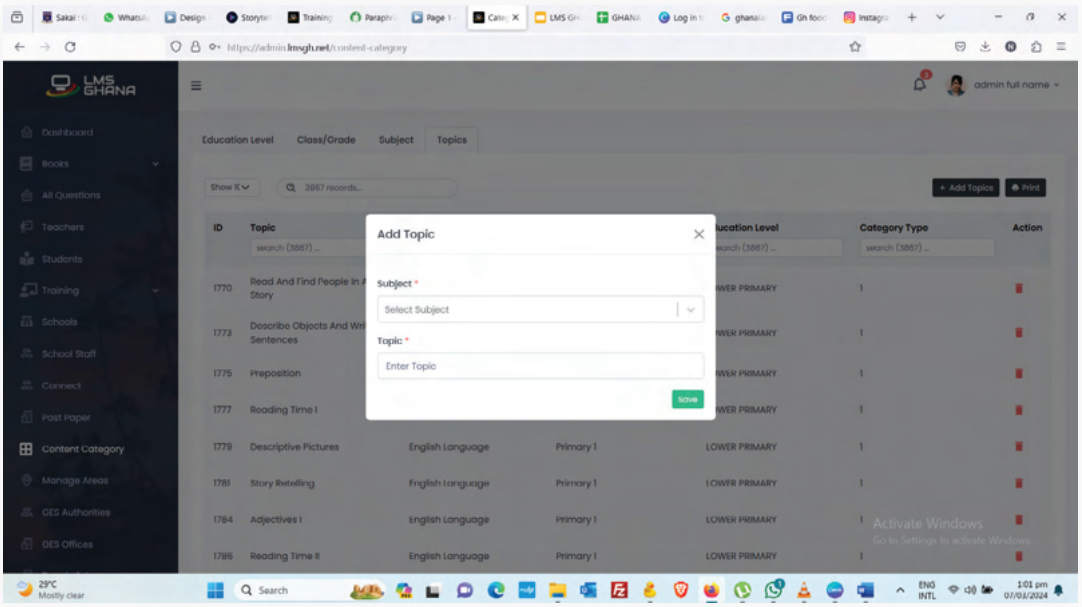
- You are welcome to the admin dashboard.



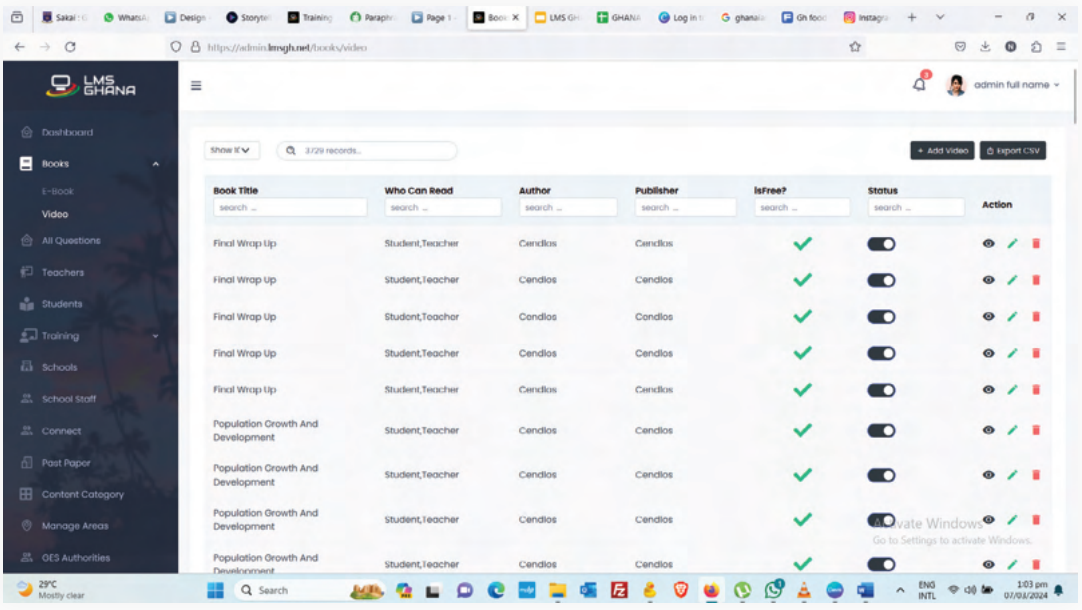
- To upload videos, you need to first upload the Topics of the videos in the content category.
- Select the content category button
- Click on Topics, and Click on Add Topics



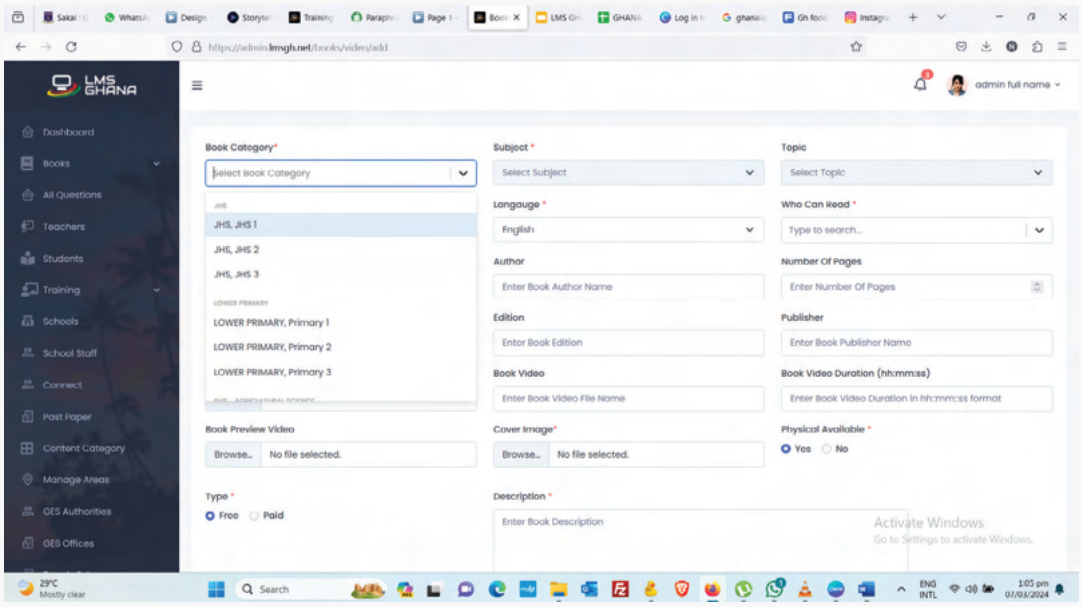
- Select the Subject of the exact video you want to upload (eg: Mathematics/English Language), Enter the Topic of the video, and click on Save.



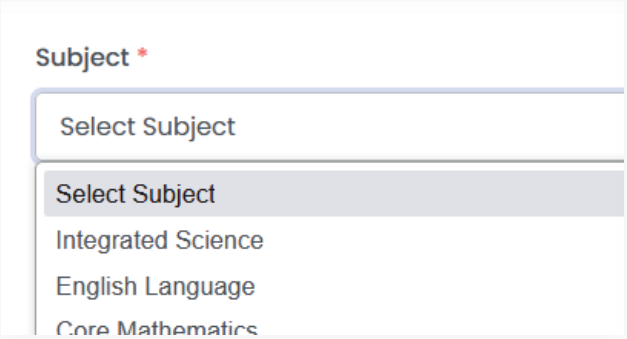
- Click on the Books button and Select Videos.
- Select Add Video

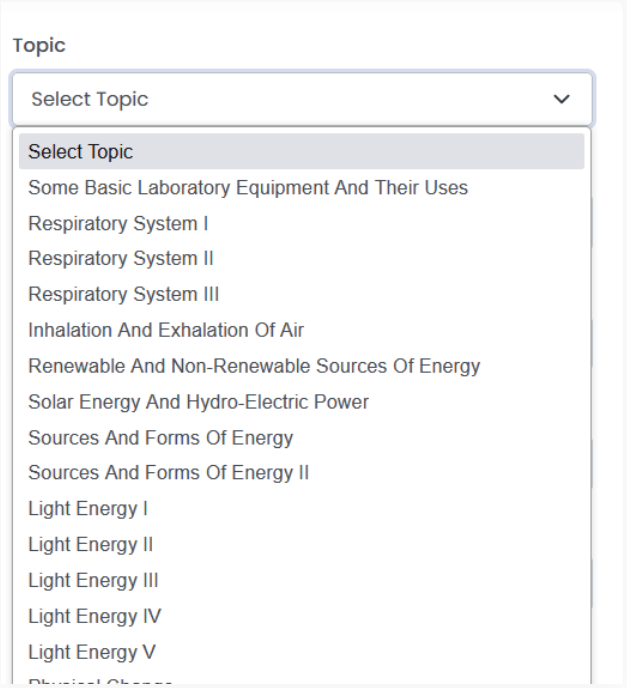


- Select the Book Category and add the category of the video to be uploaded

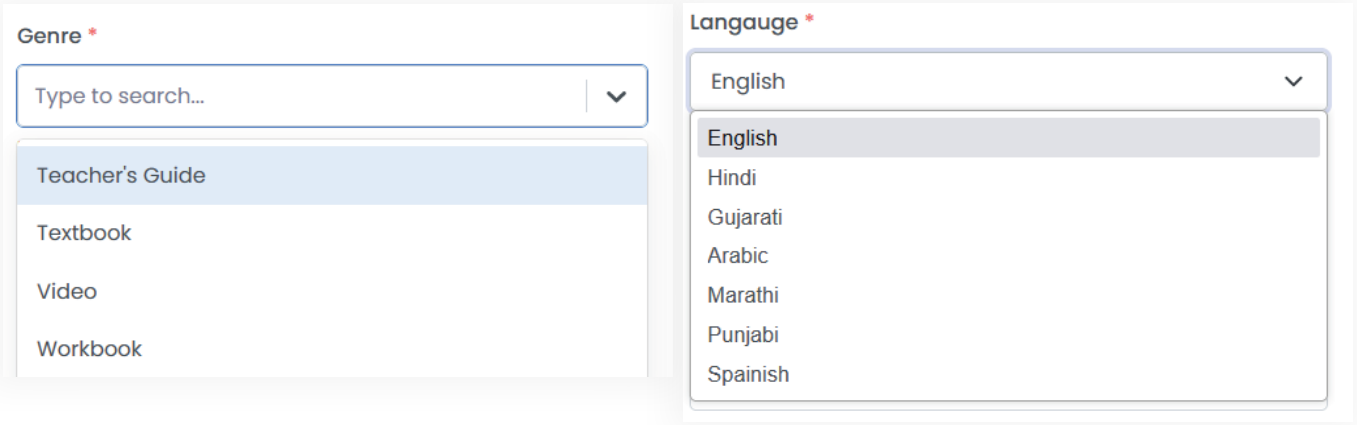


- Select the Subject and the Topic

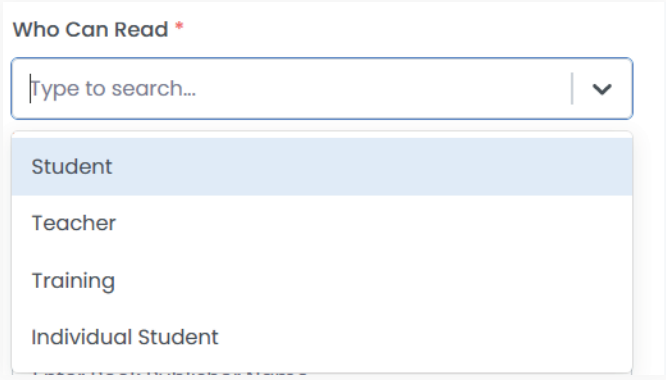




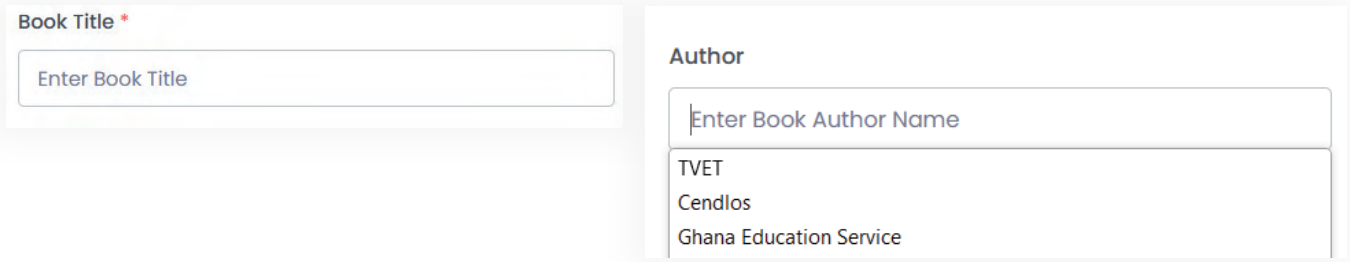
- Select the Genre and Language



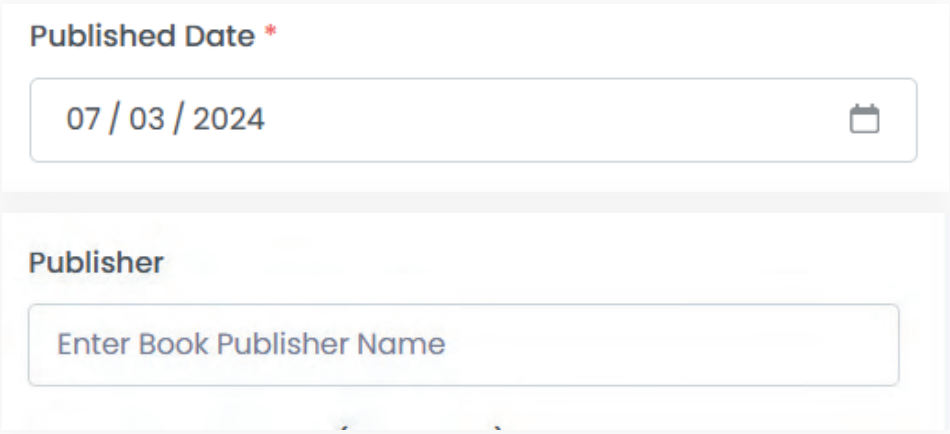
- Select Who Can Read (Teacher/Student)



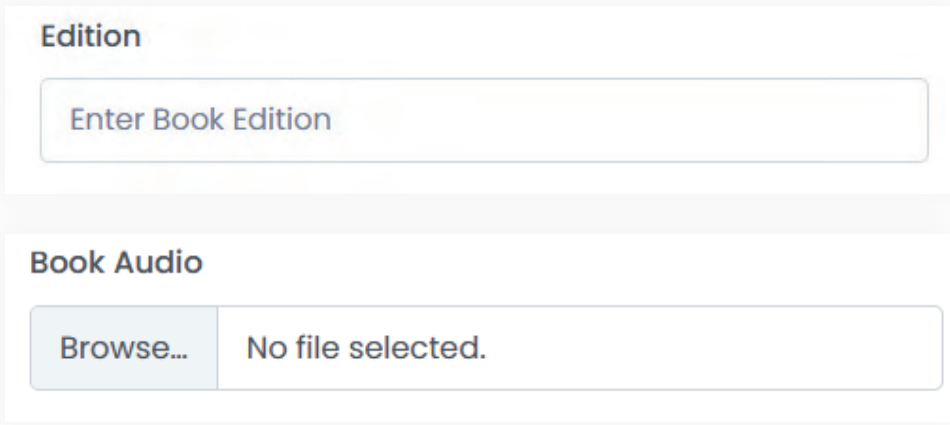
- Enter the Book Title and Author of the Video



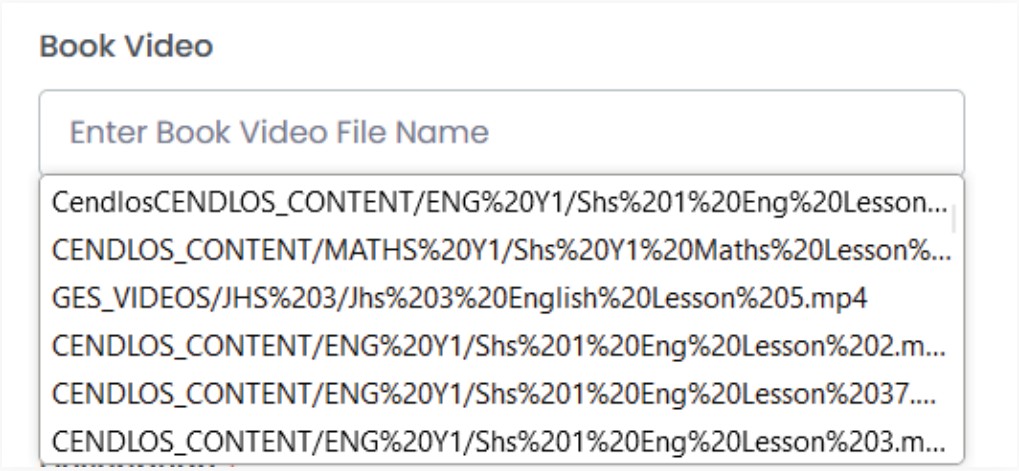
- Enter the Published Date and Publisher of the Video



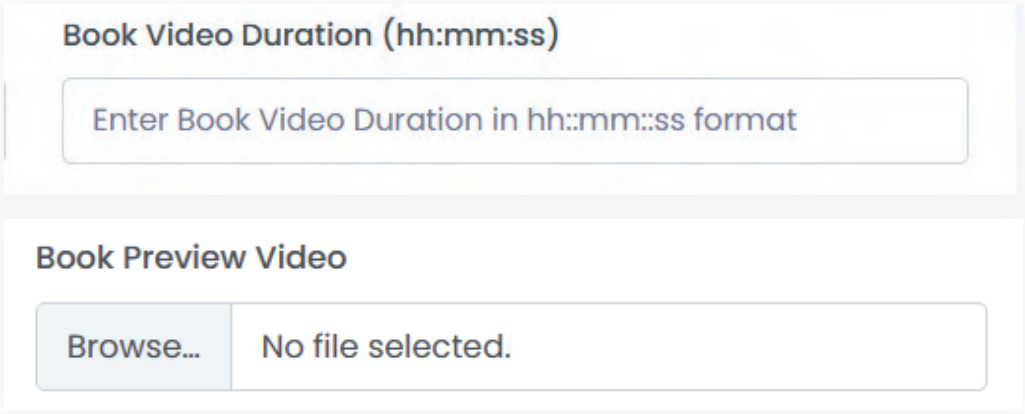
- Enter the Edition and Book Audio



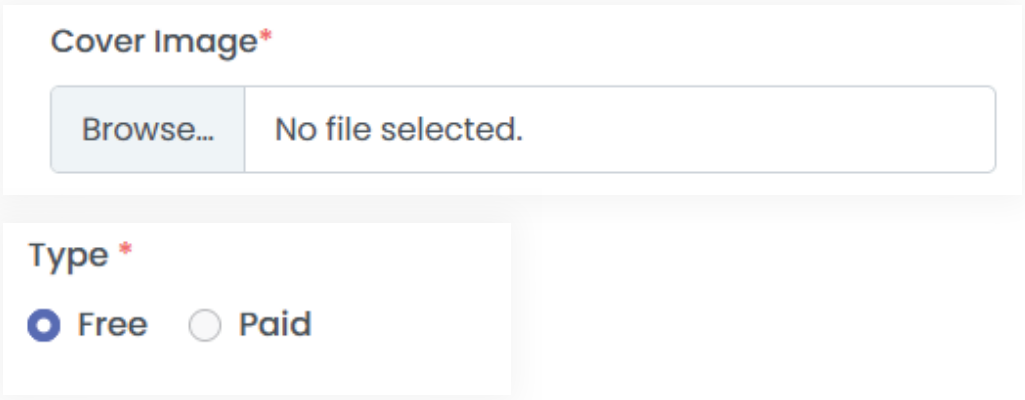
- Enter the Book Video (This is the link from Cyberduck so you copy the filename from Cyberduck and paste it in here)



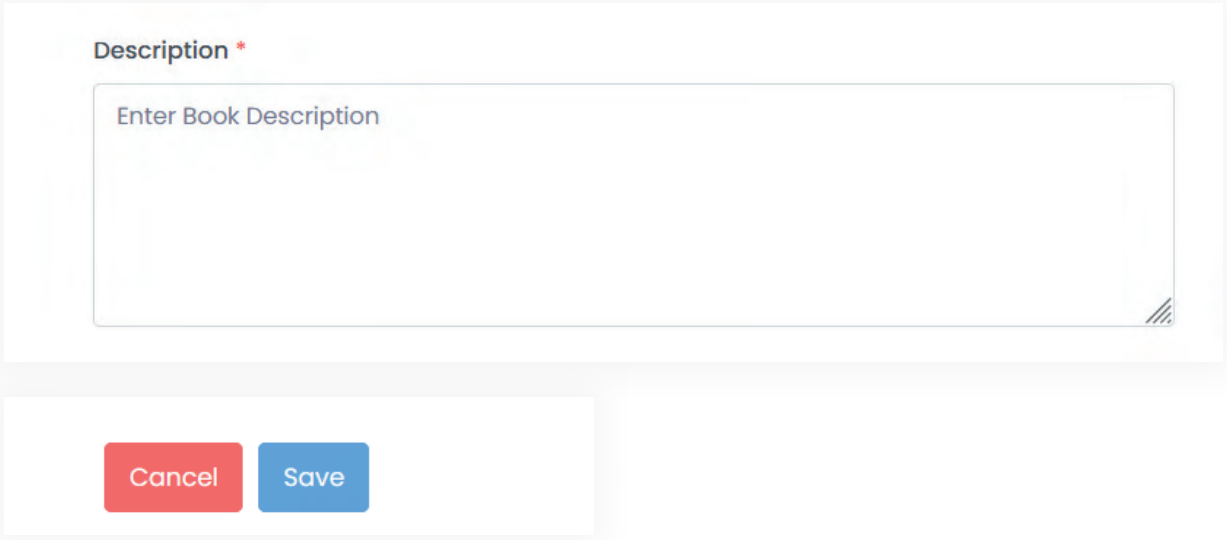
- Enter the Video Duration and Book Preview Video



- Select the Cover Image and Select if the Video is free or Paid

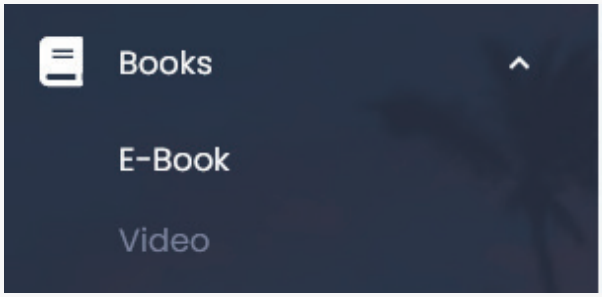


- Enter the Description of the Video and Click on Save

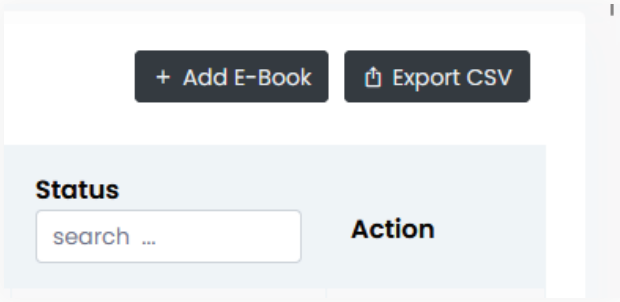


HOW TO UPLOAD EBOOKS

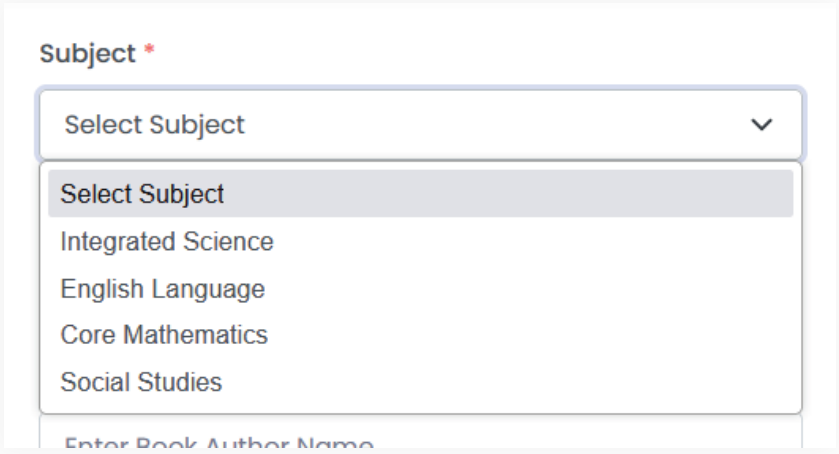
- Click on the Books button and Select E-books.



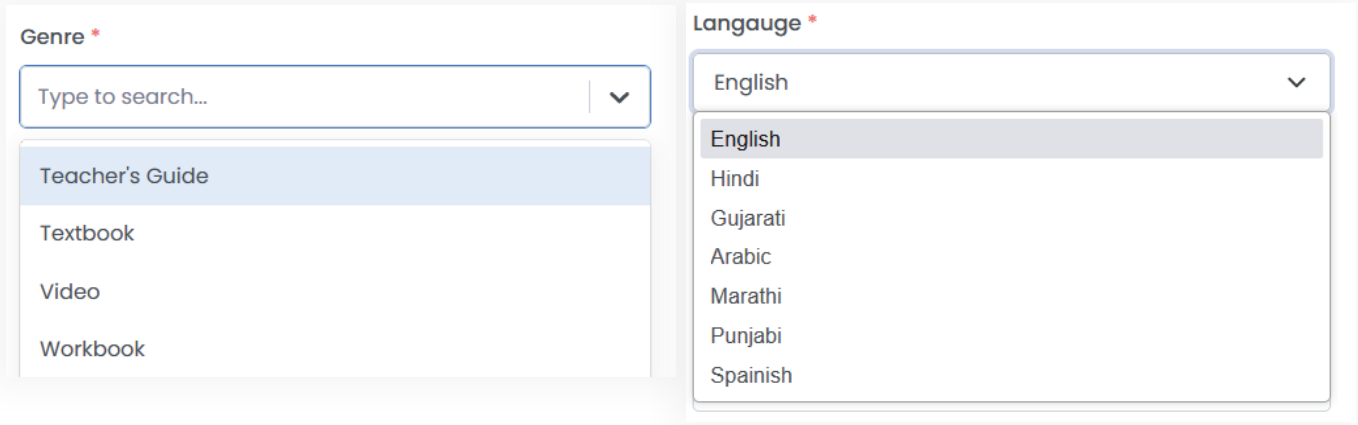
- Select Add E-book



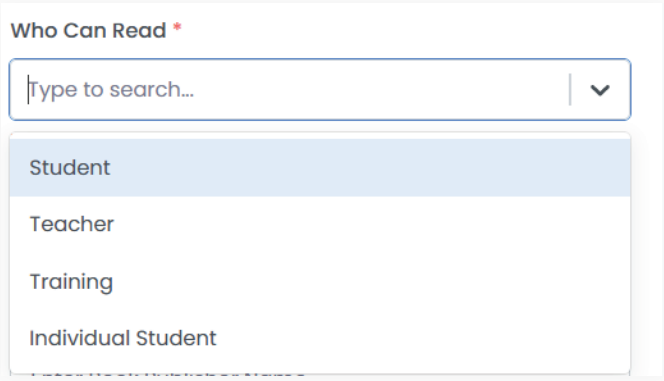
- Select the Book Category and add the category of the e-book to be uploaded
- Select the Subject



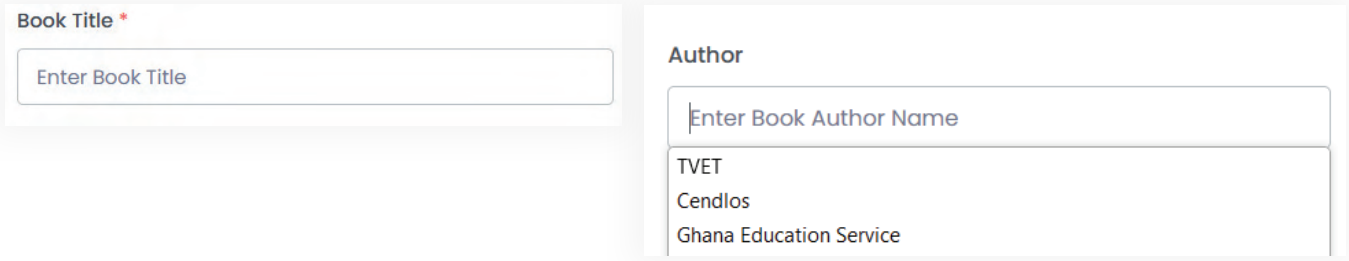
- Select the Genre and Language



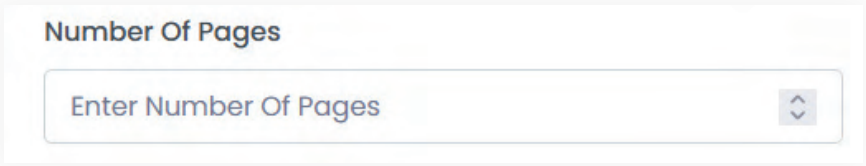
- Select Who Can Read (Teacher/Student)



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



- Enter the Number of Pages



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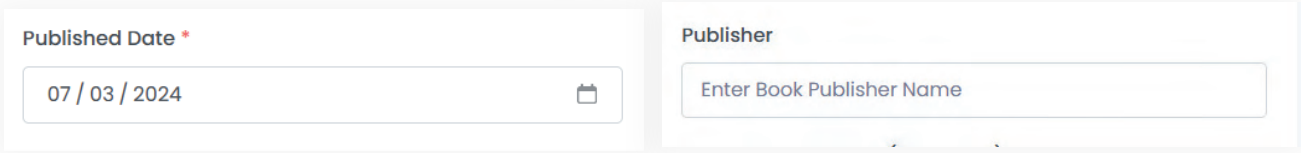
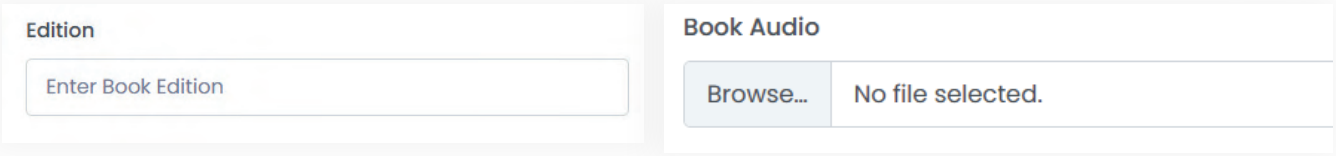
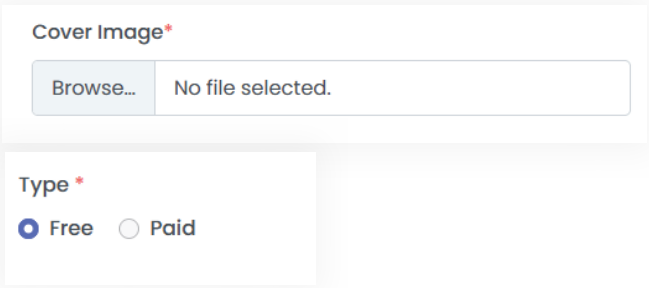


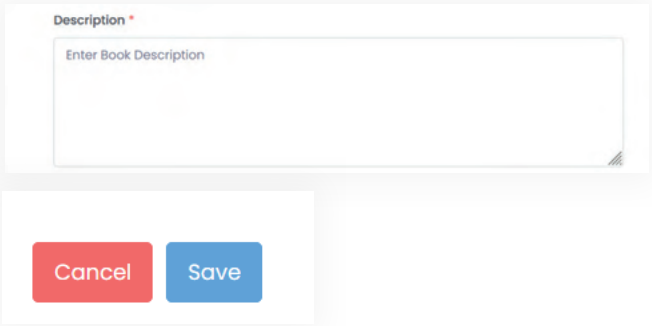
- Enter the Edition and Book Audio



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



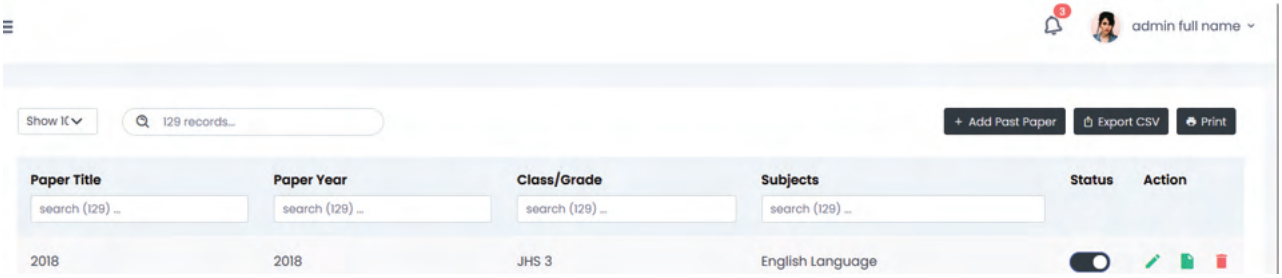
- Enter the Description of the e-book and Click on Save



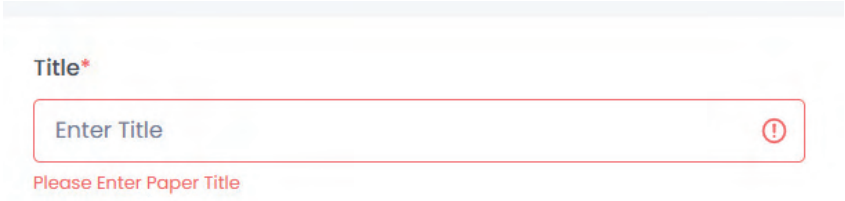
HOW TO UPLOAD PAST QUESTIONS

- Click the Past Paper Button

- Select Add Past Paper



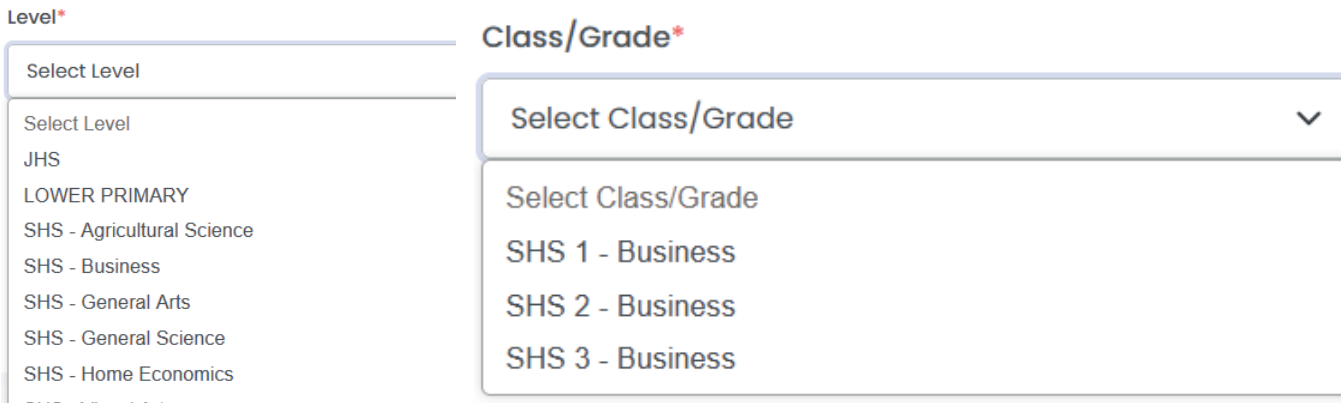
- Enter the title of the Past Paper



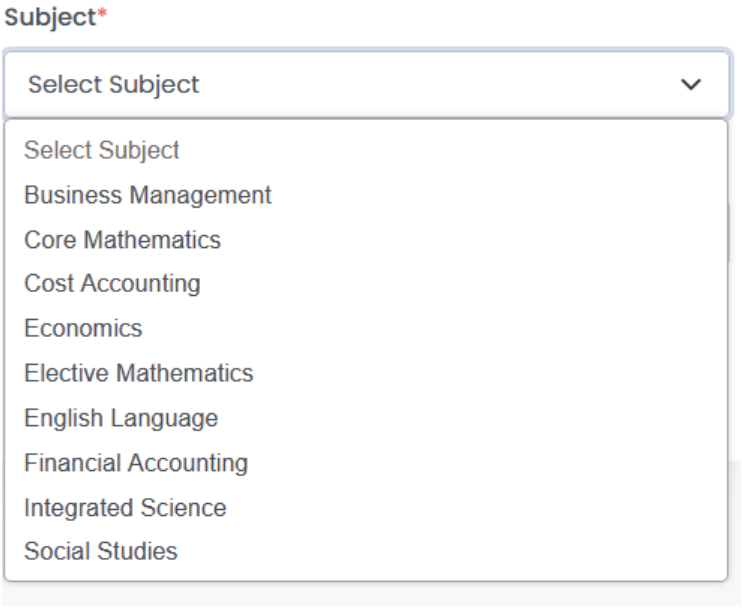
- Enter the Total Marks

- Enter the Year for the Past Paper

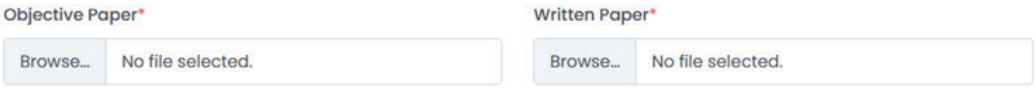
- **Select the Level and select the Class/Grade**



- **Select the Subject and the Body of the Past Paper**



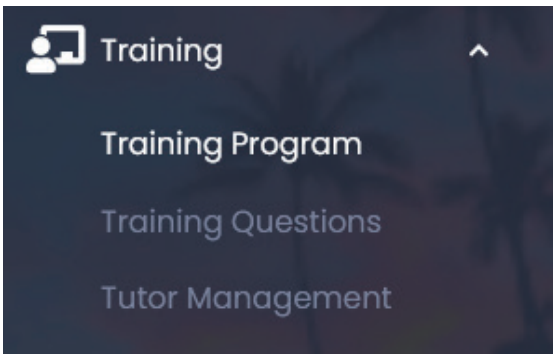
- **Enter the Objective Paper and Written Paper**



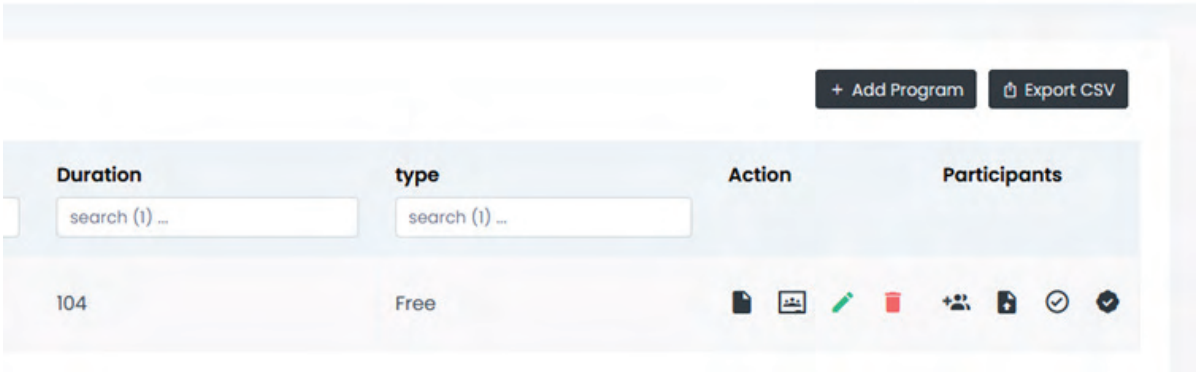
- Click on the Save Button Below

HOW TO UPLOAD A TRAINING PROGRAM

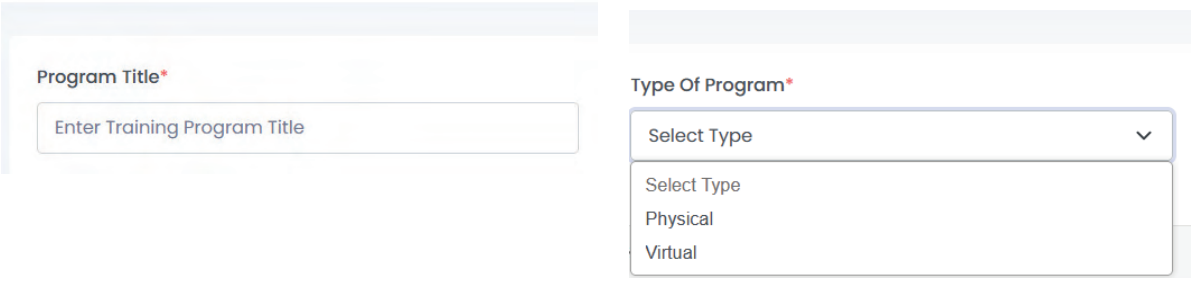
- Click on the Training button and Select Training Program



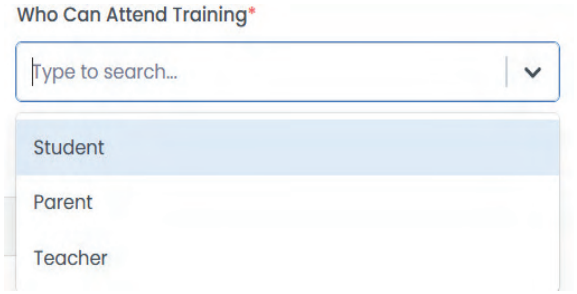
- Click on Add Training



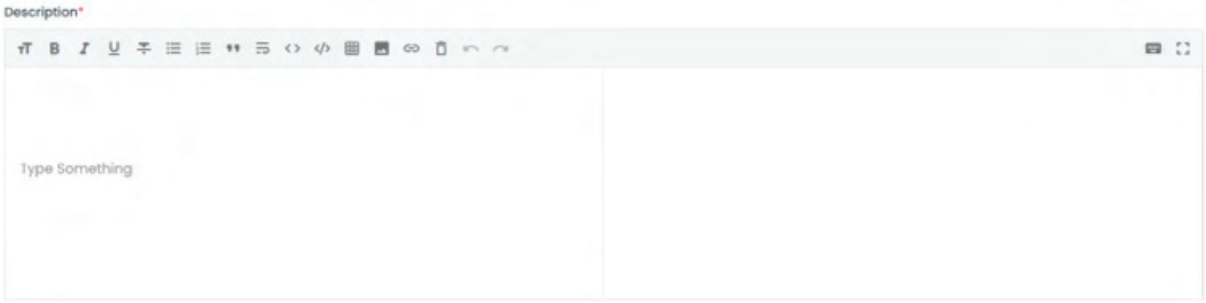
- Enter the Program Title and Select the Type of Program



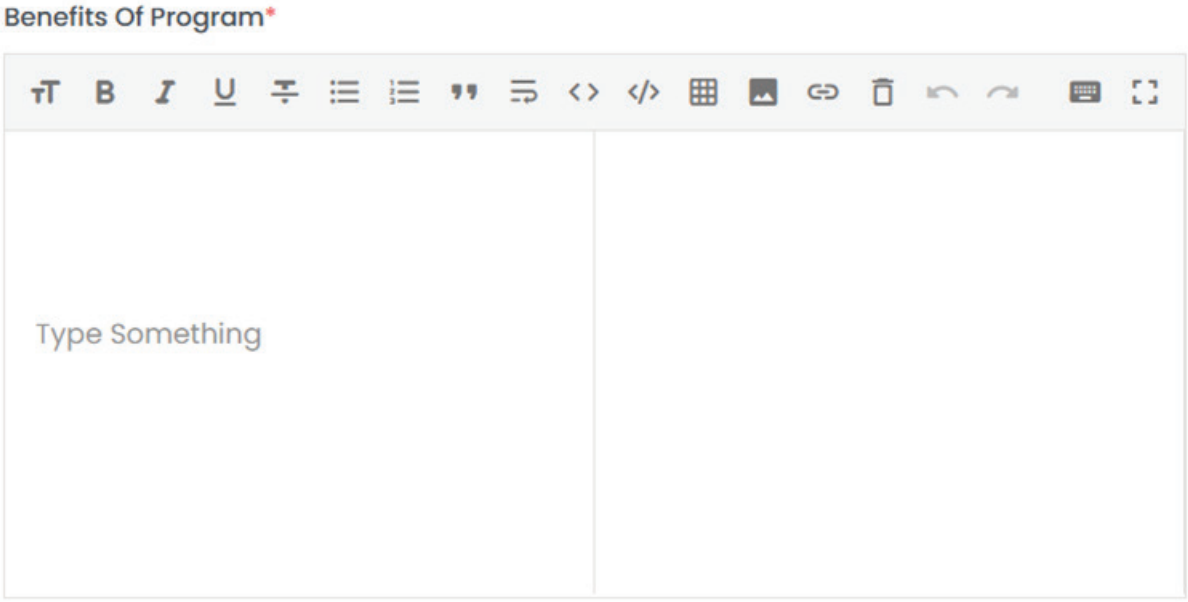
- **Select Who Can Attend Training**



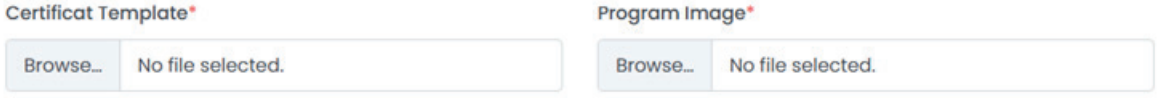
- **Type in the Description for the Training**



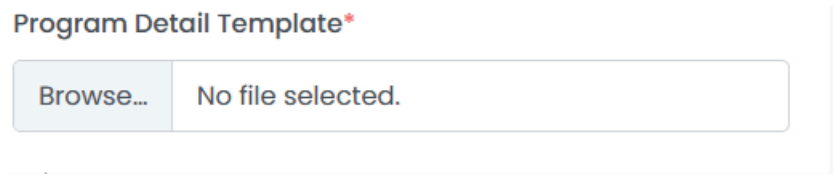
- **Type in the Benefits of the Program**



- **Upload the Certificate Template and Program Image**

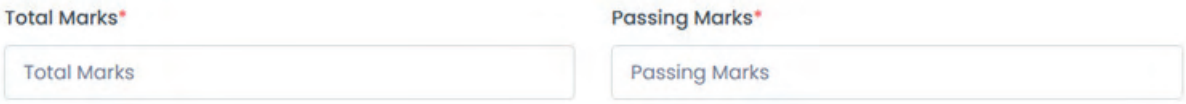


- Enter the Program Detail Template



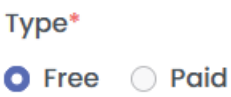
- Enter the Duration of the Training in Minute

- Enter the Total Marks for the Training and Passing Mark



- Enter the Mark Per Question

- Select if the Training is Free or Paid



- Click on the Save Button Below