

## ACCESS - LEARNING MANAGEMENT SYSTEM AND MODULE

### LOGIN TO WEB PAGE

[www.idstdentalcollege.com](http://www.idstdentalcollege.com)

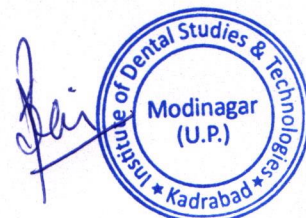
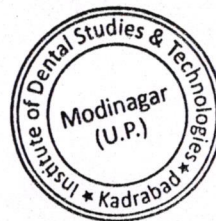
login page

enter user id and password

1. Master
  - a. Total Members
  - b. Units
  - c. Topics
  - d. Views
  - e. Subjects
    - i. Code
    - ii. Course
    - iii. Unit
  - f. Exam
    - i. Code
    - ii. Course
    - iii. Paper
    - iv. New exam
  - g. Assignments
    - i. Class
    - ii. Subjects
    - iii. New assignments
2. Question
  - a. Add question
  - b. View question \*
  - c. Upload question
3. Change password

### OPERATIVE STEPS IN CENTRAL LIBRARY

1. LOGIN
  - a. ENTER ID
  - b. ENTER PASSWORD
2. HOME PAGE
  - a. SELCET "ISSUE"



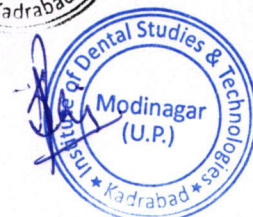
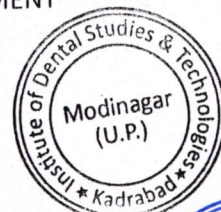
3. ISSUE
  - a. ENTER BOOK DETAILS
  - b. STUDENT DETAILS
  - c. CLICK ON "ISSUE BOOK" ICON
4. RETURN
  - a. ENTER ACCENSION NUMBER OF THE CONEREND BOOK
  - b. RECORD IS REFLECTED
5. SEARCH BOOK IN LIBRARY
  - a. ENTER ACCESSION NO.
  - b. RECORD REFLECTED ALONG WITH LOCATION OF THE BOOK
6. VERIFICATION OF BOOK ISSUE RETURN
  - a. ENTER ACCESSION NO.
  - b. RECORD OF THE CONEREND BOOK REFLECTED WHETHER ISSUED/OR RETURNED

#### **OPERATIVE STEPS FOR DR KCLICK**

1. LOGIN
  - a. ENTER ID
  - b. ENTER PASSWORD
2. HOME PAGE
  - a. SELCET DAYSHEET
3. DAYSHEET
  - a. SELECT ON THE SEARCH ICOMN AGAINST THE NAME OF THE PATIENT
  - b. CONFIRM PATIENT ARRIVAL
  - c. ALLOT PATIENT TO STAFF/ RESIDENT/STUDENT
4. ENTER OPD REPORTS
  - a. SELECT DEPARTMENT REPORT TEMPLATE
  - b. ENTER FINDINGS
  - c. SELECT TOOTH CHART
5. TOOTH CHART
  - a. MARK CONERENED TOOTH AND TREATMENT
  - b. COMPLETED TREATMENT REFLECTED BELOW THE CHART
6. REFFERAL/ RECALL
  - a. SELECT DEPARTMENT TO BE REFFERED OR FIX APPOINTMENT FOR RECALL
  - b. SELECT NEW APPT ICON ON DAY SHEET
  - c. ENTER THE DATE AND TIMEW FOR NEW APPOINTMENT

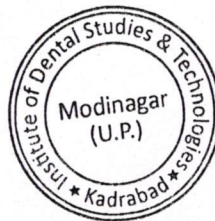
#### **OPERATIVE STEPS FOR ADMISSION SOFTWARE**

1. LOGIN
2. HOME PAGE
3. APPLICATION





- a. VIEW APPLICATION
  - b. FORM RECEIPT
- 4. REGISTRATION
  - a. NEW REGISTRATION FORM
  - b. SEARCH REGISTRATION AS AND WHEN REQUIRED
- 5. ADMISSION
  - a. VIEW ADMISSION
  - b. SEARCH ADMISSION
- 6. FEE
  - a. FEE DETAIL ENTRY
  - b. DETAIL VERIFICATION
  - c. FEE VIEW AND PRINT RECEIPT



## **EXAMINATION**

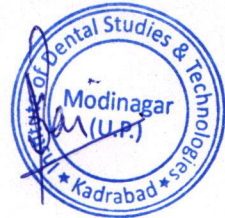
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# **ADMINISTRATION**

## **LEARNING MANAGEMENT SYSTEM STANDARD PROCEDURES AND GUIDELINES**

### **PURPOSE**

To define the Standard Procedures and Guidelines that governs and promotes the efficient use of the Learning Management System (LMS) and ensures compliance with Institute of Dental Studies & Technologies

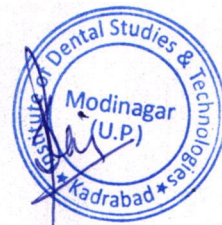
### **LMS STANDARD PROCEDURES AND GUIDELINES**

The Institute of Dental Studies & Technologies recognizes the LMS facilitates and enhances the process of teaching and learning but as with all educational resources seeks to promote their efficient use in a manner that supports the Institute academic mission and is in accordance with legislation and Institute policy.

Accordingly, access to LMS courses shall only be by authenticated, approved Users (students and staff) who require access to specific courses according to the role and responsibility of each User and only for a reasonable period of time. All requests for course creation and integration of external applications shall comply with prescribed forms and processes. Additionally, all use of the LMS shall be in compliance with applicable legislation and Institute policy regarding, but not limited to, Copyright, Acceptable Use of Information Technology, and Privacy.

### **LMS Management and Administration**

1. The IT Department of Institute of Dental Studies & Technologies is responsible for the administration of the LMS.
2. The LMS Administrator is responsible for the management and administration of all aspects of the LMS including but not limited to:
  - a. User interface components and design, navigation links, and tool configuration and availability.
  - b. Course components including site design and structure, course codes and term designations.
  - c. External Learning Tools and other services integration.
3. Requests for changes to standard templates and configurations within the LMS shall be made to the LMS Administrator. Requests will be assessed by the LMS Administrator, and if approved will follow standard web design practices and principles for usability and accessibility.





### **User Management and Access**

1. All Users to be authenticated with unique credentials, and use the LMS for Institute affiliated purposes only.
2. All Users to access the system through an assigned user id and password.
3. In order to ensure privacy, protection of intellectual property and the integrity of materials, access to courses in the LMS is regulated.
4. Faculty / Employees may be granted access to courses when requested by the Course Creators for pedagogical and advisory purposes. These requests for access must be forwarded in writing to the LMS Administrator.
5. In certain circumstances a person, group, or organization, other than Users or Employees, who are affiliated with the Institute may request access to the LMS for approved Institute purposes. When deemed appropriate, and within the licensing limitations of the LMS, a Guest Account with a defined LMS user role may be created. All requests for a Guest Account must be received and approved by the LMS Administrator.
6. Employees other than the LMS Administrator are responsible for obtaining written permission from the course creator of record in order to receive access to another Course Creator's LMS course.
7. A User's account is deemed "inactive" if they have not logged into the LMS at least once over a period of two years. Inactive accounts will be deleted on a yearly basis.
8. All Users are required to comply with the Institute's "Acceptable Use of IT Policy".

### **Confidentiality and Privacy of Information**

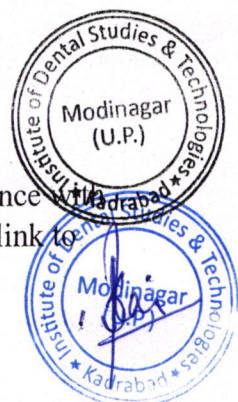
1. Confidentiality and privacy of information within the LMS are maintained via authentication using an assigned.
2. All Users are required to comply with the Institute's "Privacy Policy".

### **Course Creation Process**

1. Course sites must be requested by the course creator of record using the online Nexus Course Request Form
2. Course sites are created by the LMS Administrator in the order that they are received and are processed within 3-5 business days of receipt.
3. A high volume of requests are received at the beginning of each term. During these times courses may take longer than five days to process.

### **Use of Copyrighted Materials in the Learning Management System**

1. Course Creators may post copyrighted materials to the LMS only in compliance with the Institute's "Copyright Policy". This applies to all copyrighted materials, link to





materials, including materials used in the Institute of Dental Studies & Technologies. Posting copyrighted materials within the LMS course should be done through the Reserve Readings link located on the LMS course navigation bar.

2. The Copyright Office may periodically review copyrighted materials posted to the LMS.

### **User Course Content, Backup and Download Responsibilities**

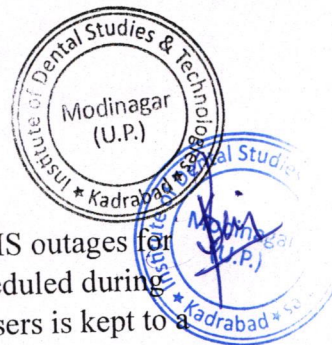
1. All Course Creators are responsible for their own course content, assignments, and any other related materials.
2. Course Creators are strongly encouraged to follow standard file management practice and are responsible to maintain backup copies of all materials outside of the LMS.
3. Copying Course Content from Learning Management System Courses Course Materials, including slides, notes, outlines, presentations, handouts, tests, exams, and other course and lecture Materials, shall not be copied to another course without the written consent of the Course Creator.

### **Backup and Deletion of Learning Management System Courses**

1. Course Creators are responsible for creating and maintaining backups of their own LMS courses.
2. The LMS Administrator will on request provide instruction to Course Creator regarding how to create backups of LMS course content.
3. All courses stored in the LMS, will be deleted by the Institute of Dental Studies & Technologies twelve (12) months after the course Inactivity Date.
4. Course Creators may request their own course deletions provided the request date is at least one year after the course Inactivity Date and all appeal deadlines have passed.
5. All requests for course deletions must be sent to the LMS Administrator in writing.
6. Once courses and course content have been deleted, retrieval of course materials will not be possible.

### **System Maintenance, Outages and Upgrades**

1. The LMS Administrator will notify all Users in advance of any LMS outages for regularly scheduled maintenance or upgrades. Outages will be scheduled during specific time periods such that the impact (or inconvenience) on Users is kept to a minimum.
2. It is the responsibility of Users to read all notifications posted by the LMS Administrator.
3. Faculty should consider planned outages when scheduling assignments and tests.





4. Support and Troubleshooting All requests for assistance should be sent to support email address: [dst@mail.com](mailto:dst@mail.com)
5. Training workshops for Course creators are offered throughout the Academic term. Training for specific departments is also available upon request.
6. Online training for Course creators is offered via the course: "Nexus tutorials for Instructors". New Course Creators are automatically enrolled in the training course.

### **Accessibility**

The Institute of Dental Studies & Technologies is committed to providing staff and students with equal access to courses online. The LMS meets Accessibility Standards Compliance and, where possible, the Institute of Dental Studies & Technologies follows web accessibility guidelines for online content as set out by the World Wide Web Consortium.

