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# Using LMS: How to upload an Assignment

## Step 1: Sign in LMS Select a course

Ain Snams University - F	acuity of Engineering	MS Default nage after	*	
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CES225 (UG2013) -	Design I (13979)	Structures Design	Concrete	Ahmed Emad Hafez Ragheb 036582
Structures (12966)				Mohamed Ayman Abu-Bakr Afifi Mohamed 19p5953
BLDG353 (UG2007) - Structural Design I (13979)				Amr Nady Roshdy Elshimy 17q0063
	Structural Engineering			Ashraf Abdel Badee M. Ghorab 036310

**Step 3:** To make changes by adding **activity** or **topic** press on this icon, to show the action menu Mohamed El-Hashimy 036969 Ain Shams University - Faculty of Engineering Tarek Hann Course Default page 🞓 CES223 (UG2013) -CES223 (UG2013) - Concrete Structures Design (1) (13225) **Concrete Structures** Design (1) (13225) Dashboard / My courses / CES223 (UG2013) - Concrete Structures Design (1) (13225) Participants Badges Announcements Competencies FeedBack Grades Topic General Introduction, Loads and Straining Actions Introduction, Loads and Lecture 1: Introduction and Loads Straining Actions 🚨 Assignment 1 - Max Max BMD 🚄 Activities Load Distribution Dashboard Site home 🛗 Calendar Private files My courses (i) Moodle Docs for this page ES631 (PG2015) -You are logged in as Tarek Hany Mohamed El-Hashimy 036969 (Log out) High Rise Buildings Reset user tour on this page (6434) <u>Home</u> Data retention summary 🞓 CES223 (UG2013) -Get the mobile app Concrete Structures

### **<u>Step 4:</u>** once the action menu appear select Turn editing on to make changes

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CES223 (UG2013) - Concrete Structures Design (1) (13225)	CES223 (UG2013) - Concrete Structures Design (1) (13225) Dashboard / My courses / CES223 (UG2013) - Concrete Structures Design (1) (13225)	<ul> <li>Edit settings Actions meru</li> <li>Turn editing on</li> </ul>
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🞓 CES223 (UG2013) -	Data retention summary Get the mobile app	

#### Step 5: Select add topic Tarek Hany Mohamed El-Hashimy 036969 Ain Shams University - Faculty of Engineering 🞓 CES223 (UG2013) -CES223 (UG2013) - Concrete Structures Design (1) (13225) Ö.-**Concrete Structures** Design (1) (13225) Dashboard / My courses / CES223 (UG2013) - Concrete Structures Design (1) (13225) Participants Badges Edit 💌 Competencies when the turn edit on, icon will Edit 🝷 🥈 Announcements 🖉 📢 FeedBack 🖋 4 Edit 🝷 🚨 Grades appear beside each activity to changing location + Add an activity or resource General Introduction, Loads and ntroduction, Loads and Straining Actions 🖋 Edit 💌 Step 6: Press on Straining Actions 4 🔼 Lecture 1: Introduction and Loads 🖋 Edit 💌 +Add topics Dashboard 4 Edit 🝷 👗 Assignment 1 - Max Max BMD 🖋 Site home + Add an activity or resource 🛗 Calendar + Add topics Private files The My courses ES631 (PG2015) -**High Rise Buildings** (1) Moodle Docs for this page (6434) You are logged in as Tarek Hany Mohamed El-Hashimy 036969 (Log out) Reset user tour on this page ES223 (UG2013) -Home Concrete Structures Data retention summary Design (1) (5709) Get the mobile app

#### Step 6: Select the number of topics that need to be added (lets say one )



## **<u>Step 7</u>**: To change the topic name press on the pen Icon

		y of Engineering	
<ul> <li>Ain Shams University - Faculty of Engineering</li> <li>Cess223 (UG2013) - Concrete Structures</li> <li>Cess223 (UG2013) - Concrete Structures</li> </ul>		CES223 (UG2013) - Concrete Structures Design (1) (13225) Cashboard / My courses / CES223 (UG2013) - Concrete Structures Design (1) (13225)	
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<ul> <li>General</li> <li>Introduction, Loads and Straining Actions</li> <li>Topic 2</li> </ul>	<ul> <li>Introduction, Loads and Straining Actions </li> <li>Lecture 1: Introduction and Loads </li> <li>Assignment - Max Max BMD </li> </ul>	<ul> <li>Introduction, Loads and Straining Actions </li> <li>Lecture 1: Introduction and Loads </li> <li>Lecture 1: Introduction and Loads </li> <li>Assignment 1 - Max Max BMD </li> <li>Escape to cancel, Enter when finished</li> </ul>	
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CES223 (UG2013) - Concrete Structures	Home Data retention summary Get the mobile app		

#### Step 8: Now that a topic has been added we can add activity (ex. Assignment)





#### Step 9a: Fill required boxes for your assignment



#### **<u>Step 9b:</u>** Fill required boxes for your assignment



#### Step 9c: Fill required boxes for your assignment



#### **Step 9d:** Fill required boxes for your assignment



#### **Step 10:** Turn editing off from the action menu

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Using LMS: How to grade a submitted Assignment and export it to excel

## **<u>Step 1</u>**: From the course default page click on the assignment you want to grade

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r CES223 (UG2013) - Concrete Structures Design (1) (13225) 督 Participants	CES223 (UG2013) - Concrete Structures Design (1) (13225) Dashboard / My courses / CES223 (UG2013) - Concrete Structures Design (1) (13225)	<b>0</b> -
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🞓 CES223 (UG2013) -	Get the mobile app	

**Step 2:** In this page you will see grading summary press on grade to start

## CES223 (UG2013) - Concrete Structures Design (1) (13225)

Dashboard / My courses / CES223 (UG2013) - Concrete Structures Design (1) (13225) / Load Distribution / Assignment 2: Load Distribution

Assignment 2: Load Dist	ribution 15 March 2020, 7:42 PM		
Hidden from students			No
Participants			23
Submitted			1
Needs grading			1
		View all submissions Grade	

Jump to...



#### Step 4: Annotate the pdfs online with your comments



#### Step 5: To move or erase specific annotation select the cursor



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<u>Step 6:</u> Afte	er grading the whole class Pres	s on Grades on left side menu	<b>If</b> the left menu does not appear press on this icon
■ Ain Shams University -	Faculty of Engineering		🜲 🍺 Tarek Hany Mohamed El-Hashimy 036969 🥁 📼
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CES223 (UG2013) -	Data retention summary Get the mobile app		

#### Step 7: In this menu you will see all assignments grades related to this course for the enlisted students.



#### Step 8: To Export the results

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