



# **Learning Management System (LMS)**

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## 1. Getting Started

### Login:

1 Visit your LMS site (<http://lms.ustechsolutions.com/>).

Launch the URL and click on Log in

Refer below image

**USTECH SOLUTIONS** Courses ▼ Log in

**Learning Xperience Platform**

**AVAILABLE COURSES**

**Acceptable Use Policy**

Welcome to the Acceptable Use Policy Training! This course will guide you through the responsible and secure use of company resources.

**Password Security**

Welcome to the Password Security course! Learn how to create strong, memorable passwords and keep your personal and professional data

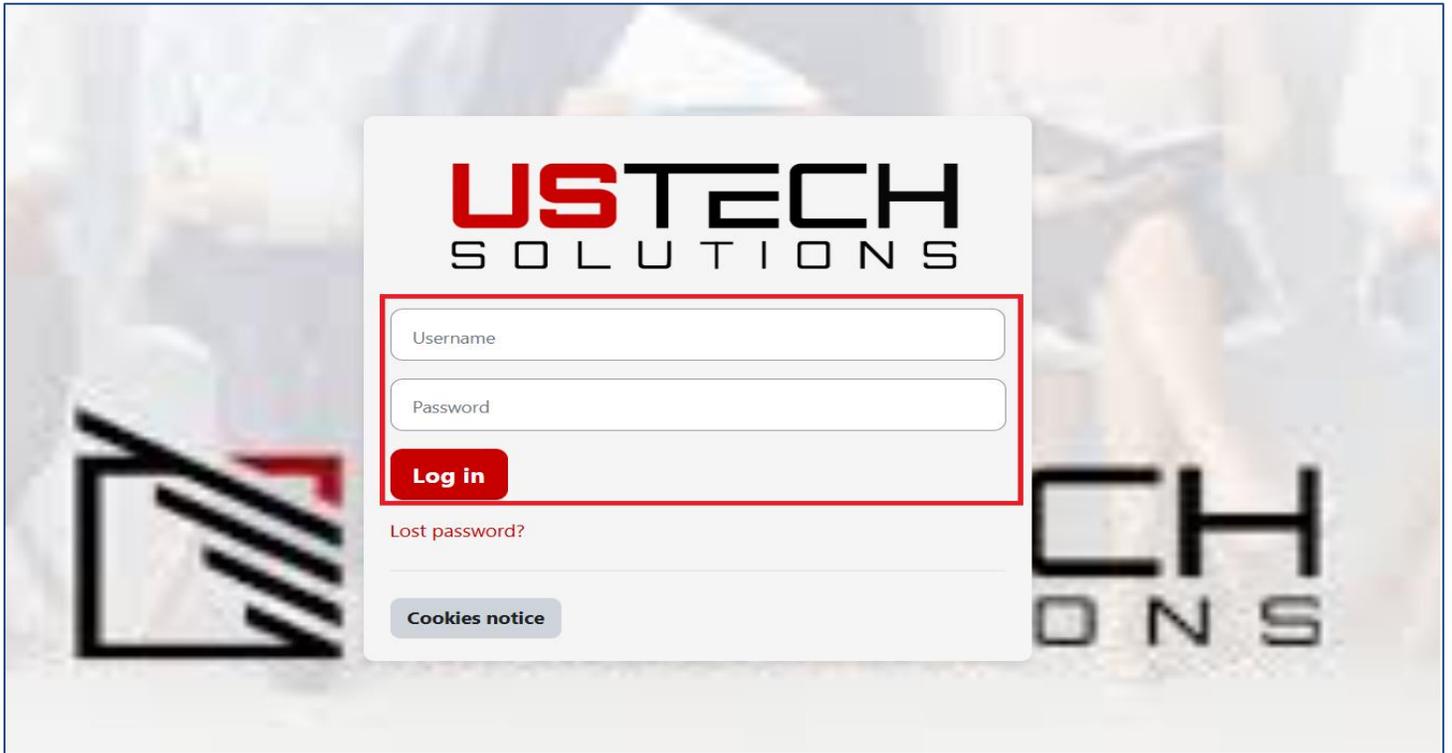
**Capability Maturity Model Integration**

Welcome to the Capability Maturity Model Integration (CMMI) course! Get ready to explore how CMMI enhances

**Embedded Lateral Training (ELT)**

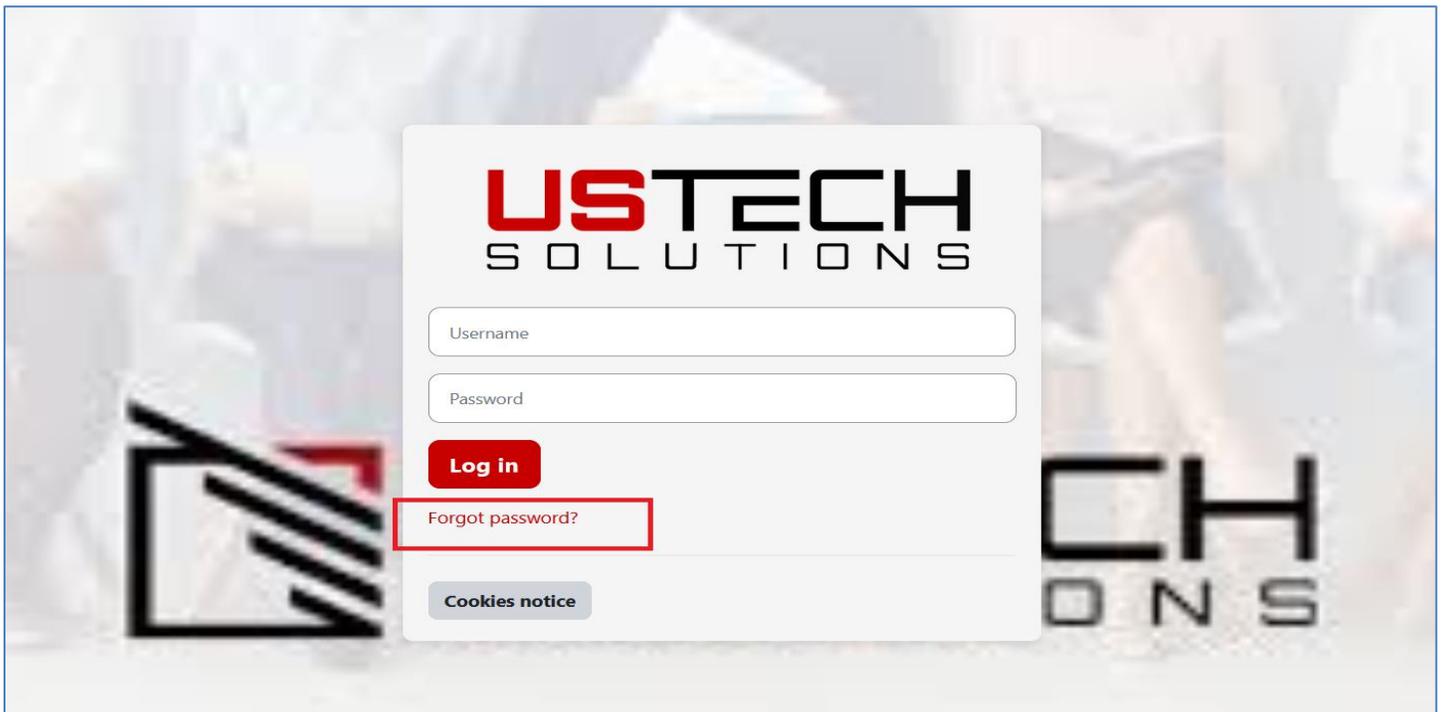
This program is sequenced in order from one module to the next. It is recommended that you navigate through each

2 Enter your username and password.

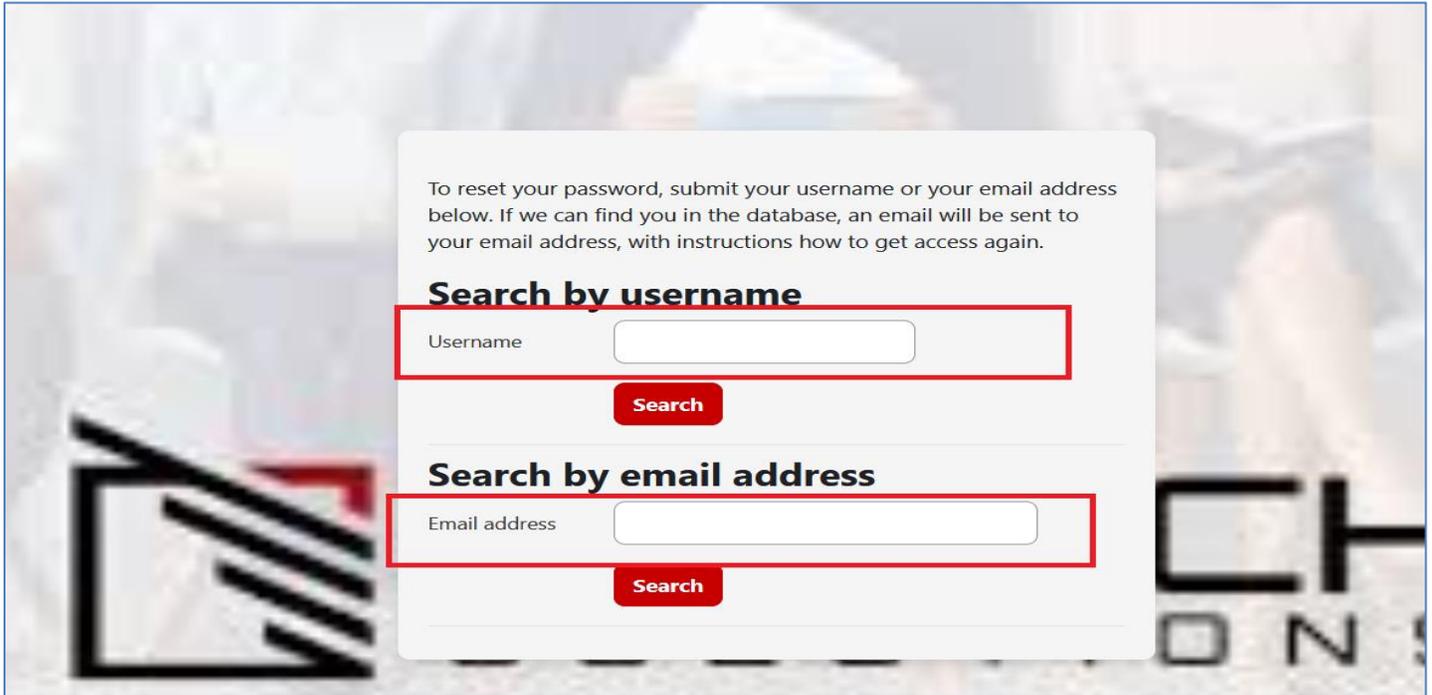


## 2. Forgot Password

1. Click on 'Forgot password' to navigate to the 'Reset Password' page.

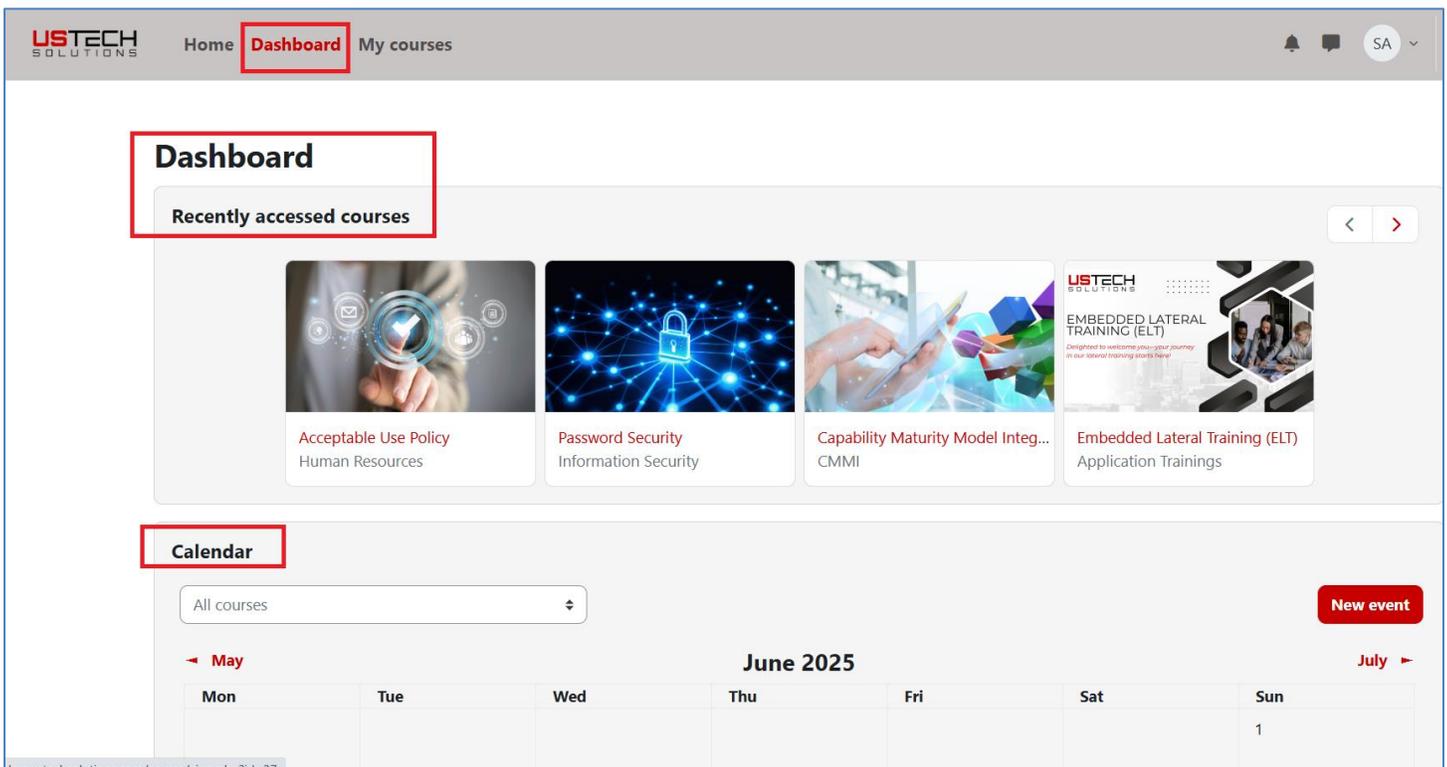


2. Enter your username or email address, then click the search button. You will receive an email to reset your password.



### 3. Dashboard Overview:

- See your enrolled courses, Access calendar, event and site news.



## 4. Navigating Courses

- Once you are enrolled in courses you will see them on your My courses page

The screenshot shows the 'My courses' page in the USTECH SOLUTIONS dashboard. The top navigation bar includes 'Home', 'Dashboard', and 'My courses' (highlighted). The page header features 'My courses' (highlighted), 'Manage courses', and 'Create course' buttons. Below the header, there is a 'Course overview' section with filters for 'All', 'Search', 'Sort by last accessed', and 'Card'. The main content area displays a grid of course cards:

- Acceptable Use Policy**: 0% complete
- Password Security**: 33% complete
- Capability Maturity Model Integration**: 33% complete

Additional cards include 'EMBEDDED LATERAL TRAINING (ELT)' with a welcome message and a card with a globe icon.

Select the course you want to complete.

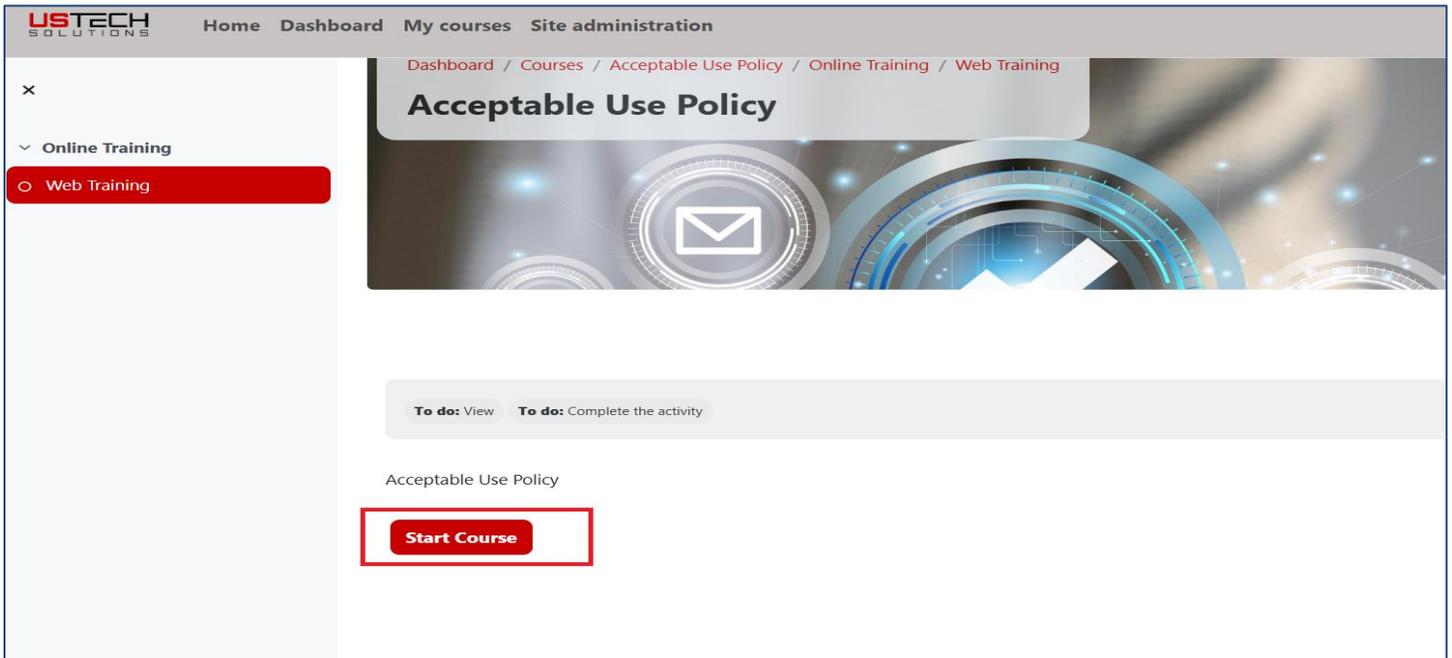
The screenshot shows the 'Acceptable Use Policy' course page in the USTECH SOLUTIONS dashboard. The top navigation bar includes 'Home', 'Dashboard', 'My courses', and 'Site administration'. The page header shows the breadcrumb 'Dashboard / Courses / Acceptable Use Policy' and the course title 'Acceptable Use Policy'. Below the header, there are tabs for 'Course', 'Grades', and 'Competencies'. The main content area displays a list of training modules:

- Online Training** (with a right arrow)
- Web Training** (highlighted)

A 'To do' dropdown menu is visible in the bottom right corner of the training modules list.

Click on the web Training title and click on “Start Course”.

See below image.



After clicking on “Start Course” button, you will access the training material and in below image you see some content navigation control. Click on the Next button, to navigate to the next page. Also, you can maximize/minimize the window clicking on icon [].



On page 2, Click on previous “PREV” button to go to previous slide.

The screenshot shows a presentation slide titled "Program Objective" with a red header. On the left, there is a table of contents with the following items:

- Overview
- Purpose
- Scope
- References ISO 27001:2022
- Policy
- Applicability of Other Policies
- Enforcement
- Definitions

To the right of the table of contents is an image of a blue target with an arrow hitting the bullseye. At the bottom right of the slide, there are navigation buttons: a square icon, "PREV", and "NEXT". The "PREV" button is highlighted with a red box. The slide also features the USTECH SOLUTIONS logo in the top right and bottom right corners, and the text "Proprietary and Confidential" at the bottom center.

At last page, you will see 2 buttons “Discussion Forum and Assessment”. Select the Discussion Forum button, it will land on the team discussion page and select the Assessment button, to start the quiz.

The screenshot shows a presentation slide titled "CONGRATULATIONS!" with a grey background. The text on the slide reads:

You have completed the Acceptable Use Policy Course!  
 You may now go to the Discussion forum by selecting the 'Discussion Forum' button and ask/discuss any questions that you may have.  
 If you don't have any questions you may go to the assessment by selecting the 'Assessment' button.

At the bottom of the slide, there are two red buttons: "Discussion Forum" and "Assessment". Both buttons are highlighted with red boxes. The slide also features the USTECH SOLUTIONS logo in the top right and bottom right corners, and the text "Proprietary and Confidential" at the bottom center. A "PREV" button is visible at the bottom right.

You will be able to unlock the next sections like Quiz/Assessment, and discussion forum etc. only after completing web training.

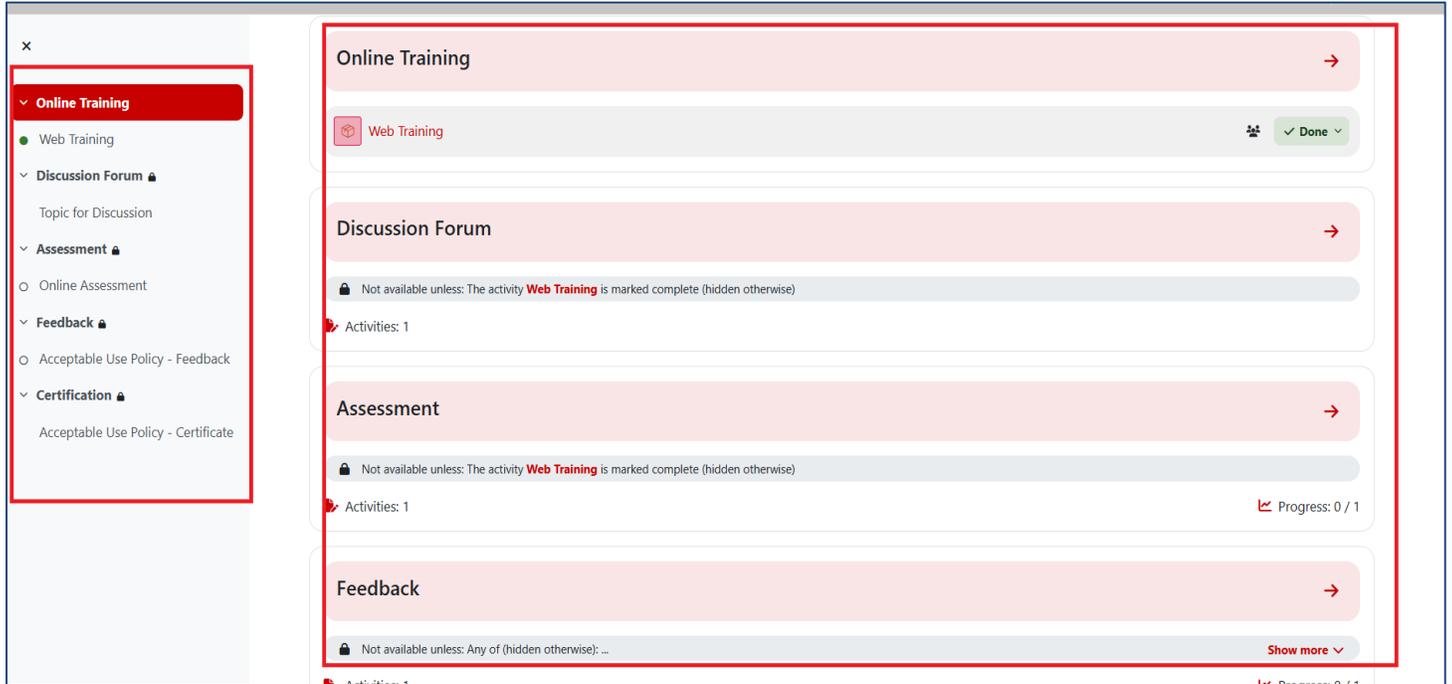
See below image.

The screenshot shows the USTECH SOLUTIONS dashboard. The top navigation bar includes 'Home', 'Dashboard', and 'My courses'. A sidebar menu on the left contains 'Online Training', 'Web Training', 'Discussion Forum', and 'Assessment'. The 'Assessment' section is highlighted in red, and 'Online Assessment' is selected. The main content area displays 'Acceptable Use Policy' at the top, followed by 'Assessment Instructions'. The instructions state: '1. This is a timed assessment, and you will only have one attempt to complete it.' Below this, a screenshot of the assessment interface shows a 'Time left 0:08:47' indicator. The second instruction reads: '2. If you're unsure about a question, you can flag it for review. Simply click the 'Flag Question' button located below the question number on the left side of your screen. This allows you to come back and revisit the flagged questions before submitting your assessment.'

## 5. Course Content

### Activities:

- Content, Quizzes, Forums, Feedback, and Certification etc.



The screenshot displays a course content interface. On the left is a sidebar menu with a red border, containing the following items:

- Online Training (highlighted in red)
- Web Training
- Discussion Forum (locked)
- Topic for Discussion
- Assessment (locked)
- Online Assessment
- Feedback (locked)
- Acceptable Use Policy - Feedback
- Certification (locked)
- Acceptable Use Policy - Certificate

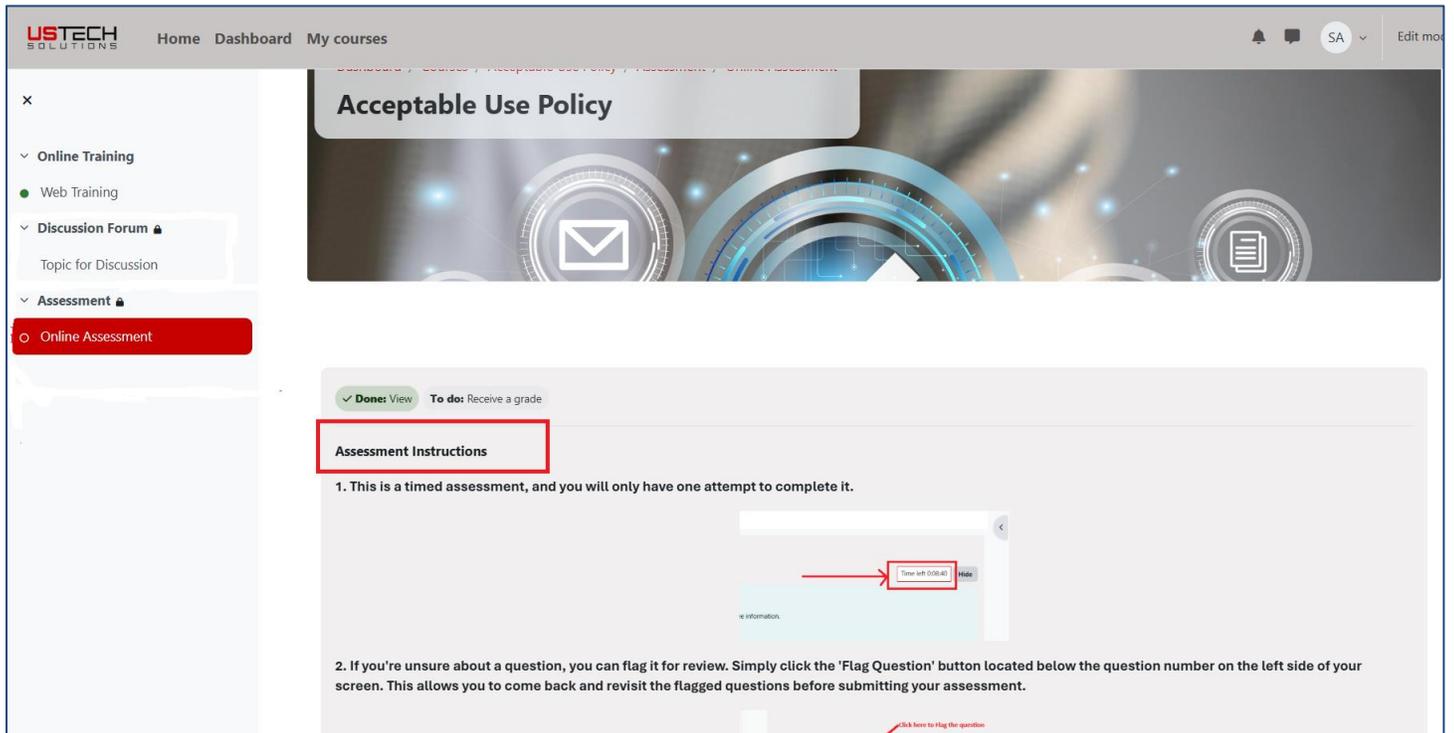
The main content area on the right is also outlined in red and contains four sections:

- Online Training**: Includes a 'Web Training' activity with a 'Done' status.
- Discussion Forum**: Locked. Message: 'Not available unless: The activity **Web Training** is marked complete (hidden otherwise)'. Shows 'Activities: 1'.
- Assessment**: Locked. Message: 'Not available unless: The activity **Web Training** is marked complete (hidden otherwise)'. Shows 'Activities: 1' and 'Progress: 0 / 1'.
- Feedback**: Locked. Message: 'Not available unless: Any of (hidden otherwise): ...'. Includes a 'Show more' link.

**Note:** - You will unlock each section one by one after completing the previous section. If you are trying to skip any section, you will not be able to access the next section.

## 6. Taking Quizzes

- Click on the quiz activity.



USTECH SOLUTIONS Home Dashboard My courses SA Edit mo

Acceptable Use Policy

Online Training

- Web Training
- Discussion Forum
  - Topic for Discussion
- Assessment
  - Online Assessment**

Done! View To do: Receive a grade

**Assessment Instructions**

1. This is a timed assessment, and you will only have one attempt to complete it.

Time left 0:08:47 Hide

2. If you're unsure about a question, you can flag it for review. Simply click the 'Flag Question' button located below the question number on the left side of your screen. This allows you to come back and revisit the flagged questions before submitting your assessment.

Click here to flag the question

- Read instructions and start the attempt. Click on **“Attempt Quiz”** button.

- Online Training
  - Web Training
- Discussion Forum
  - Topic for Discussion
- Assessment
  - Online Assessment

From here, you can:  
Review your entire assessment.  
Quickly locate flagged questions, which are marked with a red dot on their question number.  
Navigate between questions by clicking on any question number you'd like to review.



Good luck, and all the best!

**Attempt quiz**

Attempts allowed: 5  
Time limit: 30 mins  
Grading method: Highest grade  
Grade to pass: 85.00 out of 100.00

### -Flag questions which you want to review.

- Online Training
  - Web Training
- Discussion Forum
  - Topic for Discussion
- Assessment
  - Online Assessment



Back

Time left 0:26:22 Hide

**Question 1**

Not yet answered  
Marked out of 10.00

Flag question

Which of the following activities is usually prohibited under an Acceptable Use Policy (AUP)?

- a. Using company resources for personal email
- b. Using company resources to access illegal websites
- c. Using company resources for social media engagement
- d. All of the above

Next page

**Quiz navigation**



Finish attempt ...

-Review the questions.

The screenshot shows the USTECH Solutions assessment interface. The top navigation bar includes 'Home', 'Dashboard', and 'My courses'. The left sidebar has 'Online Training', 'Web Training', 'Discussion Forum', and 'Assessment' (with 'Online Assessment' selected). The main content area displays a list of 10 questions, all marked 'Not yet answered'. A 'Review Assessment' button is highlighted with a red box. Below the list, a 'Time left 0:28:22' indicator and a 'Hide' button are visible. A red box highlights the 'Submit all and finish' button. A message states: 'This attempt must be submitted by Tuesday, 3 June 2025, 5:56 AM.' The 'Quiz navigation' panel on the right shows a grid of question numbers 1-10, with question 4 highlighted in red. The footer contains 'Copyright 2025 @ USTech Solutions'.

- Answer all questions and click “Submit all and finish.”

This screenshot is identical to the one above, showing the USTECH Solutions assessment interface. The 'Review Assessment' button is no longer highlighted. The 'Submit all and finish' button is now highlighted with a red box. The 'Quiz navigation' panel on the right shows a grid of question numbers 1-10, with question 4 highlighted in red. The footer contains 'Copyright 2025 @ USTech Solutions'.

## After completing the quiz, Give Feedback:

Home Dashboard My courses

Attempts allowed: 3

Time limit: 30 mins

Grading method: Highest grade

Grade to pass: 85.00 out of 100.00

**Highest grade: 0.00 / 100.00.**

**Overall feedback**

**You didn't make it!** The passing score for this assessment is **85%**. Please retake the training or assessment to improve your score.

**Better luck next time!**

Please provide your feedback [here](#) before proceeding. **Submitting feedback is mandatory.** We value your input!

**Your attempts**

**Attempt 1**

|                  |  |
|------------------|--|
| <b>Status</b>    | Finished   |
| <b>Started</b>   | Tuesday, 3 June 2025, 5:26 AM  |
| <b>Completed</b> | Tuesday, 3 June 2025, 5:34 AM  |
| <b>Duration</b>  | 8 mins 10 secs   |
| <b>Grade</b>     | 0.00 out of 100.00   |
| <b>Feedback</b>  | <b>You didn't make it!</b> The passing score for this assessment is <b>85%</b> . Please retake the training or assessment to improve your score. |
|                  | <b>Better luck next time!</b>  |

**Note:** if you get 85% or more in the assessment to pass the assessment and complete the feedback form to get a certificate. You have 3 attempts to attempt a quiz. You will get a certificate in the email.

## 7. Grades and Feedback

- Navigate to the Grades section.

Home Dashboard My courses

Dashboard / My courses / Acceptable Use Policy / Grades / Grade administration / User report

**Acceptable Use Policy**

Course **Grades** Competencies

User report

GK **Gaurav Kumar**

| Grade item                         | Calculated weight | Maximum percentage | Percentage      | Letter grade | Achieved weightage |
|------------------------------------|-------------------|--------------------|-----------------|--------------|--------------------|
| <b>Acceptable Use Policy</b>       |                   |                    |                 |              |                    |
| SCORM PACKAGE<br>Web Training      | 50.00 %           | 100.00 %           | 100.00 %        | A            | 50.00 %            |
| QUIZ<br>Online Assessment          | 50.00 %           | 100.00 %           | 100.00 %        | A            | 50.00 %            |
| AGGREGATION<br><b>Course total</b> | <b>100.00 %</b>   | <b>100.00 %</b>    | <b>100.00 %</b> | <b>A</b>     | <b>100.00 %</b>    |

**- Take feedback.**

You can access the feedback form by clicking on the **“Submit Feedback”** link or using the left content’s tree window by clicking on **“Acceptable Use Policy - Feedback”** link.

**Overall Feedback**

Congratulations!  
You have passed the exam! To receive your certificate, First submit your feedback by clicking on **“Submit Feedback”**. Once your feedback is submitted, option for Certificate will be unlocked for you in the left panel.

**Your attempts**

| Attempt 1 |  |
|-----------|--|
| Status    | Finished   |
| Started   | Wednesday, 30 April 2025, 12:49 PM   |
| Completed | Wednesday, 30 April 2025, 12:56 PM   |
| Duration  | 7 mins 6 secs  |
| Grade     | 100.00 out of 100.00   |
| Feedback  | <p>Congratulations!<br/>You have passed the exam! To receive your certificate, First submit your feedback by clicking on <b>Submit Feedback</b>. Once your feedback is submitted, option for Certificate will be unlocked for you in the left panel.</p> |

Review not permitted

After selecting feedback, you will redirect the feedback page and click on **“Answer the questions”** button, you will get few feedback questions. Answer the questions and submit.

**Acceptable Use Policy - Feedback**

Program Content: The training objectives were clearly defined and met. 1

1  2  3  4  5

The content is related to my job 1

1  2  3  4  5

Please select the answers that describe your satisfaction level: The content was either demonstrated or provided to you. 1

1  2  3  4  5

The content provided in the course was knowledgeable: clear with the approach and welcomed questions, that may have helped you clearing your doubts. 1

1  2  3  4  5

The learning and assessment webpage were accessible. 1

1  2  3  4  5

Content Depth: The course provided an appropriate level of detail and depth on the subject matter. 1

1  2  3  4  5

Visual and Multimedia Support: The training materials (images) were helpful in understanding the content. 1

1  2  3  4  5

Technical Experience: The platform functioned smoothly without technical difficulties that affected my learning experience. 1

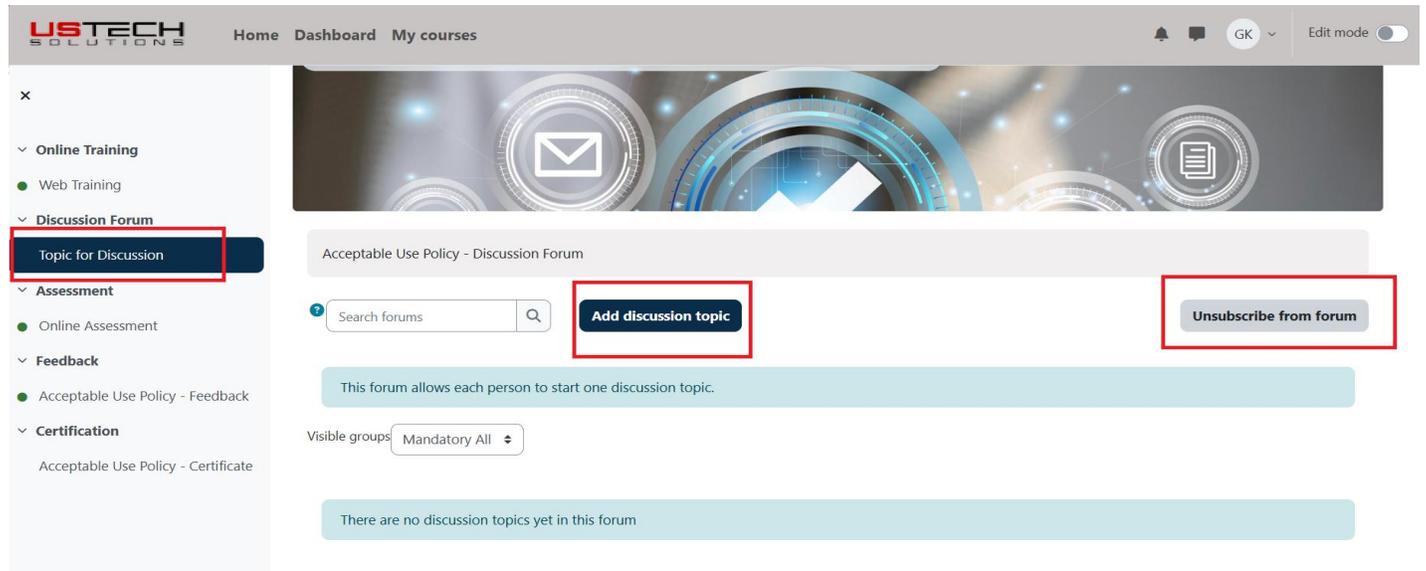
1  2  3  4  5

Any additional feedback or comment you would like to give related to training content enhancement. 1

**Submit your answers** Cancel

## 8. Forums and Communication

- If you are part of any Visible groups, you can join forum by clicking on “**Subscribe to forum**” button. Participate in forums by replying to posts or starting a new discussion.



The screenshot shows the USTECH SOLUTIONS dashboard with a sidebar on the left and a main content area. The sidebar includes a navigation menu with categories: Online Training, Discussion Forum, Assessment, Feedback, and Certification. The 'Discussion Forum' category is highlighted with a red box, and the 'Topic for Discussion' option is also highlighted with a red box. The main content area displays the forum title 'Acceptable Use Policy - Discussion Forum' and a search bar. A red box highlights the 'Add discussion topic' button, and another red box highlights the 'Unsubscribe from forum' button. Below the search bar, there is a message: 'This forum allows each person to start one discussion topic.' and a dropdown menu for 'Visible groups' set to 'Mandatory All'. At the bottom, a message states: 'There are no discussion topics yet in this forum.'

## 9. Technical Support

- For login or site issues, contact LMS support team at [lms.helpdesk@ustechsolutions.com](mailto:lms.helpdesk@ustechsolutions.com) anytime.