

LEARNING MANAGEMENT SYSTEM (LMS) STUDENT HANDBOOK

This manual is intended for student users of the Housing and Urban Development (HUD) Learning Management System (LMS). It provides guidelines for how users may log into and navigate the system to access relevant training content.

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the Department of Housing
and Urban Development
Version 1.02

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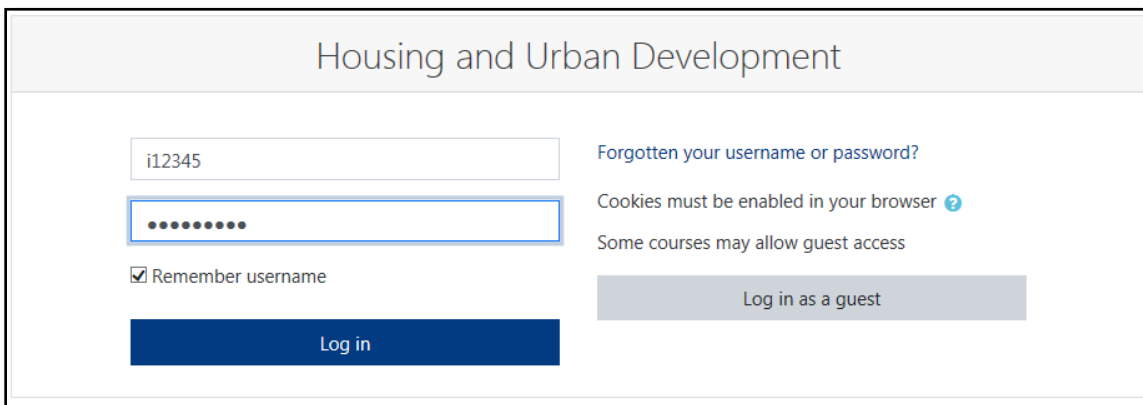
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1. LOGIN

Before accessing the learning management system (LMS), inspector candidates will have had their usernames and temporary passwords emailed to them. Use the following procedure to access the LMS.

1. **Go to** the [PASS Online Training](#) site.
2. **Enter** the Username you were provided in the **Username** field.
**Your Username must be all lower case. For example, Username “I12345” should be entered as “i12345”.*
3. **Enter** the **Password** you were provided.
4. **Click** the **Log in** button.
**If this is the first time you are logging in, you will be forced to change your temporary password (see section 2.1).*



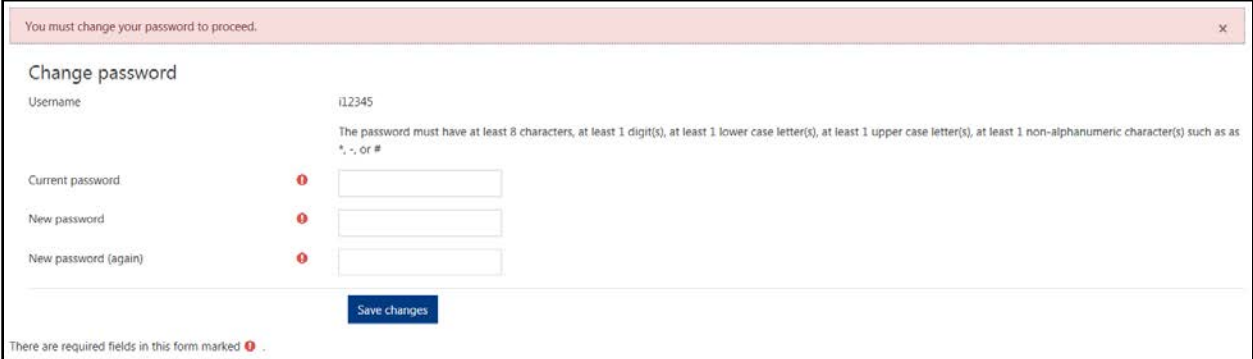
The screenshot shows the login interface for the Housing and Urban Development LMS. At the top, the text "Housing and Urban Development" is centered. Below this, there are two input fields: the first contains the username "i12345" and the second contains a masked password represented by seven dots. To the right of the username field is a link that says "Forgotten your username or password?". Below the password field is a checkbox labeled "Remember username" which is checked. To the right of the password field, there are two lines of text: "Cookies must be enabled in your browser" with a small blue icon, and "Some courses may allow guest access". At the bottom left is a dark blue "Log in" button. At the bottom right is a grey "Log in as a guest" button.

2. PASSWORD

2.1. TEMPORARY PASSWORD

Temporary passwords are assigned by the system and expire after a period of time. When logging in using a temporary password, you will be prompted to change it in the following manner.

1. **Enter** your temporary password in the **Current password** field.
2. **Enter** your new password.
3. **Enter** your new password again.
4. **Click** the **Save changes** button.



The screenshot shows a web form titled "Change password" with a red banner at the top that reads "You must change your password to proceed." The form contains the following fields and elements:

- Username:** i12345
- Current password:** A text input field with a red error icon to its left.
- New password:** A text input field with a red error icon to its left.
- New password (again):** A text input field with a red error icon to its left.
- Save changes:** A blue button located below the password fields.
- Validation message:** "The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #"
- Footer:** "There are required fields in this form marked [red error icon]"

2.2. FORGOTTEN USERNAME OR PASSWORD

If you have forgotten your username or password, do not use the **Forgotten your username or password?** link on the LMS login page. The LMS is not configured to email this information to you.

Instead, email the LMS Administrator for assistance by either replying to the LMS signup email, or by [clicking this link](#).

Housing and Urban Development

Username [Forgotten your username or password?](#)

Password

Remember username

Log in

Cookies must be enabled in your browser ⓘ

Some courses may allow guest access

Log in as a guest

Is this your first time here?

For full access to this site, you first need to create an account.

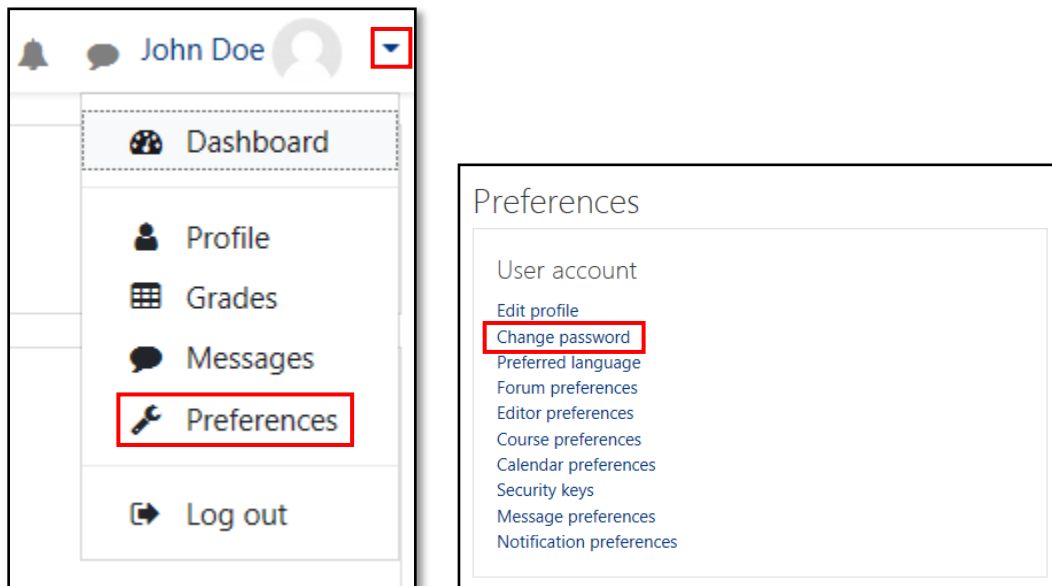
Create new account

Do not use this feature!

2.3. CHANGING YOUR PASSWORD

To change your password, go to the **Administration Block** and do the following.

1. Expand the **Administration Block** by selecting the **down arrow** in the top right corner of the page, next to your username.
2. Click on the **Preferences link**.
3. **Click on the Change password text link** in the Preferences field



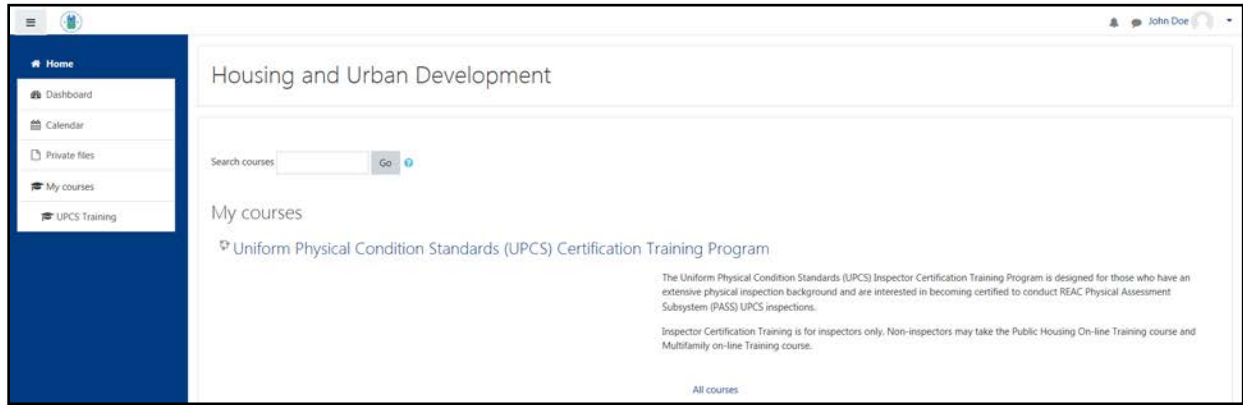
4. **Enter** your current password, and then enter the new password two times.
5. **Click** the **Save changes** button.

The image shows a password change form with three input fields: 'Current password', 'New password', and 'New password (again)'. Each field has a red exclamation mark icon to its right, indicating a required field. Below the input fields is a blue 'Save changes' button and a grey 'Cancel' button. The 'Save changes' button is highlighted with a red box. At the bottom of the form, there is a message: 'There are required fields in this form marked ! .'

3. THE DISPLAY

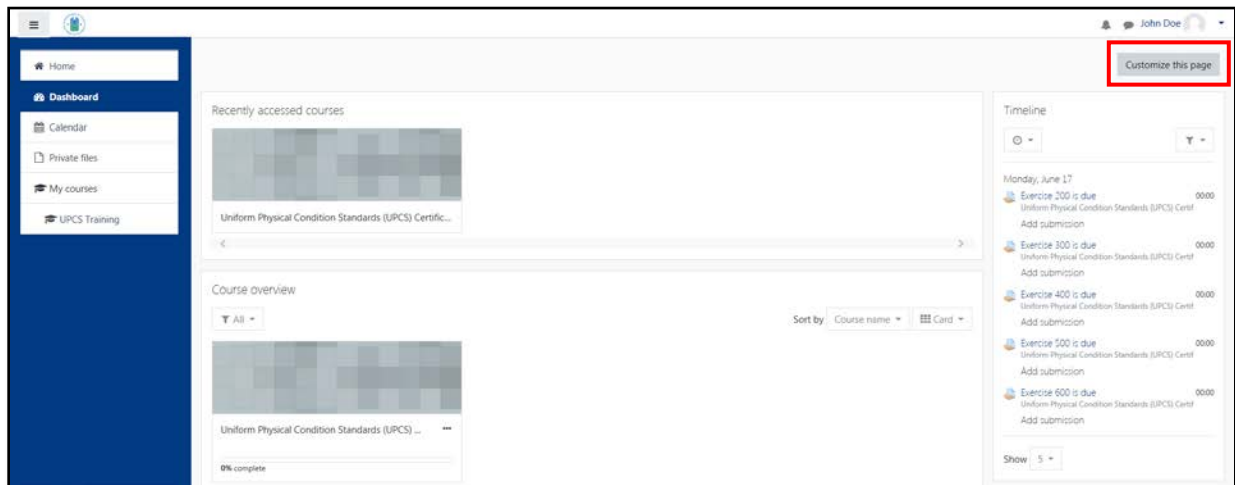
3.1. THE HOME SCREEN

The LMS will open to the **Home** screen. The **Home** screen is divided into two sections: a large **content area** in the center flanked by the **Navigation** and **Settings** blocks on the left side.



3.2. DASHBOARD

This is your personal dashboard. It is the only page on the site you are able to customize.



1. BLOCKS

Blocks contain information which may be added to the left, right or center column of any page.

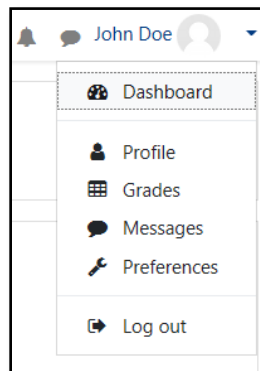
a. NAVIGATION BLOCK

The navigation block appears on every page of the site. It contains a menu that includes Home, Dashboard, Calendar, and Courses. The navigation block has clickable links, which can be used at any time.

- **Home** takes you directly to the site Homepage.
- **Dashboard** takes you directly to your personal dashboard.
- **Calendar** opens your personalized course calendar page.
- **Private files** opens a page containing any files personalized to you and your course.
- **My Courses** contains a list of courses you are enrolled in. An administrator sees this link as "Courses", which expands to the course categories. Once inside a course, the block expands to show each section of the course and activities/resources which are in that section.

b. ADMINISTRATION BLOCK

The **Administration block** contains links for **Profile**, **Grades**, **Messages**, **Preferences**, and to **log out** of the LMS.



- **Profile** allows you to edit your profile (see section 4 Editing your profile).
- **Grades** displays your course grades.
- **Messages** displays all read and unread messages (see section 5 Messaging).
- **Preferences** displays a page that allows you to edit multiple settings from one location.
- **Log out** allows you to log out of the LMS.

c. CALENDAR BLOCK

The **Calendar** block displays important course specific dates (e.g., due dates and course start and end dates).

4. EDITING YOUR PROFILE

The user profile fields are divided into 5 sections: **General**, **User Picture**, **Additional names**, **Interest**, & **Optional**, which are all explained in the sections below.

To update your profile, simply **click** on the down arrow in the **Administration block** at the top right corner of the page, select **Profile**, and then **Edit profile** in the **User details** block.

Remember to click **Update profile when you have finished.*

4.1 GENERAL

This first section contains fields that must be completed.

The screenshot shows the 'General' profile editing interface. It contains the following fields and options:

- First name:** Text input field containing 'John'.
- Last name:** Text input field containing 'Doe'.
- Email address:** Text input field containing 'john.Doe@gmail.com'.
- Email display:** Dropdown menu with the selected option 'Allow only other course members to see my email address'.
- City/town:** Empty text input field.
- Select a country:** Dropdown menu with the selected option 'Select a country...'.
- Timezone:** Dropdown menu with the selected option 'Server timezone (America/New_York)'.
- Description:** Rich text editor with a toolbar containing icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, insert image, insert video, insert audio, insert document, insert link, and insert page.

a. FIRST NAME & SURNAME

These are self-explanatory. These names will identify you everywhere in your courses.

b. EMAIL ADDRESS

The email address should be an address that you check regularly. It is used for communication with the LMS Administrator. It is also the address that is displayed to other users, depending on your 'Email display' setting (below).

c. EMAIL DISPLAY

This controls the visibility of your email address to others. The three settings are self-explanatory, but please note 'Hide my email address from everyone' only hides it from students. Teaching staff and other staff with editing access will always be able to see your email address.

d. CITY/TOWN & COUNTRY

Add your location.

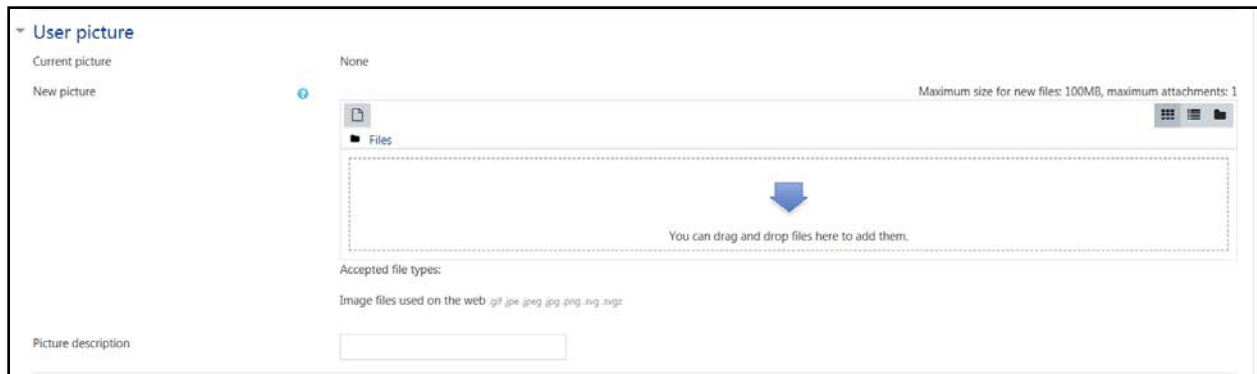
e. TIMEZONE

This field allows users to select their time zone.

4.2 USER PICTURE

This section is optional and allows you to choose your own profile picture. Your current picture is shown, if you have already chosen one. To add a picture to your profile, do the following.

1. Click the **File** icon.
2. **Click** the **Browse** button and choose a picture for your profile. The picture must be in JPG or PNG format (i.e., the names will usually end in .jpg or .png).
3. Click the **Upload this file** button. NOTE: Make sure that the file is not larger than the maximum size listed, or it will not be uploaded.
4. When you are taken back to your profile page, the image might not appear to have changed. If this is so, just use the **Reload** button in your browser (or press F5 on your keyboard).



4.3 OTHER PROFILE OPTIONS

There are several optional fields allowing you to add further details to your profile such as contact details and your website.

a. ADDITIONAL NAMES

Use this field to add phonetic names, middle names or alternate names.

b. INTERESTS

Use a comma between different interests. This allows you to connect with

others who list similar interests.

c. OPTIONAL

Use the following optional fields to enter additional information about yourself.

- Web page
- ICQ number
- Skype ID
- AIM ID
- Yahoo ID
- MSN ID
- **ID number** – This is your HUD-assigned ID. For Inspector Candidates and HUD employees, this will be your MID, HID, IID or CID.
- Institution
- Department
- Phone
- Mobile Phone
- Address

d. ADDITIONAL FIELDS

The following additional fields are used for personnel tracking.

- HFA
- REAC
- HUD

4.4 SAVING USER PROFILE EDITS

You must **click** the **Update profile** button when you are finished making changes to your user profile settings.

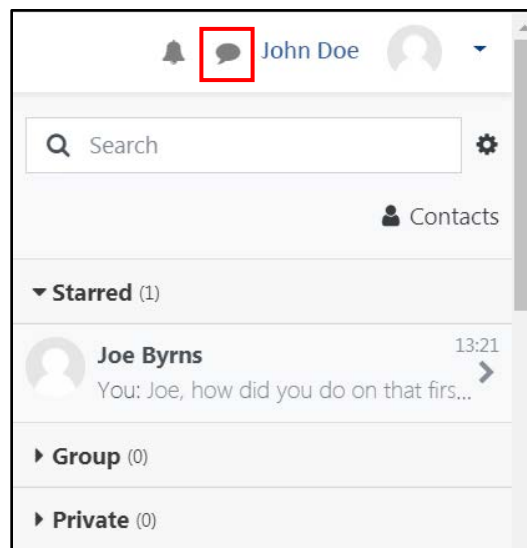
5. MESSAGING

"Messaging" refers both to automatic alerts about new forum posts, assignment submission notifications, and to conversations using the instant messaging feature.

5.1 HOW TO SEND A MESSAGE

To send a message, do the following:

1. **Click** on the **Messages** link (the gray balloon at the top right corner of the page).
2. Search for the recipient by name in the **Search** box. If you have already messaged that person, your conversation will appear as a thread below.
3. **Click** on the name of the person you would like to message.
4. **Type** your message in the **Message box**.
5. Click the **Send message** button.



5.2 MESSAGE NOTIFICATIONS

If you've received a message, a red icon will appear on the gray balloon at the top of the page, with a number indicating how many messages are unread.

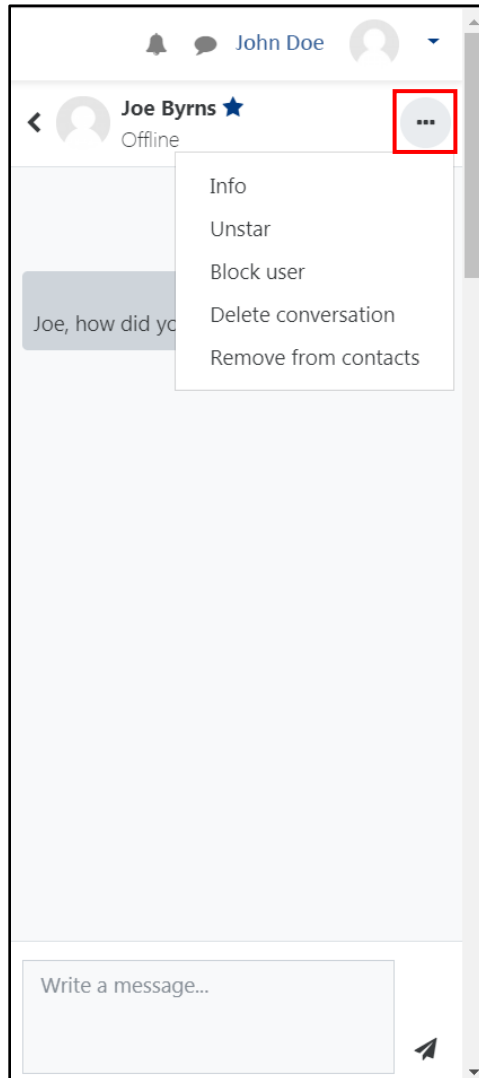


5.3 READ AND REPLY TO MESSAGES

If the Messages icon shows you have a message, click the message icon (with the number of messages). **Type** your reply into the message box and then **click** on the **Send a message** button.

5.4 OTHER MESSAGE FUNCTIONALITY

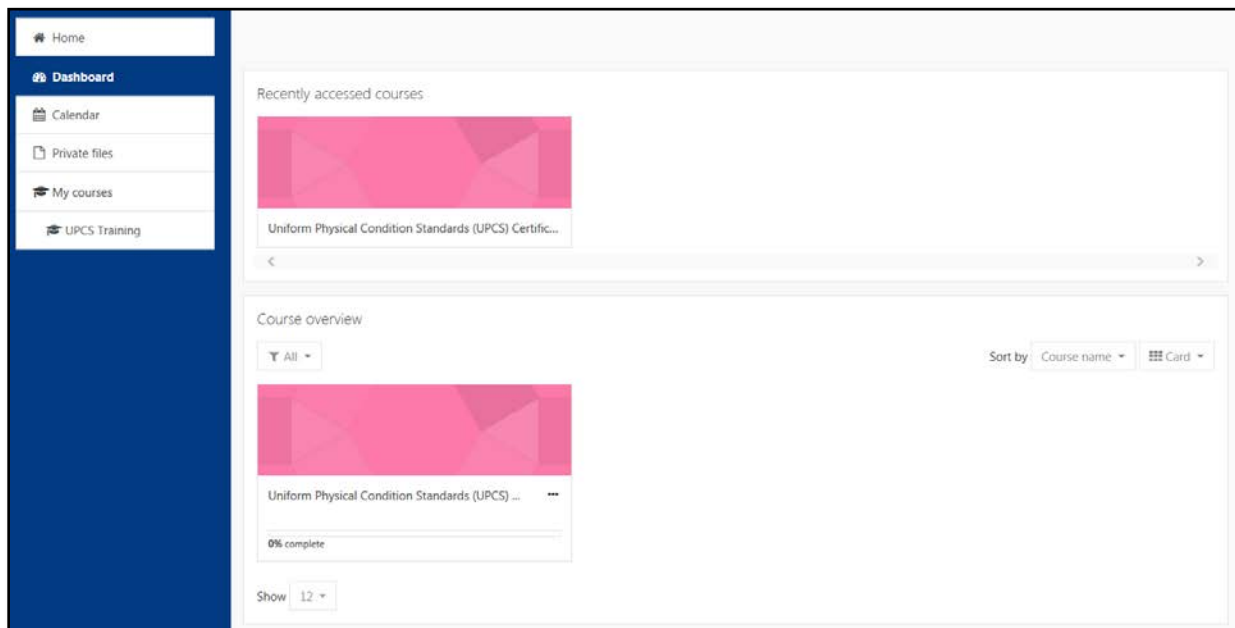
Click the gray circle icon in the Messages tray to access additional functionality such as starring conversations to make them persistently appear in your Messages list and adding and removing contacts.



6. THE TRAINING CURRICULUM

6.1 MY COURSES

Your course or the list of courses you are enrolled in can be found on the **Home screen** and the **Dashboard Screen**. Your course(s), as well as the entire course curriculum, can also be found by expanding the **Available Courses** link in the Navigation Block.



6.2. OPENING THE COURSE

To open the course, **click** on the name of the course. For example, in the images above, the user should click on the *Uniform Physical Condition Standards (UPCS) Certification Training Program* link.

The content area of the screen lists the training activities such as lessons, exercises and exams that are included the course.

6.3. OPENING AN ACTIVITY IN THE COURSE

To open an activity in the course, click on its name.



After an activity is opened, the screen changes to displays a summary of the selected activity. In addition, the following information about the activity is also displayed.

- **Number of attempts allowed** – The number of times you are allowed to attempt to complete/pass the item.
- **Number of attempts you have made** – The number of times you have tried to complete/pass the item.
- **Grade for the attempt** – If you have made several attempts, a grade for each attempt is displayed.
- **Grading method** – Defines how the grade for the item is determined.
- **Grade reported** – The grade that will be recorded in the gradebook.



To open the activity, click on the **Enter** button on the activity summary screen.

6.4. TAKING A LESSON

To open an activity in the course, **click** on the **Enter** button on the item summary screen.

After completing an activity, you can close it by clicking on the **Exit Activity** link.

The screenshot shows a presentation slide for 'Lesson 101 Physical Inspection Program Introduction'. On the left is a 'Table Of Contents' sidebar with a search icon and a list of slide titles: Introduction (selected), Learning Objectives, Program Purpose, Inspector Roles, Inspector Responsibilities, The UPCS, Inspectable Areas, Health & Safety Hazards, Check on Learning, and Lesson Completion. The main content area features the U.S. Department of Housing and Urban Development logo, a title bar, and two images: a multi-story brick building with fire escapes and a single-story apartment building. Text on the right asks if the user knows that nearly four million American families live in rental housing owned, insured, or subsidized by HUD, and explains that REAC conducts approximately 20,000 physical inspections annually. A clock icon indicates the lesson should take approximately 25 minutes. At the bottom, there are navigation controls: a pause button, 'PREVIOUS' and 'NEXT' buttons, '1 of 17', and 'CC', volume, and close buttons. A timer shows '00:19 / 08:59 Minutes'.

6.5. COMPLETING THE COURSE

To complete the course, you must successfully complete all required items that are in the curriculum. You can mark activities as completed by clicking on the boxes next to the activities on the course page.

The screenshot shows a checklist titled 'Module 100 Series Lessons - Protocol'. It lists eight lessons, each with a yellow folder icon and a checkbox on the right. The first checkbox, for 'Lesson 101 Physical Inspection Program', is checked and highlighted with a red box. The other checkboxes are empty.

Lesson Title	Completion Status
Lesson 101 Physical Inspection Program	<input checked="" type="checkbox"/>
Lesson 102 UPCS Inspector Certification Process	<input type="checkbox"/>
Lesson 103 The UPCS Inspection Protocol	<input type="checkbox"/>
Lesson 104 Pre-inspection Requirements and Best Practices v3	<input type="checkbox"/>
Lesson 105 Inspection Requirements and Best Practices pt.1	<input type="checkbox"/>
Lesson 105 Inspection Requirements and Best Practices pt.2	<input type="checkbox"/>
Lesson 106 Post Inspection Requirements and Best Practices	<input type="checkbox"/>
Lesson 107 UPCS Inspection Protocol Review	<input type="checkbox"/>