AULTMAN College
OF NURSING AND HEALTH SCIENCES

My LMS

Learning Management System Guide

for Students

Revision Date: May 17, 2013

Table of Contents

Learning Management System (LMS) Overview 2

Accessing My LMS 2

General Navigation 5

Your Profile 10

Accessing an Amvonet Room 11

Technical Support 16

Learning Management System (LMS) Overview

Amvonet is the learning management system platform used by Aultman College for providing distance learning to students.

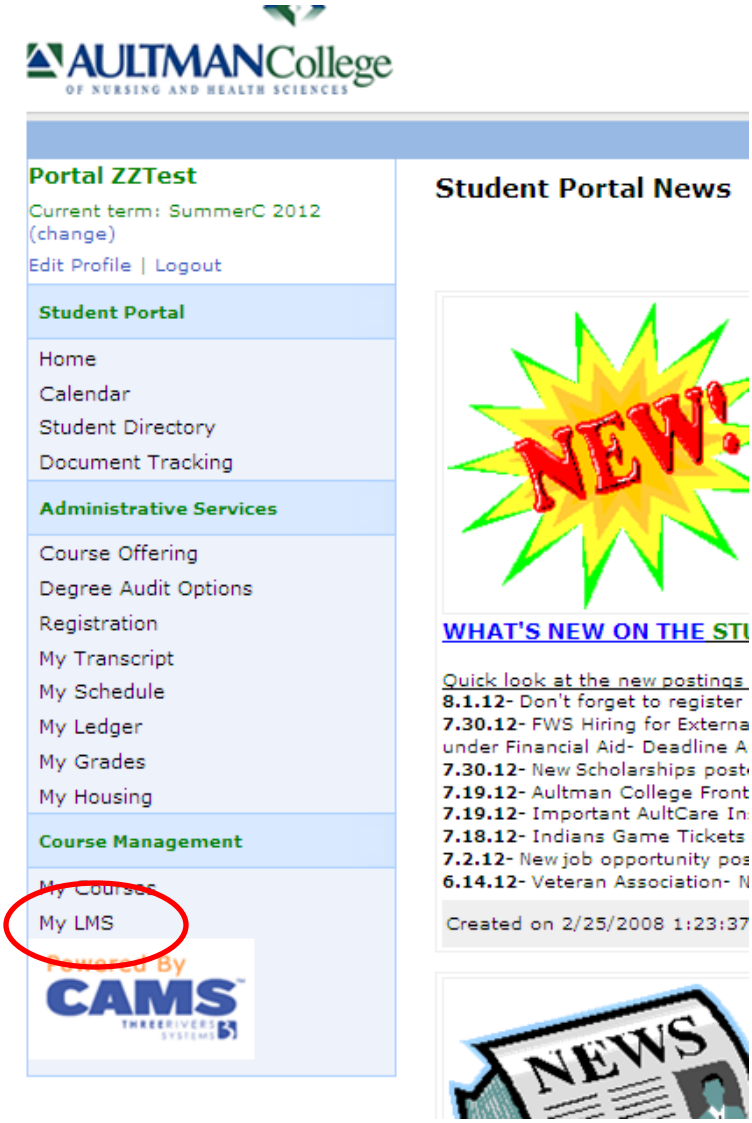
Students register for distance learning classes during the standard registration times offered by the college.

Students registered for distance learning classes are granted access to the system prior to the beginning of a semester.

Accessing My LMS

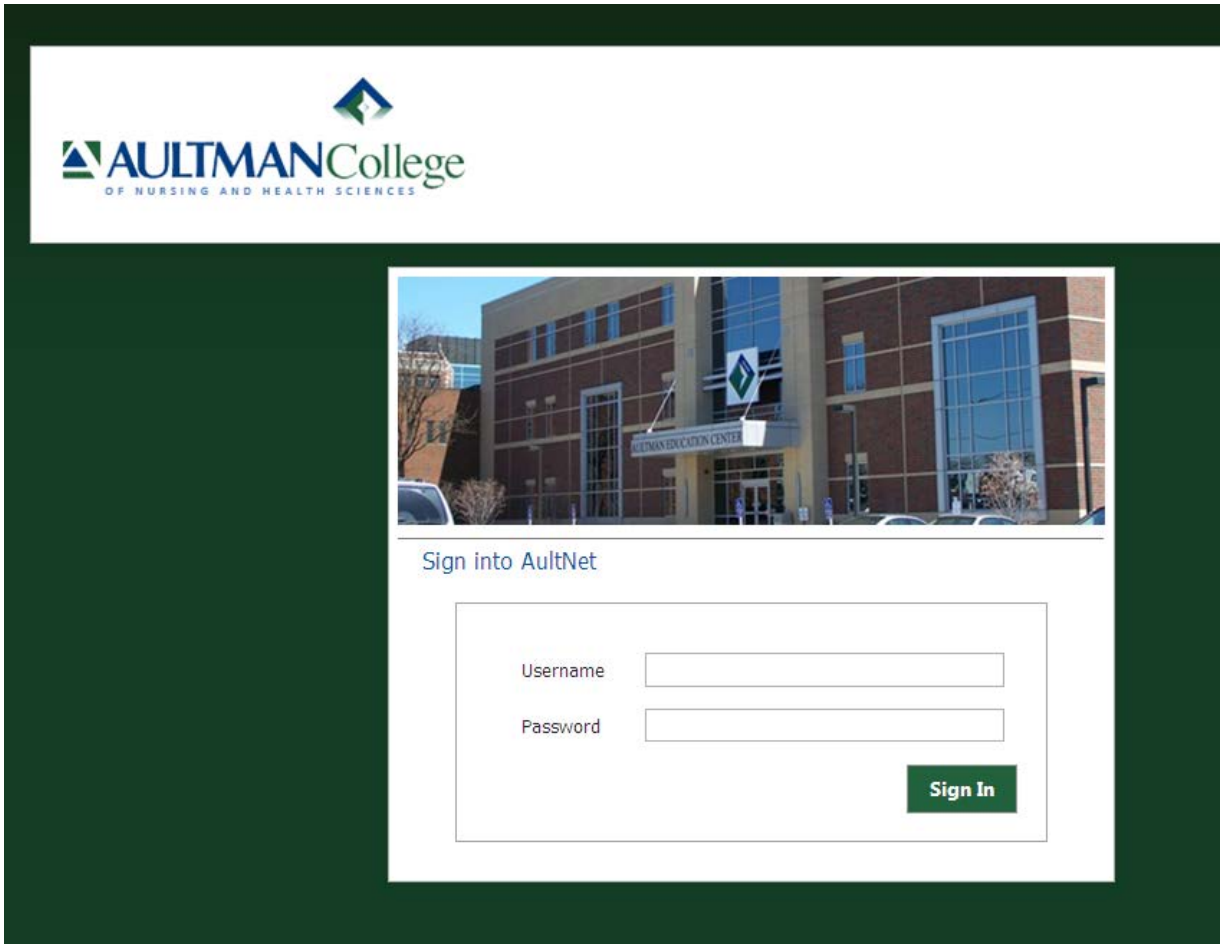
1. Accessing the LMS system.

The LMS system can be accessed from WiseLine by clicking on the My LMS link:



Or, the LMS system can be accessed by placing the following URL into your browser: https://aultnet.aultman.org/Users/Account/LogOn?ReturnUrl=%2Flms%2F

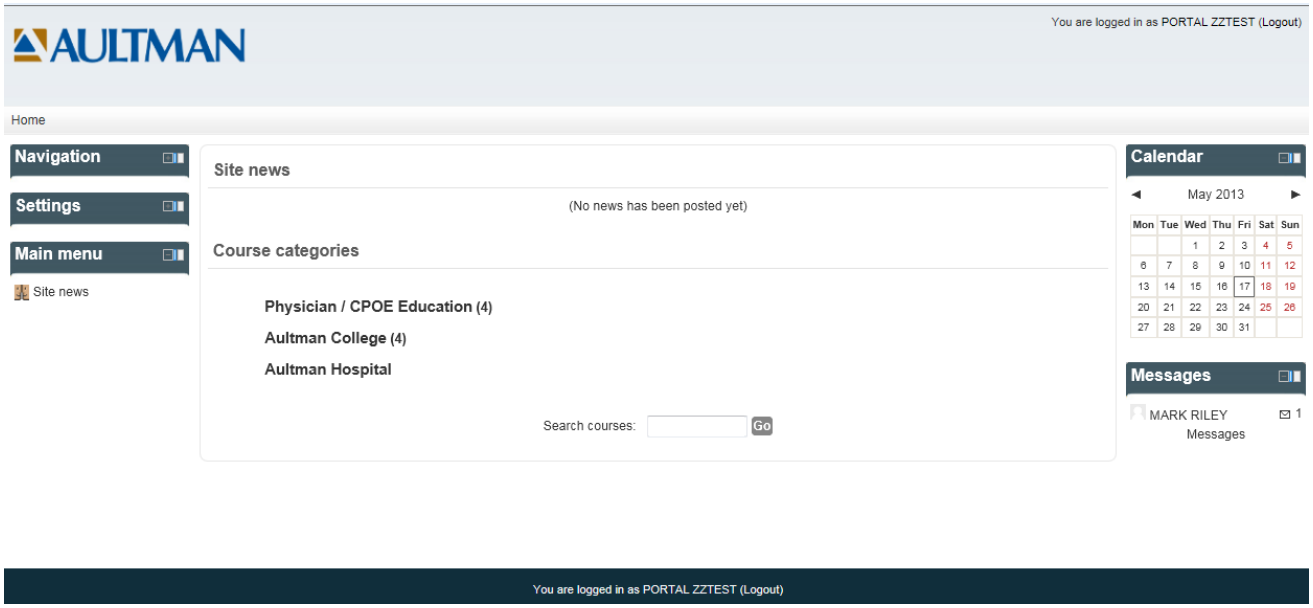
The LMS login page will display:



2. Enter Username and Password.

   Enter the same credentials you use to log into a PC on campus. Username is your student ID number followed by your password.

   The LMS landing page displays.

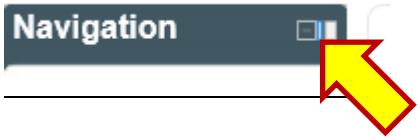


General Navigation

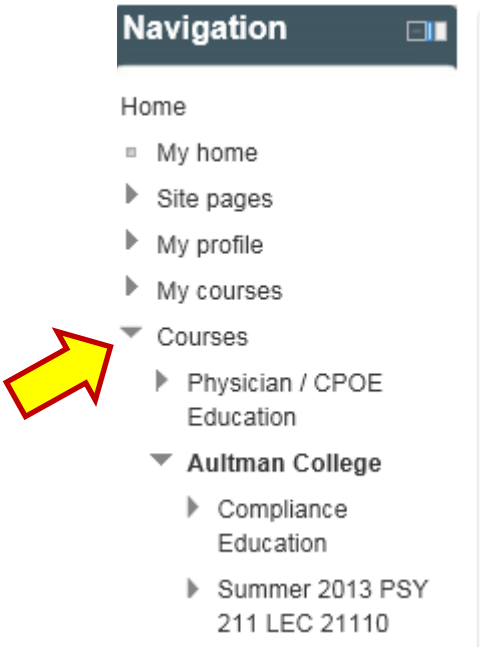
Navigate to different modules by clicking on the menu links displayed at the top of the page or by using the Navigation menu.

1. To return to the main page at any time, click the Home link from the top navigation menu.

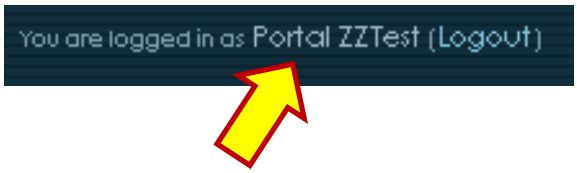
2. Click on the Navigation toggle button to expand or collapse website links.



3. Click on a link within the expanded Navigation pane to quickly move around the LMS system.

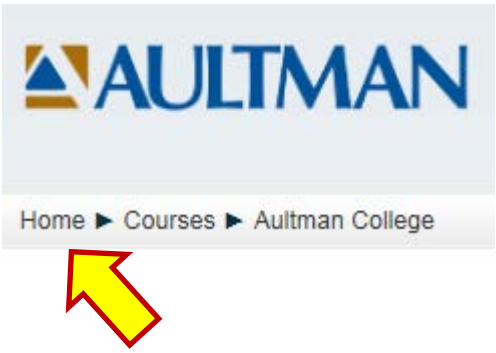


4. To access the profile tab, click your name at the bottom of the page.

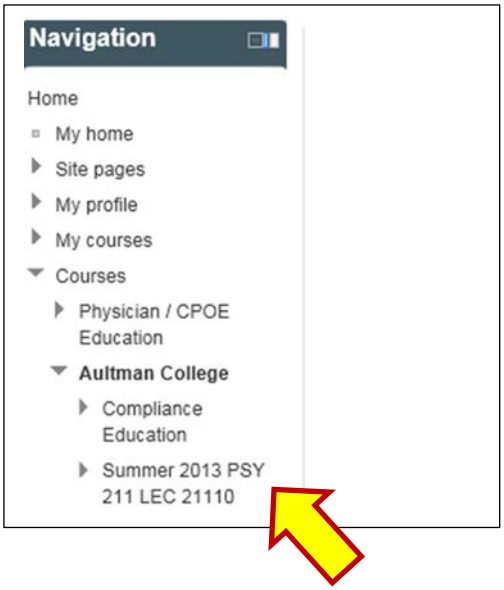


5. Navigate to a course by following the steps below:

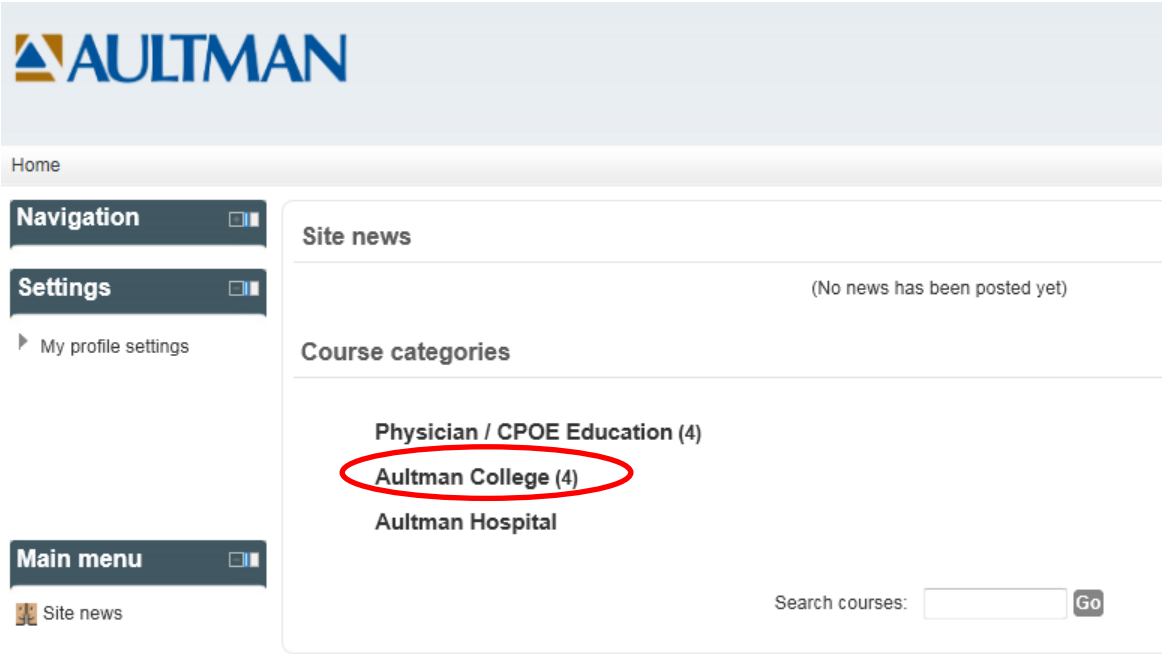
   a. Either select Click the Home link from the top menu or select the course from the Navigation pane.



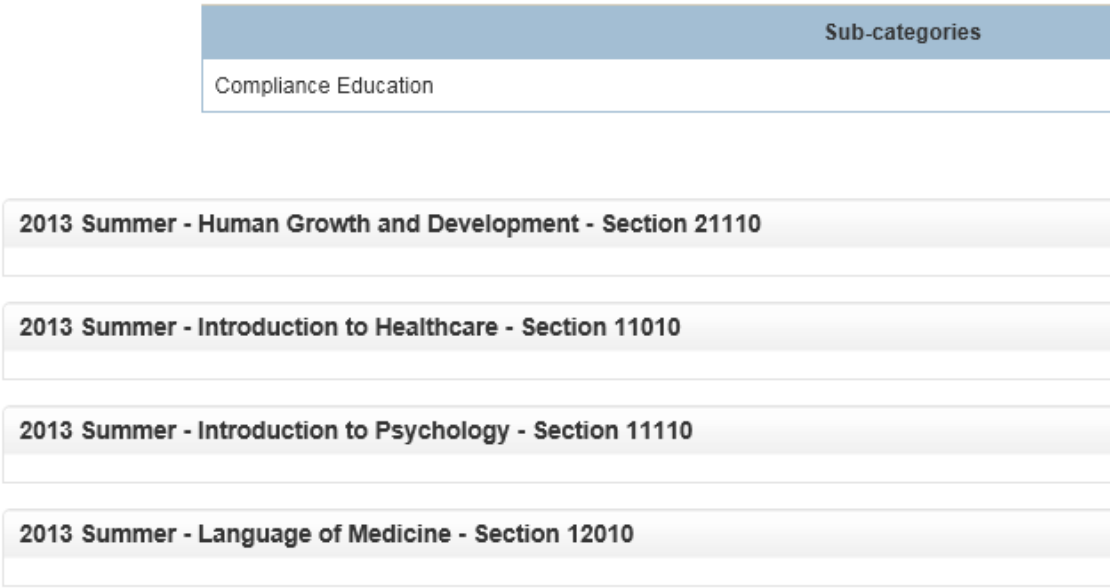
OR



   b. Click Aultman College.



A list of your online courses will display.

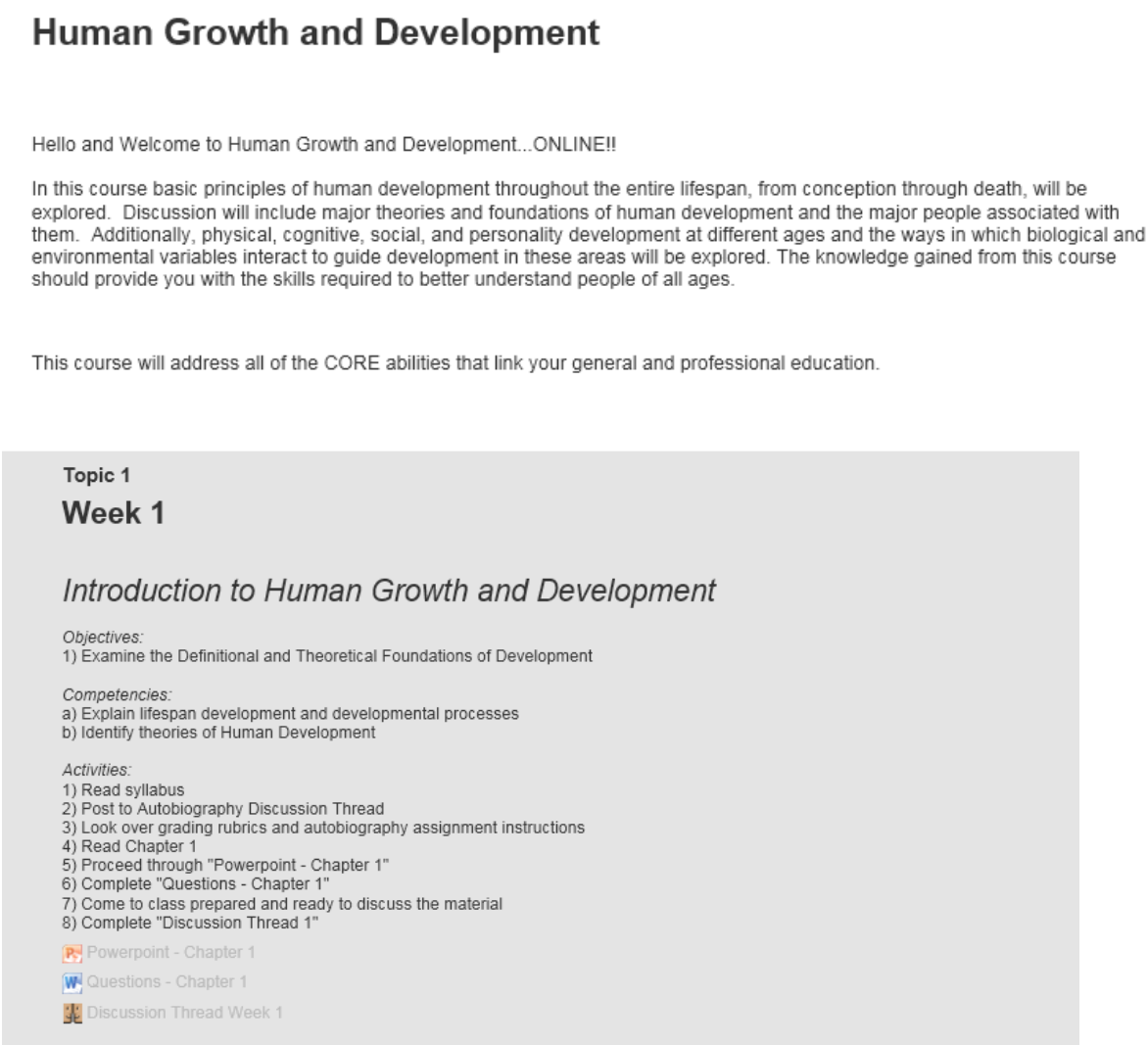


6. View a course.

   a. Click on a course. You will see a course introduction followed by a Topic outline (syllabus) for the course.

      Note: The instructor has the ability to limit the amount of course content displayed. An instructor may opt to display course content a week at a time or have the entire course content viewable from the onset.

      <u>Example:</u>



Human Growth and Development

Hello and Welcome to Human Growth and Development...ONLINE!!

In this course basic principles of human development throughout the entire lifespan, from conception through death, will be explored. Discussion will include major theories and foundations of human development and the major people associated with them. Additionally, physical, cognitive, social, and personality development at different ages and the ways in which biological and environmental variables interact to guide development in these areas will be explored. The knowledge gained from this course should provide you with the skills required to better understand people of all ages.

This course will address all of the CORE abilities that link your general and professional education.

Topic 1

Week 1

Introduction to Human Growth and Development

Objectives:
1) Examine the Definitional and Theoretical Foundations of Development

Competencies:
a) Explain lifespan development and developmental processes
b) Identify theories of Human Development

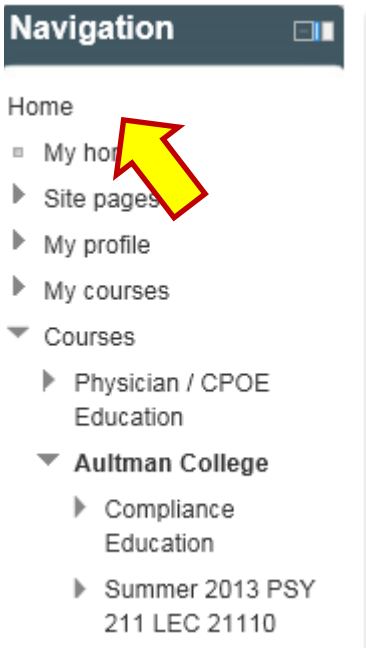
Activities:
1) Read syllabus
2) Post to Autobiography Discussion Thread
3) Look over grading rubrics and autobiography assignment instructions
4) Read Chapter 1
5) Proceed through "Powerpoint - Chapter 1"
6) Complete "Questions - Chapter 1"
7) Come to class prepared and ready to discuss the material
8) Complete "Discussion Thread 1"

Powerpoint - Chapter 1
Questions - Chapter 1
Discussion Thread Week 1

      Follow the links in the course to access content

      Note: The course introduction section should instruct you on how to proceed through the course. In addition, your instructor will send you a welcome email that provides specific instructions for the course.

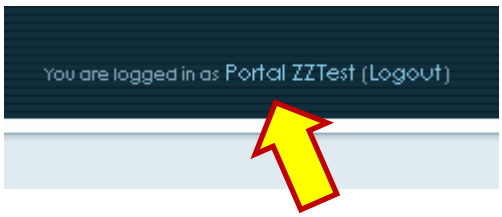
7. To return to the main page, click the Home link from the top navigation menu or use the Navigation menu.



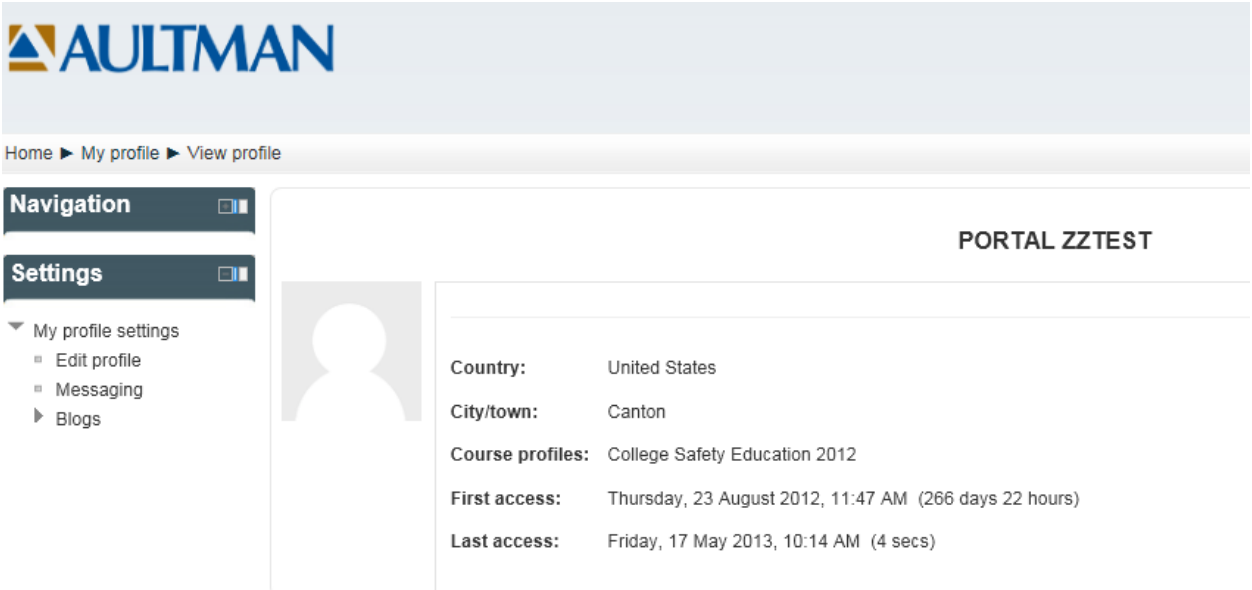
Your Profile

Every person accessing the Amvonet LMS system has a profile.

1. To access your profile, click on your name located at the bottom of the page following the wording "You are logged in as".



2. The profile page has a Settings menu.



3. Click on the Settings menu option to access the associated content. A summary of the menu options is listed below:

Menu Option	Function
Edit Profile	Update profile information
Messaging	Customize notification methods for incoming messages
Blog	Register and set blog preferences

Accessing an Amvonet Room

An Amvonet room is an online room used to deliver course content.

1. Different types of links are provided within a course topic list. Amvonet Rooms are noted with an icon. To enter an Amvonet room, click on the link.

   Example:

   Week 1 Activities:
   1- Complete "Introduction to Psychology and Research" presentation(s) and Read corresponding book chapters
   2- Post any questions to "Questions for Dr. Steve- Week 1" forum
   3- Attend class prepared and ready to participate
   4- Proceed through the Discussion Thread - Week 1" forum
   5- Complete "Critical Analysis Response- Week 1" forum
   6- Complete necessary responses for "Discussion Thread - Week 1"
   7- Prepare for Quiz 1 (Completed at the beginning of next class)

   Introducing Psychology and Psychological Research
   Questions for Dr. Steve - Week 1

2. Some web pages do not have the HTTPS prefix. A Security Warning message will display. The format of the message will vary depending on browser and browser version. Respond to the prompt in a way that will allow viewing of content.

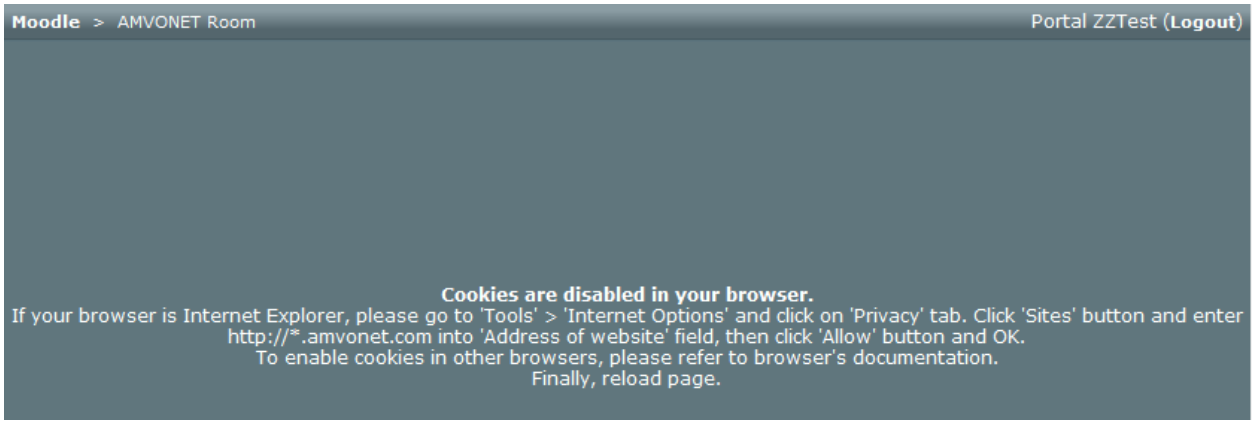
   Examples:

   Click [No] to this prompt.

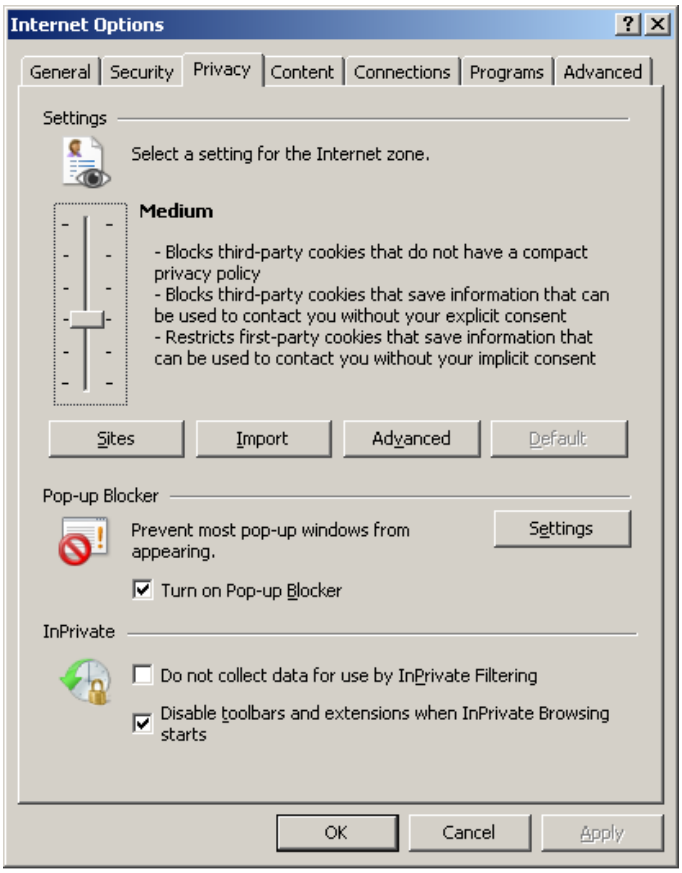
   Click [Show all content] to this prompt.

3. If cookies are disabled in your browser, you will need to update the [Privacy] tab. An error message will display. Instructions are provided below for Internet Explorer (IE).

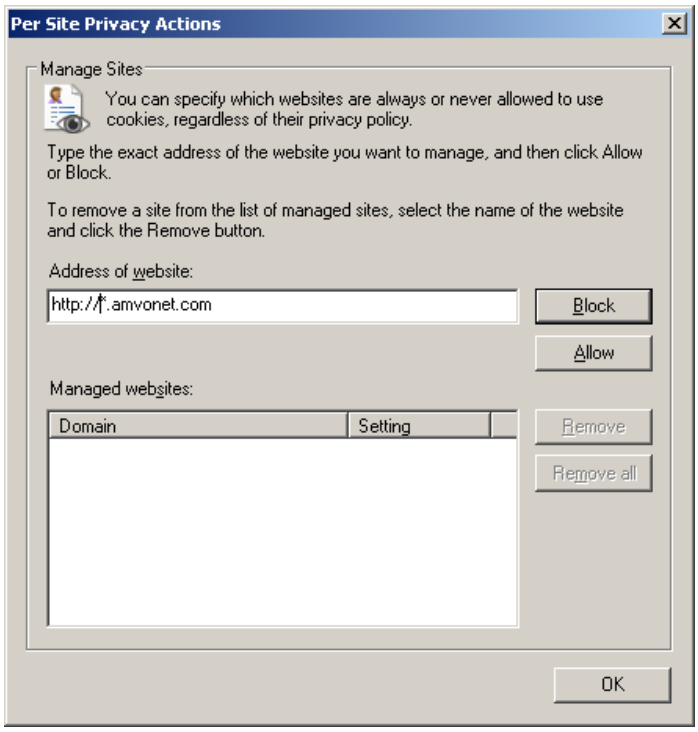
   Note: If you use multiple PCs, these settings need set up one time on each PC.



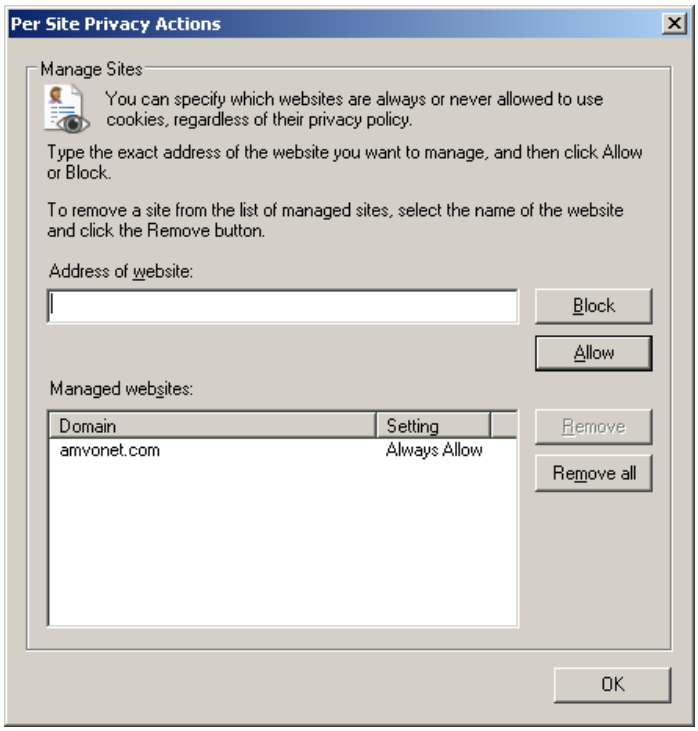
   a. From the Internet Explorer menu, select [Tools].
   b. From the Tools drop down menu, select [Internet Options].
   c. Click on the [Privacy] tab.



d. Click on the [Sites] box.
e. Enter **http://*.amvonet.com** into the Address of website field.

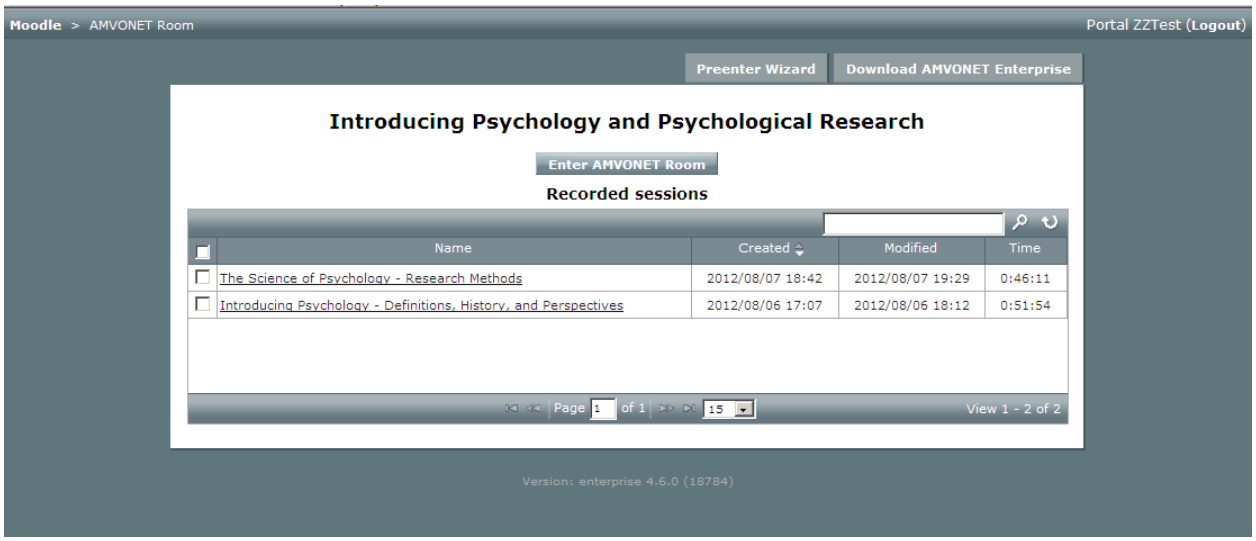


f. Click [Allow]. Amvonet.com displays in the Managed websites area.



g. Click [OK].
h. Click [OK].
i. Press the [F5] key to reload the webpage.
j. Click [No] or [Show all content] on the Security Warning message.

4. The recorded sessions display. Click on the session to be viewed.



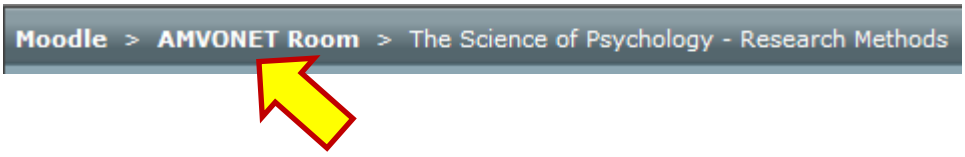
Note: A [Preenter Wizard] tab option is available. This is a check that your system is set to access an Amvonet session. After going through the wizard, you may uncheck the [Show this wizard before starting a session] box to skip the wizard for future sessions. Click [Start] to run through the system check. Click [Skip] to bypass the system check.

5. A message stating [**The current webpage is trying to open a site in your Trusted sites list. Do you want to allow this?]** displays. Click [Yes].

6. Click [No] or [Show all content] to the Security Warning message.

7. A blank screen displays with control buttons at the bottom of the screen. Click to play the session. Verify your sound is turned on to hear recorded lectures. Click to fit the display to the PC window.

8. Click [Amvonet Room] in the top menu to exit the recorded session.



9. Click [OK] to exit the session. Click [Cancel] to remain in the session.

10. Click [Yes] to the Security Warning trusted site prompt.

11. Click [No] or [Show all content] on the Security Warning message.

12. Click [Moodle] to return to the course topic outline.

13. Click ☒ to exit the LMS Amvonet system.

Technical Support

Report issues to Aultman College IT at aultmancollegeit@aultman.com or by calling 330.363.1283 or 330.363.1126 from 8 a.m. to 4:30 p.m.

Off-hour limited support is available at 330.363.6238.

Provide the following information when requesting assistance:

- ✓ First and last name
- ✓ Computer being used (campus or personal)
- ✓ Name of application or software (i.e. CAMS portal, Amvonet, Aultman College.edu, etc.)
- ✓ Describe what how the system was being used when the issue occurred (i.e. Login, accessing/viewing content after logging in, saving changes, navigating system, etc.)
- ✓ Error message (when applicable)
- ✓ Contact information
    - Email
    - Phone Number