

# LMS USER GUIDE FOR PARTICIPANTS

VERSION 2.0



About SMU Academy:



*Welcome to the LMS User Guide for Participants!*

*This document is designed to provide participants with a step-by-step guide on how to use SMU Academy's Learning Management System (LMS).*

*Please refer to this user guide for any LMS-related matters during your learning journey with us.*

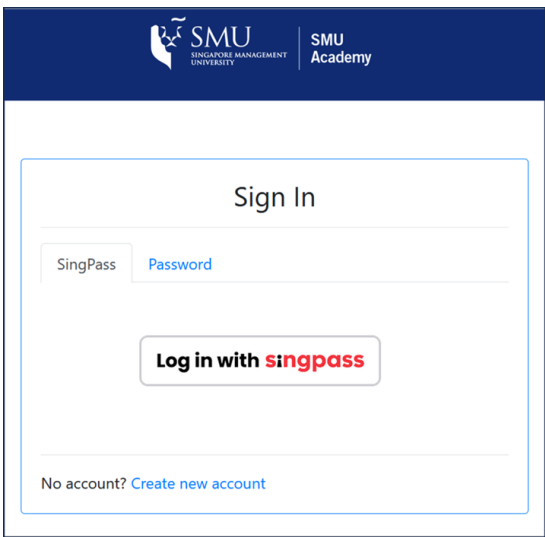
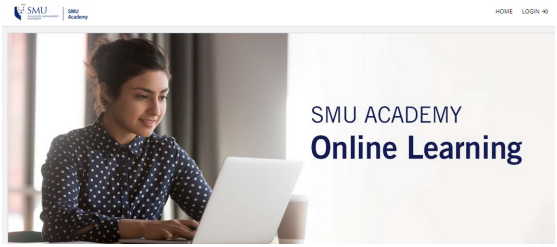
**Operations Cluster - LMS Team**

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- 02** Login into LMS
- 03** Access and download course materials
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- 05** Submit assignments
- 06** Course progress status
- 07** View completed courses
- 08** Change Password
- 09** Forgot Password

## 01. Introduction: TMS vs LMS

- For all SMU courses, participants are required to access both the TMS and LMS website.

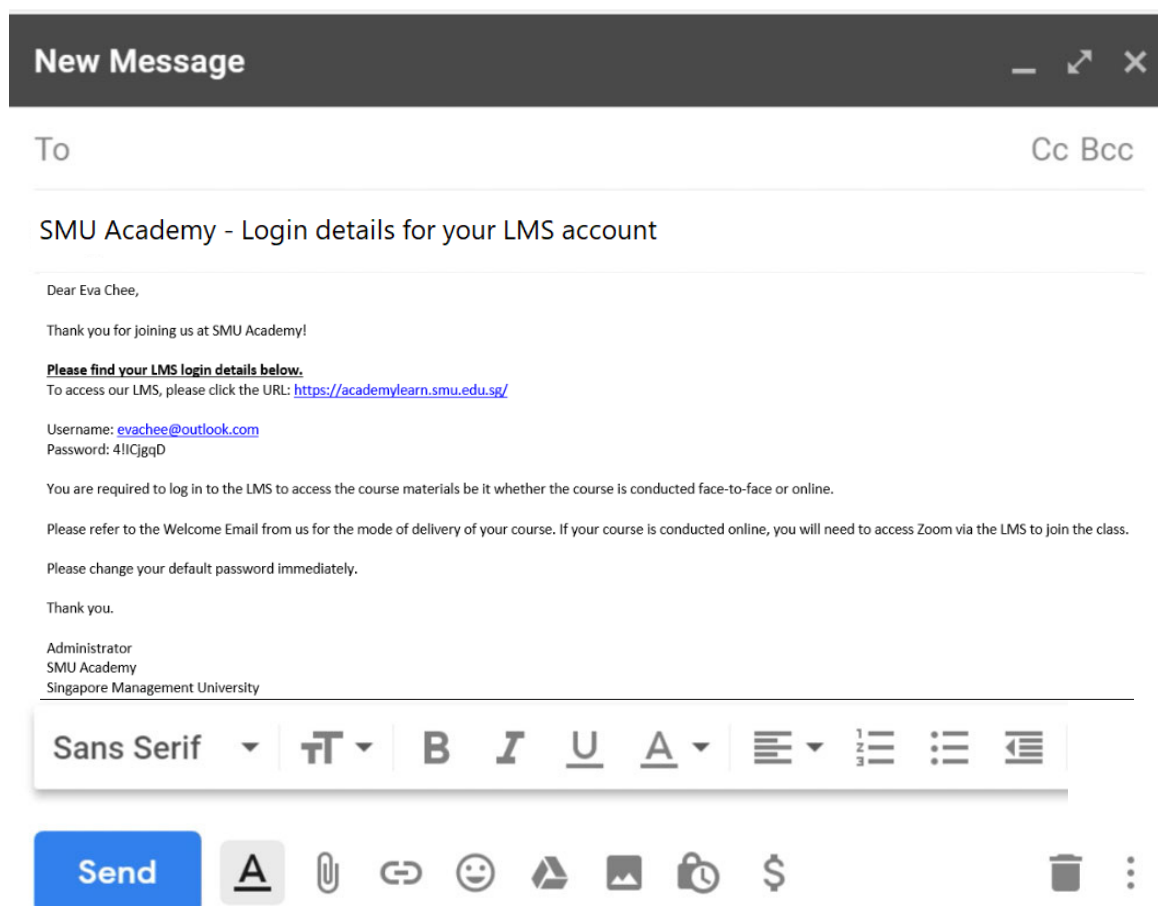
TRAINING MANAGEMENT SYSTEM (TMS)	LEARNING MANAGEMENT SYSTEM (LMS)
<p>Used for <b>training administration</b> such as:</p> <ul style="list-style-type: none"> <li>• Course registration</li> <li>• Course deferment/withdrawal</li> <li>• Payment matters</li> </ul>	<p>Used to access the <b>course materials</b> such as</p> <ul style="list-style-type: none"> <li>• Reading materials</li> <li>• Downloadable resources</li> <li>• Assessment matters</li> </ul>
<p><a href="https://smu.eteams.com.sg/">https://smu.eteams.com.sg/</a></p>	<p><a href="https://academylearn.smu.edu.sg/">https://academylearn.smu.edu.sg/</a></p>
	

## 02. Login into LMS

- Login to: <https://academylearn.smu.edu.sg>
- Click on 'LOGIN'.



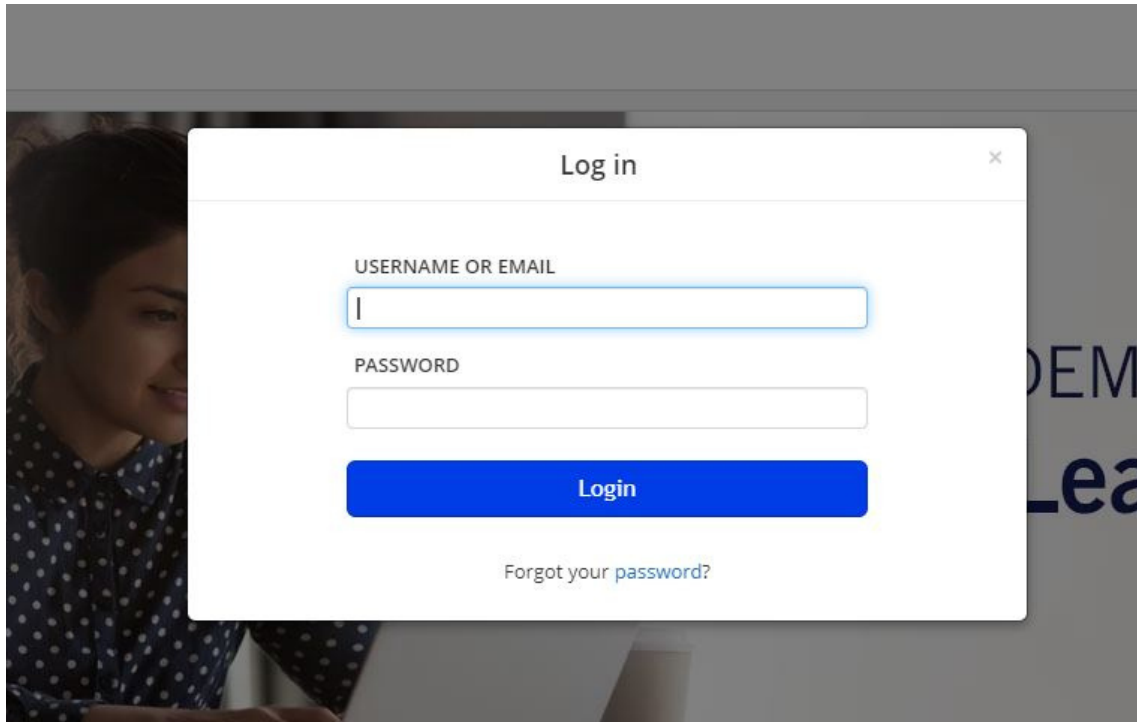
- Your LMS login details will be sent to your email prior to the course commencement as shown below.



- The password is system-generated.
- Please check your “Junk” or “Spam” folder if you do not receive the email.

## 02. Login into LMS (cont.)

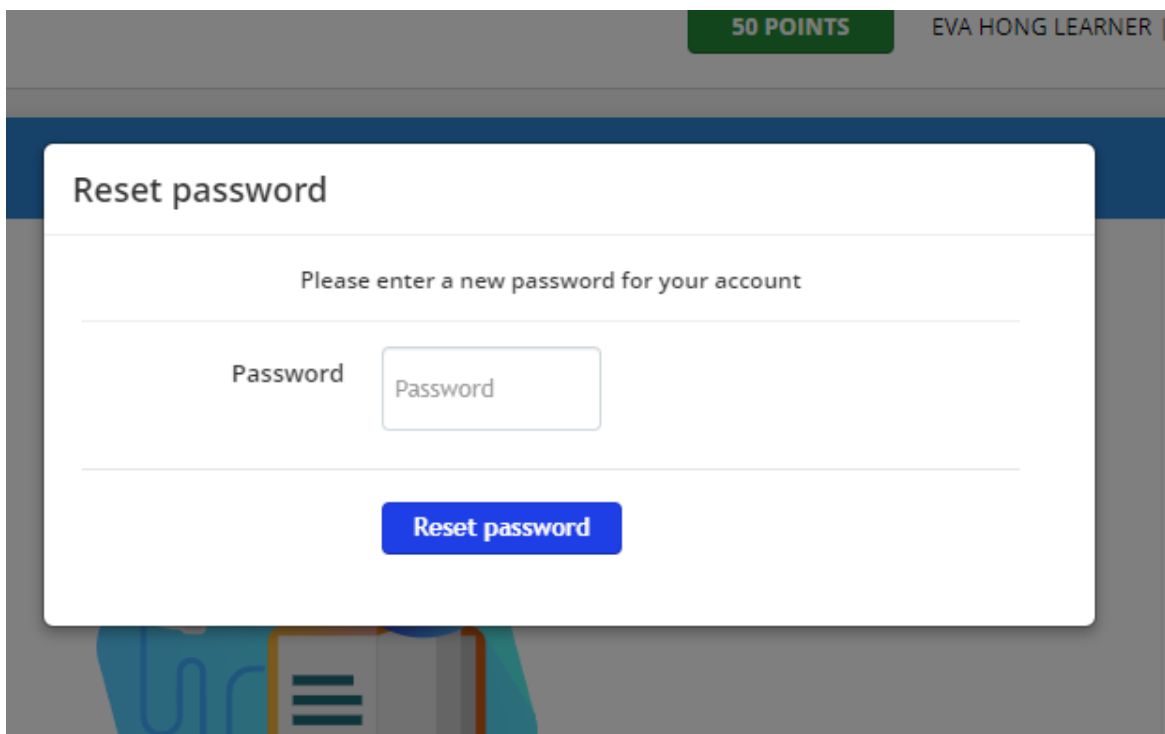
- Refer to the '[SMU Academy - Login details for your LMS account](#)' email and enter your login details.



The screenshot shows a 'Log in' modal window with the following fields and elements:

- Log in** (modal title)
- USERNAME OR EMAIL** (input field)
- PASSWORD** (input field)
- Login** (blue button)
- [Forgot your password?](#) (link)

- First time users are required to update their account password for security reasons. Kindly update it before accessing the course materials.

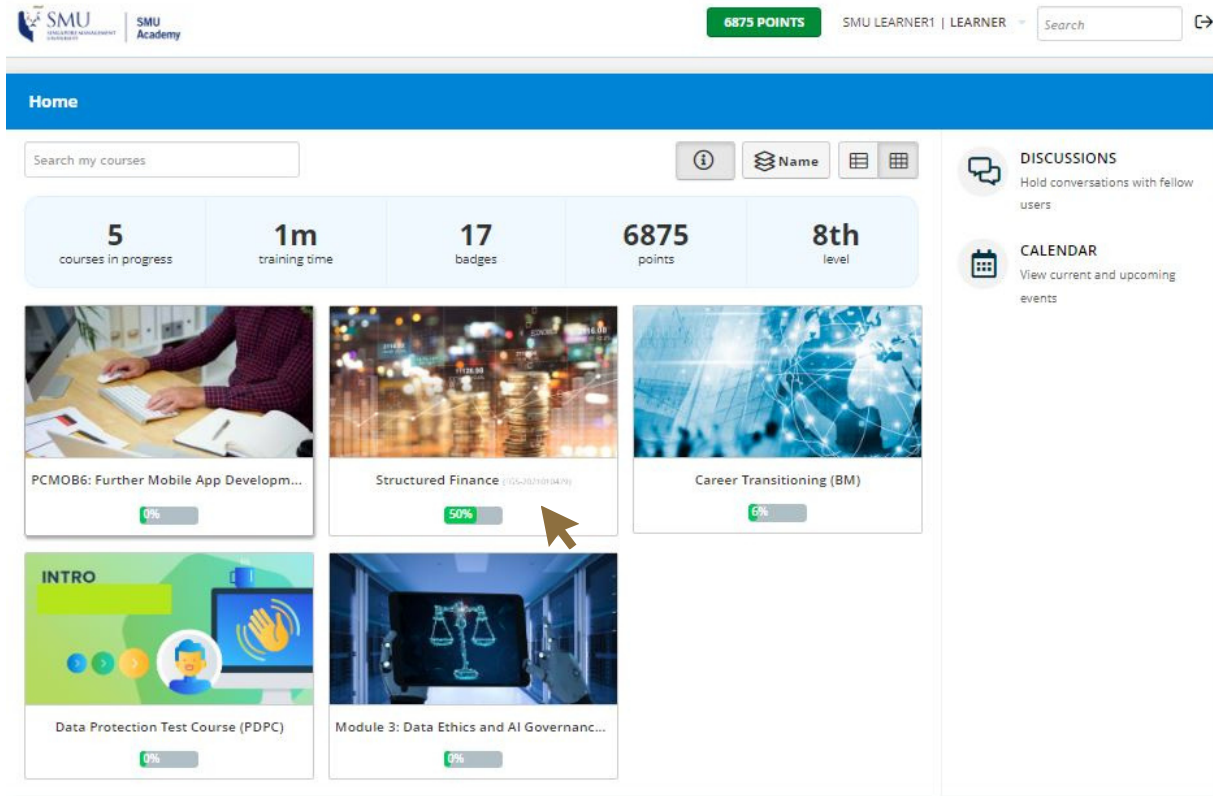


The screenshot shows a 'Reset password' modal window with the following elements:

- 50 POINTS** (green badge)
- EVA HONG LEARNER |** (user name)
- Reset password** (modal title)
- Please enter a new password for your account
- Password** (input field)
- Reset password** (blue button)

### 03. Access and download course materials

- The home page is where you can find all your courses.
- Click on the course you want to access to view the course materials.



The screenshot shows the SMU Academy learner dashboard. At the top, there is a navigation bar with the SMU logo, the user's name 'SMU LEARNER1 | LEARNER', and a search bar. Below the navigation bar is a blue header with the word 'Home'. A search bar for courses is located below the header. A summary row displays five statistics: 5 courses in progress, 1m training time, 17 badges, 6875 points, and 8th level. Below this are five course cards, each with a progress bar: 'PCMOB6: Further Mobile App Developm...' (0%), 'Structured Finance (125-3021010479)' (50%), 'Career Transitioning (BM)' (6%), 'Data Protection Test Course (PDPC)' (0%), and 'Module 3: Data Ethics and AI Governanc...' (0%). On the right side, there are two menu items: 'DISCUSSIONS' (Hold conversations with fellow users) and 'CALENDAR' (View current and upcoming events).

### 03. Access and download course materials (cont.)

- Assessments and reference materials can be found in the course page of each course.
- To download course materials, scroll down to the 'Files' section.
- Click on the file you wish to download.



[Go to course](#)

#### Structured Finance (TGS-2021010479)

COMPLETED

Commodity trading firms play a crucial role in the global supply chain ecosystem, bridging gaps between producers, intermediaries and consumers.

Structured finance is a financing technique presented to large financial institutions or companies with complex financing needs and who may be unsatisfied with conventional financing solutions. Used to facilitate the trade flow of commodities and to mitigate serious risks related to complex assets, it is specifically designed for commodity producers and trading companies doing business mainly in developing and emerging markets.

This 1-day course looks into how Structured Finance is employed by commodity producers to facilitate cash flow and trading houses as a means of risk mitigation to reduce exposure to supply, demand or price shocks. Trainer will provide deeper insights on liquidity management and risk mitigation for the production, purchase and sale of commodities and materials.

#### CONTENT

##### INTRODUCTION

- ✓ Introduction
- ✓ Trainer's Profile - Anbu Ramasamy

##### REFERENCE MATERIALS

##### ASSESSMENT/GRADING

- 09/09/2022 - Grading Session - SPM

##### SURVEY - TRAINER

- ✓ 2021 - Survey for Anbu Ramasamy v21.1

##### SURVEY - COURSE RELATED

- ✓ 2021 - Course Survey v21.1

##### CURRENT INTAKE SESSIONS

- 09/09/2022 - Session 1 - 9 AM
- 09/09/2022 - Session 2 - 1 PM

##### PAST INTAKE SESSIONS

##### MISC

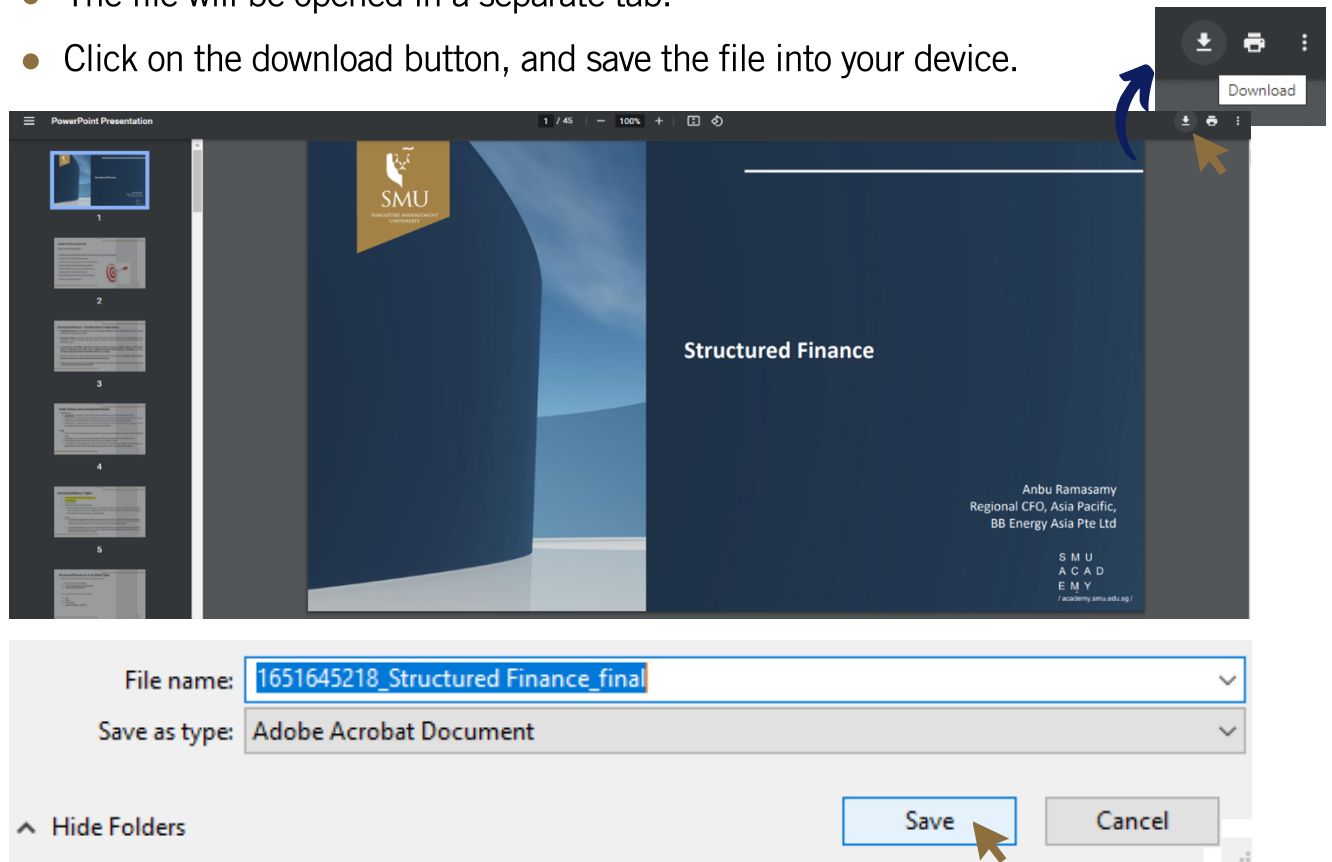
- End of Course Admin (For Admins)

#### FILES

- PDF Structured Finance\_final.pdf

### 03. Access and download course materials (cont.)

- The file will be opened in a separate tab.
- Click on the download button, and save the file into your device.

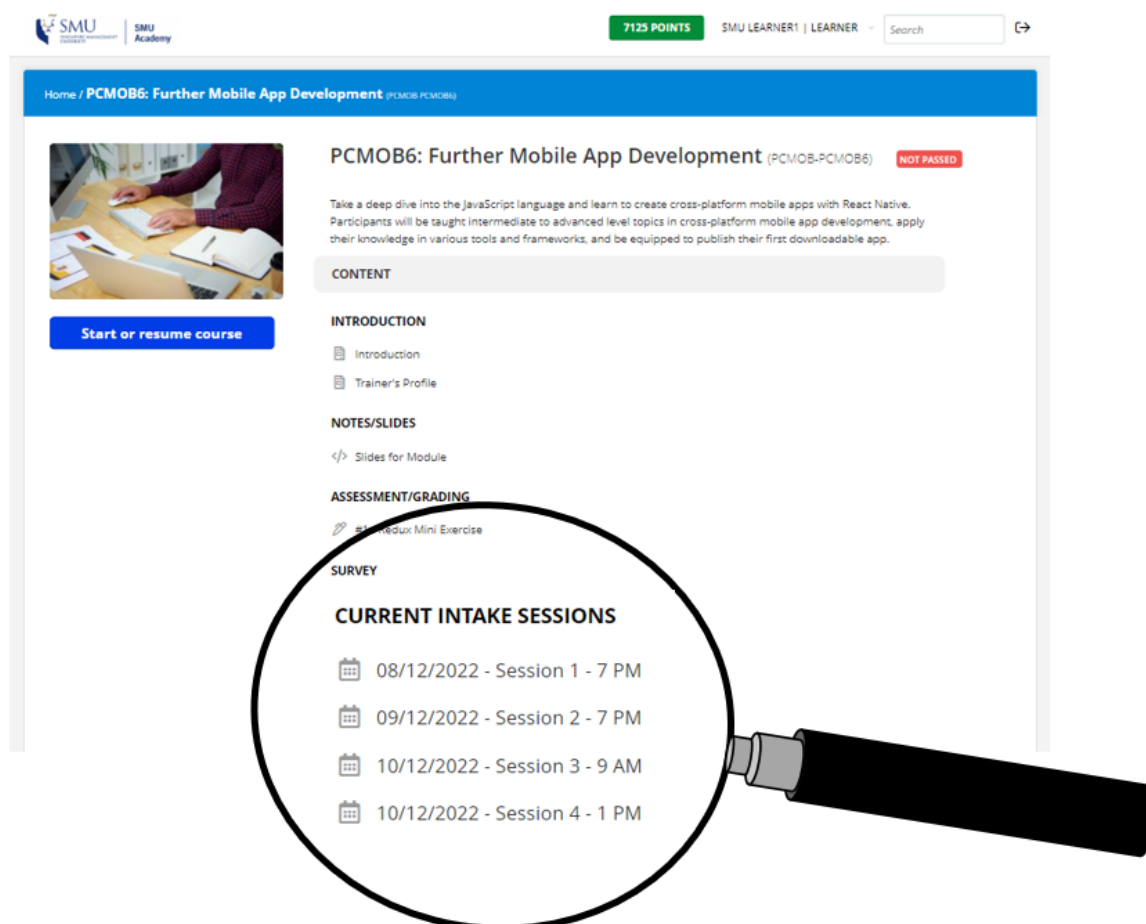




New Zoom users: Please refer to [this link](#) on how to install Zoom on your device.

## 04. Join online course

- Please note that zoom links will not be sent to your registered email. All online sessions can be accessed via SMUA's LMS.
- To join the online sessions, scroll down to the 'Current Intake Sessions', and click on the appropriate session that you wish to join.



Home / PCMOB6: Further Mobile App Development (PCMOB-PCMOB6) 7125 POINTS SMU LEARNER1 | LEARNER Search ↗

PCMOB6: Further Mobile App Development (PCMOB-PCMOB6) NOT PASSED

Take a deep dive into the JavaScript language and learn to create cross-platform mobile apps with React Native. Participants will be taught intermediate to advanced level topics in cross-platform mobile app development, apply their knowledge in various tools and frameworks, and be equipped to publish their first downloadable app.

[Start or resume course](#)

**CONTENT**

**INTRODUCTION**

- Introduction
- Trainer's Profile

**NOTES/SLIDES**

- Slides for Module

**ASSESSMENT/GRADING**

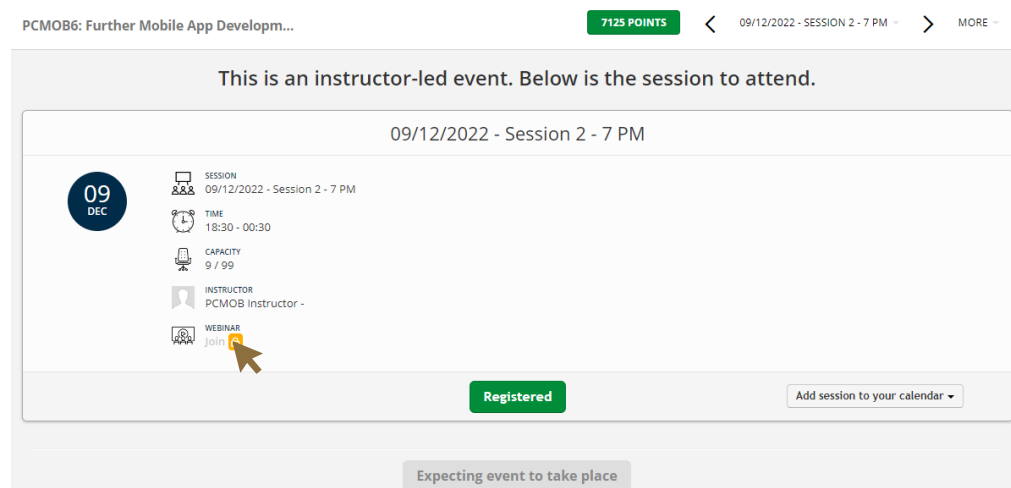
- Reduce Mini Exercise

**SURVEY**

**CURRENT INTAKE SESSIONS**

- 08/12/2022 - Session 1 - 7 PM
- 09/12/2022 - Session 2 - 7 PM
- 10/12/2022 - Session 3 - 9 AM
- 10/12/2022 - Session 4 - 1 PM

- Click on 'Join' to access the Zoom session.



PCMOB6: Further Mobile App Developm... 7125 POINTS < 09/12/2022 - SESSION 2 - 7 PM > MORE

This is an instructor-led event. Below is the session to attend.

09/12/2022 - Session 2 - 7 PM

**09 DEC**

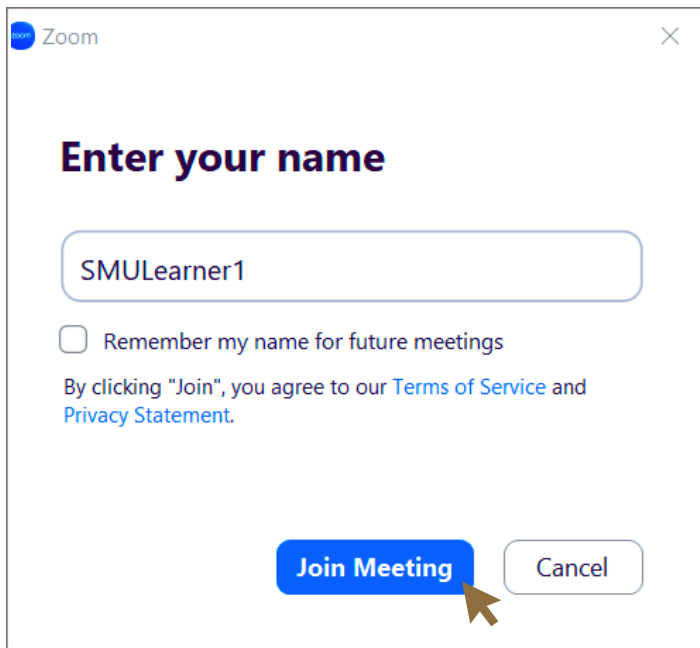
- SESSION: 09/12/2022 - Session 2 - 7 PM
- TIME: 18:30 - 00:30
- CAPACITY: 9 / 99
- INSTRUCTOR: PCMOB Instructor -
- WEBINAR: [Join](#)

[Registered](#) [Add session to your calendar](#)

Expecting event to take place

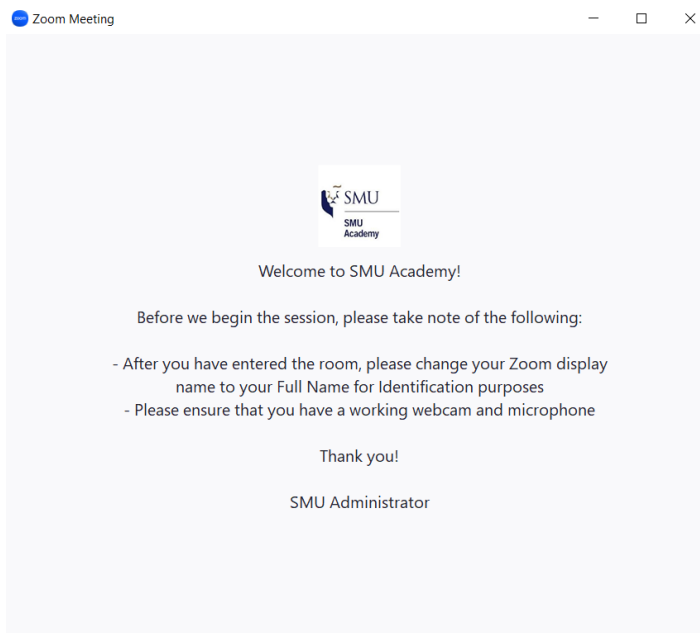
## 04. Join online course (cont.)

- Enter your registered name with SMU Academy, and click on 'Join Meeting'.
- Please note that you will not be admitted if you do not use the name you registered with SMU Academy.



The image shows a Zoom window titled "Zoom" with a close button in the top right corner. The main heading is "Enter your name" in bold purple text. Below it is a text input field containing "SMULearner1". Underneath the input field is a checkbox labeled "Remember my name for future meetings", which is currently unchecked. Below the checkbox is a line of text: "By clicking 'Join', you agree to our [Terms of Service](#) and [Privacy Statement](#)." At the bottom of the dialog are two buttons: a blue "Join Meeting" button and a white "Cancel" button with a grey border. A mouse cursor is pointing at the "Join Meeting" button.

- You will be admitted into the session by 'SMUA Administrator'.



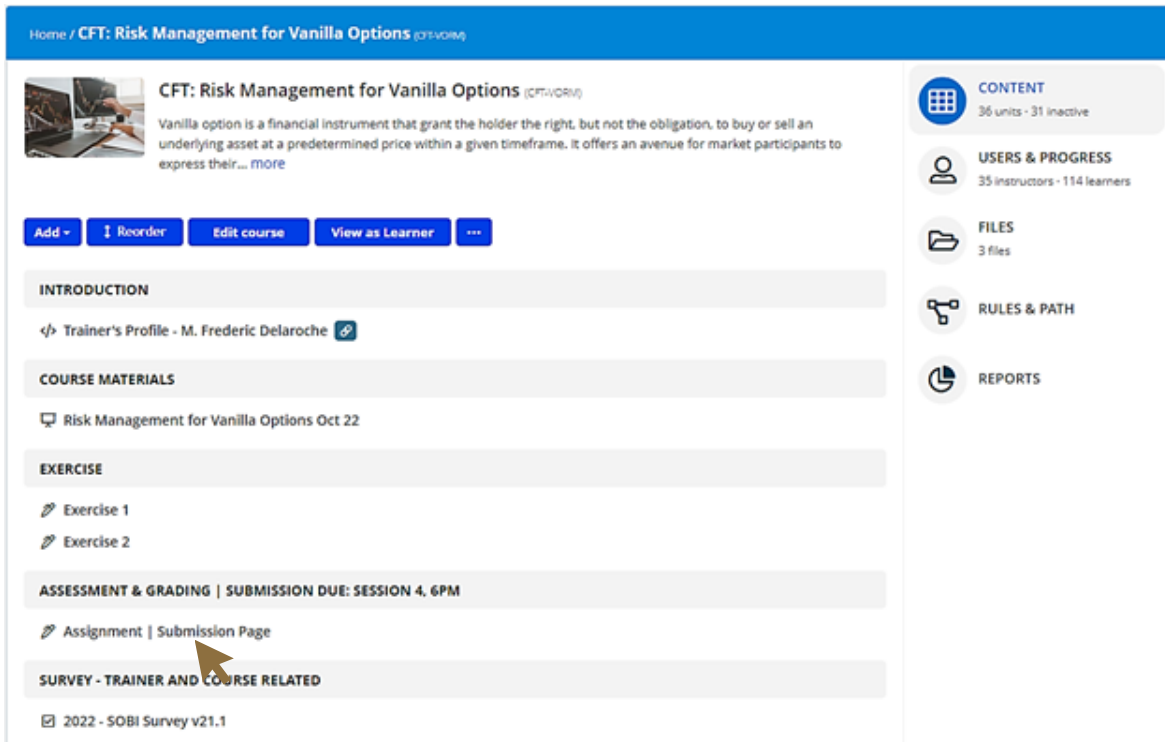
The image shows a Zoom Meeting window titled "Zoom Meeting" with standard window controls. The background is light blue. At the top center is the SMU Academy logo. Below the logo is the text "Welcome to SMU Academy!". Underneath is the text "Before we begin the session, please take note of the following:". This is followed by two bullet points: "- After you have entered the room, please change your Zoom display name to your Full Name for Identification purposes" and "- Please ensure that you have a working webcam and microphone". Below the bullet points is the text "Thank you!" and "SMU Administrator".

Please hold, the SMU Administrator will let you in shortly.

09/12/2022 - Session 2 - 7 PM  
[Test Speaker and Mic](#)

## 05. Submit Assignments

- Click on the assignment under the 'Assessment & Grading' section.



Home / CFT: Risk Management for Vanilla Options (CFT-VOR19)

**CFT: Risk Management for Vanilla Options** (CFT-VOR19)

Vanilla option is a financial instrument that grant the holder the right, but not the obligation, to buy or sell an underlying asset at a predetermined price within a given timeframe. It offers an avenue for market participants to express their... more

**Add** **↑ Reorder** **Edit course** **View as Learner** **...**

**INTRODUCTION**

Trainer's Profile - M. Frederic Delaroche

**COURSE MATERIALS**

Risk Management for Vanilla Options Oct 22

**EXERCISE**

Exercise 1  
Exercise 2

**ASSESSMENT & GRADING | SUBMISSION DUE: SESSION 4, 6PM**

Assignment | Submission Page

**SURVEY - TRAINER AND COURSE RELATED**

2022 - SOBI Survey v21.1

**CONTENT**  
36 units - 31 inactive

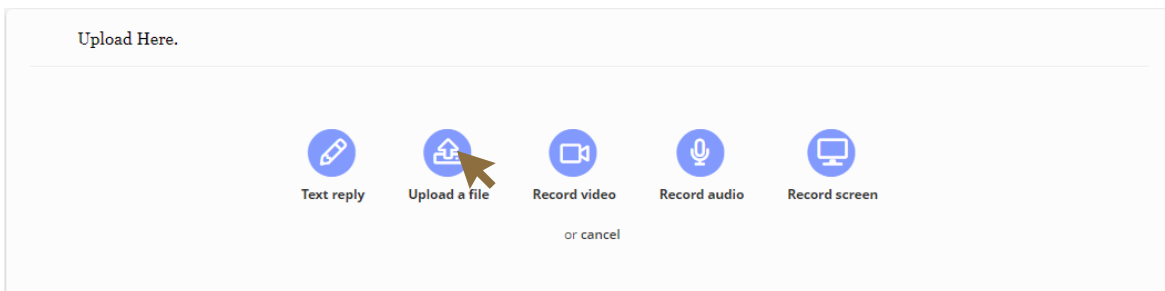
**USERS & PROGRESS**  
35 instructors - 114 learners

**FILES**  
3 files

**RULES & PATH**

**REPORTS**

- Click on 'Upload a file' to upload your assignment.



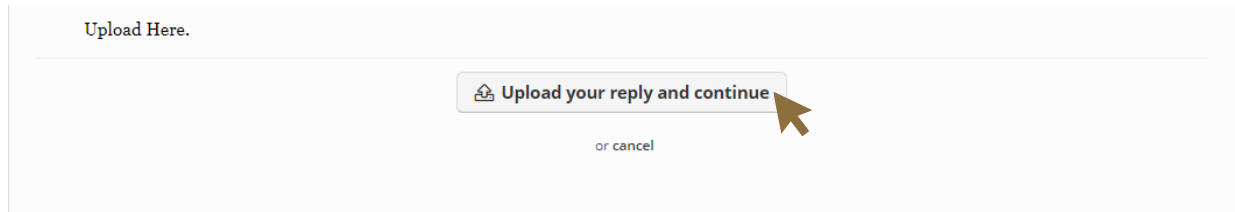
Upload Here.

Text reply   Upload a file   Record video   Record audio   Record screen

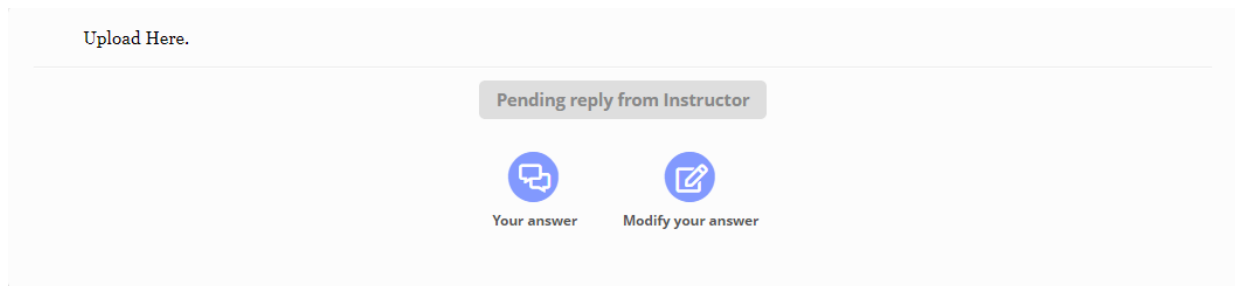
or cancel

## 05. Submit Assignments (cont.)

- Click on 'Upload your reply and continue'. Select the document you wish to submit. Your assignment will be sent to the trainer.



- Click on 'Your answer' to review your submission, and 'Modify your answer' to resubmit your assignment.

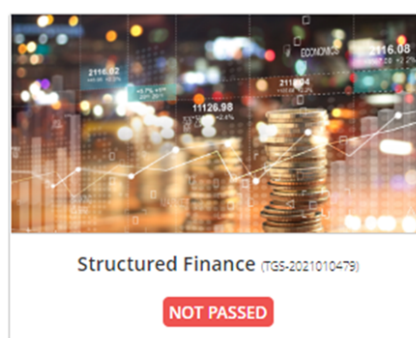


## 06. Course Progress Status

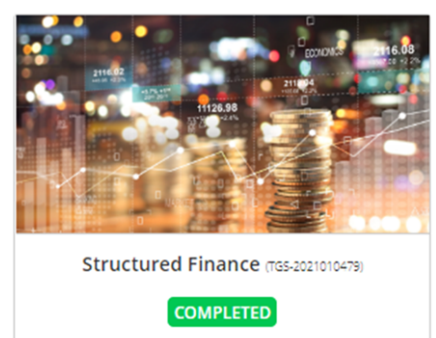
- There are 3 course progress status as follows:



**Course is 'In Progress'**  
You have started the course but have not completed all the assessment component(s).



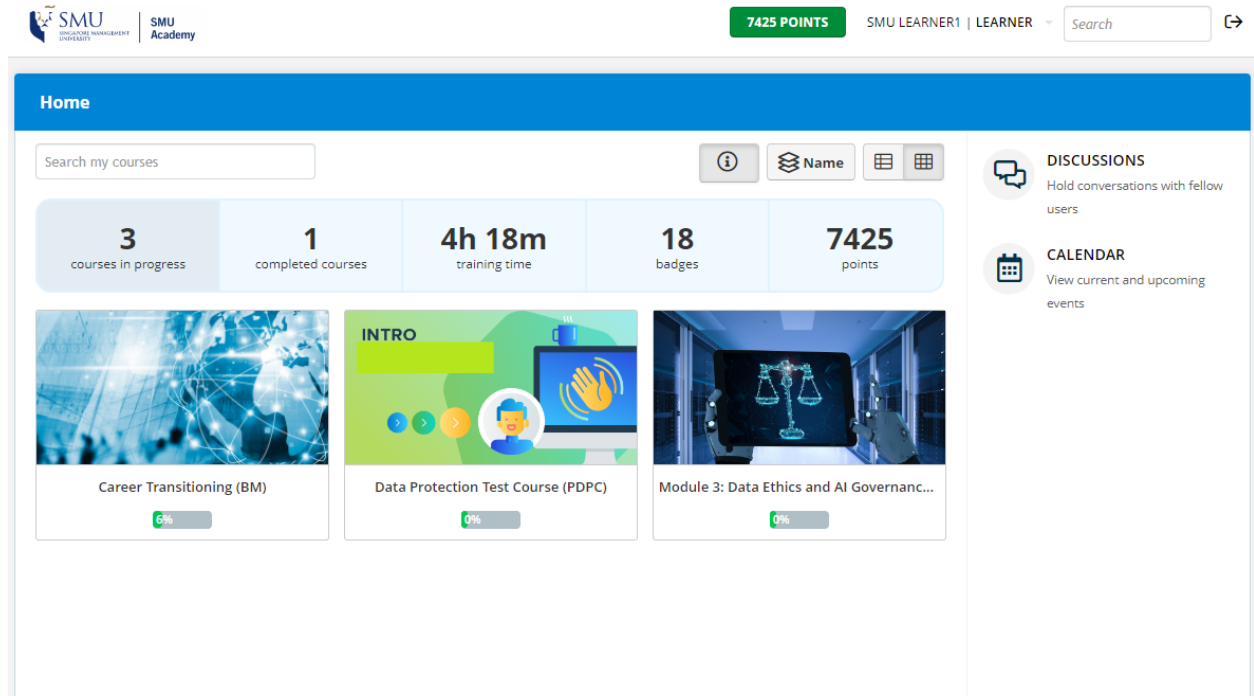
**Course is 'Not Passed'**  
You did not achieve the overall assessment criteria.



**Course is 'Completed'**  
You have completed and fulfilled the overall assessment criteria.

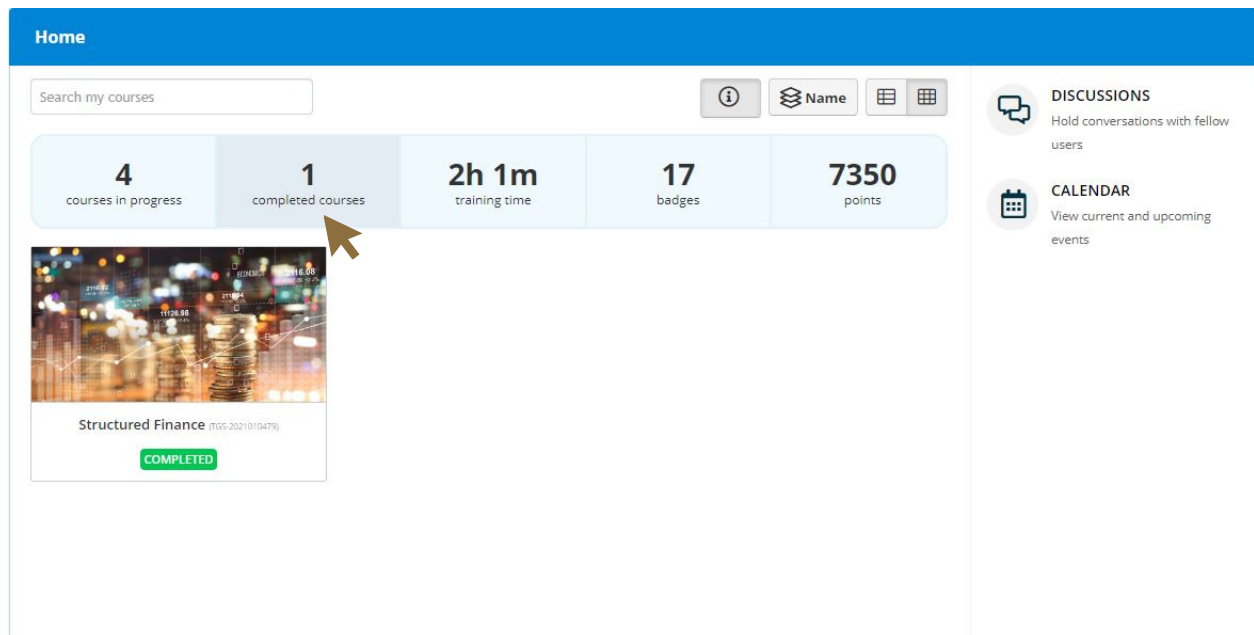
## 07. View Completed Courses

- Upon login, 'courses in progress' will be shown as the default page. (The completed courses will not be found in this page.)



The screenshot shows the SMU Academy learner dashboard. At the top, the user is identified as 'SMU LEARNER1 | LEARNER' with a search bar and a '7425 POINTS' badge. The main dashboard area is titled 'Home' and features a search bar for courses. Below the search bar, there are five summary cards: '3 courses in progress', '1 completed courses', '4h 18m training time', '18 badges', and '7425 points'. Three course cards are displayed below: 'Career Transitioning (BM)' with a 6% progress bar, 'Data Protection Test Course (PDPC)' with a 0% progress bar, and 'Module 3: Data Ethics and AI Governanc...' with a 0% progress bar. On the right side, there are sections for 'DISCUSSIONS' (Hold conversations with fellow users) and 'CALENDAR' (View current and upcoming events).

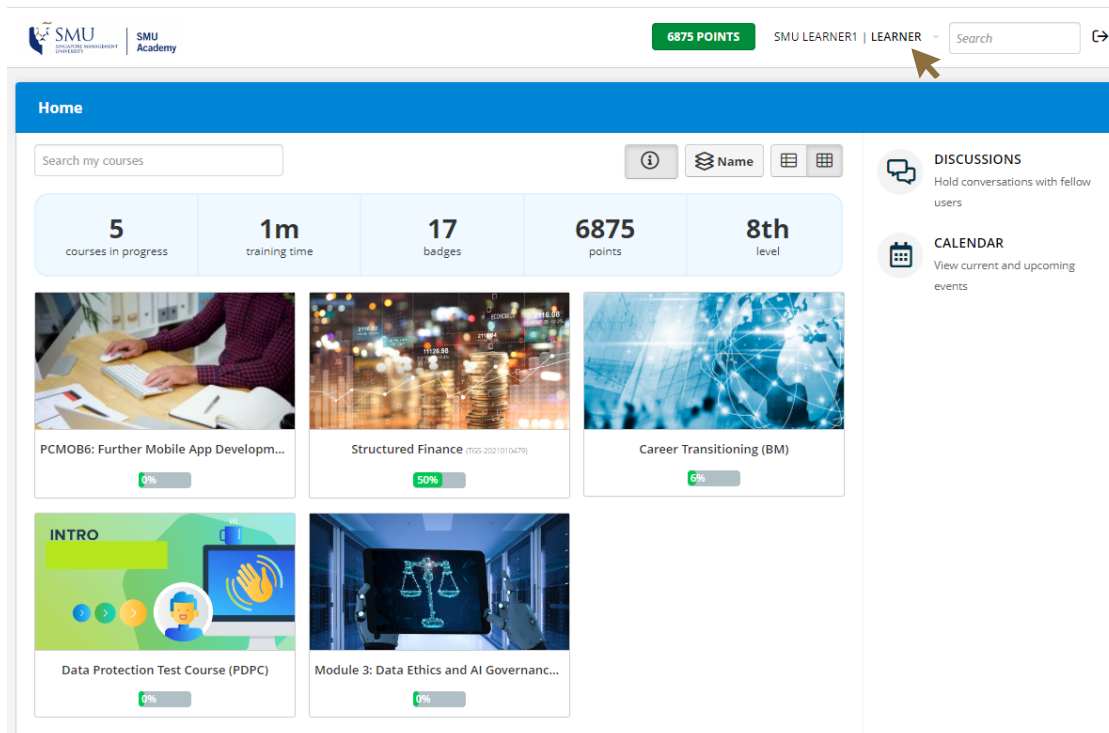
- To view the completed courses, click on the 'Completed Courses' tab.



The screenshot shows the SMU Academy learner dashboard with the 'Completed Courses' tab selected. The summary cards now show '4 courses in progress', '1 completed courses', '2h 1m training time', '17 badges', and '7350 points'. A single course card is displayed: 'Structured Finance (TGS-20211010478)' with a 'COMPLETED' badge. A mouse cursor is pointing at the '1 completed courses' tab. The right side of the dashboard remains the same with 'DISCUSSIONS' and 'CALENDAR' sections.

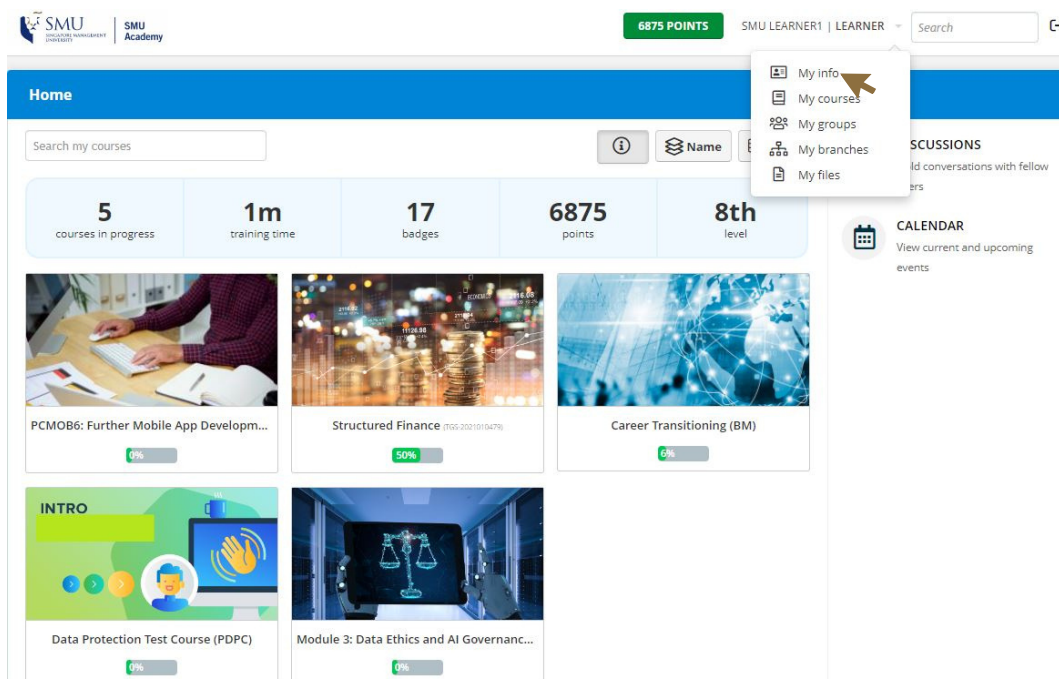
## 08. Change Password

- From the home page, hover over 'LEARNER' at the top-right of the page.



The screenshot shows the SMU Academy home page. At the top right, the user is logged in as 'SMU LEARNER1 | LEARNER' with a '6875 POINTS' badge. A search bar is visible. The main content area features a 'Home' header with a search bar and navigation icons. Below this, a summary bar displays: 5 courses in progress, 1m training time, 17 badges, 6875 points, and 8th level. Five course cards are shown with progress bars: PCMOB6: Further Mobile App Develop... (0%), Structured Finance (50%), Career Transitioning (BM) (6%), Data Protection Test Course (PDPC) (0%), and Module 3: Data Ethics and AI Governanc... (0%). On the right, there are sections for 'DISCUSSIONS' and 'CALENDAR'.

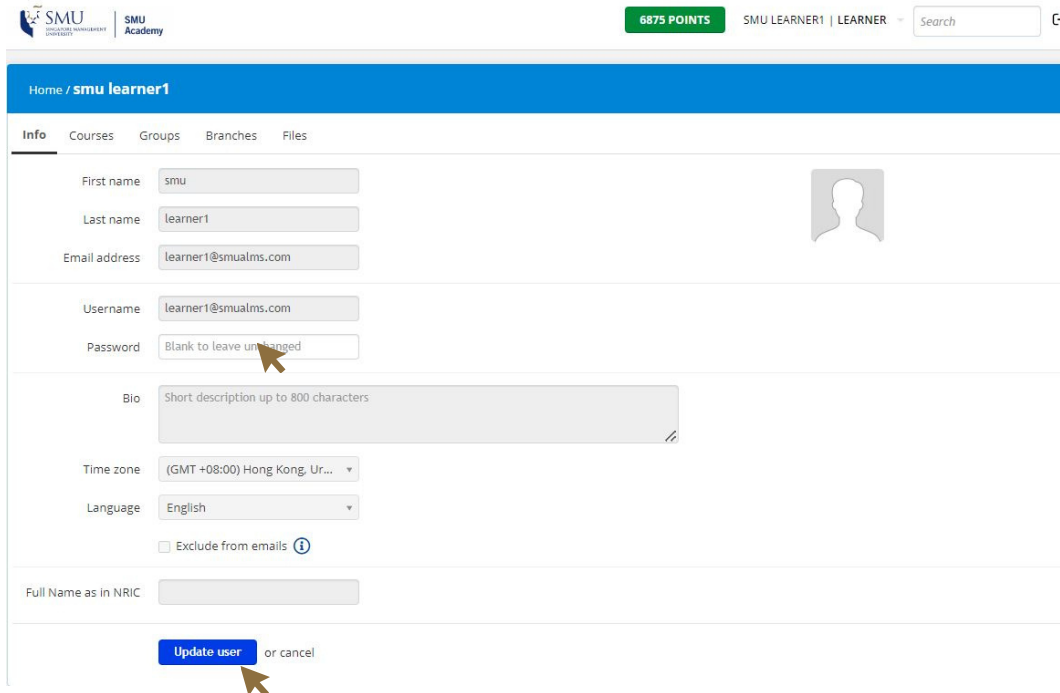
- Click on 'My info' from the drop-down menu.



This screenshot is identical to the previous one, but with the 'LEARNER' dropdown menu open. The menu options are: My info (indicated by a mouse cursor), My courses, My groups, My branches, and My files. The rest of the page content remains the same.

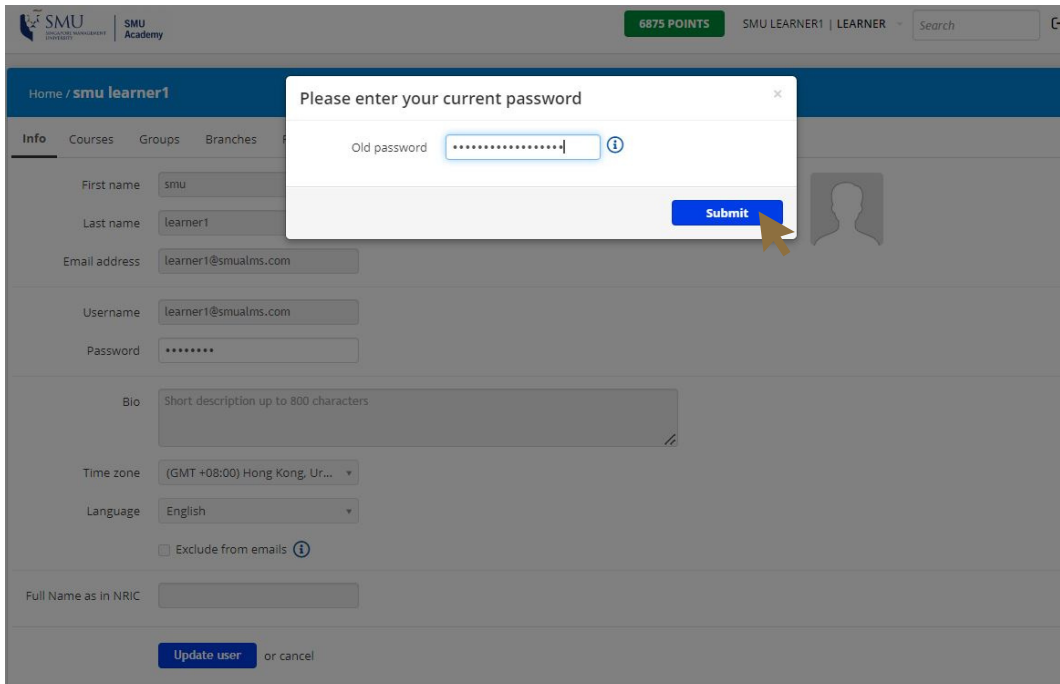
## 08. Change Password (cont.)

- Key in your preferred password and click on 'Update user'.



The screenshot shows the user profile page for 'smu learner1'. The page includes a navigation bar with 'Home / smu learner1', a search bar, and a '6875 POINTS' indicator. The main content area is titled 'Info' and contains several input fields: First name (smu), Last name (learner1), Email address (learner1@smualms.com), Username (learner1@smualms.com), Password (Blank to leave unchanged), Bio (Short description up to 800 characters), Time zone (GMT +08:00 Hong Kong, Ur...), Language (English), and Full Name as in NRIC. At the bottom, there is a blue 'Update user' button and a link 'or cancel'. A mouse cursor is pointing at the 'Update user' button.

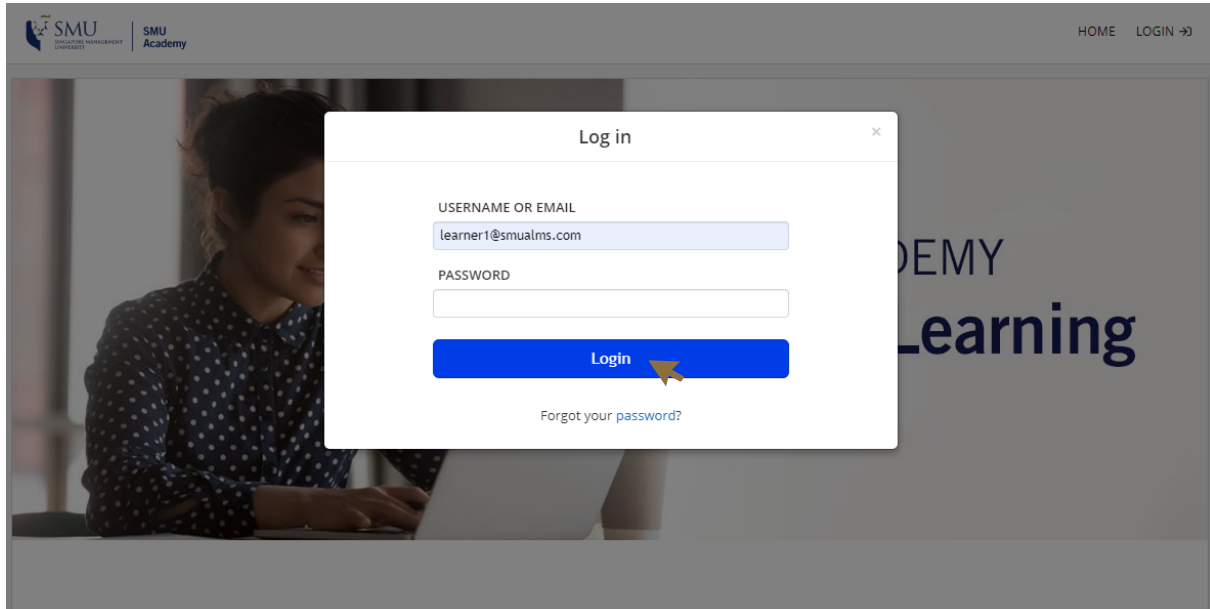
- Enter your current password and click 'Submit'. Your password will be updated.



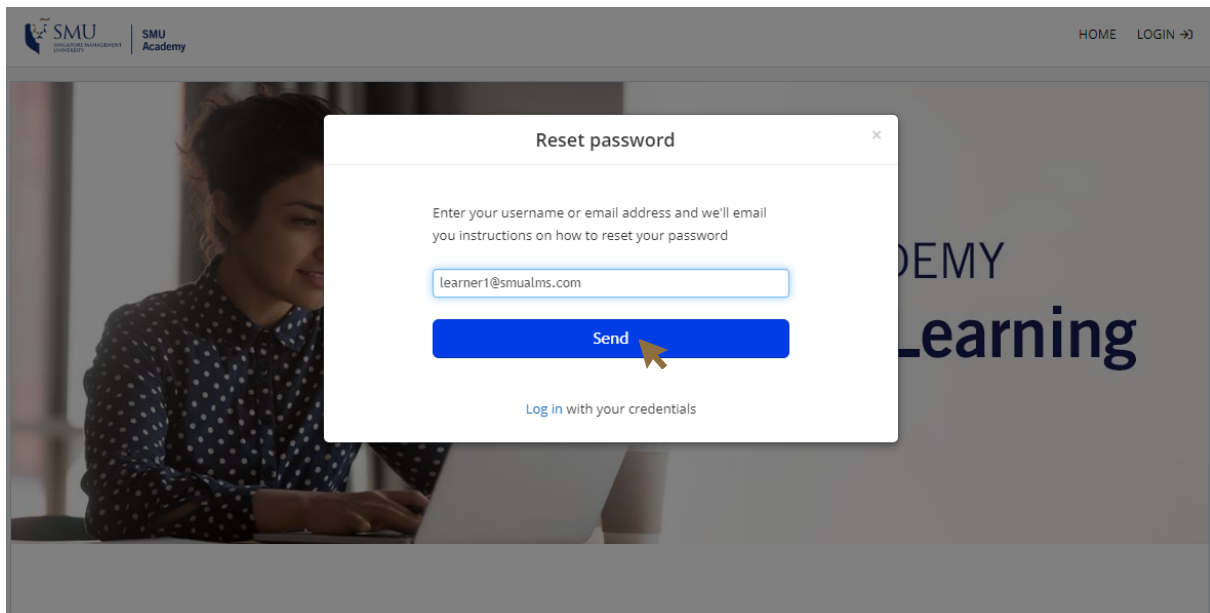
The screenshot shows the same user profile page as above, but with a modal dialog box overlaid. The dialog box is titled 'Please enter your current password' and contains a text input field for 'Old password' with a masked password (\*\*\*\*\*). A blue 'Submit' button is located at the bottom right of the dialog box. A mouse cursor is pointing at the 'Submit' button. The background page is dimmed.

## 09. Forgot Password

- If you forgot your password, click on 'Forgot your password?' from the login page to reset the password.



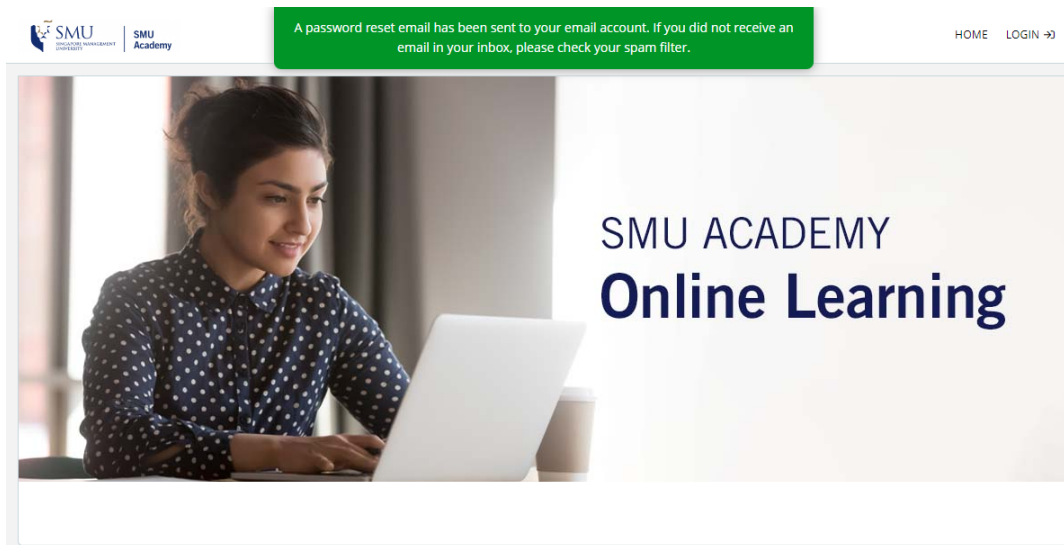
- Enter your registered email and click on 'Send'.





## 09. Forgot Password (cont.)

- You will receive a password reset email from 'noreply@em.academylearn.smu.edu.sg'.



- From your email, click on the 'Reset your password' link.

Forgot your password?

SA SMU Academy <noreply@em.academylearn.smu.edu.sg>  
To

Can't remember your password for: [SMU Academy](#) ? Don't worry, we can help.

To reset your password just click the link below and follow the instructions:

[Reset your password](#)

*Didn't ask to reset your password?*

*If you didn't ask for your password, it's likely that another user entered your username or email address by mistake while trying to reset their password. If that's the case, you don't need to take any further action and can safely disregard this email.*

- Enter a new password and click on 'Reset Password'.

