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Introduction

This document is quick start guides for students, It offers a selection of the most important features and tools.

PUA (LMS) is online learning mangment system and mobile application, enabling educators to create their own private website filled with dynamic courses that extend learning, any time, anywhere. replace with old PUA web sit for upload lecture and Allows interaction and discussion between the lecturer and students, The heart of PUA(LMS) is courses that contain activities and resources. The main power of this Activity based model comes in combining the activities into sequences and groups, which can help you guide participants through learning paths.it improved Assignment features, easily create and manage Quiz.

<u>PUA(LMS) URL</u> elearning.pua.edu.eg

PUA(LMS) Mobile Application

How to Download PUA(LMS)Application fom Mobile ?

- 1. Open "Playstore OR App store" then Search "Moodle mobile", Select orange icon
- 2. Install "moodle mobile" and install application .
- 3. Write (URL) for LMS then click connect click "Connect".
- 4. Insert your username and password then click login



1. Home Page

- This page is called "Home page"
- Click in "Login" to Enter to Dashboard. Fig (1-1)





2. Login Page:

How to Login into your dashboard

- 1. Click on login button ,login page will appear . sh
- 2. Enter your username and password .

shown in Fig (2.1) shown in Fig (2.2) shown in Fig (2.2)







3.Rest password

Change Password Page will Appear :

- 1. You should Put your current password.
- 2. Then enter new password
- 3. At last confirm new password
- 4. Finally click "save change"
 - All 4 steps shown in Fig (3.1)

Dashboard » Preferences »	USEI account	» Change passworu	
Navigation	- <	You must change your password to pr	oceed. X
Dashboard Site home 		Change password	
My coursesCourse		Username	student
			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 as *, -, or #
		Current password*	→ 1
		New password*	→ 2
		New password (again)*	→ 3
			SAVE CHANGES 4
		Fig	g (3-1)

- 5. After you click "Save change" anther page will appear, then click continue.
- 6. At last anther page will appear click on "Save change"

Dashboard » Preferences »	User account	» Change password	
Navigation	- 6	Password has been changed	CONTINUE> Click h
Dashboard			
Site home			
Site pages			
 My courses 			
) BE 101			

Fig (3-2)

4.Edit Profile

1.	Click on profile that found in drop down list upper the page.	Fig (4.1)
2.	Ather page will appear, Click on "Edit Profile"	Fig (4.2)

- 3. Anther page will appear, it contains 5 section: Fig (4.3)
 - General
 - User Picture
 - Additional name
 - Interests
 - Optional: you can put your yahoo ID, skype ID, Phone, mobile phone
 - Then click "Update profile"

		Home Cou	urses student student 📥 🗸
			Dashboard
		1	Profile
			Grades
			Messages
			Preferences
- <	Course overview	- (Private files
			No files available
	Course		Manage private files
			Online users
			(last 5 minutes: 2)
		Fig (4-1)	

Click on Edit profile



Fig (4-2)

This page will appear after click on "Edit profile"

Phana Phan Phana Phana Phan			Home Courses	student student
				Search courses Q
Dashboard » Preferences » U	ser account	» Edit profile		
Navigation	- <	student student	If You Click Her A Section Will Expar	.ll nd
Dashboard Site home My courses Course		▶ General		Expand all
		 User picture Additional names 		
		Interests		
		▹ Optional		
			UPDATE PROFILE	

• General: you can edit your name, Email, (hide or display your email)

- General	
First name•	student
Surname*	student
Email address•	student.student@pua.edu.eg
Email display	Allow only other course m \sim
City/town	
Select a country	Select a country ~
Timezone	Server timezone (Africa/C. ~
Description ③	



- User Profile: you can upload your profile picture by follow the following steps:
 Click on file icon (1)
 - User picture

Current picture	None
New picture ③	Maximum size for new files: 100MB, maximum attachments: 1
	▶ 🔛 Files
Picture description	



- New Pop up will appear called "File Picker" as shown in Fig (4.6)
- To upload photo from PC, click on "upload a file" --- (2)
- Then click on "Browser" --- (3)

File picker				
n Recent files	2			
🖄 Upload a file				
🖄 URL downloader		_3		
n Private files				
Wikimedia	Attachment	Browse No file selected.		
soogle drive	Save as			
💱 DropBox				
	Author	teacher 9		
	Choose license	All rights reserved		
		UPLOAD THIS FILE		

Fig (4.6)



• The following window will appear, select photo from you PC then click "Open" -- (4)

 Optional 	
Web page	
ICQ number	
Skype ID	
AIM ID	
Yahoo ID	
MSN ID	
ID number	
Institution	
Department	
Phone	
Mobile phone	
Address	

• **Optional:** you can put your yahoo ID, skype ID, Phone, mobile phone.

Fig (4.8)

Then after you finish click "Update Profile"

UPDATE PROFILE



5.Dashboard

Dashboard is a customizable page for providing users with links to their courses and activities within them, such as unread forum posts and upcoming assignments.

Dashboard consist of:

- User menu. (1)
- Blocks. (2)

as shown in fig (5.1)



5.1.User Dropdown Menu

When User open Dropdown menu, He will found five section

- 5.1.1 Profile
- 5.1.2 Grades.
- 5.1.3 Messages.
- 5.1.4 Preferences.
- 5.1.5 Log Out.

student student
Dashboard
Profile
🖩 Grades
Messages
Preferences
► Log out

fig (5.1.1)

5.1.1 Profile :

This section (Edite profile) is explain before.

				Se	arch courses 🛛 🕻	۹
Dashboard » Profile				RESET PAGE TO DEFAULT	CUSTOMISE THIS PAG	GE
Navigation	- (User details	dit profile	Miscellaneous Blog entries		
Dashboard Site home My courses BE 101	Country Egypt City/town Alex		Forum posts Forum discussions Learning plans			
	Course details Course profiles Engineering Mathematics (1)	Course details Course profiles		Reports Browser sessions		
		Engineering Mathematics (1)		Login activity First access to site Sunday, 22 January 2017, 9:07 AM Last access to site Sunday, 29 January 2017, 10:59 AM	,7 days 1 hour) (54 secs)	

5.1.2 Grades:

• When you click on grades, anther page will appear show all subjects that teacher enroll in it, you can open each subject

Dashboard » Grades						
 Navigation	Courses I am taking					
Dashboard	Course name	Grade				
 Site home 	Course					
 My courses Course 						

• when you open any subject "Grader report" appear, show all participants.

Dashboard » Grades » Course » User report										
	Navigation	- 6	G	rade item	Calculated	Grade	Dance	Darcantana	Feedback	Contribution to course
	Dashboard ■ Site home		Course	woigin	Glude	Kungo	rereentage	TOCUDUCK	u viai	
	 My courses Course 			∑ Course total		Error	0-100	Error		

5.2.3.Message:

When you click on 'message "anther page will appear show all message from all user in different subjects.

			Search courses	C
Dashboard » Messages				
	Messages			
Navigation	Search messages	STUDENT1 PHAROS EDIT		
Dashboard Site home 	student1 pharos hello	Saturday, 4 February 2017		
My coursesCT 102	student2 pharos Wooow 1	kindly confirm me with the nest session 1:05 PM		
CT 101BB 101	student5 pharos hello	Monday, 6 February 2017 hello		
	student3 pharos Next Quiz ? 1	8:52 AM		

5.1.4.Preferences

The Preferences page gives users quick access to various settings they might wish to edit. It can be accessed directly from the user menu top right. What is displayed on the Preferences page may vary according to the permissions of each individual.

- You can edit you profile from "Edit profile"
- You can change password from "Change Password"
- You can control in time display format (24hr ,12hr) and start day in week from Calendar preferences
- You can Prevent non-contacts from messaging me.

Dashboard » Preferences				
Navigation	- <	Preferences		
Dashboard		Llear account	Place	Padaos
Site home		User account	DIUYS	Dauges
 My courses 		 Edit profile Change password 	Blog preferencesExternal blogs	 Manage badges Badge preferences
CT 102		 Preferred language Forum preferences 	Register an external blog	
CT 101		Editor preferences		
BB 101		Course preferences Calendar preferences		
		Message preterences Notification preferences		

5.2.Blocks:

Blocks are items which may be added to the left or right or Centre column of any page in PUA(LMS).

There are two type of blocks:

- fixed blocks (can't remove from dashboard), In PUA(LMS) there are one fixed bocks is "Navigation block".
- Add / remove blocks.
 - You can add bocks from "Add blocks" from add block
 - You can remove blocks by click on icon that found in each blocks then delete Block.

Phane Brersity in Men		Home Courses student student 备	
		Search courses	Q
Dashboard		CUSTOMISE THIS PA	GE
Navigation •••	Course overview	Private files	<
Dashboard Site home My courses	Course	No files available Manage private files	
= Course		Online users	¢
		Latest badges	¢
		Calendar 💿	•
		Upcoming events	C

Personal Dashboard contain six blocks (by default):

- 1. Navigation blocks contain:
 - Dashboard.
 - Sit home: when you click it you will return to home page
 - My courses: contain courses
- 2. Private files.
- 3. Online users
- 4. Calendar
- 5. Upcoming events
- 6. Course overview

You can add or remove blocks from dashboard

Customise Dashboard

Each block has 2 icons :

- First icon for hide block
- Second icon for Duck block

	Pharty Chiversity in Market			Home	Courses Teacher 1	•
	1				Search courses	Q
	Dashboard	2			CUSTOMISE THI	5 PAGE
	Navigation	Course	overview	- <	Online users	- <
	Dashboard Site home My courses	tea	icher1		(last 5 minutes: 2) Teacher 1 Eng.Mohamed Elkhateb	-
	= teacher1				Latest badges	- <
•	When Click on ico	on (1) :	Navigation bloc hide to expand it Course overview	k is click		
•	When Click on icc	on (2) :	teacher1			
igation						
Nav				Dashboard		
	Navig	ation bl	ock is			
		Duck		Cours	e overvie	w

• To unduck navigation block click on (1)



How to Add or Delete any block

1- Click on Customise this page button (1)

With Alessan	Home Courses	Teacher. PUA 🌉 -
		Search courses Q
		CUSTOMISE THIS PAGE
	Button (1)	

- 2- Anther two Buttons will appear :
 - Resst page to default \rightarrow Return page to defult. (Button 2)
 - Stop Customing this page \rightarrow click when you finished (**Button3**)

	Home Courses	Teacher. PUA 🌉 🔹
Button (2)		Button (3)
		Search courses Q
	RESET PAGE TO DEFAULT	STOP CUSTOMISING THIS PAGE

3- When click on button (1) two icons will appear in each block Icon (1), Icon(2)

			Search courses Q
Dashboard		RESET PAGE TO DEFAULT	STOP CUSTOMISING THIS PAGE
Icon (1)	Icon (2)		
Navigation ••	Learning plans	٢	Online users
⊕ ☆ *		⊕ @÷	⊕ ⊕ -
Dashboard			(last 5 minutes: 1)
Site home			Teacher 1
- Mu coursee	Course overview	- 6	
▼ My courses			1 4 41 1



Prepared by : Eng.sheren A.sherif

Icon (1): Drage and Drop Blocks.

Icon (2) : When openthis icon you will find three options :

- Configure block :when open it you can control block postision in dashbord
- Hide block : to hide certain block from dashbord
- Delete block : to delete certain block from dashbord , you can add it again in dashbord from "Add block"



Note : Only navigation and administration blocks are fixed block we cant delete from dashbord



To Add any block :

After you click on "Customise this page" Add block will Appear in dashbord then select any bock you need from drop down list



5.2.1. Navigation Block:

The Navigation block is fixed block. It contains an expanding tree menu which includes My Home (Dashboard), Site home that return you to home page, My Courses This expands to show courses the user is enrolled in.



5.2.2. Private files:

The private files block enables access to a user's private files area.



How to upload files in private files?

• Click on Manage private files this page will appear

Files	Maximum siz	ze for new files: 100MB, overall limit: 100MB	
	Files		
	You can drag an	d drop files here to add them.	
	L		
	SAVE CHANGES	CANCEL	

• Then click in icon (1)

	File pic	ker	×
n Recent files			
🖎 Upload a file			
🖎 URL downloader			
n Private files			
Wikimedia	Search for:		
	Max image width (px):	1024	
	Max image height (px):	1024	
		SUBMIT	

• Then upload file from

5.2.3. Online users:

The Online users block shows a list of users who have been logged into the current course.



5.2.4. Calendar:

The Calendar block displays the following events:

- Course (event viewable only to course members created by teachers)
- Groups (event viewable only by members of a group created by teachers)



5.2.5. Upcoming events:

The Upcoming events block displays future events in a summarized list



Events are generated directly from the calendar and/or activity deadlines, providing a link to full details or directly to the activity. There are also links to Go to calendar... and add a New Event.

5.2.6. Course overview:

The Course overview block is visible on a user's My home page and shows a list of all courses and all event in this course in which a user is enrolled/has an assigned role.

Course overview	
Computer Technology	
Computer Technology	
Mechanics	

		Search courses
Dashboard		CUSTOMISE THIS PAGE
- 3	Course overview	- (
Navigation	0	
Dashboard	Course	It Means you have assignment and
 Site home 	You have assignments that need attention	Quiz
 My courses 	Vou have quizzes that are due	
Course		

6. How to work with course

A course in PUA(LMS) is an area where an Instructors will add resources (File ex: pdf, word,, folder, book, URL,) and activities (assignment, quiz, vote, questioner.....) for their students to complete. It might be a simple page with downloadable documents or it might be a complex set of tasks where learning progresses through interaction

Click on my course to show all courses enrolled



Participants:

Participants are the teachers and students who are part of a course. The list of participants can be seen by clicking the *Participants* link in the Navigation block

6.1. Standard course formats

Instructor can change course format when he created courses, it will be appearing with four different format

Weekly format

The course is organized week by week, with a clear start date and a finish date. PUA(LMS) will create a section for each week of your course.

Dashboard » My courses » Co	urse
■ C Navigation	Announcements
Dashboard Site home 	28 April - 4 May
My courses	5 May - 11 May
 Participants 	12 May - 18 May
Competencies	19 May - 25 May

Topics format

The course is organized into topic sections that a teacher can give titles to. Each topic section consists of activities, resources and labels.

		Search courses	Q
Dashboard » My courses	» Course		
Navigation	Announcements		
Dashboard Site home My courses	Topic 1		
CourseParticipants	Topic 2		
A Competencies	Торіс З		
	Topic 4		

Social format

This format is oriented around one main forum, the social forum, which appears listed on the main page. It is useful for situations that are more free form. They may not even be courses. The Moodle Lounge is an example of a social format course.

			Search courses	Q
Dashboard » My courses » Co	purse			
	An open forum for chatting about anything yo	u want to Click Transfer	c Her to	
Navigation	(There are no discussion topics yet in this for	um)	ασε	
Dashboard		P	iuge	
Site home				
 My courses 				
▼ Course				
Participants				
.≜. Competencies				
Grades				
Dashbaard > My courses > (Course & Social forum		Search courses	Q
Dashboard y My courses y c				
	Social forum	12:11	Demoined Labor	
Navigation	An open forum for chatting about anything	you want to F111	Required Label	
Dashboard	Your new discussion topic	and	upload file Then	
 Site home 	Subject*	Click	"Post to forum"	
 My courses 	rte	tured		
 Participants 				
A Competencies	Message*			
Grades				
Social forum				
Administratio				
n				
 Forum administration 				
= Optional				
 Subscribe to this 				
forum				
	Discussion subscription ⑦			
	Attachment ③	Maximum size for new files: 100MB, maximum attachments: 1		
	10 m	Files		
		_		
	L_			
		POST TO FORUM CANCEL		
	The	ere are required fields in this form marked .		





ashboard » My courses » C	ourse » Social forum » Discussion 1 » Re	ply		Search courses
	Social forum		This Page Will	Appear, You
Dashboard Site home	Discussion 1 by student student - Tuesday, 9 Discussion 1	May 2017, 12:37 PM	Can Replay and	d Upload Files
 My courses Course 	- Your reply			
 Participants Competencies Grades 	Subject*	Re: Discussion 1		
ng Social forum	Message*			
⊡. Administratio n				
 Forum administration Optional subscription 				
 Subscribe to this forum 				
	Discussion subscription 🕥			
	Attachment ③	Maximum size for new files:	100MB, maximum attachments: 1	
		POST TO FORUM CA	NCEL	

• Single activity format:

The single activity format only has 1 section, and allows the teacher to add one activity only to the course. When the single activity format is selected, a drop down menu appears for the teacher to choose the activity they wish to use. (some activity like create Book)

			Search courses	Q
Dashboard » My courses » Co	urse			
Table of contents	Student Guide for PUA(LMS)	< ▲		
1. Chapter1	1. Chapter1			
	Chapter			
- <		\triangleleft		
Navigation				
Dashboard				
Site home				
 My courses 				
- Course				
Participants				

6.2. Course

Courses that format (Weekly Format or Topically Format) are Consist of:

- Announcements. (*it is option for Instructor when start create course, may be found or not*)
- Weeks or Topics.

		Search courses	Q
Dashboard » My courses » Co	urse		
■ Navigation	Announcements		
Dashboard Site home 	10 May - 16 May		
 My courses Course 	17 May - 23 May		
) Participants	24 May - 30 May		
Grades	31 May - 6 June		

6.3. Announcements

Announcements (formerly known as News forum) is a special forum for general announcements. A course may only have one Announcements or more or not found at all, it depends on instructor when he creates course. This forum is automatically created for each course. By default, it is placed in the top of the central section.



6.4.Weeks or topics

Weeks and Topics Contain Activity and Resources

- Files
- Folder
- Assignment
- Quiz
- Vote

		Search courses	Q
Dashboard » My courses » Cou	rse		
Dashboard » My courses » Course Navigation Dashboard • Site home • My courses • Course • Participants • Competencies • Grades	rrse I on May - 16 May Cecture 1 11 2KB Word document Uploaded 905/17, 15:35 17 May - 23 May Cecture 2 24 May - 30 May Lecture 3 10 May - 6 June Assignment 1		
	V Quiz		
	? Vote		

6.4.1.Working with files

PUA(LMS) provides an easy way for a teacher to present materials to their students. These materials may take the form of files such as word-processed documents or slideshow presentations. The materials can be displayed on the page either as individual items or bundled together inside folders. One teacher might for instance wish to share a single research document in pdf format

Most types of files can be uploaded and accessed through PUA(LMS)



6.4.2. Working with Folder

A folder allows a teacher to display several course resources together. The resources may be of different types and they may be uploaded in one go, as a zipped folder which is then unzipped, or they may be added one at a time to an empty folder on the course page.



6.4.3.Assignment

The assignment activity provides a space into which students can submit work for teachers to grade and give feedback on. This saves on paper and is more efficient than email. It can also be used to remind students of 'real-world' assignments they need to complete offline, such as art work, and thus not require any digital content.



Make changes to your submission

Assignment (Submission) types:

Students can type directly into PUA (LMS), upload files or add media. The options are in the Submission types section and if you don't see a particular option, get the admin to check the Site administration settings in Assignment settings documentation.

Online text:

Text typed into the Atto editor is automatically saved and the teacher can set a word limit which will display a warning if students exceed it.

File submissions:

Students can upload files of any type. The teacher can specify the maximum number of files which may be uploaded and a maximum size for each file.

Students may be able to add a note (comment) to their teacher when the submit their work



After you click "Save Changes" this page will appear

			Search courses	Q
Dashboard » My courses » Cour	rse » 31 May - 6 June » Assigr	iment 1		
■ Navigation Dashboard	Assignment	tus		
 Site home My courses 	Submission status	Submitted for grading		
- Course	Grading status	Not graded		
Participants	Due date	Saturday, 20 May 2017, 9:00 AM		
Competencies	Time remaining	9 days 18 hours		
	Last modified	Wednesday, 10 May 2017, 2:35 PM		
June June Assignment 1	Online text	 Answer Assignment 1	On Line Text	
	File submissions	Assignment 1.docx	File uploaded (File Submissi	ion)
	Submission comments	Comments (0) EDIT SUBMISSION	×	
		Make changes to your submission		

6.4.4.Quiz

The **Quiz** activity allows the teacher to design and build quizzes consisting of a large variety of Question types, including multiple choice, true-false, short answer and drag and drop images and text. These questions are kept in the Question bank and can be re-used in different quizzes.



When you click Attempt Quiz Now



There is different type of Quiz

For Example:

• Multi choice

Dashboard » My courses » Cou	rse » 31 May - 6 June	• » Quiz			
Quiz navigation	Question 2 Not yet answered Marked out of 10.00 V Flag question	Match PUA (LMS) Pharos contain	Choose	~	
Finish attempt Time left 0:25:20		Pharos is	Choose	~	
	PREVIOUS PAG	E			NEXT PAGE

• Drag and Drop text:

Dashboard » My courses » Co	urse » 31 May - 6 June	» Quiz	
Quiz navigation	Question 3 Not yet answered Marked out of 1.00 ♥ Flag question	PUA (LMS) is enabling educators to create their own private website filled with dynamic courses that extend leanywhere. replace	, arning, any time, and Allows students, The that contain
			NEXT PAGE

• Short Answer

```
Dashboard » My courses » Course » 31 May - 6 June » Quiz
                                Question 4
                                                  Learning management system
  Quiz
                                Not yet answered
  navigation
                                                  Answer:
                                Marked out of
                                10.00
    1
         2
              3
                                 P Flag question
   5
  Finish attempt ...
                                  PREVIOUS PAGE
                                                                                                              NEXT PAGE
  Time left 0:21:53
```

• Choice:

Dashboard » My courses » Course » 31 May - 6 June » Quiz

Quiz navigation	Question 5 Not yet answered Marked out of 10.00 V Flag question	 what is PUA (LMS) Select one: A. Book B. Learning management system C. University 	Click her to Finished Attempt
Finish attempt Time left 0:20:37	PREVIOUS PAGE	:	FINISH ATTEMPT



After you finished attempt "Summary of attempt" is appear

Conformation message will appear



All question and their answer will appear

Dashboard » My courses » Course » 31 May - 6 June » Quiz							
Quiz	Starte	ed on Wedn State Finish	esday, 10 May 2017, 3:12 PM ed				
navigation	Complete	ed on Wedn	Wednesday, 10 May 2017, 3:32 PM				
	Time t	taken 19 mir	19 mins 52 secs				
	G	Grade 8.25 o	8.25 out of 10.00 (83%)				
	Question 1	PUA (LMS)	is learning management system				
Show one page at a time	Correct	Select one:					
Finish review	Mark 10.00 out of	 True 	4				
	₩ Flag question	 False 					
		Excellent Next Question					
		Next Question					
	The correct answer is Tru		answer is True.				
Question 2		Match					
	Partially correct						
	Mark 3.33 out of 10.00	PUA (LMS)	11 Faculty V				
		Pharos cor	tain Learning Management System 🗸 🗙				
		Pharos is	university V				
	Pharos is university Your answer is partially correct. You have correctly selected 1.						
	Your answer is partially correct. You have correctly selected 1.		prrectly selected 1.				
		Novt Quest					

In the end of the page click "Finish review" to end review

Question 5	what is PUA (LMS)	
Correct Mark 10.00 out of 10.00 V Flag question	Select one: A. Book B. Learning management system ✓ Excellent C. University	
	Your answer is correct. Next Question The correct answer is: Learning management system	Click her
	Finish revi	ew

After that this report will Appear, the report explains all data about Quiz (start, end date, time allow, repot show number of attempt and marks)

Dashboard » My courses » Course » 31 May - 6 June » Quiz									
	Quiz								
Navigation	This quiz opened at Wednesday, 10 May 2017, 11:22 AM This quiz will close at Thursday, 11 May 2017, 12:22 PM Time limit: 30 mins Grading method: Highest grade								
Dashboard Site home 									
 My courses Course 	Summary of your previous attempts								
 Participants Competencies 	Attempt	State	Marks / 41.00	Grade / 10.00	Review				
Grades	1	Finished Submitted Wednesday, 10 May 2017, 3:32 PM	33.83	8.25	Review				
V Quiz		Highest grade: 8.25	/ 10.00.						

RE-ATTEMPT QUIZ