



# **Learning Management System (LMS)**

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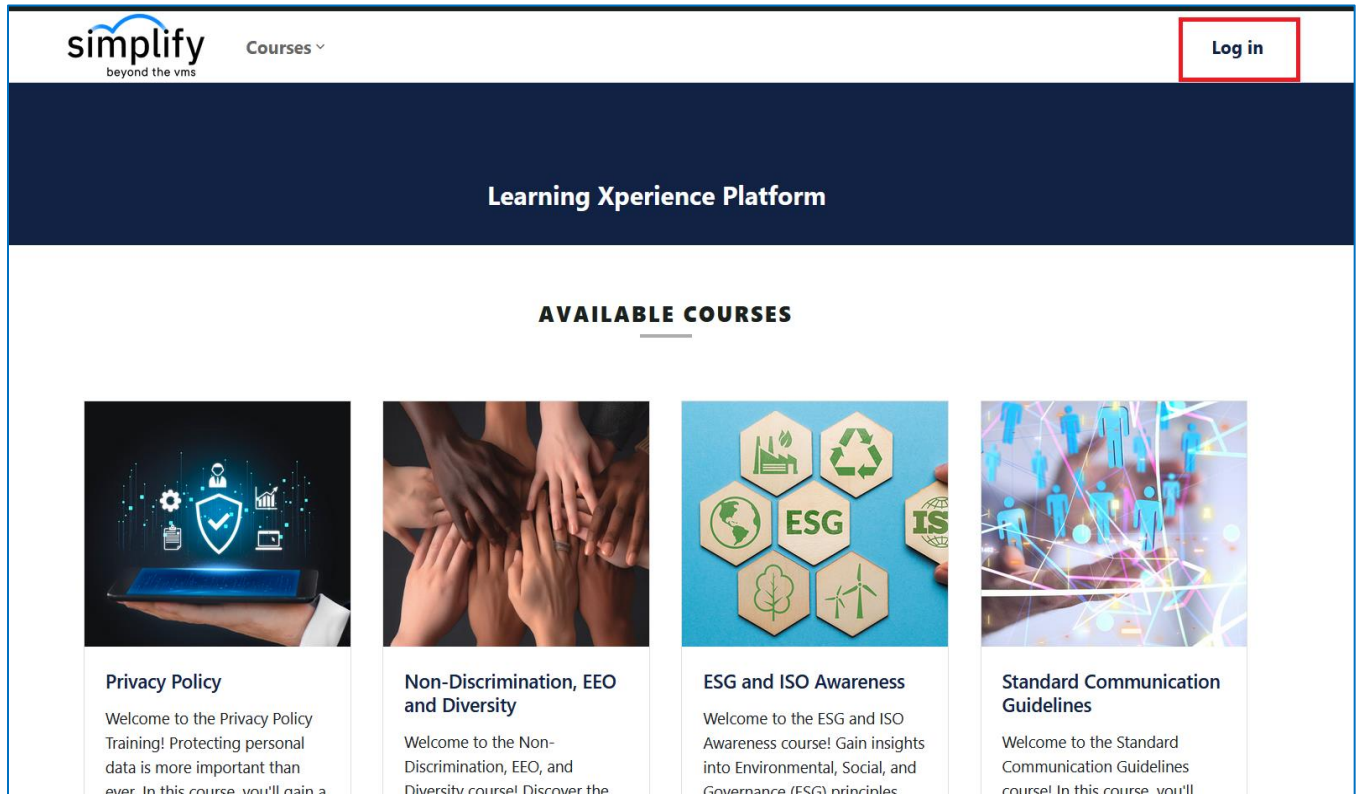
## 1. Getting Started

### Login:

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

Launch the URL and click on Log in

Refer below image



The screenshot shows the Simplify Learning Xperience Platform homepage. At the top, there is a navigation bar with the Simplify logo, a "Courses" dropdown menu, and a "Log in" button highlighted with a red box. Below the navigation bar is a dark blue banner with the text "Learning Xperience Platform". Underneath the banner is a section titled "AVAILABLE COURSES" with a horizontal line. This section displays four course cards:

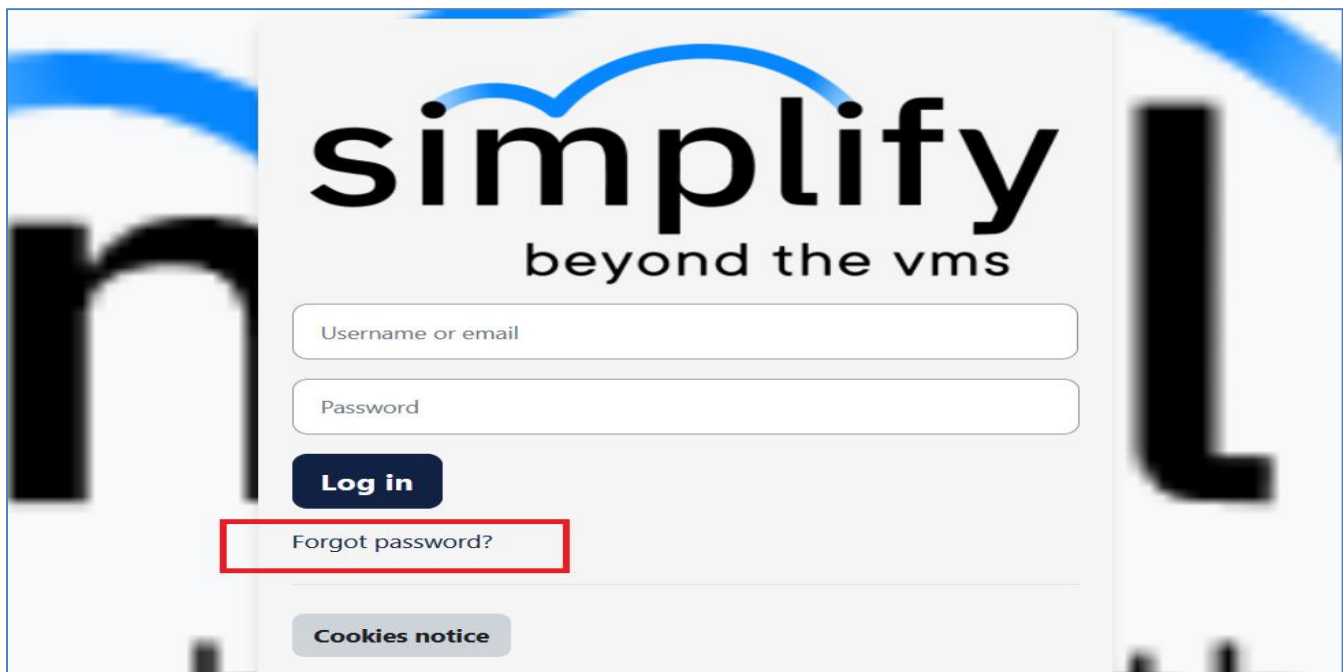
- Privacy Policy**: Welcome to the Privacy Policy Training! Protecting personal data is more important than ever. In this course, you'll gain a
- Non-Discrimination, EEO and Diversity**: Welcome to the Non-Discrimination, EEO, and Diversity course! Discover the
- ESG and ISO Awareness**: Welcome to the ESG and ISO Awareness course! Gain insights into Environmental, Social, and Governance (ESG) principles
- Standard Communication Guidelines**: Welcome to the Standard Communication Guidelines course! In this course, you'll

2. Enter your username and password.

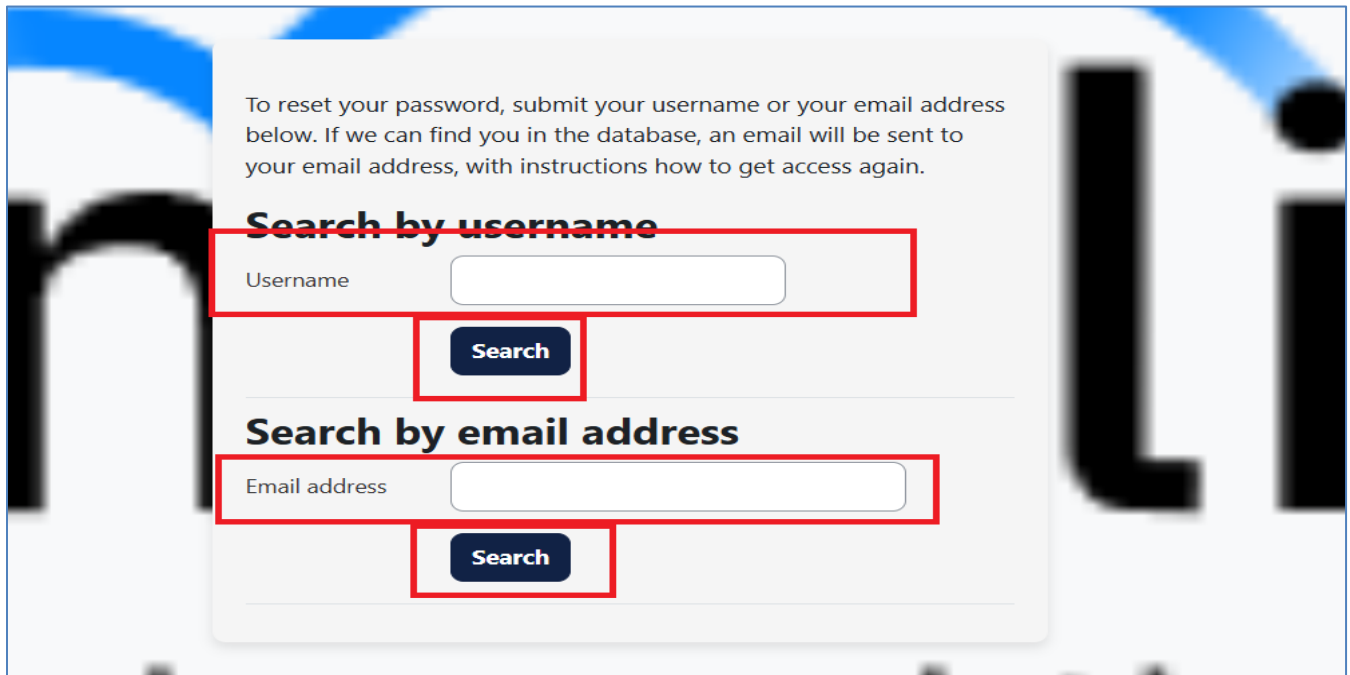
A screenshot of the 'simplify beyond the vms' login page. The page has a light gray background with a large, faint 'simplify beyond the vms' watermark. The login form is centered and contains the following elements: the 'simplify beyond the vms' logo, a 'Username' input field, a 'Password' input field, a dark blue 'Log in' button, a 'Lost password?' link, and a 'Cookies notice' button. Red rectangular boxes highlight the 'Username' field, the 'Password' field, and the 'Log in' button.

## 2. Forgot Password

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

A screenshot of the 'simplify beyond the vms' forgot password page. The page has a light gray background with a large, faint 'simplify beyond the vms' watermark. The form is centered and contains the following elements: the 'simplify beyond the vms' logo, a 'Username or email' input field, a 'Password' input field, a dark blue 'Log in' button, a 'Forgot password?' link, and a 'Cookies notice' button. A red rectangular box highlights the 'Forgot password?' link.

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



To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

**Search by username**

Username

**Search**

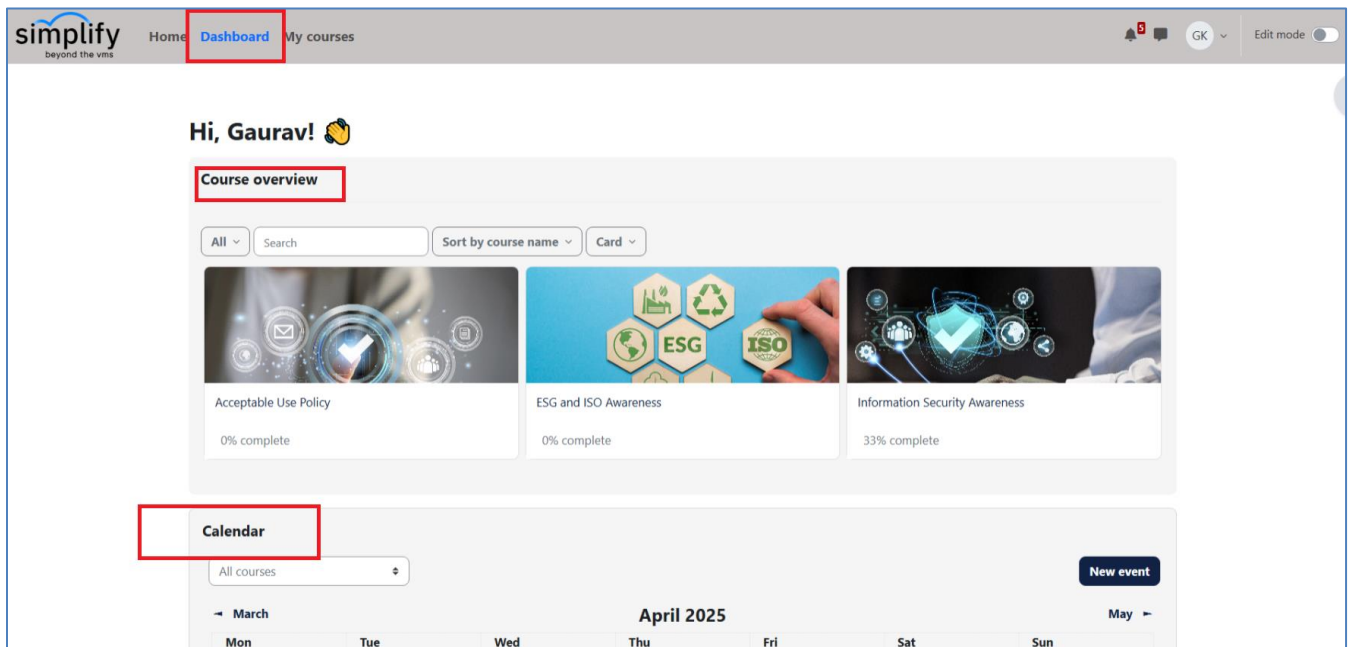
**Search by email address**

Email address

**Search**

### 3. Dashboard Overview

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



**simplify** beyond the vms Home **Dashboard** My courses 9 GK Edit mode

Hi, Gaurav! 🖐️

**Course overview**

All Search Sort by course name Card

Course Name	Progress
Acceptable Use Policy	0% complete
ESG and ISO Awareness	0% complete
Information Security Awareness	33% complete

**Calendar**

All courses

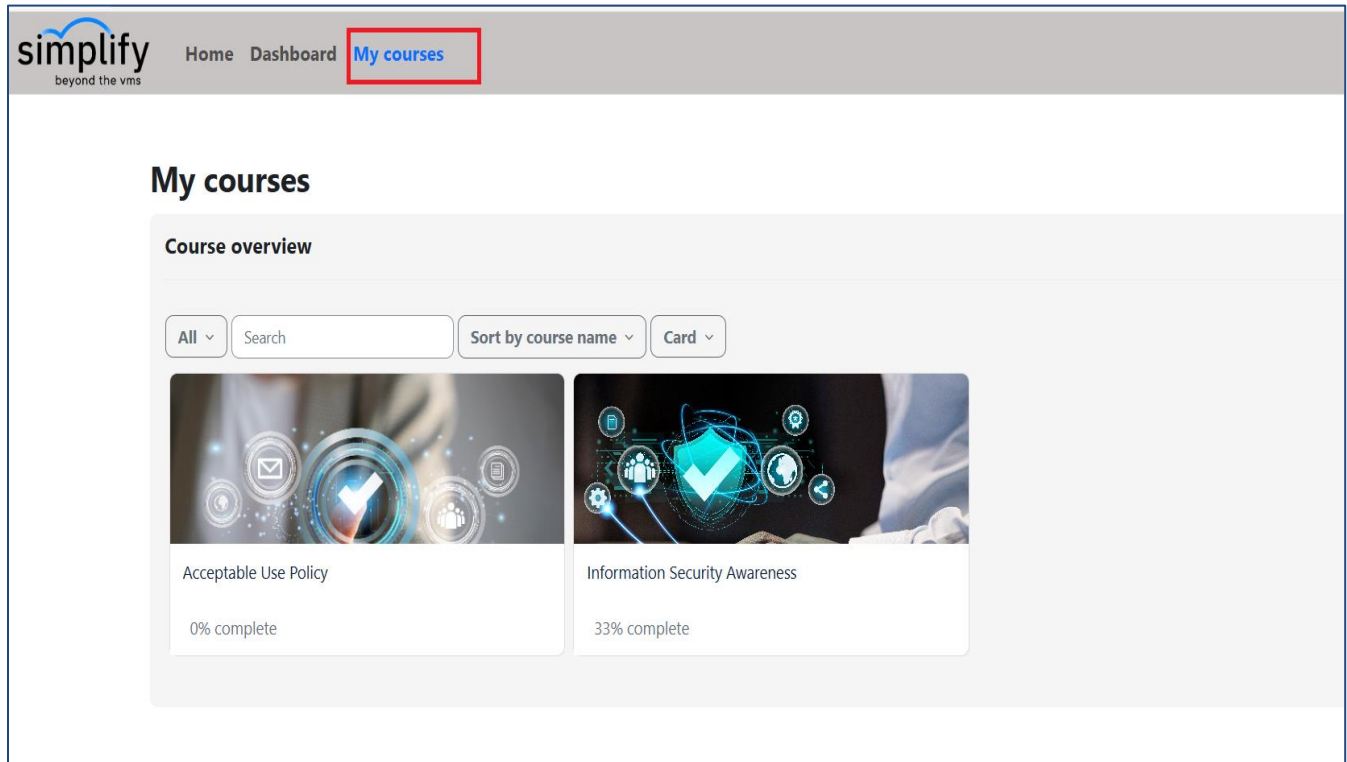
March April 2025 May

Mon Tue Wed Thu Fri Sat Sun

**New event**

## 4. Navigating Courses

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



**My courses**

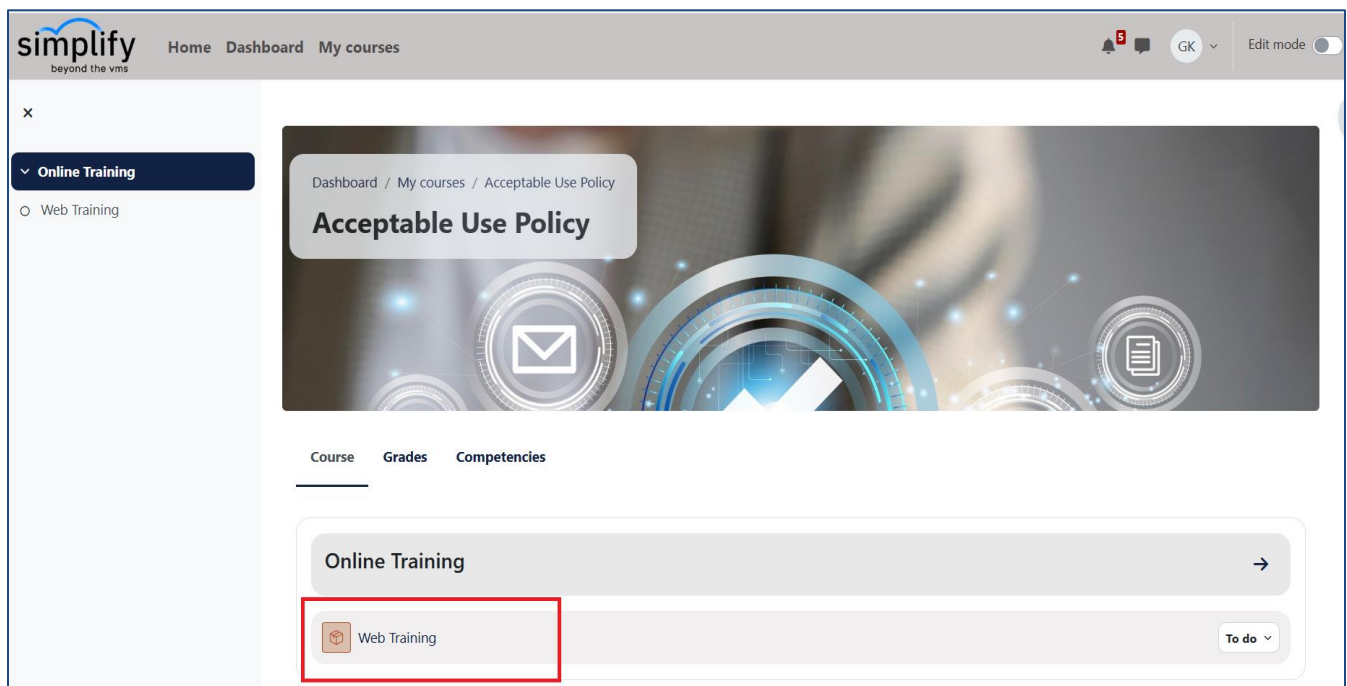
**Course overview**

All Search Sort by course name Card

Acceptable Use Policy  
0% complete

Information Security Awareness  
33% complete

Select the course you want to complete.



**Acceptable Use Policy**

Dashboard / My courses / Acceptable Use Policy

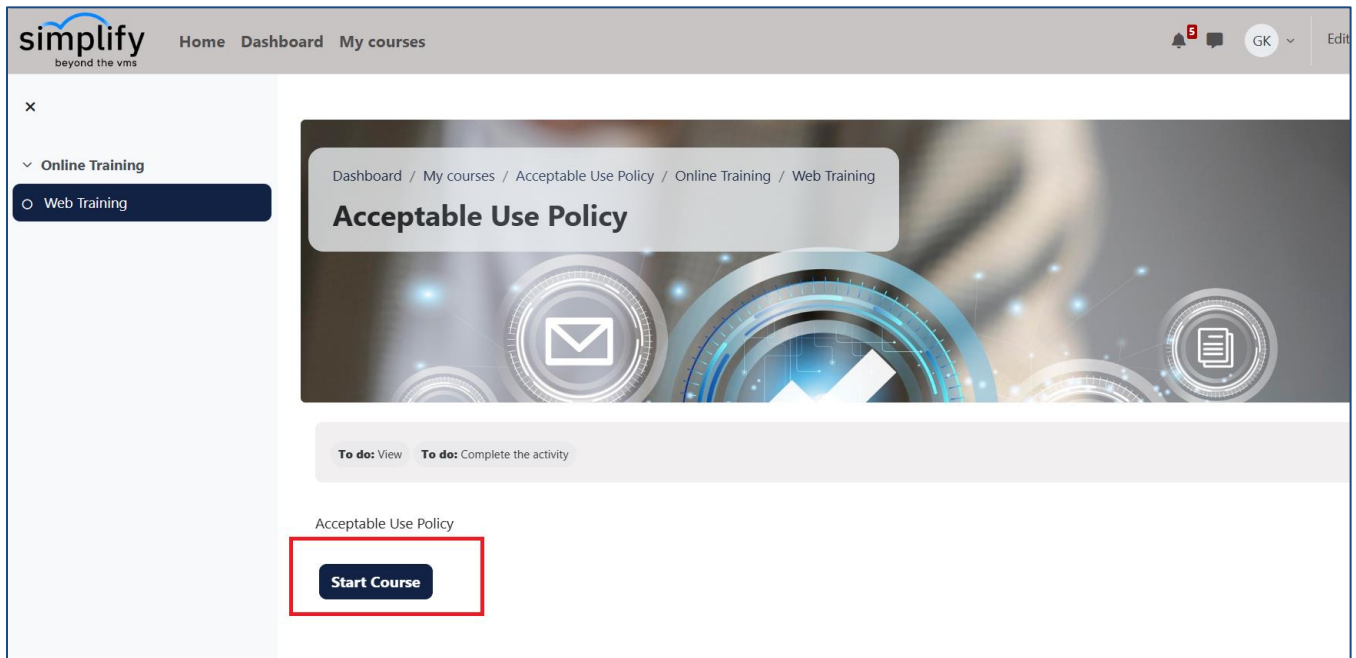
Course Grades Competencies

Online Training →

Web Training To do

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.



**simplify**  
beyond the vms

Home Dashboard My courses

5 GK Edit mode

x

Online Training

Web Training

## Program Objective

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

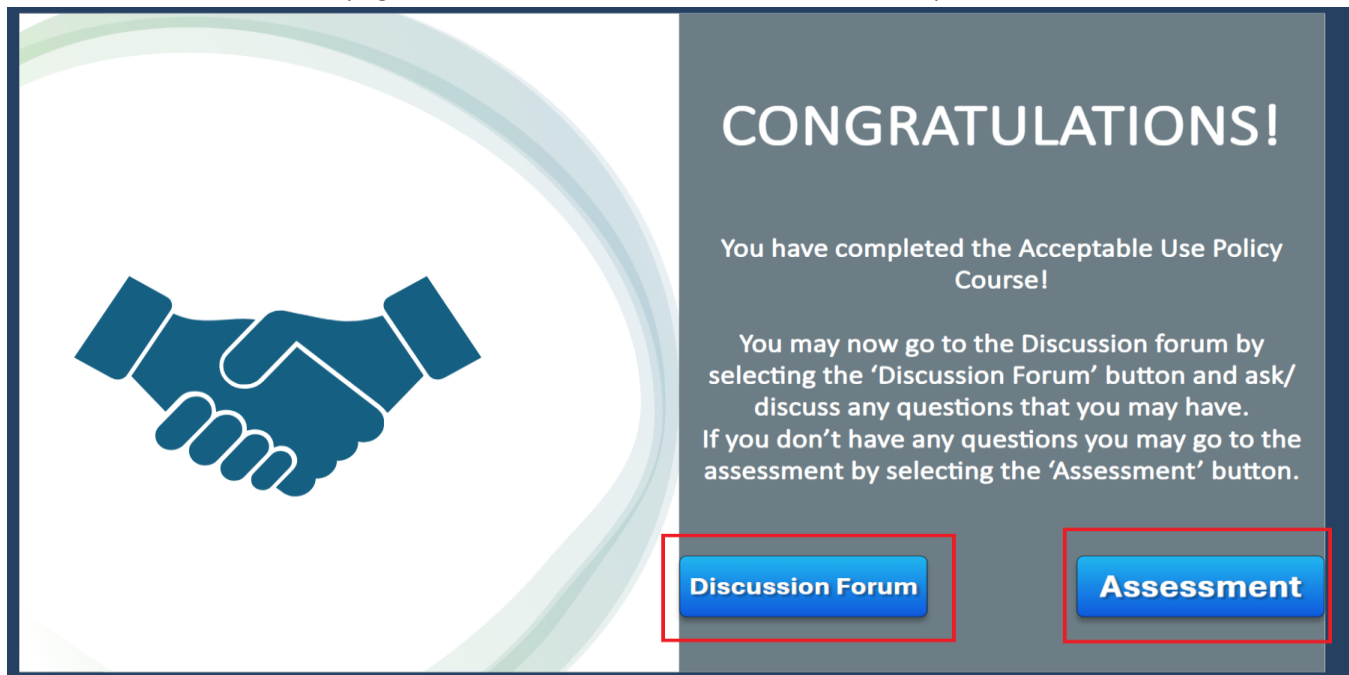


**simplify**  
beyond the vms

Proprietary and Confidential

PREV NEXT

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 quiz.



# CONGRATULATIONS!

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.

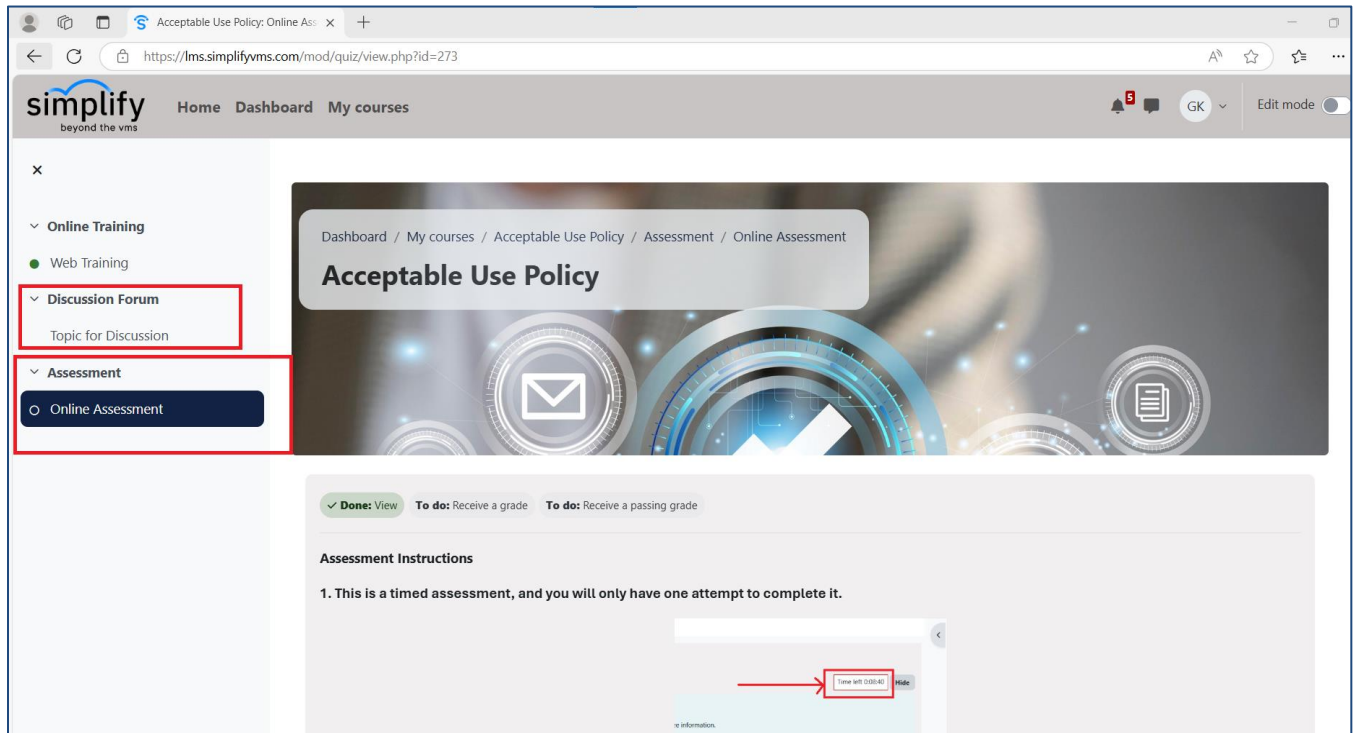
**Discussion Forum**

**Assessment**



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

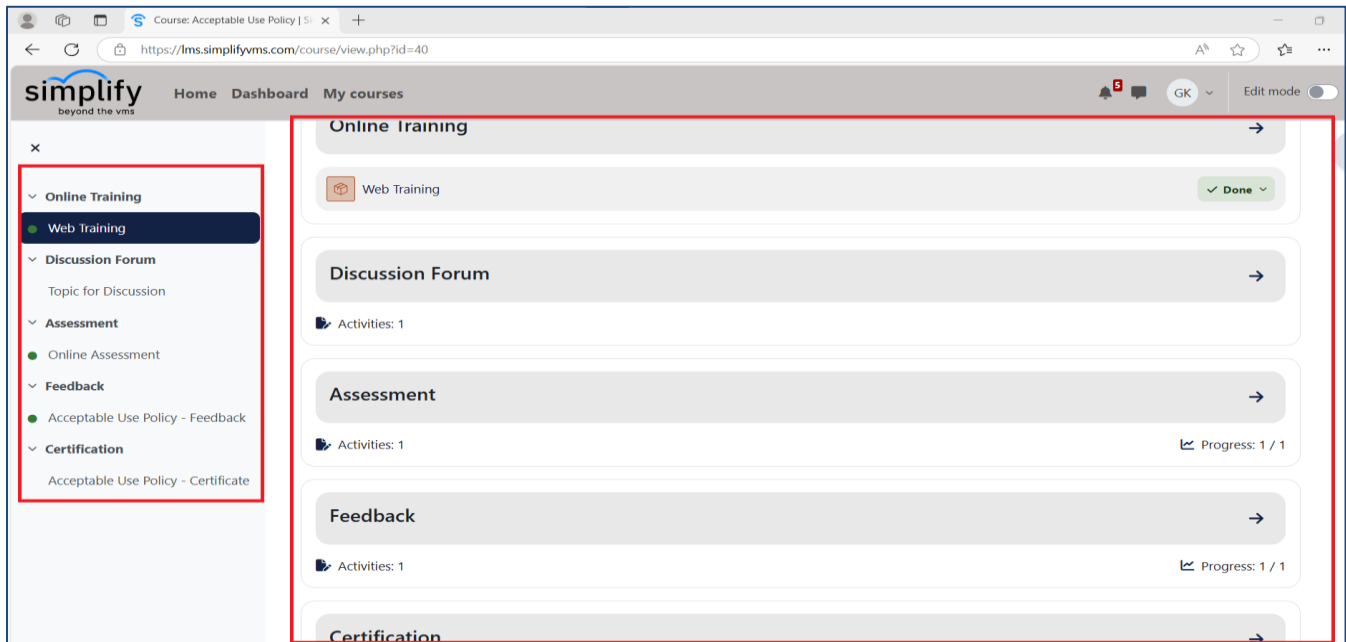
See below image.



## 5. Course Content

### Activities:

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



The screenshot shows the Simplify LMS interface for a course titled "Acceptable Use Policy". The URL in the browser is <https://lms.simplifyvms.com/course/view.php?id=40>. The page features a sidebar menu on the left and a main content area on the right. The sidebar menu includes the following items:

- Online Training
  - Web Training (highlighted with a green dot)
- Discussion Forum
  - Topic for Discussion
- Assessment
  - Online Assessment
- Feedback
  - Acceptable Use Policy - Feedback
- Certification
  - Acceptable Use Policy - Certificate

The main content area displays the following sections:

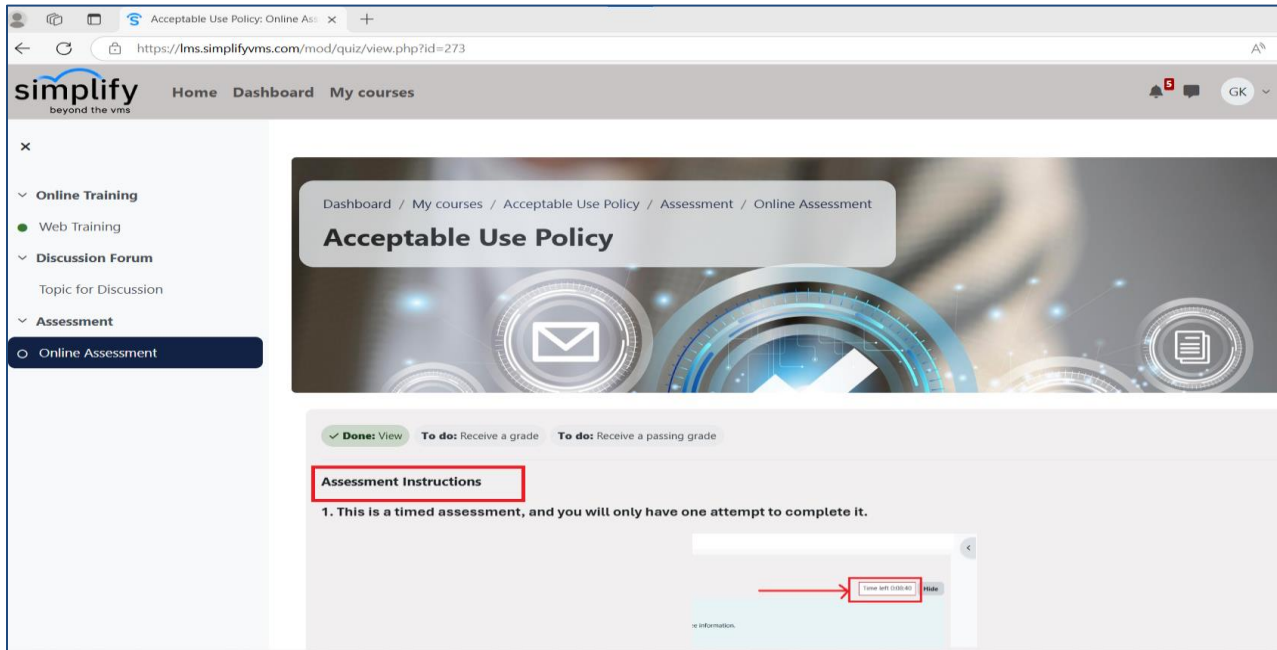
- Online Training**: Includes a "Web Training" item with a "Done" status.
- Discussion Forum**: Includes a "Topic for Discussion" item.
- Assessment**: Includes an "Online Assessment" item.
- Feedback**: Includes an "Acceptable Use Policy - Feedback" item.
- Certification**: Includes an "Acceptable Use Policy - Certificate" item.

Each section in the main content area has a "Progress" indicator showing "1 / 1".

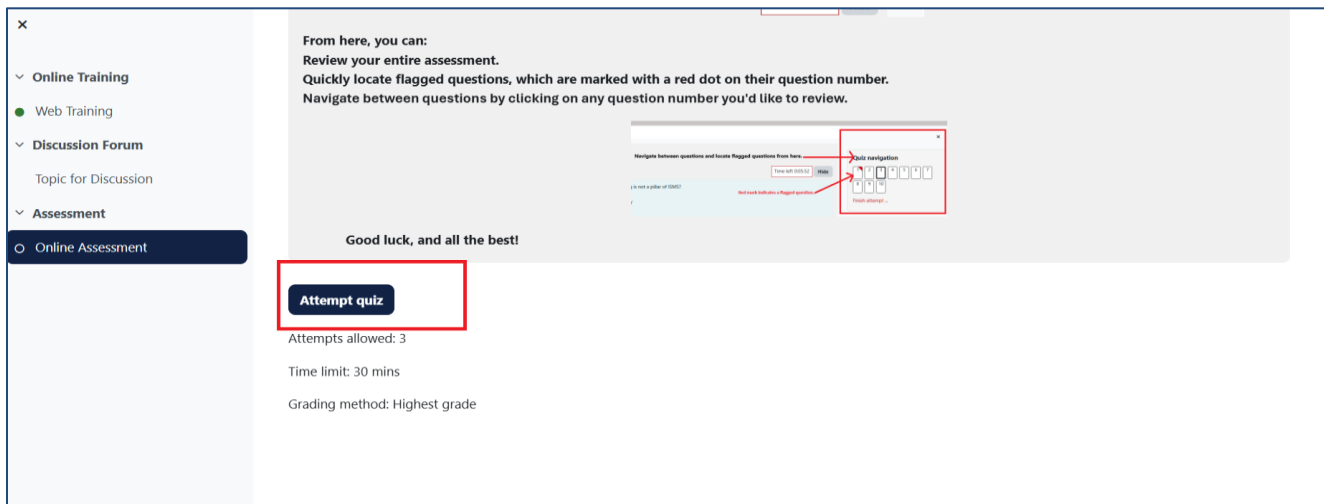
**Note:** - You will unlock each section one by one after completing previous section. If you are trying to skip any section, you will not be able to access the next section.

## 6. Taking Quizzes

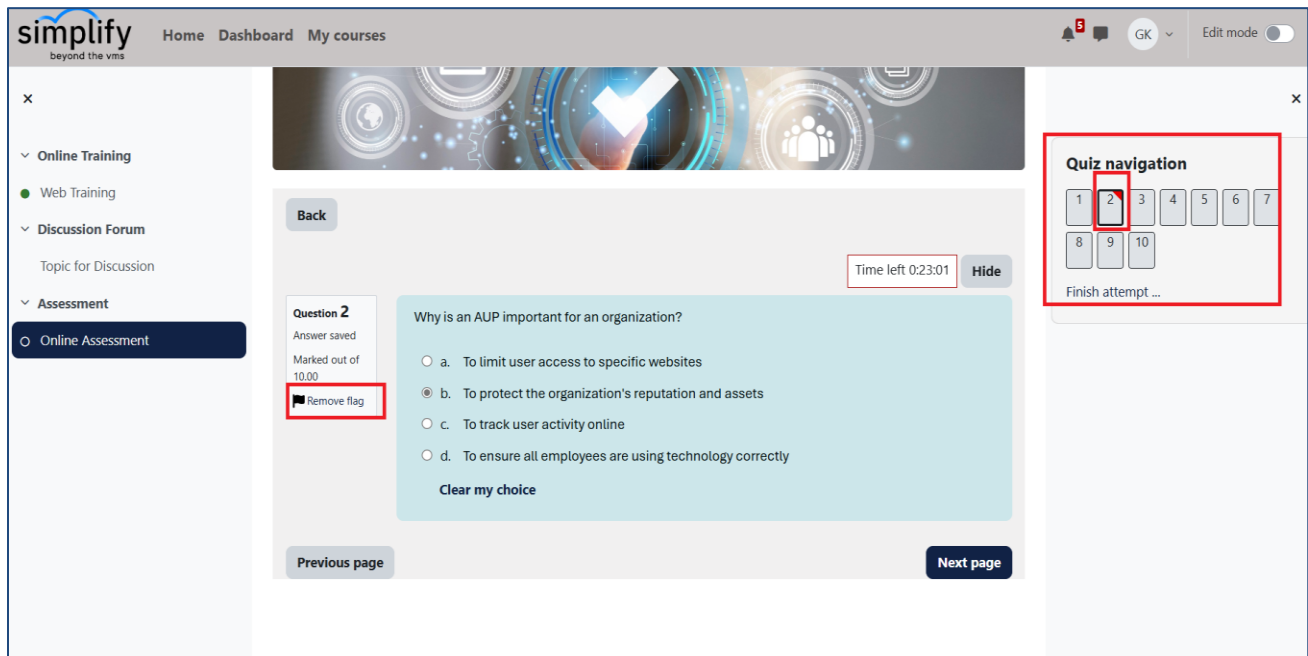
- Click on the quiz activity.



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

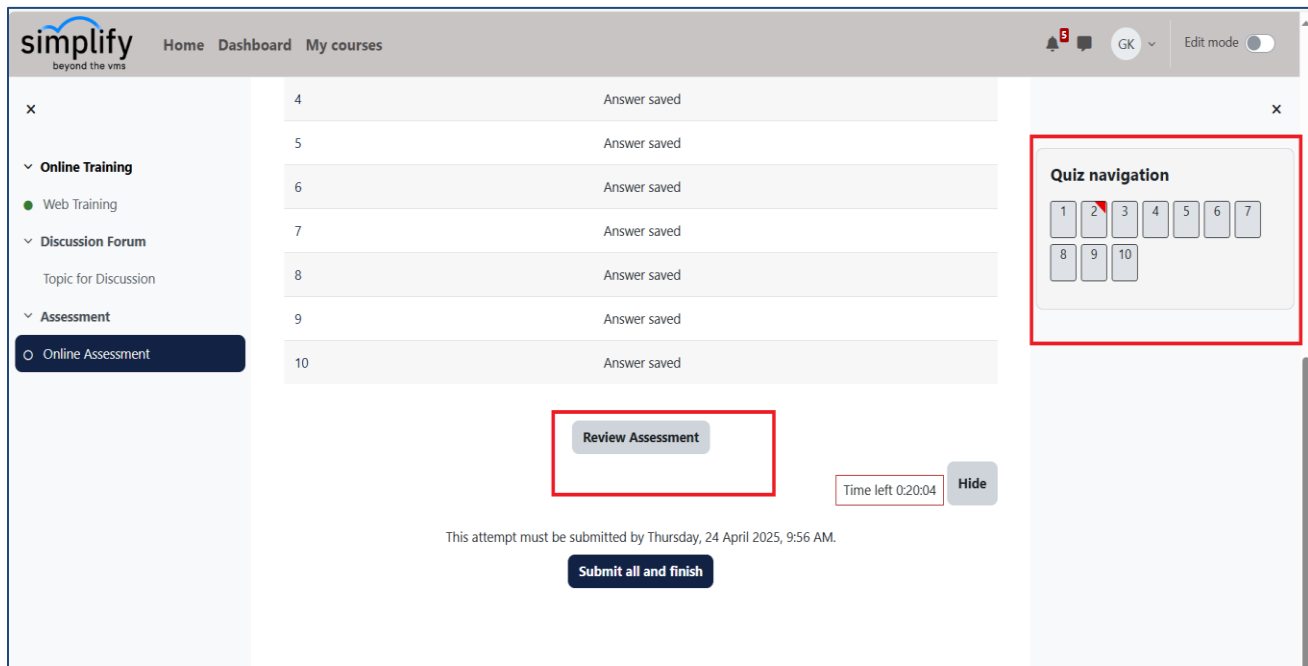


-Flag questions which you want to review.



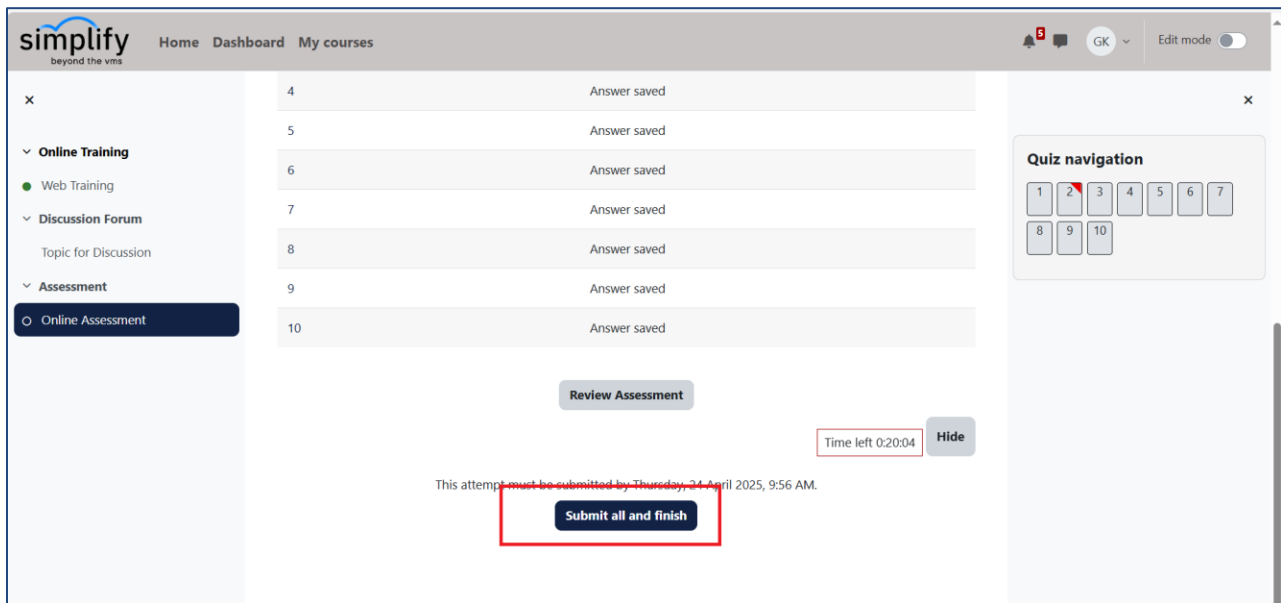
The screenshot shows the Simplify quiz interface. The top navigation bar includes 'Home', 'Dashboard', and 'My courses'. The left sidebar has 'Online Training', 'Web Training', 'Discussion Forum', and 'Assessment' sections. The main content area displays 'Question 2' with the text 'Why is an AUP important for an organization?' and four multiple-choice options. A 'Remove flag' button is highlighted with a red box. The 'Quiz navigation' panel on the right shows a grid of question numbers (1-10) with question 2 selected, also highlighted with a red box. A 'Time left 0:23:01' timer and a 'Hide' button are visible.

-Review the questions.



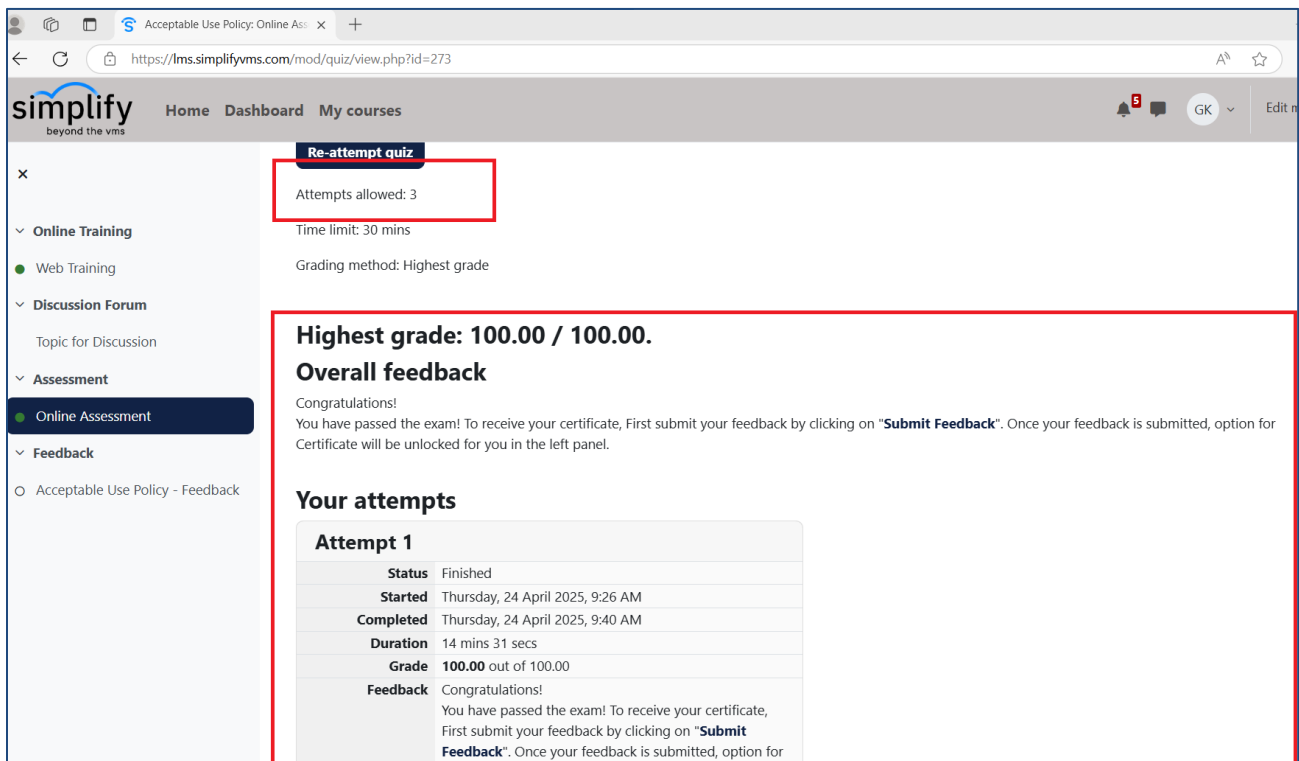
The screenshot shows the Simplify quiz interface in a review mode. The top navigation bar and left sidebar are the same as in the previous screenshot. The main content area displays a list of 10 questions, each with a number and the status 'Answer saved'. A 'Review Assessment' button is highlighted with a red box. The 'Quiz navigation' panel on the right shows a grid of question numbers (1-10) with question 2 selected, also highlighted with a red box. A 'Time left 0:20:04' timer and a 'Hide' button are visible. At the bottom, there is a message: 'This attempt must be submitted by Thursday, 24 April 2025, 9:56 AM.' and a 'Submit all and finish' button.

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



The screenshot shows the 'Online Assessment' interface. On the left, a sidebar contains navigation links: 'Online Training', 'Web Training', 'Discussion Forum', 'Assessment', and 'Online Assessment' (which is selected). The main area displays a list of 10 questions, each with an 'Answer saved' status. Below the questions is a 'Review Assessment' button. At the bottom, a red box highlights the 'Submit all and finish' button. A timer indicates 'Time left 0:20:04' and a 'Hide' button is visible. A message states: 'This attempt must be submitted by Thursday, 24 April 2025, 9:56 AM.' On the right, a 'Quiz navigation' panel shows a grid of question numbers 1 through 10, with question 2 highlighted in red.

After completing the quiz, Give Feedback:



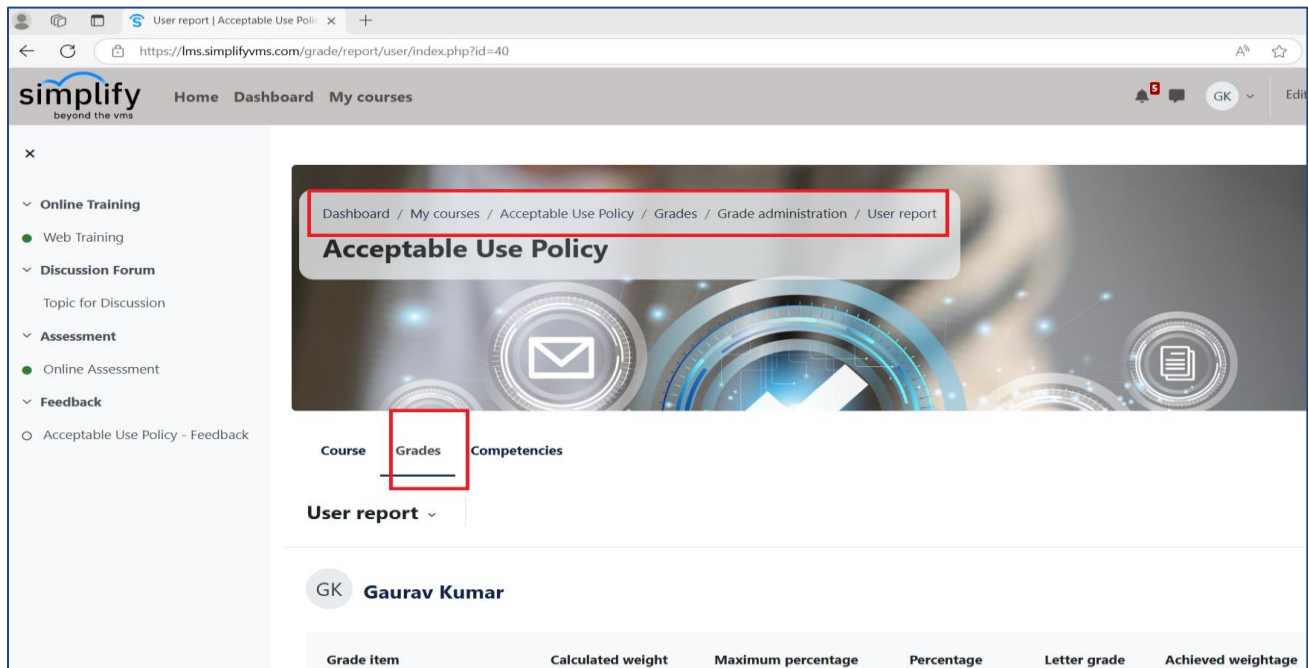
The screenshot shows the 'Re-attempt quiz' interface. A red box highlights the 'Re-attempt quiz' button and the text 'Attempts allowed: 3'. Below this, it shows 'Time limit: 30 mins' and 'Grading method: Highest grade'. The main area displays 'Highest grade: 100.00 / 100.00.' and 'Overall feedback'. The feedback text reads: '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.' Below this, a section titled 'Your attempts' shows a table for 'Attempt 1'.

Attempt 1	
Status	Finished
Started	Thursday, 24 April 2025, 9:26 AM
Completed	Thursday, 24 April 2025, 9:40 AM
Duration	14 mins 31 secs
Grade	100.00 out of 100.00
Feedback	<p>Congratulations!</p> <p>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</p>

**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. (**Note:** If you score 85% or higher, the 'Certification' option in the left panel will be unlocked. To achieve 100% course completion, you must download the certificate. Otherwise, the course will not be marked as complete.)

## 7. Grades and Feedback

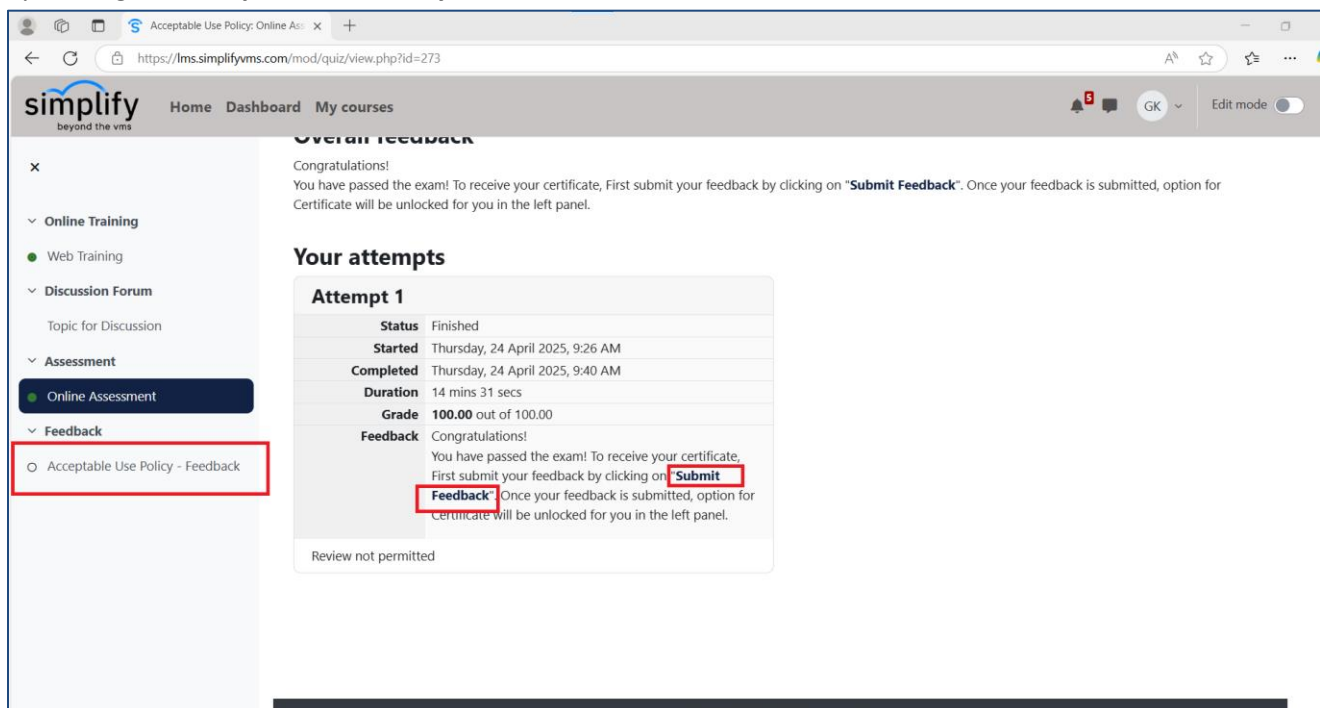
- Navigate to the Grades section.



The screenshot shows the Simplify LMS interface. The breadcrumb trail at the top reads: [Dashboard](#) / [My courses](#) / [Acceptable Use Policy](#) / [Grades](#) / [Grade administration](#) / [User report](#). The [Grades](#) link is highlighted with a red box. On the left sidebar, the [Feedback](#) section is expanded, and the [Acceptable Use Policy - Feedback](#) link is highlighted with a red box. The main content area shows the 'Acceptable Use Policy' header and a 'User report' dropdown menu. Below this, the user's name 'GK Gaurav Kumar' is displayed. At the bottom, a table header is visible with columns: Grade Item, Calculated weight, Maximum percentage, Percentage, Letter grade, and Achieved weightage.

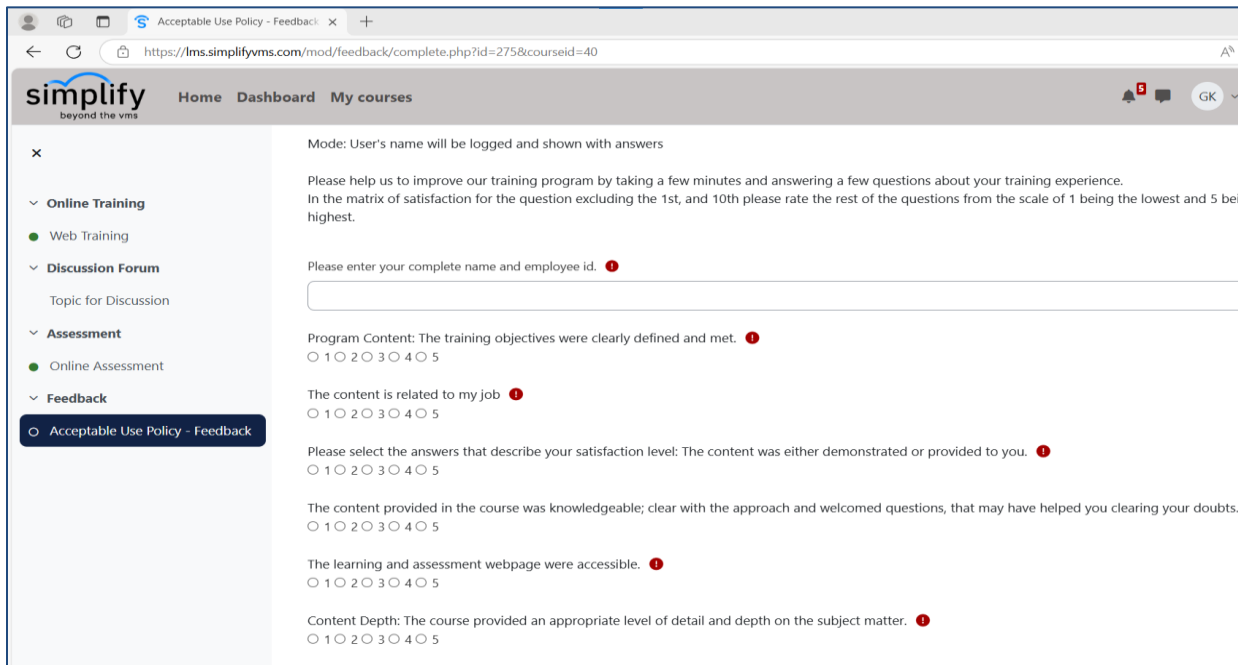
- Take feedback.

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.



The screenshot shows the Simplify LMS interface for the 'Acceptable Use Policy: Online Assessment' page. The breadcrumb trail at the top reads: [Dashboard](#) / [My courses](#) / [Acceptable Use Policy](#) / [Grades](#) / [Grade administration](#) / [User report](#). The [Grades](#) link is highlighted with a red box. On the left sidebar, the [Feedback](#) section is expanded, and the [Acceptable Use Policy - Feedback](#) link is highlighted with a red box. The main content area shows the 'Acceptable Use Policy' header and a 'User report' dropdown menu. Below this, the user's name 'GK Gaurav Kumar' is displayed. At the bottom, a table header is visible with columns: Grade Item, Calculated weight, Maximum percentage, Percentage, Letter grade, and Achieved weightage.

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

Mode: User's name will be logged and shown with answers

Please help us to improve our training program by taking a few minutes and answering a few questions about your training experience. In the matrix of satisfaction for the question excluding the 1st, and 10th please rate the rest of the questions from the scale of 1 being the lowest and 5 being the highest.

Please enter your complete name and employee id. !

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

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

The content is related to my job !

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

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

☐ 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 ☐ 2 ☐ 3 ☐ 4 ☐ 5

The learning and assessment webpage were accessible. !

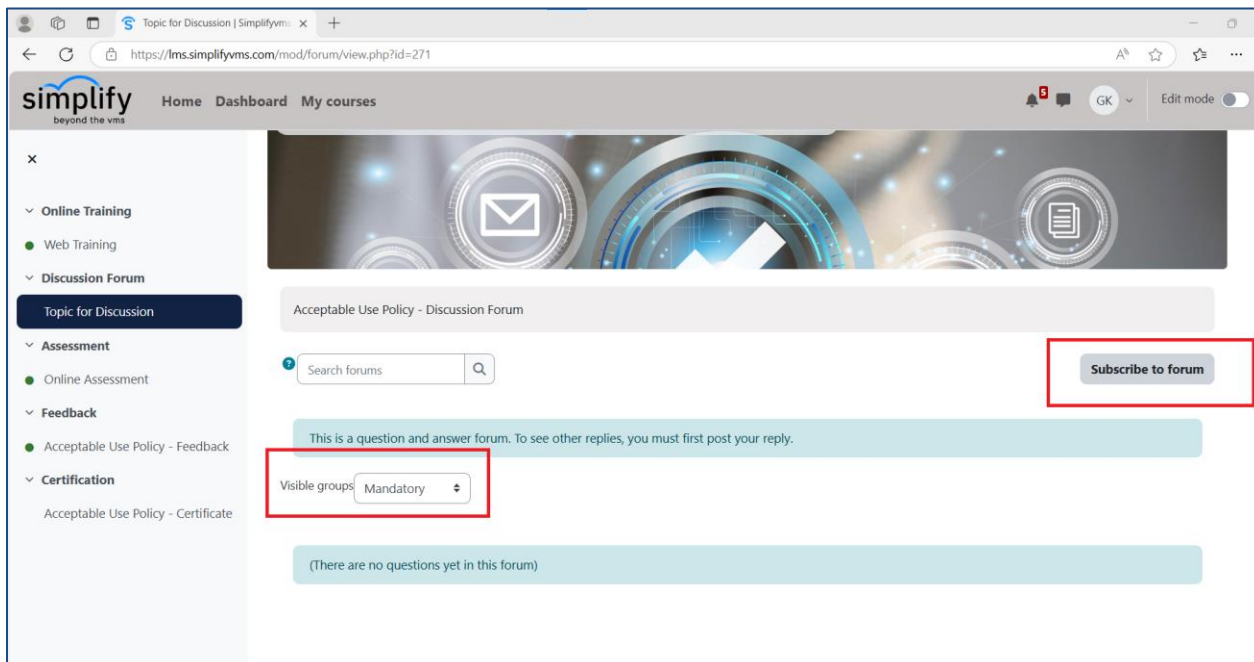
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

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

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

## 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.



Topic for Discussion | Simplify LMS

Acceptable Use Policy - Discussion Forum

Search forums

Subscribe to forum

This is a question and answer forum. To see other replies, you must first post your reply.

Visible groups: Mandatory

(There are no questions yet in this forum)

## 9. Technical Support

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