

# User guide-line for Computer Aided Learning (CAL) System

## Department of Geography

### University of Kelaniya

Learners are required to follow underneath steps to use the CAL for submitting assignments.

1. Go to the K4 Computer Lab, Faculty of Social Sciences for CAL registration
2. Log to the CAL using provided user name and password.

To access the CAL login page,

- a. Go to the web site of the department of Geography, and click on the **CAL login** link in the **Student menu** <https://ss.kln.ac.lk/depts/geography/index.php>
  - or
  - b. Go to the university web site and click on the CAL link at top right hand corner of the Home page <https://www.kln.ac.lk/index.php/en/>
  - or
  - c. Visit CAL system by visiting its URL <https://cal.kln.ac.lk/login/index.php>
3. Type the user name and password in the user name and password cages (see figure 01)

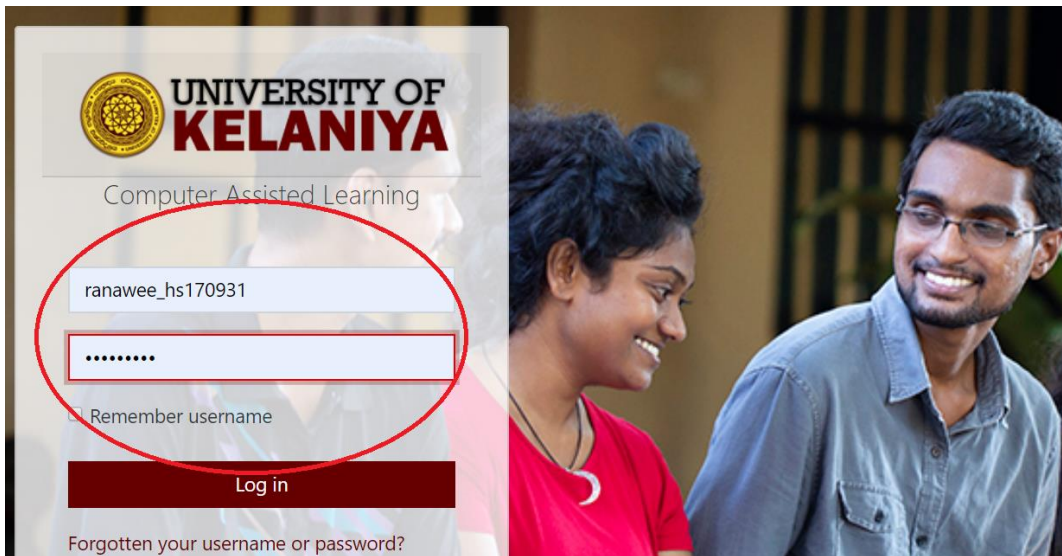


Figure 01 – Login to the CAL

Now you can see your name and Student no appear in the top right hand corner in the home page of the CAL

4. Next you have to select the Course code which you need to submit an assignment. For that, select the Faculty, Department, Subject, Type of the Degree, Level of the Degree, Semester, and finally Course Code in the CAL home page.

Now, for example if you want to submit an assignment to GEOG 12225. At the bottom of the home page,

First click on the **'Faculties'**,

Next click on the **'Social Science'**,

Next click on the **'Department of Geography'**,

Next click on the **'Geography'**,

Next click on the **'General Degree'**,

Next click on the **'Level 1'**,

Next click on the **'Semester 2'**,

Next click on the **'GEOG 12225'**.

Next you will be asking to enter **'Enrolment Key'** to self-enrolment for the course, and type **'GEOG 12225'** in the enrolment key text box.

(To enter the self-enrolment key without errors, copy the **course code** in the top of the page appears with large size fonts and past it in the Enrolment key text box [see figure 02].)

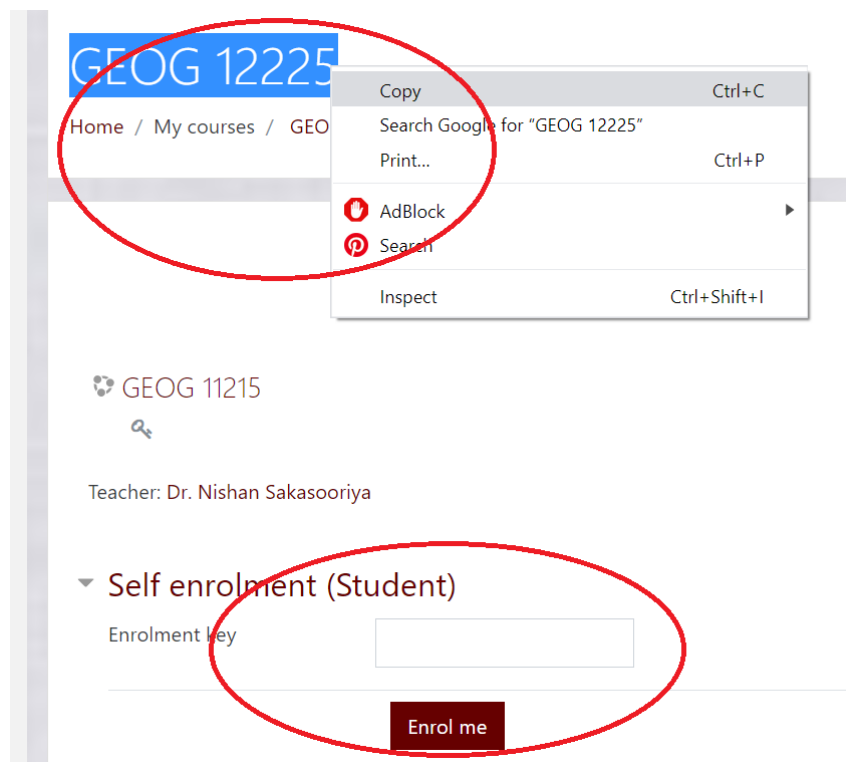


Figure 02: Entering the enrolment key

Finally click 'Enroll me' button to finish the enrolment process. Once you complete the enrolment process you will be appeared the page of course unit GEOG 12225 (See figure 03)


The screenshot shows the Moodle course page for GEOG 12225. The top navigation bar includes 'Computer Assisted Learning (CAL)', 'English (en)', and the user's name 'RANAWEERA K.N. HS/2017/0931'. The left sidebar contains a navigation menu with items like 'Home', 'GEOG 12225', 'Participants', 'Badges', 'Competencies', 'Grades', 'General', 'December 03- 07 December', 'Assignment No 01', '1 September - 7 September', '8 September - 14 September', '15 September - 21 September', '22 September - 28 September', 'Dashboard', 'Calendar', and 'Private files'. The main content area displays the course title 'GEOG 12225' and a 'News forum' section with a 'Not available' status. Below this, there are sections for 'December 03- 07 December' (containing 'Tutorial 03 - Quiz Test GEOG 12225') and 'Assignment No 01' (containing 'Assignment No 01'). The right sidebar includes 'Administration' (with 'Unenrol me from Human Geography'), 'Search forums', 'Latest announcements', and 'Upcoming events' (with 'Assignment No 01 is due Tuesday, 19 November, 12:00 PM').

Figure 03: Page of the Course Code GEOG 12225

5. To submit an assignment to Course GEOG 12225, you have to click on 'Assignment 01' link
6. Next click on 'Add Submission' button (see figure 04)

## Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Tuesday, 19 November 2019, 12:00 PM
Time remaining	13 days
Last modified	-

Submission comments  Comments (0)

Add submission

Figure 04 : Add Submission

7. Now you can see the file submission drop box (See Figure 05).

## File submissions

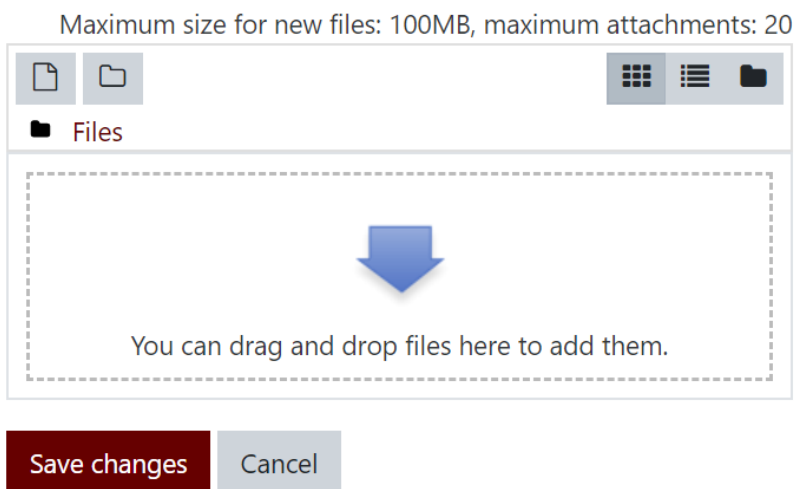


Figure 05: Submission drop box

Now minimize the CAL and go to the location where you saved your assignment pdf file to be uploaded to the CAL.

8. Next drag the file and drop it in to the drop box. After dropping your assignment in to the drop box you can see it in the drop box (See figure 06).

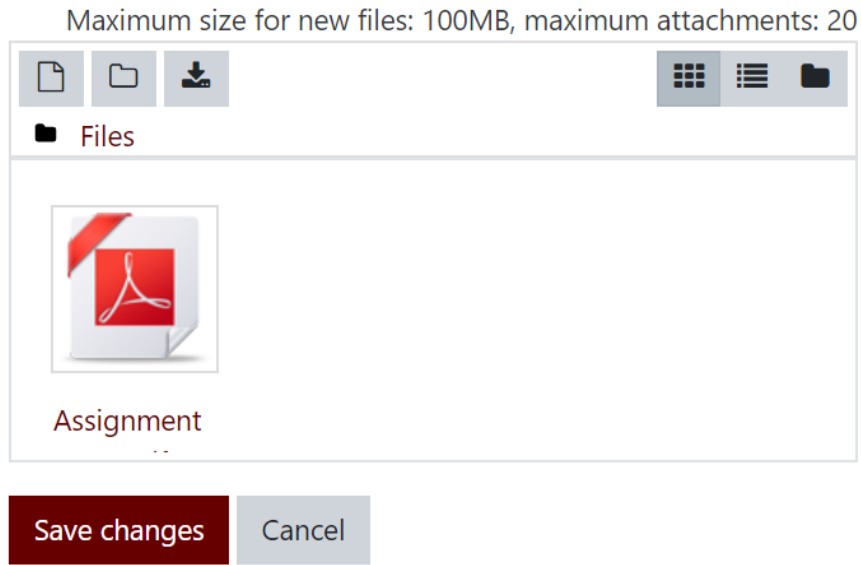


Figure 06 : Submitted assignment in the drop box

9. Next click on the 'Save changes' button to save the submission.
10. Once you saved the submission, you can see submission status as '**submitted for grading**' in a green colored box (see figure 07)

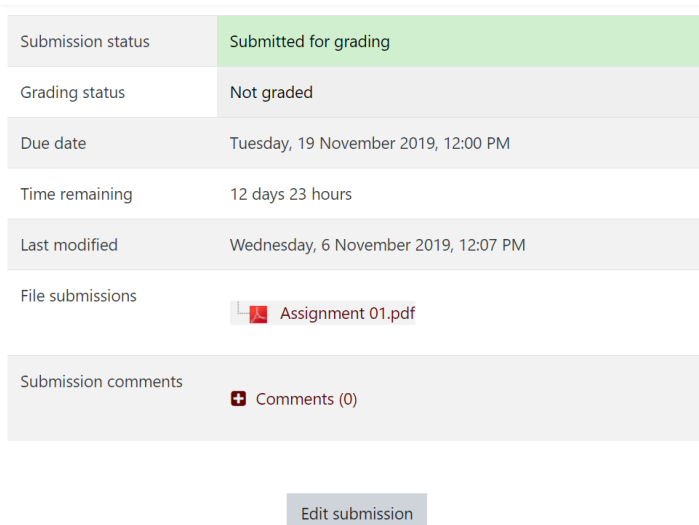


Figure 07: submitted for grading

11. If you want to modify the submitted assignment and re-submit, click edit submission, click on the assignment and select delete (see figure 08)

Edit Assignment 01.pdf

Download Delete

Name Assignment 01.pdf

Author RANAWEERA K.N. HS/20

Choose license All rights reserved

Path /

Update Cancel

Last modified 6 November 2019, 12:15 PM  
Created 6 November 2019, 12:15 PM  
Size 198.7KB

Figure 08 : Modifying the submitted assignment.

12. Finally, re-submit the assignment by drag and drop with modified assignment as you learnt in the step 7.

So that's it the guide-line for submitting assignment to the CAL system. If you have any further clarifications or help please meet Mr. Madawa Kalhara at K4 Computer lab.

Developed by:

Dhammika Dolawattha

Department of Geography

University of Kelaniya.

06-11-2019