CENTRAL LUZON STATE UNIVERSITY
MANAGEMENT INFORMATION SYSTEMS OFFICE

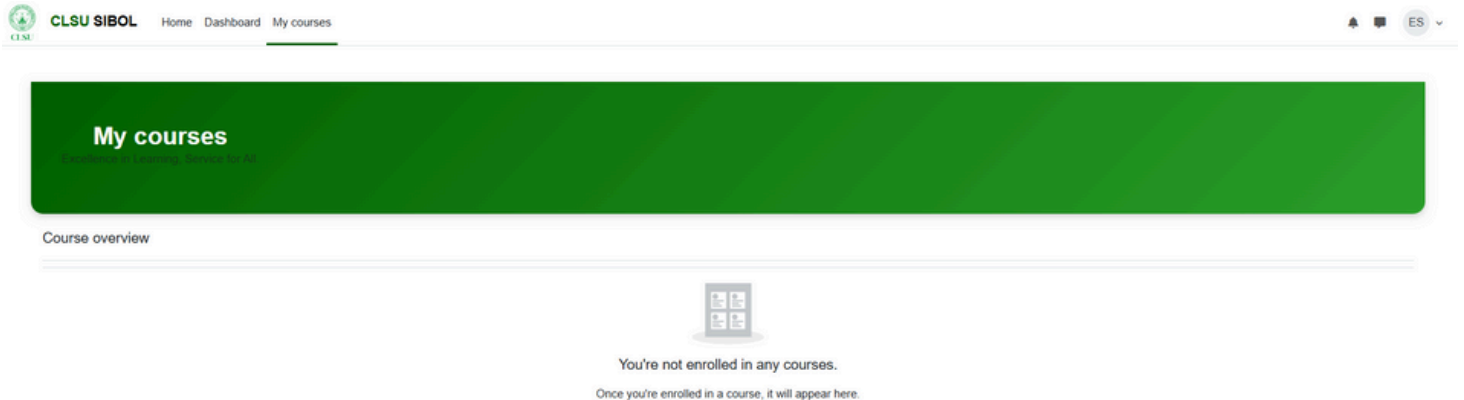# SIBOL - LMS
A GUIDE FOR
FACULTY

**CLSU LMS 2025**

Manage things up!

FOR TEACHING/FACULTY USERS

After creating an account, you won't have any available courses by default (as shown in the image below).

To have an item appear in the "My Courses" section, please complete this **Teacher Access Request Form**: **https://forms.gle/cHiXgpUtVQD7J6S29**.

After completing the Form. Wait for the confirmation sent on your email.
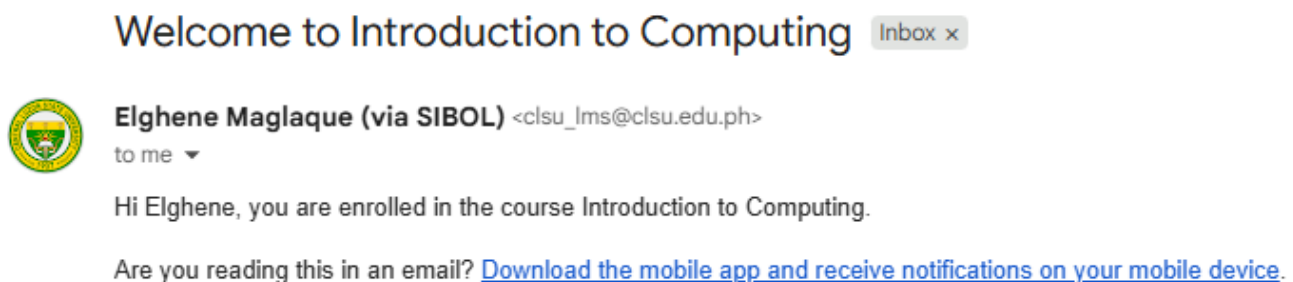
Once you receive the email confirmation that you've been enrolled, you can return to the "My Courses" section. You'll see that the course now appears there.

Manage things up!

YOU CAN NOW MANAGE YOUR COURSES
JUST CLICK ON THE COURSE YOU WANT IN ORDER TO MANAGE
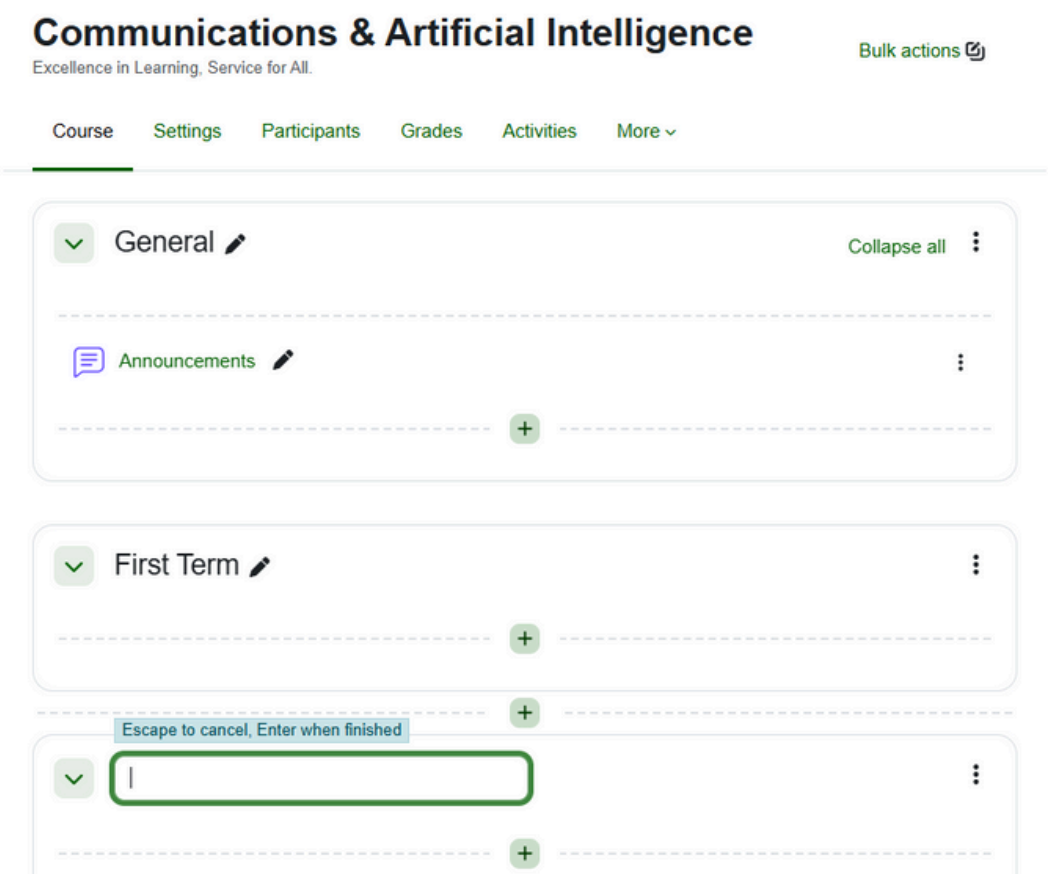
Manage things up!

Toggle the **Edit mode** 🟢 switch in order to edit the course front page, and from there you can edit the sections layout on your course.

You can edit section names:

 Add Activity/Resource or Sub Section

Manage things up!

Edit Course/Subject Details

Manage your Course/Subject's participants

ADDING STUDENTS

When managing your course or subject participants, you have two options:

Manual Enrollment: As the teacher in charge of the course, you will be responsible for adding your students manually.

1. Please ensure that all of your students are registered in our LMS.
2. Click the Enrol users button.

3. Search for your student in the search field and adjust any options if necessary. Finally, click the Enroll Users button.


This method of adding students is tedious, as you must repeat the process for each individual student. However, there is the method where you let your student self-enroll on your course or subject.
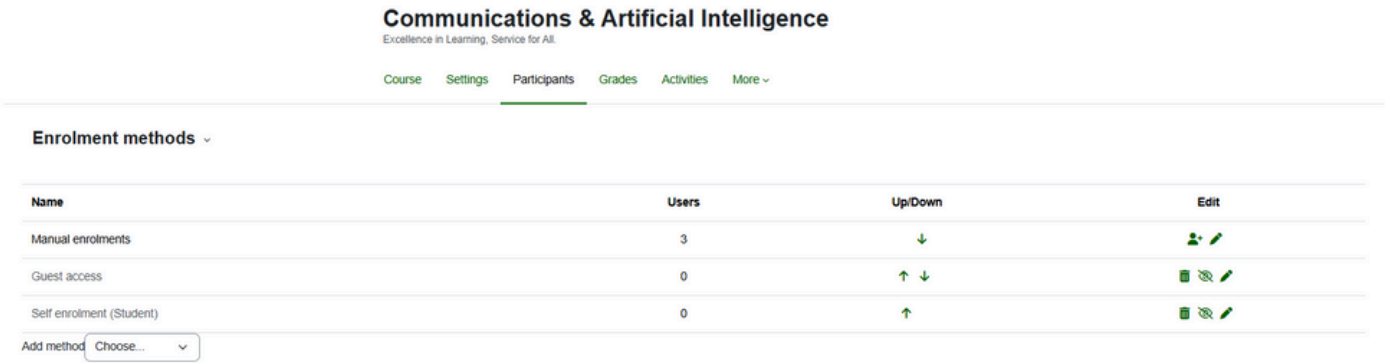
ADDING STUDENTS

Self-Enrollment: Self-Enrollment: This method allows students to enroll themselves in the course. As the teacher in charge, you need to configure certain settings for this to work.
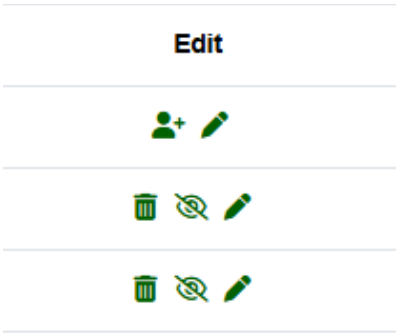
1. **Click the dropdown option beside the Enroll Users button.**
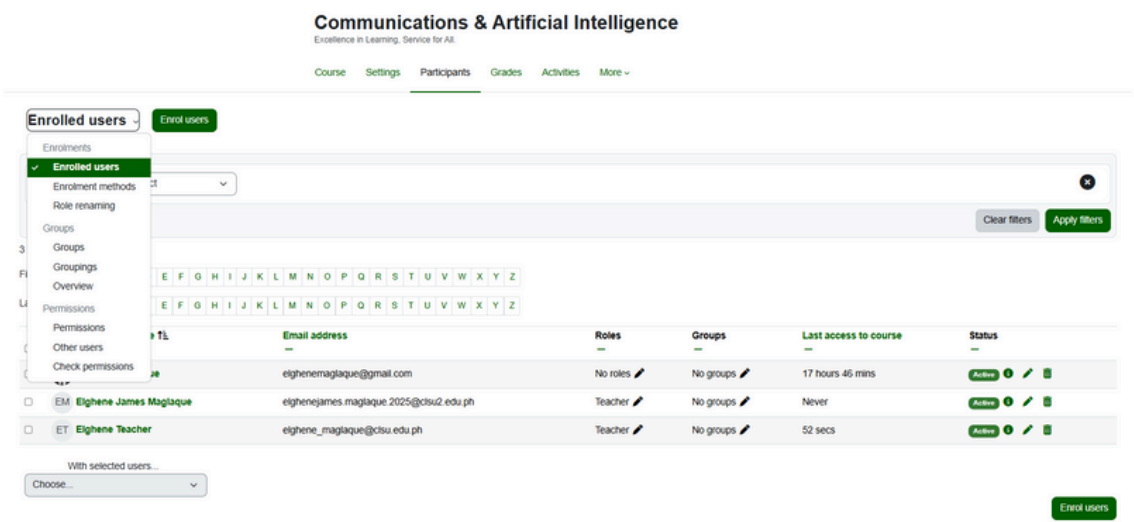
2. **Select the Enrollment methods**

3. **Make sure that the Self enrollment is enabled by clicking the** ⊗ **button that can be seen in the edit column.**

ADDING STUDENTS

4. **After enabling it, click the pencil icon to edit.**

In this setting make sure that:

- **Keep current self-enrolments active = Yes**
- **Allow new self-enrolments = Yes**

and also make sure that:

- **Put your enrollment key which will serve as a password for your students in order to allow them to enroll.**

- **Inform your students on class once you successfully set up the required settings.**

SECTION / GROUPINGS

Groupings in the LMS refer to the sections within a course or subject. If you have multiple sections for the same subject, you can separate them using groups. You just need to adjust some configurations.

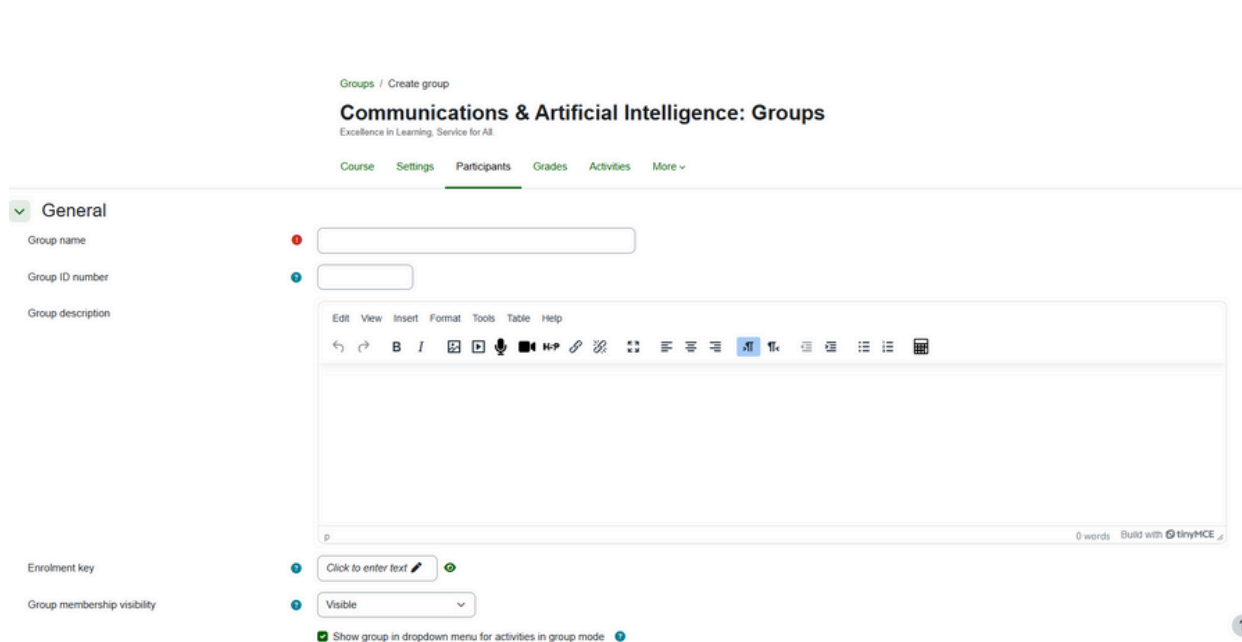1. **Click the dropdown option beside the Enroll Users button.**
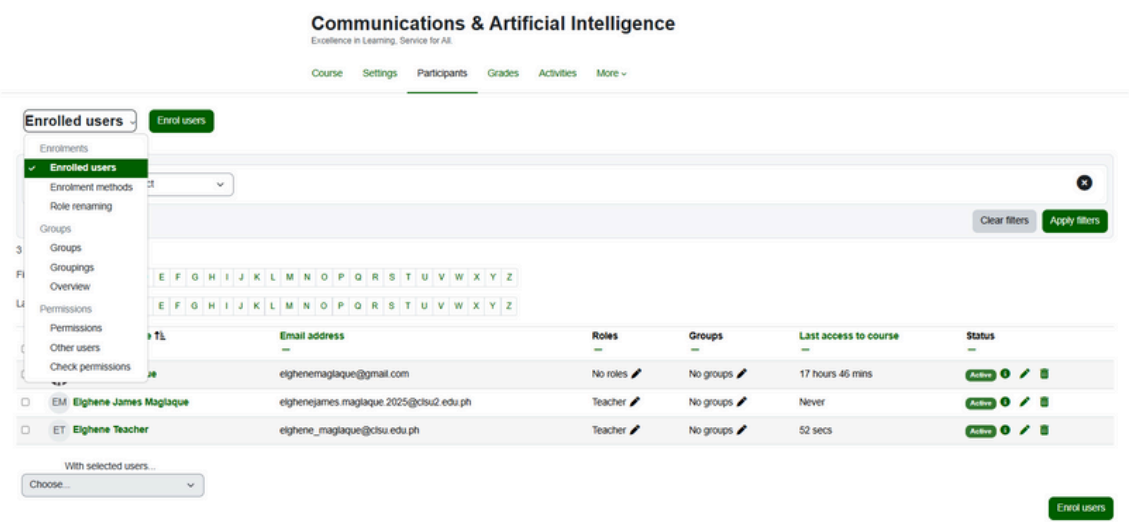
2. **Select the Groups**
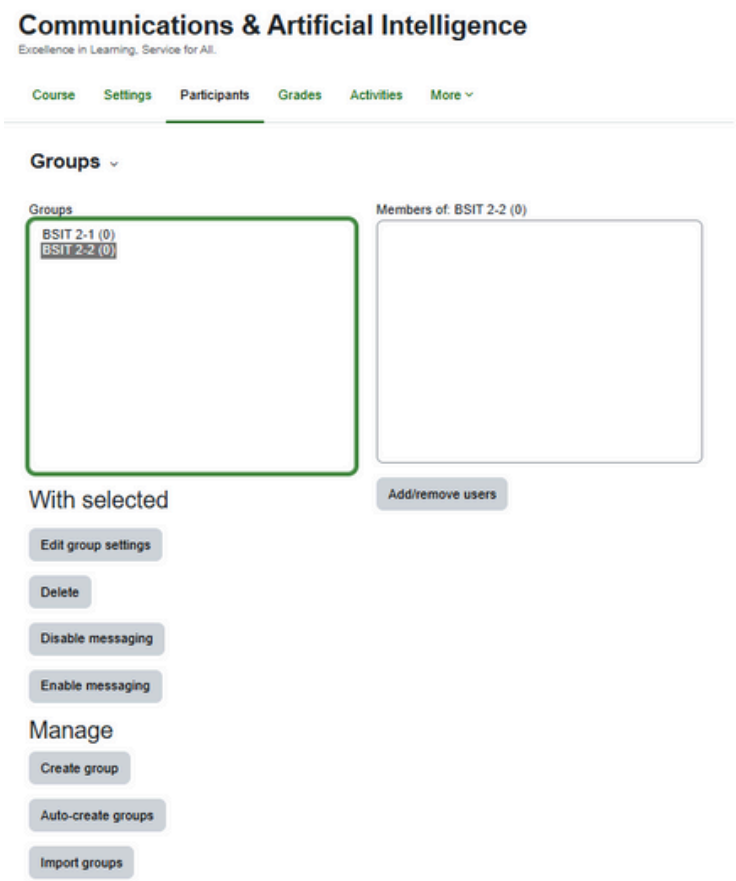
CREATING GROUP / SECTION

With that, you can now manage your sections or groups. You can create, delete, or edit group configurations depending on your preference.

In creating a section/group there are some information that are required such as:

Group name: The name of your section (e.g., BSIT 1-1, BSIT 1-2).

Enrollment key: This works similarly to the enrollment key mentioned on **page 7**.
However, in this context, the enrollment key refers to enrolling students into a specific section. For example, if you have three sections, you can set three different enrollment keys. When students enroll in the subject using their designated key, they will automatically be placed into the correct group.

Also set the **Group Membership Visibility** as **Only Visible to Members.**

AND WITH THAT, YOU ARE ALL SET!

CONTACT US

For further inquiries you can reach us on the following contact details:

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clsu_lms@clsu.edu.ph

VIA LMS - Just Click the Chat icon besides the bell icon and search Admin EJOM