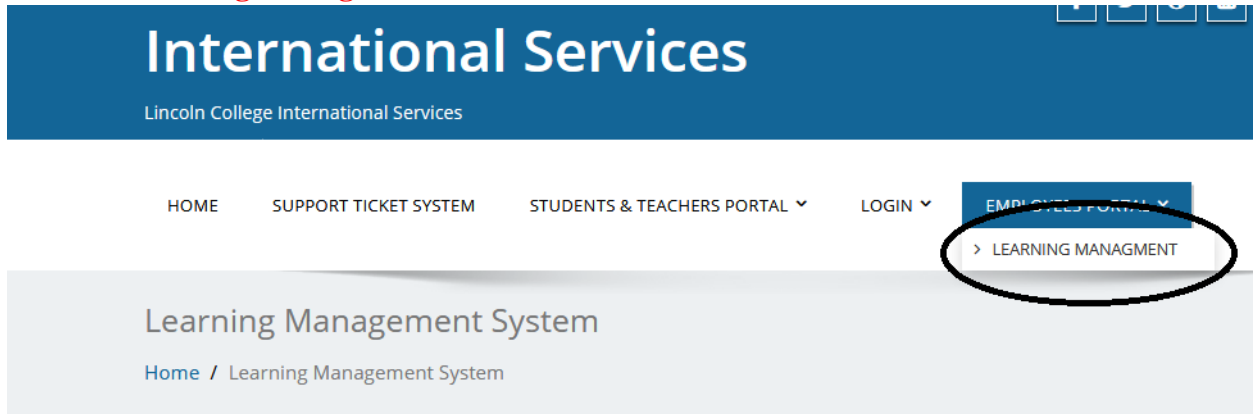


Dear user,

Kindly follow the steps below to access and use the Learning Management application:

- Click on or type the link to enter the **LCI** website from your browser  
<https://lciksa.com/>
- Click on **Learning Management**



User name

Password

LOGIN

Two black arrows point to the right, one pointing to the "User name" input field and the other pointing to the "Password" input field.

- Type your **User name** (College Email) and **Password** (the one sent to your email earlier)



User name

Password

LOGIN

Two red arrows point to the left, one pointing to the "User name" input field and the other pointing to the "Password" input field.

- Filter by the categories (**College, Group, Subject, Date**) showing below. **Make sure that you filter using the correct information**, and then click search:  
The data will be shown as a table:

- Then the data will be shown as below

[Download Data](#) [Edit](#) [Grid Edit](#)

<input type="checkbox"/>	Academic Number	Student Name ▲	Group	Subject	Date	Username	Delivered	Student Respond	Change Time	
<input type="checkbox"/>	202401301	AHMAD HASSAN M ALHARBI	AUT-3 A	CD-MA3-MA3	09/03/2020		No	No		
<input type="checkbox"/>	202401302	Ahmed Abdullah Ahmed AlOmari	AUT-3 A	CD-MA3-MA3	09/03/2020		No	No		
<input type="checkbox"/>	202401313	Amer Ayed mmohammed Alshammar	AUT-3 A	CD-MA3-MA3	09/03/2020		No	No		
<input type="checkbox"/>	202401312	DHAFER ABDULLAH MOHAMMED ALSHAHRANI	AUT-3 A	CD-MA3-MA3	09/03/2020		No	No		
<input type="checkbox"/>	202401305	HASSAN MOHAMMED A	AUT-3	CD-MA3-	09/03/2020		No	No		

- Click on **Edit** to enter the data. Noting that the **user name** and the **change time** will be filled automatically when you adjust the delivered and the student respond columns:


[Download Data](#) [Edit](#) [Grid Edit](#)

<input type="checkbox"/>	Academic Number	Student Name ▲	Group	Subject	Date	Username	Delivered	Student Respond	Change Time	
<input type="checkbox"/>	202401301	AHMAD HASSAN M ALHARBI	AUT-3 A	ProAut3	09/03/2020	FAIjarou	<input type="checkbox"/>	<input type="checkbox"/>		<input type="button" value="UPDATE"/> <input type="button" value="CANCEL"/>

- After you finish modifying the data, click **Update** or **Cancel** if you want the system to ignore your entry.

You can click on grid edit, this will allow you to insert bulk data if you deliver the courses and the students respond.

Subject \*    CD-MA3-MA3 ▾

Date \*    10/03/2020 

**SEARCH**

 Download Data     Edit     Exit Grid Edit



	Academic N	Student Na	Group	Subject	DATE	Username	Delivered	Student Re	CHANGE
<input checked="" type="checkbox"/>	202401301	AHMAD	AUT-3 A	CD-MA3-	10/03/2020	eslam.saeer	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	202401302	Ahmed	AUT-3 A	CD-MA3-	10/03/2020		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	202401313	Amer Ayed	AUT-3 A	CD-MA3-	10/03/2020		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	202401312	DHAFER	AUT-3 A	CD-MA3-	10/03/2020		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	202401305	HASSAN	AUT-3 A	CD-MA3-	10/03/2020		<input type="checkbox"/>	<input type="checkbox"/>	

Thank you very much.

MIS team.