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How do I log in to Arrivu Apps?

Before logging into the Arrivu Apps, you will need to know your institution's URL to access the Arrivu Apps on your iPad.

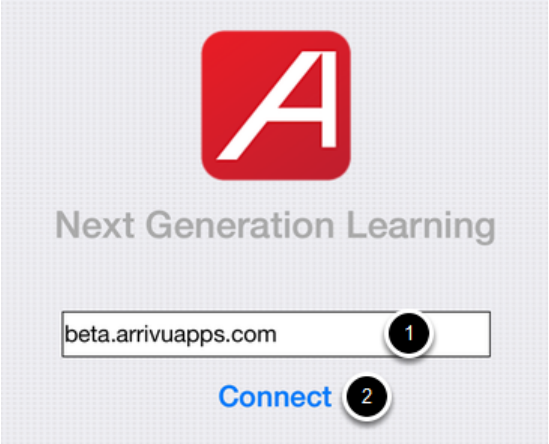
Note: You must have an account to log in.

How do I log in to the Arrivu Apps?

Open the Arrivu Apps.

Open your iPad and tap the Arrivu Apps icon.

Enter your Institution's Arrivu Apps URL



Enter your institution's Arrivu Apps URL in the **Enter Domain Name** field [1] .

Tap the **Connect** link [2].

Login to Arrivu Apps

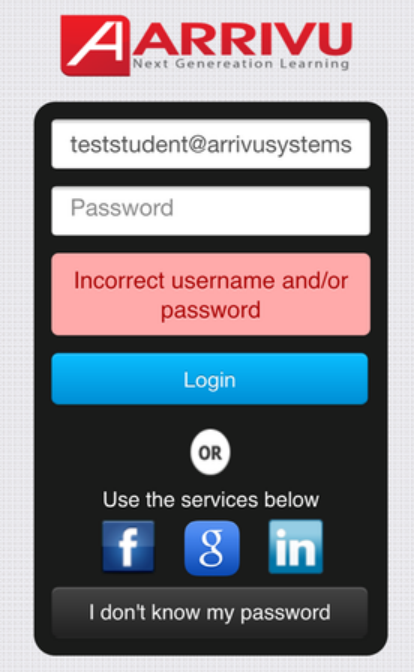
The Arrivu Apps log in screen requires your **Email address** [1] and **Password** [2]. Click the Log In button [3].

Note: To log in to Arrivu Apps, you must have an account.

It will display an alert message when the user taps the **Login** [3] button without entering the password.

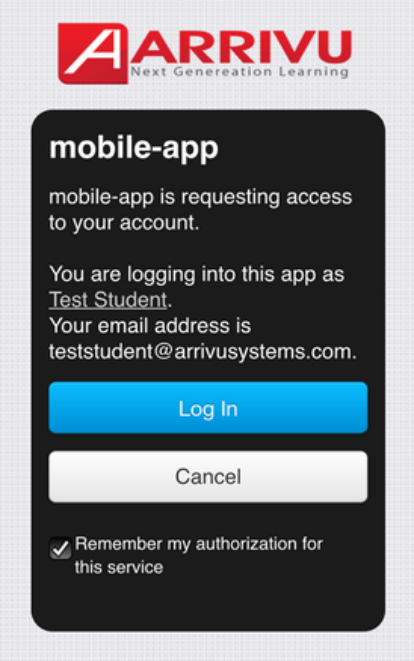
You can Use the social login [4] services to login to the system.

When the user gives incorrect Login Details



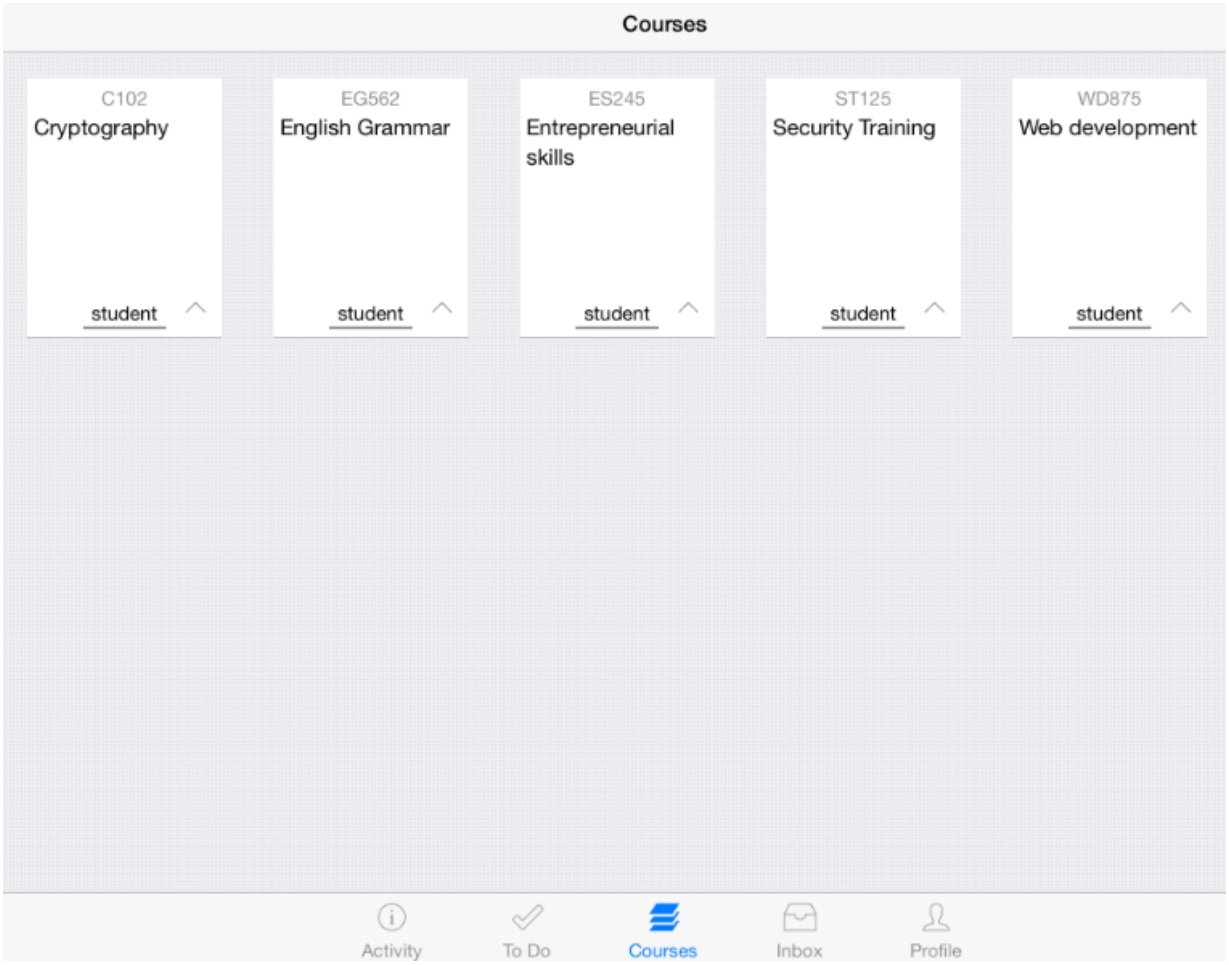
It will display an alert message when the user gives the incorrect login information and taps the Login button.

Allow Arrivu Apps access to Account



Tap the Log In button.

View Dashboard



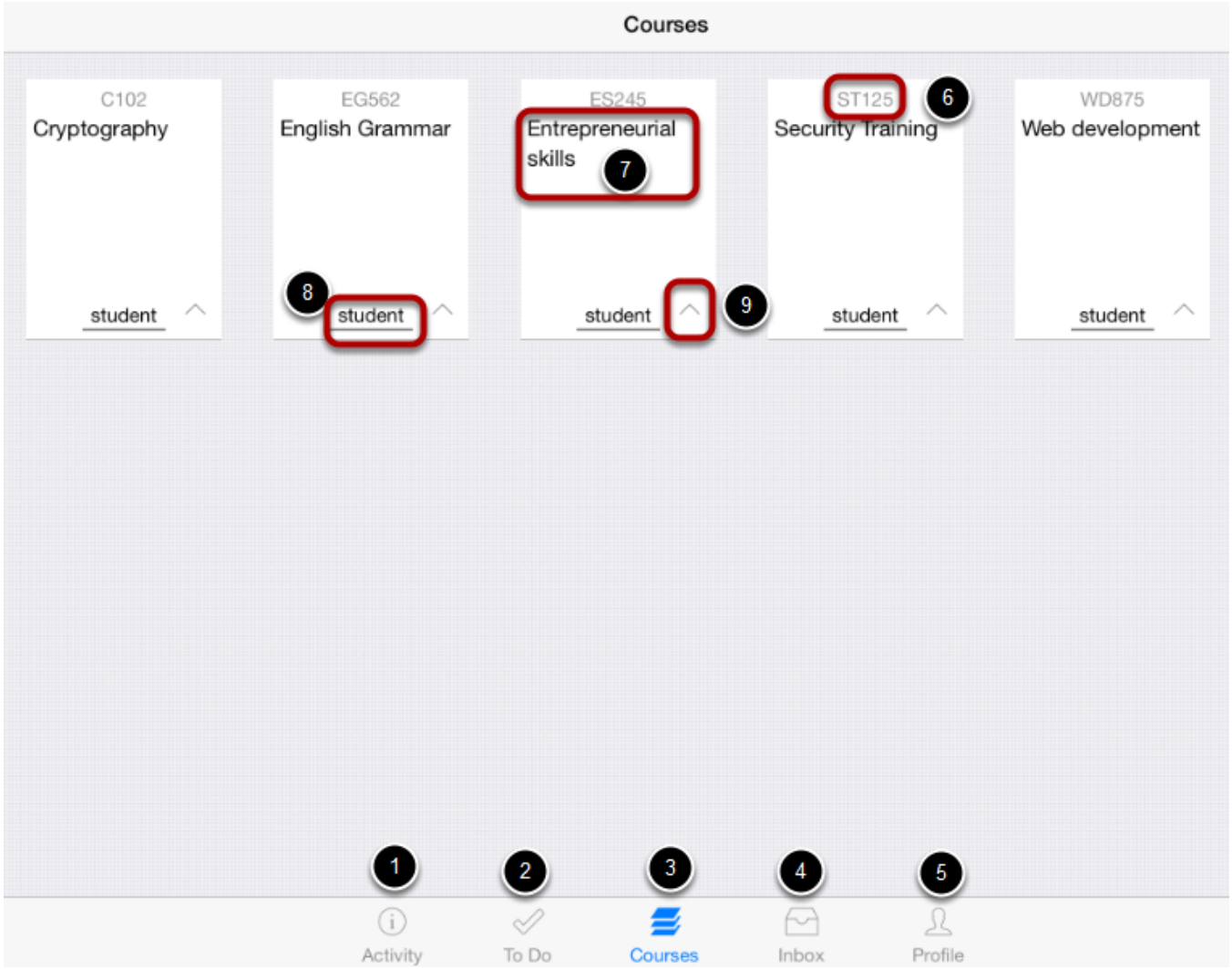
View the **Dashboard** for your account. The Dashboard will redirect you to the courses list.

Once you've logged in, learn how to use the Arrivu Apps application.

How do I use Arrivu Apps application?

The application displays To-Do items, Notifications and Messages, as well as functionality to access and complete a course.

View Dashboard



With the Arrivu Apps application on your iPad, you can:

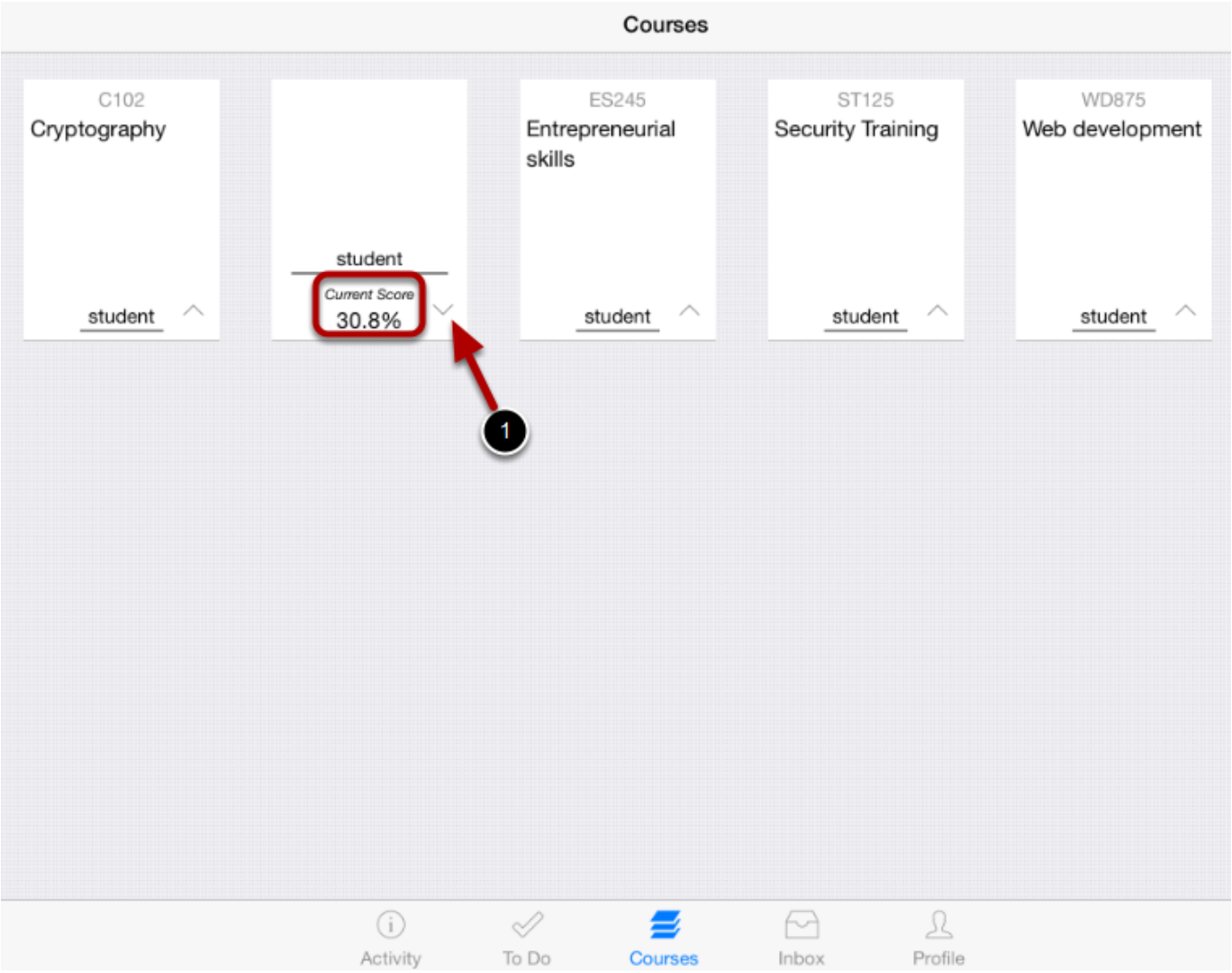
1. View your course's **Recent Activities**
2. View your **To-Do** List
3. View your **Courses**
4. View **Conversations Messages.**
5. View your **Profile**

The Dashboard defaults to the Courses tab and displays all your current courses.

Each course list contains :

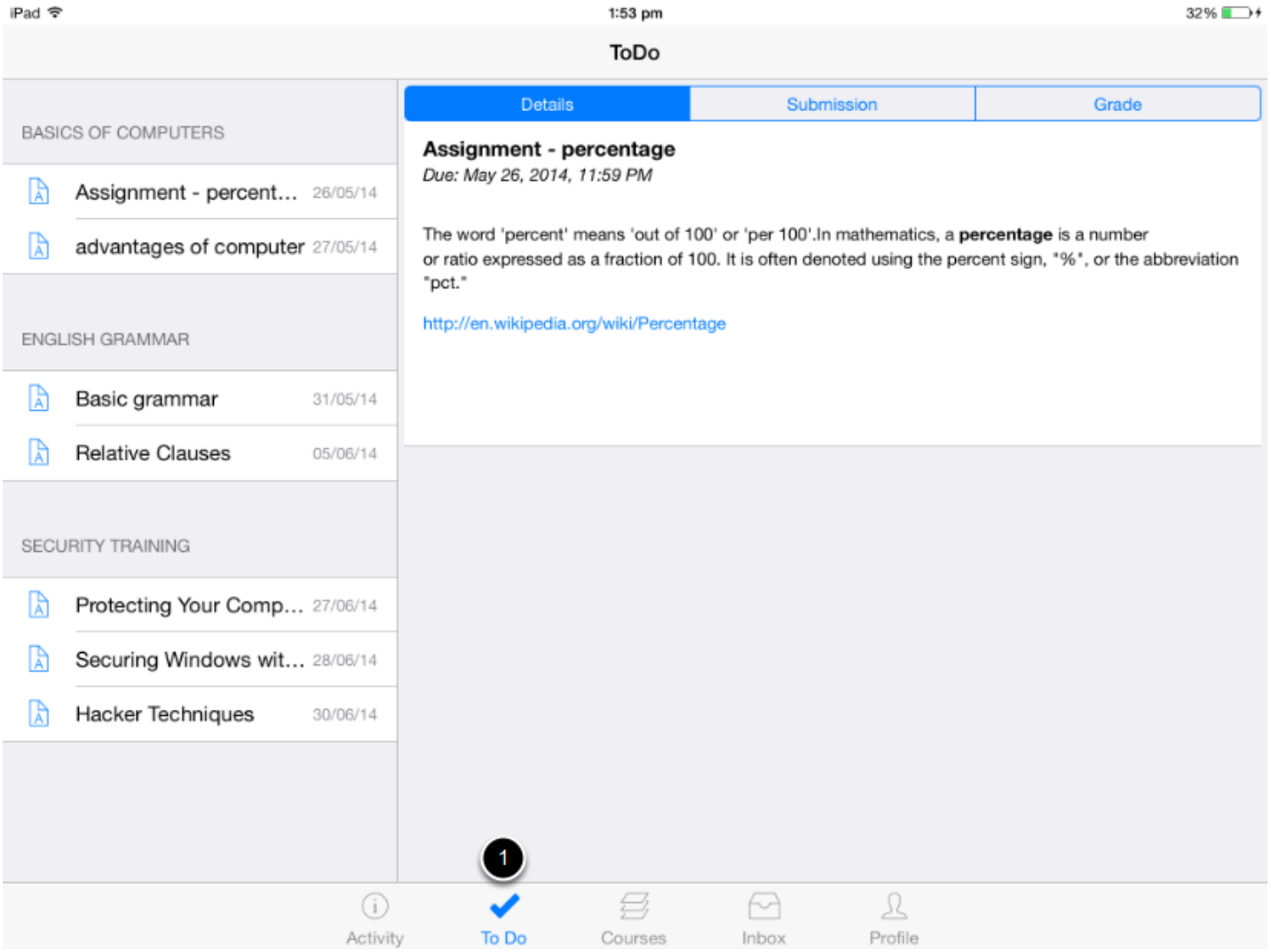
1. Course code [6]
2. Name of the course [7]
3. User's role for this course [8]
4. Up arrow to view the course grade [9].

View your Course's Current Score



Click the **Up arrow** in the course list box to view the course grade.

View To Do List



To view your To Do List, tap the **To Do** icon [1].

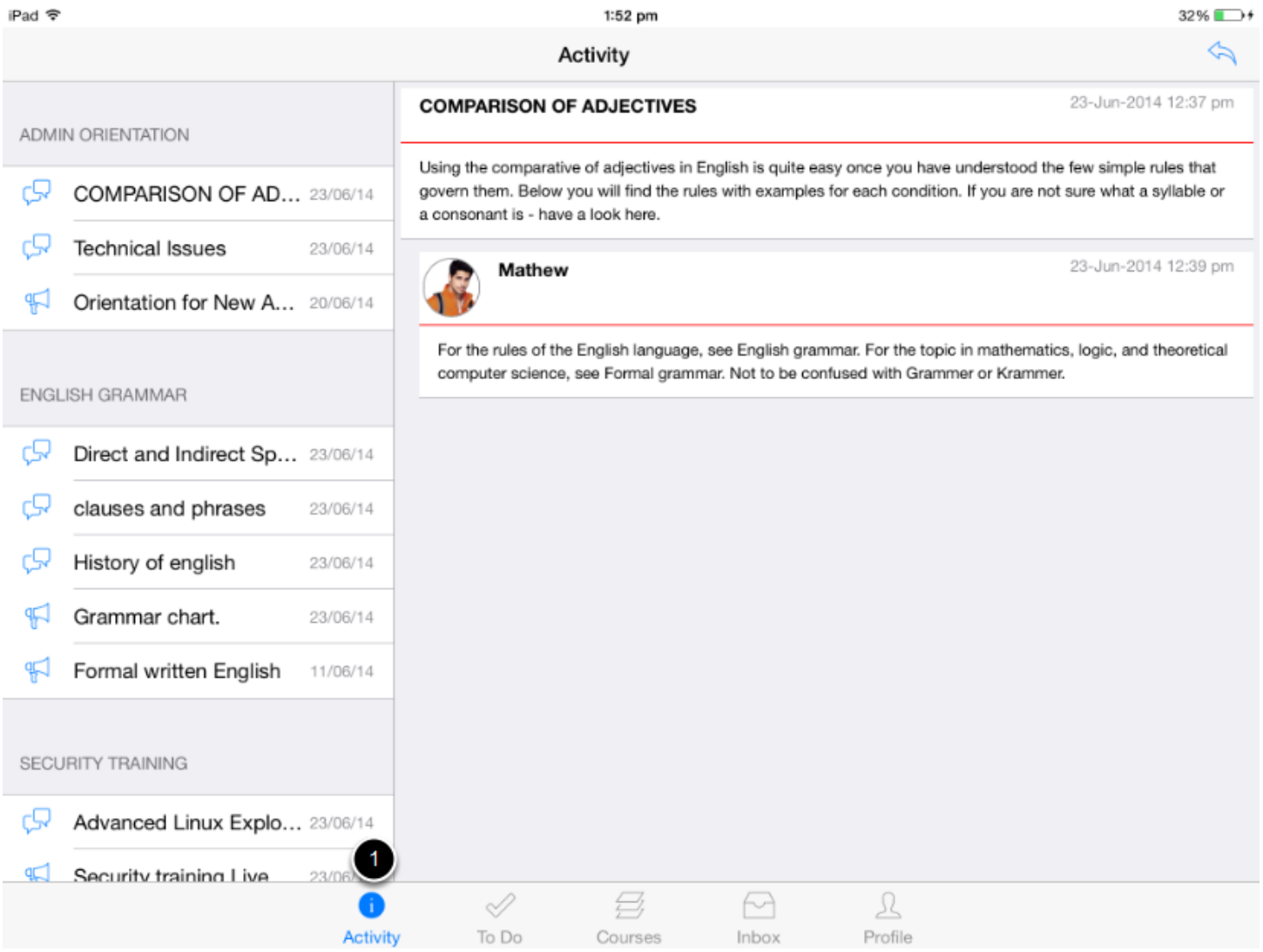
The To Do list gives you a quick view of the upcoming course activities (Assignments) that you have not yet completed.

You can easily find out which tasks are pending and directly complete it from the To Do list.

You can view the details on right side of the screen when you tap an item from the list to view.

Note: Once you submit an activity in the To Do list, it will be removed from the list.

View Recent Activities

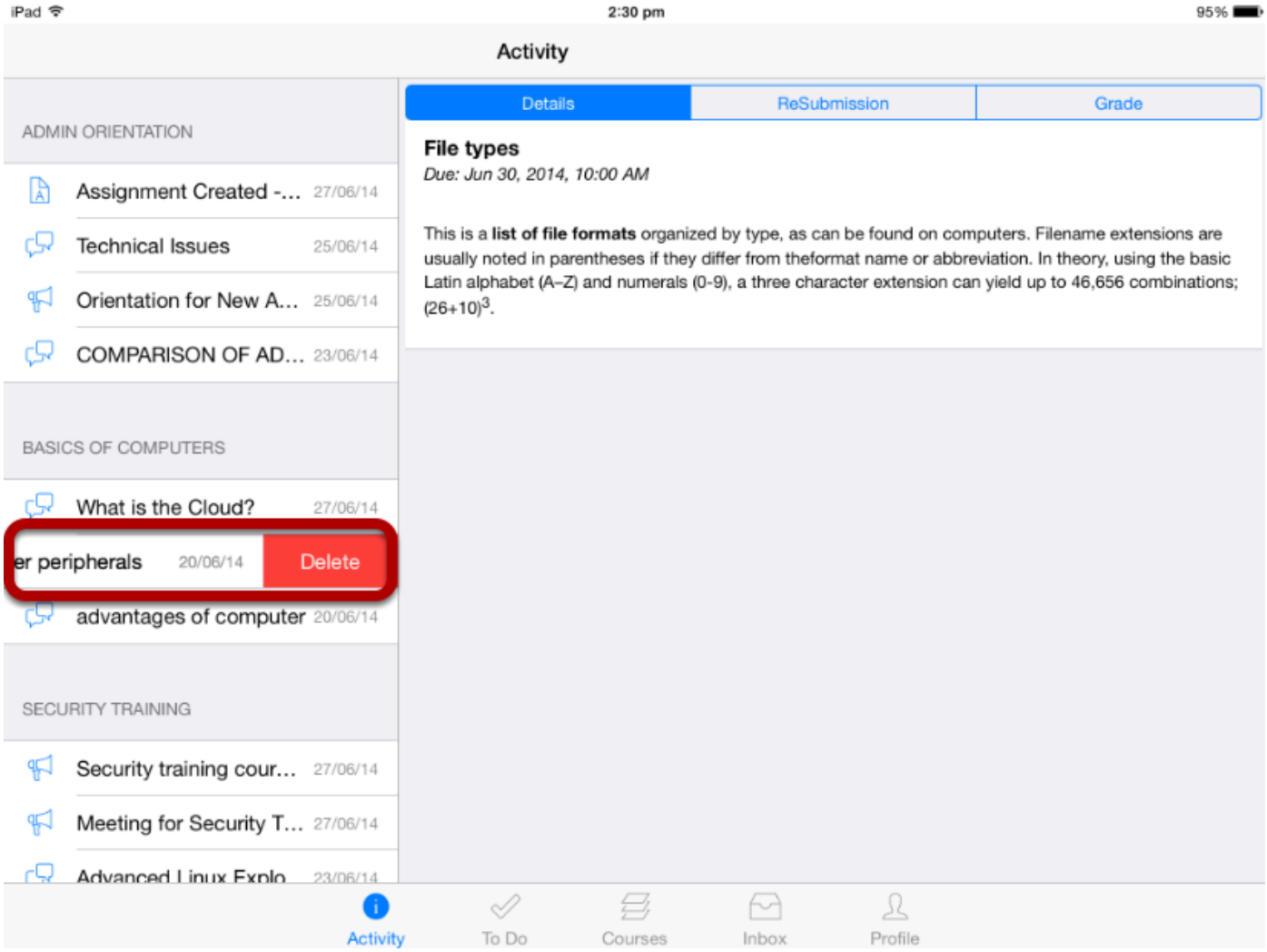


To view the Recent Activities, tap the **Recent Activity** icon [1].

It gives you an overview of all the course notifications such as any changes to an assignment due date, newly created assignment, course announcement, or a reply to a subscribed discussion, comments and grades.

Tapping an activity item displays it's corresponding page at the right side, so that you can complete it directly from the Recent Activity.

Delete an item in Activity

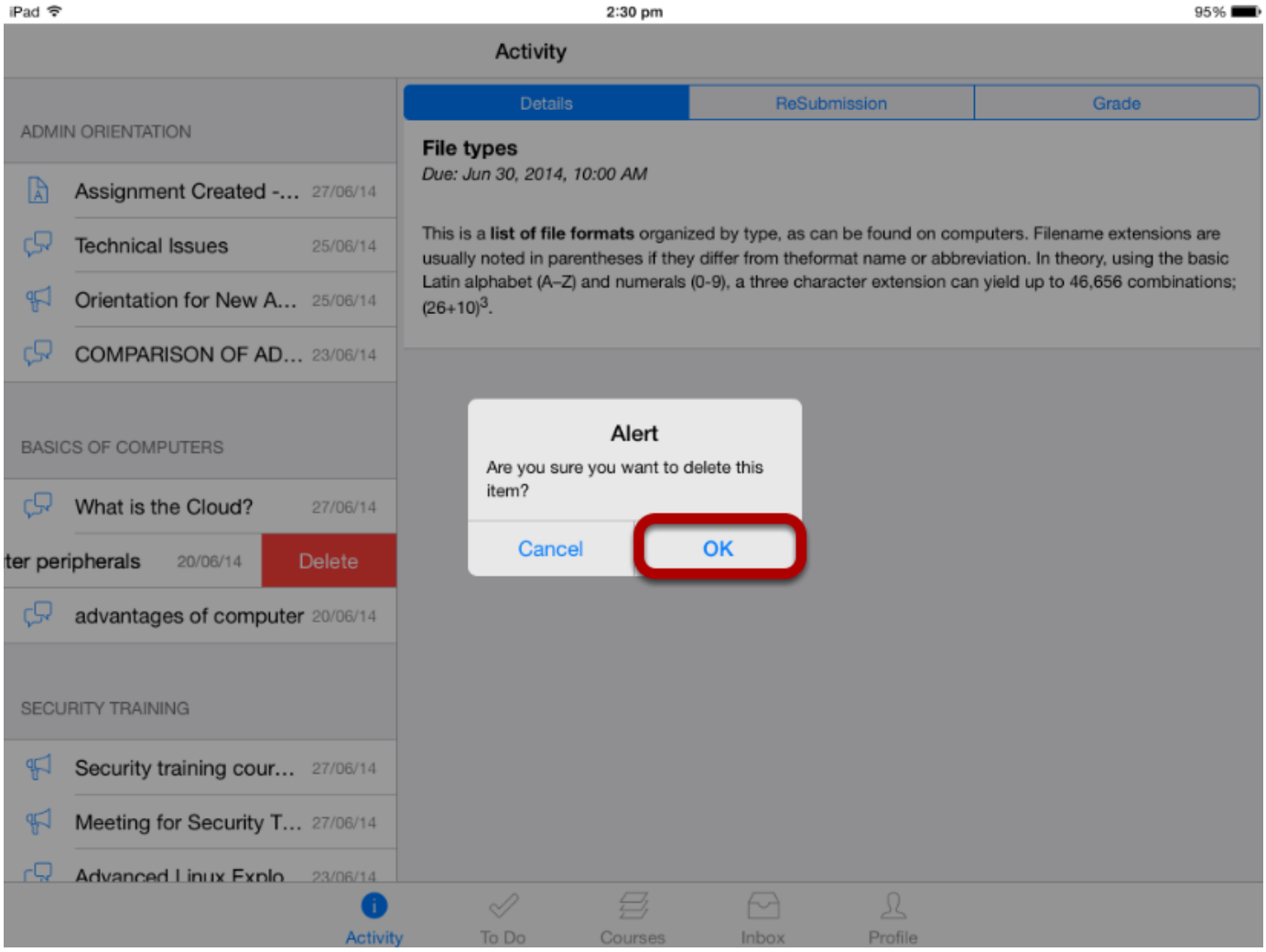


You can ignore an activity in the Recent Activities by deleting it.

Swipe an activity from right to left to ignore it.

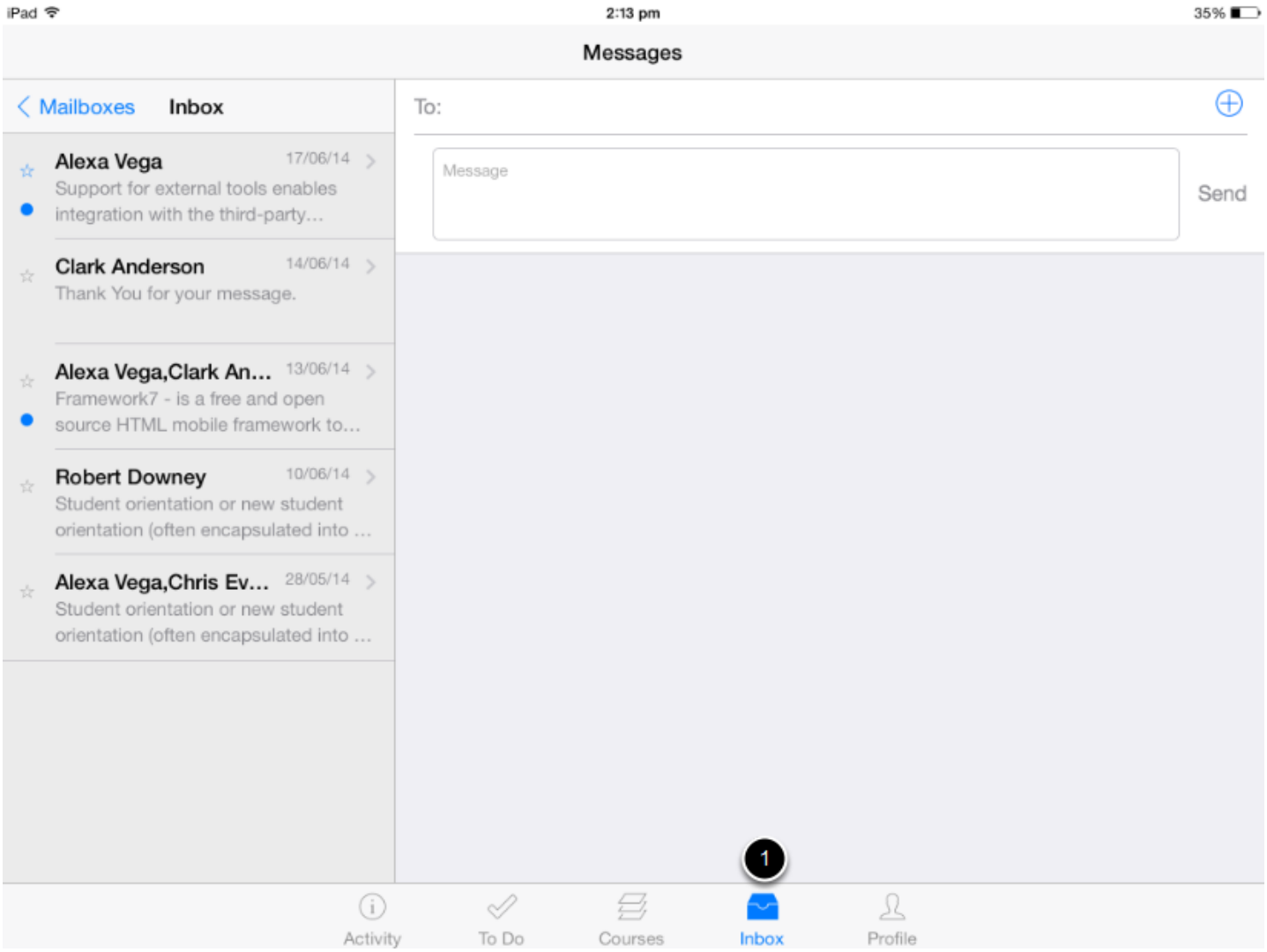
Tap the **Delete** link.

Confirm Deletion



Click **OK** to delete an activity .

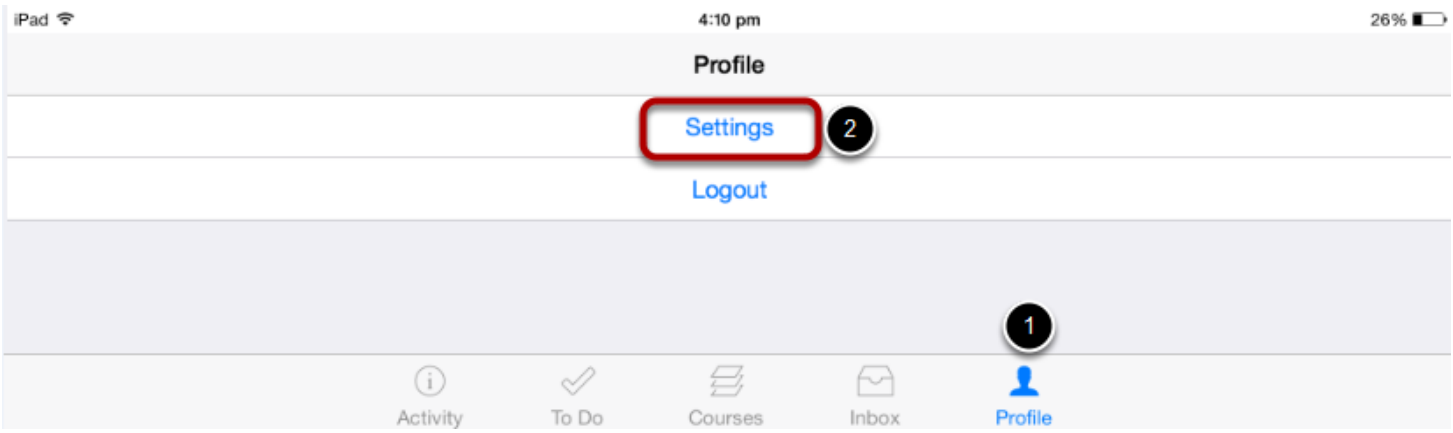
View Messages



To view the Conversations messages in the Arrivu Apps application, tap the **Inbox** icon [1].

Tapping a message, displays its corresponding message details at right side, so that you can reply directly from this view if you prefer.

View Profile

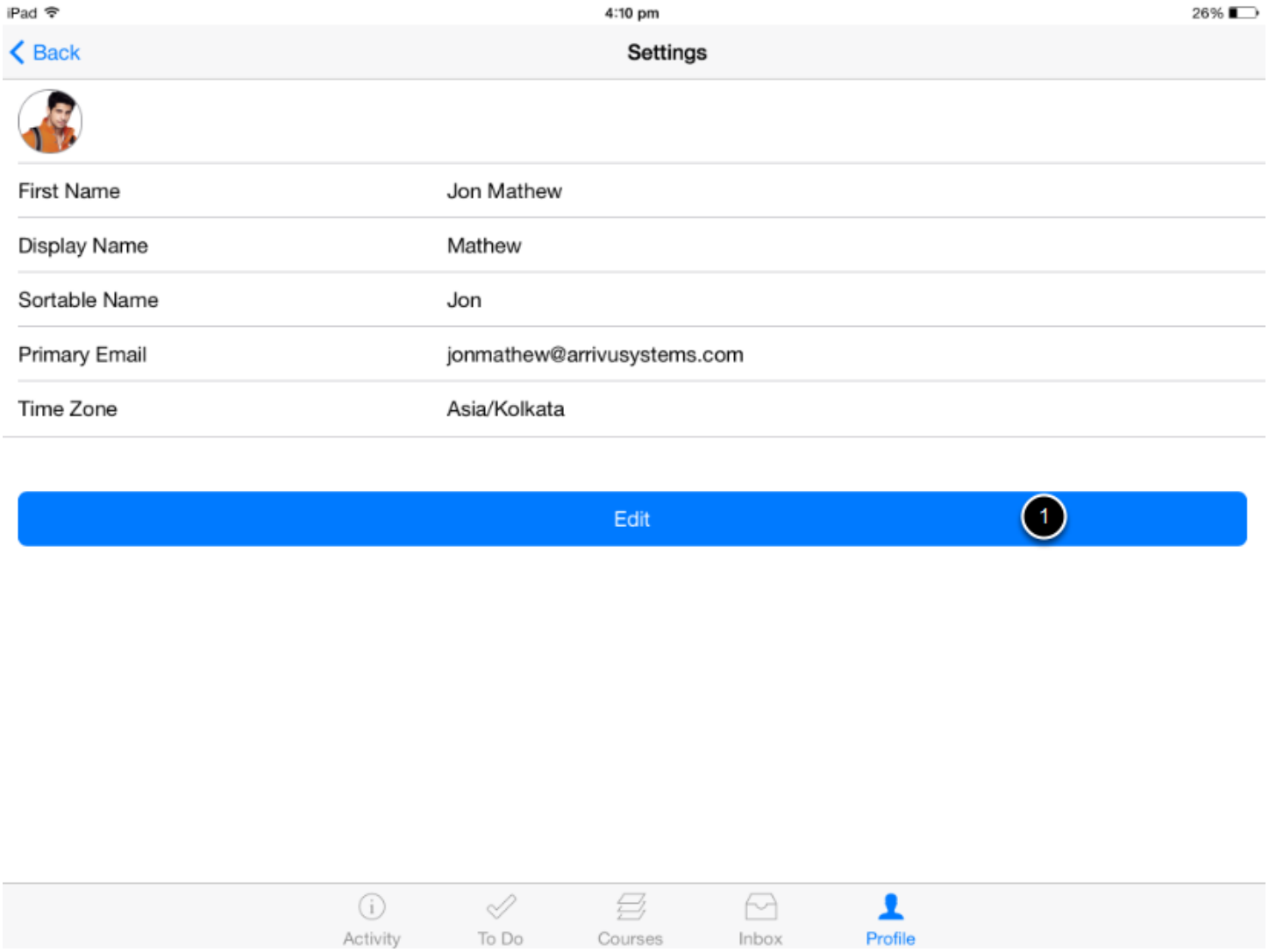


To view your profile, tap the **Profile** icon [1] .

User can also **Logout** from the Arrivu Apps using this screen.

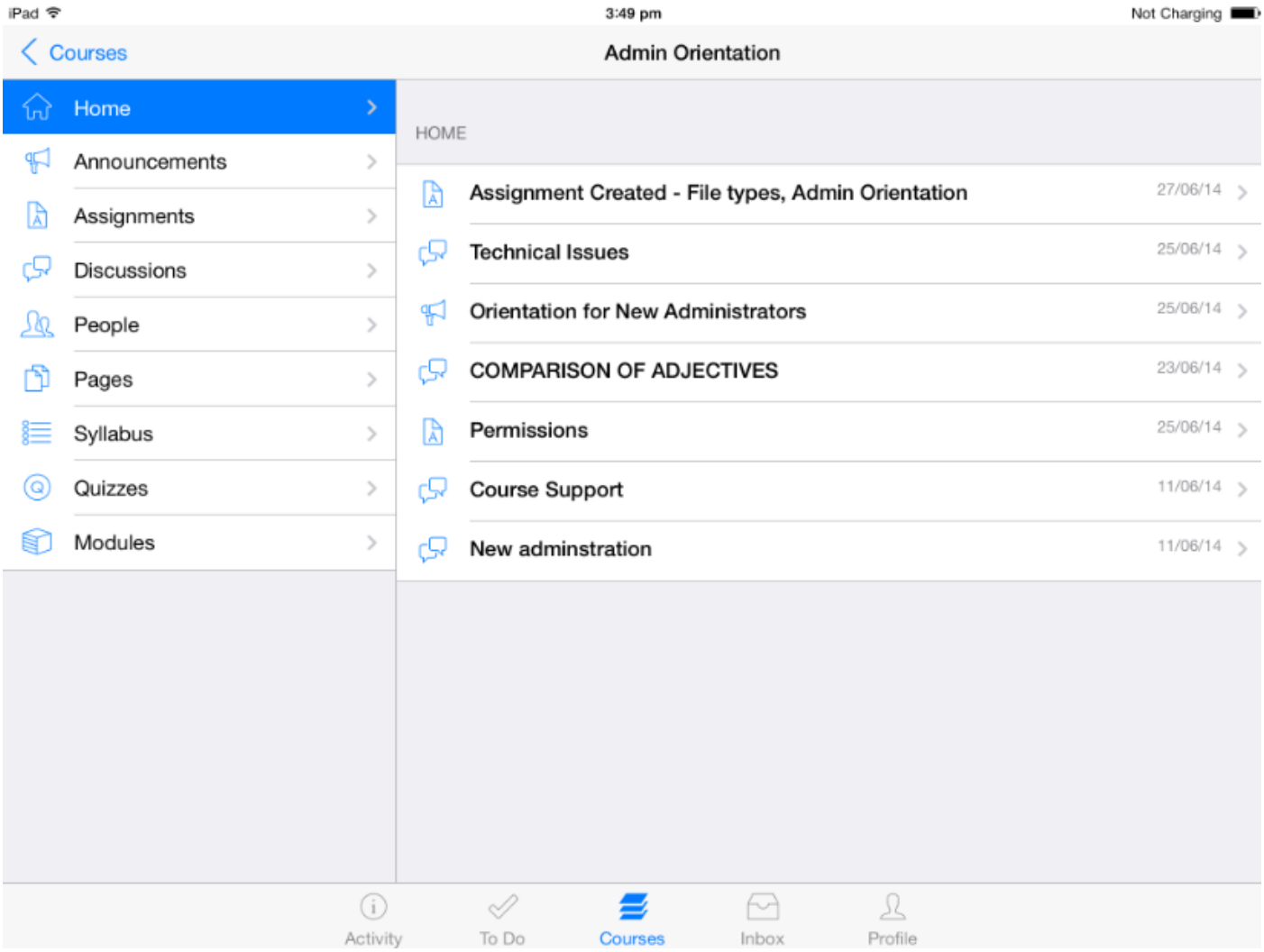
Tap the **Settings** link [2].

Edit Settings



User can edit the profile information using **Edit** option [1] .

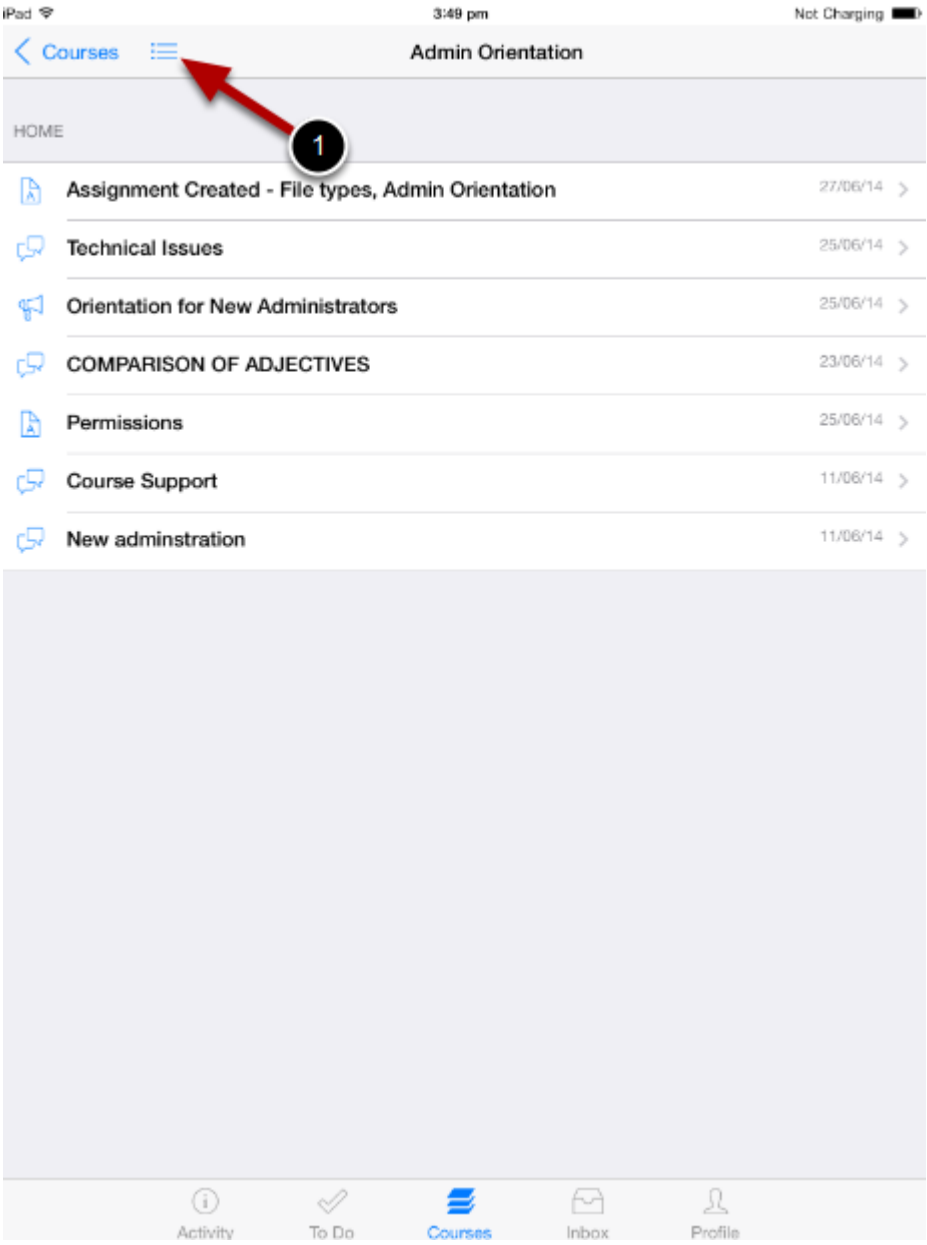
View Home page



Once you click the course you want to see from the course list in the Dashboard, it displays the course's Home page .

Tapping an activity item displays it's corresponding page, so that you can complete it directly from the Home page.

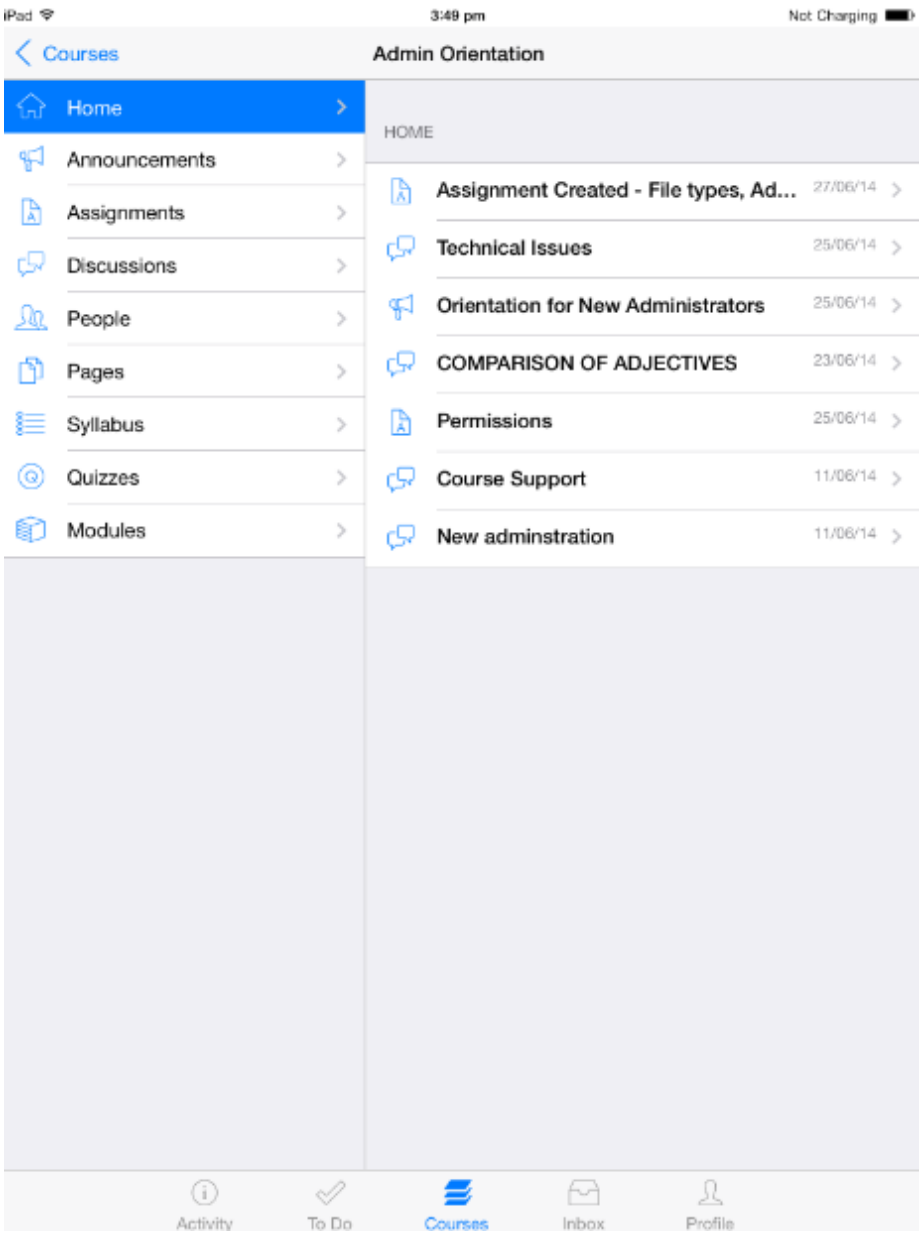
View the Application in Portrait Mode



When you change the view from landscape to portrait, you can only view the details.

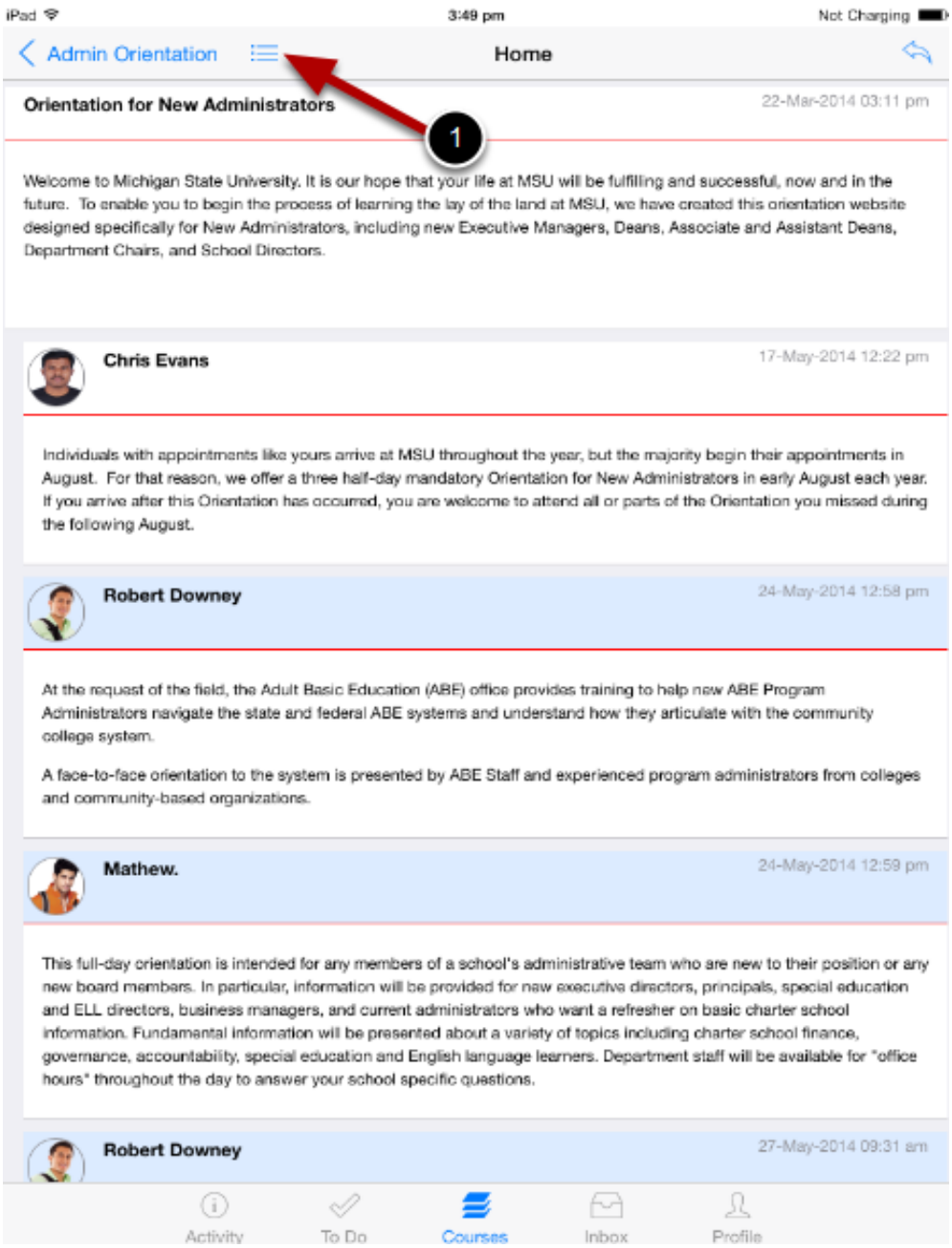
Click the **Menu** icon at the top left corner. To view the Course navigation or list of items, tap the **Menu** icon [1].

View List and Details



Once you tap the **Menu** icon, the screen displays the Course navigation or the list of items on the left side and details on the right side .

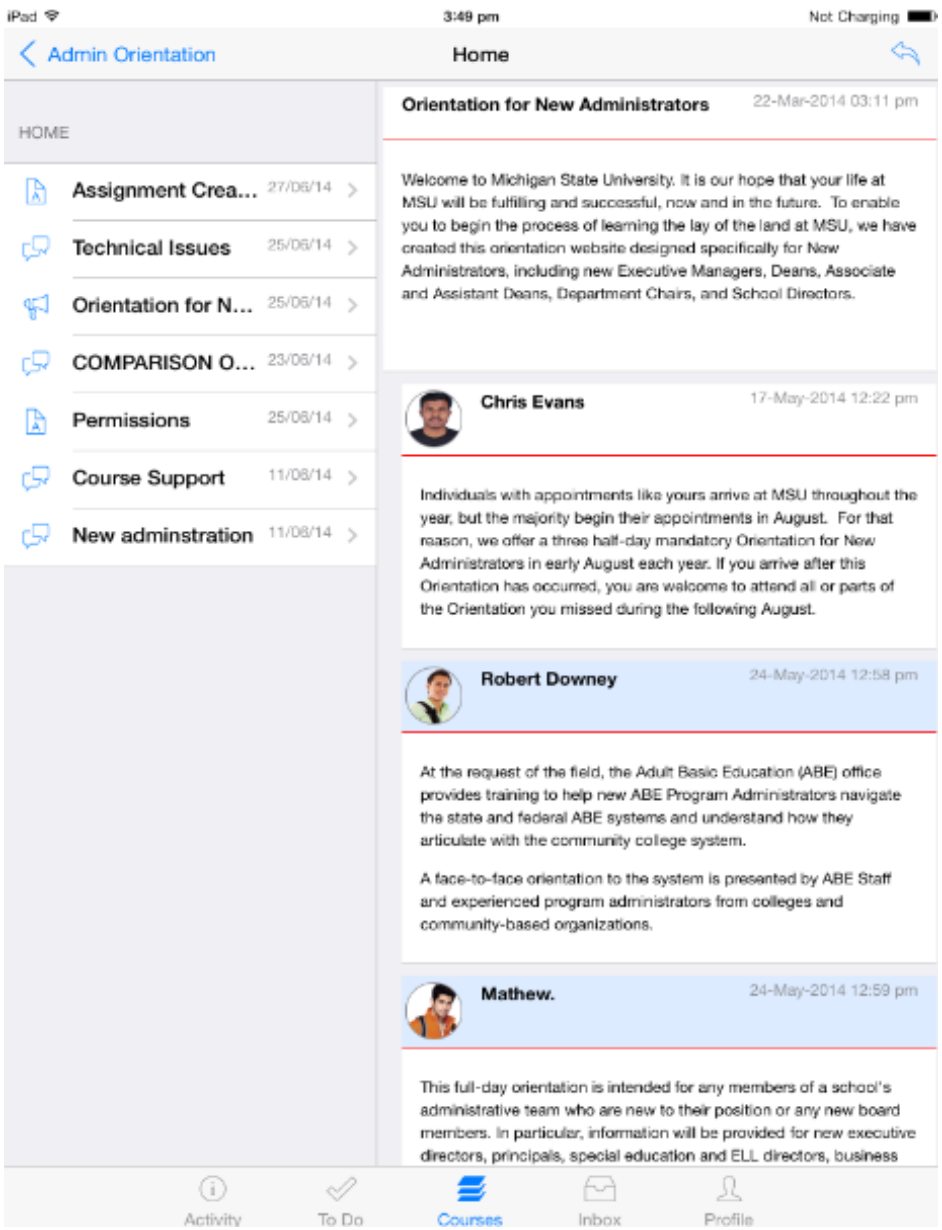
View Details



Once you Tap the item on right side list to view details, it will display the details in full screen.

The **Menu** icon [1] is used to view the list and details.

View List and Details

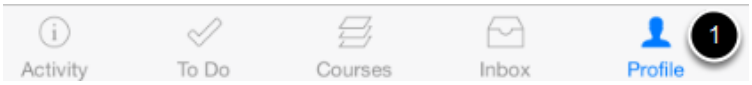


The screen displays the list on the left side and details on right the side when you tap the Menu icon.

How do I log out from Arrivu Apps application?

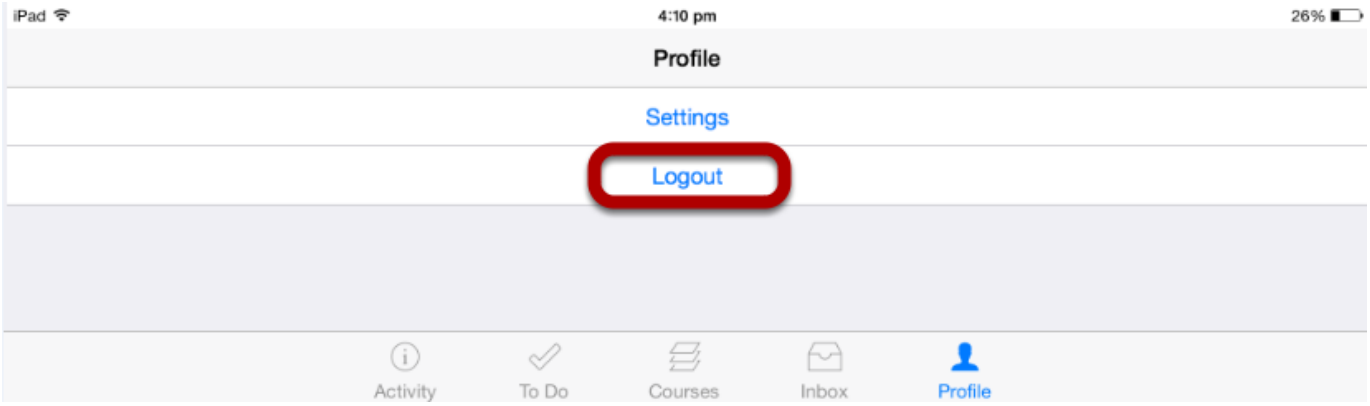
You can logout from the Arrivu Apps by some quick clickings.

View Profile



Tap the **Profile** icon [1]

Logout



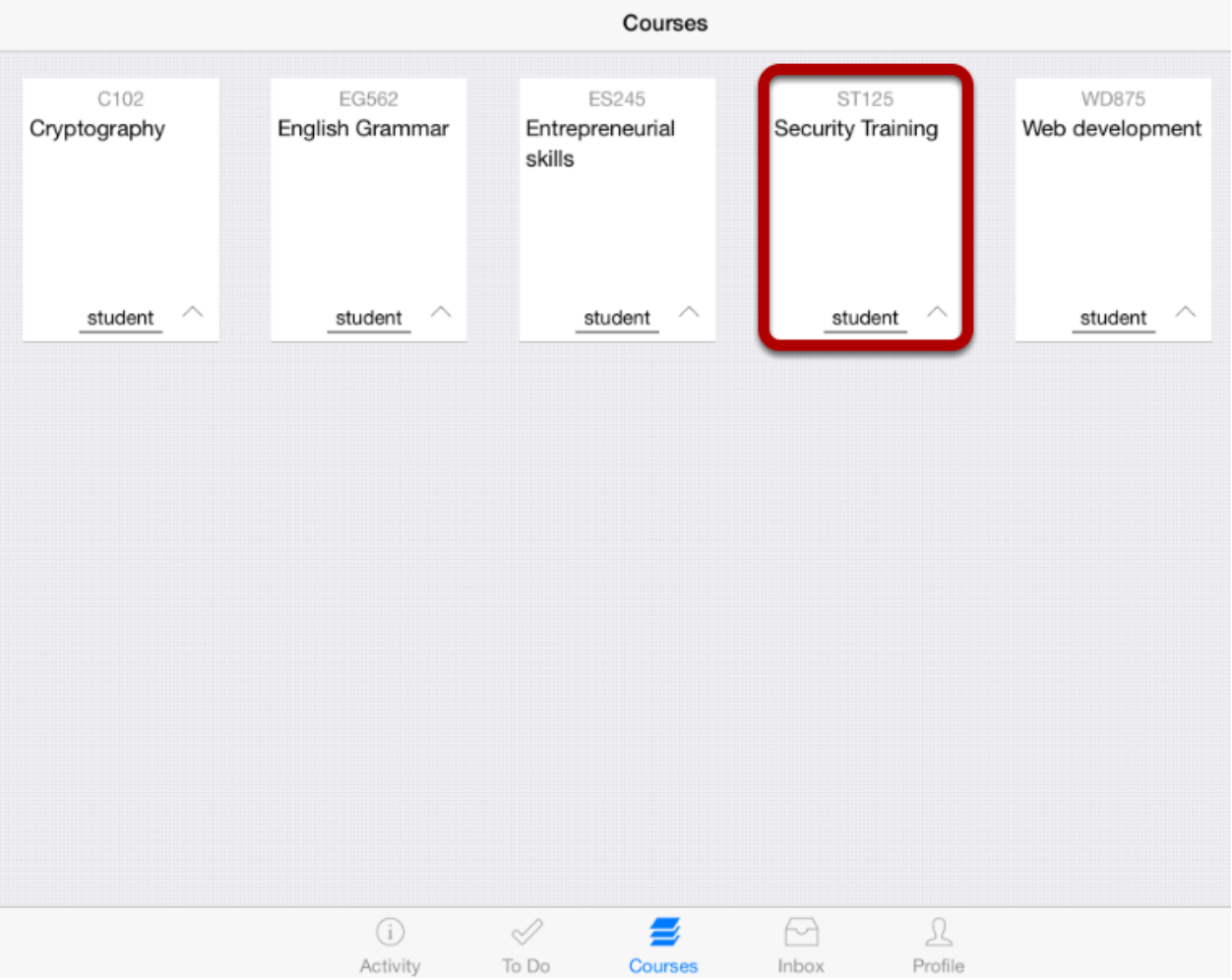
Tap the **Logout** Link .

Once user logs out from the application, it will redirect him/her to the Login page.

How do I view Announcements on Arrivu Apps?

Arrivu Apps lets you view the Announcements in your courses. You can also view the Announcements directly in the Recent Activity tab.

Open Courses

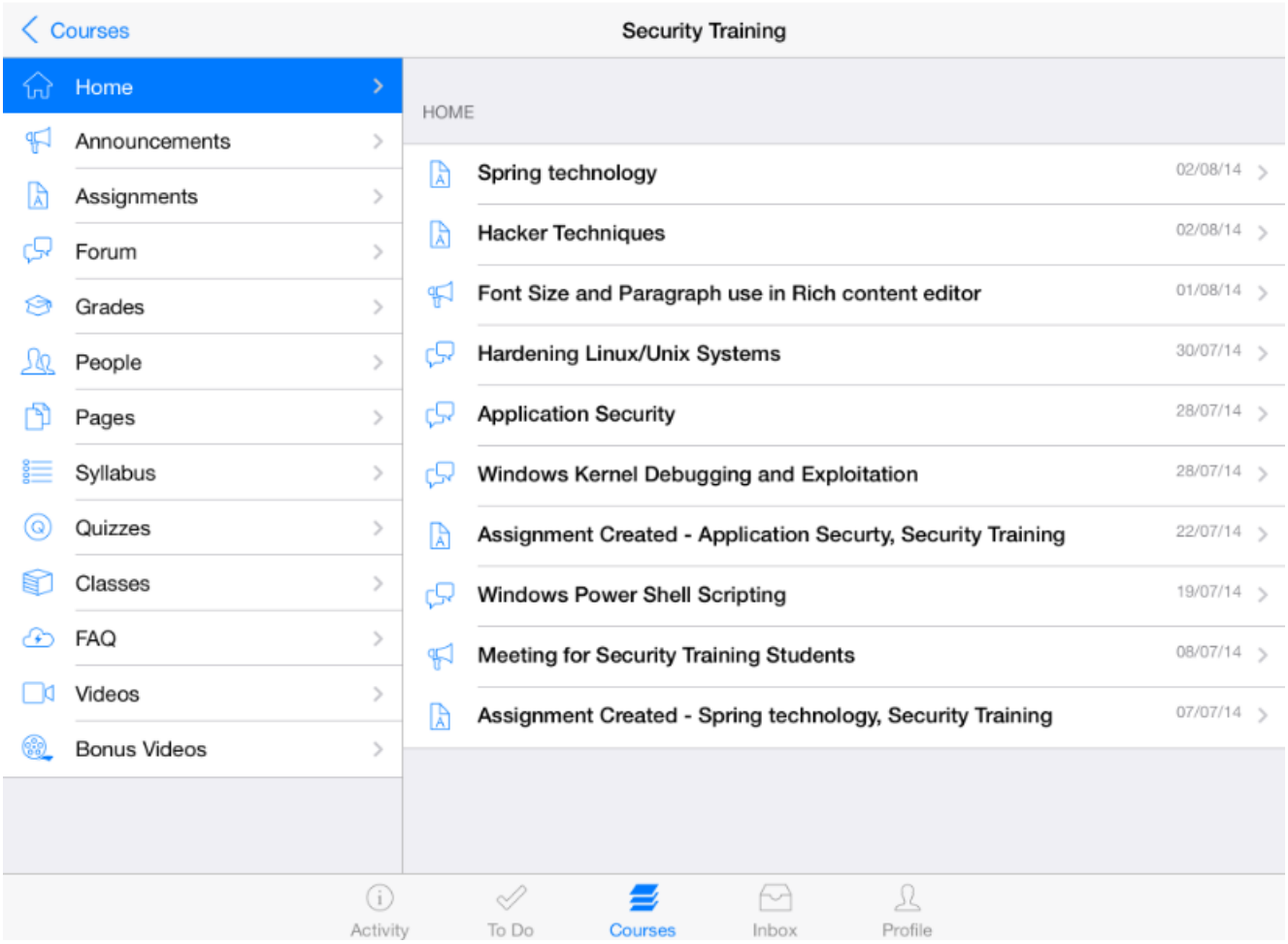


The Dashboard defaults to the Courses tab and displays all the current courses.

In the Courses tab, tap the name of the course you'd like to view.

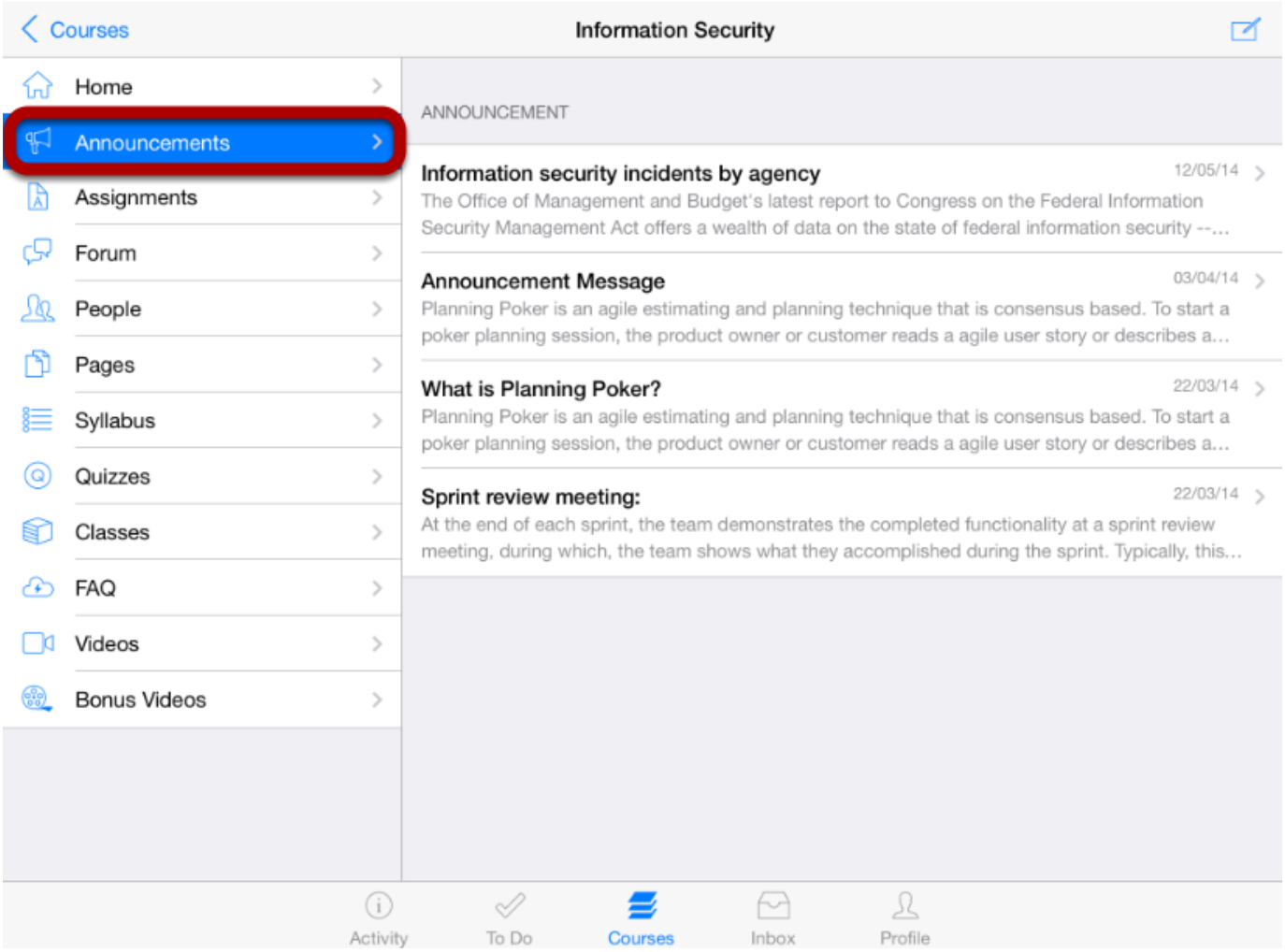
It displays the Home page of the course you selected.

View Home Page



Once you click the course you want, it displays that course's Home page .

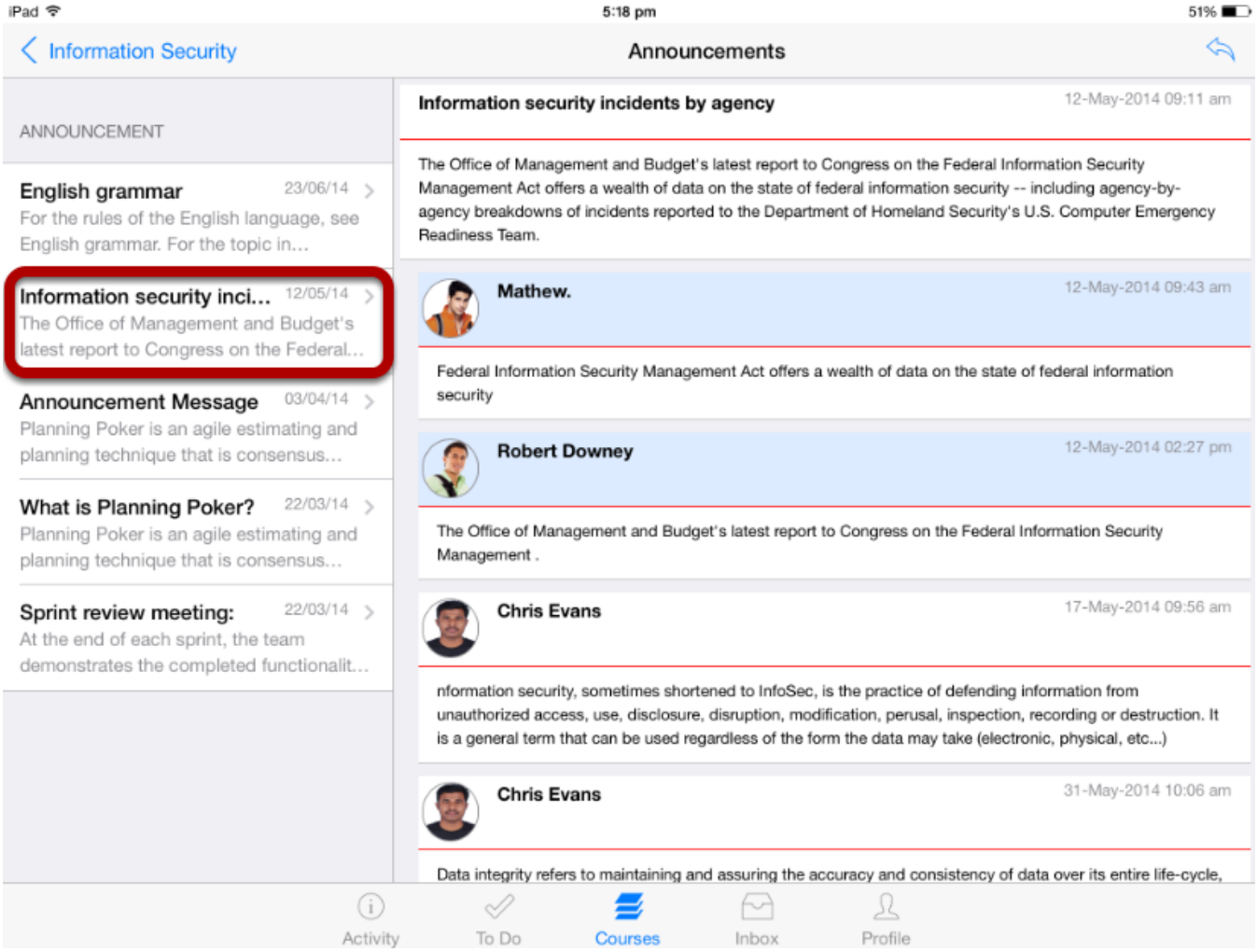
Open Announcements



Tap the **Announcements** link .

You can see the Announcements list on the right side.

View Announcements



All the Announcements in your course appear on the left side of the application and you can view the Announcement details on the right side by selecting the particular announcement title.

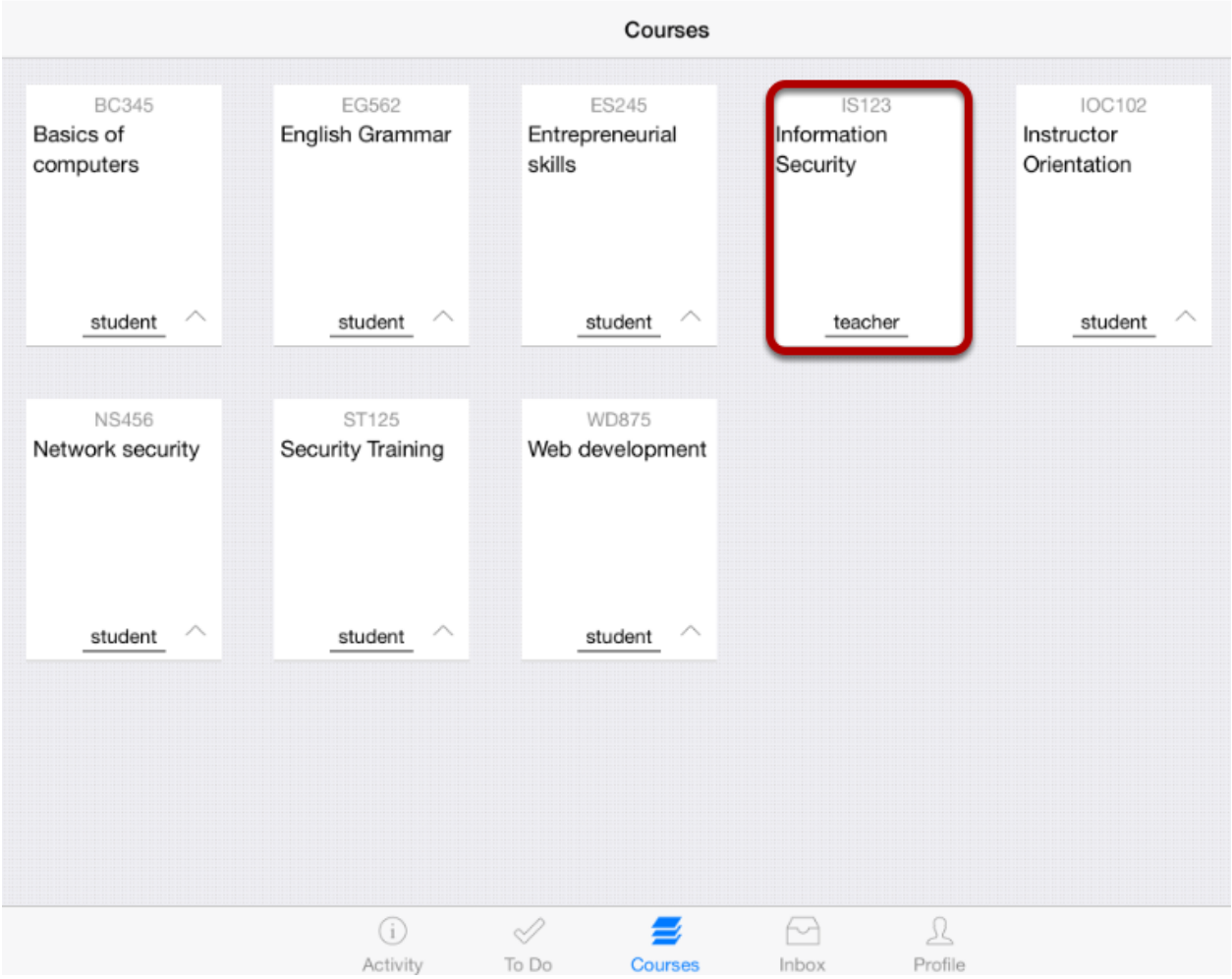
How do I create a New Announcement on Arrivu Apps?

Announcements can be created simply in the Arrivu Apps.

Note: Only teachers can create a new announcement in the Arrivu Apps.

Before creating an Announcement, must you check the User Role.

Open Courses

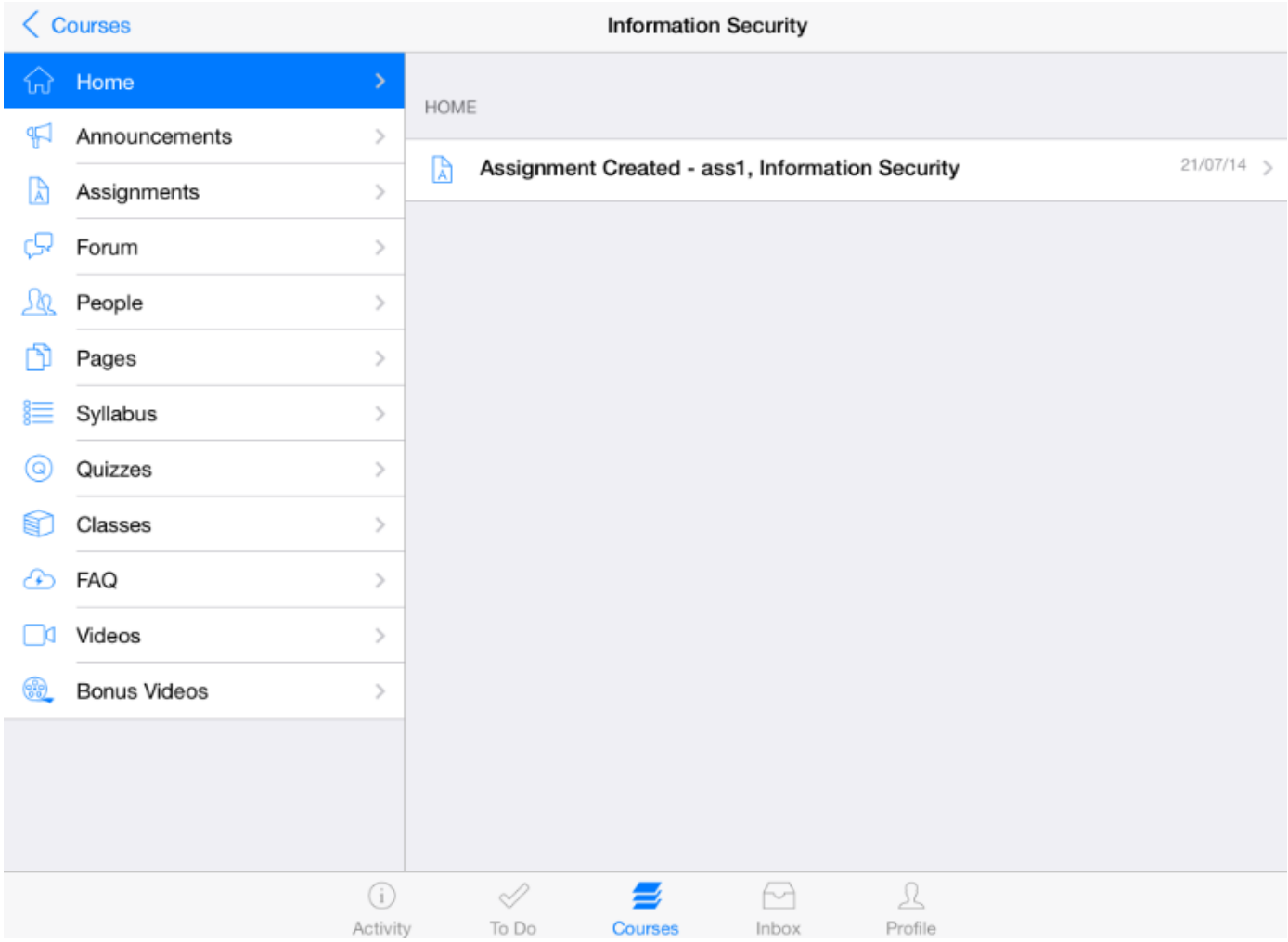


The Dashboard defaults to the Courses tab and it displays all the current courses.

In the Courses tab, tap the name of the course with user's role as teacher to create Announcements.

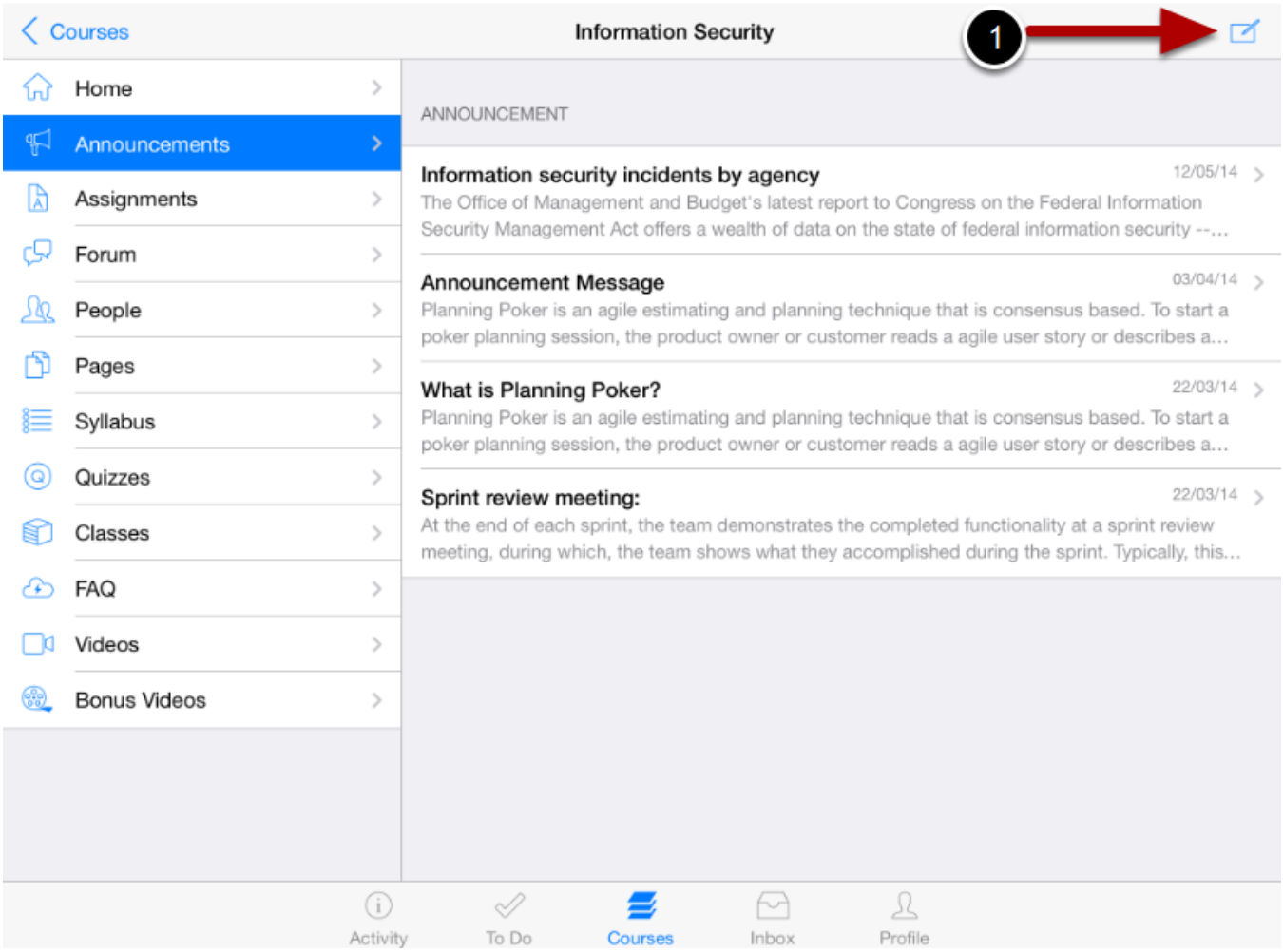
It displays the Home page of the course you selected.

View Home Page



Once you click the course you want, it displays that course's Home page .

Open Announcements



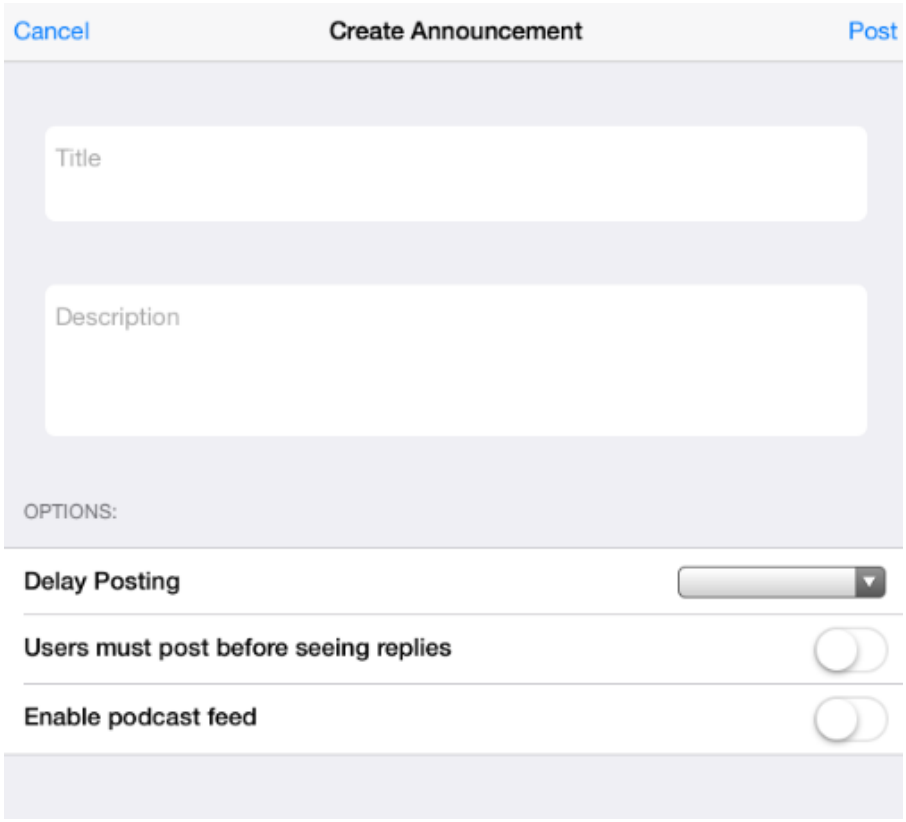
Tap the **Announcements** link .

You can see the Announcement list on the right side.

Tap the **Create New** icon [1] at the top right corner.

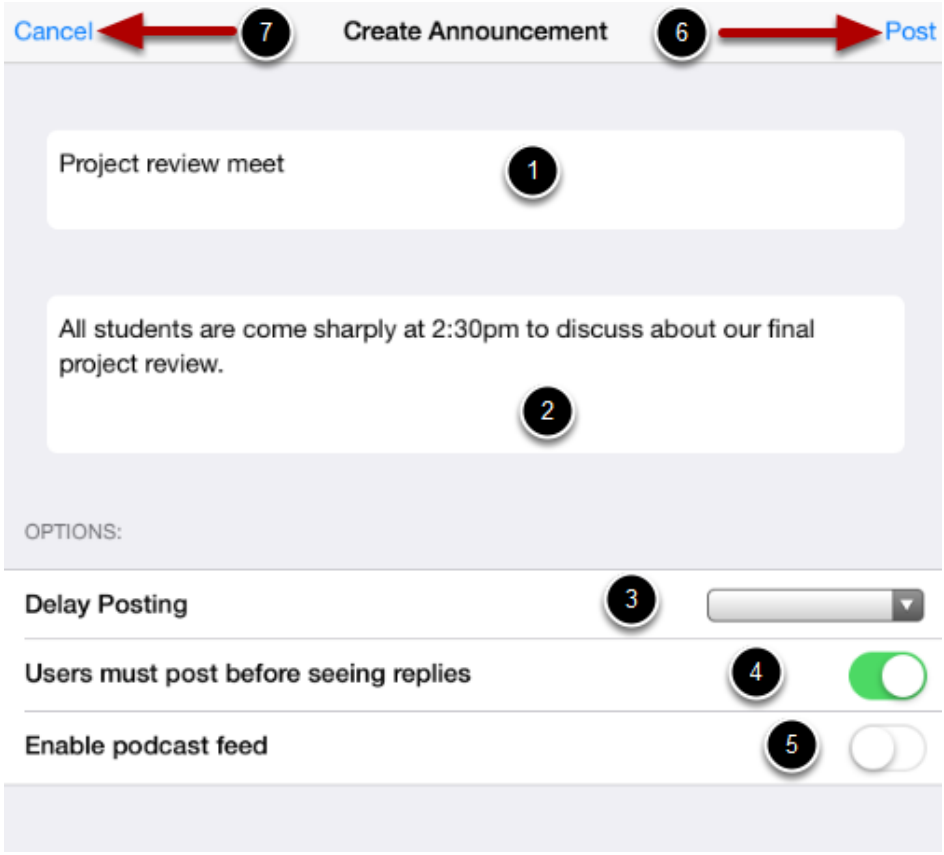
Note: To create an Announcement, your role must be a teacher. Only teachers can create Announcements.

View 'Create Announcement' Form



View the Create Announcement form.

Create Announcements



Type a **Title** for the Announcement in the topic title field [1] and add **Contents** in the Rich Content Editor [2].

In the Announcement Options, you can **Delay Posting** of your announcement [3],

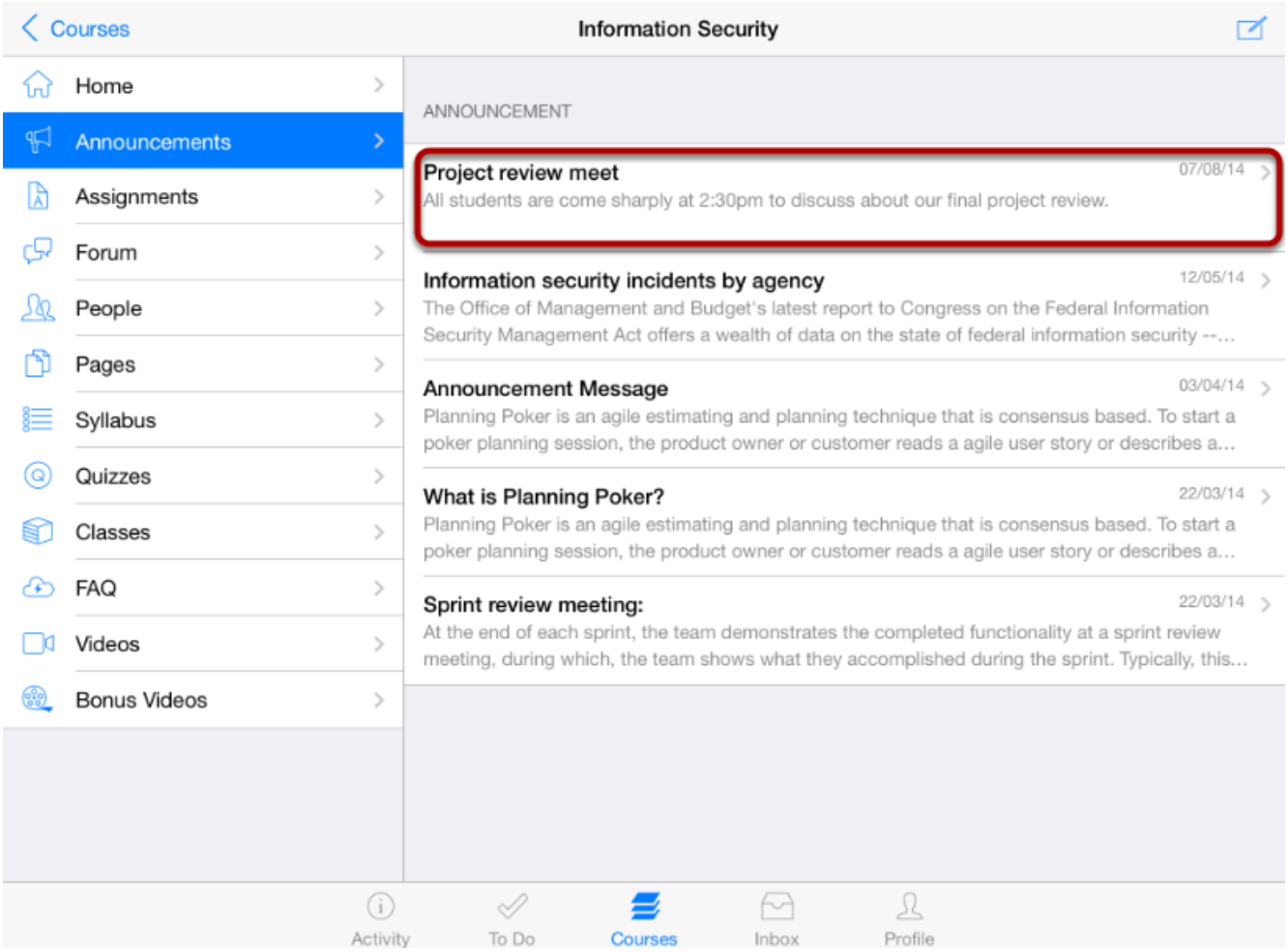
You can require your students to reply to a post before seeing other replies by selecting the relevant option [4],

You can also enable an announcement pod cast feed [5].

Tap the **Post** link [6] to create your discussion.

If you don't want to create this discussion, tap the **Cancel** link [7].

View Announcements



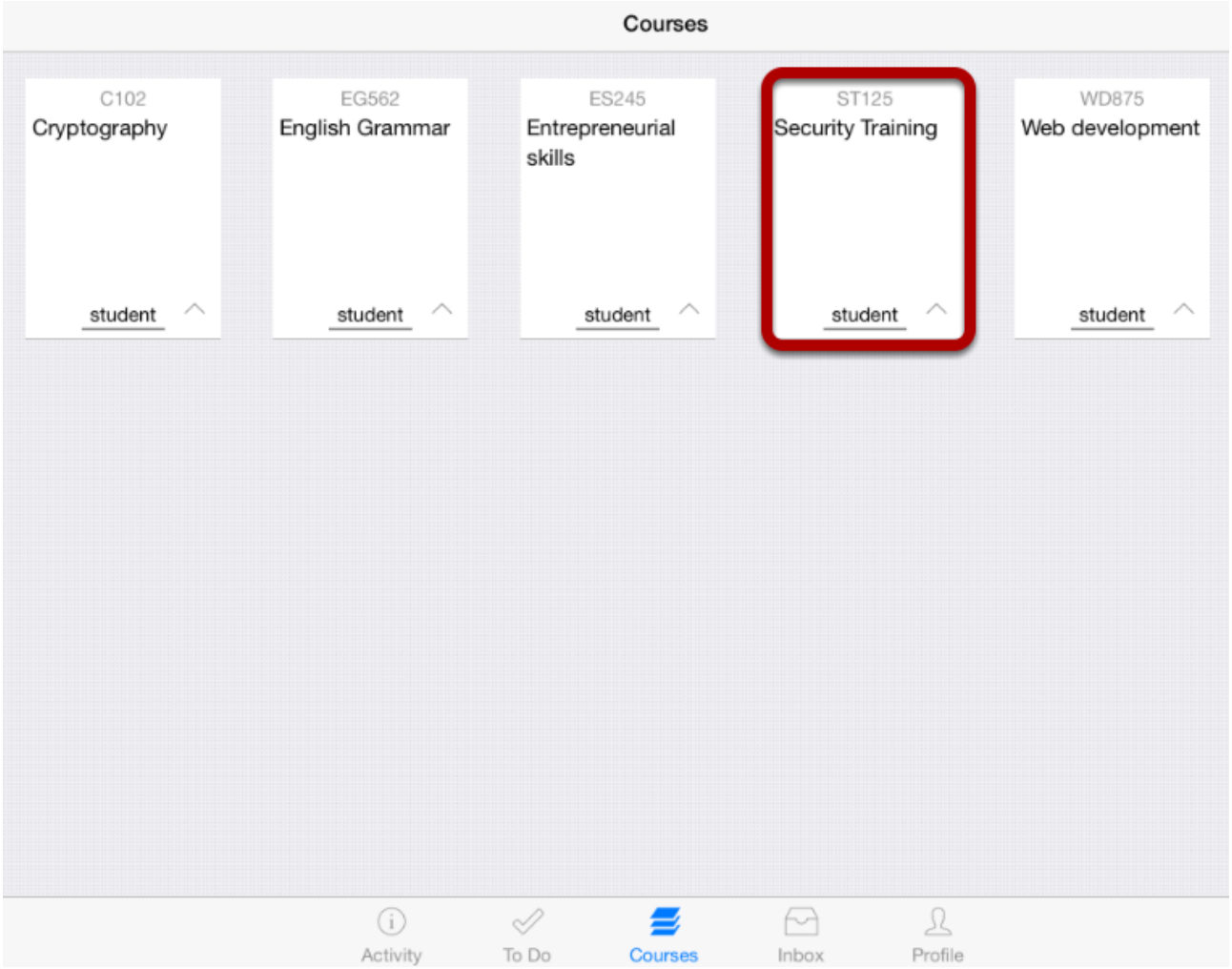
You can view the status confirming your Announcement is successfully created or failed with a toast message.

Note: The Announcements are listed date wise. New announcement will come at the beginning.

How do I reply to an Announcement on Arrivu Apps?

You can reply to the Announcements through your courses. You can also reply to the Announcements directly in the Recent Activity tab.

Open Courses

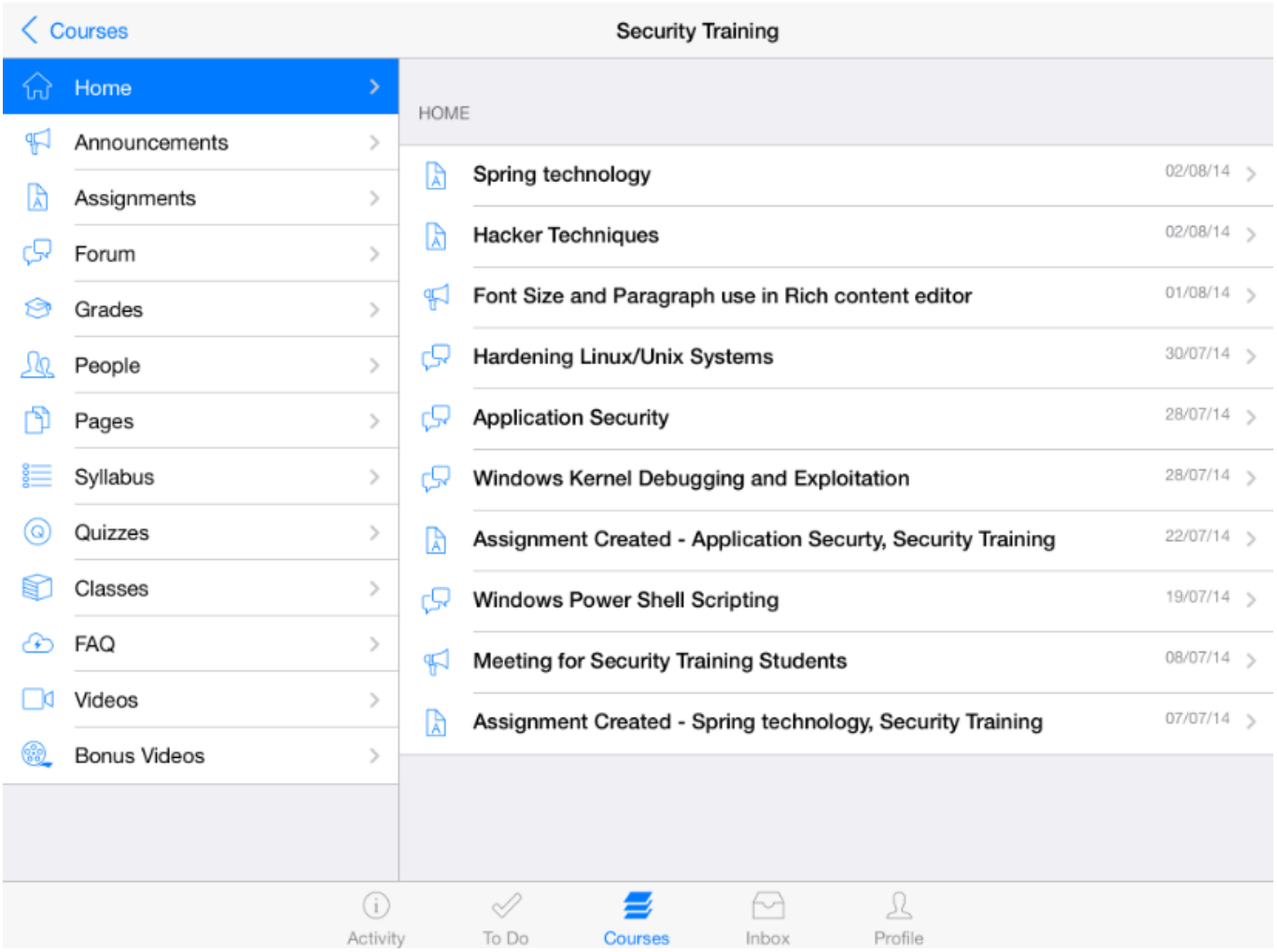


The Dashboard defaults to the Courses tab and displays all the current courses.

In the Courses tab, tap the name of the course you'd like to view.

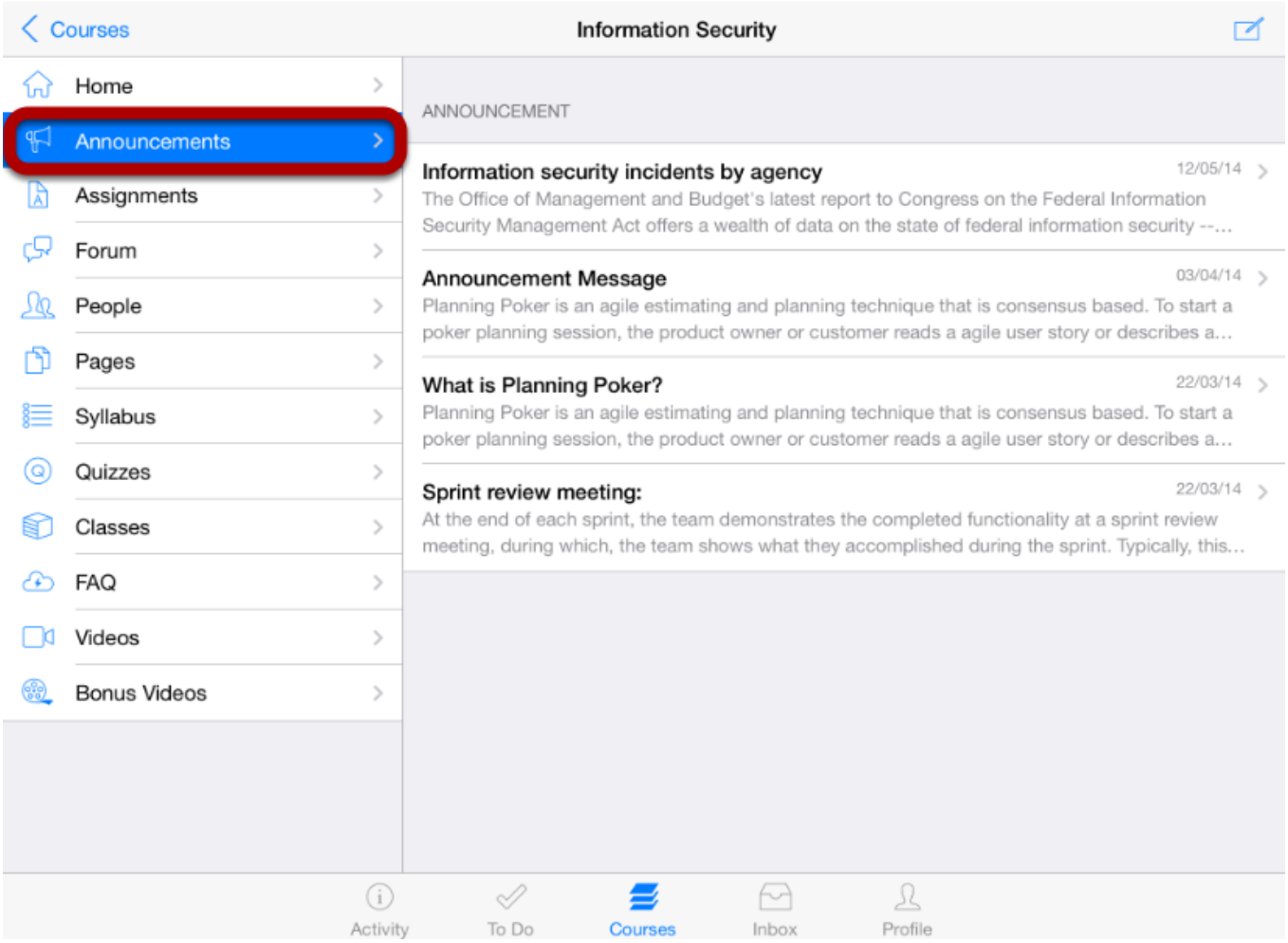
It displays the Home page of the course you selected.

View Home Page



Once you click the course you want, it displays that course's Home page .

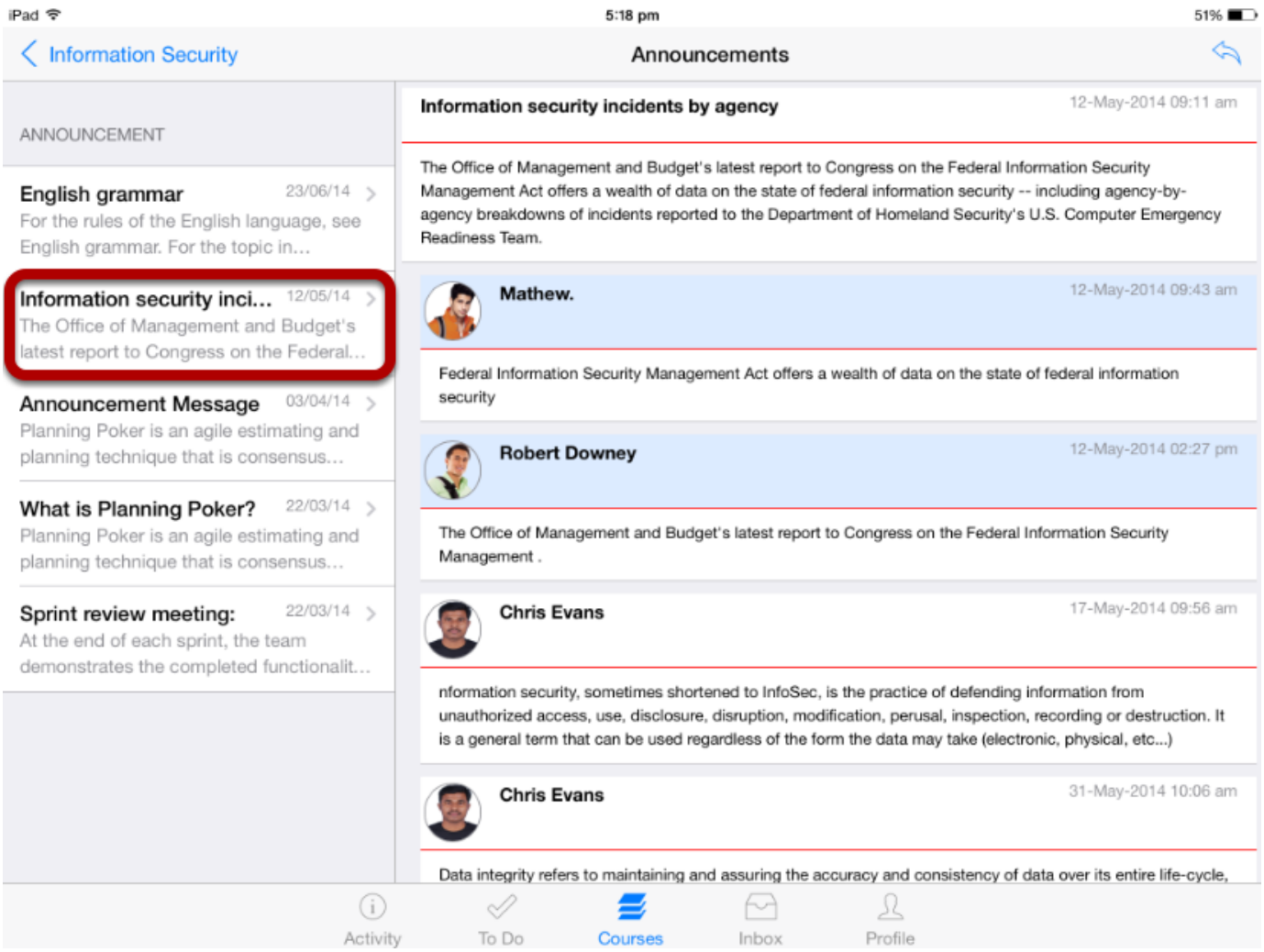
Open Announcements



Tap the **Announcements** link .

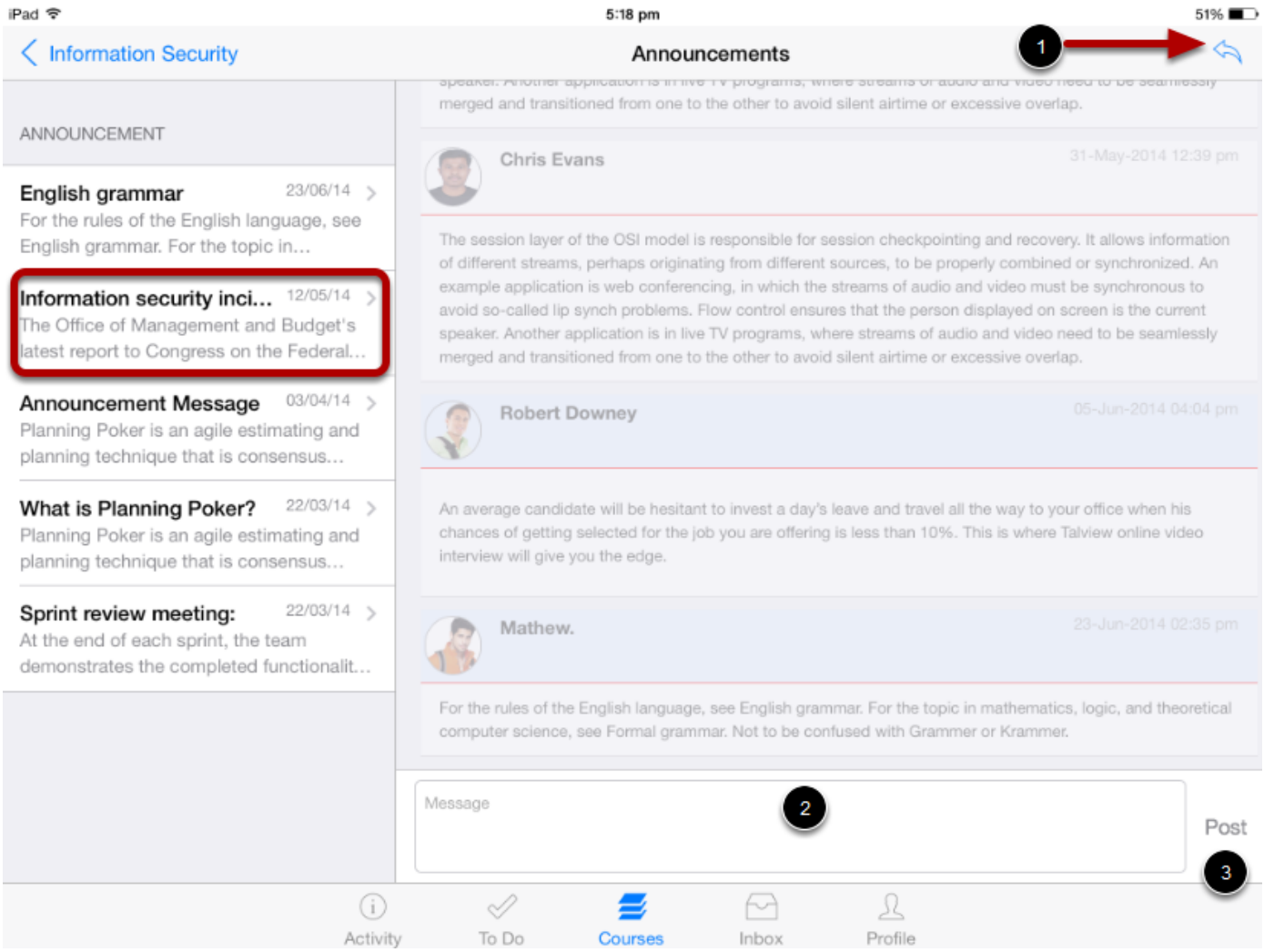
You can see the Announcement list on the right side.

View Announcements



All the Announcements in your course appear on the left side of the application and you can view the announcement details on the right side by selecting a particular announcement title.

Reply to an Announcement

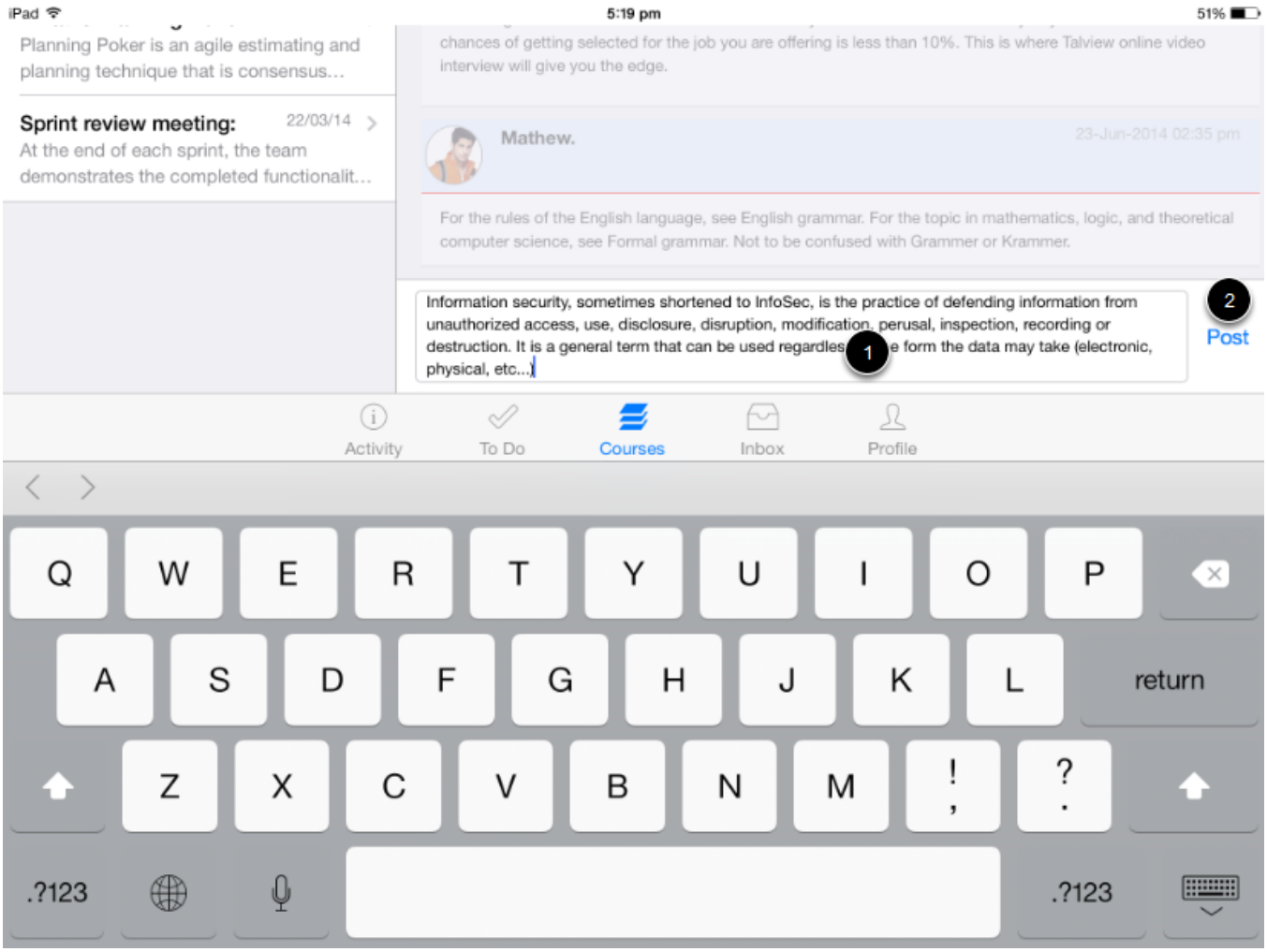


You can view the **Reply** icon [1] at the top right corner. Tap the it to post a reply to the Announcements.

Enter your message in the text field [2], Then tap the **Post** button [3].

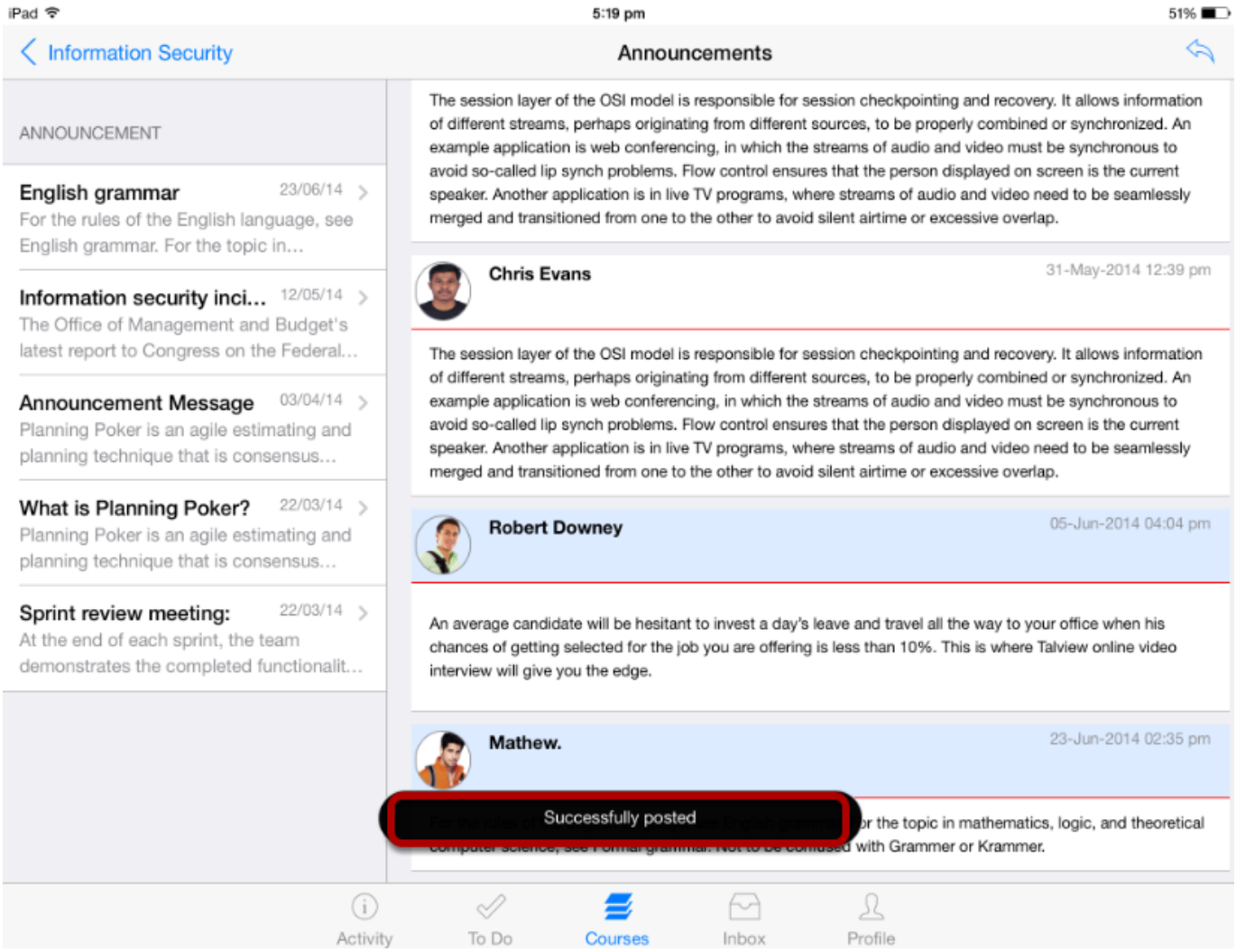
Note: Post button is not enabled until you type any text in text field.

Create reply



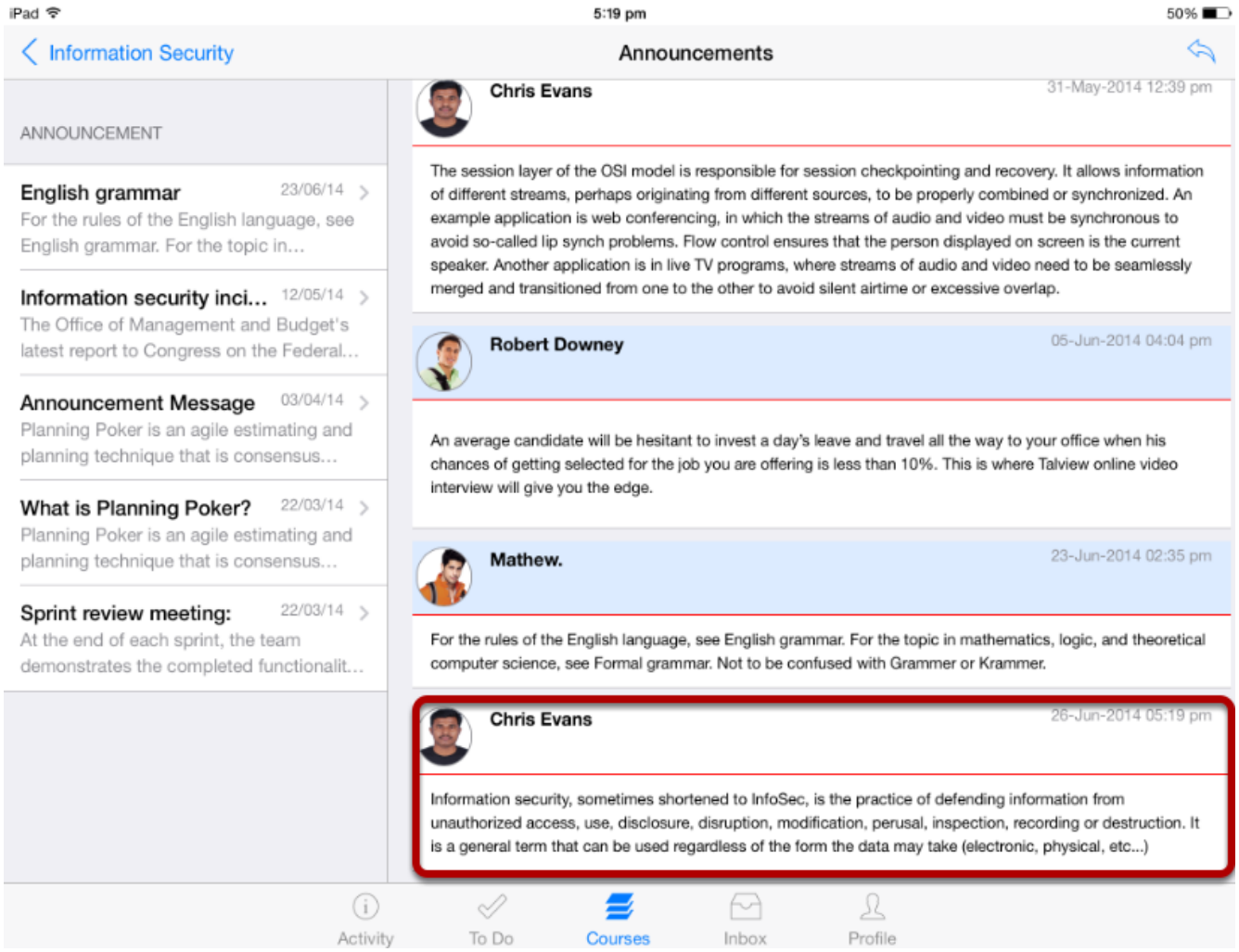
Once you type your text in to text field [1], the Post button [2] gets enabled to send a reply.

View Status



You can view the status confirming your post is successfully posted or failed with a toast message.

View Replies



View your reply at the bottom of an Announcement .

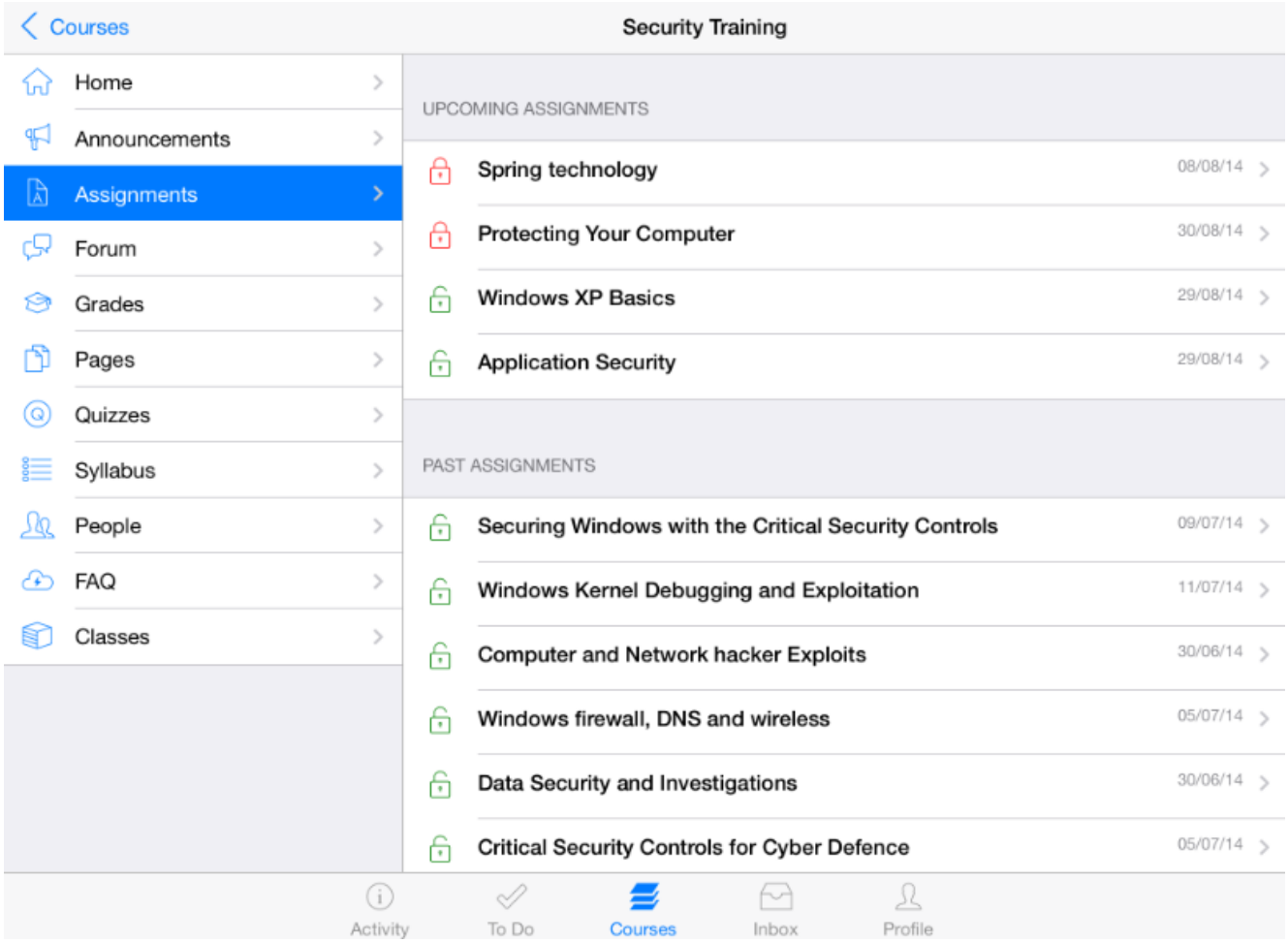
Note: Posts are listed date wise. The most recent post is shown at the end.

What are Assignments?

Assignments include Quizzes, Graded Discussions and Online Submissions (i.e. text, URLs)

The Assignments page shows all of your course Assignments, due dates and the points each is worth.

Where do Assignments appear in Arrivu Apps?



Any Assignment created by your instructor in the Assignments page will automatically show up in the Grades and Syllabus features.

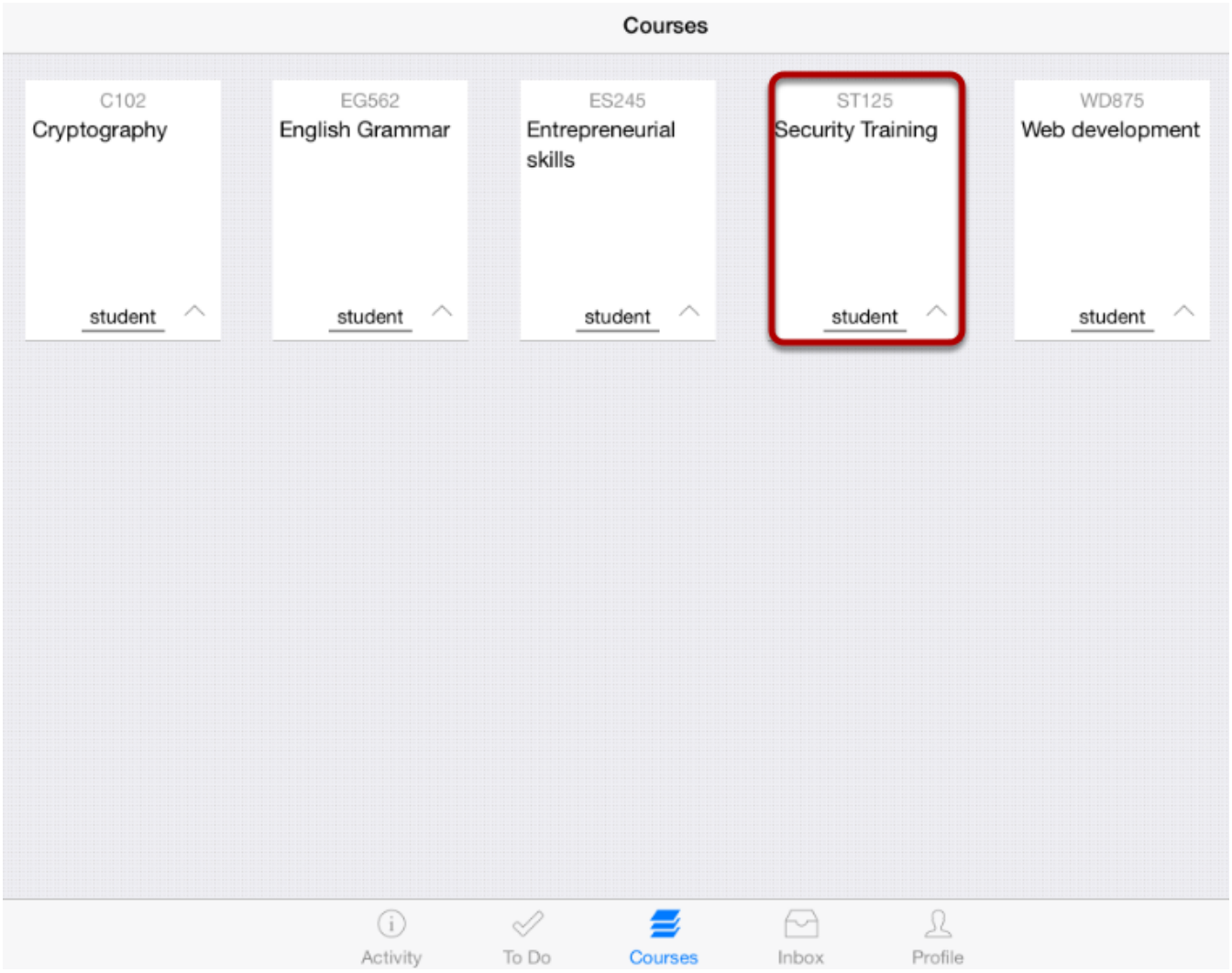
To access an Assignment, click the name of the Assignment.

By default, Assignments are grouped by Overdue Assignments, Upcoming Assignments, Undated Assignments and Past Assignments.

How do I view Assignments on Arrivu Apps?

Arrivu Apps helps you keep track of all the course Assignments. You can also view newly created Assignments or changes to the Assignments in the Recent Activity tab.

Open Courses

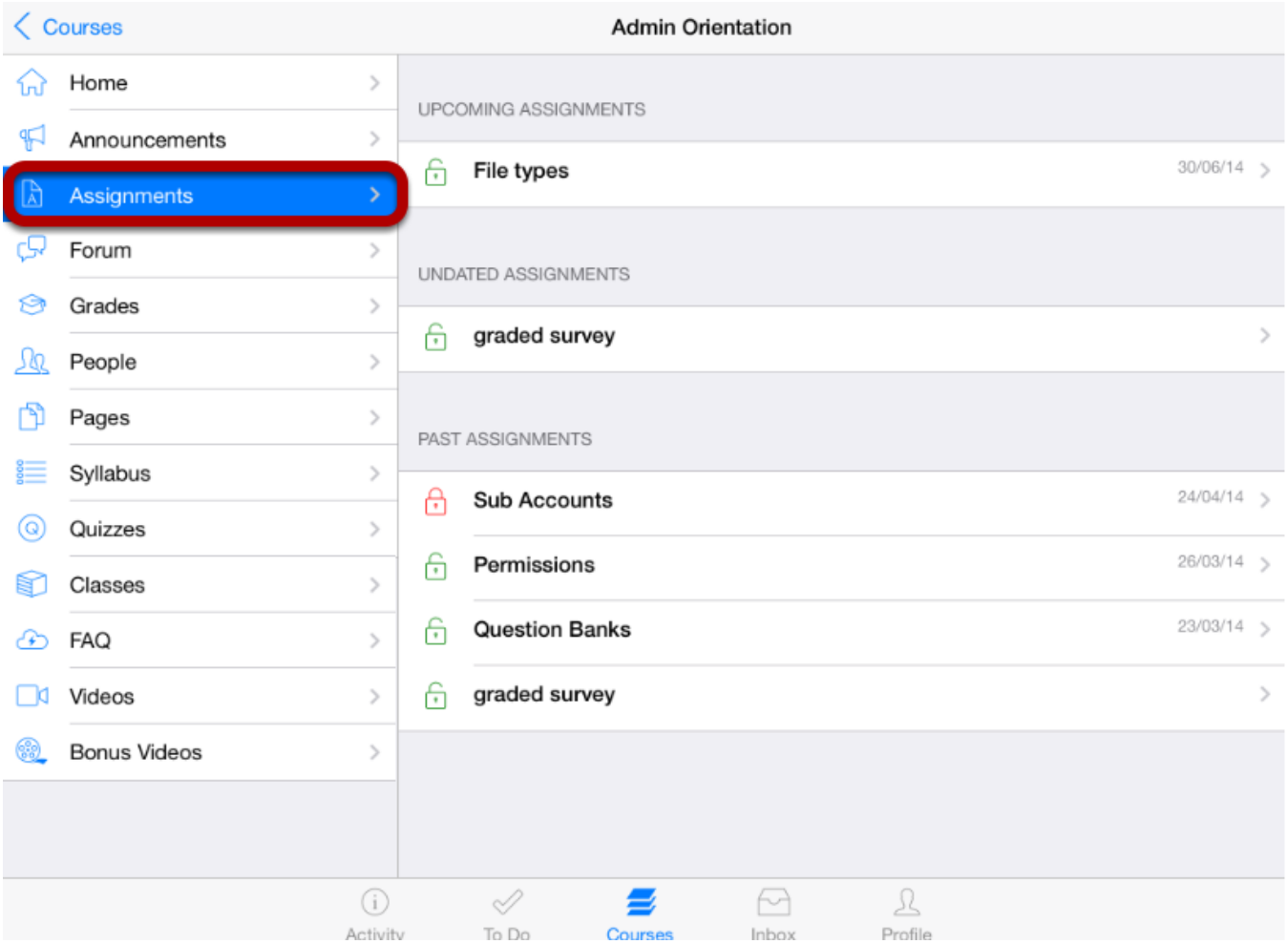


The Dashboard defaults to the Courses tab and it displays all the current courses.

In the Courses tab, tap the name of the course you want to see.

It displays the Home page of the course you selected.

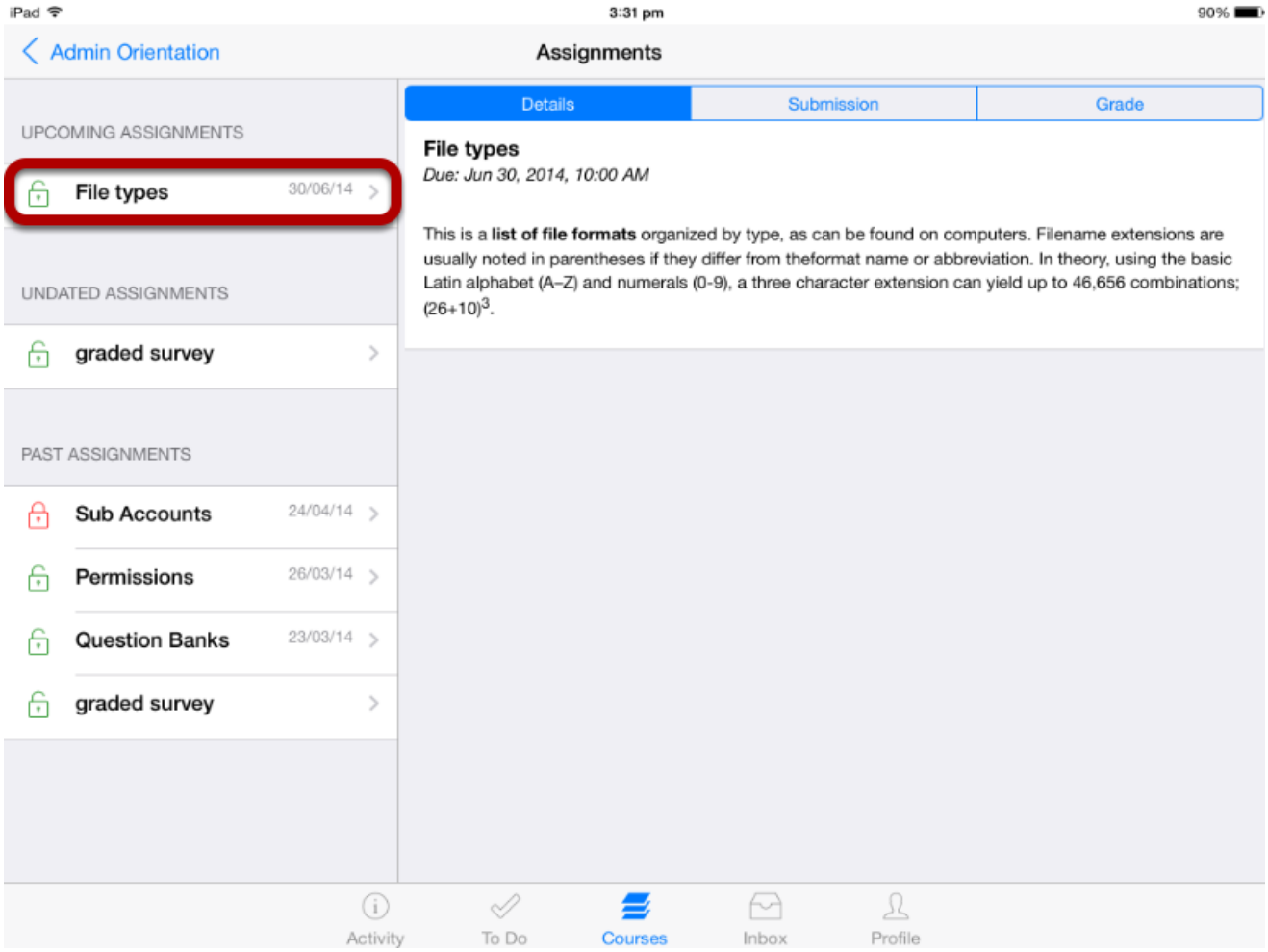
Open Assignments



To access an Assignment, tap the **Assignments** link.

By default, Assignments are grouped by Overdue Assignments, Upcoming Assignments, Undated Assignments and Past Assignments.

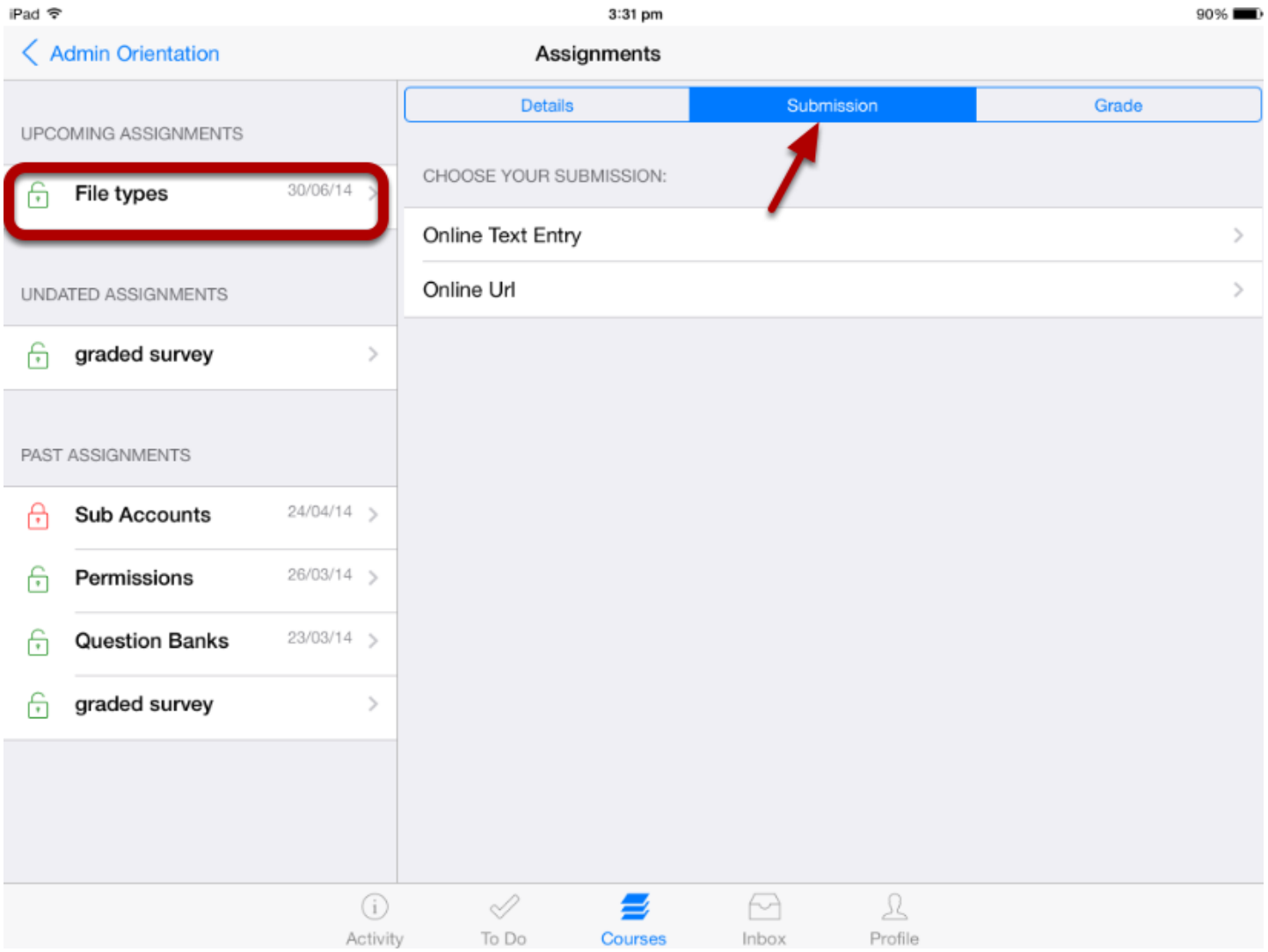
Open Assignments



All the Assignments in your course appear on the left side of the application. You can view the Assignment details on the right side by selecting a particular Assignment title.

Details view contains the Assignment description and due date information.

View Submission Types

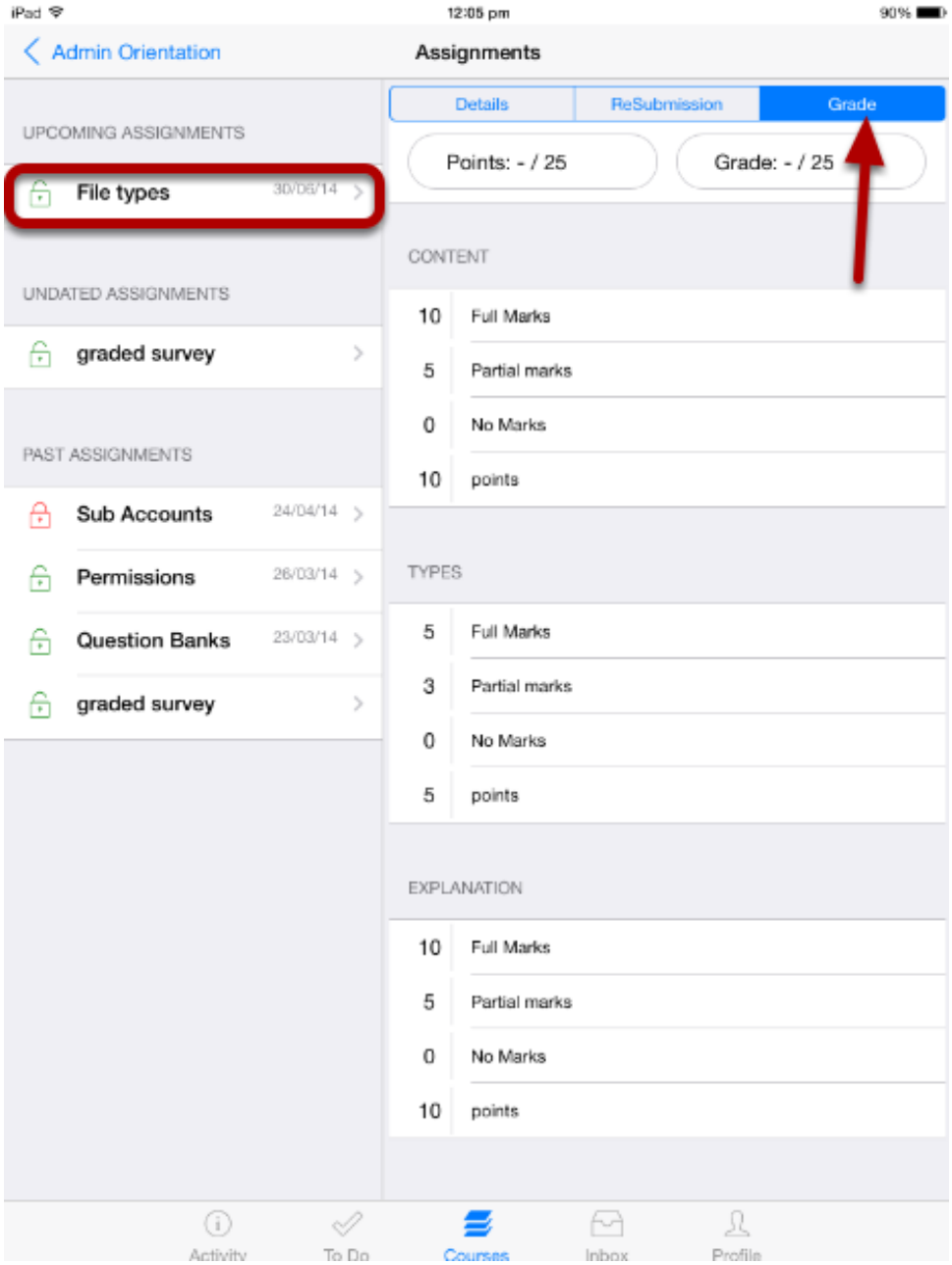


To view the Assignment Submission Information, tap the **Submission** tab[1]. This information is set by the instructor.

Once you submit the Assignment, it will be changed to **Resubmission**.

Note: This version supports Text and URL Submissions .

View Rubric Details



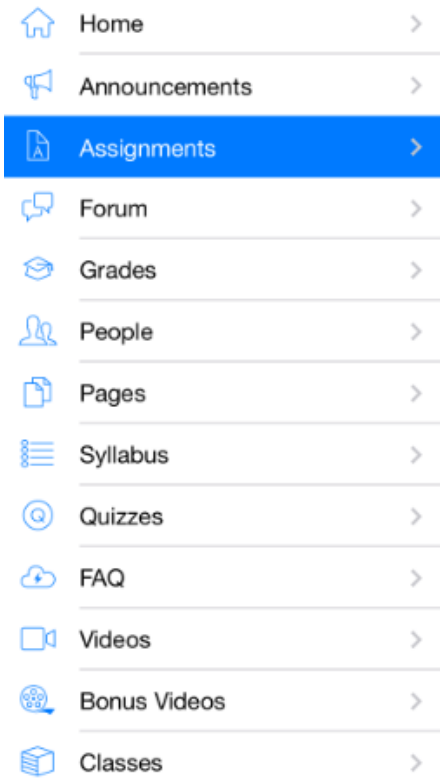
To view the Assignment Rubric Information, tap the **Grades** tab [1]. This information is also set by the instructor.

Note: Points and grades are visible after your teacher validates the submission.

How do I view Assignments by Groups on Arrivu Apps?

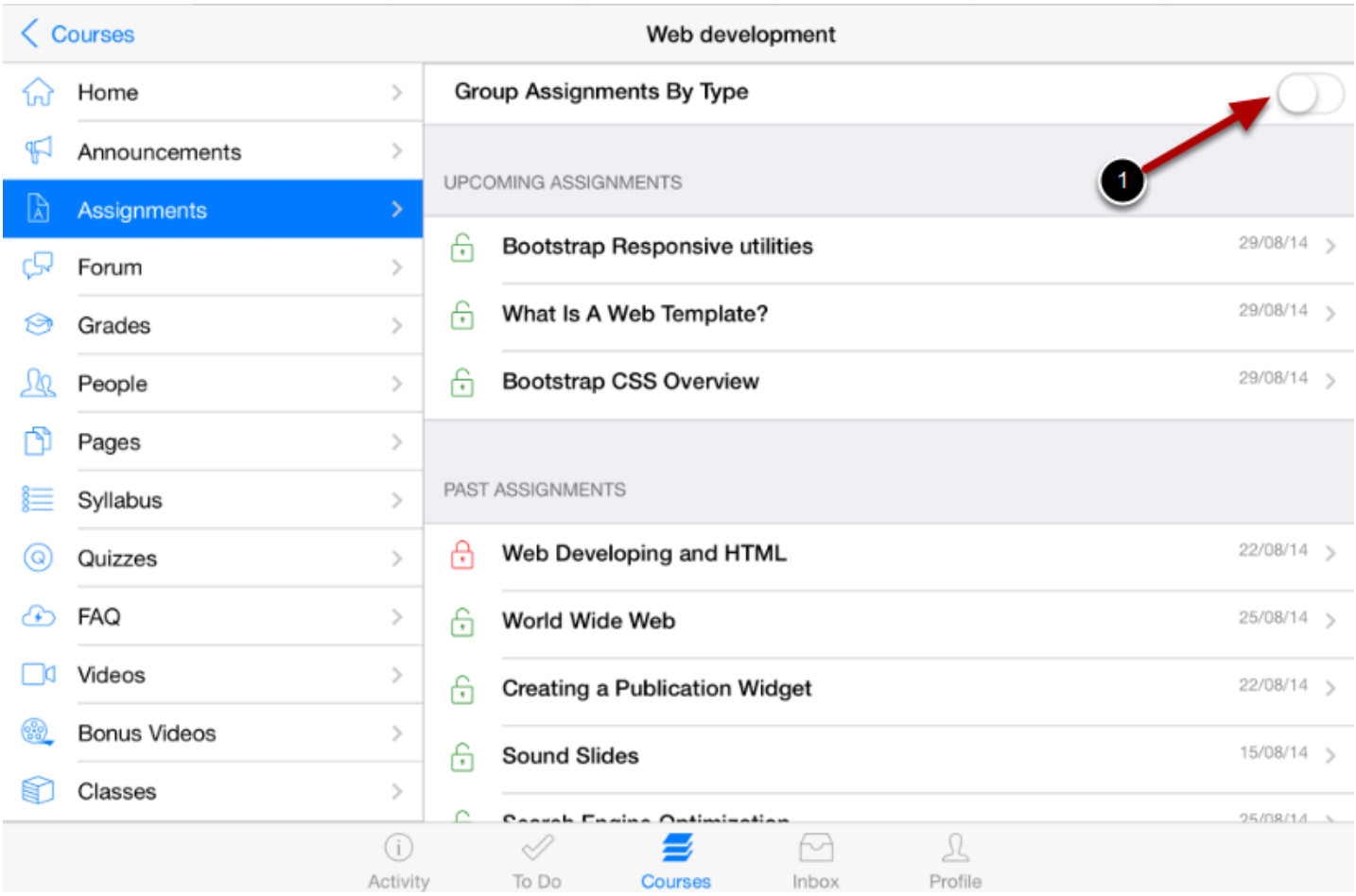
As a student, if your instructor puts Assignments into groups, you can view the Assignments grouped by type.
By default, assignments are grouped by Overdue Assignments, Upcoming Assignments and Past Assignments. You can also group Assignments by type.

Open Assignments



Click the **Assignments** link in the course navigation.

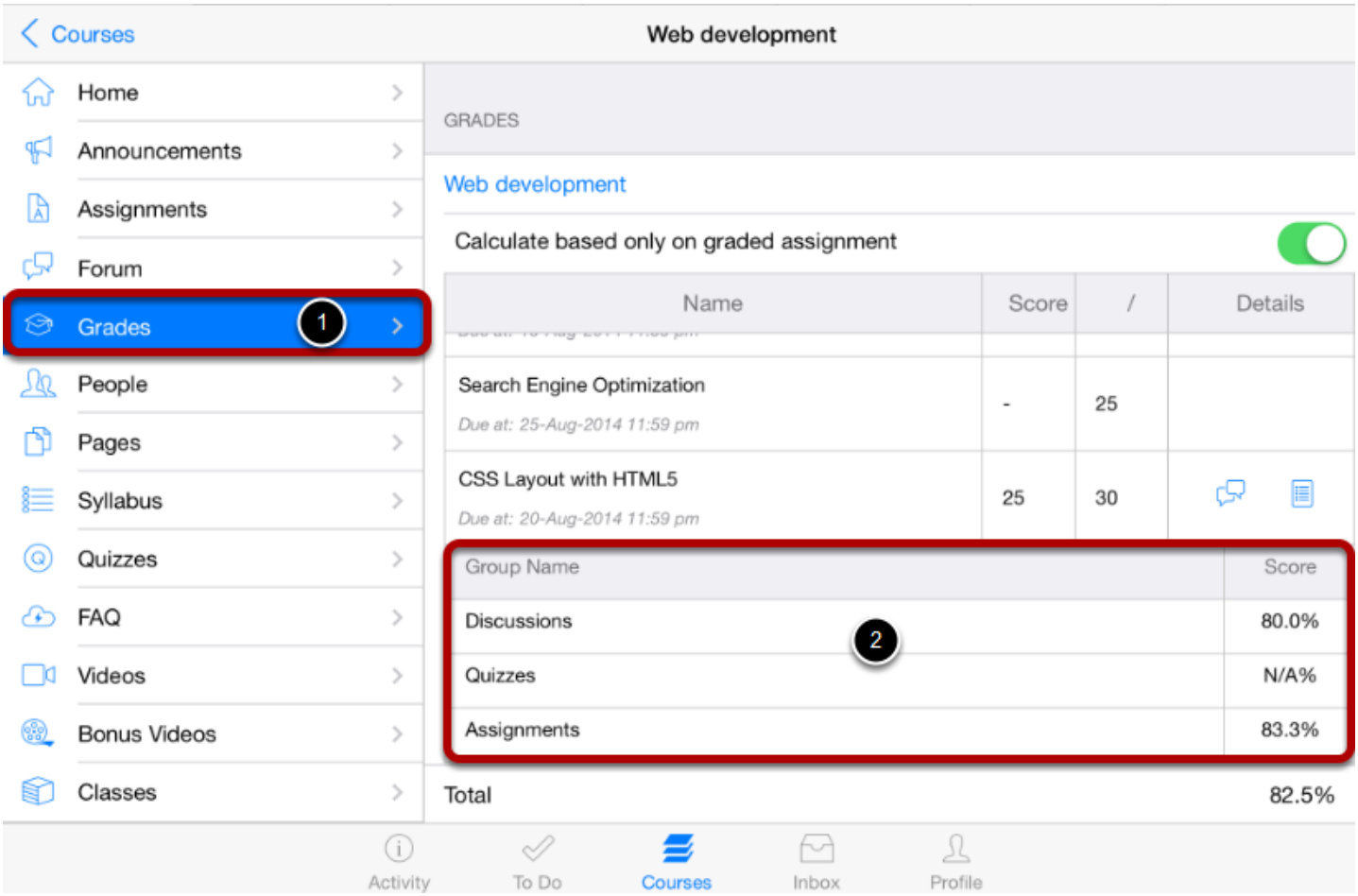
View Group Assignments by Type



Swipe the **Group Assignments by Type** button [1].

You can view all the Assignments for the course in the groupings rather than just all at once.

View Group wise Assignment Grades



Click the **Grades** link [1] in course navigation.

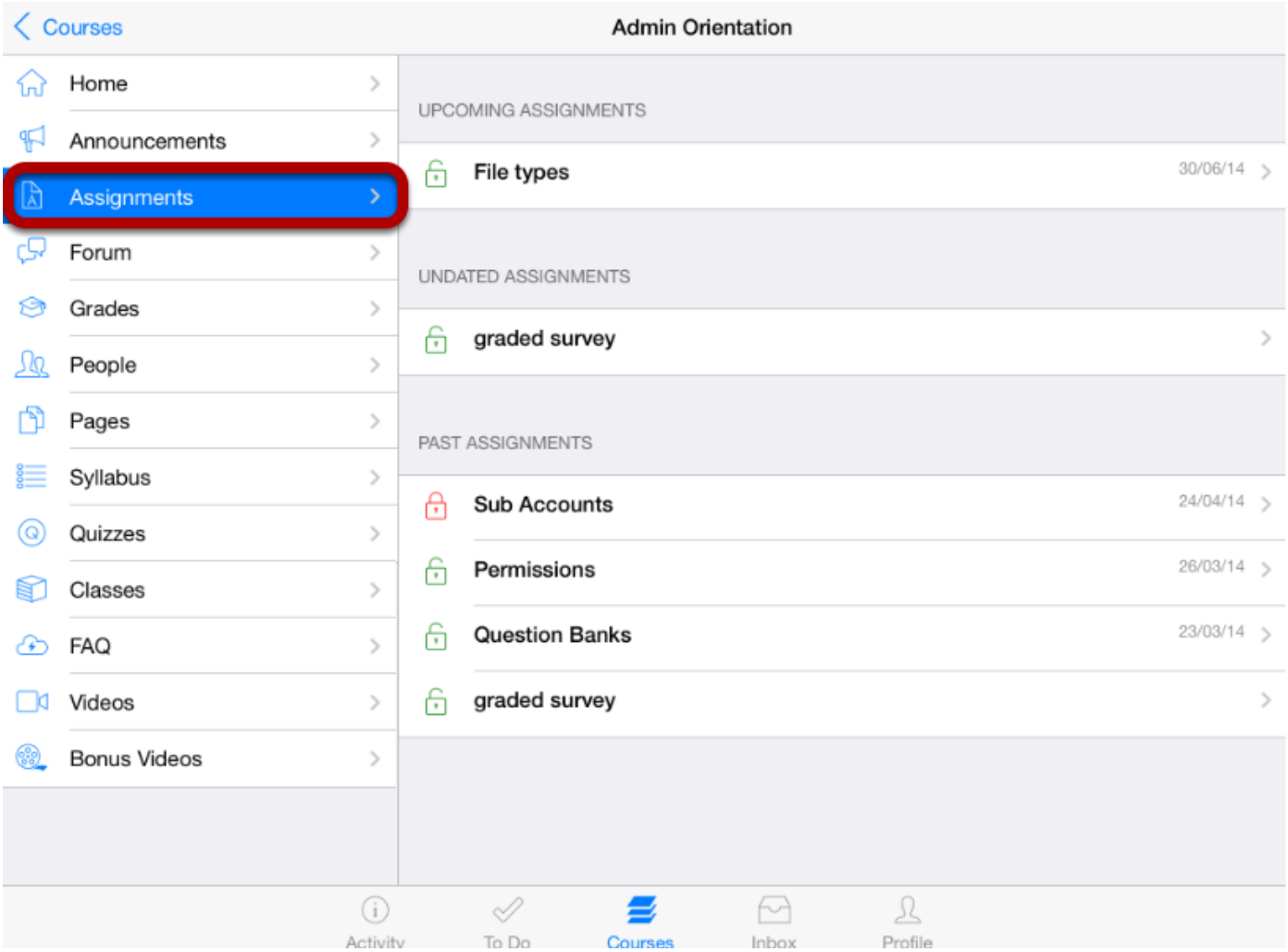
You can view how much each Assignment groups will be worth in the final grade [2].

How do I submit Assignments on the Arrivu Apps?

You can submit online Assignments in Arrivu LMS using two submission types. Instructors can choose what kind of online submissions they want you to use. Once you submit your assignment, you can verify your assignment submission. You may have the option to resubmit assignments if your instructor allows.

Note: Not all of your assignments may be submitted online. If you cannot see the Submit Assignment link, your instructor may want you to submit your assignment in a different way. View the description of the assignment for instructions, or contact your instructor for assistance.

Open assignments

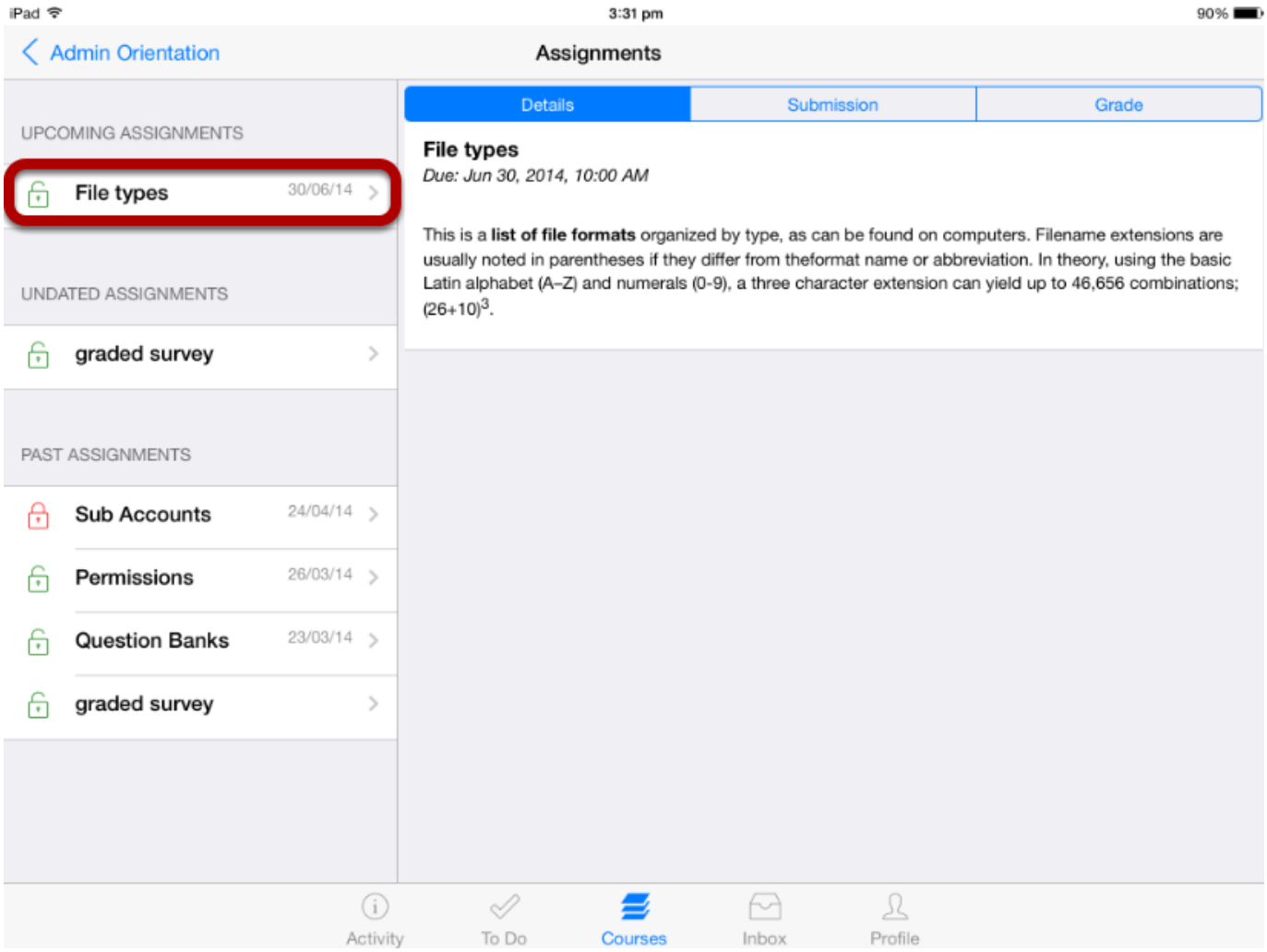


To access an assignment, Tap the **assignments** link.

By default, assignments are grouped by overdue assignments, upcoming assignments,undated assignments, and past assignments.

Note: You can also access your Assignments through the Syllabus, ToDo or Classes.

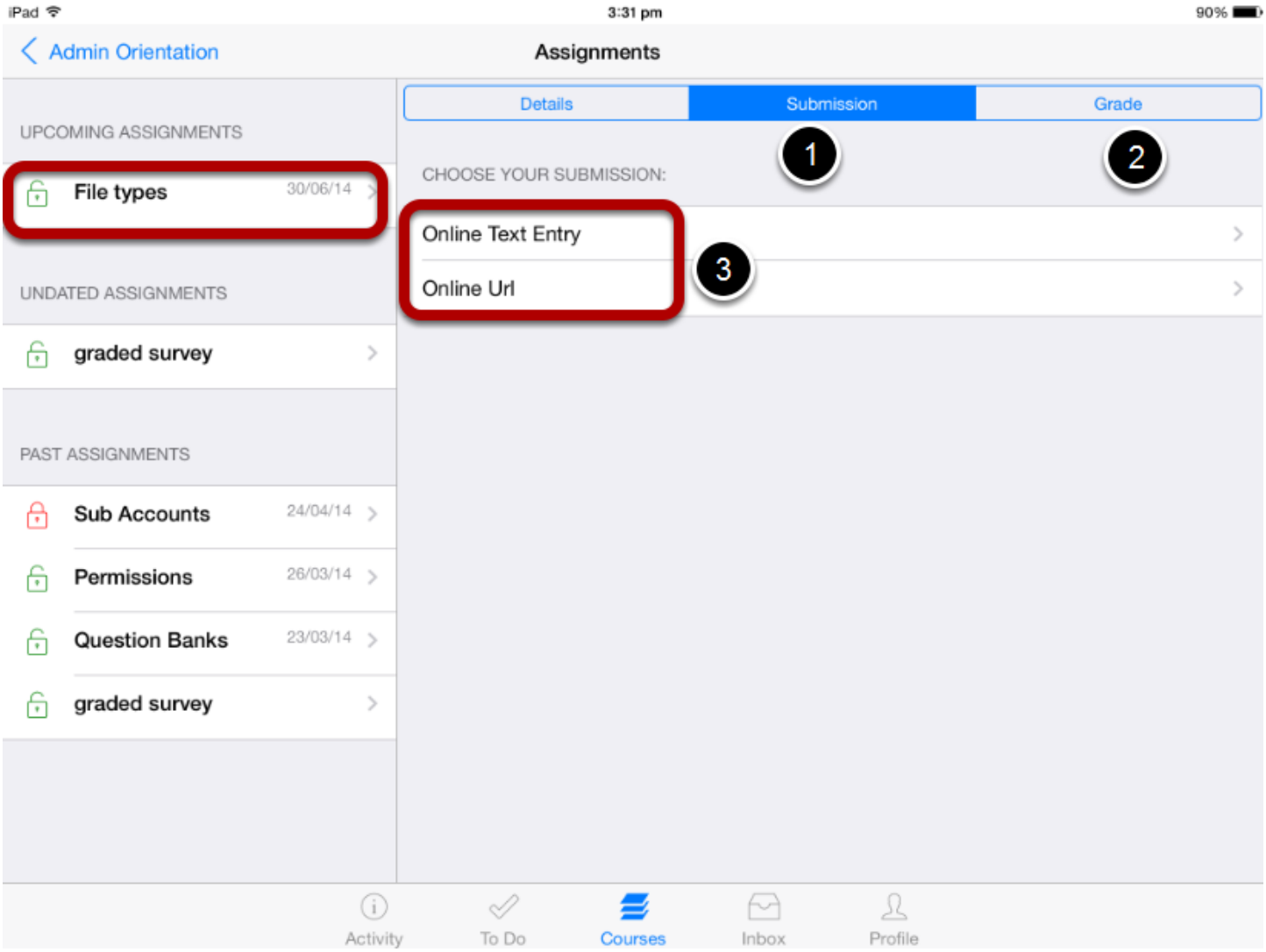
View Course Assignment



All Assignments in your course appear on the Left side of the application and View the Assignment details in the right side window by selecting particular Assignment title.

Details view contains the assignment description and Due date information.

Open Assignment submission

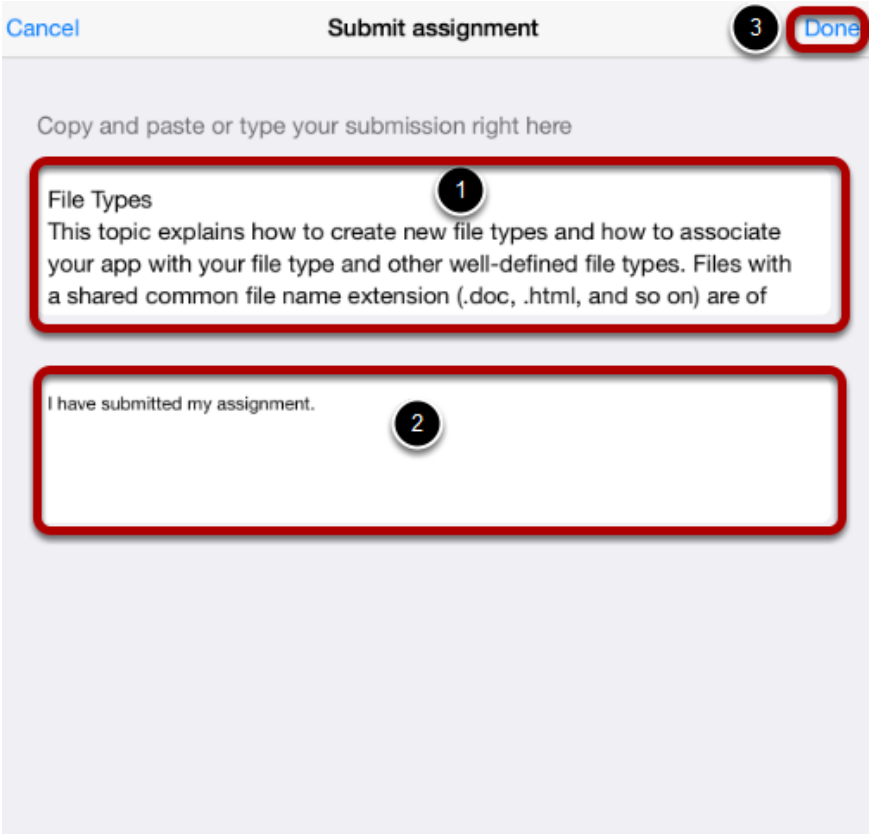


When you click an **Assignment** title, you will see a screen with assignment instructions. You may also see a rubric in **grade** tab [2] to help guide your work.
Click the **Submission** Tab [1] to submit your work.

Note: If you cannot see the Submit Assignment link, your instructor may not want you to submit your assignment online. View the description of the assignment for instructions, or contact your instructor for assistance. This version supports only Text and URL Submissions [3].

Once you submit the assignment, it will be changed to Resubmission.

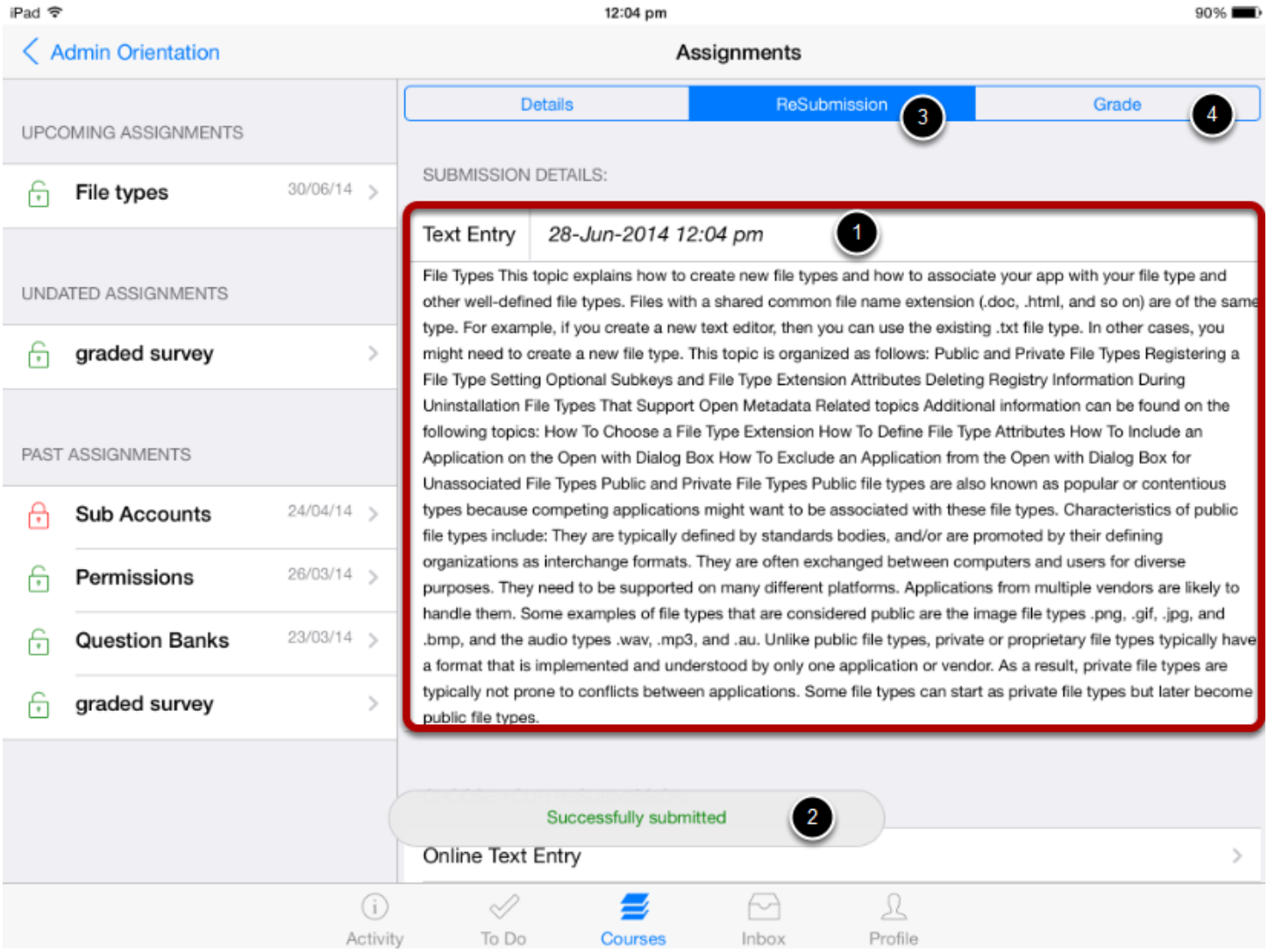
Submit a Text Entry



Type or copy and paste **text** into the text area [1]. Type **comments** about your submission into the text box [2] .

Click **Done** button [3] to submit Assignment.

View Submission



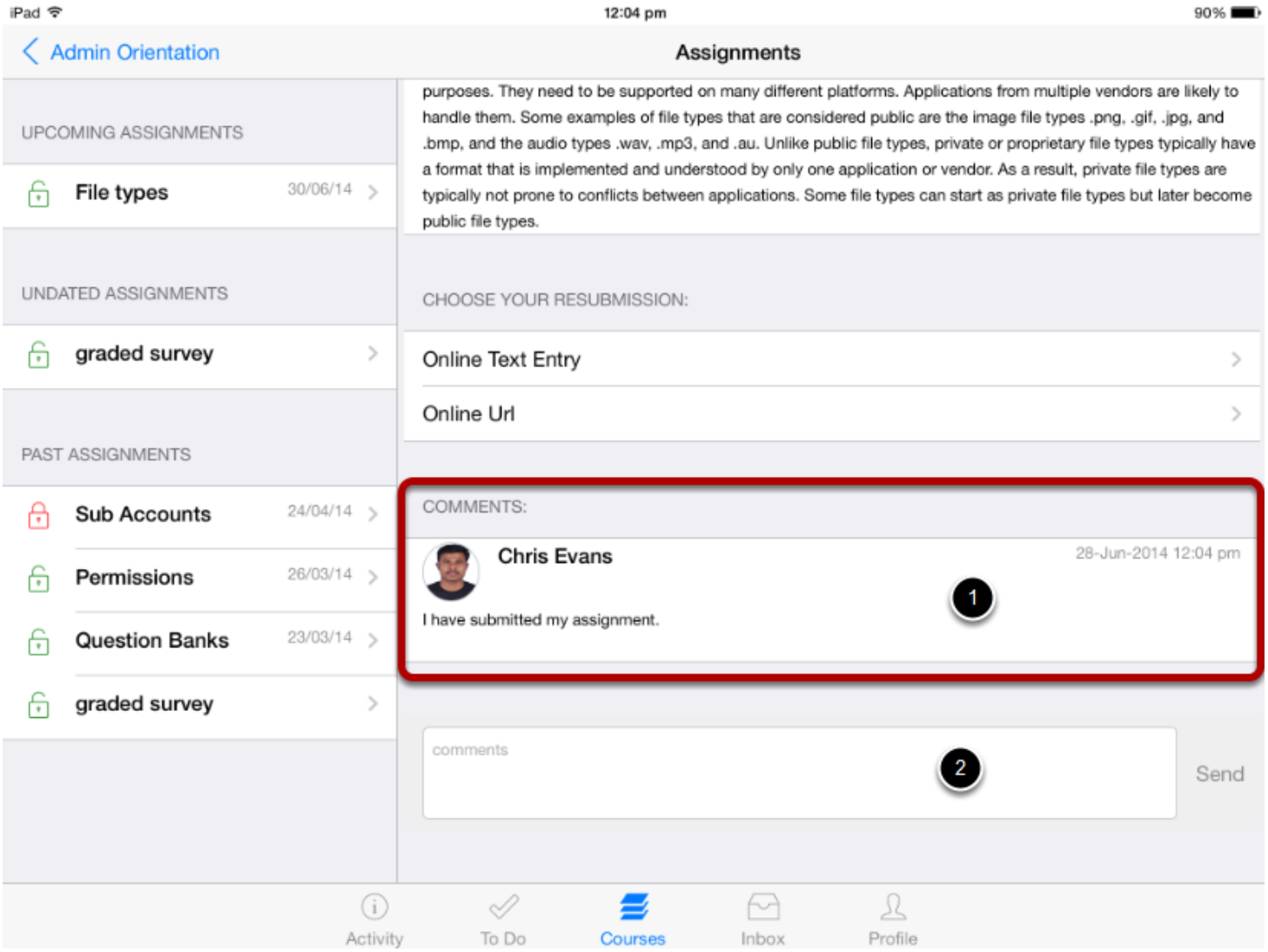
After submitting your assignments you can view the submission details [1] and a message to indicate the status of your submission [2].

you may resubmit your assignment using the **Re-submission** tab [3]. You will only be able to view the details of your most recent submission details, but your instructor will be able to see all of your submissions.
Once the instructor has graded your submission, you can view that comment in assignment comments and inbox.

You can also see details about your assignment points and grade in **Grade** tab [4].

Note: Your assignment will still appear in Assignments and the Syllabus; the listing is not removed with assignment submissions.

View comments

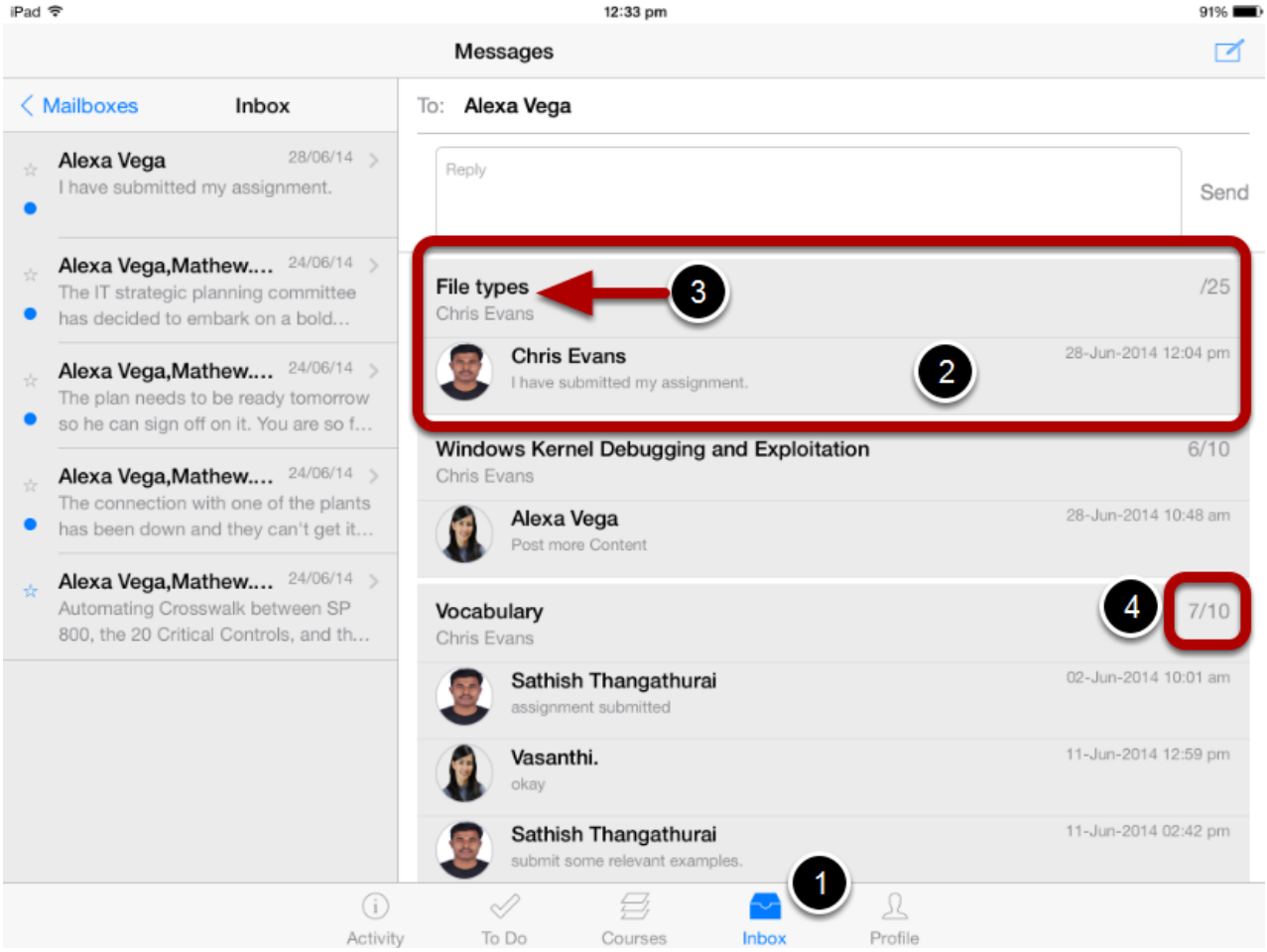


Comments made on the assignment [1] will appear at the bottom of the submitted assignment

After you have submitted an assignment, you can communicate with your instructor through the comment section [2] on the submitted assignment. Once you starts typing into the text area, the **send** link will be enabled to send comment.

Note: Comments can be viewed as a conversation in inbox.

View Assignment Submission comments in inbox



To view your comments in inbox Tab the **inbox** icon [1].

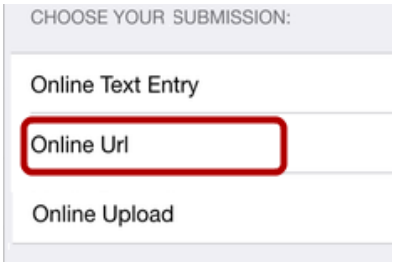
comment details [2] are viewed in message conversation.

The conversation message contains Assignment title [3].

You can view the points [4] for that assignments, after your instructor give marks to assignments.

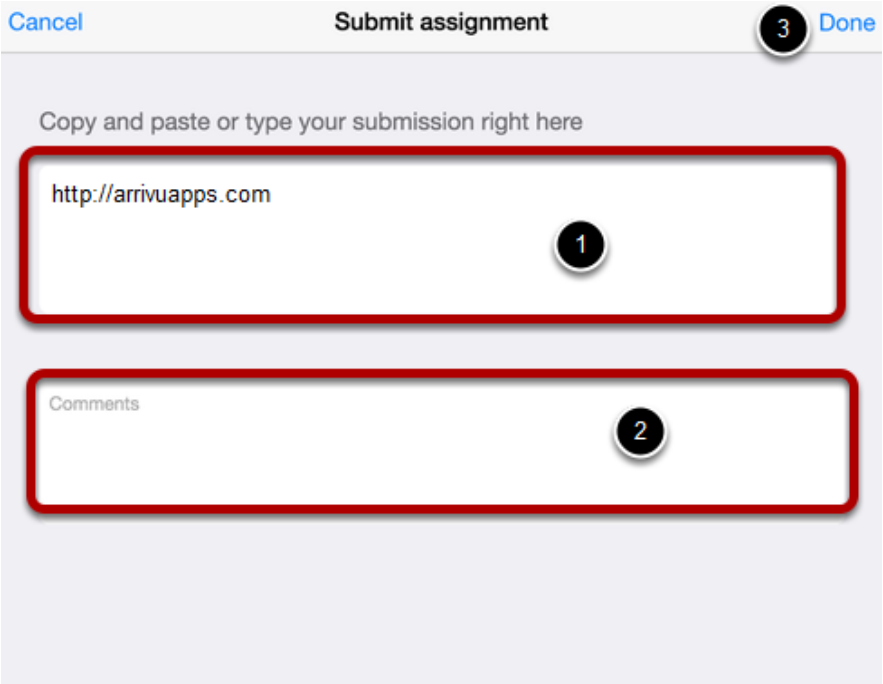
You can communicate with your instructor about your assignment through the conversations by clicking the Inbox.

Submit Online URL



To submit an online URL, tap the **Online URL** button.

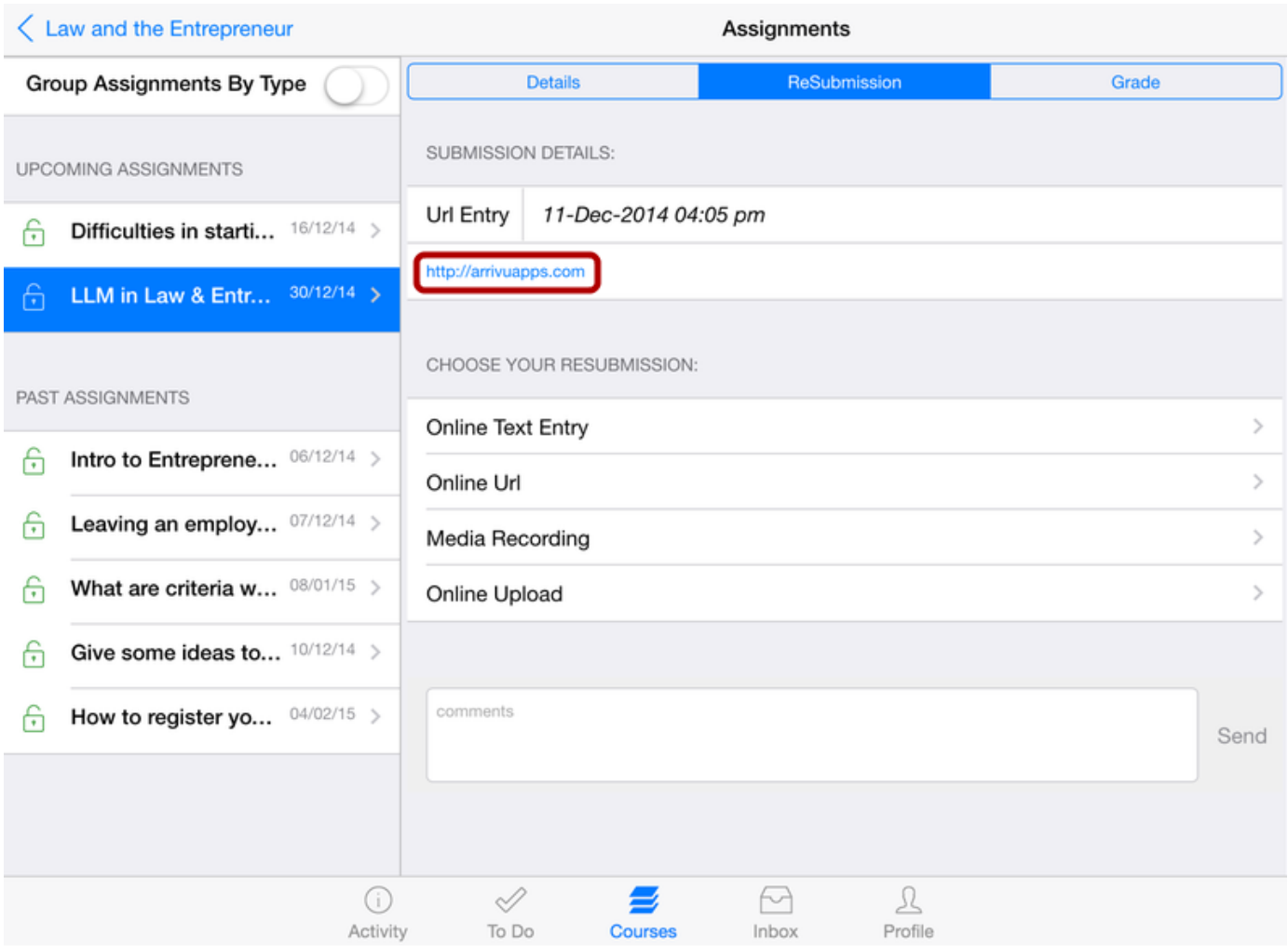
Submit Website URL



Type or copy and paste the **URL** into the Website URL field [1]. Type **comments** about your submission into the text box [2] .

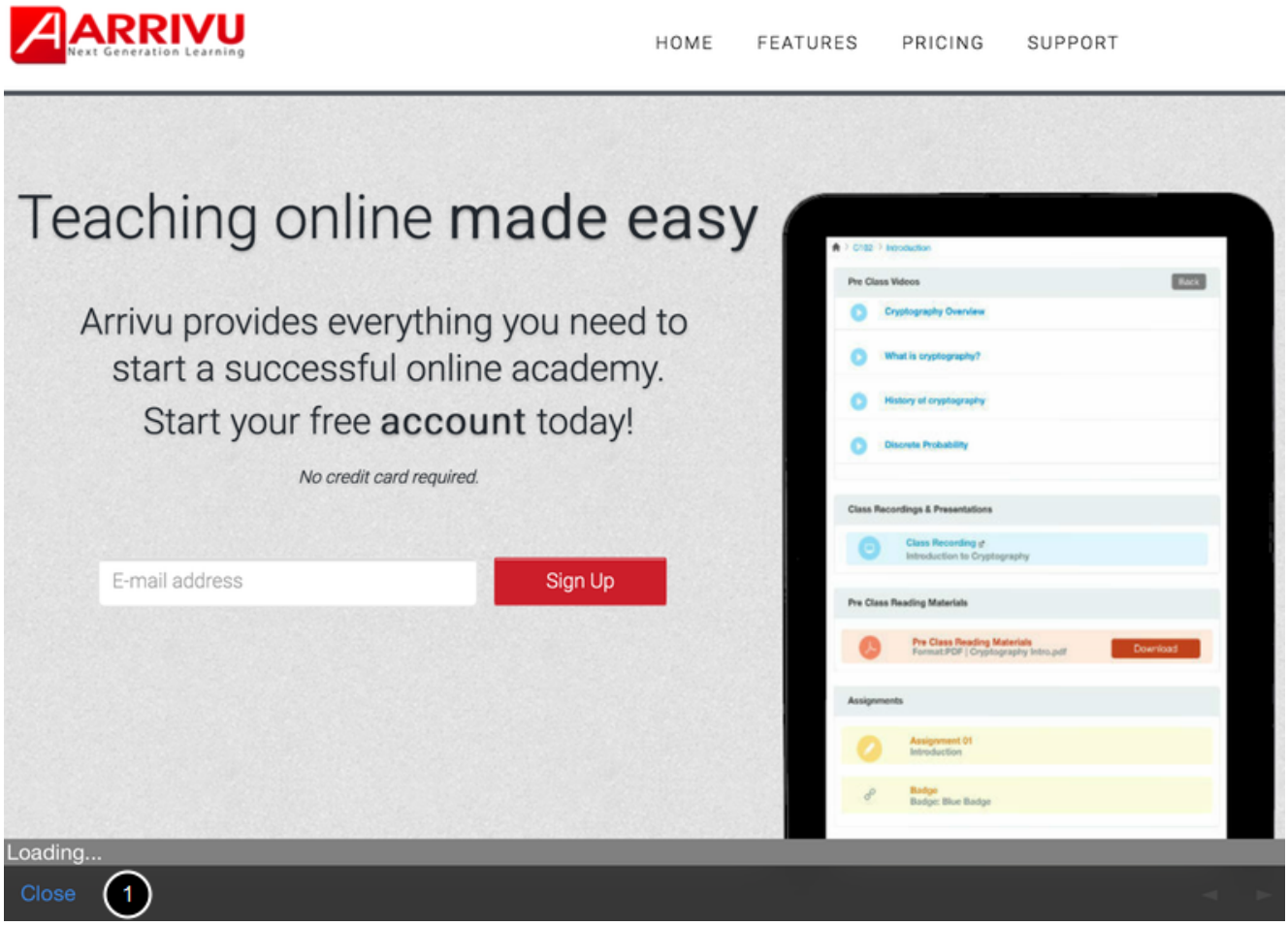
Click **Done** button [3] to submit Assignment.

View submission details



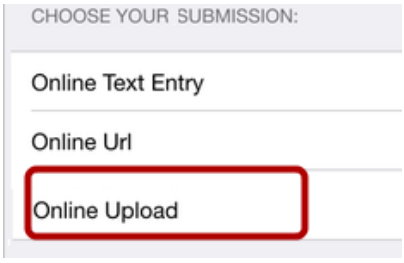
Click the **link in the Url Entry** field to view the URL Submission details.

View Submission



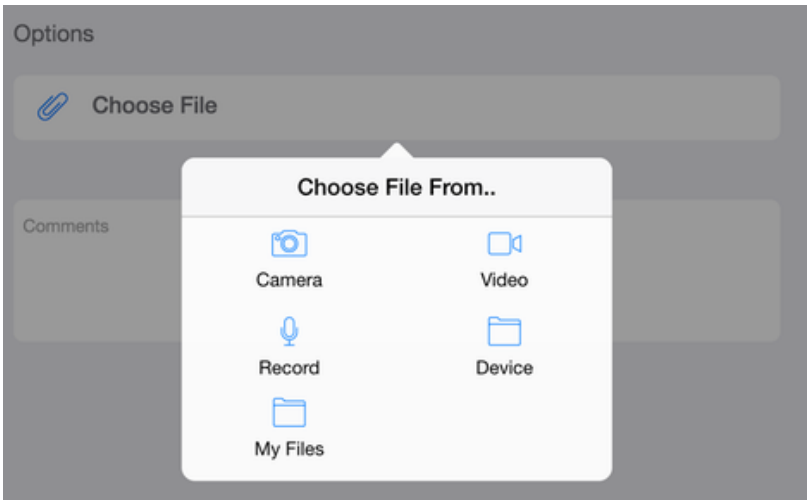
View the Submitted url using Arrivu LMS Application. click Close [1] link to

Submit a File Upload



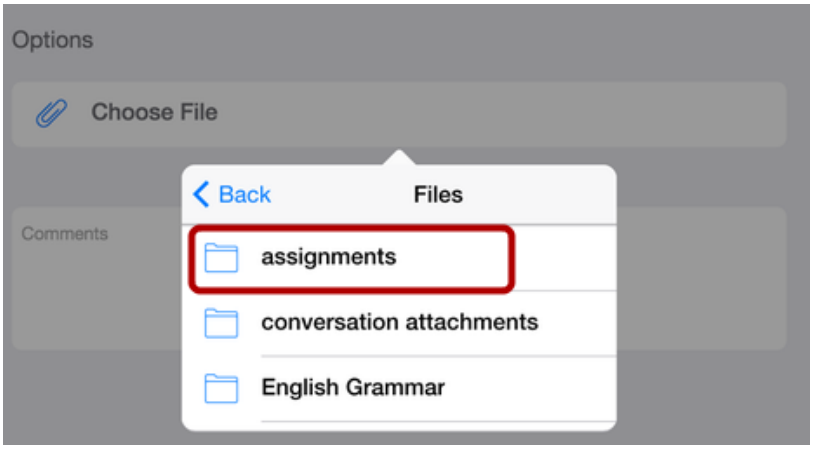
Tap the **Online Upload** button.

Choose options



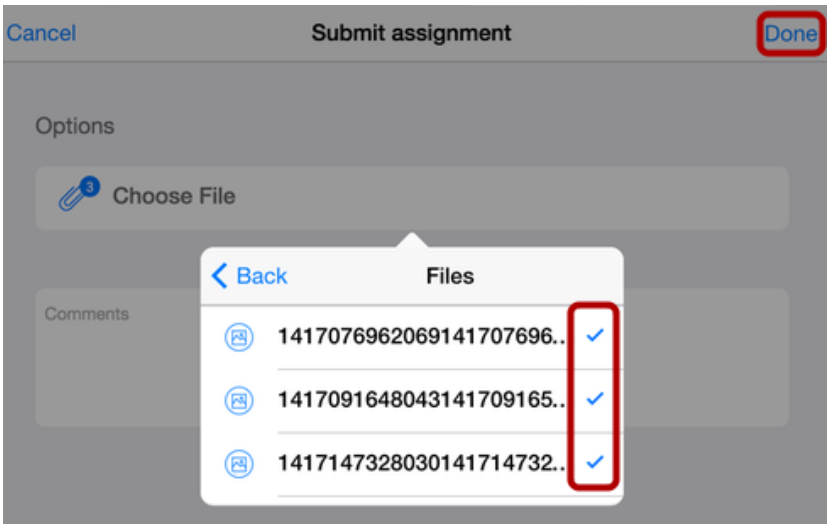
You can upload from devices, take picture from camera, record using Record or video options or choose files from My files.

Choose My files



You can upload files from My files.
Tap the **folder name** you wants select files.

Choose files

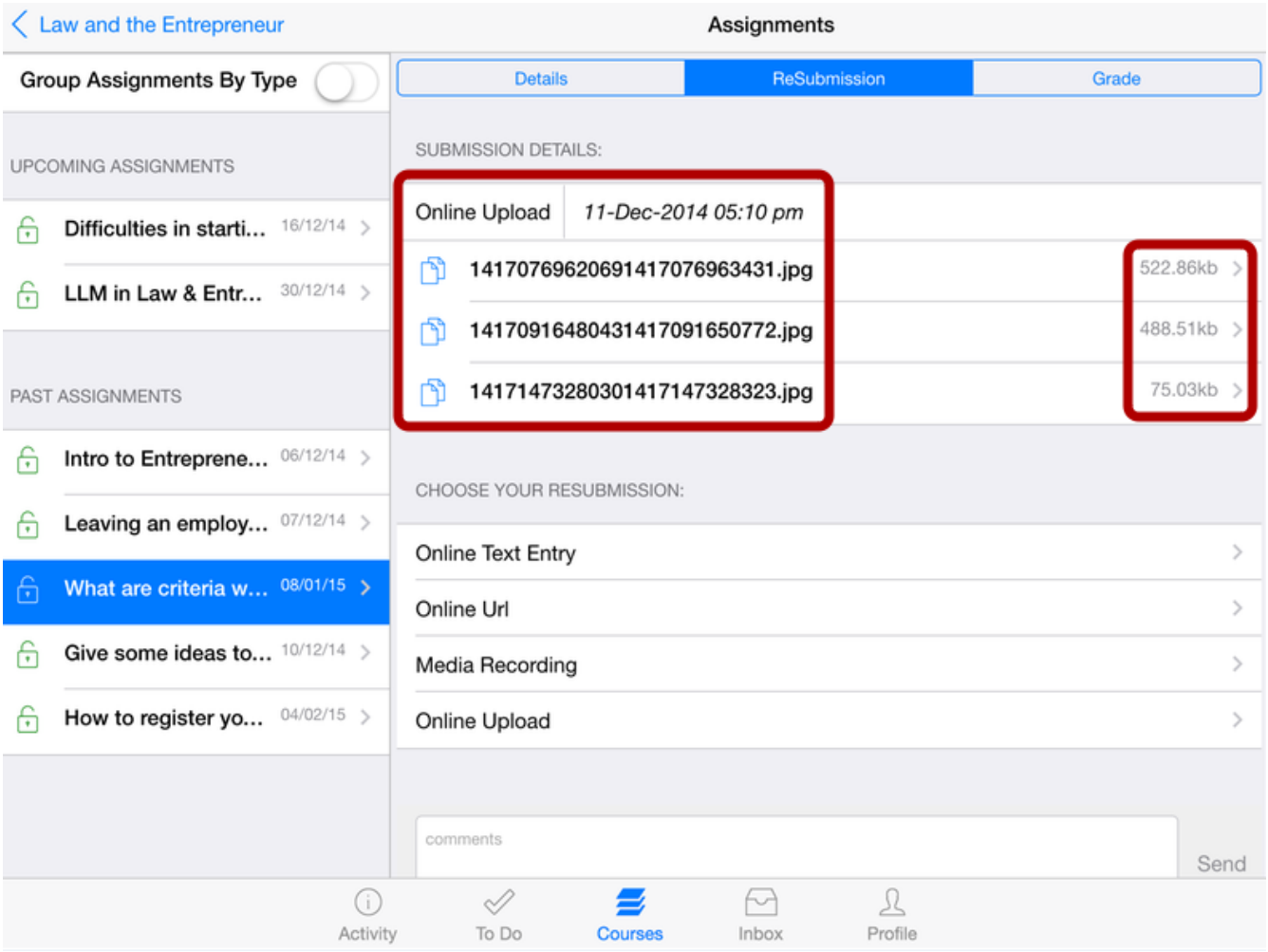


Chose the files you wants to submit.

Atick mark used to indicate the file selection.

After choosing your files click **Done** link to submit your assignment.

View submission details

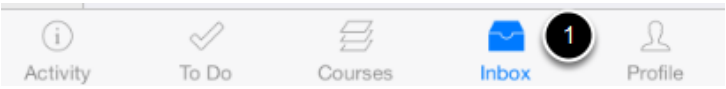


View your submitted files.

What is Conversations Inbox?

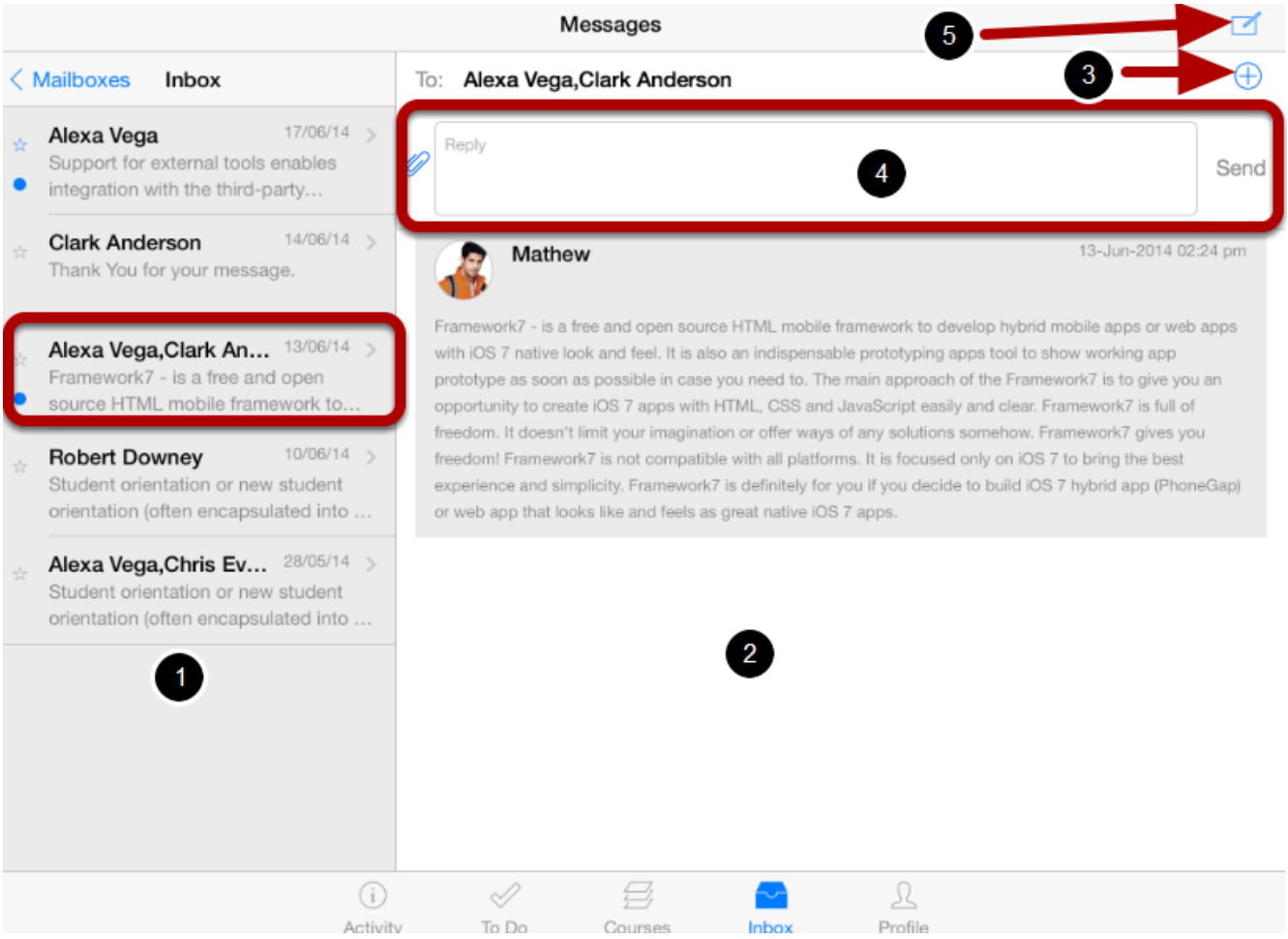
Conversation is a messaging system within the Arrivu Apps.
Arrivu Apps lets you access your conversations, so that you can keep in touch with the people in your course at any time. Comments posted on the Assignments will also appear in your Conversations Messages.

Open Inbox



Tap the **Inbox** icon [1].

View Conversations Messages



The Conversations folder displays all the messages you have received on the left side [1] and Conversation details on the right side [2].

It is organized the same way as the browser version of Conversations.

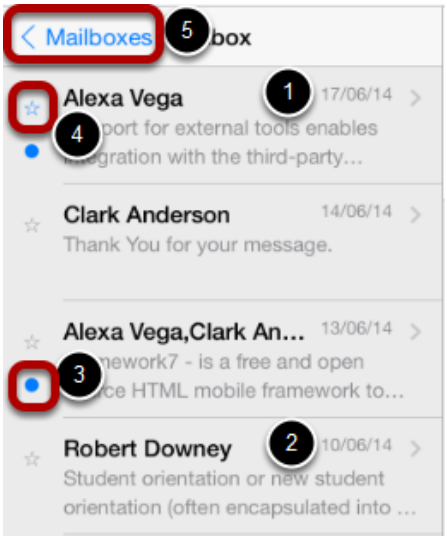
Messages are arranged in chronological order—newer messages appear at the top, and older messages appear at the bottom.

You can add more Recipients by clicking the **Add** icon[3] to send messages to multiple recipients.

You can type your conversation messages into the **Reply text** box [4].

You can create a new message by clicking the **Pencil** icon [5] to send a new message.

View Conversations Inbox

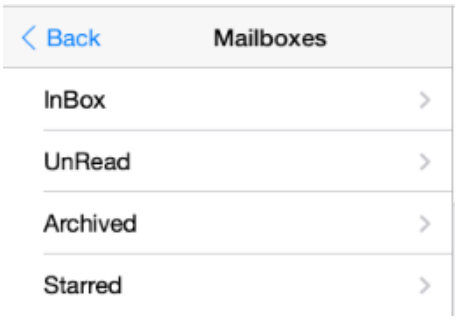


The Conversation Inbox is organized chronologically from newest to oldest with the newest Conversations [1] appearing on top and the older Conversations [2] appearing towards the bottom.

Unread conversations messages are indicated with the **blue dot** [3]. starred conversations are indicated with the **blue star icon** [4].

Tap the **Mail boxes** link [5] to view the Mailboxes filter.

View Mailbox Filters



By clicking the **Mail boxes** link , You can view the Inbox, Unread Conversations, Starred Conversations and Archived Conversations.

You can view different types of messages.

The default view is the Inbox , which shows all types of messages.

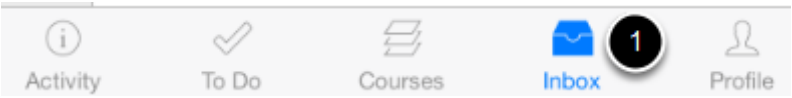
If you want to view messages you haven't read yet, tap the **Unread** button

To view messages you've archived, tap the **Archive** button.

How do I access Mail boxes filter in a Conversation on Arrivu Apps?

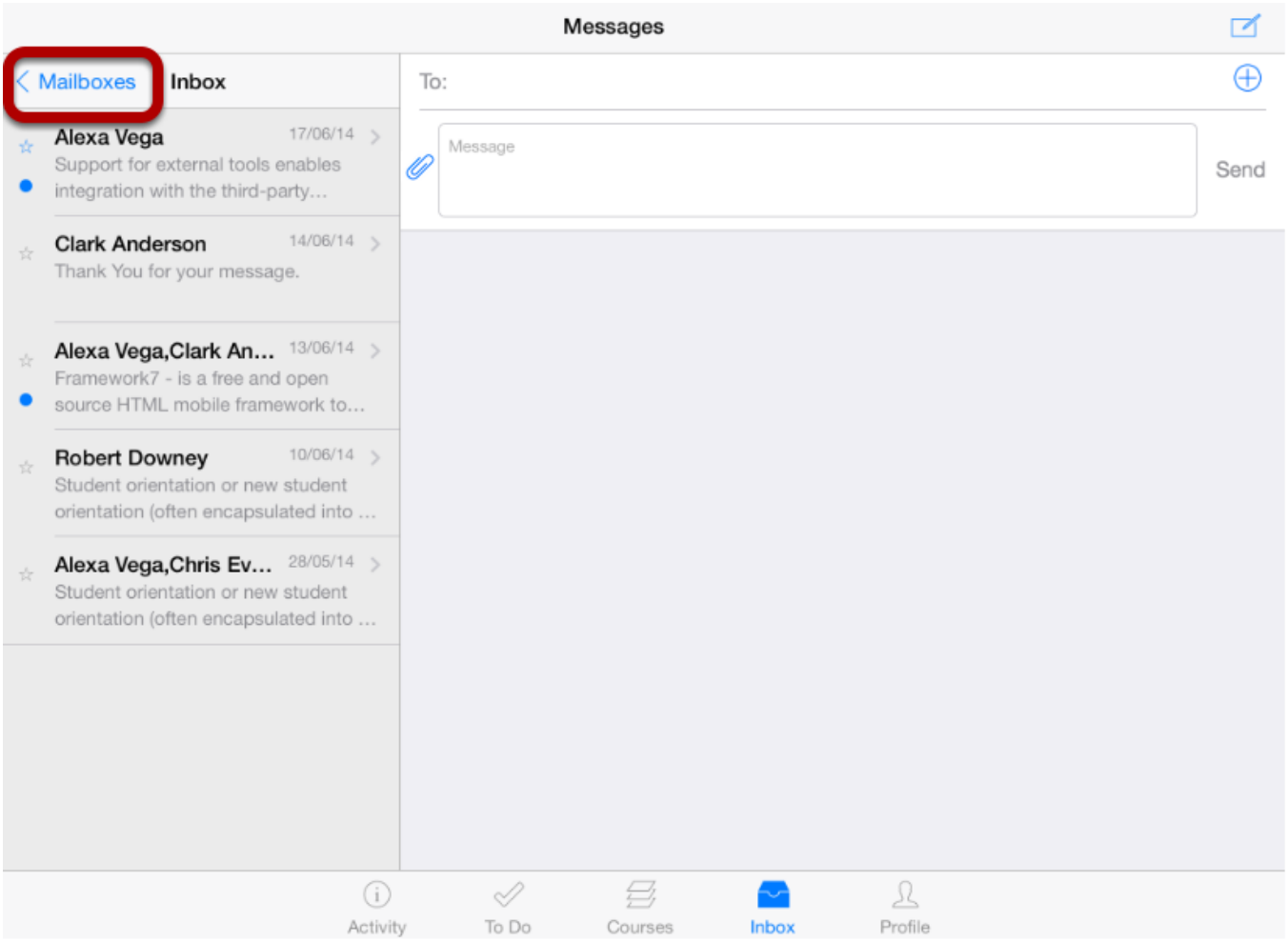
You can easily access Mailbox filters in your conversations in the Arrivu Apps

Open Inbox



Click the **Inbox** icon [1] in the footer to open the conversations.

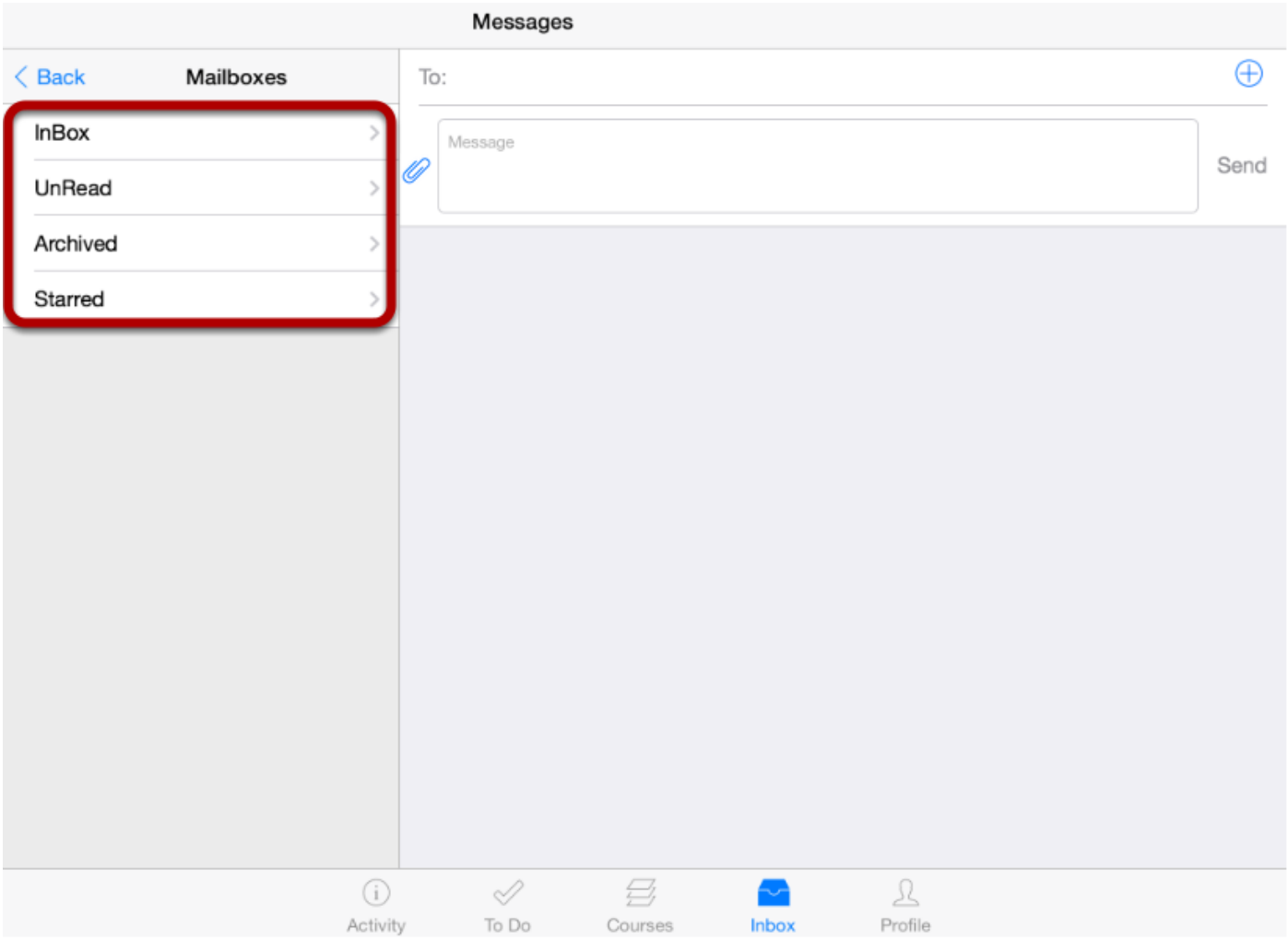
View Mailboxes



View the Mailboxes link in the top left corner of the screen.

Click the **Mailboxes** link to see the Filters.

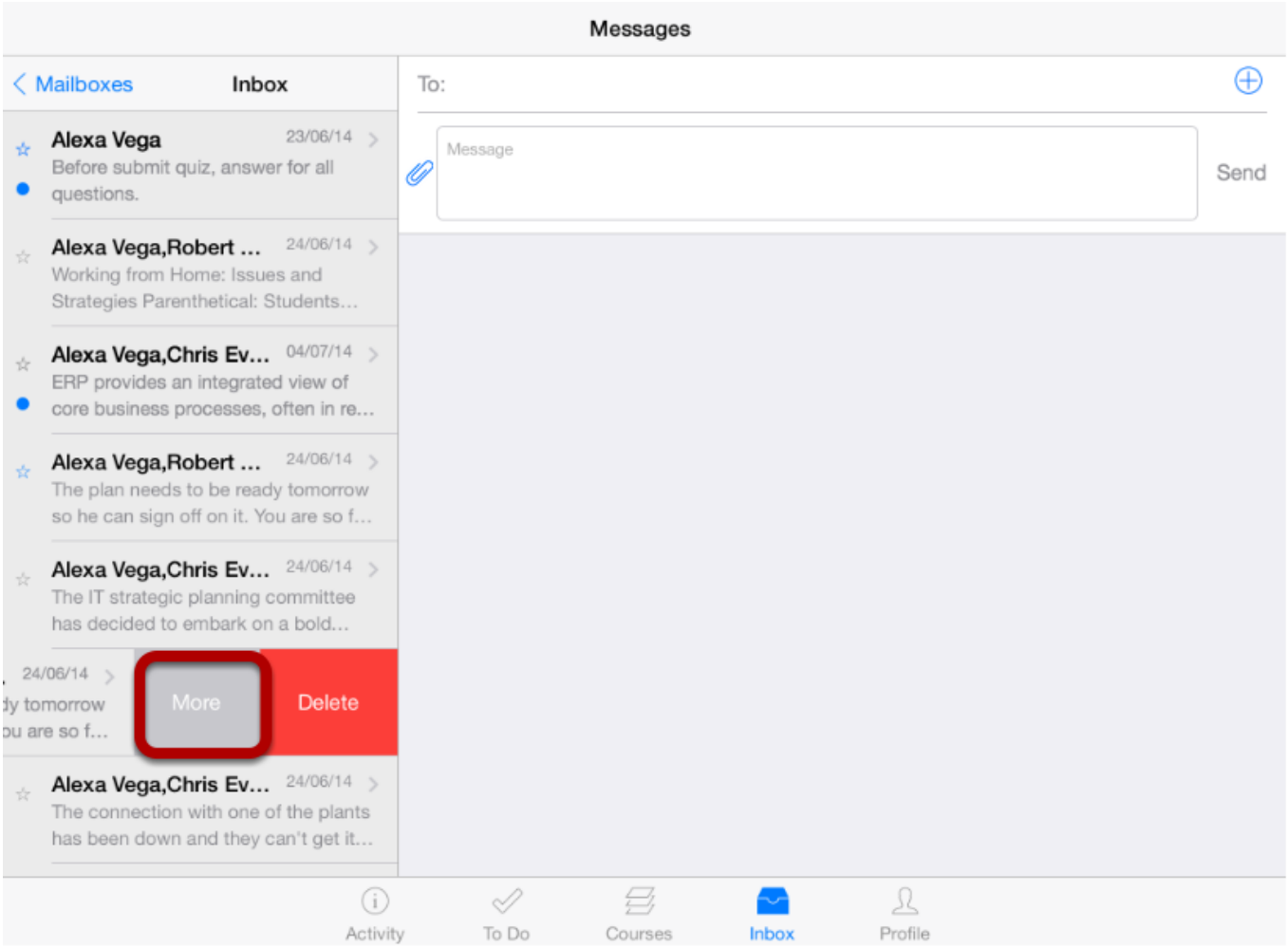
View Mailbox Filters



View the Mailboxes filters.

Using Mailboxes filters, you can view the Inbox, Unread, Archived and Starred messages.

More Options



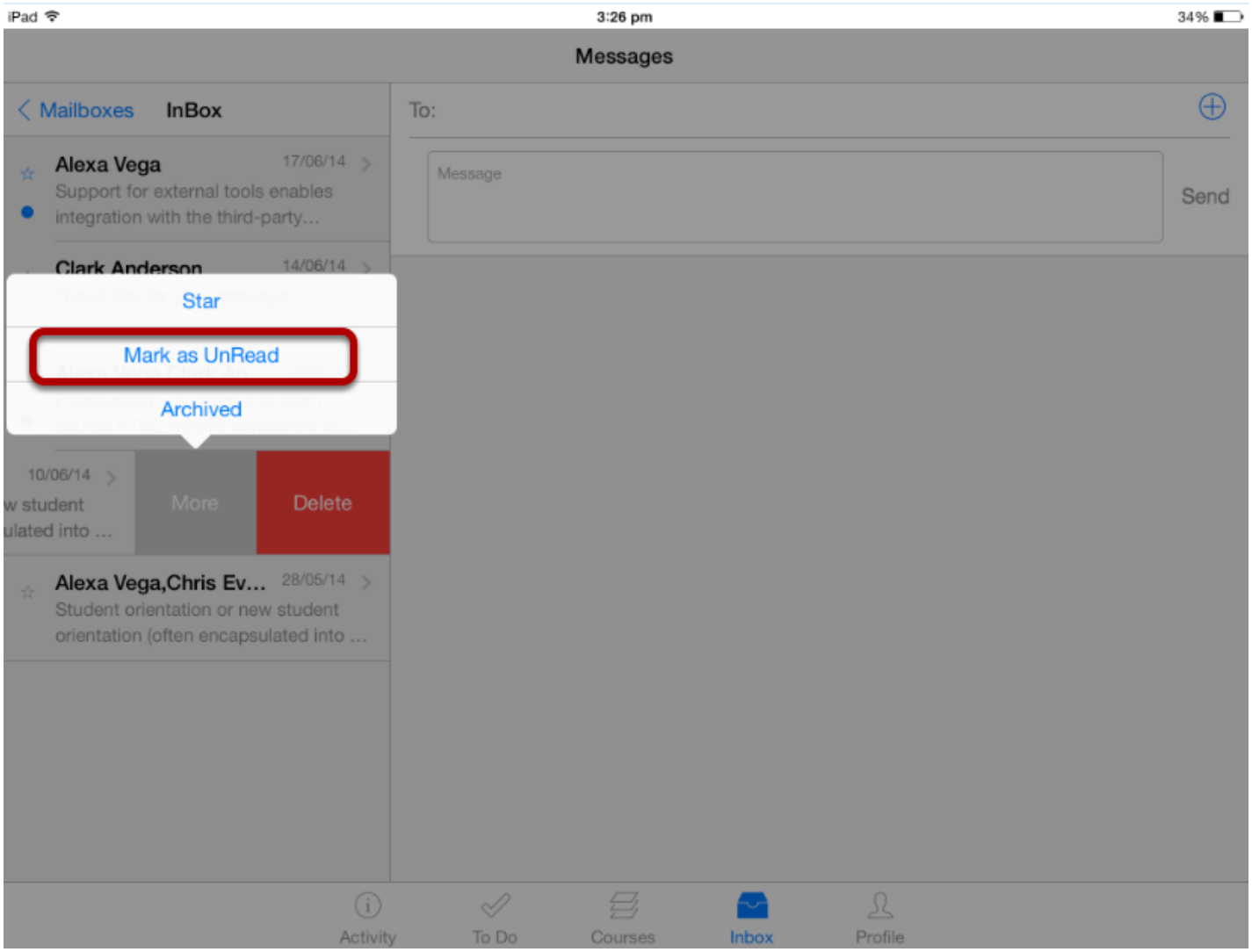
Swipe the conversation from right to left to see the **More** options.

Using this option, you can do the following actions

1. Archive or unarchive
2. Star or unstar
3. Mark as read or unread.

Click the More option to see the actions you want to perform.

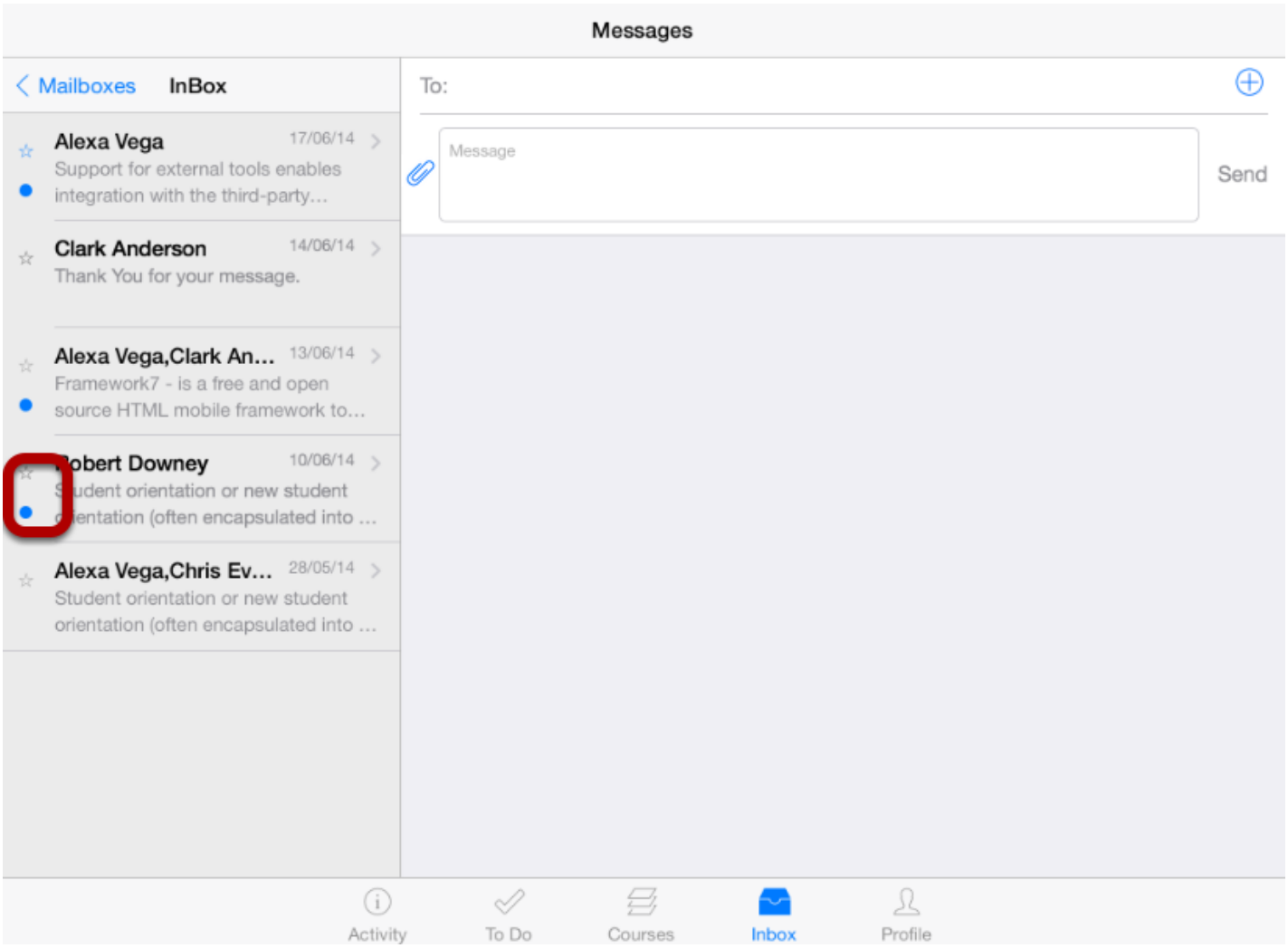
Mark as Unread



Click **Mark as Unread** to mark the conversation as Unread.

Note: You can view the unread message in both Inbox and Unread Filters.

View Unread Messages



Unread messages are indicated by a blue dot.

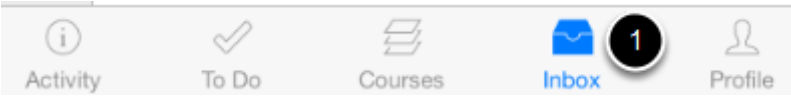
You can mark the unread message as read using the More option.

Note: You can perform all the actions (star or unstar, archive or unarchive, and read or unread) using the same process mentioned above.

How do I compose and send a message on Arrivu Apps?

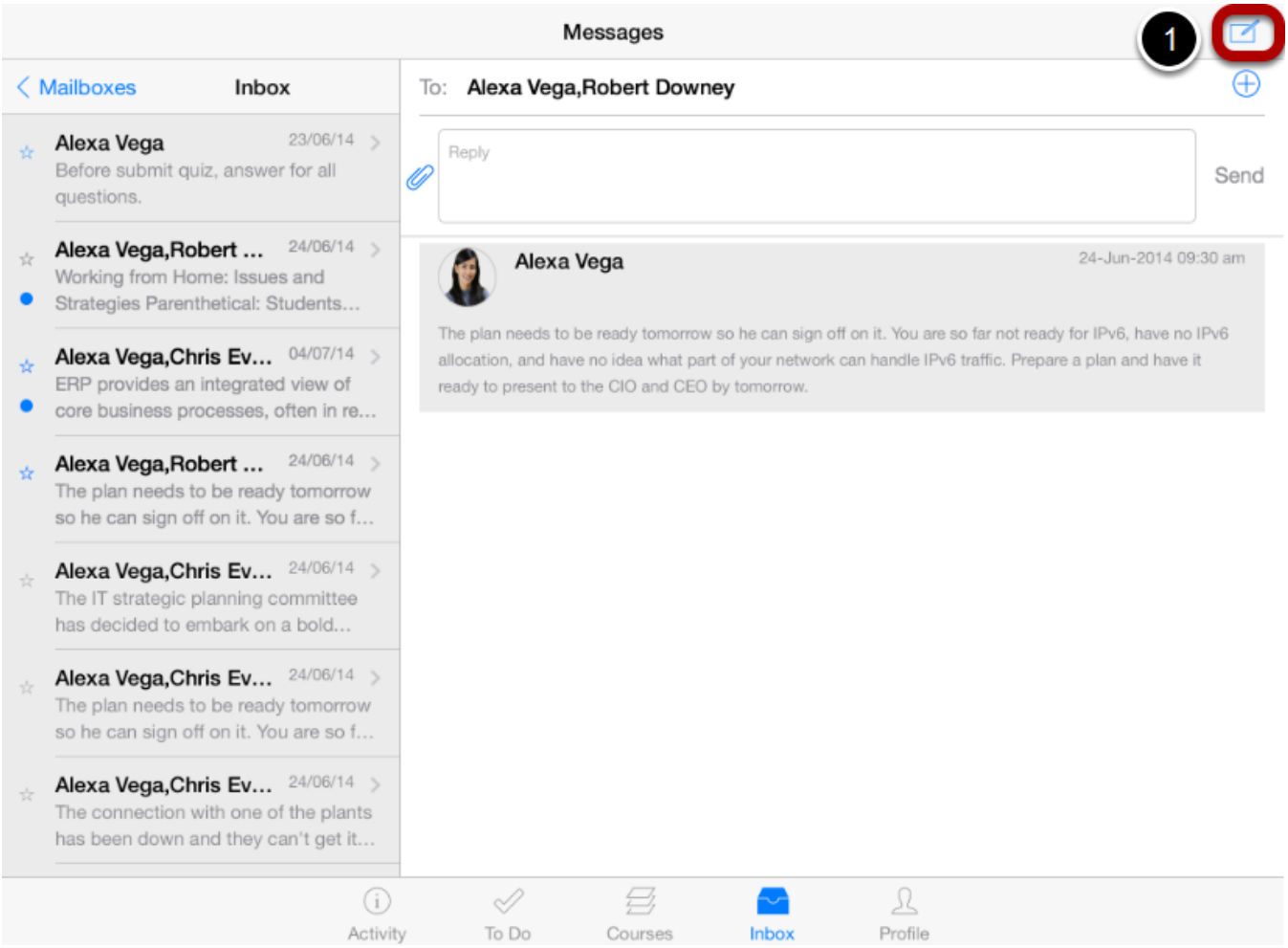
The compose message icon creates a new window by deleting the details in the view and To list. You can filter recipients by course and send messages to any individuals and multiple recipients.

Open Inbox



Click the **Inbox** icon in the footer to open conversations.

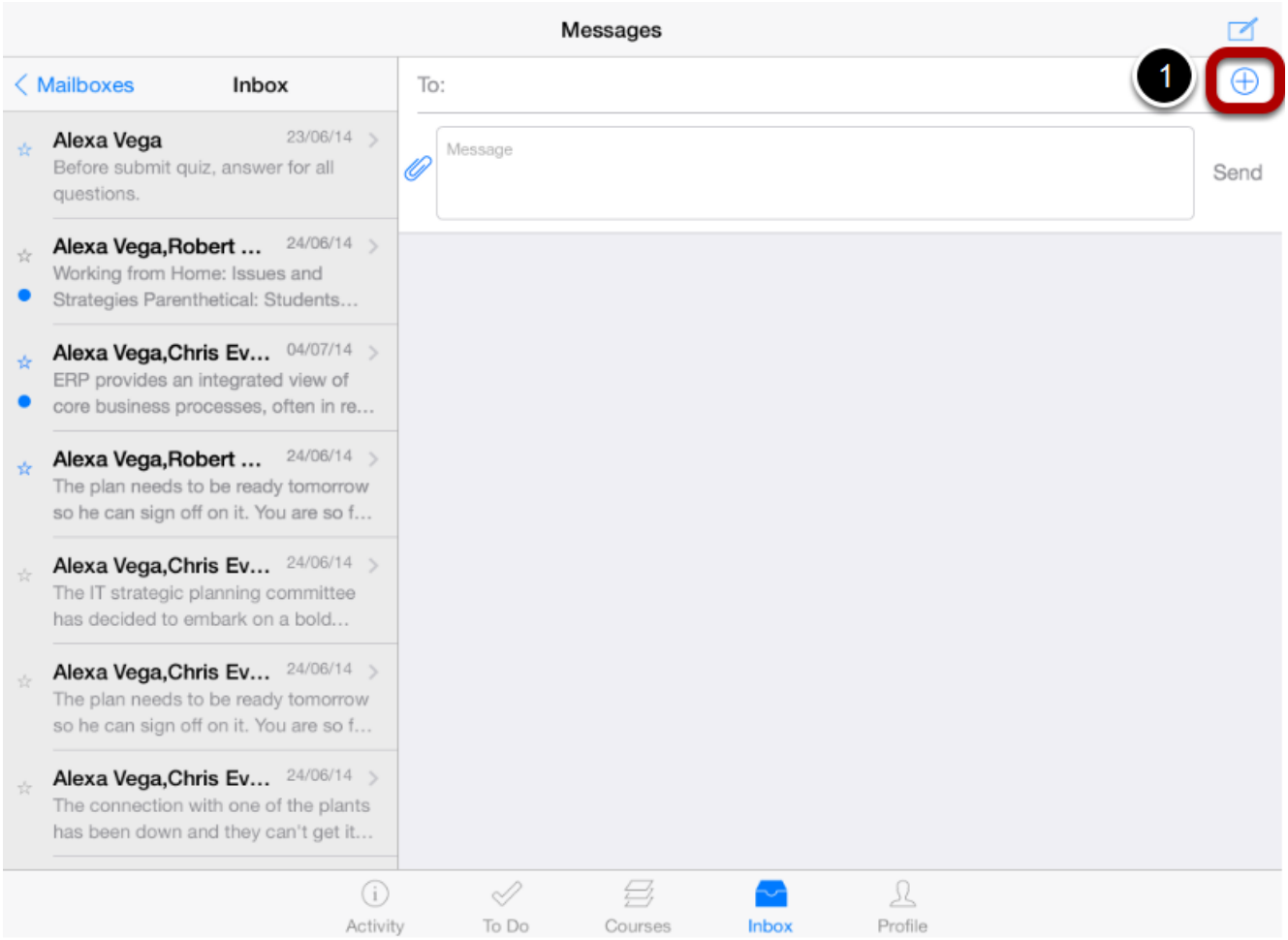
Compose Message



Click the **Compose** icon [1] to create a new message.

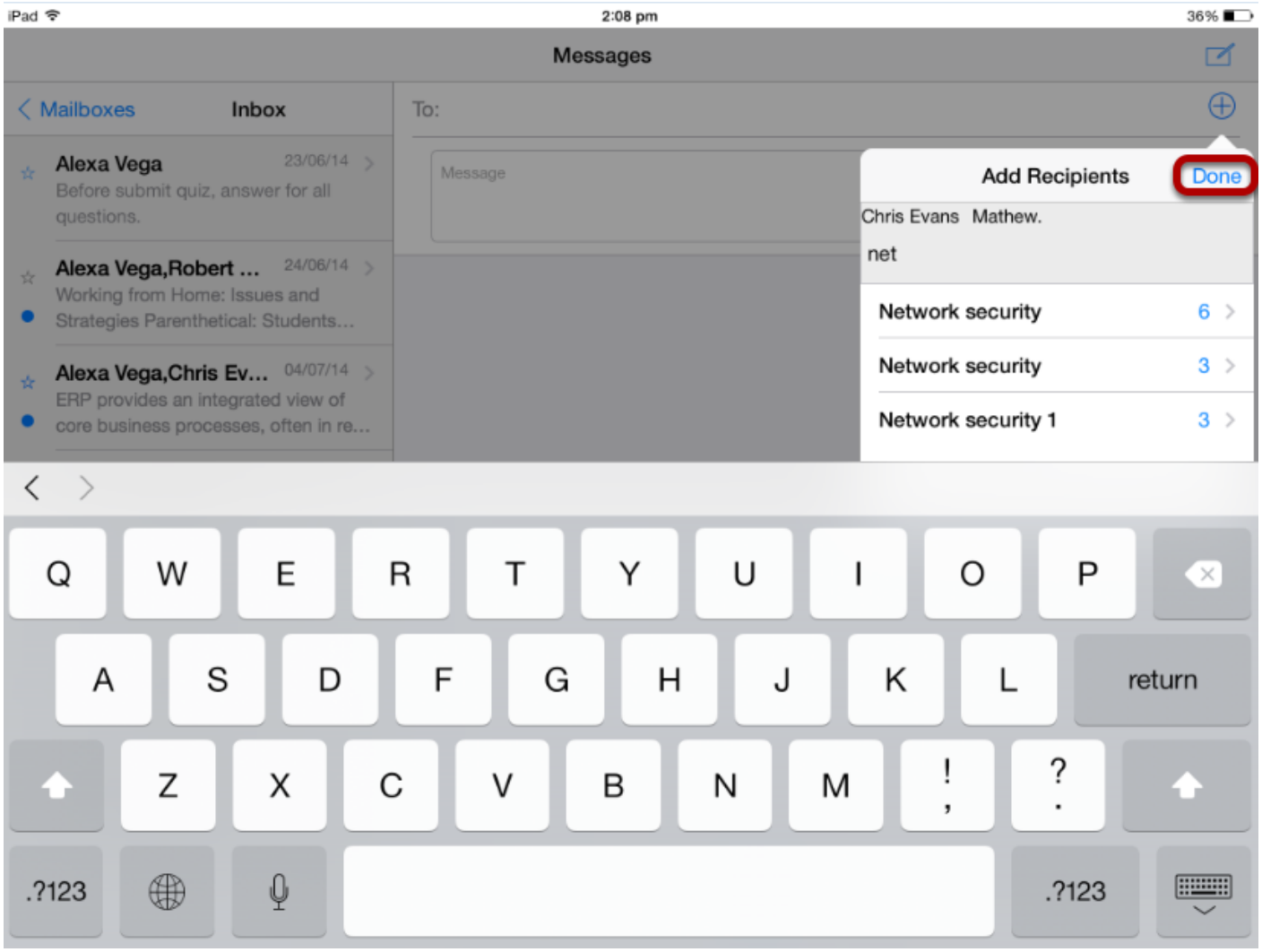
Once you click the Compose icon, details on the right side and the "To list" will be empty.

Add Recipients



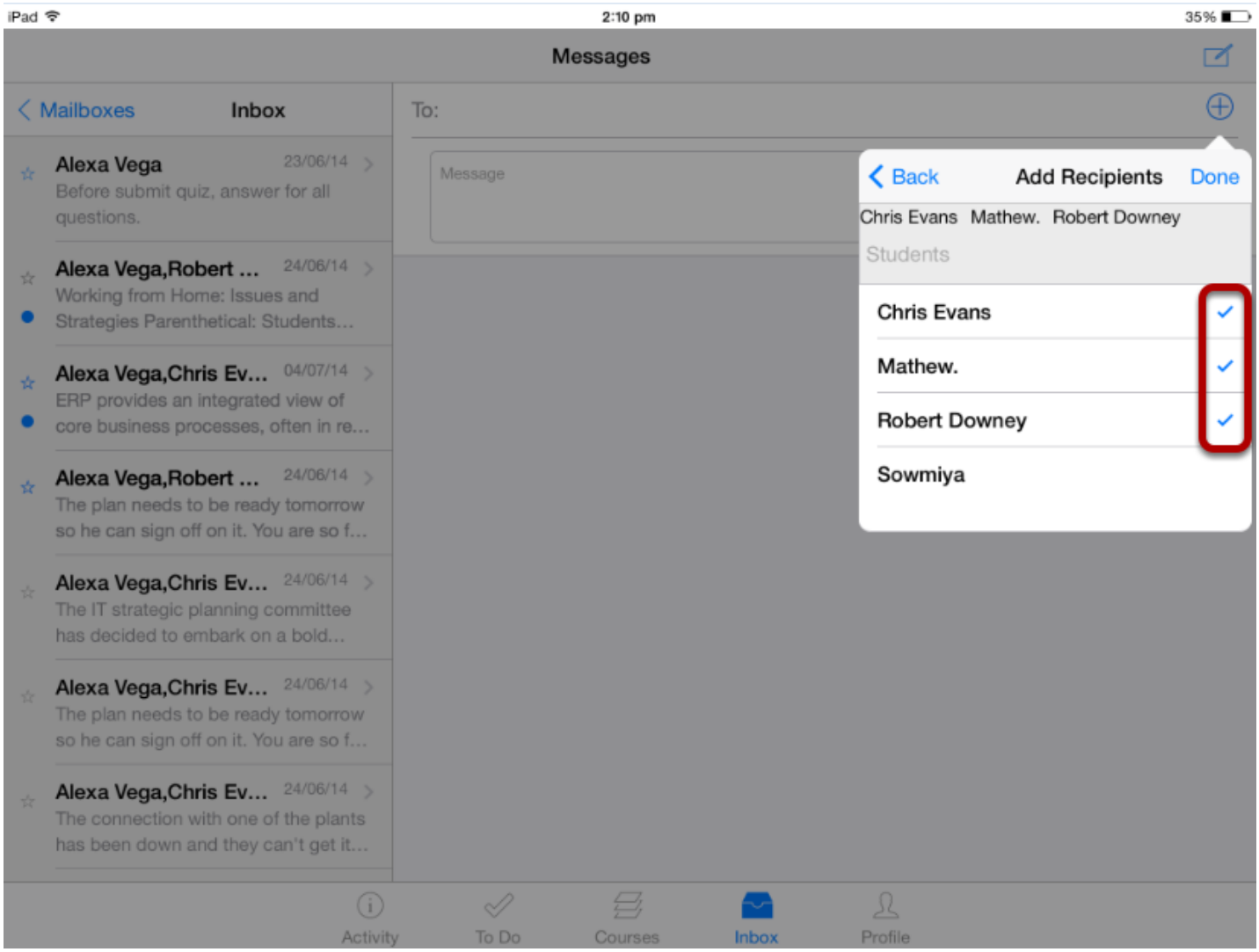
Click the **Add Recipient** icon [1] to send the message.

Type the name into the Add Recipient Field



When you start typing an individual name in the Search Recipient field, Arrivu Apps will automatically populate any matching names. If multiple names appear, tap the name of the user to select the individual you want to send message to. Then press **Done**.

The individuals name will appear in the To field.



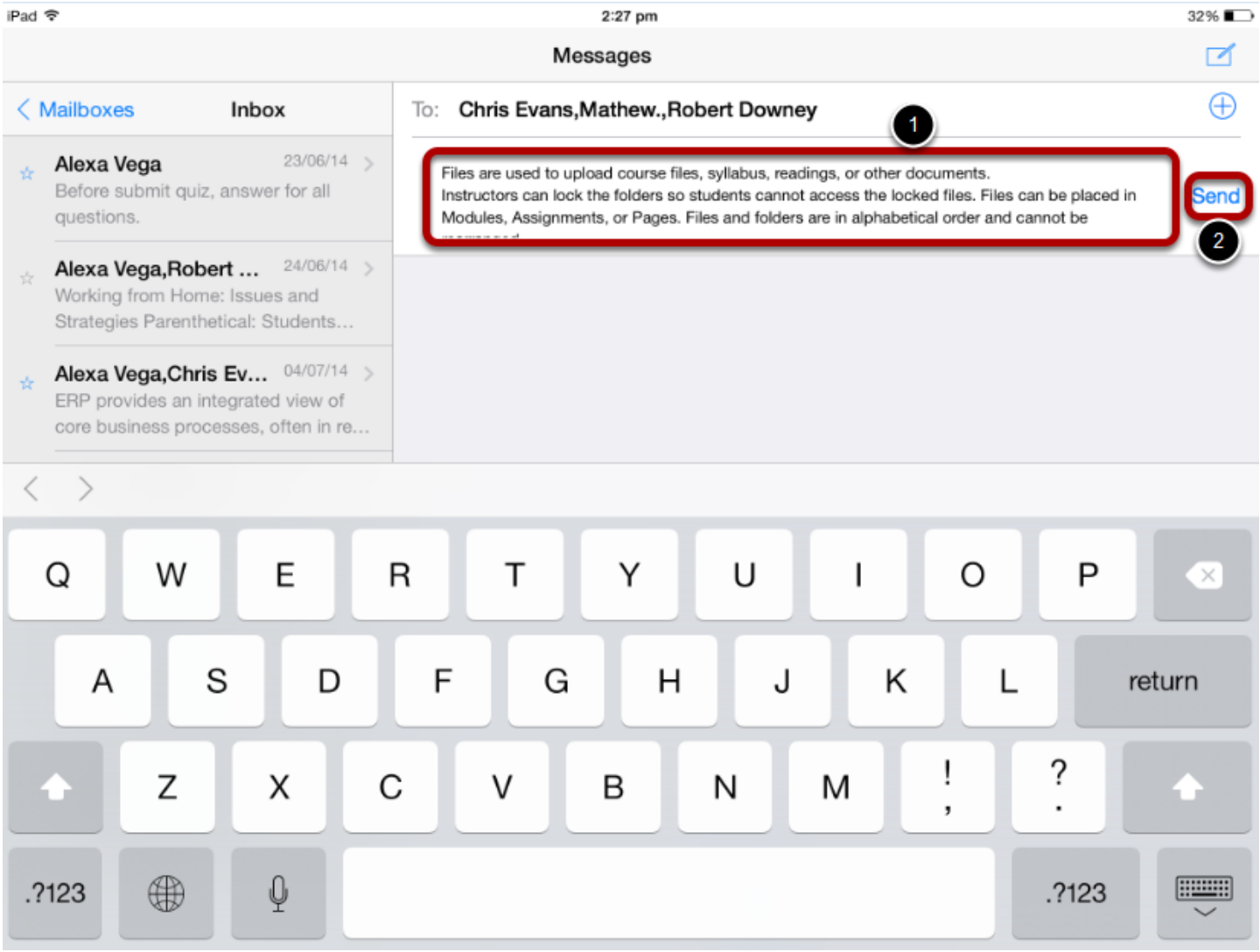
To send a message to multiple recipients, type any additional names in the Search Recipient field.

Atick mark is used to identify the selected recipient(s) name.

If you've accidentally selected the wrong individual(s),

1. Double tap to delete the name in the search recipient field (or)
2. Double tap the name at the search list to delete the name in the Search Recipient field.

Compose a Message

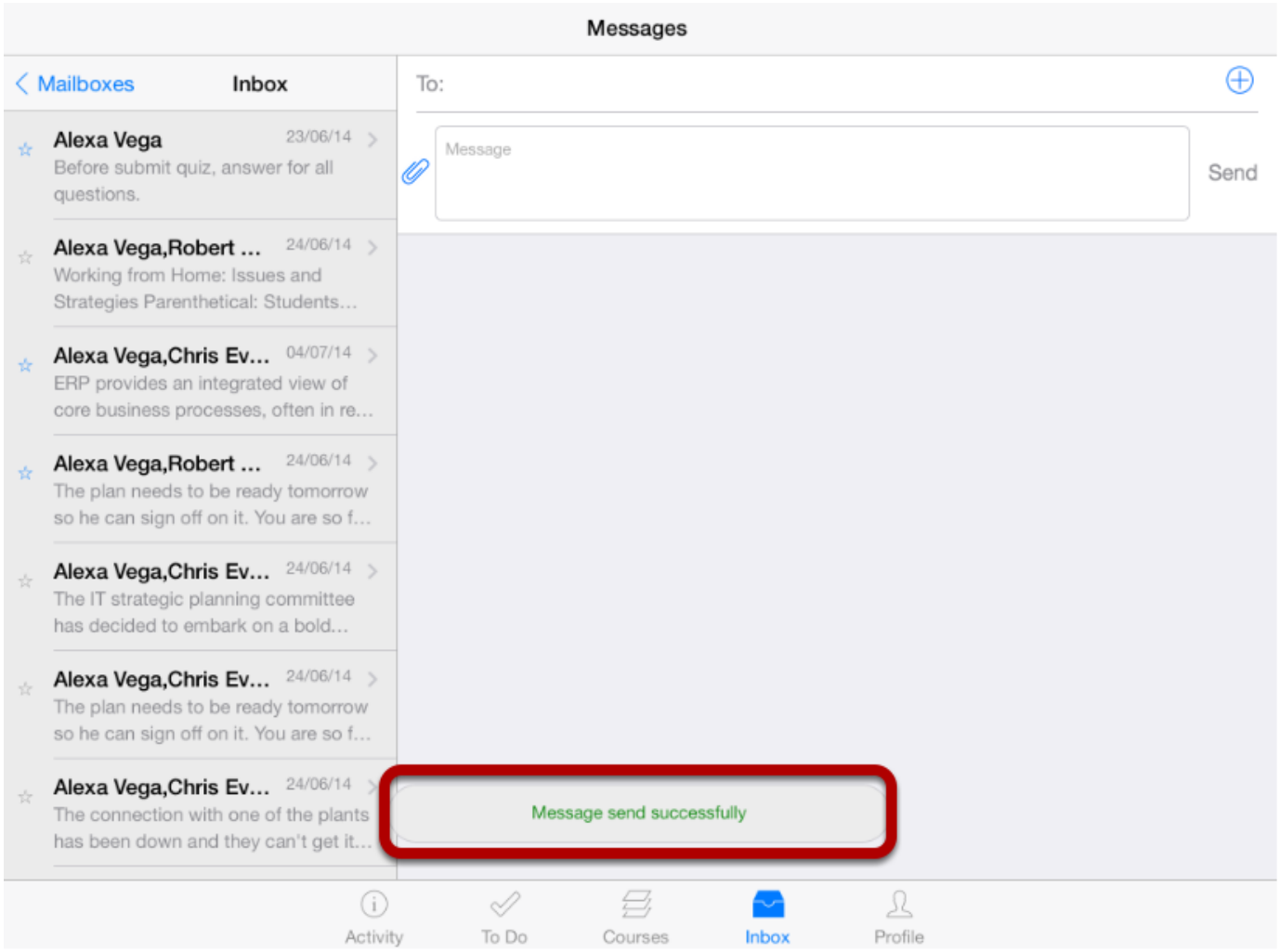


In the compose message window, you can

1. Type a message
2. Click the **Send** link to Send message.

Note: Once you typed the text in to the Message field, **Send** link will be enable. You can't sent an empty message to recipients.

Verify sent message



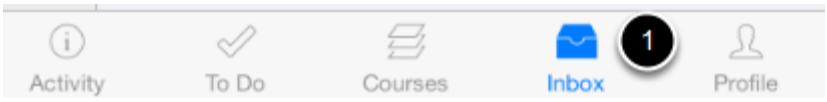
You can verify the status of the message either it is send successfully or not by the notification message.

Note: you can't view the sent message details in this version.

How do I privately respond to an individual on Arrivu Apps?

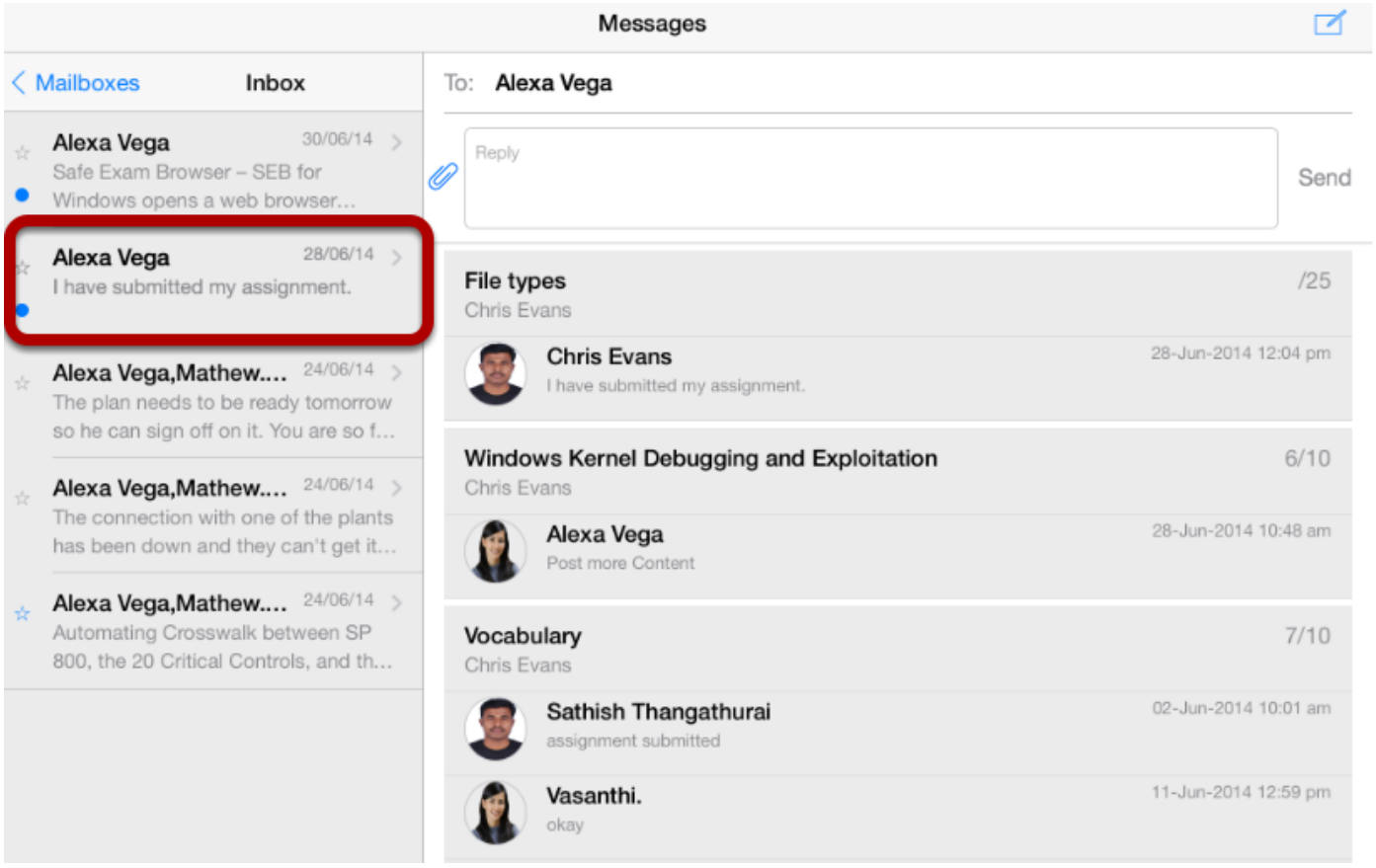
Even when you are part of a group conversation, you can privately respond to another individual.

Open Inbox



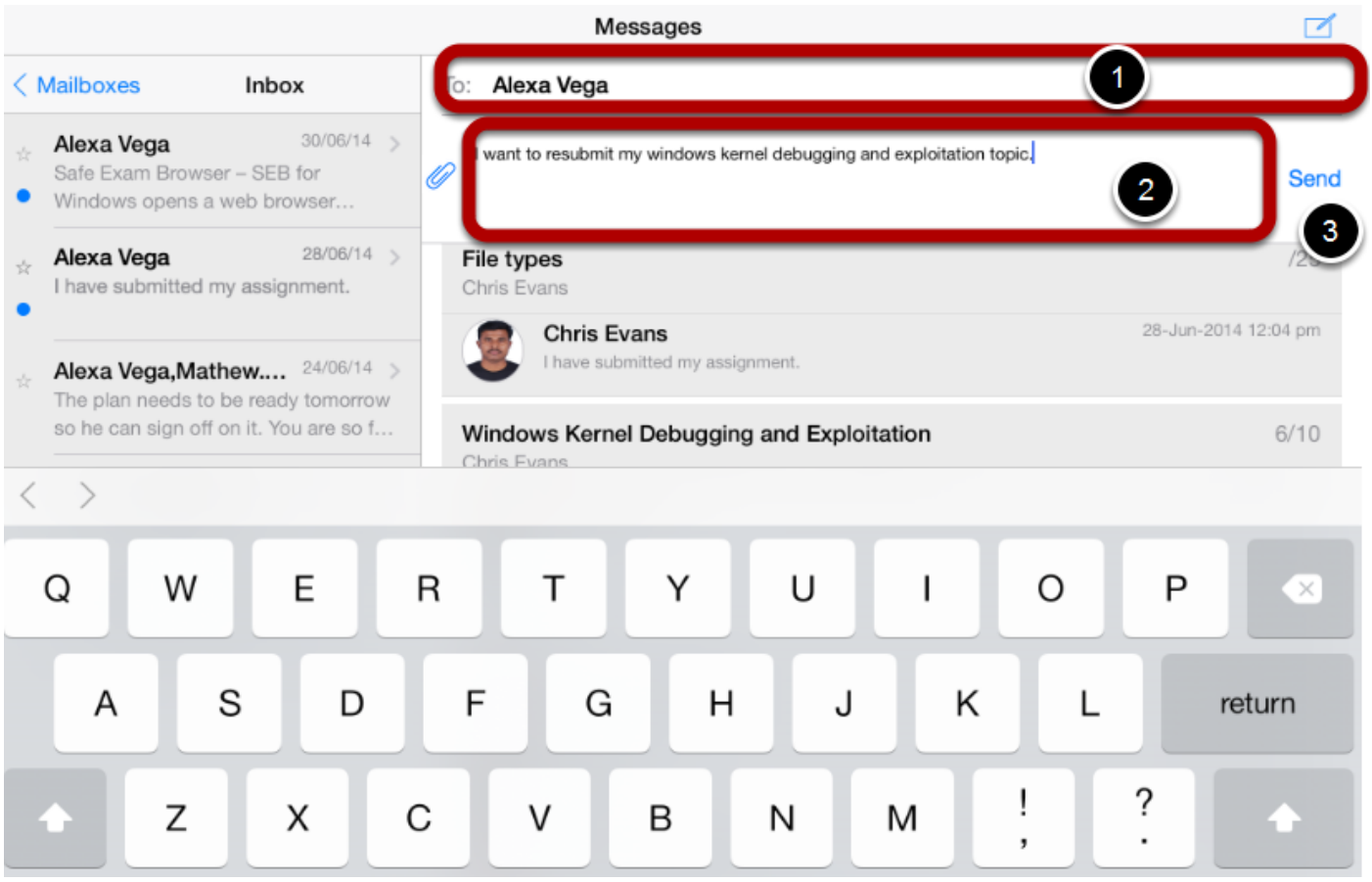
Tap the **Inbox** icon [1].

View Conversations Messages



Select the **Conversation**

Compose Message

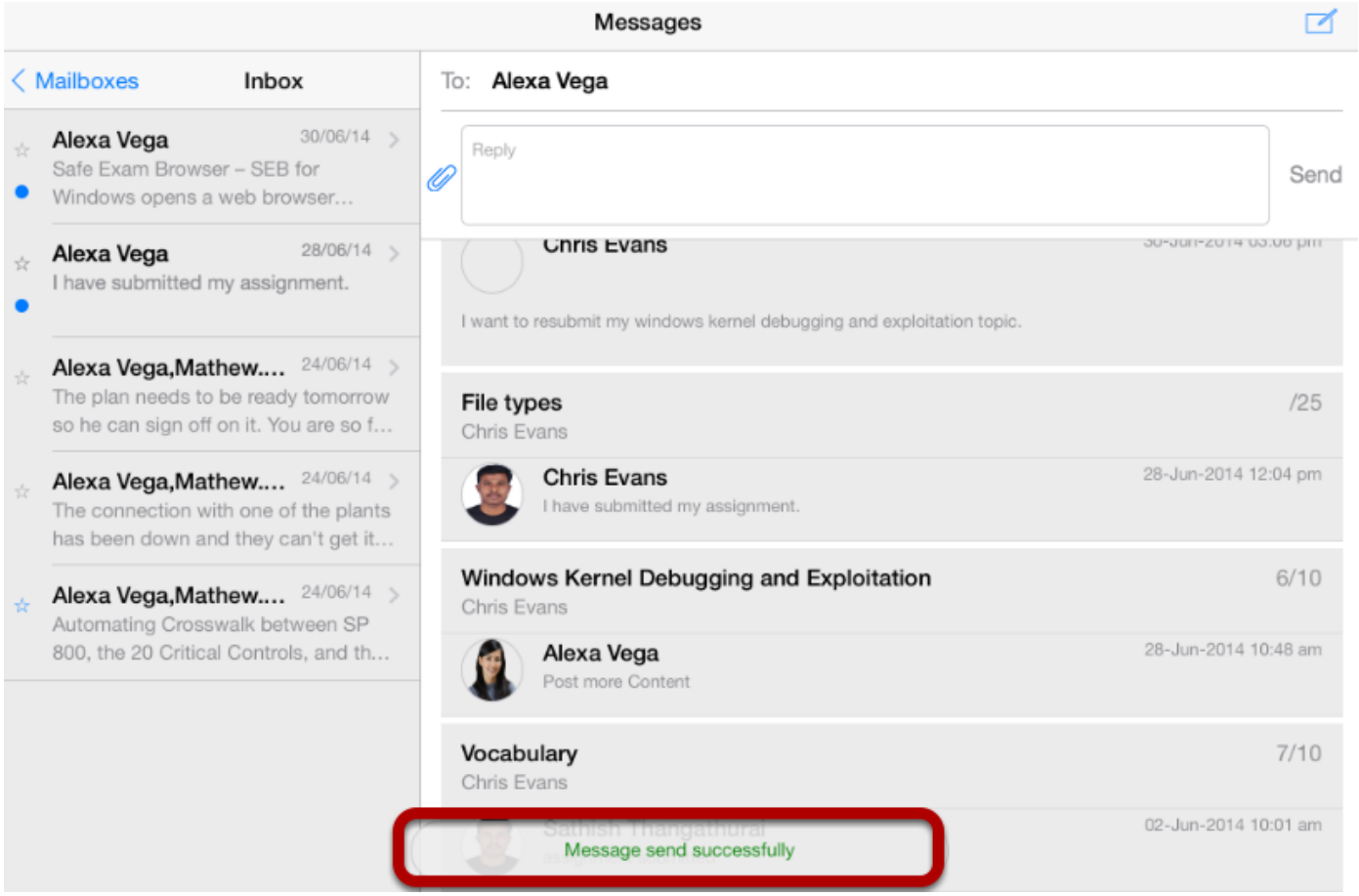


Once you tap the **Conversation**, the **To** list [1] will display the recipient's name. The conversation is a private conversation you can't add recipients to it.

Type a message in the message field [2]. When you have finished, click the **Send** button [3].

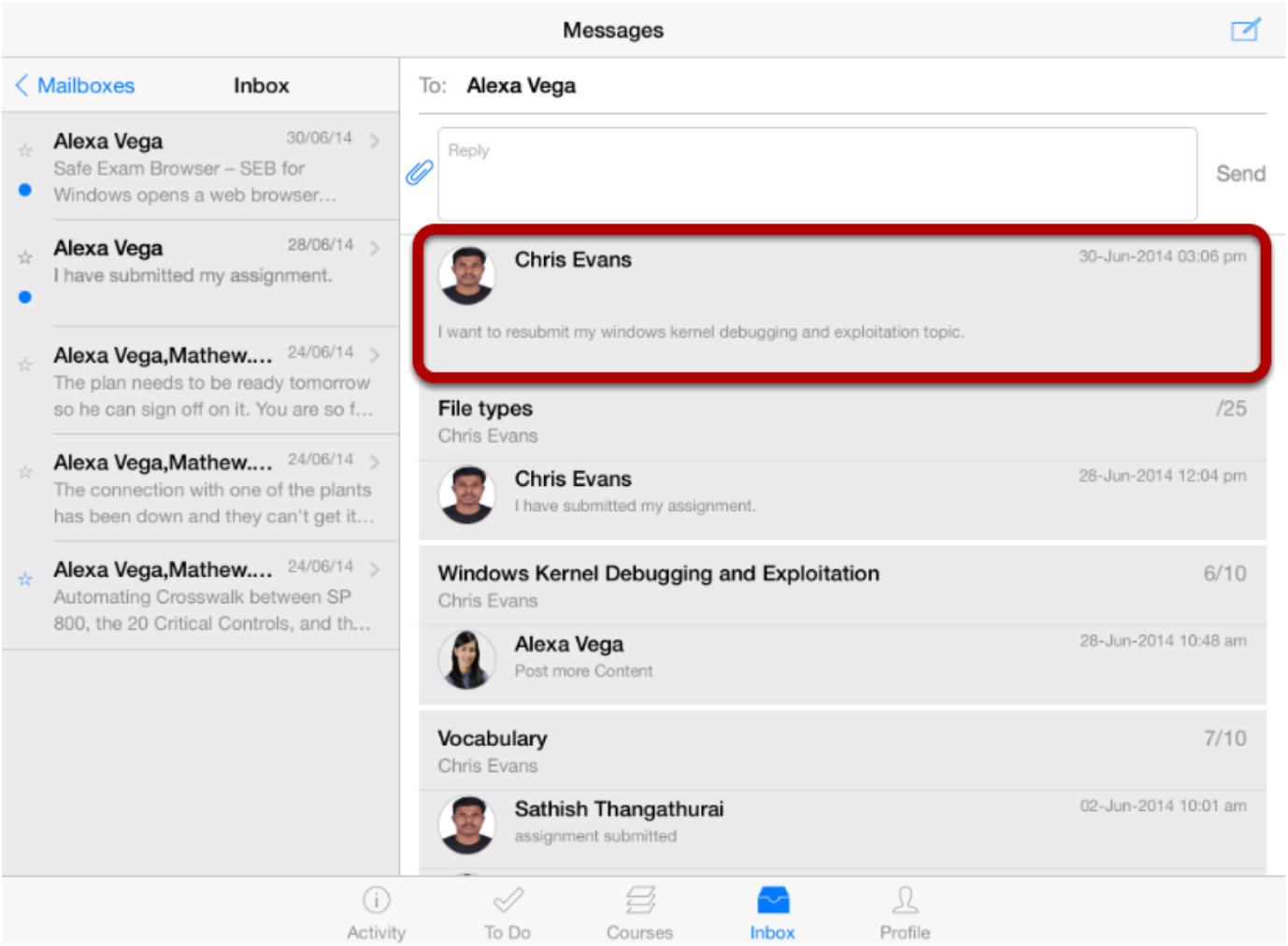
The message will sent to the person in the To field and not to everyone else.

View sending status



You can view the sending status saying that your message was sent successfully or not.

View sent message

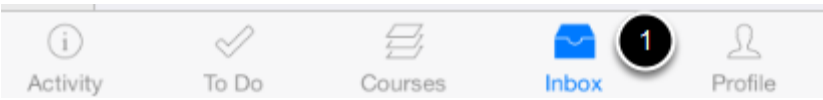


View the sent message. The newer messages appear at the the top.

How do I reply to a message in Conversations on Arrivu Apps?

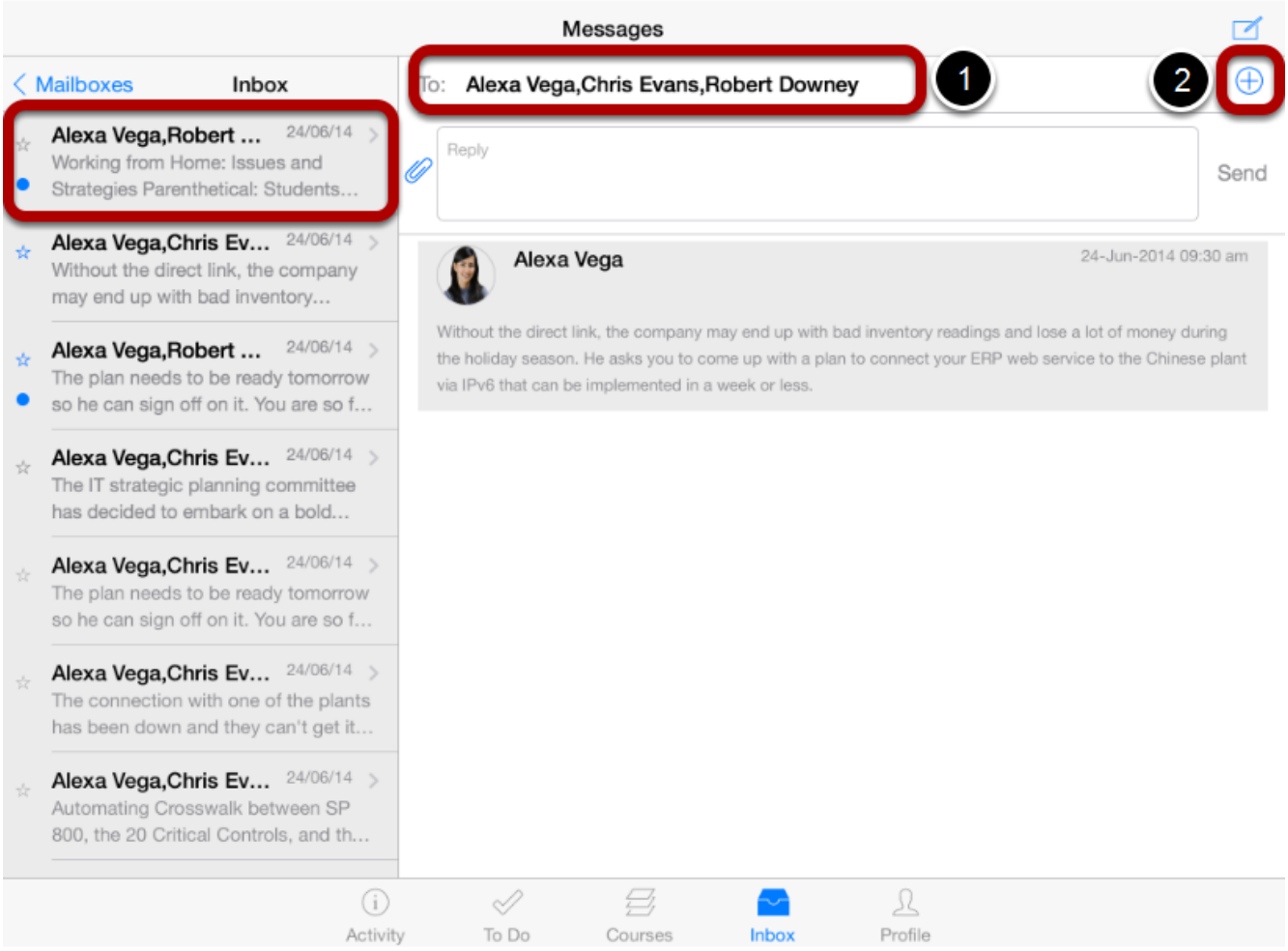
Arrivu Apps makes it easy to reply to the messages in your Conversations Inbox.

Open Inbox



Tap the **Inbox** icon [1].

Open Conversations

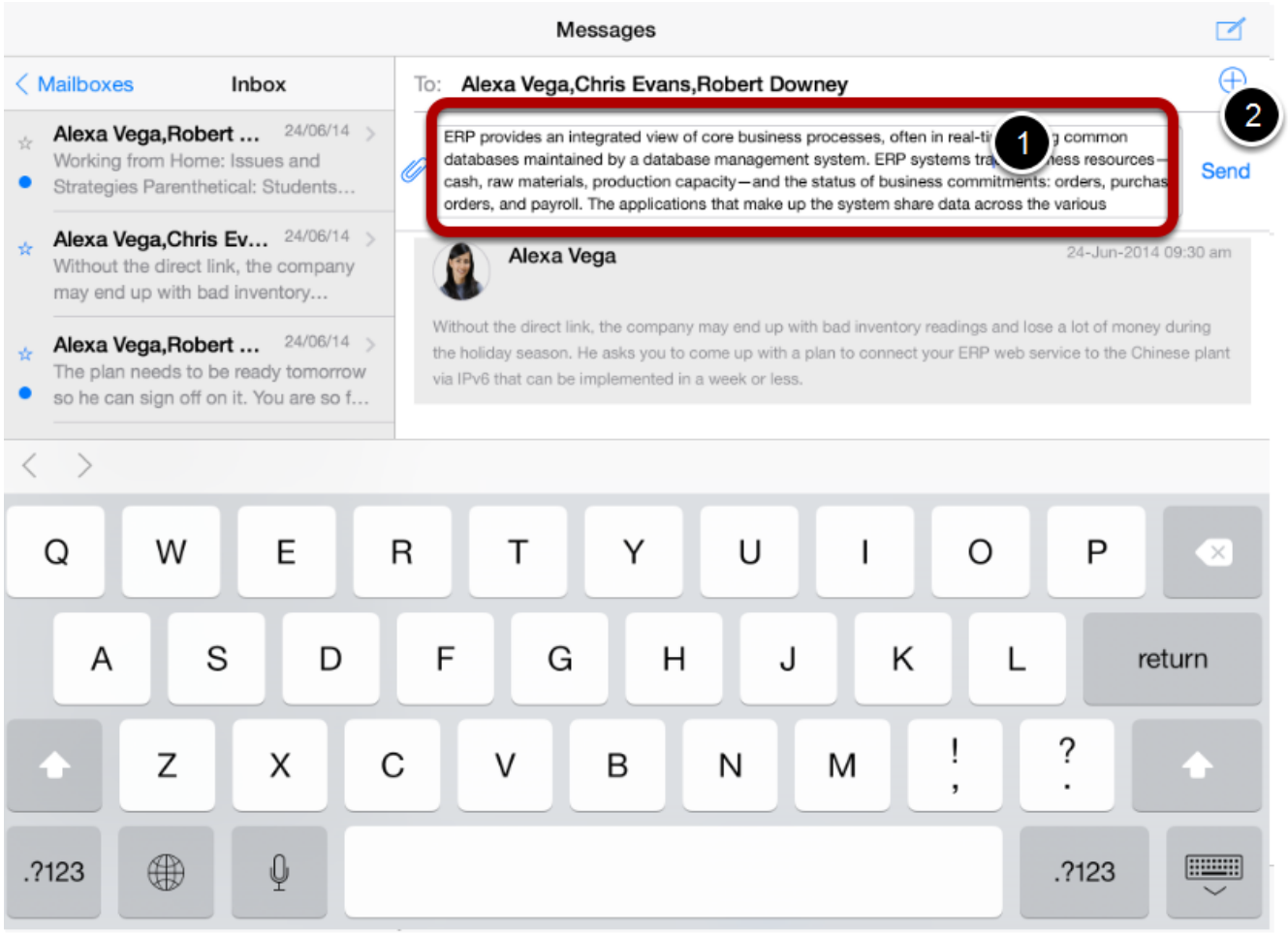


Select the **conversation** you want to reply.

Once you Tap the **Conversation**, you can view the Recipients' names in **To** field [1].

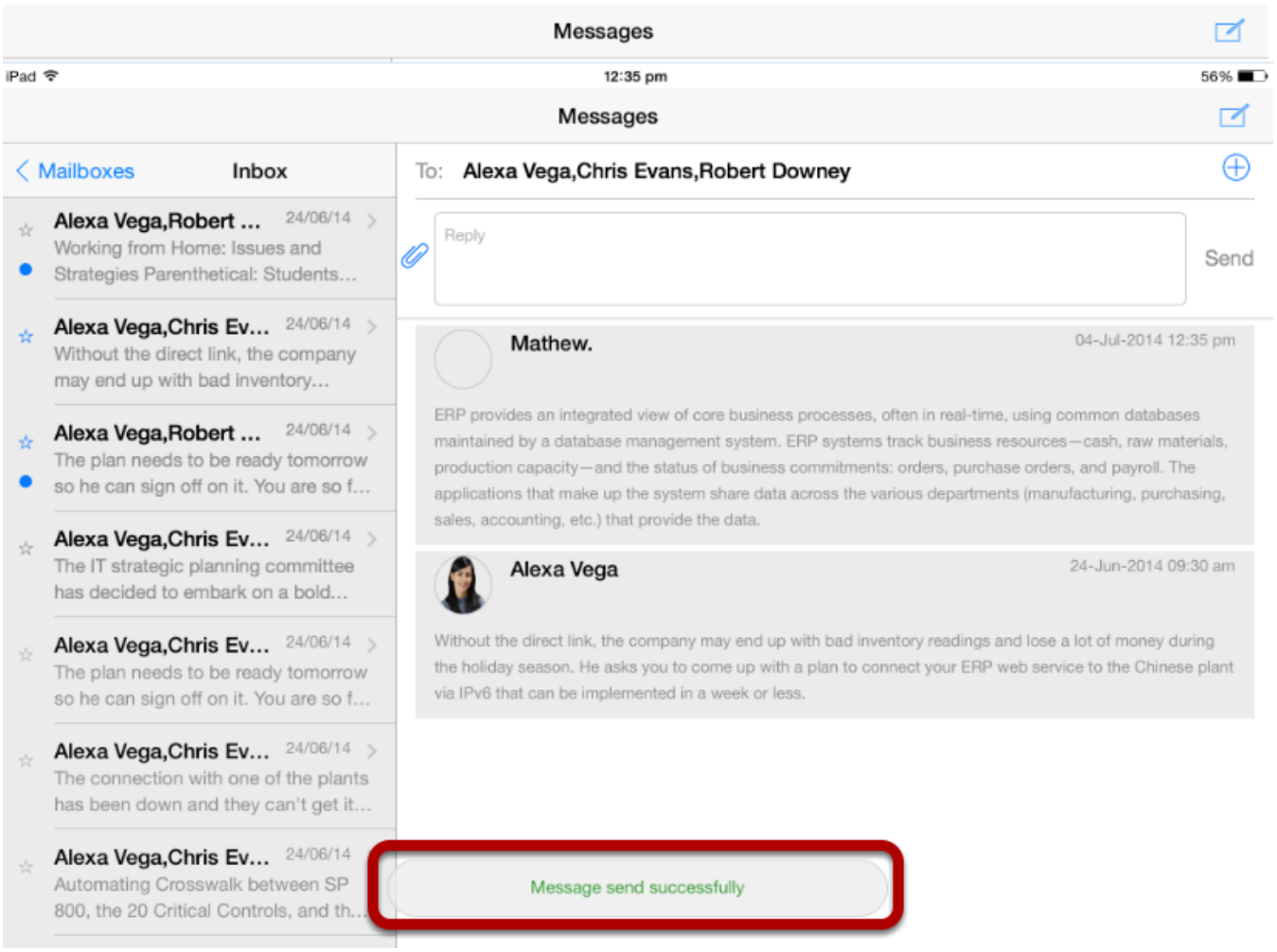
You can also add new recipients to the conversation using **Plus** icon [2].

Reply to Conversation



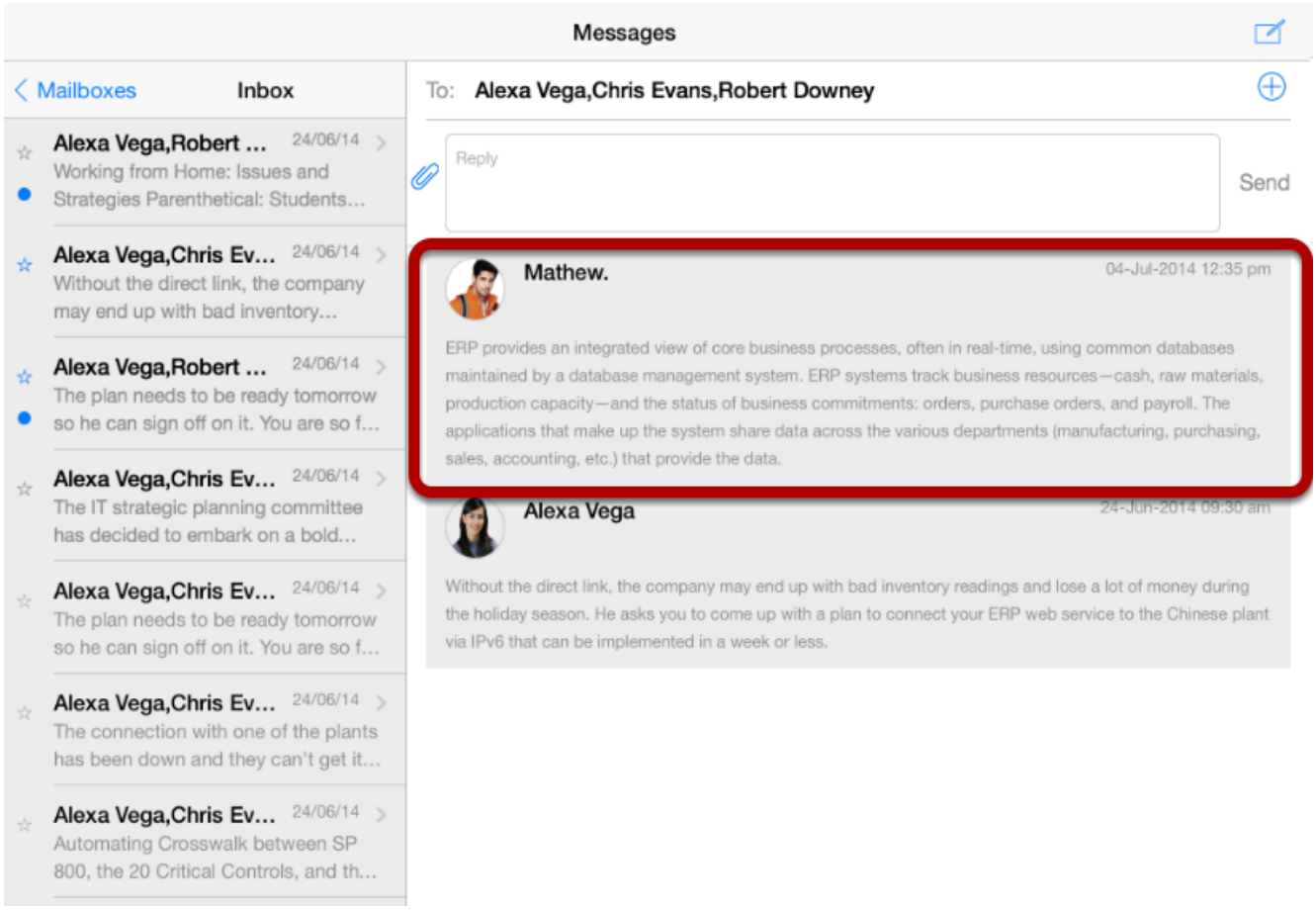
Type your reply in the message field [1]. When you are done, click the **Send** button [2].

View Sending Message Status



After sending a message you can view the status of the message.

View Sent Message

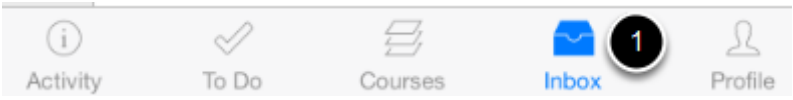


Your message appears at the top of the individual thread [1].

How do I add an attachment to a message on the Arrivu Apps ?

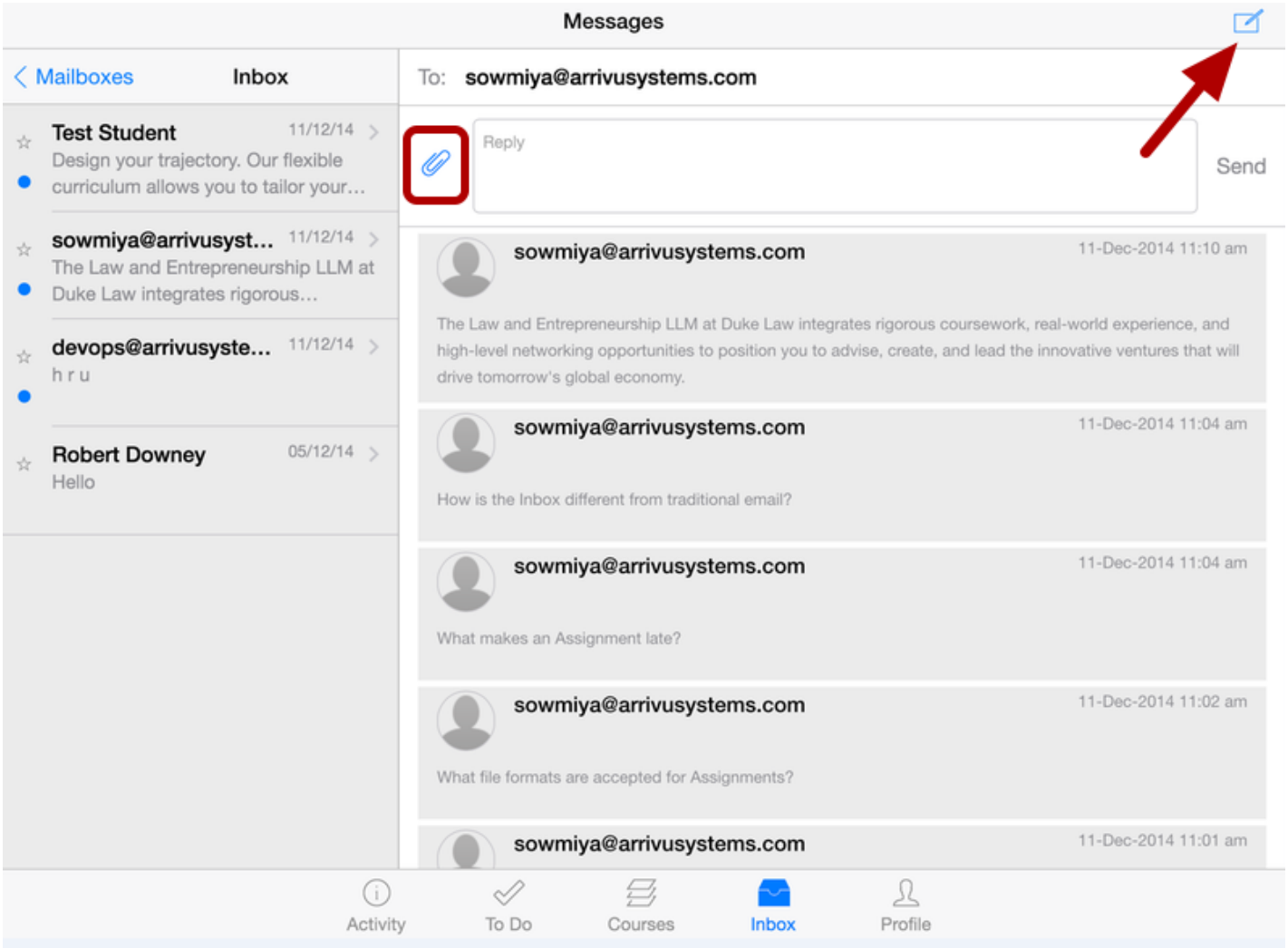
You can send attachments in conversations messages using the Arrivu application.

Open Inbox



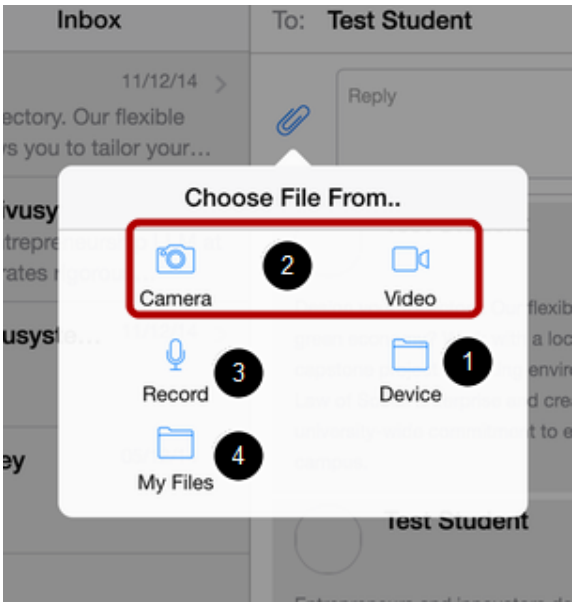
Click the **inbox** icon [1] in the footer to open conversations.

Compose New Message



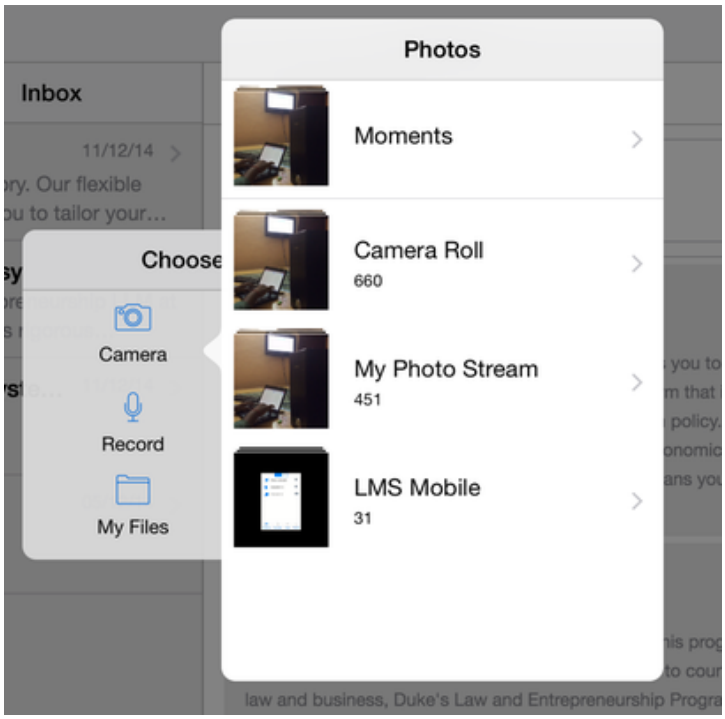
Tap the **Compose** icon. Tap the **Paper Clip** icon.

Select Attachment Type



To attach a file you've already created, tap the Choose from Devices... button [1]. Otherwise you can tap the Camera or Video button [2] or Record Audio button [3] or choose from My files [4].

Choose From Devices



To select an existing photo, locate and select a photo from a photo gallery on your iPad.

Take Photo

To take a new photo, Tap the **Camera** icon [1].

Use Photo

If you want to re-take the photo, tap the **Retake** link [1]. Otherwise tap the **Use Photo** link [2].

Take Video

To take a new video, To record a new video, tap the Recording button .

Note: Arrivu LMS may ask permission to access your microphone.

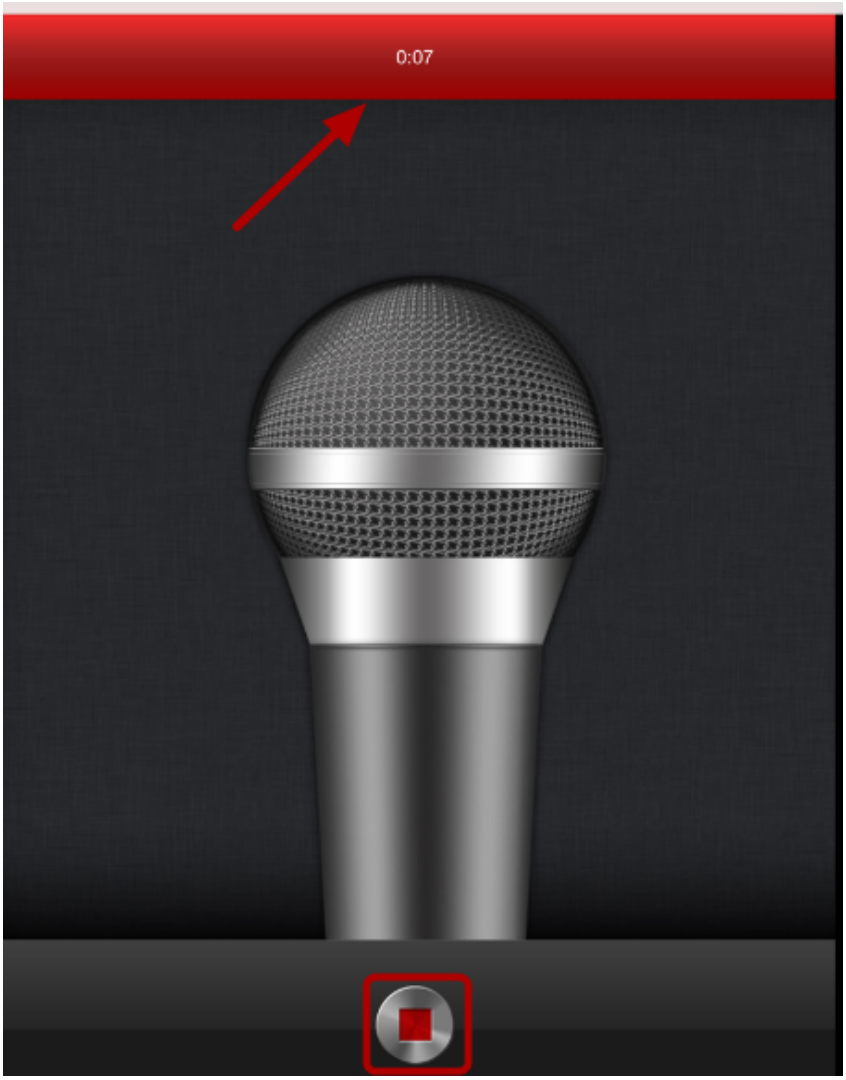
Use Video

To replay the video, tap the **Play** button [1]. If you want to re-record the video, tap the **Retake** button [2]. When you are finished, tap the **Use Video** button [3].

Record Audio

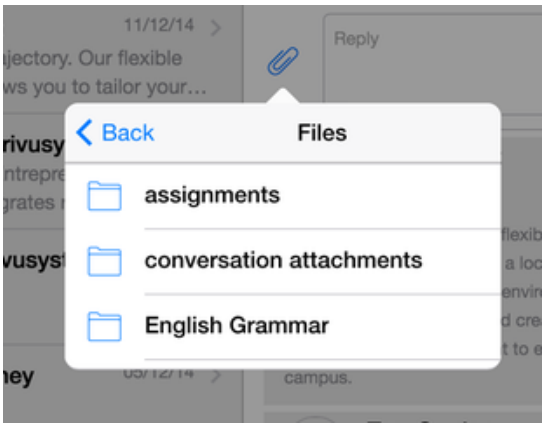
To record audio, tap the **Record** button.

Stop Audio



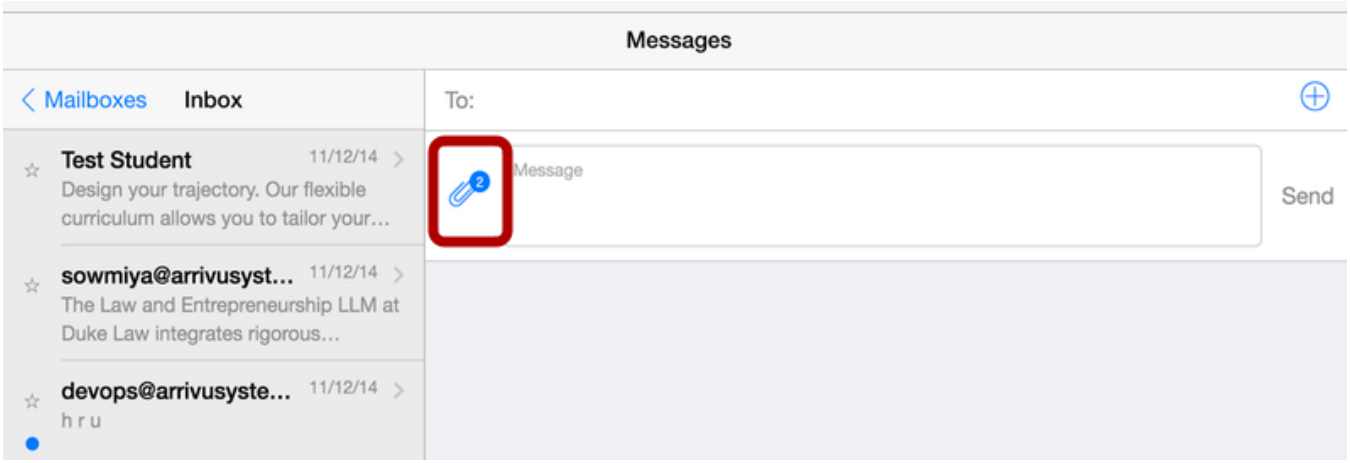
To stop recording, tap the **Stop** button. You can view how long you record information at the top of the screen.

Select My Files



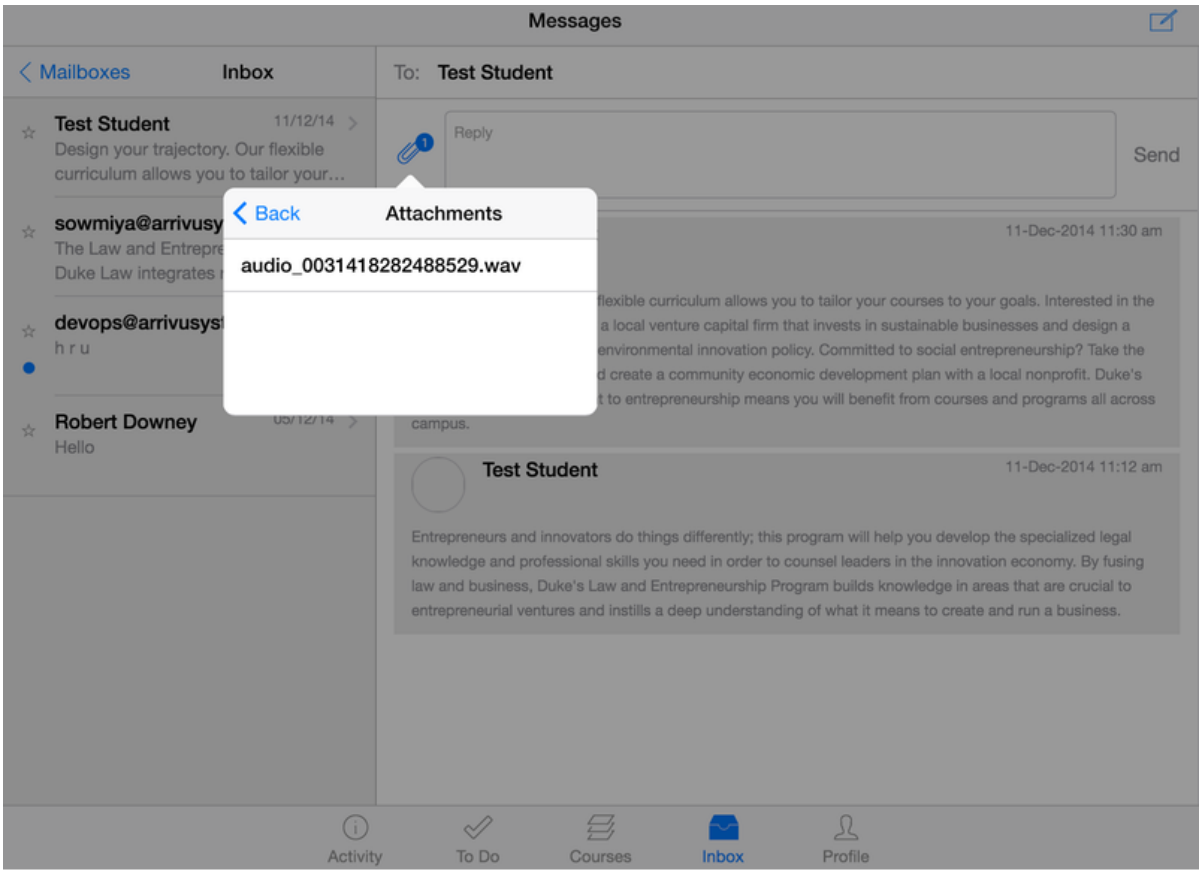
You can attach files from My files. My Files consists of your submitted assignment files, conversation attachments and course files.

View Attachment



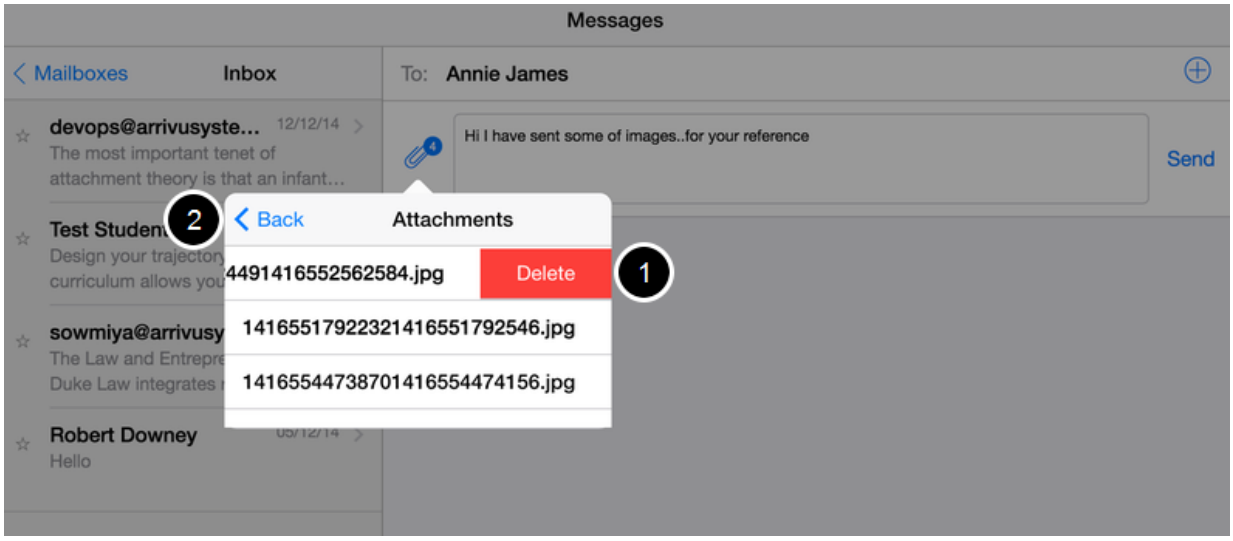
The paper clip icon will include a number indicator to show the number of attachments in your message.

View Existing Attachments



If you want to view or edit the existing attachments, tap the **Paper Clip** icon [1], then tap the **Attachments**... icon [2].

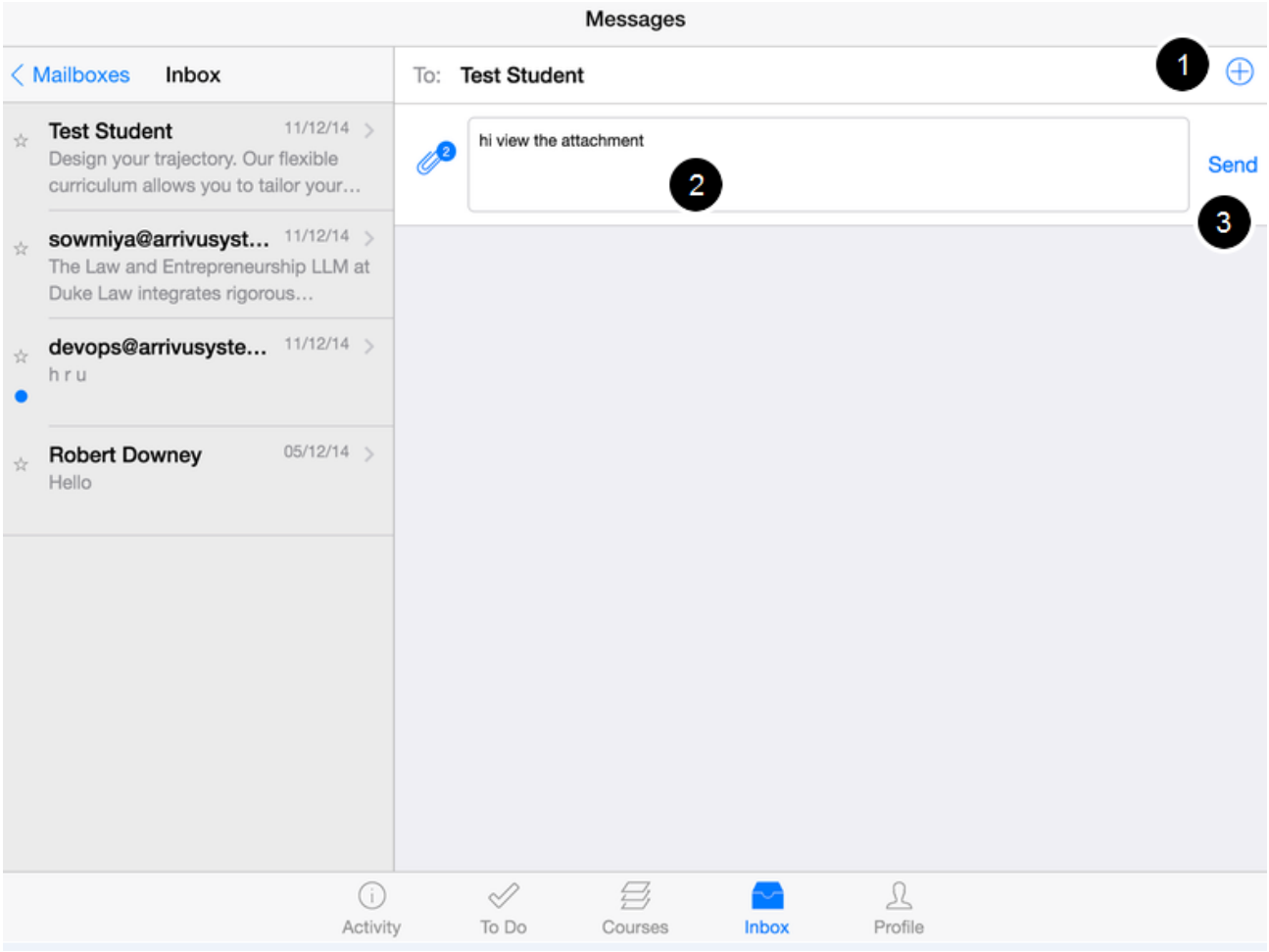
Delete Attachment



Swipe the attached file from right to left, **Delete** button [1] to confirm.

When you're finished editing attachments, tap the **Back** link [2].

Send Message



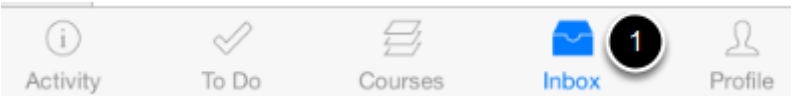
To add a message recipient, tap the **Add** icon [1]. In the compose field [2], **type your message**. When you are ready to send your message, tap the **Send** link [3].

Note: New messages will not appear in the Inbox on the Arrivu LMS application until there is a reply to the message. However, if you have an existing Inbox message with a recipient, the message will appear as part of that message thread.

How do I delete a message from a Conversation on Arrivu Apps?

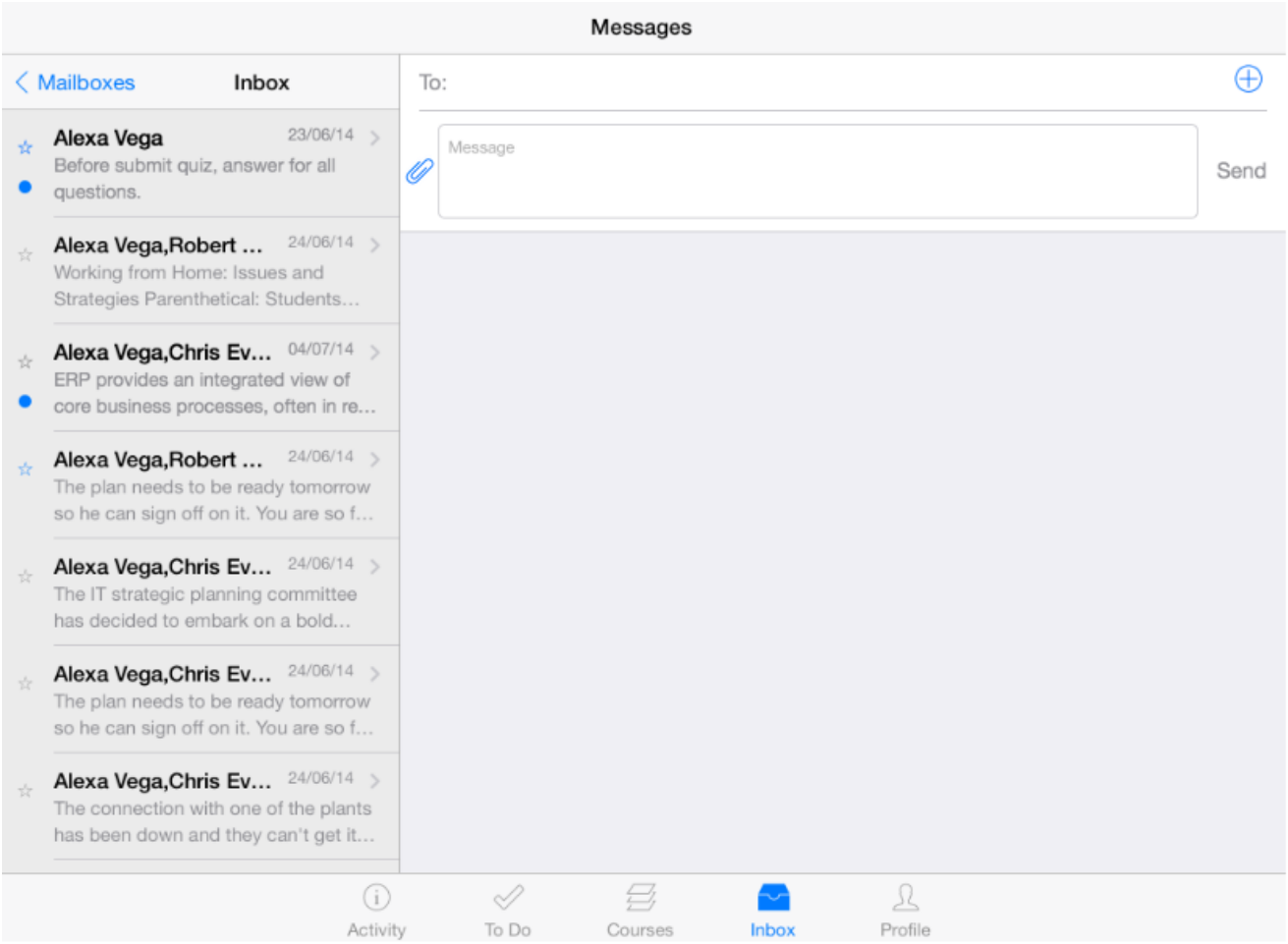
You can delete any individual messages within a Conversation in the Arrivu Apps

Open Inbox



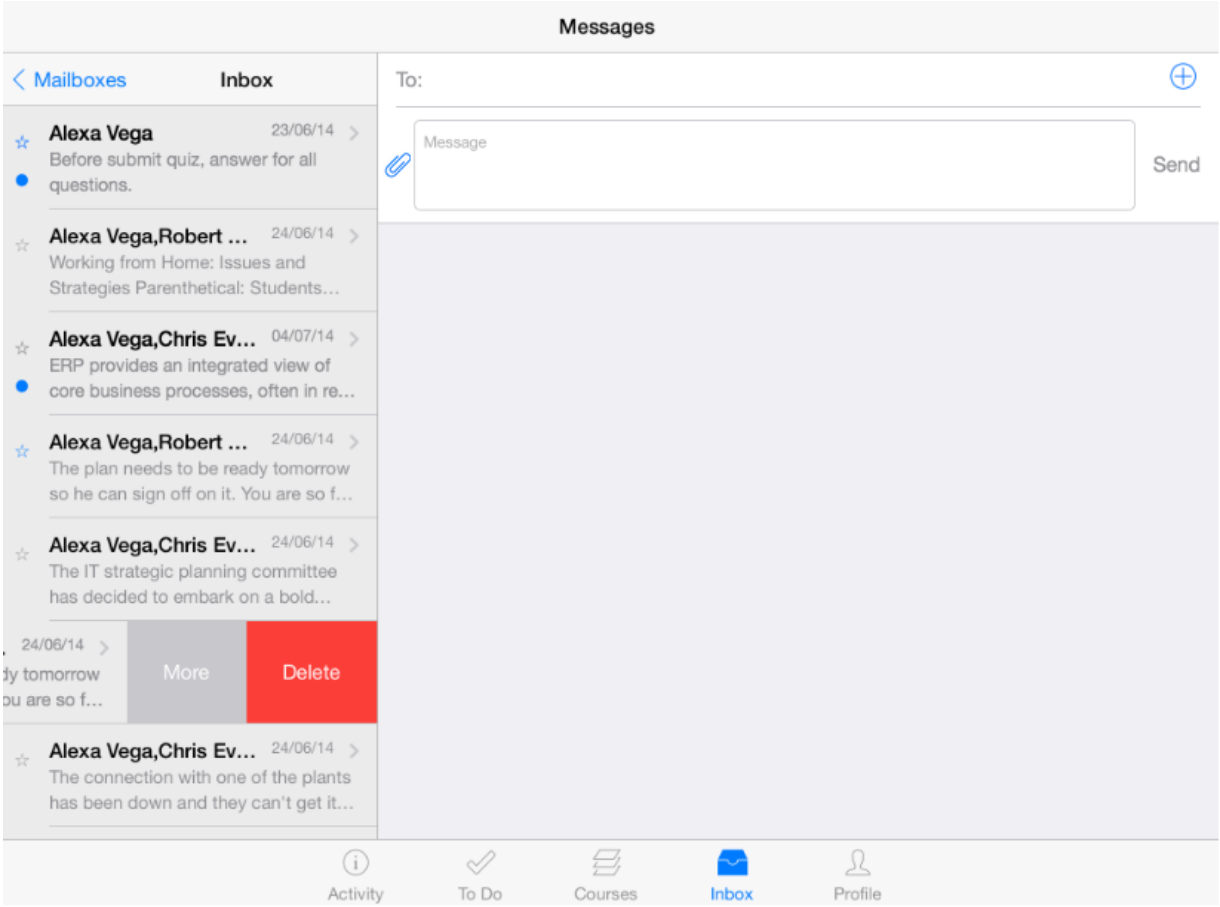
Click the **Inbox** icon [1] in the footer to open Conversations.

View Conversations



Once you click the Inbox, you can view the conversation messages.

Delete Messages

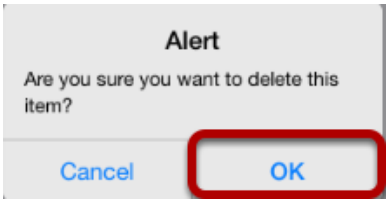


Swipe the message from right to left.

You can view the link to delete the conversation.

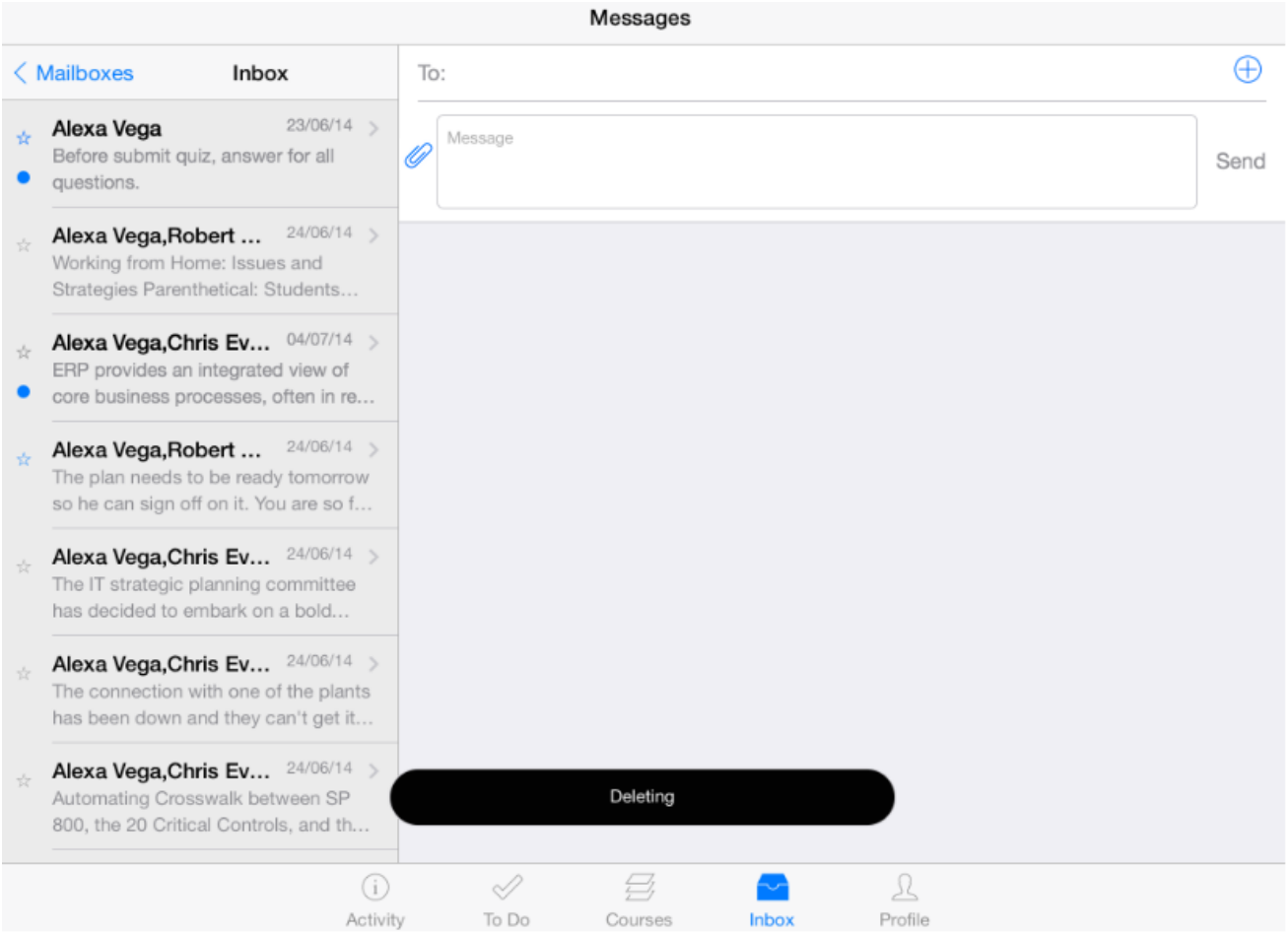
Tap the **Delete** link.

View Confirmation



Click the **OK** button to delete the Conversation message.

View deleting status



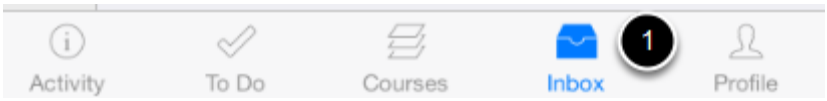
You can view the status of the deletion of the message saying either it is successfully deleted or not.

How do I delete a name from the add recipient list on Arrivu Apps?

If you accidentally select any wrong individual(s) in a message, you can easily remove the name(s) before adding it into the "To:" list.

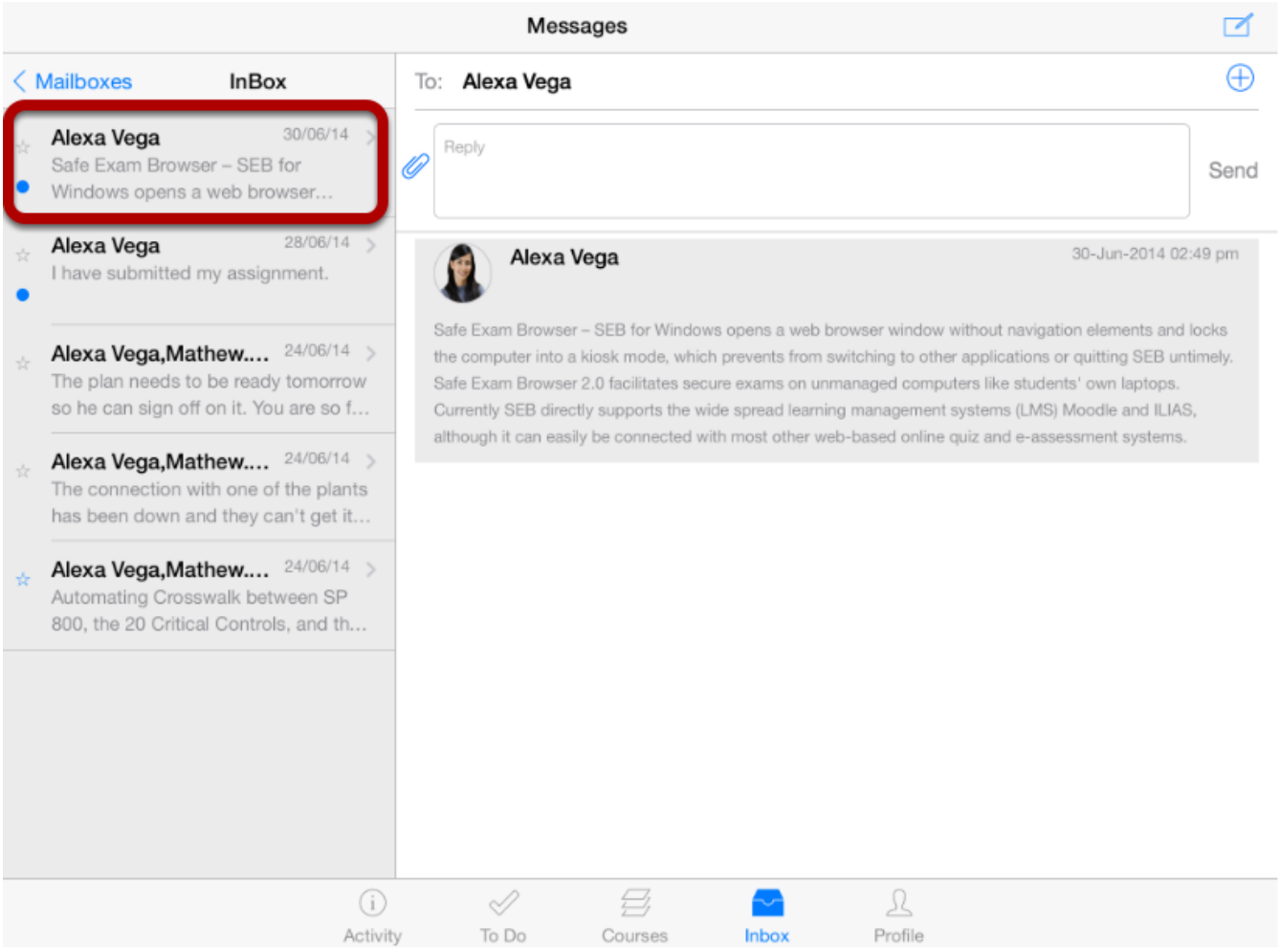
Note: This process is the same when you are creating a new message.

Open Inbox



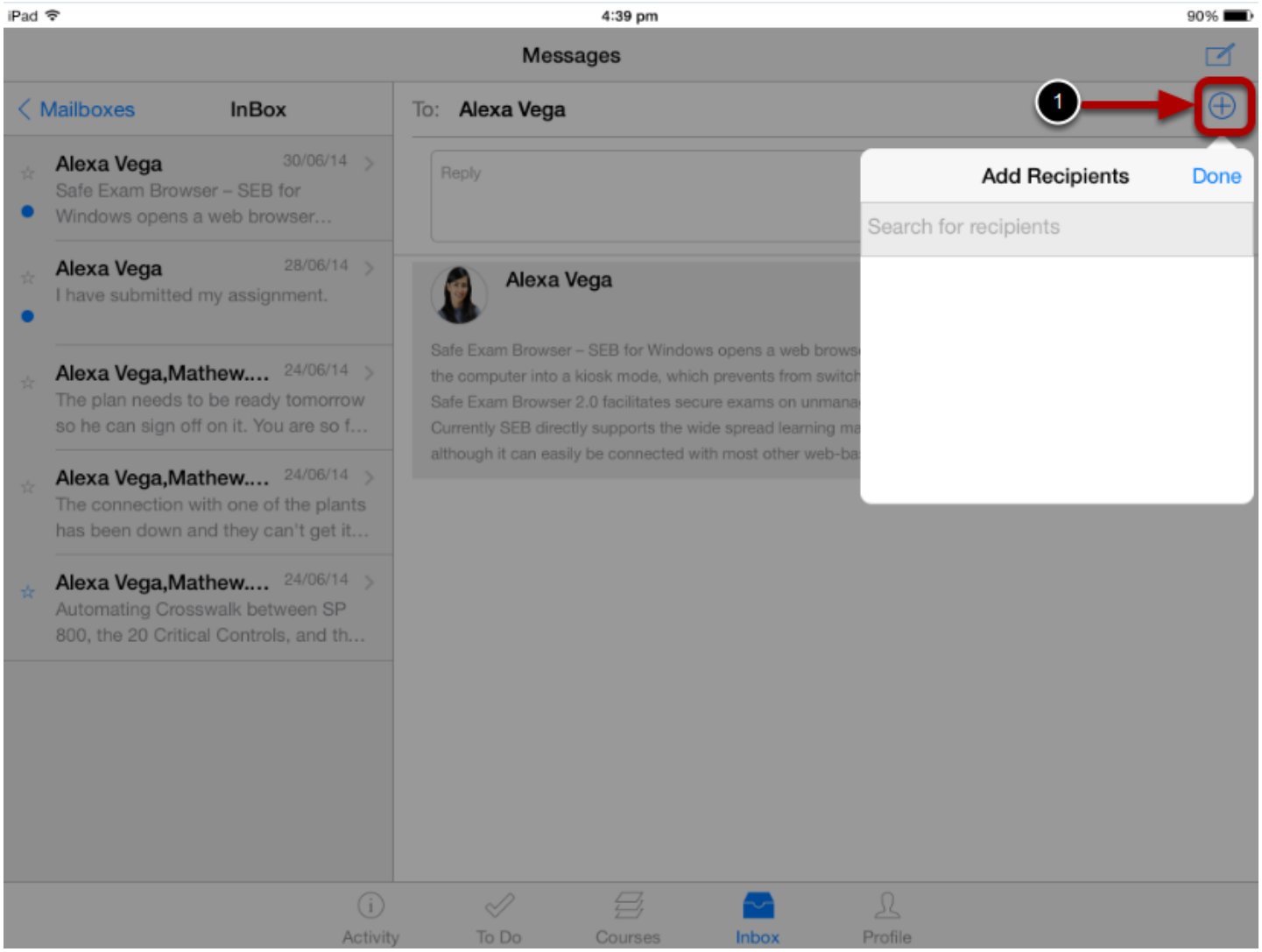
Tap the **Inbox** icon [1].

View Conversations Messages



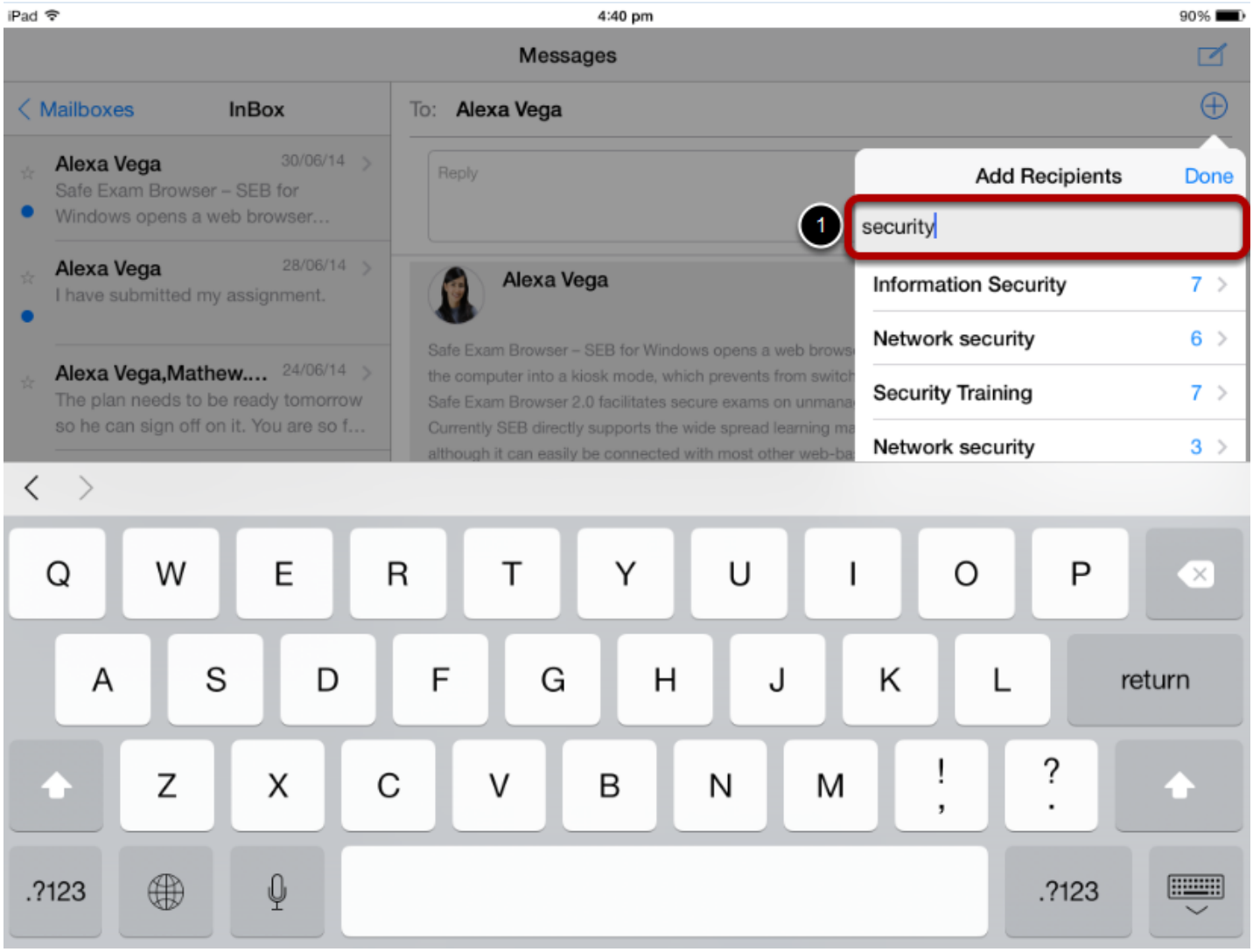
Select the **Conversation**

View Add Recipient



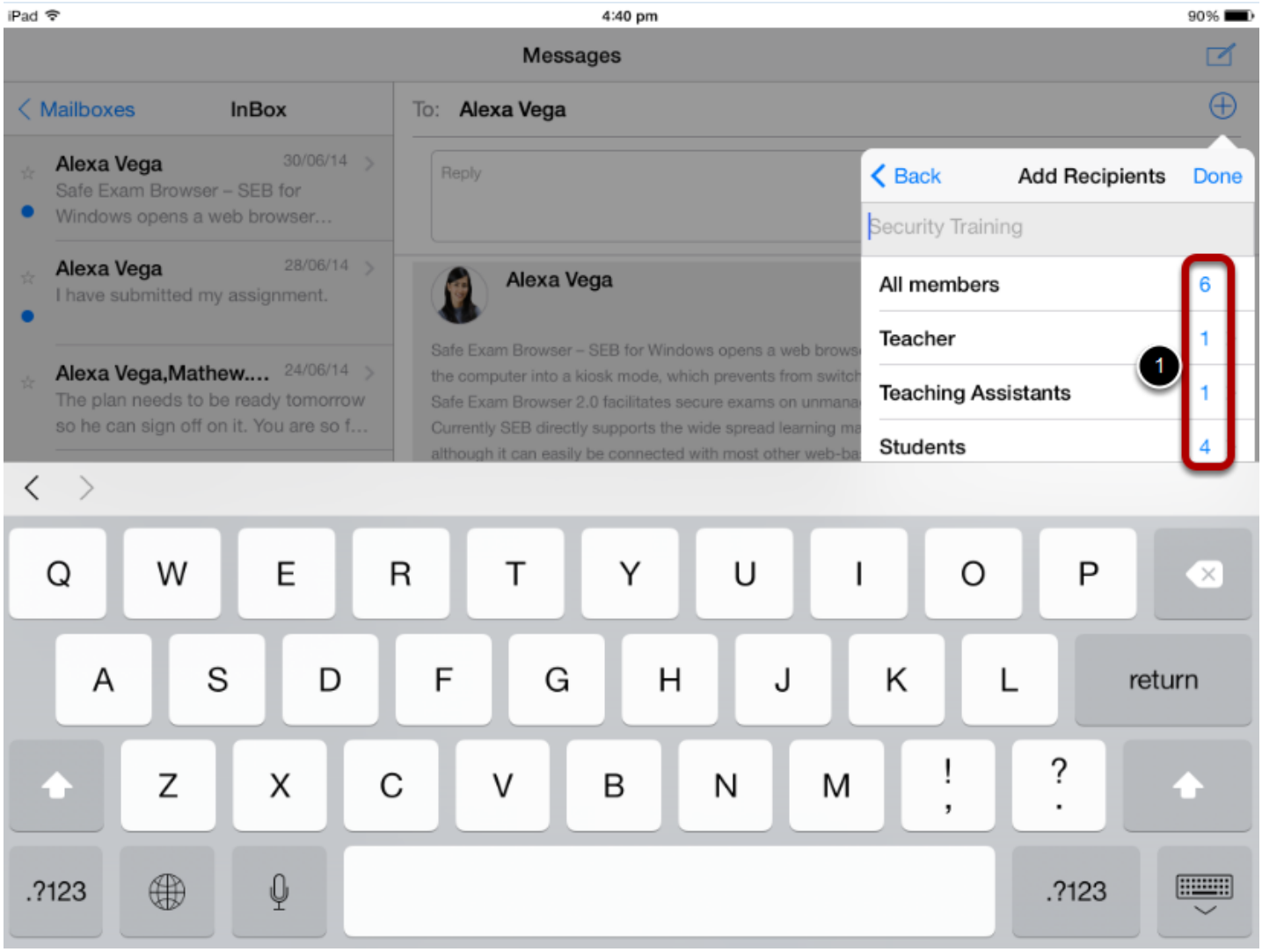
Tap the **Add** icon [1] to search for a recipient.

Search Recipient



When you are typing a **text** in the search field [1], it will list all the related course names.

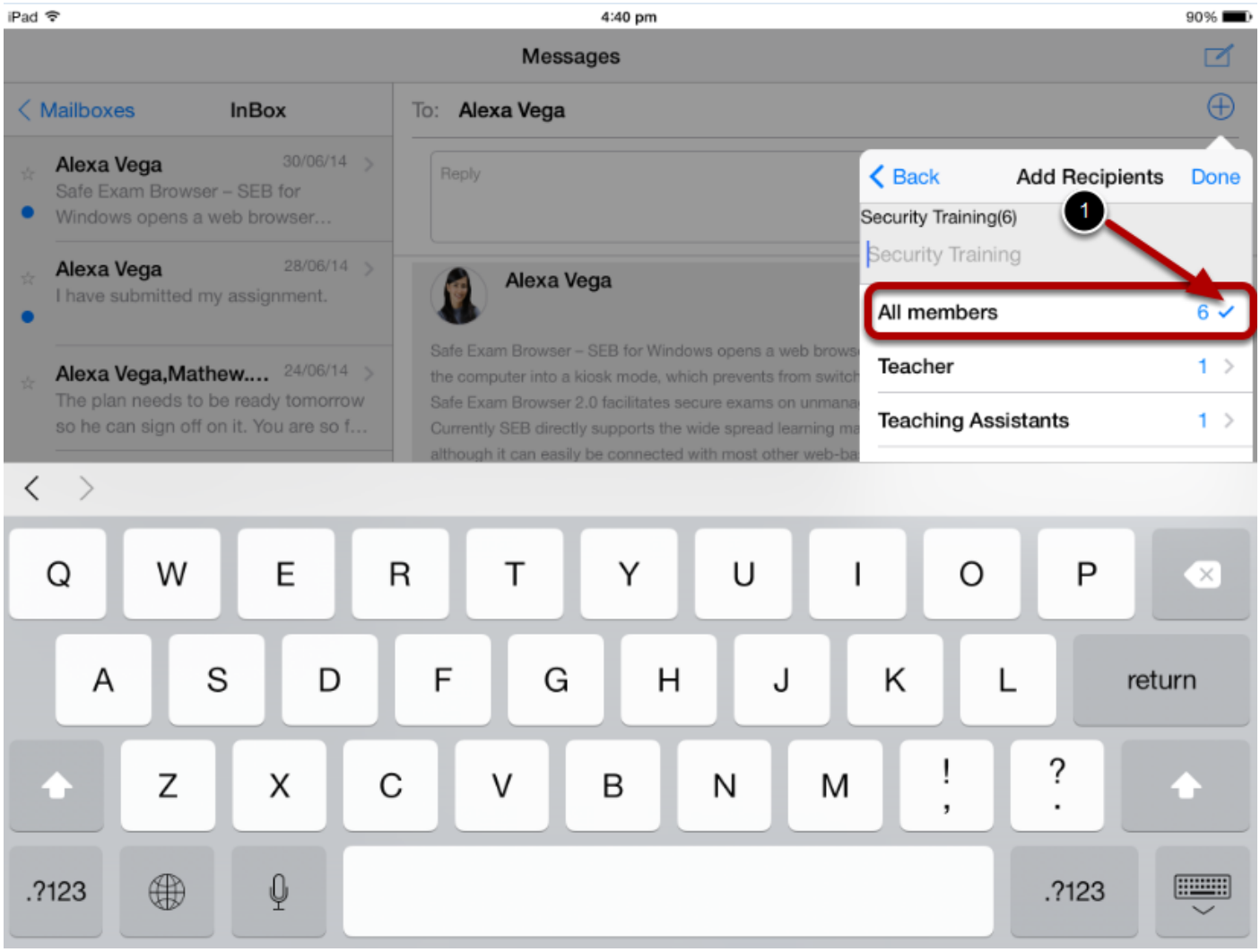
Select Course's Name



Select the course's name.

It will list all the members, teachers, teaching assistants and students. You can view the number of peoples within the list [1].

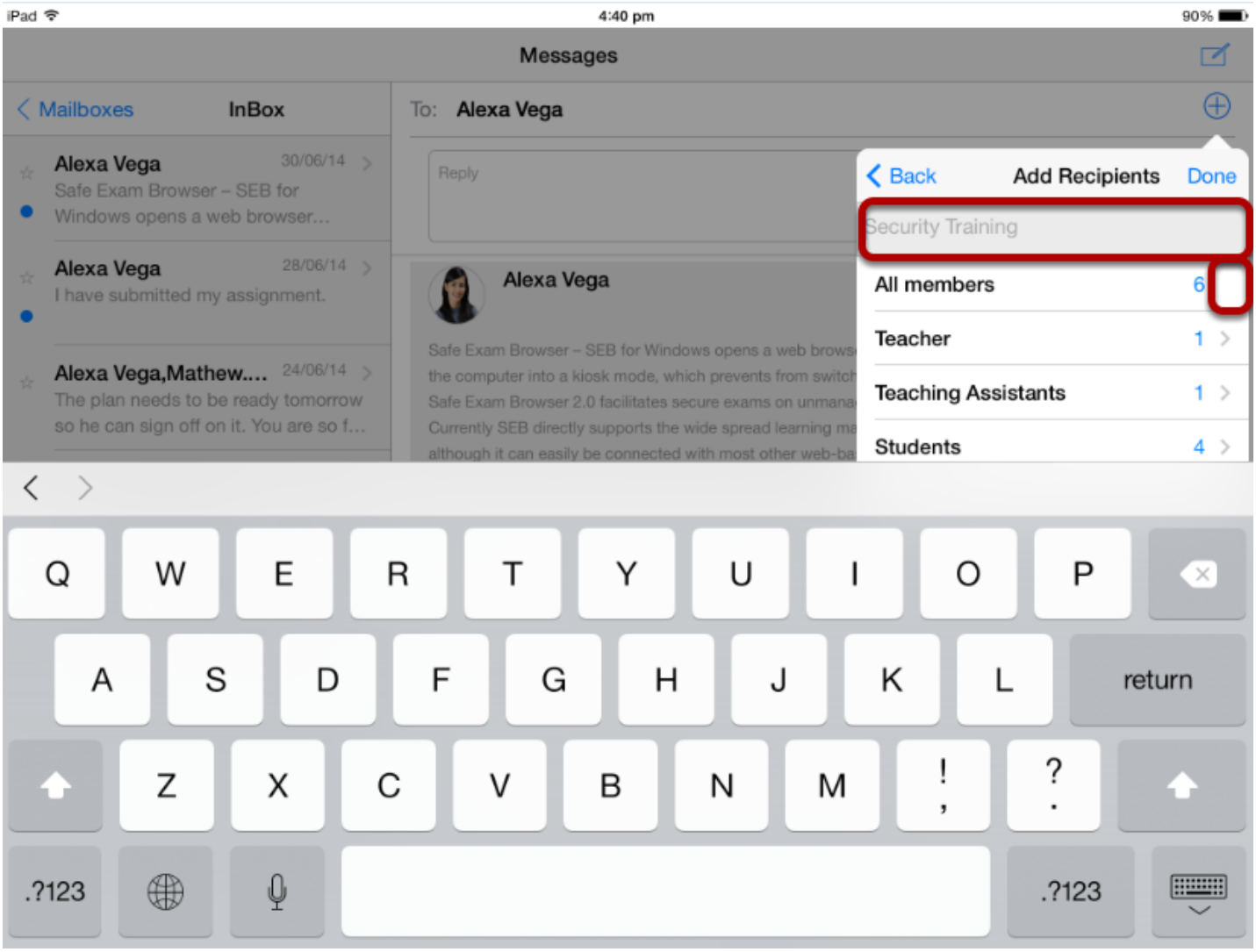
Delete Members



Tap the list you want to add . The selected list is marked with a tick mark [1].

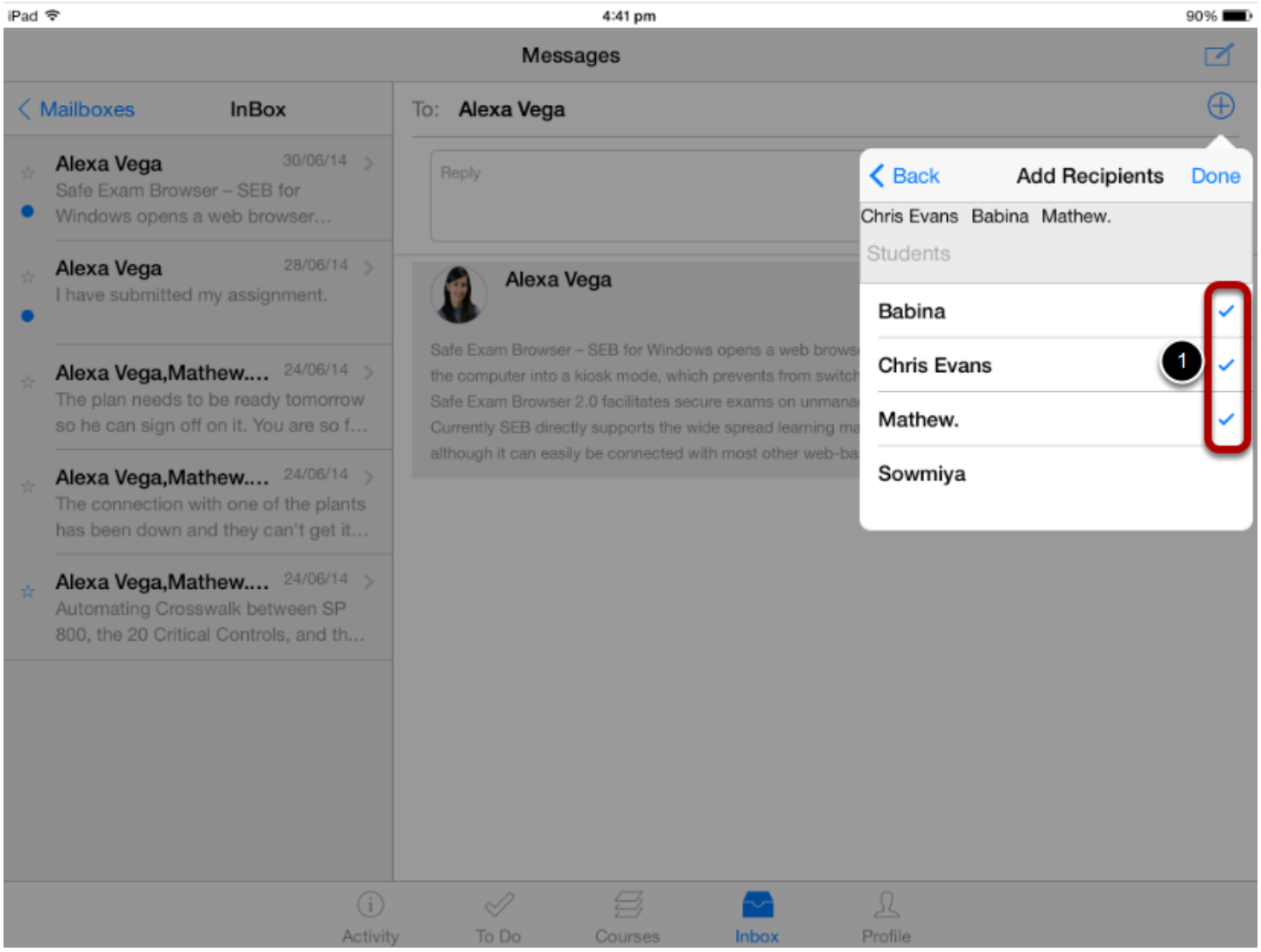
Tap the name again and the selected list is deleted from the "To:" list and the tick mark is also removed.

View Deleted Recipients List



Selected Recipient and the tick mark is removed from the list.

Select Individual Name

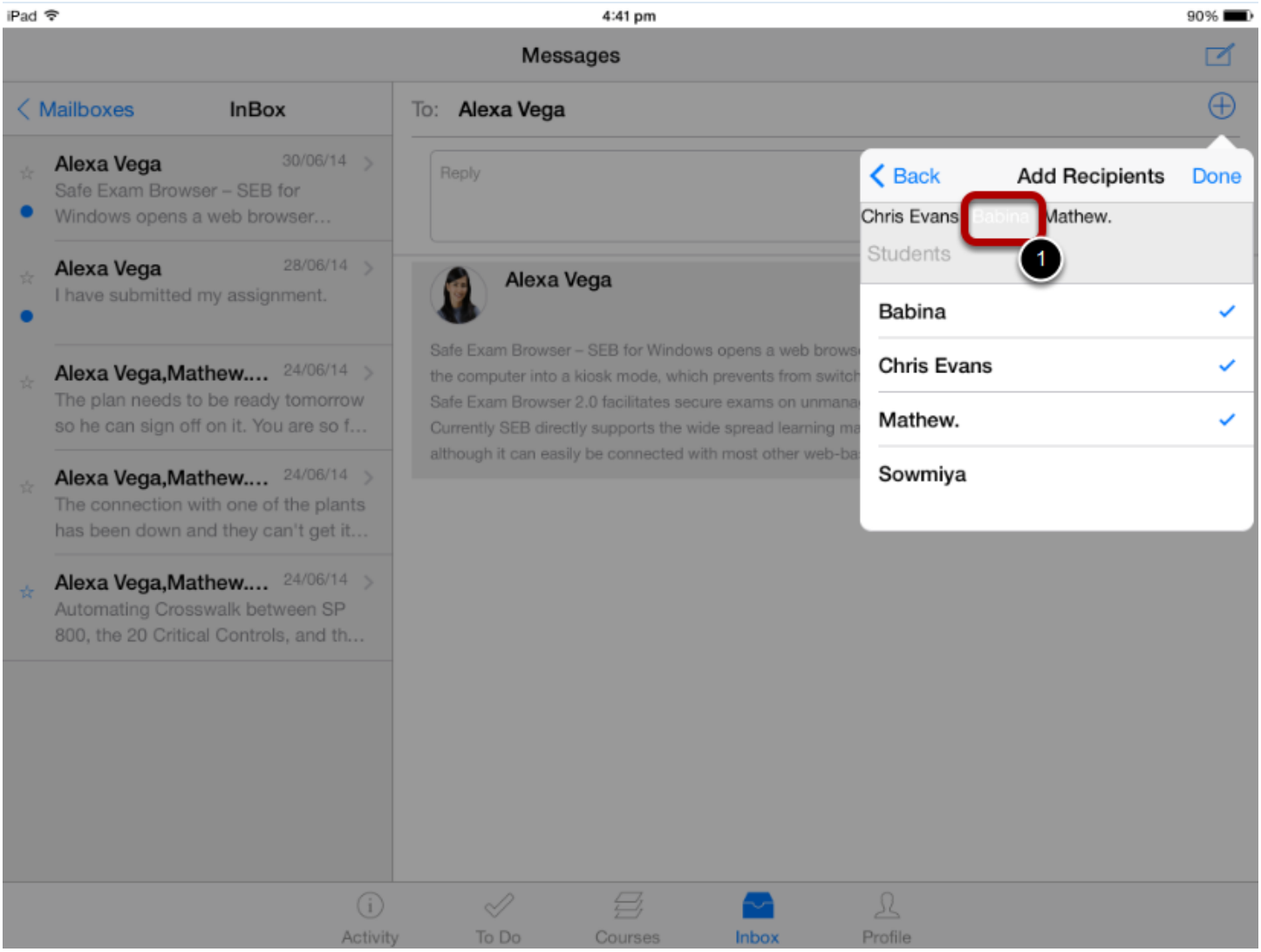


Tap the name from the list you want to add . The selected recipient is marked with tick mark [1].

Note: you can remove the name from the search list same way as we discussed previous.

You can also use the following steps to delete the recipients list.

Select any Name to delete

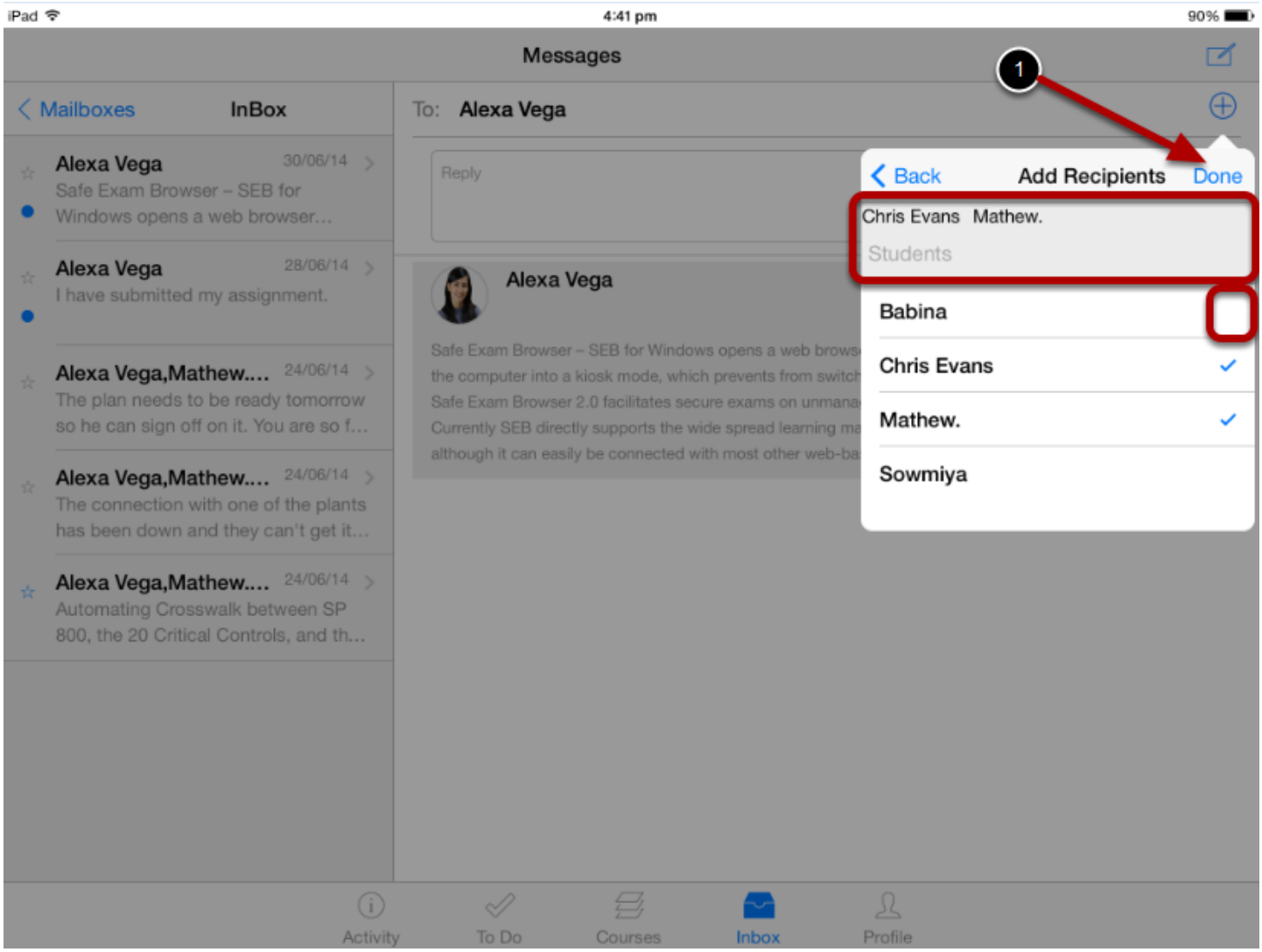


Tap the name the search list [1] to delete it from the recipients list.

Selected name will be changed into white to indicate the selection.

Tap the same name again to remove it from the list.

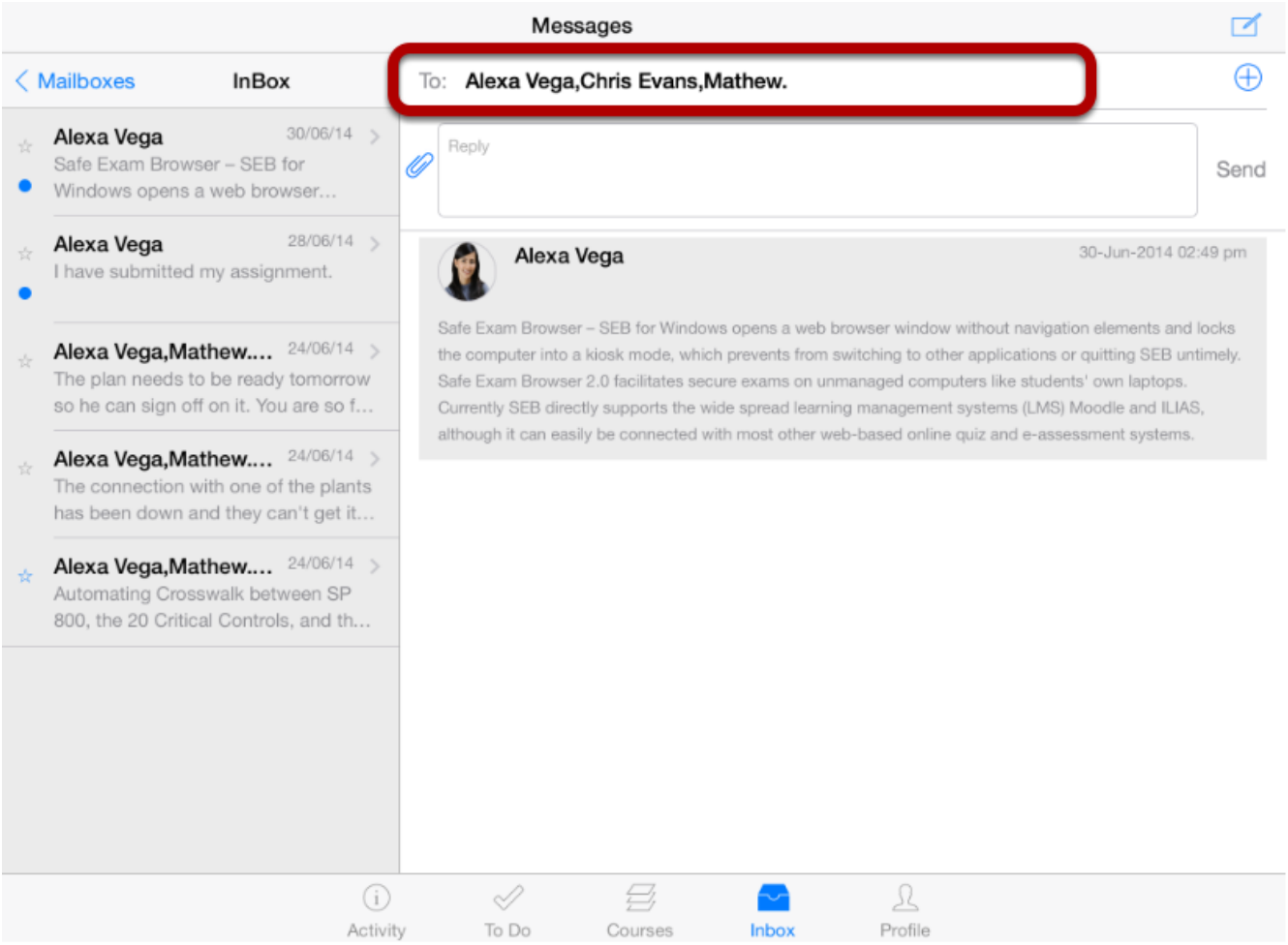
View the Deleted List



The name you deleted is removed from the recipient list. The tick mark is also removed from the list.

Once you select the name list, click the **Done** Link [1]

View Recipients

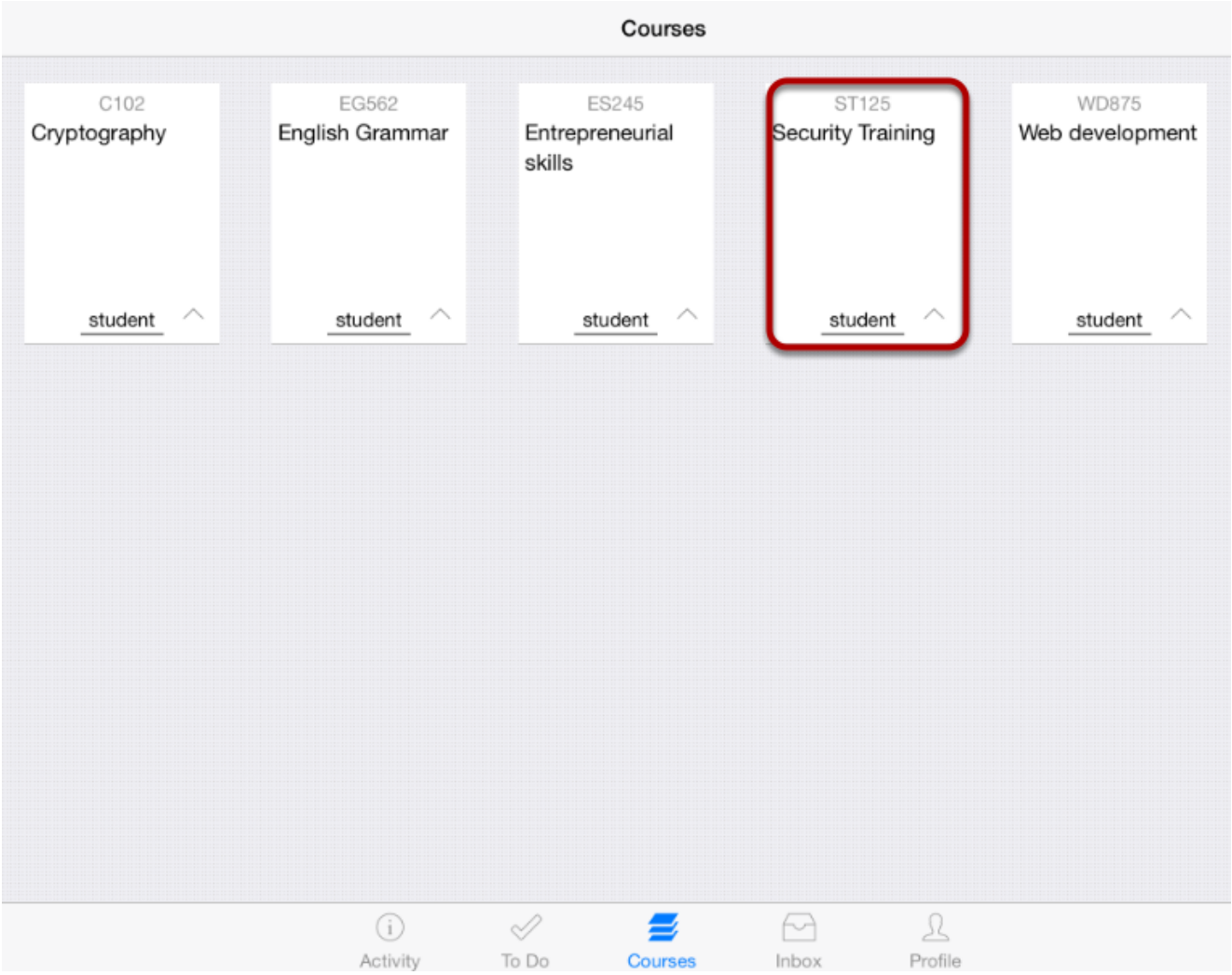


The selected names are added to the "To:" list, so that you can send message.

How do I View Classes on Arrivu Apps?

Instructors can organize the course's contents using the classes.

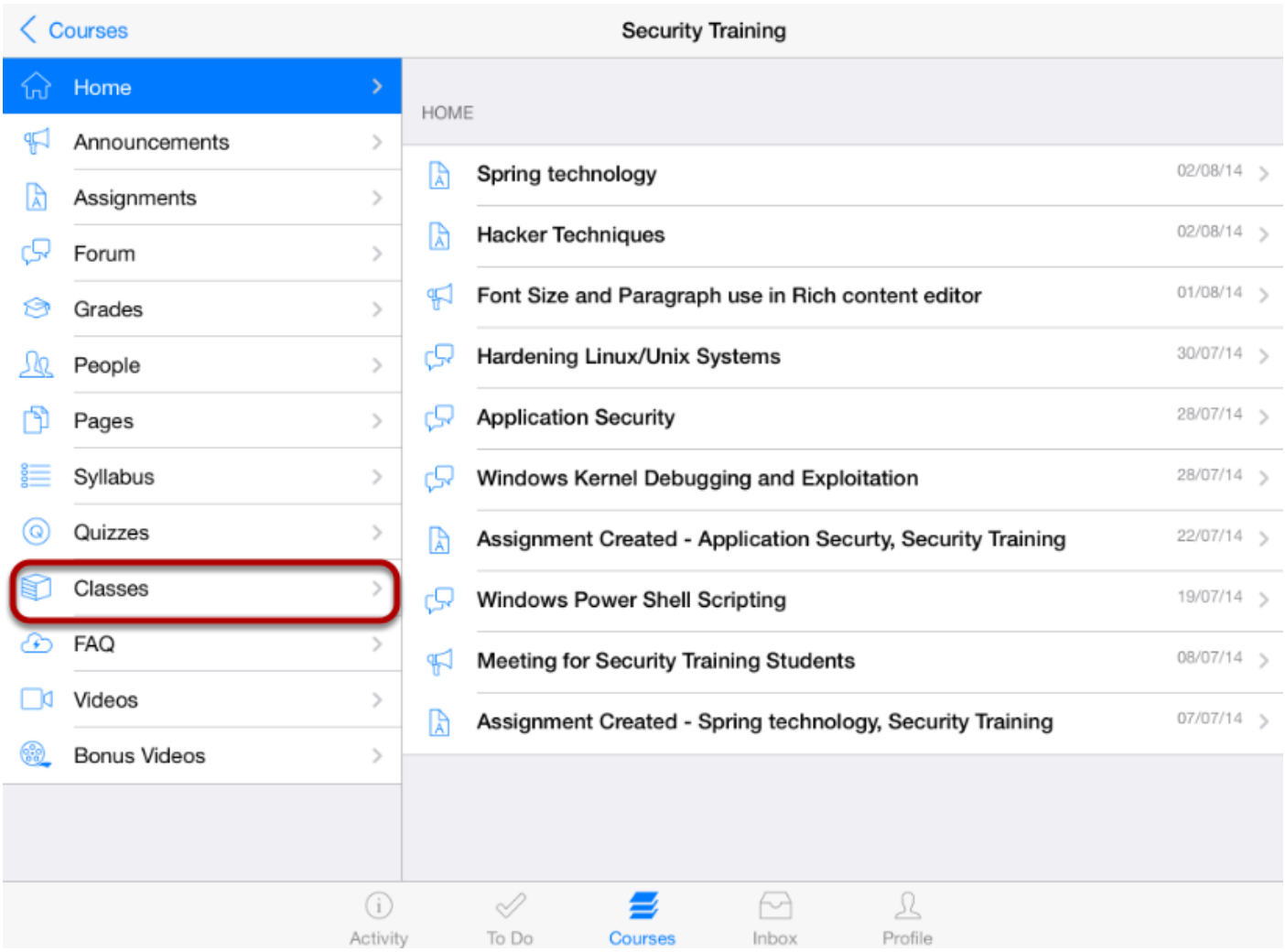
Open the Course



In the Courses tab, tap the name of the course you would like to view.

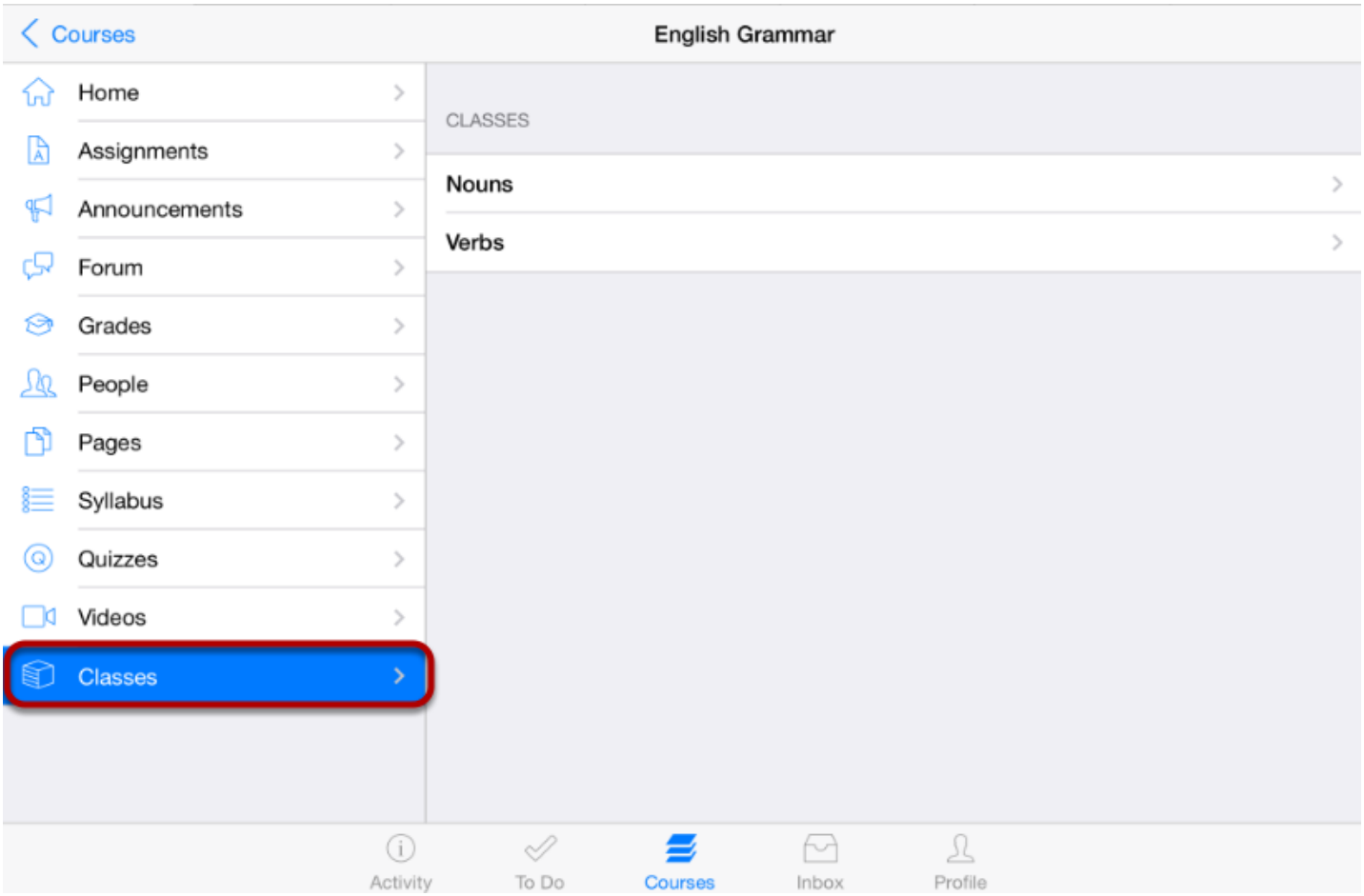
It displays the Home page of the course you selected.

View Home Page



You can view the course's Home page. Tap the **Classes** link .

Open Classes

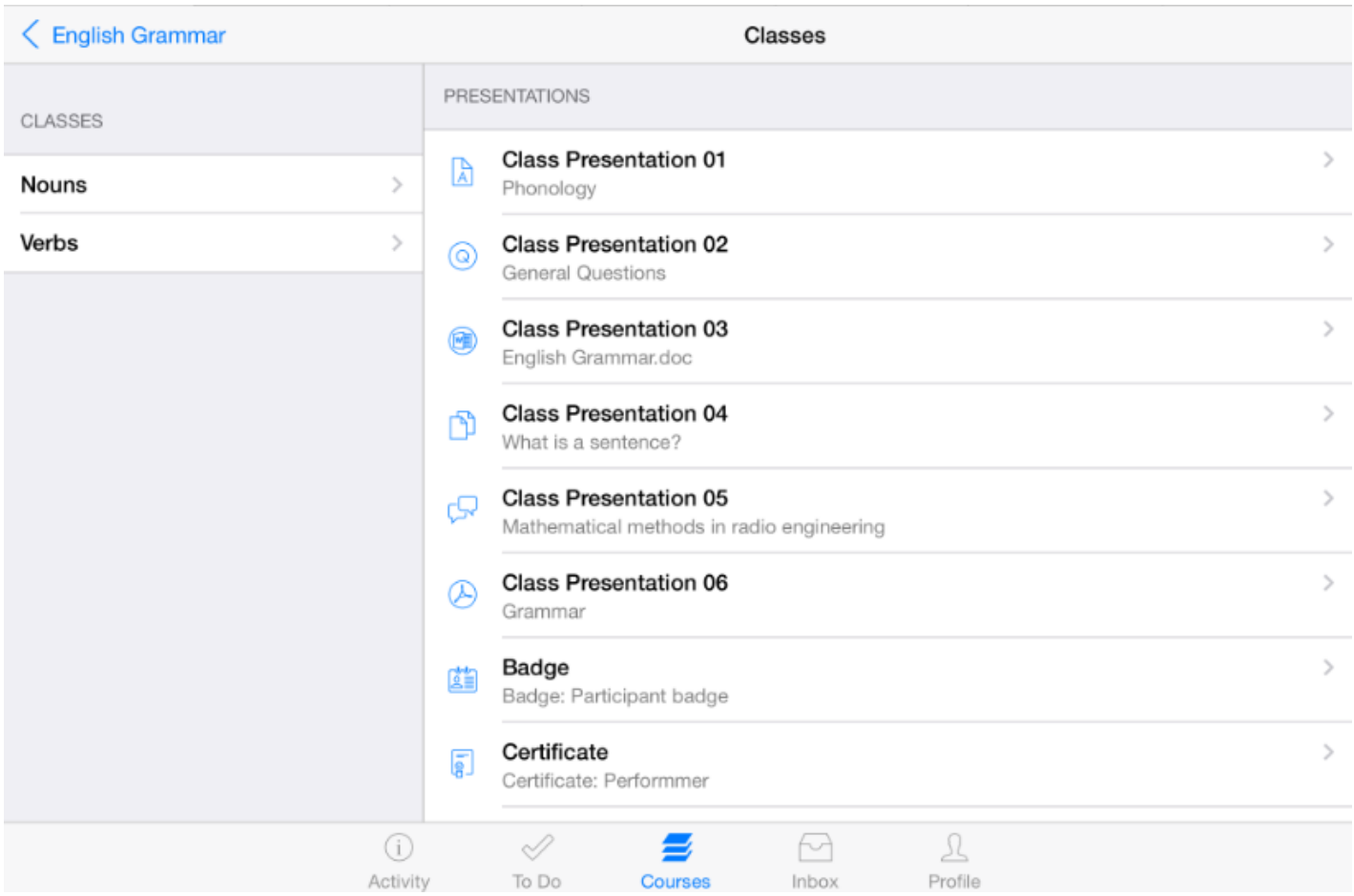


View the Class list in the right side window.

To view the particular Class item, tap the item name.

Classes are listed by their names and they contains Assignments, Pages, Discussions and Quizzes.

View Classes

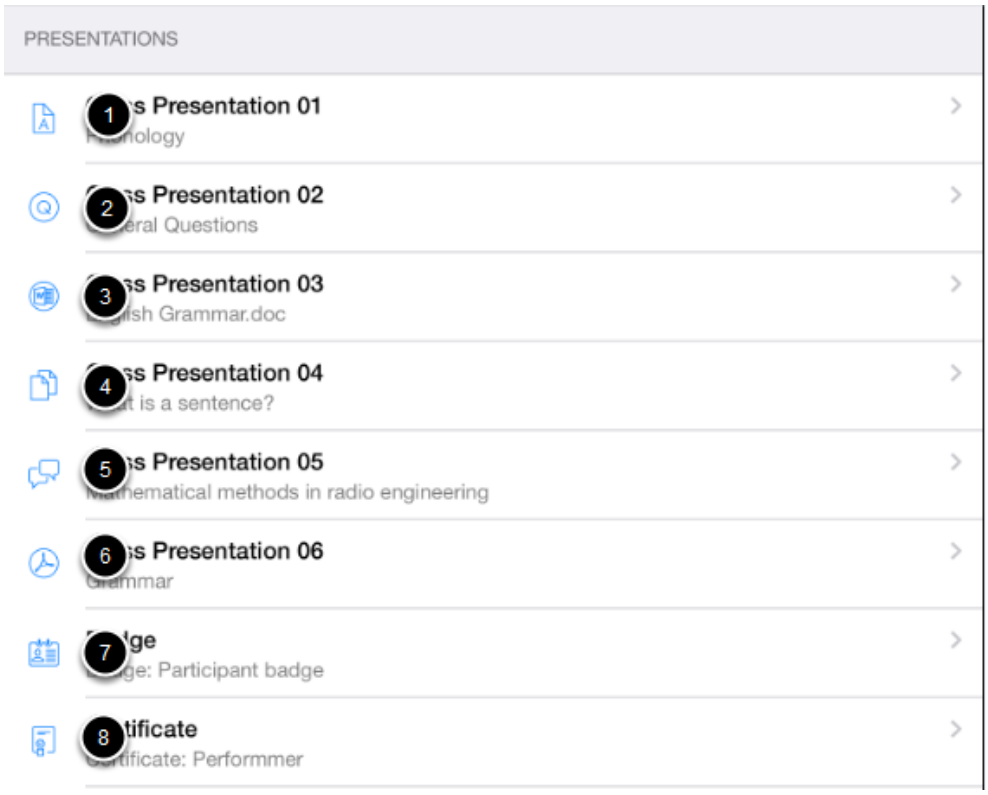


To view Class items, tap the class' name.
To view items details, click the item's name you want to see on the right side.

Classes are categorized into four groups:

1. **Pre class videos** - Contains videos related to the course.
2. **Presentation** - Contains the presentation files related to that class.
3. **Pre class reading materials** - Contains some PDF files related to the course.
4. **Assignments** - Contains assignments and quizzes related to the course.

View Class Icons

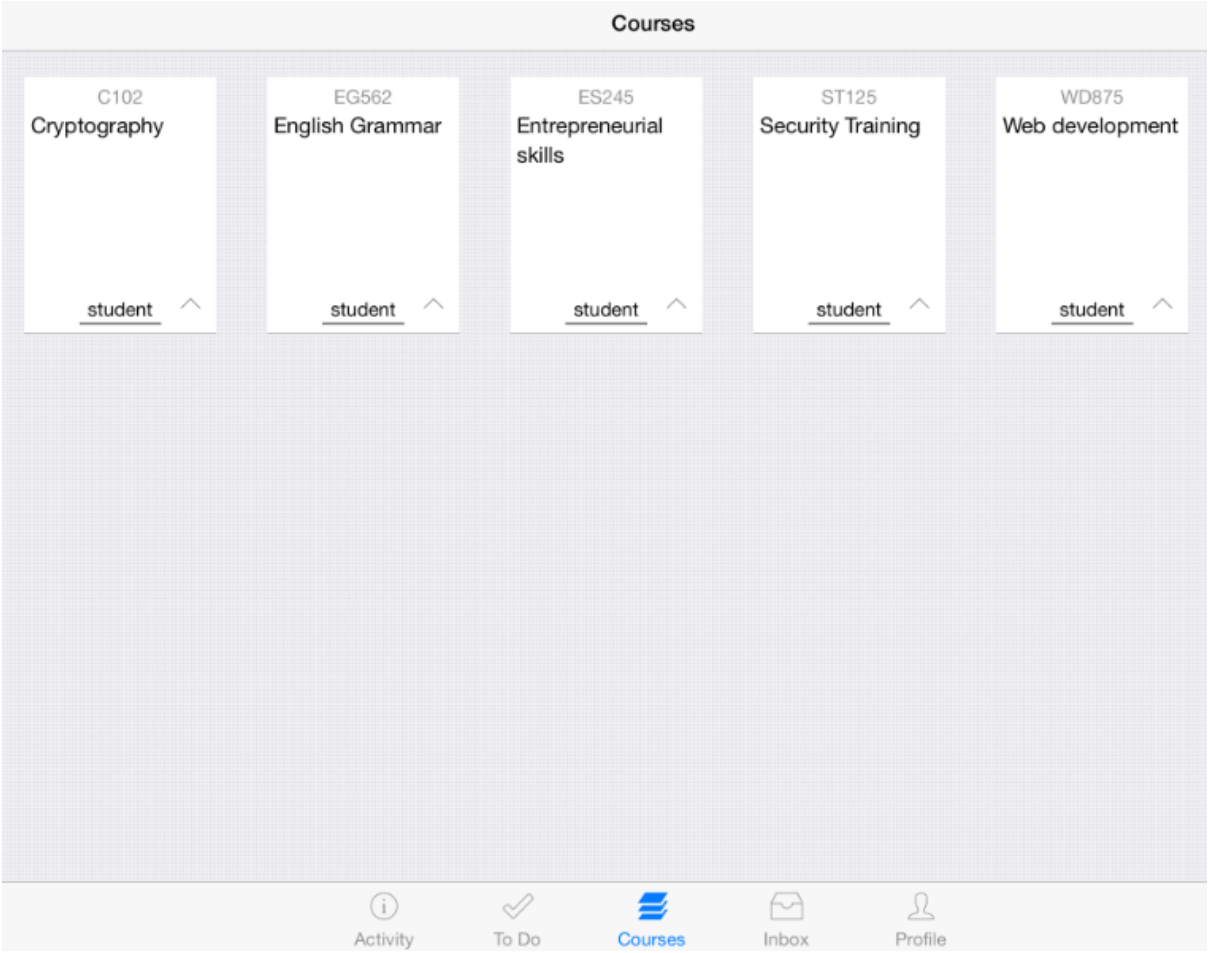


1. **Assignment** icon means there is an assignment to submit.
2. **Quiz** icon means there is a quiz to submit
3. **Document** icon means there is a document to read
4. **Page** icon means there is a page to read.
5. **Discussion** icon means there is a discussion to participate in.
6. **PDF** or **PPT** icons mean there is a file of content to read.
7. **Badge** icon means there is a badge to obtain
8. **Certificate** icon means there is a certificate to obtain.

How do I view my courses on Arrivu Apps?

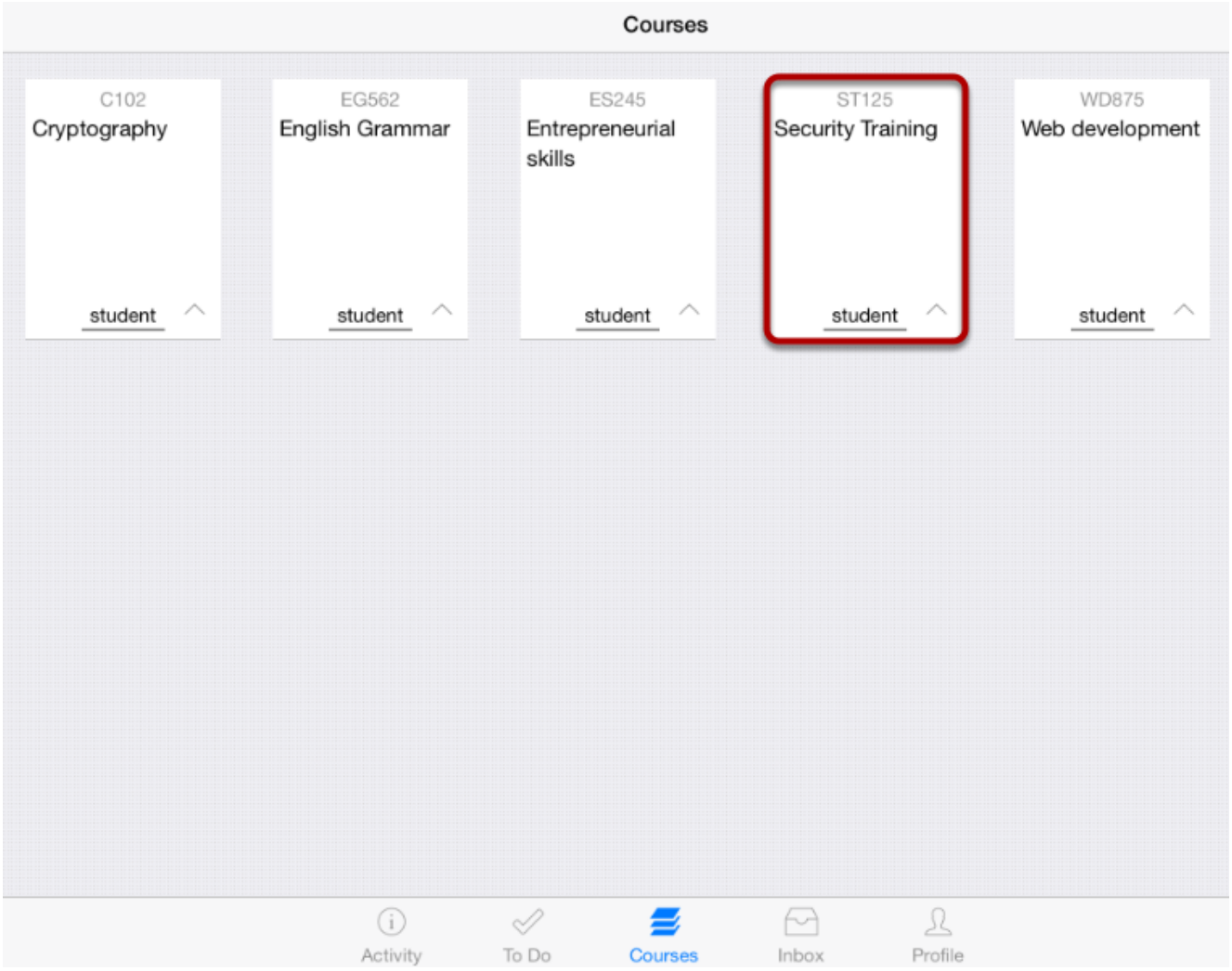
You can view all your active courses in the Arrivu Apps

View Courses



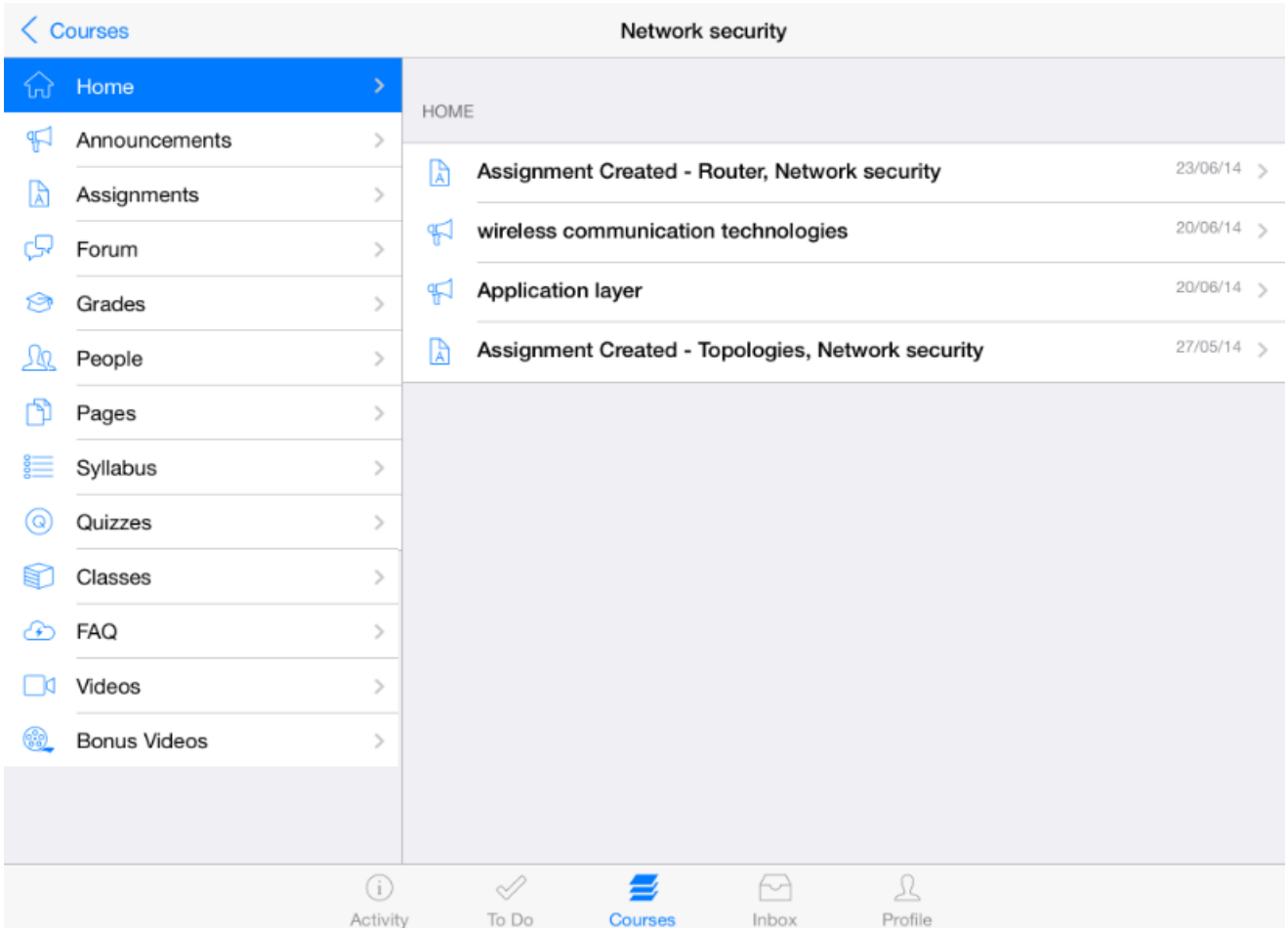
The Dashboard defaults to the Courses tab and displays all the current courses.

Open Course



To open a course, tap the course name .

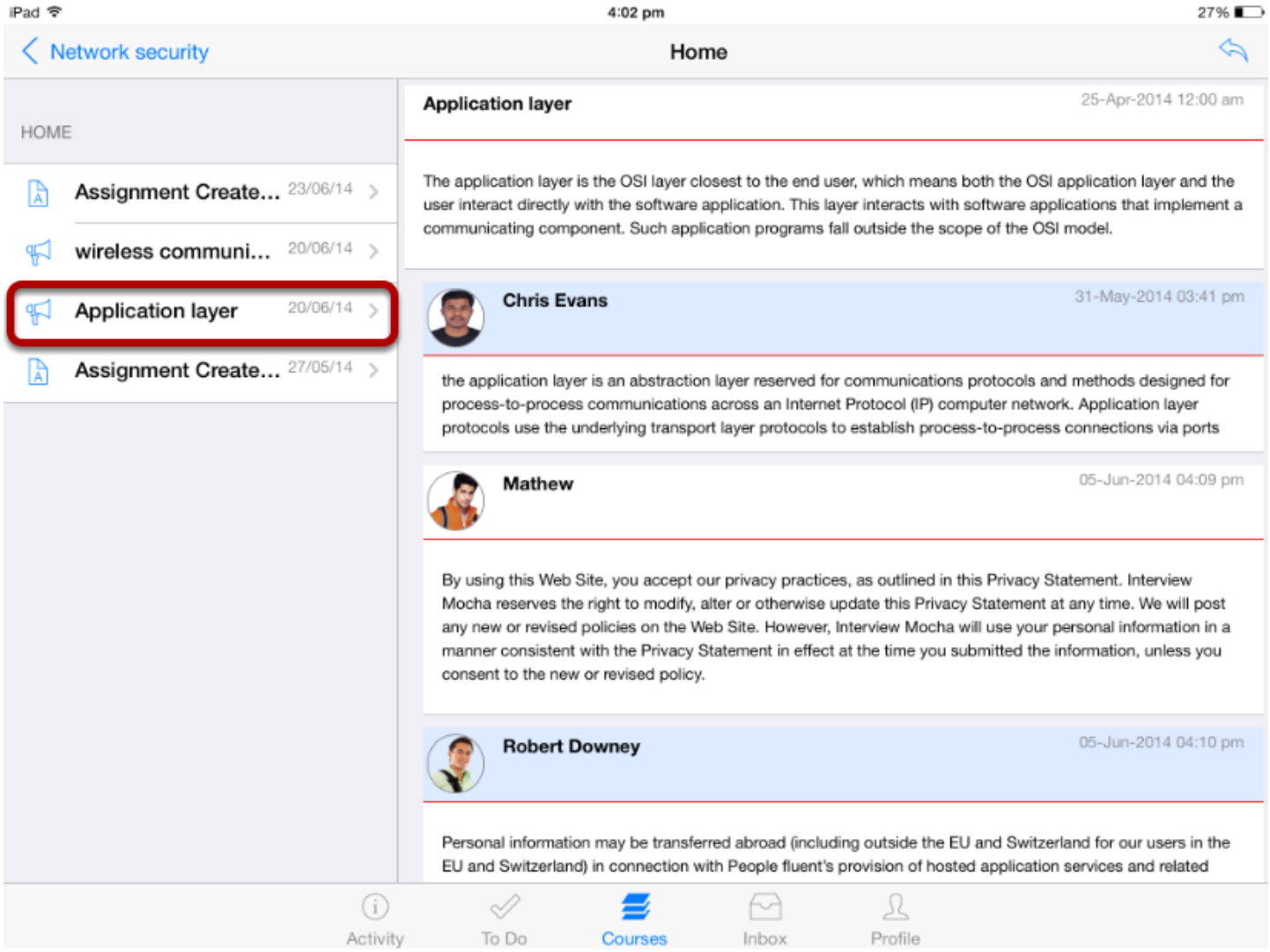
View Home Page



Once you click the course you want to see, it displays that course's Home page .

Tapping an activity item displays its corresponding page, so that you can complete it directly from the Home page.

Open Activity in Home Page



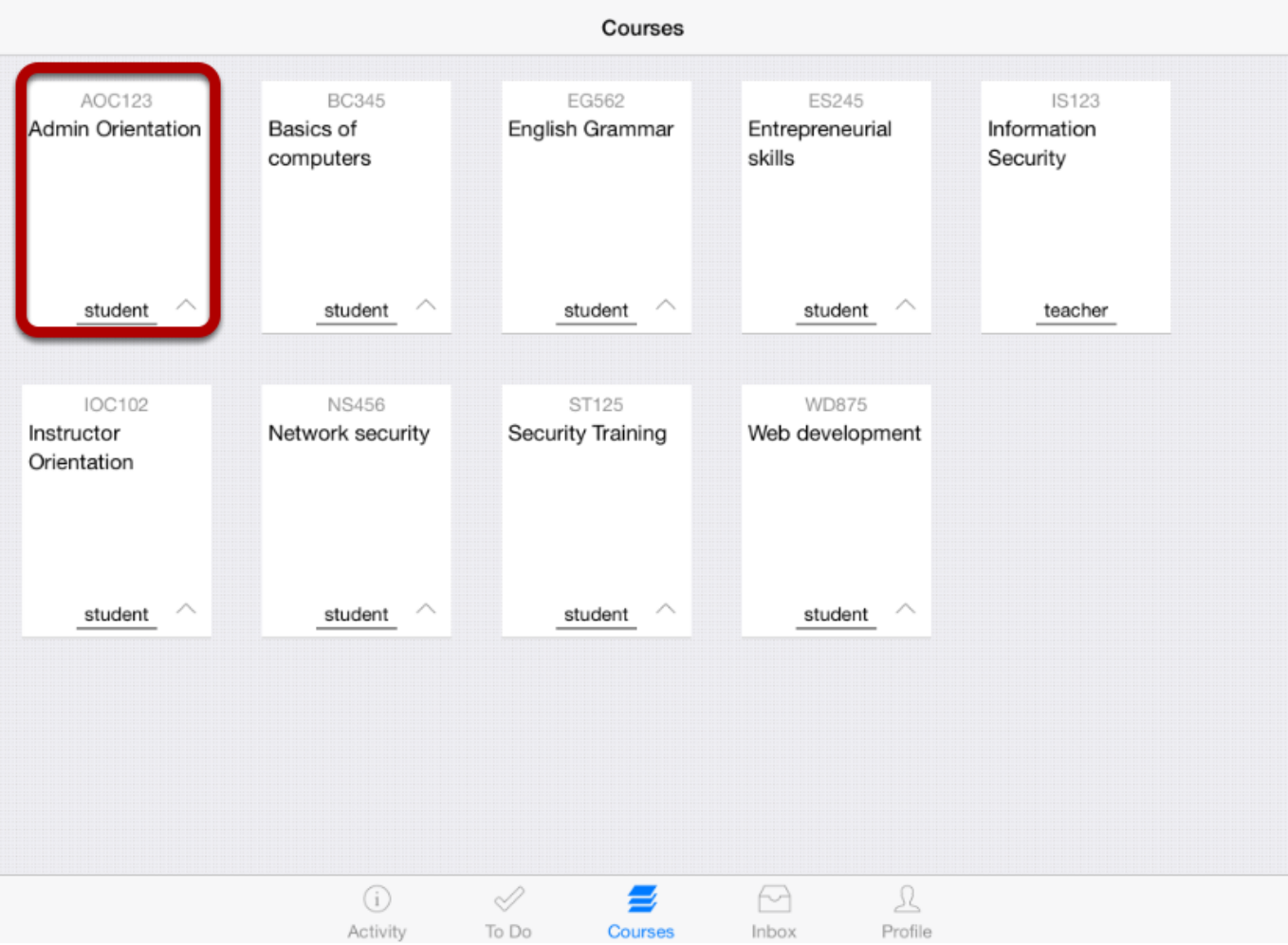
Tap the item you want to view , and it display its details on the right side.

To return to your Courses list, tap the **Courses** icon [1] at the footer .

How do I view Discussion on Arrivu Apps??

Arrivu Apps application helps you keep track of all the course discussions. You can also view newly created discussions or changes to discussions in the Recent Activity tab.

Open Courses

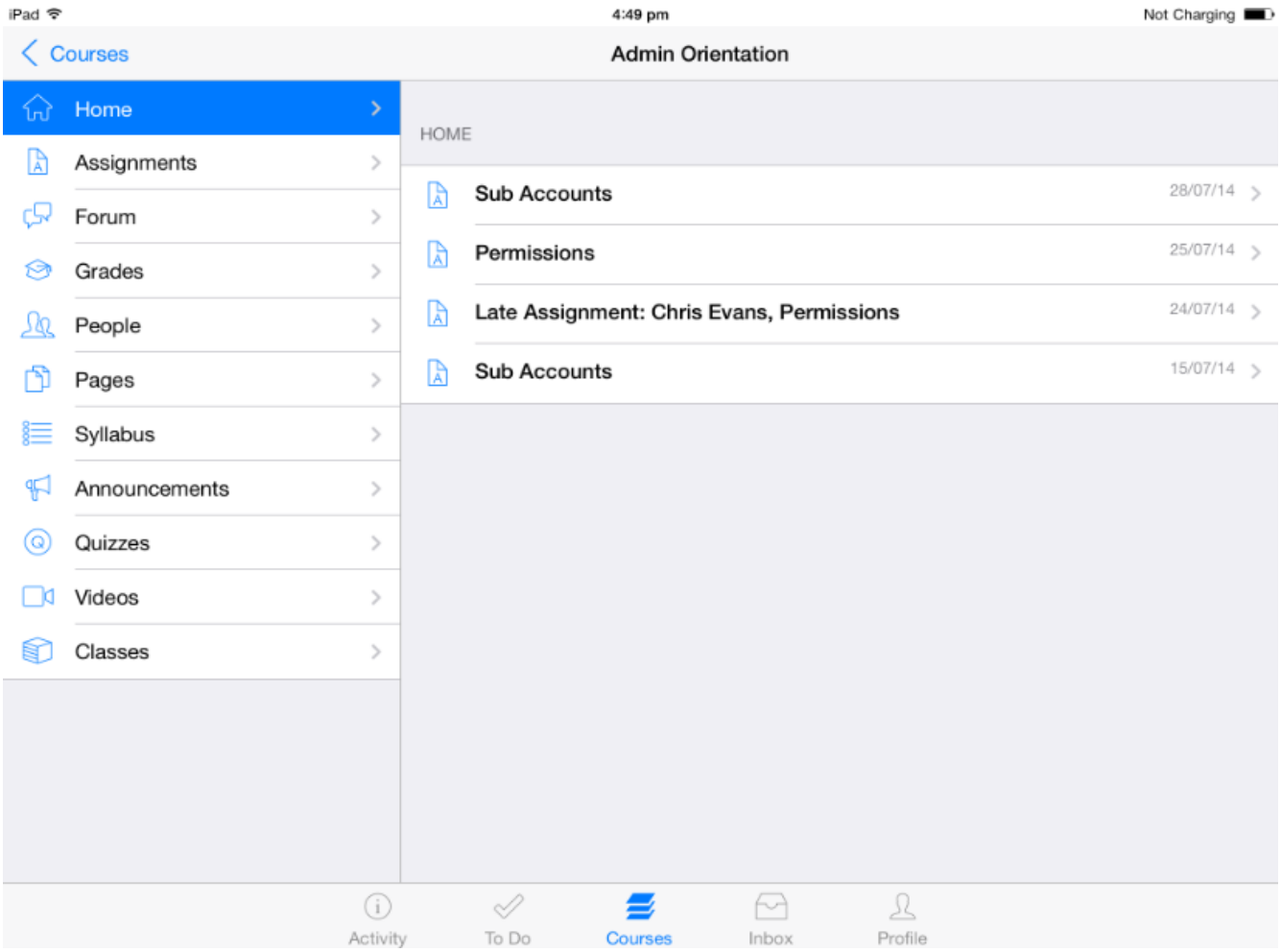


The Dashboard defaults to the Courses tab and displays all the current courses.

In the **Courses** tab, tap the name of the course you'd like to view.

It displays the Home page of the course you selected.

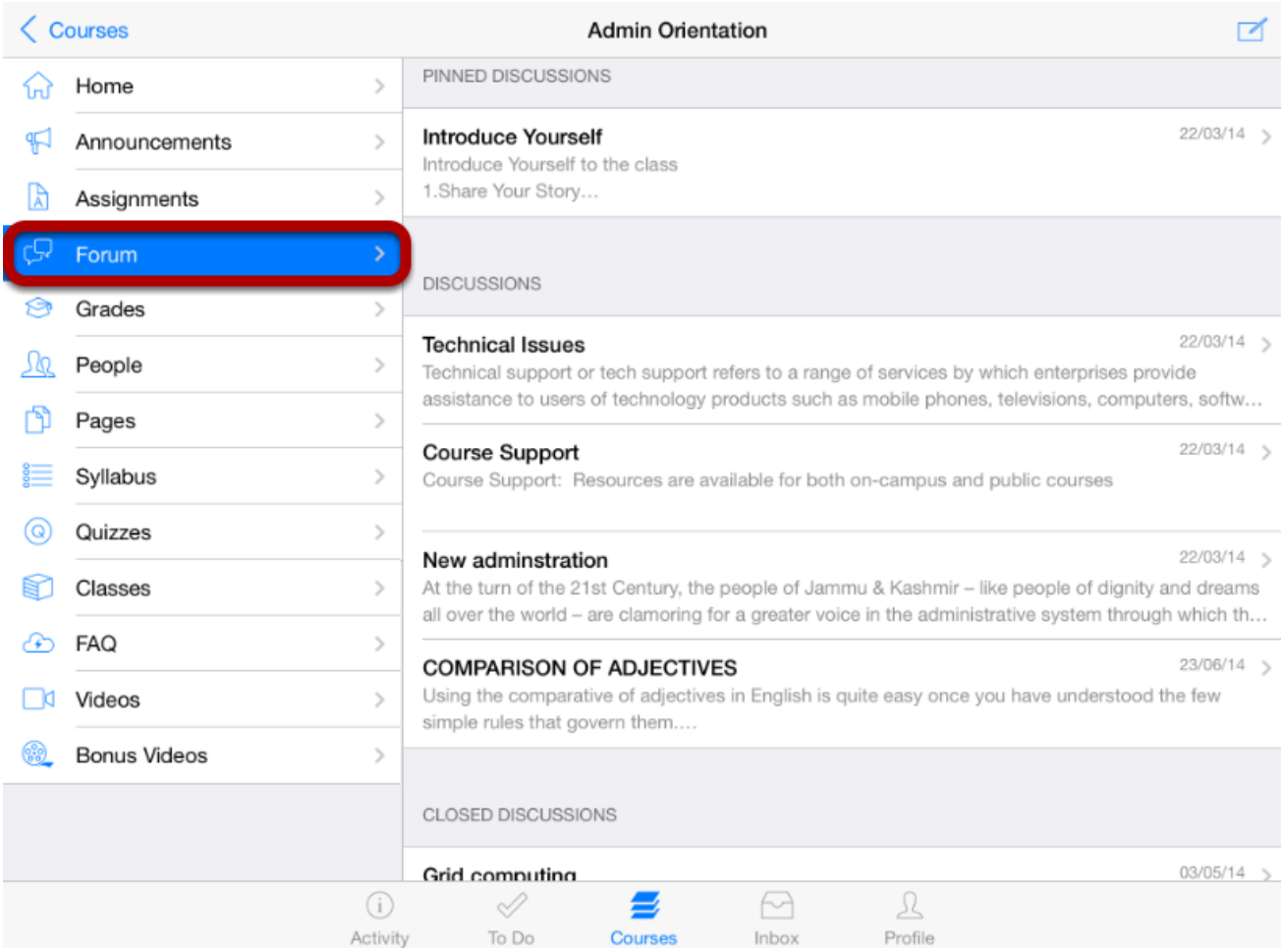
View Home Page



Once you click the course you want, it displays that course's Home page .

Tap Forum link to open Discussions.

Open Discussions



Tap the Forum link .

You can see the discussions list on the right side.

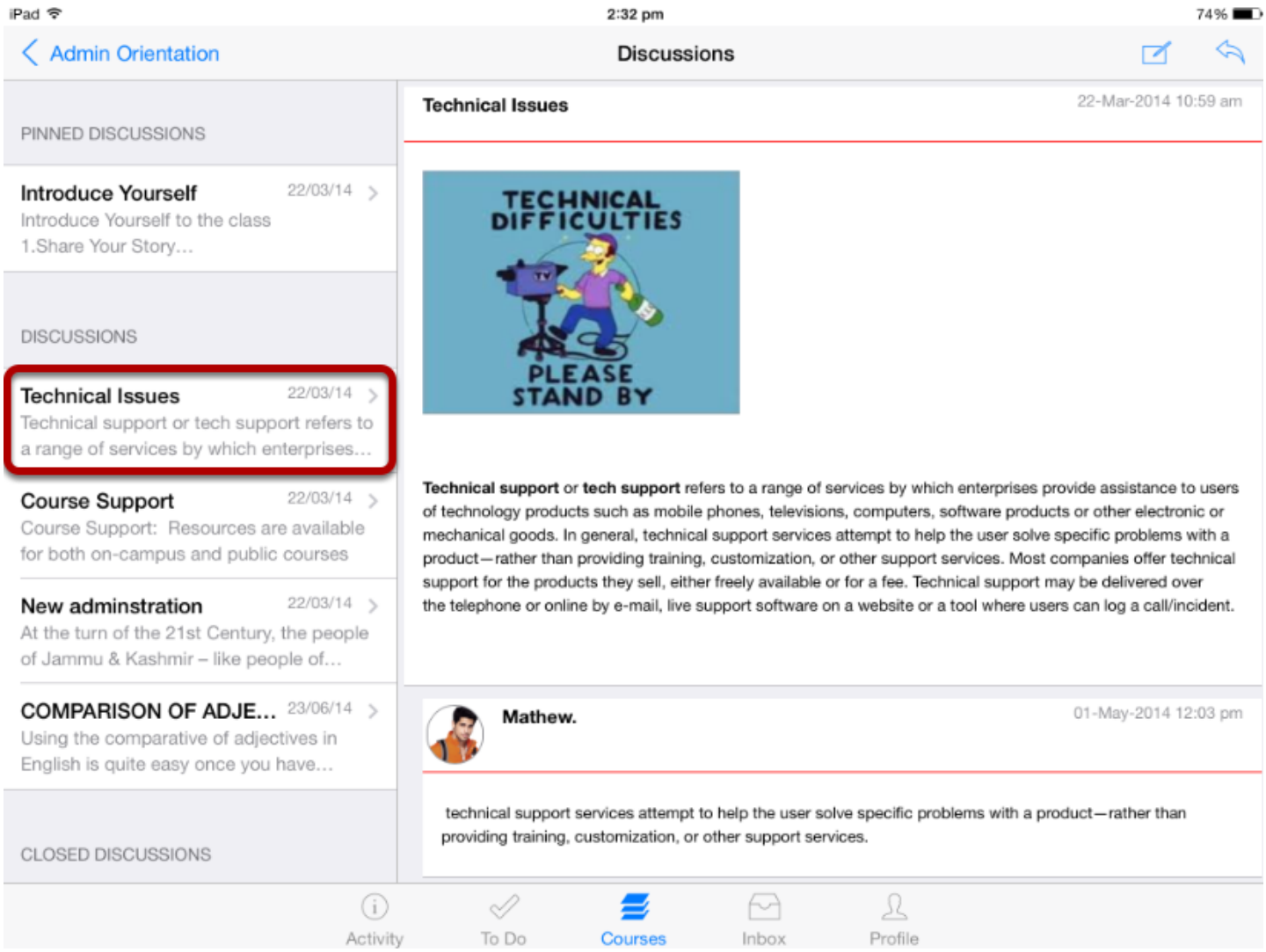
Discussions are organized into three main areas. Note that some section's headings may not always appear.

1. **Pinned Discussions** - These are the discussions that your instructor wants you to pay attention to and will appear at the top of the Discussions page. You will only see this section heading if there are discussions within this section.

2. Discussions - These are current discussions within the course. Discussions are ordered like the most recent activity is at the top. You will only see this section heading if there are discussions within it.

3. Closed Discussions - These discussions have been manually closed for comments, or the discussion is past the available from/until date. These are discussions that are only available in a read-only state and are ordered by most recent activity.

Open Discussions

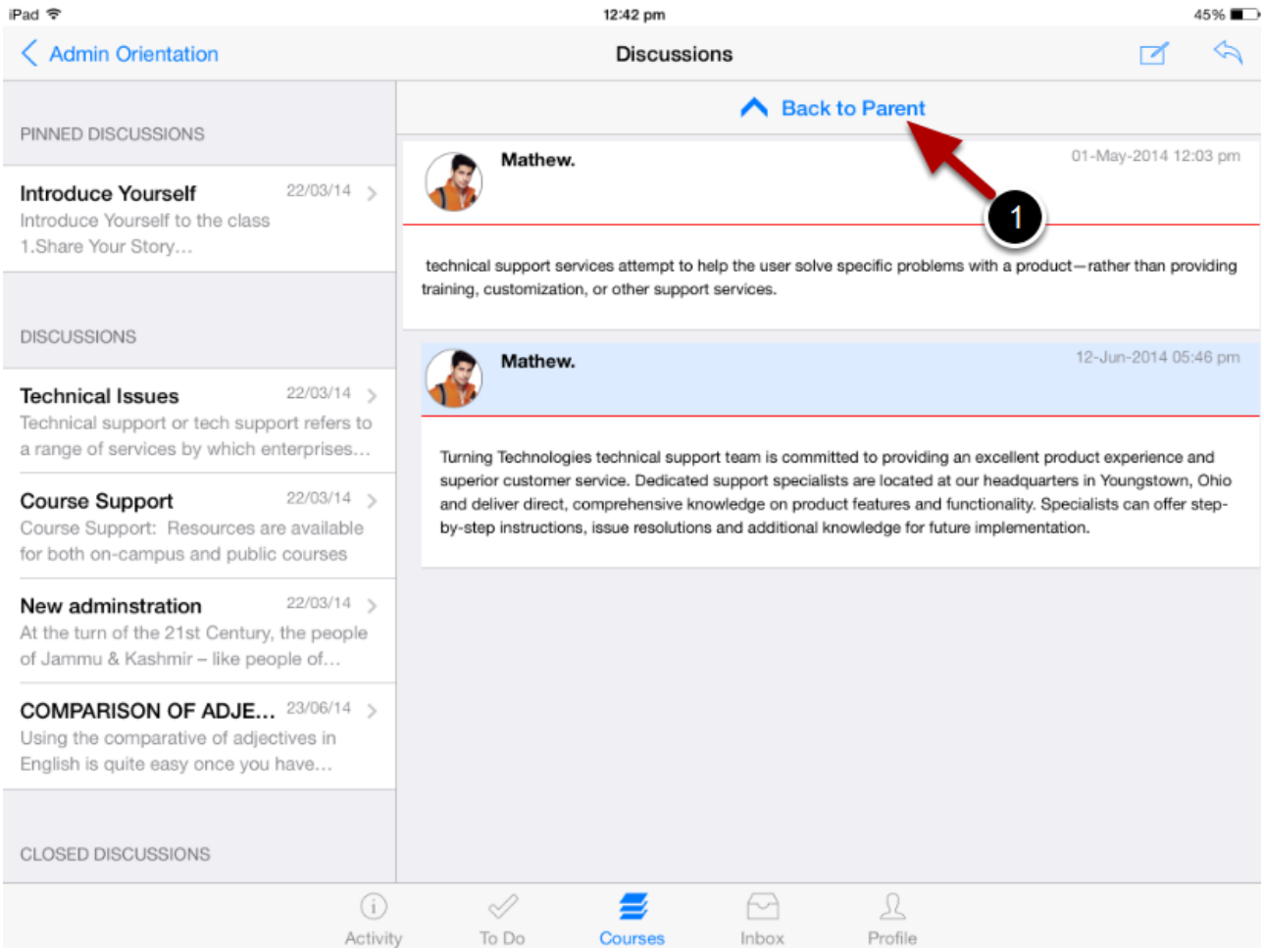


All the Discussions in your course appear on the left side of the application and you can view the Discussion details on the right side of window by selecting a particular Discussion title.

Threaded Discussions allow multiple replies within replies. You can reply to any discussion post or reply in the thread.

To expand a Threaded Discussion, tap the heading of the threaded reply .

View Threaded Discussion



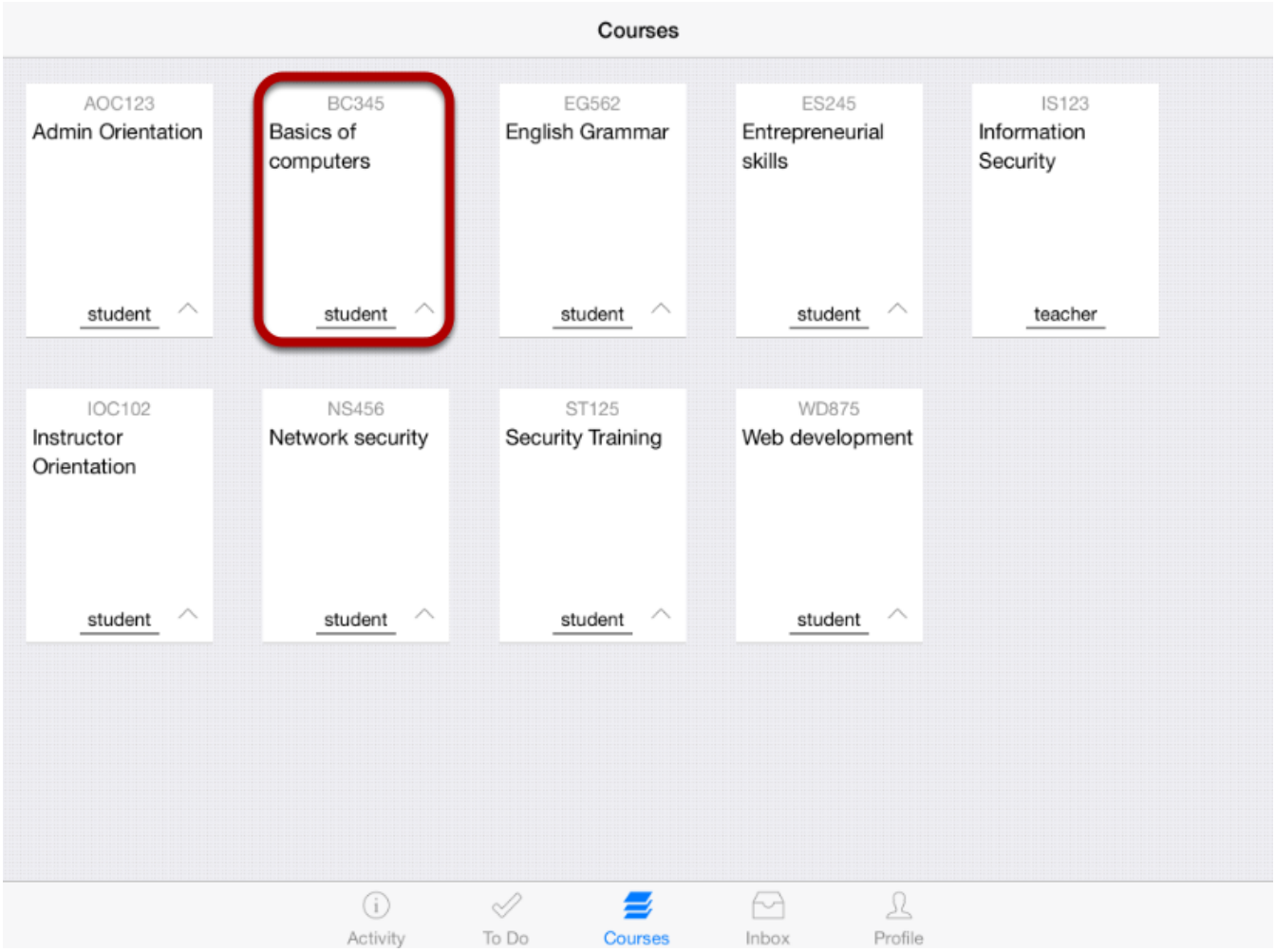
View the replies in the threaded discussion.

To return to the main discussion thread, tap the **Back to Parent** button [1].

How do I create a New Discussion on Arrivu Apps?

It's really simple to create Discussions in the Arrivu Apps.

Open the Courses

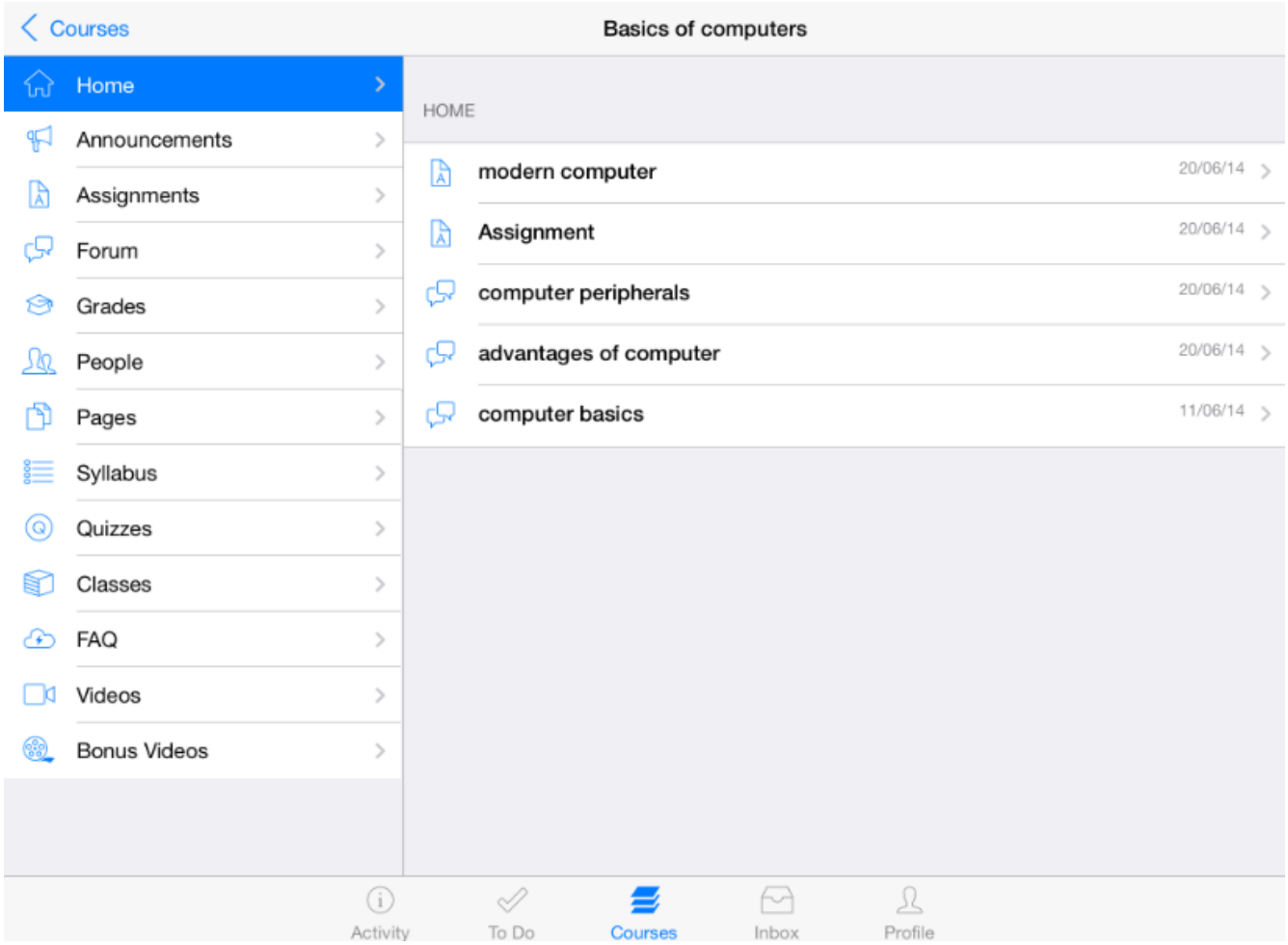


The Dashboard defaults to the Courses tab and it displays all the current courses.

In the **Courses** tab, tap the name of the course you'd like to view.

It displays the Home page of the course you selected.

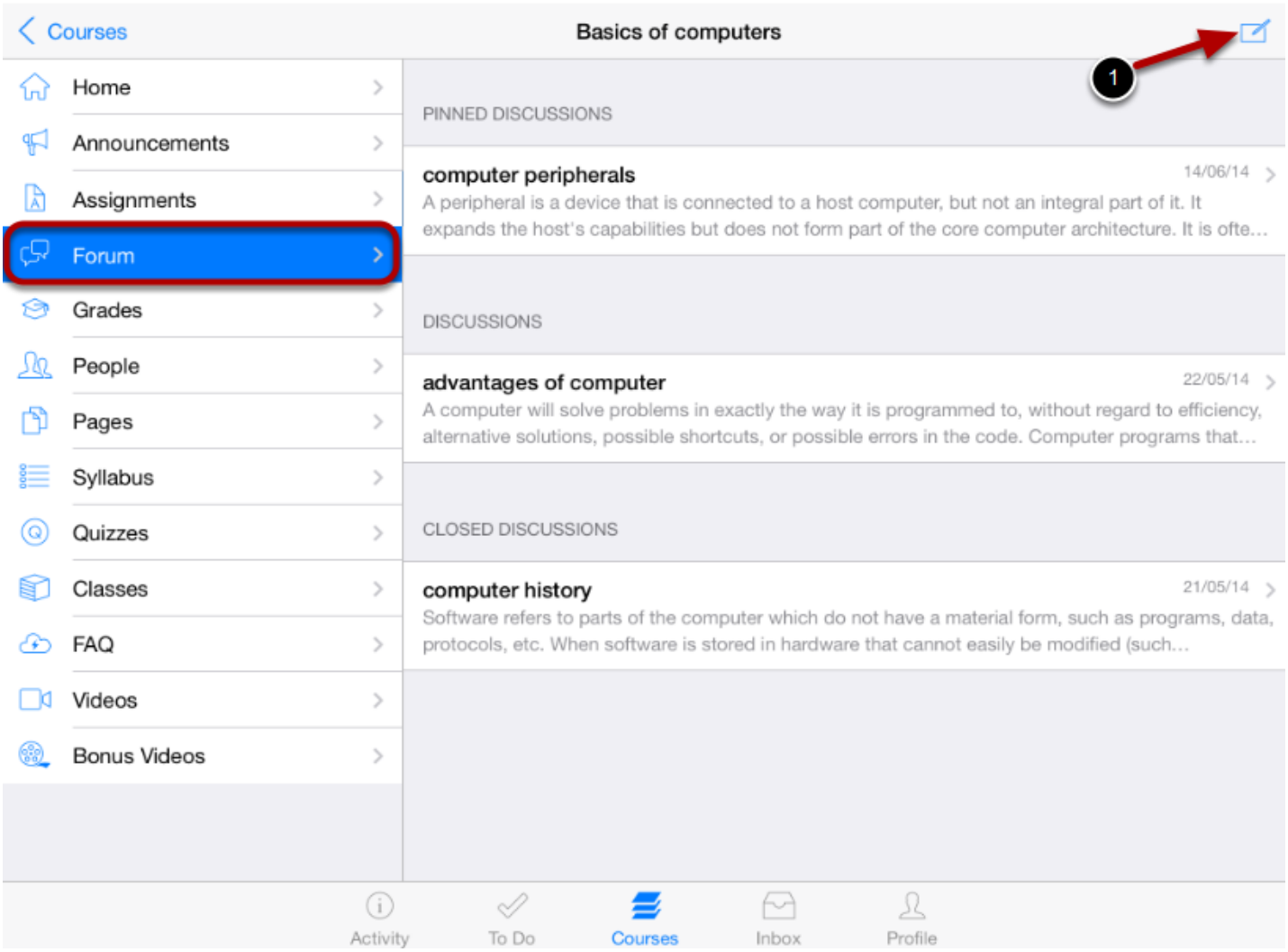
View Home Page



Once you click the course you want to see, and it displays that course's Home page .

Tap **Forum** link to open the Discussions.

Open Discussions

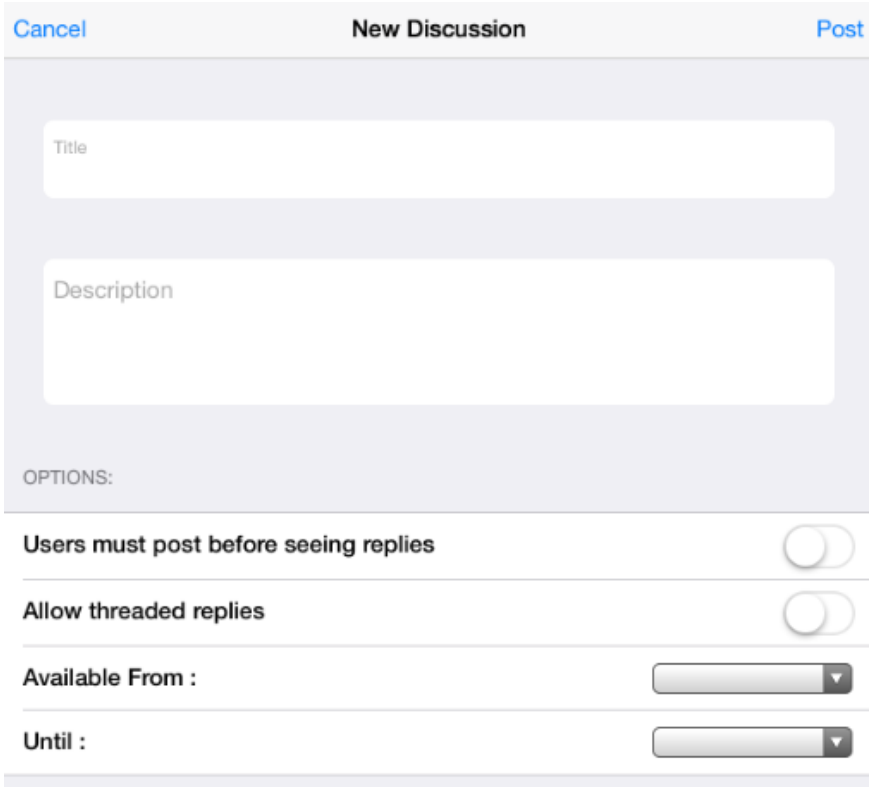


Tap the **Forum** link .

You can see the discussions list in right side.

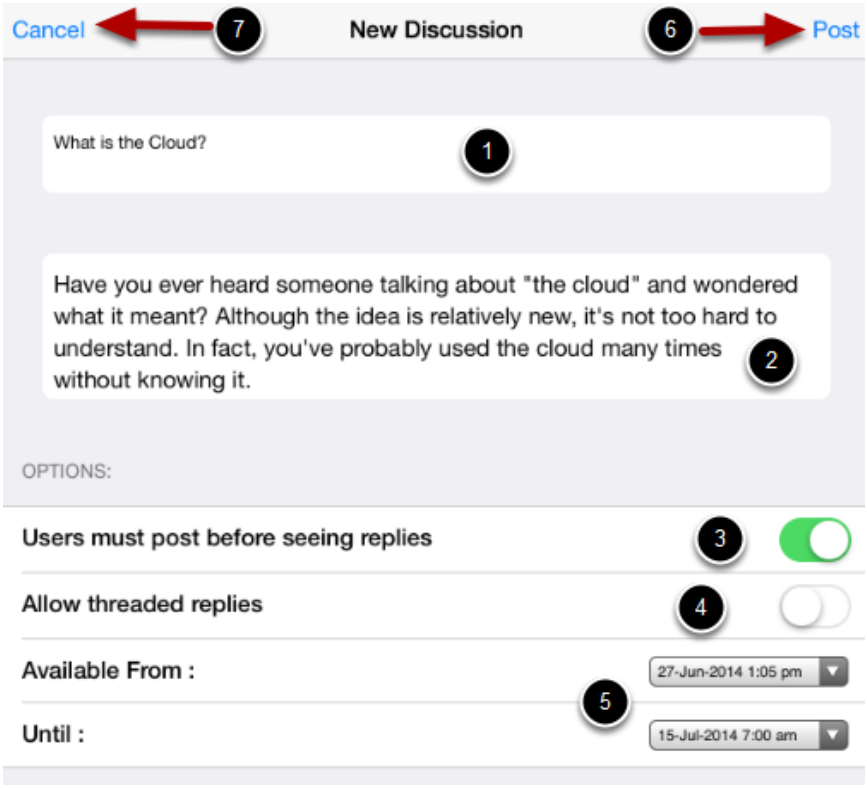
Tap the **Create New Discussion** icon [1] at the top right corner.

View New Discussions Creation Form



View the New Discussion Creation Form.

Create a New Discussion

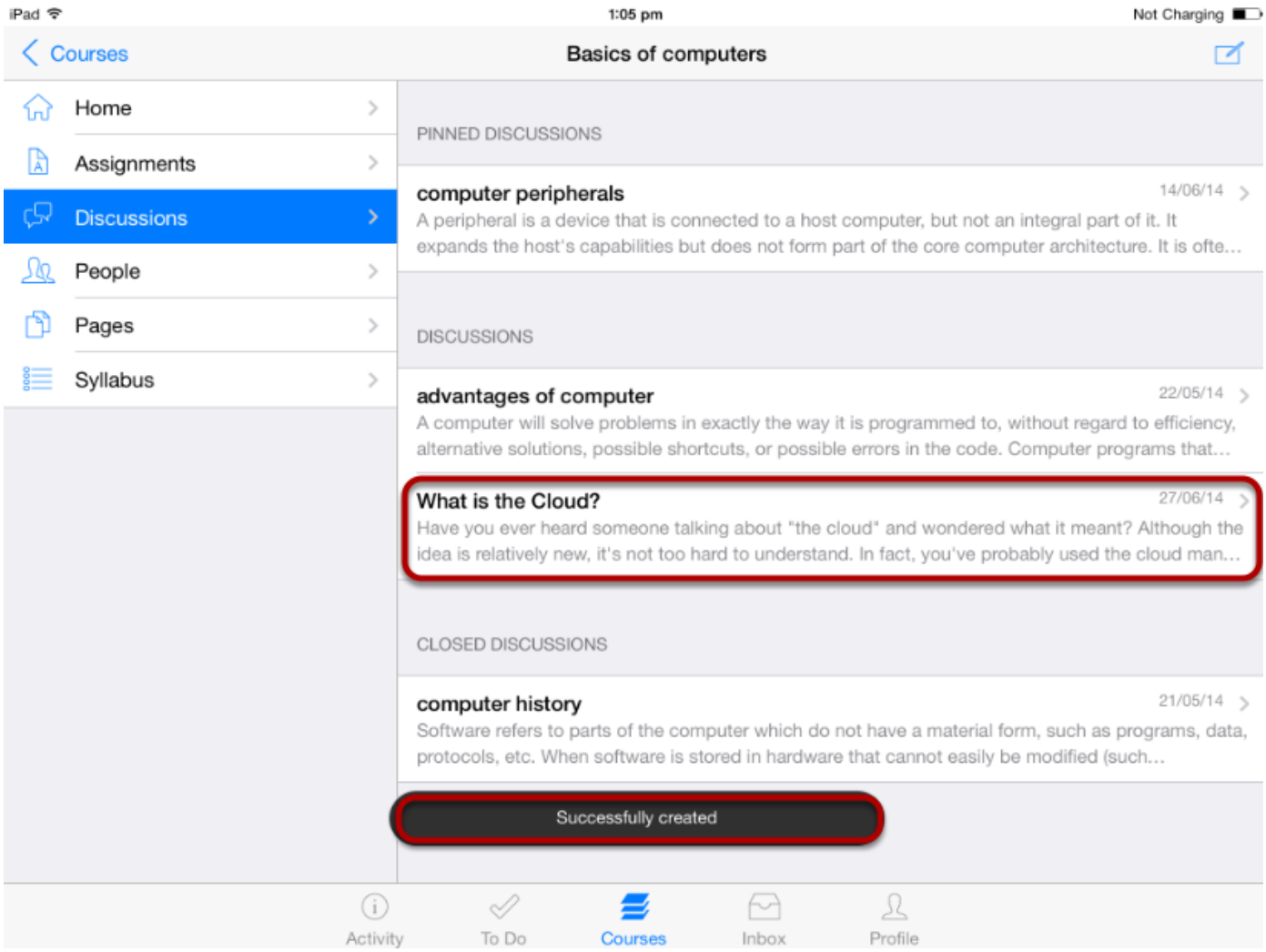


Create your Discussion by using the following options:

1. Enter your topic's title in the topic title field.
2. Use the text area to type your content.
3. Require users to post to the discussion before viewing other replies by swiping the **Users must post before seeing replies** button.
4. Create threaded replies by swiping the **Allow threaded replies** button.
5. Set specific dates the discussion can be viewed. Select the date you want the discussion to be shown in the **Available From** field and the date the discussion should be hidden in the **Until** field. If you do not enter any dates, the discussion will be shown during the entire duration of the course.
6. Tap the **Post** link to create your discussion.
7. If You don't want create discussion, tap the **Cancel** link.

Note: If the title or content field is empty, it will display an error.

View New Discussions



You can view the status saying either your Creation is successfully created or failed by toast message.

You can view a new discussion under the discussion category.

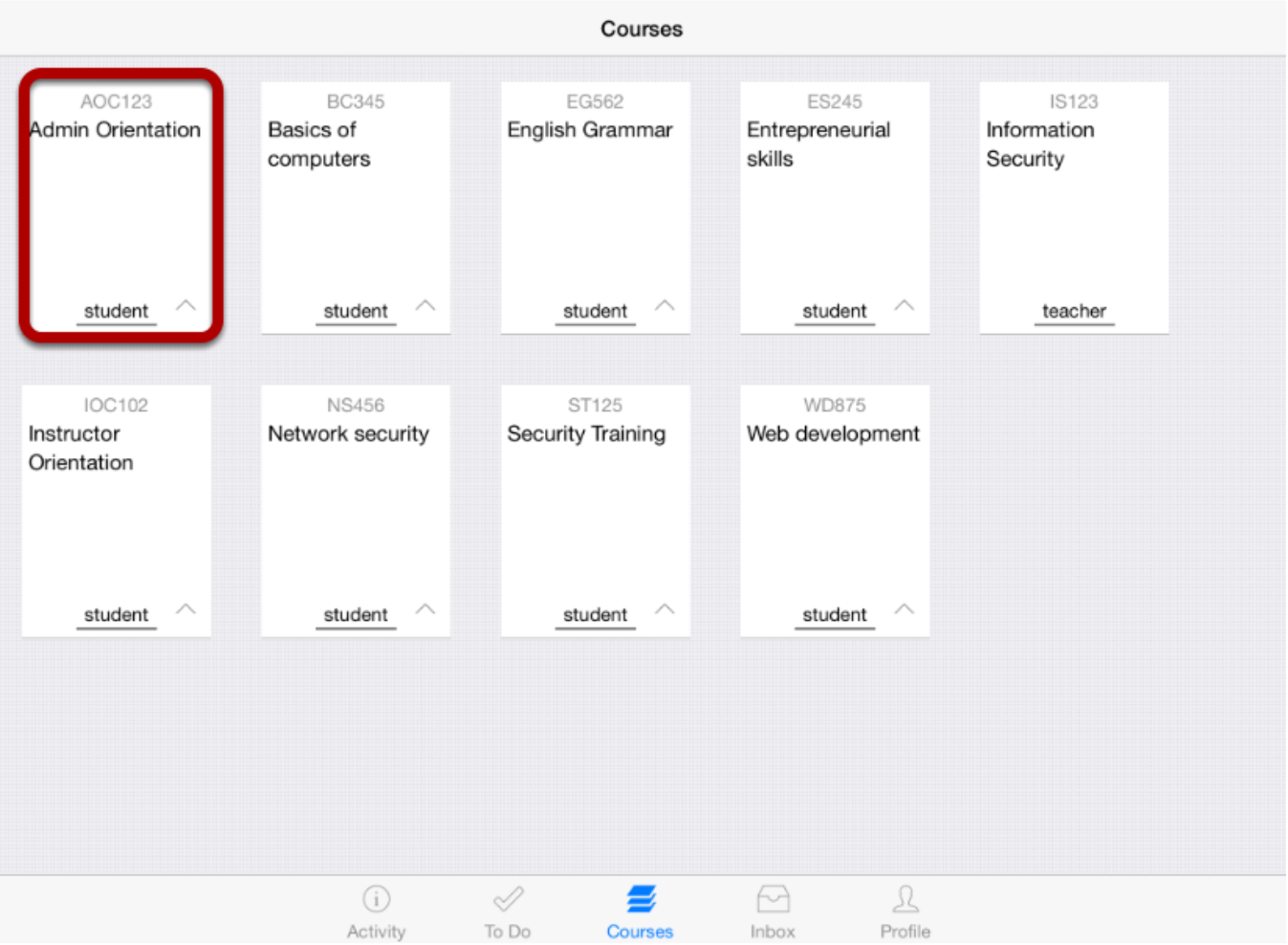
Note: Discussions are listed date wise. New discussion comes at last.

How do I reply to a Discussion on Arrivu Apps?

You can reply to a discussion within the Arrivu Apps.

Note: The process of responding to a focused discussion or a threaded discussion is the same

Open Courses

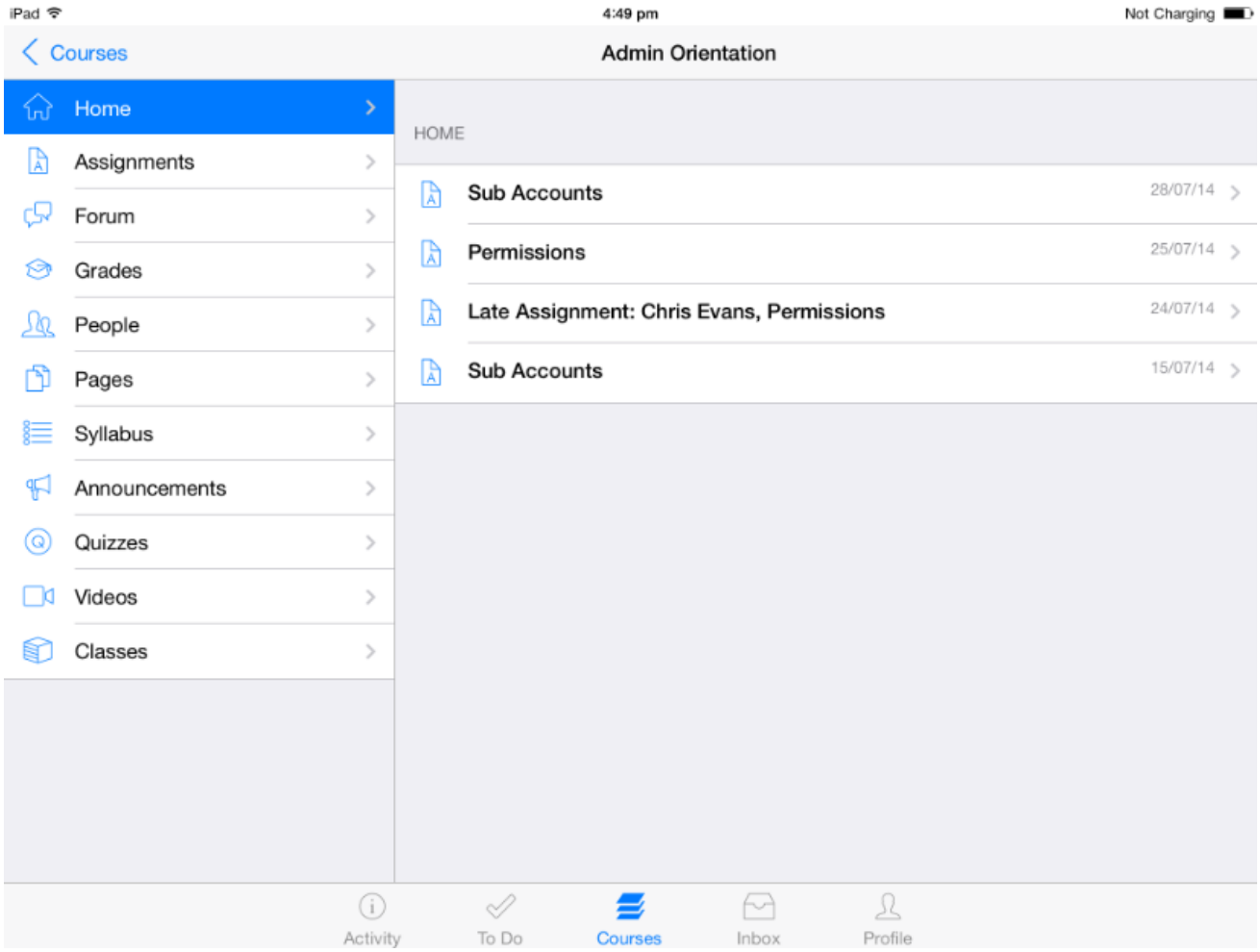


The Dashboard defaults to the Courses tab and it displays all the current courses.

In the **Courses** tab, tap the name of the course you'd like to view.

It displays the Home page of the course you selected.

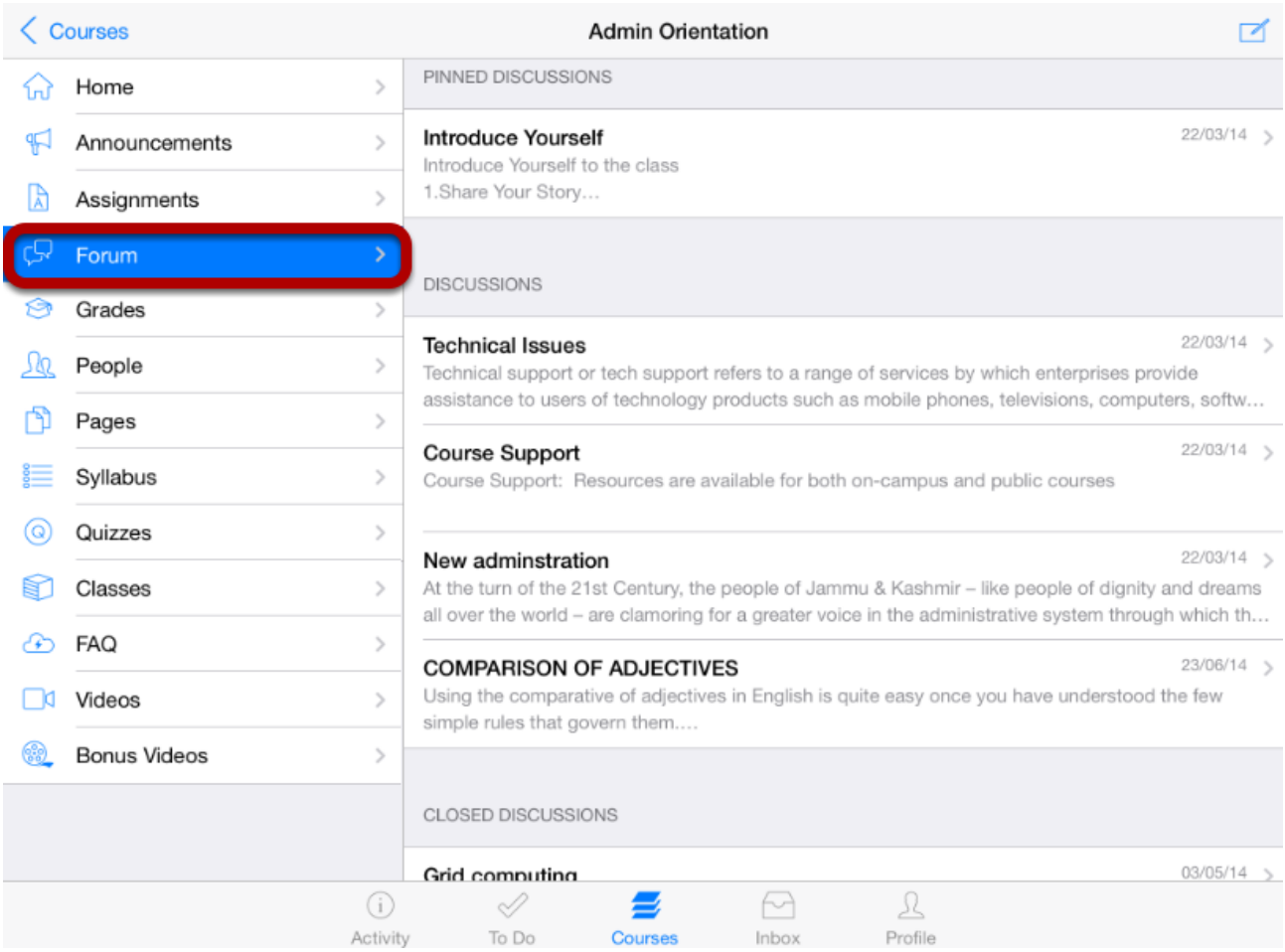
View Home Page



Once you click the course you want to see, it displays that course's Home page .

Tap **Forum** link to open discussions.

Open Discussions



Tap the **Forum** link .

You can see the discussions list on the right side.

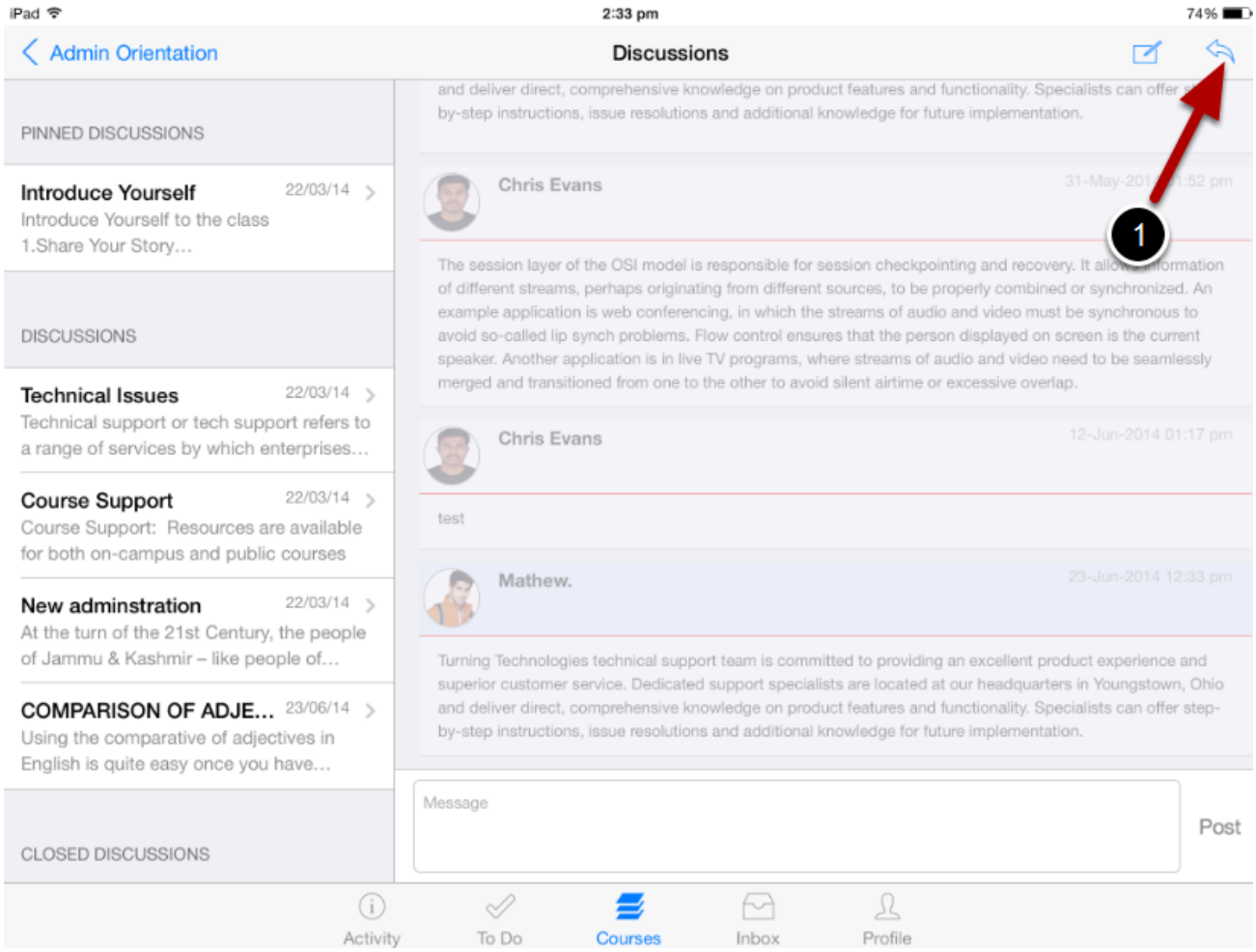
Discussions are organized into three main areas. Note that some section headings may not always appear.

1. **Pinned Discussions** - These are the discussions that your instructor wants you to pay attention to and they will appear at the top of the Discussions page. You will only see this section heading if there are discussions within it.

2. Discussions - These are current discussions within the course. Discussions are ordered like the most recent activity is at the top. You will only see this section heading if there are discussions within this section.

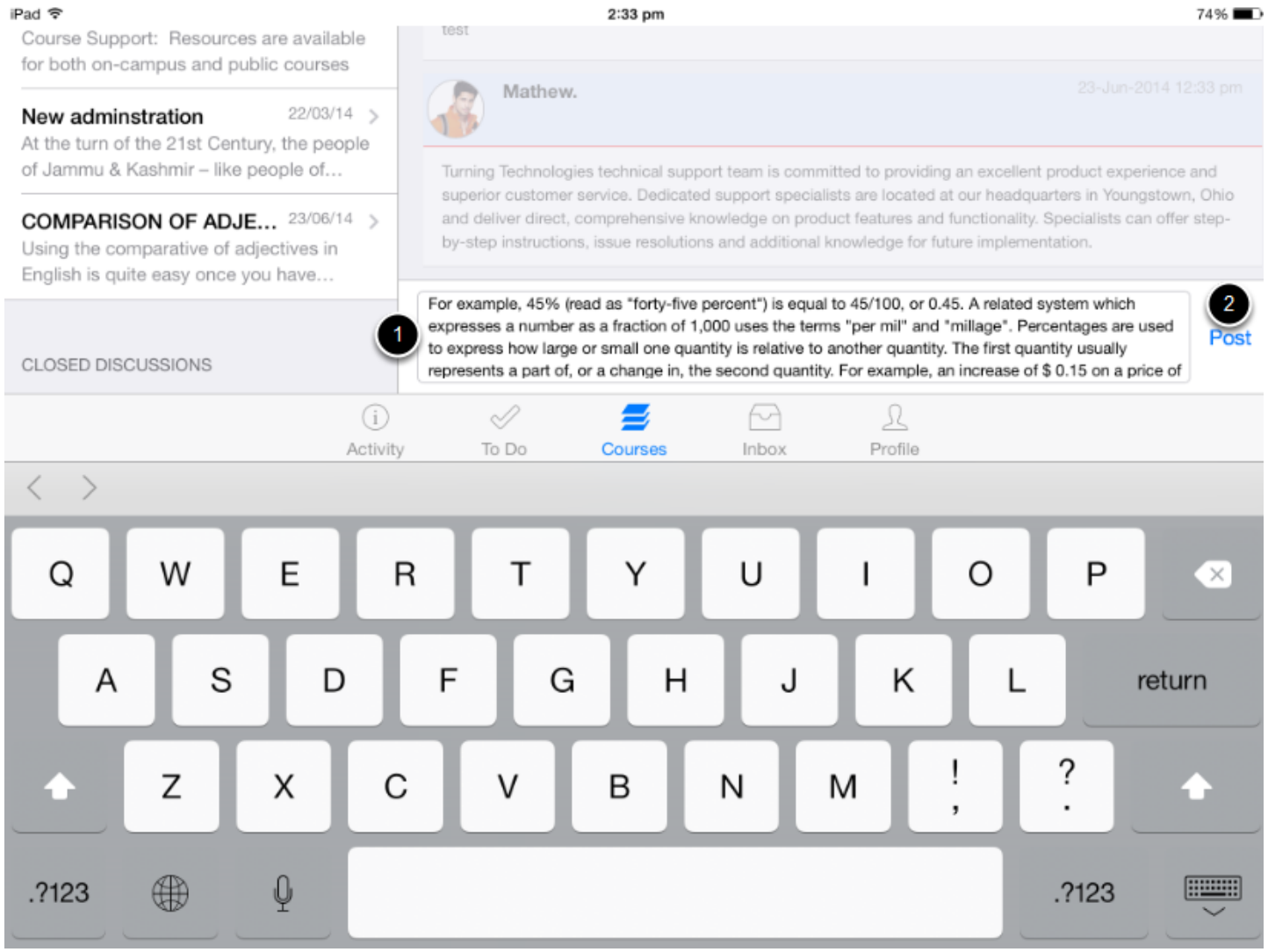
3. Closed Discussions - These discussions have been manually closed for comments, or the discussion is past the available from/until date. These are the discussions that are only available in a read-only state and are ordered by most recent activity.

Reply to Discussions



Tap the **Reply** icon [1] at the top right corner in the screen.

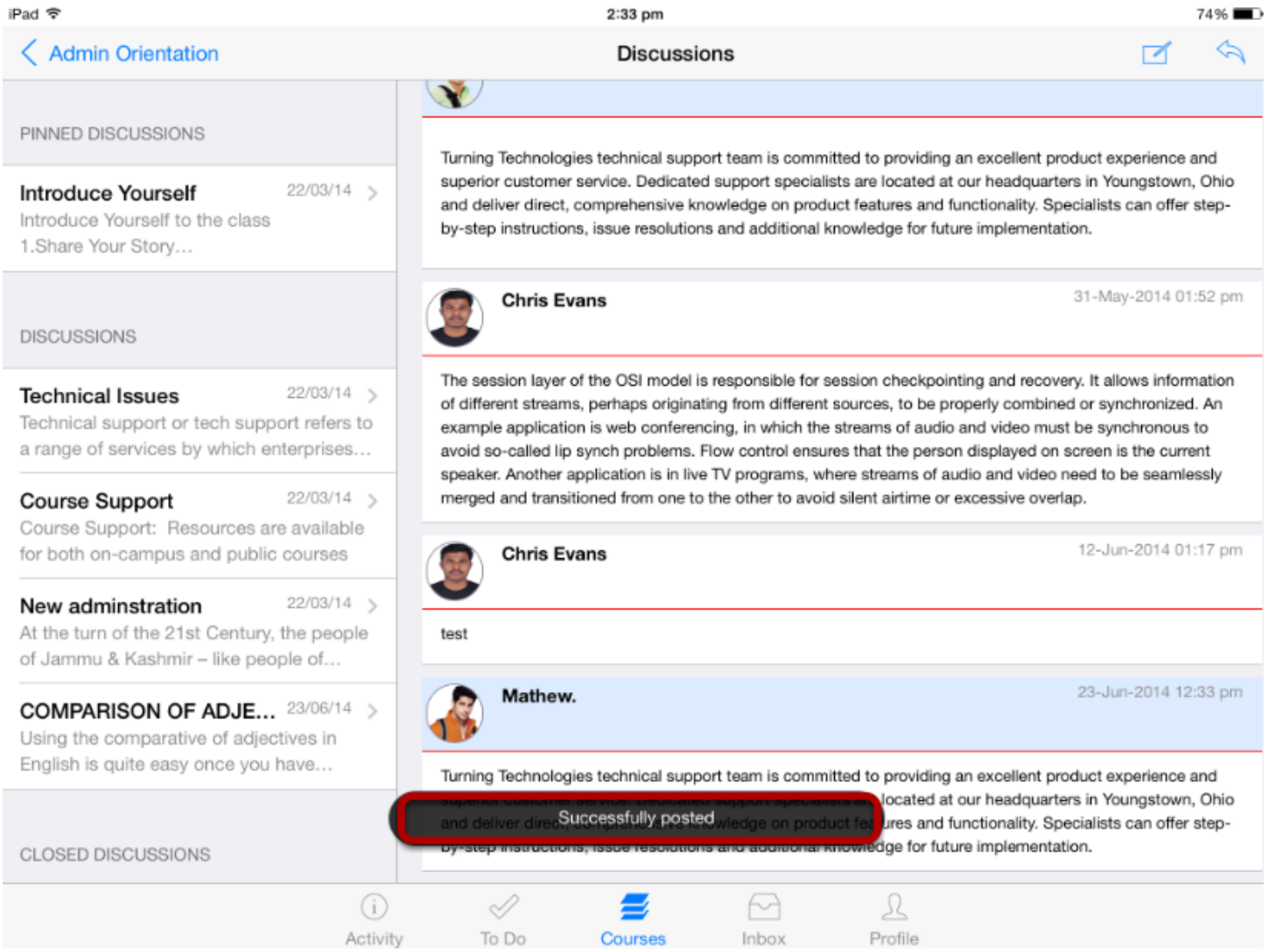
Create a Reply



Once you type the text in to text field [1], **Post** link [2] is enabled for you to send the reply.

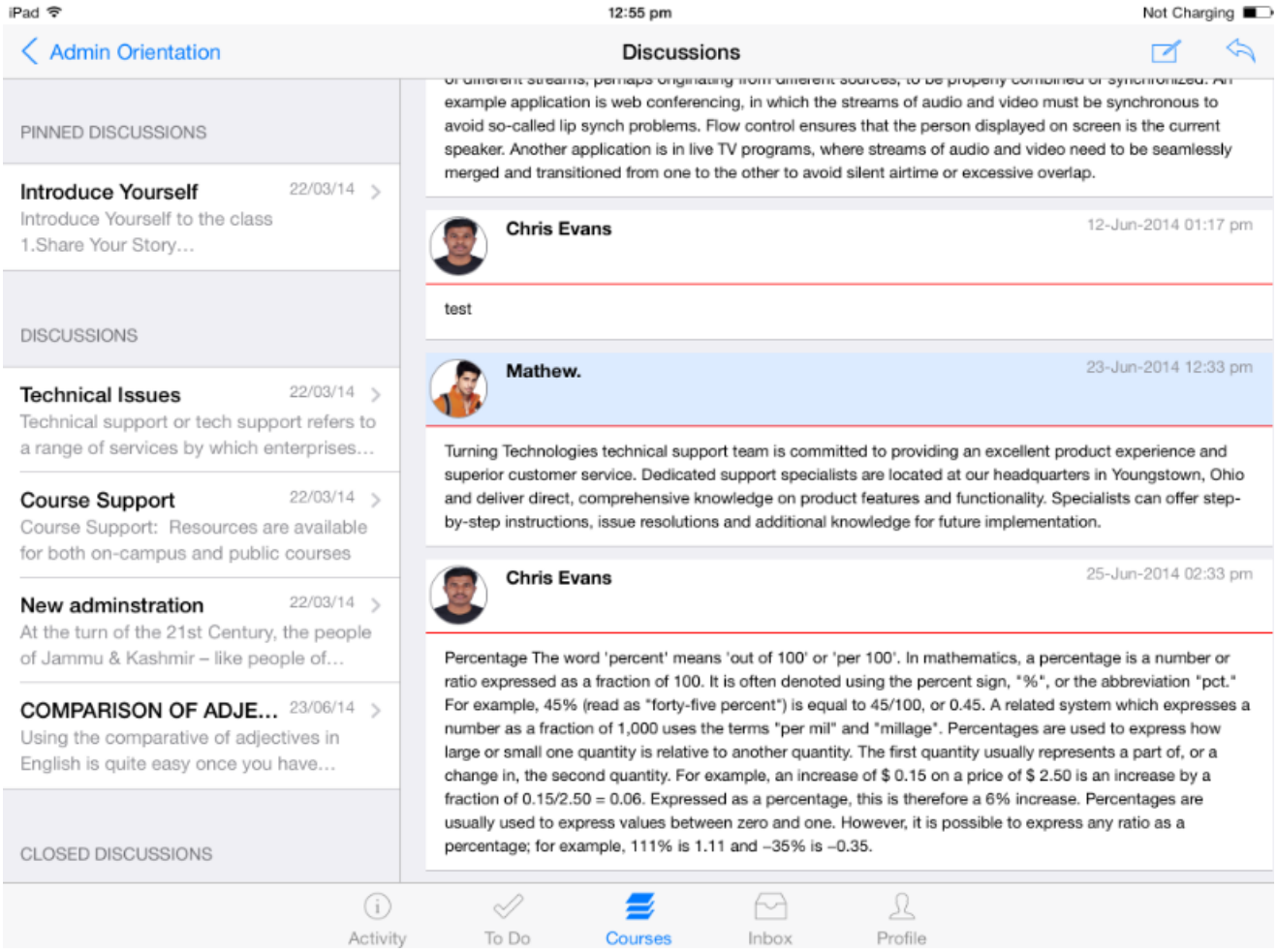
Click the **Post** link.

Post Reply



You can view the status either your post is successfully sent or failed by the toast message.

View Reply



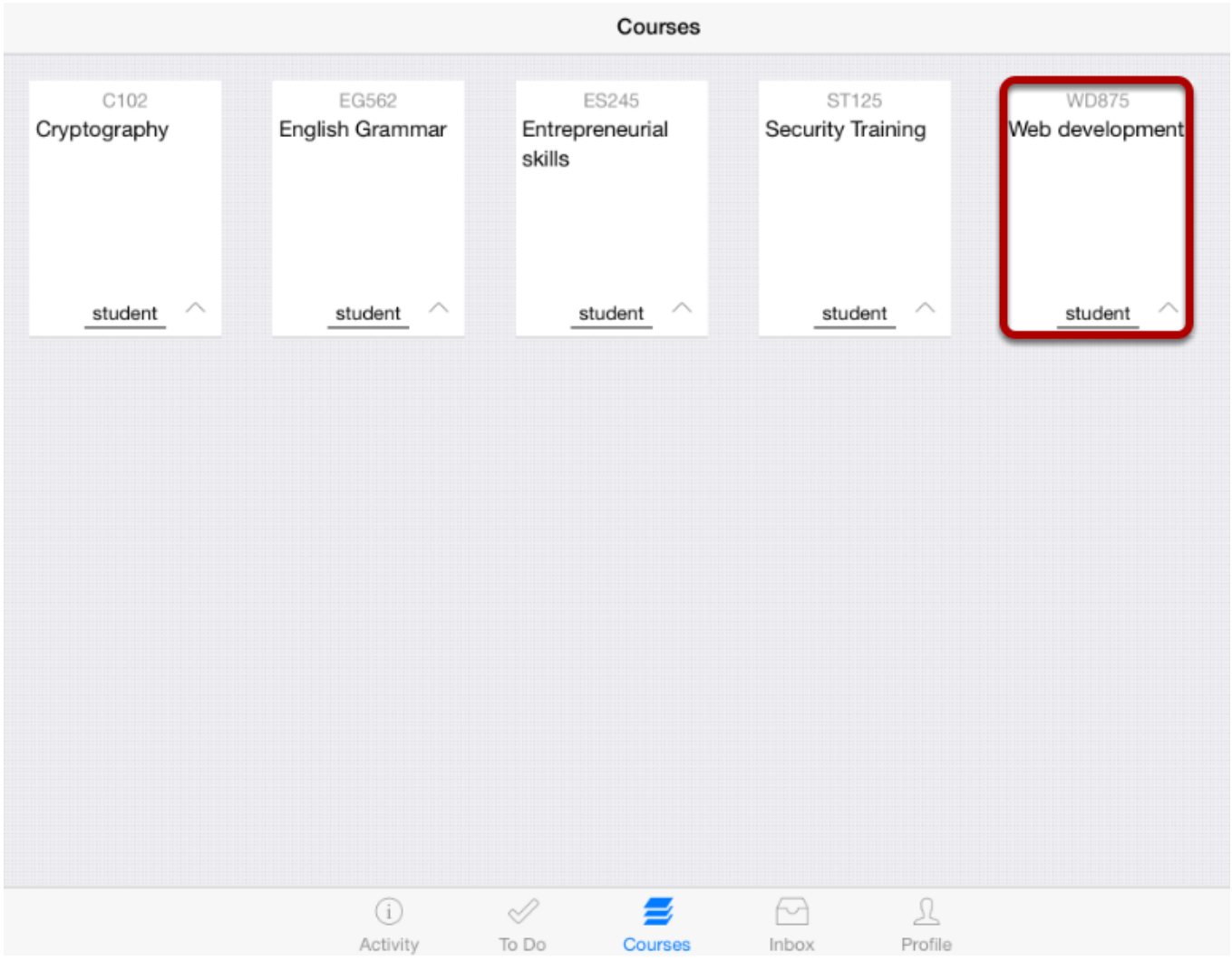
View your reply at the bottom of the announcement .

Note: Posts are listed date wise. The recent post is listed at last.

How do I access FAQ on Arrivu Apps?

The FAQ section in the Arrivu Apps is used to view the Frequently Asked Questions and Answers in the pages

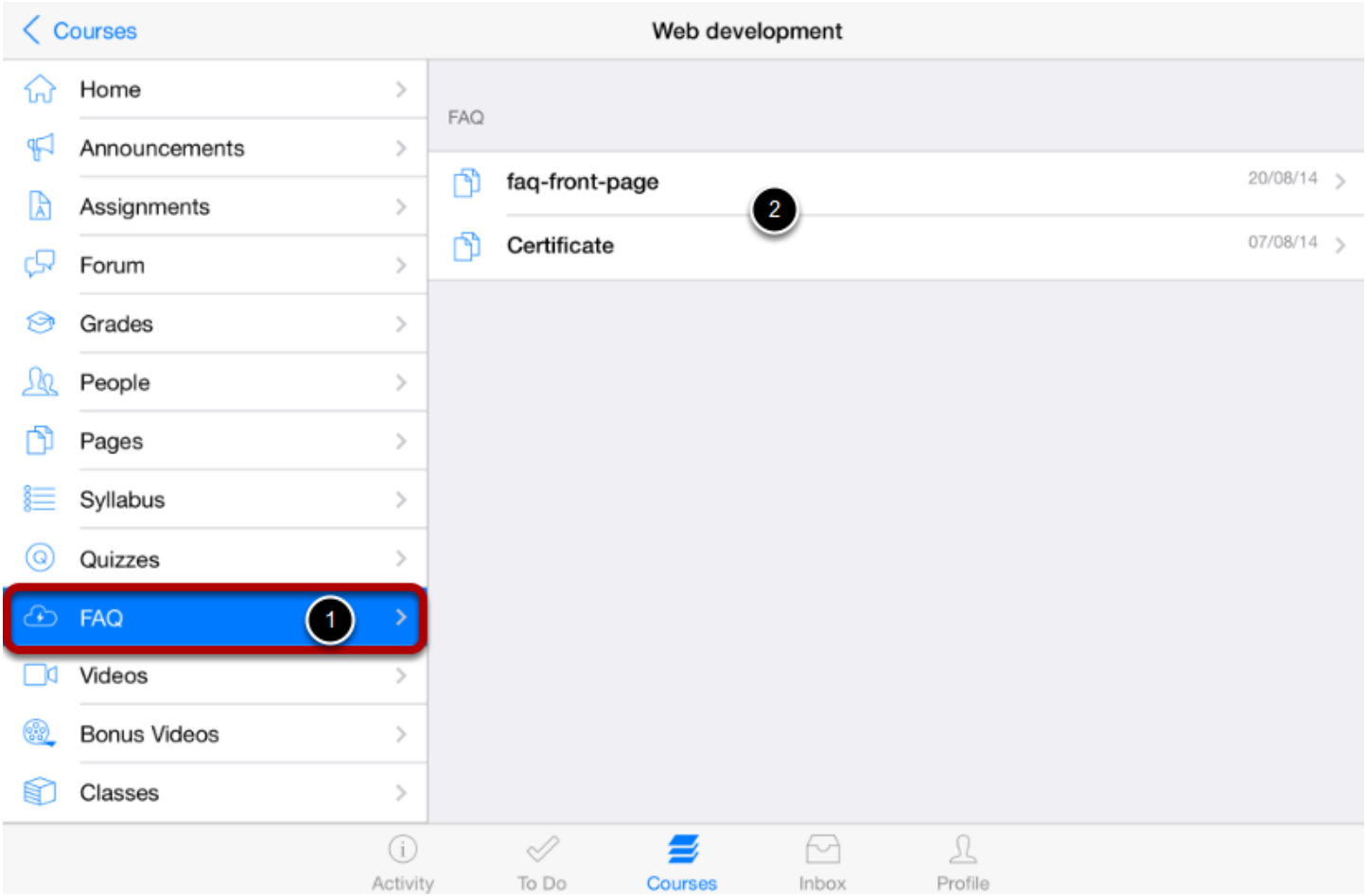
View Courses



The Dashboard defaults to the course list .

Click the Course's name to view the course activities.

Click FAQ

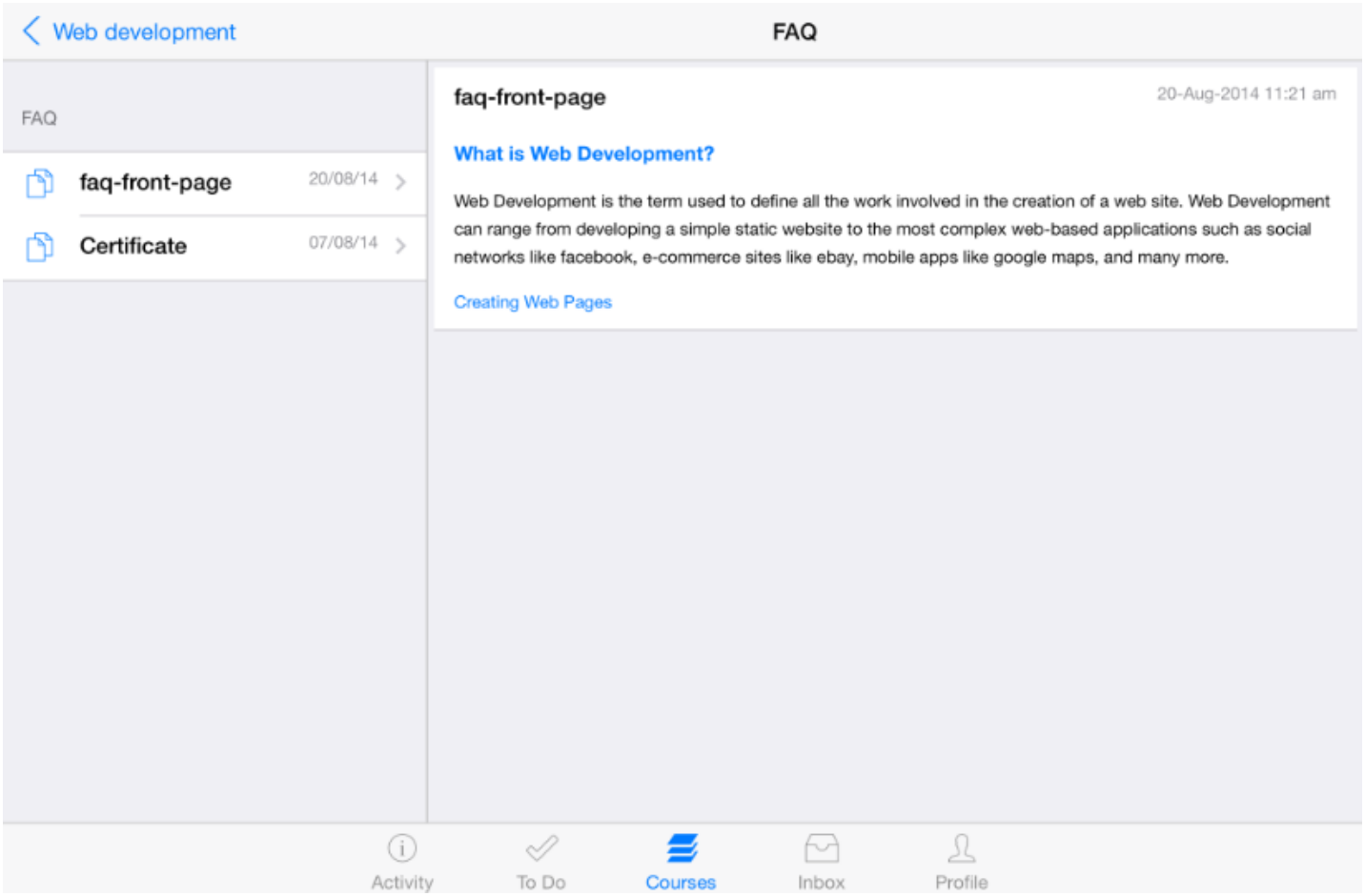


Click **FAQ** in the course navigation [1].

You can view the FAQ pages list on the right side [2].

Click the page's name to view the relevant FAQ.

View the FAQ Page



Once you click the page you want to view details of, the page list will be automatically moved to the left side.

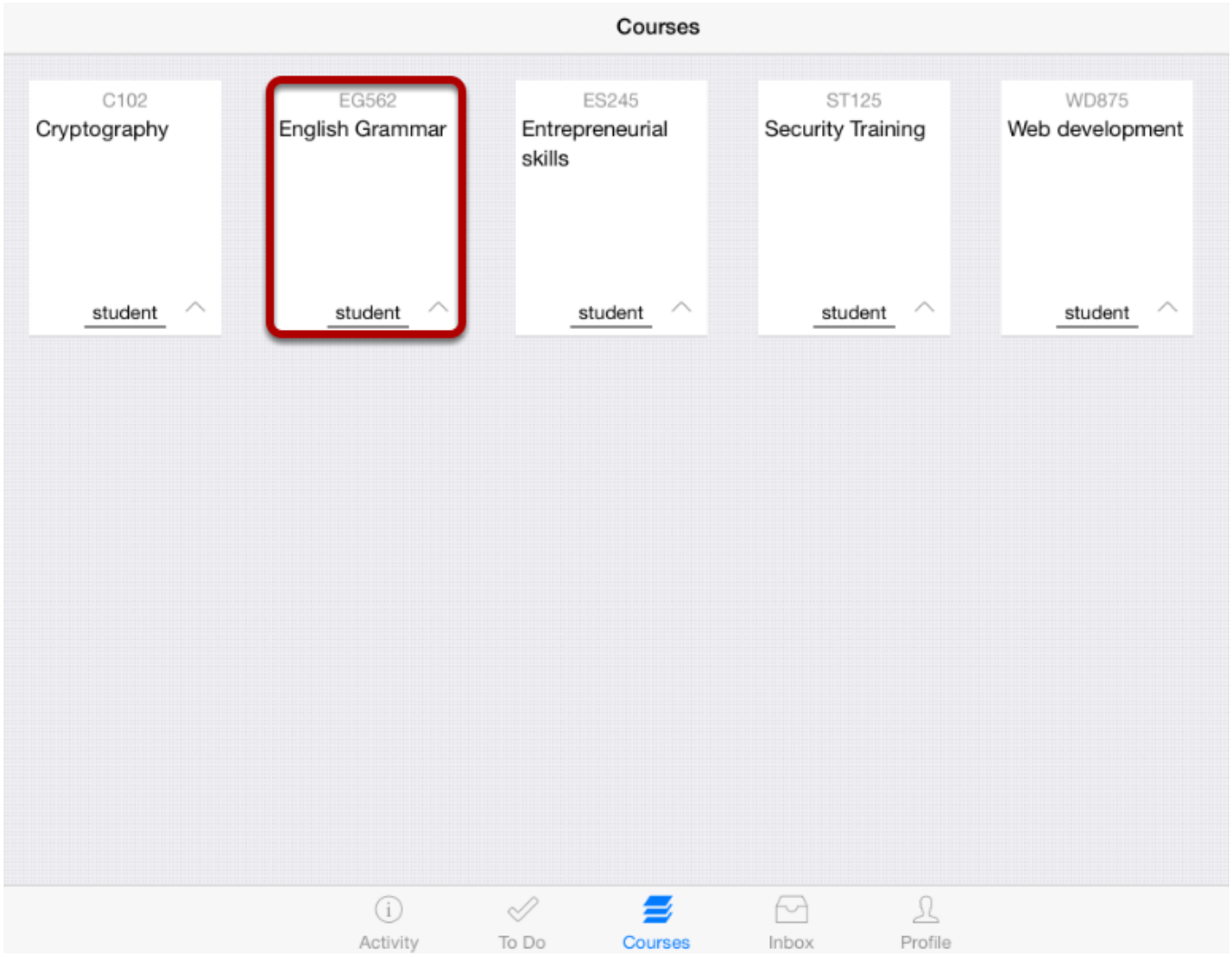
You can view the FAQ page details on right side.

How do I view Course Files in the Arrivu Apps ?

You can view course files with the Arrivu LMS application.

Note: The Course Navigation menu matches the browser version of your Arrivu LMS course.

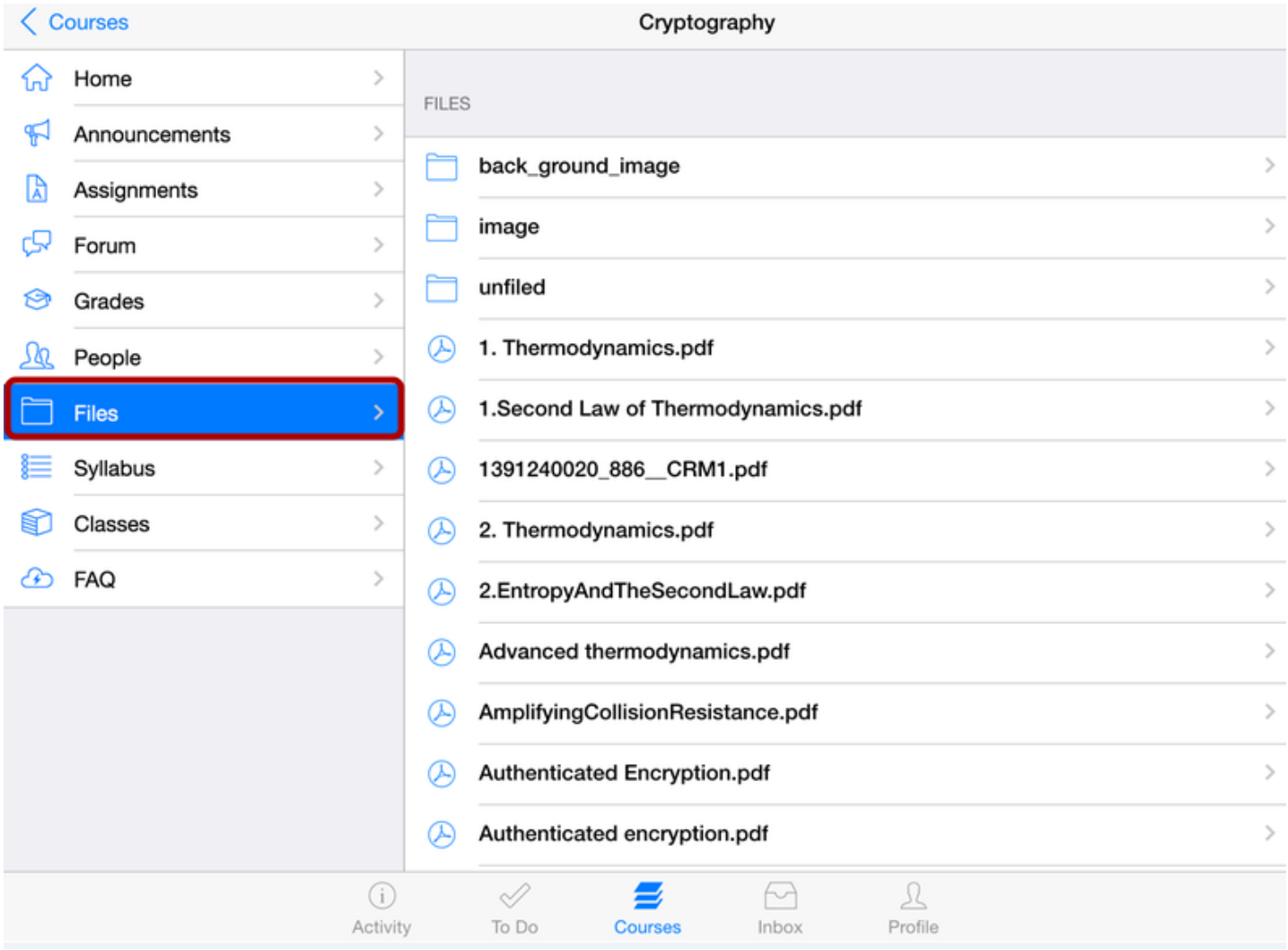
View Courses



Dash board defaults you to the course list .

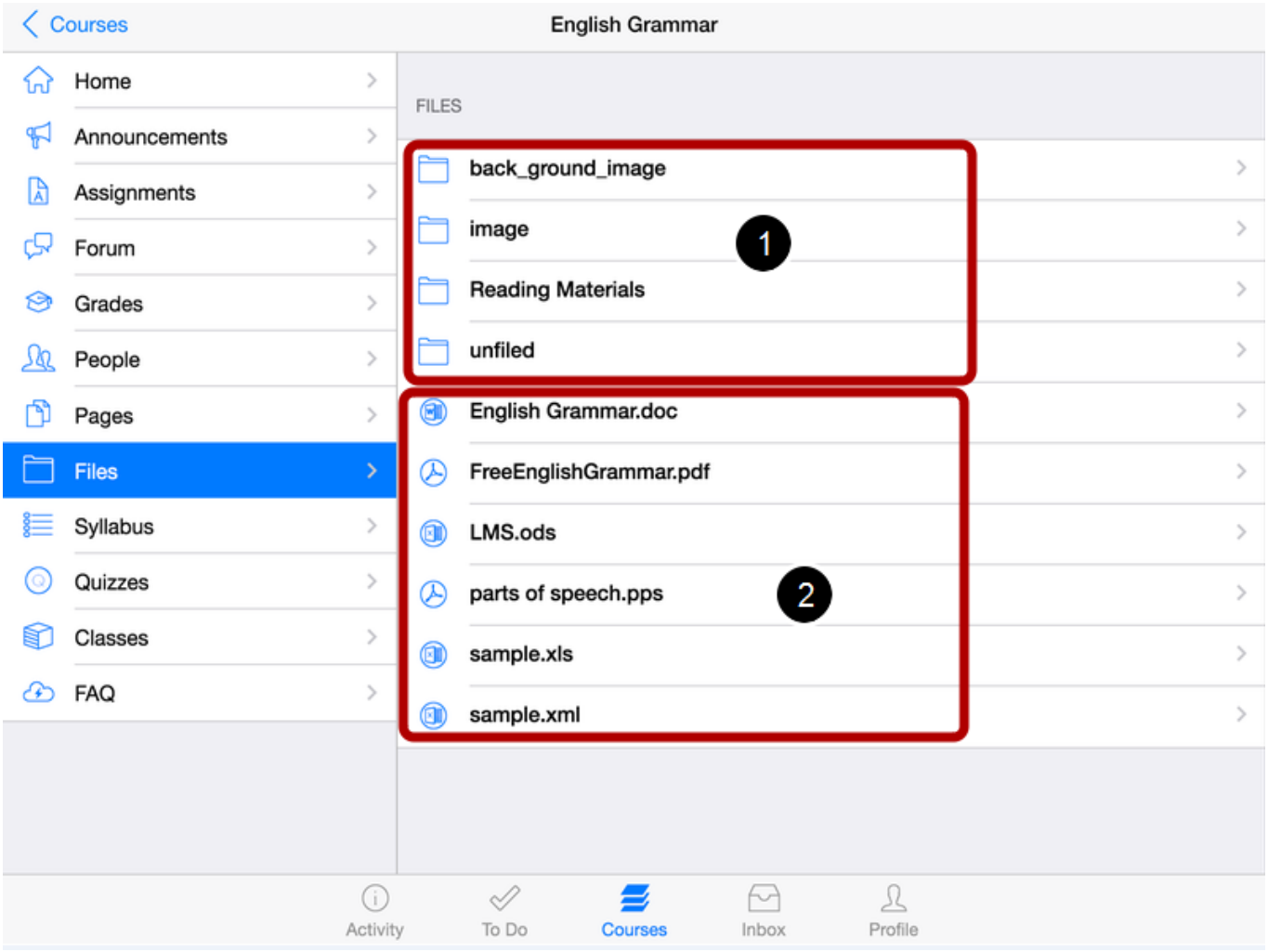
Click the **course name**, to view course activities.

Open Files



Tap the **Files** link.

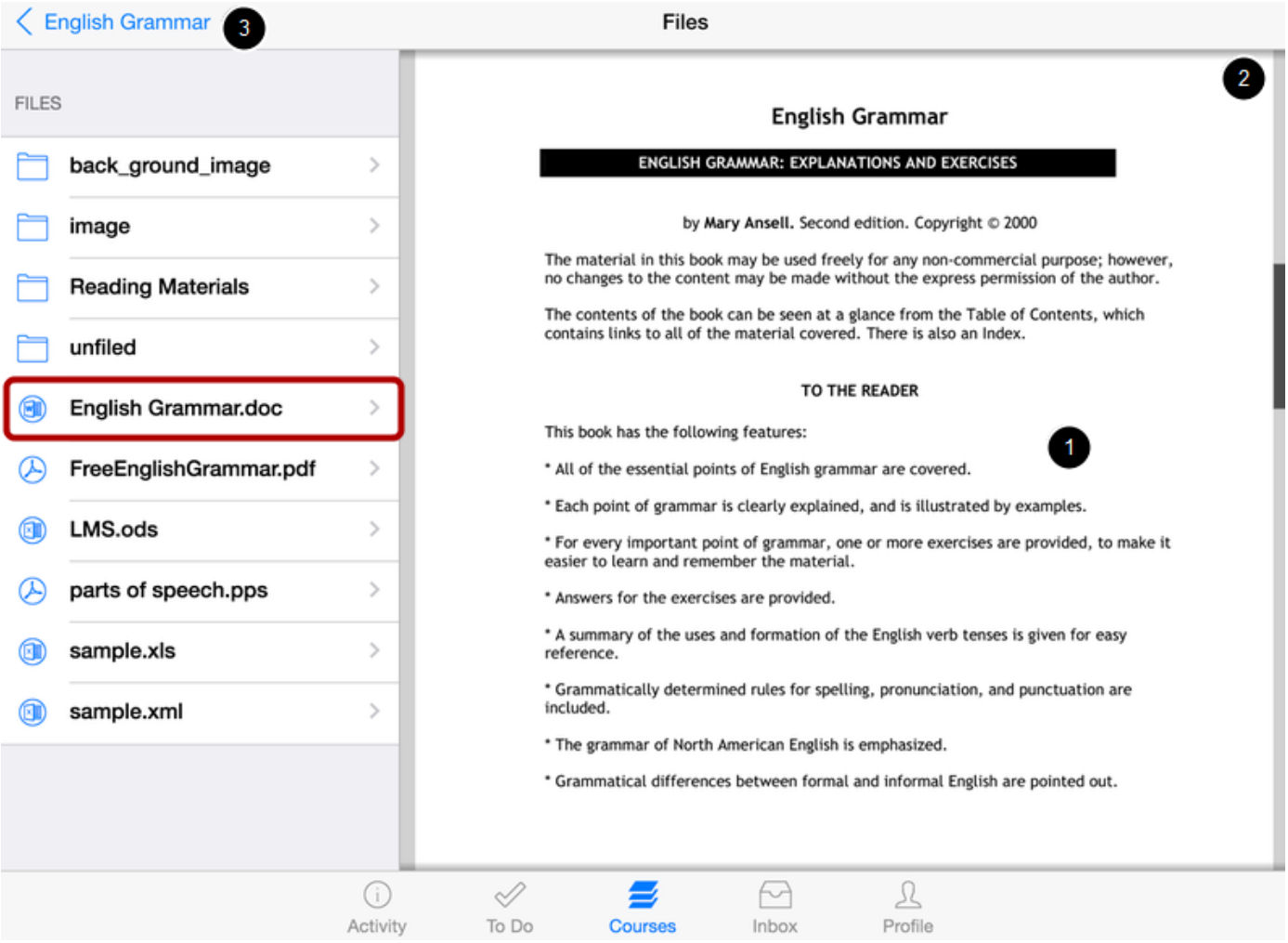
View Files



Files displays file folders [1] and file items [2]. File folders are identified by a file folder icon.

To view file items within a folder, tap the name of the folder.
To view a specific file, tap the name of the file .

View File



View the course file [1]. You can also share the file by tapping the **Share** icon [2].

Note: Not all file types support sharing.

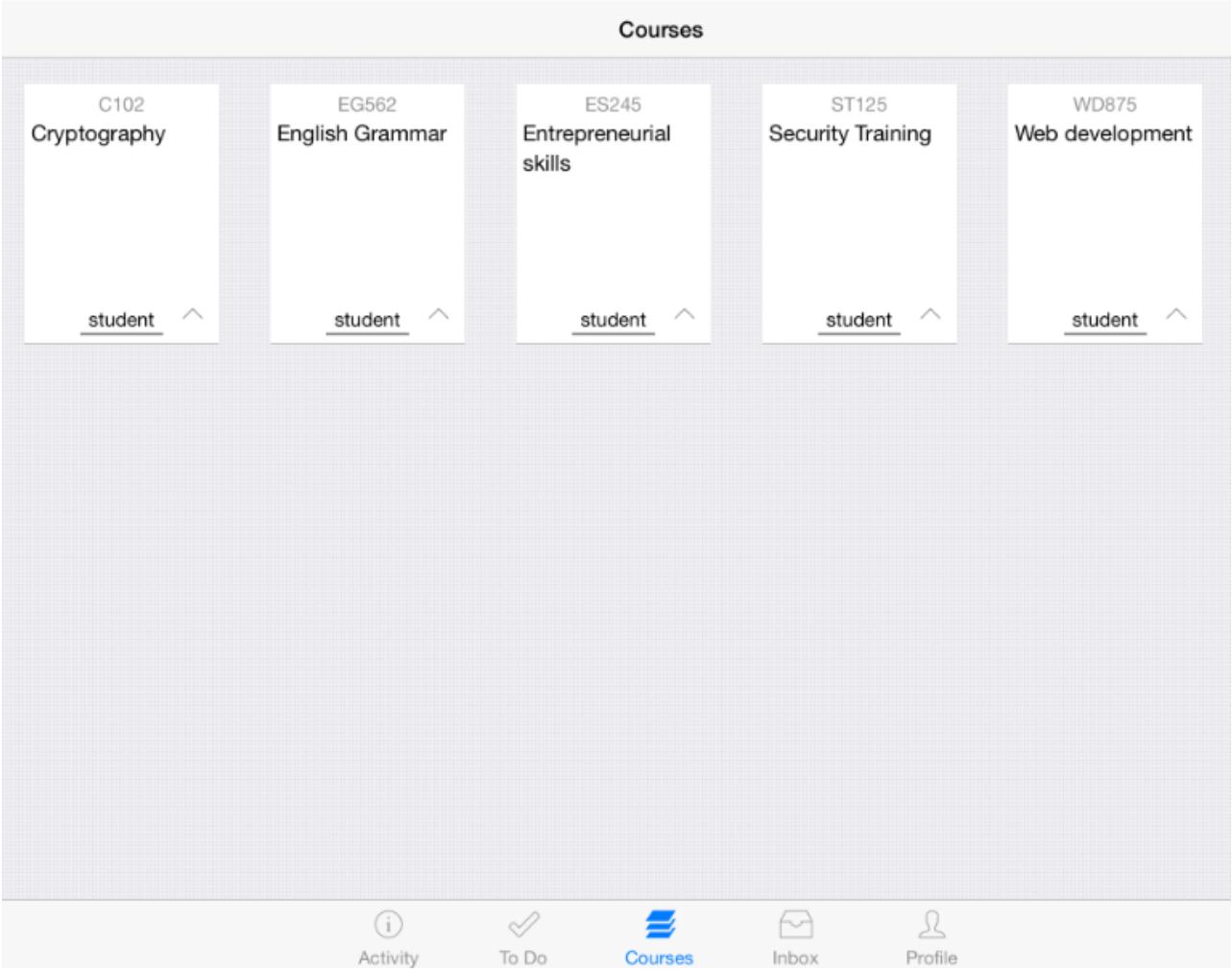
To view another file in the file menu, tap the name of the file.

To return to the course navigation, tap the **name of the course** [3].

How do I view Grades on Arrivu Apps?

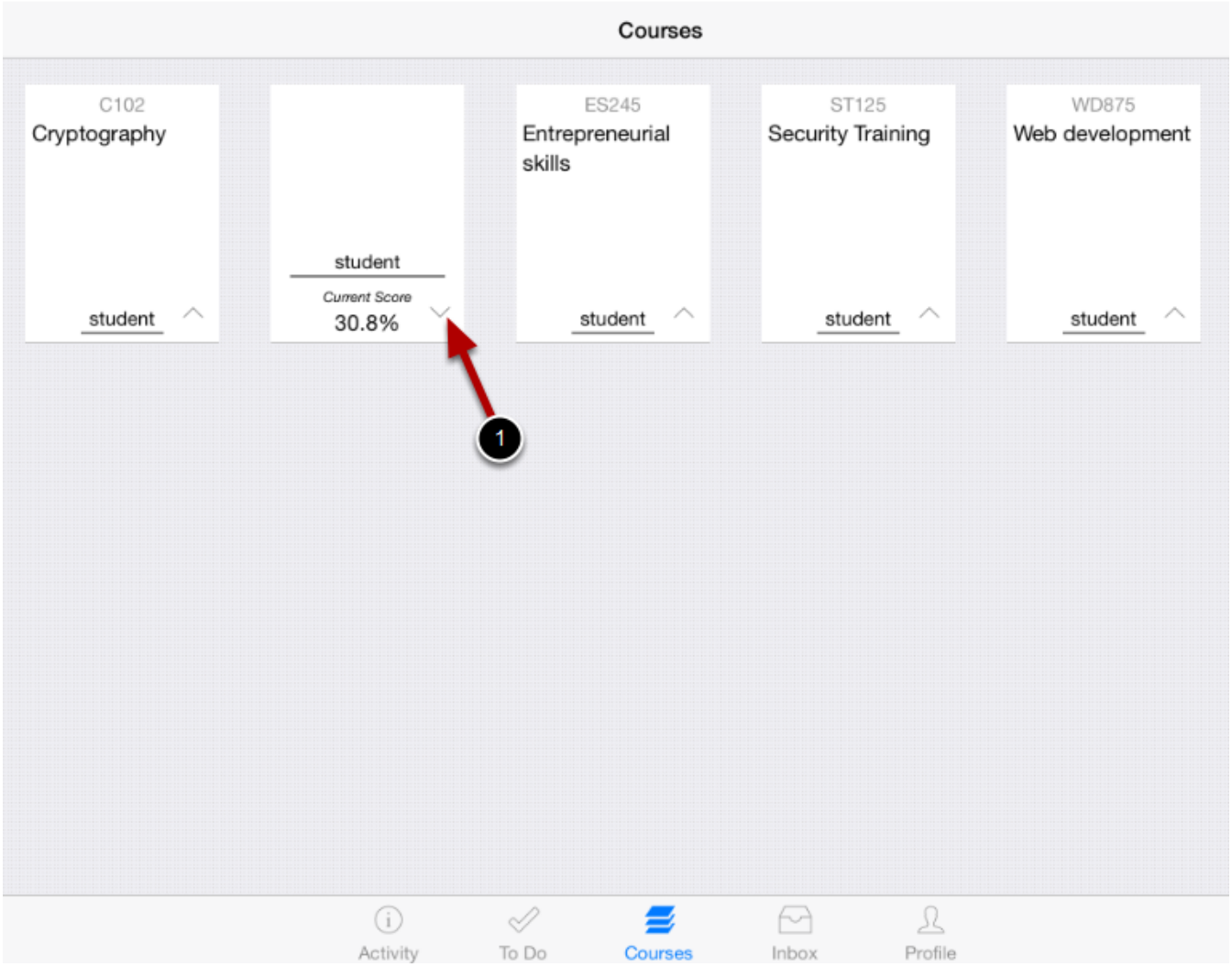
You can find your current grades in the course list. You can also view them in the Course Navigation.

View Dashboard



Dashboard displays the current courses for you.

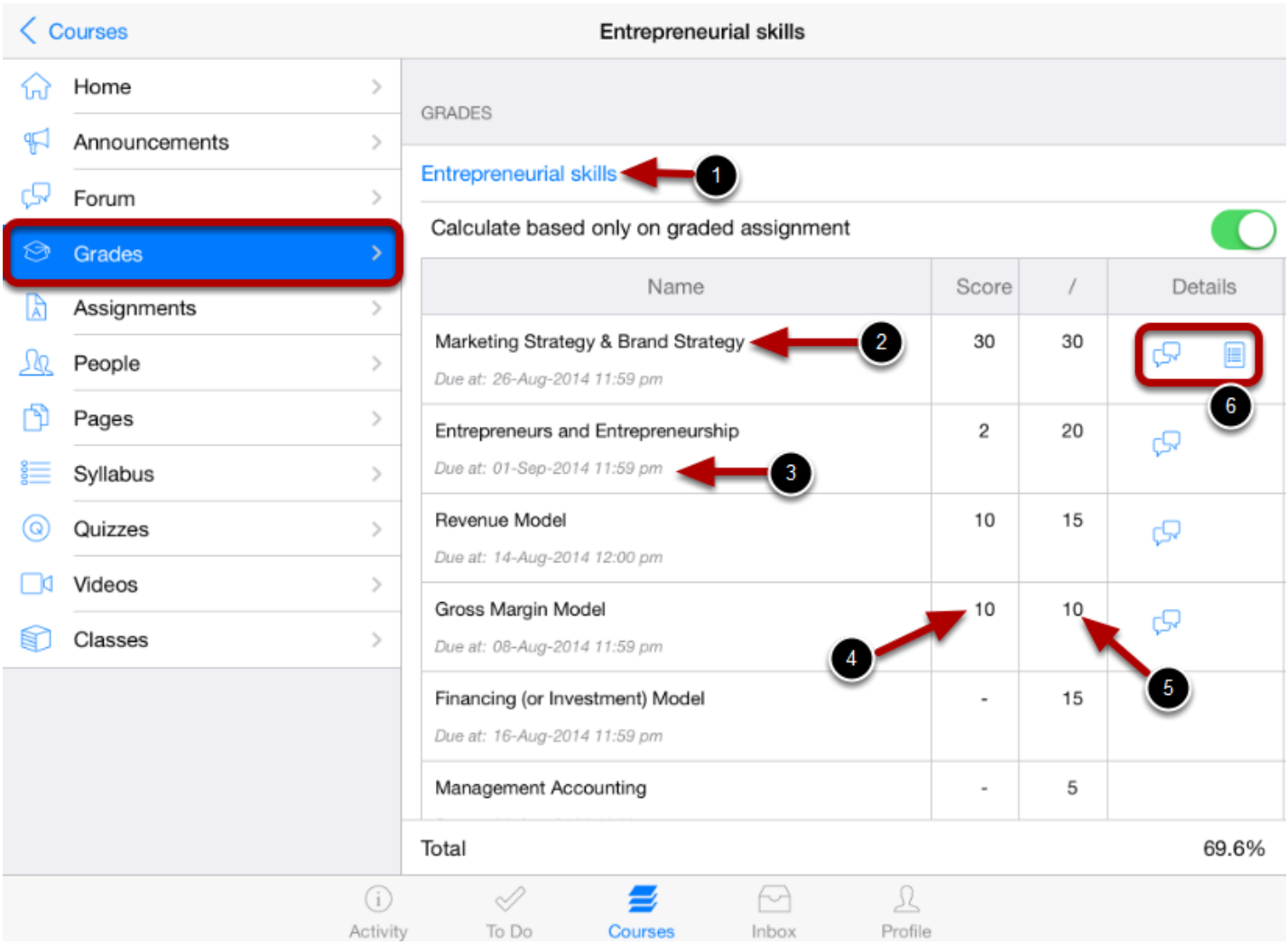
Open Grades in the Course List



Once you click the Down arrow mark [1] in the course list box, you can view your current grade details.

Note : You can view the grades details only for student enrollment courses.

Open Grades in Course Navigation



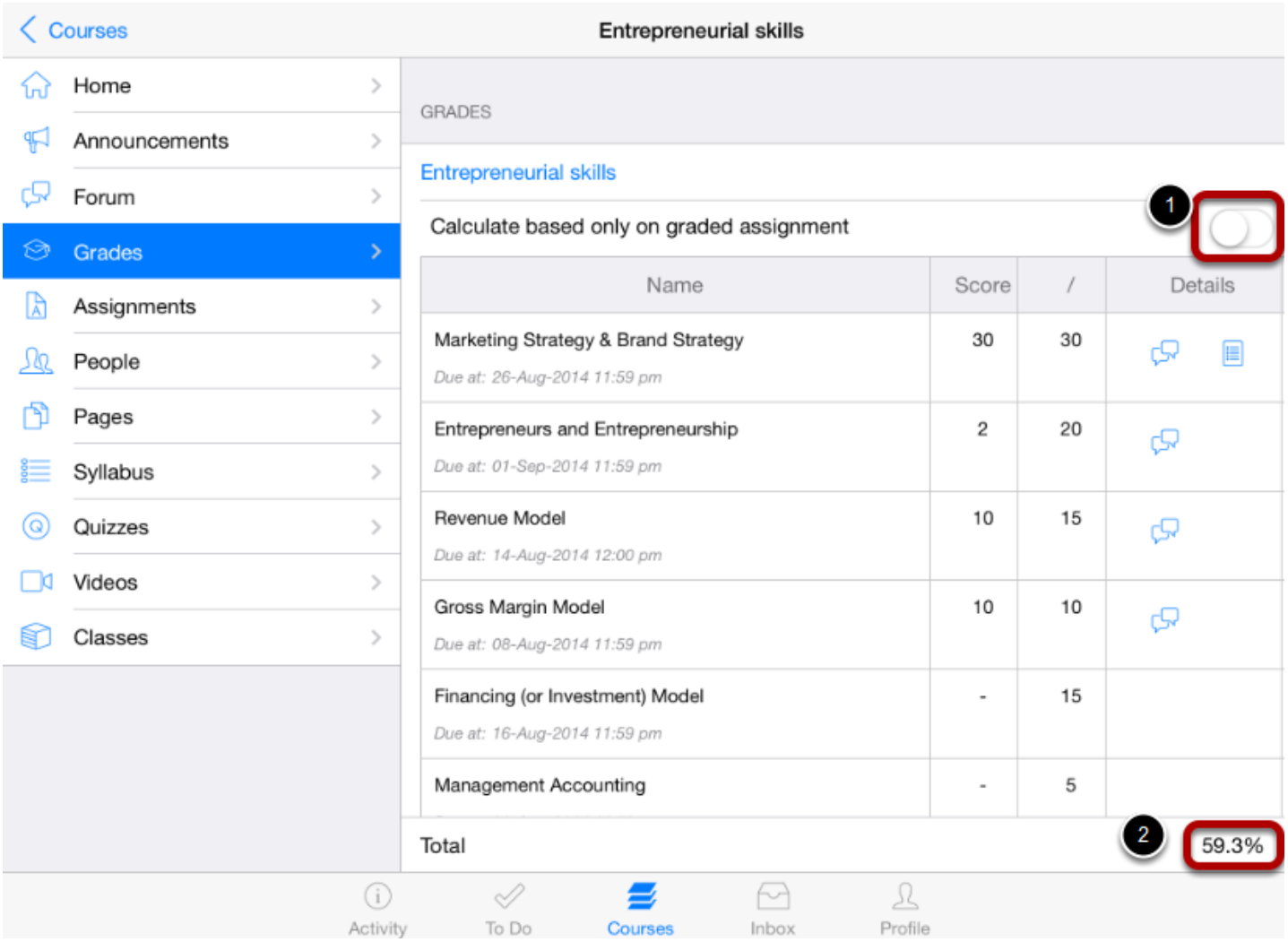
Click the **course's name** that you want to see grades for.

Click the **grades** link in the course navigation .

You can view the name of the course [1], name of the assignment [2], the assignment's due date [3], the score you got [4], the total points of the assignment [5], and icons for any assignment details [6].

Your total grade can be displayed in points or percentage, depending on the preference of your instructor.

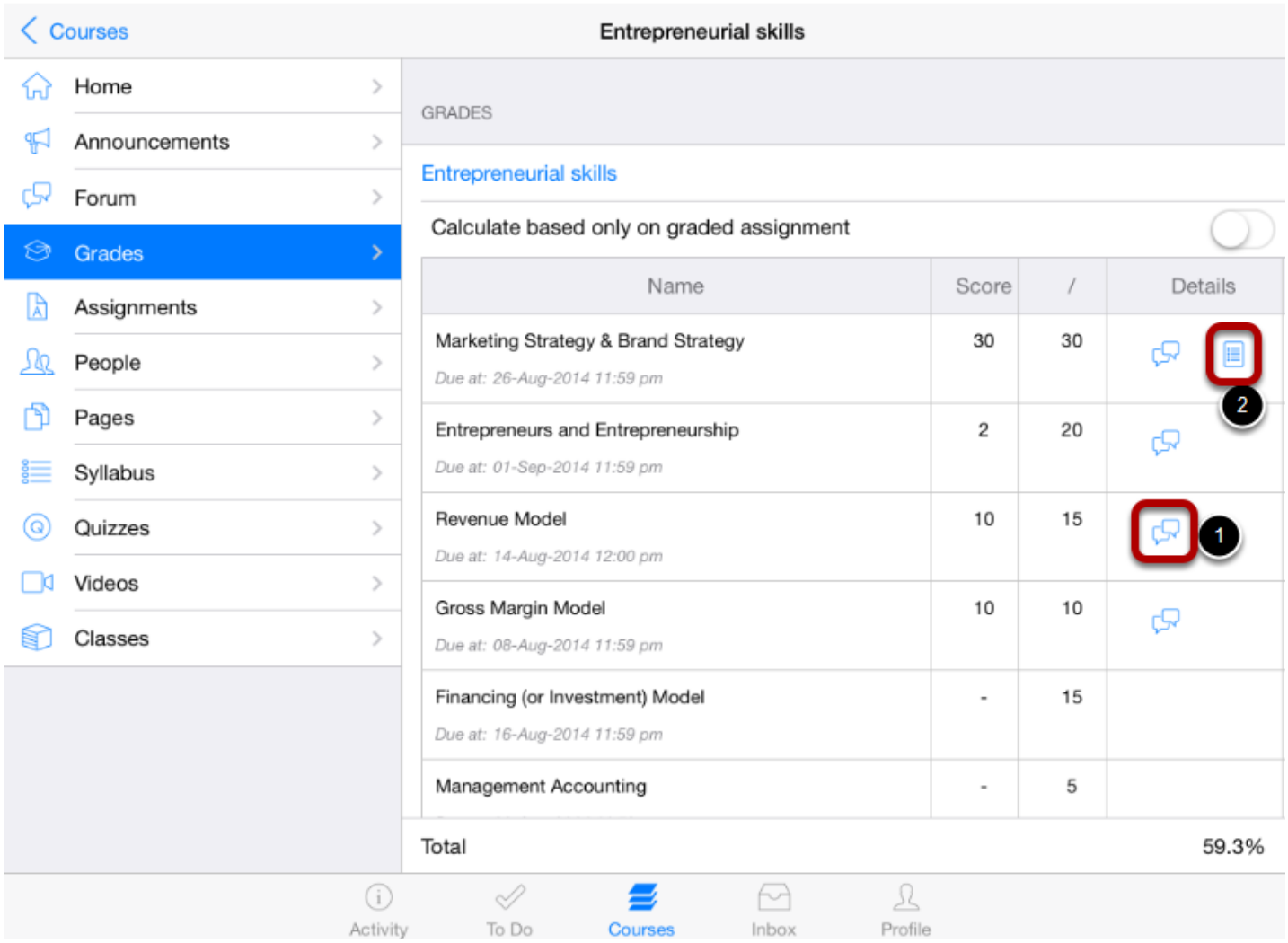
Calculate based only on Graded Assignments



View your total based only on the graded assignments by swiping the check box [1].

View the changed total course grades based on the graded assignments [2].

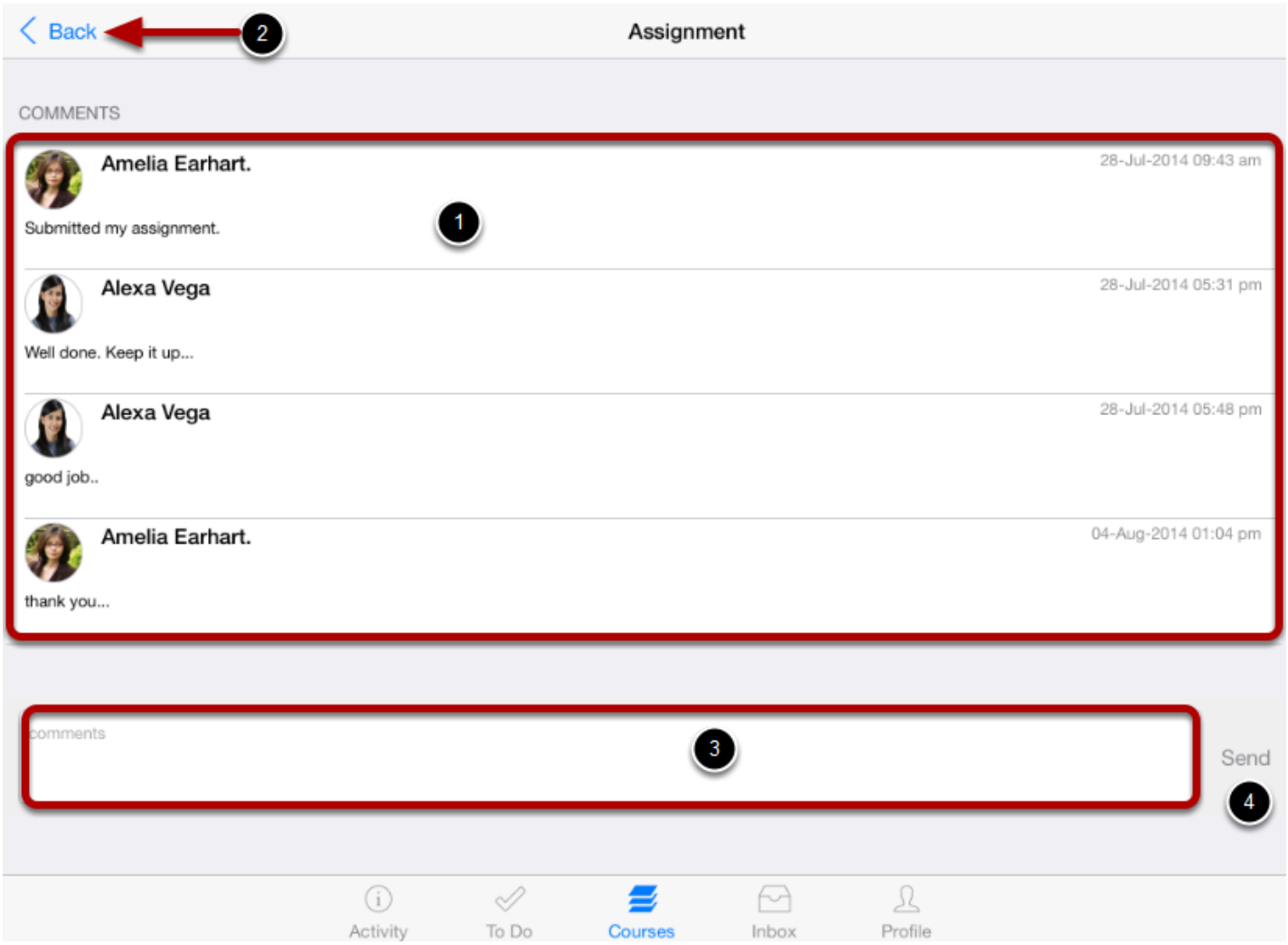
View Comments and Scoring Rubrics



Click the speech bubble icon to view comments [1].

View your results on the scoring rubric by clicking the rubric icon [2].

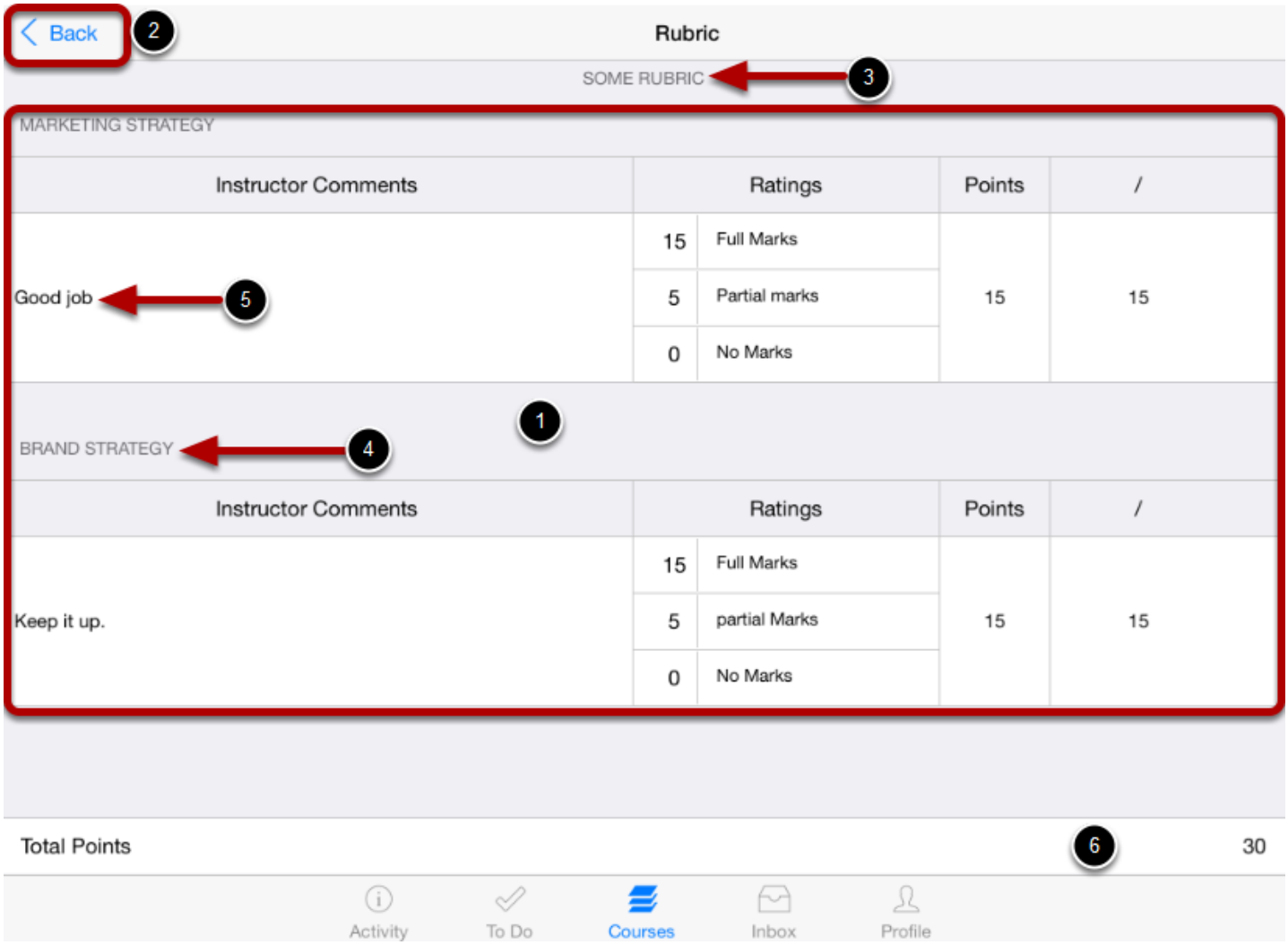
View Comments



Comments will be organized chronologically [1]. To close comments, click the **Back** link [2].

You can comment to your instructor using the comment box [3]. Click **Send** link [4] to send the comments to your instructor.

View Scoring Rubric

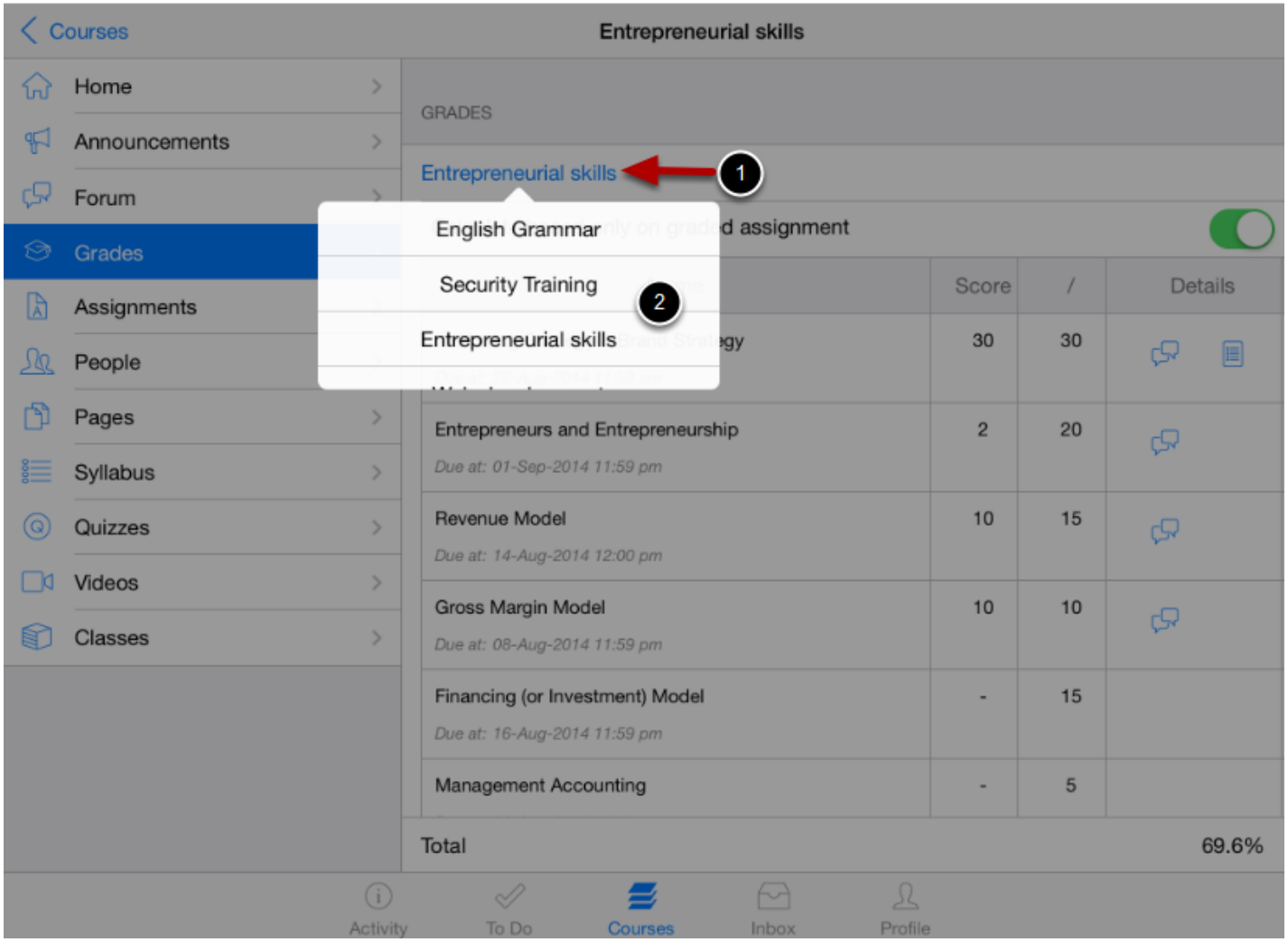


View your score based on the rubric [1]. To close the rubric, click the **Back** link [2].

You can view the following details in your rubrics:

1. Rubric's title [3].
2. Category name [4].
3. instructor comments [5].
4. Total points [6].

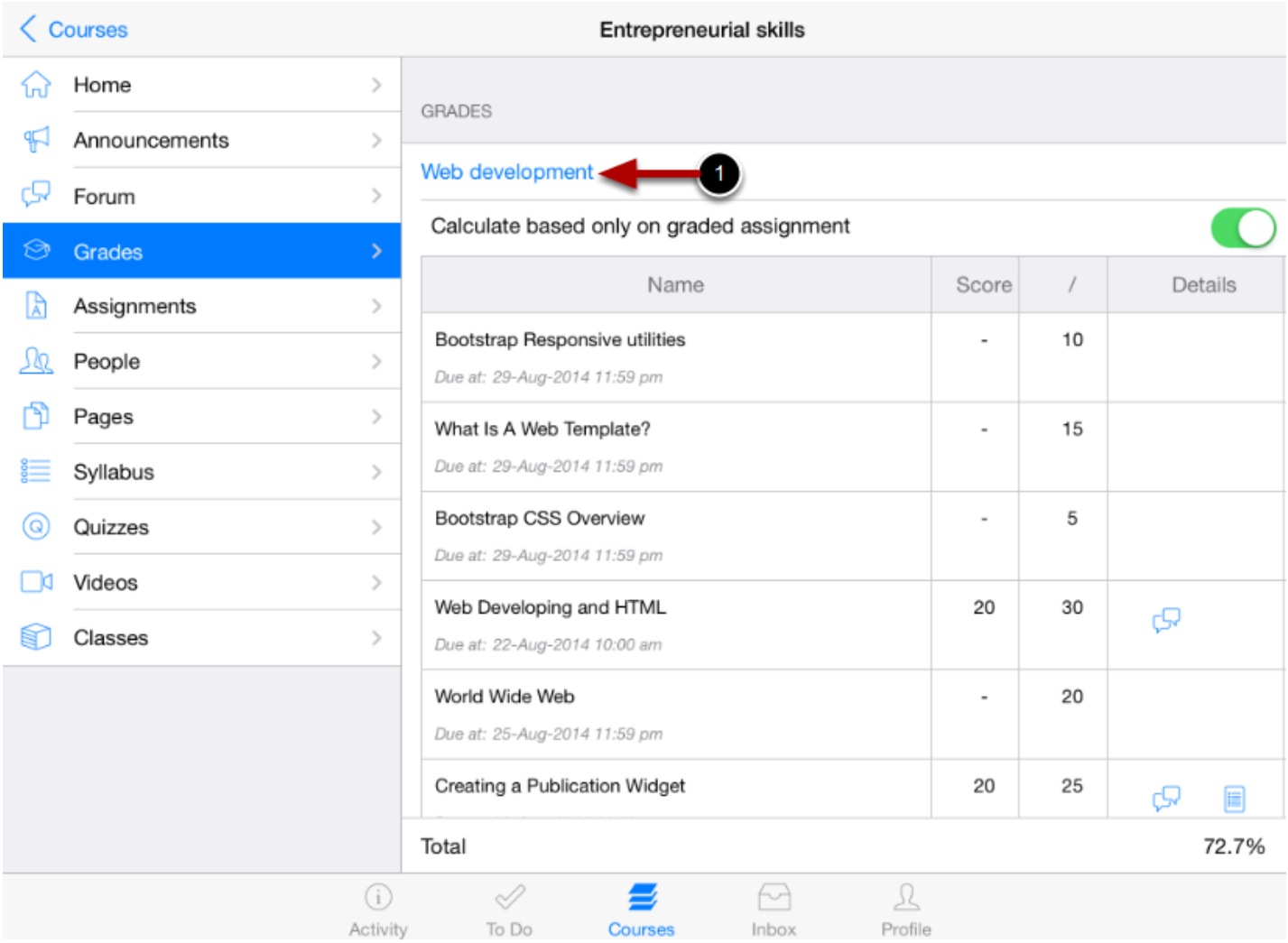
Change Grade Book



Click the course's name to view grades in other courses [1].

If you have more than one course, you can use the course **Pop-up** menu [2] to view grades in any other courses.

View Changed Grade Book



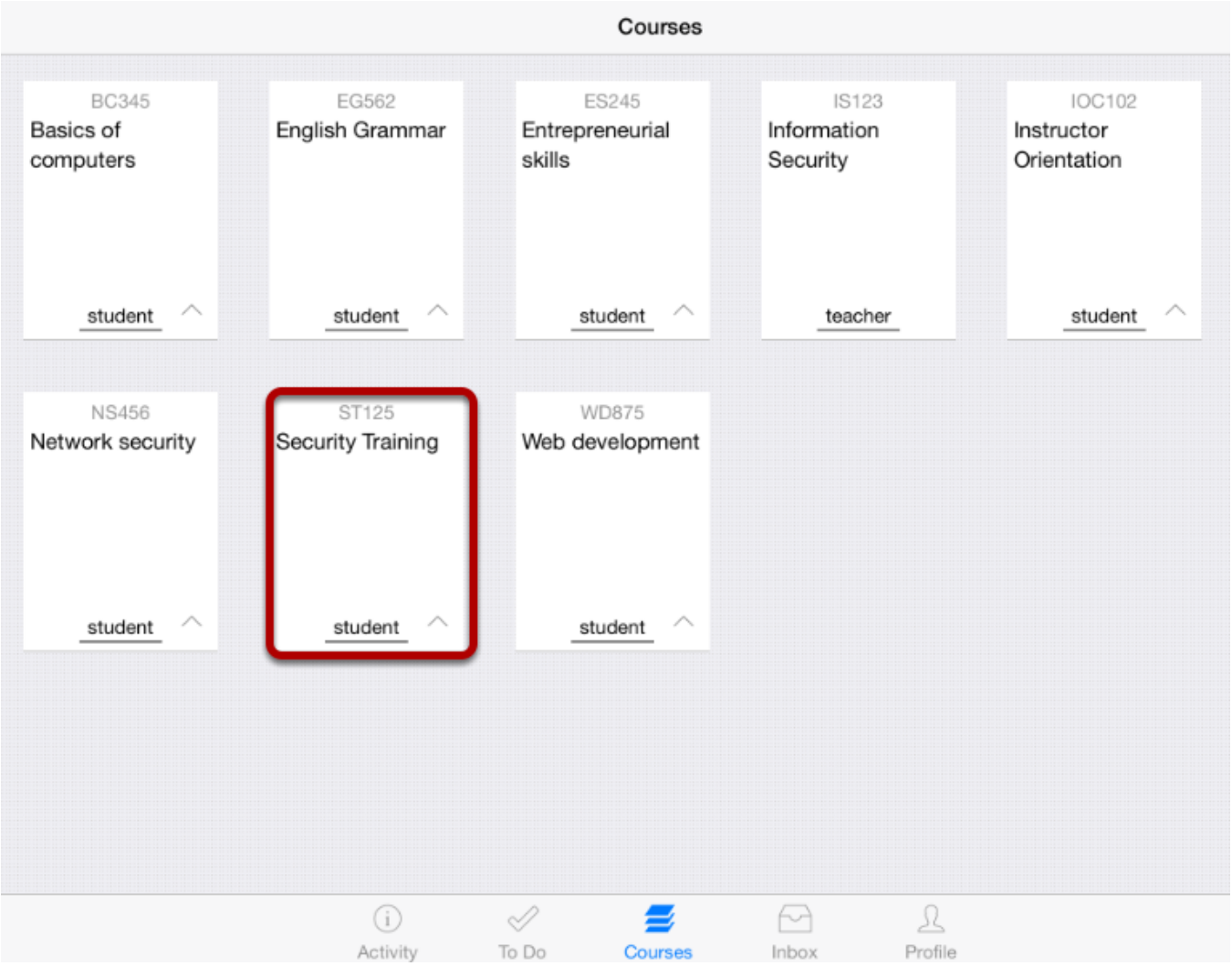
You can view any course grades details you want with in any course using the course name link [1].

How do I view Pages on Arrivu Apps?

You can view Pages on the Arrivu Apps.

Note: Instructors have the option to hide the Pages tab.

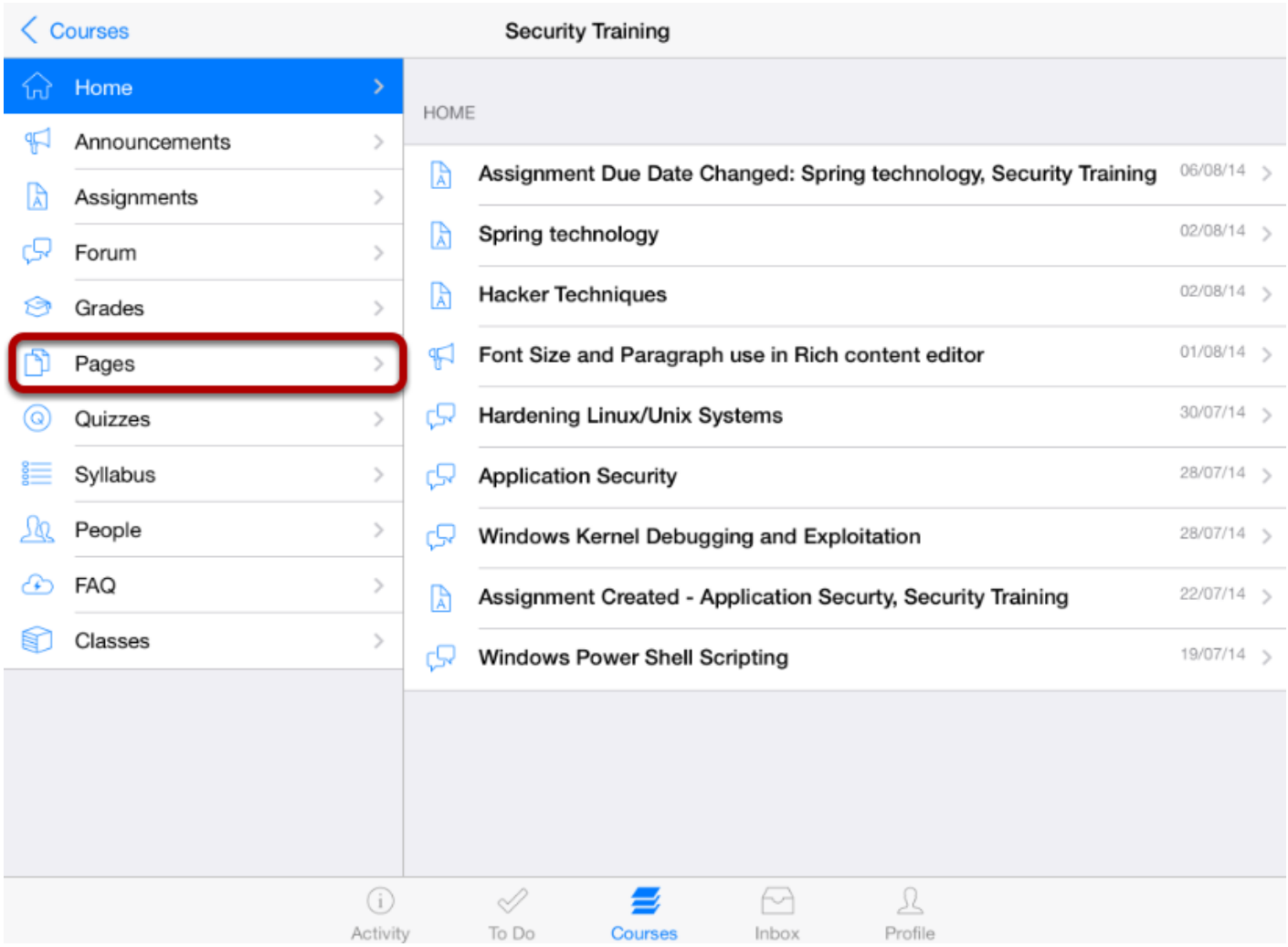
Open Courses



In the **Courses** tab, tap the name of the course you would like to view.

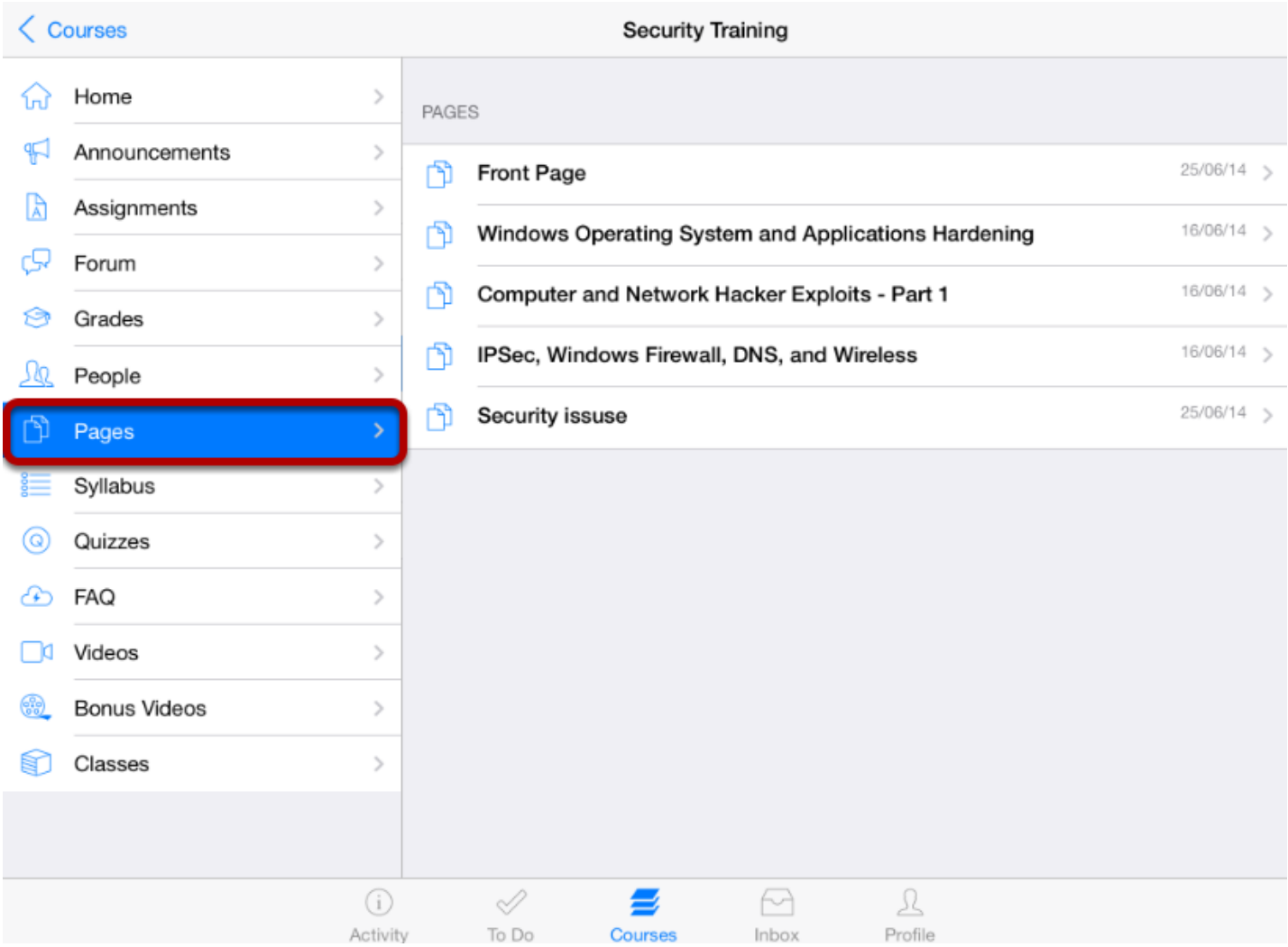
It displays the Home page of the course you selected.

View Home Page



You can view the course's Home page. Tap the **Pages** link .

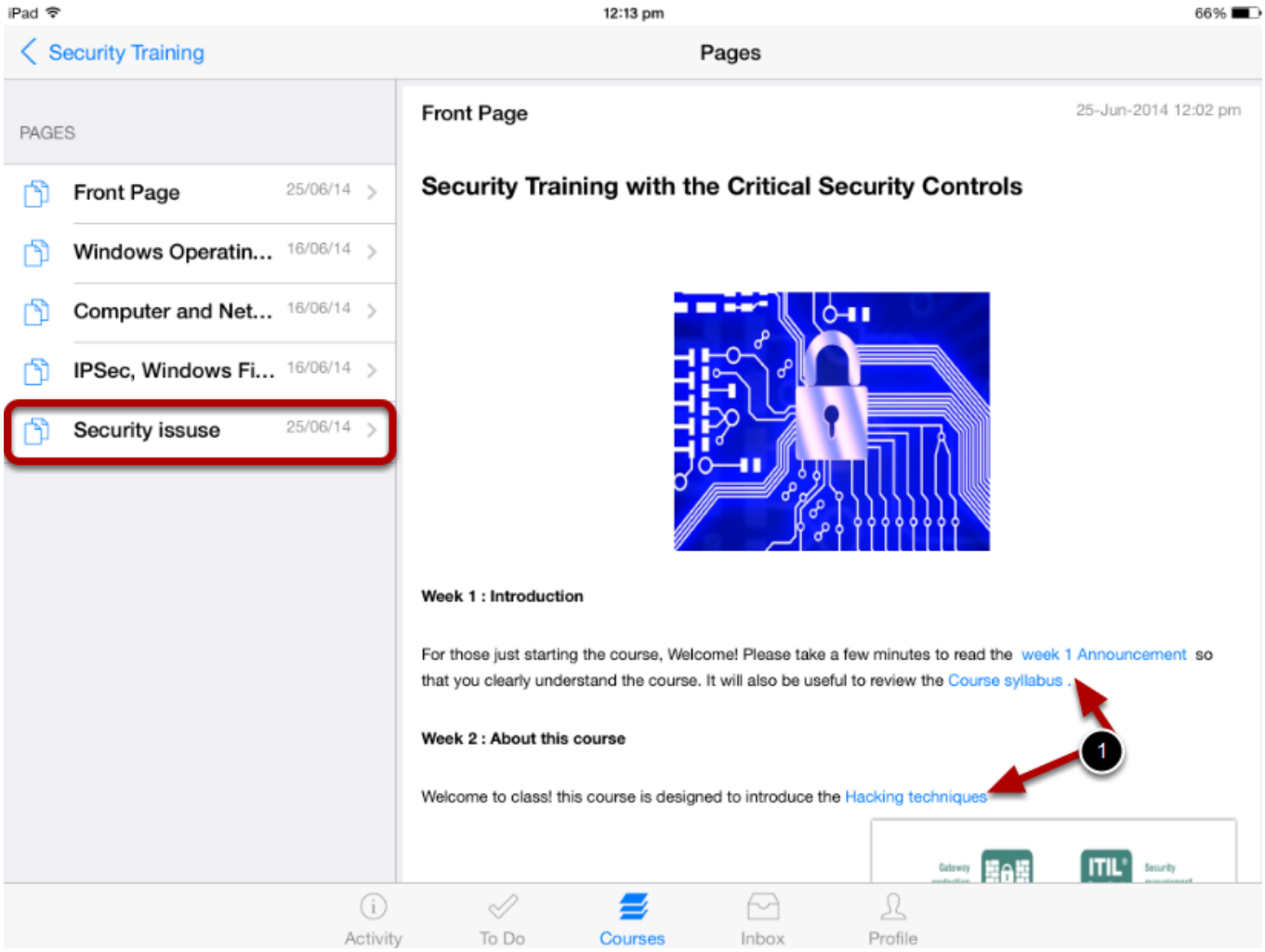
Open Pages



Tap the **Pages** link.

You can see the pages list in right side.

View Page Details



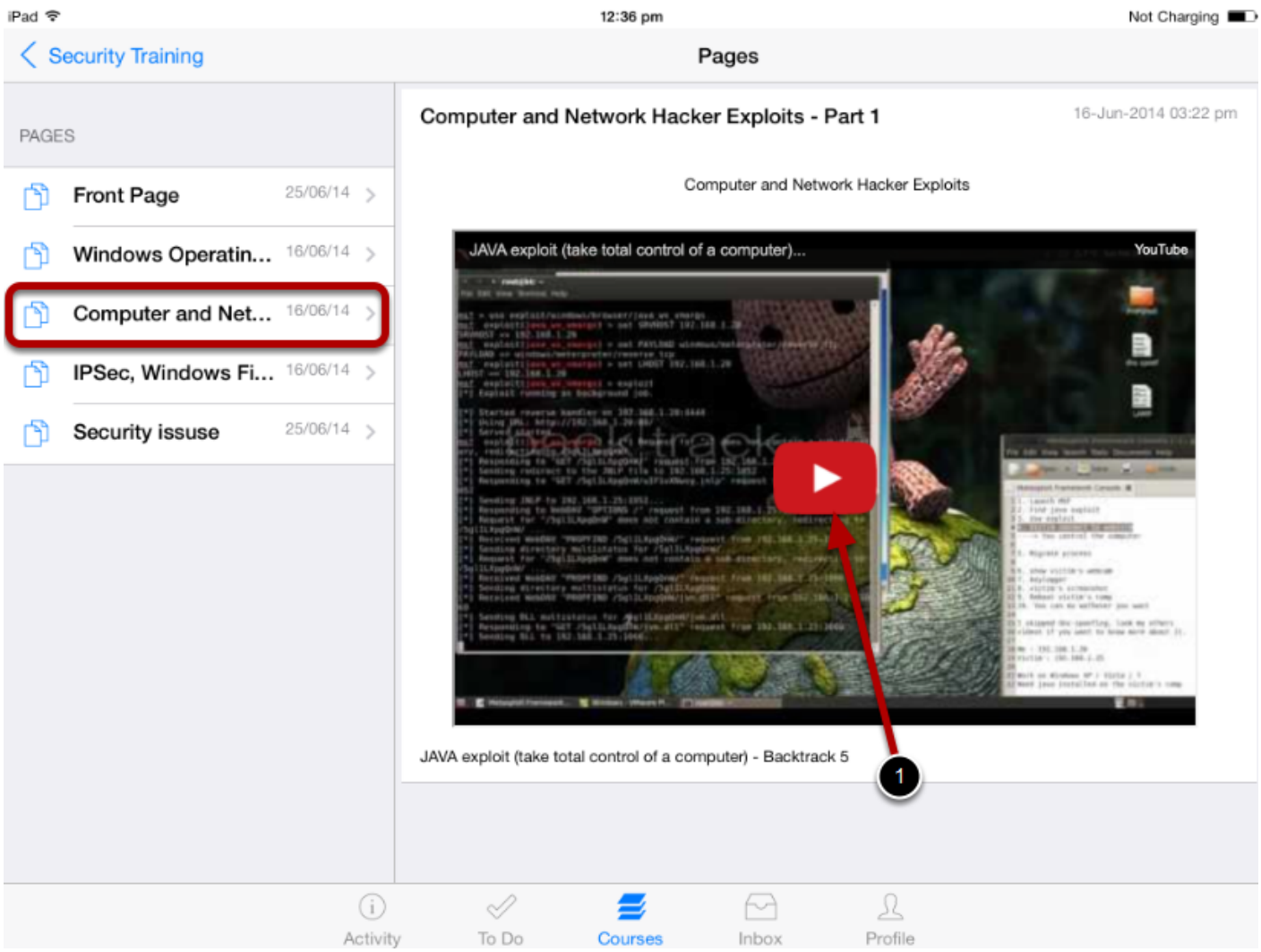
To open a page, tap the page's name. View the page contents on the right side window by selecting a particular page title.

The pages list appear on the left side of the application.

To view another page, tap the name in the page list.

You can view the internal and external link details [1] in the page details.

Watch Videos in the Pages



Pages contains some related images and videos of the course. To watch the video tap play in that video [1].

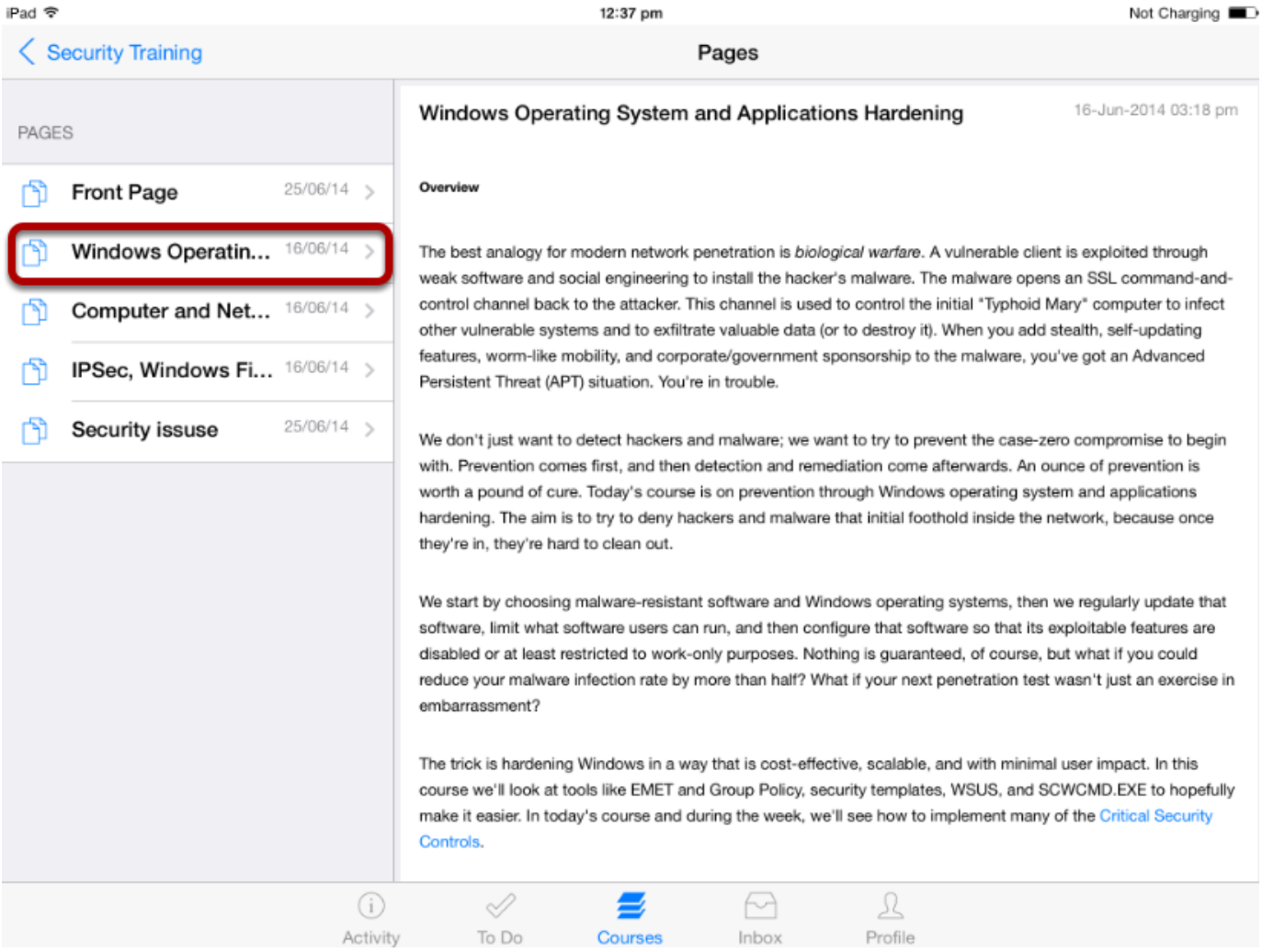
You can watch the video in full screen mode .

Watch Video in Full Screen

You can also watch the video in full screen.

To view the pages list, exit from the full screen. Press **Done** on the top left corner of the video screen.

View Next Page



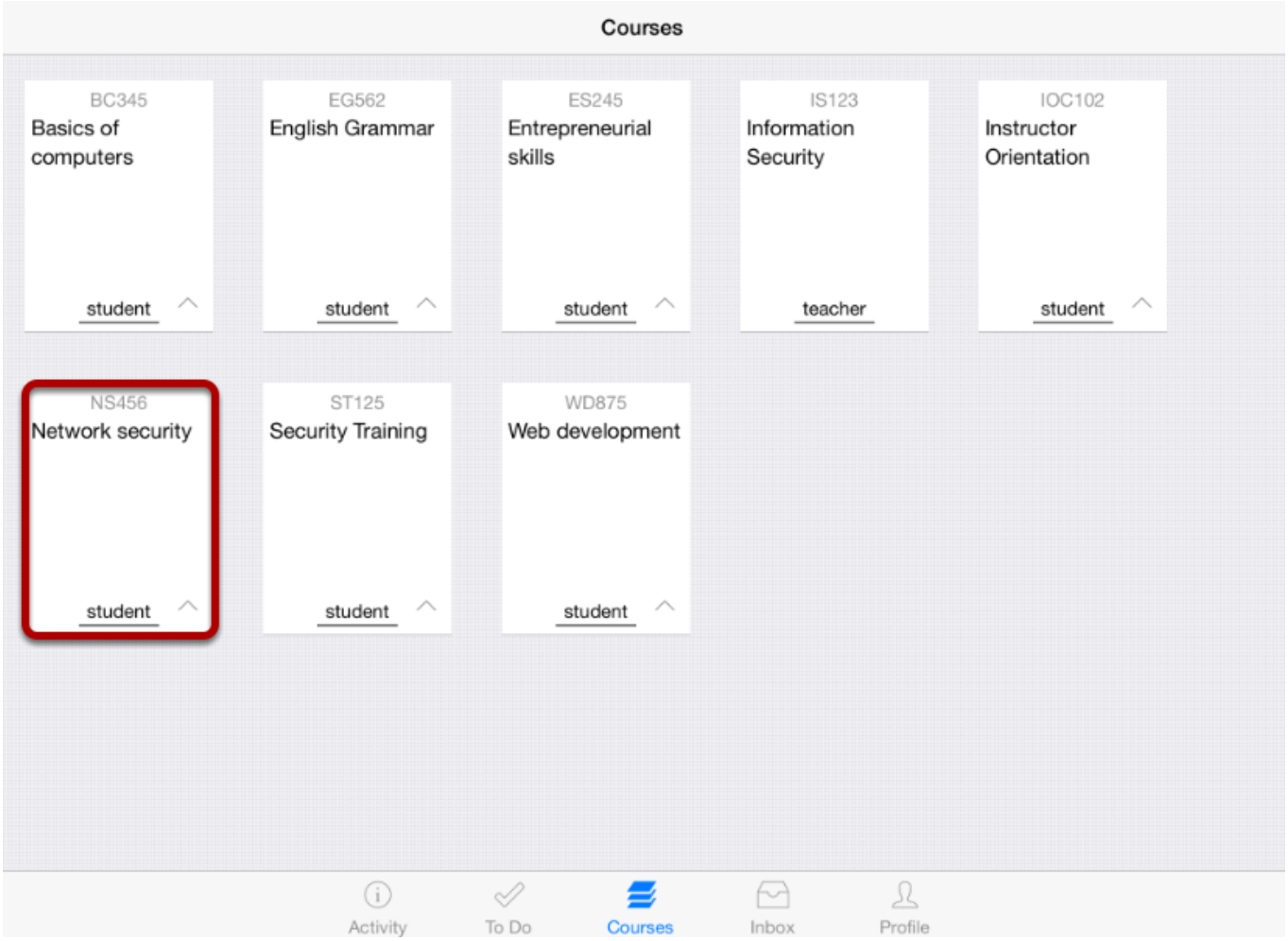
To open another page, tap the page's name on the left side.

How do I View People on the Arrivu Apps?

You can view the people in your course on the Arrivu Apps

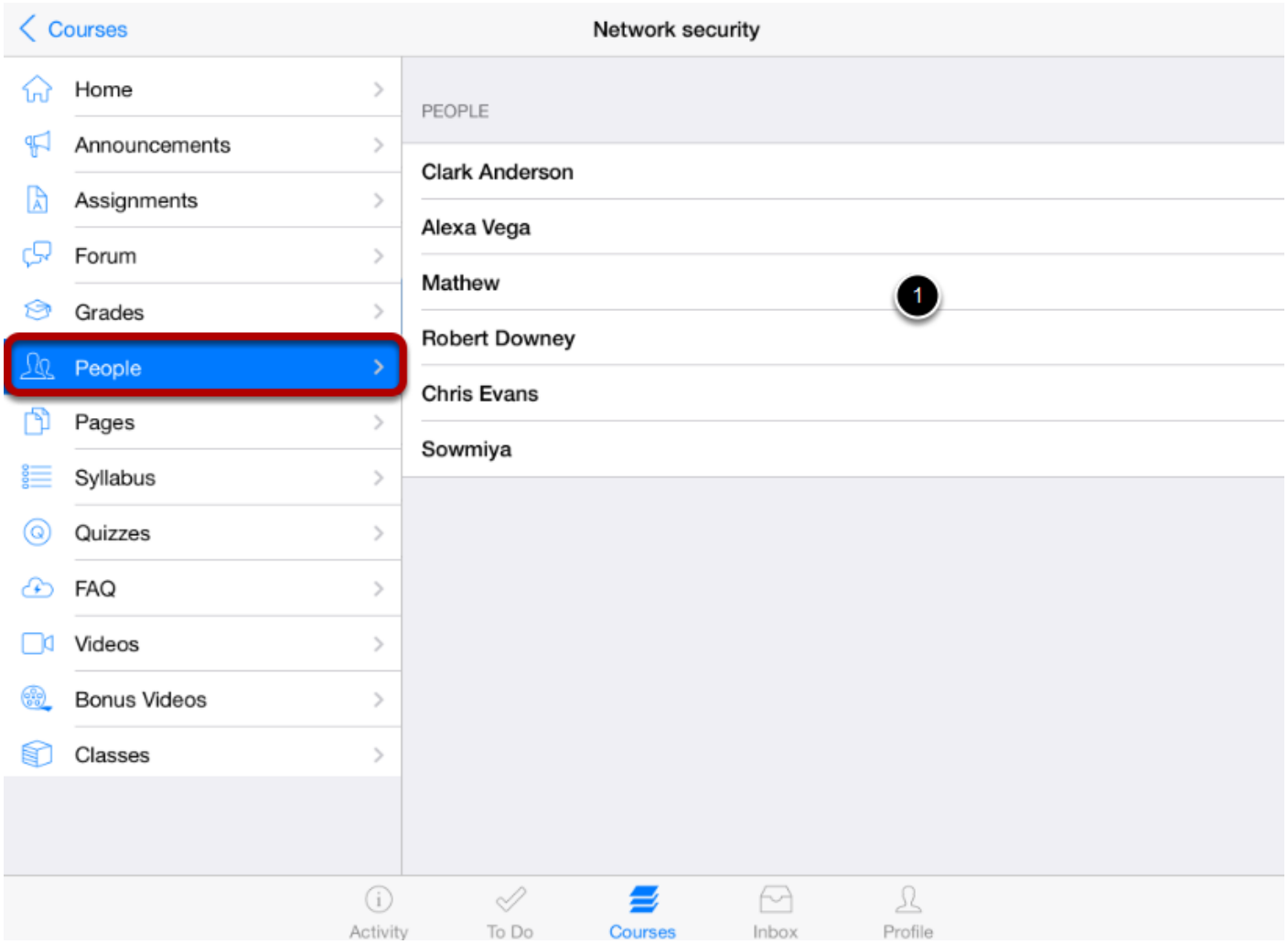
Note: Instructors have the option to hide the People tab.

Open Courses



Tap the course you want to open.

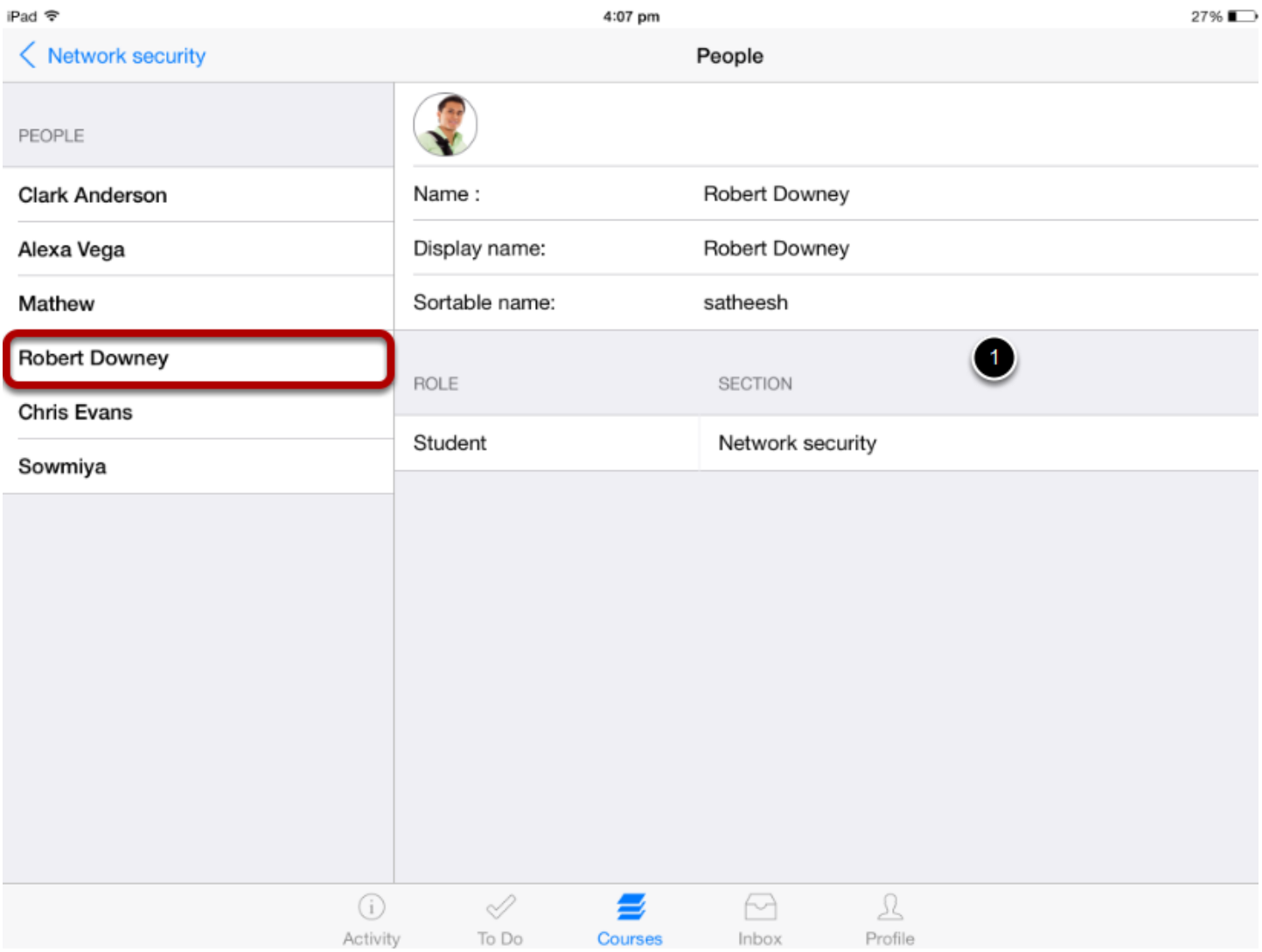
Open People



Tap the **People** link.

View the people list in your course on the right side [1].

View People Details



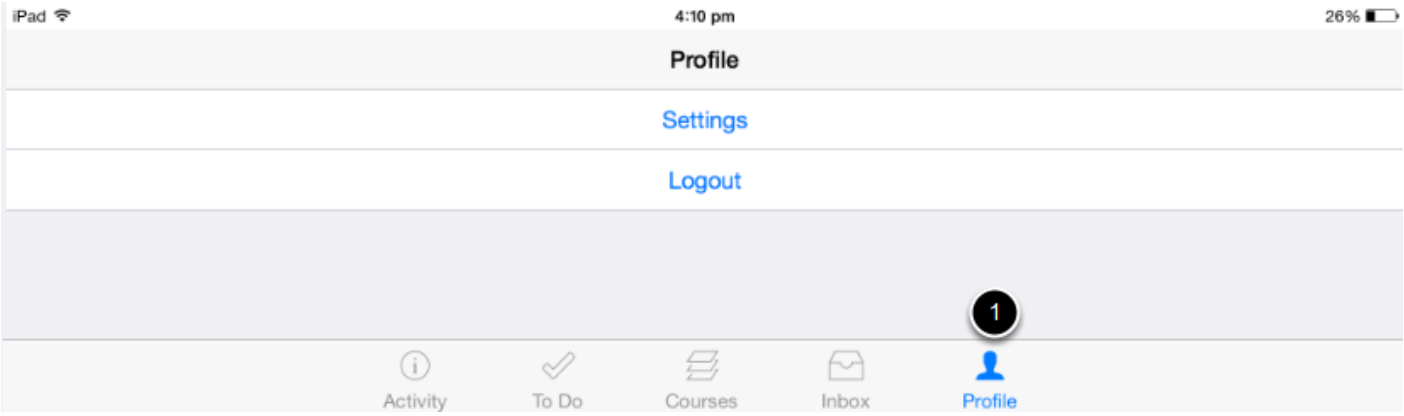
Tap the name you want to see on the right side.

View the people on the right side [1]. The people list will be moved from left to right side.

How do I View Profile on Arrivu Apps?

You can easily control your profile and personal settings on Arrivu Apps

Open Profile

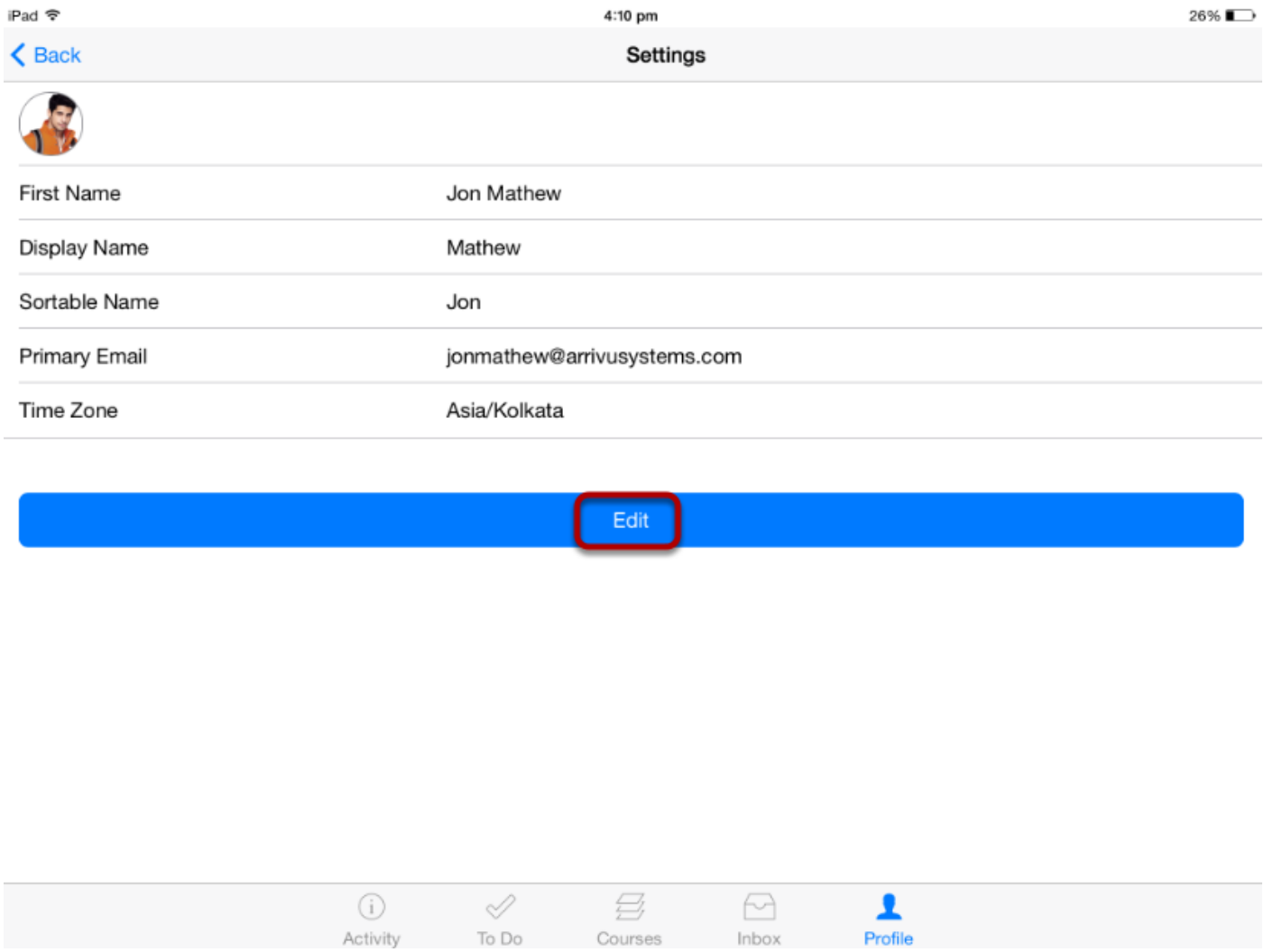


To view your profile, tap the **Profile** icon [1] .

User can Log out from Arrivu Apps.

Tap the **Settings** link to view the profile details.

View Profile Details



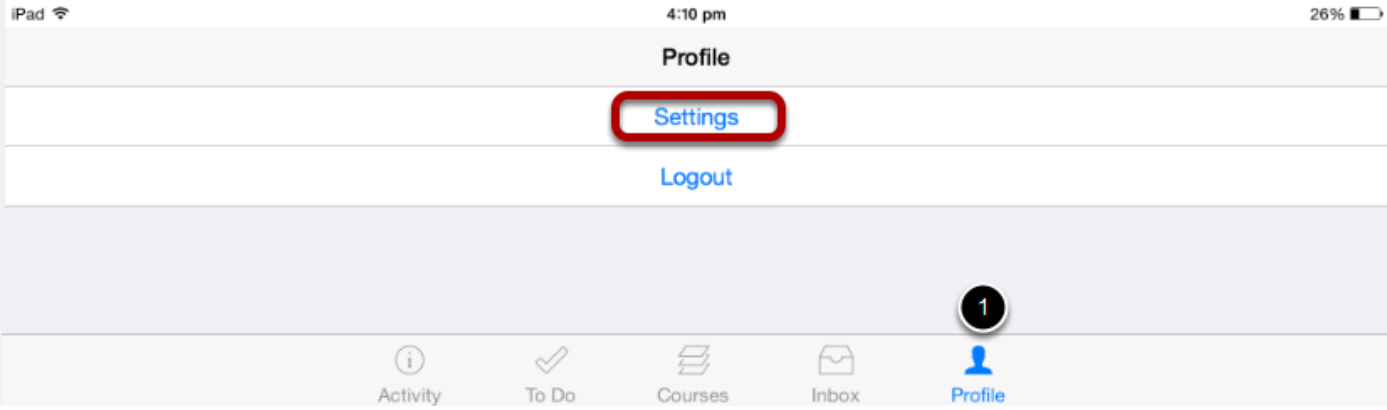
Tap the **Settings** link to view profile details.

User can edit the profile information using the **Edit** option.

How do I edit my Profileon Arrivu Apps?

Profiles allow you to update your name, display name and sortable name for your account.

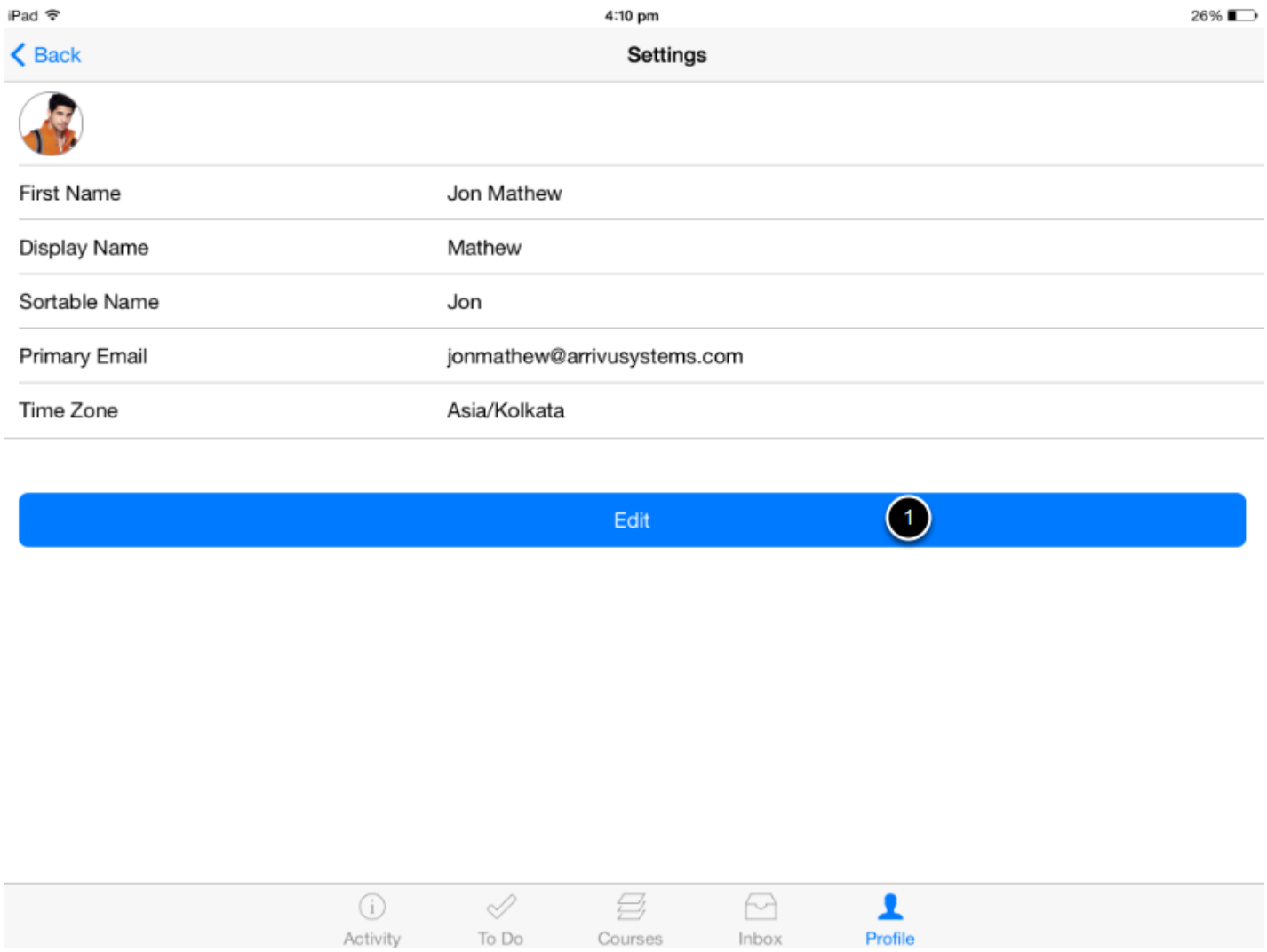
Open Profile



To view your profile, tap the **Profile** icon [1] .

Tap the **Settings** link to view the profile details.

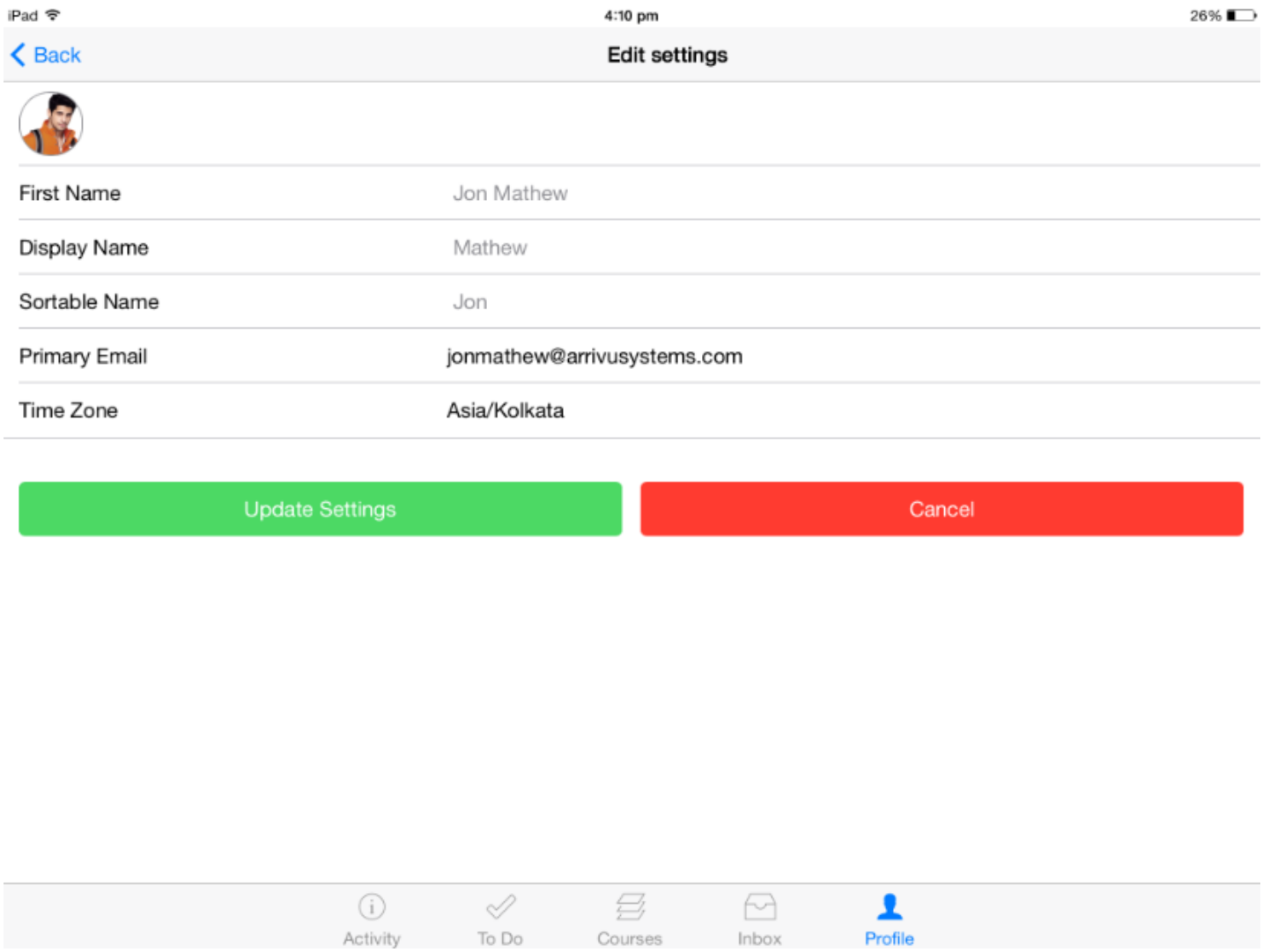
View Profile Details



Tap the **Settings** link to view your profile details.

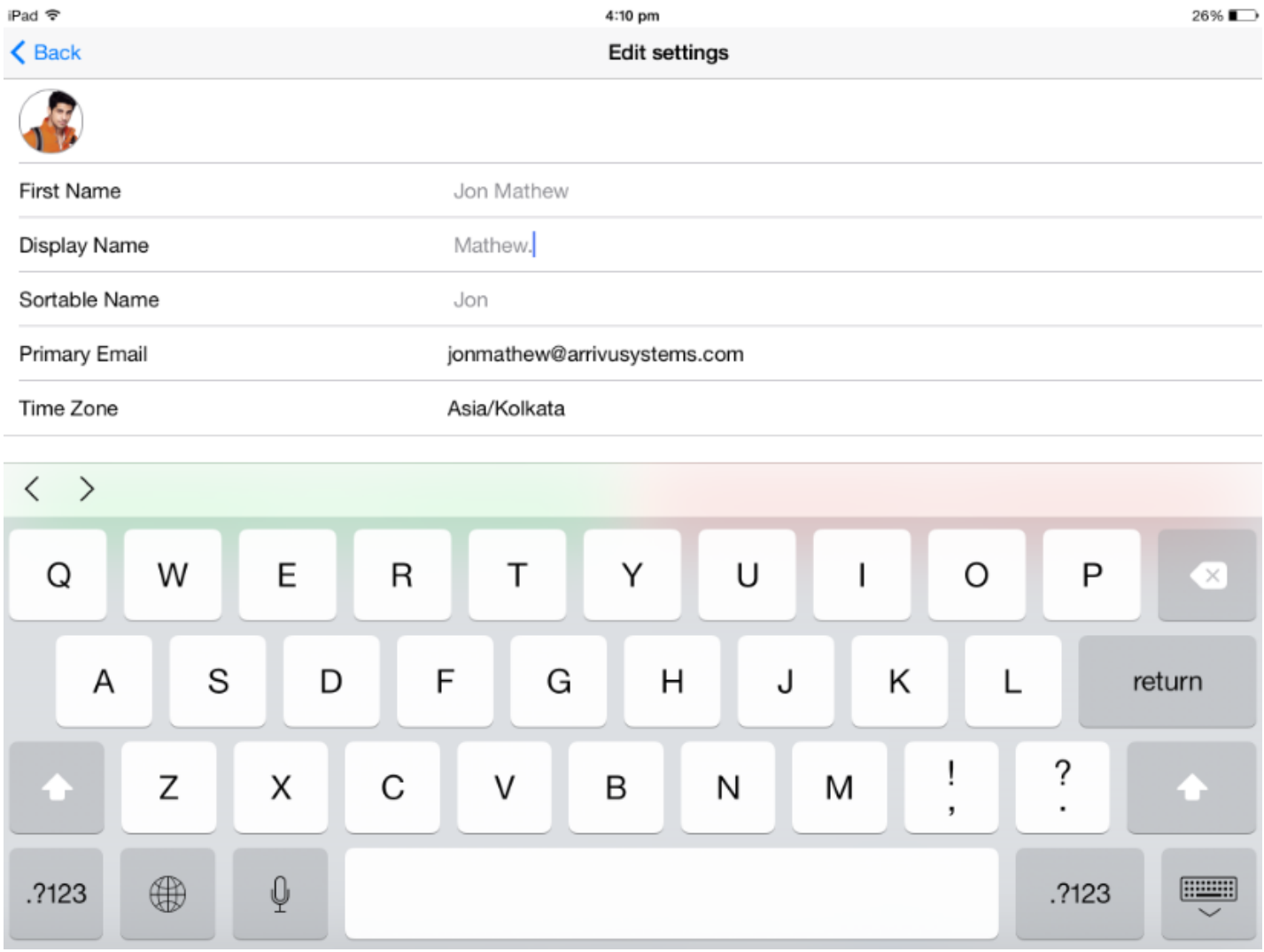
User can edit the profile information using **Edit** option [1].

Update Settings



You can update your name, display name and sortable name for your account.

Edit Details



You can edit your profile details.

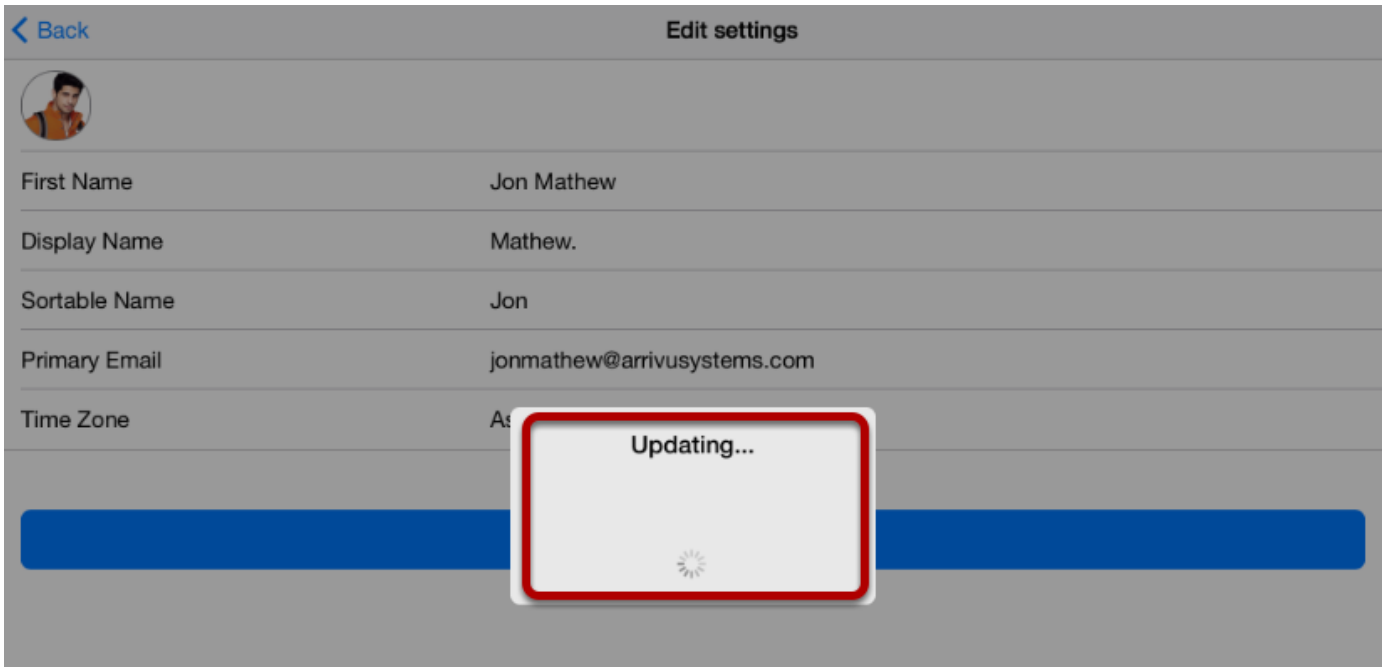
Note: You can not edit your E-Mail and Time Zone details.

Update Settings

Click **Update Settings** button to edit the details.

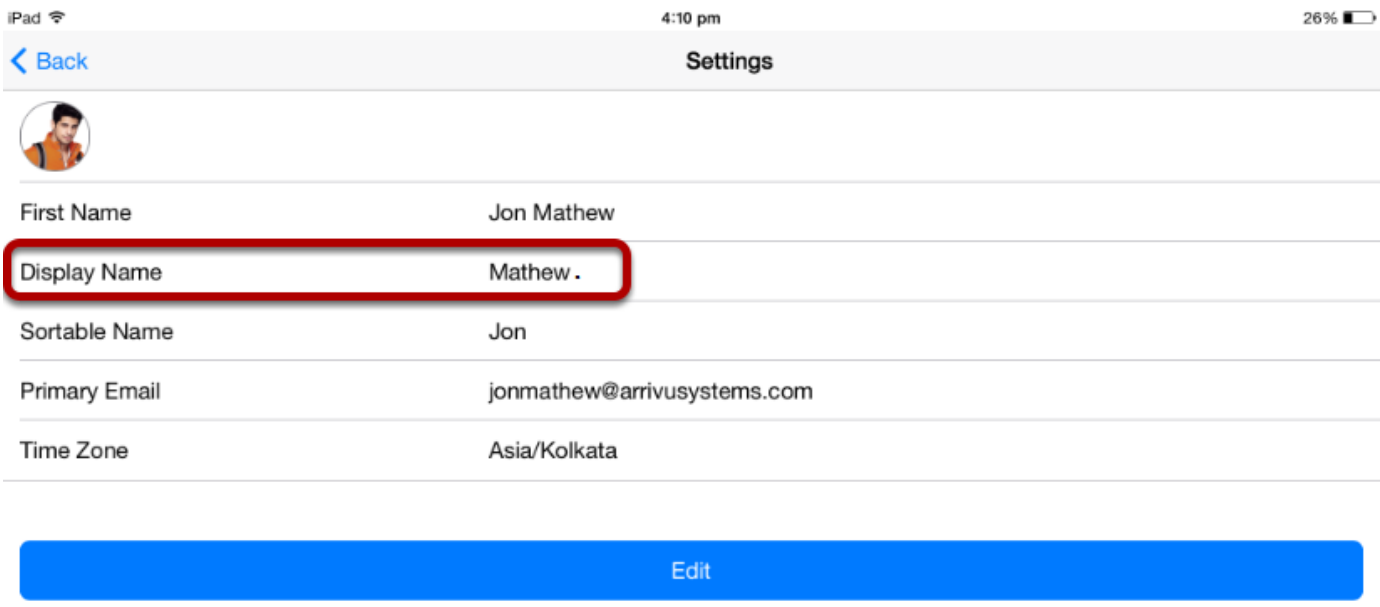
Click **Cancel** button to ignore the update.

View Updating



You can see the details being updated.

View Edited Profile



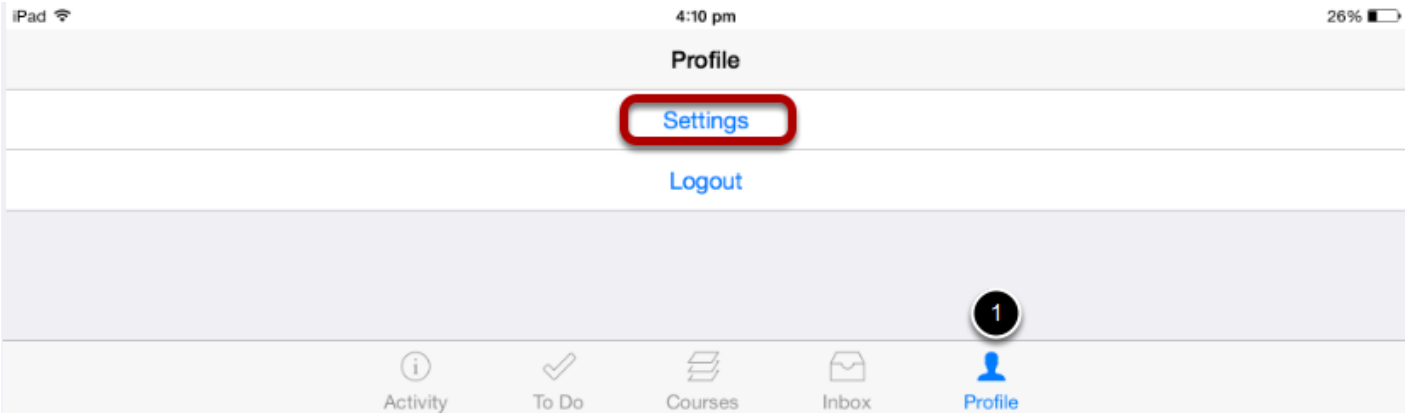
You can see the edited profile information.

How do I choose a profile picture for my account on Arrivu Apps?

If your institution allows profile pictures, you can add a profile picture on the application.

Note: If you cannot add a profile picture, your institution has restricted this feature.

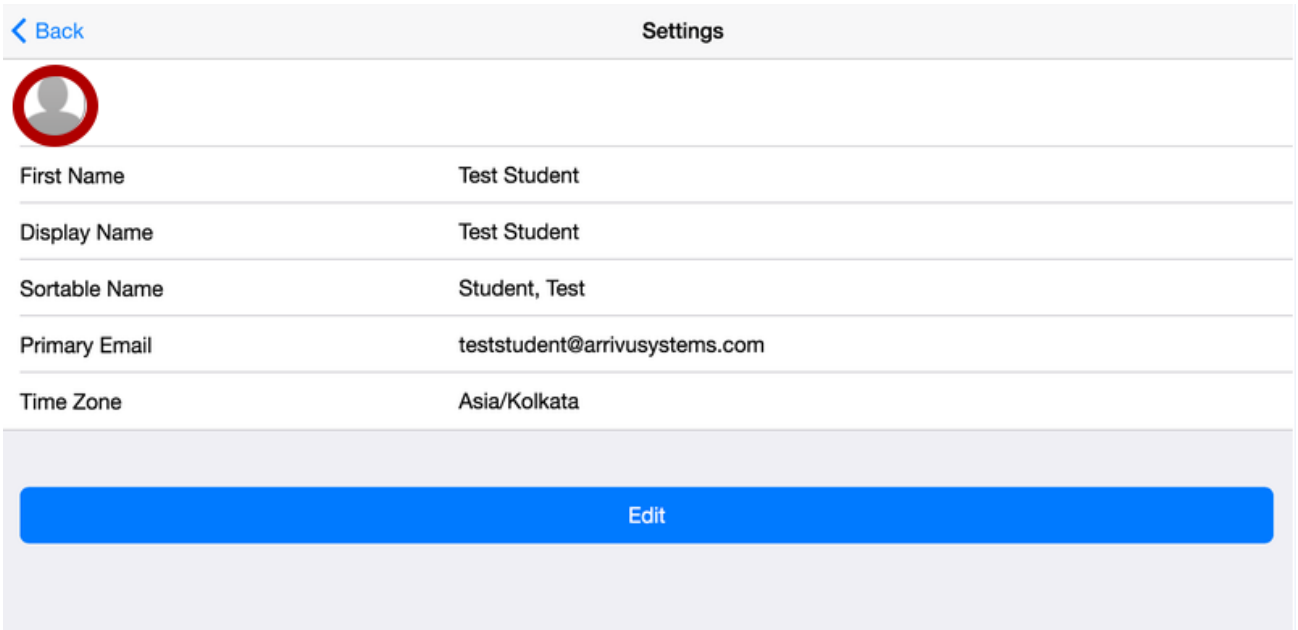
Open Profile



To view your profile, tap the **Profile** icon [1] .

Tap the **Settings** link to view the profile details.

Open Profile Picture



Tap the profile picture icon.

Choose Photo Type

To take a new photo, tap the **Camera** button [1]. To choose a photo from your device, tap the **Devices** button [2].

Note: Changing your profile picture in the app will also change the profile picture in your browser version of Arrivu LMS.

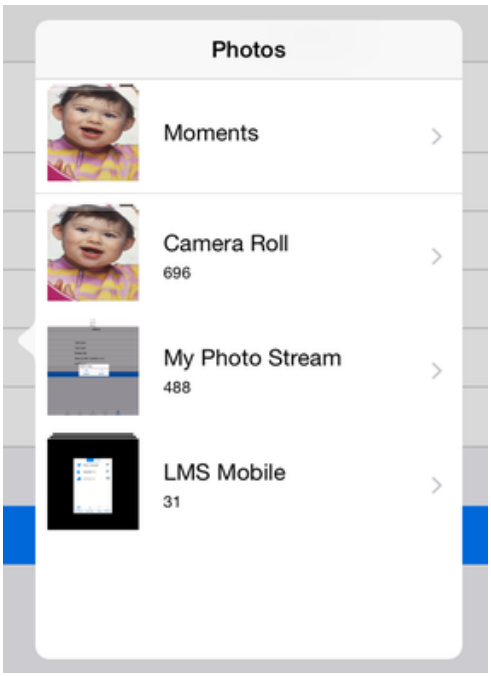
Take Photo

To take a photo, tap the Camera button.

Use Photo

If you want to re-take the photo, tap the **Retake** link [1]. Otherwise tap the **Use Photo** link [2].

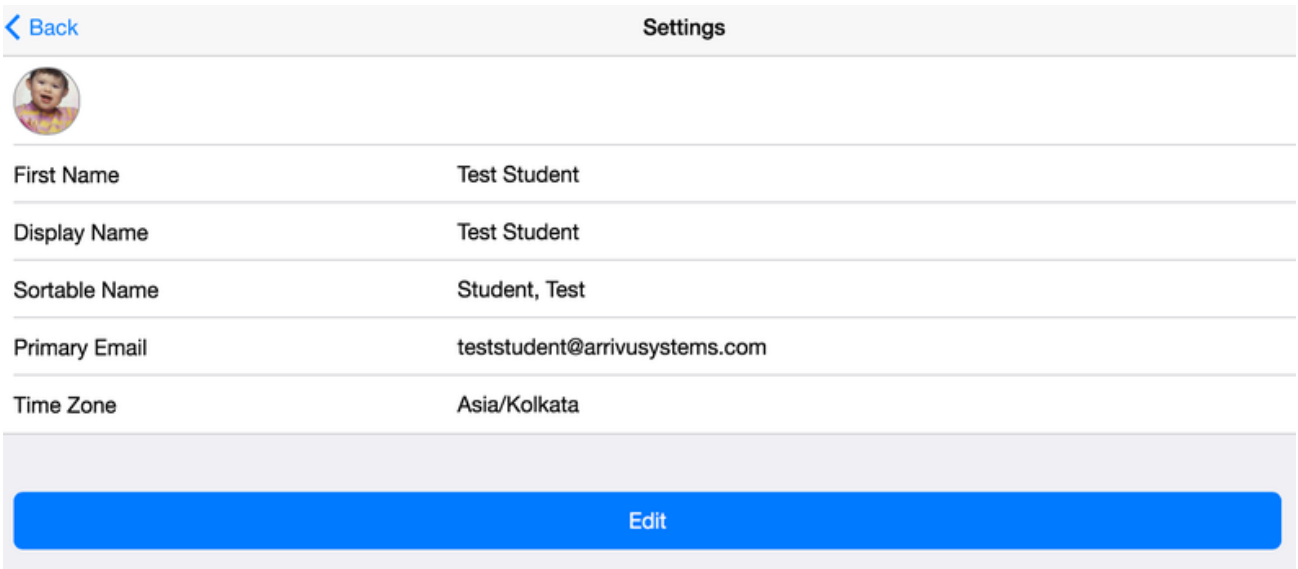
Choose Photo



To choose a photo, locate the photo on your device.

Note: If Arrivu LMS does not have access to your photos or videos, you can enable access in your iPad's privacy settings. Open your iPad Settings, then navigate to Privacy, Photos, then toggle the Arrivu LMS button so it turns green.

View Profile Picture



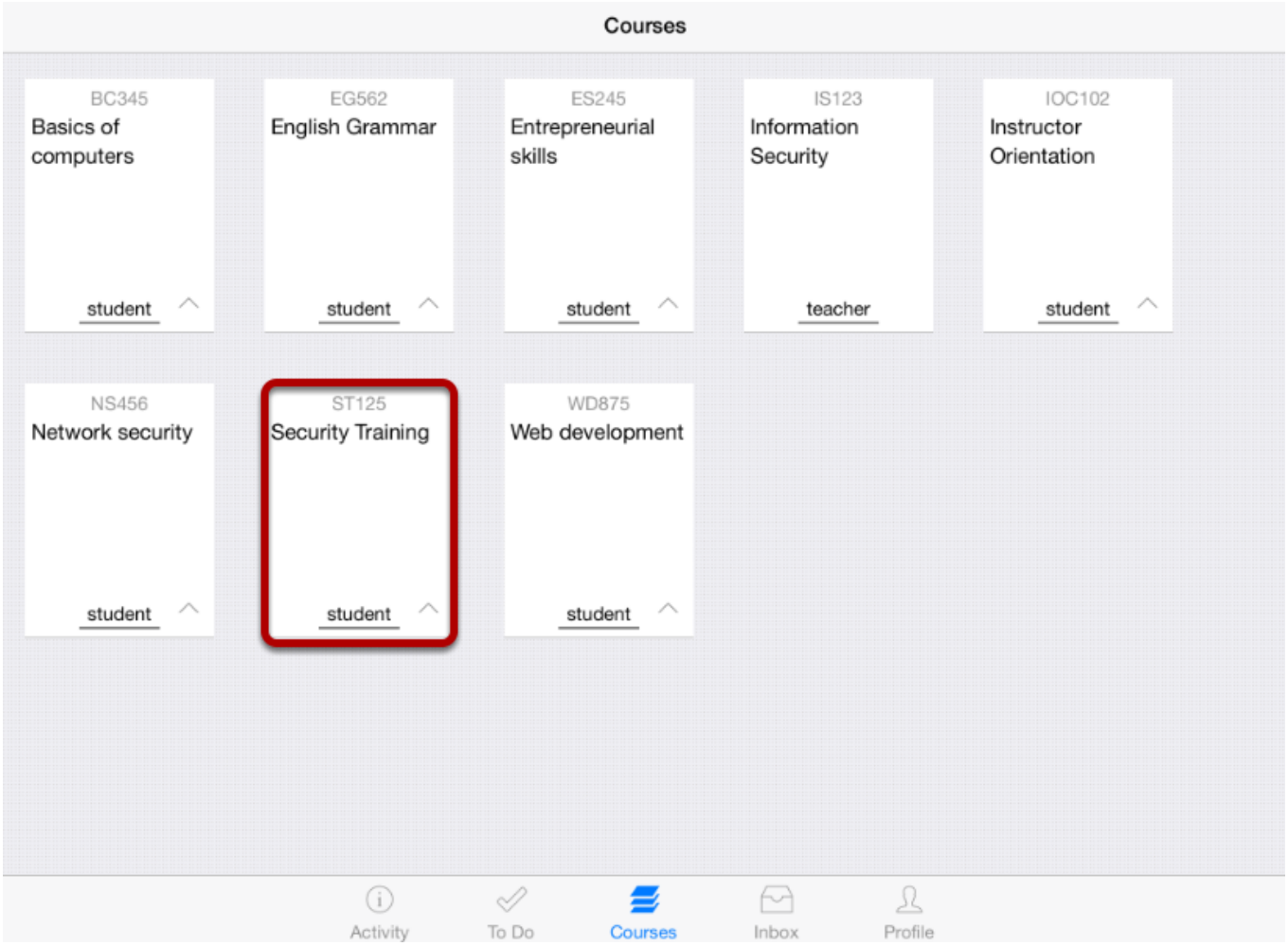
View your new profile picture.

How do I View Quizzes on Arrivu Apps?

You can view your quiz details in your course.

Note: Take quiz is planned for our next version.

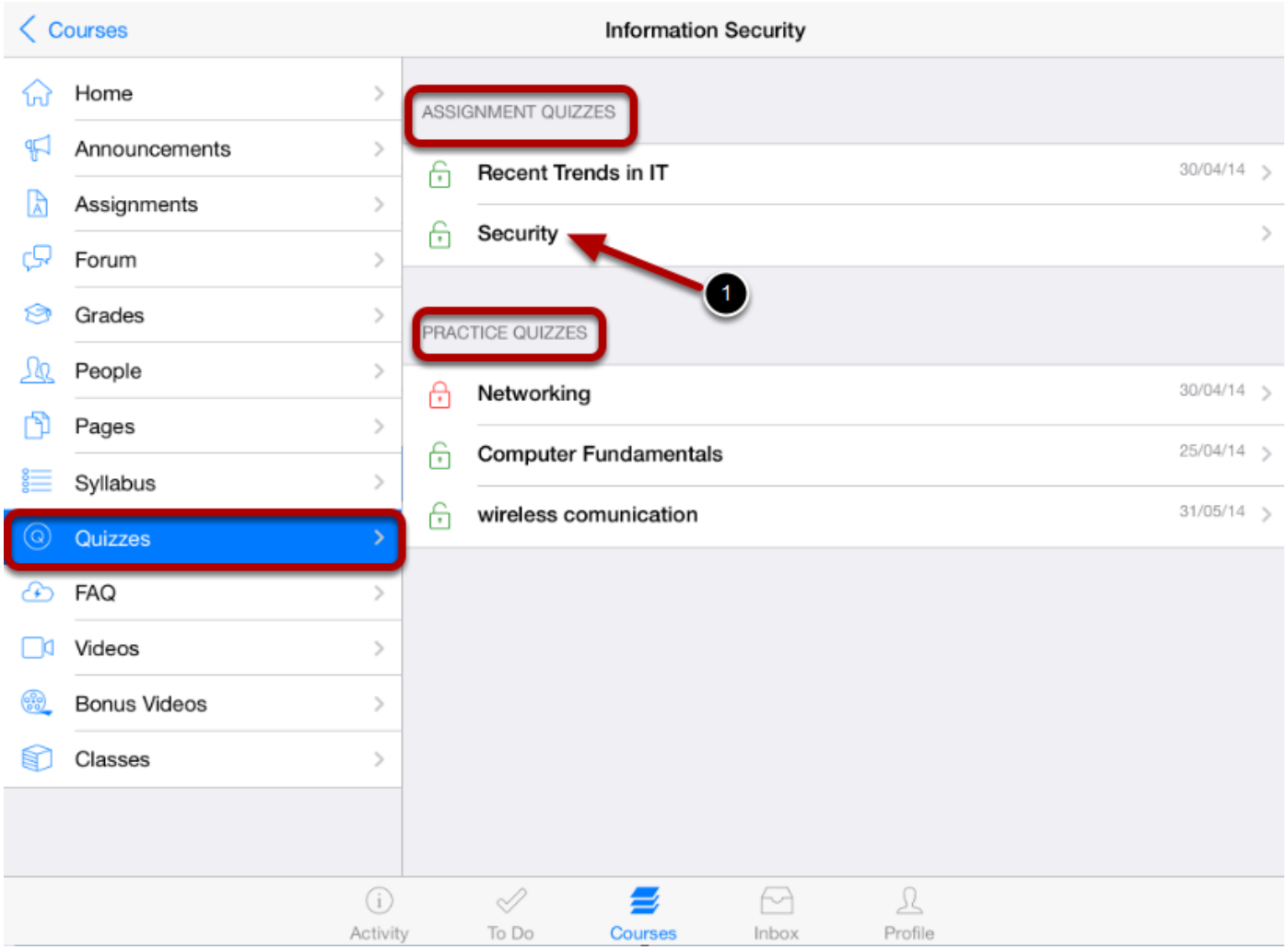
Open Courses



In the **Courses** tab, tap the **name of the course** you would like to view.

It displays the Home page of the course you selected.

Open Quiz

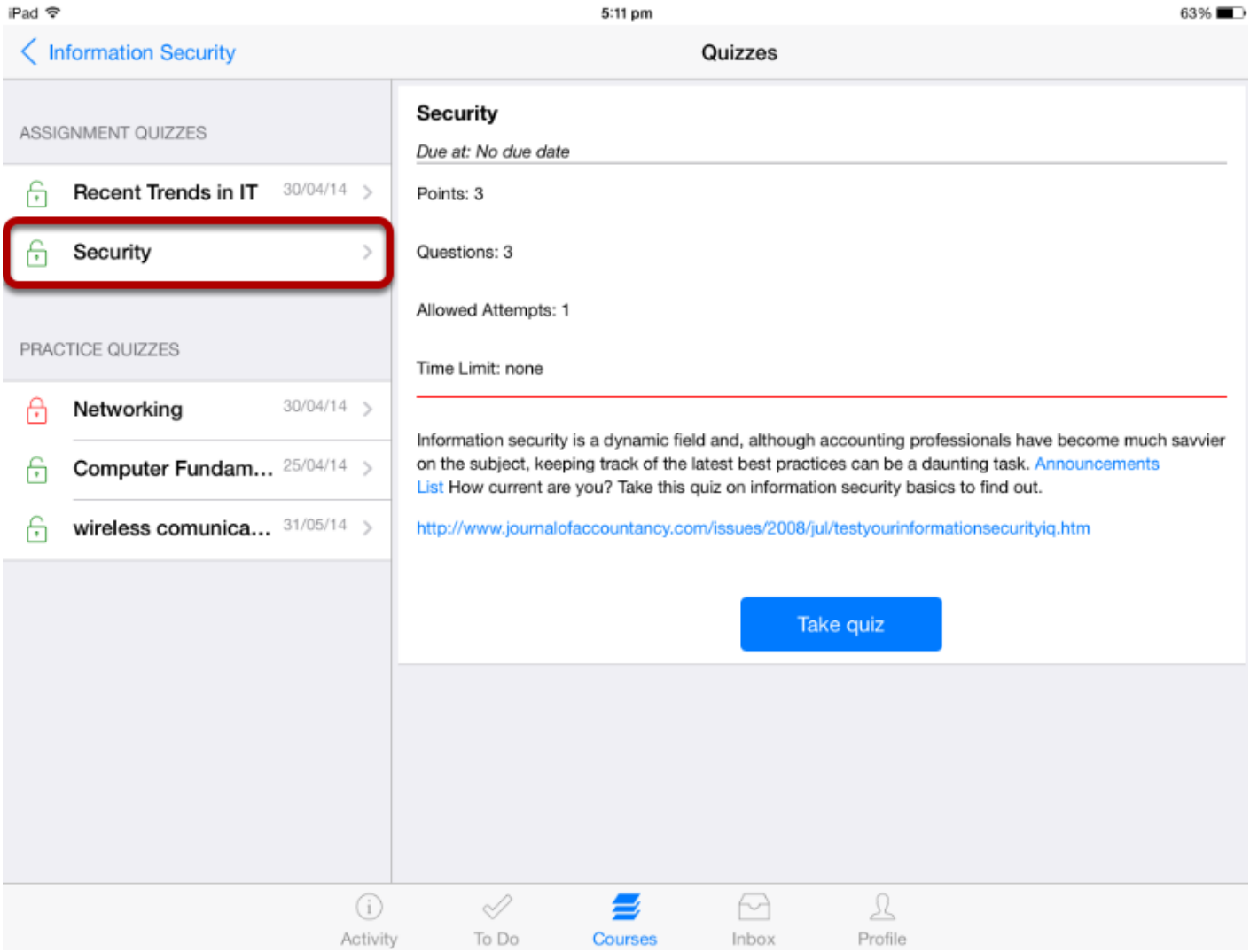


Tap **Quizzes** link to view the quiz list on the right side.

Quizzes are grouped by Assignment and practice quizzes.

If the quiz is locked by instructor, then it is identified by lock icon [1]. You can't take the locked quiz.

View Quiz details



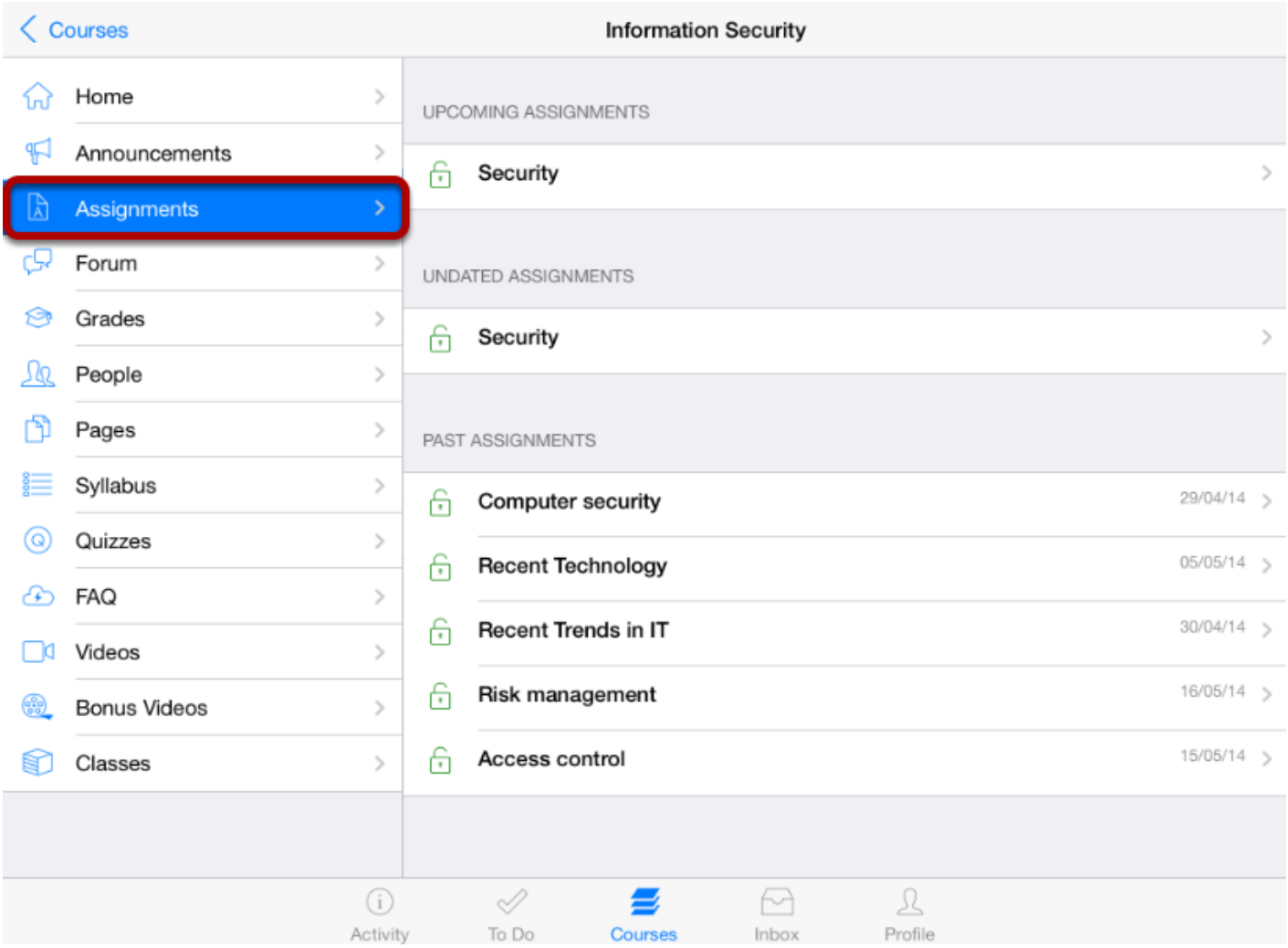
Tap the quiz name to view its details on the right side.

Quiz details contains the following information set by the instructor.

- Title
- Due date
- Points
- Questions
- Allowed attempts
- Time limit
- Descriptions

Note: Description contains internal and external links to view details using the in-app browser.

View Assignment Quizzes



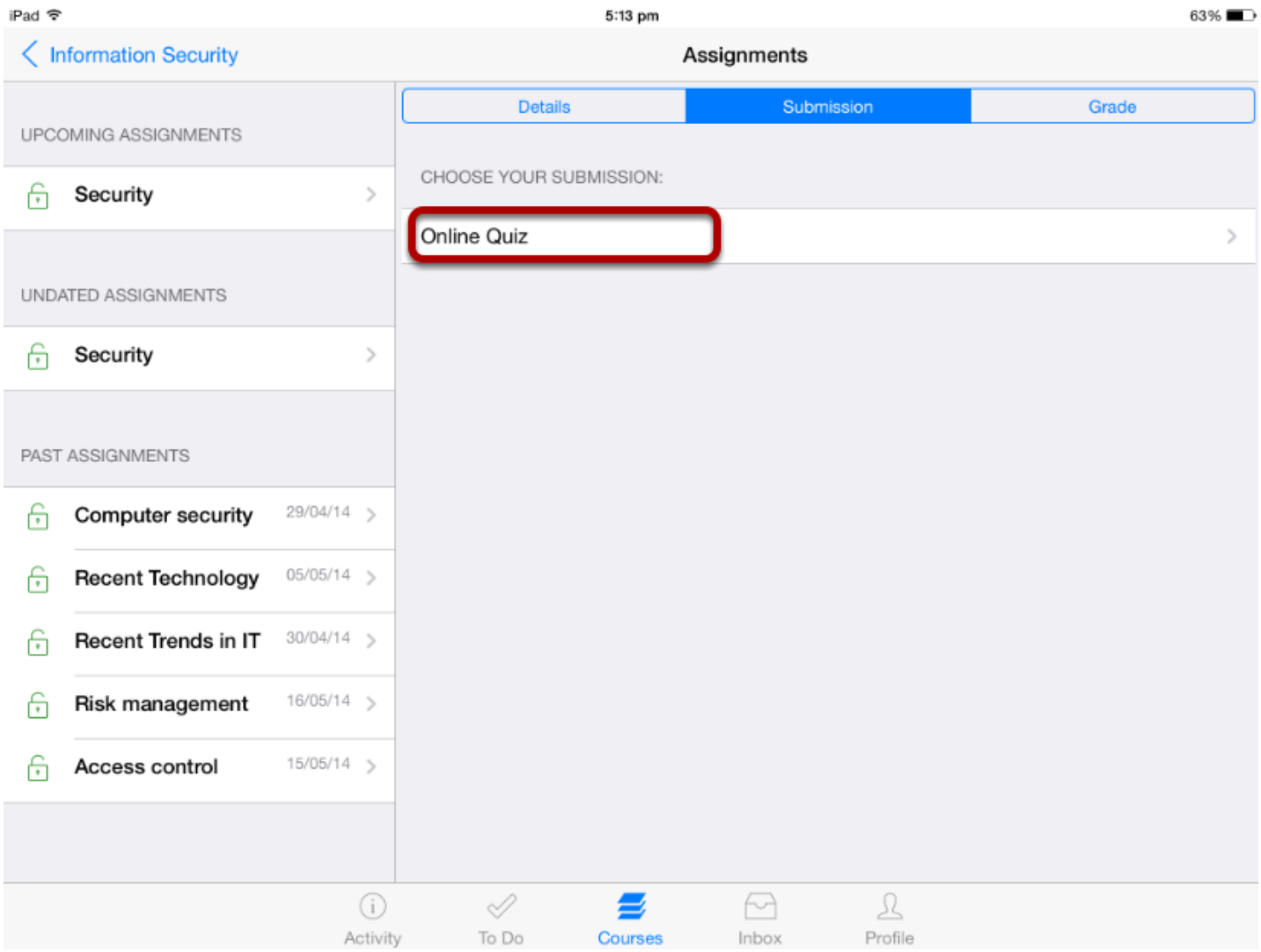
If the instructor create a quiz type as assignments, you can view the quizzes in assignments.

Tap the quiz **Assignments** to view their details.

View Assignment Details

You can view the Quiz Description, Submission Type and Grade details for the tapped quiz on the right side.

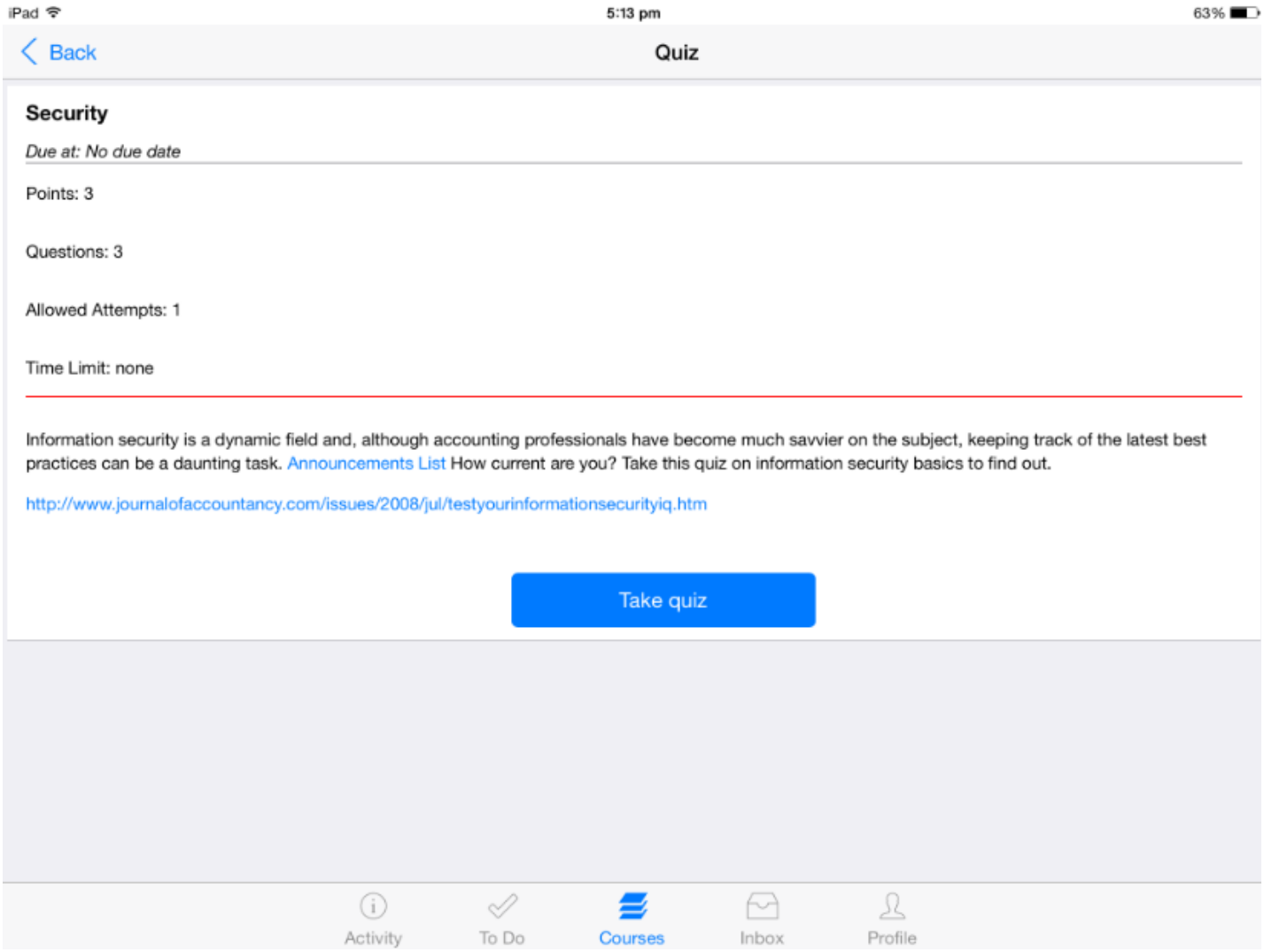
View Submission Type



Tap the Submission tab to view your submission type.

Note: For quizzes, the submission type is only "Online Quiz".

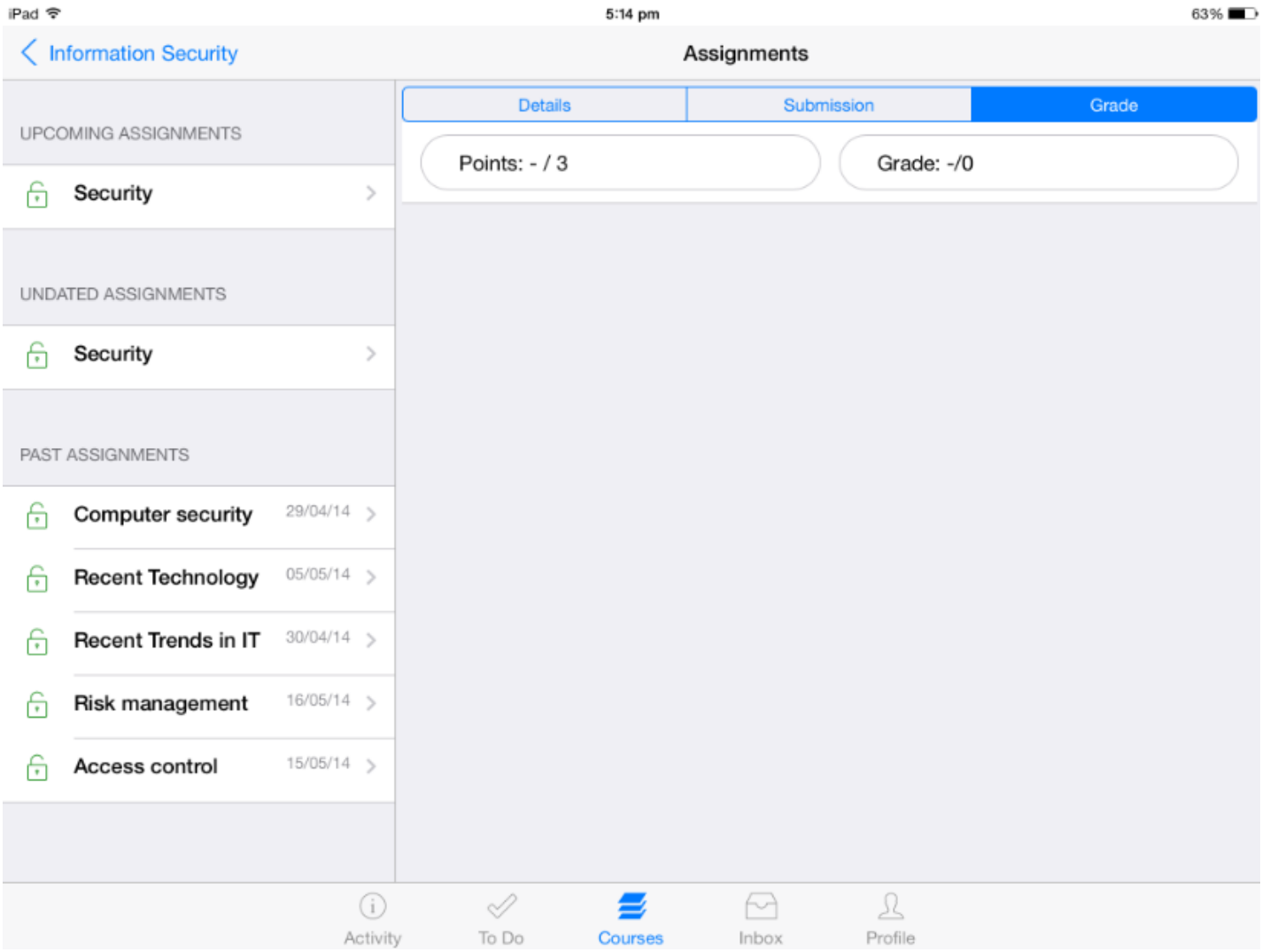
View Quiz Details in Assignments



You can view the quiz details in assignments.

Take quiz will redirect you to Arrivu Apps to complete the Quiz.

View Grade Information



Tap the **Grade** tab to view the grade and points for the quiz.

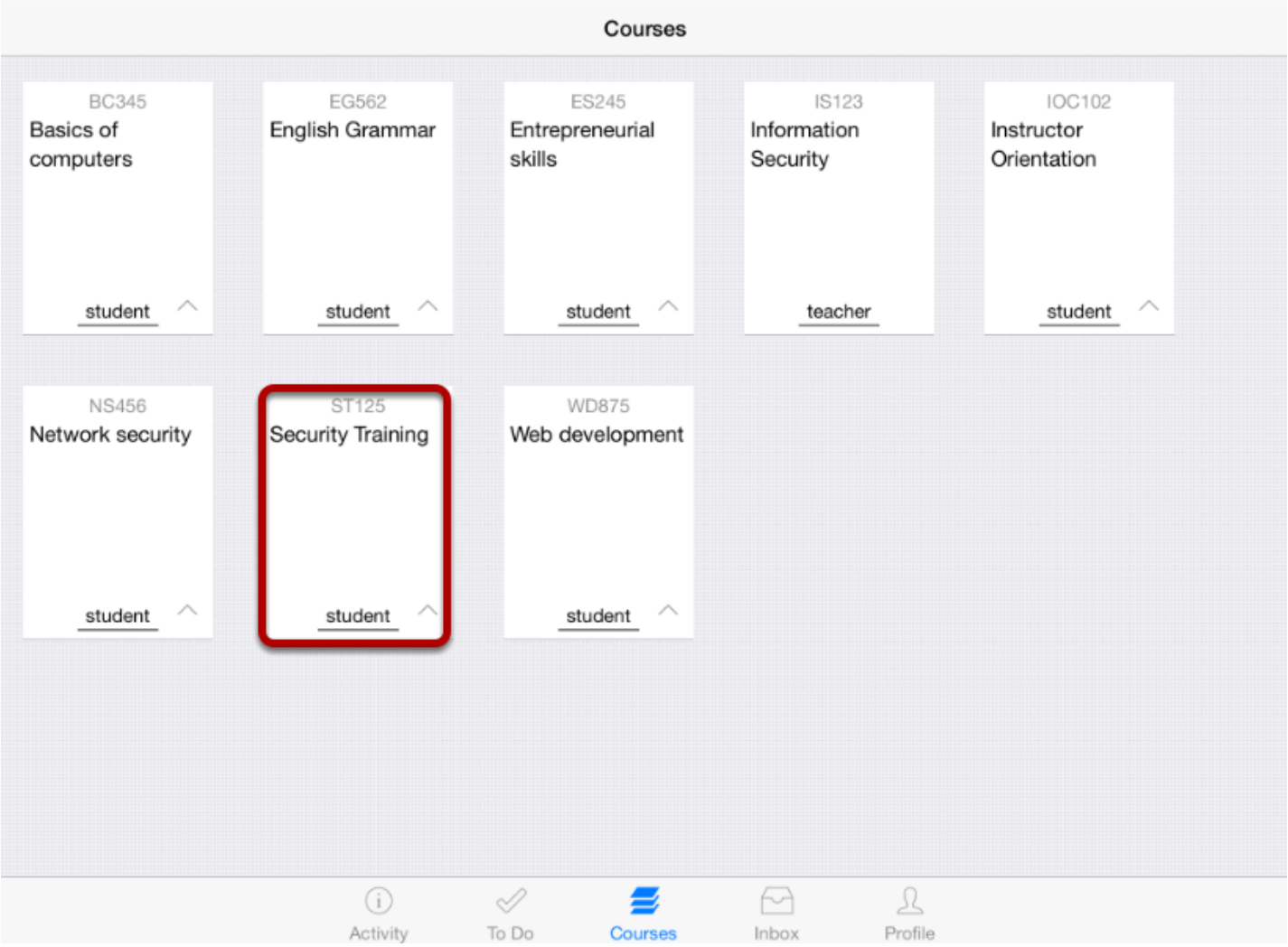
Note: You can view your points for the quiz after completing the quiz.

How do I view the Syllabus on Arrivu Apps?

You can view your course's Syllabus on Arrivu Apps.

Arrivu Apps lets you access the course assignments from the syllabus page itself.

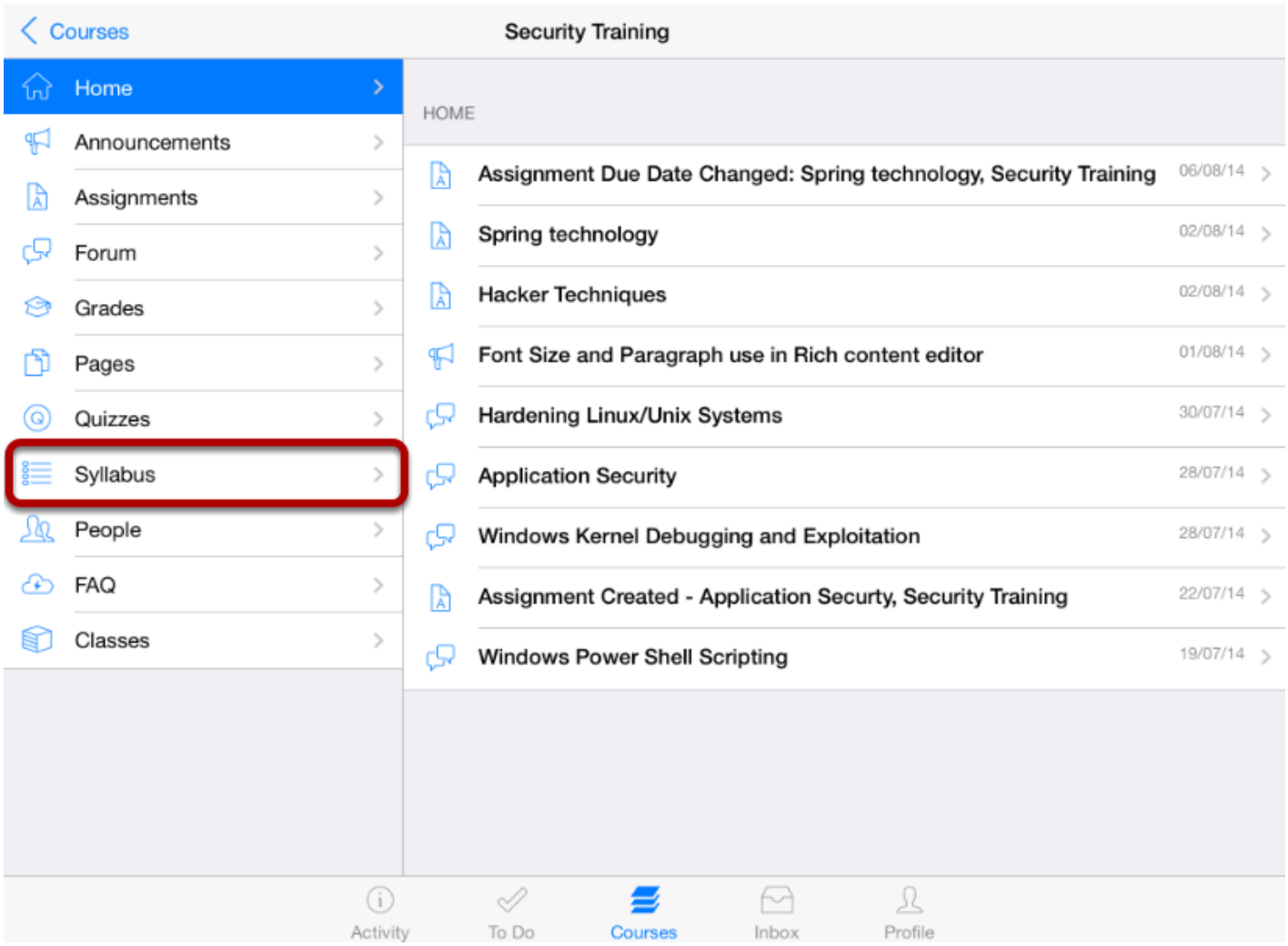
Open Courses



In the **Courses** tab, tap the name of the course you would like to view.

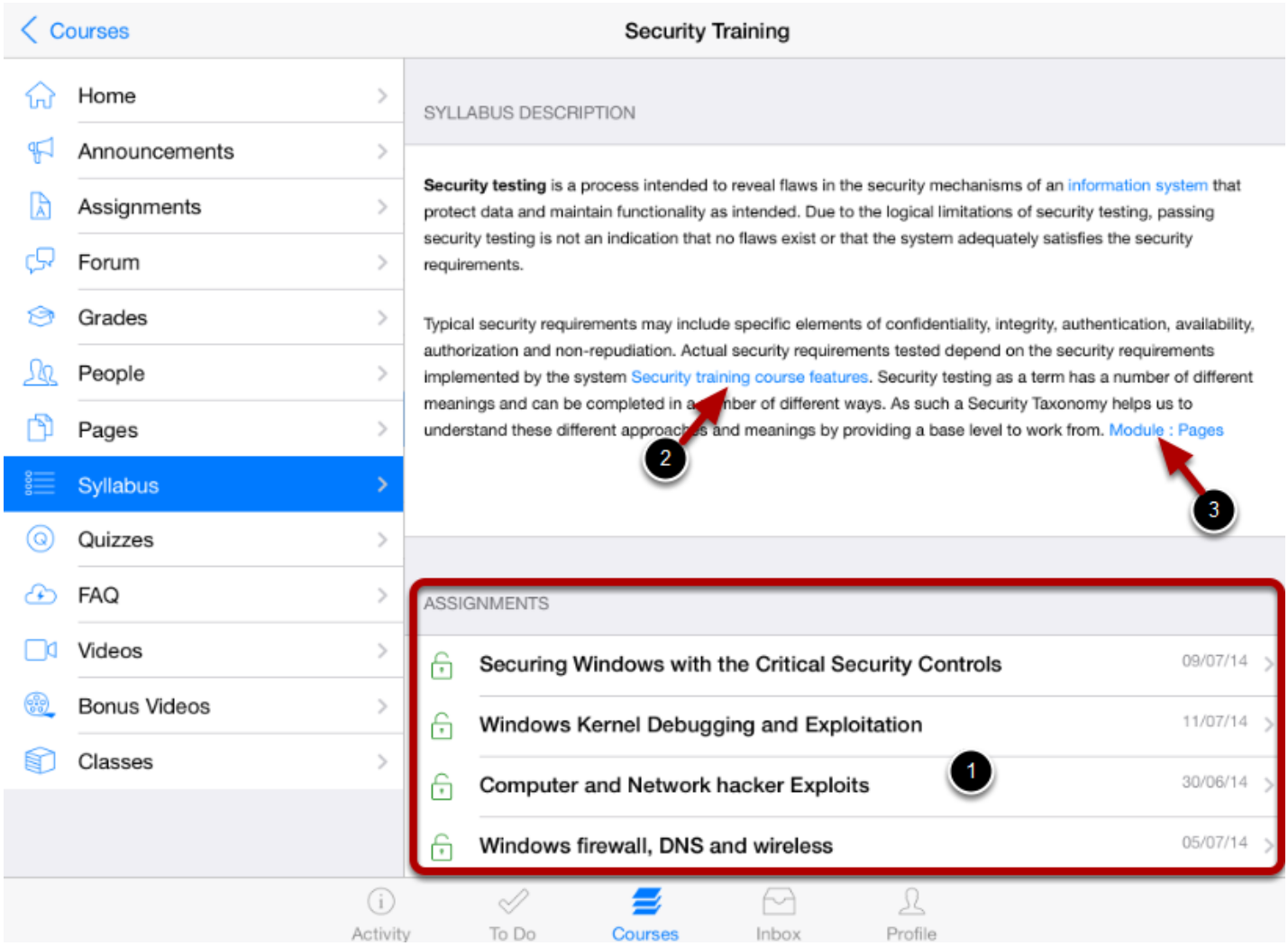
It displays the Home page of the course you selected.

View Home Page



You can view the course's Home page. Tap the **Syllabus** link .

View Syllabus Description and Assignment List



You can see the syllabus description and assignments list on the right side view.

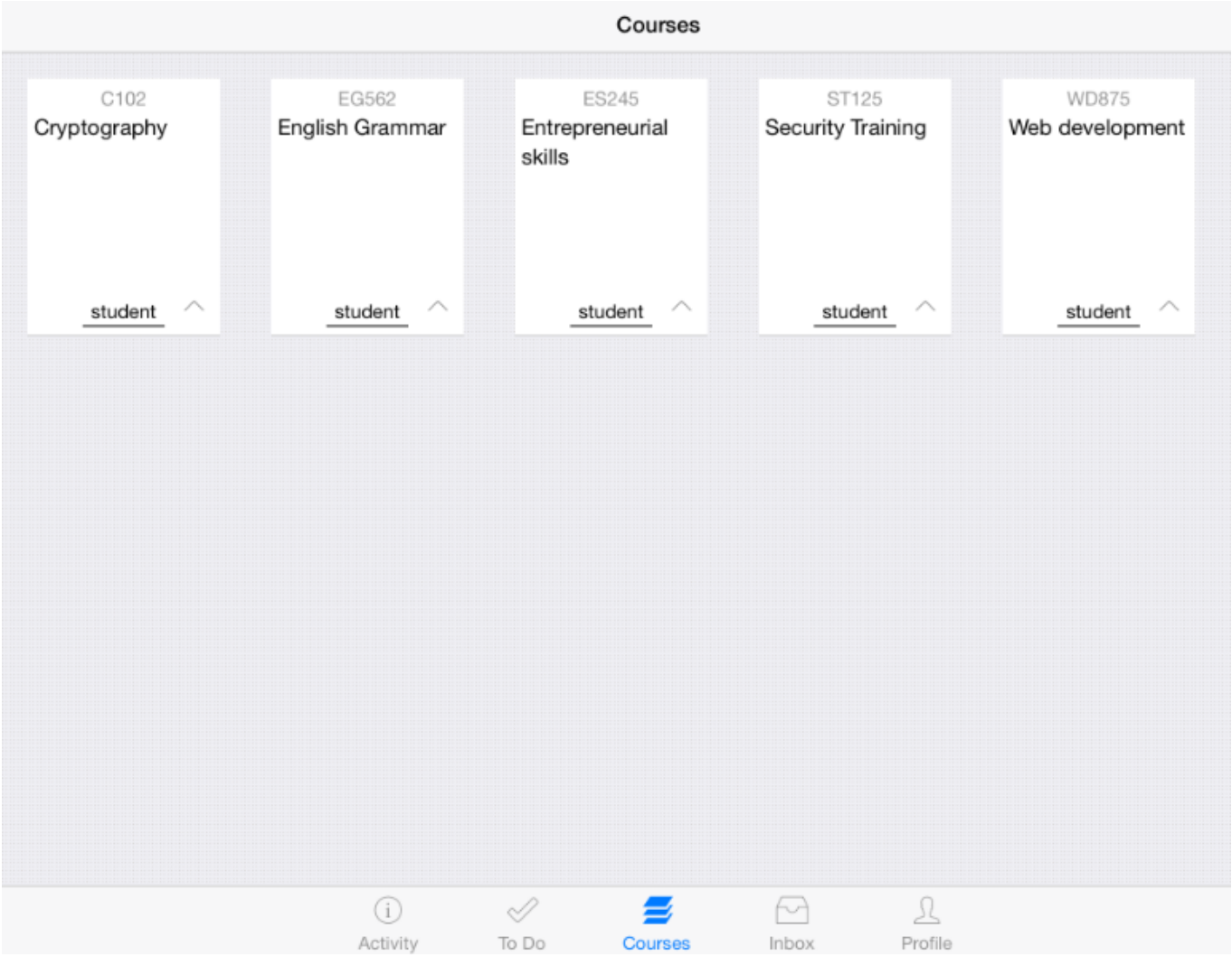
All the assignments [1] in the course syllabus are listed at the bottom of the application. Assignments are listed by date.

You can view the external link using the in-application browser [2] and you can refer the internal links in your course [3].

How Do I view Videos on Arrivu Apps ?

You can easily view videos in your courses using Arrivu Apps.

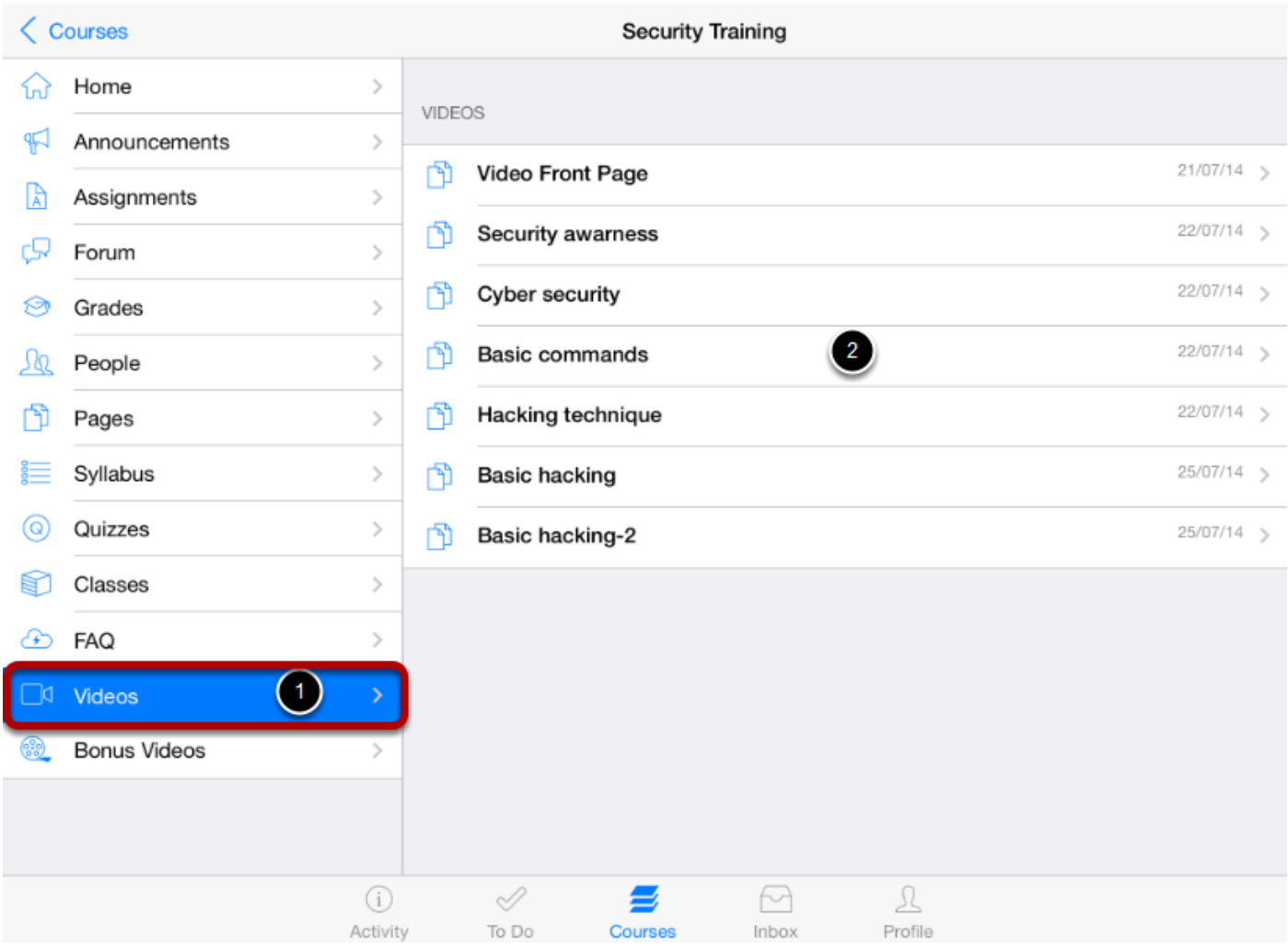
View Courses



Dash board defaults you to the course list .

Click the **course name** to view the course activities.

View Video Page

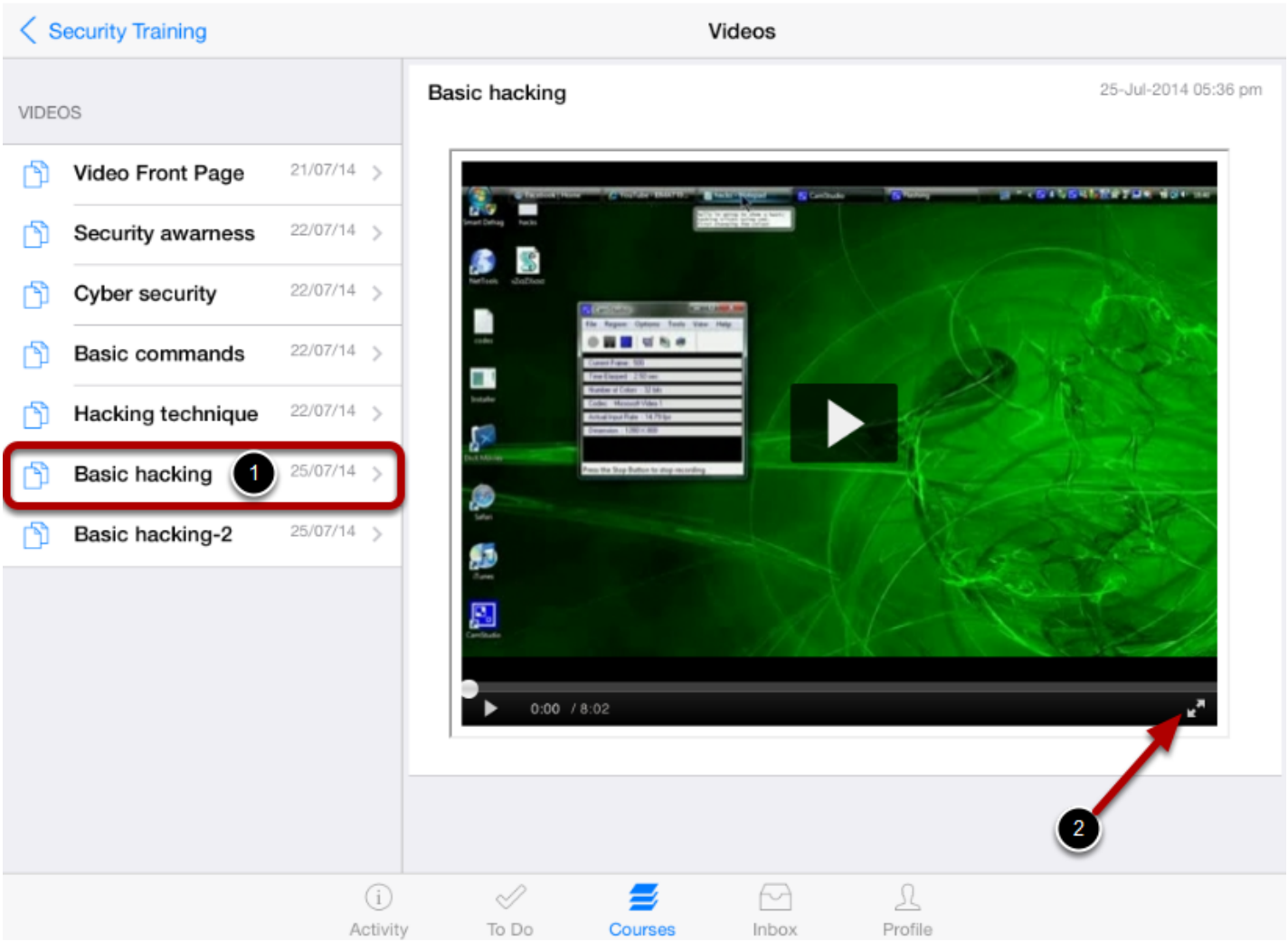


Click **Videos** in the course navigation [1].

You can view the video pages list on the right side [2].

Click the page's name to view the video.

View Video



Once you click the page name, the pages list will be moved to the left side.

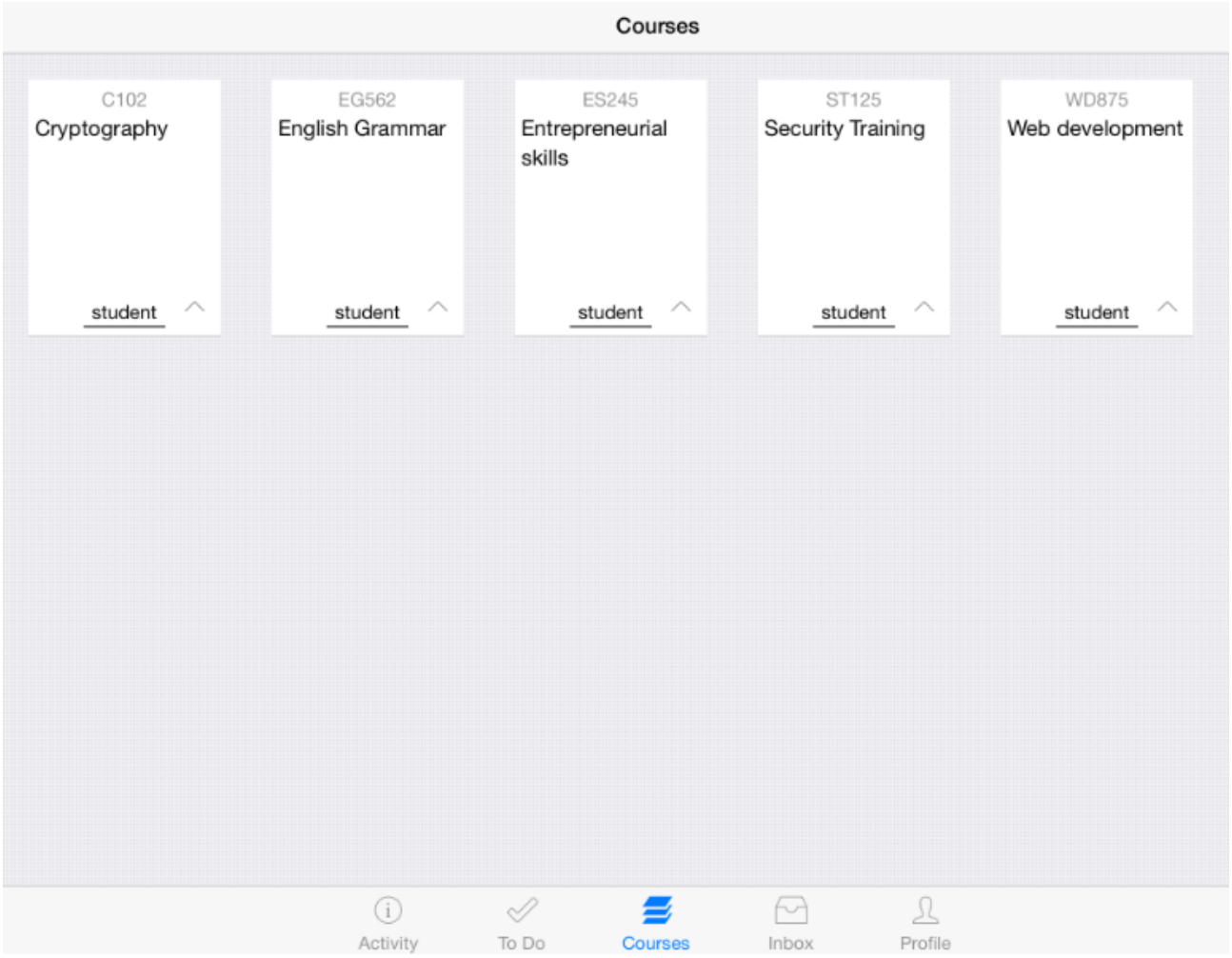
You can view the video on the right side.

You can view video in full screen by tapping the arrows icon [2] on the bottom of the video.

How do I view Bonus Videos on Arrivu Apps ?

You can easily view Bonus videos in your courses using Arrivu Apps.

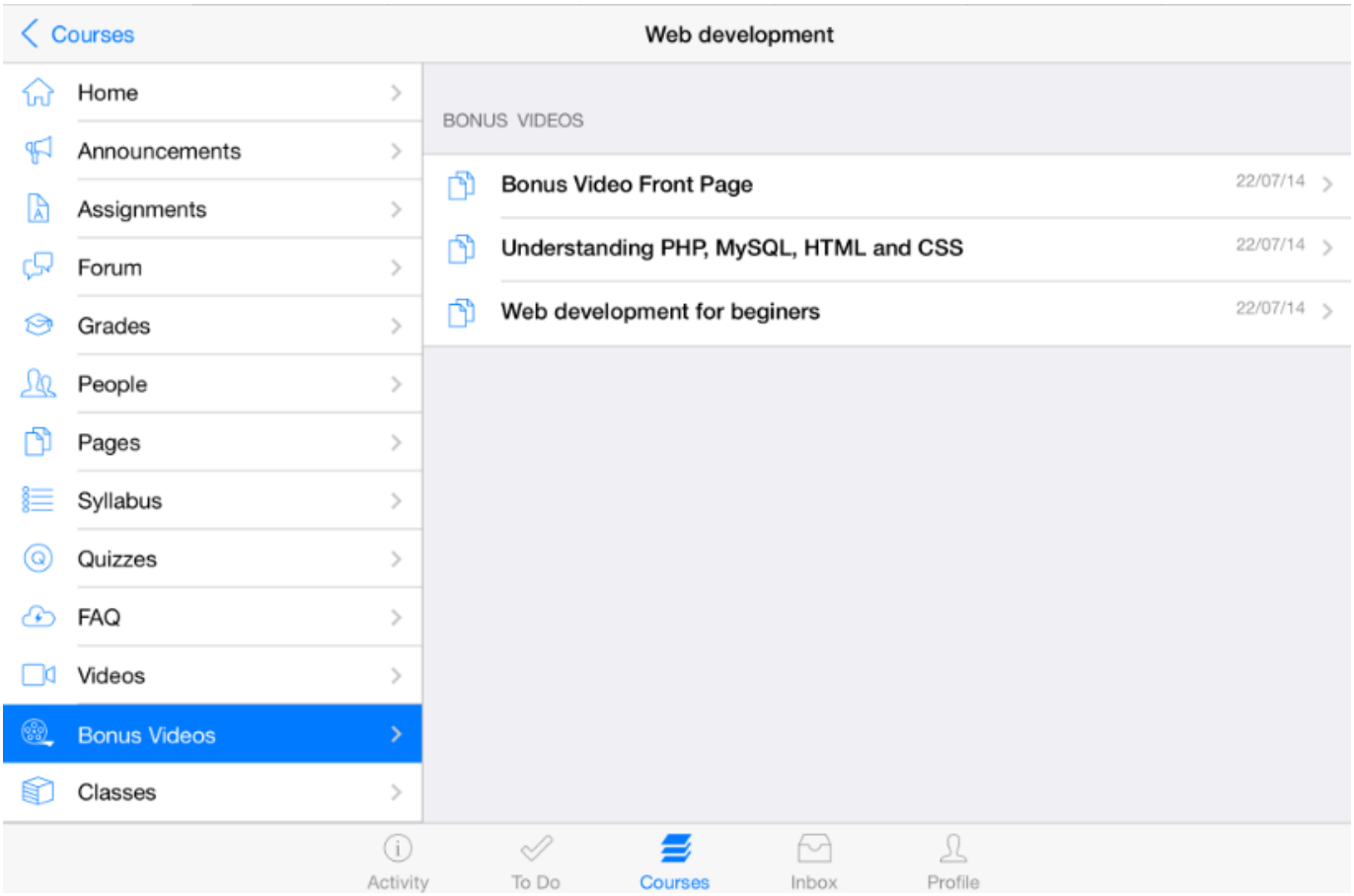
View Courses



Dash board defaults to the course list .

Click the **course's name**, to view course activities.

Click on Bonus Videos

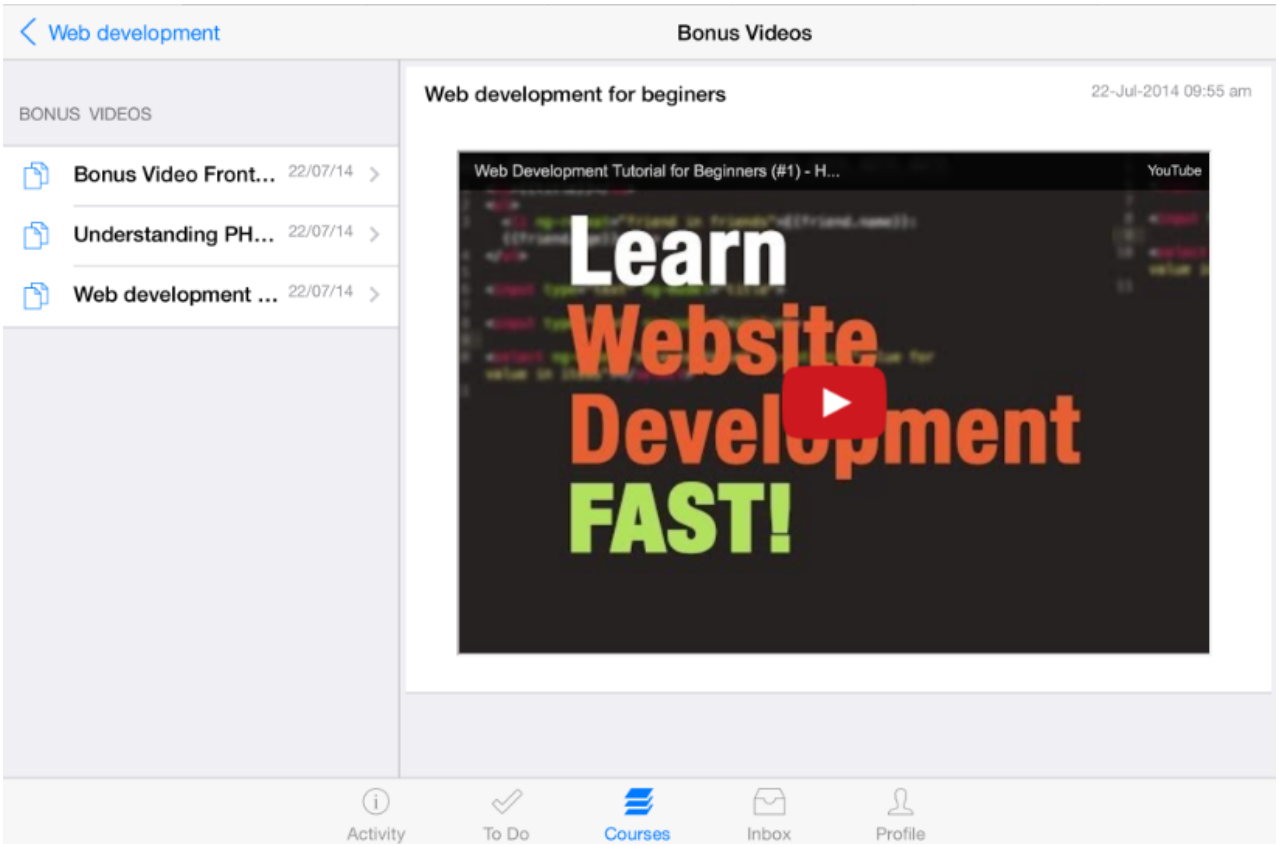


Click **Bonus Videos** link in the course navigation [1].

You can view the bonus video pages list on the right side [2].

Click the **page's name** to view the video.

View Videos



Once you click the page, the pages list will moved to the left side.

You can view the Video on the right side.

You can view videos in full screen.