



MBSSE LMIS

Student Training Manual

Simple guide to subjects, learning activities, assessments, progress and support

Audience	Secondary-school learners using the MBSSE LMIS web or approved mobile application
Document owner	MBSSE LMIS Service Owner
Version	Version 1.1
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Classification	Official - operational and training use

Secondary School Learning Management Information System for Sierra Leone

How to use this document

Navigation: Use Word or PDF bookmarks to move between headings. Screenshots show the verified August 2026 demonstration build. Version 1.1 adds managed/manual live classes, recorded lessons, legal-information routes, curriculum and examination controls, real-time messaging and current mobile boundaries.

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Document conventions

Convention	Meaning
Bold control name	A button, tab, link, field or module visible on screen.
Important	A control, data-protection or safeguarding requirement.
Checkpoint	Evidence that confirms a procedure completed successfully.
Role boundary	An action reserved for a named role; do not bypass by sharing accounts.

1. About this manual

Purpose: This manual helps learners find their subjects, continue learning, submit work, take quizzes, check progress and ask for support safely.

By the end of this manual you can

- Understand the learner dashboard and next action.
- Open assigned subjects and follow learning activities in order.
- Submit assignments and complete quizzes safely.
- Use calendar, messages, grades, progress and achievements.
- Protect your account and ask for help when something is wrong.

Access and safety rules

- Use only your own verified account. Never share passwords, one-time codes, recovery codes or API tokens.
- Check the MBSSE LMIS name and approved HTTPS address before entering credentials.
- Use the question-mark button for page-purpose guidance and hover over or focus labelled controls for tooltips.
- Read the Privacy policy and Terms and conditions from the public page footer. Ask the school or MBSSE contact if a rule is unclear.
- Report missing access, suspicious activity, safeguarding concerns or exposed learner information through the approved helpdesk.
- Screenshots use demonstration information. Do not copy real learner information into training materials or support tickets.

MBSSE LMIS
Secondary School Learning Platform

IMPLEMENTATION SUPPORT
UNOPS

Log in to MBSSE LMIS

Enter your school or ministry account details.

Username or email address

Password [Forgot password?](#)

☐ Keep me signed in on this device

[Sign in securely](#)

New learner? [Create an account](#)

MBSSE LMIS - Ministry of Basic and Senior Secondary Education
[Privacy](#) · [Terms](#) · [Implementation support from UNOPS](#)

Figure 1. The common MBSSE LMIS secure sign-in screen.

Sign in

1. Open the approved MBSSE LMIS web address.
2. Enter your school or ministry username/email address and password.
3. Select Keep me signed in only on a private, protected device.
4. Choose Sign in securely. Complete any email verification, 2FA, passkey or MBSSE SSO step configured for your account.
5. Confirm that your name and correct role appear in the top-right account area.

Checkpoint: The platform opens the student landing screen. If a different role appears, stop and contact the administrator; do not continue using another person's permissions.

2. Your learning dashboard

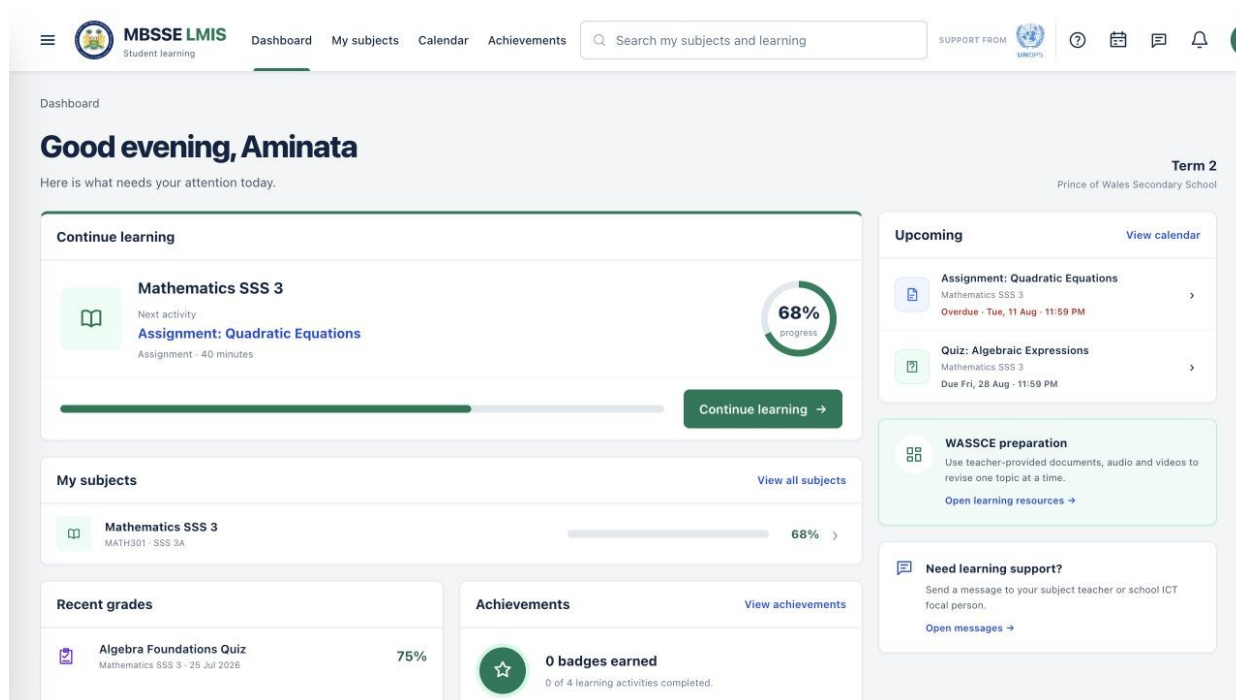


Figure 2. Student learning dashboard.

- Continue learning: opens the recommended next activity in your current subject.
- Progress ring/bar: shows completed required activities; it is not the same as your final grade.
- Upcoming: shows assignments and quizzes with deadlines. Red means overdue.
- My subjects: opens only subjects you are enrolled in.
- Recent grades: shows results released to you.
- Achievements: shows earned badges and progress recognition.
- Need learning support: opens the approved messaging route to your teacher or school focal person.

Start here: Check Upcoming first, then choose Continue learning. If a deadline or subject looks wrong, ask your teacher before submitting work in the wrong place.

3. My subjects

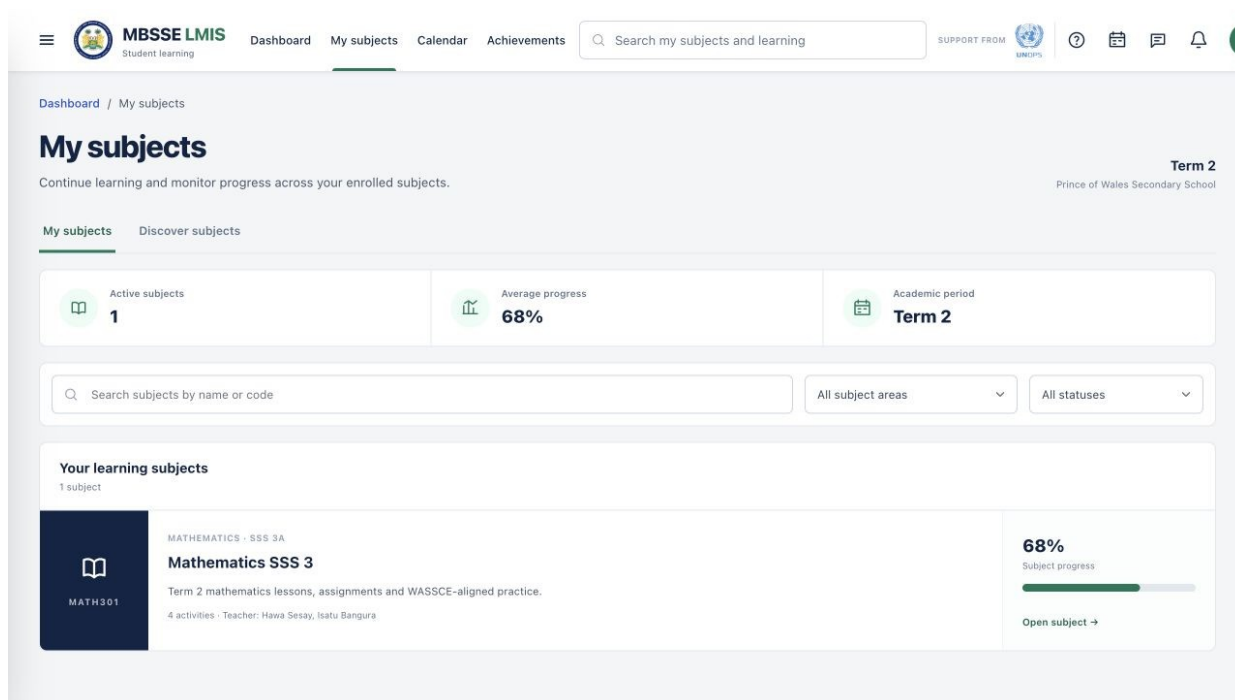


Figure 3. Student My subjects page.

1. Choose My subjects from the top navigation or dashboard.
 2. Use the search box when your list is long.
 3. Check the subject title, code, class and teacher before opening.
 4. Choose Open subject to continue.
 5. Use Discover subjects only when your school allows self-enrolment; enter an enrolment key only if your teacher provides it.
- Do not join a different class to obtain answers or content.
 - If your correct subject is missing, contact the teacher or school administrator.
 - Withdrawing from a subject can affect access and progress; ask before leaving an assigned subject.

4. Learn inside a subject

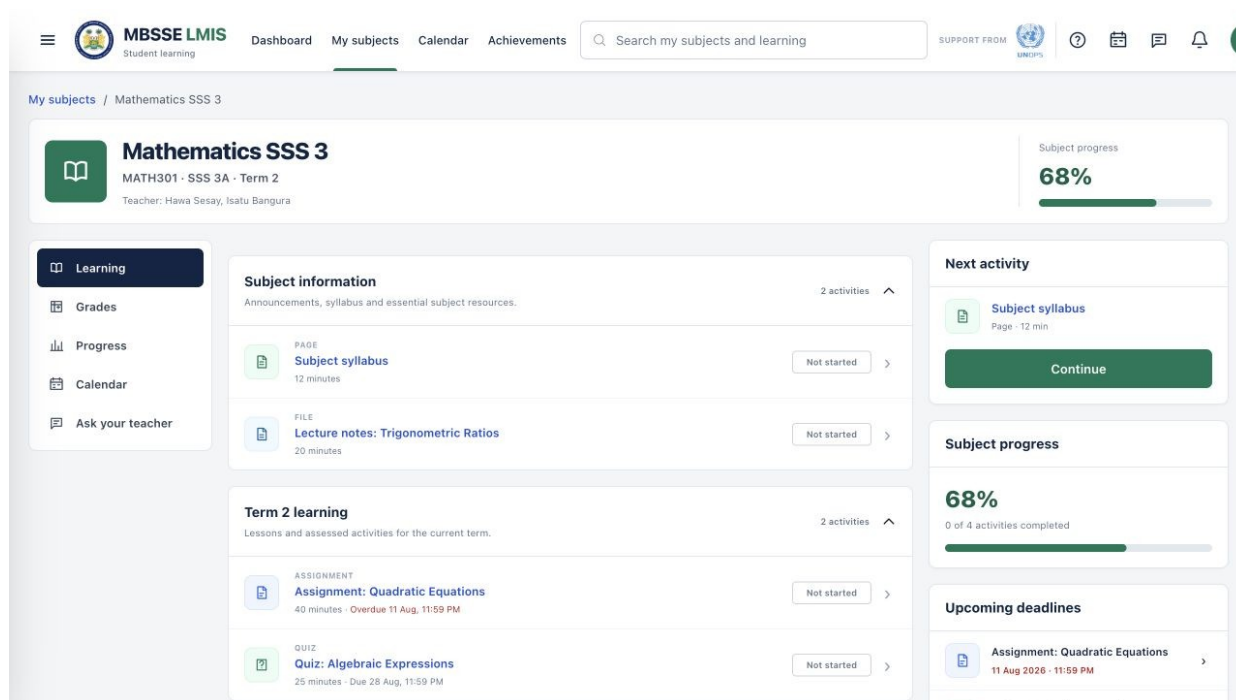


Figure 4. Student subject workspace.

1. Read the subject title, teacher and progress information.
2. Use the section list to follow lessons in order unless your teacher says otherwise.
3. Open a page, file, audio, video, presentation, URL, forum, wiki, assignment or quiz.
4. Read instructions and due dates before starting.
5. For resources with manual completion, choose Mark as done after you genuinely finish. Reopen only when you need to review again.
6. Use Grades and Progress to review released results and completion.

Low bandwidth: Open one activity at a time. Download approved documents when connected to reliable Wi-Fi, avoid repeated video streaming and use the teacher-provided text/audio alternative where available.

Read, watch or listen to learning materials

1. Open the activity from the correct subject section and read the title, instructions, estimated time and completion rule.
2. For a document or presentation, open the protected viewer/download and save a local copy only when the teacher permits it.

3. For video or audio, use the built-in player, adjust volume/captions and pause or continue as needed. Use the transcript or lower-data alternative when supplied.
4. When finished, choose Mark as done only if the activity uses manual completion. Automatic completion updates after the required action.
5. If a file will not open or media will not play, note the subject/activity and contact the teacher; do not ask another learner to share a private copy.

Join a live class

1. Open the Live class / stream activity from your enrolled subject and confirm the date, time and teacher instructions.
2. Choose Join live class shortly before the scheduled time. The protected link opens the approved Zoom, Teams, Meet or streaming provider.
3. Use your recognised school name, mute when not speaking and follow the teacher/school conduct rules.
4. Do not forward the participant link, record secretly or post class screenshots outside the approved learning space.
5. If you miss the class, check whether the teacher has published an approved Video recording; recordings do not appear automatically unless the teacher publishes them.

5. Assignments and quizzes

The screenshot shows the MBSSE LMIS Student Learning dashboard. At the top, there is a navigation bar with links to Dashboard, My subjects, Calendar, and Achievements, along with a search bar. The main content area is titled 'My assessments' and shows a summary of available assessments (1), graded attempts (1), and average score (75%). Below this, there is an 'Assessment schedule' section for the 'Algebra Foundations Quiz' which opens on 11 Jul, 6:15 PM and closes on 11 Nov, 6:15 PM. The quiz is marked as 'Passed' with a score of 75%.

Figure 5. Student assessments page.

Submit an assignment

1. Open the assignment and read instructions, accepted file type, due date, cut-off and attempt limit.
2. Prepare your own work. Name the file clearly and remove unrelated personal information.
3. Enter text or choose the required file, then submit.
4. Wait for the confirmation and check that the submitted version/date appear.
5. If a genuine problem occurs, contact the teacher before the cut-off; do not create duplicate accounts or send work through unapproved channels.

Complete a quiz

1. Check duration, closing time, number of attempts and review rules before starting.
2. Use a stable connection and charged device. Do not refresh or open another attempt unnecessarily.
3. Answer every question, review the summary and choose Submit all and finish only when ready.
4. Wait for confirmation. Automatic results may appear immediately; essays require teacher grading.
5. Follow school examination rules. Do not share questions, answers or screenshots with others.

Academic honesty: Submit your own work and cite sources when required. Similarity checks help teachers review copied text, but the teacher makes the decision using evidence and school policy.

6. Calendar, messages and notifications

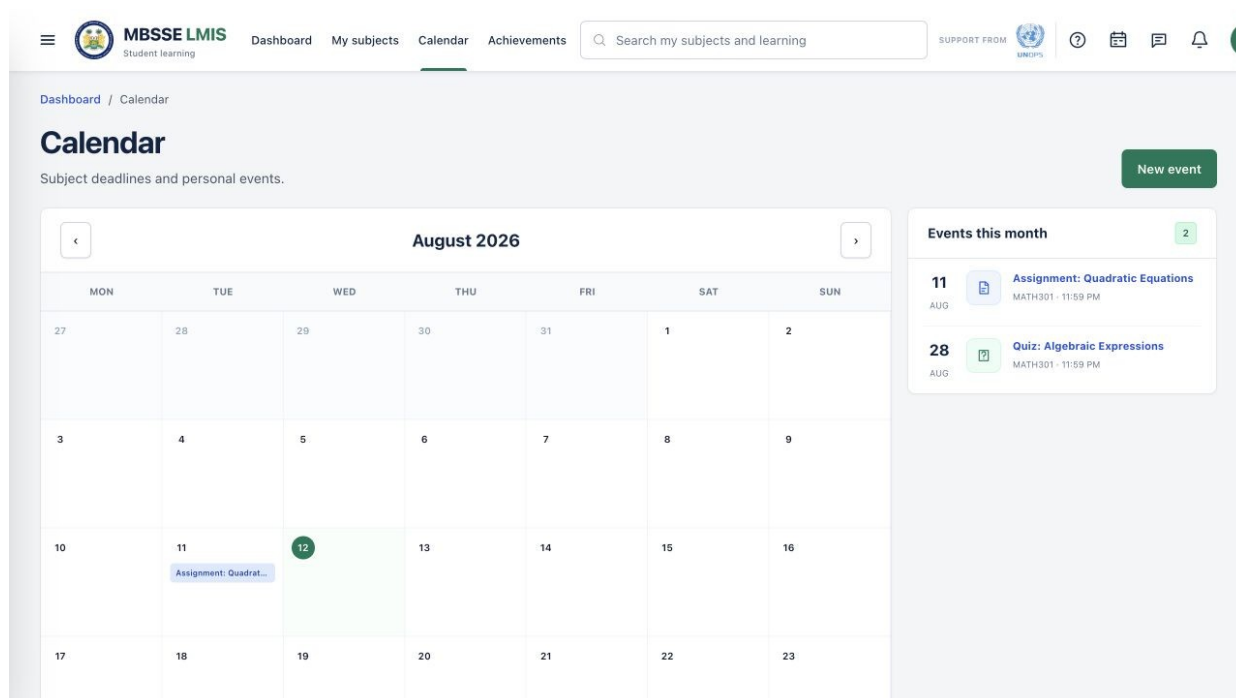


Figure 6. Student calendar.

- Calendar combines subject deadlines, live sessions and personal events. Use previous/next month arrows and select the month heading to return to the current month.
- Messages are for direct school-approved communication. Use clear subject-related language and never send passwords or harmful content.
- Notifications show deadlines, new activities, feedback and platform updates. Mark items read after reviewing them.
- If a date differs between a message and the activity page, use the activity's official due date and ask the teacher to clarify.

7. Grades, progress and achievements

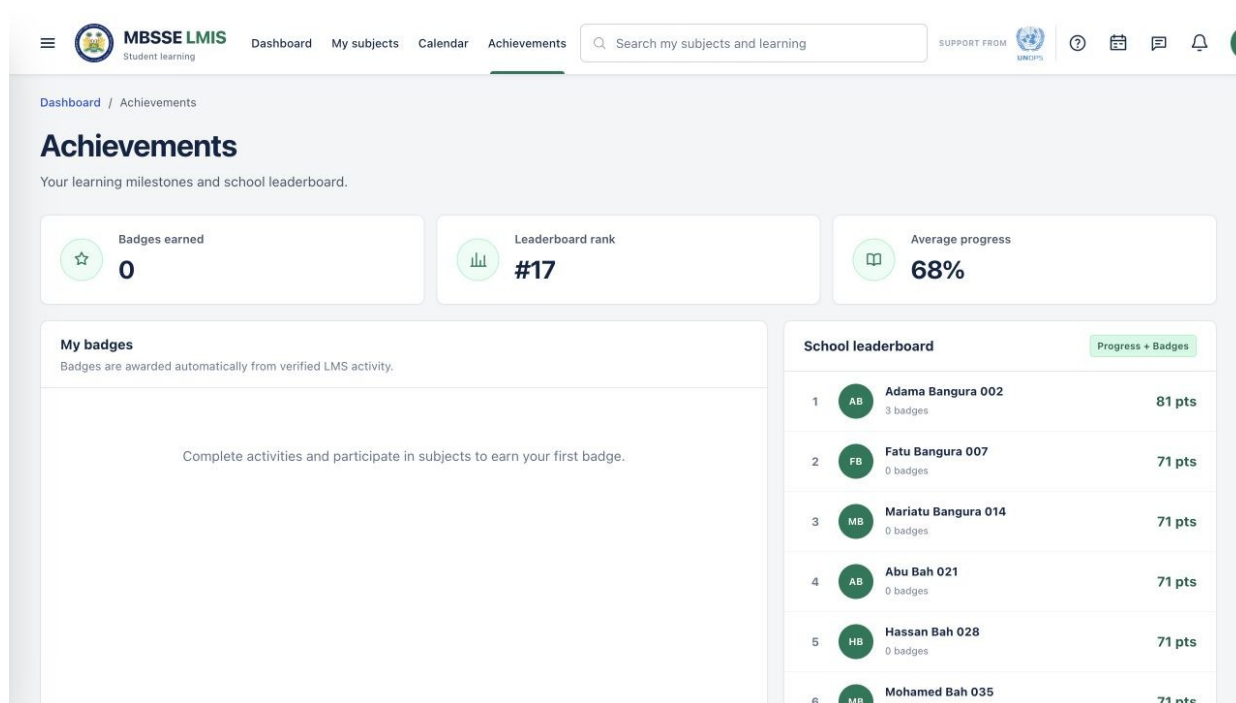


Figure 7. Student achievements and leaderboard.

- Grades show released assessment results and teacher feedback. Draft/unreleased results are not visible.
- Progress shows required activity completion. Completing activities does not automatically guarantee a high grade.
- Badges recognise actions such as first completion, steady learning, achievement, subject completion or community participation.
- Leaderboards are school-scoped and motivational; they do not replace formal assessment or teacher support.
- If a grade appears wrong, contact the teacher politely with the subject, activity and reason. Do not alter screenshots or ask another learner to log in for you.

8. Mobile and low-data use

The approved Flutter mobile foundation supports secure login/session restoration, dashboard, enrolled/discoverable subjects, subject sections, activity detail, completion, notifications, direct/group/subject messaging and logout. Some advanced authoring, assessment and administration workflows may remain web-only until the mobile release is completed and accepted.

- Install only from the MBSSE-approved store/link. Never install an APK sent by an unknown person.

- Use device lock and secure storage; sign out before giving the device to someone else.
- Connect to the approved production API; do not enter credentials into unofficial test addresses.
- Download learning resources only when permitted and protect shared devices from exposing them.
- Pending/offline work is not submitted until the app confirms server synchronisation. Keep evidence of the confirmation.

9. Student checklists and support

Every school day

- Check Upcoming and Continue learning.
- Complete required activities honestly and before the deadline.
- Read teacher feedback and notifications.
- Ask for help early when content, access or connectivity is difficult.

Before submitting

- Correct subject/activity and your own work.
- Instructions, file type, deadline and attempt limit checked.
- Stable connection and charged device.
- Confirmation received after submission.

Get help

- Learning question: ask the subject teacher through the approved channel.
- Missing subject/account/school: contact the school ICT focal person or administrator.
- Forgotten password: use Forgot password or the approved school reset process.
- Bullying, harmful content or safeguarding concern: stop engaging, preserve safe evidence and report immediately to the designated school/MBSSE channel.
- Suspected account compromise: change the password, revoke sessions where available and report immediately.