# MUHAS E-LEARNING PLATFORM
# STUDENTS GUIDE 2024

# Table of Contents

## Contents

# Table of Figures

**1. Understand on how to access the E-Learning platform**

1. Visit http://soma.muhas.ac.tz/ to access the system. You will be presented with login form/ home page.
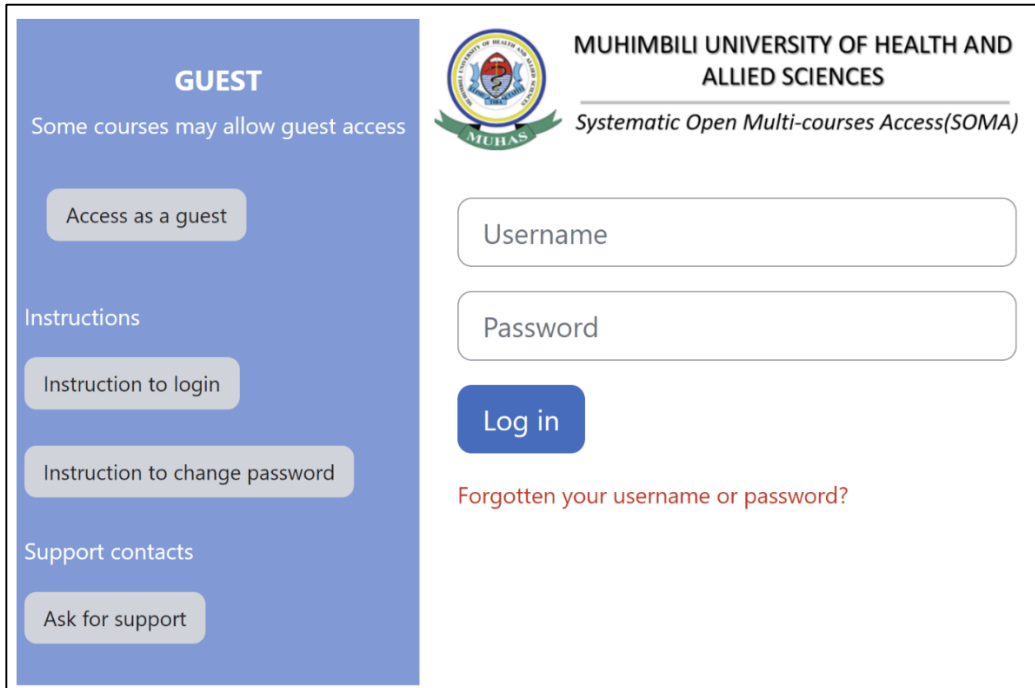


*Figure 1:System homepage*

2. System Home page/ Login screen contains two sections,

    i.    Left section which contains "**Access as guest**", "**Instructions**" and "**Support contacts**" buttons.
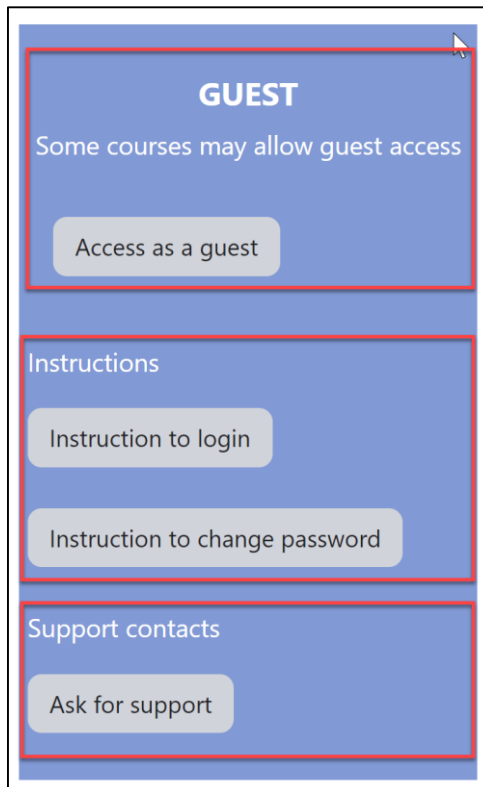


*Figure 2:E-Leaning login form.*

ii.    Right section which contains Login Form.
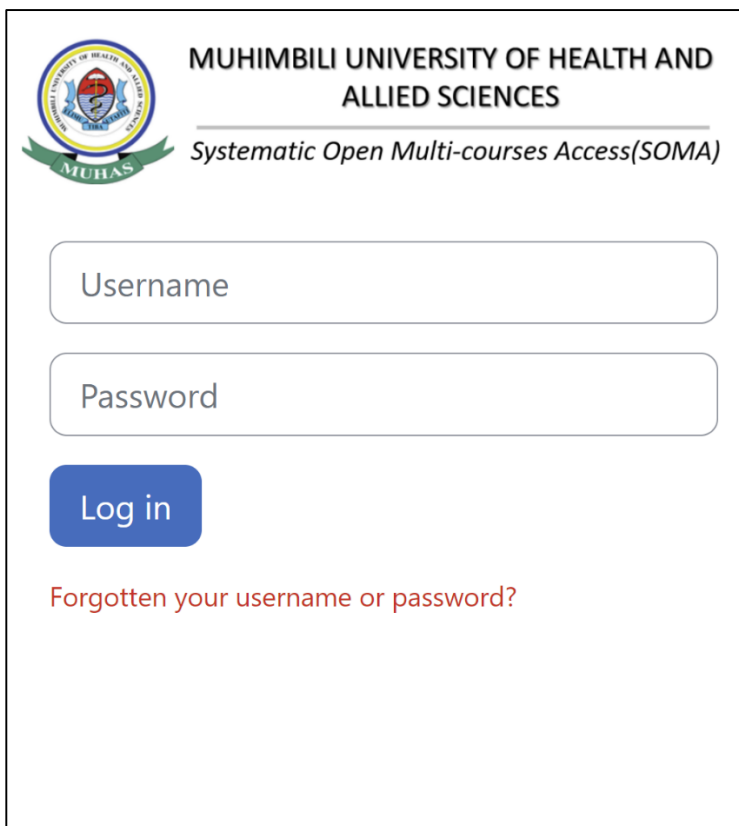


*Figure 3:Login Section*

2.1 Information Section

This section allows student to access three options which are "**Guest**", "**Instructions**" and "**Supports Contacts**" options.

A.  Guests

   This allows users with Guest role to view contents of a courses which contains publicly available information.

   To access E-Learning as Guest, click "**Access as a guest**" button as shown below.
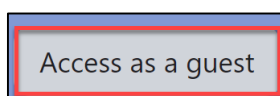


*Figure 4:Guest Button*

B.  Instructions

   Instructions sub section allows students to get information about "**Instruction to login**" and "**Instructions to change password**" as shown below.
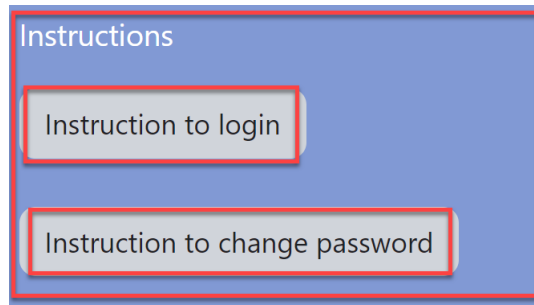
*Figure 5:Instruction sub section.*

a) Click "**Instruction to login**" button to get login instructions as shown below.
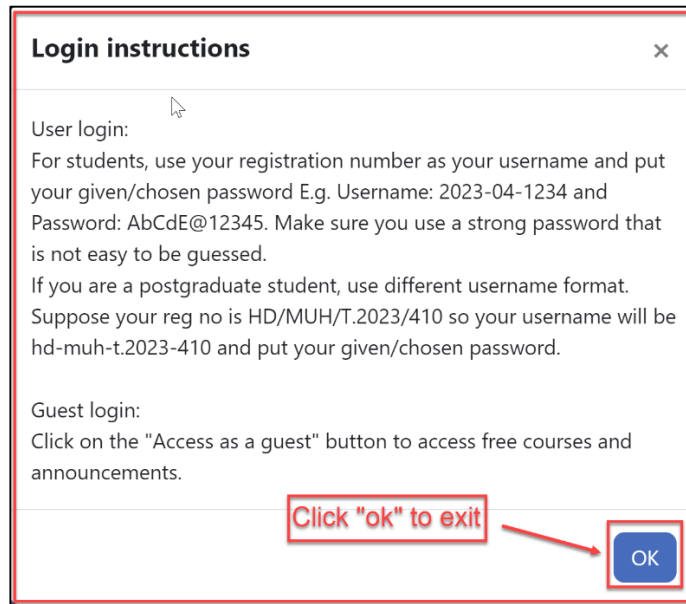


*Figure 6: Login Instructions*

b) To exit click "**ok**".

c) Click "**Instructions to change password**" to get information on what to do if you "**forgot your username or password**". Once clicked you will be presented with instructions to change your password as shown below.
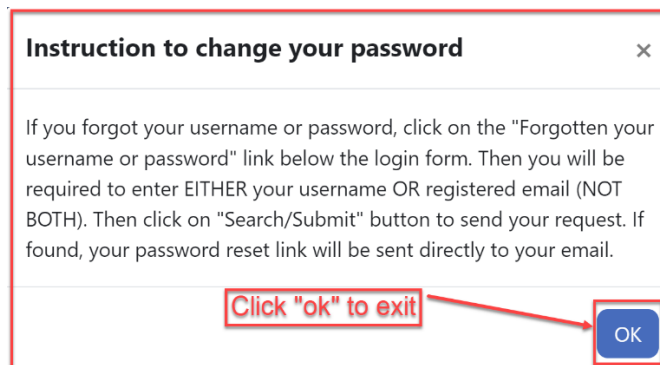


*Figure 7: Instructions to change your password*

### 2.2 Login Section

To login to the system type your "**Username**" and "**Password**," and click "**Login**" button or press enter as shown below.

*Figure 8:E-Learning login form*

Once Logged in you will be directed to your dashboard, where you can access courses.



*Figure 9:E-Learning dashboard*

**2. User Profile Management**

    a. Click your name that appears on the top right corner

**b.** Click **preferences**
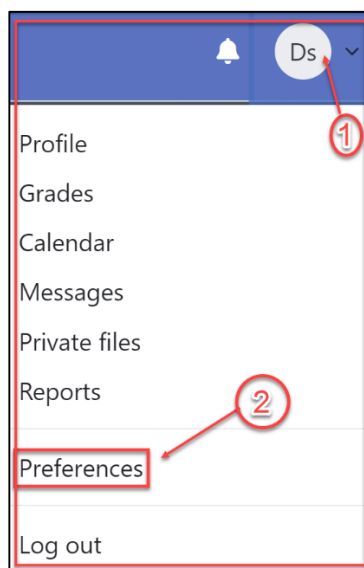


*Figure 10:Preferences menu*

c. Here you can edit your user profile, and you can change your password
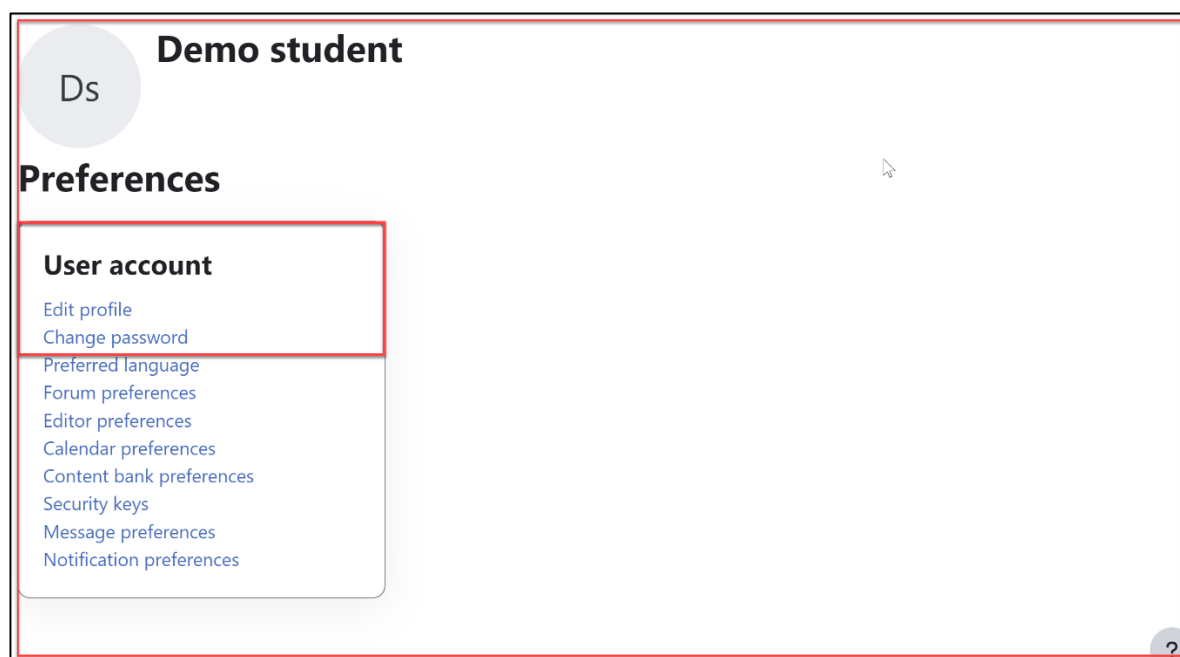


*Figure 11:Profile settings.*

**2.1.Edit Profile**

This menu/ link is used to update students/ user information like **First Name**, **Last name**, **Email address** etc.

To edit Profile, click "**Edit profile**" link from page above as shown below.
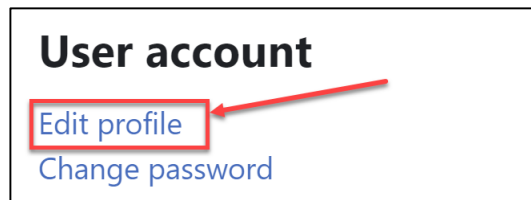
Figure x: *Edit profile Link*

You will be presented with edit profile form as shown below.



*Figure 12:Edit profile information form1*

NB: Field marked with red exclamation mark ( 🔴 ) is a **mandatory** field.

From picture above, update/ change information according to your need, the scroll down page.

Additional edit profile information will continue as shown below.



*Figure 13:Edit profile information form2*

Once finished filling required information, continue to scroll down where you will be presented with more fields to update/ edit as shown below.

*Figure 14: Edit profile information form3*

From picture above,
a.  Click "**Update profile**" button when you finished updating/editing information.
b.  Click "**Cancel**" button to can editing/ updating profile information.
c.  "**Required Label**" Certain fields are mandatory and must be completed before you click "**update profile**" button.

## 2.2.Change password

This menu/ link is used to change password of student.
To Change password, click "**Change password**" link as shown below.



Figure 15: Change password link.

Once clicked, you will be presented with a change password form as shown below.



*Figure 15: Password change Form.*

a.  Shows Password characters requirements and complexity.
b.  Type your current password field.

c. Type new password field
d. Re-type new password field.
e. Click to save.
f. Click to cancel updating/ editing password.
g. Exclamation label ( 🔴 ) showing mandatory fields.

## 3. Navigating your Dashboard

This is customizable page for providing students with details of their progress and upcoming deadlines.
The default dashboard includes Enrolled courses, Calendar and upcoming news as shown below.
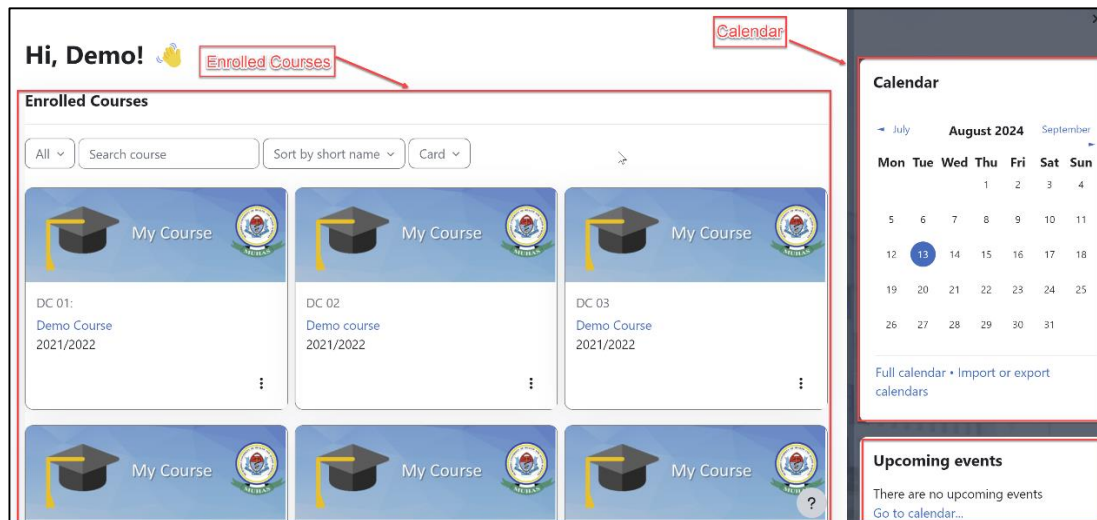


*Figure 16: Navigating Dashboard*

### 3.1 Navigating Home Page

Home page contains Welcome message, Calendar, Online users, Course categories and announcements which can be reached by scrolling down home page.
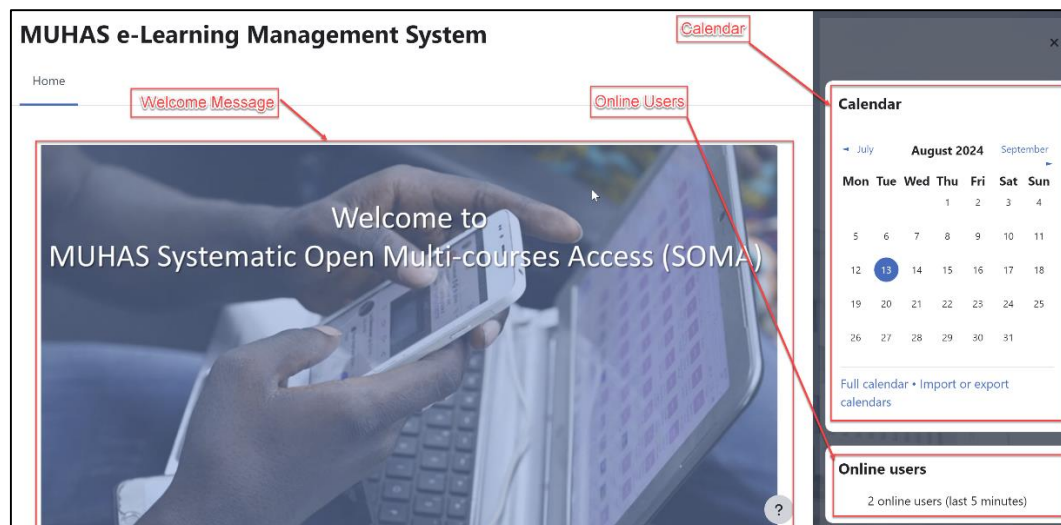


*Figure 17: Navigating Home*
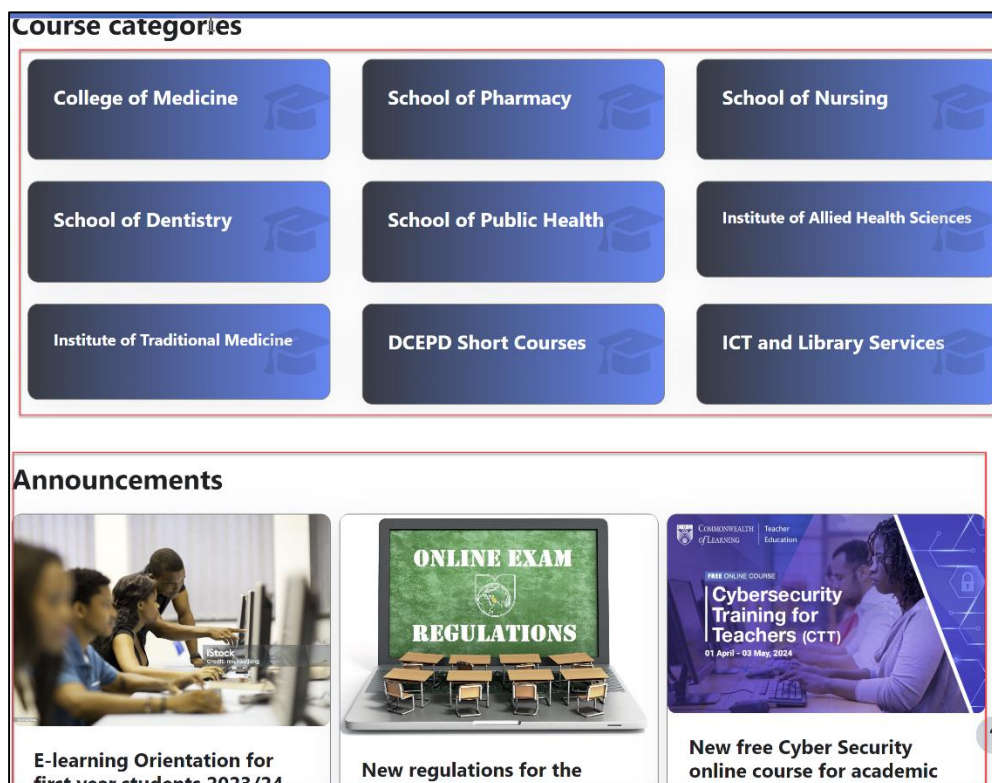
*Figure 18: Navigating Home*

### 3.2 Page layout

Your enrolled course will be available on **My Courses** block where you can click to open the contents. Your page will be displayed as shown below.
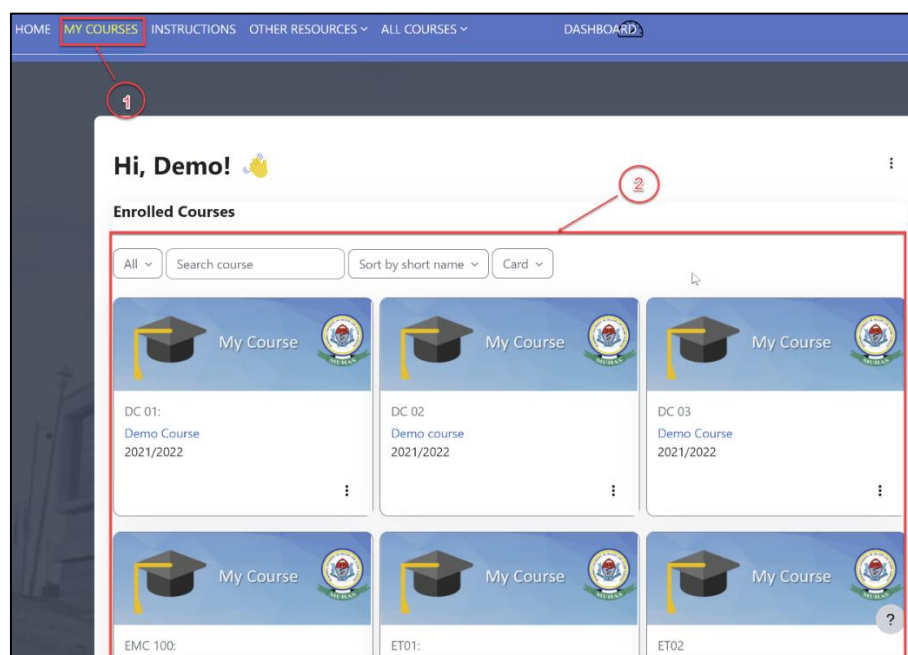


*Figure 19: My Courses tab*

## 4. Navigating your Courses
## 4.1. How to access course on E-Learning platform

You can search courses through three main ways as shown below.
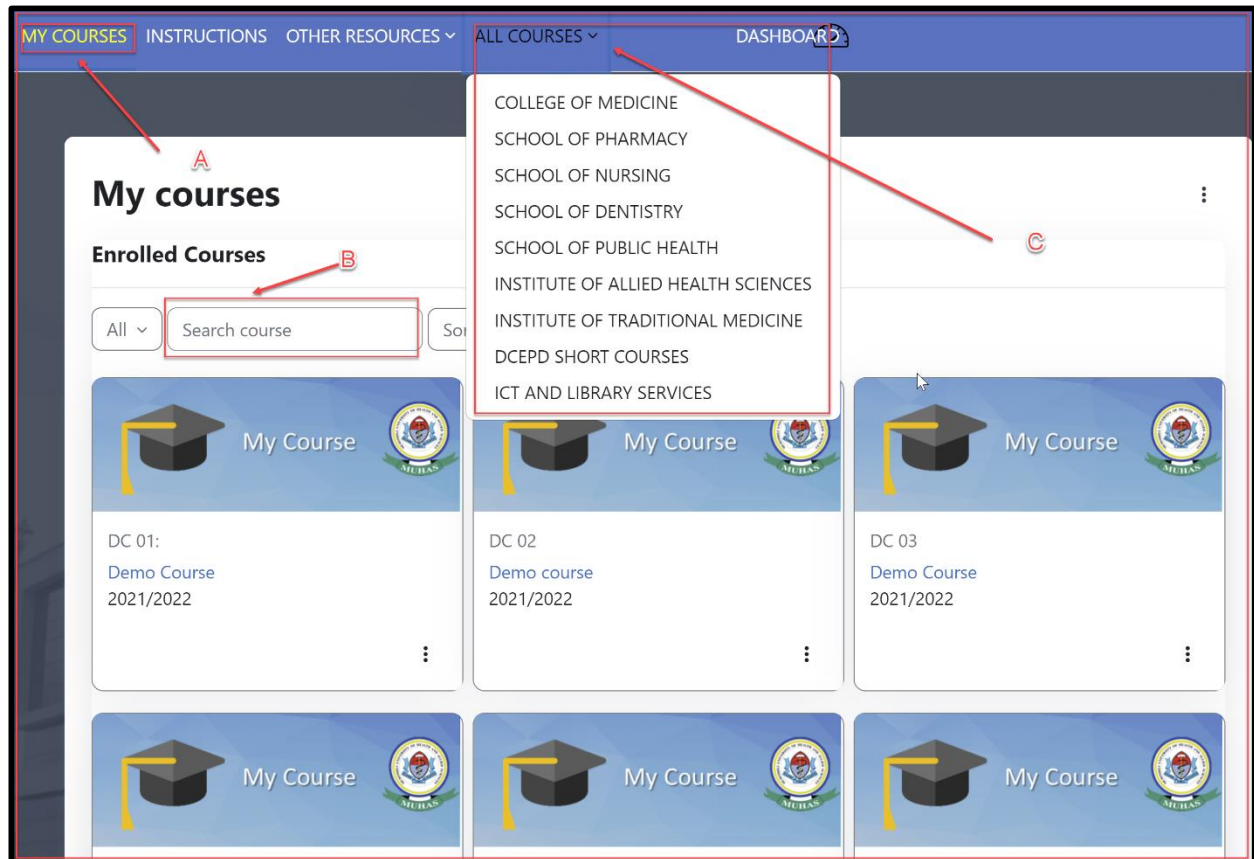


*Figure 20:Course Block*

### 4.1.1 My courses list – Center of Main Page

The course will appear by clicking "**My Courses**" button and will be shown at the Center of Main Page.
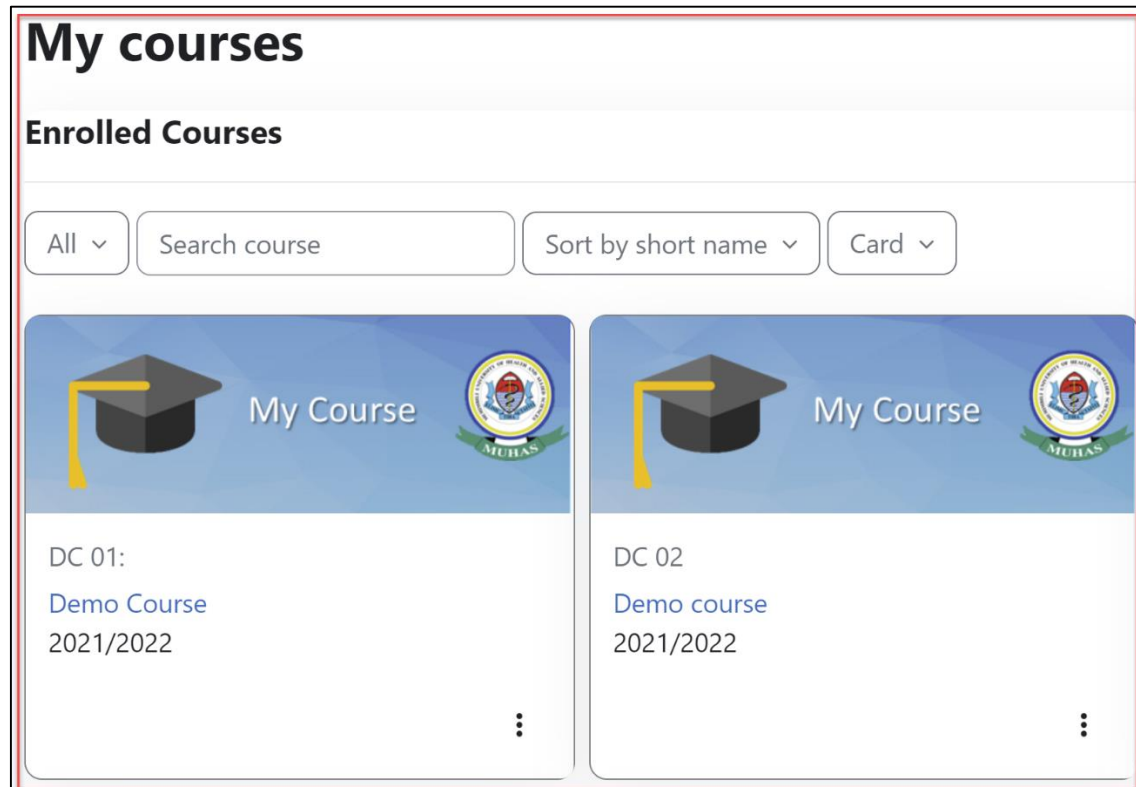


*Figure 21: My courses Center main page.*

### 4.1.2. "Search courses" section/ box

If you are still not seeing the courses you expected, you can always search for them by using "**Search courses**" box, also you can sort by course name, short name or last accessed:



*Figure 22: Search box section*

### 4.1.3. "All courses" section

If you are still not seeing the courses you expected, you can click "**All Courses**" button, then click any of available options (**School, College, Institute etc**) and search for the course you want.
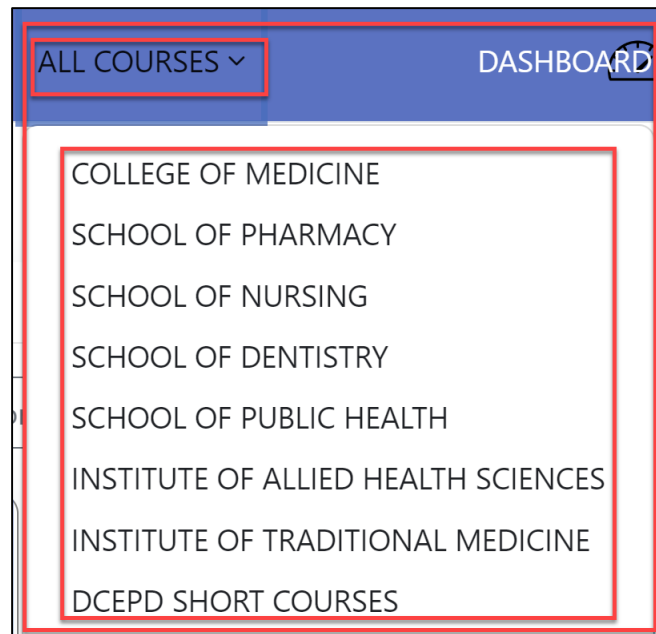


*Figure 23:All Courses Menu*

When College of Medicine Clicked the following page will be shown,
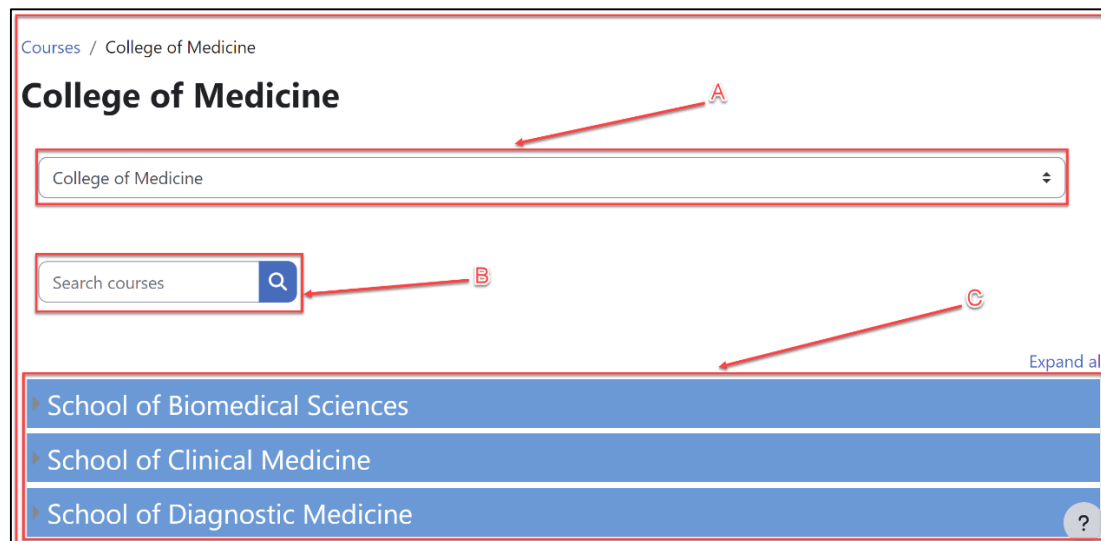


*Figure 24:Search courses option after clicking School/ College*

A: You can select College you want to search course.

B: You can type course code or course name, and press enter to search for specific course.

C: Courses found in specific school will be shown here, you can click to open specific course.

### 4.1.4. "Search courses" box

"If you still do not see the courses you expected, you can always search for them using the 'Search courses' box."
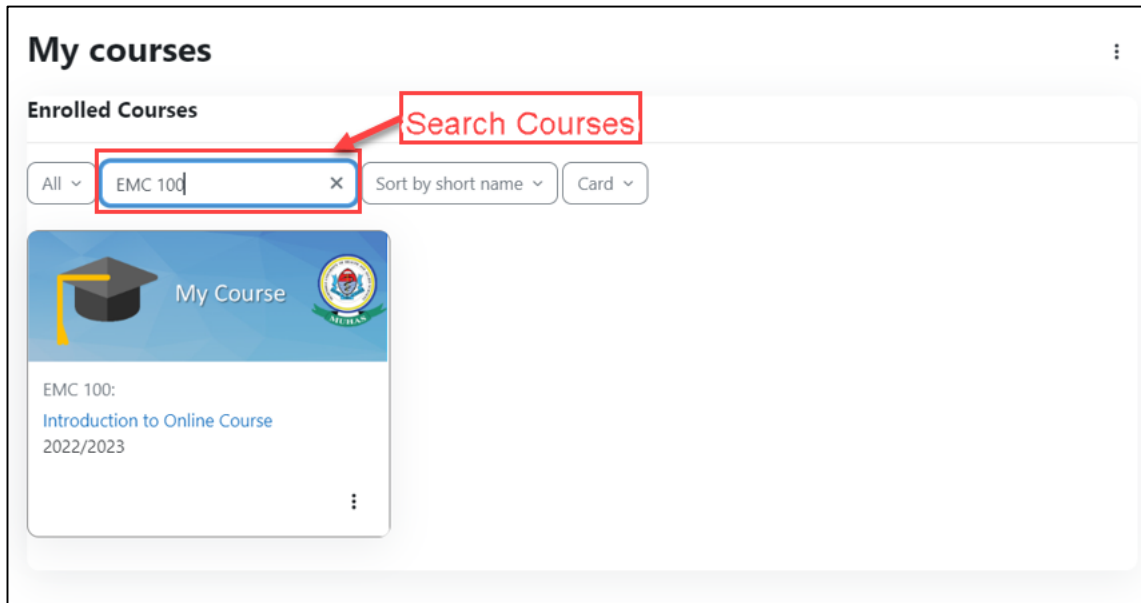


*Figure 25:Search course box*

## 4.2. Accessing course resources

1. The E-Learning platform supports the addition of various resources by the instructor/facilitator as study materials. Among the supported resources are files, such as pdf, word, excel etc.

2. Your course will be displayed in a two-column view. The broad center column is where most of the course materials and activities are located, organized by sessions. This content column is divided into large squares, or 'sections,' which can include various activities, resources, and links set up by your instructor."



*Figure 26:Accessing course*

**I.** **Participants:** Students will be able to view their classmates attending the same course and see only their profile details, not their grades.



*Figure 27:Participants Information*

**II.** **Grades:** Individual students will be able to view their grades, lessons, assignments, and exams, as well as the total course marks in an aggregated format.



*Figure 28:Course details*

## a. Accessing file

The file can be accessed by just clicking on the respective items and it will download automatically to your local device then you just need to browse your device and opening the downloaded file.
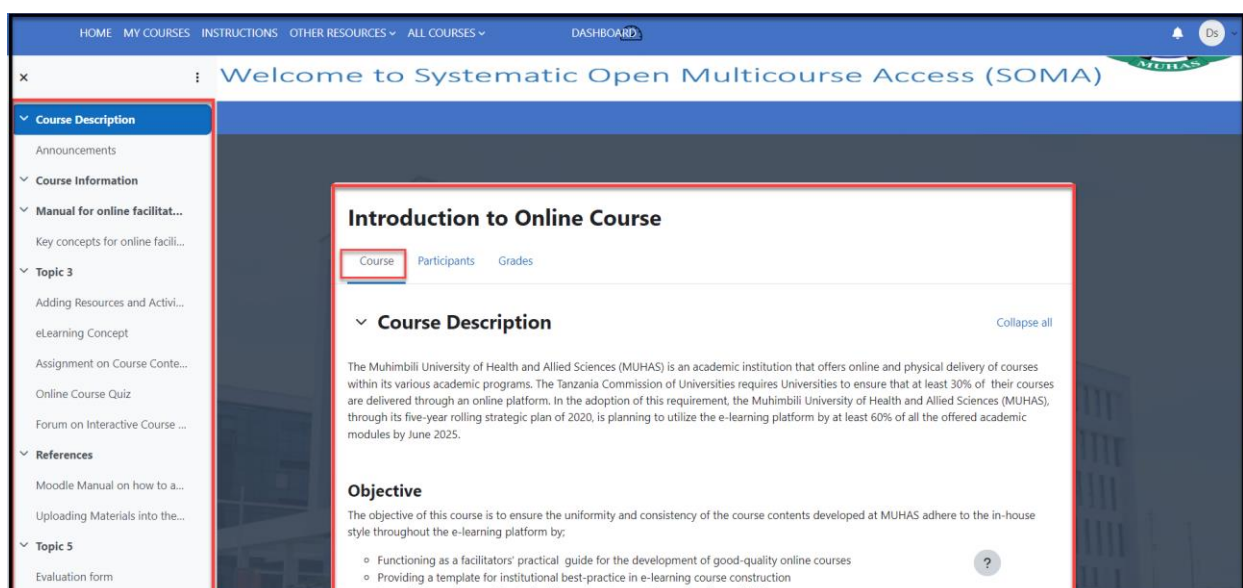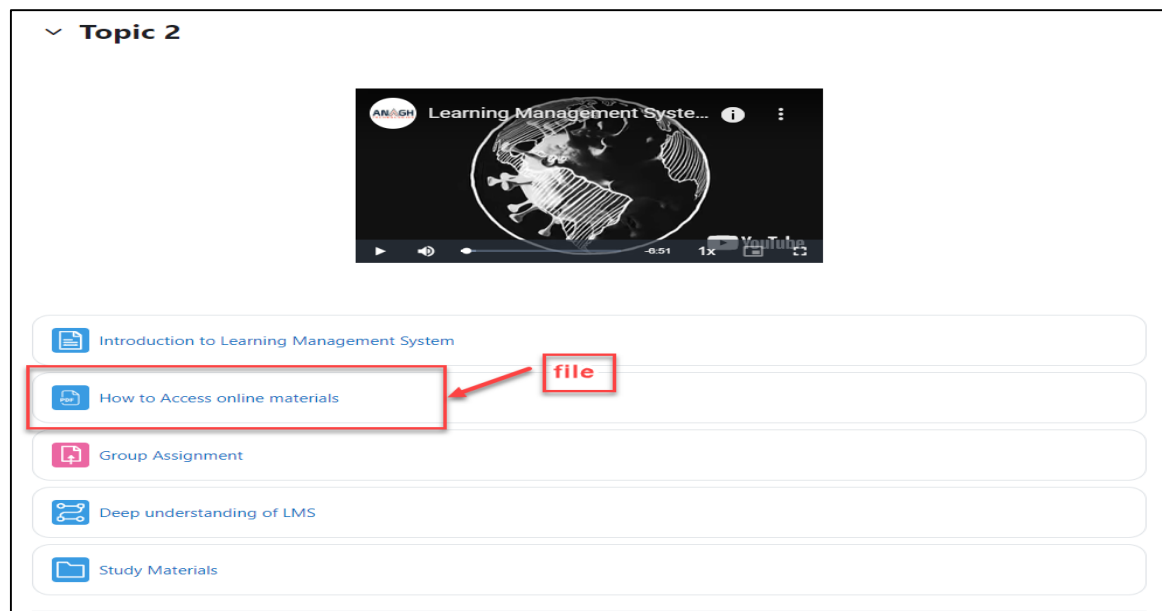


*Figure 29:Accessing file*

## b. Accessing Page

The page can be accessed by just clicking on the respective item then will open within the system as a part of it with its contents.
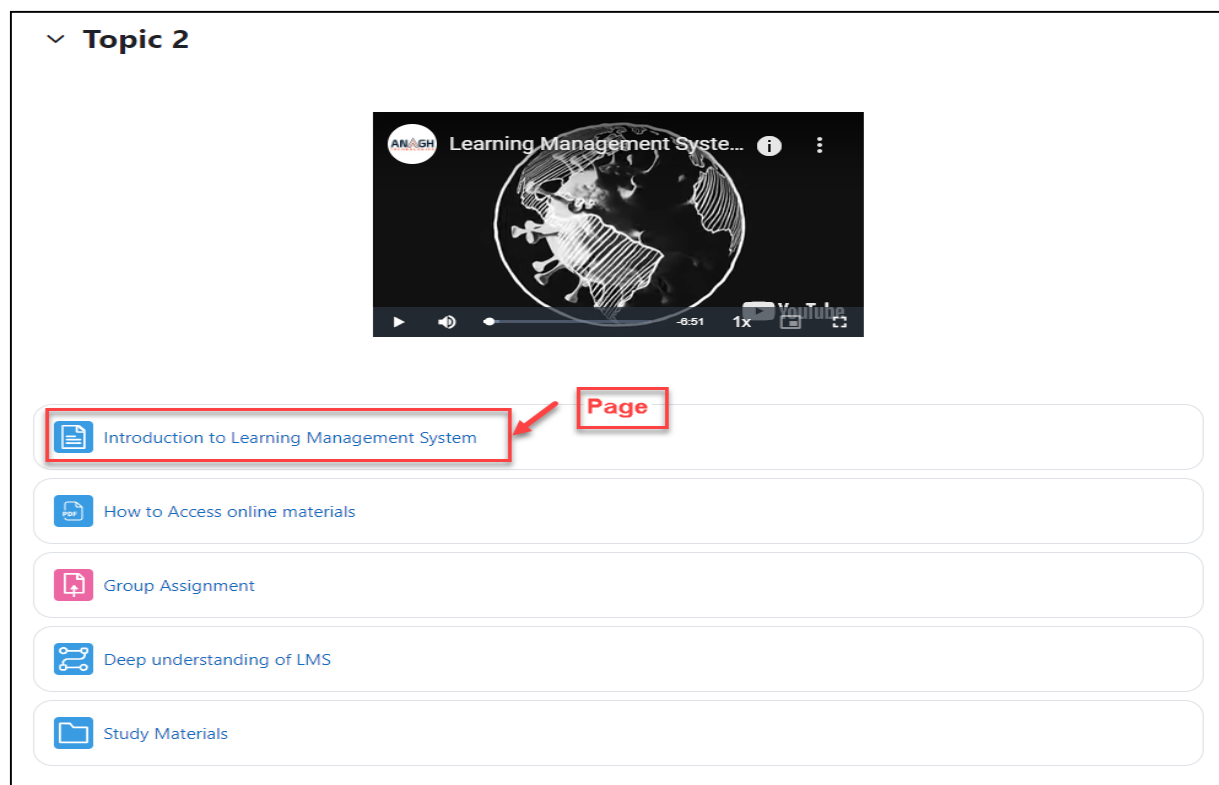


*Figure 30:Accessing page*

## c. Accessing folder

The folder is an item that stores one or more files or other folders in one directory. If want to access the folder, then you just need to open it and access the files or other folders by download the whole parent folder with its contents.
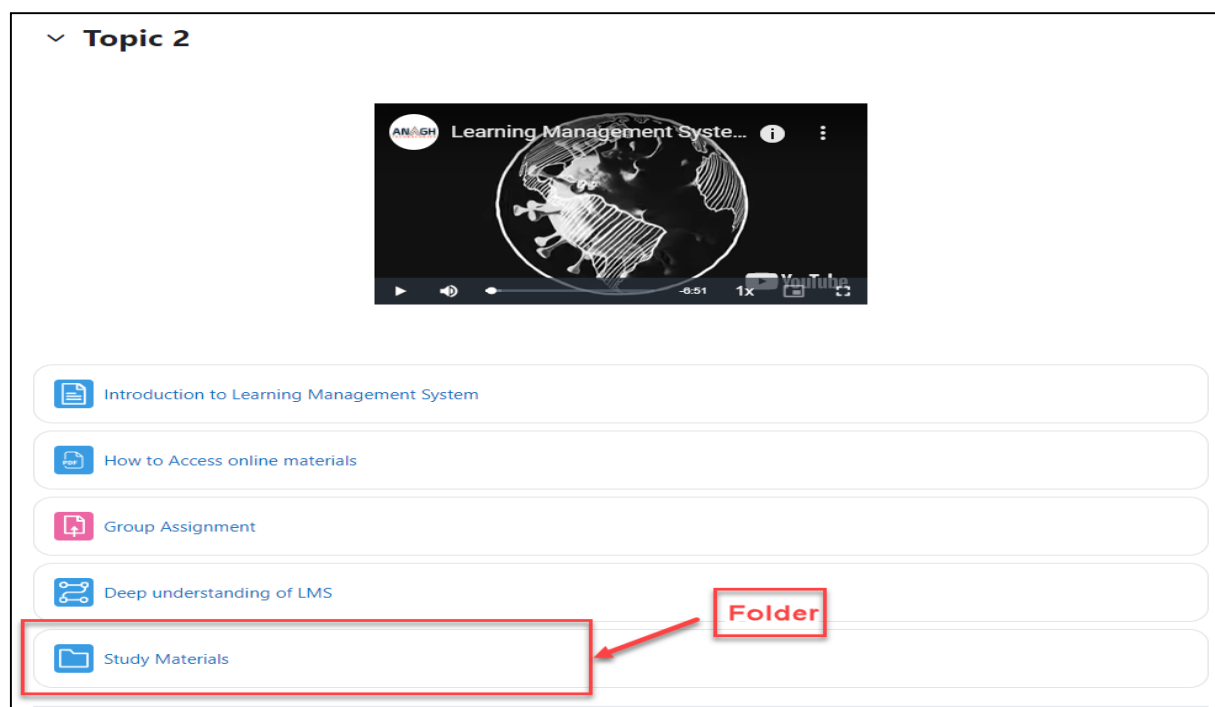


*Figure 31:Accessing Folder*

## d. Accessing Video

The video content is mostly embedded within a platform; you just need to click on the video item then, the system will open within the page for you to watch the video.



*Figure 32:Accessing Videos*

## 4.3. Accessing course activities

**An activity** is a general name for a group of features in our **E-Learning platform course**.

Usually, an **activity** is something that a student will do that interacts with other students and or the teacher.

The following are some of the course activities

1. **Assignment**: An assignment is an activity a student has to complete on/off line and then upload for the teacher to check. There are two types of assignment, Individual assignment and Group assignment.
2. **Exam**: An exam allows the teacher to test students using a question-answer format linked to points and grades
3. **Forum**: Course participants can have discussions on different topics using a question-answer forum.
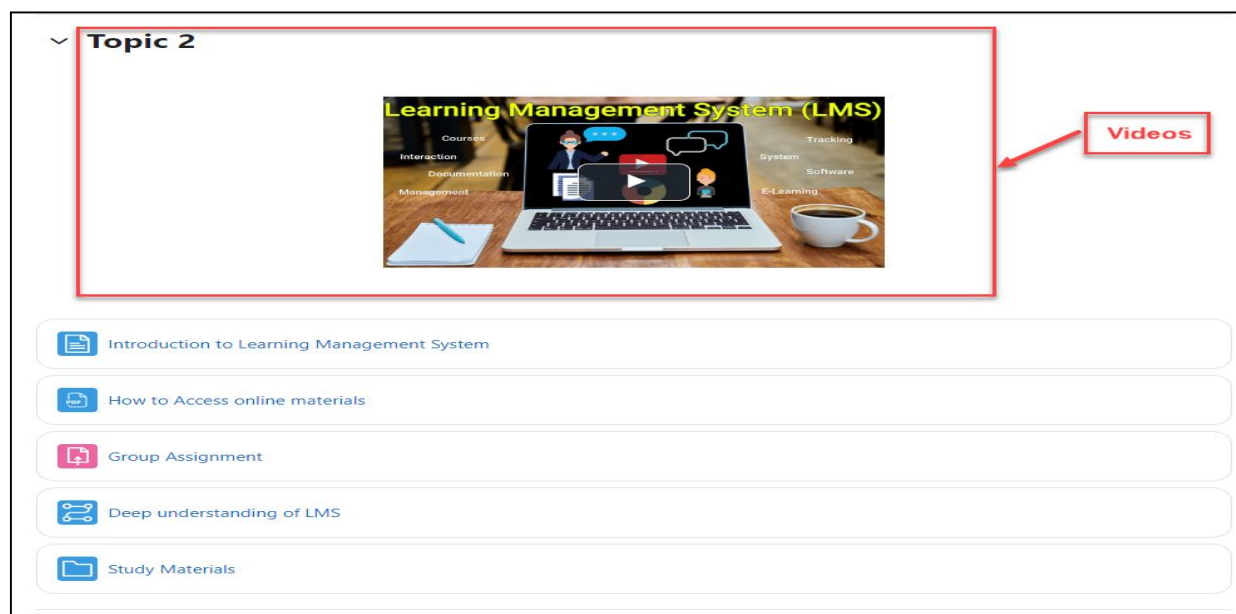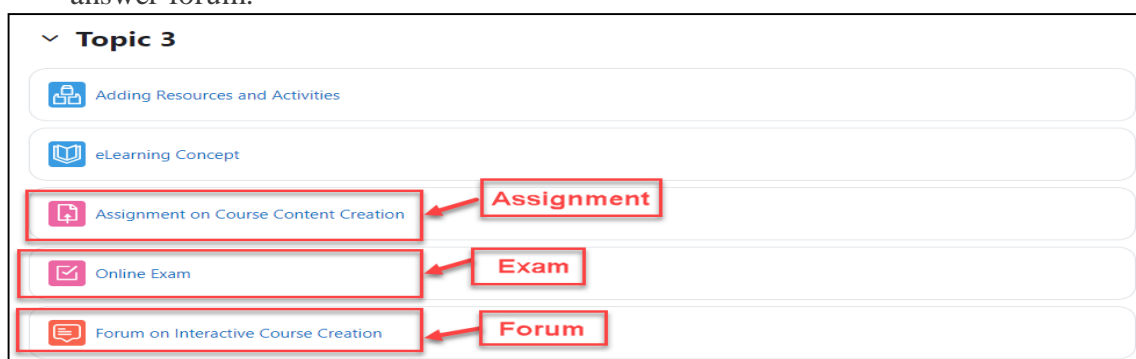


*Figure 33:Course Activities*

a. **ASSIGNMENTS**

Your instructor may require you to upload digital content and/or submit online responses for grading. For example, essays, spreadsheets, presentations, webpages, photos, video clips or a typed paragraph response may be required.

There are two ways of assignment submissions recently:

1. File submissions (students submit a file(s) for assessment)
2. Online text

When you enter an assignment, you will see the instructor's directions to complete the assignment.

Click on the Assignment button to access the uploaded assignment for you to attend.

*Figure 34:Access Assignment*

**1. File submission**

To submit a file submission, complete the following steps:

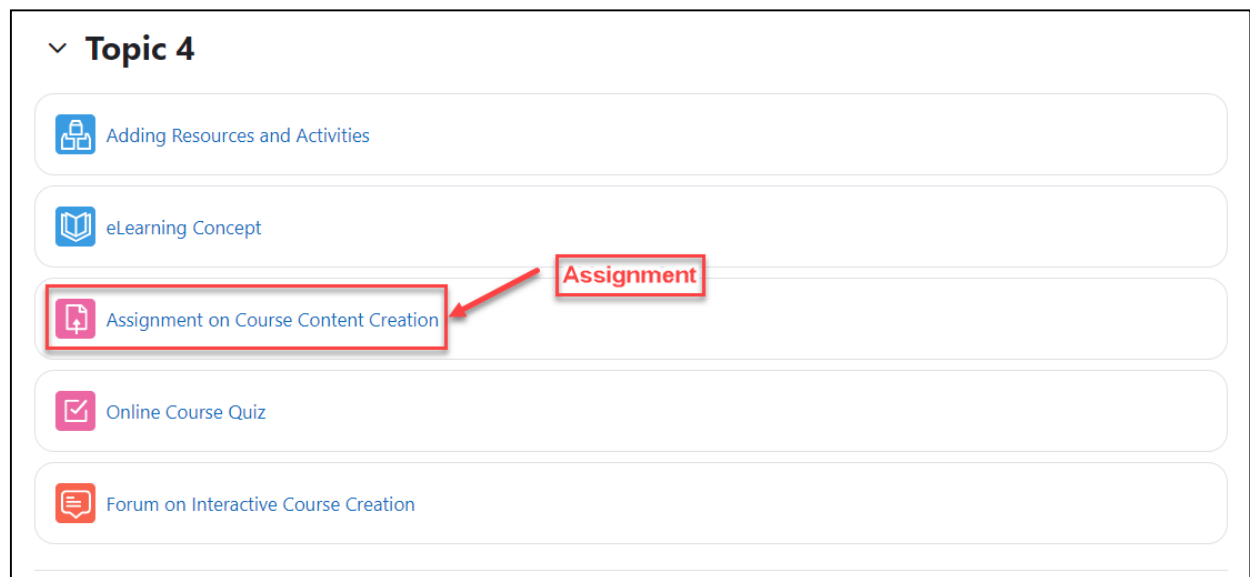1. Click the 'Add submission' button to bring up the file upload page.

- File submission window
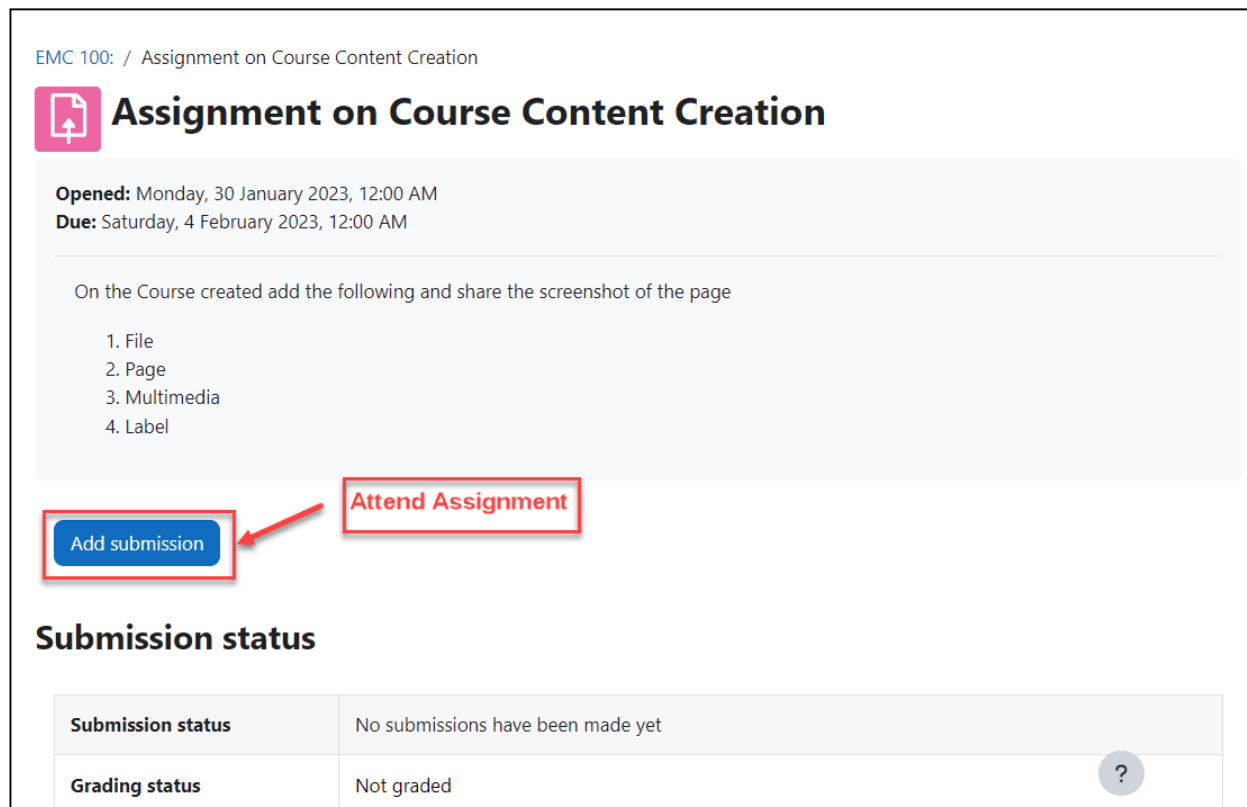


*Figure 35:Attend Assignment*
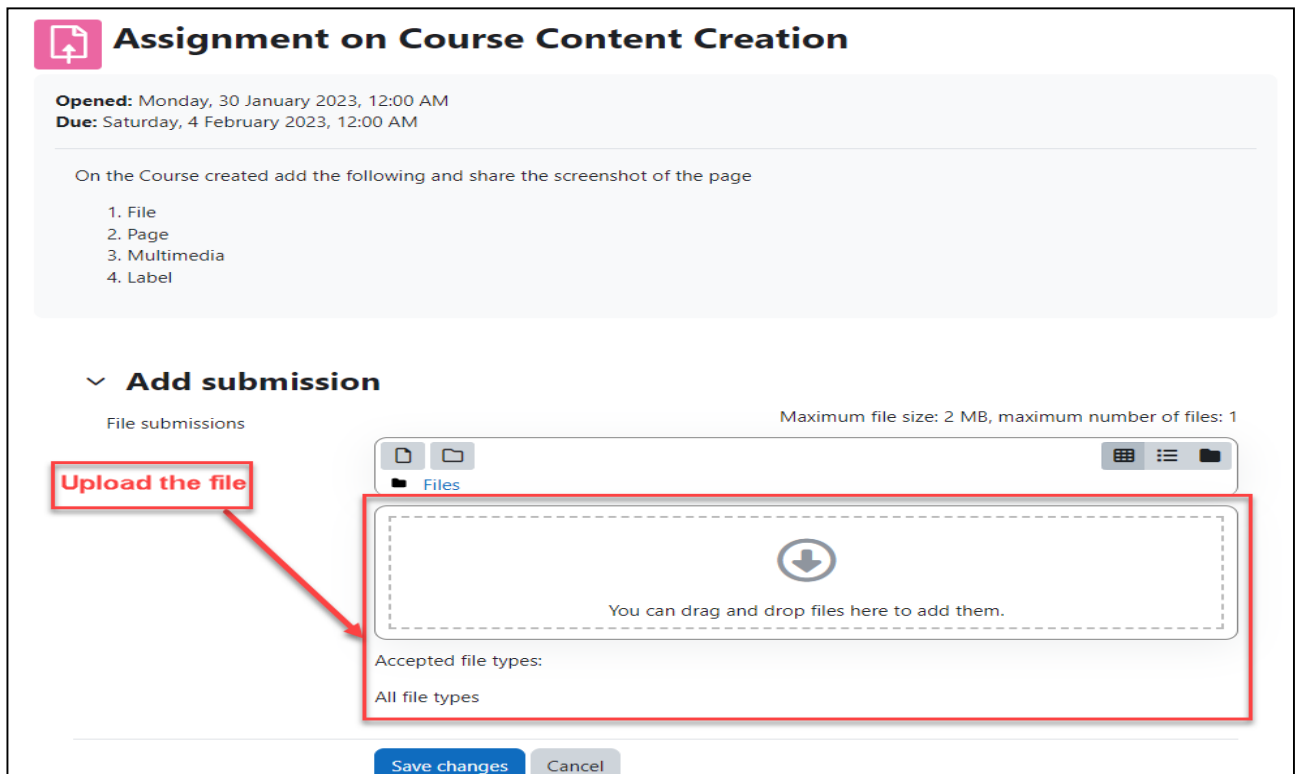
Then, **Upload file**.

*Figure 36:Upload the file*

After clicking uploading a file:

1. Choose the file from your computer [A],

2. Save it as (name of the file) you want to submit (B)

3. Upload the file [C]

4. Click on Add and select your file(s) from the computer. You can also 'drag and drop' the file(s) into the submission box.
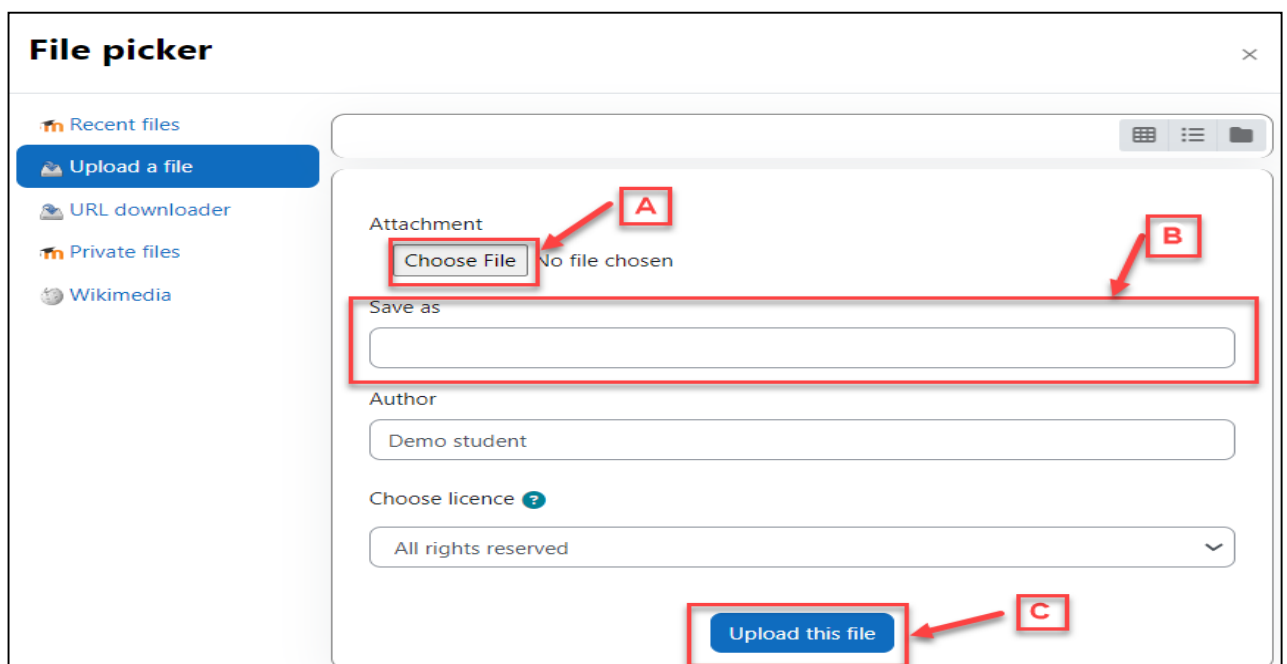


*Figure 37:Choose file*

After file upload, the file will be as followed, then click Save changes to submit.
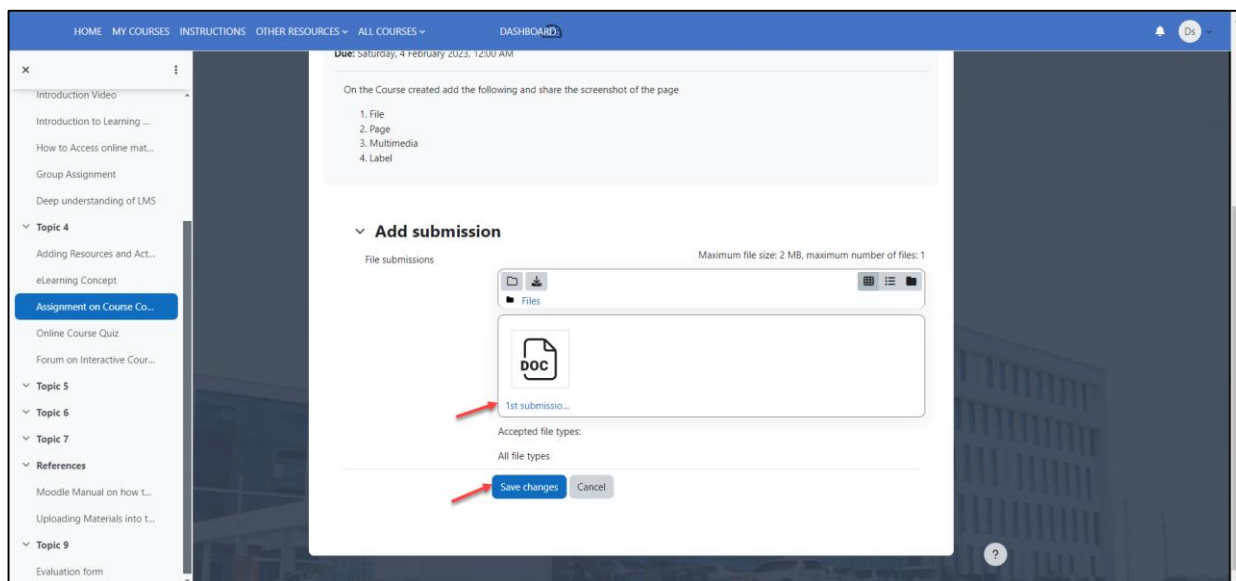


*Figure 38:Save Changes*

**Online text**

To submit an online text submission, students complete the following steps:

1.  After clicking the 'Add submission' button, it brings up the online text editor page:

2.  Type the relevant text into the HTML editor or paste from a previously written file section [A].
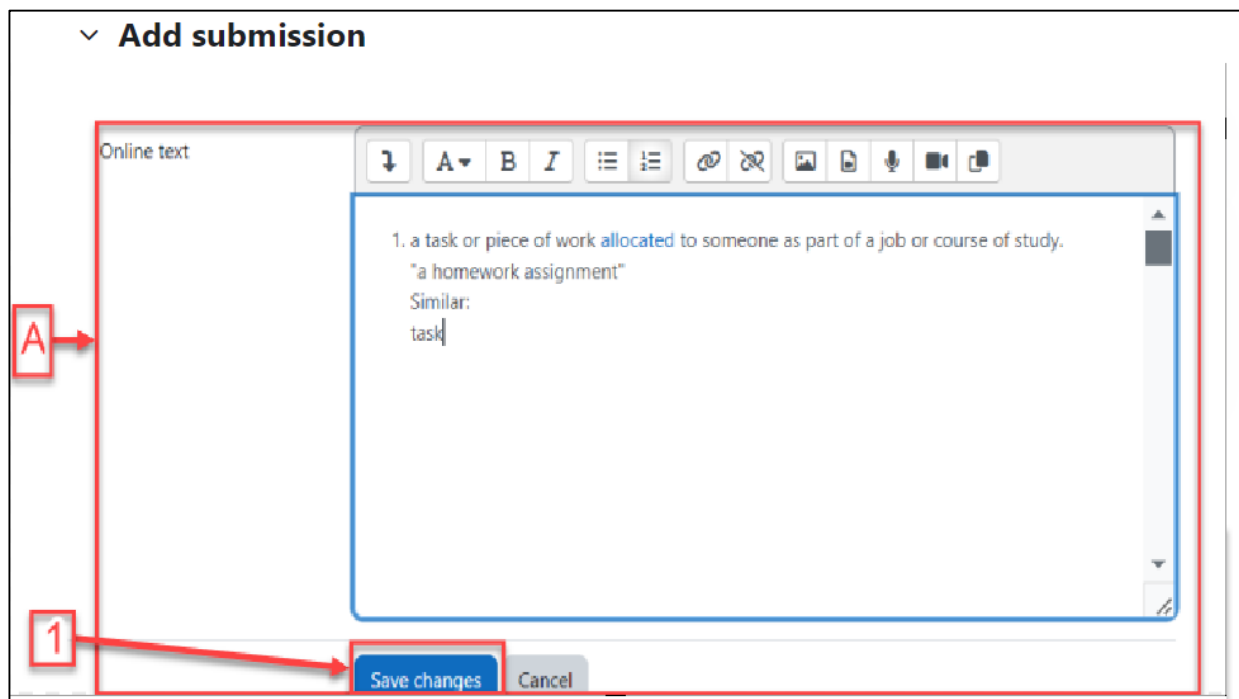
3.  Click 'Save Changes'.



*Figure 39:Online text window*

**Before Submission.**

**Student can:**

1. Edit submission [B]: (enables to edit assignment before submitting by following the button).

2. Remove submission[C]: (enables to remove submission).

3. Submit assignment [A]: (Once ready to submit, click 'Submit assignment').

**NB:** This applies to all type of assignments, File submission and online text. When the assignment is overdue, the edited submission will be labeled as "Late submission".



*Figure 40:Edit Submission*

**File Submission Status:**

Confirm Submission [A]; by ticking the box, which is required, then click continue [B] to submit.

*Figure 41:File Submission Status*

**Group Assignment**

The instructor can assign assignments per group, in this case only one student can submit the assignment. To start attending this assignment click Group Assignment [A].



*Figure 42:Access Group Assignment*

Click Add Submission to answer the assignment

*Figure 43:Group Assignment Submission*
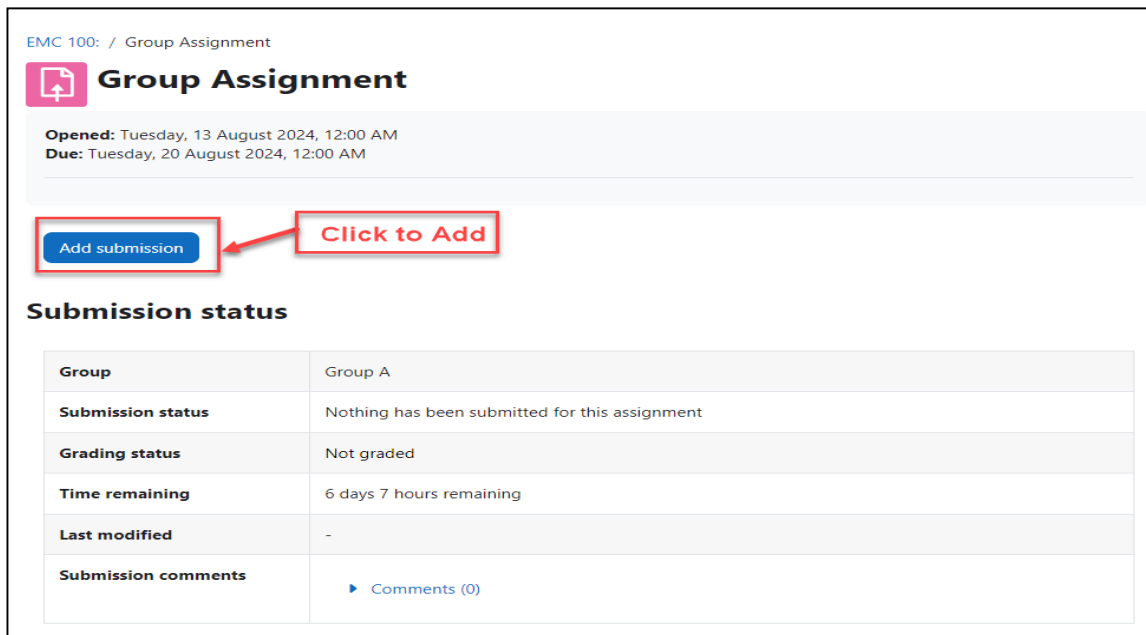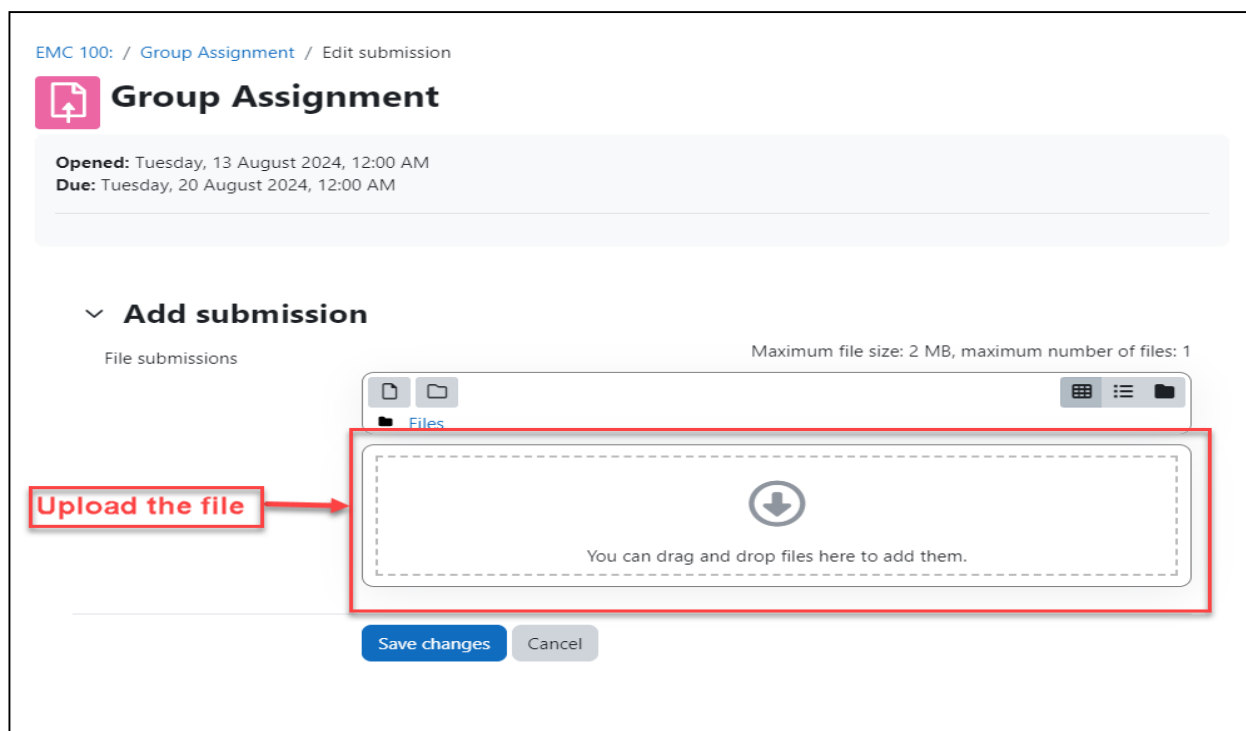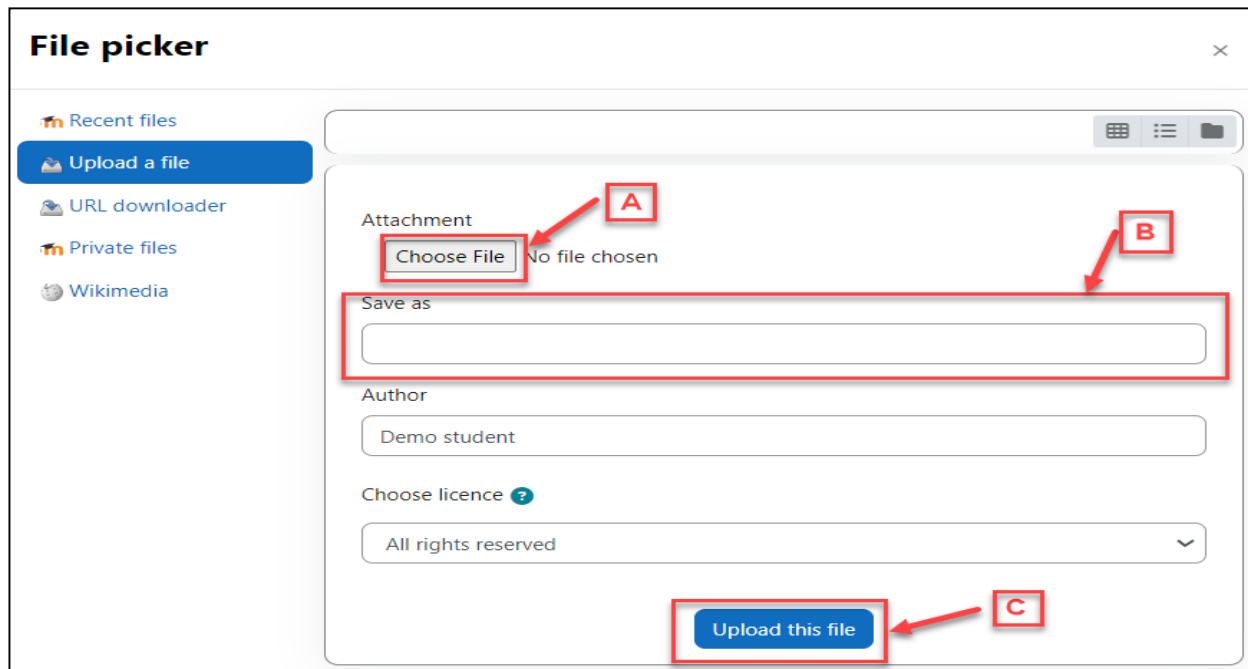
Upload the file:



*Figure 44:Drop file*

*Figure 45:Upload file*

Then,

1. Upload a specific file as shown in [A],

2. If the assignment requires text, then you can type as shown in [B] then click Save Changes.



*Figure 46:Save Changes*
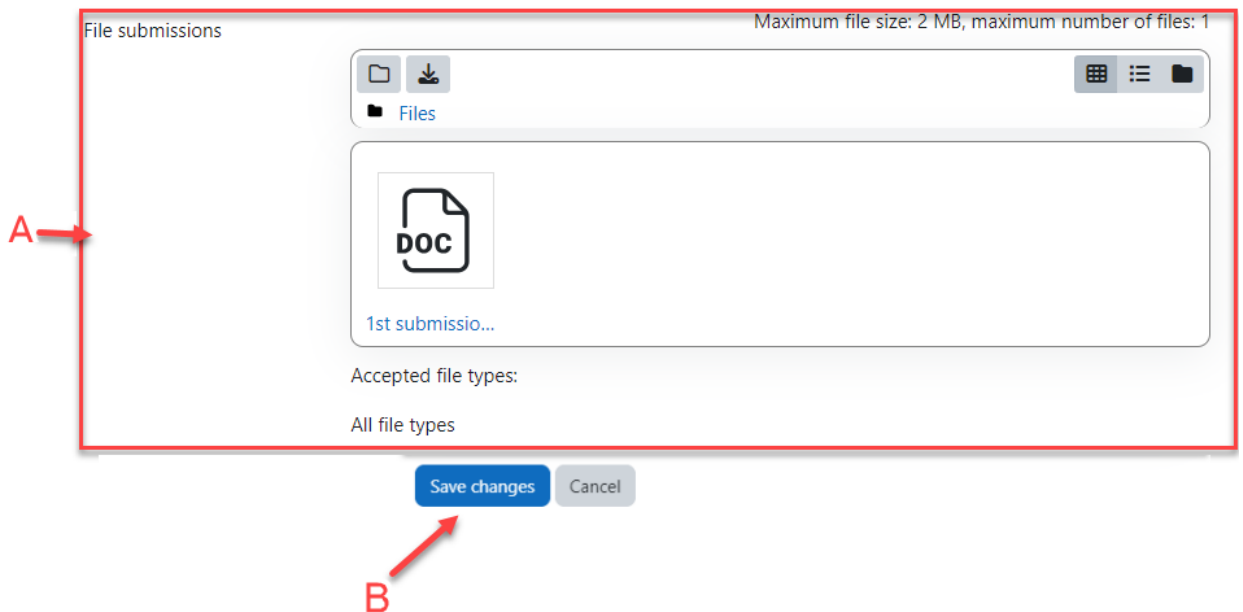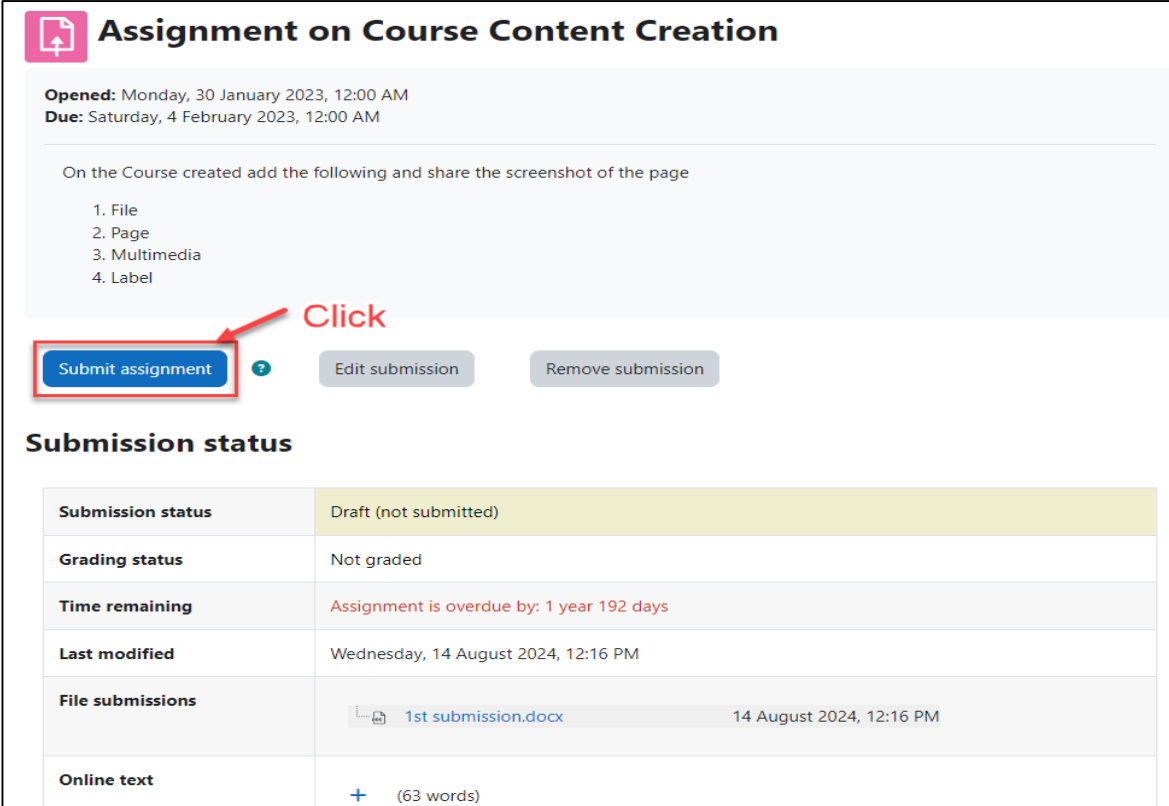
Then, Submit assignment
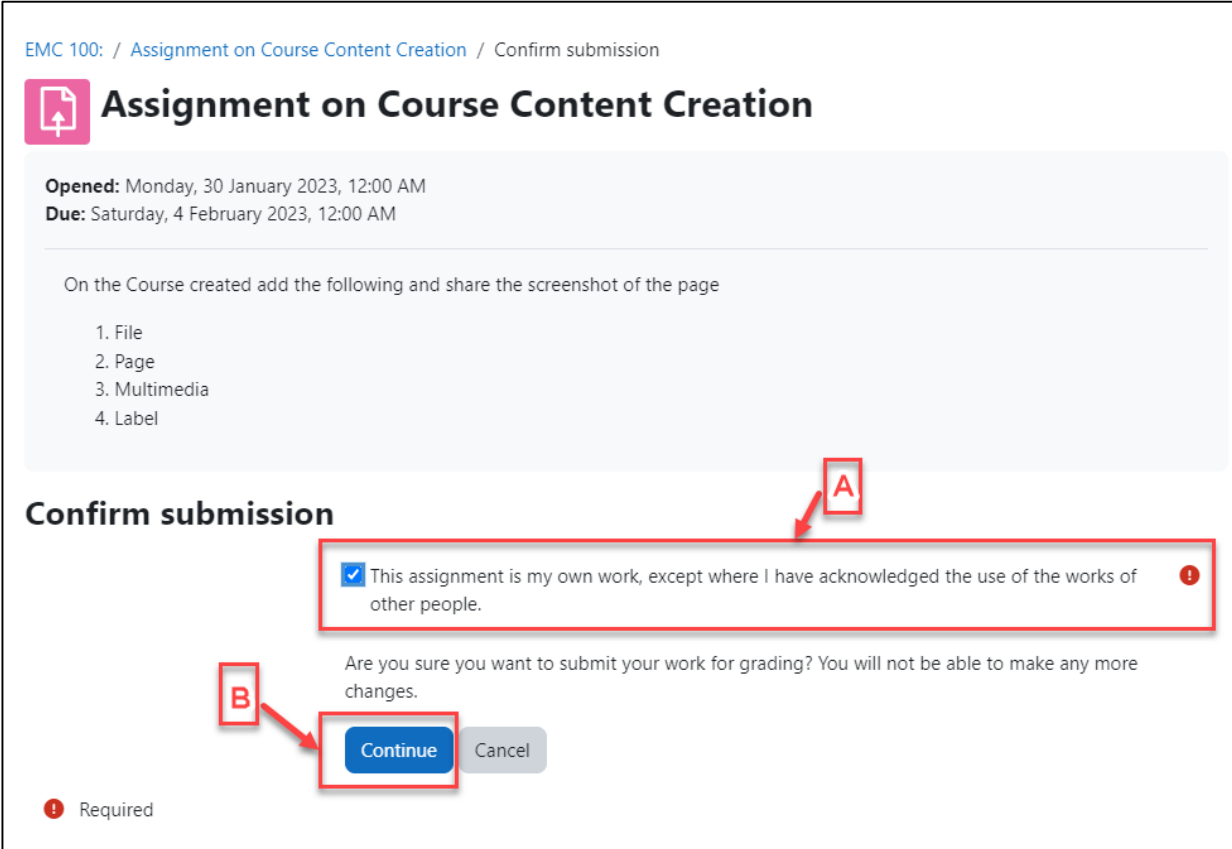


*Figure 47:Submit assignment*

Then after submitting, the below window will appear.



*Figure 48:Confirm Submission*

## b. FORUMS

Forum Definitions:

• Instructor Post – any message within the forum, including the discussion topic and any replies.

• Subject – the title of a post.

• Message – it can be student's views, opinions or answers to the discussion title.

• Attachment – students can reply to the discussion title related to the topic posted by instructor.

• Thread – A string of replies (or replies of replies) to an original post.

• Topic – The subject of the original post of a thread.

• **Topic/session discussion forum**

1. Click forum to open
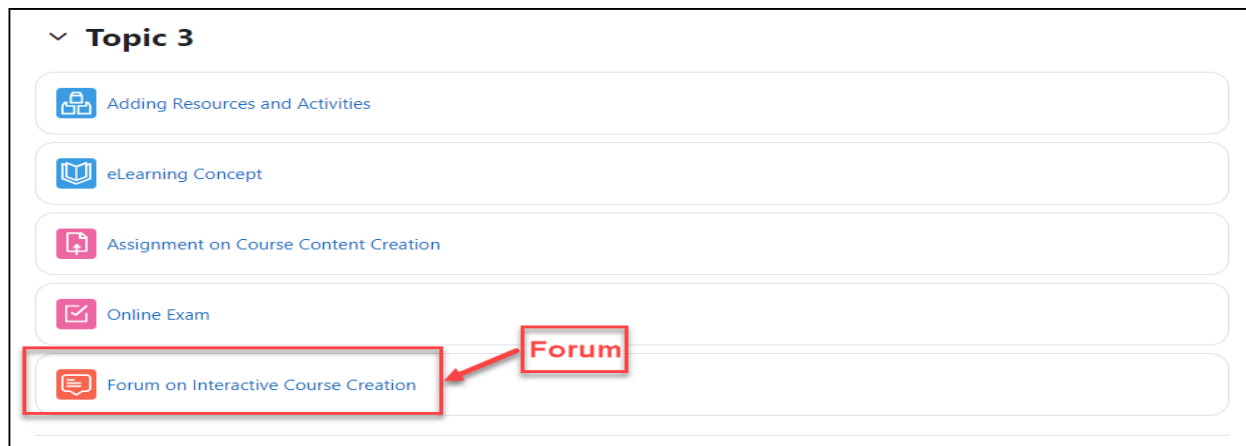


*Figure 49:Discussion forum*

2.     Click on the Search forums [C] to such for the topic on the forum, you can subscribe to the forum [B] and you can read the topic addressed and click reply to start the discussion or reply.
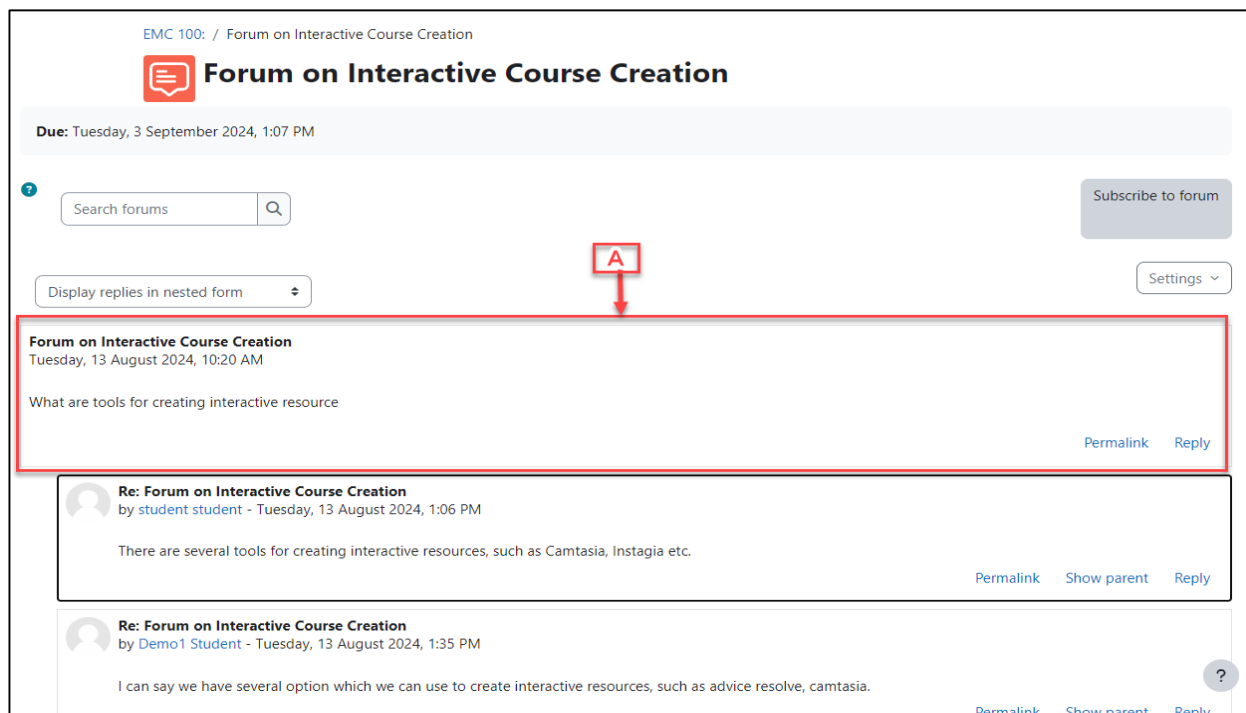
*Figure 50:Discussion forum window*

3.  Click on the **Reply** to answer the posted topic where you will put your message as your answer to reply back then click on **post to forum** button to post your answer.
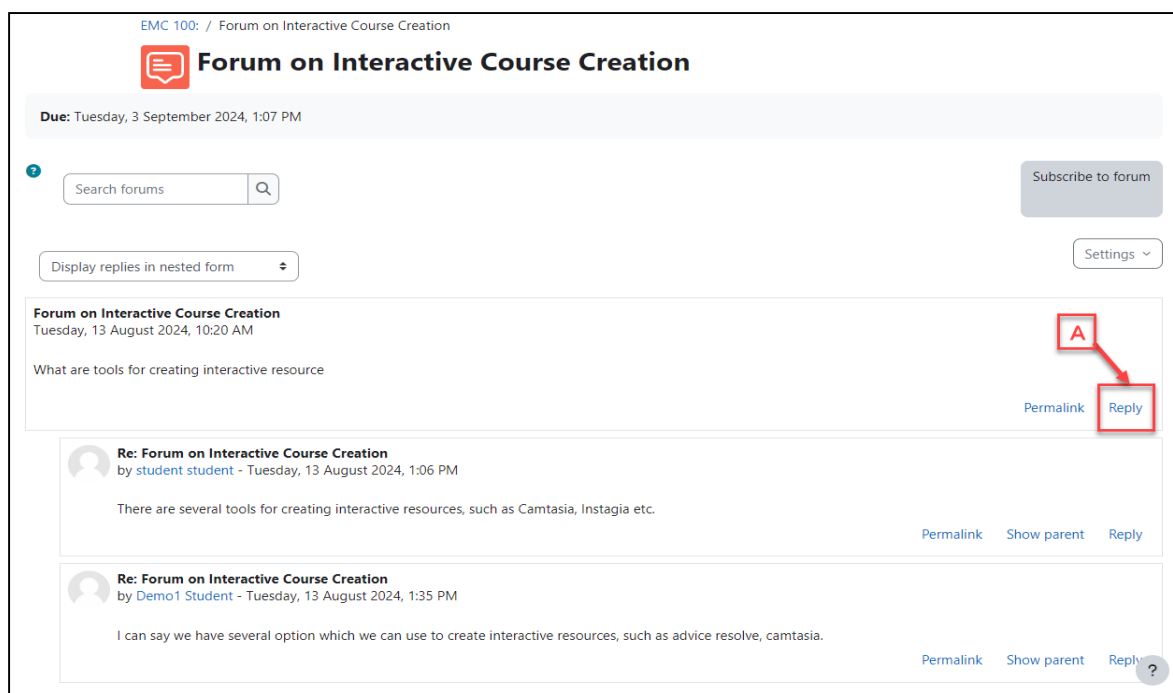


*Figure 51:Forum reply window*

To keep our online community safe and welcoming, it is important to follow a few guidelines when posting within the course forums:

**Be nice**

- No 'flaming' – in other words, avoid personal attacks, pettiness, and abuse. Respect other users, and if you disagree with them, explain why.

- No 'trolling' – trolls are posts deliberately designed to provoke an angry response.

That doesn't mean you can't be controversial, if you really mean it.

- No personal disputes – if it gets personal, take it offline.
- Avoid typing in ALL CAPS, which is considered shouting or yelling.
- Learn to let go – don't keep harping on about the same thing.
- If someone else's post offends you, don't immediately fight back online. Consider whether they really meant to cause offence. It can be easy to sound rude without meaning to, but if you really are troubled by the post, don't respond – take it to your teacher instead.

**Be effective**

- Post in the most appropriate forum.
- Stay on topic – try to focus on the original topic. In particular, don't change subject in the middle of an existing thread – start a new topic.
- Conversely, don't start a new topic if your post relates to an existing one – reply to the existing thread.
- When starting a new topic, make the subject line clear and informative.
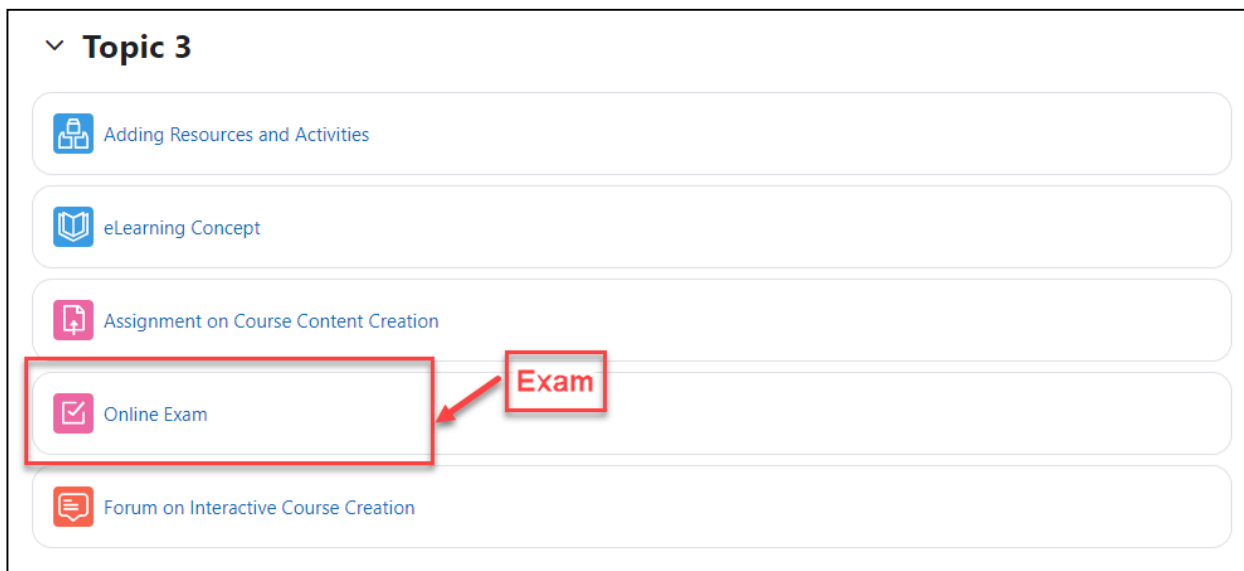
c. **EXAM** 



*Figure 52:Exam Session*

Once you enter an online exam, the window shows:

1. Exam instructions provided by your instructor.
2. Click Download Safe Exam Browser [1]; (If it is the first time using your device/computer, you must download Safe Exam Browser).
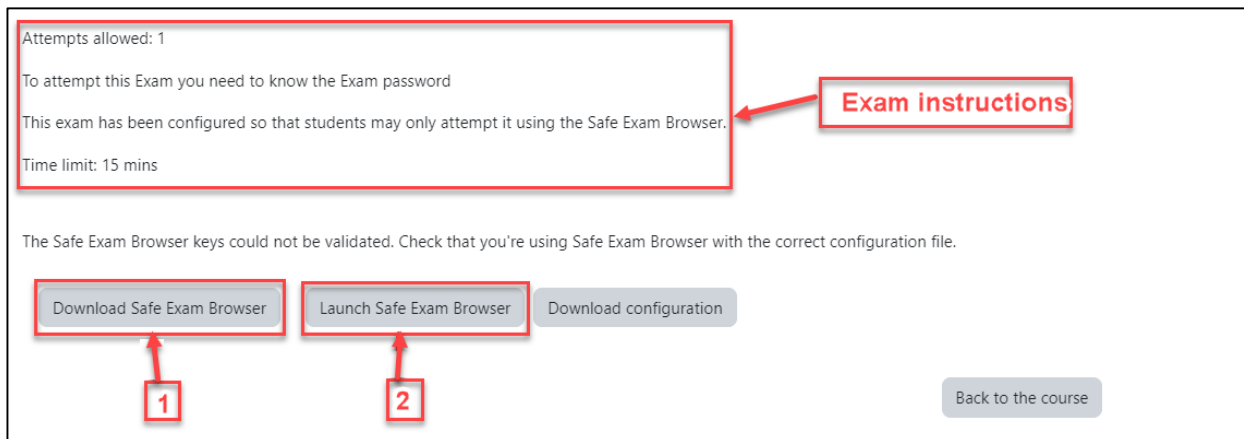3. Click Launch Safe Exam Browser [2]

*Figure 53:Exam Instructions*

Once you begin the quiz, be sure to read each question carefully. You can flag questions that you wish to skip and/or later review.

**Start exam:**

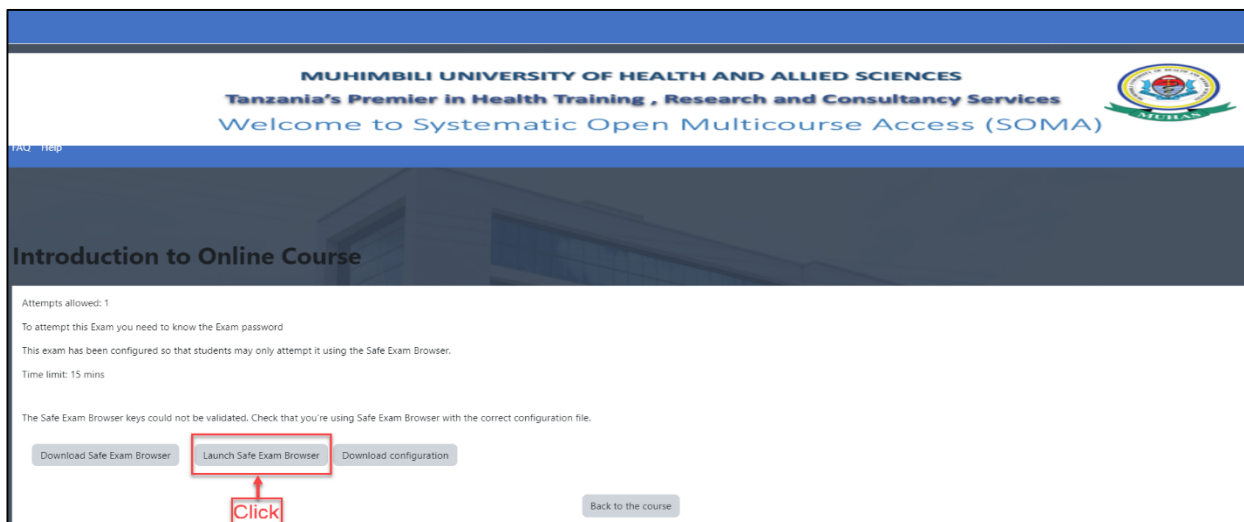Click Launch Safe Exam Browser to start the exam.


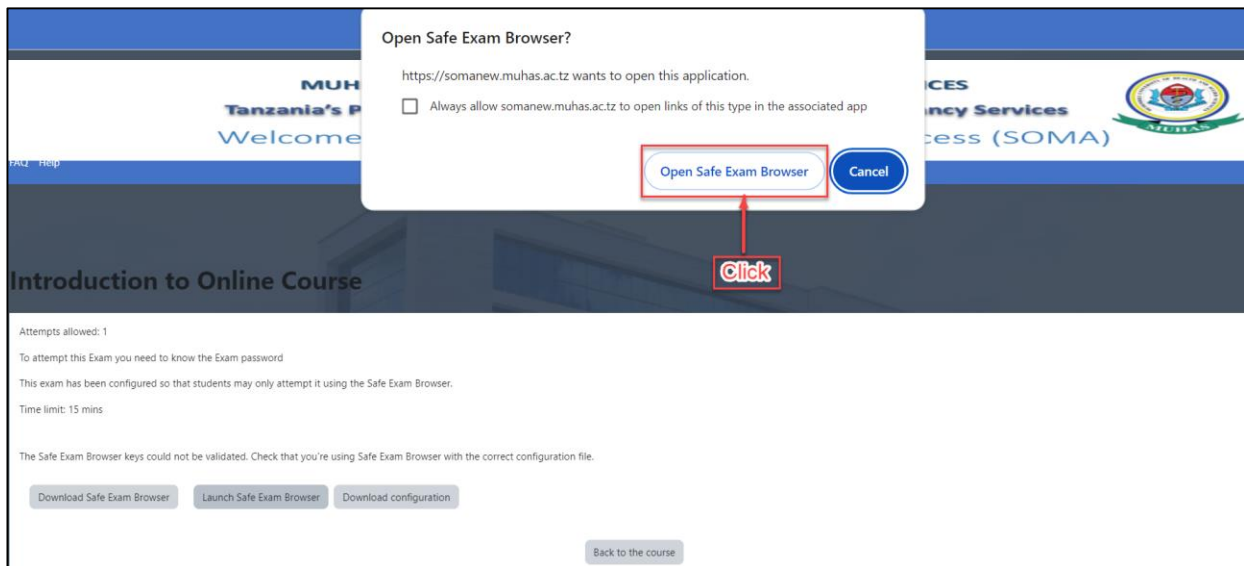
*Figure 54:Launch Safe Exam Browser*

*Figure 55:Open Safe Exam Browse*

After clicking Open Safe Exam Browser, the below window will pop-up, then click **Yes** to continue.
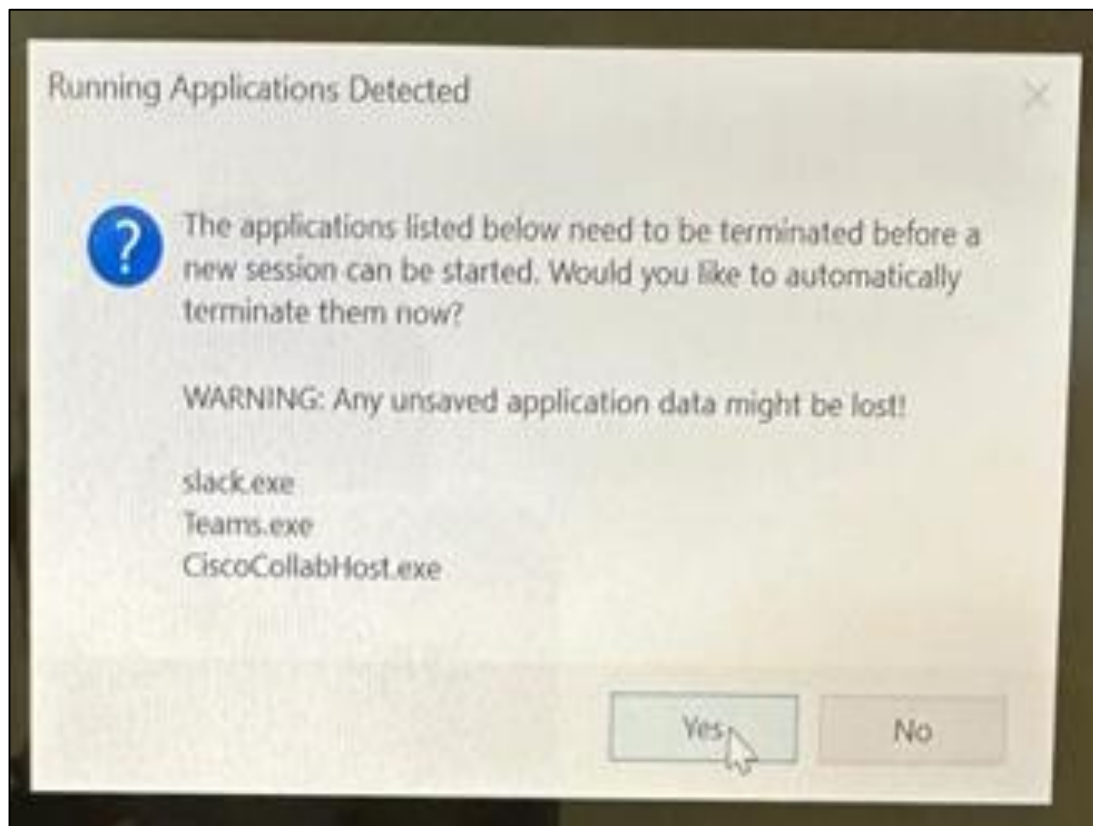


*Figure 56:Normal window termination*

Sign in window will appear, user will be required to enter Username and Password and then click Log in.
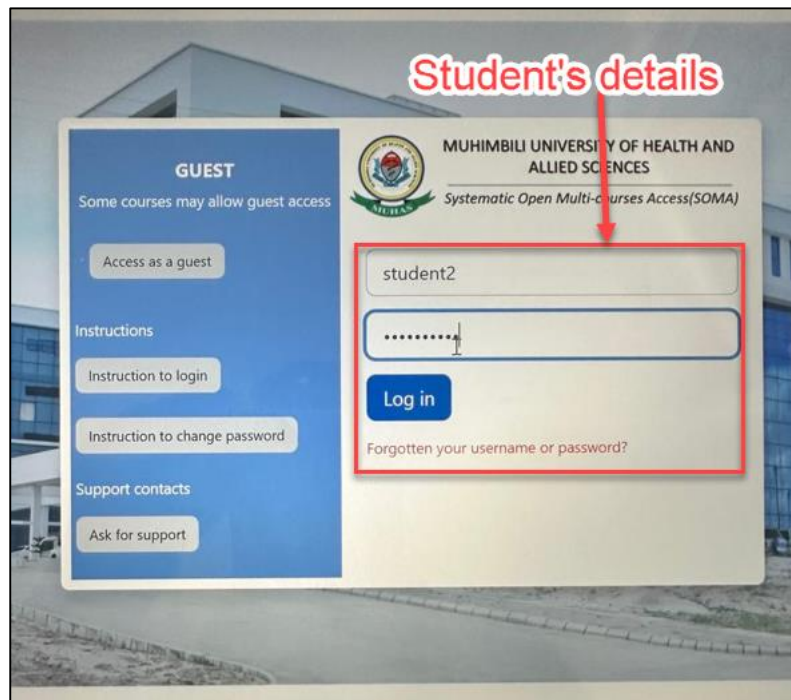
*Figure 57:Student Login to Exam*

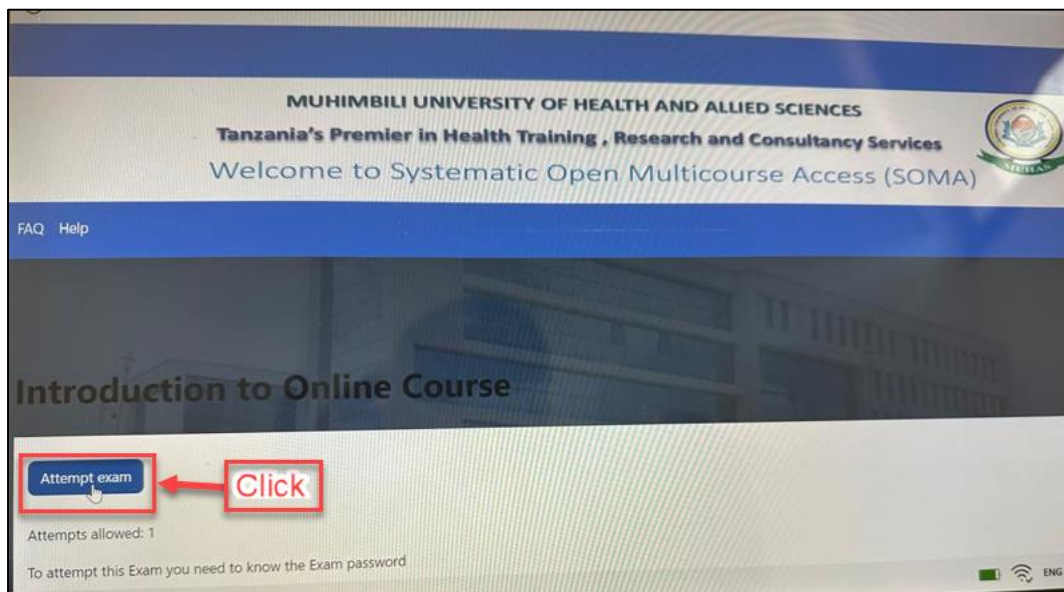Below window will appear, for student to start attempting the exam, by clicking Attempt exam.



*Figure 58:Attempt Exams*

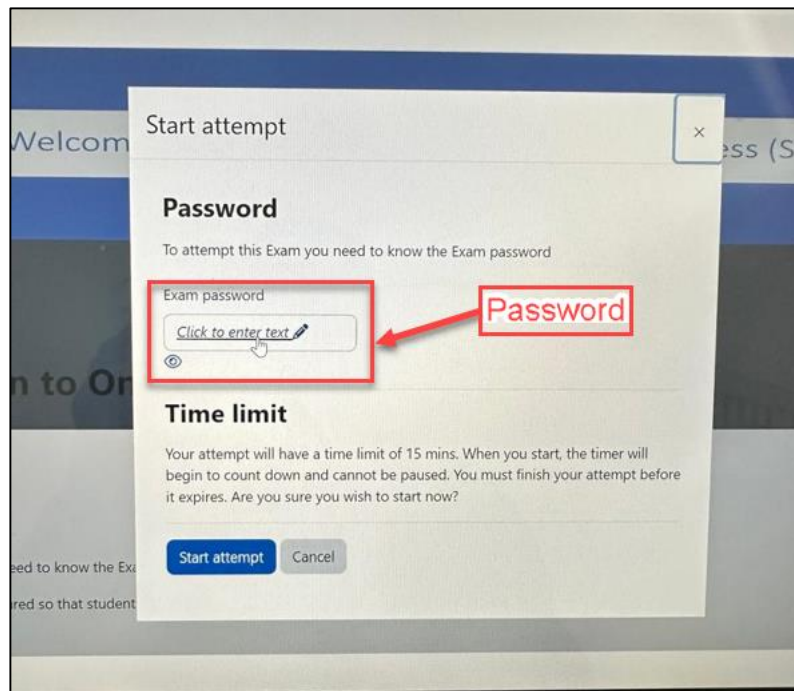It will ask for the Exam Password for you to proceed.

*Figure 59:Exam Password*
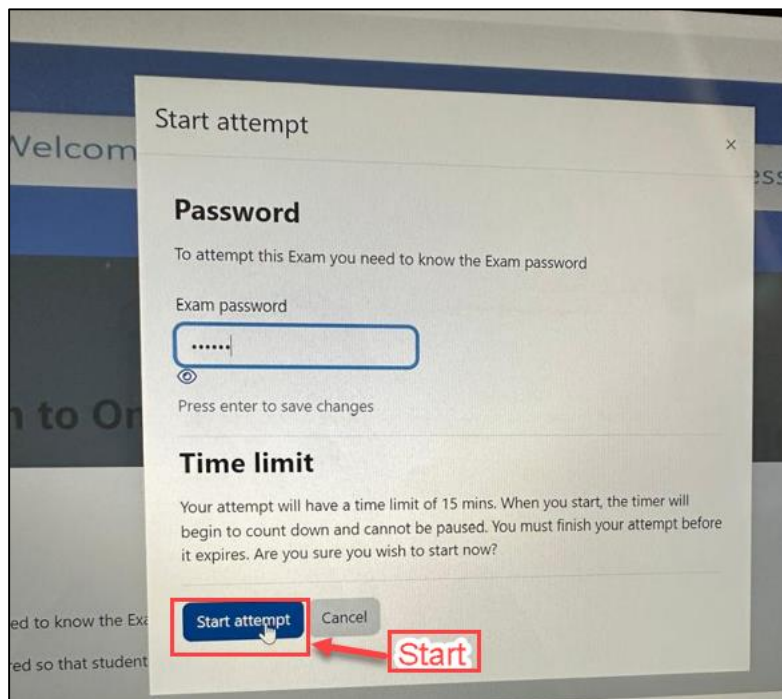
Then click, Start attempt to proceed to the questions.



*Figure 60:Start Exam page*

**Exam window**

- [A] shows time left for the exam to complete.
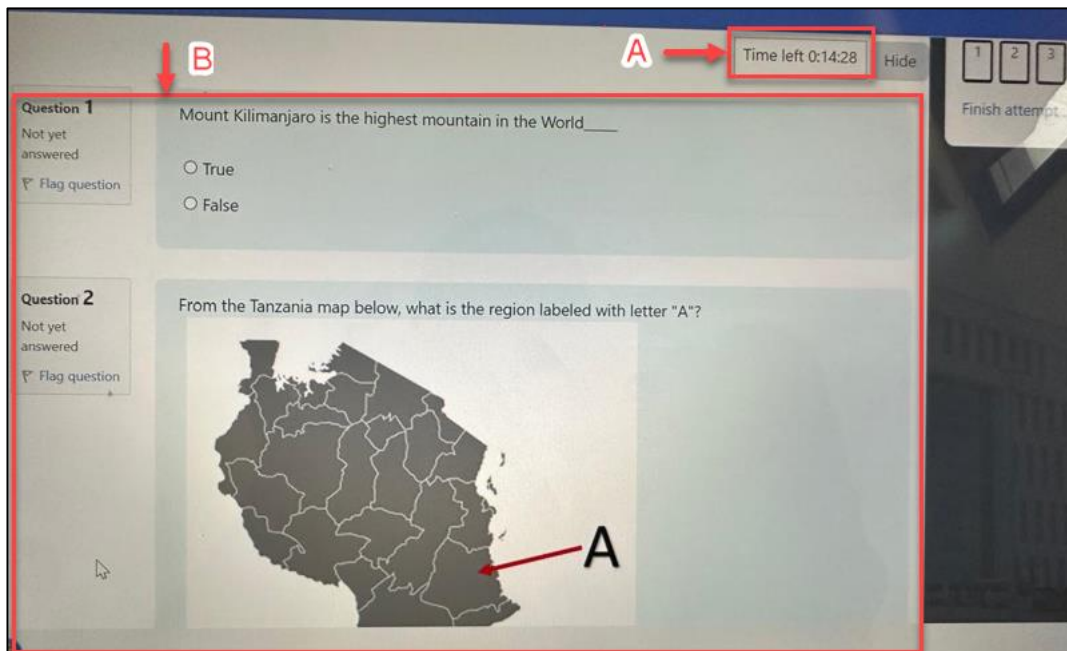- [B] shows exam windows.

*Figure 61:Exam Window*

**Finish exam**

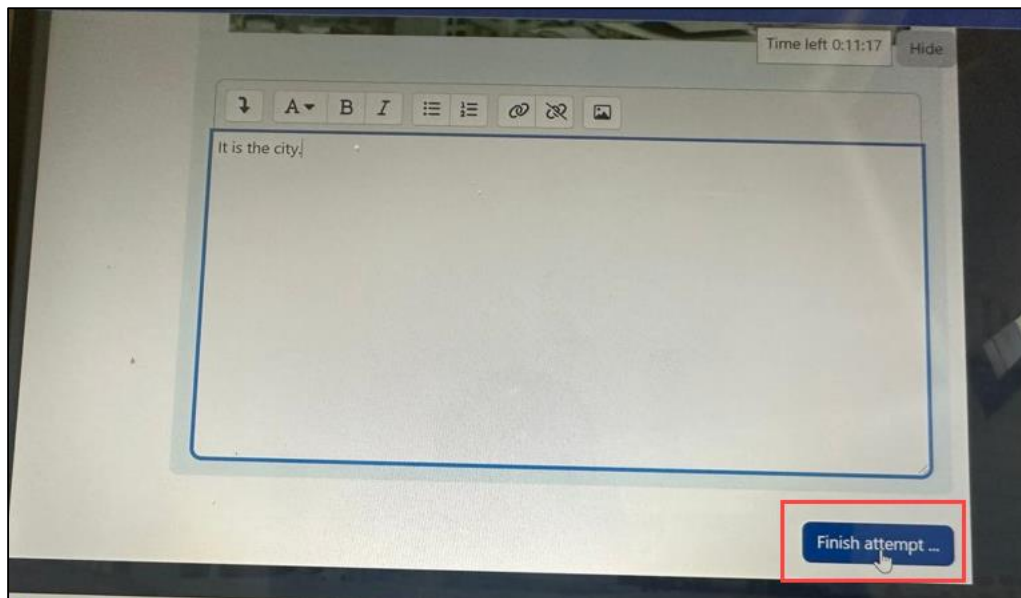Click Finish attempt to submit the exams



*Figure 62:Finish Attempt*

**Access lesson**

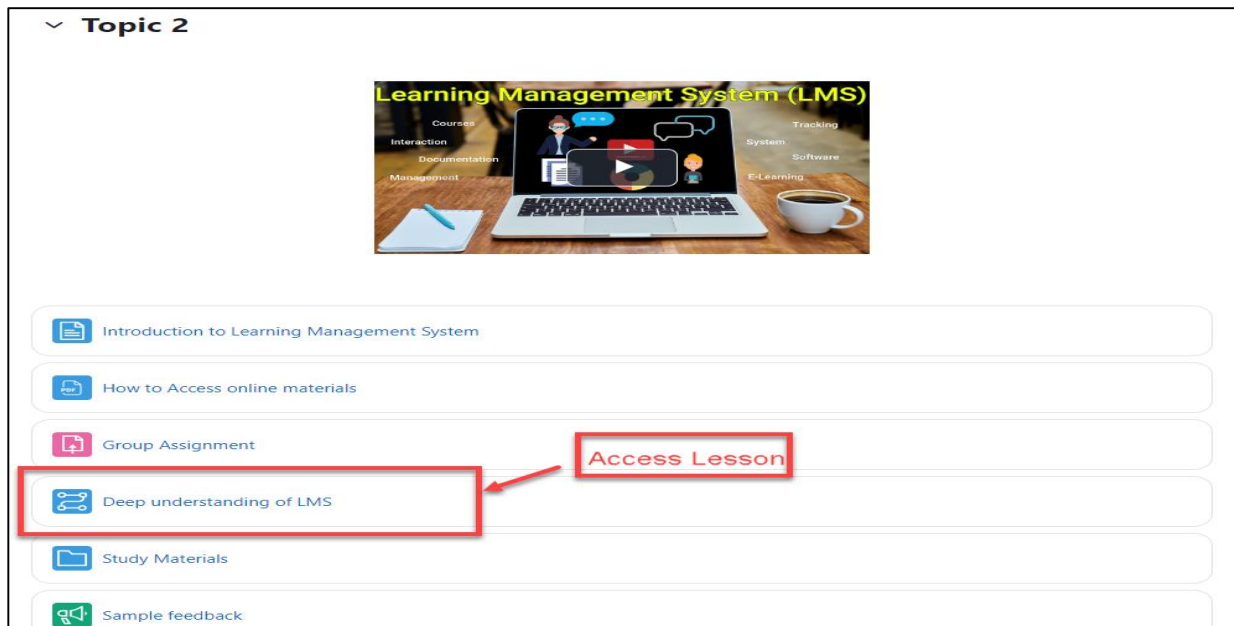Students will be able to access specific lessons uploaded by the facilitator.



*Figure 63:Access lesson.*

**Start Lesson**

After accessing a lesson, Students will be able to:
1. Navigate using the navigation button [A]
2. Check the completion status (progress bar) of the specific lesson [B]
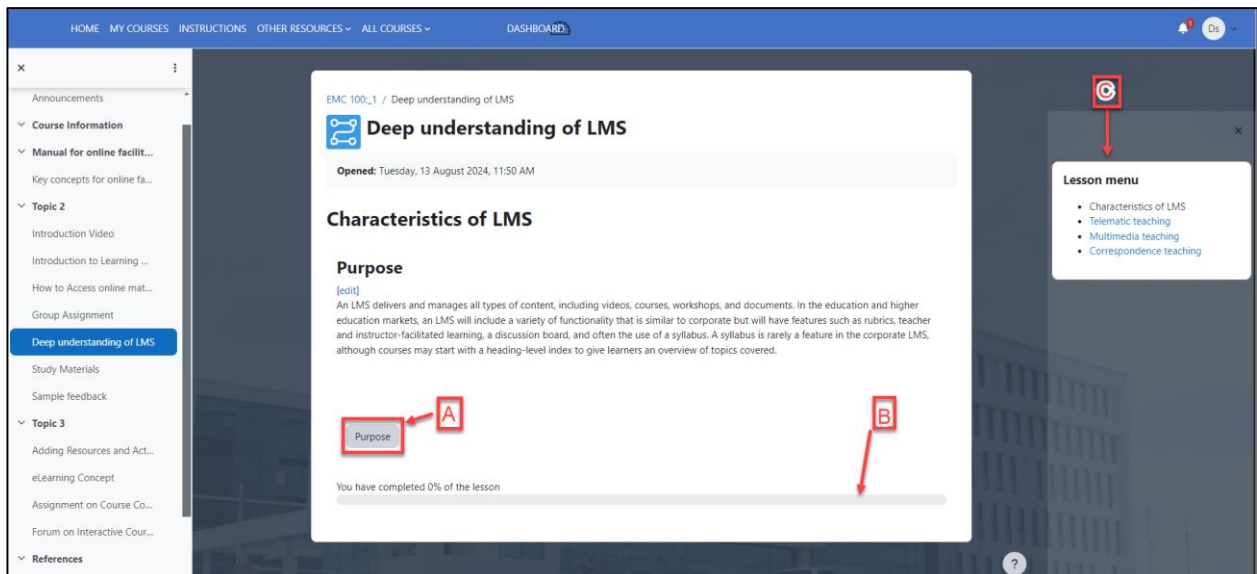3. Navigate through the Lesson menu [C]



*Figure 64:Start Lesson*

**Lesson Progress**

The more you navigate from the menu, the more you approach the completion of status of the specific lesson
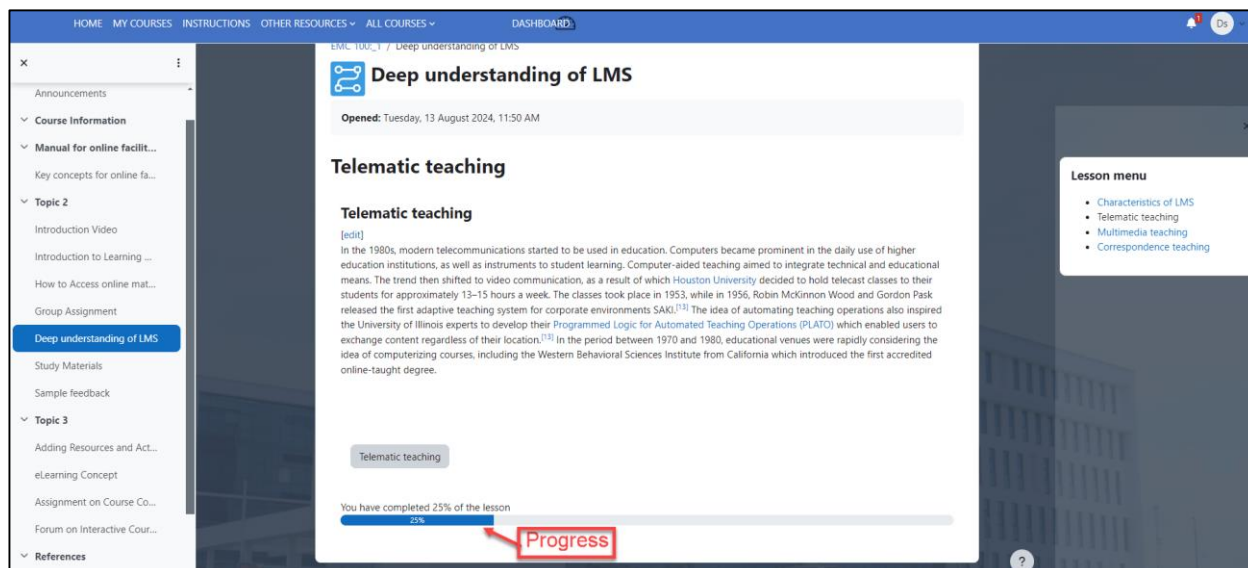
*Figure 65:Lesson Progress*

**Lesson Completion status**

This shows that the student has completed the lesson, as the total percentage is 100.
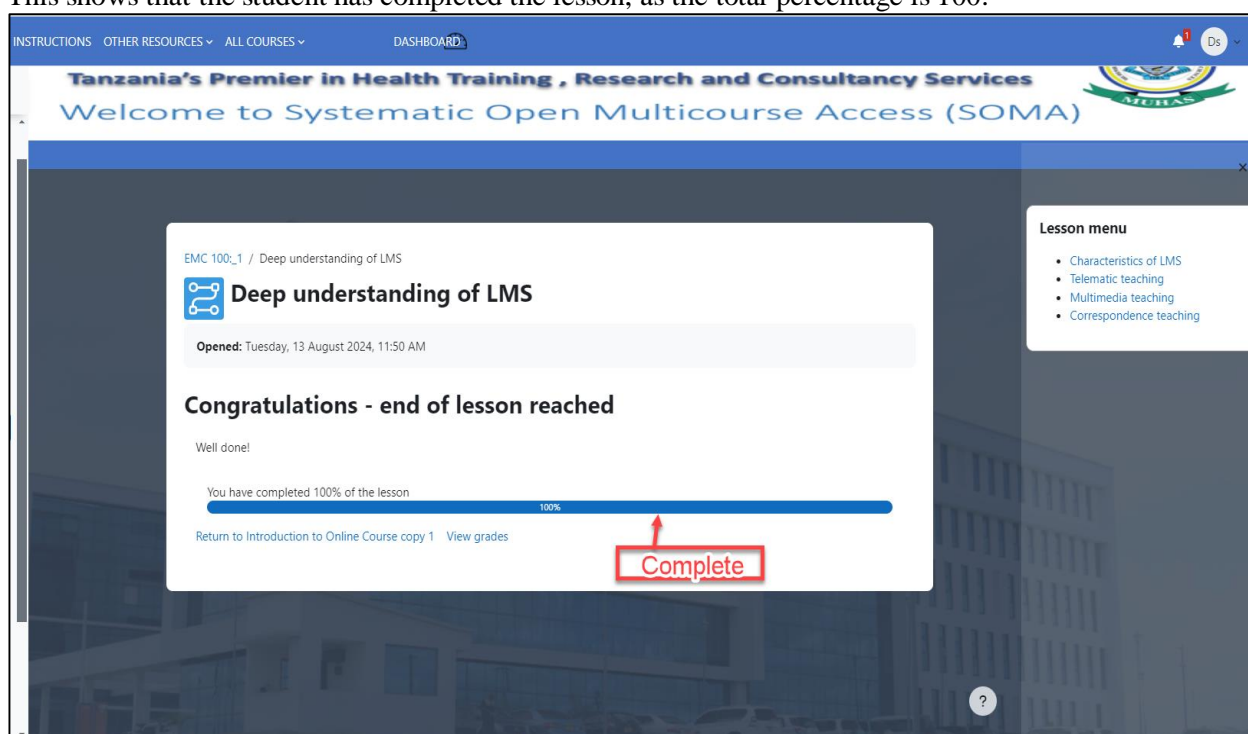


*Figure 66:Lesson Completion status*

**Exam summary**

Students will be able to see the summary of exam details,

1. Answer Saved [A]
2. Not yet answered [B]
3. Exam navigation [C] – This shows the questions students answered with the filled box and the empty box for the questions not answered.
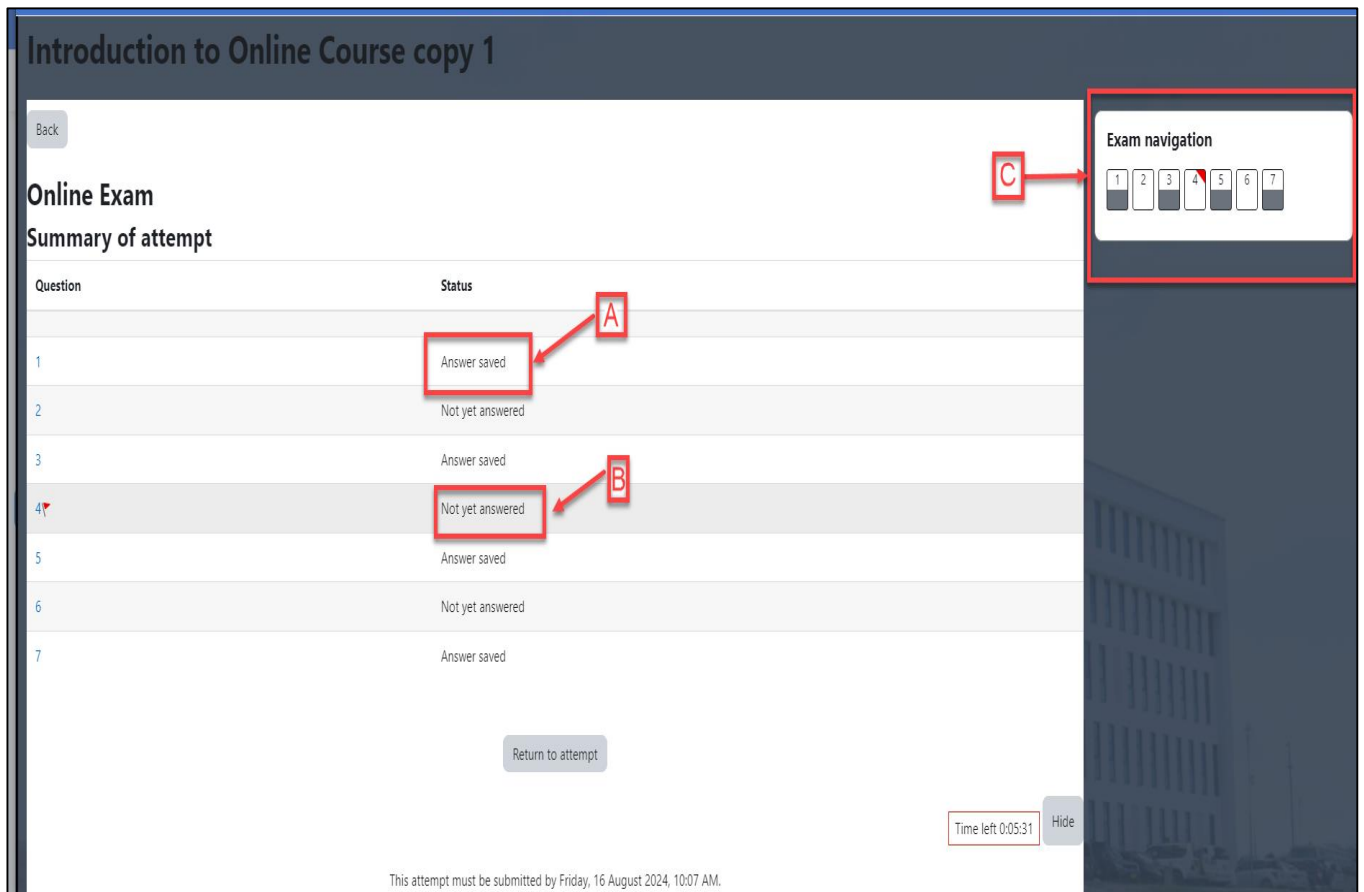
*Figure 67:Exam summary*

**Summary attempt**

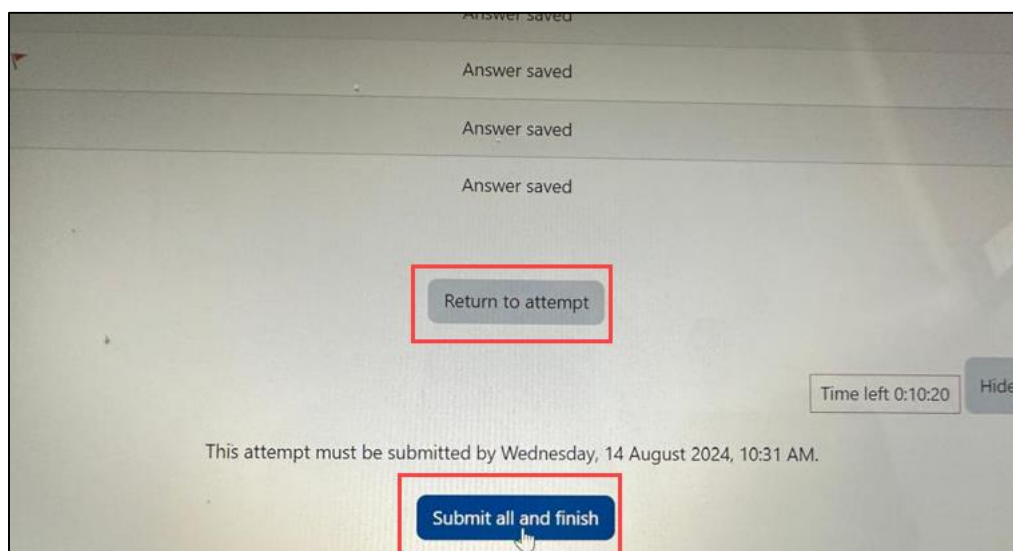After Submitting, student will be able to see the summary of the questions attended.



*Figure 68:Summary of Exam Attempt*

**Final Submission**

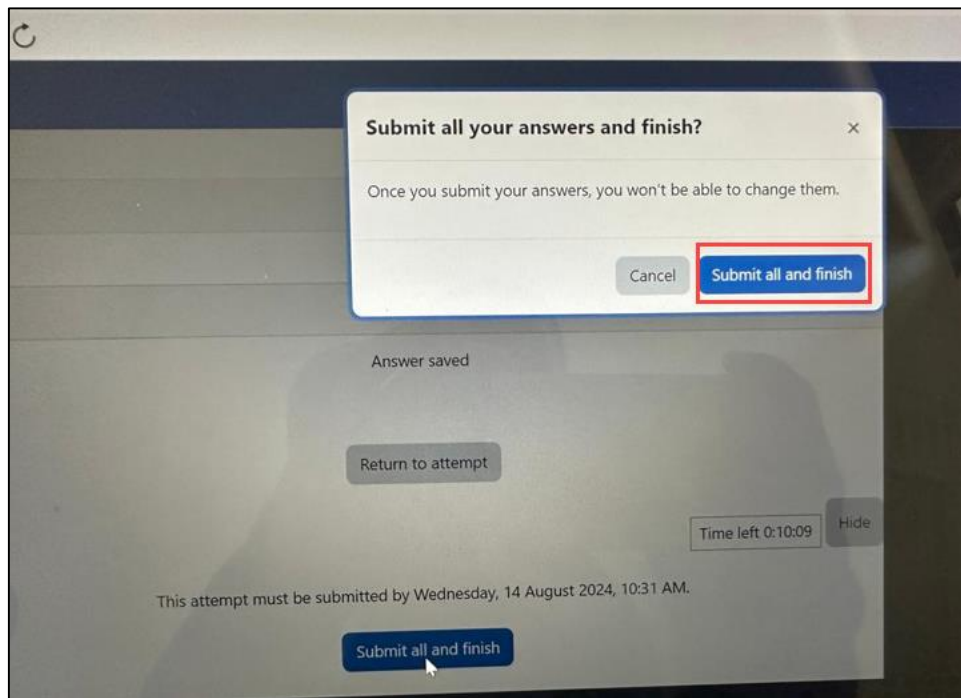Student is allowed to Submit all and Finish the exam.

*Figure 69:Final Submission*

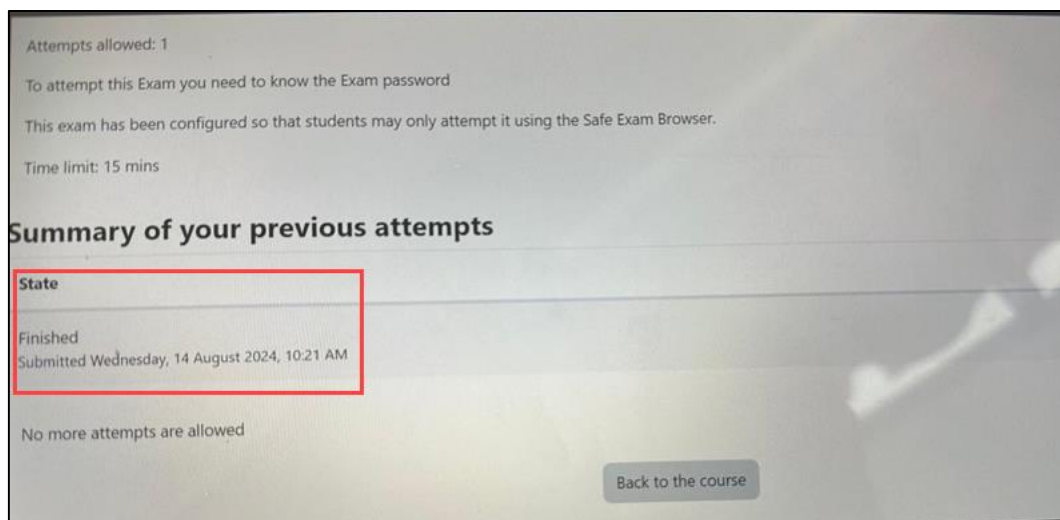After submitting, the below window will pop up.



*Figure 70:Submission Status*

## 4.4. Accessing grade book

If your instructor uses the Grade Book feature, you will be able to view your grades by selecting Grades, located in the Settings Block.



*Figure 71:Grade Book Window*

## 4.5 Logging out

After the completion of any task, the learner is required to Log out from the system (Important due to Information security).

Steps: On the left top most corner Click where you see your name -> down arrow -> Log out.



*Figure 72:Logout*