



## **MUHAS E-LEARNING PLATFORM STUDENTS GUIDE 2024**

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## 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.

The screenshot shows the System homepage. On the left, a blue sidebar labeled 'GUEST' contains links for 'Access as a guest', 'Instructions', 'Instruction to login', 'Instruction to change password', 'Support contacts', and 'Ask for support'. On the right, the university's logo and name 'MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES' are displayed, along with the text 'Systematic Open Multi-courses Access(SOMA)'. Below this is a login form with 'Username' and 'Password' fields, a 'Log in' button, and a 'Forgotten your username or password?' link.

Figure 1: System homepage

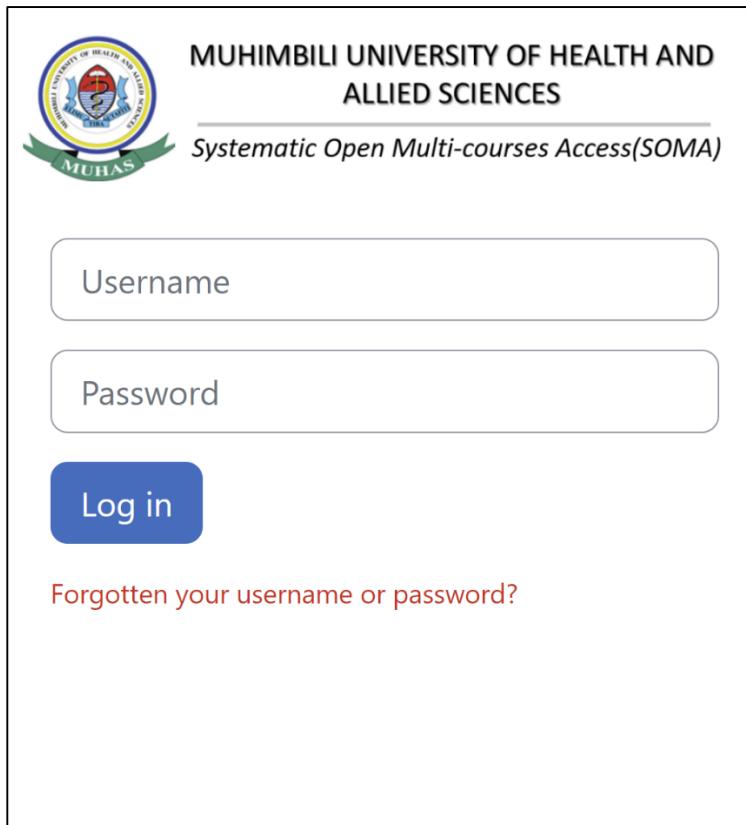
2. System Home page/ Login screen contains two sections,

- i. Left section which contains “Access as guest”, “Instructions” and “Support contacts” buttons.

The screenshot shows the E-Learning login form. It features three main sections: 'GUEST' (highlighted with a red box), 'Instructions' (highlighted with a red box), and 'Support contacts'. The 'GUEST' section contains the 'Access as a guest' button. The 'Instructions' section contains the 'Instruction to login' and 'Instruction to change password' buttons. The 'Support contacts' section contains the 'Ask for support' button.

Figure 2: E-Learning login form.

ii. Right section which contains Login Form.



The image shows a login form for MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES. At the top left is the university's logo, which is a circular emblem with a green border containing a blue and white design. To the right of the logo, the text 'MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES' is written in bold capital letters, with 'ALLIED SCIENCES' in a slightly smaller font. Below this, a horizontal line separates the logo from the text 'Systematic Open Multi-courses Access(SOMA)'. The main form area contains two input fields: 'Username' and 'Password', each enclosed in a rounded rectangle. Below these fields is a blue rectangular button with the text 'Log in' in white. At the bottom of the form, there is a link in red text that reads 'Forgotten your username or password?'

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.

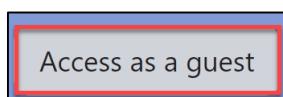


Figure 4:Guest Button

### B. Instructions

Instructions sub section allows students to get information about “**Instruction to login**” and “**Instructions to change password**” as shown below.

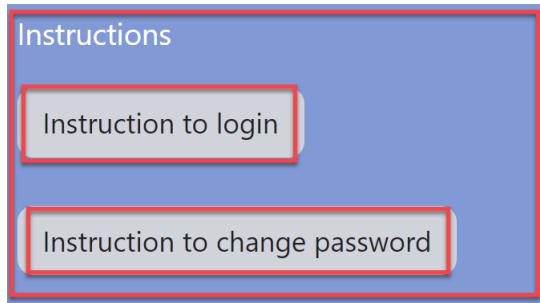


Figure 5:Instruction sub section.

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

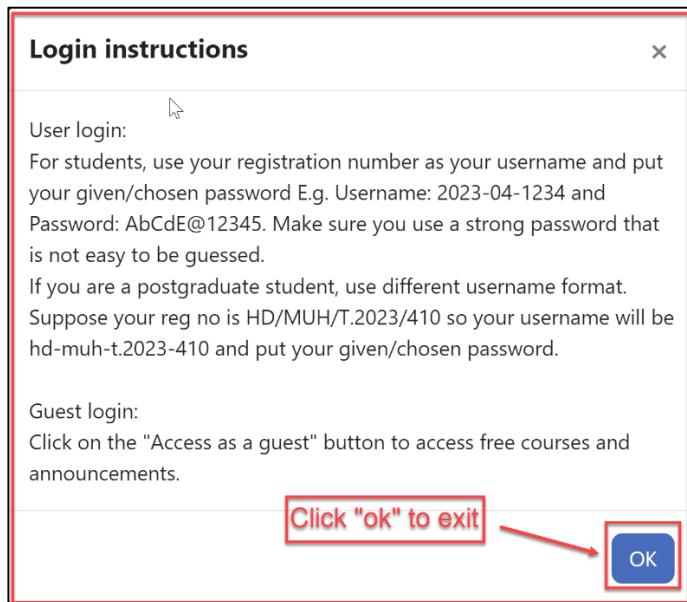


Figure 6: Login Instructions

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.

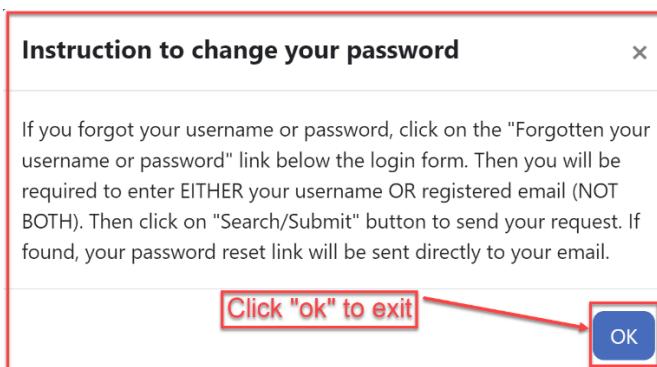


Figure 7: Instructions to change your password

## 2.2 Login Section

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

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES  
Systematic Open Multi-courses Access(SOMA)

Username

Password

Log in

[Forgotten your username or password?](#)

Figure 8:E-Learning login form

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

Hi, Demo! 🎉

Enrolled Courses

All ▾ Search course Sort by short name ▾ Card ▾

Course	Actions
DC 01: Demo Course 2021/2022	⋮
DC 02 Demo course 2021/2022	⋮
DC 03 Demo Course 2021/2022	⋮
	⋮
	⋮
	⋮

Figure 9:E-Learning dashboard

## 2. User Profile Management

- Click your name that appears on the top right corner

b. Click preferences

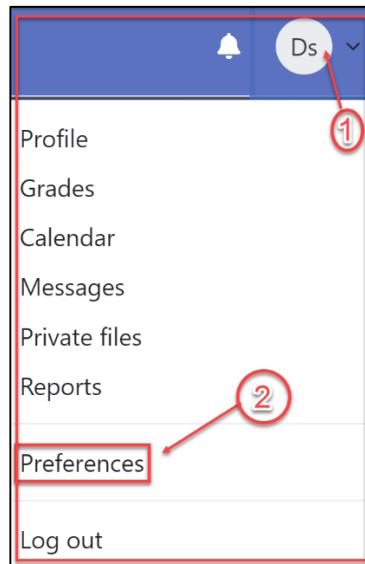


Figure 10:Preferences menu

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

The image shows a user profile page. At the top left is a user icon labeled 'Ds'. The title 'Demo student' is at the top. Below it is the title 'Preferences'. On the left, there is a sidebar with the title 'User account' and a list of links: Edit profile, Change password, Preferred language, Forum preferences, Editor preferences, Calendar preferences, Content bank preferences, Security keys, Message preferences, and Notification preferences. A red box highlights the 'User account' section. A red question mark icon is in the bottom right corner.

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.

Preferences / Edit profile

**Demo student**

**Demo student**

**General**

First name	! Demo
Last name	! student
Email address	! student2@muhas.ac.tz
Email visibility	Visible to course participants
City/town	Dar es Salaam

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.

Select a country: Tanzania, the United Republic of

Timezone: Africa/Dar\_es\_Salaam

Description:

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.

Additional names

Interests

Optional

Other fields

Required

Update profile      Cancel

Figure 14: Edit profile information form3

From picture above,

- Click “**Update profile**” button when you finished updating/editing information.
- Click “**Cancel**” button to can editing/ updating profile information.
- “**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.

User account

Edit profile

Change password

Figure 15: Change password link.

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

Preferences / Change password

Demo student

Change password

Username: student2

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as \*, -, or #

Current password:  B

New password:  C

New password (again):  D

Save changes      Cancel

Required G

Figure 15: Password change Form.

- Shows Password characters requirements and complexity.
- 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

**Course categories**

College of Medicine	School of Pharmacy	School of Nursing
School of Dentistry	School of Public Health	Institute of Allied Health Sciences
Institute of Traditional Medicine	DCEPD Short Courses	ICT and Library Services

**Announcements**

- E-learning Orientation for first year students 2022/23
- New regulations for the
- New free Cyber Security online course for academic

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.

HOME **MY COURSES** INSTRUCTIONS OTHER RESOURCES ▾ ALL COURSES ▾ DASHBOARD

1

Hi, Demo! 🎉

Enrolled Courses

DC 01:	DC 02:	DC 03:
Demo Course 2021/2022	Demo course 2021/2022	Demo Course 2021/2022
EMC 100:	ET01:	ET02

2

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.

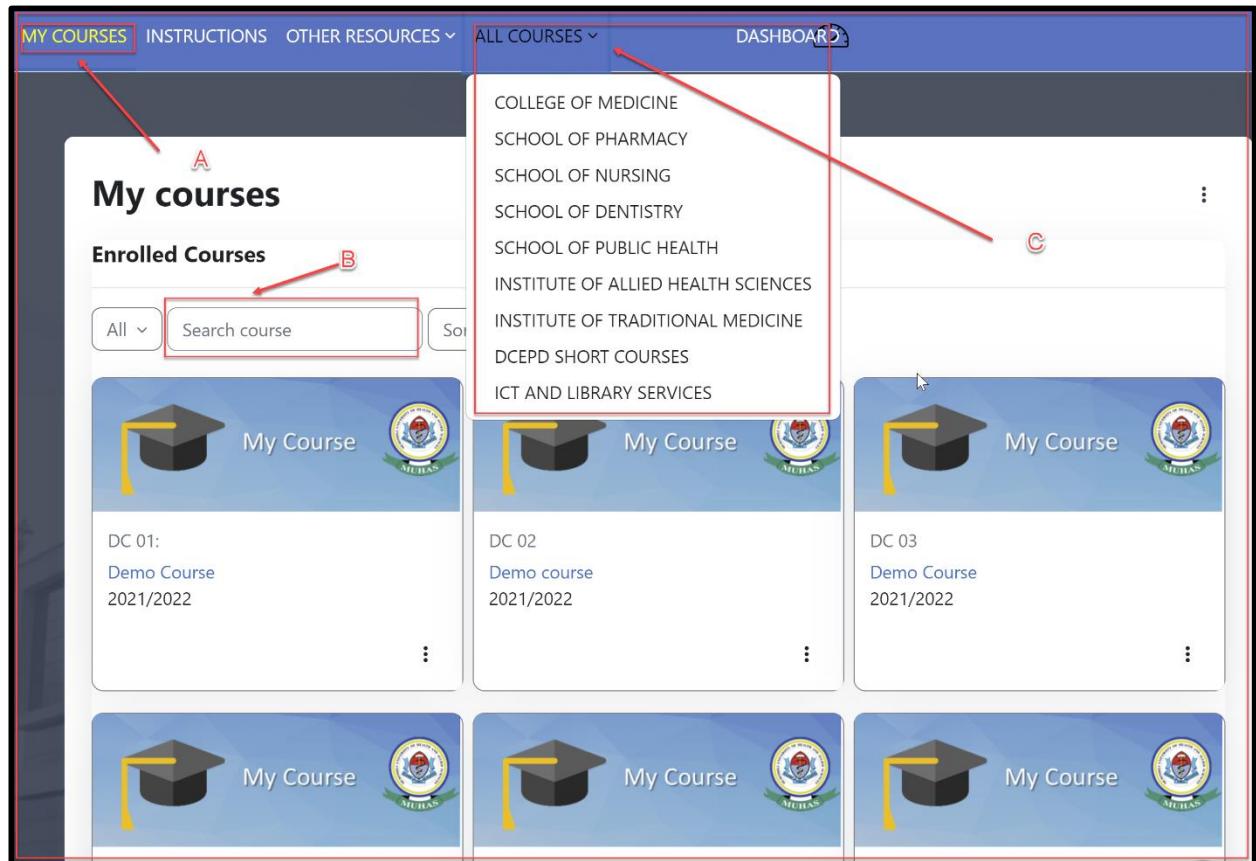
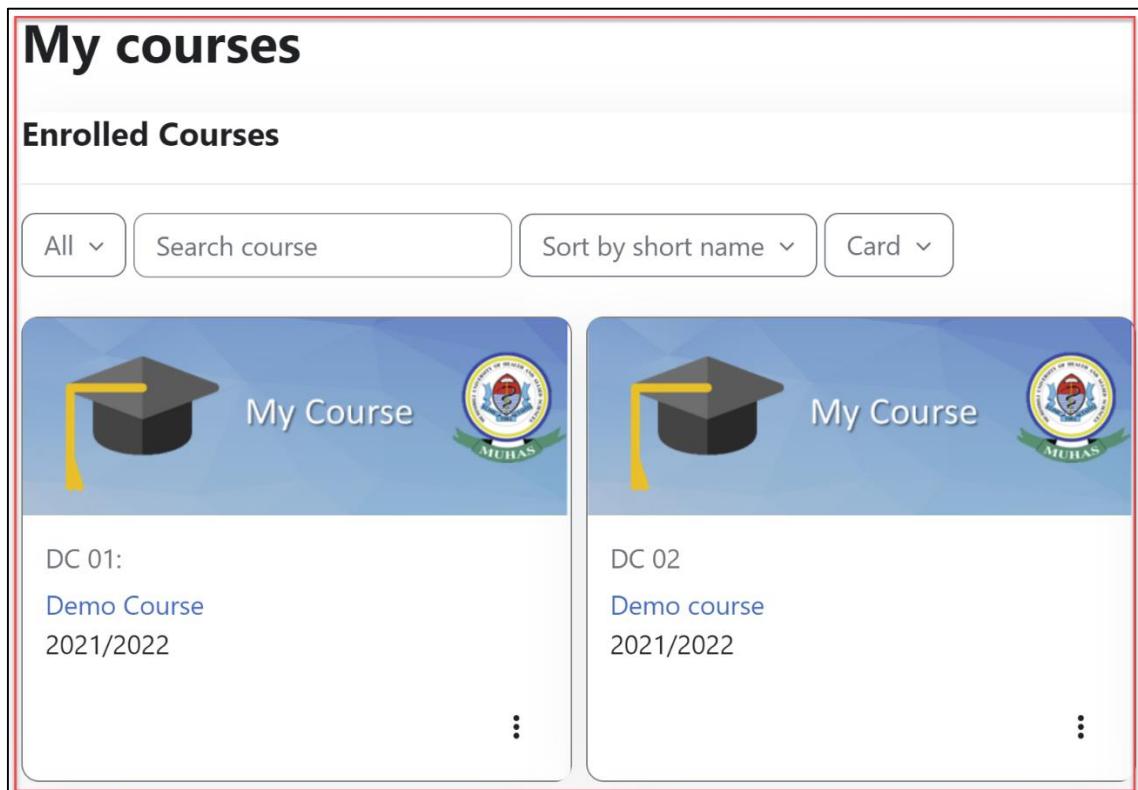


Figure 20: Course Block

#### 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.



The screenshot shows the 'My courses' section with a red border. At the top, it says 'My courses' and 'Enrolled Courses'. Below that are four buttons: 'All' with a dropdown arrow, 'Search course', 'Sort by short name' with a dropdown arrow, and 'Card' with a dropdown arrow. The main area displays two course cards. Each card features a graduation cap icon, the text 'My Course', and the MUHAS logo. The first card is for 'DC 01: Demo Course 2021/2022'. The second card is for 'DC 02 Demo course 2021/2022'. Each card has a three-dot ellipsis at the bottom right.

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:



The screenshot shows the 'Search course' section with a red border. At the top, it has the same four buttons as Figure 21: 'All' with a dropdown arrow, 'Search course', 'Sort by short name' with a dropdown arrow, and 'Card' with a dropdown arrow. The 'Search course' button is highlighted with a red box. A dropdown menu is open over the 'Sort by short name' button, also highlighted with a red box. The dropdown menu contains three options: 'Sort by course name' (with a checked checkbox), 'Sort by short name' (with an unchecked checkbox), and 'Sort by last accessed' (with an unchecked checkbox).

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.

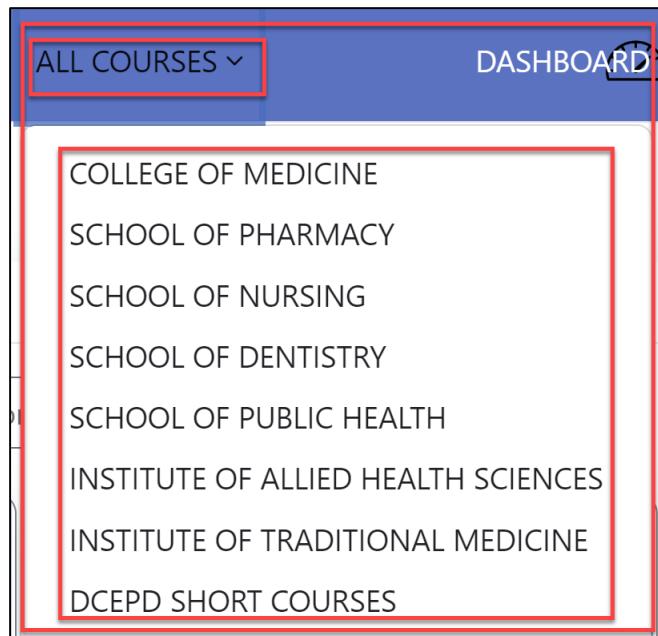


Figure 23:All Courses Menu

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

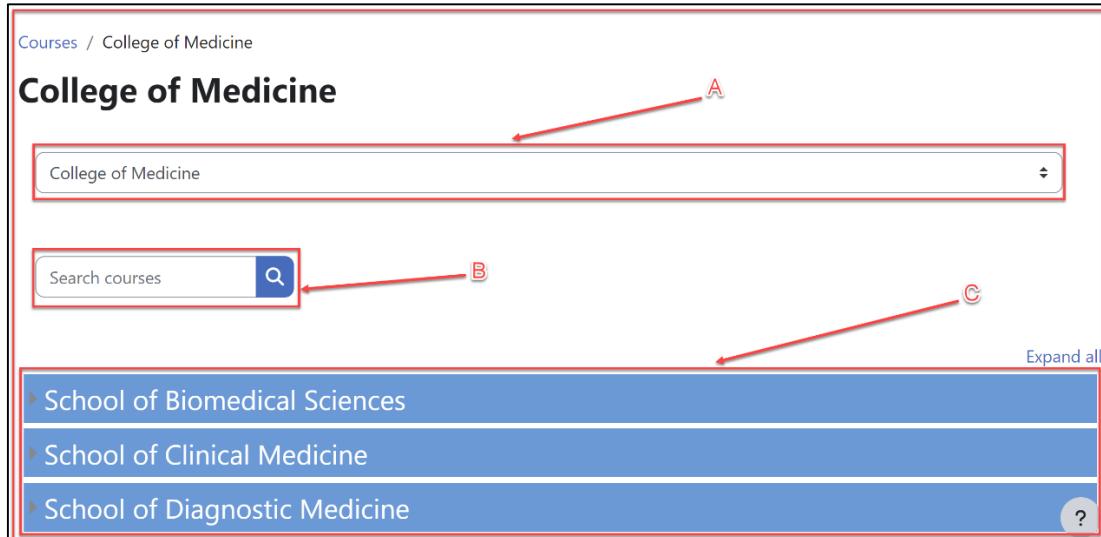


Figure 24:Search courses option after clicking School/ College

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."

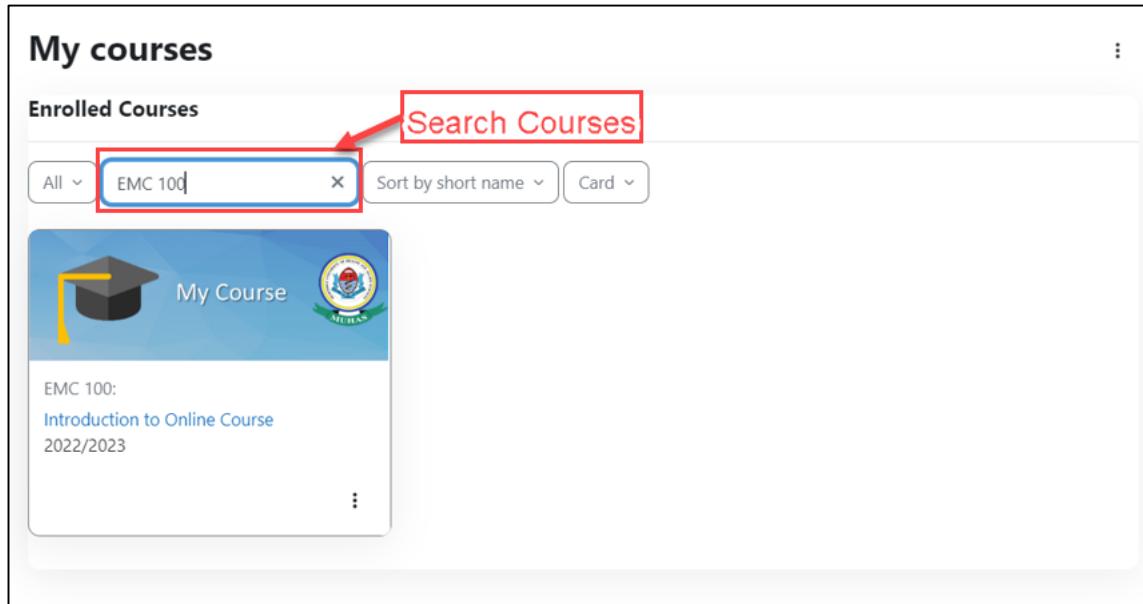


Figure 25:Search course box

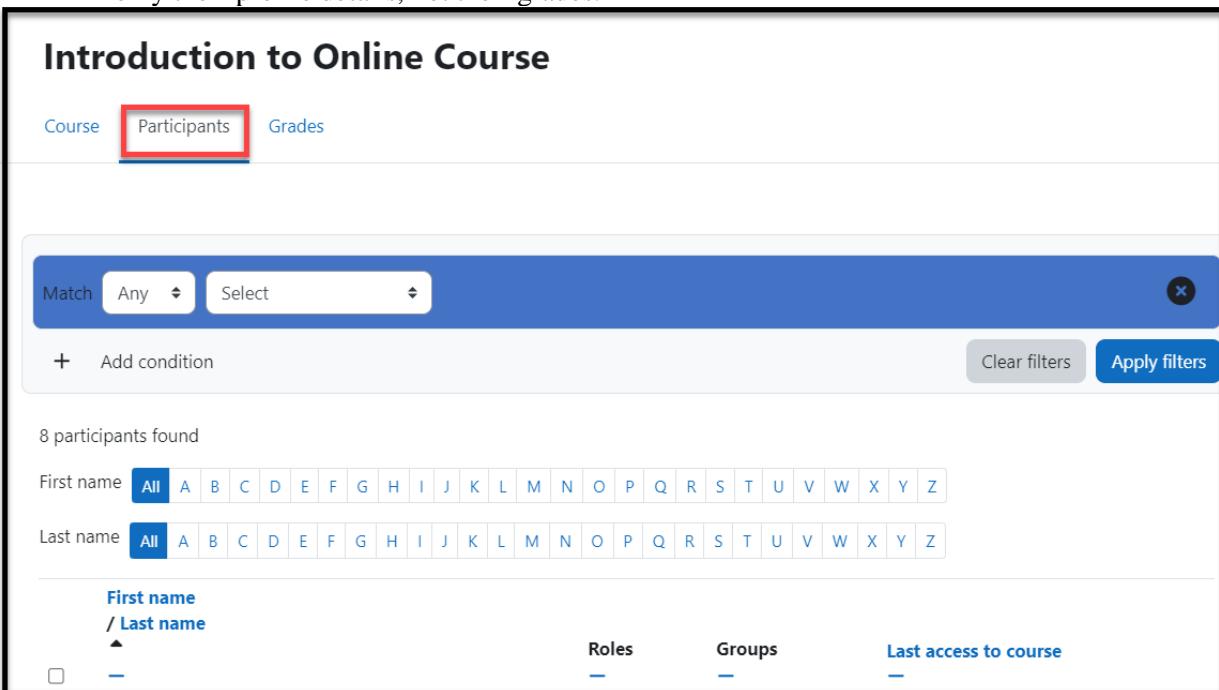
#### 4.2. Accessing course resources

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.



The screenshot shows a user interface for managing course participants. At the top, there are three tabs: 'Course', 'Participants' (which is highlighted with a red box), and 'Grades'. Below the tabs is a search bar with dropdown menus for 'Match' (set to 'Any') and 'Select'. There are buttons for 'Add condition', 'Clear filters', and 'Apply filters'. The main area displays a message: '8 participants found'. Below this, there are two dropdown menus for 'First name' and 'Last name', both currently set to 'All' and showing letters from A to Z. At the bottom, there are three filter buttons: 'First name', 'Last name', and 'Last access to course'. Each filter has an upward arrow and a downward arrow, and the 'Last name' filter has a checked checkbox.

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.

**Introduction to Online Course**

Course Participants Grades

User report ▾

Student's Name

Ds Demo student

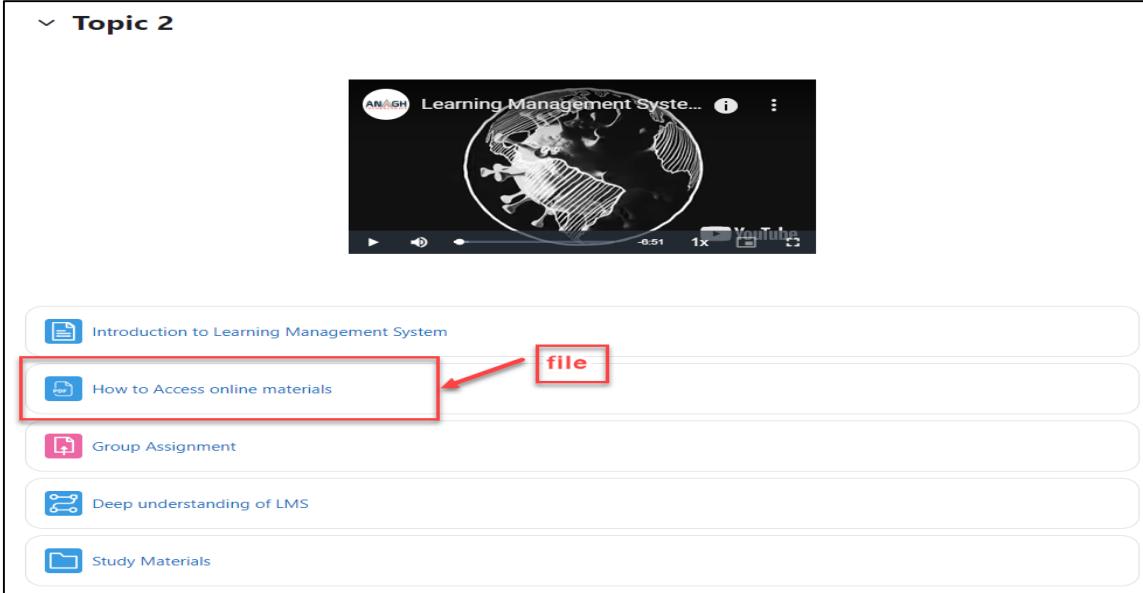
Course details

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
LESSON Key concepts for online facilitators	0.00 % (Empty)	-	0-100	-	-	0.0 %
ASSIGNMENT Assignment on Course Content Creation	0.00 % (Empty)	-	0-100	-	-	0.0 %
EXAM Online Course Quiz	0.00 % (Empty)	-	0-10	-	-	0.0 %
AGGREGATION Course total	-	-	0-100	-	-	-

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.



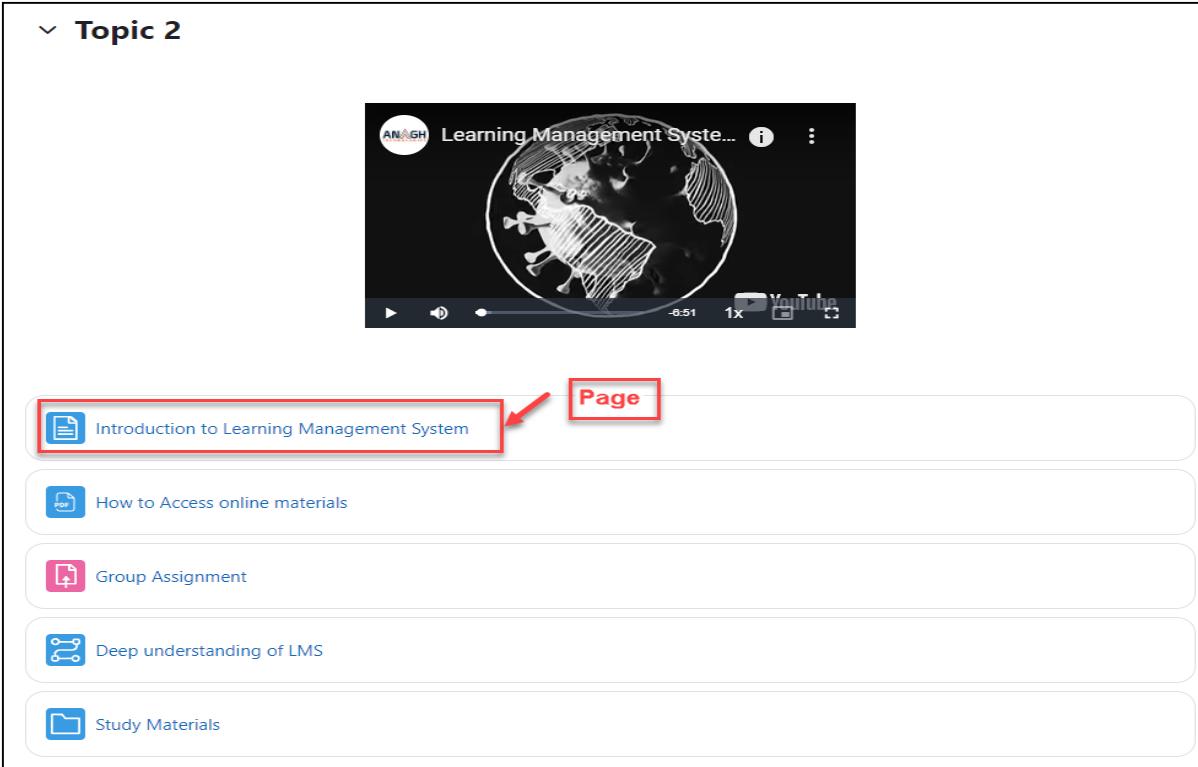
The screenshot shows a LMS interface with a video player at the top. Below the video, a list of course materials is displayed in a grid format. The first item, 'How to Access online materials', is highlighted with a red box. A red arrow points from this box to the word 'file' in a red box to its right, indicating that clicking on this item will download the file.

 Introduction to Learning Management System
 How to Access online materials
 Group Assignment
 Deep understanding of LMS
 Study Materials

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.



The screenshot shows a LMS interface with a video player at the top. Below the video, a list of course materials is displayed in a grid format. The first item, 'Introduction to Learning Management System', is highlighted with a red box. A red arrow points from this box to the word 'Page' in a red box to its right, indicating that clicking on this item will open the page within the system.

 Introduction to Learning Management System
 How to Access online materials
 Group Assignment
 Deep understanding of LMS
 Study Materials

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.

Topic 2

Introduction to Learning Management System

How to Access online materials

Group Assignment

Deep understanding of LMS

Study Materials

Folder

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.

Topic 2

Introduction to Learning Management System

How to Access online materials

Group Assignment

Deep understanding of LMS

Study Materials

Videos

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.

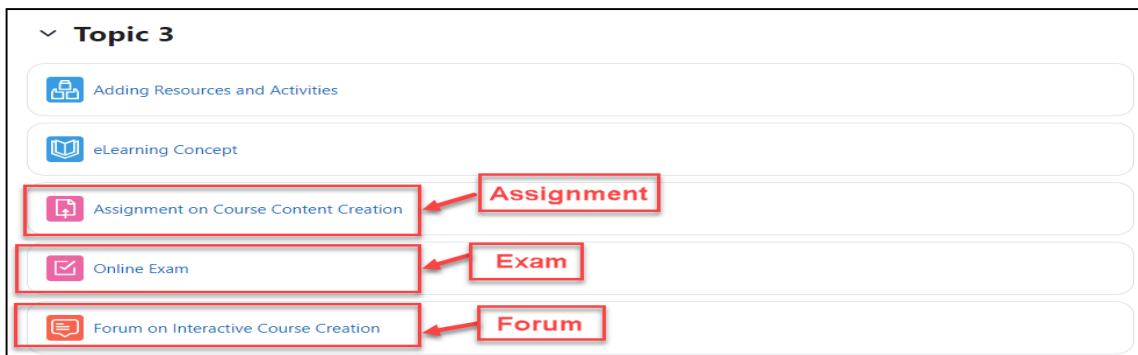


Figure 33:Course Activities

### 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.

Topic 4

- Adding Resources and Activities
- eLearning Concept
- Assignment on Course Content Creation**
- Online Course Quiz
- Forum on Interactive Course Creation

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

EMC 100: / Assignment on Course Content Creation

## Assignment on Course Content Creation

**Opened:** Monday, 30 January 2023, 12:00 AM  
**Due:** Saturday, 4 February 2023, 12:00 AM

On the Course created add the following and share the screenshot of the page

1. File
2. Page
3. Multimedia
4. Label

**Add submission** **Attend Assignment**

### Submission status

Submission status	No submissions have been made yet
Grading status	Not graded

Figure 35:Attend Assignment

Then, **Upload file**.

**Assignment on Course Content Creation**

**Opened:** Monday, 30 January 2023, 12:00 AM  
**Due:** Saturday, 4 February 2023, 12:00 AM

On the Course created add the following and share the screenshot of the page

1. File
2. Page
3. Multimedia
4. Label

**Add submission**

File submissions Maximum file size: 2 MB, maximum number of files: 1

**Upload the file**

You can drag and drop files here to add them.

Accepted file types:  
All file types

Save changes Cancel

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.

**File picker**

**Recent files**

**Upload a file**

**Attachment**

Choose File **A** No file chosen

Save as **B**

Author

Demo student

Choose licence **C**

All rights reserved

Upload this file

Figure 37:Choose file

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

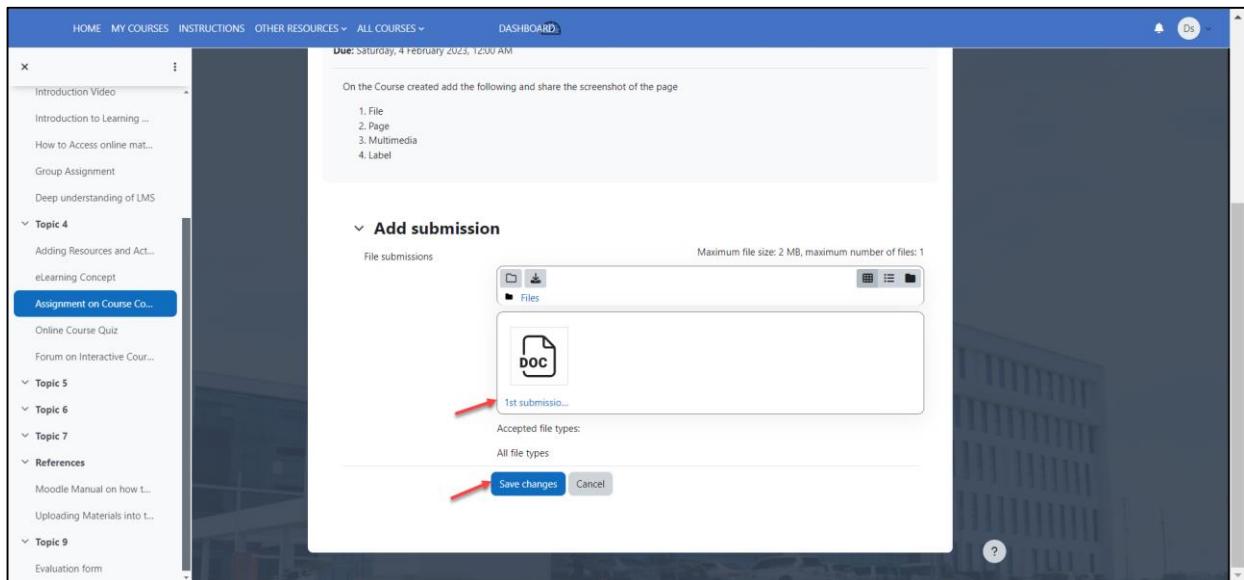


Figure 38:Save Changes

## 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'.

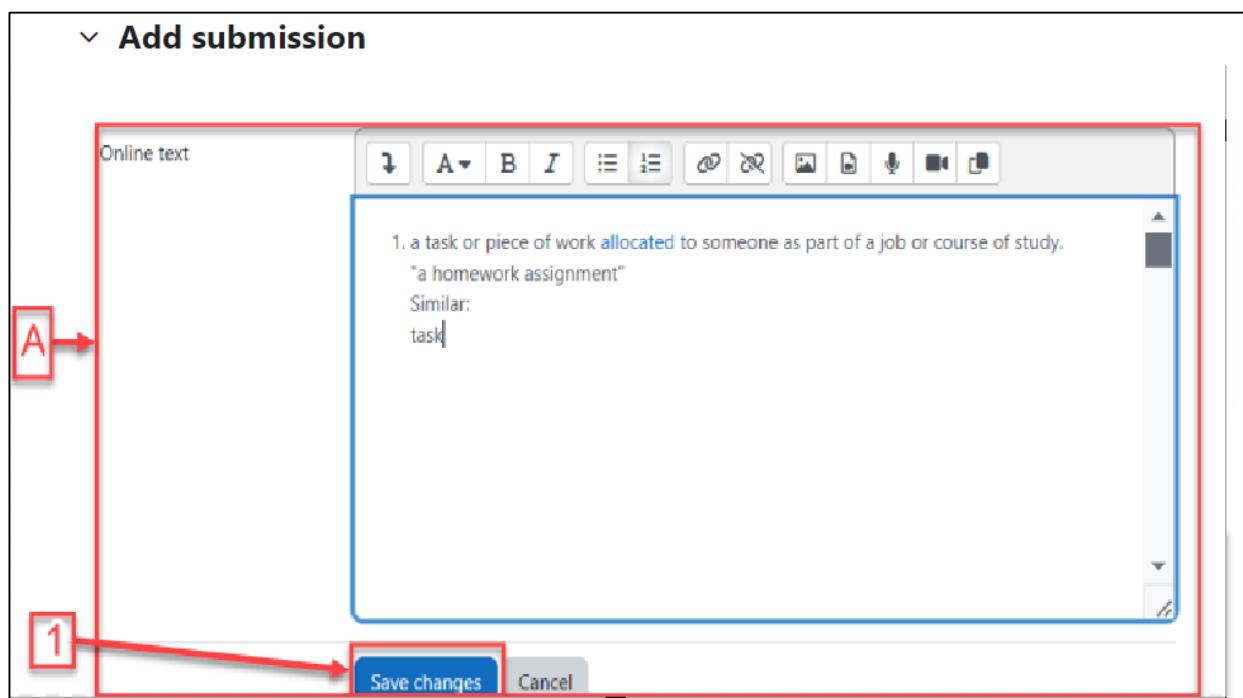


Figure 39:Online text window

## 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”.

 **Assignment on Course Content Creation**

**Opened:** Monday, 30 January 2023, 12:00 AM  
**Due:** Saturday, 4 February 2023, 12:00 AM

On the Course created add the following and share the screenshot of the page

1. File  
2. Page  
3. Multimedia  
4. Label

**A** **B** **C**

**Submit assignment** ? **Edit submission** **Remove submission**

### Submission status

<b>Submission status</b>	Draft (not submitted)
<b>Grading status</b>	Not graded
<b>Time remaining</b>	Assignment is overdue by: 1 year 191 days
<b>Last modified</b>	Tuesday, 13 August 2024, 3:24 PM
<b>File submissions</b>	 Assignment1.docx 13 August 2024, 3:24 PM
<b>Submission comments</b>	 <a href="#">Comments (0)</a>

Figure 40:Edit Submission

## File Submission Status:

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



## Assignment on Course Content Creation

Opened: Monday, 30 January 2023, 12:00 AM

Due: Saturday, 4 February 2023, 12:00 AM

On the Course created add the following and share the screenshot of the page

1. File
2. Page
3. Multimedia
4. Label

### Confirm submission

This assignment is my own work, except where I have acknowledged the use of the works of other people. !

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

Continue

Cancel

! Required

A

B

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].

#### Topic 2



File Introduction to Learning Management System

File How to Access online materials

File Group Assignment A

File Deep understanding of LMS

File Study Materials

Figure 42: Access Group Assignment

Click Add Submission to answer the assignment

EMC 100: / Group Assignment

## Group Assignment

**Opened:** Tuesday, 13 August 2024, 12:00 AM  
**Due:** Tuesday, 20 August 2024, 12:00 AM

**Add submission** **Click to Add**

### Submission status

<b>Group</b>	Group A
<b>Submission status</b>	Nothing has been submitted for this assignment
<b>Grading status</b>	Not graded
<b>Time remaining</b>	6 days 7 hours remaining
<b>Last modified</b>	-
<b>Submission comments</b>	<a href="#">Comments (0)</a>

Figure 43: Group Assignment Submission

Upload the file:

EMC 100: / Group Assignment / Edit submission

## Group Assignment

**Opened:** Tuesday, 13 August 2024, 12:00 AM  
**Due:** Tuesday, 20 August 2024, 12:00 AM

### Add submission

File submissions Maximum file size: 2 MB, maximum number of files: 1

**Upload the file**

You can drag and drop files here to add them.

**Save changes** **Cancel**

Figure 44: Drop file

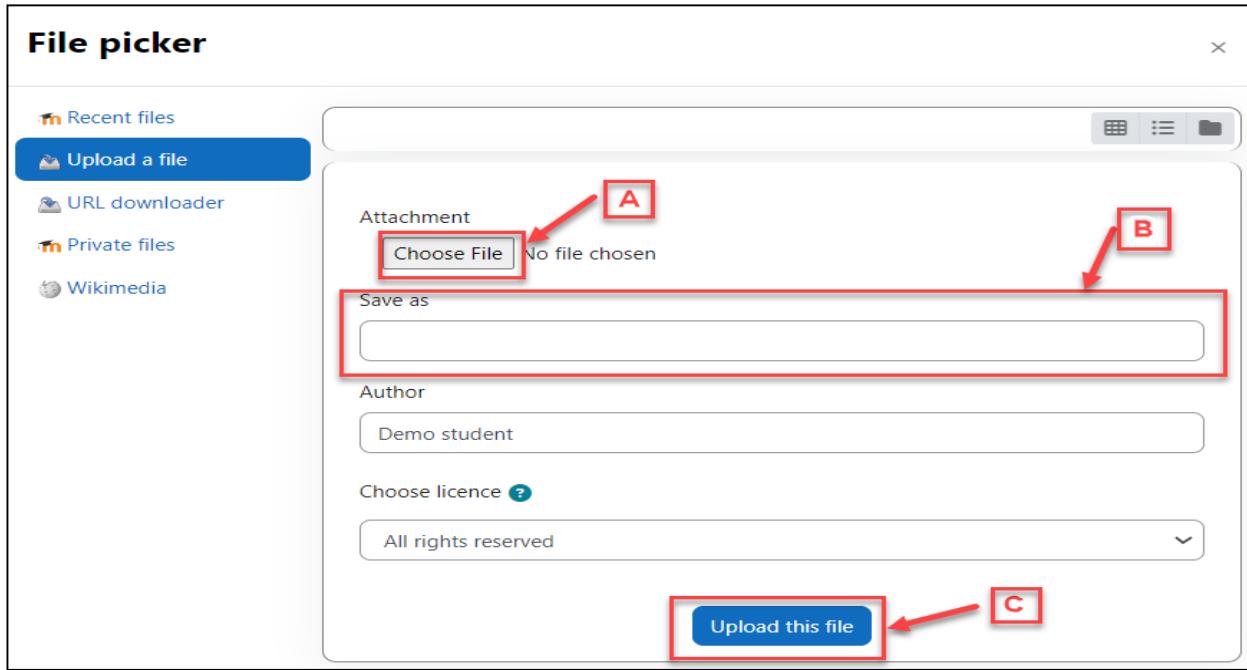


Figure 45: Upload file

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.

### ▼ Add submission

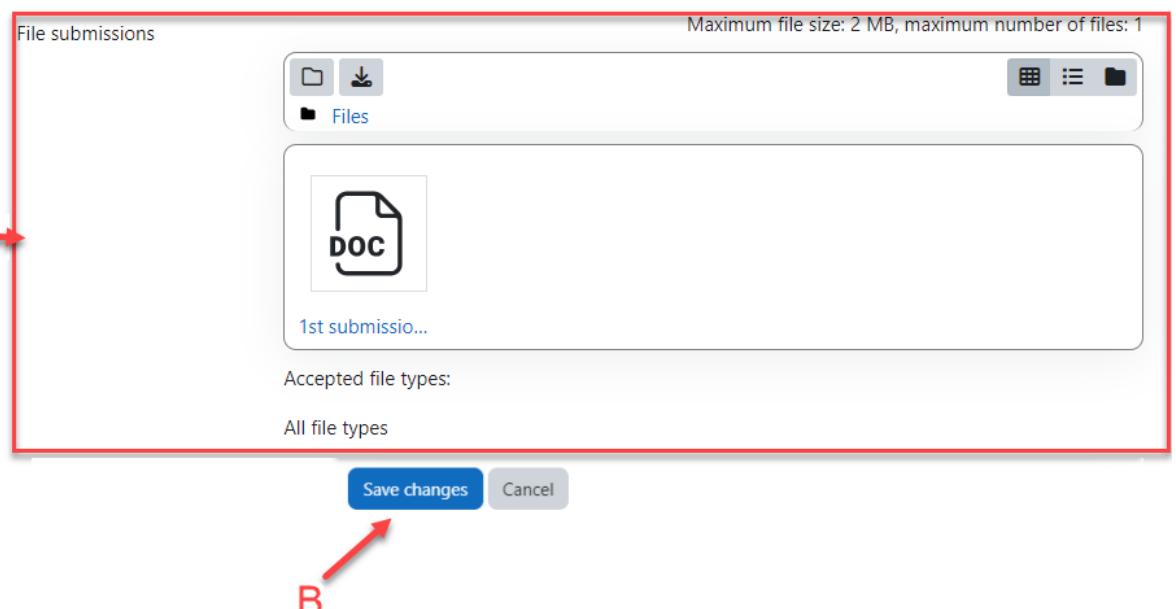
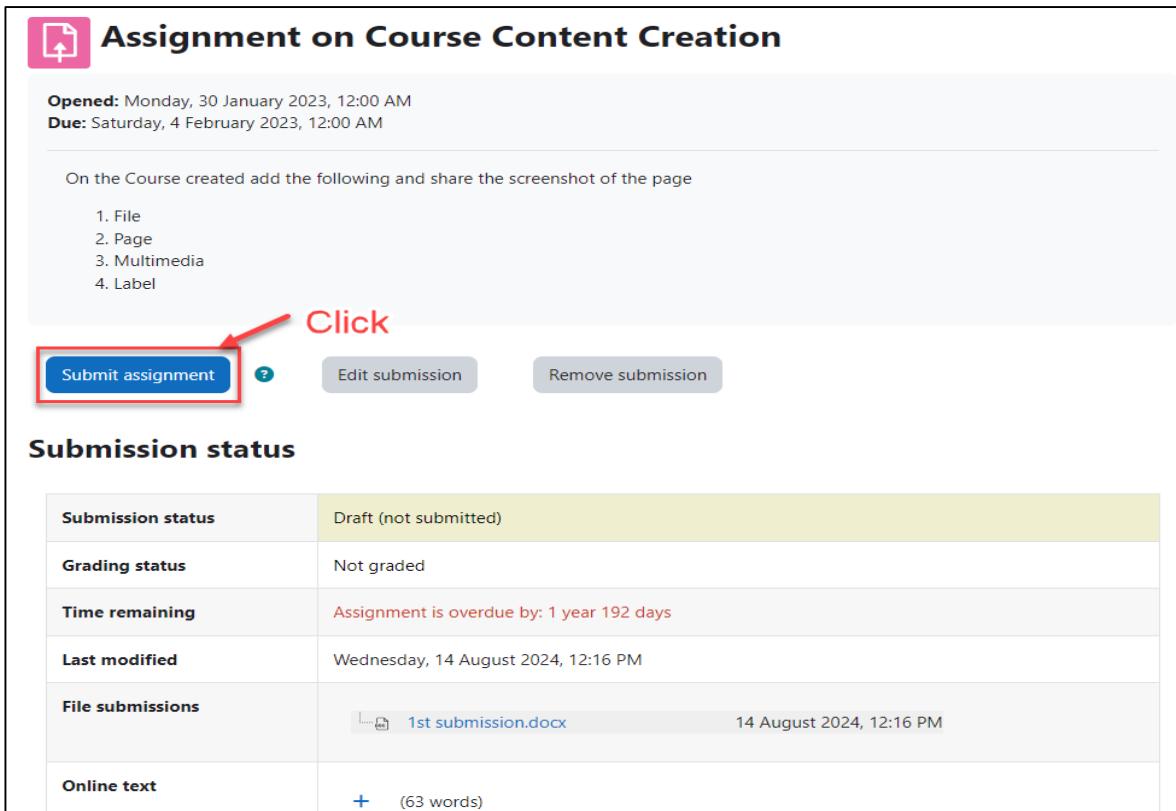


Figure 46: Save Changes

Then, Submit assignment



**Assignment on Course Content Creation**

**Opened:** Monday, 30 January 2023, 12:00 AM  
**Due:** Saturday, 4 February 2023, 12:00 AM

On the Course created add the following and share the screenshot of the page

1. File
2. Page
3. Multimedia
4. Label

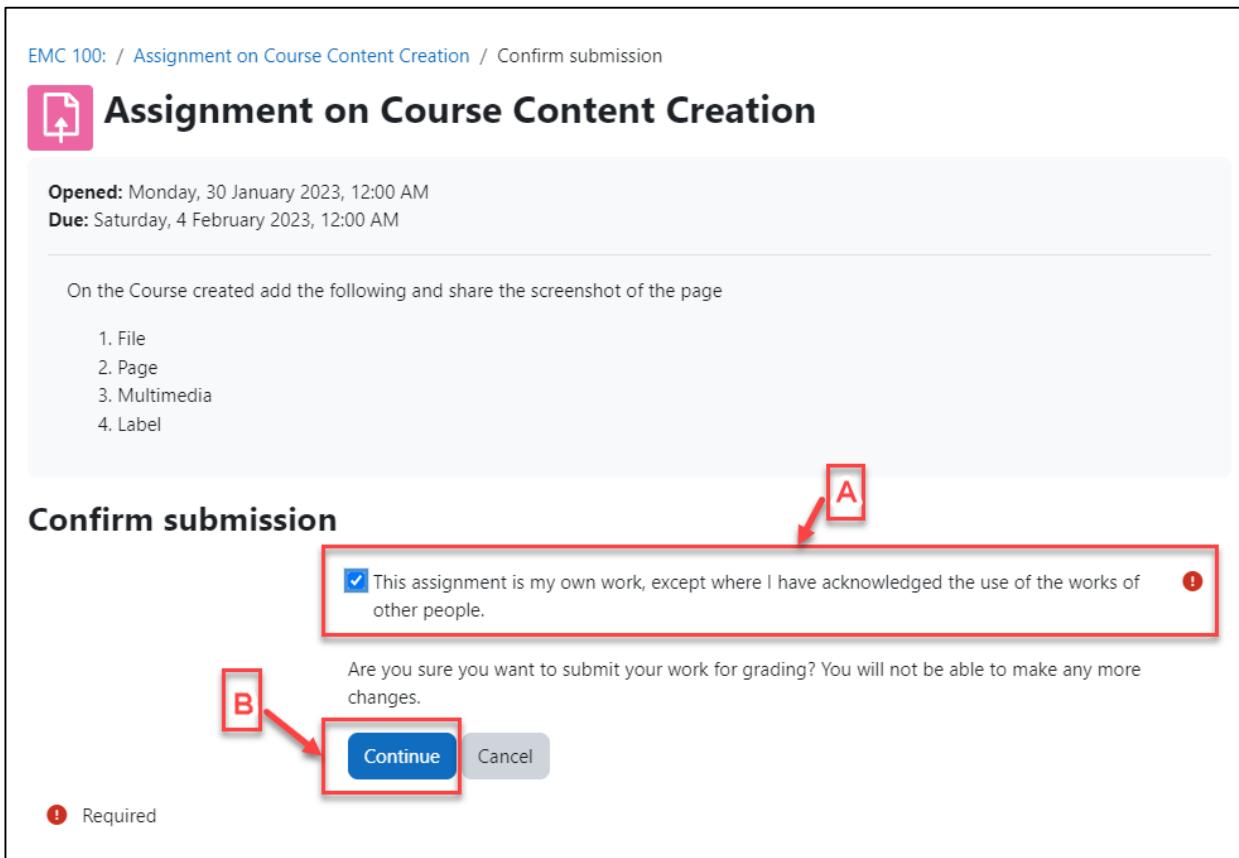
**Click**

**Submit assignment** ? Edit submission Remove submission

Submission status	Draft (not submitted)
Grading status	Not graded
Time remaining	Assignment is overdue by: 1 year 192 days
Last modified	Wednesday, 14 August 2024, 12:16 PM
File submissions	 1st submission.docx 14 August 2024, 12:16 PM
Online text	 (63 words)

Figure 47:Submit assignment

Then after submitting, the below window will appear.



EMC 100: / Assignment on Course Content Creation / Confirm submission

**Assignment on Course Content Creation**

**Opened:** Monday, 30 January 2023, 12:00 AM  
**Due:** Saturday, 4 February 2023, 12:00 AM

On the Course created add the following and share the screenshot of the page

1. File
2. Page
3. Multimedia
4. Label

**Confirm submission**

This assignment is my own work, except where I have acknowledged the use of the works of other people. !

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

**Continue** Cancel

! Required

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

Topic 3

- Adding Resources and Activities
- eLearning Concept
- Assignment on Course Content Creation
- Online Exam
- Forum on Interactive Course Creation

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.

EMC 100: / Forum on Interactive Course Creation

## Forum on Interactive Course Creation

Due: Tuesday, 3 September 2024, 1:07 PM

Search forums  Subscribe to forum

Display replies in nested form

**Forum on Interactive Course Creation**  
Tuesday, 13 August 2024, 10:20 AM

What are tools for creating interactive resource

**Re: Forum on Interactive Course Creation**  
by student student - Tuesday, 13 August 2024, 1:06 PM

There are several tools for creating interactive resources, such as Camtasia, Instagia etc.

**Re: Forum on Interactive Course Creation**  
by Demo1 Student - Tuesday, 13 August 2024, 1:35 PM

I can say we have several option which we can use to create interactive resources, such as advice resolve, camtasia.

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.

EMC 100: / Forum on Interactive Course Creation

## Forum on Interactive Course Creation

Due: Tuesday, 3 September 2024, 1:07 PM

Search forums  Subscribe to forum

Display replies in nested form

**Forum on Interactive Course Creation**  
Tuesday, 13 August 2024, 10:20 AM

What are tools for creating interactive resource

**Re: Forum on Interactive Course Creation**  
by student student - Tuesday, 13 August 2024, 1:06 PM

There are several tools for creating interactive resources, such as Camtasia, Instagia etc.

**Re: Forum on Interactive Course Creation**  
by Demo1 Student - Tuesday, 13 August 2024, 1:35 PM

I can say we have several option which we can use to create interactive resources, such as advice resolve, camtasia.

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.

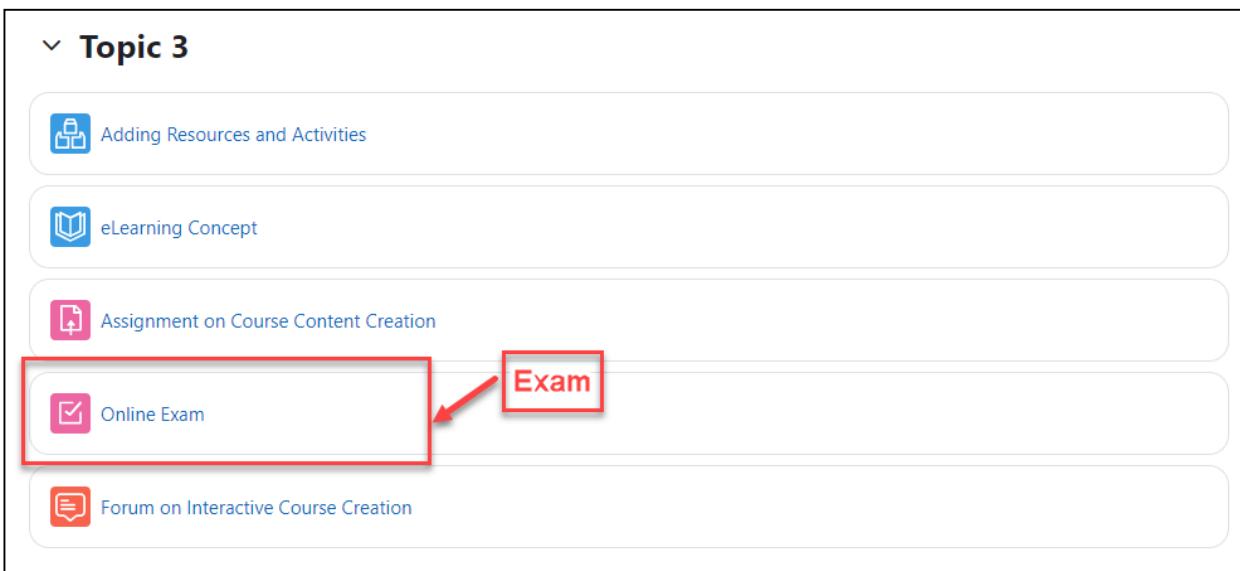
That doesn't mean you can't be controversial, if you really mean it.

- 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



Topic 3

- Adding Resources and Activities
- eLearning Concept
- Assignment on Course Content Creation
- Online Exam
- Forum on Interactive Course Creation

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]

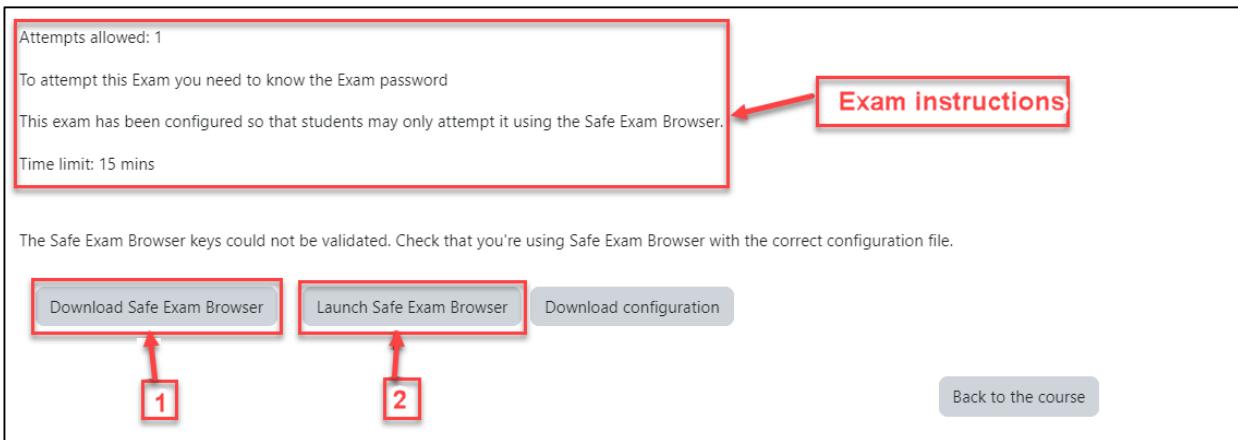


Figure 53:Exam Instructions

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.

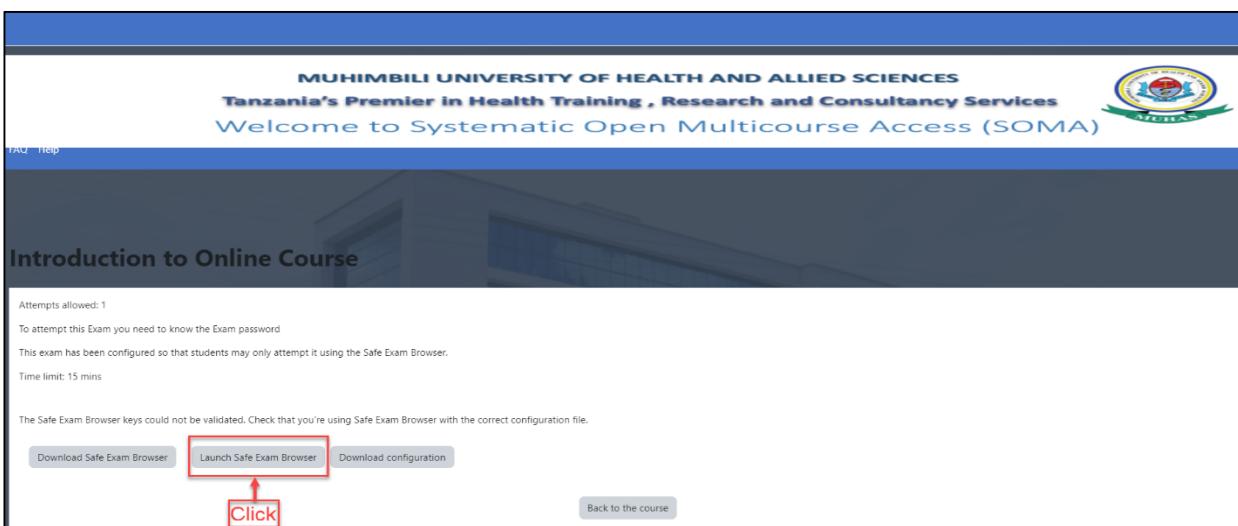


Figure 54:Launch Safe Exam Browser

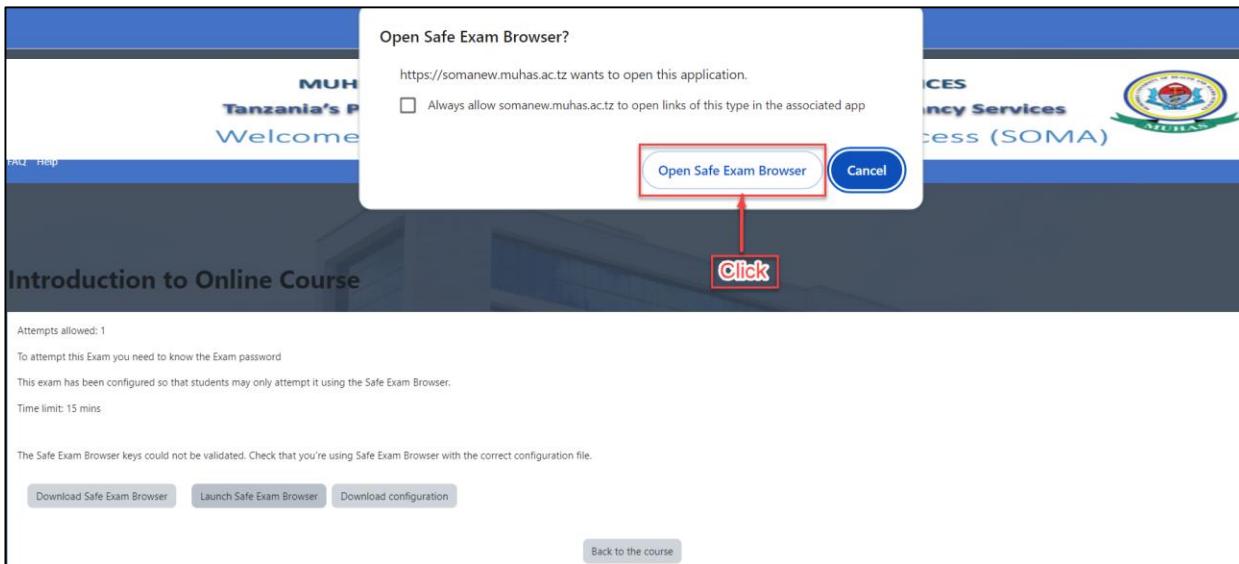


Figure 55:Open Safe Exam Browse

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

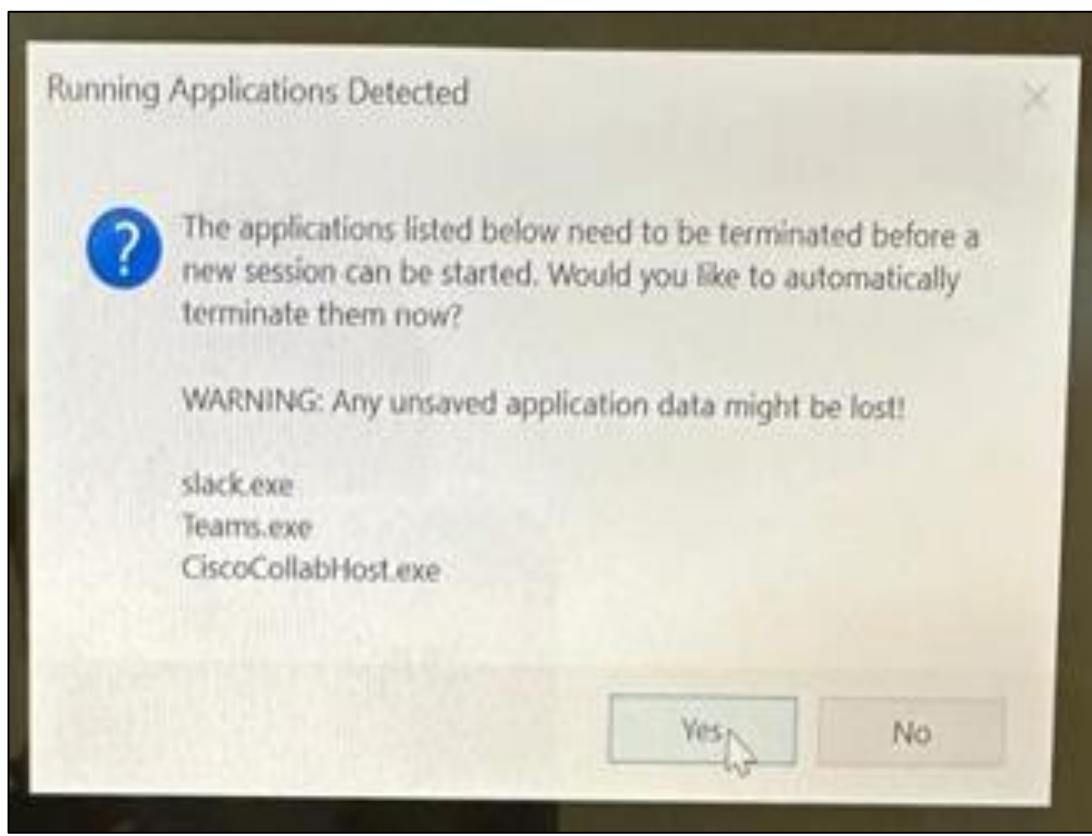


Figure 56:Normal window termination

Sign in window will appear, user will be required to enter Username and Password and then click Log in.

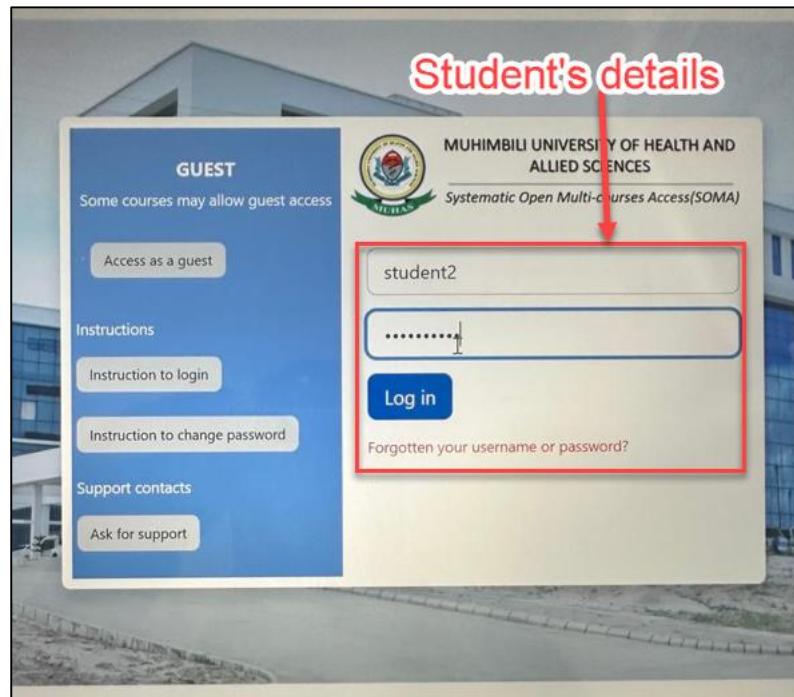


Figure 57: Student Login to Exam

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

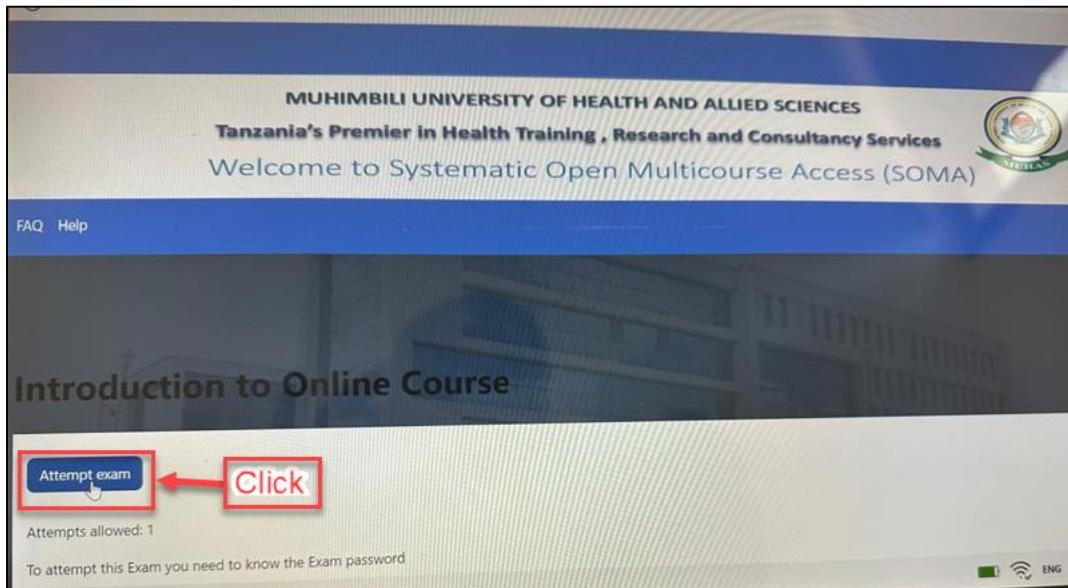


Figure 58: Attempt Exams

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

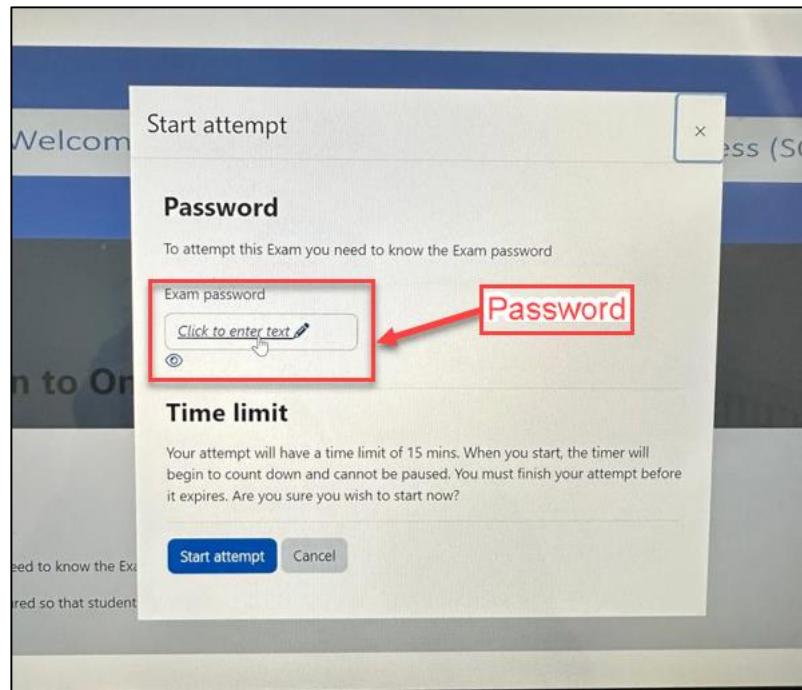


Figure 59:Exam Password

Then click, Start attempt to proceed to the questions.

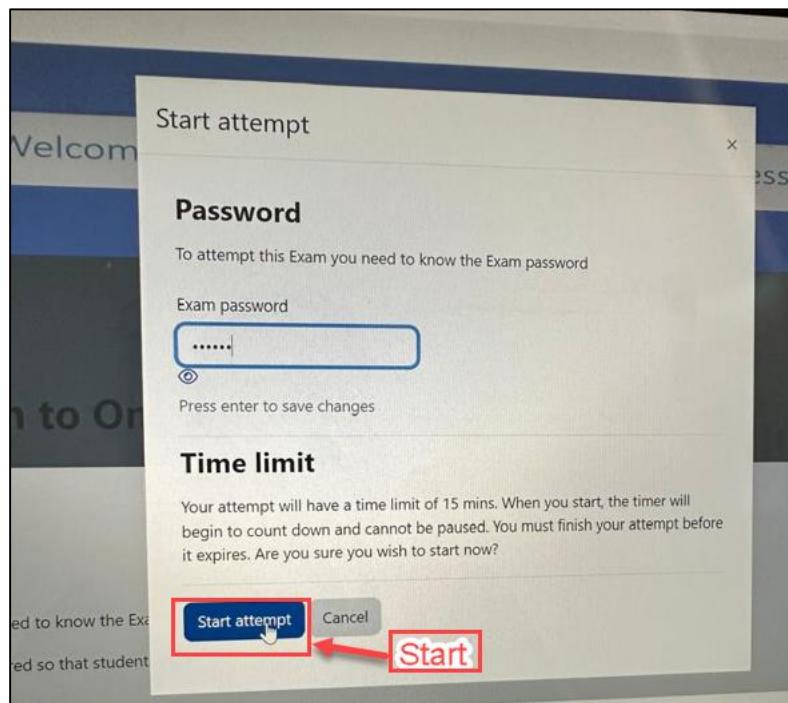


Figure 60:Start Exam page

### Exam window

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

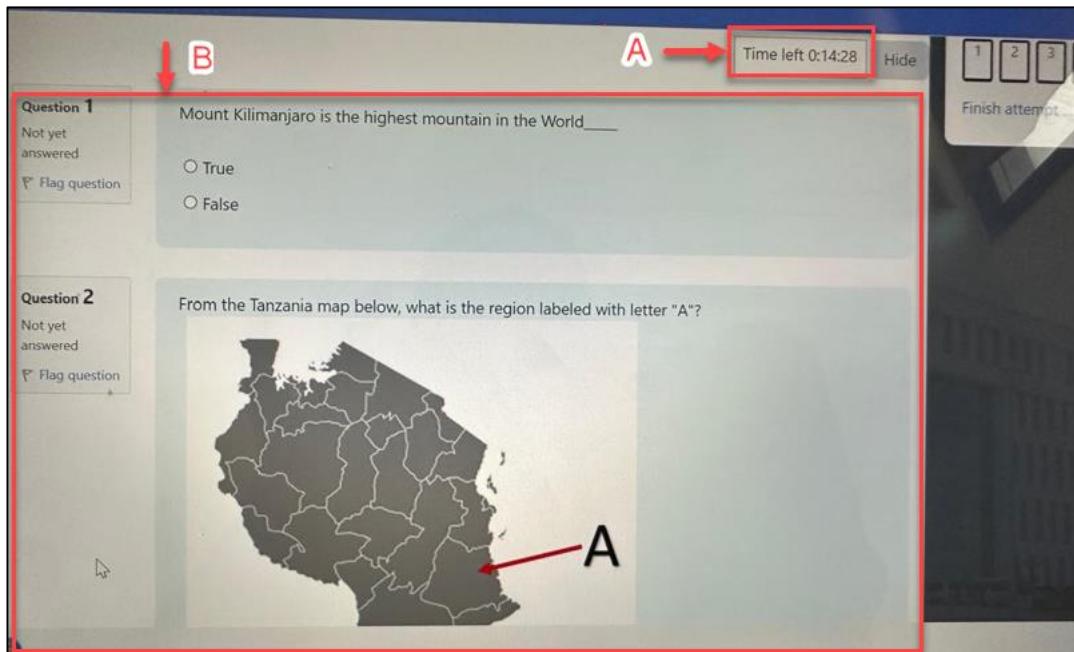


Figure 61:Exam Window

### Finish exam

Click Finish attempt to submit the exams

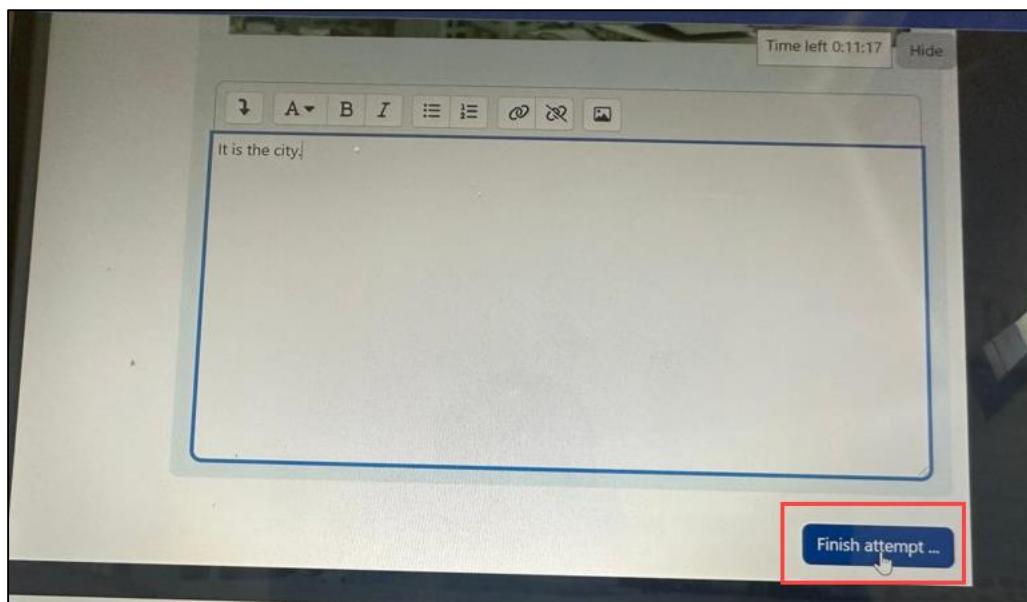
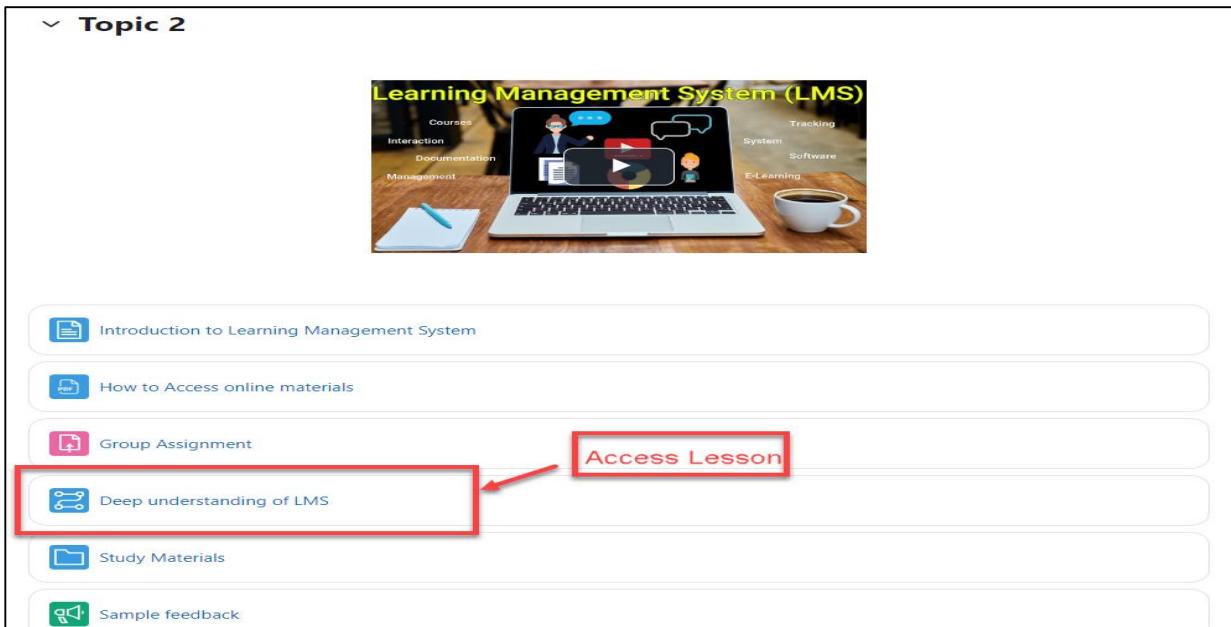


Figure 62:Finish Attempt

## Access lesson

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



The screenshot shows a list of lessons under 'Topic 2'. The 'Deep understanding of LMS' lesson is highlighted with a red box and an arrow points to the 'Access Lesson' button.

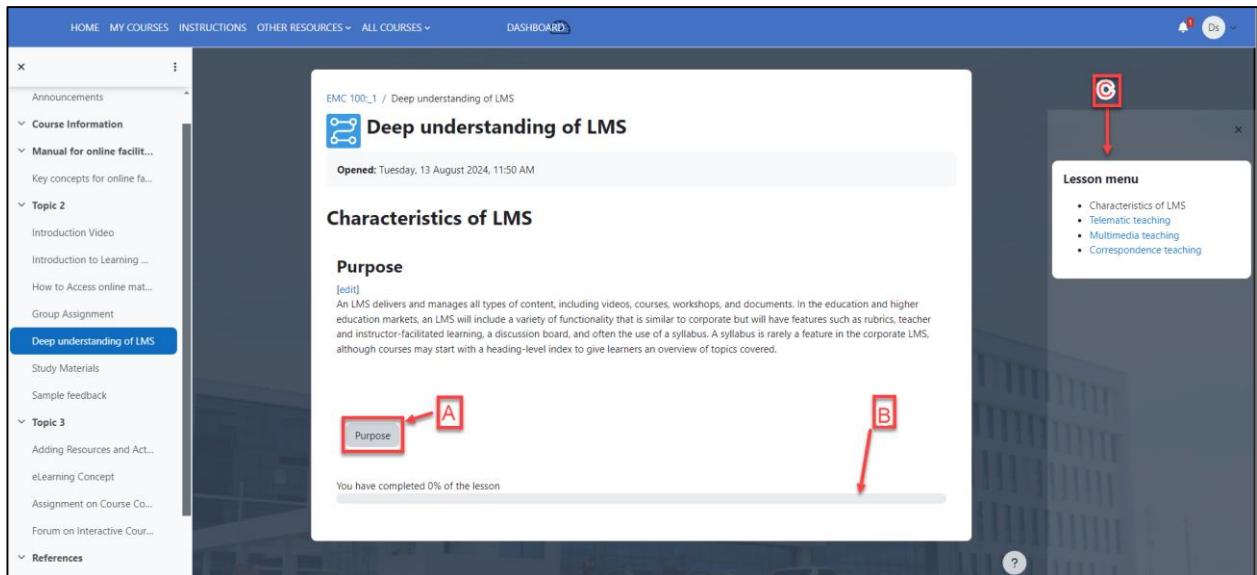
- Introduction to Learning Management System
- How to Access online materials
- Group Assignment
- Deep understanding of LMS** (highlighted with a red box)
- Study Materials
- Sample feedback

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]



The screenshot shows a lesson page titled 'Deep understanding of LMS'. The page displays the 'Characteristics of LMS' section and a 'Purpose' section. A red box labeled 'A' points to the 'Purpose' section. A red box labeled 'B' points to the progress bar. A red box labeled 'C' points to the 'Lesson menu' on the right side.

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

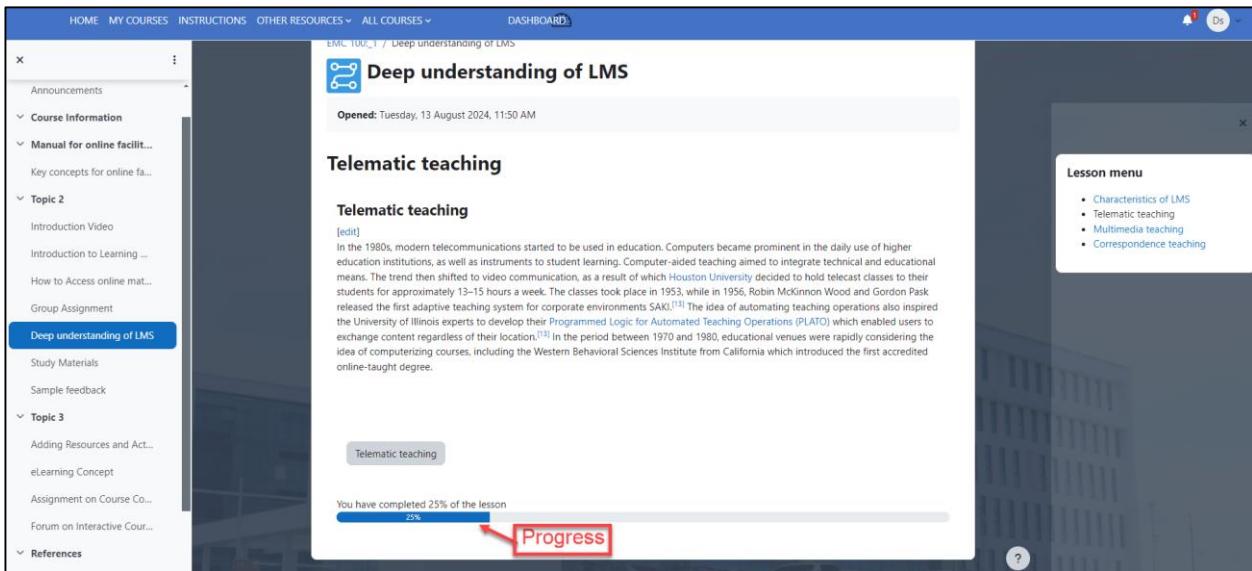


Figure 65:Lesson Progress

## Lesson Completion status

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

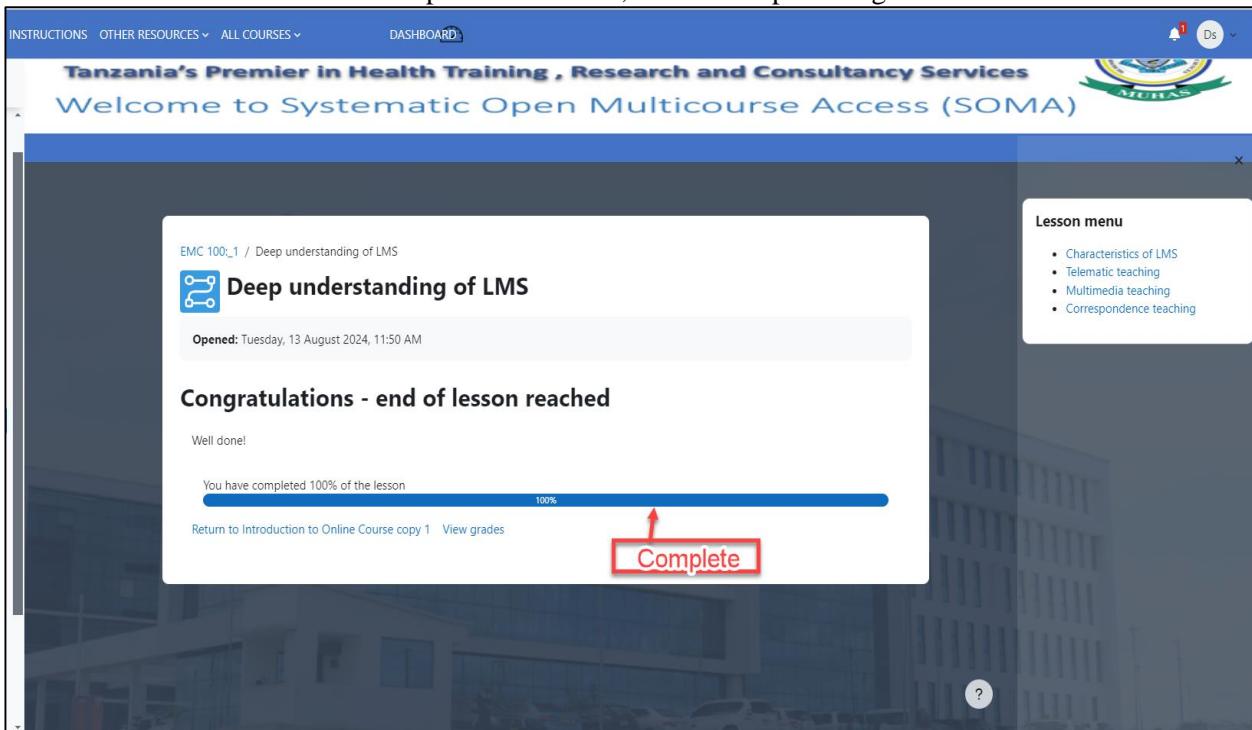


Figure 66:Lesson Completion status

## 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.

Introduction to Online Course copy 1

Online Exam

Summary of attempt

Question	Status
1	Answer saved
2	Not yet answered
3	Answer saved
4	Not yet answered
5	Answer saved
6	Not yet answered
7	Answer saved

Return to attempt

Time left 0:05:31 Hide

This attempt must be submitted by Friday, 16 August 2024, 10:07 AM.

Exam navigation

1 2 3 4 5 6 7

Figure 67:Exam summary

### Summary attempt

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

Answer saved

Answer saved

Answer saved

Return to attempt

Time left 0:10:20 Hide

This attempt must be submitted by Wednesday, 14 August 2024, 10:31 AM.

Submit all and finish

Figure 68:Summary of Exam Attempt

### Final Submission

Student is allowed to Submit all and Finish the exam.

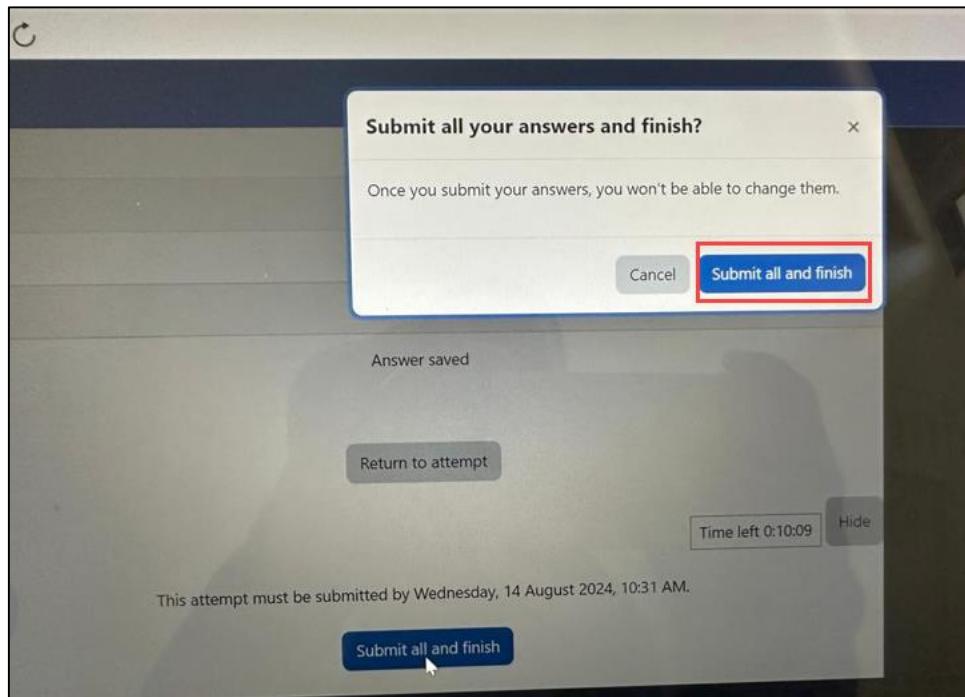


Figure 69:Final Submission

After submitting, the below window will pop up.

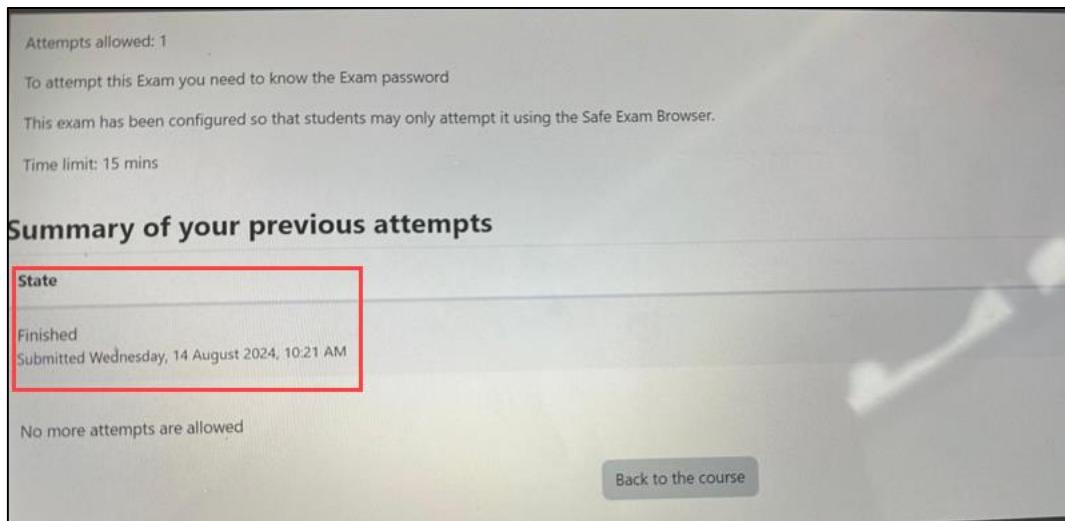


Figure 70:Submission Status

#### 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.

The screenshot shows the 'Introduction to Online Course' grade book. At the top, there are tabs for 'Course', 'Participants', and 'Grades', with 'Grades' being the active tab. A red box labeled 'Click' with an arrow points to the 'Grades' tab. Below the tabs, there is a 'User report' dropdown and a user profile for 'Ds Demo student'. A red box labeled 'Course details' with an arrow points to the course name. The main table lists grade items with columns for 'Grade item', 'Calculated weight', 'Grade', 'Range', 'Percentage', 'Feedback', and 'Contribution to course total'. The table includes entries for 'Key concepts for online facilitators', 'Assignment on Course Content Creation', 'Group Assignment', 'Deep understanding of LMS', 'Forum on Interactive Course Creation rating', and 'Course total'. A red box highlights the entire table area.

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
LESSON Key concepts for online facilitators	-	-	0–100	-	-	-
ASSIGNMENT Assignment on Course Content Creation	-	-	0–100	-	-	-
ASSIGNMENT Group Assignment	-	-	0–100	-	-	-
LESSON Deep understanding of LMS	-	-	0–100	-	-	-
FORUM Forum on Interactive Course Creation rating	-	-	0–5	-	-	-
AGGREGATION Course total	-	-	0–100	-	-	-

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

