

**KIGALI INDEPENDENT UNIVERSITY  
(ULK)**



**ELEARNING USER MANUAL**

**February 2024**

## **Table of Contents**

1. Introduction .....	3
2. How to create account on ULK ELearning.....	3
3. How to Reset ELearning account Password .....	8
4. How to Access and enroll in a course on ULK ELearning as student.....	11
5. How to Access Assignment on ULK ELearning as student.....	15
6. How to Submit Assignment on ULK ELearning as student .....	16
7. How to do a quiz on ULK ELearning .....	19

## 1. Introduction

Welcome to the ULK Elearning User Manual! This comprehensive guide is designed to assist you in navigating and maximizing your experience with ULK Elearning, our cutting-edge platform for online education. Whether you are a student, instructor, or administrator, this manual will provide you with the necessary information to make the most out of ULK Elearning.

ULK Elearning is a versatile and user-friendly platform that offers a wide range of features to enhance your learning or teaching experience. From accessing course materials and participating in discussions to submitting assignments and tracking progress, ULK Elearning provides a seamless and efficient learning environment.

In this manual, you will find step-by-step instructions, tips, and troubleshooting advice to help you effectively utilize all the features of ULK Elearning. Whether you are a novice or an experienced user, this manual will serve as your go-to resource for navigating the platform with ease.

## 2. How to create account on ULK ELearning

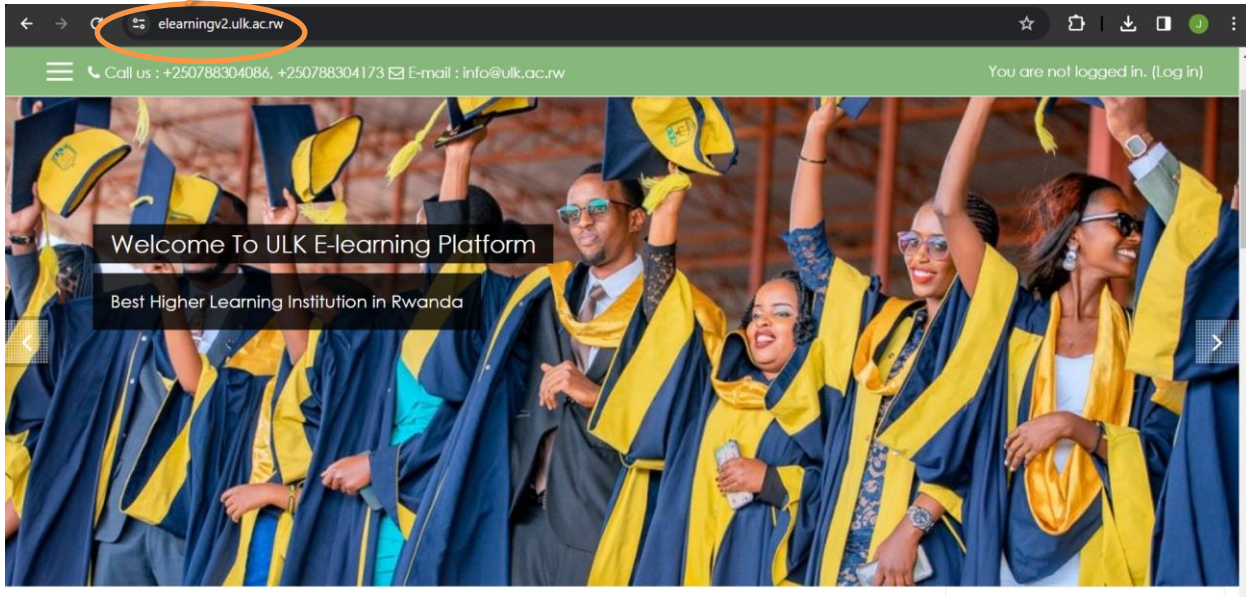
**Step1: Open Your Browser (such as Google chrome, Mozilla,...)**



Click to open  
your Browser

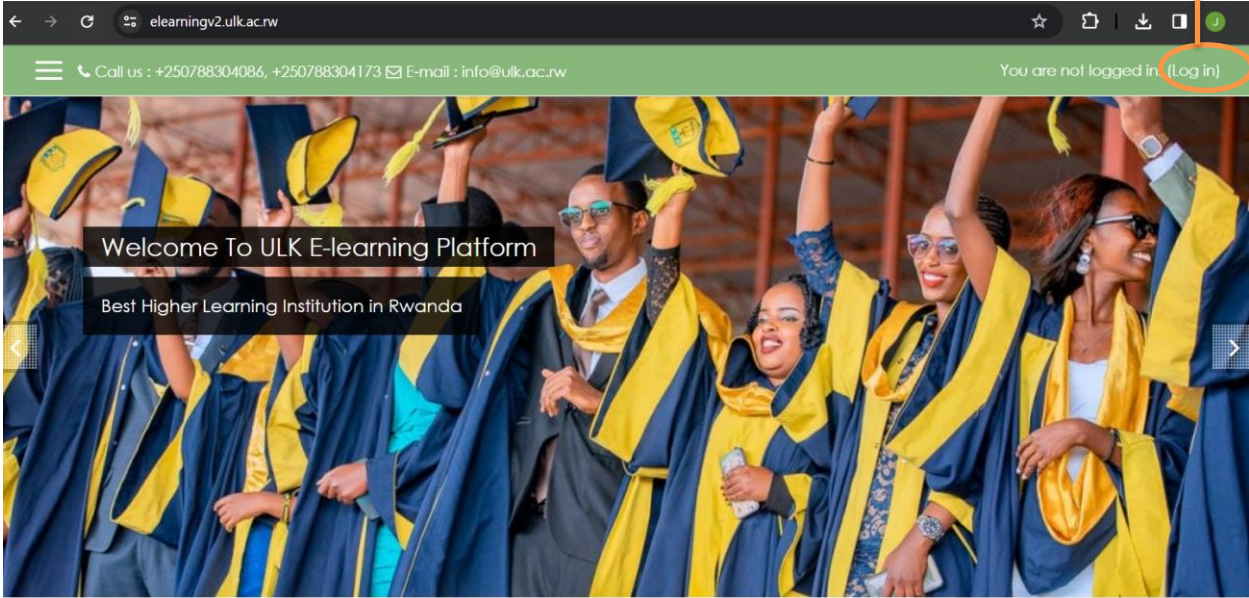
**Step2: Enter ELearning Url on navigation bar (<https://elearningv2.ulk.ac.rw>)**

Enter url below on navigation bar and press Enter  
<https://elearningv2.ulk.ac.rw>



**Step3: Click on login**

Click on Login



**NOTE OF THE FOUNDER AND PRESIDENT OF ULK**



Calendar

March 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
-----	-----	-----	-----	-----	-----	-----

#### Step4: Click on Create New Account Button

Call us : +25078304005, +25078304173 Email: info@uk.ac.rw You are not logged in.

Forgotten your username or password?

Cookies must be enabled in your browser.

Remember username

### Is this your first time here?

For full access to this site, you first need to create an account.

Click here

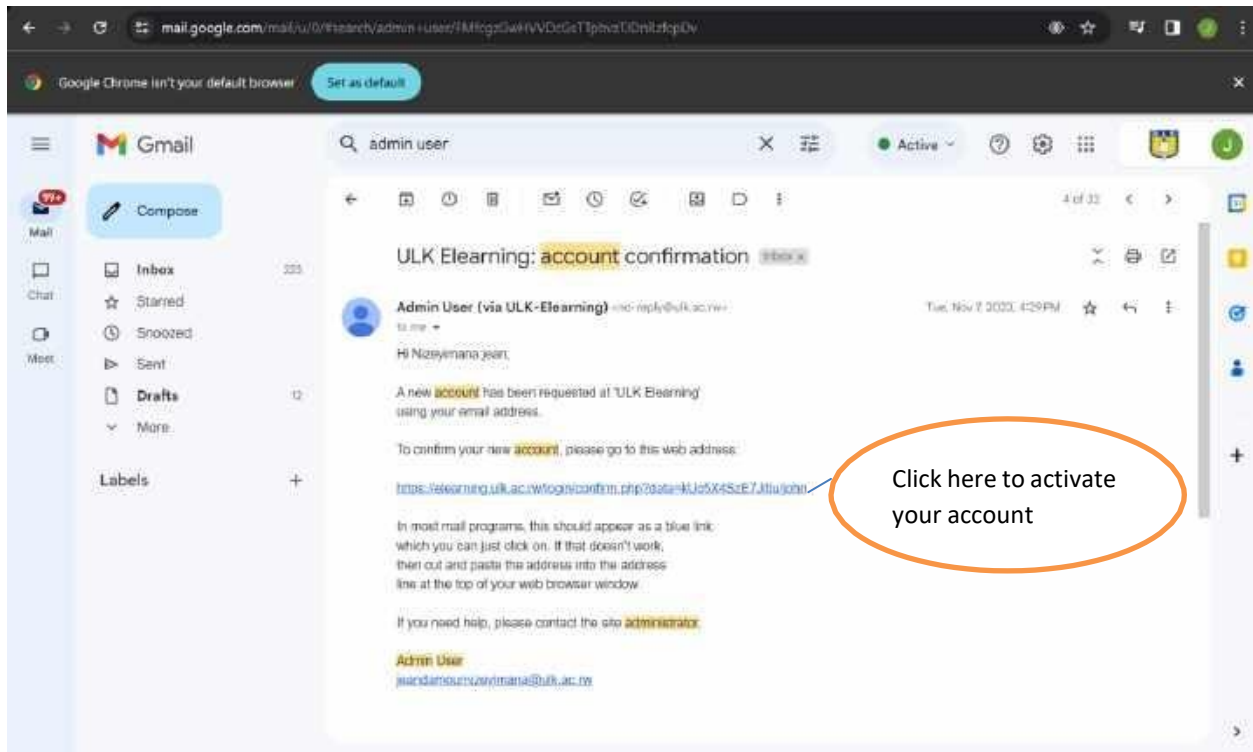
**Step 5: Fill the registration form (Note: Make sure that Email you use is the one you have access to its inbox)**

The screenshot shows a web page for creating a new account. At the top, there is a green header with contact information: 'Call us: +250786304066, +250786304173' and 'E-mail: info@ulic.ac.rw'. On the right, it says 'You are not logged in. (log in)'. The main content area is titled 'New account' and has a 'Collapse all' link. A dropdown menu is open, showing 'Choose your username and password'. There are three input fields: 'Username' with the value 'jeandamoum', 'Password' with masked characters '\*\*\*\*\*', and 'Email address' with the value 'jeadamoumizeyimana@ulic.ac.rw'. Below the email address field, there is a note: '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 non-alphanumeric character(s) such as @, -, or #'. There are also two 'Email (again)' fields with the same value. A red oval on the right contains the text 'Enter your email', with an orange arrow pointing to the 'Email address' field.

**Step 6: Registration Success Confirmation**

The screenshot shows a confirmation message in a light blue box. The text reads: 'An email should have been sent to your address at jeadamoumizeyimana@ulic.ac.rw. It contains easy instructions to complete your registration. If you continue to have difficulty, contact the site administrator.' Below the text is a green 'Continue' button. A red oval on the right contains the text 'Registration success confirmation', with an orange arrow pointing to the first line of the message.

## Step 7: Check and activate account

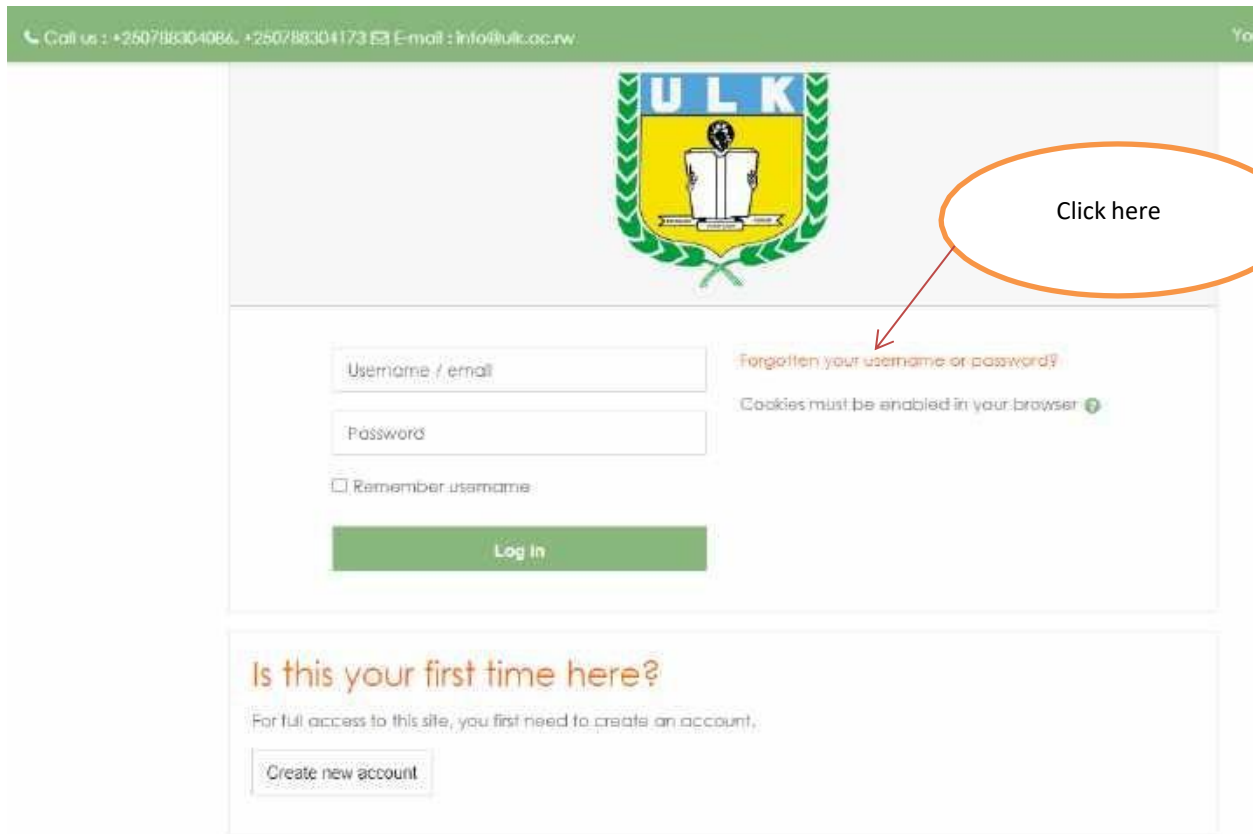




### 3. How to Reset ELearning account Password

As user sometime it is possible to forgot your Account Credentials you can reset it by following the bellow easy steps to do that

Step1: Go to login Page



Call us : +250788304086, +250788304173 E-mail : info@ulk.ac.rw

**ULK**

Click here

Forgotten your username or password?

Username / email

Password

Remember username

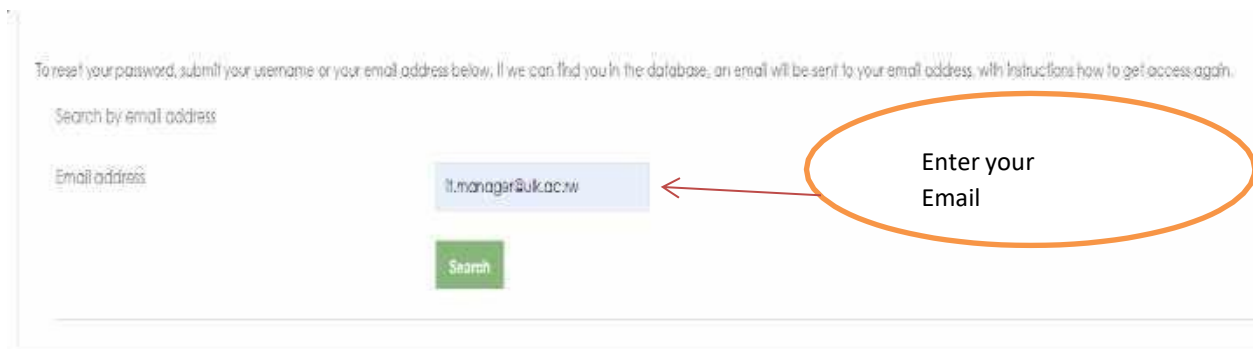
Log in

Is this your first time here?

For full access to this site, you first need to create an account.

Create new account

Step2: Enter your Email



To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

Search by email address

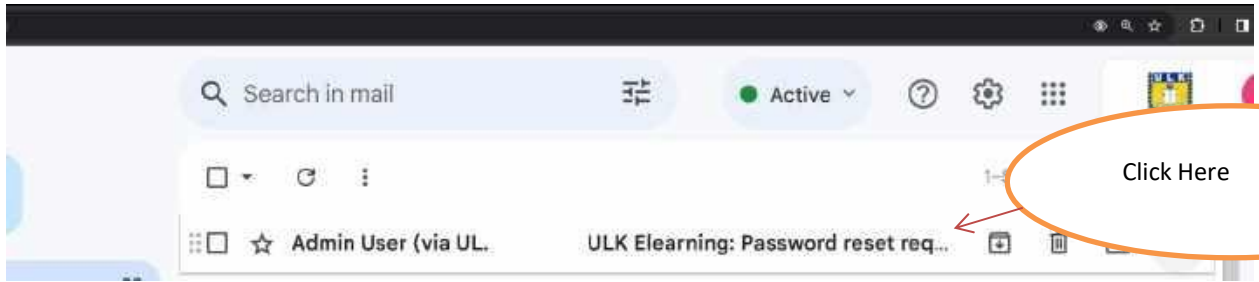
Email address

it.manager@ulk.ac.rw

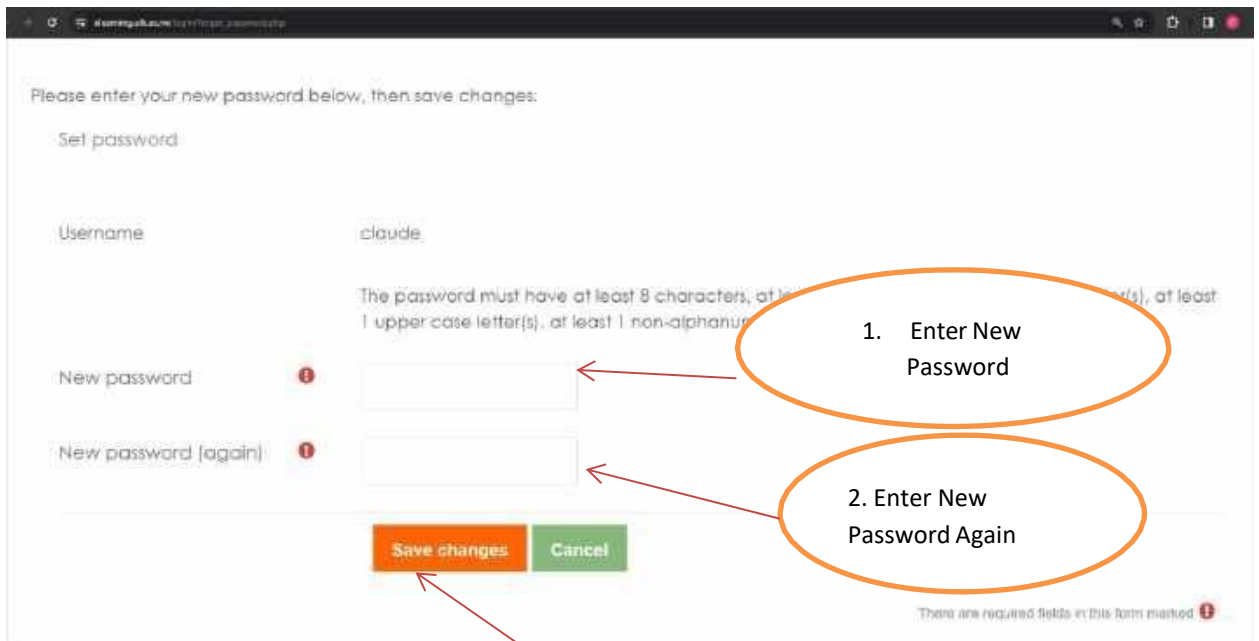
Search

Enter your Email

### Step3: Check your Gmail inbox



### Step 4: Changing Account Credentials



3. Save Changes

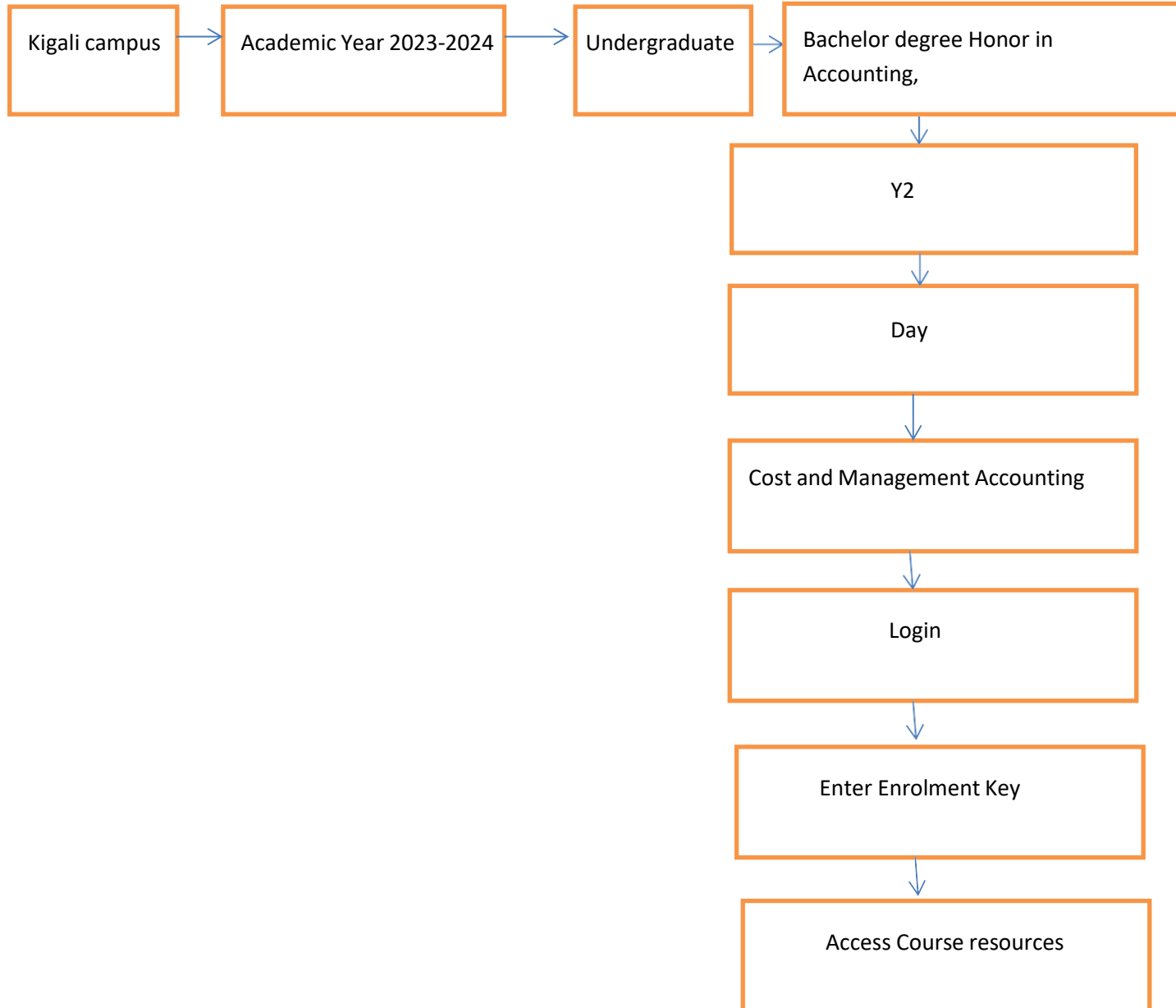
The image shows a Gmail interface on a desktop browser. The left sidebar contains navigation options: Mail (with a red notification badge for 19), Compose, Chat, and Meet. The main inbox area shows an email titled "ULK Elearning: Password reset request" from "Admin User (via ULK-Elearning)". The email content includes a greeting "Hi Claude," followed by a notification that a password reset was requested for the account "claude". It then provides instructions to confirm the request by clicking a link. The link is highlighted with a red circle and the text "Click Here" with an arrow pointing to it. The link text is partially obscured but appears to be "https://elearning.ulk.ac.rw/login/forget\_password.php?token=...". Below the link, it states "(This link is valid for 30 minutes from the time this reset was first requested)". The email concludes with "If this password reset was not requested by you, no action is needed."

#### 4. How to Access and enroll in a course on ULK ELearning as student

Suppose as student of Kigali campus Bachelor degree Honor in Accounting Y2 Day academic year 2023-2024 needs to access and Enroll on a course called cost and management, Below is the steps to follow

Step 1: Enter ELearning Url on navigation bar (<https://elearningv2.ulk.ac.rw>)

Below is the architecture design which show the process of accessing and Enroll to a course as student(s)



Below is the screen shots which shows the process of enrolling and access a course as student


Step 1: Follow the structure which redirect to the specific course



Step 2: Click on course name

Call us : +250786304086, +250786304173 Email : info@ul.ac.rw

You are not logged in. (Log In)



# Day

Home / Courses / Kigali Campus / Academic year 2023-2024 / Undergraduate / Bachelor's Degree Honours in Accounting (BCH Acc) / 12 / Day


Course categories: Kigali Campus / Academic year 2023-2024 / Undergraduate / Bachelor's Degree Honours in Accounting (BCH Acc) / 12 / Day

Search courses:  Go

[Cost and Management Accounting](#)

Lecturer: [Jocelyn Nshyirima](#)

Click here




### Info

[Vision, Mission, Values & Motto](#)  
[Campuses](#)  
[Infrastructure](#)

### Contact us

Kigali (City) - Western - Rubavu - Rwanda  
Phone : +250786304086, +250786304173  
Email : [info@ul.ac.rw](mailto:info@ul.ac.rw)

Follow us:



### Step 3: Enter Your Login Credential

Call us : +250788304054, +250788304173 | E-mail : info@ulk.ac.id You are not logged in

admin@ulk.ac.id Forgotten your username or password?

..... Cookies must be enabled in your browser

Remember username

Click here

**Is this your first time here?**

For full access to this site, you first need to create an account.

### Step 4: Enter Your Login Credential

Call us : +250788304054, +250788304173 | E-mail : info@ulk.ac.id Hi! You are logged in

**Cost and Management Accounting**

Dashboard / Courses / All Campuses / Academic year 2023-2024 / Undergraduate / Bachelor's Degree Program in Accounting (BDA-ACC) / 19 / Day / Cost and Management Accounting(2023-2024) Acc Day / First time in this course / Enrollment options

**Enrollment options:**

**Cost and Management Accounting**

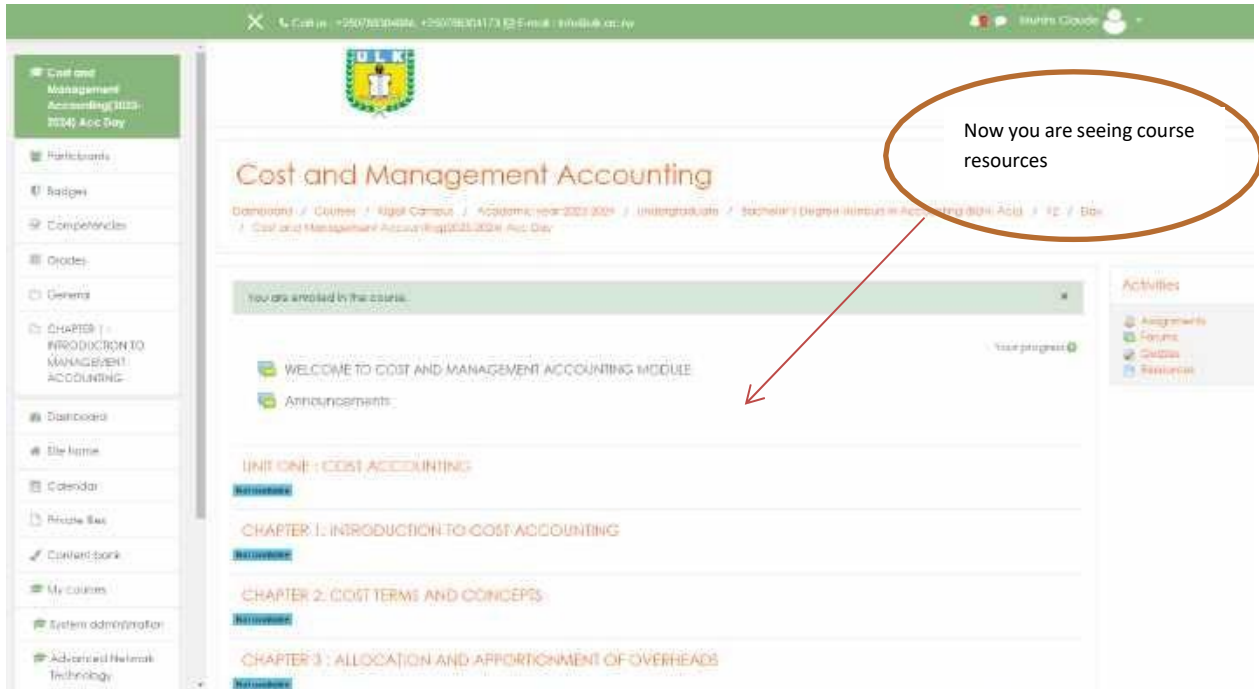
Lecturer: **Idocosa Mangyuning**

Enrollment Key

Enrollment key  Enter Enrollment Key provided by your Lecturer

Click here

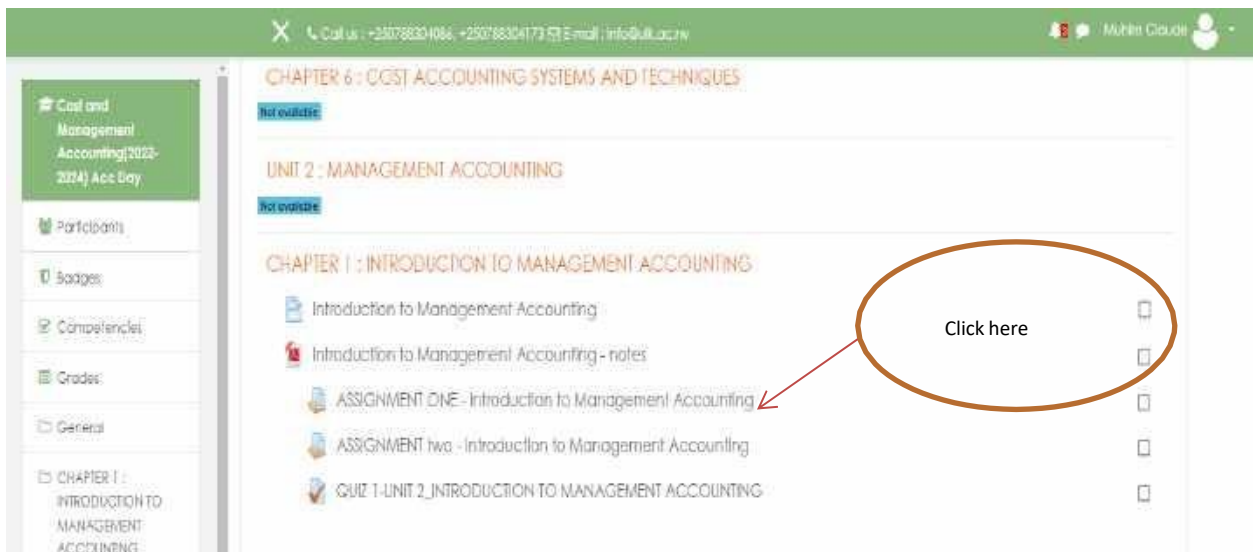
Step 5: Access Course Resources



5. How to Access Assignment on ULK ELearning as student

Suppose as student you need to access assignment one of cost and management course

Step1: Access Assignment





## Step2: Access Assignment Resources

Cost and Management Accounting (2023-2024) Acc Day

Participants

Badges

Competencies

Grades

General

CHAPTER 1 : INTRODUCTION TO MANAGEMENT ACCOUNTING

Dashboard

Site Home

Calendar

Private Site

Content Bank

My courses

Post mail

Cost and Management Accounting (2023-2024) Acc Day

CHAPTER 1 : INTRODUCTION TO MANAGEMENT ACCOUNTING

Download / My courses / Cost and Management Accounting (2023-2024) Acc Day / CHAPTER 1 : INTRODUCTION TO MANAGEMENT ACCOUNTING / ASSIGNMENT ONE - Introduction to Management Accounting

### ASSIGNMENT ONE - Introduction to Management Accounting

Dear Students,

- This is a group assignment. Remain in your respective group from Unit One.
- Check well the list of group members and the accuracy of their student numbers before submitting your report, no complaints will be received after submission.
- Make sure the assignment has a clear HEADING (clear identification e.g., department, module, group number, list of members, etc). An assignment without a heading or clear identification will not be considered.

CLICK ASSIGNMENT - UNIT 2 - CHAPTER ONE - INTRODUCTION TO MANAGEMENT ACCOUNTING - QUIZ 2 January 2024, 11:52:44

#### Submission status

Submission status	No attempt
Grading status	Not graded

## 6. How to Submit Assignment on ULK ELearning as student

### Step1: Access Assignment

Suppose as student you need to access assignment one of cost and management course

Cost and Management Accounting (2023-2024) Acc Day

Participants

Badges

Competencies

Grades

General

CHAPTER 1 : INTRODUCTION TO MANAGEMENT ACCOUNTING

CHAPTER 6 : COST ACCOUNTING SYSTEMS AND TECHNIQUES

Not available

UNIT 2 : MANAGEMENT ACCOUNTING

Not available

CHAPTER 1 : INTRODUCTION TO MANAGEMENT ACCOUNTING

- Introduction to Management Accounting
- Introduction to Management Accounting - notes
- ASSIGNMENT ONE - Introduction to Management Accounting
- ASSIGNMENT two - Introduction to Management Accounting
- QUIZ 1-UNIT 2\_INTRODUCTION TO MANAGEMENT ACCOUNTING

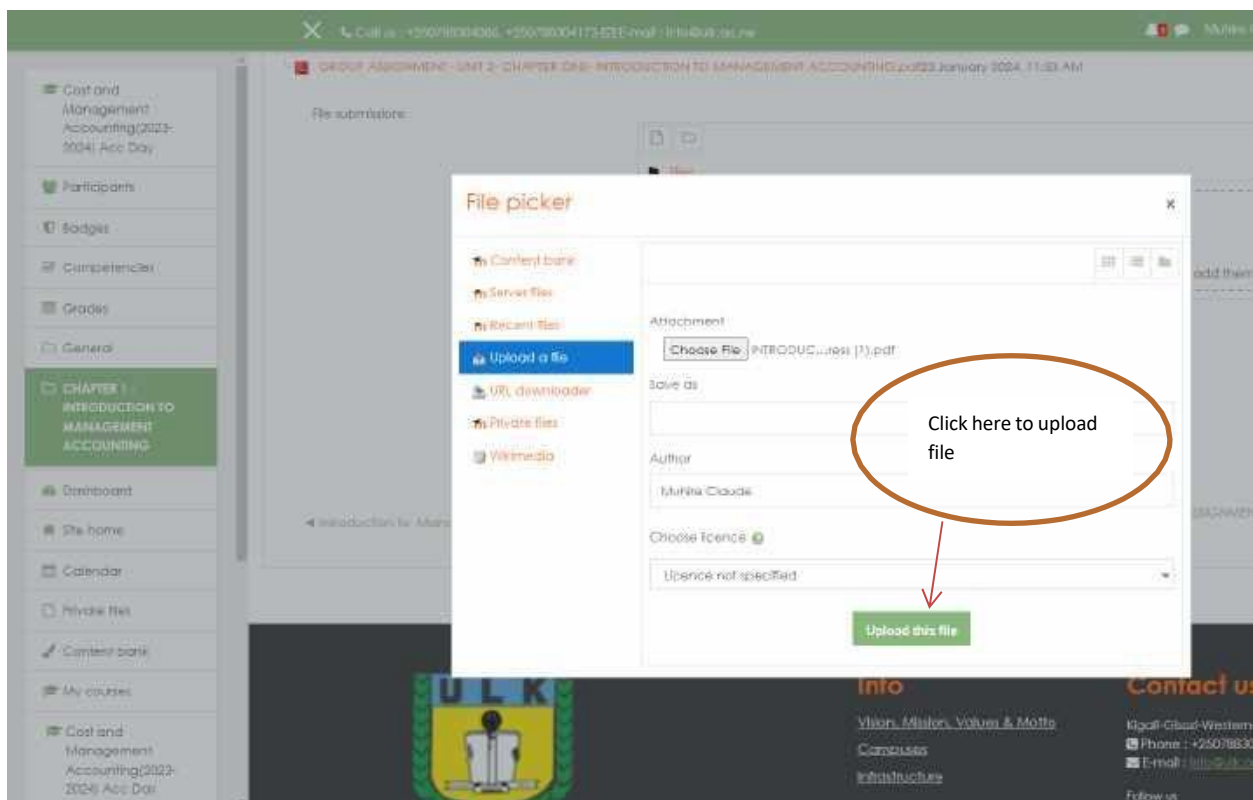
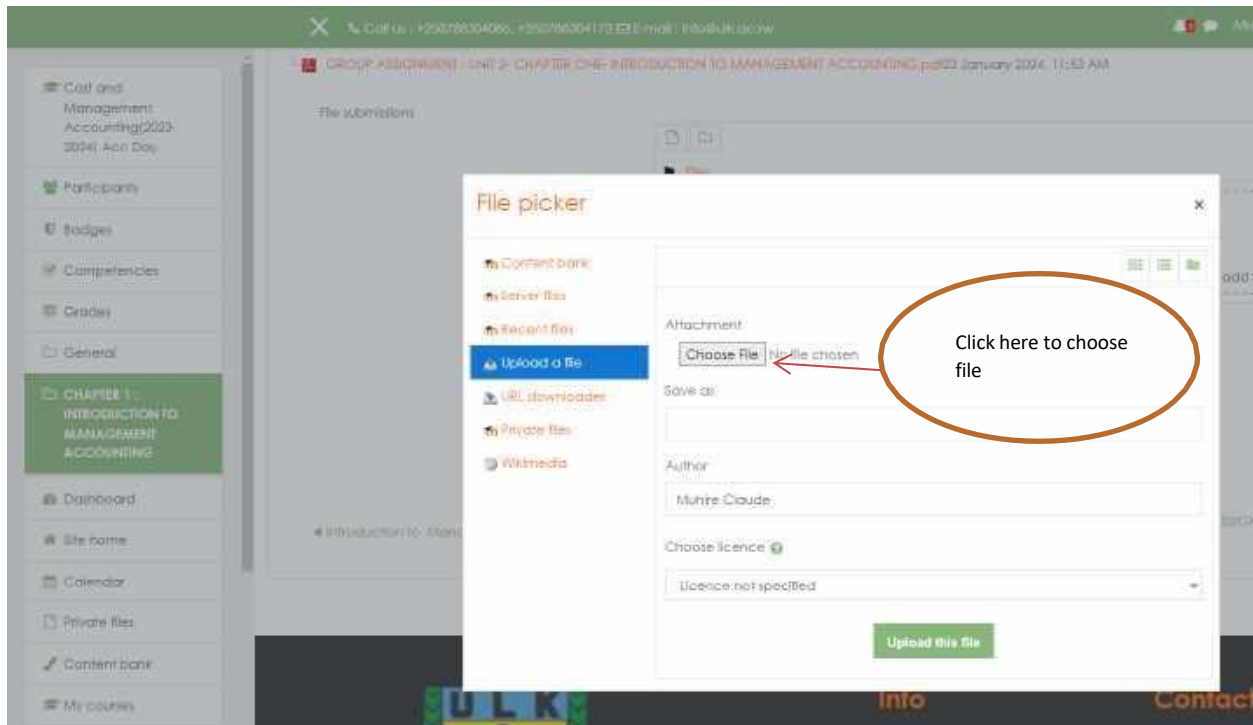
## Step2: Assignment details

Canvas LMS interface showing assignment details for "GROUP ASSIGNMENT - CHARTER ONE- REACTION TO MANAGEMENT ACCOUNTING 2024". The submission status is "No attempt". The due date is "Friday, 25 July 2024 1:30 PM". The time remaining is "Approximately 1 week, 19 days, 14 hours". The submission button is highlighted with a callout box that says "Click here to add submission".

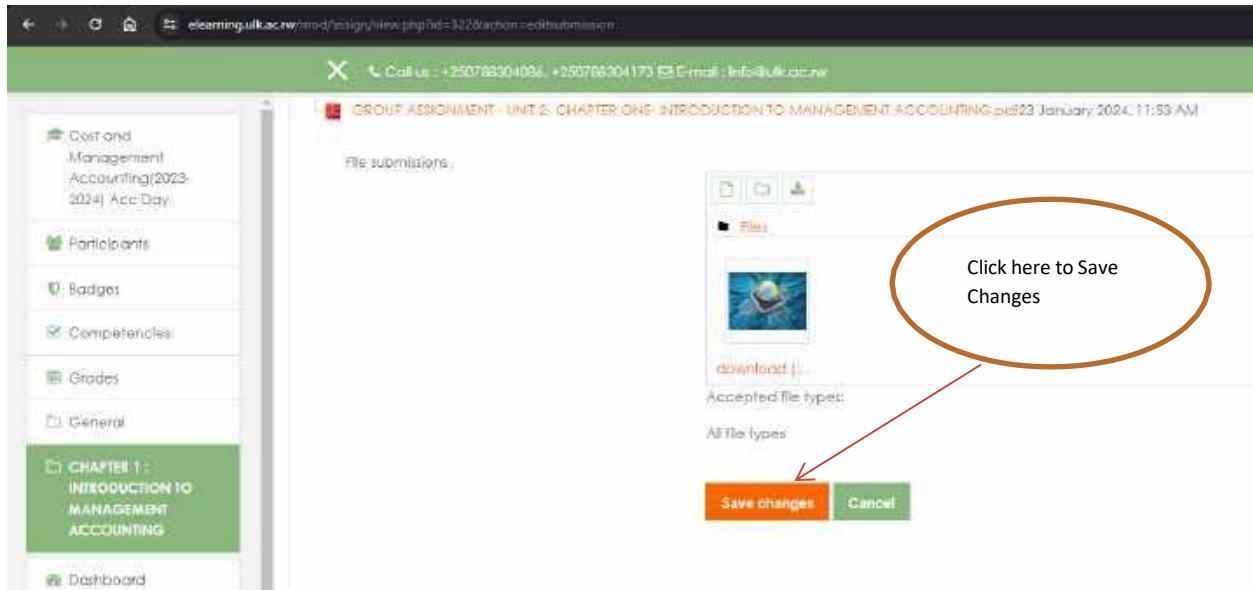
## Step3: Upload assignment

Canvas LMS interface showing the file upload interface for the assignment. The interface includes a "File" section with a dashed box for the upload area, a "Accepted file types" section, and "Save changes" and "Cancel" buttons. A callout box points to the upload area with the text "Click here to upload your assignment".

#### Step4: Upload a file



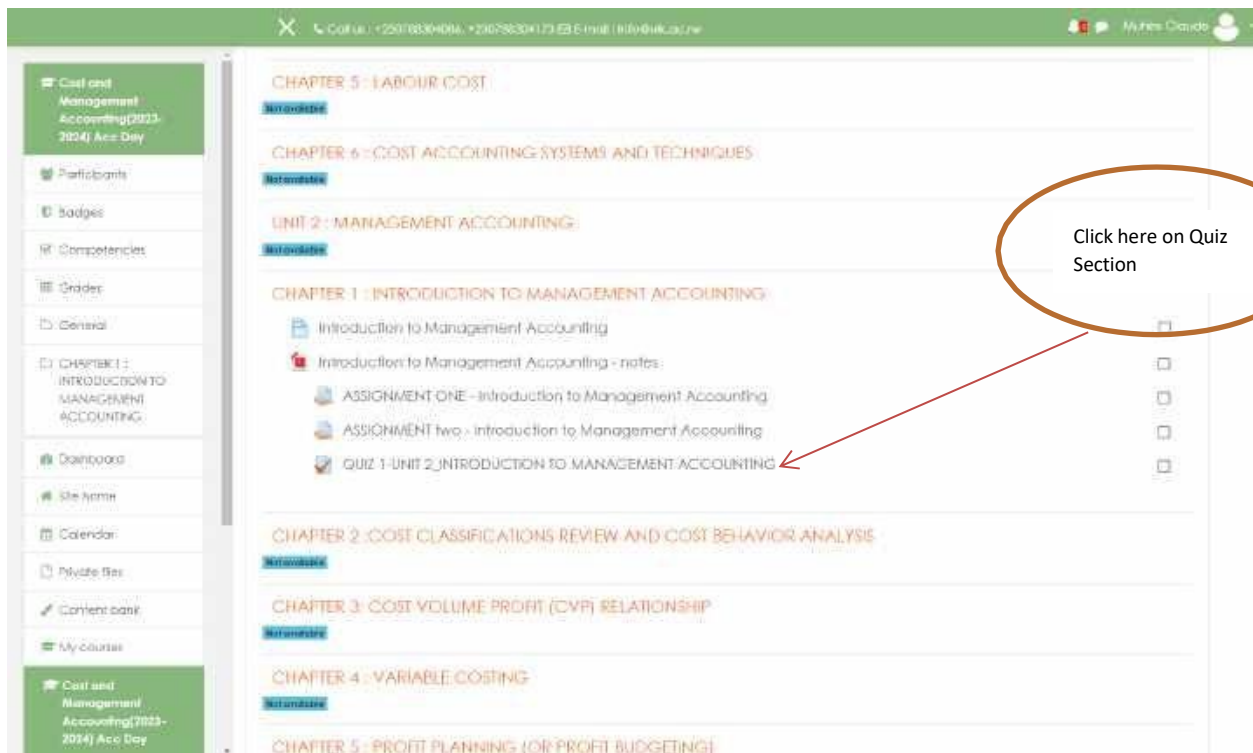
#### Step5: Save Changes



## 7. How to do a quiz on ULK ELearning

Suppose as student you need to do a quiz of Cost and management course, follow the below steps to do that

### Step 1: Access Quiz



### Step 2: Quiz Details

This screenshot shows a quiz interface for 'QUIZ 1-UNIT 2\_INTRODUCTION TO MANAGEMENT ACCOUNTING'. The page includes a sidebar with navigation options like 'Course and Management Accounting (2023-2024) Acc Day', 'Participants', 'Badges', 'Competencies', 'Grades', 'General', 'Dashboard', 'Site home', 'Calendar', 'Private files', 'Content bank', 'My courses', and 'Course and Management Accounting (2023-2024) Acc Day'. The main content area contains instructions for the quiz, such as 'The quiz consists of questions carefully designed to help you test your comprehension of the information presented on the topics covered in Chapter 1: Introduction to Management Accounting' and 'Each question in the quiz is multiple-choice. Read each question carefully, and click on the button next to your response that is based on the information covered on the topic in the chapter or your best correct or incorrect response will result in appropriate feedback immediately.' Below the instructions, there is a 'Please read your notes and any additional textbooks on Management accounting before attempting the Quiz' message and a 'Good luck!' message. A modal box displays quiz details: 'Attempts allowed: 1', 'This quiz opened at Sunday, 21 January 2024, 12:00 PM', 'This quiz will close on Monday, 26 February 2024, 12:00 PM', 'Time limit: 20 mins', and 'Grading method: Last attempt'. At the bottom of the modal is a button labeled 'Attempt quiz now', which is circled in orange. A callout bubble with the text 'Click here to attempt Quiz' points to this button.

This screenshot shows the same quiz page as the first image, but with a 'Start attempt' dialog box open. The dialog box contains the text: 'Start attempt', 'Time limit: Your attempt will have a time limit of 20 mins. When you start, the timer will begin to count down and cannot be paused. You must finish your attempt before it expires. Are you sure you wish to start now?'. At the bottom of the dialog box are two buttons: 'Start attempt' (circled in orange) and 'Cancel'. A callout bubble with the text 'Click here to Start Attempt' points to the 'Start attempt' button. The background of the quiz page is dimmed.

Step 3: Start Quiz

The screenshot shows a course page for "Cost and Management Accounting (2023-2024) Acc Day". The main content area displays a quiz question: "Which of the following characteristics does NOT pertain to management accounting?". The options are: a. provides financial and operating data multidisciplinary in scope; b. generates specific purpose financial statements and reports; c. provides information and estimates about future activity; d. has extensively imposed standards. A "Check" button is visible below the options. To the right, a "Quiz navigation" panel shows a progress bar and a "Finish attempt..." button. A red arrow points from the "View Quiz Questions" text to the question area.

Cost and Management Accounting (2023-2024) Acc Day

Dashboard / My courses / Cost and Management Accounting (2023-2024) Acc Day / CHAPTER 1: INTRODUCTION TO MANAGEMENT ACCOUNTING

Quiz 1

Not complete  
Marked out of 1.00  
Flag question

Which of the following characteristics does NOT pertain to management accounting?

- a. provides financial and operating data multidisciplinary in scope
- b. generates specific purpose financial statements and reports
- c. provides information and estimates about future activity
- d. has extensively imposed standards

Check

Quiz 2

Not complete  
Marked out of 1.00  
Flag question

Management accounting and financial accounting differ in that management accounting information is prepared

- a. following prescribed rules.
- b. to summarize the whole company with little detail.
- c. using whatever methods the company finds beneficial.
- d. to shareholders.

Quiz navigation

Progress bar with 5 segments

Finish attempt...

Time left 0:11:28

View Quiz Questions

#### Step 4: Finish Quiz

The screenshot shows the final question of the quiz: "Financial accounting is primarily concerned with providing financial reports to all of the following EXCEPT". The options are: a. creditors such as banks and other financial institutions; b. creditors such as suppliers; c. management of the firm; d. shareholders of the company. A "Check" button is visible below the options. At the bottom right, a "Finish attempt..." button is highlighted with a red arrow pointing from the "Finish Quiz" text in a callout box.

Cost and Management Accounting (2023-2024) Acc Day

Dashboard / My courses / Cost and Management Accounting (2023-2024) Acc Day / CHAPTER 1: INTRODUCTION TO MANAGEMENT ACCOUNTING

Quiz 5

Not complete  
Marked out of 1.00  
Flag question

Financial accounting is primarily concerned with providing financial reports to all of the following EXCEPT

- a. creditors such as banks and other financial institutions.
- b. creditors such as suppliers.
- c. management of the firm.
- d. shareholders of the company.

Check

Finish attempt...

Finish Quiz