KIGALI INDEPENDENT UNIVERSITY

(ULK)

ELEARNING USER MANUAL

February 2024

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1. Introduction

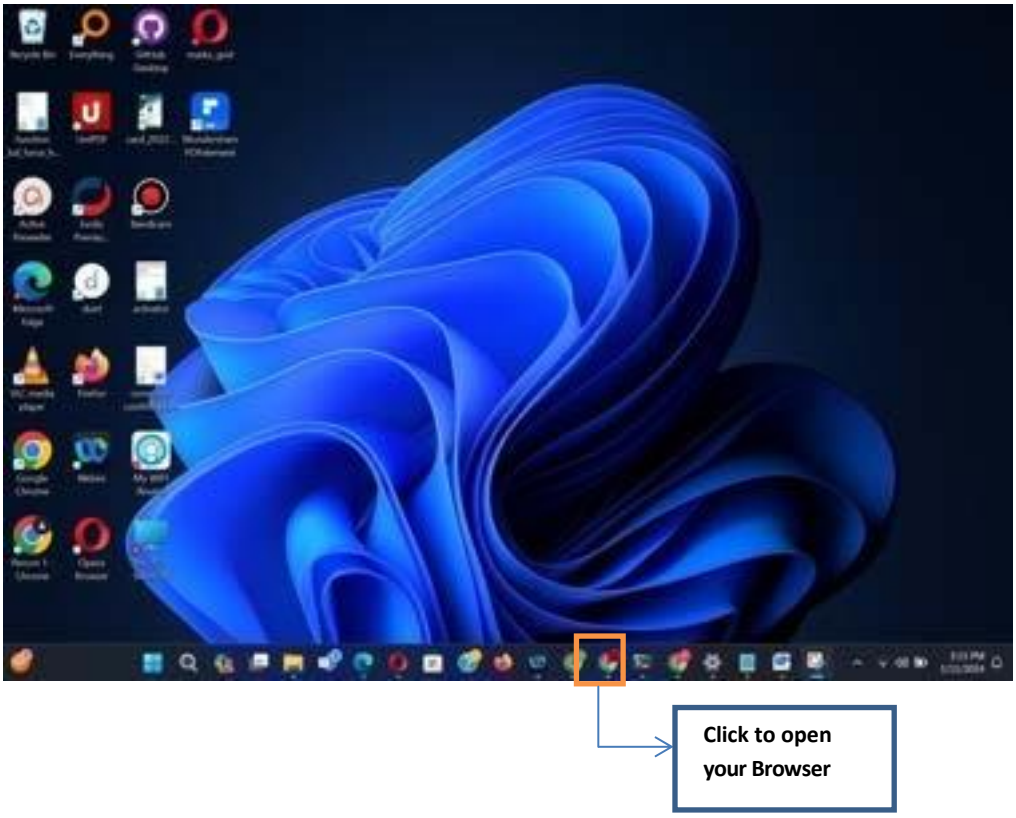
Welcome to the ULK ELearning User Manual! This comprehensive guide is designed to assist you in navigating and maximizing your experience with ULK ELearning, our cutting-edge platform for online education. Whether you are a lecturer, instructor, or administrator, this manual will provide you with the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

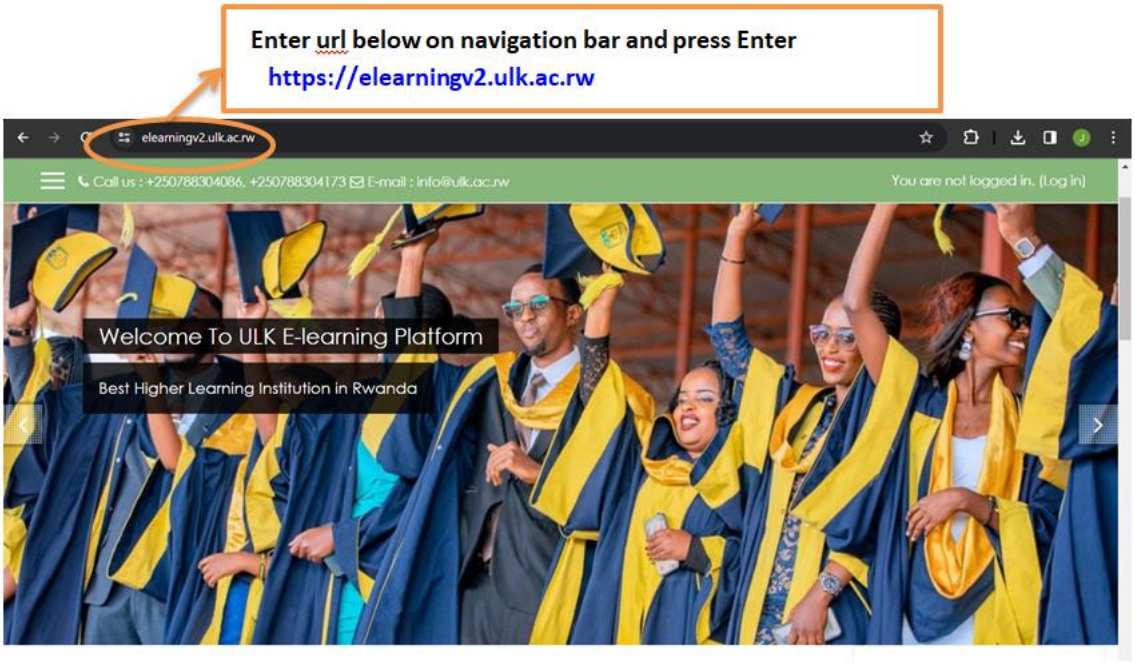
In this manual, you will find systematic instructions, tips, and troubleshooting advice to help you effectively utilize all the features of ULK ELearning. Whether you are a novice or an experienced user, this manual will serve as your go-to resource for navigating the platform with ease.

2. How to create account on ULK ELearning

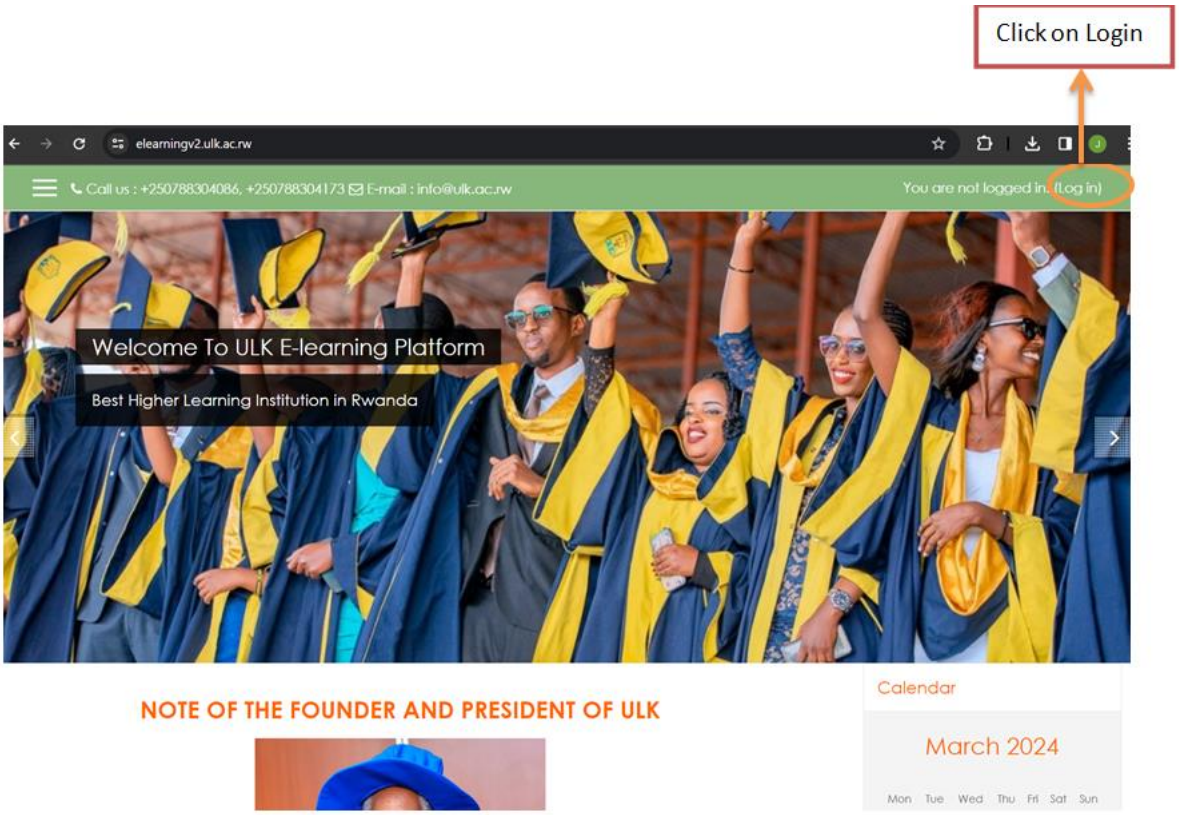
Step1: Open Your Browser (such as Google chrome, Mozilla,)



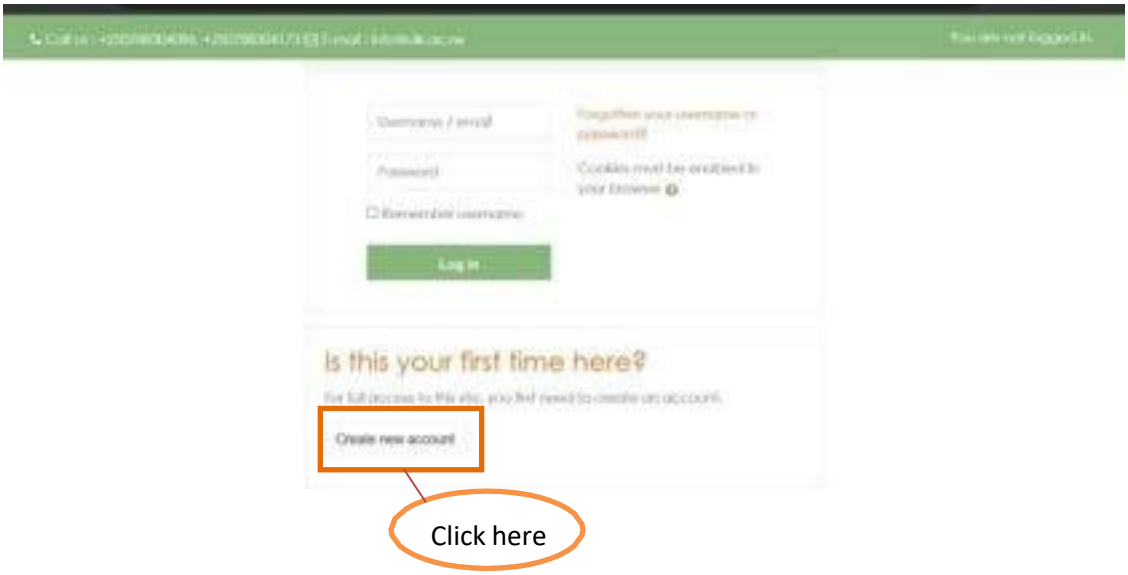
Step2: Enter ELearning URL on navigation bar (https://elearningv2.ulk.ac.rw)



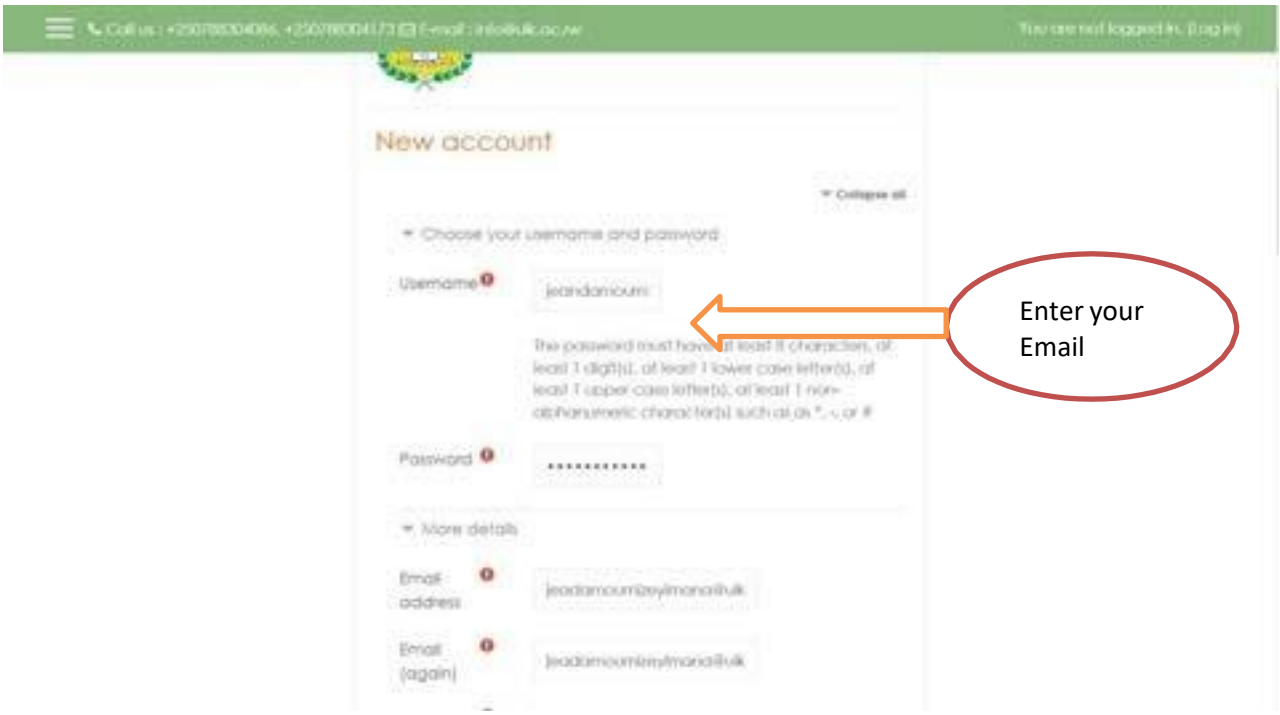
Step3: Click on login

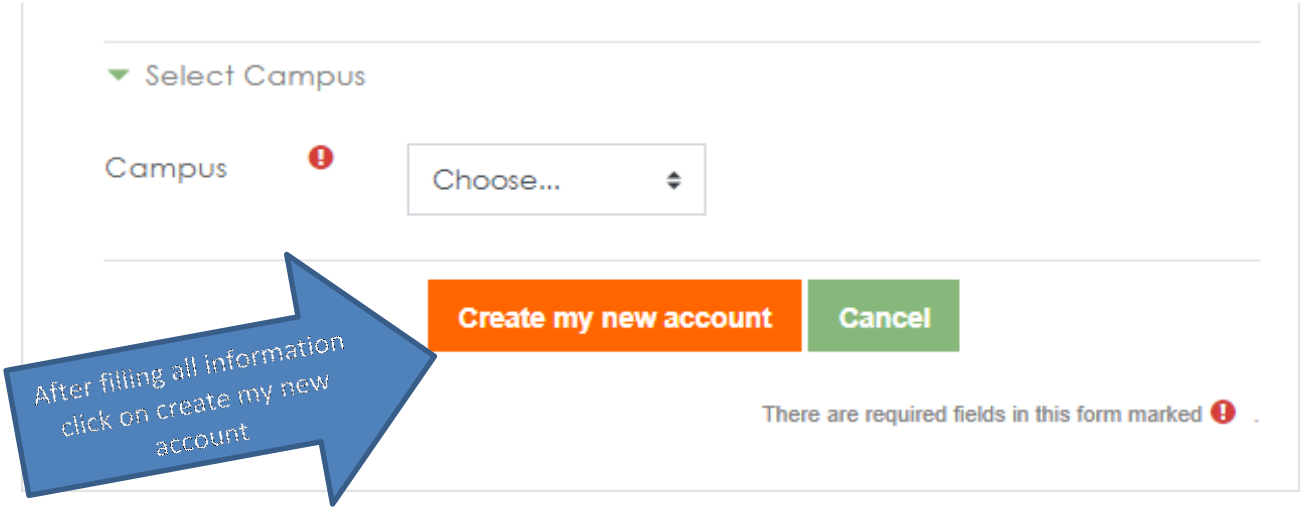


Step4: Click on Create New Account Button



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

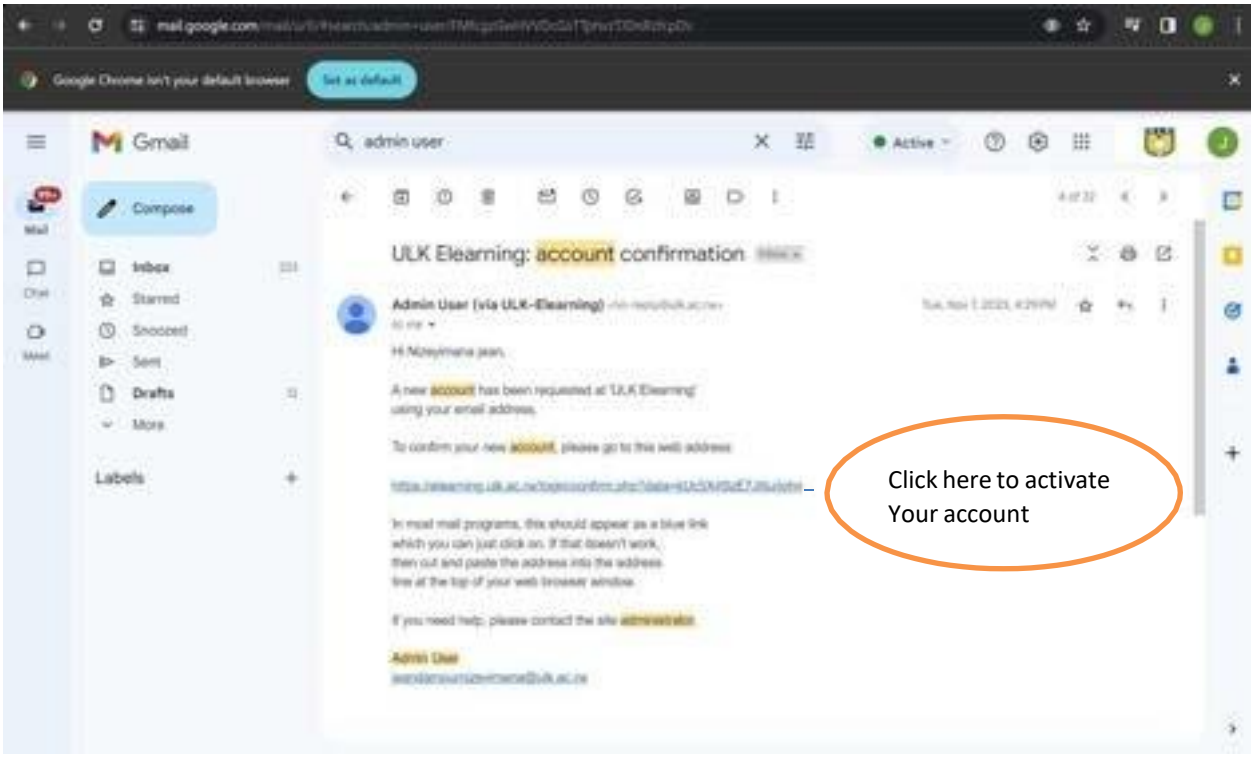




Step 6: Registration Success Confirmation

An email should have been sent to your address of jeadamoumzeyimana@ulk.ac.rw
It contains easy instructions to complete your registration.
If you continue to have difficulty, contact the site administrator.
Continue
Registration success confirmation

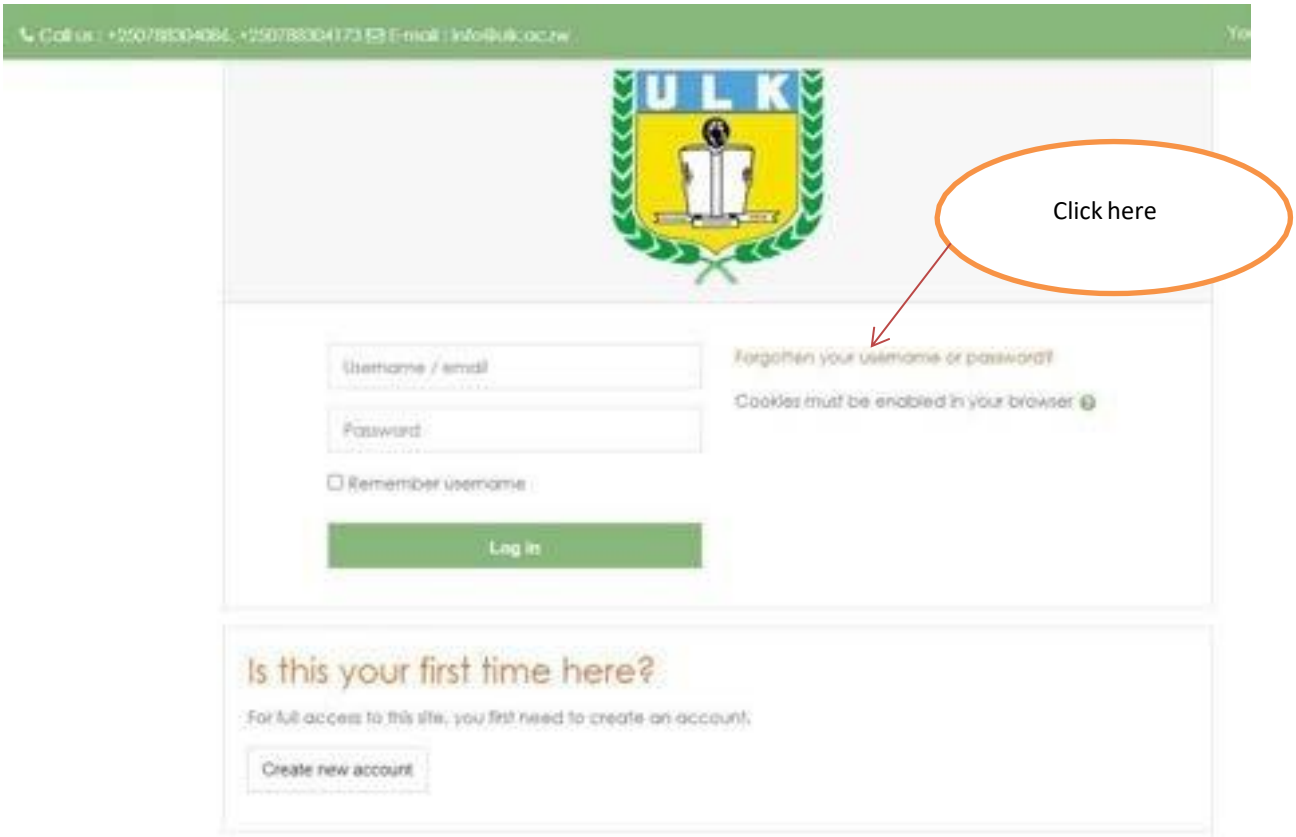
Step 7: Check and activate account



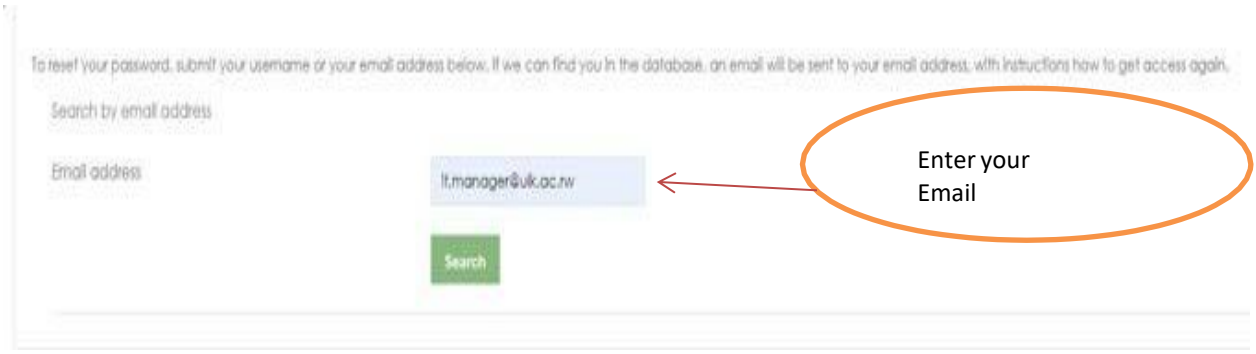
3. How to Reset ELearning account Password

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

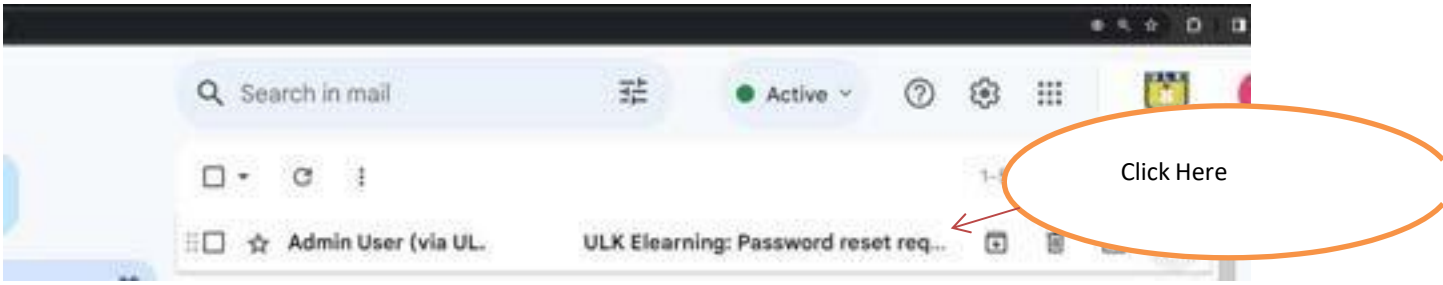
Step1: Go to login Page



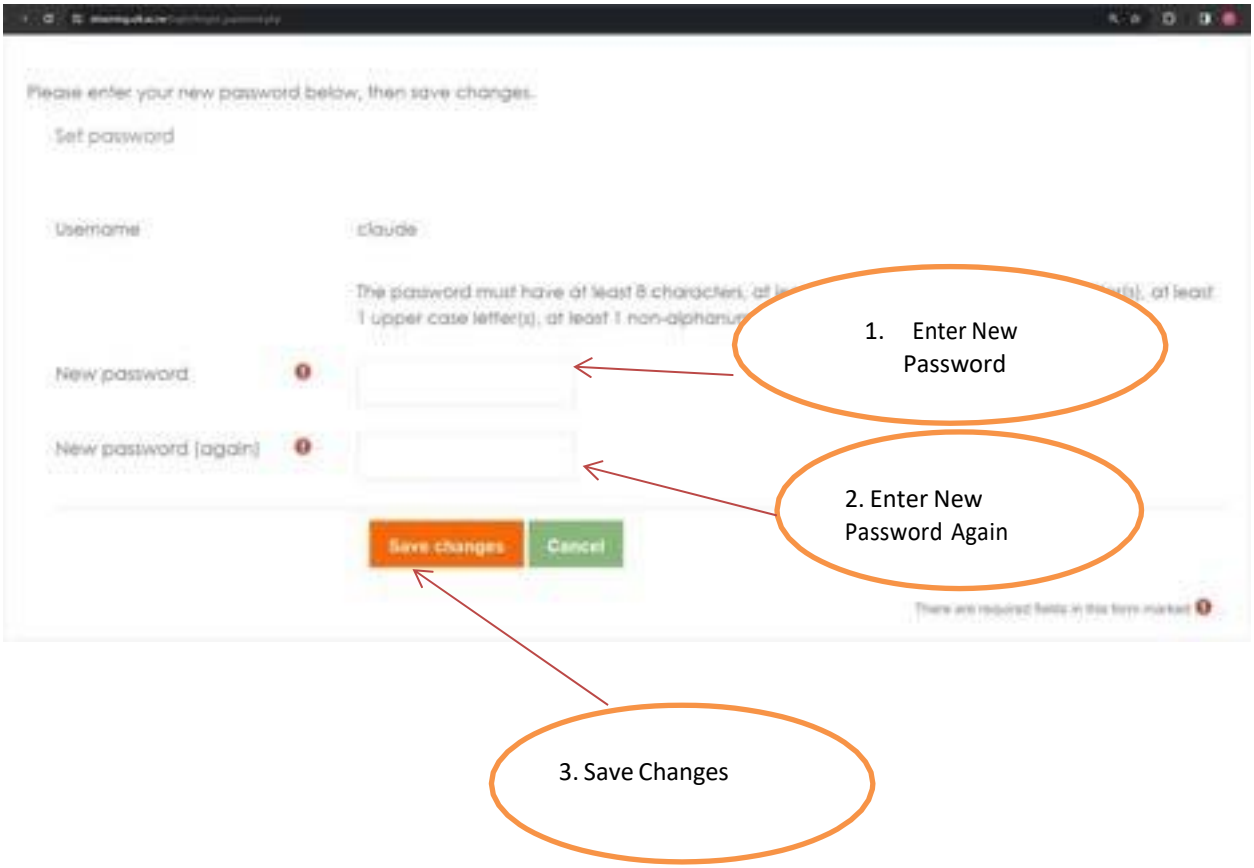
Step2: Enter your Email

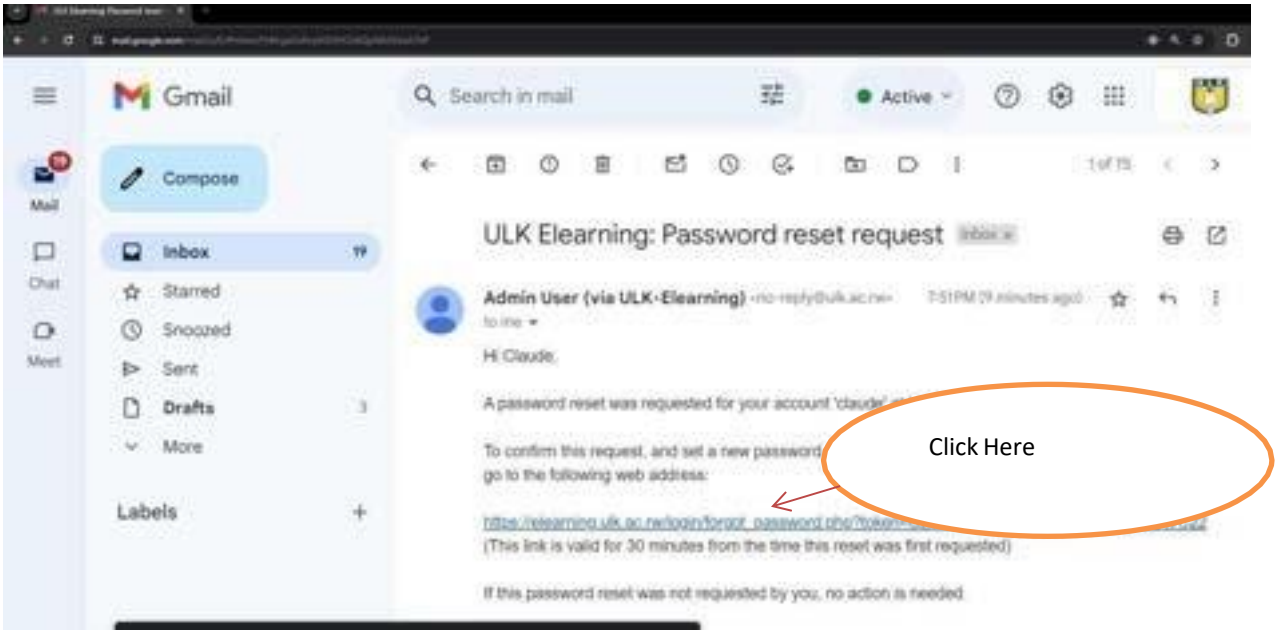


Step3: Check your Gmail inbox



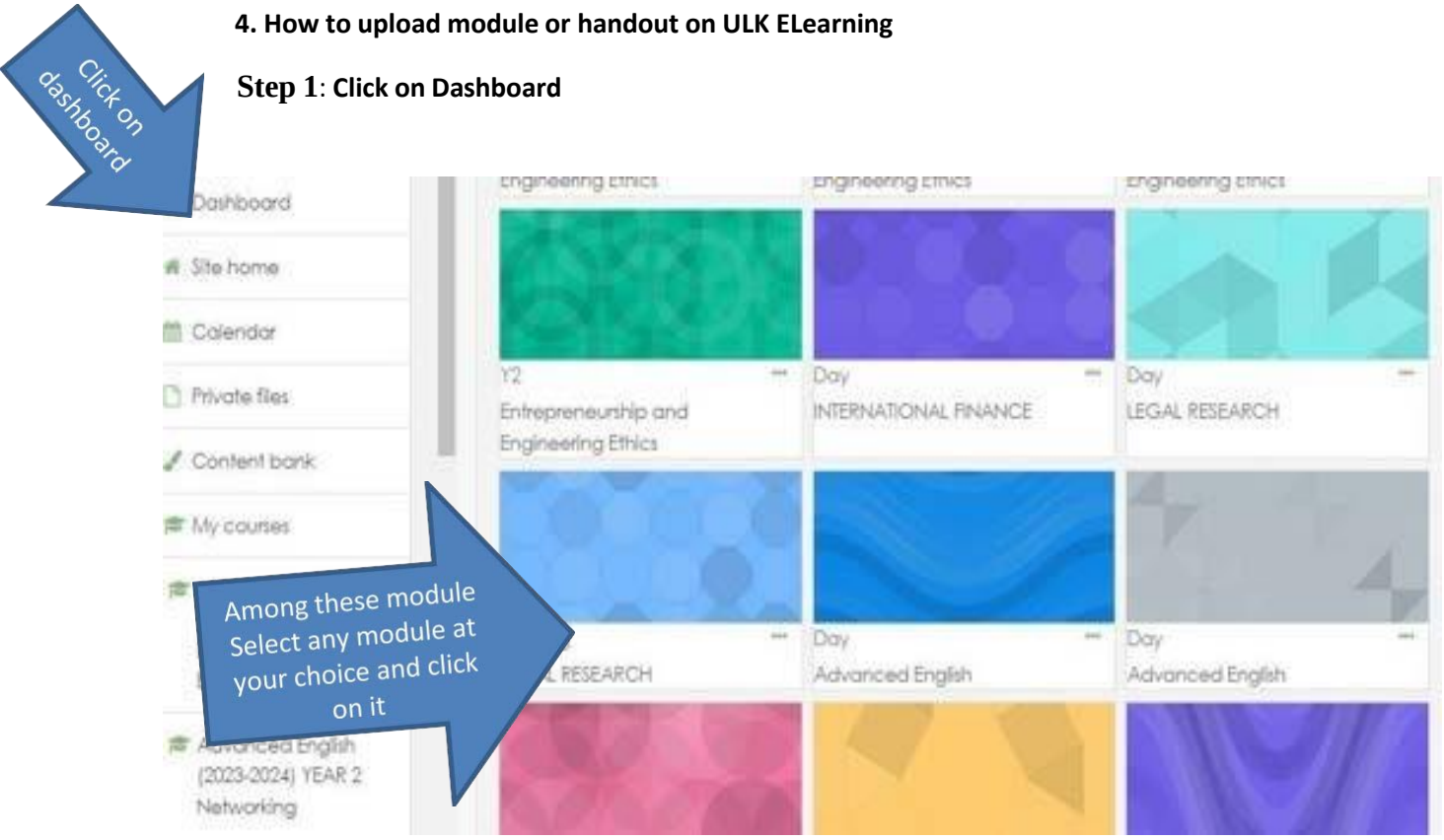
Step 4: Changing Account Credentials



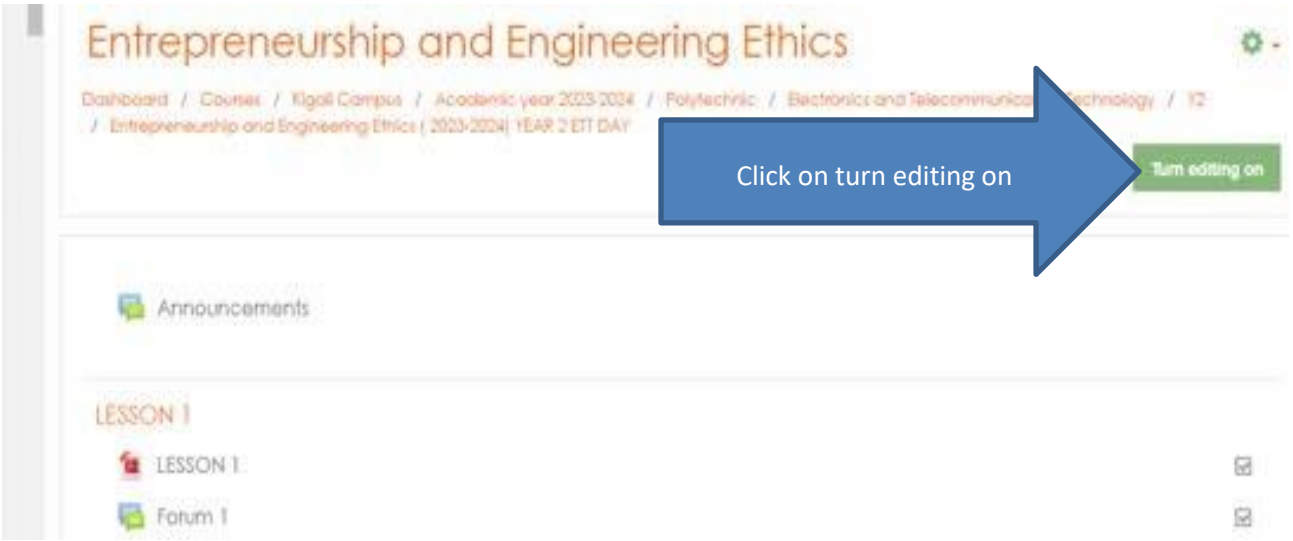

Gmail
Search in mail
Active
Compose
Inbox
Starred
Snoozed
Sent
Drafts
More
Labels
Mail
Chat
Meet
ULK Elearning: Password reset request
Admin User (via ULK-Elearning)
Hi Claude,
A password reset was requested for your account 'claude'
To confirm this request, and set a new password
go to the following web address:
(This link is valid for 30 minutes from the time this reset was first requested)
If this password reset was not requested by you, no action is needed
Click Here

4. How to upload module or handout on ULK ELearning

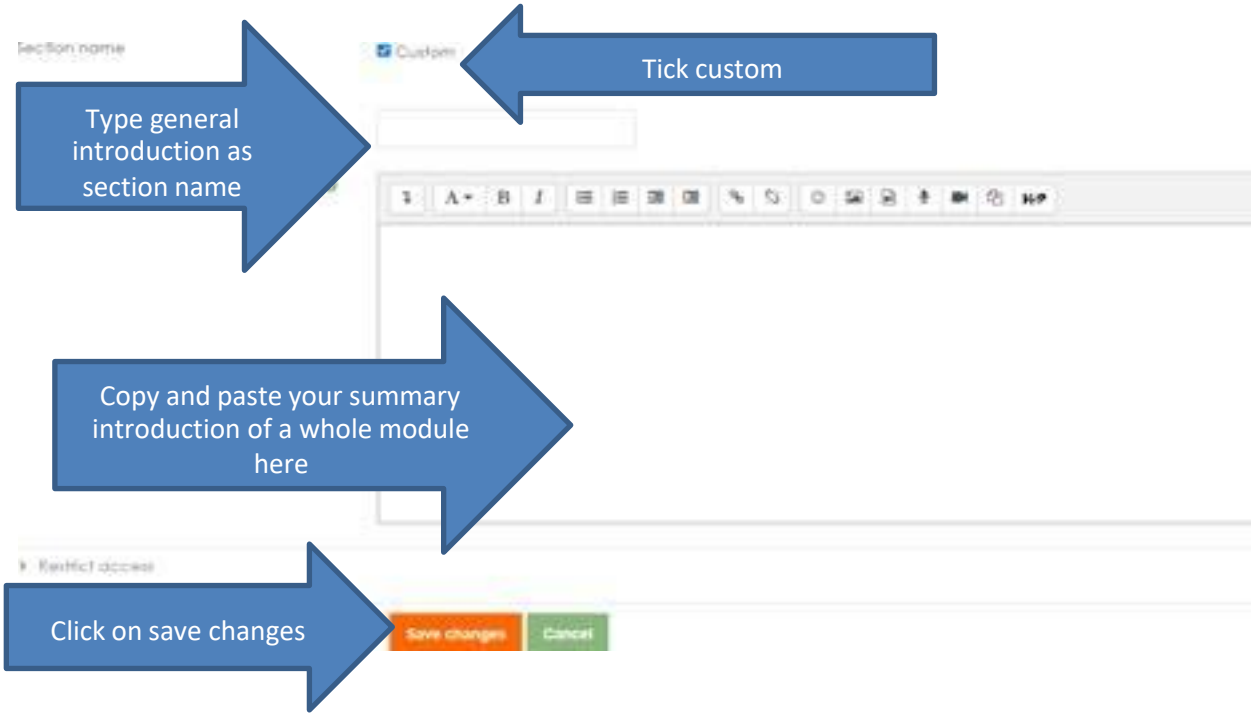
Step 1: **Click on Dashboard**



Step 2: Click on turn editing on

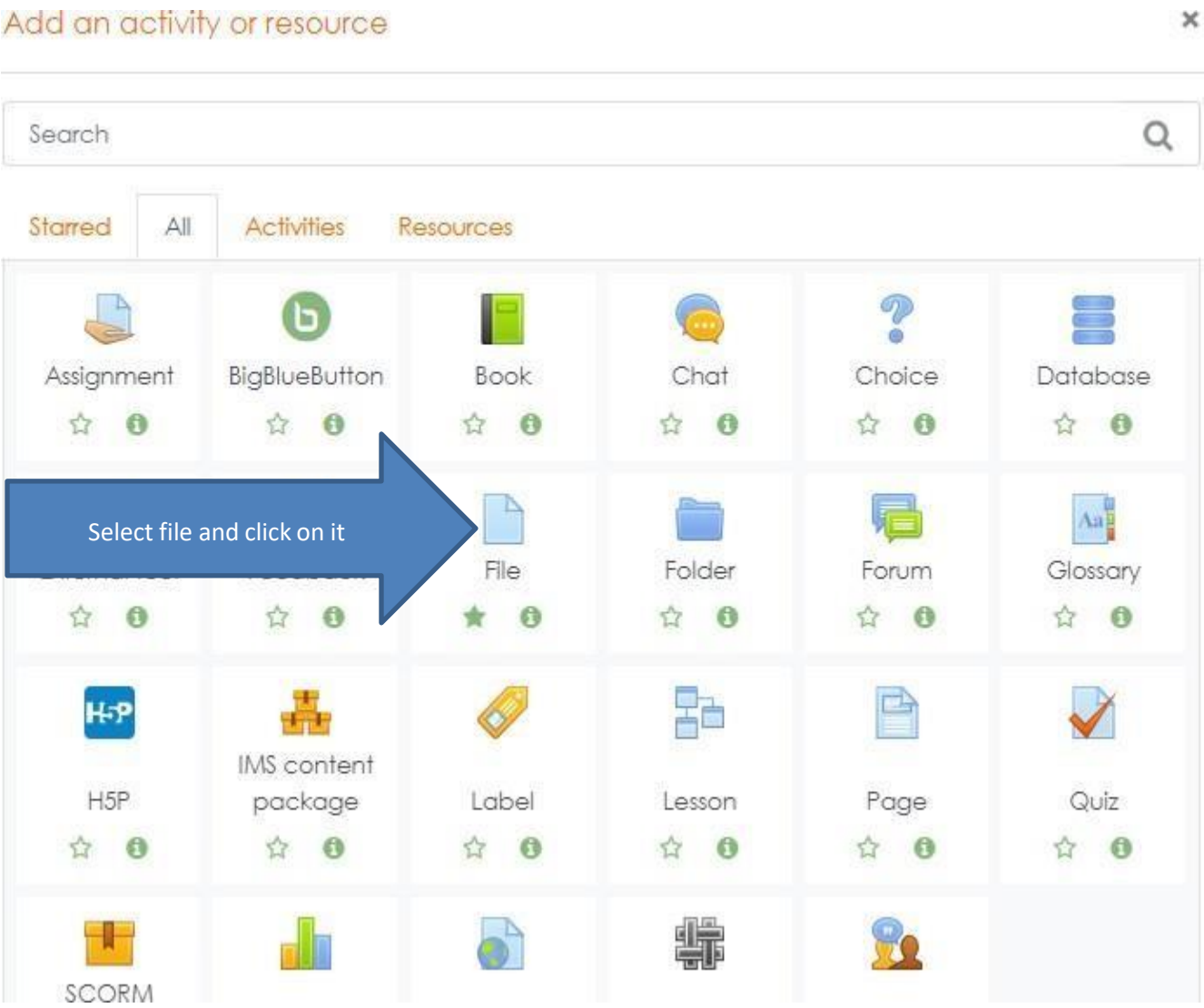


Entrepreneurship and Engineering Ethics
Click on edit and select edit section
Announcements
Edit section

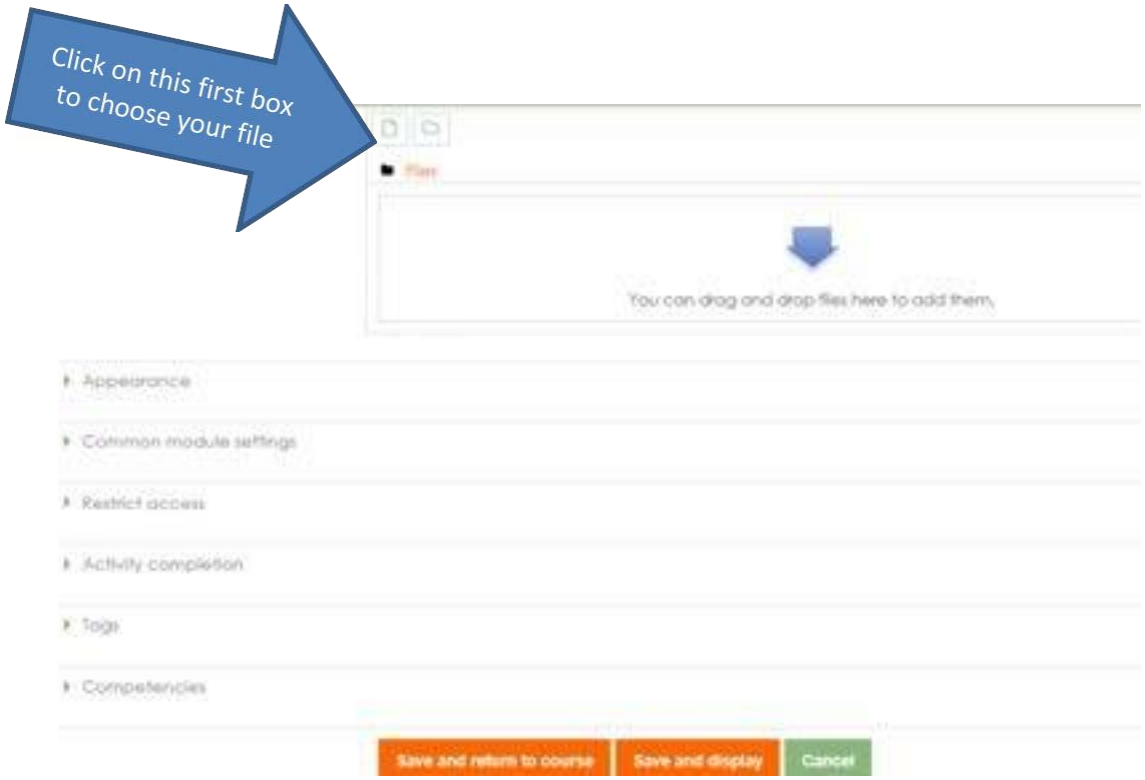

Tick custom
Type general introduction as section name
Copy and paste your summary introduction of a whole module here
Click on save changes
Save changes
Cancel

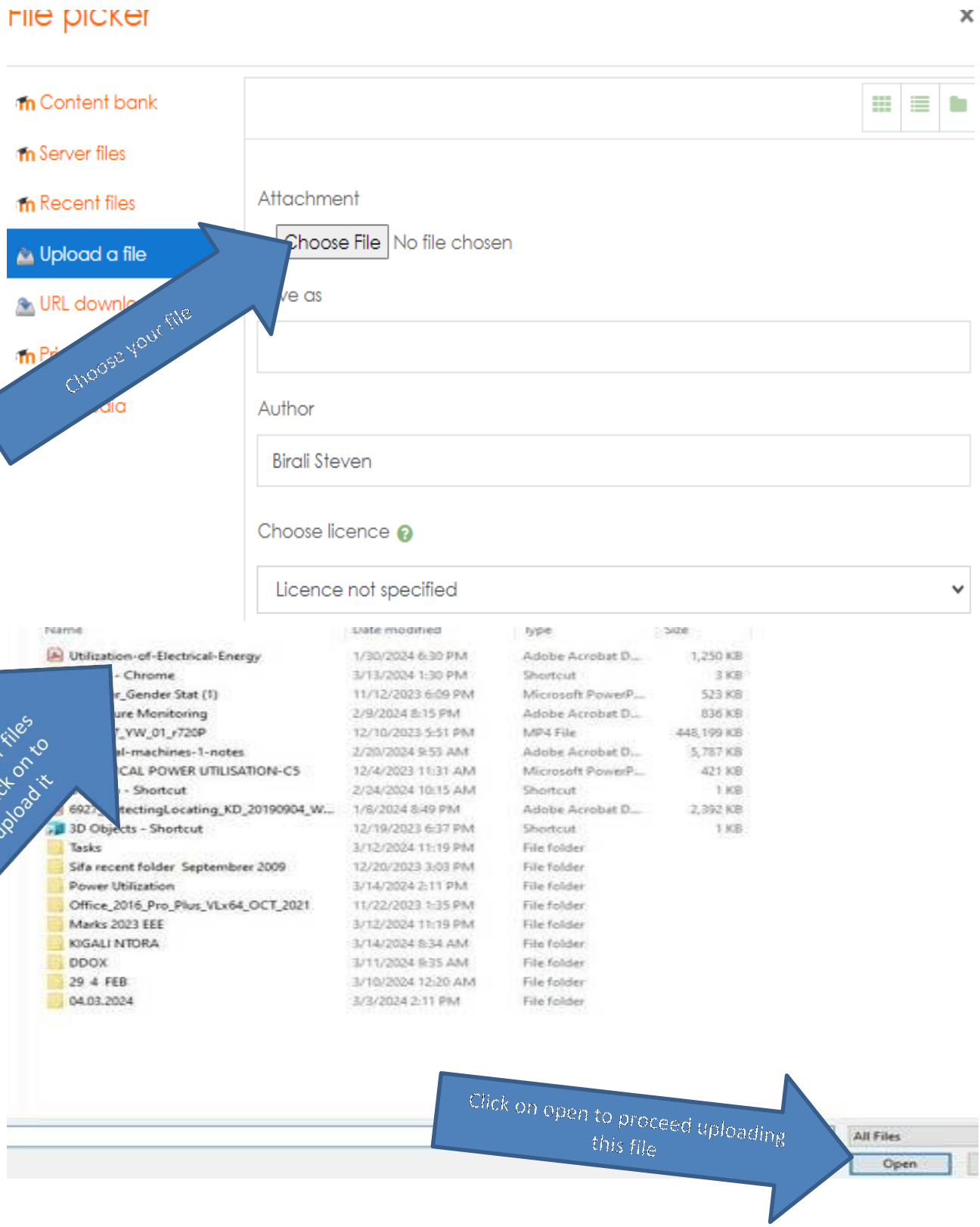
Step 3: Add chapters, Learning units and Lessons

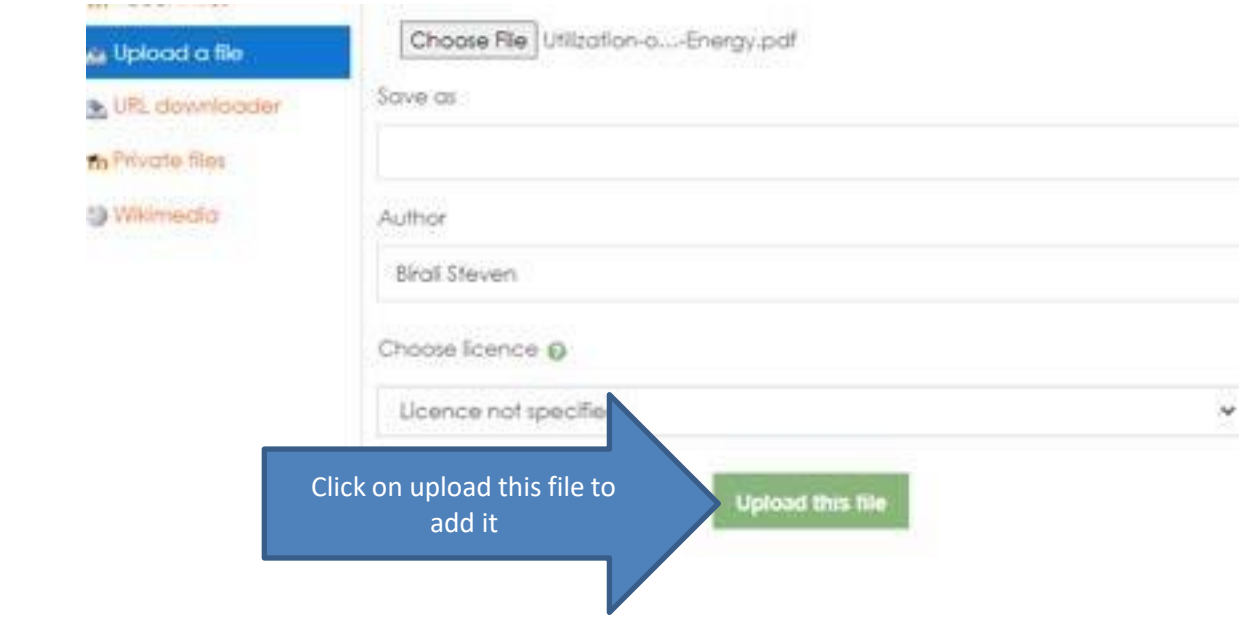
Step 4 : Uploading a whole dule

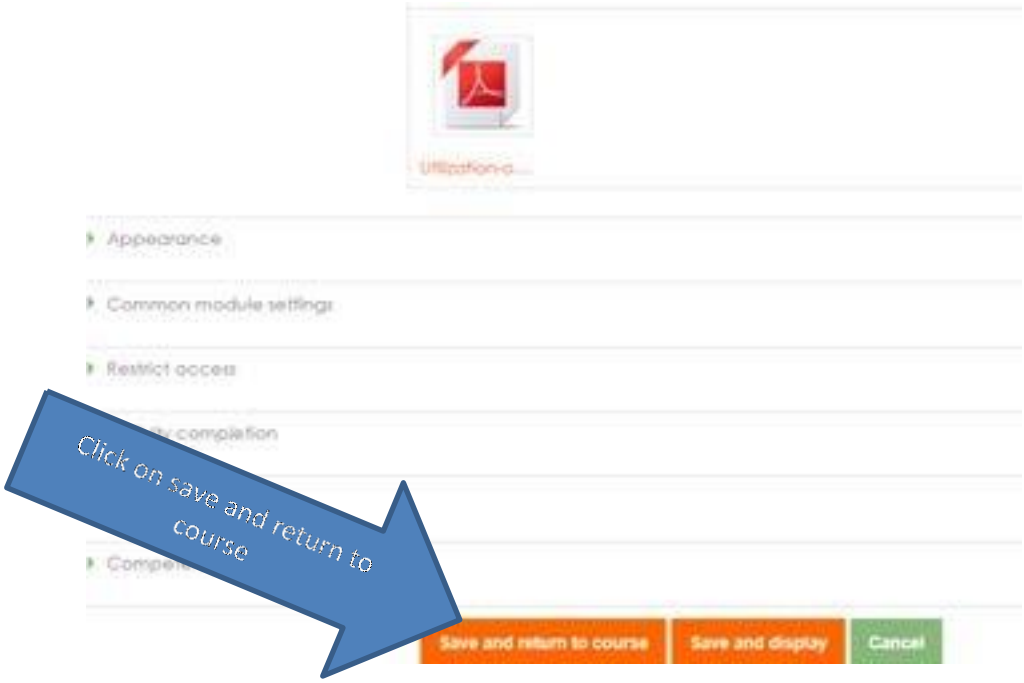


Type for instance Lesson on Handout as General name
LESSON 1
Name
Description
Display description on course page


Click on this first box to choose your file
Files
You can drag and drop files here to add them.
Appearance
Common module settings
Restrict access
Activity completion
Tags
Competencies
Save and return to course
Save and display
Cancel

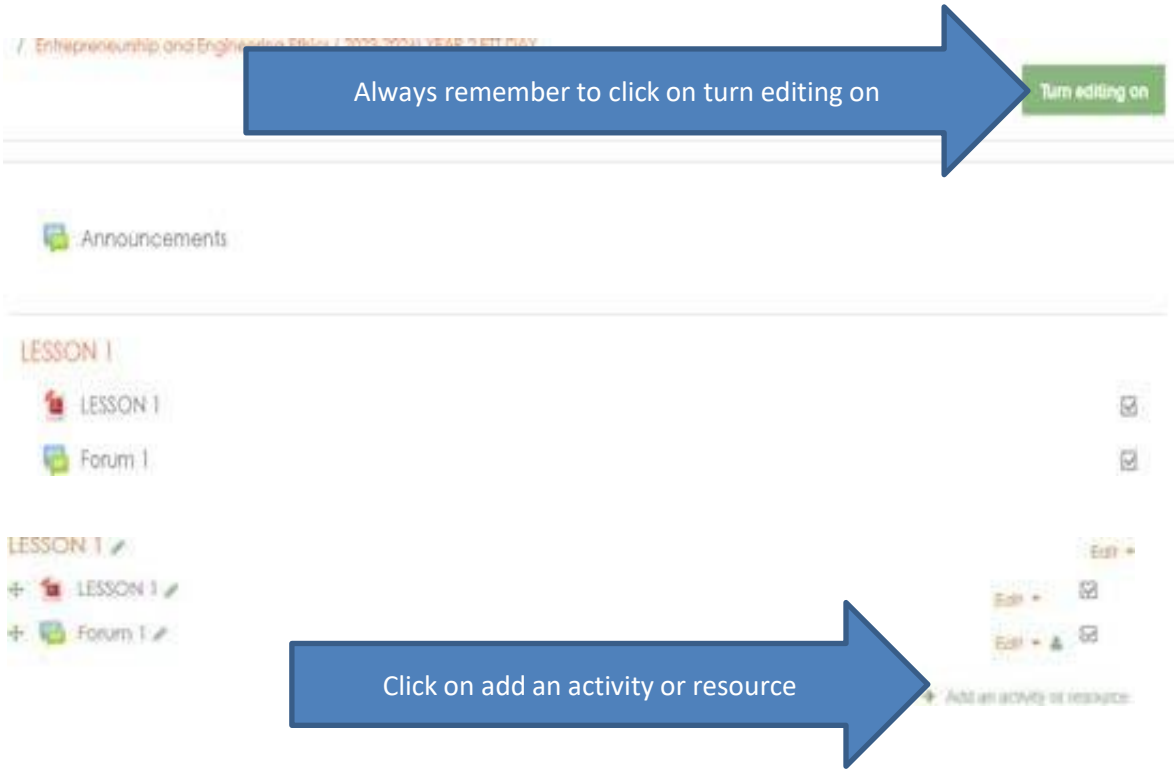

File picker
Content bank
Server files
Recent files
Upload a file
Choose your file
Attachment
Choose File
No file chosen
Author
Birali Steven
Choose licence
Licence not specified
Select your files and click on to upload it
Click on open to proceed uploading this file
All Files
Open

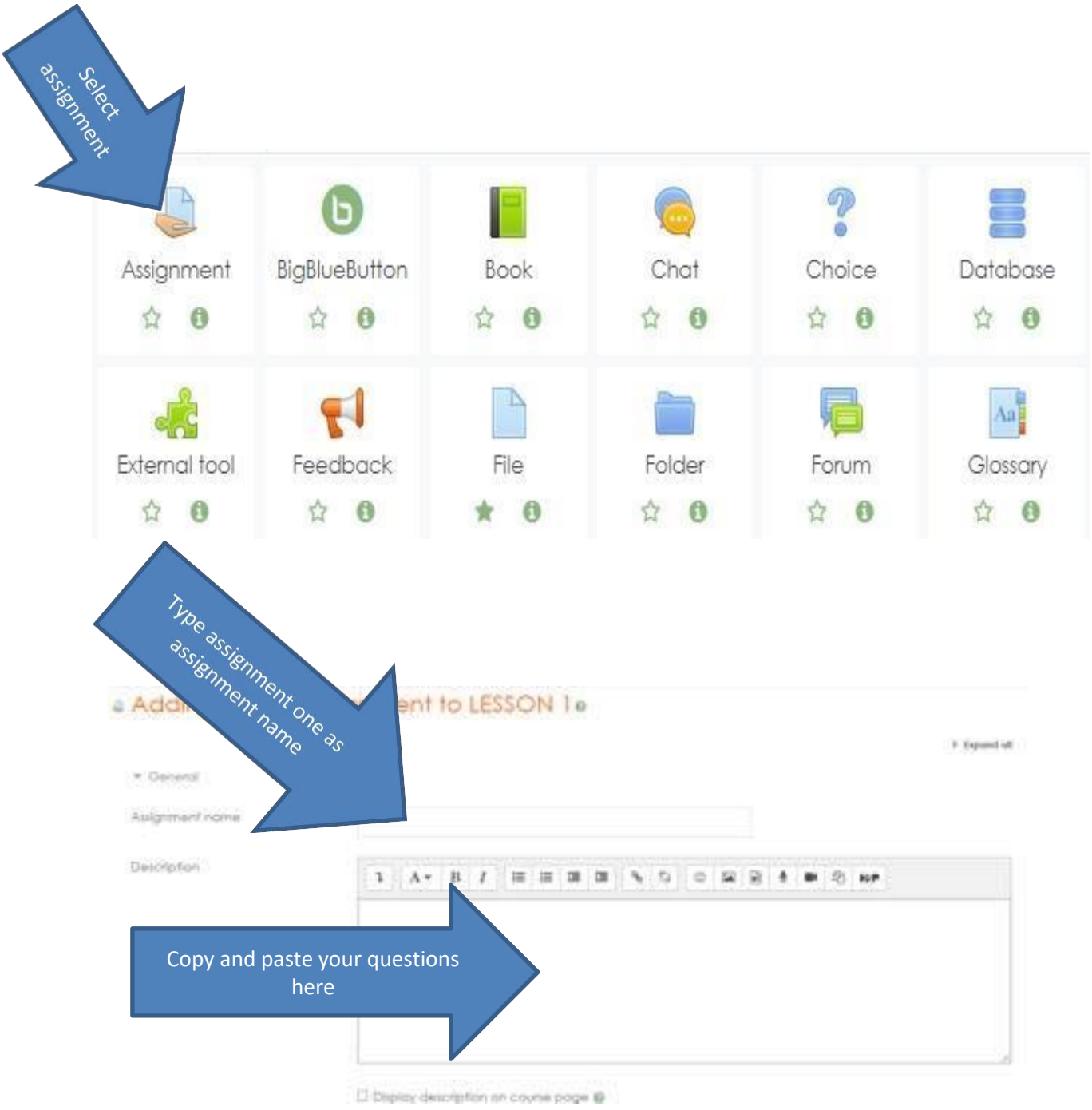

Upload a file
URL downloader
Private files
Wikimedia
Choose File
Utilization-o...-Energy.pdf
Save as
Author
Biral Steven
Choose licence
Licence not specifie
Click on upload this file to add it
Upload this file

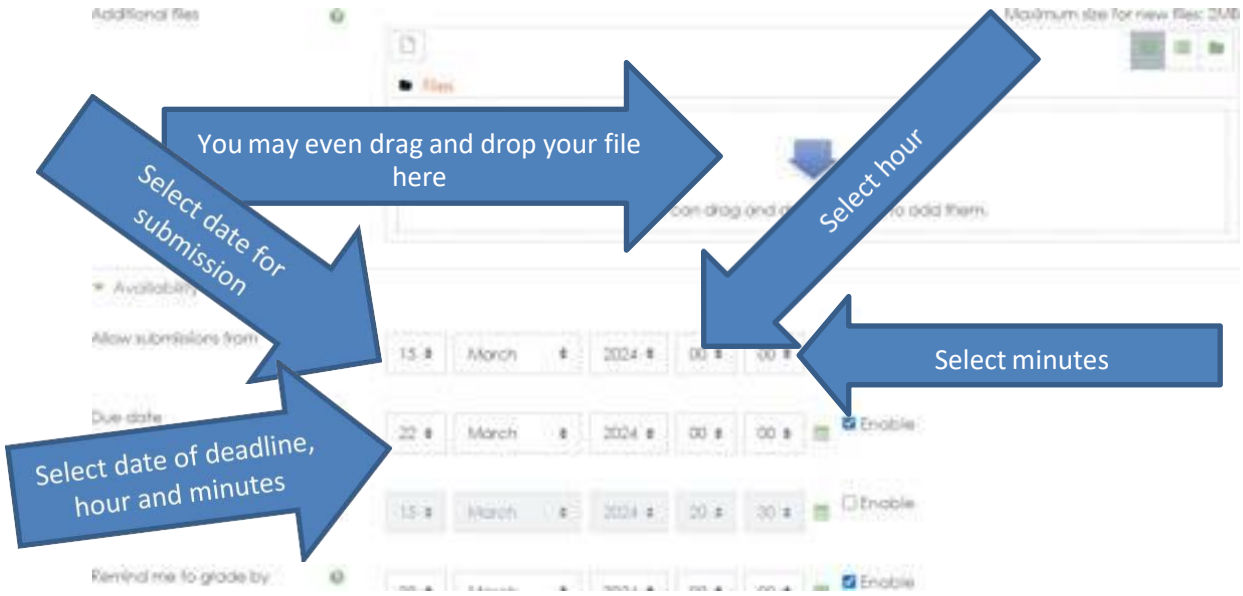

Appearance
Common module settings
Restrict access
Click on save and return to course
Save and return to course
Save and display
Cancel

5. **How to upload an assignment**

Step 1: Click on your module and select turn editing on



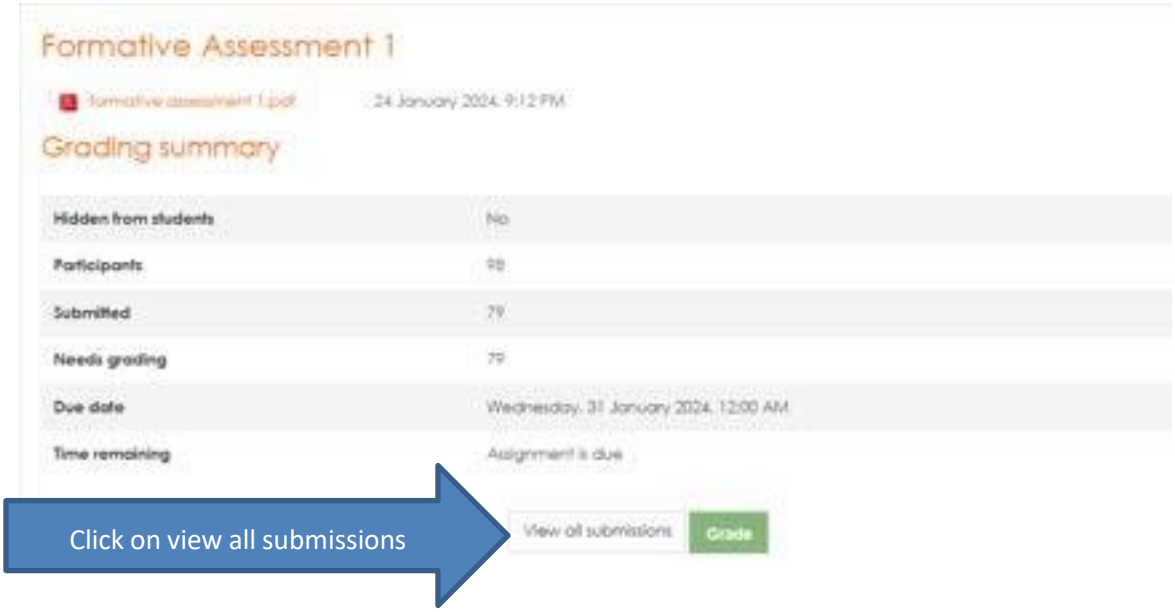

Select assignment
Assignment
BigBlueButton
Book
Chat
Choice
Database
External tool
Feedback
File
Folder
Forum
Glossary
Type assignment one as assignment name
Copy and paste your questions here

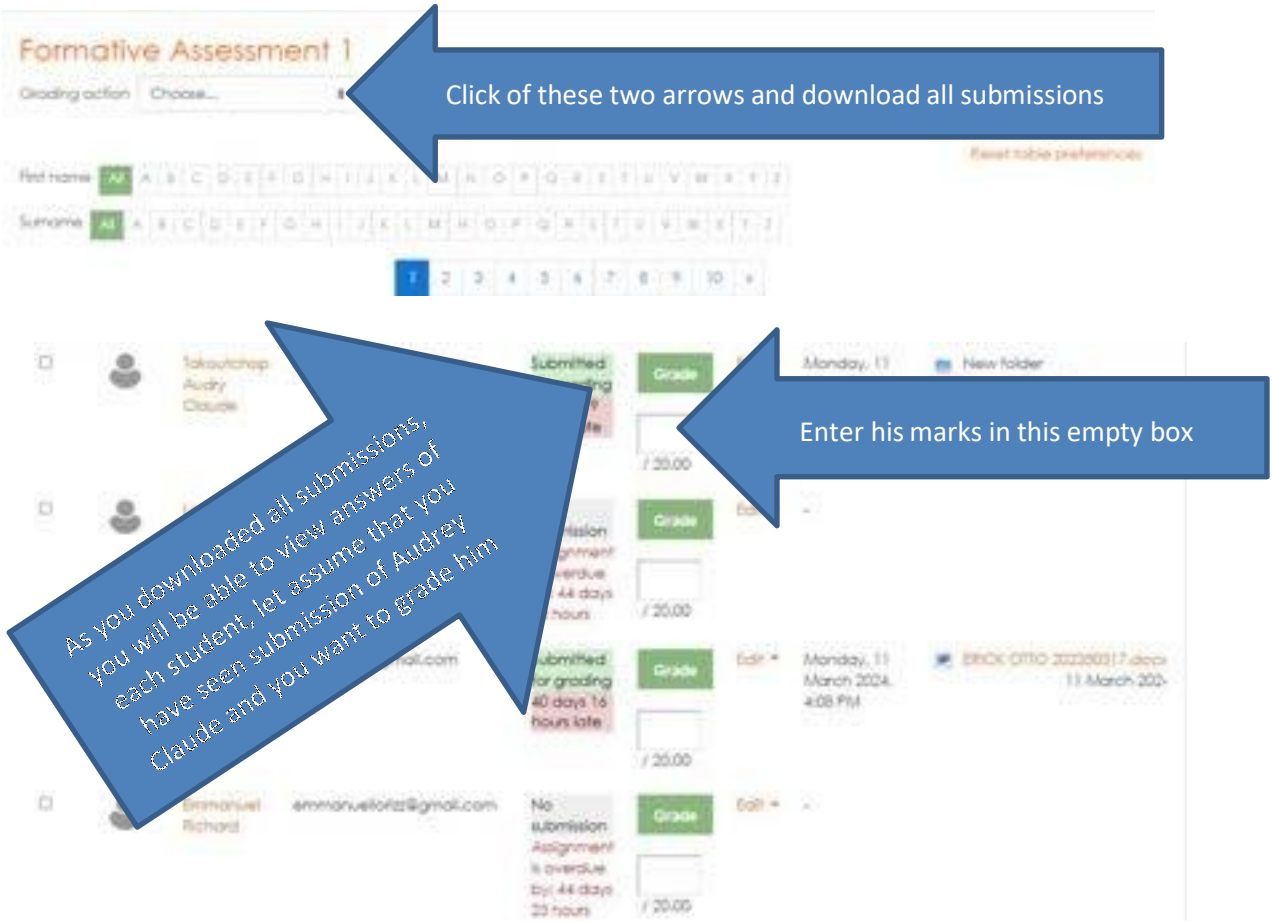

You may even drag and drop your file here
Select date for submission
Select hour
Select minutes
Select date of deadline, hour and minutes

Group submission settings
Notifications
Grade
Common module settings
Restrict access
Activity completion
Tags
Competencies
Click on save and return to course
Save and return to course
Save and display
Cancel

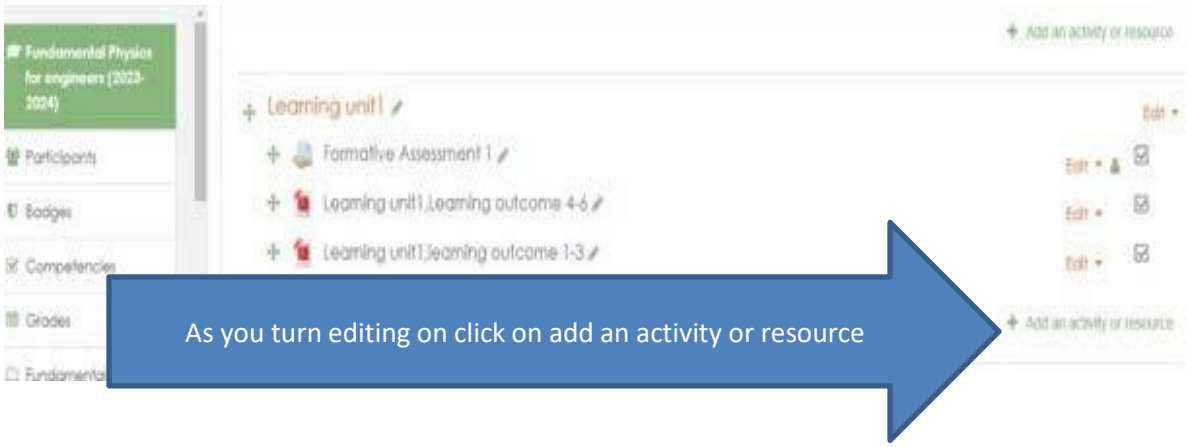
6. How to grade students

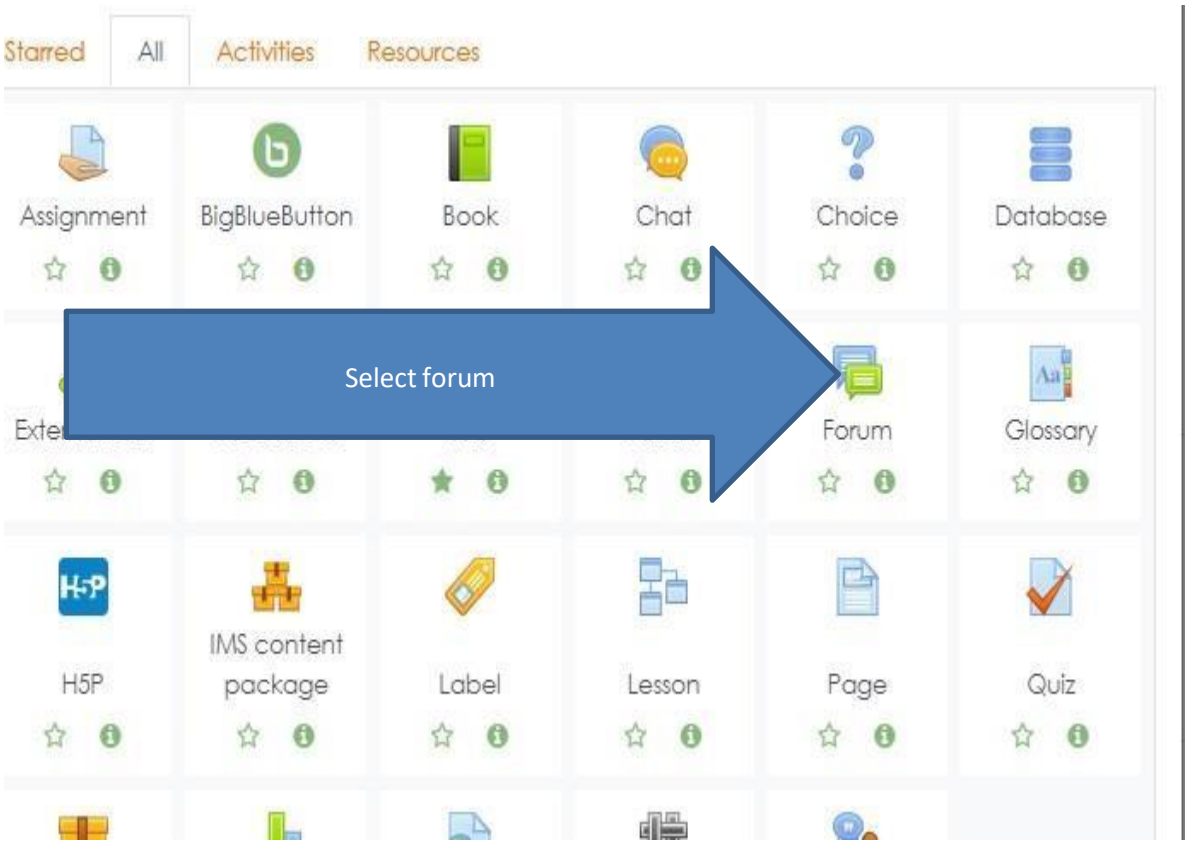
Step 1: Click on Assignment or Formative Assignment



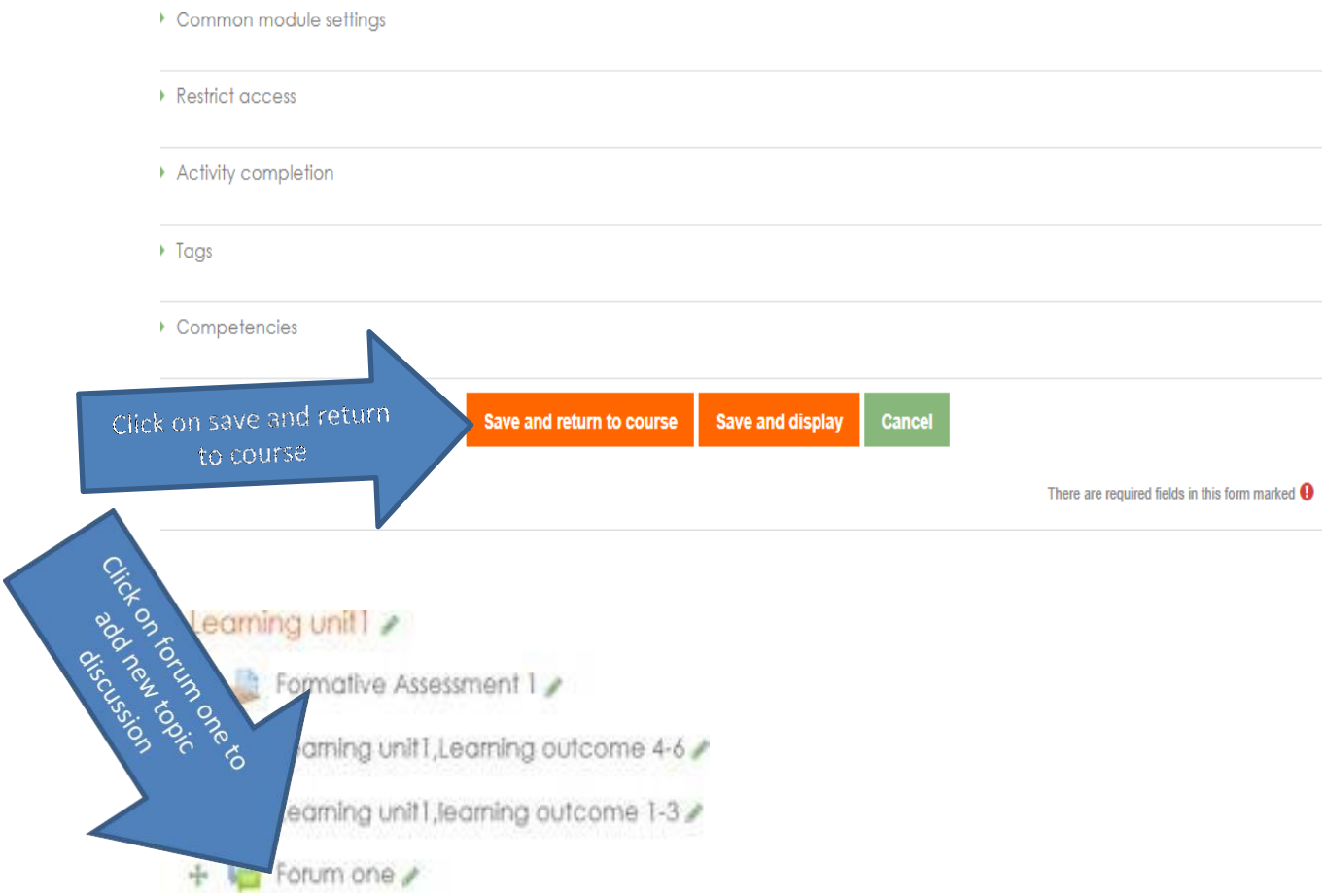


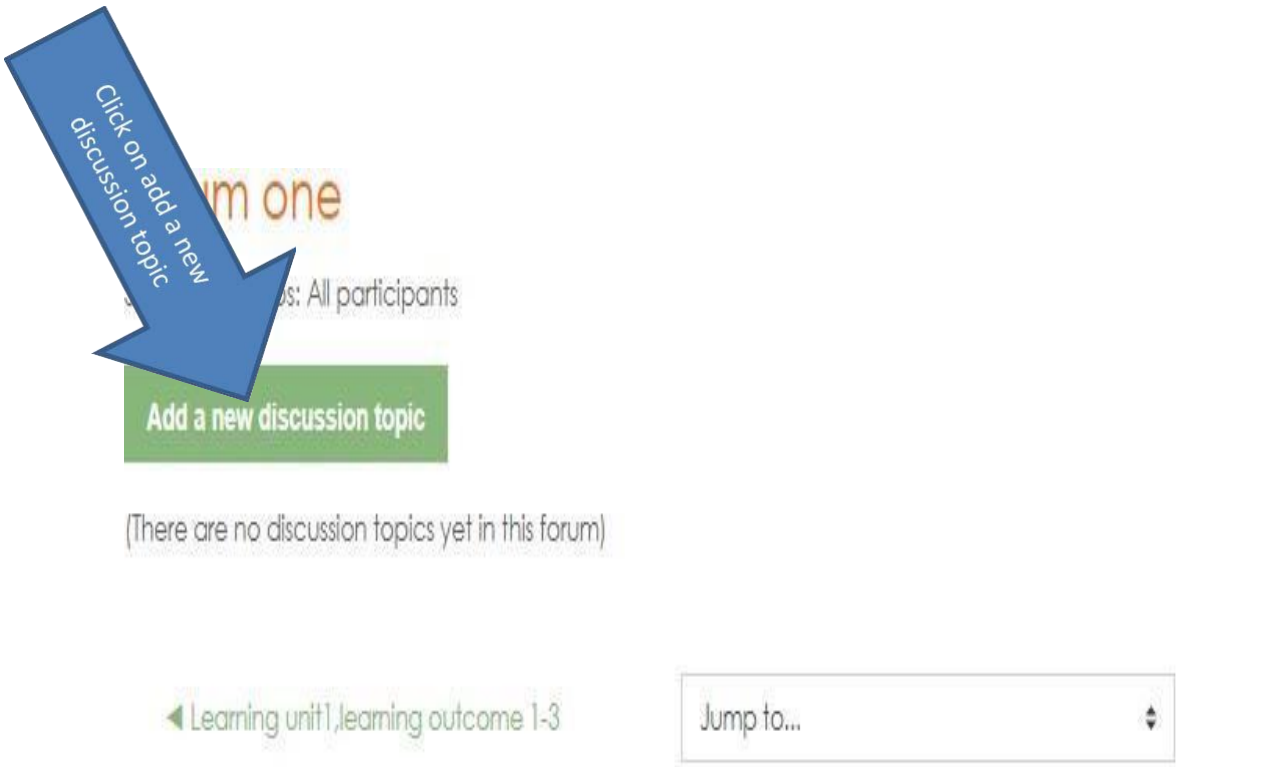
7. How to create forum discussion

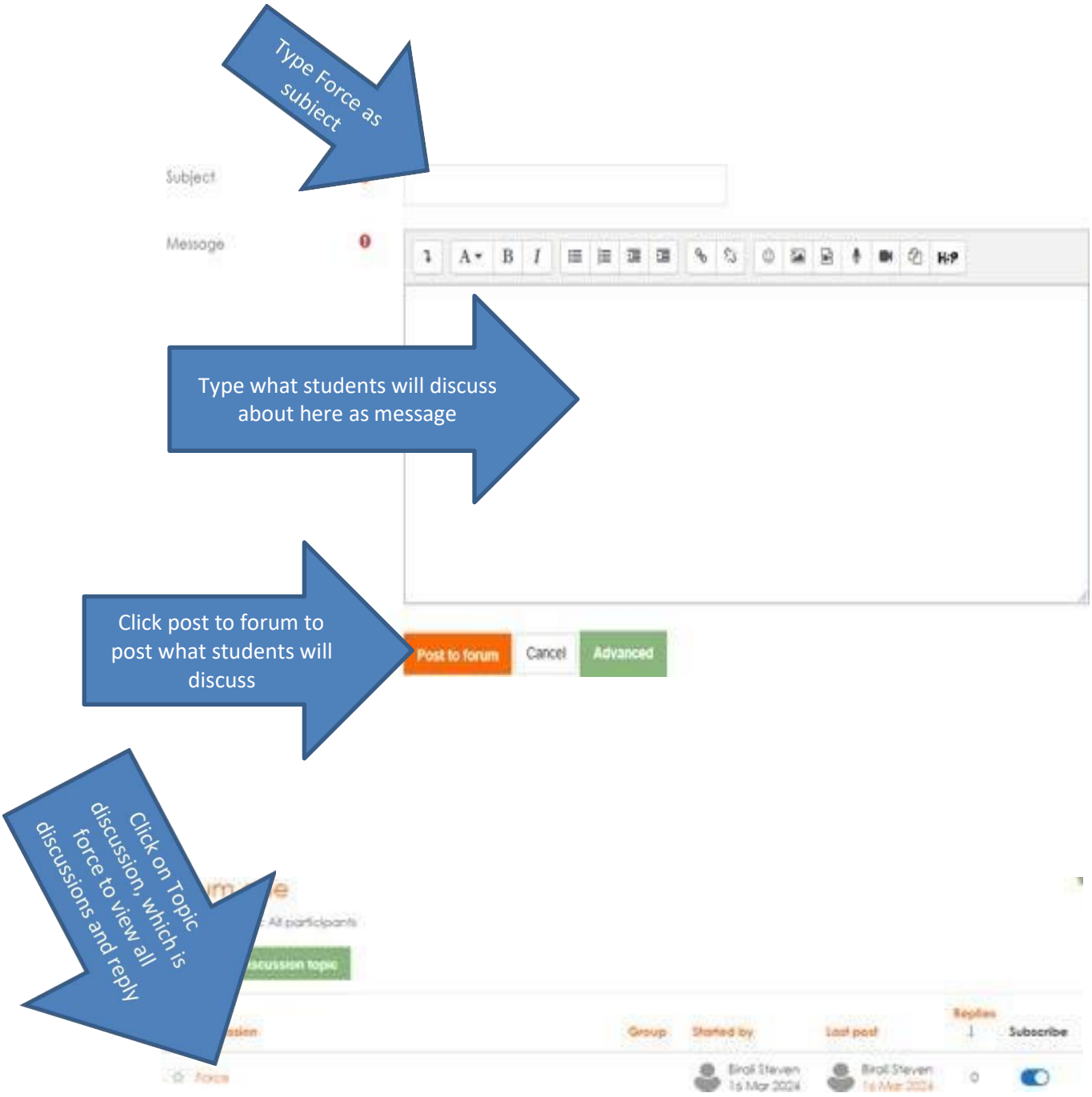



Starred
All
Activities
Resources
Assignment
BigBlueButton
Book
Chat
Choice
Database
Select forum
Forum
Glossary
H5P
IMS content package
Label
Lesson
Page
Quiz

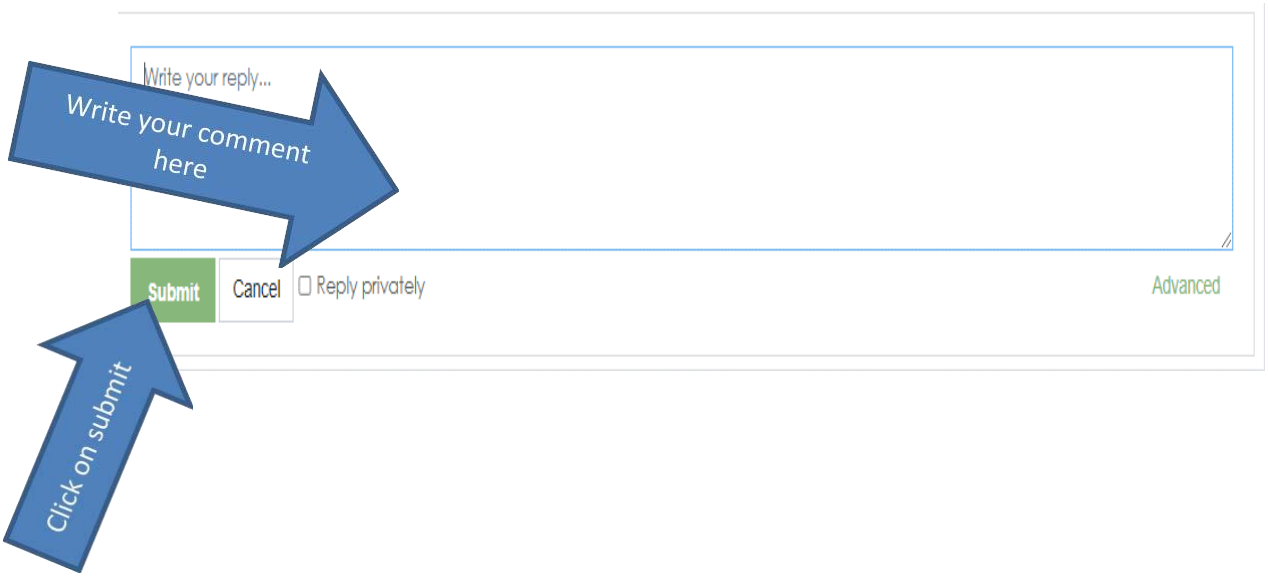
General
Forum name
Description
Type forum one as forum name


Common module settings
Restrict access
Activity completion
Tags
Competencies
Click on save and return to course
Save and return to course
Save and display
Cancel
There are required fields in this form marked
Click on forum one to add new topic discussion
Learning unit1
Formative Assessment 1
arning unit1,Learning outcome 4-6
earning unit1,learning outcome 1-3
Forum one


Click on add a new discussion topic
m one
s: All participants
Add a new discussion topic
(There are no discussion topics yet in this forum)
Learning unit1,learning outcome 1-3
Jump to...

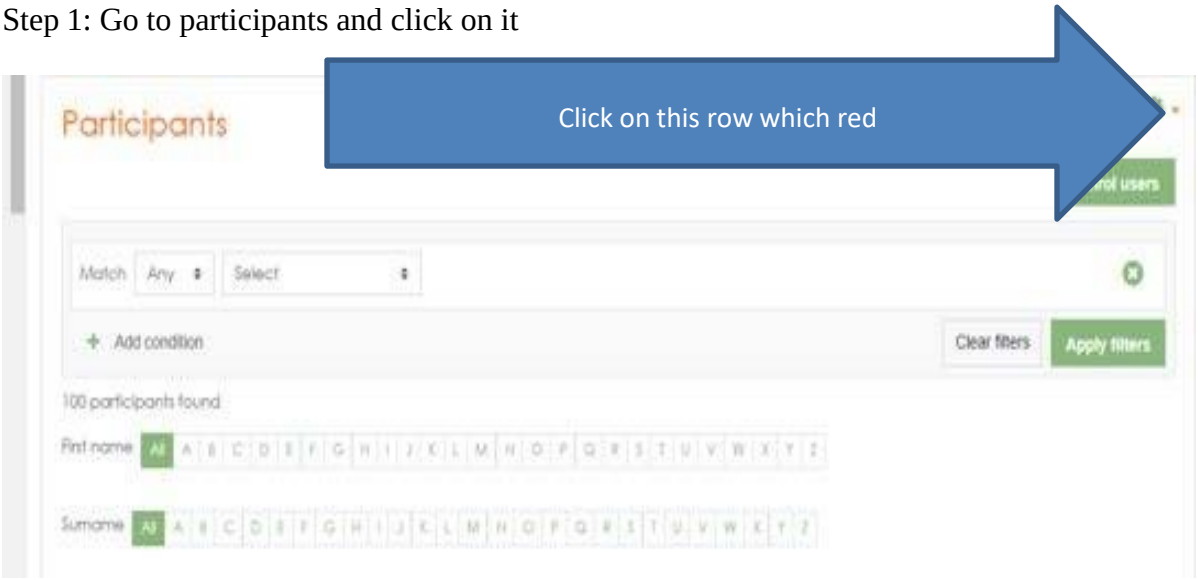

Type Force as subject
Subject
Message
Type what students will discuss about here as message
Click post to forum to post what students will discuss
Post to forum
Cancel
Advanced
Click on Topic discussion, which is force to view all discussions and reply
Group
Started by
Last post
Replies
Subscribe

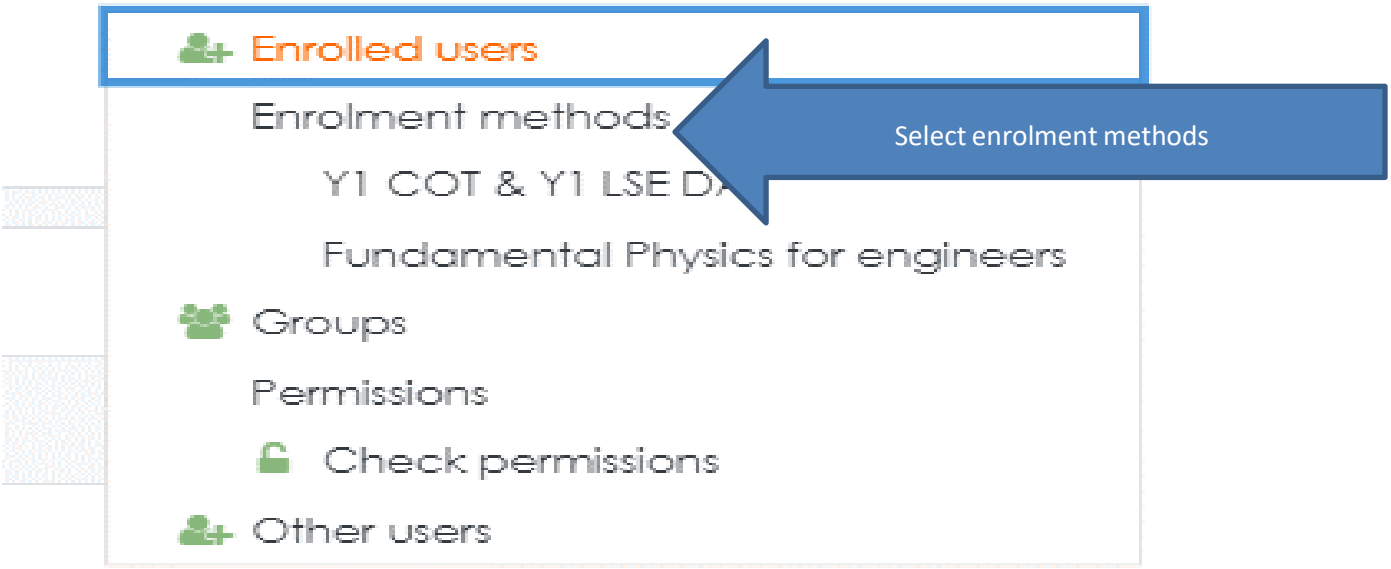
Click on reply
Reply

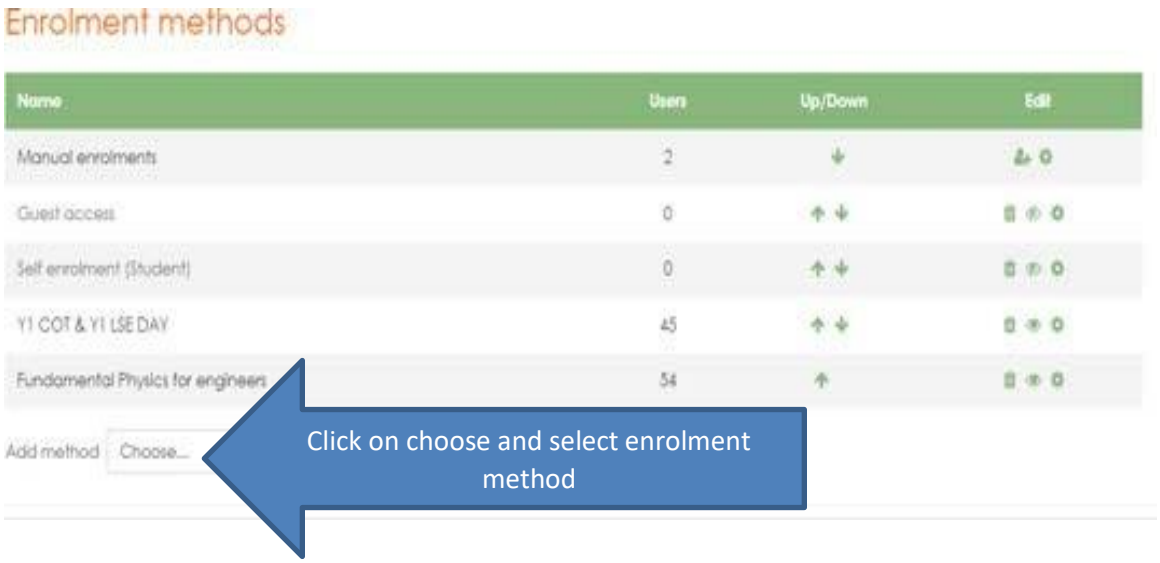


8. How to create enrollment key that students use to enroll themselves in their modules

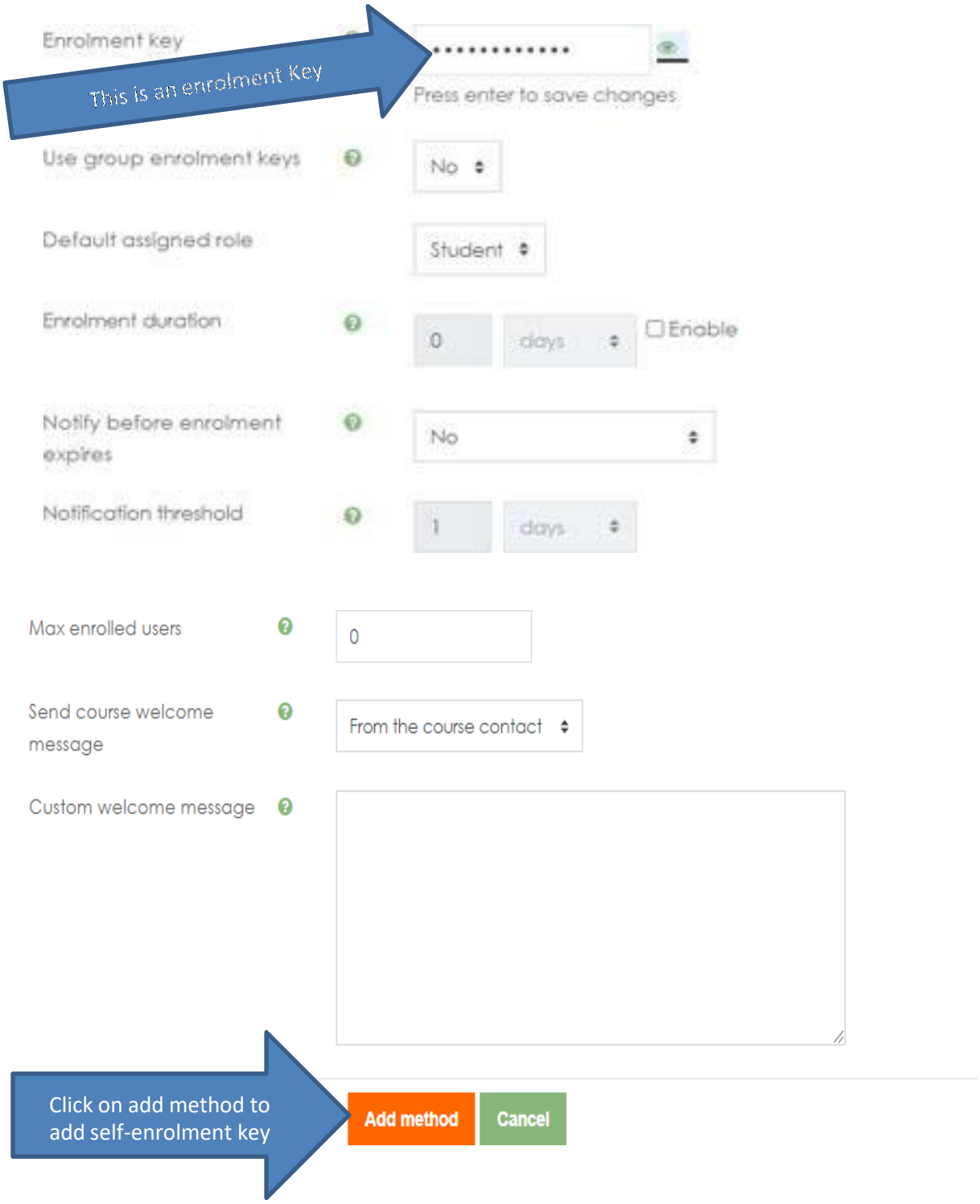
Step 1: Go to participants and click on it




Enrolled users
Enrolment methods
Y1 COT & Y1 LSE D
Fundamental Physics for engineers
Groups
Permissions
Check permissions
Other users
Select enrolment methods

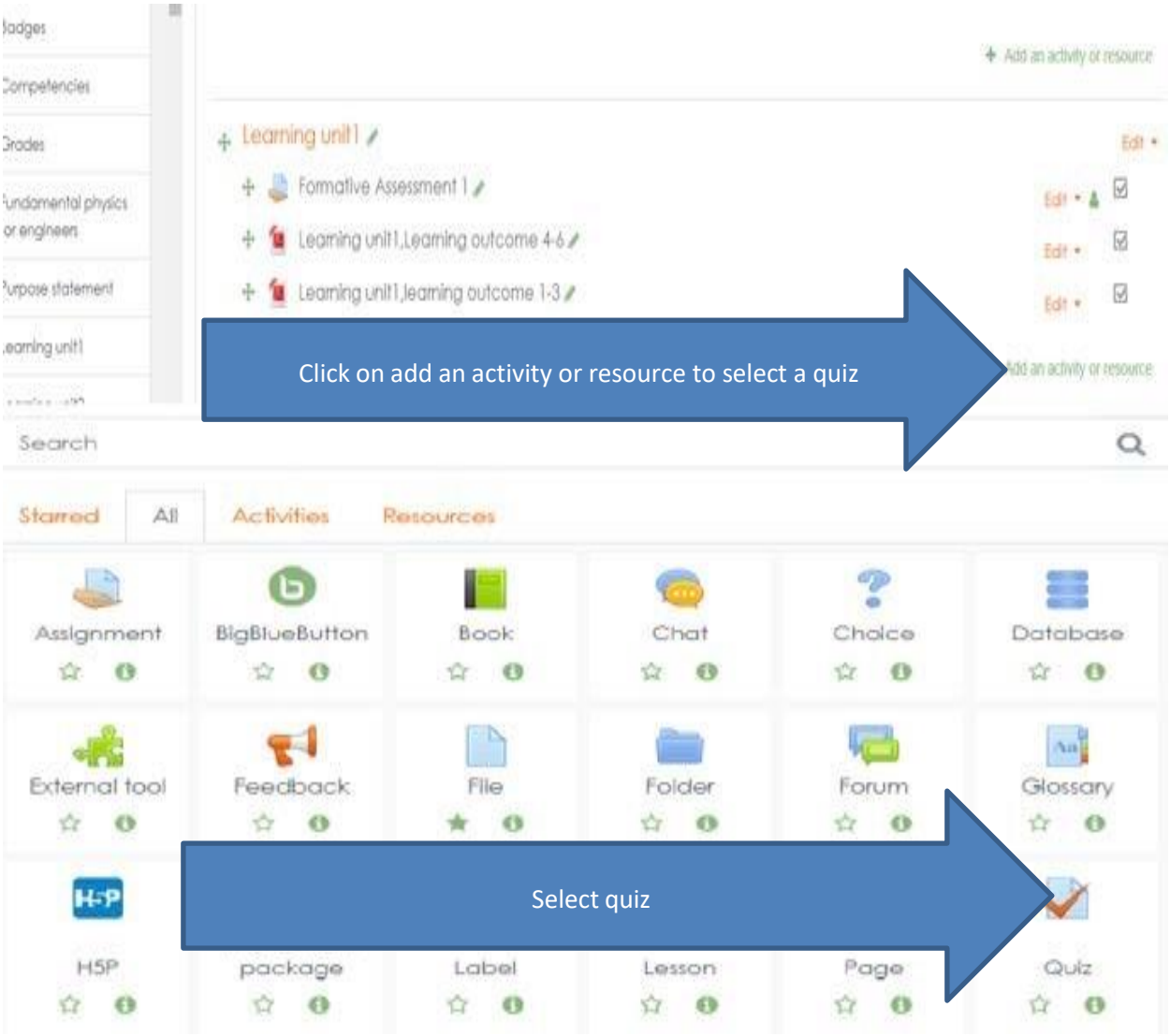

Enrolment methods
Name
Users
Up/Down
Edit
Manual enrolments
Guest access
Self enrolment (Student)
Y1 COT & Y1 LSE DAY
Fundamental Physics for engineers
Add method
Choose...
Click on choose and select enrolment method

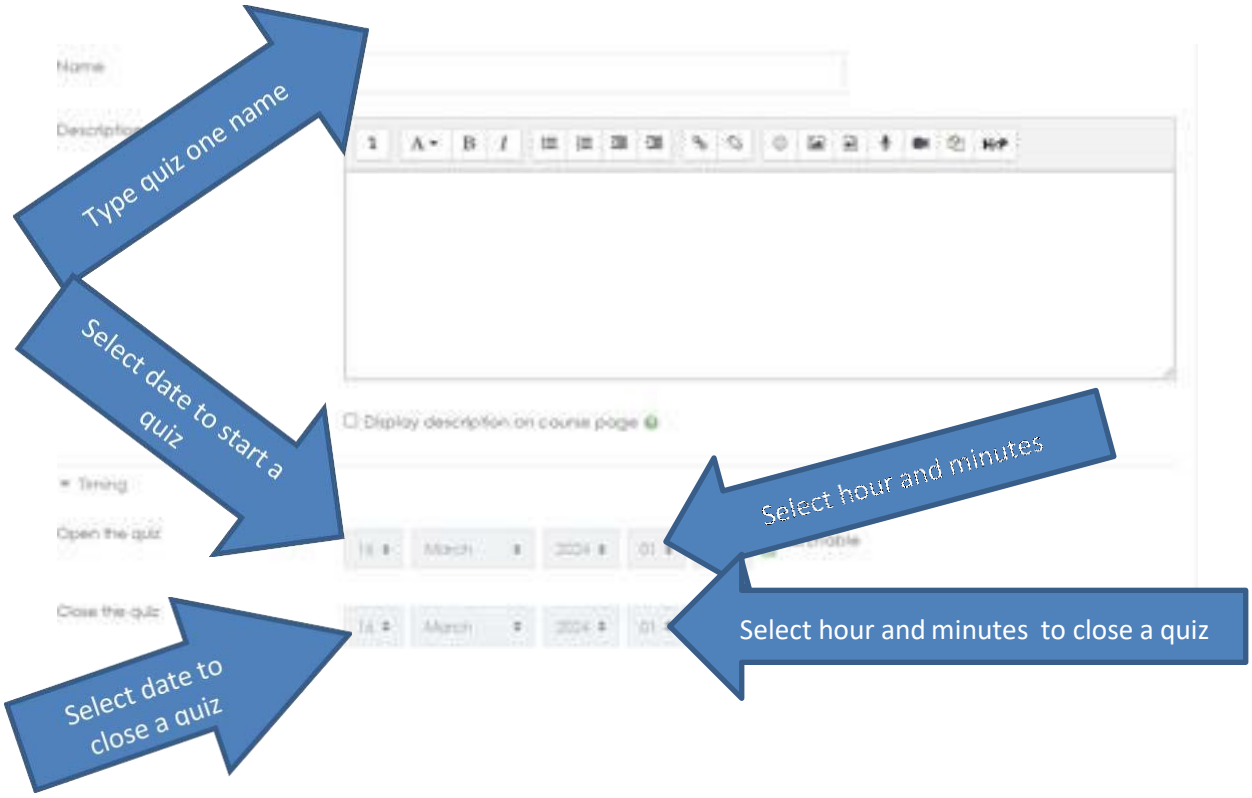
Self enrolment
Custom instance name
Type the name of the class
Allow existing enrolments
Yes
Allow new enrolments
Yes
Click here to enter enrolment key
Click to enter text
Use group enrolment keys
No

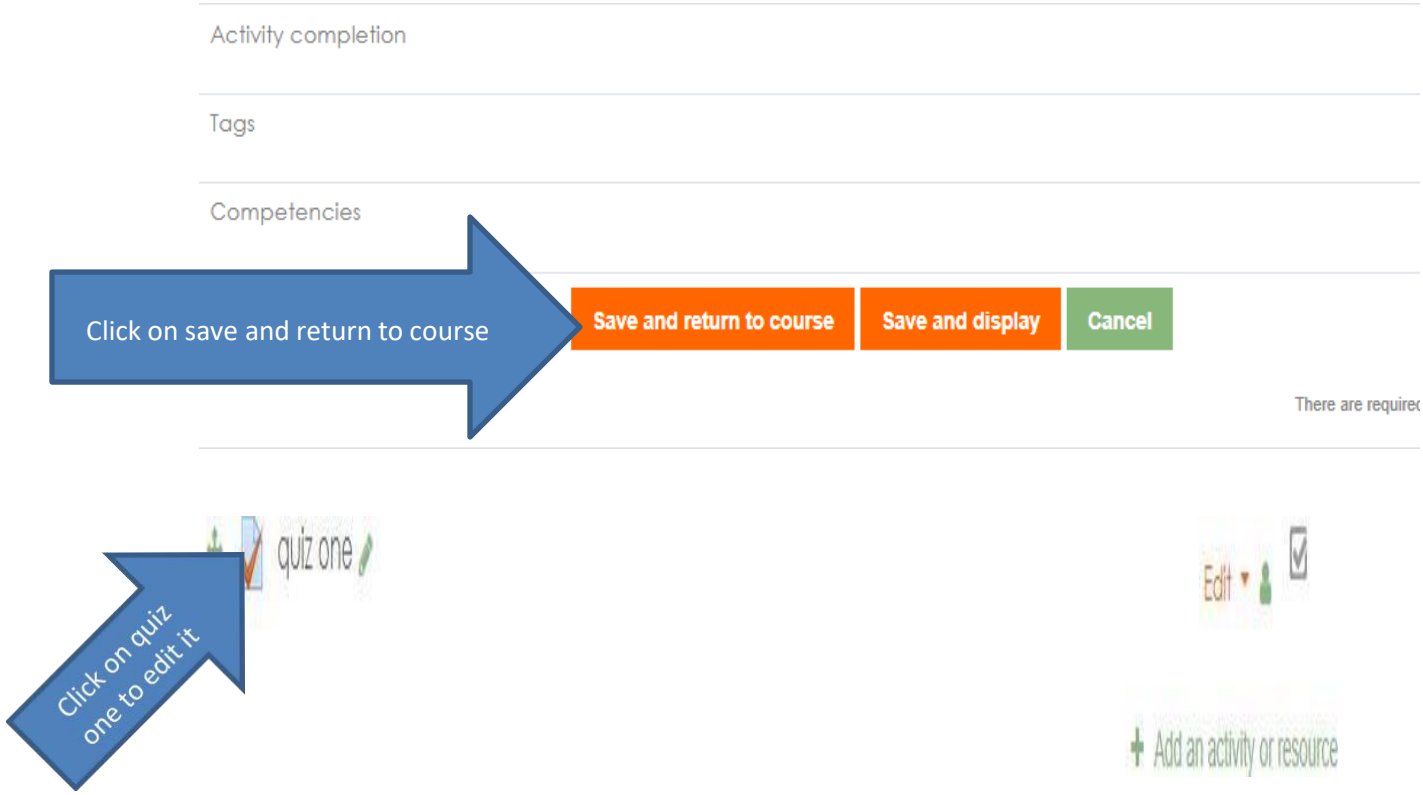

Enrolment key
This is an enrolment Key
Press enter to save changes
Use group enrolment keys
No
Default assigned role
Student
Enrolment duration
0
days
Enable
Notify before enrolment expires
No
Notification threshold
1
days
Max enrolled users
0
Send course welcome message
From the course contact
Custom welcome message
Click on add method to add self-enrolment key
Add method
Cancel

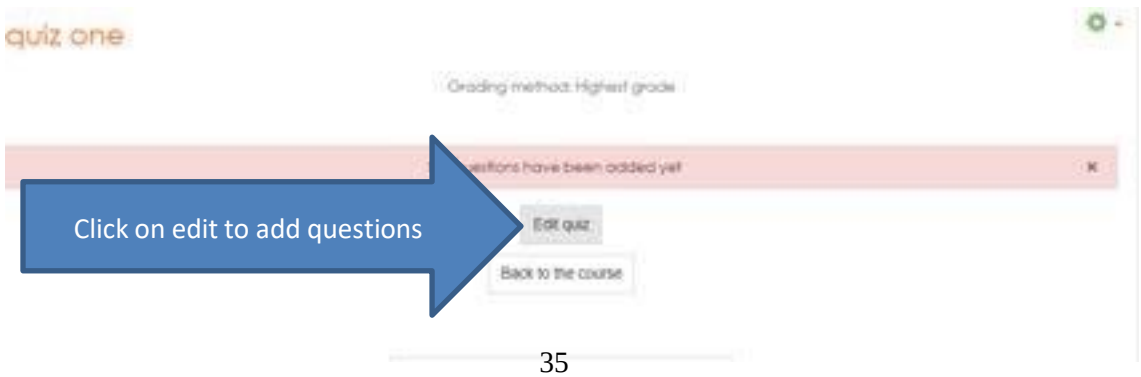
9. **How to add a quiz**

Step 1: Always make sure you click on turn editing on
And click again on add an activity or resource

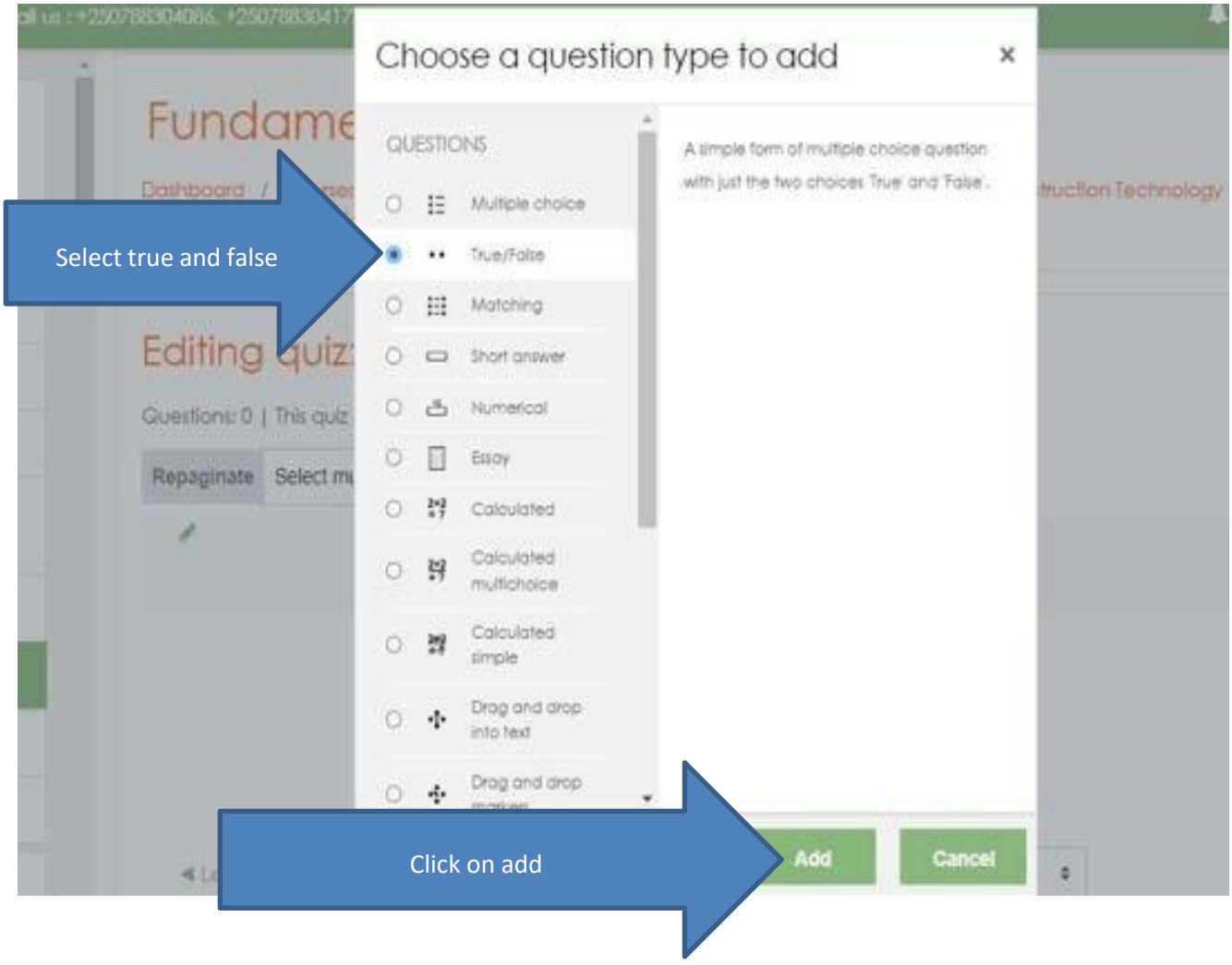


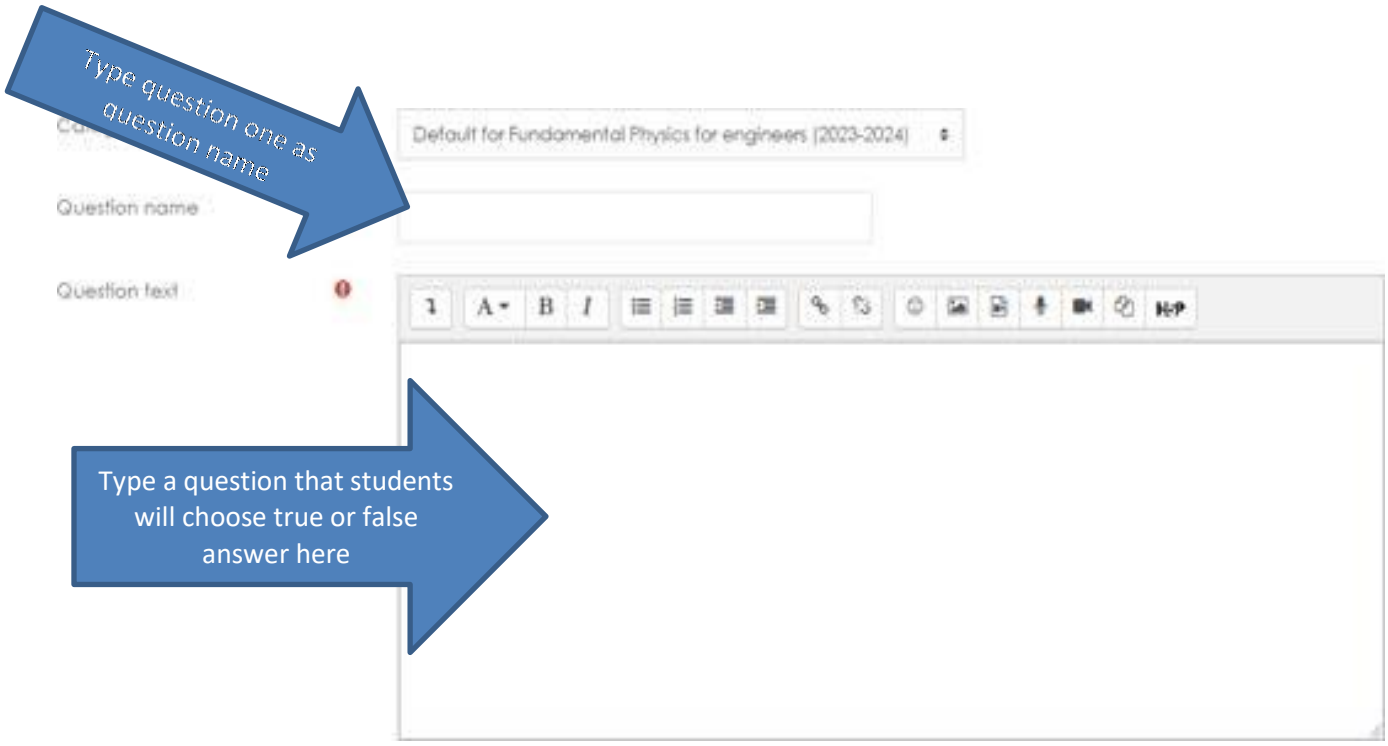

Type quiz one name
Select date to start a quiz
Select hour and minutes
Select date to close a quiz
Select hour and minutes to close a quiz

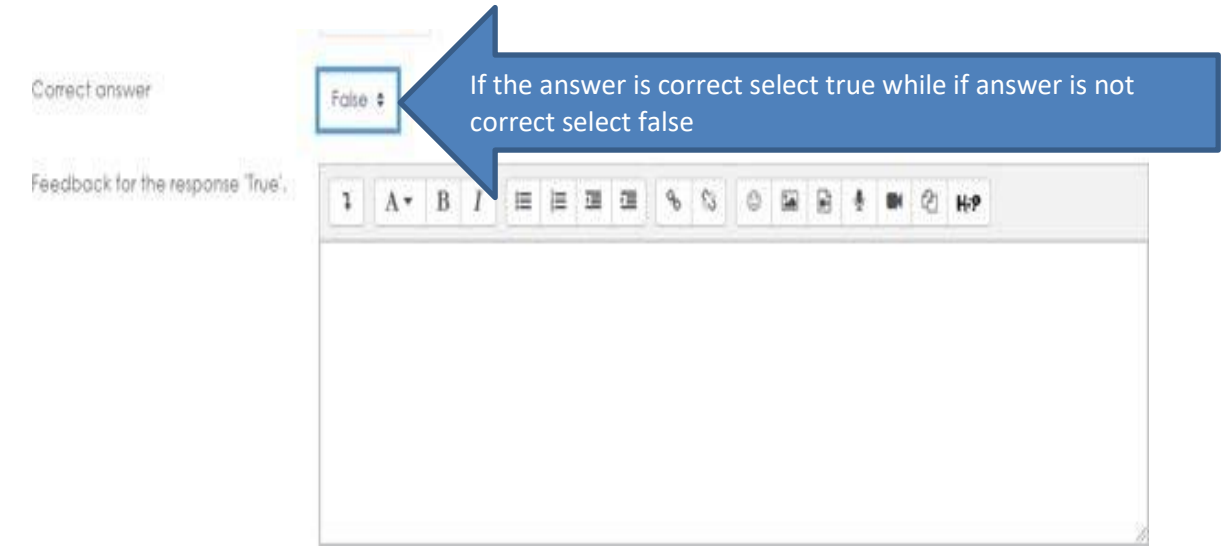

Activity completion
Tags
Competencies
Click on save and return to course
Save and return to course
Save and display
Cancel
There are required
quiz one
Click on quiz one to edit it
Edit
Add an activity or resource

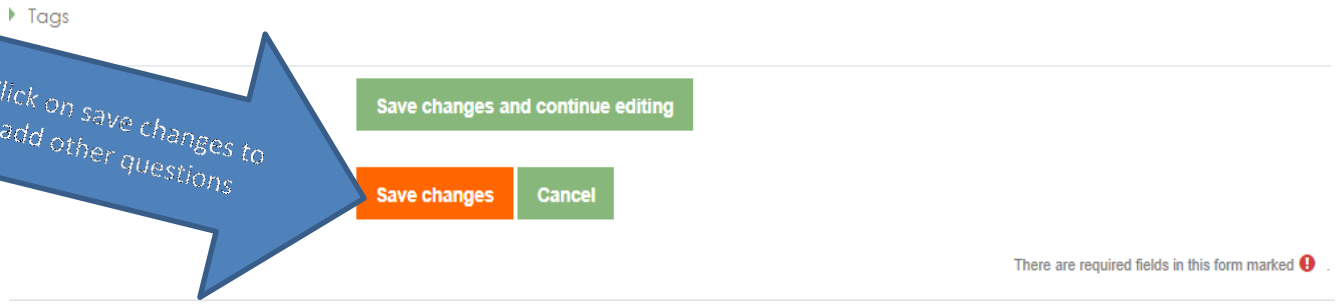

quiz one
Grading method: Highest grade
Edit quiz
Back to the course
Click on edit to add questions

Fundamental Physics for engineers
Dashboard / Courses / Kigali Campus / Academic year 2023-2024 / Polytechnic / Construction Technology / Y1 / Day / Fundamental Physics for engineers (2023-2024) / Learning unit1 / quiz one / Edit quiz
Editing quiz: quiz one
Questions: 0 | This quiz is open
Maximum grade 10.00 Save
Repaginate Select multiple items
Total of marks: 0.00
Shuffle
Add
Click on add to questions


Choose a question type to add
QUESTIONS
Multiple choice
True/False
Matching
Short answer
Numerical
Essay
Calculated
Calculated multichoice
Calculated simple
Drag and drop into text
A simple form of multiple choice question with just the two choices 'True' and 'False'.
Add
Cancel
Select true and false
Click on add


Type question one as question name
Default for Fundamental Physics for engineers (2023-2024)
Question name
Question text
Type a question that students will choose true or false answer here


Correct answer
False
If the answer is correct select true while if answer is not correct select false
Feedback for the response 'True'.


Tags
Click on save changes to add other questions
Save changes and continue editing
Save changes
Cancel
There are required fields in this form marked .