

KIGALI INDEPENDENT UNIVERSITY

(ULK)



ELEARNING USER MANUAL

February 2024

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1. Introduction

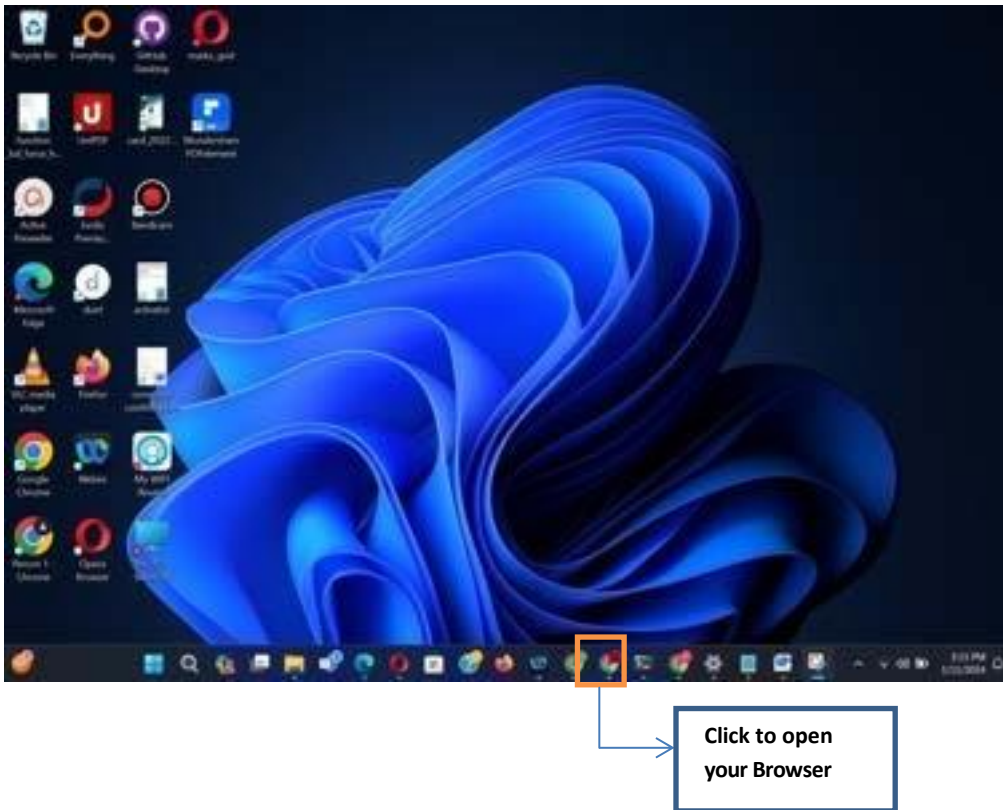
Welcome to the ULK ELearning User Manual! This comprehensive guide is designed to assist you in navigating and maximizing your experience with ULK ELearning, our cutting-edge platform for online education. Whether you are a lecturer, instructor, or administrator, this manual will provide you with the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

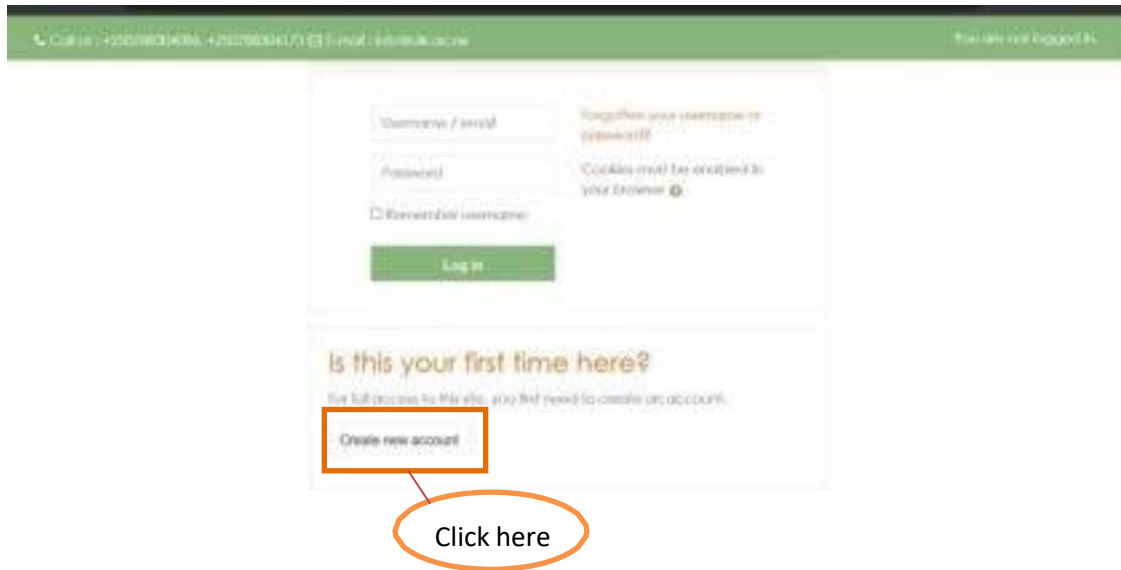
Enter url below on navigation bar and press Enter
<https://elearningv2.ulk.ac.rw>



Step3: Click on login

The screenshot shows the website elearningv2.ulk.ac.rw. The header includes contact information: "Call us : +250788304086, +250788304173" and "E-mail : info@ulk.ac.rw". A notification states "You are not logged in. (Log in)", with the "(Log in)" link circled in orange. A red box labeled "Click on Login" with an arrow points to this link. The main banner features a group of graduates in blue and yellow gowns with the text "Welcome To ULK E-learning Platform" and "Best Higher Learning Institution in Rwanda". Below the banner is a section titled "NOTE OF THE FOUNDER AND PRESIDENT OF ULK" with a partially visible image of a person in a blue cap. On the right, there is a "Calendar" widget for "March 2024" showing days of the week: Mon, Tue, Wed, Thu, Fri, Sat, Sun.

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)

Call us : +250783304086, +250783304173 | E-mail : info@uk.ac.rw

You are not logged in. (log in)

New account

Choose your username and password

Username

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 (e.g. such as @, -, or #)

Password

More details

Email address

Email (again)

Select Campus

Campus

After filling all information click on create my new account

There are required fields in this form marked !

Step 6: Registration Success Confirmation

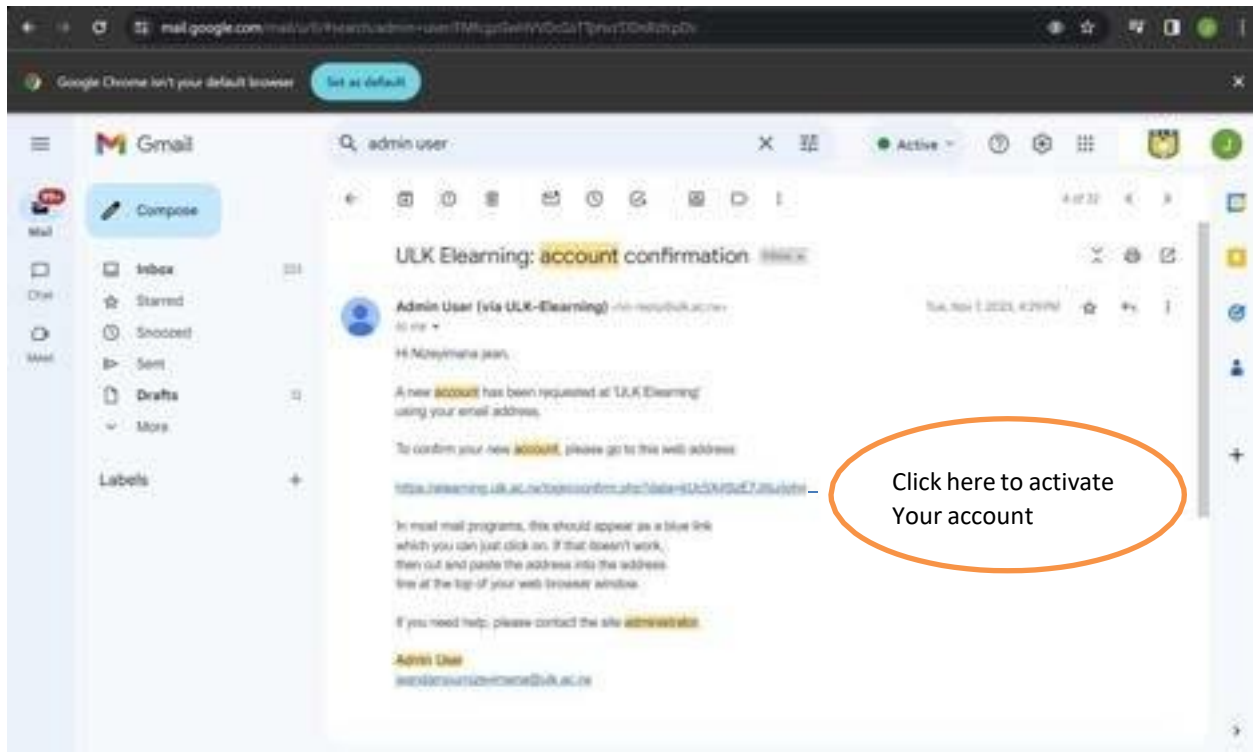
An email should have been sent to your address of jeadamourizayimang@uik.ac.zw.
It contains easy instructions to complete your registration.
If you continue to have difficulty, contact the site administrator.

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

Call us : +250788004066, +250788004173 Email : 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

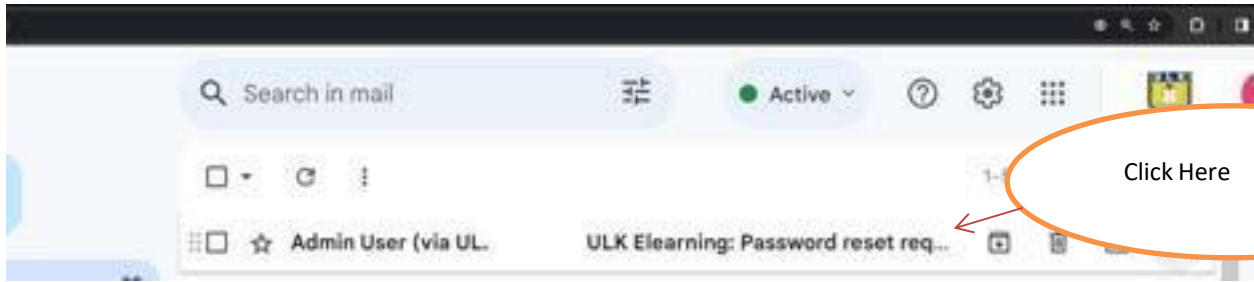
Email address

it.manager@ulk.ac.rw

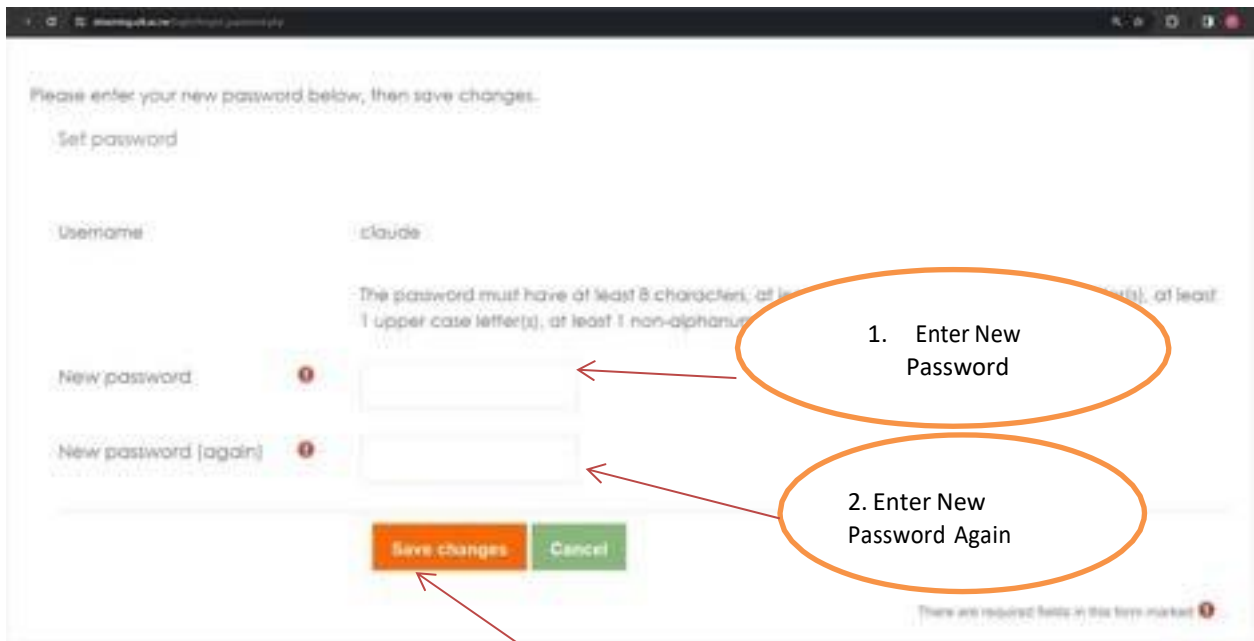
Search

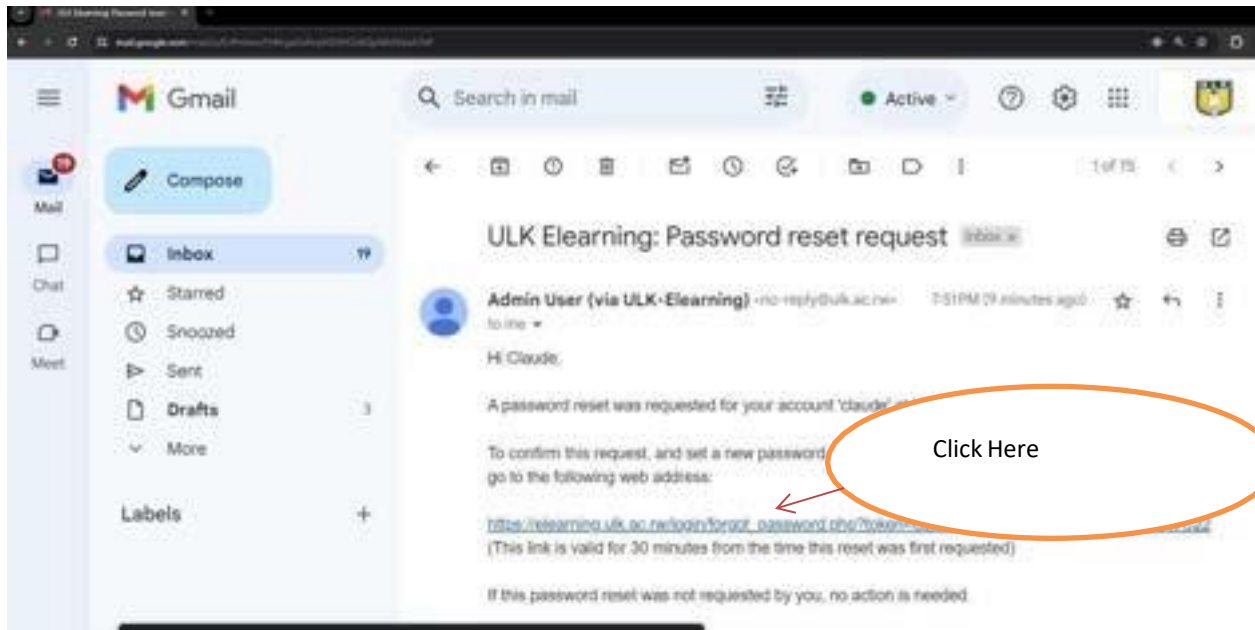
Enter your Email

Step3: Check your Gmail inbox



Step 4: Changing Account Credentials



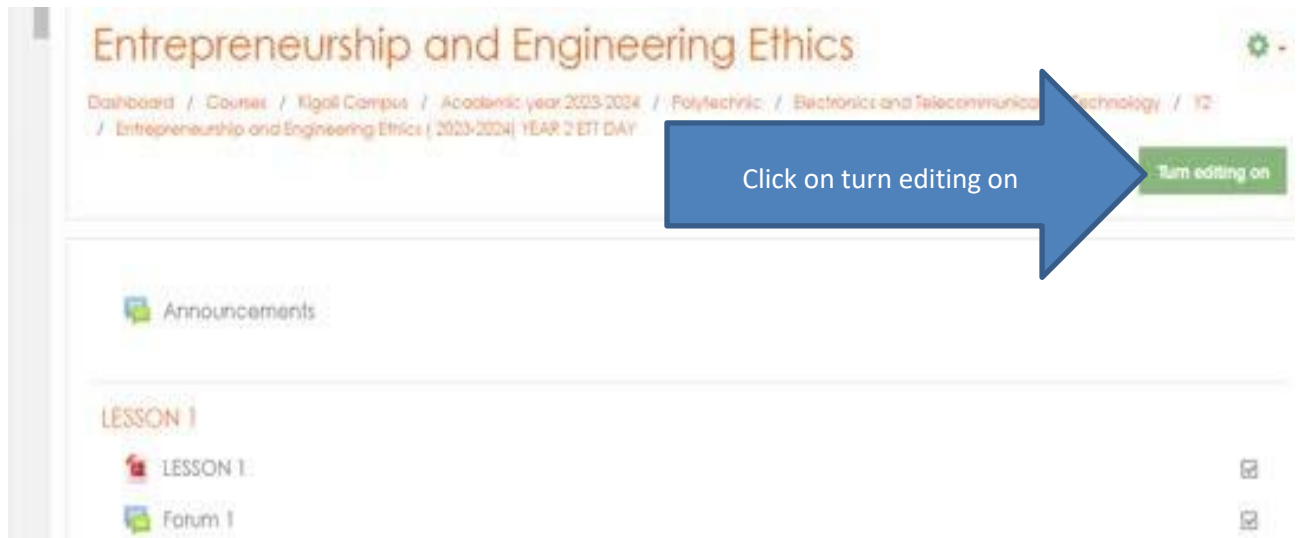


4. How to upload module or handout on ULK ELearning

Step 1: Click on Dashboard



Step 2: Click on turn editing on



Entrepreneurship and Engineering Ethics

Dashboard / Courses / Legal Comput / Academic year 2023-2024 / Polytechnic / Electronics Technology / Y2 / Entrepreneurship and Engineering Ethics (2023-2024) YEAR 2 EET DAY



Section name

Custom

Type general introduction as section name

Tick custom

Copy and paste your summary introduction of a whole module here

Click on save changes

Save changes Cancel

The screenshot shows the 'Edit section' form in a learning management system. It includes a 'Section name' field, a 'Custom' checkbox, a rich text editor with a toolbar, and 'Save changes' and 'Cancel' buttons. Blue arrows point to these elements with instructions: 'Type general introduction as section name' points to the text input field; 'Tick custom' points to the 'Custom' checkbox; 'Copy and paste your summary introduction of a whole module here' points to the rich text editor; and 'Click on save changes' points to the 'Save changes' button.

Step 3: Add chapters, Learning units and Lessons

The screenshot shows a course management interface for "Entrepreneurship and Engineering Ethics (2023-2024) YEAR 2 EIT DAY". The interface includes a "Turn editing off" button in the top right. Below the course title, there are sections for "Announcements" and "LESSON 1". Under "LESSON 1", there are sub-items for "LESSON 1" and "Forum 1". A context menu is open over the "LESSON 1" sub-item, showing options: "Edit topic", "Highlight", "Hide topic", "Delete topic", and "Add an activity or resource".

Annotations with blue arrows point to the following elements:

- "Always click on turn editing on and go to edit" points to the "Turn editing off" button.
- "Click on edit topic" points to the "Edit topic" option in the context menu.
- "Always tick custom and Type chapter one or lesson one as section name" points to the "Custom" checkbox and the "LESSON 1" text input field.
- "Copy and paste summary of chapter or lesson one here" points to the rich text editor area.
- "Click on save change to save your summary" points to the "Save changes" button.

Step 4 : Uploading a whole dule

Always click on turn editing and select add an activit or resource

Announcements

LESSON 1

LESSON 1

Forum 1

Topic 2

LESSON 2

Add an activity or resource

Add an activity or resource



Search

Starred All Activities Resources

 Assignment	 BigBlueButton	 Book	 Chat	 Choice	 Database
 File	 Folder	 Forum	 Glossary	 H5P	 IMS content package
 Label	 Lesson	 Page	 Quiz	 SCORM	

Select file and click on it

Type for instance Lesson on Handout as General name

LESSON 1

Expand all

General

Name:

Description:

Rich text editor toolbar: Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Undo, Redo, Link, Unlink, Table, Table of contents, Print, Full screen, Help.

Display description on course page

Click on this first box to choose your file

File manager interface with a large blue arrow pointing to the first file selection box.

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

URL download

Print

Share



Attachment

Choose File No file chosen

Save as

Author

Birali Steven

Choose licence ?

Licence not specified

name	last modified	type	size
Utilization-of-Electrical-Energy	1/30/2024 6:30 PM	Adobe Acrobat D...	1,250 KB
- Chrome	3/13/2024 1:30 PM	Shortcut	3 KB
Gender Stat (1)	11/12/2023 6:09 PM	Microsoft PowerP...	523 KB
Monitoring	2/9/2024 8:15 PM	Adobe Acrobat D...	836 KB
YW_01_r720P	12/10/2023 5:51 PM	MP4 File	448,199 KB
machines-1-notes	2/20/2024 9:53 AM	Adobe Acrobat D...	5,787 KB
CAL POWER UTILISATION-CS	12/4/2023 11:31 AM	Microsoft PowerP...	421 KB
- Shortcut	2/24/2024 10:15 AM	Shortcut	1 KB
6927...ectingLocating_KD_20190904_W...	1/8/2024 8:49 PM	Adobe Acrobat D...	2,392 KB
3D Objects - Shortcut	12/19/2023 6:37 PM	Shortcut	1 KB
Tasks	3/12/2024 11:19 PM	File folder	
Sifa recent folder - September 2009	12/20/2023 3:03 PM	File folder	
Power Utilization	3/14/2024 2:11 PM	File folder	
Office_2016_Pro_Plus_VLx64_OCT_2021	11/22/2023 1:35 PM	File folder	
Marks 2023 EEE	3/12/2024 11:19 PM	File folder	
KIGALI INTORA	3/14/2024 8:34 AM	File folder	
DDOX	3/11/2024 9:35 AM	File folder	
29 4 FEB	3/10/2024 12:20 AM	File folder	
04.03.2024	3/3/2024 2:11 PM	File folder	

Select your files and click on to upload it

Click on open to proceed uploading this file

All Files

Open

Upload a file

Choose File Utilization-a...-Energy.pdf

Save as :

Author
Bral Steven

Choose licence ⓘ
Licence not specific

Click on upload this file to add it

Upload this file

Utilization-a...

Appearance

Common module settings

Restrict access

by completion

Completion

Save and return to course

Save and display

Cancel

Click on save and return to course

5. How to upload an assignment

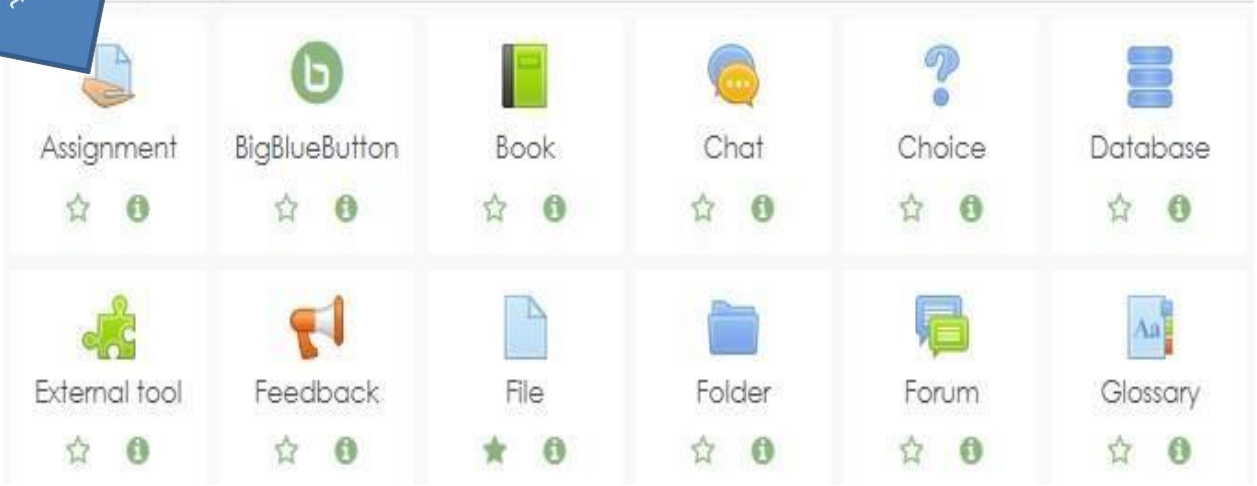
Step 1: Click on your module and select turn editing on

The screenshot shows a Moodle course page for 'Entrepreneurship and Engineering' in the 2022-2023 Year 2 Fall Day. A blue arrow points to a green 'Turn editing on' button in the top right corner. Below this, the page shows a list of activities under 'LESSON 1', including 'LESSON 1' and 'Forum 1'. A second blue arrow points to the 'Add an activity or resource' button at the bottom right of the activity list.

Always remember to click on turn editing on

Click on add an activity or resource

Select assignment



Type assignment one as assignment name

Add Assignment to LESSON 1

Expand all

General

Assignment name

Description

Display description on course page

The screenshot shows the 'Add Assignment' form. The 'Assignment name' field is empty. The 'Description' field contains a rich text editor with a toolbar and a large text area. A blue arrow points to the 'Assignment name' field, and another blue arrow points to the text area of the rich text editor.

Copy and paste your questions here

Additional files

You may even drag and drop your file here

Select date for submission

Select hour

Select minutes

Select date of deadline, hour and minutes

Maximum size for new files: 2MB

Availability

Allow submissions from

Due date

Remind me to grade by

▶ 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

Formative Assessment 1

Formative assessment 1.pdf 24 January 2024, 9:12 PM

Grading summary

Hidden from students	No
Participants	98
Submitted	79
Needs grading	79
Due date	Wednesday, 31 January 2024, 12:00 AM
Time remaining	Assignment is due

Click on view all submissions

View all submissions Grade

Formative Assessment 1

Grading action Choose...

Click of these two arrows and download all submissions

First name A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

1 2 3 4 5 6 7 8 9 10

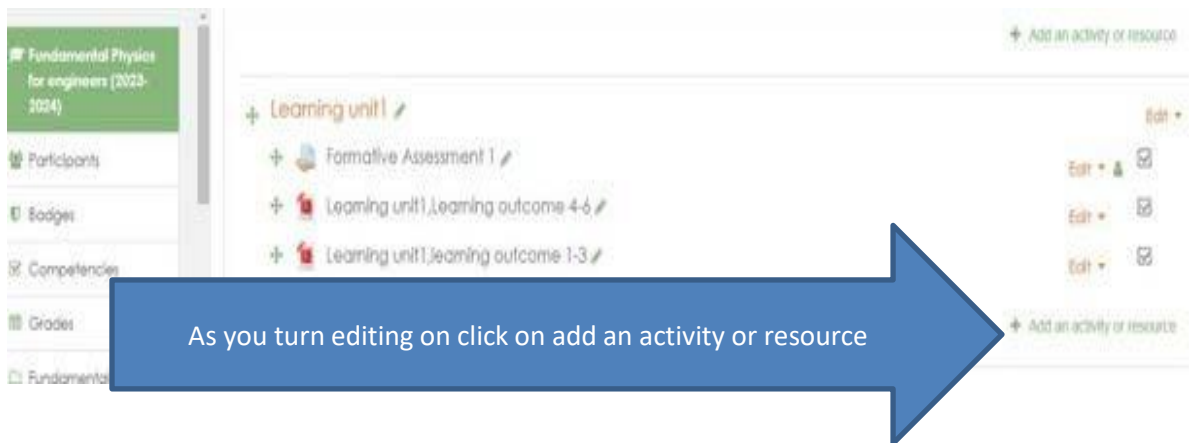
Takoutchop Audrey Claude	Submitted for grading	Grade	Monday, 11	New folder
	/ 20.00			
	Assignment overdue 44 days 20 hours	Grade		
	/ 20.00			
	Submitted for grading 40 days 16 hours late	Grade	Monday, 11 March 2024, 4:08 PM	09XK-0T10-202200017.docx 11 March 2024
	/ 20.00			
Emmanuel Richard emmanuelotiz@gmail.com	No submission. Assignment is overdue by 44 days 20 hours	Grade		
	/ 20.00			

Enter his marks in this empty box

























As you downloaded all submissions, you will be able to view answers of each student, let assume that you have seen submission of Audrey Claude and you want to grade him



7. How to create forum discussion



Starred All Activities Resources

 Assignment ☆ ⓘ	 BigBlueButton ☆ ⓘ	 Book ☆ ⓘ	 Chat ☆ ⓘ	 Choice ☆ ⓘ	 Database ☆ ⓘ
 External ☆ ⓘ	 BigBlueButton ☆ ⓘ	 ☆ ⓘ	 Chat ☆ ⓘ	 Forum ☆ ⓘ	 Glossary ☆ ⓘ
 H5P ☆ ⓘ	 IMS content package ☆ ⓘ	 Label ☆ ⓘ	 Lesson ☆ ⓘ	 Page ☆ ⓘ	 Quiz ☆ ⓘ
					

Select forum

General

Forum name

Description

Rich text editor toolbar with icons for undo, redo, bold, italic, text color, background color, bulleted list, numbered list, link, unlink, insert image, insert video, insert audio, insert code, and source code.

Rich text editor content area



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 unit 1 

 Formative Assessment 1 

Learning unit 1, Learning outcome 4-6 

Learning unit 1, learning outcome 1-3 

+  Forum one 



Forum one
Participants: All participants
Add a new discussion topic

(There are no discussion topics yet in this forum)

◀ Learning unit 1, learning outcome 1-3

Type Force as subject

Subject

Message



Type what students will discuss about here as message

Large empty text area for composing the message content.

Click post to forum to post what students will discuss



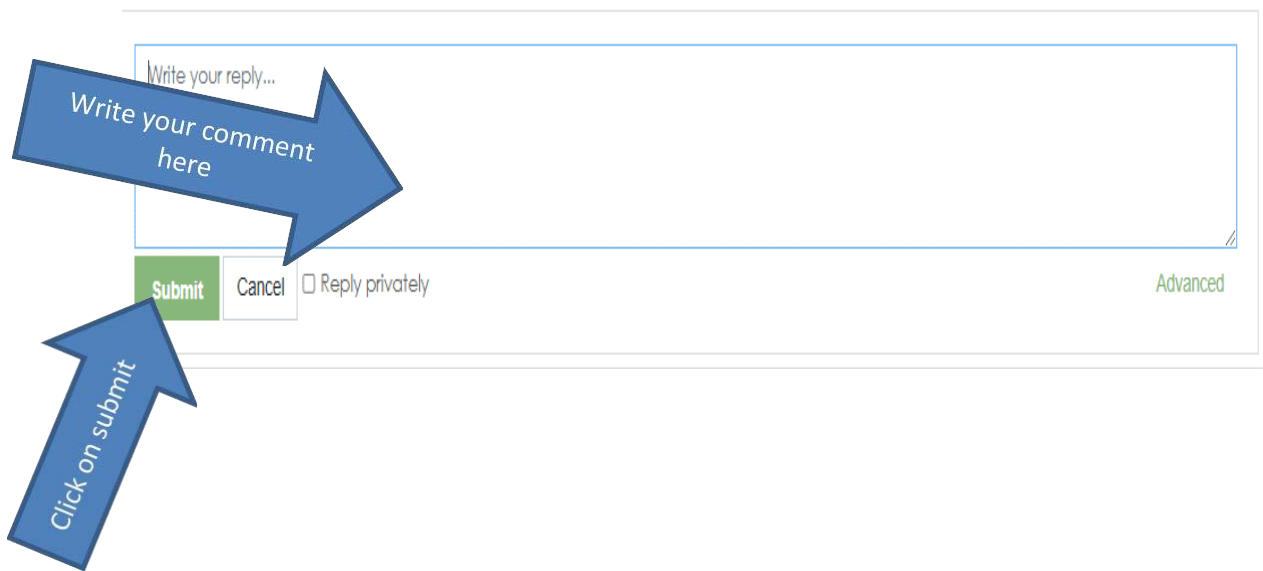
Click on Topic discussion, which is force to view all discussions and reply

Discussion topic

Group	Started by	Last post	Replies	Subscribe
Force	Brol Steven 16 Mar 2024	Brol Steven 16 Mar 2024	0	<input type="checkbox"/>

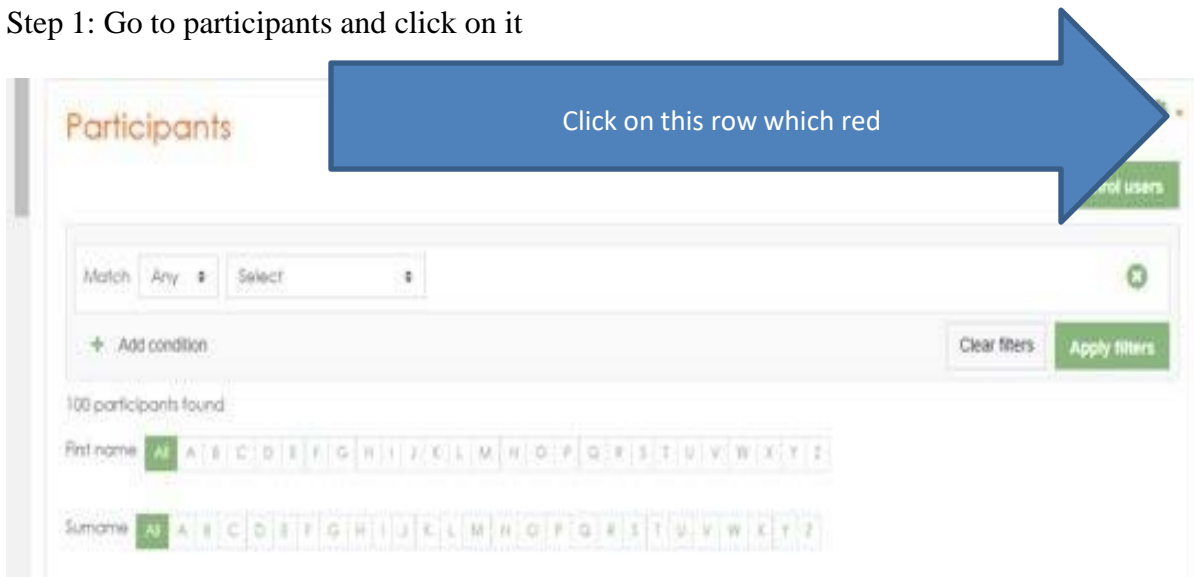
Click on reply

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 DAY

Fundamental Physics for engineers

Groups

Permissions

Check permissions

Other users

Select enrolment methods

Enrolment methods

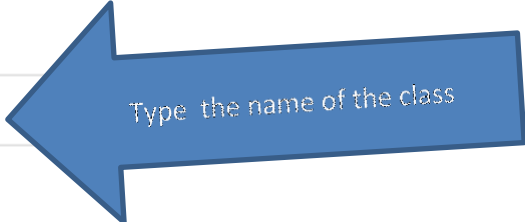
Name	Users	Up/Down	Edit
Manual enrolments	2	↓	🔒 0
Guest access	0	↑ ↓	🔒 0 0
Self enrolment (Student)	0	↑ ↓	🔒 0 0
Y1 COT & Y1 LSE DAY	45	↑ ↓	🔒 0 0
Fundamental Physics for engineers	54	↑	🔒 0 0

Add method

Click on choose and select enrolment method

▼ Self enrolment

Custom instance name



Allow existing enrolments




Allow new enrolments




Use group enrolment keys





Click to enter text  


Enrolment key 
 Press enter to save changes.


Use group enrolment keys 


Default assigned role


Enrolment duration  Enable



Notify before enrolment expires 

Notification threshold 

Max enrolled users 

Send course welcome message 

Custom welcome message 

This is an enrolment Key

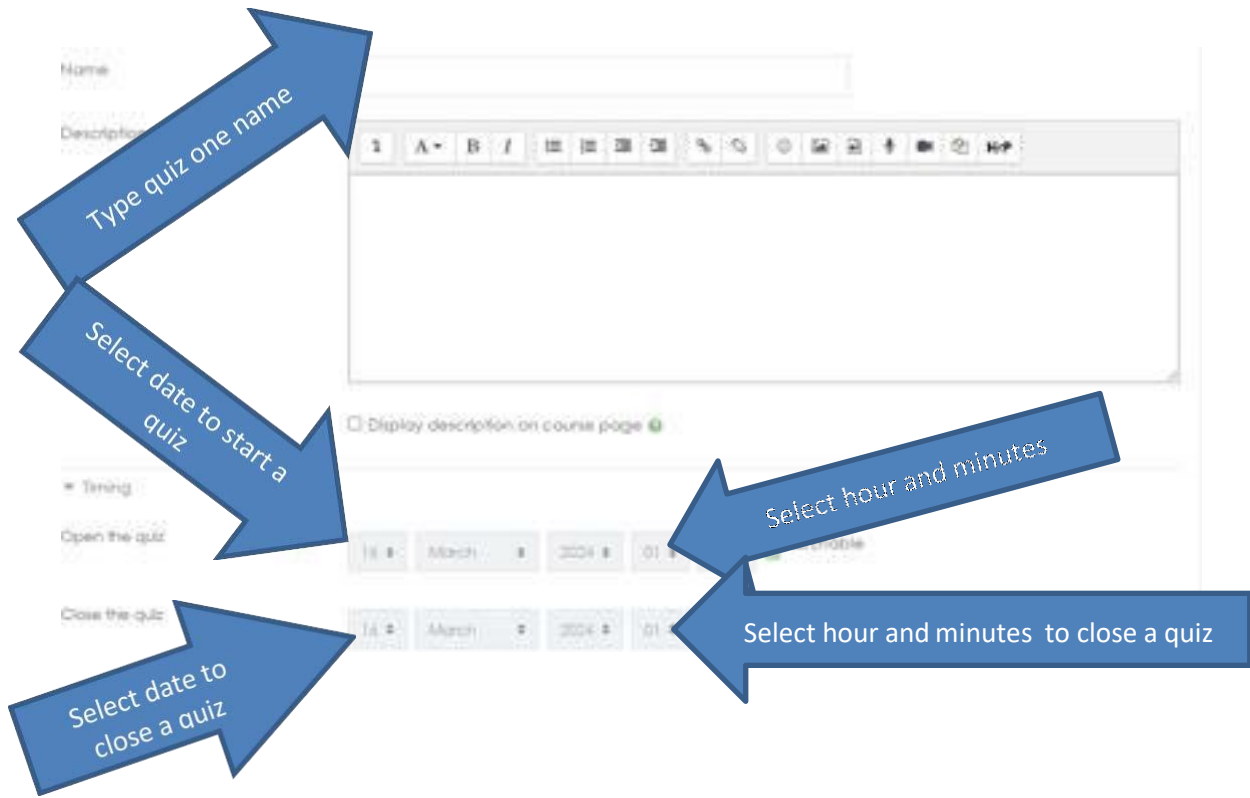
Click on add method to add self-enrolment key

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**

The image shows a Moodle course page. On the left is a sidebar with navigation options like 'Pages', 'Competencies', 'Grades', etc. The main content area shows a list of activities under the heading 'Learning unit 1'. At the top right of this area is a button labeled '+ Add an activity or resource'. A large blue arrow points from the text 'Click on add an activity or resource to select a quiz' to this button.

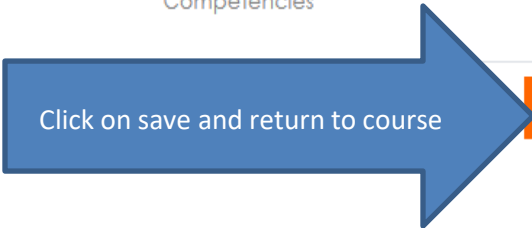
Below this is a grid of activity types. The grid has tabs for 'Starred', 'All', 'Activities', and 'Resources'. The 'Activities' tab is selected. The grid contains various activity icons and names: Assignment, BigBlueButton, Book, Chat, Choice, Database, External tool, Feedback, File, Folder, Forum, Glossary, H5P, package, Label, Lesson, Page, and Quiz. A large blue arrow points from the text 'Select quiz' to the 'Quiz' icon in the bottom right corner of the grid.



Activity completion

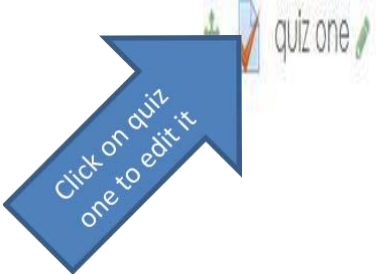
Tags

Competencies



Save and return to course Save and display Cancel

There are require



+ Add an activity or resource

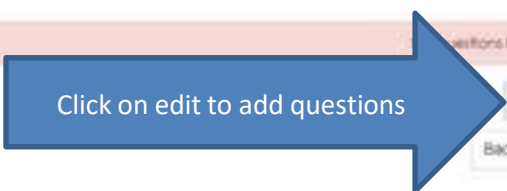
quiz one

Grading method: Highest grade

Questions have been added yet

Edit quiz

Back to the course



Fundamental Physics for engineers

Dashboard / Courses / Kigali Campus / Academic year 2023-2024 / Polytechnic / Construction Technology / Y1 / Day / Fundamental Physics for engineers (2023-2024) / Learning unit / quiz one / Edit quiz

Editing quiz: quiz one

Questions: 0 | This quiz is open

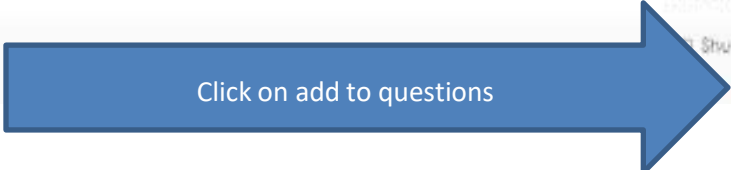
Maximum grade 10.00 [Save](#)

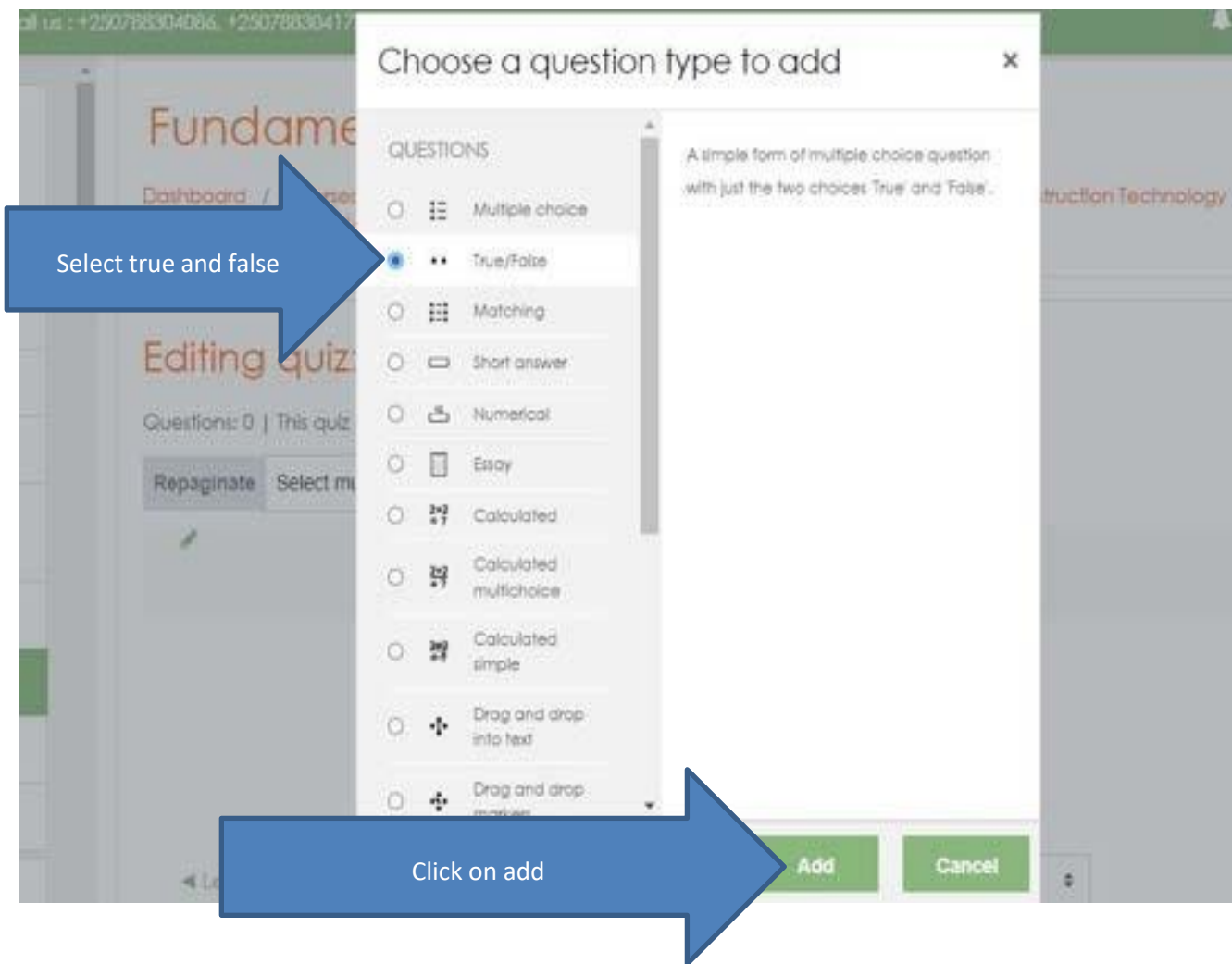
[Repaginate](#) [Select multiple items](#)

Total of marks: 0.00

[Shuffle](#)

[Add](#)





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

Large empty text area for entering the question text.

Correct answer

If the answer is correct select true while if answer is not correct select false

Feedback for the response 'True'

Rich text editor toolbar with icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, image, video, table, and source code. Below the toolbar is a large empty text area for entering feedback.

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