UNIVERSITY of
RWANDA

University of Rwanda e-learning platform

Teacher Guide

Help E-mail
elearning@ur.ac.rw

UR e-learning platform Helplines

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+250 788884594
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UR e-learning platform address:

https://elearning.ur.ac.rw

Table of Content

1. Aims and Objectives

1.1. Aim

To provide an introduction to using an on-line learning environment with E-learning Platform of the University of Rwanda

1.2. Objectives

After completing this orientation, you will be able to

- Navigate the UR e-learning Platform

- Create your Course

2. Teacher Guide – Introduction

In this guide you will be introduced to the basics of participating in an online Course or as part of your regular class. This orientation is separate and can be printed on paper, you will need to refer to it at the same time as taking notice of what is displayed on screen.

The actual appearance on screen is governed by settings on your own computer plus what Courses you are enrolled in, and as a result what you see may be slightly different from that shown in the examples.

Please follow the steps in the order shown until you have completed the sections on entering the Course and basic navigation.

2.1. Entering the UR e-learning Platform

By using any browser like Chrome, Mozilla, Internet explorer, Opera,…

Write this website address https://elearning.ur.ac.rw/
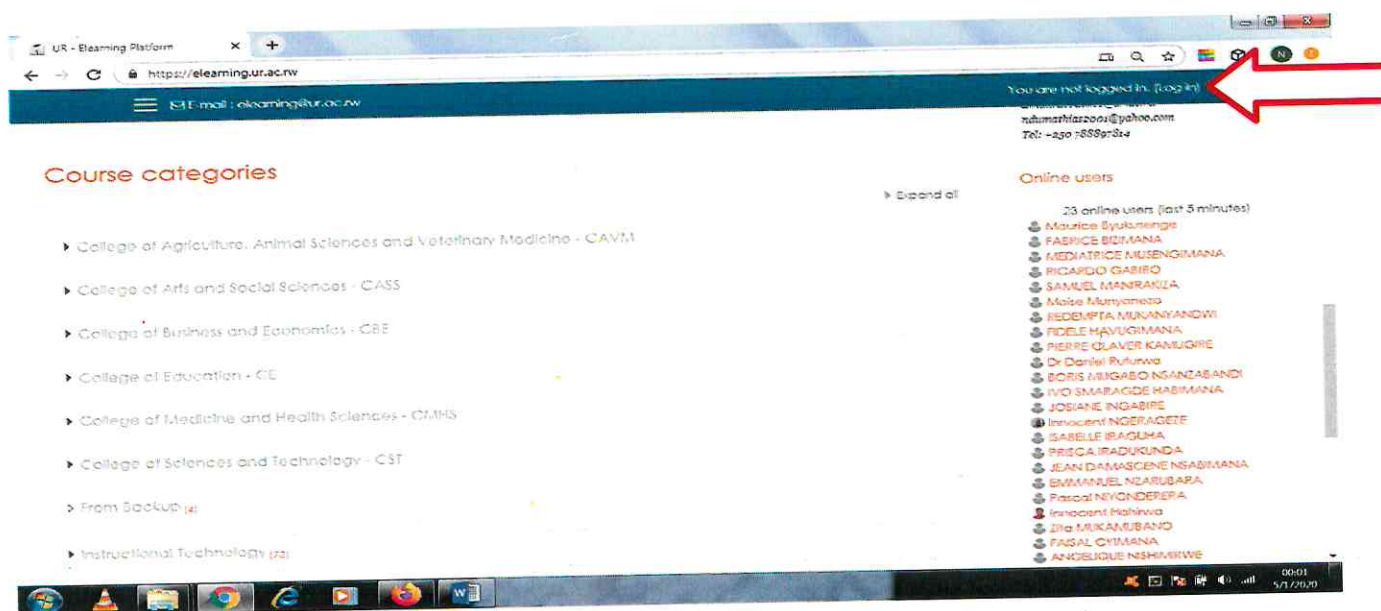
Log in using your **user name** and **password**.

NB:

- You get your Credentials from Administrators of the System (Refer to the Support Contact section)

- When logged in, your names will appear on top right side of your page

- If any problem persists, send your query to this email: **elearning@ur.ac.rw** or contact any one from the support list available on the platform.

2.2. Who to recover my forgotten password?

If you forget your password, you can request a new password at the login site.

Just click "**Forgotten your username or password?**"

Help E-mail: elearning@ur.ac.rw; UR e-learning platform Helplines: **+250 788351569, +250 788884594, +250 788444646, +250 788635596, +250788353225, +250 788897814**

You will be asked to provide your email, a link to reset your password will come in your mail box. If the problem persists, Contact any one from the Support staff or send your query to elearning@ur.ac.rw

3. Elements of a well-designed topic/chapter/section/block

Topic o: General Introduction should comprise the followings:

1. Welcome message
2. The course's aim
3. Intended learning outcomes (For the whole Course)
4. Facilitator's contacts
5. Teaching and learning resources and activities (for general, and not specific purpose)

Topic 1-n should comprise the followings:

A. *The title*

B. A very *short summary* of the content of 3 to 5 lines, not more!

C. The *learning objectives*: these are mandatory for learners to guide themselves and to be focused!

D. *The resources*: e.g. notes, PPT, book chapter, web link to a page, a video, etc.

E. *The activities*: e.g. Assignments, quiz, and most importantly a FORUM. With the latter, the facilitator sets an open ended question to stimulate interaction and discussion among students.

The Course should be made by

- **Topics** often reside in the center column of the Course main page. It is in the topics that your teacher will place the activities, etc., which make up the online elements of your Course.

- **Resources** are the way an instructor can present information to you. Resources include items like text documents, Power Point files, Pdf files, websites, etc.

- **Activities which are** the interactive learning segments for a student in a Course. Basically, you must do something. Activities can include discussion forums, assignments, surveys, group work, Quizzes,etc

3.1 Add New Course

- Open this link www.elearning.ur.ac.rw

- Log in using your course creator/teacher credentials (Username & Password)

     NB: If you don't have an account of course creator on UR-e-learning platform, liaise with any staff from CODeL, their contacts are on the platform

- Identify your proper category (College-School-Dpt-Year-Trimester)

- At bottom you should have a link to **Add New Course**

Course categories:

College of Education - CE / School of Education / Undergraduate / Department of Mathematic Science and Physical Education / Year 2 / Trimester 3

Add a new course

3.2 Fill the form for New Course

Add a new course

▼ General		
Course full name	❶ ⓘ	
Course short name	❶ ⓘ	
Course category	ⓘ	College of Education - CE / School of Education / Undergraduate / Department of Mathematic Science and Physical Education / Year 2 / Trimester 3
Course visibility	ⓘ	Show ⇕
Course start date	ⓘ	13 ⇕ May ⇕ 2020 ⇕ 00 ⇕ 00 ⇕ 📅
Course end date	ⓘ	13 ⇕ May ⇕ 2021 ⇕ 00 ⇕ 00 ⇕ 📅 ☑ Enable
Course ID number	ⓘ	
▼ Description		
Course summary	ⓘ	▦ Paragraph ▾ B I ≔ ⊟ ▣ ⊙ ⊞ ⇱

1 General
- *Course full name*: This is the name of the course. It is displayed as a link on course lists on the Front page and on the Dashboard and in reports
- *Short name*: Course Code (like ECD2012)
- *Course category*: Location of the course
- *Course start date*: Available to students
- *Course end date*: Disappear from students
- *Course ID number*:

2 Description
- *Course summary*: The summary appears on the course listings page, it should be brief highlighting the module description
- *Course image*: Image to illustrate the course

3 Course format
- *Format*: Based on teaching style, it may be weekly or Topic (Chapters) format

Then click Save

3.3 Adding Topics

On your screen, you have **Actions Menu**

E-mail : elearning@ur.ac.rw

MAT2345: Analytic Geometry

Home / Courses / College of Education - CE / School of Education / Undergraduate / Department of Mathematic Science and Physical Edu / Trimester 3 / MAT2345

Announcements

Topic 1

Topic 2

Topic 3

Topic 4

Turn editing on

- Edit settings
- Turn editing on
- Course completion
- Filters
- Gradebook setup
- Outcomes
- Backup
- Restore
- Import
- Reset
- More...

Enable Custom and provide required information and **save changes**

General

Section name   ☑ Custom

Summary   ○   Paragraph ▾ B *I* ☰ ☷   ⊠ ☺ ⟠ ⬚

Path: p

3.4 Adding resources

For any change/ modification in the course, **Turn editing On**

- A resource is an item that a teacher can use to support learning, such as a file (PDF, PPT, Word, Excel,... or link.

- log in to the platform
- go to the desired course
- ensure editing is turned on
- go to the topic / week where you would like the new resource or activity to be placed
- select either the 'Add a resource...' or 'Add an activity...' menu
- select the appropriate option from the pull down list

Topic 2: Adaptive immune defense mechanisms ✏

This chapter emphasizes on the specific immune response with reference to humoral or antibody-mediated immunity and cellular or cell-mediated immunity. You will get to know and differentiate the role of B and T lymphocytes; the formation, structure and role of antibodies as well as how the immunologic memory speed us the immune response.

Learning objectives
- *Describe the difference between cellular and humoral response*
- *Describe the structure and explain the function of B and T lymphocytes*
- *Describe the types and functions of antibodies*
- *Describe the clonal selection and its importance in immunity*

➕ Add an activity or resource

At bottom of your topic, Click on **Add an activity or resource**
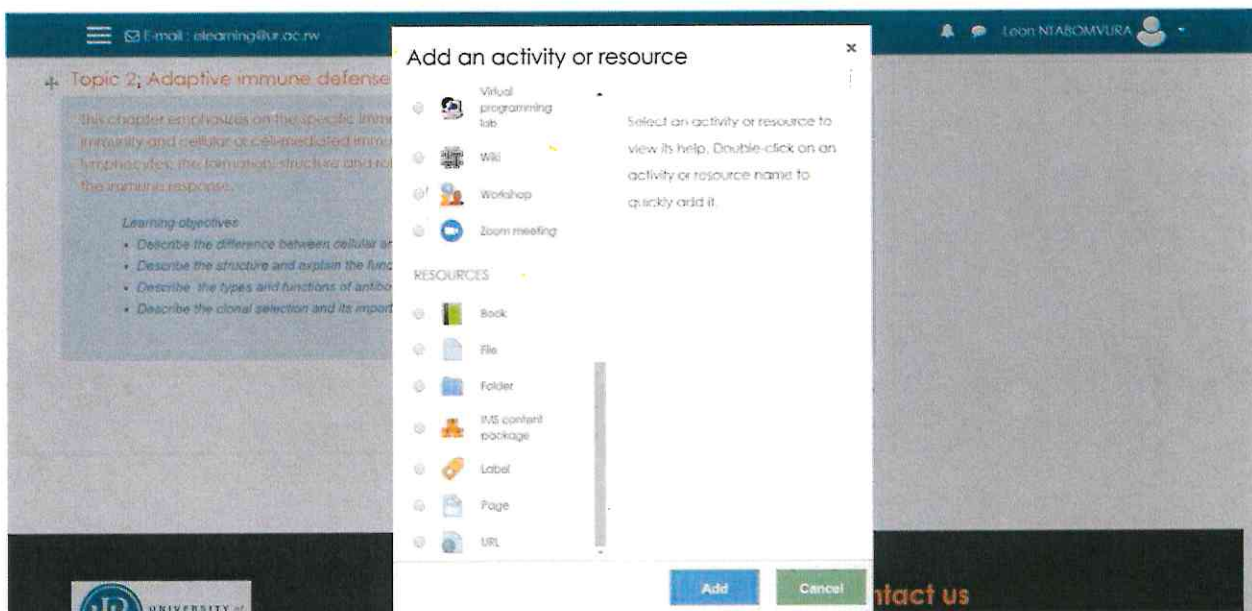

Choose the resource to add (mostly files and Folders). Give it a name to appear and attch it

3.5 Adding Activities

- For any change/ modification in the course, Turn editing On
- An activity is an item that a teacher can use to engage the learner participation in the course
- log in to your Moodle site
- go to the desired course
- ensure editing is turned on
- go to the topic / week where you would like the new activity to be placed
- select either the 'Add a resource...' or 'Add an activity...' menu
- select the appropriate option from the pull down list
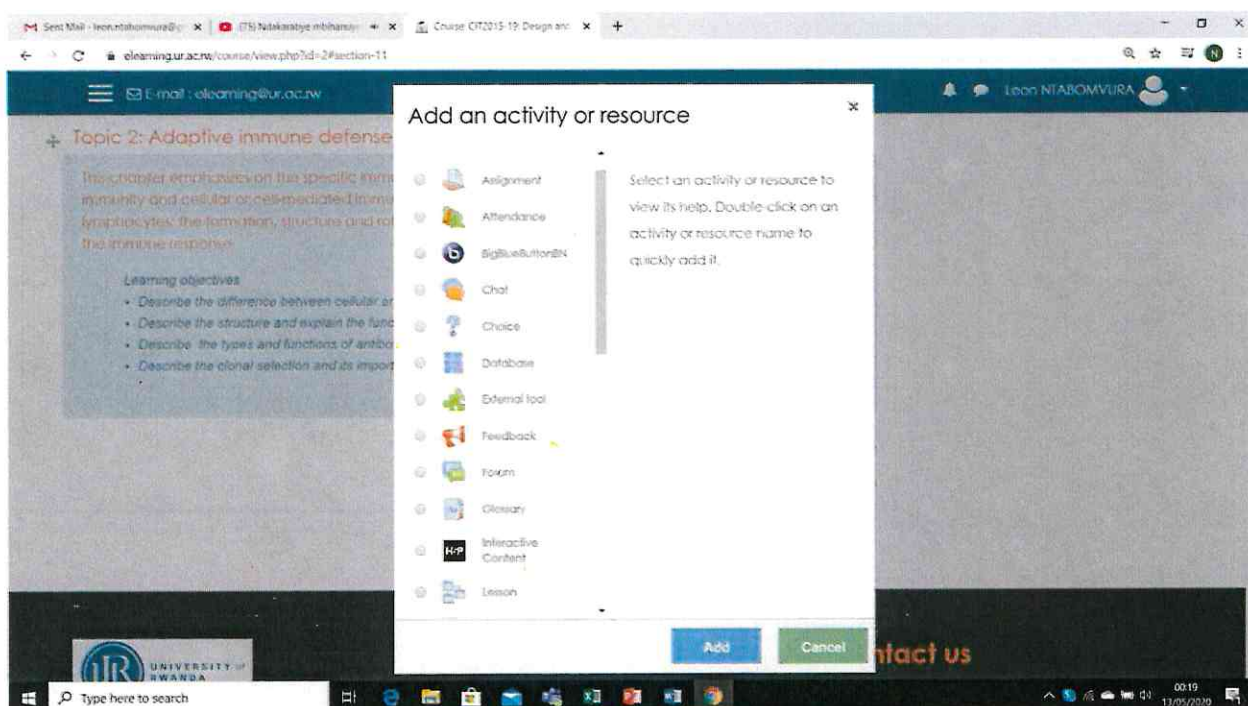
Select the activity and Click on **Add**. Give it a name and follow required instructions.

Activities which are the interactive learning segments for a student in a Course. Basically, you must do something. Activities can include discussion forums, assignments, surveys, group work, Quizzes,etc

3.5.1 Adding an assignment
NB: An assignment is also an activity as it engages the learner participation where feedback are needed.
Step 1: Identify the section where you want to add the assignment

Step 2: Click on "Add Activity or Resource" at bottom of your section /topic block

Step 3: On the list of Activities, choose "Assignment"

Step 4: Give the clear name to your assignment and the Questions and guidelines for assignment should be written on Description block or attach them as additional fine

3.5.2 Adding a quiz

NB: A quiz is also an activity as it engages the learner participation where feedback are needed.

Step 1: Identify the section where you want to add the assignment

Step 2: Click on "Add Activity or Resource" at bottom of your section /topic block

Step 3: On the list of Activities, choose "Quiz"

Step 4: Give the clear name to your Quiz and the guidelines for assignment should be written on Description block or attach them as additional fine

3.5.3 Adding a Forum

NB: A The forum activity module enables participants to have asynchronous discussions i.e. discussions that take place over an extended period of time.

Step 1: Identify the section where you want to add the forum

Step 2: Click on "Add Activity or Resource" at bottom of your section /topic block

Step 3: On the list of Activities, choose "Forum"

Step 4: Give the clear name to your Forum and the guidelines for it should be written on Description block or attach them as additional files.

4. Students enrollment

It is the act of adding/giving access the students in the course. We have two main enrollment methods:

4.1 Self enrolment

It is the method whereby users can choose to enrol themselves into a course, either immediately by clicking "\enrol me in this course" or by typing in an enrolment key they have been given.

- In your course, click the Participants link from the navigation drawer (or, for non-Boost themes, click Users in the Course administration block)

- Click the cogwheel/gear icon and click Enrolment methods (or for non-Boost themes, expand the Users link and click Enrolment methods). Enable self-enrollment and Set the key to share with your students

Participants

No filters applied

Enrolled users

Enrolment methods

Manual enrolments

Guest access

First name [All] A B C D E F G H I J K L M N O P Q R S

Surname [All] A B C D E F G H I J K L M N O P Q R S

Groups

Select	First name / Surname	Email address	Roles	Groups	Last a course	Permissions
	Sam Student	student@moodle.a	Student	No groups	4 year	Check permissions

3. Open the "eye" icon next to the Self enrolment method:

Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	2	↓	🗑 👁 ➕ ⚙
Guest access	0	↑ ↓	🗑 👁 ⚙
Self enrolment (Student)	0	↑	🗑 👁 ⚙

Add method Choose ...

4.2 Manual enrollment

Enrollment method done by the teacher by adding one by one or as cohort

- Go to 'Enrolment methods' from the gear menu in the nav drawer Participants link (or in *Course administration > Users* in the Administration block if you are using a theme other than Boost)
- Click the 'Enrol users' icon in the edit column opposite manual enrolment
- Select users from the not enrolled users list, using Ctrl + click to select multiple users
- Click the add button to add the users to the enrolled users list

5. Gadding assignment and quizzes

You can view each student's submission, and enter grades and feedback on individualized pages.

This method ensures feedback is saved after you review each student's submission.

On your course page, click the name of an Assignment activity. The Assignment page will

- open and display the description of the assignment and a summary of submissions.
- Below the summary, click View/grade all submissions. The *View/Grade all submissions* page for the assignment will open.
- Below the *Submissions table,* under the *Options* heading, are settings that let you control

which students to show in the table:

- To change the number of students shown on the page, select a **value** from the *Assignments per page* drop-down menu.

- To filter the table to show only those students with submissions, or submissions that require grading, use the **Filter** drop-down menu.

- As you set options, the page will automatically refresh to reflect changes.

- If there is more than one page of students, below the table, you'll see links with *Page* numbers, *Next,* and *Previous.*

- To grade a student's submission, in the *Grade* column for the student, click Grade. The *Grading* page will open

6. How to edit your profile?

Your profile is your identity, to access it click on your name next to the "Logout" link at the top of the screen, or anywhere else that your name appears as a link.

For making any modification, click on **Preferences** and choose what to do from your **User account sub menus**

NB: You are advised to navigate your course by reading each and every given instruction by your teacher.

7. Technical support

For any technical support, send your query on **elearning@ur.ac.rw** or call any one of the following technical support.

	Contact	Dedicated College to support
1.	NTABOMVURA Leon (0788351569)	UR-College of Education
2.	UWIZEYE Jean Claude (0788444646)	UR-College of Science and Technology
3.	NTALINDWA Theoneste (0788884594)	UR-College of Arts and Social Sciences
4.	NYINAWUMUNTU Clemence (0788635596)	College of Business and Economics
5.	NYIRUMULINGA Christian (0783030750)	UR-College of Agriculture, Animal Sciences and Veterinary Medicine
6.	KARANGWA Benjamin (0788353225)	UR-College of Medicine and Health Sciences

If you are not satisfied for given support by above staff, contact the Director Centre for Open Distance and e-Learning, Dr. NDUWINGOMA Mathias, Tel: **0788897814**

Approved by the Senate of 16th September 2020

Prof. Philip Cotton

Vice Chancellor