Using the eLearning Course Development Request Form

CETID | LEARNING TECHNOLOGIES & INSTRUCTIONAL DESIGN

AUDIENCE

BUSE Lecturers

PURPOSE

Submit course outlines & materials for Articulate Rise 360 development

FORMAT

Visual step-by-step guide

Before You Get Started

What You Will Learn

- Access the eLearning Course Development Request Form
- Enter your lecturer and course details
- Upload your course development materials
- Provide your contact details
- Submit your request successfully

Before You Begin

Have the following materials ready:

- Course outline
- PowerPoint presentations
- Past examination questions
- Video links
- Lecture notes
- Tutorials or assignments
- Journal articles & book chapters
- Other relevant resources

TIP: Rename files clearly, e.g. EEE1103_Course_Outline.pdf

STEP 1

Access the Request Form

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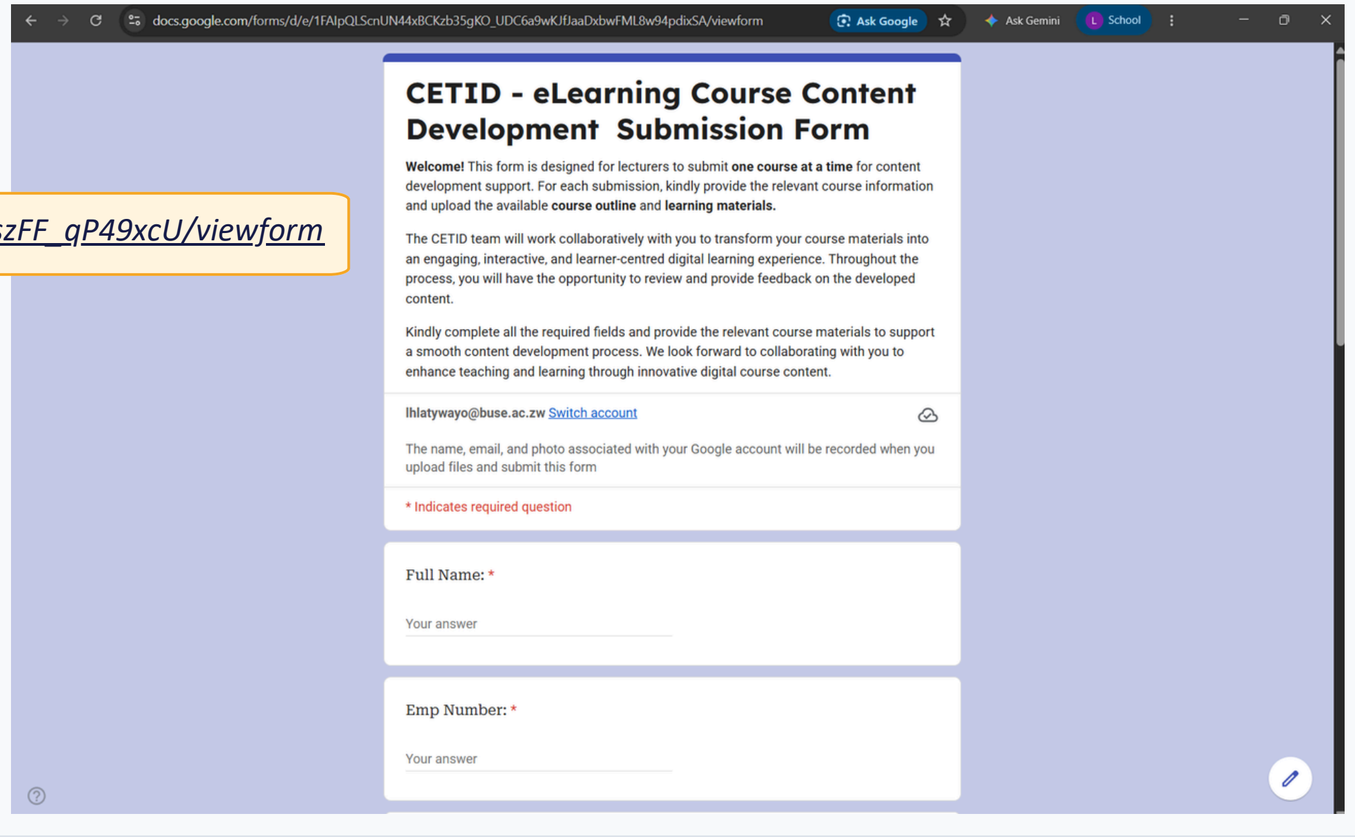
- Access the eLearning Course Development Request Form using the link provided by CETID.
- The link opens directly in Google Forms no login is required.

https://docs.google.com/forms/d/1HTXkgoPr0eRucM_utGU-85jkc6yh6qSszFF_qP49xcU/viewform

Click the link above or Scan the QR Code to access the Access the Request Form



Enter Your Personal & Faculty Details

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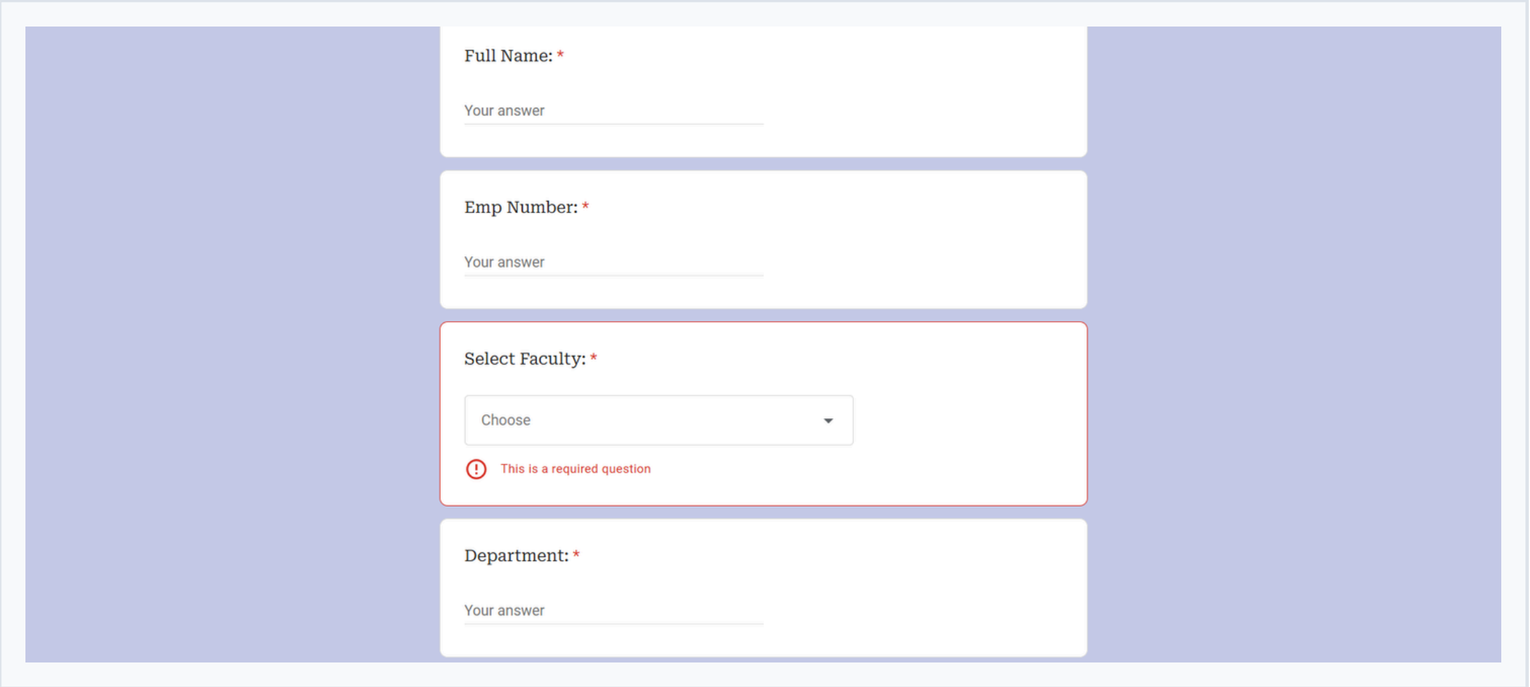
- Full Name
- Employee Number
- Faculty
- Department



STEP 3

Enter Your Course Details

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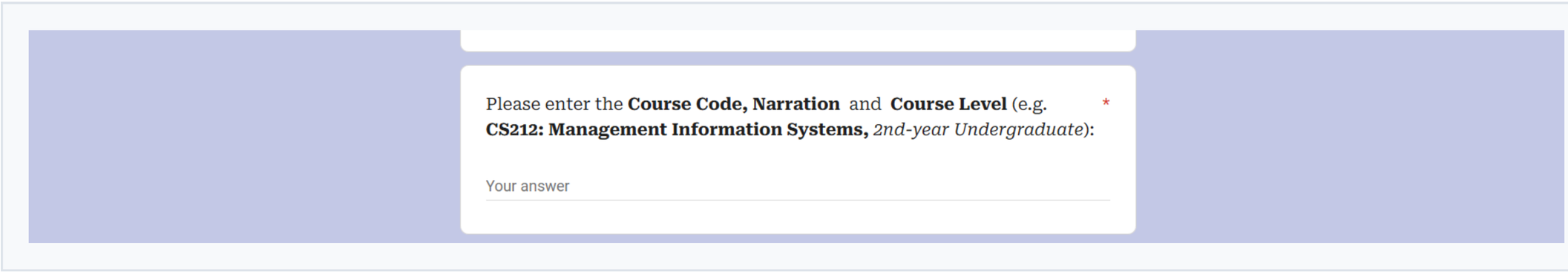
- **Course Code**
- **Course Narration or Title**
- **Course Level**

Example

Course Code: *CS212 ·*

Course Title: *Management Information Systems ·*

Course Level: *2nd Year Undergraduate*



STEP 4

Upload Your Course Materials

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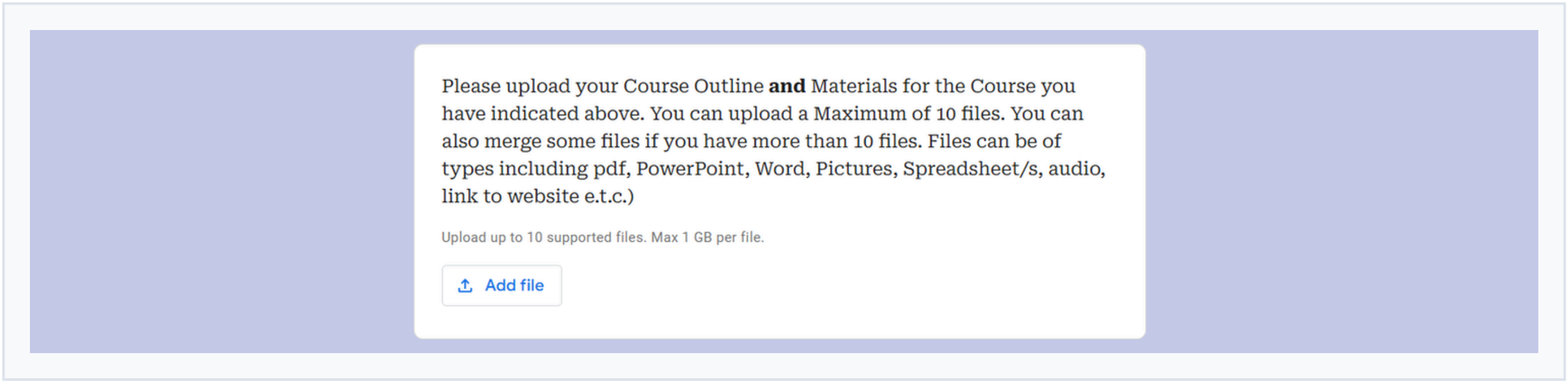
- This is the most important part of the submission.
- Select “Add File” or the file-upload option provided on the form.



STEP 5

What Should You Upload?

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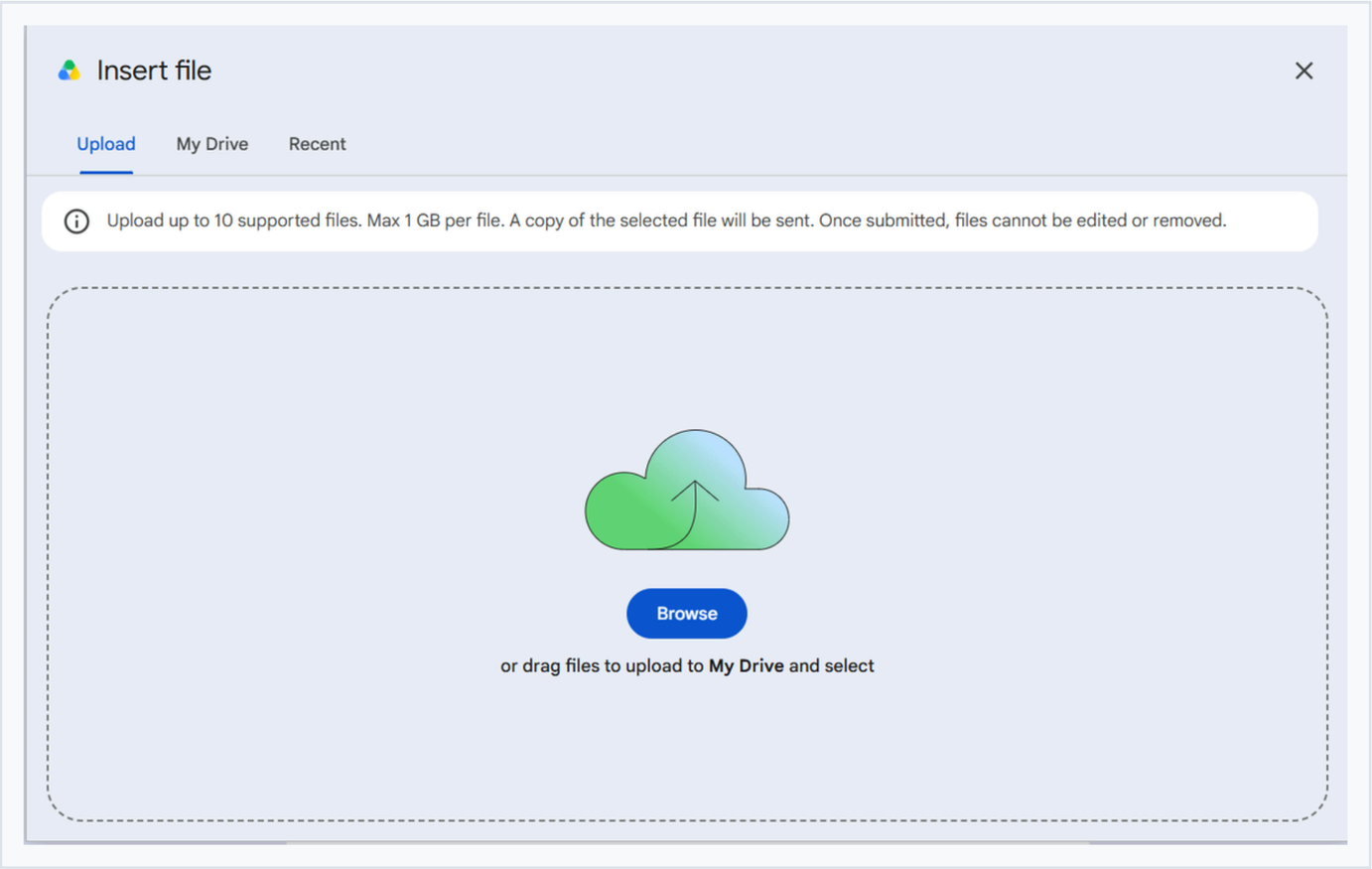
MATERIAL	STATUS
Course Outline	Required
Lecture Notes	Recommended
PowerPoint Slides	Recommended
Tutorial Questions	Recommended
Past Examination Questions	Recommended
Assignments	Recommended
Journal Articles	Where relevant
Book Chapters	Where relevant
Other Learning Resources	Where relevant

STEP 6

Select the Files to Upload

- Depending on the form configuration, Google Forms may allow you to select files from your computer or Google Drive.

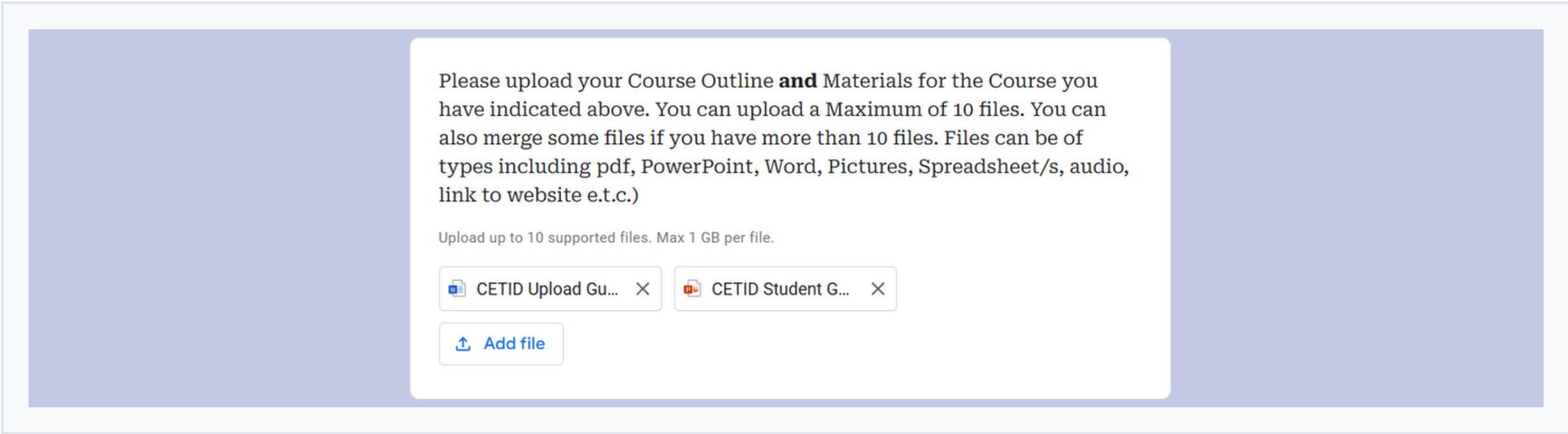


STEP 7

Check Your Uploaded Materials

- After uploading, check that the correct files appear in the form.

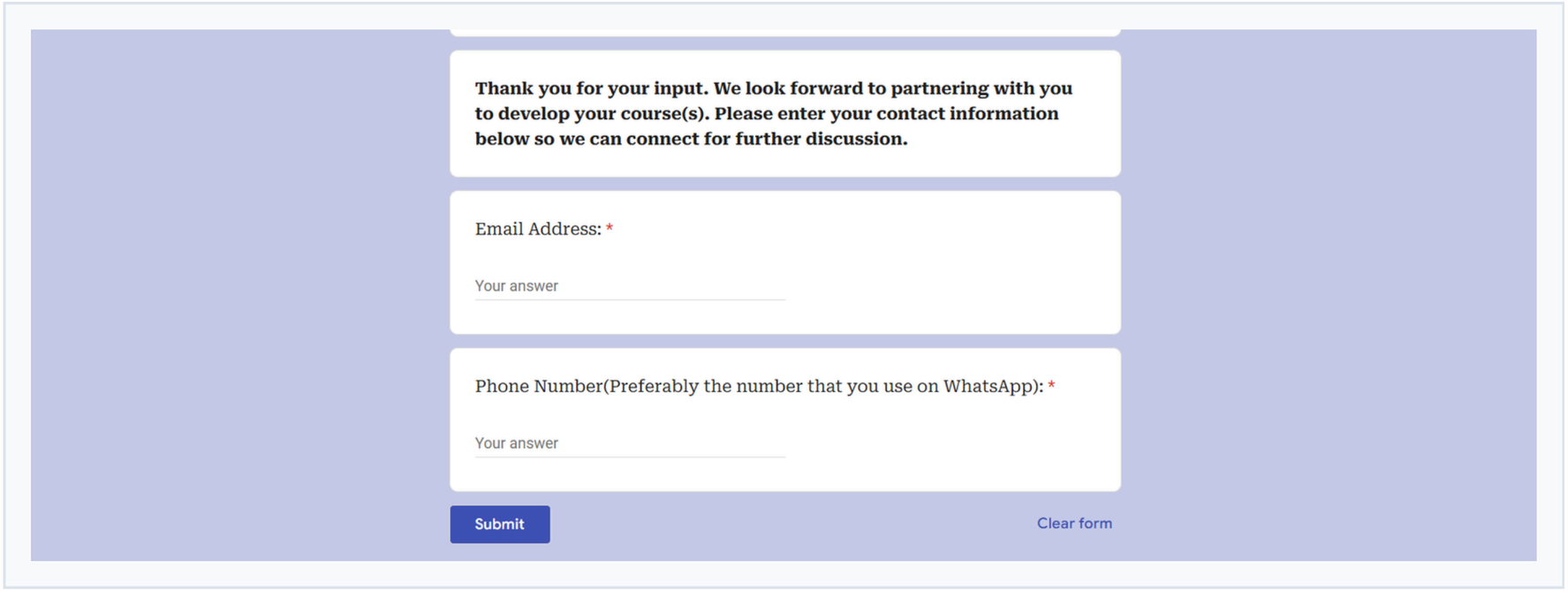
IMPORTANT: Do not continue until you can see your files listed.



STEP 8

Enter Your Contact Details

- **Email Address**
- **Phone Number (preferably the number you use on WhatsApp)**



STEP 9

Final Check & Submit

- **Before selecting Submit, complete a final check of your entries.**

1. Lecturer & faculty details are correct
2. Course code, title and level are accurate
3. All required materials are uploaded
4. Files are visible in the form
5. Email and phone number are correct
6. You are ready to select Submit

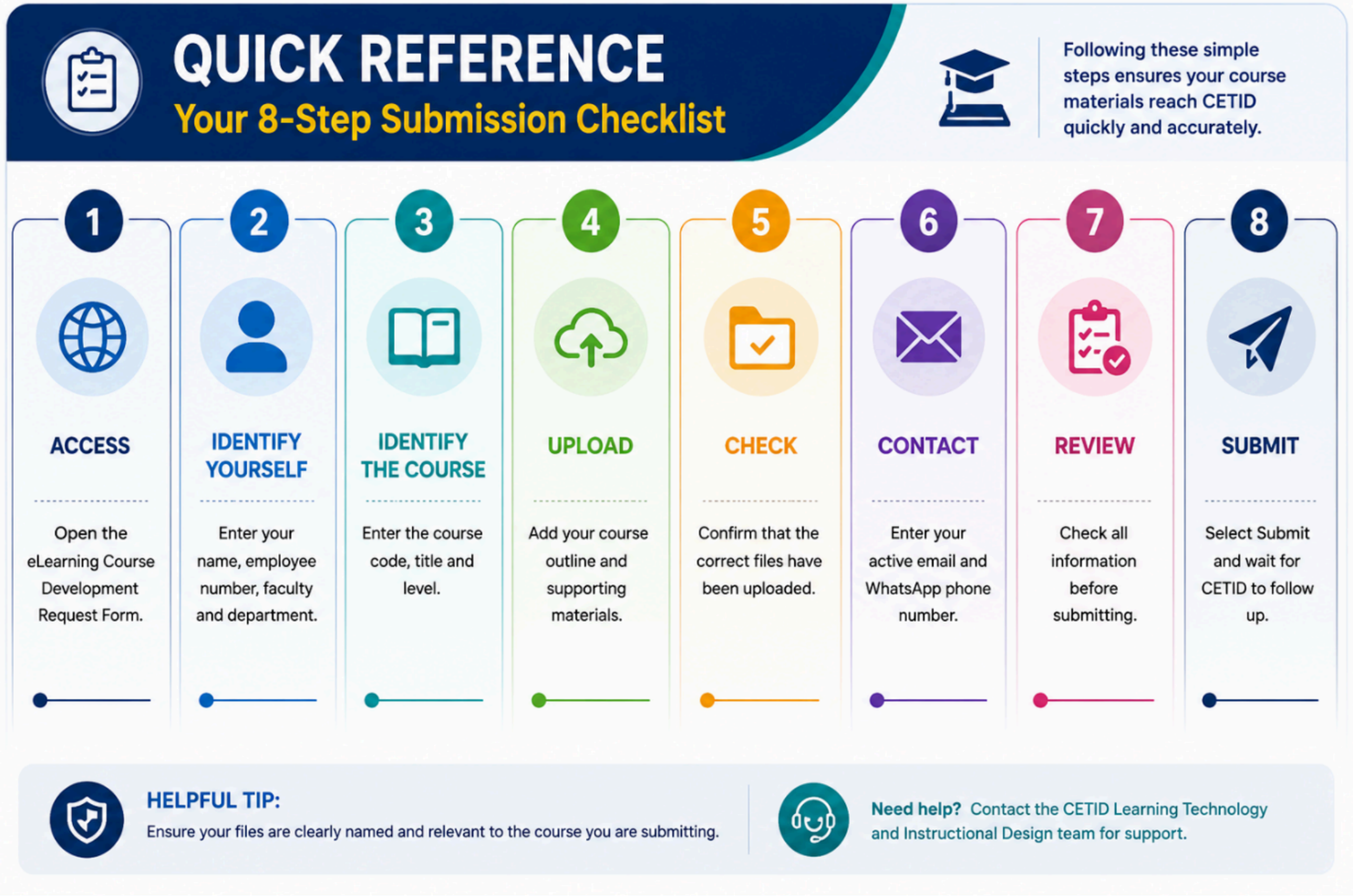
AFTER YOU SUBMIT

What Happens After Submission?



QUICK REFERENCE

Your 8 Step Submission Checklist





Need Help?

CETID Learning Technology & Instructional Design

If you experience difficulties completing the form or uploading your materials, contact the CETID Learning Technology and Instructional Design team.

cetidoffice@buse.ac.zw

Remember: The better organised your course materials are, the easier it is for the development team to structure and develop your online course.