

ELEARNING MANUAL FOR STUDENT

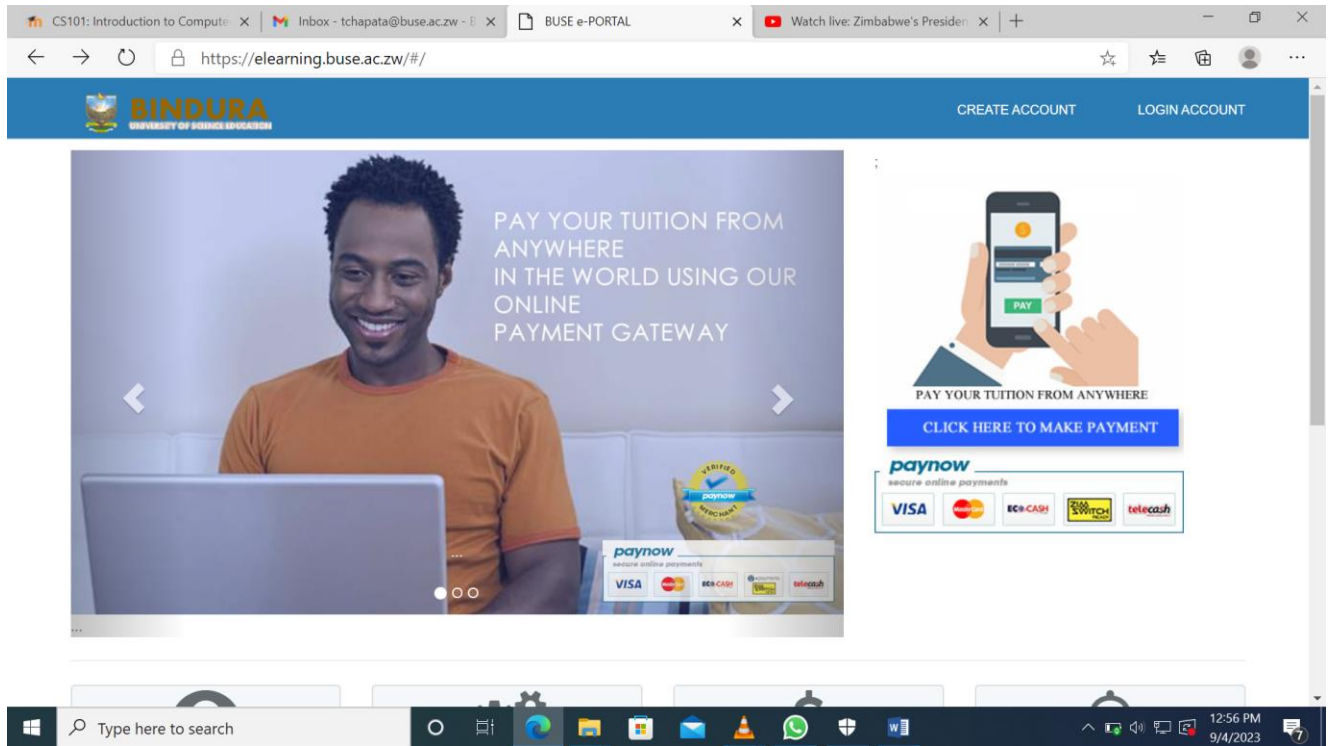


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CREATING ELEARNING ACCOUNT

1. Visit the URL below

<https://elearning.buse.ac.zw>



The above page will load

2. Click Create Account

The screenshot shows a web browser window with the URL <https://elearning.buse.ac.zw/student/login/activate#/>. The page features the Bindura University of Business and Technology logo and navigation links for 'CREATE ACCOUNT' and 'LOGIN ACCOUNT'. The main content is a 'Student Account Activation' form with the following fields:

- Student Number**: Text input field.
- Date of Birth**: Text input field with format 'dd/mm/yyyy' and example '31/01/1990'.
- Cell Phone**: Text input field with example 'Eg 26377500000'.
- Gender**: Dropdown menu with 'Select..' and a downward arrow.
- Marital Status**: Dropdown menu with 'Select..' and a downward arrow.
- Next Of Kin**: Text input field.
- Next of Kin Phone**: Text input field with example 'Eg 26377500000'.
- Relationship to Kin**: Text input field.
- Next of Kin Email**: Text input field.
- National Identity Number**: Text input field with example 'Eg 631646718T50' and format '631646718T50'.
- Current Home Address**: Text area with a placeholder for an address.
- Your Preferred portal Password**: Text input field.
- Confirm Preferred portal Password**: Text input field.
- Create**: A blue button at the bottom right of the form.

The Windows taskbar at the bottom shows the search bar with 'Type here to search', several application icons (Edge, File Explorer, Mail, Teams, WhatsApp, etc.), and the system tray with the time '12:57 PM' and date '9/4/2023'.

Fill in all your details correctly. And click create.

The **Password** which you create above will be the one you will also use on Moodle portal

And the **Student Number** will be your username

STARTING WITH MOODLE

What is Moodle?

Moodle is a learning management system Moodle is an acronym for "Modular Object-Oriented Dynamic Learning Environment. It is an online educational platform that provides custom learning environments for students. Educators can use Moodle to create lessons, manage courses, and interact with teachers and students. Students can use Moodle to review the class calendar, submit assignments, take quizzes, and interact with their classmates.

How do I access Moodle?

Option 1

To access the Moodle Virtual Learning Site, go to elearning.buse.ac.zw:8043/moodle

Or Open the Bindura University of Science Education website, go to

www.buse.ac.zw/ Then

click on Students then select Virtual Learning Portal

Home | Bindura University Of Sci | Inbox - tchapata@buse.ac.zw | MyBUSE: Participants | ed mnangangwa inauguration 2 | +

Not secure | <https://www.buse.ac.zw>

News in Brief | BUSE, UNAM Sign MOU | English

Monday, September 04, 2023 | BUSE Mail | Vacancies | Contact us | News | Library | Events | Tenders and Quotations | National Sport Academy

BINDURA UNIVERSITY OF SCIENCE EDUCATION | Home | About | Admissions | Faculties | Research | Students | Events | Academic Support | FAQ

Call for papers for the International Anti-Corruption Conference

<https://www.buse.ac.zw/buse-unam-sign-mou/>

Type here to search | 12:38 PM 9/4/2023

Home | Bindura University Of Sci | Inbox - tchapata@buse.ac.zw | MyBUSE: Participants | ed mnangangwa inauguration 2 | +

Not secure | <https://www.buse.ac.zw>

News in Brief | ECD Directors Attend Professionalisation Course | English

Monday, September 04, 2023 | BUSE Mail | Vacancies | Contact us | News | Library | Events | Tenders and Quotations | National Sport Academy

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- E-Learning Portal
- Virtual Learning Portal**
- Downloads
- Student Affairs
- Student Representative Council
- International Students
- Work Related Learning
- Student Mail

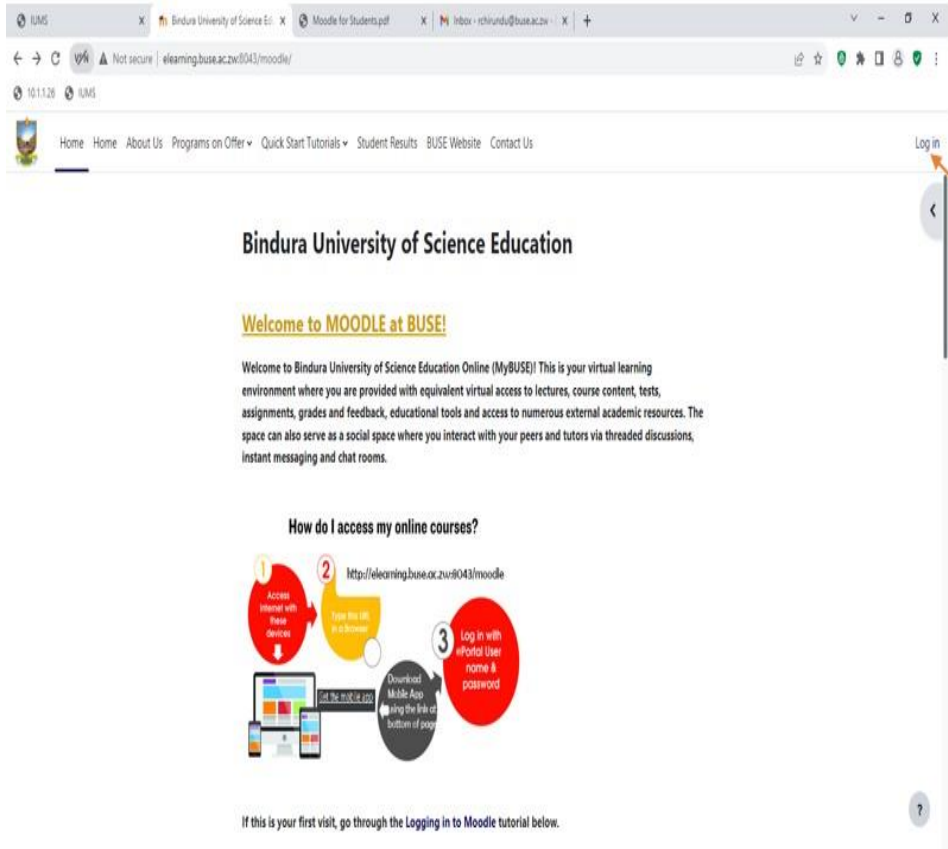
Call for papers for the Inter Anti-Corruption Conference

elearning.buse.ac.zw/moodle

Type here to search | 12:39 PM 9/4/2023

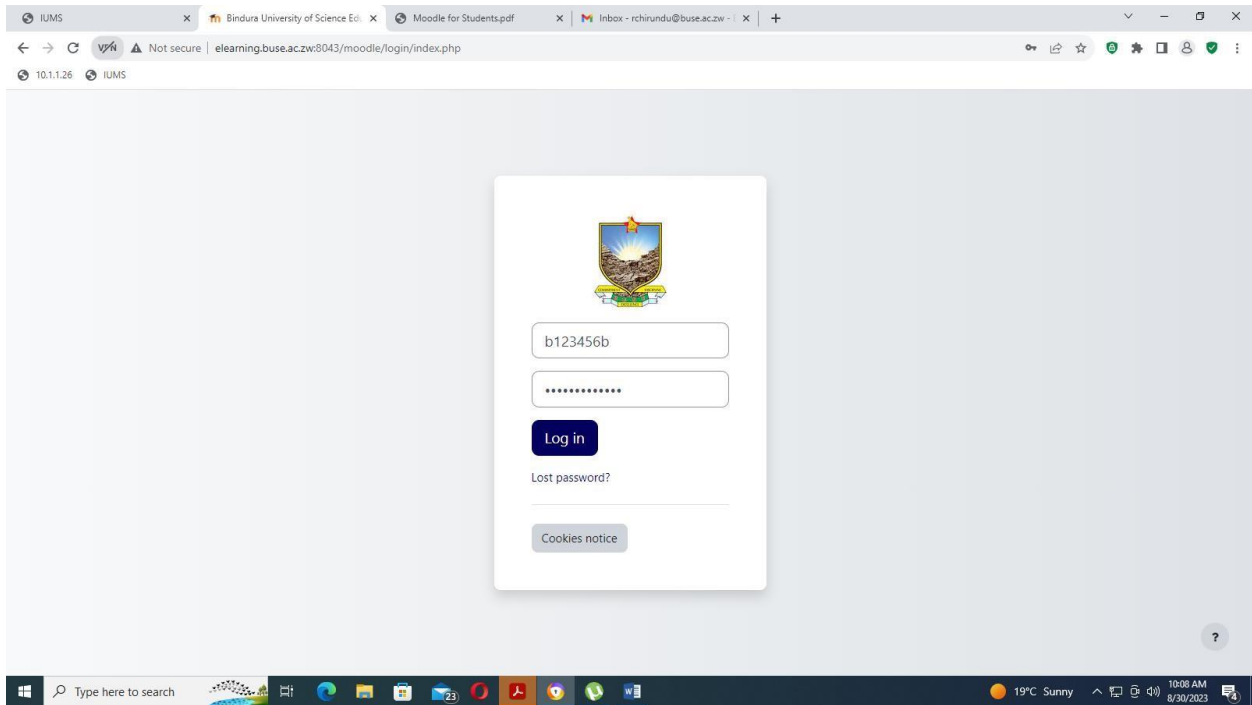
How do I login into Moodle?

Once you have opened Moodle, click the log in option which is to your far right.

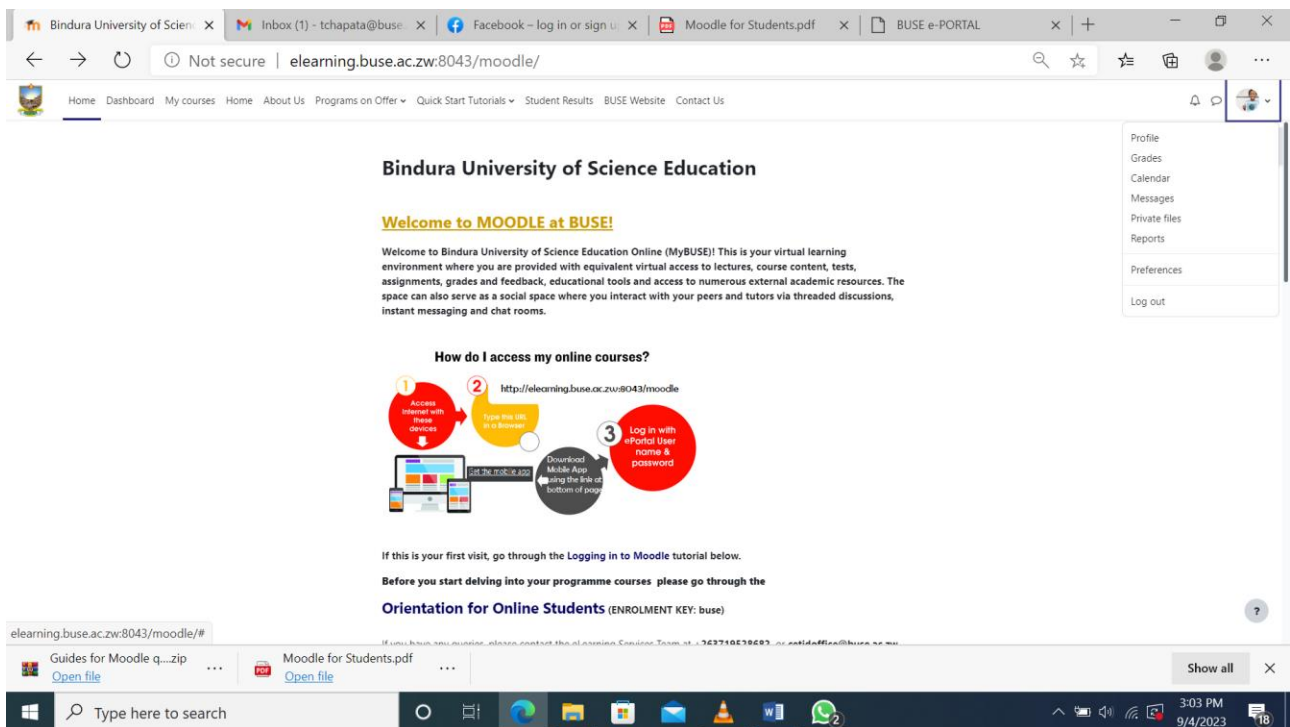


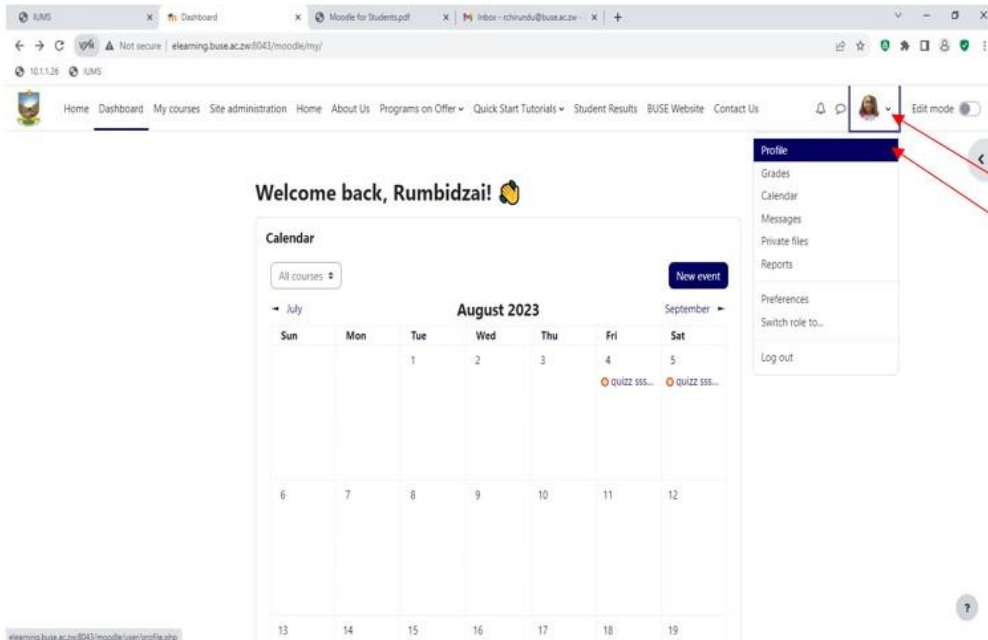
Enter your username and password and click on login. You use the details that you use to login into the Integrated University Management System, both the username and password.

NB username is your Student No with starts with B.....



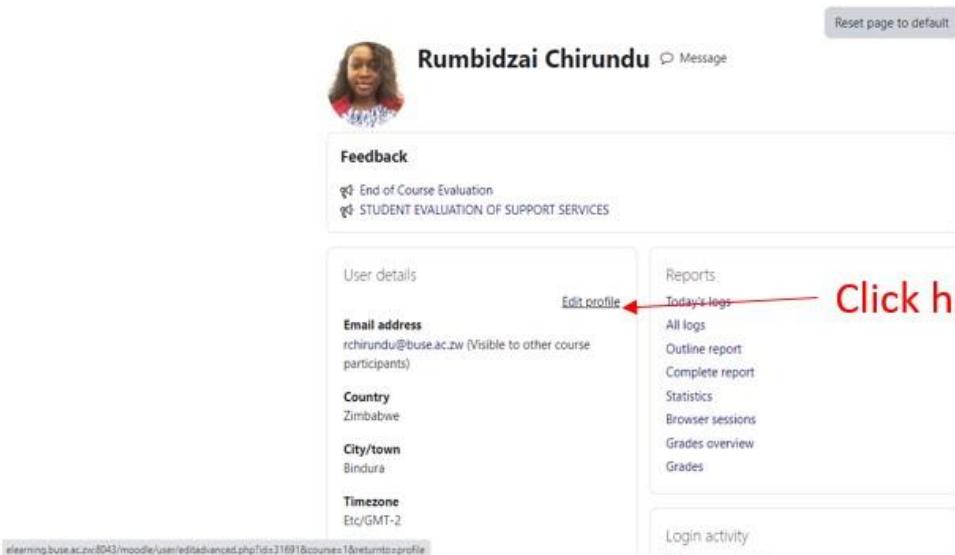
UPDATING YOUR PROFILE





Once you successfully login the above page will appear,

- First toggle the edit mode as shown by the black arrow
- Then click edit as shown by the red arrow



Home Dashboard My courses Site administration Home About Us Programs on Offer Quick Start Tutorials Student Results BUSE Website Contact Us

Edit profile

Expand all

General

Username

Choose an authentication method

Manual accounts

Suspended account

New password

Sign out everywhere User services: Moodle mobile web service

Force password change

First name

Last name

Email address


Email visibility

MoodleNet profile

Edit/add your details

Home Dashboard My courses Site administration Home About Us Programs on Offer Quick Start Tutorials Student Results BUSE Website Contact Us

User picture

Current picture 

Delete picture

New picture

Maximum file size: Unlimited, maximum number of files: 1

Files

You can drag and drop files here to add them.

Accepted file types:
Image files to be optimised, such as badges .gif .jpe .jpeg .jpg .png

Picture description

Click here to add your picture.

> Additional names

You can edit and add your details, including your profile picture

Home Dashboard My courses Site administration Home About Us Programs on Offer Quick Start Tutorials Student Results BUSE Website Contact Us

Picture description

> **Additional names**

> **Interests**

> **Optional**

▼ **Student Academic Details**

Registration number

Mode of Delivery

> **Other fields**

Required

Purge all caches
Reactive instances: This page has no reactive instances.

Click here to update profile

VIEWING YOUR COURSES

Home Dashboard **My courses** Site administration Home About Us Programs on Offer Quick Start Tutorials Student Results BUSE Website Contact Us

Click on my courses page

My courses
Course overview

All Search Sort by last accessed Card

Always make sure this tab states "ALL"

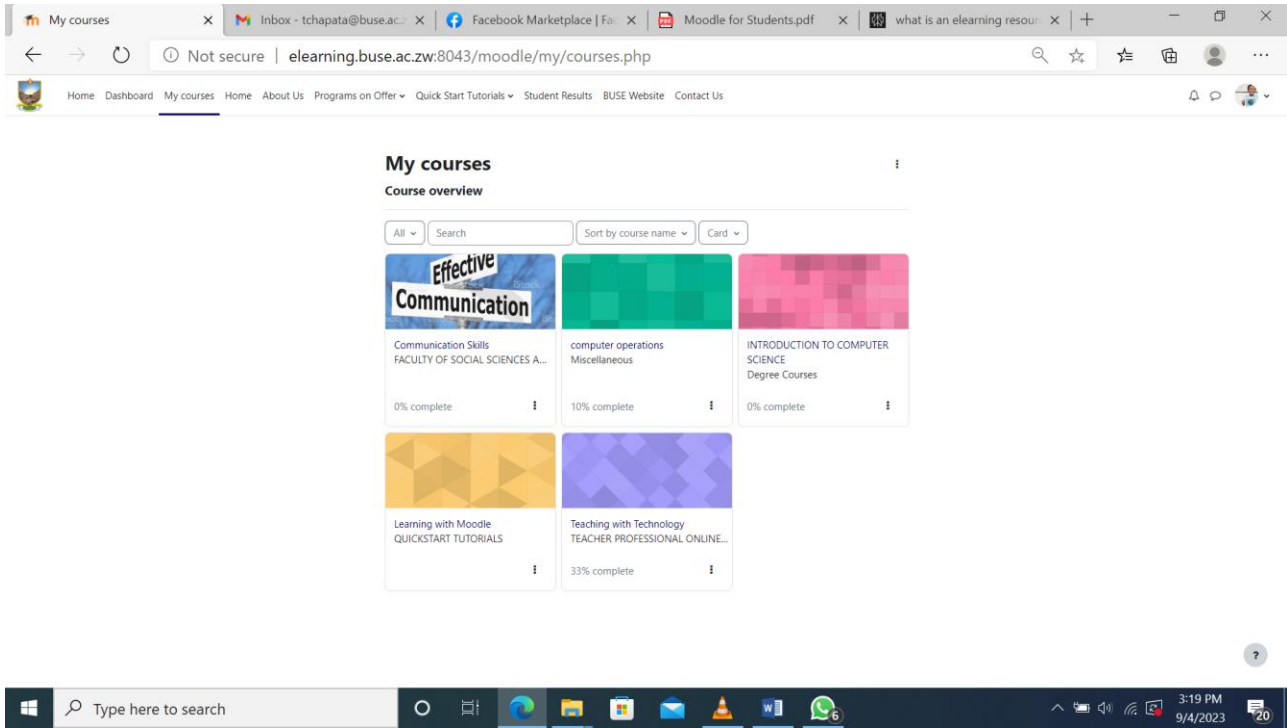
Learning Curve
Miscellaneous
0% complete

Teaching with MOODLE
Fundamentals
TEACHER PROFESSIONAL ONLINE...
Hidden from students
0% complete

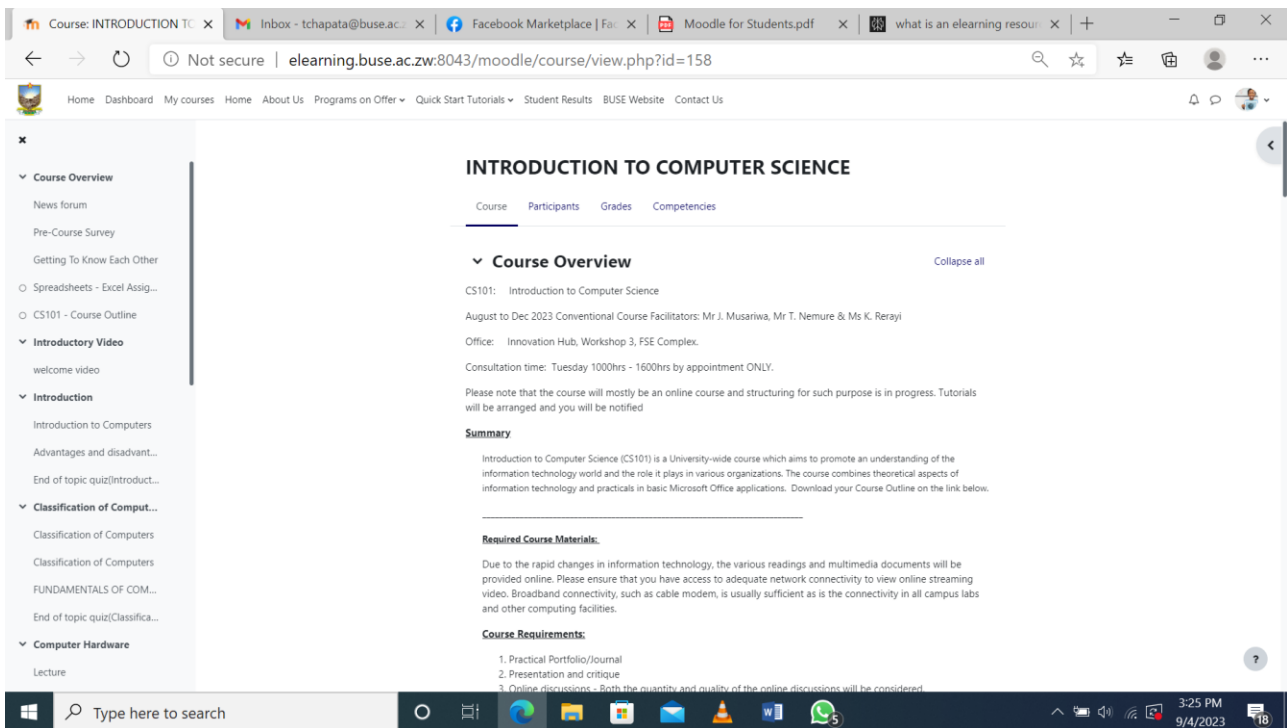
Feedback

- End of Course Evaluation
- STUDENT EVALUATION OF SUPPORT SERVICES

mmg.buse.ac.za/8043/moodle/my/courses.php

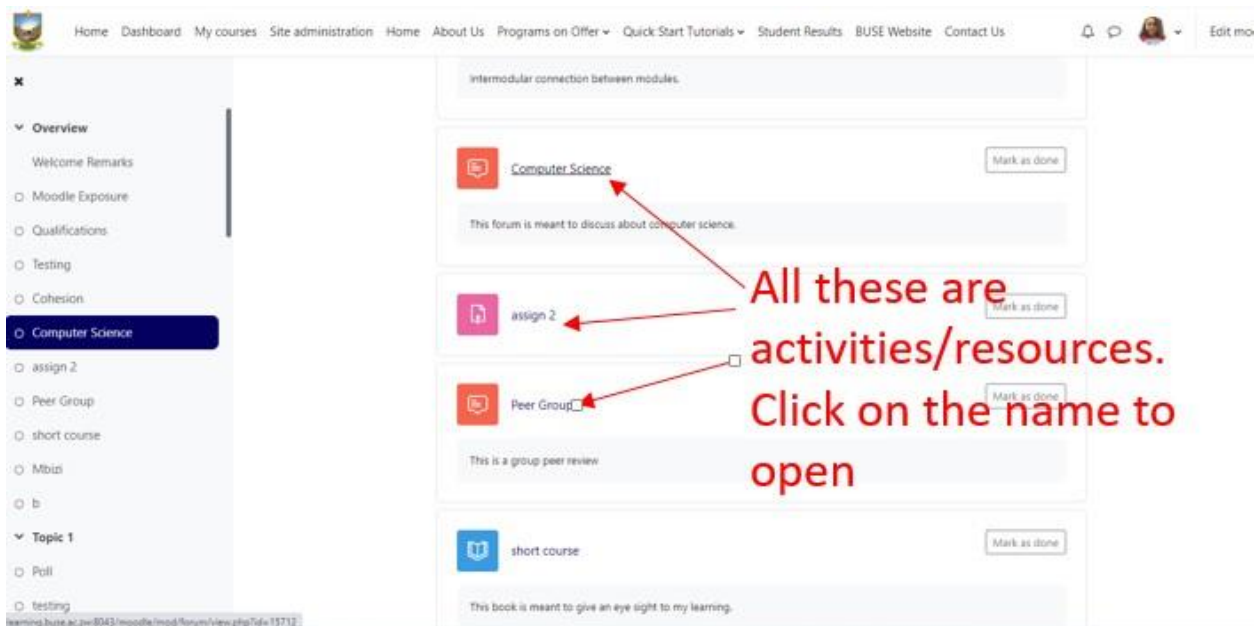


If you click my course: Under course overview you will be able to see all the courses you are enrolled in. So, you click any course you want to work on.



How do I access a resource in Moodle?

An eLearning resource is a digital tool or platform that delivers learning and training through electronic devices such as computers, tablets, and smartphones that are connected to the internet. E-learning is based on formalized learning, but it is provided through electronic devices, making it easy for users to learn anytime, anywhere, with few, if any, restrictions. Examples of eLearning resources include video tutorials, attachments and microlearning platforms. To access a resource, you click on it and it opens or it can give u further instructions that you need to read and perform the required action for you to access it.



ASSIGNMENT SUBMISSION

How do I submit an assignment?

You may be asked to attach files or enter text directly into a text box. Note: If your instructor is asking you to upload a file, they should inform you what file format you should submit (e.g., .pdf, .doc, .pptx or .docx).

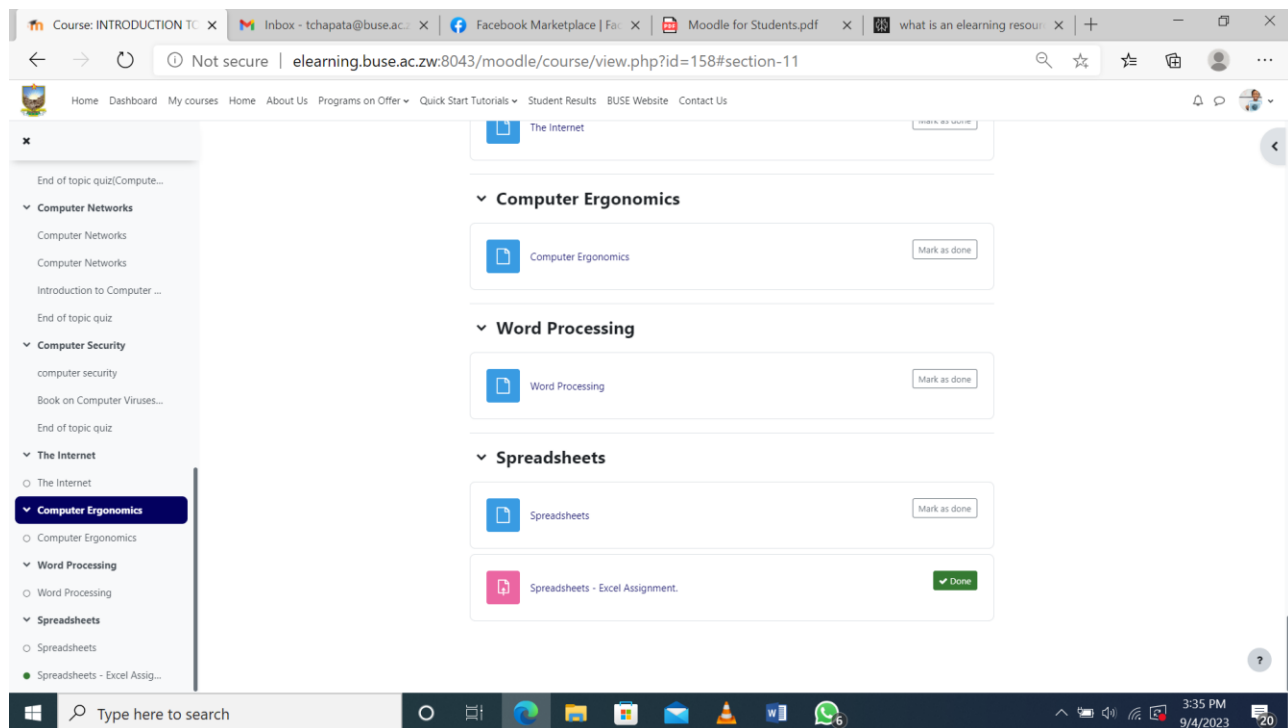
1. Links to assignments can always be found in the sections down the center of the Moodle course page. If your instructor has added the Activities block to the course, you can also locate assignments by clicking the Assignment link in the Activities block.
2. Click the link to the assignment. The Assignment page will open, showing instructions and your submission status (due date, grading status, grade, etc.) for this assignment.
3. Click Add submission. The Assignment submission page will open. Depending on how your instructor set up the assignment, you may have the option to submit file(s), enter text in a text entry box or both.
4. To enter online text, type directly into the online text box. Alternately, you can compose your submission in a word processing program and then cut and paste the text into the Moodle text box.
 1. When pasting text into Moodle, for best results, paste the content as unformatted text.
 2. For spell checking to work, it must be enabled in your browser. Once enabled, to see spelling suggestions press hold Control key on your keyboard and click OR right-click on your mouse (whether you are using a Mac or PC system will determine which operation will work).
5. To submit a file using drag-and-drop:
 - . Arrange your computer desktop windows so that you can view both your browser window and your files on your computer (e.g., in an open folder or on your desktop).
 - Drag files from your computer and release them on top of the big blue arrow in the Files area
 - (click to enlarge)

6. 1. Note: DO NOT drag-and-drop a doc file from a Drive App desktop window into Moodle. Your instructor will not have permission to view the file. Instead, use browse for the file (see next step), or save the file as a PDF before submitting.
7. To browse for a file:
 - Under File submissions, at the top-left of the file area, click the Add... icon (). The File picker window will open.
 - Select a file from your computer, or from Google Drive: to upload a file from your computer, click Upload a file (at left), then, next to Attachment, click Browse. Browse your computer and select a file, then click Open. The file name will appear next to the Browse button. to upload a file from Google Drive, click Google Drive (at left). You may need to log in. Click the File to upload.
 - Note: When you browse to Google Drive, Moodle will convert Google docs (.gdoc files) that were composed directly in Google to a sharable file type (.rtf, .ppt, .xls, etc.)
 - (Optional) If you want to rename your file in the File Picker, enter the new name in the Save as field, and make sure to include the correct file extension (.pdf, .doc, etc.) in the name so the file can open correctly for your instructor.
 - Click Upload this file. The File Picker will close and an icon for your uploaded file will appear in the Files area.
8. Once your file(s) appear in the Files submission area, click save changes.
9. If your instructor allows you to revise your submission you'll see an Edit submission button on the Assignment page. Click Edit submission to add or replace files, or edit a text submission. When you are finished making changes, click save changes.

10. For some assignment types, you will see a Submit assignment button. To finalize your submission, click Submit assignment, then continue.
11. Note: Once finalized, you will not be able to make any more changes.
12. You can check under Submission status on the Assignment page to ensure your file is listed. You can also view feedback and grades from your instructor there.
13. For some assignment types, you may have the option to submit several or an unlimited amount of attempts (or drafts) for a single assignment. Because each course is different, you will need to communicate with your instructors on how submission attempts and feedback are configured for each Moodle assignment.

Assignment submission

You click the activity with assignment



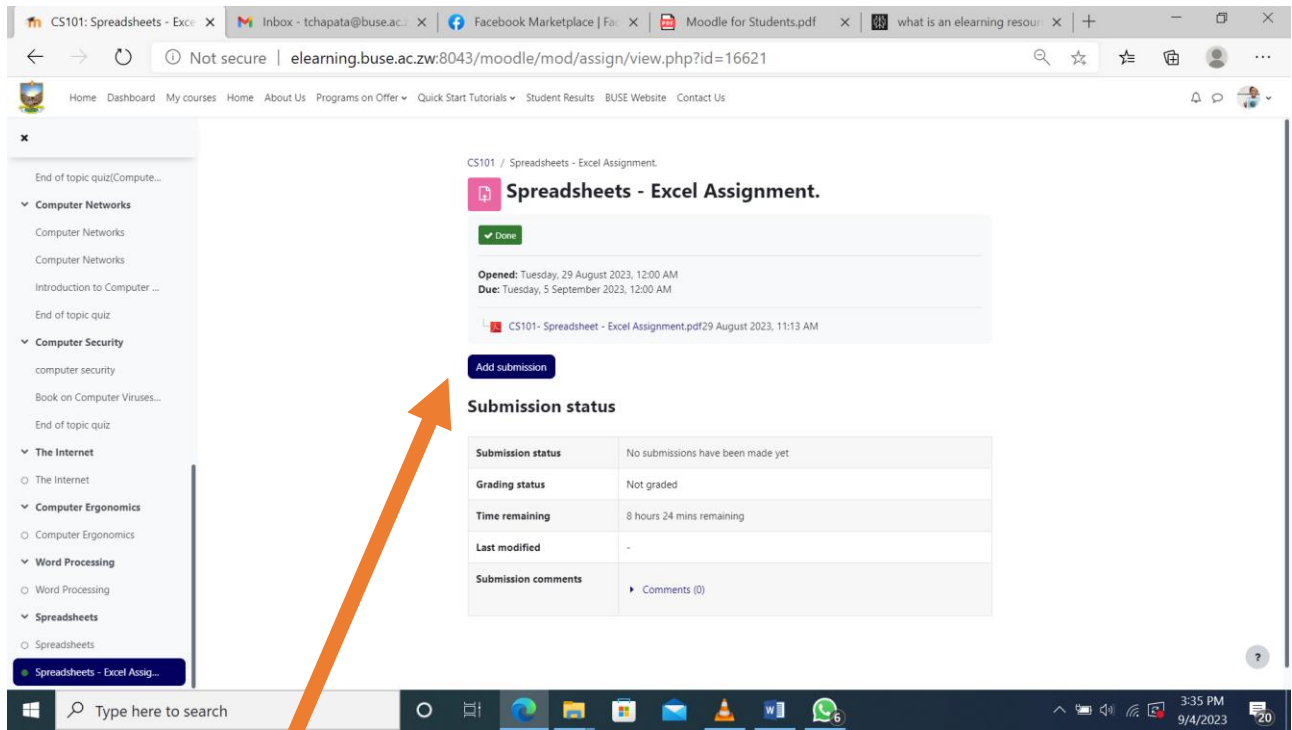
The screenshot shows a web browser window displaying a Moodle course page. The browser's address bar shows the URL: elearning.buse.ac.zw:8043/moodle/course/view.php?id=158#section-11. The page content is organized into sections with expandable menus:

- The Internet**: Contains one activity.
- Computer Ergonomics**: Contains one activity with a "Mark as done" button.
- Word Processing**: Contains one activity with a "Mark as done" button.
- Spreadsheets**: Contains two activities: "Spreadsheets" (with a "Mark as done" button) and "Spreadsheets - Excel Assignment." (with a green "Done" button).

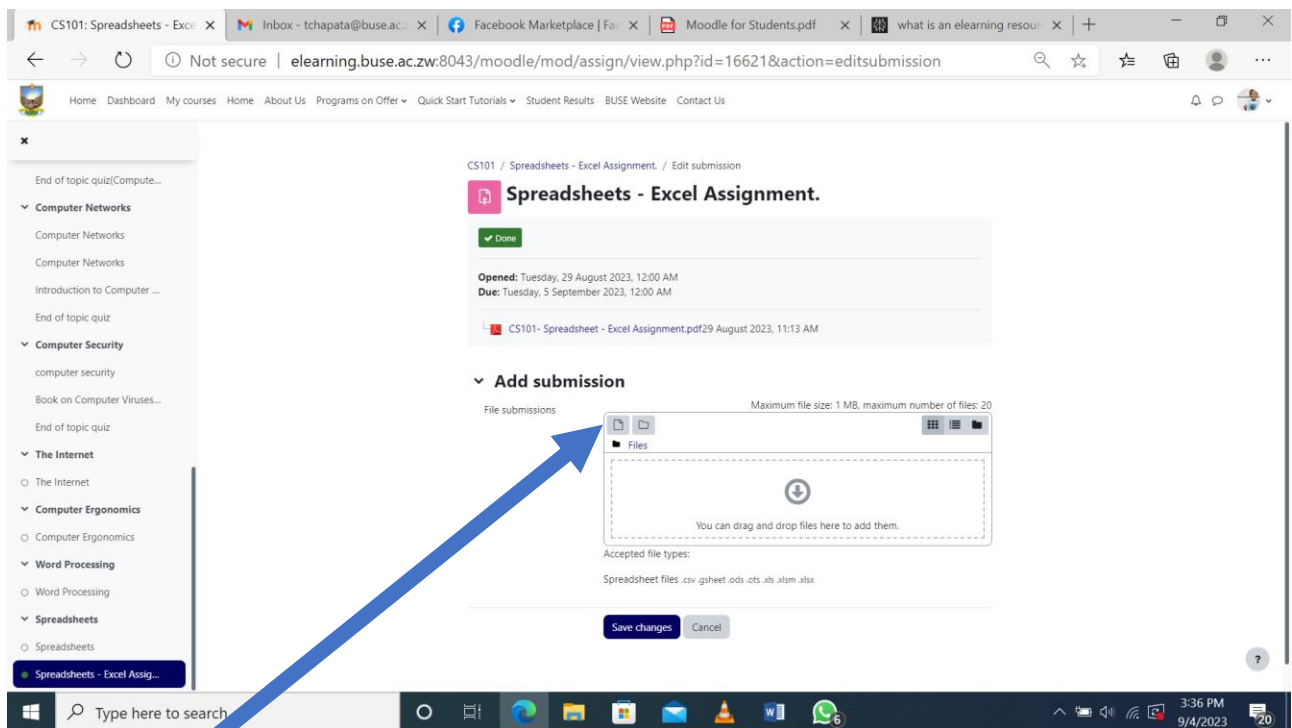
The left sidebar shows a navigation menu with the following items:

- Computer Networks
- Computer Security
- The Internet
- Computer Ergonomics** (highlighted)
- Word Processing
- Spreadsheets

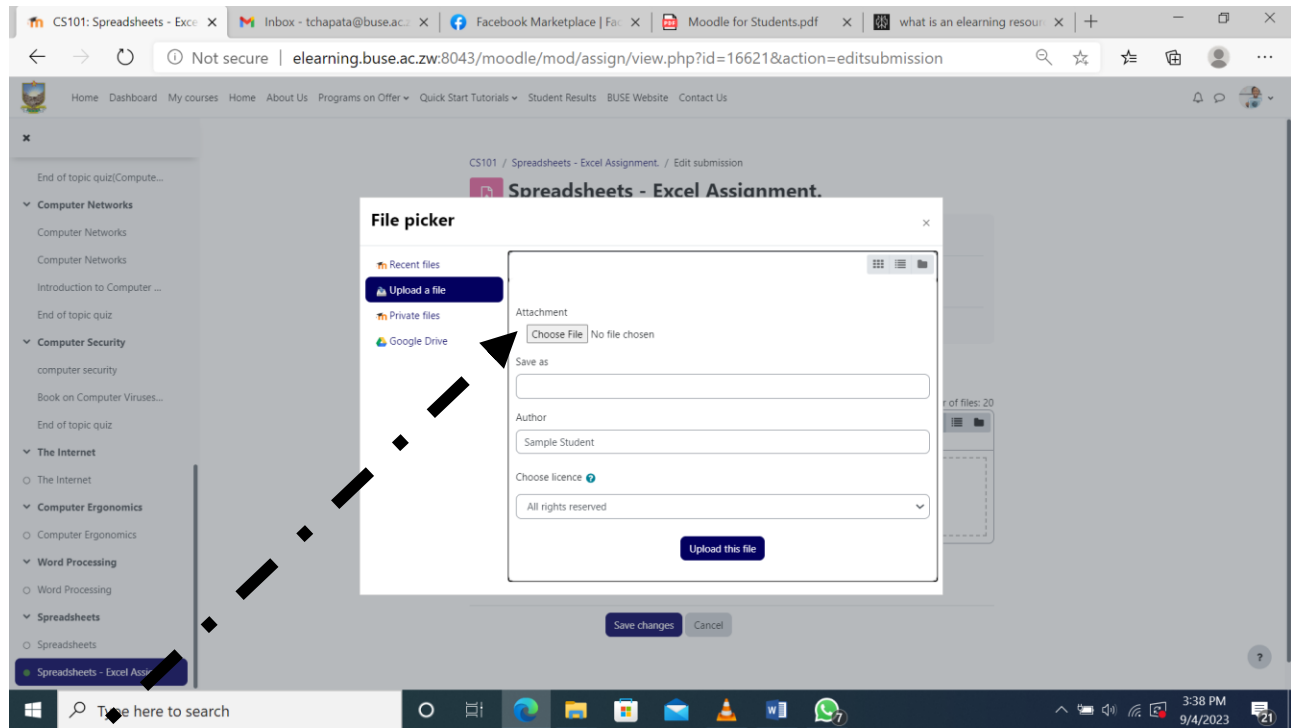
The Windows taskbar at the bottom shows the time as 3:35 PM on 9/4/2023.



Then click Add submission

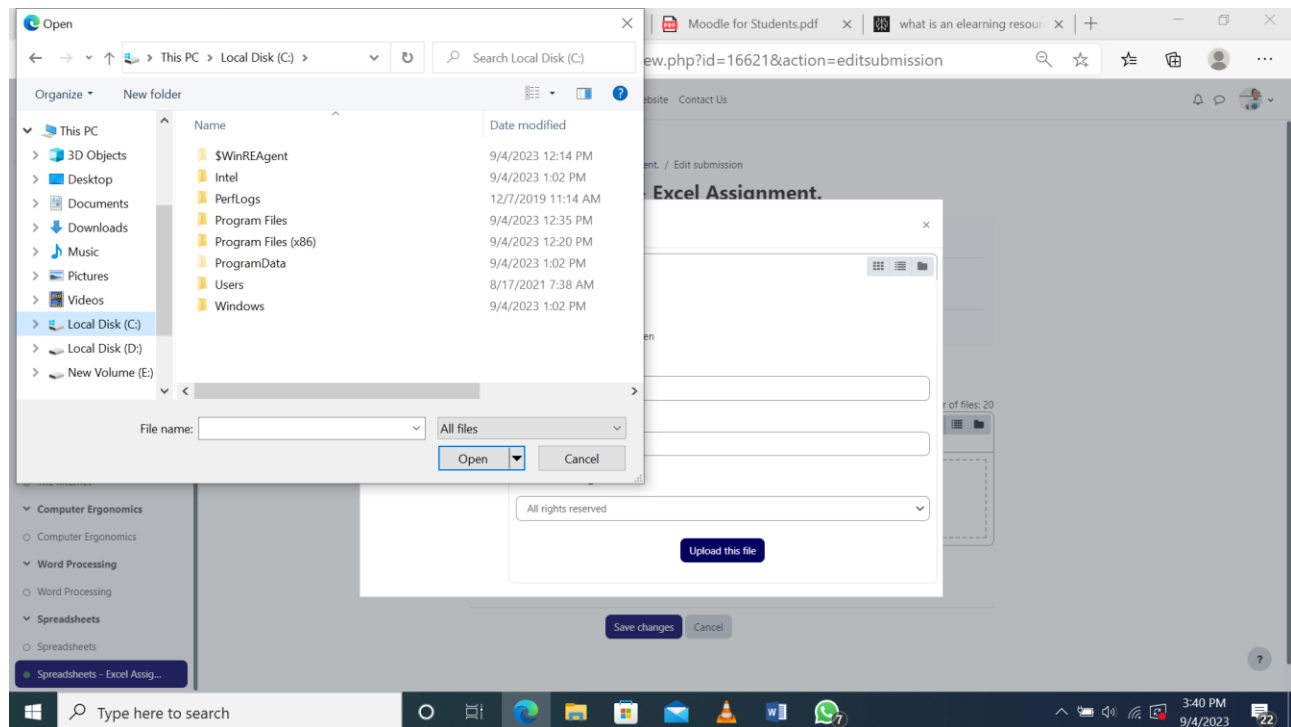


Click file pick



Click Choose file

This will give you an option to select your assignment from any storage device e.g USB Flash drive etc



- On **Save as** make sure you type the name of the assignment
- Also note that Author will be your name, so it means you can't submit your work using someone's profile

Lastly click **Upload this file**

Are there any provisions in Moodle for people with disabilities?

Certainly, Moodle supports many assistive technologies such as screen-readers, screen magnifiers, alternative mouse and key use, disabling of AJAX and JavaScript, and more.

HELP

If I have challenges in accessing or using Moodle where can I get help?

Get in touch with the Centre of Educational Technologies, Innovation and Design (CETID) on the following email elearninghelp@buse.ac.zw **(24/7)**

OR

Call/WhatsApp the below support personnel's **(during day time)**

Mr J Mbizi 0773821660

Ms. R Chirundu 0773107835

Ms. F Masudze 0785936530

Mr T Musinachirevo 0774049907

OR

You can come in person to our offices at The Faculty of Science Education Complex office number F13, 1st floor.