BINDURA UNIVERSITY OF SCIENCE EDUCATION

CENTRE FOR EDUCATIONAL TECHNOLOGY INNOVATION AND DESIGN

Departmental Chairperson on Moodle

Welcome to this Step-by-step guide to your role as Department Manager on Moodle, the official BUSE Learning Management System. Your role as manager allows you to:

- Create subcategories within your Department
- Assigning Lecturers to Courses offered in your Department
- Manage course participants, groups and cohorts
- Monitor Lecturer and Students' Activities

1. **Accessing Moodle as Department Manager**:
   .1 To access the BUSE Moodle Virtual Learning Environment go to http://elearning.buse.ac.zw:8043/moodle
   .2 Log in using your Moodle account details. (If you do not have an account, call +263782708532 or visit F13 or F15 in the FSE Complex).
   .3 Choose your Faculty and then your Department. You can also click on any Course that you are teaching and choose your Department in the breadcrumb at the top of the course page as shown below:

   .4 On the left hand side your Department's Courses page are 3 Blocks, the Main Menu Block, the Navigation Block and the Administration Block.

2. **The Administration Block**

   .1 This is the block you use to manage courses in your department.
   .2 Using the links in the Administration Block you can add subcategories, e.g. a Degree programme under which the courses will fall.

Category shows your Department

3. <u>Assigning a Lecturer to a Course</u>

To assign a Lecturer to a Course,

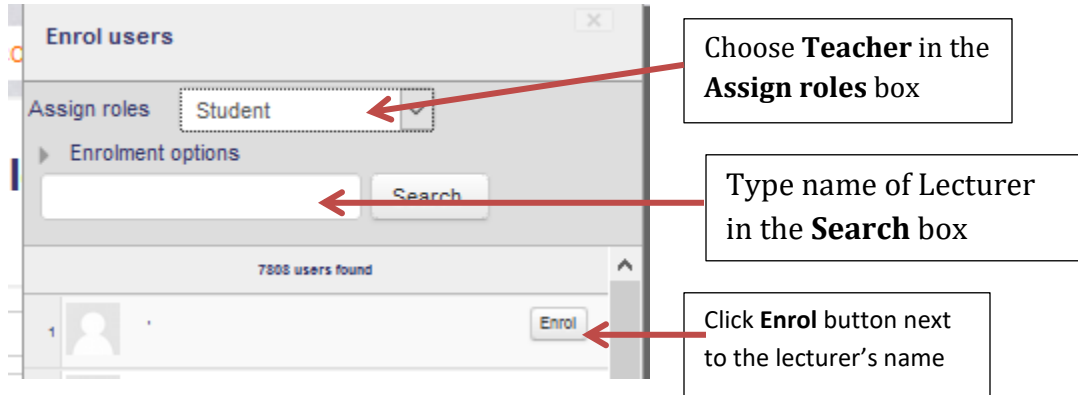.1 Click Manage this category and open the course you want.
.2 Under the **Administration Block,** Click **Course Administration → Users →Enrolled users (**you will see all participants enrolled in the course)

.3   Clicking on the **Enrol users** button and a pop-up window opens:

Choose **Teacher** in the **Assign roles** box

Type name of Lecturer in the **Search** box

Click **Enrol** button next to the lecturer's name

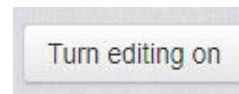.4   Click **Finish enrolling users.**

.5   Congratulations! You have successfully assigned the Lecturer to the chosen course.

4.   Uploading a Course Outline to a Course

You can also add Course Outlines to all courses in your department.

.1   Choose any course in your Department even the ones you do not teach.

.2   To the top right hand side of the Course page, Click   Turn editing on

.3   The page will become active with editing tools and links that allow you to add resources and edit the Course
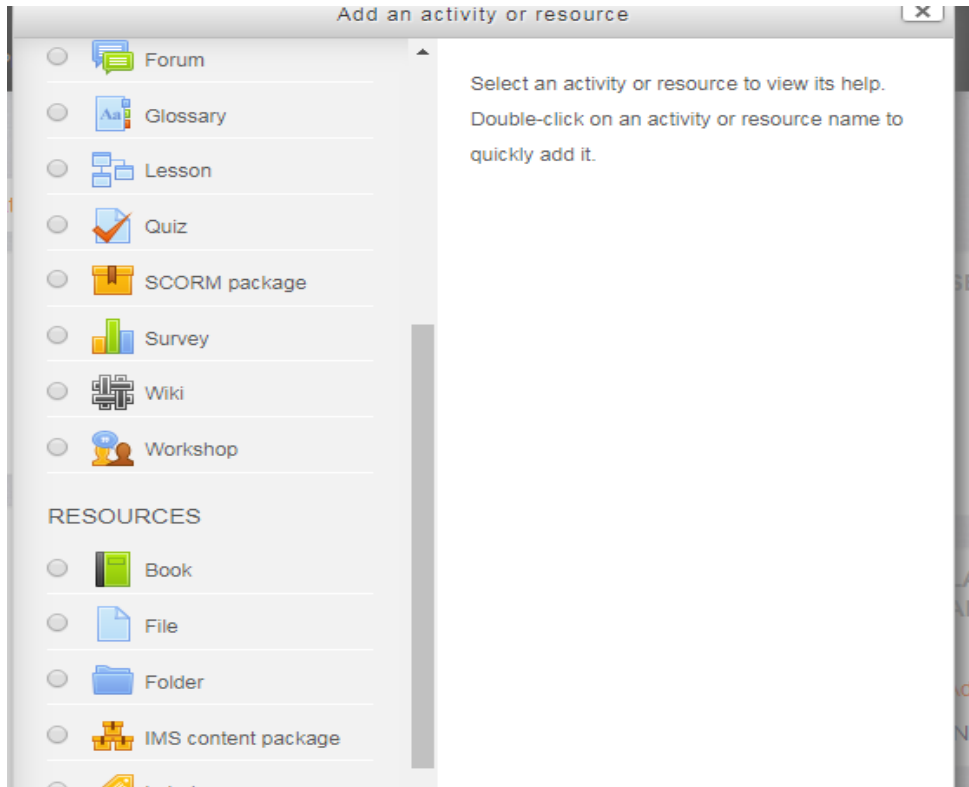
.4   Just below the Announcement tool, Click **Add Activity or Resource**

.5   You will get the Add Resource or Activity dialogue box:

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Add an activity or resource   ✕

- ○ 💬 Forum
- ○ 🔤 Glossary
- ○ 🗂 Lesson
- ○ ✅ Quiz
- ○ 📦 SCORM package
- ○ 📊 Survey
- ○ 🔳 Wiki
- ○ 👥 Workshop

RESOURCES

- ○ 📗 Book
- ○ 📄 File
- ○ 📁 Folder
- ○ 🟧 IMS content package

Select an activity or resource to view its help.
Double-click on an activity or resource name to
quickly add it.

.6   Scroll to the bottom of the window to the RESOURCES Section

.7   Choose **File** and Click **Add** at the bottom of the Window

.8   On the Adding a new File Page:

> Type the name of the file i.e. **Course Outline**

Name*

Description

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Display description on course page ⓘ ☐

> In the **Select Files** Box Click the icon to the extreme left

Select files

Maximum size for new files: 2MB

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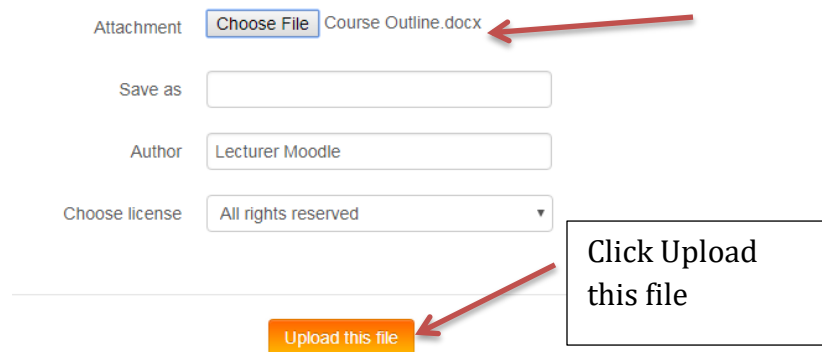
▸ 📁 Files

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.9 On the File Picker Page: Choose Upload a File
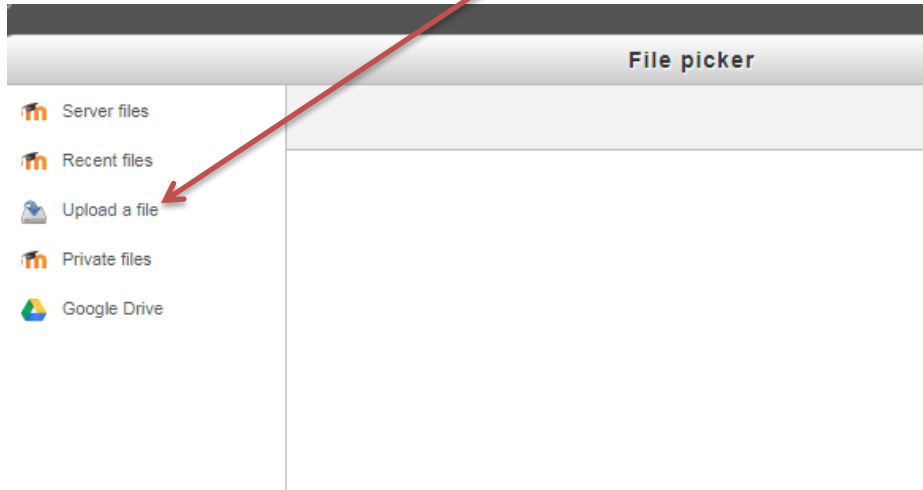
.10 Click Choose file button:
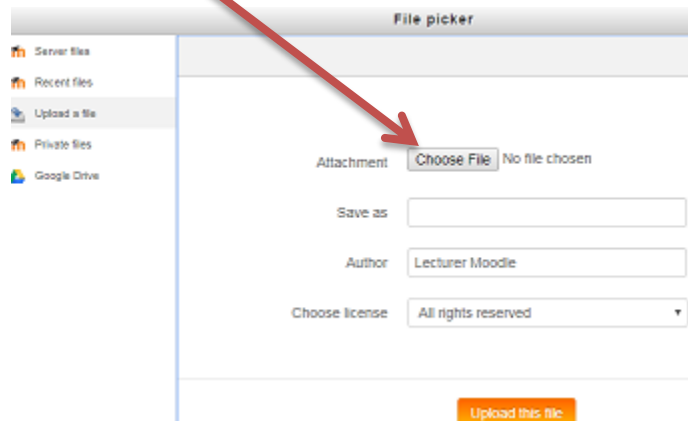
.11 Navigate your storage devices and click on the file you want to upload:

Click Upload this file

You can now see the File in the Select Files Box

Scroll to the bottom of the page, Click .

5. <u>Assigning an Acting Chairperson to Manager Role</u>

Suppose you are going on leave you can assign the acting Chairperson as your Department Manager using the **Assign roles** link in the Administration Block.

- Type the name of the person to be the Manager in the Search Box under the Potential Users column. Click the **Add** button and the name will be added to the Existing Users Box.

You have successfully assigned another Manager to your Department.

Enjoy the MOODLING Experience!