**BINDURA UNIVERSITY OF SCIENCE EDUCATION**

**CENTRE FOR EDUCATIONAL TECHNOLOGY INNOVATION AND DESIGN**

**myBUSE Basics**

Accessing myBUSE Virtual Learning Environment

To access the myBUSE Virtual Learning Site, go to https://mybuse.ac.zw and click moodle

1.      Log in using your myBUSE account details. (If you do not have an account, call +263782708532 or visit F13 or F15 FSE Complex) or email us at mybusehelp@buse.ac.zw

2.      After logging in you will find yourself on the myBUSE Virtual Environment home page your Courses on Moodle are under Course Overview and also Under the Navigation block under



**Working on your Site:**

To work on a course, choose the course that you want to work on from your list of courses 1.

    On the Course Page

2. Your Course page is now active with icons that will allow you to add resources and activities and edit the Course Page

## ∨ Topic 2 ✏

FILE
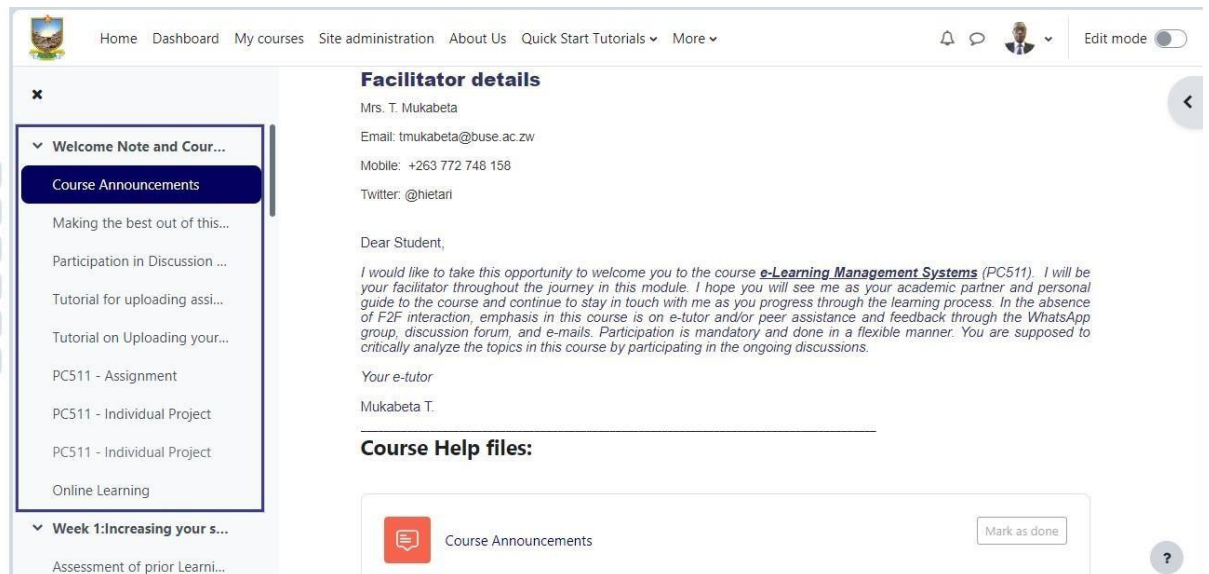ISA 120 ✏

**+** Add an activity or resource

### a. **Lecturer Information/ Introduction Section**

The first section can be used for the course overview or to give a Welcome message and/or lecturer details as shown in the example:
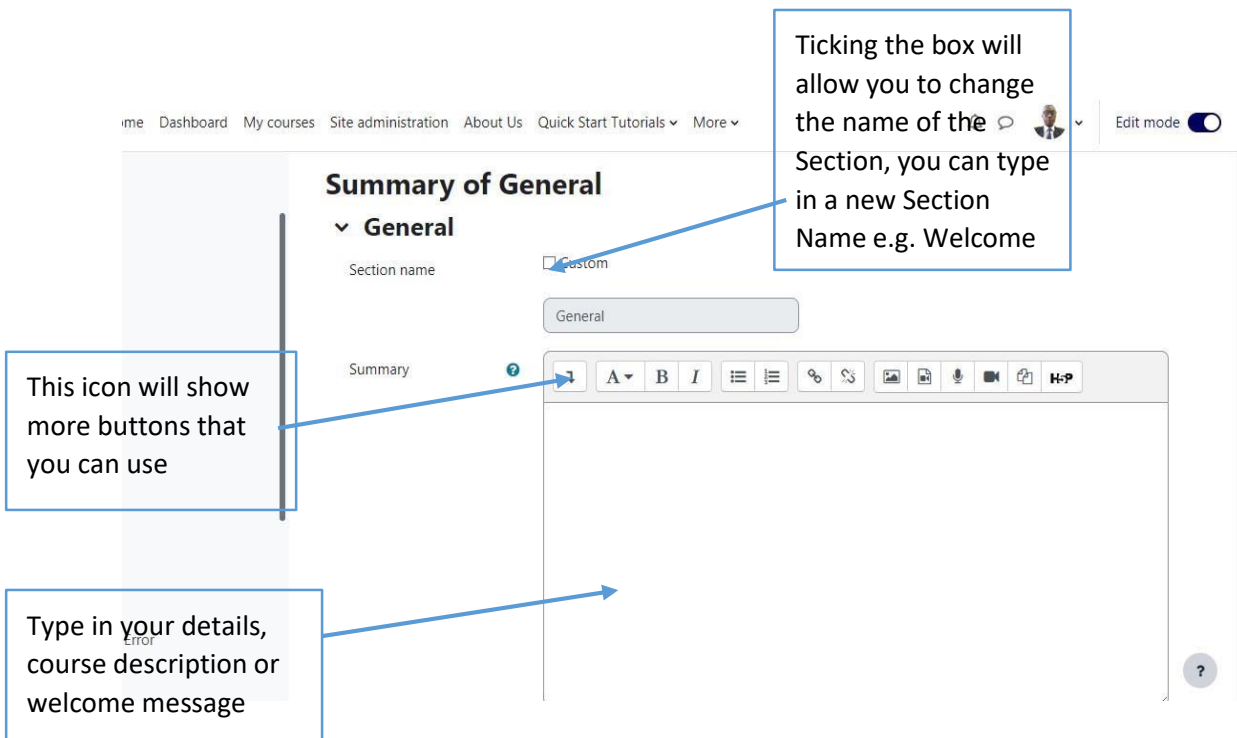


To add the message and/or details to your Course Site

1. Click Edit button you will get the Option, Collapse all ⋮ which will take you to the Summary of General Page

Edit mode

**Summary of General**

⌄ General

Section name

☐ Custom

Ticking the box will allow you to change the name of the Section, you can type in a new Section Name e.g. Welcome

General

Summary

This icon will show more buttons that you can use

Type in your details, course description or welcome message

1. Click the Save Changes button at the bottom of the Summary Page

**Save changes**    Cancel

**b. The News Forum/ Announcement tool**

This tool allows you to post announcements to your students on your Course page which will be sent directly to your students' email and they can also access it on the Course page. To post an announcement:

Click on the Announcement icon

Announcements

On the Announcement page:

Click on Add a new topic

**Announcements**

General news and announcements

Add a new topic

1. A new page will open, add the Subject/Title of the announcement then the Announcement in the text boxes

2. Scroll to the bottom of the page and Click **Post to forum**

To go back to your Course page, click on your Course Code to the top left side of the News Forum/Announcement page

*Note: myBUSE gives you 30 minutes of editing just in case you have made a mistake or want to make any adjustment to the announcement before the message is published*
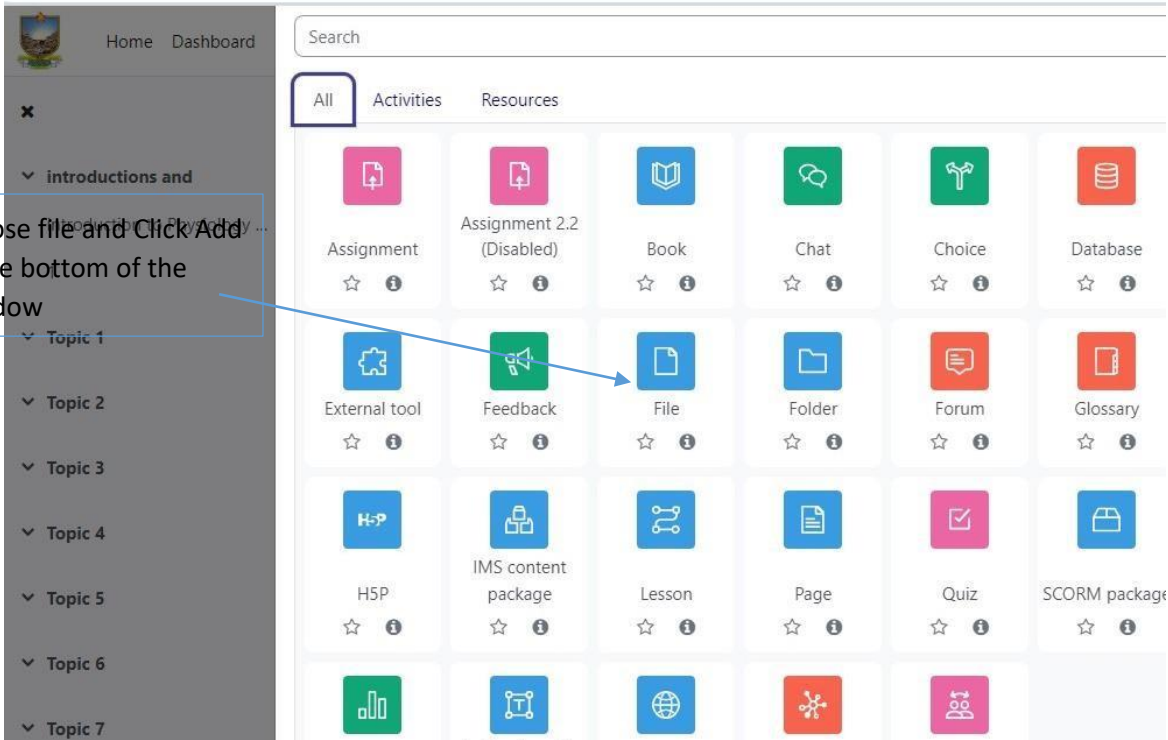
### c. **Uploading Resources**

To upload resources such as articles, notes, power point presentations etc….

**+ Add an activity or resource**
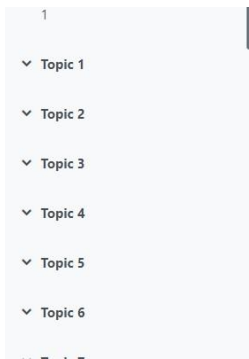
1. Click on _____ to the bottom left of each topic section

   You will get the Add Resource or Activity Window:

2. Scroll to the bottom of the window to the Resources Section



3. On the Adding a New File Page:

Topic 1

Topic 2

Topic 3

Topic 4

Topic 5

Topic 6

📄 **Adding a new File to Topic 1** ❓

∨ **General**

Name  ❗  [                                    ]

Description  [ ↧ | A▾ | B | I | ☰ | ☷ | % | ⅍ | 🖼 | 🖿 | 🎤 | 🎥 | ⎆ | H5P ]

[                                    ]

☐ Display description on course page ❓

Topic 1

Topic 2

Topic 3

Topic 4

Select files  Maximum size for new files: Unlimited

[ 📄 | 🗀 ]  [ ⊞ ≡ ◼ ]

◼ Files

⊕

You can drag and drop files here to add them.
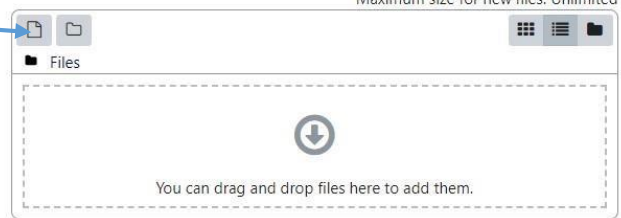
You are now on the File Picker Page:

**File picker**

Server files

Recent files

**Upload a file**

Private files

Google Drive

Content bank

Attachment

Choose file   No file chosen

Save as

Author

Choose licence ?

All rights reserved
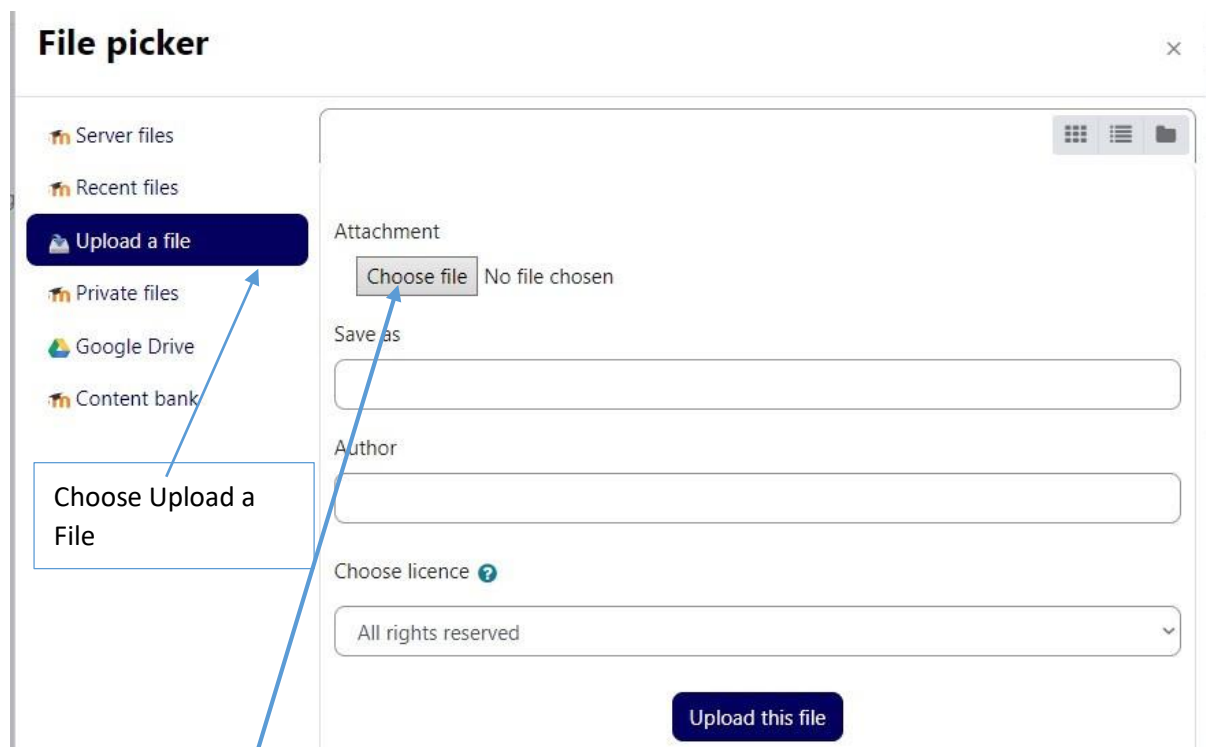
Upload this file

Choose Upload a File

You get the Choose file window

4. Click on Choose File, which will allow you to browse for the file, choose the file
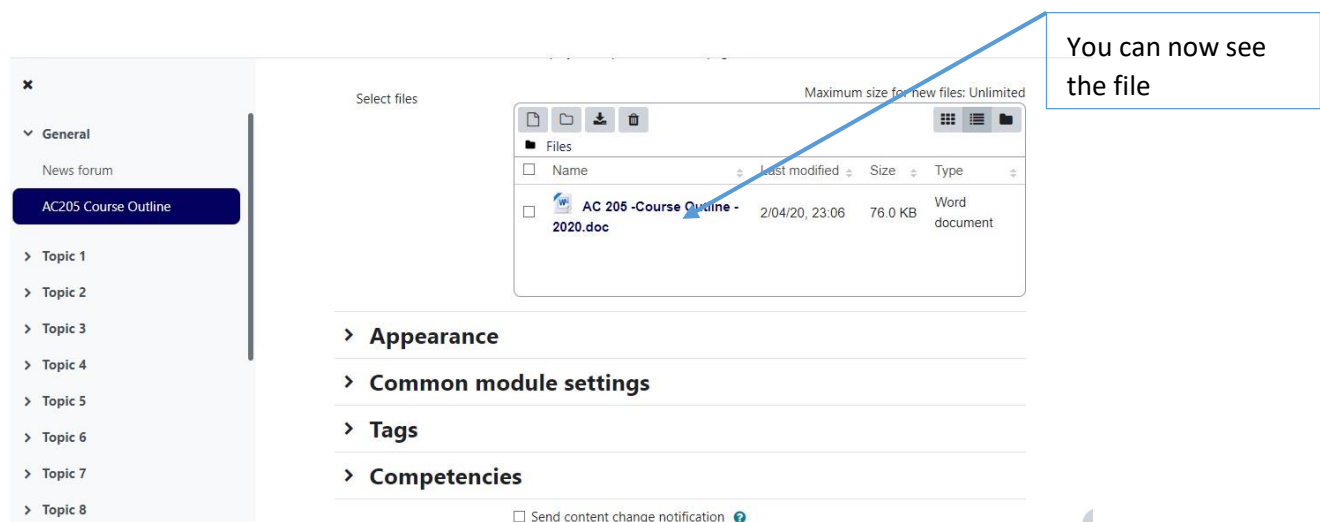
You can now see the file

General

News forum

AC205 Course Outline

Topic 1

Topic 2

Topic 3

Topic 4

Topic 5

Topic 6

Topic 7

Topic 8

Select files                                                      Maximum size for new files: Unlimited

Files

Name          Last modified    Size      Type

AC 205 -Course Outline -    2/04/20, 23:06    76.0 KB    Word
2020.doc                                                   document

> **Appearance**

> **Common module settings**

> **Tags**

> **Competencies**

☐ Send content change notification ?

Save and display   Cancel

Click Upload this file

5. Scroll to the bottom of the page, Click

# Use the File tool and the same procedure to upload notes, power points, articles etc… to your Course Site
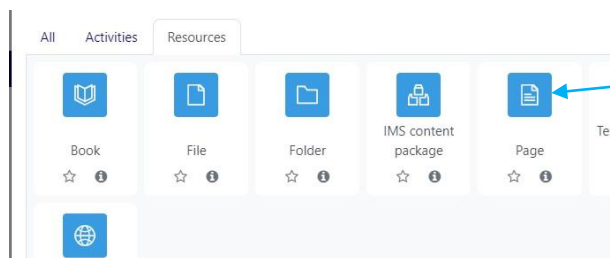
### d. Using the myBuse Web Page

You can use the Page module within myBUSE to create a web page resource on your Course Site, which means you can directly type your notes, questions, etc.... on the page to add a Page to
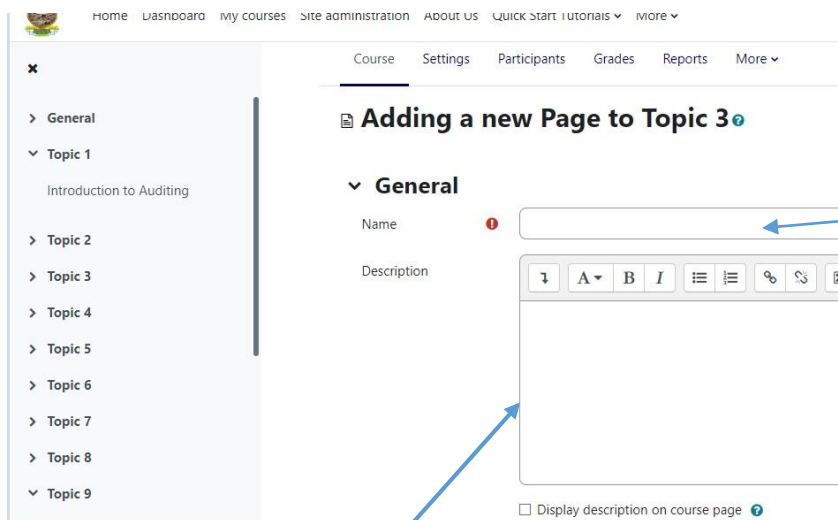
Your Course Site:



1. Click the ——————————————— at the bottom of the Topic Section you want to add the Page,
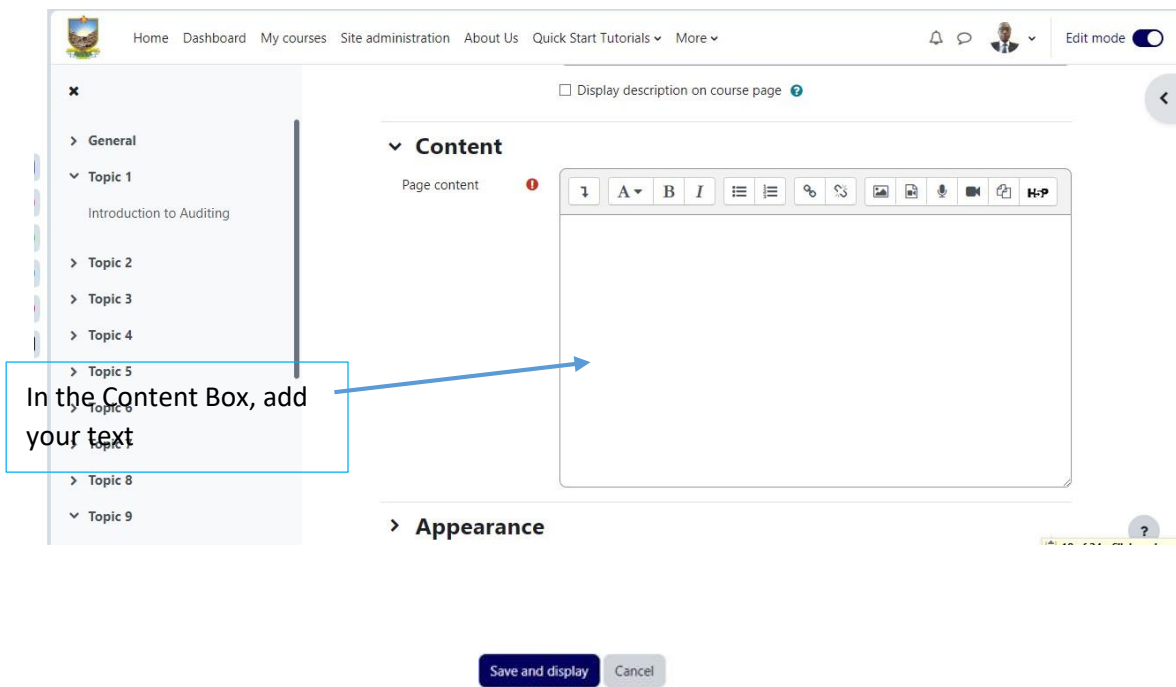2. On the Adding Activity or Resource pop up window,



Scroll to the Resources section, Choose Page and click Add

3. On the Adding a new Page window,



Type the name of the Page

In the description Box, add your text

In the Content Box, add your text

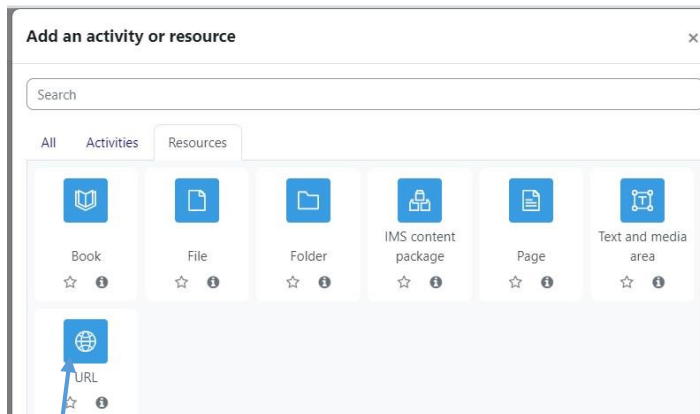4. Once you are done Scroll to the bottom and click.

**e. Adding a Web Link to your course page**

The URL module enables a teacher to provide a web link as a course resource. Anything that is freely available online, such as websites documents, video or images….
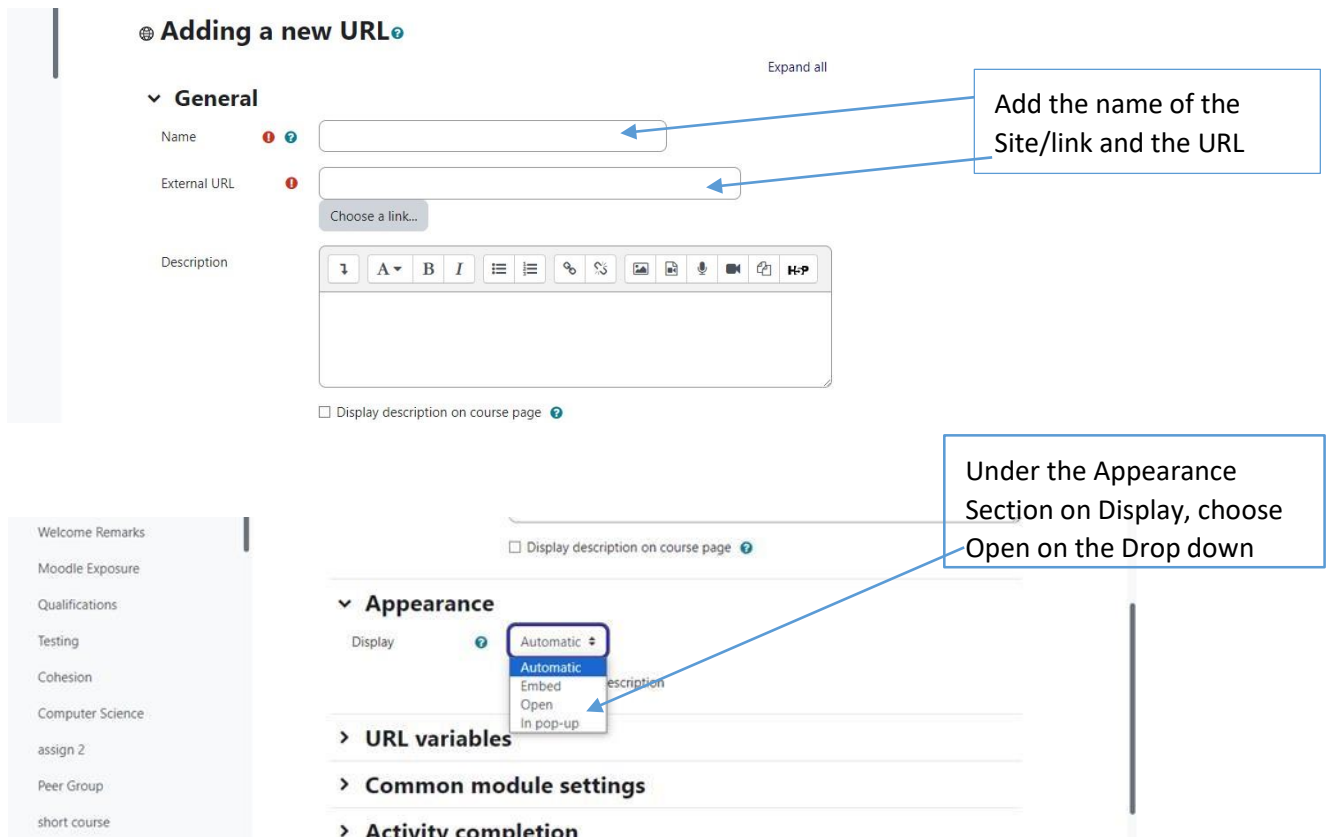
To add a link to your course:



1. Click

2. On the Add an Activity or resource pop up window, scroll down to the Resources section
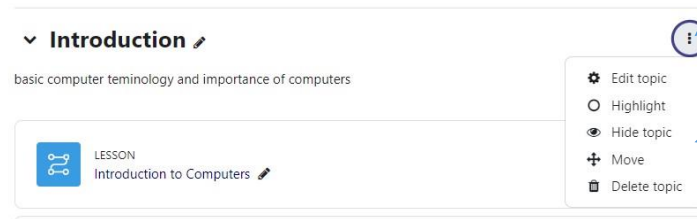
Choose URL

On the Add a new URL page:



Add the name of the Site/link and the URL



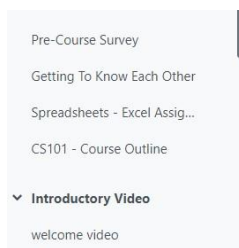Under the Appearance Section on Display, choose Open on the Drop down

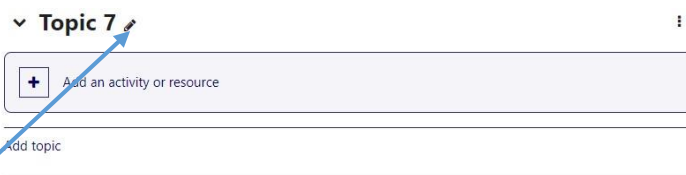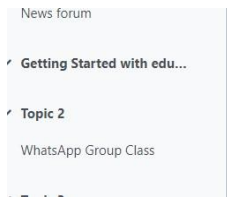Scroll to the bottom of the page and click



## f. Additional Information

# To edit, delete or hide a resource or activity on your Course Site.

Use the Edit Button to the right of every tool, A Drop down Menu will give you options to manipulate the tool:

Click on the Edit Button to get the Drop down Menu

Pre-Course Survey

Getting To Know Each Other

Spreadsheets - Excel Assig...

CS101 - Course Outline

∨ Introductory Video

welcome video

∨ **Introduction** ✎

basic computer teminology and importance of computers

⚙ Edit topic
○ Highlight
👁 Hide topic
✛ Move
🗑 Delete topic

LESSON
Introduction to Computers ✎

News forum

Getting Started with edu...

Topic 2

WhatsApp Group Class

∨ **Topic 7** ✎

➕ Add an activity or resource

Add topic

Click the Pen icon on Topic to Edit the Section name.

**Enjoy your myBUSE Experience**