Uploading Course Materials on the eLearning Course Development Request Form

Audience: BUSE Lecturers

Format: Audio narration script

This is a short guide on how to submit your course materials to CETID using the eLearning Course Development Request Form, so the team can begin building your course in Articulate.

Accessing the Form

You can access the form using the link below.

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

When you open it, you will see a short welcome message explaining that you can submit one course at a time, and upload their outlines for development assistance.

Step-by-Step Instructions

1. Personal and Faculty Details

1. Fill in your Full Name and Employee Number.
2. Select your Faculty from the list provided:

- Faculty of Science Education
- Faculty of Science
- Faculty of Social Sciences and Humanities
- Faculty of Agriculture and Environmental Science
- Faculty of Commerce
- Faculty of Engineering
- Graduate School of Business

3. **Enter your Department.**

2. Course Code, Narration, and Course Level

You will now fill in your courses one at a time. For each course, enter the Course Code, Narration, and Course Level — for example, “CS212: Management Information Systems, 2nd-year Undergraduate.”

If you are submitting more than one course, you will repeat this step, along with the upload step below, for each course in turn.

3. Uploading Your Materials

This is the most important step. For the course you have just entered, you will be asked to upload your Course Outline and Materials.

4. Click the option to add a file.

5. Select your course outline and any relevant materials from your computer or Google Drive. These can include Lecture Notes and Handouts, PowerPoint Slides, Past Exam Questions or Tutorial Questions, Journal Articles, Book Chapters, Video Links, and any other relevant links and files.
6. Note the file limit: you are allowed a maximum of ten files, so merge some documents into single files first if you have more than that.
7. Use the option to view the folder where your uploaded files are stored if you want to confirm what has been submitted.

4. Contact Details

Once your materials are uploaded, provide your contact details so the team can follow up with you:

- Email Address
- Phone Number — preferably the one you use on WhatsApp, since this is how the team will reach you to coordinate.

5. Submitting the Form

After every required field is filled in and your files are uploaded, submit the form. Your course codes, materials, and contact details will then be with the CETID team, who will be in touch shortly to begin developing your course.

Need Help?

If you run into any issues while filling in the form, please reach out to the CETID Learning Technology and Instructional Design team for support.