**BINDURA UNIVERSITY OF SCIENCE EDUCATION**

MyBUSE Learning Management System (Moodle)

# MyBUSE User Manual

*A Step-by-Step Guide for Lecturers*

Prepared for: Lecturers

Platform: mybuse.buse.ac.zw

September 2026

# Table of Contents

1. Introduction to MyBUSE
2. System Requirements
3. Logging In to MyBUSE
4. Navigating the Lecturer Dashboard
5. Accessing and Setting Up Your Course
6. Turning Editing On and Organising Content
7. Uploading Course Materials (Resources)
8. Creating an Assignment
9. Grading Student Assignments
10. Creating a Quiz
11. Managing the Question Bank
12. Enrolling and Managing Students
13. Communicating with Students
14. Using the Gradebook
15. Generating Reports
16. Getting Help and Support

## 1. Introduction to MyBUSE

MyBUSE is the official Moodle-based Learning Management System (LMS) of Bindura University of Science Education (BUSE). It enables lecturers to organise course content, deliver learning materials, set assignments and quizzes, communicate with students, and manage grades online. This manual provides step-by-step guidance for lecturers on the main tools available in MyBUSE.

- Website address: https://mybuse.buse.ac.zw/
- Log in using your MyBUSE staff username and password

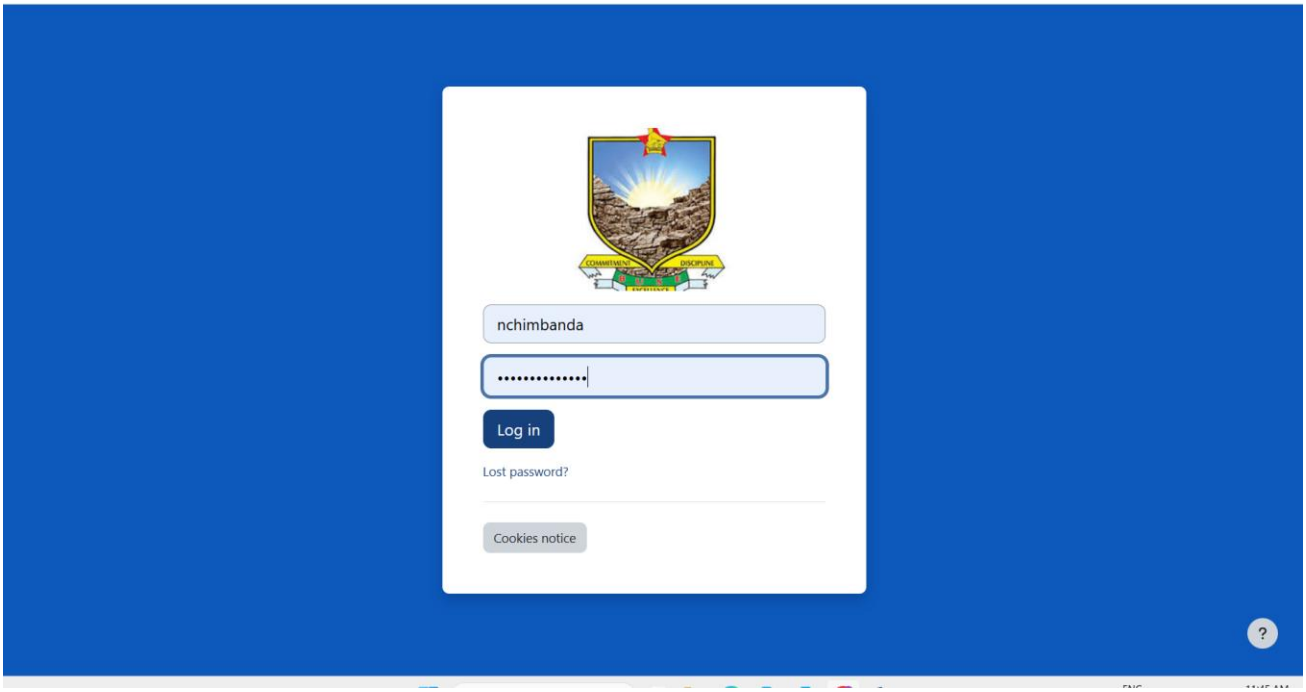
## 2. System Requirements

Before you begin, make sure you have the following:

- A computer or laptop (recommended for uploading content and grading)
- A stable internet connection
- An up-to-date web browser such as Google Chrome, Mozilla Firefox or Microsoft Edge
- Your MyBUSE staff username and password
- Course files ready for upload (PDFs, slides, documents, videos, links, etc.)

## 3. Logging In to MyBUSE

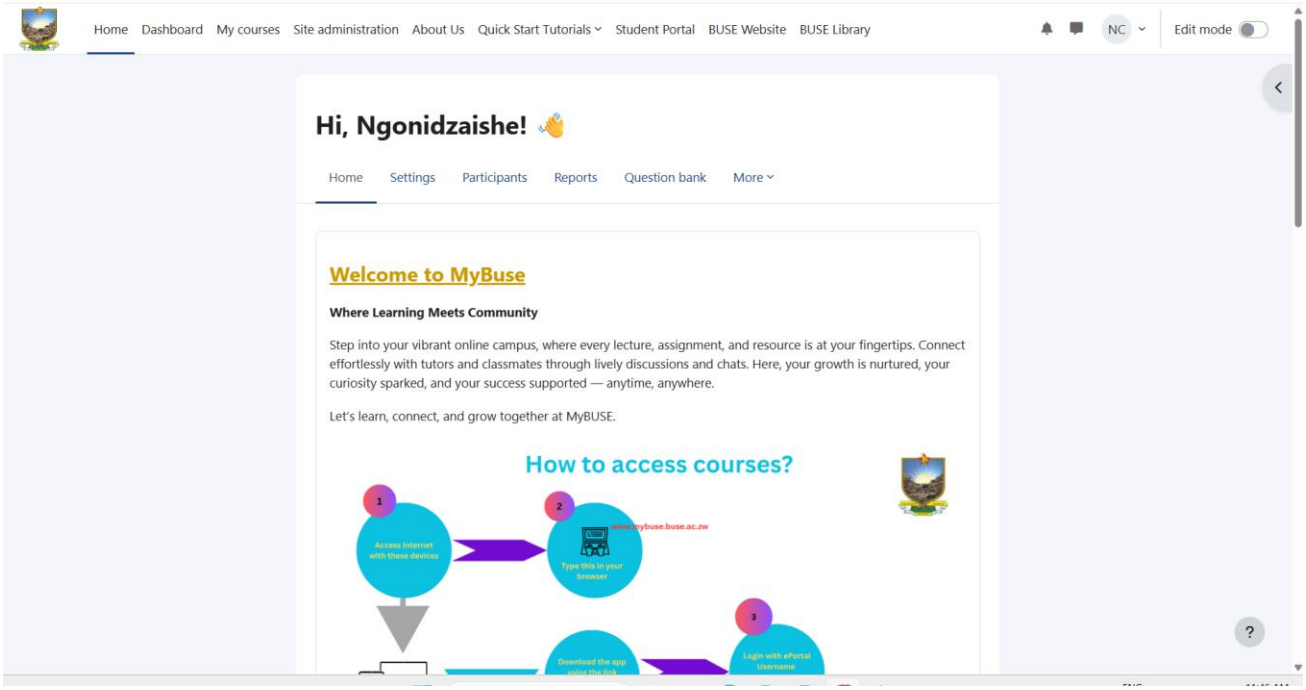
1. Open your web browser and go to https://mybuse.buse.ac.zw/
2. Enter your credentials in the field provided
3. Enter your Password
4. Click the “Log in” button
5. You will be taken to your MyBUSE Dashboard, showing the courses you teach




**Note:** If you cannot log in, use the "Lost password?" link on the login page, or contact the CETID for assistance.

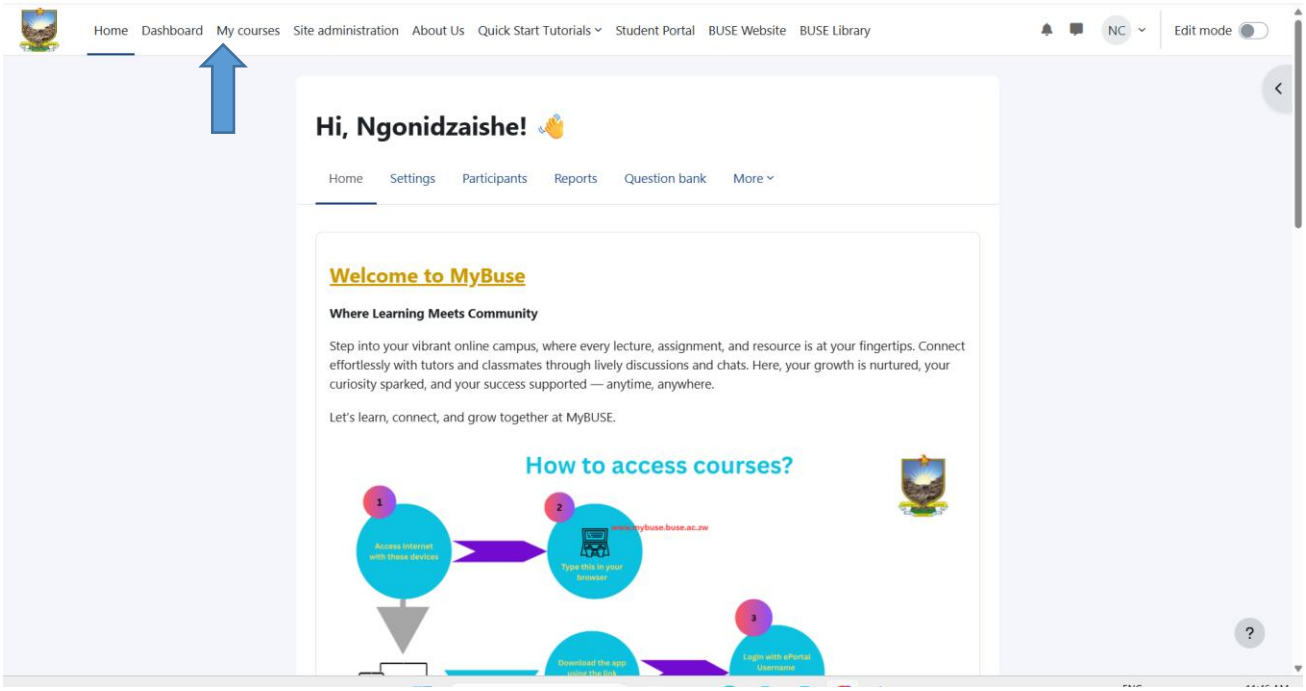
## 4. Navigating the Lecturer Dashboard

- Navigation drawer (menu icon, top-left) – links to Dashboard, My Courses, Site Home and Calendar
- Course overview block – lists all courses you are teaching, with quick access links
- Notifications bell (top-right) – shows new messages, submissions and forum posts
- User menu (top-right, your name/photo) – access Profile, Grades, Preferences and Log out
- Reports and site administration links appear here if you have additional administrative rights



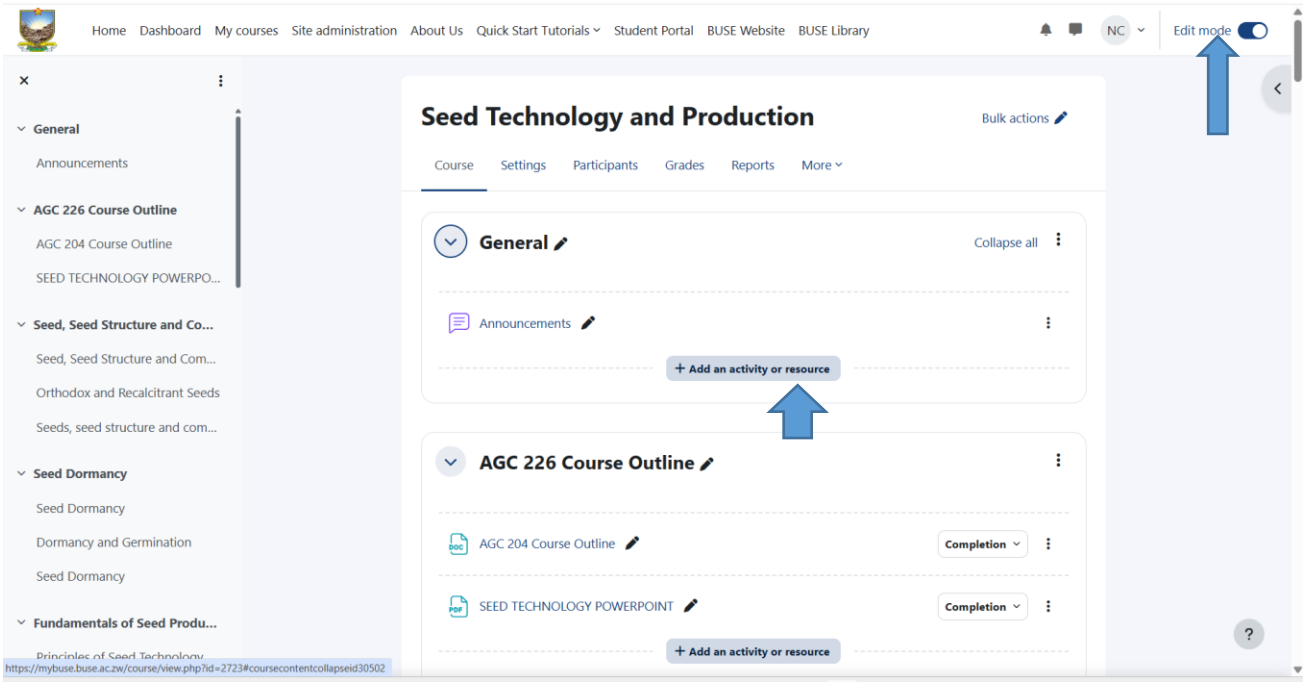

## 5. Accessing and Setting Up Your Course

1. From the Dashboard, click on the course you wish to manage
2. On the course page, click the gear or settings icon (top-right) and select “Edit settings” to review the course name, format, dates and visibility
3. Update the course summary, course image and other general settings as needed
4. Click “Save and display” to apply your changes




## 6. Turning Editing On and Organising Content

1. On your course page, click the “Edit mode” toggle switch near the top-right of the page (or “Turn editing on” from the gear menu)
2. Once editing is on, each section shows “Edit” and “Add an activity or resource” options
3. Click the pencil/edit icon next to a topic or week heading to rename it (e.g. “Week 1: Introduction”)
4. Use “Add topic/section” at the bottom of the page if you need more weekly/topic blocks
5. Drag and drop sections or activities to reorder them as needed

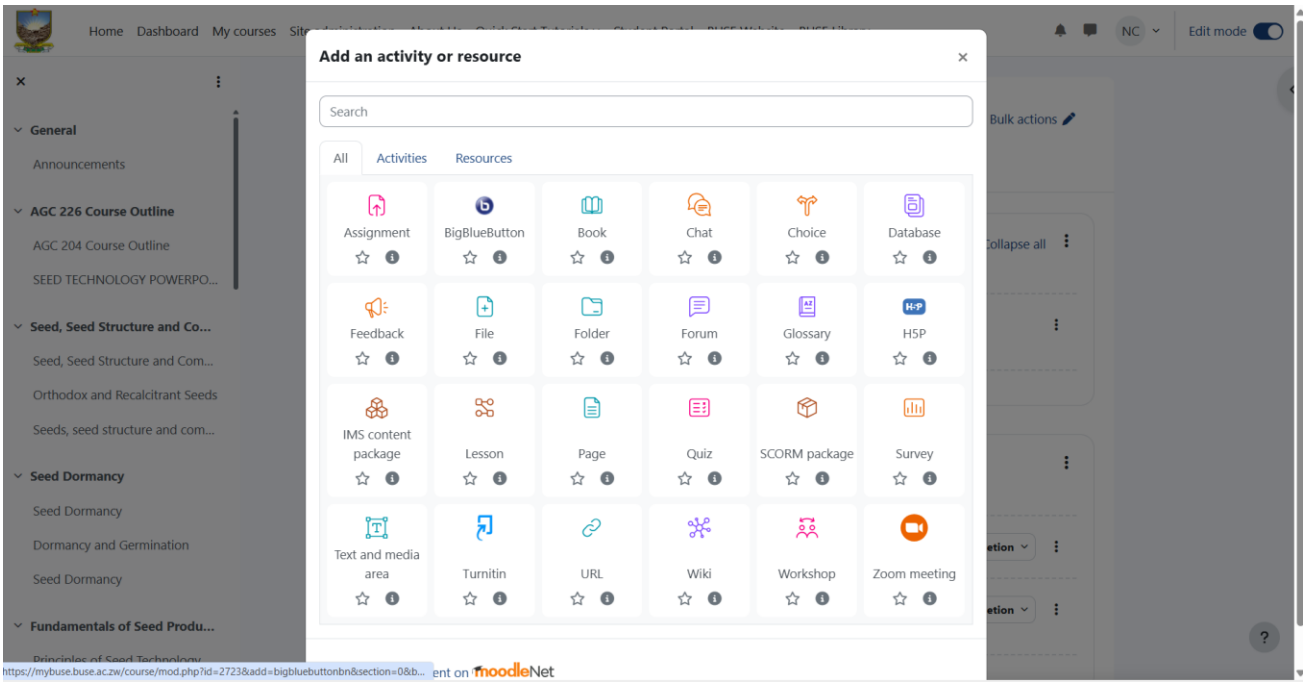



# 7. Uploading Course Materials (Resources)

Resources let you share files, folders, pages and web links with students.

## 7.1 Uploading a File

1. With editing turned on, click “Add an activity or resource” in the relevant section
2. Select “File” from the Resources tab
3. Give the file a clear Name and Description
4. Drag and drop the file into the “Select files” box, or click the file icon to browse and upload
5. Scroll down and click “Save and return to course”



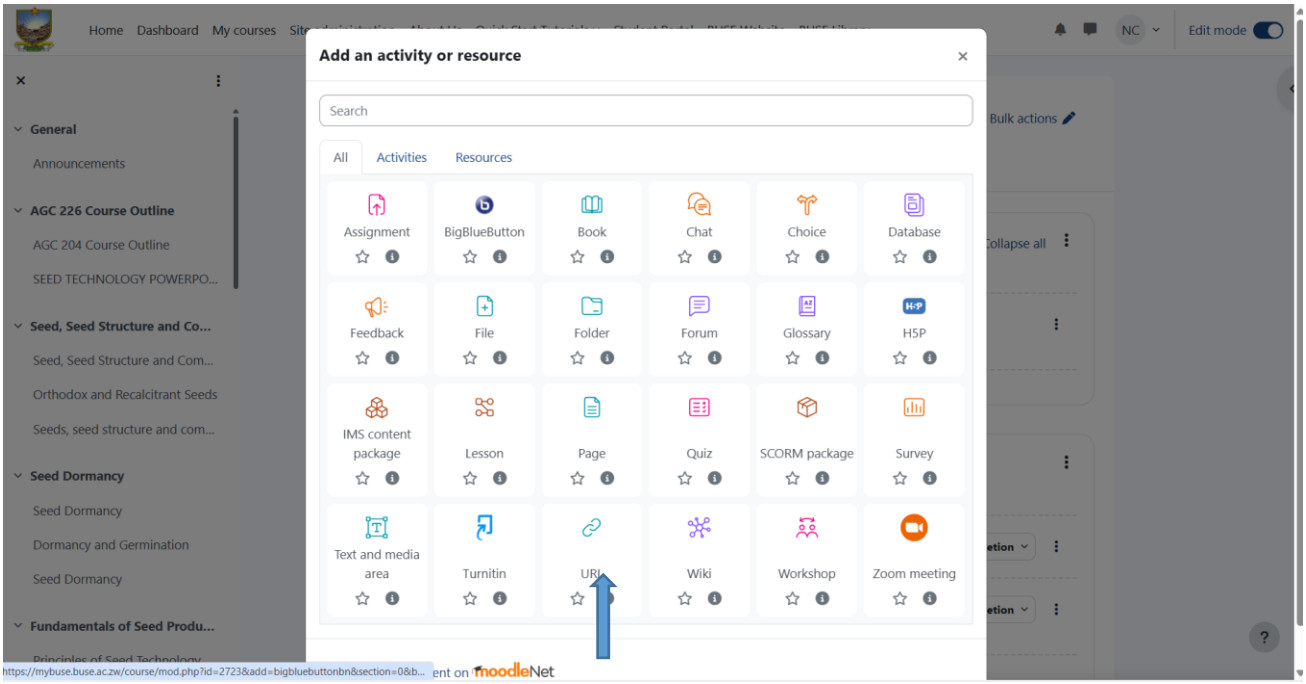

## 7.2 Creating a Folder of Files

1. Click “Add an activity or resource” and select “Folder”

2. Enter a Name and Description for the folder
3. Upload multiple files into the folder area
4. Click “Save and return to course”

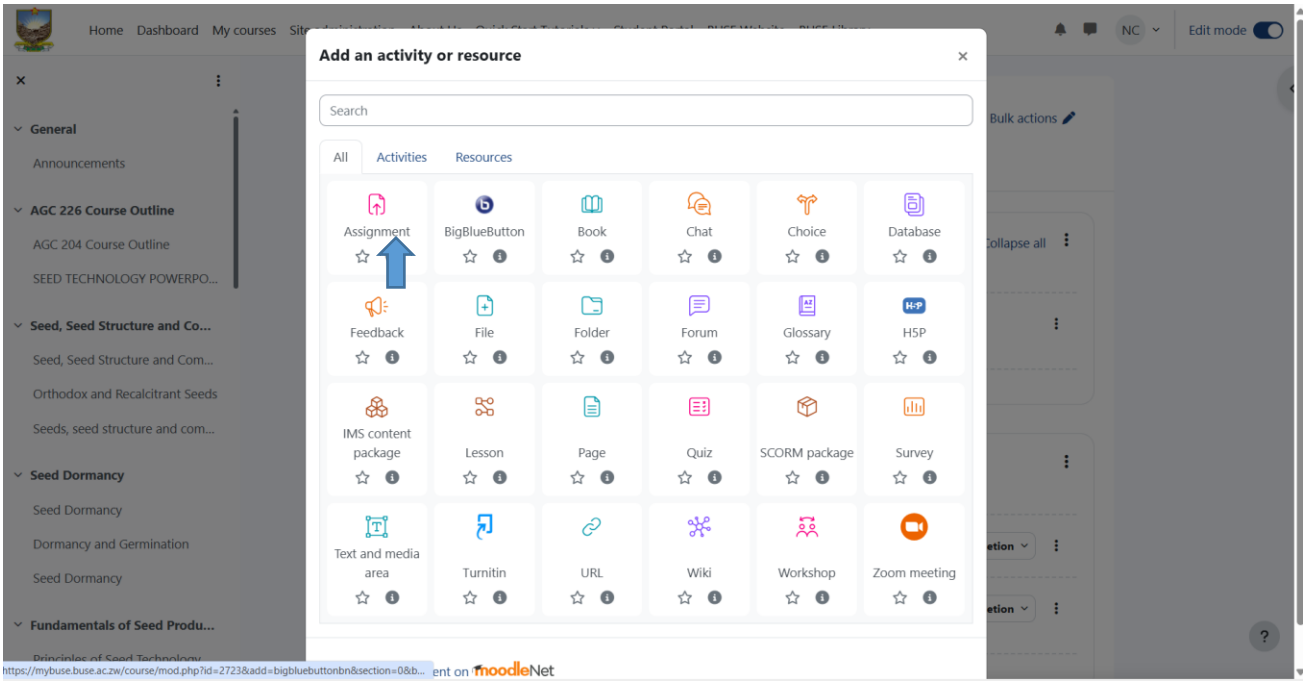
### 7.3 Adding a URL or Web Link

1. Click “Add an activity or resource” and select “URL”
2. Enter a Name and paste the External URL (web address)
3. Click “Save and return to course”




## 8. Creating an Assignment

1. Turn editing on and click “Add an activity or resource” in the desired section
2. Select “Assignment” from the Activities tab
3. Enter an Assignment name and clear Instructions in the description box
4. Set the “Allow submissions from” date and the “Due date”
5. Under “Submission types” choose File submission and/or Online text as appropriate
6. Set the maximum number of uploaded files and maximum file size
7. Under “Grade”, set the maximum mark and grading method
8. Click “Save and display” to publish the assignment to students




**Note:** Use the "Late submissions" and "Cut-off date" settings to control whether students can submit after the due date.

## 9. Grading Student Assignments

1. Open the course and click on the Assignment activity
2. Click "View all submissions" to see the list of students and their submission status
3. Click "Grade" next to a student's name (or click the submission file) to open the grading screen
4. Review the submitted file/text on the right-hand side of the screen
5. Enter a grade in the "Grade out of" field
6. Type written feedback in the "Feedback comments" box, or use annotation tools if enabled
7. Click "Save changes", then use "Next" to move to the following student

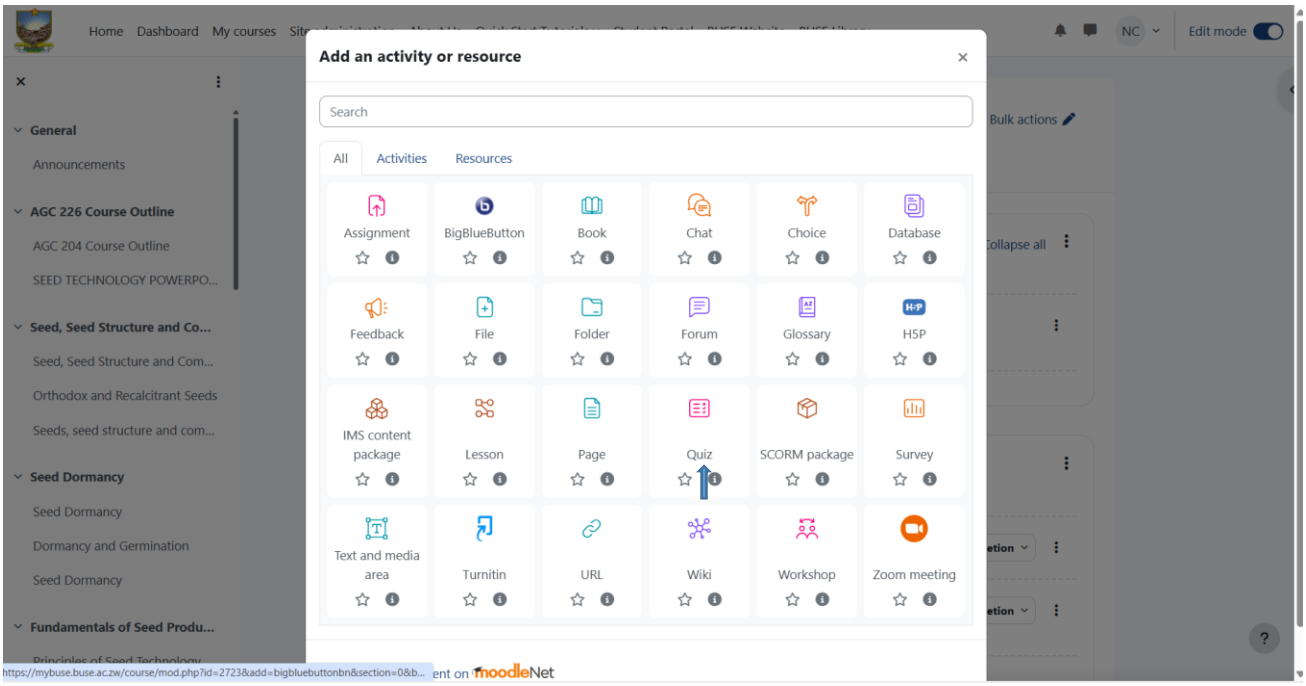
**Note:** Students can only see their grade and feedback once you have saved it and, if applicable, once the grades are released or the assignment is marked as complete.

## 10. Creating a Quiz

### 10.1 Setting Up the Quiz Activity

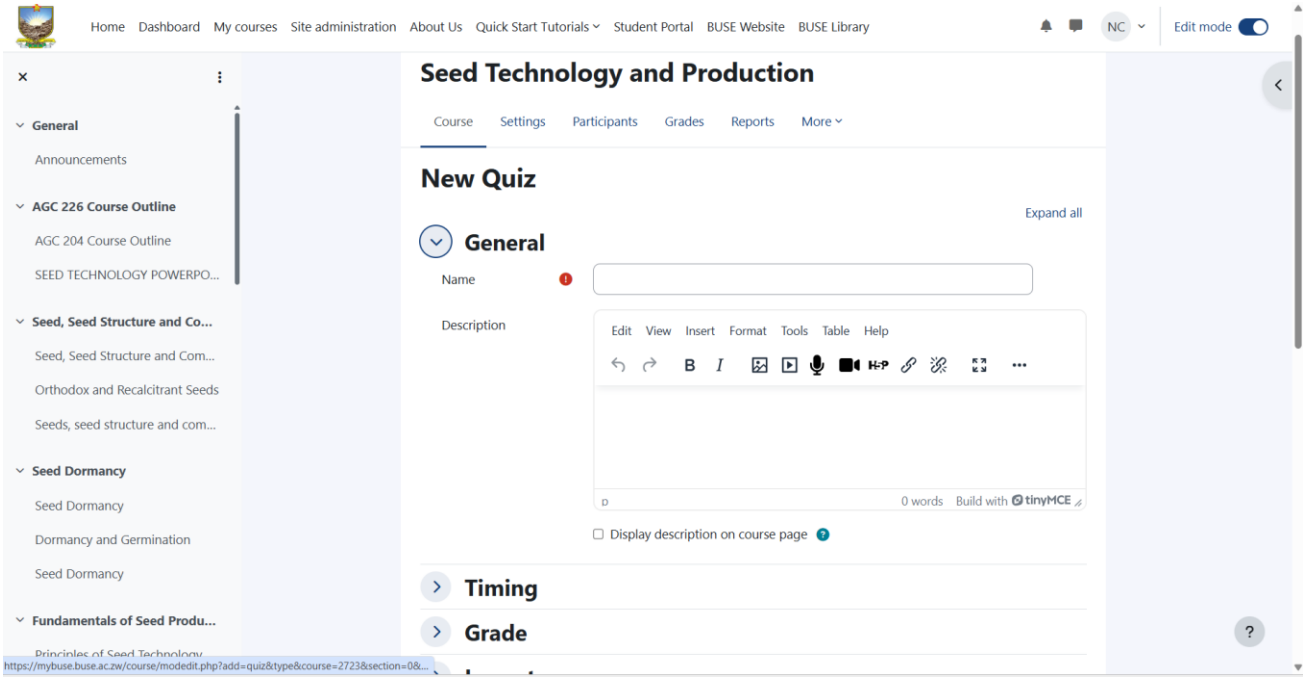
1. Turn editing on and click "Add an activity or resource" in the desired section
2. Select "Quiz"
3. Enter a Name and Description/instructions for the quiz
4. Set the quiz "Open the quiz" and "Close the quiz" dates, and the Time limit
5. Set the number of attempts allowed and the grading method

6. Click “Save and display”




## 10.2 Adding Questions to the Quiz

1. On the quiz page, click “Edit quiz”
2. Click “Add” then “a new question”
3. Choose a question type (e.g. Multiple choice, True/False, Short answer, Essay)
4. Enter the question text, possible answers and mark the correct answer(s)
5. Set the mark/weight for the question and click “Save changes”
6. Repeat to add more questions, or click “Add” then “from question bank” to reuse existing questions



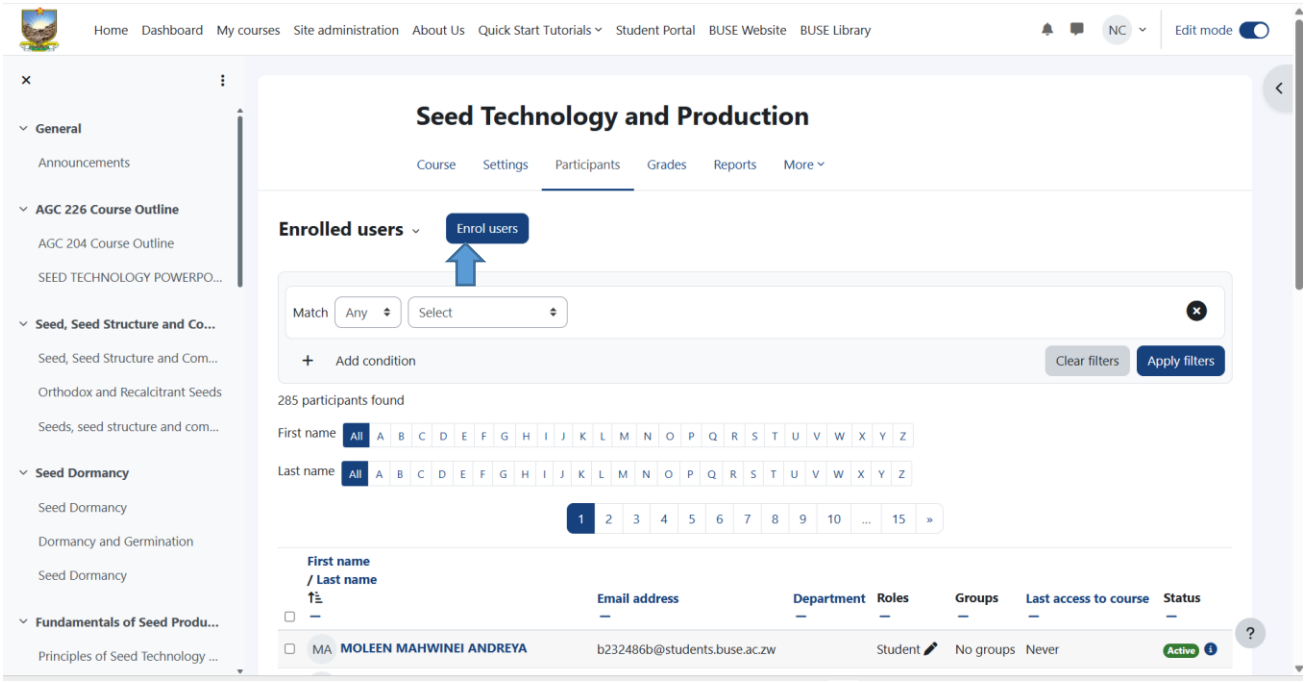

# 11. Managing the Question Bank

1. From the course, open the course settings/more menu and select “Question bank”

2. Click “Create a new question” to add reusable questions organised into categories
3. Use categories to group questions by topic, chapter or difficulty level
4. Reuse question bank items across multiple quizzes to save preparation time

## 12. Enrolling and Managing Students

1. Open your course and click the gear/settings icon, then select “Participants”
2. Click “Enrol users” if you need to manually add a student
3. Search for the student by name or username, select them, choose the role “Student” and click “Enrol”
4. To remove or change a participant's role, use the settings icon next to their name in the Participants list




**Note:** In most cases students are enrolled automatically by ICT system based on official registration; manual enrolment should only be used when necessary.

## 13. Communicating with Students

### 13.1 Posting an Announcement

1. Open your course and click on the “Announcements” forum
2. Click “Add a new topic”
3. Type a Subject and your Message
4. Attach a file if required
5. Click “Post to forum”; all enrolled students will be notified automatically

### 13.2 Using Discussion Forums

1. Add a Forum activity via “Add an activity or resource” if one does not already exist
2. Set the forum type (e.g. Standard forum for general use) and save
3. Open the forum to read student posts and click “Reply” to respond

## 14. Using the Gradebook

1. Open your course and click the gear/settings icon, then select “Grades” (Gradebook setup or Grader report)
2. Review the Grader report to see all students and their grades across every graded activity
3. Click on a specific grade cell to edit it manually if needed
4. Use “Grader report” filters and export options (e.g. Excel/CSV) to download grade records
5. Use “Gradebook setup” to organise activities into categories and adjust weighting

**Note:** Double-check grade calculation settings (aggregation method) under Gradebook setup before releasing final marks.

## 15. Generating Reports

- Use “Reports” under course administration to view Logs, Activity completion and Participation reports
- Logs show a record of student and staff activity within the course, useful for monitoring engagement
- Activity completion reports show which students have completed specific resources or activities

## 16. Getting Help and Support

- For login, account or technical issues, contact the BUSE CETID Team.
- For guidance on academic use of MyBUSE, contact your Faculty e-learning coordinator or Department
- Report broken links, missing courses or system errors to the CETID department promptly.

**Note:** Always log out of MyBUSE when using shared or public computers, and keep your password confidential.