UNIVERSITY *of* LUSAKA

E-LEARNING STUDENT'S GUIDE

GETTING STARTED

- Go to UNILUS website https://www.unilus.ac.zm
- Click on Academics

- Click on E-Learning or alternatively go directly to **https://www.unilus.ac.zm/lms**
- Select your mode of study in the navigation bar

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- On the login page enter your student number as your username
- Use the same password as your student portal password.
- Below is the login page.
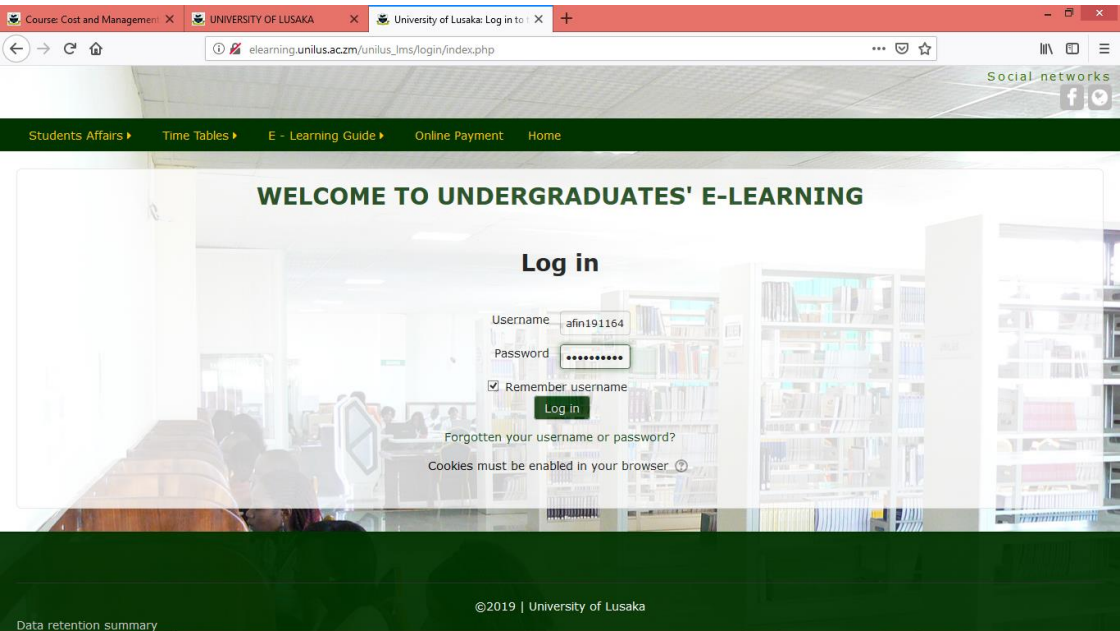
- Your student number remains as your username and you are advised to change your password in the student portal which will also update your e-Learning password.

When you login to the Learning platform the first thing that you see is the Dashboard showing courses you have registered for in a particular semester.

- These courses should be the same as the ones showing in your Student Portal.

2. ACCESSING COURSE CONTENTS

- In order to access the course contents or resources for a particular course you should click on the course under course overview or in the side navigation panel and you will be presented with a section divided into Units or Modules, Each unit may contain one or more of the following resources.
  - * Course Modules (pdf, ppt, word, excel)
  - * Assignments and Quizzes
  - * Chat
  - * Video Resources

Accessing Modules

- This is the main course material. It's the first learning content you will see as shown below

It will either be shown as a single PDF file, in unit form or as a document. Click on it in order to save it on your laptop or phone or open it to view.

Assignments and Quizzes

- This will consist assignment 1 and 2 for that particular course. The assignment will have the due dates indicated which should be strictly observed because once the due has passed you will be locked out and as result you will not be able to submit your assignments.

- It's up to your lecturer to include quizzes. The Lecturer may advise on how to handle the quizzes.

- In order to save or view the assignment you click on the assignment and the PDF file showing as shown below

1. To submit your assignment, click on "add submission" and the

window will open as shown below.

2. Click on the folder icon to upload your assignment as highlighted above.

3. Click on Choose file to select your file (assignment)

4. Select your file and Click on Open file.
5. Click on Upload this File as shown below then save changes.

- On this page you will see the assignment status and other details relating to the assignment.

Assignment 1: Cost Management

UnillusStudent-eLearning-Guide-3.pdf 13 February 2019, 10:38 AM

File submissions

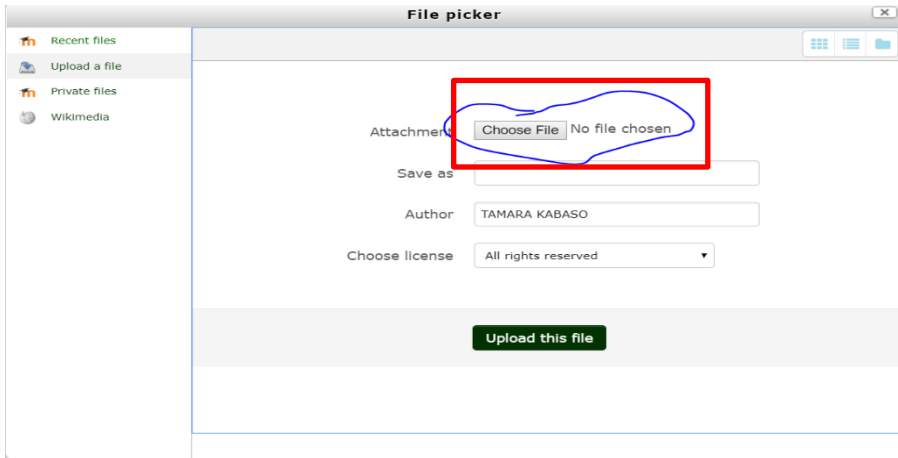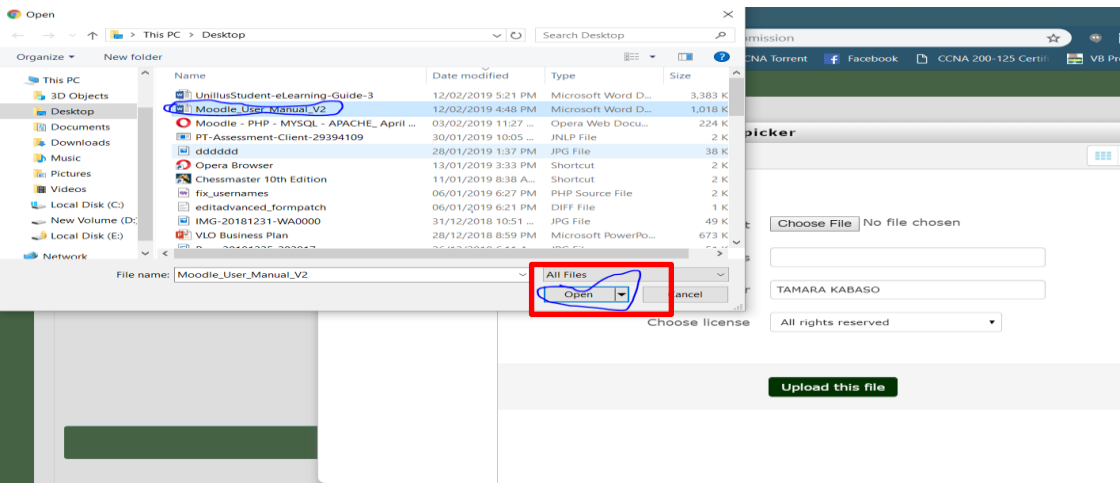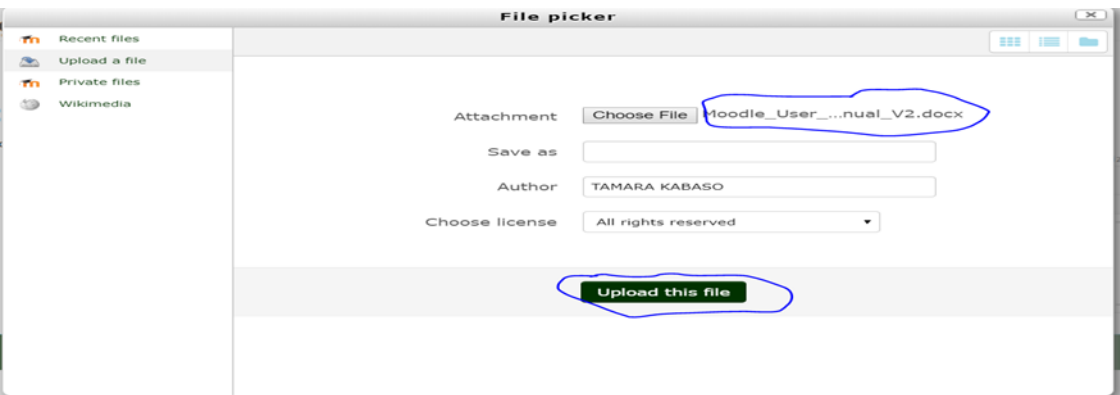Maximum size for new files: 20MB, maximum attachments: 20

> ▶ 📁 Files

Moodle_User_Menu
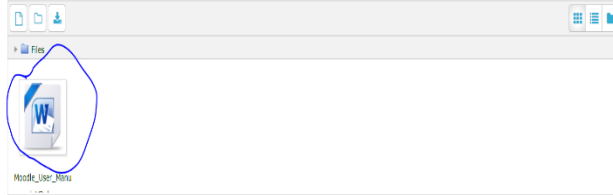
Save changes   Cancel

Assignment 1: Cost Management

UnillusStudent-eLearning-Guide-3.pdf 13 February 2019, 10:38 AM

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Wednesday, 20 February 2019, 12:00 AM
Time remaining	6 days 12 hours
Last modified	Wednesday, 13 February 2019, 11:06 AM
File submissions	Moodle_User_Manual_V2.docx 13 February 2019, 11:06 AM subnetting-150129111710-conversion-gate02.pdf 13 February 2019, 11:06 AM
Submission comments	➕

Edit submission

You can still make changes to your submission

Forum and Chat

Your lecturer is in-charge of creating a chat or a Forum. A chat is created to discuss a topic relating to a course or whatever is agreed between the lecturer and students. The lecturer will always advise when it's convenient for the chat to be conducted.
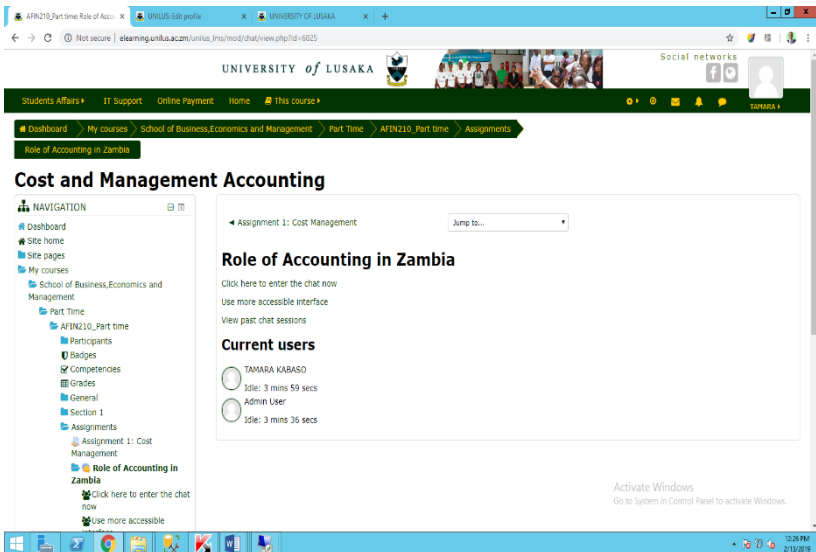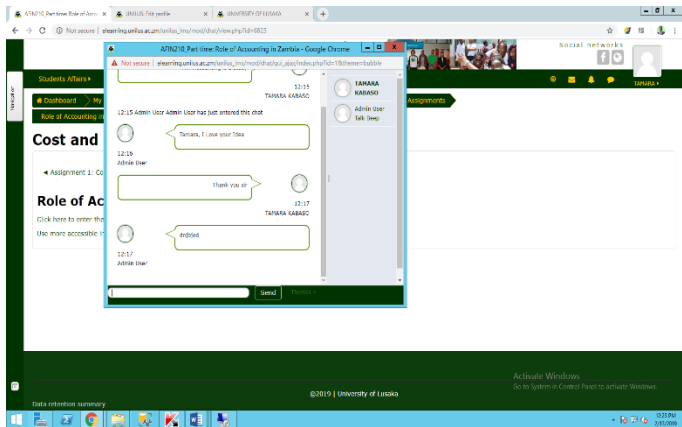
A window will open as shown above were you can type your contributions to the topic.

Then click send to post your contribution.

- Everyone who is registered in that particular course and is logged in to the chat will be able to view and participate in the discussion.

Video Resources

- Video resource will consist of any videos or links to videos that are relevant to your course. Your lecturer may decide to share it with students. The procedure is just the same, you need to click on the link provided on the video section.

Other Resources

- Other resources will consist past exam papers and other resources the lecturer feels are relevant to your course. In order to download, go to other resources section and click on the resource you want to view or download.

3. SUBMITTING TURITIN ASSIGNMENT

- In order to submit an assignment a student must be logged in .Once you log in your portal go to the courses showing i.e. the courses you registered for in that particular semester, click on the course you wish to submit an assignment for.

Note:

If the due date has passed you won't be allowed to submit your assignment.

- Click on submit assignment a prompt will appear alerting you that your assignment is subjected to be tested by **Turitin** a plagiarism detection service seen below

- If you are sure that the assignment is not plagiarised then you can go ahead and click on the plus (+) sign shown above then you will be prompted to browse the location of the document (USB or on the laptop)

Click on upload this file. (Once you upload you cannot download your assignment for further editing). Then click on save.

- Once you submit your assignment a notification will be sent to your email and your lecturer that you have submitted an assignment.

- Your lecturer will open and mark your assignment and send it back to you. The Lecturer may also grade your assignment in the grade book or your assignment and you will get a notification that your assignment has been marked and you can view your grades. In order to view the grades entered you can go to administration and click on grades as shown below.

The grades will be shown as above. The lecturer may decides to send back the actual document you submitted and adding comments on it and grading it. You can view the document by going to the course as shown below

Go to the bottom of the page on feedback and click on the zip file attached and you will be able to view your marked assignment.

For more information visit our website on

www.unilus.ac.zm/lms

For help and support on eLearning

Email: **itunilus@unilus.ac.zm**