



**UNIVERSITY**  
*of* **LUSAKA**

## E-LEARNING STUDENT'S GUIDE

## GETTING STARTED

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



UNIVERSITY  
of LUSAKA

HOME

ACADEMICS

LIBRARY

PAYM



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



UNIVERSITY  
of LUSAKA

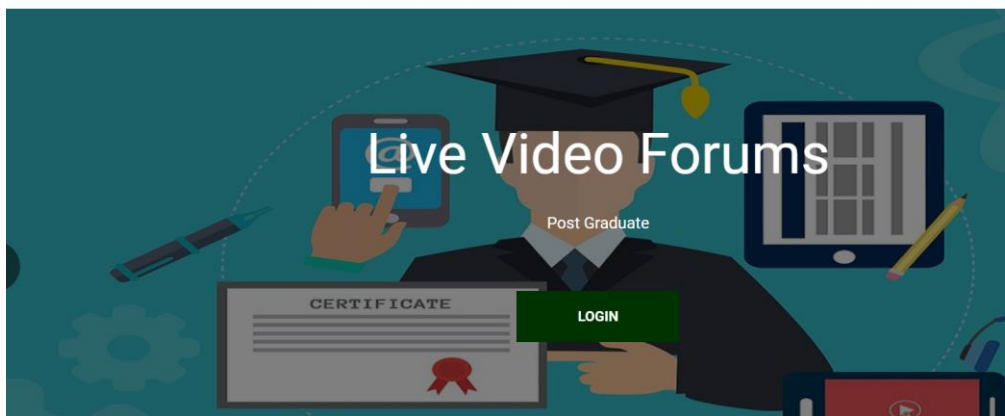
HOME

UNDERGRADUATE

POSTGRADUATE

LIBRARY



ABOUT




Course: Cost and Management UNIVERSITY OF LUSAKA E-Learning

elearning.unilus.ac.zm

HOME UNDERGRADUATE STUDENTS POSTGRADUATE STUDENTS STUDENTS' PORTAL E-LIBRARY ABOUT FAQs

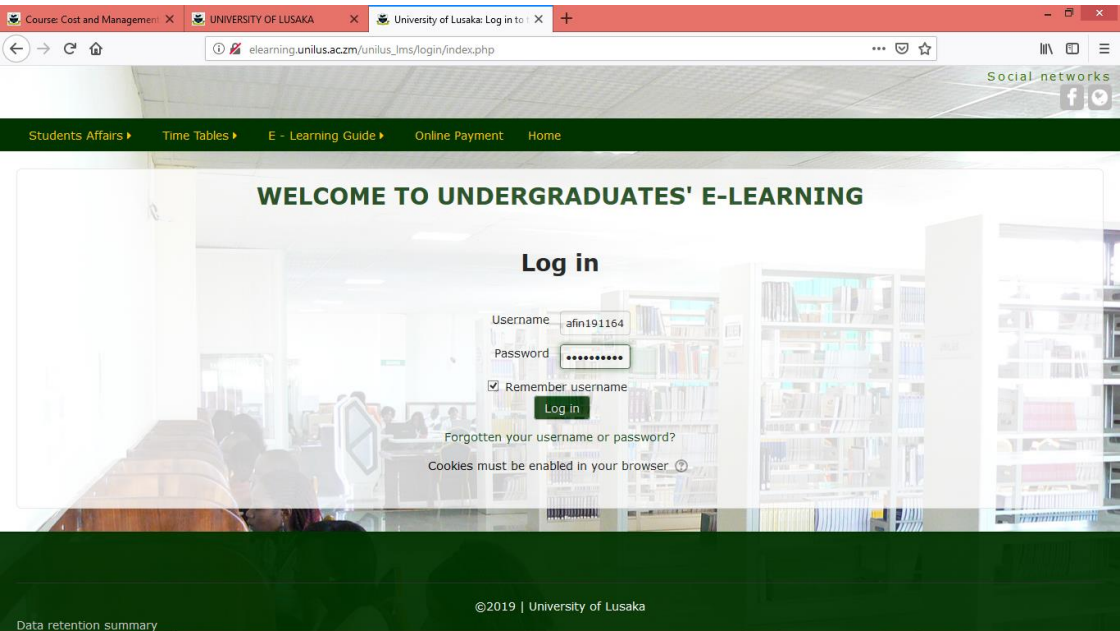


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Follow us on



elearning.unilus.ac.zm/index.php

- 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.

Course: Cost and Management | UNIVERSITY of LUSAKA | Dashboard

Read cdnjs.cloudflare.com

Students Affairs | Time Tables | E - Learning Guide | Online Payment | Home


Dashboard

Customise this page

NAVIGATION

- Dashboard
- Site home
- Site pages
- My courses
  - School of Business, Economics and Management

DASHBOARD



RECENTLY ACCESSED COURSES

Cost and Management Accounting

PRIVATE FILES

No files available

Manage private files...

TIMELINE

Friday, 22 February

DemoTurinitAssignment - ... 17:34  
Cost and Management Accou...

Add Submission

DemoTurinitAssignment - ... 17:34  
Cost and Management Accou...

Add Submission

Show 5

Course: Cost and Management | UNIVERSITY of LUSAKA | Dashboard

Students Affairs | Time Tables | E - Learning Guide | Online Payment | Home

TAMARA

RECENTLY ACCESSED COURSES

Cost and Management Accounting

COURSE OVERVIEW

Sort by Course name | Card

All

Corporate Finance and Financial Modeling

Cost and Management Accounting

66% Complete

ONLINE USERS

2 online users (last 5 minutes)

TAMARA KABASO

Joseph Chibwe

LATEST BADGES

You have no badges to display

CALENDAR

February 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24

- 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

The screenshot displays the University of Lusaka eLearning portal. The top navigation bar includes links for Students Affairs, Time Tables, E-Learning Guide, Online Payment, and Home. The main content area is divided into three columns. The left column contains a 'NAVIGATION' menu with options like Dashboard, Site home, Site pages, My courses, and a list of courses including AFIN210, AFIN209, BBA240, and ECF110. The middle column features a 'DASHBOARD' section with a graphic of a person at a laptop and a 'RECENTLY ACCESSED COURSES' section showing 'Cost and Management Accounting'. The right column includes 'PRIVATE FILES' (No files available) and a 'TIMELINE' section showing a 'DemoTurinitAssignment' for Friday, 22 February.

## Accessing Modules

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

The screenshot displays the e-learning portal for the University of Lusaka. The browser address bar shows the URL: `elearning.unilus.ac.zm/unilus_lms/course/view.php?id=6445`. The page title is "Cost and Management Accounting".

**Navigation Menu (Left Sidebar):**

- Dashboard
- Site home
- Site pages
- My courses
  - School of Business,Economics and Management
    - Part Time
      - AFIN210\_Part time**
        - Participants
        - Badges
        - Competencies
        - Grades
        - General
        - Section 1
        - Section 3
        - Section 4
        - Section 5
        - Section 6
        - Section 7
        - Section 8

**Main Content Area:**

The main content area features a large image of a calculator, a pen, and a document titled "Cost Accounting". Below the image, there is a section for "Announcements".

**Right Sidebar:**

- SEARCH FORUMS**: Includes a search bar and a "Go" button.
- LATEST ANNOUNCEMENTS**: (No announcements have been posted yet.)
- UPCOMING EVENTS**:
  - Assignment 1: Cost Management is due Wednesday, 20 February, 12:00 AM
  - DemoTurinitAssignment - Part 1 Friday, 22 February, 5:34 PM
  - DemoTurinitAssignment - Part 2 Friday, 22 February, 5:34 PM
- RECENT ACTIVITY**: Full report of recent activity... No recent activity

**Section Toggles:**

- 1 **Section 1 - Toggle** (Topic 1)
- 2 **Assignments - Toggle** (Topic 2)
  - Assignment 1: Cost Management ☒
  - Role of Accounting in Zambia ☐
- 3 **Section 3 - Toggle** (Topic 3)
- 4 **Section 4 - Toggle** (Topic 4)
- 5 **Section 5 - Toggle** (Topic 5)
- 6 **Section 6 - Toggle** (Topic 6)
- 7 **Section 7 - Toggle** (Topic 7)

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

The screenshot shows a web browser window with the University of Lusaka e-learning portal. The browser tabs include 'Course: Cost and Management', 'UNIVERSITY OF LUSAKA', and 'Assignment'. The address bar shows the URL: [elearning.unilus.ac.zm/unilus\\_lms/mod/assign/view.php?id=6824](http://elearning.unilus.ac.zm/unilus_lms/mod/assign/view.php?id=6824). The page header features the University of Lusaka logo and navigation links: Students Affairs, Time Tables, E - Learning Guide, Online Payment, Home, and This course. A green navigation bar contains links: Dashboard, My courses, School of Business, Economics and Management, Part Time, AFIN210\_Part time, Assignments, and Assignment 1: Cost Management. The main content area is titled 'Cost and Management Accounting' and shows the assignment details for 'Assignment 1: Cost Management'. The submission status is 'Submitted for grading'. The due date is 'Wednesday, 20 February 2019, 12:00 AM'. The time remaining is '1 day 8 hours'. The last modified date is 'Wednesday, 13 February 2019, 11:06 AM'. The file submissions list includes 'Moodle\_User\_Manual\_V2.docx' and 'subnnetting-150129111710-conversion-aate02.pdf'.

**UNIVERSITY of LUSAKA**

Students Affairs ▶ Time Tables ▶ E - Learning Guide ▶ Online Payment ▶ Home ▶ This course ▶

Dashboard ▶ My courses ▶ School of Business, Economics and Management ▶ Part Time ▶ AFIN210\_Part time ▶

Assignments ▶ Assignment 1: Cost Management ▶

### Cost and Management Accounting

**NAVIGATION**

- Dashboard
- Site home
- Site pages
- My courses
  - School of Business, Economics and Management
    - Part Time
      - AFIN210\_Part time
        - Participants
        - Badges
        - Competencies
        - Grades
          - General
          - Section 1
        - Assignments
          - Assignment 1: Cost Management

**Assignment 1: Cost Management**

UnilusStudent-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	1 day 8 hours
Last modified	Wednesday, 13 February 2019, 11:06 AM
File submissions	Moodle_User_Manual_V2.docx 13 February 2019, 11:06 AM subnnetting-150129111710-conversion-aate02.pdf 13 February 2019, 11:06 AM

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



window will open as shown below.

Course: Cost and Management Accounting

UNIVERSITY OF LUSAKA

Assignment

+

< > X Home

elearning.unilus.ac.zm/unilus\_lms/mod/assign/view.php?id=6824&action=editsubmission

... Shield Star

≡ ≡ ≡

UNIVERSITY of LUSAKA

Social networks

Students Affairs ▶ Time Tables ▶ E - Learning Guide ▶ Online Payment Home This course ▶

TAMARA ▶

Dashboard ▶ My courses ▶ School of Business,Economics and Management ▶ Part Time ▶ AFIN210\_Part time ▶

Assignments ▶ Assignment 1: Cost Management ▶ Edit submission

# Cost and Management Accounting

NAVIGATION

Dashboard

Site home

Site pages

My courses

School of Business,Economics and Management

Part Time

AFIN210\_Part time

Participants

Badges

Competencies

Grades

General

Section 1

Assignments

Assignment 1: Cost Management

DemoTurinitAssignment

Jump to...

▼

Role of Accounting in Zambia ▶

## 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

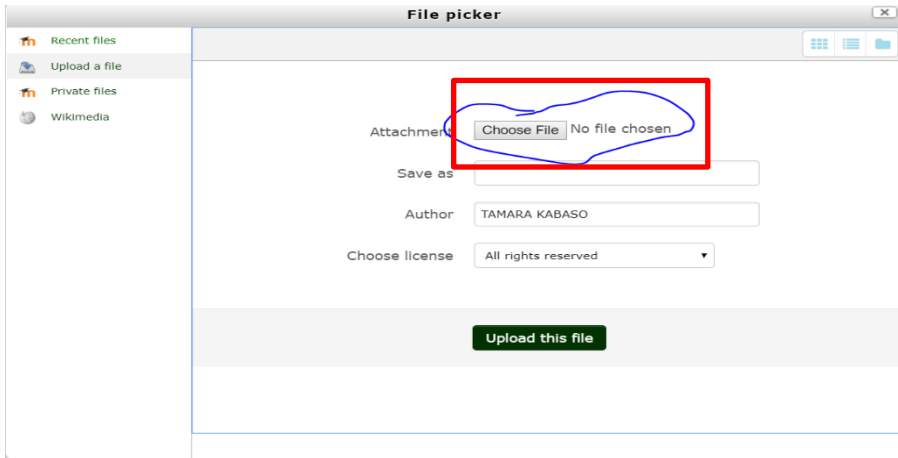
Save changes

Cancel

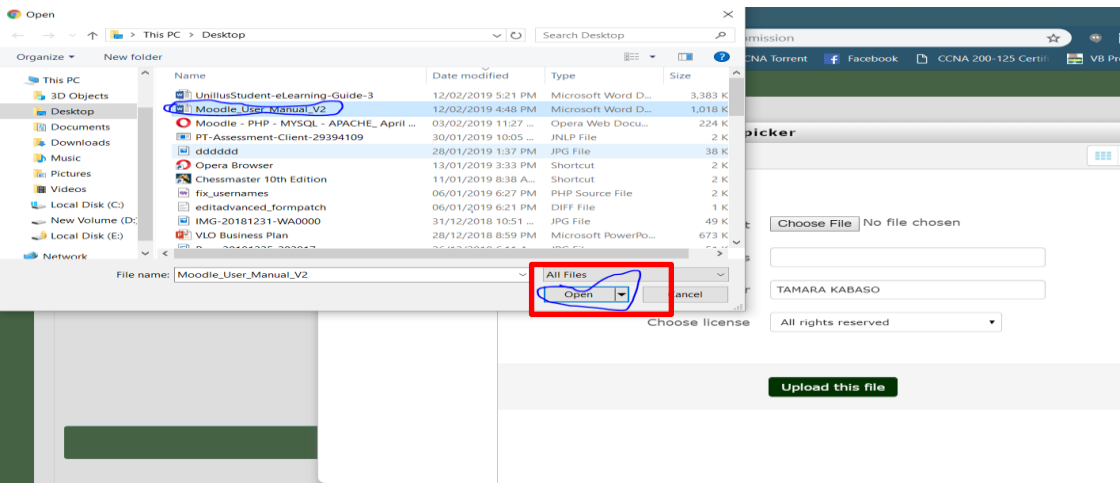
Waiting for sharing-wedding.com...

Inting

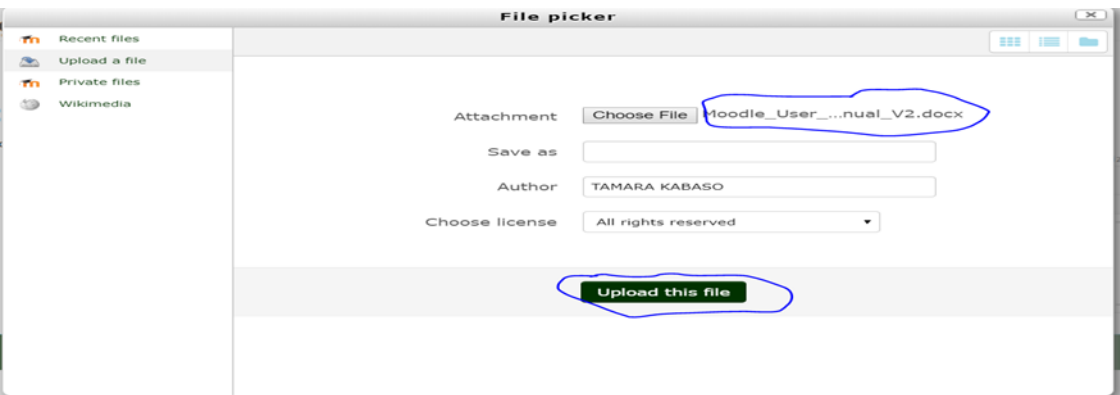
2. Click on the folder icon to upload your assignment as highlighted above.



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.



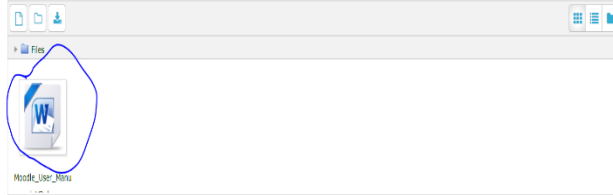
- On this page you will see the assignment status and other details relating to the assignment.

## Assignment 1: Cost Management

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

### File submissions

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



Save changes

Cancel

## Assignment 1: Cost Management

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

### Submission status

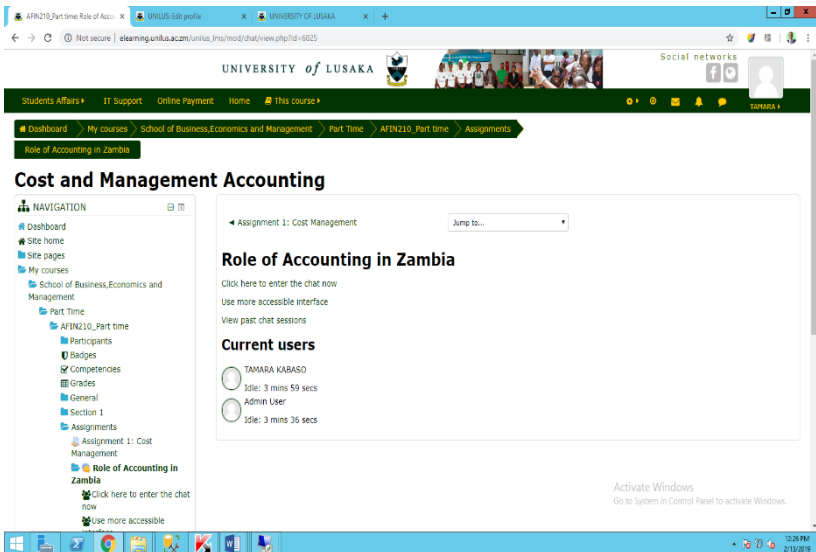
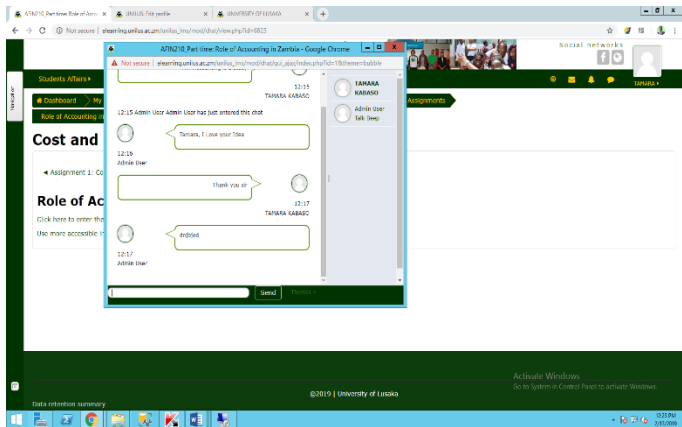
Submission status	Submitted for grading	
Grading status	Not graded	
Due date	Wednesday, 20 February 2019, 12:00 AM	
Time remaining	6 days 12 hours	
Last modified	Wednesday, 13 February 2019, 11:06 AM	
File submissions	<div>  Moodle_User_Manual_V2.docx 13 February 2019, 11:06 AM                 </div> <div>  subnetting-150129111710-conversion-gate02.pdf 13 February 2019, 11:06 AM                 </div>	
Submission comments	<a href="#">View comments</a>	

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 where 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.

The screenshot displays the University of Lusaka's Turitin portal. At the top, the header includes the university's name, logo, and navigation links like 'Students Affairs', 'Time Tables', and 'E - Learning Guide'. Below this is a green navigation bar with links to 'Dashboard', 'My courses', 'School of Business, Economics and Management', 'Part Time', and 'BBA240\_Part time'. The main content area is titled 'Quantitative Methods' and shows a list of courses. A red arrow points to the 'Turitin Assignment - Toggle' button under the 'BBA240\_Part time' course. The right sidebar contains sections for 'SEARCH FORUMS', 'LATEST ANNOUNCEMENTS', and 'UPCOMING EVENTS'.

UNIVERSITY of LUSAKA

Students Affairs ▶ Time Tables ▶ E - Learning Guide ▶ Online Payment ▶ Home ▶ This course ▶

Dashboard ▶ My courses ▶ School of Business, Economics and Management ▶ Part Time ▶ BBA240\_Part time

### Quantitative Methods

NAVIGATION

- Dashboard
- Site home
- Site pages
- My courses
  - School of Business, Economics and Management
    - Part Time
      - AFIN210\_Part time
      - AFIN209\_Part time
      - BBA240\_Part time**
        - Participants
        - Badges
        - Competencies
        - Grades
        - General
        - Module 1
        - Turitin Assignment**

Announcements

Open all Close all

Instructions: Clicking on the section name will show / hide the section.

1 Module 1 - Toggle

2 Turitin Assignment - Toggle

Dessetation Turitin Assignment 1

SEARCH FORUMS

Go

Advanced search

LATEST ANNOUNCEMENTS

(No announcements have been posted yet.)

UPCOMING EVENTS

Dessetation Turitin Assignment 1 - Part 1

Monday, 25 February, 3:57 PM

Go to calendar...

## Note:

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

The screenshot shows the University of Lusaka e-learning portal. The navigation menu on the left includes Dashboard, Site home, Site pages, My courses, School of Business, Economics and Management, Part Time, AFIN210\_Part time, Participants, Badges, Competencies, Grades, General, Section 1, DemoTurinitAssignment, Assignments, Section 3, Section 4, and Section 5. The main content area displays the 'My Submissions' section for 'DemoTurinitAssignment - Part 1'. The submission table has columns for Title, Start Date, Due Date, Post Date, and Marks Available. The submission details table has columns for Submission Title, Turnitin Paper ID, Submitted, Similarity, Grade, and Overall Grade. A red arrow points to the 'Similarity' column, which shows a score of 80%.

Part 1		Part 2		
Title	Start Date	Due Date	Post Date	Marks Available
DemoTurinitAssignment - Part 1	15 Feb 2019 - 17:34	22 Feb 2019 - 17:34	22 Feb 2019 - 17:34	100

Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade	Overall Grade
Guid	1078824534	16/02/19, 11:23	80%	--	--

- 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

The screenshot shows the University of Lusaka e-learning portal. The navigation menu on the left includes Dashboard, Site home, Site pages, My courses, School of Business, Economics and Management, Part Time, AFIN210\_Part time, Participants, Badges, Competencies, Grades, General, Section 1, DemoTurinitAssignment, Assignments, Section 3, Section 4, and Section 5. The main content area displays the 'My Submissions' section for 'DemoTurinitAssignment - Part 1'. The submission table has columns for Title, Start Date, Due Date, Post Date, and Marks Available. The submission details table has columns for Submission Title, Turnitin Paper ID, Submitted, Similarity, Grade, and Overall Grade. A red arrow points to the 'Similarity' column, which shows a score of 80%.

Part 1		Part 2		
Title	Start Date	Due Date	Post Date	Marks Available
DemoTurinitAssignment - Part 1	15 Feb 2019 - 17:34	22 Feb 2019 - 17:34	22 Feb 2019 - 17:34	100

Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade	Overall Grade
Guid	1078824534	16/02/19, 11:23	80%	--	--



- 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)

The screenshot shows a web browser window with multiple tabs. The active tab is 'UNIVERSITY OF LUSAKA'. The address bar shows a URL from 'elearning.unilus.ac.zm'. The browser's navigation bar includes links for 'Students Affairs', 'Time Tables', 'E-Learning Guide', 'Online Payment', 'Home', and 'This course'. Below the browser, the LMS interface for the University of Lusaka is visible. A dark navigation sidebar on the left contains links for 'Dashboard', 'Site home', 'Site pages', 'My courses', 'School of Business, Economics and Management', 'Part Time', 'AFIN210\_Part time', 'Participants', 'Badges', 'Competencies', 'Grades', 'General', 'Section 1', 'DemoTurinitAssi', 'Assignments', 'Section 3', and 'Section 4'. The main content area shows a breadcrumb trail: 'Dashboard > My courses > School of Business, Economics and Management > Part Time > AFIN210\_Part time > Section 1'. Below this is a 'DemoTurinitAssignment' button. A modal window titled 'Digital Receipt' is centered on the screen. It features the Turnitin logo and a message: 'This receipt acknowledges that Turnitin received your paper. Below you will find the receipt information regarding your submission.' The receipt details are as follows:

Submission Author	TAMARA KABASO
Turnitin Paper ID (Ref. ID)	1078824534
Submission Title	Guid
Assignment Title	DemoTurinitAssignment
Submission Date	16/02/19, 11:23

A 'Print' button is located at the bottom right of the modal window. In the background, a table titled 'Marks Available' is partially visible, showing a score of 100. At the bottom of the browser window, a status bar indicates 'Waiting for sharing-wedding.com...'.

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 decide 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](http://www.unilus.ac.zm/lms)**

For help and support on eLearning

Email: **[itunilus@unilus.ac.zm](mailto:itunilus@unilus.ac.zm)**