E-LEARNING STUDENT’S GUIDE
GETTING STARTED

- Go to UNILUS website https://www.unilus.ac.zm
- Click on Academics
- Click on E-Learning or go directly to https://www.unilus.ac.zm/lms
- Select your mode of study in the navigation bar
- 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.
• If login on the Moodle platform fails reset your student portal password this will update login credentials for both platforms.
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

• 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 to save it on your laptop or phone or open it to view.

Assignments and Quizzes

- This will consist of 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 a 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.
- To save or view the assignment you click on the assignment and the PDF file showing as shown below.

### Submission status
No attempt

### Grading status
Not marked

### Due date
Tuesday, 31 March 2020, 11:59 PM

### Time remaining
14 days 2 hours

### Last modified
-

### Submission comments
+ Comments (0)

[Add submission]

You have not made a submission yet.

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

Submission status

<table>
<thead>
<tr>
<th>Submission status</th>
<th>Submitted for grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading status</td>
<td>Not graded</td>
</tr>
<tr>
<td>Due date</td>
<td>Wednesday, 20 February 2019, 12:00 AM</td>
</tr>
<tr>
<td>Time remaining</td>
<td>6 days 12 hours</td>
</tr>
<tr>
<td>Last modified</td>
<td>Wednesday, 13 February 2019, 11:06 AM</td>
</tr>
</tbody>
</table>

File submissions

- [Moodle_User_Manual_V2.docx](#) uploaded 13 February 2019, 11:06 AM
- [submission-1912911170-conversion-gate02.pdf](#) uploaded 13 February 2019, 11:06 AM

Submission comments

You can still make changes to your submission
Forum and Chat

Lecturers are 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. Lecturers 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 of past exam papers and other resources the lecturer feels are relevant to your course. To download, go to other resources section and click on the resource you want to view or download.

3. SUBMITTING TURNITIN ASSIGNMENT

- 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.

- Lecturers 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. 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

For help and support on eLearning

Email: itunilus@unilus.ac.zm