

## E-learning student's User Manual

## PART 1: How to get account and login on e-learning

URL: The link to access the UTAB eLearning platform is available <a href="https://elearning.utab.ac.rw">https://elearning.utab.ac.rw</a>



After click on login you will be required to put your username and password



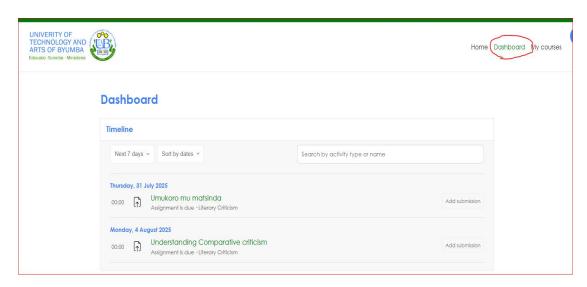
Username: UG888888

Password: .....

Click on login

Congratulation you are in

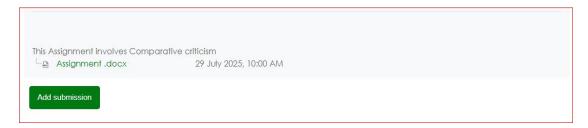
PART 2: How to access, submit or delete assignment on E-Learning



Step 1: when you click on dashboard the activities will be displayed and click on it.

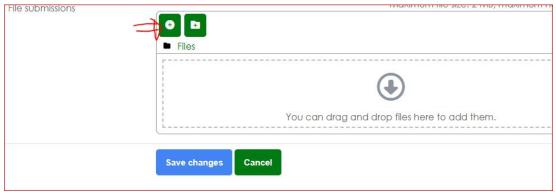
Or you can click on my courses and navigate your course, Links to assignments is found under the topic course page and click on it to read or download it

Step 2: Click on Add submission button. The Assignment submission page will open. Depending on how your instructor set up the assignment, you may have the option to upload and submit file(s), enter text in a text entry box or both.

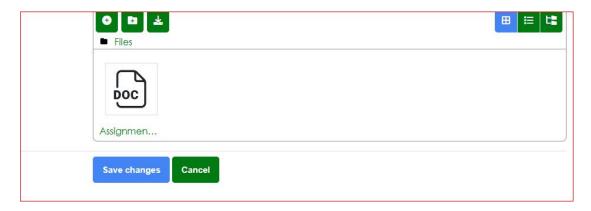


Note: It should be noted that if you are submitting the assignment after the deadline, the "Add submission" button might not show up. If so, contact your lecturer about what to do next.

Step 3:



click on add submission and navigate a file you created as your assignment from your device (computer or etc), then open it and upload

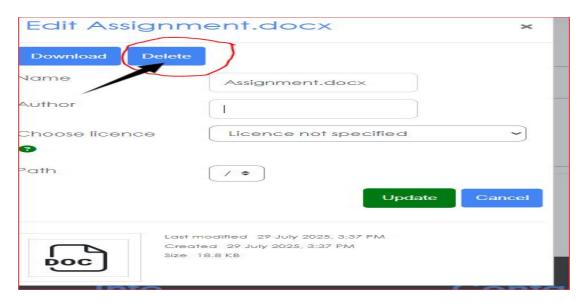


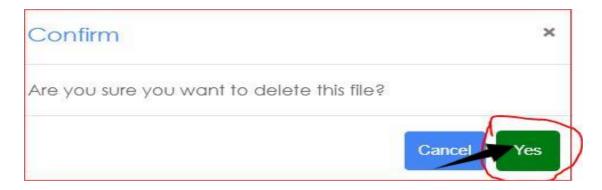
Once you upload your assignment click on save changes

### You file is already submitted to your lecturer

Step 4: if you want to delete the uploaded assignment, you click on that assignment

Then click on delete

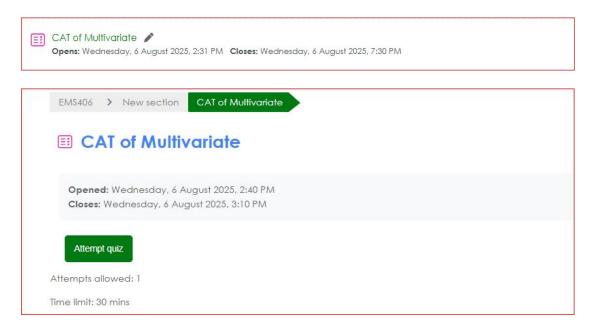




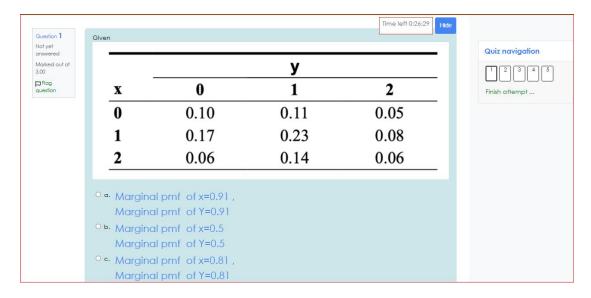
Confirm if you want to delete you file by clicking on Yes, you file will be automatically remove to the file submission.

#### Part 3: How to attempt the quiz

- Navigate to the intended course and select the quiz
- Before you start your quiz, pay attention to the following: Open and closing time, quiz instructions given by Lecturer, attempts allowed and Time limit( if time limit is set will determine the amount of time within which you must complete the quiz).



Then click on attempts quiz



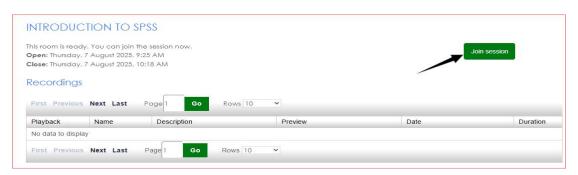
When you are done with all questions click on finish attempt and then click on submit all and finish.

Note: in-case you are taking your quiz you can pause it however, the clock will keep counting!

Make sure you are ready to start your quiz before you start!

#### Part 4:How to join a live session

- Navigate the course you intended to attend (you will find a session created by your Lecture)
- Check the schedule
- Click on join session





## Part 5: How to download Notes

Navigate a course you want to download notes from. On the left pane you shall be able to navigate a chapter or notes you want to download, once you click on it a file will start to be downloaded to your device automatically.

# Thanks