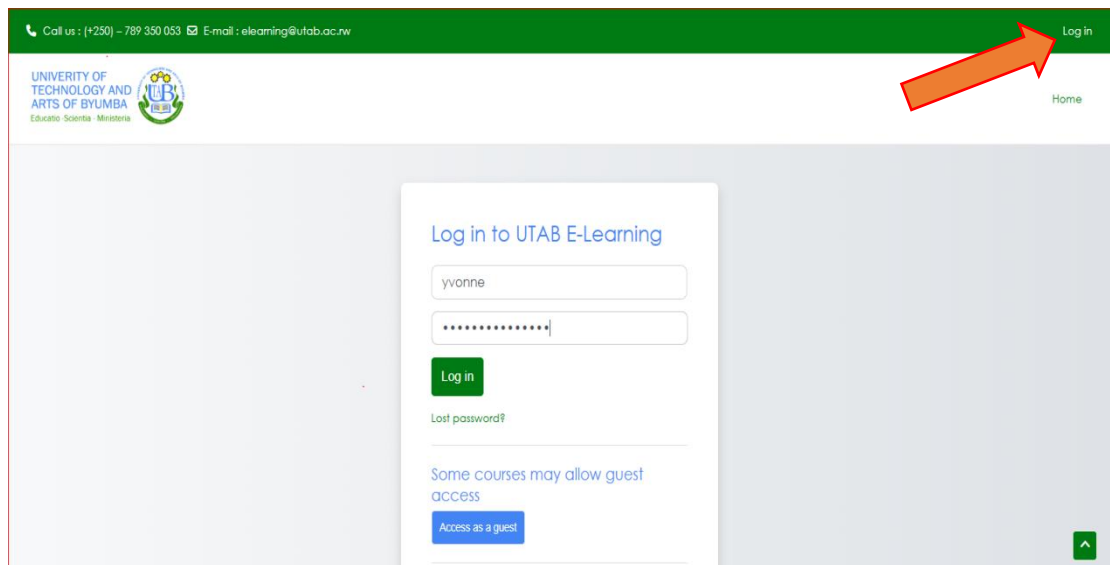


## E-learning Teacher's User Manual

### Part 1: How to Login on UTAB E-Learning Platform

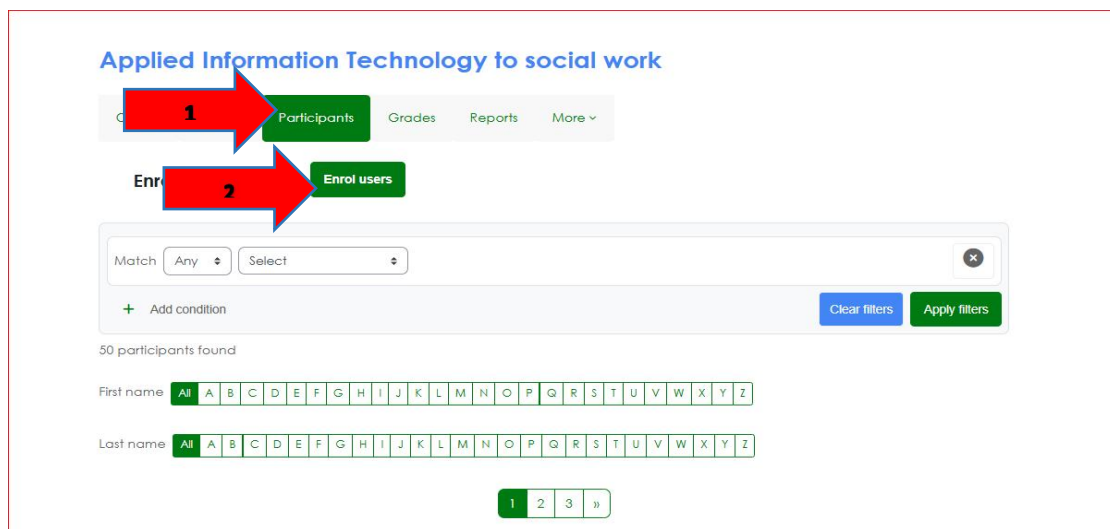
URL: The link to access the UTAB eLearning platform is available <https://elearning.utab.ac.rw> then click on login



After click on login you will fill in your username and password then login.

### Part 2: How to enlore students to your course

You open a course you want to enrol students



1. click on Participants

## 2. Enrol users

**Enrol users**

**Enrolment options**

Select users: No selection

1 → Search ▼

Select cohorts: No selection

2 → soc ▼

- Social work april 3**
- Social work april 4
- Social work Dec 3
- Social work Dec 4
- Social work july 3
- Social work july 4

Assign role

Show more...

Cancel Enrol selected users and cohorts

you can click on 1 select users and write username like UG111111 or

you can select cohorts( class) by clicking on 2.

Enrolled students will appear down

Or you can create enrolment key so that students can enrol themselves to a course

**Applied Information Technology to social work**

Course Settings **Participants** Grades Reports More ▾

**Enrolled users** ▾ **Enrol users**

- Enrolments
- ✓ **Enrolled users**
- Enrolment methods
- Role renaming
- Groups
- Groupings
- Overview
- Permissions
- Other users
- Check permissions

Clear filters Apply filters

First Last

E F G H I J K L M N O P Q R S T U V W X Y Z






E F G H I J K L M N O P Q R S T U V W X Y Z

Click on Enrolment methods


## Applied Information Technology to social work

Course Settings **Participants** Grades Reports More ▾

**Enrolment methods** ▾

Name	Users	Up/Down	Edit
Manual enrolments	50	↓	 
Self enrolment (Student)	0	↑	  

Add method






Click on enable self enrolment then click on edit to create enrolment key

Custom instance name

Keep current self enrolments active

Allow new self enrolments

 Enrolment key   


Use group enrolment keys


Default assigned role

Enrolment duration   ☐ Enable

Notify before enrolment expires

Notification threshold

Start date ☐ Enable      

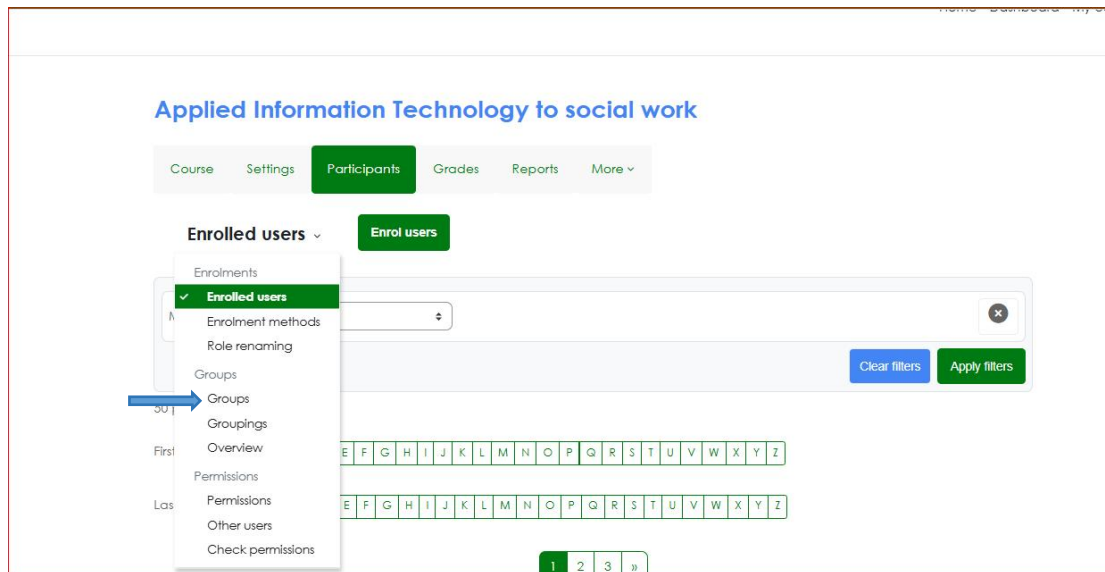
End date ☐ Enable      

Unenrol inactive after

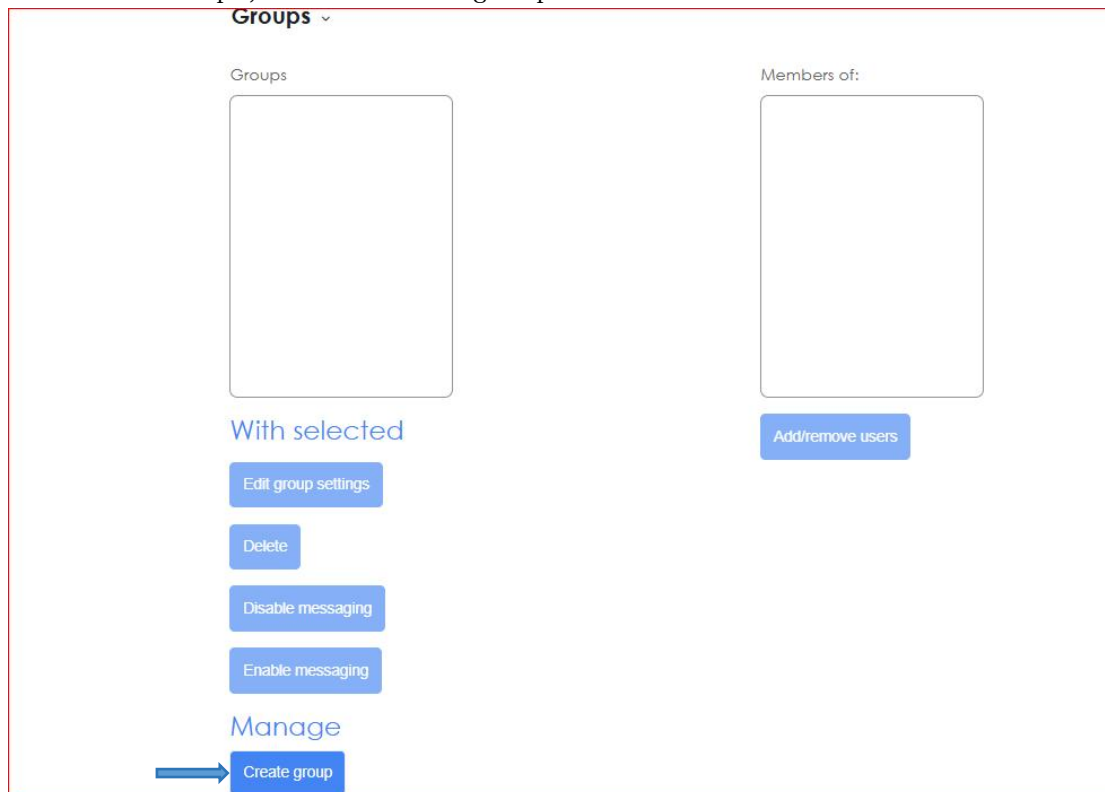
Max enrolled users

Fill the form and create enrolment key that will be given to students in order to enrol themselves to a course

### Part 3:How to Create Groups



Click on Groups, then Create groups



Add information Related to that group for instance Group Name and etc

then save changes

Group A is already created but with zero member we need to add members in group A

Click on Add/Remover users

You can add or remove a member to group

Repeat the same process to create another group

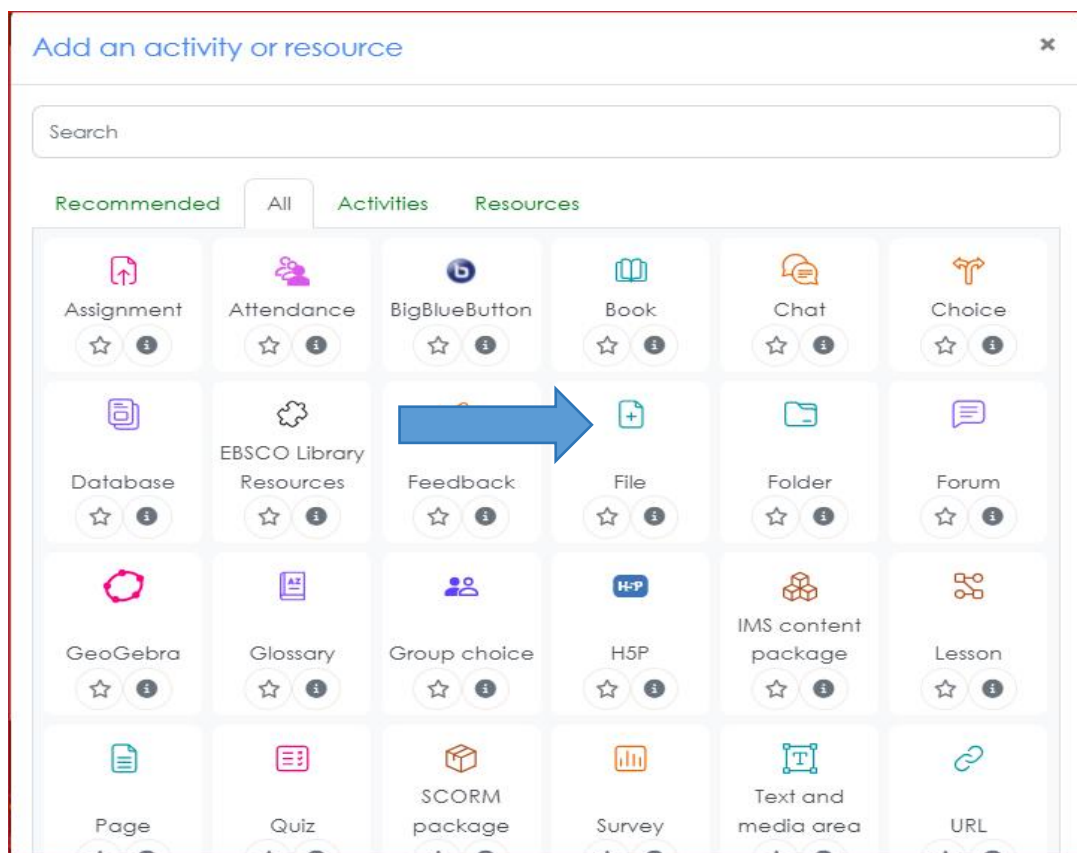
#### Part 4: How to Upload Notes or other supporting Material in UTAB E-Learning

**Note: Every time you want to add an activity or resource you should turn on Edit mode**





1. Type the Name of that section
2. Click on add an activity to choose from all activities



A set of activities or resources will be displayed and then you choose according to what you want  
 For example if you want to upload a file you will choose file

1. Title of notes

2. Click on **Plus+** sign to attach a document then you save

1. Title of notes

2. Click on **Plus+** sign to attach a document then you save

### Part 5: How to add a link to a course

1. Click on Add an activity

2. Choose all

Then click on URL

1. Name a link

2. Then you paste the link you copied from where you want to direct students for example on youtube.

Then you save

1. Name a link

2. Then you paste the link you copied from where you want to direct students for example on youtube.

Then you save

## Part 6: How to add an assignment

1. Click on add Activity or Resource
2. Click on Assignment

**Add an activity or resource**

Search

Recommended All Activities Resources

Assignment Guidance BigBlueButton Book Chat Choice Database EBSCO Library Resources Feedback File Folder Forum GeoGebra Glossary Group choice H5P IMS content package Lesson Page Quiz SCORM package Survey Text and media area URL

**General**

Assignment name: ASSIGNMENT 1

Description: [Rich text editor]

Activity instructions: ANSWER ALL QUESTION

**Availability**

Allow submissions from: [Enable] [15] [August] [2025] [00] [00]

Due date: [Enable] [22] [August] [2025] [00] [00]

Cut-off date: [Enable] [15] [August] [2025] [09] [37]

Remind me to grade by: [Enable] [29] [August] [2025] [00] [00]

☒ Always show description

Fill Assignment Name

Add description if there is any

Add activity instructions if there is

Choose the date and time that you want the assignment to be visible to students and the due date(the deadline)

NB: after the the due date the students will not be able to see and submit the assignment.



Submission types

☐ Online text
☒ File submissions

Maximum number of uploaded files
20

Maximum submission size
Site upload limit (500 MB)

Accepted file types
document
Choose
Document files .doc .docx .epub .gdoc .odt .ott .oth .pdf .rtf

Choose also submission type

Feedback types

☒ Feedback comments
☒ Annotate PDF
☐ Offline grading worksheet
☐ Feedback files

Comment inline
No

Submission settings

Require students to click the submit button
No

Require that students accept the submission statement
No

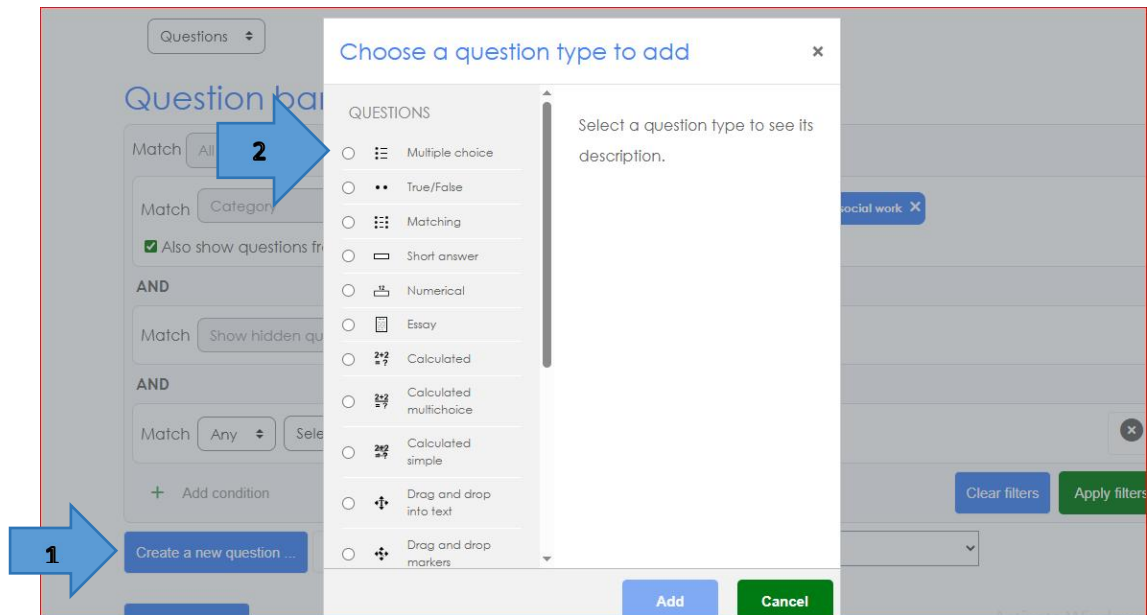
Allowed attempts
1

Group submission settings

Students submit in groups
No

1. Choose how many times students can submit the assignment
2. Choose if student are allowed to submit in groups(if you created them) if not choose no





1. Choose create new question
2. Choose type of question you are going to ask, For instance choose Multiple Choice.

1. Type question name
2. Write the question

Type different choice and the grade 100% to the true answer

Questions: 8 | This quiz is closed

Maximum grade 16.00 **Save**

**Repaginate** **Select multiple items**

Total of marks: 16.00

☐ Shuffle

Page 1

1 **Question one** In the data view in the spss data editor, each ... **Always lates** 2.00

Page 2

2 **Question 2** In the data view in the spss data editor, each ... **Always lates** 2.00

Page 3

3 **Question 3** Which of the following is true about the names ... **Always lates** 2.00

Page 4

4 **Question 4** Which of the following statements about nominal... **Always lates** 2.00

Page 5

5 **Question 5** Which of the following statements about ordinal... **Always lates** 2.00

SW08 > INTRODUCTION TO SPSS > Quiz one SPSS > Results **Grades**

**Quiz one SPSS**

**Quiz** **Settings** **Results** **Question bank** **More**

Grades

Attempts: 128

**What to include in the report**

Attempts from: enrolled users who have attempted the quiz

Attempts that are: ☒ In progress ☒ Overdue ☒ Finished ☒ Never submitted

Show only attempts: ☐ Show at most one finished attempt per user (**Highest grade**) ☐ that have been regraded / are marked as needing regrading

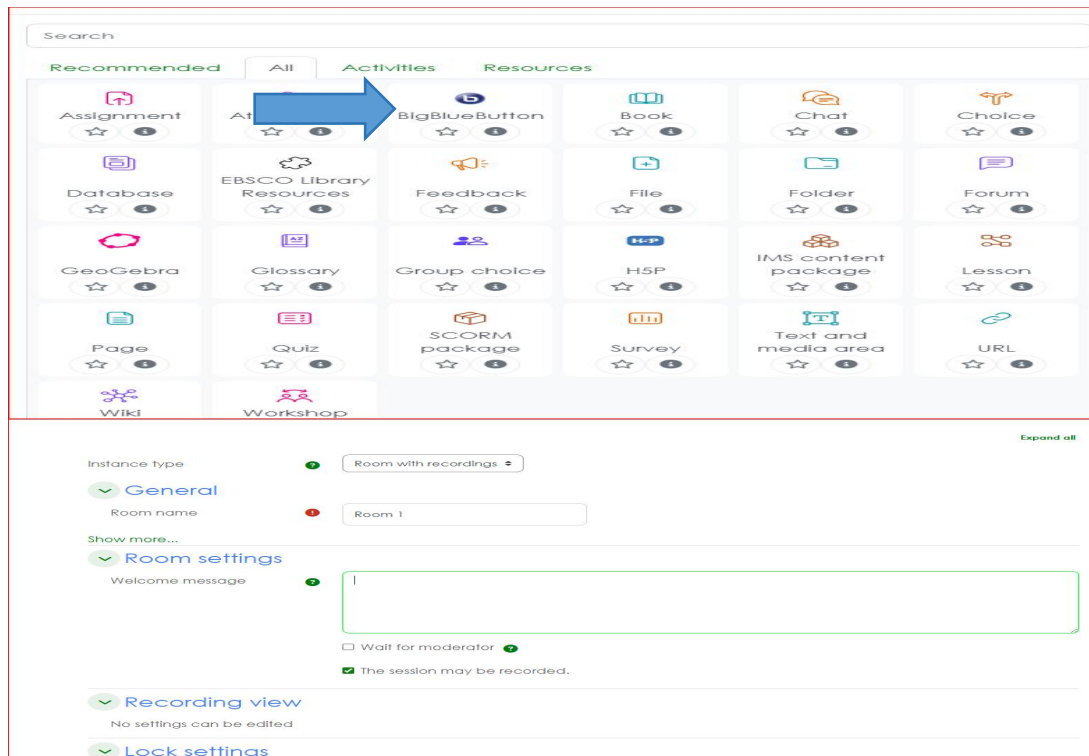
**Display options**

Activate Windows  
Go to Settings to activate Windows

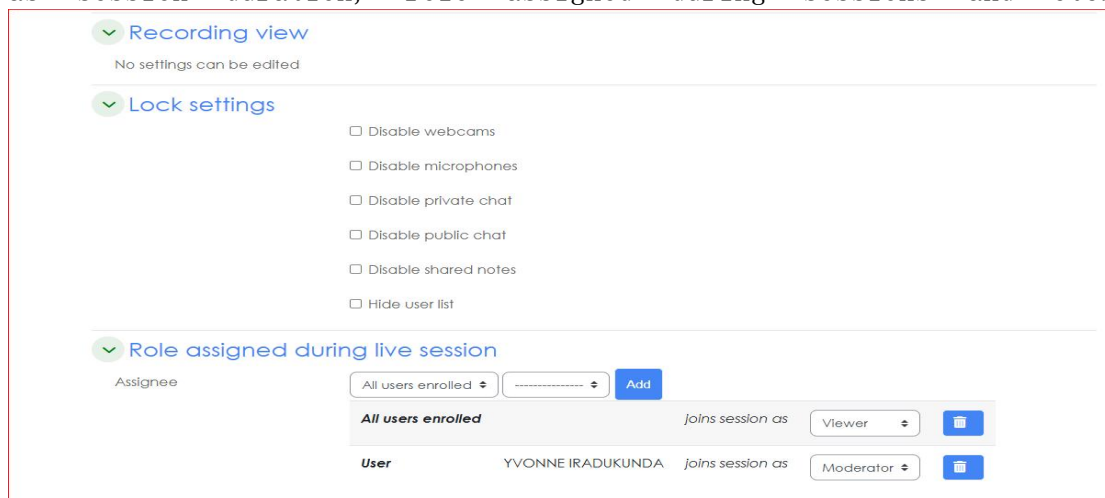
Grade/16.00	Q. 1 /2.00	Q. 2 /2.00	Q. 3 /2.00
14.00	2.00	2.00	2.00
10.00	2.00	2.00	0.00
0.00	0.00	0.00	0.00

## Part 8: How to do online session

1. Go to the course where you want to add online session
2. Click on add an activities
3. Choose BigBlueButton



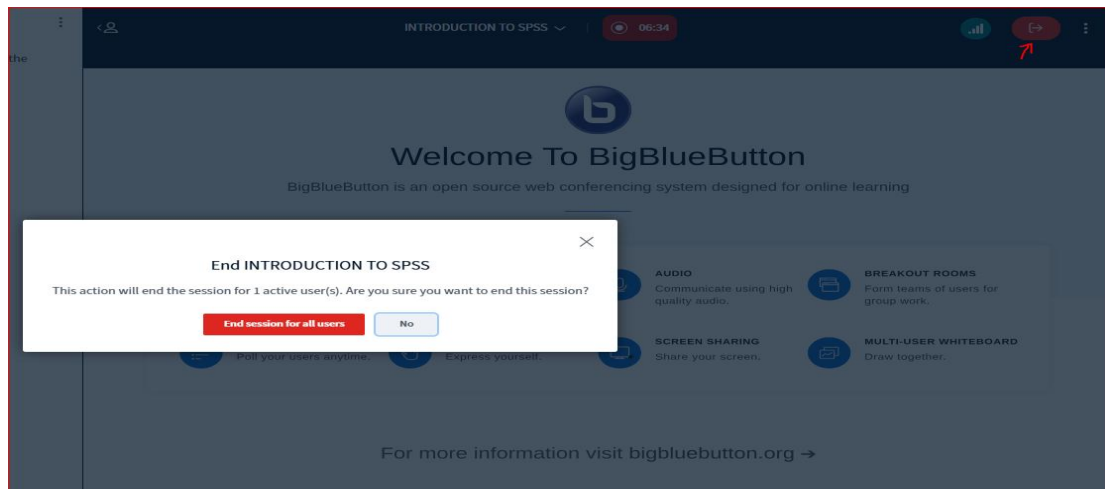
Set the appropriate settings that match your needs of outcomes such as session duration, role assigned during sessions and etc.



After settings you click down on save and display then join the session



From here you can interact with students

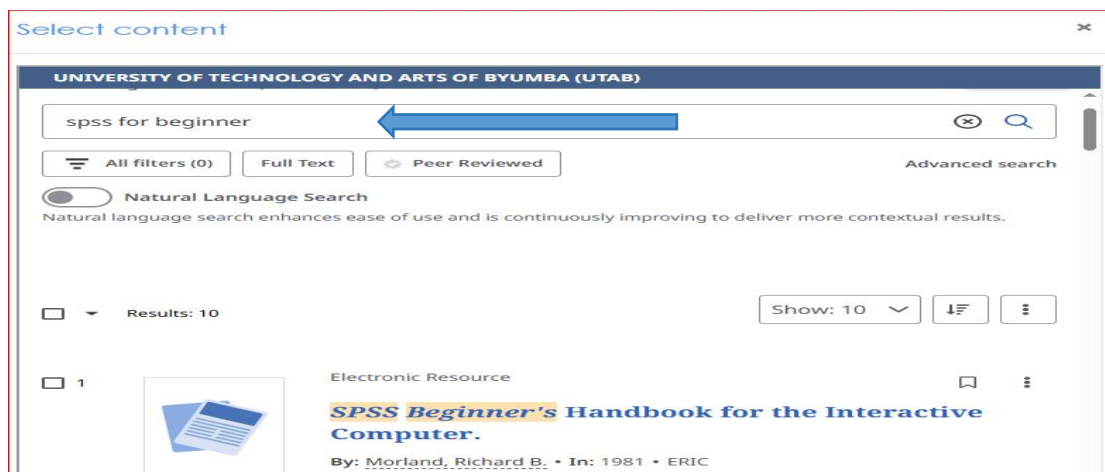


## Part 9: how to use EBSCO Library resources

From all activities and resources choose EBSCO Library resources

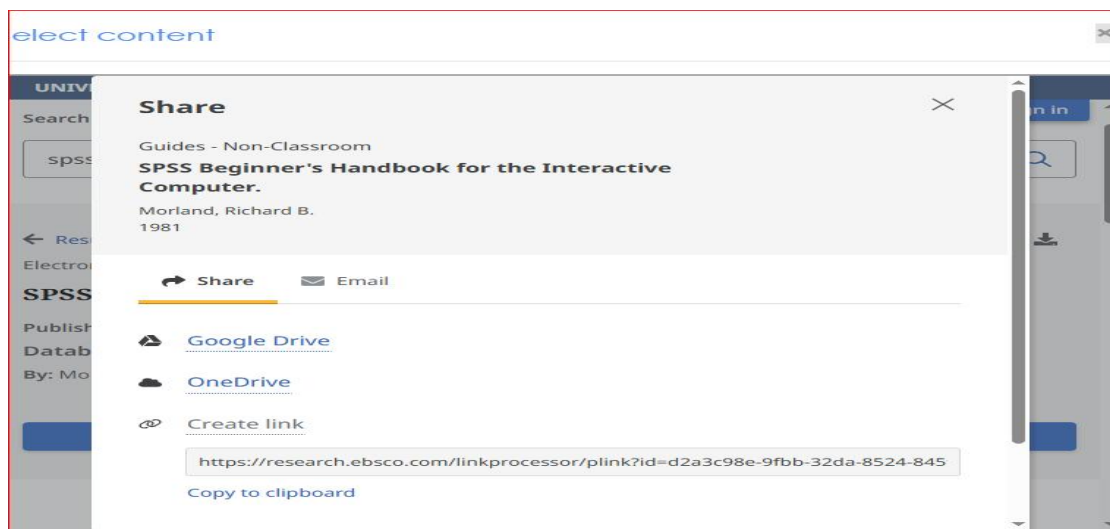
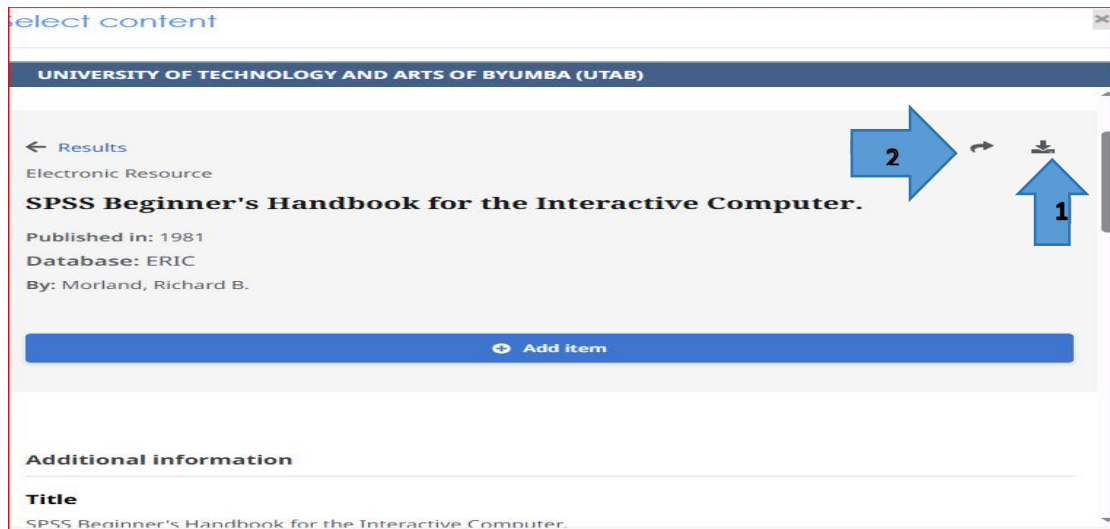


From Select content search a book you want



Choose among the displayed books, then you choose

1. To download
2. To share or create a link



Thank you!!!