

Teachers Guide

IPRCs Version 1.0.0

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1. Get Started

- ✓ Open the browser and navigate to <u>https://elearning.rp.ac.rw</u> [1]
- ✓ Click (login) link [2] to sign in. see *Figure* 1

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Ξ	≡														You an	e not lo	ogged	in. (L	og in)		
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Figure 1

✓ Enter your username and password [3]. See *figure* 2

Elearning- Rwanda Polytechnic X	+					
← → ♂ ☆	👽 🔒 https://elearning. rp.ac.rw /login/index.php] @°♥ (
				You are not logg	ed in.	
V	RP Website - Or	nline Resources • Free E-books •	IPRC Students' 0385	accounts search engi	ine	
	Login into your acco					
		Password				
	Username 🚨	Password	LOG IN			
	Forgotten your username or password?	Remember usemarne	1			
	LOG IN AS A GUEST					
	Log in using your account on:			\backslash		
	LOGIN WITH 0365			\checkmark_3		
				3		

Figure 2

2. Course Set up

To set a course, follow the steps below

✓ Go to site administration [4] to be able to set up a course. See Figure 3

🖬 Dashboard 🛛 🗙 🕂								8
\leftrightarrow \rightarrow \mathfrak{C} \textcircled{a}	+• https://elearning.rp.ac.rw/my/							¥ ≡
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🛗 Calendar						COSTONIA	SE THIS PA	IGE
Private files	Recently Accessed Courses				Timeline			
r章 My courses					• •		1E	-
III ADB2020T ✓ Site administration ←	Linformation Technology Advanced Database Systems	4			Tuesday, 6 Oct	ent - SQL Batabase Systems	asic 23: "	59
	Course Overview				Private Files			
			COURSE NAME -	III CARD -	No files available Manage private			
		Database			Online Users	nes		

Figure 3

✓ Go to manage courses and categories [5] as indicated see figure 4

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 ₭ Home ₺ Dashboard ☆ Calendar 	V RWANDA POLY	RP Website ~	Online Resources 🝷	Free E-books 🝷	IPRC Students'	O365 acco	unts search	engine
Private files								
✓ Site administration	Home / Site administra	J- Rwanda P	olytechnic			BLOC	KS EDITING	ON
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-	Reports	Comments Insights			 arcade nshin hashimwima 	niyimana		•
					Calendar			
https://elearning.rp.ac.rw/admin/search.php#linkroo	2				▲ 5	eptember 2	2020	•

Figure 4

✓ Go to CREATE NEW COURSE [6]. see *figure 5*

Course and category managern × ← → C ⁱ ✿	+ © A https://elearning.rp.ac.rw/course/management.php	
×		🌲 🍺 eric serge uwimana 🐣 👻
希 Home 奶 Dashboard 前 Calendar	Elearning- Rwanda Polyt Home / Site administration / Courses / Manage courses and	·
Private files	Course and category manager	viewing: Course categories and courses ~
Site administration	Course categories	IPRC Gishari
	- IPRC Gishari 0 🚖	
	+ First Year 0 🞓	Per page: 20 No courses in his category
	+ Second Year 0 🞓	
	+ Third Year 0 🚌	
	+ IPRC Huye 0 🕾	.
	+ IPRC Karongi 0 🕾	• 6
	+ IPRC Kigali 0 🚖	8
	+ IPRC Kitabi 0 🞓	<u>5</u>
	+ IPRC Musanze 0 (#	



2.1. Add a New Course

2.1.1. New course settings

To add a new course, fill the fields as required:

- ✓ Click on the question mark icon [7] for the description of each field.
- ✓ Enter the course full name and the short name. See *figure 6*

Elearning: Add a new course 🛛 🗙 🕂				
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×			* •	eric serge uwimana 🐣 🔹
# Home	Electronic Duri	unde Debate ebaie		
Dashboard	-	anda Polytechnic		
di Calendar	Home / Site administration / Course	s / Manage courses and categories / Add a new co	urse	
Private files				
	General Course full name O Course short name Course category Course visibility	IPRC Gishari Show	7	► Expand all
	Course start date 0	30 ≑ September ≑ 2020 ≑ 00 ≑	00 🗢 🋗	
	Course end date	30 ¢ September ¢ 2021 ¢ 00 ¢	00 🗘 🛗 💋	Enable
	Course ID number			
	 Description 			



- ✓ Click on course category drop down menu and choose the right category [8] where the course should belong (Eg: College/Year/Department/Program). See *figure* 7
- Set the course start date and course end date of your preferences (You have to Enable the checkbox to be able to edit the course end date). See *Figure 7* N.B: If you do not change course start date and end date, the default settings will be applied.
- ✓ Ignore Course ID number and description (Course summary and course image) and go to next fields.

	🔒 https://elearning.rp.ac.										III\ E) @ 1	. 4
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Home Dashboard Calendar Private files	Hor PRC Tumb IPRC Tumb IPRC Tumb IPRC Tumb IPRC Tumb IPRC Tumb IPRC Tumb	a / First Year a / Second Y a / Second Y	/ Electrical / Electrical / Informatio / Informatio / Renewab /ear /ear / Electrio /ear / Electrio	and electroni in and Comm in and Comm le Energy le Energy / R cal and elect cal and elect	cs Engineering cs Engineering / E unication Technolo unication Technolo enewable Energy ronics Technology /	igy / informatic	on Technolo	8X					
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 \checkmark Figure 8 shows , other fields [9]that will remain with default settings except course format.

Elearning: Add a new course X +			
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×		🔔 🗩 eric serge uwimana 🐣 📼	
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	Completion tracking	9	
	→ Groups		
	Role renaming o		
	▹ Tags		
	SAVE AND RETURN SAVE	E AND DISPLAY CANCEL	
	There are required fields in this form marked $\pmb{0}$.		



✓ Insert course image[10] that reflects to the course content



✓ In course format, Choose layout (Card Layout is recommended) [11], also upload a course image (same image in [10]), [12]. Leave other details of course formats with the default settings. See *Figure 9*

÷ ଫ ଢ •) 🔒 https://elearning. rp.ac.rw /course/edit.ph		230 🤤 🚖 🖌 🖞 🕼 🖸 📽 🦉
×			🜲 🍺 eric serga uwimana 🐣 👻
ADB2020T	- Course format		
Participants	Format	0	Edwiser course formats \$
D Badges	Hidden sections	0	
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I Grades	Choose layout	0	✓ Card Layout List Layout
General	Hide general section when empty	0	Show ¢
Section 1	Course layout	0	Show one section per page e
□ Section 2	Choose a course image		Maximum file size: 128MB, maximum number of file
Section 3			
□ Section 4		ſ	
Home			
Dashboard	12	-	You can drag and drop files here to add them.
3 Calendar		l	Accepted file types:
) Private files			Image files .ai.bmp.gdraw.gif.ico.jpe.jpeg.jpg.pct.pic.pict.png.avg.svgz.tif.äff
My courses	Set the section/activities summary maximum length.	0	100



✓ Skip other fields (default settings will be applied) and go to save and display [13]. See *figure 10*

		_
📓 Elearning: Add a new course 🛛 🗙	+	
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쓝 Home	Set the section/activities • 100	
2 Dashboard	Show Teacher image 🛛 Yes 🗢	
🛱 Calendar	Choose default sections view 💿 Expand All 🔹	
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	SAVE AND RETURN SAVE AND DISPLAY CANCEL There are required fields in this form marked 0.	

Figure 10

✓ Course layout (view) *figure 11*

Course: Advanced Database Sy >	< +			
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	×		🌲 🍺 eric serge uwimana 🐣 *	
★ AD62423T 샾 Participants ♥ Badges	Advanced Database Systems			0 -
Competencies Grande Grande Grande Grande Grande Sector 2 Sector 3 Sector 4 Home Grande Tomboard Calendar Calendar	General	1	Course Progress	Applications - Database
Private files		Announcements		
Site administration	Section 1	Section 2	Section 3	
https://elearning.rp.ac.rw/mod/forum/v	Section 4 iow.php7ld=12915			

Figure 11

2.1.2. Course General Information

✓ To add general information about the course/module, click the gear setting icon and turn editing on [14]as indicated by *figure 12*

$\begin{array}{c} \hline \hline \\ $	https://elearning.rp.ac.rw/course/view.php?id=2230		··· 🖂 🕁	↓ عر	II\ ⊡ ©* ¥ @= =
×				 eric serge uwima 	
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Competencies	Home / My courses / ADB2020T				Turn editing on
I Grades					Course completion
🗅 General	General 14	4		_	▼ Filters
C Section 1	Ceneral				Gradebook setup
C Section 2				DBMS Applic	Backup
C Section 3					1 Restore
Section 4			Co	ourse Progress	 Reset
A Home			1	Forum	O More
B Dashboard	Activities				
🛱 Calendar					
Private files					
P My courses		Announcements	5		

Figure 12

✓ Click the gear icon [15] to add general information about the course. see *figure 13*





✓ Fill the information about the course; Section name [16] the summary of the course [17] should contain at least *The learning objectives, learning outcomes and facilitator's contacts, go to* SAVE CHANGES [18]. See *figure 14*



Figure 14

3. Course Enrollment (Participant enrollment)

Before students access a course, they must be first enrolled by the teacher. To enroll students or other participants go to **Participants** link [19]. *See figure 15*

Course: Advanced Database Sy 🗙	+						
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×				•	🗩 eric serge uwimana	<mark></mark>	
ADB2020T		RP Website -	Online Resources +	Free E-books -	IPRC Students' O365	accounts search engine	
Participants							
Badges	Advanced Database	System	S			Q -	
Competencies	Home / My courses / ADB2020T						
I Grades							
General information							
Section 1	General information Brief description			Edit -			
Section 2	This course describe						
Section 3	Learning objectives				DBMS Appli Prog	cation Database rams	
C Section 4	+ Show full summary	10			Course Progress		
# Home		19			1 Forum		
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t Calendar	Activities						
Private files		÷					
A My courses			Announcements				
✤ Site administration			🖋 Edit 🕆 👗				
Add a block https://elearning.rp.ac.rw/course/view.php?	lid=2230#						

Figure 15 Skills for better destiny

There are different enrolment methods available to a teacher, they include manual enrollment, cohort sync method, self-enrollment method, etc. in this guide, this guide focuses on **cohort sync** and **manual enrollment** as commonly used.

✓ To enroll participants using any method, click on the gear setting icon [20] then click on enrollment methods as indicated. See *figure 16*





✓ Cohort sync method

Cohort sync is for automatically enrolling members of a cohort in a course. If a user is added or removed from the cohort, he/she is automatically enrolled or unenrolled respectively. In other words, cohort sync synchronizes cohort membership with course enrolment.

To enroll a cohort in a course:

✓ Go to add method and select 'Cohort sync' in the dropdown menu [21]. See *figure 17*

Enrolment methods X	+			
⊖ → ଫ 🏠	0 & https://elearning.rp.ac.rw/enrol/instances.php?id=2230	907	• •• ⊠ ☆	
×			🌲 🎓 eric serge u	wimana 🐣 🔹
r ADB2020T	RP Web	site - Online Resources -	Free E-books - IPRC Stude	nts' O365 accounts search engine
o Participants				
U Badges	Advanced Database Syst	ems		
Competencies	Home / My courses / ADB2020T / Users / Enrolment method			
I Grades				
D General information	Enrolment methods		21	
C Section 1	Name	Users	Up/Down	Edit
D Section 2		1		
C Section 3	Manual enrolments			ê+ 0
D Section 4	Guest access	0	* *	۰
# Home	Self enrolment (Student)	0	^	1 Ø Ø
n Dashboard	Add method Choose Self enrolment			
🛱 Calendar	Cohort sync			
Private files				
A My courses	\$20	Twitter	Kicukiro, kk 15 ro	ed
F Site administration			C Phone: +25078	
Add a block			L'anna <u>Canada</u>	



 \checkmark Choose the required cohort and then click the 'Add method' button.

[23]: You can Type initials of the cohort name (list of cohort names are shared with colleges) in the search bar and once you find the cohort name, click on it.

[22]: Observe this label, once you chose the cohort name it will be shown over the search bar. See *Figure 18*





✓ Click ADD METHOD [24]. See figure 19

Note: In case you want to add more than one cohort (Class). You must follow the same procedures. One cohort is added at a time.

Cohort sync X +		
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×		🐥 🍺 eric serge uwimana 🐣 👻
ADB2020T		RP Website Online Resources Free E-books IPRC Students' 0365 accounts search engine
Participants		
Badges	Advanced Datab	ase Systems
Competencies	Home / My courses / ADB2020T / Users	/ Enrolment methods
I Grades		
General information	Cohort sync	04
C Section 1	 Cohort sync 	_24
Section 2	Custom instance name	
C Section 3	Active	Yes ¢
C Section 4	Cohort 0	× TBITEL28
# Home		Search 🔻
∰u Dashboard	Assign role	Student •
🛗 Calendar	Add to group	None ¢
Private files		ADD METHOD CANCEL
🖻 My courses	There are required fields in this form marked	
✤ Site administration	There are required fields in this form marked	. w .
Add a block		

Figure 19

✓ Manual enrollment

The manual enrollment allows participants to be added manually.

To manually enroll a participant, click to **person icon** [25] on manual enrollment method row. *See figure 20*

\rightarrow C ^e $\hat{\omega}$	⊢ ♥ ▲ https://elearning. rp.ac.rw /enrol/instances.php?id=2230	90% ***	× ⊡ ⇔	⊻ ⊪\ ⊡ ₡* ♥ ₡
×			🌲 🗩 eric serge uwima	ina 🐣 👻
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Participants				
Badges	Advanced Database Systems	25		
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Grades				
General information	Enrolment methods			
Section 1	Name	Users	Up/Down	Edit
Section 2				
Section 3	Manual enrolments	1	*	و ه
Section 4	Guest access	0	↑ ↓	٠
Home	Self enrolment (Student)	0	↑ ↓	û 🕫 🗘
Dashboard	Cohort sync (TBITEL2B - Student)	52	^	û 👁 🌣
Calendar	Add method Choose ¢			
Private files				
* My courses				
Site administration			Kicukiro, kk 15 road	
Add a block			Phone: +250783025 E-mail: e-learning@	



✓ To add a participant, type the username or email of the user in the search bar under box area of Not enrolled users, the user automatically appears in the box area [26], select the user and click Add Button [27]. See *figure 21*

Manual enrolments X	+
← → ♂ û	🛛 🔒 https://elearning.mp.ac.nw/enrol/manual/manage.php?enrolid=8499
×	🙏 🗩 eric serge uwimana 🐣 👻
ADB2020T	RP Website - Online Resources - Free E-books - IPRC Students' 0365 accounts search engine
🖆 Participants	Advanced Database Systems 26
Ø Badges	Advanced Database Systems
G Competencies	Home / My courses / ADB2020T / Participants / Users / Enrolled users
I Grades	
C General information	Manual enrolments
C Section 1	Enrolled users Not enrolled users
C Section 2	Enrolled users (1) eric serge uvimana (serguf@gmail.com) Jaan De Pair. MURAGLIMANA (peomuragije55
C Section 3	
🗀 Section 4	
🖨 Home	< ADD
B Dashboard	27 Assign role
🛗 Calendar	Student +
Private files	Enrolment duration Unlimited +
æ My courses	Starting from
F Site administration	Search CLEAR Now (29/09/20, 11:58) + Search peo CLEAR
Add a block	Search options > REMOVE >
	Name (Le)

Figure 21

4. Grading

Every course has its own Gradebook which can record scores such as assignments, quizzes. Other activities such as forums, databases and glossaries can have ratings enabled which will also then be reflected in the gradebook. it is also possible to import and export grades.

✓ To set grader report, go to grades link [28]. See *figure 22*

Course: Advanced Database Sy X	+						
← → ♂ ŵ	0 A https://elearning.rp.ac.rw/course/view.php?id=2230			<i>۲</i>		D 🔹 V	/ 😤 🗄
×			٨	🗩 eric serge uwimar	na 🐣 🔹		
,≊ ADB2020T	V R	RP Website Online Resources	Free E-books -	IPRC Students' O	365 account	s search e	ngine
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Badges	Advanced Database	Systems					۰. ي
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D Section 2	This course describe			₿ + Ę		+	1
C Section 3	Learning objectives				Application Programs	Databa	se
C Section 4	+ Show full summary			Course Progress			
# Home	28	3		1 Forum			
a Dashboard							
🛗 Calendar	Activities						
Private files		+ 📑					
🕿 My courses		Announcements					
F Site administration		Sedit 👻 🚢					
Add a block	d=2230#section=0						

Figure 22

✓ Go to set up [29]. See figure 23

Grades: View × +				
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×			🌲 🗭 eric serge uwin	nana ڂ 🔹
r ADB2020T	RP W	ebsite - Online Resources -	Free E-books - IPRC Students' 0365	accounts search engine
Participants				
D Badges	Advanced Databa	se Systems: \	/iew: Preferences	: Grader
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I Grades	Home / My courses / ADB2020T / Grades	/ Grade administration / Grader re	port	TURN EDITING ON
General information				
C Section 1	Grader report		29	
C Section 2	View Setup Scales Letters	mport Export		
C Section 3	Grader report Grade history Outcom	es report Overview report S	ingle view User report	
C Section 4	All participants: 54/54			
A Home	First name Al A B C D E F G H	IJKLMNOPQR	S T U V W X Y Z	
2 Dashboard	Sumame AI A B C D E F G H I	J K L M N O P Q R S	T U V W X Y Z	
🛗 Calendar				
Private files			Advanced Database Sy	
The My courses			Individual assignment-	Group Assignments-
https://elearning.rp.ac.rw/grade/report/grader/index		nail address	$\bar{\chi}$ Individual assignment total 🗢 🖋	$\bar{\chi}$ Group Assignments tota

Figure 23

✓ Click add category button [30]. See *figure 24*

Grades: Setup × +					
→ C ŵ	https://elearning.rp.ac.rw/grade/edit/tree/index.php?i	d=2230	⊠ ☆	≁ ⊻ ⊪∖⊡ @'∀ 🤻 ∃	
×			🌲 🗩 ei	ric serge uwimana 🐣 🝷	
t≊ ADB2020T	Advanced Datab	aso Svetome: Sv	atup: Grade	book setup	
Participants	Advanced Database Systems: Setup: Gradebook setup				
U Badges					
Competencies	Gradebook setup			20	
🖽 Grades	View Setup Scales Letters	Import Export		30	
General information		- Defense Ordered	/		
D Section 1	Gradebook setup Course grade settin	gs Preferences: Grader report	/		
Section 2	Name	Weights 💡	Max grade	Actions	
C Section 3	Advanced Database Systems		. /	Edit -	
Section 4	∑ Course total		0.00	Edit -	
# Home					
B Dashboard	SAVE CHANGES				
🛗 Calendar		ADD GRADE ITEM ADD	CATEGORY		
Private files					
A My courses					
		A + 111	Kicukiro,	kk 15 road	

Figure 24

After adding grade category, Name it [31] and save changes [32] as indicated in *figure 25*.

$\begin{array}{c} \hline \begin{tabular}{ccc} Grades: Setup & \times & + & \\ \hline \hline$	ttps://elearning. rp.ac.rw /grade/ec	lit/trae/catao	non pho2ouroid=2220	··· 🖂 🕁	≡ 😵 ¥ ½ اﷲ 🗉 📽 ج
×	upagereur ninga puer n ign ouereu	inger oor our og	, , , , , , , , , , , , , , , , , , ,		eric serge uwimana
ADB2020T	 Grade catego 	ry			
Participants	Category name	0			
Badges	Aggregation	0	Mean of grades 🗢		
Competencies	Show more				
⊞ Grades	 Category tota 	I			
C General information	Grade type	0	Value 🕈		
C Section 1	Scale	0	Use no scale	÷	
C Section 2	Maximum grade	0	100		31
C Section 3	Minimum grade	0	0		
C Section 4			🗆 Hidden 📀		_32
A Home			C Locked 🕜		
Dashboard			Weight adjusted ?		
🛱 Calendar	Weight	0	0		
Private files	Show more				
🕿 My courses			SAVE CHANGES CANCEL		
	There are required fields in	this form m	arked 🕕 .		

Figure 25

- ✓ Set the weights of each grade category created in the previous step.
 - I. Enter a weight value for the category. Make sure the box is checked.
 - II. Repeat the remaining categories that need to be weighted.
 - To manually weight all the categories in the gradebook, confirm that the sum of all category weights equals100%.
 - If you are leaving some categories alone, the system will calculate and adjust the appropriate weightings to total 100% for the course.
- ✓ Scroll down and click Save Changes. See *figure 26*

🚮 Grades: Setup 🛛 🗙 🕂					
\leftarrow \rightarrow C \textcircled{a}	https://elearning. rp.ac.rw /grade/edit/tree/index.php?id=2230				II\ ◘ 📽 🔻 🏀 🗏
×			•	🗩 eric serge uwi	mana ڂ 🔹
ADB2020T	Name	Weights 📀	Max grade	Actions	Select
Participants	Advanced Database Systems		-	Edit 👻	All / None
Badges	1 Derticipation	☑ 5.0		Edit 👻	All / None
Competencies	$\bar{\chi}$ Participation total Mean of grades.		100.00	Edit 👻	
Grades	1 Individual Assignments	2 30.0		Edit 👻	All / None
General information					
Section 1	$\bar{\chi}$ Individual Assignments total Mean of grades.		100.00	Edit *	
C Section 2	1 D Group Assignments			Edit -	All / None
C Section 3	• = croup radigministra	25.0		Eur	Air/None
C Section 4	$ar{\mathcal{K}}$ Group Assignments total Mean of grades.		100.00	Edit 👻	
# Home	1 🖿 Exams	40 ,0		Edit 👻	All / None
B Dashboard					
🛗 Calendar	$\bar{\mathcal{K}}$ Exams total Mean of grades.		100.00	Edit *	
Private files	∑ Course total		400.00	Edit	34
A My courses	SAVE CHANGES				

Figure 26

5. Add activities & resources

5.1. Learning unit setting

To add an activity to a course, make sure **editing is turned on**.

✓ Click the gear icon [35]. See figure 27

ourse: Advanced Database Syr 🗙									
	0 🔒 https://elearning.rp.ac.r						,		
×						٠	. 🗩 eric serg		~
🖻 ADB2020T	Learning ob						DBMS	Apolication Programs	Database
Participants	+ Show full summa	У					Course Progr	ess	
Badges			_	_					
Competencies			_3	5					
Grades								ACTIVITY OR RE	
General information							T ADD AN	ACTIVITY OR RE	SOURCE
Section 1	+ Section	ADD SECTION	Edit -	+ Section	ADD SECTION Edit	-	+ Section	ADD SECTIO	N Edit -
Section 2	1.	0		2 /	0		3 /	0	
Section 3	¢			¢			\$		
Section 4									
Home									
Dashboard									
🗄 Calendar									
Private files			Edit -						



Section name should be renamed into Learning unit. To do so, enable the **Custom checkbox.**

 ✓ Enter the summary of the learning unit such as brief description, and outcomes of the learning unit then save changes [36].

$ \begin{array}{ c c c c c } \hline {\bf Edit Section 1} & {\bf x} & + \\ \hline \hline$	https://elearning. rp.ac.rw /course/editsection.p	php?id=13137 🗟 🏠 🥕 生 🛝 🖽 📽 💜 (
	https://deaming.go.ac.w/course/editactions Summary of Sections - General Section name Summary		
	→ Restrict access	SAVE CHANGES CANCEL	

Figure 28

5.2. Adding new Activity

✓ Click to the learning unit name [37]. See *figure 29.*

Course: Advanced Database Sy 🗙	+								
← → ♂ ŵ							ې	· 👱 IIN 🗉 🔇	
×						4	🗩 eric serge	e uwimana 🐣 🝷	
ADB2020T	Brief descri This course de						+	Application +	3
Participants	Learning of	ojectives					DBMS	Programs Di	atabase
Badges	+ Show full summ	ary					Course Progr	ess	
Competencies									
I Grades			_37						
General information									_
Learning Unit: Lorem Ipsum Dolor Sit Amet							+ ADD AN /	ACTIVITY OR RESO	DURCE
C Section 2	+ Learning	ADD SECTION	Edit *	+ Section	ADD SECTION	Edit *	+ Section	ADD SECTION	Edit *
Section 3	Unit:	0		0	0		0	0	
C Section 4	Lorem Ips	um Dolor Sit	Amet						
C Section 5	Description								
# Home	This learning u Learning of	init intends to utcomes							
8 Dashboard	1 2								
🛗 Calendar									
Private files									

Figure 29

✓ Click add an activity or resource see [38]. See *figure 30*.





✓ Then follow the next steps, choose an activity and add button.

5.2.1. Adding File contents.

File activity enables the teacher to upload file contents that can be accessed by students. To add it, do the following steps.

) → ଫ ໖ 🛛 🔍	https://elearning.rp.ac.rw	course/view.php?id=2230§ion	-1	🖂 습	ר <u>א</u> ווע מי ע פּ
×		Add an activity or re	source		Perio serge uwimana PRC Students' 0385 accounts search engine
@ ADB2020T 얱 Participants		aviz	The file module enables a teacher to provide a file as a course resource. Where possible, the		TPRC statements Occa accounts search angle to
10 Badges	Advanc	C SCORM package	file will be displayed within the course interface; otherwise students will be prompted to download it. The file may include supporting files, for		0 -
S' Competencies	Home / My cours	 Vitual programming lab 	example an HTML page may have embedded images.		
General information	-	C 🗱 Wiki	Note that students need to have the appropriate software on their computers in order to open the		
Learning Unit: Lorem Ipsum Dolor Sit Amet	1. Learr Description	RESOURCES	Re. A file may be used • To share presentations given in class	iet 🖌	Edit -
D Section 2	This learning un Learning out	O Book	To include a mini website as a course		700
D Section 3	1 2	Pile File	To provide draft files of software programs so students can edit and submit them for	1	
D Section 4	Z	IMS content	assessment	/	
D Section 5		package	More help		-
# Home		Page	/		+ ADD AN ACTIVITY OR RESOURCE
2 Dashboard		URL			SECTION 2
🟥 Calendar			ADD CANCEL		
Private files	-				

✓ Select File and click the Add button [39]. See *figure 31*.



- ✓ Fill in the name of the activity (E.g. Lecture 1) [40]
- ✓ Fill in the content description [40]
- ✓ Make sure the display description on course page is enabled [40] by ticking the checkbox as indicated in figure 32.
- ✓ Select the file for that activity [40]. Leave other fields with the default settings and go to save and display.



5.2.2. Adding an Assignment

Assignment helps teachers to assess students and provides grade. To add it, do the following steps.

					🖕 eric serge uwimana 🚨 👻
<u>^</u>		Add an activity or re	source ×		
ADB2020T					
📽 Participants	1. Learr	ACTIVITIES	The assignment activity module enables a feacher to communicate tesks, collect work and	iet 🖌	Edit
U Badges	Description	💿 🝶 Assignment 🖣	provide grades and feedback.		
Competencies	This learning un Learning out	🔿 🦺 Attendaros	Students can submit any digital contem (flos) such as word-processed documents,		41
	1	🔿 🕒 BigBlueButtonBN	spreadsheets, images, or audio and video clips. Alternatively, or in addition, the assignment may		7
Grades	2	🔿 🧑 Chat	require students to type text directly into the text		
General information		Choice	editor. An assignment can also be used to remind students of 'real-world' assignments they		
🗅 Learning Unit: Lorem	+ File	O 🧮 Database	need to complete offline, such as art work, and thus not require any digital content. Students		
Ipsum Dolor Sit Amet	Lecture	C ab EJSApp	can submit work individually or as a member of a		
Section 2	Eecture	🔿 🦂 External loci	group.		
Section 3	Lorem ipsum do	🔿 📢 Feedback	When reviewing assignments, teachers can leave feedback comments and upload files, such		
D Section 4	adipiscing elit. N mattis est. U	🔿 🧮 Forum	as marked-up student submissions, documents with comments or spoken audio feedback.		
D Section 5		Closeary	Assignments can be graded using a numerical or custom scale or an advanced grading methor		
	-	H-P Interactive Content	such as a rubric. Final grades are recorded		
# Home		C 📑 Lesson	the gradebook.		+ ADD AN ACTIVITY OR RESOURC
B Dashboard		○ T MooTyper	• NOVE REP		
m Calendar			ADD CANCEL		SECTION 2

✓ Select File and click the Add button [41]. See *figure 33.*



Follow steps below, explained in figure 34 to set up an assignment.

- ✓ Fill in name and description [42].
- ✓ Make sure the display description on course page is enabled [42] by ticking the checkbox as indicated in figure 34.



Figure 34

✓ Go to Availability and set allow submissions from, due date [43] and cutoff date. For more information click question mark (sky blue color) icon available for most of the items. See *figure 35*.

Editing Assignment × +		
\leftrightarrow \rightarrow C' \textcircled{a} $\textcircled{0}$ \textcircled{a} htt	tps://elearning. rp.ac.rw /course/modedit.ph	1p?add=assign&type=&course=2230§ion=1&return=0&sr 🚥 🕫 🏠 🗡 🤌 📗 🖸 🖉 🖉 🖉
×		🔔 🏓 eric serge uwimana 🐣 👻
ADB2020T		L
Farticipants	 Availability 	
U Badges	Allow submissions from ()	29 ≑ September ≑ 2020 ≑ 00 ≑ 100 ≑ 11 Z Enable
Competencies	Due date 📀	6 € October € 2020 € 23 € 59 € 🗎 🛛 Enable
I Grades	Cut-off date 0	29 € September € 2020 € 16 € 09 € 😭 Enable
C General information	Remind me to grade by	13 ≎ October ≎ 2020 ≎ 00 ≎ 🗰 🛛 Enable
Learning Unit: Lorem Ipsum Dolor Sit Amet		Always show description 📀
C Section 2	 Submission types 	
C Section 3	Submission types	Online text 🛛 🖉 File submissions 🖗
C Section 4	Maximum number of uploaded 🥹 files	20 • 43
C Section 5	Maximum submission size 📀	Site upload limit (128MB) ÷
# Home	Accepted file types 📀	
B Dashboard		0.000L
🛗 Calendar	Feedback types	
Private files		



✓ Leave other fields with default settings except grade. See *figure 36.*

Editing Assignment × +			
\leftrightarrow \rightarrow C \textcircled{a} http	s://elearning. rp.ac.rw /course/modedit.php?add=assign&type=&co		
×			🗩 eric serge uwimana 🐣 👻
ADB2020T	Feedback types		
Participants	 Submission settings 		
Badges			
☑ Competencies	 Group submission settings 		
I Grades	 Notifications 		_44
General information			
C Learning Unit: Lorem	Grade		
C Section 2	 Common module settings 		
C Section 3	 Restrict access 		
C Section 4			
C Section 5	 Activity completion 		
# Home	▶ Tags		
2 Dashboard			
🛗 Calendar	 Competencies 		
Private files	SAVE AND F	RETURN TO COURSE SAVE AND DISPLAY	CANCEL



Expand grade option and choose the grade type (e.g. Point), maximum grade [45], grade category (refer to section 4) [46]. See *figure 37*.

Siting Assignment $ imes$ + $ o$ C' $\hat{\mathbf{G}}$ $ extbf{U}$ $ imes$	https://elearning.rp.ac.rw/course/modedit.php?add=assign&type=&course=2230§ion=1&return=0&sr= 🚥 😇 🏠 🥕 🤌 🛓	ui 🗉 🔹 V 🌾
×	🌲 🗩 eric serge uwi	imana 🐣 🔹
ADB2020T	- Grade	
Participants	Grade 📀	
D Badges	Type Point ¢	
8 Competencies	Maximum grade	-45
I Grades	100	+0
⊃ General information	Grading method Simple direct grading	
□ Learning Unit: Lorem Ipsum Dolor Sit Amet	Grade category	
□ Section 2	Grade to pass Group Assignments Individual Assignments	
□ Section 3	Blind marking Participation 46	
□ Section 4	Hide grader identity from 📀 No. ÷	
□ Section 5	students Use marking workflow	
Home		
Dashboard	Common module settings	
Calendar	➢ Restrict access	
) Private files		



✓ Leave other fields and scroll down and click save and display (47). See *figure 38.*

🖬 Editing Assignment 🛛 🗙 🕂		
← → ♂ ŵ	https://elearning. rp.ac.rw /course/modedit.php?add=assign&type=&course=2230§ion=1&return	n=0&sr= ••• 🗵 🏠 🗡 🥙 😤 Ξ
×		🌲 🗩 eric serge uwimana 🐣 👻
ADB2020T	Hide grader identity from 🔹 No 🕈	
Participants	Use marking workflow 😯 No ¢	
Badges		
Competencies	 Common module settings 	
I Grades	Restrict access	
C General information		47
□ Learning Unit: Lorem Ipsum Dolor Sit Amet	<u>Activity completion</u>	47
C Section 2	▶ Tags	
C Section 3	▹ Competencies	
C Section 4		
C Section 5		SAVE AND DISPLAY CANCEL
# Home	There are required fields in this form marked 0 .	
B Dashboard		
🛗 Calendar		Kicukiro, kk 15 road
https://elearning.rp.ac.rw/course/modedit.php?add=a	ssign&type=&course=2230§ion=1&return=0&sr=1#	C Phone: +250783025301



5.2.3. Adding URL resource

URL activity allows the teacher to set a web course content. URL resources include but not limited to prerecorded videos (see also H5P resource in 5.2.4), links to course webinars, and pertinent tutorials if applicable. To add it, do the following steps.

) → C ŵ 🛛 🖬	https://elearning.rp.ac.rw	/course/view.php?id=2230§ion	=1	⊡ ☆	
					eric serge uwimana 🍣 🔹
1	This learning un	Add an activity or re	source ×		
ADB2020T	Learning out	T man that			
Participants	1 2	🔿 📝 Quiz	The URL module enables a teacher to provide a web link as a course resource. Anything that is		
	Z	SCORM package	freely aveilable online, such as documents or		
ID Badges	-	🔿 🍶 Survey	images, can be linked to; the URL doesn't have to be the home page of a website. The URL of a		
Competencies	+ File	Vitual	particular web page may be copied and pasted		
I Grades	-T- File	 Virtual programming lab 	or a teacher can use the file picker and choose a link from a repository such as Flickr. YouTube or	4	
us Grades	📜 Lecture	O 🗱 WK		S	48
C General information		🔿 🎦 Workshop	are enabled for the site).		<u>40</u>
Learning Unit: Lorem	Lorem ipsum do		There are a number of display options for the	1	1
Ipsum Dolor Sit Amet	adipiscing elit. N mattis est. U	RESOURCES	URL, such as embedded or opening in a new window and advanced options for passing	, id	
C Section 2	indus out o	O Book	information, such as a student's name, to the	//	
C Section 3		🔿 📄 Fie	URL if required. Note that URLs can also be added to any other		
		🔿 🚞 Folder	resource or activity type through the text editor.		+ ADD AN ACTIVITY OR RESOURCE
Section 4		MS content	More help		T ADD AN ACTIVITY OR RESOURCE
C Section 5		package			
		🔿 🤣 Label			SECTION 2
# Home		O 🎦 Page	/ /		
2 Dashboard		O 👔 URL			
m Calendar	# OD		ADD CANCEL		úro, kk 15 road
Private files	Manga VI. Villand				one: +250783025301

✓ Select URL in resources and click add button [48]. See *figure 39*.



- ✓ Fill the resource name, external URL, and description [49].
- ✓ Make sure the display description on course page is enabled [49] by ticking the checkbox as indicated in figure 40.
- ✓ Leave other fields (default settings will be applied) and click the Save and display button.

🖬 Editing URL 🛛 🗙	
← → ♂ ŵ	
×	🌲 🎓 eric serge uwimana 🐣 👻
ADB2020T	Adding a new URL to Learning Unit: Lorem Ipsum Dolor Sit Amet PExpand all
불 Participants	* General
U Badges	Name Vebinar - DB1
Competencies	External URL Ihttps://www.youtube.com/watch?v=wR0jg0eGsZA CHOOSE A LINK
I Grades	Description
C General information	1 A * B I Ⅲ Ⅲ % № № № № № № №
Learning Unit: Lorem Ipsum Dolor Sit Amet	Database Systems by LucidChart
C Section 2	k
C Section 3	Display description on course page
C Section 4	Appearance
C Section 5	
# Home	URL variables
2 Dashboard	Common module settings
🛗 Calendar	
Private files	 Restrict access



5.2.4. Adding H5P content

H5P module enables the teacher to create interactive video contents that students can watch especially before class time. H5P helps to track student participation to the module by inserting questions in video and updating automatically the student's gradebook. To add H5P contents, do the following steps.

✓ Select Interactive content from activities and click add button [78]. See *figure 41*.



Figure 41

✓ Fill in the description and make sure the display description on course page checkbox is enabled [79]. See *figure 42*.



Figure 42 Skills for better destiny

	×	🔺 🤧 eric serge uwimana 🐣 👻	
		Display description on course page	
ADB2020T	Editor	H-P _{ne} Select content type V	
Participants		Create Content	
Badges		O Upload	2000
Competencies			_79
Grades		Search for Content Types Q	
General information		All Content Types (28 results)	
Learning Unit: Lorem Ipsum Dolor Sit Amet		Show: Popular first Newest First A to Z	
Section 2		Interactive Video	
Section 3		Create videos enriched with	
Section 4		interactions	
Section 5		r Course Presentation	
Dashboard		Create a presentation with interactive slides	
Site home		Multiple Choice	
Calendar		Create flexible multiple choice questions	
Private files		Quiz (Question Set)	
My courses		C Update available Details Create a sequence of various	
ADB2020T		question types	
Site administration		Fill in the Blanks	

✓ Scroll down and click on create videos enriched with interaction [79]. See *figure 43.*

Figure 43

 \checkmark Expand the section to fill the whole page by clicking on label 80. See *figure 44*.

Editing Interactive Content	< +		
← → ♂ ŵ	🔽 🗎 😂 https://elearning.rp.ac.rw/course/mod		80% … ♡☆ ۶ ॥\ 🖸 📽 🤻 Ξ
	×		🛕 🍙 eric serge uwimana 🐣 👻
ADB2020T		Copy T Paste & Replace	
Participants		Interactive Video	
U Badges		Title * Metadata © Tour Used for searching, reports and copyright	
Competencies		Information	
I Grades			
General information		U Q A O Stap	
Learning Unit: Lorem Ipsum Dolor Sit Amet		Add a video *	
D Section 2		to use in your interactive video. You can add a video link or upload video files. It is possible to add	80
C Section 3		several versions of the video with different qualities. To ensure maximum support in browsers at	80
C Section 4		least add a version in webm and mp4 formats.	
C Section 5		+	
B Dashboard			
# Site home		Interactive Video	
🛗 Calendar		Text tracks	
Private files		(unsupported for	
My courses		YouTubeoriglepskeractions	
ADB2020T		Behavioural settings	
✤ Site administration		Text overrides and	
Add a block		translations	

Figure 44

- ✓ Fill in the title for your video content [81].
- ✓ Click on the add icon to upload the video content [82]. See *figure 45.*

Editing Interactive Content × +		
← → C û	://elearning rp.ac.rw/course/modedit.php?add=hvp&type=&course=2230§ion=1&return= (80% ••• 叉 🏠	≡ 💱 ♥ 🕲 🗅 🛝 عر
Unit 1: Basics of Database		Proceed to save 🧩
	Title * Massa OF Tour Used for searching, reports and capyright information Unit 1: Basics of Database Unit 1: Basics of Database Upload/embed video	—81
	Add a video * Cursiens of the video with to use in your interactive video. You can add a video link or uplaad video lifes. It is possible to add several versions of the video with different qualities. To ensure maximum support in browsers at least add a version in webm and mod formats. + + + + + + + + + + + + + + + + + + +	—82
	Renzione Q Add interactions	
	Text overrides and translations	



✓ Upload video or provide the video link (E.g. YouTube video link) [83] and click the insert button. See *figure 46.*

Skills for better destiny

✓ Expand Interactive video menu [84] in figure 47 and provide the title [85] for the uploaded video. See *figure 48.*

Editing Interactive Content × +						
← → ♂ ŵ	1 ≌a https://elearning.rp.ac.rw/course/mode				۳ III ۳	: ♥ 🛞 =
O Unit 1: Basics of Database						Proceed to save 🦋
	Title • Metadata Used for searching, reports and copyright in Unit 1: Basics of Database	formation		Ø Tour		
	Wer's Wilload/embed video Acid a video Control of the original of the origina	Add Interactions Add Interactions In In your Interaction sites. You can add a vide ties. To ensure maximum support in browses Yourupbe videos)	Devi Summary Lask		84	
	Behavioural settings Text overrides and translations					



✓ Click Add interactions tab [85] for adding questions to video. See *figure 48*.

Editing Interactive Content × +		
← → C û 🛈 🖴 thtps	://elearning. rp.ac.rw /course/modedit.php?add=hvp&type=&course=2230§ion=1&return=(🔞 🐝 🚥 😒 🏠	י איז ע פּי ן א
O Unit 1: Basics of Database		Proceed to save
	Title * Massas • • Tour Used for searching, reports and copyright information Unit 1: Basics of Database	86
	Util 1: Basics of Databases	85
	Text tracks (unsupported for YouTube videos)	
	Next Step	

Figure 48

 ✓ You can add questions to the video by using a play button and pausing to a desired time. Questions can take different forms such as statements, single choice question, multiple choice question, true/false, and drag and drop [87]. See *figure 49*.

Editing Interactive Content X + $(\rightarrow C^{*} \bigcirc 0 \implies 1 \equiv \text{http}$	s://elearning.rp.ac.rw/course/modedit.				80% ***		6	10 CD	đV	
Unit 1: Basics of Database	s //elearning rp.ac.rw , oburneymooedir.	bub cepo=rivber(yp	AT=&COUISE=24	30 ASIECTION = 1 AMUTURN-	80% ***	⊎ น		iii (Proceed to	8
	Title * (Metadora) Used for searching, reports and copyright infor Unit 1: Basics of Database	Tour								
	Upload/embed video	Add inter	actions	Summary	y task					
			0464.5%			1				
87	Name Product Mary de rister infrancis Del Solito Mary definit Colar Kim Jones Cat Treats David Williams Toy Mary Johnson Cat Leash	Qt	Date A 03/19 1 03/21 2 03/22 8 03/24 7	ddress 5 W Eim Street 52 Oak Avenue 550 6th Street 24 W Aspen Circle 4 E Main Street						
	More videos EELATIONSHIP EELATIONSHIP	LTUTORIAL Cett Dagrant	ERD	Chall Dispersor						
				+ 0.47 /532	£3 4 0 €5					
	Previous Step Impload/embed video				Alext Step Summary task	2				
	Behavioural settings									
	Text overrides and translations									

Figure 49

✓ Make sure the pause video checkbox is active [88] and the title for the quiz is set [89].
 See *figure 50.*

Editing Interactive Content X	+	_			
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	Title * (Metadata Used for searching, reports and copyright information ERD	—8	9		
	List of questions* Textual Default				
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Figure 50

- ✓ Fill in the question [90] and alternative answers [91] depending on which kind of question you set. See *figure 51*.
- ✓ Click on Add answer button [92] to add another set of alternative answers to the current question. See *figure 51*.

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Figure 51

 Click on Add question button [94] to add additional question to the current question set. See *figure 52*.

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Figure 52

✓ Click on Done [95] to save the current question set and return to video. After that you can set additional questions by following the same procedure we used to set the first question. See *figure 53*.

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\backslash	Score Range * Feedback for defined score range	
	0 % - 100 % Fill in the feedback 0 ADD RANGE × Distribute Evenly	
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Figure 53

✓ Click on Proceed to save [96] to return back to the page where you can set other properties such as grade. See *figure 54*.

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Figure 54

✓ Select grade category and the maximum grade for the current H5P contents [97]. See *figure 55.*

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✓ Click on Save and display [99]. See *figure 56.*

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# Site home		☑ E-mail: <u>e-learning@rp.ac.rw</u>
🛗 Calendar	Copyright © 2020 - Rwanda Poly	technic
Private files	Data retention summary	

Figure 56

5.2.5. Create a forum activity

The forum enables the asynchronous interaction between students and teacher for a particular class subject. It might be graded if the teacher desires it. To add it, do the following steps.



✓ Select Forum content from activities and click add button [51]. See *figure 57.*



- ✓ Fill in the name, description, and the forum type [52].
- ✓ If forum type is set to standard forum for general use, leave it as it is as we recommend it. See *figure 58.*

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# Home			d sound
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✓ Go to Whole Forum Grading, set the grade type, maximum grade, grading method (simple direct grading), and choose grade category [53]. See *figure 59*.

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Learning Unit: Lorem	Maximum grade	
D Section 2		
C Section 3	Grading method Simple direct grading =	
Section 4	Grade category V Uncategorised Exams	
C Section 5	Grade to pass O Group Assignments Individual Assignments Participation	
# Home	Default setting for "Notify Students"	
Dashboard		
talendar 🖞	> Ratings	
Private files	Common module settings	

Figure 59

✓ Scroll down and click on Save and display

Adding a new discussion topic

Once the forum is set, teacher can add one or multiple discussion topic. To add them, do the following steps.

- ✓ Click the Add new discussion topic button [54a].
- ✓ Type in the subject for the discussion [54b]
- ✓ Click Post to forum button [54c]. See *figure 60.*



Figure 60

5.2.6. Adding a Quiz

Quizzes are crucial especially if the teacher wants to quickly assess if the students captured the provided lecture. To add it, do the following steps.



✓ Select Quiz from activity and click add button [55]. See *figure 61*.

Figure 61

Setting Quiz

As the quit is made up of questions of different types, the first step to accomplish is to set the quiz itself. For that, we need to set its different attributes such as the description, grade, and Timing.

✓ Enter the name of the Quiz, Description of the quiz, and make sure the display the description on the course page checkbox is enabled [56]. See *figure 62*.



Figure 62

✓ There are different quiz attributes we can set but we recommend leaving them to their default values and click on timing [57]. See *figure 63.*

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★ ADB2020T	→ Timing	
e Participants	→ Grade	
V Badges	→ Layout	
Competencies		
I Grades	Question behaviour	
C General information		
Learning Unit: Lorem Ipsum Dolor Sit Amet	➢ Review options ₀	
C Section 2	Appearance 57	
Section 3	Extra restrictions on attempts	
C Section 4		
C Section 5	→ Overall feedback •	
# Home	Common module settings	
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ADB2020T	→ Tags	
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Add a block	SAVE MO BETLIEN TO COLIERE SAVE AND DISPLAY CANCEL	



✓ Set the time when the quiz will open to students and when it will close, set also the time limit for the quiz [58]. See *figure 64*.

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r ADB2020T		li.
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General information	Time limit 30 minutes + 2 Enable	
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C Section 5	> Question behaviour	50
A Home		58
n Dashboard	Review options options	
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Expand Grade and choose grade category and allowed attempts (1 in our case) [59]. See *figure 65.*

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Expand the Extra restrictions on attempts menu and protect the quiz with a password [60]. You can share it later with students. Note that once the password is set, the quiz can only be accessed when the password is entered. See *figure 66*.

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Learning Unit: Lorem Ipsum Dolor Sit Amet	- Extra restrictions on attempts
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✓ Scroll down and click on Save and display button [61]. See *figure 67.*

Figure 67

Adding Questions

After setting up the quiz, the next step is to set up questions for the quiz. Questions might be of different types such as true/false, multiple choice questions, matching, even essay to list a few. To add a question, do the following steps.

✓ Click the edit quiz button [62]. See *figure 68.*



Figure 68

Skills for better destiny

- ✓ Set the maximum grade for the quiz [63].
- \checkmark Click the add link and add a new question [64]. See *figure 69.*

quiz: Quiz 1 - Sample DI 🗙 🕂		
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Participants		
Badges	Advanced Database Systems	
Competencies	Home / My courses / ADB2020T / Learning Unit: Lorem Ipsum Dolor Sit Ame	et / Quiz 1 - Sample DBMS / Edit quiz
I Grades		
General information	Editing quiz: Quiz 1 - Sample DBMS®	
Learning Unit: Lorem Ipsum Dolor Sit Amet	Questions: 0 Quiz clased (opens 3/10/20, 09:00) REPAGINATE SELECT MULTIPLE ITEMS	Maximum grade 20.00 SAVE
D Section 2	,	Total of marks: 0.00
D Section 3	00	Add ~
Section 4	63	 from question bank a random question
C Section 5		64
# Home		
🏂 Dashboard	OPEN DISCUSSION Jump to	¢
🛱 Calendar		
Private files		

Figure 69

Now choose the type of the question you want to add. You can learn more of available type of questions from <u>https://docs.moodle.org</u>

True/False Question.

After clicking add a new question from label 64, select True/False questions and click the add button [65]. See *figure 70*.

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C General information	Editing q	D Short answer			
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Figure 70

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Section 2			With relational DBMS we can define referential constraints
Section 3			
Section 4			
Section 5			
Home			
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Calendar	Default mark	0	10
Private files	General feedback	0	

 \checkmark Type the question name, question text and the default mark [66]. See *figure 71*.



✓ Choose the correct answer. If the statement is true, then the correct answer will be true otherwise it will be false [67]. See *figure 72*.

Editing a True/False question \times +	https://elearning. rp.ac.rw /question/question.php?courseid=2230&sessk	cey-anB4304Eiu&atype=truefalses, •••• 😇 🏠 🗡 🔮 🕪 🖉 🖉 🖉
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A Home		
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Figure 72

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✓ Scroll down and click save changes [68]. See *figure* 73.

Figure 73