RWANDA POLYTECHNIC

Teachers Guide

IPRCs

Version 1.0.0

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1. Get Started

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

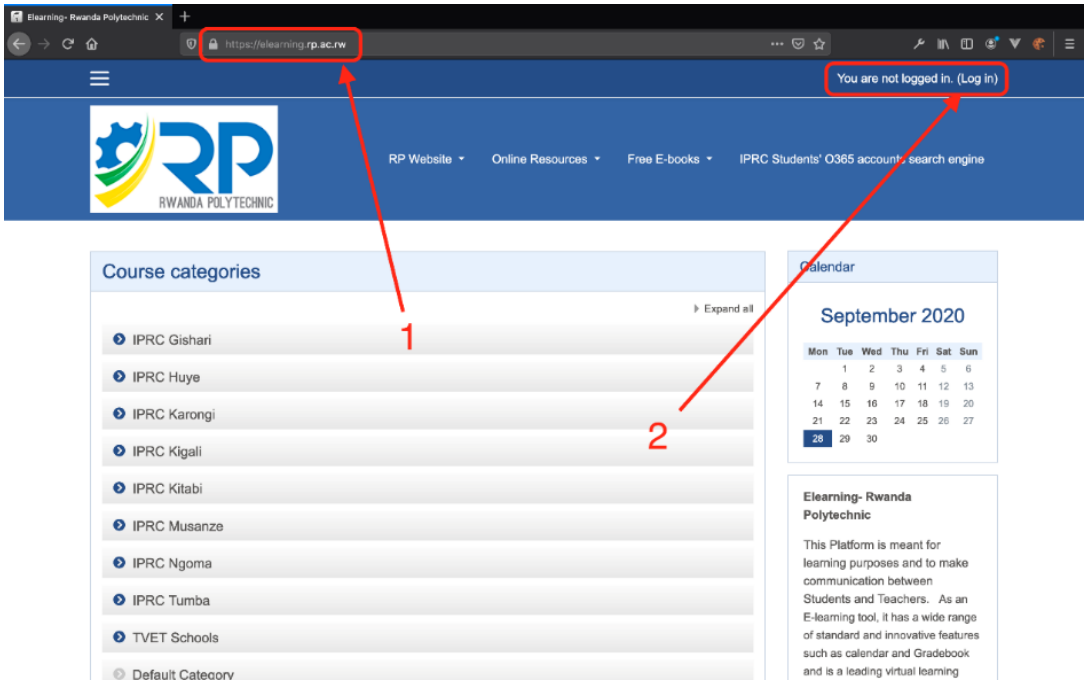


Figure 1

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

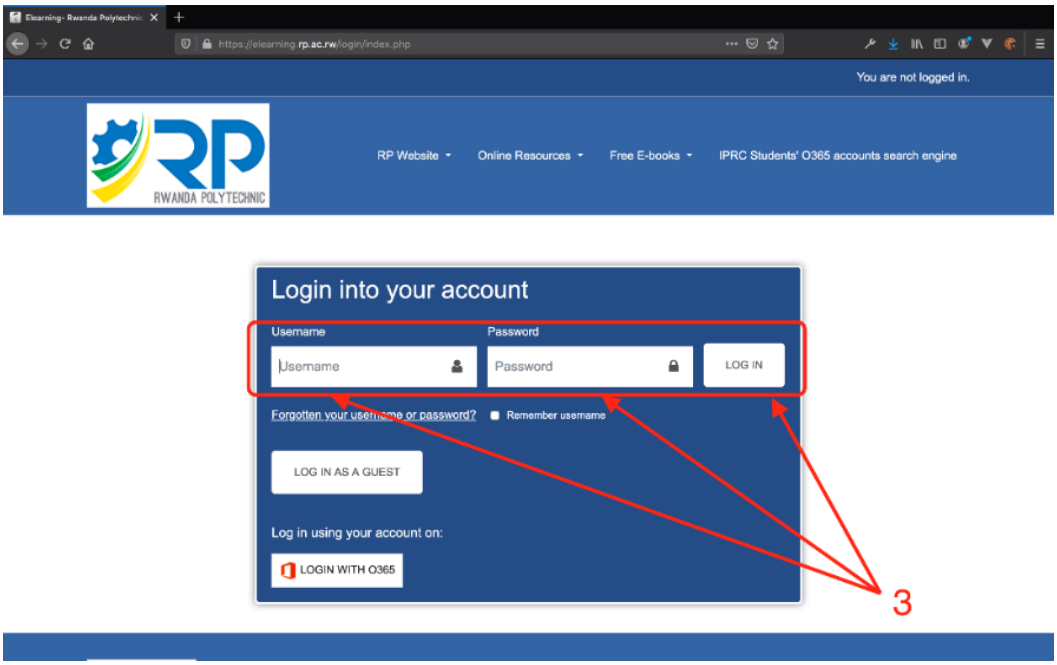


Figure 2

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*

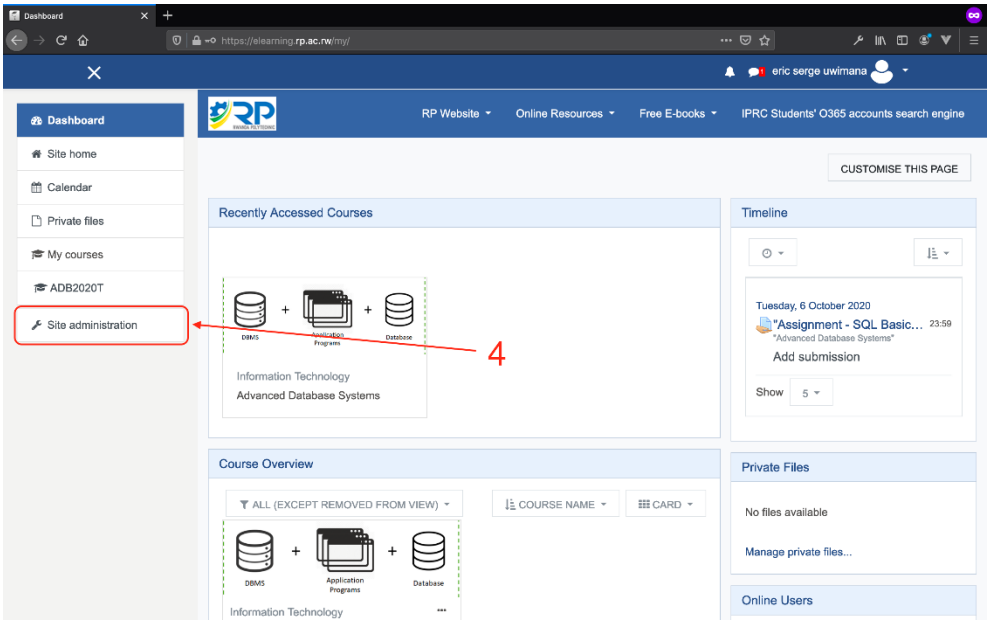


Figure 3

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

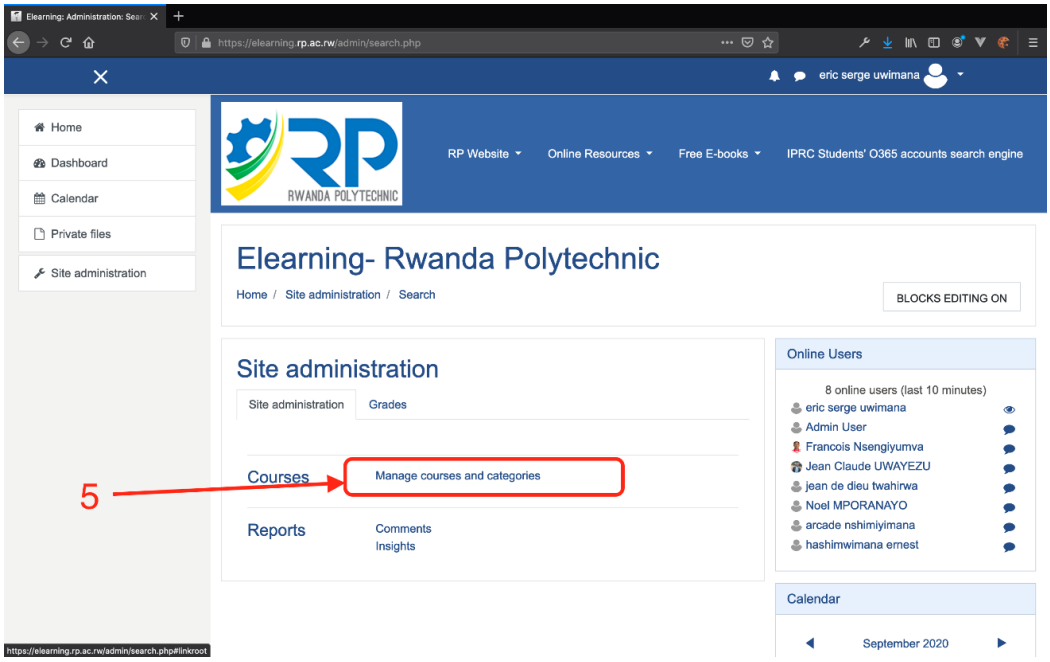


Figure 4

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

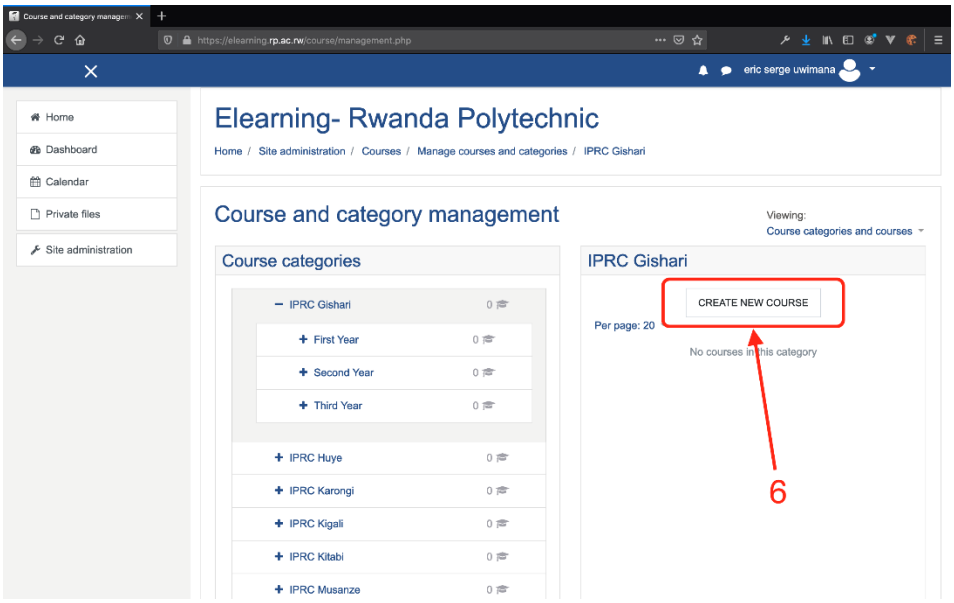


Figure 5

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*

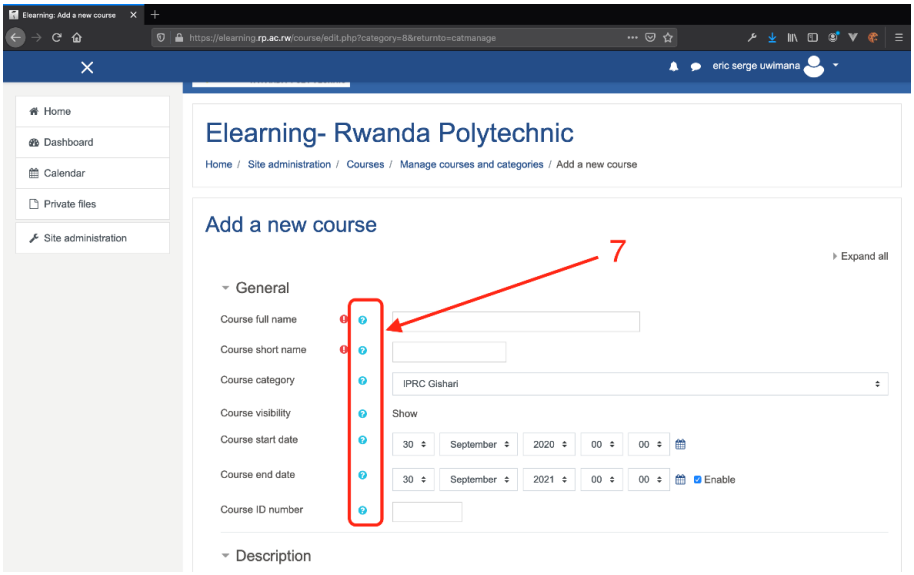


Figure 6

- ✓ 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.

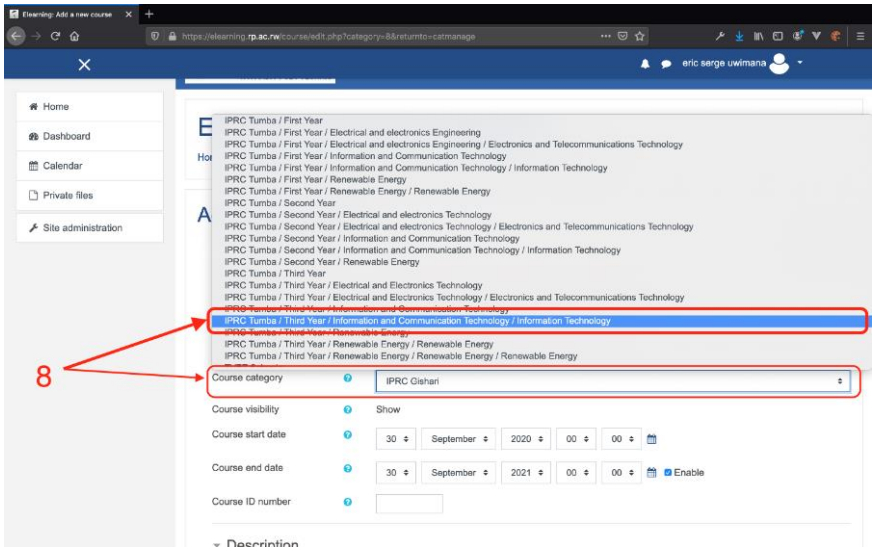


Figure 7

✓ *Figure 8 shows* , other fields [9]that will remain with default settings except course format.

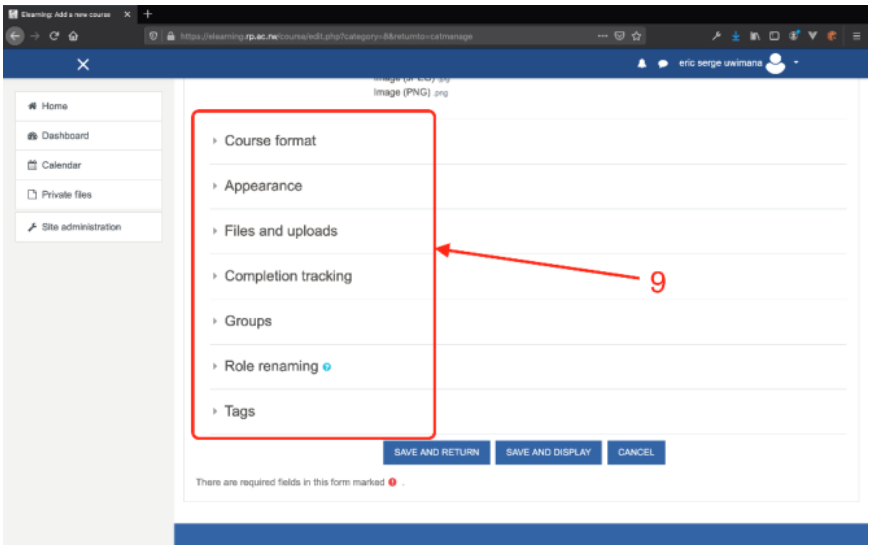
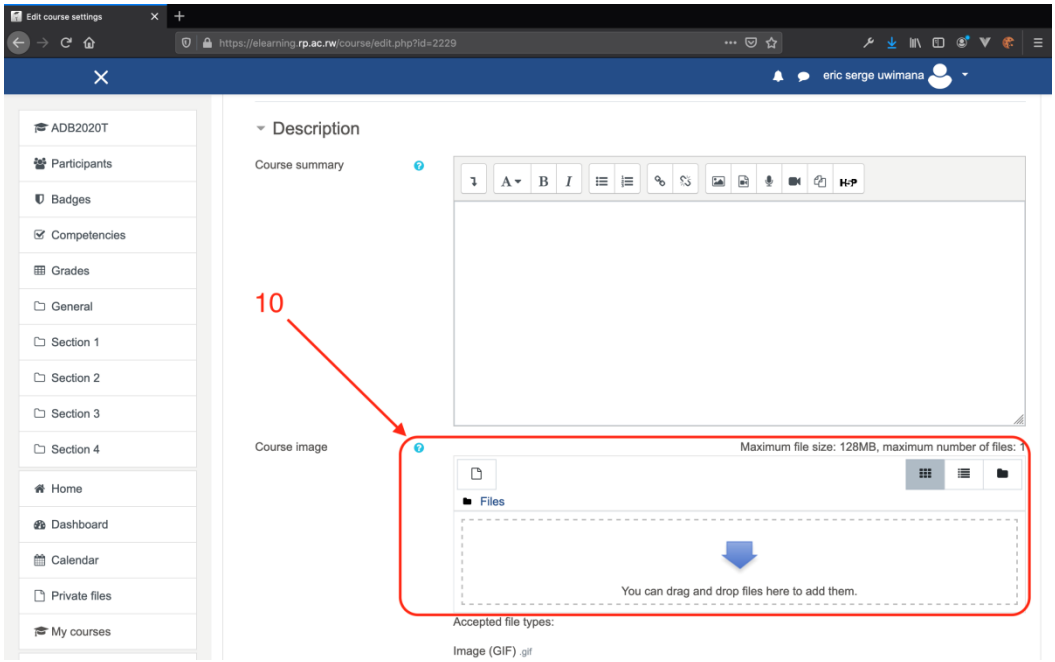


Figure 8

✓ 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*

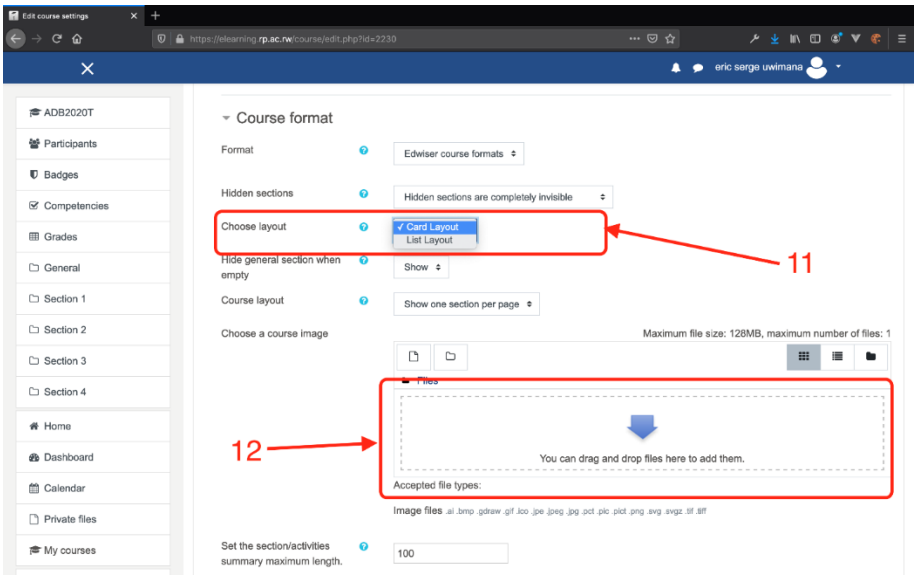


Figure 9

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

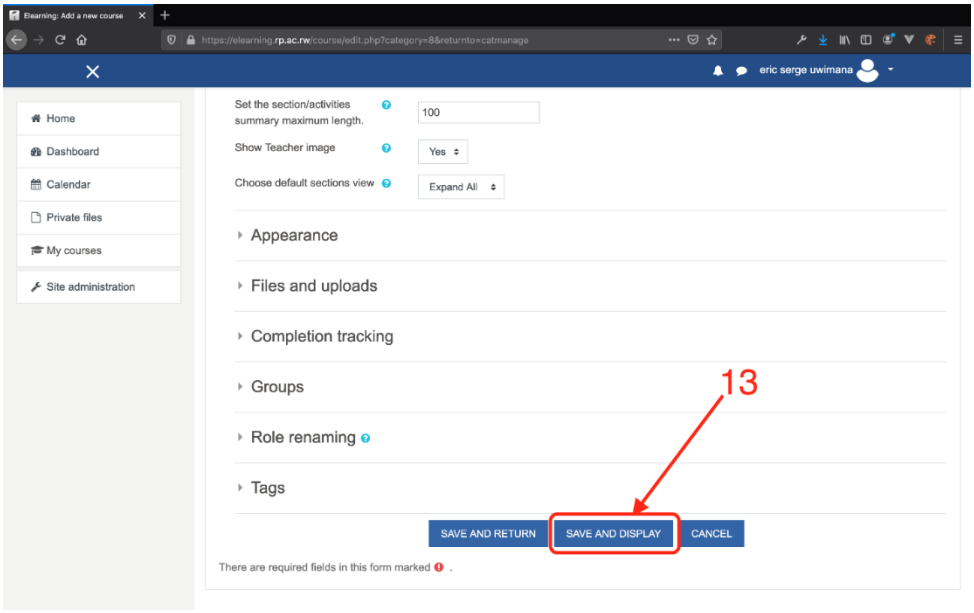


Figure 10

✓ Course layout (view) *figure 11*

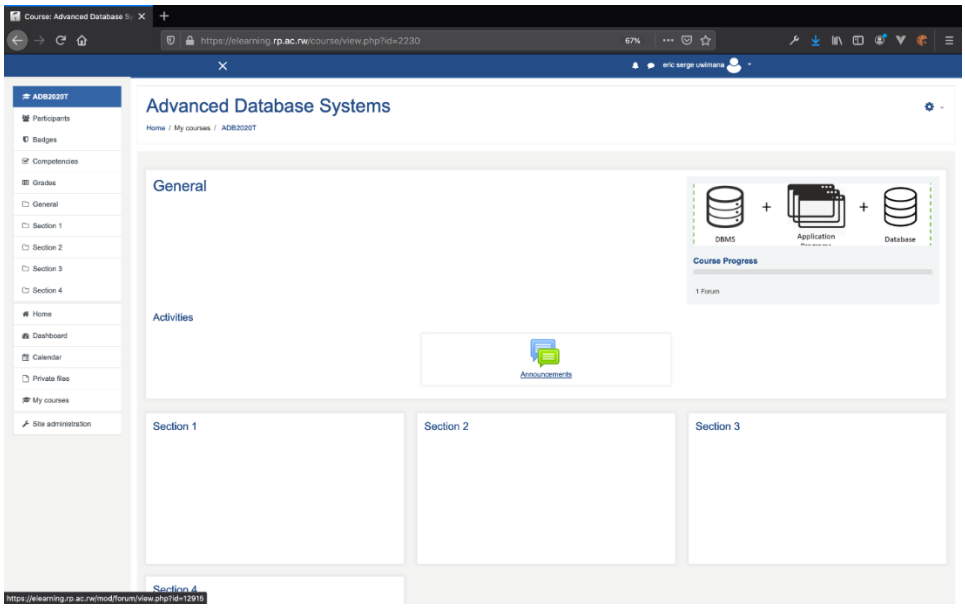


Figure 11

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*

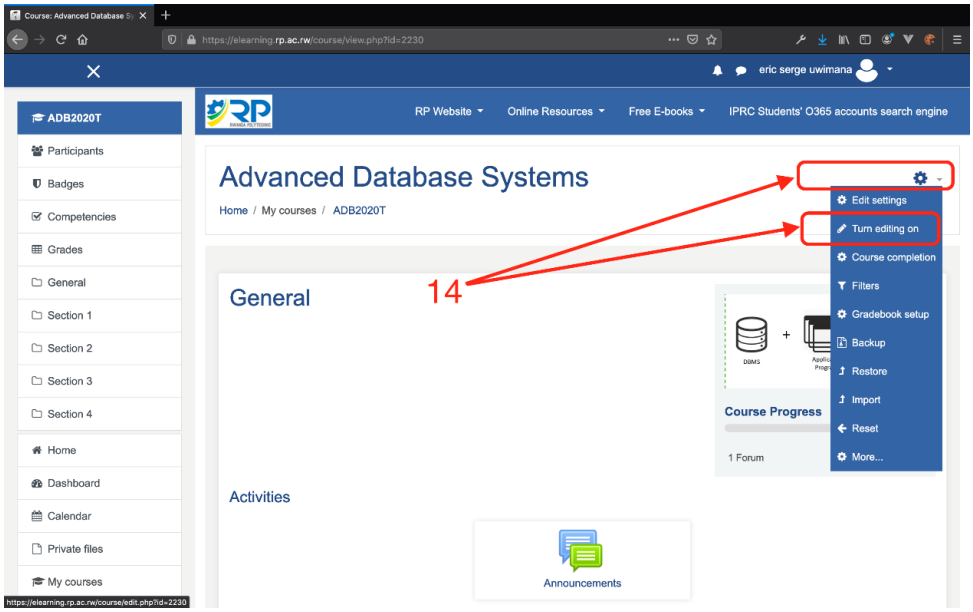


Figure 12

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

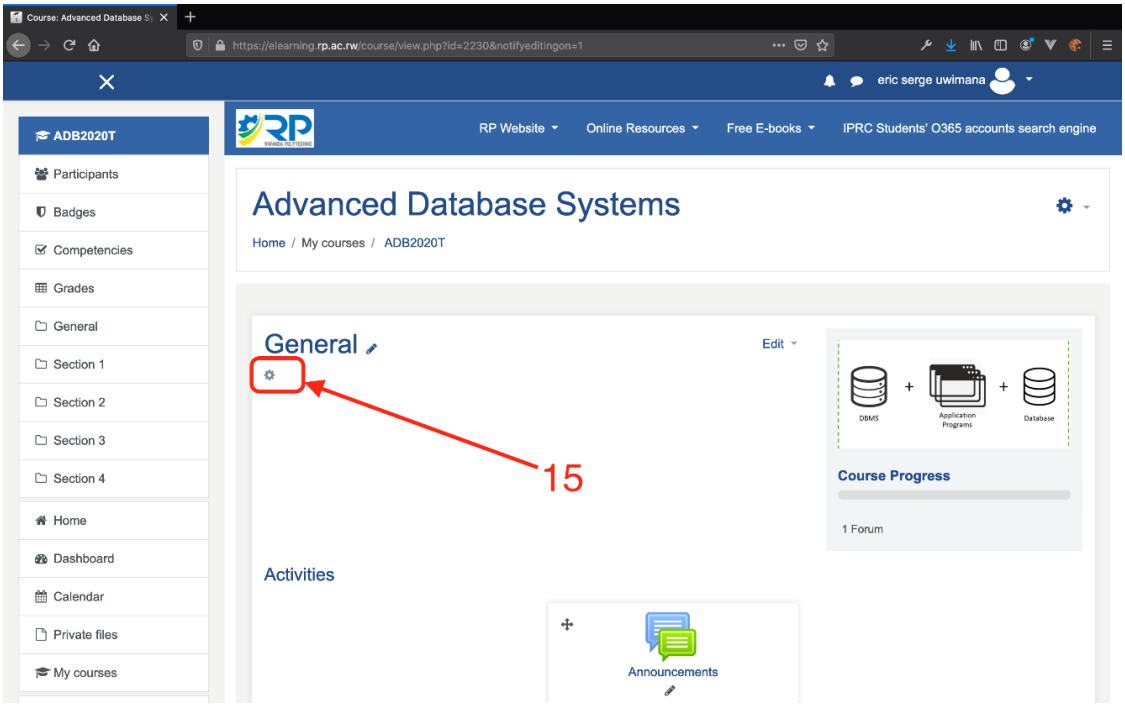


Figure 13

✓ 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*

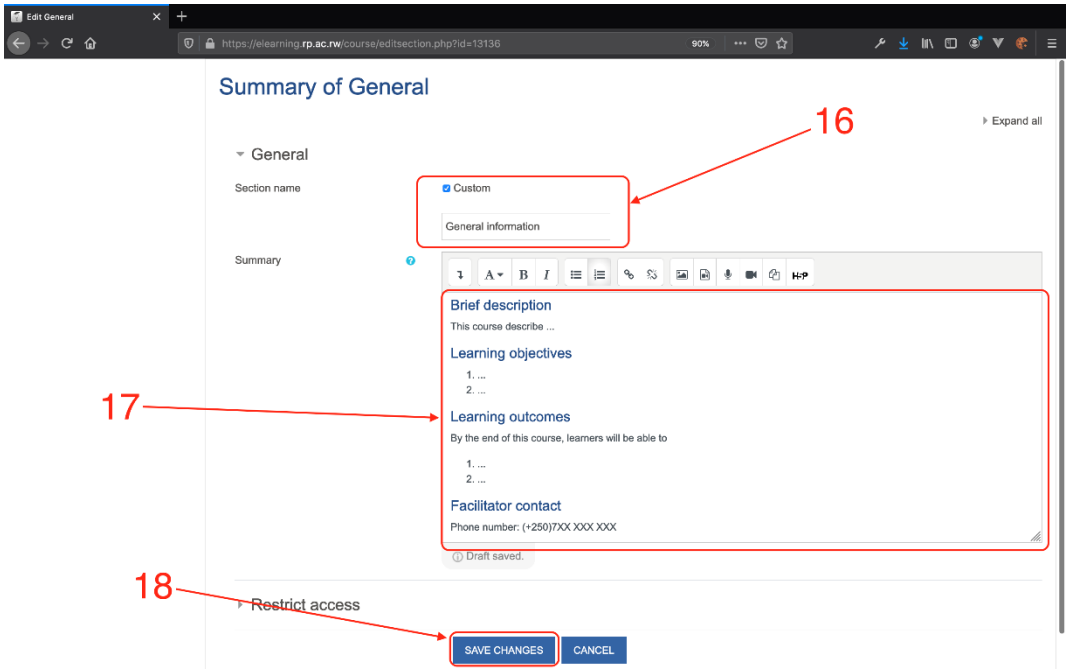


Figure 14

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*

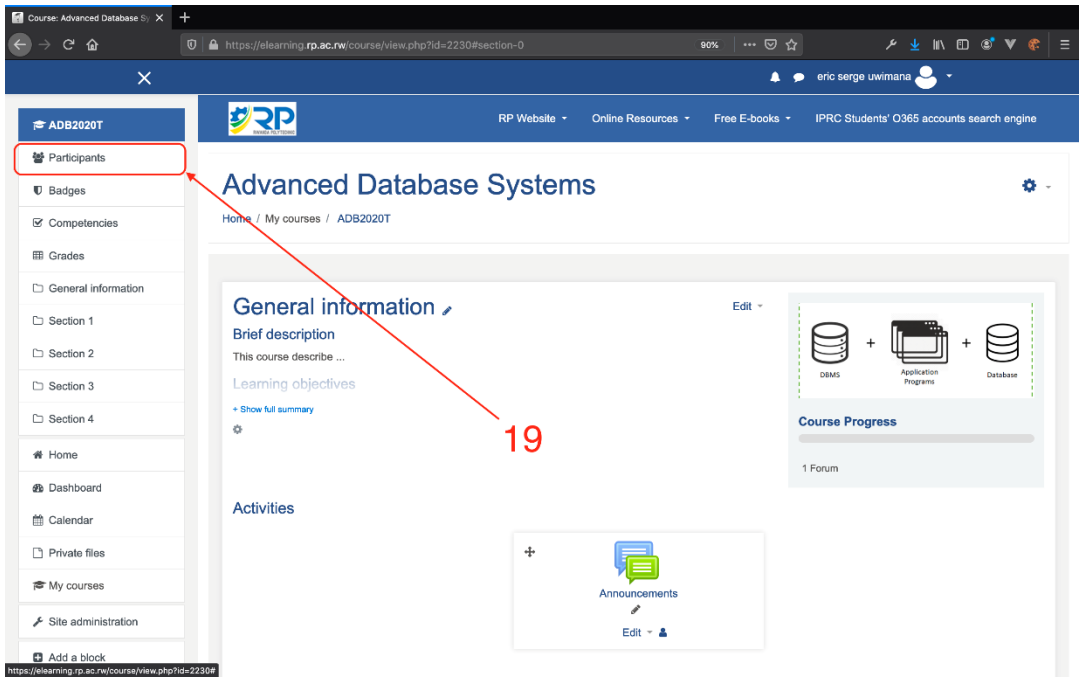


Figure 15

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*

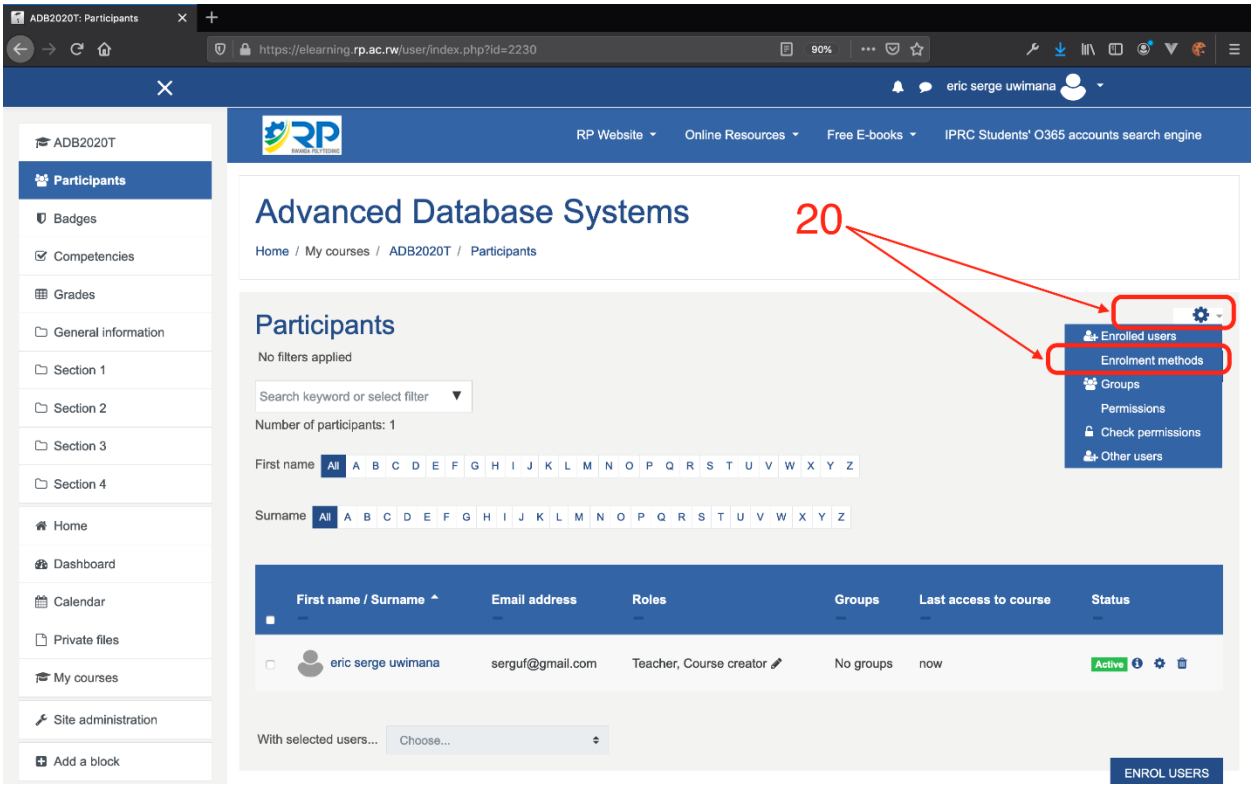


Figure 16

- ✓ 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*

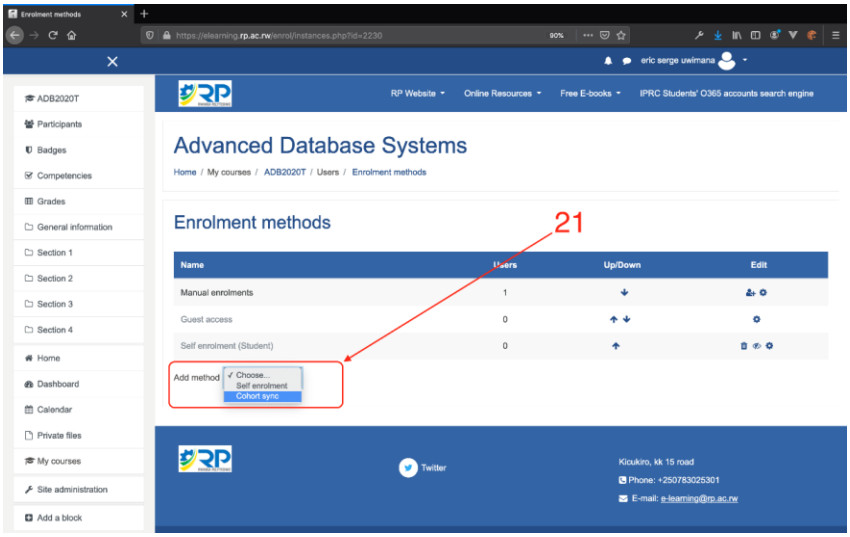


Figure 17

✓ 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*

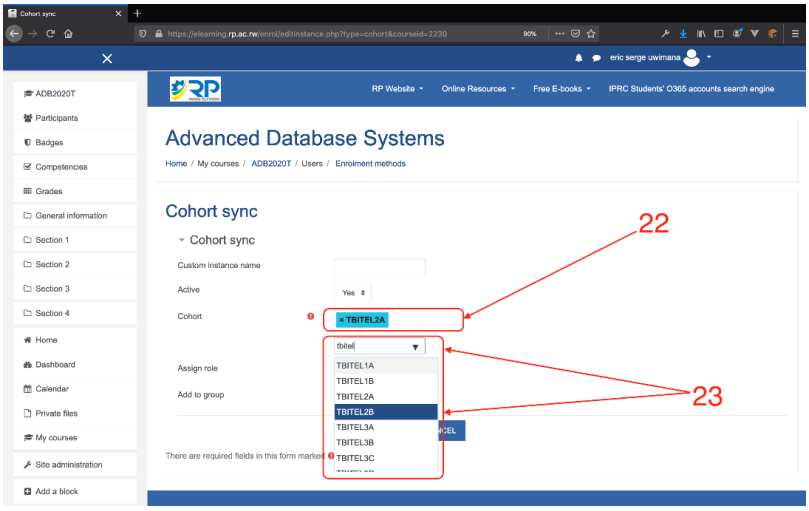


Figure 18

✓ 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.

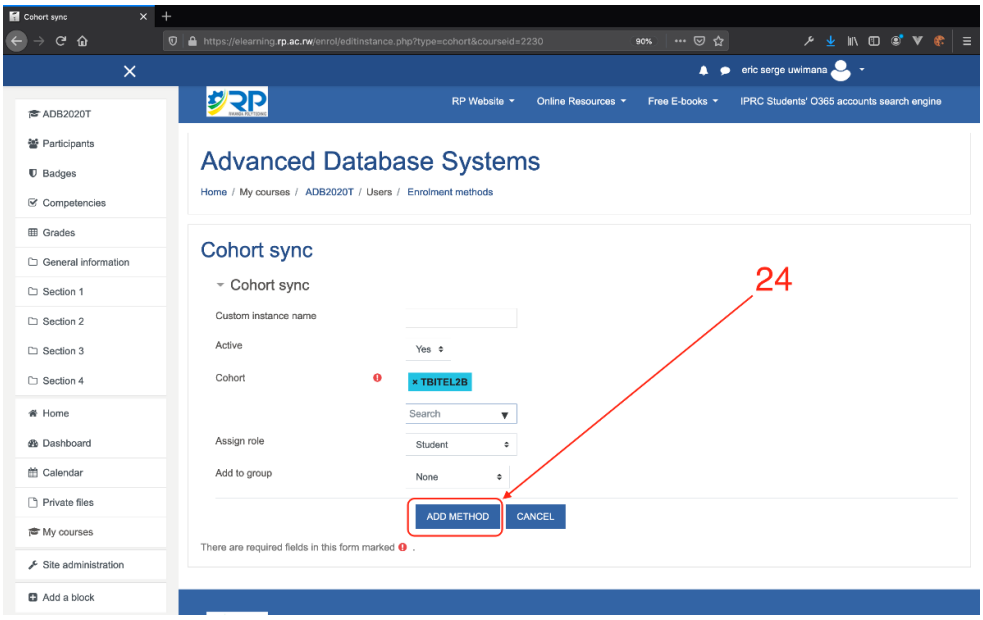


Figure 19

✓ 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*

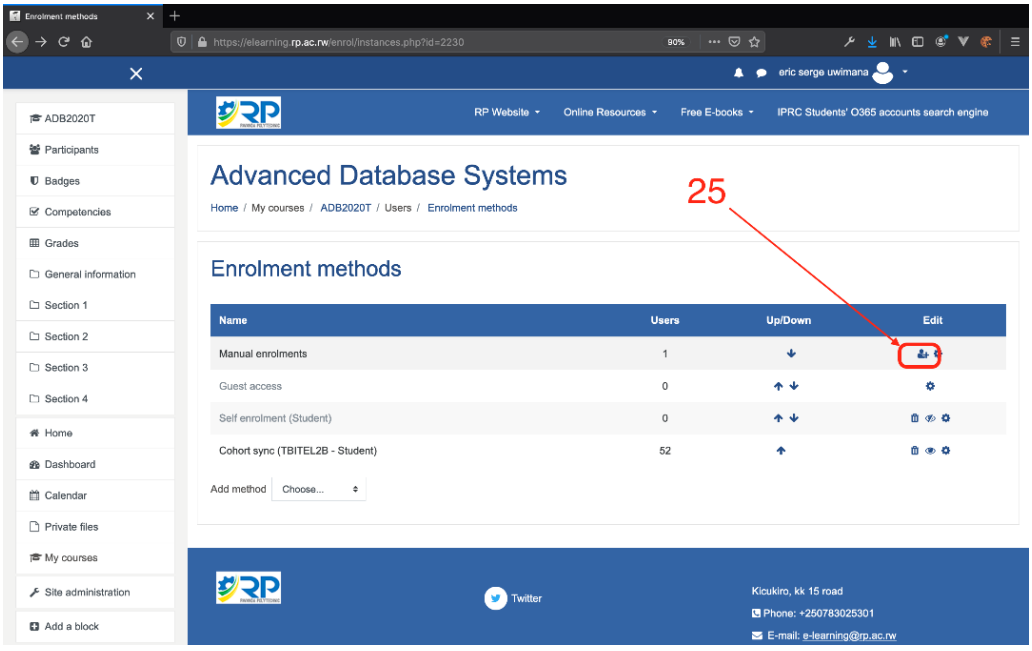


Figure 20

✓ 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*

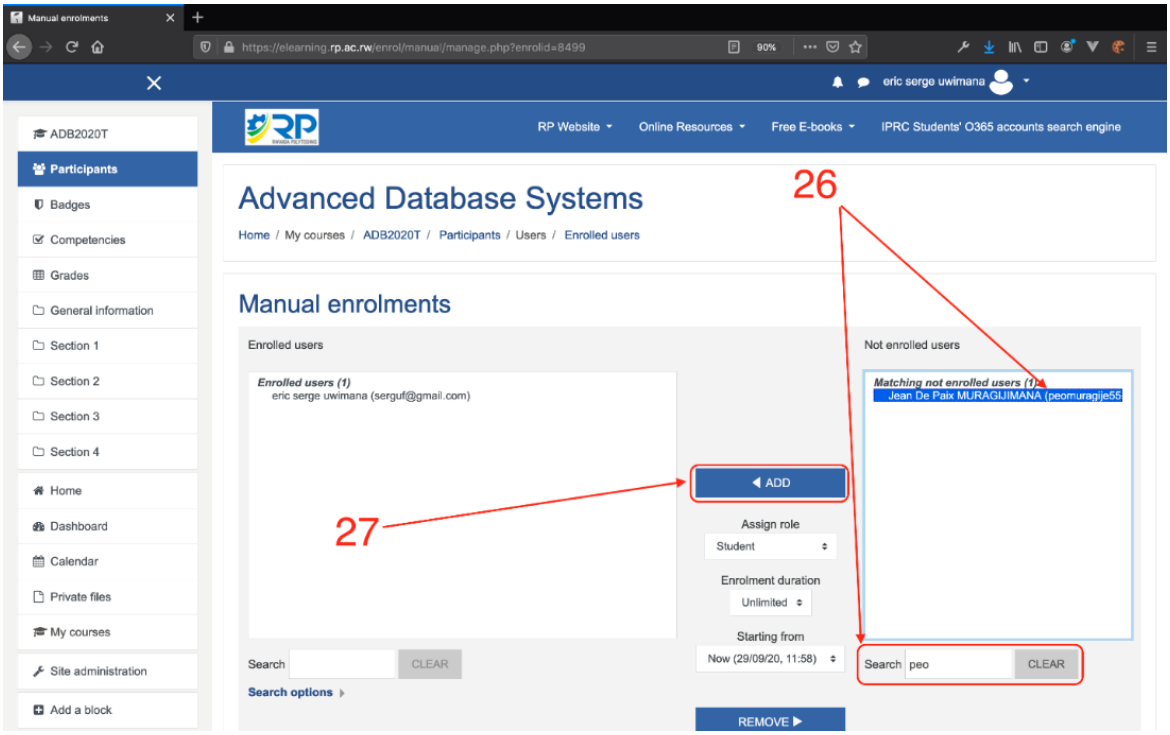


Figure 21

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*

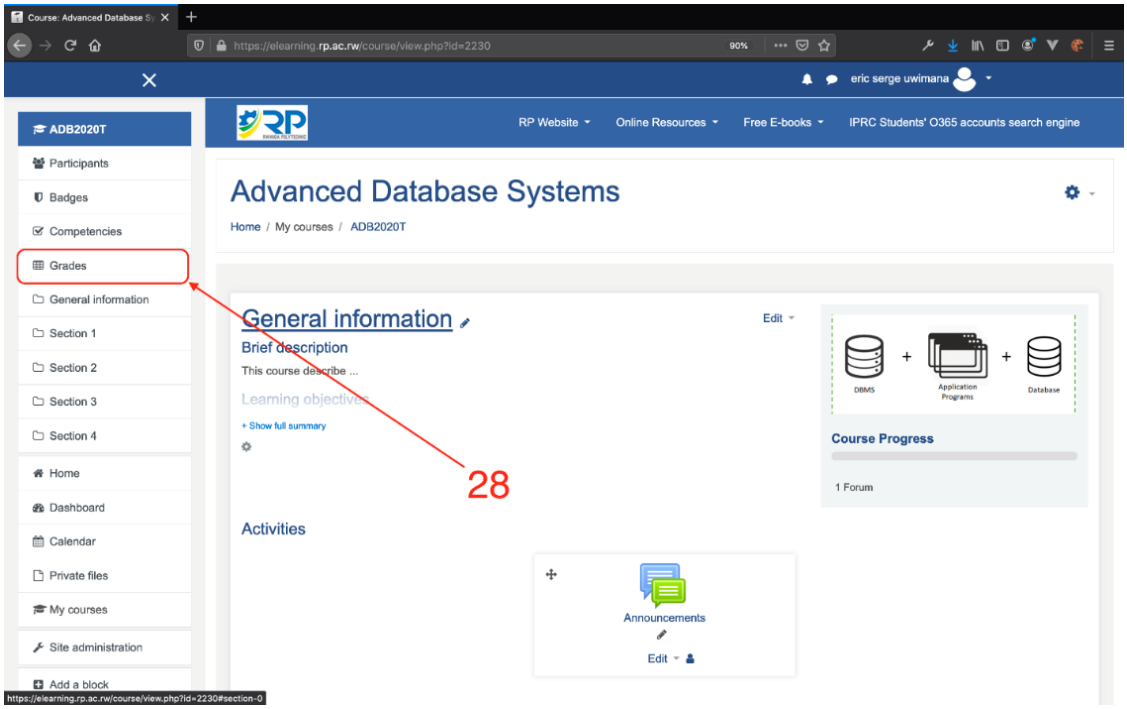


Figure 22

✓ Go to set up [29]. See *figure 23*

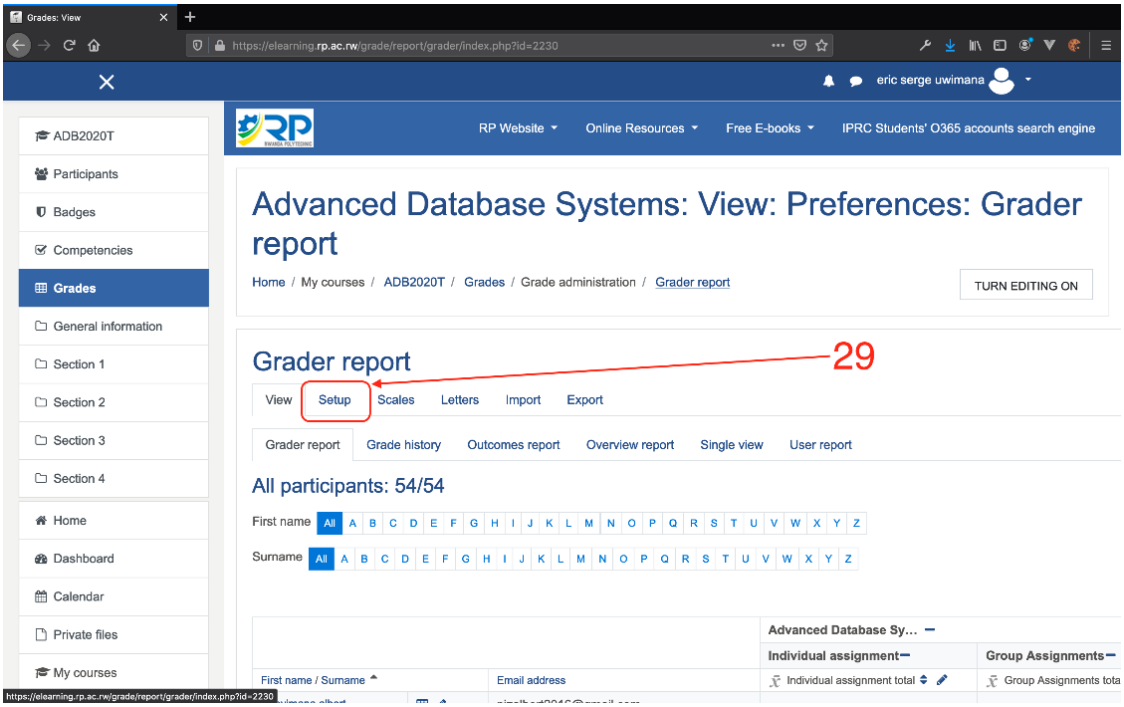


Figure 23

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

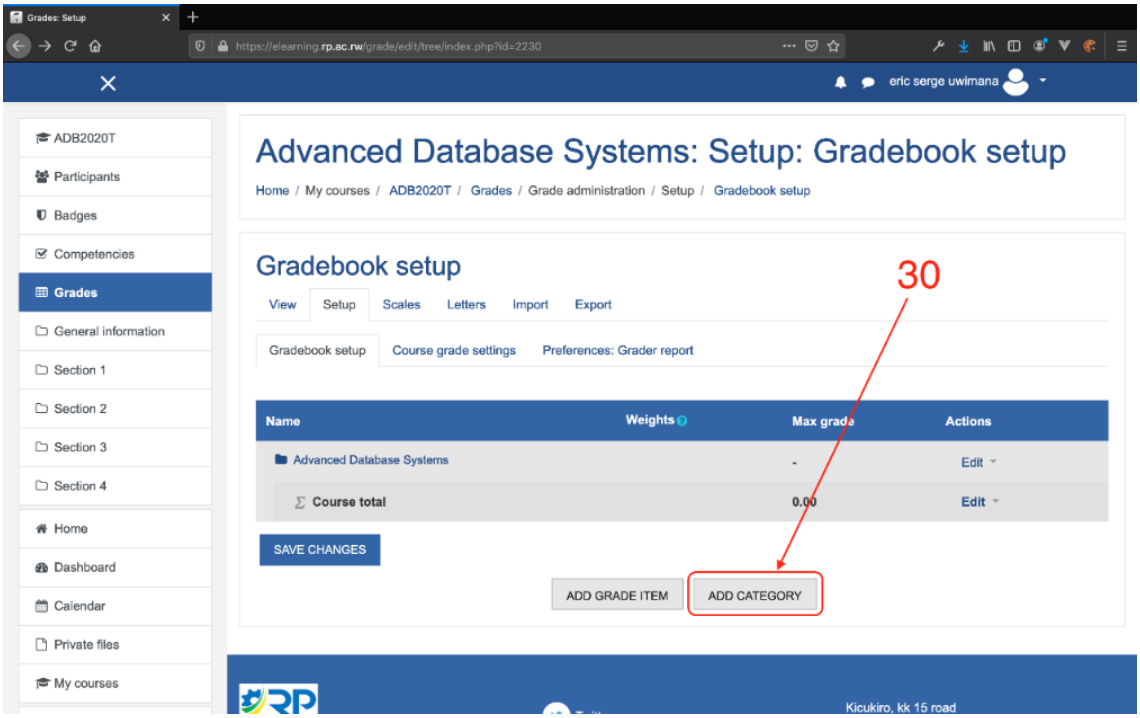


Figure 24

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

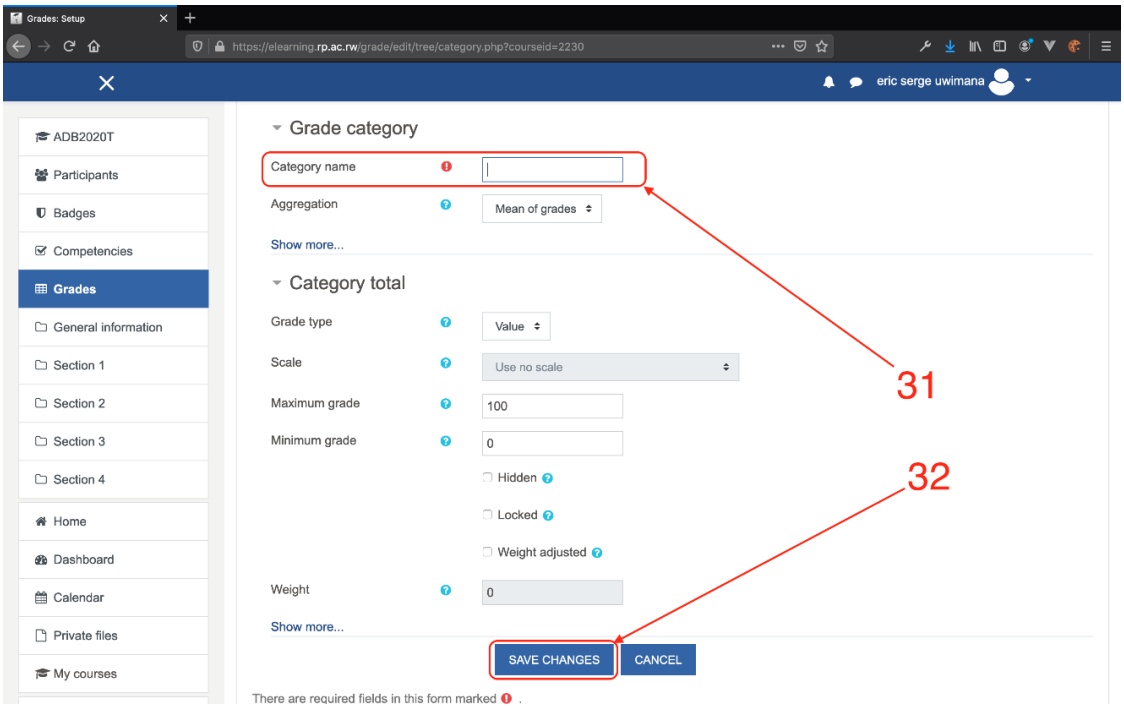


Figure 25

✓ 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*

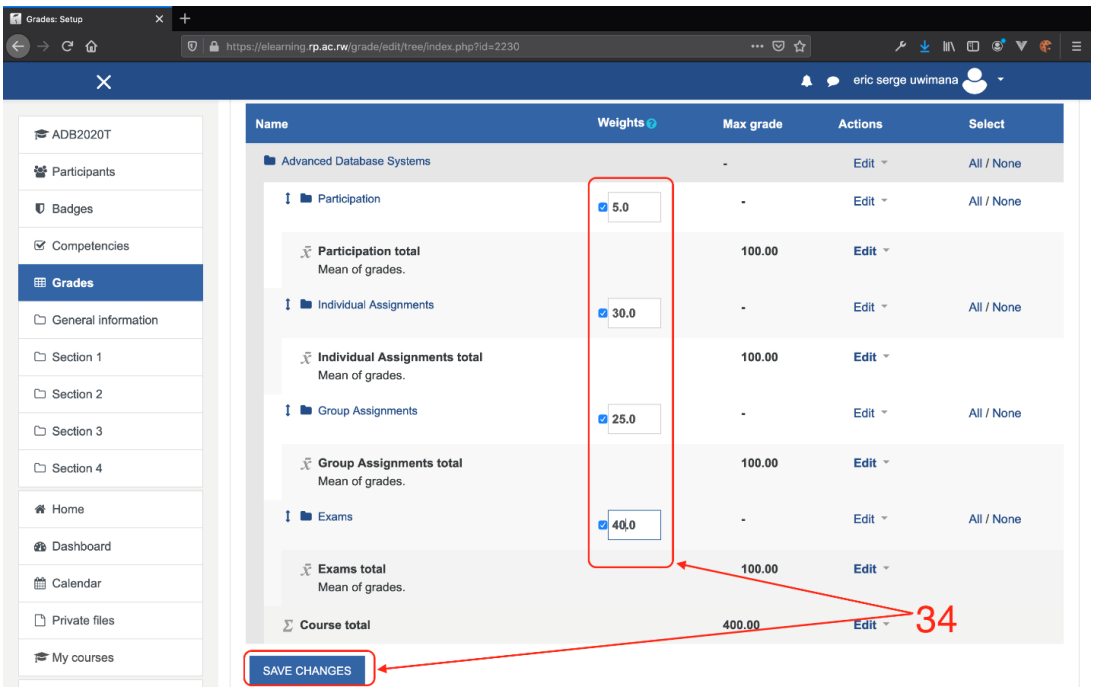


Figure 26

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*

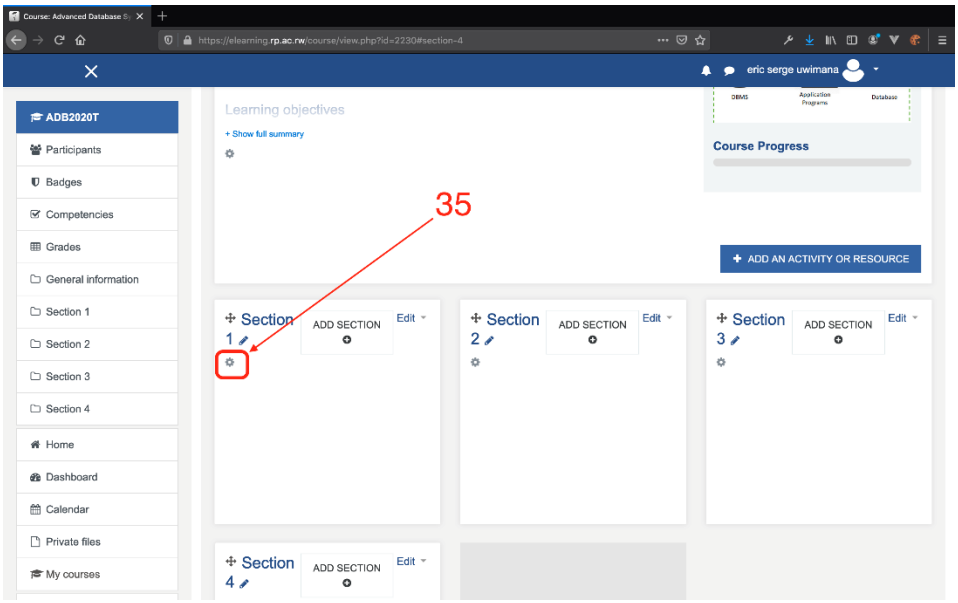


Figure 27

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].**

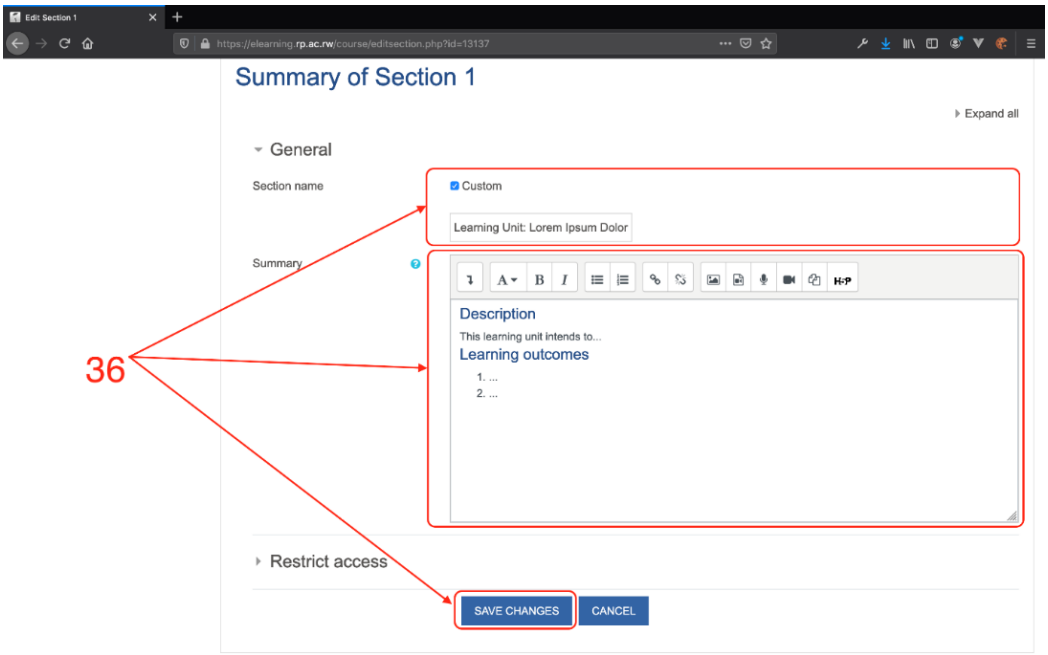


Figure 28

5.2. Adding new Activity

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

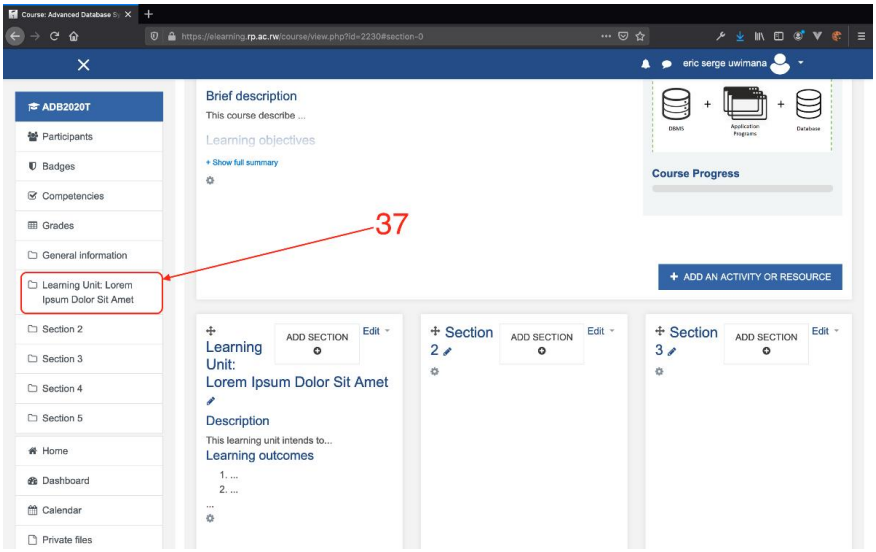


Figure 29

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

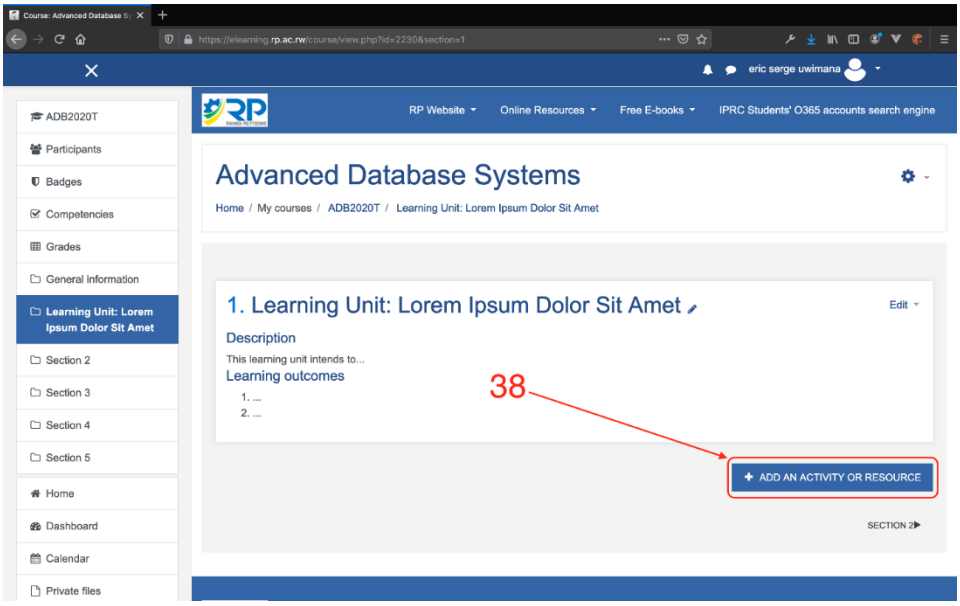


Figure 30

✓ 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.

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

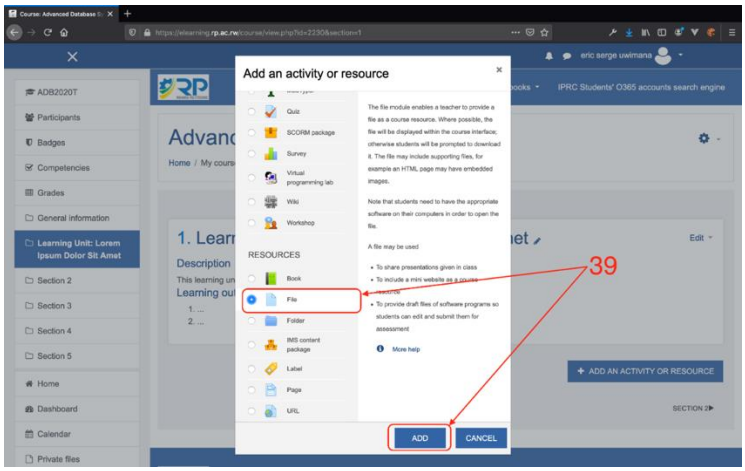


Figure 31

- ✓ 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.

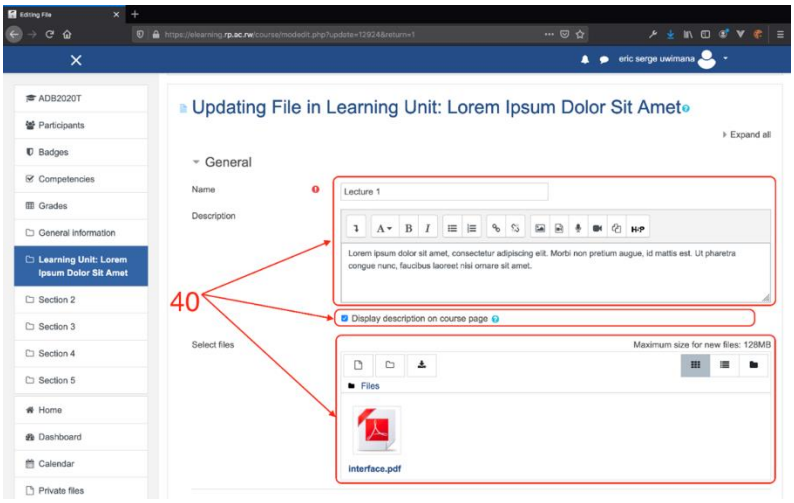


Figure 32

5.2.2. Adding an Assignment

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

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

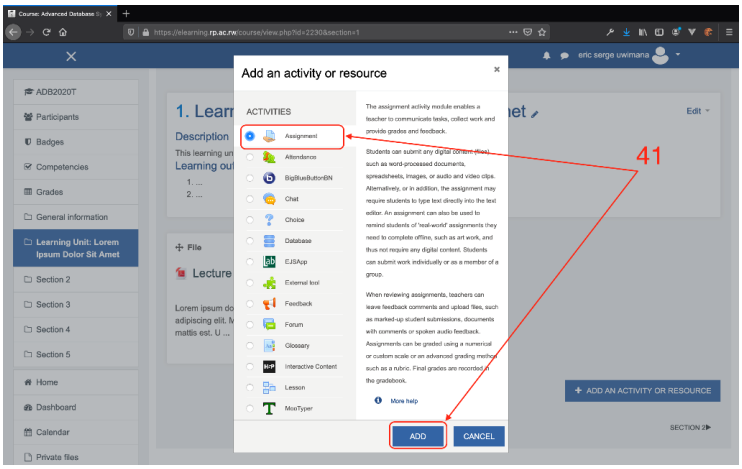


Figure 33

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.

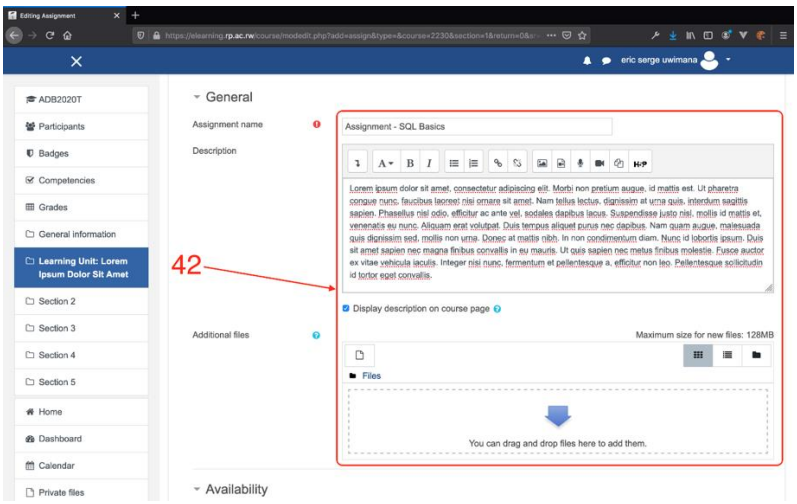


Figure 34

✓ 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.*

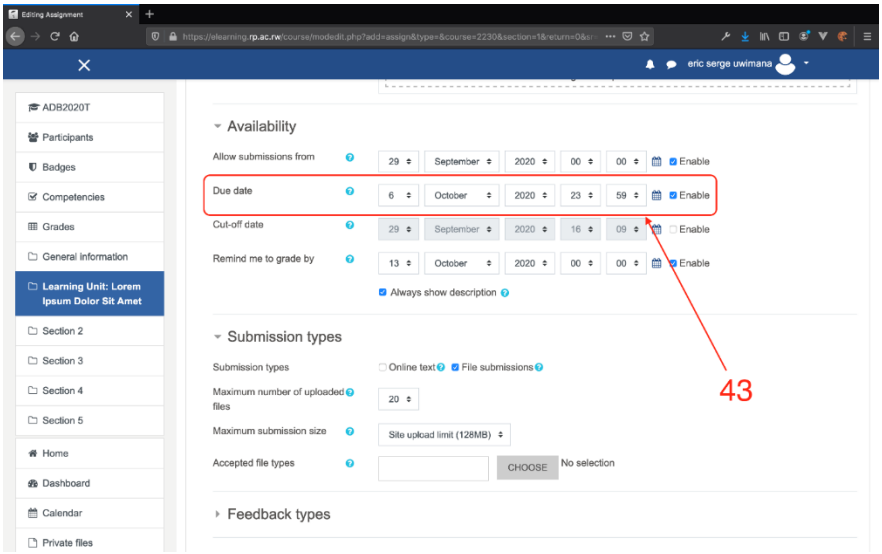


Figure 35

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

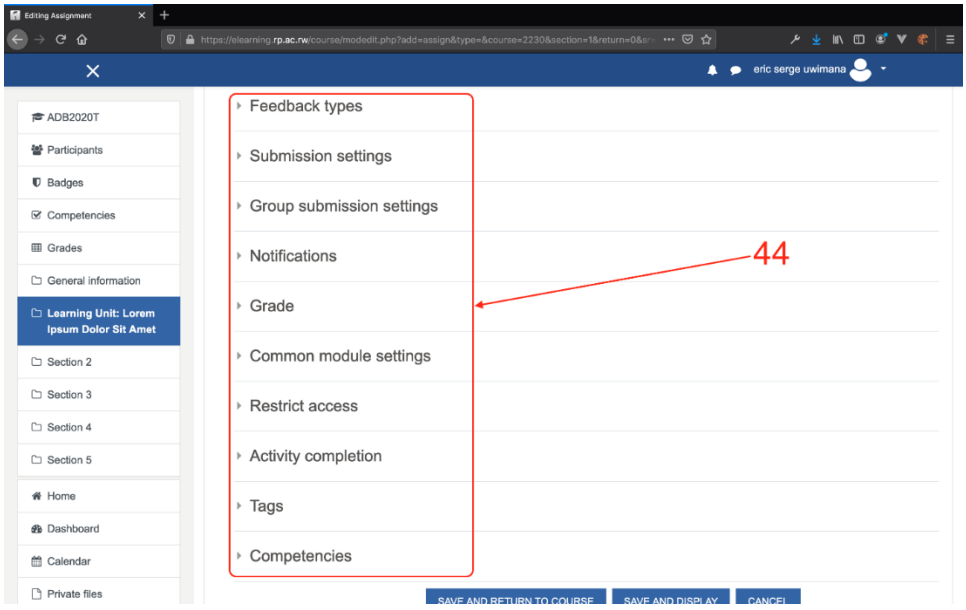


Figure 36

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

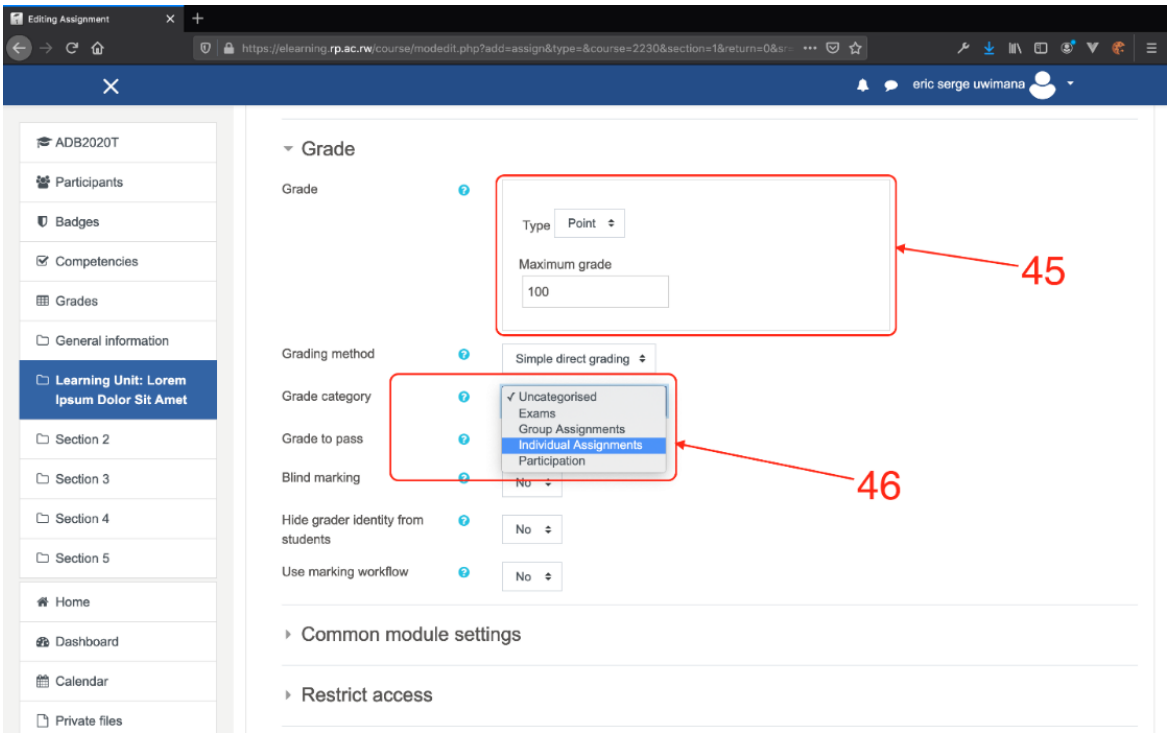


Figure 37

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

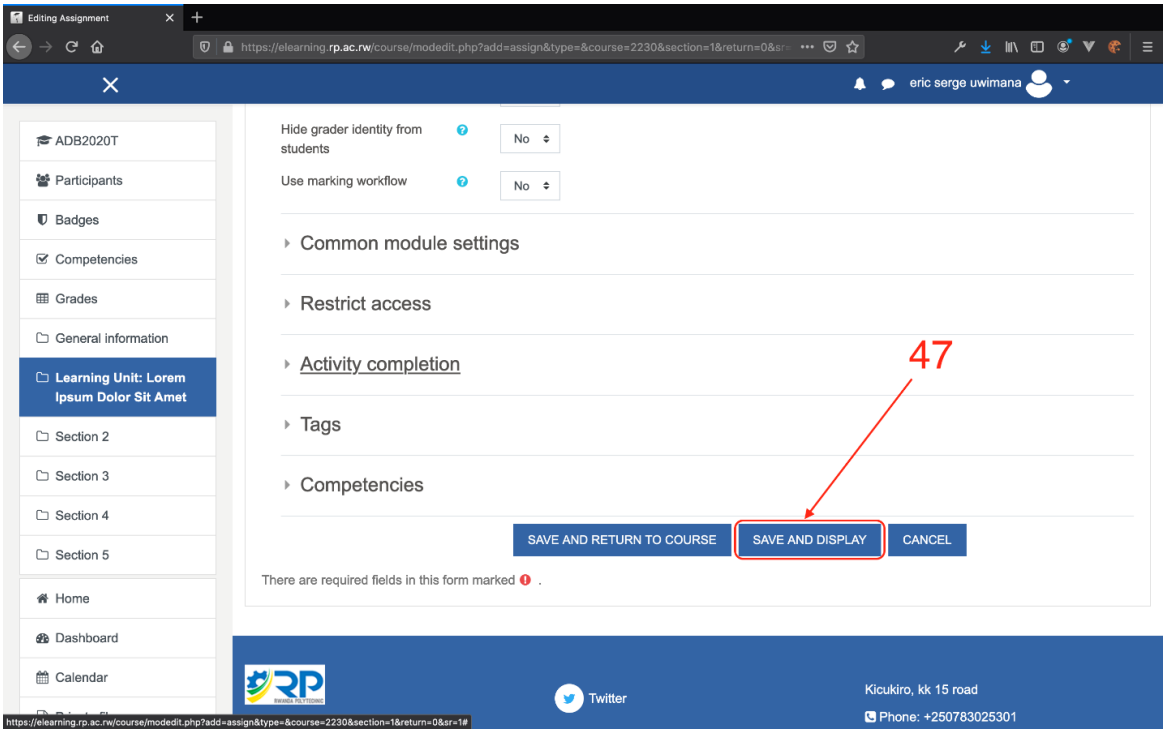


Figure 38

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.

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

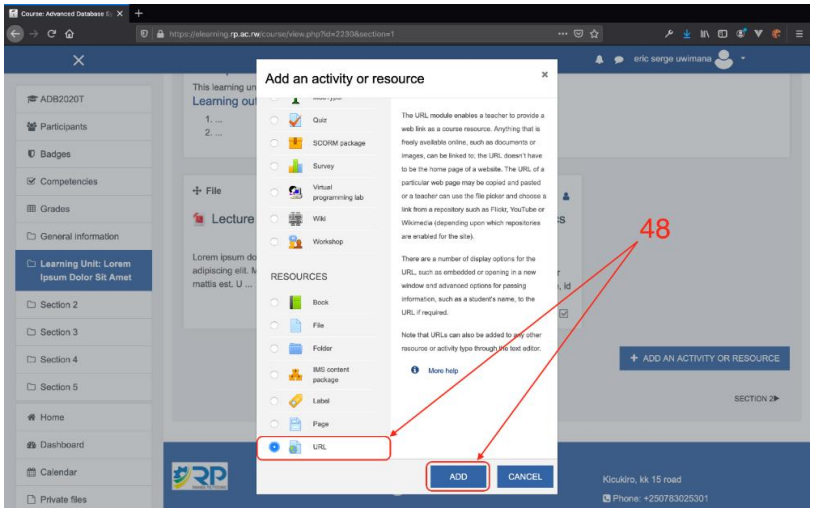


Figure 39

- ✓ 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.

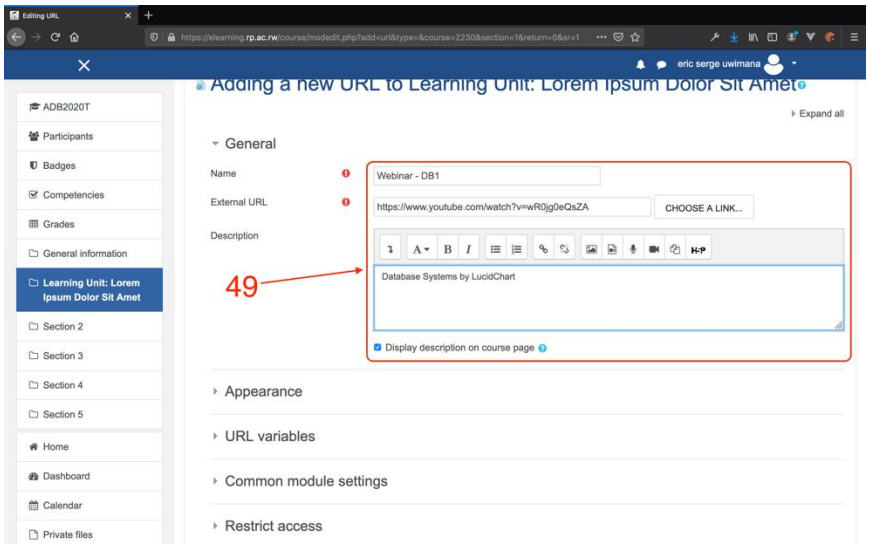


Figure 40

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.*

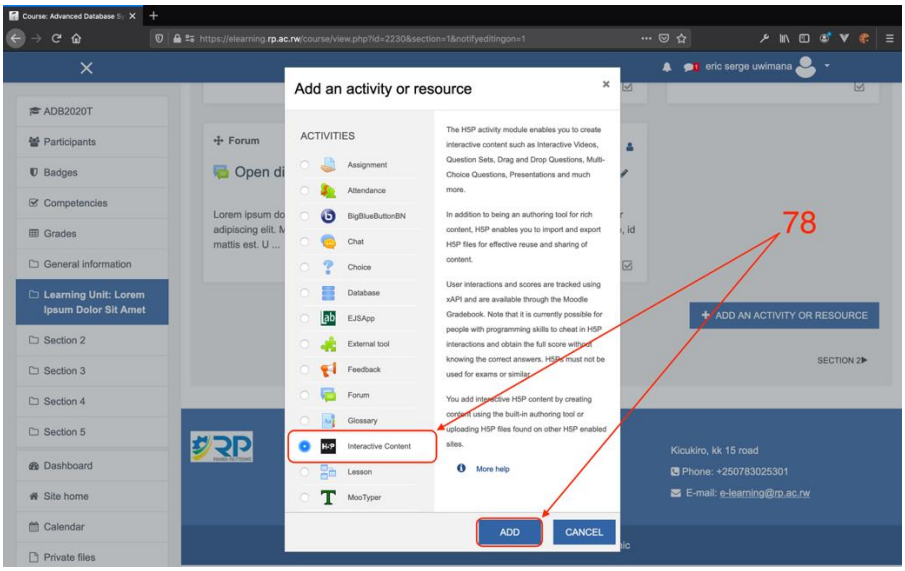


Figure 41

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

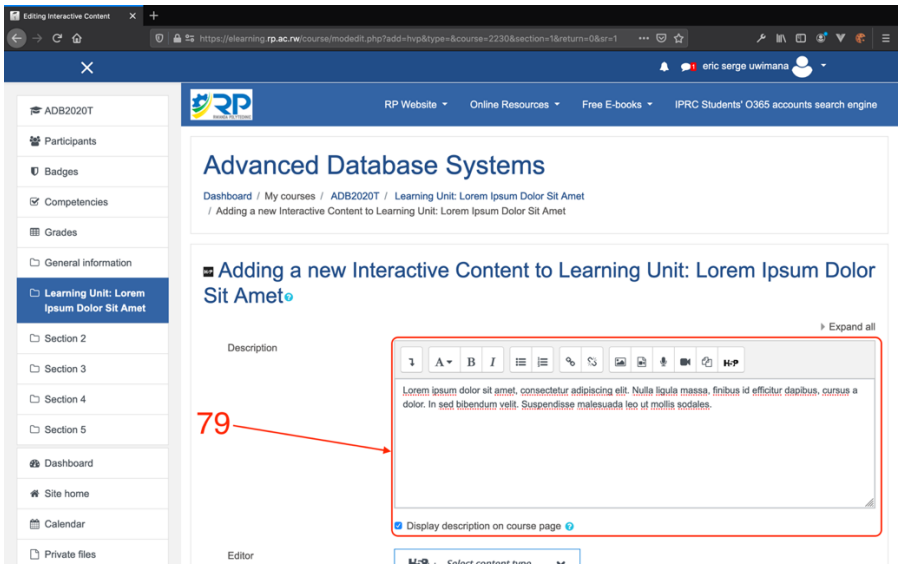


Figure 42

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

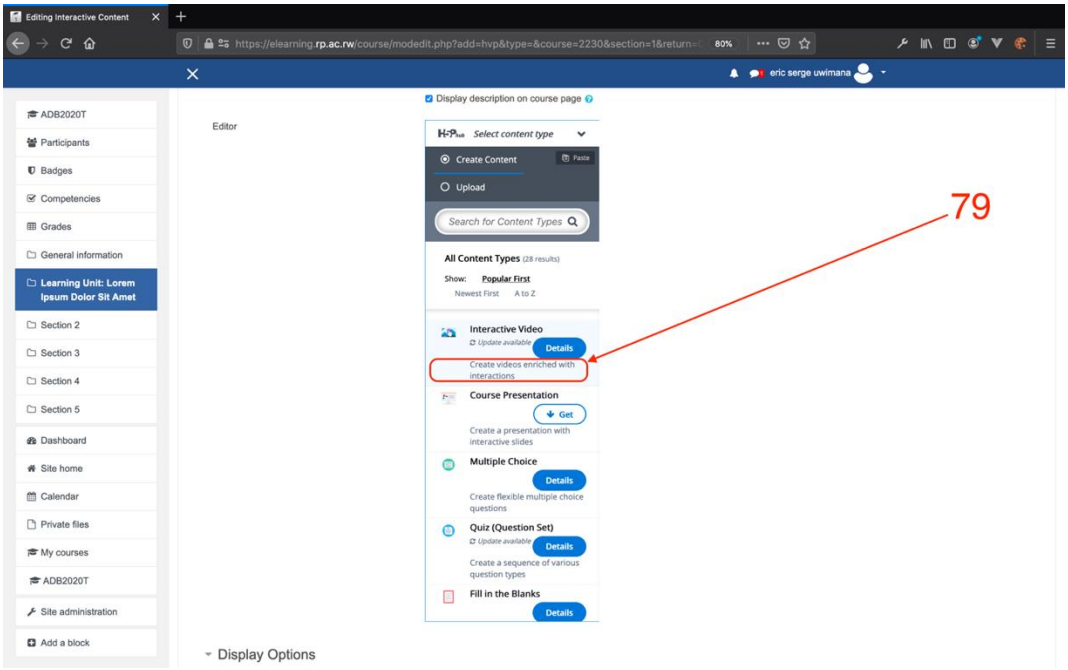


Figure 43

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

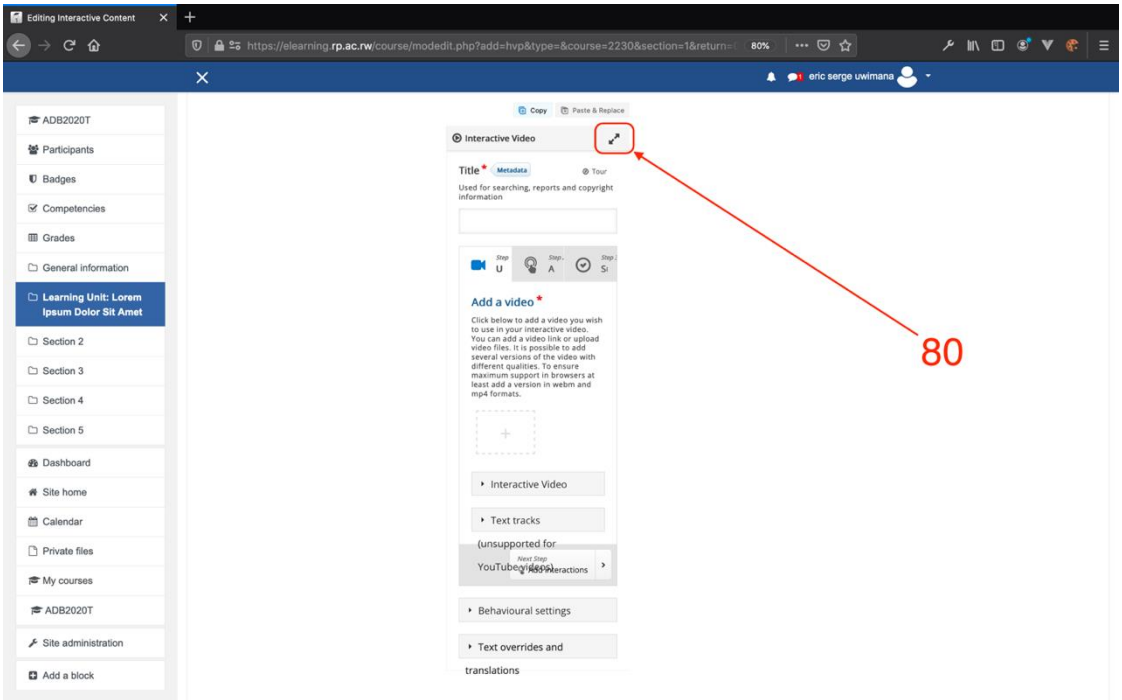


Figure 44

✓ Fill in the title for your video content **[81]**.

✓ Click on the add icon to upload the video content **[82]**. See *figure 45.*

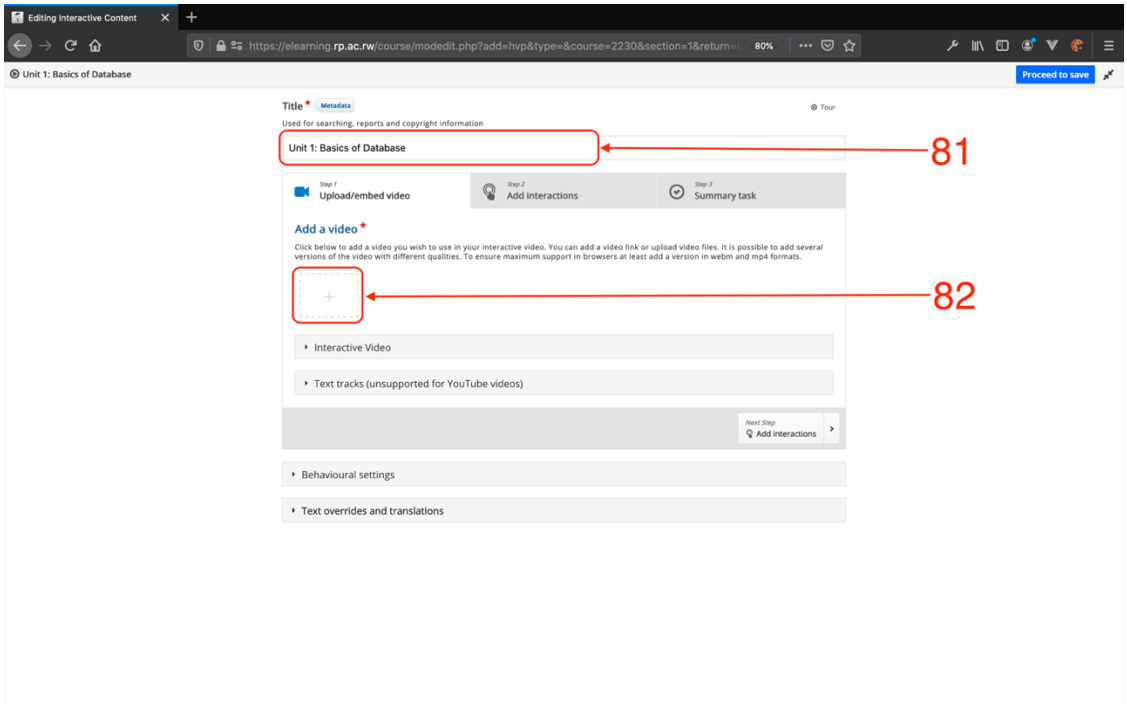


Figure 45

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

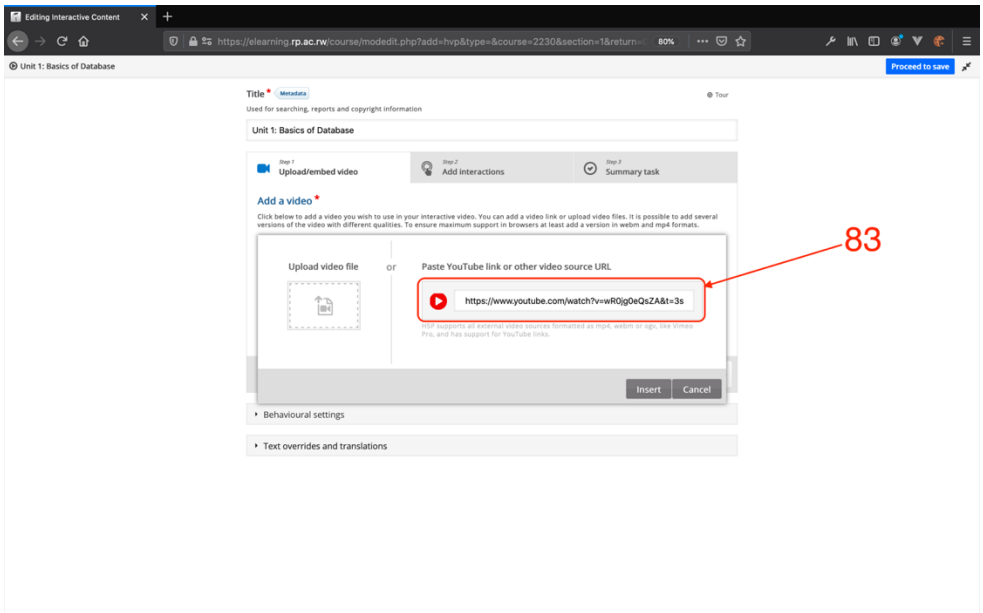


Figure 46

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

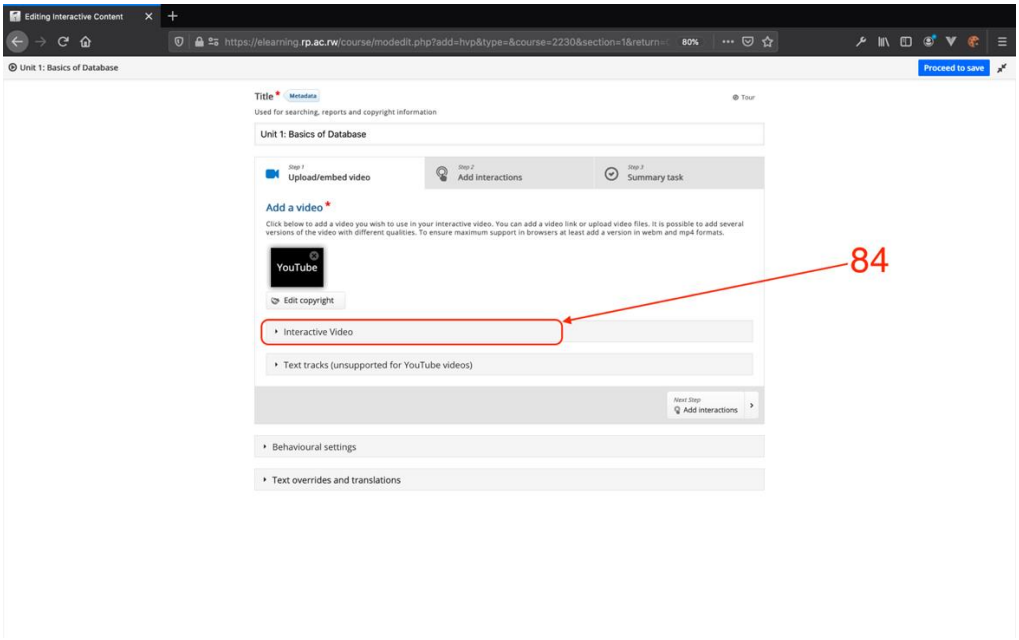


Figure 47

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

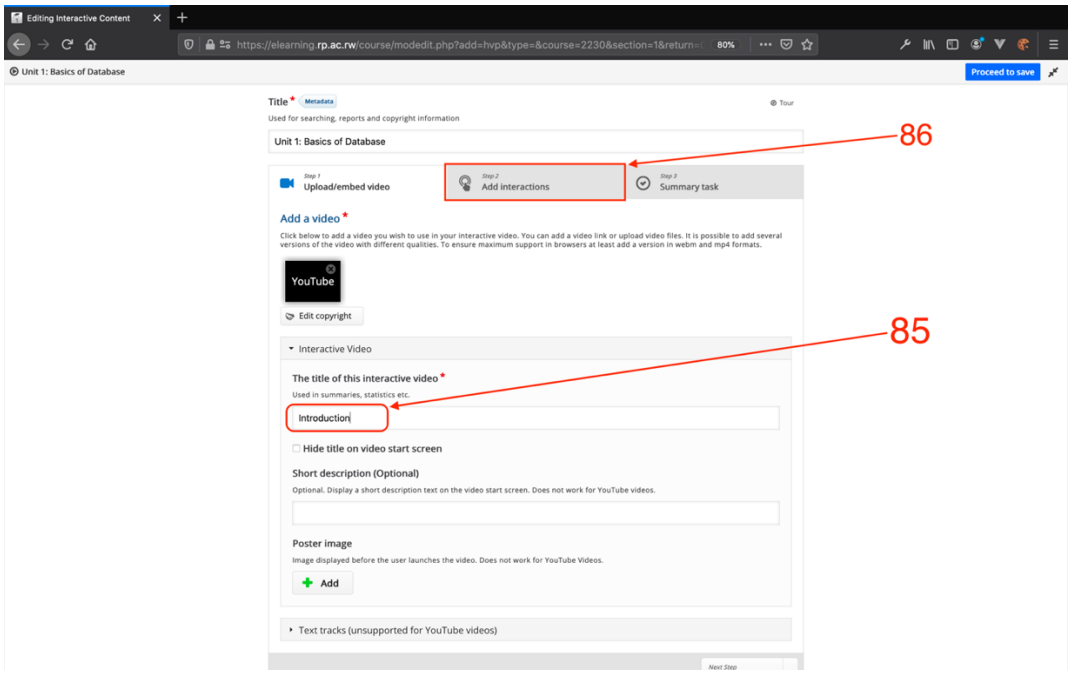


Figure 48

✓ 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.*

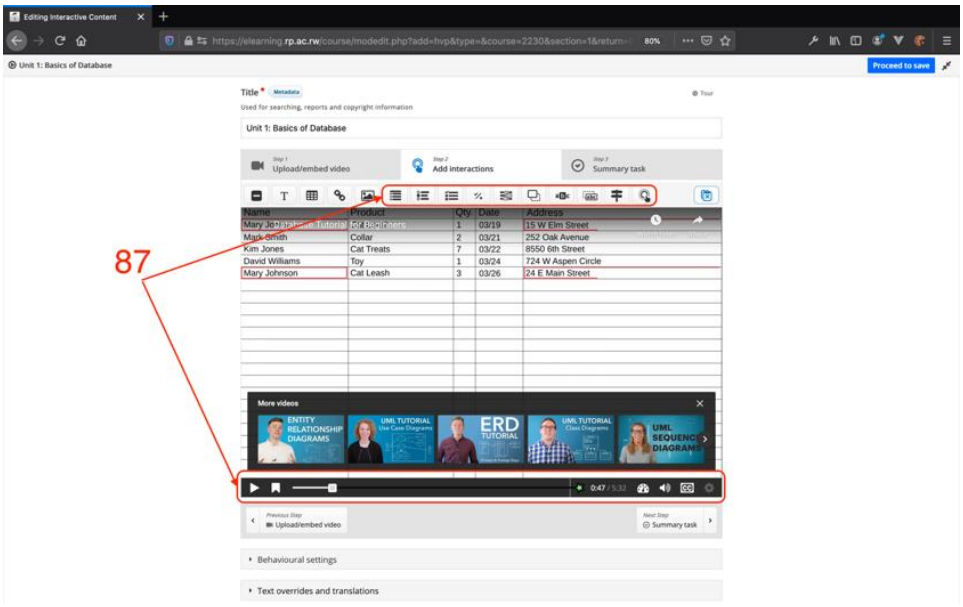


Figure 49

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

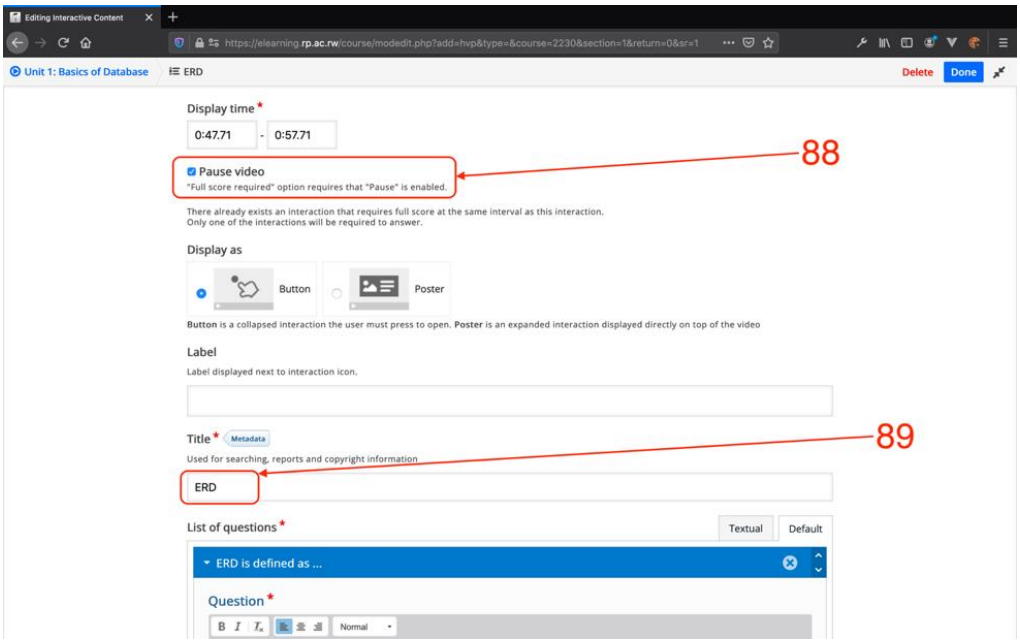


Figure 50

- ✓ 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.*

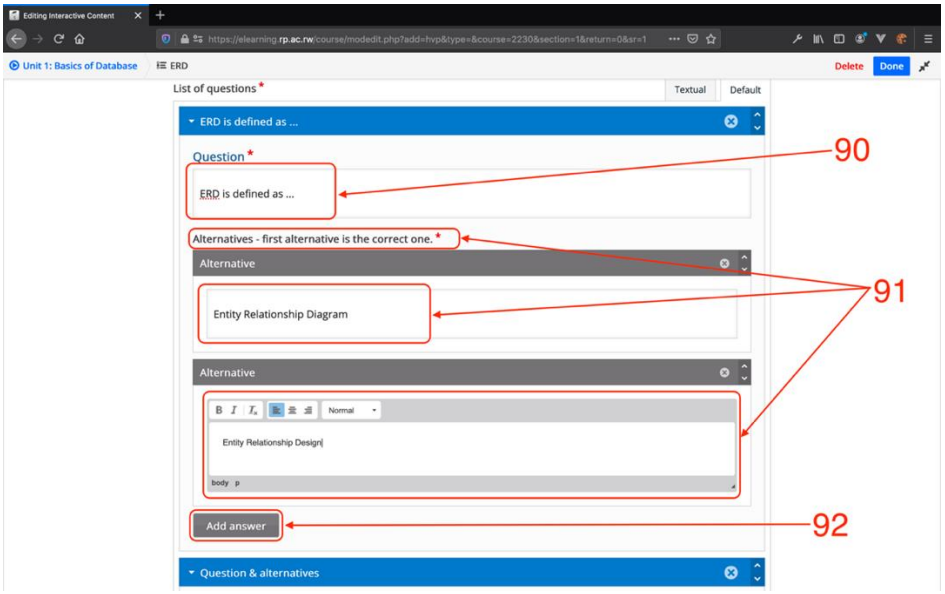


Figure 51

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

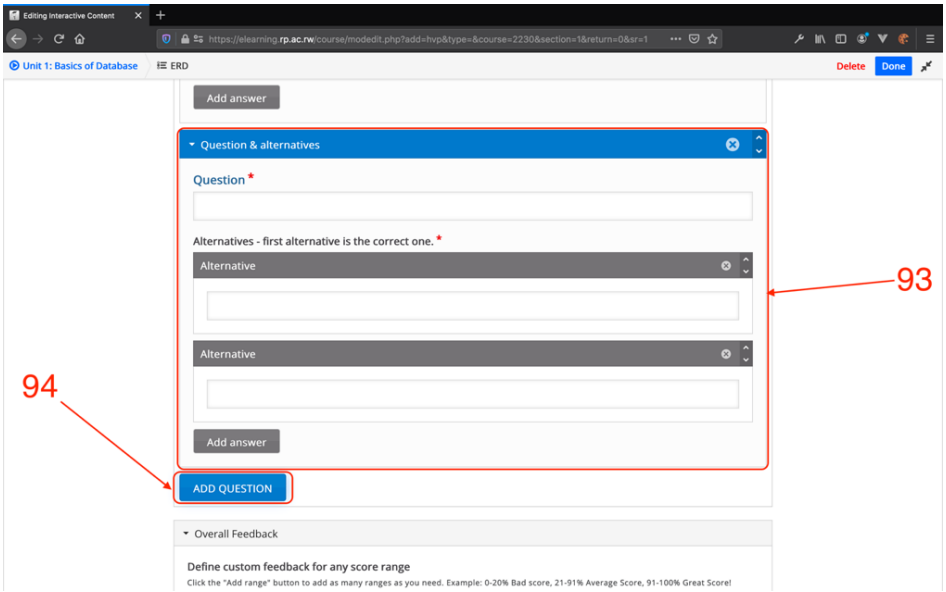


Figure 52

✓ 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.*

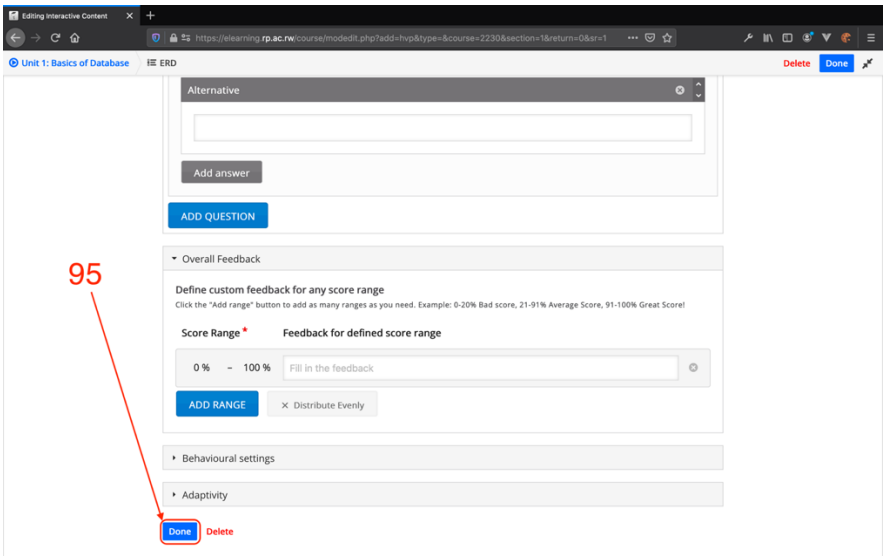


Figure 53

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

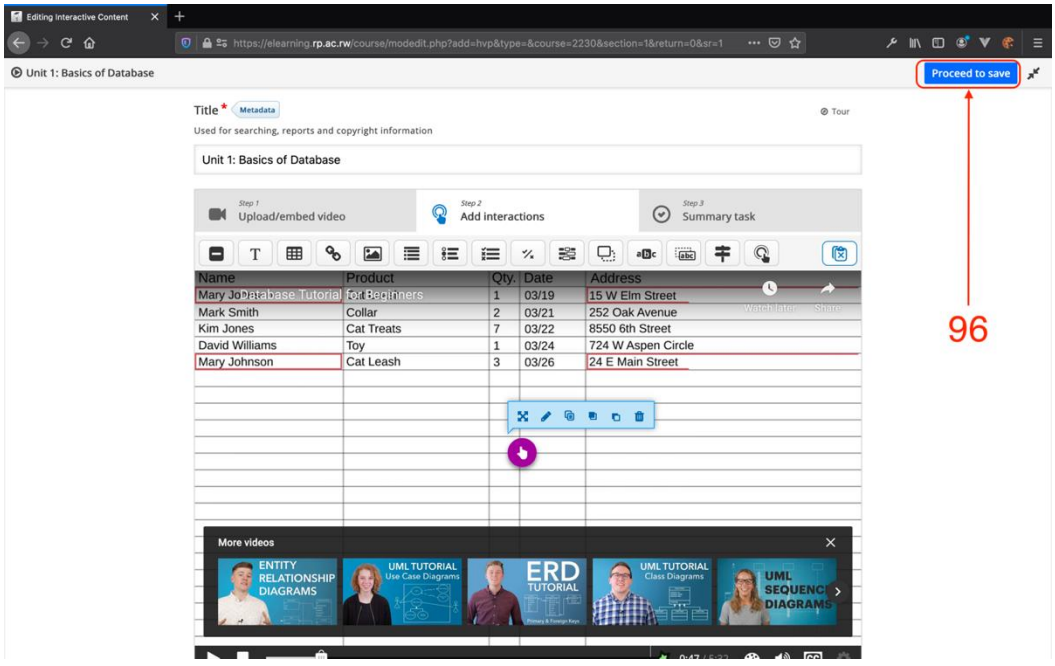


Figure 54

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

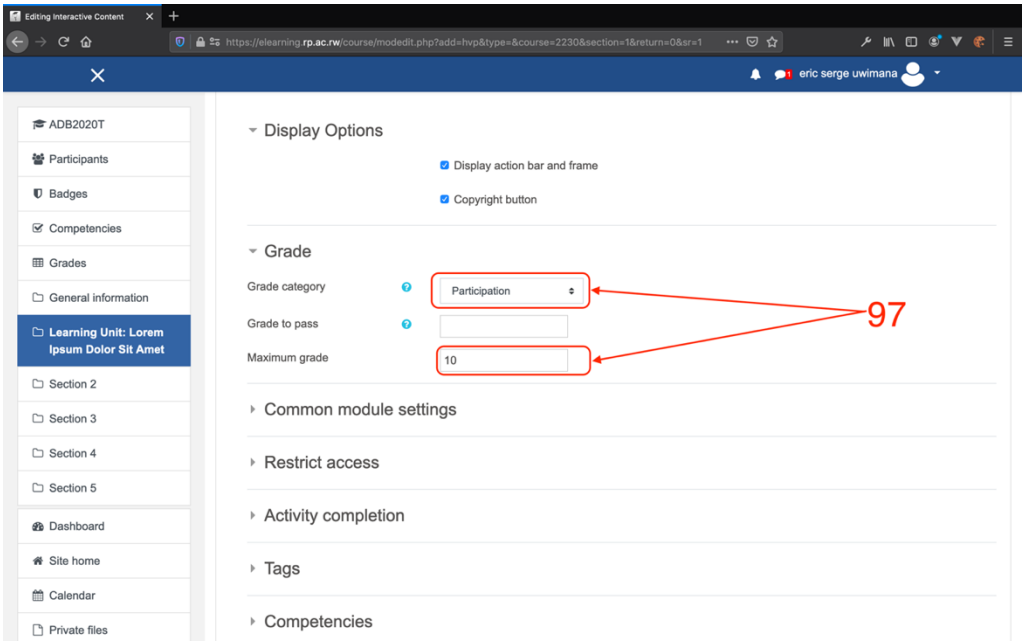


Figure 55

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

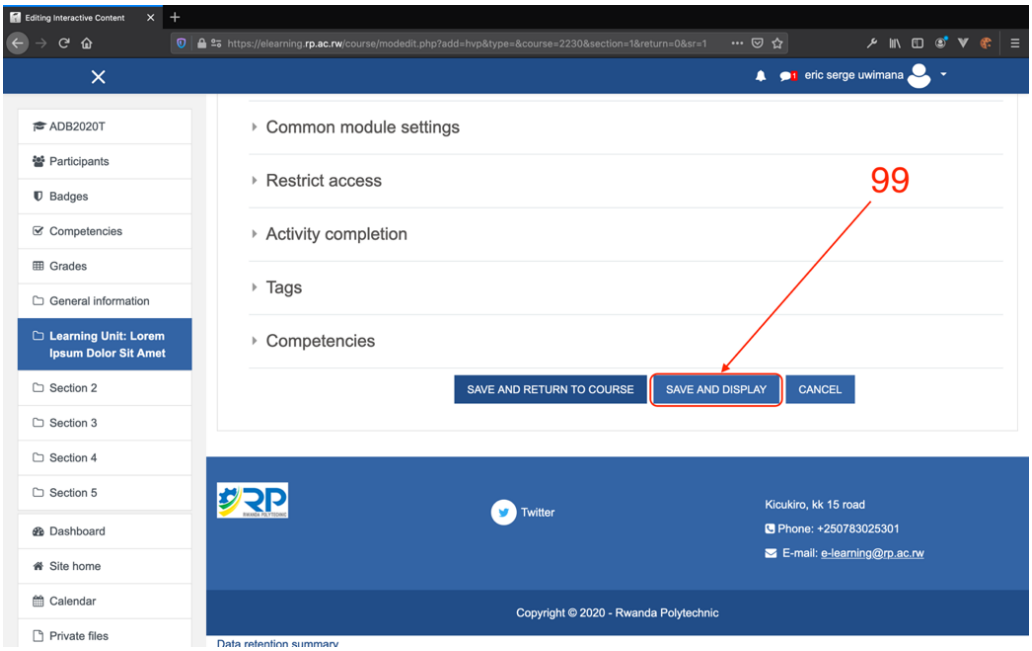


Figure 56

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.*

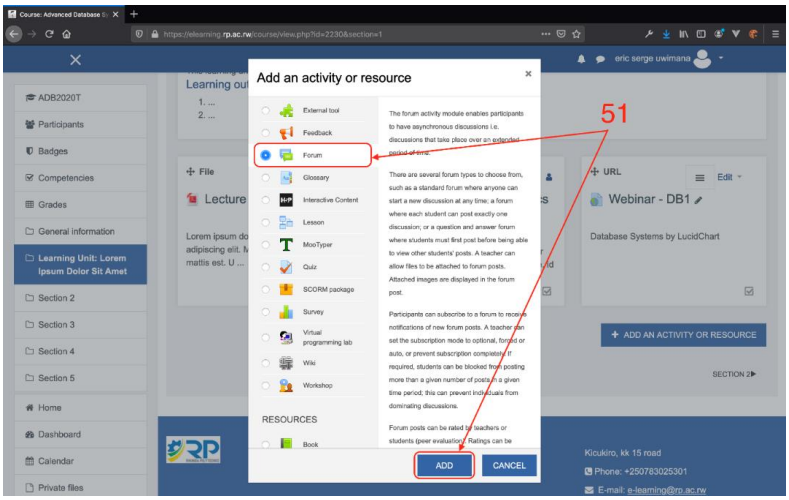


Figure 57

- ✓ 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.*

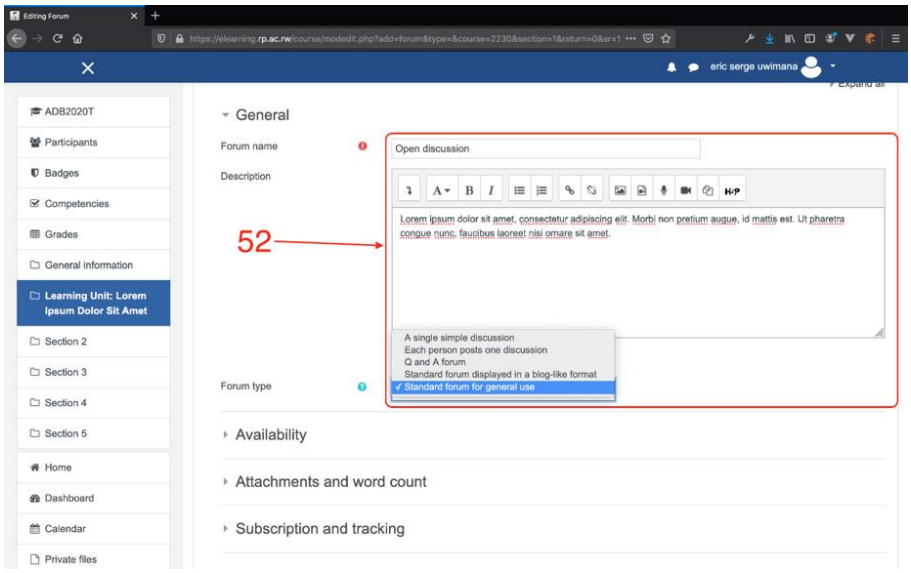


Figure 58

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

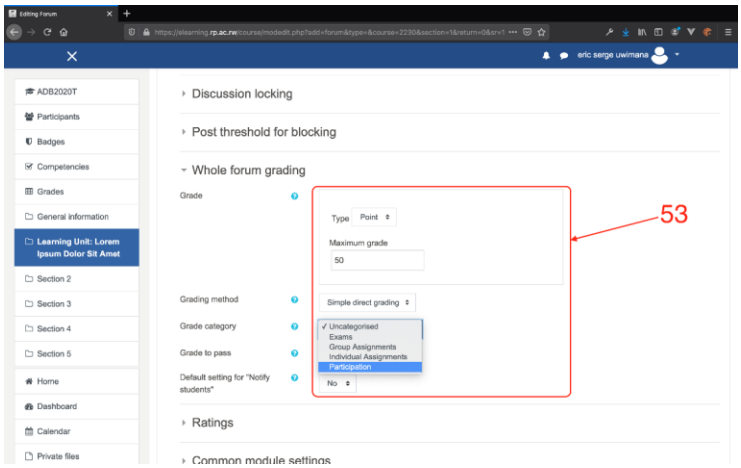


Figure 59

✓ 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.*

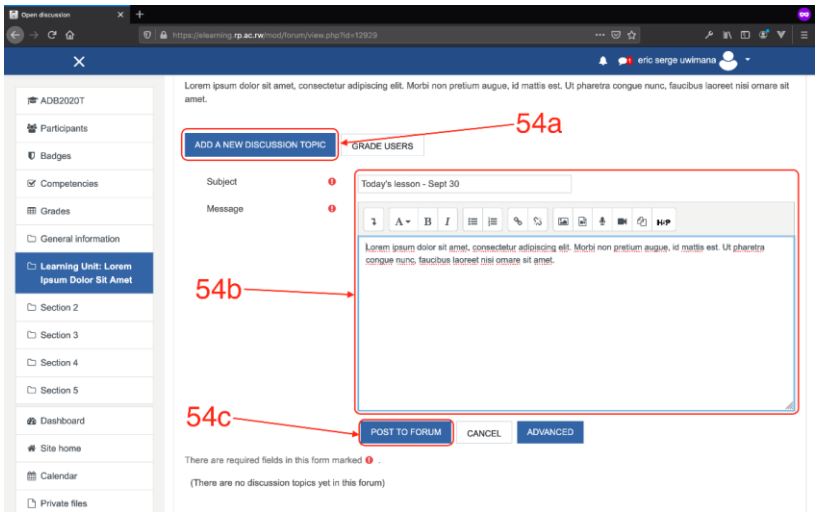


Figure 60

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.*

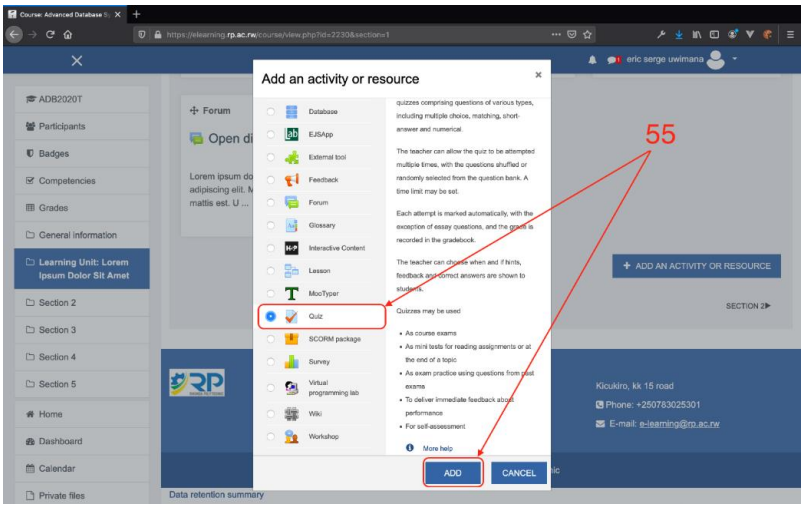


Figure 61

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.*

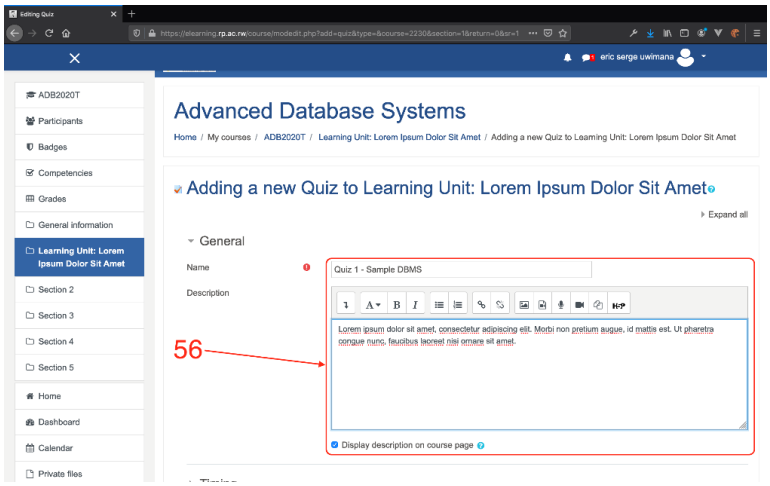


Figure 62

✓ 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.*

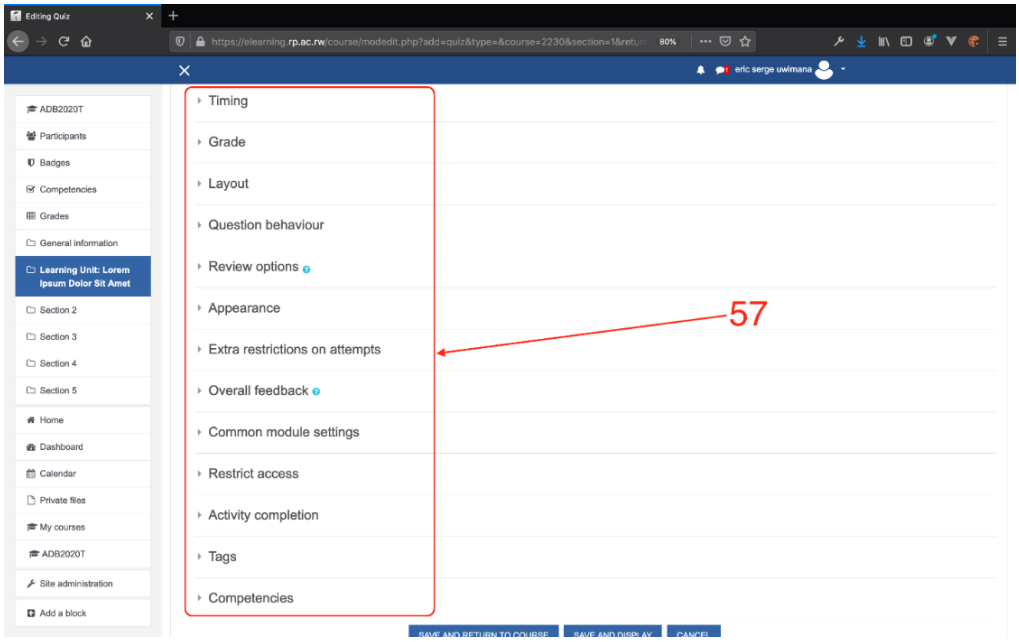


Figure 63

✓ 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.*

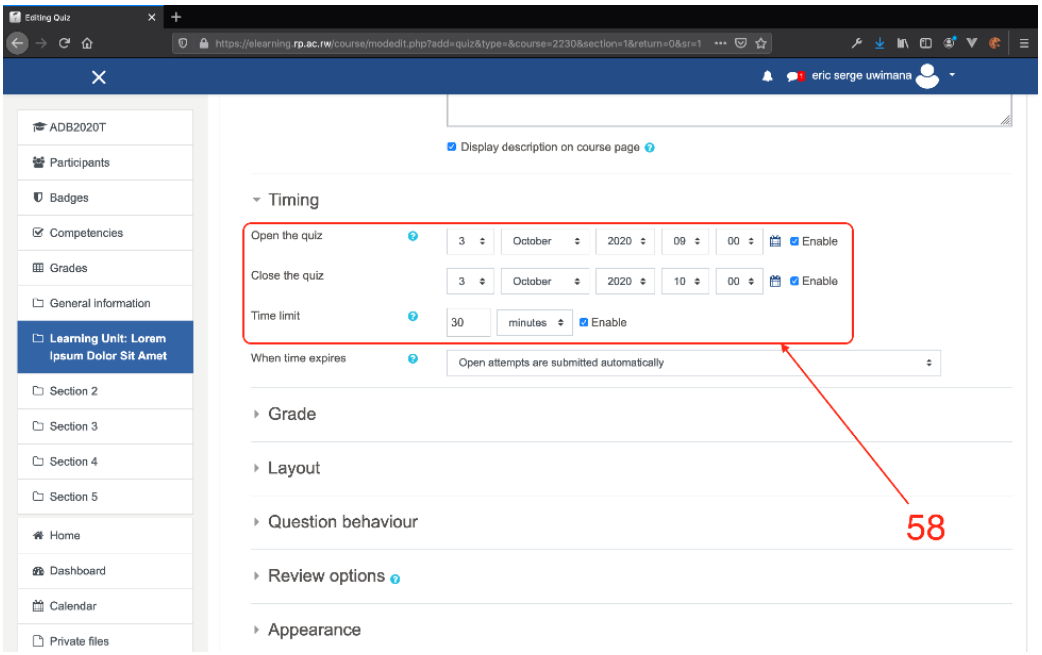


Figure 64

✓ Expand Grade and choose grade category and allowed attempts (1 in our case) **[59]**. See *figure 65.*

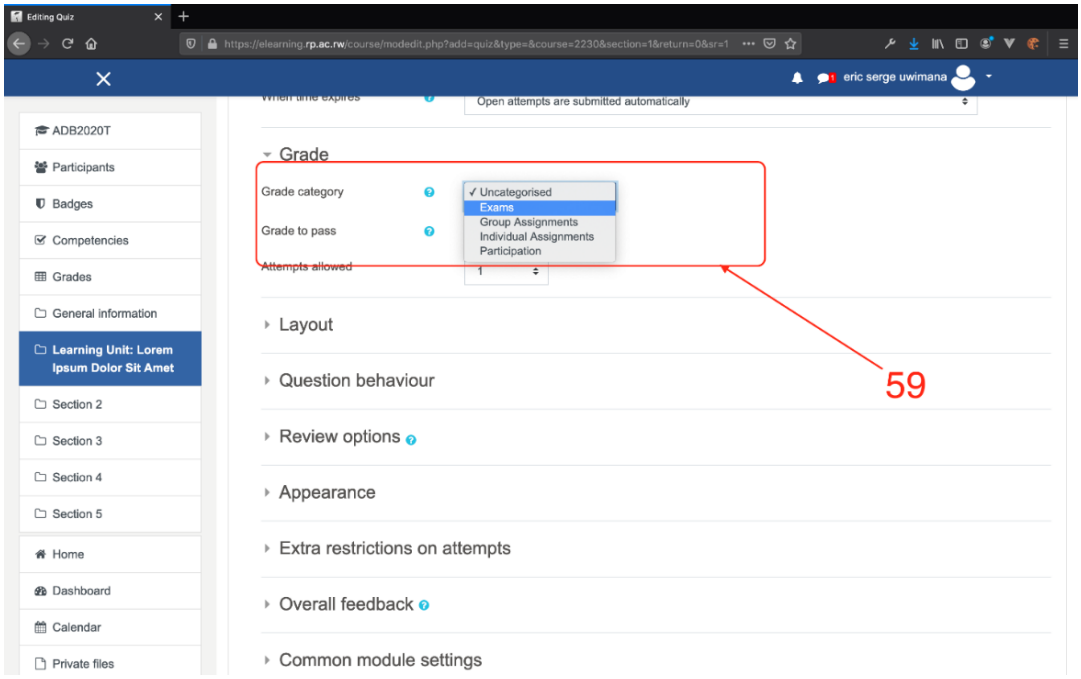


Figure 65

✓ 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.*

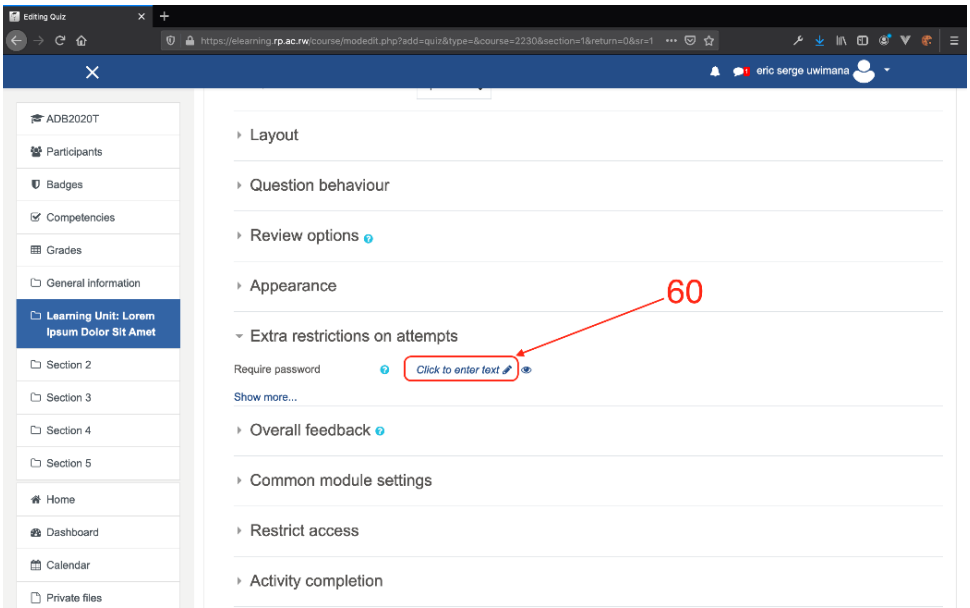


Figure 66

✓ Scroll down and click on Save and display button **[61]**. See *figure 67.*

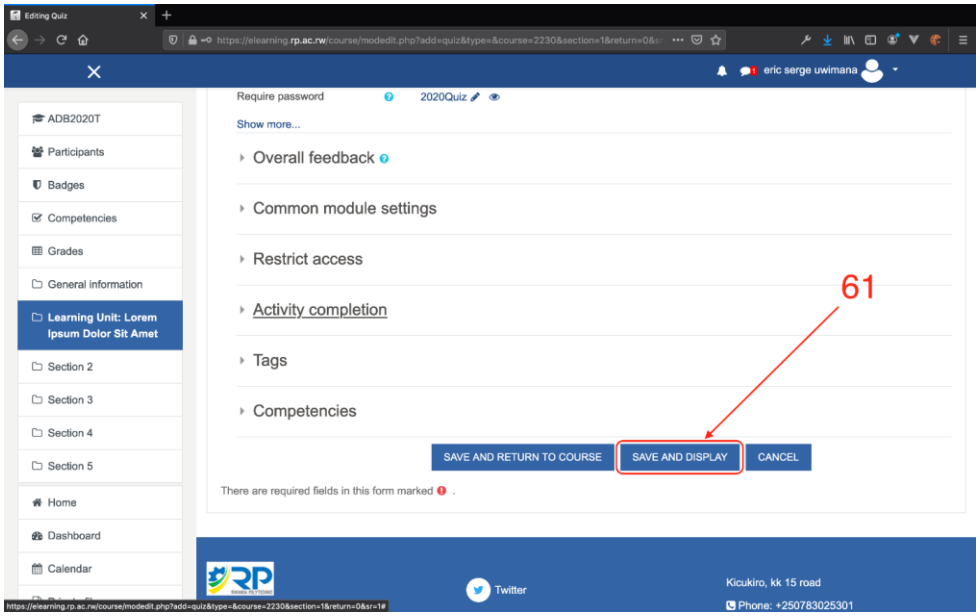


Figure 67

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.*

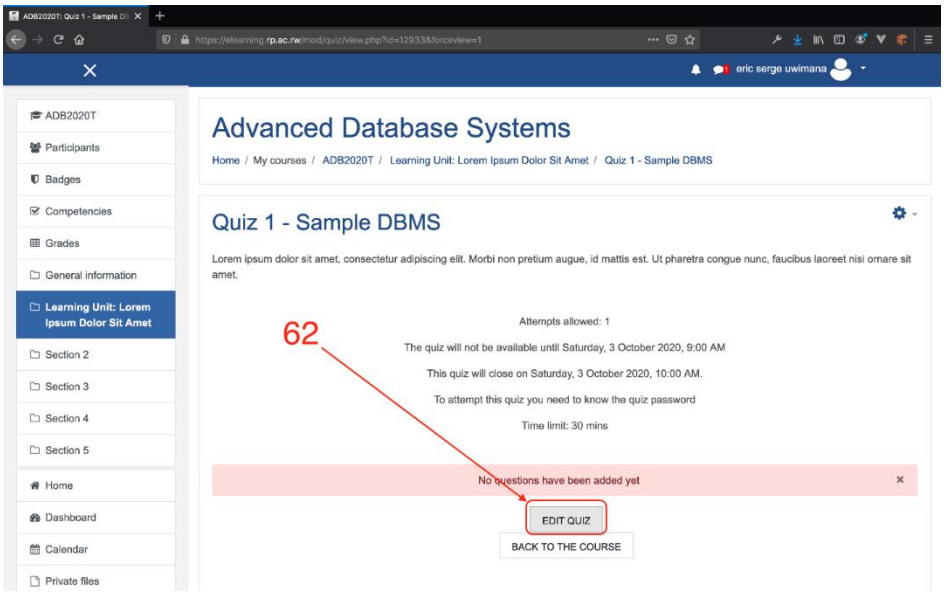


Figure 68

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

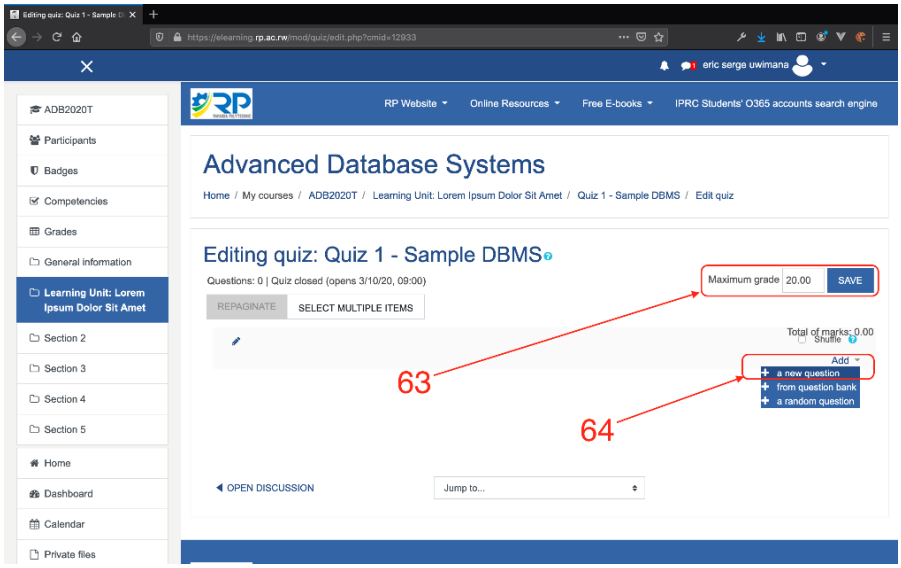


Figure 69

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

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.*

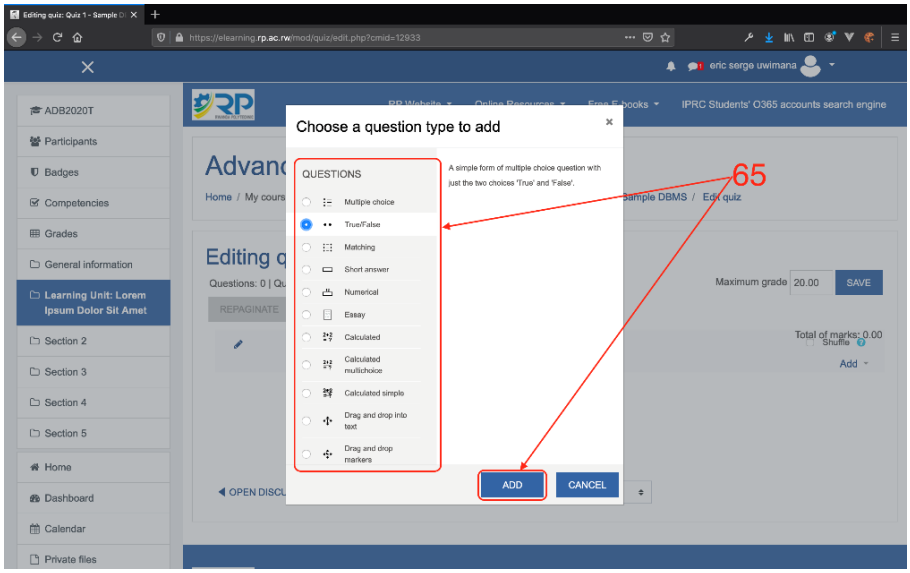


Figure 70

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

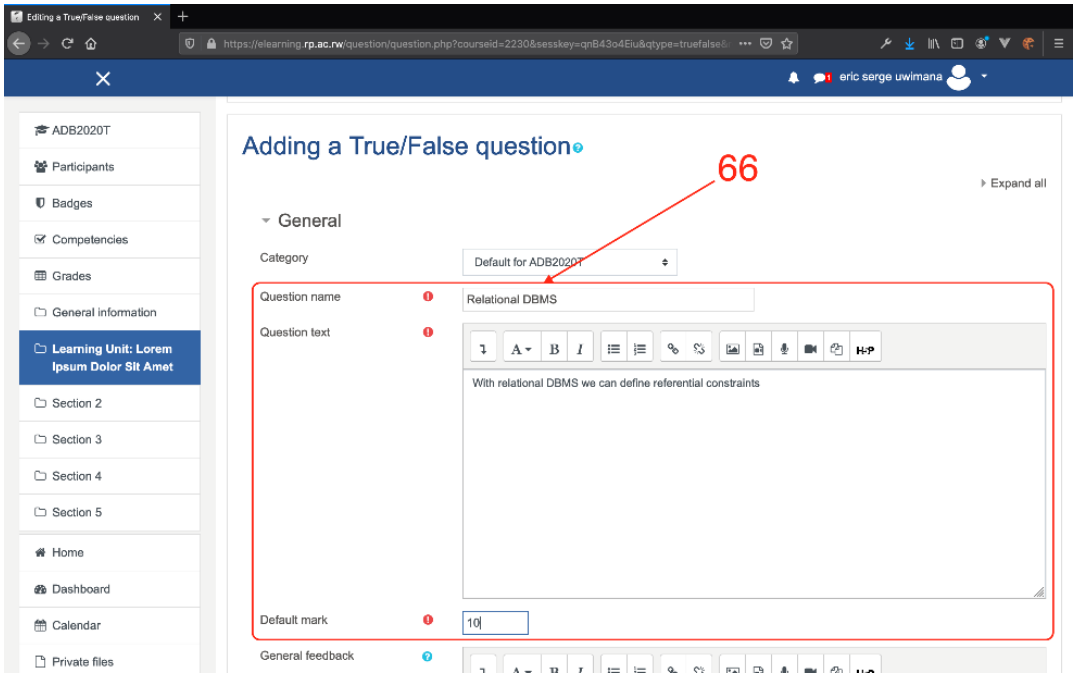


Figure 71

✓ 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.*

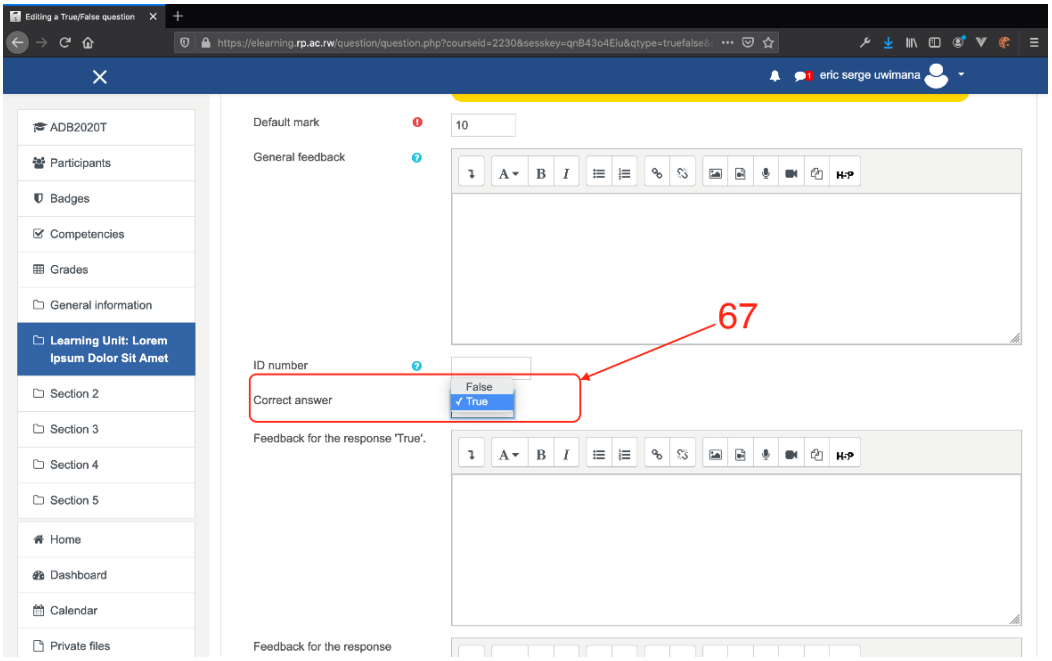


Figure 72

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

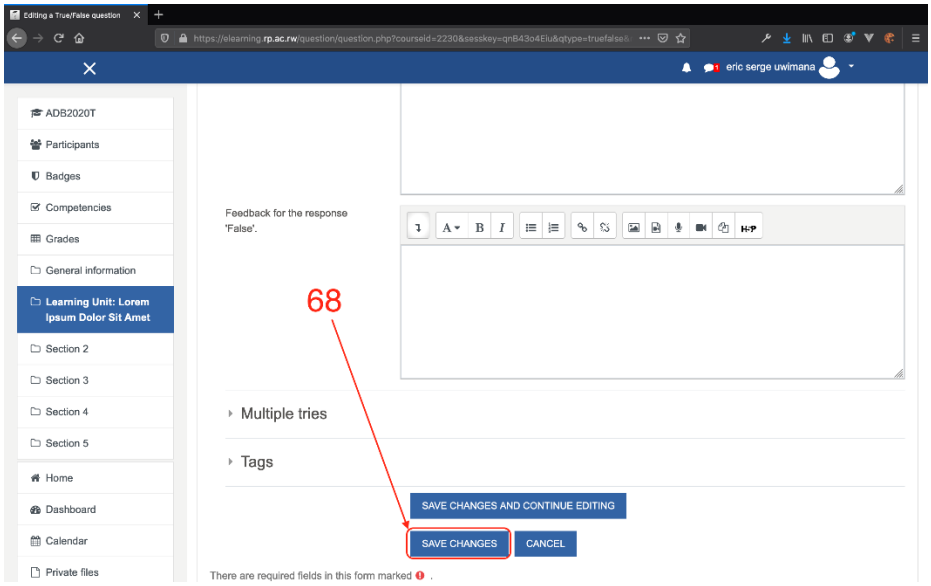


Figure 73