



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*

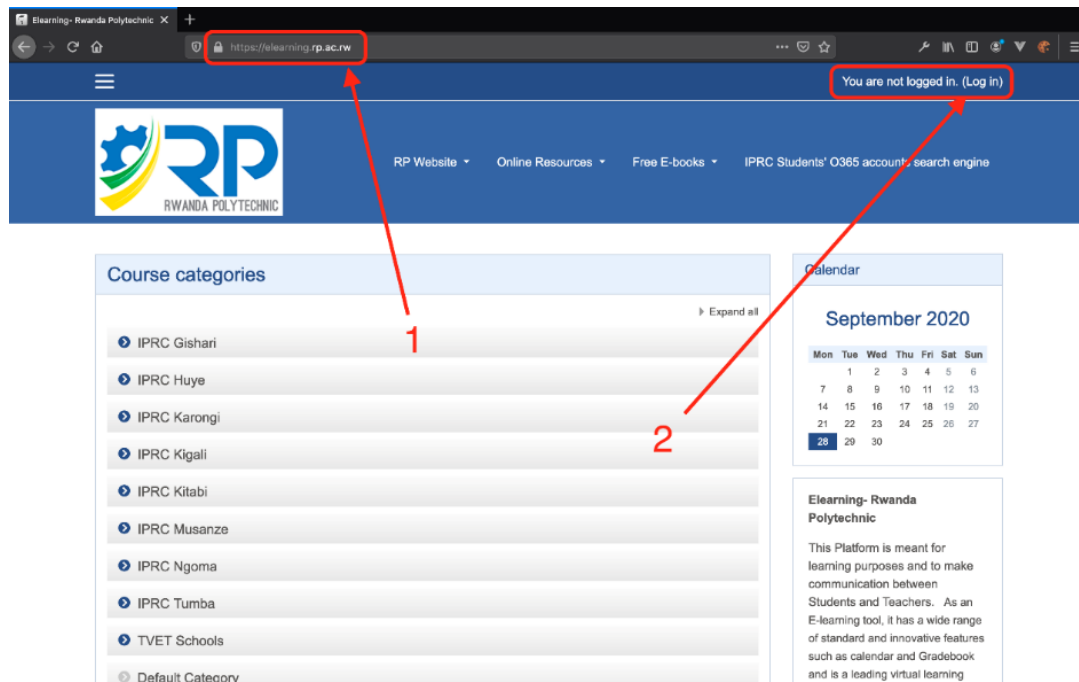


Figure 1

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

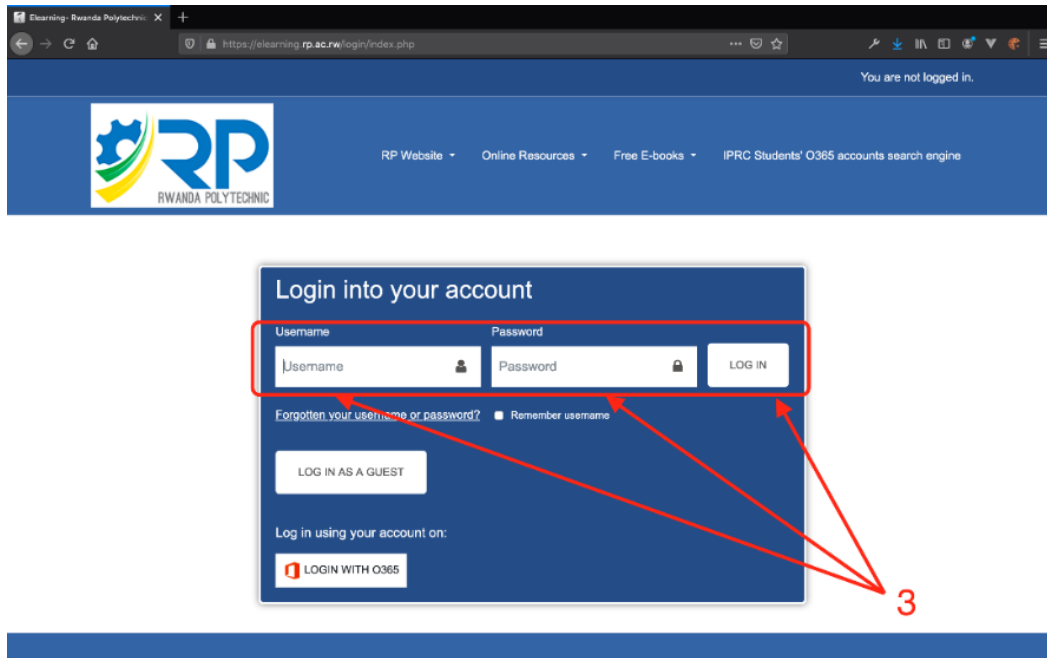


Figure 2

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

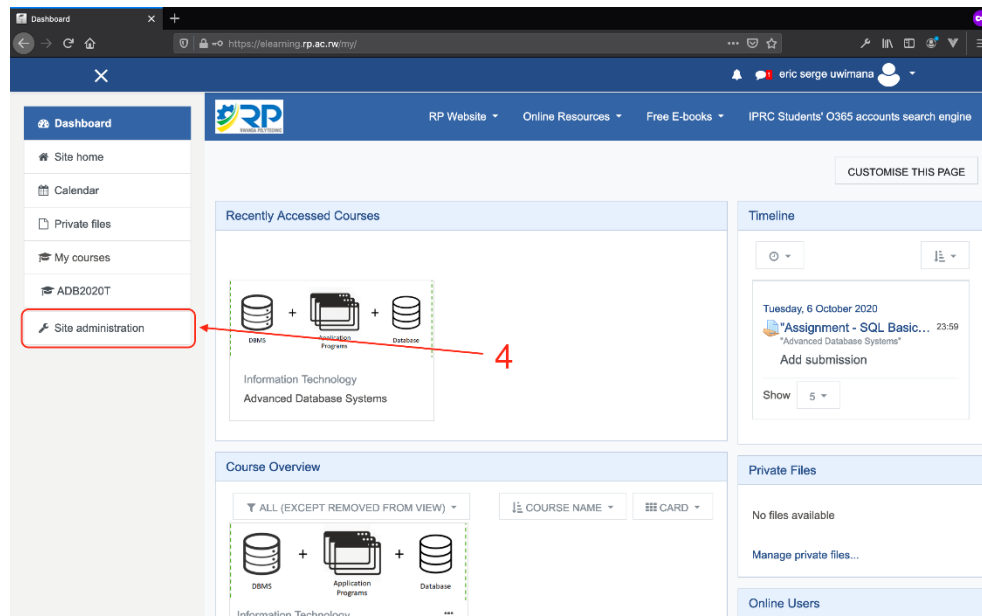


Figure 3

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

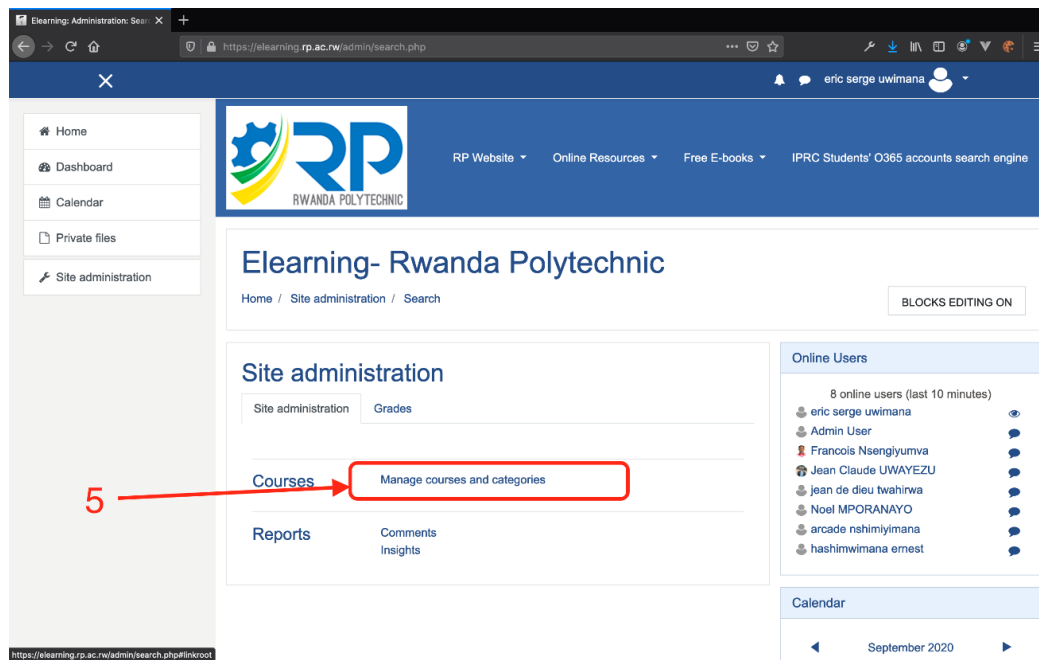


Figure 4

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

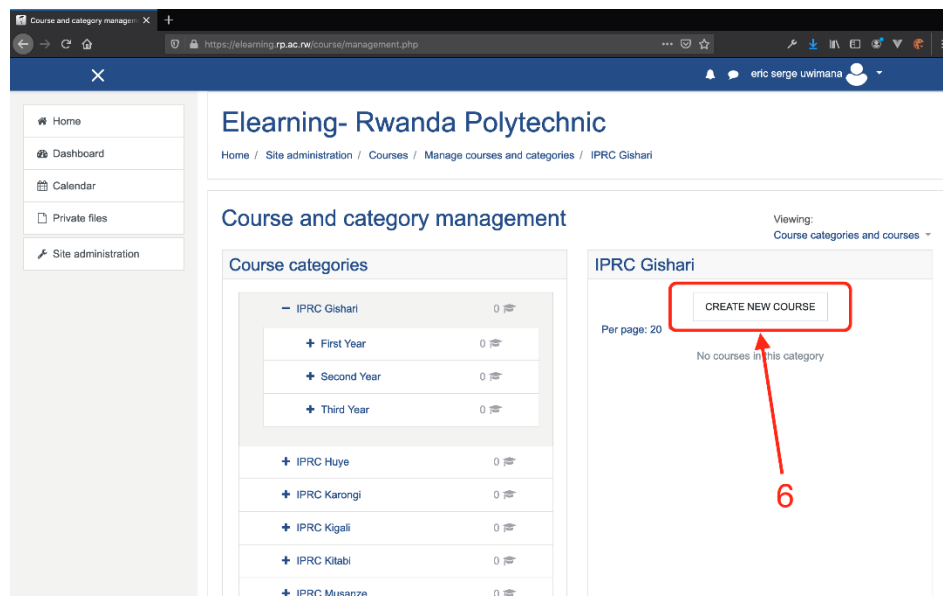


Figure 5

2.1. Add a New Course

2.1.1. New course settings

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

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- ✓ 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 shows the 'Add a new course' form in Moodle. A red box labeled '8' highlights the 'Course category' dropdown menu, which is set to 'IPRC Clahart'. The dropdown list shows various course categories like 'IPRC Tumba / First Year / Electrical and electronics Engineering'.

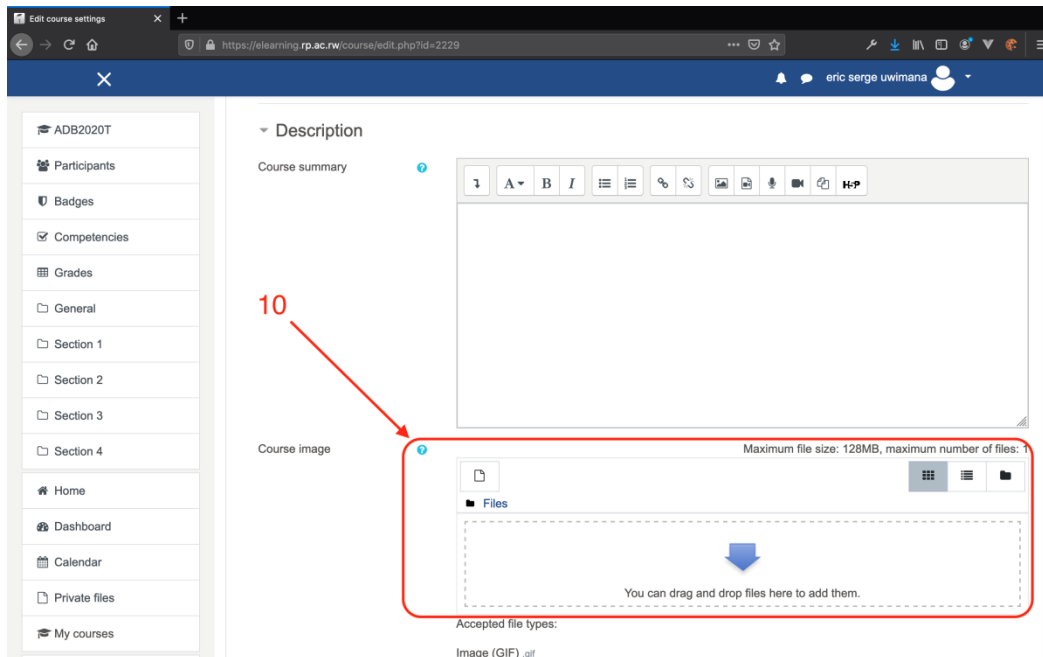
Figure 7

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

Figure 8 shows the 'Add a new course' form in Moodle. A red box labeled '9' highlights the 'Course format' dropdown menu, which is set to 'Completion tracking'. The dropdown list shows various course formats like 'Course format', 'Appearance', 'Files and uploads', 'Completion tracking', 'Groups', 'Role renaming', and 'Tags'.

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](#)

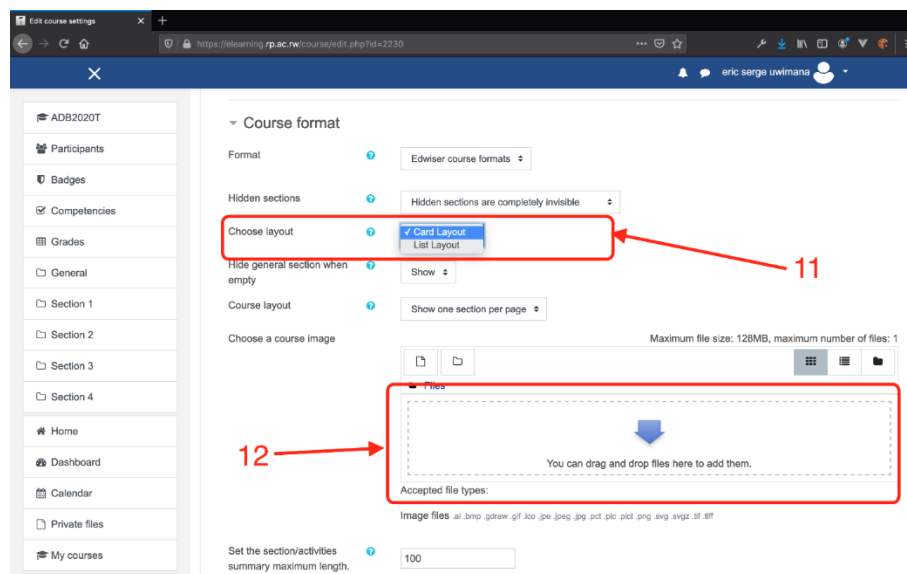


Figure 9

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

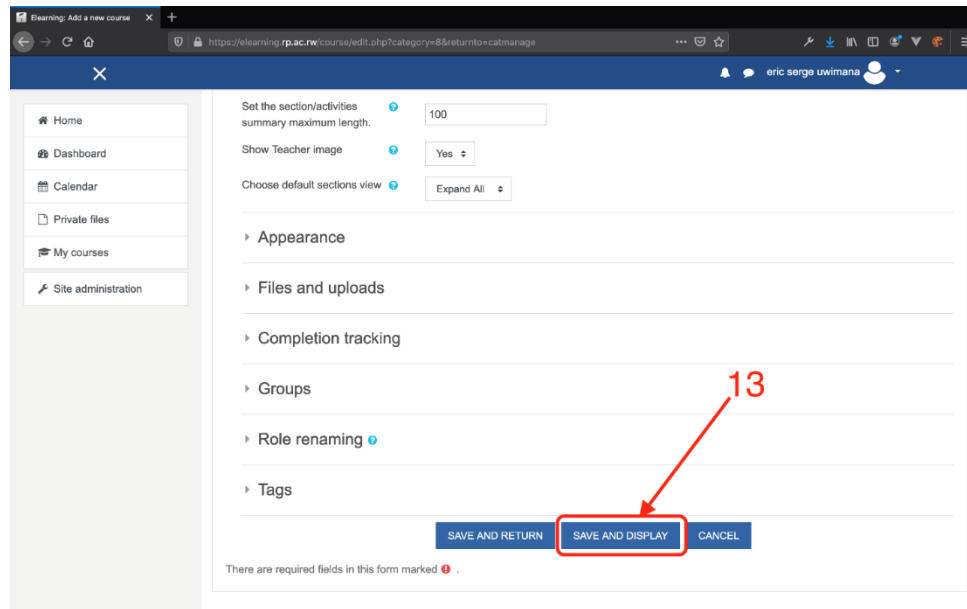


Figure 10

✓ Course layout (view) *figure 11*

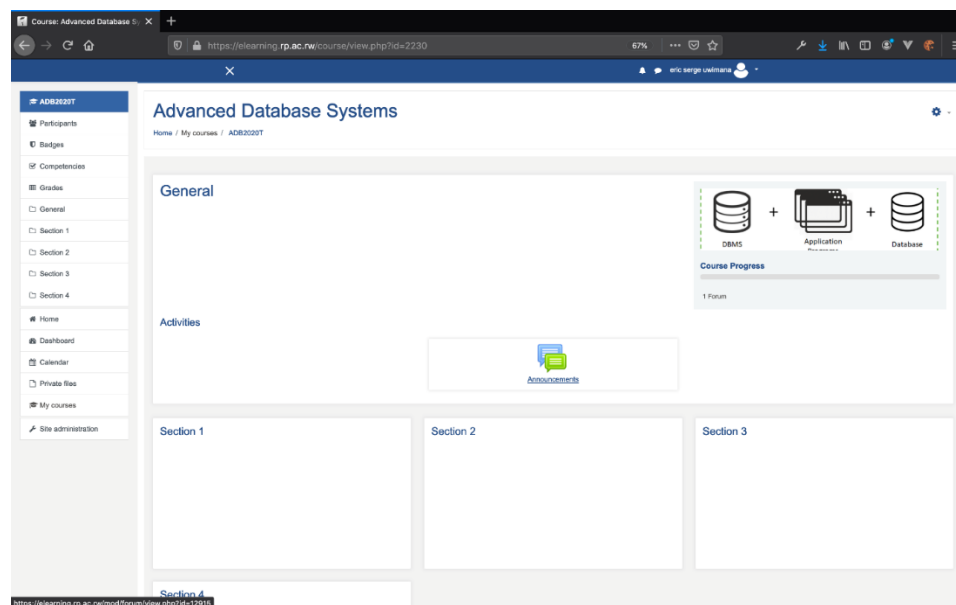


Figure 11

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*

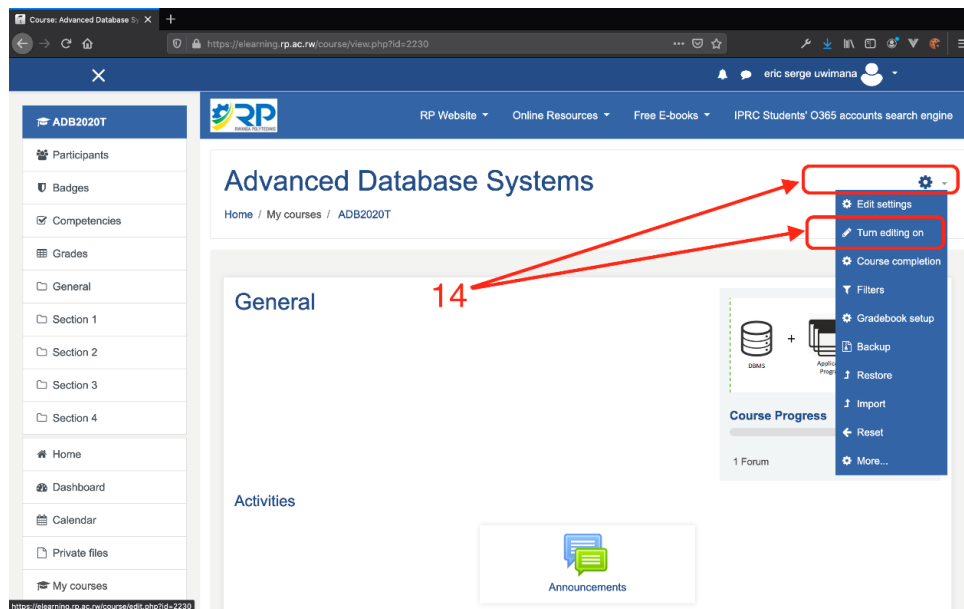


Figure 12

- ✓ Click the gear icon [15] to add general information about the course. see [figure 13](#)

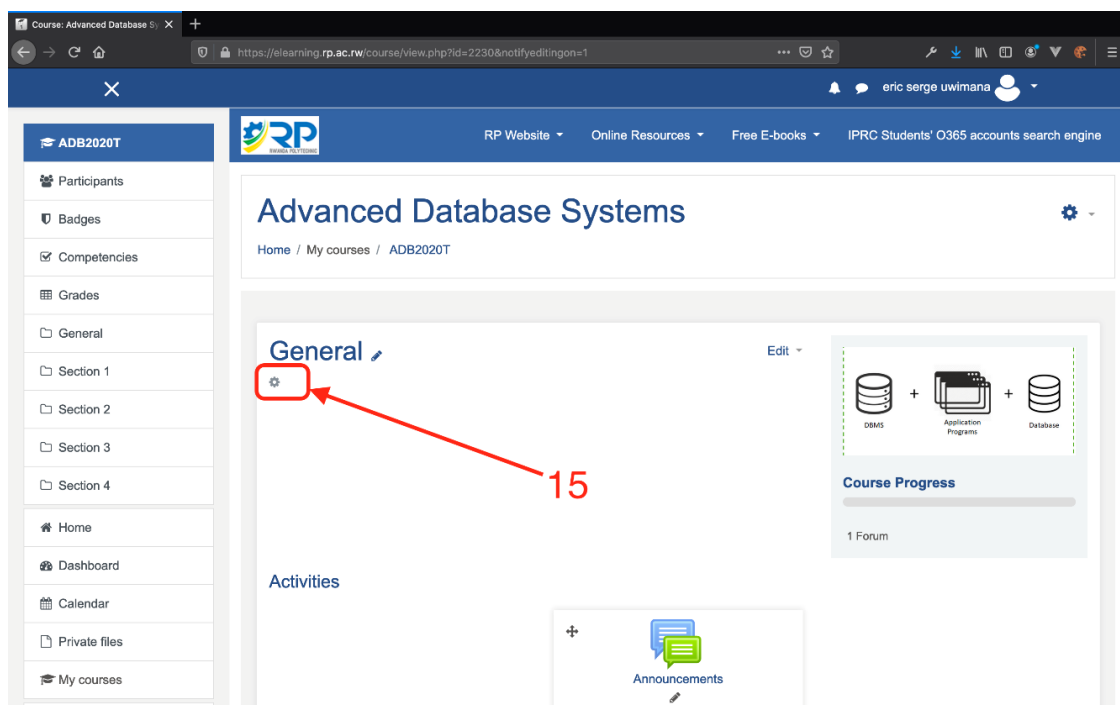


Figure 13

- ✓ 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](#)

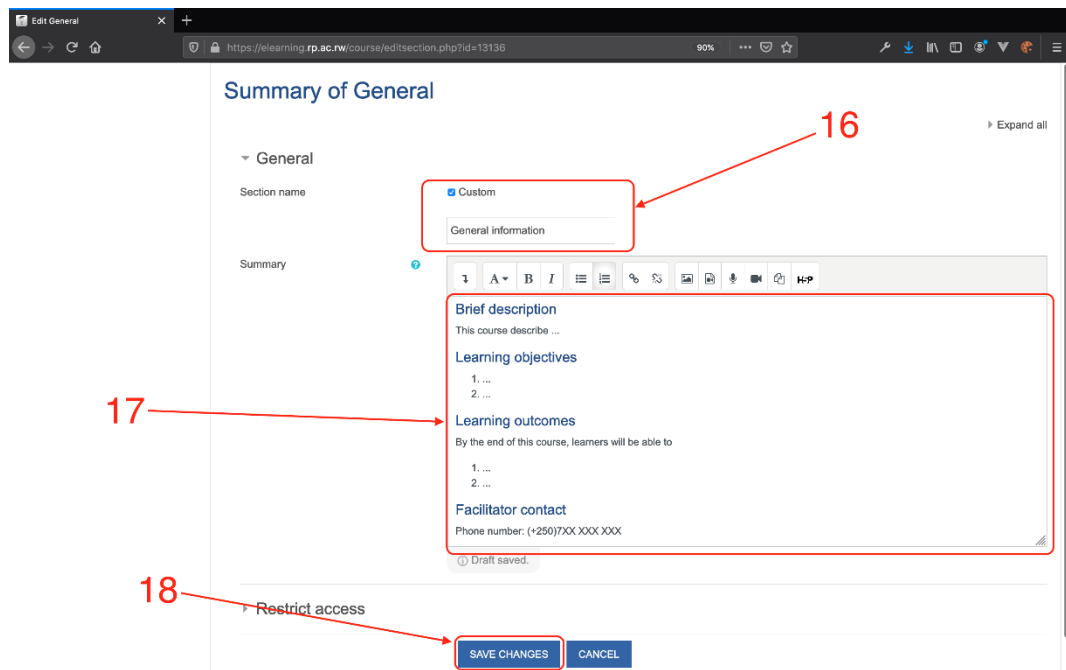


Figure 14

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

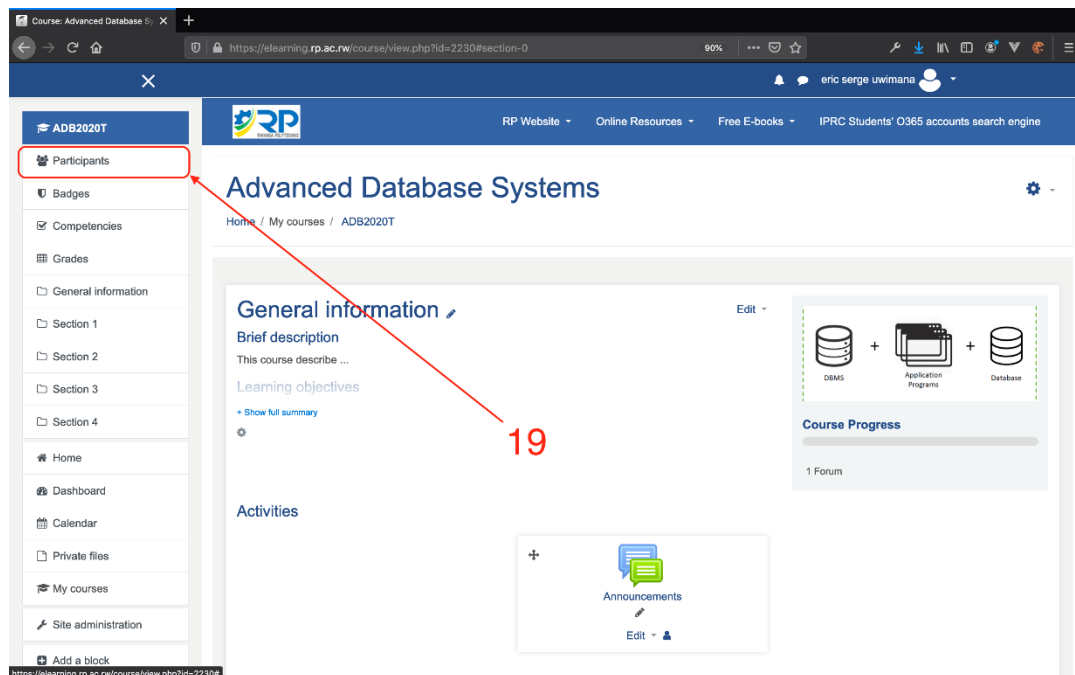


Figure 15

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](#)

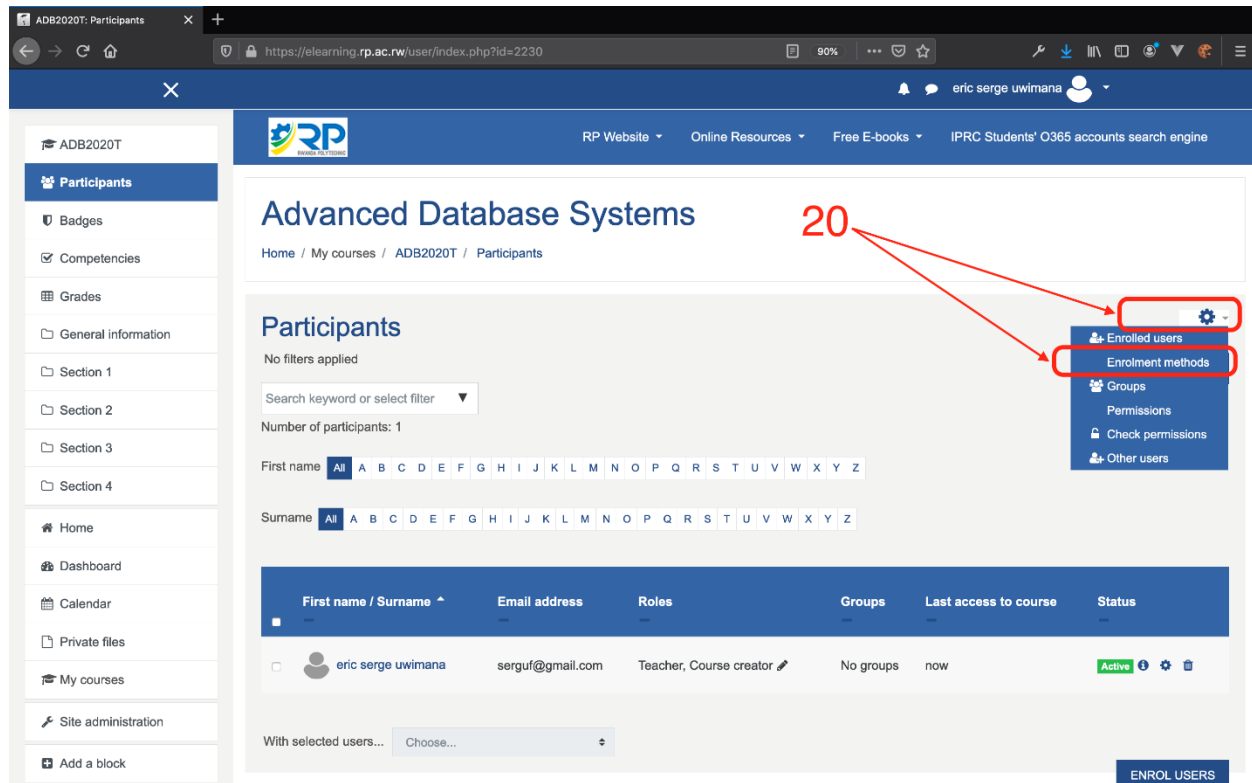


Figure 16

- ✓ 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](#)

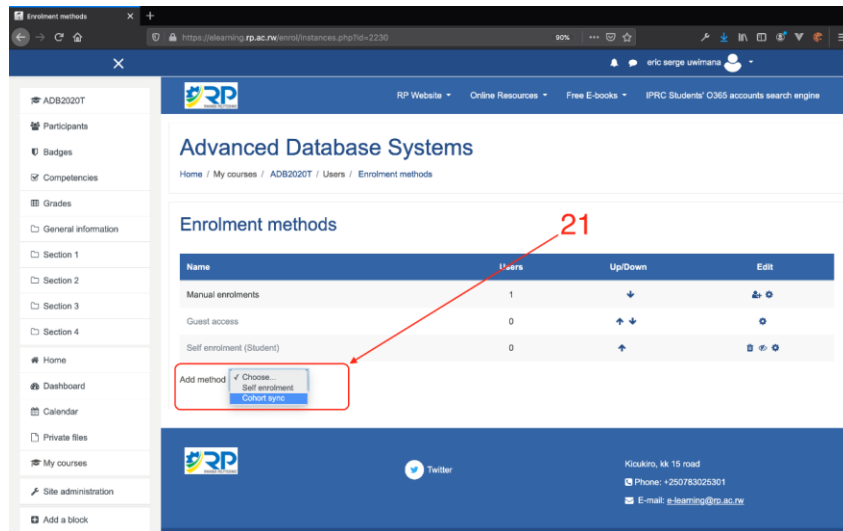


Figure 17

- ✓ 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

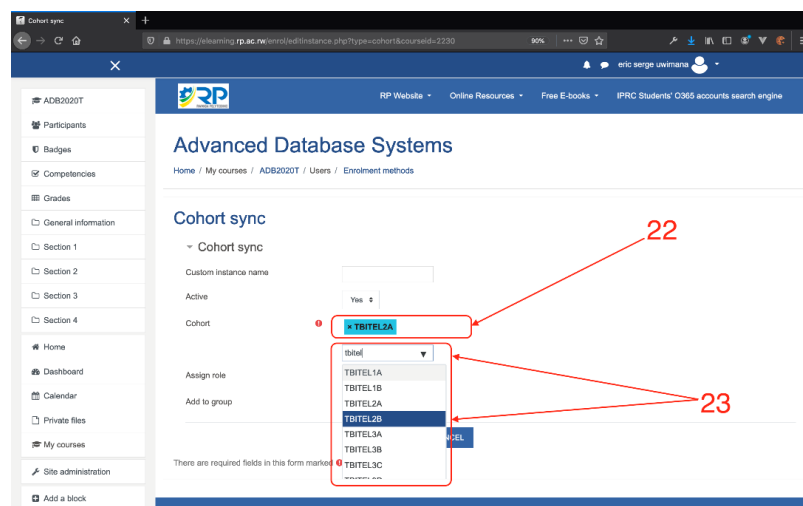


Figure 18

- ✓ 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.

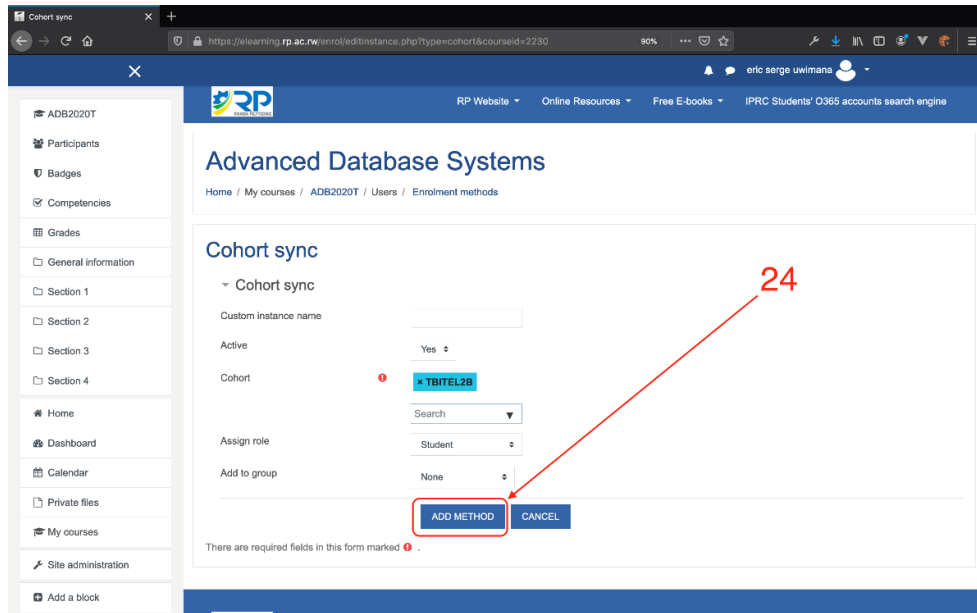


Figure 19

✓ 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

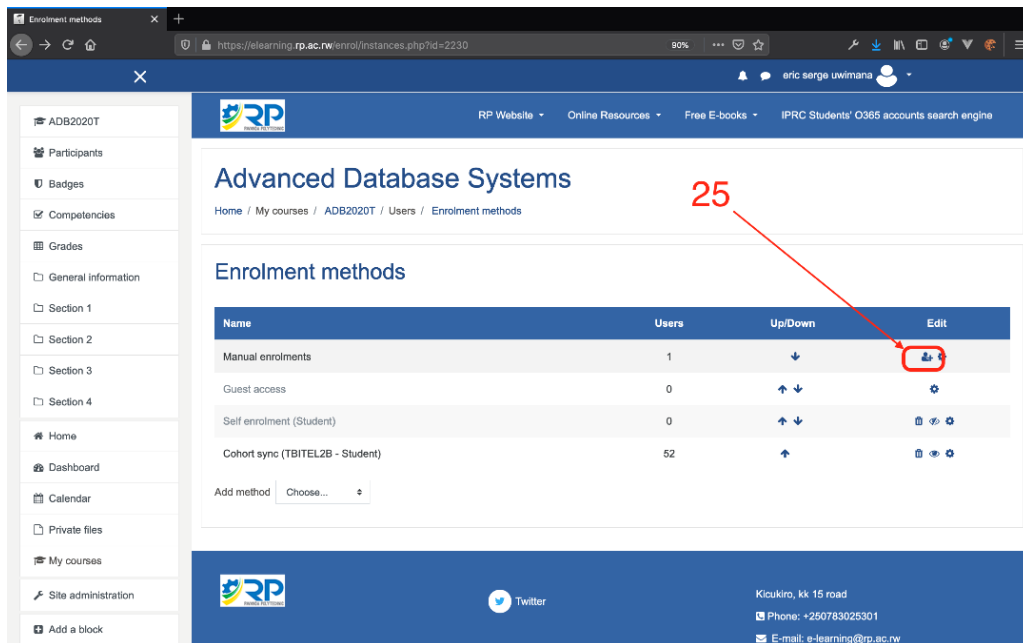


Figure 20

- ✓ 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*

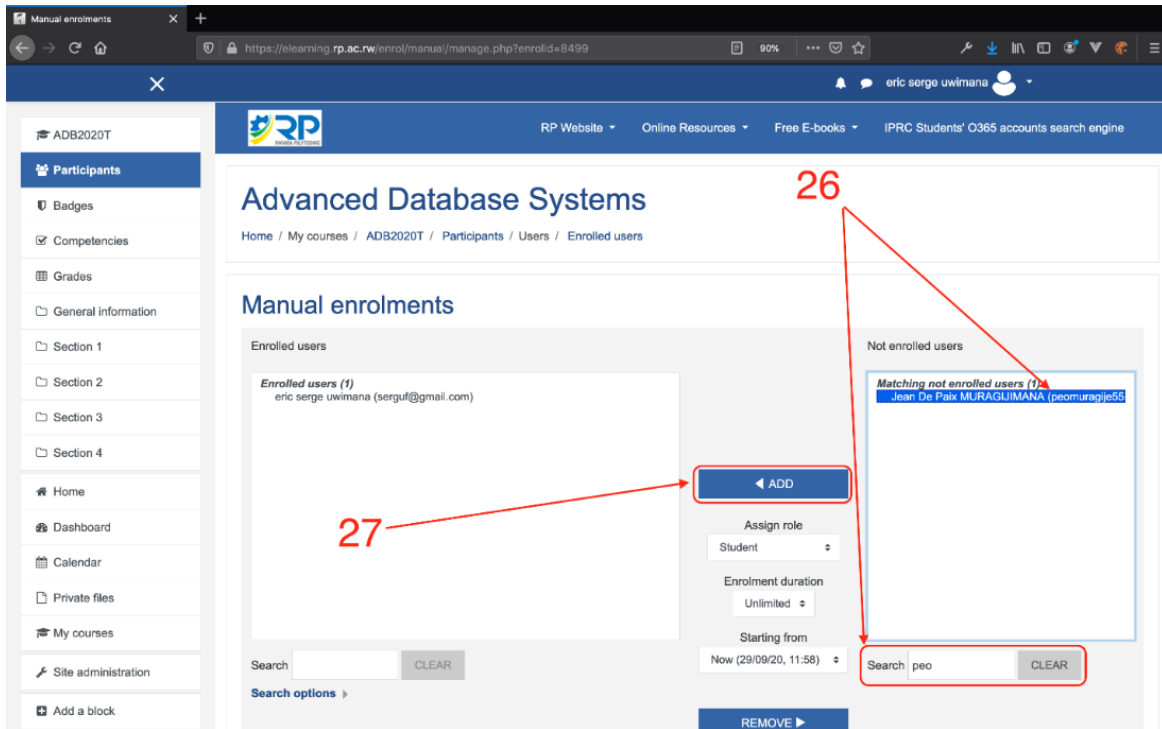


Figure 21

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*

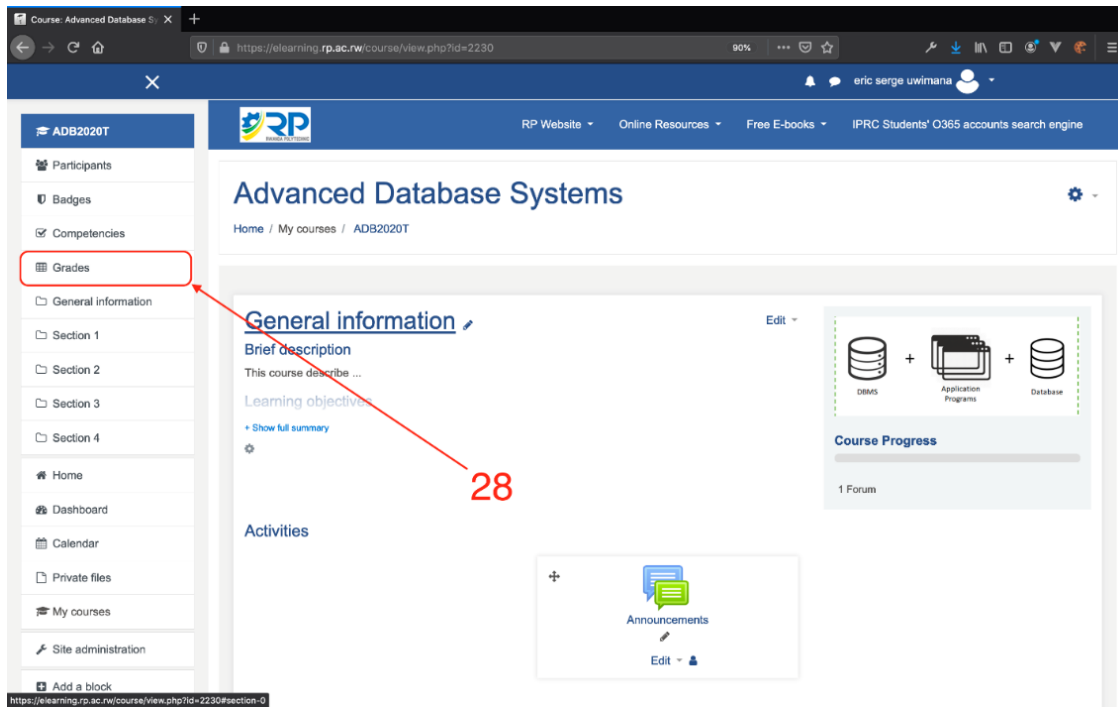


Figure 22

✓ Go to set up [29]. See figure 23

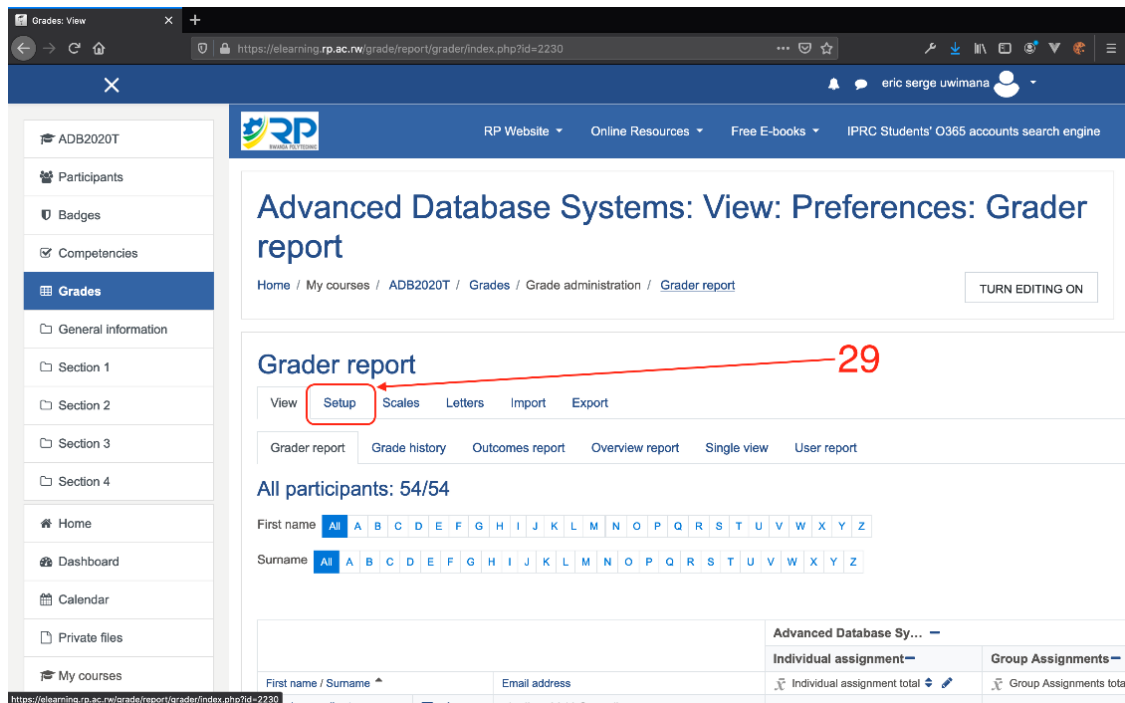


Figure 23

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

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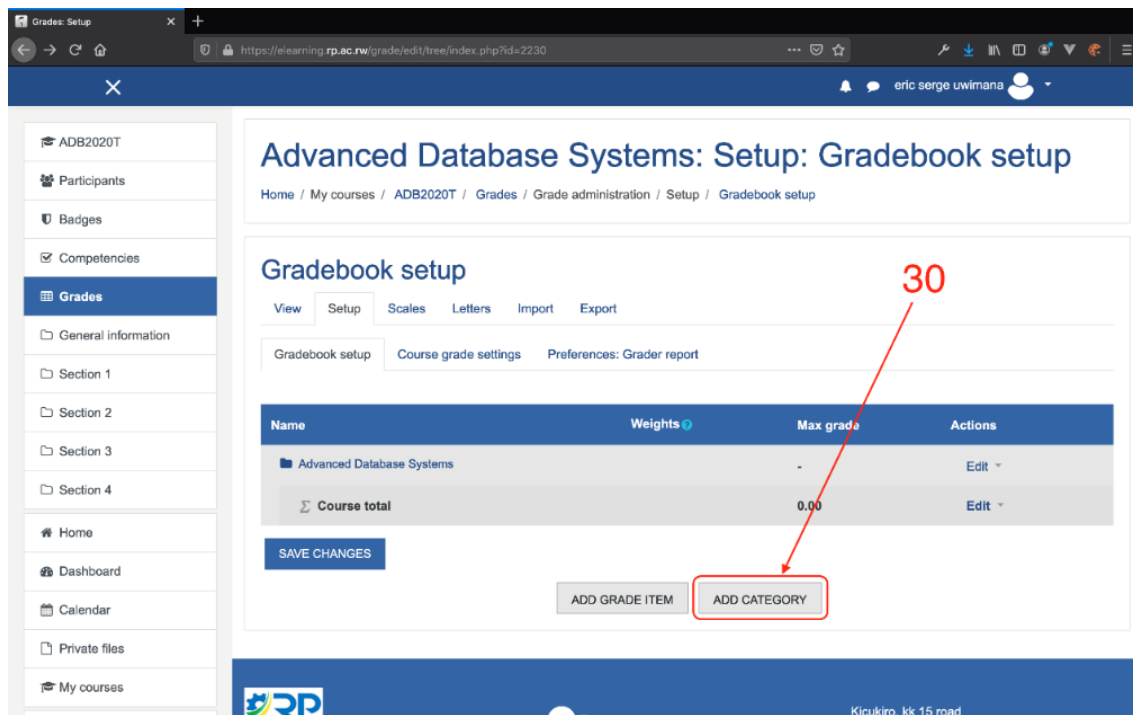


Figure 24

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

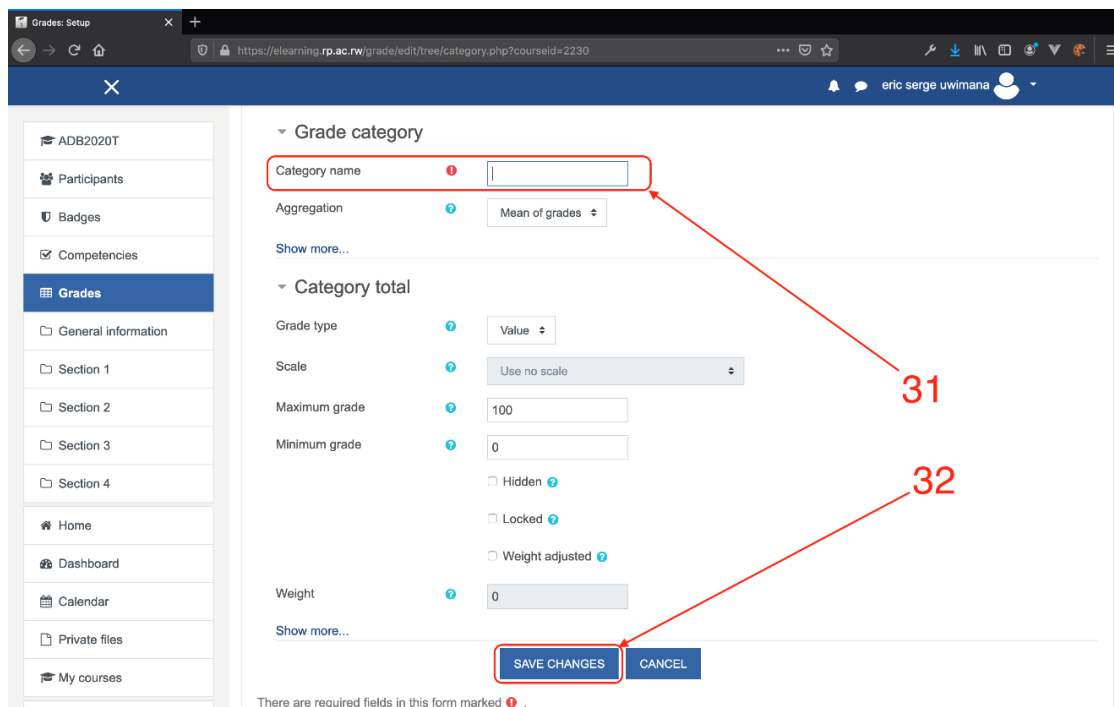


Figure 25

- ✓ Set the weights of each grade category created in the previous step.
 - Enter a weight value for the category. **Make sure the box is checked.**
 - 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 equals 100%.
 - 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](#)

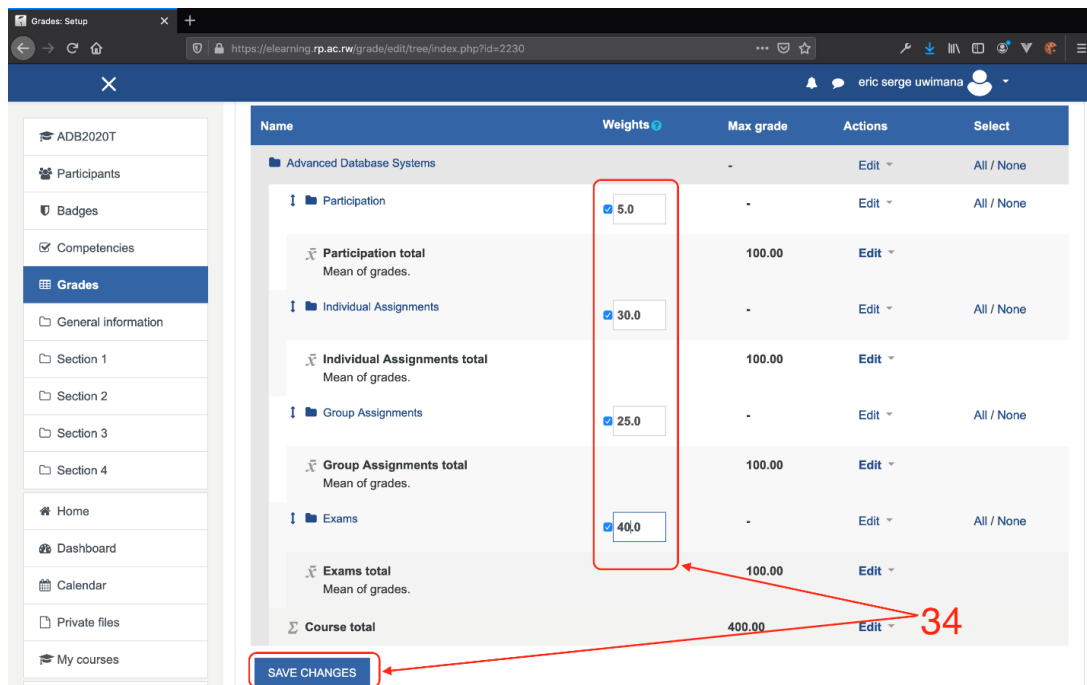


Figure 26

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](#)

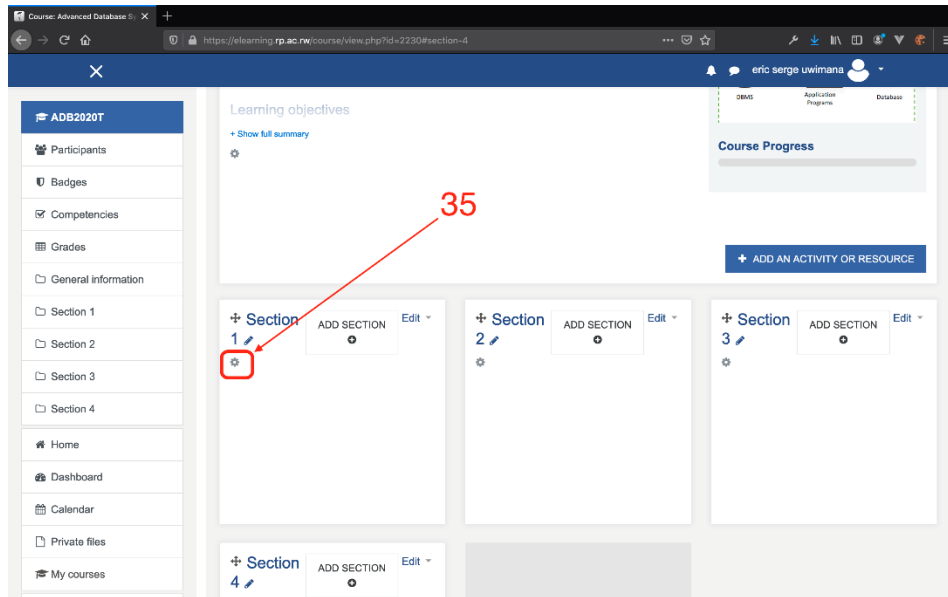


Figure 27

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].

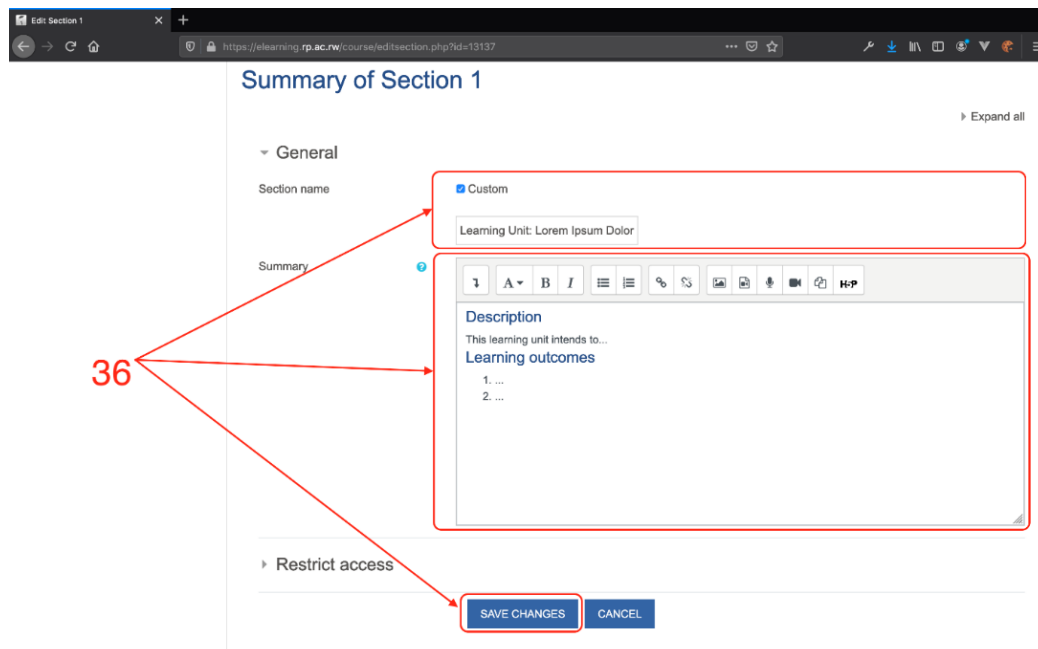


Figure 28

5.2. Adding new Activity

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

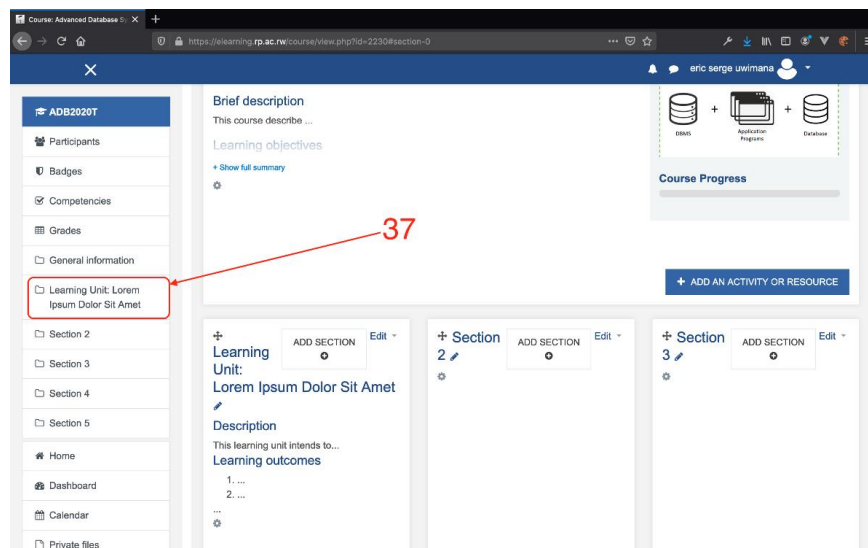


Figure 29

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

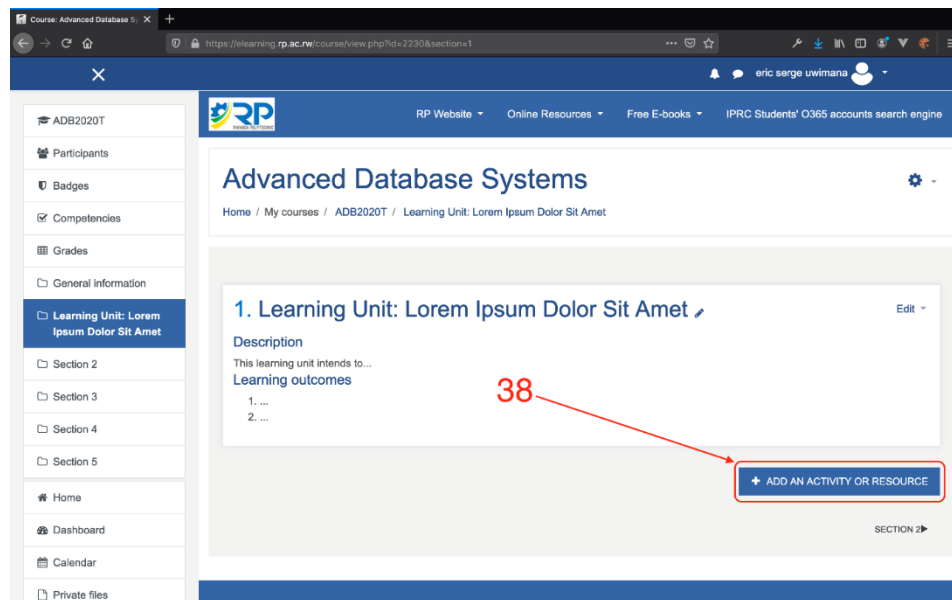


Figure 30

- ✓ 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](#).

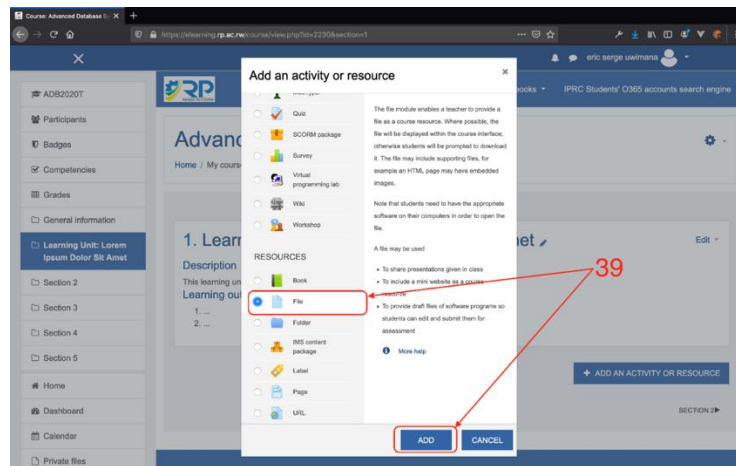


Figure 31

- ✓ 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.

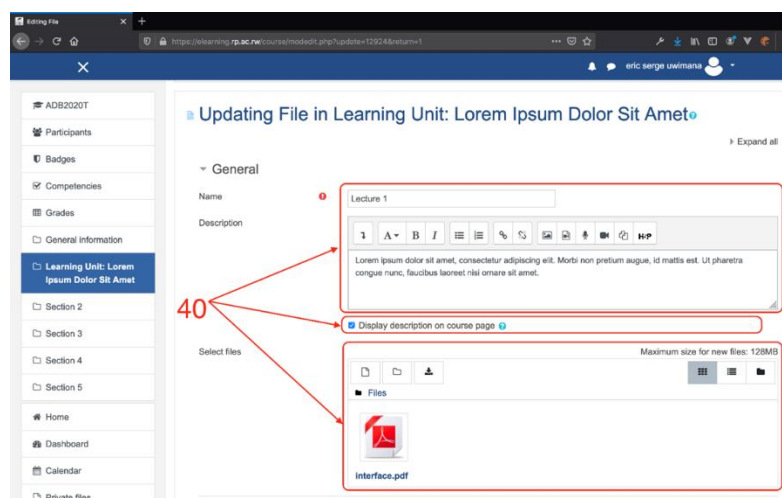


Figure 32

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](#).

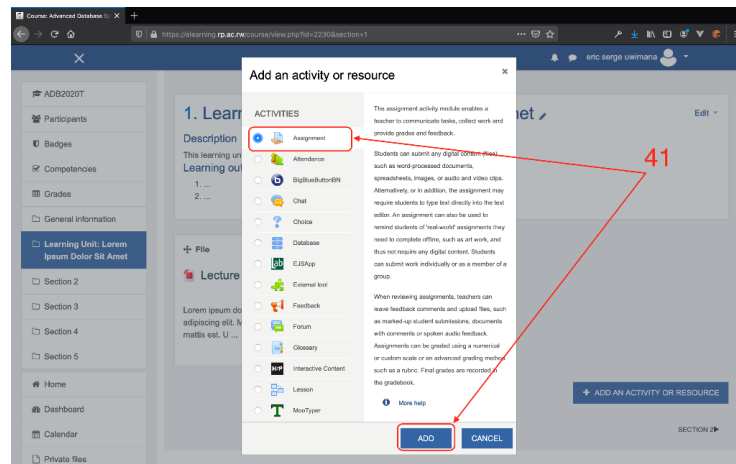


Figure 33

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.

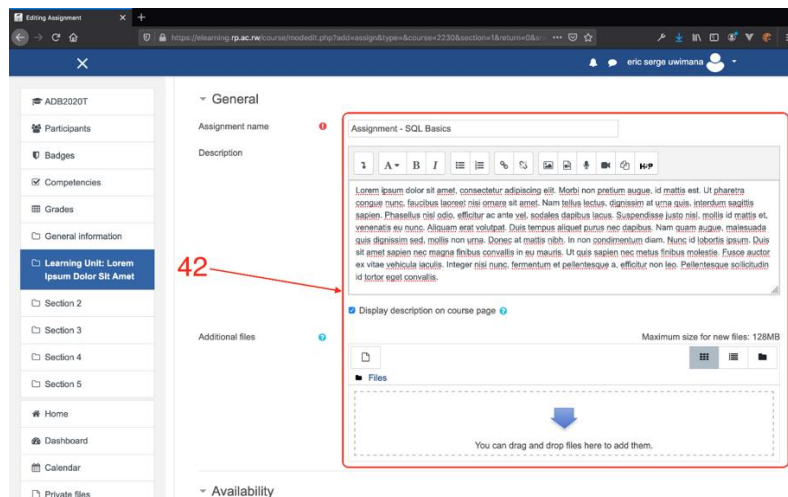


Figure 34

- ✓ 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](#).

The screenshot shows the 'Editing Assignment' interface. On the left is a sidebar with navigation options like 'Participants', 'Badges', 'Competencies', 'Grades', and 'General information'. The main content area has a left-hand menu with 'Learning Unit: Lorem Ipsum Dolor Sit Amet' selected. The 'Availability' section is expanded, showing date pickers for 'Allow submissions from', 'Due date', 'Cut-off date', and 'Remind me to grade by'. The 'Due date' field is highlighted with a red box, and a red arrow labeled '43' points to it. The 'Cut-off date' field is also highlighted with a red box. Below this is the 'Submission types' section, which includes options for 'Online text' and 'File submissions', and fields for 'Maximum number of uploaded files' and 'Maximum submission size'.

Figure 35

- ✓ Leave other fields with default settings except **grade**. See [figure 36](#).

The screenshot shows the 'Editing Assignment' interface. On the left is a sidebar with navigation options like 'Participants', 'Badges', 'Competencies', 'Grades', and 'General information'. The main content area has a left-hand menu with 'Learning Unit: Lorem Ipsum Dolor Sit Amet' selected. The 'Feedback types' section is expanded, showing a list of settings including 'Submission settings', 'Group submission settings', 'Notifications', 'Grade', 'Common module settings', 'Restrict access', 'Activity completion', 'Tags', and 'Competencies'. The 'Grade' option is highlighted with a red box, and a red arrow labeled '44' points to it. At the bottom of the page, there are buttons for 'SAVE AND RETURN TO COURSE', 'SAVE AND DISPLAY', and 'CANCEL'.

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.

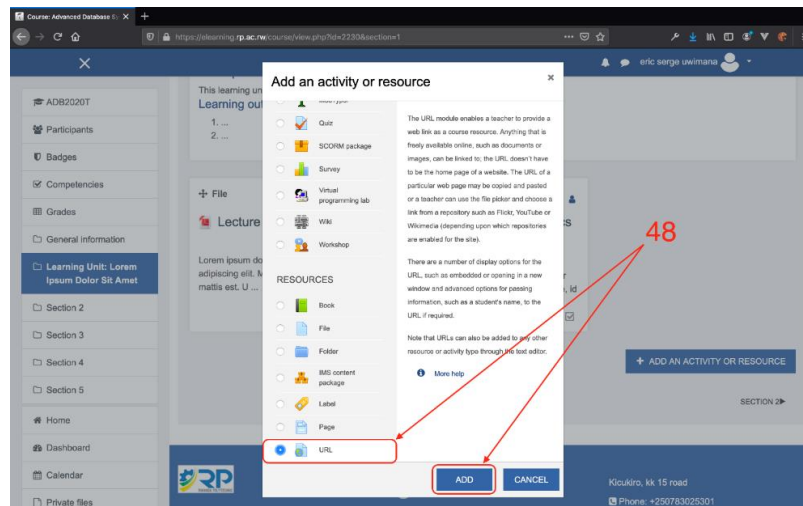


Figure 39

- ✓ 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.

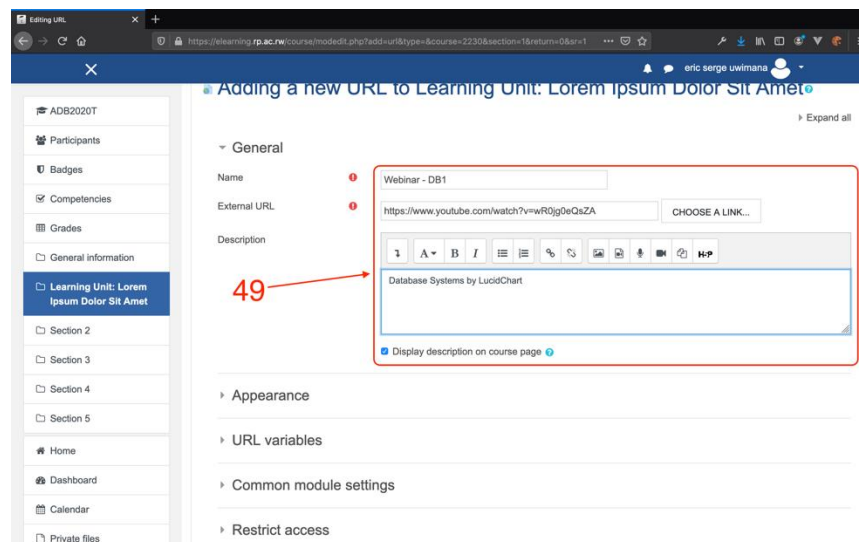


Figure 40

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.

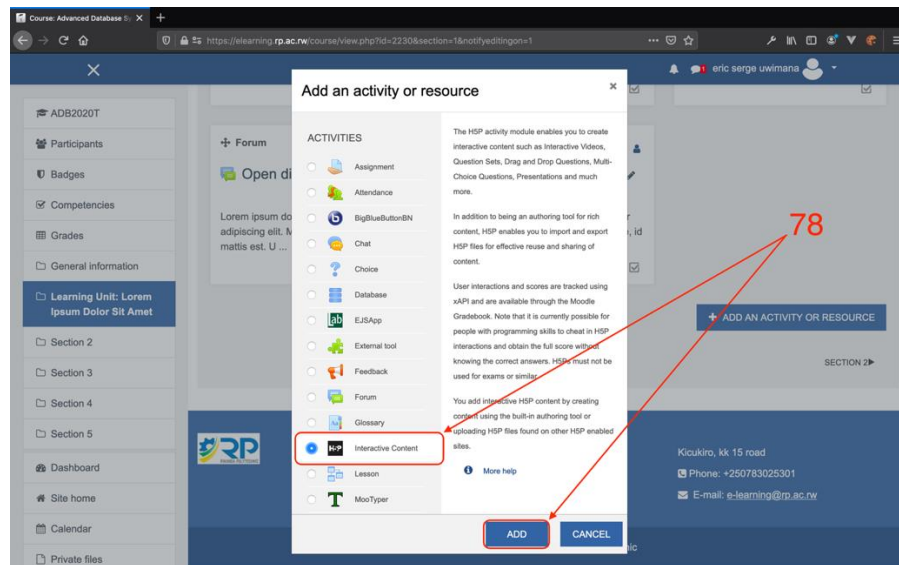


Figure 41

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

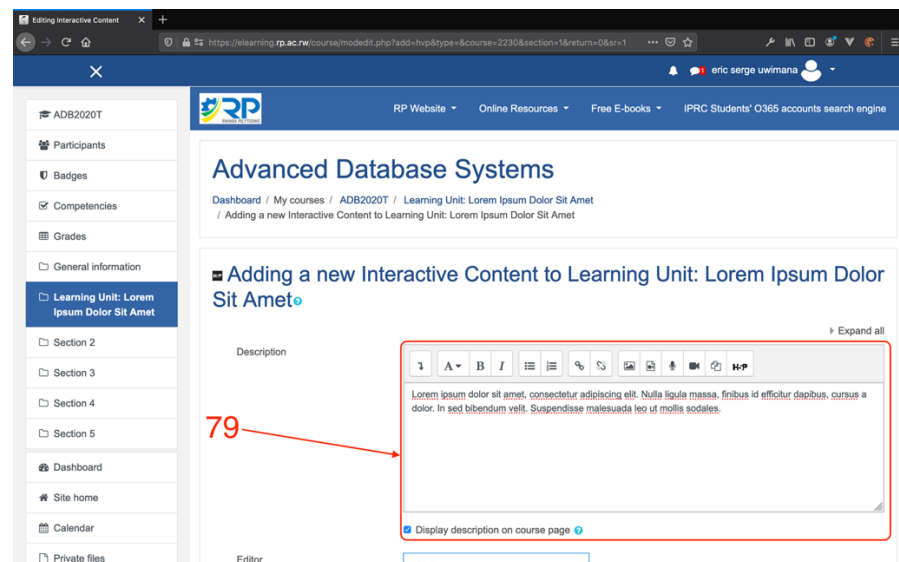


Figure 42

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

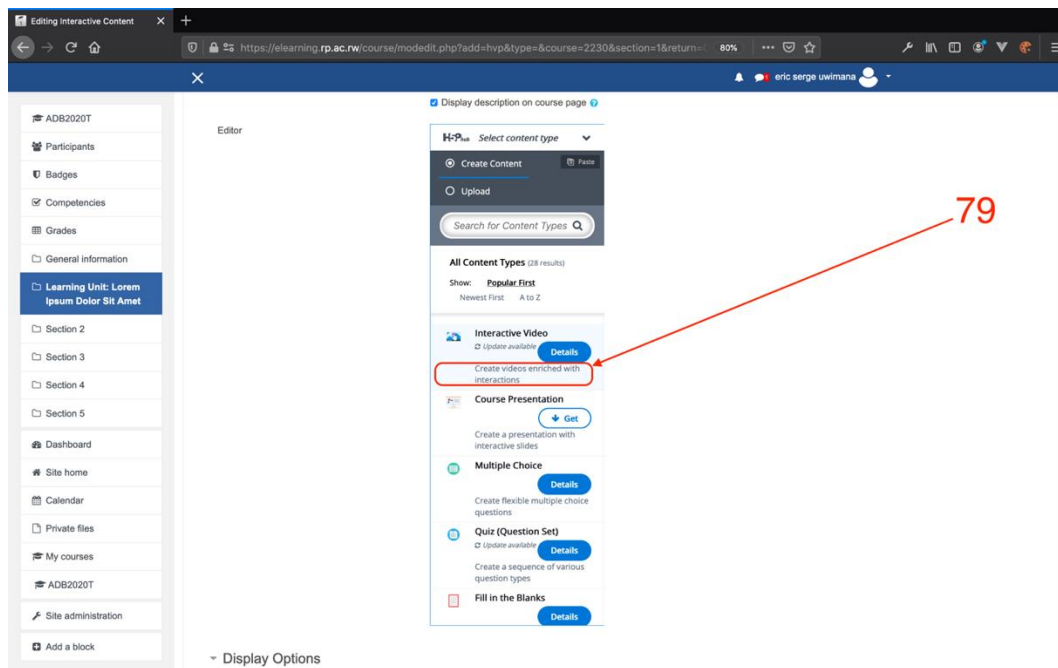


Figure 43

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

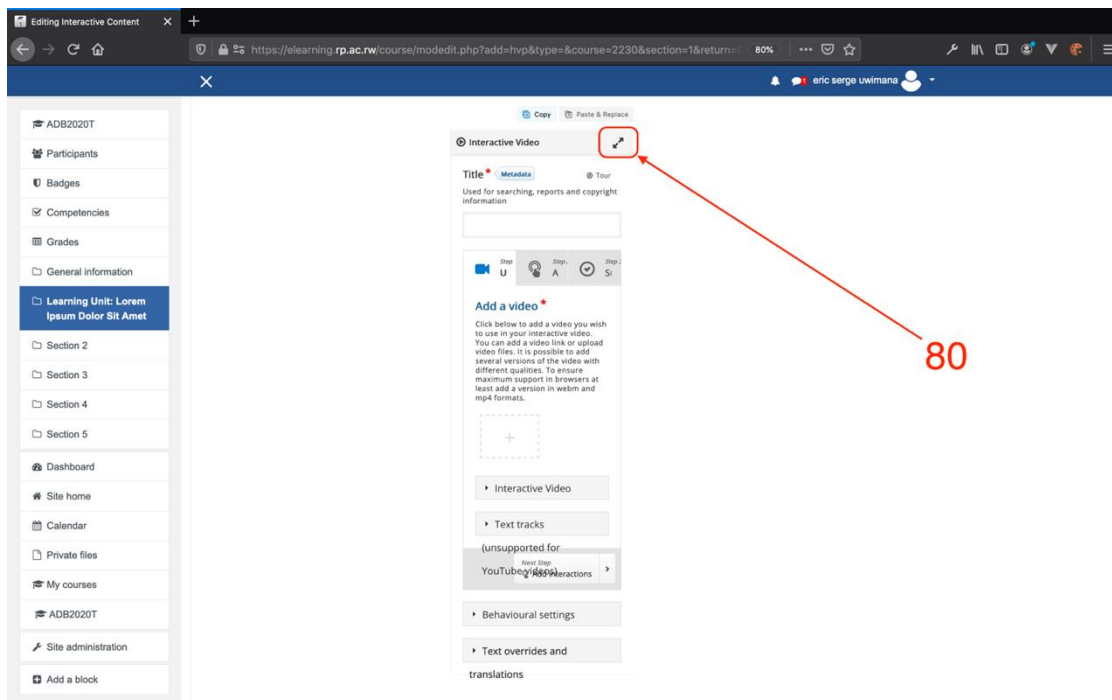


Figure 44

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

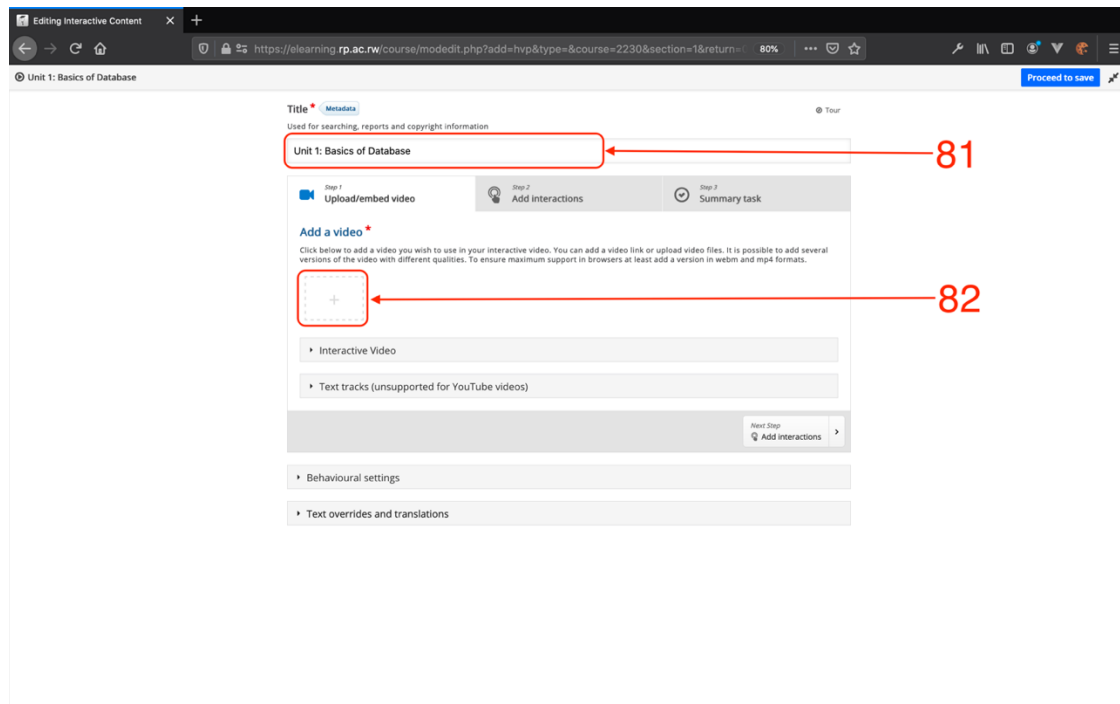


Figure 45

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

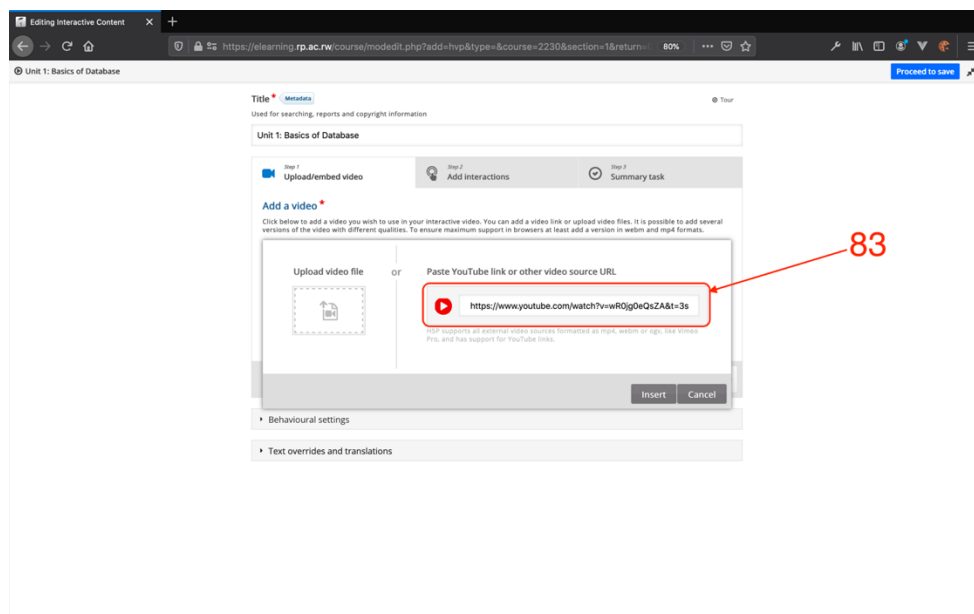


Figure 46

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

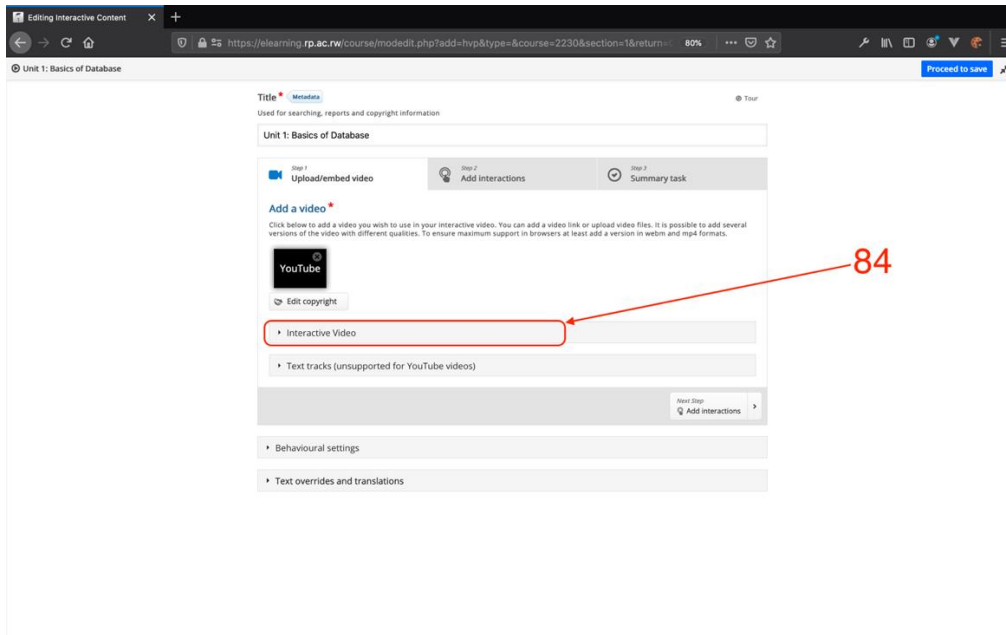


Figure 47

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

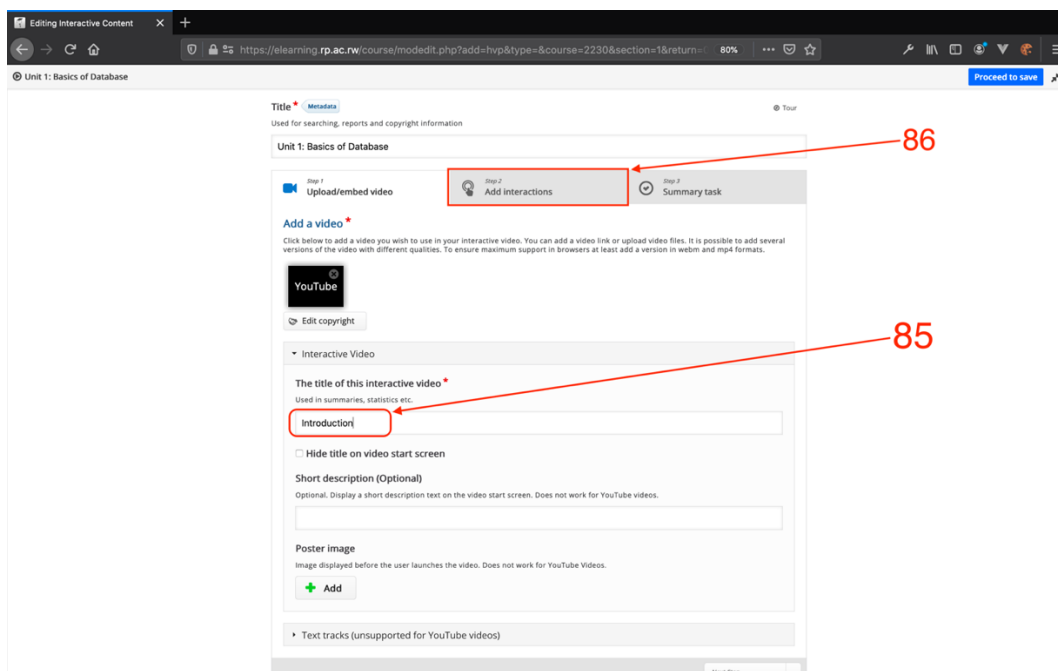


Figure 48

- ✓ 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.

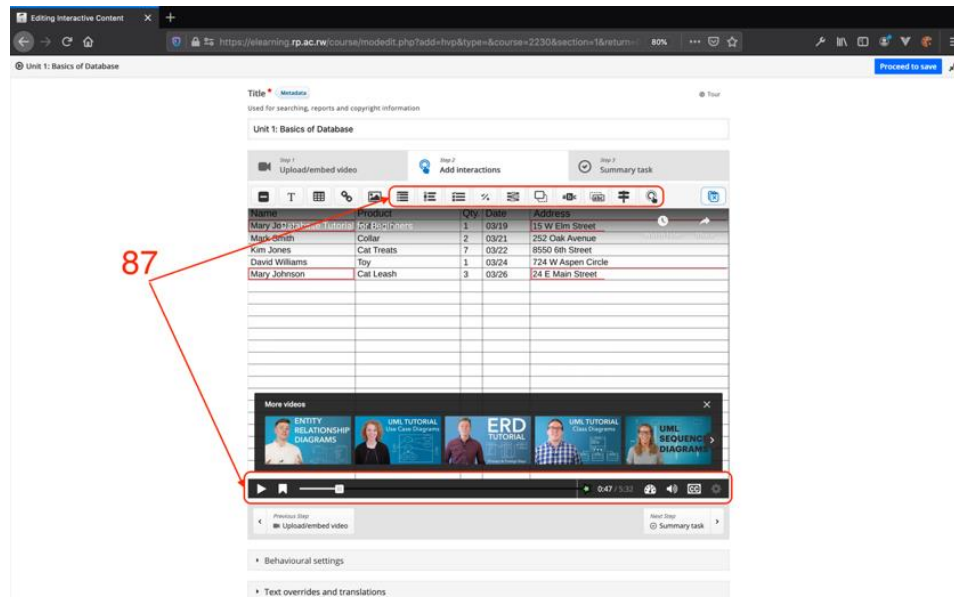


Figure 49

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

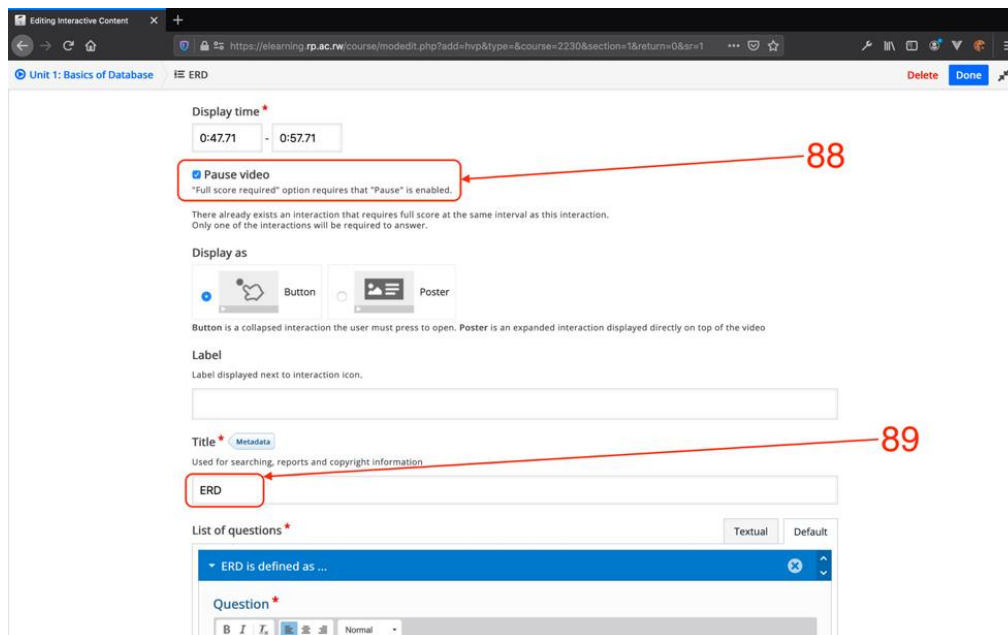


Figure 50

- ✓ 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](#).

The screenshot shows the 'Editing Interactive Content' interface for a question set titled 'ERD'. The 'List of questions' section is expanded, showing a 'Question' field (labeled 90) with the text 'ERD is defined as ...'. Below this is an 'Alternatives - first alternative is the correct one.' section with two 'Alternative' fields (labeled 91). The first alternative field contains 'Entity Relationship Diagram', and the second alternative field contains 'Entity Relationship Design'. An 'Add answer' button (labeled 92) is located below the alternatives. The interface also shows a 'Question & alternatives' section at the bottom.

Figure 51

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

The screenshot shows the 'Editing Interactive Content' interface for a question set titled 'ERD'. The 'Add question' button (labeled 94) is located at the bottom of the 'Question & alternatives' section. The 'Question & alternatives' section (labeled 93) includes a 'Question' field, an 'Alternatives - first alternative is the correct one.' section with two 'Alternative' fields, and an 'Add answer' button. The 'Add question' button is located at the bottom of the 'Question & alternatives' section.

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*.

The screenshot shows the 'Editing Interactive Content' interface. The 'Overall Feedback' section is expanded, showing options to define custom feedback for any score range. A red arrow labeled '95' points to the 'Done' button at the bottom left of the feedback section.

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*.

The screenshot shows the 'Editing Interactive Content' interface. The 'Metadata' section is expanded, showing a table with columns: Name, Product, Qty, Date, and Address. A red arrow labeled '96' points to the 'Proceed to save' button at the top right.

Name	Product	Qty	Date	Address
Mary Johnson	Cat Leash	3	03/26	24 E Main Street
David Williams	Toy	1	03/24	724 W Aspen Circle
Kim Jones	Cat Treats	7	03/22	8550 6th Street
Mark Smith	Collar	2	03/21	252 Oak Avenue
Mary Johnson	Cat Leash	3	03/26	24 E Main Street

Figure 54

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

The screenshot shows the 'Editing Interactive Content' interface. On the left is a sidebar with a menu including 'ADB2020T', 'Participants', 'Badges', 'Competencies', 'Grades', 'General information', 'Learning Unit: Lorem Ipsum Dolor Sit Amet', 'Section 2', 'Section 3', 'Section 4', 'Section 5', 'Dashboard', 'Site home', 'Calendar', and 'Private files'. The main area is titled 'Display Options' and contains several sections: 'Display Options' (with checkboxes for 'Display action bar and frame' and 'Copyright button'), 'Grade' (with 'Grade category' set to 'Participation' and 'Maximum grade' set to '10'), 'Common module settings', 'Restrict access', 'Activity completion', 'Tags', and 'Competencies'. Red arrows point from the number '97' to the 'Participation' dropdown and the '10' input field.

Figure 55

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

The screenshot shows the same 'Editing Interactive Content' interface, but now the 'Common module settings' section is expanded. At the bottom of the main area, there are three buttons: 'SAVE AND RETURN TO COURSE', 'SAVE AND DISPLAY', and 'CANCEL'. A red arrow points from the number '99' to the 'SAVE AND DISPLAY' button. The footer of the page includes the Rwanda Polytechnic logo, a Twitter icon, contact information (Kicukiro, Kk 15 road; Phone: +250783025301; E-mail: e-learning@rp.ac.rw), and a copyright notice for 2020.

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](#).

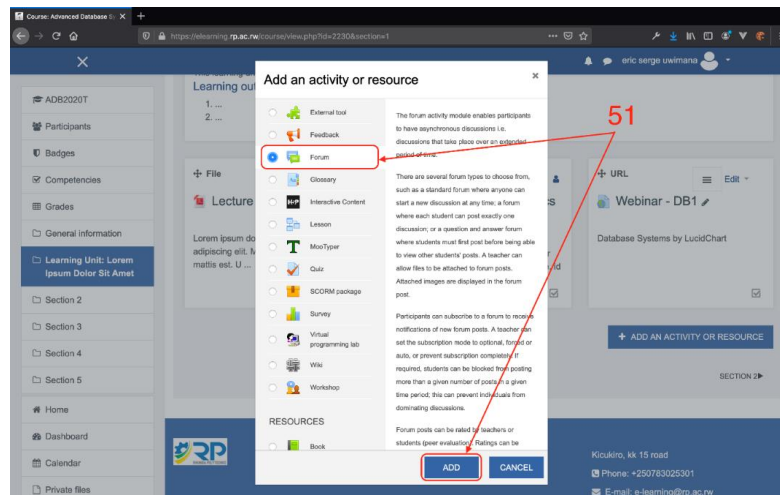


Figure 57

- ✓ 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](#).

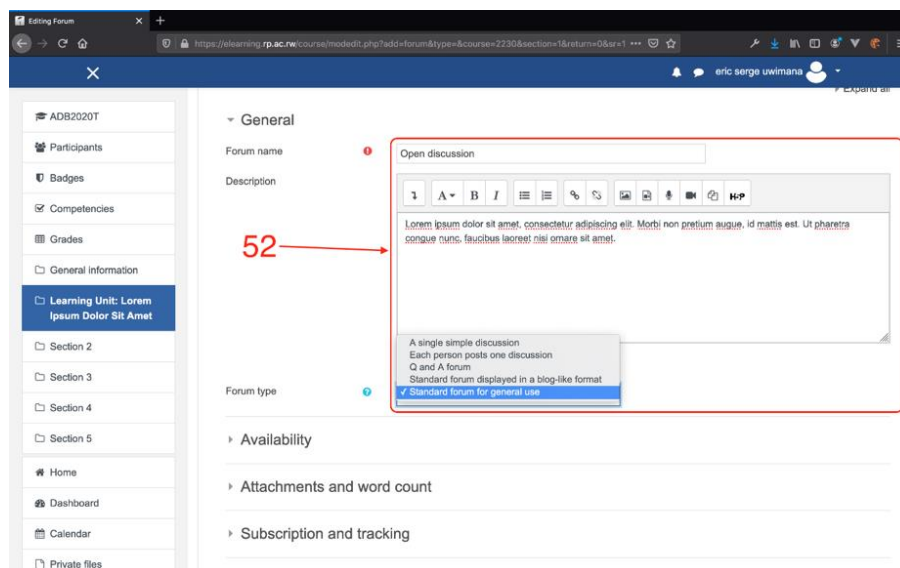


Figure 58

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

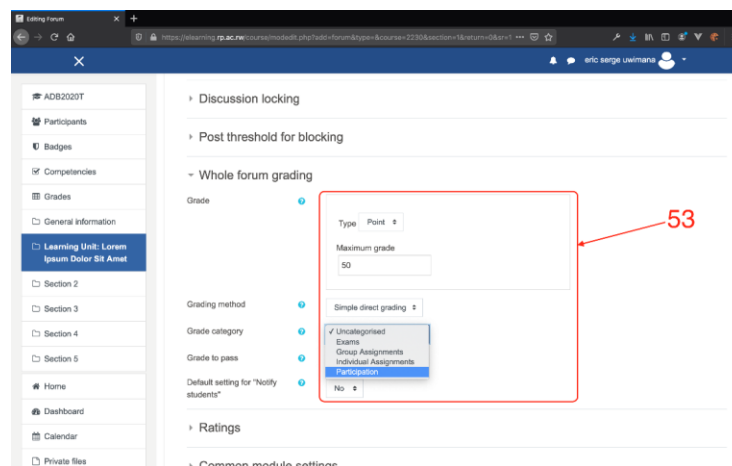


Figure 59

- ✓ 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](#).

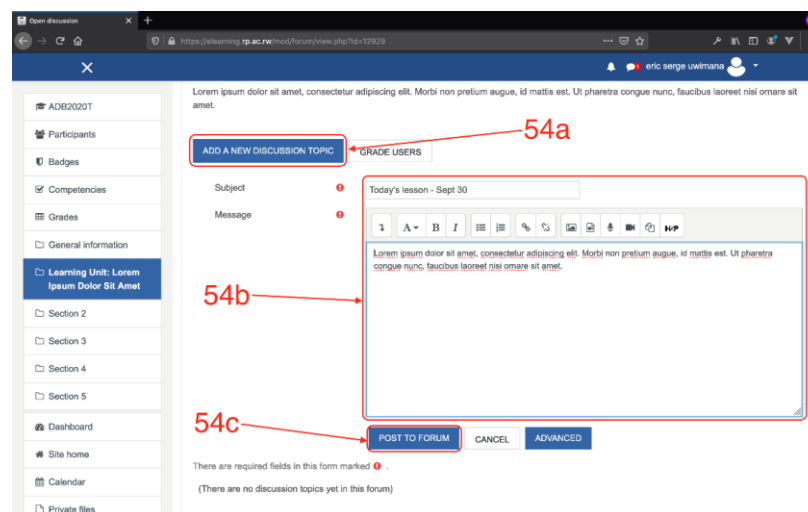


Figure 60

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](#).

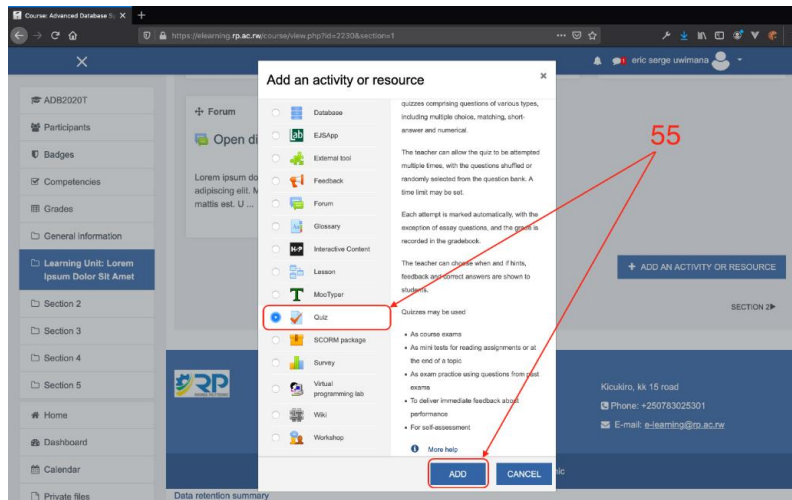


Figure 61

Setting Quiz

As the quiz 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](#).

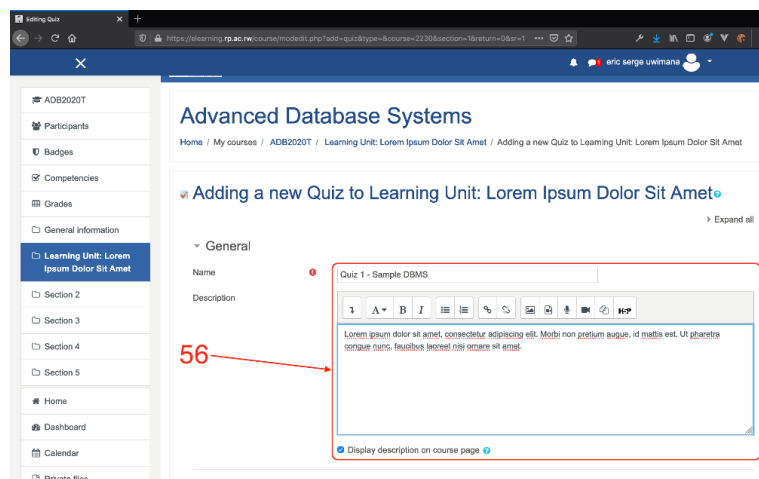


Figure 62

- ✓ 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](#).

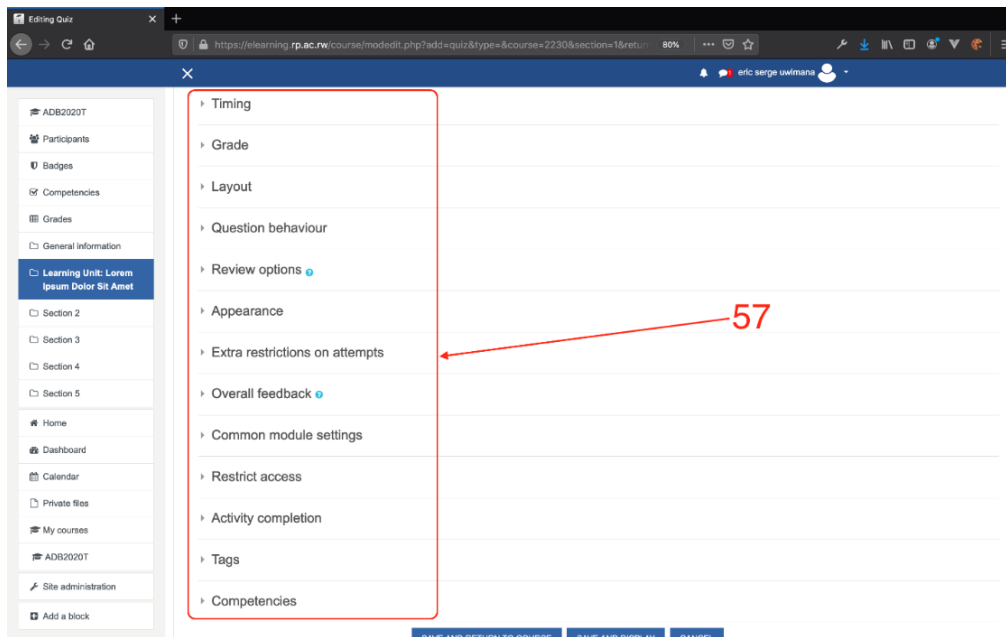


Figure 63

- ✓ 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](#).

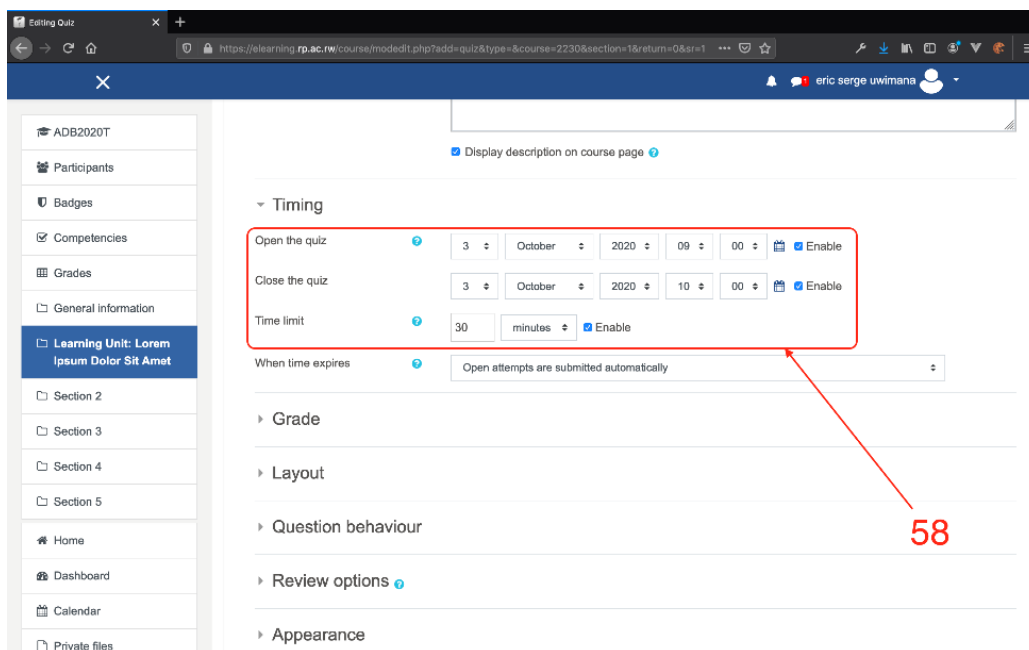


Figure 64

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

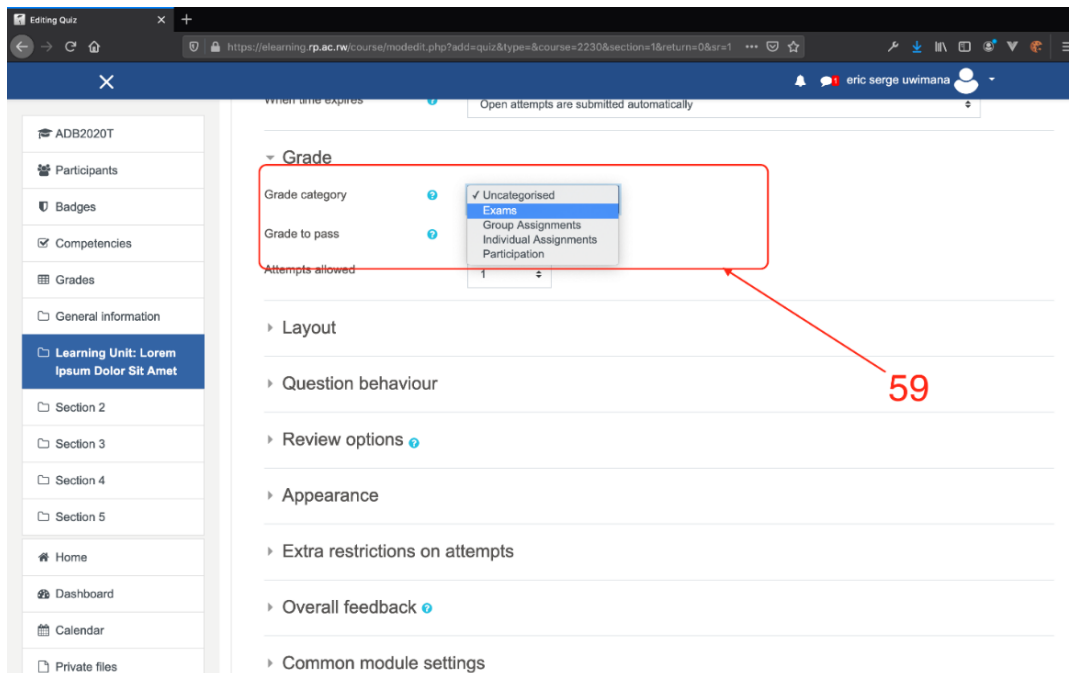


Figure 65

- ✓ 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](#).

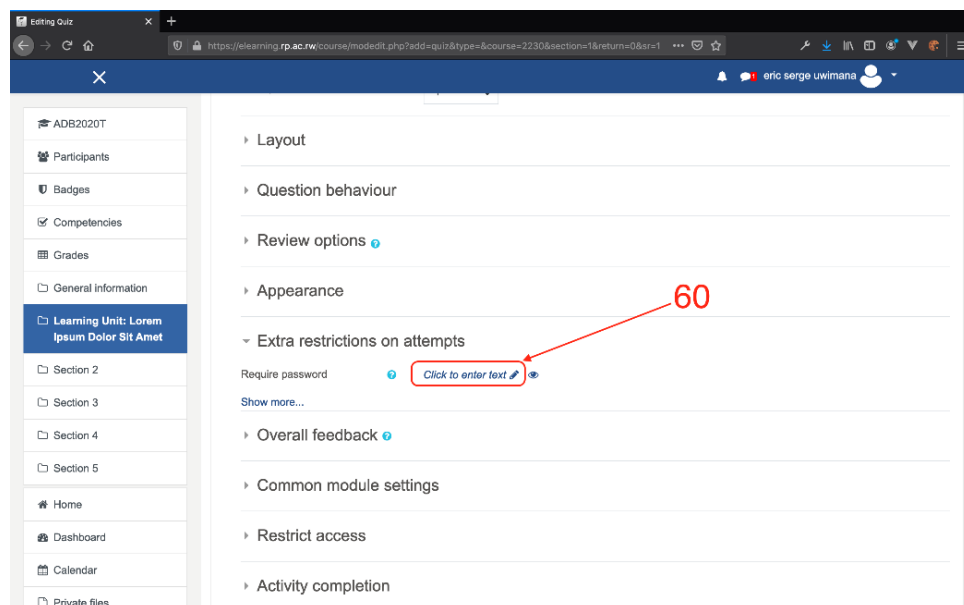


Figure 66

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

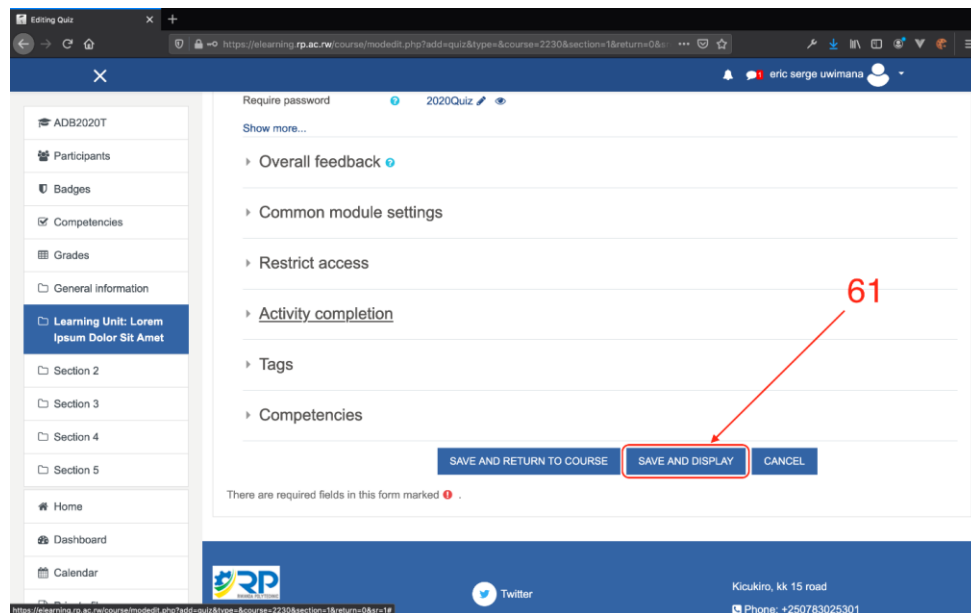


Figure 67

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*.

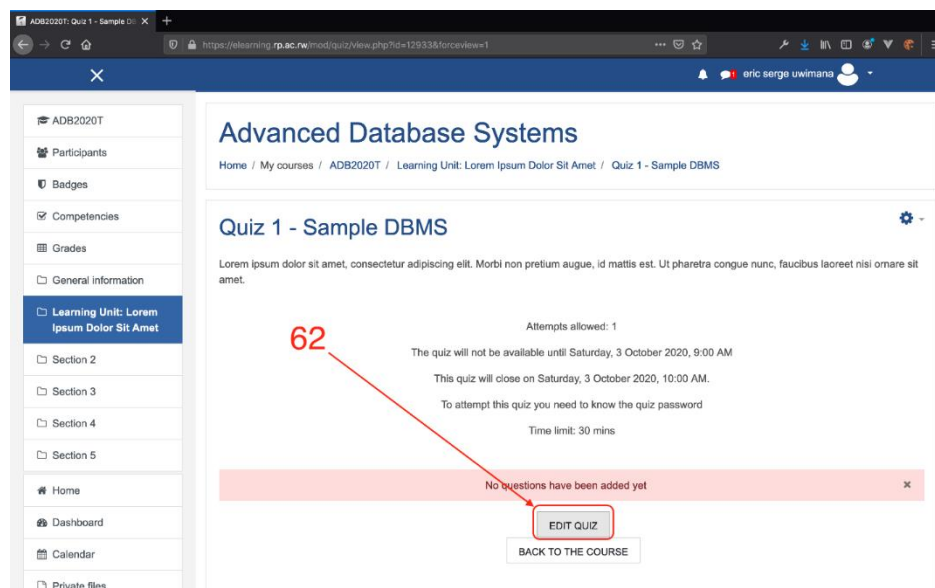


Figure 68

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

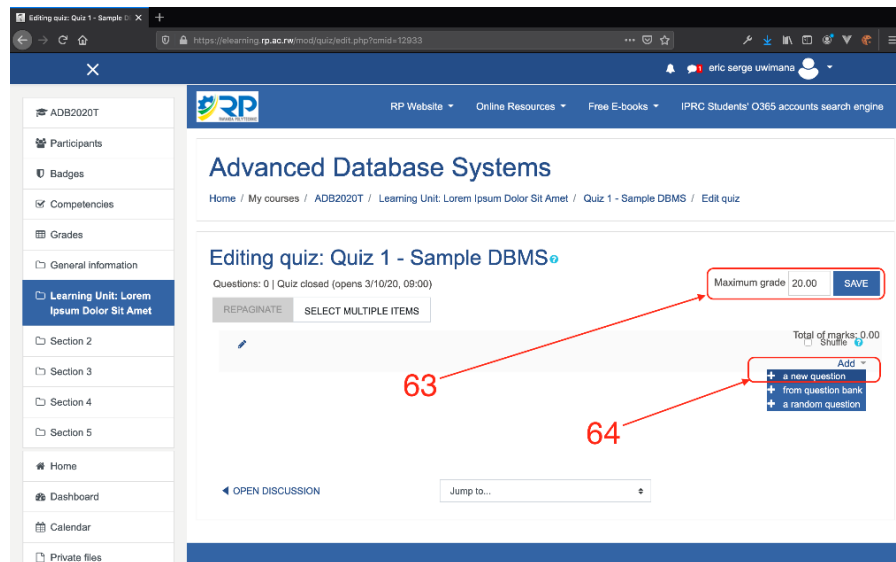


Figure 69

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*.

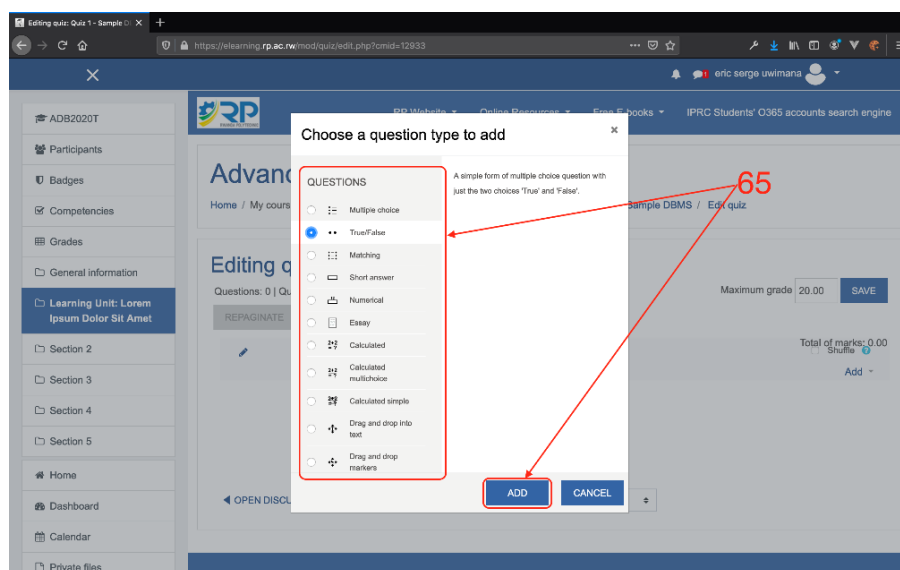


Figure 70

- ✓ Type the question name, question text and the default mark [66]. See [figure 71](#).

Editing a True/False question

https://elearning.rp.ac.rw/question/question.php?courseid=2230&sesskey=qnB43o4Eiu&qtype=truefalse&...

eric serge uwimana

ADB2020T

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Adding a True/False question

Expand all

General

Category: Default for ADB2020T

Question name: Relational DBMS

Question text: With relational DBMS we can define referential constraints

Default mark: 10

General feedback

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

https://elearning.rp.ac.rw/question/question.php?courseid=2230&sesskey=qnB43o4Eiu&qtype=truefalse&...

eric serge uwimana

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Default mark: 10

General feedback

ID number

Correct answer: True

Feedback for the response 'True':

Feedback for the response

Figure 72

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

Editing a True/False question

https://elearning.rp.ac.rw/question/question.php?courseid=2230&sesskey=qB43o4Eu&qtype=truefalse&...

eric serge uwimana

AD82020T

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Feedback for the response
'False'.

Multiple tries

Tags

SAVE CHANGES AND CONTINUE EDITING

SAVE CHANGES

CANCEL

There are required fields in this form marked *

Figure 73