



Students Guide

IPRCs
Version 4.1.1

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1. Introduction

This document focusses on how students interact with the platform for accessing course, working on assignments, passing quizzes, and participating in a discussion. Below, are steps numbered from one that shows all the interactions. Figures in this guide are labeled in red color. Those are referenced in this document mostly within parenthesis.

2. Accessing the platform

For the student to access the platform, they should browse to <https://elearning.rp.ac.rw> [1] and click on the link labeled Log in [2].

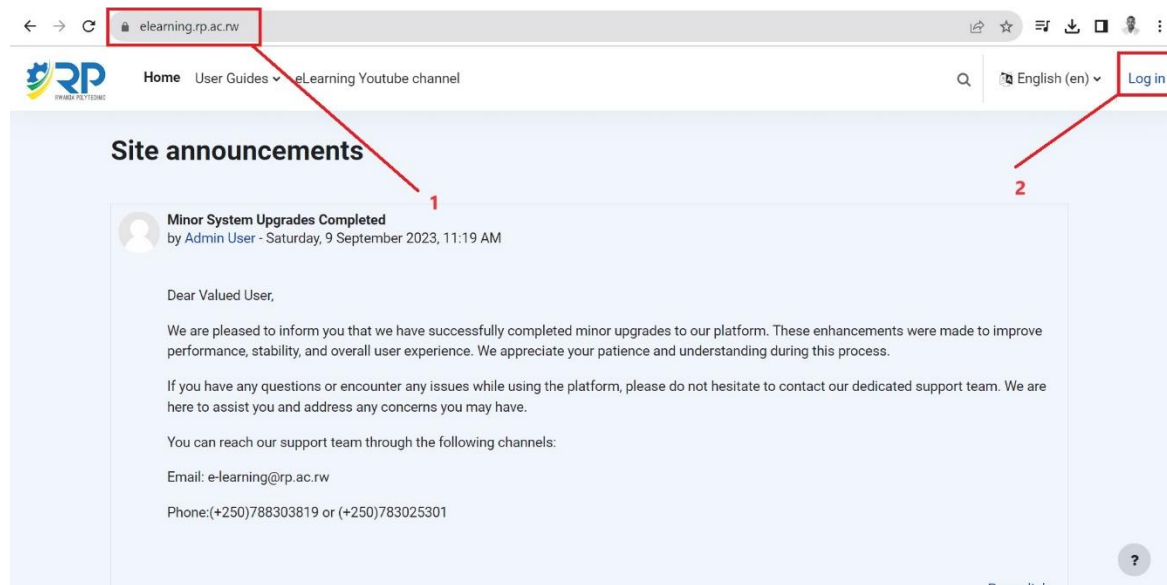


Figure 1. Homepage

You will be redirected to the log in page and it will prompt you to provide username and password [2A]. This only applies to existing students.

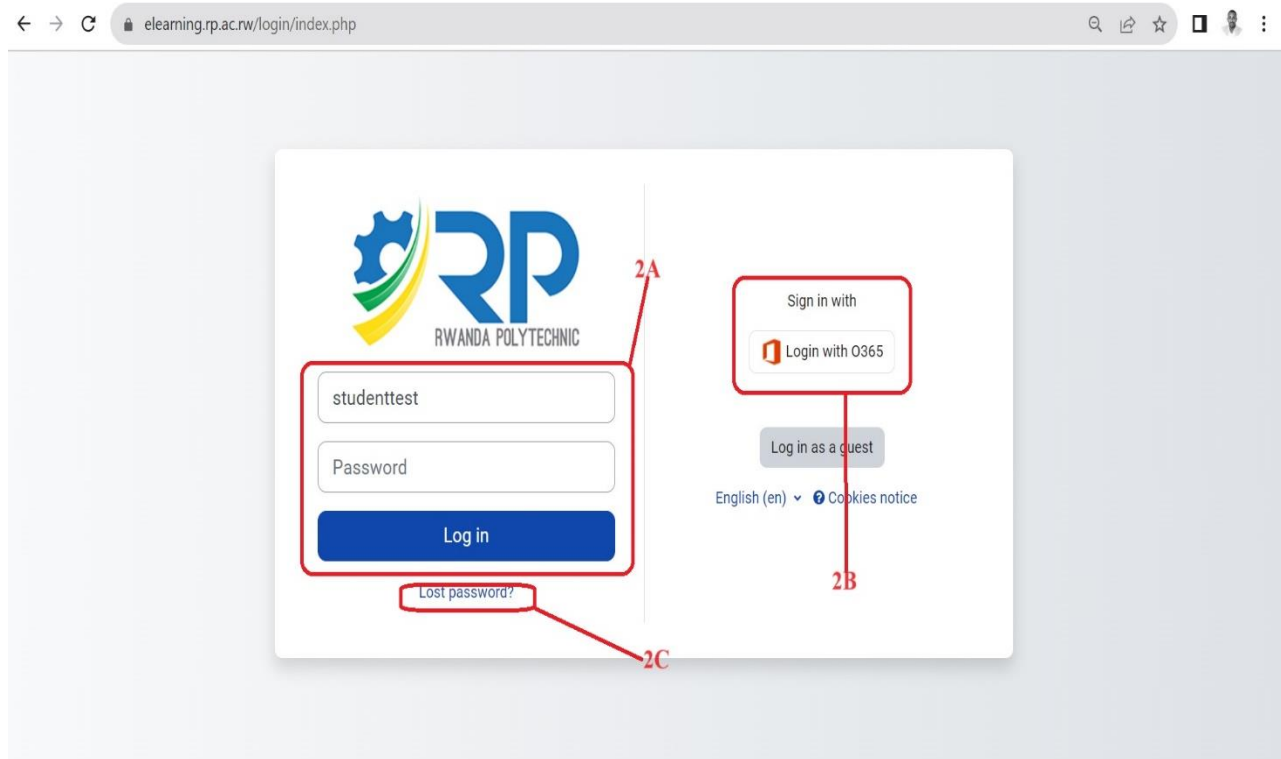


Figure 2. Login Page

For New Students, Login with O365 by clicking the link [2B], You will redirected to office 365 Login Page, and put in your email address [3A] (i.e. 22rp00001@stud.rp.ac.rw) and click next [3B] to enter your password [3C] , then Sign in [3D]. For the first login, the default password here is **MyP@word!** and you will be prompted to change it!

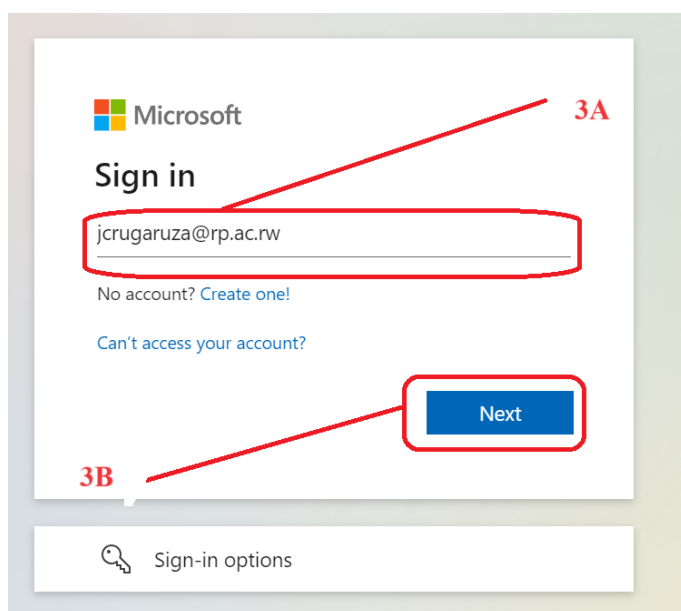


Figure 3. O365 Login

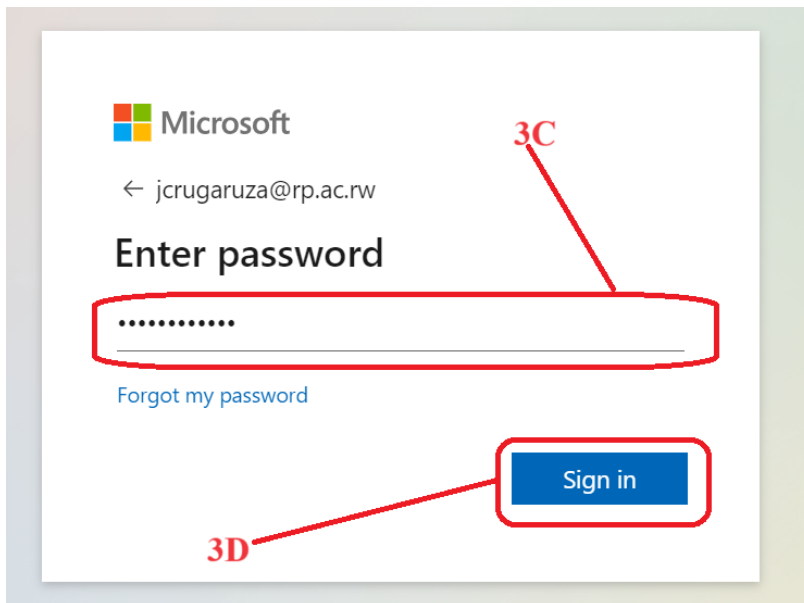


Figure 4. O365 Login Password

3. Accessing the course

After the student has logged in, they will be redirected to **My Courses** [4A] page. There they will be able to view their courses, upcoming activities, and many other important links. You can search [4B] for any course that you are enrolled in. Use Navigation bar [5] to see more courses

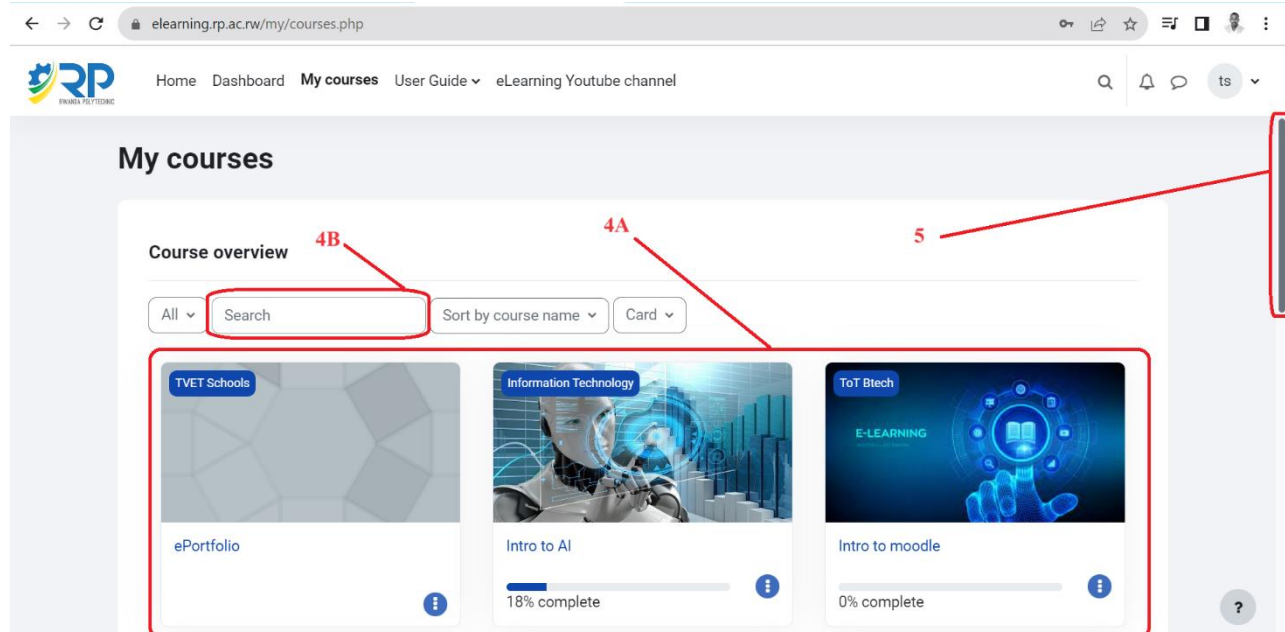


Figure 5. My Courses

If You open a course, you will see course description, announcements if there are any, course activities and resources. You can expand the menu labeled [6] to see navigation of different sections or learning units.

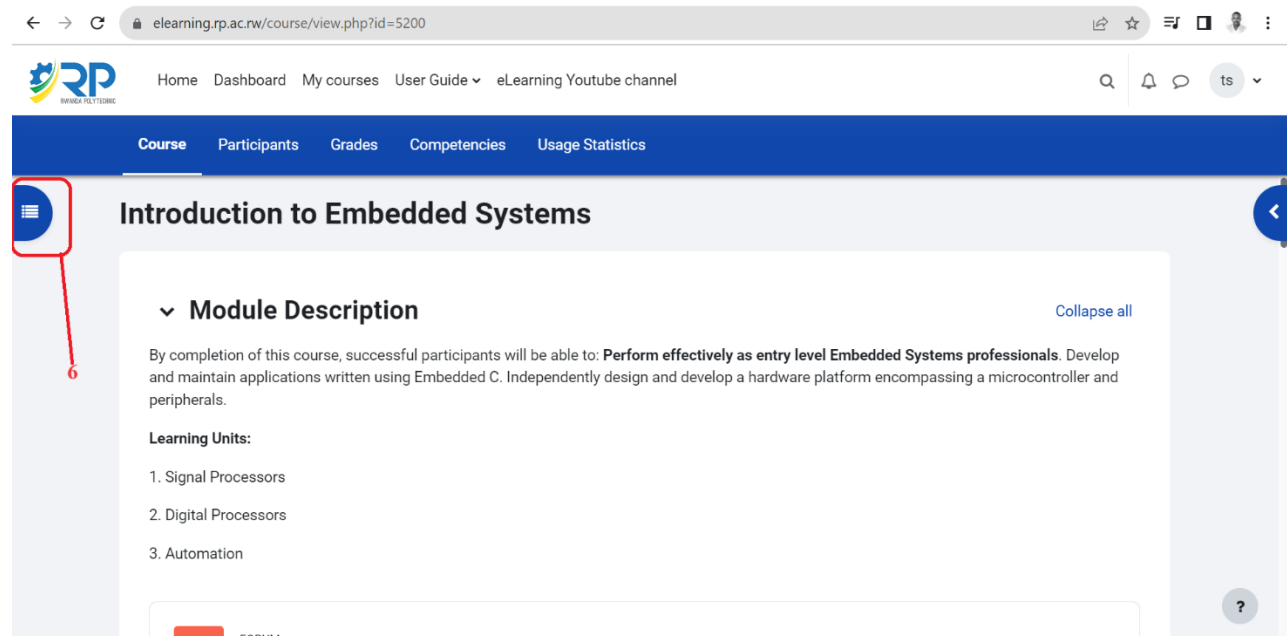


Figure 6. Course View

Each course unit has many activities such as files, assignments, URLs, Forums, and Quizzes. Much more activities might be available depending on the course. To successfully complete a course unit, students should complete all underlying activities. For doing that, a student clicks on a desired activity and complete it.

4. Submitting assignments

To submit an assignment, students will have to add a submission and then submit it.

- ✓ To add a submission to click on the activity (assignment) [7] and get redirected on the assignment page. You can see the availability of the assignment when it is open and when it is due [8]. Also, conditions that are set by the instructor for the assignment to be marked as complete can be seen here [9].

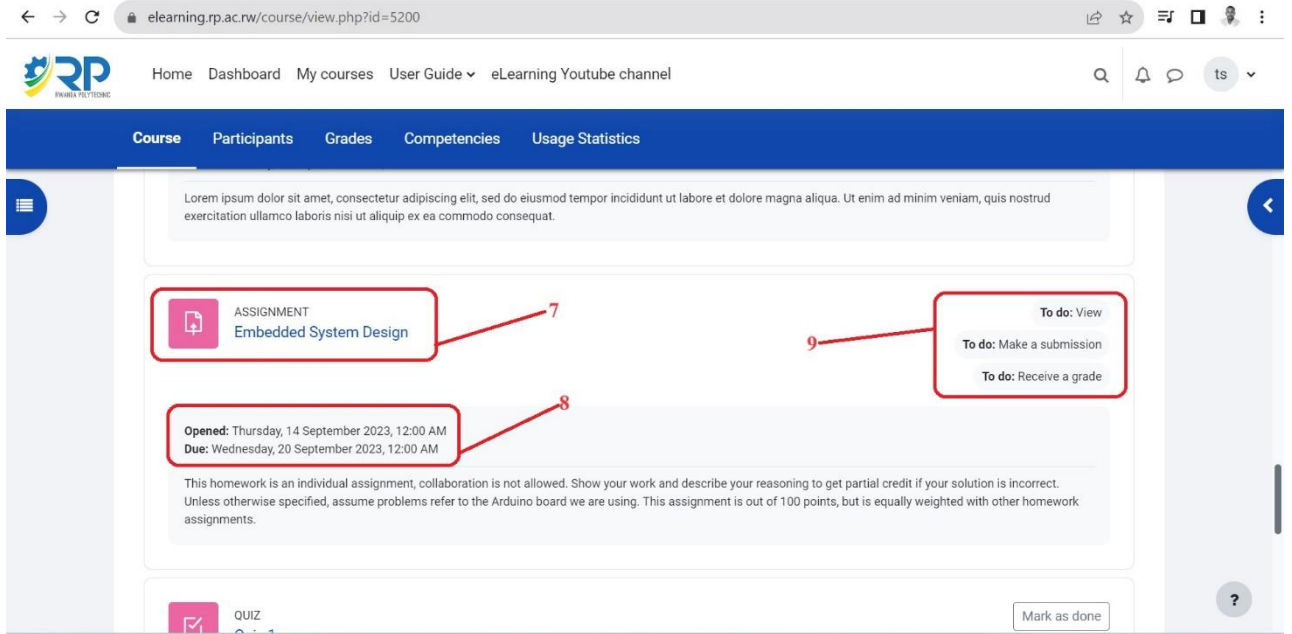


Figure 7. Assignment activity

The assignment questions can be found in the description of the assignment or in the assignment file [10]. To add a submission, student will click on add submission [10A].

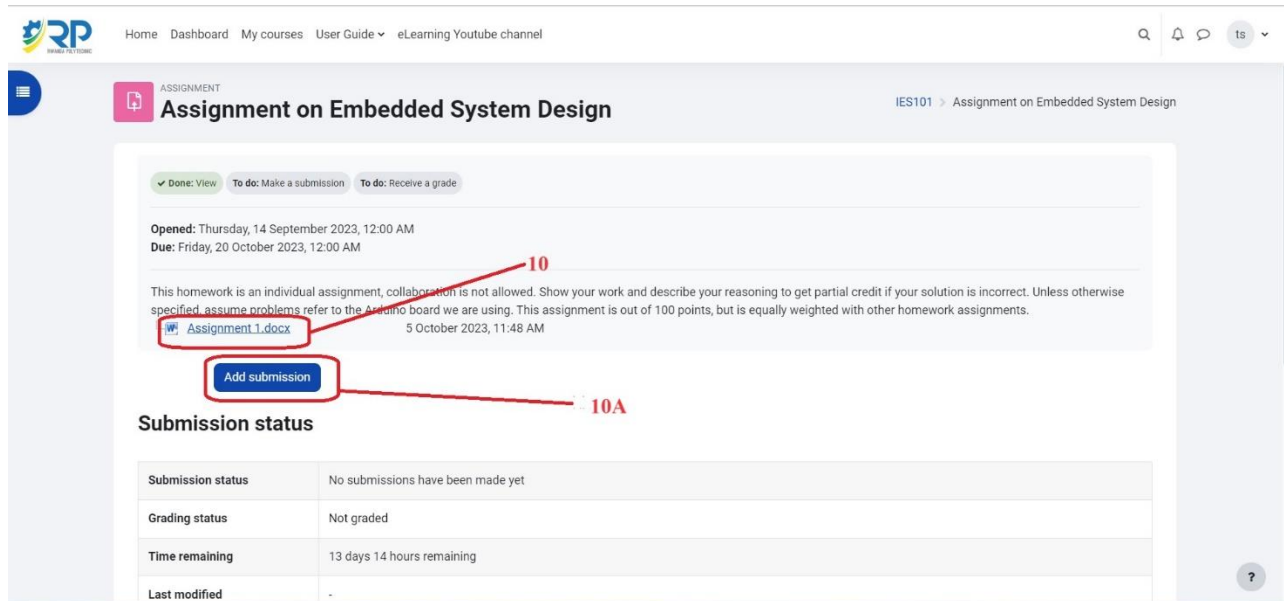


Figure 8. Add a submission.

Depending on the submission settings, a submission can be an online text, or a File. In this example, it is set to submit a file. To do that, browse a file [11] from your computer and upload your submission file. A student will have to explicitly save changes [12].

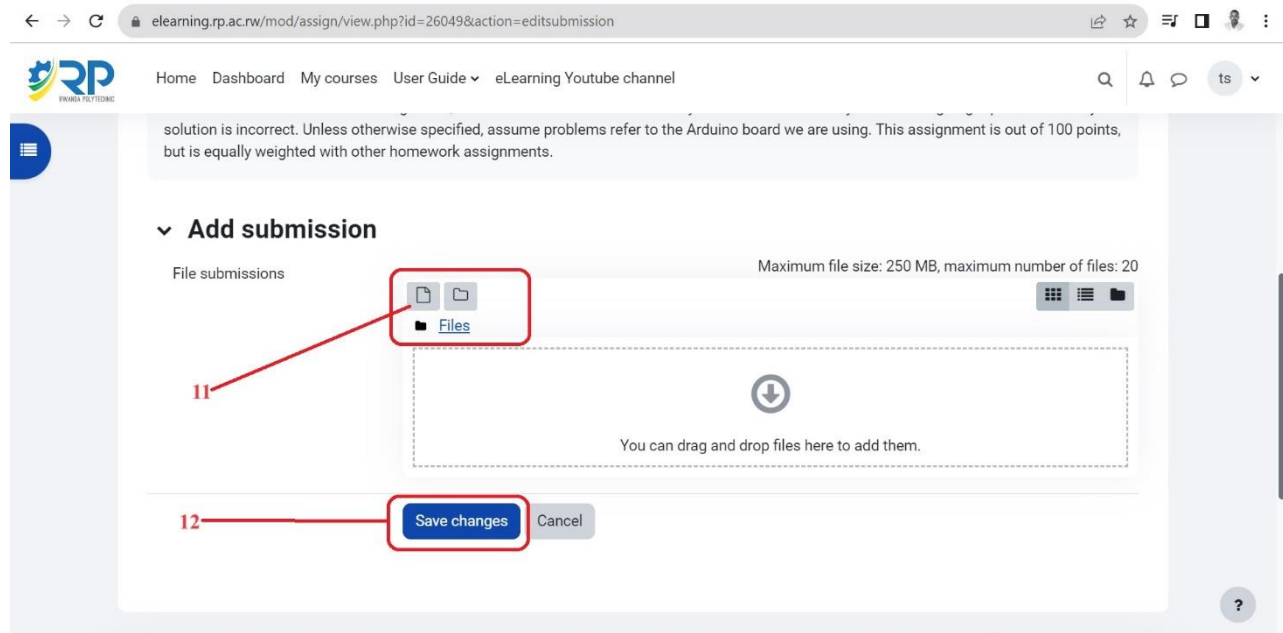


Figure 9. Add a file

- ✓ After adding a submission file and save changes, now you can click the button to submit the assignment [12A]. Before submitting, you still have options to edit the submission or even remove it [12B] and add a new one. The file that is submitted can be seen here [12C].

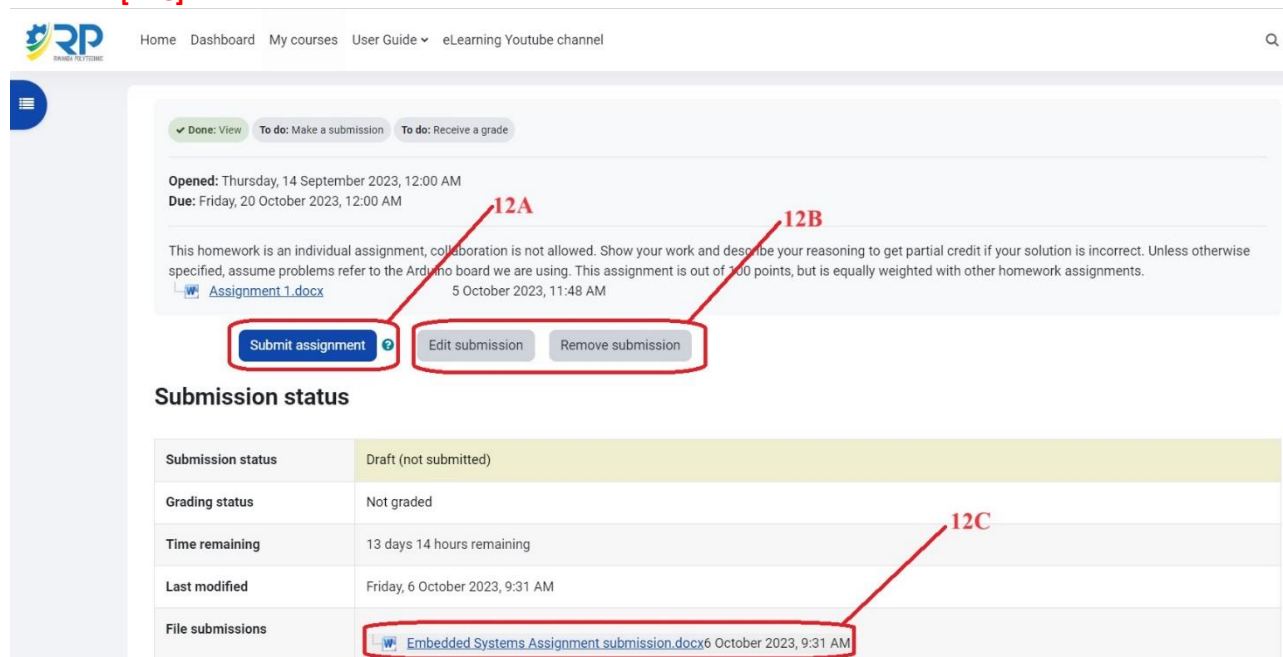


Figure 10. Submit assignment

5. Participate in the forum discussion.

The forum provides asynchronous discussion amongst students and teachers. Students can access the forum by clicking on the forum activity **[13]**. Details such as the availability of the forum and the description of it can be seen as well **[14]**.

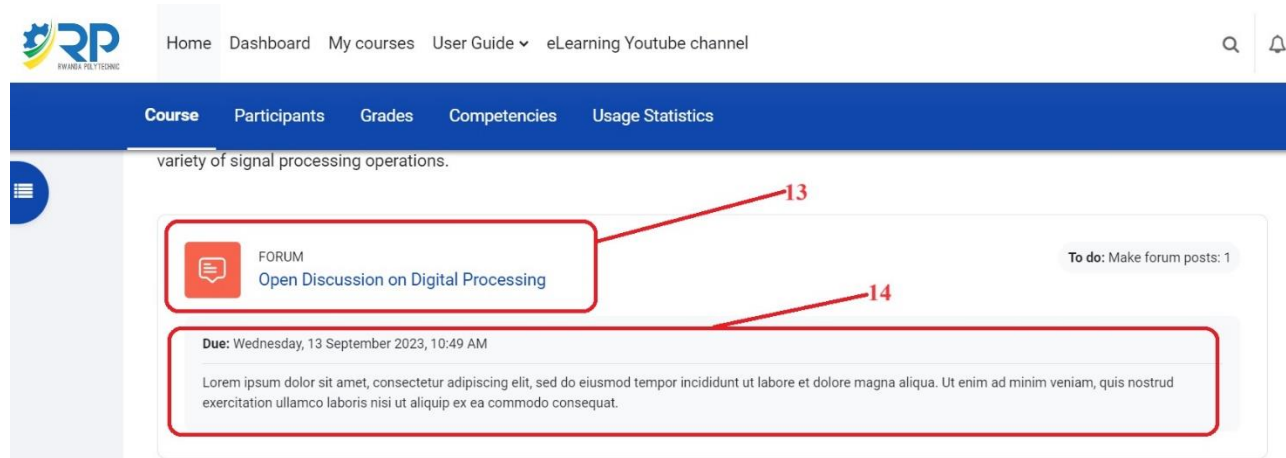


Figure 11. open forum

Opening a forum activity, Discussion topic (s) will be displayed [15], Now you can open a topic to add your reply or a comment and post to a forum as well.

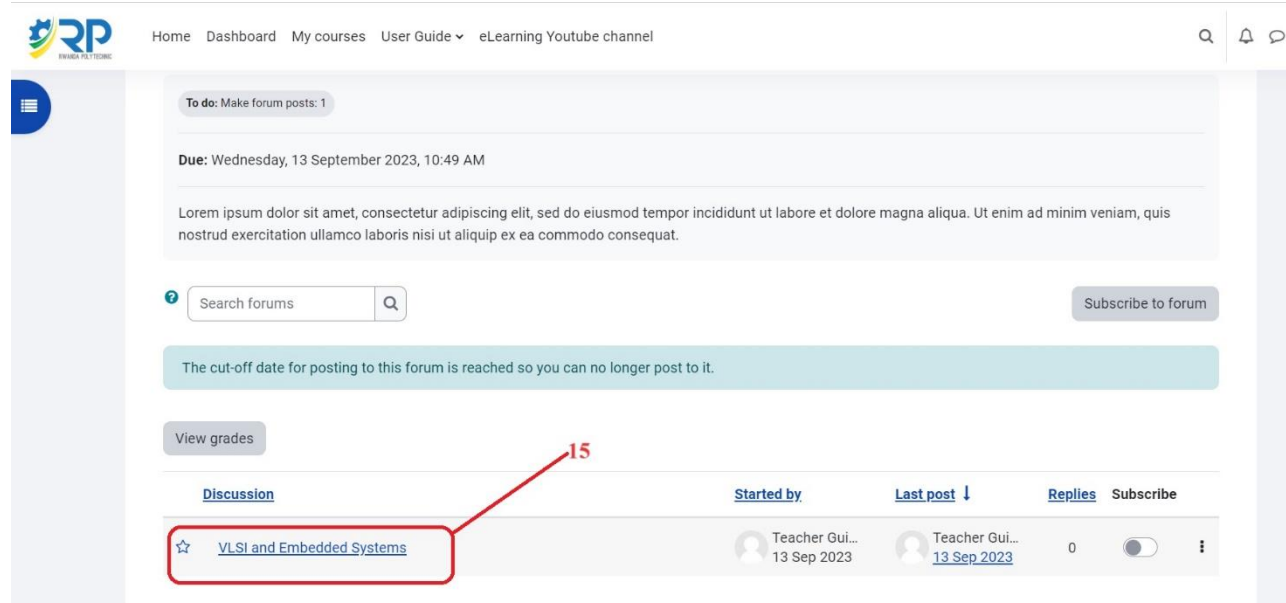


Figure 12. Open discussion

Now you can add your reply, a comment or a post to a topic created by your instructor even your colleague by clicking reply [16]. Write Your comment or reply [17] and Post to forum [18].

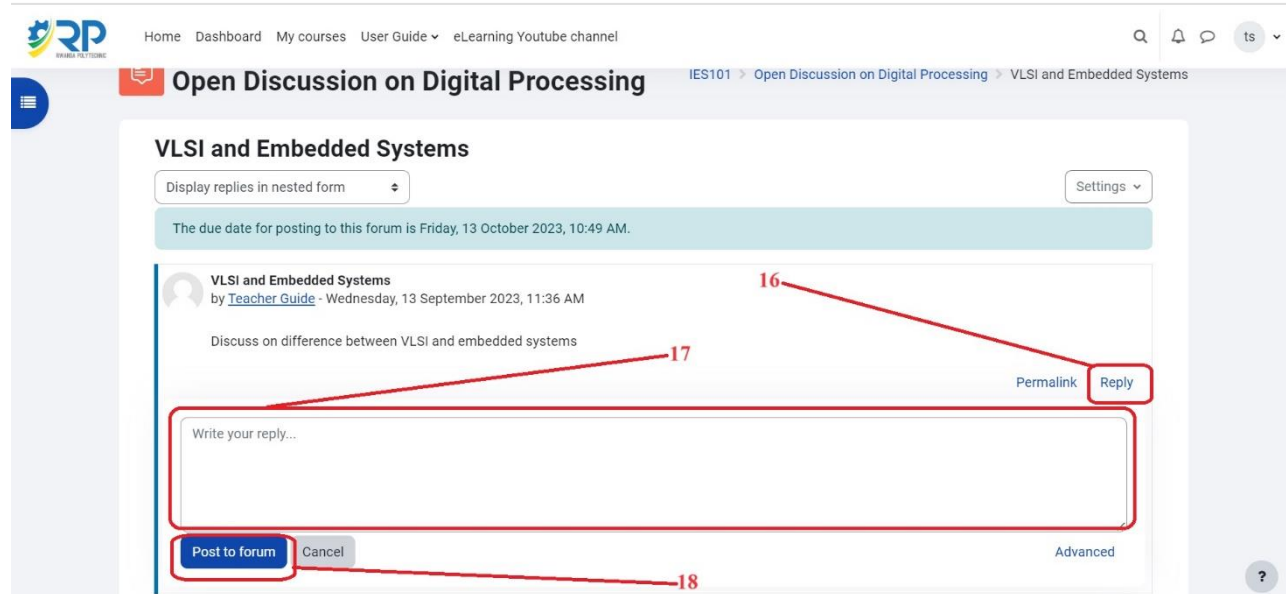


Figure 13. Comment to a discussion

Discussion thread is displayed where students can see other students' reactions to the original post [19].

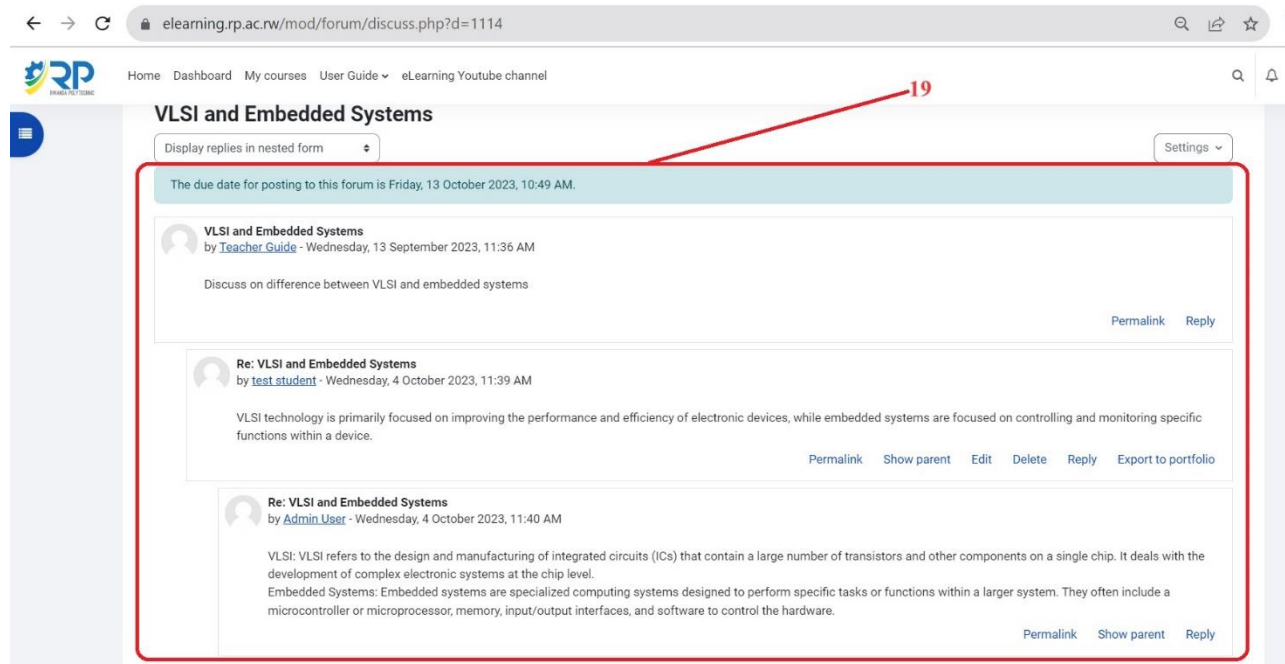


Figure 14. Discussion Page

6. Passing Quiz

Quizzes are part of activities a student can interact with. Once the teacher has set a quiz, students can access it by clicking on the quiz activity with quiz description [20].

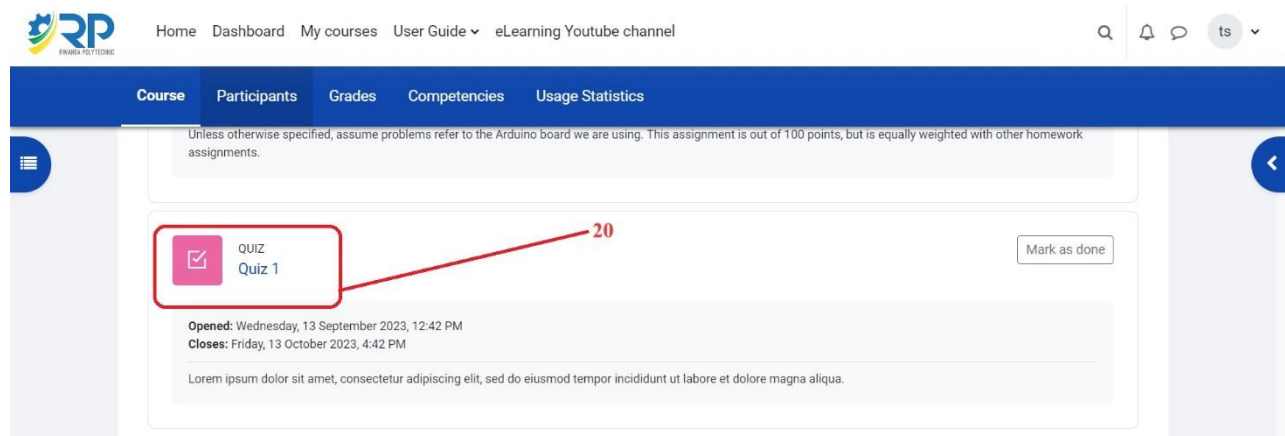


Figure 15. Attend a Quiz

The Quiz page shows with details such as description, attempts allowed, time limit, and its availability. To start the quiz, a student has to click the attempt quiz button [21], and a window will pop up to start the attempt [22].

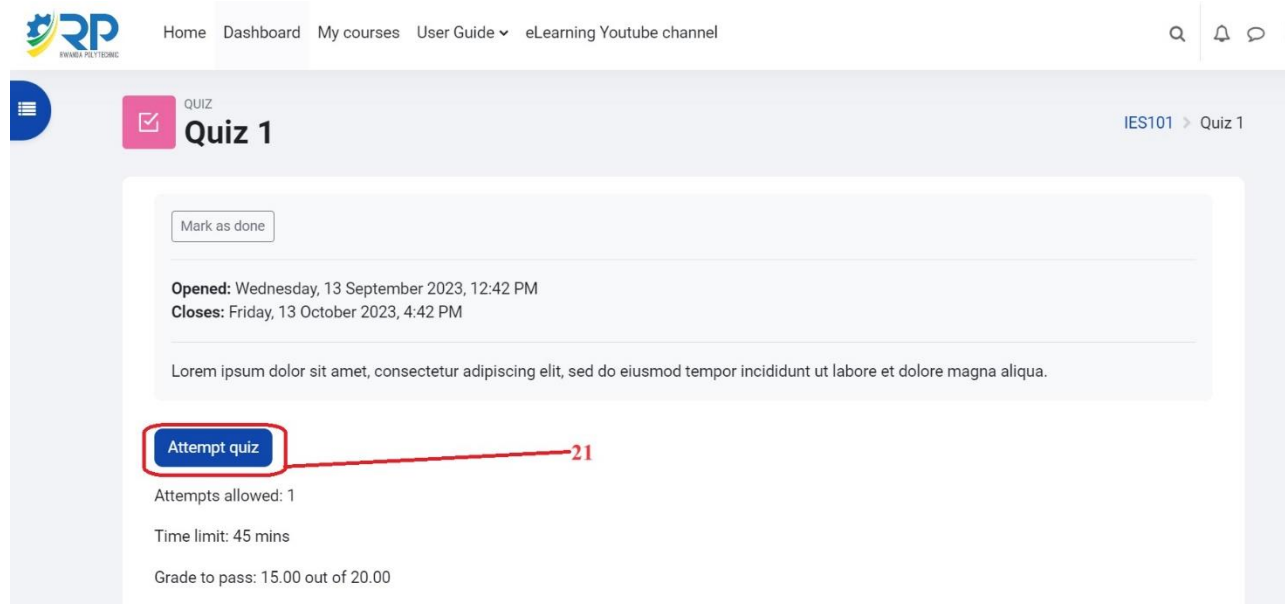


Figure 16. attempt a quiz

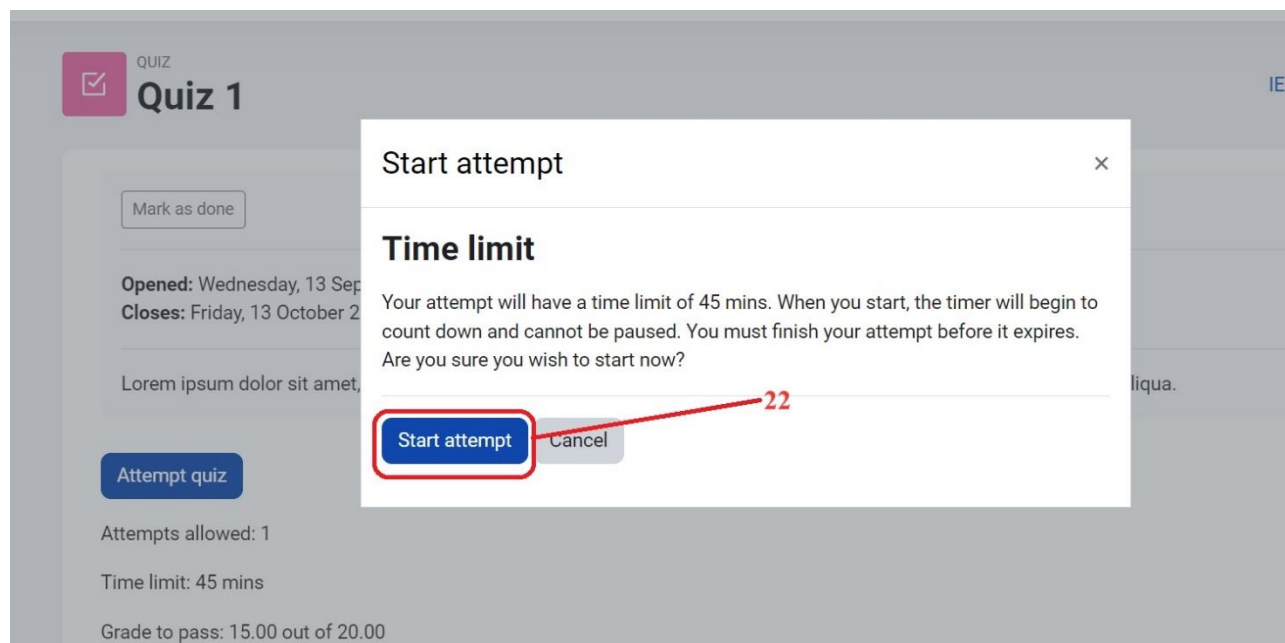


Figure 17. Start attempt

List of questions are displayed on Quiz Page [23], by default 5 questions are displayed on a single page. But it depends on the settings, click next page until you finish all questions.

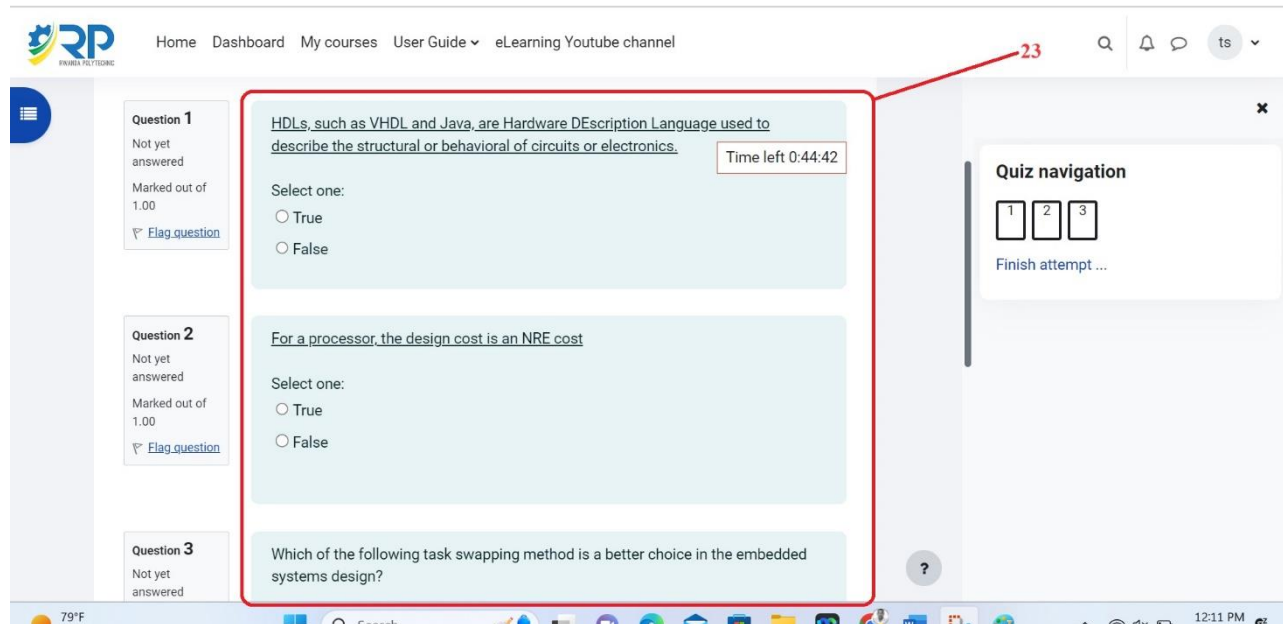


Figure 18. Questions Page

Once the student finishes the attempt, they confirm submission by clicking finish attempt button [24]. And then click submit all and finish button [25].

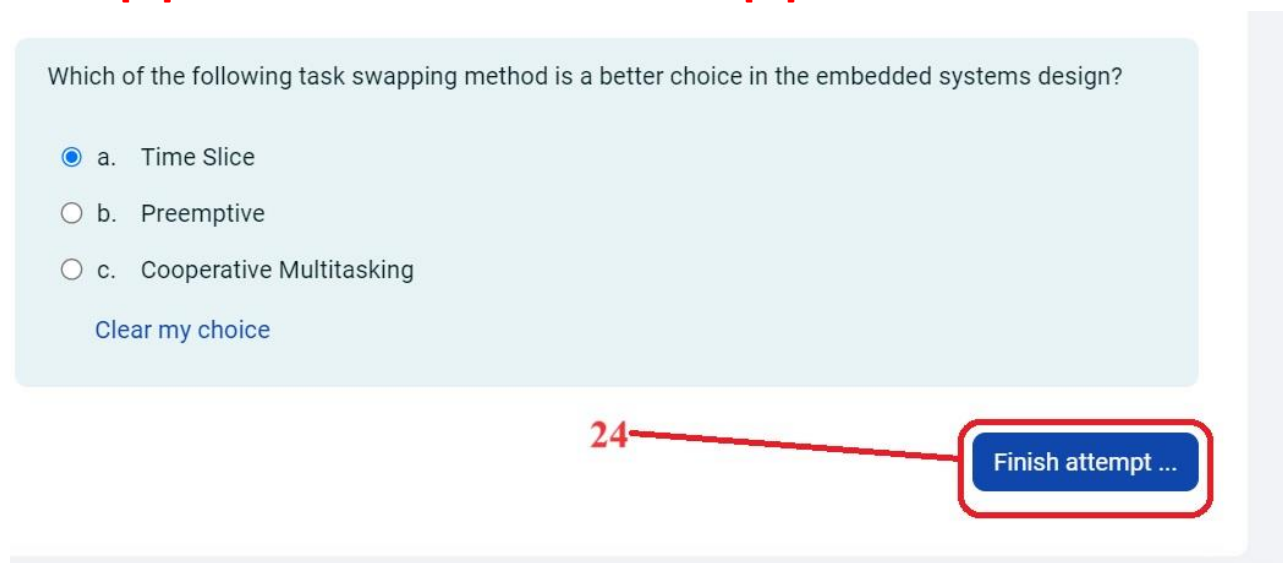


Figure 19. Finish attempt

Quiz 1

Summary of attempt

Question	Status
1	Answer saved
2	Not yet answered
3	Answer saved

Return to attempt

Time left 0:41:06

This attempt must be submitted by Wednesday, 4 October 2023, 12:56 PM.

Submit all and finish

Figure 20. Submit and finish