

KIGALI INDEPENDENT UNIVERSITY ULK

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ELEARNING USER GUIDE FOR UPLOADING BLENDED MODULES

FORWORD

This is a document prepared to help all the ULK lectures (full & partime) to use ELearning System efficiently.

This remains the property of ULK and it is only for internal use. It includes all the activities That can be performed by lectures and displays it in the easiest manual with screenshots.

We kindly invite all the lectures to use this document and sharpen their interactivity with ULK ELearning system.

Content:

1. To login on e-learning
2. How to enter into your course
3. How to Upload contents of Blended Module
4. How to Edit your content and Delete it

I. How to login on ELearning

1. ELearning link: <https://elearning.ulk.ac.rw>
Or simply type "https://elearning.ulk.ac.rw/" within the browser

<https://elearning.ulk.ac.rw>

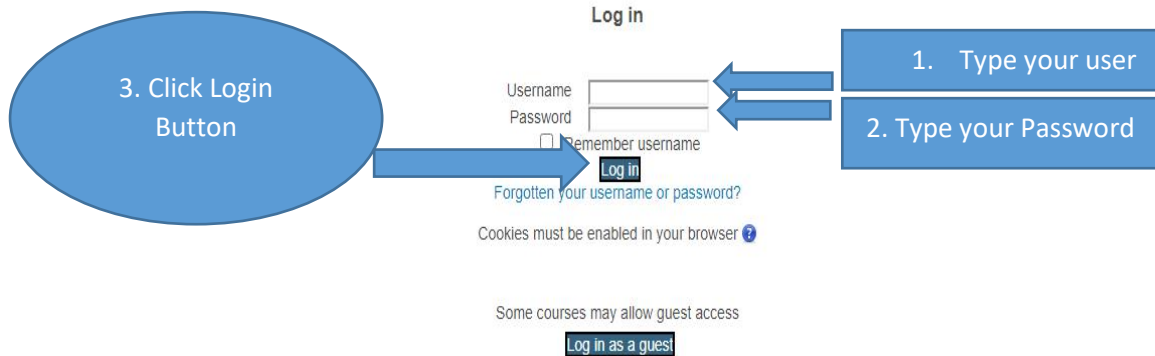
The screenshot shows the homepage of Kigali Independent University (ULK) with several annotations:

- A blue arrow points to the URL <https://elearning.ulk.ac.rw> in the browser's address bar.
- A blue box with the text "1. Type Here elearning.ulk.ac.rw" is positioned over the main navigation area.
- A large blue arrow points to the "Log in. (Log in)" link in the top right corner.
- A second blue box with the text "2. Click Login to sign in" is positioned over the "Log in. (Log in)" link.

The website content includes a navigation menu, a main banner for "SHORT COURSES PROGRAMME" with the text "Unlock your Full Potential with ULK Online Learning", and a calendar for November 2022.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

2. After you clicked on Login you will be required to enter user name and password as follows:



Log in

1. Type your user

2. Type your Password

3. Click Login Button

Username

Password

Remember username

[Log in](#)

[Forgotten your username or password?](#)

Cookies must be enabled in your browser [?](#)

Some courses may allow guest access

[Log in as a guest](#)

II. How to enter your course

1. As it is indicated here below. First of all you have to click on courses then after you have to look for your department and click on it.

Home ► Courses

[Manage courses](#)

▼ Collapse all

Navigation

- Home
 - My home
 - Site pages
 - My profile
 - My courses
 - Courses
- Administration
 - My profile settings
 - Site administration

- ▶ A.Short Courses
- ▶ Advanced Diploma in Automobile Technology
- ▶ Advanced Diploma in Construction Technology
- ▶ Advanced Diploma in Electrical Technology
- ▶ Advanced Diploma in Electronics and ICT
- ▶ Advanced Diploma in Electronics and Telecommunication
- ▶ Advanced Diploma in Engineering Survey
- ▶ Advanced Diploma in Quantity Survey
- ▶ Advanced Diploma in Water and Sanitation
- ▶ Bachelor of Accounting
- ▶ Bachelor of Computer Science
- ▶ Bachelor of Development Studies
- ▶ Bachelor of Economics
- ▶ Bachelor of Finance
- ▶ Bachelor of International Relations
- ▶ Bachelor of Rural Development
- ▶ Bachelor of Law
- ▶ Master of Accounting

Click on
courses

For instance click on Bachelor of Accounting

2. Select the level from which you are selecting the course

Home ► Courses ► Bachelor of Accounting

Search courses:

Navigation

- Home
 - My home
 - Site pages
 - My profile
 - My courses
 - ▼ Courses
 - ▶ A.Short Courses
 - ▶ Advanced Diploma in Automobile Technology
 - ▶ Advanced Diploma in Construction Technology
 - ▶ Advanced Diploma in Electrical Technology
 - ▶ Advanced Diploma in Electronics and ICT
 - ▶ Advanced Diploma in Electronics and Telecommunication
 - ▶ Advanced Diploma in Engineering Survey

Course categories: **Bachelor of Accounting**

Courses in Accounting Department

- ▶ LEVEL 01
- ▶ LEVEL 02
- ▶ LEVEL 03
- ▶ LEVEL 04

Teacher: Nyirakageme Alice

For instance click level 02

3. Scroll down and click on the needed course

The screenshot displays the ULK website interface. At the top left is the ULK logo and name. The top right shows the user is logged in as Steven BIRALI. The breadcrumb navigation indicates the path: Home > Courses > Bachelor of Accounting > LEVEL 02. A search bar is present on the right. The main content area shows a list of course categories under 'Bachelor of Accounting / LEVEL 02'. The list includes:

- Organisation Behavior
- AUDITING AND ASSURANCE
- ENGLISH SKILLS 3
- ICT SKILLS 3
- Human Resources Management and Organization Behavior
- Entrepreneurship & SME
- Organization Behavior
- Cost and Management Accounting
- Business Law & Taxation
- Macro and Microeconomics2
- Organisational Human Resources Aspe
- Marketing, Production & Operations Management
- Performance Management.
- General skills

A blue arrow points to 'Business Law & Taxation' with the text 'For instance click on Business and Taxation'.

4. Alternatively After entering your correct Username and Password you will be able to see the following interface.

The screenshot shows the ULK Online Learning interface. At the top right, it says "You are logged in as rutarindwa jean pierre (Log out)". The main header features the ULK logo and the text "KIGALI INDEPENDENT UNIVERSITY ULK". Below the header is a navigation menu with sections: Home, Main menu, Navigation, Administration, and Latest news. The "Navigation" section is expanded, showing "My home", "Site pages", "My profile", and "My courses". A blue arrow points to the "My courses" link with the text "Click Here (My courses) to Enter into your assigned Modules". The main content area features a banner for "Unlock your Full Potential with ULK Online Learning" and "Short Courses: Professional Certificate". Below this, there is a section for "Postgraduate Studies: Master Degree Programmes" with a list of programs: Business Administration (MBA), Accounting, Finance, Economics, Development Studies, Public International Law, Economic and Business Law, Internet Systems. On the right side, there is a "MOTTO: SCIENCE & CONSCIENCE" and "KEY VALUES: INTEGRITY, HUMILITY, DETERMINATION, EXCELLENCE" with the tagline "The key to Excellence". At the bottom right, there is a "Calendar" widget showing "November 2022".

5. After you have clicked on my courses, you will be able to see all the modules that you were assigned for.

The screenshot shows the "My courses" page in the ULK Online Learning interface. At the top right, it says "You are logged in as rutarindwa jean pierre (Log out)". The main header features the ULK logo and the text "KIGALI INDEPENDENT UNIVERSITY ULK". Below the header is a navigation menu with sections: Home, My home, Site pages, My profile, My courses, and DSA. The "My courses" section is expanded, showing "Data Structures & Algorithms". A blue arrow points to the "Data Structures & Algorithms" link with the text ". Here you will be able to see all the courses assigned to you. . You can easily double clicked on any course to enter into". Below the course overview, there are two notification icons: "You have assignments that need attention" and "There are new forum posts". On the right side, there is a "Customise this page" widget with a "Calendar" widget showing "November 2022".

6. After double clicking on any course as it was indicated above, you will be able to see the below interface. From here you can navigate through your course.

The screenshot displays a web interface for a course page. On the left is a navigation menu with categories like 'Home', 'My home', 'Site pages', 'My profile', 'Current course', and 'My courses'. The 'Current course' section is expanded to show 'DSA' with sub-items: 'Participants', 'Badges', 'Home', 'General Information', and ten lessons. The main content area features the ULK logo and the following text: 'KIGALI INDEPENDENT UNIVERSITY (ULK)', 'SCHOOL OF SCIENCE AND TECHNOLOGY', 'DEPARTMENT OF COMPUTER SCIENCES', 'DATA STRUCTURES AND ALGORITHMS', 'Code: CSC 209', 'Credit: 10', 'Teaching Hours: 70%', 'WRITTEN BY: Dr. Emmy MUGISHA'. On the right sidebar, there is a search bar, 'Latest news' (with a link to 'Add a new topic...'), 'Upcoming events' (stating 'There are no upcoming events'), and 'Recent activity' (showing activity from Wednesday, 9 November 2022).

III. How to upload contents of Blended Module

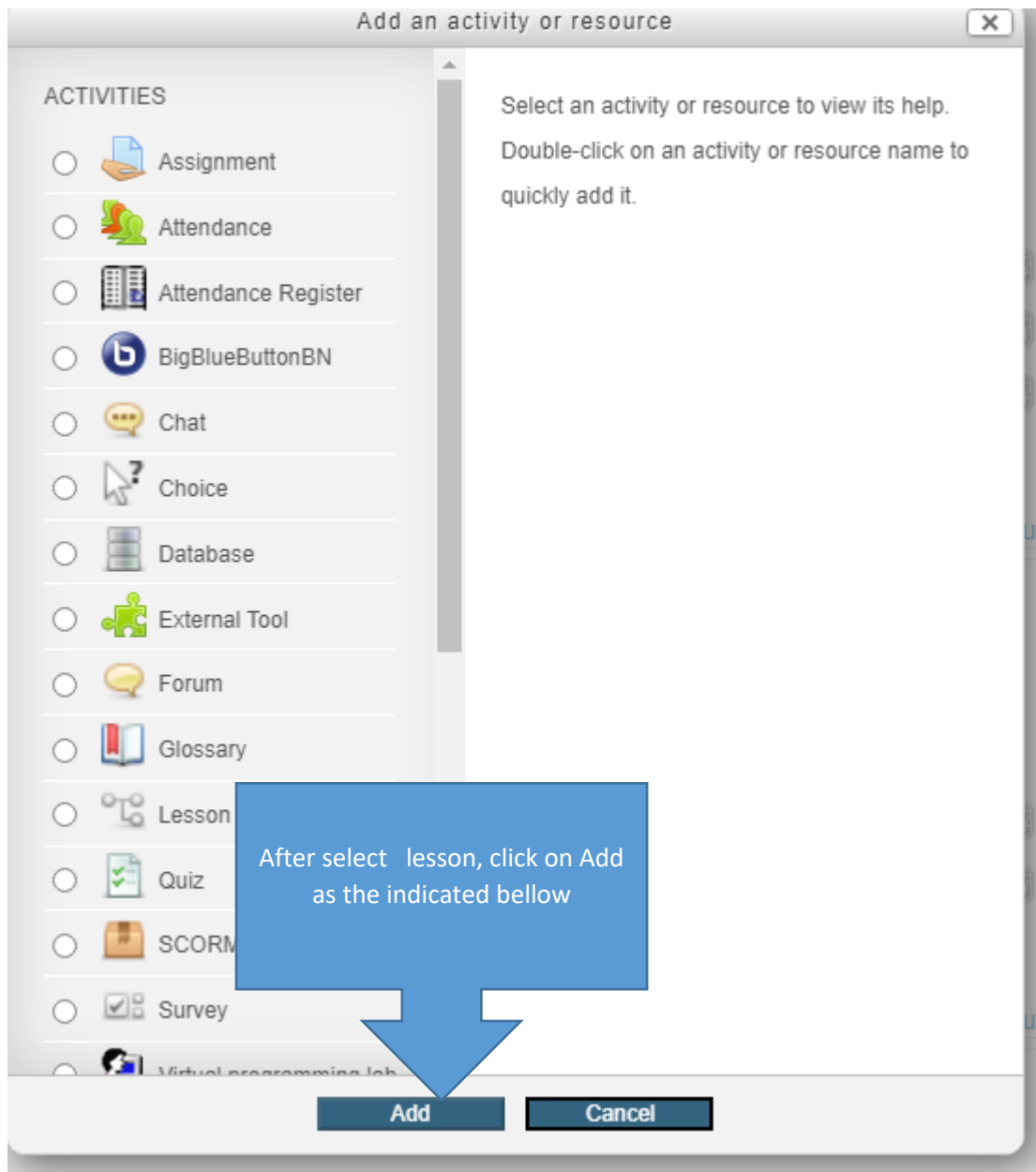
1. Click on Turn editing on , then scroll down

The screenshot displays the Moodle interface for a course at Kigali Independent University (ULK). The top navigation bar shows the user is logged in as 'rutarindwa jean pierre'. The breadcrumb trail indicates the course path: Home > My courses > Bachelor of Computer Science > LEVEL 02 > DSA. A blue arrow points to the 'Turn editing on' button in the top right corner. The main content area displays the course title 'KIGALI INDEPENDENT UNIVERSITY (ULK)', the school name 'SCHOOL OF SCIENCE AND TECHNOLOGY', the department 'DEPARTMENT OF COMPUTER SCIENCES', and the course title 'DATA STRUCTURES AND ALGORITHMS' with a credit value of 10. The left sidebar contains a navigation menu with options like 'My home', 'Site pages', 'My profile', and 'Current course' (DSA). The right sidebar shows 'Latest news', 'Upcoming events', and 'Recent activity'.

This will help you make some editing (delete etc.)

2. Follow these steps to upload contents

The screenshot displays a course content management system interface. It features two lesson cards, each with a plus icon in the top left and a lightbulb icon in the top right. The first card is titled "Lesson 2: Algorithms Presentation" and includes a lock icon and a dependency message: "Not available unless: The activity **L1: Introduction to Algorithms** is marked complete". Below this, there are four activity entries, each with a plus icon, a document icon, and an edit icon: "L2: Algorithms Presentation", "L2 Algorithm Presentation PPT", "Q2: Quiz on Algorithms Presentation", and "F2: Forum on Algorithms Presentation". To the right of each entry is an "Edit" dropdown menu and a checkmark icon. At the bottom right of the card is a green plus icon followed by the text "Add an activity or resource". The second card is titled "Lesson 3: Algorithm Analysis" and includes a lock icon and a dependency message: "Not available unless: The activity **L2: Algorithms Presentation** is marked complete". It also lists three activity entries: "L3: Algorithms Analysis", "L3 ALGORITHM ANALYSIS PPT", and "F3: Forum on Algorithms Analysis", each with an "Edit" dropdown and a checkmark icon. A green plus icon and the text "Add an activity or resource" are at the bottom right. A large blue arrow with the text "Click on Add an activity or Resource" points to the "Add an activity or resource" button in the Lesson 2 card.



You are logged in as rutarindwa jean pierre (Log out)

Home ► My course ► Bachelor of Computer Science ► LEVEL 02 ► DSA ► Adding a new Lesson to Lesson 2: Algorithms Presentation

Navigation

Adding a new Lesson to Lesson 2: Algorithms Presentation

Expand all

General

Name*

Appearance

Availability

Prerequisite lesson

Flow control

Grade

Common module settings

Restrict access

Completion

Save and return to course Save and display Cancel

There are required fields in this form marked *.

As every module has General introduction you have to fill it here as General name

After fill introduction as general name click on save and return to course

3. To add content

as1

User Guides

E-Library

This link will take you to the ULK E-Library resources.

ROOM 2

Introduction

Edit Edit Edit Edit Edit

+ Add an activity or resource

As introduction has been saved as general name you have to click on it in order to add content of introduction such as introduction, general learning outcomes, Course description etc.

Navigation

Home

- My home
- Site pages
- My profile
- Current course

General Information

- Working with ULK E-Learning Platform Features
- News forum
- Book: Data Structures Using C++

Introduction ?

Preview Edit Reports Grade essays

Collapsed Expanded

After click on the lesson added as introduction, click on Add a content page

What would you like to do first?

- Import questions
- Add a content page
- Add a cluster
- Add a question page

As you see add a content page above

Below you will be required to fill page title for instance you can write (Course requirement or Assessment as page title).

Add a content page

Page title*

Page contents

Rich text editor toolbar with icons for bold, italic, list, link, unlink, image, table, and insert.

After fill page title copy your content here

- Arrange content buttons horizontally?
- Display in left menu?

In Description you have Write word (Next)

Content 1

Description*

Text input field for description.

Moodle auto-format dropdown menu

Jump This page

After write Next in Description of Content 1 Click on This page and select Next page

After select Next page Click on content 2 then in description of content 2 write previous

After type write previous, click on next page and select previous page

The next step is to click on save page

Content 1
Description* Next
Moodle auto-format
Jump Next page

Content 2
Description
Moodle auto-format
Jump Next page

Content 3
Content 4

Save page

4. To Add new page

Home ► My courses ► Bachelor of Computer Science ► LEVEL 02 ► DSA ► General Information ► Introduction ► Edit

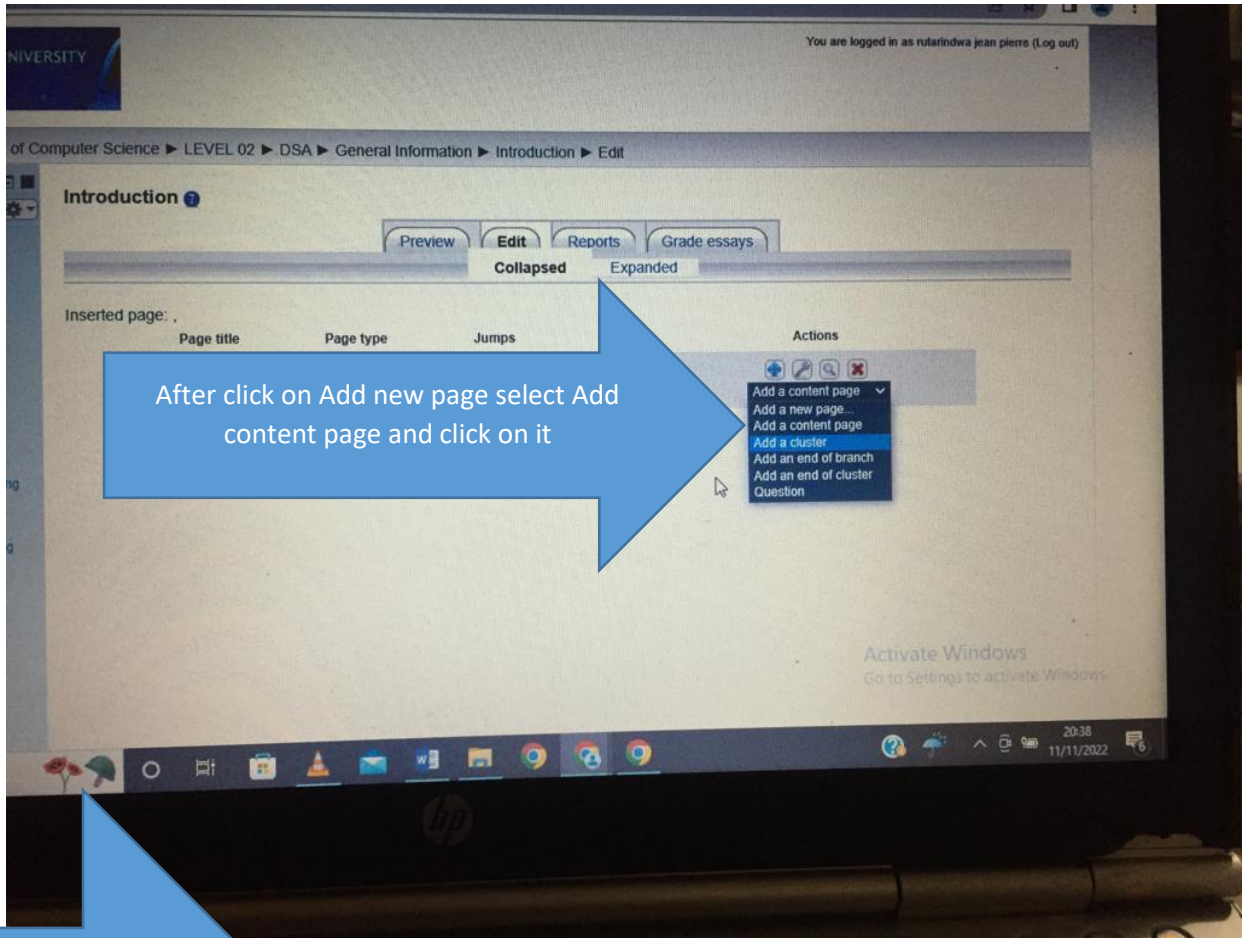
Introduction

Preview Edit Reports Grade essays

Actions

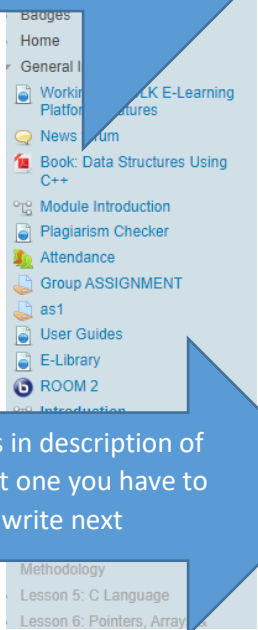
Add a new page...

After click on save page you will face this interface, what you have to do is to click on Add new page



After click on Add new page select Add content page and click on it

After click on add page content you will be required to write page title, for instance if you're on Lesson 1 Which has title: Introduction to Data Structure you can write it as Page title



Add a content page

Page title*

Page contents

Arrange content buttons horizontally?
 Display in left menu?

Content 1

Description*

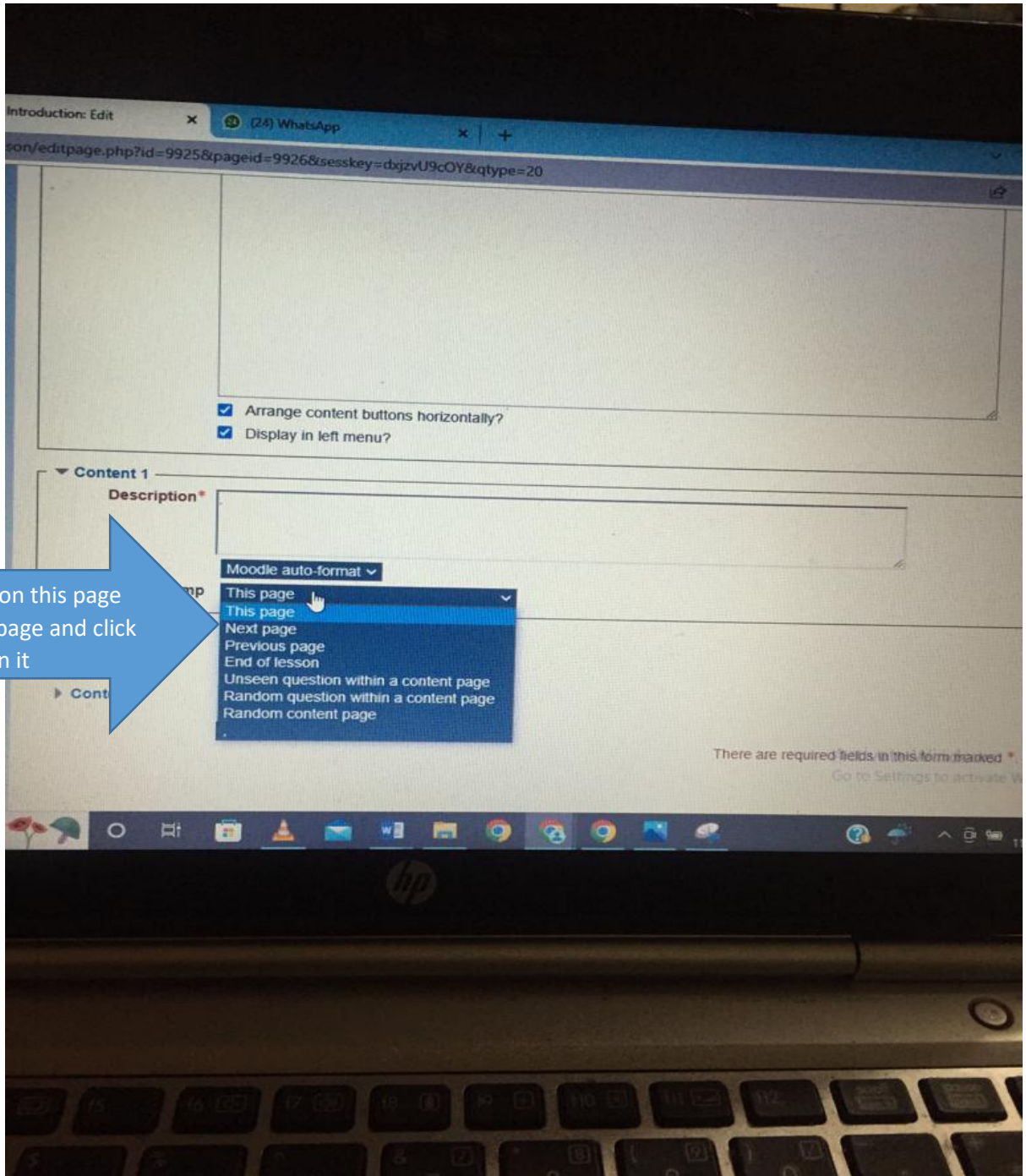
Moodle auto-format v

Jump This page

After write that page title you have to copy and paste it content here

Always in description of content one you have to write next

After write next click on this page



After click on this page
select Next page and click
on it

After click on next page you have to click on content 2, and then you write word previous in description

Content 1

Description* Next

Moodle auto-format ▾

Jump Next page ▾

Content 2

Description Previous

Moodle auto-format ▾

Jump Previous page ▾

Content 3

Content 4

Save page ← Cancel

After write previous in description click on Next page and select previous page

Once you finish to click on previous page, click on save page

VI. How to Edit and delete you content

Click on home

The screenshot shows the ULK E-Learning Platform interface. On the left is a navigation menu with options: Home, My home, Site pages, My profile, My courses, Administration, My profile settings, and Latest news. The main content area features a banner for 'Unlock your Full Potential with ULK Online Learning' and sections for 'Postgraduate Studies: Master Degree Programmes' and 'Undergraduate Studies: Bachelor Degree Programmes'. On the right, there is a 'MOTTO: SCIENCE & CONSCIENCE' graphic with 'KEY-VALUES: INTEGRITY, HUMILITY, DETERMINATION, EXCELLENCE' and a calendar for November 2022.

After click on click on my courses



Home ▶ My home

Course overview

Data Structures & Algorithms

You have assignments that need attention

This is what you will face after click my course you will see all modules which you were assigned for

Home ▶ My courses ▶ Bachelor of Computer Science ▶ LEVEL 02 ▶

Navigation

- Home
 - My home
 - Site pages
 - My profile
 - Current course
 - DSA
 - Participants
 - Badges
 - Home
 - General Information
 - Lesson 1: Introduction to Algorithms
 - Lesson 2: Algorithms Presentation
 - Lesson 3: Algorithm Analysis
 - Lesson 4: Programming Methodology
 - Lesson 5: C Language
 - Lesson 6: Pointers, Arrays & Structures
 - Lesson 7: Sorting & Searching Techniques
 - Lesson 8: Linked List, Stacks & Queues
 - Lesson 9: Trees, Graphs, & Hashing

Home



KIGALI INDEPENDENT UNIVERSITY (ULK)

SCHOOL OF SCIENCE AND TECHNOLOGY

DEPARTMENT OF COMPUTER SCIENCES

DATA STRUCTURES AND ALGORITHMS

Code: CSC 209

Credit: 10

Teaching Hours: 70%

Once get your modules click on turn editing on

Turn editing on

Advanced search ?

Latest news

Add a new topic...
13 May, 11:12
Emmy Mugisha
[Algorithm Analysis](#)
[Older topics ...](#)

Upcoming events

There are no upcoming events
[Go to calendar...](#)
[New event...](#)

Recent activity

Activity since Friday, 11 November 2022, 9:16 PM
[Full report of recent activity...](#)
Nothing new since your last login

Activate Windows

Administration

- Course administration
 - Turn editing off
 - Activity chooser off
 - Edit settings
 - Course completion
 - Users
 - Filters
 - Reports
 - Grades
 - Badges
 - Backup
 - Restore
 - Import
 - Reset
 - Question bank
- Switch role to...
- My profile settings

Add a block

Add...

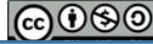
Mr. Niyishaka Patrick

VETTED BY: ULK Quality Assurance Team Members

Dr. Byiringiro Enoch

Mr. MUKOBANYA Willy

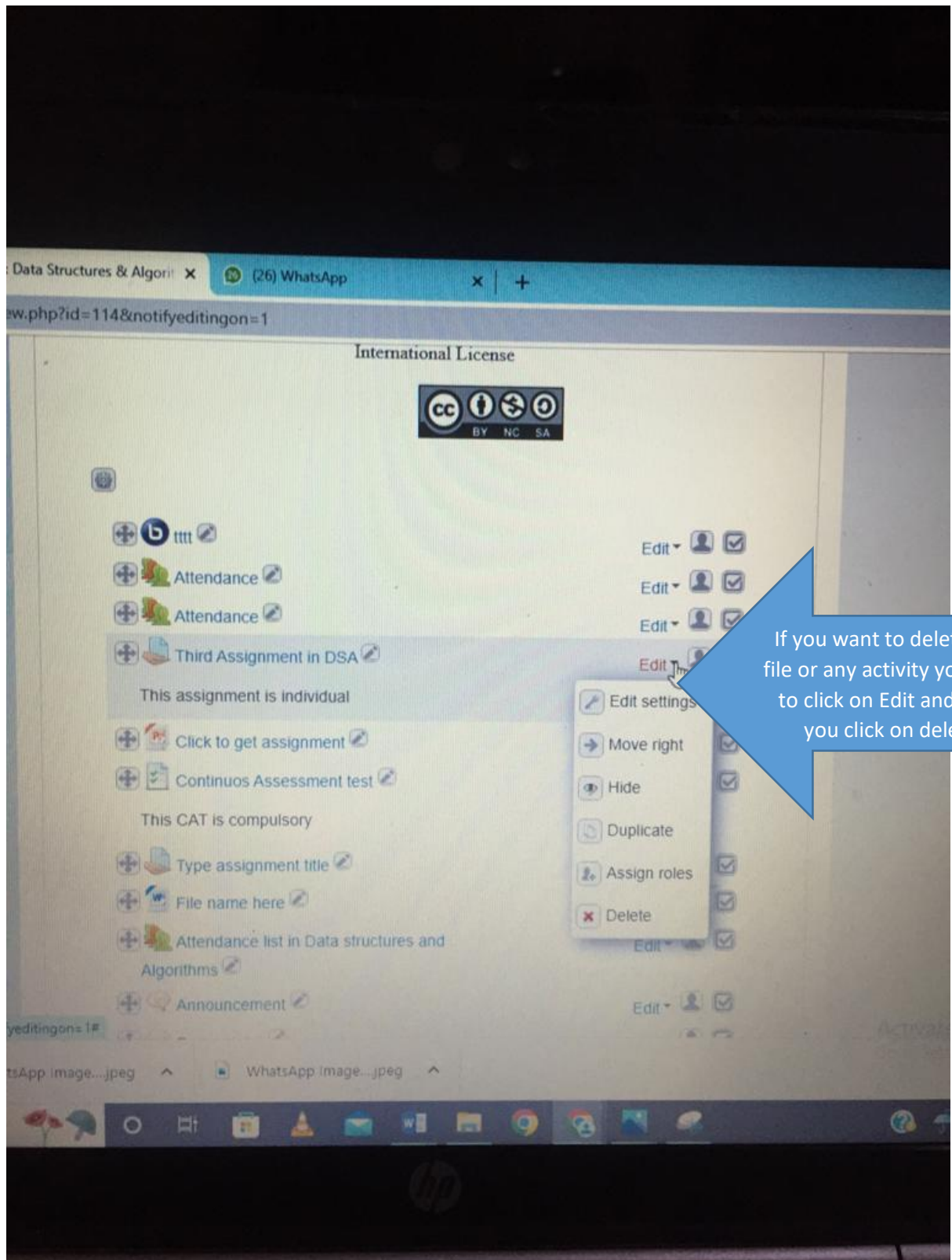
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If you want to edit this cover page click on that icon after editing it remember to click on save changes

+	Attendance	Edit	✓
+	Attendance	Edit	✓
+	Attendance	Edit	✓
+	Third Assignment in DSA	Edit	✓
This assignment is individual			
+	Click to get assignment	Edit	✓

Ad



Note: whenever you want to add something you will use all the methods we have seen above.