

**UPI POLYTECHNIC INSTITUTE**

**UPI**



**ELEARNING USER MANUAL**

**February 2024**

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## 1. Introduction

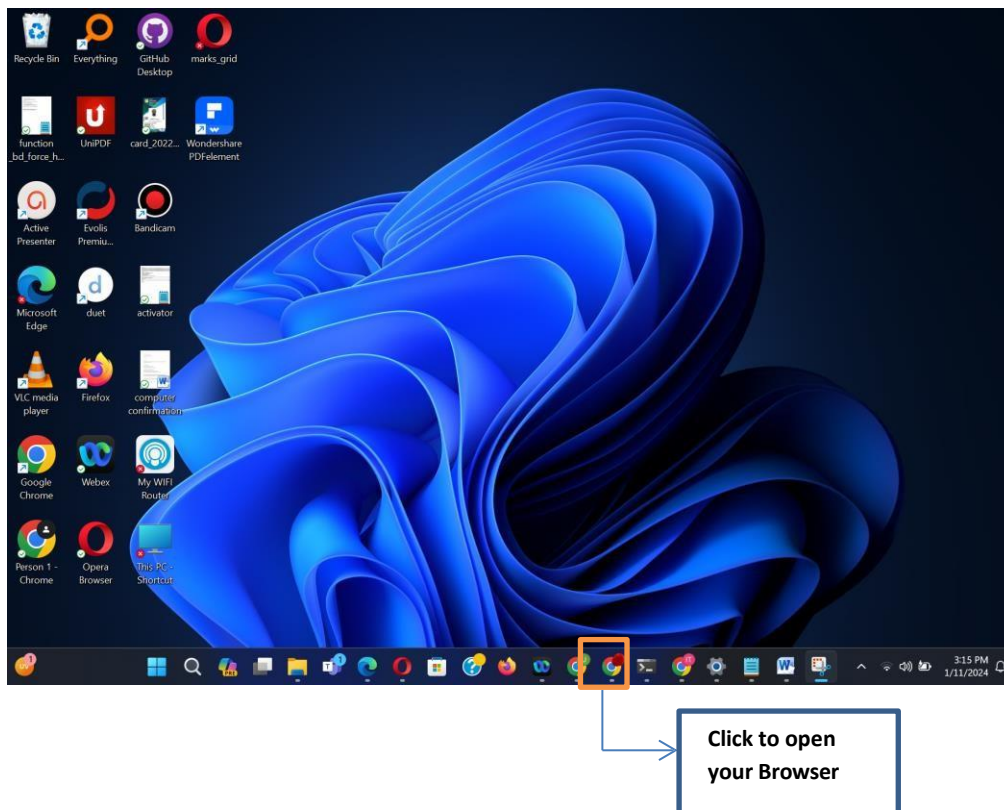
Welcome to the UPI Elearning User Manual! This comprehensive guide is designed to assist you in navigating and maximizing your experience with UPI Elearning, our cutting-edge platform for online education. Whether you are a student, instructor, or administrator, this manual will provide you with the necessary information to make the most out of UPI Elearning.

UPI Elearning is a versatile and user-friendly platform that offers a wide range of features to enhance your learning or teaching experience. From accessing course materials and participating in discussions to submitting assignments and tracking progress, UPI Elearning provides a seamless and efficient learning environment.

In this manual, you will find step-by-step instructions, tips, and troubleshooting advice to help you effectively utilize all the features of UPI Elearning. Whether you are a novice or an experienced user, this manual will serve as your go-to resource for navigating the platform with ease.

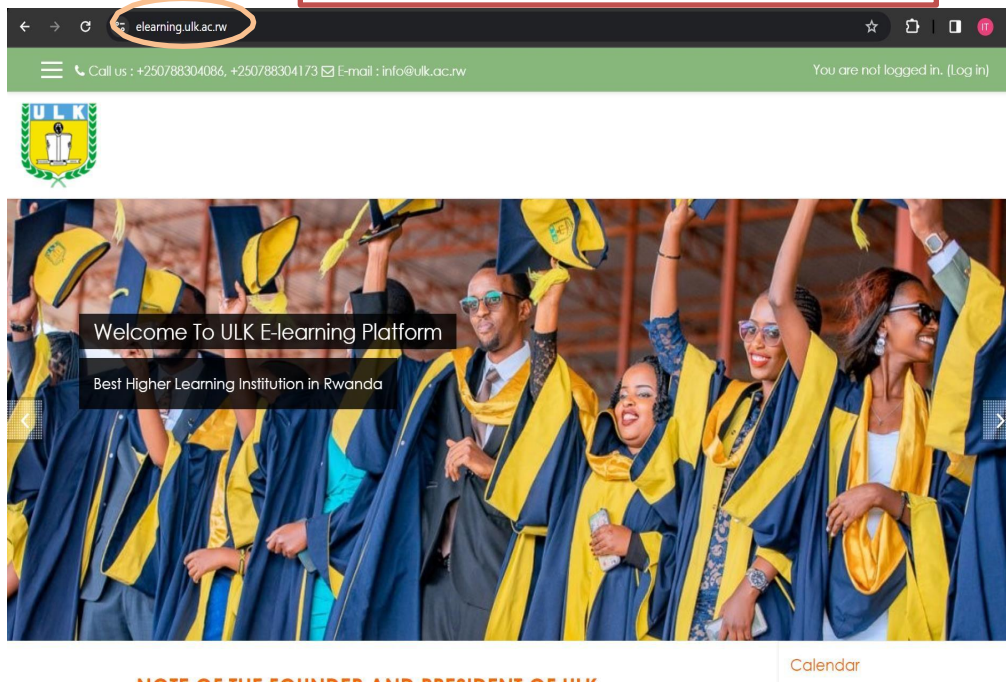
## 2. How to create account on UPI ELearning

**Step1: Open Your Browser (such as Google chrome, Mozilla,...)**



**Step2: Enter ELearning Url on navigation bar (<https://elearning.UPI.ac.rw>)**

Enter url below on navigation bar and press Enter  
<https://upielearning.ulk.ac.rw>



### Step3: Click on login

Click on Login

Welcome To ULK E-learning Platform

Best Higher Learning Institution in Rwanda

Calendar

### Step4: Click on Create New Account Button

Call us : +250788304086, +250788304173 E-mail : info@ulk.ac.rw You are not logged in.

Username / email

Password

☐ Remember username

Log in

Forgotten your username or password?

Cookies must be enabled in your browser

Is this your first time here?

For full access to this site, you first need to create an account.

Create new account

Click here

**Step 5: Fill the registration form (Note: Make sure that Email you use is the one you have access to its inbox)**

Call us : +250788304086, +250788304173 E-mail : info@ulk.ac.rw You are not logged in. (Log in)

### New account

▼ Collapse all

▼ Choose your username and password

Username <sup>!</sup>

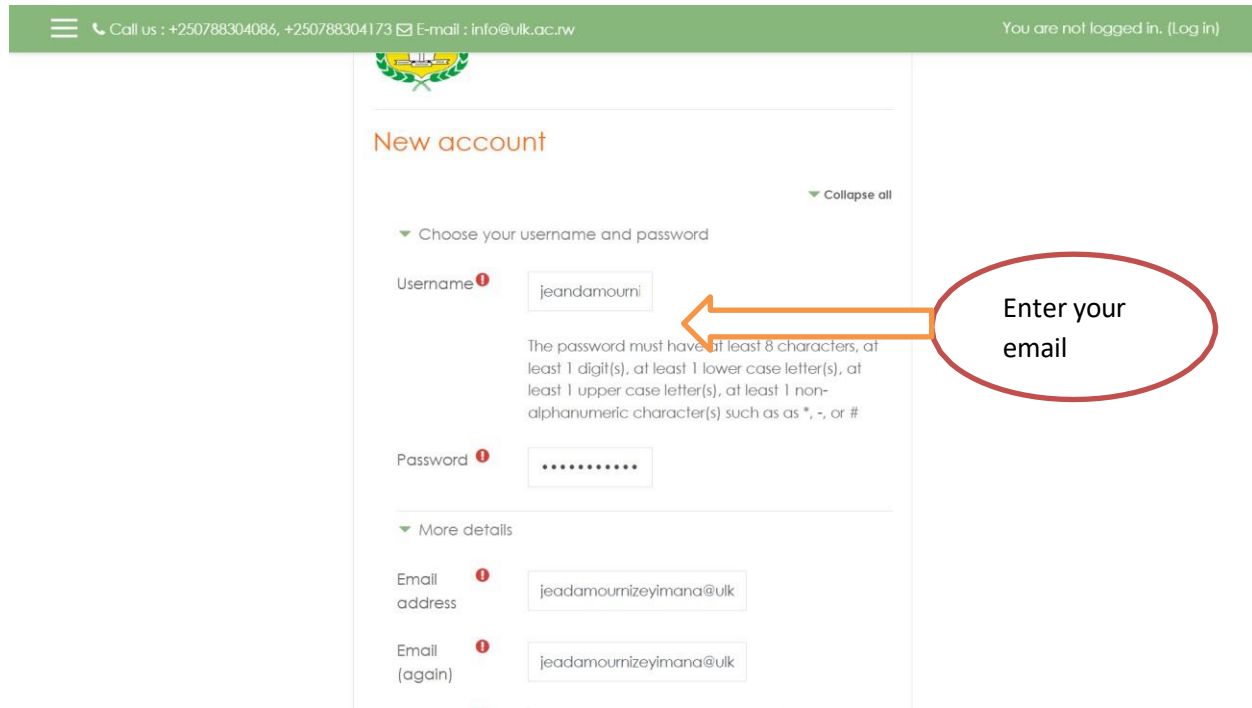
The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as \*, -, or #

Password <sup>!</sup>

▼ More details

Email address <sup>!</sup>

Email (again) <sup>!</sup>

The image shows a web registration form titled 'New account'. It has a green header bar with contact information and a login link. The form is divided into sections: 'Choose your username and password' and 'More details'. The 'Choose your username and password' section contains fields for 'Username' (filled with 'jeandamourni') and 'Password' (filled with dots). A text box below the password field explains the password requirements. The 'More details' section contains two 'Email' fields, both filled with 'jeadamournizeyimana@ulk'. An orange arrow points from a red oval containing the text 'Enter your email' to the 'Email address' field. Another orange arrow points from the same red oval to the 'Password' field.

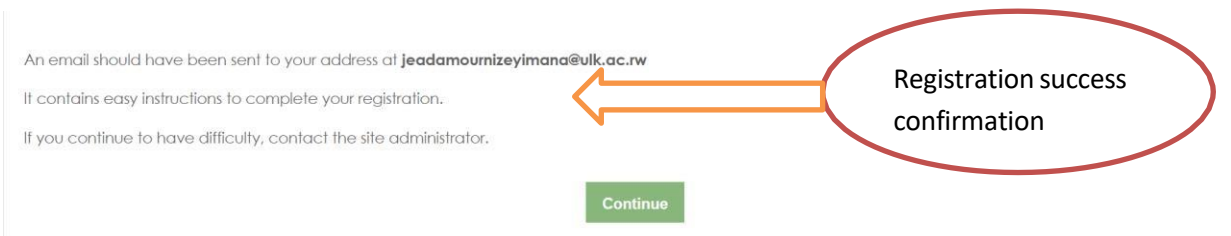
**Step 6: Registration Success Confirmation**

An email should have been sent to your address at **jeadamournizeyimana@ulk.ac.rw**

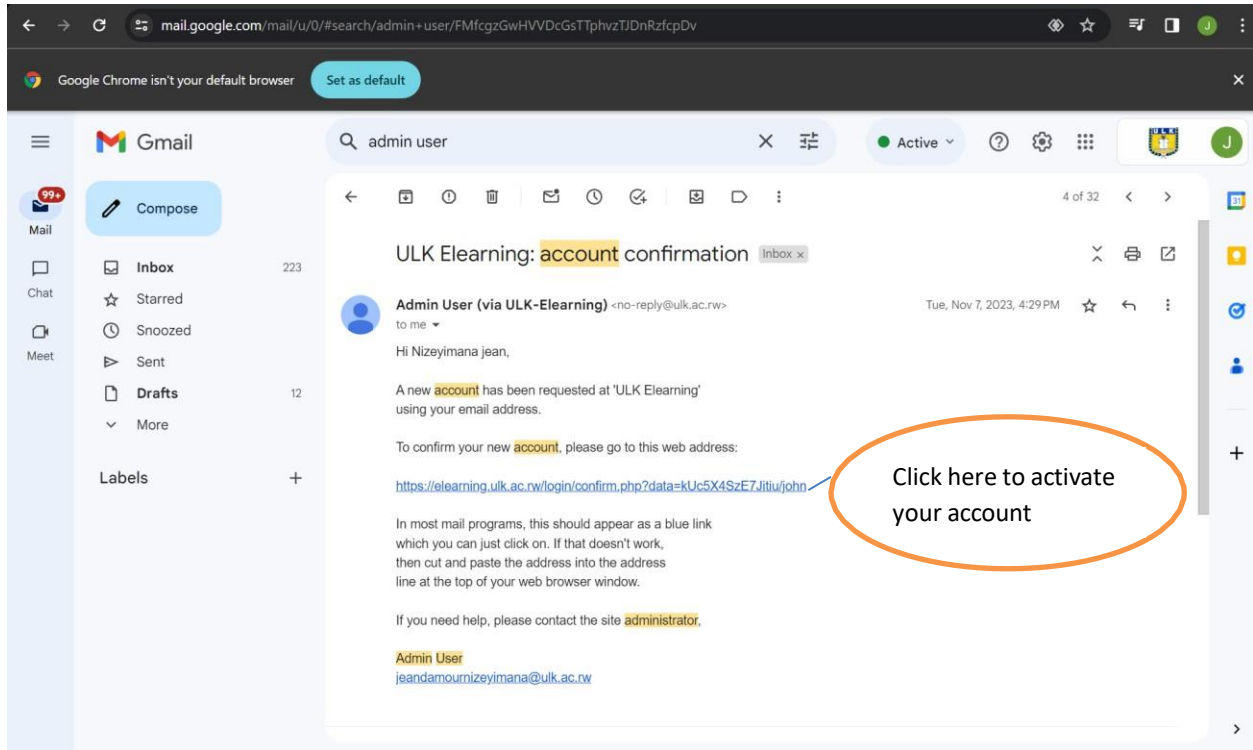
It contains easy instructions to complete your registration.

If you continue to have difficulty, contact the site administrator.

[Continue](#)

The image shows a 'Registration success confirmation' screen. It has a light blue background. The text on the screen says: 'An email should have been sent to your address at jeadamournizeyimana@ulk.ac.rw', 'It contains easy instructions to complete your registration.', and 'If you continue to have difficulty, contact the site administrator.' Below the text is a green button labeled 'Continue'. A red oval containing the text 'Registration success confirmation' has two orange arrows pointing to the email address 'jeadamournizeyimana@ulk.ac.rw' and the 'Continue' button.

## Step 7: Check and activate account

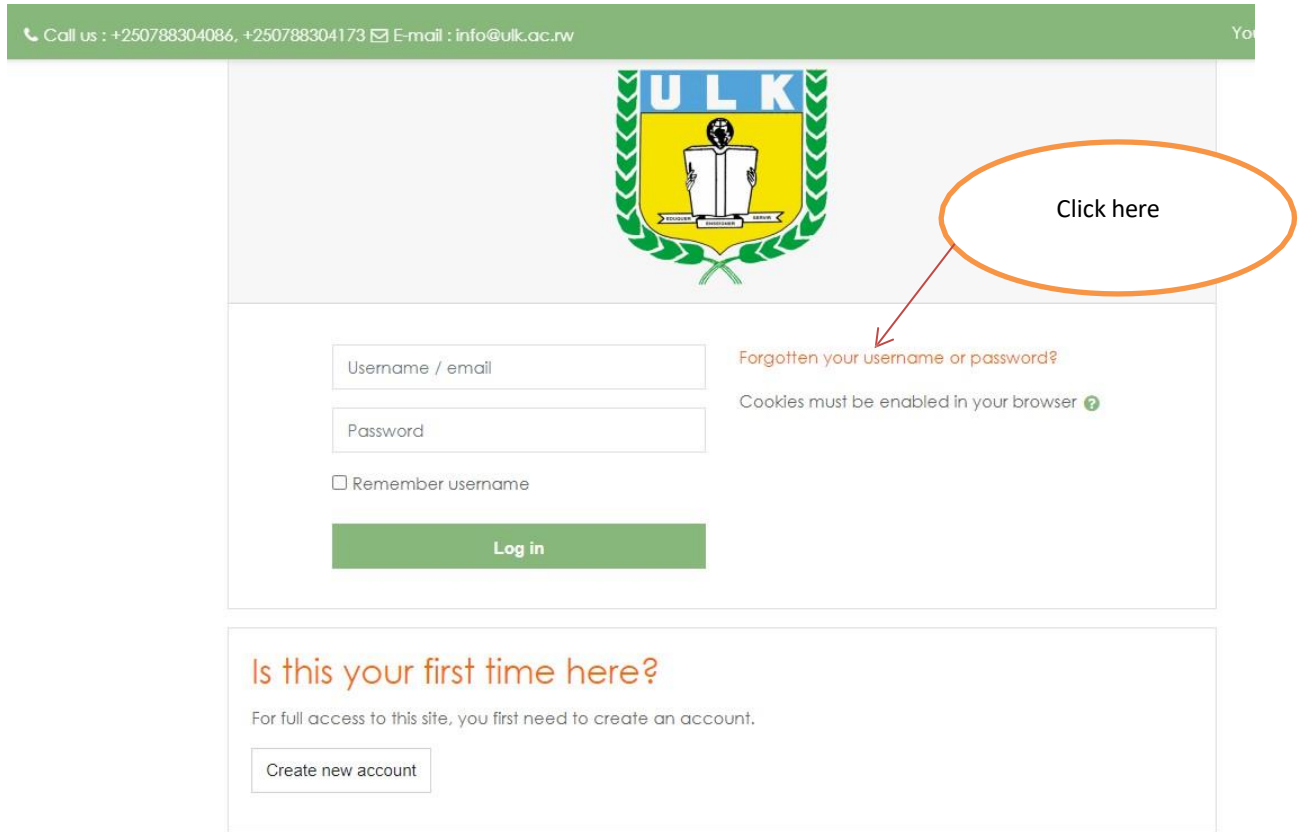




### 3. How to Reset ELearning account Password

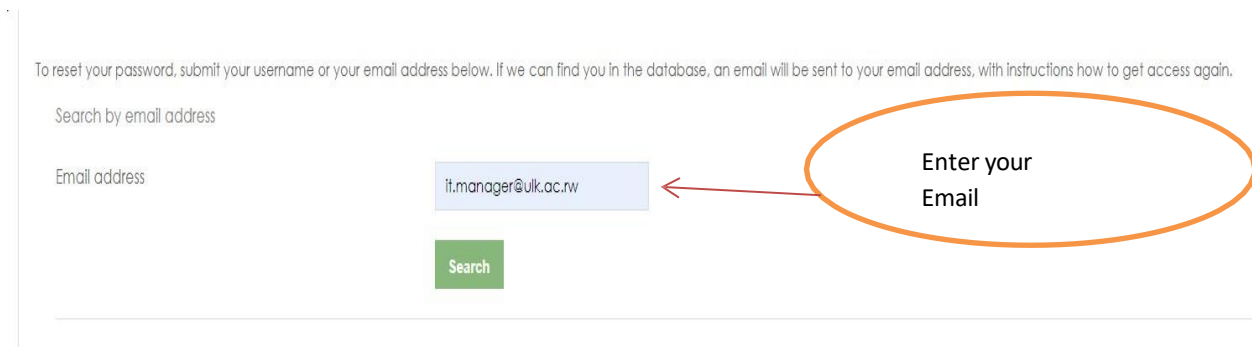
As user sometime it is possible to forgot your Account Credentials you can reset it by following the bellow easy steps to do that

Step1: Go to login Page



The screenshot shows the ULK login page. At the top, a green header bar contains contact information: "Call us : +250788304086, +250788304173" and "E-mail : info@ulk.ac.rw". Below the header is the ULK logo, which features a shield with a book and a torch, flanked by green laurel branches. To the right of the logo, an orange oval with the text "Click here" has a red arrow pointing to the "Forgotten your username or password?" link. Below the logo are two input fields: "Username / email" and "Password". Below these fields is a checkbox labeled "Remember username" and a green "Log in" button. To the right of the input fields, there is a message: "Cookies must be enabled in your browser" with a green question mark icon. Below the login section, there is a section titled "Is this your first time here?" with the text "For full access to this site, you first need to create an account." and a "Create new account" button.

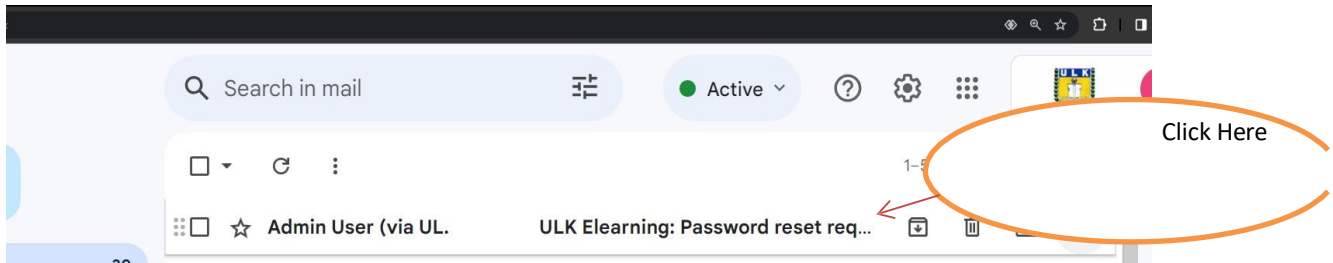
Step2: Enter your Email



The screenshot shows the ULK password reset page. At the top, there is a message: "To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again." Below this message are two input fields: "Search by email address" and "Email address". The "Email address" field contains the text "it.manager@ulk.ac.rw". To the right of this field, an orange oval with the text "Enter your Email" has a red arrow pointing to the input field. Below the input fields is a green "Search" button.



### Step3: Check your Gmail inbox



### Step 4: Changing Account Credentials

Please enter your new password below, then save changes.

Set password

Username claudio

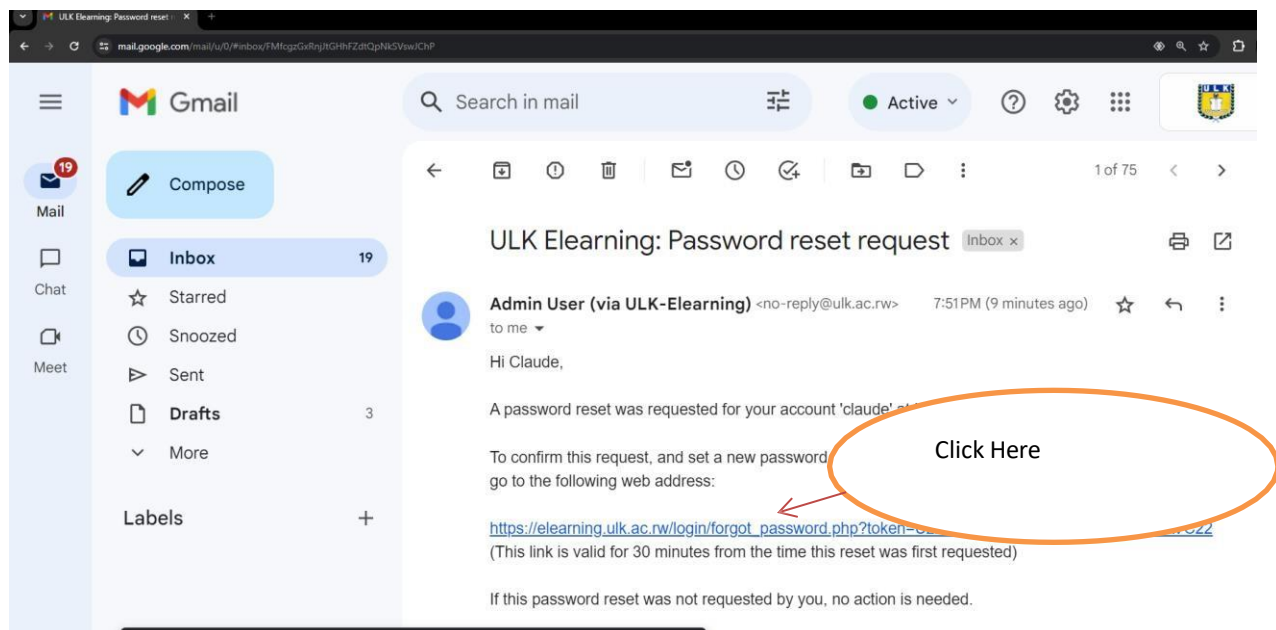
The password must have at least 8 characters, at least 1 upper case letter(s), at least 1 lower case letter(s), at least 1 non-alphanumeric character(s), at least 1 special character(s).

New password

New password (again)

There are required fields in this form marked

1. Enter New Password
2. Enter New Password Again
3. Save Changes

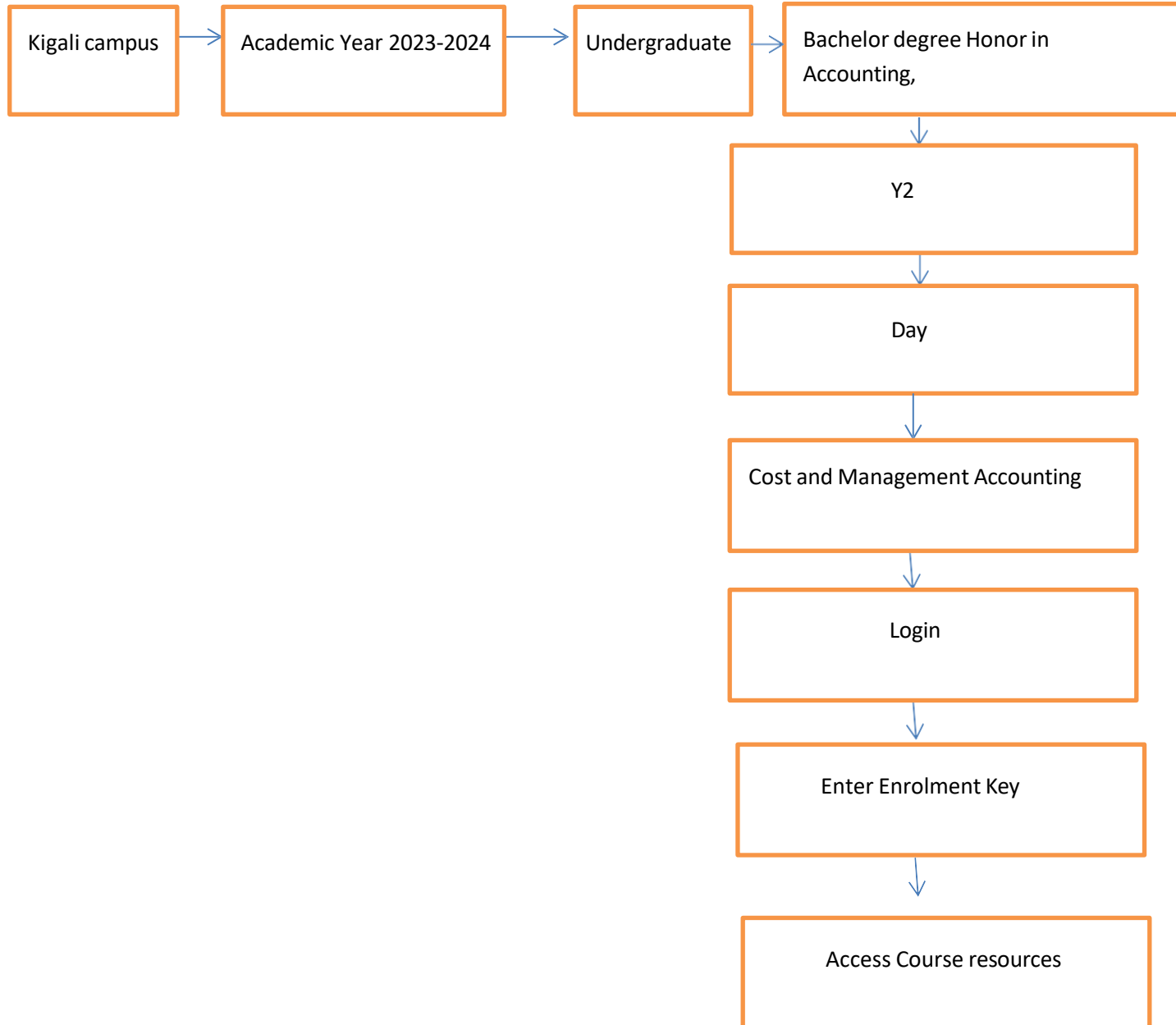


#### 4. How to Access and enroll in a course on UPI ELearning as student

Suppose as student of Kigali campus Bachelor degree Honor in Accounting Y2 Day academic year 2023-2024 needs to access and Enroll on a course called cost and management, Below is the steps to follow

Step 1: Enter ELearning Url on navigation bar (<https://upielearning.ulk.ac.rw>)

Below is the architecture design which show the process of accessing and Enroll to a course as student(s)



Below is the screen shots which shows the process of enrolling and access a course as student

Step 1: Follow the structure which redirect to the specific course

Call us : +250788304086, +250788304173 E-mail : info@uk.ac.rw

You are not logged in. (Log in)

▼ Kigali Campus (1)

▼ Academic year 2023-2024 (1)

▼ Undergraduate

▶ Bachelor's of Science in Computer Science (BSc.CS)-CS

▶ Bachelor of Computer Science in Data Science

▶ Year 1 "Development Studies, International Relations" (Social Sciences)

▶ Bachelor's Degree in Economics

▶ Bachelor of Computer Science in Networking

▶ Bachelor of Computer Science in Software Engineering

▶ Bachelor's Degree Honours in International Relations (BDH, II)

▶ Bachelor's Degree Honours in Development Studies (BDH, DS)

▼ Bachelor's Degree Honours in Accounting (BDH, Acc)


▶ Y1

▼ Y2

▶ Day (1)

▶ Evening

## Step 2: Click on course name

 Call us : +250788304086, +250788304173 E-mail : [info@ulk.ac.rw](mailto:info@ulk.ac.rw)

You are not logged in. [\(Log in\)](#)



Day

[Home](#) / [Courses](#) / [Kigali Campus](#) / [Academic year 2023-2024](#) / [Undergraduate](#) / [Bachelor's Degree Honours in Accounting \(BDH, Acc\)](#) / [Y2](#) / [Day](#)Course categories: [Kigali Campus / Academic year 2023-2024 / Undergraduate / Bachelor's Degree Honours in Accounting \(BDH, Acc\) / Y2 / Day](#)Search courses    [Cost and Management Accounting](#) Lecturer: [Jacques Nsengiyumva](#)

### Info

[Vision, Mission, Values & Motto](#)  
[Campuses](#)  
[Infrastructure](#)

### Contact us

Kigali-Gisozi-Western-Rubavu-Rwanda  
Phone : +250788304086, +250788304173  
E-mail : [info@ulk.ac.rw](mailto:info@ulk.ac.rw)


Follow us




### Step 3: Enter Your Login Credential

Call us : +250788304086, +250788304173 E-mail : info@ulk.ac.rw

You are not logged in.





[Forgotten your username or password?](#)

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

☐ Remember username

[Log in](#)

Click here

Is this your first time here?

For full access to this site, you first need to create an account.

[Create new account](#)

### Step 4: Enter Your Login Credential

Call us : +250788304086, +250788304173 E-mail : info@ulk.ac.rw

Muhire Claude

Cost and Management Accounting(2023-2024)  
Acc Day

Dashboard

Site home

Calendar

Private files

Content bank

My courses

System administration

Advanced Network Technology

Data Structure

Math for computer Science


Probability and statistics

Advanced OOP

## Cost and Management Accounting

Dashboard / Courses / Kigali Campus / Academic year 2023-2024 / Undergraduate / Bachelor's Degree Honours in Accounting (BDH, Acc) / Y2 / Day / Cost and Management Accounting(2023-2024) Acc Day / Enrol me in this course / Enrolment options

### Enrolment options

 Cost and Management Accounting

Lecturer: Jacques Nsengiyumva

Enrolment Key

Enrolment key

Enrol me

Enter Enrollment Key provided by your Lecturer

Click here

## Step 5: Access Course Resources

Now you are seeing course resources

Cost and Management Accounting(2023-2024) Acc Day

Participants

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CHAPTER 1 : INTRODUCTION TO MANAGEMENT ACCOUNTING

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Dashboard / Courses / Kigali Campus / Academic year 2023-2024 / Undergraduate / Bachelor's Degree Honours In Accounting (BDH. Acc) / Y2 / Day / Cost and Management Accounting(2023-2024) Acc Day

You are enrolled in the course.

WELCOME TO COST AND MANAGEMENT ACCOUNTING MODULE

Announcements

UNIT ONE : COST ACCOUNTING

Not available

CHAPTER 1: INTRODUCTION TO COST ACCOUNTING

Not available

CHAPTER 2: COST TERMS AND CONCEPTS

Not available

CHAPTER 3: ALLOCATION AND APPORTIONMENT OF OVERHEADS

Not available

Activities

Assignments

Forums

Quizzes

Resources

## 5. How to Access Assignment on UPI ELearning as student

Suppose as student you need to access assignment one of cost and management course

### Step1: Access Assignment

Click here

Cost and Management Accounting(2023-2024) Acc Day

Participants

Badges

Competencies

Grades

General

CHAPTER 1 : INTRODUCTION TO MANAGEMENT ACCOUNTING

CHAPTER 6 : COST ACCOUNTING SYSTEMS AND TECHNIQUES

Not available

UNIT 2 : MANAGEMENT ACCOUNTING

Not available

CHAPTER 1 : INTRODUCTION TO MANAGEMENT ACCOUNTING

Introduction to Management Accounting

Introduction to Management Accounting - notes

ASSIGNMENT ONE - Introduction to Management Accounting

ASSIGNMENT two - Introduction to Management Accounting

QUIZ 1-UNIT 2\_INTRODUCTION TO MANAGEMENT ACCOUNTING



## Step2: Access Assignment Resources

Call us : +250788304086, +250788304173 E-mail : info@ulk.ac.rw Muhire Claude

### Cost and Management Accounting

Dashboard / My courses / Cost and Management Accounting(2023-2024) Acc Day / CHAPTER 1 : INTRODUCTION TO MANAGEMENT ACCOUNTING / ASSIGNMENT ONE - Introduction to Management Accounting

#### ASSIGNMENT ONE - Introduction to Management Accounting

Dear Students,

- This is a group assignment. Remain in your respective groups from Unit One.
- Check well the list of group members and the accuracy of their student numbers before submitting your report, no complaints will be received after submission.
- Make sure the assignment has a clear HEADING (clear identification e.g., department, module, group number, list of members, etc). An assignment without a heading or clear identification will not be considered.

GROUP ASSIGNMENT - UNIT 2- CHAPTER ONE- INTRODUCTION TO MANAGEMENT ACCOUNTING.pdf 23 January 2024, 11:53 AM

#### Submission status

Submission status	No attempt
Grading status	Not graded

## 6. How to Submit Assignment on UPI ELearning as student

### Step1: Access Assignment

Suppose as student you need to access assignment one of cost and management course

Call us : +250788304086, +250788304173 E-mail : info@ulk.ac.rw Muhire Claude

### CHAPTER 6 : COST ACCOUNTING SYSTEMS AND TECHNIQUES

Not available

#### UNIT 2 : MANAGEMENT ACCOUNTING

Not available

#### CHAPTER 1 : INTRODUCTION TO MANAGEMENT ACCOUNTING

- Introduction to Management Accounting
- Introduction to Management Accounting - notes
- ASSIGNMENT ONE - Introduction to Management Accounting
- ASSIGNMENT two - Introduction to Management Accounting
- QUIZ 1-UNIT 2\_INTRODUCTION TO MANAGEMENT ACCOUNTING

## Step2: Assignment details

The screenshot shows the 'Assignment details' page for 'GROUP ASSIGNMENT - UNIT 2: CHAPTER ONE- INTRODUCTION TO MANAGEMENT ACCOUNTING.pdf'. The left sidebar contains navigation links for 'Cost and Management Accounting(2023-2024) Acc Day', 'Participants', 'Badges', 'Competencies', 'Grades', 'General', 'CHAPTER 1: INTRODUCTION TO MANAGEMENT ACCOUNTING', 'Dashboard', 'Site home', 'Calendar', 'Private files', 'Content bank', 'My courses', and 'Cost and Management Accounting'. The main content area displays the assignment title and a 'Submission status' table. The table shows 'No attempt', 'Not graded', a due date of 'Friday, 26 January 2024, 9:30 PM', and a time remaining of 'Assignment is overdue by: 29 days 14 hours'. Below the table, there is a 'Comments (0)' link and an 'Add submission' button. A red arrow points from a callout box to the 'Add submission' button. The callout box contains the text 'Click here to add submission'.

Dear Students,

- This is a group assignment. Remain in your respective groups from Unit One.
- Check well the list of group members and the accuracy of their student numbers before submitting your report, no complaints will be received after submission.
- Make sure the assignment has a clear HEADING (clear identification e.g., department, module, group number, list of members, etc). An assignment without a heading or clear identification will not be considered.

**GROUP ASSIGNMENT - UNIT 2: CHAPTER ONE- INTRODUCTION TO MANAGEMENT ACCOUNTING.pdf** 23 January 2024, 11:53 AM

### Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Friday, 26 January 2024, 9:30 PM
Time remaining	Assignment is overdue by: 29 days 14 hours
Last modified	-
Submission comments	<a href="#">Comments (0)</a>

[Add submission](#)

You have not made a submission yet.

Click here to add submission

## Step3: Upload assignment

The screenshot shows the 'File submissions' section of the assignment page. It features a file upload area with a dashed border and a blue arrow pointing down. A red arrow points from a callout box to the upload area. The callout box contains the text 'Click here to upload your assignment'. Below the upload area, there are 'Accepted file types' and 'All file types' labels, and 'Save changes' and 'Cancel' buttons. At the bottom, there is a 'Jump to...' dropdown menu and a link to 'ASSIGNMENT Two - Introduction to Management Accounting'.

File submissions

Maximum file size

Files

You can drag and drop files here to add them.

Accepted file types:

All file types

[Save changes](#) [Cancel](#)

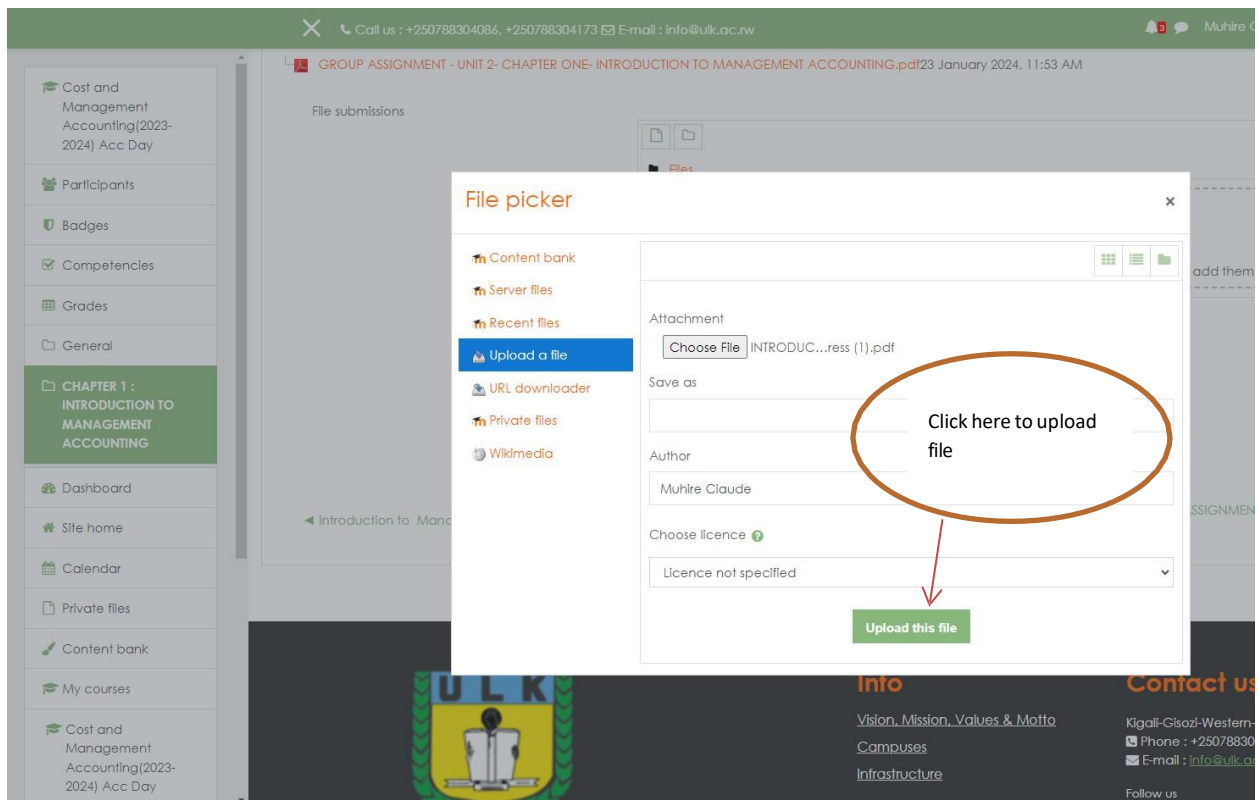
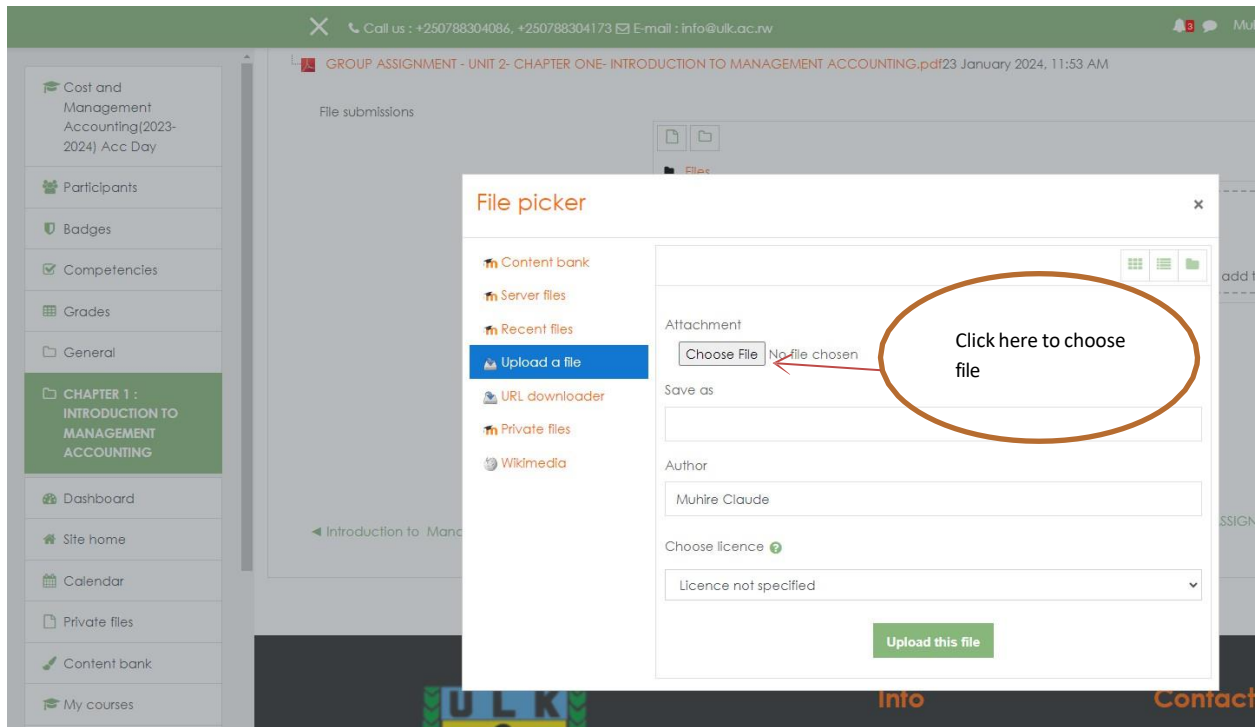
Introduction to Management Accounting - notes

Jump to...

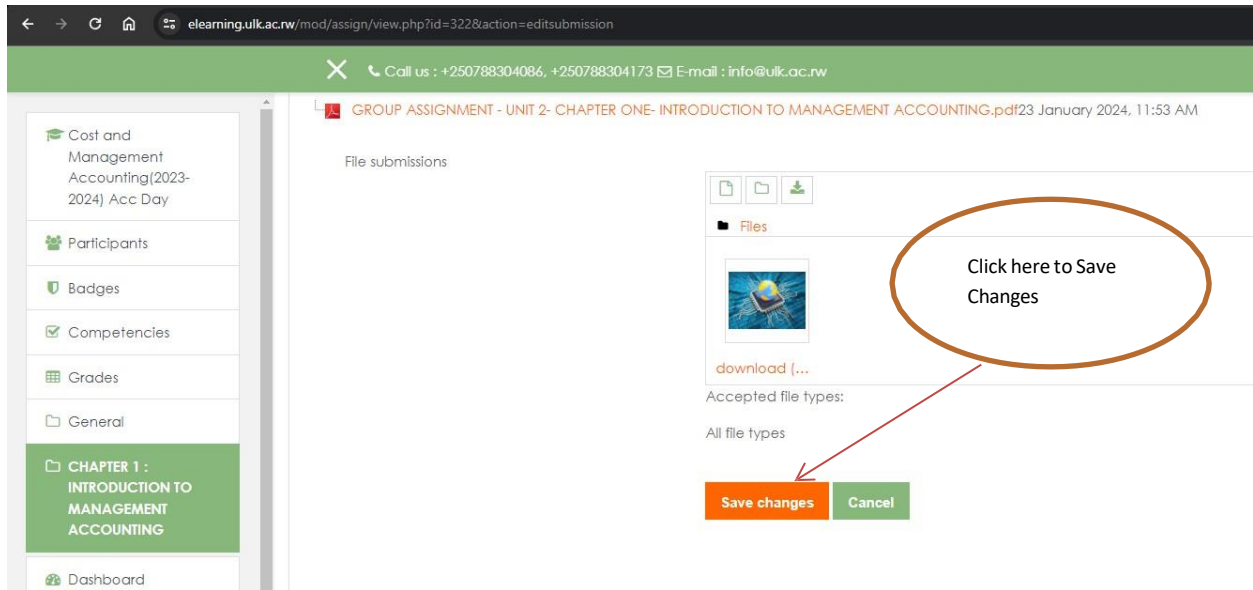
ASSIGNMENT Two - Introduction to Management Accounting

Click here to upload your assignment

#### Step4: Upload a file



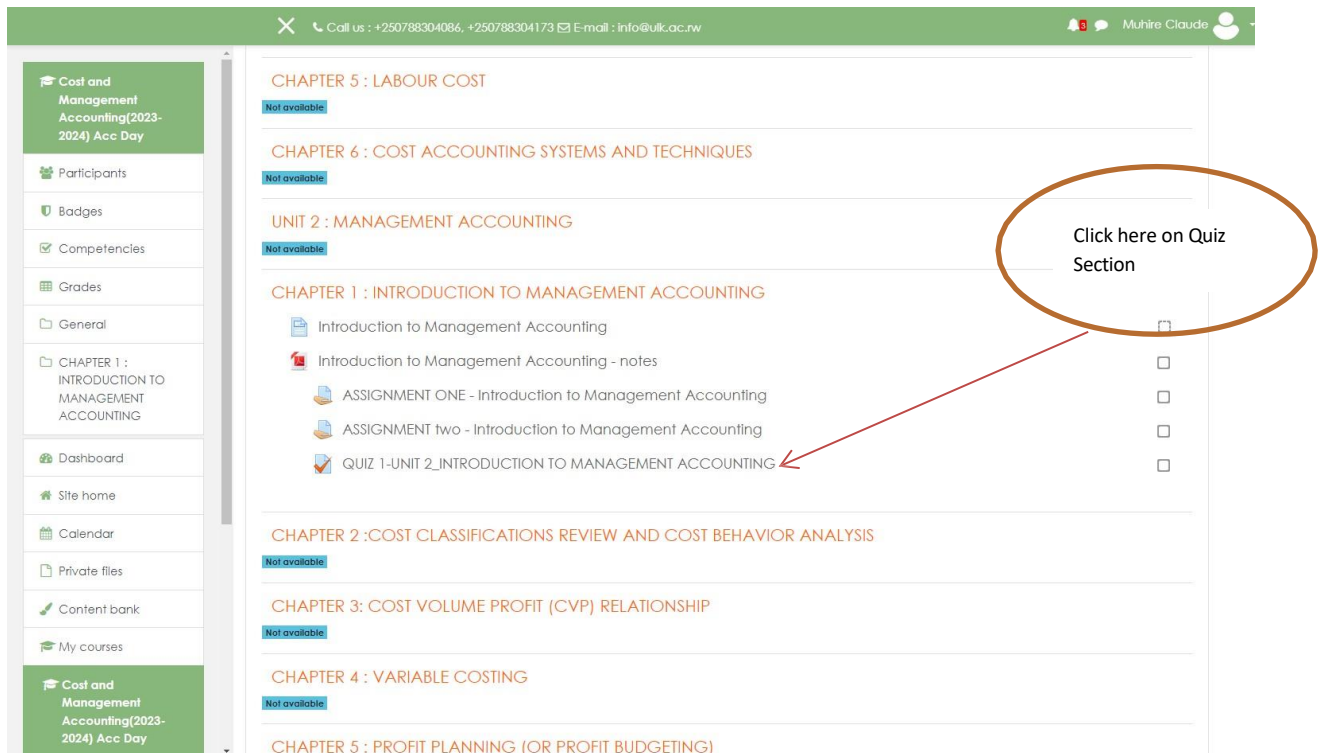
#### Step5: Save Changes



## 7. How to do a quiz on UPI ELearning

Suppose as student you need to do a quiz of Cost and management course, follow the below steps to do that

### Step 1: Access Quiz



### Step 2: Quiz Details

Cost and Management Accounting(2023-2024) Acc Day

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Cost and Management Accounting(2023-2024) Acc Day

QUIZ 1-UNIT 2\_INTRODUCTION TO MANAGEMENT ACCOUNTING

The quizzes consist of questions carefully designed to help you self-assess your comprehension of the information presented on the topics covered in **Chapter 1: Introduction to Mar**

Each question in the quiz is multiple-choice. Read each question carefully, and click on the button next to your response that is based on the information covered on the topic in it correct or incorrect response will result in appropriate feedback immediately.

If you select an incorrect response for a question, you can try again until you get the correct response. If you retake the quiz, the questions and their respective responses will be ra

The total score for the quiz is based on your responses to all questions. If you respond incorrectly to a question or retake a question and get the correct response, your quiz score wi your quiz will not be graded. If you skip a question or exit before responding to all the questions.

Please read your notes and any additional textbooks on Management accounting before attempting the Quiz.

Good Luck!

Attempts allowed: 5

This quiz opened at Sunday, 21 January 2024, 12:00 PM

This quiz will close on Monday, 26 February 2024, 12:00 PM.

Time limit: 20 mins

Grading method: Last attempt

Attempt quiz now

ASSIGNMENT two - Introduction to Management Accounting

Jump to...

Click here to attempt Quiz

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Cost and Management Accounting(2023-2024) Acc Day

QUIZ 1-UNIT 2\_INTRODUCTION TO MANAGEMENT ACCOUNTING

The quizzes consist of questions carefully designed to help you self-assess your comprehension of the information presented on the topics covered in **Chapter 1: Introduction to Management.**

Each question in the quiz is multiple-choice. Read each question carefully, and click on the button next to your response that is based on the information covered on the topic in the chapter or your read correct or incorrect response will result in appropriate feedback immediately.

If you select an incorrect response for a question, you can try again until you get the correct response. If you retake the quiz, the questions and their respective responses will be randomized.

The total score for the quiz is based on your responses to all questions. If you respond incorrectly to a question or retake a question and get the correct response, your quiz score will reflect it appropriately your quiz will not be graded. If you skip a question or exit before responding to all the questions.

Please read your notes and any additional textbooks on Management accounting before attempting the Quiz.

Good Luck!

Time limit

Your attempt will have a time limit of 20 mins. When you start, the timer will begin to count down and cannot be paused. You must finish your attempt before it expires. Are you sure you wish to start now?

Start attempt

Cancel

Attempt quiz now

ASSIGNMENT two - Introduction to Management Accounting

Jump to...

Click here to Start Attempt

### Step 3: Start Quiz

Call us : +250788304086, +250788304173

E-mail : info@ul.ac.rw

Muhire Claude

Cost and Management Accounting(2023-2024) Acc Day

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Cost and Management Accounting(2023-2024) Acc Day

Cost and Management Accounting

Dashboard / My courses / Cost and Management Accounting(2023-2024) Acc Day / CHAPTER 1 : INTRODUCTION TO MANAGEMENT ACCOUNTING / QUIZ 1-UNIT 2\_INTRODUCTION TO MANAGEMENT ACCOUNTING

Question 1

Not complete

Marked out of 1.00

Flag question

Which of the following characteristics does NOT pertain to management accounting?

☐ a. provides financial and operating data multidisciplinary in scope

☐ b. generates specific-purpose financial statements and reports

☐ c. provides information and estimates about future activity

☐ d. has externally imposed standards

Check

Question 2

Not complete

Marked out of 1.00

Flag question

Management accounting and financial accounting differ in that management accounting information is prepared

☐ a. following prescribed rules.

☐ b. to summarize the whole company with little detail

☐ c. using whatever methods the company finds beneficial.

☐ d. for shareholders.

Quiz navigation

1

2

3

4

5

Finish attempt ...

Time left 0:19:29

#### Step 4: Finish Quiz

Call us : +250788304086, +250788304173

E-mail : info@ul.ac.rw

Muhire Claude

Cost and Management Accounting(2023-2024) Acc Day

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CHAPTER 1 : INTRODUCTION TO MANAGEMENT ACCOUNTING

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Question 5

Not complete

Marked out of 1.00

Flag question

d. To provide shareholders and potential investors with useful information for decision making

Check

Question 5

Not complete

Marked out of 1.00

Flag question

Financial accounting is primarily concerned with providing financial reports to all of the following EXCEPT

☐ a. creditors such as banks and other financial institutions.

☐ b. creditors such as suppliers.

☐ c. management of the firm.

☐ d. shareholders of the company.

Check

Finish Quiz

Finish attempt ...