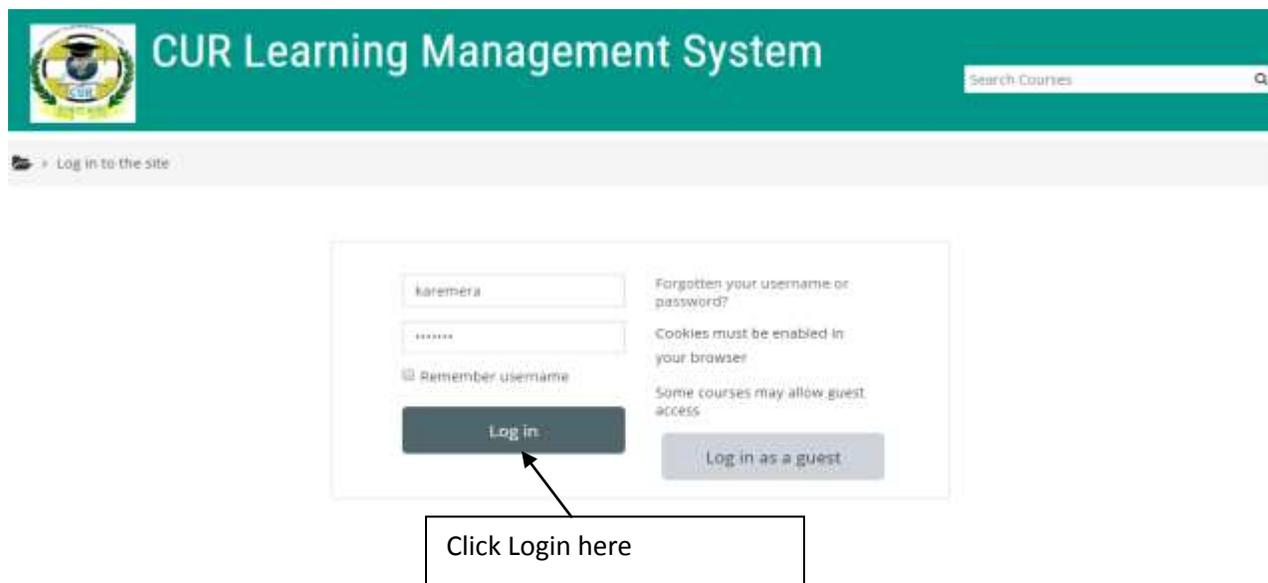


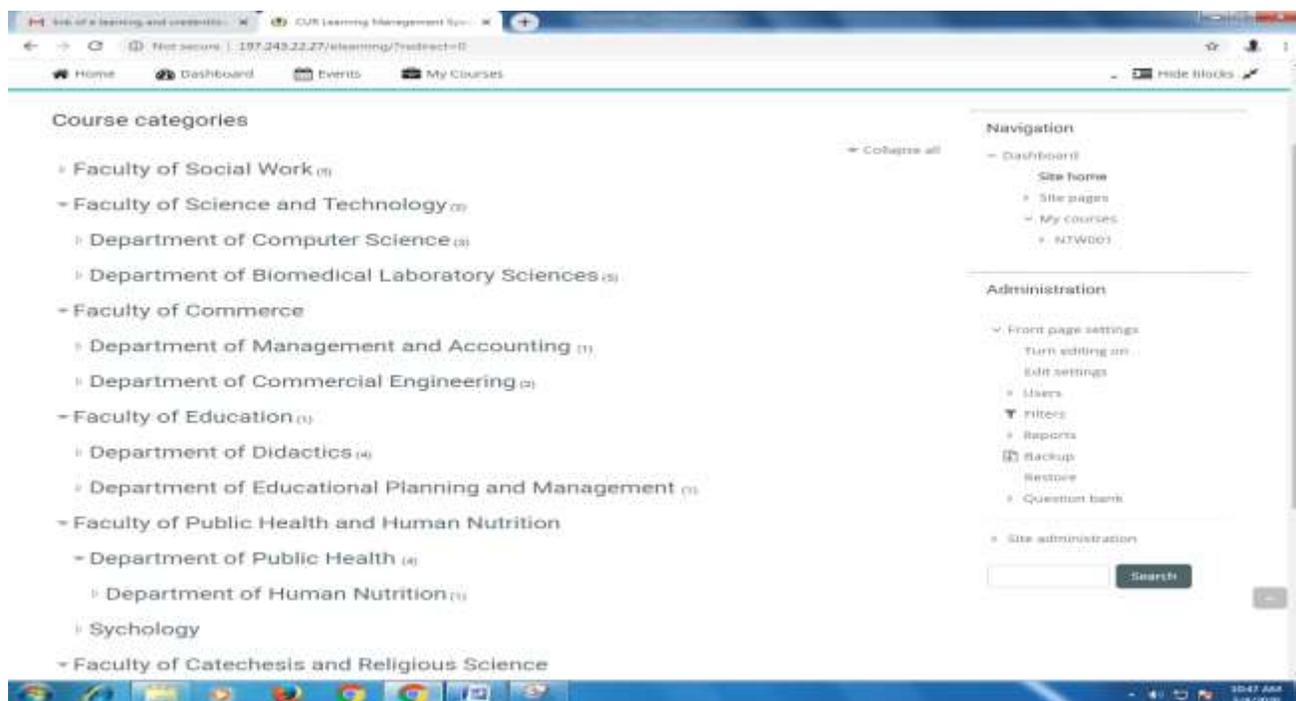
LECTURER GUIDE WHILE UPLOADING CONTENTS ON CUR E-LEARNING PLATFORM

Step 1: Logging in by filling **Username and Password**



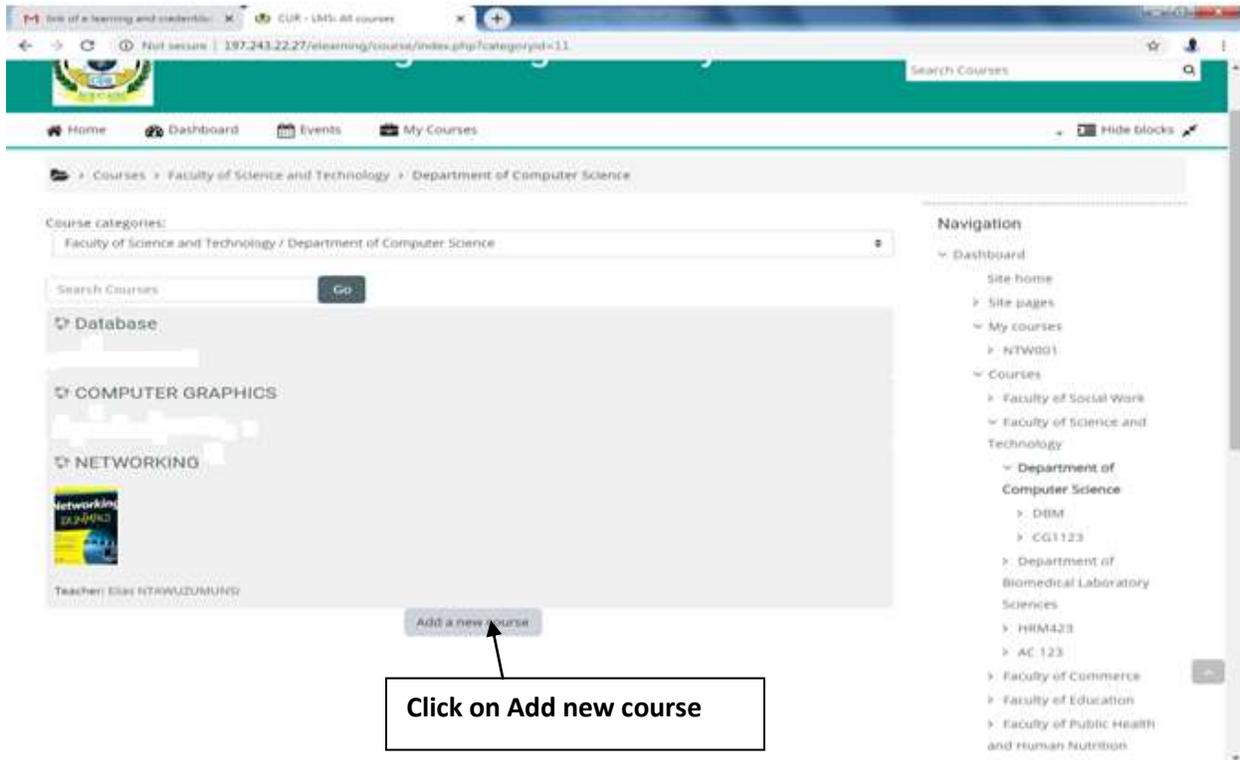
After login, you will be directed to the following page where you have to choose the **Faculty and Department**

Step 2: **Selecting Faculty and Department**



Select your faculty name and department

Step 4: Click on add new course to start uploading new course



Step 5: Fill the course general settings

Add a new course

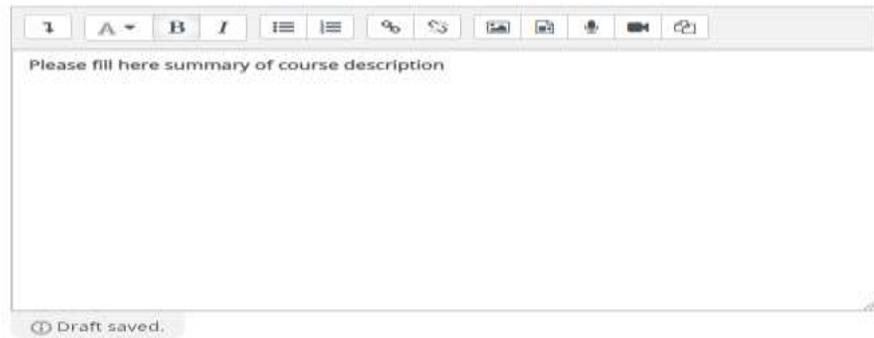
► Expand all

▼ General

Course full name	<input type="text" value="CSC2345: Introduction to Computer Networks"/>
Course short name	<input type="text" value="CSC2345"/>
Course category	<input type="text" value="Faculty of Science and Technology / Department of Computer Science"/>
Course visibility	<input type="text" value="Show"/>
Course start date	<input type="text" value="5"/> <input type="text" value="May"/> <input type="text" value="2020"/> <input type="text" value="00"/> <input type="text" value="00"/>
Course end date	<input type="text" value="30"/> <input type="text" value="November"/> <input type="text" value="2020"/> <input type="text" value="00"/> <input type="text" value="00"/> <input checked="" type="checkbox"/> Enable
Course ID number	<input type="text"/>

▼ Description

Course summary



A rich text editor interface with a toolbar at the top containing icons for undo, redo, bold, italic, text color, background color, bulleted list, numbered list, link, unlink, image, video, and help. Below the toolbar is a large text area with the placeholder text "Please fill here summary of course description". At the bottom left of the editor, a status bar displays "Draft saved."

Course image



A file upload interface. At the top right, it states "Maximum size for new files: Unlimited, maximum attachments: 1". Below this is a "Files" section with a dashed border and a blue arrow pointing down, with the text "You can drag and drop files here to add them." Below the upload area, it lists "Accepted file types:" followed by "Image (GIF) .gif", "Image (JPEG) .jpg", and "Image (PNG) .png".

▼ Course format

Format

Topics format

Number of sections

10

Hidden sections

Hidden sections are shown in collapsed form

Course layout

Show all sections on one page

▶ Appearance

▶ Files and uploads

▶ Completion tracking

▶ Groups

▶ Role renaming

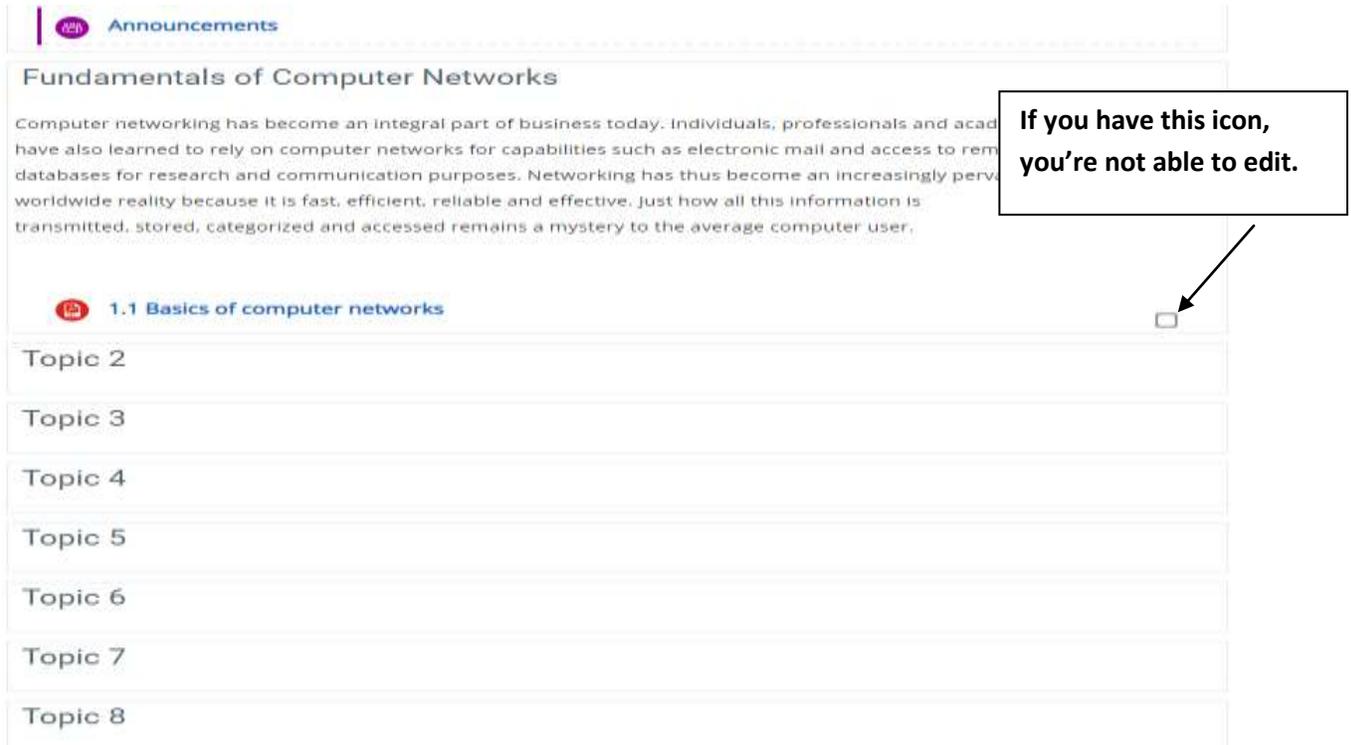
▶ Tags

Save and return Save and display Cancel

Click on here

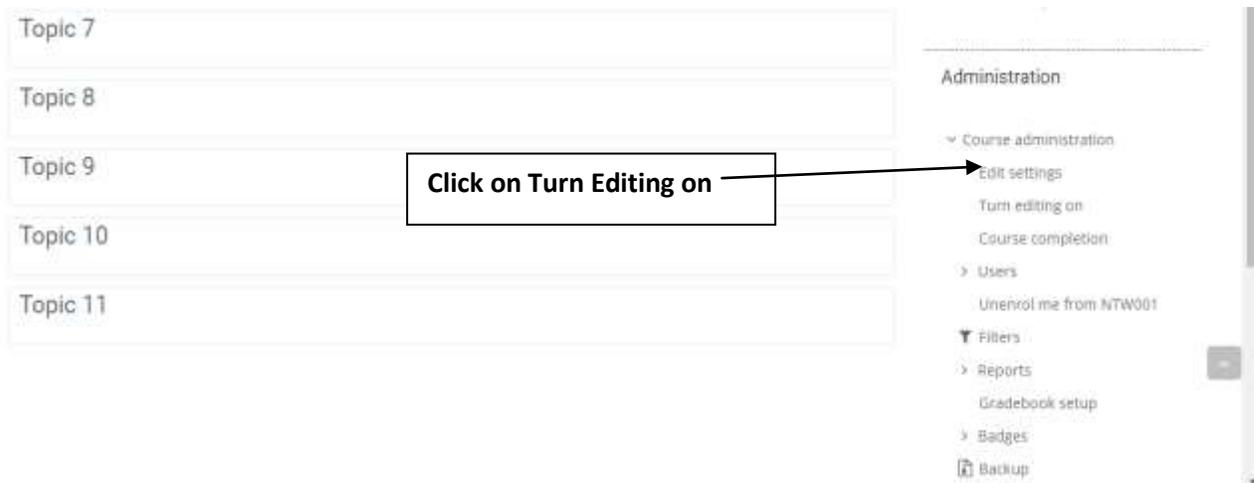
You will be directed to the following page:

Step 6: Start the process of uploading the content of your module: on this interface, you should first provide the announcements about your course, upload the general description of the module and finally you end up by the process of uploading chapters of your module based on different topic as it is shown on the interface bellow



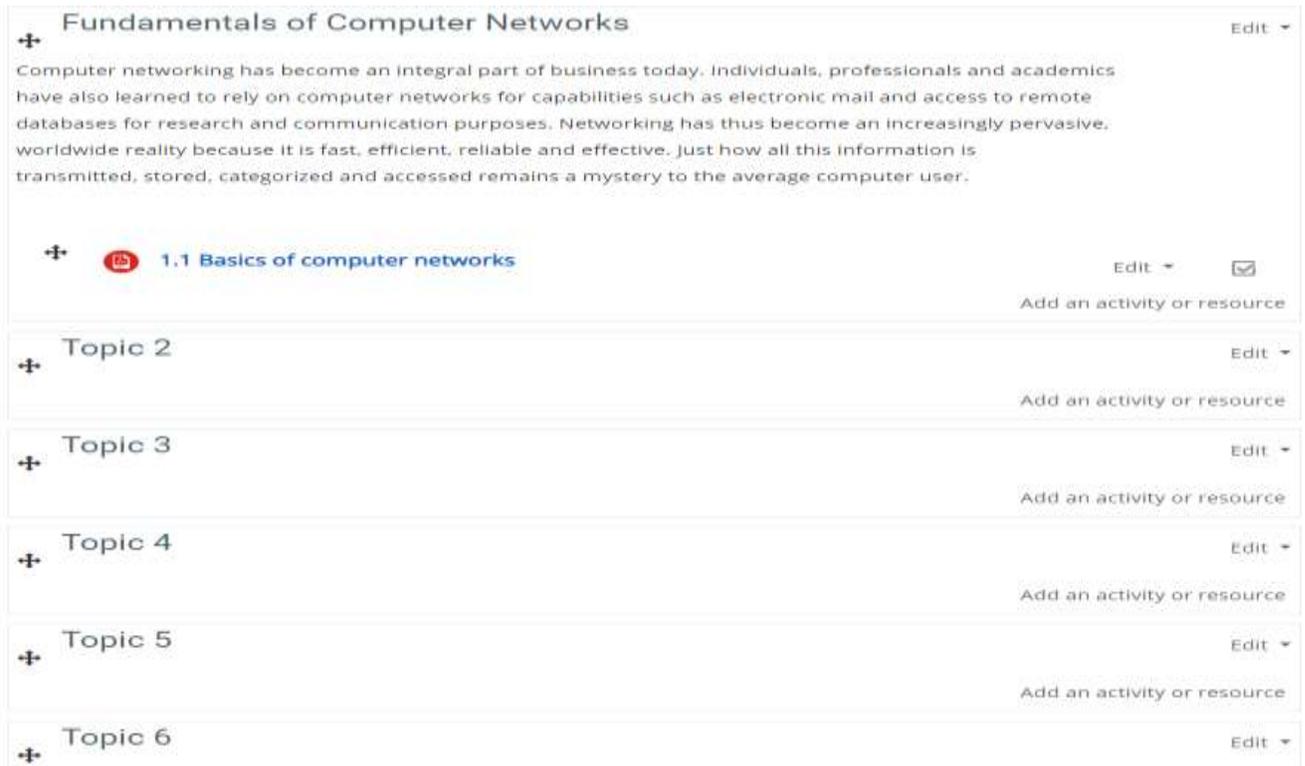
The screenshot shows a course management interface. At the top, there is a section titled "Announcements" with a purple icon. Below it, the main heading is "Fundamentals of Computer Networks". The text below the heading describes computer networking as an integral part of business today. Below the text, there is a list of topics: "1.1 Basics of computer networks", "Topic 2", "Topic 3", "Topic 4", "Topic 5", "Topic 6", "Topic 7", and "Topic 8". A callout box with a black border and white background points to a small square icon next to "1.1 Basics of computer networks". The callout text reads: "If you have this icon, you're not able to edit."

To have the right of editing something, click on **Turn Editing on**

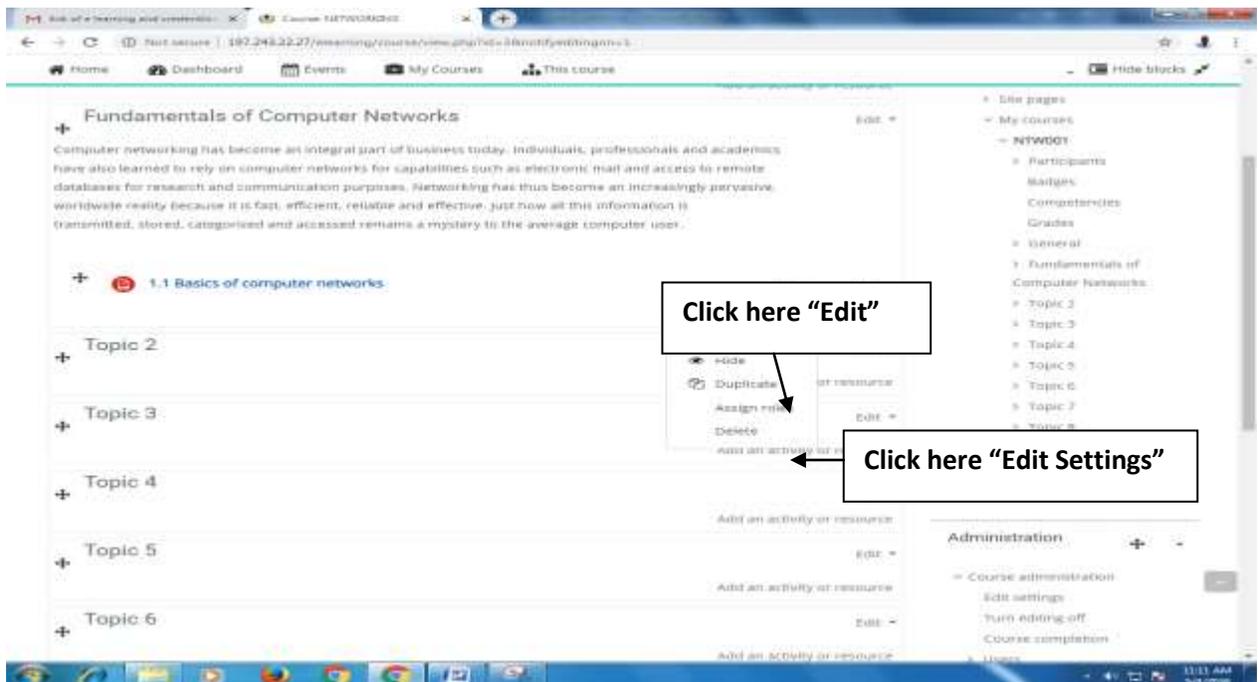


The screenshot shows a course management interface. On the left, there is a list of topics: "Topic 7", "Topic 8", "Topic 9", "Topic 10", and "Topic 11". On the right, there is an "Administration" menu with the following items: "Administration", "Course administration", "Edit settings", "Turn editing on", "Course completion", "Users", "Unenrol me from NTW001", "Filters", "Reports", "Gradebook setup", "Badges", and "Backup". A callout box with a black border and white background points to the "Turn editing on" option in the "Course administration" section. The callout text reads: "Click on Turn Editing on"

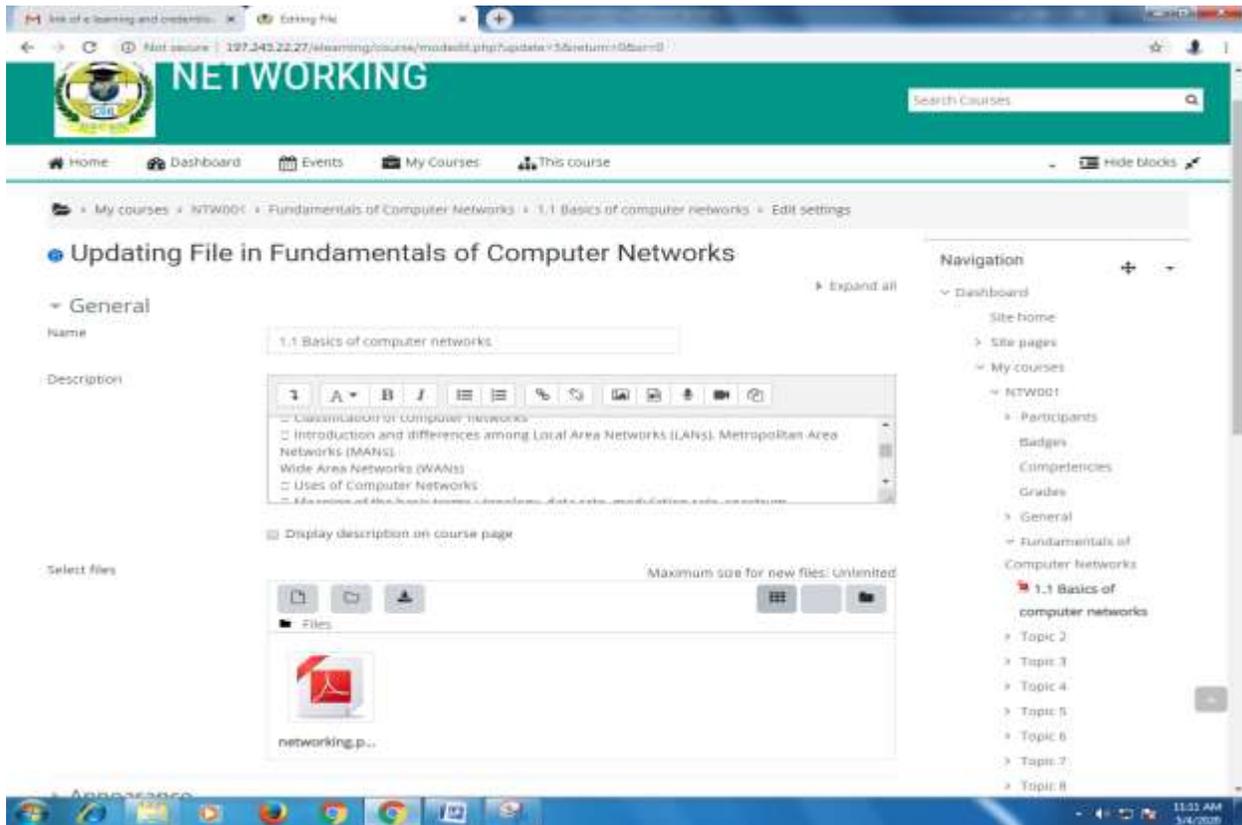
Step 7: When you click on turn editing on, you will get the following page:



Step 8: update the content of your topic



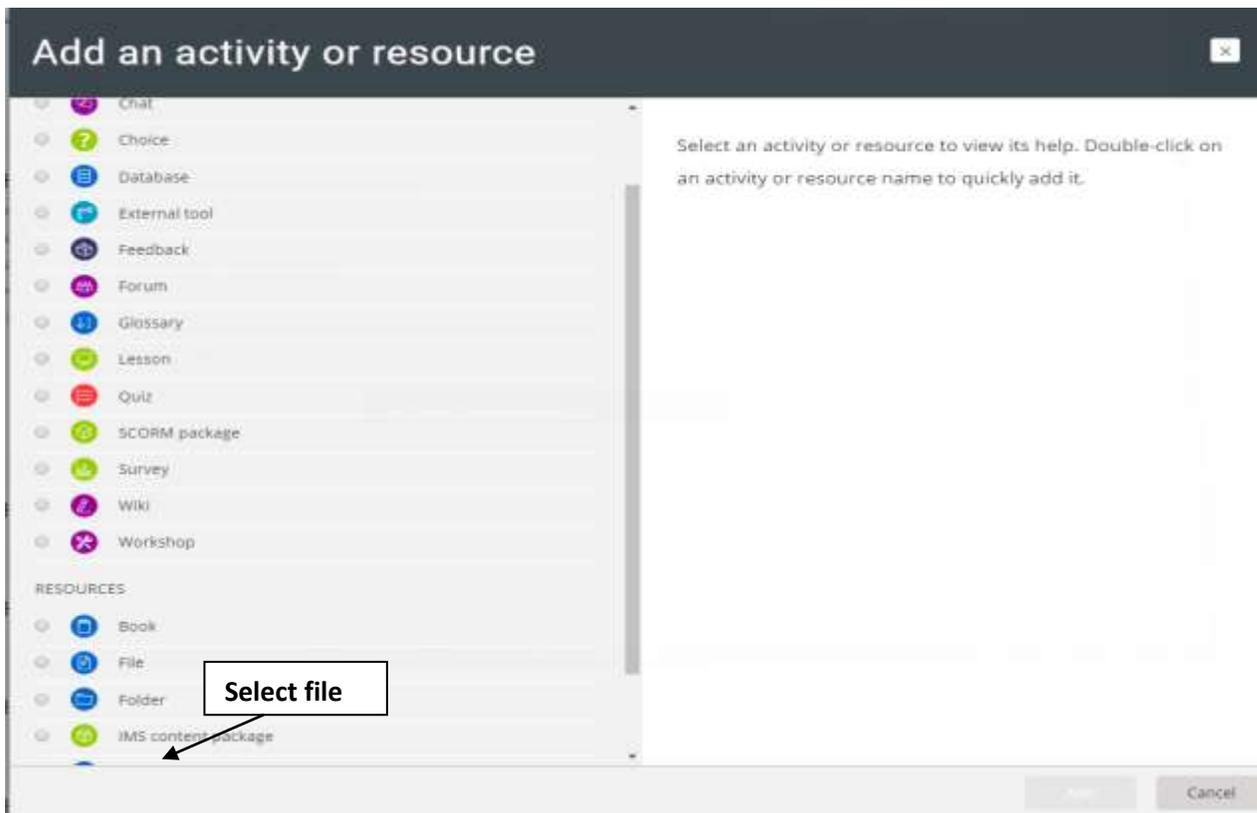
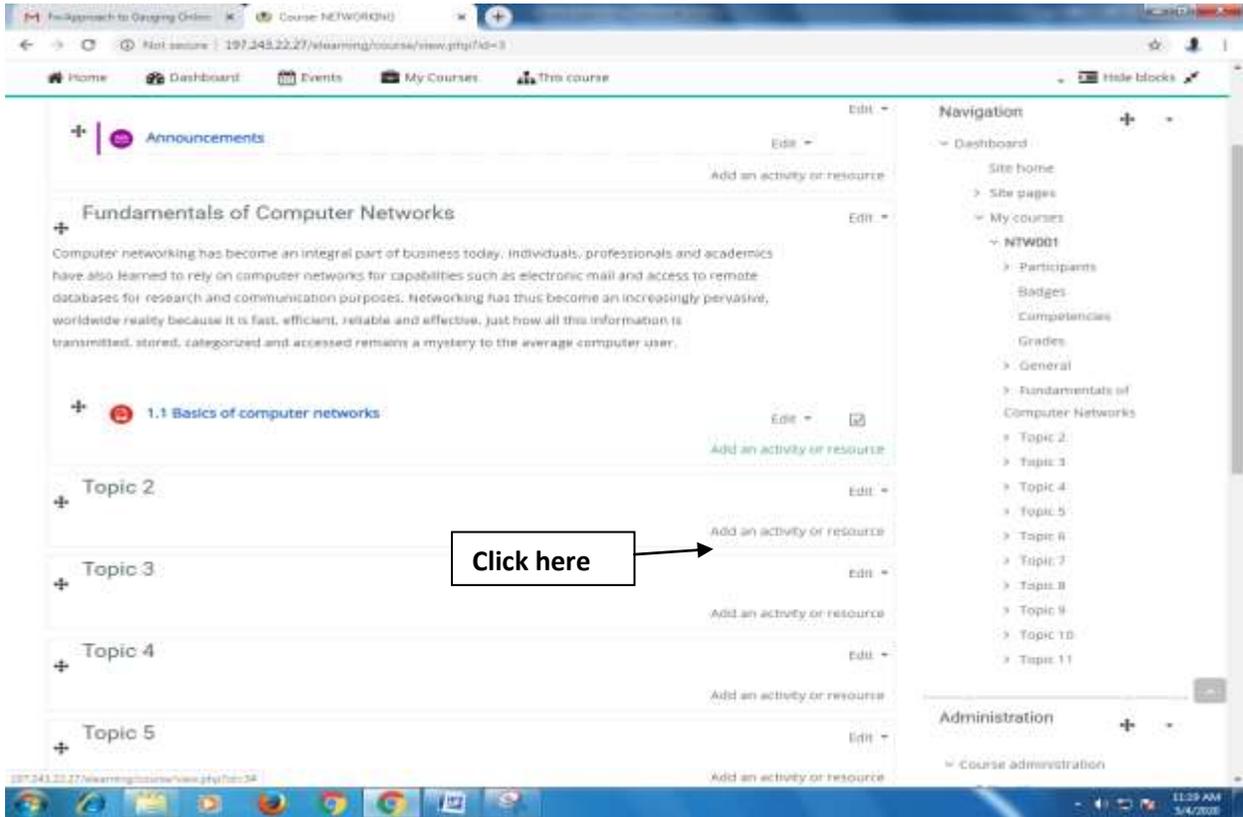
You will get the following page where you will be able to edit topic and add chapter name

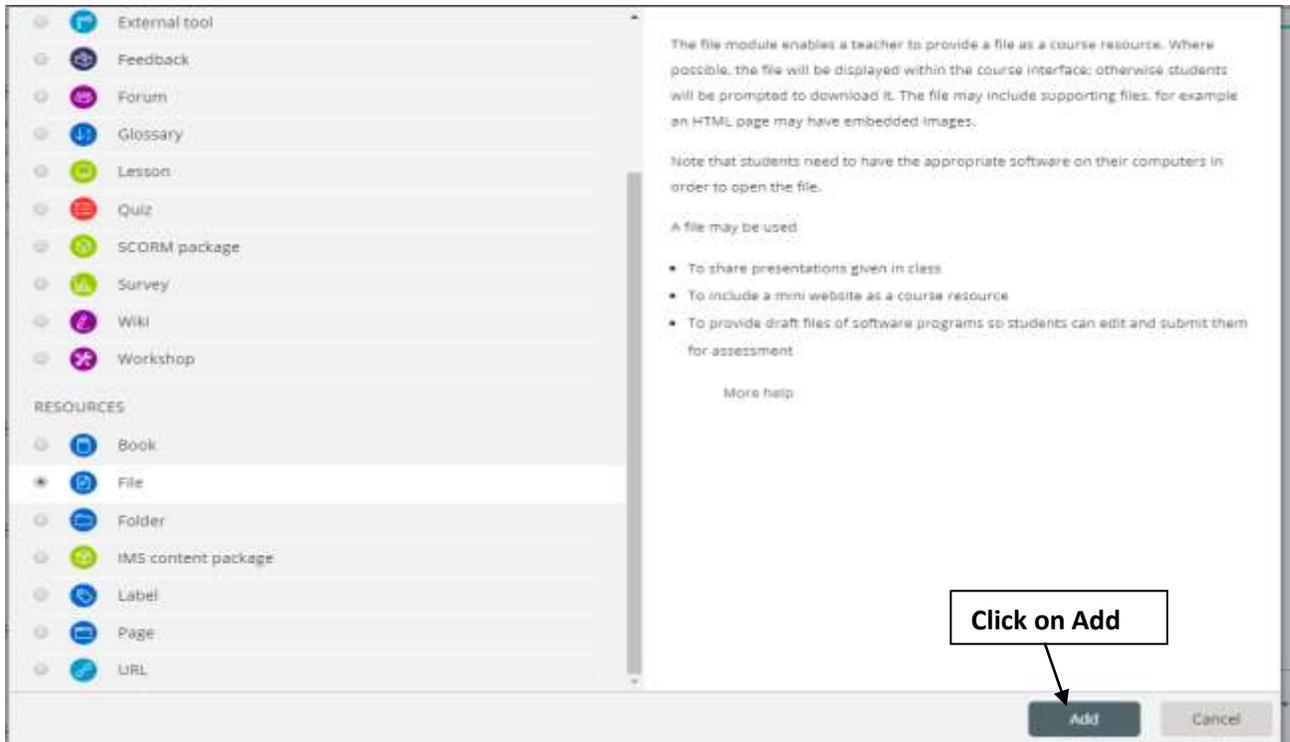


After, click on Save and Return to course



Step 9: To start uploading file, click on Add Activity or Resource





You will get the following page where you will enter **File name, description, uploading option**

Adding a new File to Fundamentals of Computer Networks

General

Name

Lectuter-01 PPT

Description

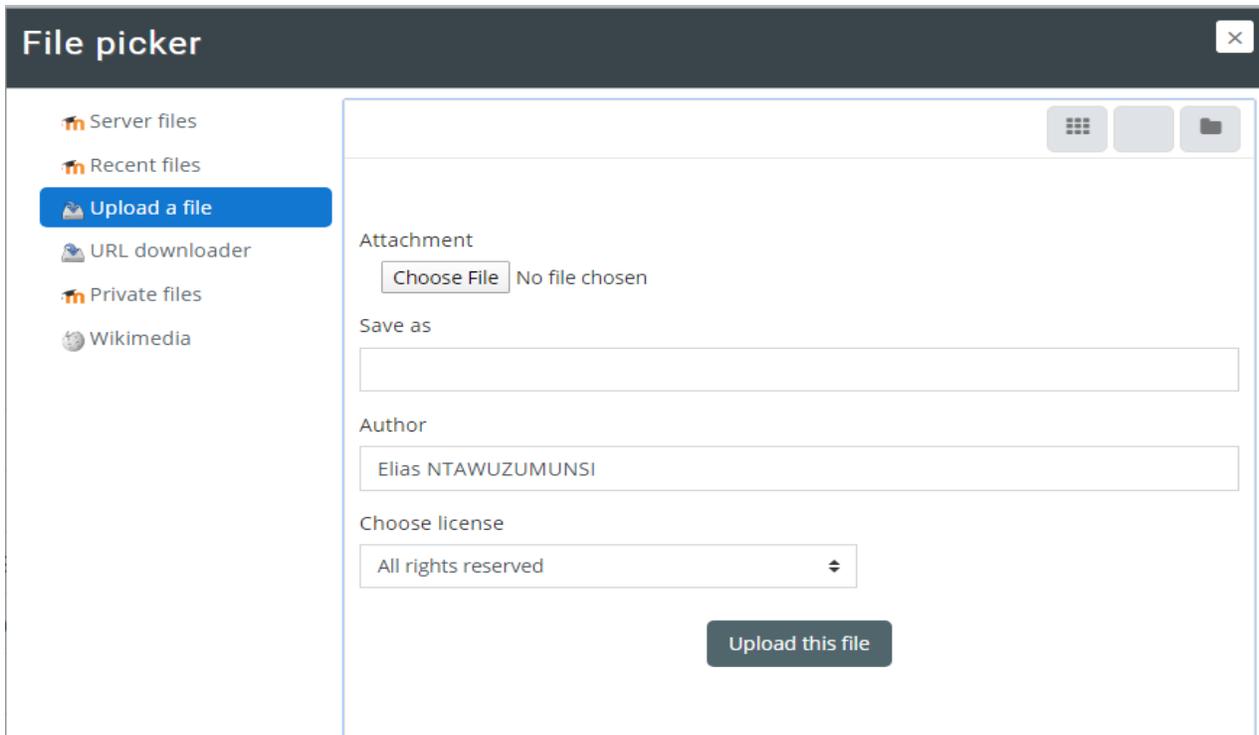
Rich text editor toolbar with icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, image, video, audio, and help. Below the toolbar is a large empty text area for the description.

Display description on course page

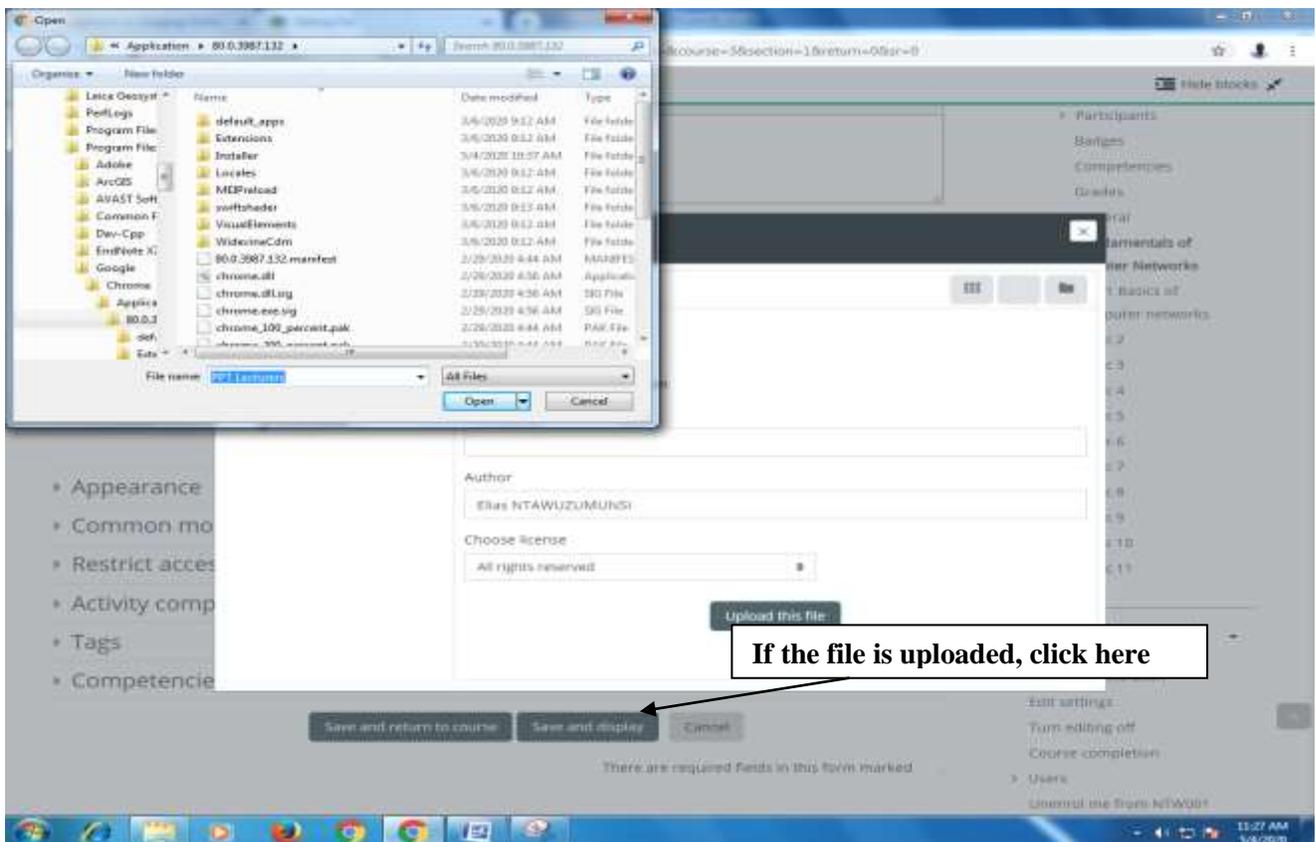
Select files

Maximum size for new files: Unlimited

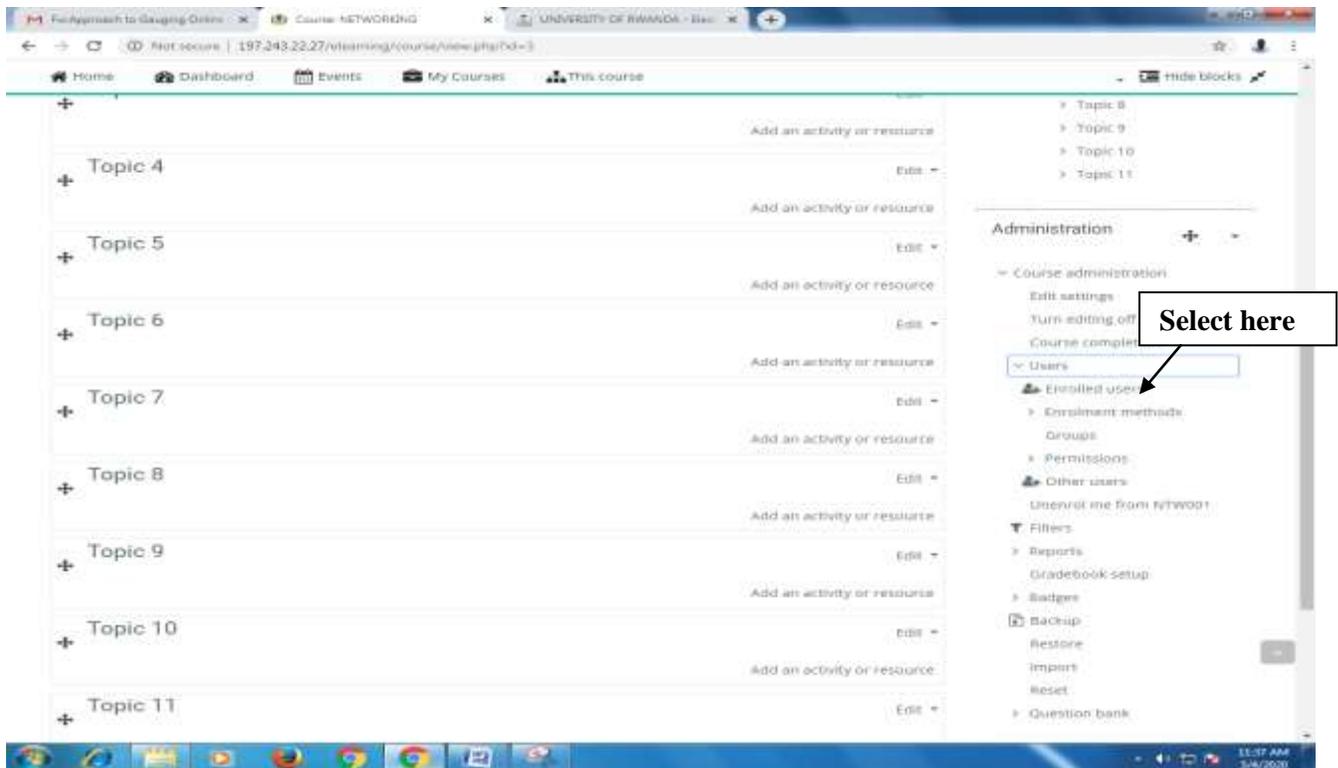
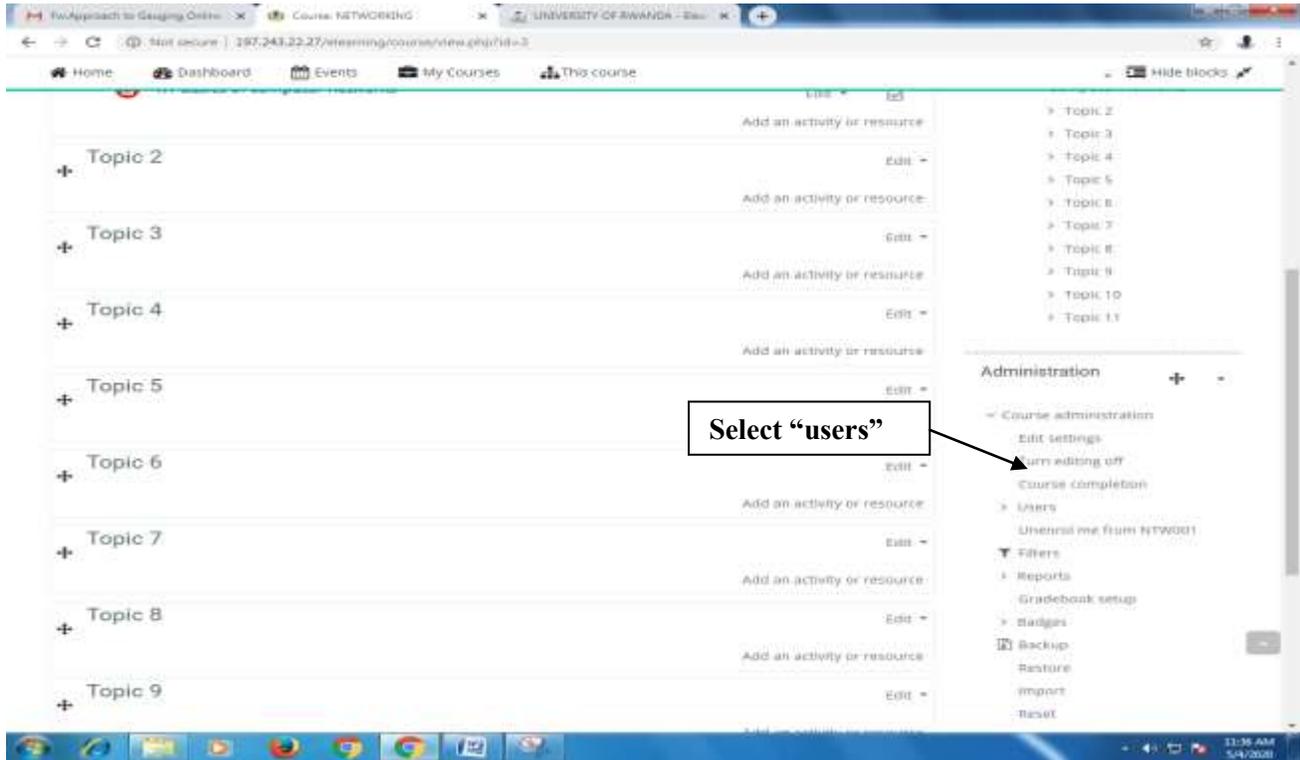
File selection interface showing a 'Files' folder icon and a large dashed box representing the file upload area. A blue arrow points to the dashed box, and a callout box with an arrow points to it with the text 'Click here to choose file to upload'.

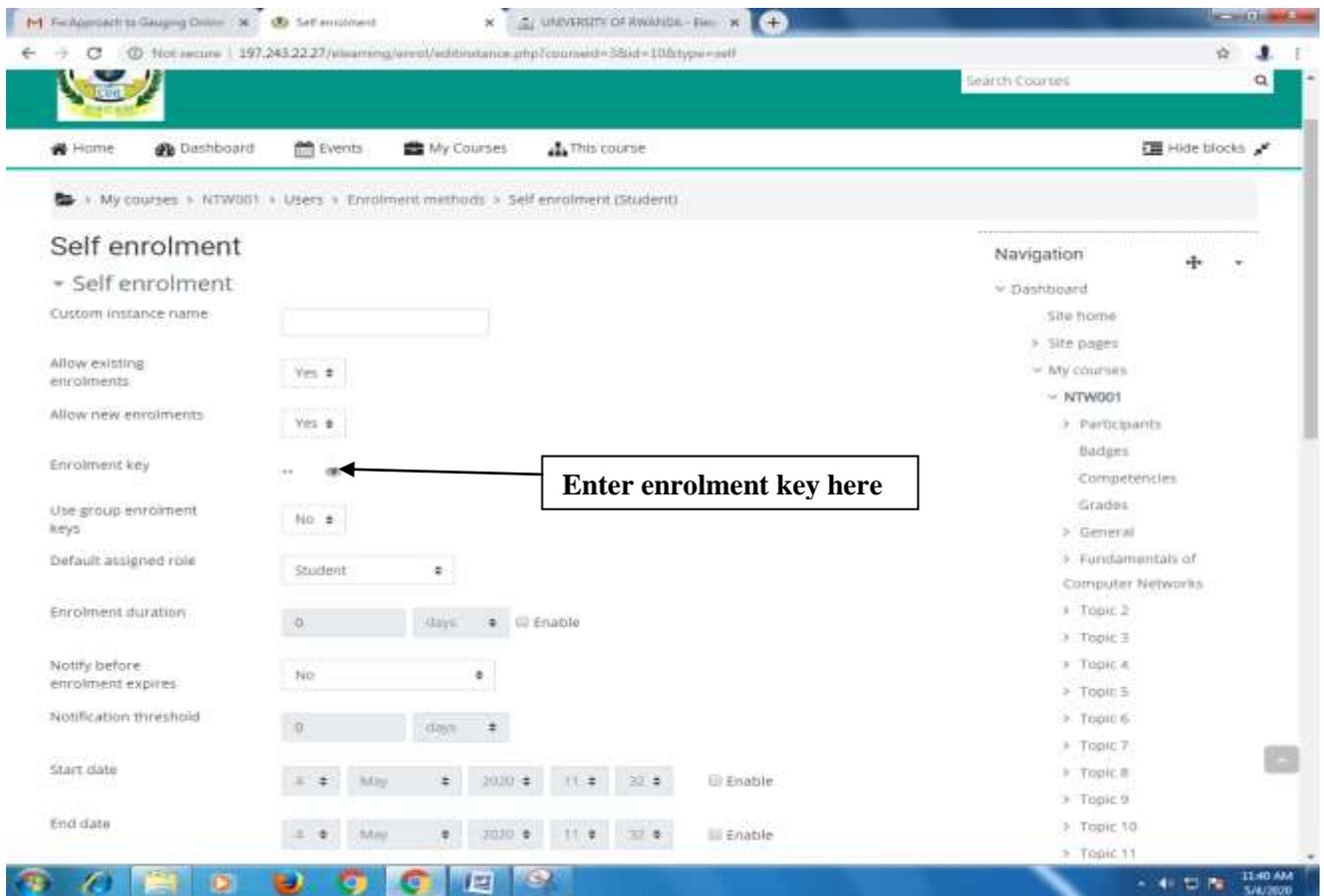
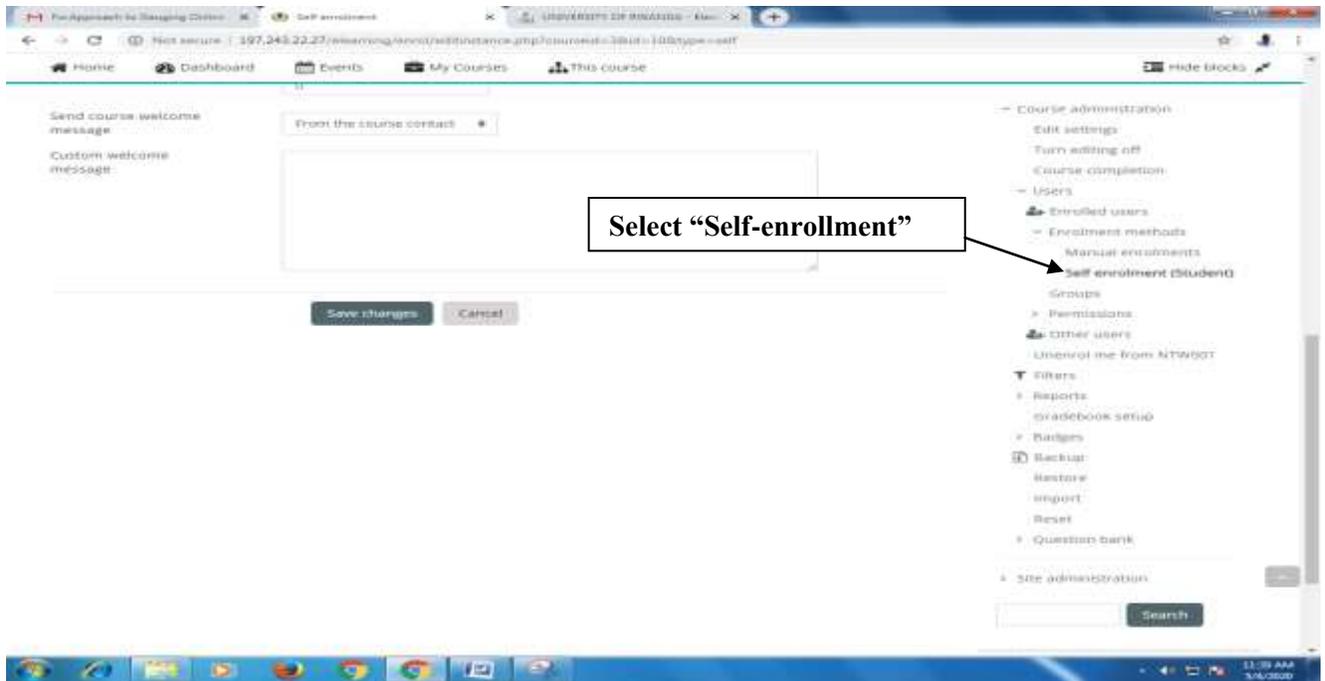


After clicking on Choose File, you will get the following page:



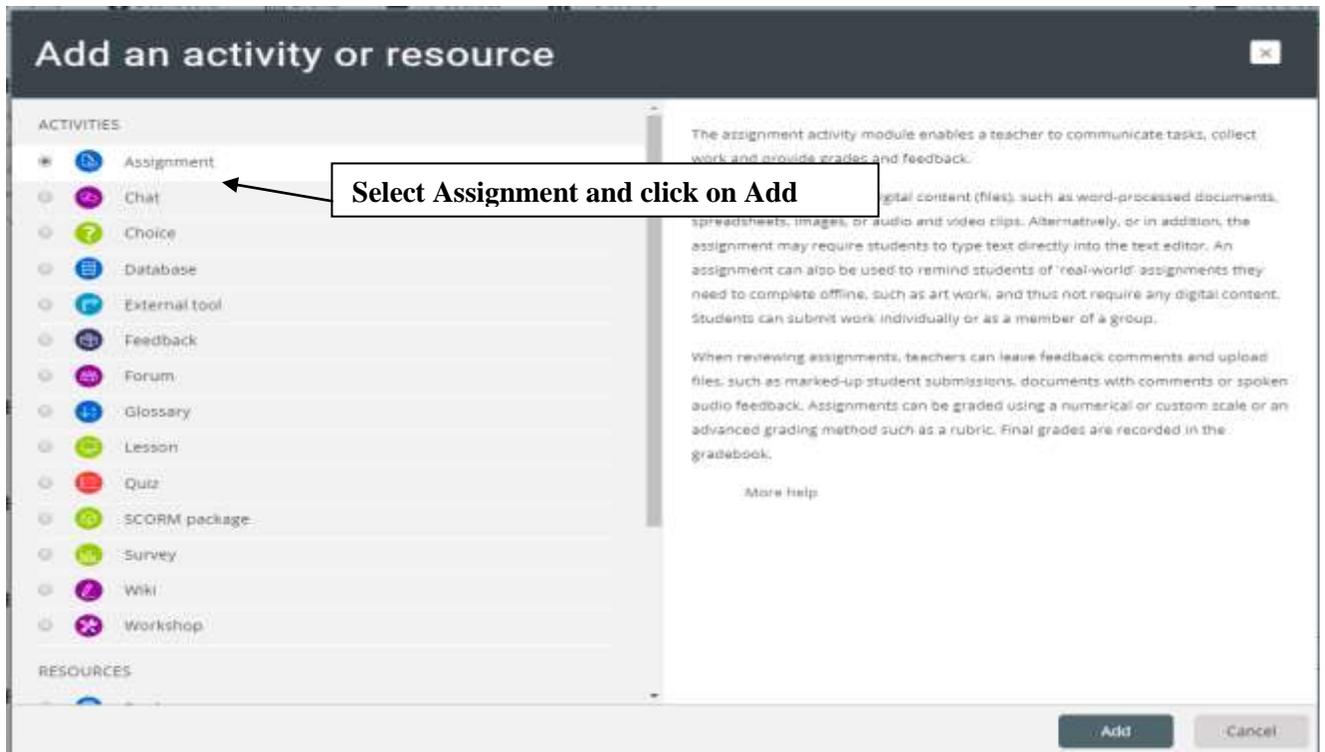
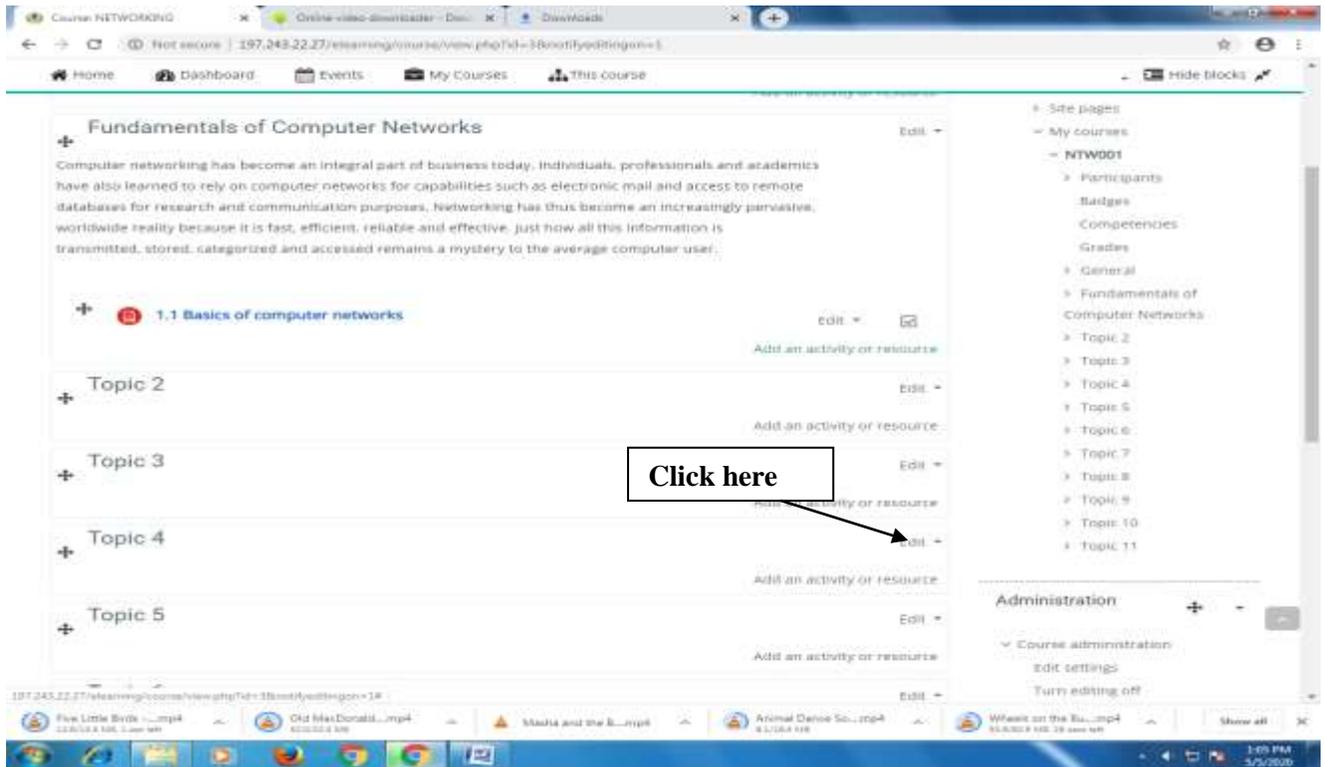
Step10. To enroll student by using Self-enrollment (generating enrollment key)





Click on that icon which looks like eye to see the key you entered. This key will be shared to the students to be able to enter into your course

Step10: ASSIGNMENT UPLOADING



Adding a new Assignment to Fundamentals of Computer Networks

General

Assignment name

Enter Assignment Name here

Enter assignment name

Description

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

Display description on course page

Additional files

Maximum size for new files: Unlimited

Files

You can drag and drop files here to add them.

Availability

Allow submissions from

5 To upload, click here 00 00 Enable

Due date

17 June 2020 00 00 Enable

Cut-off date

17 June 2020 13 01 Enable

Remind me to grade by

19 May 2020 00 00 Enable

Always show description

Submission types

Submission types

Online text File submissions

Maximum number of uploaded files

1

Maximum submission size

8MB

Accepted file types

Choose No selection

Feedback types

Feedback types

Feedback comments Offline grading worksheet Feedback files

Comment inline

No

Submission settings

Require students to click the submit button

Yes

Require that students accept the submission statement

Yes

Attempts reopened

Never

▶ Group submission settings
 ▶ Notifications
 ▶ Grade
 ▶ Common module settings
 ▼ Restrict access
 Access restrictions
 None
 Add restriction...
 ▶ Activity completion
 ▶ Tags
 ▶ Competencies

Add restriction...

Activity completion	Require students to complete (or not complete) another activity.
Date	Prevent access until (or from) a specified date and time.
Grade	Require students to achieve a specified grade.
User profile	Control access based on fields within the student's profile.
Restriction set	Add a set of nested restrictions to apply complex logic.

Cancel

▼ Restrict access

Access restrictions

Student must match the following

⊕ Date from 5 May 2020 00 : 00 ✕

Add restriction...

▶ Activity completion

▶ Tags

▶ Competencies

Save and return to course
Save and display
Cancel

Click here to upload

There are required fields in this form marked

Thank you !