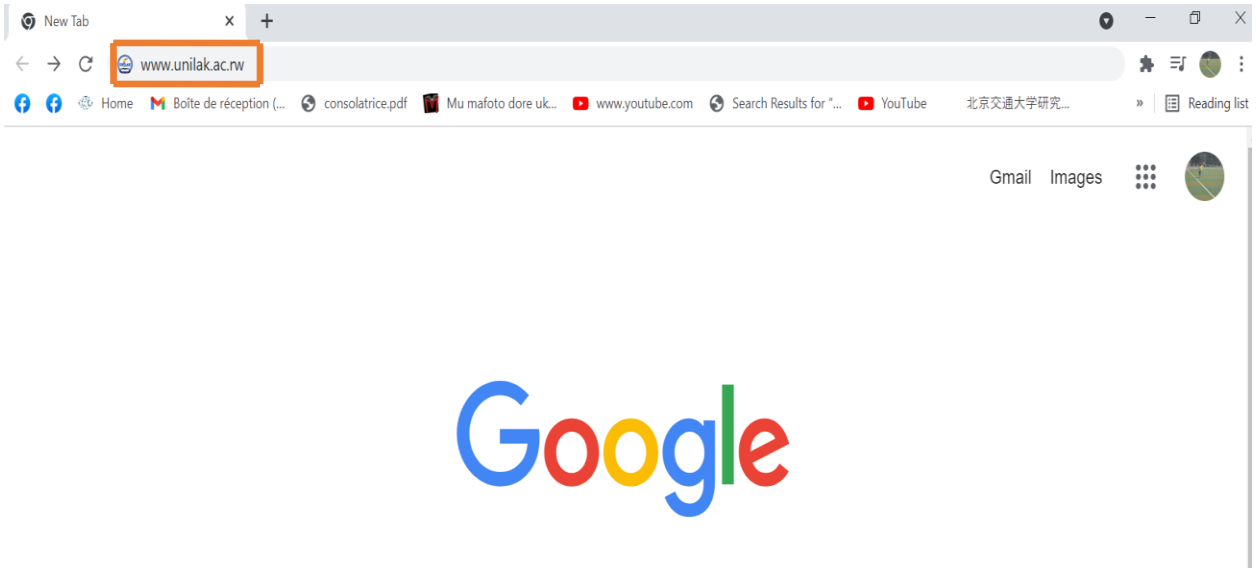
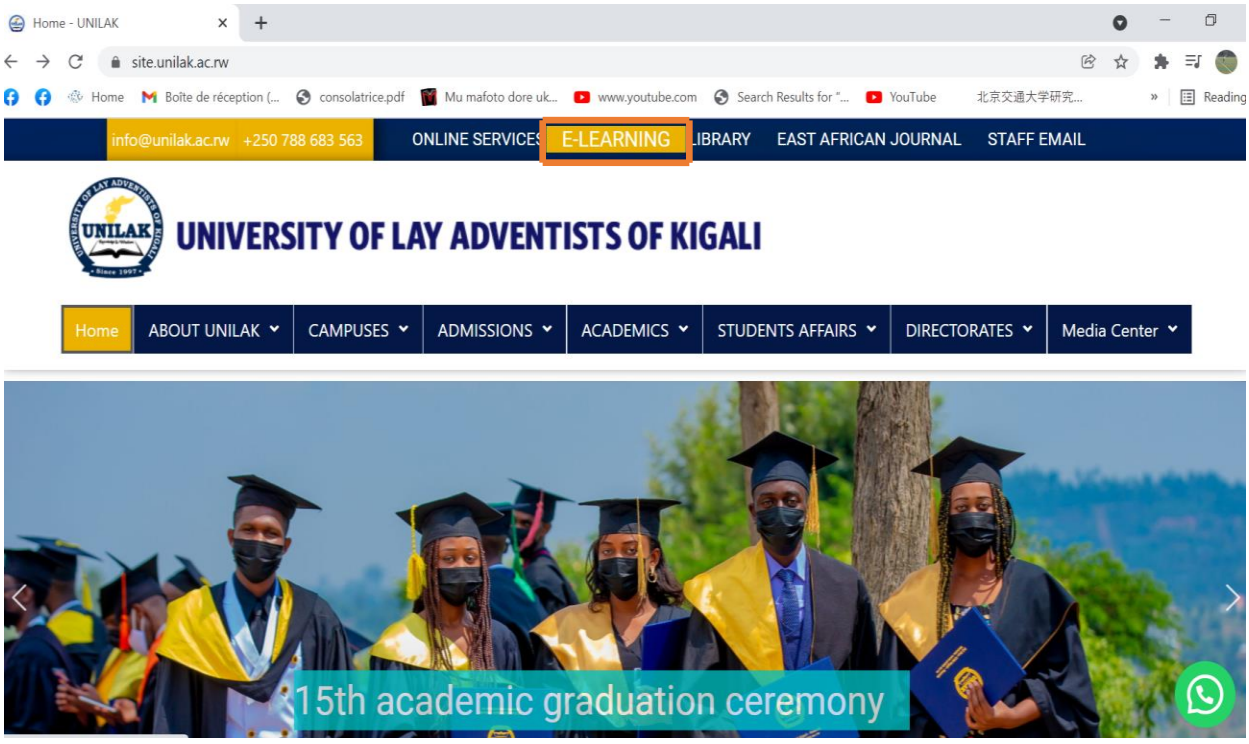
Lecturer's guidance on how to use e-learning

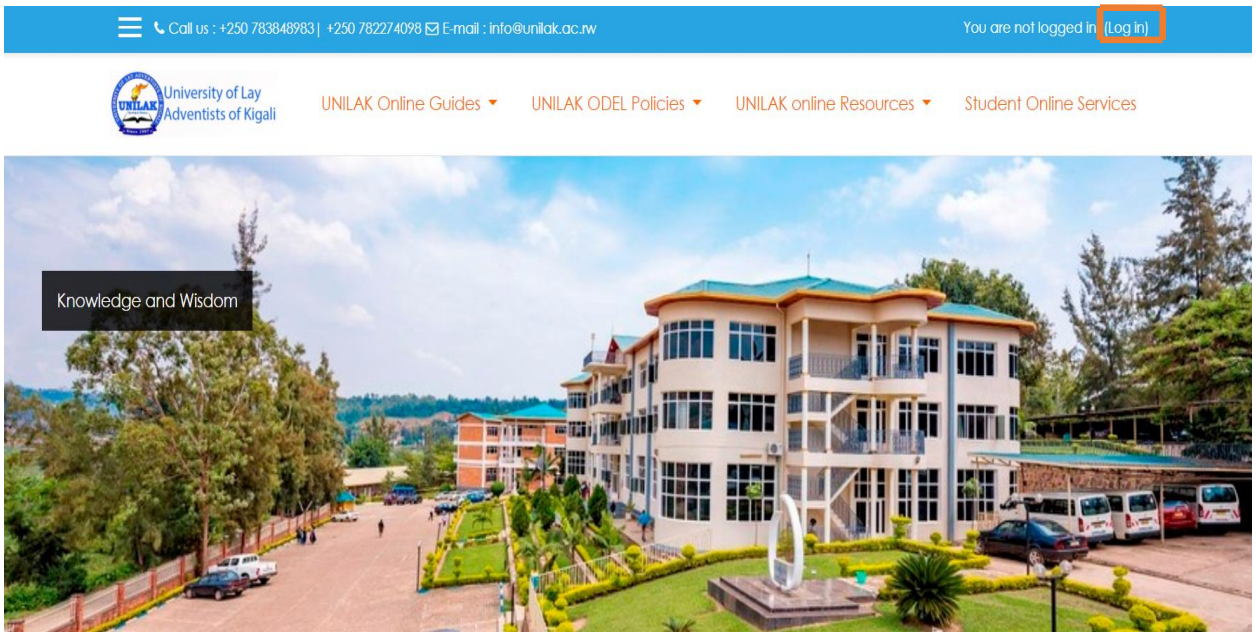
Activity 1: **Visit UNILAK website (www.unilak.ac.rw)**



Activity 2: **Click on E-LEARNING**

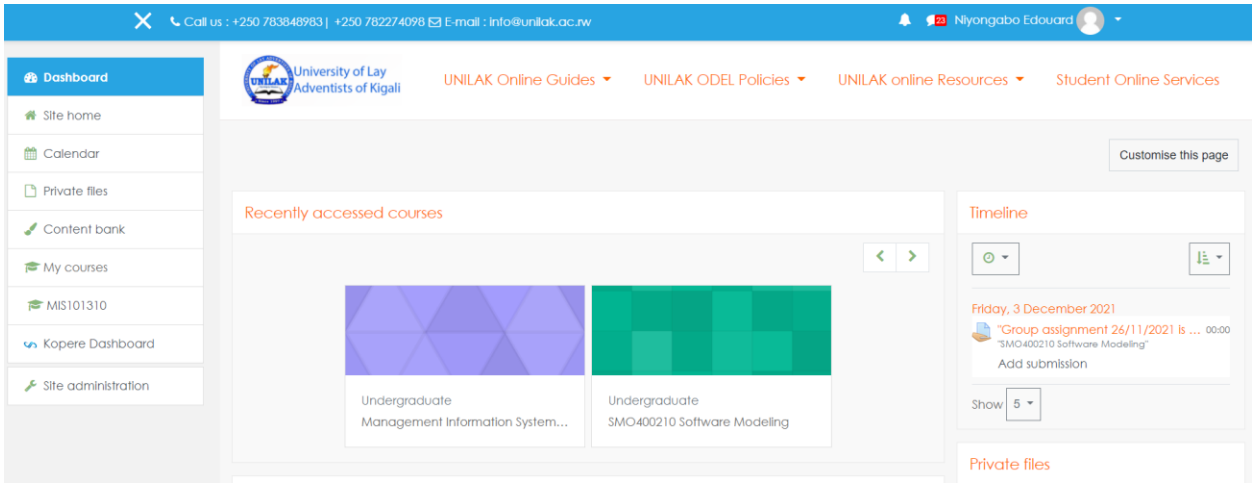


Activity 3: Click on Log in



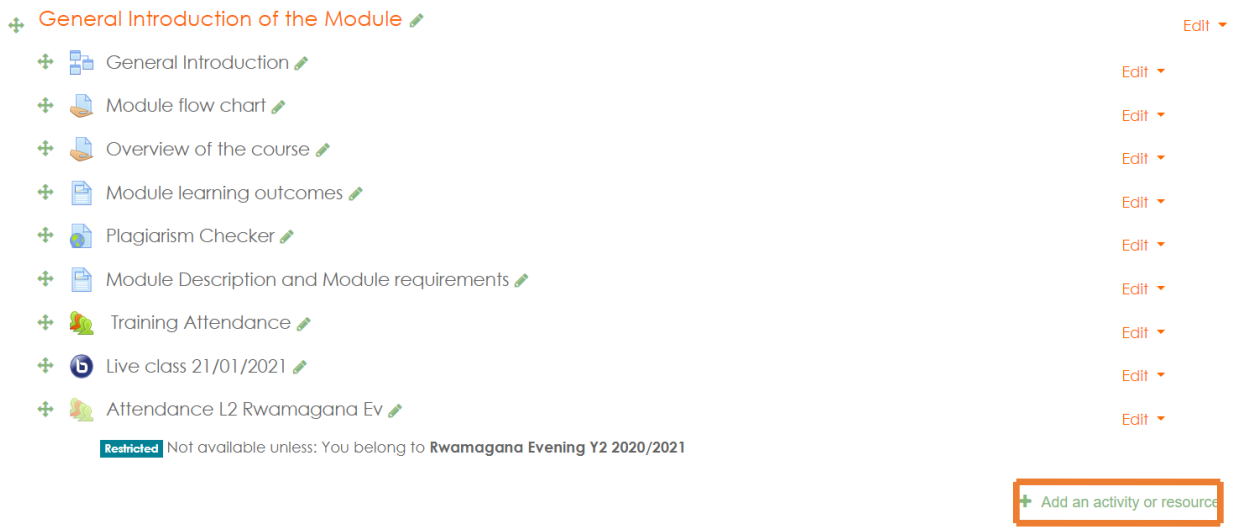
Activity 4: Enter your Username and Password

Activity 5: **From your Dashboard, Click on course you want**

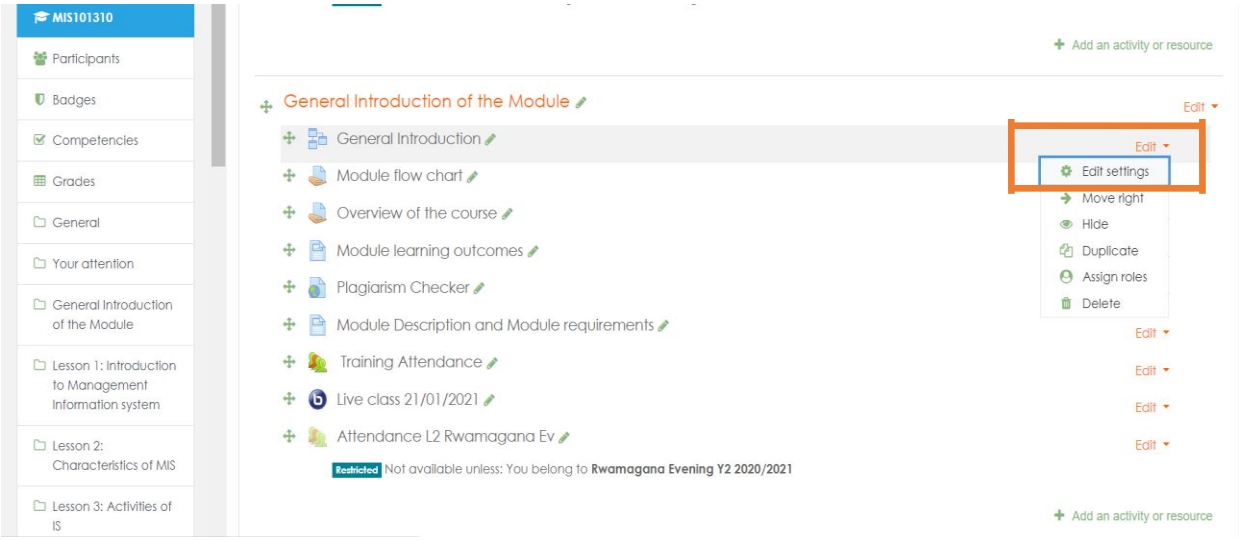


Activity 6: **Click on Turn editing on in order to change something**

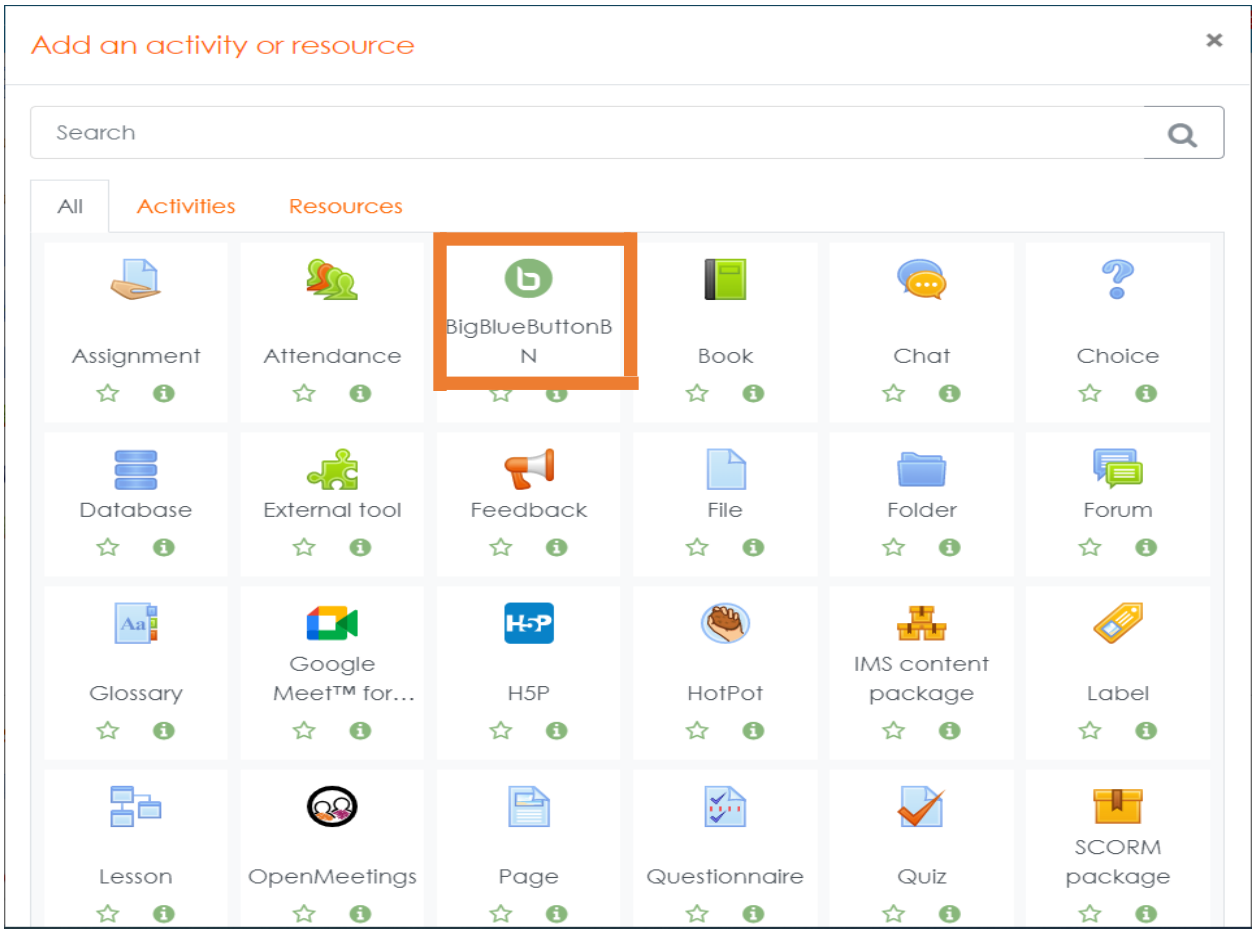
Activity 7: **Add an activity or resource**



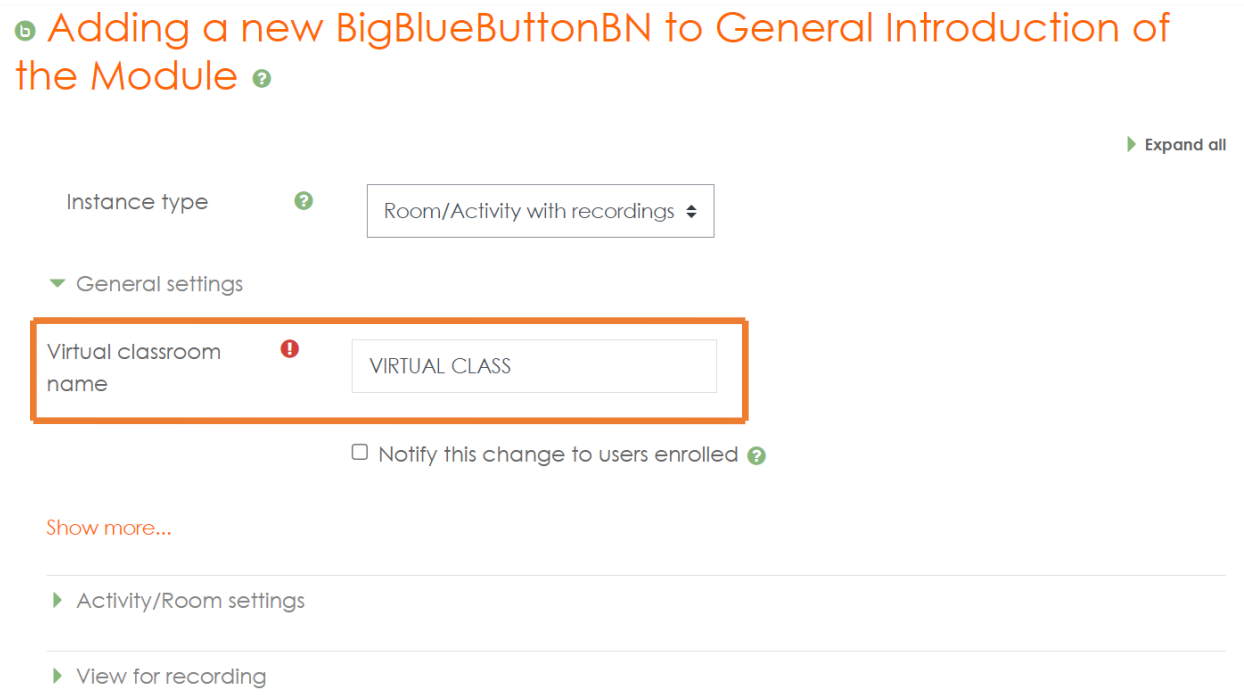
Activity 8: Edit settings



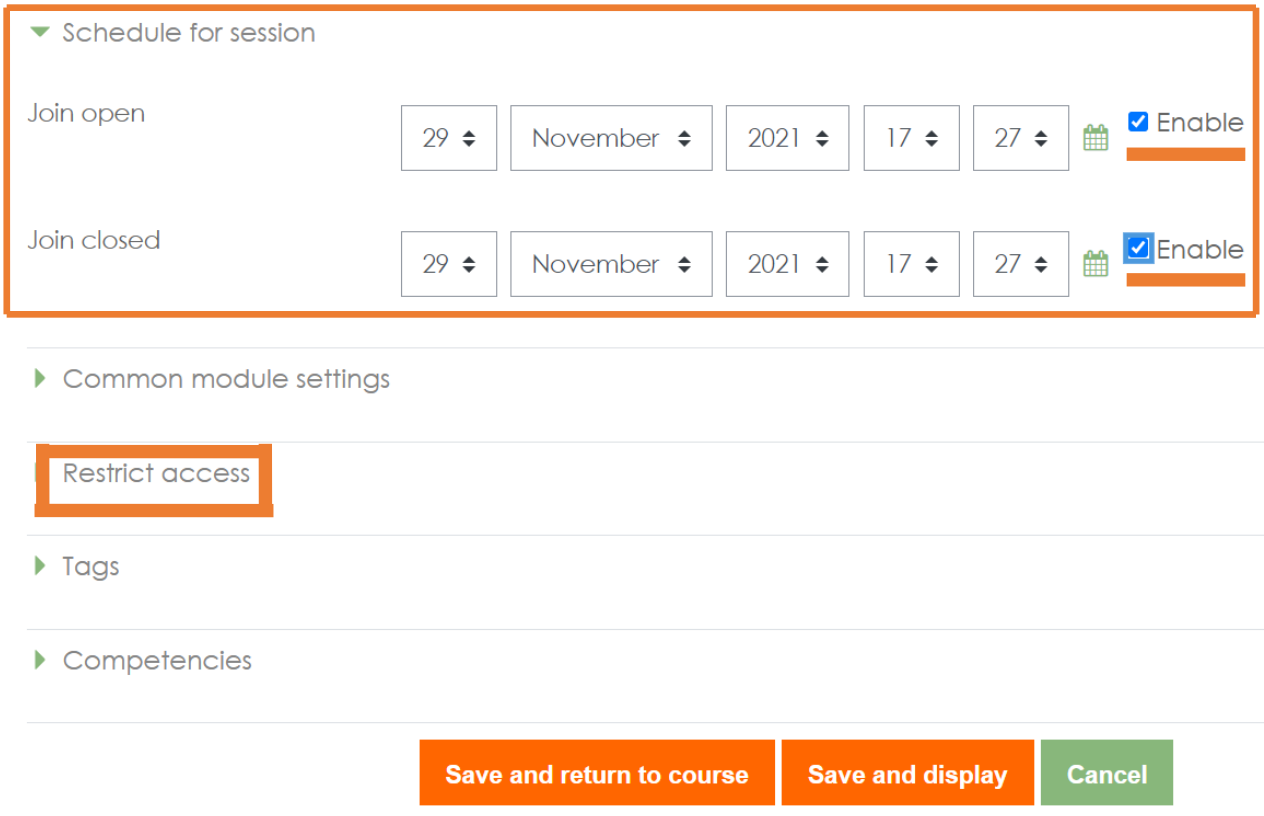
Activity 9: How to set live class



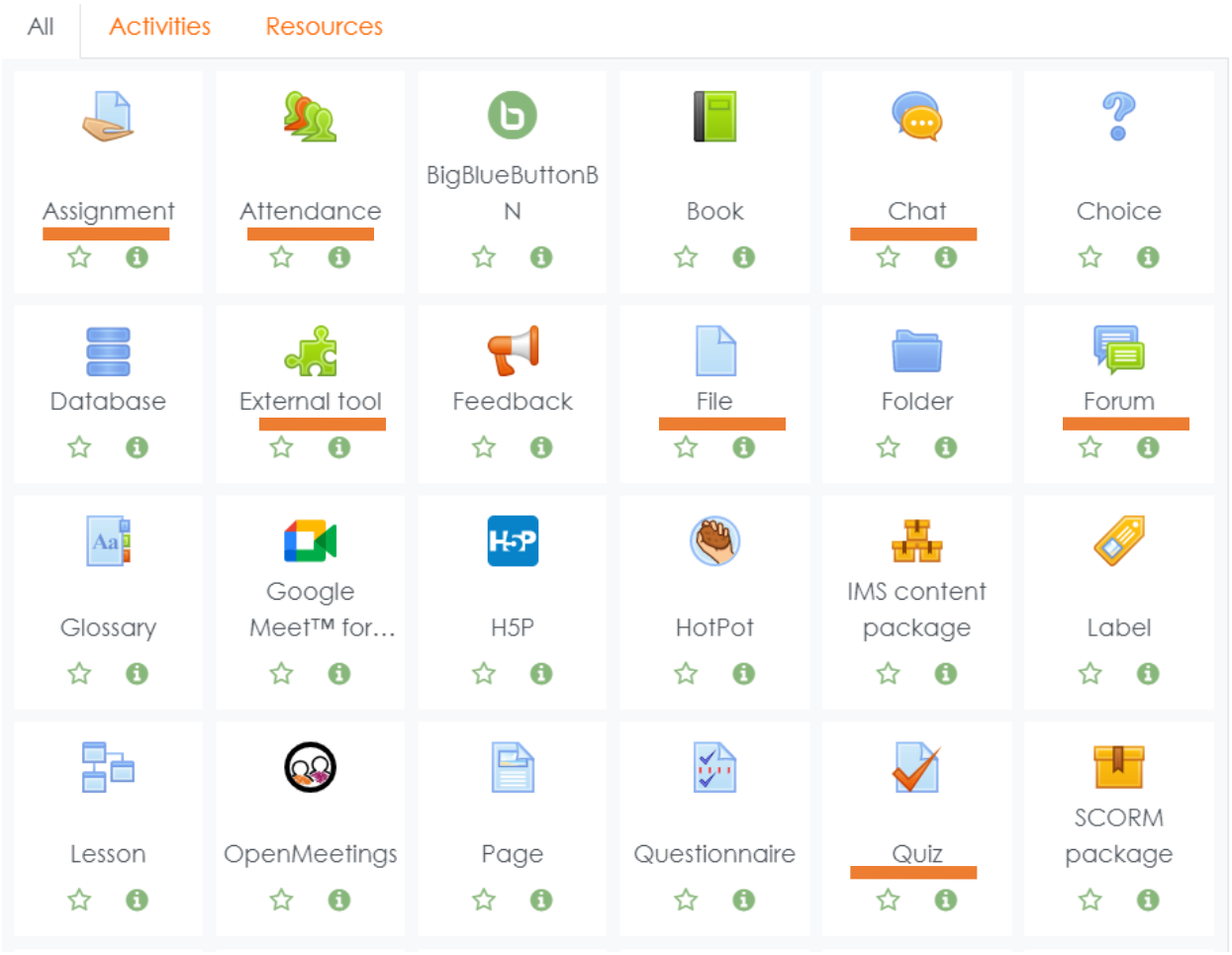
9.1: Name your live class



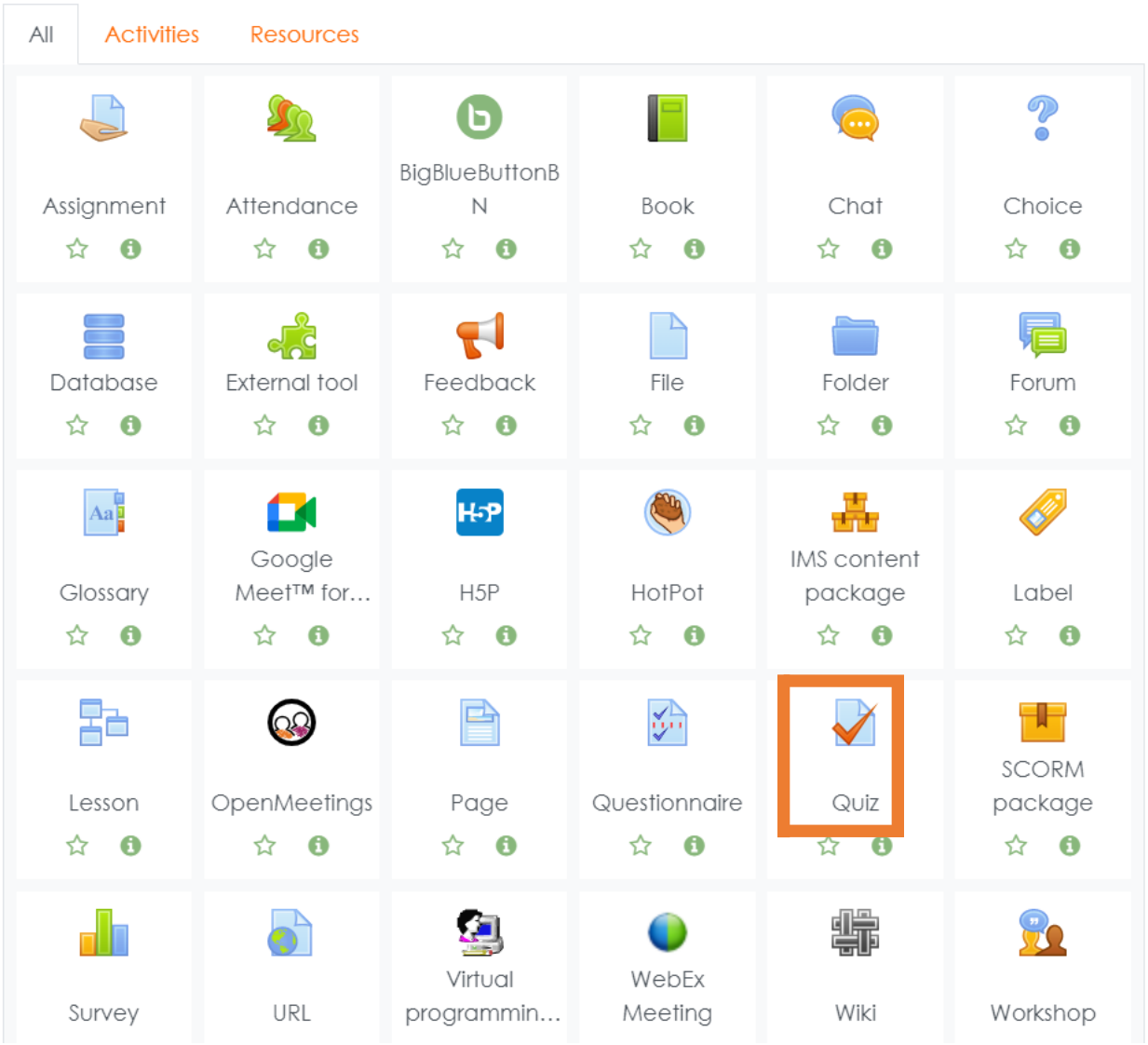
9.2: Schedule for session and restrict access



Activity 10: These are other important activities

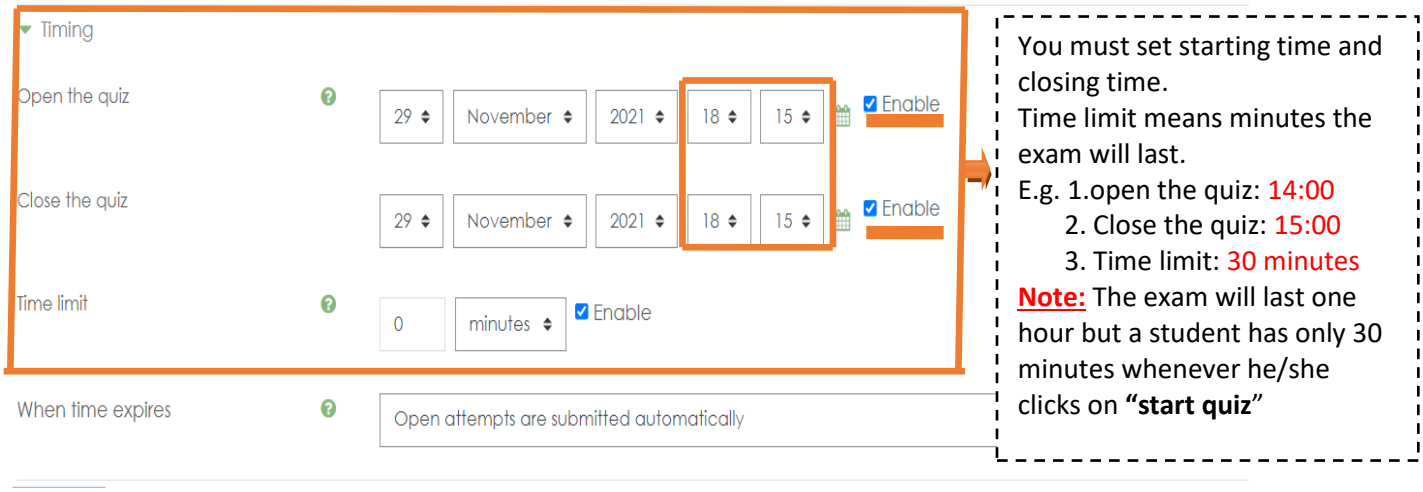


Activity 11: How to set QUIZ or CAT



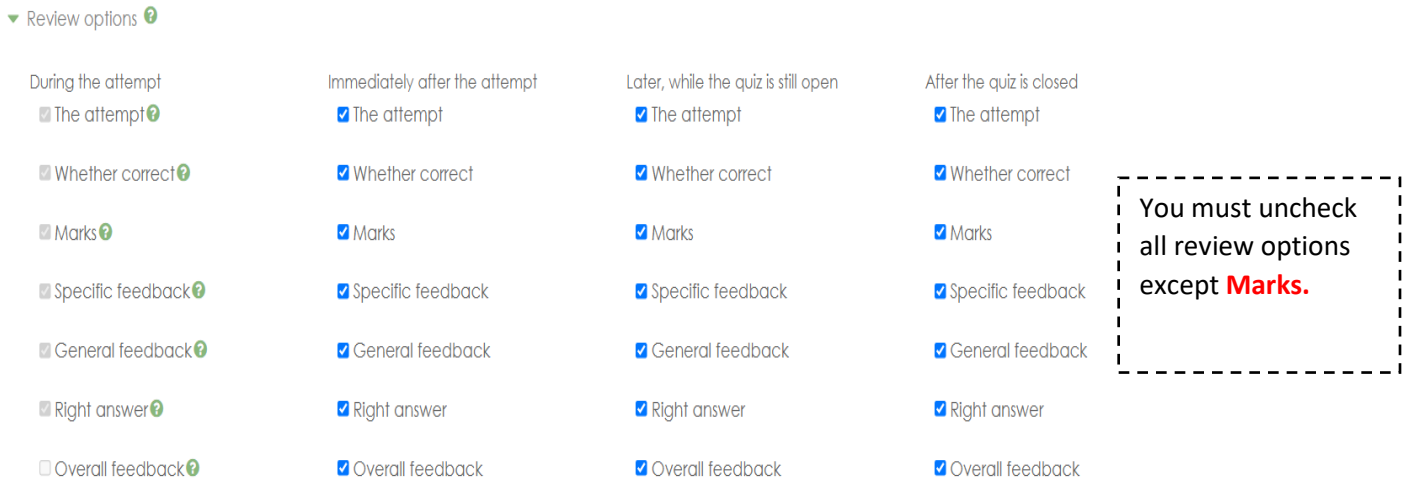
11.1: Write name of your quiz (*e.g.* Midterm exam, CAT or TEST)

11.2: Timing and grade

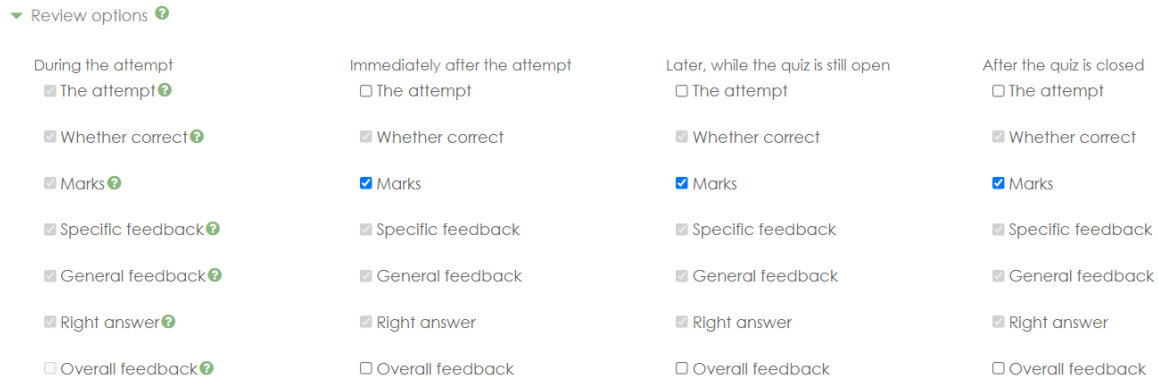


11.3: Grading options

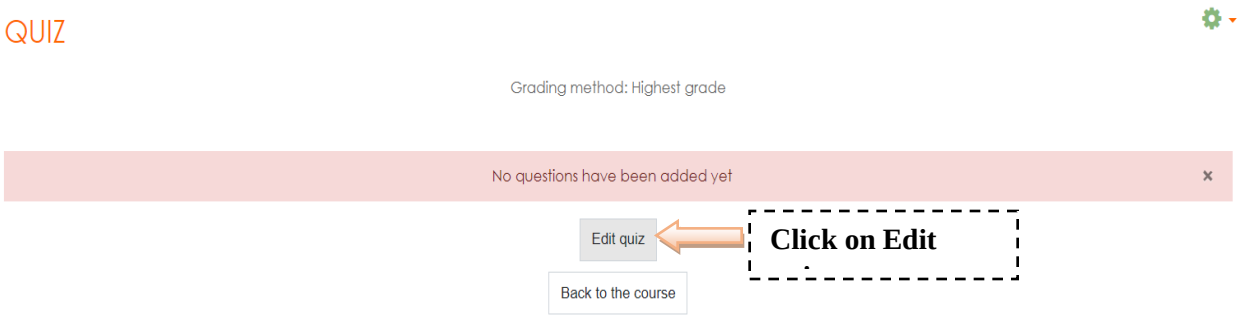
11.4: Try to hide some answers to the students



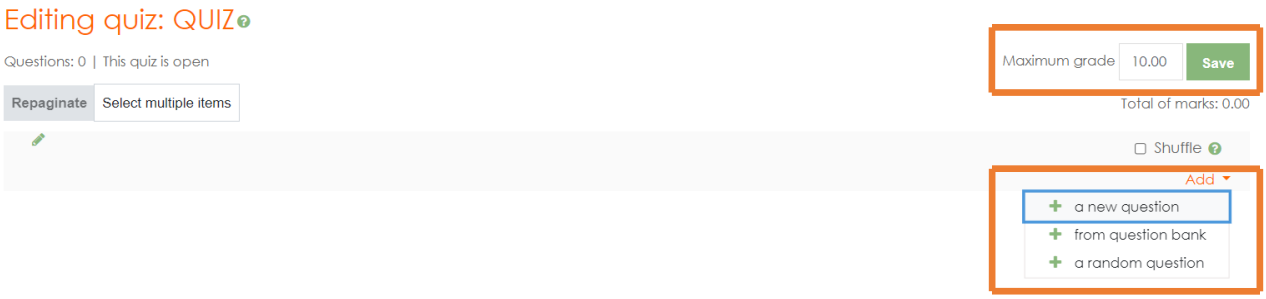
11.5: Marks option will remain checked



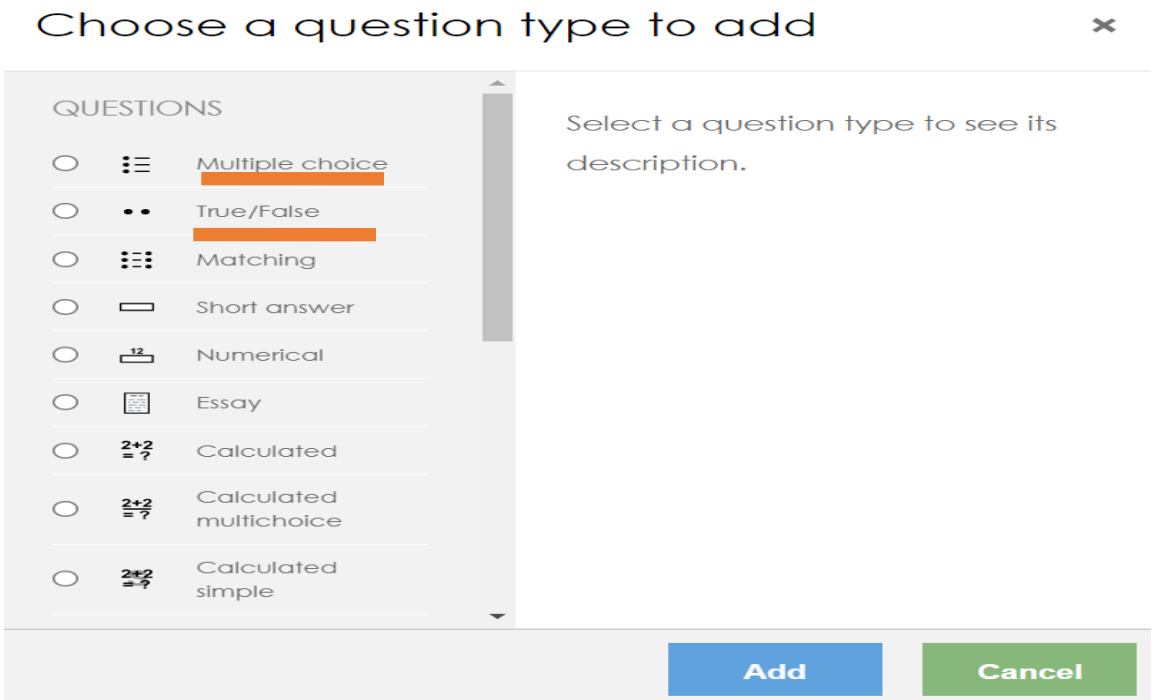
Activity 12: Add questions and its answers



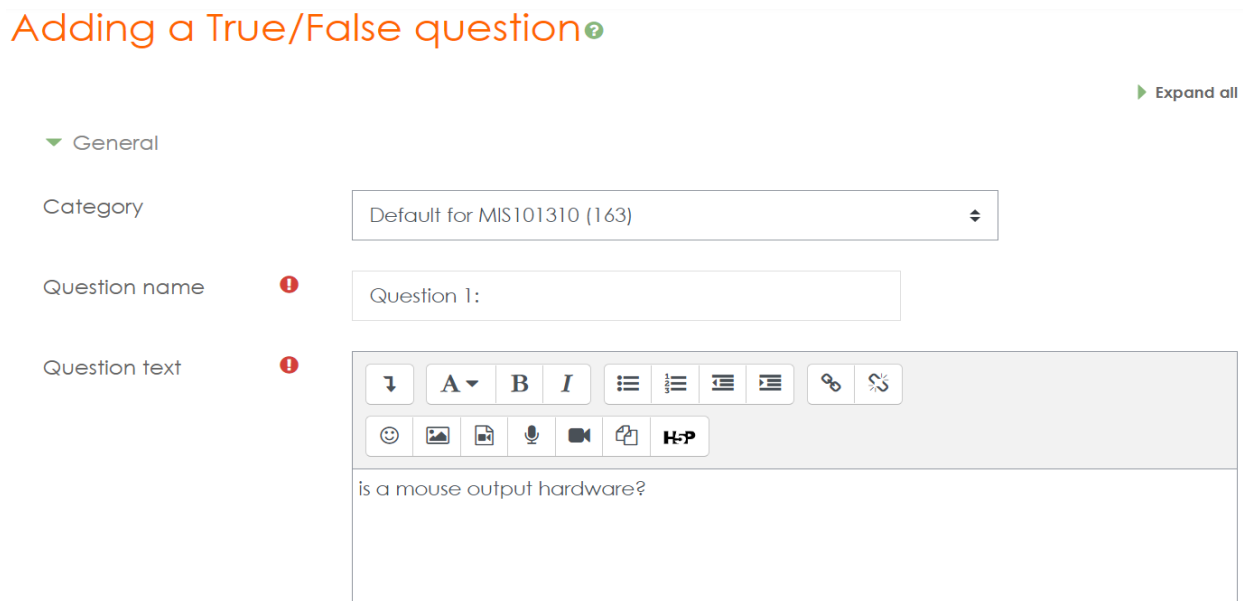
12.1: Add questions



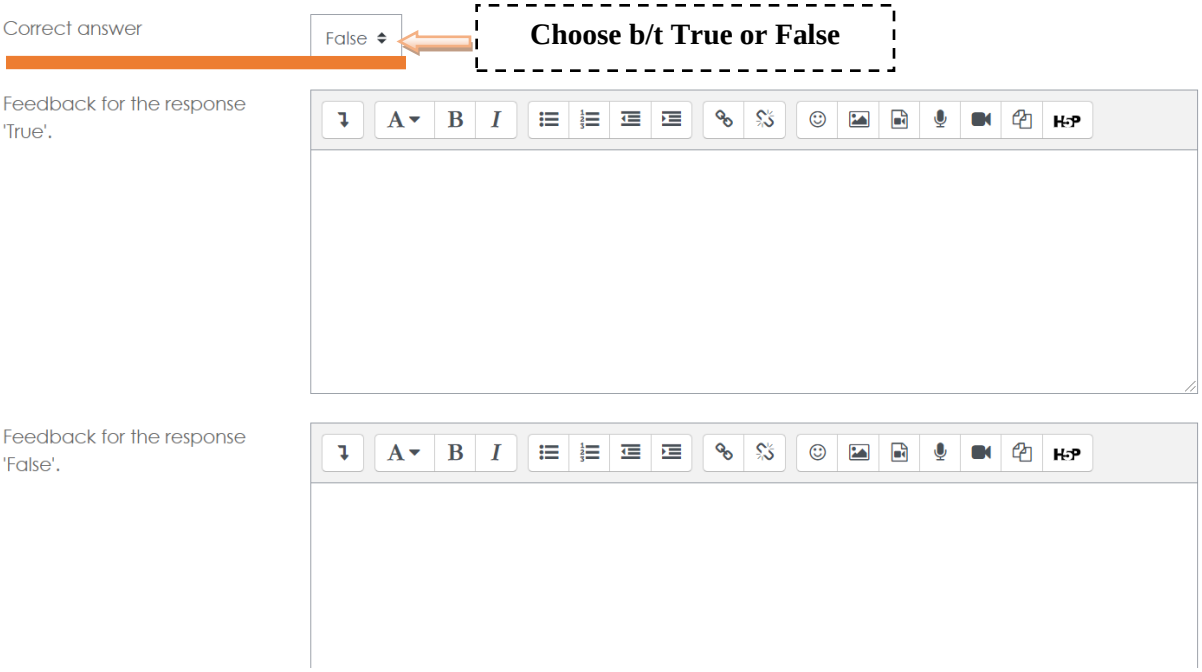
12.2: Choose multiple choice or True/False question



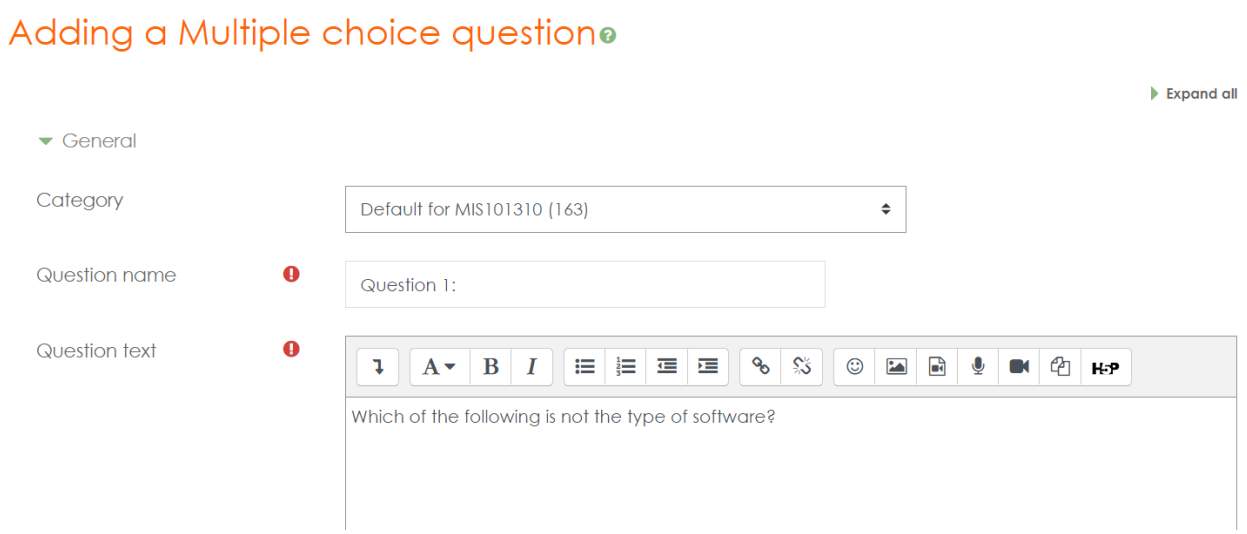
12.3: For example click on True/False



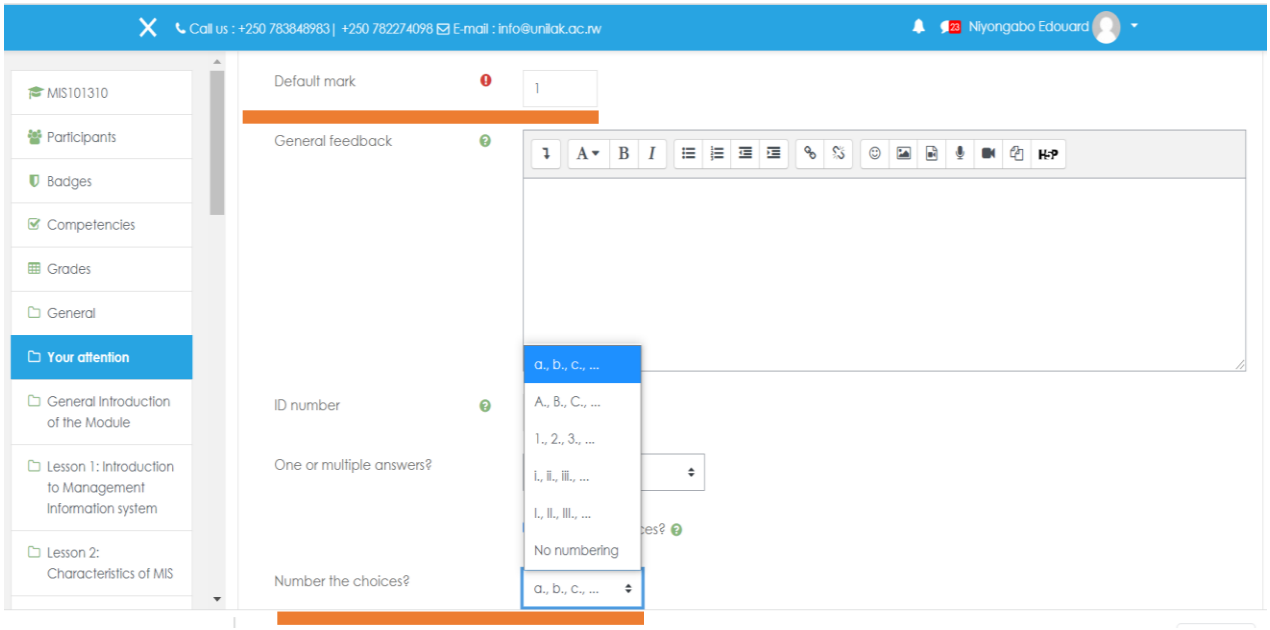
12.4:



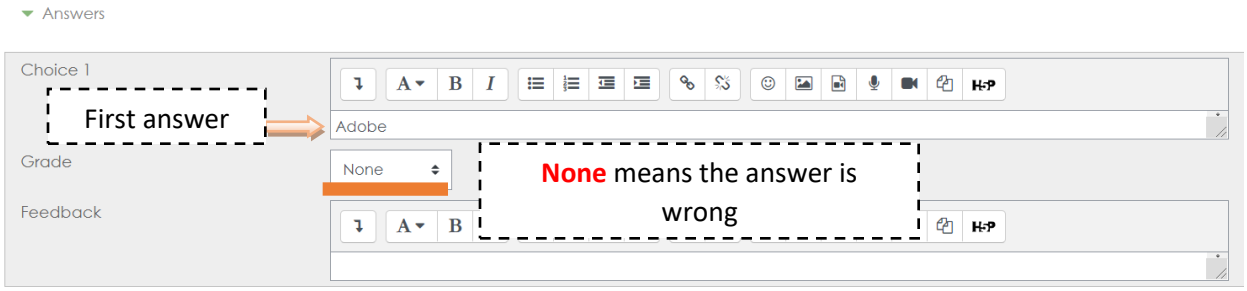
12.5: For example click on multiple choice

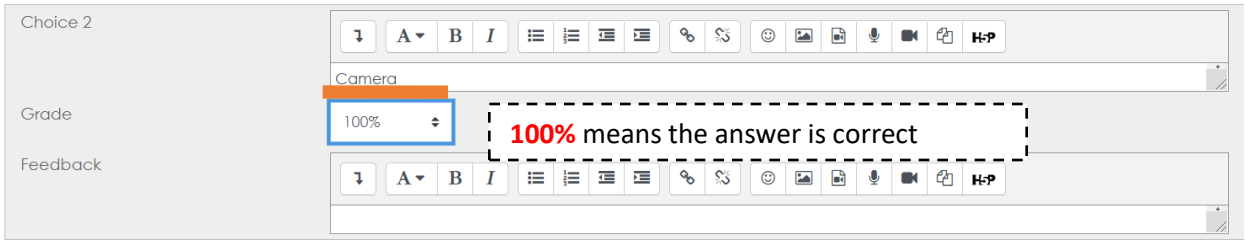


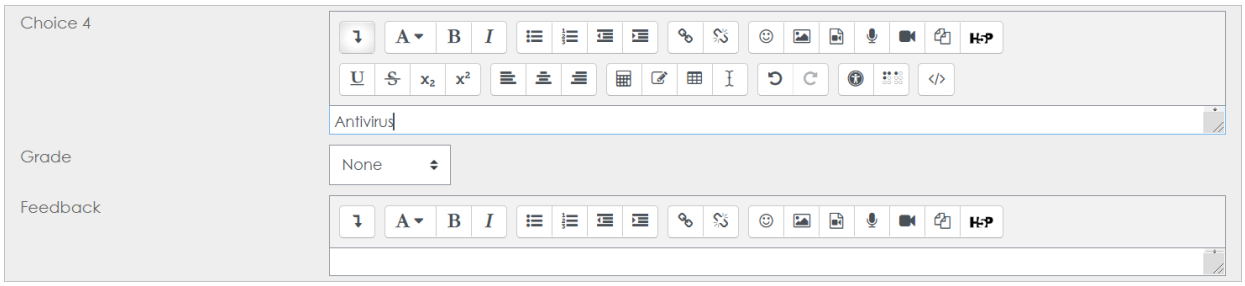
12.6: Set Default marks (1) and number the choices.



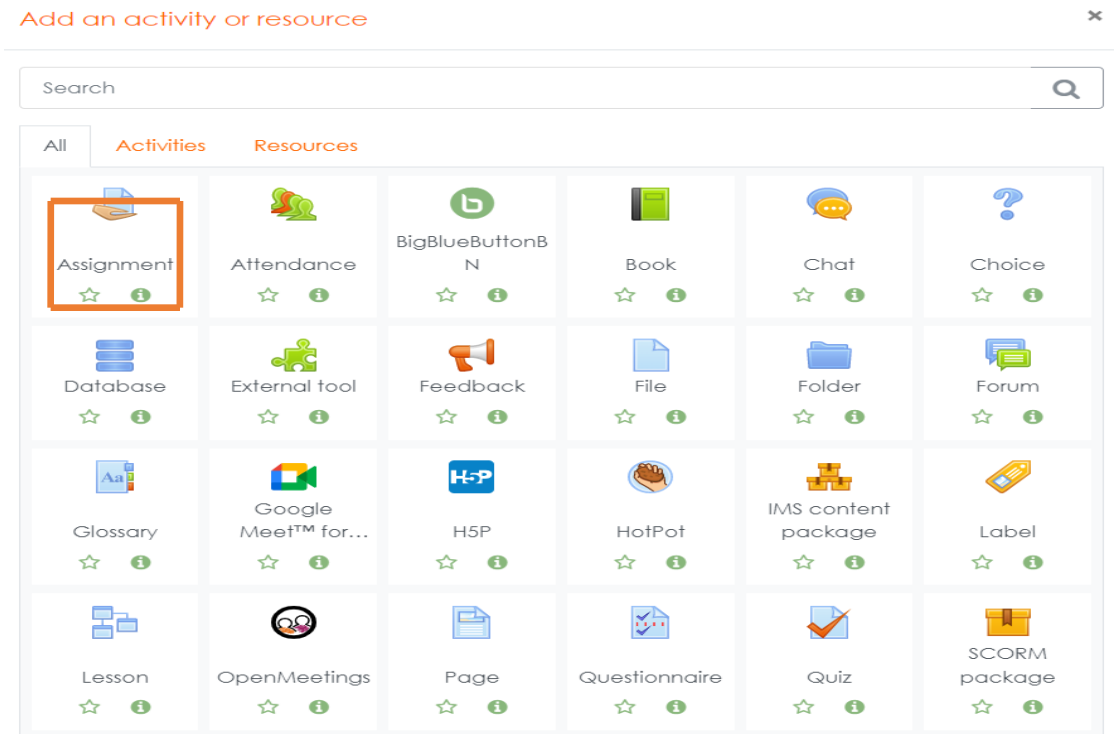
12.7: How to show the right answer



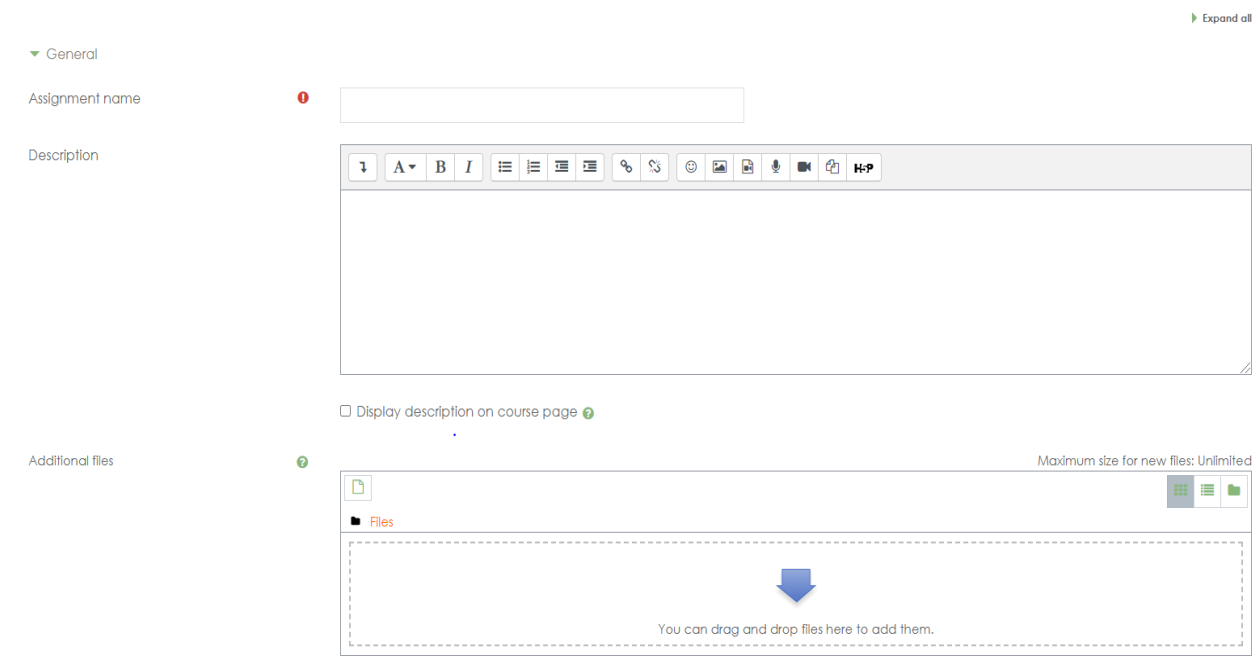


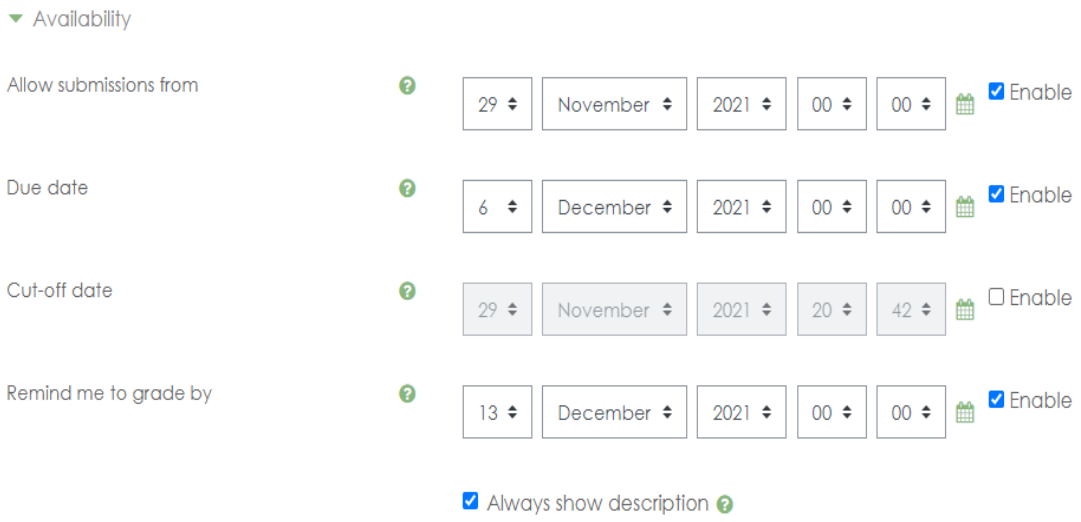


Activity 13: Set assignment

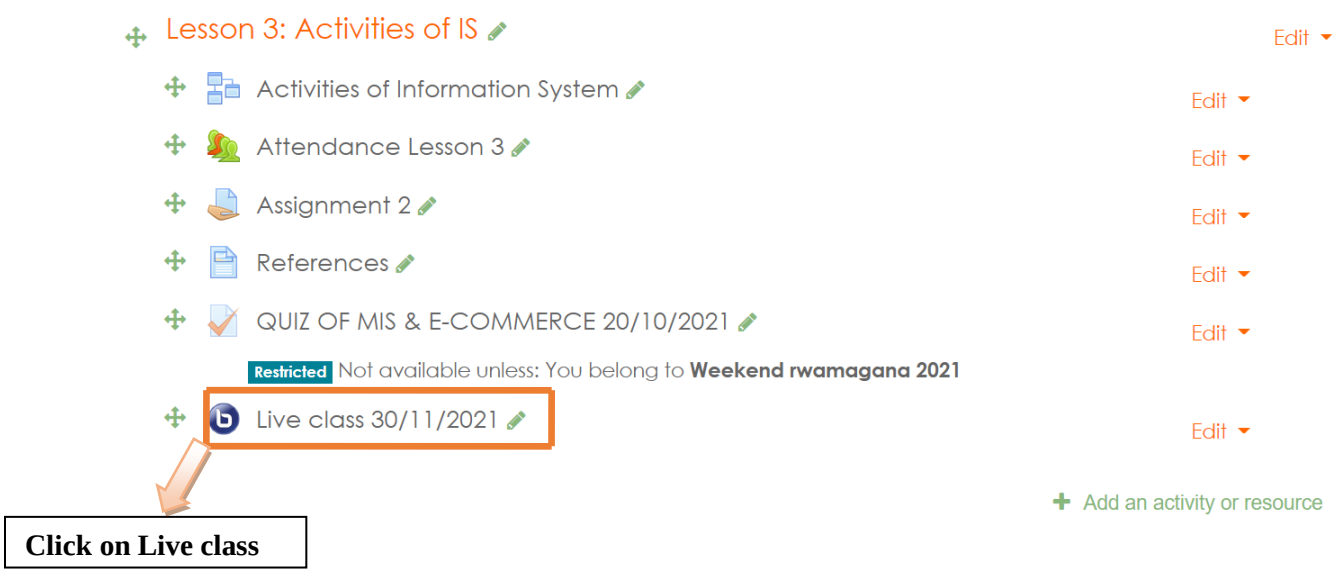


13.1: Write assignment name and availability

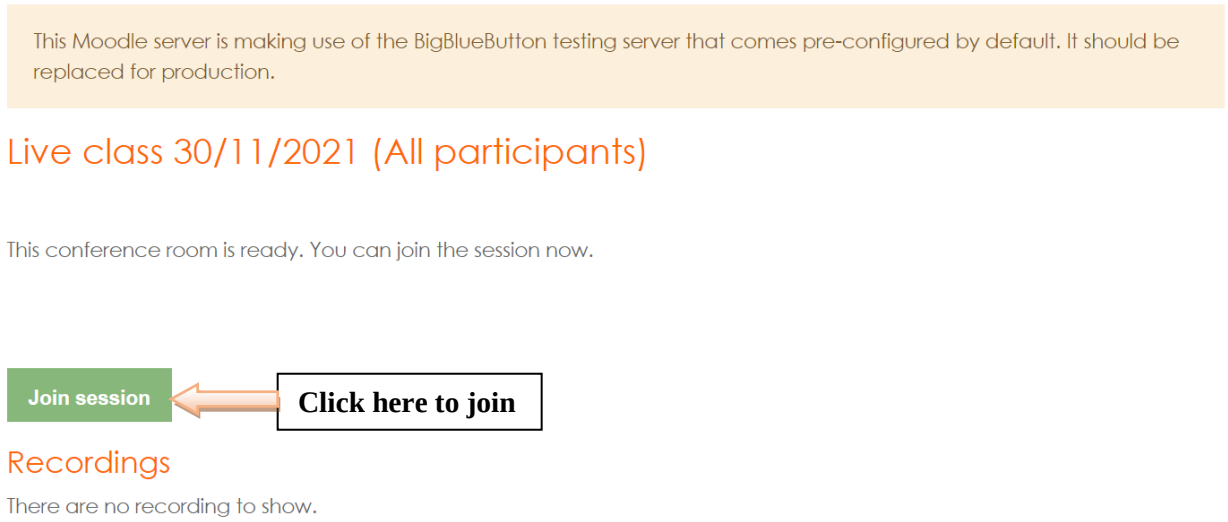




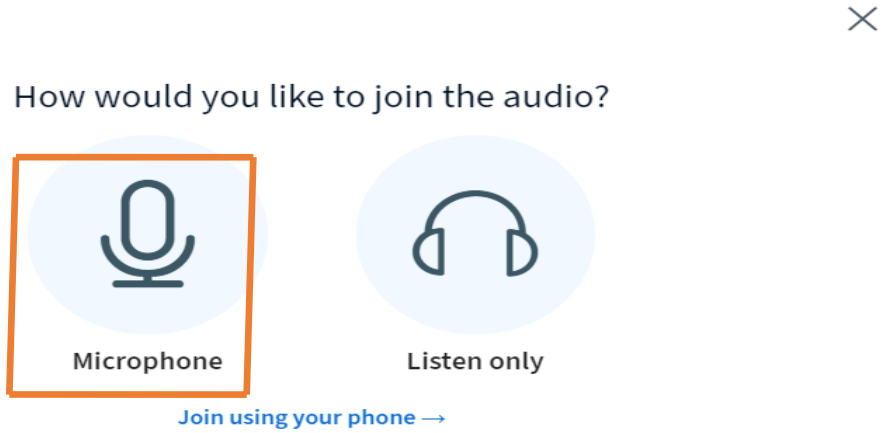
Activity 14: How to add your presentation



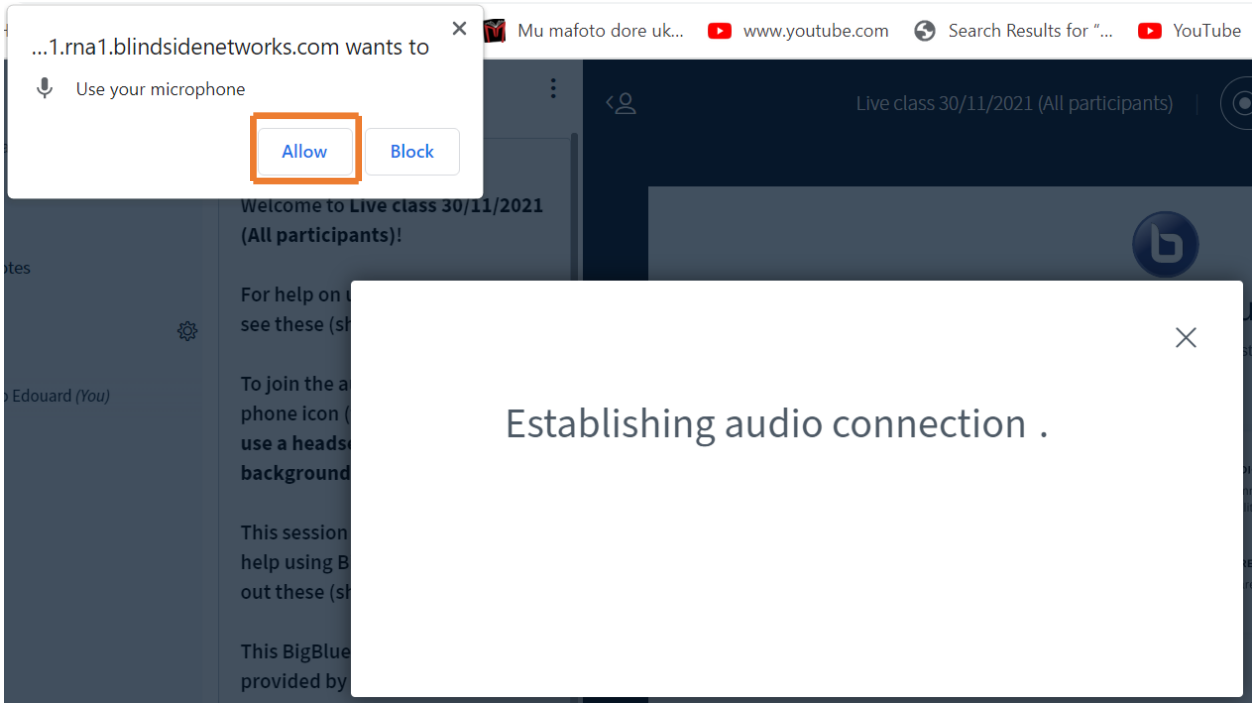
14.1: you can change group and join session



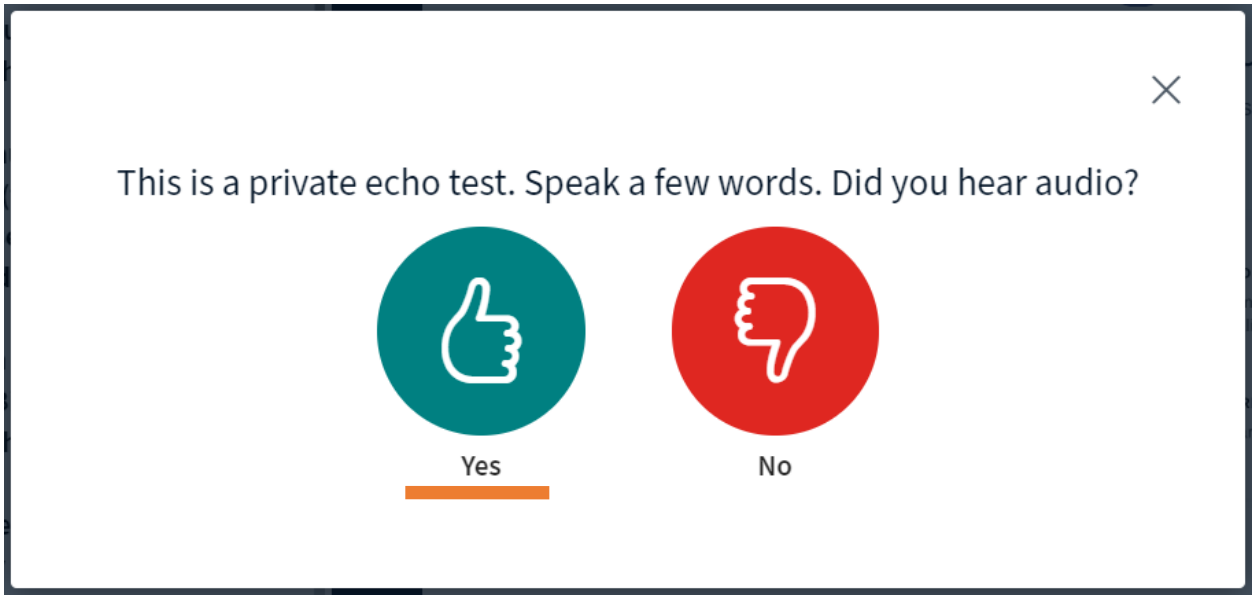
14.2: Choose Microphone



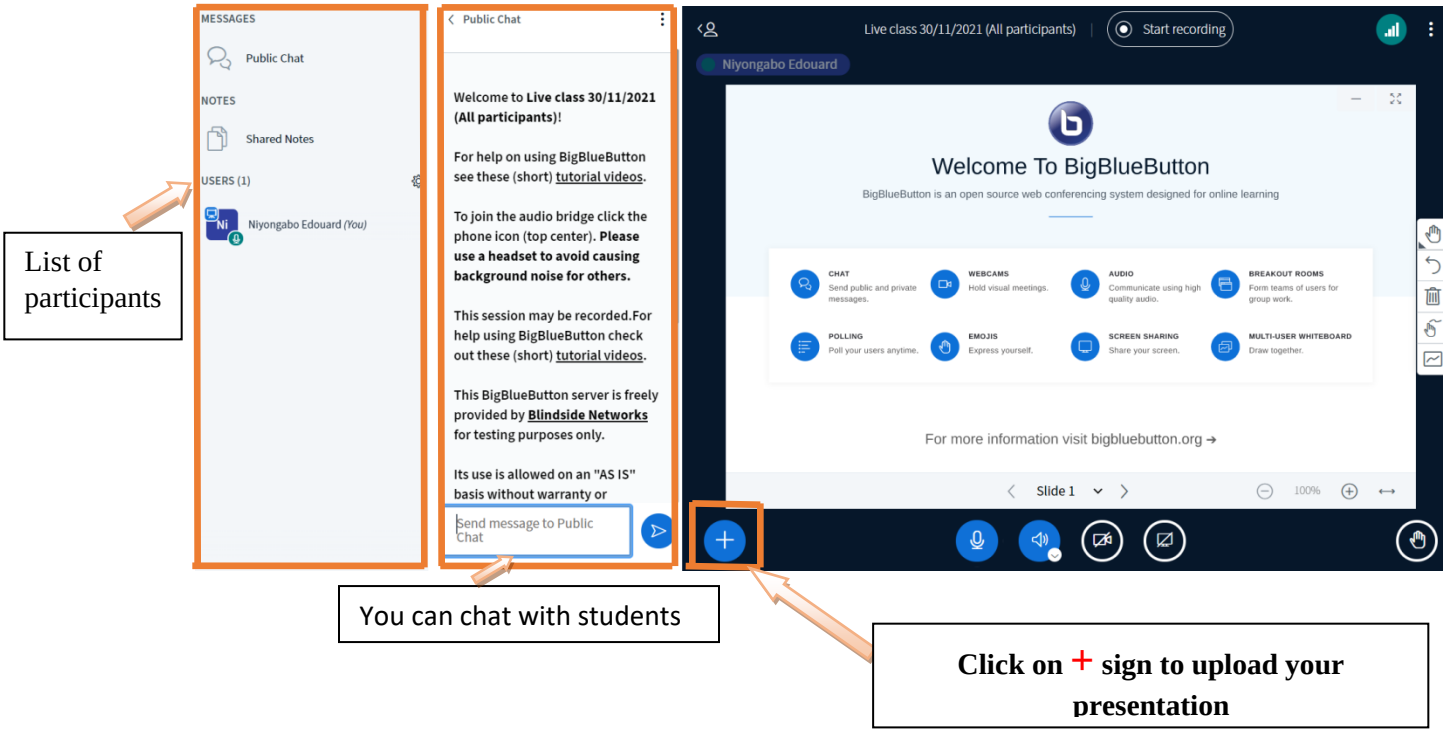
14.3: Click on Allow



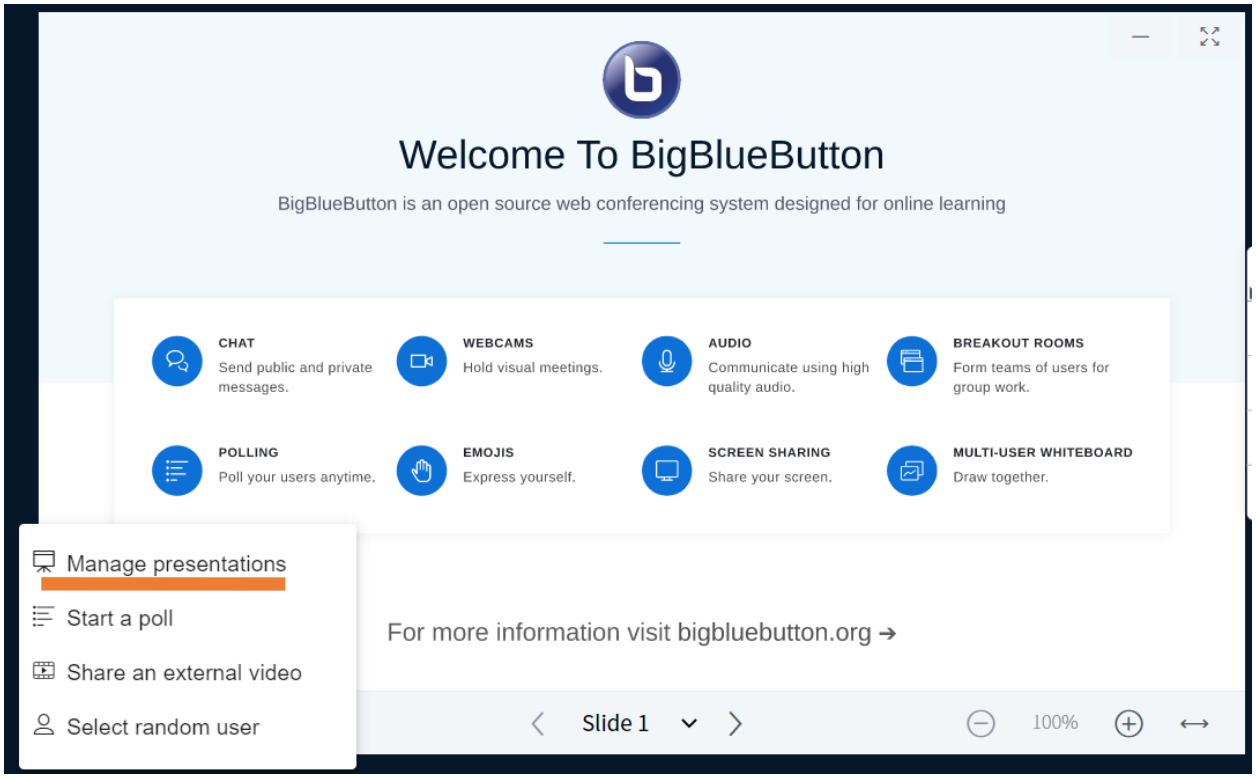
14.4: Click on Yes



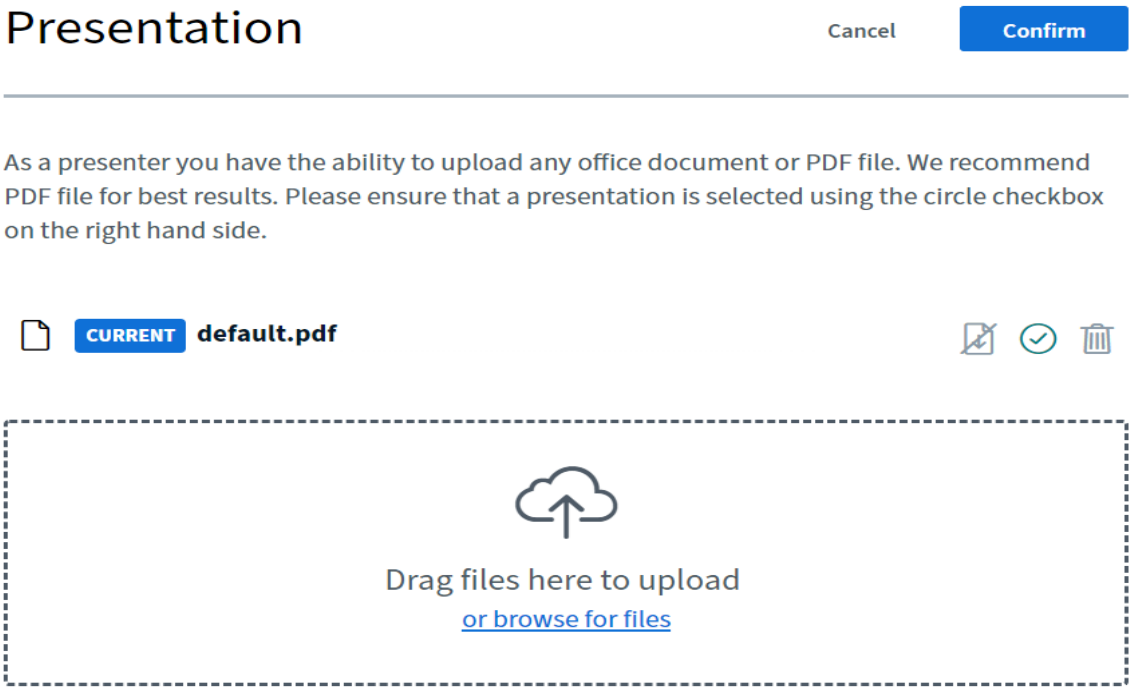
14.5: Chat and add presentation



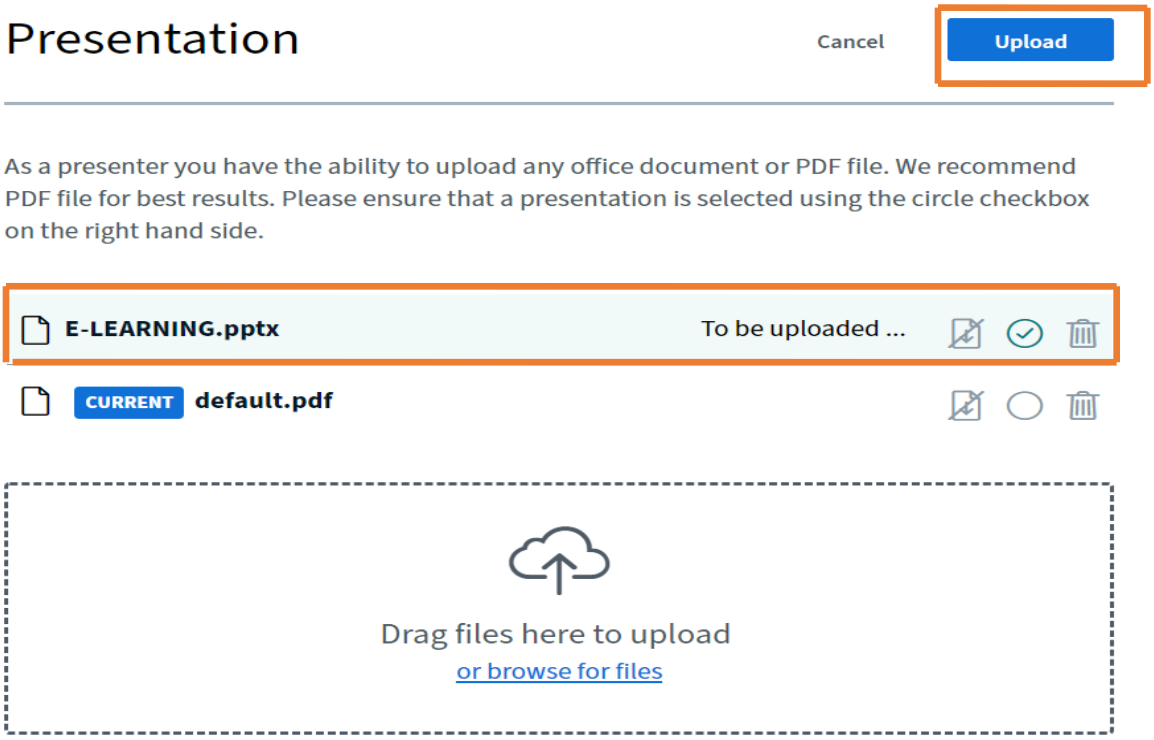
14.6: Click on Manage presentations



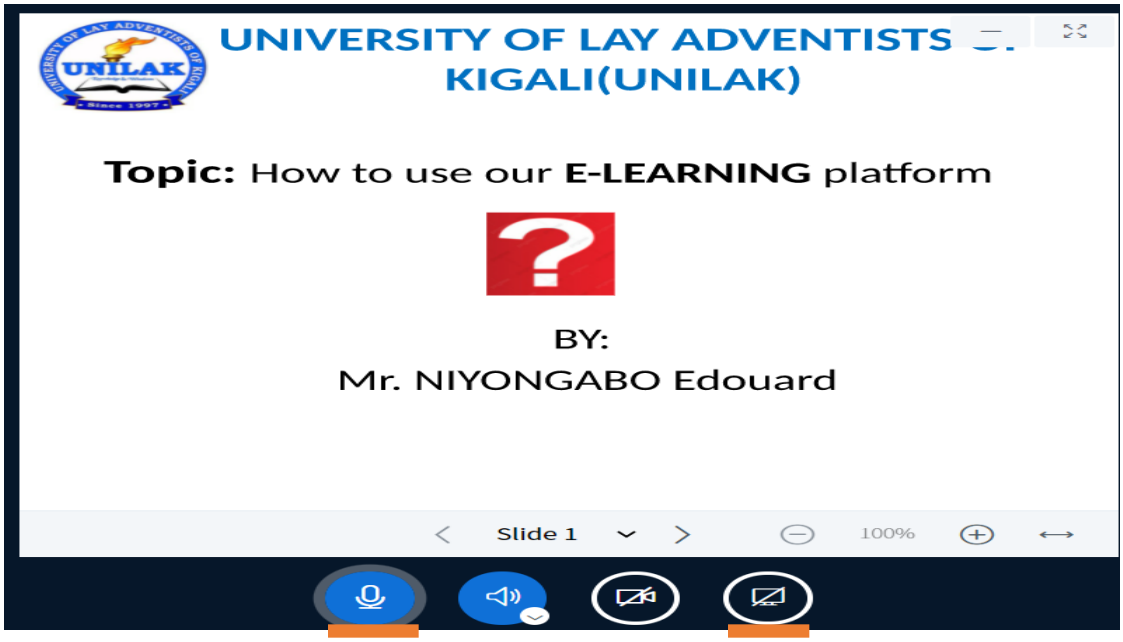
14.7: Choose file or your presentation and then upload



14.8: Upload file and click on upload



14.9: Share your presentation and mute your microphone



You can here to mute or unmute your microphone

Click here to share your screen