



**RWANDA BASIC EDUCATION BOARD**

**TEACHER USER MANUAL**

**REB E-LEARNING PLATFORM**

**Version 2**

**February 14<sup>th</sup>, 2023**

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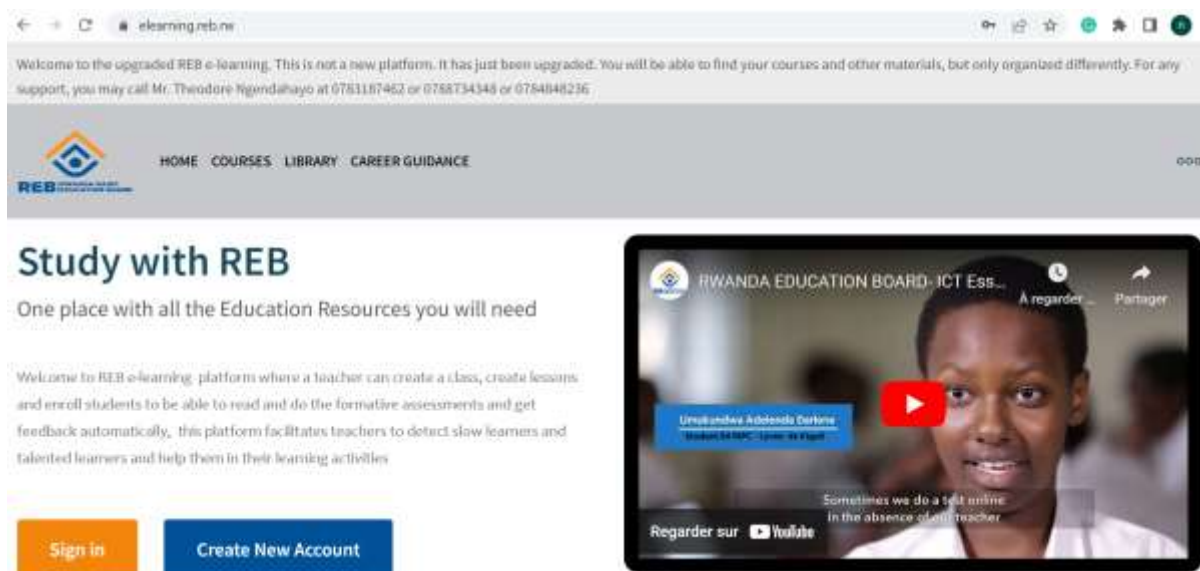
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## 1. Introduction

This document is created to guide Teachers of Rwanda on how to access and manage the system contents.

## 2. Getting Started

To access E-learning through the web, Enter the address “<https://elearning.reb.rw/>” on the web search bar of any browser (chrome, opera, etc.).



## 3. Homepage

The Home Page appears when you first access the system, it displays course categories and their image, a welcoming video, summary of the e-learning Portal and our partner's bottom. We will get deep into each of the section as we continue.

## Study with REB

One place with all the Education Resources you will need

Welcome to this e-learning platform where a teacher can create a class, create lessons and enroll students to be able to read and do the formative assessments and get feedbacks automatically. This platform facilitates teachers to detect slow learners and talented learners and help them in their learning activities.

[Sign in](#)
[Create New Account](#)






329
Courses



3
Students



9
Schools



5
Teachers



PRE PRIMARY



PRIMARY



ORDINARY LEVEL



ADVANCED LEVEL



Teacher Training College (TTC)



Professional Development

## Why online learning is better?



### Trusted content

The resources and course materials for all subjects taught in schools, were developed by REB and other partners.



### Progress tracking

The progress of courses is recorded in the dashboard as well as teachers and students. Learning progress is recorded and tracked by the LMS.



### Personalized learning

REB enable students to customize a variety of the elements involved in the online education process. This means that they are asked to set their own goals, go at their own pace, and communicate with instructors and students to personalize the learning process.



### Online library

REB e-learning Platform provides online learning materials such as books, videos, articles.

## Partners



**AIMS giz**

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH



Japan International Cooperation Agency



Korea International Cooperation Agency

Connect with us:



Go to Settings to activate Windows.

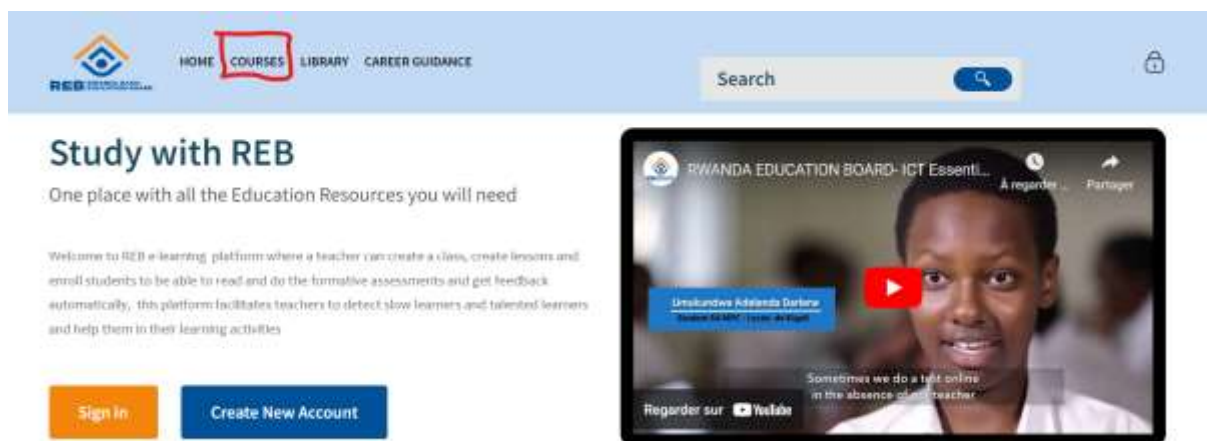
#### 4. Guest Access to the content

With the Guest role you can view some contents of a course, you can view and download PDF books of different levels of your choice

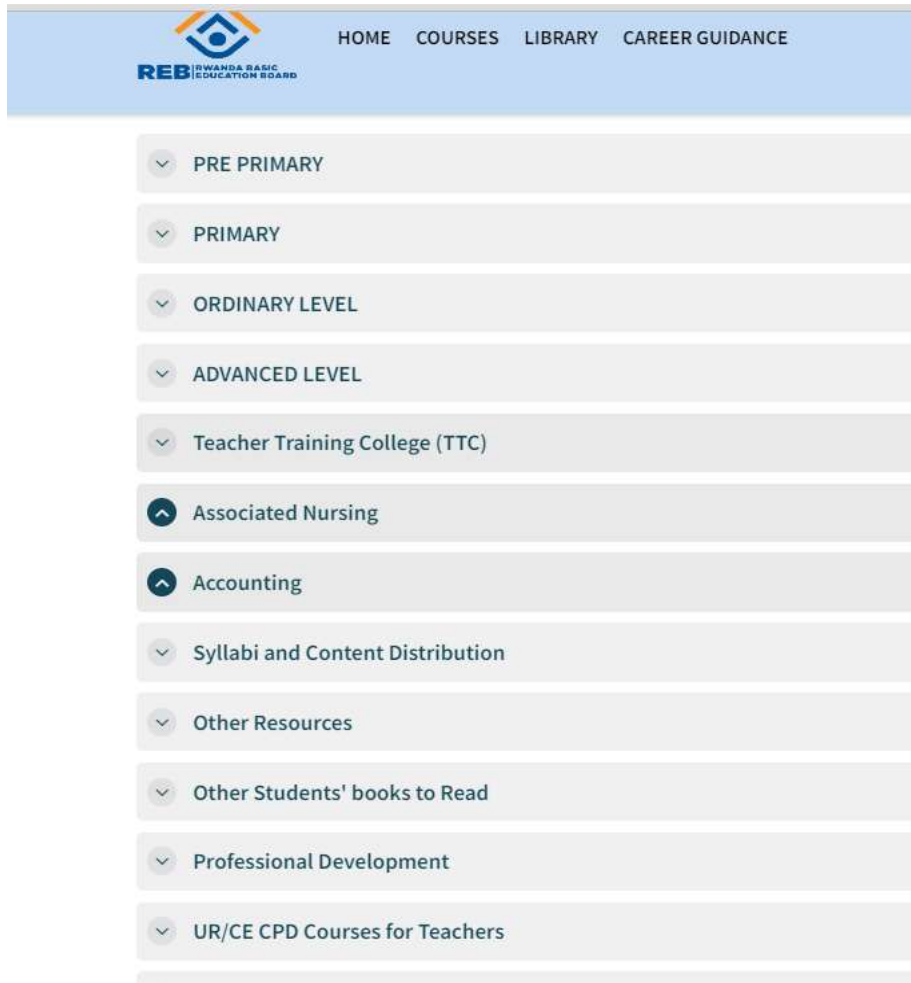
- Enter the address “<https://elearning.reb.rw/>” on the web search bar of any browser (chrome, opera, etc.)



- Click on courses



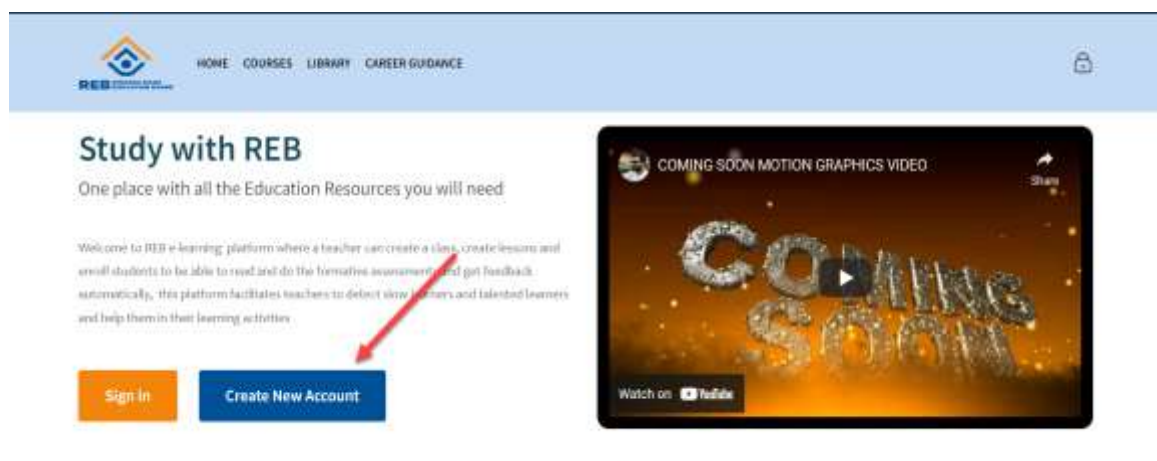
- Scroll to view different course categories with content



## 5. Enrol in the system

The first step for teacher is to have an account that will enable them to accomplish their roles on the system. To do this needs to create account that will permit them to login into the system.

- **Click Create New Account Button**



- A Form to create new account will appear, select the user type to **Teacher** and fill in the **teachers Identification number (SDMS Id or Staff Code)** in the form fields then click on **Validate button** at the bottom. Note. The fields with red icons are Mandatory to be filled

Provide Identification

User Type ! --select-- ! ⌵  
- Missing User type

Identification !

There are required fields in this form marked !.

Provide Identification

User Type ! Teacher ⌵

Identification !

There are required fields in this form marked !.

- If the Identification number is correct, the system will return the teacher's information and field to fill his/her password then click the **Create my new account** button to finish the validation. Should the information presented not belong to you, please contact REB for support.



^

User Information

Identification:

123456789

User Type:

Teacher

First Name:

Teacher

Middle Name:

Last Name:

Smith

School:

School Level:

City/Town:

Kigali

Country:

Rwanda

NOTE:

Make sure details are yours before you create account

^

User Information

^

Create Password

Email address

demo@reb.rw

Username

!

123456789

The password must have at least 8 characters at least 1 lower case letter(s)

Password

!

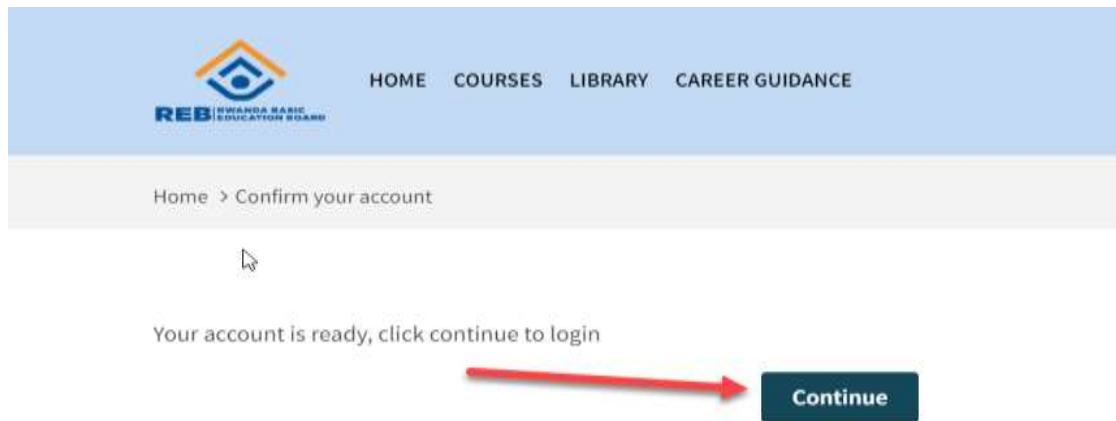
.....

👁

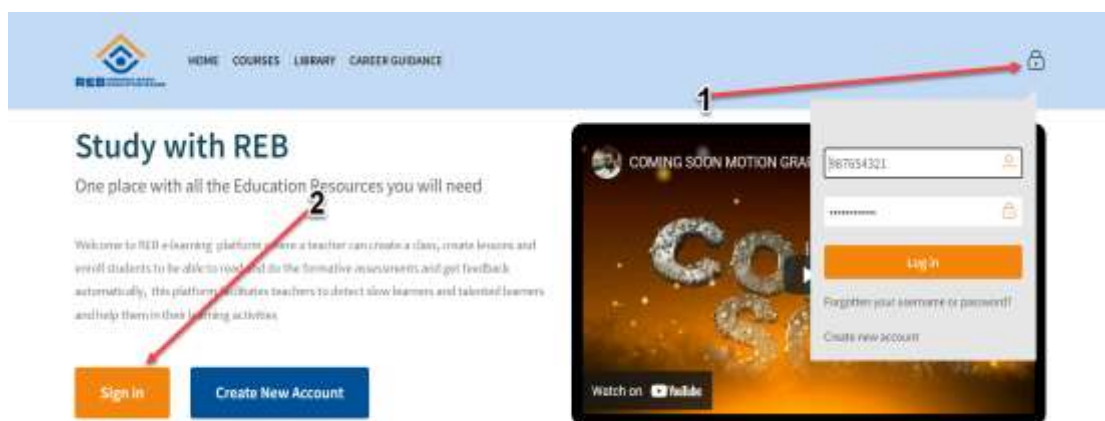
Create my new account

Cancel

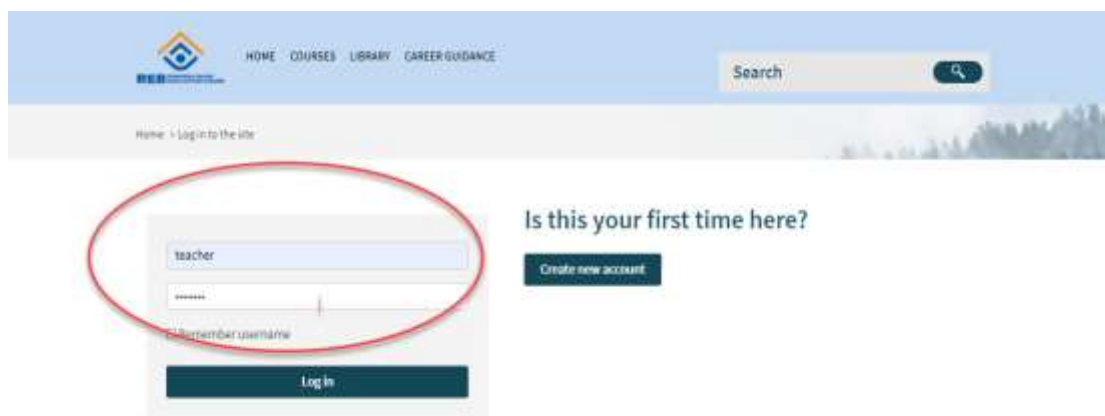
- then click continue to finish



- To access into the system and use it, the teacher will be required to login by providing his/her **Identification number** and **Password**. There are two ways to do so.
  1. The teacher will click the lock icon on the upper right and fill the fields then click **login button**

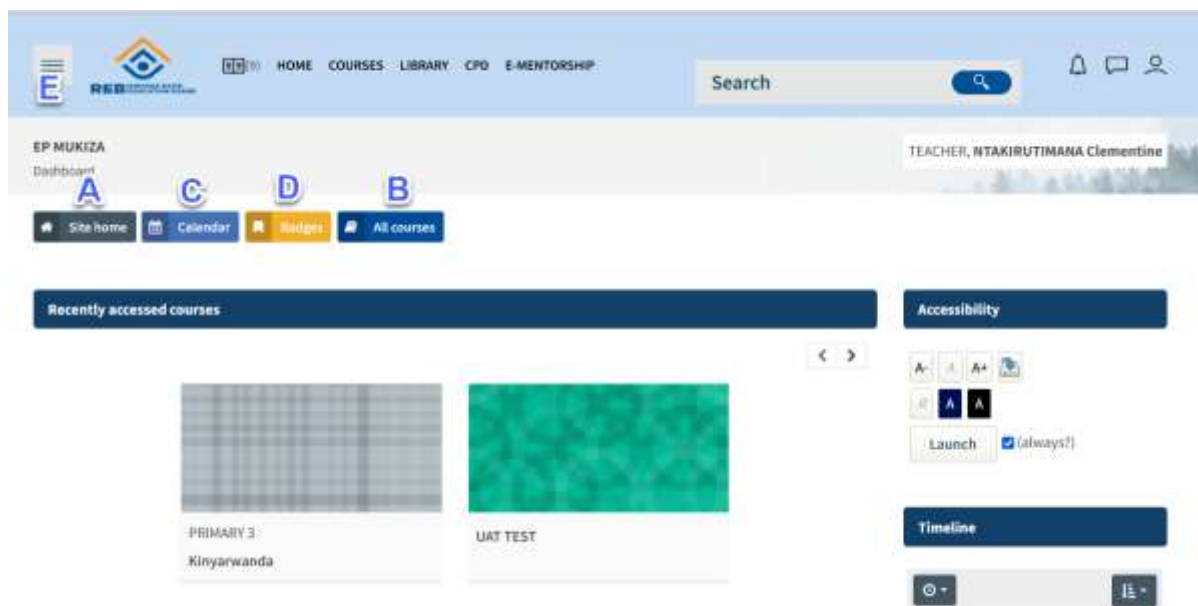


2. The teacher will click the sign in button on the homepage where the system will direct him to another page. The teacher will fill the Identification number and password and click the Login button to use the system

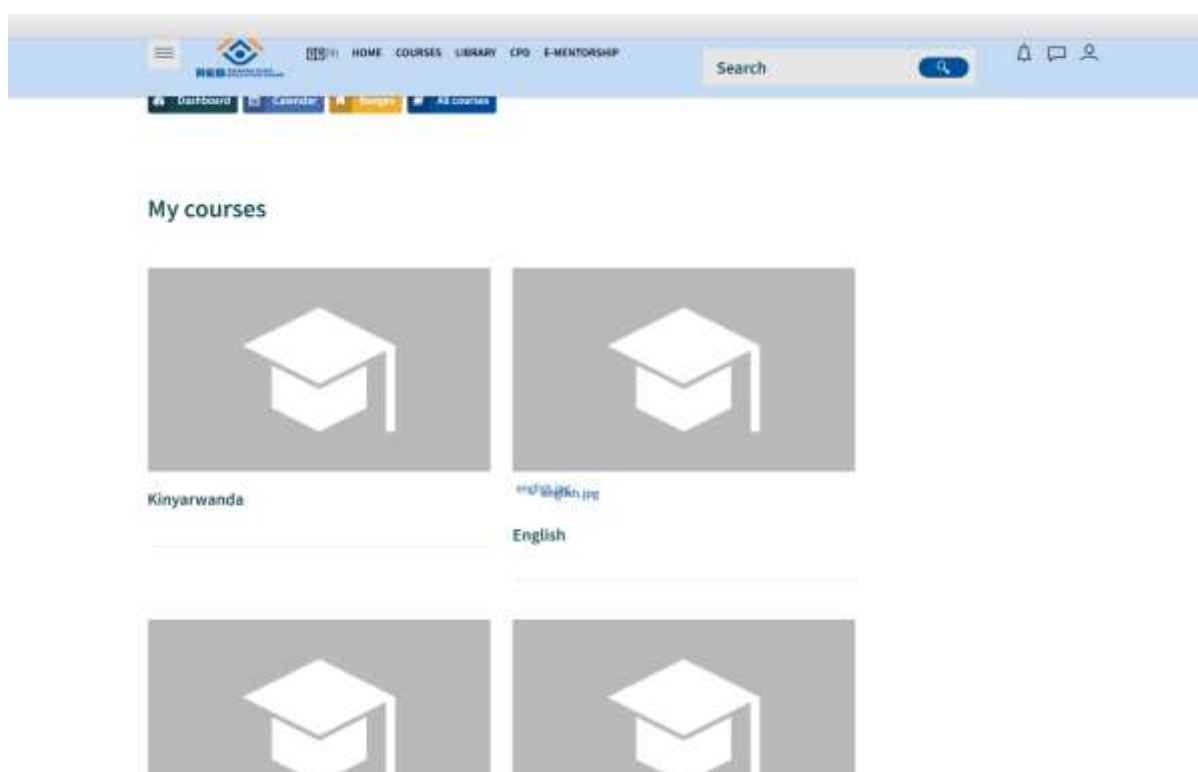


## 6. Dashboard overview

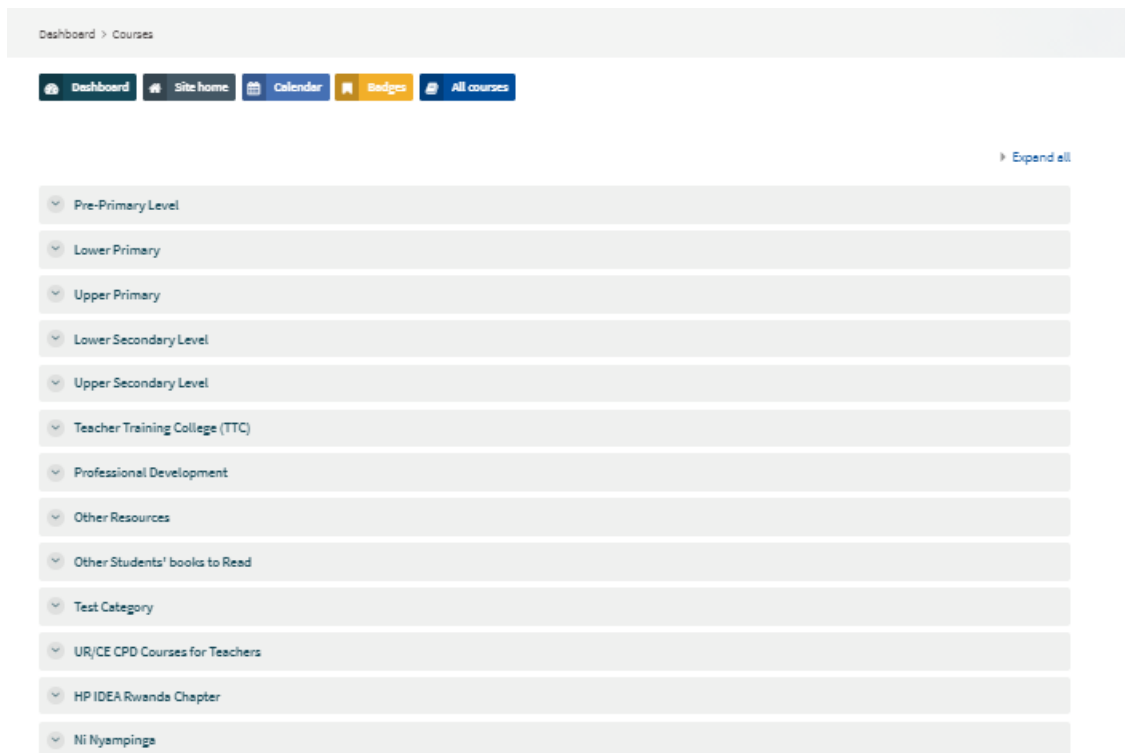
After Login into the portal, the Teacher Dashboard page will appear. The teachers Dashboard Contains various setting and contents.



**A. Site home** – When you click on Site home it will take you back to the My course page.



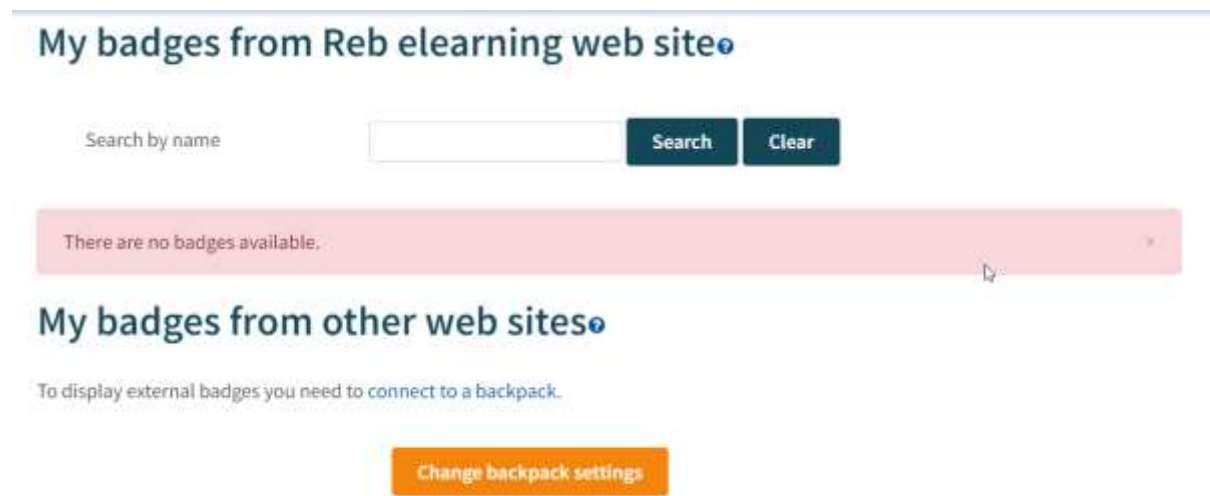
**B. All Courses-** When you click on All course, it will take you to a page that display all Courses Categories and the courses inside the Categories



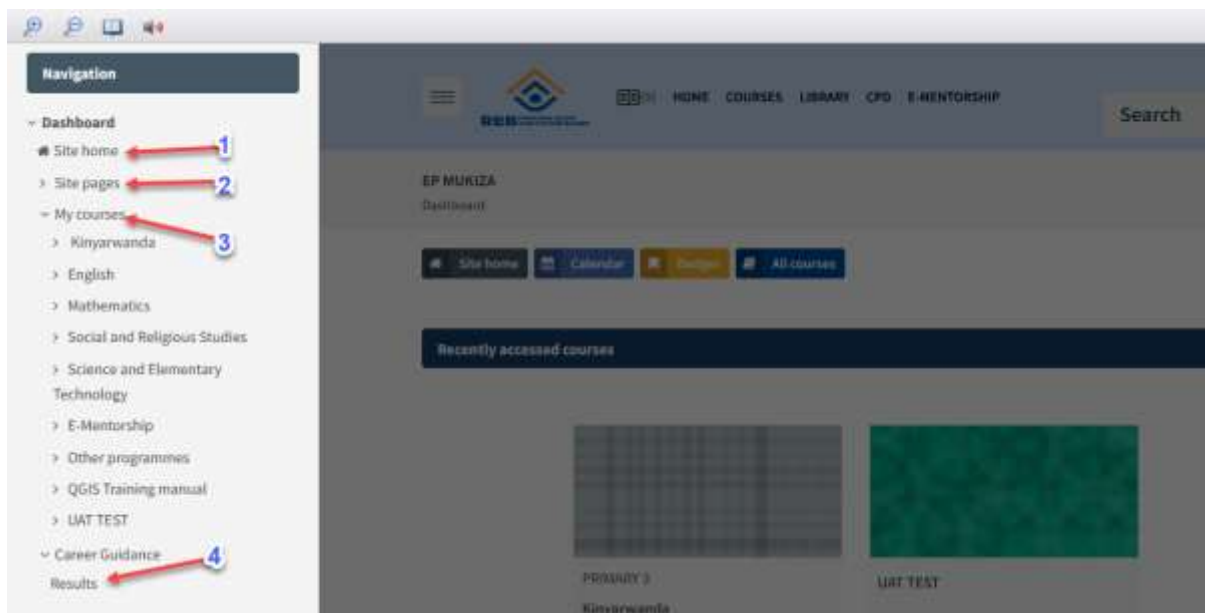
**C. Calendar-** When you click on calendar, it will take you to a page that display all past, present and future scheduled activities



**D. Badges-** When you click on badges, it will take you to a page that display all badges that the teacher has added in the system.



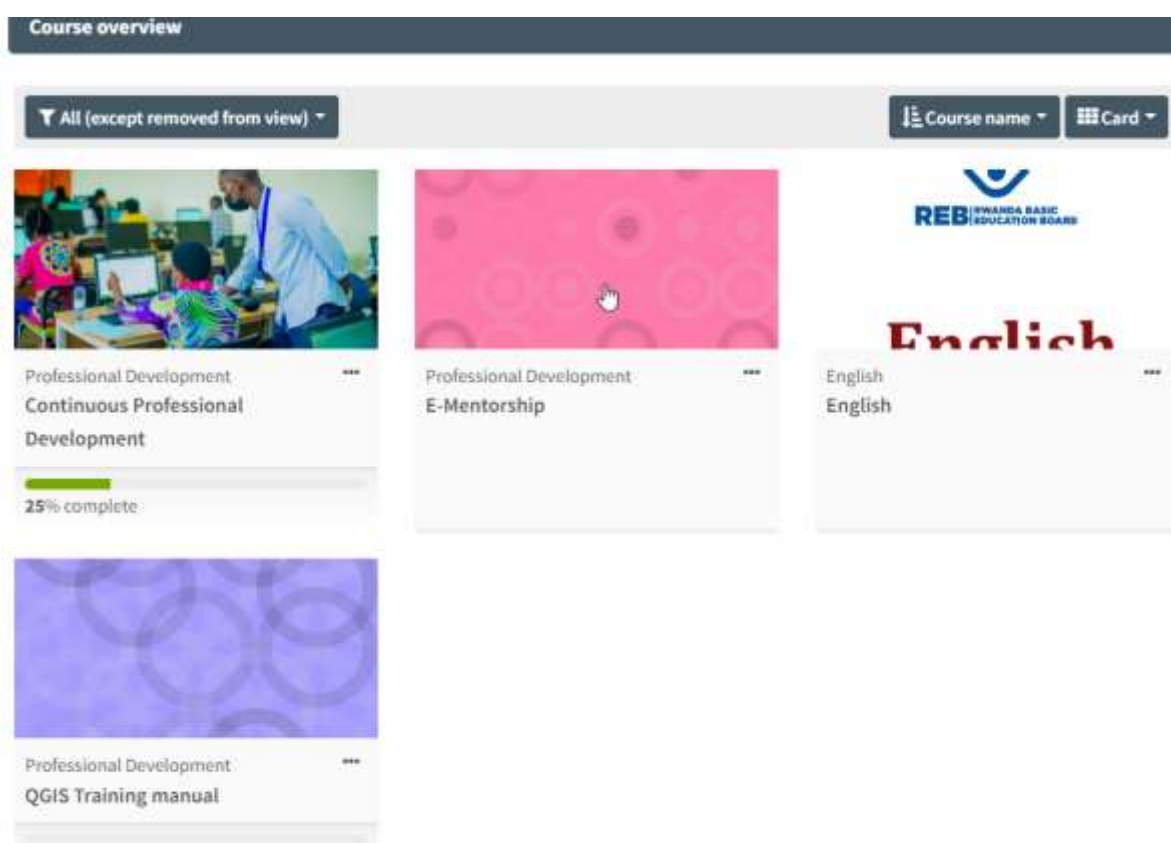
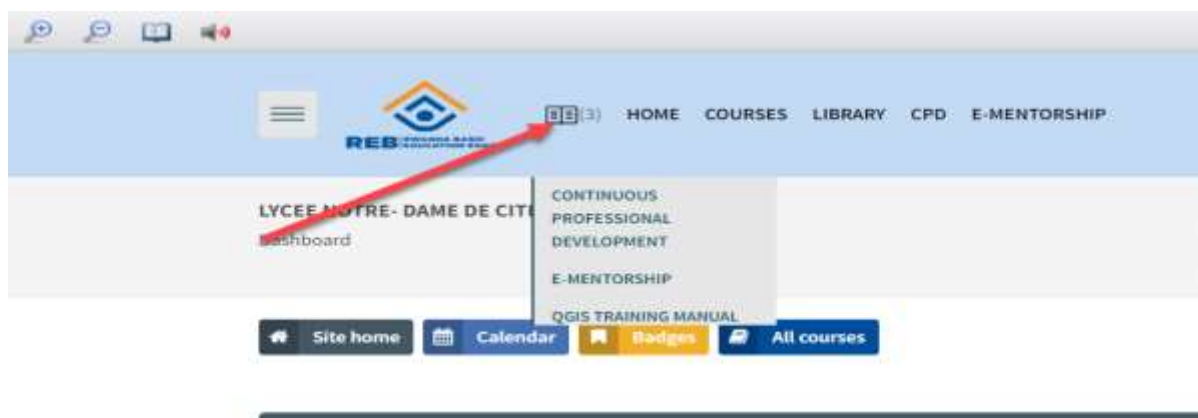
**E. Navigation-** When you click on Navigation, it will open the Navbar that display all several Links.



1. Site Home-Directs the teacher to My Course Page.
2. Site Page- List links to different pages when clicked.
3. My Courses – Lists the courses enrolled by the teacher when clicked.
4. Career Guidance Results – When clicked, it will direct the teacher to page showing results of students associated with the teacher who took the career guidance test.

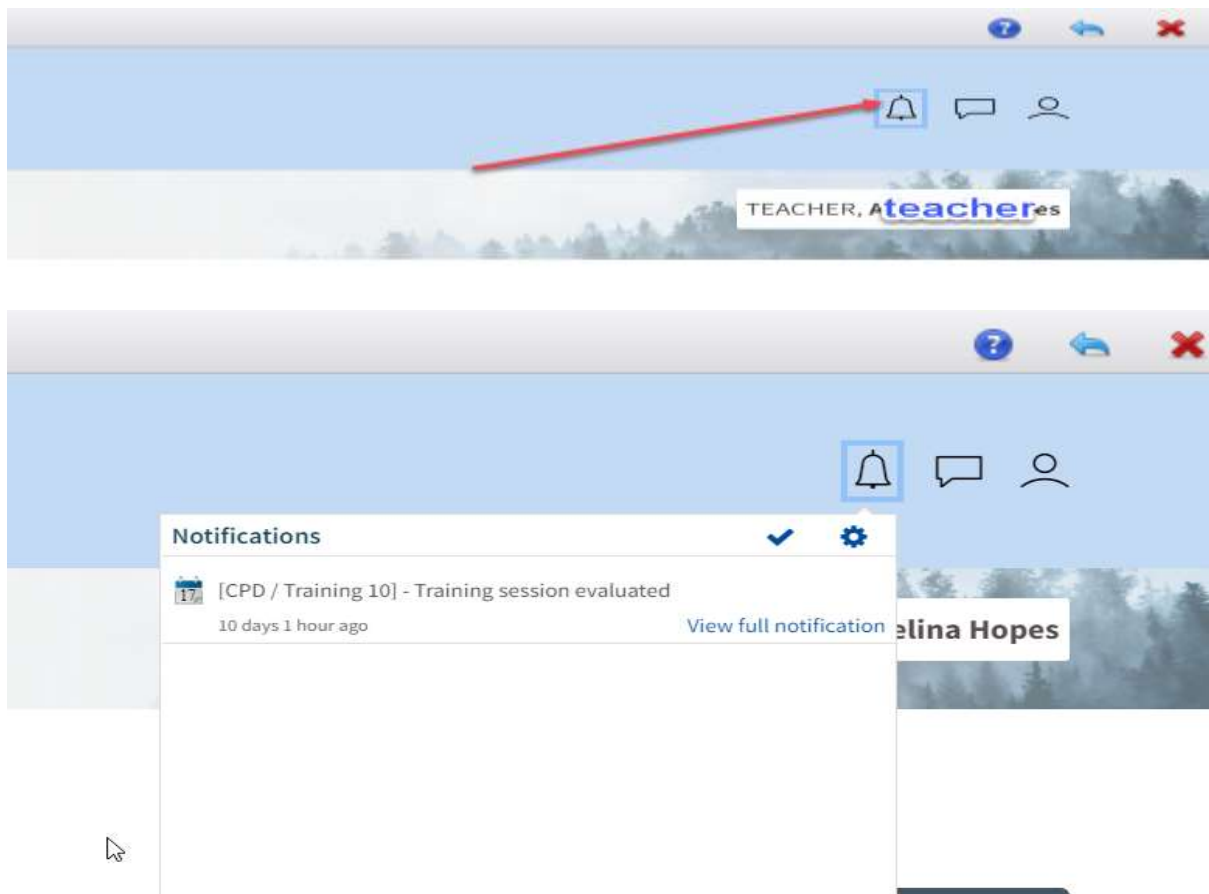
## 7. Course Overview.

Teachers are enrolled and assigned automatically to a course as they enrol into the system. To know which courses the teacher is enrolled to, click the **book icon** at the top of the dashboard or scroll down to a section topped as Course Overview and select the course. More information is found on the courses such as progress.



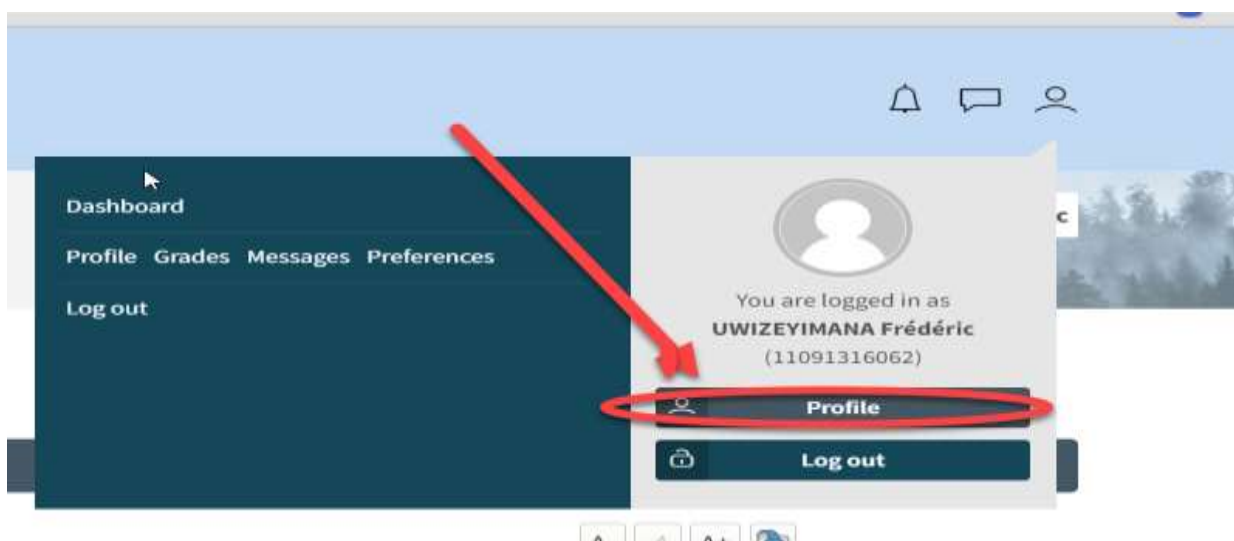
## 8. Notifications

The bell icon on the top right side allows the teacher to view notifications that provided by the system.

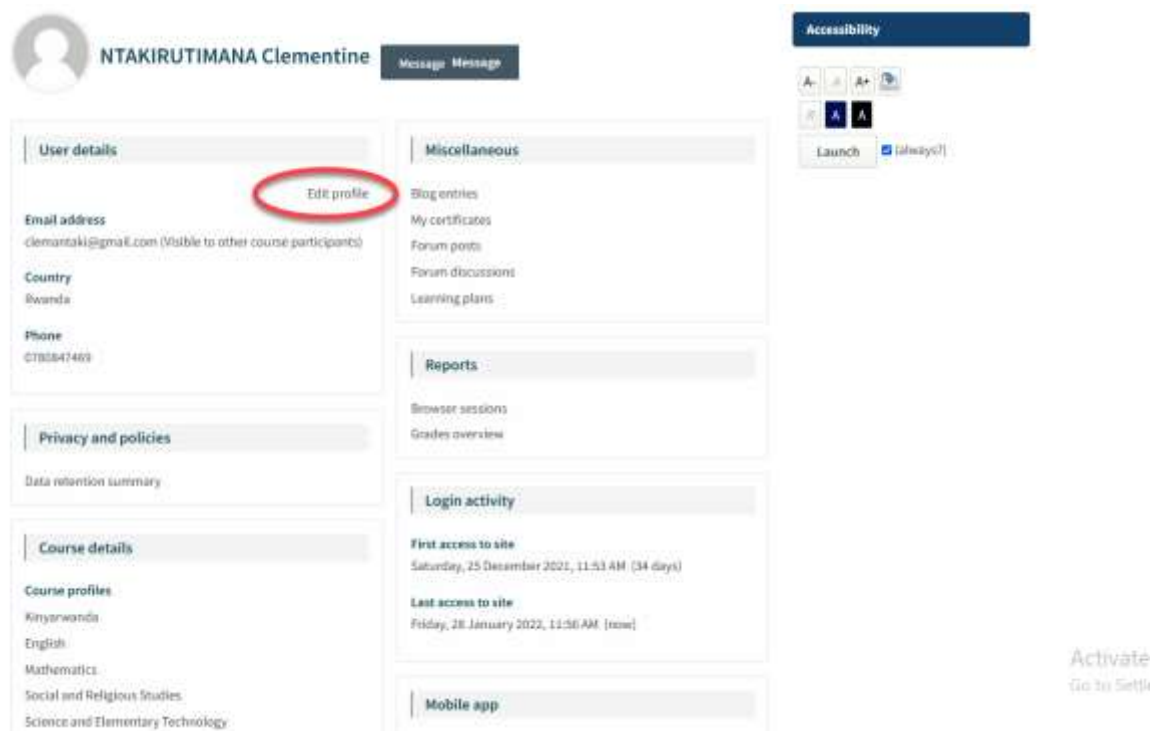


## 9. Profile

To view the teacher's details including names, the teacher clicks the user icon on the top right and click profile.



The teacher's profile contains information about user details, reports, login activity, course details, etc.



The profile page of the teacher has different sections

- A. User details -Summary of user details.
- B. Course details – List and links of all courses enrolled by the teacher.
- C. Privacy and Policies- Link to the privacy policies.
- D. Reports – Summary of few reports available for the teacher
- E. Login Activity – Summary of login activity of the teacher
- F. Miscellaneous – Collection of different Activity links of the teacher.

From the profile page, the teacher can update some of his/her details.

To update the profile, click **Edit Profile** from the profile page.



Dashboard
Site news
Calendar
Design
All courses

## NTAKIRUTIMANA Clementine

General

First name: NTAIRUTIMANA  
Surname: Clementine  
Email address: clemantaki@gmail.com  
Email display: ☐ Allow only other course participants to see my email address  
MoodleNet profile:   
City/town:   
Select a country: Rwanda  
Timezone: Server timezone (Africa/Dar\_es\_Salaam)

Accessibility
Expand all
A- A+
Launch [always?]

Activate Windows

Click **Save** button to update the profile or **Cancel** button to exit without saving.

Additional names

Interests

Optional

Update profile
Cancel

### a. Upcoming Events

This is a section on the dashboard that shows any upcoming event present on the teachers calendar.

No recent courses

Accessibility

A- A+
Launch [always?]

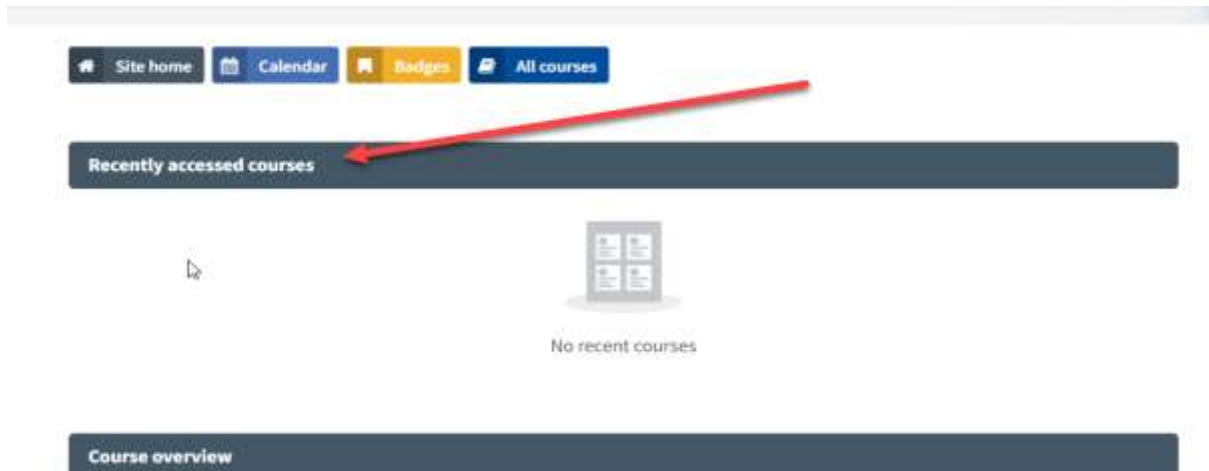
Upcoming events

There are no upcoming events  
Go to calendar...

Course name
Card

## 10. Recent accessed Courses.

This is a section that provides the teacher with subjects that he/she accessed lately .



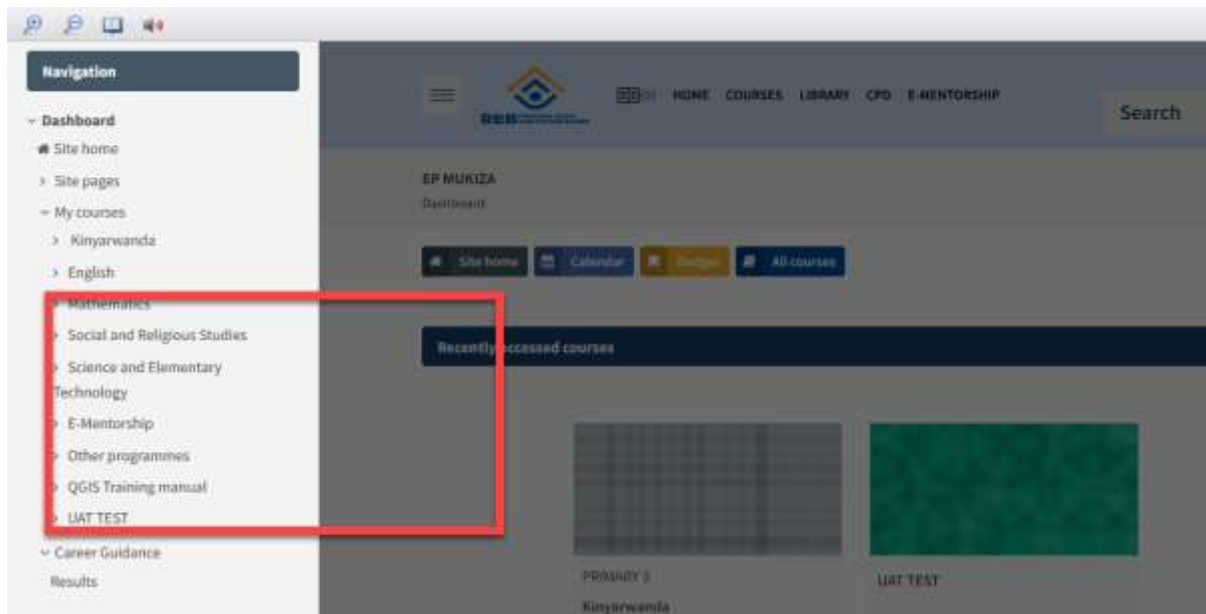
### a. Online users

This section shows the teacher on users who are logged in that moment.



## Course Management.

Teachers are enrolled and assigned to a course as they enrol themselves into courses. . To know which courses the teacher is assigned to, click the **Navigation** at the top left of the dashboard under my course section and select specific course.



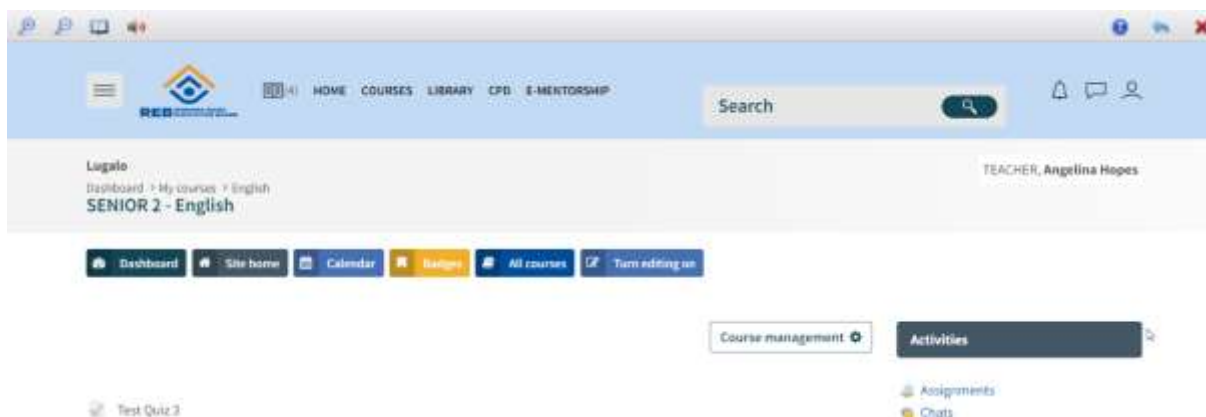
Upon selecting the course, teacher will be greeted with Course Dashboard.

Add an activity or Resource

REB E-learning portal has different activities that can be added to a course such as **Lessons, Assignments, Certificates, Chat, quiz, Live session., Forum and Glossary.**

## Edit course Contents

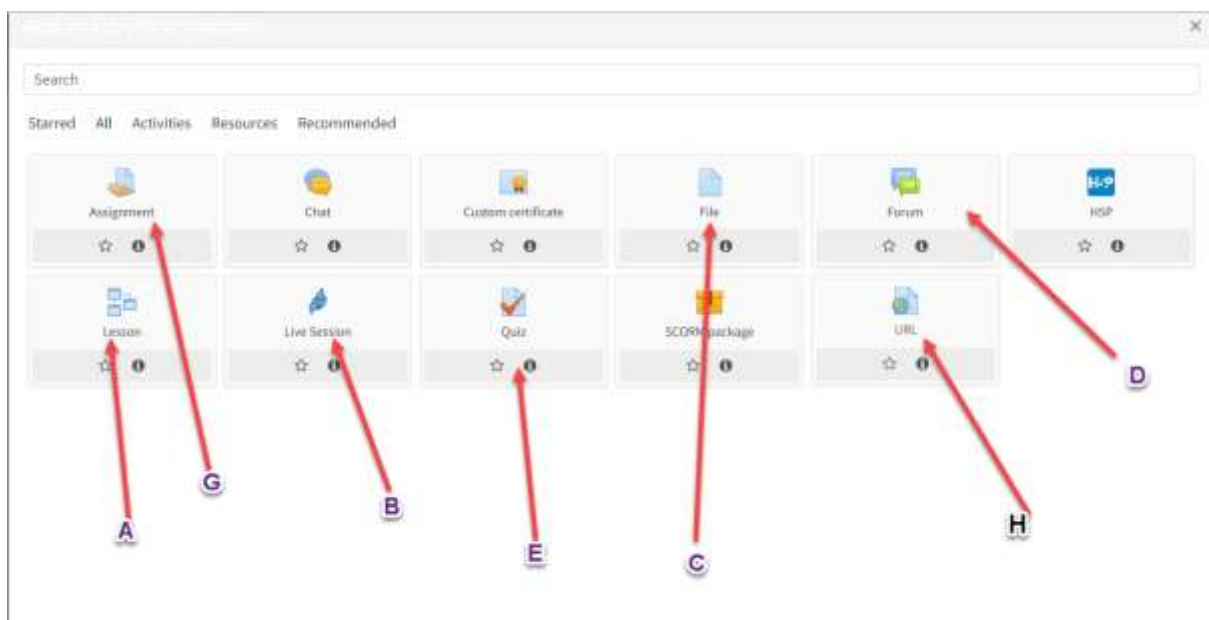
Click on **Turn Edit On** icon to be able to edit the course by inserting course topics and lessons. This option is available only for Teachers user accounts. They can edit the course topics and lessons.



Click on **Add Activity or Resource** below the topic



Add an activity or resource window will pop up



### 3.1 Adding a Lesson to a topic

Click on **Lesson**

Fill the fields and configure the setting for the lesson activity

In General section, fill the name of the lesson and fill the description. Check the check box if the teacher wishes the description is to be displayed on the course page

REB RAJASTHAN BOARD

HOME COURSES LIBRARY CPD E-MENTORSHIP

Search

Course management

## Adding a new Lesson to Speaking

Expand all

General

Name

Add group/grouping access restriction

Restrict access

Common module settings

Activity completion

Tags

In **Availability**, the teacher configures the duration to which the activity will be visible to the users. (Note: It is optional)

General

Appearance

Availability

Available from: 26 August 2021 12:04 ☐ Enable

Deadline: 26 August 2021 12:04 ☐ Enable

Time limit: 0 minutes ☐ Enable

### Flow Control

- Allow Student Review

This puts a "Review Lesson" button on the last screen of the lesson to encourage the students to navigate through the lesson again. If the lesson contains questions, then the review will start from the first question, otherwise the review will start from the first content page.

- Provide option to try a question again

This displays a button after an incorrectly answered question so that the student can try again.

- Maximum Number of Attempts

Decide here how many times you want students to be able to attempt each question.

Appearance

Availability

Flow control

Allow student review

No

Provide option to try a question again

No

Maximum number of attempts

1

Then click

HOME

COURSES

LIBRARY

CPD

E-MENTORSHIP

Search

Tags

Appearance

Availability

Flow control

Grade

Save and return to course

Save and display

Cancel

There are required fields in this form marked !.

- A. Save and return to course
- B. Save and display the new lesson
- C. Cancel lesson creation.

A lesson page will appear with the Lesson Name “**Lesson 1** “. Where under **edit** tab, there will be multiple options to create your lesson.

Lesson 1

Course management

Mark as done

Preview

Edit

Reports

Grade essays

Collapsed

Expanded

What would you like to do first?

Import questions

Add a cluster

Add a content page

Add a question page

- A. Allows the teacher to import questions from question bank into the lesson.
- B. Allows the teacher to create a group of pages for a lesson.
- C. Allows the teacher to create a new content (Notes) page for the lesson.
- D. Allows the teacher to create a new lesson page containing questions.

For a new teacher, option C will be more feasible.

Click on **Add a content page** to add pages of notes to your lesson.

A content page window will appear showing Page title, Page contents, and Content 1, Content 2, Content 3, Content 4, and content 6 fields



**Page title**-Enter the title or heading of the lesson content

**Page Contents**- is where you can enter notes/text, video, and images

**Content 1, Content 2, Content 3, Content 4, and content 6** fields– Is for navigation of the pages in the lesson, it can be **NEXT** or **PREVIOUS** or **END OF A LESSON**

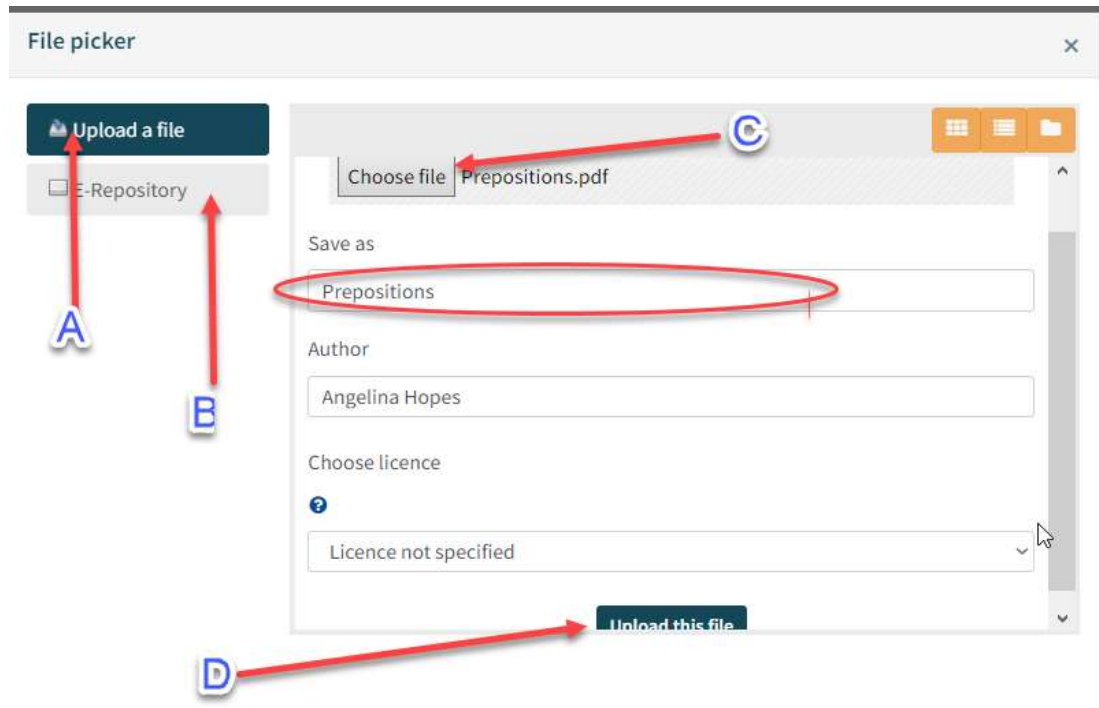
There several icons present on the editor that provides different functionalities including

- A. Increases/Decreases the number of icons on the editor
- B. Provides options to add Multimedia files into the lesson.
- To add Multimedia file on the lesson
  - Click one icon in the category B on the editor to insert it on the lesson
  - In case of images, Image picker will appear

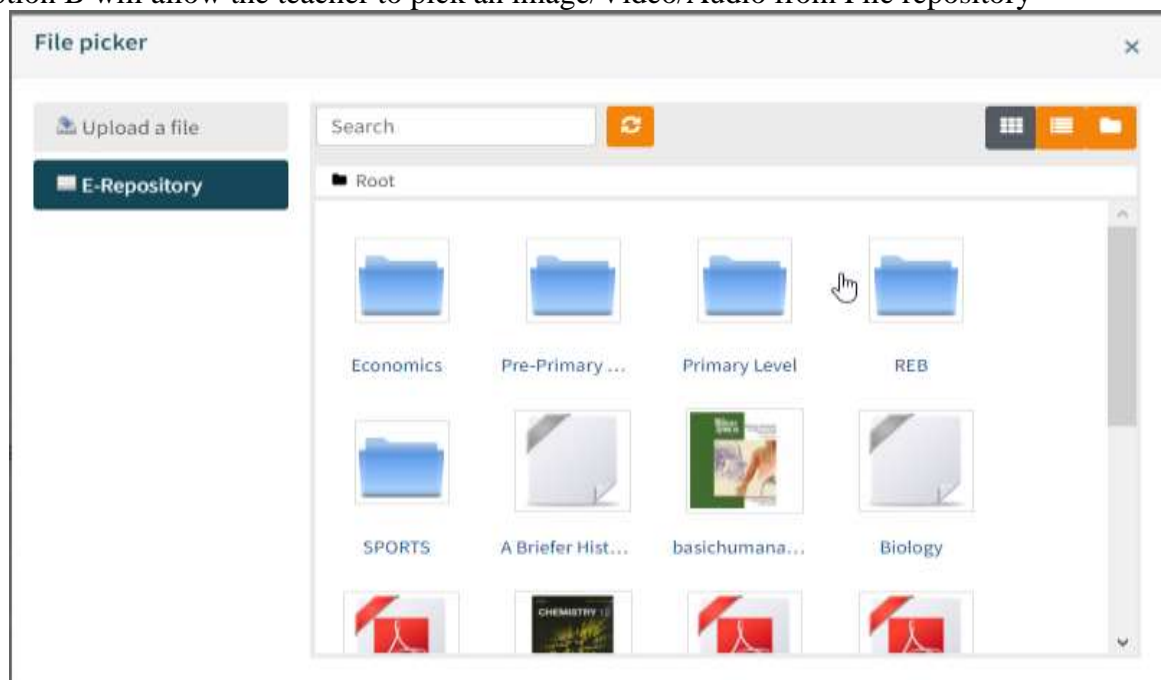


A. Click **Browse repository** to choose from where to upload any Image/Audio/Video from.

The File picker window will appear to allow the teacher to choose where to upload the Image/Audio/Video from. This window is the first step if an Audio or Video is to be uploaded.



- Option A will allow the teacher to pick an image/Video/Audio from his/her computer
- Option B will allow the teacher to pick an image/Video/Audio from File repository





- Option C will initiate uploading where the teacher can provide an optional name how an image/Video/Audio will be saved.
- Option D will allow the teacher to Upload the image/Audio/Video into the lesson.;

B. After uploading specify the dimensions of the image on the lesson and its alignment

C. Click save to add the image/Audio/Video to the lesson.

C. Puts the editor in HTML format editor allowing the teacher to create the lesson using HTML codes.

D. Checks for Accessibility issues on the lesson

E. Provides undo and redo functionality.

The screenshot shows a lesson editor interface. At the top, there is a text area with three bullet points:
 

- They will meet *in* the lunchroom.
- She was waiting *at* the corner.
- He left his phone *on* the bar.

 Below the text area are two checkboxes:
 

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

 Below these are five content items labeled 'Content 1' through 'Content 5'. At the bottom, there are two buttons: 'Save page' and 'Cancel'. A red arrow labeled 'A' points to the 'Save page' button, and a red arrow labeled 'B' points to the 'Cancel' button.

A. Teacher can click **Save** to save new content page or

B. Teacher can click **Cancel** to return to previous page.

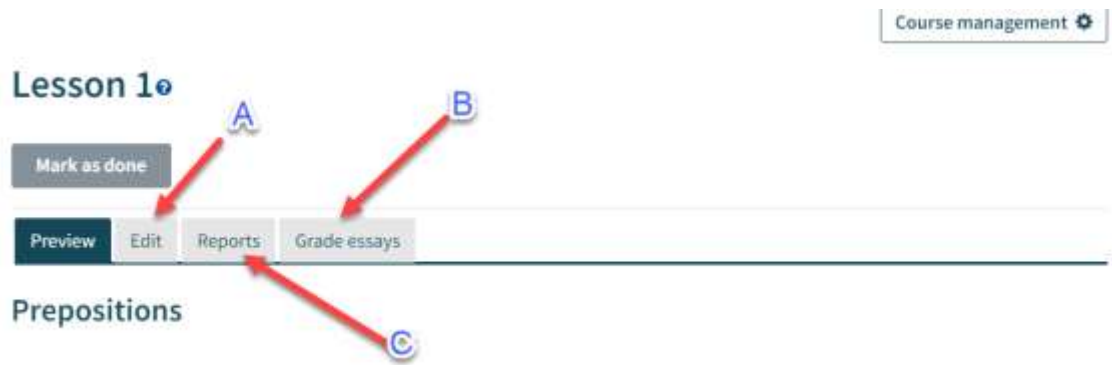
After saving the lesson, teacher will be provided with other options.

The screenshot shows a lesson editor interface. At the top, there is a 'LESSON 10' header. Below it are several buttons: 'Mark as done', 'Preview', 'Edit', 'Reports', and 'Grade essays'. Below these are two tabs: 'Collapsed' and 'Expanded'. Below the tabs is a table with columns: 'Page title', 'Page type', 'Jumps', and 'Actions'. The table has one row with the following data:
 

Page title	Page type	Jumps	Actions
Prepositions	Content	Next page	<ul style="list-style-type: none"> <li>Add a new page...</li> <li>Add a new page...</li> <li>Add an end of branch</li> <li>Add an end of cluster</li> <li>Add a cluster</li> <li>Add a content page</li> <li>Add a question page</li> </ul>

 At the bottom, there is a 'Jump to...' dropdown menu with 'quiz2' selected. A red arrow labeled 'A' points to the 'Add a new page...' option in the dropdown menu, and a red arrow labeled 'B' points to the 'Edit' button.

- A. Teacher may Choose to add a new content page for the lesson or
- B. Teacher may also choose to preview the lesson to see how the lesson will appear to the student



## What is a proposition?

A preposition is a word or group of words used before a noun, pronoun, or noun phrase to show direction, time, place, location, spatial relationships; or to introduce an object. Some examples of prepositions are words like "in," "at," "on," "of," and "to."

Prepositions in English are highly idiomatic. Although there are some rules for usage, much preposition usage is dictated by fixed expressions. In these cases, it is best to memorize the phrase instead of the individual preposition.

## A Few Rules

### Prepositions of Direction

To refer to a direction, use the prepositions "to," "in," "into," "on," and "onto."

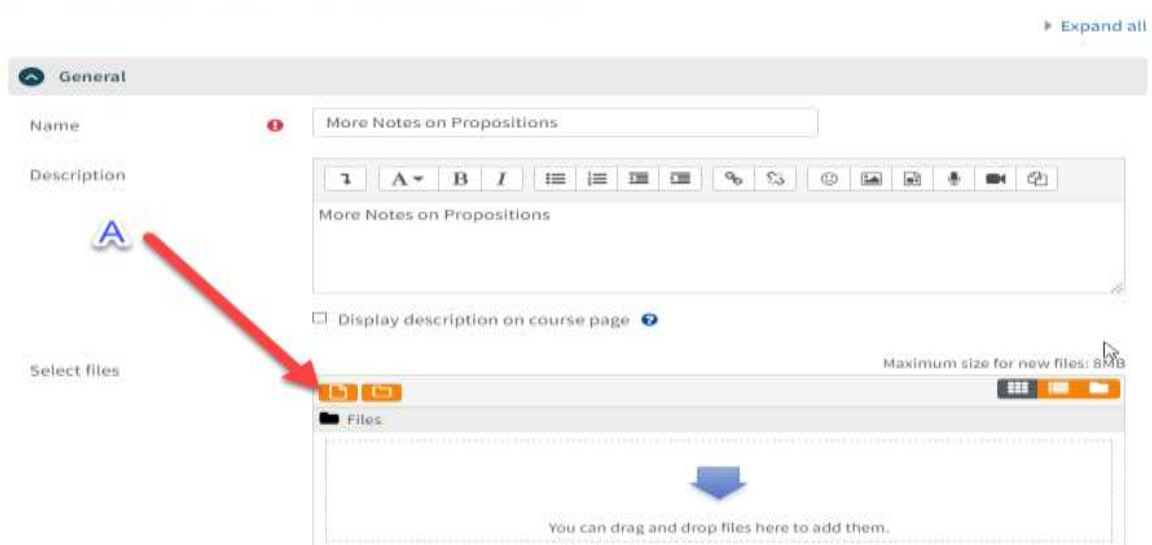
When previewing the lesson, teacher will have access to few tabs on top of the lesson.

- A. Click Edit tab to go back to edit the lesson
- B. Click Grade essay tab to grade essay if the lesson contained essay question
- C. Click Reports tab to view reports of students on the lesson.

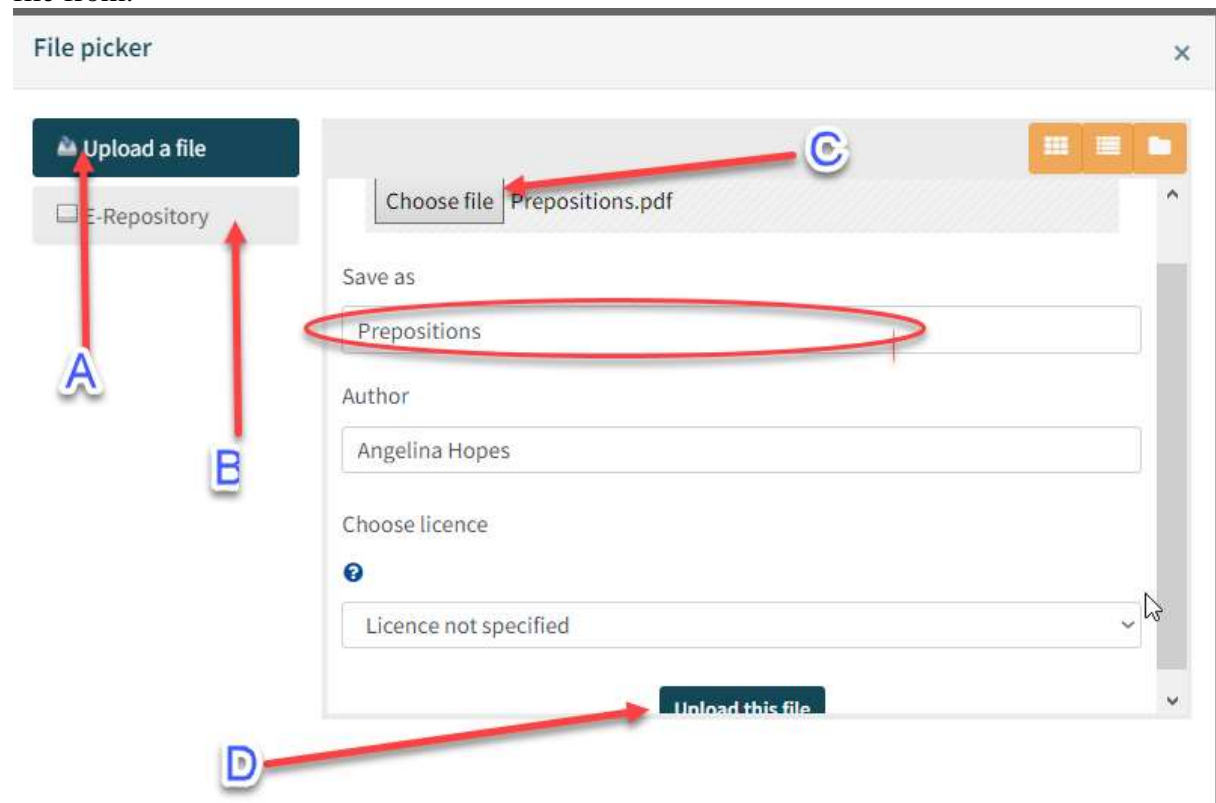
## 3.2 Adding file into the Subject.

Click on **File** on the Add resource window.

### Adding a new File to Speaking

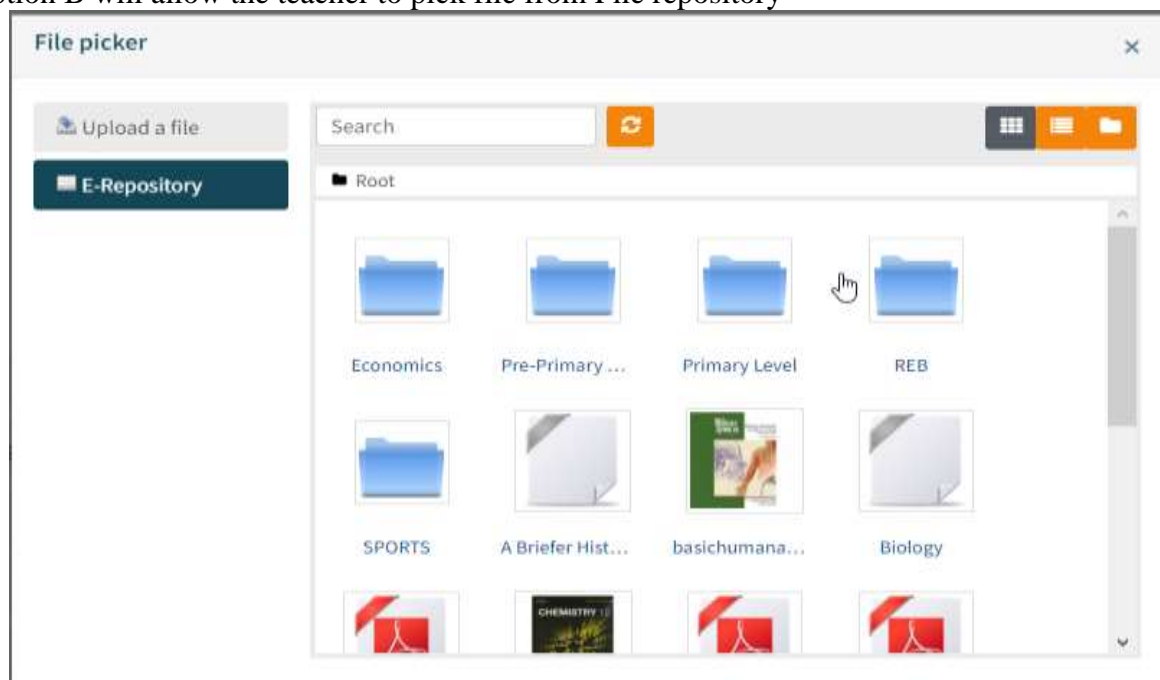


Provide name of file on Name field and Click **icon pointed A** to select where to upload file from.



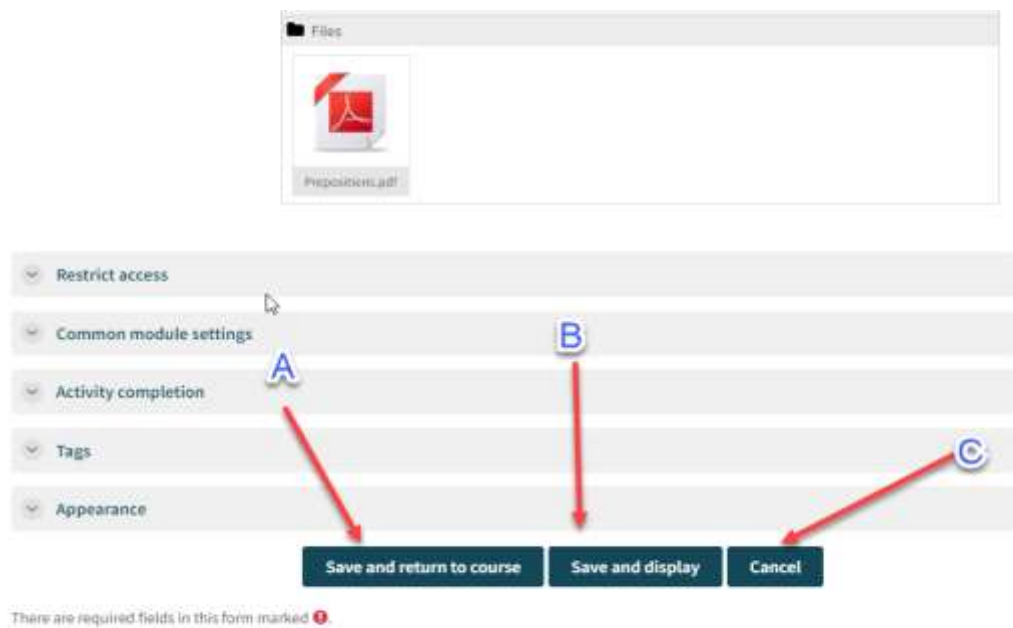
The File picker window will appear to allow the teacher to choose where to upload the file from.

- Option A will allow the teacher to pick file from his/her computer
- Option B will allow the teacher to pick file from File repository



- Option C will initiate uploading where the teacher can provide an optional name how the file will be saved.

- Option D will allow the teacher to Upload the file into the subject.



Then

- A-Click save and return to course
- B-Click Save and Display the file
- C-Click Cancel to return to Course Dashboard.

### 3.3 Adding Live Session

Live session allows the teacher schedule live session with his/her student.

On Add Recourse window, click Live Session,

## Adding a new Live Session to Speaking

Expand all

General

Session name

First Discussion

Description

First Discussion

☒ Display description on course page

Availability

Start of videoconference

13

December

2021

10

00

☒ Enable

Finish of videoconference

13

December

2021

12

00

☒ Enable

Add the Live session name, under Availability section fill the time the session will start and end.

Start of videoconference

13

December

2021

10

00

☒ Enable

Finish of videoconference

13

December

2021

12

00

☒ Enable

Minutes to access

5

Restrict access

Common module settings

Activity completion

Tags

A

B

C

Save and return to course

Save and display

Cancel

There are required fields in this form marked

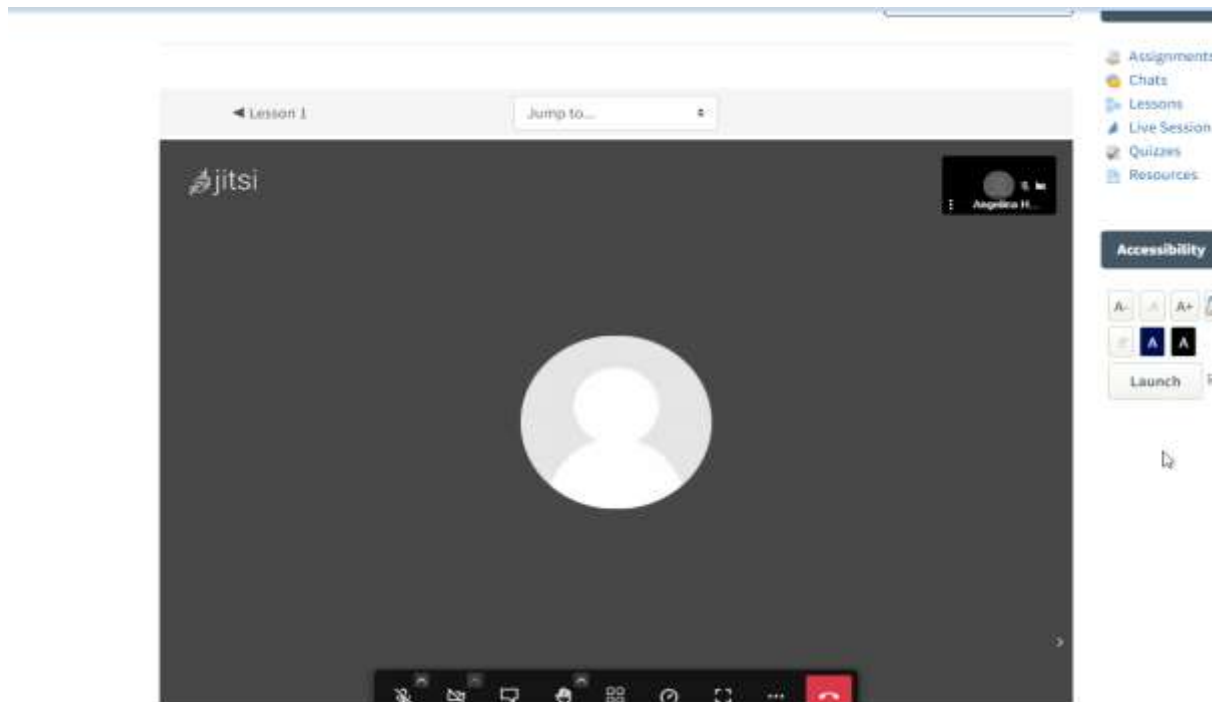
Then Click

- A-**Save and return to Course** to course to return to save and return to course dashboard.
- B-**Save and display** to display the session accessing window.
- C- **cancel** to cancel saving of the session

When the time has reached for the session to start, the accessing window will look like



After accessing the session, the window will look like



### 3.4 Adding a forum

Forums allow students and teachers to discuss and share ideas on certain topics.

Add Recourse window, click Quiz,

- A. Fill the Forum Name and description (Optional),

## Adding a new Forum

Expand all

Assignments  
Forums  
Live Sessions  
Quizzes

Accessibility

Launch (always?)

General

Forum name

Description

Display description on course page

Forum type: Standard forum for general use

- B. Select the forum type
- C. Set Availability Date

Availability

Due date: 31 January 2022 13:06 Enable

Cut-off date: 31 January 2022 13:06 Enable

- D. Set Subscription and Tracking Method

Subscription and tracking

Subscription mode: Optional subscription

Read tracking: Optional

- E. Set Discussion Lock

Discussion locking

Lock discussions after period of inactivity: Do not lock discussions

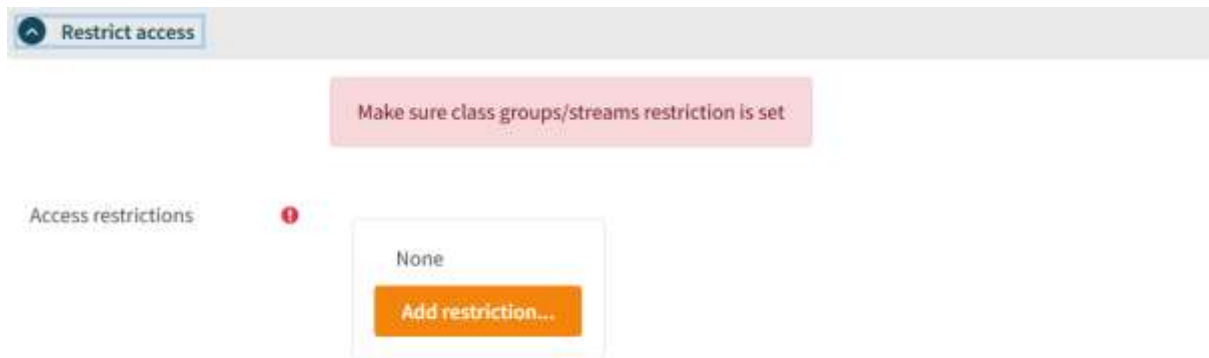
- F. Set Grading

Whole forum grading

Grade: Type: None

Add group/grouping access restriction

## G. Set Restriction



Then

- A-Click save and return to course
- B-Click Save and Display the file
- C-Click Cancel to return to Course Dashboard.




Adding A topic for discussion.

After Saving the Forum setting, a new page will open allowing the teacher to Add A topic for discussion.

Click **Add A new discussion topic** to add a new topic

## Science Discussion



A form will open down,

- A. Add the Subject of the topic added
- B. Add the Message
- C. Click Post to Forums button to add the topic for discussion
- D. Click Cancel button to abort the process.



Accessability

A-

A

A+

Launch

[a]

Add a new topic

Subject

Message

1

A-

B

I

Post to forum

Cancel

D

### 3.5 Adding Quiz.

Quiz allows the teacher to test the understanding of his/her student.

On Add Recourse window, click Quiz,

E. Fill the Quiz Name and description (Optional),

Adding a new Quiz to Speaking

Expand all

General

Name

Preposition Quiz

Description

Preposition Quiz

Display description on course page

Add group/grouping access restriction

F. Set the Quiz timing on when the quiz will start and end.

**Timing**

Open the quiz 8 December 2021 18 00 ☒ Enable **A**

Close the quiz 8 December 2021 18 30 ☒ Enable **B**

Time limit 0 minutes ☐ Enable **C**

When time expires Open attempts are submitted automatically **D**

G. Set the Grade associated with that Quiz to be considered as passed student.

**Grade**

Grade category Uncategorized **A**

Grade to pass 8.00 **B**

Attempts allowed Unlimited **C**

Grading method Highest grade **D**

H. Set Question behaviour

**Question behaviour**

Shuffle within questions Yes **A**

How questions behave Deferred feedback **B**

Show less...

Each attempt builds on the last No **C**

This feature enables teachers to control the experience a student has as they interact with each question in the quiz.

- o Shuffling questions if set yes interchanges question positions in each attempt.
- o How Questions behave.
- o Each attempt builds on the last if set yes and multiple attempts are allowed, each new attempt contains the results of the previous attempt.

## I. Review Options,

During the attempt	Immediately after the attempt	Later, while the quiz is still open
<input type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt
<input type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct
<input type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks
<input type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback
<input type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback
<input type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer
<input type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback

After the quiz is closed
<input checked="" type="checkbox"/> The attempt
<input checked="" type="checkbox"/> Whether correct
<input checked="" type="checkbox"/> Marks
<input checked="" type="checkbox"/> Specific feedback
<input checked="" type="checkbox"/> General feedback
<input checked="" type="checkbox"/> Right answer
<input checked="" type="checkbox"/> Overall feedback

This section controls what information students will be shown when they review their past attempts at the quiz, and during the attempt in adaptive mode.

**The attempt**, will show how the student responded to each question.

**Whether correct**, displays whether the student's response to each question is correct or incorrect.

**Marks** Reveals the marks awarded to the student and the grade for the quiz.

**Specific feedback**, will show the feedback for the response to the answer as set when adding the question to the quiz. Each response to a question can have feedback for both correct and incorrect answers.

**General feedback**, Displays the general feedback for the whole question as set when adding the question to the quiz. You can use the general feedback to give students some background to what knowledge the question was testing.

**Right answer**, Reveals the correct answer to each question, whether the student answered correctly or not

**Overall feedback**, displays feedback for the entire quiz as set in the quiz settings

## J. Set safe browser if you prefer the quiz to be done only in Safe exam browser.

Safe Exam Browser

Require the use of Safe Exam Browser ☐ No

## K. Set more restrictions on Quiz attempts.



## Preposition Quiz

**Opens:** Wednesday, 8 December 2021, 11:00 AM

**Closes:** Wednesday, 8 December 2021, 11:30 AM

Mark as done

Preposition Quiz

Grading method: Highest grade

Grade to pass: 8.00 out of 10.00

No questions have been added yet

Edit quiz

Back to the course

After clicking **Edit Quiz**, the edit Quiz window will appear.

## Editing quiz: Preposition Quiz

Questions: 0 | Quiz closed (opens 8/12/21, 18:00)

Repaginate

Select multiple items

Maximum grade 10.00

Save

Total of marks: 0.00

☐ Shuffle ?

Add

- A. Provide shuffling option of Question
- B. Provide Option to Add new Questions to the Quiz
- C. Save the Quiz after editing
- D. Set Maximum Grade for the Quiz
- E. Select multiple Questions to perform single operation on them
- F. Renumber the Questions in the Quiz.

N. To add a new question click **Add**

3:00)

Maximum grade 10.00

Save

Total of marks: 0.00

☐ Shuffle ?

Add

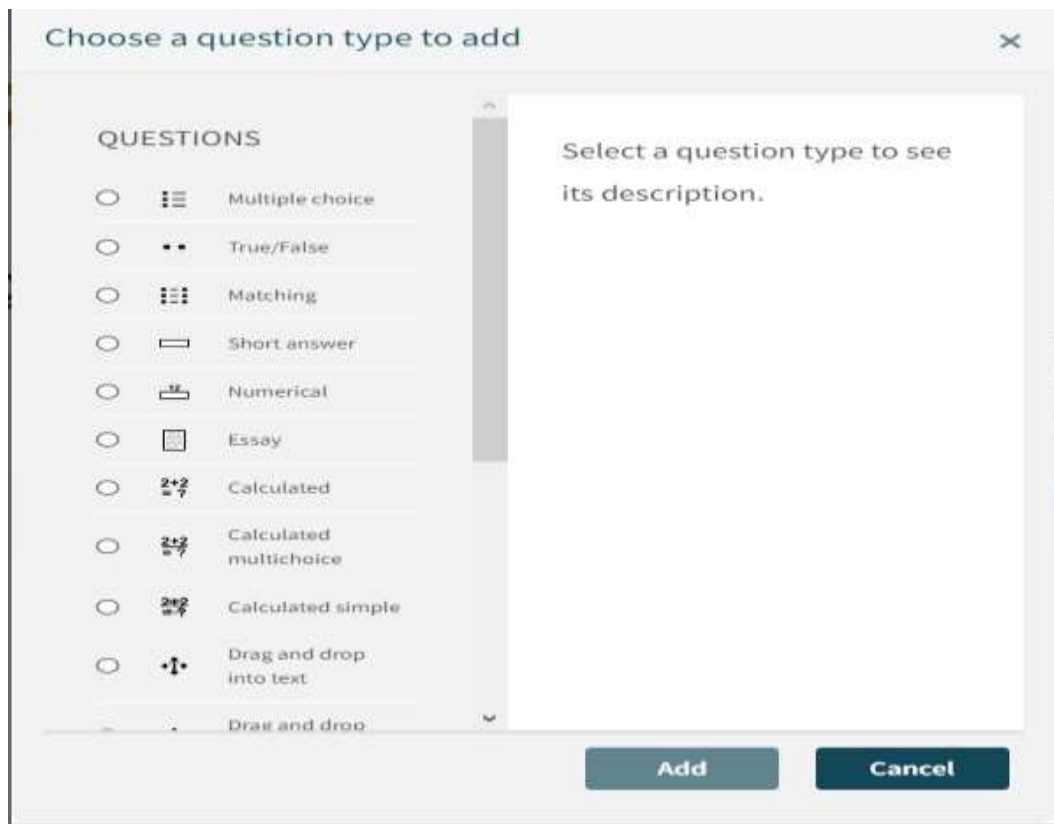
+ a new question

+ from question bank

- A. To manually create Questions

B. To upload questions from Question Bank

If the teacher selects A New Question, A window with different Question types will appear.



- **Select multiple Choice**  
Fill the Question Name, Question Text, Default Mark, General Feedback, Select number of choices.

After filling the Question, the teacher needs to fill the Choices, Choice Grade and Choice feedback.

## General

Category Default for S2\_Eng

Question name ? Question One

Question text ?

**↶** **A ▼** **B** **I** **☰** **☷** **☹** **☺** **🔗** **🔄** **😊** **🖼️** **📎** **🎤** **📺** **📄**

What are Prepositions?

Default mark ? 1

General feedback ?

**↶** **A ▼** **B** **I** **☰** **☷** **☹** **☺** **🔗** **🔄** **😊** **🖼️** **📎** **🎤** **📺** **📄**

Found In Notes

ID number ? 1

One or multiple answers? One answer only

☒ Shuffle the choices? ?

Number the choices? a., b., c., ...

Show standard instructions ? No

Choice 1	<div> <div> A B I </div> <div> Words governing, and usually preceding, a noun or pronoun and expressing a relation to </div> </div>
Grade	100%
Feedback	<div> <div> A B I </div> <div>Correct</div> </div>

Choice 2	<div> <div> A B I </div> <div>Words <u>explaining</u> more about <u>nons</u>.</div> </div>
Grade	None
Feedback	<div> <div> A B I </div> <div><u>Reffer</u> to Notes</div> </div>

Choice 3	<div> <div> A B I </div> <div>None</div> </div>
Grade	None
Feedback	<div> <div> A B I </div> <div>Refer to notes</div> </div>

After filling the Choices,

- Fill the combined feedback for all choices
- Select the penalty if the question allows multiple attempts.
- Create the question Tag
- Save Changes and continue editing the question
- Save changes and leave editing mode
- Cancel Editing of the Question

The diagram illustrates the steps to complete the question editing form:

- A** points to the **Combined feedback** field.
- B** points to the **Multiple tries** dropdown menu.
- C** points to the **Tags** dropdown menu.
- D** points to the **Save changes and continue editing** button.
- E** points to both the **Save changes** and **Cancel** buttons.

At the bottom, a message states: "There are required fields in this form marked !"



- **Adding a True/ False Question**

Fill the Question Name, Question Text, Default Mark, General Feedback,

## Adding a True/False question

Expand all

**General**

Category: Default for S2\_Eng (2)

Question name: Question two

Question text: Do prepositions indicate relationships between other words in a sentence?

Default mark: 1

Set if the question is True/False, Fill the Feedback for the true and false choices,

General feedback: Refer to the notes.

ID number:

Correct answer: True

Feedback for the response 'True': Good Job

Feedback for the response 'False': Refer to the notes.

Set Penalty for multiple attempts on the question,

Multiple tries

Tags

Save changes and continue editing

Save changes Cancel

A B C

There are required fields in this form marked !

- A. Save Changes and continue editing the question
- B. Save changes and leave editing mode
- C. Cancel Editing of the Question

- **Adding a short answer Question**

Fill the Question Name, Question Text, Default Mark, General Feedback,

## Adding a short answer question

Expand all

General

Category Default for S2\_Eng (3)

Question name ! Question three

Question text !

Briefly explain prepositions of Direction

Default mark ! 1

A

Then fill the answers and in every choice

- A. Most Correct Answer to the least Correct
- B. Fill the marks based on correctness of the answer
- C. Feedback of the choice

General feedback ?

Refer to notes.

ID number ?

Case sensitivity No, case is unimportant +

Correct answers A

You must provide at least one possible answer. Answers left blank will not be used. "\*" can be used as a wildcard to match any characters. The first matching answer will be used to determine the score and feedback.

Answers

Answer 1

Prepositions used to refer directions. For exampl 100% +

Feedback C

Good.

B

Set Penalty for multiple attempts on the question,

Multiple tries

Tags

Save changes and continue editing B

Save changes A

Cancel C

There are required fields in this form marked !

- A. Save Changes and continue editing the question
- B. Save changes and leave editing mode
- C. Cancel Editing of the Question

- **Adding Matching Items Question**

Fill the Question Name, Question Text, Default Mark, General Feedback,

A. Fill the Questions

B. Fill the Answers

C. Add more Fields for Questions and Answers.

**General**

Category: Default for S2\_Eng (4)

Question name: Question four

Question text: Match the Items.

Default mark: 3

General feedback: Refer to the notes

**Answers**

Available choices: You must provide at least two questions and three answers. You can provide extra wrong answers by giving an answer with a blank question. Entries where both the question and the answer are blank will be ignored.

Question 1: Prepositions of Direction  
Answer: To

Question 2: Prepositions of Time  
Answer: During

Question 3: Prepositions of Place  
Answer: Inside

Blanks for 3 more questions

Set Penalty for multiple attempts on the question,

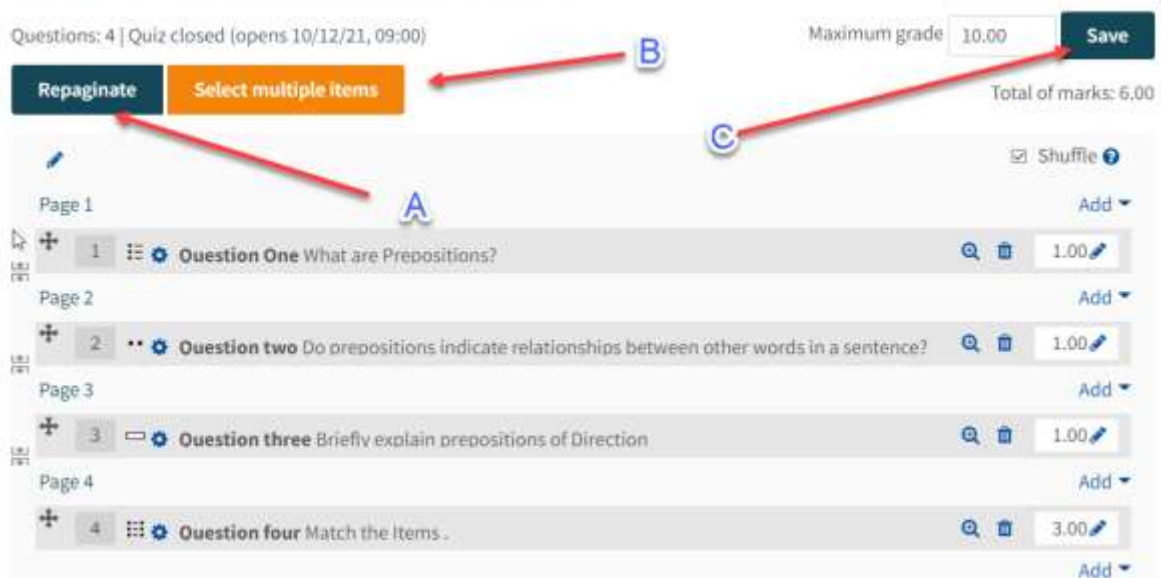


- A. Save Changes and continue editing the question
- B. Save changes and leave editing mode
- C. Cancel Editing of the Question

After saving the Question, the teacher will be redirected back to the edit Quiz windows.

- A. Renumber the Questions
- B. Select multiple questions to perform a single operation
- C. Save the Quiz

## Editing quiz: Preposition Quiz.🔗

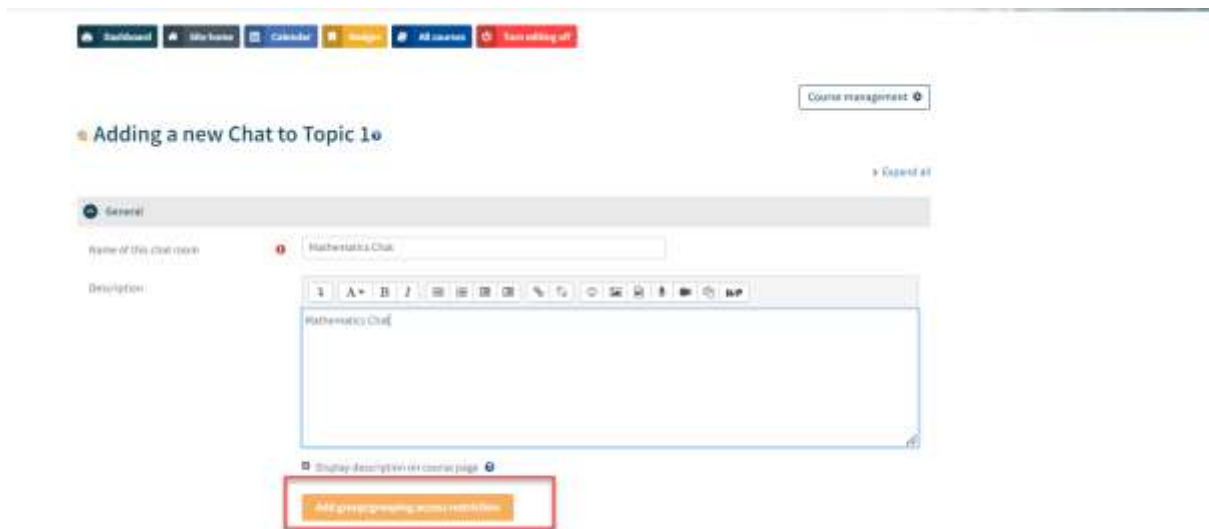


### 3.6 Adding a Chat Session

Chat Session allow teachers to add a chat to topics allowing students to discuss more on a topic.

On Add Recourse window, click Chat,

- A. Fill the Chat Name and description (Optional),



The screenshot shows the 'Adding a new Chat to Topic 1' form. At the top, there is a navigation bar with links: Dashboard, My home, Calendar, Design, All courses, and Turn editing off. Below the navigation bar, there is a 'Course management' button. The main heading is 'Adding a new Chat to Topic 1'. Underneath, there is a 'General' tab. The form has two main sections: 'Name of this chat room' and 'Description'. The 'Name of this chat room' field contains 'Mathematics Chat'. The 'Description' field is a rich text editor with a toolbar and contains 'Mathematics Chat'. Below the description field, there is a checkbox labeled 'Display description on course page' which is checked. At the bottom of the form, there is a red-bordered box containing the text 'All prepping work finished'.

- B. Add Group restriction (Optional)  
C. Set Chat sessions



The screenshot shows the 'Chat sessions' form. It has a 'Next chat time' section with dropdowns for '16', 'February', '2022', '10', and '27'. Below this is a 'Repeat/publish session times' section with a dropdown set to 'Don't publish any chat times'. There is a 'Save past sessions' section with a dropdown set to 'Never delete messages'. At the bottom, there is a section for 'Everyone can view past sessions' with a dropdown set to 'No'. Below these sections are three buttons: 'Save and return to course', 'Save and display', and 'Cancel'. Red arrows labeled A, B, and C point to these buttons respectively: A points to 'Save and return to course', B points to 'Save and display', and C points to 'Cancel'.

Then

- A-Click save and return to course
- B-Click Save and Display the file
- C-Click Cancel to return to Course Dashboard without saving.

### 3.7 Adding a Reference

References allow teachers to add a reference of a resource to topics allowing students to understand more on a topic.

To Add Recourse window, click URL,

- A. Fill the URL Name and description (Optional),

## Adding a new URL to Topic 1

Course management

Expand all

**General**

Name: Reference 1

External URL: [https://elearning.ictc.nyu/blocks/quality/detail.php?activetab=tab\\_li](https://elearning.ictc.nyu/blocks/quality/detail.php?activetab=tab_li)

Description:   
Book to refer

☐ Display description on course page

- B. Add the URL to external URL field.
- C. Add Description

**Appearance**

Display: Automatic

☐ Display URL description

- D. Set Appearance option

**Restrict access**

Make sure class groups/streams restriction is set

Access restrictions

gStudent must match any of the following

Group: PRIMARY 3 P3A GS BIS1

or

Group: PRIMARY 3 P3B GS BIS1

Add restriction...

- E. Set Restrictions

**Restrict access**

Common module settings

Activity completion

Tags

Competencies

A B C

Save and return to course Save and display Cancel

Then

- A-Click save and return to course
- B-Click Save and Display the file

## Reference 1



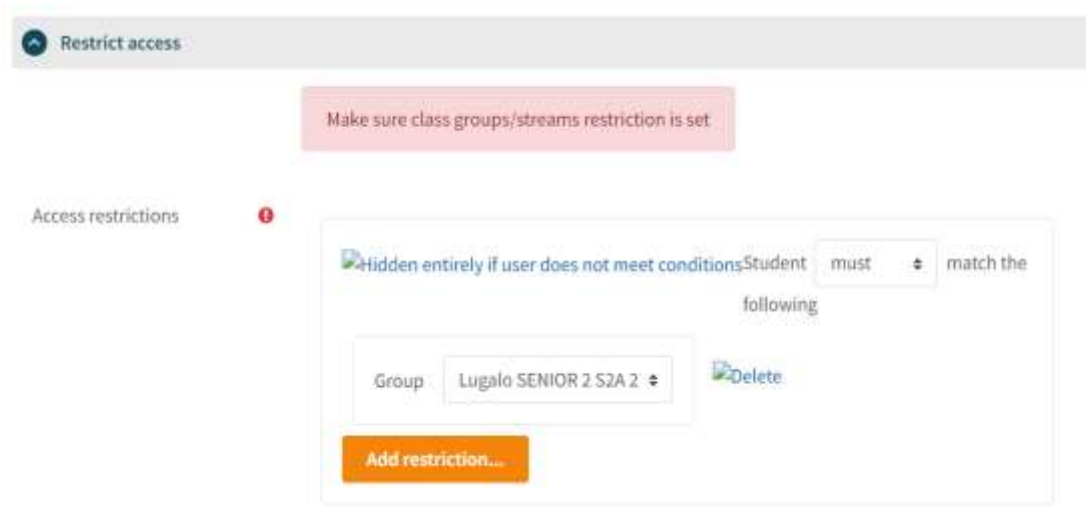
- C-Click Cancel to return to Course Dashboard without saving.

### 3.8 Common Activity configurations

Activities added to a course posse both similar and different configuration. The following are the common configuration that are set when adding activities to a course.

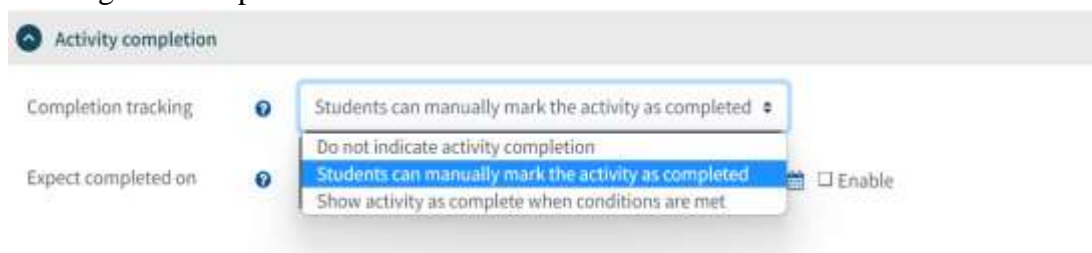
#### A. Restrict Access

Allow the teacher to set criteria on who will access the activity. By default, every activity has a default restriction criterion that should not be altered. However, the teacher can add more restriction to enforce who to access the activity.



#### B. Activity Completion

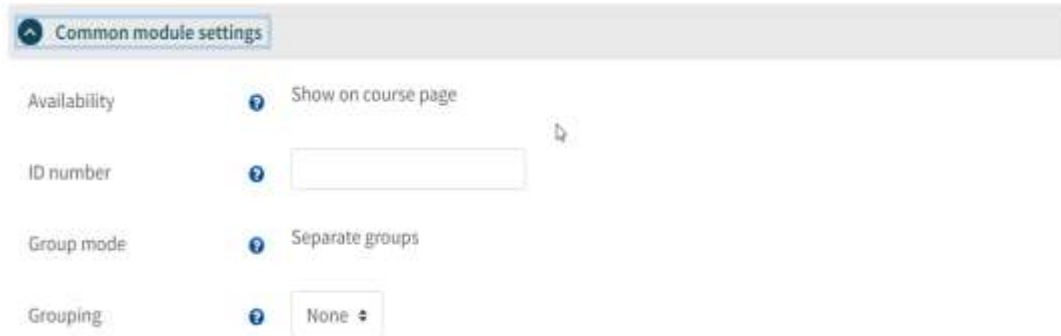
This feature allows the teacher to set completion criteria in a specific activity's settings. . The criterion might be viewing, receiving a certain score or a student marking it as complete.





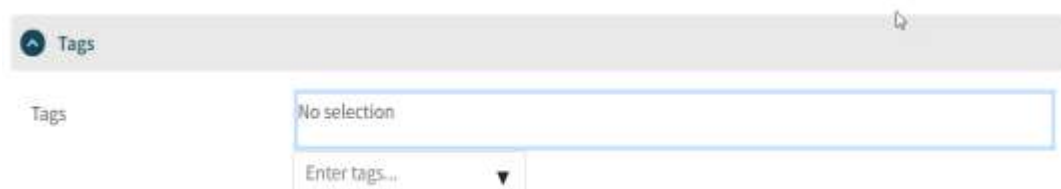
### C. Common Module Setting

Refers to settings that are found in different modules. modules.



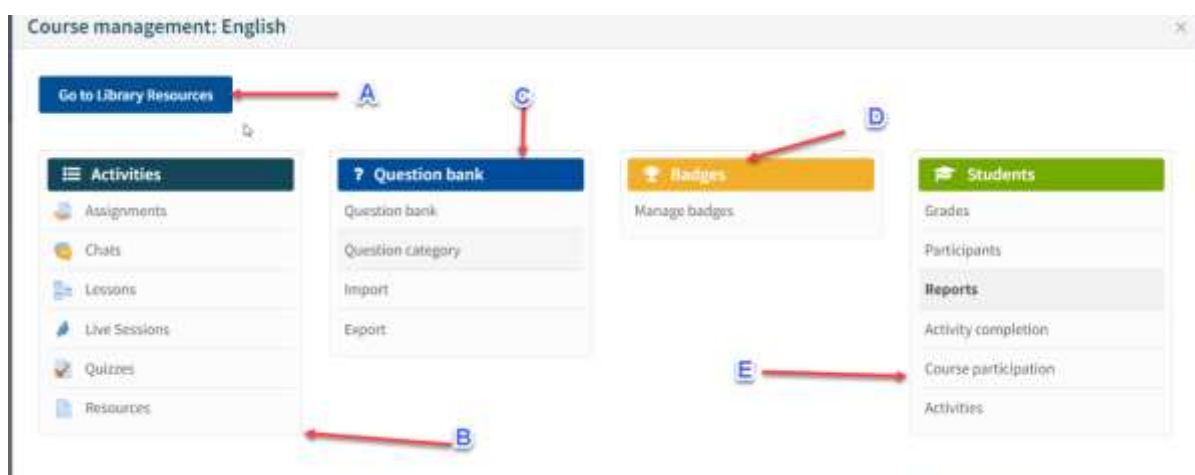
### D. Tags

This feature Tags allow students and teachers to connect different types of content on the site.



## 3.9 Course Management

This is a panel on the course that provides the teacher with more managerial information about the course like reports, badges, participants, and activities added to the course.



A. Go to library Resources.

Redirects the teacher to E-Library Resource once clicked.

B. Activities

This section contains list of activities that can be added to the course. Each activity name represents all the activities of same kind that have been added to the course. For example, if the teacher clicks Assignments.

## Assignments

Topic	Assignments	Due date	Submission	Grade
Reading and text analysis	New assignment 2	Monday, 6 December 2021, 11:00 PM	1	-
Speaking	Testing Plagiarism	Friday, 17 December 2021, 12:00 AM	0	-

### C. Question Bank

This section contains feature allows a teacher to create, preview, and edit questions in a database of question categories. The questions can be exported and imported too. The categories can be limited to being used on the site, course, or quiz level. The questions in a category can be added to a Quiz or to a Lesson via an export process.

### D. Badges

This section enables the teacher to manage badges present in the course

### E. Students

This section allows the teacher to obtain and manage students' information.

- Grade

Gives the teacher grade report of different students present in the course on different activities that have been added in the course.

## Grader report

View Setup Export

Grader report Grade history Outcomes report Overview report User report

Separate groups: Lugalo SENIOR 2 S2A 2020/2021

Lugalo SENIOR 2 S2A 2020/2021: 1/1

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

English				
First name / Surname	Username	ID number	[Deletion in progress] Descr...	[Deletion in progress] Com...
 James Masai	 150601170304			

- Participants

This section gives more information of course participants including basic information like name and User ID to their roles in the course.

## Participants

Match Any Groups Type or select... ✕

**Lugalo SENIOR 2 S2A 2020/2021** ✕

+ Add condition Clear filters Apply filters

2 participants found

First name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

	First name / Surname	Username	ID number	Roles	Groups	Last access to course
<input type="checkbox"/>						
<input type="checkbox"/>	 Angelina Hopes	11011775889		Non editing teacher	Lugalo SENIOR 2 S2A 2020/2021	now
<input type="checkbox"/>	 James Masai	150601170304		Student	Lugalo SENIOR 2 S2A 2020/2021	5 days 9 hours

- Activity completion

The student section provides activity completion reports. It includes participants against All activities added to the course and their completion status.

Activity completion ✕

Competency breakdown

Activity report










Course participation

**Activity completion**

Event monitoring rules

R 2 S2A 2020/2021 Include All activities and resources Activity order Order in course

Surname **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name / Surname	ID number	Test Quiz 3	English Quiz4	S2B Quiz2	Class live Chat	Chat room	English Grammar Quiz 1	New assignment 2	Evening Test	quiz2
James Masai	150601170304	 James Masai, Test Quiz 3: Not completed	 James Masai, English Quiz4: Not completed	 James Masai, S2B Quiz2: Not completed	 James Masai, Class live Chat: Not completed	 James Masai, Chat room: Not completed	 James Masai, English Grammar Quiz 1: Not completed	 James Masai, New assignment 2: Completed Saturday, 4	 James Masai, Evening Test: Not completed	 James Masai, quiz2: Not completed

- Course Participation

This feature enables the teacher to generate report for a particular activity .

Course participation ▾

Activity module

Choose... ▾

Look back

Choose... ▾

Show only

sdmisteacher ▾

Show actions

All actions ▾

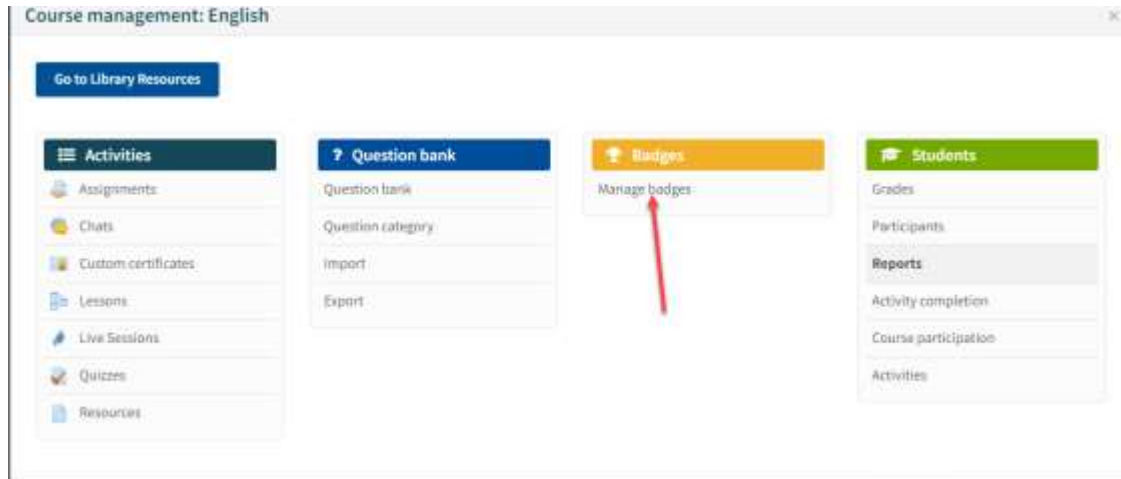
Go

Groups: Lugalo SENIOR 2 S2A 2020/2021

## Badges and Certificate

### 4.1 Badges

Badges are a good way of celebrating achievement and showing progress. Badges may be awarded based on a variety of chosen criteria and may be displayed on a user's profile. To add a badge, Click on **course management** on course dashboard. The course management window will appear, then click **Manage Badges** under **Badges** Section




- Click add New Badge

#### English: Manage badges

Number of badges available: 1

[Add a new badge](#)

Name ▾	Badge status ▴	Criteria	Recipients	Actions
 Good Job	Available to users	• Complete: "Quiz - English Quiz4" by 15 December 2021	0	  

- Fill the Badge name and other details under Badge Section and upload the Badge image.

Collapse all

Badge details

Name

Version

Language

Description

Image

Good Job

1

English

Good job for trying

Choose a file...

Maximum size for new files: 256KB

gold-badge-5392868.jpg

- Fill the Badge Author details (Optional)

Accepted file types:

Image (GIF) .gif  
Image (JPEG) .jpe .jpeg .jpg  
Image (PNG) .png

Image author's name

Image author's email

Image author's URL

Image caption

Never

Fixed date

Relative date

14

December

2022

0

days

after the date of issue.

Create badge

Cancel

- Click Create Badge to create the Badge
- Click Cancel to return to course page without saving.
- After Saving, Under **Criteria Tab** you need to set Criteria for the badge to be achieved.



Criteria for this badge have not been set up yet.

Overview Edit details **Criteria** Message Recipients (0) Endorsement Related badges (0) Alignments (0)

Add badge criteria Choose...  
Choose...  
Manual issue by role  
Course completion  
Awarded badges  
**Activity completion**  
Competencies

To start adding criteria, select one of the options from the drop-down menu.

For example, the badge to be obtained after the student completes certain activity.

Select the Activities that when completed will trigger achievement of the badge, and completion date(optional).

Activity completion

☐ Quiz - Test Quiz 3  
complete by  
14 December 2021 Enable

☒ Quiz - English Quiz4  
complete by  
15 December 2021 Enable

☐ Quiz - 52B Quiz2  
complete by  
14 December 2021 Enable

You can also choose the badge to be obtained if one or more selected activity is completed.

This criterion is complete when...

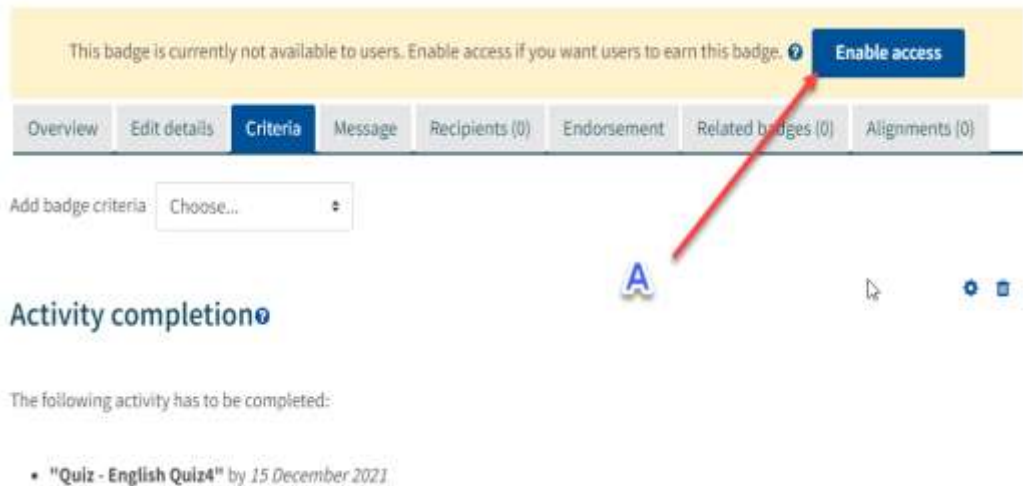
☐ All of the selected activities are complete  
☒ Any of the selected activities is complete

Description

Save Cancel

Then save the badge.

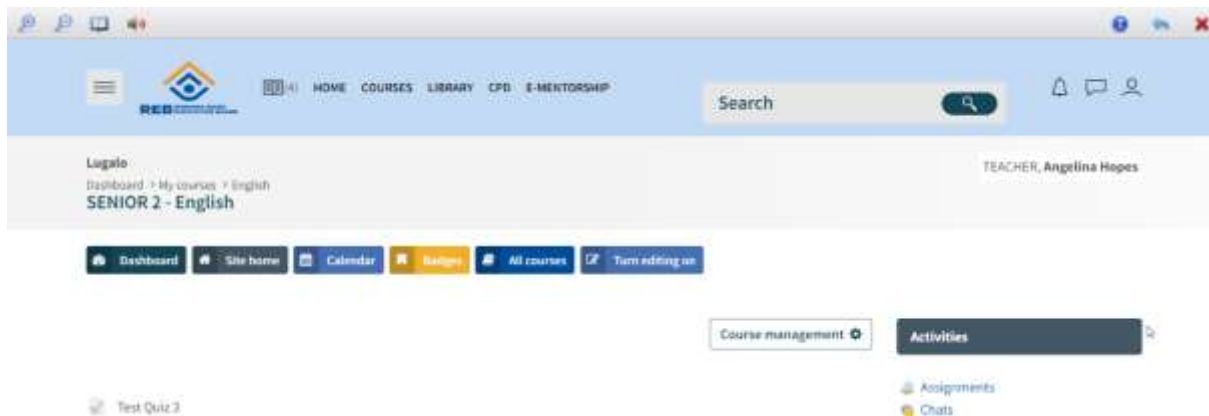
After saving you will need to enable the badge to be accessed by students after they meet the criteria by clicking **Enable Access**.



## 4.2 Certificate

Certificates are to be issued upon completion of all activities in a course. To add Certificate to a course,

Click on **Turn Edit On** icon to be able to edit the course by inserting course topics and lessons. This option is available only for Teachers user accounts. They can edit the course topics and lessons.

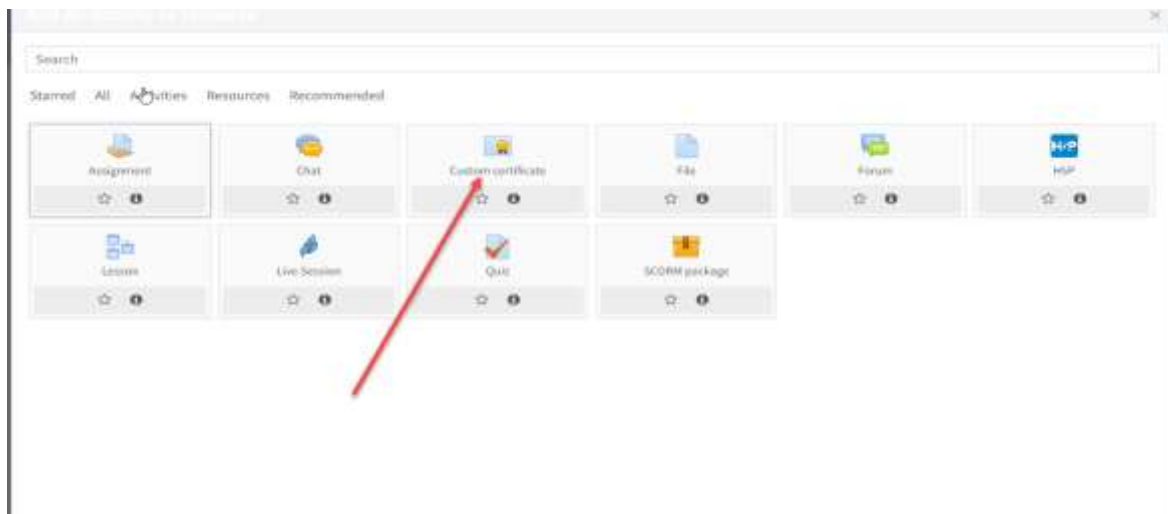


- Click on **Add Activity or Resource** below the topic





- Add an activity or resource window will pop up



- Add certificate name and Description

### Adding a new Custom certificate to Speaking

[Expand all](#)

General

Name

Congratulations

Description

A

B

I

Congratulations

☐ Display description on course page

- Set options

The 'Options' page contains the following settings:

- Delivery options:** Send the file inline to the browser
- Email students:** No
- Email teachers:** No
- Email others:** (empty text field)
- Allow anyone to verify a certificate:** Yes
- Required minutes in course:** 0
- Set protection:**
  - ☐ Print
  - ☒ Modify
  - ☒ Copy

At the bottom, there is an orange button labeled 'Add group/grouping access restriction'.

- Restrict access on who to earn the certificate

The 'Restrict access' page includes a pink warning box: 'Make sure class groups/streams restriction is set'.

Under 'Access restrictions', there is a red information icon and a configuration area:

- Condition: Hidden entirely if user does not meet conditions
- Logic: Student must match the following
- Group: Lugalo SENIOR 2 S2A.2 (with a dropdown arrow)
- Action: Delete
- Button: Add restriction...

A red arrow points from the 'Add restriction...' button to the next screen.

Add restriction i.e Completion of activity like lesson

The 'Add restriction' dialog box shows five options, with 'Activity completion' highlighted by a red circle:

- 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.

At the bottom right is a 'Cancel' button.

## Select the activity and set Condition

**Course management**

**Restrict access**

Access restrictions

Student must match all of the following

- Activity completion
  - Introductions to Elements must be marked complete
- and
- Activity completion
  - Elementary Quiz 1 must be marked complete

**Add restriction...**

- Set certificate visibility and Identification

**Common module settings**

Availability: Show on course page

ID number: 10

Group mode: Separate groups

Grouping: None

- Set how to mark the activity complete

**Activity completion**

Completion tracking: Show activity as complete when conditions are met

Require view: ☒ Student must view this activity to complete it

Expected completed on: 14 December 2021 14:33 ☐ Enable

## Set the tag and Click

- Save and return to course to create the certificate and return to course dashboard.
- Save and display to create the certificate and preview it
- Cancel to exit without saving the certificate

Tags

Tags

x Cert

Enter tags...

Save and return to course

Save and display

Cancel

There are required fields in this form marked ⓘ

- Then click **course management**



- Custom Certificate tab click **Edit Certificate**

Go to Library Resources

Activities

Assignments

Chats

Custom certificates

Lessons

Live Sessions

Quizzes

Resources

Custom certificate ad...

Edit settings

Edit certificate

Verify certificate

Locally assigned roles

Permissions

Check permissions

Filters

Competency breakdown

Course

Turn editing off

Edit course settings

Course completion

Competencies

Course administration

Reset

Backup

Restore

Students

Grades

Participants

Groups

Enrolment methods

Reports

Activity completion

Course participation

Activities

- Under Load section, choose the template available and click **Load**

### Certificate of Completion

Name	<span>?</span>	Certificate of Completion
Width	<span>?</span> <span>?</span>	210
Height	<span>?</span> <span>?</span>	297
Left margin	<span>?</span>	0
Right margin	<span>?</span>	0

Background image ? **Add element**

**Save changes** **Save changes and preview**

There are required fields in this form marked ?.

**Load template**

Manage templates

Certificate of completion <span>?</span>	<b>Load</b>
Certificate of completion	
Training certificate	
Training Certificate	

- Click **Confirm** to confirm template loading

### Certificate of Completion

#### Confirm

Are you sure you wish to load this template? This will remove any existing pages and elements for this certificate.

**Continue** **Cancel**

◀ Elementary Assignme... Jump to... ?

- Click **Save changes** to finish adding the certificate.

## Certificate of completion


Name  Certificate of completion







































Width   210

Height   297

Left margin  0

Right margin  0

Elements 

Name	Type	Actions
Student name 	studentname	  
Background image 	bgimage	   
Course name 	coursename	   
Date 	date	   
Code 	code	   
QR code 	qrcode	   
Digital signature 	digitalsignature	   
Digital signature 	digitalsignature	  

Reposition elements

Background image 

Add element

Save changes

Save changes and preview

There are required fields to this form created 

## E-Library

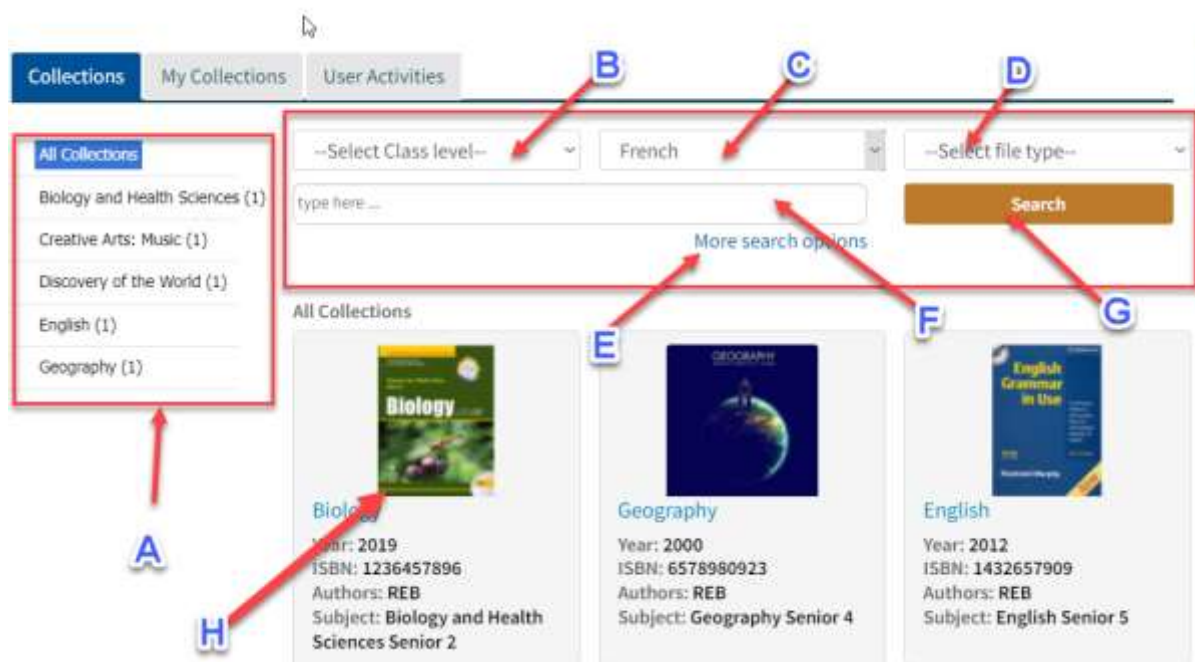
Library is a collection of different resources that can be accessed by both teachers and students to gain more knowledge. To access the library,

Click E-Library Menu found at the top of any webpage.



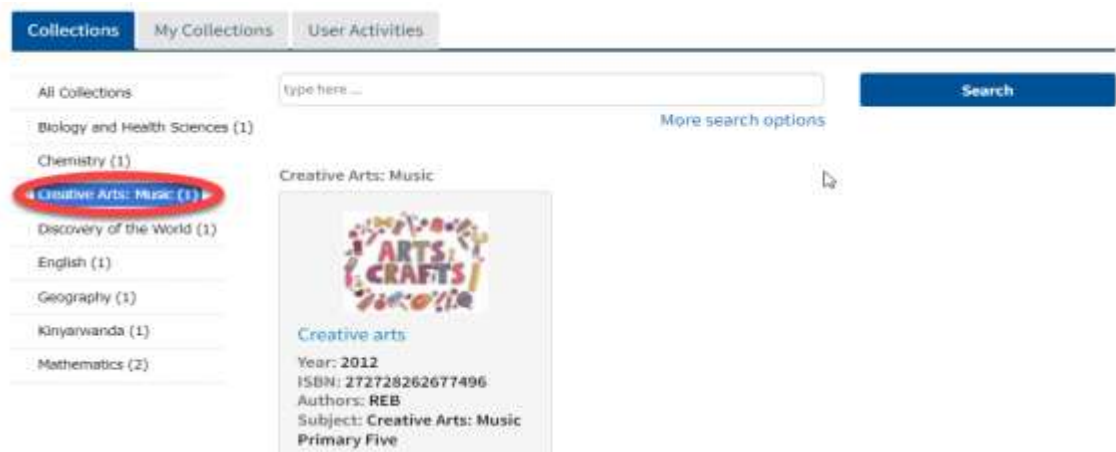
### 5.1 All Collection

This is the first tab of the library the user will be greeted with when he/she accesses the e-Library.



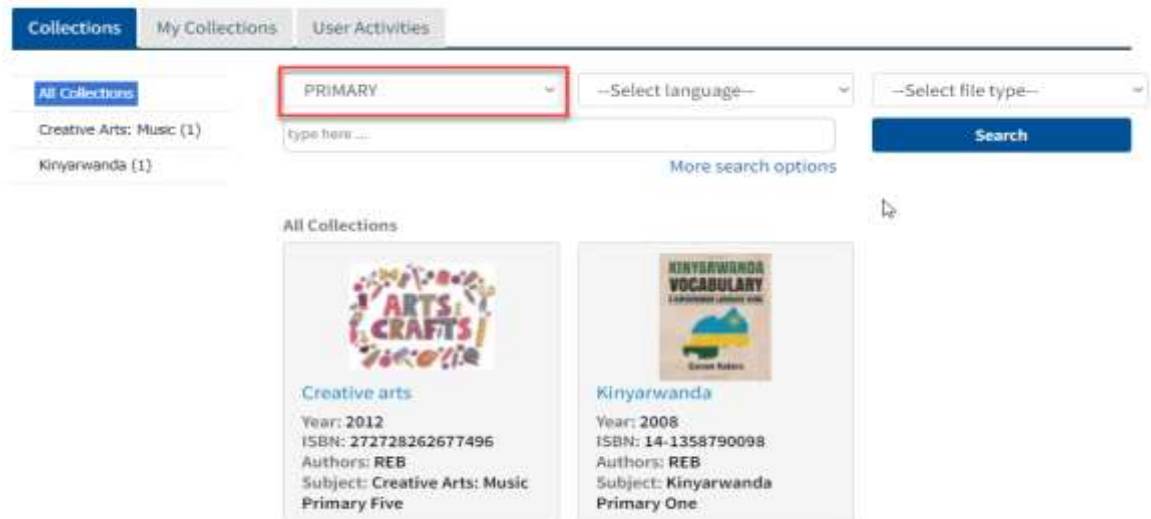
#### A. Catalogue

On the left of the page library catalogues are found. These are different catalogues resources are grouped by according to Subject. All collection contains resources found in all subjects. When the user clicks on of the other options, the system will display only resources found in that subject



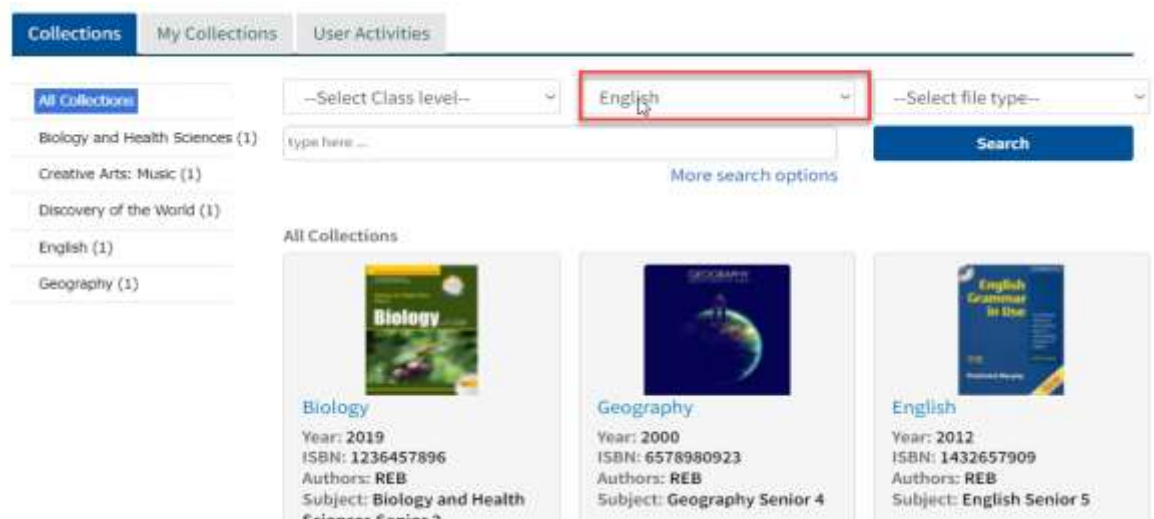
## B. Select by Class Level

Resources can also be grouped by class level. For example, A student from senior 2 can easily search resources tied to his/her class level.



## C. Select by Language

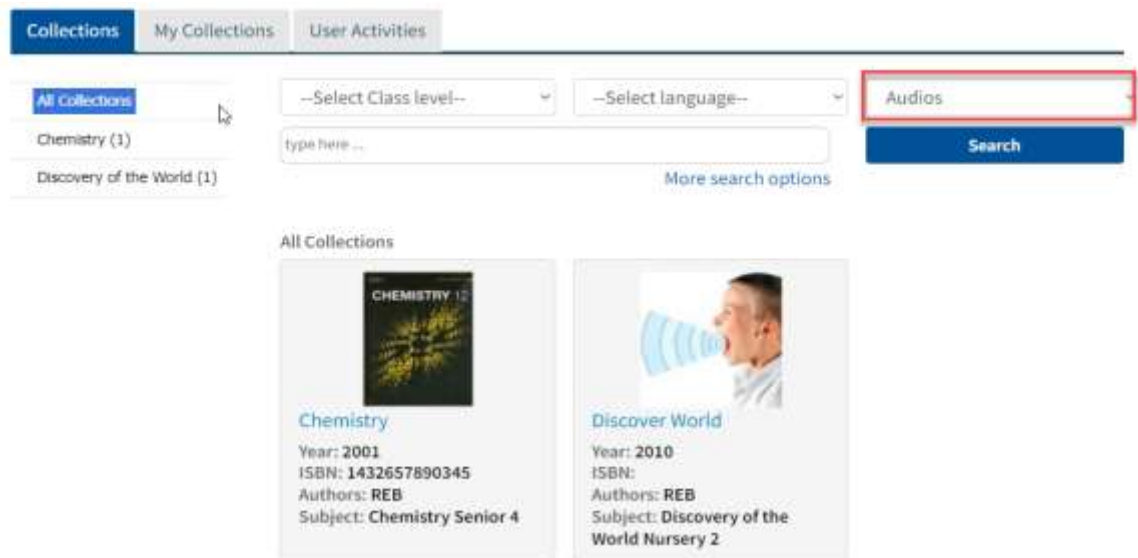
Resources displayed can also be grouped according to the language it was written in.





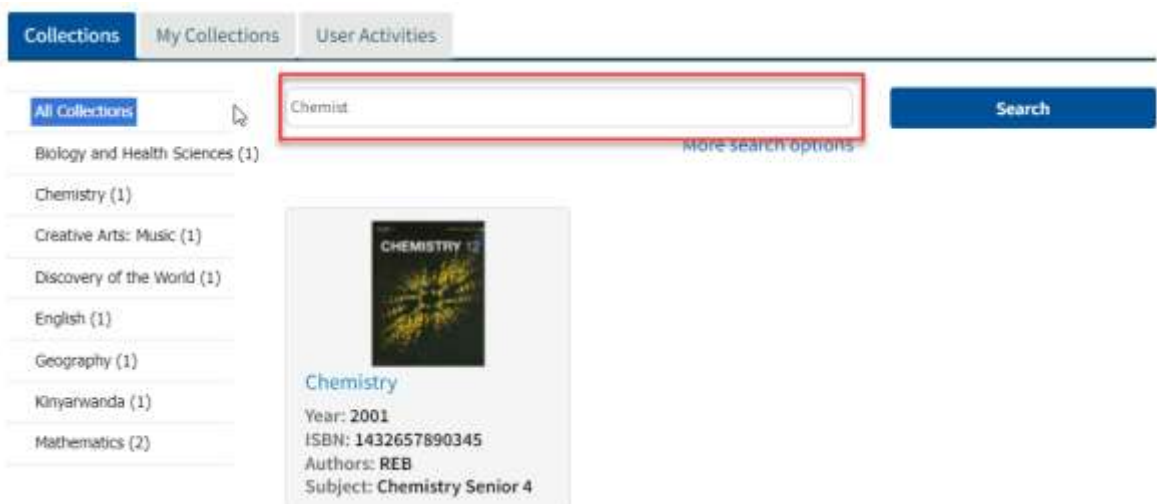
#### D. Select by Resource type

Resources are also grouped according to file types. Mainly resources found in e-Library can be pdf, Audio or Video.



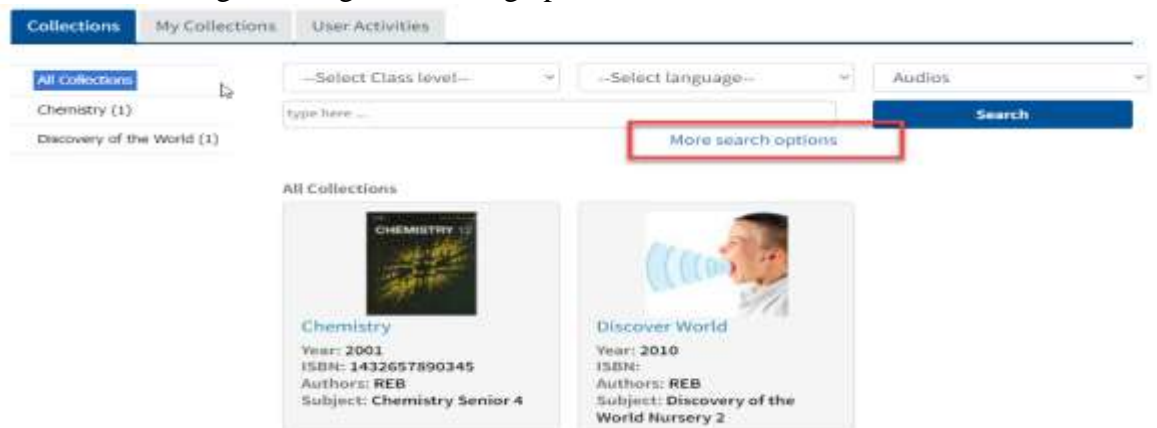
#### E. Search by keyword

The user can find any resource by inputting the Author name or Resource name.



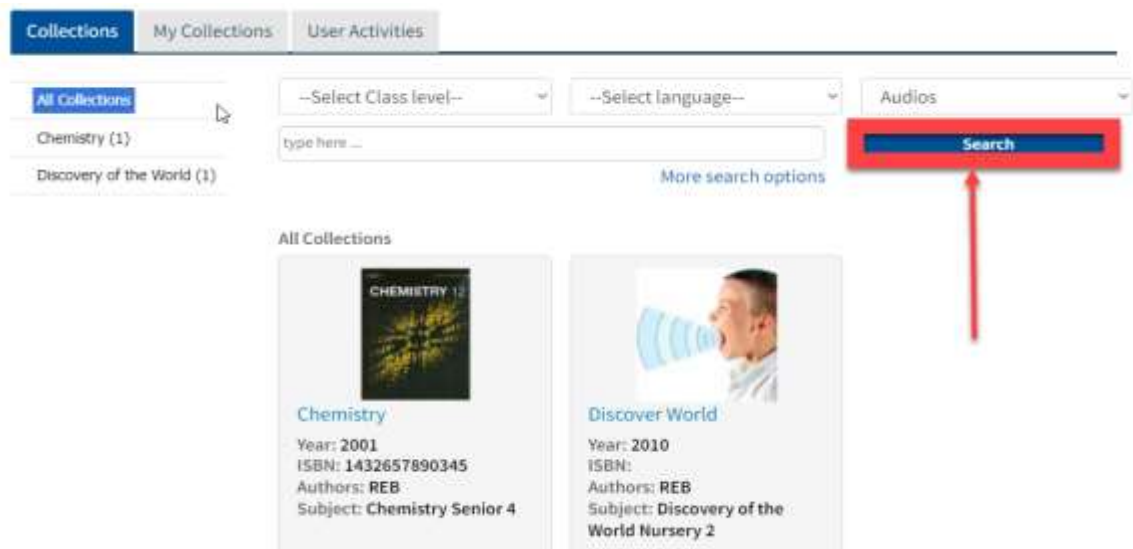
#### F. Expand/Hide Search options

This allows hiding/unhiding or searching options.



### G. Search Button

When clicked, the selection and searching of resources is done.



### H. Library Resource

When clicked, the resource (book/video/audio) will open its page.



To open the resource, click

- A. **Read** Button for Epub and Pdf files
- B. **Listen** button for Mp3 files
- C. **Watch** button for Mp4 files.

When clicked, a form will open where the teacher is required to click Start Activity button to Complete the process.

**Activity Plan**

Activity Type: READ

Expected Start Date: 28 January 2022 ☐ Enable

Expected Finish Date: 28 January 2022 ☐ Enable

**Start Activity**

Click **Open file** to finish the process.

File Type: Video file (MP4)

**Open file**

You are WATCHING this content

After/during reading/listening/watching, the user can choose to

**Collections** My Collections User Activities

← back

**Kinyarwanda primary 1**

You are READING this content **FINISH READING** **Download**

1 of 8 Automatic Zoom

- A. Click **Download** button to download the file
- B. Click **Finish Reading/Listening/Watching** button to finish the Activity where the teacher will direct back to the files opening page.
- C. Click **Confirm** button to finish the process

**Open file**

**Finish Activity**

Are you sure you want to finish this activity?

**Confirm**

## 5.2 My Collection

This Tab contains all resources that the teacher accessed.

The screenshot shows the 'My Collections' tab selected. On the left, there is a list of collections: All Collections, Biology and Health Sciences (1), Chemistry (1), Creative Arts: Music (1), Discovery of the World (1), English (1), Geography (1), Kinyarwanda (1), and Mathematics (2). The main area displays three resource cards: Chemistry (Year: 2001, ISBN: 1432657890345, Authors: REB, Subject: Chemistry Senior 4), Mathematics (Year: 2013, ISBN: 1478435908795, Authors: REB, Subject: Mathematics Senior 1), and mathematics (Year: 2020, ISBN: , Authors: REB, Subject: Mathematics Senior 1). Search filters for Class level, language, and file type are at the top, along with a search button and a 'More search options' link.

## 5.3 Logs

The log tab contains all the logs associated with library usage of the teacher.

The screenshot shows the 'User Activities' tab selected, displaying a list of download logs. Each log entry includes a download icon, the resource name, and the timestamp 'Tuesday, 14 December 2021, 11:52 AM'. The resources listed are Discover World Content, Creative arts Content, Kinyarwanda Content, Chemistry Content, and English Content. At the bottom, a pagination control is shown with a red box around the page numbers '1' and '2', and a red arrow pointing to a blue 'A' icon.

A. Pagination allows user to navigate between e-Library resource pages.

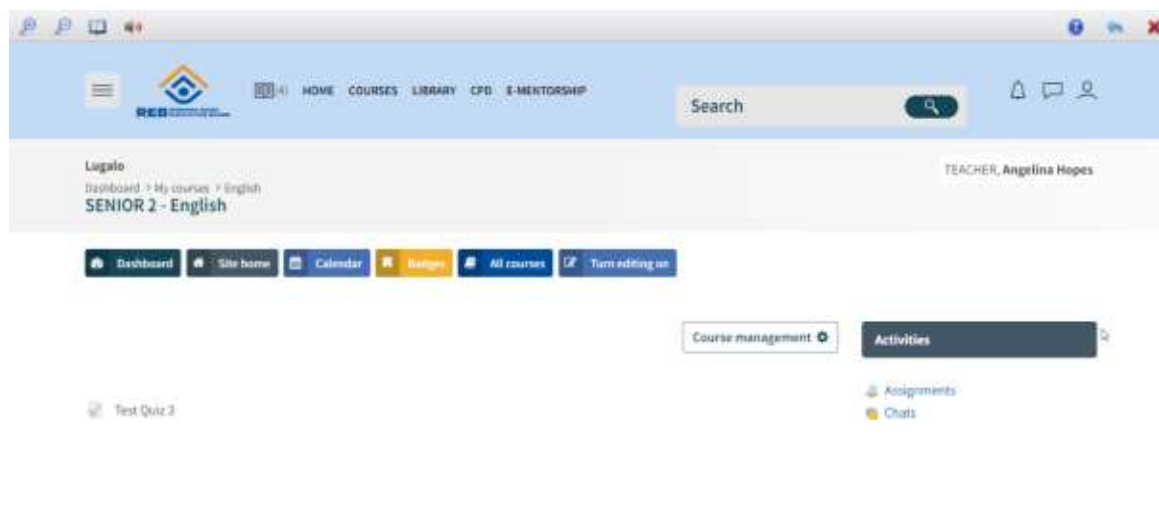
## Plagiarism

Plagiarism is when a student submits content they have copied, and the real author was not given credit for the words. Plagiarism prevention detects when this form of cheating or academic dishonesty has happened.

To use plagiarism functionality in the system, the teacher is required to add Assignment activity in the course and enable plagiarism.

### 6.1 Using Plagiarism.

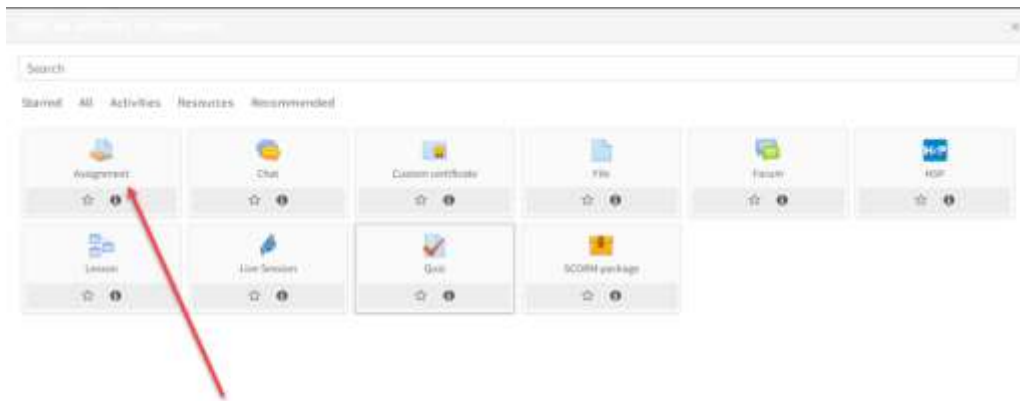
Click on **Turn Edit On** icon to be able to edit the course by inserting course topics and lessons. This option is available only for Teachers user accounts. They can edit the course topics and lessons.



- Click on **Add Activity or Resource** below the topic



- Add an activity or resource window will pop up then Select **Assignment**



- **General Tab**

Under General Tab, fill the Assignment name, Assignment Description and add any related file the student to refer on.

 A screenshot of the 'General' tab in the Canvas Assignment editor. The 'Assignment name' field contains 'Plagiarism Test'. The 'Description' field contains 'Explain Preposition....'. Below the description is a checkbox for 'Display description on course page'. The 'Additional files' section shows a file upload area with a dashed border and a blue arrow pointing down, with the text 'You can drag and drop files here to add them.' Below this is an orange button that says 'Add group/grouping access restriction'.

- **Availability**

Under Availability, select the start time of submission of answers and the end time of submission.

- **Submission Type**

Select the type of submission you wish to receive. The system supports uploading of files or writing on the system text editor

**Availability**

Allow submissions from 10 December 2021 11:00 ☒ Enable

Due date 10 December 2021 15:00 ☒ Enable

Cut-off date 10 December 2021 16:24 ☒ Enable

Remind me to grade by 13 December 2021 00:00 ☒ Enable

☒ Always show description

**Submission types**

Submission types ☐ Online text ☒ File submissions

Maximum number of uploaded files 20

Maximum submission size Site upload limit (BMB)

Accepted file types   No selection

### ○ **Notification**

This feature allows configuration of notification to the teacher when then students submit the assignment.

**Notifications**

Notify graders about submissions

Notify graders about late submissions

Default setting for "Notify students"

### ○ **Plagiarism Search**

Before using plagiarism tool, the teacher needs to enable it by clicking on checkbox and make necessary configuration.

PlagiarismSearch

☒ Enable PlagiarismSearch

Autocheck Yes ▾

Manual check Yes ▾

Add to Storage Yes ▾

Sources Doc vs Web + Storage ▾

Only Latin characters No ▾

Exclude references Yes ▾

Exclude in-text citations Yes ▾

Exclude self-plagiarism Exclude user plagiarism within the same course ▾

Report language Default (English) ▾

Report file type Only PDF report ▾

Allow students view reports Only PDF report ▾

Allow students view plagiarism percentage Yes ▾

Allow students submit papers Yes ▾

Allow students re-submit papers No ▾

The number of re-submits

- **Grade**  
Configure how grades will be allocated in the assignment.

Then click

- A. Save and return to course to create the certificate and return to course dashboard.
- B. Save and display to create the certificate and preview it
- C. Cancel to exit without saving the certificate



**Grade**

Grade ?

Type

Maximum grade

Grade category ?

Grade to pass ?

Anonymous submissions ?

Hide grader identity from students ?

Use marking workflow ?

**A** → **Save and return to course**   **B** → **Save and display**   **C** → **Cancel**

## 6.2 Obtaining reports

After Saving, click

- A. View all submissions- Click to see the submitted submissions.
- B. Grade-Click to Manually assign grades to the submissions.

### Testing Plagiarism

Opened: Friday, 10 December 2021, 1:00 AM

Due: Friday, 17 December 2021, 1:00 AM

[Mark as done](#)

Write an essay on Relationships at work.

Separate groups

### Grading summary

Hidden from students	No
Participants	5
Submitted	1
Needs grading	1
Time remaining	7 hours 54 mins

**A** → **View all submissions**   **B** → **Grade**

After clicking **View all submissions**, List of students with their submissions will appear. Click

A. **Grade**- to assign grade to a student.

B. To download report of plagiarism on selected student

### Testing Plagiarism

Opened: Friday, 10 December 2021, 1:00 AM

Due: Friday, 17 December 2021, 1:00 AM

Mark as done

Grading action	Choose...									
Separate groups	All participants									
First name	All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z									
Surname	All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z									
Select	User picture	First name / Surname	Username	ID number	Status	Grade	Edit	Last modified (submission)	Online text	File submission
<input type="checkbox"/>		Boaz Student1	Student1		Submitted for grading	<a href="#">Grade</a>	<a href="#">Edit</a>	Thursday, 16 December 2021, 5:40 PM		<a href="#">Relationships.pdf</a> Relationships.pdf Plagiarism: 100% <a href="#">Download PDF report</a> <a href="#">Resubmit to PlagiarismSearch</a>

To assign grade to a student, click **Grade** to open grading window

colleagues, there is a relationships include family is, commercial and

ganisation. In fact, they

personal interest in its

their roles and daily

er or family member to

Not graded

7 hours 5 mins remaining

Student can edit this submission

[Relationships.pdf](#) Relationships.pdf Plagiarism: **100%**  
[Download PDF-report](#)  
[Resubmit to PlagiarismSearch](#)

16 December 2021, 5:40 PM

Comments (0)

Grade

Grade out of 100

30

Current grade in gradebook

Activate Windows  
Go to Settings to activate Windows

Save changes Save and show next Reset

A. Percentage of Plagiarism of the student's submission

B. Download plagiarism report.

### Relationships.pdf

Uploaded: 16 Dec 2021 at 5:40 pm  
Plagiarism: **100 %**  
Words: **123**  
Checked words: **102**

In a modern world, where we all spend a lot of time at work and with our colleagues, there is a growing trend of personal or intimate relationships developing. Personal relationships include family relationships, sexual relationships, very close friendships, and close business, commercial and financial. Quite often, close personal relationships cause no problems at all for an organisation. In fact, they can bring many benefits. For example:

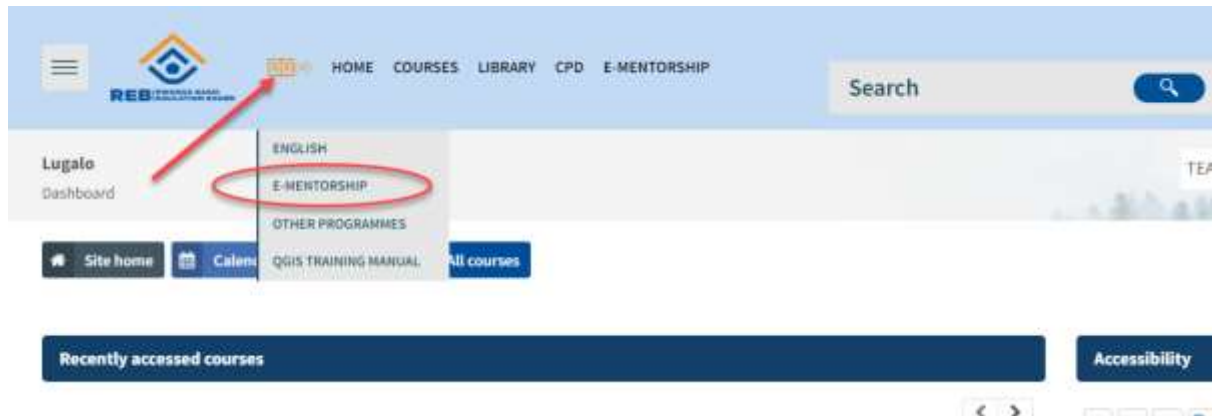
- C. Assign grade to a student
- D. Click to **Save** the grade to the student's grades
- E. Click to Save a go next to another student submission for grading.

## E-Mentorship

The E-Mentorship allows teachers to exchange ideas by posting comments as part of a 'thread'. Files such as images and media may be included in forum posts.

1. The teacher can find E-Mentorship in two ways.

- Searching by typing E-Mentorship in the search box and click the lens icon
- By clicking My Courses and navigate to E-Mentorship



Inside the E-Mentorship, the teacher will be able Add and discuss the topic present and share Ideas.

### 7.1 Add Topic.

To add a new topic for discussion, Click Add Topic,

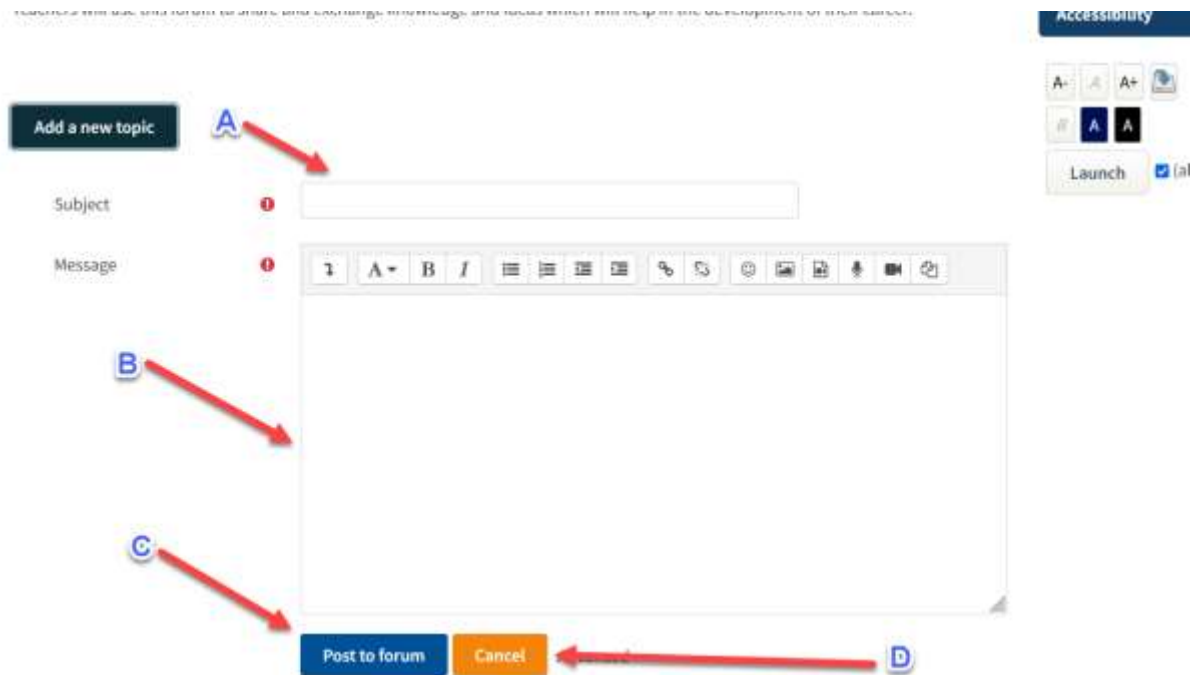
## E-Mentorship

Teachers will use this forum to share and exchange knowledge and ideas which will help in the development of their career.



A form will open down,

- A. Add the Subject of the topic added
- B. Add the Message
- C. Click **Post to Forums** button to add the topic for discussion
- D. Click **Cancel** button to abort the process.



## 7.2 Discuss Topic E-Mentorship

Teachers will use this forum to share and exchange knowledge and ideas which will help in the development of their career.



- A. Opens the window for the topic for the teacher to discuss.
- B. Shows the total responses present on the topic at that instance.
- C. Allow the teacher to subscribe to the topic.
- D. Opens the window for the teacher to write his/her idea on the topic or response.

## E-Mentorship

### SST

Class management

Display replies in nested form

**SST**  
by oldNTAKIRUTIMANA oldClementine - Monday, 13 December 2021, 3:25 PM

Social studies discussio

Permalink Reply

Write your reply...

Post to forum Cancel ☐ Reply privately Advanced

- E. Saves the comment to the topic
- F. Returns to the topic without saving the comment
- G. When checked, the comment is hidden to all except the one responded to.
- H. Opens larger window where the teacher can also add attachments to his/her comment.

**Re: SST**  
by Boaz Student1 - Thursday, 23 December 2021, 12:26 PM

Best Topic.

Permalink Show parent Edit Delete Reply

- I. Shows the parent post to which the comment responds to.
- J. Allows the teacher to edit his/her comment
- K. Allows the teacher to delete his/her comment
- L. Allows the teacher to respond to his/her comment.



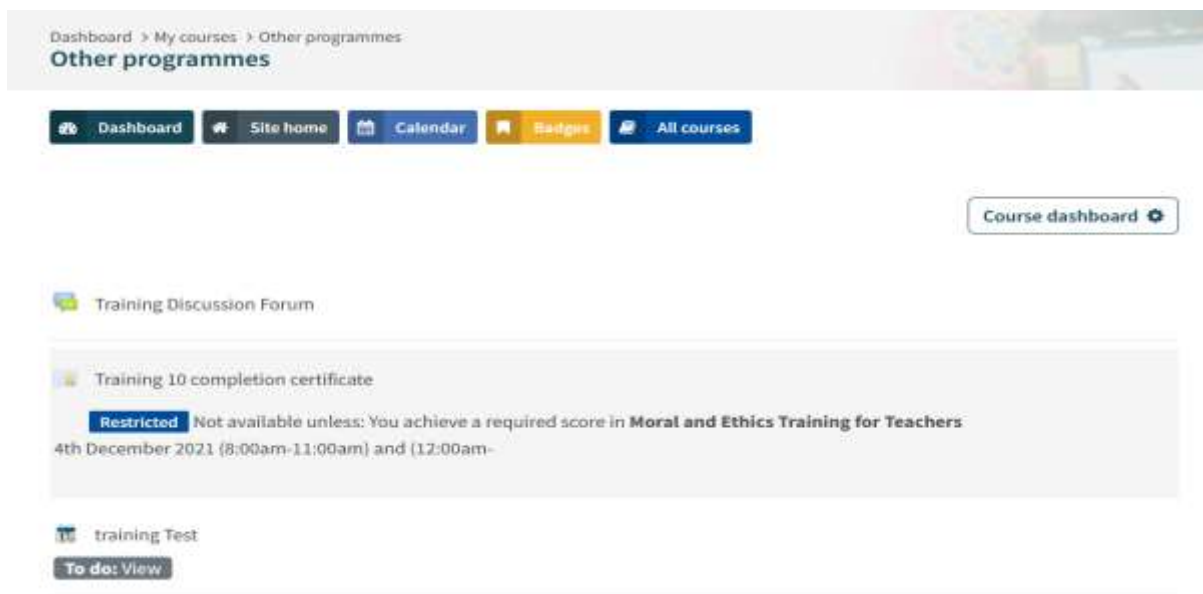
## Continuous Professional Development

These are programs intended to increase the teachers' knowledge on their respective fields. All programs in this field will allow the teacher to take on exams as students and granted badges and certificates. The teachers will be automatically enrolled into these programs automatically according to their level. They will be accessible as other courses. They can also be accessed via **CPD** menu at the top.



We will focus mainly into one program where all teachers without regarding their lever, will be enrolled, ``**Other Programs**``. This program

Upon accessing, the teacher will be greeted with a dashboard that contains lists of training. The teacher will be allowed to register to those he/she meets the criteria set for those trainings.





When the teacher chooses the training, he/she will be required to register to the training sessions of his/her choice. The teacher can only register by clicking **Register** in one session per training.

## My session

You are not registered to any training session at the time.

## Session overview

☐ Free sessions ☐ Past time sessions ☐ Booked sessions

Search

Date & time	Location	Participants	Trainer	Status	Action
Mon 27.12.2021 07:00 - Mon 27.12.2021 07:40 (40 mins)	Kigali Hotel	0/10 places taken	Teacher6 Teacher6		<a href="#">Register</a>
Tue 28.12.2021 07:00 - Tue 28.12.2021 07:40 (40 mins)	Kigali Hotel	0/10 places taken	Teacher6 Teacher6		<a href="#">Register</a>
Wed 29.12.2021 07:00 - Wed 29.12.2021 07:40 (40 mins)	Kigali Hotel	0/10 places taken	Teacher6 Teacher6		<a href="#">Register</a>
Date & time	Location	Participants	Trainer	Status	Action

After registering, the teacher is allowed to unregister by clicking **Unregister** and register another session provided the registration period is still valid.

## My session

Date & time	Location	Participants	Trainer	Status	Action
Mon 27.12.2021 07:00 - Mon 27.12.2021 07:40 (40 mins)	Kigali Hotel	Boaz Student1 1/10 places taken	Teacher6 Teacher6		<a href="#">Unregister</a> <a href="#">Edit comment</a>

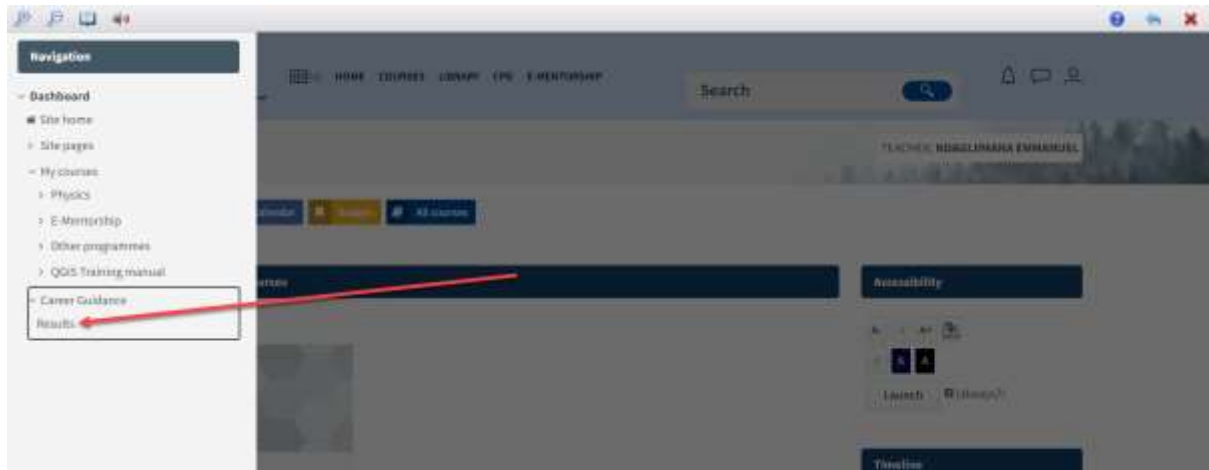
Time left to deadline: 2 days, 17 hours, 32 minutes, 21 seconds

Time left to the training session: 3 days, 17 hours, 32 minutes, 21 seconds

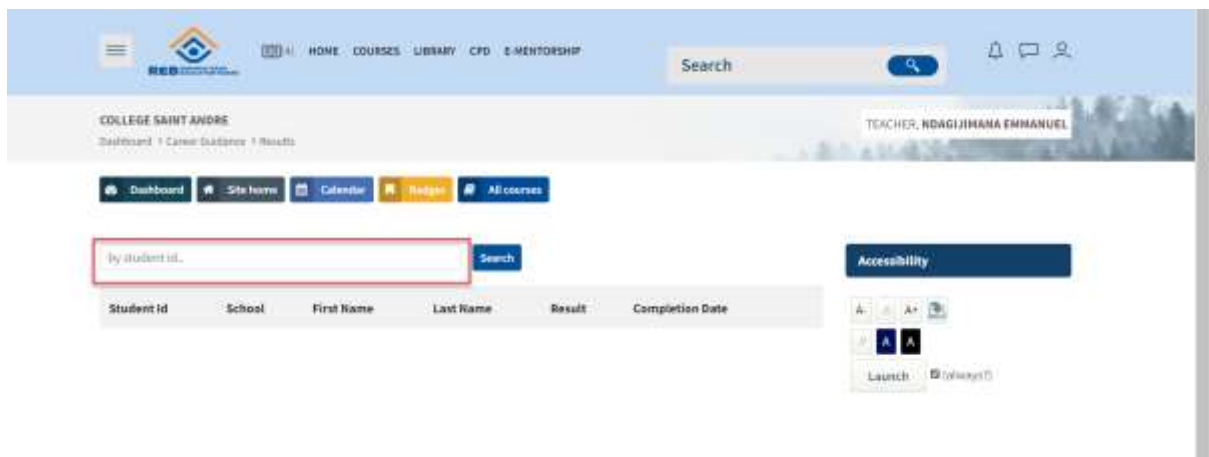


## Career Guidance Tool

This is an inbuilt tool to help students identify career fields that suits them. The tool is made up of a questionnaire which is completed by answering **YES** or **No** to the questions provided. As a teacher, you will be required to point out recommendations to the students based on their performance. To access Career Guidance, click **Navigation** then **Results** under **Career Guidance** menu.



A page will open that will allow the teacher to search the student by his/her Id.



### 9.1 Giving recommendations

To give recommendation to a student, Click **Show more** on specific student you searched.

COLLEGE SAINT ANDRE  
Dashboard > Career Guidance

TEACHER: NDAGUJIMANA EMMANUEL

430824161149 Search

Student Id	School	First Name	Last Name	Result	Completion Date
430824161149	COLLEGE SAINT ANDRE	BUCYANA	AUBE	RAE	Friday, 7 January 2022, 11:11 AM

Show more

Accessibility

Launch [always?]

A page will open showing the results of the student after undertaking the career guidance test. On the same page, click **Recommendation** button.

Results based on RIASEC test

name: BUCYANA AUBE id number: 430824161149

MY INTEREST CODE

**R A E**

Obtained from three highest scores

Recommendations

REALISTIC: You are good at mechanical or athletic jobs. Good college majors for Realistic people are: Agriculture

ARTISTIC: You like to work in unstructured situations where they can use their creativity. Good majors for Artistic people are:

ENTERPRISING: You like to work with others and enjoy persuading and performing. Good college majors for Enterprising people are:

A new page will open giving the teacher multiple options to proceed.

Recommendations for

name: BUCYANA AUBE id number: 430824161149 results: RAE

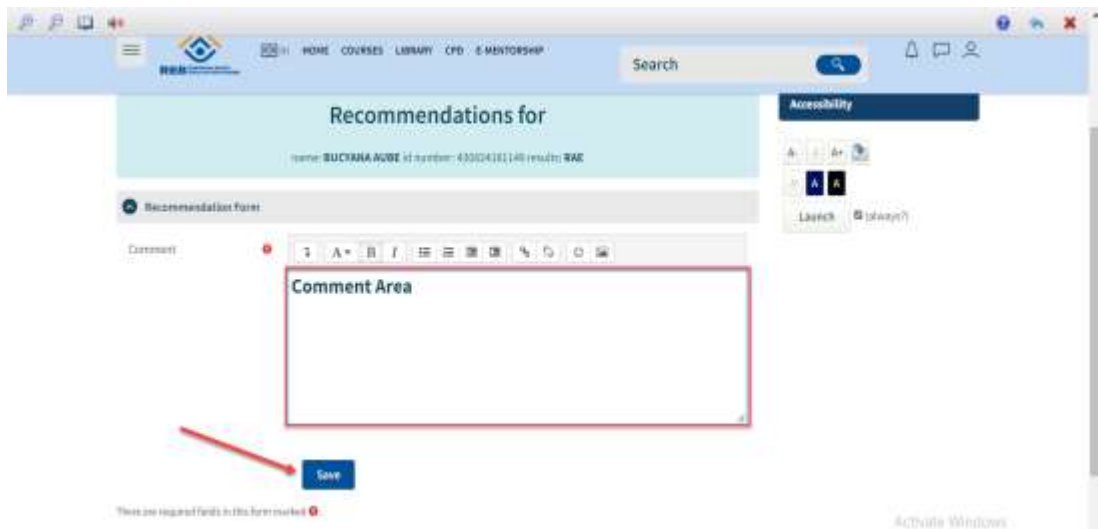
Add New Test results Search results

No recommendation available

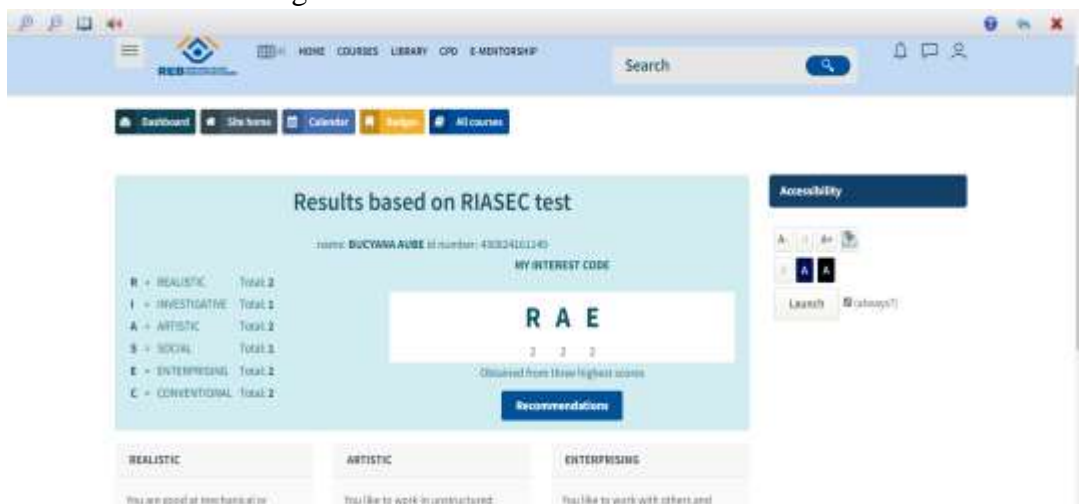
Accessibility

Launch [always?]

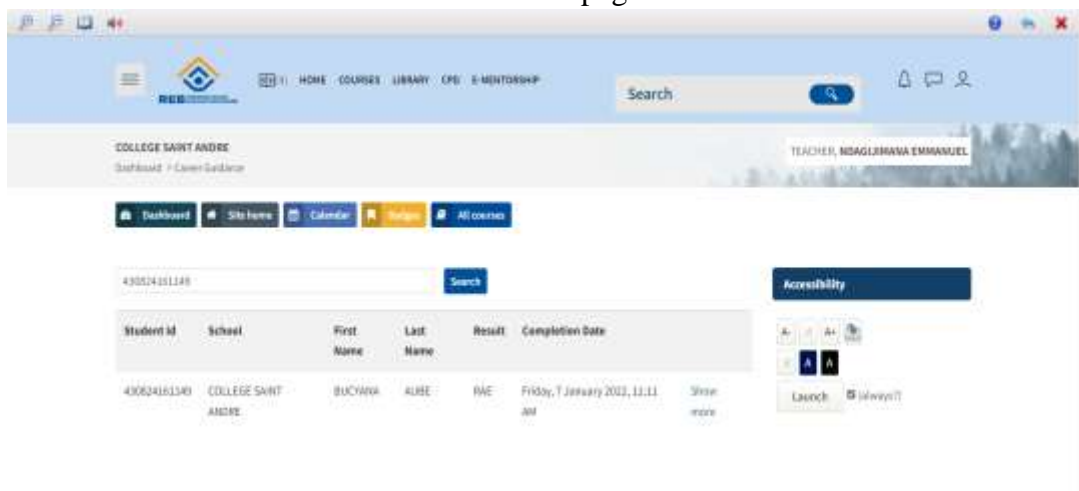
- Click **Add New** to give the student a comment. A form will open below. Add your comment on the **Comment Area** and click **SAVE** button to submit the comment.



B. Click **Test Results** to go back to student results



C. Click **Search Results** to return to the search page.

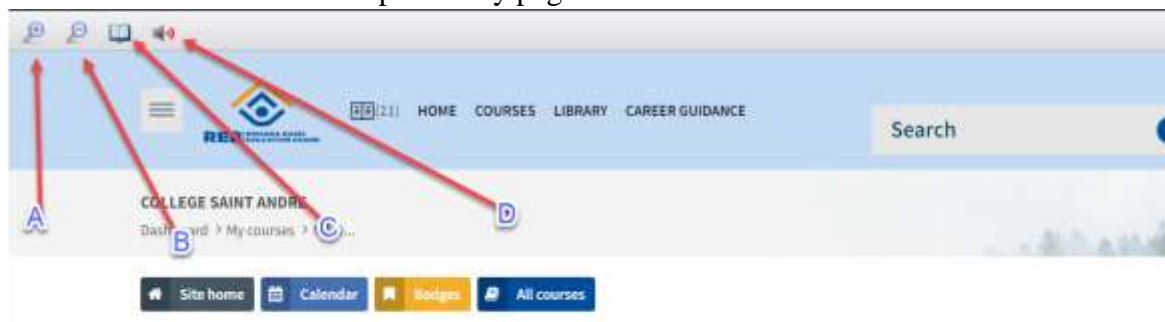


## Assistive feature

These are features built into the system that allows the visual impaired to alter some visual effects in the system for better system usage. This feature is found in every page of the system the teacher can access.

### 10.1 Assistive Feature Toolbar

This feature is found at the top of every page the teacher can access.



- A. Allows enlargement of texts found in the page.
- B. Allows diminishing of enlarged texts found in the page
- C. Used to find the meaning of highlighted texts from the internet
- D. Used to read highlighted text loud.

### 10.2 Accessibility.

This feature is also found in every page with few more functions.



- A. Resets any manipulation done by the tool to normal system defaults.
- B. Saves the alteration done by the tool as default to that user on that specific page.
- C. Alters the Pages and texts colours to aid the visibility
- D. Launches the tool for use.