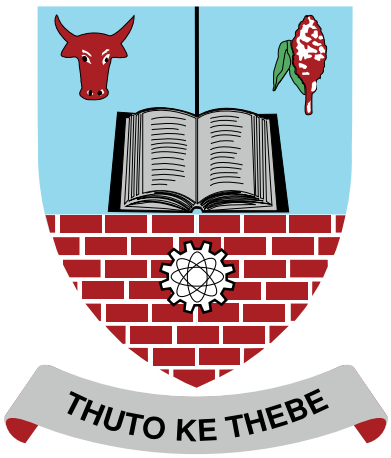


UNIVERSITY of BOTSWANA

UBeL | University of Botswana eLearning

moodle

Step-by-Step Students' Guide

https://moithuti-web1.ub.ac.bw

CENTRE FOR ACADEMIC DEVELOPMENT
EDUCATIONAL TECHNOLOGY UNIT

UBeL Moodle Assitance:
email: learningmanagementsystem@ub.ac.bw
ext: 2210/5204/5237)

Table of Contents

Accessing Moodle —3

How to Login —4

Moodle Homepage —6

Course Content Area —6

How to get started —7

How to return back to the Course —7

How to access Lecture Notes —8

How to access your activities —9

- Chat —9
- Discussion Forum —11
- Assignment Tool —12

Quiz —15

- How to attempt a quiz —15

How to logout —17

moodle

Step-by-Step Students' Guide

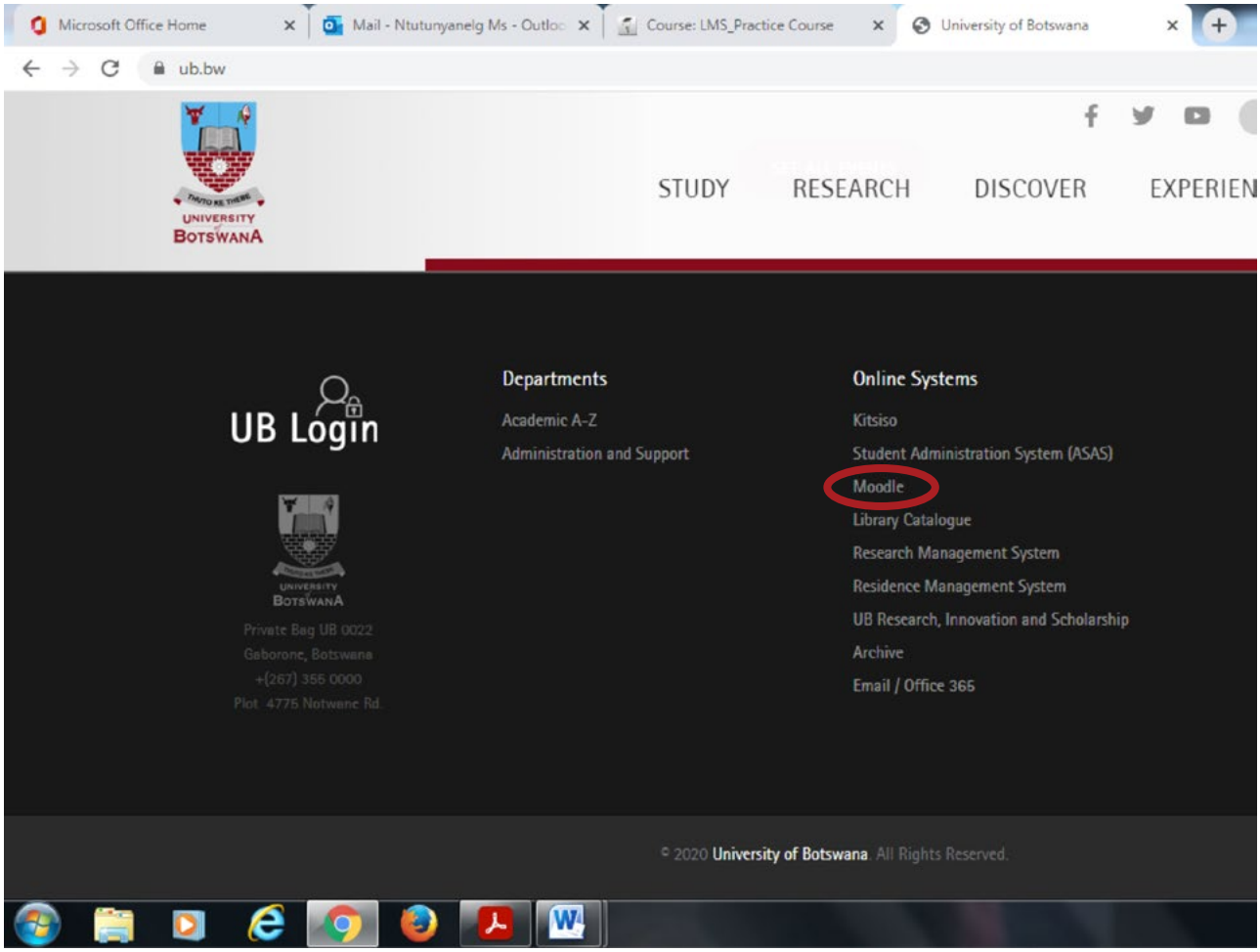
Moodle can be accessed through any up-to-date web browser; one can use either **Mozilla Firefox or Google Chrome.** You can access Moodle from anywhere (e.g. within the university or at home). Access is controlled by a **username** and **password** for each registered user.

https://moithuti-web1.ub.ac.bw

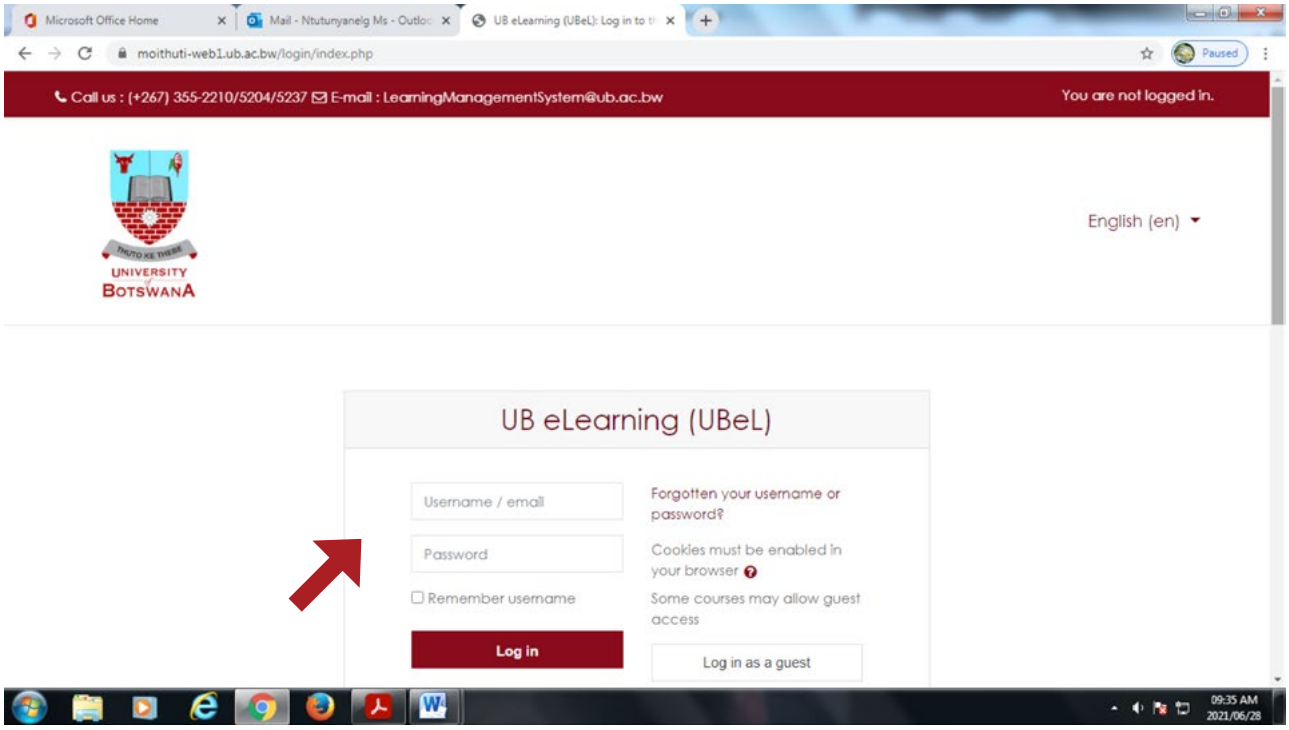
For any assistance concerning Moodle send email to **learningmanagementsystem@ub.ac.bw**

How to Login

- Type www.ub.bw which is the University of Botswana Website,
- Scroll down to the bottom and locate Moodle under Online Systems



- Click on Moodle which will take you to the Log in Page



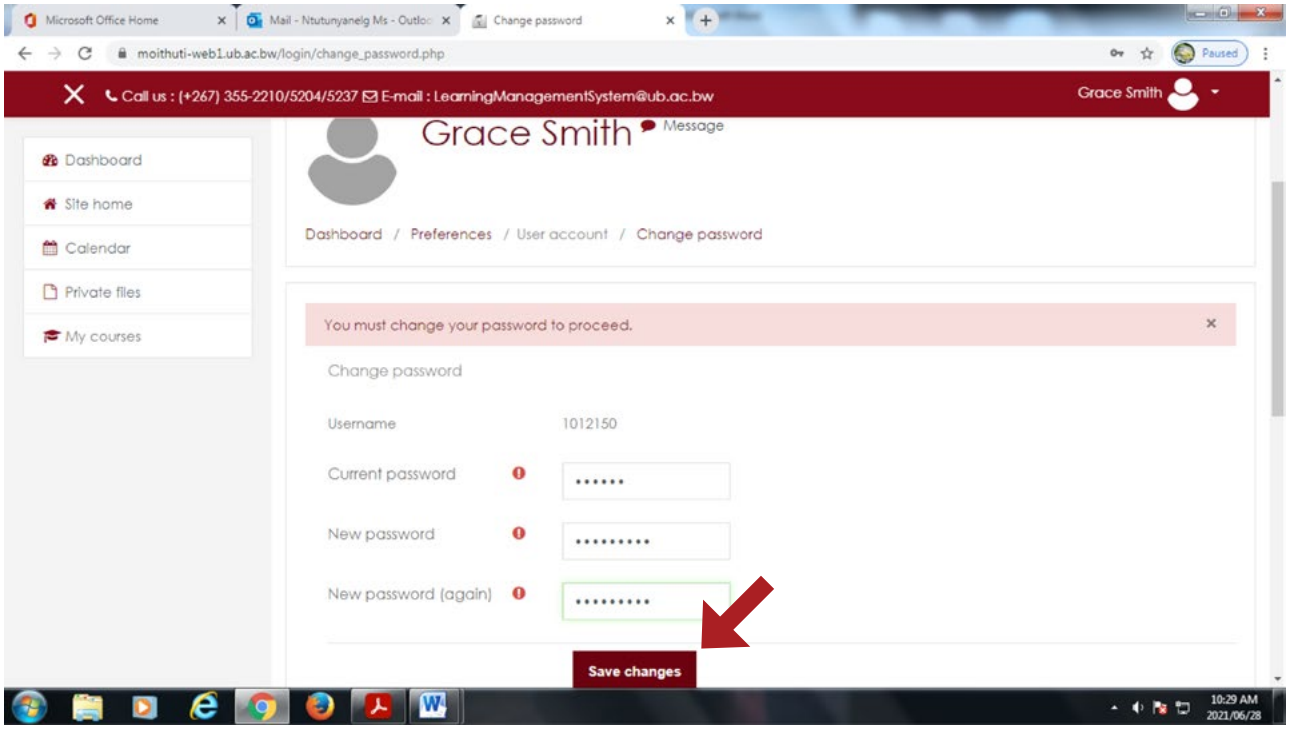
- If you are **new to Moodle,** the default log in credentials for accessing Moodle are as follows:

Username: Student ID number

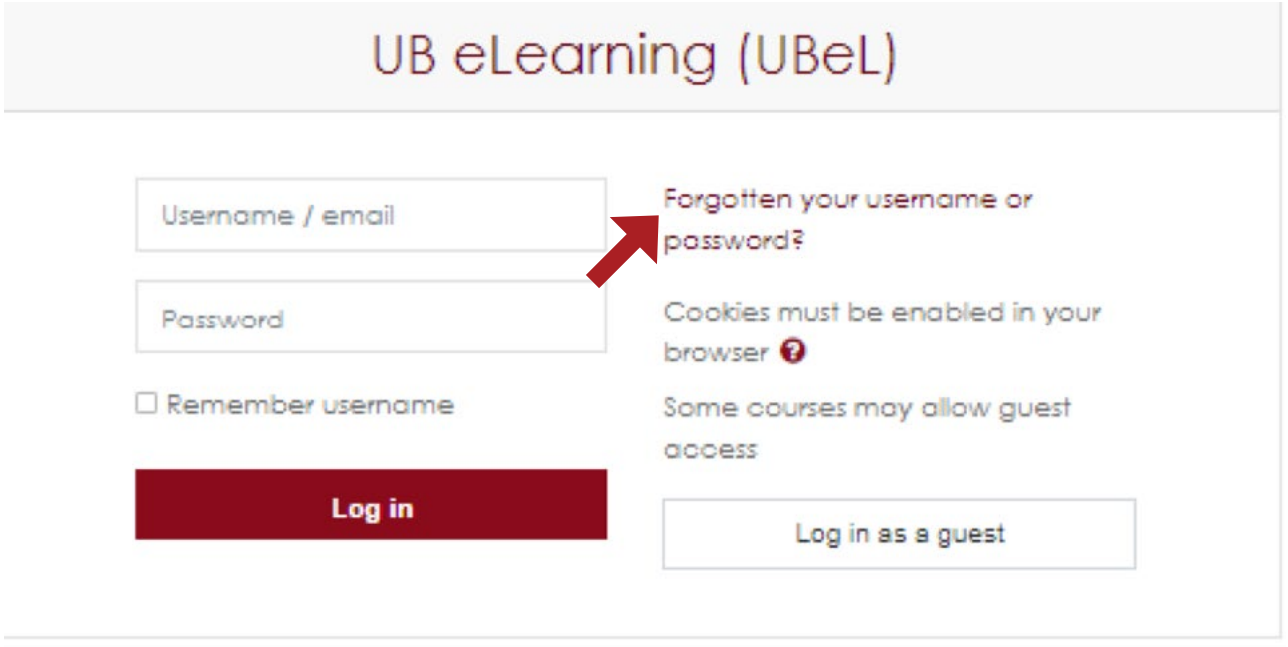
Password: First two characters of your First name followed by first two characters of your Surname (all in CAPS) and last four digits of your Username.

If your name is **Grace Smith** and your ID is **1000090** then your Username is going to be **1000090** and password **GRSM0090**

- Click **Log In** the system will prompt you to change password
- Current password will be **GRSM0090**, then you have to create a new one and click **save changes** then continue.



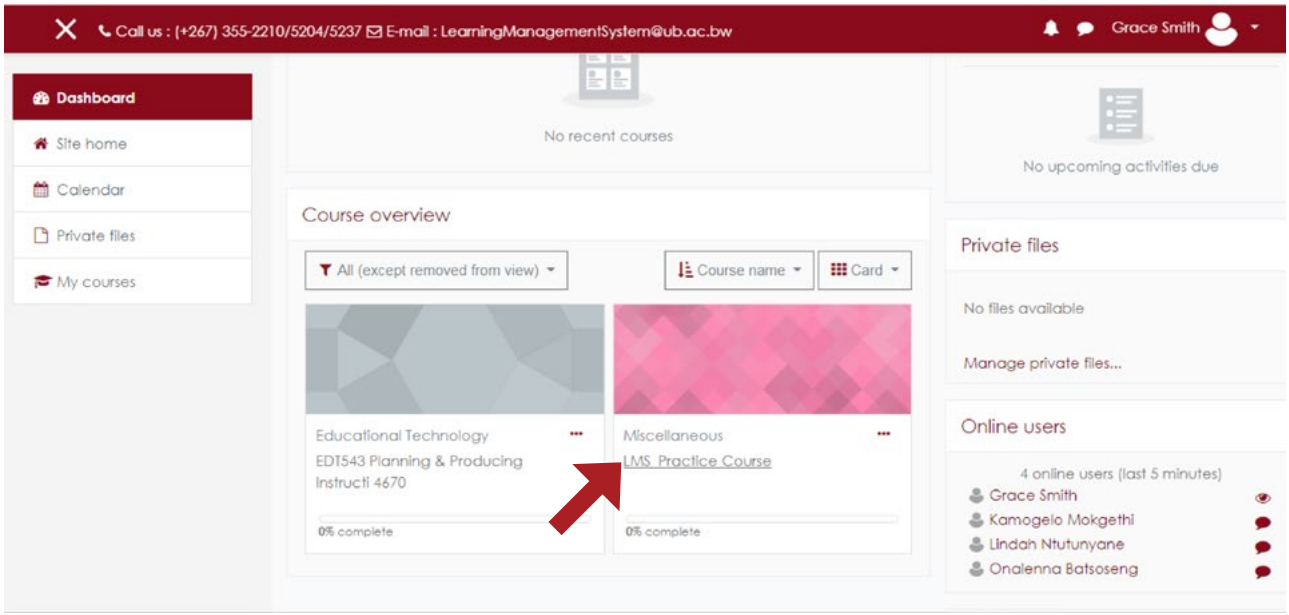
- If you have forgotten your password please click the Forgotten your username or password? link and follow the instructions



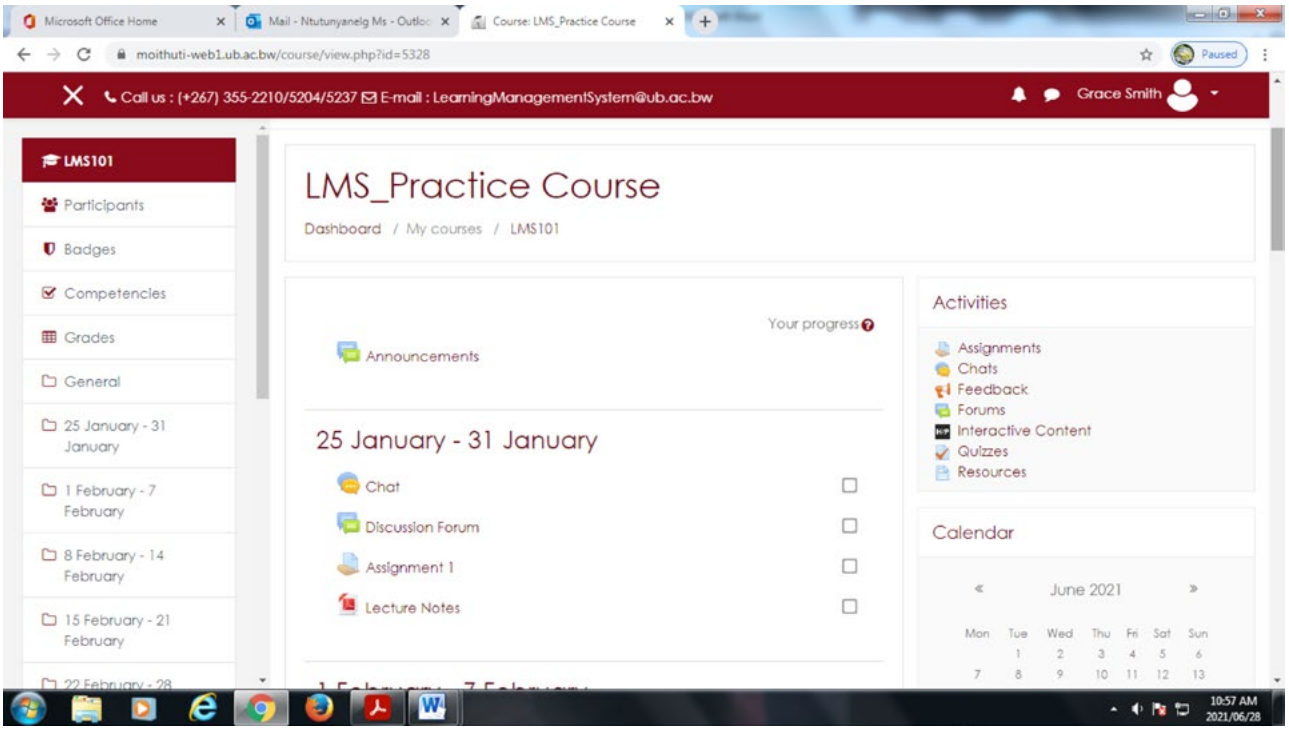
Moodle Homepage

The list of all courses that you are enrolled in will be displayed under Course Overview.

- Click on the link with the name of the course to view course content



Course Content Area



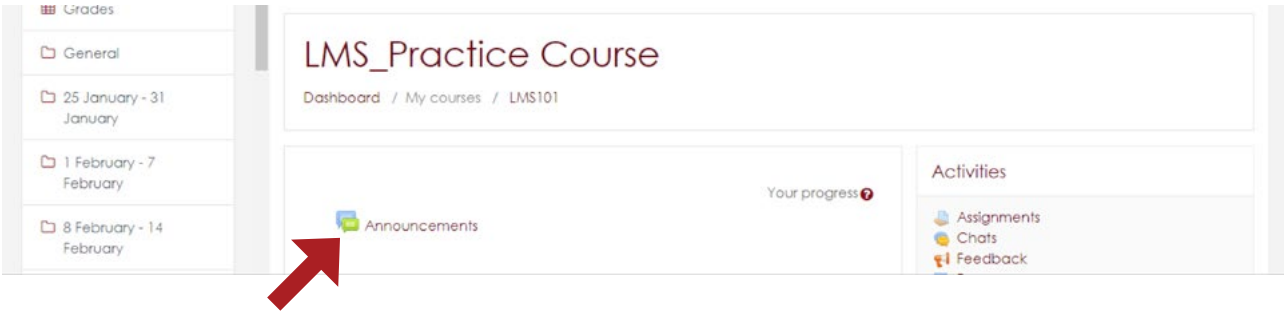
- **Left column** is the Navigation menu, you can view participants which are all users enrolled in the course, you can view your grades as well.
- **Middle column** is the content area where all the course content materials are uploaded as well as the course activities.
- **The right column** is where you can view the activity block which is a short cut to what has been uploaded to your course. Latest announcements or any Upcoming events are visible on this column, together with the Calendar which displays all activities and events.

How to get started

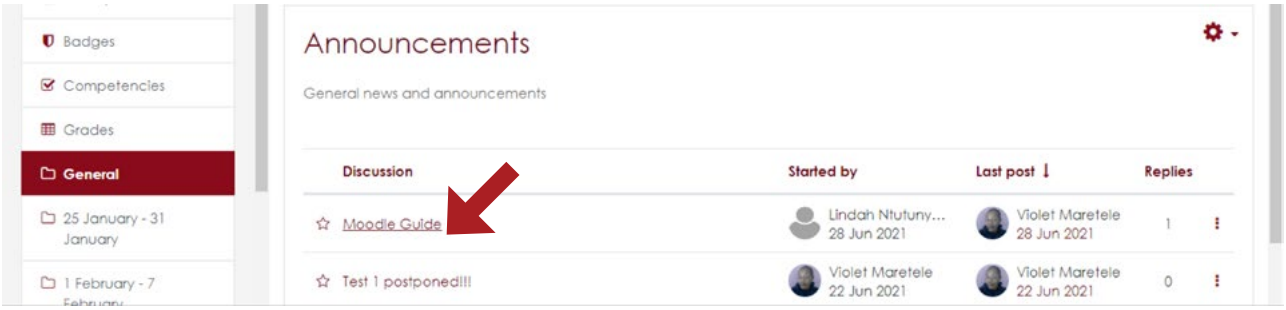
Announcement

This is where all announcements for the course will be displayed.

- Click on <Announcements>

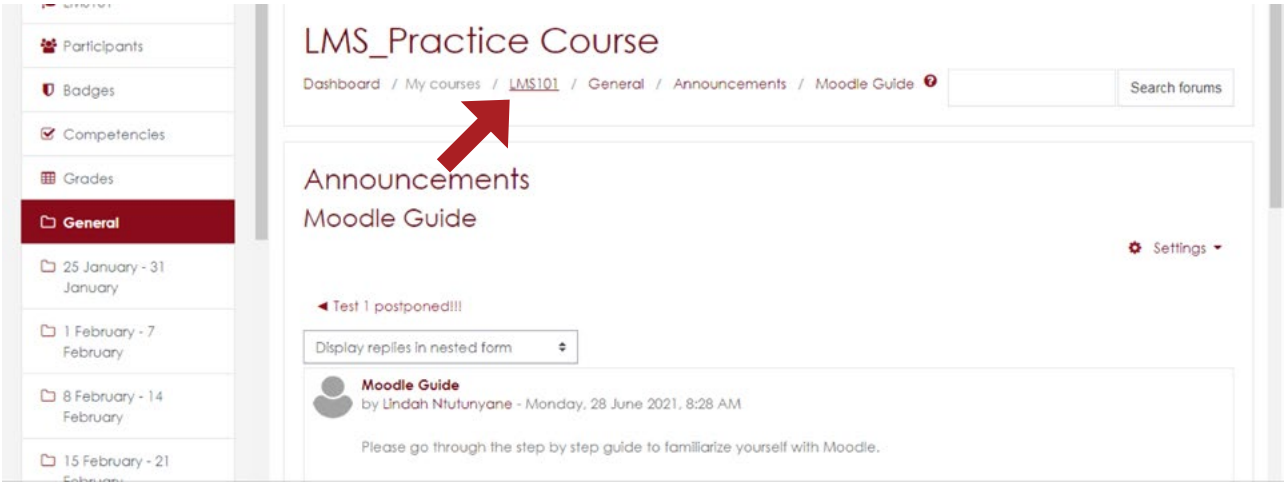


- Click topic link to view the announcement



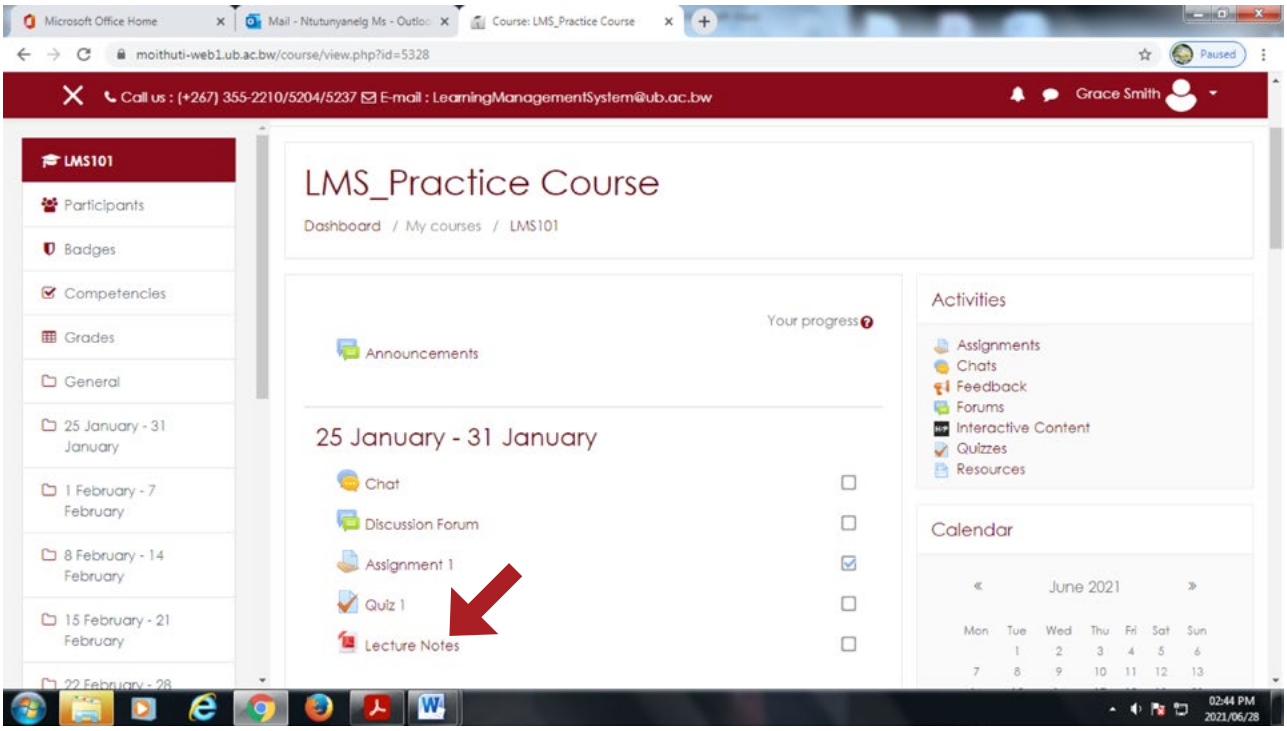
How to return back to the Course

Click course short name under the course title

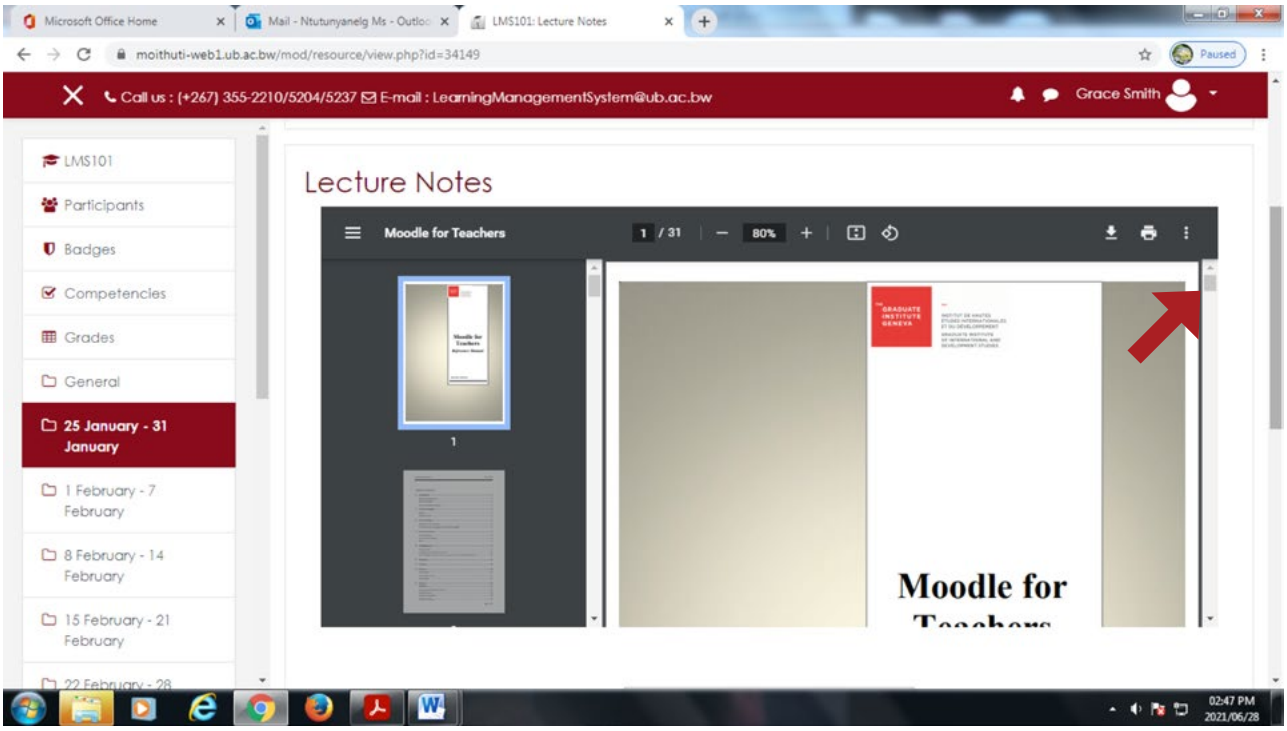


How to access Lecture Notes

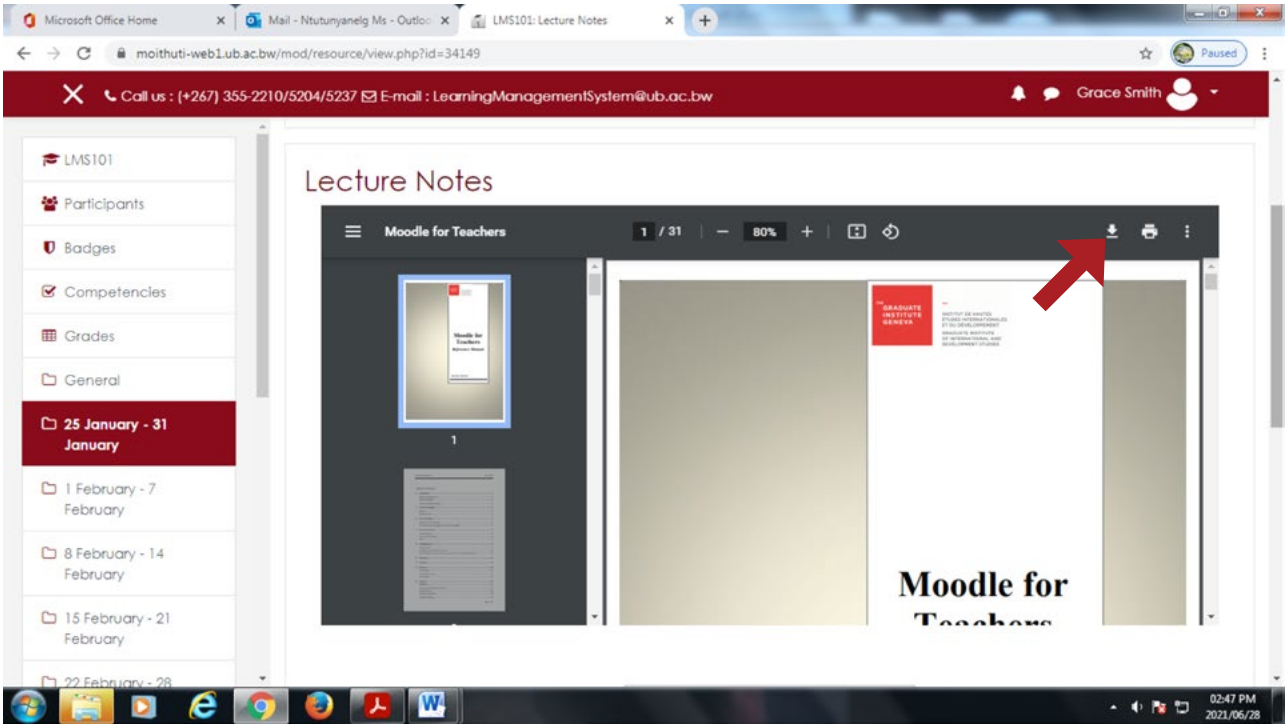
- Click on the **lecture notes,** they could be in Word, Excel, PowerPoint or pdf format



- Scroll down to view the notes



- Click the **arrow facing down** to download the notes so that you can access them outside Moodle.

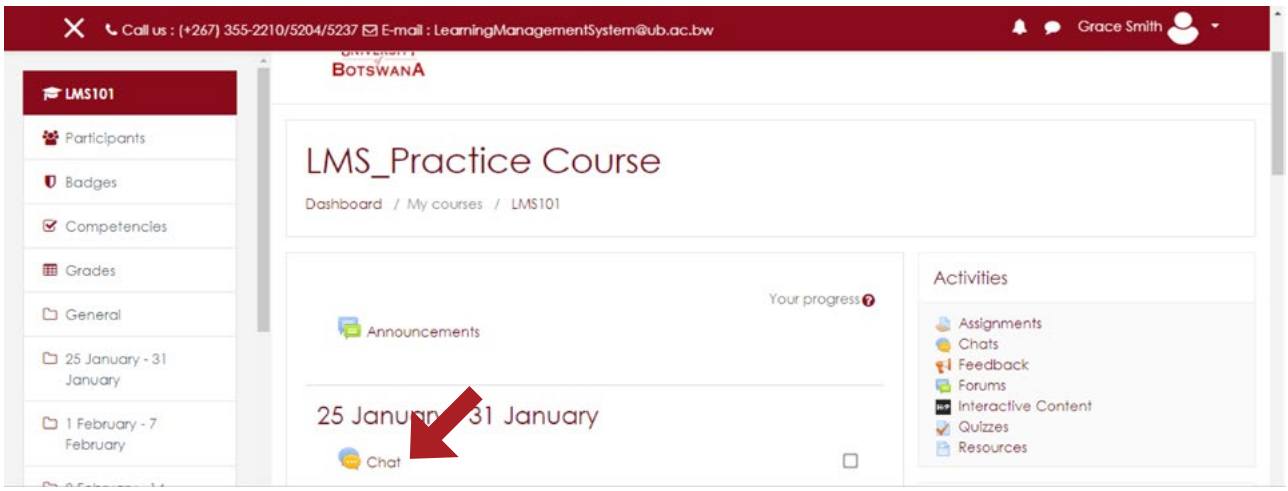


How to access your activities

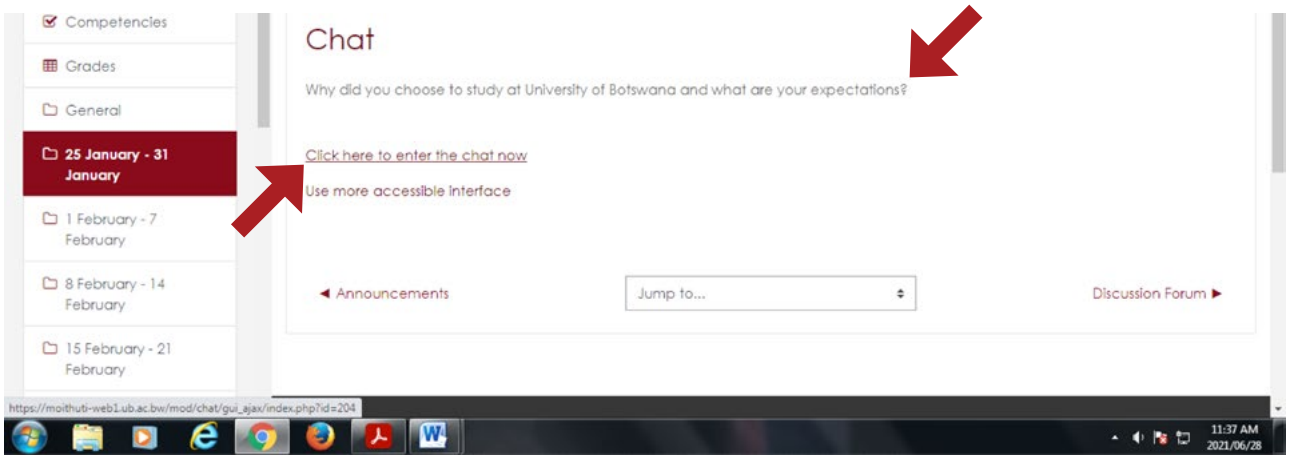
Chat

The chat activity module enables participants to have text-based, real-time synchronous discussions.

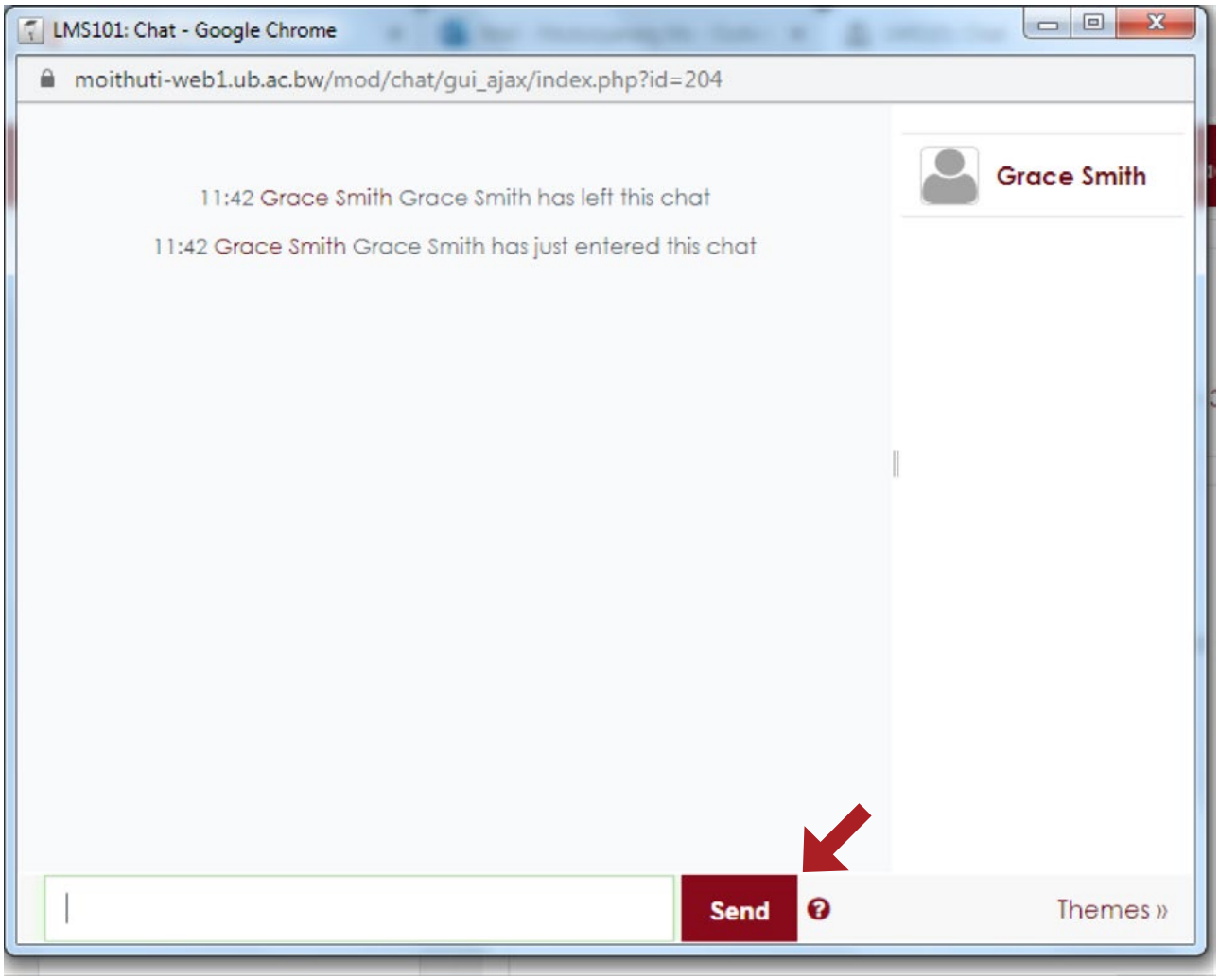
- Click on the <Chat>



- Read the question, click where it says **"Click here to enter the chat now"**



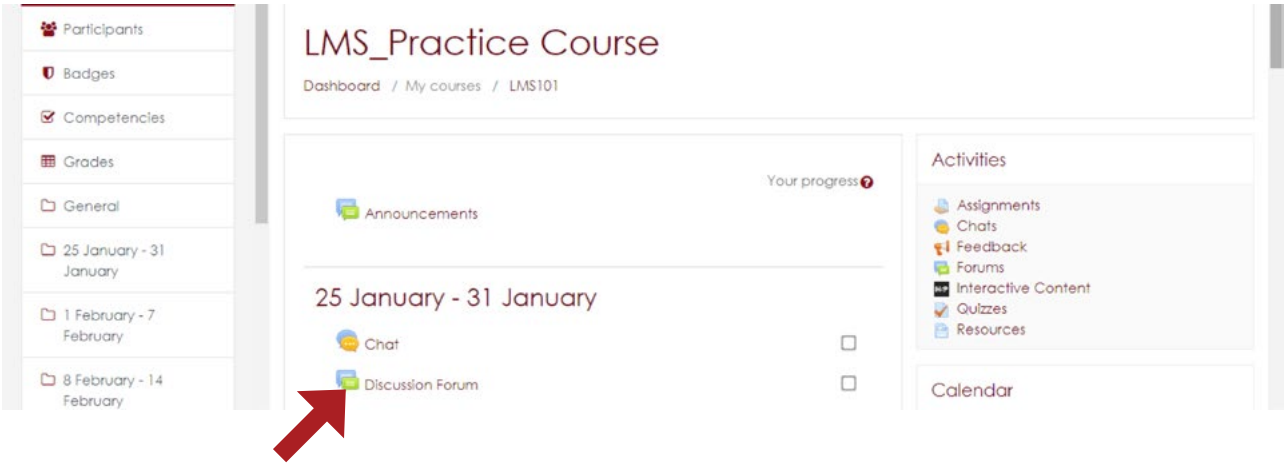
- Dialogue box will be displayed where you type your response and **send**



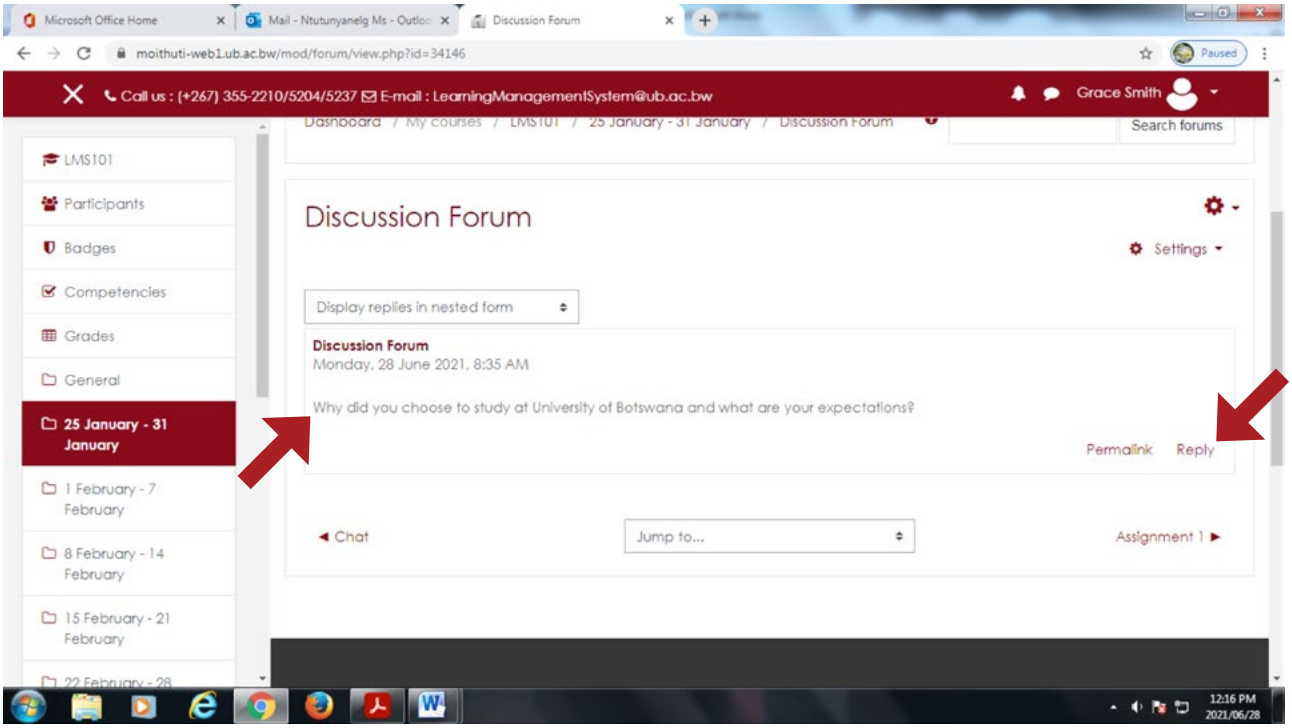
Discussion Forum

The discussion forum allows one to share ideas on a particular topic posted by your lecture. You read the question, post your response and respond to other student's posts.

- Click on <Discussion Forum>



- Read the question and click **reply**

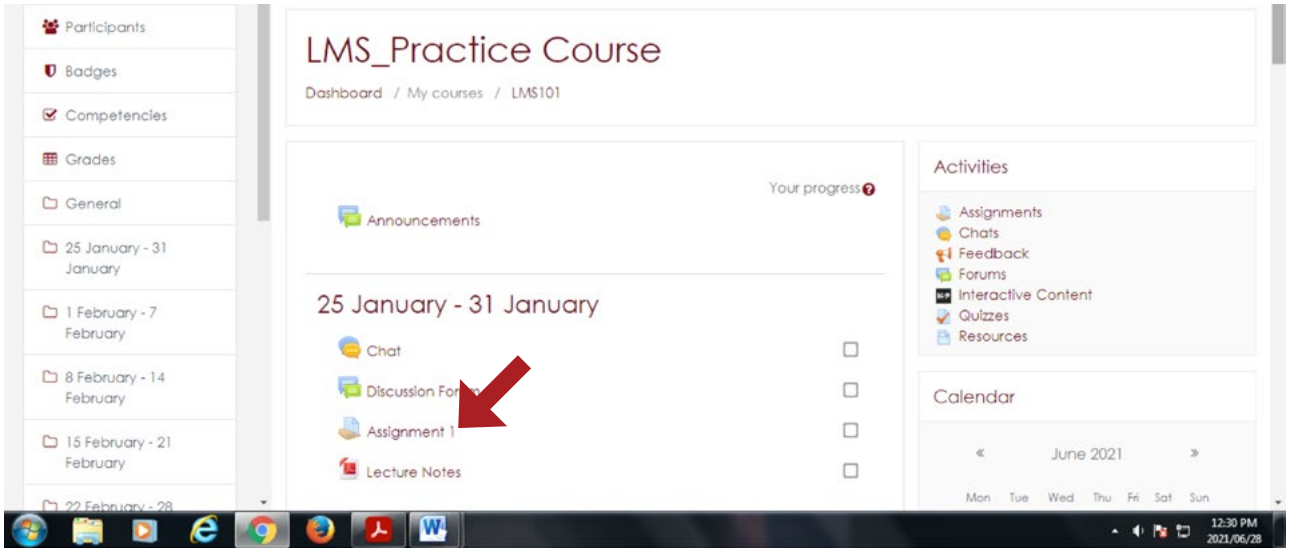


Assignment Tool

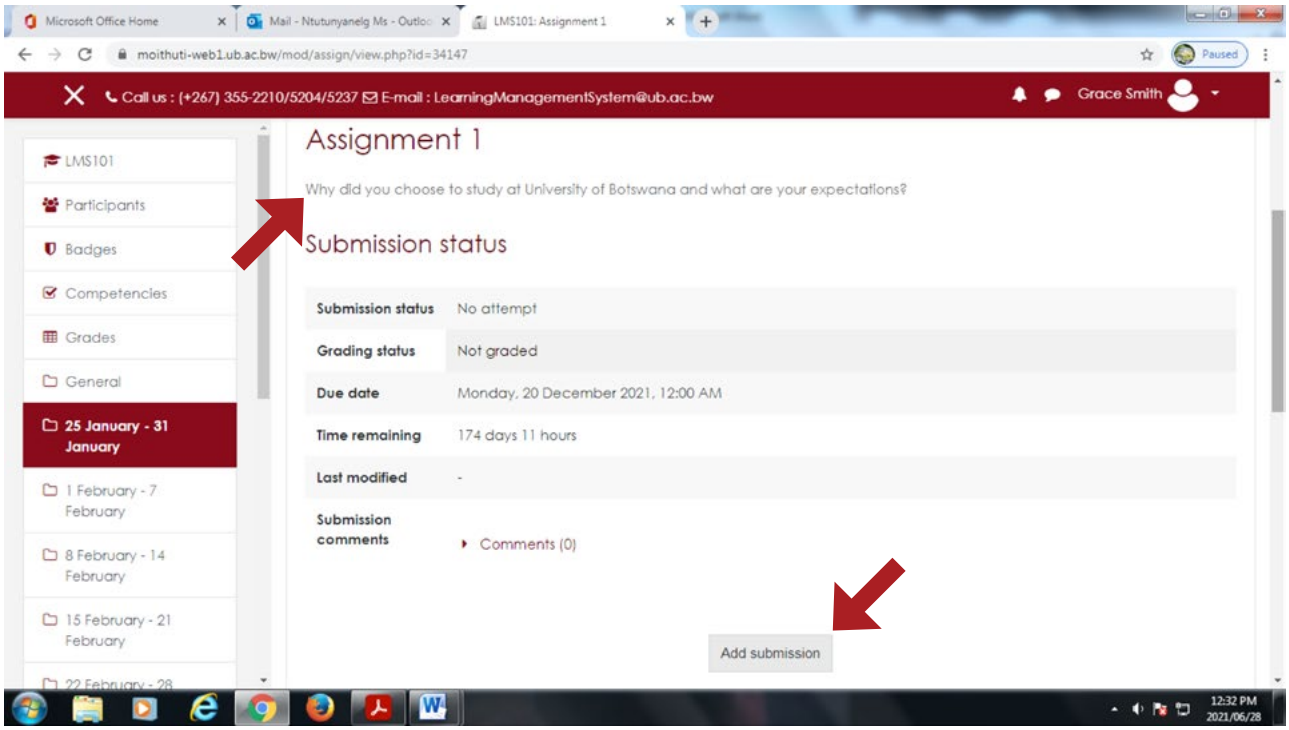
The assignment activity module enables a teacher to communicate tasks, collect work and provide grades and feedback.

How to submit Assignment

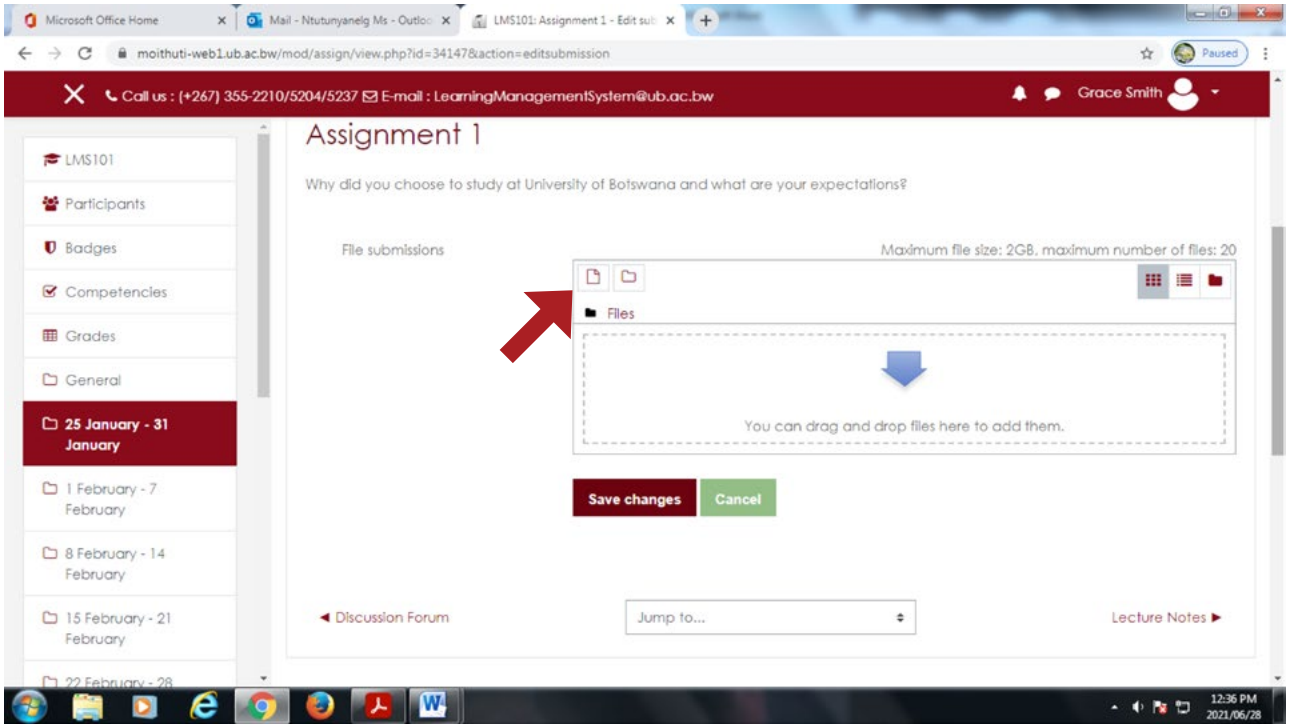
- Click on <Assignment 1> link



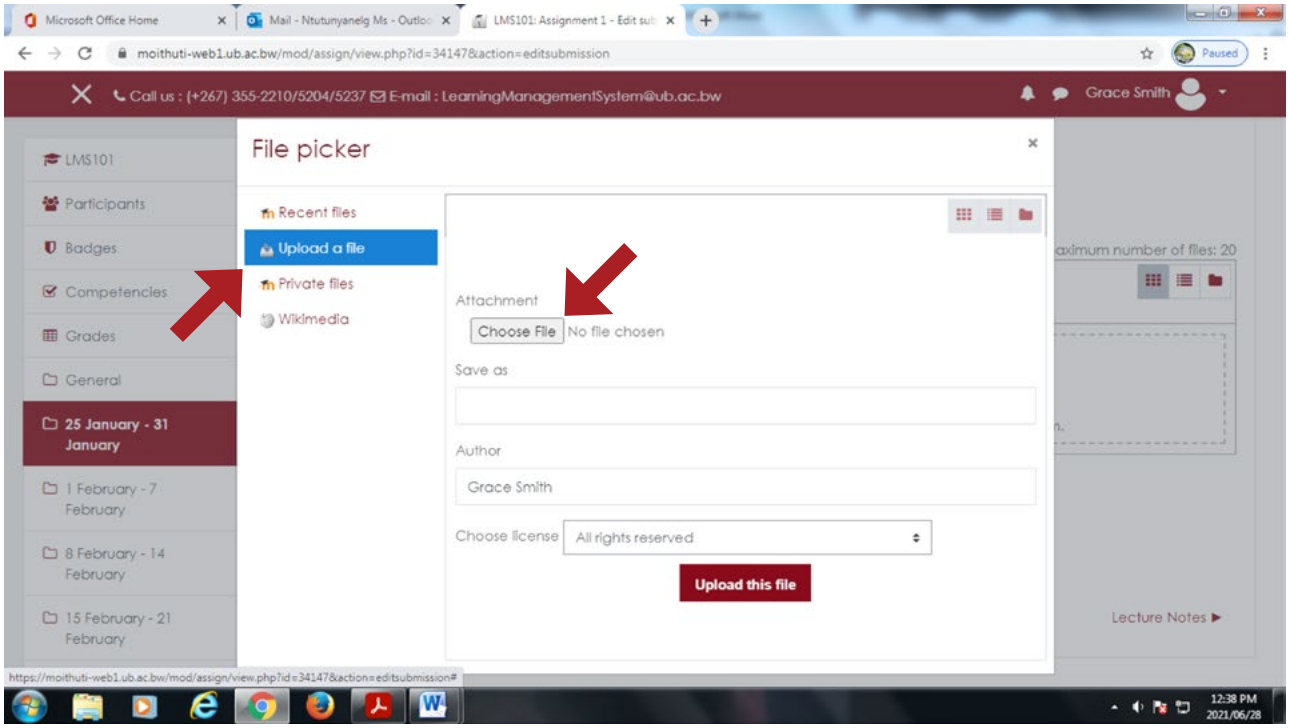
- Read/download the question and work on your assignment outside Moodle
- To submit your assignment click <Add submission>



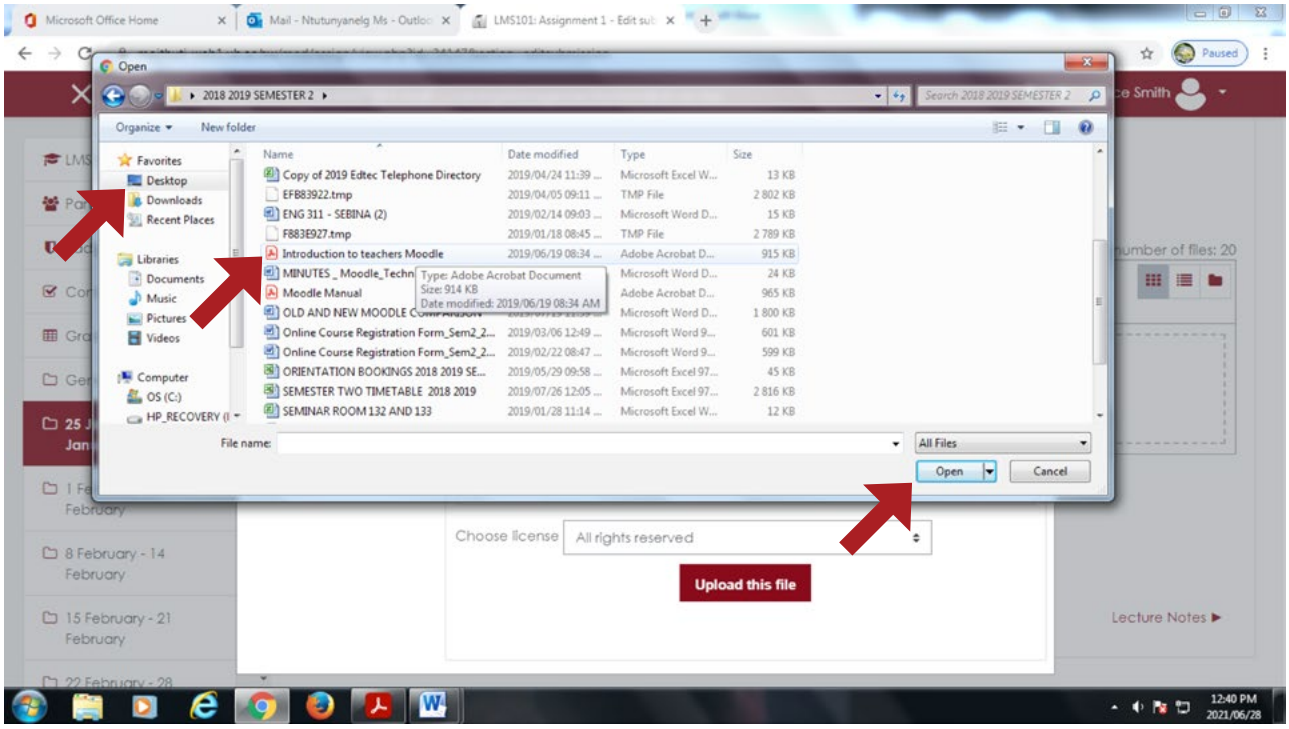
- Click <Add> to select where you have saved your file



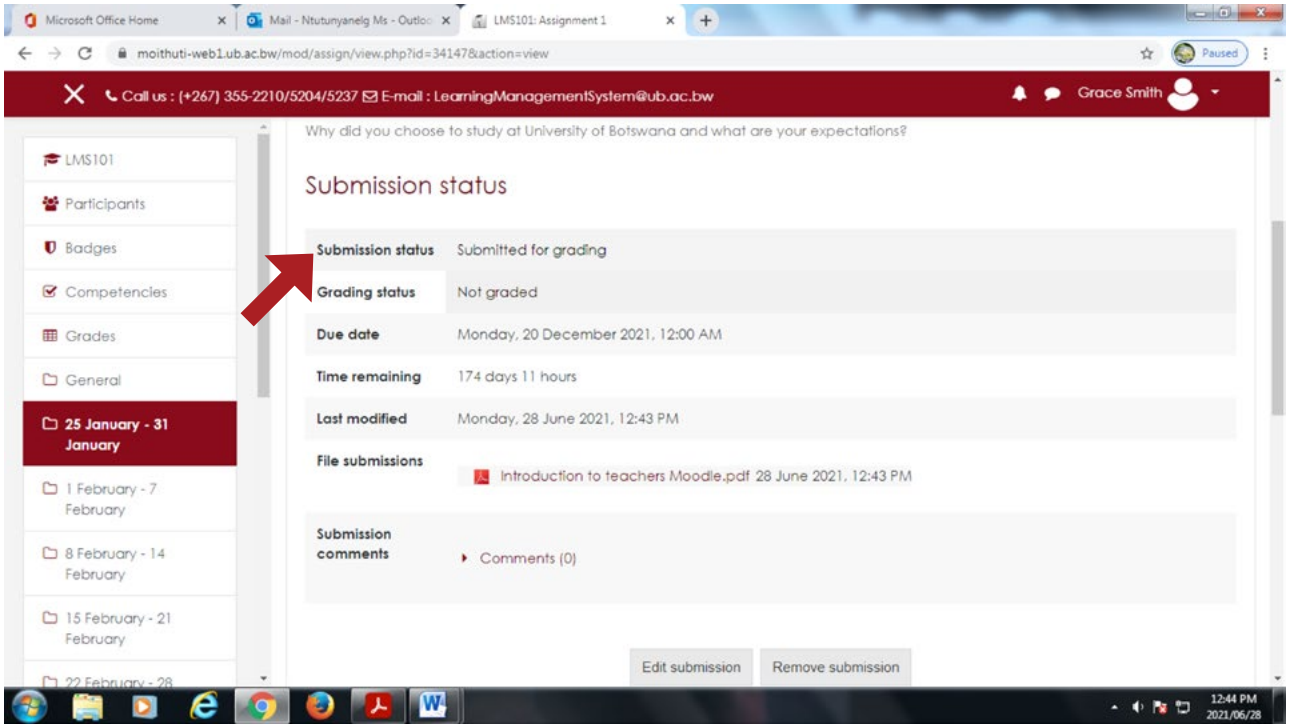
- Click <Upload a file>, then <Choose File>



- Locate your file
- Double click on file or select file then <Open>



- Click <Upload this file> and <Save changes>
- Message will show you have submitted for grading

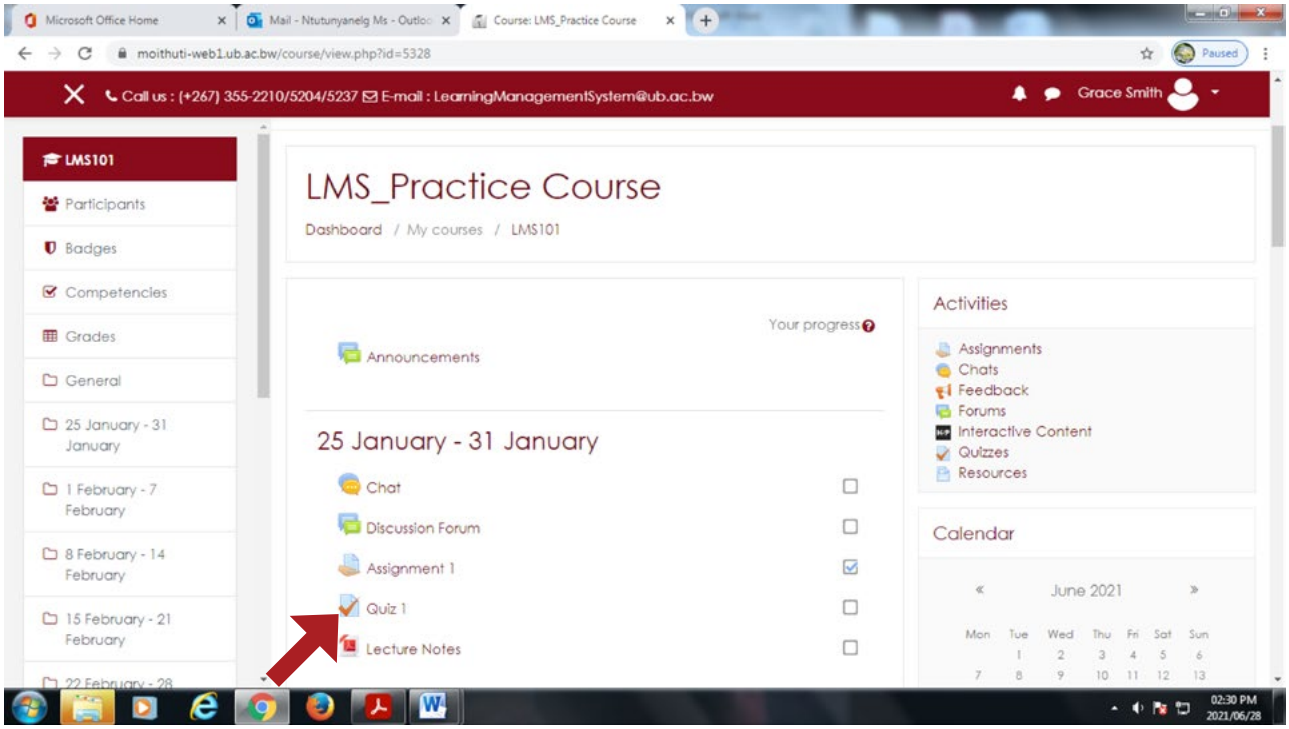


Quiz

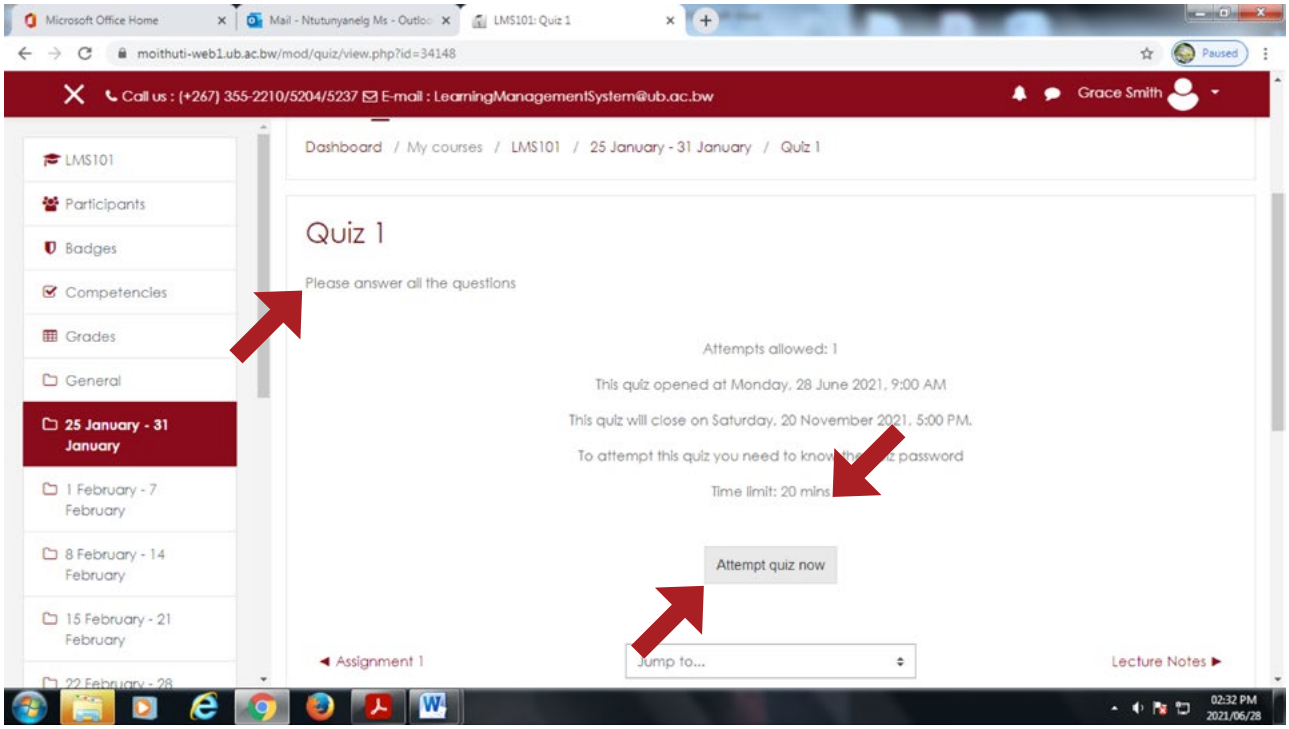
The quiz activity enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical.

How to attempt a quiz

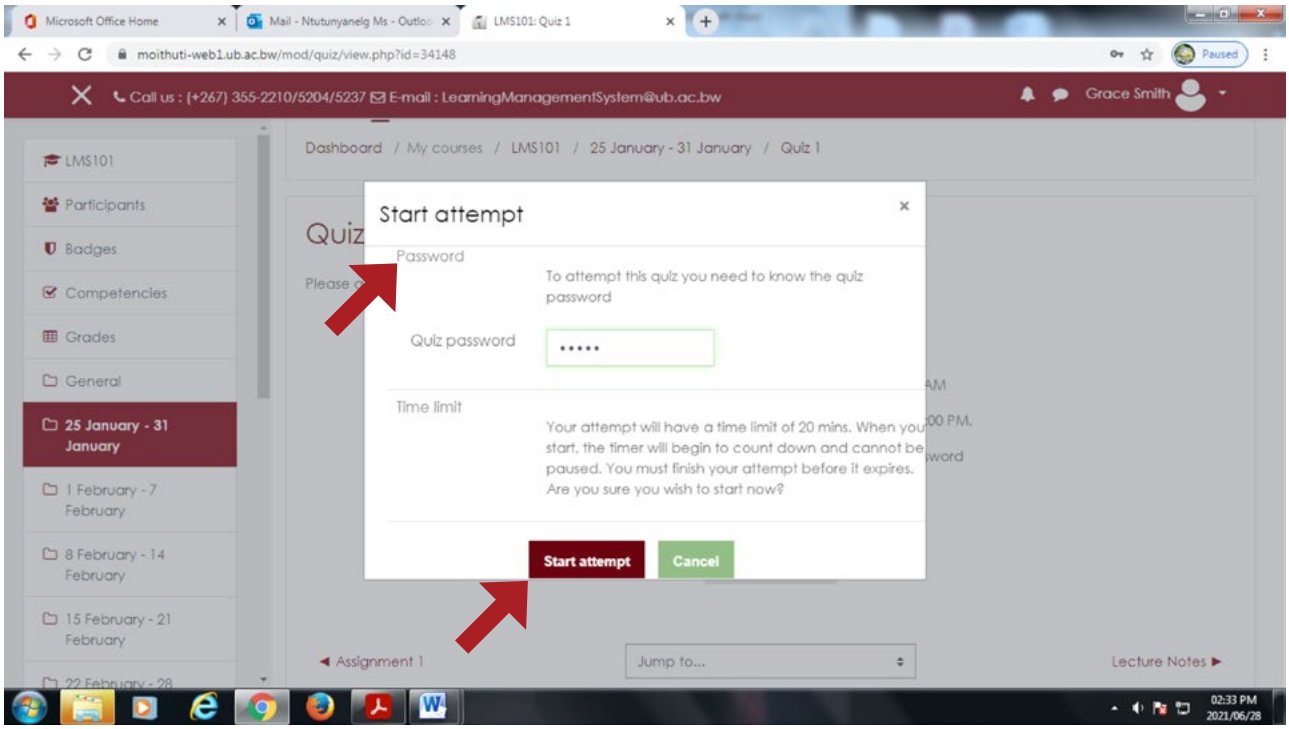
- Click on <Quiz 1> link



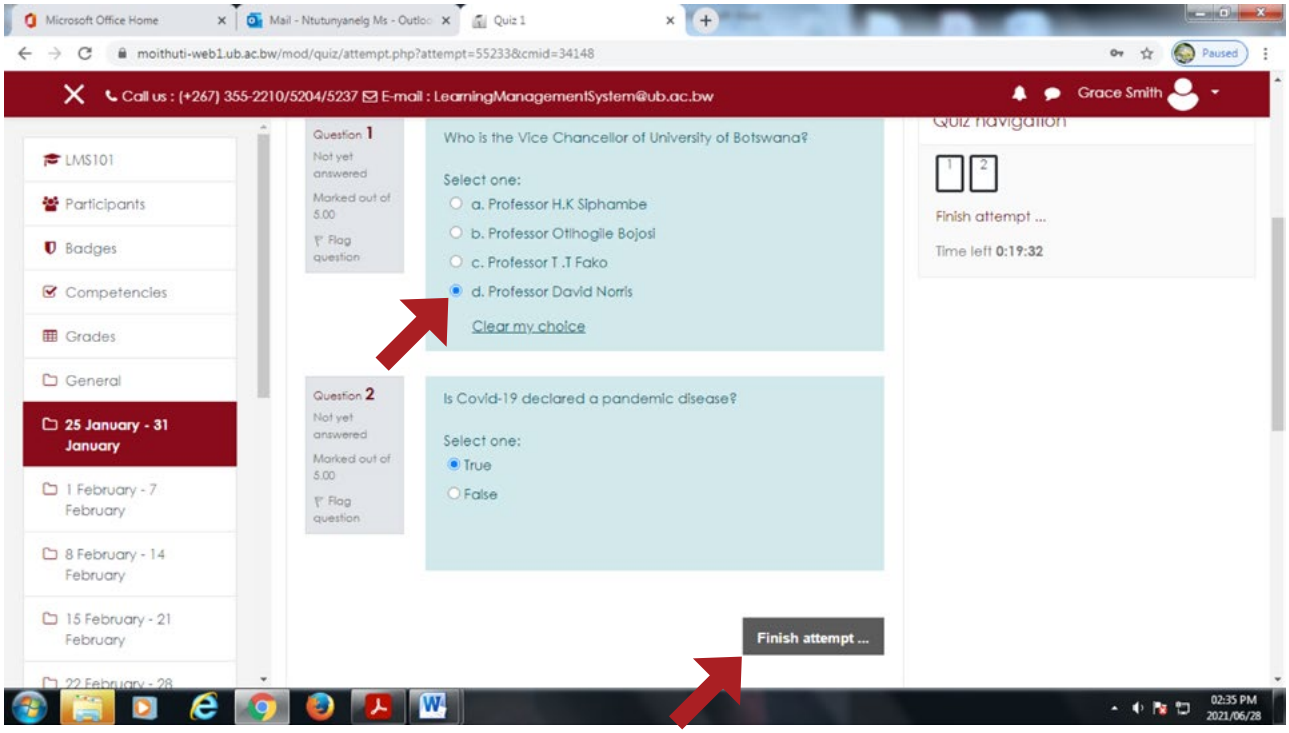
- Read instructions and click <Attempt quiz now>
- Note that the quiz is timed.

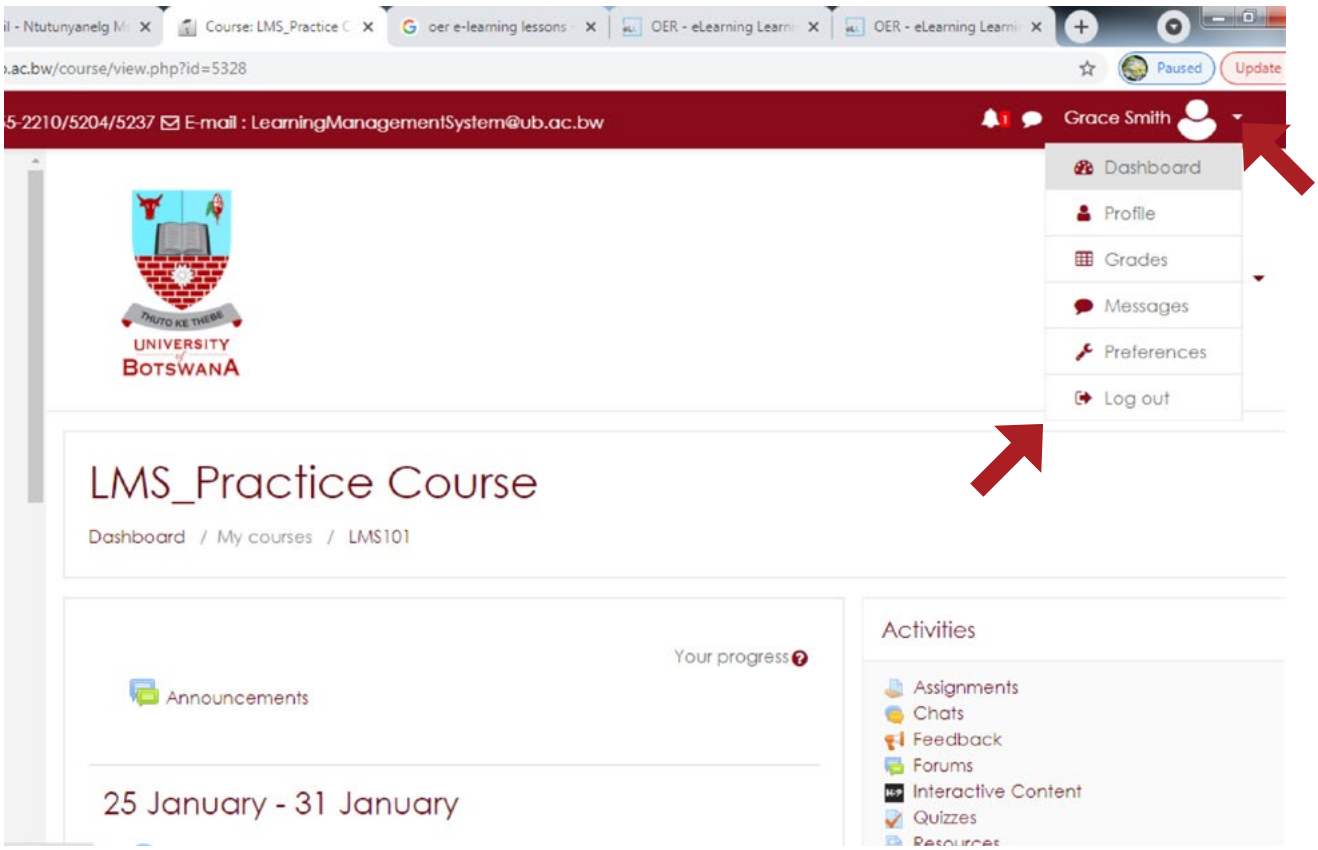


- Enter the **Quiz password** provided by the instructor
- Click <Start attempt> for questions to be displayed



- Select correct answers then click <Finish attempt>
- You can return back to questions or click <Submit all and finish>



How to logout

- Click an arrow facing down on the top right corner next to your name
- Click logout.