

Bel University of Botswana eLearning

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 Chat Discussion Forum Assignment Tool	—9 —9 —11 —12
Quiz How to attempt a quiz	—15 —15
How to logout	—17



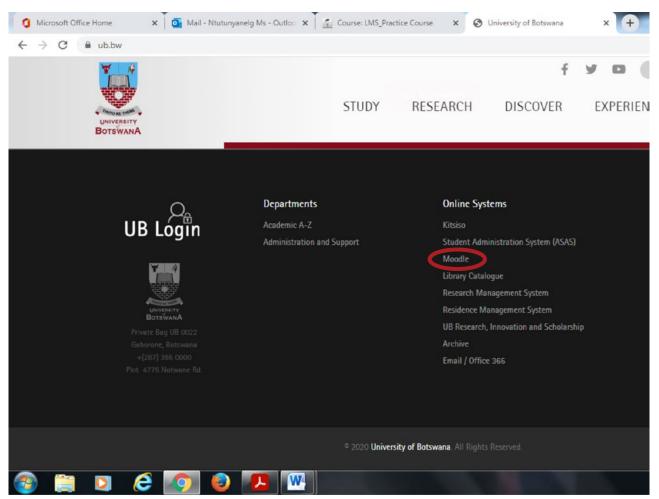
Moodle can be accessed through any up-to-date web browser; one can use either **Mozilla Firefox or Google Chrome.** You can access Moodle from anywhere (e.g. within the university or at home). Access is controlled by a **username** and **password** for each registered user.

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

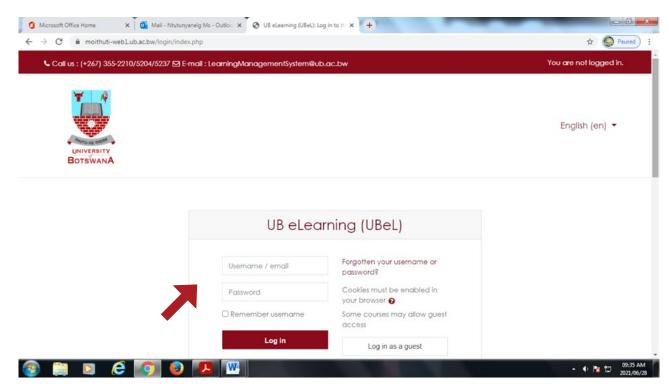
For any assistance concerning Moodle send email to learningmanagementsystem@ub.ac.bw

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.

19450	ub.ac.bw/login/change_password.php		0• tr	Paused :
🗙 🕻 Call us : (+267) 3	355-2210/5204/5237 ⊠ E-mail : LearningManagementSy		Grace Smith	🗳 *
Dashboard	Grace Smit			
😭 Site home				
🛗 Calendar	Dashboard / Preferences / User accoun	/ Change password		
Private files				
My courses	You must change your password to proce	eed.		×
	Change password			
	Username 101213	50		
	Current password 0			
	New password 0			
	New password (again)			
	Sa	ve changes		
) 📋 🖸 🙆	S S		+ • N	10:29 AM 2021/06/28

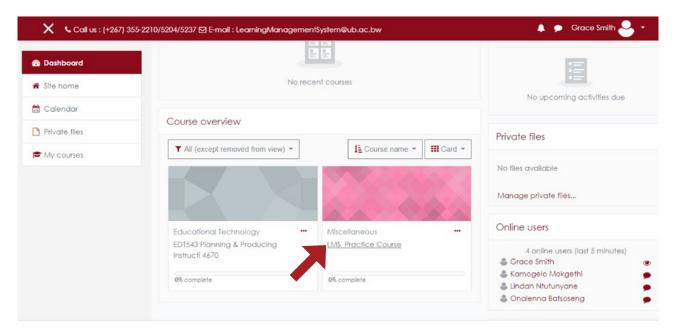
• If you have forgotten your password please click the Forgotten your username or password? link and follow the instructions

UB eLee	arning (UBeL)
Username / email	Forgotten your username or password?
Password	Cookies must be enabled in your browser 😧
🗆 Remember username	Some courses may allow guest access
Log in	Log in as a guest

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

X Call us : (+267) 35	5-2210/5204/5237 🖸 E-mail : LearningManagementSystem@ub.ac.bw		🜲 🗩 Grace Smith ڂ 👻
€ LMS101	LAIS Drating Course		
Participants	LMS_Practice Course		
🛡 Badges	Dashboard / My courses / LMS101		
Competencles			Activities
Grades		Your progress 🚱	Assignments
General			Chats 📢 Feedback
⊇ 25 January - 31 January	25 January - 31 January		 Forums Interactive Content Quizzes
1 February - 7	Chat		Resources
February	Not the second s		Calendar
8 February - 14 February	land Assignment I		
	🙍 Lecture Notes		« June 2021 »
15 February - 21 February			Mon Tue Wed Thu Fri Sat Sun

- 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>

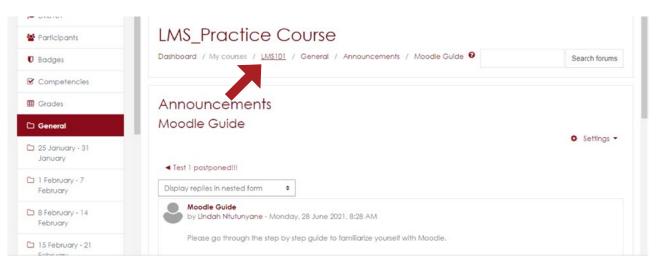


• Click topic link to view the announcement

Badges	Announcements			\$
Competencies	General news and announcements			
🖽 Grades				
🗅 General	Discussion	Started by	Last post 1	Replies
25 January - 31 January	☆ Moodle Guide	Lindah Ntutuny 28 Jun 2021	Violet Maretele 28 Jun 2021	1
		Violet Maretele	Violet Maretele	0 1

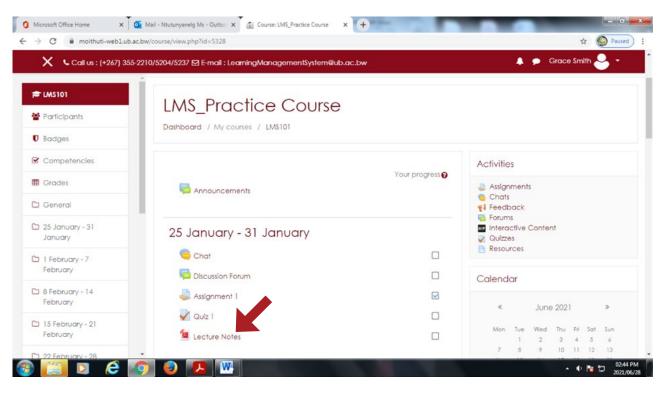
How to return back to the Course

Click course short name under the course title

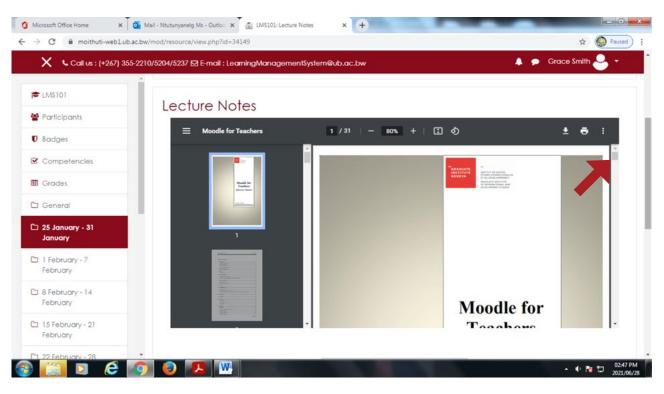


How to access Lecture Notes

• 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.

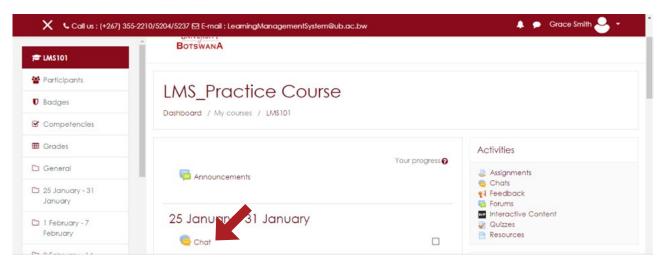
X Call us : (+267) 355	5-2210/5204/5237 🗹 E-mail : LearningManageme	ntSystem@ub.ac.bw	🗍 🗩 Gr	race Smith 🐣 🔹
LMS101	Lecture Notes			
Participants	and the second second of the		1944 - 1944	10-11 M 14-13
Badges	Moodle for Teachers	1 / 31 - 80% +	□	± e :
Competencies			Tennoute -	i i
Grades	Munite for Texture	and the second se	Caracoure Resolution Garverya Garverya Resolution Caracteristics Resolution	
General				
25 January - 31 January	· ·			
1 February - 7 February				
8 February - 14 February			Moodle for	
15 February - 21	100-100 (F	*	Taaahara	

How to access your activities

Chat

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

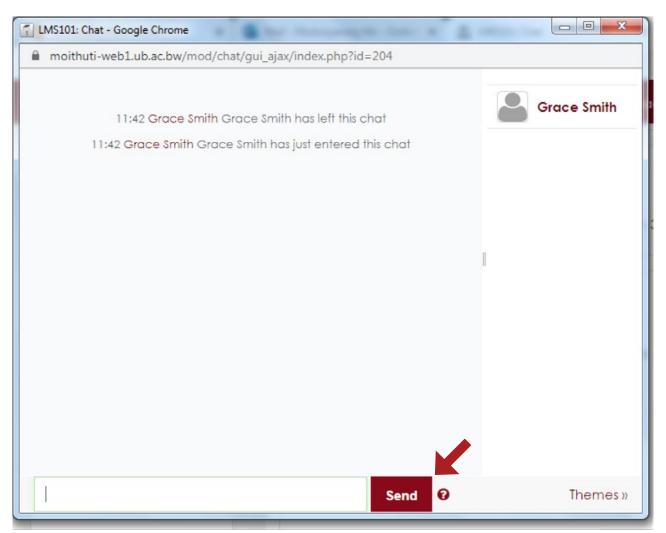
• Click on the <Chat>



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

Grades	Why did you choose to study at IIr	niversity of Botswana and what are yo	ur evnectations?	
General	why did you choose to study of or	iversity of bolswarta and what are yo	or expectations?	
25 January - 31 January	Click here to enter the chat now			
	Use more accessible interface			
1 February - 7 February				
8 February - 14 February	Announcements	Jump to	٠	Discussion Forum ►
1 15 February - 21 February				

• 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>

Participants	LMS_Practice Course		
D Badges	Dashboard / My courses / LMS101		
Competencies			
🖩 Grades		Your progress ?	Activities
🗅 General	Announcements		 Assignments Chats
25 January - 31			 Feedback Forums
January	25 January - 31 January		 Interactive Content Quizzes
1 February - 7 February	🤤 Chat		Resources
8 February - 14 February	Discussion Forum		Calendar

• Read the question and click reply

🗙 🕻 Call us : (+267) 3	155-2210/5204/5237 🖾 E-mail : LearningManagementSystem@ub.acbw	🔺 🗩 Grace Smith 🐣 👻
LMS101	Dashboara / My courses / LMS101 / 25 January - 31 January / Discussion Forum	Search forums
Participants	Discussion Forum	0
) Badges		Settings •
Competencies	Display replies in nested form 🔹	
Grades	Discussion Forum	
General	Monday, 28 June 2021, 8:35 AM	
o o o norda	When all down a base a task do at the and the all Between a medic between any superstations?	· · · · · · · · · · · · · · · · · · ·
) 25 January - 31 January	Why did you choose to study at University of Botswana and what are your expectations?	Permalink Reply
) 25 January - 31	Why did you choose to study at University of Botswana and what are your expectations?	Permalink Reply
25 January - 31 January	Why did you choose to study at University of Botswana and what are your expectations?	Permalink Reply Assignment 1 ►

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

Badges	LMS_Practice Course		
Competencies			
Grades			Activities
) General		our progress 💡	👃 Assignments
1 25 January - 31 January			 Chats Feedback Forums
1 February - 7	25 January - 31 January		 Interactive Content Quizzes
February	Chat		Resources
8 February - 14 February	Discussion For The Contract		Calendar
15 February - 21	Assignment 1		< June 2021 >>
February	🖆 Lecture Notes		Mon Tue Wed Thu Fri Sat Sun

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

→ C	bw/mod/assign/view.php?id=34	147	🕸 🍥 Pauser
Call us : (+267) 355-2	210/5204/5237 🖾 E-mail : Le	arningManagementSystem@ub.ac.bw	🔺 🗩 Grace Smith 🐣 🝷
LMS101	Assignmer	it 1	
Participants	Why did you choose	to study at University of Botswana and what are your expectations?	
D Badges	Submission s	tatus	
Competencies	Submission status	No attempt	
Grades	Grading status	Not graded	
General	Due date	Monday, 20 December 2021, 12:00 AM	
25 January - 31 January	Time remaining	174 days 11 hours	
D I February - 7	Last modified		
February 8 February - 14 February	Submission comments	Comments (0)	
15 February - 21 February		Add submission	

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

X Call us : (+267) 35	55-2210/5204/5237 🗹 E-mail : LearningMana	gementSystem@ub.ac.bw	🐥 🗩 Grace Smith 🐣 👻
Participants	Assignment 1 Why did you choose to study at U	niversity of Botswana and what are your expectations?	
Badges	File submissions	Maximum f	ile size: 2GB, maximum number of files: 2
Competencies			III II 🖬 🖿
Grades		Files	
General	•		
25 January - 31 January		You can drag and drop files he	re to add them.
1 February - 7 February		Save changes Cancel	
8 February - 14 February			
15 February - 21 February	 Discussion Forum 	Jump to \$	Lecture Notes ►

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

🗙 🕻 Call us : (+26	57) 355-2210/5204/5237 🖾 E-n	nail : LearningManagementSystem@ub.ac.bw		Grace Smith 🐣 🔹
LWS101	File picker		1	<
Participants	fn Recent files			
Badges	🚵 Upload a file			aximum number of files: 2
Competencies	n Private files	Attachment		
Grades) Wikimedia	Choose File No file chosen		
) General		Save as		
) 25 January - 31 January		Author		n
I February - 7 February		Grace Smith		
) 8 February - 14 February		Choose license All rights reserved Upload this file	•	
) 15 February - 21 February				Lecture Notes ►

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

~	C 2018 20	019 SEMESTER 2 >			_	• • Search 2018 2019 SEME	ster 2 🔎 ee Smith 🍚 🔹
	Organize • New fo	lder				JE •	
Park Park Cor Gra	 Favorites Desktop Downloads Recent Places Libraries Documents Music Pictures Videos Computer 	Name Copy of 2019 Edtec Telephone Directory EF883922.tmp FK831927.tmp Introduction to teachers Moodle OLD AND NEW MOODLE Online Course Registration Form Sem2.2. Online Course Registration Form Sem2.2. Online Course Registration Form Sem2.2. Construction Form Sem2.2. Constructio	2019/06/19 08:34 AM	TMP File Microsoft Word D., TMP File Adobe Acrobat D., Adobe Acrobat D., Microsoft Word D., Microsoft Word D., Microsoft Word 9.,	Size 13 KB 2 802 KB 15 KB 2 789 KB 915 KB 945 KB 1 800 KB 601 KB 599 KB 4 5 KB		number of files: 20
25 J Jan 1 Fe Febr	▲ OS (C.) → HP_RECOVERY (I + File	SEMESTER TWO TIMETABLE 2018 2019 SEMINAR ROOM 132 AND 133 name:	2019/07/26 12:05 2019/01/28 11:14		2 816 KB 12 KB	All Files Open Open Open	ancel
Febr	ebruary - 21	Choo	ise lîcense All r	ights reserved	oad this file	¢	Lecture Notes ►

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

→ C	b.ac.bw/mod/assign/view.php?id=34	1478taction=view	☆ 🍥 Paused					
🗙 💪 Call us : (+267) 35	55-2210/5204/5237 🗹 E-mail : Le	amingManagementSystem@ub.ac.bw	🌲 🗩 Grace Smith 🐣 🝷					
LMS101	Why did you choose	y did you choose to study at University of Botswana and what are your expectations?						
Participants	Submission s	Submission status						
D Badges	Submission status	Submitted for grading						
Competencies	Grading status	Not graded						
Grades	Due date	Monday, 20 December 2021, 12:00 AM						
🗅 General	Time remaining	174 days 11 hours						
25 January - 31	Last modified	Monday, 28 June 2021, 12:43 PM						
January	File submissions	Introduction to teachers Moodle.pdf 28 June 2021, 12:43 PM						
3 February - 14 February	Submission comments	Comments (0)						
15 February - 21 February								
22 February - 28	-	Edit submission Remove submission						

Quiz

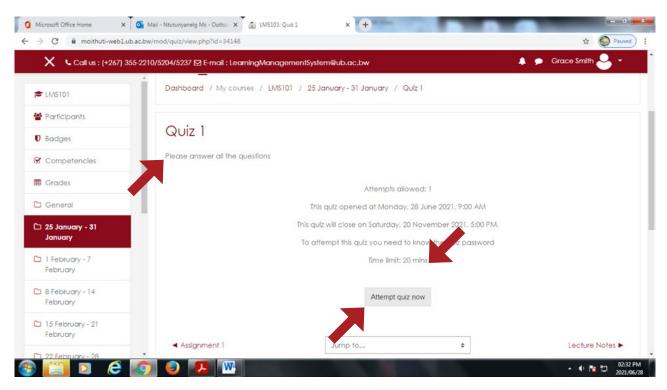
The quiz activity enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical.

How to attempt a quiz

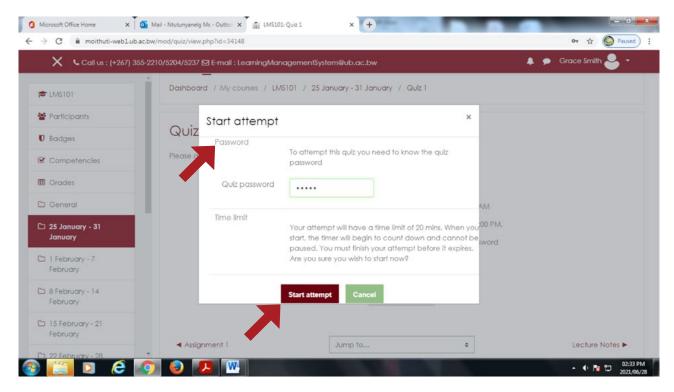
• Click on <Quiz 1> link

🗙 🕻 Call us : (+267) 35	5-2210/5204/5237 🖸 E-mail : LearningManagementSystem@ub.ac	.bw		• •	Grace Sn	nith 🐣	-
Participants	LMS_Practice Course Dashboard / My courses / LMS101						
Competencies			Activities				
Grades	Announcements	Your progress 🕢	 Assignments Chats 				
) General) 25 January - 31 January	25 January - 31 January		 Chais Fedback Forums Interactive Content Quizzes 				
1 February - 7 February	Chat		Resources				
	Discussion Forum		Calendar				
8 February - 14 February	Assignment 1	8	×	lun	e 2021	>	
15 February - 21 February	Quiz 1						
	Lecture Notes		Mon	lue Wed	Thu Fri	Sat Sun 5 6	

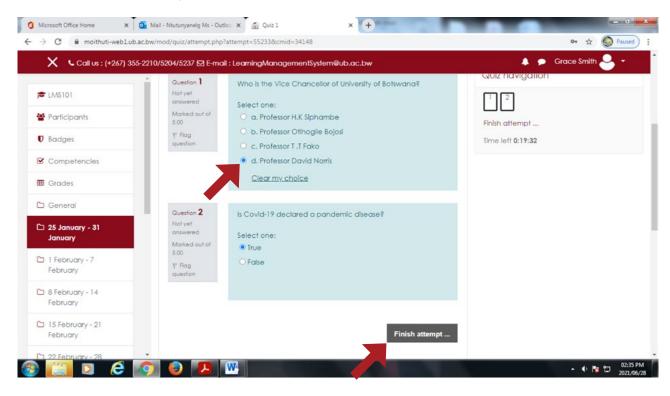
- Read instructions and click <<u>Attempt quiz now</u>>
- Note that the quiz is timed.



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

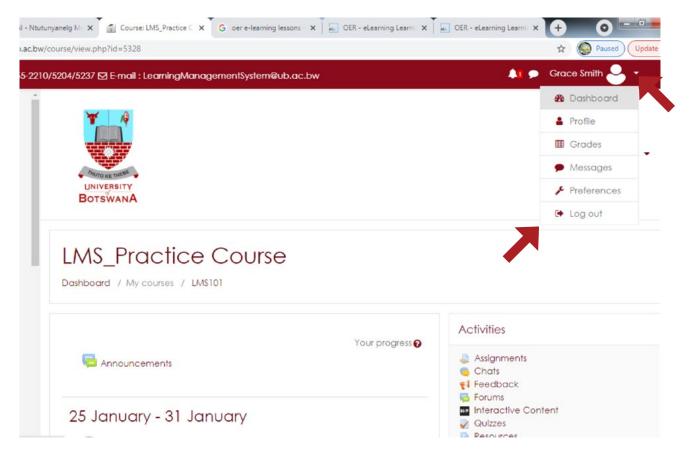


- Select correct answers then click <Finish attempt>
- You can return back to questions or click <Submit all and finish>



How to logout

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



UBeL MOODLE ASSISTANCE | learningmanagementsystem@ub.ac.bw • ext: 2210/5204/5237