THE OPEN UNIVERSITY OF TANZANIA
INSTITUTE OF EDUCATIONAL AND MANAGEMENT
TECHNOLOGIES

STUDENT USER GUIDE
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System Setup

Browsers
Before logging into OUTLeMS, you will need to make sure you have a compatible browser. Recommended browsers when using OUTLeMS include:
• Google Chrome
• Firefox

Other Applications
In order to view some files, media or other items that may be available in your course, you may need some of the following software:
• Adobe Flash
• Windows Media Player
• Java
• Adobe Reader

Technical Support
If you encounter any problems while using OUTLeMS. Please contact: E-learning Development and Multimedia Section.

Contact Information

7th Floor, ODL tower
Phone:+255 778 532 334
Email: info.elms@out.ac.tz
Hours:08:00 am – 18:00p.m
Monday to Friday:
Logging in to OUTLeMS
The Open University of Tanzania OUTLeMS address is http://elms.out.ac.tz/
When the page loads, click on Login located at the left corner.

You will then need to enter your username and password:

Username: Saris Username
(For example: first name (Initial letter)Surname.Registration number )

Password: As provided by OUTLeMS administrator/authorised staff.

You will be prompted to change your password after your first login.

If you experience any difficulties logging in, please contact E-learning Development and Multimedia Section. Using the contact information provided on the previous section.
The Home page
After successful logging the “Home page” will open, the Home page will give you the access to the courses and other services that OUTLeMS offers to a student.
Navigating OUTLeMS

One method to navigate within OUTLeMS is to use "Navigation block". Navigation block appear at the top left column of every page and tell you what you can access through OUTLeMS.
My profile

You can customize your profile and some OUTLeMS settings using the Settings block. Steps to follow: My profile settings -> Edit profile.

In “Edit Profile” the settings highlighted in red with a star (asterisk) are required. As your profile will be public within OUTLeMS, please keep your profile content appropriate.

- Edit general settings

![General settings form]

You can edit your general information on OUTLeMS.
• **Edit user picture**

You can upload a **Picture** of yourself using this box. You can **drag** the file into the box with the blue arrow, or click the **Add** button to find the file and upload it.

• **Editing interest, additional names and optional**

You can add your other names here.

You can list your **interests** here. They will show on your profile as tags.

If you want to list other contact information, you can enter it here. This is completely optional.
Change password
You can change your password on OUTLeMS using the Settings block.

Steps to follow: My profile settings -> Change password.

In “Change password” the settings highlighted in red with a star (asterisk) are required. The password must have at least 6 characters.
Navigating Your Course

Course Layout
Your OUTLeMS course will display in a **3 column view**. The broad centre column is where most of the course materials and activities are located, organized by Topics, Weeks or Modules. This content column is divided into large squares, or "sections," and can include several different kinds of activities, resources, and links set up by your instructor.

- **3 column view**
Using Blocks
The rectangular sections on the left and right sides of your course's main page are "blocks." Your instructor controls which blocks appear on your course page, so the blocks will vary by course.

Left Column
- **Navigation Block** provides access to MyHome, Site pages, My profile and My courses. Those items with indicate hidden content. Click the arrow to expand or collapse content. Items in **red** are **hyperlinks** that will take you directly to that area of OUTLeMS.
- **Settings Block**: Your instructor has the option to make the grade book available to students.
- **My Courses** block contains links to all of your enrolled courses.
- **Grades**: This shows the scores of a student on a particular course, topic and module.
- **Online users**: This shows users who are accessing OUTLeMS at the current time

Right Column
- **Upcoming Events** block lists class events that will be coming soon.
- **Quiz results** block shows the score of a particular quiz performed by a student
Assignments

Your instructor may require you to upload digital content and/or submit online responses for grading. For example, essays, spreadsheets, presentations, webpages, photos, video clips or a typed paragraph response may be required.

There are two ways of assignment submissions recently:

1. File submissions (students submit a file(s) for assessment)
2. Online tests

When you enter an assignment, you will see the instructor’s directions to complete the assignment.

1. File submission

To submit a file submission, complete the following steps:

1. Click the ‘Add submission’ button to bring up the file upload page.
   - File submission window

2. Click on Add and select your file(s) from the computer. You can also ‘drag and drop’ the file(s) into the submission box.

3. Click ‘Save Changes’.
1. **Submission status window & edit submission window**

If changes are required, click on ‘Edit my submission’. Once ready to submit, click ‘Submit assignment’.

2. **Online tests**

To submit an online text submission, students complete the following steps:

   a. Click the ‘Add submission’ button to bring up the online text editor page:
   b. Type the relevant text into the HTML editor, or paste from a previously written file.
   c. Click ‘Save Changes’.
Forum Definitions:

- Post – any message within the forum, including the discussion topic and any replies.
- Subject – the title of a post.
- Message – it can be student’s views, opinions or answers to the discussion title.
- Attachment – students can attach different resource which relates to the discussion title.
- Thread – A string of replies (or replies of replies) to an original post.
- Topic – The subject of the original post of a thread.

- **Topic/module discussion forum**

**Lecture 1: Introduction**

- Lecturer 1:
- Further Materials
- SECTION 1 Assignment
- Section 1 Forum

**Add a new discussion**

**Section 1 Forum**

Here is the title of discussion

Here you can add topic to a discussion
• Your new discussion topic.

Once ready to submit, click 'post to forum'.

Drag your file here
Forum Etiquette

To keep our online community safe and welcoming, it is important to follow a few guidelines when posting within the course forums:

Be nice

- No ‘flaming’ – in other words, avoid personal attacks, pettiness, and abuse. Respect other users, and if you disagree with them, explain why.
- No ‘trolling’ – trolls are posts deliberately designed to provoke an angry response. That doesn’t mean you can’t be controversial, if you really mean it.
- No personal disputes – if it gets personal, take it offline.
- Avoid typing in ALL CAPS, which is considered shouting or yelling.
- Learn to let go – don’t keep harping on about the same thing.
- If someone else’s post offends you, don’t immediately fight back online. Consider whether they really meant to cause offence. It can be easy to sound rude without meaning to, but if you really are troubled by the post, don’t respond – take it to your teacher instead.

Be effective

- Post in the most appropriate forum.
- Stay on topic – try to focus on the original topic. In particular, don’t change subject in the middle of an existing thread – start a new topic.
- Conversely, don’t start a new topic if your post relates to an existing one – reply to the existing thread.
- When starting a new topic, make the subject line clear and informative.
Quizzes

- Quiz icon

Once you enter a quiz, you will see instructions provided by your instructor, the attempts allowed, the date and time the quiz is available, and when the quiz will close. To begin the quiz, select the Attempt quiz now button.

If the quiz allows for multiple attempts and you have made an attempt, the button will read Reattempt quiz. If the quiz only allows a single attempt, a window will appear asking if you wish to continue.
Once you begin the quiz, be sure to read each question carefully. You can flag questions that you wish to skip and/or later review.

Quizzes can have multiple pages. Click the Next button located directly under the last question to move to the next page. Clicking Next on the final page of the quiz will conclude the quiz.

- Quiz summary, return to attempt and submit all and finish windows

Clicking “Submit all and finish” will end your attempt. A prompt will appear to confirm. Once accepted it cannot be reversed.

At the completion of the Quiz, the summary of attempt is produced by OUTLeMS for a student.

NB: Re-attempt of the Quiz is possible only if the TIME hasn’t elapsed.
Quiz navigation
OUTLeMS quizzes have a navigation window located on your left hand side of the page. A grey background indicates an answered question. The black outlined number indicates flagged questions. You can click on the numbers to jump to those questions. When you have completed the quiz, select Finish attempt.
**Grade book**
If your instructor uses the Grade Book feature, you will be able to view your grades by selecting Grades, located in the Settings Block.

<table>
<thead>
<tr>
<th>Grade Item</th>
<th>Calculated weight</th>
<th>Grade</th>
<th>Range</th>
<th>Percentage</th>
<th>Feedback</th>
<th>Contribution to course total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Information Systems</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Module 9: Discussion Questions</td>
<td></td>
<td></td>
<td>0–100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Module 8: Discussion Questions</td>
<td></td>
<td></td>
<td>0–100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Module 10: Discussion Questions</td>
<td></td>
<td></td>
<td>0–100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Module 1: Discussion Questions</td>
<td></td>
<td></td>
<td>0–100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Take away Assignment 2nd face to face</td>
<td></td>
<td></td>
<td>0–100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course total</td>
<td></td>
<td></td>
<td>0–100</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Course evaluation**
After the completion of the course, the student is required to perform a course evaluation. The course evaluation is performed by filling an evaluation form that has been prepared by the course facilitator/instructor.

**Steps: Course evaluation -> fill the evaluation form -> submit the form**

- Course evaluation

Fill the evaluation form by checking the check boxes and filling the text area sections.
<table>
<thead>
<tr>
<th>Responses</th>
<th>Not yet</th>
<th>Almost never</th>
<th>Seldom</th>
<th>Sometimes</th>
<th>Often</th>
<th>Almost always</th>
</tr>
</thead>
<tbody>
<tr>
<td>In this online unit...</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. I prefer that my learning focuses on issues that interest me.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. I found that my learning focuses on issues that interest me.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. I prefer that what I learn is important for my professional practice.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. I found that what I learn is important for my professional practice.</td>
<td></td>
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</tr>
<tr>
<td>5. I prefer that I learn how to improve my professional practice.</td>
<td></td>
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</tr>
<tr>
<td>6. I found that I learn how to improve my professional practice.</td>
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</tr>
<tr>
<td>7. I prefer that what I learn connects well with my professional practice.</td>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**49. How long did this survey take you to complete?**

**50. Do you have any other comments?**

- **Click here to submit your evaluation form**

- **Fill the check boxes**

- **Fill with text on text area fields**

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Logging out

After the completion of any task in OUTLeMS a student is required to Log out from the system (Important due to Information security).

Steps: On the left top most corner Click where you see your name -> down arrow -> Log out.