











**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.

OUT E learning Home OUT Website Student Mail Saris AVU Courseware MIT Cour

 **OUTLeMS**

Home ► Log in to the site


**Log in**

Username

Password

Log in

[Forgotten your username or password?](#)

Cookies must be enabled in your browser 

Hi!  
For full access  
All you need to  
page!  
If someone else  
different userna

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.



The screenshot shows the OUTLeMS Home page. At the top, there is a navigation bar with links: Home, OUT Website, Student Mail, Saris, AVU Courseware, and MIT Courseware. The user's name, Francis Mashalla, is displayed in the top right corner. The main content area features a large 'Welcome to the OUT Learning Management System' message, a central image of a laptop, tablet, and smartphone, and a 'Course categories' section with a link to 'Faculty of Science Technology and Environmental Studies (2)'. On the left, there are two callout boxes: 'Navigation block' pointing to the 'NAVIGATION' menu and 'Settings block' pointing to the 'ADMINISTRATION' menu. On the right, there are three widgets: 'VC Speech' with a video player, 'CALENDAR' for October 2016, and 'ONLINE USERS' showing (last 15 minutes).

**Navigation block**

- NAVIGATION
- Home
  - My home
  - Site pages
  - My profile
  - My courses

**Settings block**

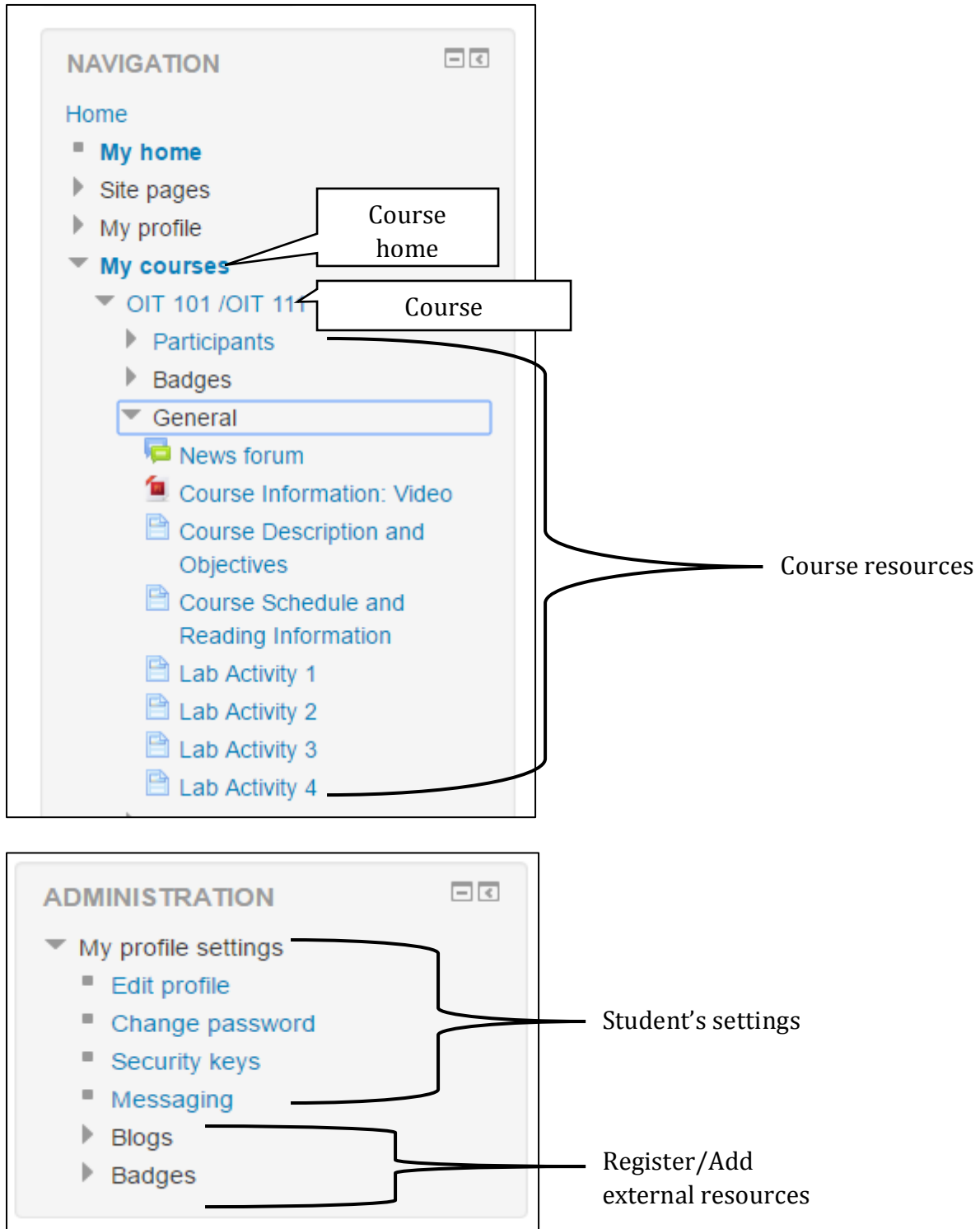
- ADMINISTRATION
  - My profile settings
    - Edit profile
    - Change password
    - Security keys
    - Messaging
  - Blogs
  - Badges

**CALENDAR**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## 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

**First name\***

**Surname\***


**Email address\***








**City/town**

**Select a country**

**Timezone**

**Preferred theme**

**Description** 

Paragraph **B** *I*       

You can edit your general information on OUTLeMS

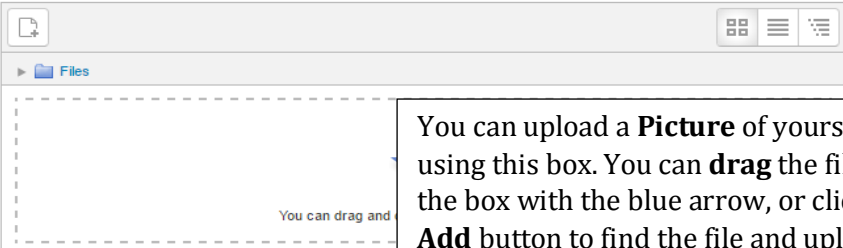


- **Edit user picture**

▼ User picture

Current picture None

New picture ? Maximum size for new files: 600MB, maximum attachments: 1



The image shows a file upload interface. At the top left is a document icon with a plus sign. Below it is a folder icon labeled 'Files'. A large dashed rectangular box is positioned below the folder icon, with a blue arrow pointing into it from the right. Below the dashed box, the text 'You can drag and' is visible. To the right of the dashed box is a button labeled 'Add'. At the top right of the interface are three icons: a grid, a list, and a search icon.

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.

Picture description

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

▼ Additional names

First name - phonetic

Surname - phonetic

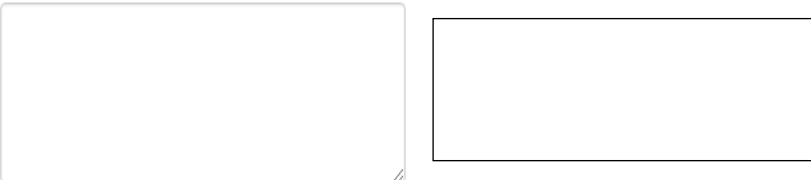
Middle name

Alternate name

You can add your other names here.

▼ Interests

List of interests ? Enter tags separated by commas

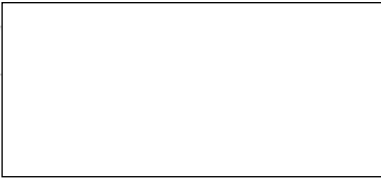


The image shows two empty text input boxes. The first box is larger and has a small icon in the bottom right corner. The second box is smaller and is positioned to the right of the first box.

▼ Optional

Web page

ICQ number



The image shows a large empty text input box, likely for a bio or additional information.

## 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.**

### Change password

**Username** francis.mashalla

The password must have at least 6 characters

**Current password\***

**New password\***

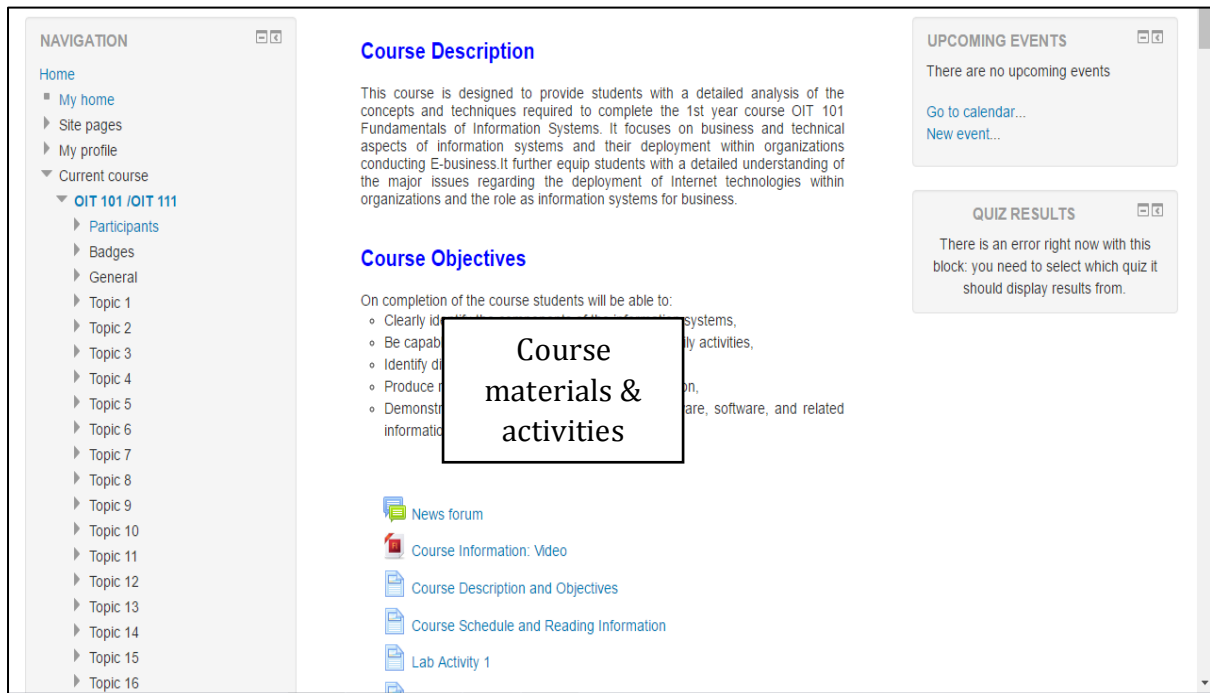
**New password (again)\***

# 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**



- **Course topics/modules**

The screenshot displays two topic sections. Each section is titled 'Topic X' followed by 'Module X: Information System Fundamentals' (for Topic 3) or 'Module X: Information System Hardware' (for Topic 4). Below each title is a list of resources with corresponding icons: a document icon for 'Module X: Notes', a video icon for 'Lecture X: Video PPT', a slide icon for 'Module X: Slide', and a document icon for 'Reference and Further Readings'. A rectangular box on the right side of the screenshot is labeled 'Course topics/modules'. A large right-facing curly bracket on the left side of the screenshot groups the resource lists for both topics, labeled 'Topic/module resources'.

### 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:

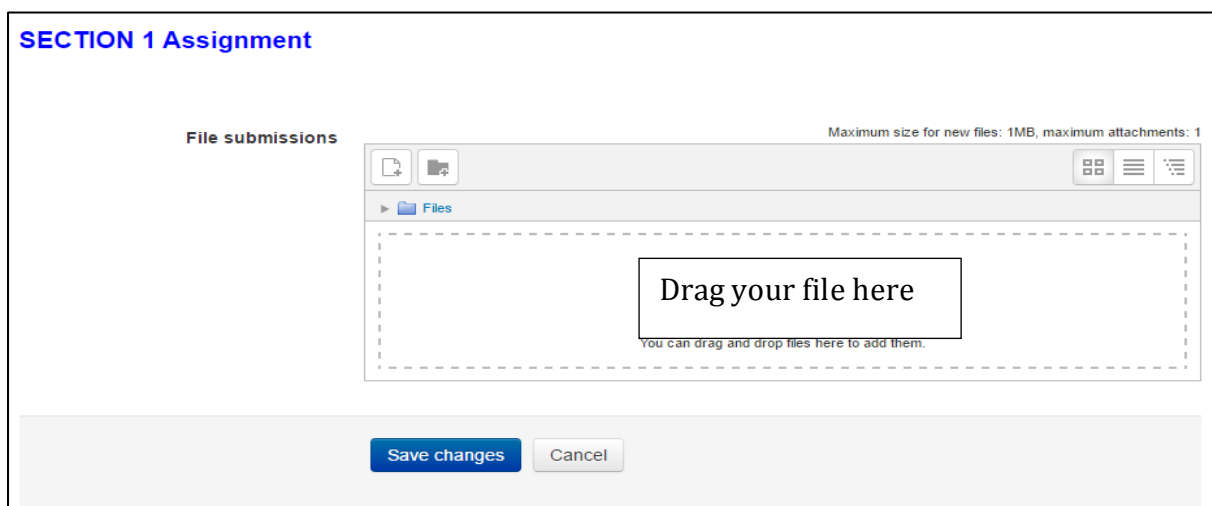
1. File submissions (students submit a file(s) for assessment)
2. Online tests

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'.

- Submission status window & edit submission window

**Submission status**

Submission status	Submitted for grading
Grading status	Not graded
Due date	Tuesday, 1 November 2016, 11:59 AM
Time remaining	3 days 12 hours
Last modified	Friday, 28 October 2016, 11:37 AM
File submissions	<a href="#">2008 attended several course on the use and applications of computer all at Presbyterian Junior Seminary.docx</a>
Submission comments	▶ <a href="#">Comments (0)</a>

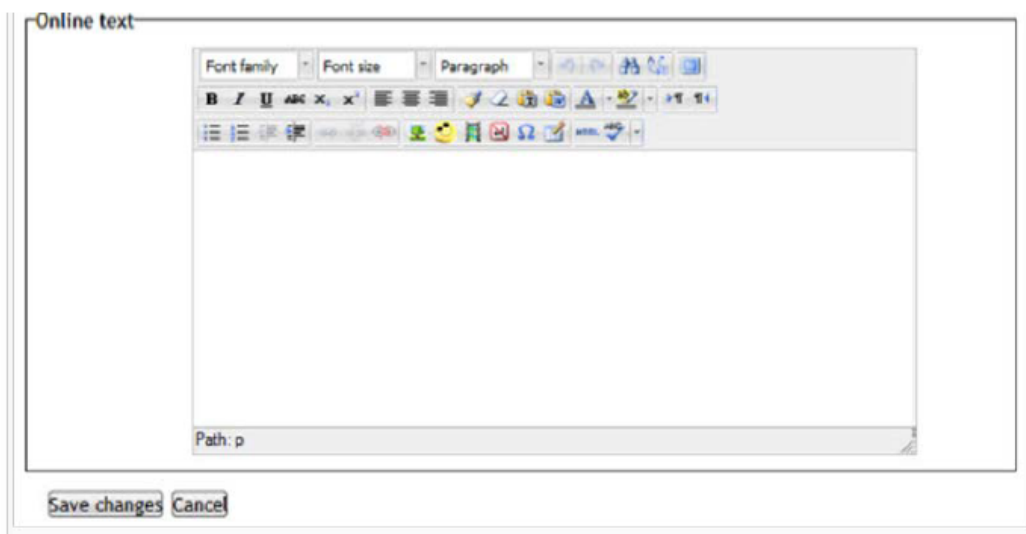
Make changes to your submission

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:

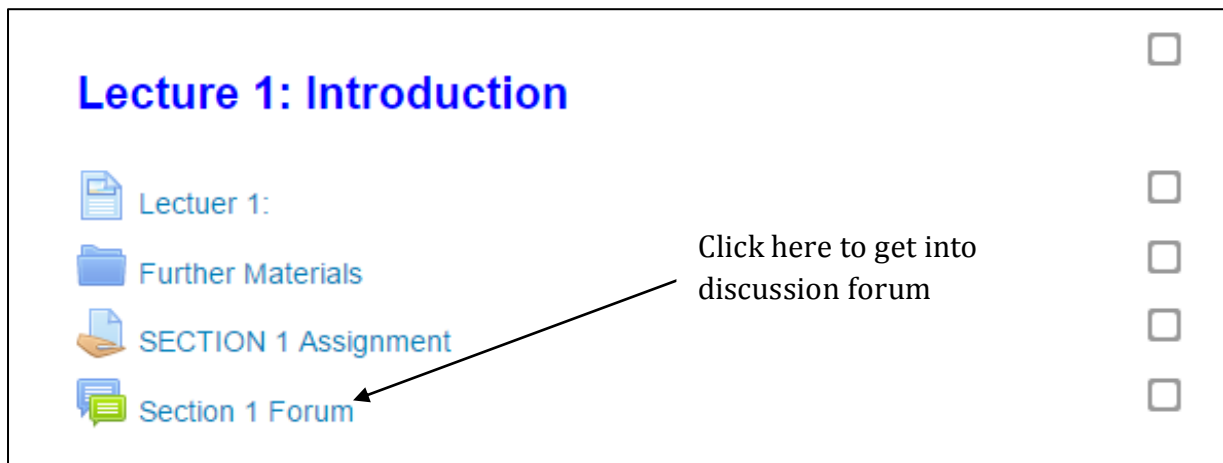
- Click the 'Add submission' button to bring up the online text editor page:
- Type the relevant text into the HTML editor, or paste from a previously written file.
- Click 'Save Changes'.



## FORUMS

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**



- Add a new discussion



- Your new discussion topic.

**Section 1 Forum**

FIFO AND SRJF

▼ Your new discussion topic

**Subject\***

**Message\***

Paragraph **B** *I*

Path: p

**Discussion subscription** ? Send me notifications of new posts in this discussion ▼

**Attachment** ? Maximum size for new files: 600MB, maximum attachments: 9

Files

Drag your file here

You can drag and drop files here to add them.

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

**Post to forum** Cancel



## 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

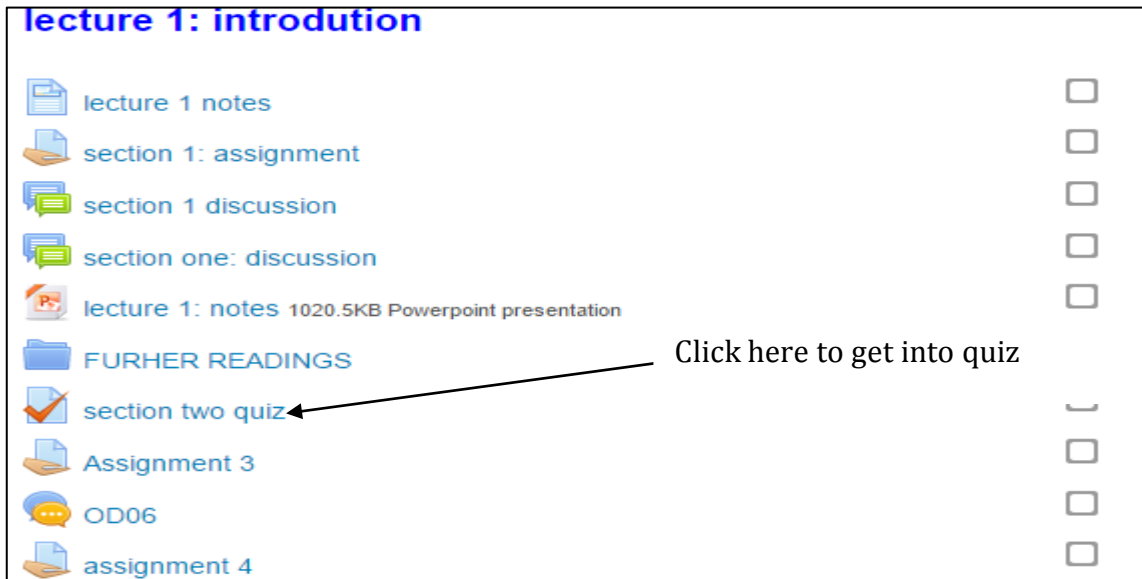
- No 'flaming' – in other words, avoid personal attacks, pettiness, and abuse. Respect other users, and if you disagree with them, explain why.
- No 'trolling' – trolls are posts deliberately designed to provoke an angry response. That doesn't mean you can't be controversial, if you really mean it.
- 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

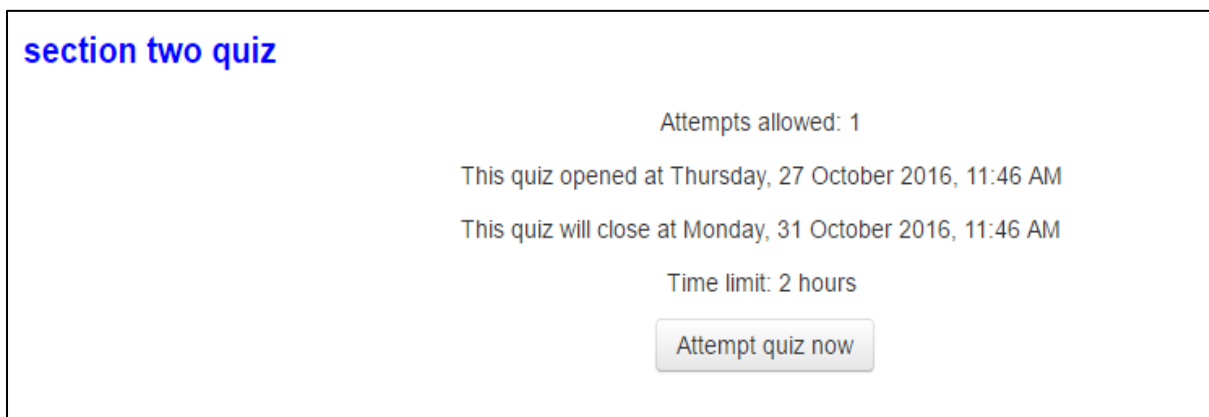


The screenshot shows a course navigation menu with the following items and their corresponding icons:

- lecture 1 notes (document icon)
- section 1: assignment (assignment icon)
- section 1 discussion (discussion icon)
- section one: discussion (discussion icon)
- lecture 1: notes 1020.5KB Powerpoint presentation (Powerpoint icon)
- FURHER READINGS (folder icon)
- section two quiz (document icon with a checkmark) **← Click here to get into quiz**
- Assignment 3 (assignment icon)
- OD06 (discussion icon)
- assignment 4 (assignment icon)

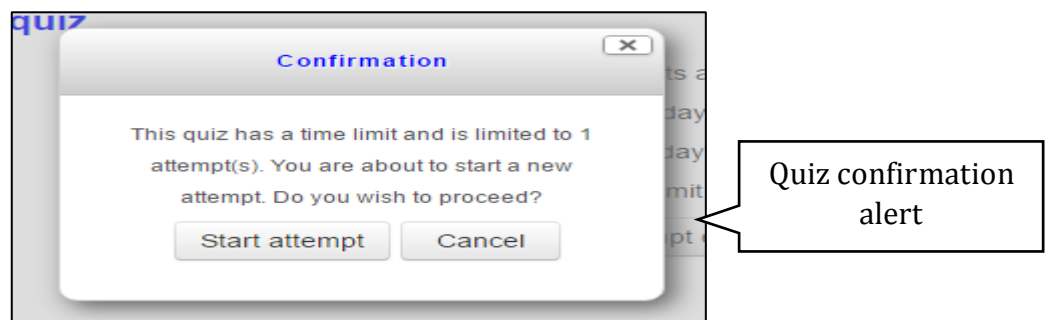
Each item has a small square checkbox to its right. The 'section two quiz' checkbox is checked.

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.



The screenshot shows the 'section two quiz' page with the following information:

- Attempts allowed: 1
- This quiz opened at Thursday, 27 October 2016, 11:46 AM
- This quiz will close at Monday, 31 October 2016, 11:46 AM
- Time limit: 2 hours
- Attempt quiz now** button




The screenshot shows a 'Confirmation' dialog box with the following text:

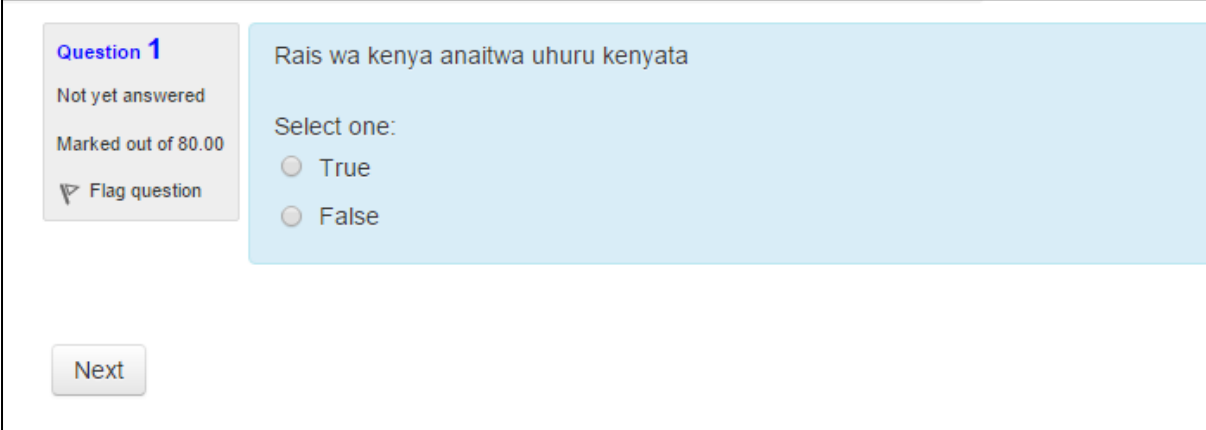
This quiz has a time limit and is limited to 1 attempt(s). You are about to start a new attempt. Do you wish to proceed?

Buttons: **Start attempt** and **Cancel**

**Quiz confirmation alert**

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  that you wish to skip and/or later review.

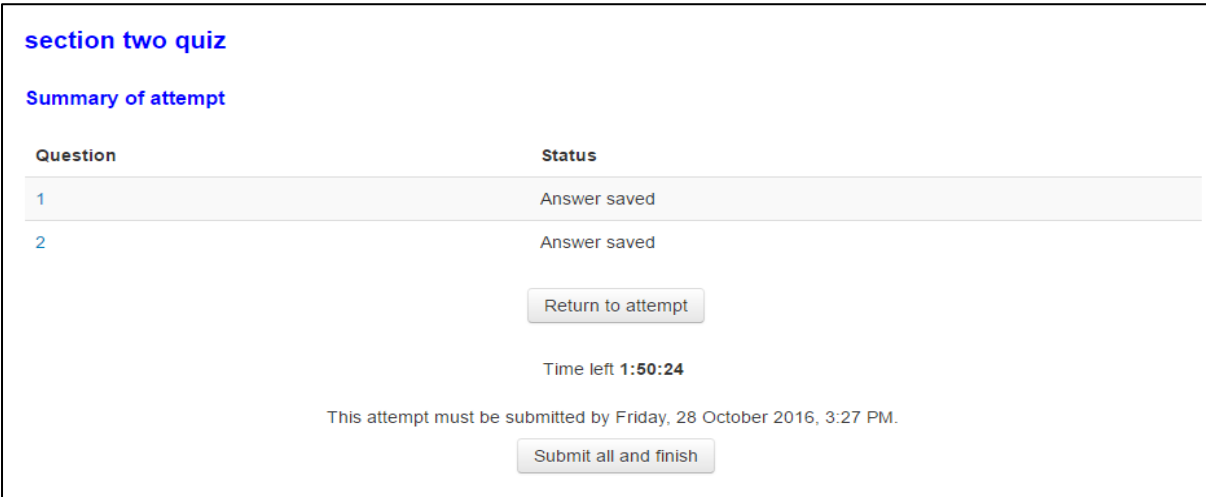


Quizzes can have multiple pages. Click the **Next** button located directly under the last question to move to the next page. Clicking **Next** on the final page of the quiz will conclude the quiz.

- 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.



Question	Status
1	Answer saved
2	Answer saved

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.

**User report - Francis Mashalla**

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
<b>Fundamentals of Information Systems</b>						
Module 9: Discussion Questions	-	-	0-100	-	-	-
Module 8: Discussion Questions	-	-	0-100	-	-	-
Module 10: Discussion Questions	-	-	0-100	-	-	-
Module 1: Discussion Questions	-	-	0-100	-	-	-
Take away Assignment 2nd face to face	-	-	0-100	-	-	-
<b>Course total</b> Simple weighted mean of grades.	-	-	<b>0-100</b>	-	-	-

## 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

**Course Evaluation**

Please use this Moodle environment. Your feedback will be useful in making the future improvement of the course.

**Click here to open the evaluation form**

 OED 634 Course Evaluation 

- Filling the evaluation form

Fill the evaluation form by checking the check boxes and filling the text area sections.

Responses

	Not yet	Almost never	Seldom	Sometimes	Often	Almost always
In this online unit...						
1 I prefer that my learning focuses on issues that interest me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 I found that my learning focuses on issues that interest me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 I prefer that what I learn is important for my professional practice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 I found that what I learn is important for my professional practice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 I prefer that I learn how to improve my professional practice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6 I found that I learn how to improve my professional practice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7 I prefer that what I learn connects well with my professional practice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Fill the check boxes**

49 How long did this survey take you to complete?

50 Do you have any other comments?

**Click here to continue**

**Click here to submit your evaluation form**

**Fill with text on text area fields**

## 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.

