

COLLEGE OF BUSINESS EDUCATION

MOODLE LEARNING MANAGEMENT SYSTEM (LMS)

STUDENTS' USER MANUAL/GUIDE

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V.1.0

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INTRODUCTION

In this guide you will be introduced to the basics of participating in an online course or as part of your regular class. This orientation is separate and can be printed on paper, you will need to refer to it at the same time as taking notice of what is displayed on screen.

The actual appearance on screen is governed by settings on your own computer plus what courses you are enrolled in, and as a result what you see may be slightly different from that shown in the examples.

Please follow the steps in the order shown until you have completed the sections on entering the course and basic navigation.

COLLEGE OF BUSINESS EDUCATION LEARNING MANAGEMENT SYSTEM (LMS) MOODLE STUDENT MANUAL GUIDE

This Manual guide provides students with a step-by-step instructions on how to use Moodle LMS

How to Log in to Moodle

Go to the Internet explorer or any browser and type in the **URL: www.lms.cbe.ac.tz** or visit the College of Business Education website address: www.cbe.ac.tz and click on the **SERVICE** link in the main menu then select E- Learning System in the displayed drop down list submenu by clicking it.



- Online Application

- Staff Mail

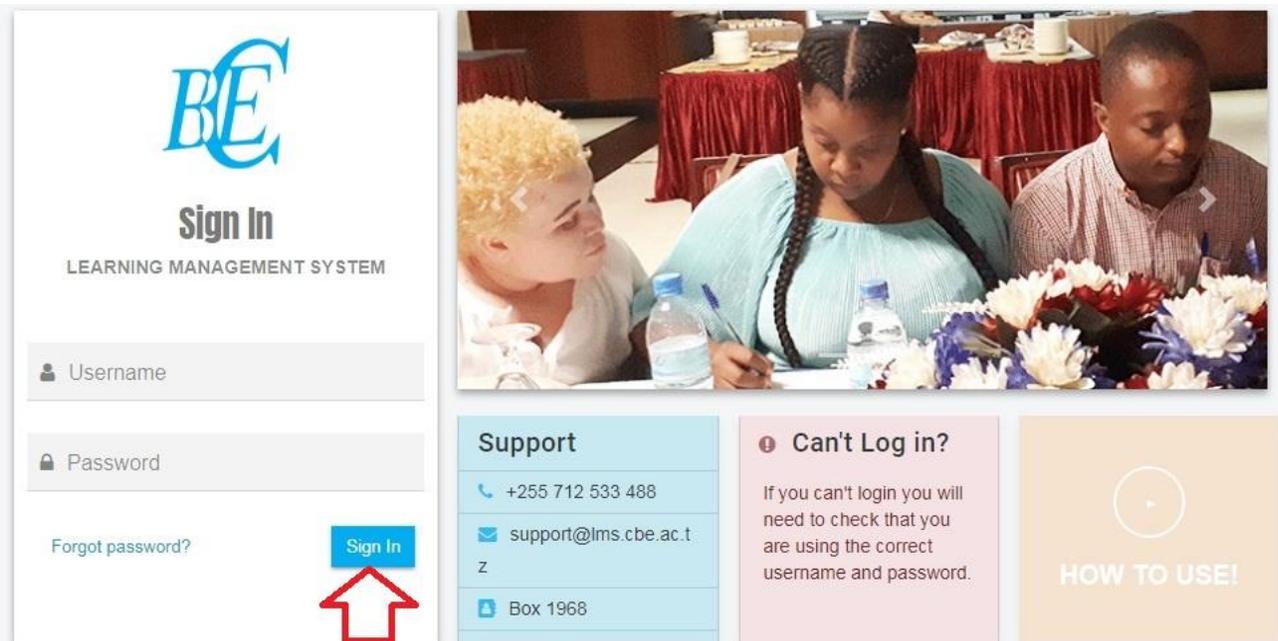
- Library

- SARIS

- E-Learning System



Enter your User ID and Password and click Sign on/Login or press Enter. The home page displays, containing a list of links to all your Moodle courses.



What to do if you're Logins fails?

Login may fail for a number of reasons:

You may not have entered either your User ID or Password correctly.

In the **USER NAME** field, ensure that you have typed your **REGISTRATION NUMBER** e.g. **04.5473.02.01.2019**.

In the Password: Your default **PASSWORD (2018@Cbe?_)** is case sensitive. Check on your keyboard that Caps Lock is on you may not be currently enrolled in the online course. After Login you will be forced to change your password instantly and required to put complex password (**mixed with characters, symbols, numbers, Lowercase and Upper Case**).

How to reset forgotten Password

If you forget or want to change your password, you can do this via your LMS –Moodle site login screen.

LMS – Moodle Site login screen

- First, go to your Moodle login screen.
- Second, locate the link: **Forgotten Password?** You will be redirected to a page that asks you to enter your **Username** or **Email address**. Once you've entered your information **an email will be sent to the email address** you registered with, instructing you on how to change your password.

How to sign and using Email Address

NOTE: We have already created Google Account email for All **STUDENTS**. Remember to **ONLY** use your **Newly Created** Google Account **username email address** which is your [registration number@students.cbe.ac.tz](mailto:registration_number@students.cbe.ac.tz) e.g.

04.5473.02.01.2019@students.cbe.ac.tz.

Go to the Internet explorer or any browser and type in the **URL: www.gmail.com**, In the **USER NAME** field, ensure that you have typed your [registration number@students.cbe.ac.tz](mailto:registration_number@students.cbe.ac.tz) e.g. 04.5473.02.01.2019@students.cbe.ac.tz and **default password: 12345678** when signing in your email address. Don't forget to change your email address after successfully first login.

In case you encounter any technical or administrative problem with your online access, please do not hesitate to contact the **E – Learning Coordinator**

Mr. Mafuru Altenausi

Email: lms-support@cbe.ac.tz

Mobile Phone: 0712 533 488 *(It will be wise to observe the reasonable time of a day for making a phone call)*

Working days: Monday – Friday 8:30am – 04:00pm

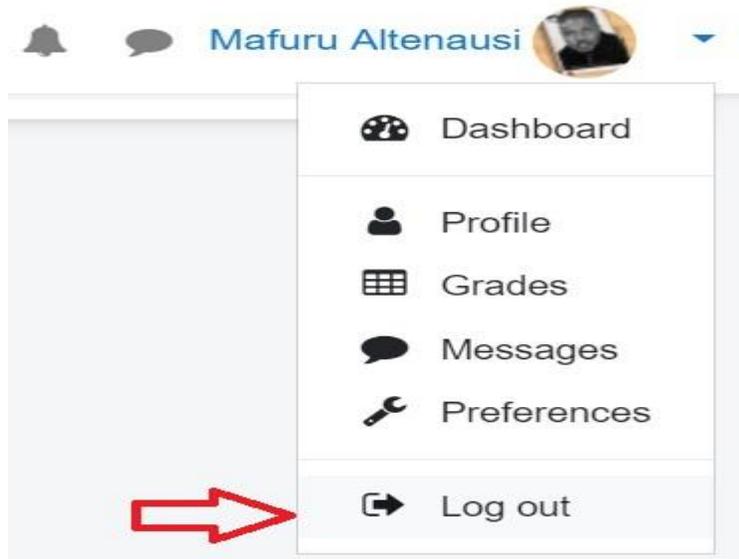
Access to Moodle course content and Logging Out

Once you are logged into Moodle, you will be directed to your Moodle home page.

All course Modules you are enrolled into will be displayed under **Course Overview (1)**. Click on the name of the course Module to view the course home page.

Search for a course content by navigating to **Site Home (2)** and using the search tool.

To log out, click Log out (3) at the drop-down menu under your **name**.



Session timeout:

When you are logged in Moodle and you are inactive for a substantial period of time, your session will expire. If you attempt to access the Moodle page, the Login page will display with the message: Your session has timed out. If this happens to you, please log in again afresh.

How to Edit Your Moodle Profile

Your profile determines what information other users can see about you in a Moodle system. It's also where you choose how you want to receive email from Moodle, edit default forum preferences and edit text.

On the 'my home page' or the course home page, click on your name to open the dropdown menu, then **profile (1)**, Followed by edit **profile (2)** on the following page.

-  Dashboard
-  Profile
-  Grades
-  Messages
-  Preferences
-  Log out



User details

Email address

a.mafuru@cbe.ac.tz

Country

Tanzania, United Republic Of

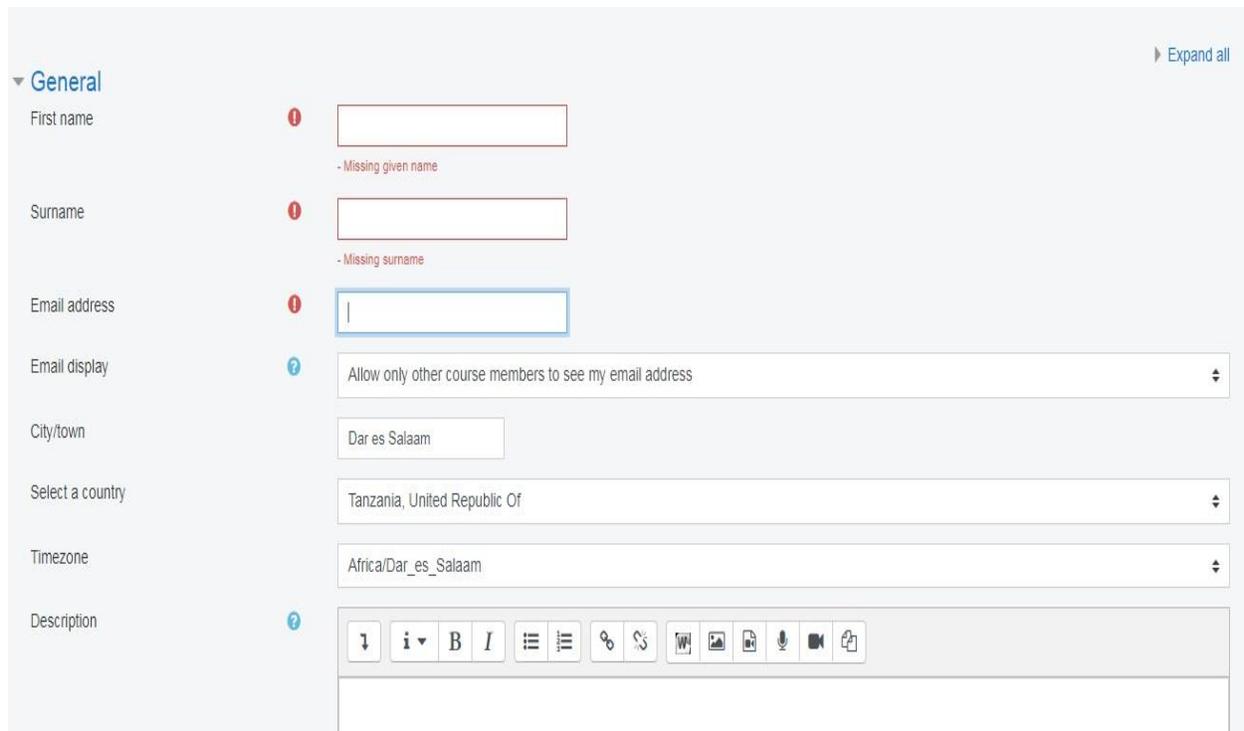
City/town

Dar es Salaam

[Edit profile](#)



On the Site pages page, your basic details will display, along with default selections of a number of different settings:

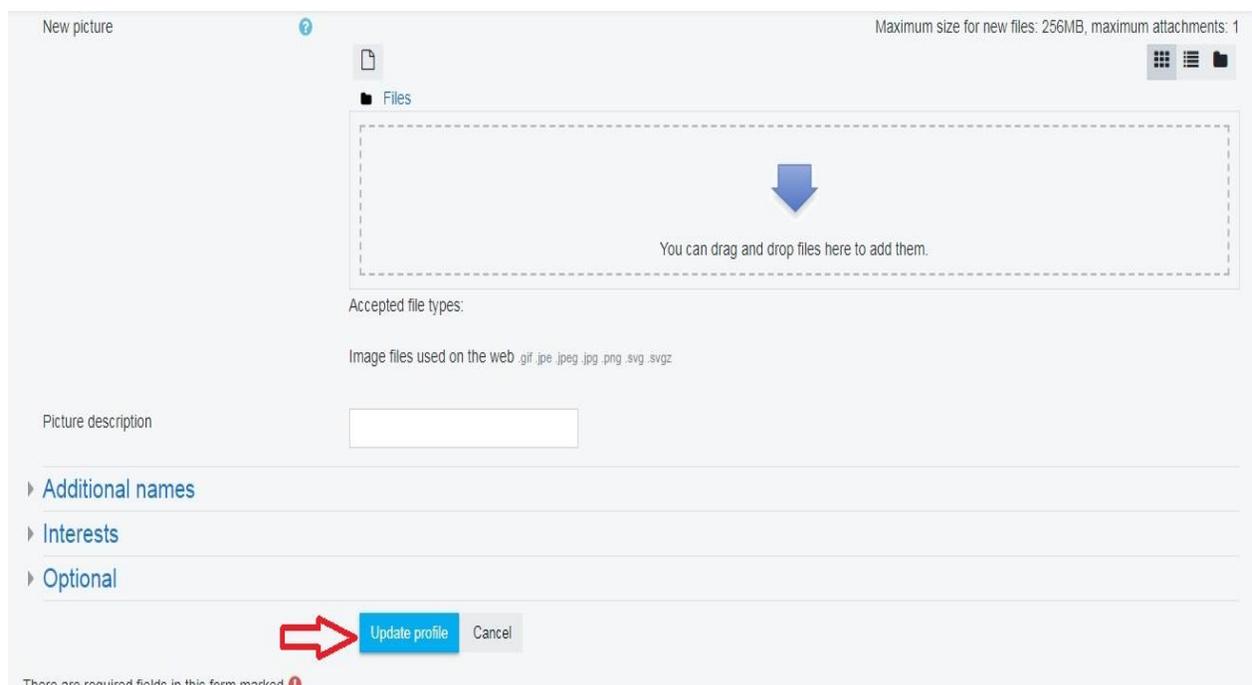


The screenshot shows the 'General' section of a Moodle profile editing page. It includes the following fields and settings:

- First name:** An empty text box with a red error icon and the message '- Missing given name'.
- Surname:** An empty text box with a red error icon and the message '- Missing surname'.
- Email address:** An empty text box with a red error icon.
- Email display:** A dropdown menu set to 'Allow only other course members to see my email address'.
- City/town:** A text box containing 'Dar es Salaam'.
- Select a country:** A dropdown menu set to 'Tanzania, United Republic Of'.
- Timezone:** A dropdown menu set to 'Africa/Dar_es_Salaam'.
- Description:** A rich text editor with a toolbar containing icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, insert link, insert image, insert video, insert audio, and insert file.

An 'Expand all' link is visible in the top right corner.

To continue editing your profile, enter your personal descriptions. Ensure that this is appropriate for display to instructors and to other students using Moodle system.



The screenshot shows the 'New picture' section of a Moodle profile editing page. It includes the following elements:

- Maximum size for new files:** 256MB, maximum attachments: 1.
- Files:** A dashed box representing a file upload area with a blue arrow pointing down and the text 'You can drag and drop files here to add them.'
- Accepted file types:** Image files used on the web: .gif, .jpe, .jpeg, .jpg, .png, .svg, .svgz.
- Picture description:** An empty text box.
- Additional names:** A section with a right-pointing arrow.
- Interests:** A section with a right-pointing arrow.
- Optional:** A section with a right-pointing arrow.
- Buttons:** A blue 'Update profile' button and a grey 'Cancel' button. A red arrow points to the 'Update profile' button.

At the bottom, a message states: 'There are required fields in this form marked [red error icon]'.

To change your photo in your profile, select **User picture** and use the file picker to upload a file. Note: the picture must be in either JPG or PNG, which Moodle resizes to 100x100 size.

You may list your interests (i.e. academic, leisure or both), separating each tag from the next with a comma.

Complete any relevant fields, remembering that these details will display on your profile page for instructors and other students to view.

Click on **Update Profile** to save your changes. The updated View profile page will display. Check to ensure that the image and all other information displays as you wish.

How to submit an Assignment

1. Click the **Assignment**  **title** on the Moodle course home page. The assignment summary page appears where you can clearly view any details your instructor may have provided as well as the due date for the assignment.

Assignment 1: Can One Person Make A Difference?

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Tuesday, 15 October 2019, 12:00 AM
Time remaining	4 days 9 hours
Last modified	-

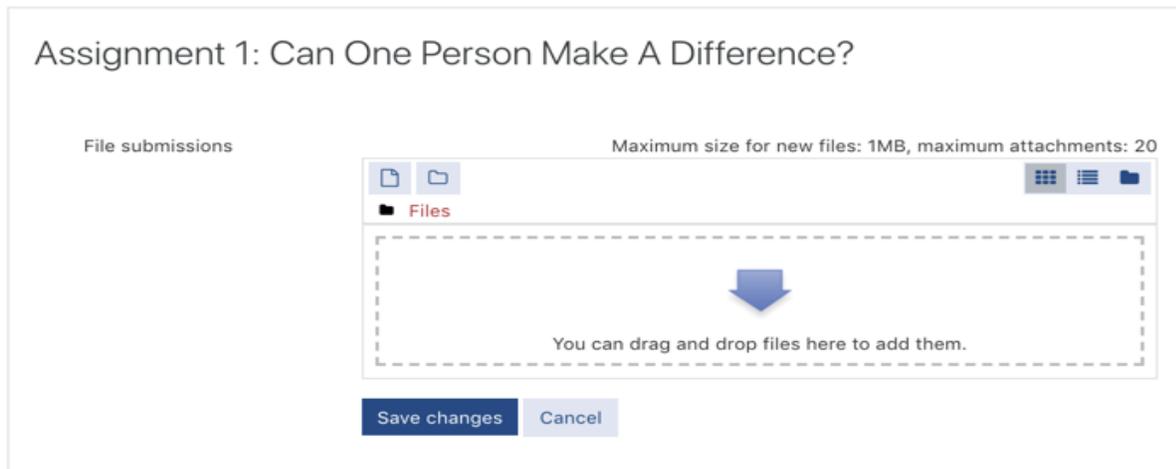
Submission comments

▶ **Comments (0)**

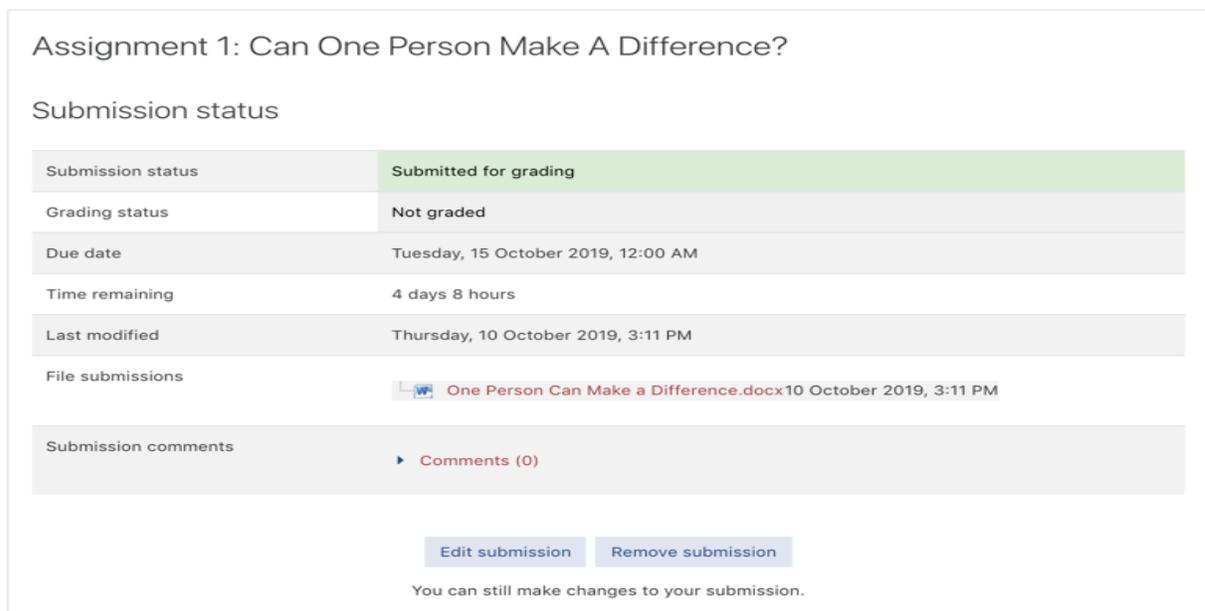
[Add submission](#)

You have not made a submission yet.

2. Click **Add submission** to begin the process for submitting your assignment. You can upload an assignment file by dragging and dropping your file into the marked area (dashed rectangle). Alternatively, you can click the Add button to add a file from your local computer. The options available to you may vary depending on what your instructor has setup.



3. Click the **Save** changes button to add your submission to the assignment. The submission status page appears showing details such as your grade status, submission file(s), assignment due date and time remaining, and date/time of when you last modified your submission.



- Depending on the options selected by your instructor, you may be required to click a **Submit button** to finalize the submission. Once you click Submit assignment, you will not be able to delete or submit any other file(s). If you do not click the Submit assignment button, your assignment will remain in draft status and will not be submitted for grading.
- If comments are enabled for the submission, click the **Comments link** to type an optional message, and click the Save comment button to include it as part of your submission.

How to verify your Assignment has been submitted.

Once you have submitted your work through the Assignment module, you can check back for the status of your submission, update your submission (if enabled) or check any feedback that has been added by your instructor.

To confirm that your assignment has been submitted:

Click the **Assignment**  **Title** on the Moodle course home page. The submission status page appears showing details such as the **grading status, assignment due date and time remaining, date/time of when you last modified your submission, and submission file(s) and/or comments.**

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Tuesday, 15 October 2019, 12:00 AM
Time remaining	3 days 15 hours
Last modified	Thursday, 10 October 2019, 3:11 PM
File submissions	 One Person Can Make a Difference.docx 10 October 2019, 3:11 PM
Submission comments	▶ Comments (0)

Viewing Your Assignment Grades

Click the **Assignment**  **Title** on the Moodle course home page. The submission status page appears showing details such as **the grading status, assignment due date and time remaining, date/time of when you last modified your submission, and submission file(s) and/or comments.** It will also show the **Grade assigned, when and who assigned along with Feedback comments/file, if any.** Please check with your instructor as to whether your grade should be available to you within Moodle.

Assignment 1: Can One Person Make A Difference?

Submission status

Submission status	Submitted for grading
Grading status	Graded
Due date	Tuesday, 15 October 2019, 12:00 AM
Time remaining	3 days 15 hours
Last modified	Thursday, 10 October 2019, 3:11 PM
File submissions	 One Person Can Make a Difference.docx 10 October 2019, 3:11 PM
Submission comments	▶ Comments (0)

Feedback

Grade	97.00 / 100.00
Graded on	Friday, 11 October 2019, 8:18 AM
Graded by	 Sairam Chinnam
Feedback comments	Great Reflection Piece. Well done!

To view grade and feedback in the course Gradebook, click **Grades** in the navigation block to open the Gradebook. The Gradebook will display the Grader report on the **View** tab

You may as well contact Mr. Leonidas M. Tibanga incase of any problem you may encounter

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