VALLEY VIEW UNIVERSITY

E-learning User Manual for Lecturers

Table of Contents

GETTING STARTED

1. Open a web browser, for example, Mozilla Firefox, Google Chrome or internet Explorer.

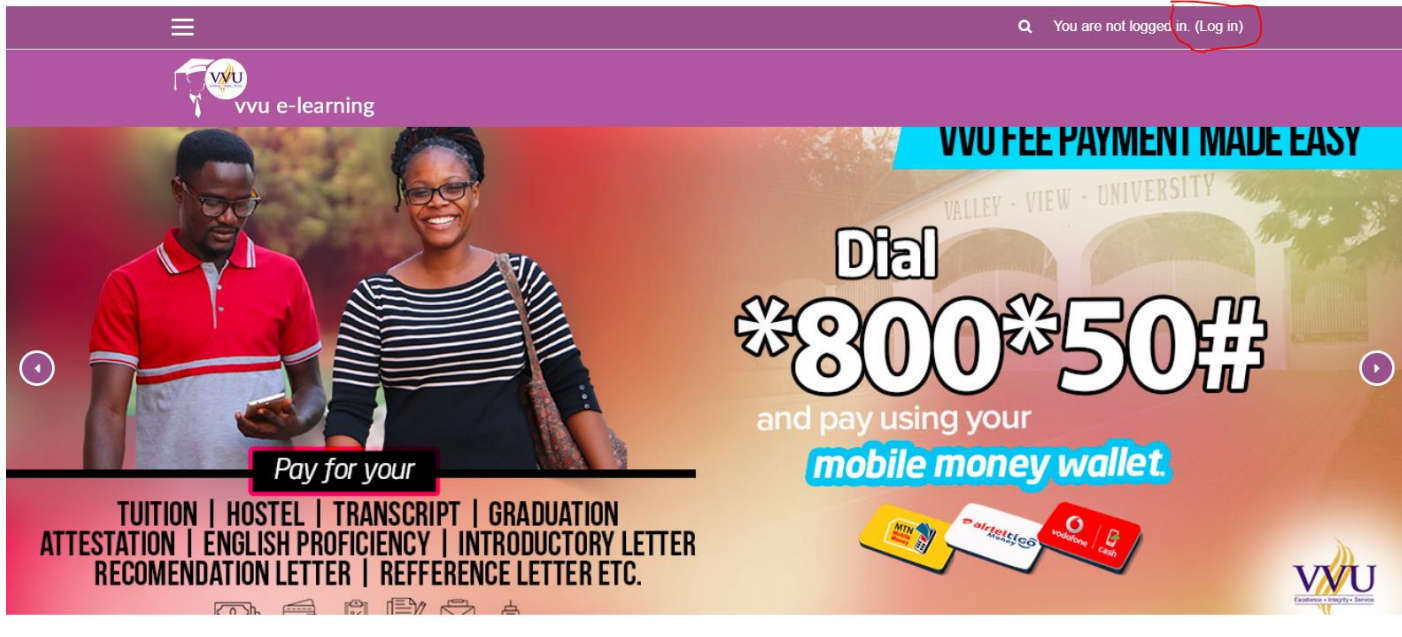2. Type the Web Address: (www.elerning.vvu.edu.gh) into the address bar.
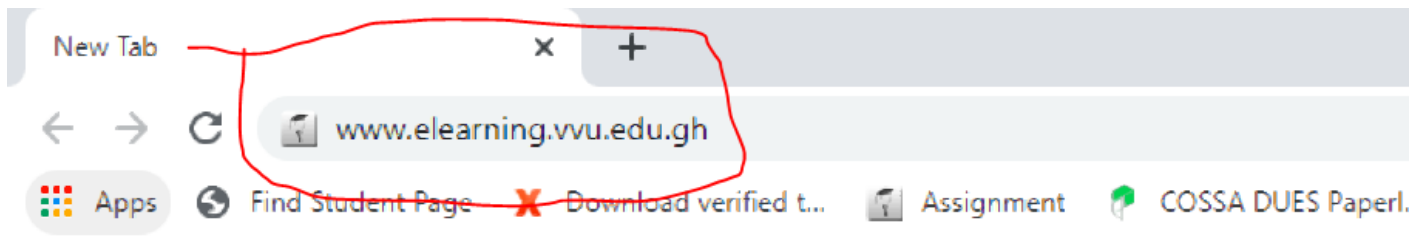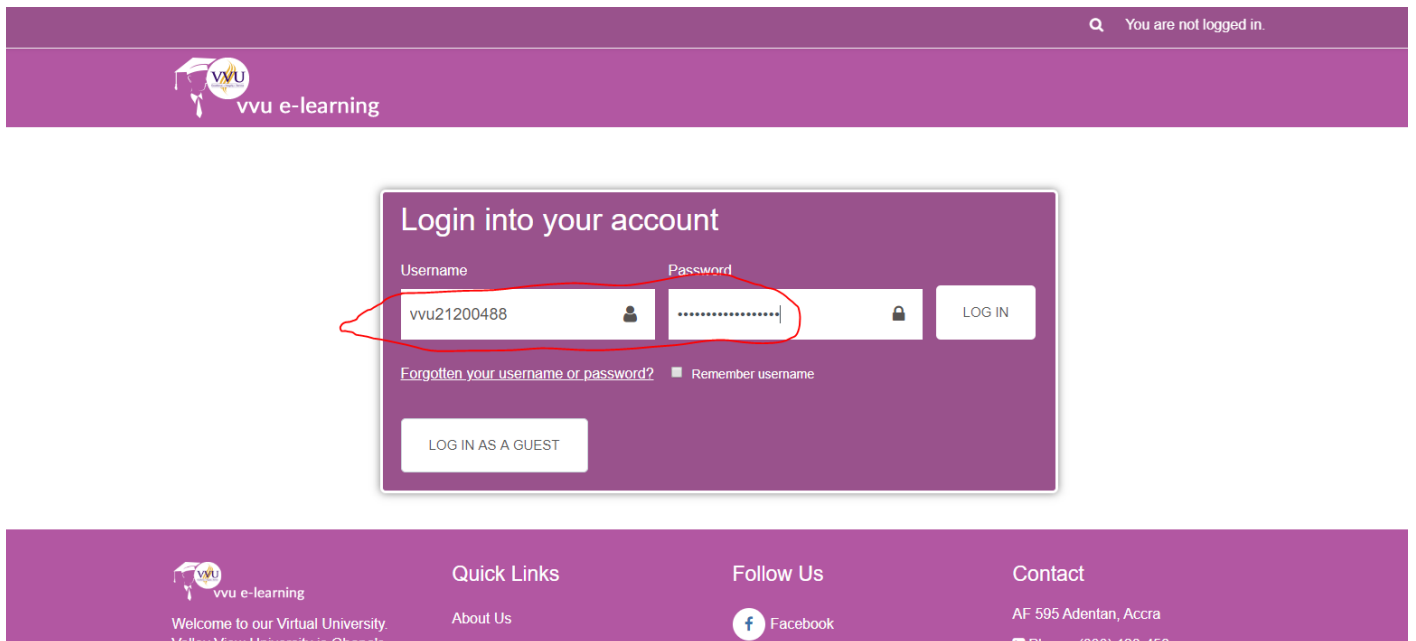
LOG IN

3. Click on **Log in**.

4. Fill in the input fields with your VVU Staff ID and iSchool password and click on the Log in button.

5. On your dashboard, you will find a display of the courses you have been allocated. Click on the allocated course you want to work on.

To edit the course, click on the gear icon (⚙) on the right and choose **turn editing on** in the dropdown.

UPDATING PROFILE

1. To update one's profile, click on dashboard. Click on the dropdown icon near to your name. This is located at the top right corner of your screen. Select preferences in the list of menu item
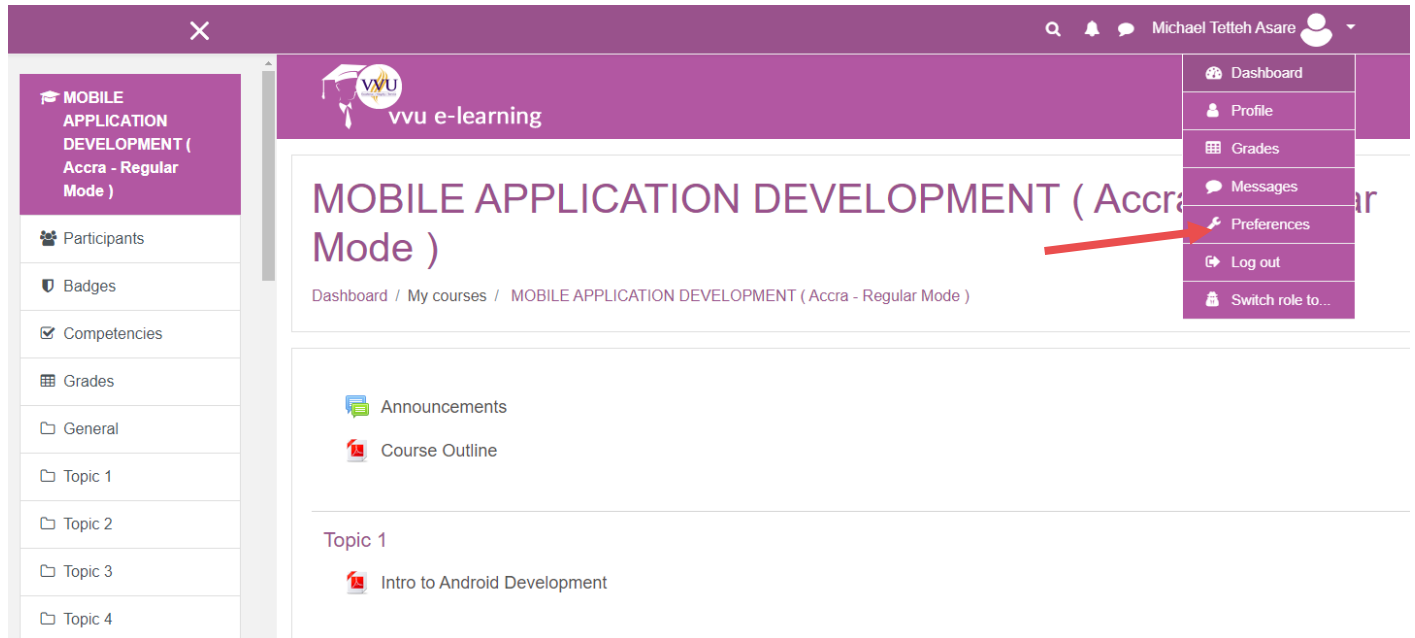
2. Click on edit profile. Make the necessary changes to your profile information.
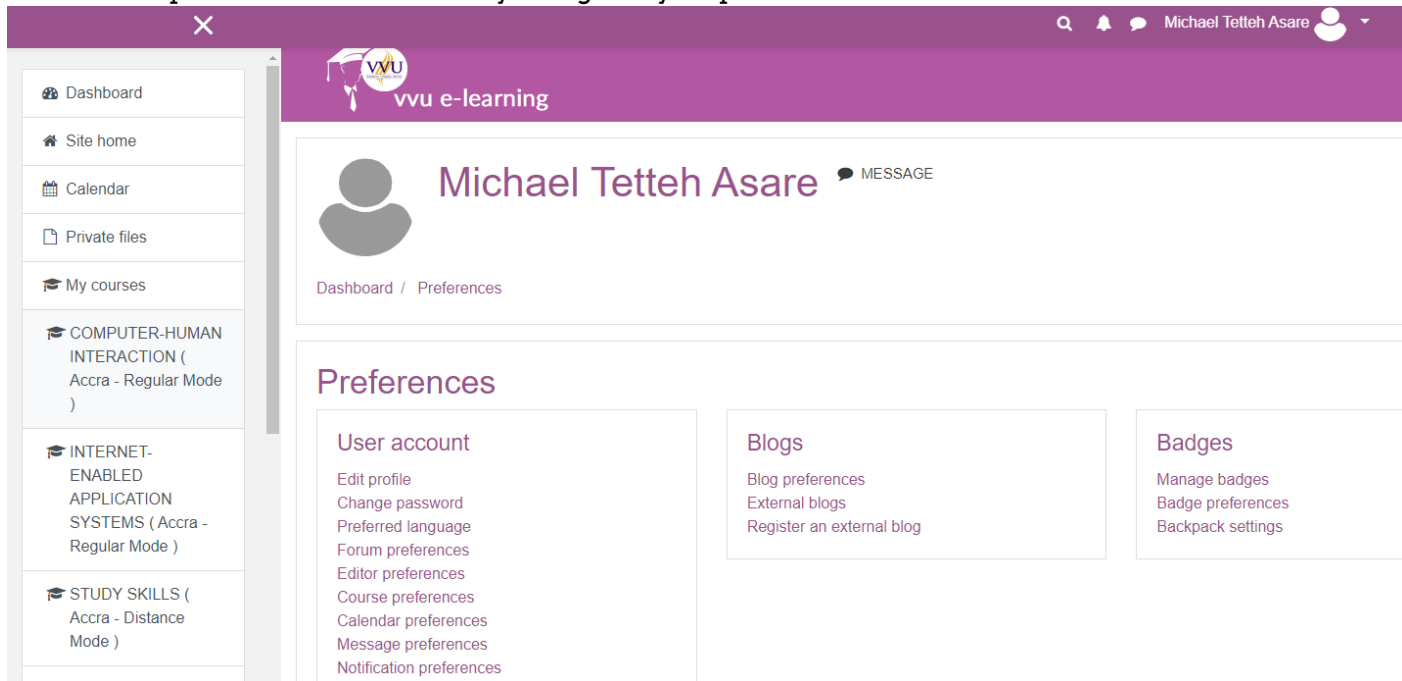
7. Locate your picture on your computer and drag and drop the image in the input field box labelled new picture. Click on update after the profile image is uploaded. Go to dashboard to see the necessary changes made to your account.

Dashboard

Site home

Calendar

Private files

My courses

COMPUTER-HUMAN
INTERACTION (
Accra - Regular Mode
)

INTERNET-
ENABLED
APPLICATION
SYSTEMS (Accra -
Regular Mode)

STUDY SKILLS (
Accra - Distance
Mode)

FUNDAMENTALS OF

User picture

Current picture   None

New picture   Maximum file size: 100MB, maximum number of files: 1

Files

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

ADDING AN ANNOUNCEMENT

1.   To change the announcement to a different caption (For example course outline or Introduction), click on the pencil icon close to the announcement. Note: The Edit icon is faint.
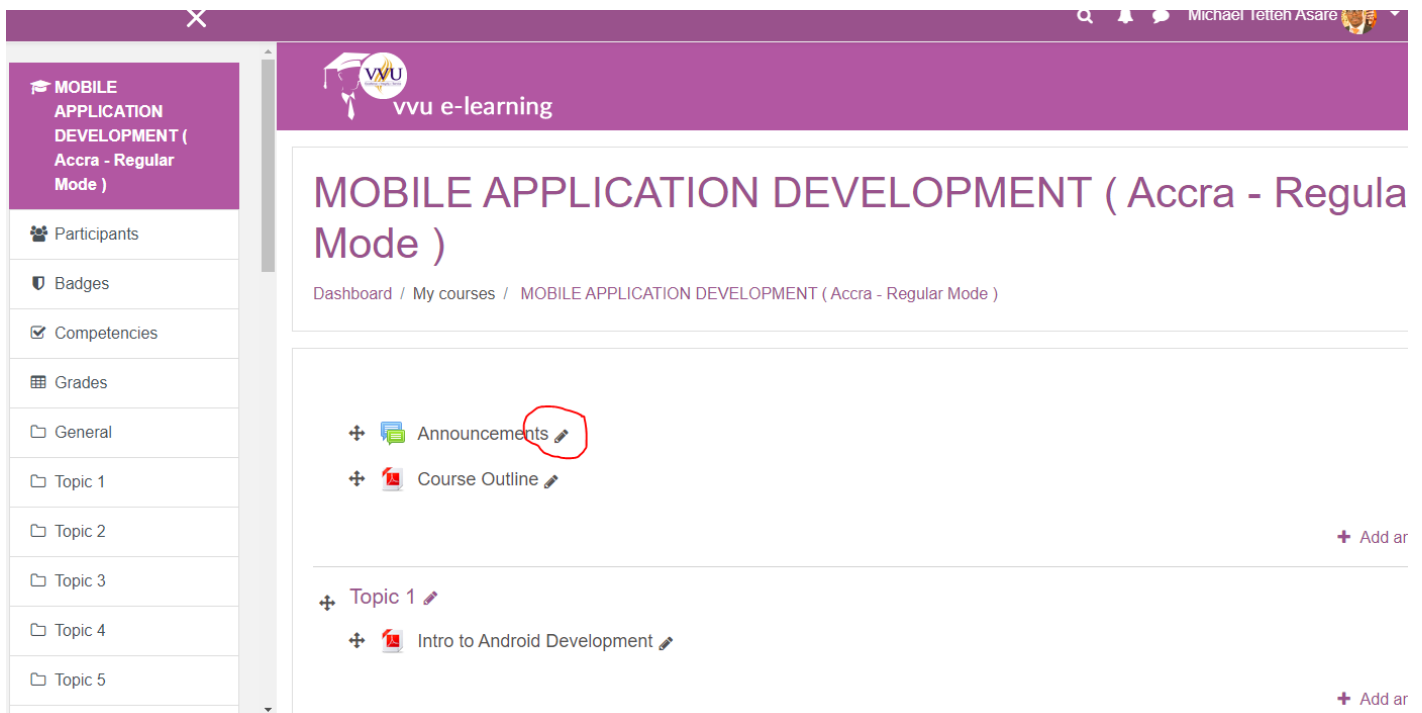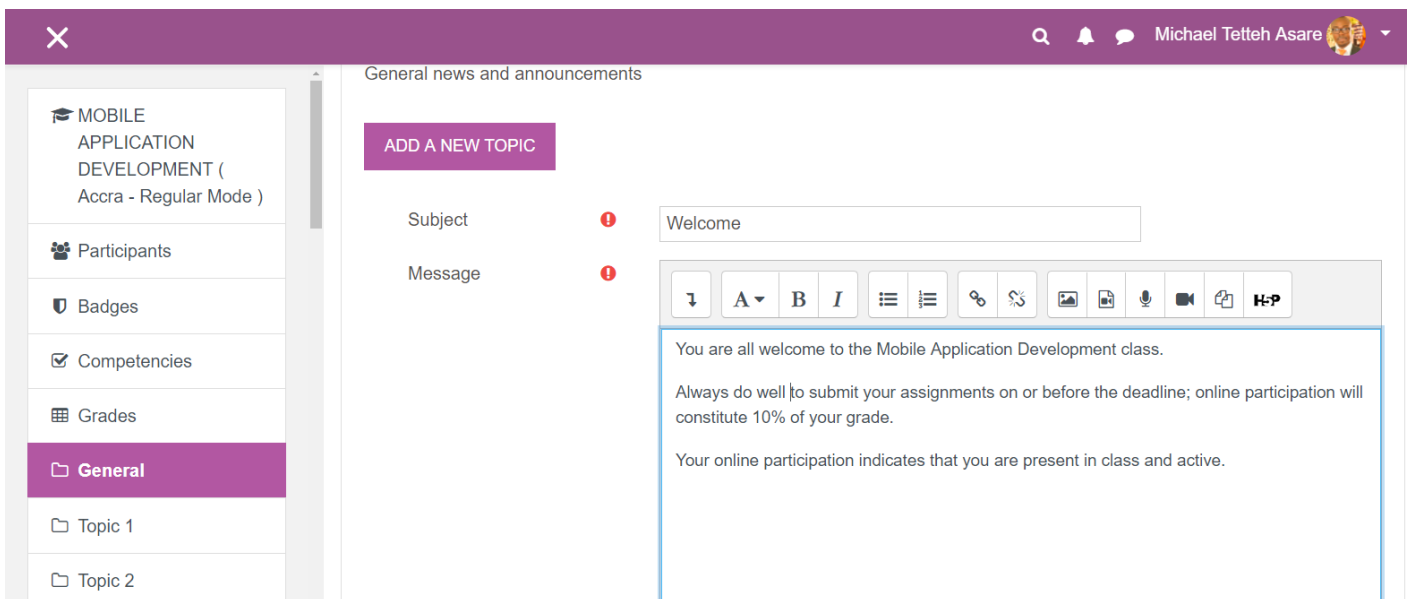
2. To add an announcement to be displayed, click on the announcement text. Click on Add a new Topic.
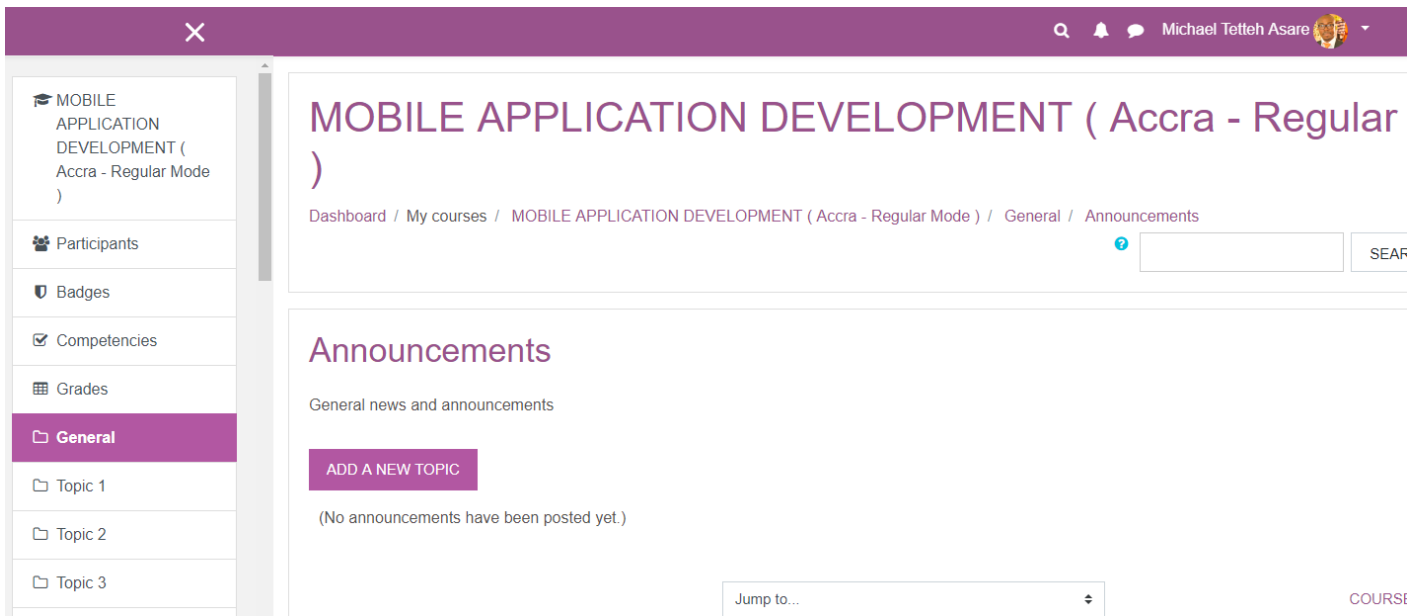

3. Add a topic title (eg: Welcome). Add a description in the input field labeled message.

ADDING A FILE (E.G. COURSE OUTLINE, POWERPOINT. PDF, ETC.)

1. **Click on Add and activity or resource**
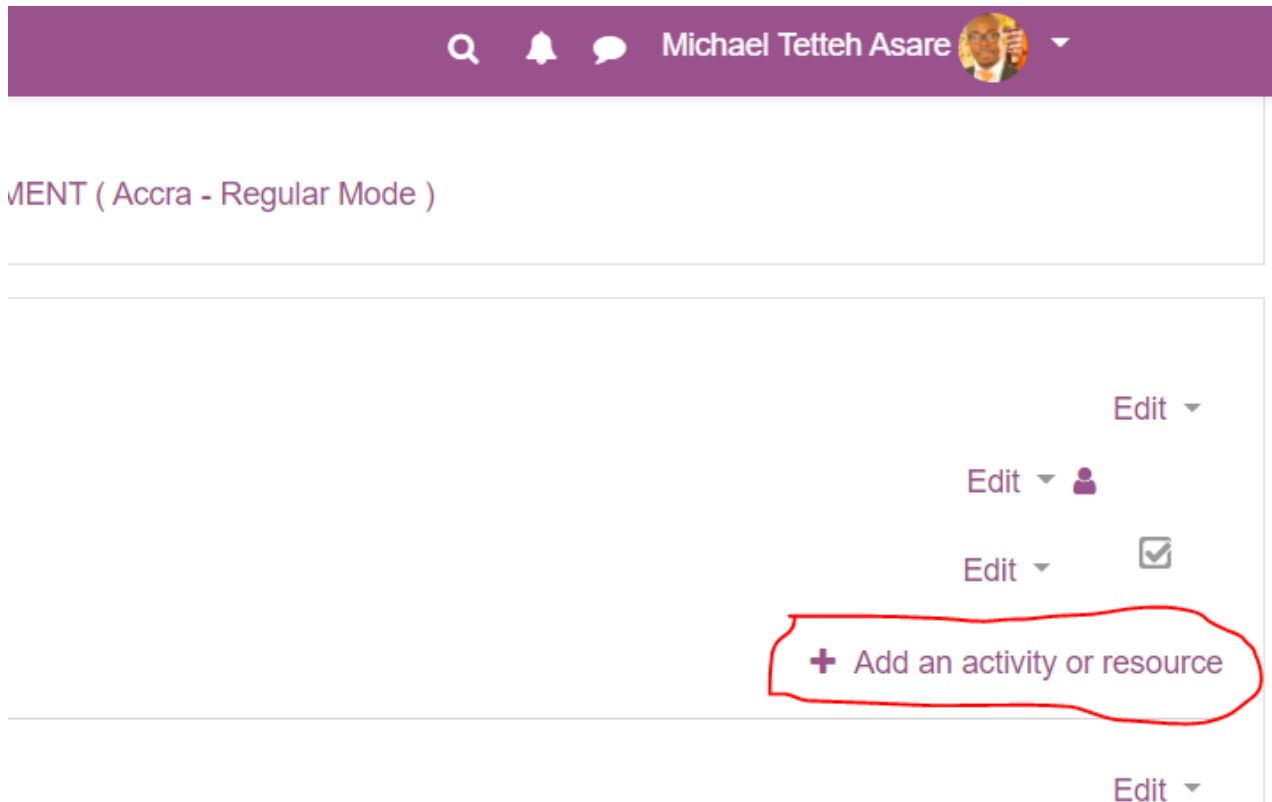
2. Select **File** and Click on **Add**
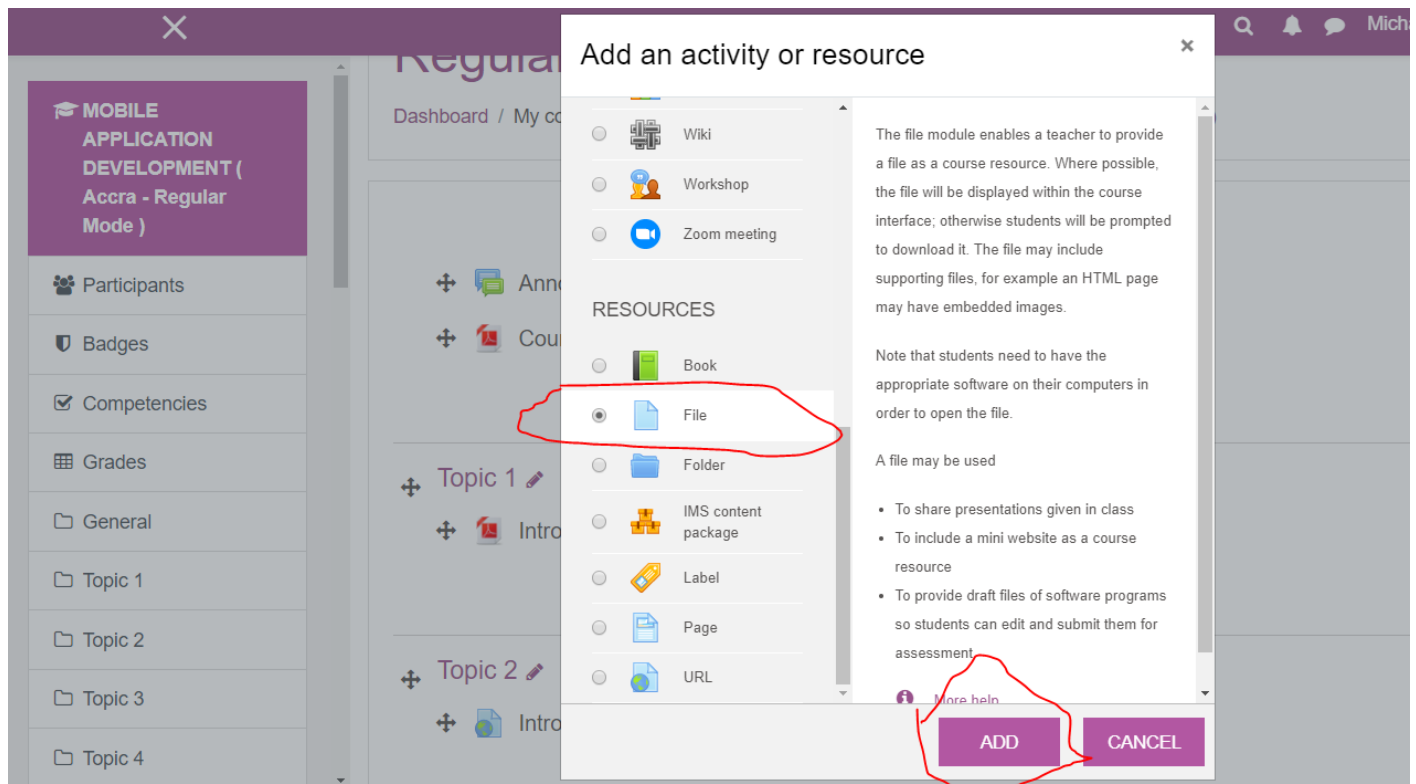
3. You can add a file to the page by dragging and dropping it into the input box labeled attachment.
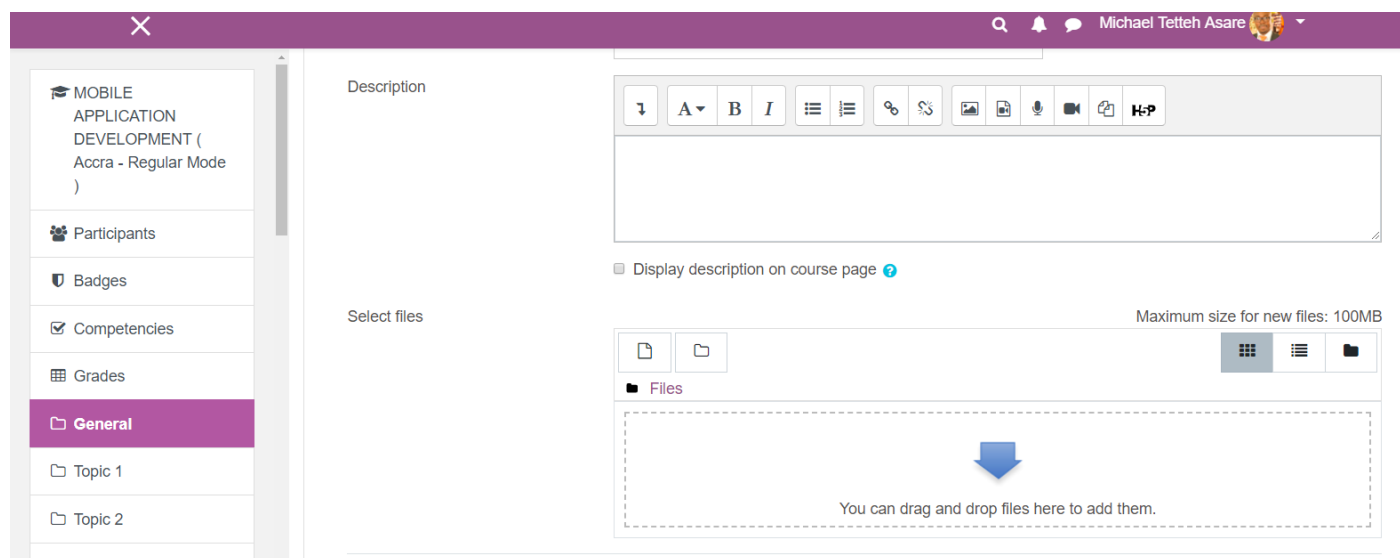
4. Alternatively, you can perform the same procedure in the third step by clicking on the add file icon located on top of the input field box. After clicking on the add icon a window will open like the one in the image below.
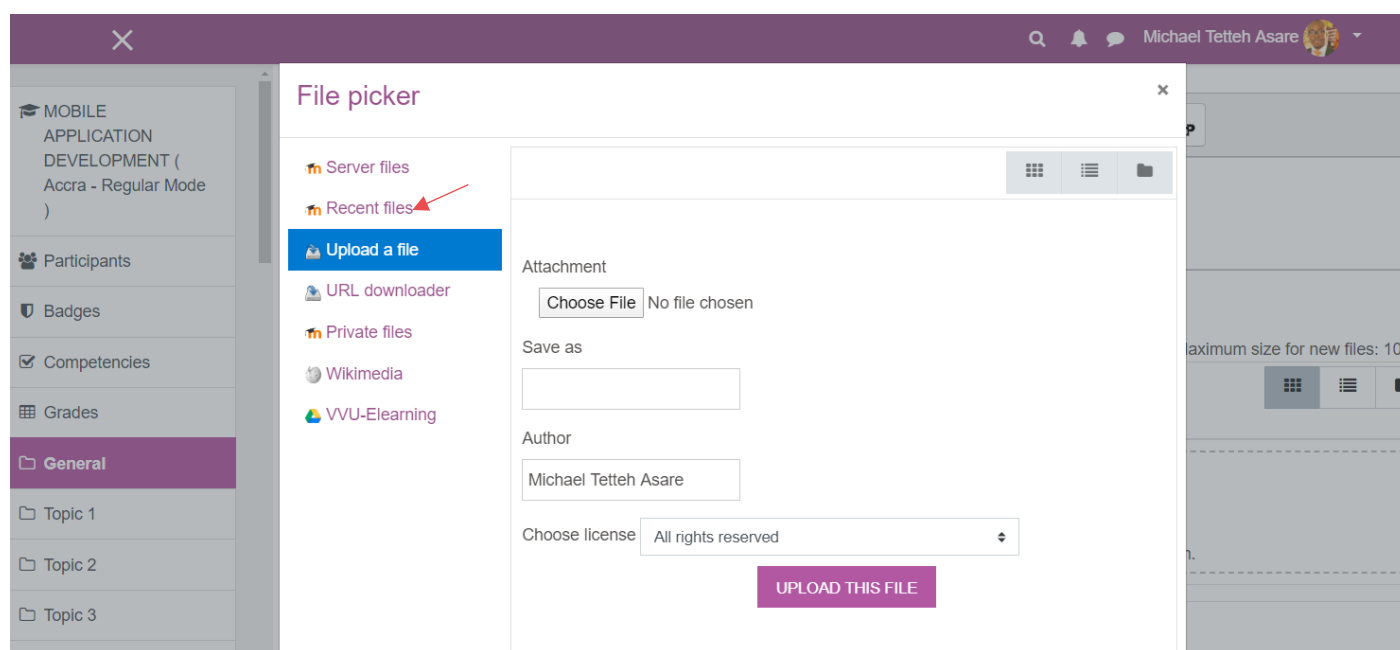
5. Choose **UPLOAD A FILE**

6. Click on browse to search for the document to attach.

7. Choose the file and click on the UPLOAD THIS FILE button.
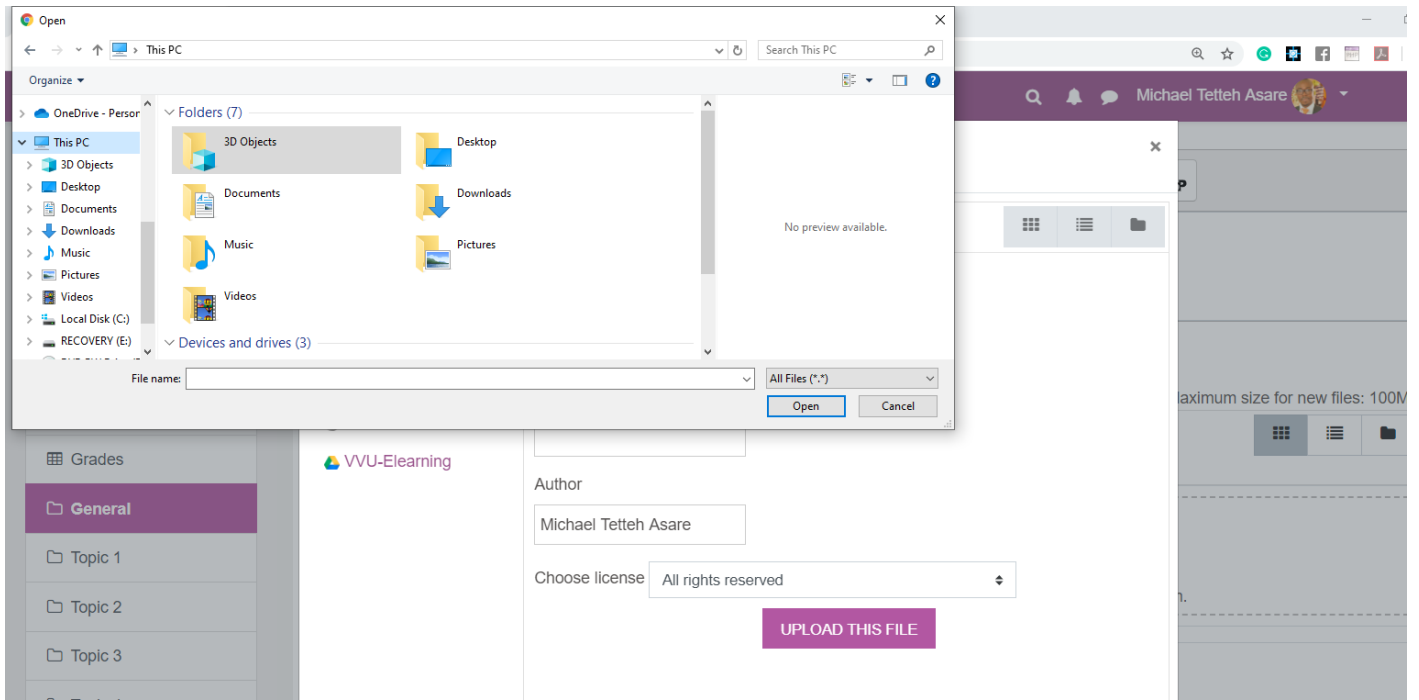
8. Click on Save and Return to Course.
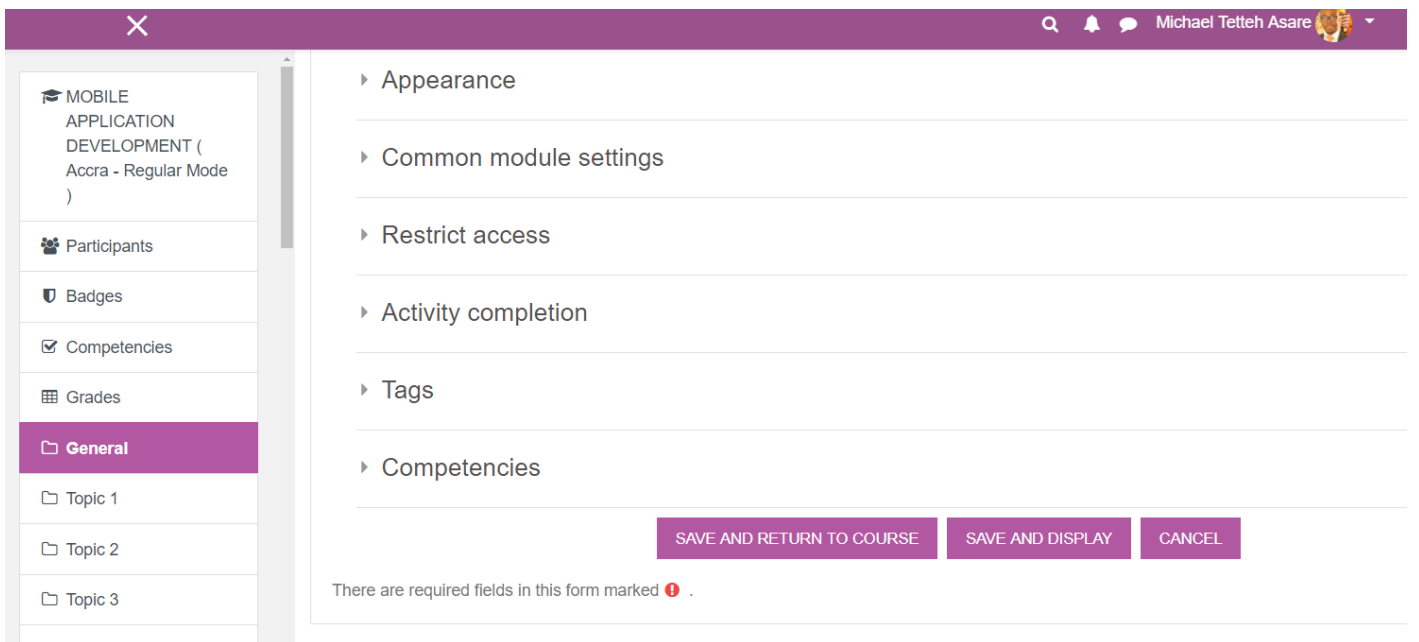
ADDING A DISCUSSION FORUM

To create a discussion forum, do the following:
1. Select the course you want to work on.
2. Make sure to turn editing on.
3. Click on **add an activity or resource** at Topic section.
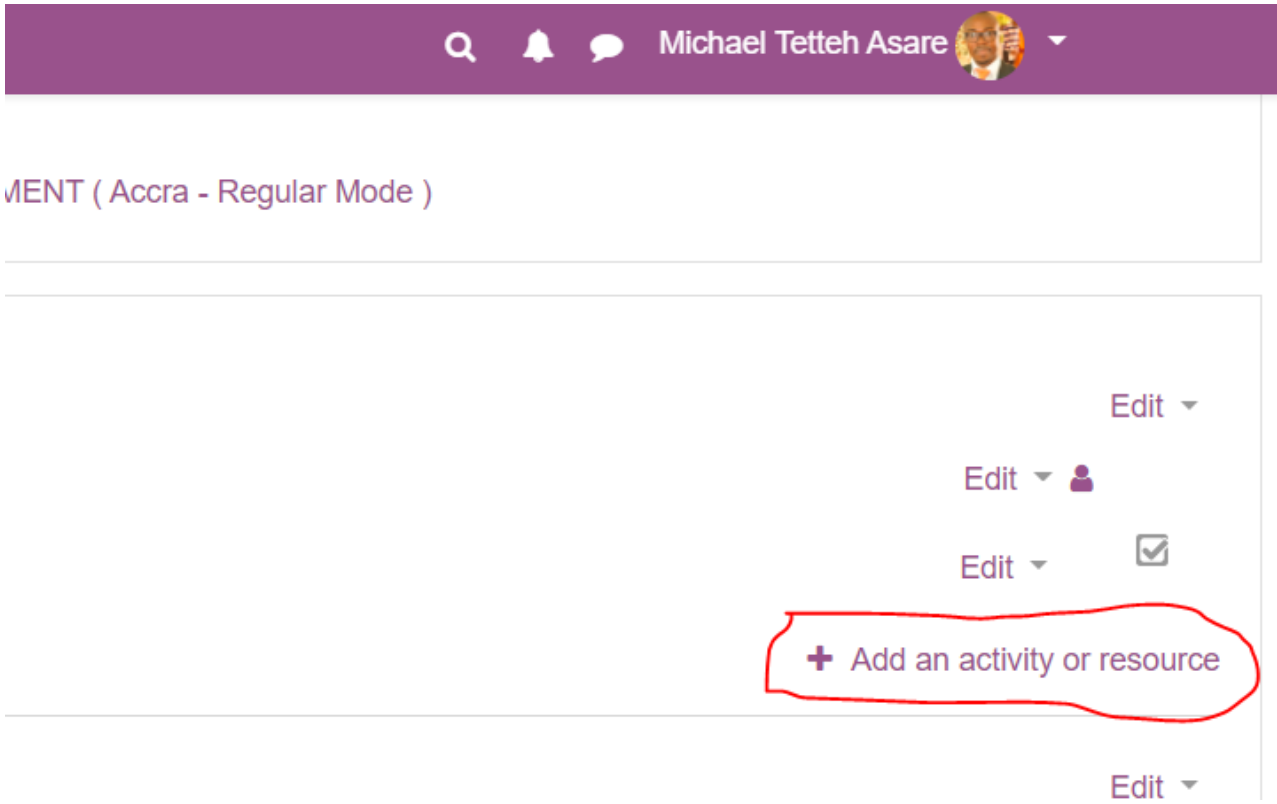
4. Choose **Forum** and click on the **Add** button
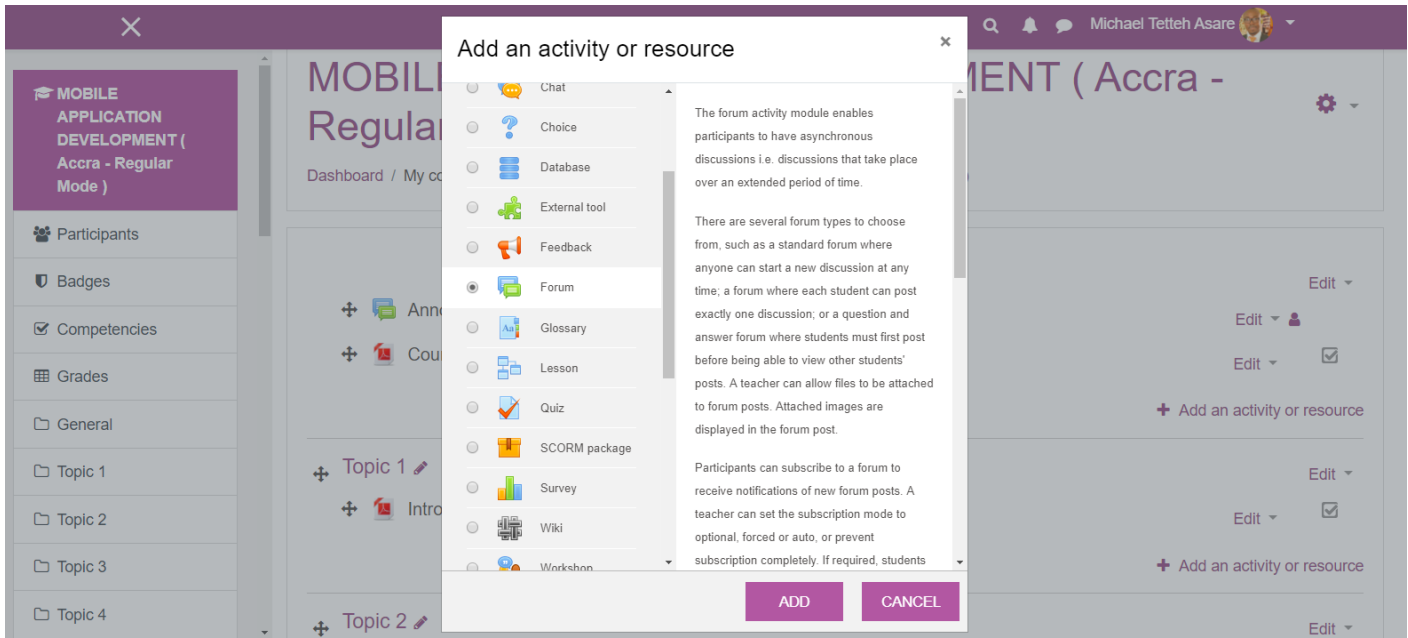
5. Give the name of the forum as "Discussion Forum". Do this by typing Discussion forum in the input field labeled as forum name. You may type a brief description about the discussion forum. Note to check the little check box below the description input field which is labeled as "Display description on course page". Scroll down and click on save and display.

6. Click on add a new discussion topic to add a topic to the forum.

7. Type the title of the topic for discussion in the input field labeled **Subject**. You may type a brief description about the topic for discussion in the input field labeled **Message** or type your discussion question in the input field.

ADDING A VIDEO LINK

1. Click on dashboard and click on the course you want to work on. Make sure to turn editing on. Click on add an activity or resource at section you want to add the course material to.
2. Scroll to the button of the list on the left menu and choose URL. Click on add.

3. Type the name of the video in the input filed labeled name. Open a new tab and go to the website where you want to pick your video. Copy the website address and paste it in the input field labeled External URL. You may type a brief description about the video you want to upload.

4. To embed the video in the e-learning page, click on the appearance. Select embed from the first input box labeled Display. Click on save and Display.
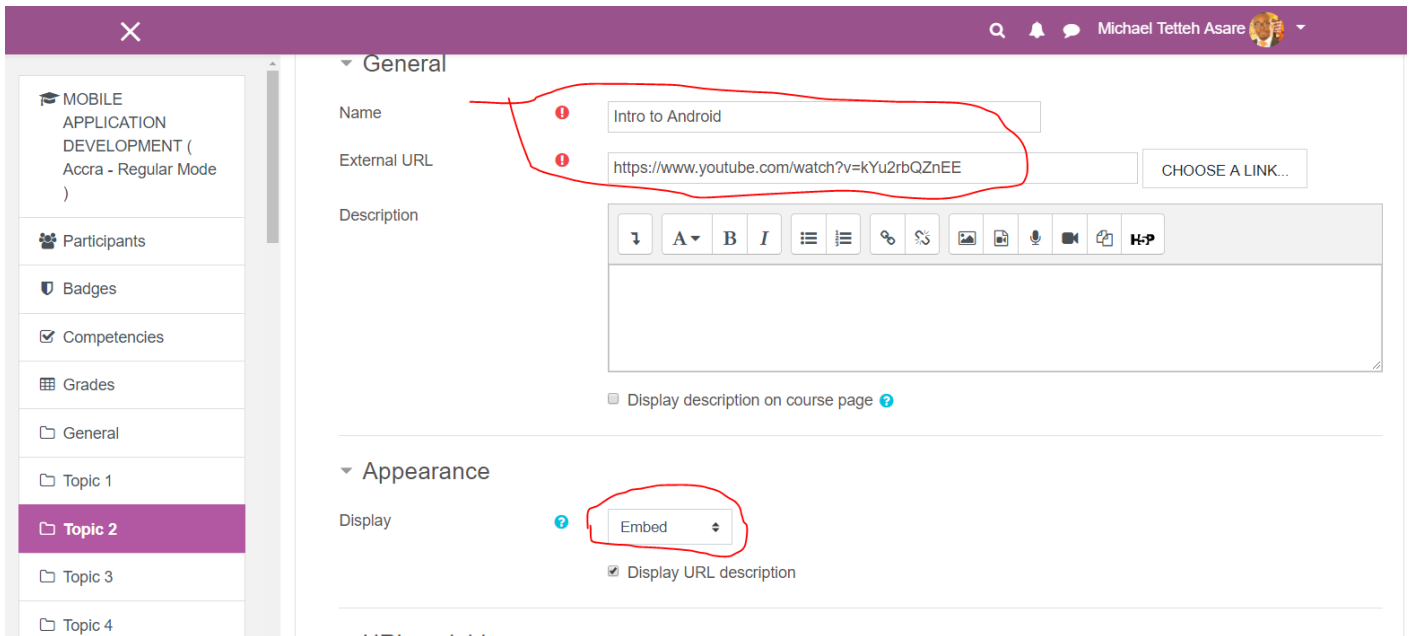
ADDING AN ASSIGNMENT

1. Click on dashboard and click on the course you want to work on.
2. Make sure to turn editing on.
3. Click on **Add an Activity or Resource** at the section you want to add the assignment.
4. Click on **Assignment** and **Add**.
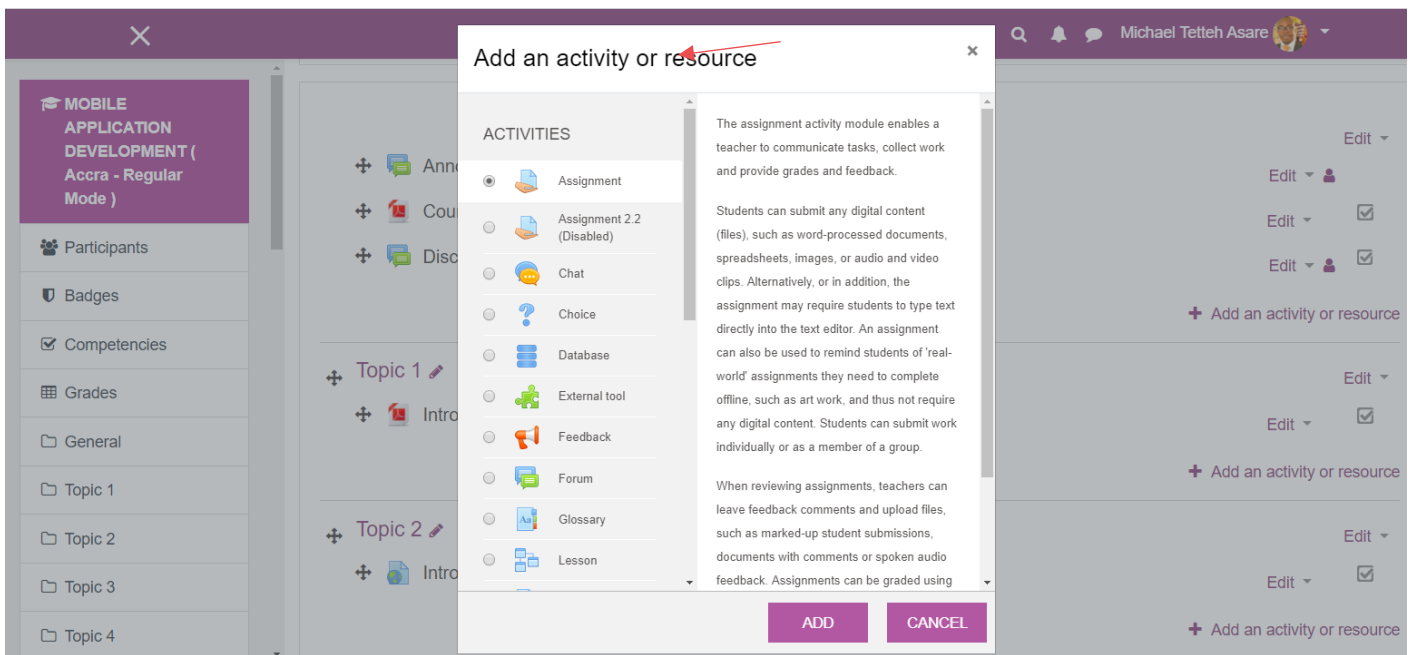
5. Type the name of the assignment in the first input field.
6. Type a description of the assignment in the second field.
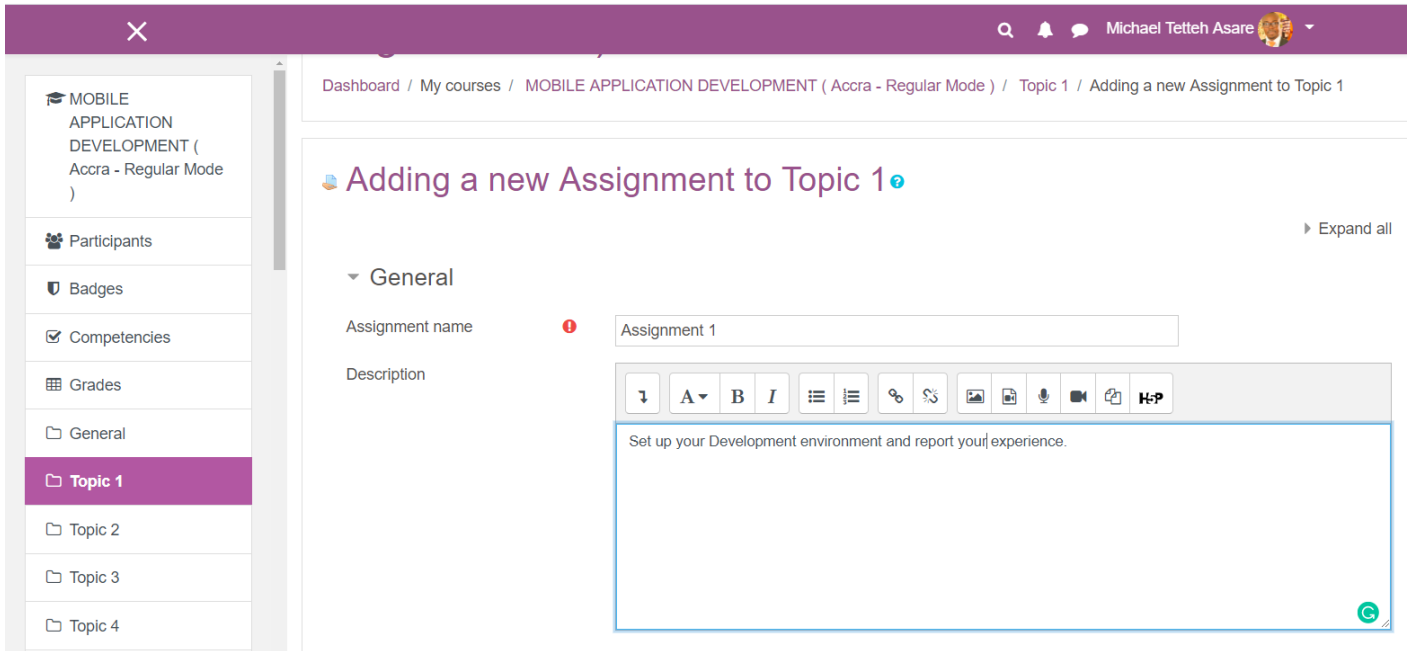
7. You can also drag and drop a typed assignment into the third input field.
8. If you want to give a duration for the display of an assignment, enable the dates and choose date for **Allow Submission From**, **Due Date** and **Cut-off Date** (The Cut-Off date is the date after which submission cannot be made).
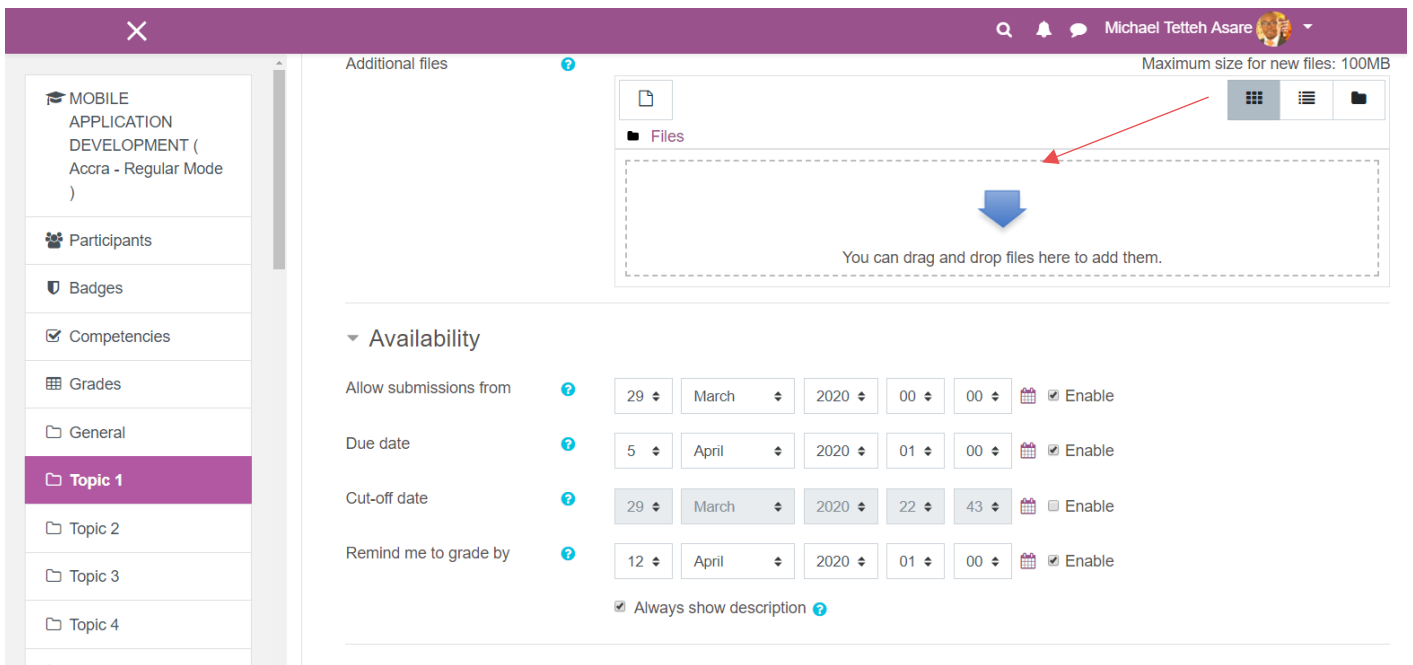
9. At the **Grade** section, enter the score for the assignment.
10. Click on **Save and Display**.

MARKING AN ASSIGNMENT

1. Click on the Assignment (Assignment 1)

2. The page below gives you an overview of number of submissions
3. You can click on **View All Submission** for details of students who have submitted.

Assignment 1

Set up your Development environment and report your experience.

Grading summary

Hidden from students	No
Participants	42
Submitted	0
Needs grading	0
Due date	Sunday, 5 April 2020, 1:00 AM
Time remaining	6 days 2 hours

VIEW ALL SUBMISSIONS | GRADE

4. You can click on Grade to mark the submitted assignments.

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	File submis
☐		Boye Godfred	boyegodfred@yahoo.com	No submission	GRADE	Edit ▾	-	
							-	
☐		Quaicoe Japheth	japhiaro@gmail.com	No submission	GRADE	Edit ▾	-	
							-	
☐		Bromini Ogheneyoma	brominiyoma@gmail.com	No submission	GRADE	Edit ▾	-	
							-	
☐		Boateng Gyamfi Emmanuel	23-03-2020@st.vvu.edu.gh35	No submission	GRADE	Edit ▾	-	
							-	
☐		Sika Bright	brytsika@hotmail.com	No	GRADE	Edit ▾	-	

https://learning.vvu.edu.gh/admin/tool/lp/coursecompetencies.php?courseid=133

5. On this page you can use any of the tools available to help with the marking.

GENERAL GUIDELINES FOR ONLINE TEACHING.

Number of Students in a Class

The maximum number of students for a class shall be 70. When more than 70, students will be put into different sections.

Assessment

For every Section, there should be review questions or reading reports for students to do and submit. For the reading reports, students should be made to write on paper, take a picture of it and then submit.

Attendance and Participation

Forum discussions will ensure that students are present online and actively participating in class. Lecturers will post a topic on the forum, and students will be required to make contributions to the topic and also comment on two other posts from their peers.

Submission of Assignments

The system shall enforce due and cut-off dates. The due date is when the student is required to submit the assignment and the cut-off date is the grace period after which submission cannot be done. Students shall be given a grace period of 30 minutes to make submission after the due date.

Late Submission

Any student who submits after the grace period will lose points for every hour that elapses (points lost are at the discretion of the lecturer).

Assignments can take the form of Multiple Choice Questions (MCQ) and subjective but should be time-bound.

Clast Tests can be in the form of MCQs, Fill-in, True or False, Short answers. They should be time bound and shuffled. Students should be given prior notice of the test.

MCQs should be administered to freshmen and sophomores in particular but can also be administered to juniors and seniors depending on the circumstance.

Mid Semester /Final Exams

These should take the form of an Open Book Exam; it should have a due date and cut-off date, which may be the same. Delay in submission will attract loss of points. Mid-sem exams should last for 1 hour whilst Final exams lasts for 3 hours with a grace period of 1 hour (at the discretion of the lecturer).

Practical assignments/projects

These can take the form of Pre-recorded or live presentations with the presenter making a short video of themselves. The lecturer can also allow all recorded videos to be sent to a Google drive where they can be played to the class and discussed in a live session. It can also take the form of documents submission with a voice note.