Chairperson Manual

This manual seeks to outline the steps to be followed in the assigning of courses to course instructors. It should be noted that a course may have more than one course instructor. However, it is not possible to have Lecturers assigned to modules with a course. This is to say, assignment can only be at course level only. A course in Moodle is an area where a teacher will add resources and activities for their students to complete. Once a course is created by an administrator or chairperson, a user should be assigned the role of lecturer for the course.

To access the ELearning platform go to www.lms.uz.ac.zw
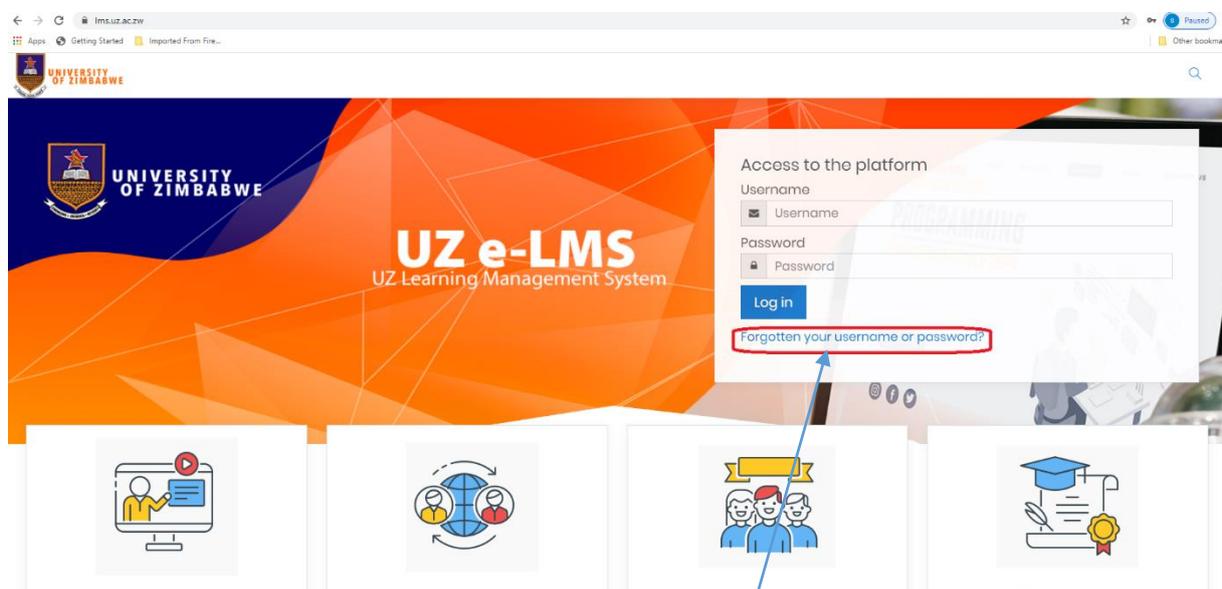
To login, enter your username and password. If your name is Tendai Chimuti then your username is tchimuti and your password is your *encumber.*

Should fail to login use the link *forgot username or password* *to reset your password.*

2. To assign a teacher to a course, click on the course title from the main Moodle page or   Go to   Site   administration   then   Courses   and   then   Manage   courses   and   categories
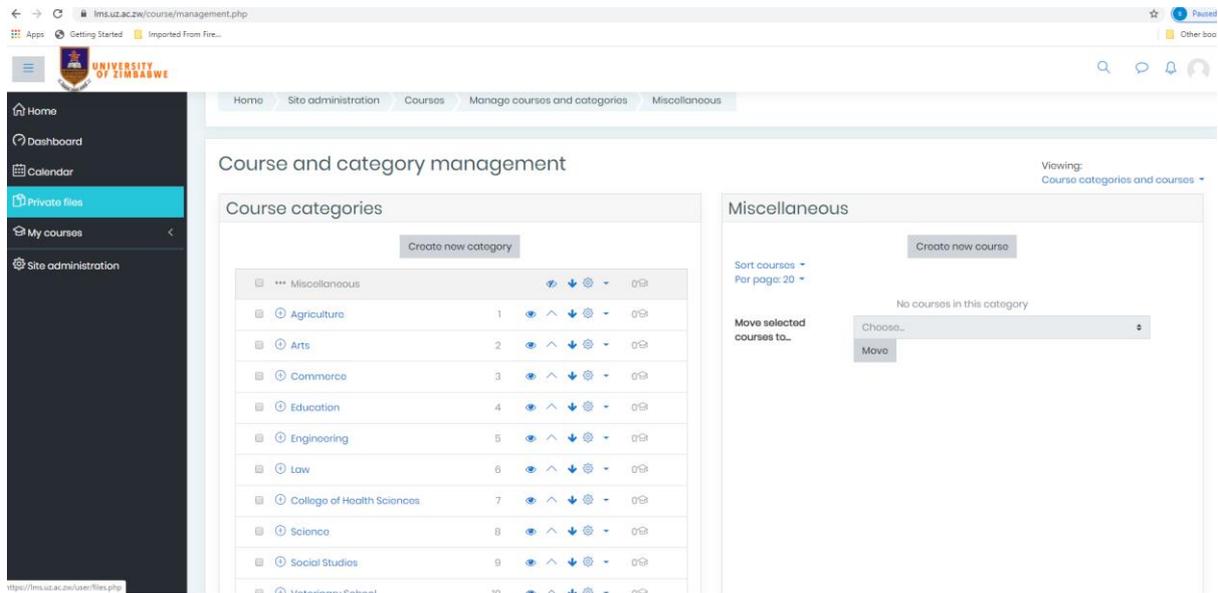
3. Expand the Law category and then double click on sub category Proscdure Law to view all the courses   in   this   department.
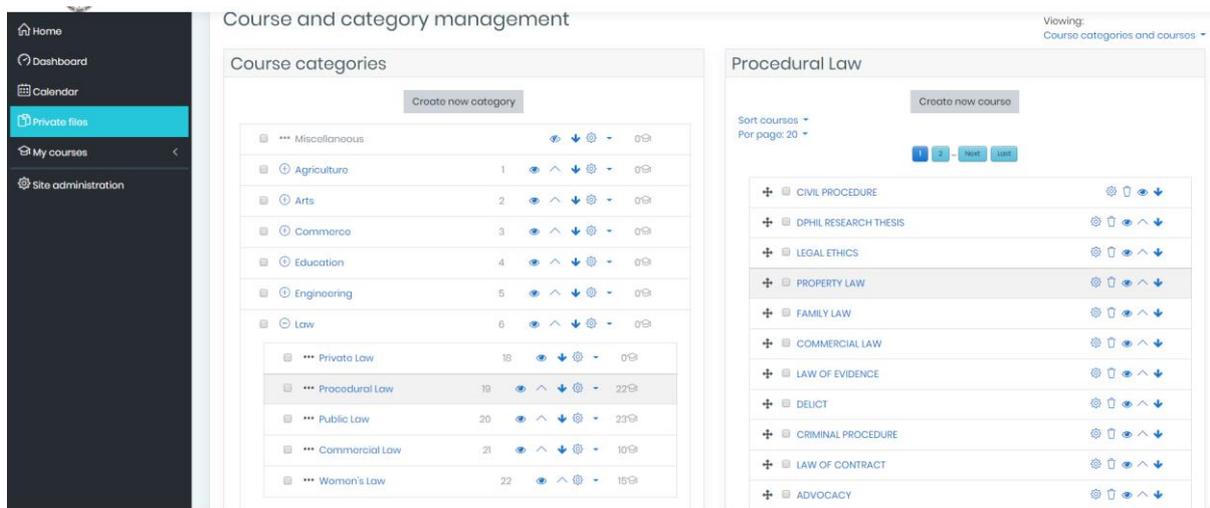
4. Click on the edit button on the gear icon on the far right of the course propterty law and screen below shows up. Click on the gear icon and choose the last option labelled "more"

5. Then choose the Users tab under course administration. Click on Enrolled Users.

6. Under enrolment options choose the user and specify the role, which is lecturer as shown below. Click on the Enrol users button to complete assignment.
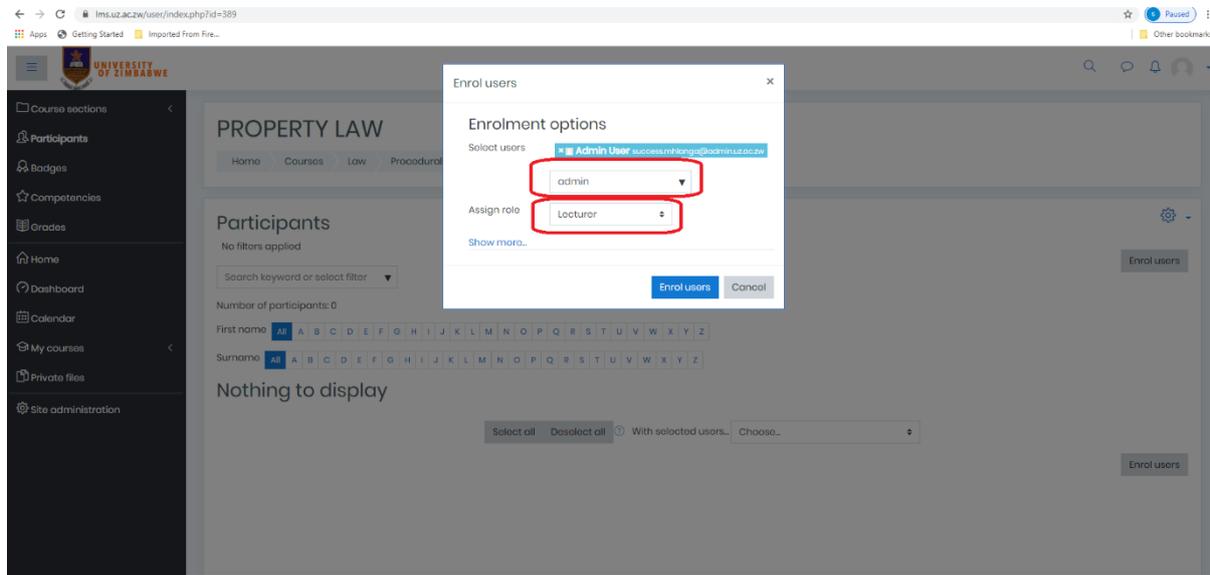
7.
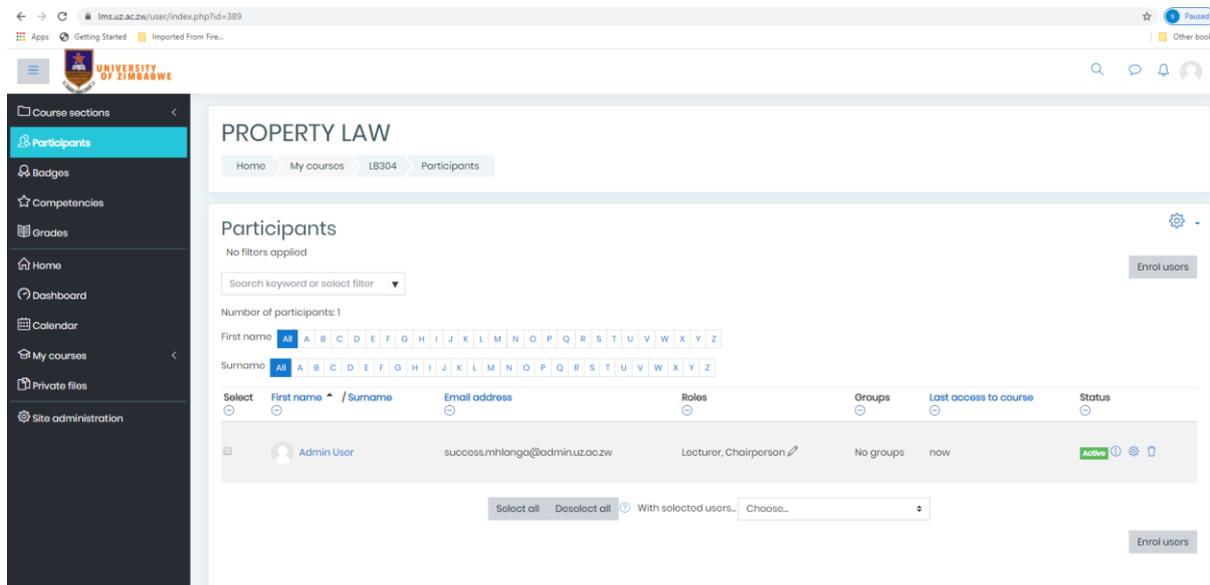
The assignment is now complete.