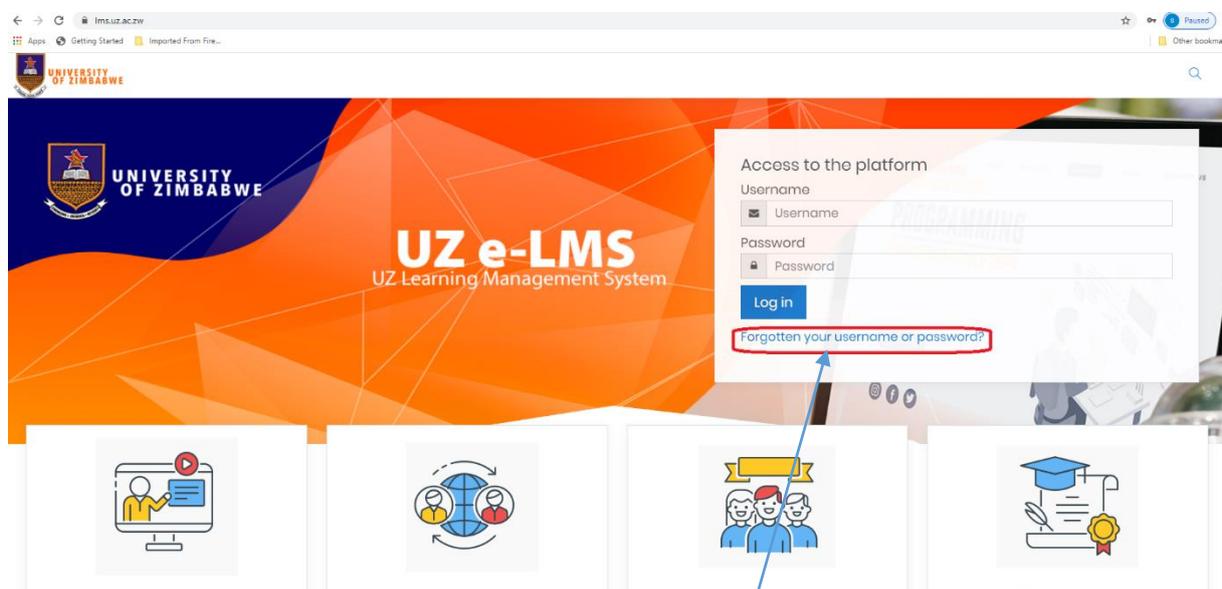


Chairperson Manual

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.

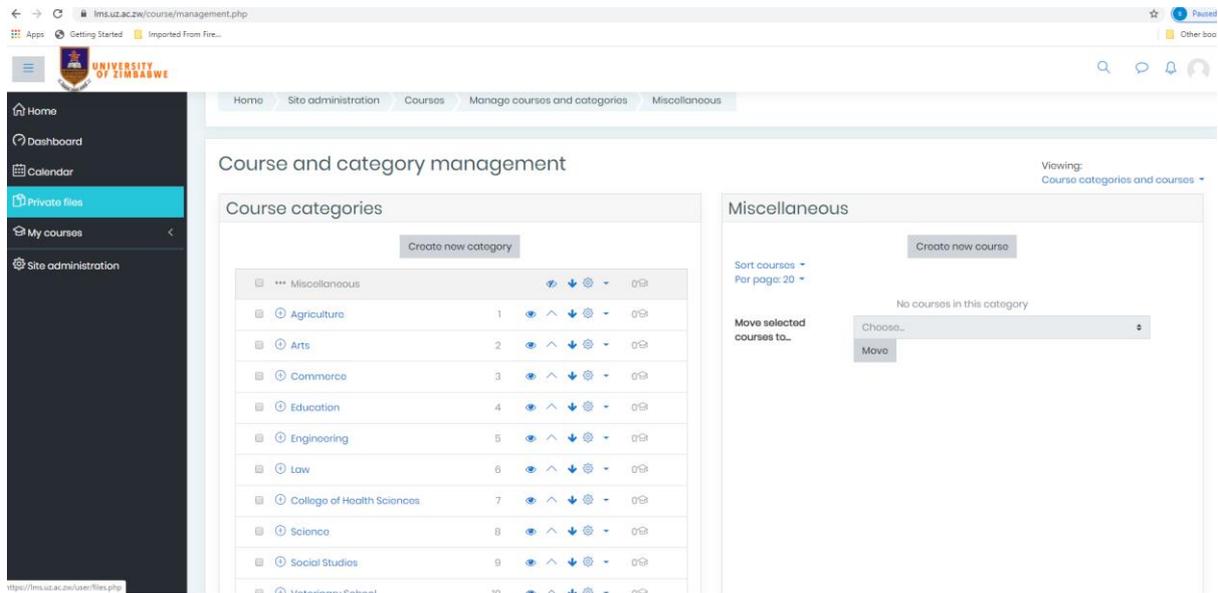
To access the ELearning platform go to www.lms.uz.ac.zw



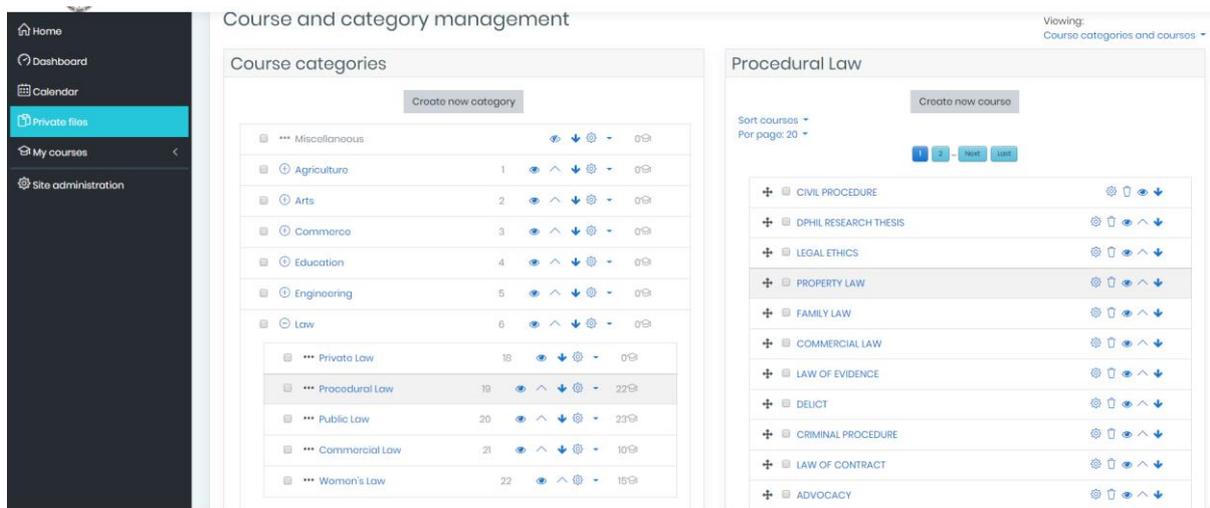
To login, enter your username and password. If your name is Tendai Chimuti then your username is tchimuti and your password is your *encumber*.

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 Procedural Law to view all the courses in this department.



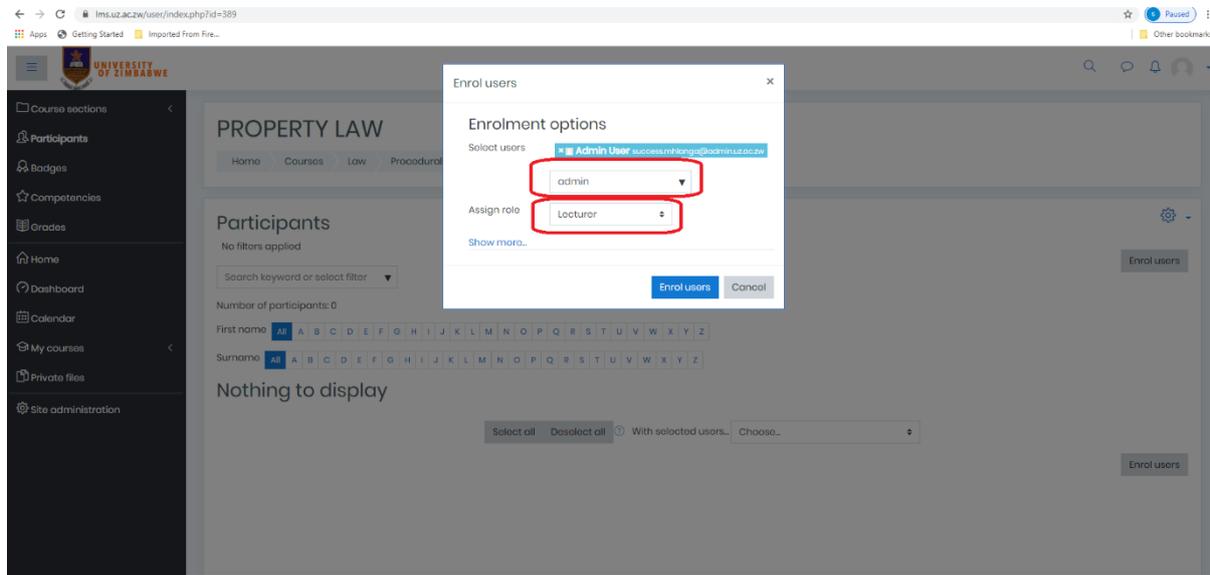
4. Click on the edit button on the gear icon on the far right of the course property law and screen below shows up. Click on the gear icon and choose the last option labelled “more”

The screenshot shows the 'Edit course settings' page for a course titled 'PROPERTY LAW'. The page is divided into two main sections: 'General' and 'Description'. The 'General' section includes fields for 'Course full name' (PROPERTY LAW), 'Course short name' (LB304), 'Course category' (Law / Procedural Law), 'Course visibility' (Show), 'Course start date' (13 May 2020), 'Course end date' (13 May 2021), and 'Course ID number'. The 'Description' section includes a 'Course summary' field. On the right side of the page, there is a gear icon with a dropdown menu. The menu options are: 'Edit settings', 'Turn editing on', 'Course completion', 'Filters', 'Gradesbook setup', 'Backup', 'Restore', 'Import', 'Share', 'Reset', and 'More...'. The 'More...' option is highlighted with a red box.

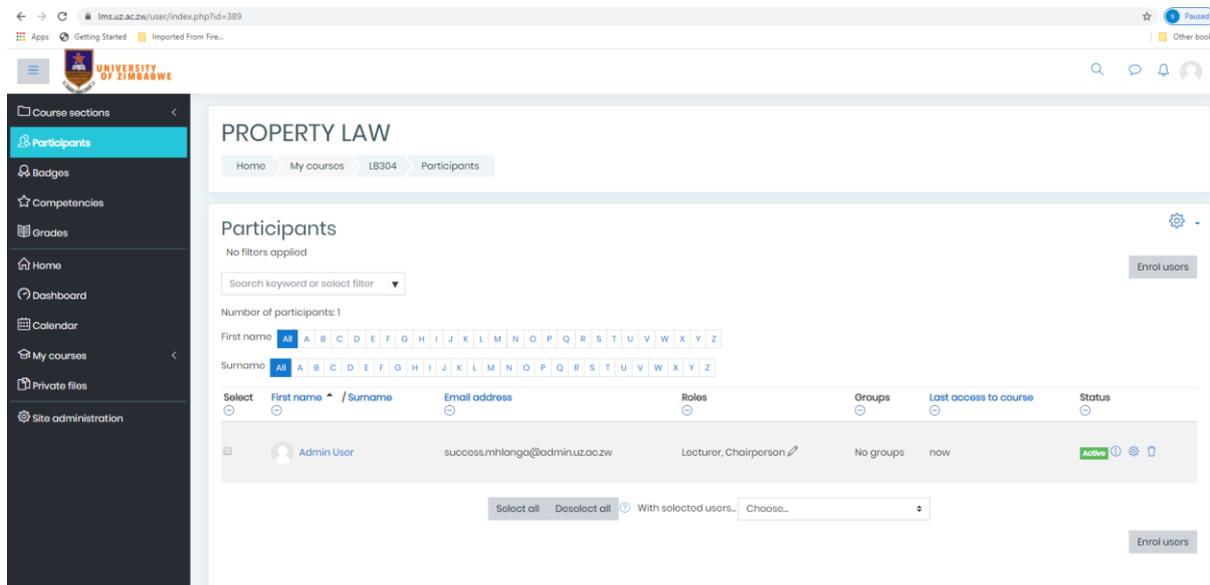
5. Then choose the Users tab under course administration. Click on Enrolled Users.

The screenshot shows the 'Participants' page for the course 'PROPERTY LAW'. The page is titled 'Participants' and shows 'No filters applied'. There is a search bar with the text 'Search keyword or select filter'. Below the search bar, it says 'Number of participants: 0'. There are two rows of alphabetical filters for 'First name' and 'Surname'. The page displays 'Nothing to display'. At the bottom, there are buttons for 'Select all', 'Deselect all', and a dropdown menu for 'With selected users...'. On the right side of the page, there is a gear icon with a dropdown menu. The menu options are: 'Enrol users', 'Enrol users', and 'Enrol users'. The 'Enrol users' option is highlighted with a red box.

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.