# **Table of Contents**

How do I log into Moodle?	2
How do I find my course?	2
I found my course, now what do I do?	3
How do I turn in my work?	7
How do I post in a Discussion Forum?	8
How do I turn in my documents in an Assignment (dropbox)?	
How do I begin my exams or quizzes?	14
Before beginning an exam or quiz	14
If issues arise	15
Starting an exam or quiz	15
Taking an exam or quiz	
How do I find my Grades?	
How do I contact my instructor?	20
Where does my email go? Where do I find my email?	
Tips for contacting instructors .	22
Where can I find help?	22
Technical Support and Other Resources	
Online Tutoring	24
Need someone to walk you through the process?	24
How do I find information? .	24

### How do I log in to my account?



To log in to your e-learning account, enter the following URL into your browser's address bar: <u>Ims.uz.ac.zw</u> then enter your UZ student ID as your username and password.

The e-learning portal is also accessible from both eMhare and the UZ website.

By default, login credentials are set to:

Username: your Student Registration number in lowercase

**Password**: The barcode number on your student id, which you change at initial login.

Click on the Log In button to log in.

## How do I find my course?

After logging in, you will find your courses listed below the image in the center of the page. Selecting a course in this list will take you to that course's home page. Please note that you are automatically enrolled for a course after your course registration in EMhare



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You can also view all the courses you are enrolled for by clicking the My Courses tab on the left of your screen. Select the course you want to access

## I found my course, now what do I do?



The above image displays a typical course home page. The course's name will be displayed at the top of the page, and a list of the content in the course will be displayed in the **My Courses** area on the page. Most courses will have a Welcome topic which contains your course syllabus, course schedule, instructor contact info, and other course content. These topics are usually separated out by Topics, lessons, or units.



To access content within a topic, select the topic's name in the **CONTENTS** area.

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This will load the contents of that topic on the page. Other course content, such as files or activities, can be accessed by selecting them from the course home page.

This will load the content or assignment.

To navigate back to the course home page after viewing the content, you can use the Back button on your browser or the home link highlighted.

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#### How do I upload documents?

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Navigate to Private Files. You can drag and drop files, folders or pictures. Then select Save changes

#### How do I log out?



Navigate to the Log out tab on the top right of the screen