



EDUCATIONAL TECHNOLOGY UNIT - CENTRE FOR ACADEMIC DEVELOPMENT

University of Botswana eLearning | **UBeL**

# moodle

## Step-by-Step Students' Guide

<https://moithuti-web1.ub.ac.bw>

CENTRE FOR ACADEMIC DEVELOPMENT  
EDUCATIONAL TECHNOLOGY UNIT

### UBeL Moodle Assistance:

email: [learningmanagementsystem@ub.ac.bw](mailto:learningmanagementsystem@ub.ac.bw)

ext: 2210/5204/5237)

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# moodle

## Step-by-Step Students' Guide

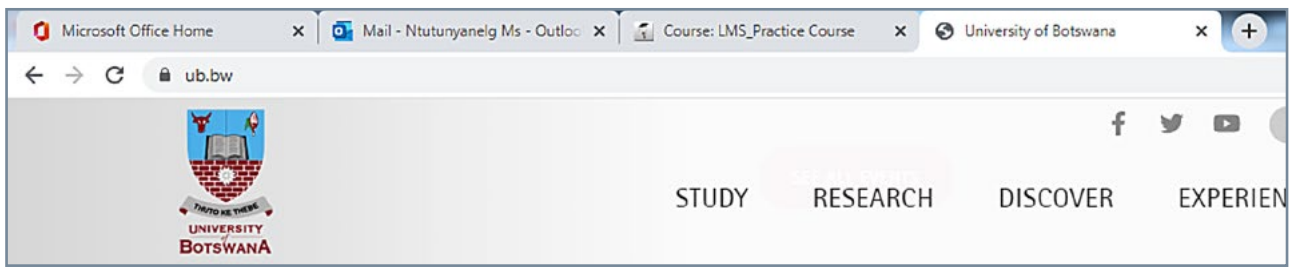
Moodle can be accessed through any up-to-date web browser; one can use either **Mozilla Firefox** or **Google Chrome**. You can access Moodle from anywhere (e.g. within the university or at home). Access is controlled by a **username** and **password** for each registered user.

<https://moithuti-web1.ub.ac.bw>

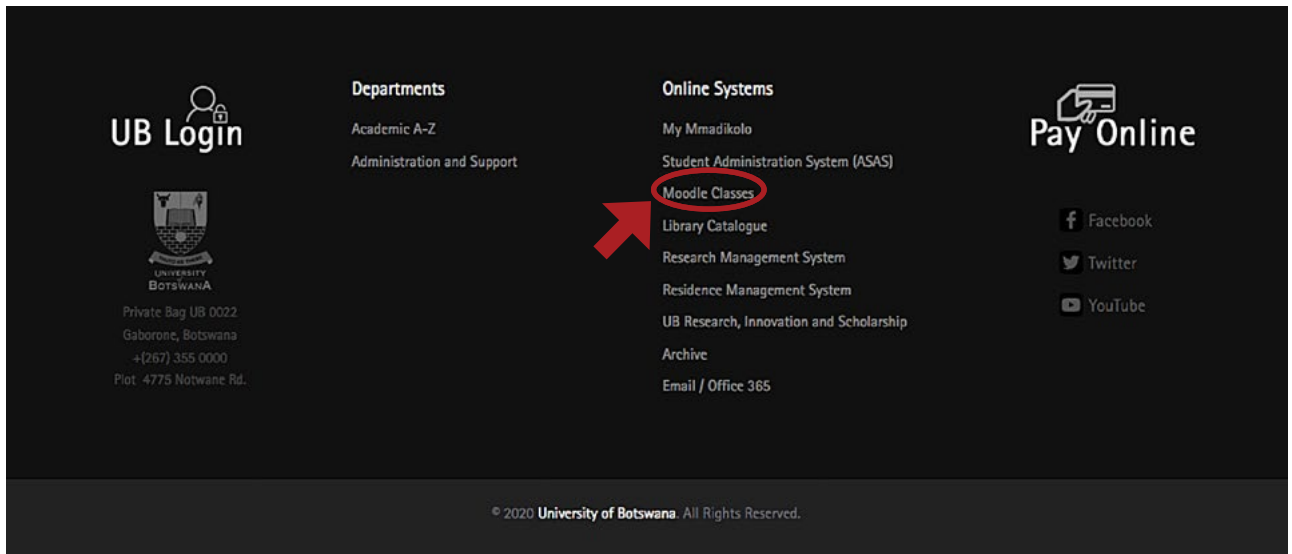
For any assistance concerning Moodle send email to [learningmanagementsystem@ub.ac.bw](mailto:learningmanagementsystem@ub.ac.bw)

# How to Login

- Type **www.ub.bw** which is the University of Botswana Website,



- Scroll down to the bottom and locate **Moodle Classes** under Online Systems



- Click on **Moodle Classes** which will take you to the Log in Page

A screenshot of the 'Log in to UB eLearning (UBeL)' page. It features a title at the top, followed by input fields for 'Username' and 'Password'. A red arrow points to the 'Password' field. Below these fields is a red 'Log in' button. Underneath the button is a link for 'Lost password?'. At the bottom, there is a section titled 'Is this your first time here?' which provides default logging credentials for first-time users: 'Username: Staff ID or Student ID number' and 'Password: First two characters of your Firstname followed by first two characters of your Surname (all in CAPS) and last four digits of your Username.'

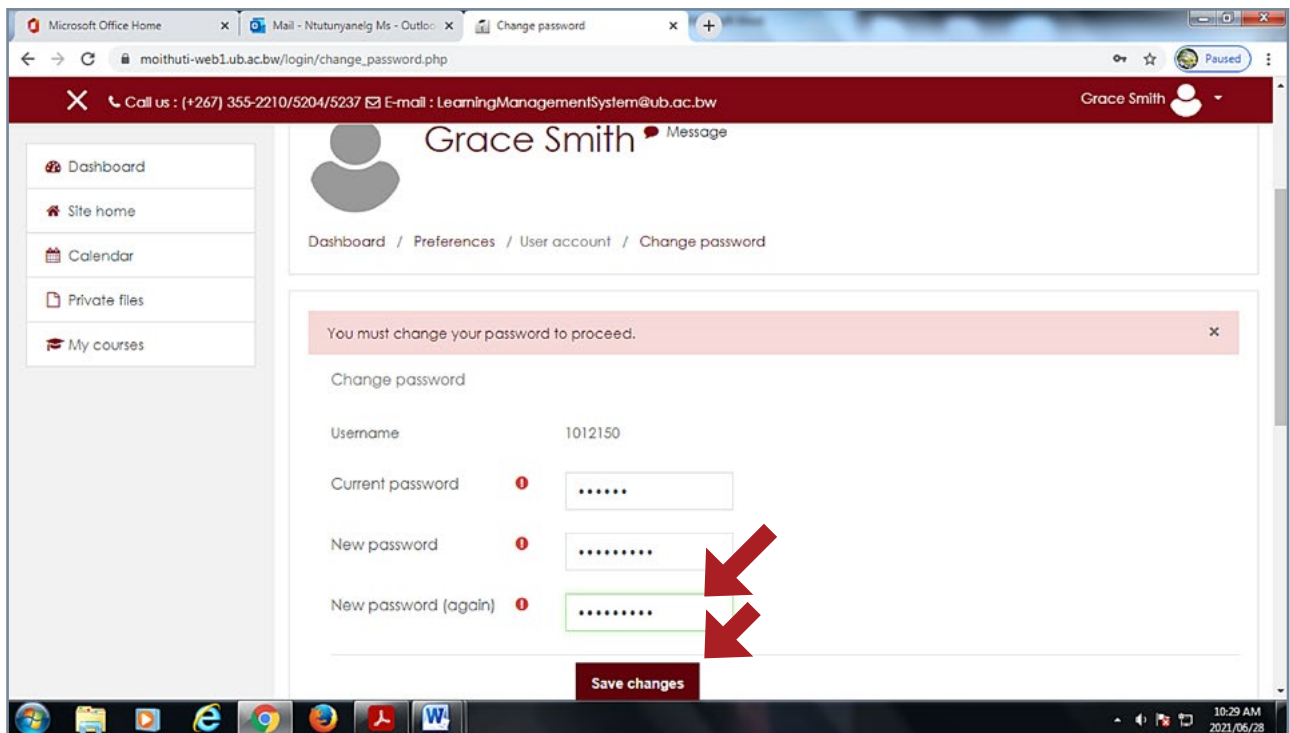
- If you are **new to Moodle**, the default log in credentials for accessing Moodle are as follows:

**Username:** Student ID number

**Password:** First two characters of your First name followed by first two characters of your Surname (all in CAPS) and last four digits of your Username.

If your name is **Grace Smith** and your ID is **1000090** then your Username is going to be **1000090** and password **GRSM0090**

- Click **Log In** the system will prompt you to change password
- Current password will be **GRSM0090**, then you have to create a new one and click **save changes** then continue.



- If you have forgotten your password please click the **Lost Password?** link.

## Log in to UB eLearning (UBeL)


[Lost password?](#)

- A pop-up window will display. Read instructions and enter your moodle username (Student ID No) or you UB email address and click **search**

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

Search by username


Username



---

Search by email address


Email address



- Click **Continue**.

If you supplied a correct username or unique email address then an email should have been sent to you.

It contains easy instructions to confirm and complete this password change. If you continue to have difficulty, please contact the site administrator.




- Check your **UB Office 365 email**. You will receive an automated email from Admin User (via UBeL) Copy and paste the password reset link on your web browser address.

A password reset was requested for your account '1002110' at UB eLearning (UBeL).

To confirm this request, and set a new password for your account, please go to the following web address:

[https://moithuti-web1.ub.ac.bw/login/forgot\\_password.php?token=UiWjFoWhtka6uJfyedADiDIhEvPSMuW0](https://moithuti-web1.ub.ac.bw/login/forgot_password.php?token=UiWjFoWhtka6uJfyedADiDIhEvPSMuW0)

 (This link is valid for 30 minutes from the time this reset was first requested)

If this password reset was not requested by you, no action is needed.


If you need help, please contact the site administrator,


Admin User  
learningmanagementsystem@ub.ac.bw


- Enter your new password twice and save changes.


Please enter your new password below, then save changes.


Set password

Username 1002110 

New password 

New password (again) 

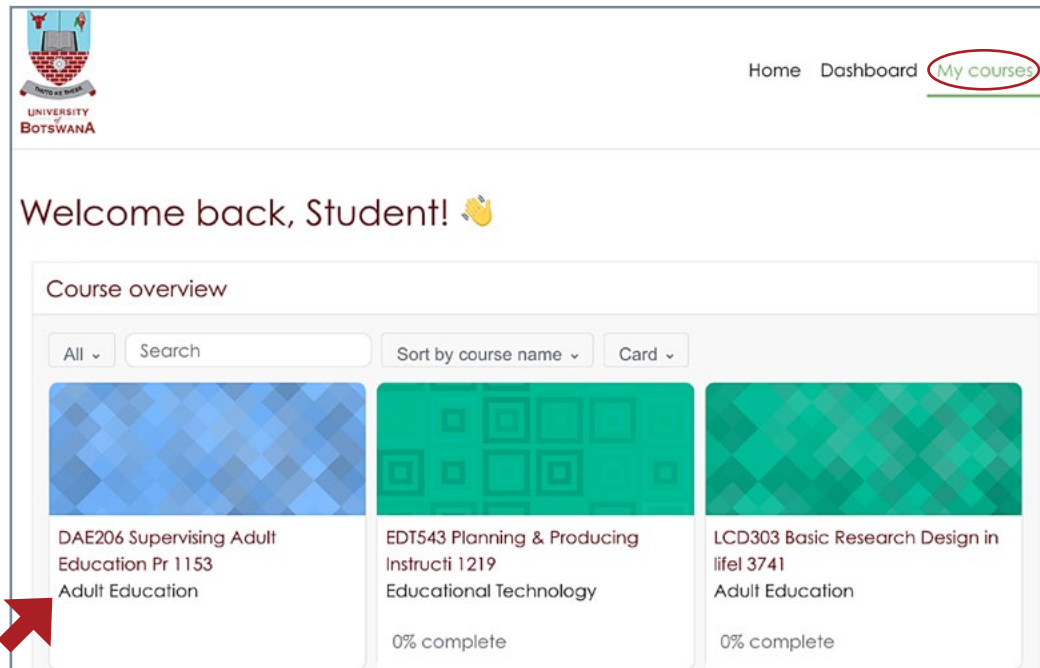


There are required fields in this form marked .

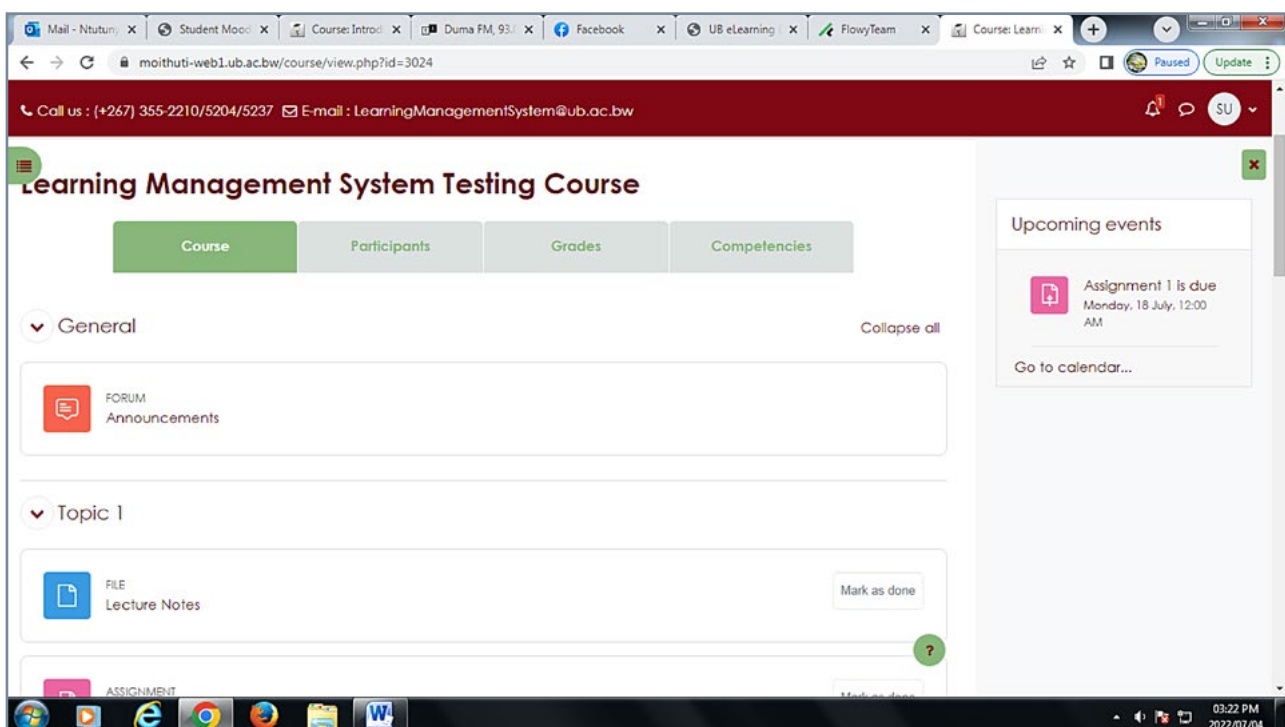
# Moodle My Courses Page

The list of all courses that you are enrolled in will be displayed on **My Courses** under Course Overview.

- Click on the **link with the name of the course** to view course content



## Course Content Area



- **Top row menu tabs** is where you can view participants, which are all users enrolled in the course, you can view your grades as well.
- **Left column** is the quick course menu Navigation.
- **Middle column** is the content area where all the course content materials are uploaded as well as the course activities.
- **The right column** is where you can view upcoming events, activities and announcements.



# How to get started

## Announcement

This is where all announcements for the course will be displayed.

- Click on [Announcements](#)

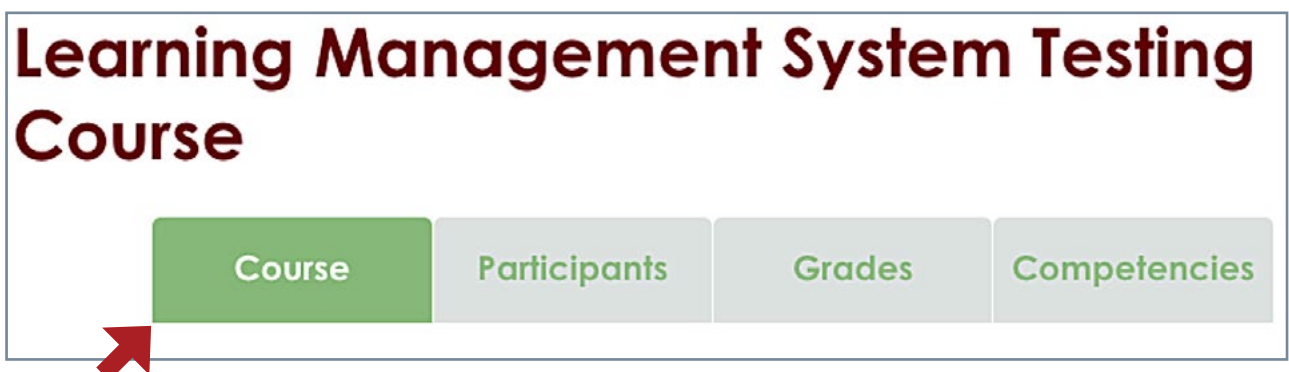


- Click topic link to view the announcement



## How to return back to the Course

- Click **Course** link on the top row menu tabs to go back to course home page.



# How to access Lecture Notes


- Click on the **lecture notes**, they could be in Word, Excel, PowerPoint or pdf format

## Learning Management System Testing Course


[Course](#)[Settings](#)[Participants](#)[Grades](#)[Reports](#)[More ▾](#)

▼ General


Collapse all

 FORUM  
Announcements

▼ Topic 1

 FILE  
Lecture Notes

Mark as done

 ASSIGNMENT  
Assignment 1

Mark as done

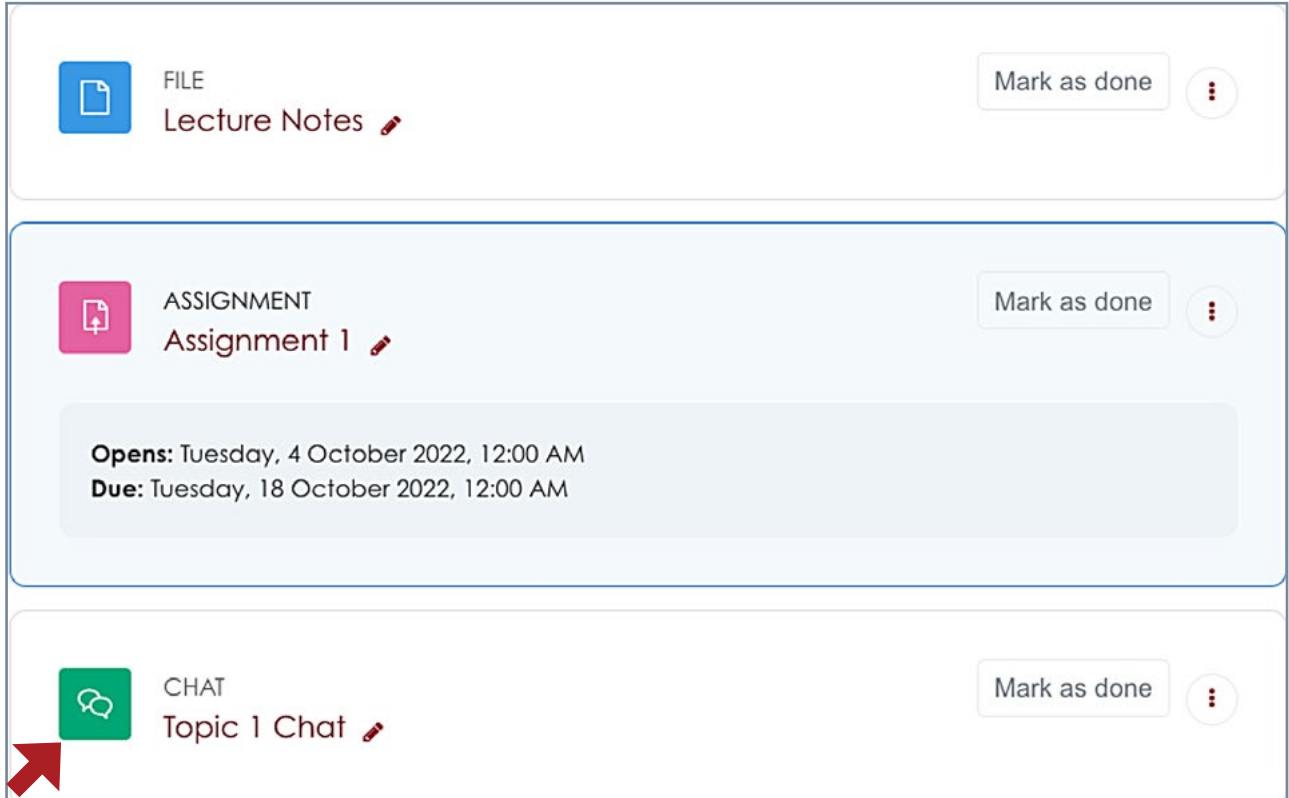
**Opens:** Tuesday, 4 October 2022, 12:00 AM  
**Due:** Tuesday, 18 October 2022, 12:00 AM

# How to access your activities

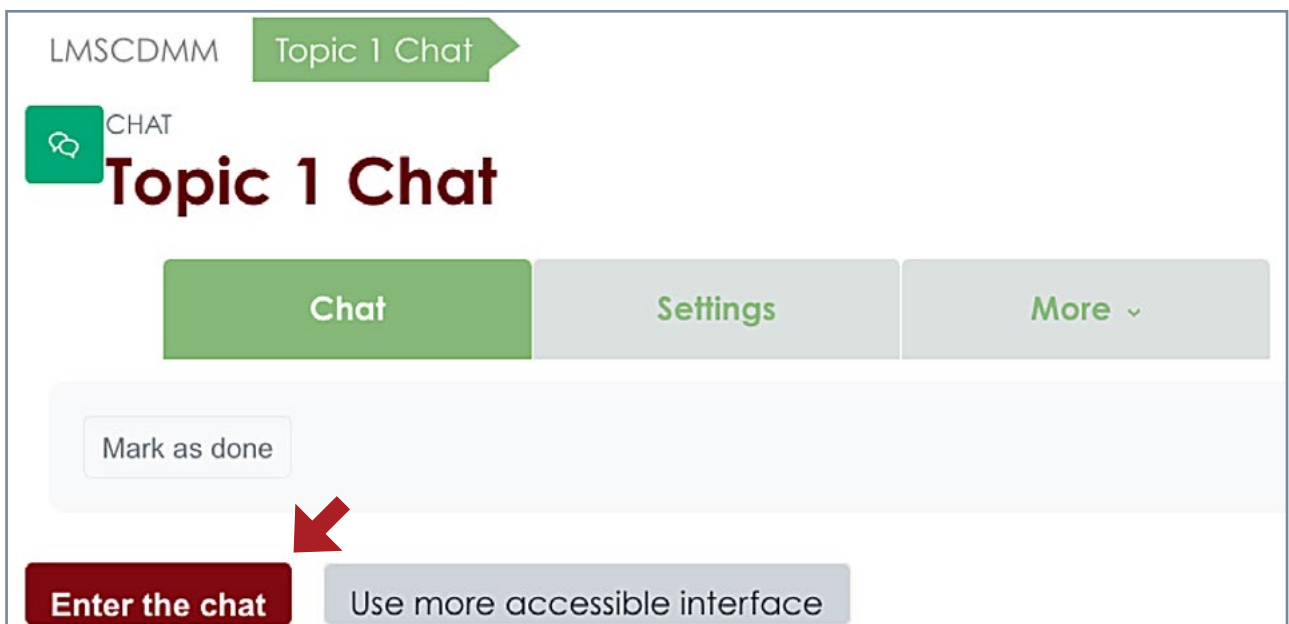
## Chat

The chat activity module enables participants to have text-based, real-time synchronous discussions.

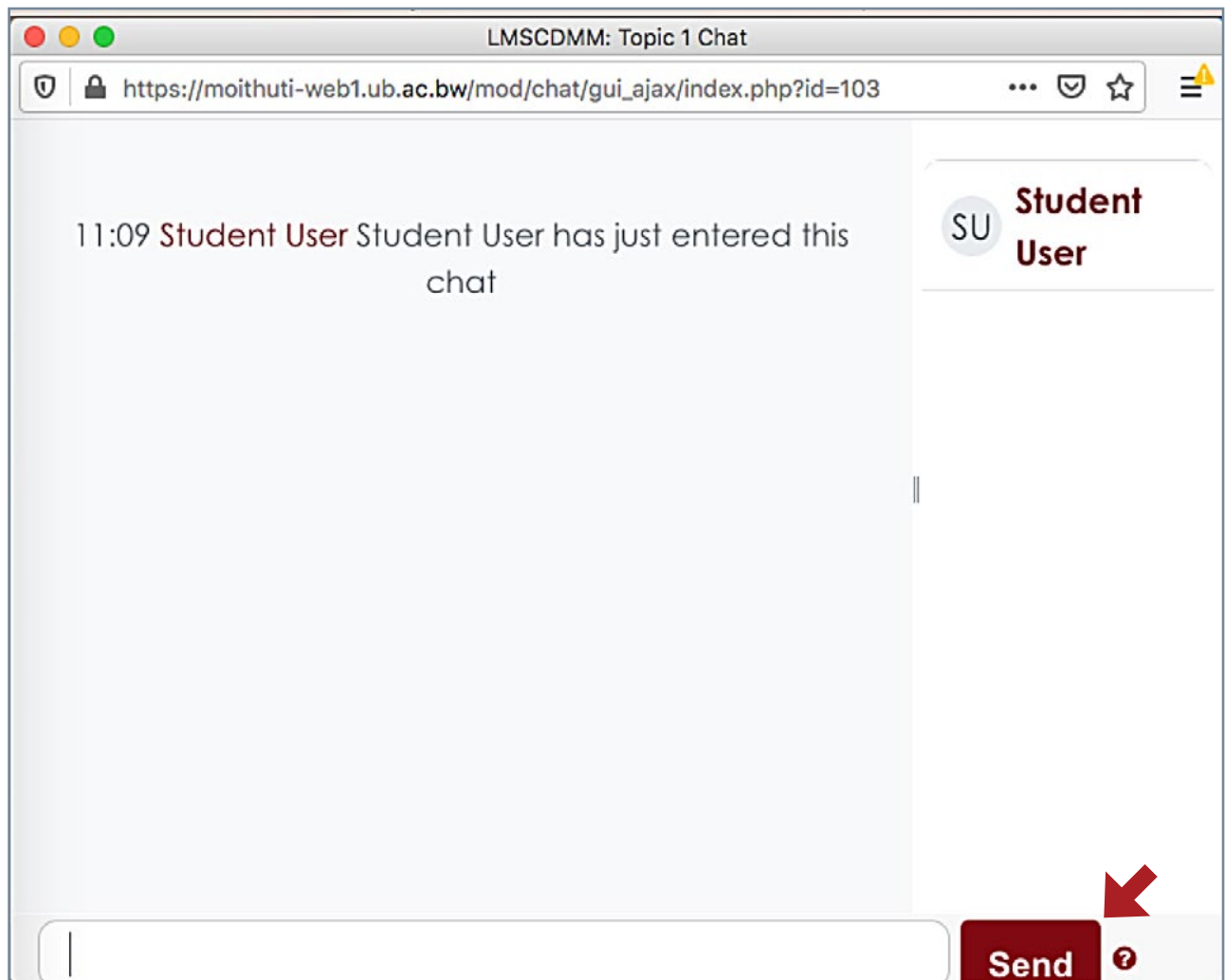
- Click on the <Chat>



- Read the question, click where it says "Click here to enter the chat now"




- Dialogue box will be displayed where you type your response and **send**



## Discussion Forum


The discussion forum allows one to share ideas on a particular topic posted by your lecture. You read the question, post your response and respond to other student's posts.

- Click on <Discussion Forum>

FILE


Lecture Notes

Mark as done

ASSIGNMENT


Assignment 1

Mark as done

CHAT

Topic 1 Chat






Mark as done


FORUM

Discussion Forum

Mark as done

- Click on the Discussion topic, read the question and click **reply** to add your response.

Discussion	Started by	Last post ↓	Replies	Subscribe
 Topic 1 Discussion	 Teacher ... 4 Jul 2022	 Teacher ... 4 Jul 2022	0	 

 **Topic 1 Discussion**  
by Teacher User - Monday, 4 July 2022, 11:24 AM

Please share your thoughts on Topic 1

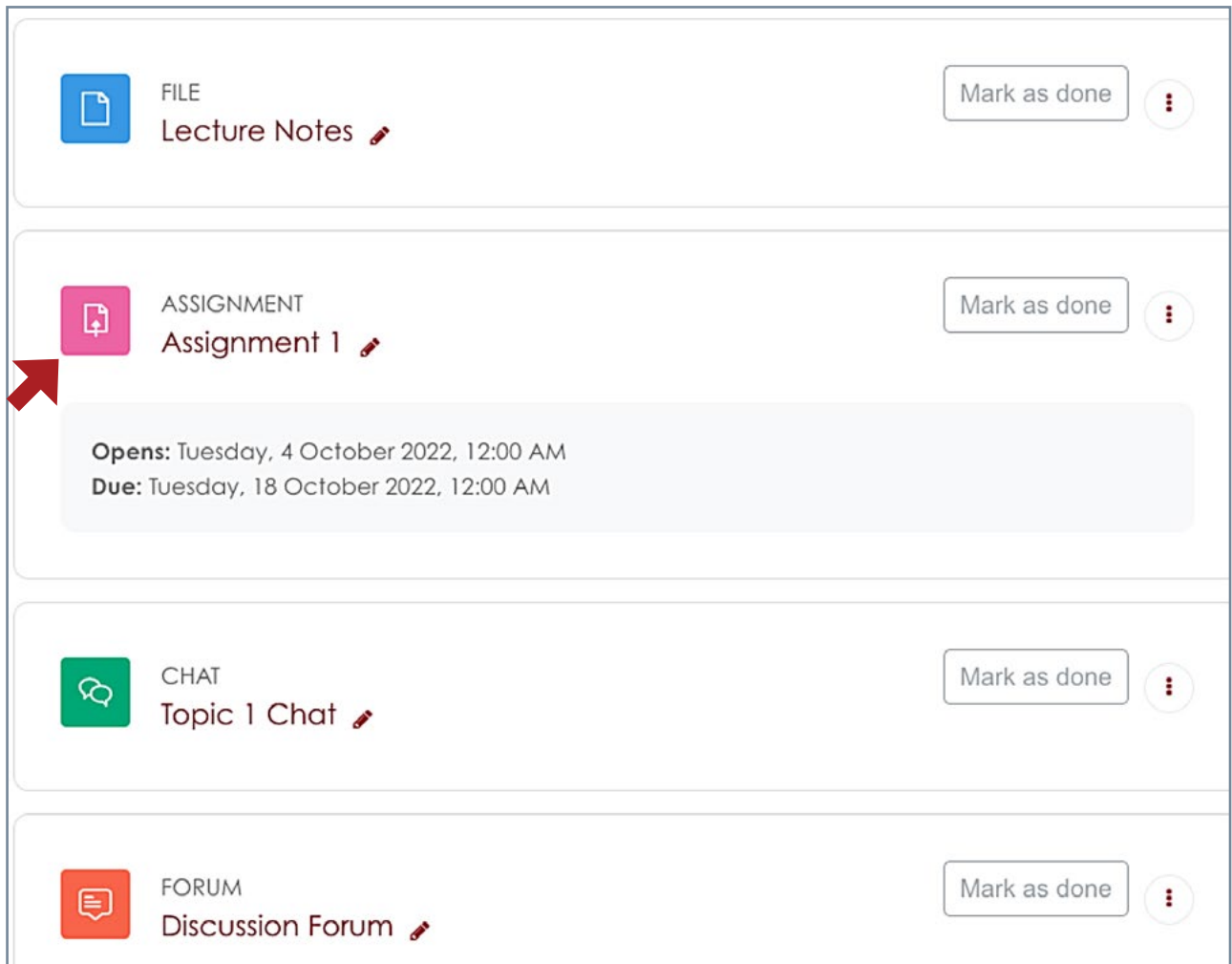
Permalink Edit Delete Reply

# Assignment Tool

The assignment activity module enables a teacher to communicate tasks, collect work and provide grades and feedback.

## How to submit Assignment


- Click on [Assignment 1](#) link



The screenshot displays a list of course activities in Moodle. The activities are: 'Lecture Notes' (FILE), 'Assignment 1' (ASSIGNMENT), 'Topic 1 Chat' (CHAT), and 'Discussion Forum' (FORUM). Each activity has a 'Mark as done' button and a menu icon. The 'Assignment 1' entry is highlighted with a red arrow pointing to its icon. Below the 'Assignment 1' entry, a light blue box contains the following information: 'Opens: Tuesday, 4 October 2022, 12:00 AM' and 'Due: Tuesday, 18 October 2022, 12:00 AM'.

- Read/download the question and work on your assignment outside Moodle

- To submit your assignment click [Add submission](#)




ASSIGNMENT  

# Assignment 1

Mark as done

**Opened:** Monday, 4 July 2022, 12:00 AM

**Due:** Monday, 18 July 2022, 12:00 AM

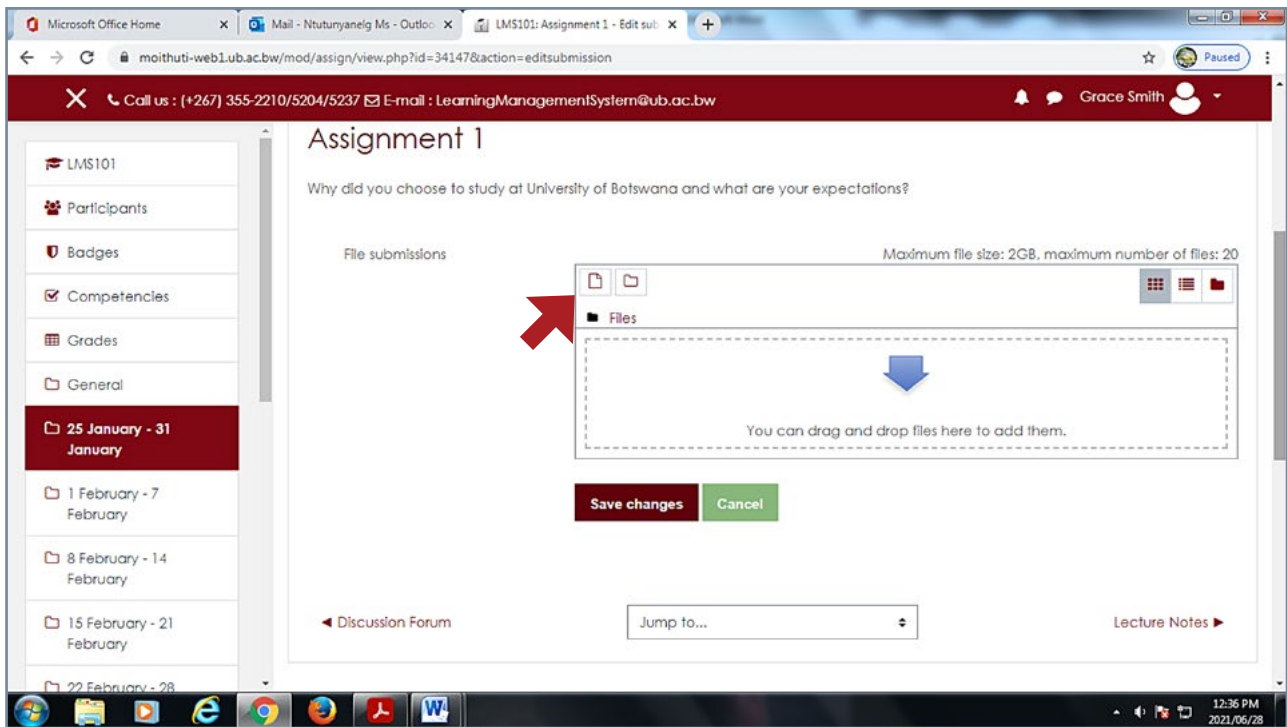


Add submission

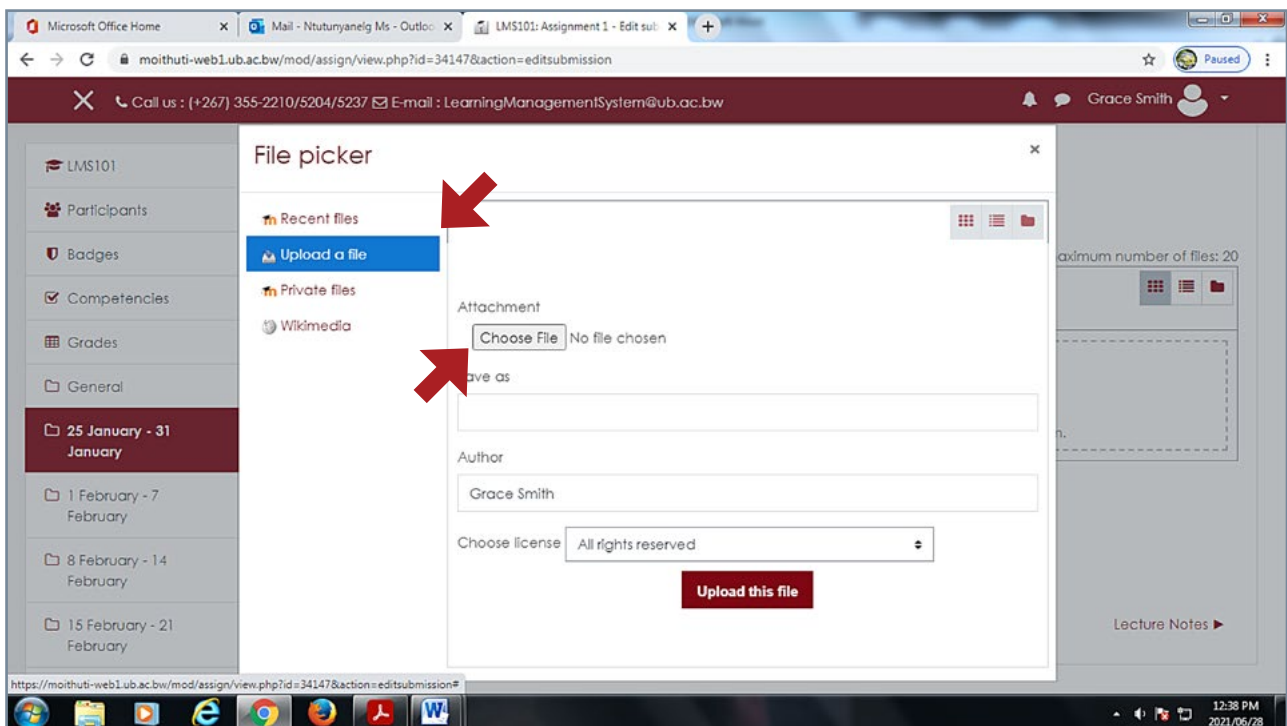
## Submission status

Submission status	No submissions have been made yet
Grading status	Not graded
Time remaining	13 days 12 hours remaining
Last modified	-
Submission comments	<div>Comments (0)</div>

- Click [Add](#) to select where you have saved your file

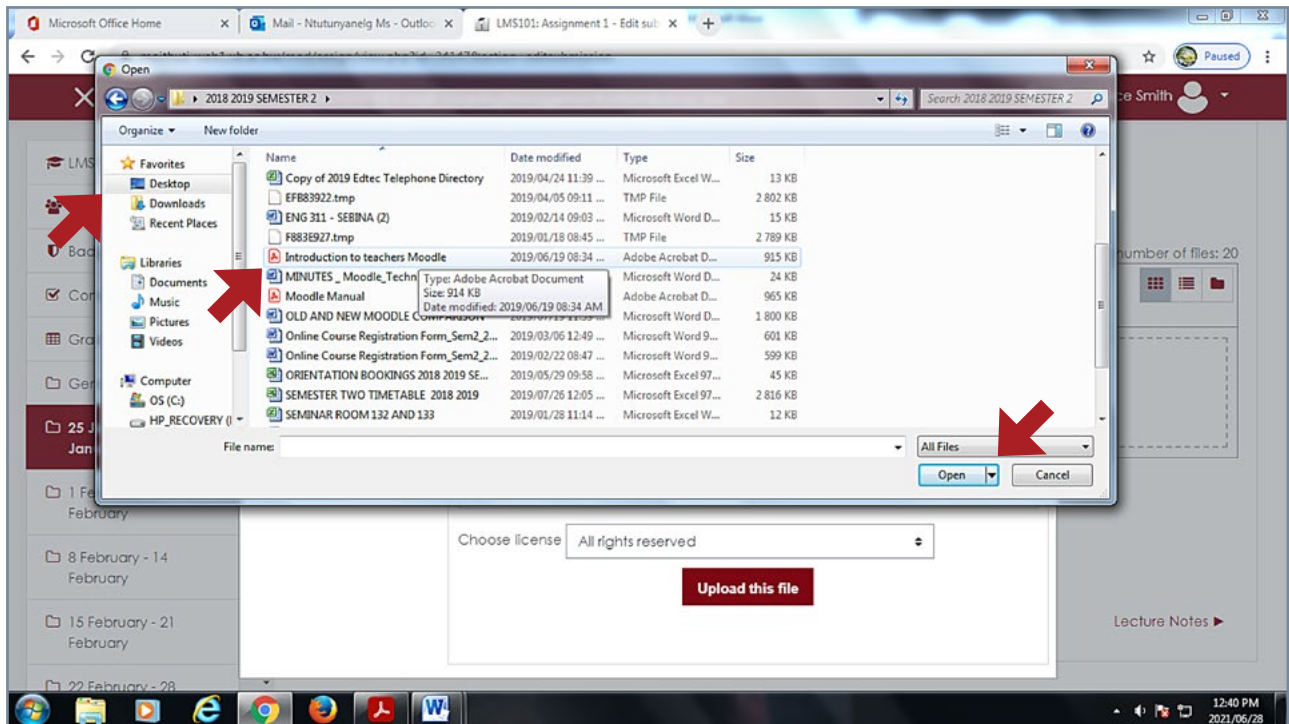


- Click <Upload a file>, then <Choose File>

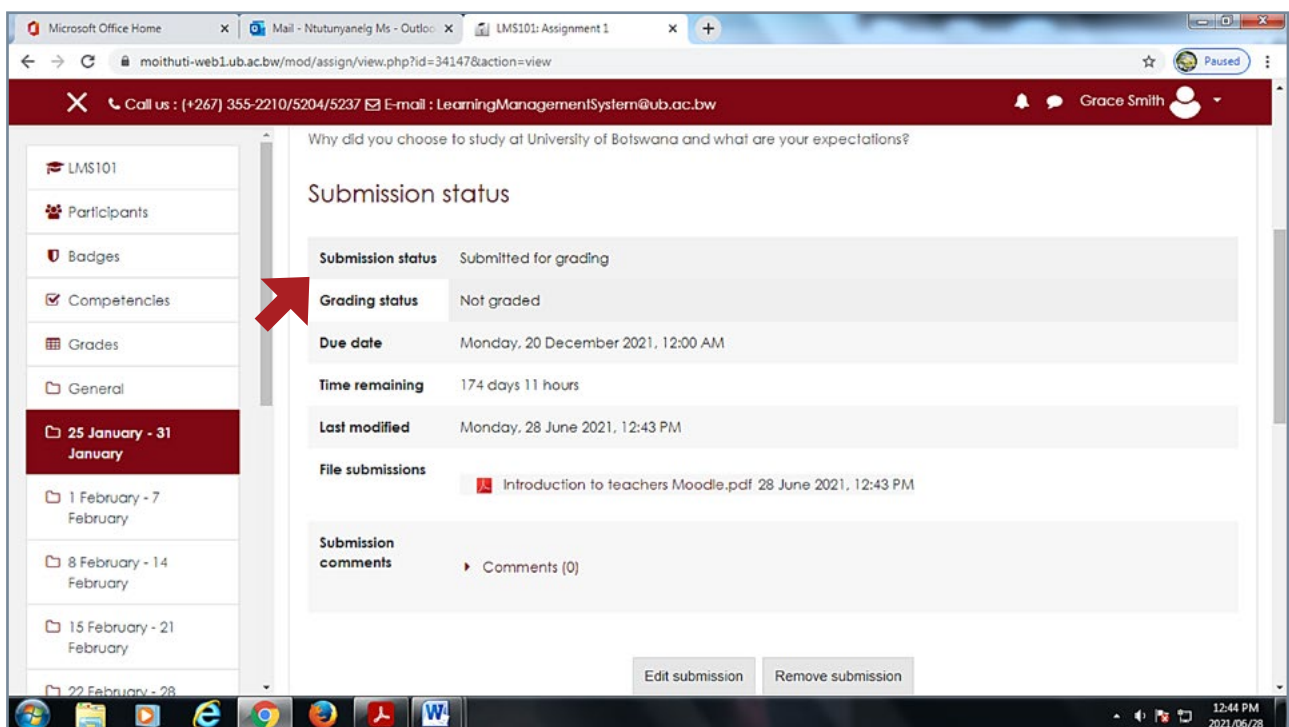




- Locate your file
- Double click on file or select file then <Open>



- Click <Upload this file> and <Save changes>
- Message will show you have submitted for grading

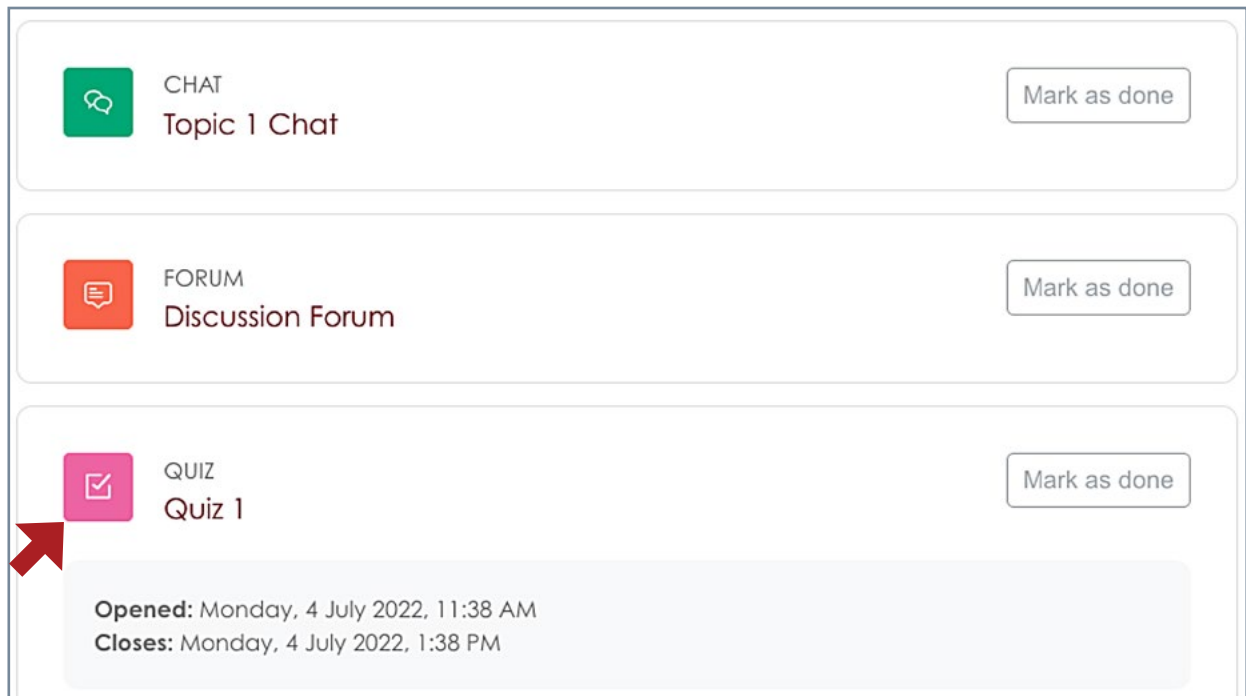


# Quiz

The quiz activity enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical.

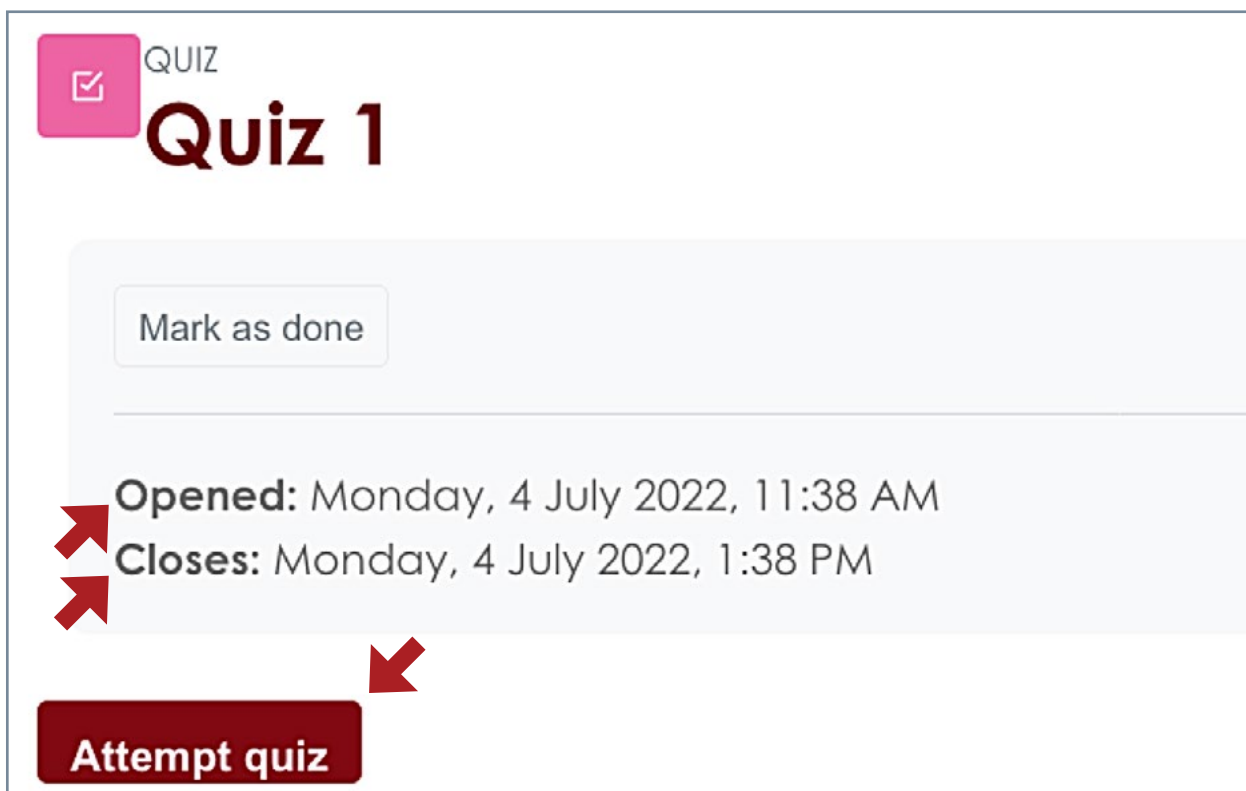
## How to attempt a quiz

- Click on [Quiz 1](#) link



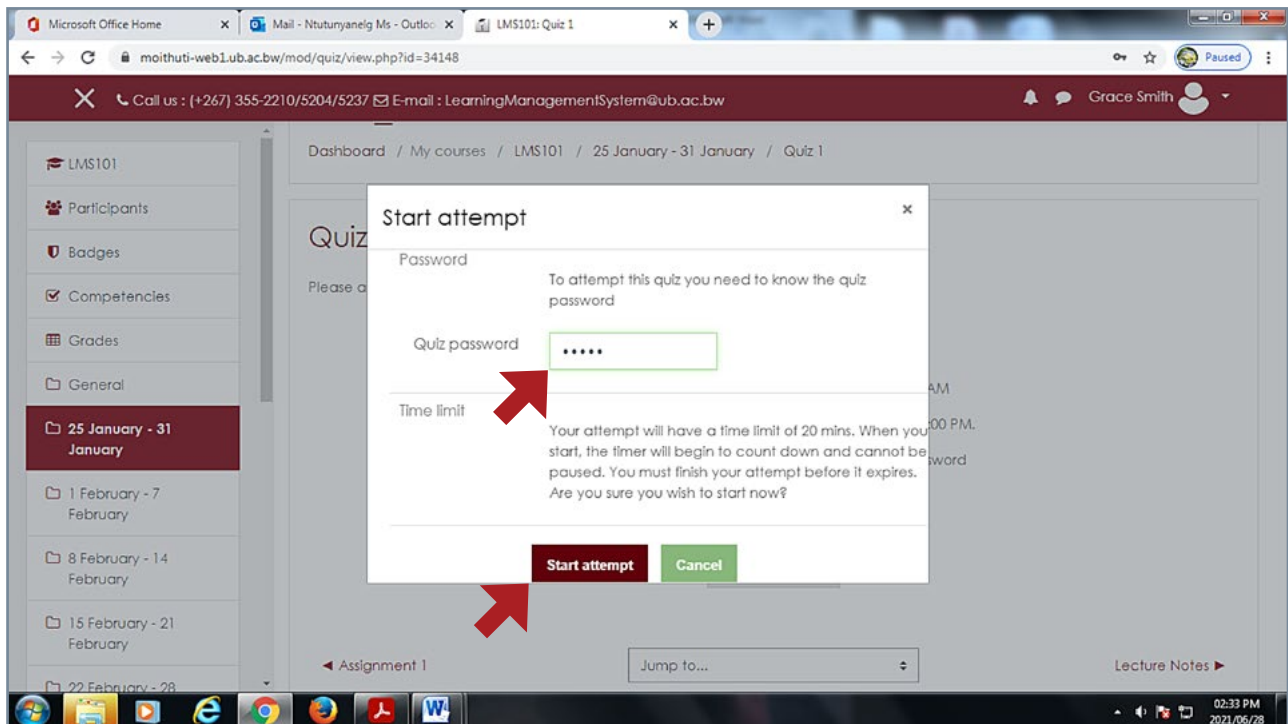
The screenshot shows a list of course activities. The first item is 'CHAT Topic 1 Chat' with a green speech bubble icon and a 'Mark as done' button. The second item is 'FORUM Discussion Forum' with an orange speech bubble icon and a 'Mark as done' button. The third item is 'QUIZ Quiz 1' with a pink checkmark icon and a 'Mark as done' button. A red arrow points to the 'QUIZ Quiz 1' icon. Below the quiz icon, the following text is displayed: 'Opened: Monday, 4 July 2022, 11:38 AM' and 'Closes: Monday, 4 July 2022, 1:38 PM'.

- Read instructions and click [Attempt quiz now](#)
- Note that the quiz is timed.

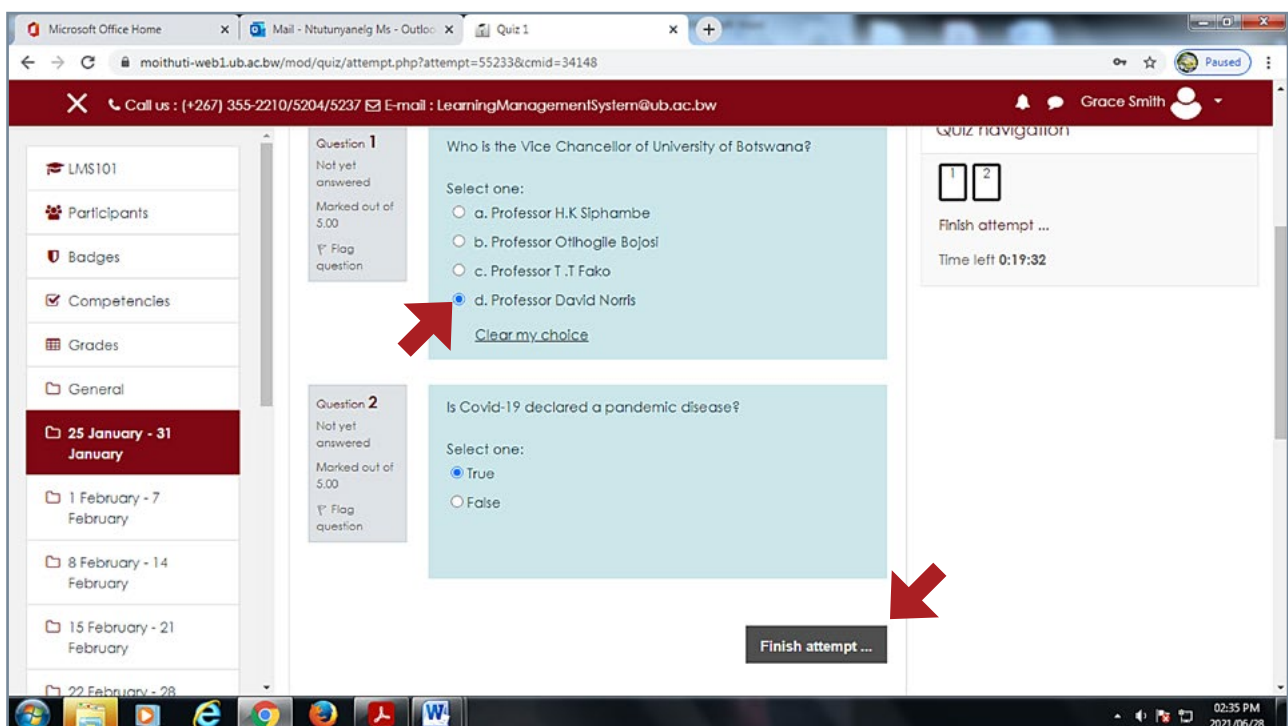


The screenshot shows the 'Quiz 1' page. At the top, there is a pink checkmark icon and the text 'QUIZ Quiz 1'. Below this, there is a 'Mark as done' button. The 'Opened: Monday, 4 July 2022, 11:38 AM' and 'Closes: Monday, 4 July 2022, 1:38 PM' text is displayed. A red arrow points to the 'Attempt quiz' button at the bottom.

- Enter the **Quiz password** provided by the instructor
- Click **<Start attempt>** for questions to be displayed

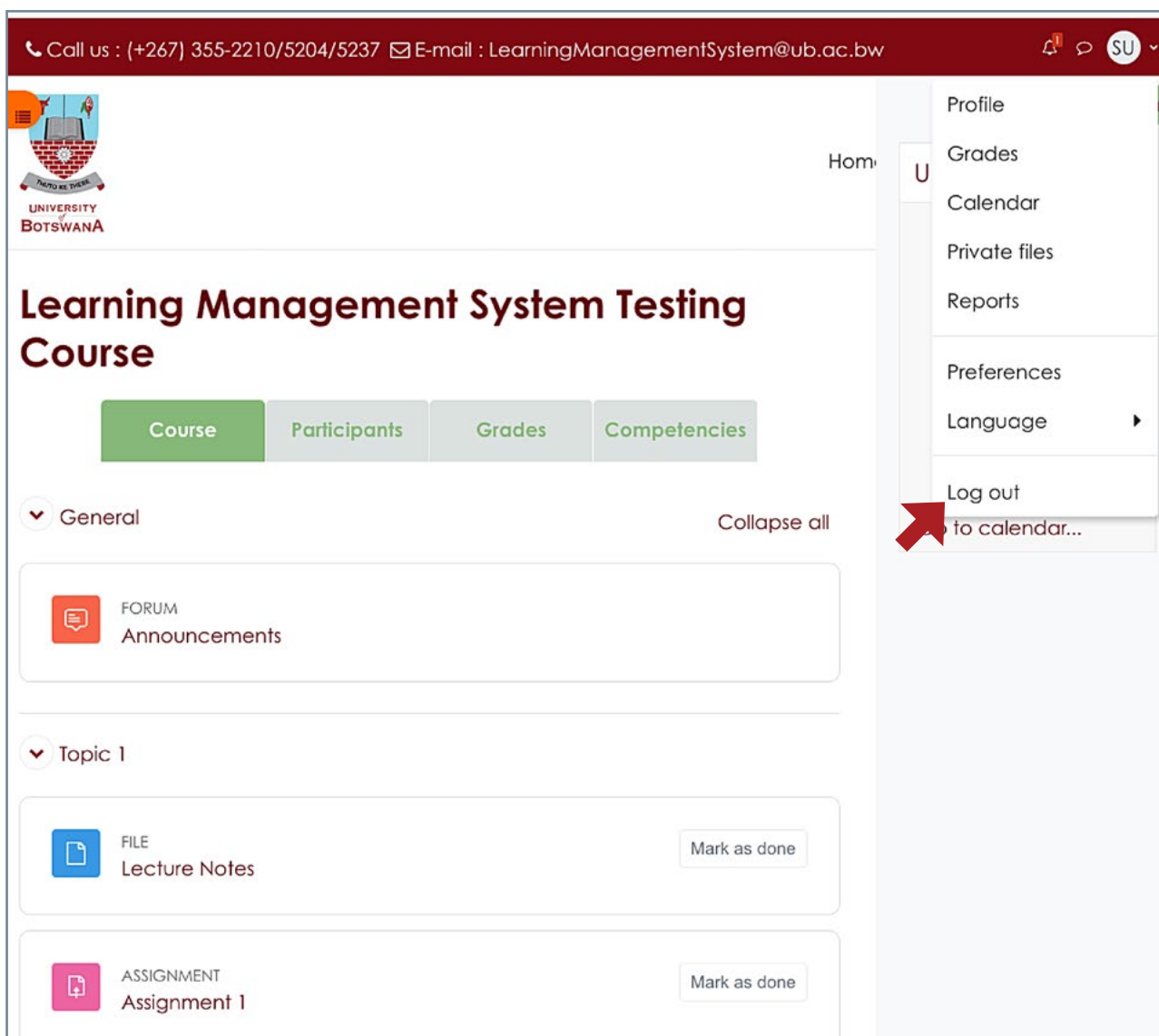


- Select correct answers then click **<Finish attempt>**
- You can return back to questions or click **<Submit all and finish>**



# How to logout

- Click an **arrow facing down** on the top right corner next to your name
- Click **logout**.



The screenshot displays the Moodle Learning Management System interface. At the top, a dark red header bar contains contact information: "Call us : (+267) 355-2210/5204/5237" and "E-mail : LearningManagementSystem@ub.ac.bw". On the right side of the header, there is a notification bell icon, a speech bubble icon, and a user profile icon labeled "SU" with a downward-pointing arrow. A red arrow points to this arrow. Below the header, the left sidebar features the University of Botswana logo and the course title "Learning Management System Testing Course". The main content area shows tabs for "Course", "Participants", "Grades", and "Competencies". Under the "General" section, there is a "FORUM Announcements" block. Under the "Topic 1" section, there are two blocks: "FILE Lecture Notes" and "ASSIGNMENT Assignment 1", each with a "Mark as done" button. On the right side, a user menu is open, listing options: "Profile", "Grades", "Calendar", "Private files", "Reports", "Preferences", "Language", and "Log out". A red arrow points to the "Log out" option. Below "Log out" is a partially visible option "to calendar...".



