THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
DAR ES SALAAM INSTITUTE OF TECHNOLOGY
(Established under the Act No.6 of 1997)

DIT e-Learning management system (DIT e-LMS)

User Manual and Technical Support Documentation

September, 2022

Chapter 2. MANUAL FOR INSTRUCTORS

2.1 Getting started

I. Make sure all the PC and System Requirements are met before moving on to the next step.

II. Open a web browser and access DIT-elms and log in to the site/platform as explained earlier.

III. Make sure you are logged in. If the screen shows a list of courses that looks like the one below, you are logged in to the system
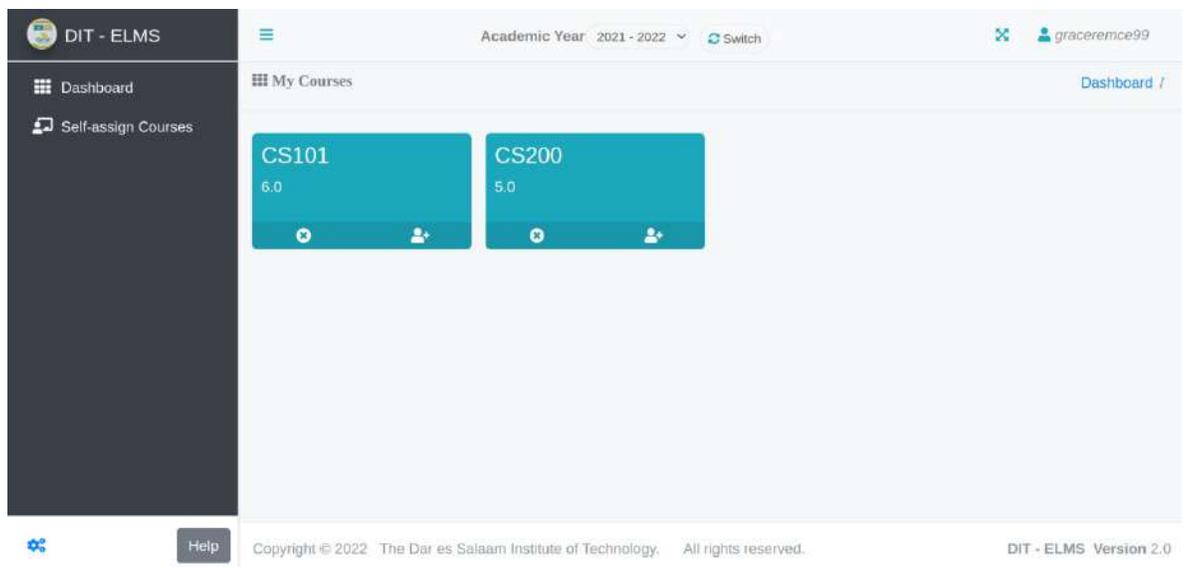
Figure 5. Instructors' home Dashboard

IV. In the upper right you should see You are logged in as [your first name and surname] when you click to user icon, you can be able to change password and logout.

V. If were not able to login, carefully double-check your information (username and password). If problems persist, ask for help from support staff or the system administrator.

2.2 Content creation and management

Once the instructor has clicked one of the courses listed in the courses list there will show a menu with announcements, materials, assignments, lab assignments, tutorials, external assessments, CA generator, students, quizzes, lecture room, class forum and partners.
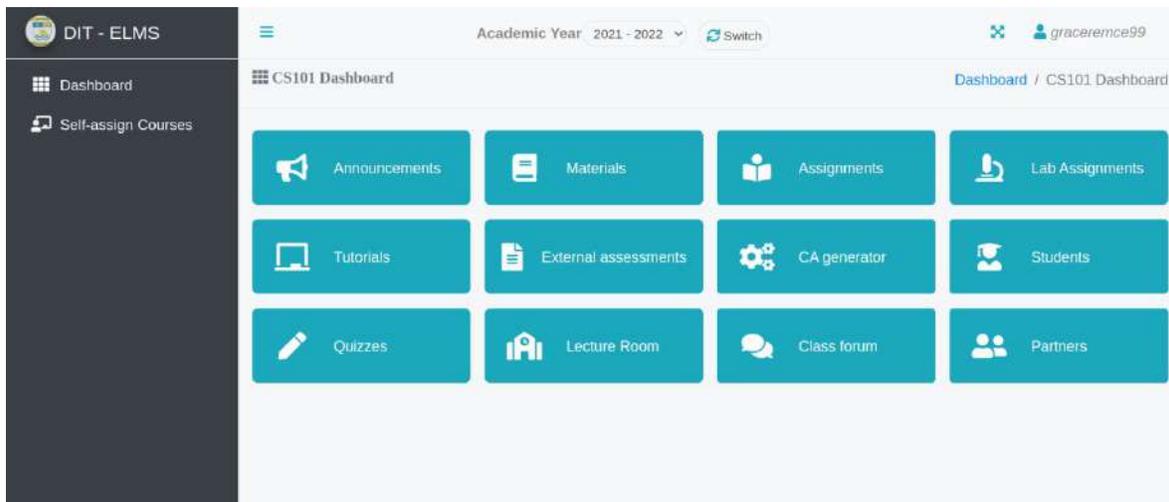
Figure 6. Module Dashboard

Figure 2.1: The page student see after click a certain module.

I. Announcements

Here the instructor can be able to see and post all announcements concerning the module. To create a new announcement, click the top right corner button (Add New Announcement) to the new advertisement associated with the module.
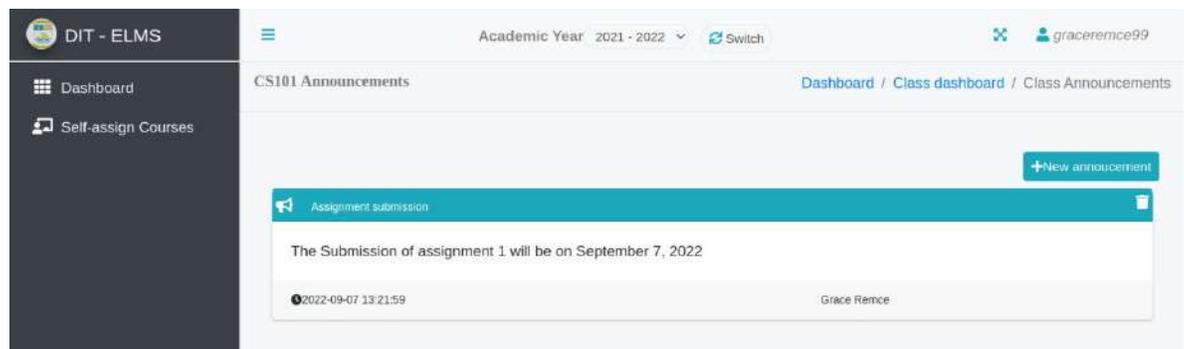
Figure 7. Announcement
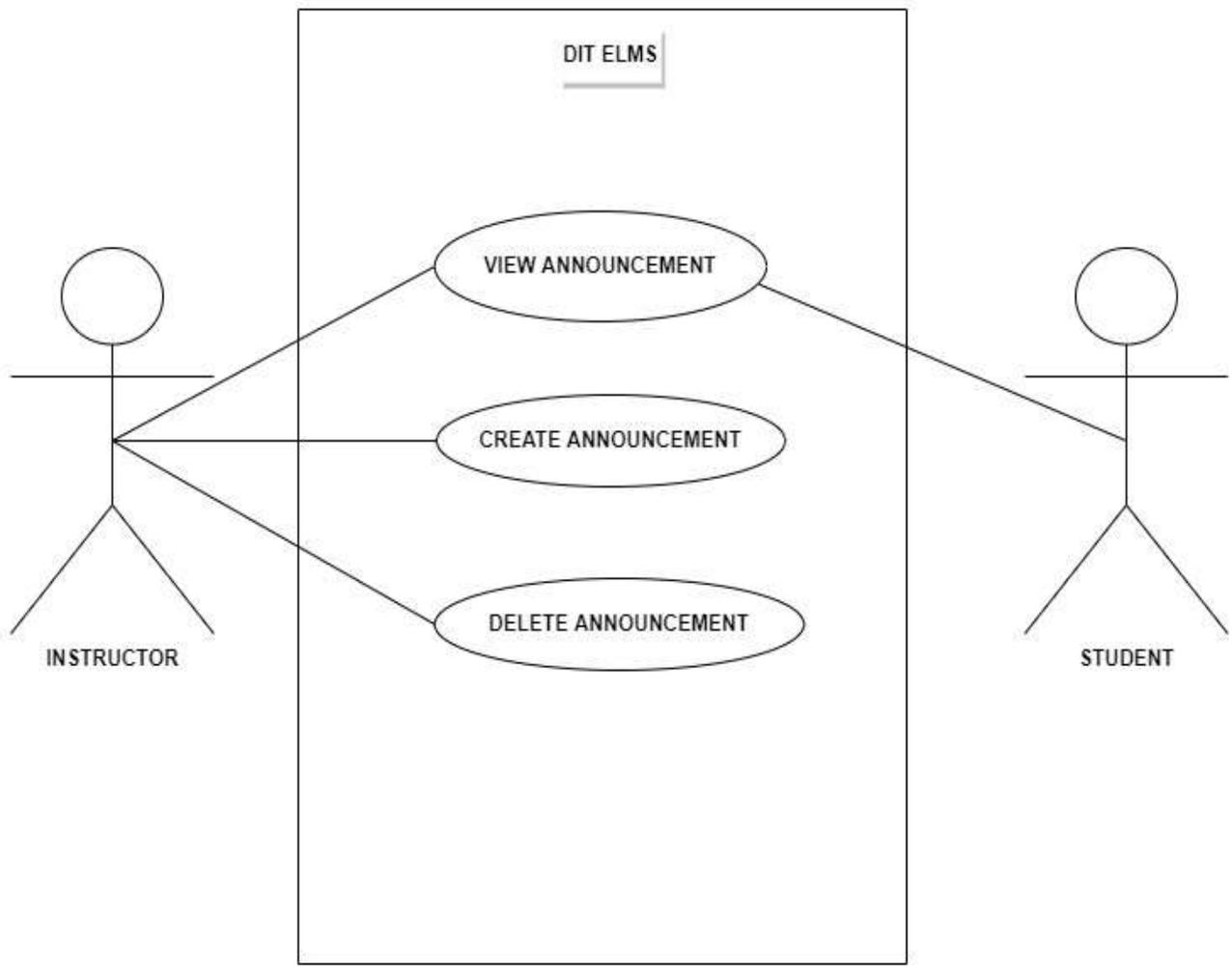
Figure 8. Use-case: Announcement
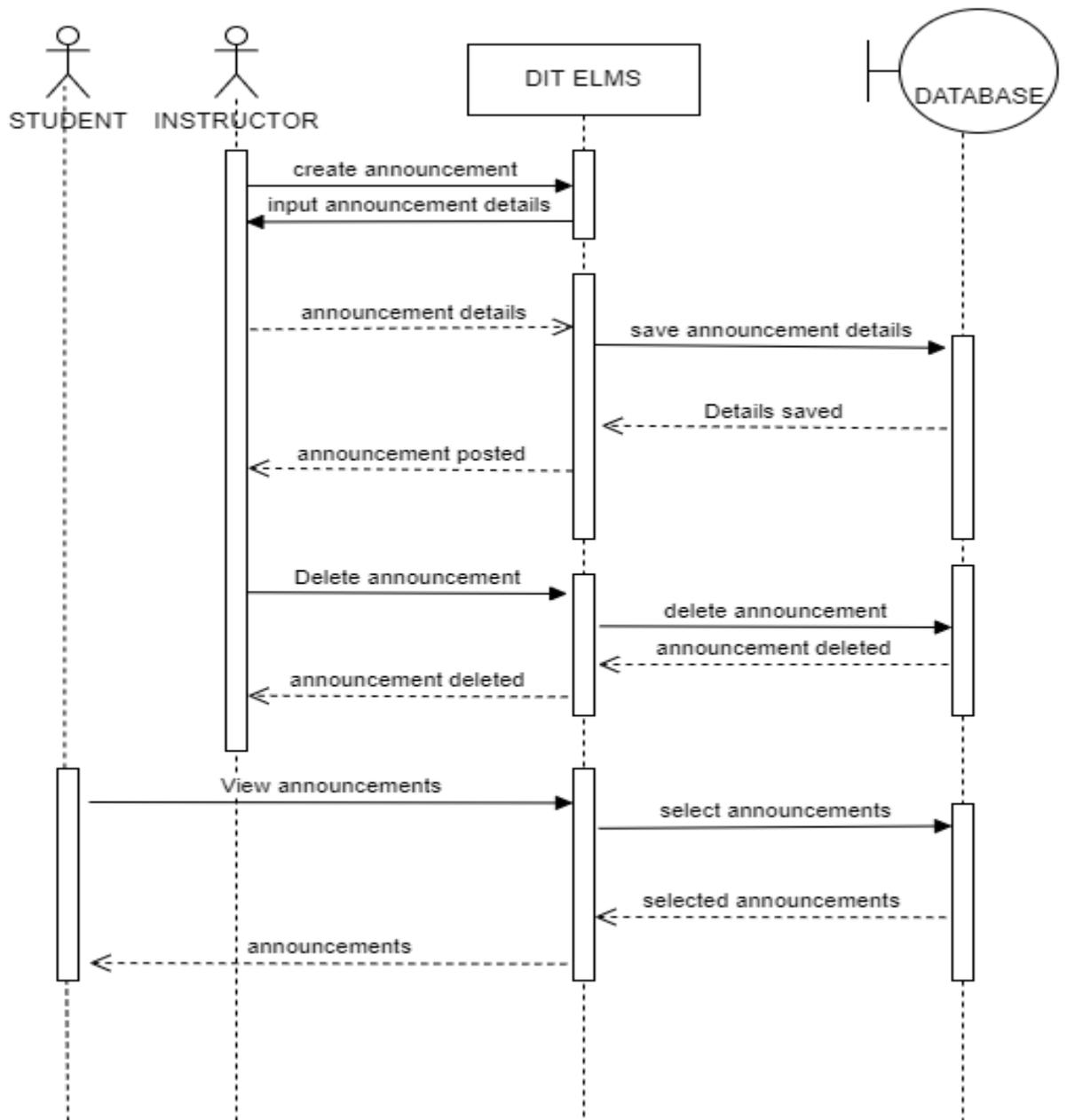
Figure 9. The sequence diagram: Flow of events on announcements

II. Materials

Here the instructor can be able to create submodules for a particular module. The instructor can be able to share link for learning materials, upload new materials such

as multimedia contents (images, videos, audio files) and textual content such as word and pdf for students to read. In order for the students to see the sub enabling, the instructor, has to publish it by clicking a button (eye icon).
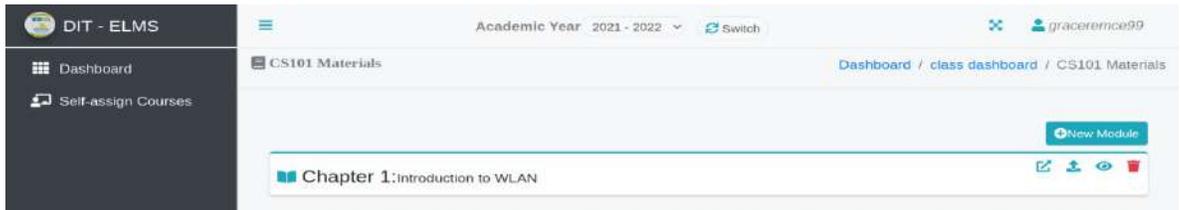
Figure 10. The page that shows the material uploaded on the platform
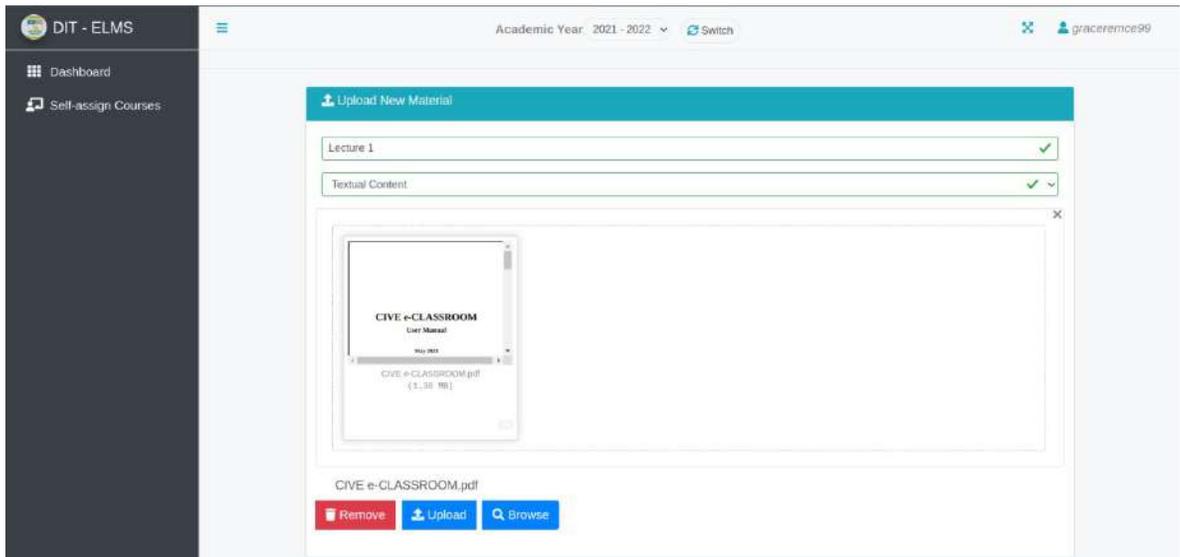
Figure 11. The page that shows how to upload material on the platform.
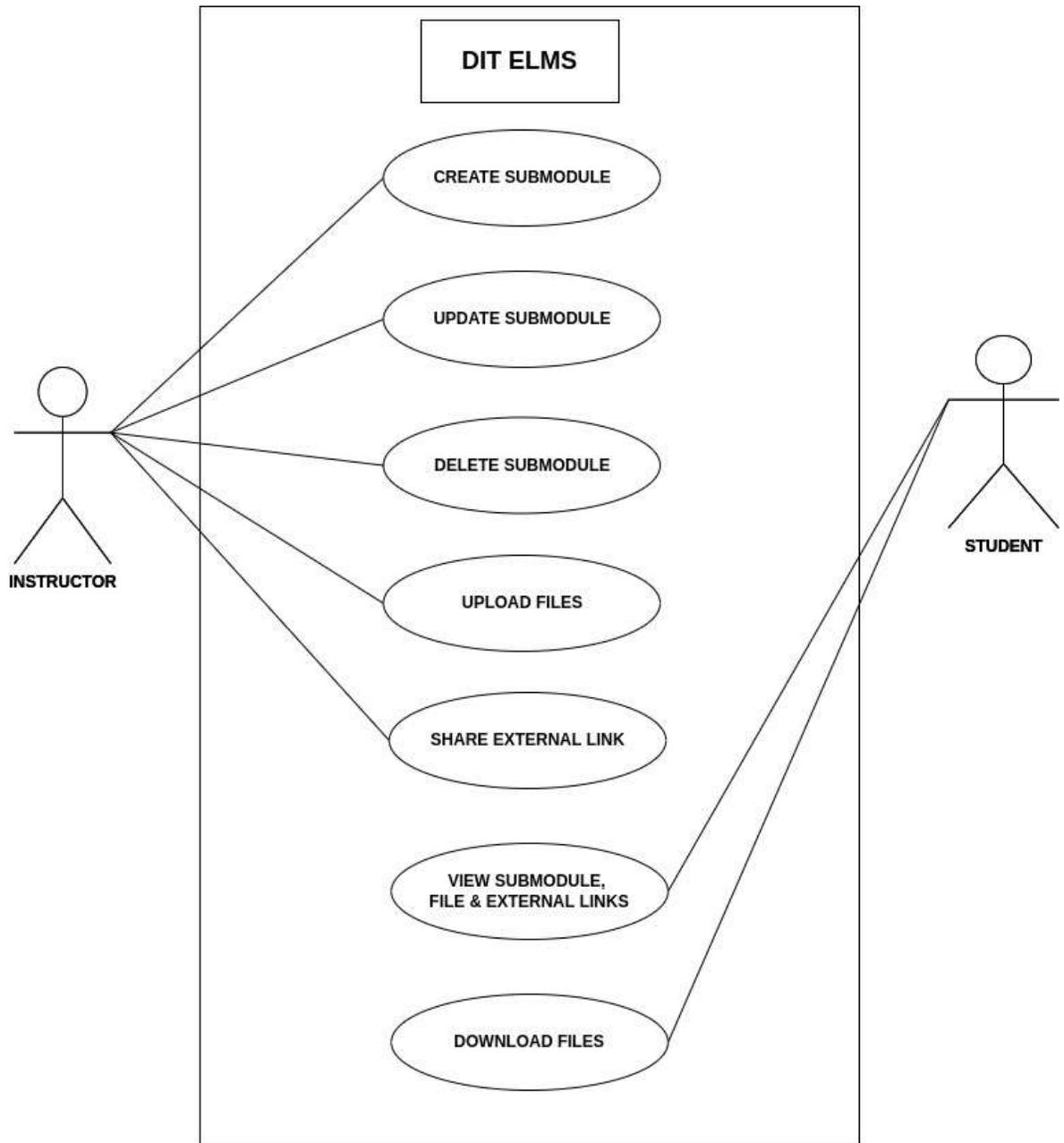
Figure 12. Use-case: Interaction between students and instructions on material sections

III. Assignments

In this section, the instructor can be able to post assignments concerning the particular module. To create an assignment, the instructor has to click (Add new assignment). In order to create new assignment the instructor has to enter assignment title, further instructions concerning the assignment, start date, start time, end date, end time, number of questions, marks for each question, and the assignment content. The instructor can be able to add assignment content by either to type the question or to upload a document with the question.

After creating the assignment, the instructor can be able to see number of submitted assignments, missing assignments, marked assignment and failed assignments. The instructor can also be able to update the assignment, download the assignment and delete the assignment.
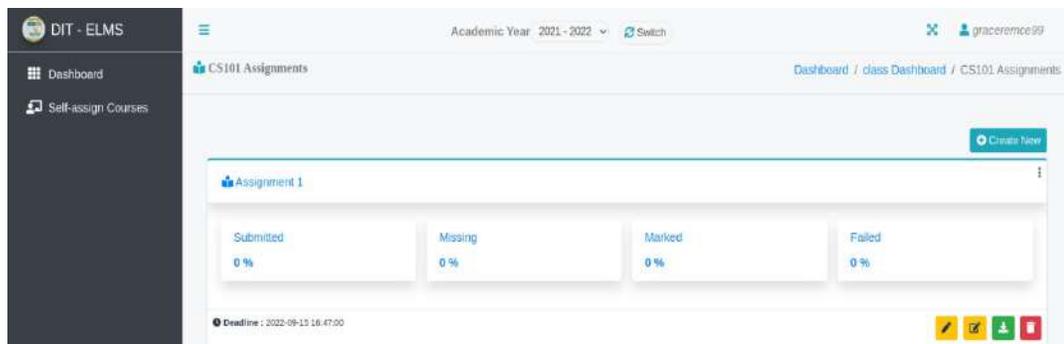
Figure 13. The page that displays the assignments created.

Figure 14. The page that shows the form for creating new assignment.
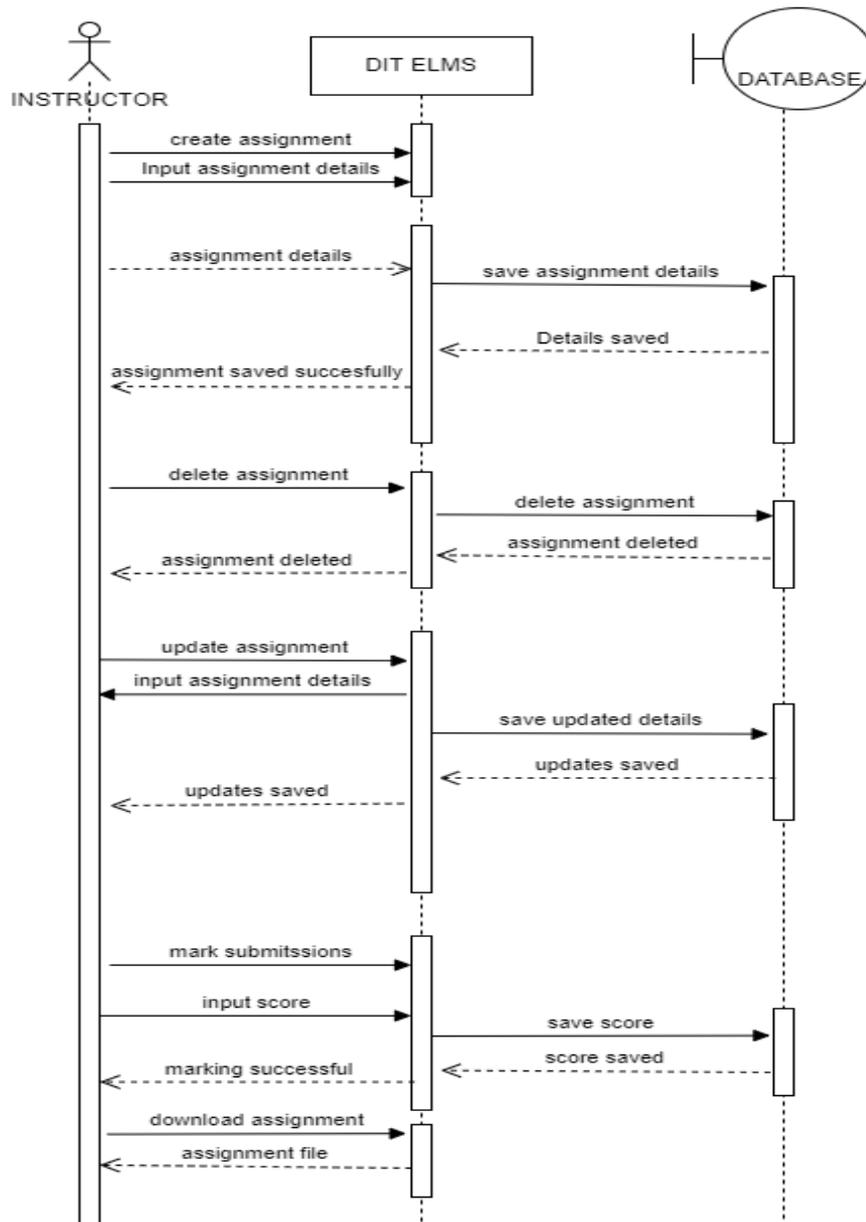
Figure 15. The Sequence diagram 1 : Assignment management
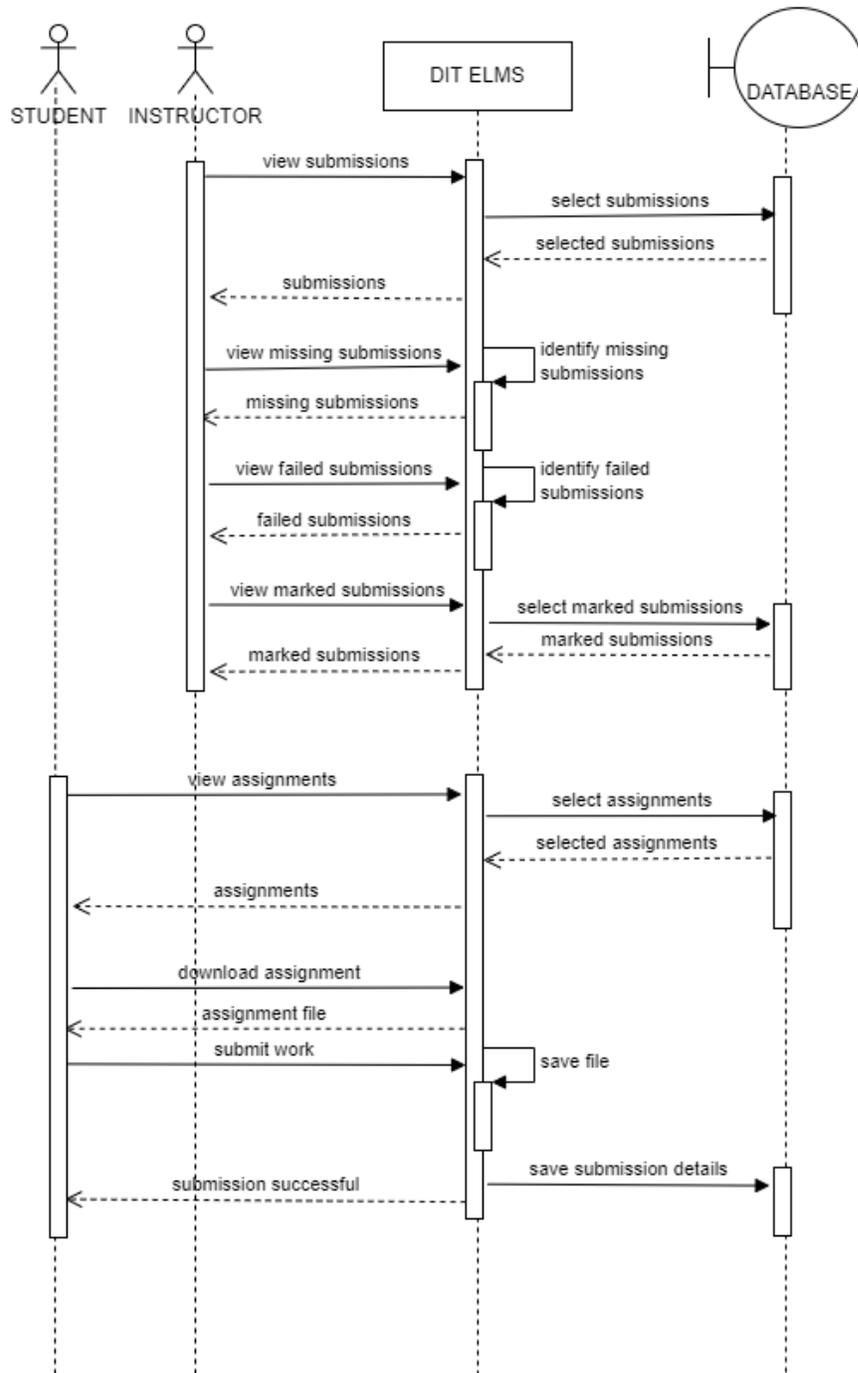
Figure 16. The Sequence diagram 2 : Assignment management
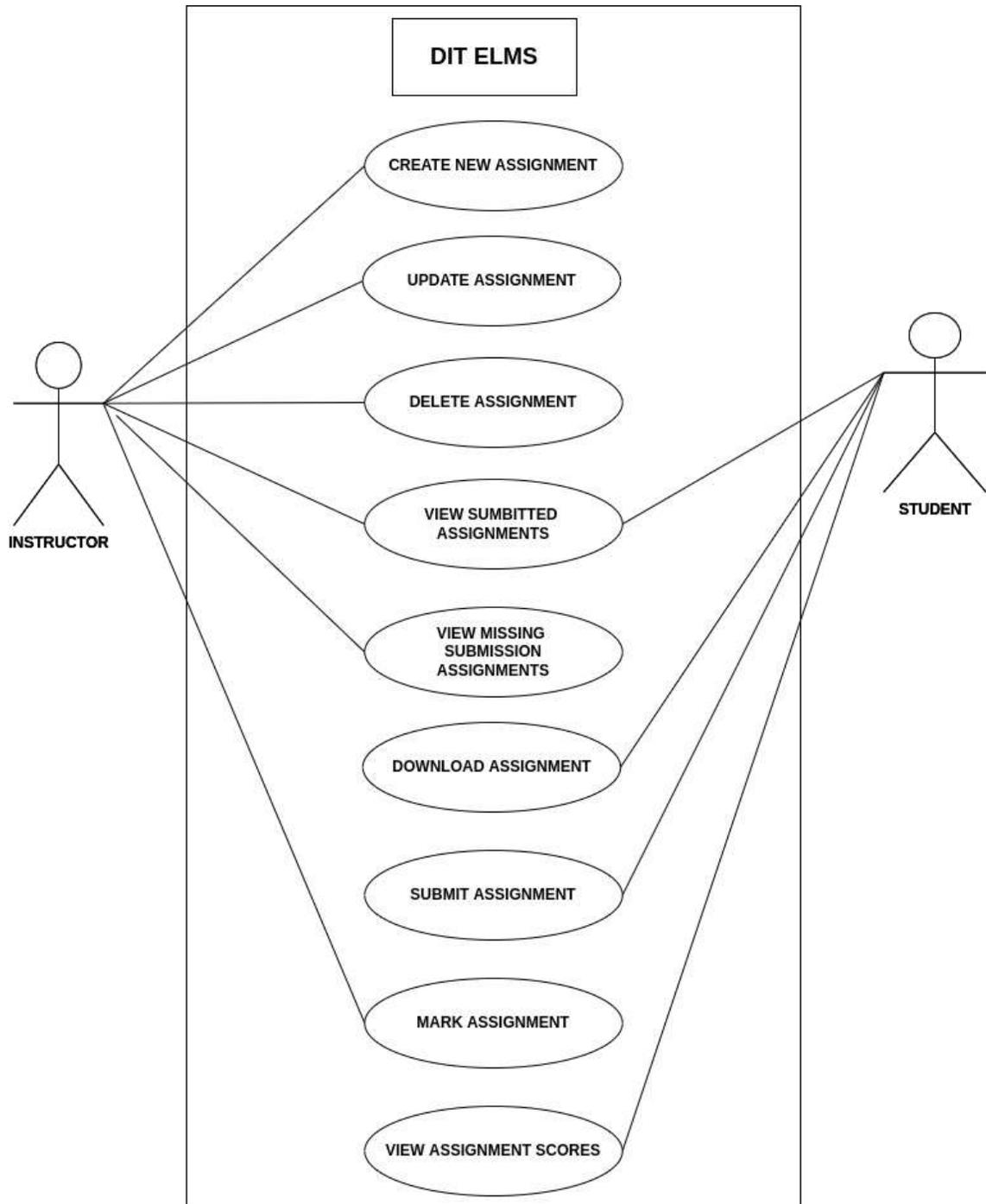
Figure 17. Use case: Interaction between instructor and students on assignment section.

IV. Lab Assignments

In this section, the instructor can be able to announce new lab assignments. To create a new lab assignment, the instructor has to specify lab title, instructions (if available), start date, start time, end date, end time, number of questions, total marks for each question, assign students (all students, all groups, chosen students, chosen groups) and assignment content.

Figure 18. The page for creating new lab Assignment.
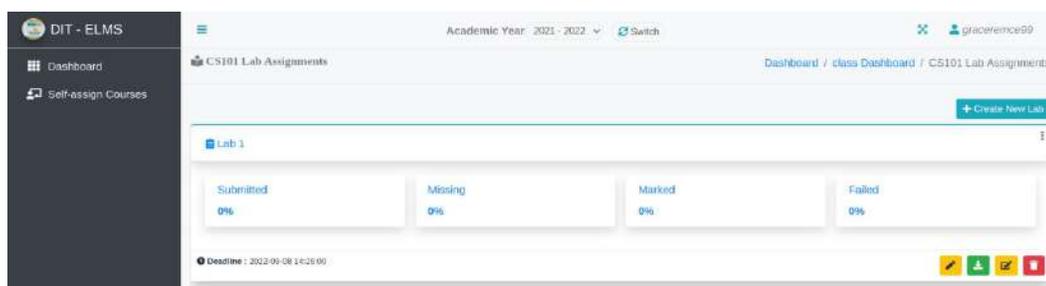
Figure 19. The page shows list of lab Assignments.

V. Tutorials

In this section, the instructor can be able to create tutorial questions, video audio for the selected course. To create the new tutorial, click Add Tutorial button, then fill required information such as tutorial title, hints and attach file for tutorial (image, video, audio or document file) with respect to required file size as shown in the figure below.

Figure 20. The page for creating new tutorial.
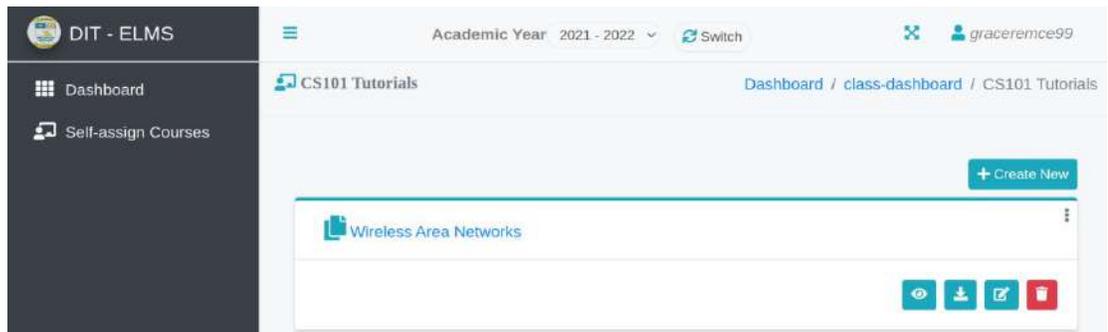
Figure 21. The page which shows the list tutorial created.
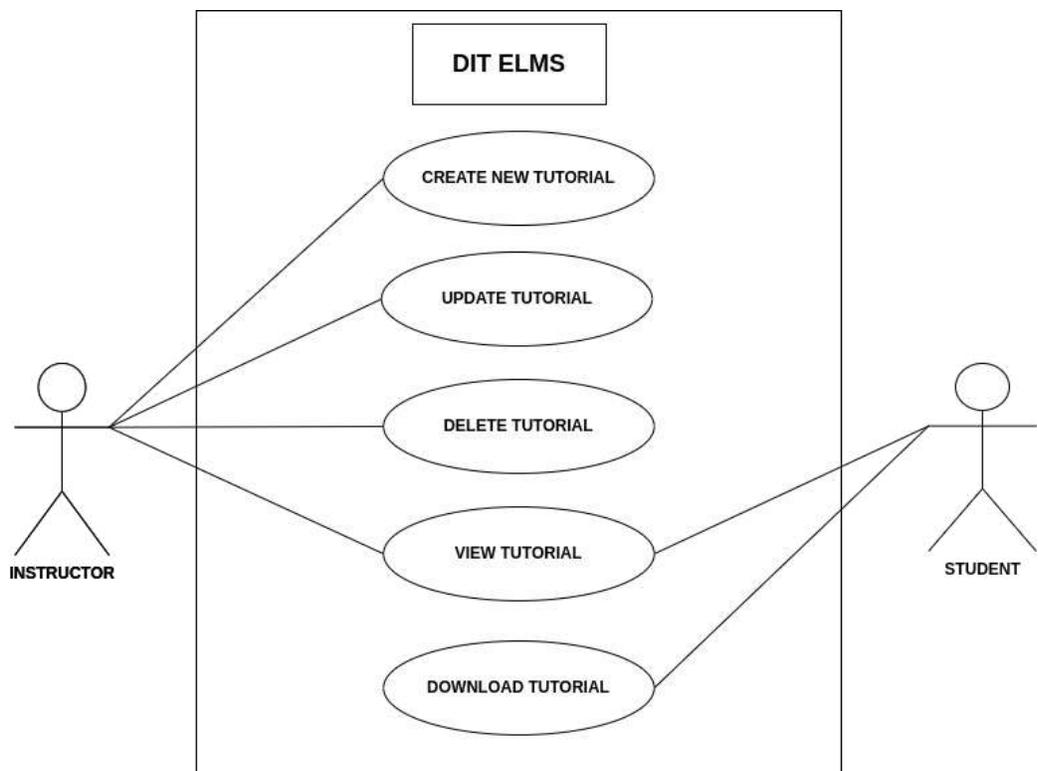
Figure 22. Use case: Interaction between students and instructor on the tutorial.
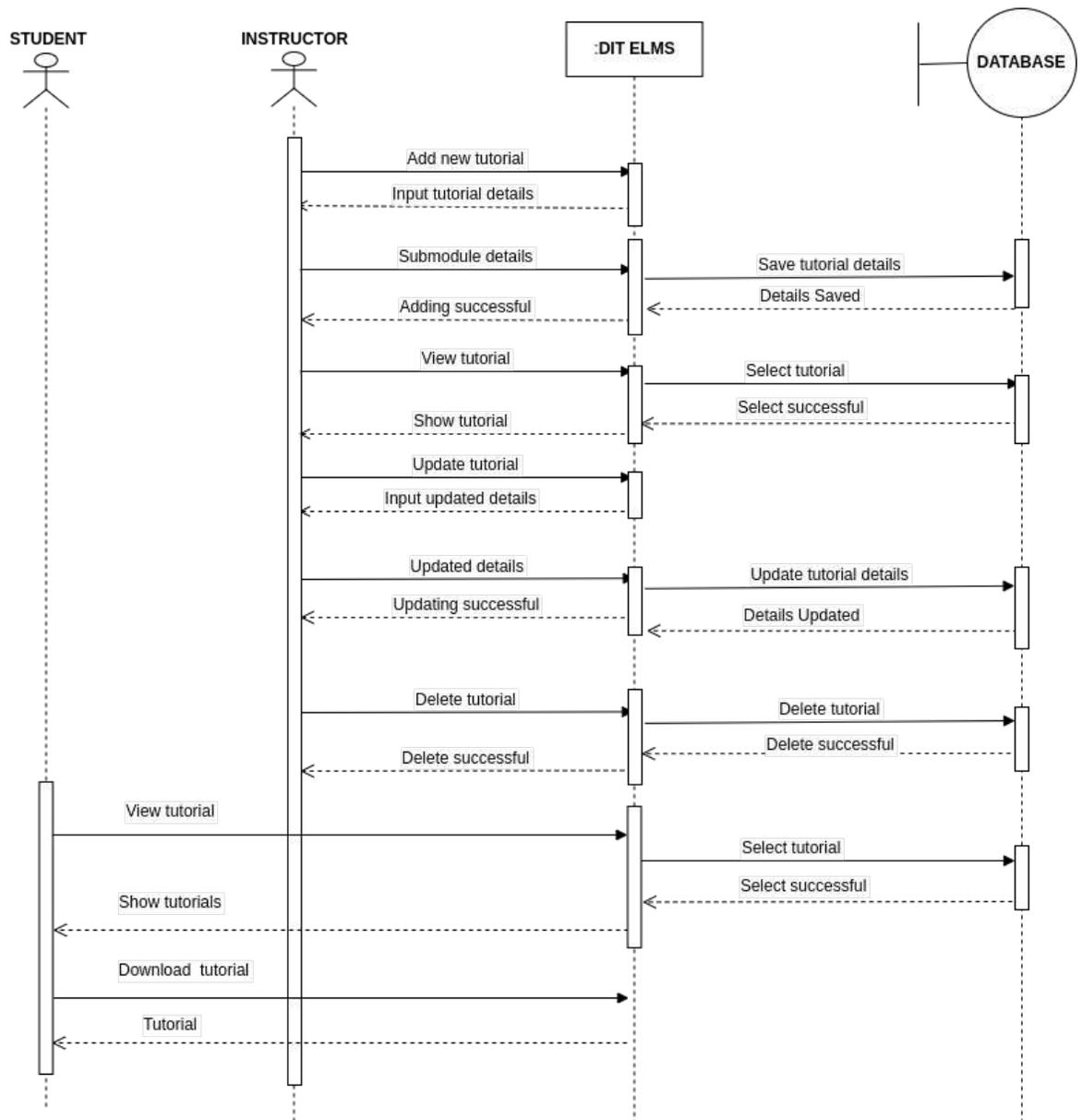
Figure 23. Sequence diagram: Tutorial management

VI. **External Assessments**

In this section, the instructor can be able to upload marks that were marked outside the system. Here the instructor can be able to download an excel template through which he can be able to fill student's registration number and score. This document can be uploaded to the system for further uses. To create new external assessment,

click Add New External Assessment, then fill in information such as assessment title, maximum scoring and upload excel document which contains student's registration number and score.
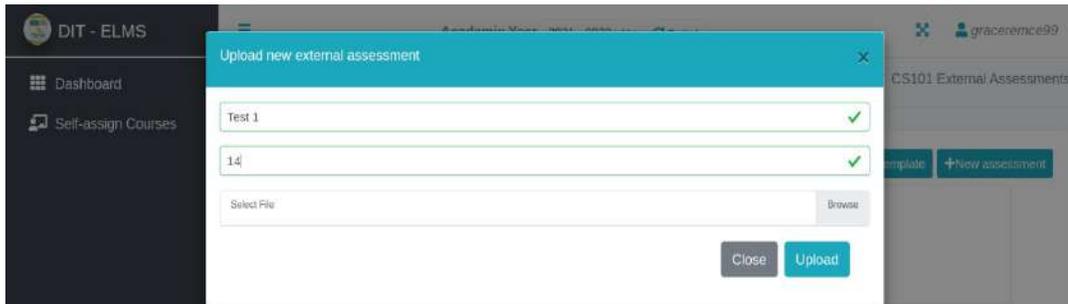
Figure 24. The page that shows how to upload new external assessment.

Figure 25. The page that shows the list of external assessments upload.
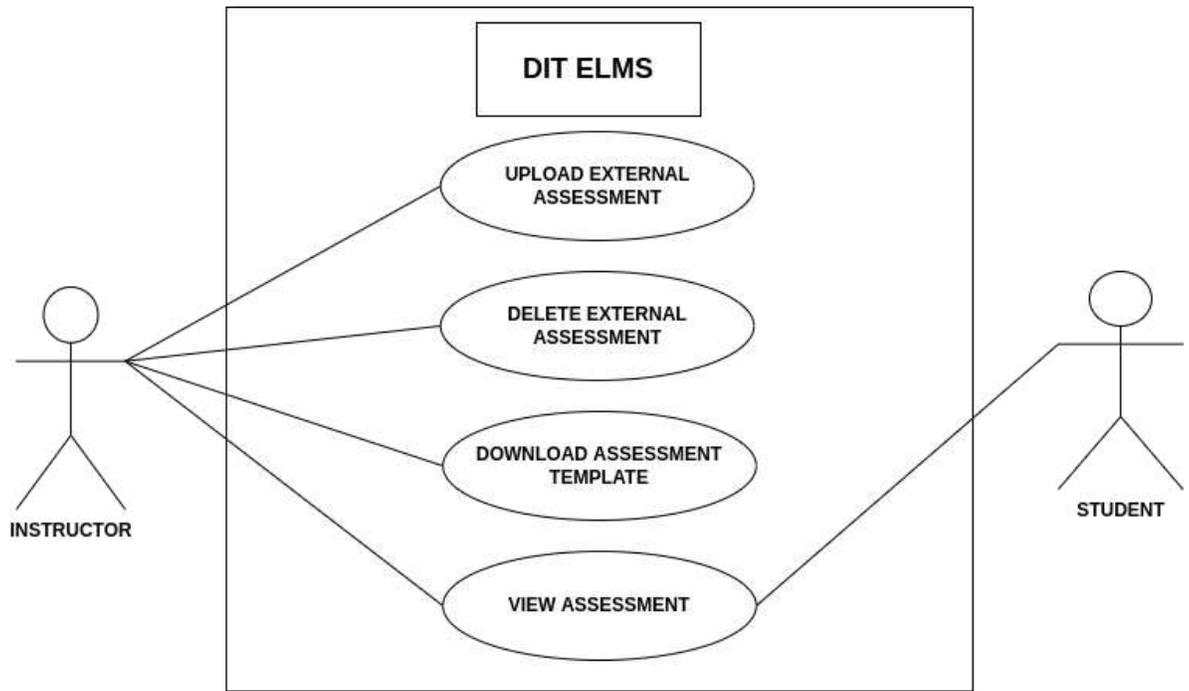
Figure 26. Use case : Interaction between instructor and student on external Assignment.

Figure 2.19:
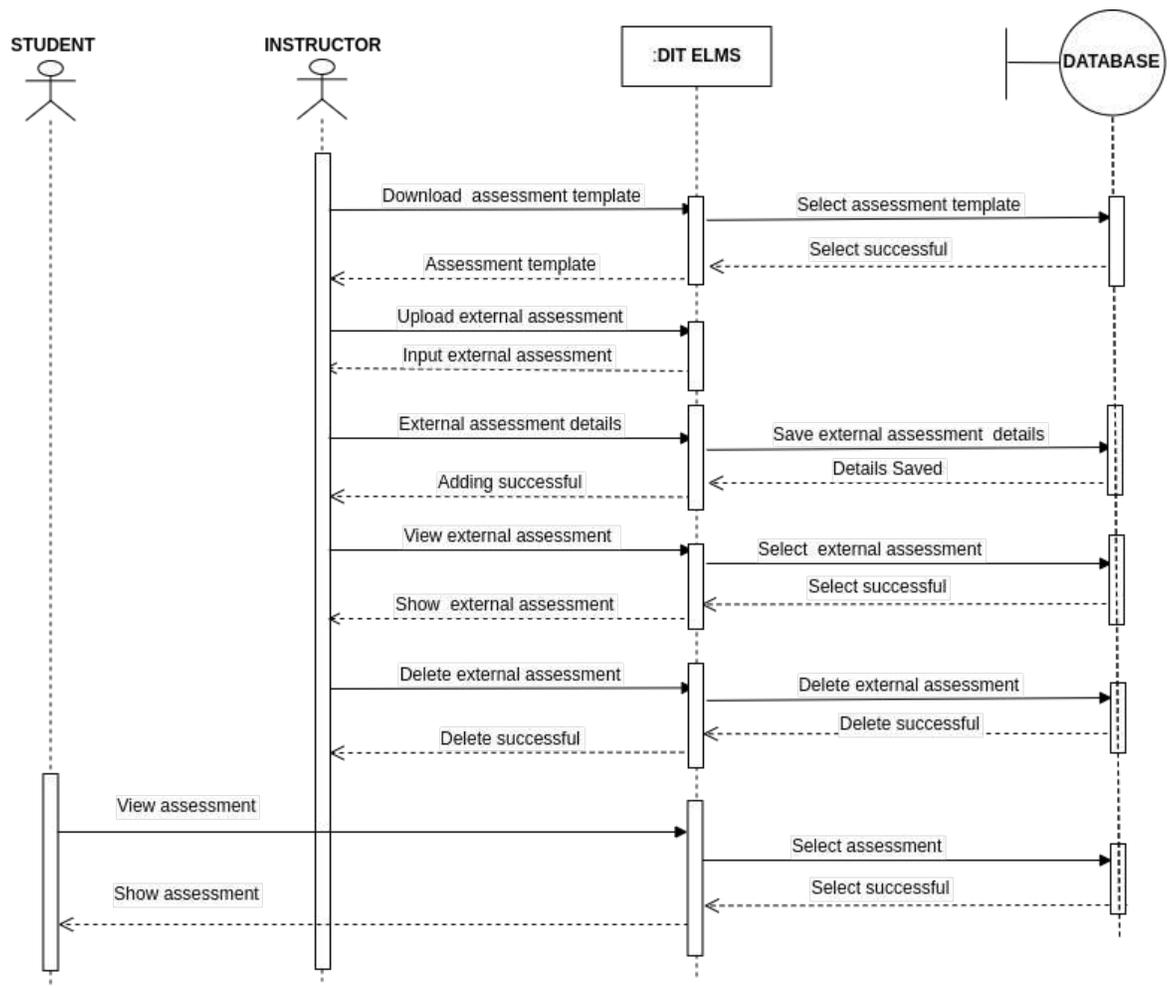
Figure 27. Sequence diagram : External assessment management

VII.   Continuous Assessment (CA) Generator

In this section, the instructor can be able to generate the CA based on the submitted assignments, tutorials and uploaded external assignments. After generation of CA, there are several options the instructor can choose.

- **Save**: Here the instructor can save the generated CA.
- **Save & Publish:** Here the instructor can save the generated CA and publish it so that all students can see it.
- **Download PDF or Excel:** Here the instructor can be able to save the generated CA as excel or PDF format
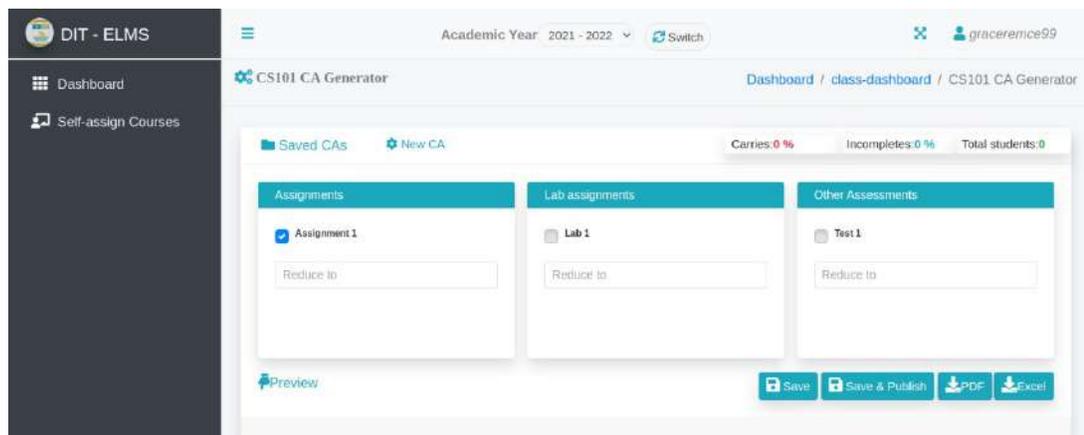
Figure 28. The page shows the CA Generator
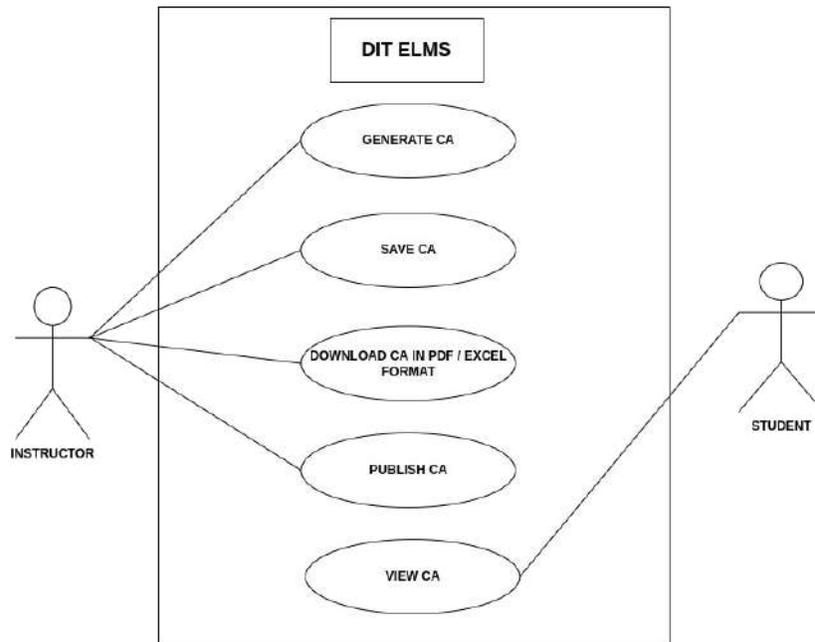
Figure 29. Use case: Interaction between student and instructor on CA Generator.
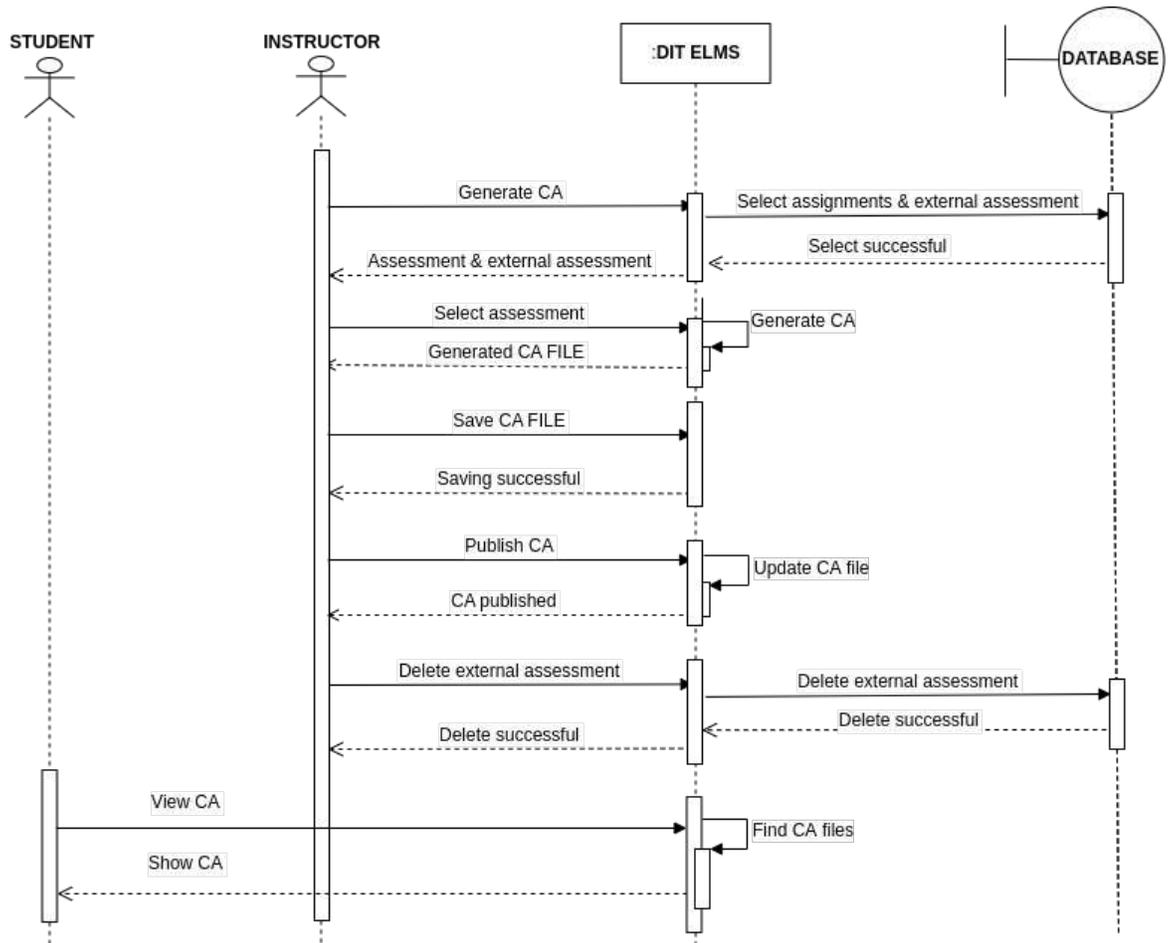
Figure 30. Sequence diagram : Continous Assessment management

VIII.   Students

In this section, the instructor can be able to see all students that are currently taking the certain module. The instructor can be able to see their registration number, program, full names, gender, phone number, education level, year of study (YOS) and status.

Figure 31. Page shows the list of assigned Programs
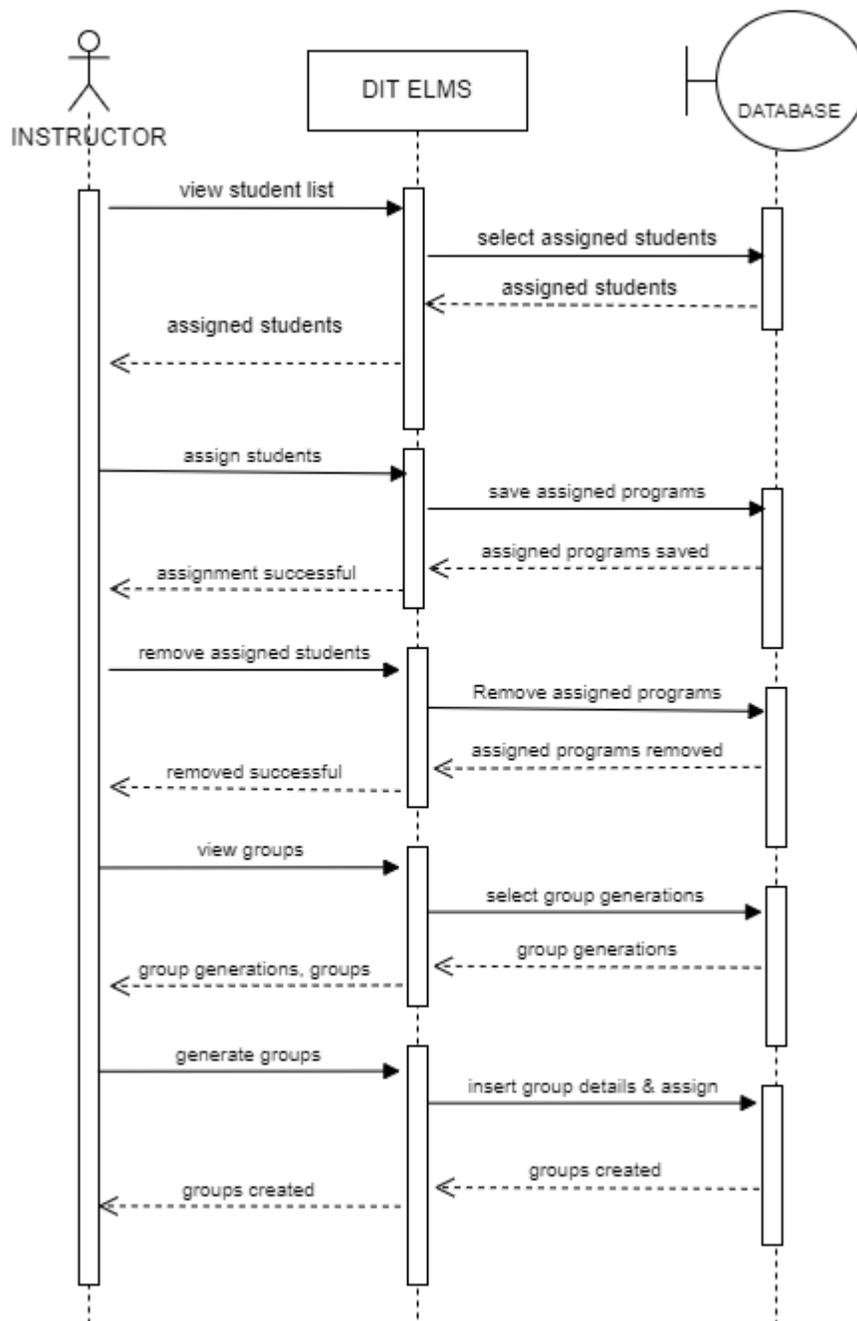
Figure 32.Sequence diagram: Students management
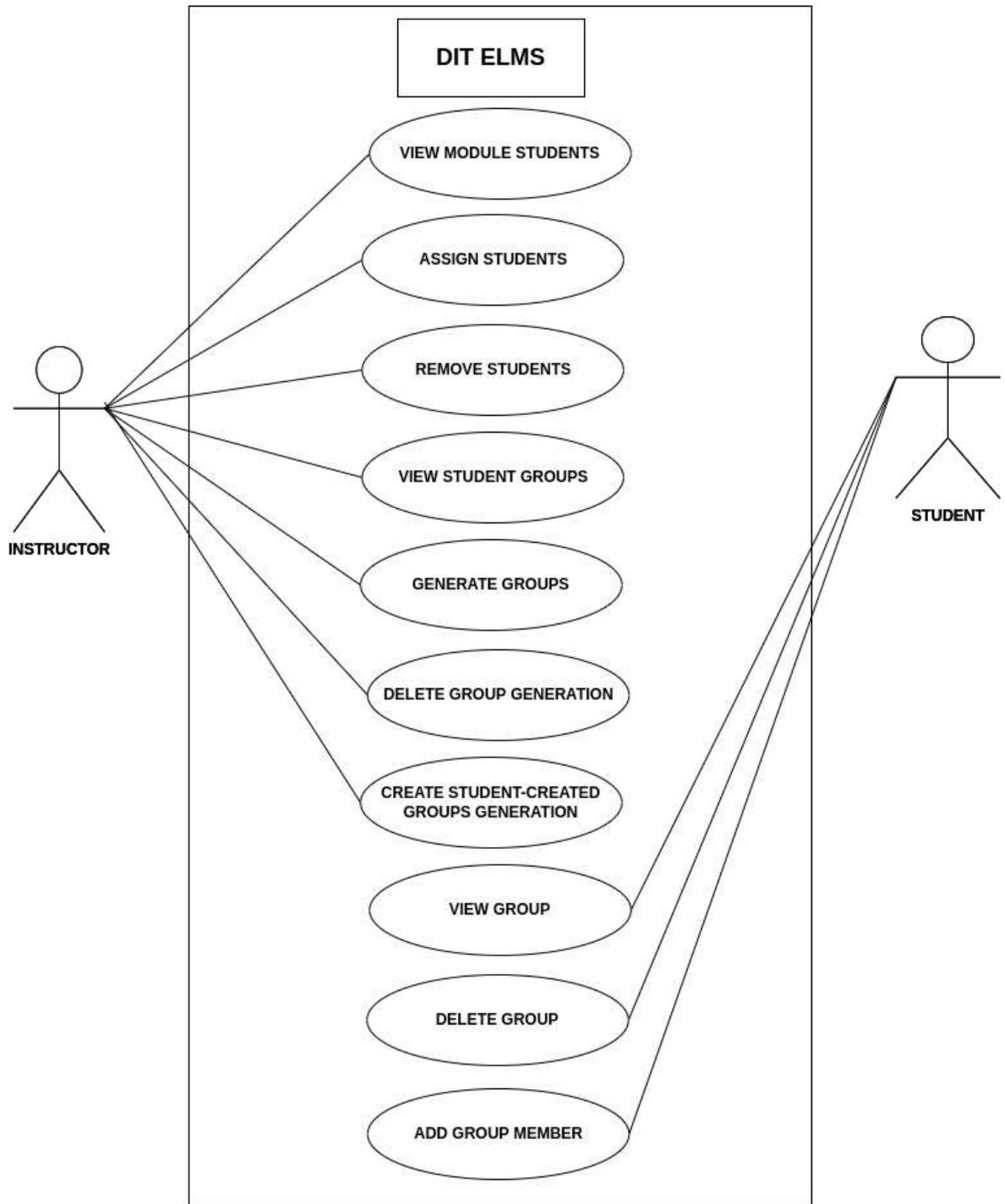
Figure 33. Use-case: Instructor course assignment

In this section the instructor can do the following actions:

- **Assign Students:** Here the instructor can be able to choose students of a certain program to participate in the specific module.
- **Remove(Unassign) Students:** Here the instructor can choose a group of students of a certain program and remove them from participating in the module.
- **Students Groups:** Here the instructor can be able to see existing students groups, generate new groups and generate students groups type.

IX.   **Quizes**

In this module the instructor can be able to perform the following:

Create New Quizes;

To create new quiz the instructor has to fill in some information such as quiz title, attempt mode, starting date, starting time, deadline date, deadline time, duration, and number of questions for the quiz.

Figure 34. New quiz creation

Upload & Download Question banks.

Here the instructor can be able to upload different questions from which he can be able to choose some of them and use them to generate quizes for students. In this

section the instructor can also be able to add questions manually to the question bank.

Figure 35. New quiz creation 1
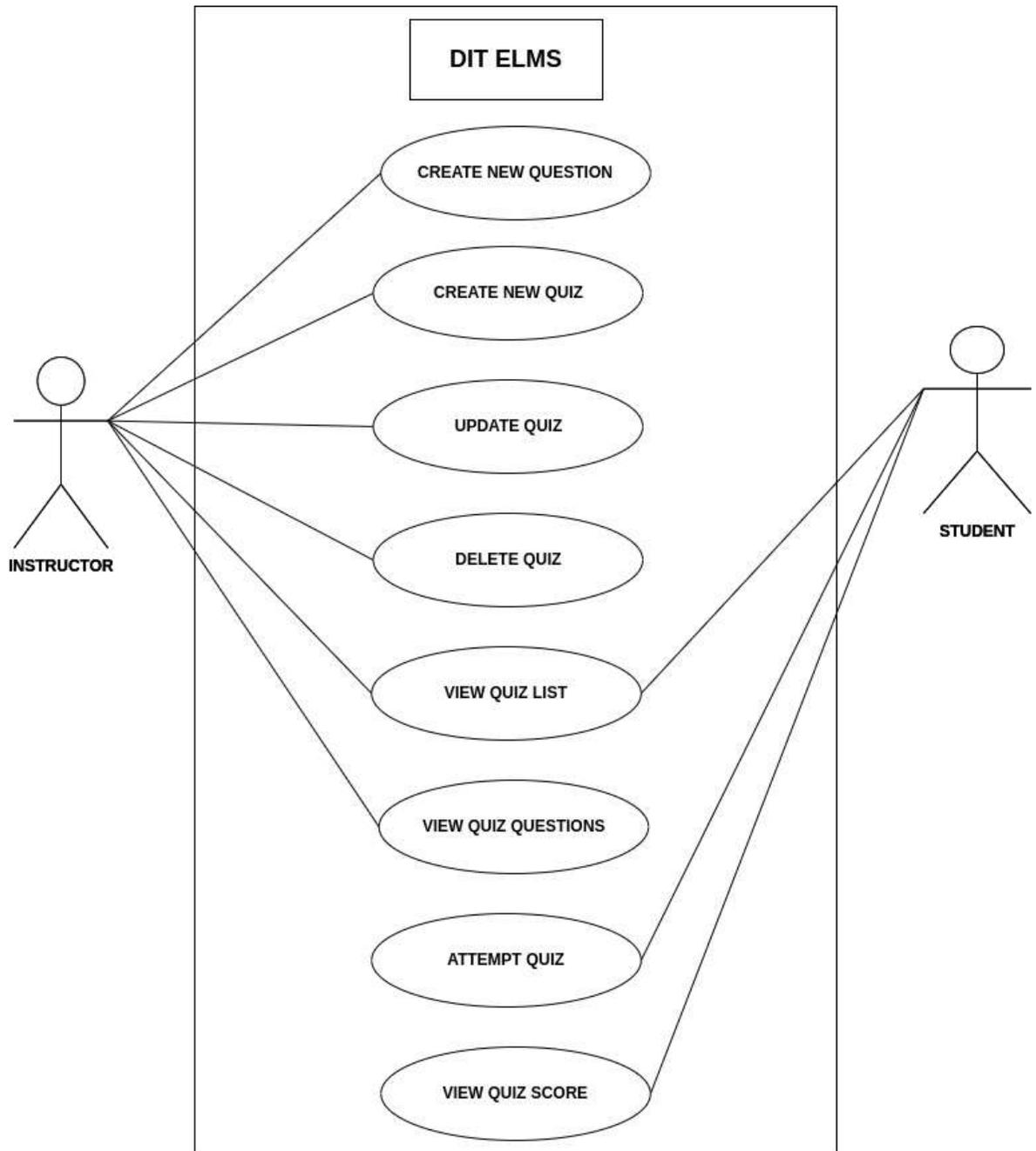
Figure 36.. Use case: Interaction between student and instructors on Quizes.
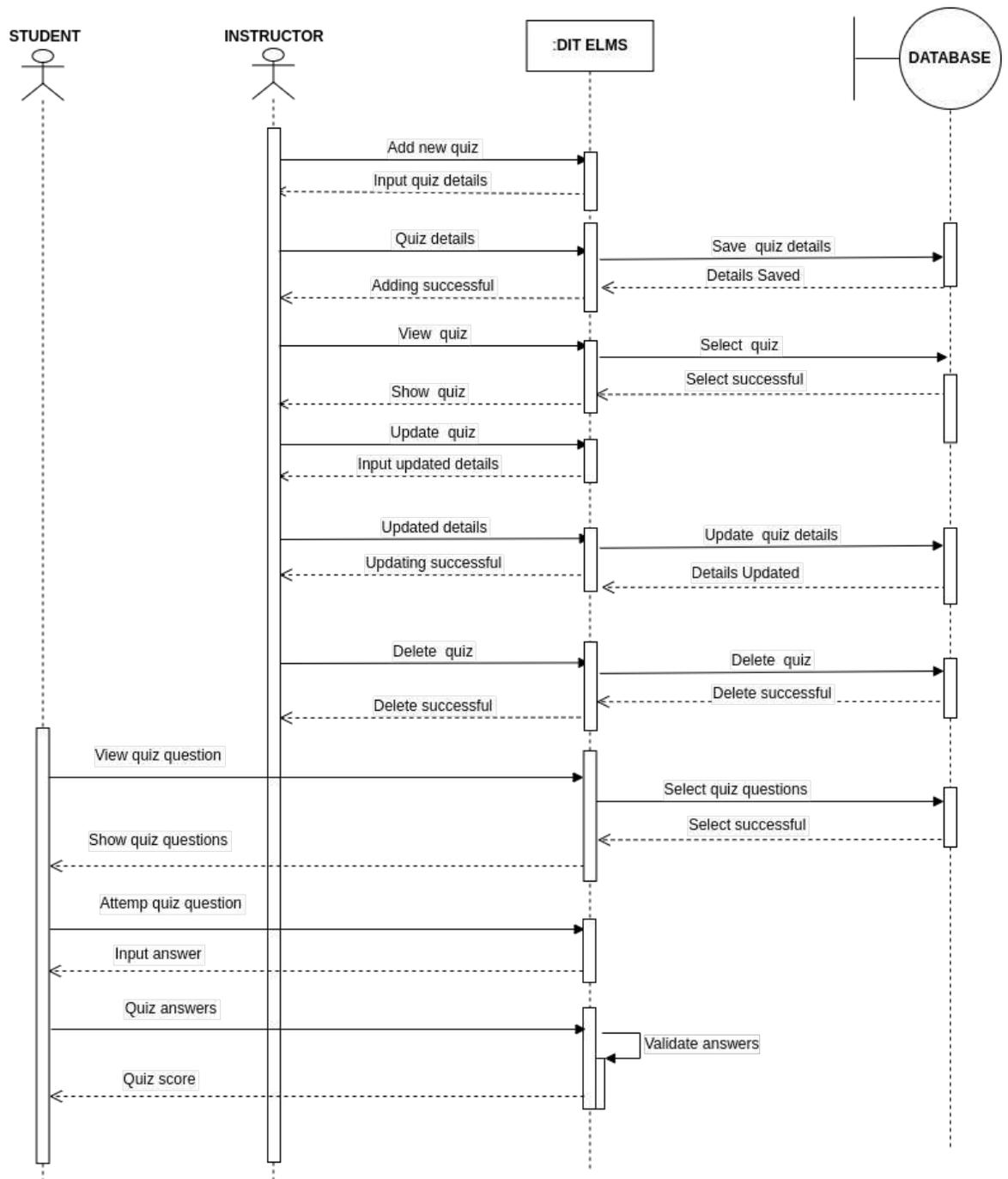
Figure 37. Sequence diagram: Quizes

X.   Lecture Room

In this section, the instructor can be able to provide lecture to the students. Here the instructor can be able to perform the following functions;

- **Schedule Sessions:** Here the instructor can be able to create new sessions by providing details such as session title, session description, date, time and duration.
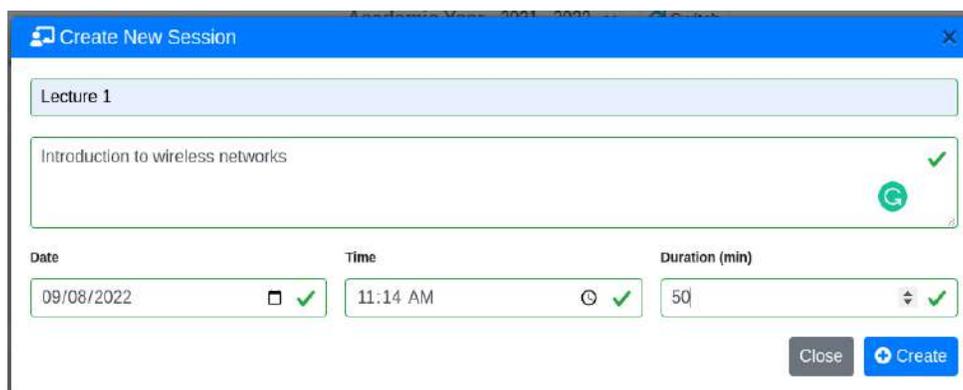
Figure 38.new Session creation

After creating the session, the system will provide the instructor the capability to manage the session created. The instructor can be able to provide lecture through live streaming. To start session, the instructor has to click Start Session button then choose appropriate session, then the system will take the instructor to the live streaming service through which students will be able to participate.

- **View recorded sessions:** Here the instructor can be able to see all the recordings he performed during live session. The system will enable the instructor to play back the recorded session though live streaming service integrated to the system.

Figure 39. View recorded sessions
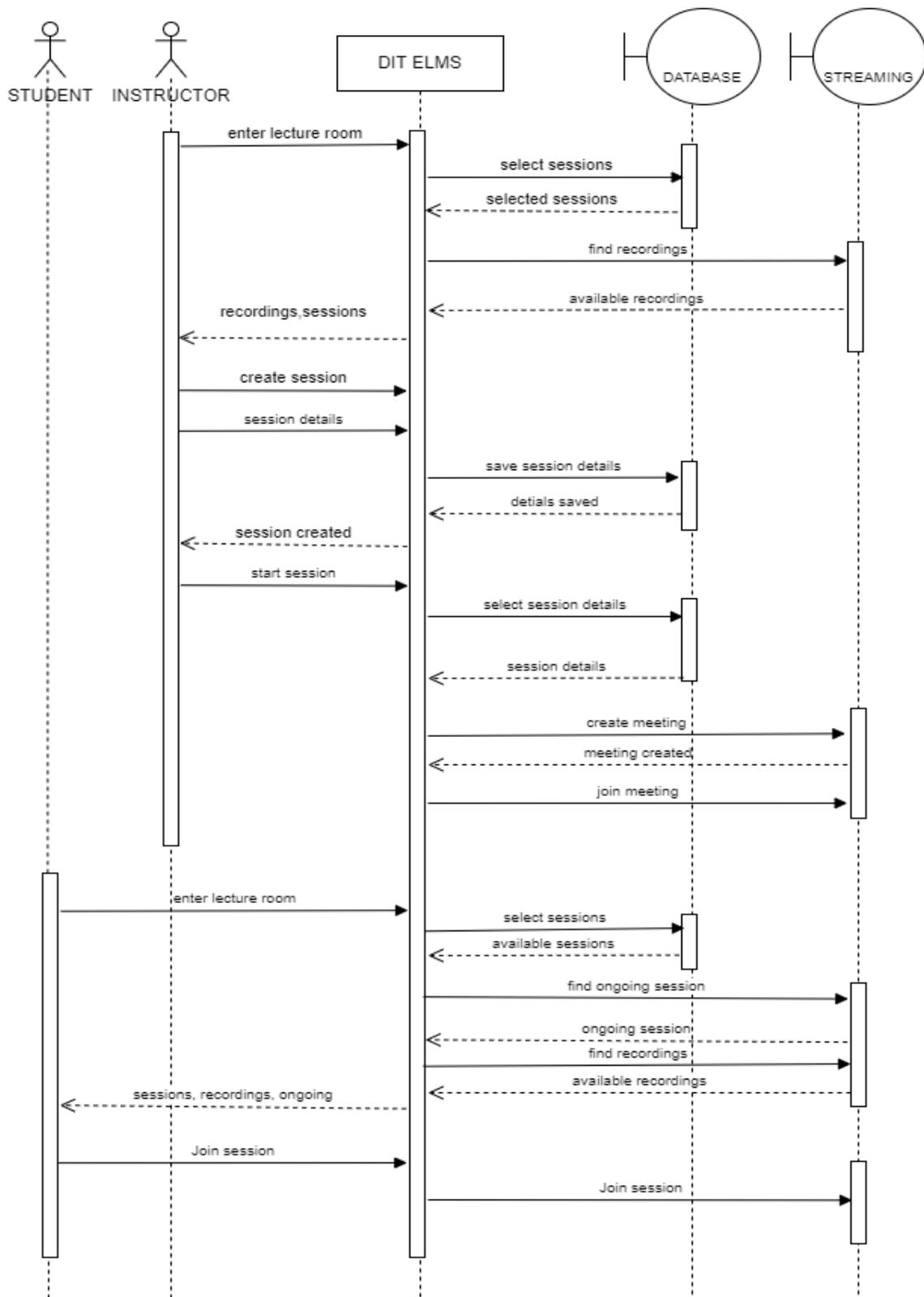
Figure 40. Sequence diagram:View recorded sessions

Figure 2.32 Lecture Room Sequence diagram
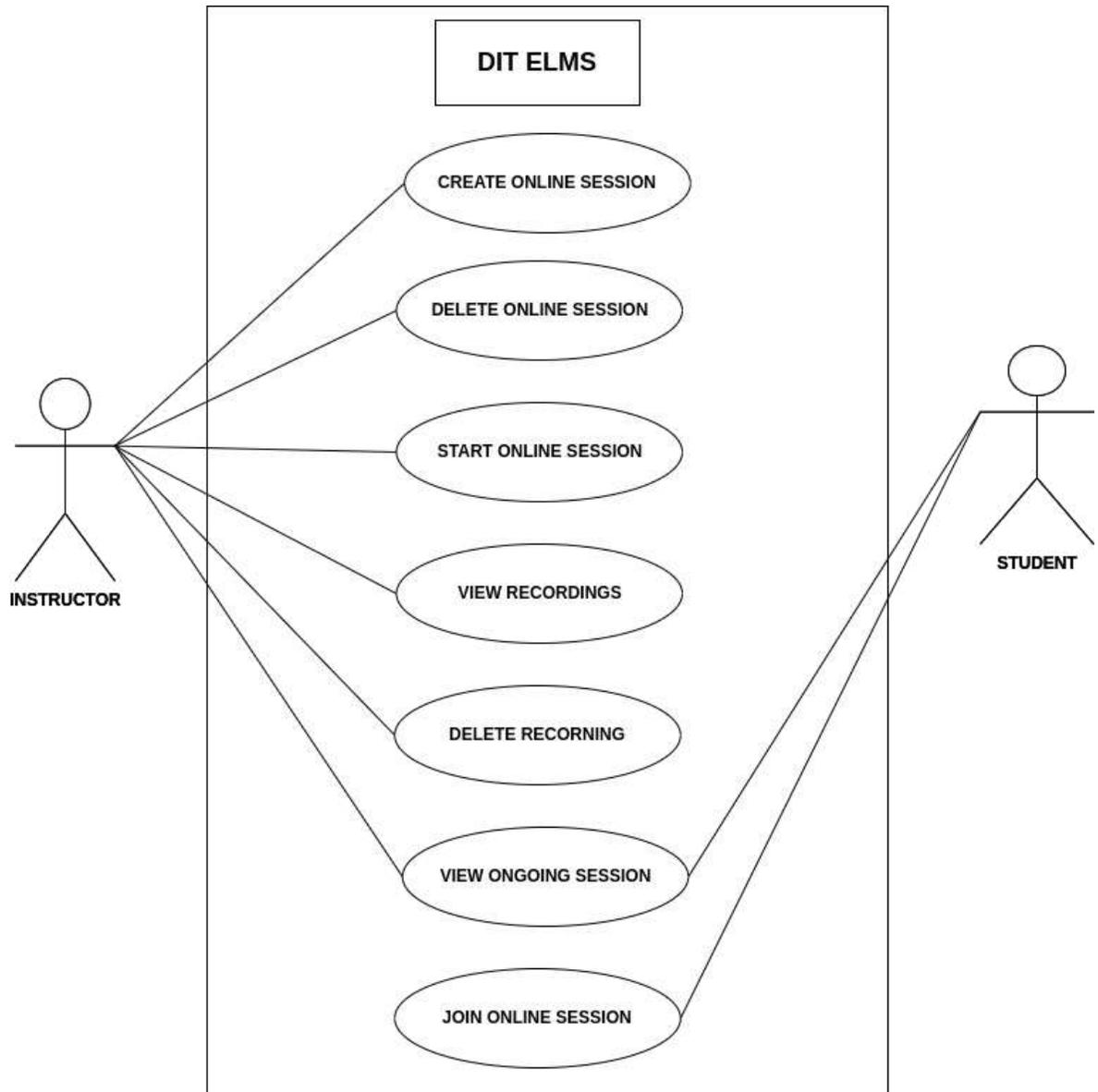
Figure 41. use case: interaction between instructors and students on lecture room.

XI.   Class Forum

In this module, the instructor and the students can be able to discuss different issues. The instructor or the student can be able to post questions and all members of the particular class can be able to participate through comments. It gives a room for students to ask questions and the instructor to provide a descriptive explanations concerning the subject at hand.
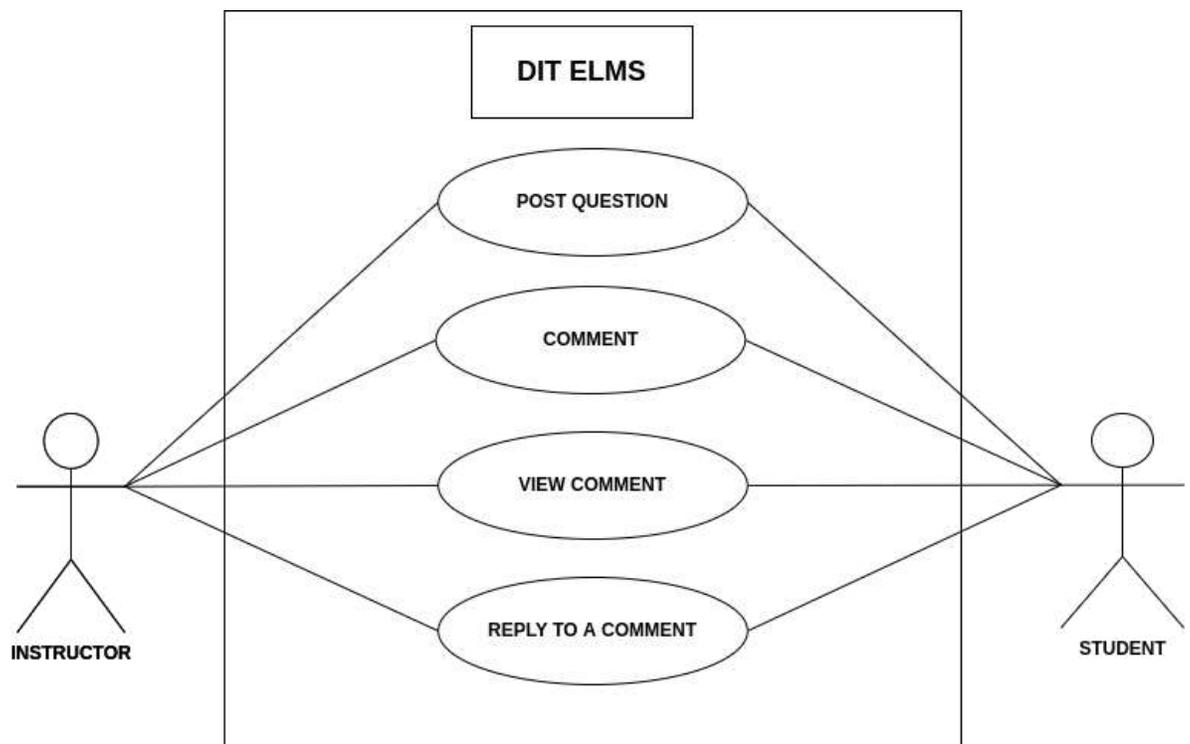
Figure 42. use case : Instructors and students on class forum.
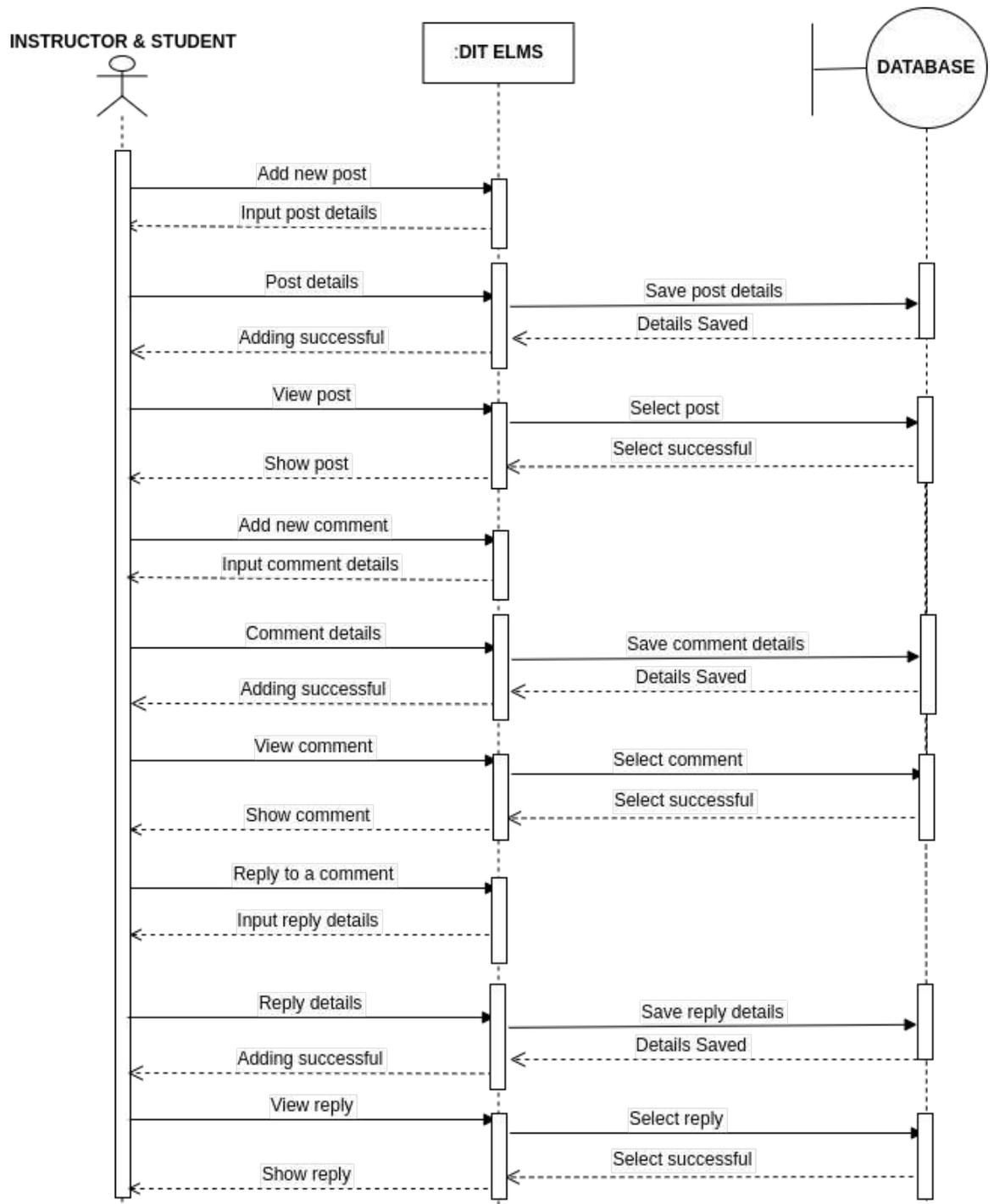
Figure 43.Sequence diagram: Class Forum

XII. Partners

In this module, the instructor can be able to add and see new partners that are currently collaborating in teaching the specific module. To add new partner, the instructure has to choose one of available instructors and click Add New button.

Figure 44. The page that allows instructor to add a new partner

Figure 2.36: After creating a partner, the instructor will be able to see all the added partners. The instructor can choose to chat with other instructors or remove them
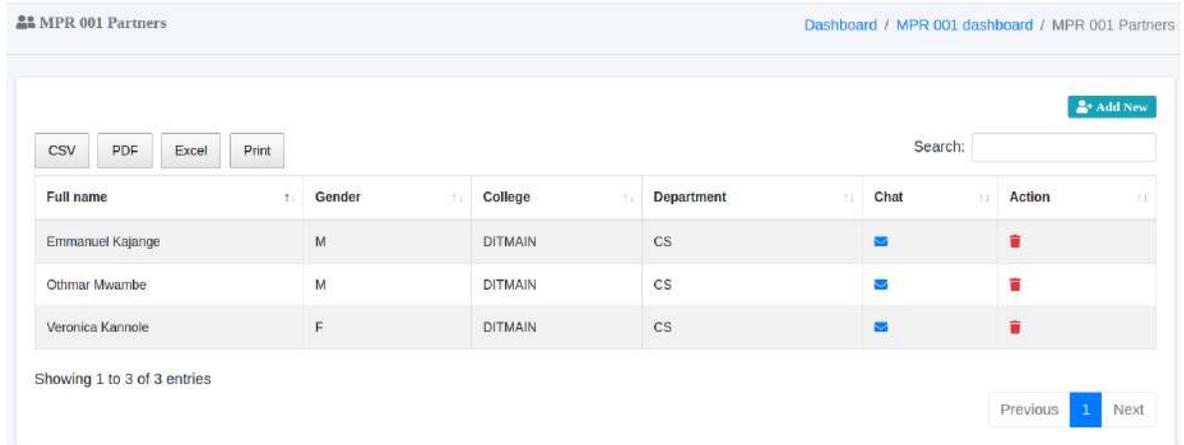
Figure 45. The page that shows the list of partners
from the
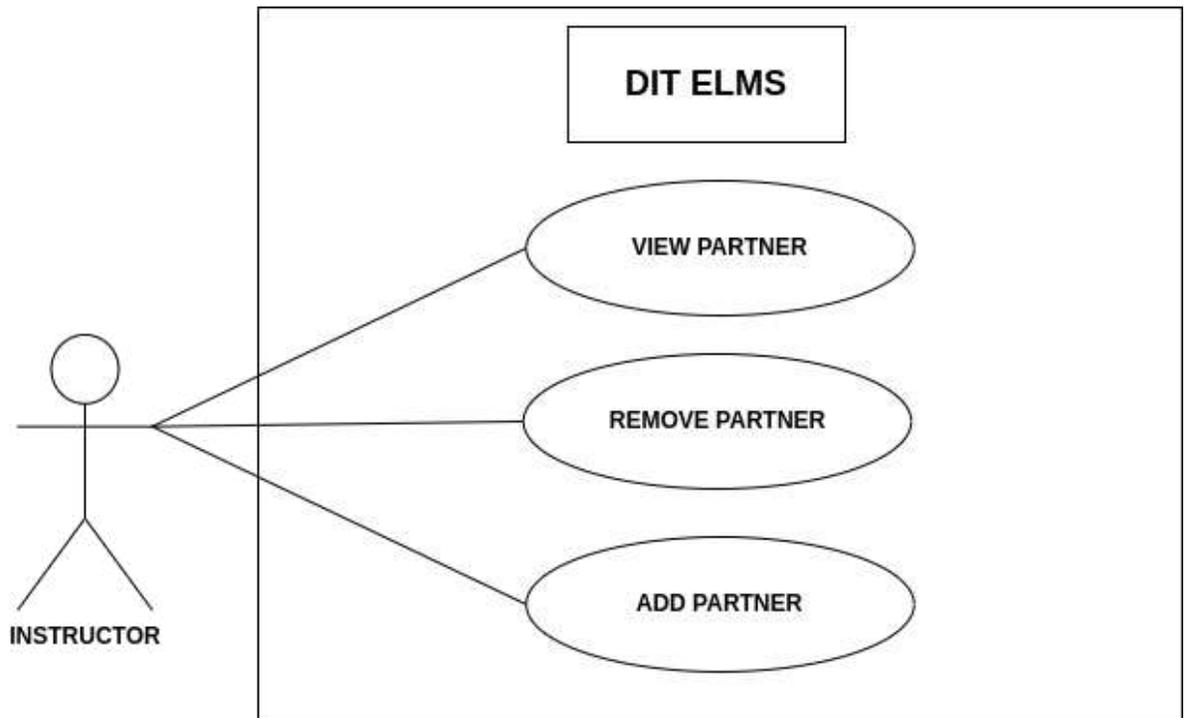
Figure 46. : use case : interaction between instructor and the system on the partner section
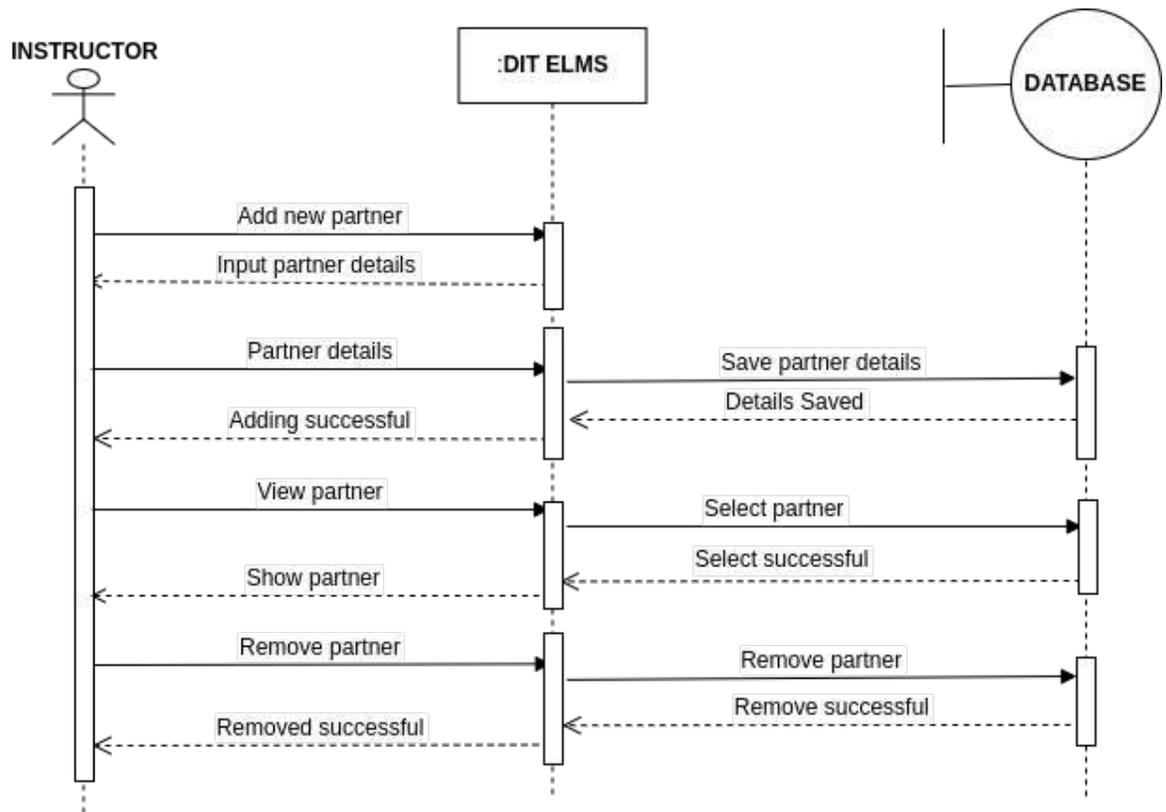
Figure 47. Sequence diagram :Partner management