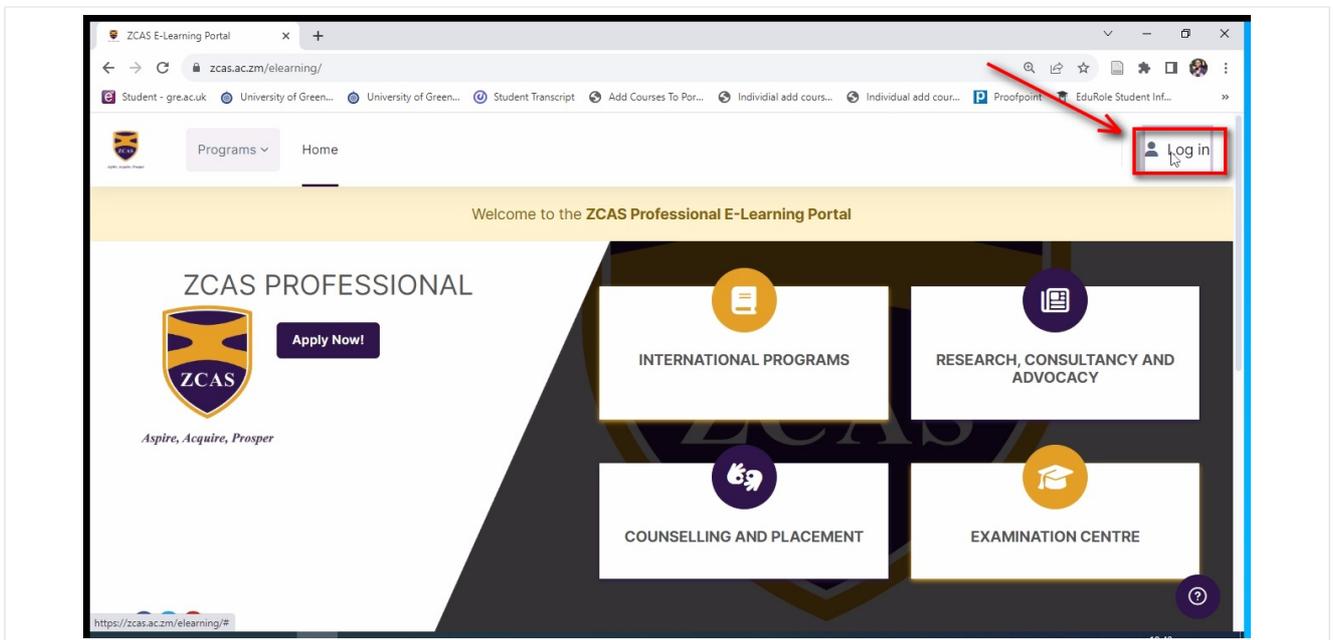


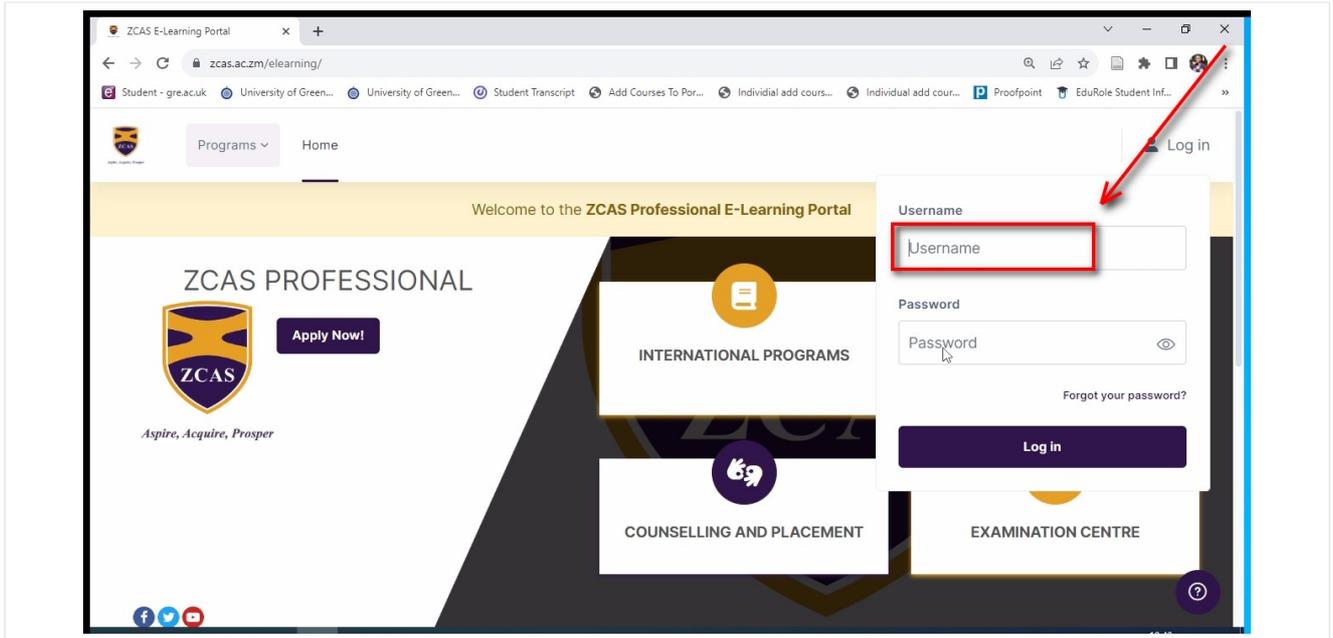
# 16 Aug at 10:37 - E-Learning Guide

## LECTURERS E-LEARNING PORTAL USER GUIDE

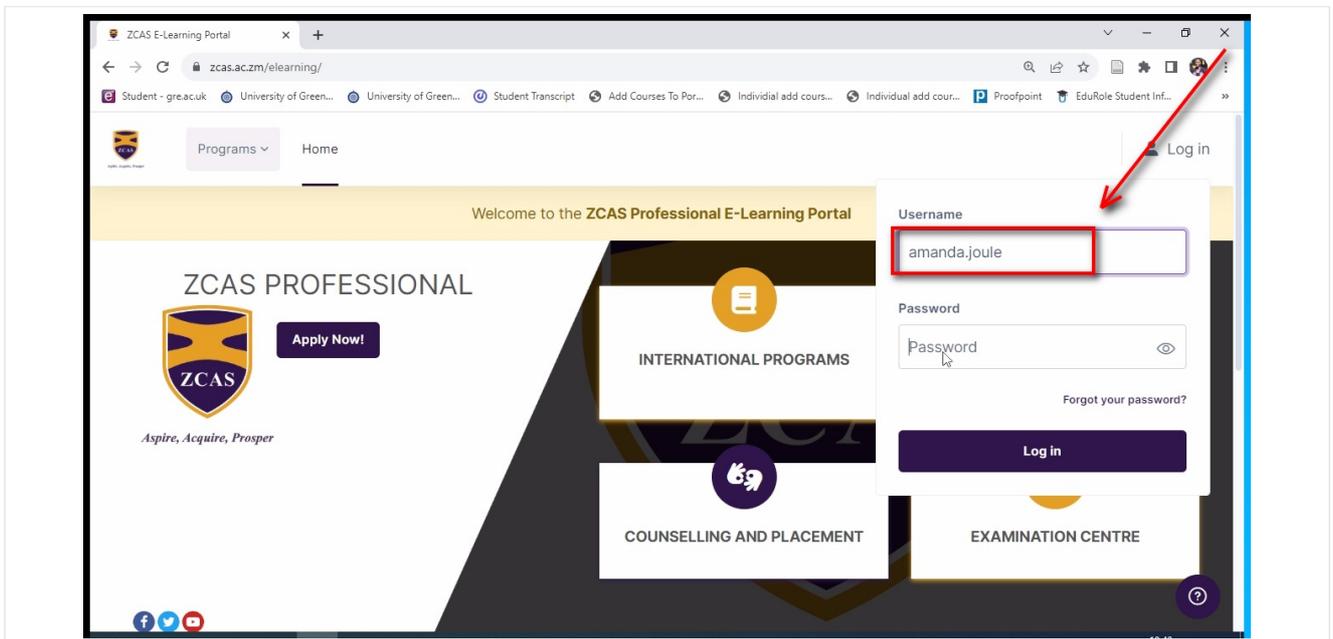
Click the Log In Button.



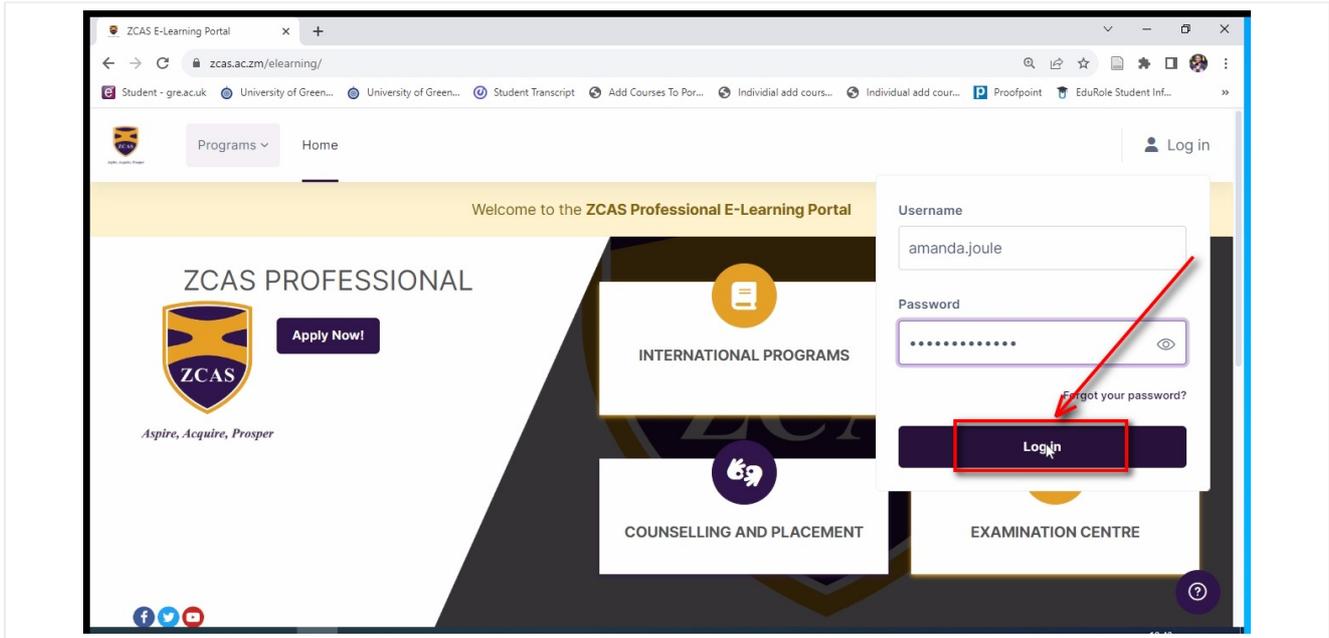
Insert username which is (firstname.lastname).



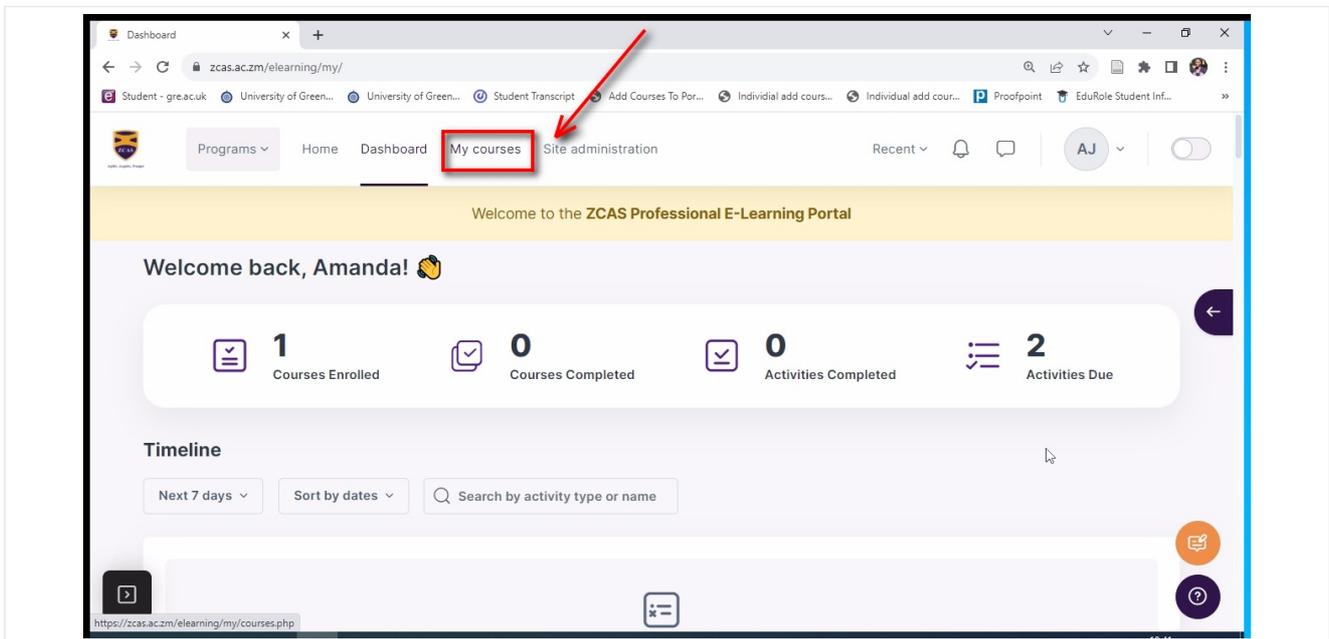
Insert your password (same password used to access ZCAS Resources).



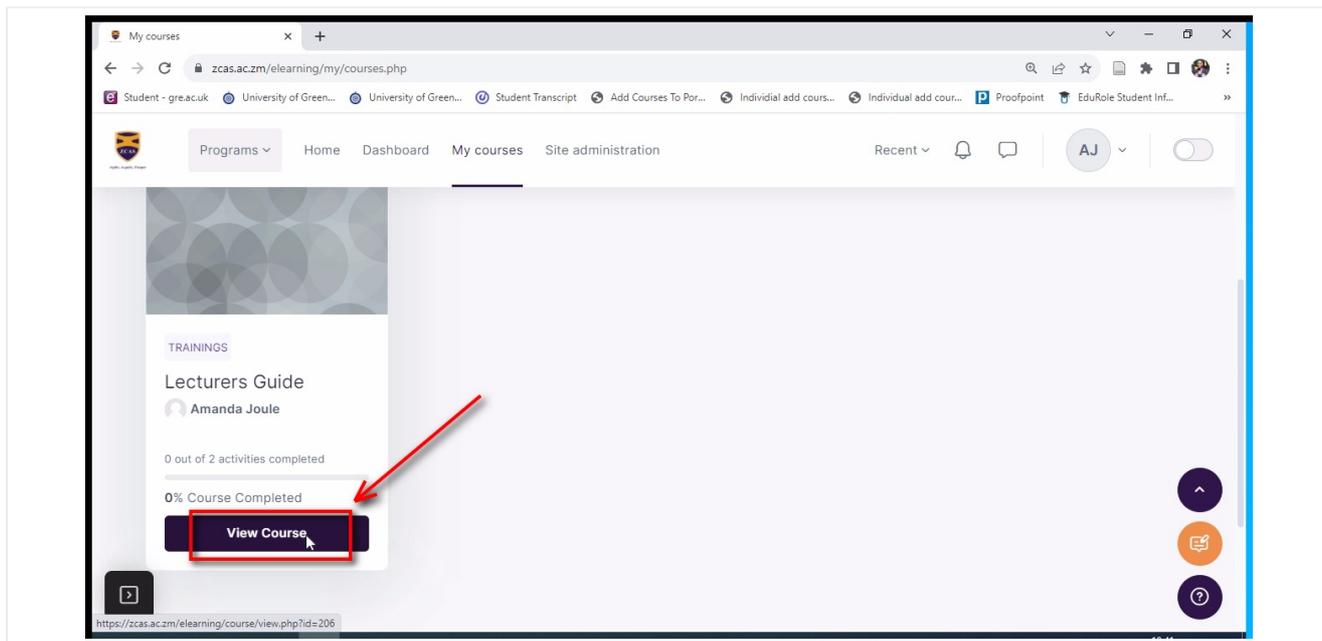
Click the Log In button.



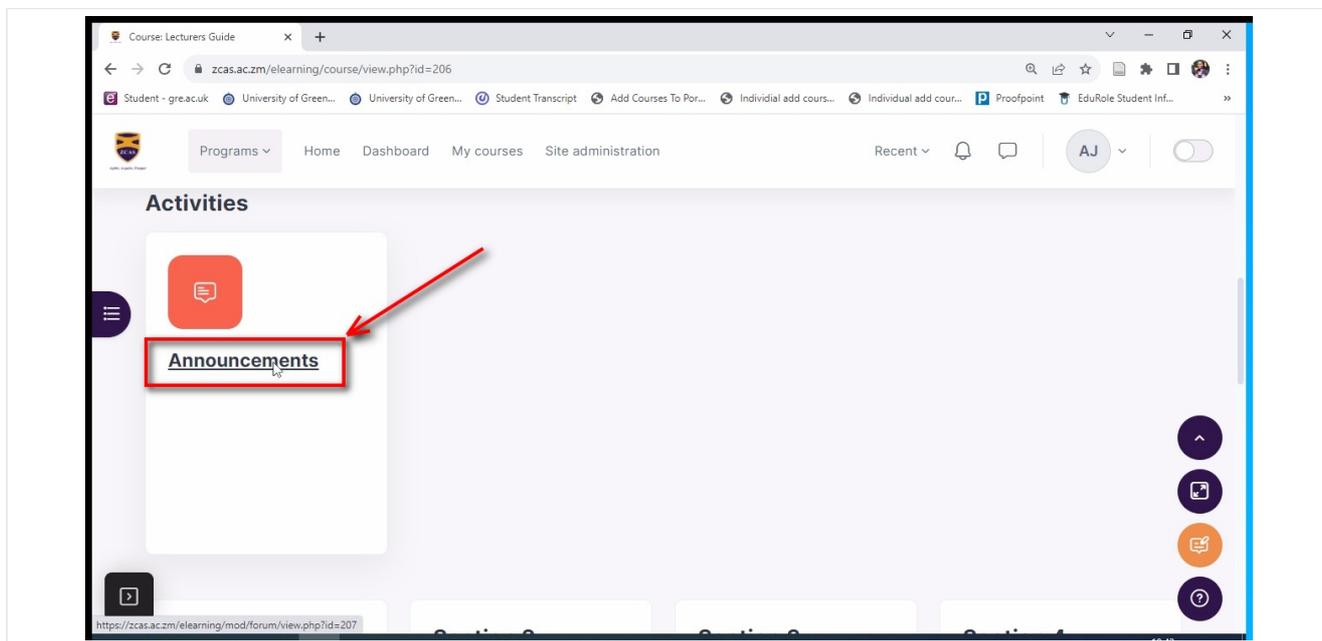
Click on "My Courses" to access the courses you have been assigned.



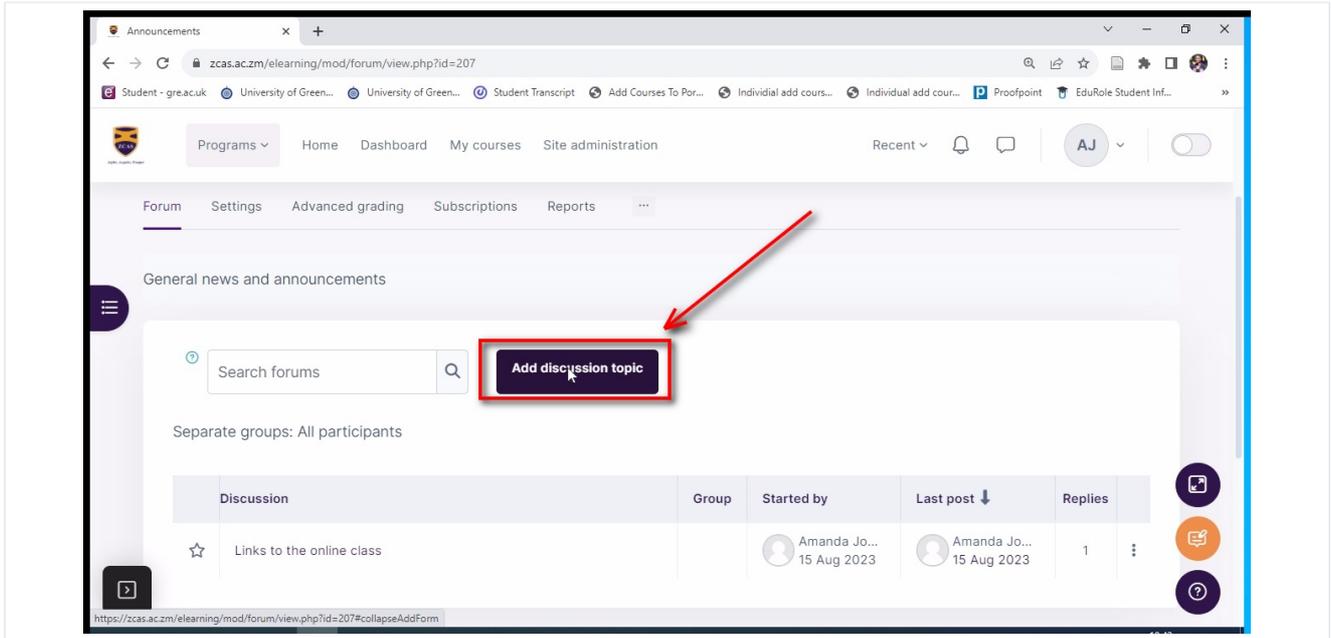
Click on "View Course" to open a course.



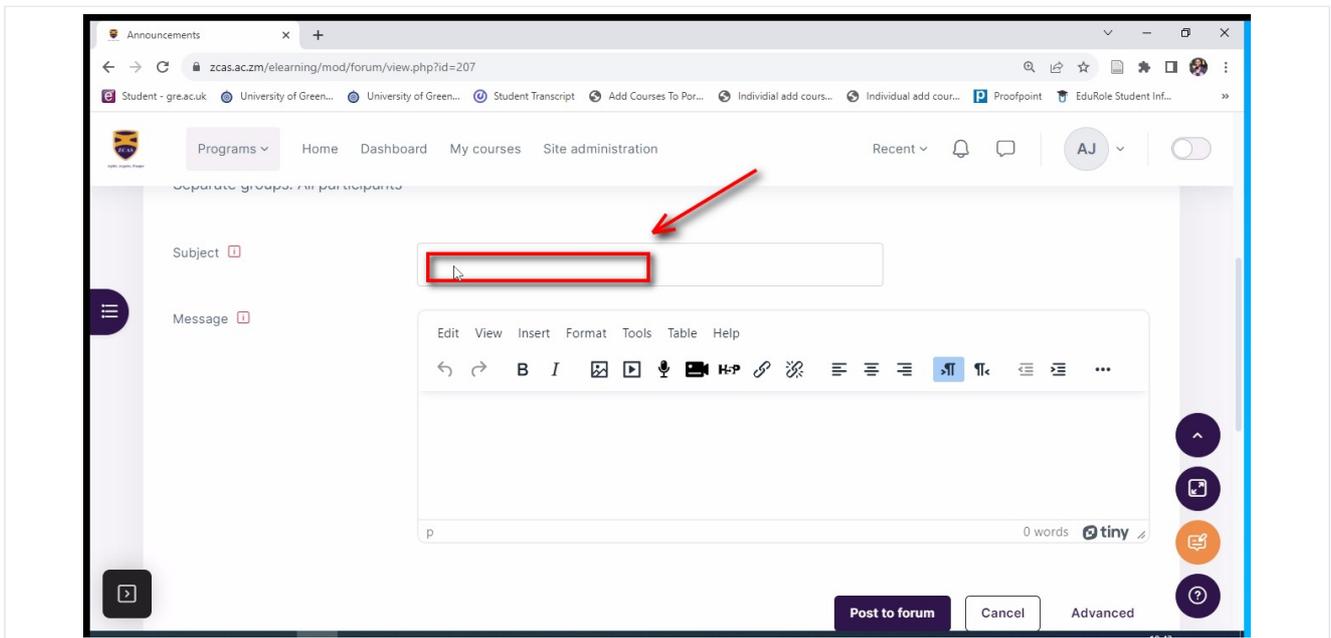
Click on "Announcements" to add an announcement for the students.



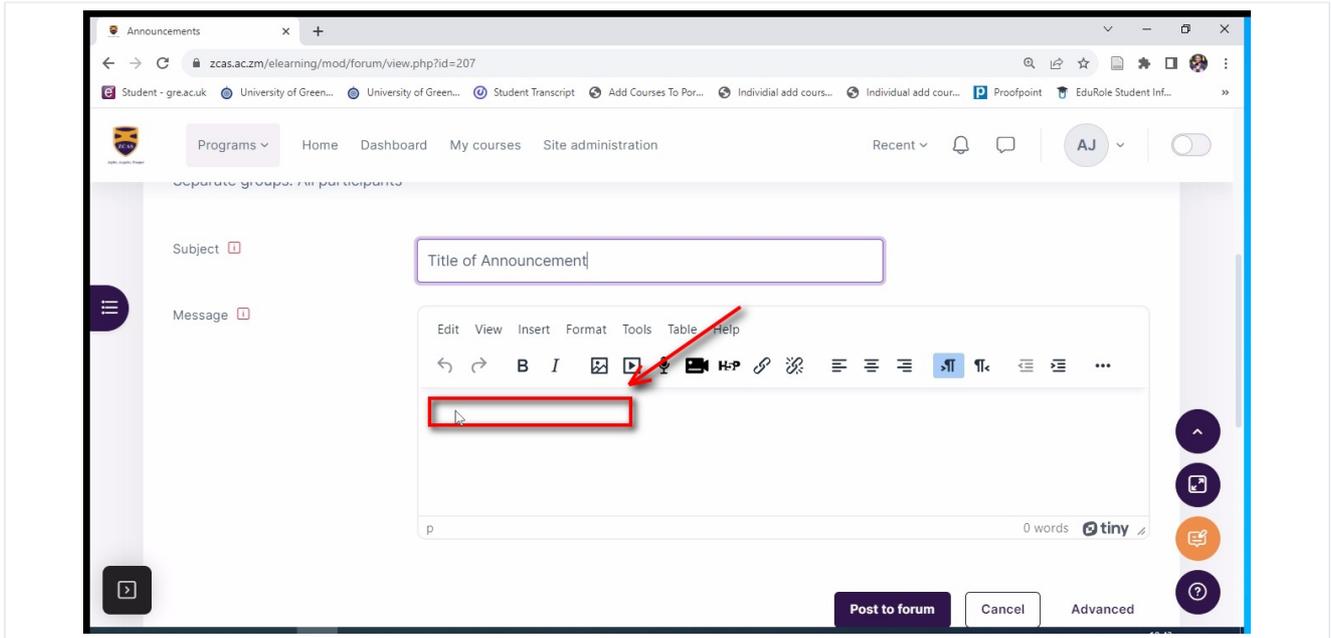
Click on "Add Discussion Topic" to add a topic.



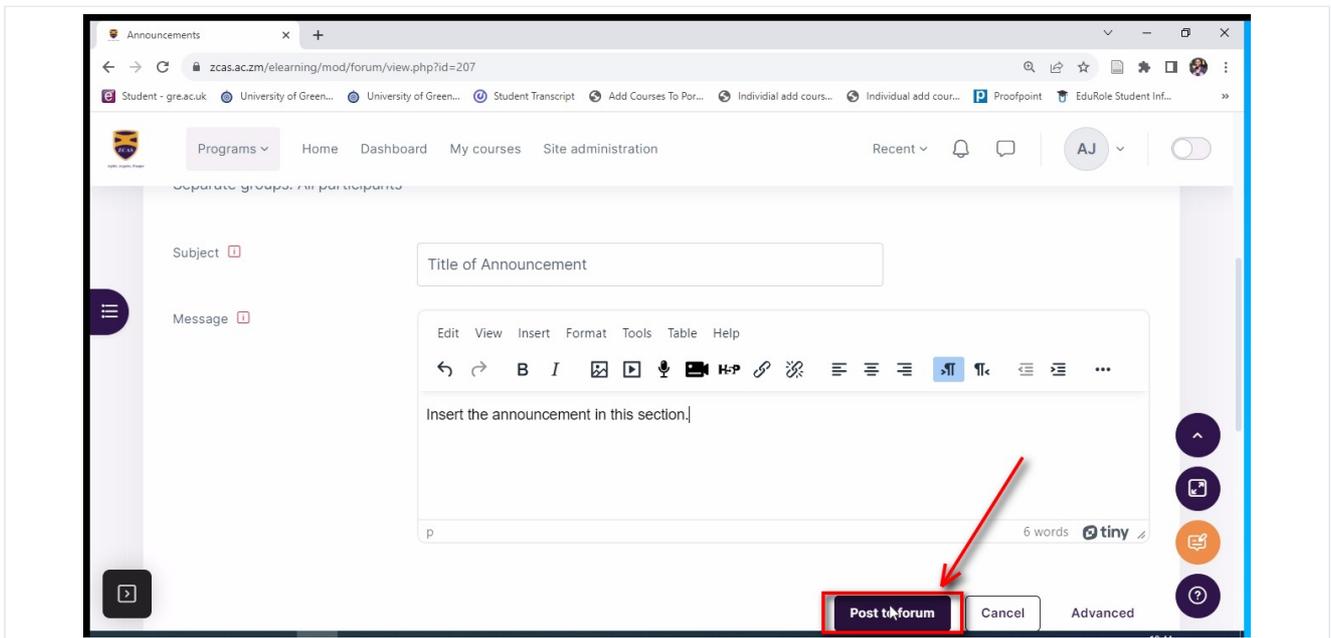
Click "To add a Announcement Title".



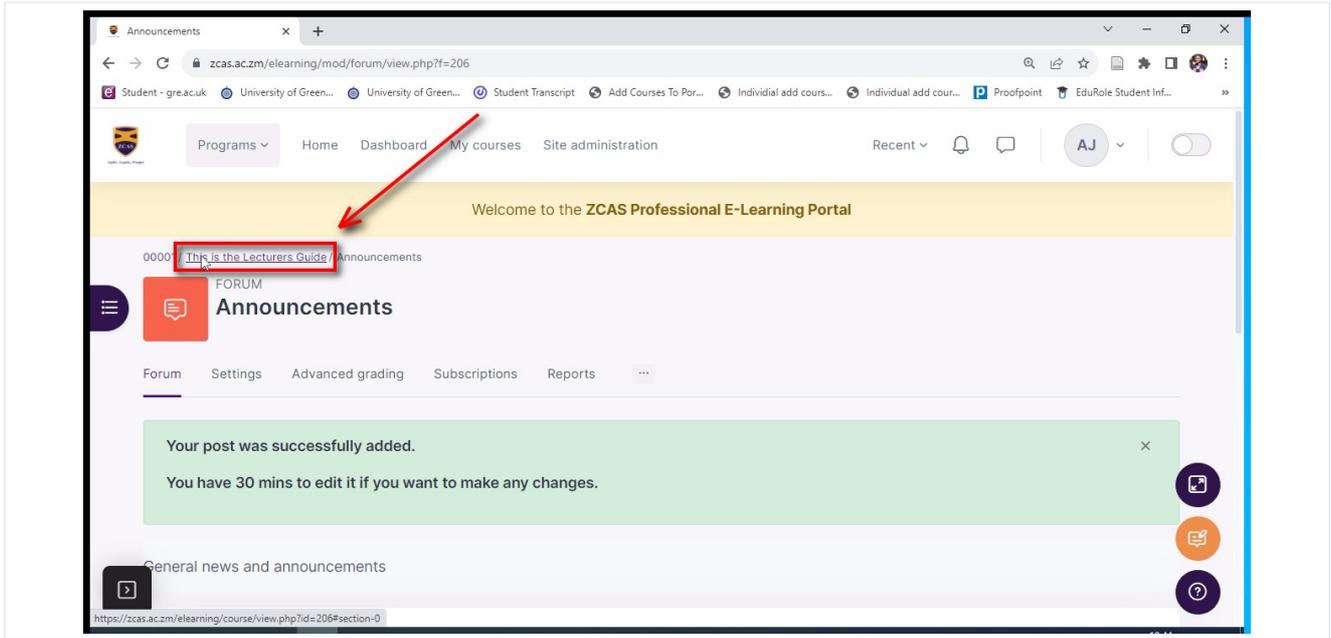
Click here "to add the Announcement".



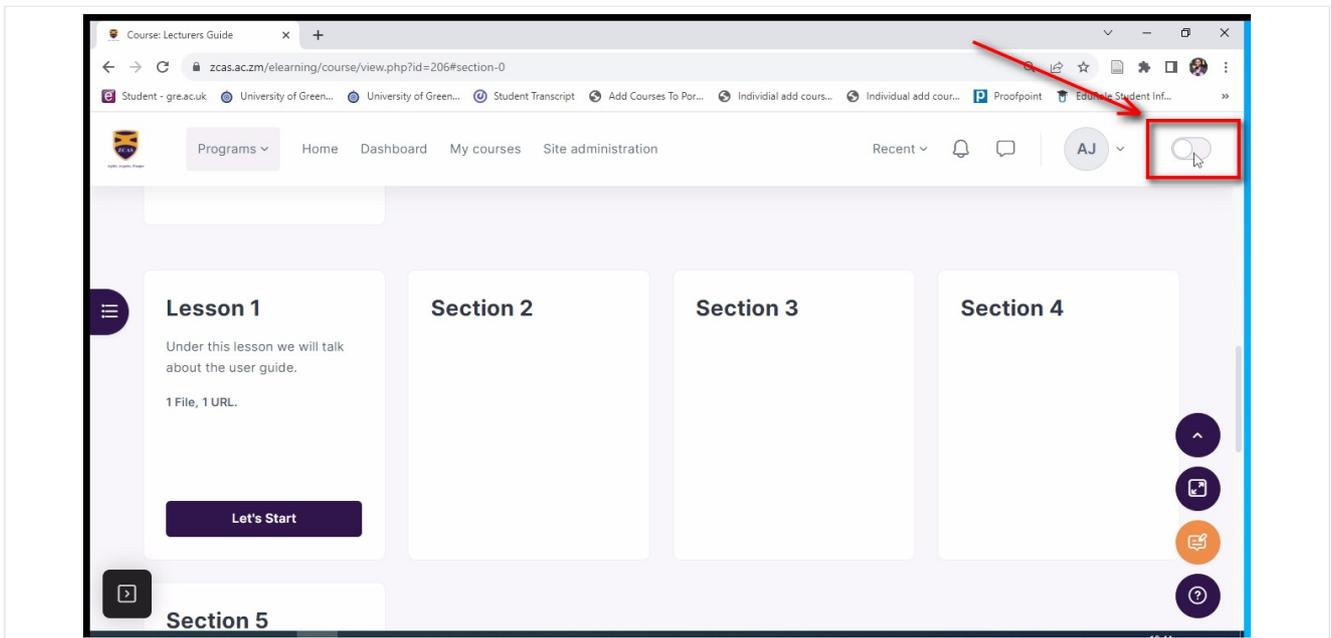
Click here "to post the announcement".



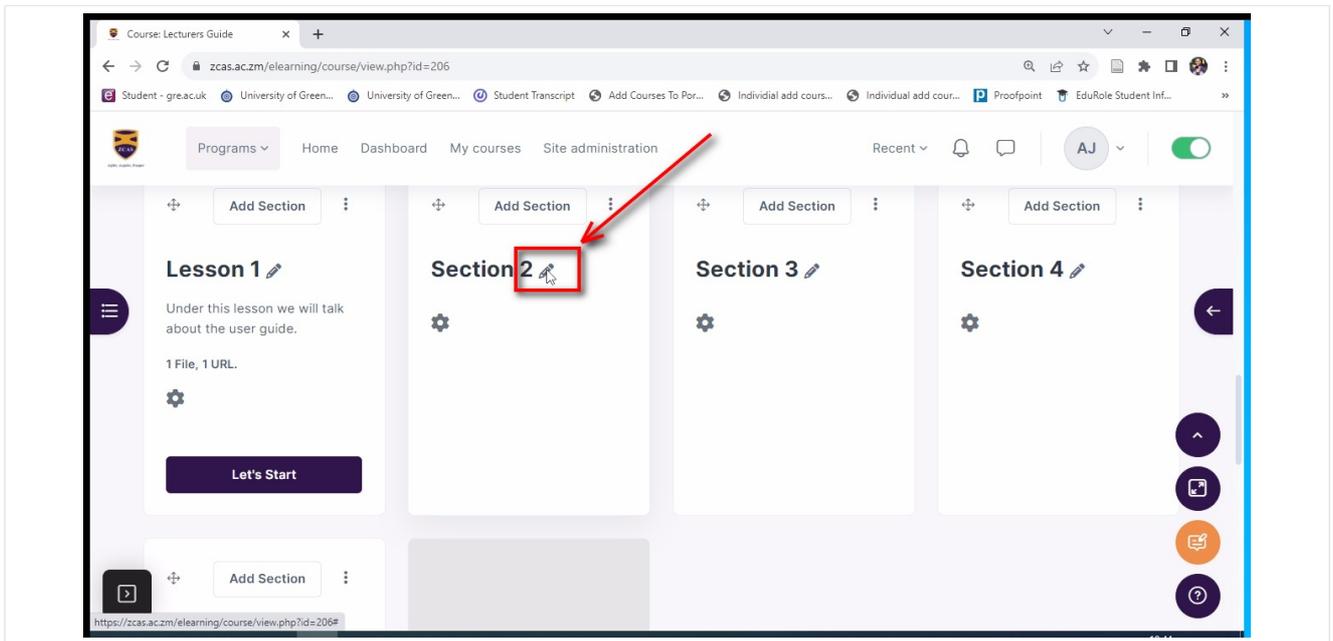
Click here "to go back to the Course".



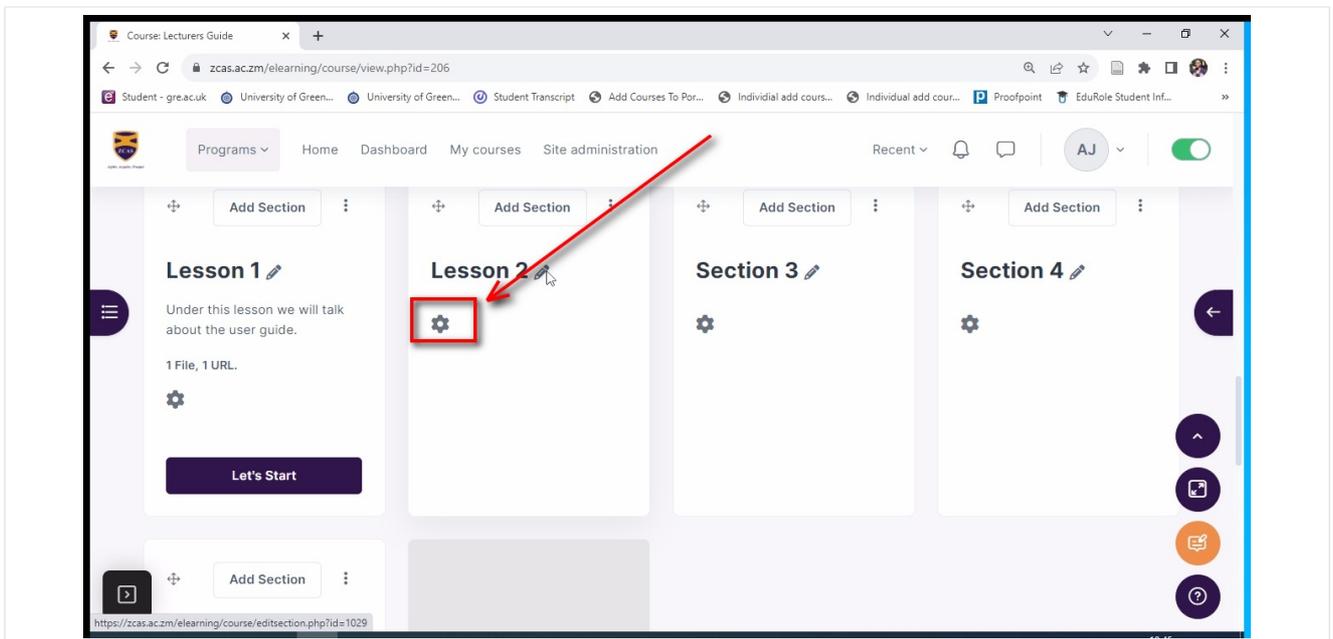
Click top right toggle "to Turn On Editing".



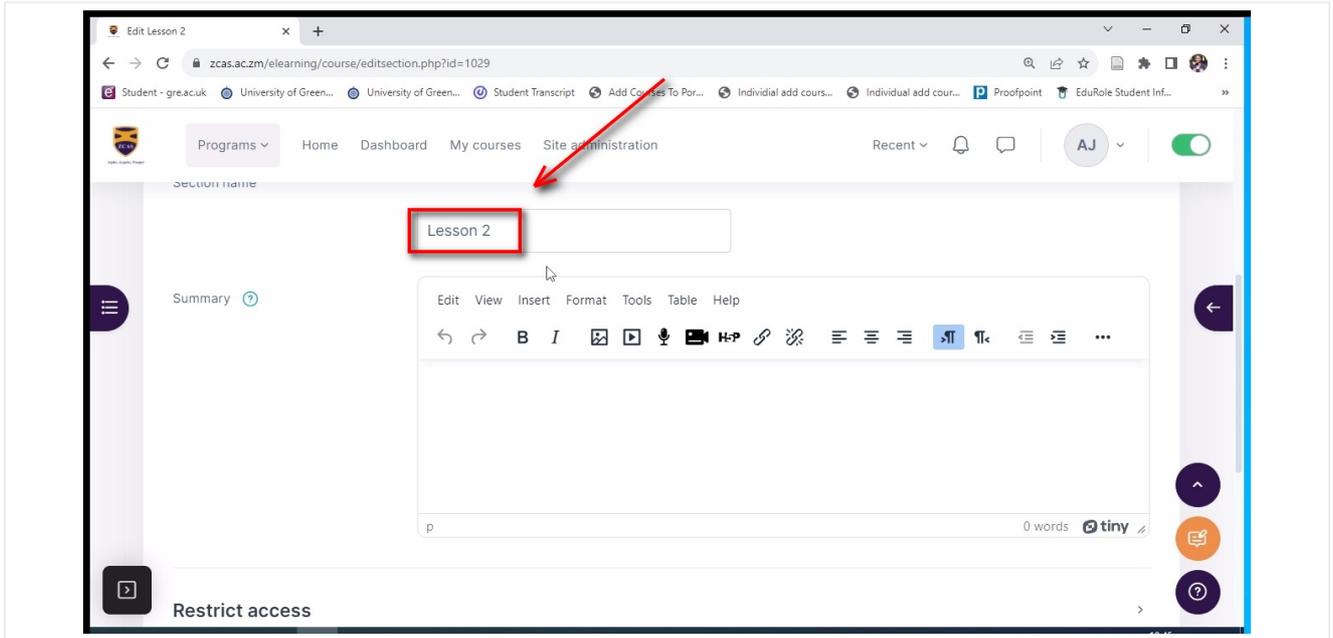
Click on the pencil "to Change the name of the section eg: Lesson 1".



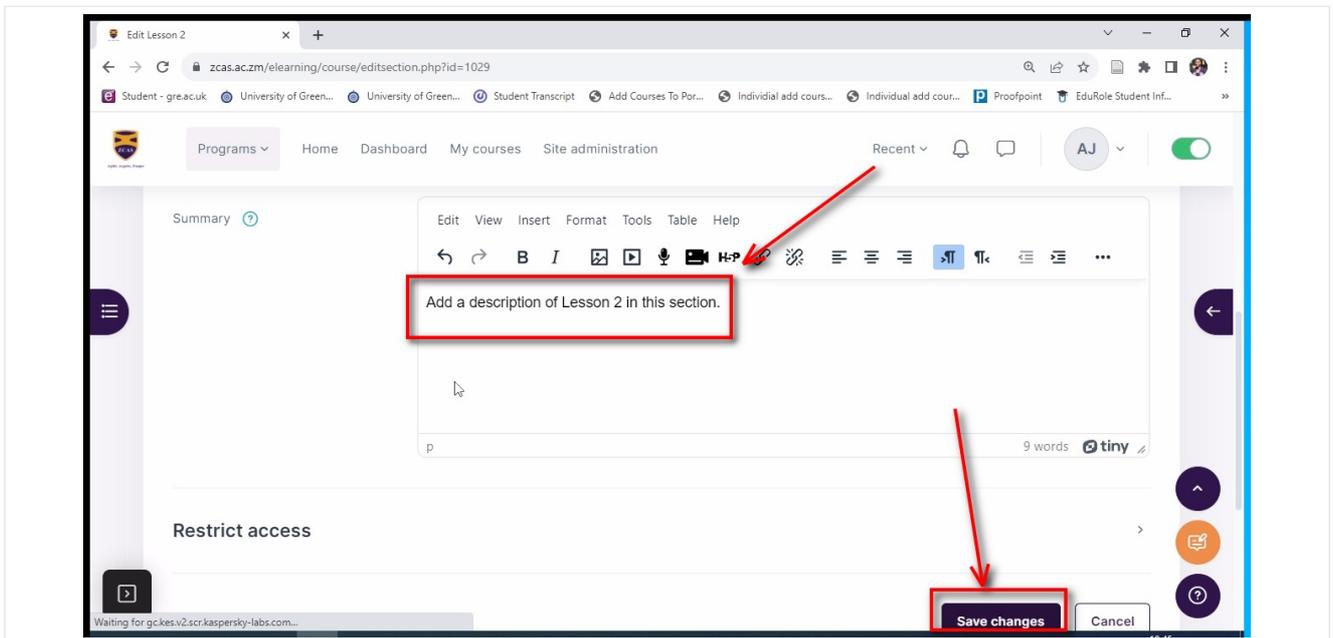
Click the settings button "to add content to the lesson eg: files, class links/ recordings".



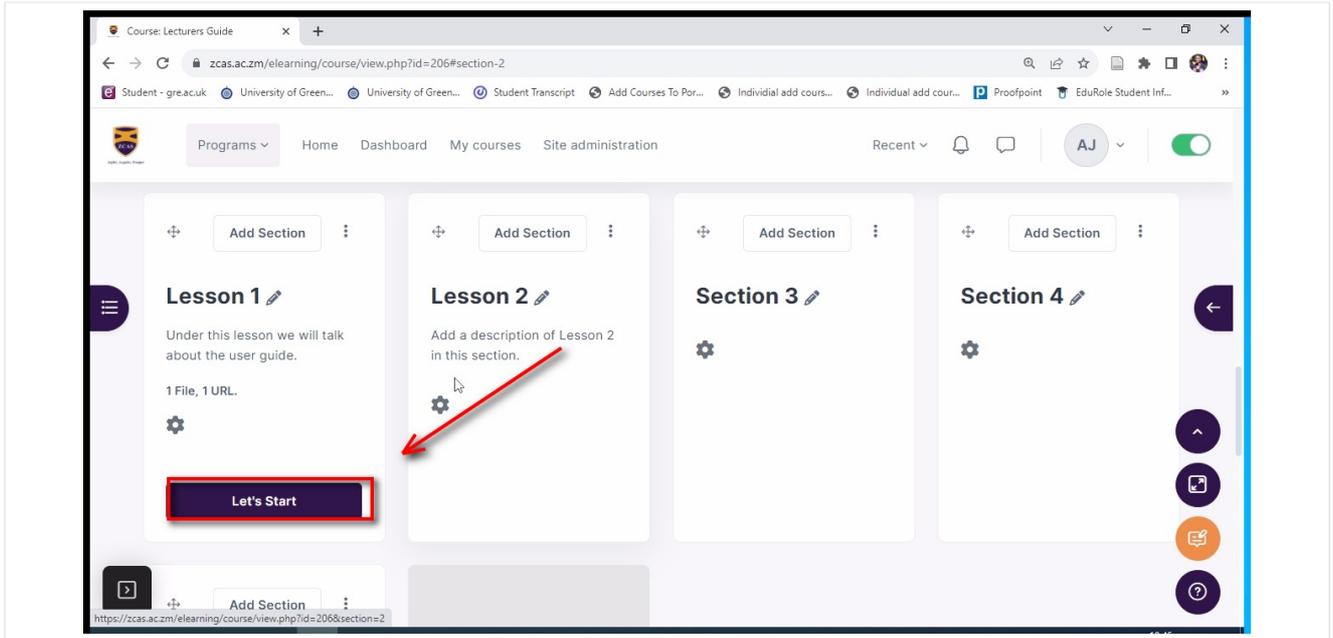
Click here "to add a description of the lesson".



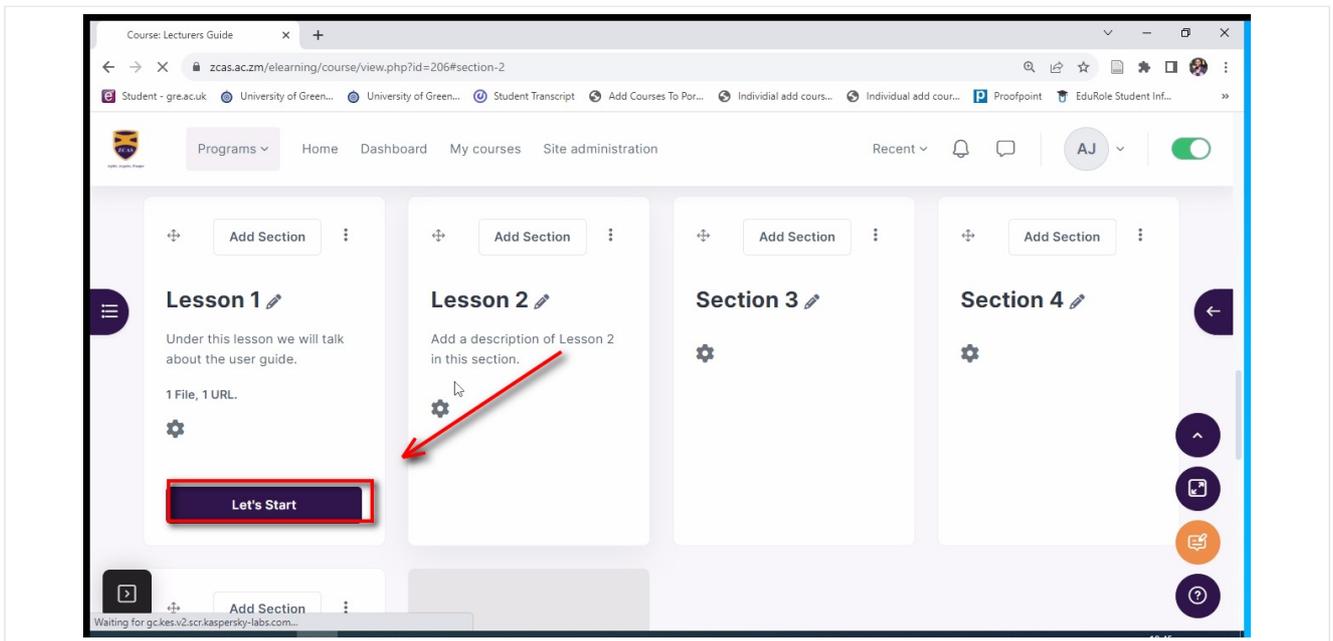
Add a description of the lesson like so and save changes.



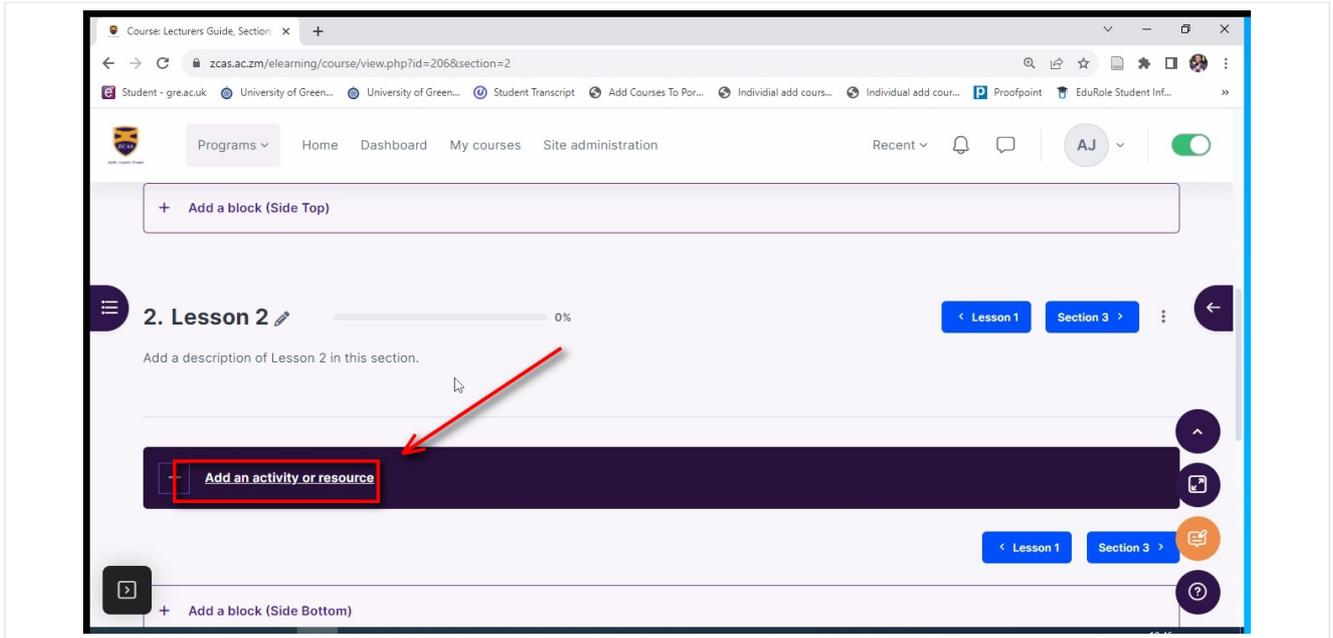
Click the settings button "to add an activity".



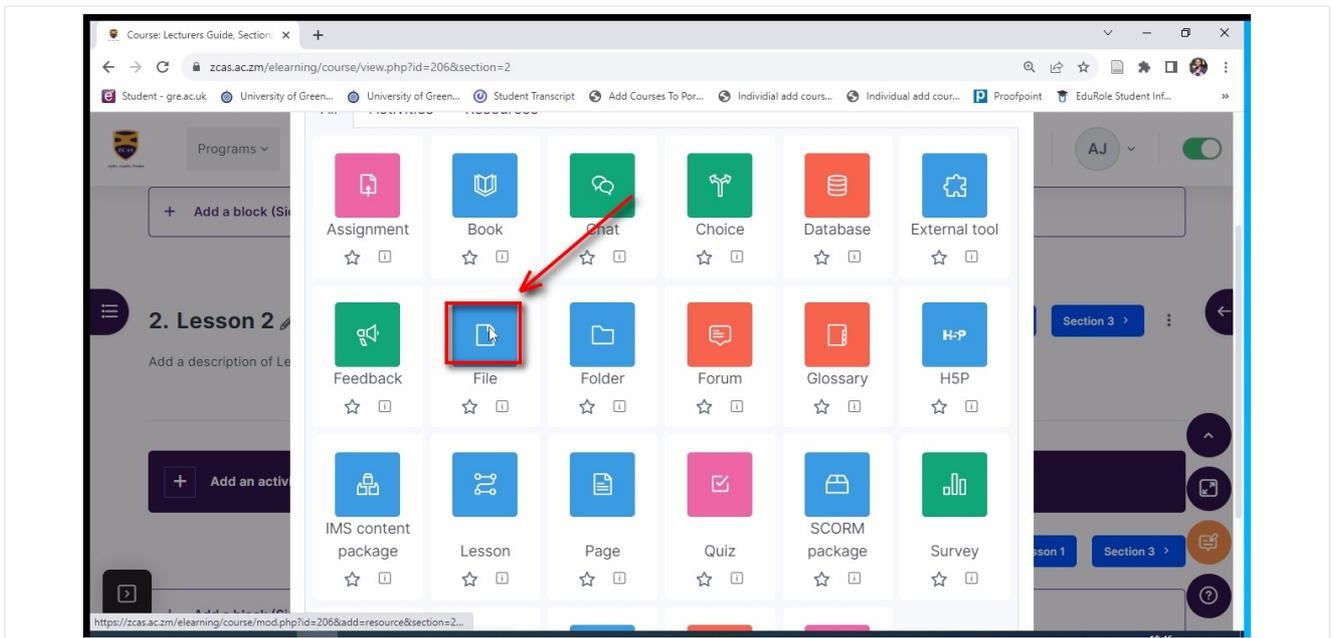
Click here to add additional resources to a section.



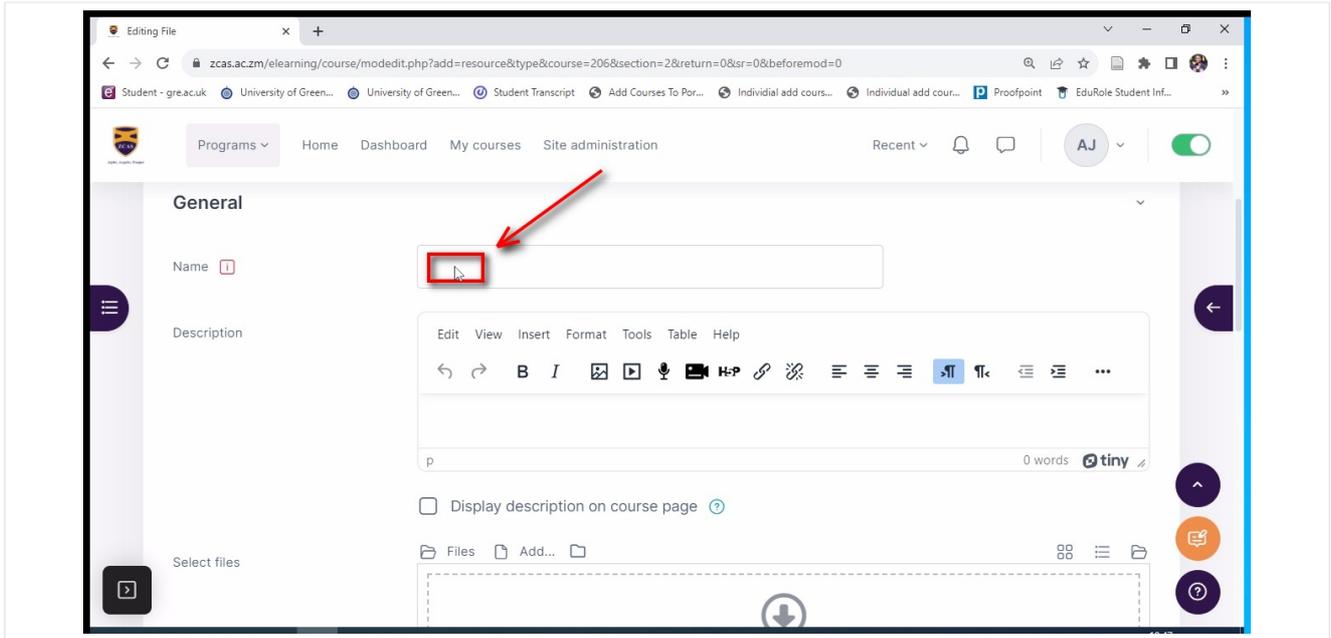
Click here "to add course content such as files and class links"



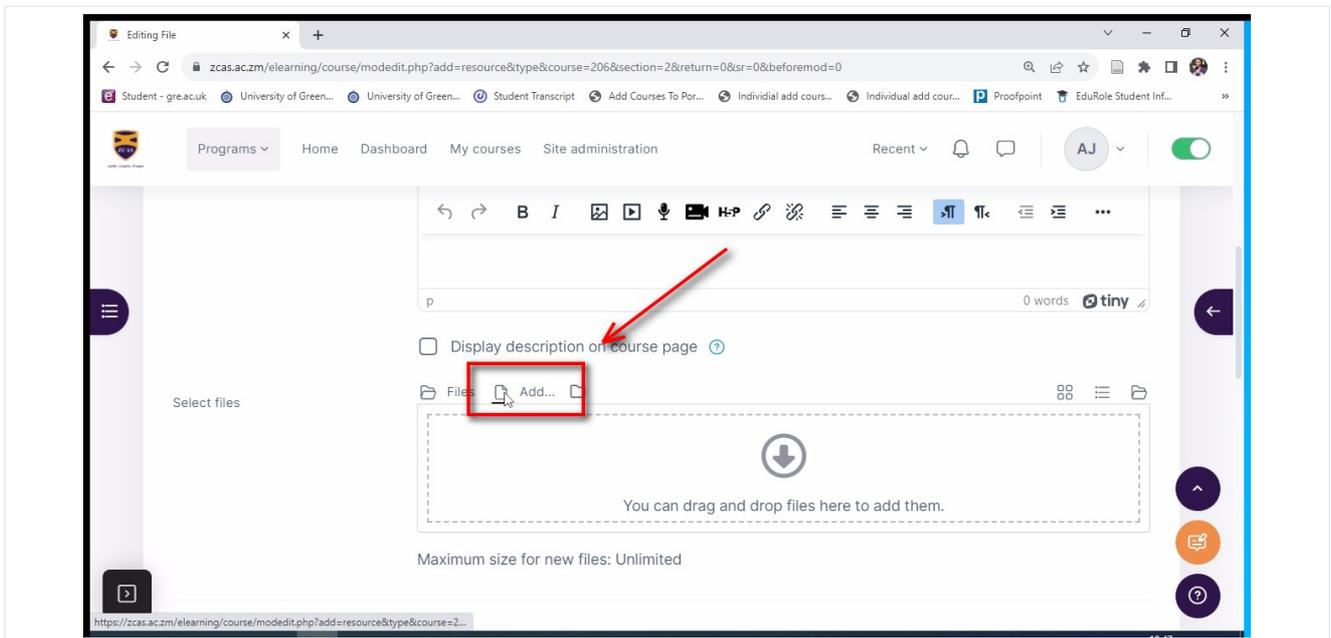
Click File "to add a document to the course"



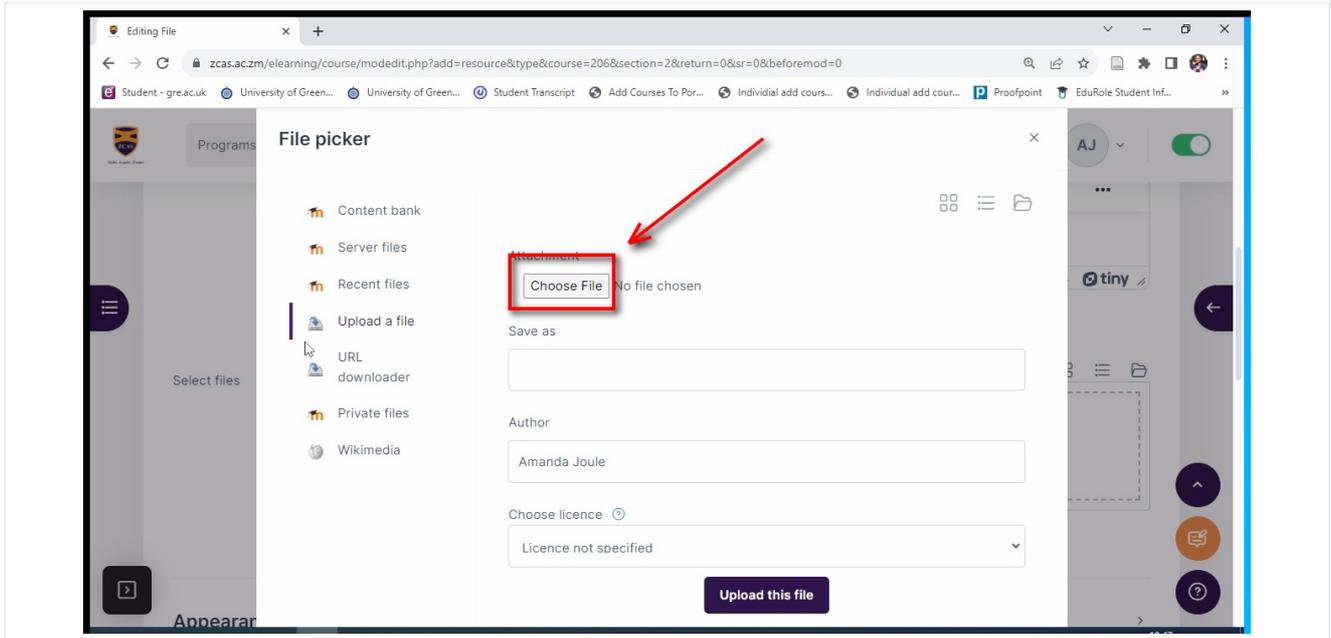
Click here "to add the name of the file"



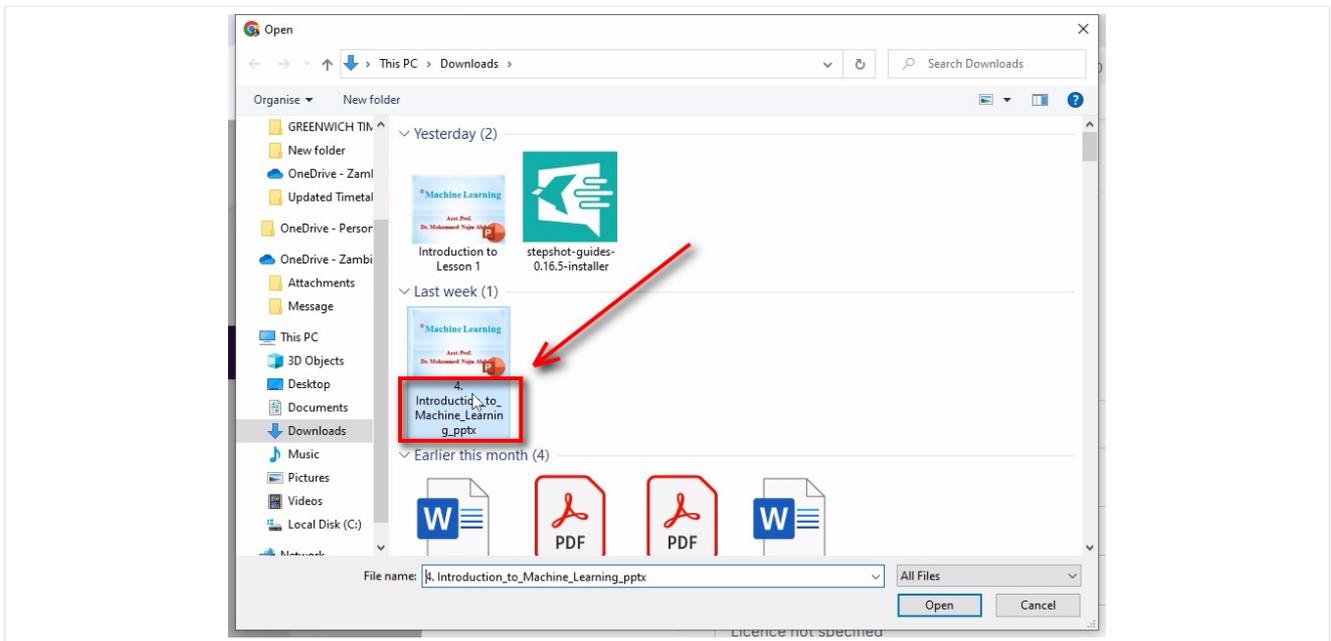
Click Add "to browse the computer for a file"



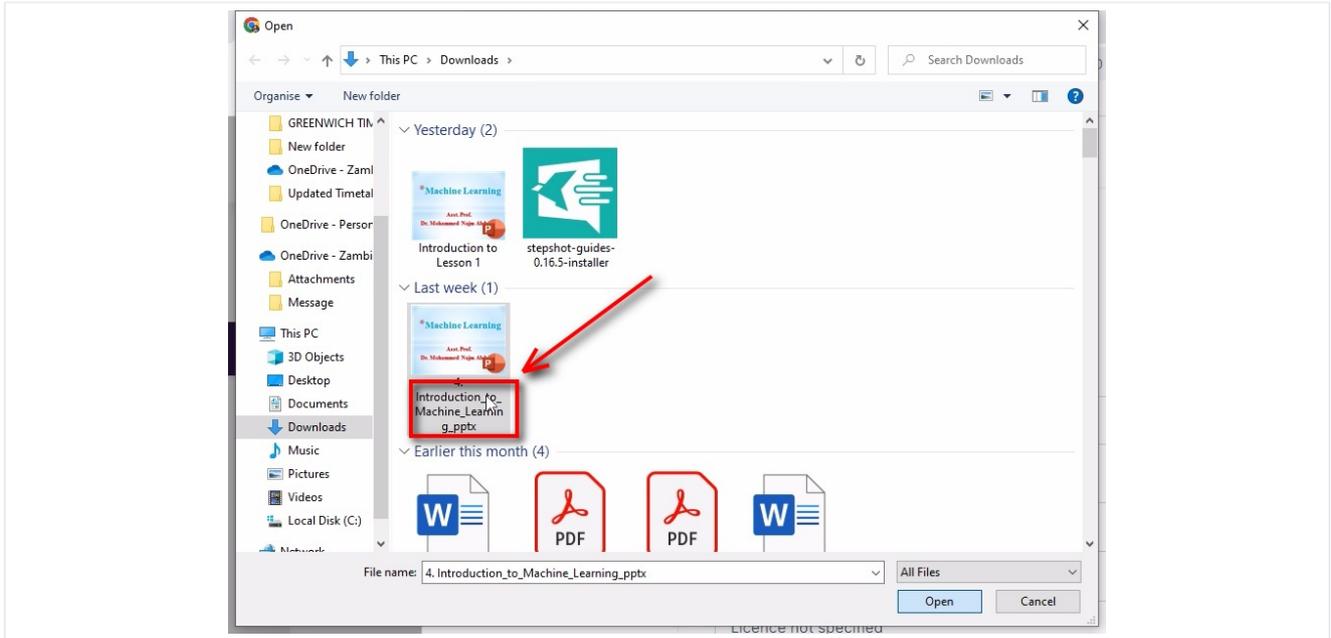
Click Choose File "to add the file of your choice."



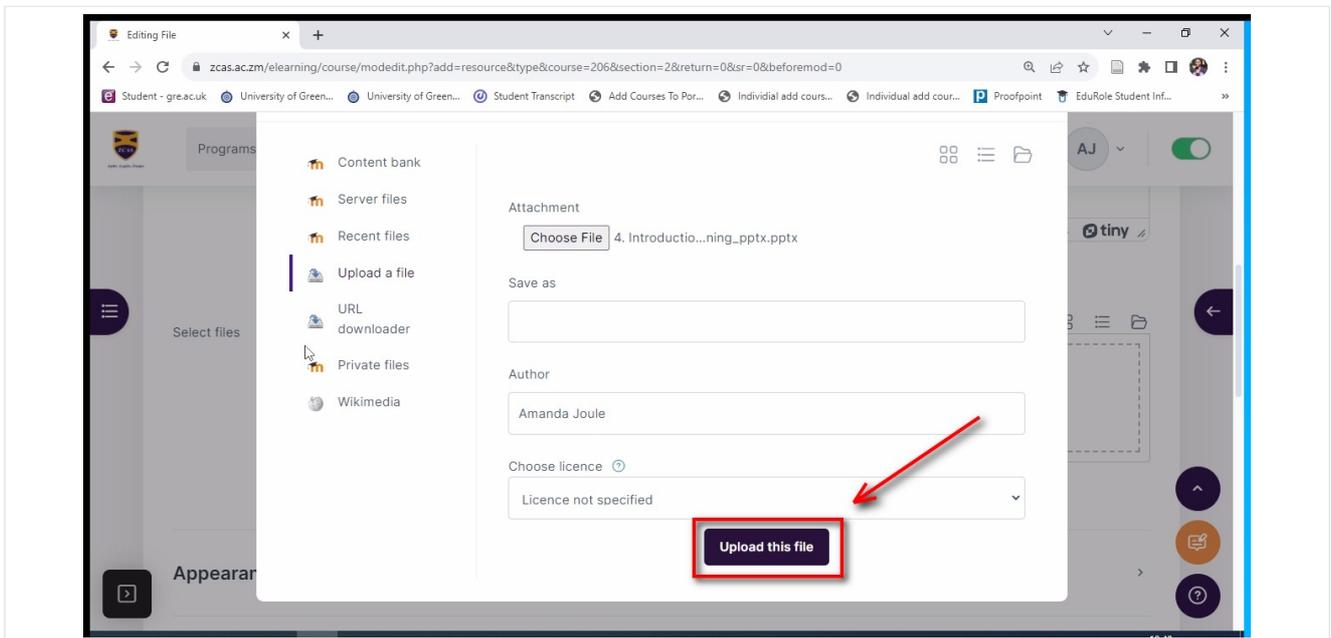
Select the file of your choice.



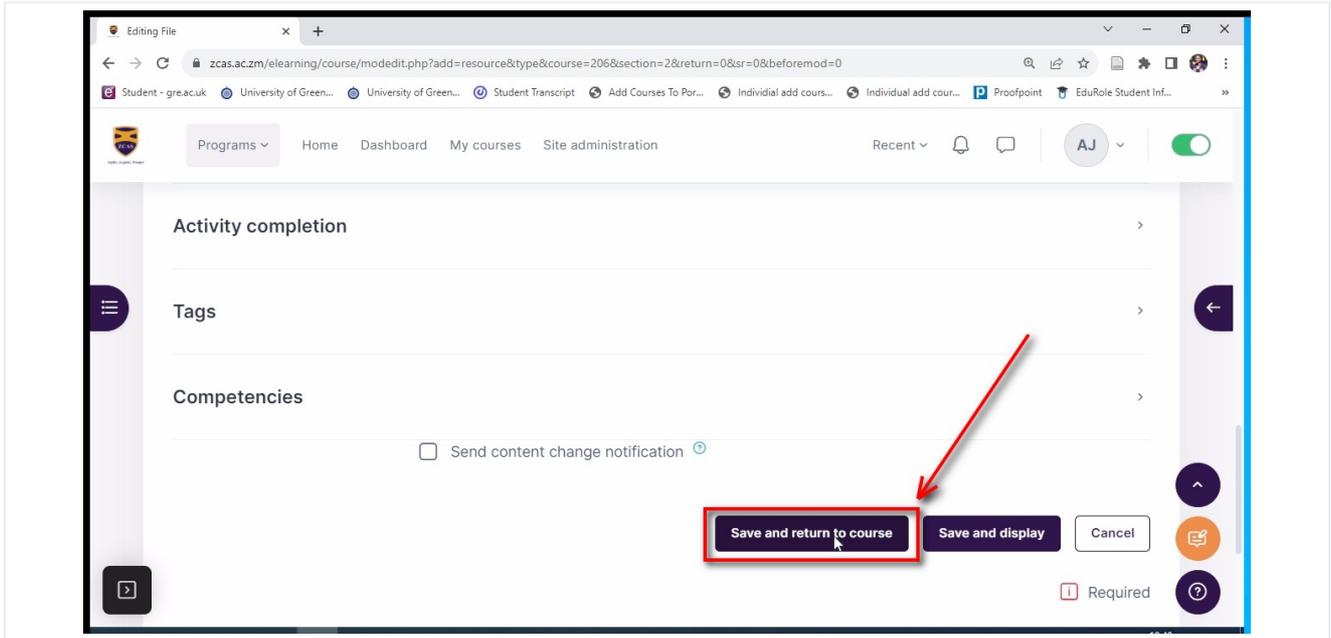
Click Open



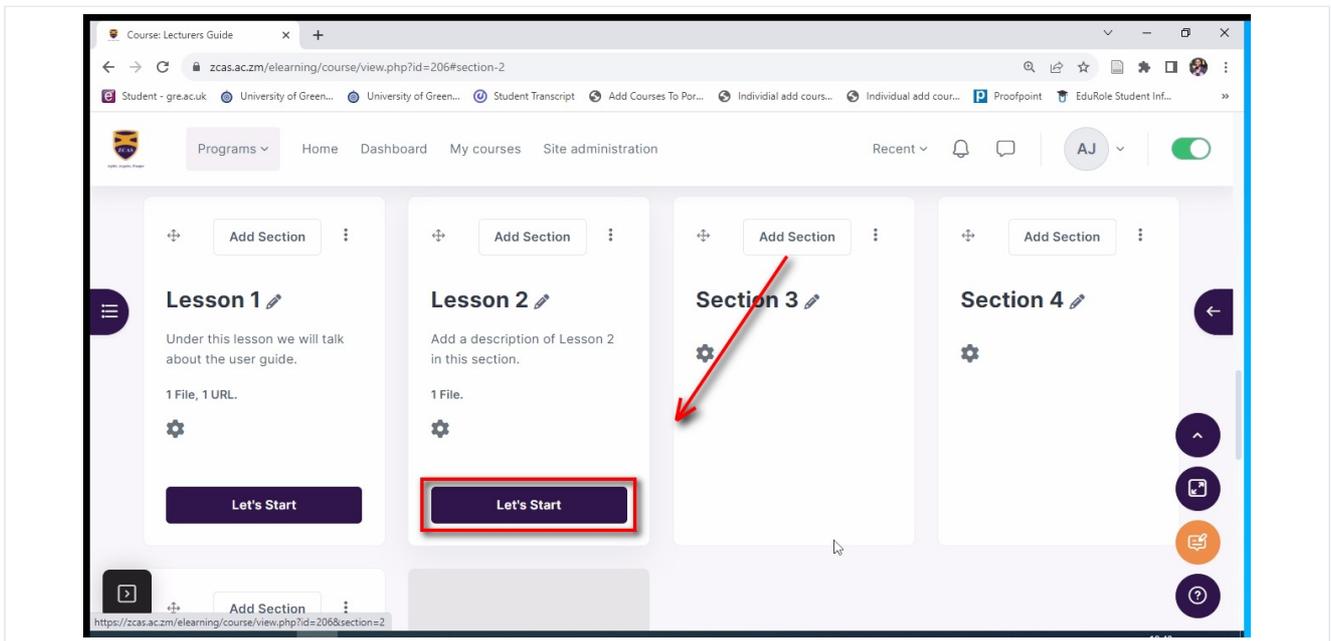
Click Upload File.



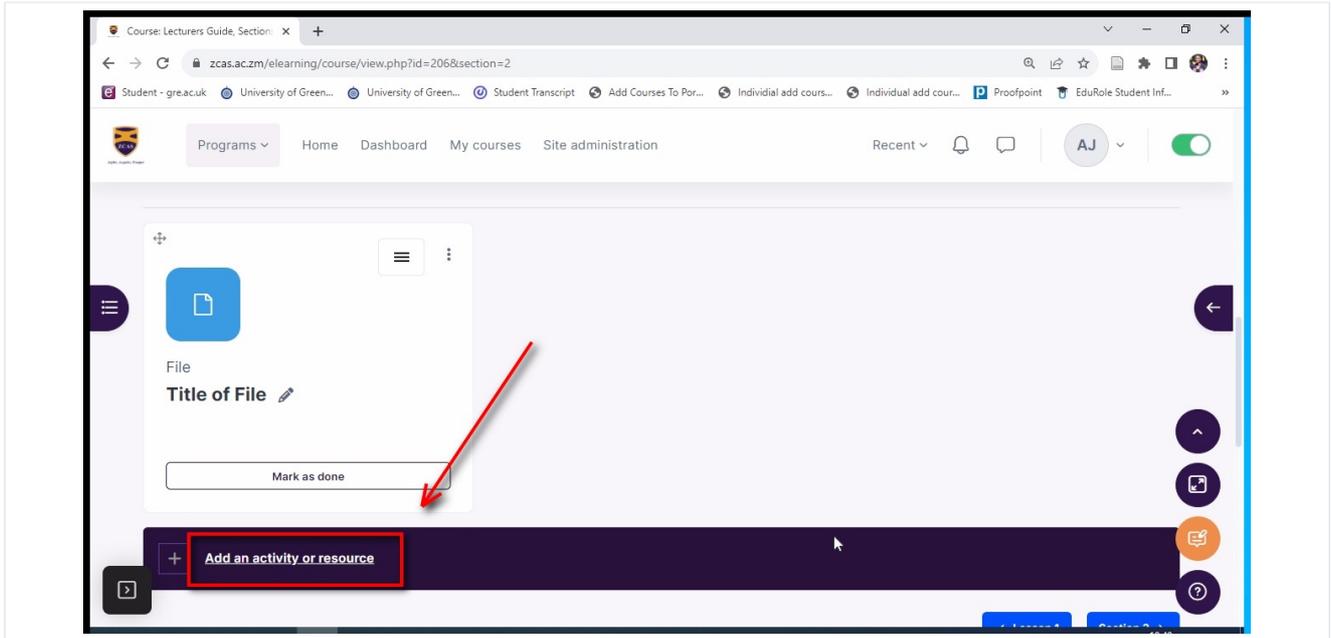
Click here "to save and return to the course page"



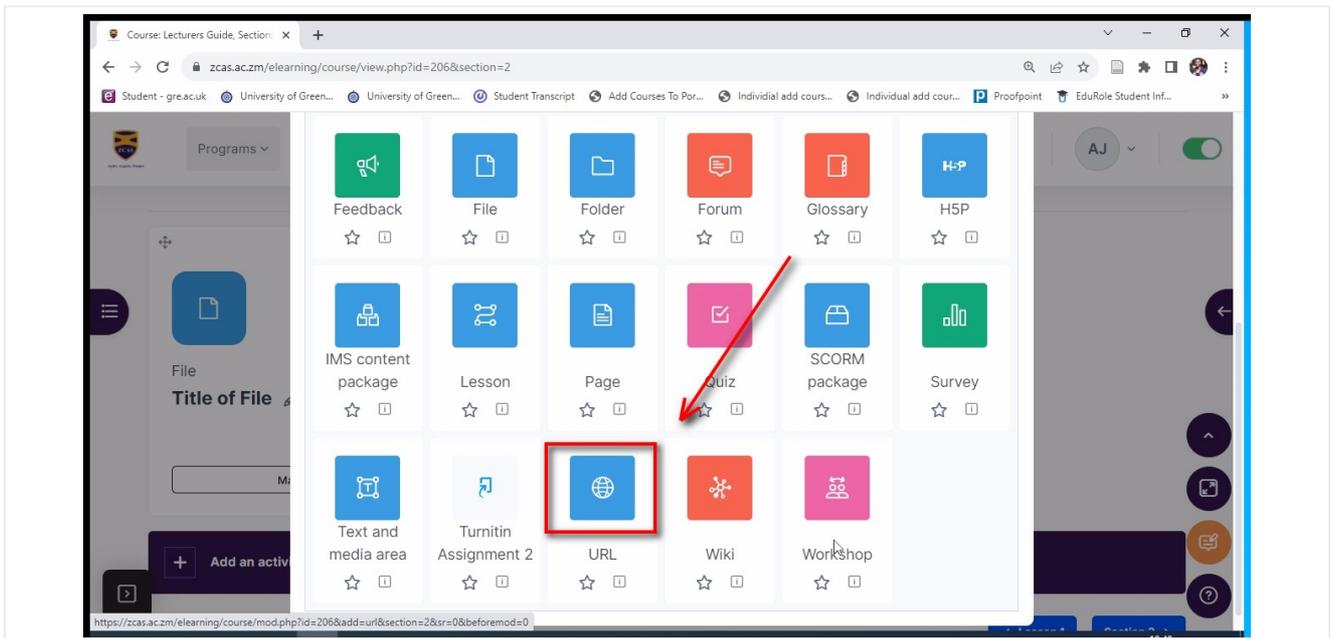
Click here to view the lesson content.



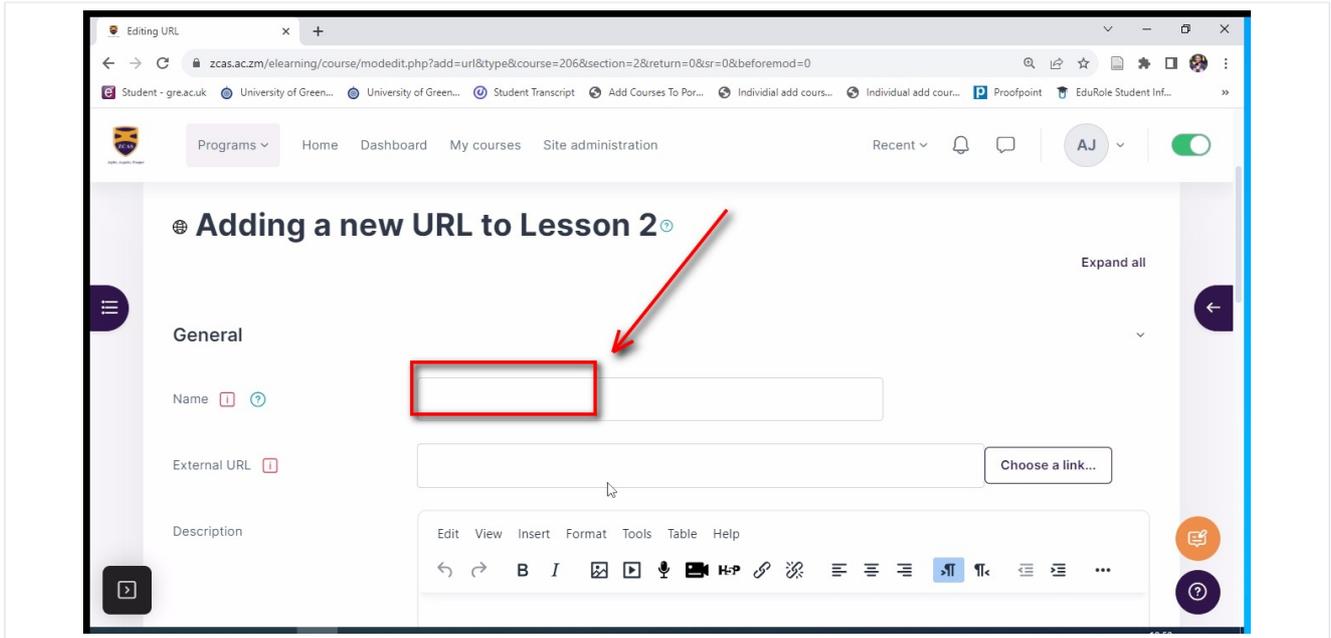
Click here "to add an activity or resource"



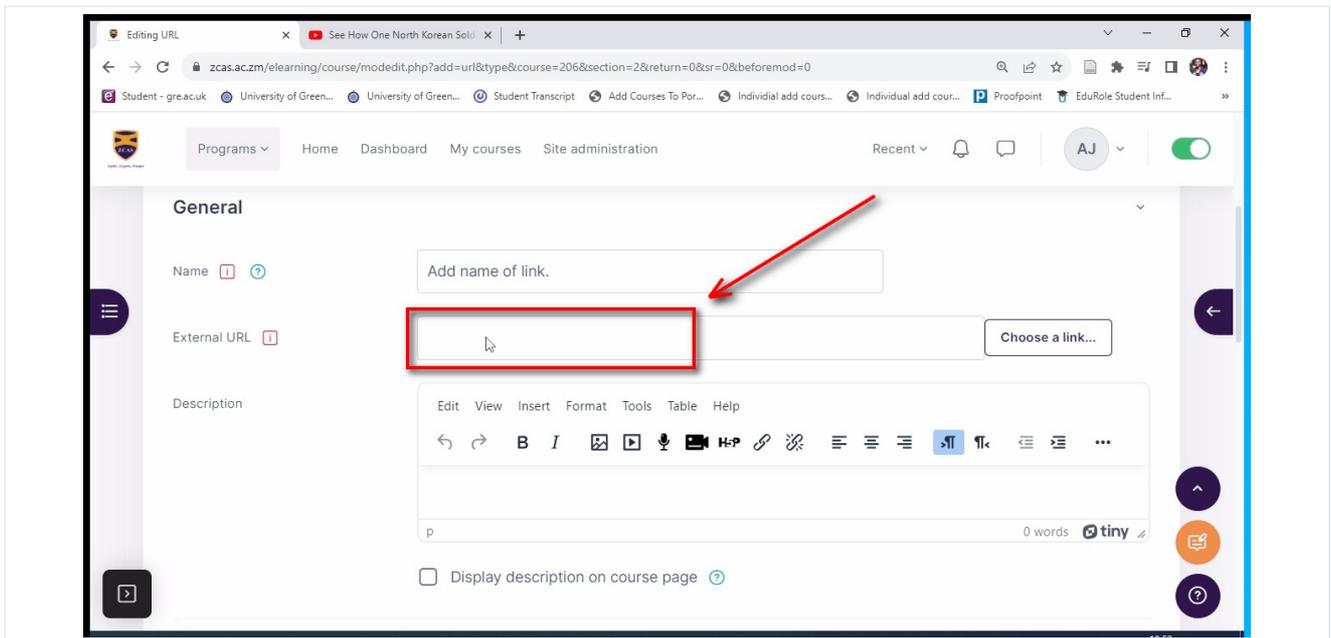
Click here "to add a class link or class recording".



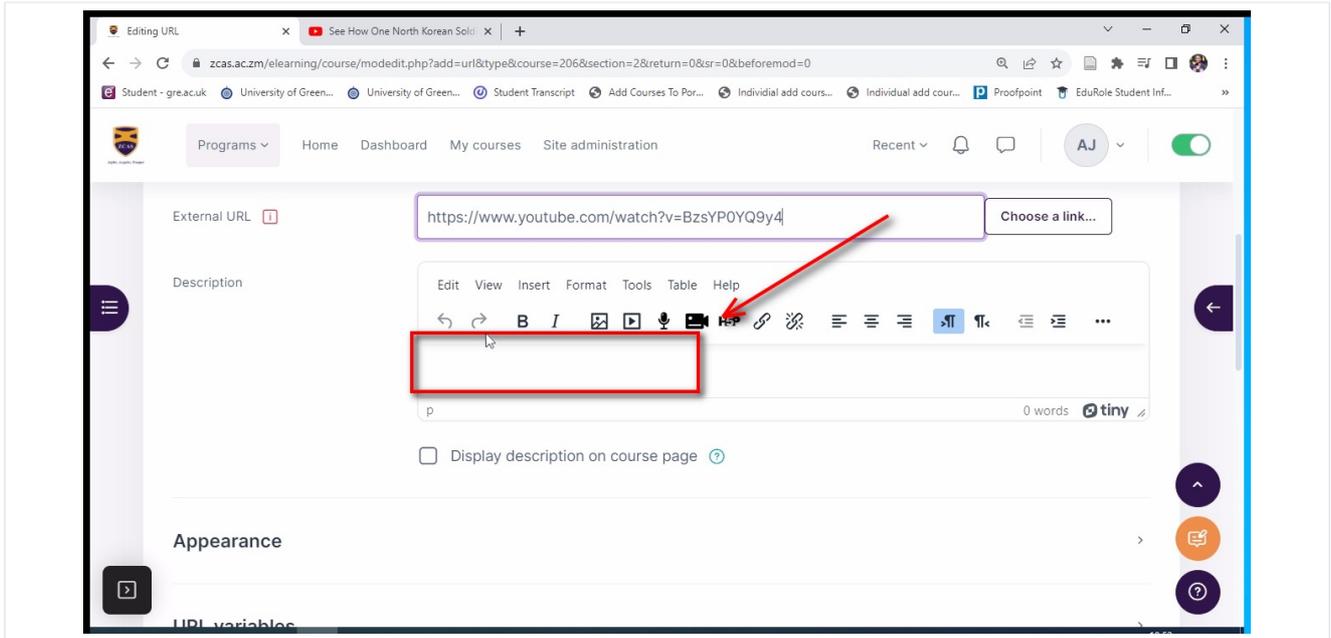
Click here "to add the title"



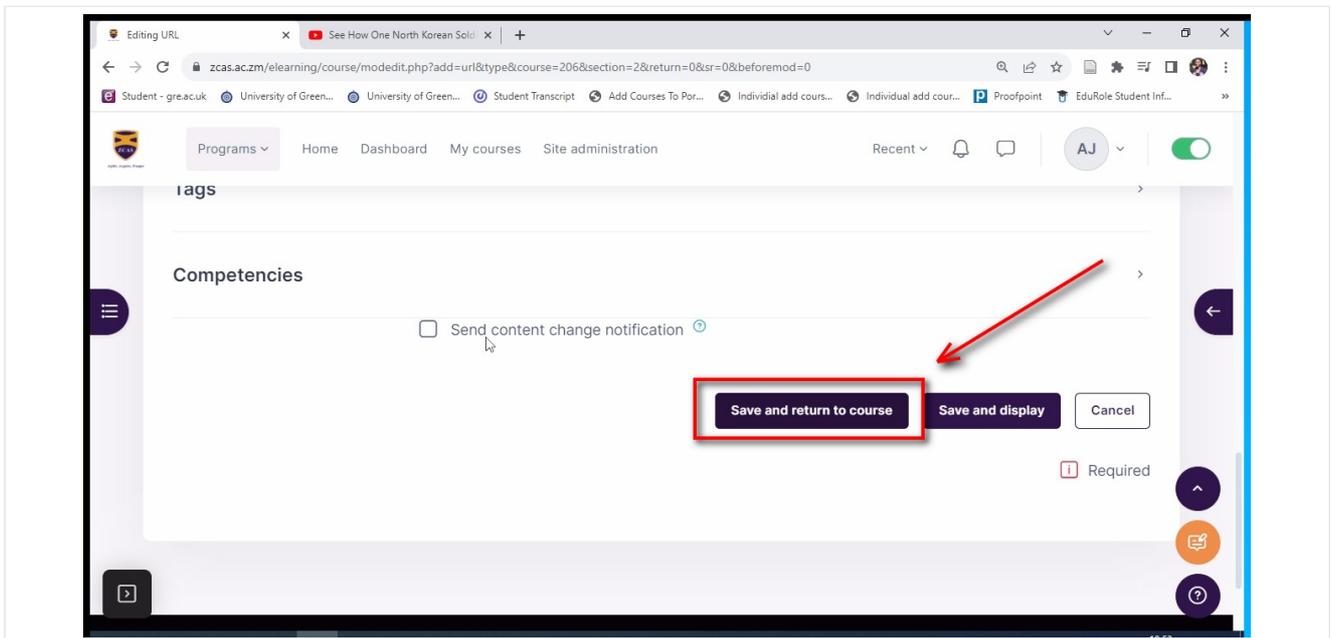
Click here "to insert the link of the class or recording".



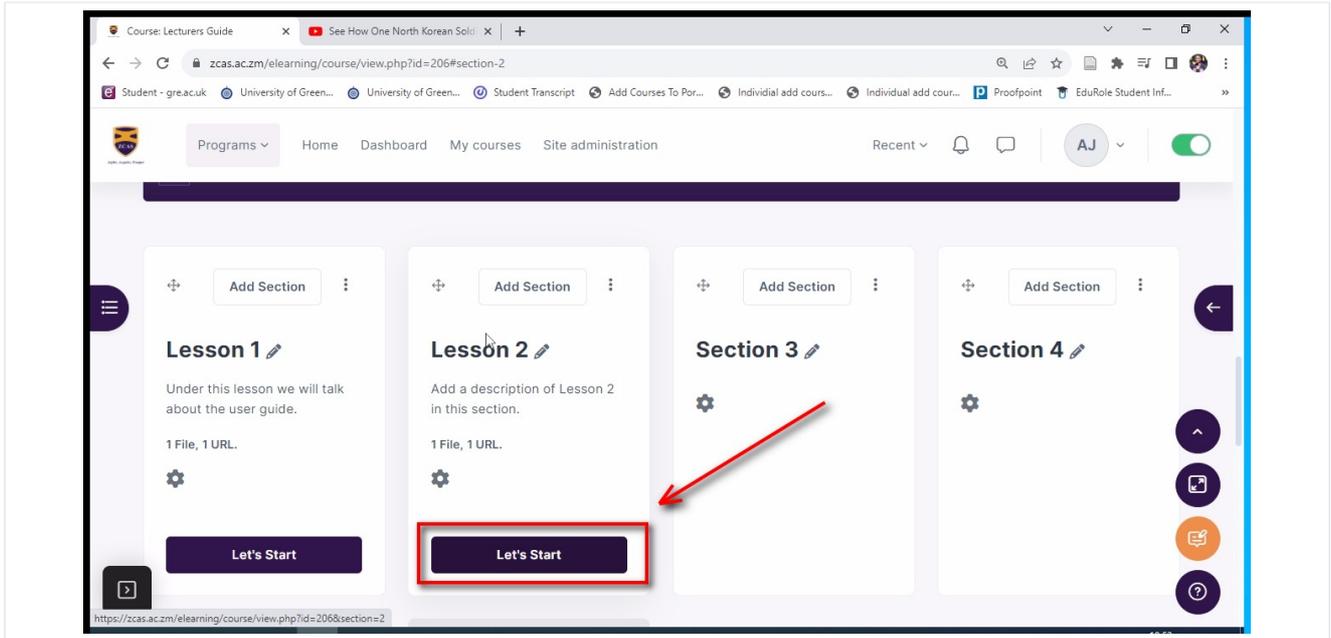
Click here "to add a description"



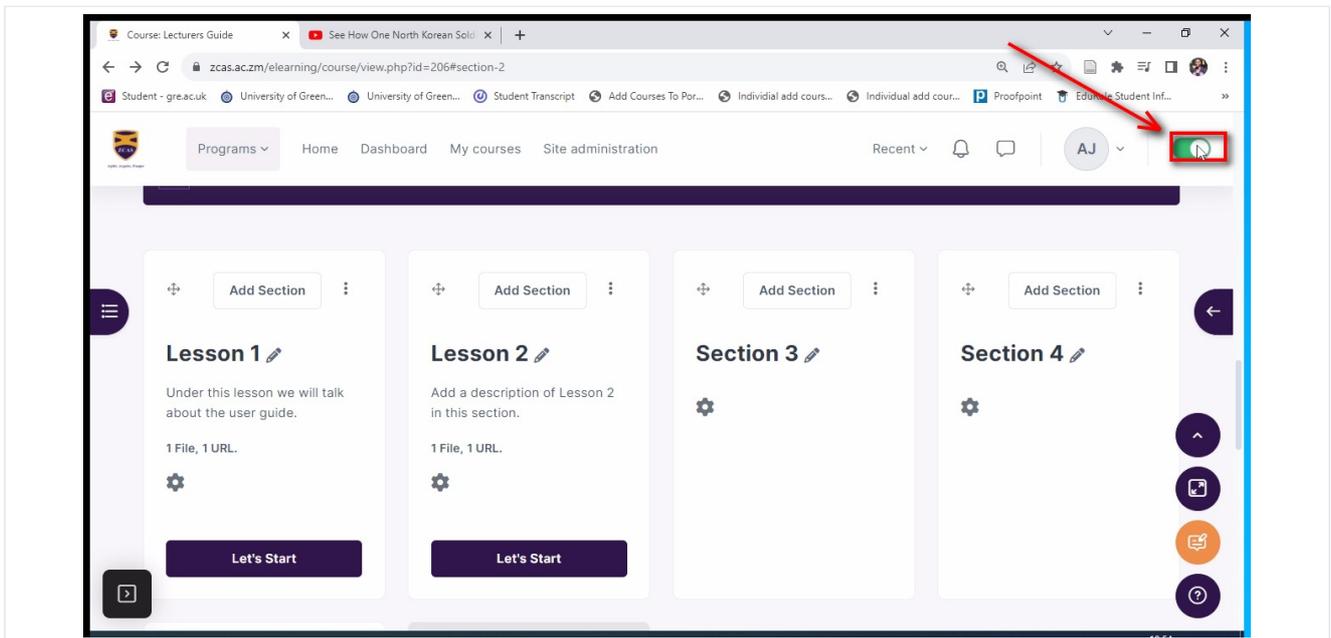
Click here "to save and return to courses"



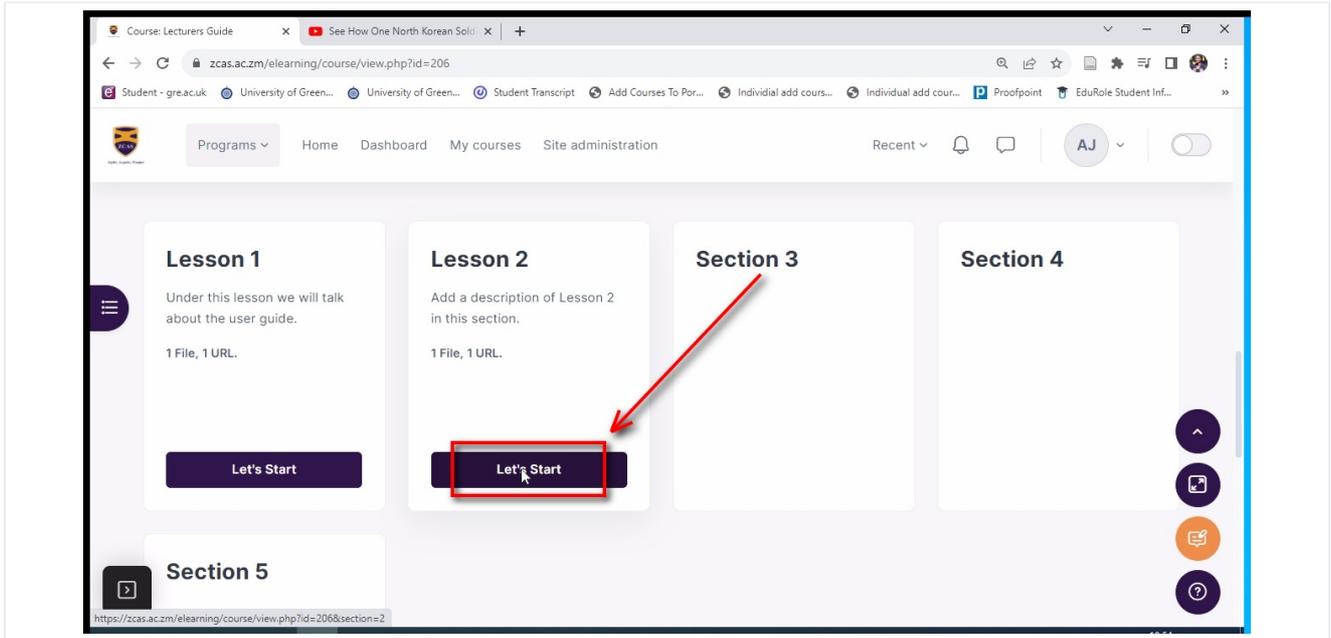
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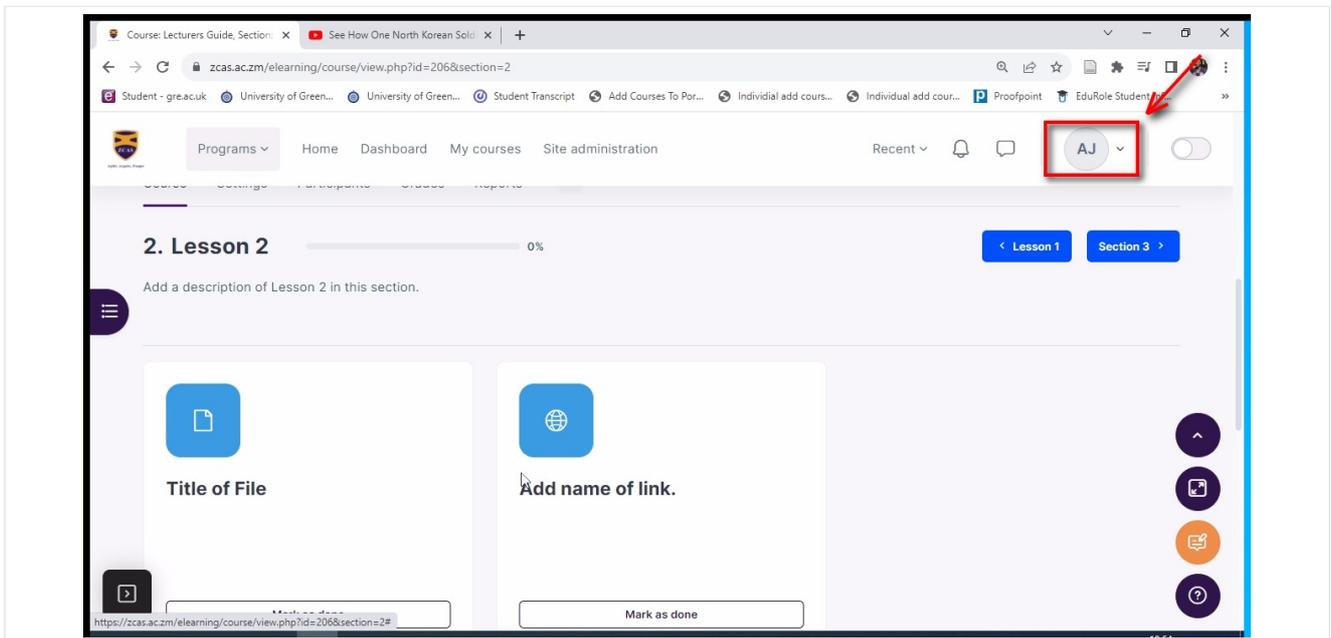
Click here "to turn off editing"



Click here "to view lesson content after editing".



Click here "to access log out button"



Click here "to Log Out".

