

E-learning User Manual

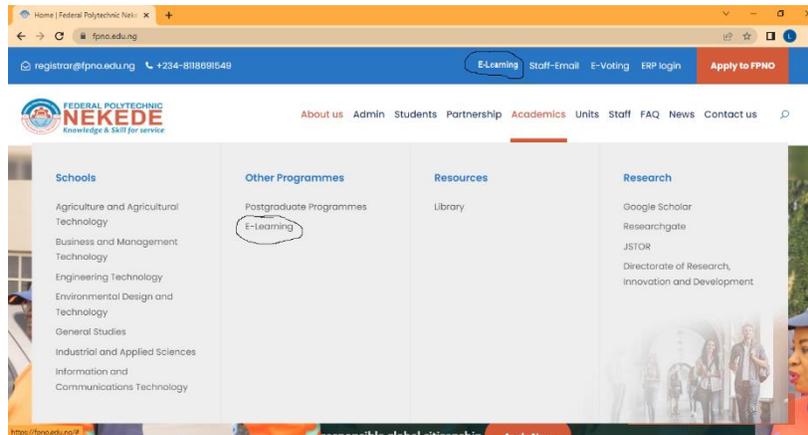
For **Instructors**

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A. How to Login to the E-learning Application

- i. Visit the Institution's Website <https://fpno.edu.ng>
- ii. On the top menu bar (header) click on the button labeled "E-Learning"

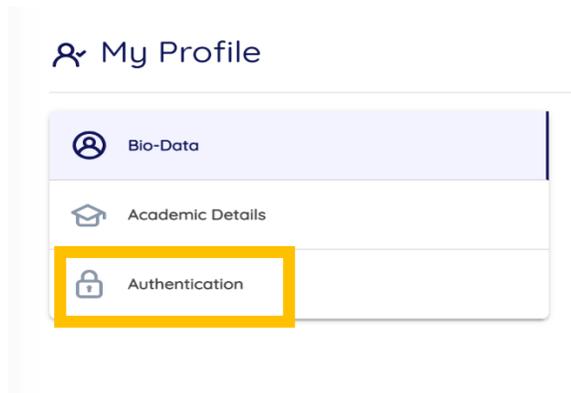


iii. Click on **Get Started**

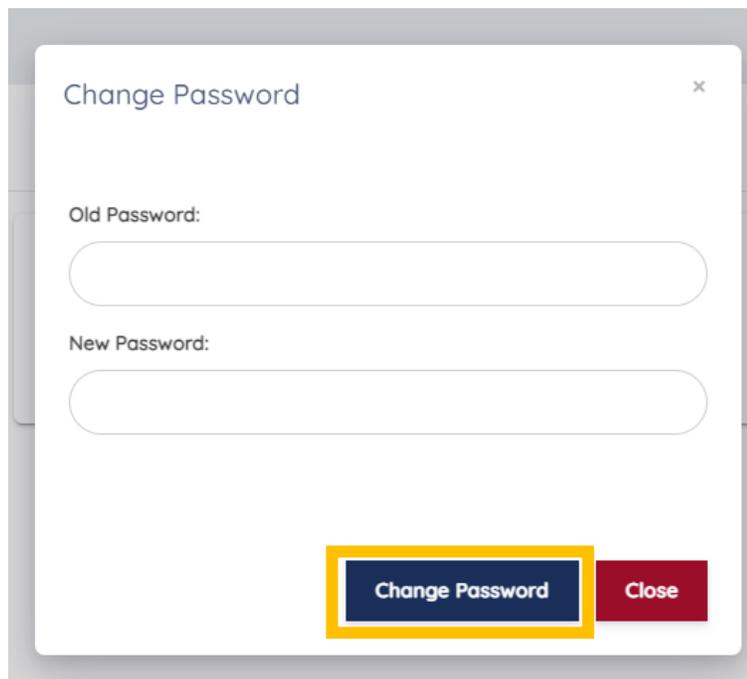


- iv. Enter your username and password
- v. Click on **Login**
 Note: New users added to the e-learning application will get email notification for their login details which they will use to login to the application. The system prompts to change your password.
 Also, if you have forgotten your username and password, click on **Forgot Password** link text and enter your email address. Then click on **Reset password** button to have it reset. Reset notification is sent to email for resetting. An OTP will be sent to the email to be used in resetting your password to the default
- vi. Upon logging in, the system prompts for password to be updated

1. Click on **Authentication** to update your password



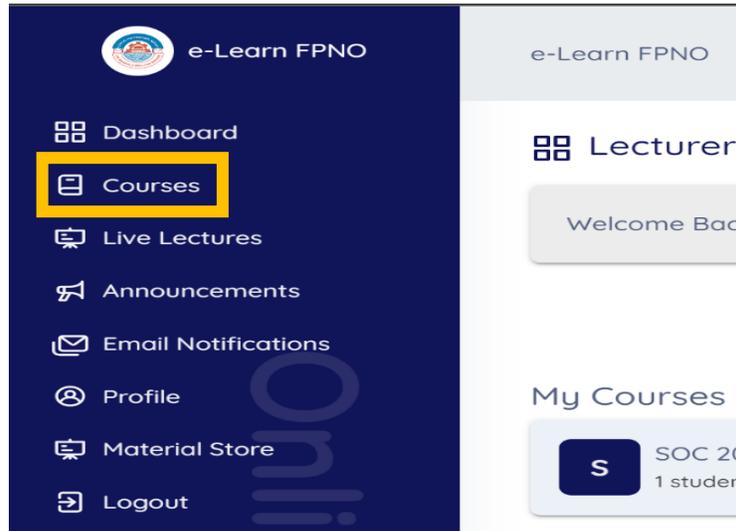
2. Click on **Change Password**
3. Enter the Old Password and the New Password



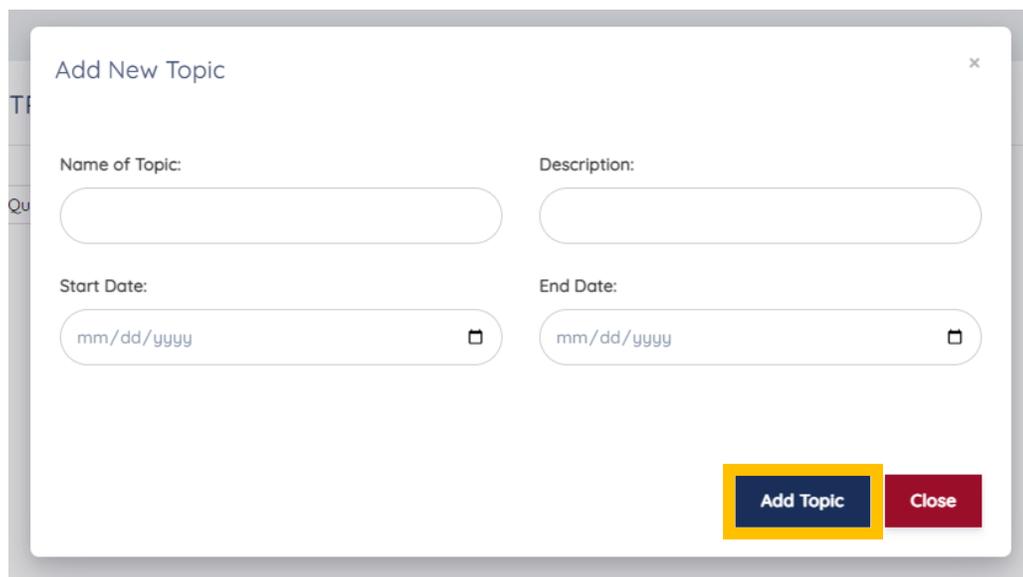
4. Click **Change Password**

B. How to Setup Course Content

- i. Login to the portal
- ii. On the menu list click on **Courses**



- iii. Click on Course Card having the course you are assigned
- iv. **To Add New Topic, Click on New Topic**

The image shows a modal window titled 'Add New Topic'. It contains four input fields: 'Name of Topic:', 'Description:', 'Start Date:', and 'End Date:'. The 'Start Date' and 'End Date' fields have a date picker icon. At the bottom right, there are two buttons: 'Add Topic' (highlighted with a yellow box) and 'Close'.

- v. Enter the Topic Title, Description, Start and End Date
- vi. Click **Add Topic**
- vii. Added Topics appear in Cards that can be expanded to view the content

INTRODUCTION TO PETROLEUM ENGINEERING

Course Topics Assignments Quizes

Course Topics



DIVERSIFICATION IN PETROLEUM ENGINEERING

DIVERSIFICATION
PET 101

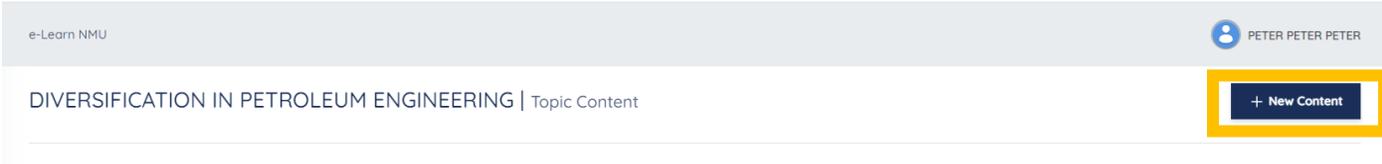
View →

Share Delete

The card features a 3D illustration of a blue notebook with a yellow pencil, a yellow arrow pointing up and right, and various colorful geometric shapes. Below the illustration, the text 'DIVERSIFICATION IN PETROLEUM ENGINEERING' is displayed in bold, followed by 'DIVERSIFICATION' and 'PET 101' in smaller text. At the bottom, there is a 'View' button with a right arrow, a share icon, and a delete icon.

C. How to Add Content on the Topics Created

- i. Click on **View** for each of the topics created



e-Learn NMU PETER PETER PETER

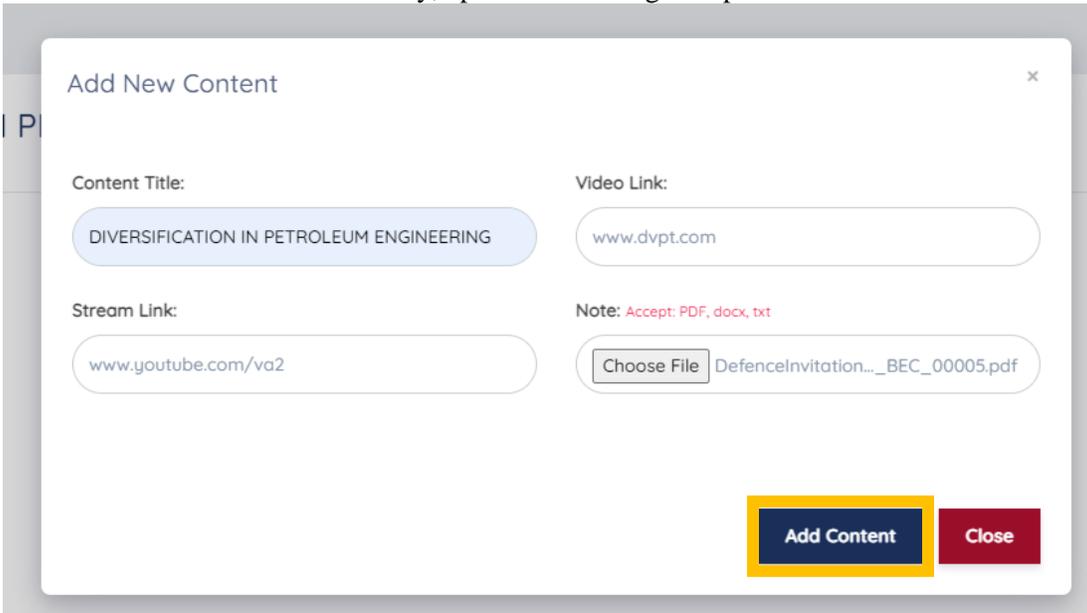
DIVERSIFICATION IN PETROLEUM ENGINEERING | Topic Content

+ New Content

The screenshot shows the user interface for a topic page. At the top left, it says 'e-Learn NMU'. At the top right, there is a user profile icon and the name 'PETER PETER PETER'. Below this, the page title is 'DIVERSIFICATION IN PETROLEUM ENGINEERING | Topic Content'. On the right side, there is a blue button with a white plus sign and the text '+ New Content', which is highlighted with a yellow border.

- ii. Click on **New Content**

- iii. On the Add New Content input card, Enter the Content Title, Paste a Video Link, Stream Link if any, upload a file using the upload section.



Add New Content

Content Title: DIVERSIFICATION IN PETROLEUM ENGINEERING

Video Link: www.dvpt.com

Stream Link: www.youtube.com/va2

Note: Accept: PDF, docx, txt

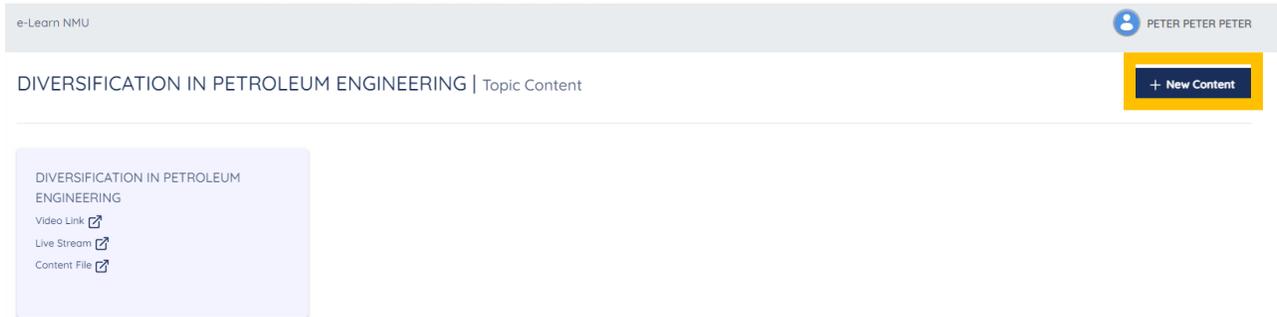
Choose File DefenceInvitation..._BEC_00005.pdf

Add Content Close

The form is titled 'Add New Content' and has a close button (X) in the top right corner. It contains four input fields: 'Content Title' with the value 'DIVERSIFICATION IN PETROLEUM ENGINEERING', 'Video Link' with 'www.dvpt.com', 'Stream Link' with 'www.youtube.com/va2', and a file upload section. The file upload section includes a 'Choose File' button and a file name 'DefenceInvitation..._BEC_00005.pdf'. At the bottom right, there are two buttons: 'Add Content' (highlighted with a yellow border) and 'Close'.

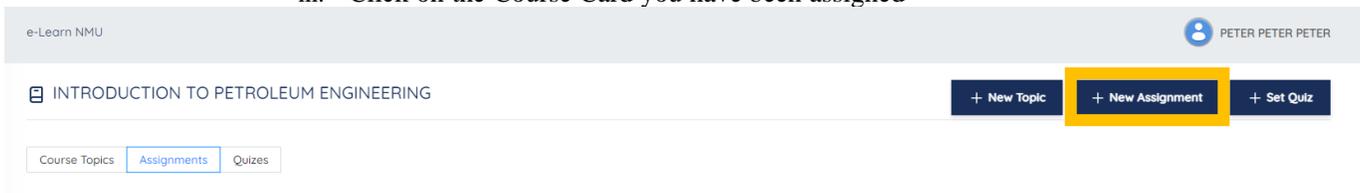
- iv. Click **Add Content**

- v. Added Content for a Topic appears in cards having the content file, video link or live streaming link.
- vi. This can be clicked to view



D. How to Add Assignments on Added Courses

- i. Login to the portal
- ii. Click on Courses on the menu list
- iii. Click on the Course Card you have been assigned



iv. Click New Assignment

- v. Enter the Assignment Title, Instruction, the Assignment text. If there is a video link for guidance, paste in the Video Link Text box, upload the Assignment file if any,

New Assignment ✕

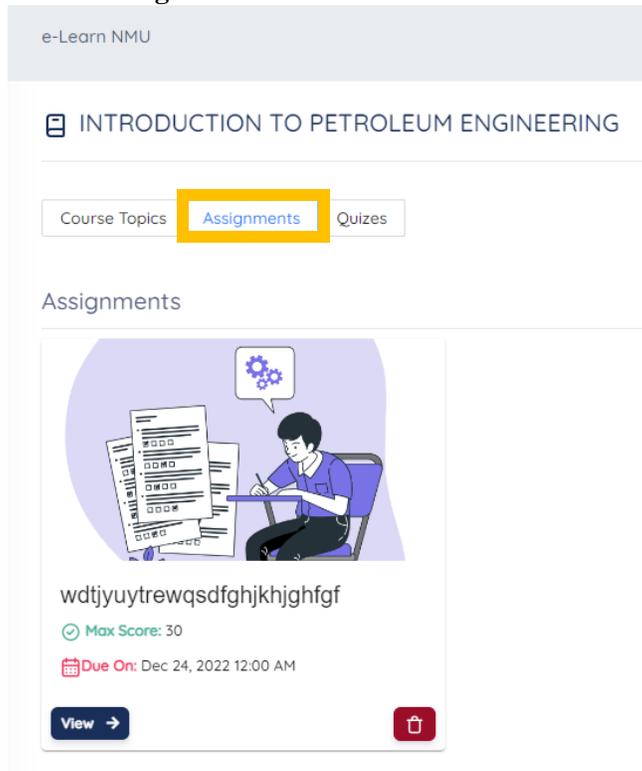
<p>Assignment Title: <small>maximum characters allowed(100)</small></p> <input type="text" value="wdtjyuytrewqsdfghjkhghfgf"/>	<p>Instruction: <small>maximum characters allowed(500)</small></p> <input type="text" value="ANSWER ALL"/>
<p>Assignment Text:</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> <p>YUIRSDFGHJNBVCXSRTYUIOKJGFDSVBNBDSER5T678IJIHGFDSXCVBJKIUYTREWER5T678IOLKJNBVCXHJKOKJ HHCXZXCVBJNKMN VCXSRTYUIOPLJKHGFDDFTYUIOPLKJHGFDCVBNM,KJHGFDRTIPOIUYTFDXCVBNM,</p> </div>	
<p>Video Link:</p> <input type="text" value="www.youtube.com/va2"/>	<p>Assignment File: <small>Accept: PDF, docx, txt</small></p> <input type="button" value="Choose File"/> StudentReceipt (4).pdf
<p>Due Date:</p> <input type="text" value="12/24/2022"/>	<p>Maximum characters allowed:</p> <input type="text" value="1000"/>
<p>Max Score:</p> <input type="text" value="30"/>	
<input type="button" value="Create Assignment"/> <input type="button" value="Close"/>	

select the assignment due date and Specify the maximum characters allowed for responses and add the max score for the assignment

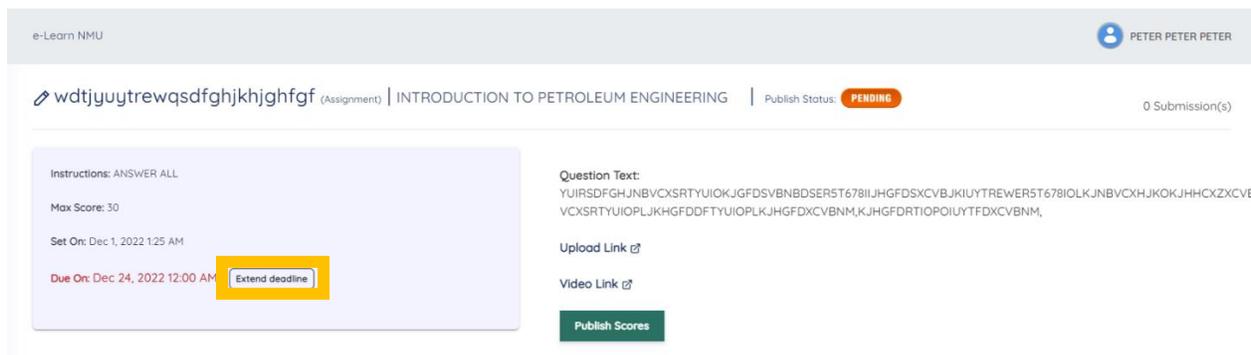
vi. Click **Create Assignment**

E. How to View Assignments

- i. Login to the portal
- ii. Click on Courses on the menu list
- iii. Click on the Course Card you have been assigned
- iv. Click on **Assignments**



- v. **To Publish Assignment**, follow the outlined steps below
 1. Click on Courses
 2. Click on the Course Cards assignment was set
 3. Click on Assignments
 4. Click on View to view the list of submissions



- 5. The Assignment Due Date can be extended using the **Extend** Button

6. Click on **Open Submission** to view the assignment submissions by the students in the class

S/NO	STUDENT NAME	MATRIC NUMBER	SUBMITTED ON	ACTIONS
1	emmanuel ihetu C	TET/PTE/22/1234	Dec 1, 2022 6:12 AM	Open Submission

7. Click on **Content Link** text link to view the actual submitted work

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[emmanuel ihetu C](#) | Student submission Submitted on Dec 1, 2022 6:12 AM

Answer in Text

asdfghjkluytregghjkhzxcvbnmkjhgfdtyui

[Content Link](#)

[Grade Submission](#)

8. Grade the student using the **Grade Submission** Button
9. Enter the Grade and Remark and click **Submit**

Submit Answer

Ensure the score is correct, it cannot be changed after submission.

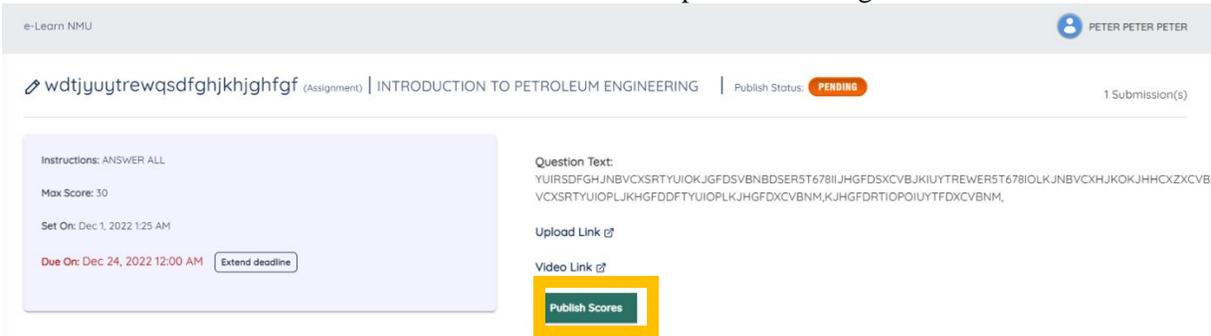
Score:

Type score here [Max: 30]

Remarks (optional):

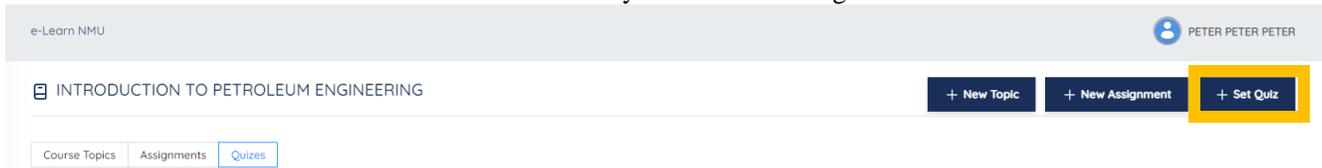
[Submit](#) [Close](#)

10. Click on **Publish** button to publish the assignment

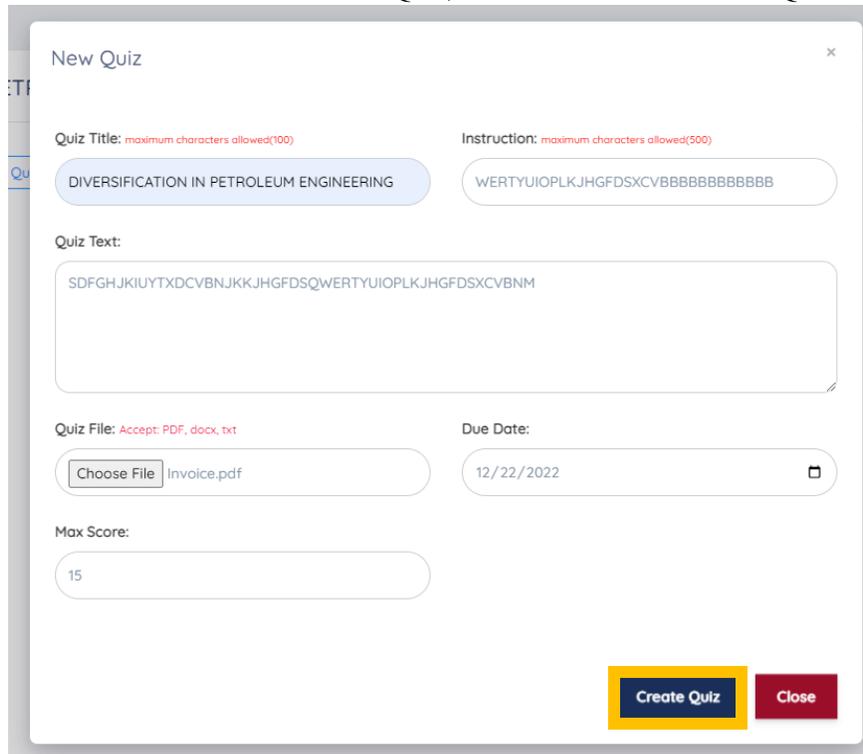


F. How to Add Quiz on Added Courses

- i. Login to the portal
- ii. Click on Courses on the menu list
- iii. Click on the Course Card you have been assigned



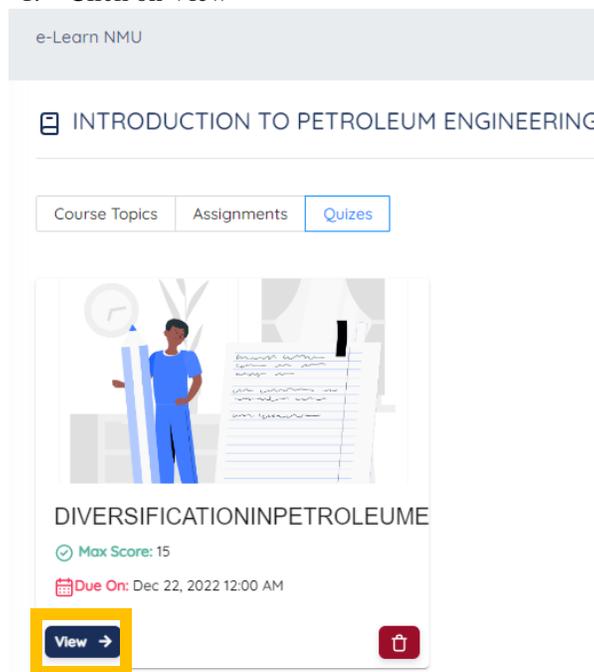
- iv. Click on **Set Quiz**
- v. Enter the Quiz Title, Instruction and Text, Upload file if any in upload file section, set the Due Date for the Quiz, enter the Max Score of the Quiz



vi. Click **Create Quiz**

G. How to View Quiz

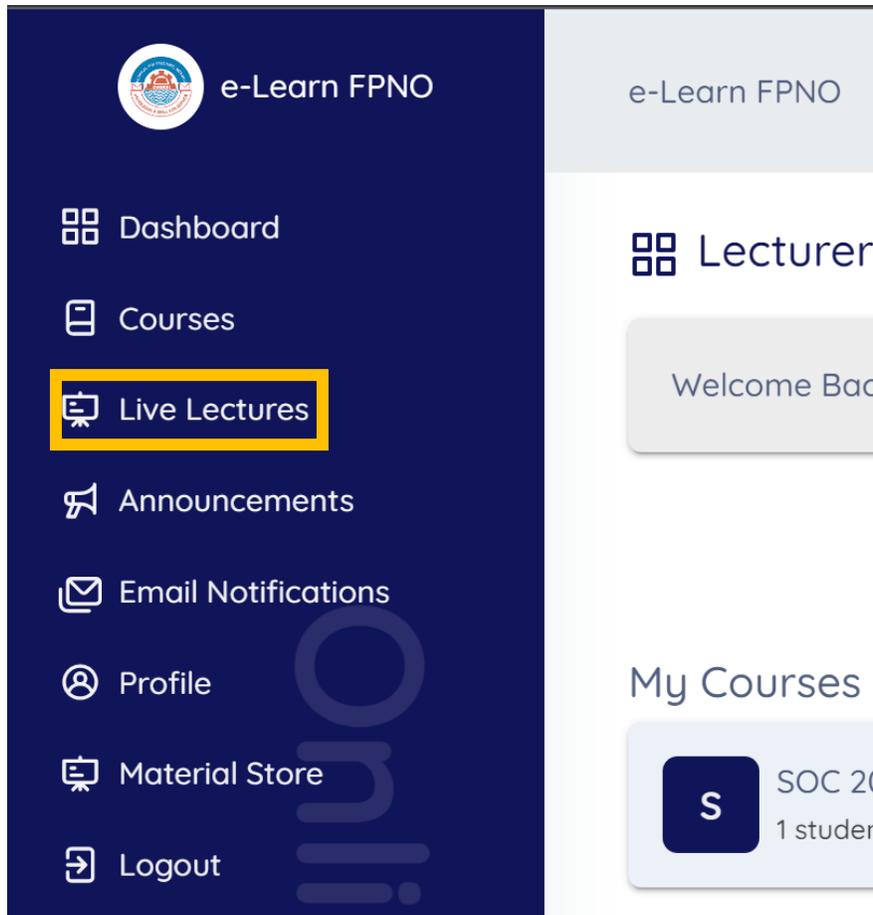
- i. Login to the portal
- ii. Click on Courses on the menu list
- iii. Click on the Course Card you have been assigned
- iv. Click on **Quizzes**
- v. **To Publish a Quiz**, follow the outlined steps below
 1. Click on View



- vi. **To Publish Assignment**, follow the outlined steps below
 1. Click on Courses
 2. Click on the Course Cards
 3. Click on Quizzes
 4. Click on View to view the list of submissions
 5. The Quiz Due Date can be extended using the **Extend** Button
 6. Click on Open Submission to view the Quiz submissions by the students in the class
 7. Click on Content Link text link to view the actual submitted work
 8. Grade the student using the **Grade Submission** Button
 9. Enter the Grade and Remark and click **Submit**
 10. Click on **Publish** button to publish the Quiz

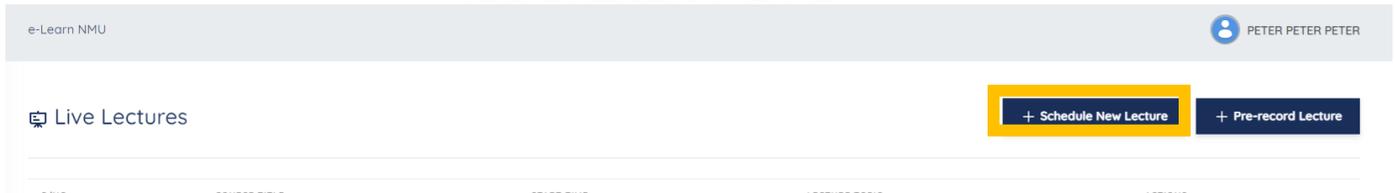
H. How to schedule Live Lectures

- i. Login to the portal
- ii. On the menu list click on **Live Lectures**



iii. How to schedule new live lectures

- Click on **Schedule New Lecture**



iv. How to create lecture

- Click on Schedule New Lecture
- Click on create Lecture

New Live Lecture

Select Course:

Start date:

Start Time:

Duration(minutes):

Lecture Topic:

Lecture Agenda:

Click on either platform to get meeting link. Paste meeting link on the input field provided below

Create Lecture **Close**

- How to start lecture and delete lecture

S/NO	COURSE TITLE	START TIME	LECTURE TOPIC	ACTIONS
1	INTRODUCTION TO PETROLEUM ENGINEERING	Dec 12, 2022 07:40	JHGFDCVBHNJKL	Start Lecture Delete

v. How to create Pre-record Lecture

- Click on **Pre-record Lecture**

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Live Lectures + Schedule New Lecture **+ Pre-record Lecture**

- Create Pre-record live lecture setup

Pre-record Live Lecture Setup

Select Course: INTRODUCTION TO PETROLEUM ENGINEERING

Start date: 12/08/2022

Lecture Topic: JHGFDCVBHNNJKL

Lecture Agenda: STRYHVCX

We recommend using Flixier as your default streaming tool. (using any other tool is still an option.) [flixier](#)

www.googlemeet.com/xyz

Create Lecture **Close**

I. How to View Email Notifications
Click on Email Notifications

The screenshot shows the e-Learn FPNO dashboard. On the left is a dark blue navigation sidebar with the following items: Dashboard, Courses, Live Lectures, Announcements, Email Notifications (highlighted with a white border), Profile, Material Store, and Logout. The main content area on the right has a light grey header with 'e-Learn FPNO', a 'Lecturer' title, a 'Welcome Back' message, and a 'My Courses' section showing a course card for 'SOC 20' with '1 student'.