



E-learning student's User Manual

OUTLINE

PART 1: How to get account and login on e-learning	2
PART 2: How to submit assignment on E-Learning	3
PART 3: How to Attempt Quiz.....	5
PART 4: How to Join Google Class	7
PART 5: How to download Notes	7



PART 1: How to get account and login on e-learning

E-learning accounts are corporate emails (INES email) provided by the ICT office, all you need to obtain one is your registration number.

How to login:

1. Adding student account

- ◆ Open your browser Chrome or safari,..but better you use **chrome**
- ◆ Visit **Google.com**
- ◆ (click on your profile in up right corner)
- ◆ Now you can see list of accounts in your device
- ◆ Click manage accounts(on this phones) on computer jump to next step
- ◆ **Sign out all accounts**(on phone) or **add another account**(on computer)
- ◆ Add your account(student email which is manage accounts
- ◆ ugyourregnumber@ines.ac.rw eg:ug**2213677**@ines.ac.rw(**Please use your reg number**)
- ◆ Default password at first time:12345@Ines
- ◆ Then read procedures to change your password(**better you use your phone numbers are easy to remember**)
- ◆ **Bravo!** now you have added account on your device

Logging on e-learning platform

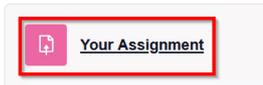
- ◆ First you need to add student account to your device
- ◆ Visit ines.ac.rw
- ◆ Click on e-learning
- ◆ Click on Login
- ◆ Click on google
- ◆ Select your student account you have added
- ◆ **Bravo!** now you are in

PART 2: How to submit assignment on E-Learning

Step 1:

Access the assignment: Links to assignments can always be found under the topic course page.

▼ Week 7



Step 2:

Click on Add submission button. The Assignment submission page will open. Depending on how your instructor set up the assignment, you may have the option to submit file(s), enter text in a text entry box or both.

Note: If you are submitting the assignment late the "Add submission" button may not appear that means you are caught by the submission deadline. If this is the case contact your instructor to discuss next steps.

Step 3:

online text: Type directly into the Online text box.

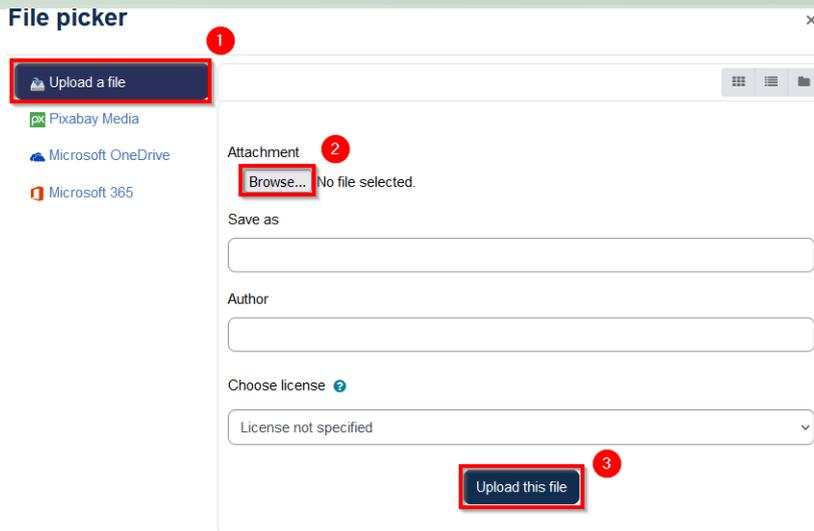
File Submission: Click on Upload a file, then click Browse.

▼ Add submission



Step 4:

Navigate to the assignment file you created in step 3 above, then select the file and click Open. Click the Upload this file button.



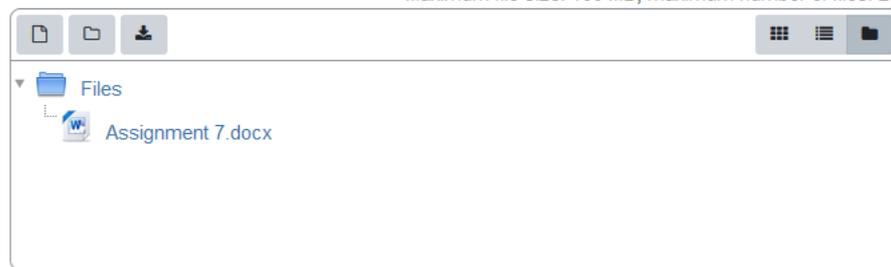
Step 5:

Once your file(s) appear(s) in the Files submission area, click Save changes.

▼ Add submission

File submissions

Maximum file size: 100 MB, maximum number of files: 20



Step 6:

When the Submission Status displays as "Submitted for grading" your lecturer has your work and will grade it.

Submission status

Attempt number	This is attempt 1.
Submission status	Submitted for grading
Grading status	Not graded
Time remaining	Assignment was submitted 16 days 9 hours early
Last modified	Monday, July 10, 2023, 2:28 PM
File submissions	<div style="display: flex; align-items: center;"> Assignment 7.docx July 10 2023, 2:27 PM </div>



PART 3: How to Attempt Quiz

Step 1:

- Navigate to intended course and select the Quiz
- Before you start your quiz, pay attention to the following: Open and closing time, Quiz instructions given by Lecturer, attempts allowed and Time limit(if time limit is set will determine the amount of time within which you must complete the quiz).

Step 2:

Click the attempt quiz button to start the quiz

Opened: Saturday, 11 January 2025, 8:30 AM

Closes: Sunday, 12 January 2025, 8:42 PM

Attempt quiz

Attempts allowed: 1

Time limit: 7 mins

Grade to pass: 5.00 out of 10.00

Step

You will see the Time left stopwatch on the right side of your quiz question for reference.

When you select a question you would like to come back to, click the Flag question. When you have answered all the questions you know, then come back to the flagged questions and answer them in the time remaining.



Back

Time left 0:04:50

Question 1
Not yet answered
Points out of 20.00
Flag question

It is possible to get a Liberal Arts degree from Berkshire Community College in two years.

Select one:

True

False

Next page

Quiz navigation

1 2 3 4 5

Finish attempt ...

When you are done with all your quiz answers, select Finish attempt.

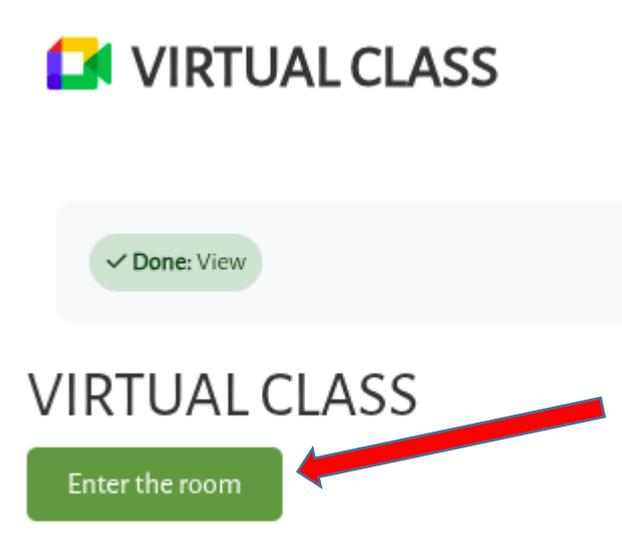
- At the next screen, select Submit all and finish (or Return to attempt, if you want to go back).
- Once more, select Submit all and finish.

Note: Once you begin the quiz, you cannot pause or take a break; the clock will keep running!

Be sure you are ready to take the quiz before you click the Attempt quiz button.

PART 4: How to Join Google Class

- Navigate to intended course and select the Quiz
- Check Scheduled online class with Google meet Icon
- Click on Enter the Room Button



Note: It's recommended to join the class using your corporate email. After clicking on "Enter the room" button you'll see the email account being used to join. If it's not your corporate email, click on "Switch account" to select the corporate.

PART 5: How to download Notes

To download notes, begin by selecting the course you're interested in. After that, navigate through the content until you reach the specific section or chapter you need. Look for the note marked with a file icon—once you click on it, the file will start downloading to your device automatically.