



# Teacher's Guide on REB e-Learning Platform

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## **1. Aims and objectives**

### **1.1. Aims**

to provide an introduction to use an online learning environment with the eLearning platform of the Rwanda Basic Education Board.

### **1.2. Objectives**

after completing this orientation, teacher will be able to

- Navigate the REB eLearning platform
- Create own courses and add necessary instructional material
- Conduct formative assessment of the course
- Take attendance

## **2. Teacher guide – introduction**

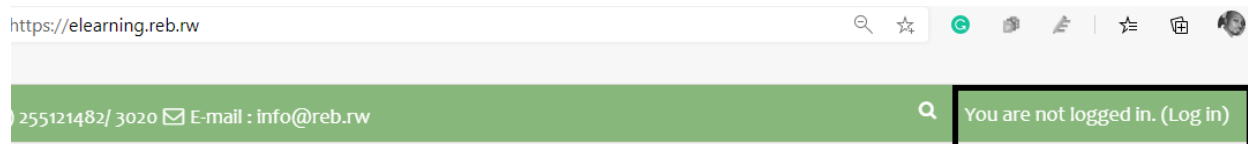
In this guide, teacher will be introduced to the basics guidelines of entering in the REB eLearning platform, create and manage an online course. This orientation referred at the same time as taking notice of what is displayed on screen.

The actual appearance on screen is governed by settings on one's own computer and as a result, what you see may be slightly different from what is shown in the examples. Please follow the steps in the order shown until you have completed the sections on entering the courses and basic navigation.

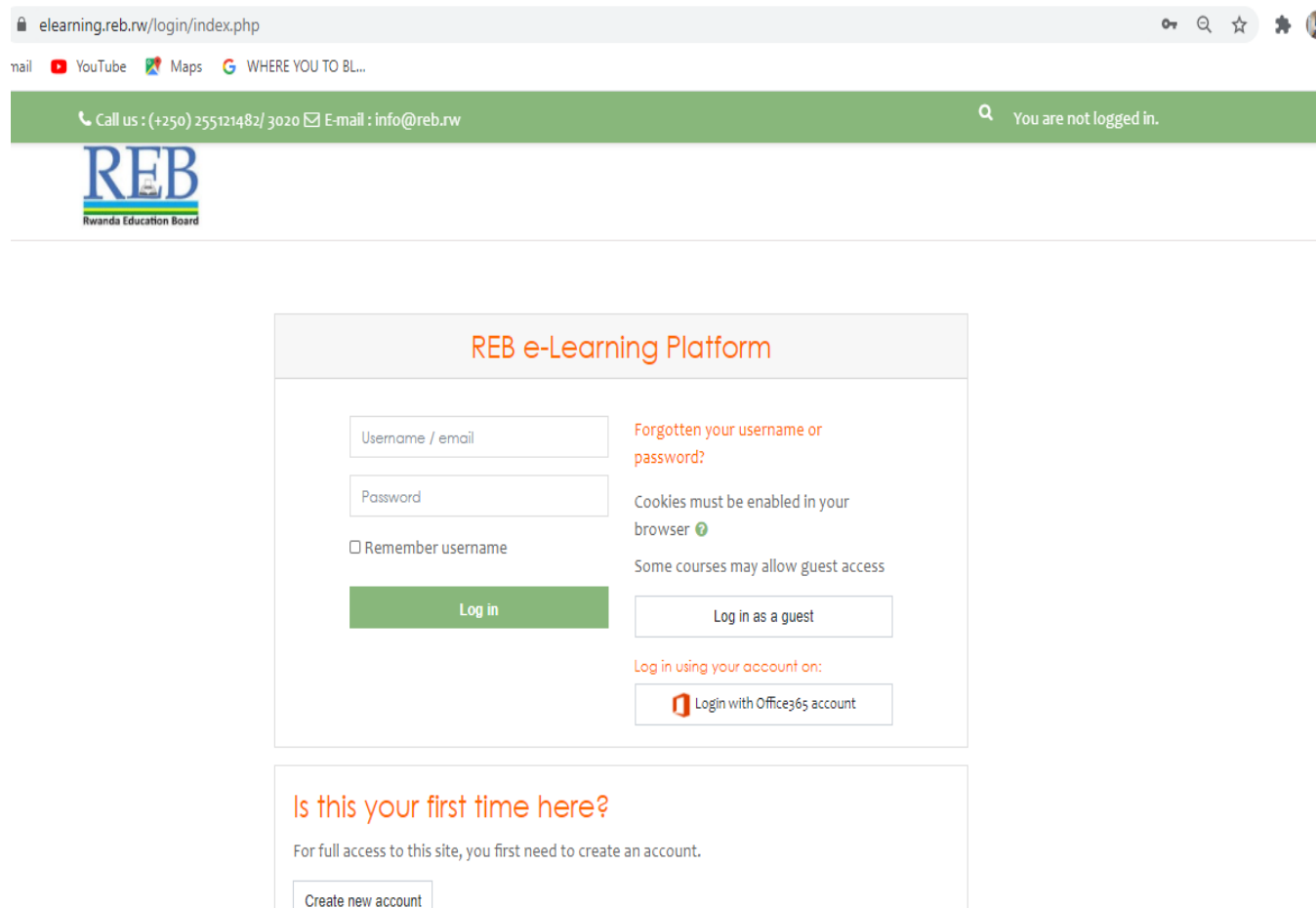
### **2.1. Entering the REB e-learning platform**

by using any browser like Chrome, Mozilla, internet explorer, opera..., write this website address:

**<https://elearning.reb.rw/>and you get the following interface:**



After clicking on log in button on the top right side, fill with your credentials: username and password in the following form.



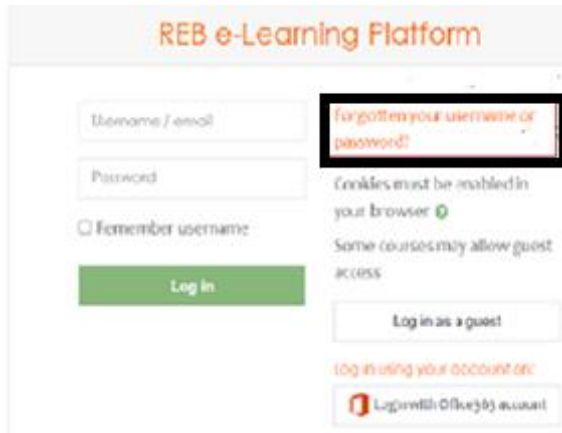
**Notice that:**

- You can search for your credentials from
  - <https://rebsearchengine.azurewebsites.net/>
- Or you get your credentials from the administrators of the system (refer to the support contact section)
- When logged in, your names will appear on top right side of your page

- If any problem persists, send your query to this e-mail: [info@reb.rw](mailto:info@reb.rw) or contact any person from the support list available on the platform.

## 2.2. How to recover my forgotten password?

If you don't remember your password, you can request a new password at the login site. In the above page, just click on "forgotten your username or password?" It is highlighted in below page.

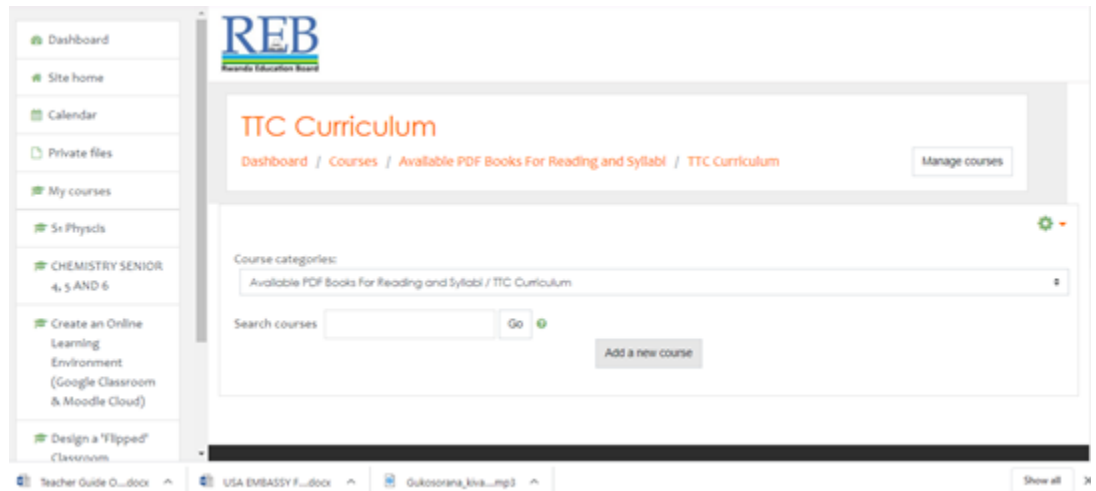


You will be asked to provide your email address used in this system. A message will be sent to you through the indicated email address. In your email message, click the link to reset your password. In case the problem persists, contact any person from the support staff or send your query to [info@reb.rw](mailto:info@reb.rw)

## 3. Add a new course

- Open this link **[www.elearning.reb.rw](http://www.elearning.reb.rw)**
- log in using your course creator/teacher credentials (username & password)
- At bottom you should have a box to add new course, after clicking on **enroll me here** and then **enroll me**.

**NB:** if you don't have an account of course creator on REB-eLearning platform, use contacts that are on the REB eLearning platform.



**Topic 0: general introduction should comprise the followings:**

- Welcome message
- The course's aim
- Intended learning outcomes (for the whole course), not more than 4
- Facilitator's contacts
- Teaching and learning resources and activities (for general, and not specific purpose)

**Topic 1, 2, 3, it should comprise the followings:**

- The title
- A very short summary of the content of 3 to 5 lines, not more!
- The learning outcomes: these are mandatory for learners to guide themselves and to be focused! the maximum is 3 learning outcomes
- The resources: e.g. notes, ppt, book chapter, web link to a page, a video, etc.
- The activities: e.g. assignments, quiz, and most importantly a forum. With the latter, the course creator sets an open ended question to stimulate interactions and discussions among students.

### 3.2 fill the form for new courses

The screenshot shows a web browser window with the URL `elearning.reb.rw/course/edit.php?category=153&returnto=category`. The page title is "REB e-Learning Platform" and the breadcrumb navigation is "Dashboard / Site administration / Courses / Manage courses and categories / Add a new course". The user is logged in as Gilbert Iragena. A sidebar on the left contains navigation links: Dashboard, Site home, Calendar, Private files, My courses, S1 Physics, CHEMISTRY SENIOR 4, 5 AND 6, Create an Online Learning Environment (Google Classroom & Moodle Cloud), and Design a 'Flipped' Classroom. The main content area is titled "Add a new course" and includes an "Expand all" link. The "General" section contains the following fields:

- Course full name:
- Course short name:
- Course category:
- Course visibility:
- Course start date:
- Course end date:       Enable

Course end date       Enable

Course ID number

#### Description

Course summary

A rich text editor interface for the course summary. It features a toolbar with icons for undo, redo, bold (B), italic (I), bulleted list, numbered list, link, unlink, image, insert, video, and print. Below the toolbar is a large, empty text area for entering the course summary.

Course image Maximum file size: 1000MB, maximum number of files: 1

Files
Grid List Add

You can drag and drop files here to add them.

Accepted file types:

- Image (GIF) .gif
- Image (JPEG) .jpg
- Image (PNG) .png

---

▶ Course format

---

▶ Appearance

---

▶ Files and uploads

---

▶ Files and uploads

---

▶ Completion tracking

---

▶ Groups

---

▶ Role renaming ?

---

Save and return
Save and display
Cancel

There are required fields in this form marked !

### 3.3. Explanations of key fields

#### a). General

Under this point, you are requested to provide the following information which are very important for a course description: - courses full name: this is the name of the course. It is displayed as a link on courses lists on the front page and on the dashboard and in reports

- Short name:
- Courses category:
- Courses start date: from this date, the course is available for enrolled students
- Courses end date: this is the last day the course will disappear for students



- Courses id number: this is the place of id number for a course. It is an optional information.

b). **Description**

Under this point, you provide the course summary and an image of the course if it exists.

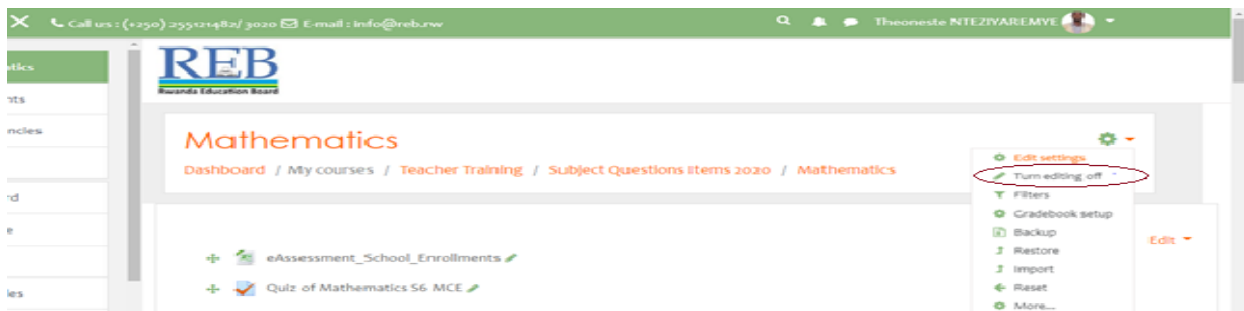
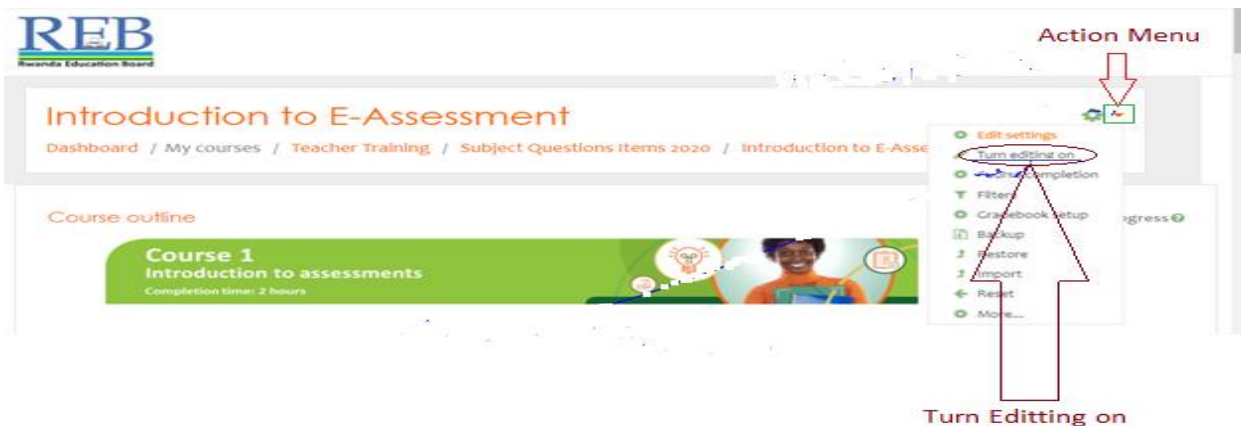
- courses summary: the summary appears on the courses listings page; it should be brief highlighting the course description
- courses image: image to illustrate the courses

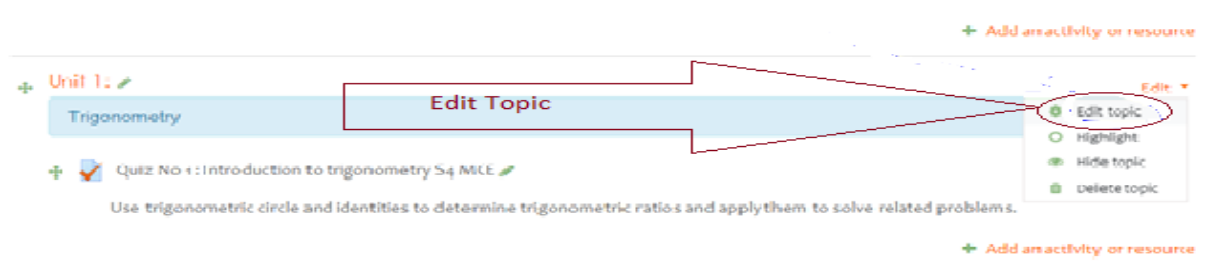
c). **Courses format**

Format: based on teaching style, it may be weekly or topic (chapters/unit) format then click the button save

**3.4. Adding topics**

Before you do any editing in your course, in the below screen, click on **action menu** and select **turn editing on**.



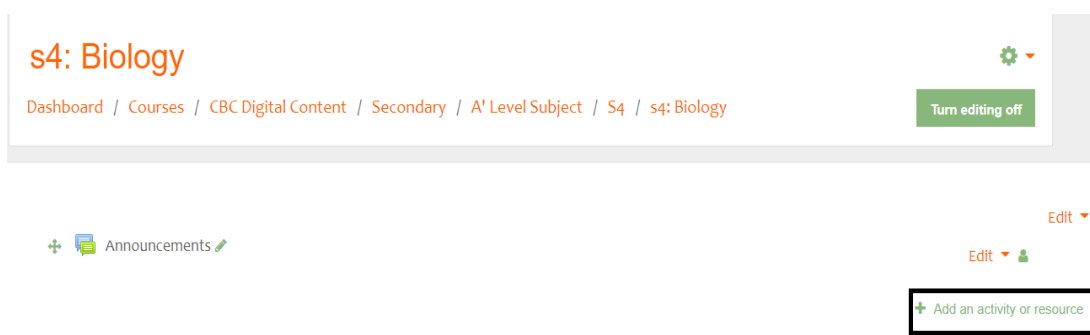


### 3.5. Adding Resources

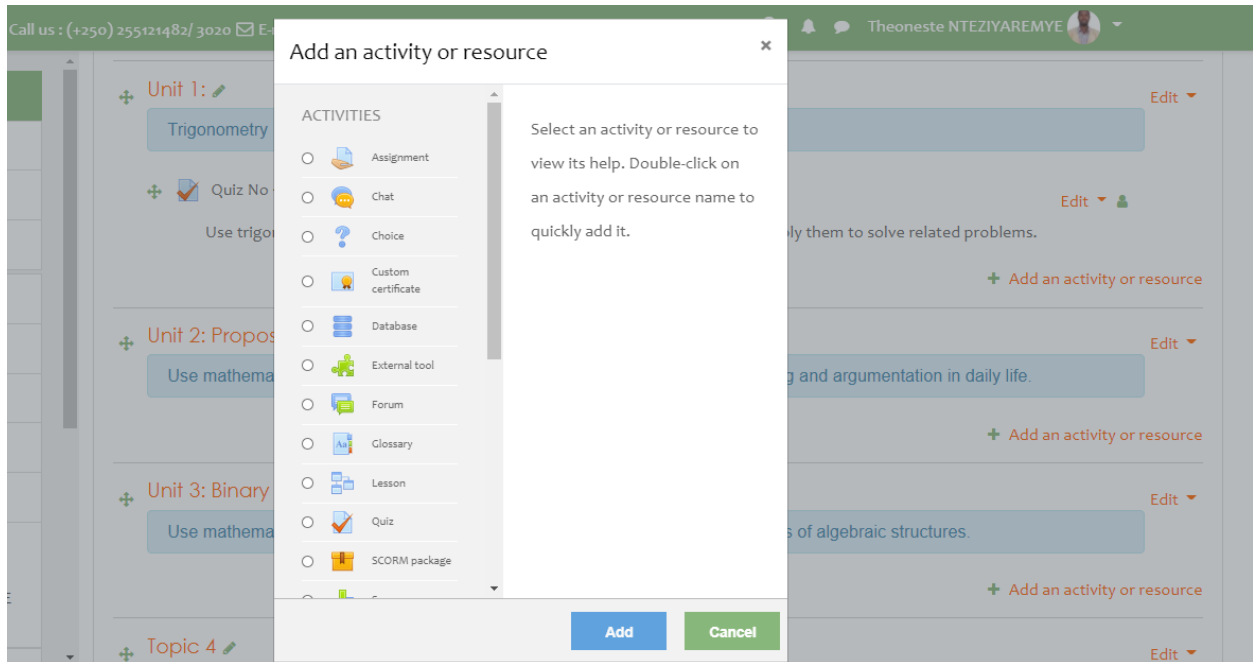
A resource is an item that a teacher can use to support learning, such as a file (pdf, ppt, word, excel, link, etc). The following are steps that you need to follow in order to add a resource in a course:

- log in to the platform
- go to the desired course
- ensure editing is turned on
- go to the topic / week where you would like the new resource or activity to be placed
- select either the 'add a resource...' or 'add an activity...' menu
- select the appropriate option from the pull down list

The button of add an activity/resource is highlighted in the example below taken from one uploaded course.



after clicking that button add an activity or resource, from the window below, choose a type of resource that you want to add in your course.

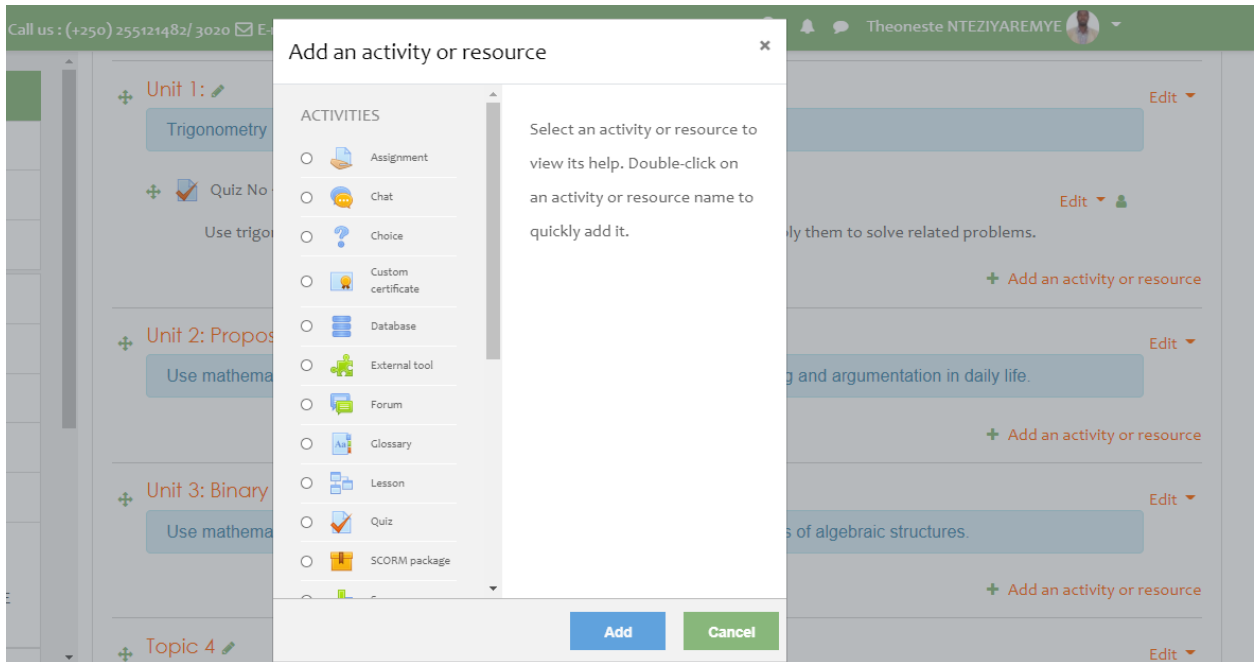


Choose the resource to add (mostly files and folders). Give it a name to appear and attach it

### 3.5 Adding activities

As stipulated in above sections, for any change/ modification in the courses, you need to click on turn editing on. An activity is an item that a teacher can use to engage the learner participation in the courses. It is the interactive learning segment for a student in a course. To add an activity, follow these steps:

- Log in into your eLearning
- Go to the desired courses
- Ensure editing is turned on
- Go to the topic / week where you would like the new activity to be placed
- Select the button 'add an activity or resource'
- Select the appropriate option from the pull down list.



Select the activity and click on **add**. Give it a name and follow required instructions.

### 3.5.1 Adding an Assignment

From the above window, you have seen that there are different types of activities in which there is assignment. An assignment is an activity as it engages the learner participation where feedback is needed. The steps followed to add an assignment in a course are given below.

Step 1: identify the section where you want to add the assignment

Step 2: click on "add activity or resource" at bottom of your section /topic block

Step 3: on the list of activities, choose "assignment"

Step 4: give the clear name to your assignment.

For the questions and guidelines for the assignment should be written in the description block or you attach them as additional file

### 3.5.2 Adding a quiz

A quiz is also an activity as it engages the learner participation where feedback is needed. The steps followed to add a quiz are:


Step 1: identify the section where you want to add the assignment

Step 2: click on "add activity or resource" at bottom of your section /topic block

Step 3: on the list of activities, choose "quiz"

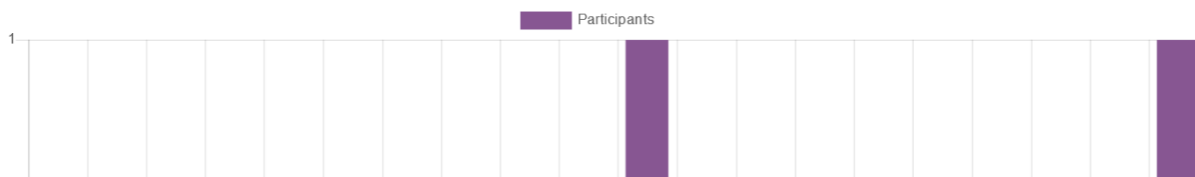
Step 4: give the clear name to your quiz and the guidelines for assignment should be written on description block or attach quizzes as additional file.

➤ Grading is done afterwards as the following figure

	First name / Surname	Username	ID number	Email address	Mobile Phone	Department	Institution	City/town	Country	State
	HAGUMA Joseph Review attempt	joseph_haguma		hamajos@gmail.com				Nyagatare	RW	Never subm
	HAGUMA Joseph Review attempt									Finish
	Overall average									

Regrade selected attempts    Delete selected attempts

Overall number of students achieving grade ranges



### 3.5.3 Adding a forum

A forum activity courses enables participants to have asynchronous discussions i.e. discussions that take place over an extended period of time.

Step 1: identify the section where you want to add the forum

Step 2: click on "add activity or resource" at bottom of your section /topic block

Step 3: on the list of activities, choose "forum"

Step 4: give the clear name to your forum and the guidelines for it should be written on description block or attach them as additional files.

### **3.5.4 Adding Chat**

The chat activity courses enables participants to have text-based, real-time synchronous discussions. The chat may be a one-time activity or it may be repeated at the same time each day or each week.

Chat sessions are saved and can be made available for everyone to view or restricted to users with the capability to view chat session logs. Chats are especially useful when the group chatting is not able to meet face-to-face, such as:

- Regular meetings of students participating in online courses to enable them to share experiences with others in the same courses but in a different location;
- A student temporarily unable to attend in person chatting with their teacher to catch up with work;
- Students out on work experience getting together to discuss their experiences with each other and their teacher;
- Students can use eLearning chat like the way whats'up works, but simply within education members, note that these chat are recorded in the eLearning reports;
- A question and answer session with an invited speaker in a different location;
- Sessions to help students prepare for tests where the teacher, or other students, would pose sample questions.

The following are steps to add a chat:

Step 1: identify the section where you want to add the chat;

Step 2: click on "add activity or resource" at bottom of your section /topic block;

Step 3: on the list of activities, choose "chat";

Step 4: give the clear name to your chat and the guidelines for it should be written on description block or attach them as additional files;

Step 5: schedule for session, join open and join closed;

Step 6: click save and display.

→ To start the chat you / students will click on click here to enter the chat now;

→ the new chat room will be open;

#### **4. Students enrolment**

It is the act of adding/giving access to the students in the course. Two main enrolment methods are available:

##### **4.1 Self enrolment**

It is the method where users can choose to enroll themselves into a course, either immediately by clicking "\enroll me in this course" or by typing in an enrolment key they have been given.

- In your course, click the participants link from the navigation drawer (or, for non-boost themes, click users in the course administration block);
- Click the cogwheel/gear icon and click enrolment methods (or for non-boost themes, expand the users link and click enrolment methods). Enable self-enrolment and set the key to share with your students.

The screenshot shows the Moodle 'Participants' page. At the top, there is a navigation bar with '182/ 3020' and 'E-mail : info@reb.rw'. The page title is 'Participants'. Below the title, there are search filters: 'Match Any' and 'Select'. A '+ Add condition' button is visible. It states '10 participants found'. There are two alphabetical filters for 'First name' and 'Surname', each with 'All' and letters A-M, N-Z. A gear icon in the top right corner has a dropdown menu open, with 'Enrolled users' highlighted in blue. Other menu items include 'Enrolment methods', 'Guest access', 'Self enrolment (Student)', 'Groups', 'Permissions', 'Check permissions', and 'Other users'. On the right side, there are several 'Attendance' related links: 'Auto Attendance Block', 'Attendance Users List Report', 'Feedback Autoattend 2.6.0', 'Attendance Take attendance Add Report', and 'Course category report'.

## 4.2 Manual enrolment

This is an enrolment method done by the teacher by adding one by one or as cohort

- go to 'enrolment methods' from the gear menu, in the navy drawer participants link (or in course administration > users in the administration block if you are using a theme other than boost);
- click the 'enrol users' icon in the edit column opposite manual enrolment;
  - select users from the not enrolled users list, using ctrl + click to select multiple users
- click the add button to add the users to the enrolled users list

## 5. Grading assignment and quizzes

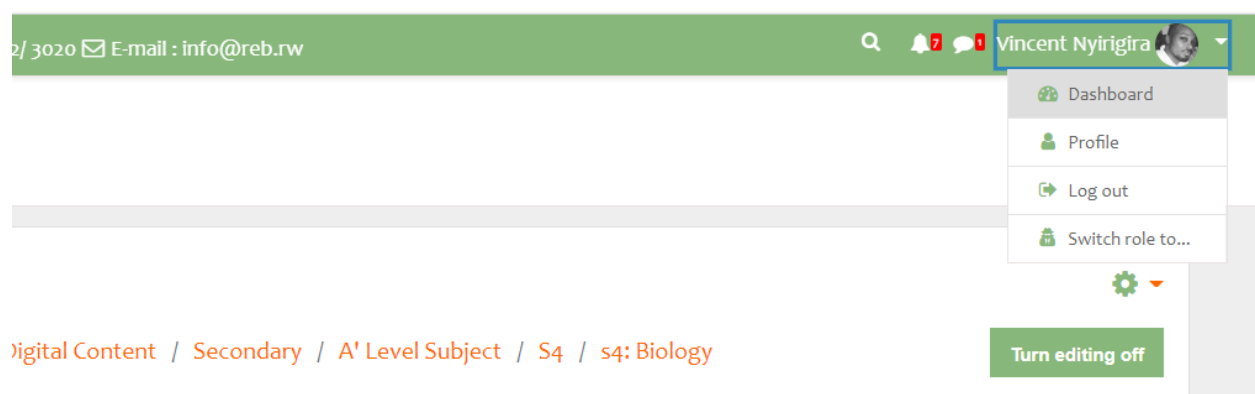
You can view each student's submission, and enter grades and feedback on individually. This method ensures feedback is saved after you review each student's submission. Hereafter are the steps to be followed to grade assignments and quizzes.



- On your course page, click the name of an assignment activity. The assignment page will open and display the description of the assignment and a summary of submissions.
- Below the summary, click view/grade all submissions. The view/grade all submissions page for the assignment will open.
- Below the submissions table, under the options heading, are settings that let you control which students to show in the table.
- To change the number of students shown on the page, select a value from the assignments per page drop-down menu.
- To filter the table to show only those students with submissions, or submissions that require grading, use the filter drop-down menu.
- As you set options, the page will automatically refresh to reflect changes.
- If there is more than one page of students, below the table, you'll see links with page numbers, next, and previous.
- To grade a student's submission, in the grade column for the student, click grade. the grading page will open

## 6. How to edit your profile?

Your profile is your identity, to access it, click on your name at the top of the screen, next to the "preferences" link. For making any modification, choose what to do from your user account sub menus



**NB:** Students navigate in the courses by reading each and every given instruction by their teacher.

## 7. Adding Attendance

### Step 1- Find your category and course

Once you have logged in, you will see a menu of all courses available on the system. Then, find the course category your subject area is found.

For example, A 'Level subject and Click on **S4**, then choose the subject area such **S4: Biology**

## Course categories

▶ Available PDF Books For Reading and Syllabi (5)

▶ Career Guidance and Counseling

▼ CBC Digital Content (43)

▶ Pre-Primary (14)

▶ Primary (1)

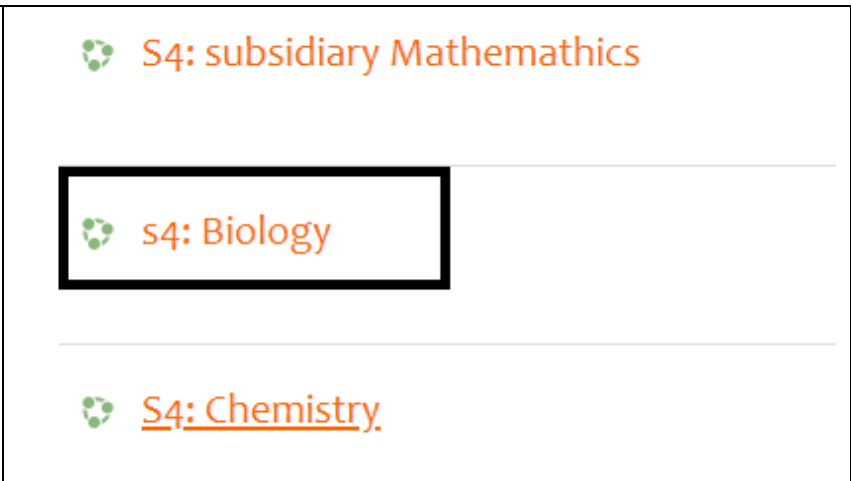
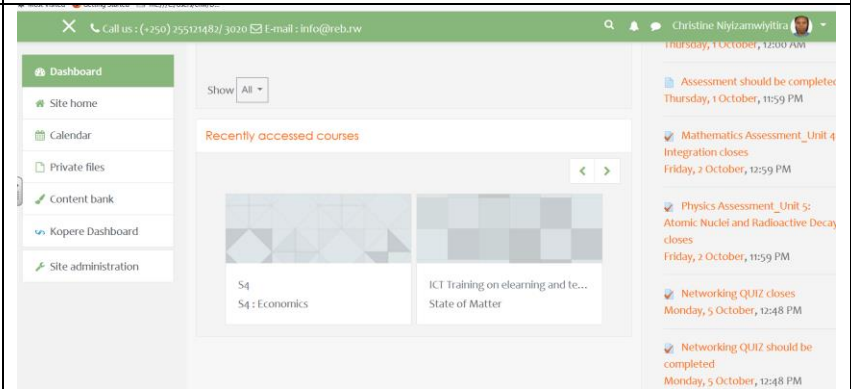
▼ Secondary (4)

▼ A' Level Subject

▶ S4 (19)

▶ S5 (19)

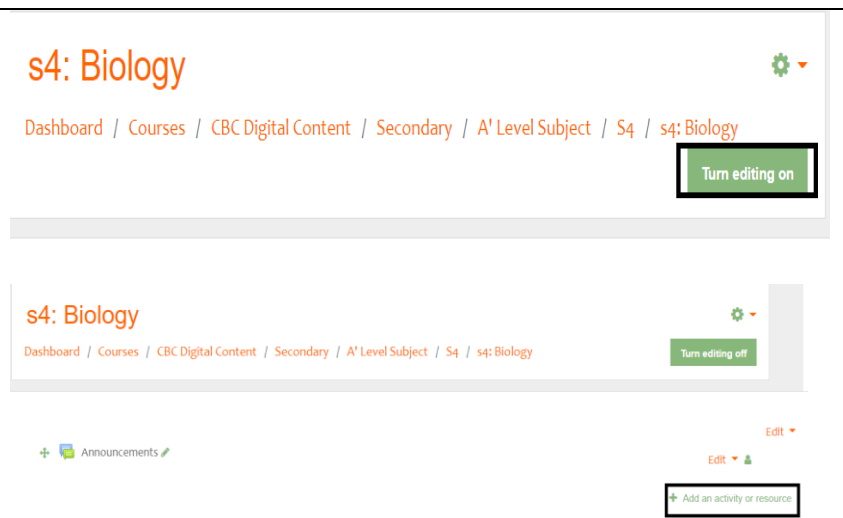
▶ S6 (19)

	
Quick Navigation through Dashboard	

### Step 2- Turn editing on

Once you have clicked on the course you will see a page that looks like this. To be able to edit this page click on the button that says, **“Turn Editing On”** at the top-right hand side of the page.

You will now see that there are grey icons and words that say ‘edit’ that appear on the page. This means editing is on.



### Step 3- Select Attendance

Find the area in the curriculum where you would like to add your attendance for example "Unit 1" Click on the link that says, "Add an activity or resource".

You will now see a menu for all the different kinds of activities you can add.

Click on the "Quiz" option and then click on the "Add" button.

Add an activity or resource

Search

All Activities Resources

Assignment Attendance Auto Attendance Book Chat Choice

Attendance settings

Grade settings :: S4 : Economics

#	Acronym	Title	Grade	Description	Display	Order
P	P	P	2	Present	<input checked="" type="checkbox"/>	1
X	A	A	0	Absent	<input checked="" type="checkbox"/>	2
L	L	L	1	Late	<input checked="" type="checkbox"/>	3
E	E	E	1	Early	<input checked="" type="checkbox"/>	4
G	G	G	0	General	<input type="checkbox"/>	5
S	S	S	0	Special	<input type="checkbox"/>	6
Y	N	N	0	Not Called	<input checked="" type="checkbox"/>	7

Restore defaults

Update









## Attendance reports

[Sessions](#)
[Add Session](#)
[Report](#)
[Users List](#)
[Class Settings](#)
[Grade Settings](#)
[Maintenance](#)
[Return](#)

**Attendance Report :: S4 : Economics**

[Download in Excel](#)
[Download in Text](#)

All taken ▾

	First name / Surname	ID	G	%	P	A	L	E	N	28/09
	Elie Ntamitondero	-	0	0.0%	0	1	0	0	0	A
	Edison Hakizimana	-	0	0.0%	0	1	0	0	0	A
	Wilber Musimire	-	0	0.0%	0	1	0	0	0	A
	ishimwe harriet	-	0	0.0%	0	1	0	0	0	A
	Kwizera Aline	-	0	0.0%	0	1	0	0	0	A
	ganza owen	-	0	0.0%	0	1	0	0	0	A
	Albert Knox	-	0	0.0%	0	1	0	0	0	A
	KURWIMANA Dieudonné	-	0	0.0%	0	1	0	0	0	A

## Dashboard reports