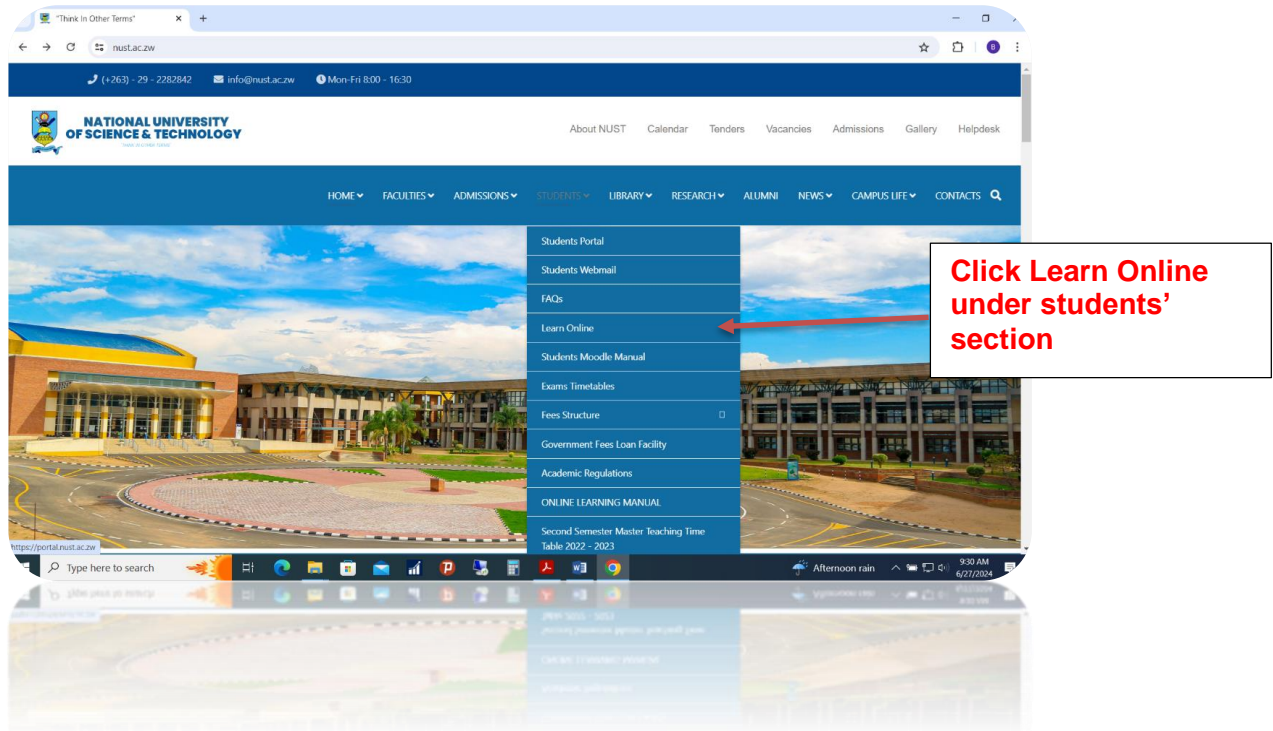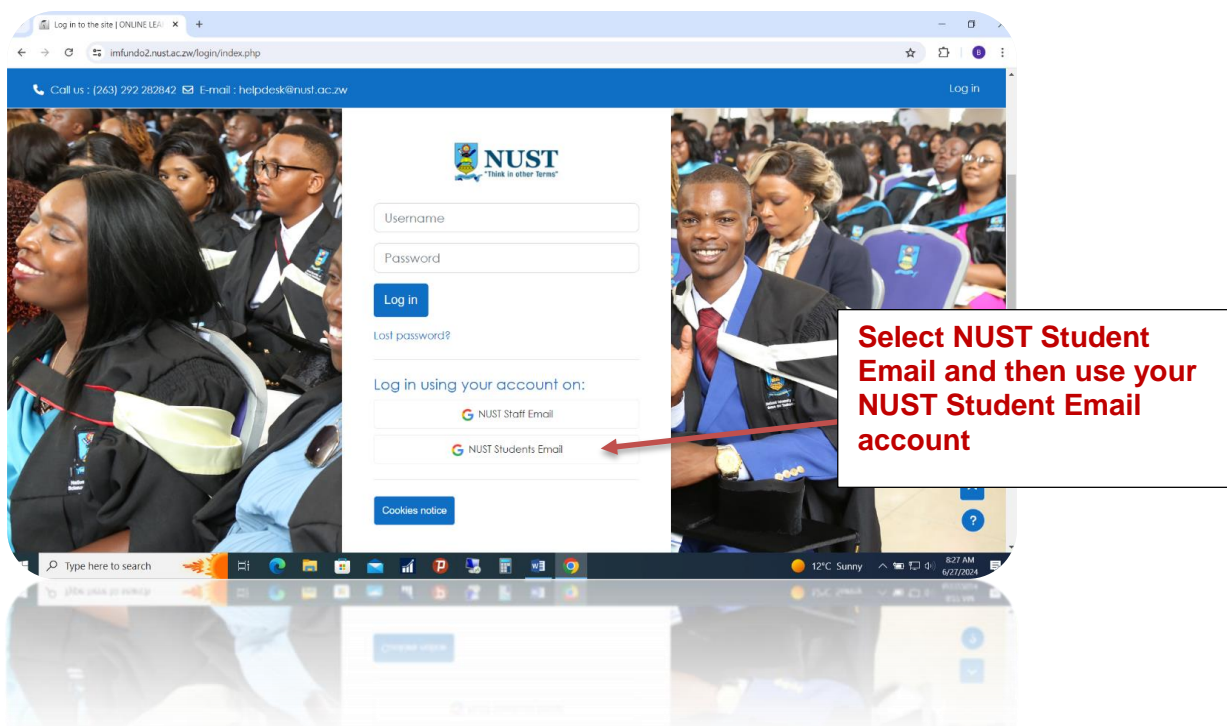# Moodle Students Manual

Accessing the system

To access the system, open the NUST website https://nust.ac.zw/ on a web browser of your choice. Click on the *Learn Online* link
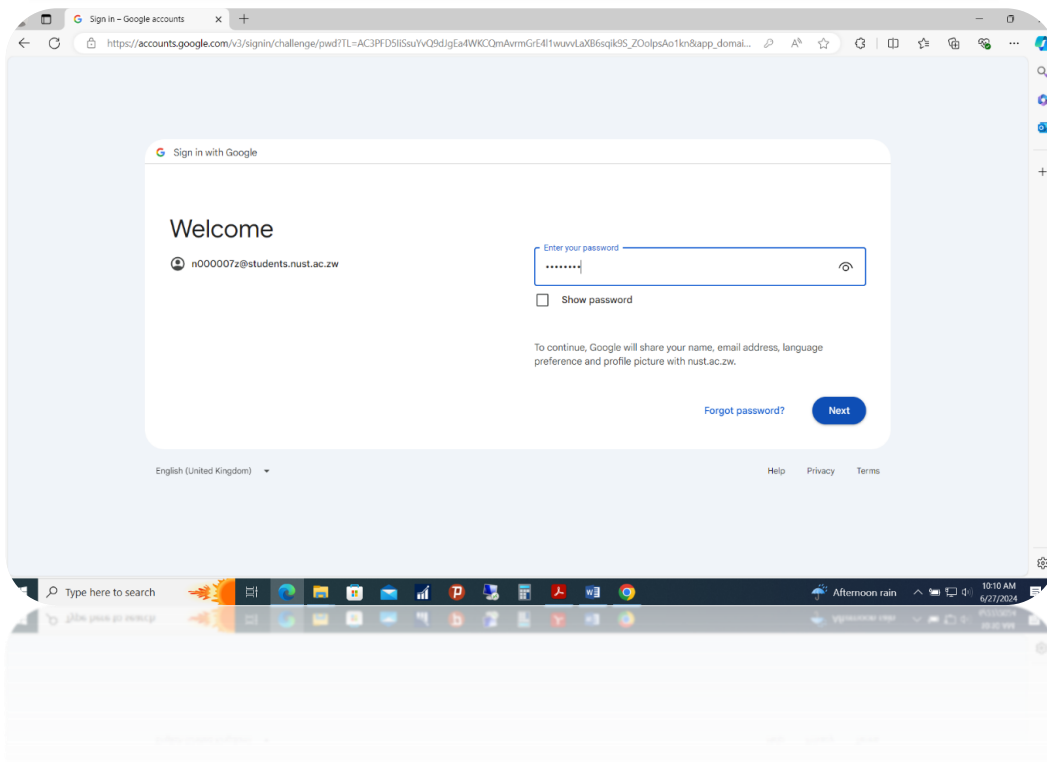

OR

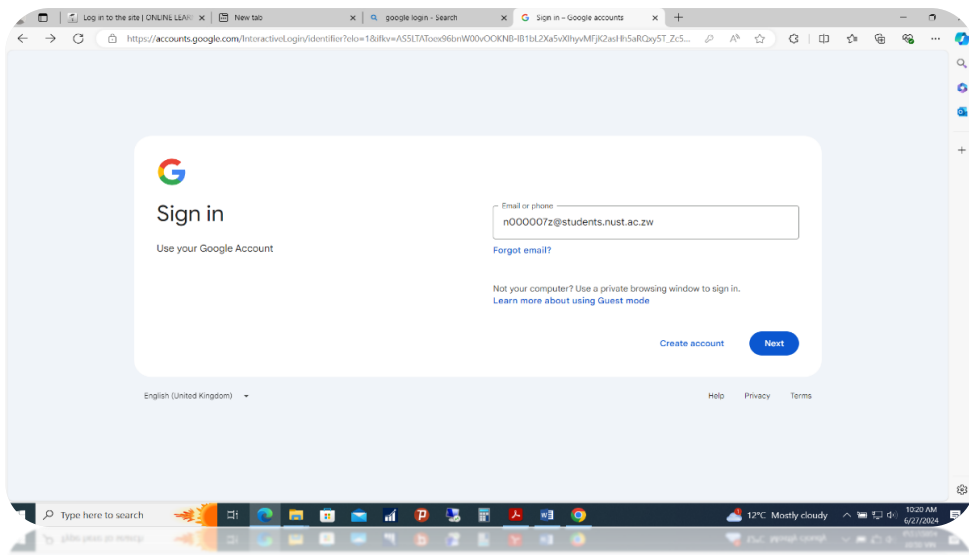Type the address https://imfundo2.nust.ac.zw/ .On the web page that appears Login using your account on NUST Student email and use your NUST student email account to access Moodle.
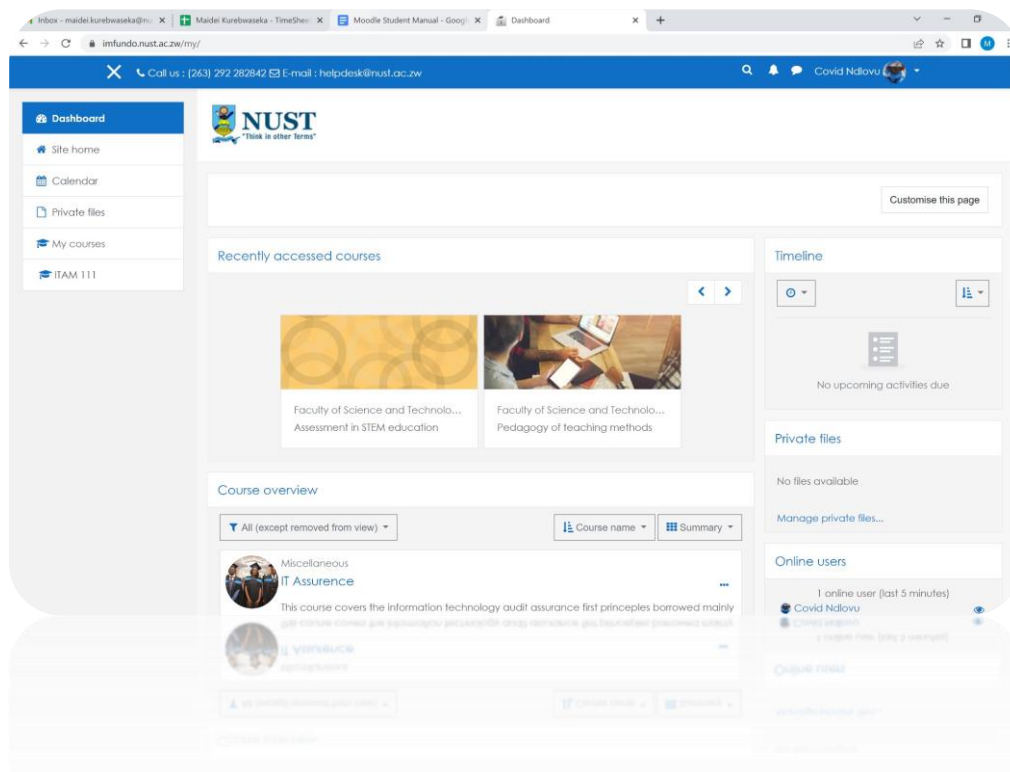
Enter your NUST Students Email login information in the window that appears.

Once you are logged in you will see the following page, where you will click on the drum (3 lines at top left) to access your dashboard.
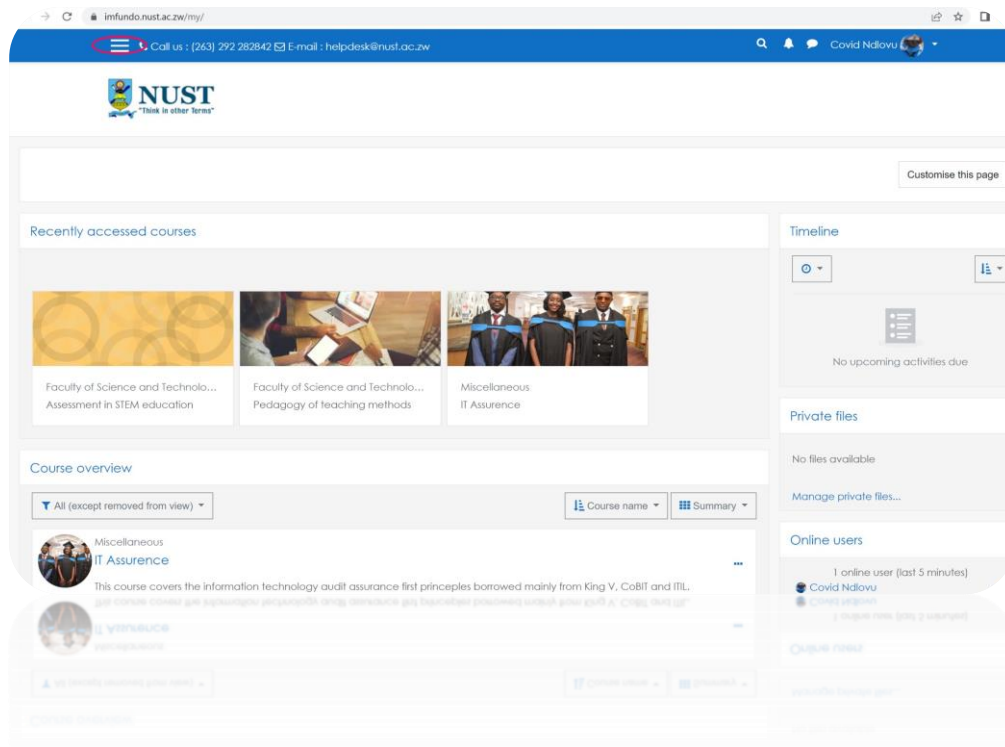

Dashboard screen appears as follows:

Accessing Courses

You must be enrolled in a course in order to access the course for notes, assignments, tests, etc. Courses that you are enrolled in appear on your dashboard.

The way you enrol depends on the course settings that would have been set by the lecturer. There are different enrolment methods namely, manual, self enrolment, and guest. When using the manual enrolment method, the lecturer is the one who adds the students. With self enrolment, the lecturer creates an enrolment key which is given to the students. The students will use this key to enrol on the course on their own.
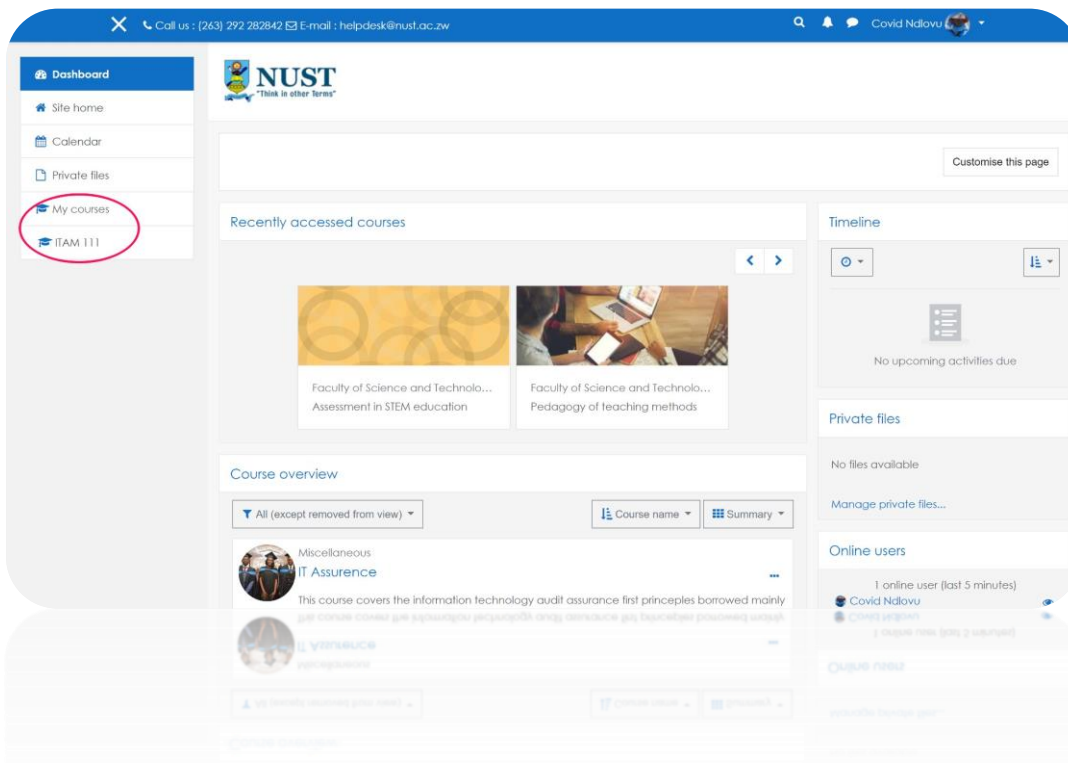

Enrolling on a Moodle course

After you log in, your home page displays all of the courses – Dashboard - in which you are enrolled as a student. To enter the course, click the name of the course.

If you are not enrolled on correct course, complete the following steps for enrolling on.

- Go to Site home.

- Find the course name and click it, enter Enrolment key if needed and click (ask lecturer for the enrolment key
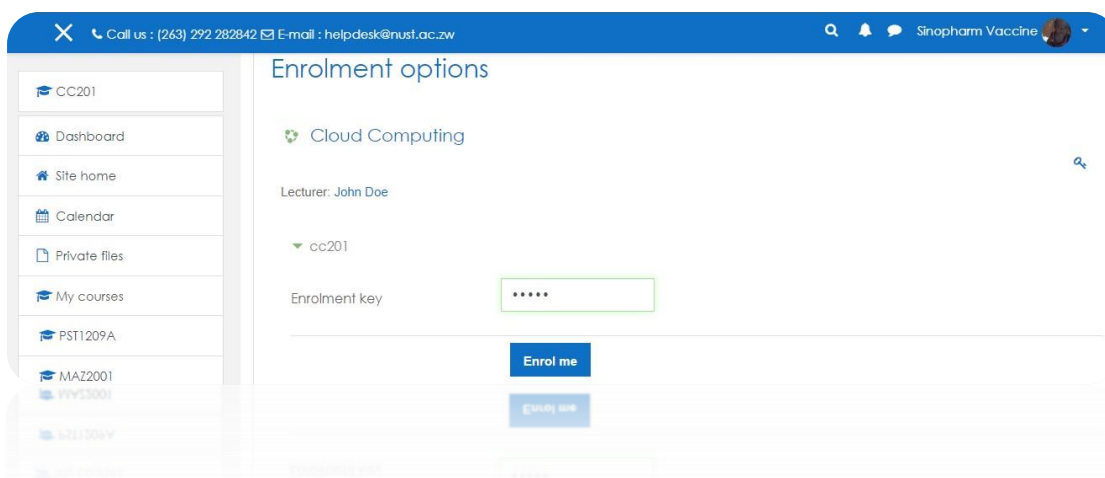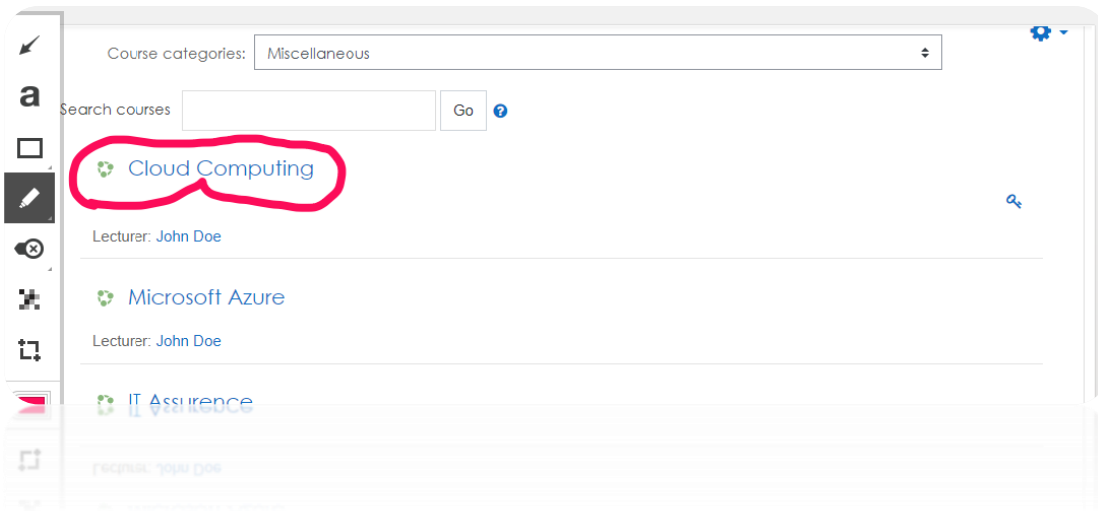
Submit an Assignment

Moodle assignments are shown on the course main page. Click on the assignment link and submission page will show the assignment deadline and further details.
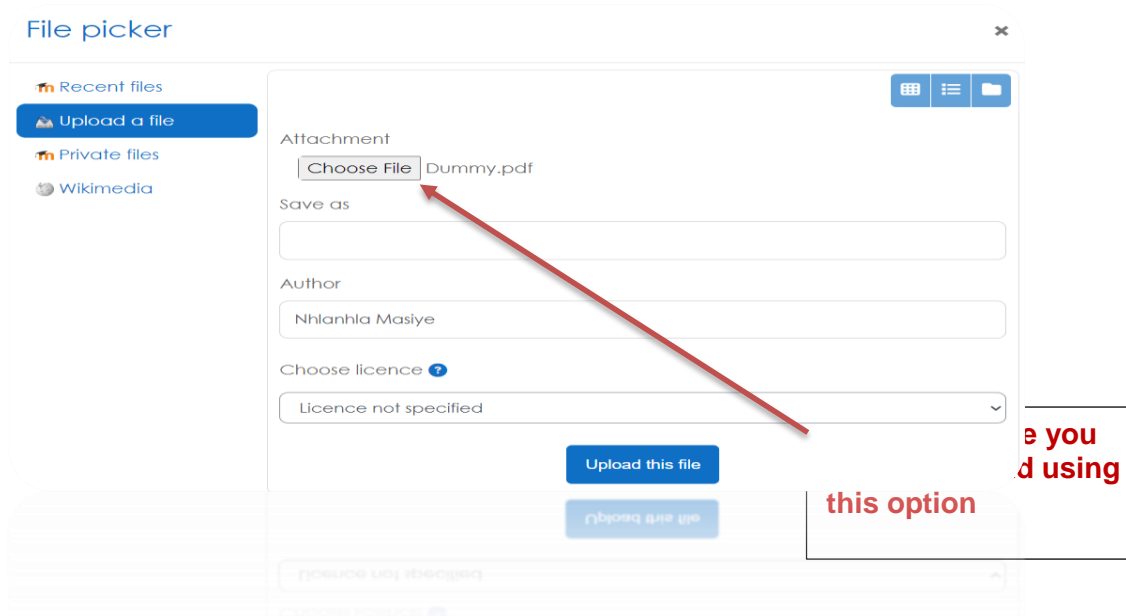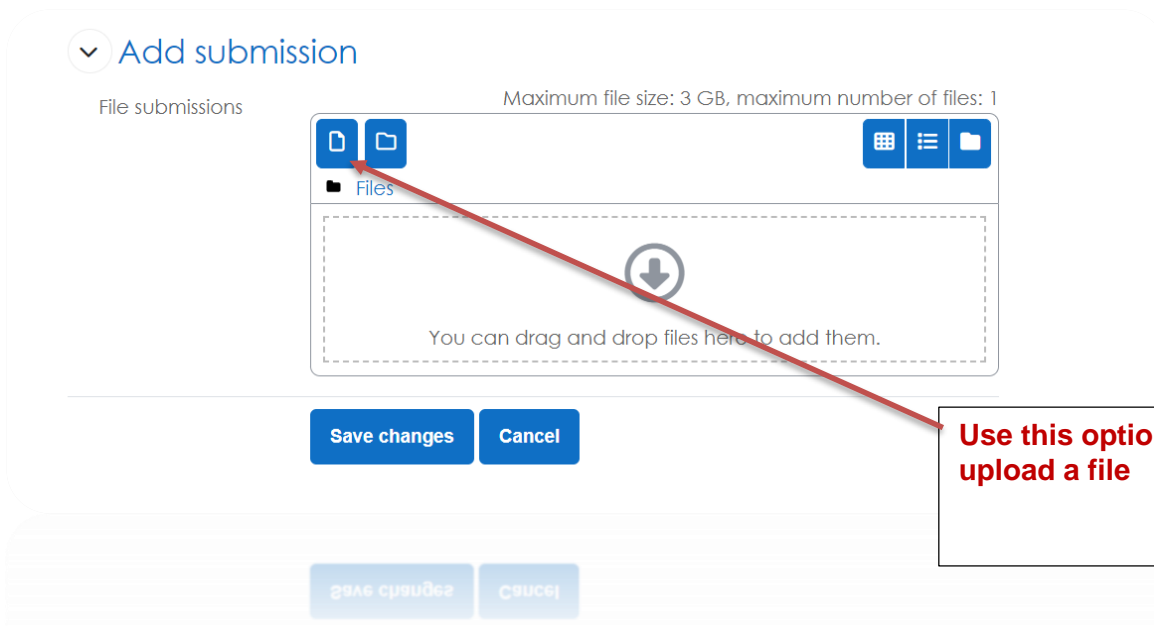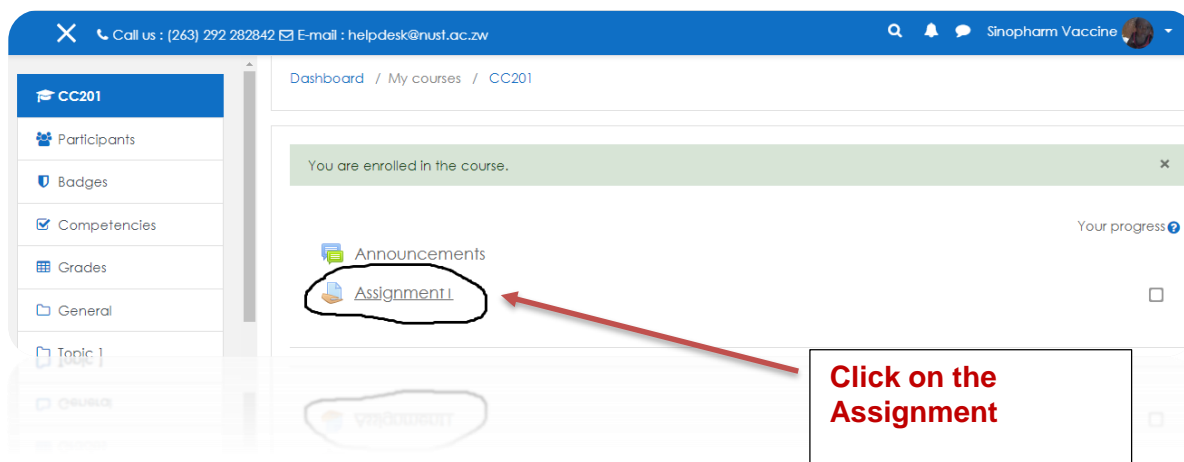
The steps for submitting an assignment depend on the settings chosen by your lecturer.

To submit a file in an assignment you should click on the assignment link. The assignment submission page will open (1).You should read the directions given by your lecturer and drag and drop your file(s) into the **Files** area, or browse for the file to upload by clicking on **Add submission** and . Finally, you should click **Save changes** to confirm (2).

For text only submissions, you should click on the assignment link from main course page, click **Add submission** and type into the **Online** text box. Save changes.

You may be able to read, edit and re-submit your assignment type depending on the

settings your lecturer has chosen. You may be required to accept a submission statement, indicating that you are submitting your own work.

Click on the Assignment
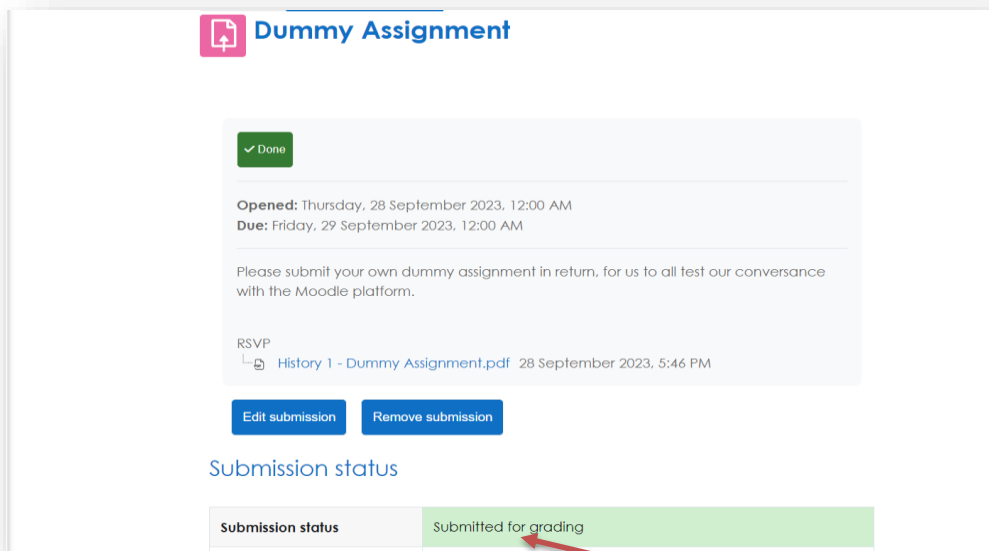

Use this option to upload a file

e you d using this option

Add submission

File submissions

Maximum file size: 3 GB, maximum number of files: 1

Files

PDF

Dummy.pdf

Save changes **Cancel**
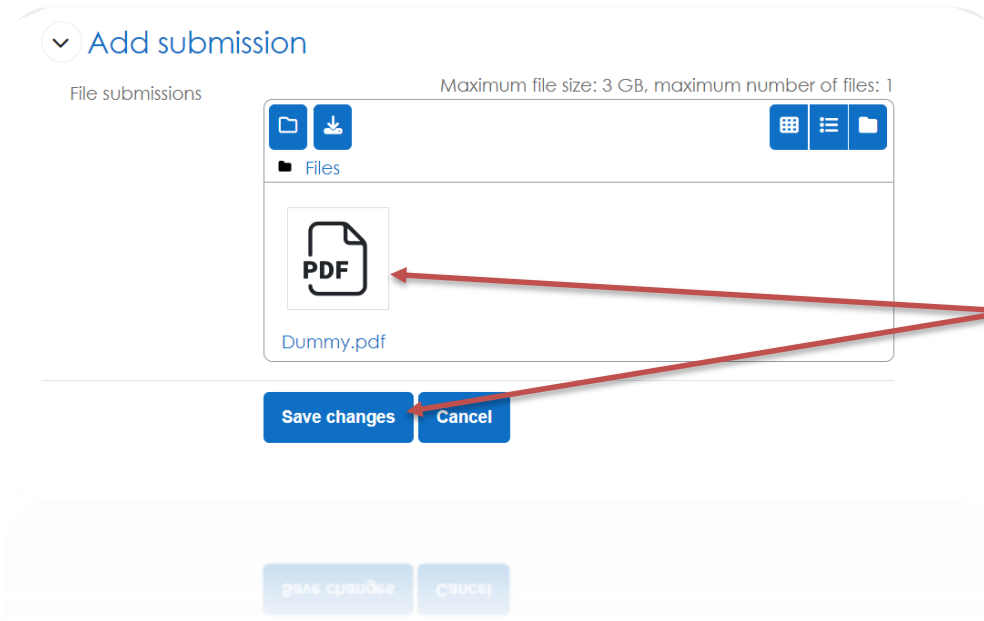
Once you have uploaded the file, it will appear in the box like this and you then save changes and confirm submission

Dummy Assignment

✓ Done

Opened: Thursday, 28 September 2023, 12:00 AM
Due: Friday, 29 September 2023, 12:00 AM

Please submit your own dummy assignment in return, for us to all test our conversance with the Moodle platform.

RSVP
    History 1 - Dummy Assignment.pdf 28 September 2023, 5:46 PM

Edit submission **Remove submission**

Submission status

Submission status	Submitted for grading

The submission status will show if the assignment was successfully submitted for grading highlighted in green