FACILITATOR GUIDE

February 2022

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Abbreviation

LMS	Learning Management System
MC	Multiple-Choice drop-down menu
MVTTC	Morogoro Vocational Teachers Training College
NM	Numerical
RSS	Real Simple Syndication
SA	Short Answer, case unimportant
SAC	Short Answer, Case must match
URL	Uniform Resource Locator
WYSIWYG	What You See Is What You Get

Table of Contents

1. Introduction

This manual is explicitly prepared to guide instructors/facilitators on how to use NACTVET LMS to perform teaching activities. This manual consists of the basic use of different components available in the NACTVET LMS platform.

2. Understand on How to Access NACTVET LMS

- Go to your NACTVET website (https://www.nacte.go.tz)
- At the bottom left, click **TVET Teachers Online Learning** link.

- Then a login page will display as shown below
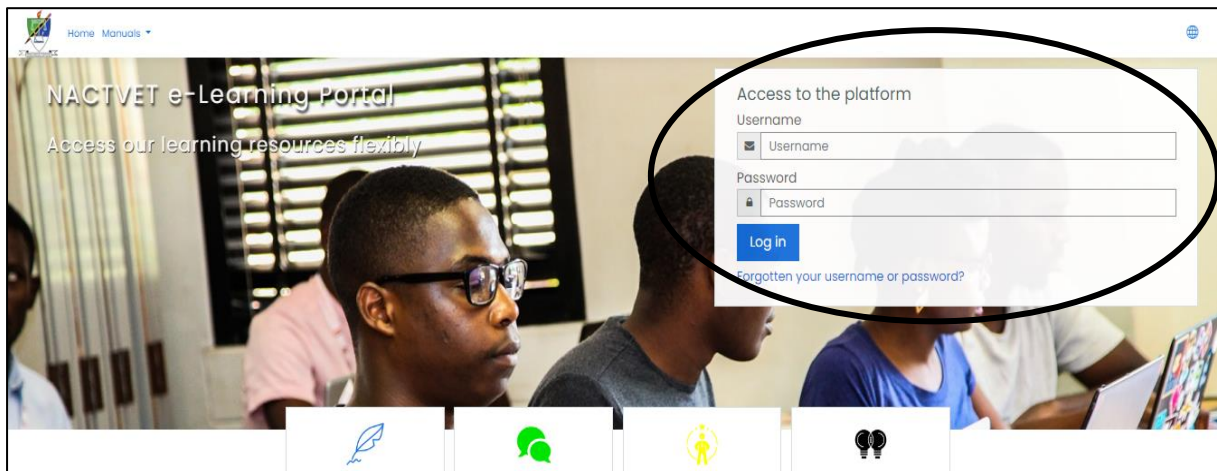
- Fill in your "Username" and "Password," and click on "Login." This will take you to the site's home page.

This is a site home page
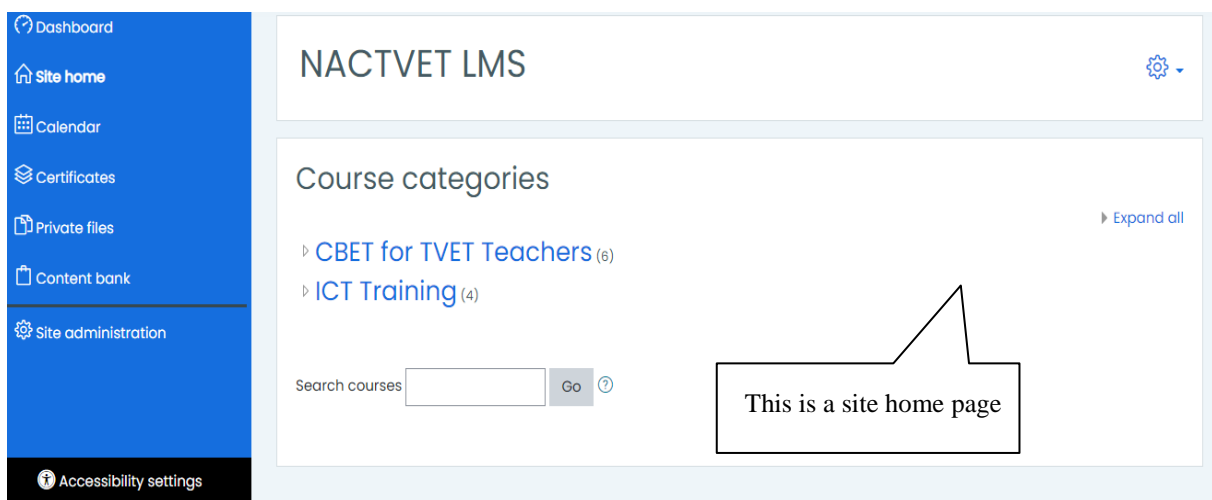
3. Creating a New Course

A facilitator can edit and add content to courses that have already been created. If the facilitator needs to have a brand-new course, They may either ask your admin to set up the blank course for you or else give you Course Creator privileges.

Once you have a login, you will have access to the assigned courses by clicking the "**My Courses"** menu, and you will get a list of designated courses. Click the course of your choice.

This is a list of assigned Modules
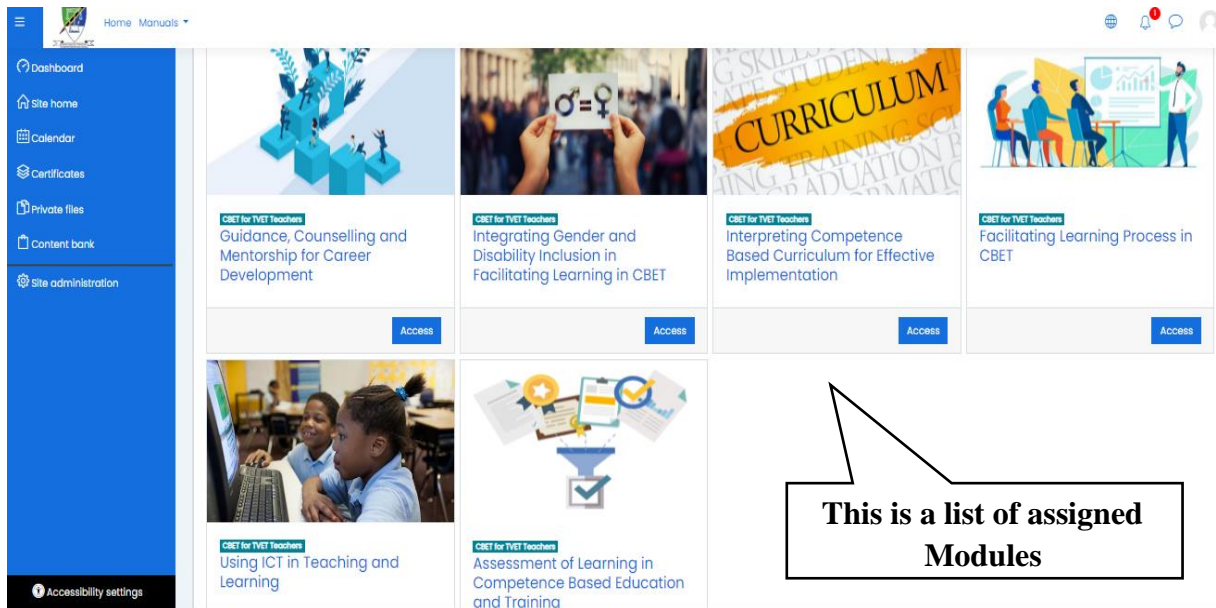
3.1 Getting Started

A course homepage looks like the screenshot below. Down the right side are blocks that can be added to and removed, the left side is the shortcut menu for different actions over the course and in the centre is the "working area".
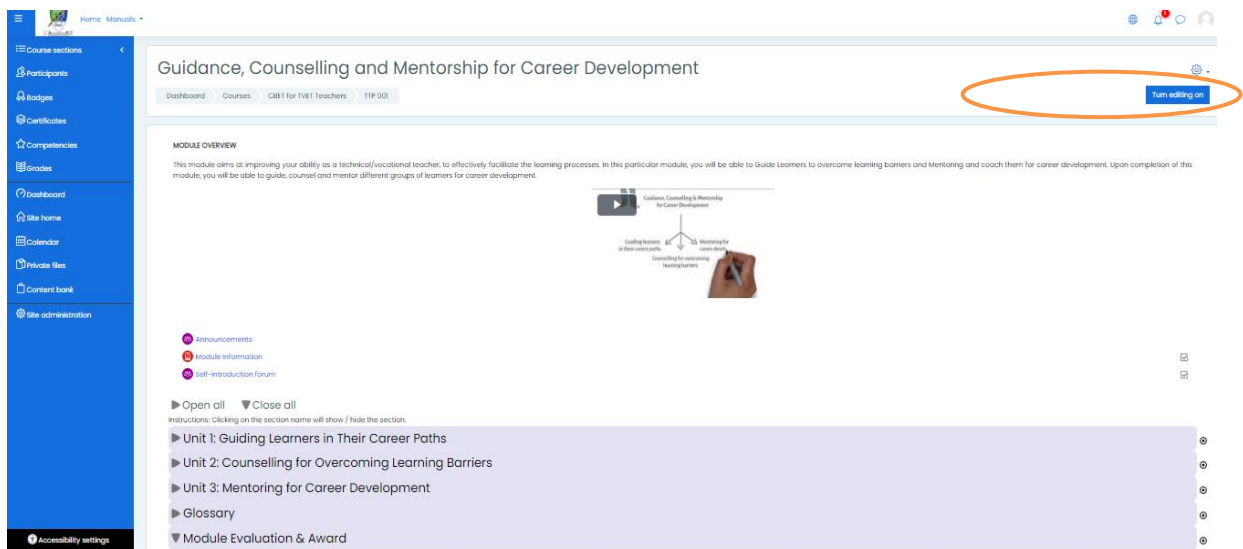
You can start working on your course by turning on the editing button. Just click the "**Turn editing on**" button, as shown in the screenshot.

Course home page after Turn editing on;

3.2 Editing Elements of your Course

With the editing turned on, each item on your course homepage and each section/block will have icons next to it, and all performing different functions such as edit /move /copy/delete/ hide.

Icon	Function
	Edit icon allows you to change the wording or settings of the item
	Show/hide icon allows an item visible or hidden to Learners
	Left and Right arrow icons are used to indent course elements
	Up and Down arrow icons are used to move items and block up or down
	Move icon allows you to move an item to another topic or Block.
	"crosshairs" move icon allows you to move items or sections by dragging and dropping
✕ or 🗑	The delete icon permanently removes items or blocks from your course.
	Groups icon allows you to change between no groups or separate/visible groups
	Roles icon allows you to assign roles locally in the item.

⭕	Highlight icon allows you to highlight a section as current

3.3 Uploading Course General Information

Click here to add General Information of the Course i.e. Course title, Description and objectives

⚙

➕ 👥 Self Introduction forum ✏️

➕ Dear learner, welcome to this module, the first thing before beginning of the class you should take your time to answer all questions provided in pretest. Pretest will help you to explore whether you are aware or familiar with the intended learning contents and outcomes in this module, predict and assess the intended learning outcome. You should take time to attempt all questions thoroughly before proceeding to the discussion or reading the contents of this Module. You are welcome.

After clicking the icon above the following window will appear;

Summary of General

▾ General

Section name ☐ Custom

General

Summary

Click here to save changes

Write general information of the course i.e. Course description and objectives

Save changes   Cancel

The appearance of the course after adding the above information;

4. Course Development Requirements

Criteria	Course Development requirement
1.	Detailed description of the module
2.	Learning Objectives
3.	Introduction video

4.	Corresponding module resources
	i. Notes
	ii. Discussion Forums
	iii. Self – Assessments
	iv. Quizzes
	v. Summative Assessment

See the example below,

5. Adding Blocks to your course

Blocks appear to the right of the work area into which you add your Activities and Resources
There are many standard blocks that allow you to display a Calendar, share Quiz results,
display RSS feeds, add personalized content, show who is online or enable comments on your
course etc. A learner can add new blocks when the editing button is turned on by clicking the
"add block" drop-down menu at the bottom left of the screen.
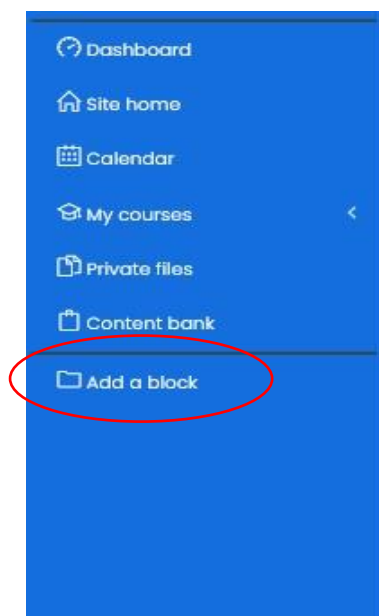
To move a Block

Blocks appear at the side(s) of your course area. To move Block,

Turn Editing On and *click and release* the "Block's Move" icon. Place holders - zones with a
dashed border - appear on the screen, indicating the possible areas where your Block can appear.

Click the placeholder where you want the Block to appear. You can move Blocks from one side to the other on course area homepages, but not into the middle.

Select Block type to add

These are blocks you have added, you also can add a block for any event or announcements.
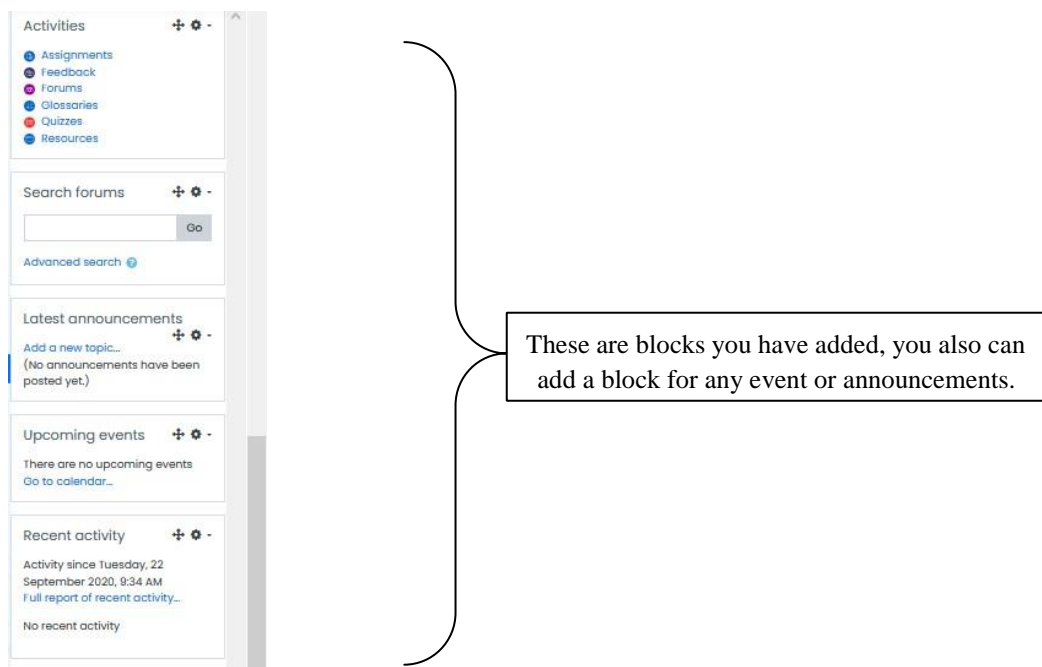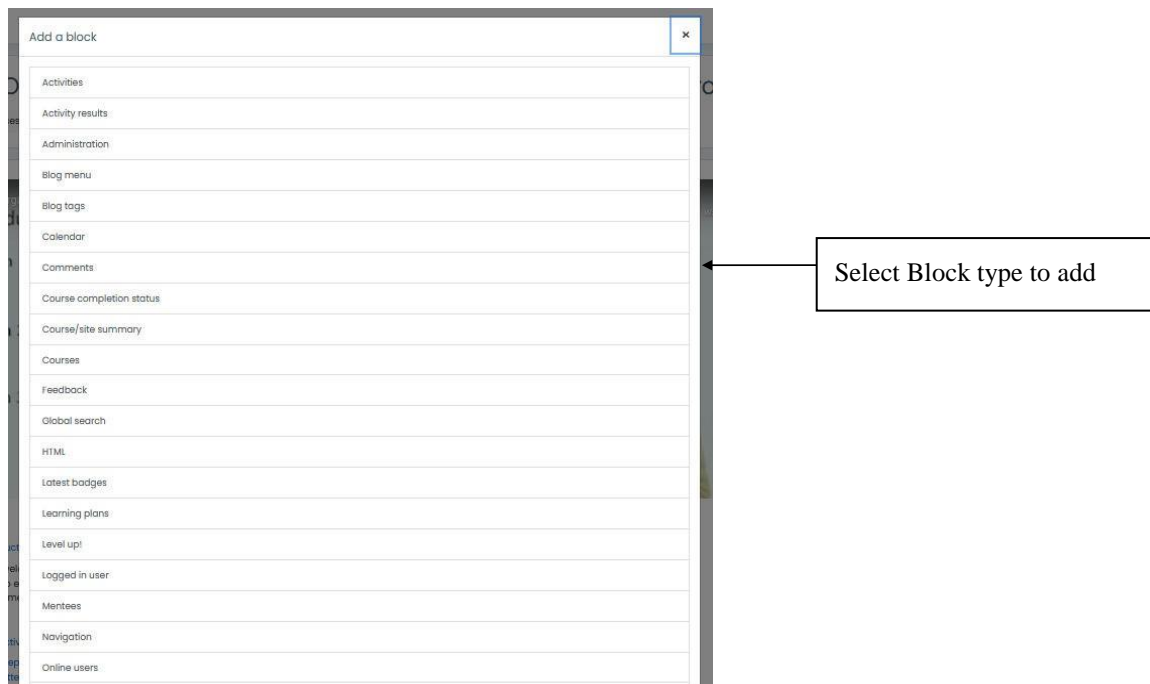
6. Managing Your Module

Edit Settings - this takes you to the Module settings page. You can rename the course, change its format from the weekly topic, alter the number of sections, etc.

Users –can enrol new users

Filters - can enable or disable any allowed filters for your course.

Grades - allows to view, add and edit your learners' grades

Backup/Restore - these links allow you to make copies of your course or bring in courses backed up elsewhere.

Import - can import activities into your course.

Publish - you can publish your course to one of the community hubs.

Reset –allows removing all old user information at the end of an academic year or session to start afresh.

7. Adding Resources

Together with adding interactive exercises for your learners, you can provide them with static resources.

To add a resource, turn on your editing, choose the section in your Course home page where you'd like it to appear and click the drop-down menu "Add on activity or resource ".

- **Book**- enables a Learner to create a multi-page resource in a book-like format, with chapters and sub-chapters.

- **File** - If you want to upload your course documents in another format, you can save them on NACTVET LMS and provide easy access for your learners.

- **Folder** - If you upload a lot of content, you may want to organize it in directories. Then you can display the contents of the entire folder instead of creating individual files.

- **IMS** content package - An IMS content package allows packages created according to the IMS Content Packaging specification to be displayed in the course. IMS is a body that helps define technical standards for various things, including e-learning material.

- **Label** - A label enables text and images to be inserted among the activity links on the page.

- **Page** - A page enables a web page to be displayed and edited within the course.

- **URL** - You can also easily create links to other websites outside your NACTVET LMS course, e.g.adding YouTube videos to compliment.

8. Adding Activities

NACTVET LMS provides a great number of learning activities for Learners. To add an activity, turn on your editing, choose the section in your Course homepage where you'd like it to appear and click the "Add an activity or resource" section then click the activities tab.
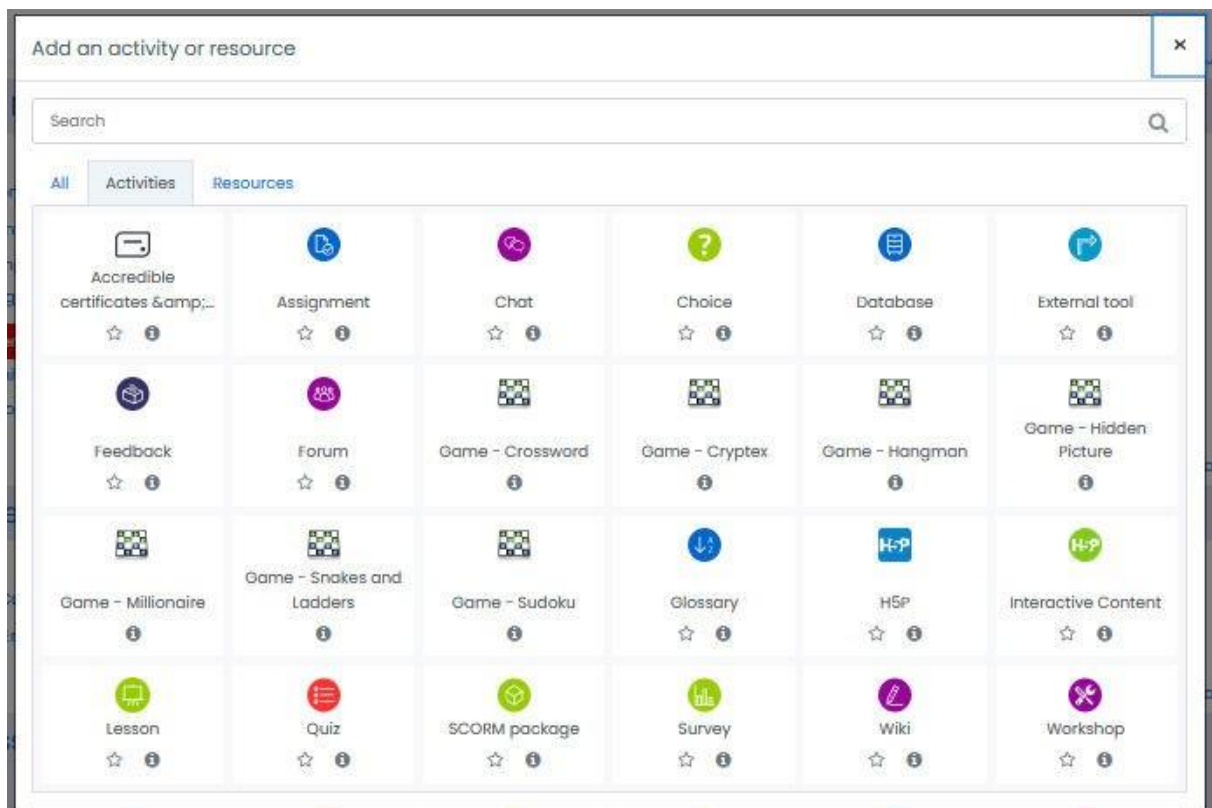

✓ **Assignments**: Ask learners to hand in some work

- ✓ **Chart:** Set up a chat room for learners
- ✓ **Choice:** Set up a vote for learners
- ✓ **Database:** Set up a database for learners to contribute to
- ✓ **Forum:** Set up forums for learners to participate in the discussion
- ✓ **Glossary:** Set up glossaries that your learners can contribute to
- ✓ **Lesson:** Set up self-marking lessons
- ✓ **Quiz:** Set up self-marking tests using questions that you create using the NACTVET LMS question bank
- ✓ **SCROM:** Upload self-contained content packages which can be self-marking
- ✓ **Survey:** Provide Learners with pre-prepared surveys to assess their e-learning experience
- ✓ **Wiki:** Set up wikis for your Learners and decide who sees what and who can edit what
- ✓ **Workshop:** peer assessment activity with many options. Learners submit their work via an on line text tool and attachments. There are two grades for a Learner: their own work and their peer assessments of other Learners' work.

9. Assignments

Assignments are used when you want learners to hand in some work through NACTVET LMS (except the offline activity assignment type). When the work has been submitted, you can mark it and give feedback in NACTVET LMS. Marks are stored in the course grade book. There are four types of assignments. Your choice of 'assignment type' depends on what you want your Learners to do.

- ➢ Online text

  Learner's type into a box in NACTVET LMS –there is a WYSIWYG editor and can therefore use the tools included; linking to websites, displaying images, etc.

- ➢ Upload a single file

  Instructors may allow uploading a file. The Learners determines the maximum file upload size when setting the assignment.

- ➢ Advanced uploading of files

  The Instructors can allow more than one file to be uploaded. With this assignment type, Learners can delete work already uploaded and resubmit work.

  Therefore this assignment type is particularly useful if you want your learners to submit a draft copy that you can feedback on before it is improved by the Learner

and resubmitted. Once the final version has been uploaded, learners can click 'send for marking'.

9.1 Steps for Setting Up an Assignment

Setting up an assignment is the same for all assignment types except that there is a dedicated section with settings specific to the assignment type chosen.

General Settings (common to all assignment types)

- With editing turned on in your course, go to the section where you would like the assignment to appear and click 'add an activity or resource.
- Click the Activity tab then click Assignment
- Give the assignment a name (this becomes a link that your Learners will click on)
- In the description, box, give your Learners the instructions they need to complete the task.
- Determine how you want to mark the task using the "grade" drop-down menu
- Decide whether you want to limit when your Learners can start submitting their work to you. You can also set the assignment due date or disable this functionality altogether (using the tick boxes).
- Decide whether you are going to let learners submit work late or not using the 'prevent late submissions' setting (if you chose to use a due date in the first place).
- The next section of settings is specific to the assignment type you chose.

Adding a new Assignment

Put name

▸ Expand all

General

Assignment name ❶

Description

Put description here

☐ Display description on course page

Additional files ❓

Maximum size for new files: 50MB

📄 Files

You can upload file here

You can drag and drop files here to add them.

Availability

You can set availability the course here by specifying start and end date

Allow submissions from	❓	5 ⬍	November ⬍	2020 ⬍	00 ⬍	00 ⬍	🗓	☑ Enable
Due date	❓	12 ⬍	November ⬍	2020 ⬍	00 ⬍	00 ⬍	🗓	☑ Enable
Cut-off date	❓	5 ⬍	November ⬍	2020 ⬍	10 ⬍	47 ⬍	🗓	☐ Enable
Remind me to grade by	❓	19 ⬍	November ⬍	2020 ⬍	00 ⬍	00 ⬍	🗓	☑ Enable

☑ Always show description ❓

Submission types

Submission types		☐ Online text ❓ ☑ File submissions ❓
Maximum number of uploaded files	❓	20 ⬍
Maximum submission size	❓	Course upload limit (50MB) ⬍
Accepted file types	❓	[Choose] No selection

▸ Feedback types

▸ Submission settings

▸ Group submission settings

Other setting depending on your options

▸ Notifications

▸ Grade

▸ Common module settings

▸ Restrict access

▸ Activity completion

▸ Tags

▸ Competencies

[Save and return to course] [Save and display] [Cancel]

There are required fields in this form marked ❶.

Then after you can click save and return to course

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9.1.1 Online Text

- Allow resubmitting: If 'yes', learners can resubmit their work. If 'No' and a Learner submit work by accident, there's no way back.
- Email alerts to earners: If NACTVET LMS knows your email address and you choose yes, you will receive an email each time a learner submits work.
- Comment online: If 'yes', you will be able to type in amongst the text your Learner submits. Choose 'No', and your feedback is kept separate.

9.1.2 Advanced Uploading of Files

- Maximum Size: Choose the maximum file size for any single file uploaded by the learners.
- Allow deleting: Can a learner delete a submitted file or not?
- Maximum number of uploaded files: Decide how many files should be submitted for the task.
- Allow notes: Do you want to provide your learners with a place to write some notes, e.g., explain which file is which.
- Hide description before available date: If you choose to do this, the task instructions will be hidden and replaced by: 'Sorry, this assignment is not yet available. Assignment instructions will be displayed here on the date given below.'
- Email alerts to learners: If NACTVET LMS knows your email address and you choose yes, you will receive an email each time a Learner submits work to you.
- Enable Send for marking: If you choose yes, the Learner clicks a button that says 'Send for marking' when they are uploaded the finished files. If no, the work appears as submitted as soon as the Learner has uploaded a file

9.2 Marking Assignments

When Learners submit work you can access it by clicking on the assignment and following the link below the "Grading Summary" which says 'View all submissions or 'No attempts have been made on this assignment'. This link takes you to a list of learners enrolled on the course.
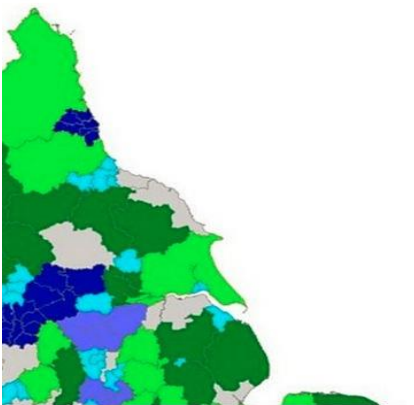
When you are ready to start grading there are two options. The procedure is same for both.

   a. Give a grade and some feedback,
   b. Decide whether you want the Learner to receive an email telling them you've marked their work c. Move to the next Learner.


Which of the grading options you use is up to you. Depending on what you are marking, you may prefer one over the other:

Default grading:

    a. Click 'Grade' in the status column for the first Learner, this brings up a new window

    b. Give a grade and fill in the feedback

   c. Click 'save and show next' to see the next Learner

Quick grading:

    a. Input the grade and a comment directly onto the page where you can see a list of all the learners.

    b. Quick grading will not allow you to provide feedback within the text of an online text assignment. However, quick grading is probably preferable when inputting grades and feedback for uploaded files or offline activities.

    c. To switch quick grading on you tick the box 'Quick grading' (bottom right) and then click 'Save all Quick grading changes'.
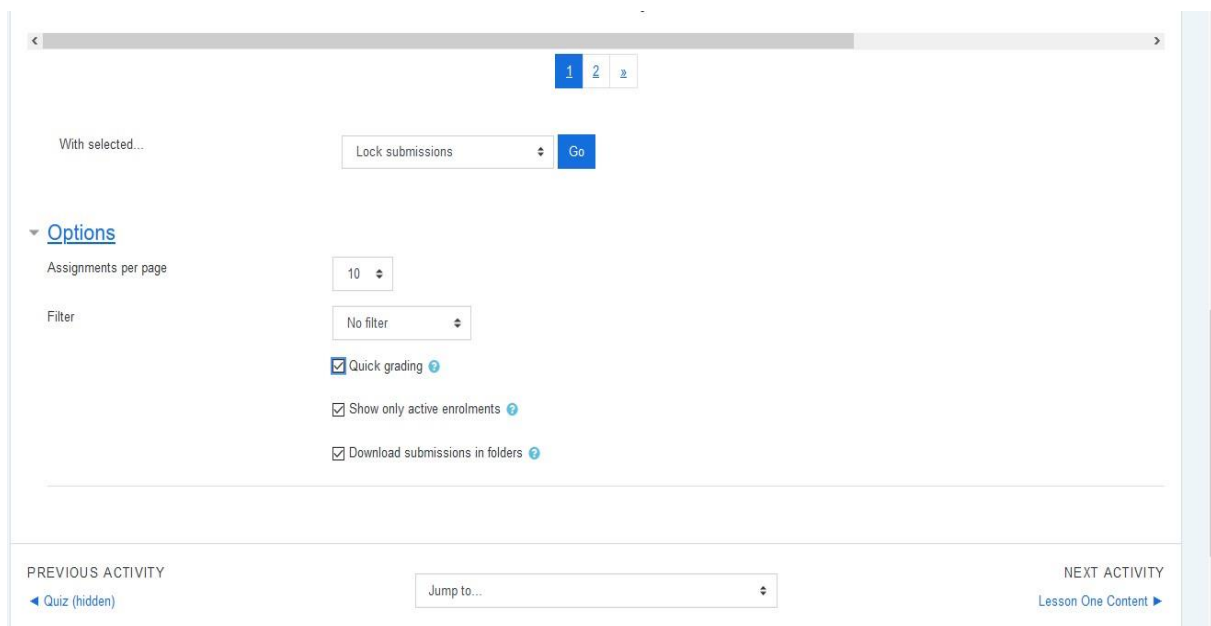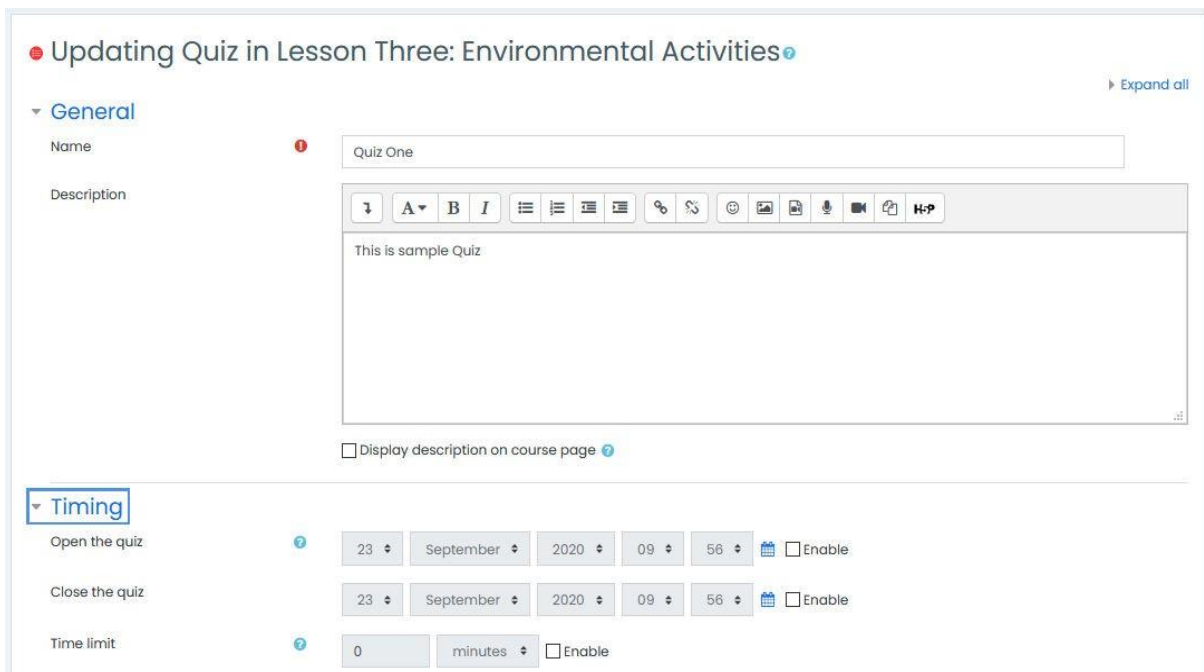

10. Quizzes

Use quizzes if you want to set up a self-marking test for your learners, using a mixture of question types (multiple choice, true and false, short answer...etc). With the quiz module you need to build up a bank of questions before you make the quiz.
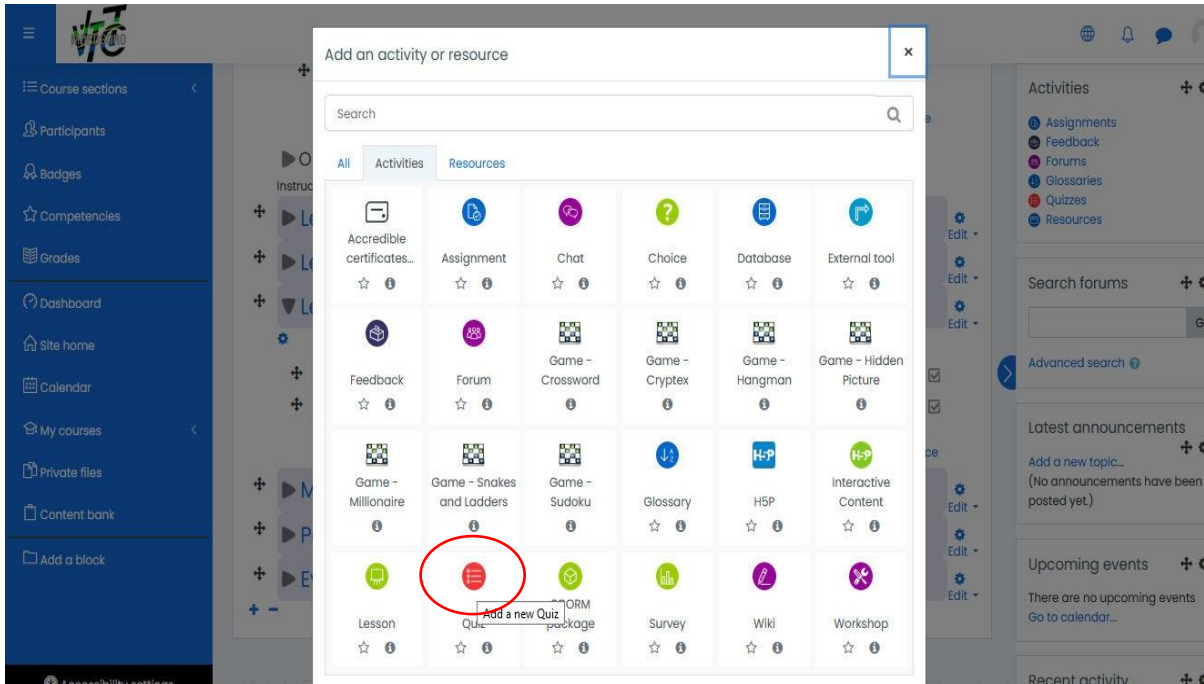
10.1 Creating a Quiz
Make sure you put Quiz name and Quiz description.

After saving, click the gear icon to get the option to add question

Workshop Organization & Management Skills in Vocational & Learning Process

Dashboard My courses SET 108 Lesson Three: Environmental Activities Quiz One

Quiz One

This is sample Quiz

Grading method: Highest grade

No questions have been added yet   ×

Edit settings

Group overrides

User overrides

Edit quiz

Preview

Results

Grades

Responses

Statistics

Manual grading

Locally assigned roles

Permissions

Check permissions

Filters

Competency breakdown

Logs

Backup

Restore

Question bank

Questions

Categories

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10.2 Making Questions

Question bank

Select a category: Default for SET 108 (12)

The default category for questions shared in context 'SET 108'.

No tag filters applied

Filter by tags... ▼

☐ Show question text in the question list

Search options ▼

☑ Also show questions from subcategories

☐ Also show old questions

Create a new question ...

Question

☐ Question name / ID number

Actions   Created by

First name / Surname / Date

Choose a question type to add   ✕

QUESTIONS

Select a question type to see its description.

○ ≔ Multiple choice

○ •• True/False

○ ⋮⋮⋮ Matching

○ ▭ Short answer

○ ⬚ Numerical

○ ▤ Essay

○ ²⁺² ₌⁷ Calculated

○ ²⁺² ₌⁷ Calculated multichoice

○ ²⁺² ₌⁷ Calculated simple

○ ✛ Drag and drop into text

○ ✛ Drag and drop

Add   Cancel

Frank Urio

10.3 Common Settings to all Question Types

a. In the question bank click the 'questions' tab

b. Decide which category/folder you want to put questions in

c. Choose the type of question you wish to make using the 'create new question' drop down menu

d. Give the question a descriptive name.

e. Type the question into the 'Question text' box. What you type here will vary with the question type chosen (true/false, matching etc)

f. 'Default question grade' is the mark that will be awarded for a correct answer.

g. The 'penalty' factor is the mark that would be subtracted if the question was answered incorrectly and then reattempted.

The rest of the settings are different for each question type.

10.4 QuestionTypes

There are 10 different types of question that can be used in the NACTVET LMS quiz module.

Type	Use
Calculated question	To create lots of versions of a mathematical question with different value
Description	Provide some information that might be useful for t he next questions that the Learner will attempt
Essay	To ask questions that require an answer that is a couple of paragraphs. This type of question requires you to mark it manually
Matching	A list of statements that can be matched with another list of statements
Embedded Answers(cloze)	To fill in the gaps in a paragraph of text
Multiple choice	To answer questions where there is a list of answers to choose from
Short Answer	To create a question where the Answer Is a word or phrase
Numerical	To create a mathematical question where the Learners enter the Answer in to a text box
Random Short – Answer Matching	When you have some short answer questions in your NACTVET LMS question bank and you want to transform these in to a matching question
True/False	To decide whether a statement is true or false

10.4.1 Description (This is not a question)

This can be used when you want to provide some info that might be useful for the questions.

This is not a question – it's like a label in the question bank.

It would not work well if you chose to shuffle questions randomly.

  a. Choose 'description' from the 'Create new question' drop down menu
  b. Give the description a descriptive name
  c. In the question text enter the information you want to give to Learners d. Save Changes

10.4.2 Essay Question

This question type is used when you want to ask questions that require an answer that is no more than a couple of paragraphs. This type of question requires manual marking. Learners' grades will be 0 until you mark their answers.

  a. Choose the 'essay question' from the 'Create new question' drop down menu

b. Give the question a descriptive name

c. In the question text enter your question

d. Change the default grade to the number of marks the question is worth

e. If you want to give information regardless of the Answer given, put that in the general feedback field. Note that this will appear once you have marked the question manually. Whatever you type in the feedback field will appear automatically when the question is submitted.

f. When you mark the question you also have a field for writing comments.

10.4.3 Matching Question

This question type is used when you have a list of statements that can be matched with another list of statements. Learners use a drop down menu to do this.

a. Choose 'matching' from the 'Create new question' drop down menu. 2. Give the question a descriptive name

b. In the question text give instructions for the matching question.

c. Ticking the 'shuffle' box means that the statements/questions on the right hand side (drop down menus) will appear in a random order each time the question is attempted.

d. Write statements/questions in the question field and the corresponding Answer. The answers appear to Learners in a drop down menu.

e. Save changes

10.4. 4 Embedded Answers (Cloze) Question

This question type is used when you want learners to fill in the gaps in a paragraph of text. Learners have to type into a box or choose from a drop down menu.

a. Choose 'embedded answers (cloze)' from the 'Create new question' drop down menu b. Give the question a descriptive name

c. In the question text write your paragraph and then adapt it using NACTVET LMS code to produce different kinds of gaps. You can access reference information on this by clicking the question mark at the top of the page (alongside 'Embedded answers').

In short, a multiple-choice gap is coded like this:
{1:MC: Wrong   Answer#Wrong!~Incorrect   Answer#Incorrect!~=Correct Answer#Well Done!}

- Anything between curly brackets becomes the gap
- Number 1 labels the gap as the first of this kind of gap i.e. the first multiple choice gap in this paragraph
- MC = multiple choice

- The label, gap type and answers are separated by colons eg. 1:MC:answers
- Possible answers are separated by ~
- The correct Answer is preceded by =
- Feedback is separated from the Answer by #

Other types of gaps include:
MC = Multiple-choice drop-down menu
SA = Short Answer, case unimportant
SAC = Short Answer, case must match
NM = numerical

10.4.5 Multiple Choice Questions

a. This question type is used when you want Learners to answer questions where there is a list of answers to choose from. There could be a single correct answer or several correct answers.

b. Choose 'Multiple choice' from the 'Create new question' drop down menu.

c. Give the question a descriptive name.

d. In the question text type question.

e. You may decide to change the default question grade – especially if you choose to give more than one correct Answer. 6. Decide how many correct answers will be present in the list of answers.

f. Shuffling the choices is switched on by default so that the list of answers does not always appear in the same order.

g. You can change the way that choices are labeled by using the 'Number the choices' drop down menu

h. For each of the multiple-choice answers (choices) you need to fill in the Answer with the corresponding grade and feedback. It is possible to add more answers/choices by clicking 'Blanks for 3 More Choices'

i. The overall feedback section is useful because you can put feedback messages that the Learners see when they answer a given question correctly, partially correct or incorrectly. j. Save Changes

10.4.6 Numerical Question

This question type is used when you want to create a mathematical question where the Learners enter the Answer into a text box. This question is similar to the short answer question except it is mathematical.

a. Choose 'numerical' from the 'Create new question' drop down menu.

b. Give the question a descriptive name.

c. In the question text enter your question.

d. In the answers section put the correct Answer, its corresponding grade (100%), accepted error and feedback (optional).

e. Save Changes

10.4.7 True/False Question

This question type is used when you want Learners to decide whether a statement is true or false.

1. Choose 'Short answer' from the 'Create new question' drop down menu.

2. Give the question a descriptive name.

3. In the question text make a statement that is true or false.

4. Select whether the statement you wrote is true or false using the 'correct answer' drop down menu.

5. Give feedback corresponding to when Learners chose True or False. 6. Save Changes

11. Forums

When you add a forum to your NACTVET LMS course, you are making an online message board for your learners to talk to one another or with you. Forums are very easy to set up and there are 5 different types. Which forum you choose depends on how you want discussion to take place.

The different kinds of forums are:

- A single simple discussion – A single discussion topic which everyone can reply tp

- Each person posts one discussion – Each Learner can post exactly one new discussion topic, which everyone can then reply to

- Q and A forum - Learners must first post their perspectives before viewing other Learners' posts.

- Standard forum displayed in a blog-like-format – An open forum where anyone can start a new discussion at any time, and in which discussion topics are displayed on one page with "Discuss this topic" links.

- Standard forum for general use – An open forum where anyone can start a new discussion at any time.

Steps for setting up a forum

a. With editing on in your course go to the topic/section where you would like the forum to display and click 'Add an activity...' then 'Forum'

b. Give the forum a name (this becomes the link that your Learners click on to enter the forum

c. Choose the type of forum you wish to use from the drop-down menu

d. Give the forum an introduction.

e. When you've filled out the introduction you must choose from the following settings.

- ▸ Availability
- ▸ Attachments and word count
- ▸ Subscription and tracking
- ▸ Discussion locking
- ▸ Post threshold for blocking
- ▸ Whole forum grading
- ▸ Ratings
- ▸ Common module settings
- ▸ Restrict access
- ▸ Activity completion
- ▸ Tags
- ▸ Competencies

Fill the other options and if finish, click save and return to course

Save and return to course   Save and display   Cancel

There are required fields in this form marked ❶ .

If the Forum is already Created, Click to open the forum

✛ 🟣 Question and Answer Forum ✏   Edit ▾ 👤 ☑

＋ Add an activity or resource

Workshop Organization & Management Skills in Vocational & Learning Process

Dashboard   My courses   SET 108   Lesson One: Occupational Health and Safety   Question and Answers forum

❓ [   ] Search

Question and Answers forum

Add a new discussion topic

(There are no discussion topics yet in this forum)

At first there is no topic for discussion. You will be needed to add new discussion topic by clicking here

Write your Forum Subject

Question and Answers forum

Your new discussion topic

Subject

Message

Write your Forum message here

☑ Discussion subscription

You also can upload a file by dragging and dropping here

Attachment

Maximum file size: 500KB, maximum number of files: 9

Files

You can drag and drop files here to add them.

☐ Pinned

☐ Send forum post notifications with no editing-time delay

Display period

Tags

Post to forum   Cancel

There are required fields in this form marked ❶ .

Once finish, click post to forum to start a discussion

12. Chat

The chat activity module 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.
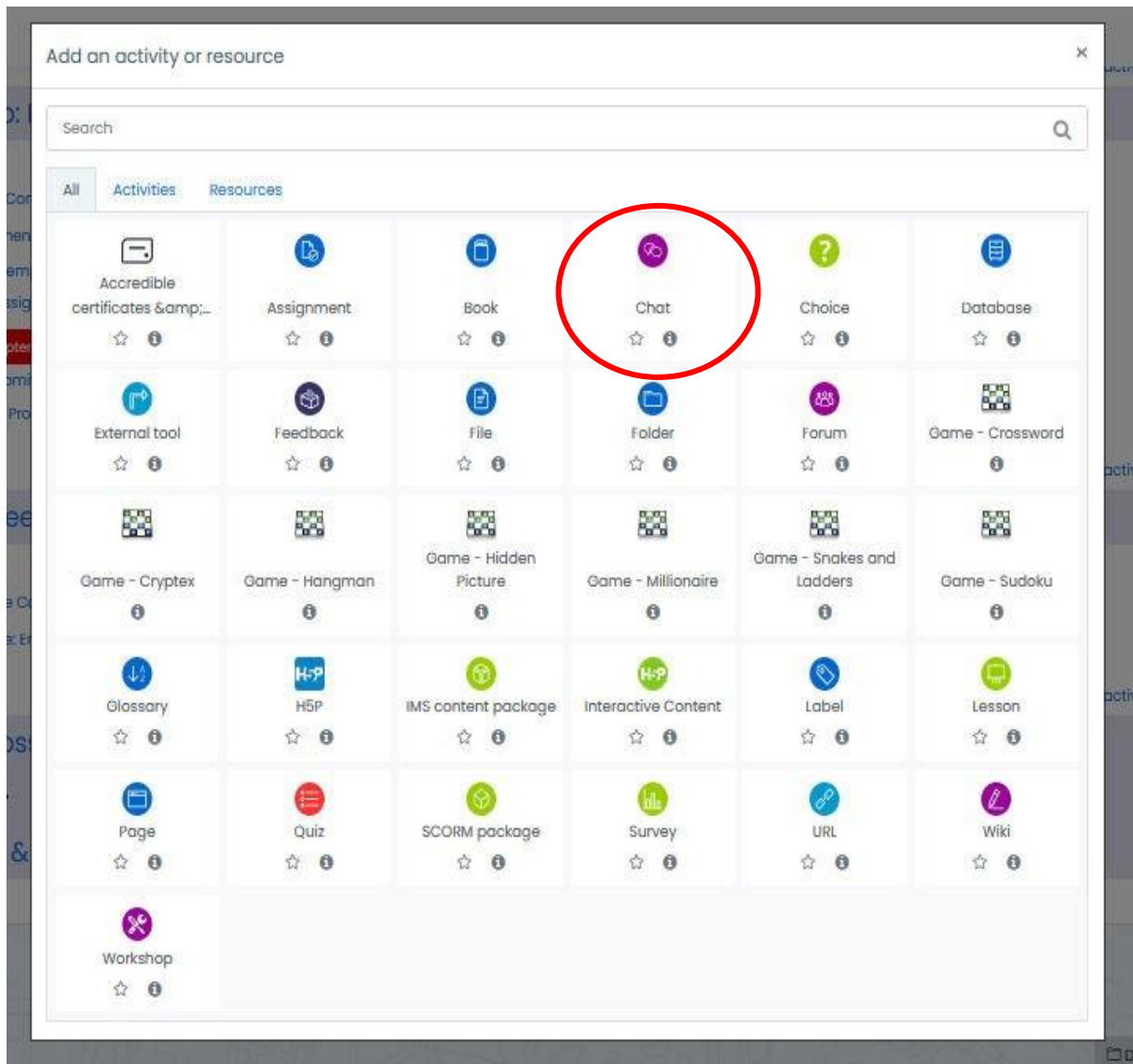
After you click, the following window will be seen,

Adding a new Chat to Lesson Three: Environmental Activities

General

Name of this chat room ❶

Write a name of this Chat

Description

Write Chat Description here

☐ Display description on course page ❓

▸ Chat sessions

▸ Common module settings

▸ Restrict access

Once finish, click save and return to course

▸ Activity completion

▸ Tags

▸ Competencies

[Save and return to course] [Save and display] [Cancel]

13. Glossary

The glossary activity module enables participants to create and maintain a list of definitions, like a dictionary, or to collect and organize resources or information. A facilitator can allow files to be attached to glossary entries. Attached images are displayed in the entry. Entries can be searched or browsed alphabetically or by category, date or author. Entries can be approved by default or require approval by a teacher before they are viewable by everyone.

Add an activity or resource ✕

Search 🔍

All   Activities   Resources

Accredible certificates &... ☆ ⓘ	Assignment ☆ ⓘ	Book ☆ ⓘ	Chat ☆ ⓘ	Choice ☆ ⓘ	Database ☆ ⓘ
External tool ☆ ⓘ	Feedback ☆ ⓘ	File ☆ ⓘ	Folder ☆ ⓘ	Forum ☆ ⓘ	Game - Crossword ⓘ
Game - Cryptex ⓘ	Game - Hangman ⓘ	Game - Hidden Picture ⓘ	Game - Millionaire ⓘ	Game - Snakes and Ladders ⓘ	Game - Sudoku ⓘ
Glossary ☆ ⓘ	H5P ☆ ⓘ	IMS content package ☆ ⓘ	Interactive Content ☆ ⓘ	Label ☆ ⓘ	Lesson ☆ ⓘ
Page ☆ ⓘ	Quiz ☆ ⓘ	SCORM package ☆ ⓘ	Survey ☆ ⓘ	URL ☆ ⓘ	Wiki ☆ ⓘ
Workshop ☆ ⓘ					

Adding a new Glossary

Name here

Description

Select Glossary type

Fill your Glossary Settings

Once finish, click here to Generate Glossary

Once the Glossary is generated, open the Glossary to add entries

GLOSSARY

Click to Add Entries

GL

[   ] Search ☑Search full text

Add a new entry

Browse the glossary using this index

Special | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | ALL

No entries found in this section

GLOSSARY

GL

Term/Concept

▸ Expand all

▾ General

Concept   ❶   [   ]

Definition ❶

[Toolbar: A▾ B I ☰ ☰ ☰ ☰ ⚯ ⚯ ☺ ▨ ▤ 🎤 ■ ⚎ H₅P]

Write a Concept's Definition

Keyword(s) ❓ [   ]

Attachment ❓   Maximum file size: 50MB, maximum number of files: 99

📄
■ Files

You can drag and drop files here to add them.

▸ Auto-linking

▸ Tags

Save changes   Cancel

There are required fields in this form marked ❶ .

Once finish, click to save Changes

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14. Course Evaluation

The survey activity module provides a number of verified survey instruments that have been found useful in assessing and stimulating learning in online environments. A teacher can use these to gather data from their students that will help them learn about their class and reflect on their own teaching.

Write survey name here

Click to Choose survey type

Write your description
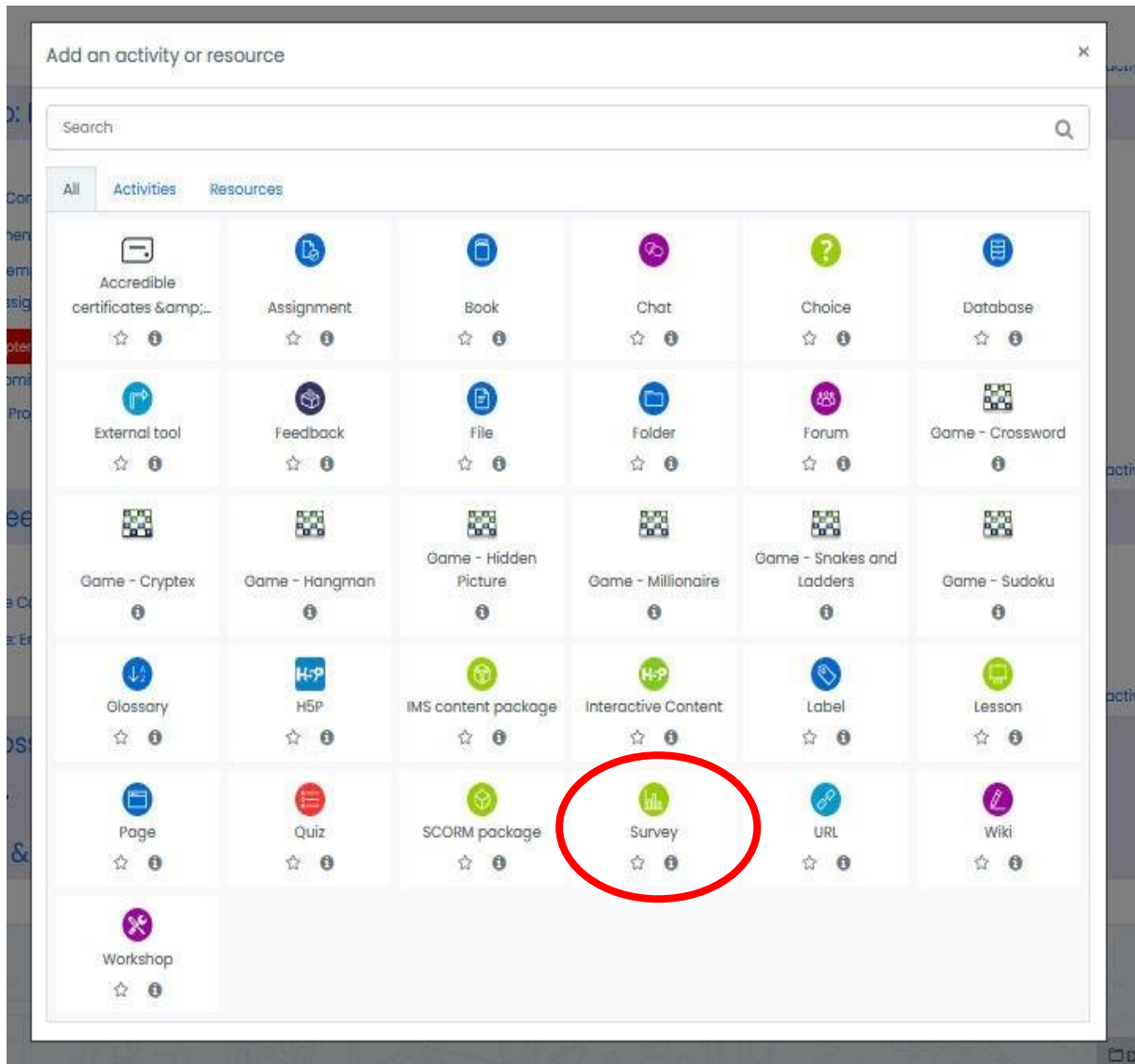
Adding a new Survey

Expand all

General

Name

Survey type   Choose...

Description

☐ Display description on course page

Common module settings

Restrict access

Activity completion

Tags

Competencies

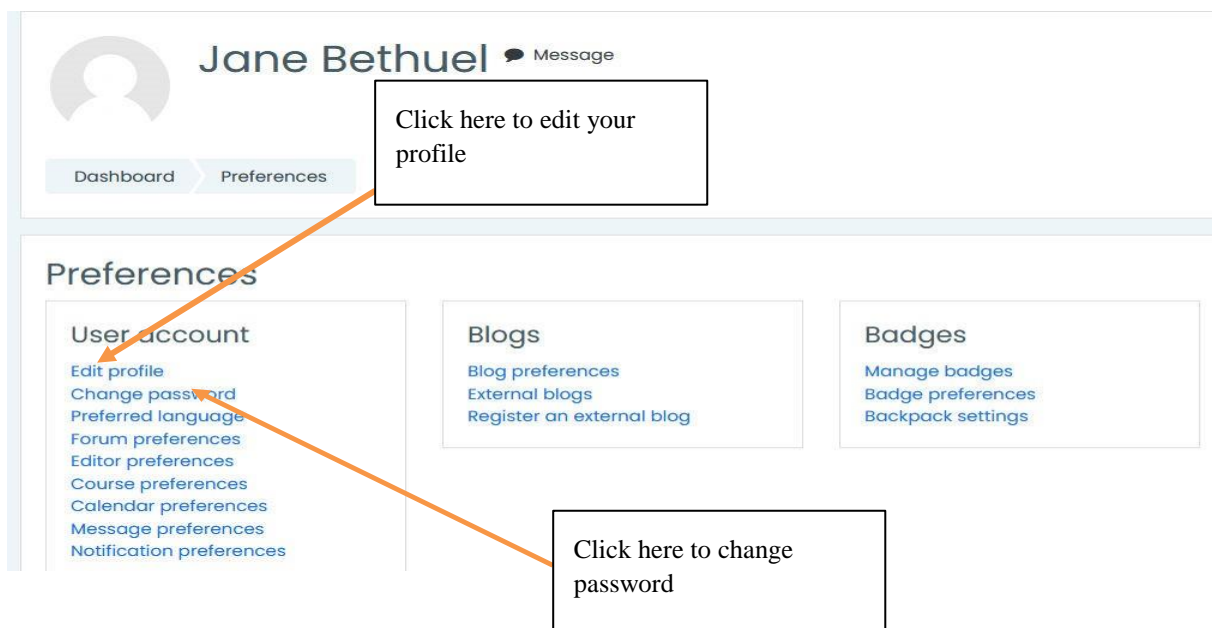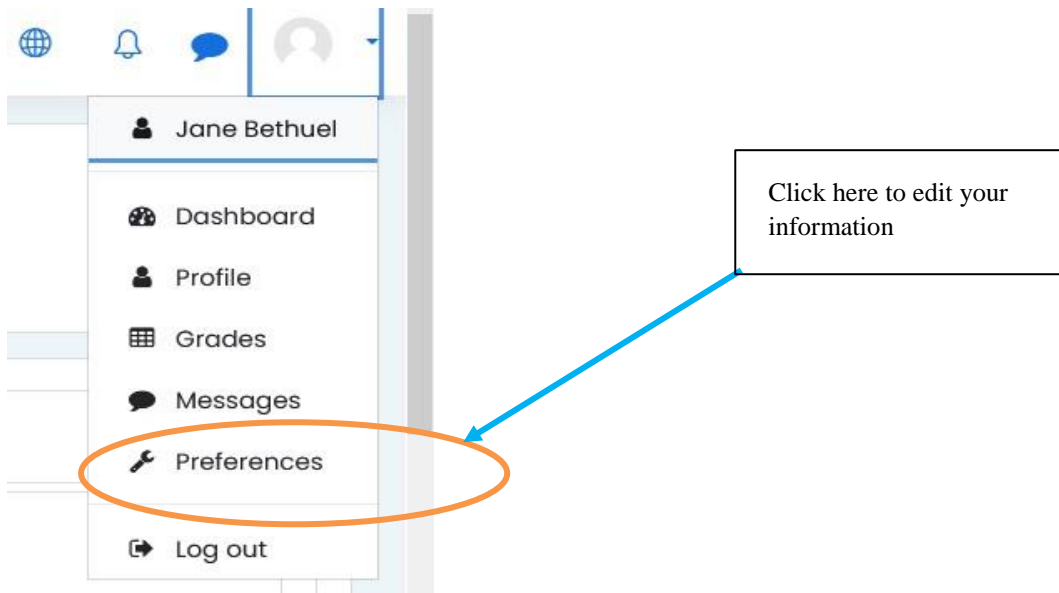Save and return to course   Save and display   Cancel

There are required fields in this form marked ❶ .

Once finish, Click to save changes

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15. Editing Your Profile

Individual users can edit their profiles by clicking the Edit profile link accessed from the Profile page in the user menu (top right). Click on user name;

Click here to edit your information

Click here to edit your profile

Click here to change password

Jane Bethuel 💬 Message

Dashboard | Preferences | User account | Edit profile

Jane Bethuel

▾ General

First name	❗	Jane
Surname	❗	Bethuel
Email address	❗	jane.bethuel@out.ac.tz
Email display	❓	Allow only other course members to see my email address ⬍
MoodleNet profile		
City/town		
Select a country		Select a country...

You can edit your information

▾ User picture

Current picture   None

New picture   ❓

Maximum size for new files: 620MB, maximum attachments: 1

▦ ☰ ▪

📄

■ Files

⬇

You can drag and drop files here to add them.

Accepted file types:

Image files used on the web .gif .jpe .jpeg .jpg .png .svg .svgz

You can upload profile picture

Picture description
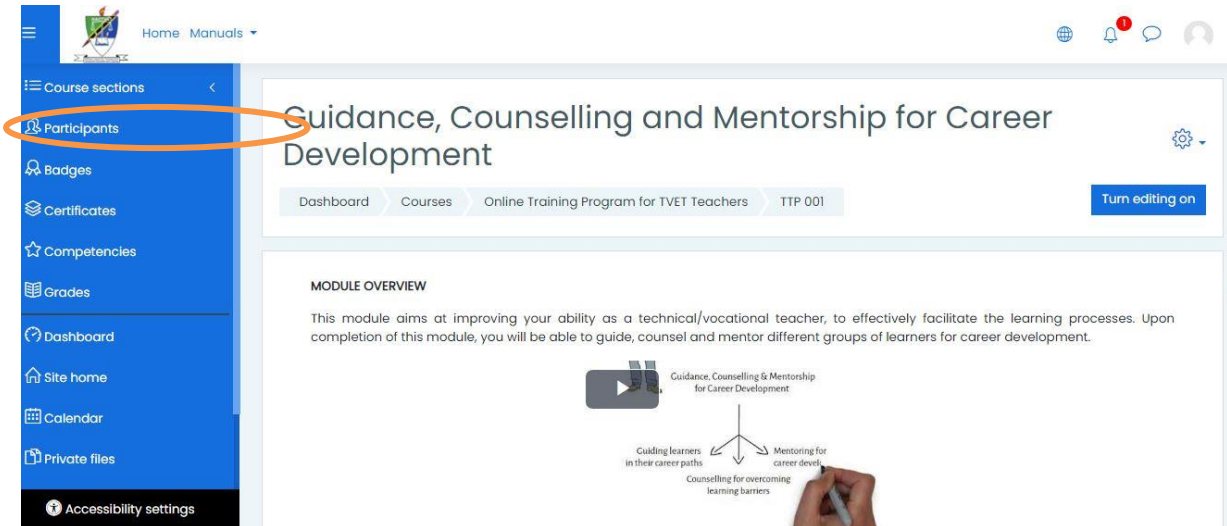
▸ Additional names

▸ Interests

▸ Optional

Update profile
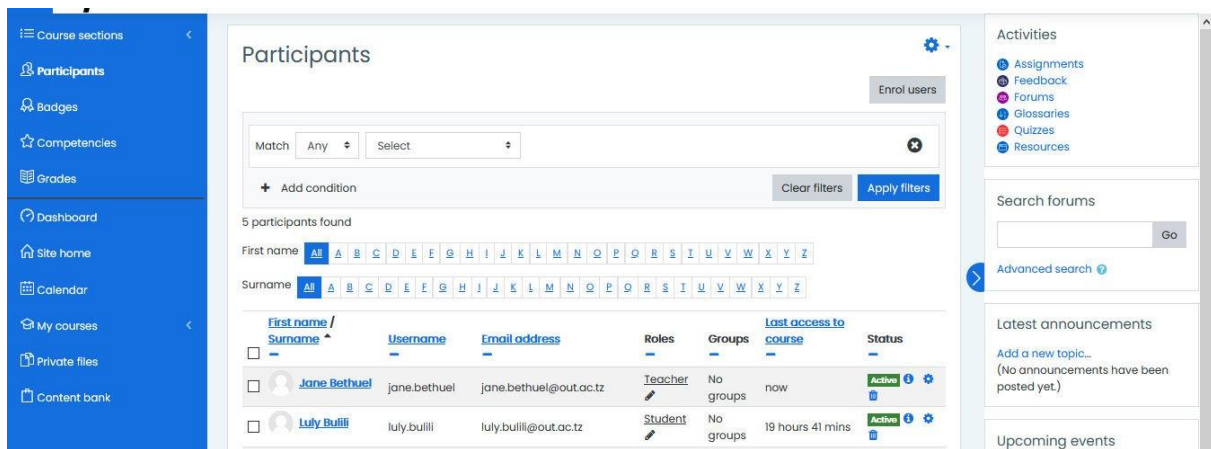
Click here to update profile

16. Send Private Messages

NACTVET LMS allows users to send private message to Learners, lecturers and any other user. To send a private message, follow the steps below.

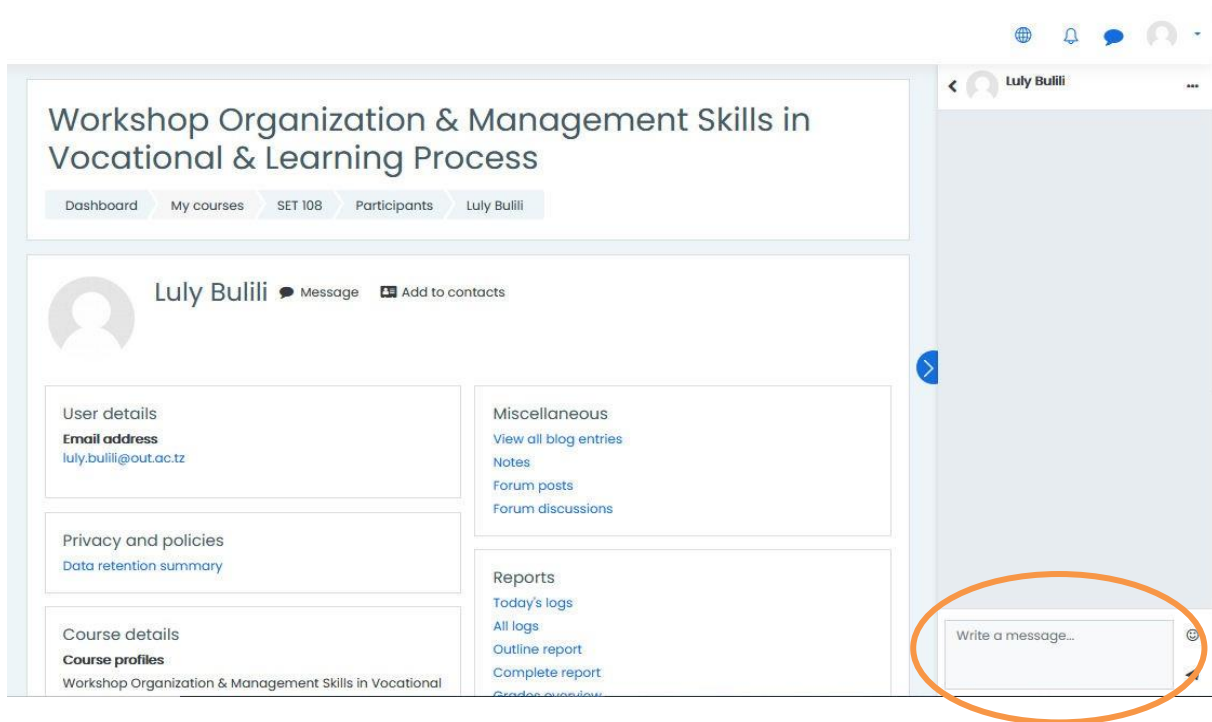1. Once you are in a course, click the Participants link.

2. Click the name of the person you want to send the message to.

3. Click the "Send Message" button or link

Click here to send a message

4. Type your message in the field provided and click the **Send Message** button.

Note: The private message system does not allow you send attachments.

Conclusion

NACTVET LMS is very easy and flexible system. It is easy to navigate and add any learning resources like lecture notes in different format (.doc, .pdf or PPT), video, external links and many more. Also, it provides many tools to make your teaching more interactive and active. Some of those tools are like Discussion forums, Glossary, Database, H5P, Lesson, Wiki, Book, Activity Completion, Chat, Quiz etc. NACTVET LMS also provide a self-explanatory aid icon which will help you when you find any object which you don't understand.

Self-explanatory icon