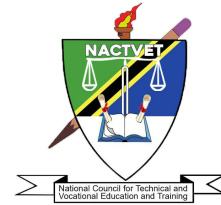


# LEARNER GUIDE



Home Manuals ▾



NACTVET e-Learning Portal  
Access our learning resources flexibly

Access to the platform

Username

Password

[Log in](#)

[Forgotten your username or password?](#)

October 2021

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## **1. Introduction**

This User Manual is designed specific for Technical and Vocation Education and Trainininf students; it includes all necessary information required by student to make full use of National Council for Technical and Vocational Education and Training- Learning Management System (NACTVET - LMS). This manual describes access to the system, functions, capabilities, and step-by-step procedures for system use.

The presented screen shots have simplified the manual and made it easy and understandable.

## **2. Purpose**

The main purpose of this manual is to provide a basic understanding about the NACTVET - LMS especially on the student's side; the manual has explained all the crucial operationalization of the system by students. Thus make this manual logical and more comprehensible.

## **3. System Setup**

### **3.1 System Accessibility**

The System can be accessible using different devices such as Desktop, Laptop, Tablets and Smart phone.

### **3.2 Browsers**

Before logging into NACTVET - LMS, you will need to make sure you have a compatible browser in your device (Desktop Computer, Laptop, Tablet and Smartphone). The following are the recommended browsers:

- Google Chrome ,
- Firefox ,
- Internet explorer,
- Opera-min Web and,
- Microsoft Edge.

### **3.3 Other Applications**

In order to view some files, media or other items that may be available in this system, you may need some of the following software:

- Adobe Flash,

- Windows Media Player,
- Adobe Reader.

## 4. System Functions

### 4.1 Login to NACTVET - LMS

The NACTVET-LMS can be accessed through NACTVET Website by typing the following URL; <https://www.nacte.go.tz> which will direct you to the NACTVET website in the page as shown in the following figure

Click on the red colour highlighted menu named “TVET Teachers Online Learning” which will direct you to the page as shown in the following Figure, then click on the red colour highlighted Menu named “Learning Platform”

## WELCOME TO ONLINE LEARNING PORTAL

### INTRODUCTION

Welcome to the online teacher training programme. We have developed this course for you in order to equip you with skills necessary to deliver competence-based curricula. As TVET teachers you are the most important players in the TVET system through your work teaching and interacting with students. It is important that you learn various aspects of teaching competence-based curricula while taking account the needs of learners to turn the theory of competence-based education and training (CBET) into practice. This learning programme is made up of six (6) modules that will equip you with the required knowledge and skills to help your learners to achieve their goals. This programme will allow you to develop your expertise in delivering training and assessing students' learning. We have also included modules providing insights on modern teaching approaches associated with areas such as; promoting inclusion and the utilisation of pedagogic technology.

### Who to attend this course

The course is open to all technical teachers and vocational teachers who are currently working in TVET institutions.

### Objectives

At the end of this course, trainees (TVET teachers) will acquire necessary skills in delivering competence-based curricula and assessment

Specific Objectives of the course include;

### Course contents

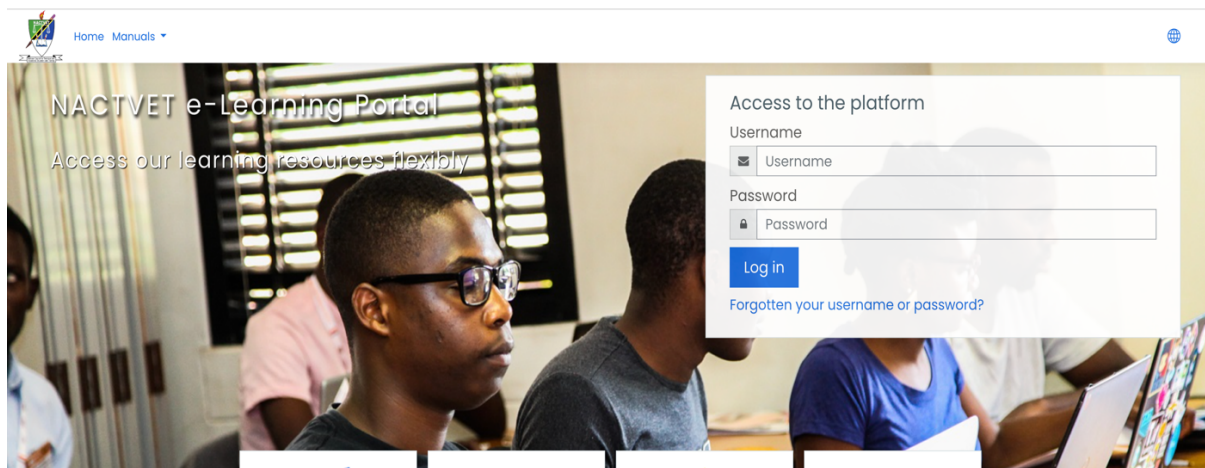
The modules have been developed through a consultative process, embedding input from subject matter experts from various organizations. The training course will be delivered through 6 key modules in 12 weeks. The

### Format and Methodology

This programme uses a learner centered, blended learning approach (online and face-to-face) delivered through interactive and engaging activities and mediums, including: video, audio, learning activities, lesson notes

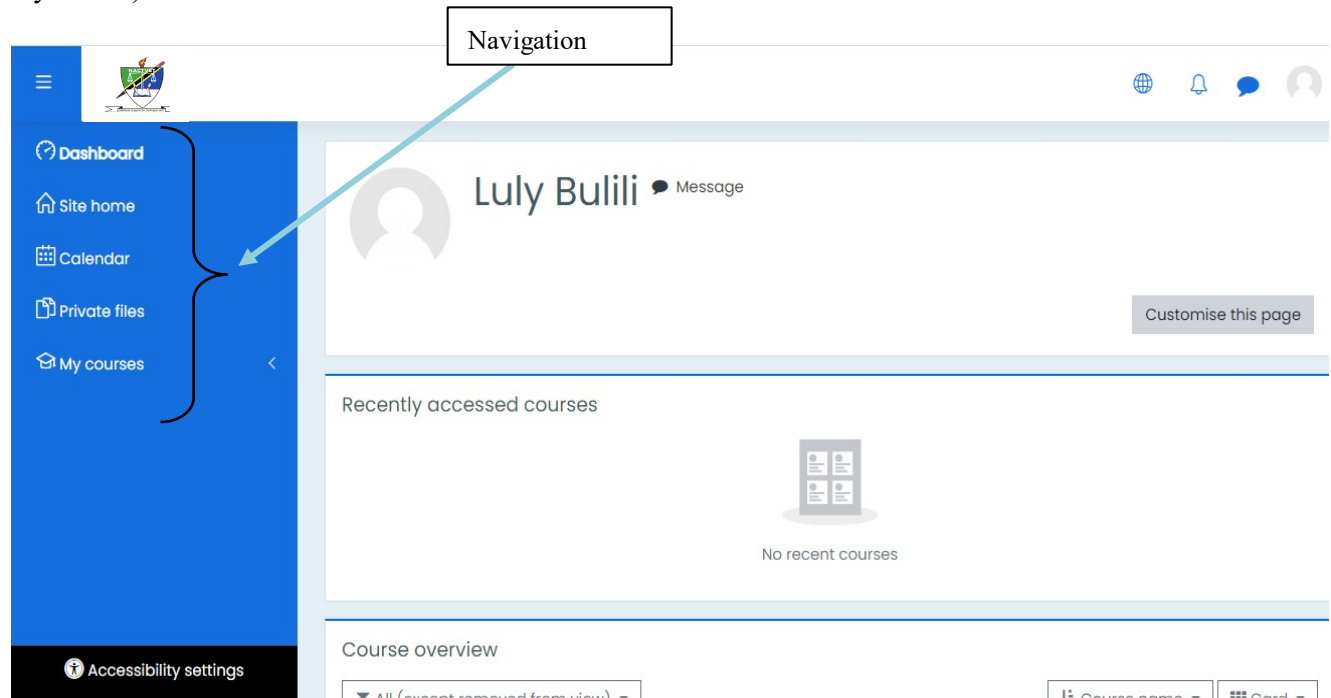
You will be directed to the Login Page as shown in the following figure which will require you to type your username and password as you were registered.

- **Username:** (For example: gema.disma)
- **Password:** As provided by the administrator/authorized staff.



## 4.2 Dashboard

Navigation menu indicates (Dashboard, Site home, Calendar, Private file, my course).



## 5. The Site Home

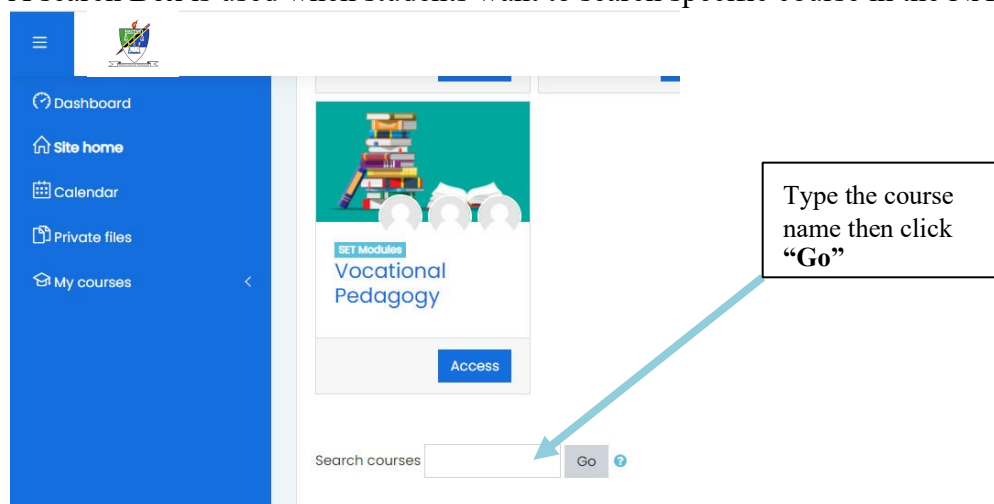
After successful logging to NACTVET - LMS the “Home page” will open up, the Home page will give you access to the courses and other function that NACTVET - LMS offers.

### 5.1 Navigating Your Course



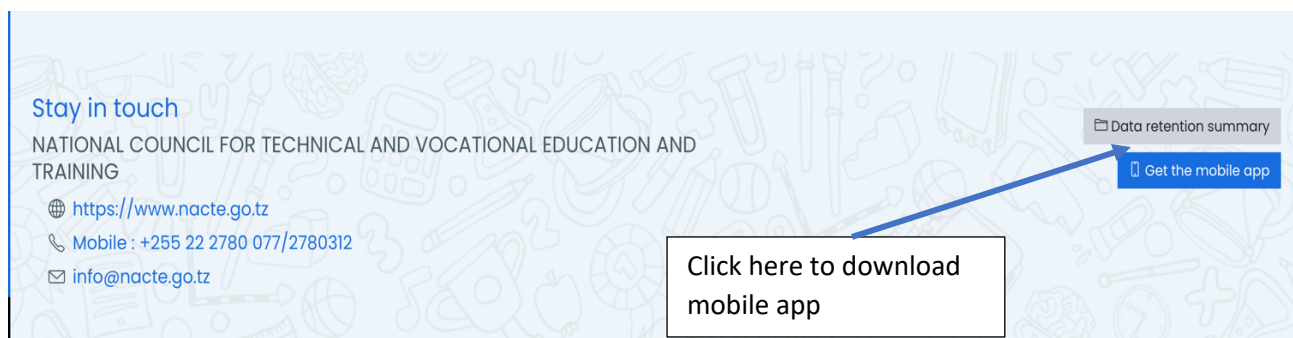
## 5.2 Search Box

A search Box is used when students want to search specific course in the NACTVET - LMS.



## 5.3 Mobile App

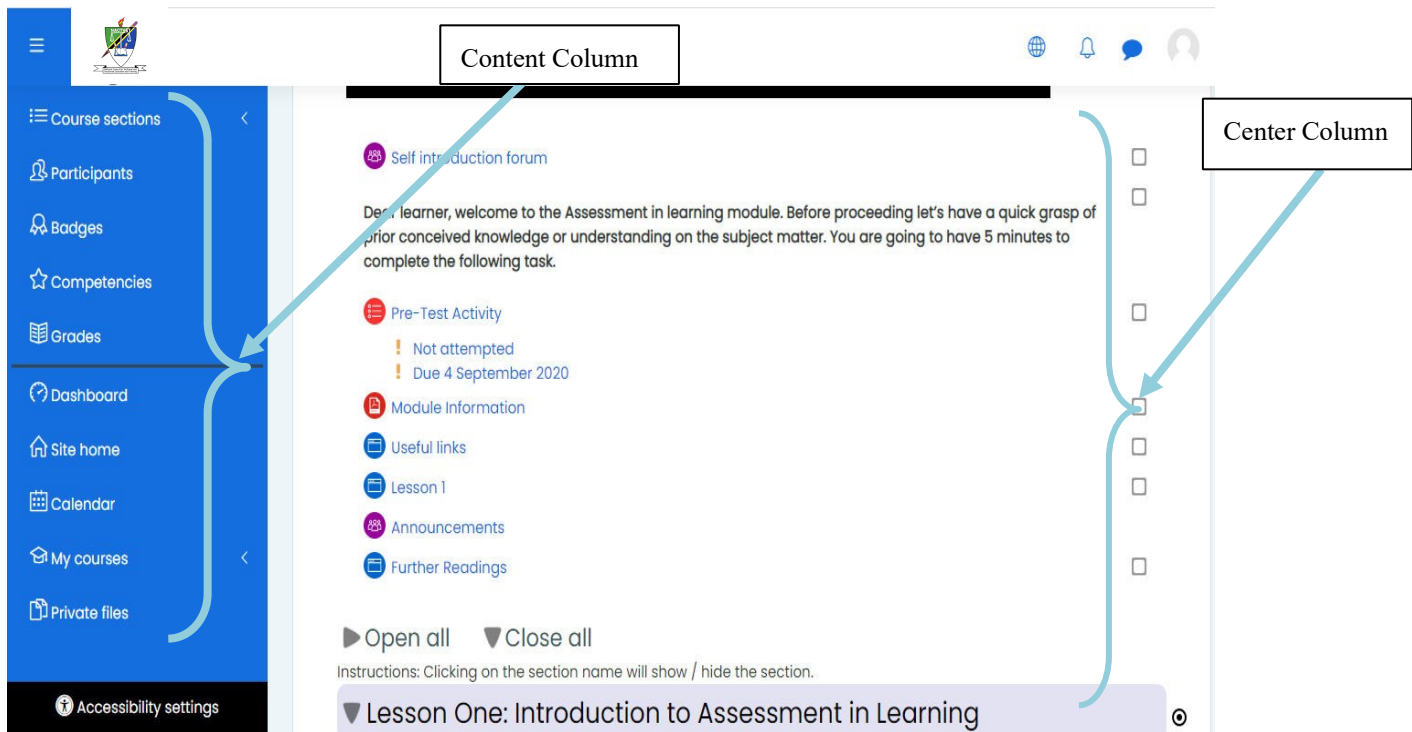
Student can download a mobile version of NACTVET –LMS to his/her smart phone. This can allow offline access to the course content.



## 6. Course Layout

Course in NACTVET - LMS displays into a two column view. The broad center column is where most of the course materials and activities are located, organized by video, self-introduction forum, pretest activity, module information, useful links, lessons, announcements and further readings. This content column is divided into large squares, or "sections," and can include several activities, resources, and links set up by your instructor.





## 6.1 Course Lesson

Student can access each lesson in a course module by clicking the name of the lesson as shown in the following screen shot.

Instructions: Clicking on the section name will show / hide the section.

- Lesson One: Introduction to Assessment in Learning
  - Lesson One content
  - Lesson One Introduction to Assessment in Learning
  - Further Readings
  - Lesson Discussion Question
- Lesson Two: Competence Based Assessment
- Lesson Three: Preparation of Assessment Tools
- Lesson Four: Evaluation of Trainee achievement in Learning
- Module Glossary
- Post-test
- Evaluation & award

## 6.2 Calendar

Student can have access for a calendar. The calendar is used to set dates for various events in a course module such as deadline for submission of the assignment, exams, quizzes etc.

SET 107 calendar

Dashboard My courses SET 107 September 2020

Month SET 107 New event

September 2020

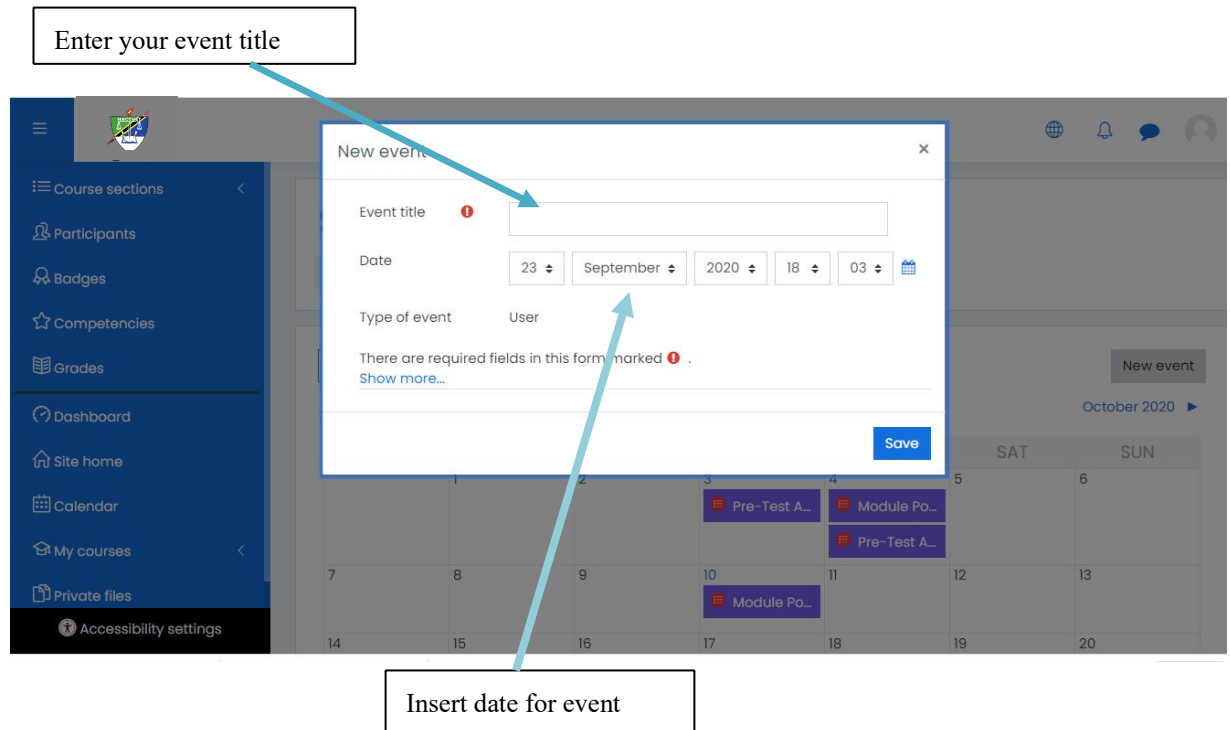
MON	TUE	WED	THU	FRI	SAT	SUN
	1	2	3 Pre-Test A...	4 Module Po... Pre-Test A...	5	6
7	8	9	10 Module Po...	11	12	13
14	15	16	17	18	19	20

Click here to get into calendar

Module post-test open

Click here for view event

To add new event click the “**New event**” icon at the right column of the page. You can now add a new event title and date for the event.



## 6.3 My Profile

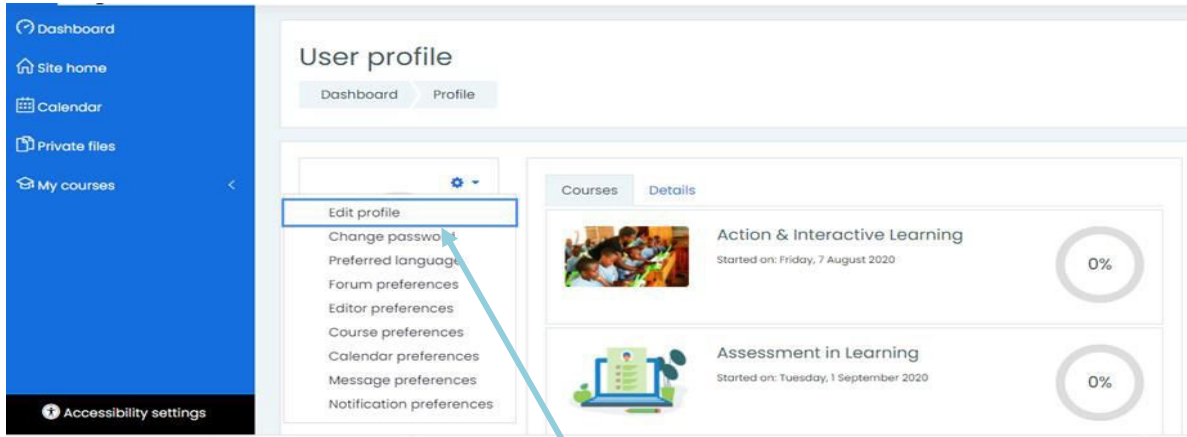
### 6.3.1 Personal Information

You can customize your profile and some NACTVET - LMS settings using the Settings block.

- On the left top side, Click Profile to view your profile.



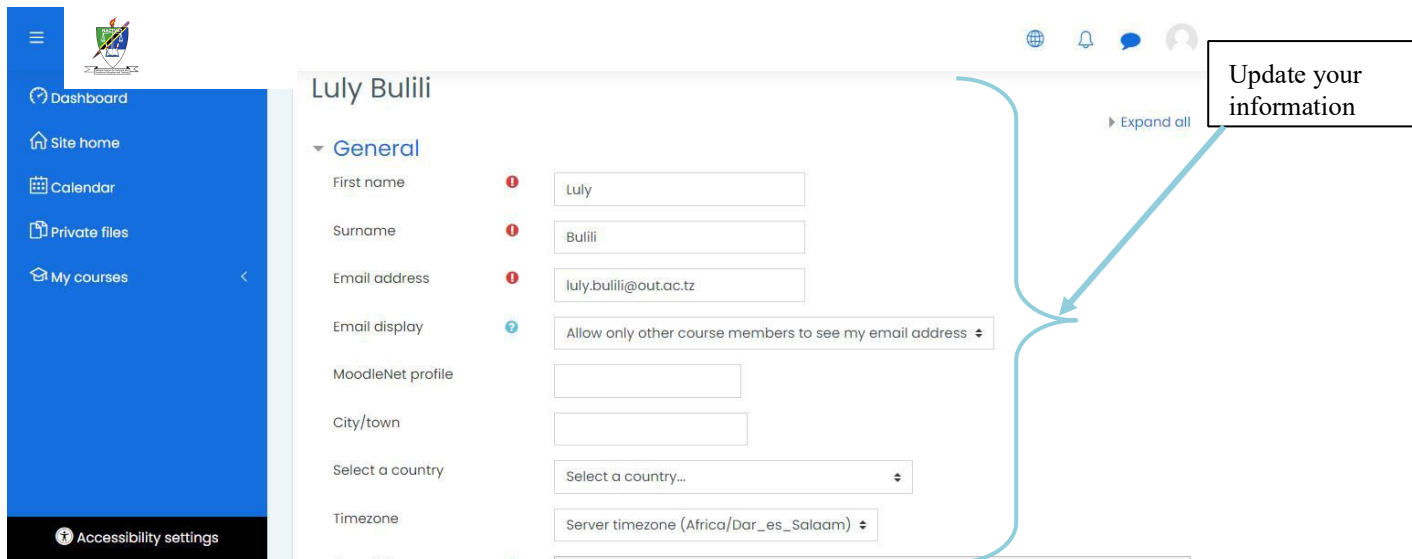
- Click “**Edit profile**” button to update your information.



Click here to access your profile.

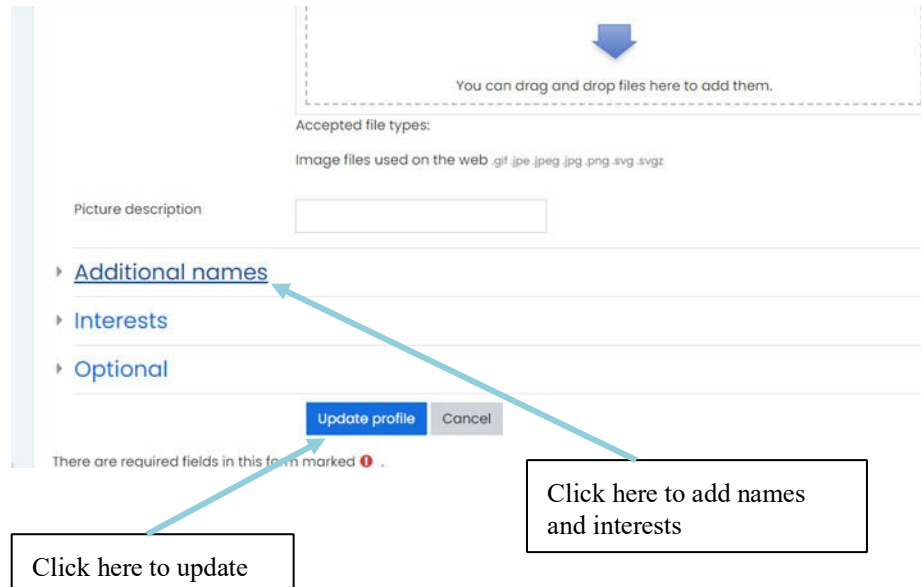
### 6.3.2 Edit User Information

After clicking “Edit profile” button the user details window will show up as shown in the screen shot. You can now edit and update your information.



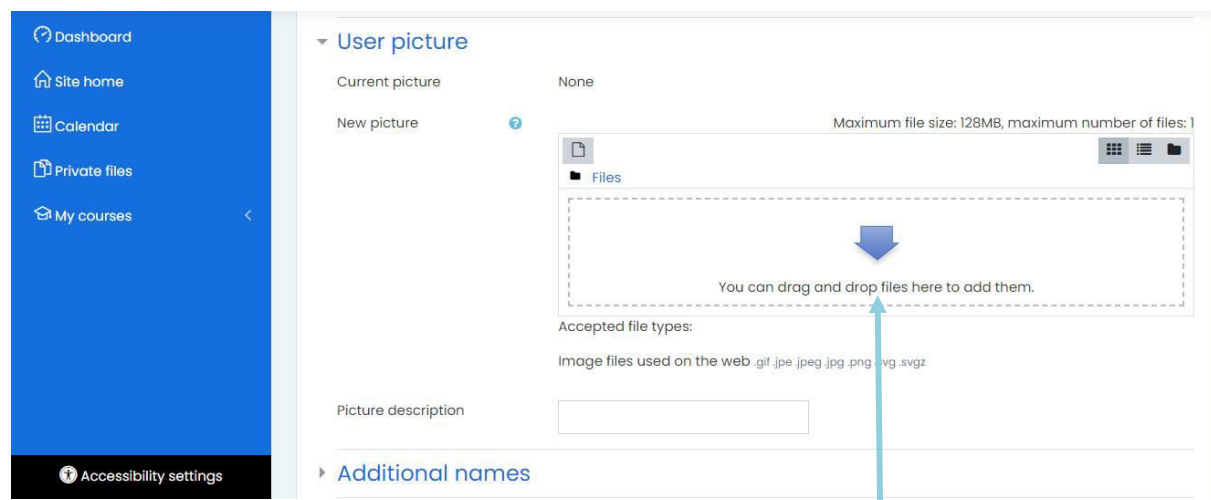
### 6.3.3 Add Names and Interest

Student may decide to add additional names and interest in his/her profile if any (these fields are optional).



### 6.3.4 Add Picture

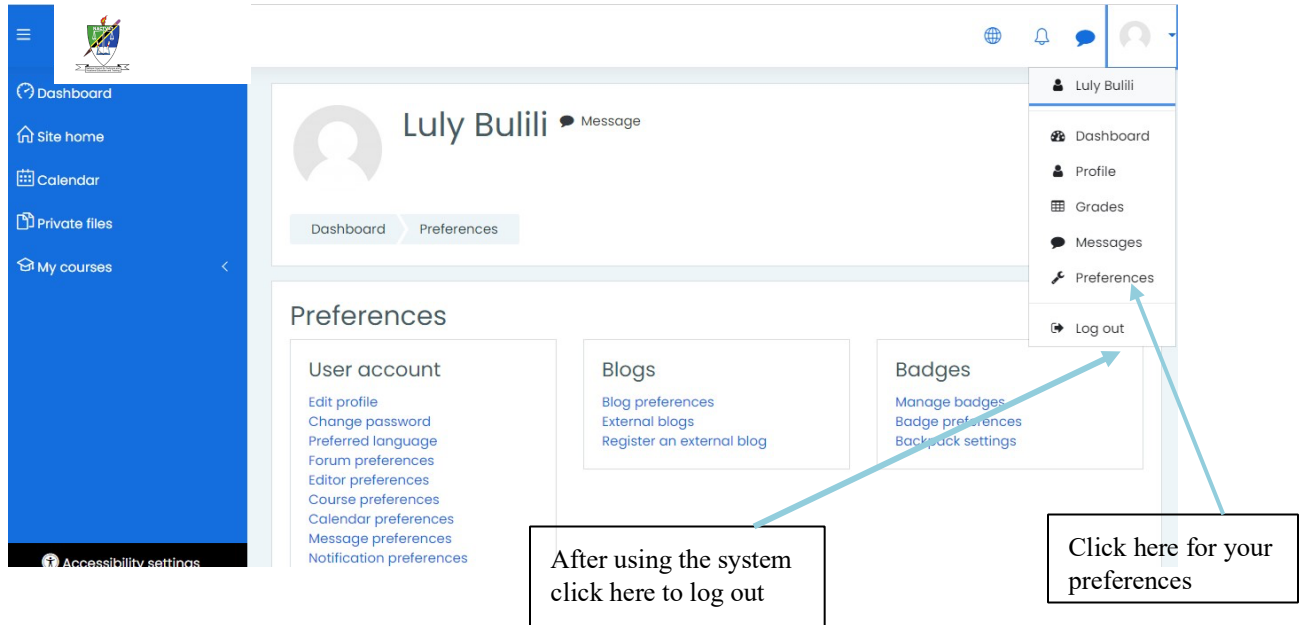
You may add your picture which will reflect your profile. Make sure you have saved your picture in a certain location (folder) in your device before adding to the system. Drag and drop your picture in the position shown in the screen shot below.



You can upload your picture by dragging the file into the box in the blue arrow, or click the add button to find a picture file, and then upload it.

### 6.3.5 Preferences

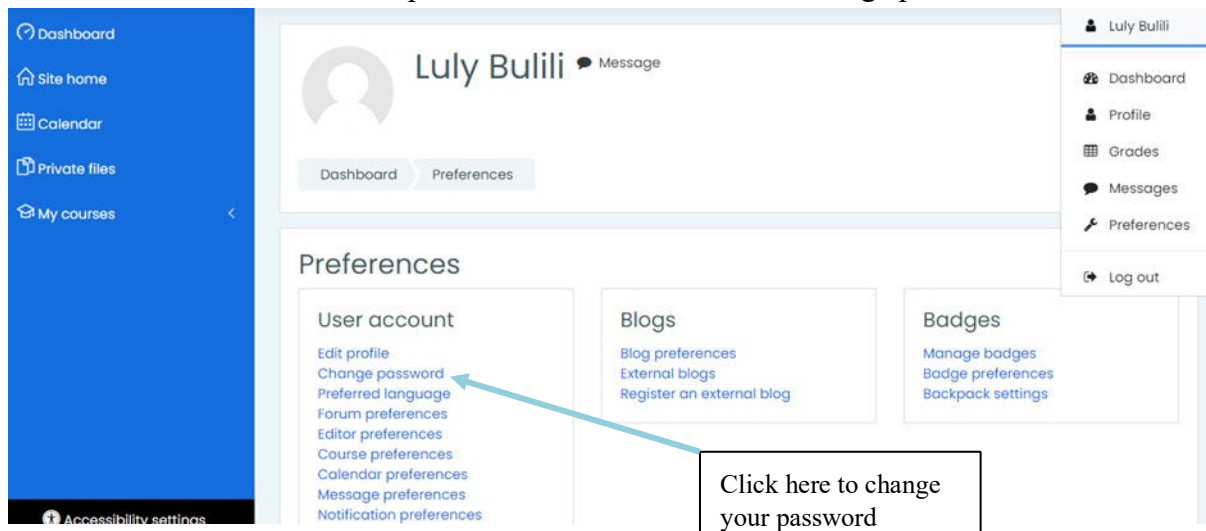
Preferences are the things that you prefer to access at specific moment. When you click preferences button your will see “User account, Blogs and Badges”



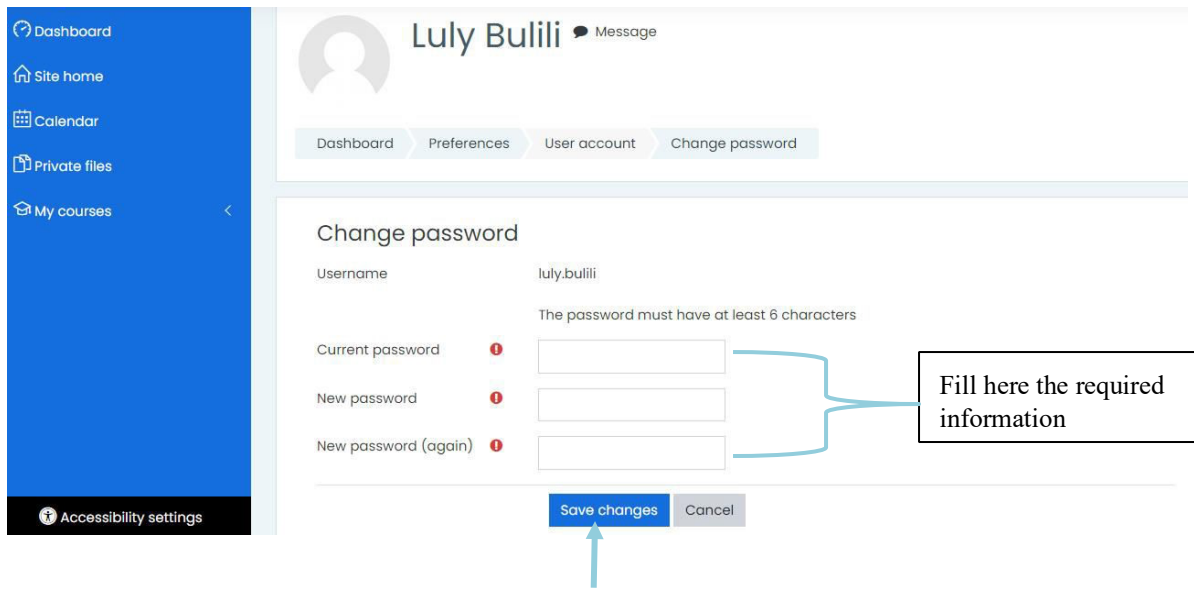
### 6.3.6 Change Password

You can change your password using the Settings block.

- On the left down to the preferences most corner Click change password.



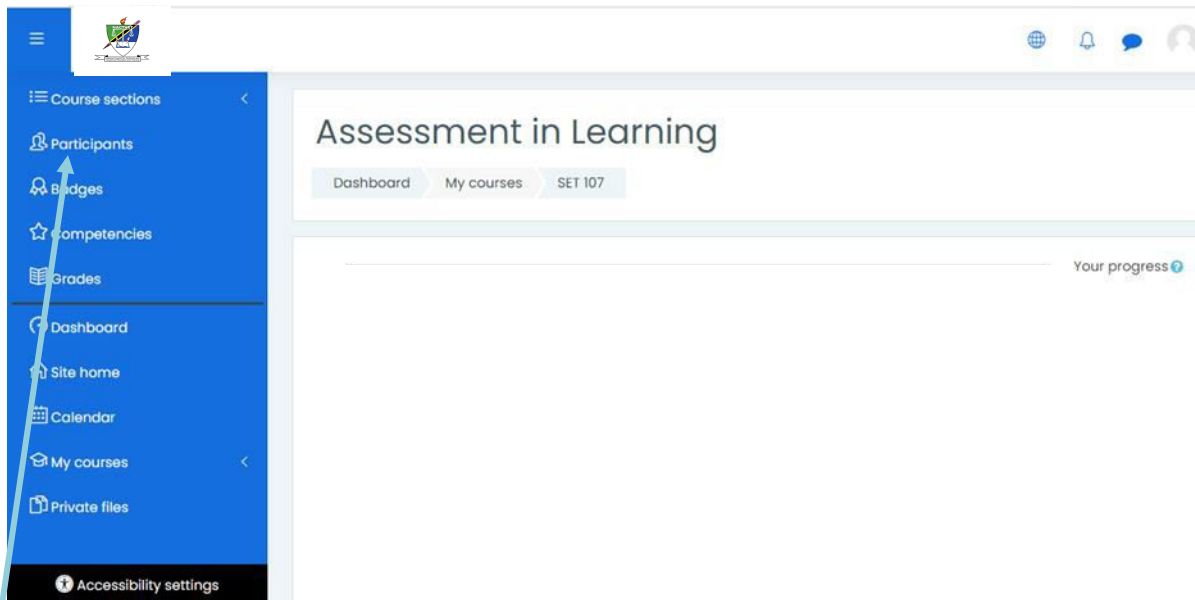
In “Change password” the settings highlighted in red are required. The password must have at least 6 characters.



Click here to save changes

### 6.3.7 Participants

- In the course view, click “**Participants**” button to see the list of participants in the course.



Click here to view course participants

The screenshot shows a course management interface. On the left is a blue sidebar with navigation options: Course sections, Participants, Badges, Competencies, Grades, Dashboard, Site home, Calendar, My courses, and Private files. At the bottom of the sidebar is an Accessibility settings icon. The main content area is titled "Participants" and features a search filter section with a "Match" dropdown set to "Any" and a "Select" dropdown with a down arrow. A callout box with a blue arrow points to this down arrow, containing the text "Click the down arrow to select a group of participant". Below the filter section, it states "6 participants found" and provides alphabetical filters for "First name" and "Surname". A table lists the participants with columns for "First name / Surname", "Roles", "Groups", and "Last access to course".

First name / Surname	Roles	Groups	Last access to course
Jane Bethuel	Teacher	No groups	Never
Luly Bulili	Student	No groups	now
Godgift Kimaro	Student	No groups	Never
Barnabas Mlyuka	Teacher	No groups	19 days 22 hours
Fayson Mwakaseka	Teacher	No groups	19 days 20 hours



Participants

Match: Any Roles: [Dropdown]

6 participants found

First name / Surname	Roles	Groups	Last access to course
Jane Bethuel	Teacher	No groups	Never
Luly Bullili	Student	No groups	59 secs

Select participant's role here

Select the participants you want

### 6.3.8 Sending Messages

This section helps you to communicate with participants (Facilitator, Learners). Select a participant or group of participants you want to send the message.

Luly Bulili Message

User details

Email address: luly.bullili@out.ac.tz

Privacy and policies

Course details

Course profiles

Workshop Organization & Management Skills in Vocational & Learning Process

Assessment in Learning

Miscellaneous

Full profile

Blog entries

Forum posts

Forum discussions

Learning plans

Reports

Browser sessions

Grades overview

Grade

Login activity

Last access to course

Click here to open message box

Click here to write your message

Once message sent, you will have option to view your inbox and sent messages.

## 7. Access to Course Content, Forums and Assignment

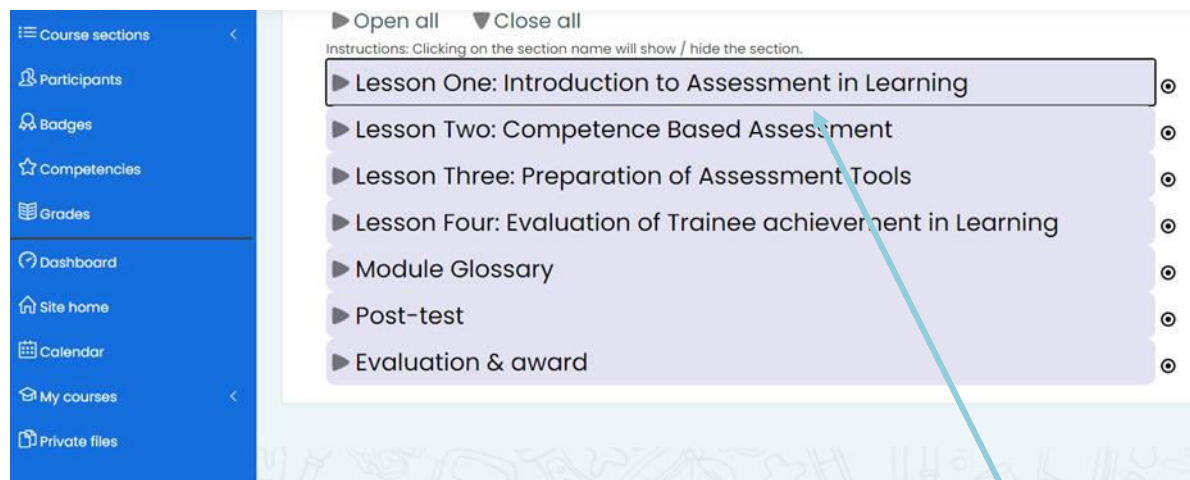
The course is broken into different sub section you may click the subsection which you want to access.

It is important to first participate in the self introduction forum to introduce yourself to the fellow participants.

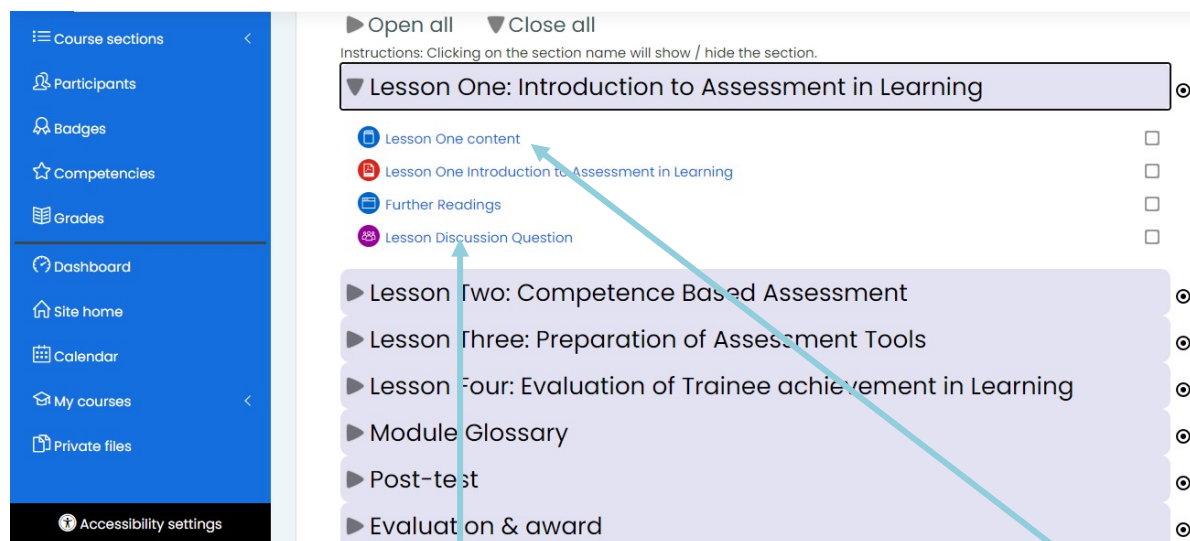
Course sections

## 7.1 Lesson

Each course module has a number of lessons. Student may decide to navigate to specific lessons by clicking the lesson name as shown in the following screen shot.



Click lesson name to access lesson contents



Click here to access discussion questions

Click here to access lesson contents

## 7.2 Lesson Discussion Forums

You may post – any message within the forum, including the discussion topic and any replies. Subject – the title of a post. A message can be student’s views, opinions or answers to the discussion title. Student can attach different resource which relates to the discussion title. A string of replies (or replies of replies) to an original post will appear.

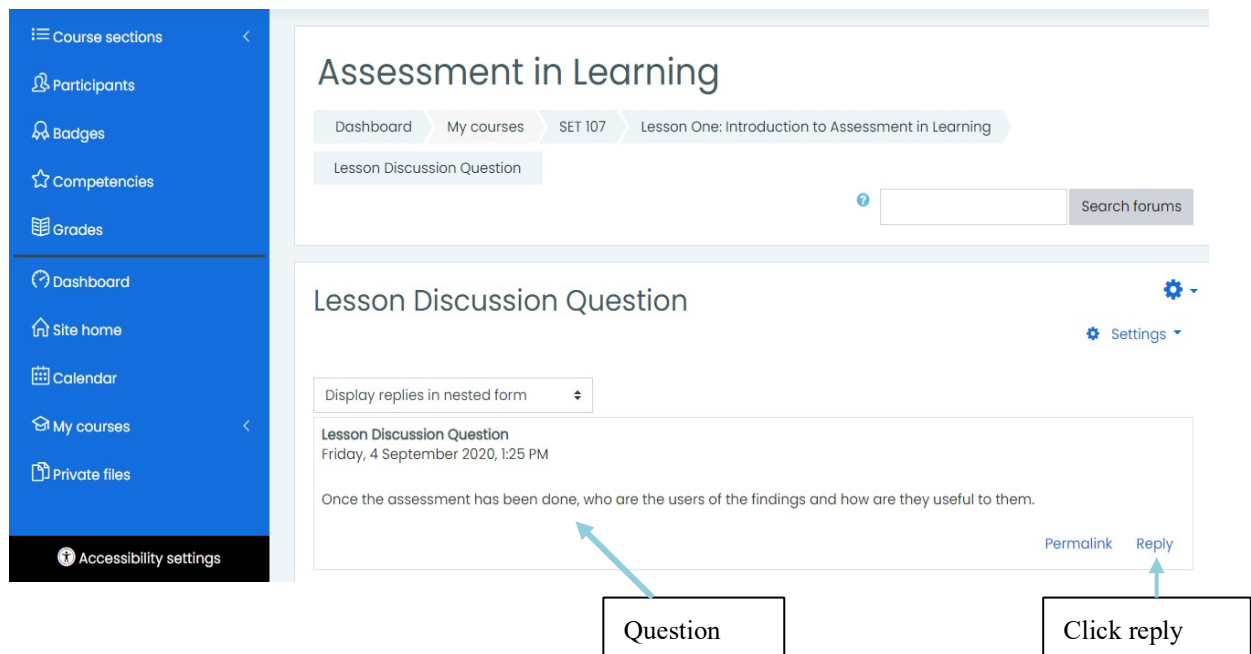
*There are two ways of discussion submissions;*

- Online text
- File Submission (Learner require to submit a file for grading)

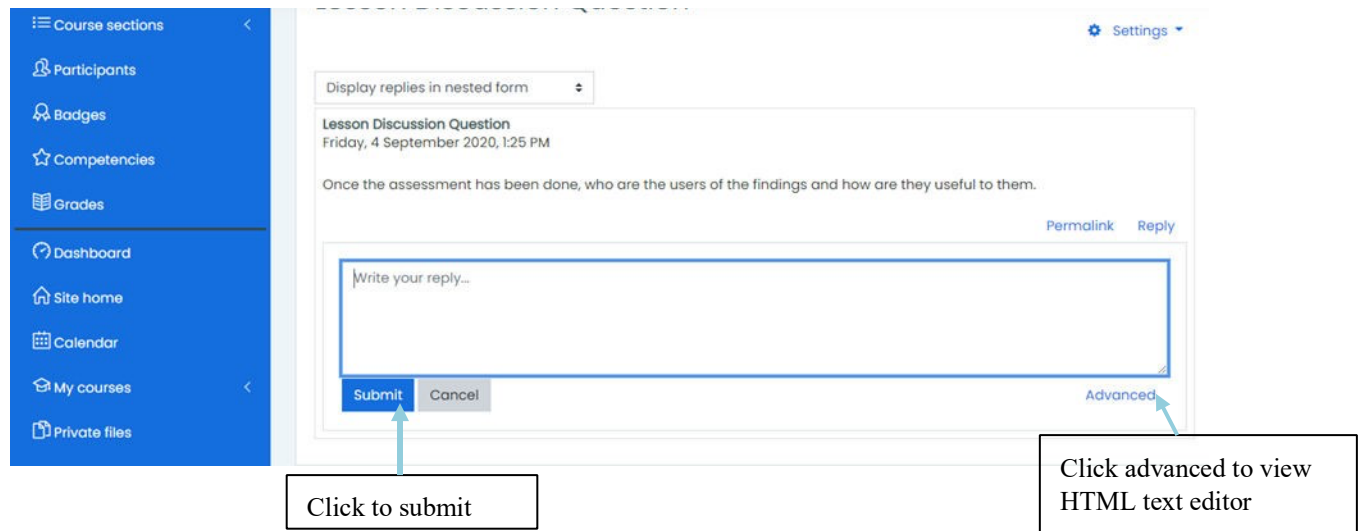
### 7.2.1 Online Text

To submit an online text, students should complete the following steps:

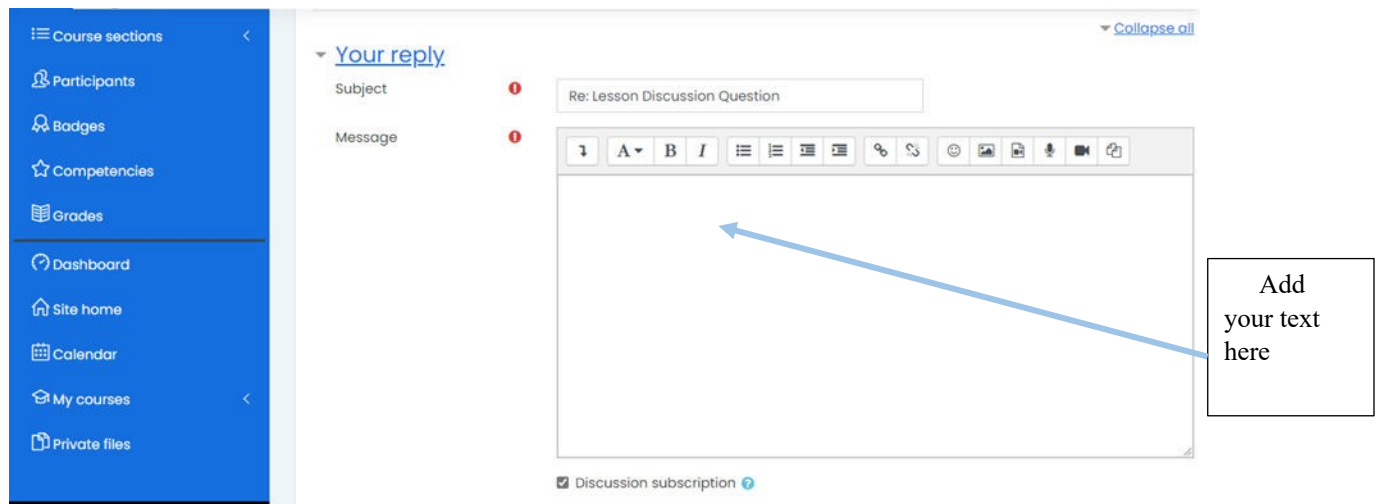
Click the link to the discussion forum question then Click the ‘Reply’ button to bring up the online text editor page:



The screenshot displays a user interface for a discussion forum. On the left is a blue sidebar with navigation options: Course sections, Participants, Badges, Competencies, Grades, Dashboard, Site home, Calendar, My courses, Private files, and Accessibility settings. The main content area is titled 'Assessment in Learning' and includes a breadcrumb trail: Dashboard > My courses > SET 107 > Lesson One: Introduction to Assessment in Learning. Below this is a 'Lesson Discussion Question' section with a search bar and a 'Search forums' button. The question itself is titled 'Lesson Discussion Question' and dated 'Friday, 4 September 2020, 1:25 PM'. The question text reads: 'Once the assessment has been done, who are the users of the findings and how are they useful to them.' Below the question text are two buttons: 'Permalink' and 'Reply'. A blue arrow points from a box labeled 'Question' to the question text, and another blue arrow points from a box labeled 'Click reply' to the 'Reply' button.



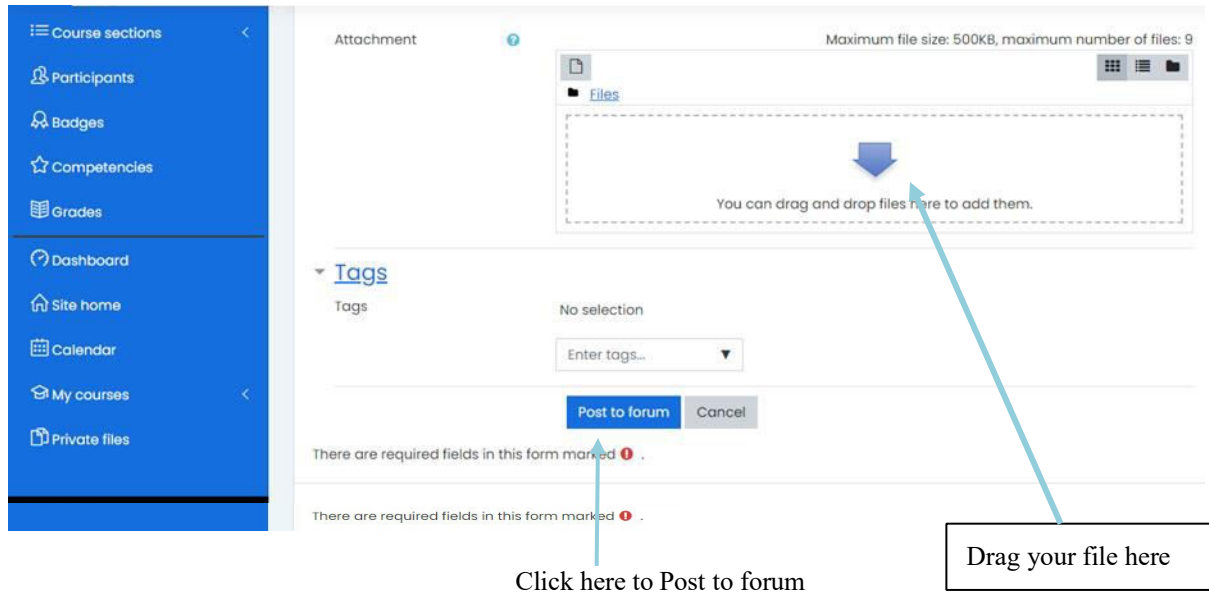
Type the relevant text into the HTML editor, or paste from a previously written file.



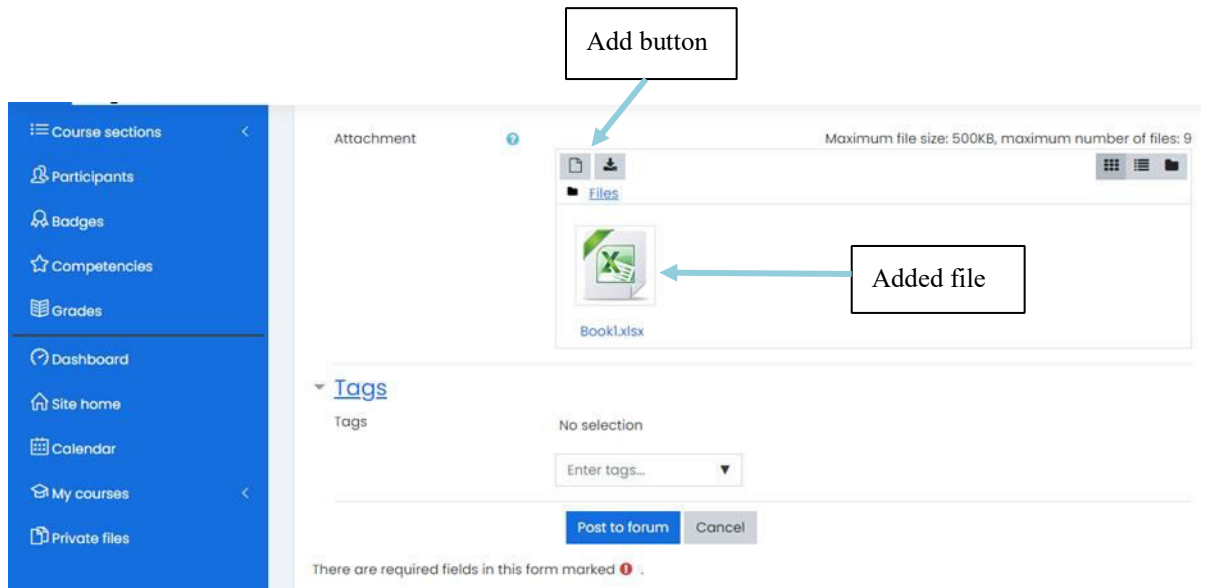
### 7.2.2 File Submission

To submit a file, complete the following steps:

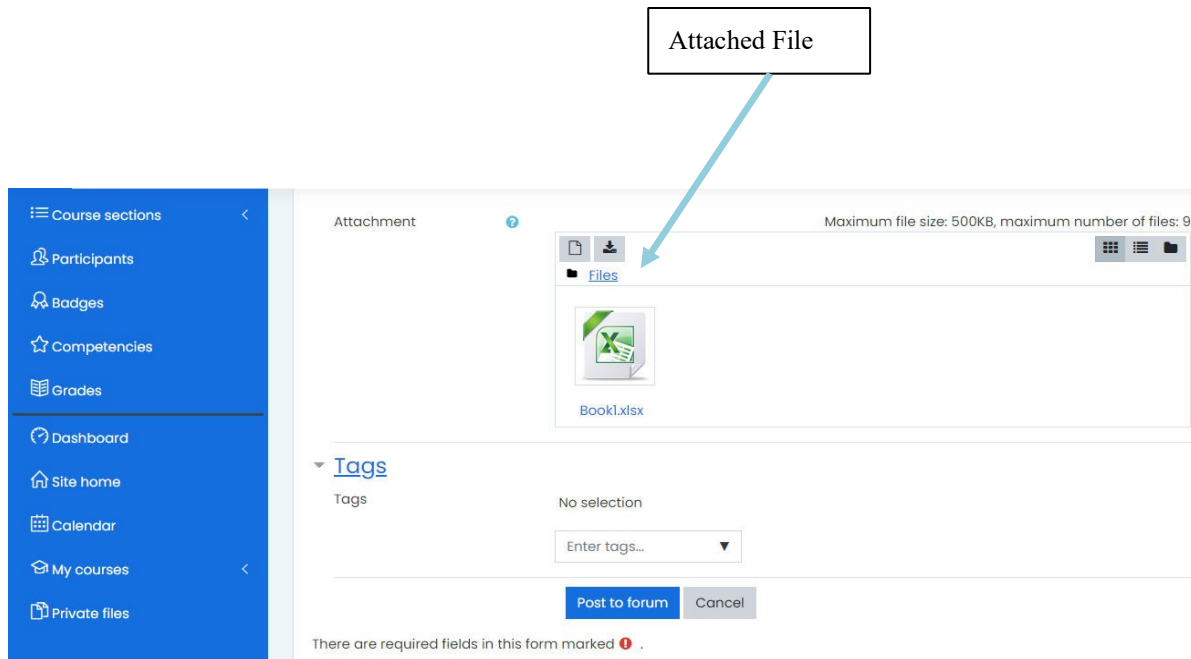
- Drag and drop the file in the box with an arrow then click post to forum



You may also click on “Add” button and select your file(s) from the computer. You can also ‘drag and drop’ the file(s) into the submission box. Then Click ‘post to forum’



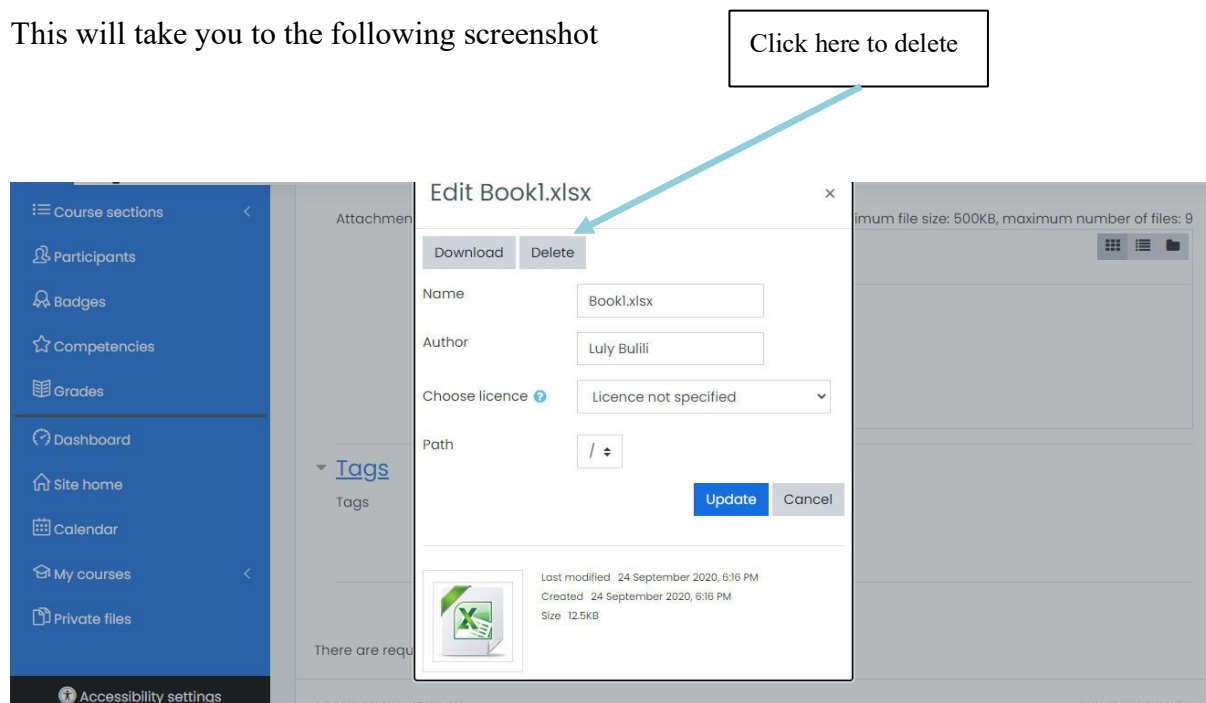
### 7.2.3 Deleting Attached File



To

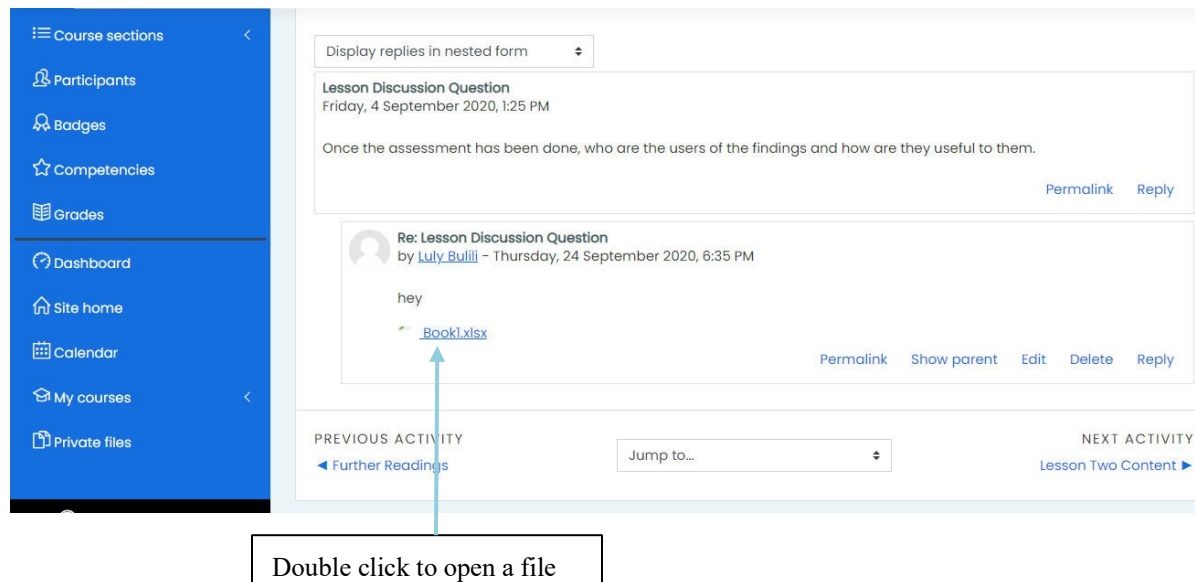
delete file click the attached file

This will take you to the following screenshot



### 7.2.4 View Submitted File

To view the submitted file double click the file to Open

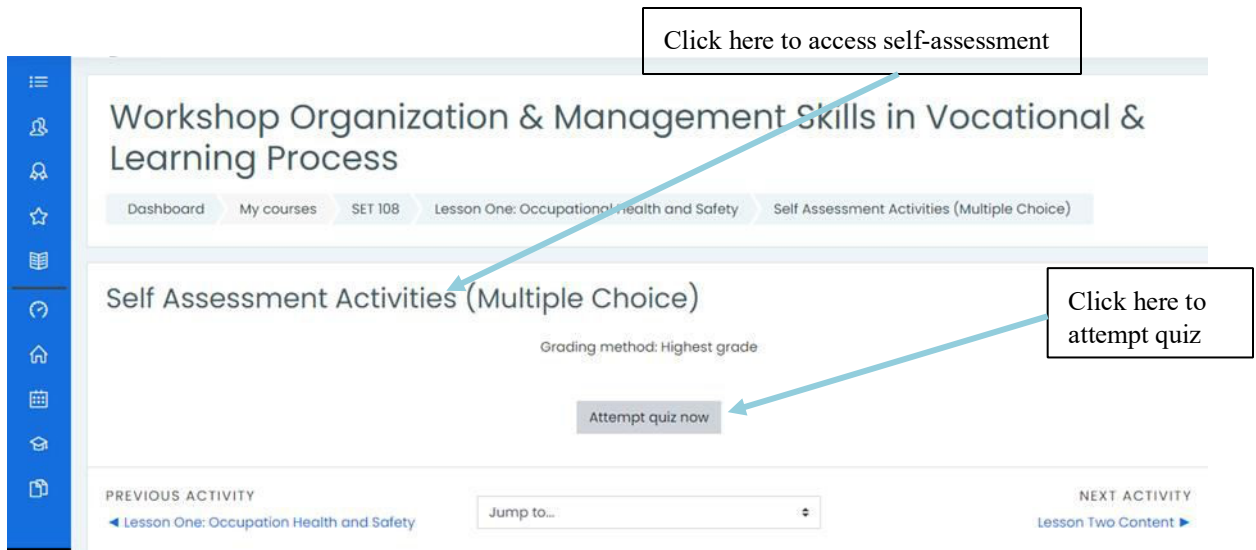


## 8. Self-assessment

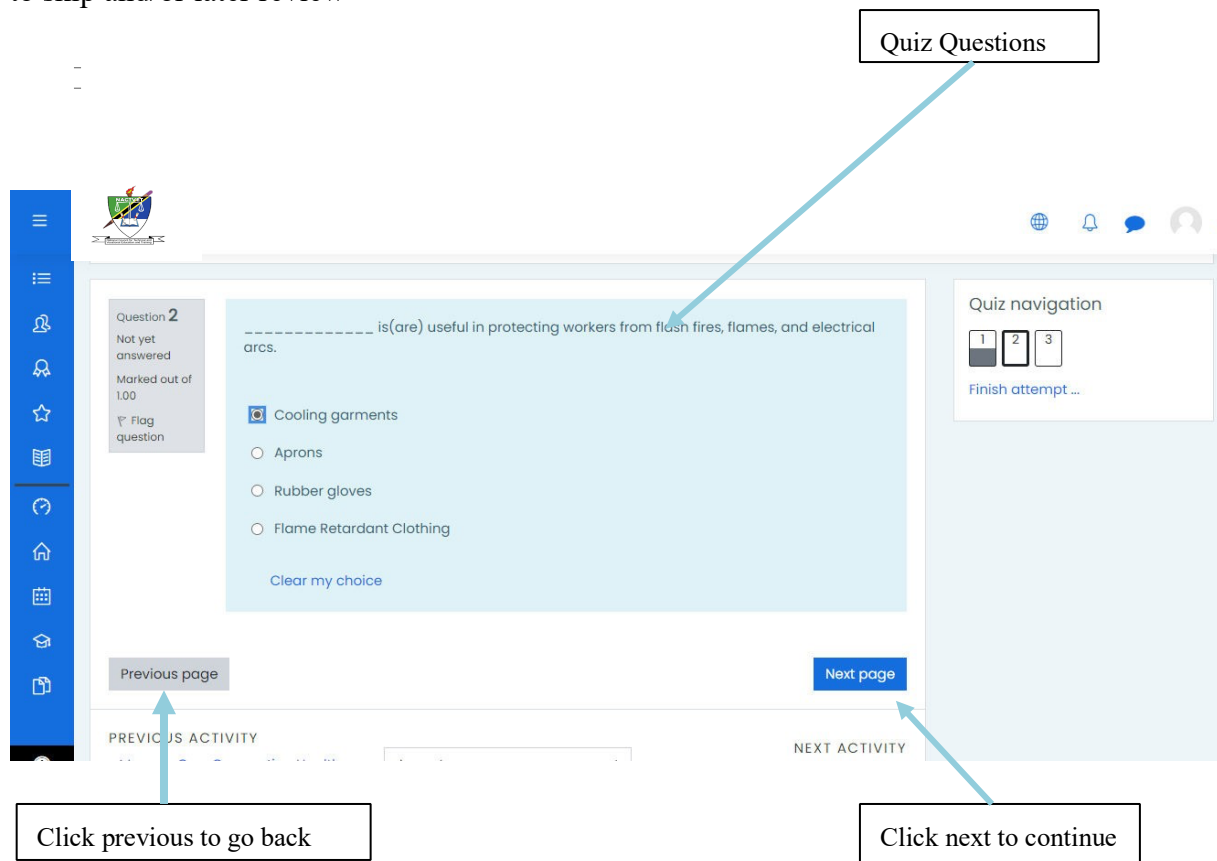
Once you open a quiz, you will see instructions provided by your instructor, the number of attempts allowed, the date and time the quiz is available, and when the quiz will close. To begin the quiz, select the “**Attempt quiz now**” button

If the quiz allows for multiple attempts and you have made an attempt, the button will read “**Reattempt quiz**”. If the quiz only allows a single attempt, a window will appear asking if you wish to continue

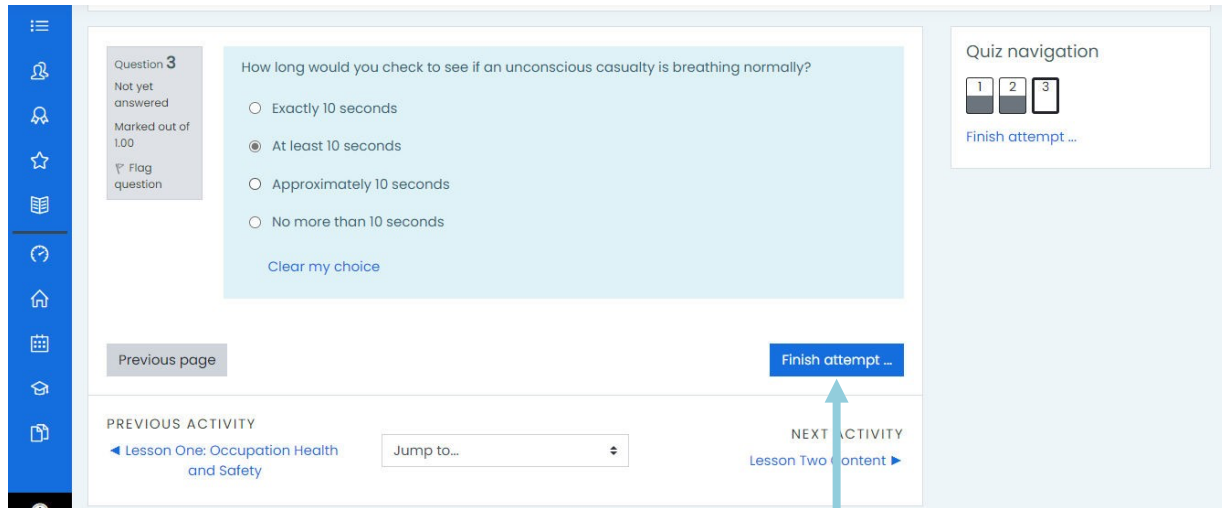




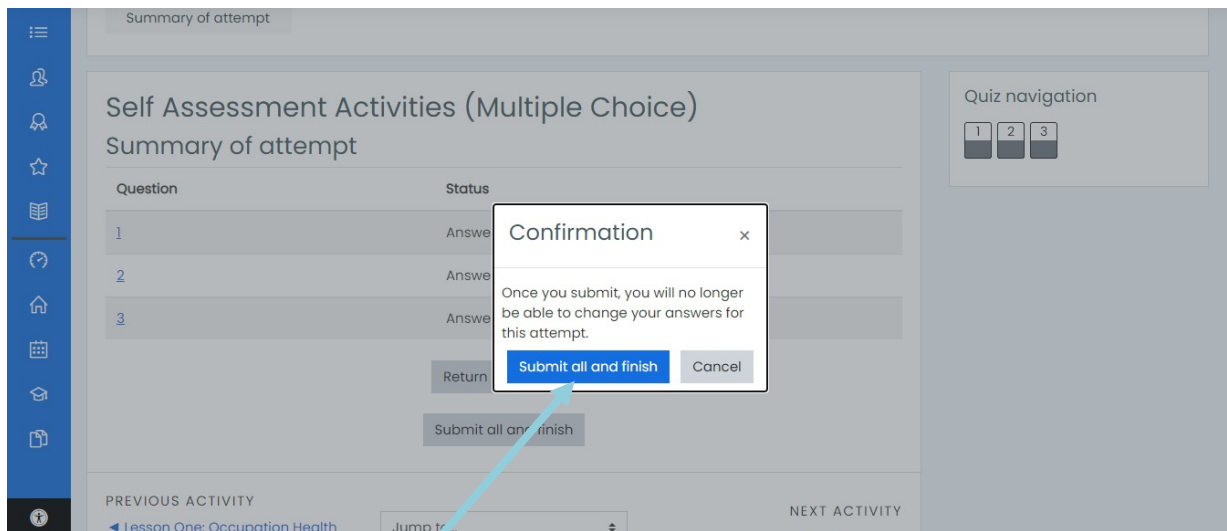
Once you begin the quiz, be sure to read each question carefully. You can flag questions that you wish to skip and/or later review



Clicking "finish attempt" will end your attempt. A prompt will appear to confirm "submit all and finish" Once accepted it cannot be reversed.



Click here to finish



Click all and finish

After you have submitted the quiz, the submission status will be as shown

**Learning Process**

Dashboard > My courses > SET 108 > Lesson One: Occupational Health and Safety > Self Assessment Activities (Multiple Choice)

Started on	Thursday, 24 September 2020, 6:47 PM
State	Finished
Completed on	Thursday, 24 September 2020, 6:58 PM
Time taken	11 mins 15 secs
Marks	1.00/3.00
Grade	3.33 out of 10.00 (33%)

Quiz navigation

1 2 3

Show one page at a time

Finish review

Question 1  
Correct  
Mark 1.00 out of 1.00  
Flag question

Which of the following is a true statement regarding good personal hygiene?

- All of the answers are correct
- Maintaining good hygiene is important
- Maintaining good personal hygiene has social benefits

## 8.1 Grade

If your instructor uses the Grade Book feature, you will be able to view your grades by selecting Grades button.

Click grade

Assessment in Learning

Dashboard > My courses > SET 107

Course sections <

- Participants
- Badges
- Competencies
- Grades

Dashboard

- Site home
- Calendar
- My courses <
- Private files

Accessibility settings

Luly Bulili

- Dashboard
- Profile
- Grades
- Messages
- Preferences
- Log out

Courses I am taking

Course name	Grade
Workshop Organization & Management Skills in Vocational & Learning Process	3.33
Assessment in Learning	-
Vocational Teaching Professionalism Principles	-
Curriculum Interpretations	-
Communication and Presentation Skills	-

Select course to check your grade

Activity Name	Score	Grade	Weight	Percentage	Grade
Self Assessment Activities (Multiple Choice)	100.00 %	3.33	0-10	33.33 %	33.33 %
<b>Course total</b>	-	3.33	0-10	33.33 %	-

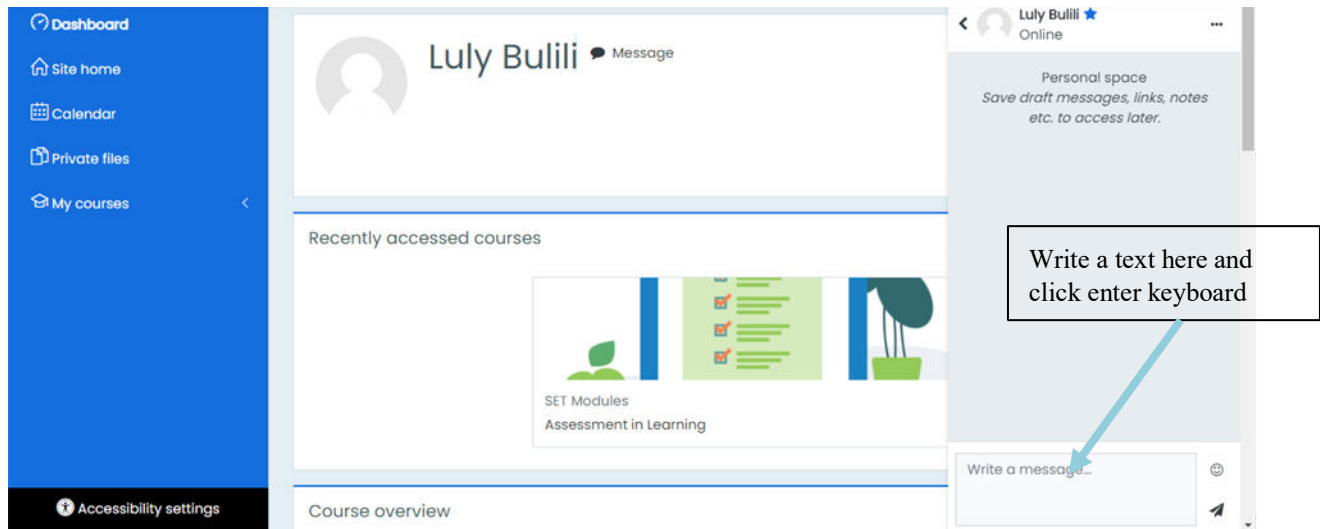
## 9. Online Chart

The chat activity 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.

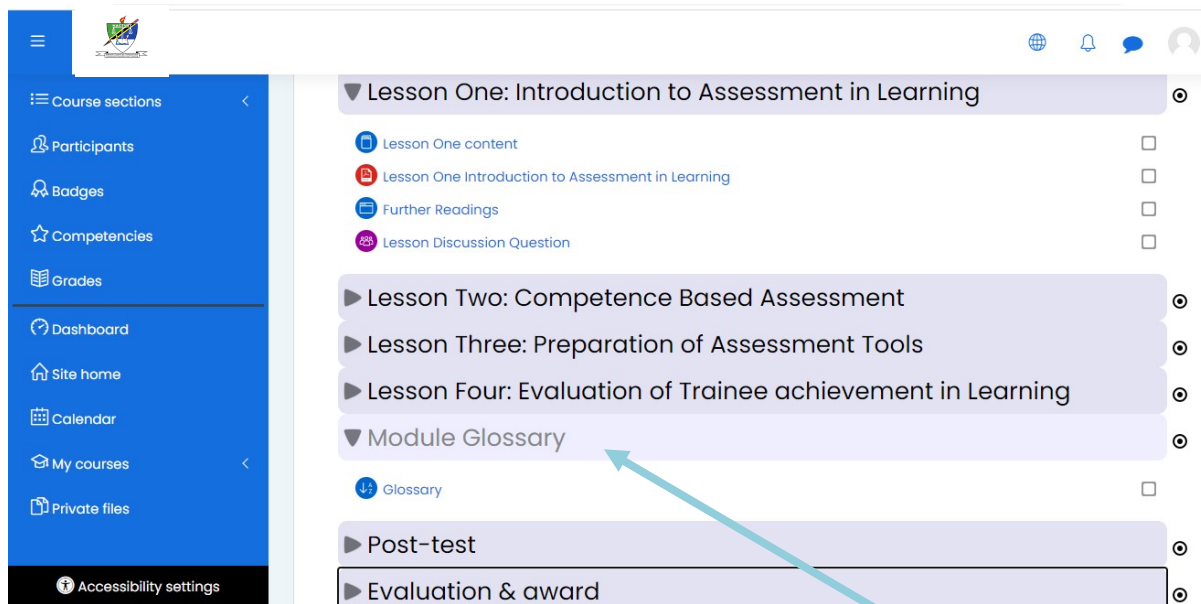
Click on the Dashboard to access the message chart

Click here to start chart

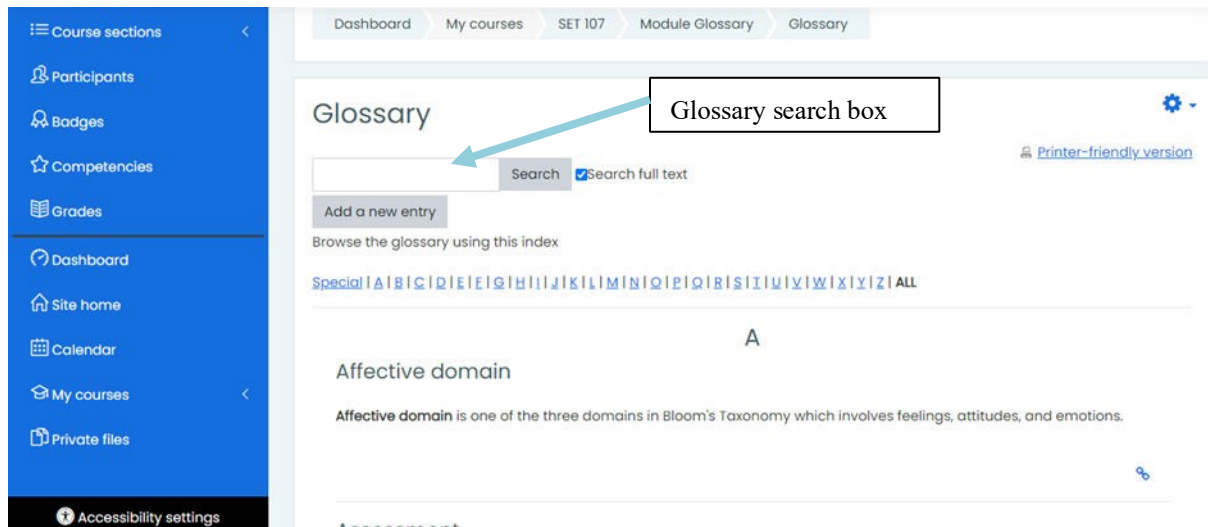


## 10. Module Glossary

The module glossary enables participants to create and maintain a list of definitions, like a dictionary, or to collect and organize resources or information.

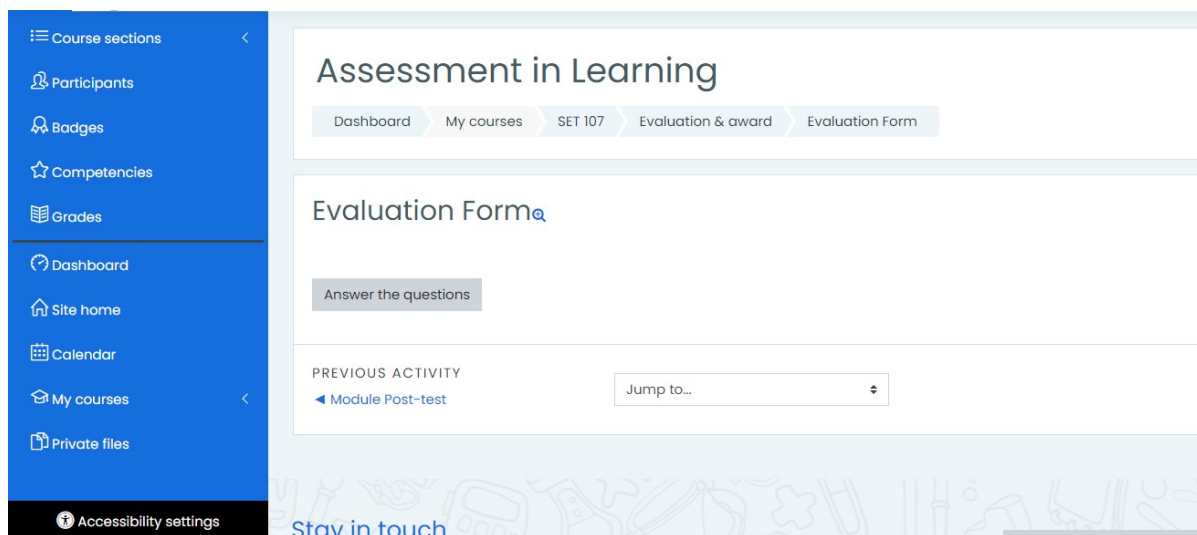


You may also choose to search for specific glossary by adding the word you want to search in the Glossary search box then click the **“Search”** button. You may also search glossaries using alphabetical letters.



## 11. Course Evaluation

The Evaluation 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. Click **“Evaluation and Award”** to fill the evaluation form.



Evaluation window will be shown

Dashboard > My courses > SET 107 > Evaluation & award > Evaluation Form > Complete a feedback

## Evaluation Form

Mode: Anonymous

### STUDENT TEACHER EVALUATION FORM

The form aims at obtaining feedback from student teachers regarding the quality of teaching received in this course as well as support services. The information is confidential and will be used only for the purpose of improving the delivery and quality of teaching at MVTTTC. Please honestly provide information on the various issues below:

**Part A: Student Teacher Particulars**

A1. Center name !

A2. Program !

A3. Module Code !

C6. Tutor's manner in which interacts with students in the class/discussions. !  Not selected  Excellent  Very Good  Satisfactory  Poor  Very Poor

C7. Please give additional, comments if any !

There are required fields in this form marked !.

[Submit your answers](#) [Cancel](#)

Click here to submit

## 12. Logging Out

After the completion of any task in NACTVET - LMS, student is required to Log out from the system. This is very important for security purposes.

- On the left top most corner Click where you see your name -> down arrow -> Log out.

The screenshot displays the NACTVET e-Learning System interface. At the top, there is a header with the system logo and user information (Luly Bullili). Below the header, a breadcrumb trail indicates the current location: Dashboard > My courses > SET 107 > Lesson One: Introduction to Assessment in Learning > Lesson One content. The main content area is titled 'Lesson One content' and features a '2. Activity 1' section. The activity text reads: 'As a trainer at Institution A, you are assigned to train a certain course for a period of one year. At a certain point in time, you may need to know if the learning outcomes expected have been achieved. What are you going to do? What is that you will be doing?'. On the right side, a 'Table of contents' sidebar lists various topics, including '1. Introduction', '2. Activity 1', '3. Learning outcomes', '4. Meaning of Assessment', '5. Importance of Assessment in Learning', '6. Activity 3', '7. Types of Assessment', '8. Self-Assessment', '9. Types of Summative Assessment', '10. Activity 3', '11. Principles of Assessment', '11.1. Activity 4', and '11.2. Factors affecting'. A callout box with an arrow points to the 'Log out' option in the sidebar, with the text 'Click here to log out'.

### 13. Conclusion

This manual is designed to help student to operationalize the NACTVET e-Learning System. In case of any challenge please use the above contact information to request assistance from responsible personnel.