

E-learning User Manual

For **Instructors**



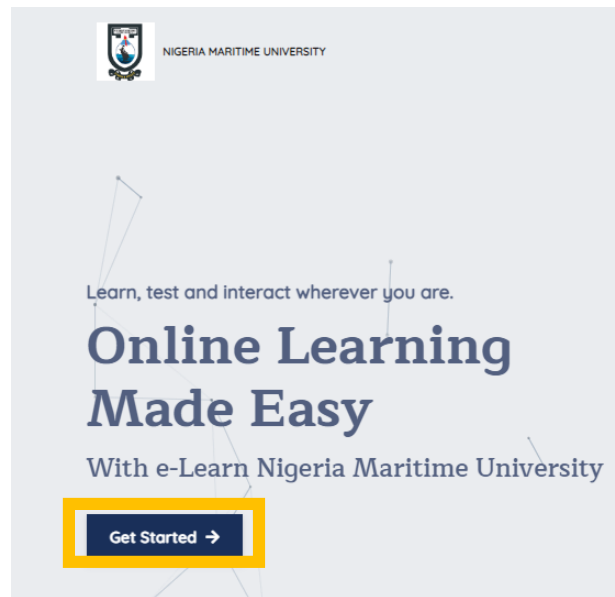
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1. How to Login to the E-learning Application

- i. Open the e-learning portal <https://elearning.fpo.edu.ng/>
- i. Click on **Get Started**



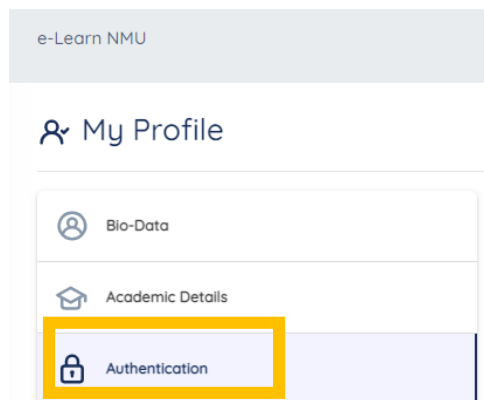
- ii. Enter your username and password

- iii. Click on **Login**

Note: New users added to the e-learning application will get email notification for their login details which they will use to login to the application. The system prompts to change your password.

Also, if you have forgotten your username and password, click on **Forgot Password** link text and enter your email address. Then click on **Reset password** button to have it reset. Reset notification is sent to email for resetting. An OTP will be sent to the email to be used in resetting your password to the default

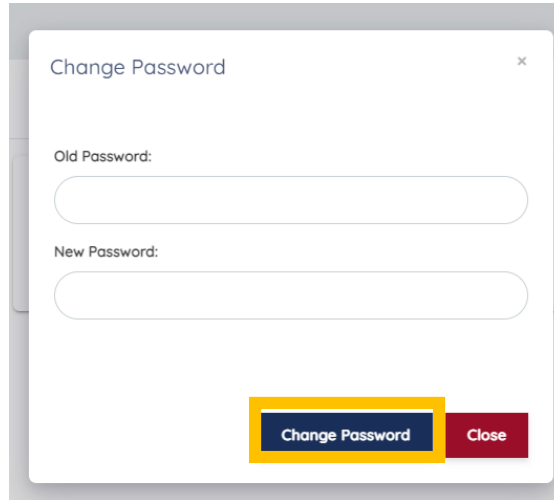
- iv. Upon logging in, the system prompts for password to be updated
 1. Click on **Authentication** to update your password



2. Click on **Change Password**



3. Enter the Old Password and the New Password

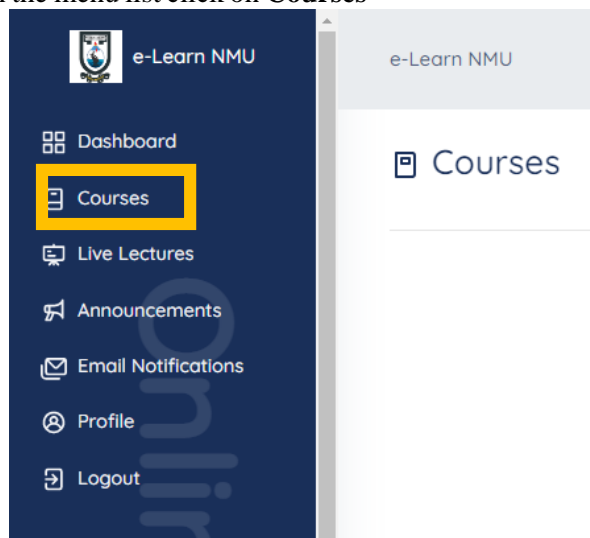


A dialog box titled "Change Password" with a close button (X) in the top right corner. It contains two input fields: "Old Password:" and "New Password:". At the bottom right, there are two buttons: "Change Password" (highlighted with a yellow border) and "Close" (in a red box).

4. Click **Change Password**

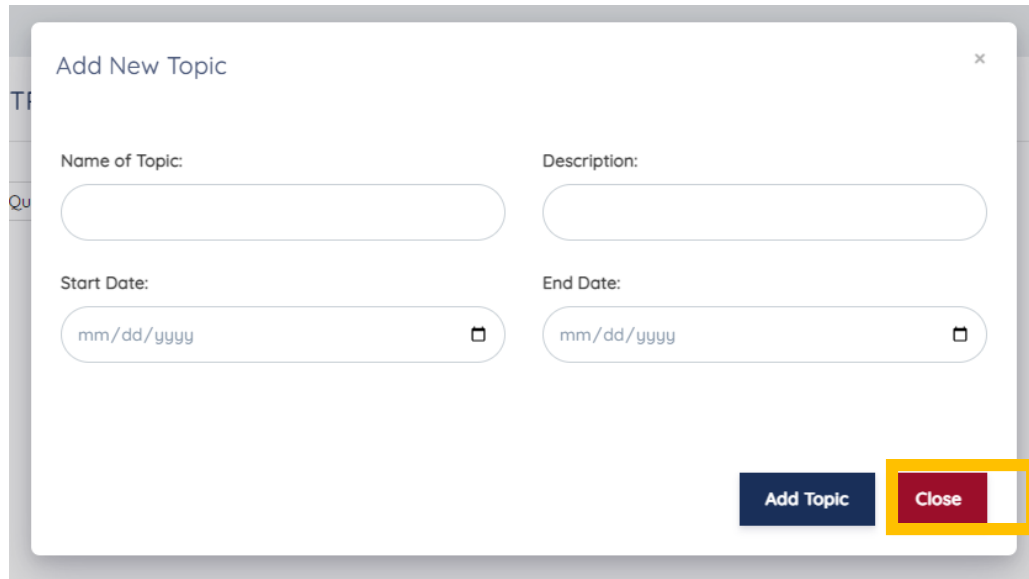
2. **How to Setup Course Content**

- i. Login to the portal
- ii. On the menu list click on **Courses**



- iii. Click on Course Card having the course you are assigned

iv. To Add New Topic, Click on **New Topic**

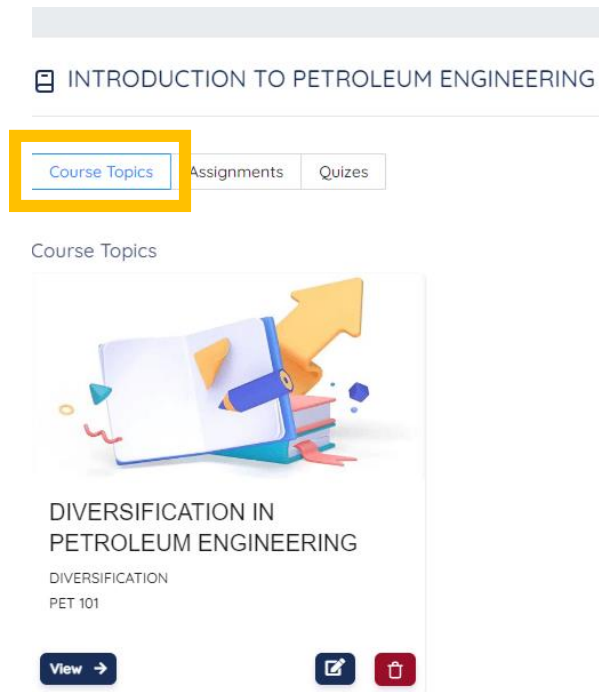


The image shows a modal form titled "Add New Topic". It contains four input fields: "Name of Topic:", "Description:", "Start Date:", and "End Date:". The "Start Date:" and "End Date:" fields have a date format placeholder "mm/dd/yyyy" and a calendar icon. At the bottom right, there are two buttons: "Add Topic" (dark blue) and "Close" (red, highlighted with a yellow border).

v. Enter the Topic Title, Description, Start and End Date

vi. Click **Add Topic**

vii. Added Topics appear in Cards that can be expanded to view the content



The image shows a card titled "INTRODUCTION TO PETROLEUM ENGINEERING". Below the title, there are three tabs: "Course Topics" (highlighted with a yellow border), "Assignments", and "Quizes". The "Course Topics" tab is active, showing a card with a colorful illustration of a book and a pencil. The card title is "DIVERSIFICATION IN PETROLEUM ENGINEERING", followed by "DIVERSIFICATION" and "PET 101". At the bottom, there is a "View →" button and two icons: a pencil and a trash can.

3. **How to Add Content on the Topics Created**

i. Click on **View** for each of the topics created

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DIVERSIFICATION IN PETROLEUM ENGINEERING | Topic Content

+ New Content

ii. Click on **New Content**

iii. On the Add New Content input card, Enter the Content Title, Paste a Video Link, Stream Link if any, upload a file using the upload section.

Add New Content

Content Title:

DIVERSIFICATION IN PETROLEUM ENGINEERING

Video Link:

www.dvpt.com

Stream Link:

www.youtube.com/va2

Note: Accept: PDF, docx, txt

Choose File

DefenceInvitation..._BEC_00005.pdf

Add Content

Close

iv. Click **Add Content**

- v. Added Content for a Topic appears in cards having the content file, video link or live streaming link.
- vi. This can be clicked to view

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DIVERSIFICATION IN PETROLEUM ENGINEERING | Topic Content

+ New Content

DIVERSIFICATION IN PETROLEUM ENGINEERING

Video Link
Live Stream
Content File

4. How to Add Assignments on Added Courses

- i. Login to the portal
- ii. Click on Courses on the menu list



iii. Click on the Course Card you have been assigned

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INTRODUCTION TO PETROLEUM ENGINEERING + New Topic + New Assignment + Set Quiz

Course Topics **Assignments** Quizzes

iv. Click **New Assignment**

v. Enter the Assignment Title, Instruction, the Assignment text. If there is a video link for guidance, paste in the Video Link Text box, upload the Assignment file if any,

New Assignment

Assignment Title: maximum characters allowed(100)

Instruction: maximum characters allowed(500)

Assignment Text:

Video Link:

Assignment File: Accept: PDF, docx, txt

Due Date:

Maximum characters allowed:

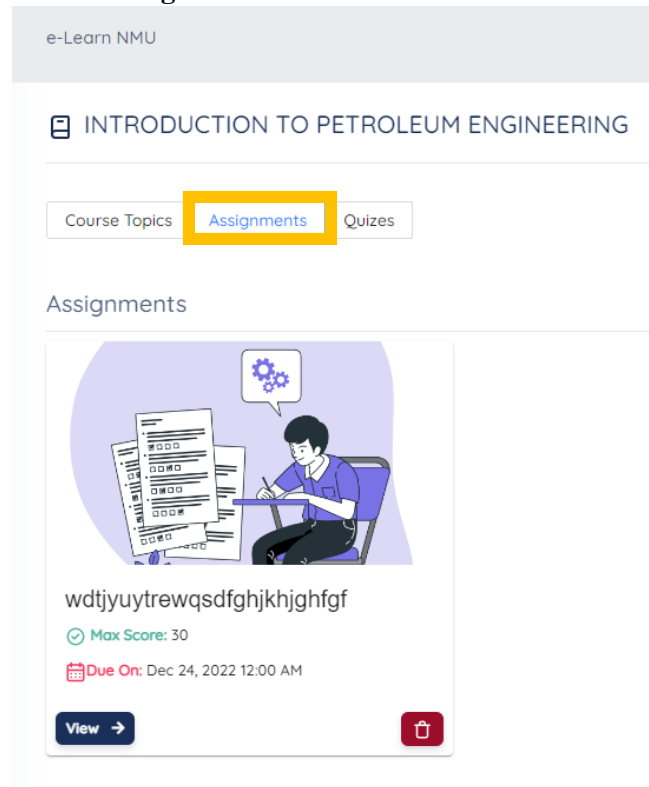
Max Score:

select the assignment due date and Specify the maximum characters allowed for responses and add the max score for the assignment

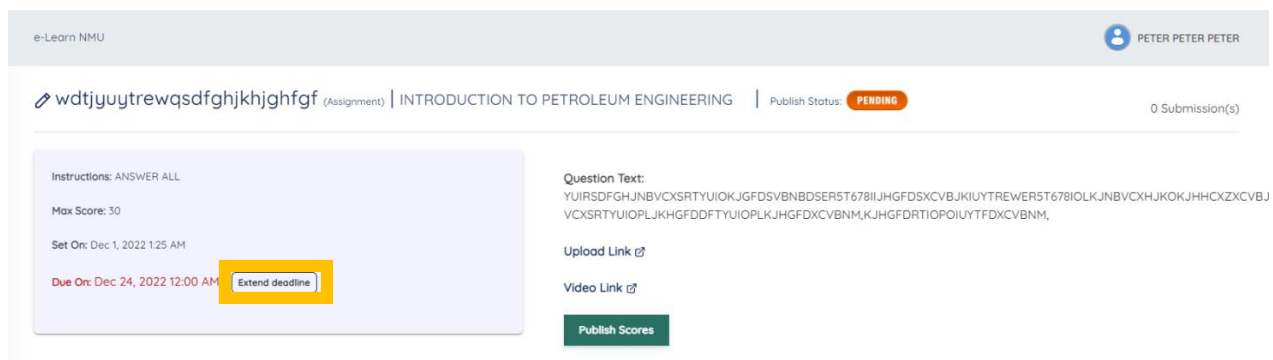
vi. Click **Create Assignment**

5. **How to View Assignments**

- i. Login to the portal
- ii. Click on Courses on the menu list
- iii. Click on the Course Card you have been assigned
- iv. Click on **Assignments**



- v. **To Publish Assignment**, follow the outlined steps below
1. Click on Courses
 2. Click on the Course Cards assignment was set
 3. Click on Assignments
 4. Click on View to view the list of submissions



5. The Assignment Due Date can be extended using the **Extend** Button

- Click on **Open Submission** to view the assignment submissions by the students in the class

S/NO	STUDENT NAME	MATRIC NUMBER	SUBMITTED ON	ACTIONS
1	emmanuel ihetu C	TET/PTE/22/1234	Dec 1, 2022 6:12 AM	Open Submission

- Click on **Content Link** text link to view the actual submitted work

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[emmanuel ihetu C](#) | Student submission Submitted on Dec 1, 2022 6:12 AM

Answer in Text

asdfghjkluytregghjk/hzxcvbnmkjhgfdyui

[Content Link](#)

[Grade Submission](#)

- Grade the student using the **Grade Submission** Button
- Enter the Grade and Remark and click **Submit**

Submit Answer

Ensure the score is correct, it cannot be changed after submission.

Score:

Type score here [Max: 30]

Remarks (optional):

[Submit](#) [Close](#)

10. Click on **Publish** button to publish the assignment

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wdtjyuytrewqsdghjkhjghfgf (Assignment) | INTRODUCTION TO PETROLEUM ENGINEERING | Publish Status: **PENDING** | 1 Submission(s)

Instructions: ANSWER ALL

Max Score: 30

Set On: Dec 1, 2022 1:25 AM

Due On: Dec 24, 2022 12:00 AM [Extend deadline](#)

Question Text:

YUIRSDFGHJNBVCXSRTYUIOKJGFDSVBNBDSERST678IJIHGFDSXCVBJKIUYTREWERST678IOLKJNBVCXJHOKJHHCXZXCVBJVCXSRTYUIOPLJKHGFDDFTYUIOPLKJHGFDSXCVBNM,KJHGFDRTIOPUIYTFDXCVBNM,

Upload Link [↗](#)

Video Link [↗](#)

Publish Scores

6. How to Add Quiz on Added Courses

- Login to the portal
- Click on Courses on the menu list
- Click on the Course Card you have been assigned

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INTRODUCTION TO PETROLEUM ENGINEERING + New Topic + New Assignment **+ Set Quiz**

Course Topics | Assignments | **Quizzes**

- Click on **Set Quiz**
- Enter the Quiz Title, Instruction and Text, Upload file is any in upload file section, set the Due Date for the Quiz, enter the Max Score of the Quiz

New Quiz ×

Quiz Title: maximum characters allowed(100) Instruction: maximum characters allowed(500)

Quiz Text:

Quiz File: Accept: PDF, docx, txt Invoice.pdf Due Date: 📅

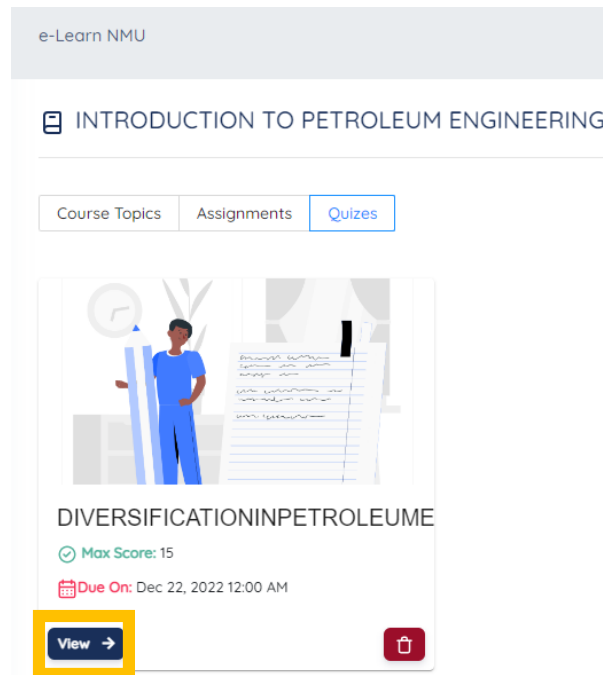
Max Score:

Create Quiz **Close**

vi. Click **Create Quiz**

7. How to View Quiz

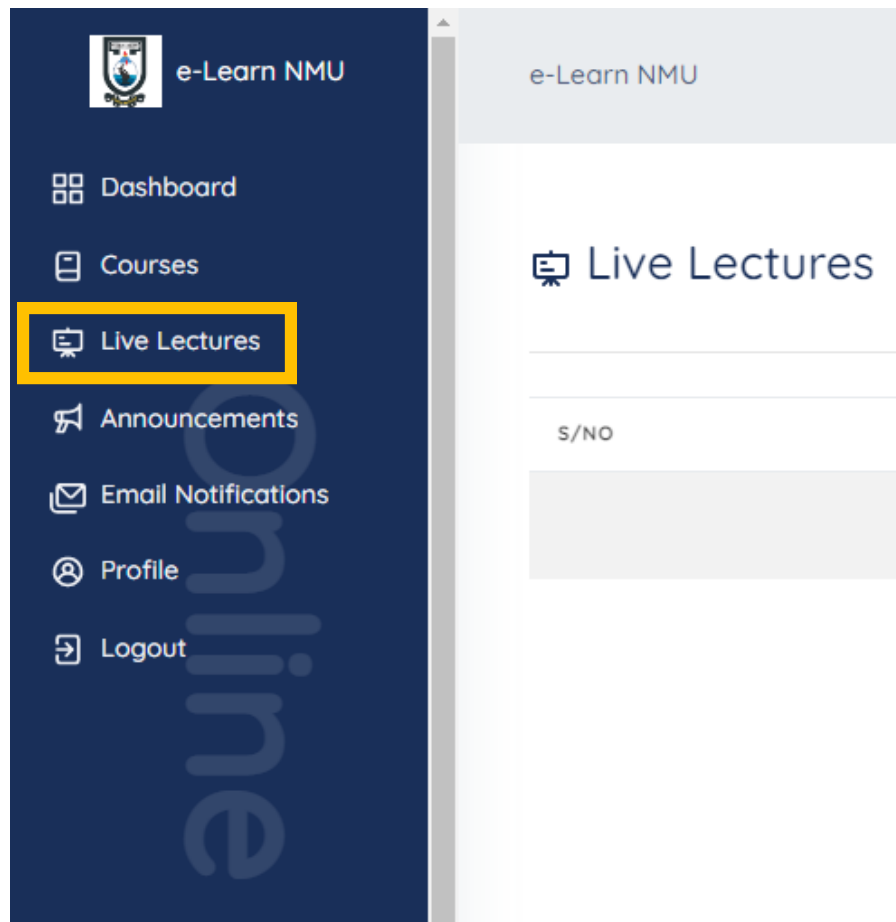
- i. Login to the portal
- ii. Click on Courses on the menu list
- iii. Click on the Course Card you have been assigned
- iv. Click on **Quizzes**
- v. **To Publish a Quiz**, follow the outlined steps below
 1. Click on View



- vi. **To Publish Assignment**, follow the outlined steps below
 1. Click on Courses
 2. Click on the Course Cards
 3. Click on Quizzes
 4. Click on View to view the list of submissions
 5. The Quiz Due Date can be extended using the **Extend** Button
 6. Click on Open Submission to view the Quiz submissions by the students in the class
 7. Click on Content Link text link to view the actual submitted work
 8. Grade the student using the **Grade Submission** Button
 9. Enter the Grade and Remark and click **Submit**
 10. Click on **Publish** button to publish the Quiz

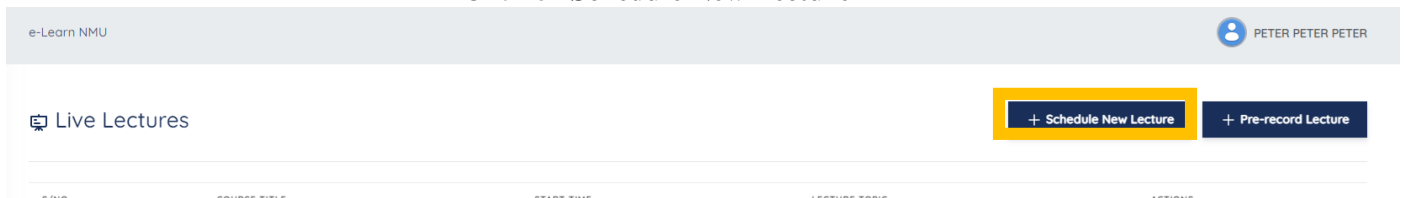
9. How to schedule Live Lectures

- i. Login to the portal
- ii. On the menu list click on **Live Lectures**



iii. How to schedule new live lectures

- Click on **Schedule New Lecture**



iv. How to create lecture

- Click on Schedule New Lecture
- Click on create Lecture




New Live Lecture

Select Course Start date

Start Time Duration(minutes)

Lecture Topic Lecture Agenda

Click on either platform to get meeting link. Paste meeting link on the input field provided below

Create Lecture **Close**

- How to start lecture and delete lecture

S/NO	COURSE TITLE	START TIME	LECTURE TOPIC	ACTIONS
1	INTRODUCTION TO PETROLEUM ENGINEERING	Dec 12, 2022 07:40	JHGFDCVBHJNKL	<div>Start Lecture</div> <div>Delete</div>

v. How to create Pre-record Lecture

- Click on **Pre-record Lecture**

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Live Lectures

+ Schedule New Lecture **+ Pre-record Lecture**

- Create Pre-record live lecture setup

Pre-record Live Lecture Setup

Select Course
INTRODUCTION TO PETROLEUM ENGINEERING

Start date
12/08/2022

Lecture Topic
JHGFDCVBHJNJKL

Lecture Agenda
STRYHVCX

We recommend using Flixier as your default streaming tool. (using any other tool is still an option.) [Flixier](#)

www.googlemeet.com/xyz

Create Lecture
Close

10. How to View Email Notifications

- Click on Email Notifications

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Dashboard
Courses
Live Lectures
Announcements
Email Notifications
Profile
Logout

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Email Notifications

Password Update
Your password update initiated on Thursday, December 1, 2022 was successful!
Date recieved: Thursday, December 1, 2022