



Abia State University, Uturu

E-Learning User Guide

FOR LECTURERS



Powered by LloydAnt

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Introduction

This comprehensive guide provides you with a step-by-step procedure that will enable you navigate the modules presented in the application with ease; and at the same time, enrich your knowledge of the components of the solution.

The guide is designed to defeat dead-ends while carrying out operations and also equips the user with an independent and first-hand know-how of the use of the application to carry out desired functions.

It reveals in details the operations represented by each module, just as they appear on the application.

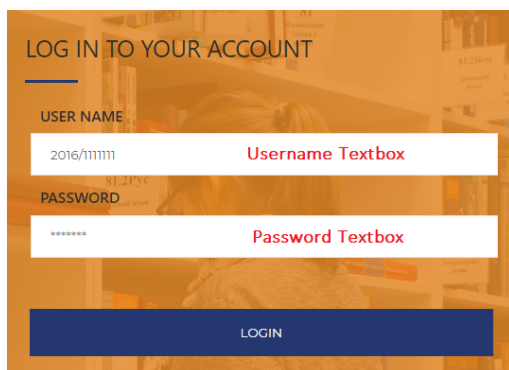
VirtualSchool

This is an Enterprise Campus Management Solution built to provide a single sign-on access to all facets of the higher learning experience.

Enterprise Portals are a maturing technology that allows for the integration of interoperable technologies and system components in simplification of otherwise complex responsibilities of school administration. VirtualSchool is aimed at accentuating your institutions internal capacity by automating its major systems and processes. Built with adequate flexibility to accommodate specific requirements from the school as it develops, it allows users seamless access to academic information, administration and other requisite functions.

Portal Login

1. Access the School Portal at portal.abiastateuniversity.edu.ng
2. Click on the **Username Textbox** and enter the Username
3. Click on the **Password Textbox** and enter the Password
4. Click on **Login**



LOG IN TO YOUR ACCOUNT

USER NAME

2016/111111 Username Textbox

PASSWORD

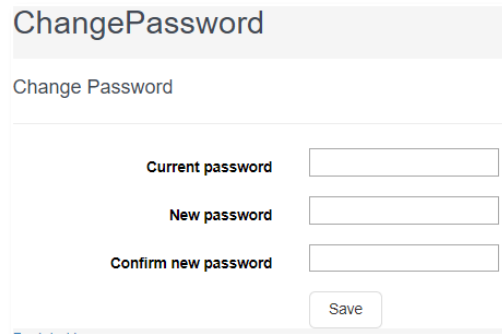
***** Password Textbox

LOGIN

Change Password

This is used to update the password of the logged in user

1. Enter the **Current Password**
2. Enter the **New Password**
3. Confirm the New Password by entering it again in the **Confirm New Password**
4. Click on **Save**



The image shows a web form titled "Change Password". It has a subtitle "Change Password" below the main title. The form contains three input fields: "Current password", "New password", and "Confirm new password". Each field is a simple text box. Below the "Confirm new password" field is a "Save" button.

Note: Kindly ensure that the New Password & Confirm New Password match

E-learning

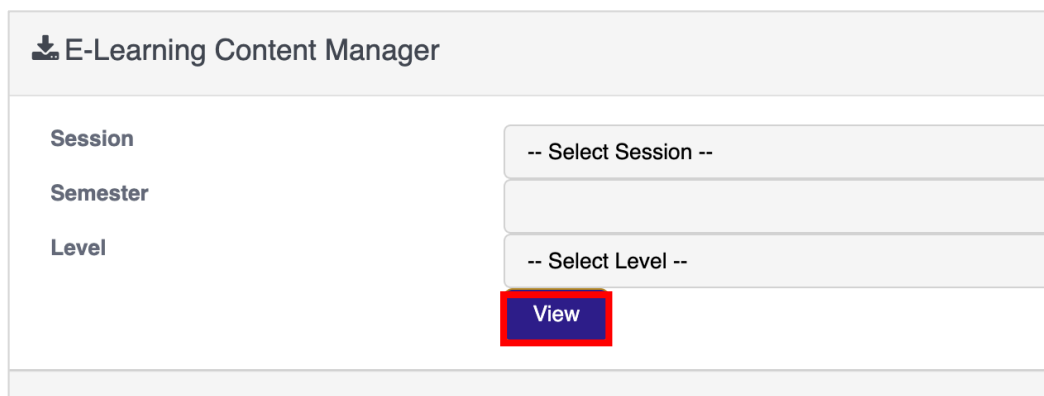
This is used to manage lectures, schedule live classes and add video tutorial links for registered students.

Add/View Content

To add lecture material(s) or video tutorial(s), follow the steps below;

Step 1: Select a Course

- i. Click on **E-Learning**
- ii. Click on **Add/View Content**
- iii. Select the **Session, Semester and Level**
- iv. Click on **View**



The image shows a web form titled "E-Learning Content Manager". It has a subtitle "E-Learning Content Manager" below the main title. The form contains three input fields: "Session", "Semester", and "Level". Each field is a simple text box. Below the "Level" field is a "View" button, which is highlighted with a red border.

- v. Click on **View Content** for the selected course to see already added contents and to add new Course contents

Course Code	Course Name	Programme	Department		
CHE 181	GENERAL CHEMISTRY LAB I	Undergraduate Regular	Industrial Chemistry	View Content	Chat Room
CHE 101	GENERAL CHEMISTRY I	Undergraduate Regular	Industrial Chemistry	View Content	Chat Room

Step 2. Create a Topic

- i. Click on **Add Topic**

Topic	-- Select --
File	Choose file No file chosen
Enter Video Link	Youtube-Link
Zoom Link	Zoom-Link
	<div>Save</div> <div>Add Topic</div>

- ii. Enter the **Topic**
 iii. Enter the
 iv. Check the **Activate** check box

Create Course Topic

Topic

Components of Computer

Description

Theses are the Systems that make up a computer

Activate ☒

From

01/04/2020

To

18/04/2020

Save

- v. Click on **Save**

Step 3: Upload Lecture Note/Video Tutorial

- i. Select the **Topic**
- ii. Select the File
- iii. Add Video link (*If Available*)
- iv. Click on **Save**

Topic	-- Select --
File	<input type="button" value="Choose file"/> No file chosen
Enter Video Link	Youtube-Link
Zoom Link	Zoom-Link
<div> <input type="button" value="Save"/> <input type="button" value="Add Topic"/> </div>	

*N.B: Acceptable File format for upload is **PDF** or **MS Word** ONLY*

View Contents/Class Attendance

To view uploaded lecture material(s) or video tutorial(s), follow the steps below;

Step 1: Select a Course

- i. Click on **E-Learning**
- ii. Click on **Add Content**
- iii. Select the **Session**
- iv. Select the **Semester**
- v. Select the **Level**
- vi. Click on **View** to display assigned courses
- vii. Click on the **Manage** tab for a selected Course.

This action will display details of Contents added till date as shown below

Course Code ▾	Course Name ⇅	Topic ⇅	Start Time ⇅	End Time ⇅	No of Views ⇅	Status ⇅	Text/Graphic ⇅	Video ⇅	Attendance ⇅
CHE 181	GENERAL CHEMISTRY LAB I	Components of Computer	4/6/2020 12:00:00 AM	4/8/2020 12:00:00 AM		Active	View	<input type="button" value="View"/>	<input type="button" value="View"/>

- viii. Click on Attendance **View** tab to display the Attendance list.

Manage Topics

To create, edit or delete Lecture topics, follow the steps below;

- i. Click on **E-Learning**
- ii. Click on **Manage Topics**
- iii. Select the **Session, Semester and Level**
- iv. Select **Allocated Course**

Session	2019/2020
Semester	First Semester
Level	100 LEVEL
Allocated Course(s)	<div> ✓ -- Select Course -- CHE 181 -GENERAL CHEMISTRY LAB I - Undergraduate Regular (Indus CHE 101 -GENERAL CHEMISTRY I - Undergraduate Regular (Industrial CHE 181 -GENERAL CHEMISTRY LAB I - Undergraduate Regular (Micro CHE 181 -GENERAL CHEMISTRY LAB I - Undergraduate Regular (Bioch CHE 181 -GENERAL CHEMISTRY LAB I - Undergraduate Regular (Optor CHE 181 -GENERAL CHEMISTRY LAB I - Undergraduate Regular (Plant CHE 181 -GENERAL CHEMISTRY LAB 1 - Undergraduate Regular (Plant CHE 181 -GENERAL CHEMISTRY I (PRACTICAL) - Undergraduate Regu CHE 181 -GENERAL CHEMISTRY LAB I - Undergraduate Regular (Indus CHE 181 -GENERAL CHEMISTRY LAB I - Undergraduate Regular (Enviro </div>

- v. Click on **View** *(This will display all created topics (if any)).*
 - To create a New Topic, click on the **Create** button at the bottom right
 - To edit details of an existing Topic, such as time, date, title or description, click **Edit**

CHE 181 - GENERAL CHEMISTRY LAB I - Microbiology					
Topic	Description	Schedule Between	Status		
Components of Computer	These are the systems that make up a computer	4/6/2020 12:00:00 AM - 4/8/2020 12:00:00 AM	Active	Edit	Delete
Introduction to Computers		4/9/2020 12:00:00 AM - 4/18/2020 12:00:00 AM	Active	Edit	Delete

Change the necessary details and click **Save**

Edit E-Content Topic Module

Content Topic	Components of Computer
Description	These are the systems that make up a computer
Start Time	4/6/2020 12:00:00 AM
Stop Time	4/8/2020 12:00:00 AM
Activate	<input checked="" type="checkbox"/>

Save

- To delete a Topic, Click **Delete**

Topic	Description	Schedule Between	Status		
Components of Computer	These are the systems that make up a computer	4/6/2020 12:00:00 AM - 4/8/2020 12:00:00 AM	Active	Edit	Delete
Hardware Systems	Identifying Computer Hardware systems	4/1/2020 12:00:00 AM - 4/18/2020 12:00:00 AM	Active	Edit	Delete

A dialog pop-up box will be displayed asking you to confirm this action. Click **OK** to delete

Are you sure You want to Delete Topic?

Cancel **OK**

Chat Room

To start a conversation or view messages from students;

- Click on **E-Learning**
- Click on **Add Content**
- Select the **Session**
- Select the **Semester**
- Select the **Level**
- Click **ChatRoom**

Course Code	Course Name	Programme	Department		
CHE 181	GENERAL CHEMISTRY LAB I	Undergraduate Regular	Industrial Chemistry	View Content	Chat Room
CHE 101	GENERAL CHEMISTRY I	Undergraduate Regular	Industrial Chemistry	View Content	Chat Room
CHE 181	GENERAL CHEMISTRY LAB I	Undergraduate Regular	Microbiology	View Content	Chat Room

Type a message in the textbox and hit **Send** to start a conversation or reply a message.

Scheduling Live-Classes

The live class streaming will be done leveraging **Zoom** – a videoconferencing solution. To get started, you need to create an account on **Zoom** at <https://zoom.us>.

Once this is done, schedule a meeting and copy the ‘invitation link’. Then return to the portal

- Click on **E-Learning**
- Click on **Add/View Content**
- Select the **Session, Semester, Level**
- Click **Manage Content**
- Select the relevant Course, Select **Topic**, Add **description**, **Date**
- Paste the invitation link in the **Zoom link** textbox
- Click **Save**

E-Learning Content Manager

Topic

File
 No file chosen

Enter Video Link

Zoom Link

**Please note that students do not need to create an account on Zoom to join any scheduled classes. They can simply join by clicking on your invitation link from the student portal.*

E-Assignment

This is used to set, view and grade submitted assignments for registered students.

Set Assignments

To set assignments; follow the steps below:

Step 1: Select a Course

- i. Click on **E-Learning**
- ii. Click on **E-Assignment**
- iii. Select the **Session**
- iv. Select the **Semester**
- v. Select the **Level**
- vi. Click on **View**

TestAssignment Content Manager

Session

Semester

Level

2019/2020

✓ -- Select Semester --

First Semester

Second Semester

View

- vii. Click on **Manage** for the selected course to set new assignments for the selected course

Course Code	Course Name	Programme	Department	TestAssignment
CHE 181	GENERAL CHEMISTRY LAB I	Undergraduate Regular	Industrial Chemistry	Manage
CHE 101	GENERAL CHEMISTRY I	Undergraduate Regular	Industrial Chemistry	Manage

Step 2: Add Assignment Details

- i. Add **Assignment Topic**
- ii. Add **Instructions**
- iii. Set Assignment Submission **Due Date**
- iv. Attach **File**
- v. Click on **Add Content**

Assignment Topic	Components of a Computer
Instructions	Attempt all questions.
Enter Test/Assignment Questions Directly	
DueDate	01/05/2020, 12:00 AM
Max Score	10
File	<input type="button" value="Choose file"/> COM22113153696.pdf
<input type="button" value="Add Content"/>	

View Submissions

To view submitted assignments, follow the steps below;

Step 1: Select a Course

- i. Click on **E-Learning**
- ii. Click on **E-Assignment**
- iii. Select the **Session**
- iv. Select the **Semester**
- v. Select the **Level**
- vi. Click on **View**

Step 2: View Submissions

- i. Click on **View Submissions** for the selected Course Topic to view a list of submitted assignments

S/N	Assignment	Date Set	Due Date		Report	
1	Components of a Computer	4/15/2020 12:22:07 PM	5/1/2020 12:00:00 AM	<input type="button" value="View Submissions"/>	Report on this Topic	<input type="button" value="Edit"/>

This action will display a list of registered students who submitted assignments as shown in the fig below.

Fullname	Matric Number	Assignment	Date Submitted	Score
EKELEDO PEACE UGOCHUKWU	2019/123568/REGULAR	View	4/15/2020 12:35:02 PM	/10
Nwachukwu-Imo Wisdom Ifeanyi	2019/120858/REGULAR	View	4/16/2020 3:06:25 AM	/10

- ii. Click on **View** to preview the submitted work.

Grade Assignments

Step 1: Select a Course

- i. On the side menu, Click on **E-Learning**
- ii. Click on **E-Assignment**
- iii. Select the **Session, Semester, Level**
- iv. Click on **View**

Step 2: View List of Submitted Students

- v. Click on **View Submissions** for the selected course to download submitted assignments

S/N	Assignment	Date Set	Due Date		Report	
1	Components of a Computer	4/15/2020 12:22:07 PM	5/1/2020 12:00:00 AM	View Submissions	Report on this Topic	Edit

This action will display a list of registered students who submitted assignments as shown below.

Fullname	Matric Number	Assignment	Date Submitted	Score
EKELEDO PEACE UGOCHUKWU	2019/123568/REGULAR	View	4/15/2020 12:35:02 PM	/10
Nwachukwu-Imo Wisdom Ifeanyi	2019/120858/REGULAR	View	4/16/2020 3:06:25 AM	/10
OKOLIE DANIEL CHUKWUFUMNANYA	2019/119721/REGULAR	View	4/16/2020 3:08:42 AM	/10

- vi. Click on **View** to preview the submitted work.

Submitted Assignment ×

OKOLIE DANIEL CHUKWUFUMNANYA

2019/119721/REGULAR

Process of Developing Marketing Strategy

1. Set your marketing goal: Once you have decided to market your practice. You need to set realistic and measurable goals to achieve over the next 18 to 24 months.
2. Conduct a marketing audit: A marketing audit is a review of all marketing activities that have occurred in your practice over the years, be as thorough as possible, making sure to review every area in the organization whether it was successful. e.g advertisement, seminar brochure e.t.c
3. Conduct Market Research: The purpose of market research is to draw a realistic picture of your organization the kind of organization you practice in and your current position in that organization, with this research, you can make fairly accurate projection about future growth in the organization. Conducting market research is of then the most time consuming step in this process, however it is also one of the most important steps. Its from this research that you are able to find out what your organization does best and what you need to work on.
4. Analyze the research: Next, you need to analyze the raw data you collect & summarize it into meaningful findings that will be the foundation for determining which marketing strategies makes the most sense and will get the best result for your organization. The research will identify the wants and need of your current and potential customer and will help your target customers.
5. Identify a Target Audience: With all help of your market research analysis you should be able to identify your organization target to audience, which is the specific group of customer to which you would like to direct your marketing efforts to your target audience might include customer of a certain age, gender, location e.t.c
6. Determine a Budget: Before you can decide what specific marketing strategies you want to implement to achieve your

Show PDF

Score

-- Select --

Remarks

Save Score

vii. Click on **Show PDF** to preview attachments (*if any*)

efforts to your target audience might include customer of a certain age, gender, location e.t.c

6. Determine a Budget: Before you can decide what specific marketing strategies you want to implement to achieve your

Show PDF

Score

-- Select --

Remarks

viii. Select appropriate **Score**

ix. Enter **Remarks**, then click on **Save Score**

Assessment Reports

To view an assessment report for submitted reports

Step 1: Select a Course

- i. On the side menu, Click on **E-Learning**
- ii. Click on **E-Assignment**
- iii. Select the **Session, Semester, Level**
- iv. Click on **View**

Step 2: View List of Submitted Students

- v. Click on **View Submissions** for the selected course to download submitted assignments

S/N	Assignment	Date Set	Due Date		Report	
1	Components of a Computer	4/15/2020 12:22:07 PM	5/1/2020 12:00:00 AM	View Submissions	Report on this Topic	Edit

Step 3: View Report

- To view assessment report for an assignment, Navigate to the relevant Assignment
Click on **Report on this Topic**

S/N	Assignment	Date Set	Due Date		Report	
1	Components of a Computer	4/15/2020 12:22:07 PM	5/1/2020 12:00:00 AM	View Submissions	Report on this Topic	Edit

Student Name	Matric Number	Submitted?	Date of Submission	Score
Nwachukwu-Imo Wisdom Ifeanyi	2019/120858/REGULAR	Yes	4/16/2020 3:06:25 AM	8.00
OKOLIE DANIEL CHUKWUFUMNANYA	2019/119721/REGULAR	Yes	4/16/2020 3:08:42 AM	7.00
EKELEDO PEACE UGOCHUKWU	2019/123568/REGULAR	Yes	4/15/2020 12:35:02 PM	7.00
IBEKA DAVID IKECHUKWU	2016/103999/regular	No		
OKECHUKWU DAVID	2016/104087/REGULAR	No		
OKAFOR CHIGOZIE MMESOMA	2017/111077/regular	No		

- To view an Overall assessment report for all E-Assignments, Click on **Report**

S/N	Assignment	Date Set	Due Date		Report	
1	Components of a Computer	4/15/2020 12:22:07 PM	5/1/2020 12:00:00 AM	View Submissions	Report on this Topic	Edit



ABIA STATE UNIVERSITY, UTURU
PROGRAMME: UNDERGRADUATE REGULAR
ELEARNING ASSESSMENT

TITLE OF COURSE:	GENERAL CHEMISTRY LAB I	NO OF ASSESSMENT:	1
COURSE CODE:	CHE 181	DEPARTMENT:	MICROBIOLOGY
SCHOOL:	BIOLOGICAL SCIENCES	SESSION:	2019/2020
SEMESTER:	FIRST SEMESTER	DATE PRINTED:	16-Apr-2020
LEVEL:	100 LEVEL	STAFF NAME:	

S/N	NAME	MATRIC NO.	AVERAGE SCORE
1	HART KENNETH CHIDOZIE	2019/122971/REGULAR	0
2	ANOSIKE AKACHI	2019/119322/REGULAR	0
3	OKOLIE DANIEL CHUKWUFUMNANYA	2019/119721/REGULAR	7.00
4	EKELEDO PEACE UGOCHUKWU	2019/123568/REGULAR	7.00
5	NWACHUKWU-IMO WISDOM IFEANYI	2019/120858/REGULAR	8.00
6	NWOKOHURU ESTHER CHARLES	2019/122877/REGULAR	0
7	MORGAN SOLOMON EHILEGBU	2019/121191/REGULAR	0
8	NWAIGWE VICTORIA	2019/123885/REGULAR	0
9	FRIDAY RICKY	2019/122466/REGULAR	0