Abia State University, Uturu

E-Learning

User Guide

FOR **STUDENTS**

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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
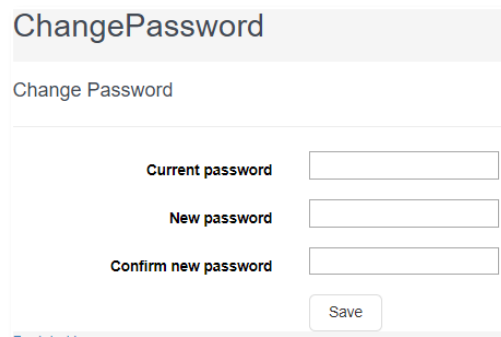3. Click on the **Password Textbox** and enter the Password
4. Click on **Login**

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**

ChangePassword

Change Password

Current password	
New password	
Confirm new password	
	Save

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

E-learning

This is used to access lecture materials or video tutorial links added by the lecturer(s) for all registered courses in the current session.

Download Lecture Notes
To download lecture material(s) and/or watch video tutorials, follow the steps below;

Step 1: Select a Course

i. On the Dashboard, Navigate to **E-Learning**
ii. Click on **View**

ELEARNING

View

E-ASSIGNMENT

View

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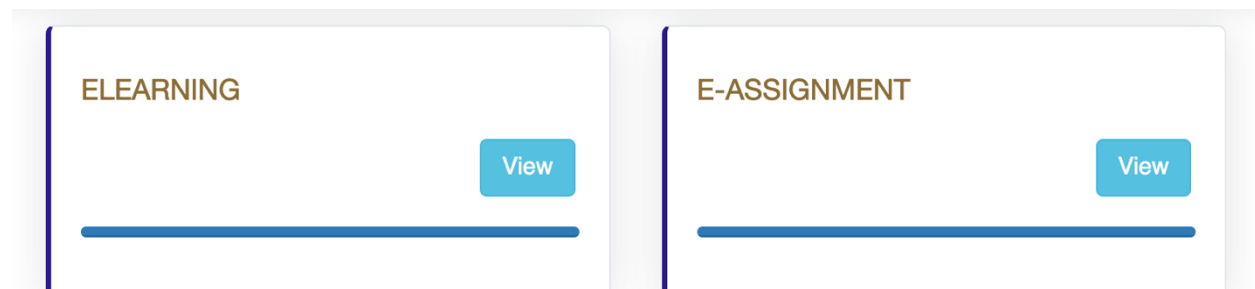
iii.   A cross-section of registered courses for the current academic session will be displayed

All Registered Courses

First Semester

Course Code	Course Name	Level	Session	Semester	E-Learning Resource	Chat Room
BIO 101	GENERAL BIOLOGY I	100 LEVEL	2019/2020	First Semester	View Content	Chat
BIO 103	INTRODUCTORY BIOLOGY PRACTICAL I	100 LEVEL	2019/2020	First Semester	View Content	Chat
CHE 101	GENERAL CHEMISTRY I	100 LEVEL	2019/2020	First Semester	View Content	Chat
CHE 181	GENERAL CHEMISTRY LAB I	100 LEVEL	2019/2020	First Semester	View Content	Chat
GST 101	USE ENGLISH I	100 LEVEL	2019/2020	First Semester	View Content	Chat
GST 103	CITIZENSHIP EDUCATION I	100 LEVEL	2019/2020	First Semester	View Content	Chat
GST 105	PHILOSOPHY AND LOGIC I	100 LEVEL	2019/2020	First Semester	View Content	Chat
MAT 101	BASIC MATHEMATICS I	100 LEVEL	2019/2020	First Semester	View Content	Chat
PHY 101	INTRO TO PHYSICS I	100 LEVEL	2019/2020	First Semester	View Content	Chat
PHY 155	EXPERIMENTAL PHYSICS	100 LEVEL	2019/2020	First Semester	View Content	Chat
GST 121/124	USE OF LIBRARY	100 LEVEL	2019/2020	First Semester	View Content	Chat
GST 109	BASIC IGBO	100 LEVEL	2019/2020	First Semester	View Content	Chat

iv.   Click on **View Content** for each Course to see available lecture materials

Course Code	Course Name	Level	Session	Semester	E-Learning Resource	Chat Room
BIO 101	GENERAL BIOLOGY I	100 LEVEL	2019/2020	First Semester	View Content	Chat
BIO 103	INTRODUCTORY BIOLOGY PRACTICAL I	100 LEVEL	2019/2020	First Semester	View Content	Chat
CHE 101	GENERAL CHEMISTRY I	100 LEVEL	2019/2020	First Semester	View Content	Chat

v.   On the displayed page, Click on **View** to download Lecture Notes or ***Watch** to view video tutorials for each selected Topic

S/N	Topic	Scheduled Between	Text/Graphic Content	Video content	Live Class
1	Components of Computer	4/6/2020 12:00:00 AM -4/8/2020 12:00:00 AM	View	Watch	

* This button is only available if a video tutorial was uploaded for the listed topic.

Join Live Classes

To join or participate in a live class, follow the steps below;

Step 1: Select a Course

i.   On the Dashboard, Navigate to **E-Learning**
ii.   Click on **View**
iii.   A cross-section of registered courses will be displayed

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All Registered Courses

First Semester

Course Code	Course Name	Level	Session	Semester	E-Learning Resource	Chat Room
BIO 101	GENERAL BIOLOGY I	100 LEVEL	2019/2020	First Semester	View Content	Chat
BIO 103	INTRODUCTORY BIOLOGY PRACTICAL I	100 LEVEL	2019/2020	First Semester	View Content	Chat
CHE 101	GENERAL CHEMISTRY I	100 LEVEL	2019/2020	First Semester	View Content	Chat
CHE 181	GENERAL CHEMISTRY LAB I	100 LEVEL	2019/2020	First Semester	View Content	Chat
GST 101	USE ENGLISH I	100 LEVEL	2019/2020	First Semester	View Content	Chat
GST 103	CITIZENSHIP EDUCATION I	100 LEVEL	2019/2020	First Semester	View Content	Chat
GST 105	PHILOSOPHY AND LOGIC I	100 LEVEL	2019/2020	First Semester	View Content	Chat
MAT 101	BASIC MATHEMATICS I	100 LEVEL	2019/2020	First Semester	View Content	Chat
PHY 101	INTRO TO PHYSICS I	100 LEVEL	2019/2020	First Semester	View Content	Chat
PHY 155	EXPERIMENTAL PHYSICS	100 LEVEL	2019/2020	First Semester	View Content	Chat
GST 121/124	USE OF LIBRARY	100 LEVEL	2019/2020	First Semester	View Content	Chat
GST 109	BASIC IGBO	100 LEVEL	2019/2020	First Semester	View Content	Chat

iv.   Click on **View Content** for the relevant course

Course Code	Course Name	Level	Session	Semester	E-Learning Resource	Chat Room
BIO 101	GENERAL BIOLOGY I	100 LEVEL	2019/2020	First Semester	View Content	Chat
BIO 103	INTRODUCTORY BIOLOGY PRACTICAL I	100 LEVEL	2019/2020	First Semester	View Content	Chat
CHE 101	GENERAL CHEMISTRY I	100 LEVEL	2019/2020	First Semester	View Content	Chat

v.   On the displayed page, Click *__Join__ button to participate in a scheduled live class

S/N	Topic	Scheduled Between	Text/Graphic Content	Video content	Live Class
1	Components of Computer	4/6/2020 12:00:00 AM -4/8/2020 12:00:00 AM	View	Watch	
2	Hardware Systems	4/1/2020 12:00:00 AM -4/18/2020 12:00:00 AM			Join

This button will only appear if a live class has been scheduled by your lecturer. See Appendix for more information.

Chat Room

This can be used to start or join ongoing conversations with your classmates and lecturers.

On the Dashboard, Navigate to **E-Learning**

i.   Click on **View**
ii.   Click on **Chat** *(for the relevant course)*

iii.

Course Code	Course Name	Level	Session	Semester	E-Learning Resource	Chat Room
BIO 101	GENERAL BIOLOGY I	100 LEVEL	2019/2020	First Semester	View Content	Chat
BIO 103	INTRODUCTORY BIOLOGY PRACTICAL I	100 LEVEL	2019/2020	First Semester	View Content	Chat
CHE 101	GENERAL CHEMISTRY I	100 LEVEL	2019/2020	First Semester	View Content	Chat

iv.   Enter your message in the text box provided

v.   Click S**end**

Osanyin Usman Akanni
Sir we don't see anything inside the content view

Thursday, April 9, 2020 9:49:16 PM

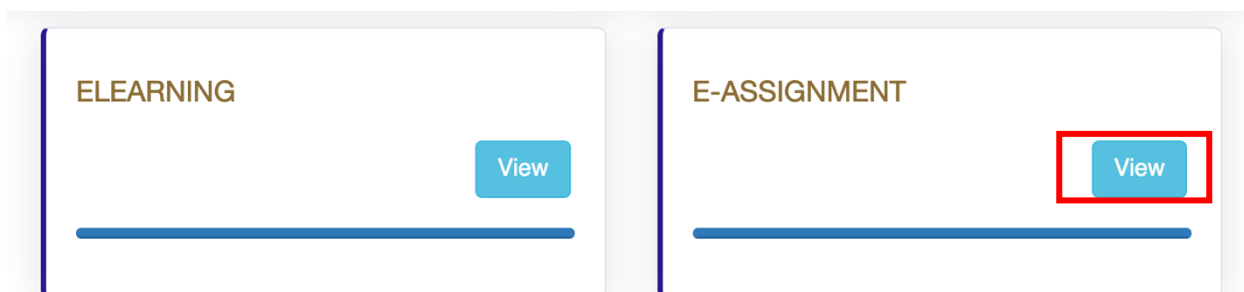Type your message here...   Send

E-Assignment

This is used to access ALL assignments as set by the various Course Lecturers

View/Download Assignments
To view assignments; follow the steps below:

Step 1: Go to Dashboard

i.   Click on **View** on the E-Assignment card

ii.   Select the **Session**
iii.   Select the **Semester**
iv.   Select the **Level**
v.   Click on **View**

vi.   A list of ALL Assignments set for the Current Semester will be displayed.

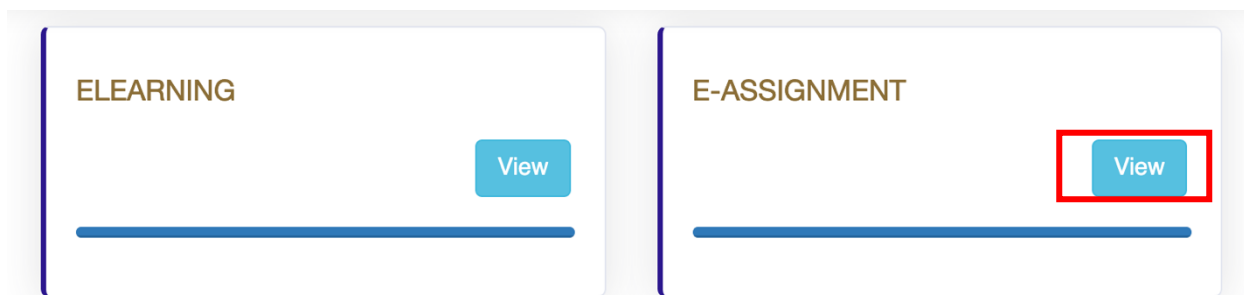| Course Code	Course Name	Topic	Instruction	Set Date	Due Date		
CHE 181	GENERAL CHEMISTRY LAB I	Components of a Computer	Attempt all questions.	Wednesday, April 15, 2020	Friday, May 1, 2020	View	Submit Assignment

Note:
- *You will no longer be able to submit assignments/tests after the set Due Date and Time has expired.*
- *Assignments can only be submitted ONCE. Please be sure before submitting.*

Submit Assignments

To submit assignments; follow the steps below:

Step 1: Go to Dashboard

i.   Click on **View** on the E-Assignment card

ii.   Select the **Session**
iii.   Select the **Semester**
iv.   Select the **Level**
v.   Click on **View**

vi.   A list of ALL Assignments set for the Current Semester will be displayed.

Course Code	Course Name	Topic	Instruction	Set Date	Due Date		
CHE 181	GENERAL CHEMISTRY LAB I	Components of a Computer	Attempt all questions.	Wednesday, April 15, 2020	Friday, May 1, 2020	View	Submit Assignment

Step 2: Click on 'Submit Assignment'

Course Code	Course Name	Topic	Instruction	Set Date	Due Date		
CHE 181	GENERAL CHEMISTRY LAB I	Components of a Computer	Attempt all questions.	Wednesday, April 15, 2020	Friday, May 1, 2020	View	Submit Assignment

Step 3: Attach the Assignment file

i.   Click on **Choose File**

Step 4: Click on **Submit Assignment.**

Appendix

*The Purpose of this document is to provide you with some helpful information intended to ease any concerns you may have about using **Zoom** and to help you successfully navigate the application.*

Overview

Online learning may be new and different to some students. So first, let's explain what **Zoom** is; Zoom is a free video conferencing solution (at least for participants). It allows multiple people to come together online and thus has been a popular choice for online classes and lessons.

To make use of Zoom, you would need a computer, tablet/iPad or a smart phone like an iPhone or Android phone. This device should of course have a camera if you intend to do video conferencing.

Joining a Live Class

When you click on the **Join** button from your student portal account,

2	Essential Management Theories	4/7/2020 12:00:00 AM -4/7/2020 12:00:00 AM	View		
3	Overview of Management Principles	4/14/2020 12:00:00 AM -4/15/2020 12:00:00 AM	View	Watch	Join

you will be redirected to a web browser if you are yet to install the Zoom app. If you already have the Zoom mobile or desktop app installed, you will be redirected to the application immediately where you can simply click on "Join Meeting" to meet the rest of your class.
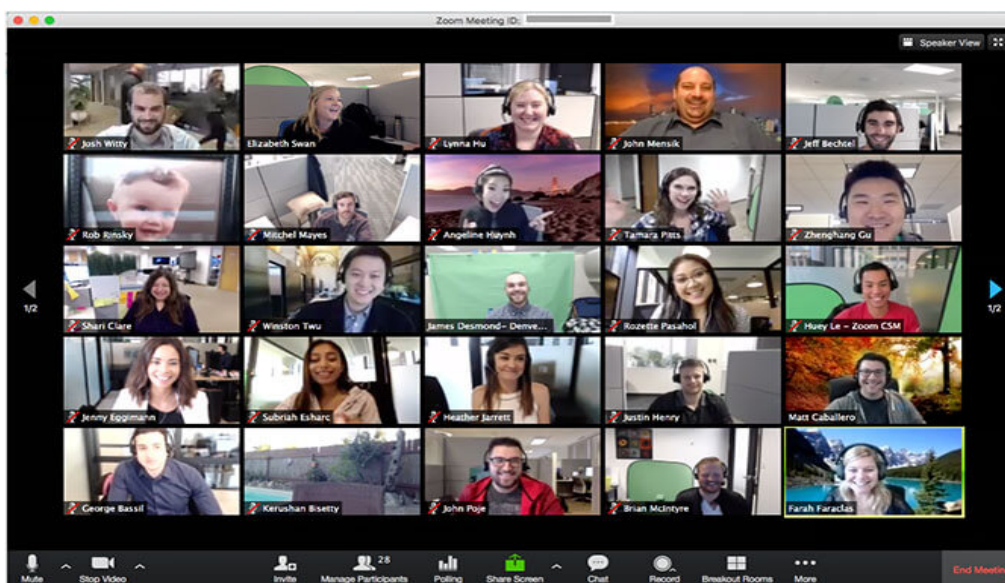
In the Zoom classroom, you should be able to see the other participants (assuming they have their cameras on). There are different views available – speaker view and gallery view. The button to toggle between the various views is at the top right of the screen on the computer desktop app.

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Let us walk you through what you can do at this screen, based on the computer app interface.

At the bottom of the screen is a black bar as seen above. From left to right, the functions are:

Mute: This turns on and off your microphone. As a pro tip, if there are many people in the conference, you can set this to mute so that it doesn't become too "noisy". If you want to speak, press and hold the Space Bar. This will turn on the mic to allow you to speak. Once done speaking, let go of the Space Bar to go back to mute.

Stop/Start Video: This turns on and off the video function. One feature here is that you can add a Virtual Background. You will need to download a virtual background pack and you can choose one to mask your real background. This feature is useful if you don't want to show everyone what your home looks like. Some of the virtual backgrounds include scenes such as the Golden Gate Bridge or Outer Space. If that's too weird to show your teacher and other online participants, just find a spot at home with a plain background instead.

Invite: This can be used to add people to the conference. In this case, your lecturer would have already invited other members to the session.

Manage Participants: This opens a side bar and allows you to see who is in the group. On a computer client / app, if you hover your cursor over your name, you have the option to change your name and profile picture.

Share Screen: This allows you to share a specific screen on your computer, the entire screen or open a whiteboard to share with other participants.

Chat: This opens a side bar with a chat function. There is also a function to allow the sharing of files too.

Record: This allows you to record the session.

Reactions: This allows you to give a "thumbs up" or "clap".

Raise Hand / Lower Hand: Students can also get the attention of their Lecturer without interrupting the flow of the presentation by using a "Raise Hand" button. This flags out the Lecturer that the participant has something to ask. The "Lower Hand" button brings down the hand.

End Meeting: Use this to leave the Zoom session.

*Remember creating a Zoom account is not required to attend a Zoom meeting hosted by another individual.

While this guide is an excellent useful resource, our Help Desk continues to be an additional source for assistance and guidance for using this system (support@lloydant.com and 0708-839-1544)

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