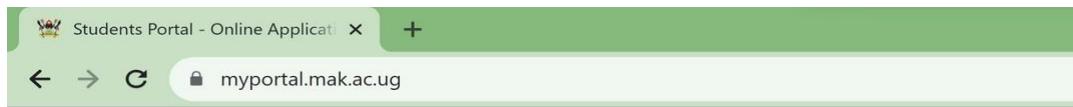


Step 1 Activate your Student Portal

Step1: Prerequisite: "Activate Student Portal"

- Open your web browser
- Type myportal.mak.ac in the address bar
- If this is your first time accessing the portal, follow these steps:
 - Enter Username: your Student Number (e.g., 2300012345)
 - Enter Password: your Student Number (e.g., 2300012345)
 - Click Sign In



The screenshot shows the login page for the Makerere University Student Portal. At the top is the university's crest featuring two birds flanking a central shield with an open book and a sunburst. Below the crest, the text "MAKERERE UNIVERSITY" and "STUDENT PORTAL" is displayed. A large rectangular form is centered, titled "LOGIN TO YOUR ACCOUNT". It contains fields for "Student Number or Reg. Number *" (containing "2300717812") and "Password *" (containing a redacted password). To the right of the password field is an "eye" icon for password visibility. A green "SIGN IN" button with a right-pointing arrow is below the password field. At the bottom of the form is a blue link "Reset My Password".

RESET PASSWORD

- After clicking Sign-In, the Reset Password Option will appear

Reset Password:

Description: |

A reset token is sent to both your email and your mobile that you used when applying on the application website.

You will be able to fill in the following fields:

- Enter Your Student Number
- Reset Token

- New Password
 - Confirm New Password
- Click Reset Password
- LOGOUT and close the page**

Screenshot

MAKERERE UNIVERSITY
STUDENT PORTAL

TO RESET YOUR DEFAULT OR FORGOTTEN
PASSWORD, ENTER YOUR STUDENT NUMBER AND
A PASSWORD RESET TOKEN WILL BE SENT TO YOUR
EMAIL AND PHONE.

RESET YOUR PASSWORD

Password reset code has been sent! Check your
email taa...@gmail.com and phone 256780448... for
code

Enter your Student Number *

Reset Token

New Password

Confirm New Password

RESET PASSWORD



- ENROLL:

- Select Year of Study as Year 1

- Enrolling as? Fresher

- Have Retake? No

- Click ENROLL NOW

The screenshot shows the Makerere University student portal interface. At the top, there's a navigation bar with links for 'VIEW BIO DATA', 'VIEW RESULTS', 'VIEW INVOICES', 'VIEW FEES STRUCTURE', 'Generate PRN', and a 'Log out' button. Below this, a banner displays the programme as 'BACHELOR OF ADULT AND COMMUNITY EDUCATION - (BACE)' in 'ACTIVE' status, with academic status 'NORMAL PROGRESS'. It also shows 'CURRENT YR. 2023/2024', 'CURRENT SEM. SEMESTER I', and 'NOT ENROLLED / NOT REGISTERED' status. The total fees balance due is '0/='. A sidebar on the left lists various menu items like 'Generate PRN', 'Check PRN Status', 'Enrollment & Registration', 'Payments', 'My Programme', 'Services', 'Bio Data', and 'Academic Calendar'. The main content area is titled 'ENROLLMENT' and contains a form for 'ENROLL FOR SEMESTER I, 2023/2024'. The form includes dropdowns for 'YEAR OF STUDY' (set to 'YEAR 1'), 'ENROLLING AS?' (set to 'FRESHER'), and 'HAVE RETAKES?' (set to 'No'). A green 'ENROLL NOW' button is at the bottom right of the form.

Step 2 Activate your Student Portal

- Type sso.mak.ac.ug in the address bar

Screenshot

The screenshot shows the 'Webmail Self Help Portal' login page. At the top, there's a logo featuring two birds and the text 'MAK AUTH'. Below the logo, there's a section titled 'Choose an Account Type' with two options: 'Student Account' and 'Staff Account', each with a dropdown arrow. At the bottom of the page, there's a green footer bar with links for 'Help me | Facebook | Twitter |'.

Create a student email address

The screenshot shows the MAK AUTH Webmail Self Help Portal. At the top, there is a logo of two birds facing each other, followed by the text "MAK AUTH" where the "A" is stylized as a key. Below this, it says "Webmail Self Help Portal". A horizontal line separates this from the main content. The main content area has a header "Choose an Account Type". Below this, there are two buttons: a black one labeled "Student Account" and a green one labeled "Staff Account". Both buttons have dropdown arrows. Under the "Student Account" button, there are two options: "Activate my webmail account" with a checked checkbox and "Change/Recover my password" with a gear icon.

Enter your "correct" **Student Number** and **Registration Number**

The screenshot shows the MAK AUTH Webmail Self Help Portal. At the top, there is a logo of two birds facing each other, followed by the text "MAK AUTH" where the "A" is stylized as a key. Below this, it says "Webmail Self Help Portal". A blue box contains "IMPORTANT INFORMATION:" and a numbered list: 1. Accepted Registration Number Formats Eg: **10/U/7922/EVE, 19/X/20828, 20/U/8938/PS, 2019/HD05/8938/PS**.Without spaces! 2. Students from 2018 and backward are advised to use the **NEW** Student Numbers that were assigned to them by the AIMS System. 3.Continuing Students with old college domain emails eg someone@cis.mak.ac.ug are advised to activate new @students.mak.ac.ug emails and UPDATE their MUELLE profiles with the new @students.mak.ac.ug email but NOT to create new MUELLE accounts. 4. You should be enrolled in ACMIS to activate your webmail account

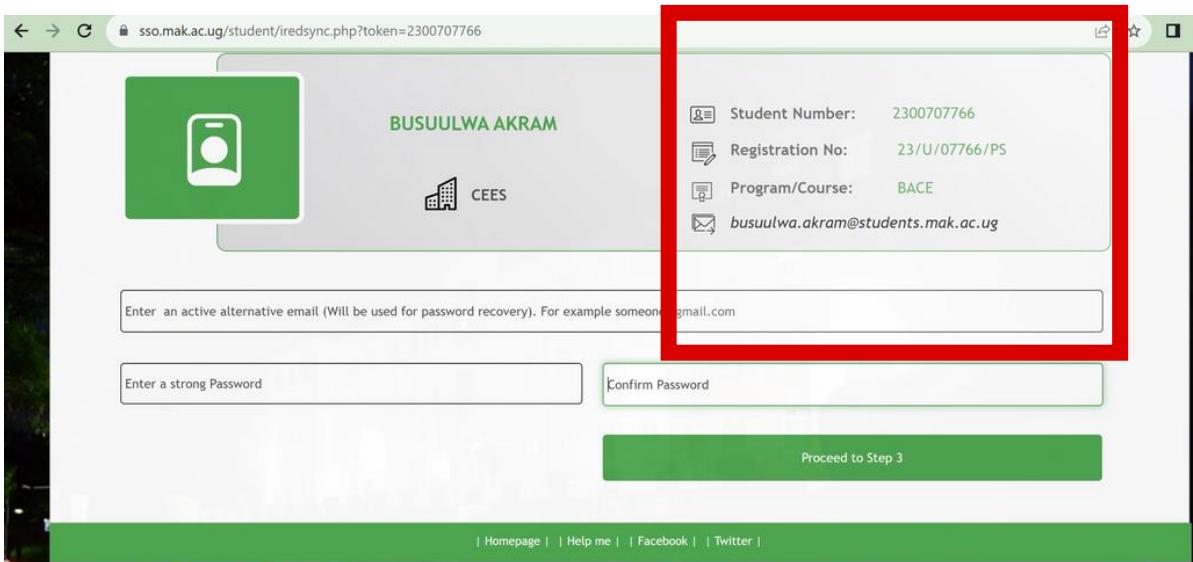
Step 1: Enter a valid Student and Registration number combination below to get started!

2300706282 23/U/06282/PS

Submit Details

Click **Submit Details**

Your details will be displayed



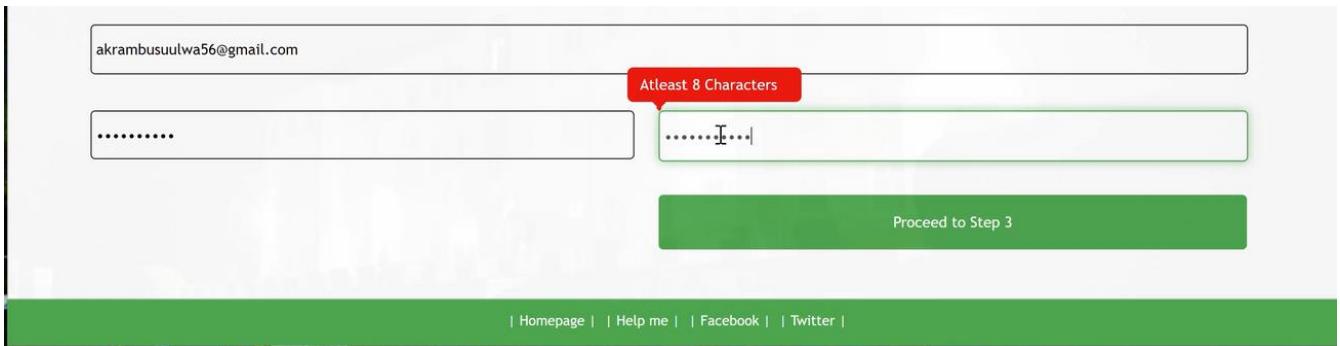
- Enter your alternative email (e.g., gmail) and your preferred Password

Description: |

Password should be 8 characters with at least a small and capital letters, number, and a special character.

Example: Nab3t3me%

- Click "Proceed to Step 3"



Enter code

A code will be sent to your email. **NB:** *The code is case sensitive*

The screenshot shows two parts of the webmail activation process. On the left, a green box contains the text: "Step 3: To validate the alternative email you provided, we have sent an activation code to it. Enter the code below to complete your webmail activation process! Should you not find the Activation code in your inbox, check the SPAM Folder." Below this, a red box says "Type X%YbB the code here". A text input field contains "Enter activation code that was sent to akrambusuulwa5@gmail.com" and a green button says "Activate busuulwa.akram@students.mak.ac.ug". On the right, a screenshot of an iPhone inbox shows an email from "MAK AUTH" with the subject "Your Makerere University webmail account activation code is X%YbB". The email body contains the activation code "X%YbB". Below the inbox are "Reply" and "Forward" buttons.

Congratulations

- You will receive a success and congratulatory message
- Your Makerere email address will display on the page

The screenshot shows a success message: "Final Step: Congratulations. Your account has been successfully activated. Note down your webmail address & memorise your password!" Below this, a green box says "Success" with a checkmark icon. It states: "Your MAK webmail has been successfully activated. Keep following communication from DICTS regarding new electronic services and features about your new webmail account". At the bottom, a section titled "Useful Information, add it to your ocean of secrets" lists:

1. Your webmail address is **busuulwa.akram@students.mak.ac.ug**
2. Use your new webmail account to send and receive emails by logging in at webmail.mak.ac.ug, use your account to sign up for all electronic university services where an email is required eg Muele,Mak-IR,Mak-UD etc.

A checkbox labeled "Check this box to reveal your password." is checked, revealing the password "*****".

- This is the email you will use to consume Makerere electronic resources
- If you don't receive a success at this stage, then you provided an email that doesn't conform to Makerere standards.
- Password should be 8 characters with at least a small and capital letters, number, and a special character. e.g. Nab3t3me%.
- Click the back arrow on the page and provide the right password.

Step 3 Register/ Creating an account on MUELE

- In your browser address bar, type muele.mak.ac.ug

You are currently using guest access [Log in](#)

[Home](#) [Webmail](#) [Colleges](#)

Welcome to MUELE

Adding effectiveness, Convenience, Faster delivery cycles and lowering environmental impacts to studying and learning

Log in to Makerere University E-Learning Environment

shallon.atukunda

Password

[Log in](#)

[Lost password?](#)

[Create new account](#)

[Cookies notice](#)

- Because you do not yet have an account on this platform, click on "Create new account"

Input Details

New account

Username !

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as *, -, or #

Password !

Email address !

Email (again) !

First name !

Last name !

City/town

Country

Uganda

▼ Student info

Student Number

Registration Number

! Required

Create my new account Cancel

- step: "Click on 'Create new account'"

description: "Because you don't have an account, click on 'Create new account.'"

- step: "Input Details"

details:

- field: "Username"

description: "Choose a username (e.g., busulwa.akram).

Note: The username should be in lowercase."

- field: "Password"

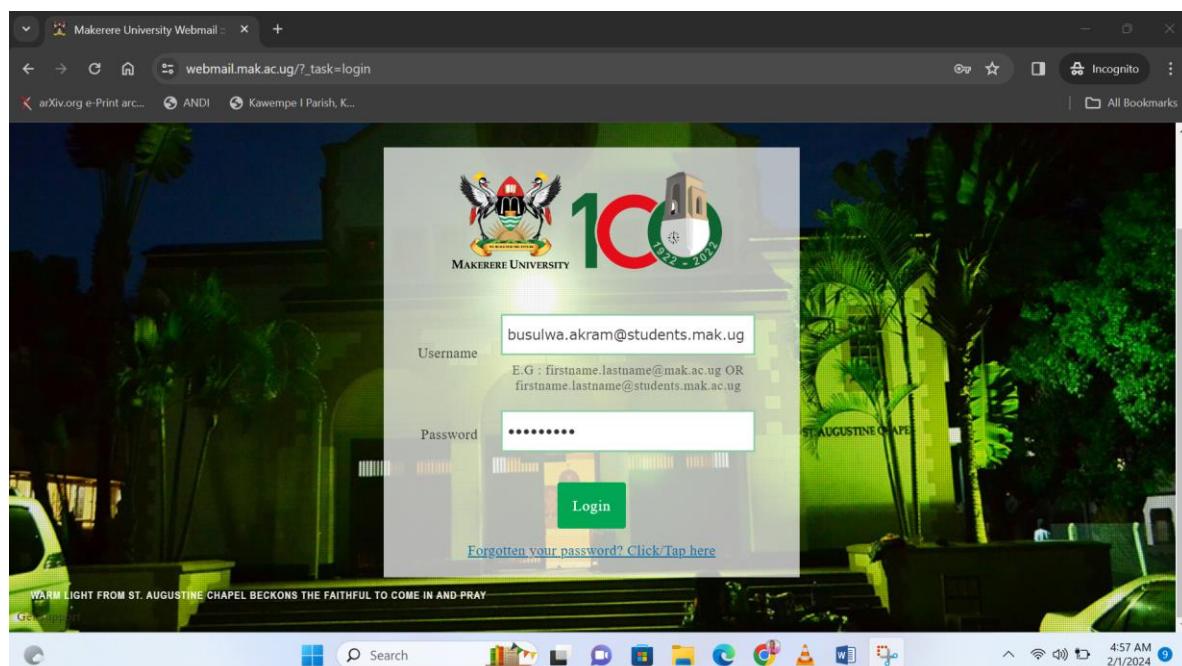
description: "Create a password of at least 8 characters with at least one lowercase letter, one uppercase letter, one number, and one special character (e.g., Akram@321)."

- **field: "Email Address"**
description: "Put the University Email Address you acquired (e.g., shallon.atukunda@students.mak.ac.ug)."
 - **field: "Email (again)"**
description: "Re-enter the University Email Address (e.g., shallon.atukunda@students.mak.ac.ug)."
 - **field: "First Name"**
description: "Enter your First Name (e.g., Akram)."
 - **field: "Last Name"**
description: "Enter your Last Name (e.g., Busulwa)."
 - **field: "City/Town"**
description: "Enter the Town or City where you come from or reside."
 - **field: "Student Info"**
description: "Enter your student number (e.g., 230071245) and registration number (e.g., 23/U/245/EXT)."
- **step: "Click Button: 'Create My New Account'"**
description: "Click on the 'Create My New Account' button to complete the registration process."

Verify your details

- A confirmation email will be sent to your Makerere email
- Type webmail.mak.ac.ug
- Input the email you created: shallon.atukunda@students.mak.ac.ug
- Input the password
- Click LOGIN

Screen shot



Get support [busuulwa.akram@students.mak.ac.ug](#) Logout

MAKERERE WEBMAIL

MAIL CONTACTS SETTINGS

Refresh Compose Reply Reply all Forward Delete Mark More

Inbox Drafts Sent Junk Trash

Messages 1 to 1 of 1 ELearning Support Desk 2023-09-08 14:55 (via MUEL)

Makerere University E-Learning Environment: account confirmation

Hi Akram Busuulwa,

A new account has been requested at 'Makerere University E-Learning Environment' using your email address.

To confirm your new account, please go to this web address:

<https://muele.mak.ac.ug/login/confirm.php?data=knOSVI2OMOJpnKn/abusuulwa>

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

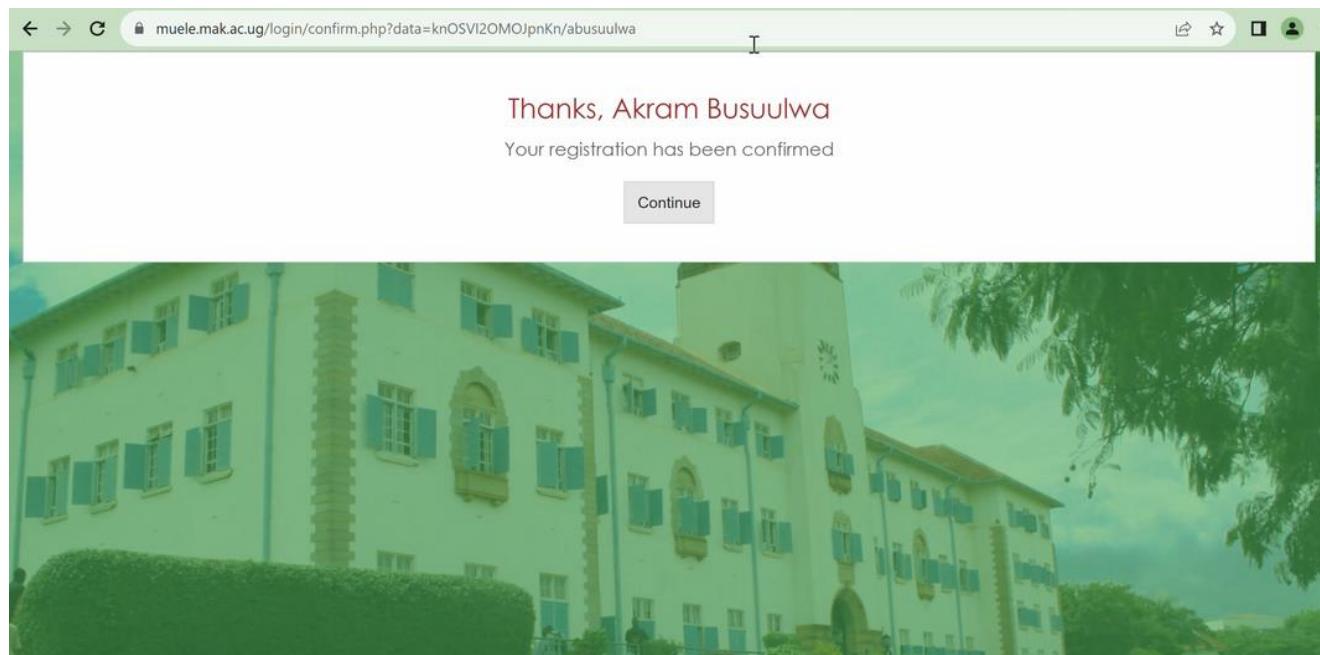
If you need help, please contact the site administrator,

ELearning Support Desk
elearning@mak.ac.ug
support.mak.ac.ug

- COPY the highlighted link

- Paste it in a new address bar

Screenshot



- Click CONTINUE

- Scroll downwards to choose your gender

- Click update profile

A screenshot of a web browser showing the 'user/edit.php' page of the MUELE system. The URL in the address bar is 'muele.mak.ac.ug/user/edit.php'. The top navigation bar includes links for 'Call us : (414) 531343/437 (DICTS)', 'E-mail : elearning@mak.ac.ug', and a user profile for 'Akram Busuulwa'. On the left, a sidebar menu lists 'Dashboard', 'Site home', 'Calendar', and 'Private files'. The main content area shows a form for editing user information. Under 'Other fields', there is a 'Gender' dropdown menu with options 'Choose...', 'Female' (which is selected and highlighted in blue), and 'Male'. Other fields include 'Options' (set to 'UTL'), 'Service Provider' (set to 'UTL'), and 'Mobile Phone Number' (empty). Below the form is a section titled 'Student info'. At the bottom, there are 'Update profile' and 'Cancel' buttons.

ACCESS

- You will be taken straight to the dashboard or home page

#Intent: Logging into MUELE

- step: "Google search MUELE"

description: "Perform a Google search for **muele.mak.ac.ug**."

A screenshot of a web browser showing the 'login/index.php' page of the MUELE system. The URL in the address bar is 'muele.mak.ac.ug/login/index.php'. The top navigation bar includes links for 'Call us : (414) 531343/437 (DICTS)', 'E-mail : elearning@mak.ac.ug', 'Home', 'Webmail', and 'Colleges'. On the left, a sidebar menu lists 'MAKERERE UNIVERSITY E-LEARNING ENVIRONMENT' with a logo. The main content area shows a login form with fields for 'Email' (containing 'shallon.atukunda') and 'Password', and a 'Log in' button. Below the form is a link 'Is this your first time here?'. At the bottom, there are links for 'Create new account' and 'Cookies notice'. A red arrow points from a box labeled 'Click Login' to the 'Log in' button. The background of the page features a photograph of palm trees and university buildings.

- Step: "Click on 'Login' in the top right corner"

Logging into Muele

description: "Navigate to the login page by clicking on 'Login' in the top right corner."

- step: "Enter your Username and Password"

details:

- field: "Username"

description: "Enter your username (e.g., shallon.atukunda). Note: The username should be in lowercase."

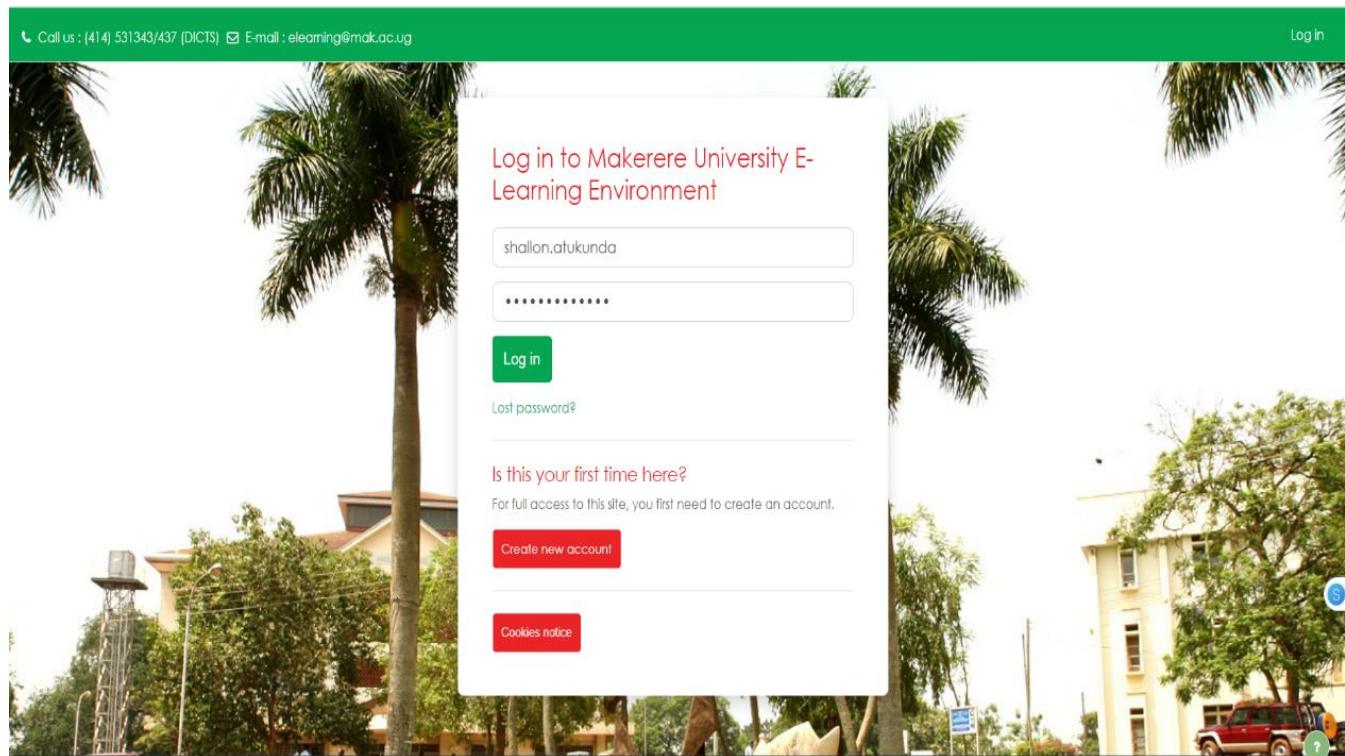
- field: "Password"

description: "Enter your password (e.g., Shan@321)."

- step: "Click 'Login'"

description: "After entering your username and password, click on 'Login' to access your MUELE account."

Illustration on Screenshot



#Intent: Updating a profile on MUELE

update_MUELE_user_profile:

- step: "Log into MUELE"

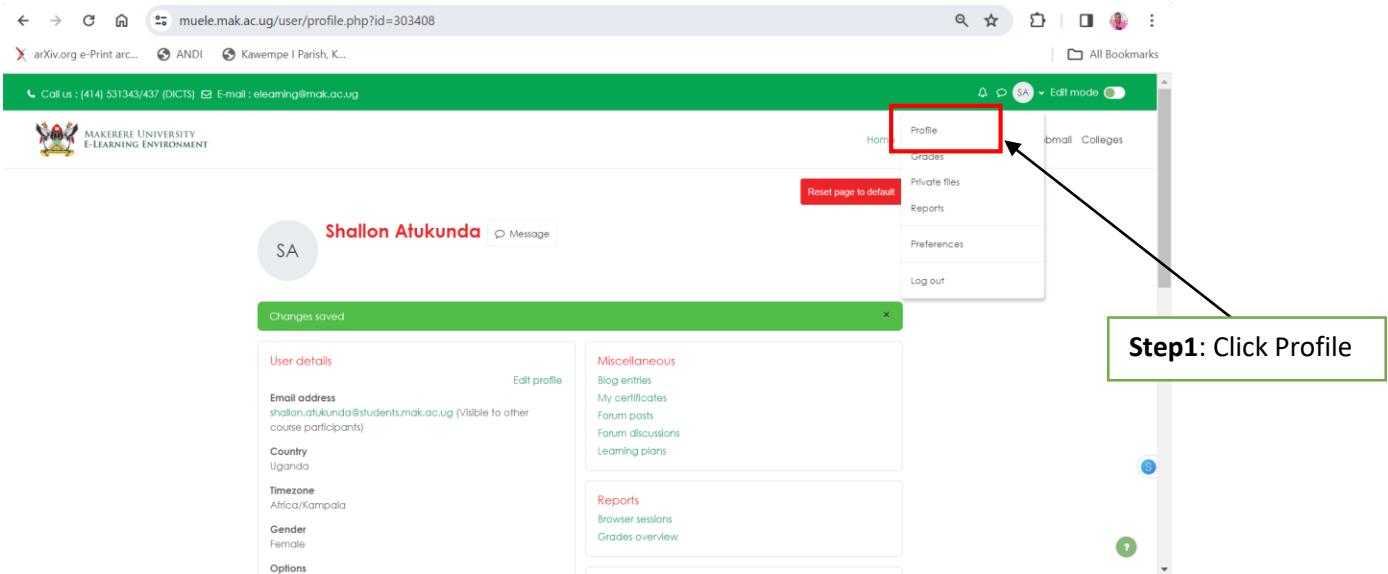
description: "Ensure you are logged into MUELE."

- step: "Find Your Name Initials or Picture"

description: "Look at the top-right corner of the screen. You should see your name initials (e.g., SA) or a picture. Click on it. A small drop-down menu will appear."

- step: "Choose 'Profile' or 'My Profile'"

description: "From the menu, find and click on 'Profile' It's usually near your name."



- step: "Enter Edit Mode"

description: "Once you're on your profile page, look for a button that says 'Edit Profile.' Click on it."

The screenshot shows a web browser window for the URL muele.mak.ac.ug/user/profile.php. At the top, there are navigation icons and a search bar. Below the header, there's a green bar with contact information and a 'SA' status indicator. The main content area displays a user profile for 'Shallon Atukunda'. On the left, under 'User details', there are fields for Email address (shallon.atukunda@students.mak.ac.ug), Country (Uganda), Timezone (Africa/Kampala), Gender (Female), Options (No), and Service Provider. To the right of these details is a sidebar with sections for 'Miscellaneous' (Blog entries, My certificates, Forum posts, Forum discussions, Learning plans), 'Reports' (Browser sessions, Grades overview), and 'Login activity' (Last access to site). A red box highlights the 'Edit profile' button in the 'User details' section. A green callout box labeled 'Step 2: Click on Edit' points to this button. In the top right corner of the profile area, there are 'Reset page to default' and 'Edit mode' buttons.

- step: "Change Your Information"

description: "You'll see boxes or fields with your first name, last name, email, etc. Click on them and type in your updated information. If you wish to change a profile picture, you'll be able to upload a new one."

upload_profile_picture_on_MUELE:

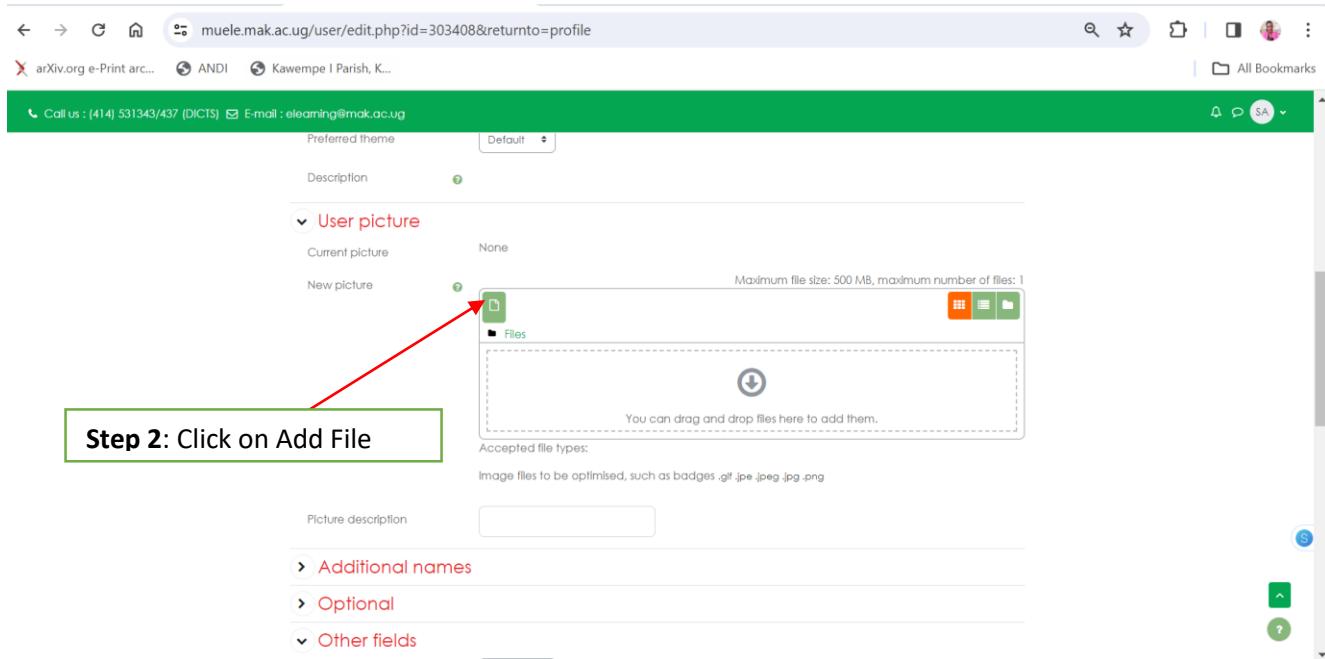
- step: "Navigate to Picture Option"

description: "Under the picture option, click to access the profile picture settings."

The screenshot shows a web browser window for the URL muele.mak.ac.ug/user/edit.php?id=303408&returnto=profile. The interface is similar to the profile page, with a green header bar and a sidebar on the right. The main area is titled 'Edit profile'. Under 'User picture', there is a 'Current picture' field showing 'None'. Below it is a 'New picture' button, which is highlighted with a red arrow. A green callout box labeled 'Step 1: New picture option' points to this button. The sidebar on the right contains sections for 'Miscellaneous', 'Reports', and 'Login activity'.

- step: "Click 'Add File'"

description: "Within the picture settings, click on 'Add File.'"

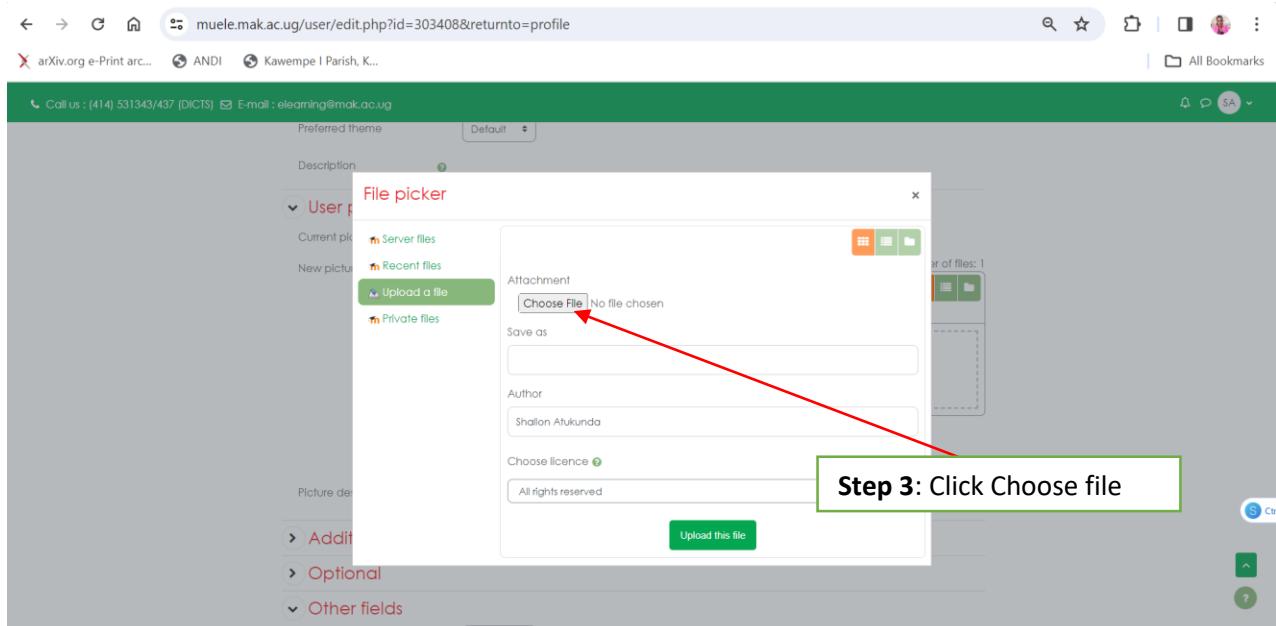


- step: "File Picker Pop-up"

description: "A file picker pop-up will appear."

- step: "Click 'Choose File'"

description: "Within the pop-up, click on 'Choose File.'"



- step: "Locate Your Picture"

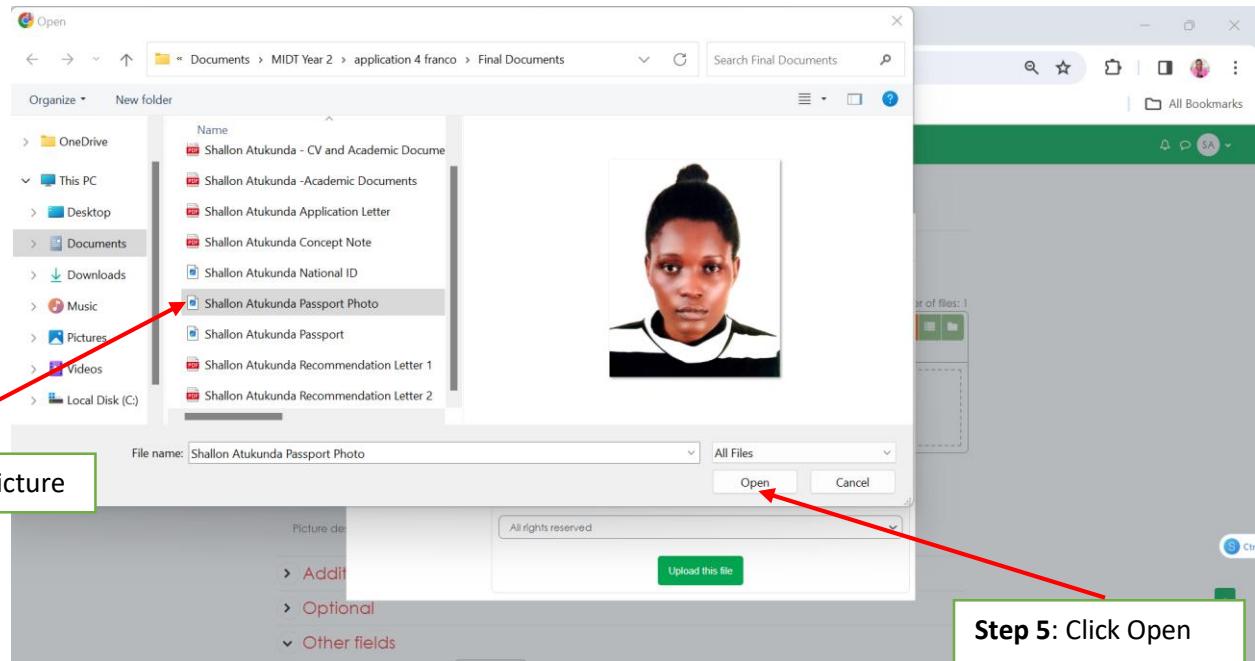
description: "Navigate to the location where your picture is stored on your computer."

- step: "Select the Picture"

description: "Click on the file or the picture you intend to use as your profile picture."

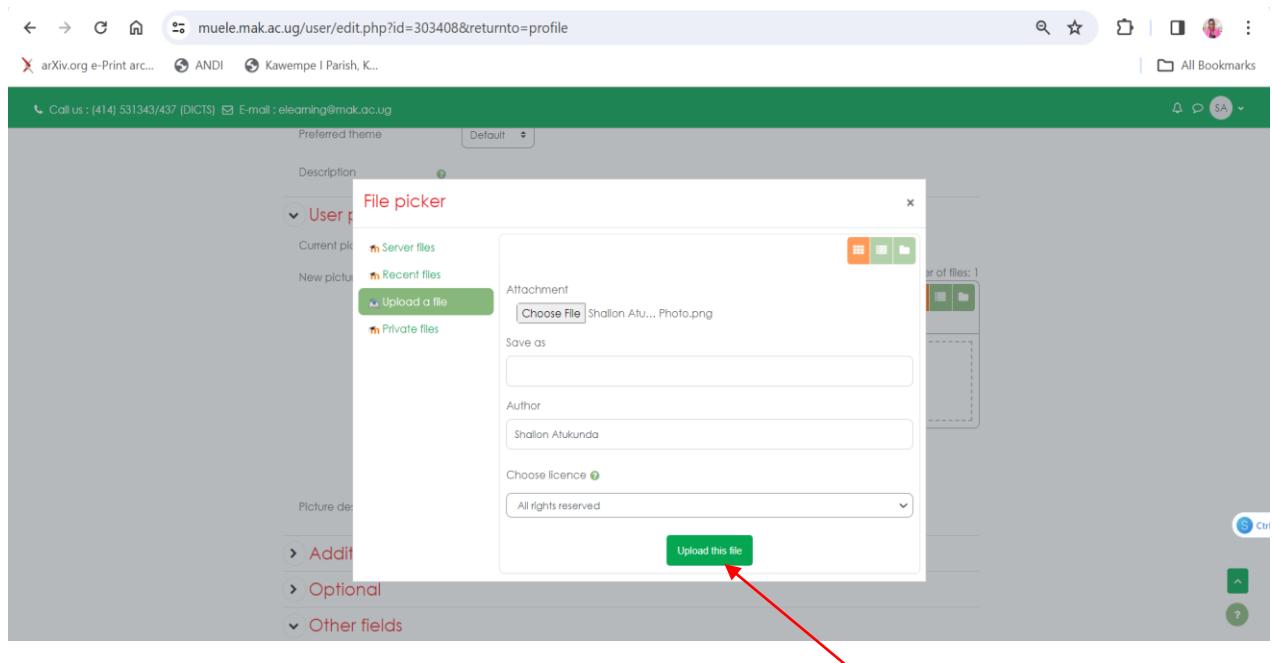
- step: "Click 'Open'"

description: "After selecting the picture, click 'Open.'"



- step: "Click 'Upload This File'"

description: "Confirm the upload by clicking on 'Upload This File.'"



- step: "Click "Update"

description: "After making changes, find a button that says 'Update Profile.' You will have updated or saved changes to your profile."

Screenshot

'user/edit.php?id=303408&returnto=profile

Shallon Atukunda

General

User picture

New picture

Accepted file types: Maximum file size: 500 MB, maximum number of files: 1

Picture description

Additional names

Optional

Other fields

Student info

Update profile

Cancel

Step 6: Click Update

muele.mak.ac.ug/user/edit.php?id=303408&returnto=profile

Select a country

Uganda

Timezone

Server timezone (Africa/Kampala)

Preferred theme

Default

Description

User picture

Current picture

None

New picture

Accepted file types: Maximum file size: 500 MB, maximum number of files: 1

Picture description

Call us : (414) 531343/437 (DICTS) E-mail : elearning@mak.ac.ug

Step 6: Click Update

- step: "Click 'Upload This File'"

description: "Confirm the upload by clicking on 'Upload This File.'"

The screenshot shows a web browser window with the URL muele.mak.ac.ug/user/edit.php?id=303408&returnto=profile. The page displays a form for updating a user's profile information. The 'Service Provider' dropdown is set to 'UTL'. Below it are several input fields for mobile phone number, ICQ number, Skype ID, AIM ID, Yahoo ID, MSN ID, and Web page. A red arrow points from a callout box labeled 'Step 7: Click Update Profile' to the orange 'Update profile' button at the bottom of the form. The 'Update profile' button is highlighted with a green border. To its right is a 'Cancel' button. A small note below the buttons says 'Required' with a red asterisk.

- step: "Check Your Changes"

description: "Go back to your profile page and see if your information is updated. Make sure your new picture (if you added one) shows up."

- step: "Log Out (Optional)"

description: "If you're using a public computer or want to ensure security, look for a 'Log Out' option. Click on it when you're done."

#Intent: Enrolling in a course on MUELE

1. Manual:

- In this context, the Lecturer is the one who enrolls you in a course
 - Log into MUELE
 - Enter username and password
 - You will find the course on your Dashboard

2. Self-enrolment:

- Log into MUELE
- Access the Dashboard:
 - Once logged in, you will be directed to the MUELE dashboard.
 - Click on "Colleges."

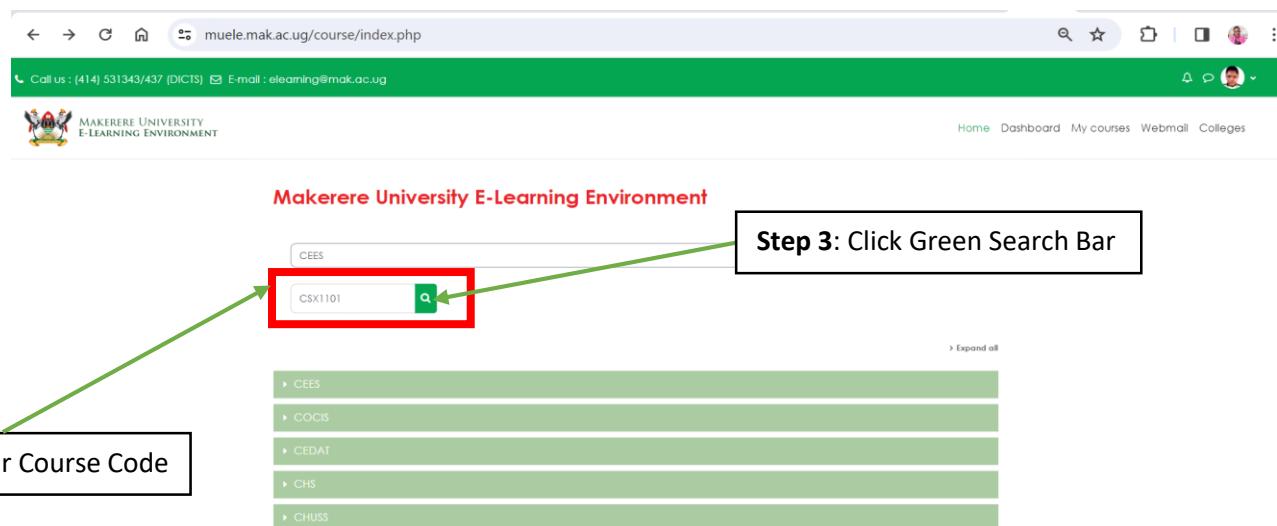
Illustration



- Search for the Course:
 - Enter the course code (e.g., CSX 1101) in the search bar.
 - Click the green search bar.
 - Ensure the correct Course Code has been entered.

Step 1: Click on Colleges

Screenshot



Search results

Call us : (414) 531343/437 (DICTS) E-mail : elearning@mak.ac.ug

MAKERERE UNIVERSITY E-LEARNING ENVIRONMENT

Course Code

Courses > Search CSX 1101

CSX 1101

Search results: 1

CSX 1101: CComputer Literacy (2023)

Lecturer: Shallon Atukunda
Lecturer: Godfrey MAYENDE
Category: Semester 1

Course

MUELE (Makerere University E-Learning Environment) is run by E-Learning Department, under CEEES (College of Education and External Studies), Makerere University. This platform has been set up and update by the Directorate for ICT Support (DICTS). For more information contact us via elearning@mak.ac.ug.

Info
Makerere Main Site
Intranet
College of Education & External

Contact Us
Phone : (414) 531343/437 (DICTS)
E-mail : elearning@mak.ac.ug

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Call us : (414) 531343/437 (DICTS) E-mail : elearning@mak.ac.ug

MAKERERE UNIVERSITY E-LEARNING ENVIRONMENT

CSX 1101: CComputer Literacy (2023)

Enrolment options

CSX 1101: CComputer Literacy (2023)

Lecturer: Shallon Atukunda
Lecturer: Godfrey MAYENDE

▼ Self enrolment (Student)

No enrolment key required.

Self-enrolment

Enroll Me

Enrol me

MUELE (Makerere University E-Learning Environment) is run by E-Learning Department, under CEEES (College of Education and External Studies), Makerere University. This platform has been set up and update by the Directorate for ICT Support (DICTS). For more information contact us via elearning@mak.ac.ug.

Info
Makerere Main Site
Intranet
College of Education & External

Contact Us
Phone : (414) 531343/437 (DICTS)
E-mail : elearning@mak.ac.ug

Follow Us
[Twitter](#) [Facebook](#) [Instagram](#) [LinkedIn](#) [YouTube](#) [Help](#)

- The course will appear on your Dashboard

The screenshot shows a green header bar with contact information: "Call us : (414) 531343/437 (DICTS) E-mail : elearning@mak.ac.ug". On the right is a user profile icon. Below the header is the MUELE logo and navigation links: Home, Dashboard, My courses, Webmail, Colleges. The main content area displays a course titled "CSX 1101: Computer Literacy (2023)". A green notification bar at the top says "You are enrolled in the course." An arrow points from this bar to a red box containing the text "Enrolled successfully". Below the notification, the course details are listed: "CSX 1101: Computer Literacy (2023)", "Lecturer: Shalon Atukunda", "Lecturer: Godfrey MAYENDE", and a dropdown menu "Self enrolment (Student)". A note below the dropdown says "Enrolment is disabled or inactive".

3. Self-enrolment with an enrolment Key:

- Log into MUELE
- Access the Dashboard:
- Once logged in, you will be directed to the MUELE dashboard
- Click on Colleges
- Enter Course Code

The screenshot shows a browser window with the URL "muele.mak.ac.ug/course/search.php?search=CSX1101". The page has a green header with contact information and a user profile icon. Below the header is the MUELE logo and navigation links: Home, Dashboard, My courses, Webmail, Colleges. The main content area shows a search bar with "CSX1101" and a magnifying glass icon. The results section is titled "Search results: 1" and lists "CSX1101: Computer Literacy" under "Category: Semester 1".

- Confirm Course Details:
- The course will appear.
- Confirm course details such as name, semester, and the lecturer or facilitator.

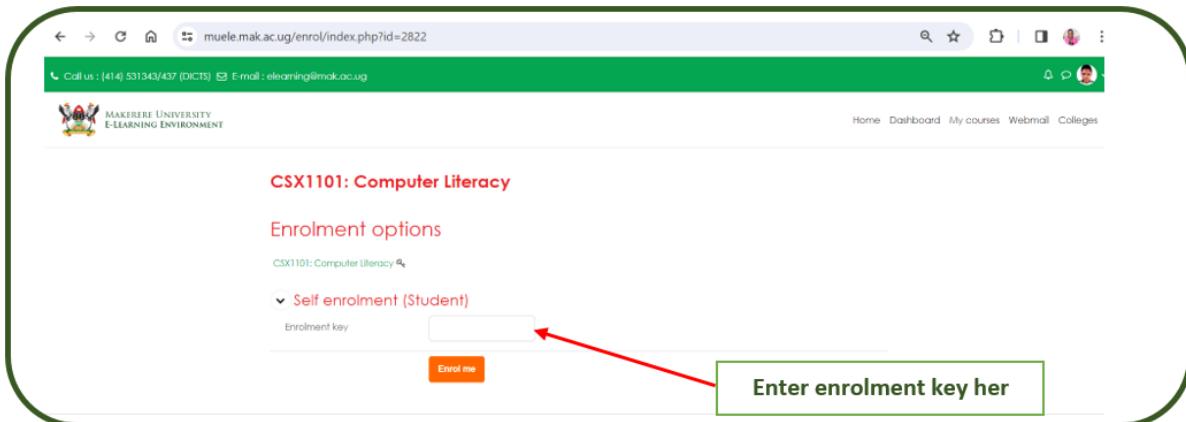
- Enroll in the Course:

- Click on the specific course (e.g., CSX1101: Computer Literacy).

- Click "Enroll me."

- Enter Enrollment Key:

Screenshot



Submitting an assignment

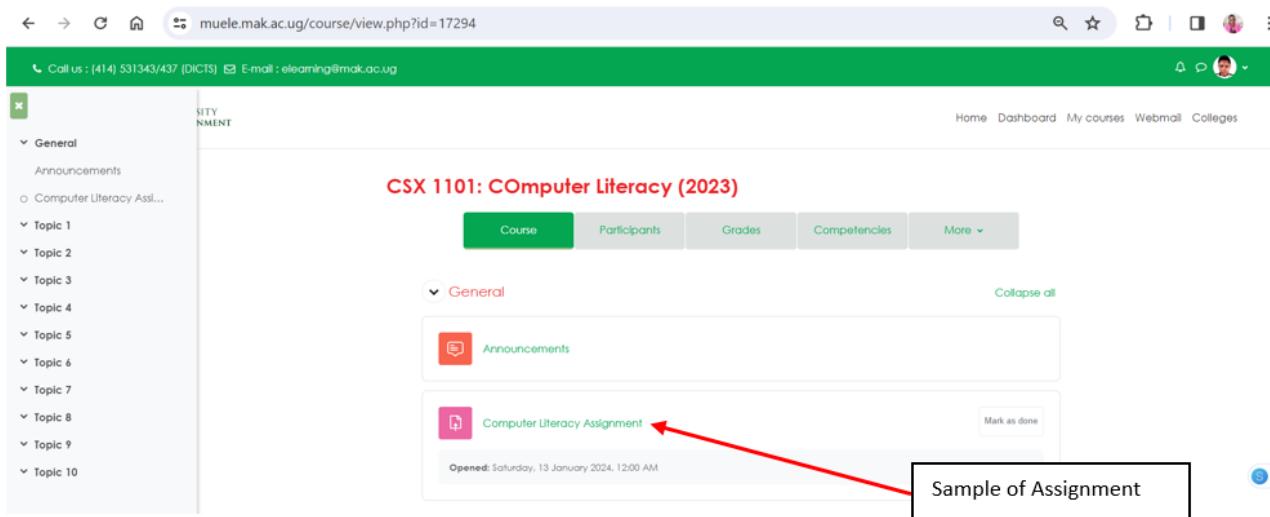
- Log into MUELE

- Identify a course where you need to submit the assignment.

Note: Usually, when enrolled in that course, it's usually on your dashboard.

- Look for the "Assignments" or a similarly named section in the course menu.

Screenshot



- Click on the assignment link or title to access the assignment page.
- On the assignment page, you will typically find a button or link to "Add submission" or "Submit assignment."
- Click on "Add submission" or the relevant link.

Screenshot

Call us : (414) 531343/437 (DICTS) E-mail : elearning@mak.ac.ug

Computer Literacy Assignment

Click on Add Submission

Opened: Saturday, 13 January 2024, 12:00 AM

Download the Assignment attached and submit it here.

Submit this assignment before 27th Jan 2024

Coursework for BSCX.pdf 13 January 2024, 1:01 PM

Add submission

Submission status

Submission status	No submissions have been made yet
Grading status	Not graded

File submissions

Maximum file size: 10 MB, maximum number of files: 20

You can drag and drop files here to add them.

Accepted file types:

All file types

Save changes Cancel

File Picker

- To upload your file(s) or Assignment, Use the file picker or drag-and-drop functionality to select the file(s) you want to Submit.

Call us : (414) 531343/437 (DICTS) E-mail : elearning@mak.ac.ug

Add submission

Online text

File submissions

Maximum file size: 10 MB, maximum number of files: 20

You can drag and drop files here to add them.

Accepted file types:

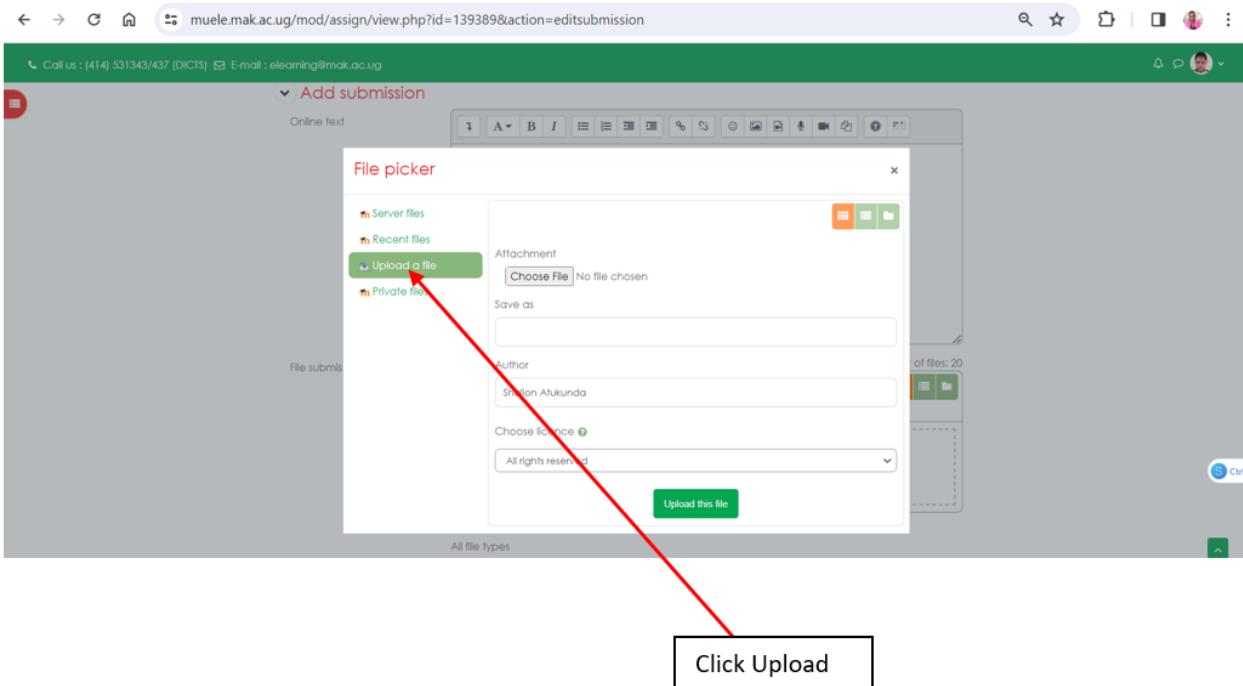
All file types

Save changes Cancel

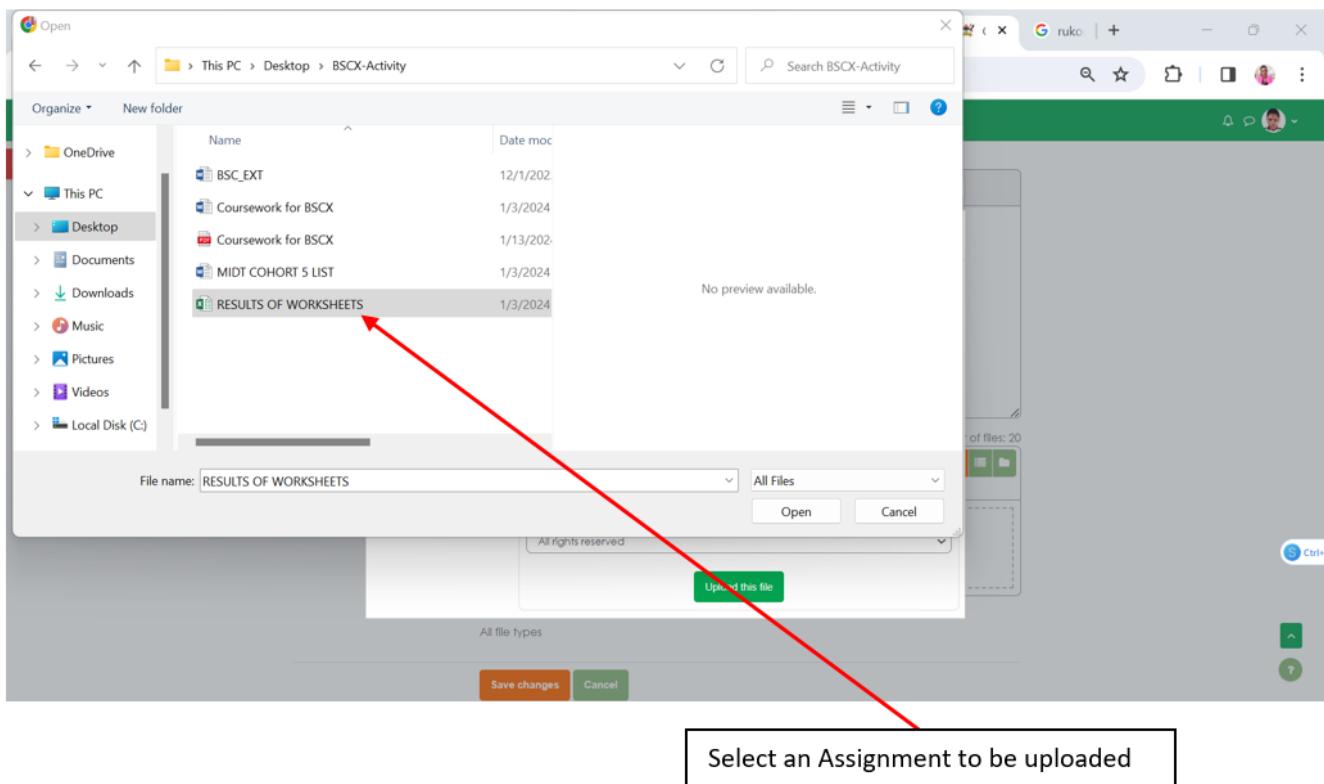
File Picker

- Click on Upload

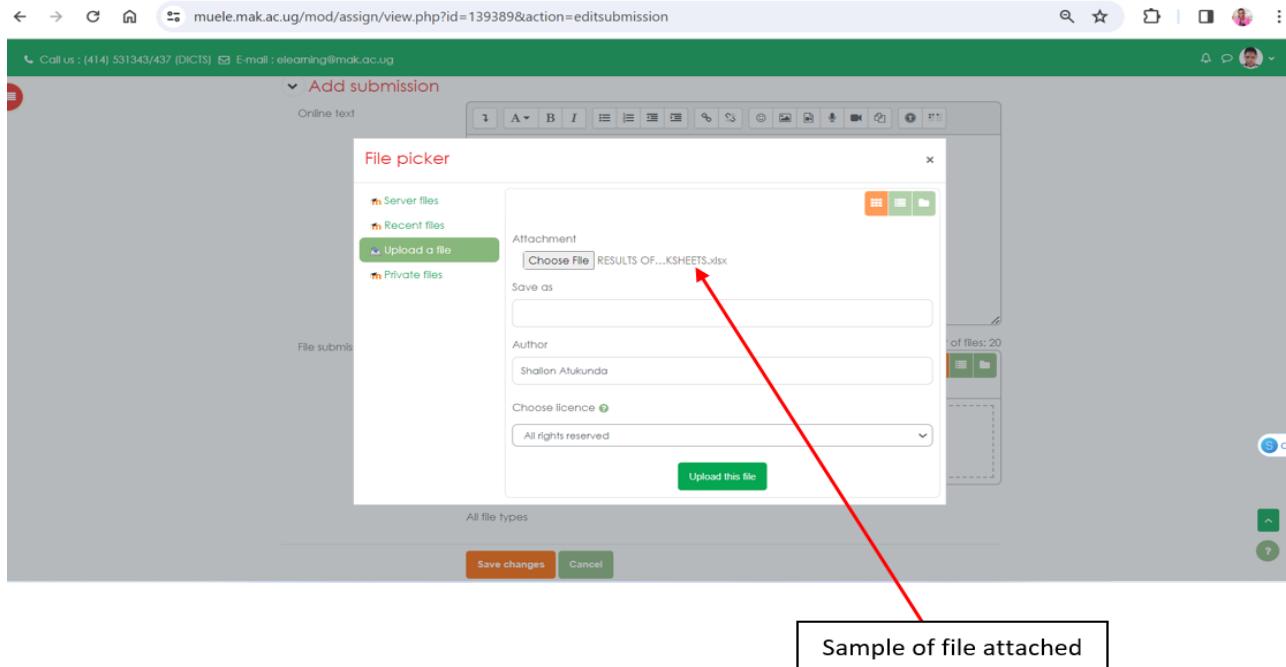
Screenshot



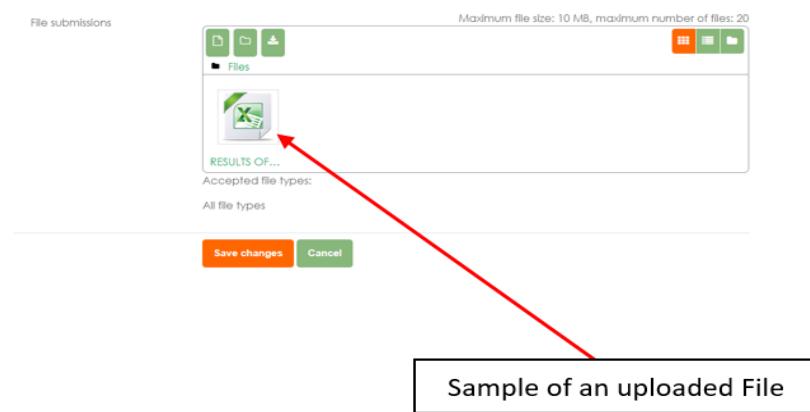
- Browse to find a location where your assignment is kept



Screenshot



- Click open
- Click upload option



- Fill in any additional information or comments if required.
- Once you've attached your files and provided any necessary information, there should be a "Submit" or "Save changes" button. Click it to finalize your submission.
- You will receive a confirmation message indicating that your assignment has been successfully submitted.
- Optionally, you can go back to the assignment page to verify that your submission was recorded.
- If there is a specific file format or other requirements for the submission, make sure your files comply with these guidelines.

Creating a new Discussion Forum

- Log in to your MUELE account.
- Navigate to the course where you want to create a new discussion forum.
- Look for a "Forums" or "Discussion" section in the course menu.
- Click on the "Forums" link or navigate to the area where you want to add the discussion forum.

The screenshot shows a course forum titled "Unit One Q&A and help forum". A red arrow points from the text "Click Add Discussion Topic" to the "Add discussion topic" button, which is highlighted with a red box. The page includes a search bar, a subscribe button, and a table showing a single discussion post. The footer contains links for "Info", "Contact Us", and "Follow Us" along with social media icons.

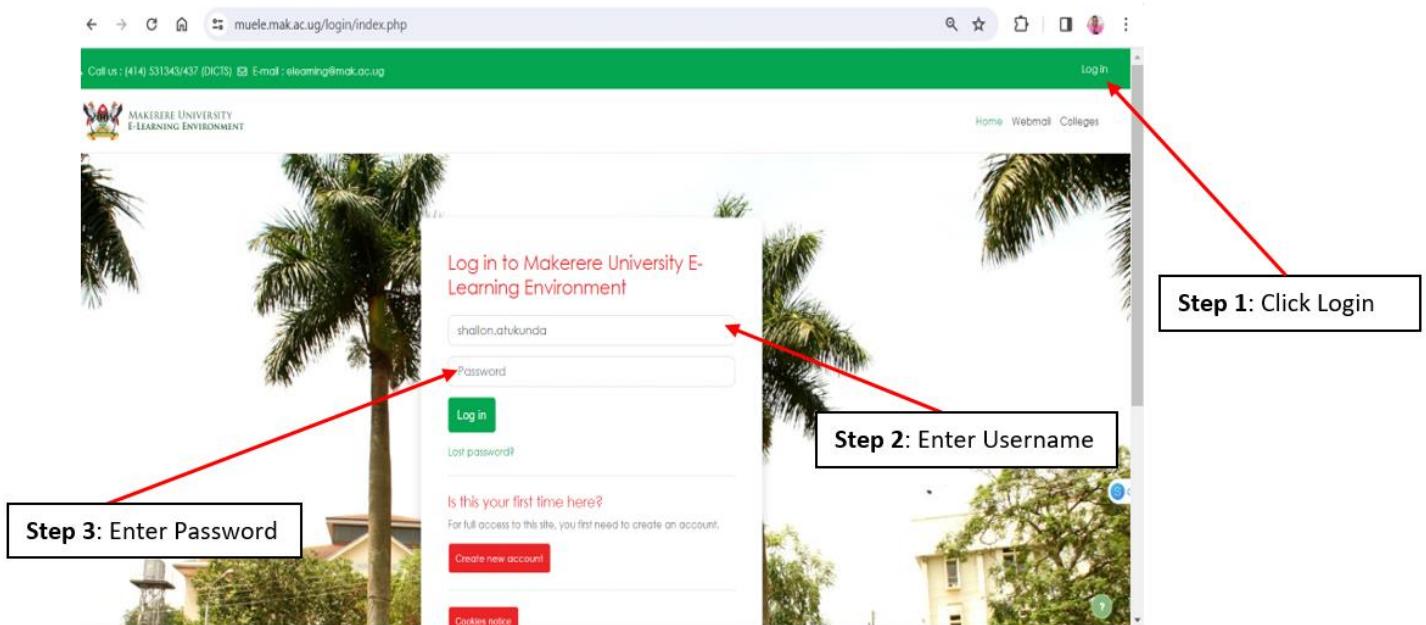
- On the Forums page, look for an option to create a new forum. This may be labeled as "Add a new discussion forum" or similar.
- Write the Subject of the Discussion and the Message
- Click on the "Post to Forum"
- Save the changes or submit the form to create the new discussion forum.

Replying to the Lecturer's Post

1. **Login to MUELE:**

- Open your web browser and go to the MUELE login page.
- Enter your username and password to log in.

Screenshot



3. **Locate the Lecturer's Forum Post:**

- Look for the forum or discussion topic created by the lecturer. This is usually specified in the course content.

Screenshot

The screenshot shows a web browser window for the MUELE forum at muele.mak.ac.ug/mod/forum/view.php?id=140382. The left sidebar displays a navigation menu with sections like Announcements, Welcome Message, Unit 1, Unit 2, Visuals and Learning, and Color, Image and Type. Under Unit 2, the "U2: Discussion" item is highlighted with a green box and a red arrow labeled "Step 4: Click on discussion located". The main content area shows a "Discussion Prompt" with several questions. Below it, a "Discussion" table lists a single post: "U2: Discussion" started by Godfrey MAY... on 22 Jan 2024, with the last post by NIMUSIMA IN... on 31 Jan 2024, having 9 replies. A red arrow labeled "Step 5: Double Click on the discussion to open" points to the title of the first post. The footer includes links for "Info", "Contact Us", and "Follow Us".

4. **Read the Lecturer's Post:**

- Click on the post's title to read the content provided by the lecturer. Take note of any instructions or questions they may have asked.

5. **Click on "Reply" or "Add a Post" Button:**

- Below the lecturer's post, locate the "Reply" or "Add a Post" button and click on it.

 **U2: Discussion**
by Godfrey MAYENDE - Monday, 22 January 2024, 3:28 PM

Purpose / Overview

The purpose of this discussion is to provide an opportunity to share insights and perspectives related to the accessibility of online resources. Using the ideas in Unit 2, you will use this discussion as an opportunity to demonstrate your growing awareness and understanding of the importance of accessibility in a web-based environment.

Procedures

Step 1: Post your response to the discussion prompt.

Discussion Prompt:

- As you reflect on accessibility in this module, what are the key areas in your context that could benefit from evaluation and improvement?
 - What aspect of accessibility did you find the most challenging for you to address?
 - What might be the easiest fix?
 - Why do you feel accessibility is important to be aware of and address?
 - What did you learn through this module's assignment that was eye-opening or insightful?

Step 2: Read and respond to at least one other classmate. How are your experiences similar or distinct from their findings? What did you learn from your classmate's post?

Permalink 

Step 6: Click Reply

6. **Compose Your Response:**

- In the text editor, compose your response to the lecturer. Address any questions they asked and provide relevant insights or feedback.

 **U2: Discussion**
by Godfrey MAYENDE - Monday, 22 January 2024, 3:28 PM

Purpose / Overview

The purpose of this discussion is to provide an opportunity to share insights and perspectives related to the accessibility of online resources. Using the ideas in Unit 2, you will use this discussion as an opportunity to demonstrate your growing awareness and understanding of the importance of accessibility in a web-based environment.

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Step 2: Read and respond to at least one other classmate. How are your experiences similar or distinct from their findings? What did you learn from your classmate's post?

Permalink 

Step 7: Click Post to Forum

8. **Preview Your Response (Optional):**

- If available, use the preview feature to review your response before submitting. Ensure proper formatting and clarity.

9. **Submit Your Response:**

- Once satisfied, click the "Submit" or "Post" button to submit your response to the lecturer's forum post.

10. **Verify Your Response: **

- Confirm that your response appears correctly below the lecturer's post in the discussion forum.

11. **Engage in Further Discussion (Optional):**

- If the lecturer or other students have responded to your post, consider engaging in further discussion by replying to their comments.

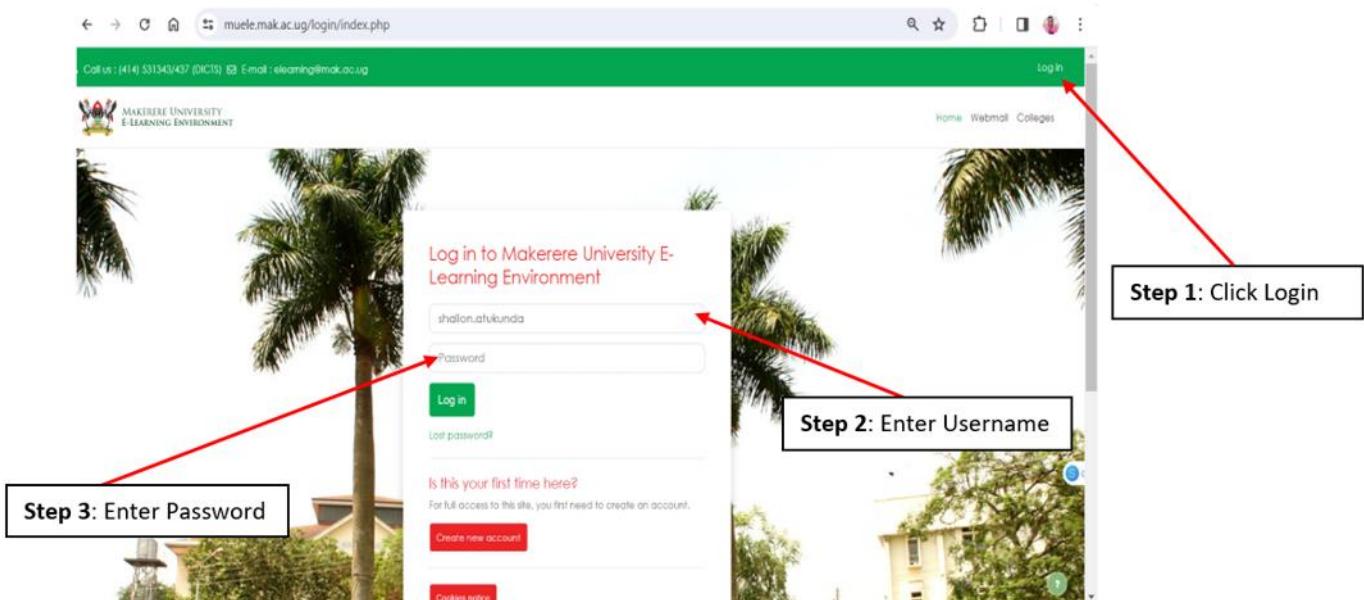
12. **Logout (Optional): **

- If have finished replying to post, logout to secure your account.

Create_muele_discussion_topic:

- step: "Log into MUEL"

description: "Ensure you are logged into the MUEL platform."



- step: "Navigate to the Course"

description: "Access the course or module where you want to create the discussion topic."

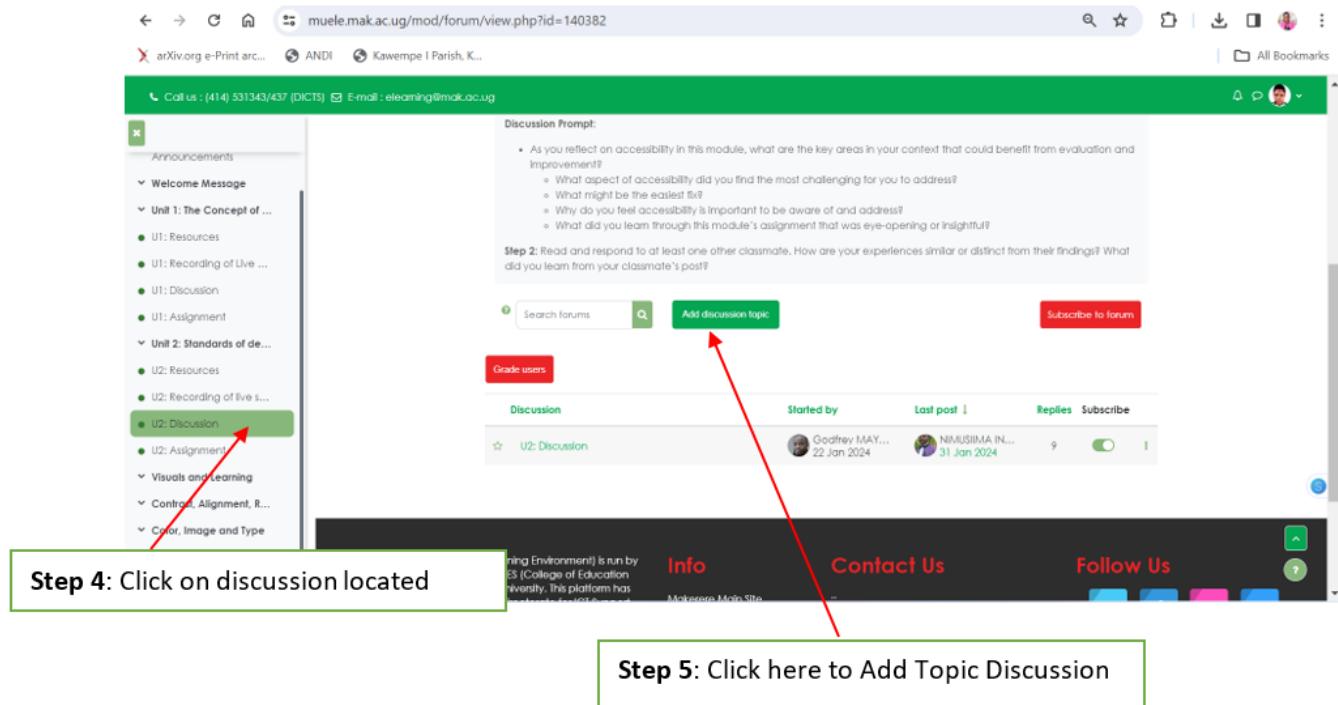
- step: "Find the Discussion Forum"

description: "Locate the discussion forum or board where you want to start the discussion."

- step: "Click on 'Add discussion Topic' or Similar"

description: "Look for an option like 'Create Topic,' 'New Topic,' or a similar button to initiate a new discussion."

Screenshot



- step: "Enter Topic Title"

description: "Provide a clear and descriptive title for your discussion topic."

- step: "Compose Your Message"

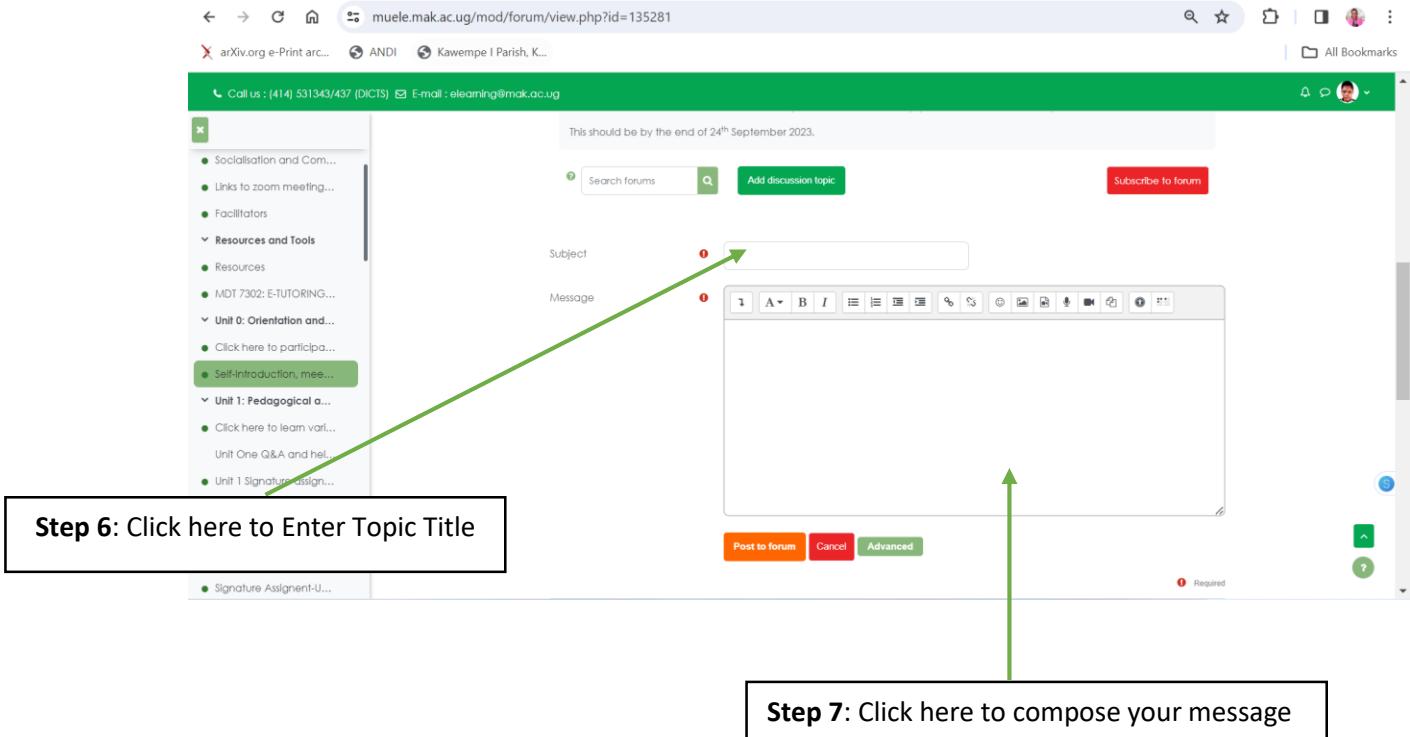
description: "In the text box provided, write the content of your discussion post. Include any relevant details, questions, or prompts."

- step: "Format Your Post (if needed)"

description: "Use available formatting options, if provided, to enhance the presentation of your post."

- step: "Preview (if available)"

description: "If there's a preview option, check how your post will appear before submitting."

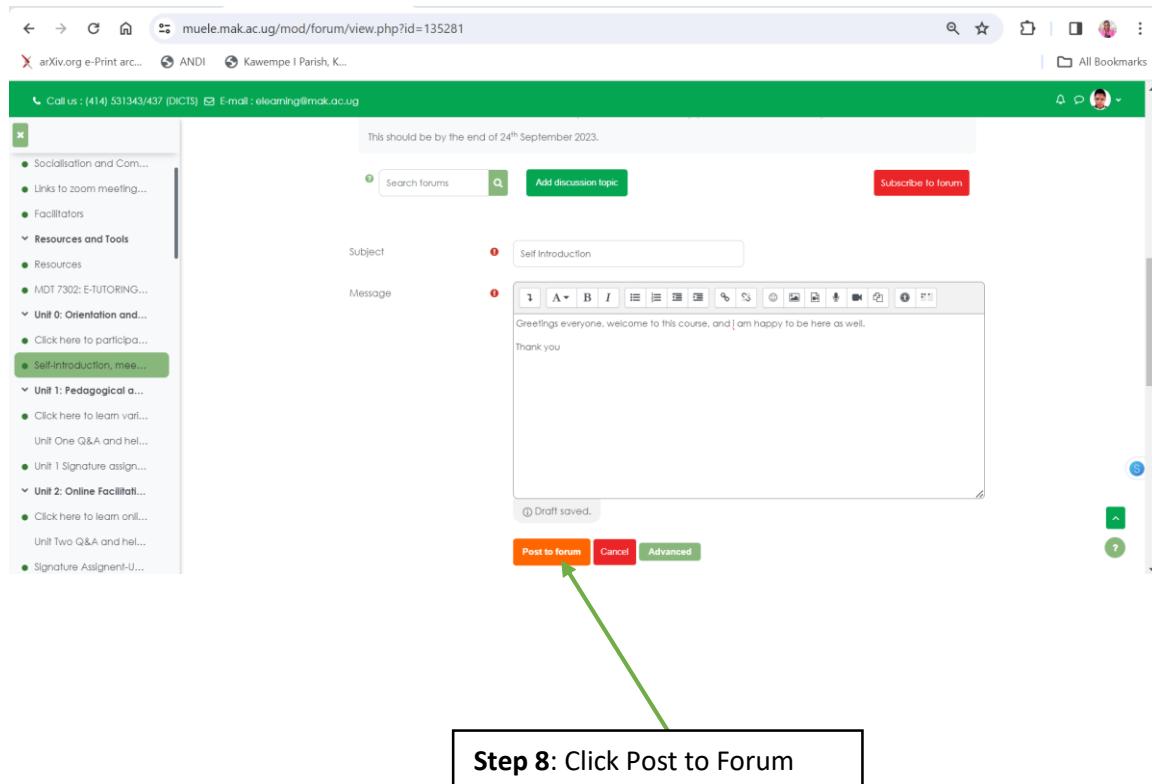


- step: "Submit Your Discussion Topic"

description: "Click 'Submit,' 'Create,' or a similar button to post your discussion topic to the forum."

- step: "Confirmation"

description: "Look for a confirmation message indicating that your discussion topic has been successfully created and posted."



How to Access Course on MUELE

access_muele_course:

- step: "Log into MUELE"

description: "Ensure you are logged into the MUELE platform with your credentials."

- step: "Navigate to Dashboard"

description: "Once logged in, go to your dashboard or the main landing page."

- step: "Locate 'My Courses'"

description: "Look for a section named 'My Courses' or a similar label on your dashboard."

- step: "Find the Desired Course"

description: "Scroll through the list or use a search feature to find the course you want to access."

- step: "Click on the Course"

description: "Click on the name or title of the course you wish to access."

- step: "Explore Course Content"

description: "Once inside the course, explore the various sections, modules, or materials available."

- step: "Access Discussion Forums (if applicable)"

description: "If there are discussion forums, assignments, or other interactive elements, navigate to those sections as needed."

- step: "Start Learning!"

description: "Begin your learning journey within the course by engaging with the content provided by your instructor."

alternative_access_muele_course:

- step: "Open Web Browser"

description: "Open your web browser and type 'muele.mak.ac.ug' in the address bar."

- step: "Click 'Login' on Top Right Corner"

description: "On the top right corner of the page, click on 'Login.'"

- step: "Enter MUELE Username and Password"

description: "Enter your MUELE username and password in the login screen that appears."

- step: "Click on 'Colleges'"

description: "After logging in, click on 'Colleges' in the menu."

- step: "Select Your College"

description: "A list of colleges will be displayed. Click on the college where you belong, e.g., College of Education and External Studies (CEES)."

- step: "Navigate to Department and Course"

description: "Click on your school, then your department, and finally, click on the course you are offering (e.g., Master of Instructional Design and Technology)."

- step: "Choose Academic Year"

description: "Select the academic year relevant to your course."

- step: "Select Specific Course"

description: "Click on the specific course you are interested in accessing."

- step: "Explore Course Content"

description: "Explore the materials, modules, and any other content provided for the selected course."

- step: "Enroll in the Course (if applicable)"

description: "Check if there's an option to enroll in the course. If enrollment is required, follow the provided steps to enroll."

Forgot Password on MUELE

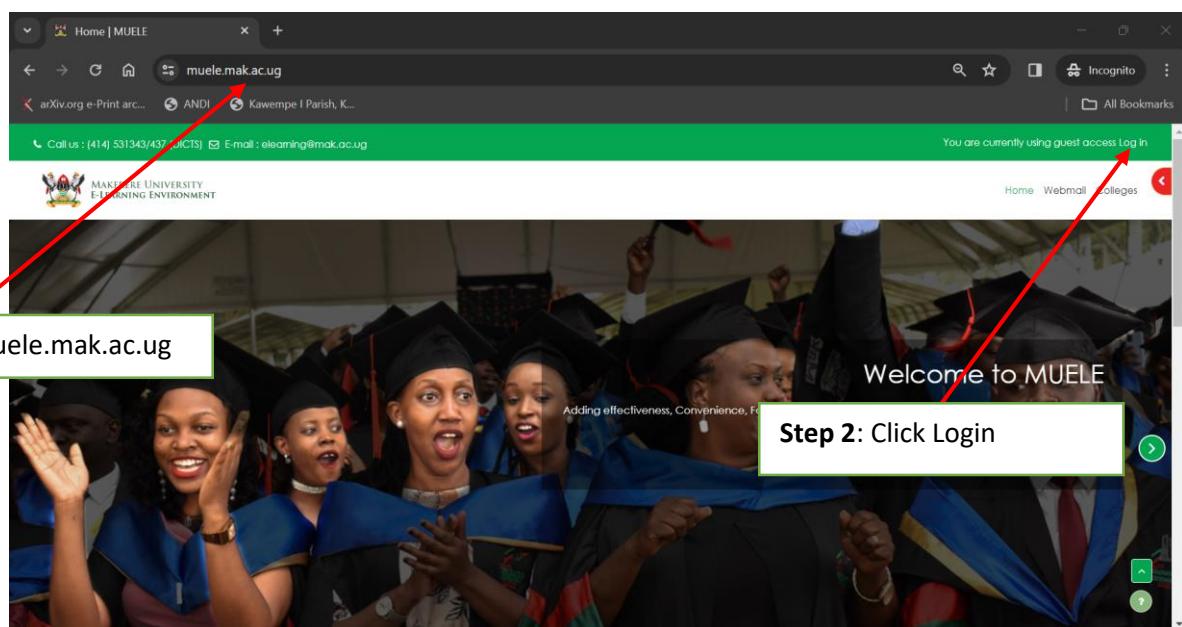
Reset_muele_password:

- step: "Open Web Browser"

description: "Open your web browser and type 'muele.mak.ac.ug' in the address bar."

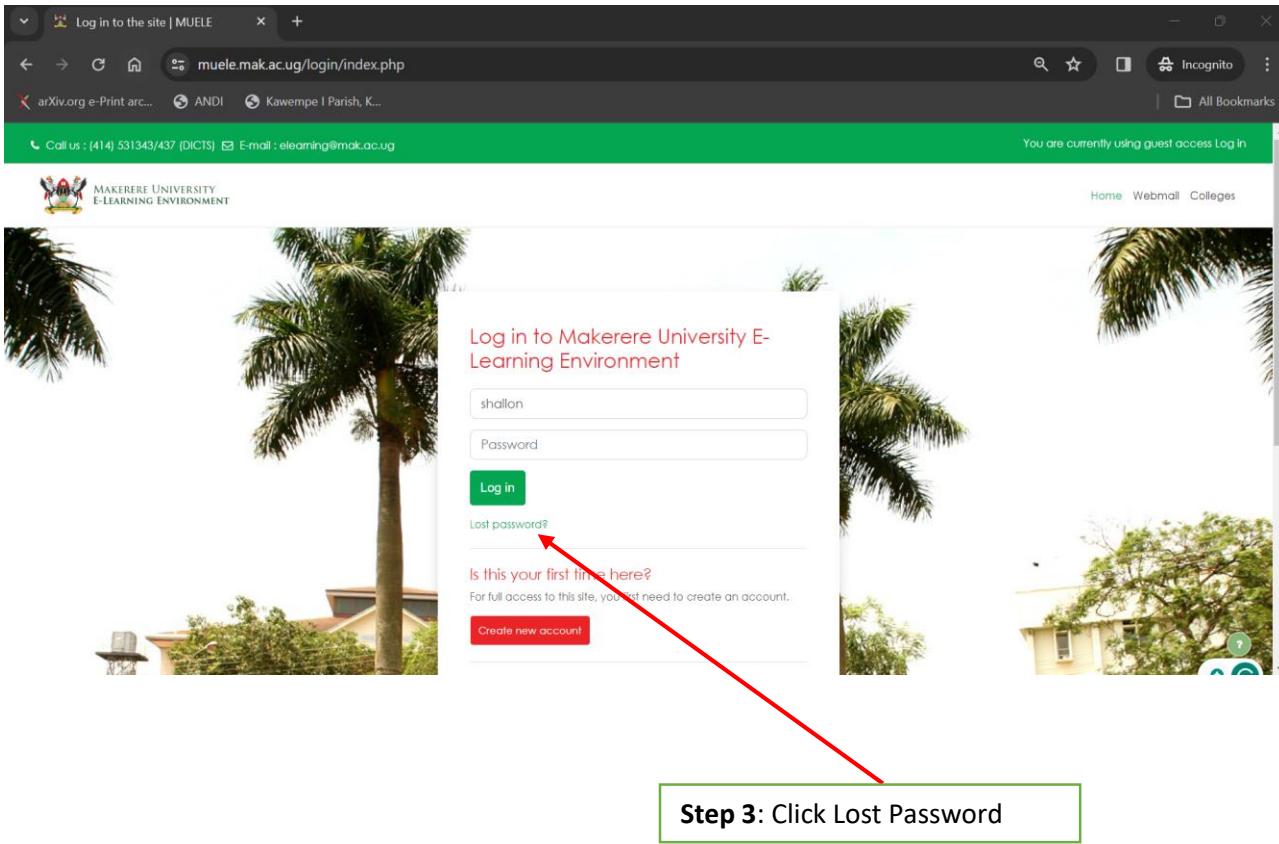
- step: "Click 'Login' on the Top Right Corner"

description: "On the top right corner of the page, click on 'Login.'"



- step: "Click 'Lost Password'"

description: "On the MUELE Login Screen, click on 'Lost Password.'"



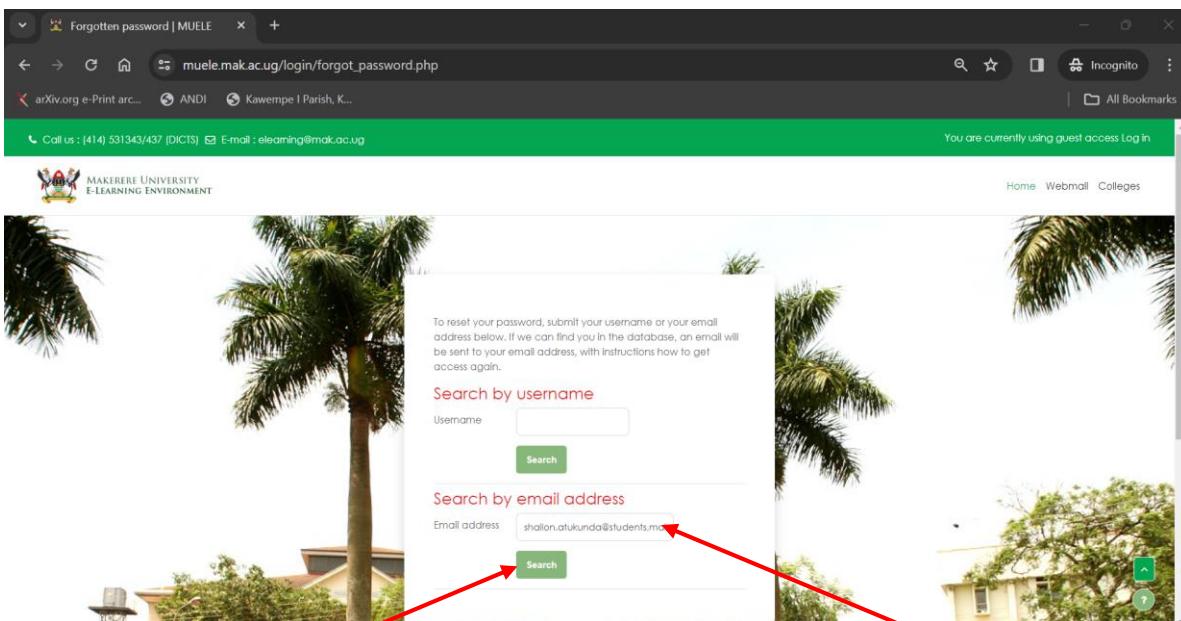
Step 3: Click Lost Password

- step: "Submit Username or Email"

description: "To reset your password, submit either your MUELE username or your email address. If found in the database, an email will be sent to your address with reset instructions."

- step: "Click 'Search'"

description: "Click on 'Search' to initiate the process of password recovery."



Step 5: Click Search

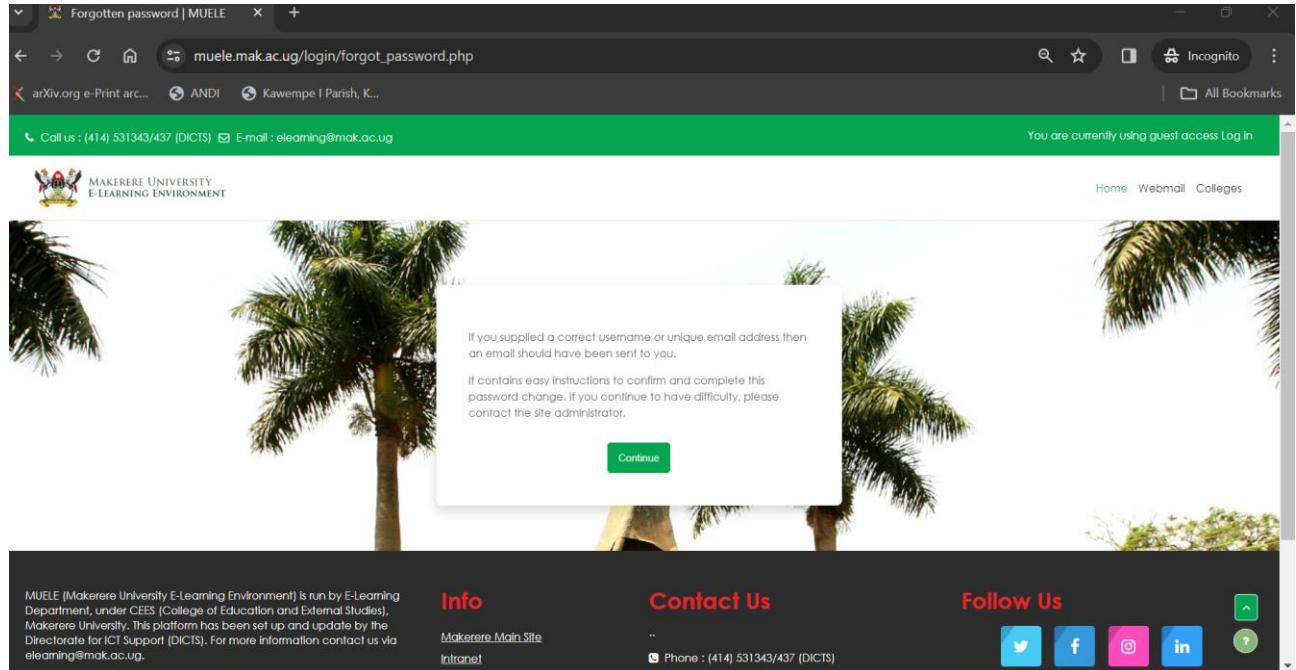
Step 4: Put the University email or MULE Username but not both

- step: "Notification Sent"

description: "A notification will be sent to your University email address."

- step: "Click 'Ok'"

description: "Click 'Ok' to acknowledge the notification."



- step: "Open University Email"

description: "Open your University email using webmail.mak.ac.ug."

- step: "Identify Password Reset Message"

description: "Identify the password reset message in your University email inbox."

- step: "Copy Reset Link"

description: "Copy the link provided in the email; paste it into the address bar of your browser."

- step: "MUELE Reset Window"

description: "A MUELE reset window will appear. Enter the new password and confirm it."

- step: "Click 'Update Password'"

description: "Click on 'Update Password' to complete the password reset process."