THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
DAR ES SALAAM INSTITUTE OF TECHNOLOGY
(Established under the Act No.6 of 1997)

DIT e-Learning management system (DIT e-LMS)

User Manual and Technical Support Documentation

September, 2022

3.2 MANUAL FOR HEAD OF DEPARTMENT (HOD)

Getting started

i. Make sure all the PC and System Requirements mentioned on section 1.5 are met before moving on to the next

ii. Open a web browser and access DIT-elms through this link http://elms.ditnet.ac.tz/ and log in to the site/platform as explained earlier on section 1.6 (b).

iii. After successfully logged in,the dashboard view will be displayed and in the dashboard view the list of assigned modules will be displayed as demonstrated in the below image.
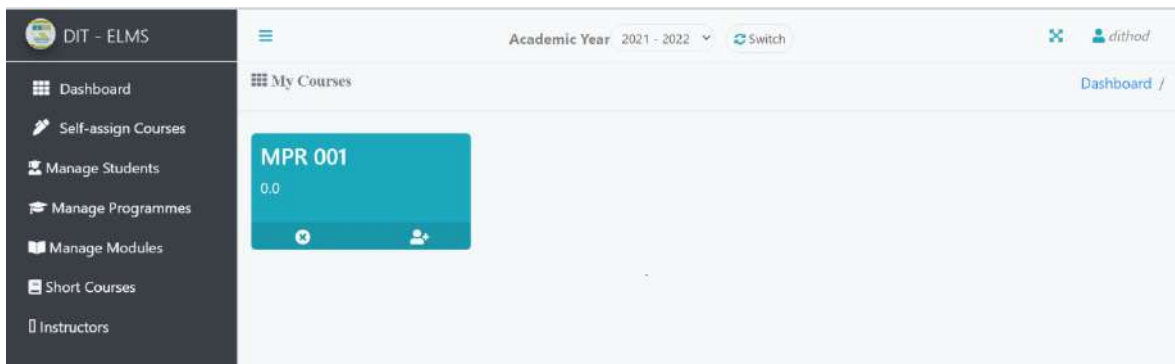

Figure 54. Showing List of courses

Dashboard

This is the page that HOD will see after successful login ,the page will show the list of HOD assigned courses.Though this page the HOD will be able to drop the course by clicking the drop course button on the left lower side of the course card or Add partner by clicking the right down side of the course.

If the HOD click the course card the new page will be displayed which button or cards for announcement,materials,assignment,lab assignment,tutorials,external

assessments,CA generator,Students,Quizzes,Lecture room,Classs forum,Partener which can be used as explained on chapter two on Content creation and management.
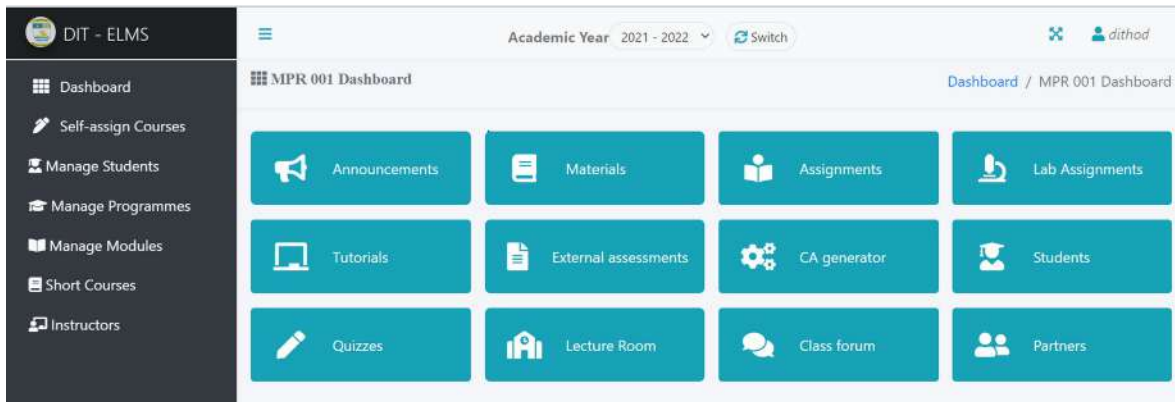

Figure 55. Showing Content creation and management

Self assign Courses or Module

HOD will be able to assign themselves the certain course for themselves as referred to chapter two.

Manage students

HoD will be able to manage two types of students which are regular students and short courses students.The HOD will be able to view all students Uploaded by themselves as well as to upload new students.

After successfully login HOD can upload a list of students by clicking link of manage students then regular student link the view of list of student will be displayed as the image showed below
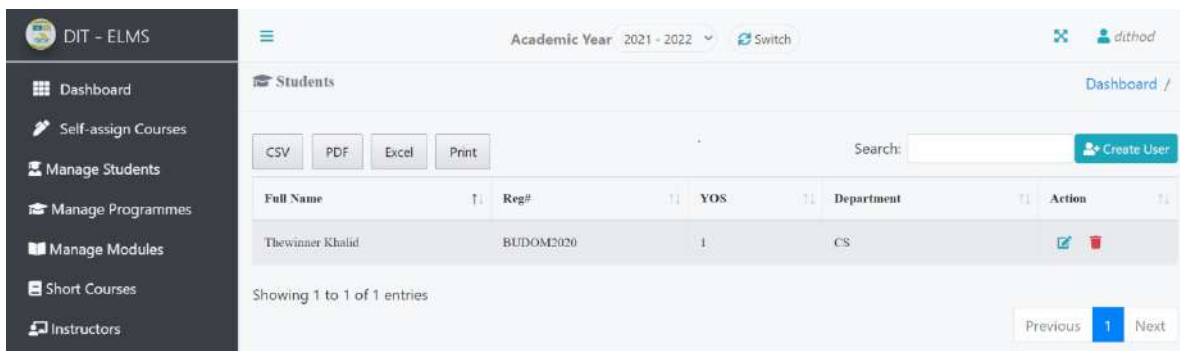
Figure 56. Showing list of uploaded students

Then clicking the *create users button* in the page which will display a new page for uploading list of student will be displayed as the image demonstrated below.

Figure 57. Showing how to upload students

HOD can upload students by two options which are:

● First option by adding single student by filling the fields registration number, year of study, program name, department name and gender

- Second option by using Ms Excel generated templates filled offline and uploaded as a batch later
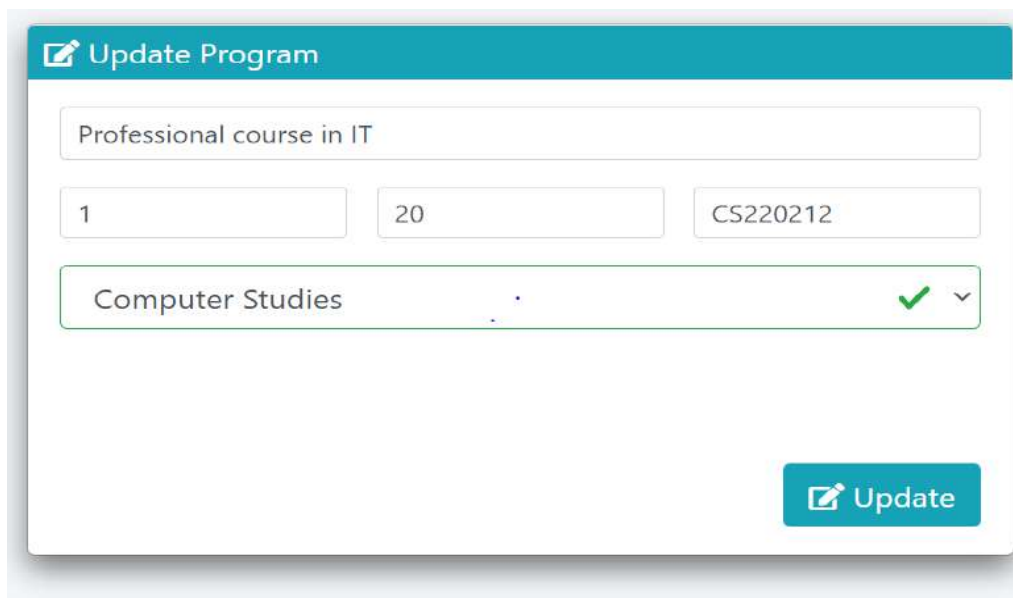
Manage Program

HoD will be able to view programs ,edit(update the program),delete and create the new program.The program list page demonstrated below is the first page displayed after click manage programmes on the left side bar.

Figure 58. Showing list of the program
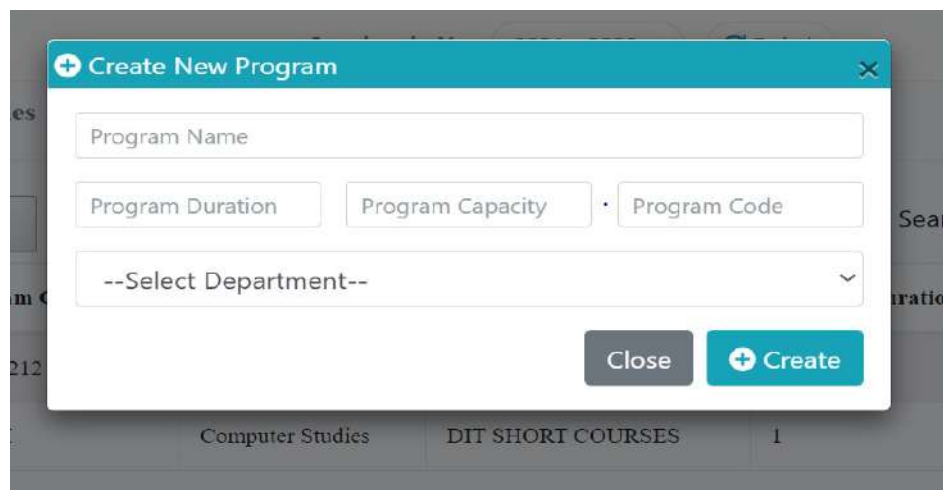
Updation of the program editing option will be displayed using the edit button in the right side of the table that list program. The editing option allows HoD to program details such as program's name,code, program's department, capacity of the program and the duration of the program .

Figure 59. Showing the update form for programs.

To be able to create new program HOD can achieve it by click new program the pop up form will be displayed the HOD can create it by provide program name,duration,capacity,code and the Department of the program.

Figure 60. Showing the form for creating programs.

Manage Modules

After clicking *Manage Module link* on the side bar the HOD can view the model,update and delete the module.After the clicking of *manage module* the list of modules for a specific department will be displayed

Figure 61. Page Showing the list of module of specific department.

To create new module will be achieve by clicking *Add Module button* on the right side and the pop up model for creating Module will appear as shown below.

Figure 62. Showing the form for creating modules

To create a new Module the HoD will be required to insert details like module name,module code,module credit,module semester semester Exam weight

(SEW),Course Assessment Weight(CAW),year of study like first year,department name of the module.

HOD will be able to see the details or more information on the specific module by clicking the *show* button.The page will be displayed as shown below.
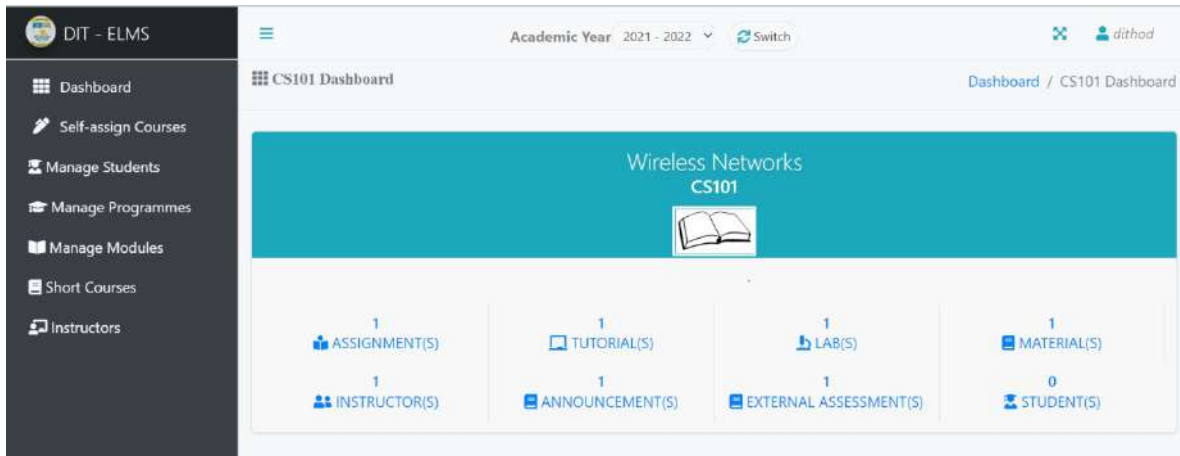

Figure 63. Showing the details of modules

HoD will be able to edit course details such as course name, course code, course credit and semester the course is being taken. Also, HoD will be able to assign courses to instructors.

Figure 64. Showing the page for update modules

Short Course

HOD will be able to view the list of all short courses in his department after clicking the *short courses module* where the list of courses page will be displayed as demonstrated on the image below.

Figure 65. Showing the page for list short courses.

HOD will be able to create a new short course by clicking the *create new course* button and details like course name,duration,course code and course department will be inserted.the image below demonstrate the new course creation.

Figure 66. Showing the form for creating a short course.

HOD will also be able to create advertisement on short courses by clicking the *Ads* button on the right side.After clicking the *Ads* button the list of advertisement will be displayed so the new Advertisement will be created by clicking the button *Advertise Course* as shown below.

Figure 67. Showing the page of list of Advertisement.

Figure 68. Showing the page of list of Advertisement

Instructors

HOD will be able to view all the instructors and the courses they are assigned to by clicking the *instructors* link on the left side on the side bar.After clicking the instructor link the page that shows the list of instructors as shown on the figure below.

Figure 69. Showing the list of courses and courses.

 In the instructor page the HOD will be able to remove the courses on the action column by clicking the *remove courses* button.