THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
DAR ES SALAAM INSTITUTE OF TECHNOLOGY
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DIT e-Learning management system (DIT e-LMS)

User Manual and Technical Support Documentation

September, 2022

Chapter 5. MANUAL FOR SUPERADMIN

I. Make sure all the PC and System Requirements are met before moving on to the next step.
II. Open a web browser and access DIT-elms and log in to the site/platform as explained earlier.
III. Make sure you are logged in. If the screen shows a list of courses that looks like the one below, you are logged in to the system
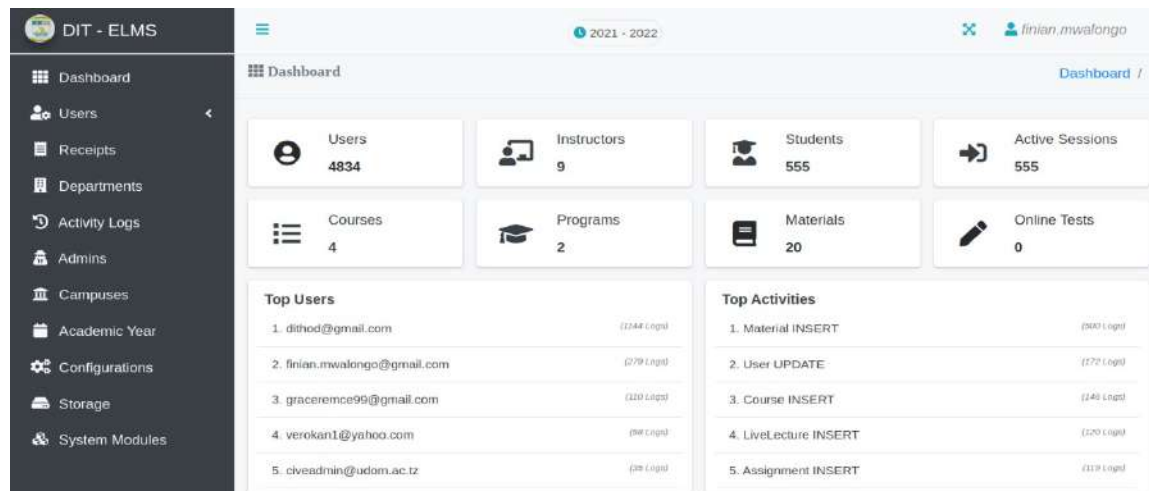

Figure 85. The page that super admin land on after successful login

IV. In the upper right you should see You are logged in as [your first name and surname] when you click to user icon, you can be able to change password and logout.
V. If were not able to login, carefully double-check your information (username and password).
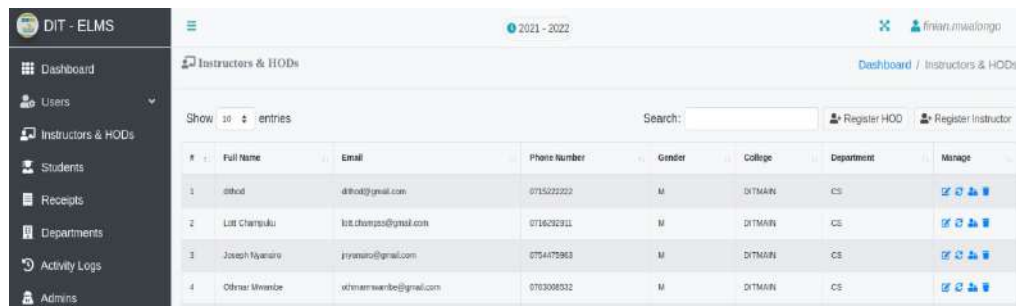
5.1 Dashboard

The dashboard shows the overall summary of different aspects of the system. It shows total number of users that are currently available in the system, and number of users based on roles such as instructors and students. It also shows available active sessions by clicking the card of session can see the details of the sessions,

courses, programs, materials and online tests available in the system. The dashboard also shows top users and top activities that have been performed in the system.

I. Users

This section shows the admin the available users based on the two categories.

- **Instructors and HODs;** Here the system will show the superadmin the list of all registered instructors and HODs available in the system. In this module, the superadmin can be able to perform other functions such as add new HOD by clicking register HOD,new instructor by clicking Register Instructor, update informations of instructors and HODs, search, reset passwords, lock/unlock and delete instructors and HODs.

Figure 86. The page that show list of instructors and HODs

- **Students;** Here the superadmin can be able to see list of all students available in the system. Prior to that the superadmin can be able to perform some activities such as update information, search, reset passwords, lock/unlock and delete students from the system.

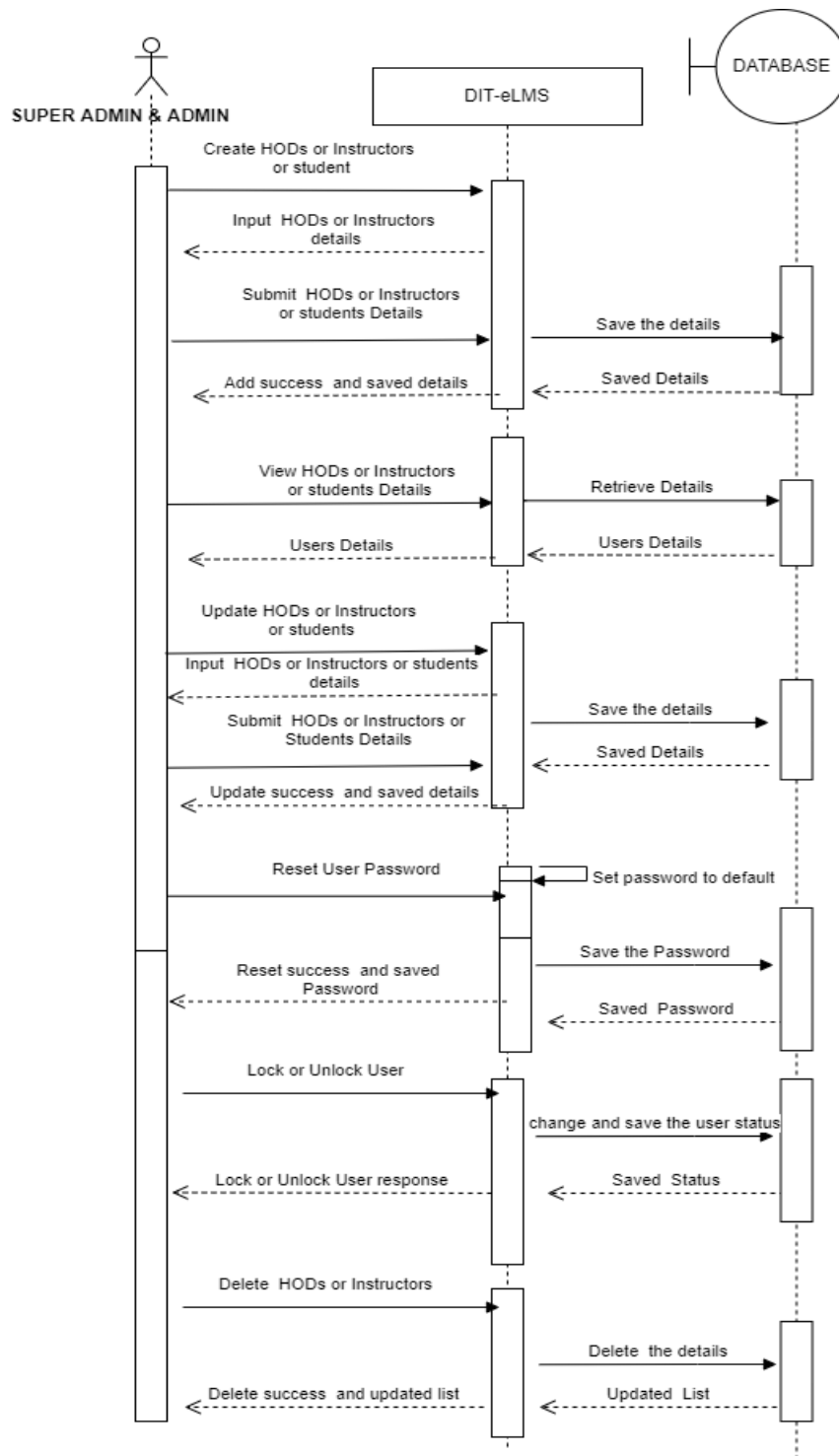*Figure 87. The page that show list of Students*

Figure 88. 3 sequence diagram :User management

II.   Receipts

In this subsystem, the superadmin can be able to know if the student has submitted assignment through inserting a generated receipt during assignment submission by the student. This subsystem help to prove the certain student has submitted the assignment through the system. In order for this to work, the admin has to copy and paste the student receipt, then the system will notify the superadmin if the receipt is valid and it was given to the student.

Figure 89. The page that show the receipt validation

III.   **Departments**

This subsystem shows all departments that are currently registered in the system. For example in the figure below it shows all departments available in the certain campus.
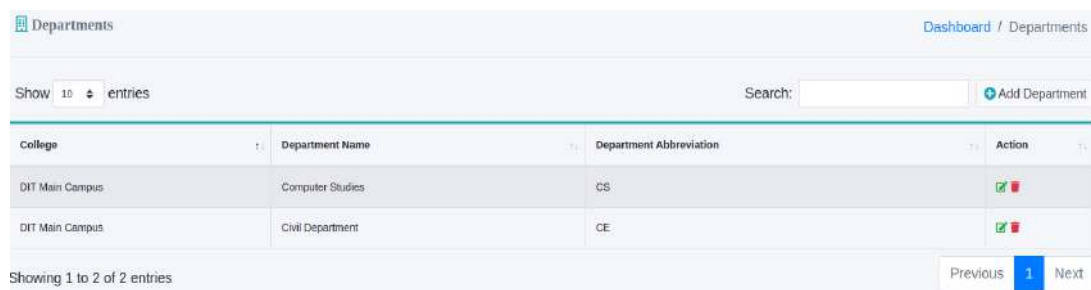

Figure 90. The page that show list of Departments

The superadmin can be able to add new department, update department information and delete departments. To create new department, the superadmin has to fill in some information such as department name, abbreviation and campus.

Figure 91. The page that show the form for adding new department

IV.   Activity Logs

In this subsystem, the superadmin can be able to see all the activities that are performed in the system. In this part, the superadmin can be able to see the details such as date and time, affected database table, action, affected field name, old value, new value, user, IP address and others for each and every activity log in the system.

V.

Figure 92. The page that show the list of activity logs

Admins

In this subsystem, the superadmin can be able to see all other admins found in the system. Here the superadmin can be able to add new admin, update admin information, reset admin password, lock/unlock admin and delete admin.

Figure 93. The page that show the list of admits

To add new admin, the superadmin has to specify information such as full name, email, phone number and campus.

Figure 94. The page that show the form for adding new admin

VI.   Campuses

In this subsystem, the superadmin can be able to see the list of all available campuses in the system. In addition, the admin can be able to add campus, view available campuses, update and delete campuses. In order for the to add new

Figure 95. The page that show the list of admits.

campus superadmin has to input campus name and its abbreviation.

VIII.   Academic Year

Super Admin will be able to know the academic year and its status as well as will be able to migrate to the next year academic year or go back to the previous academic year.
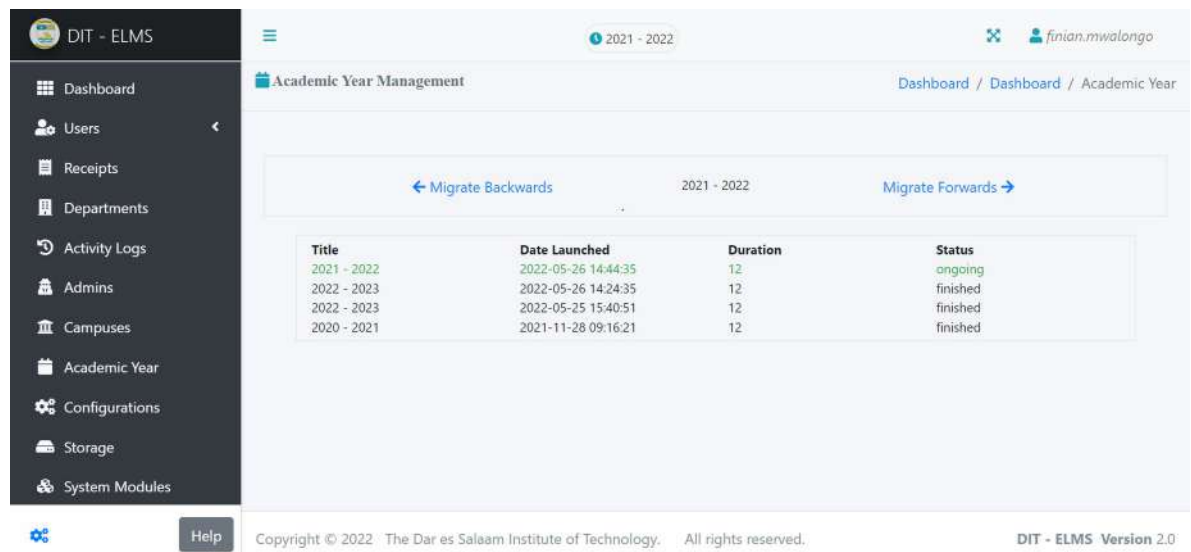
Figure 96. The page for Academic Year Management

So before the Super admin is Able to migrate from one academic year to the next will be able to provide some choices which are as follows

- The deletion of all submitted files is needed this means that all the files will be removed and this might help to save space on the server but if the files are still needed its better for this option to not be checked/selected.
- The second option open student Registration right after the academic year ends.

The above mentioned options appear only after super admin click migrate forward and the pop up menu will apear as demonstrated n the figure below which will require admin to select the option then click migrate.
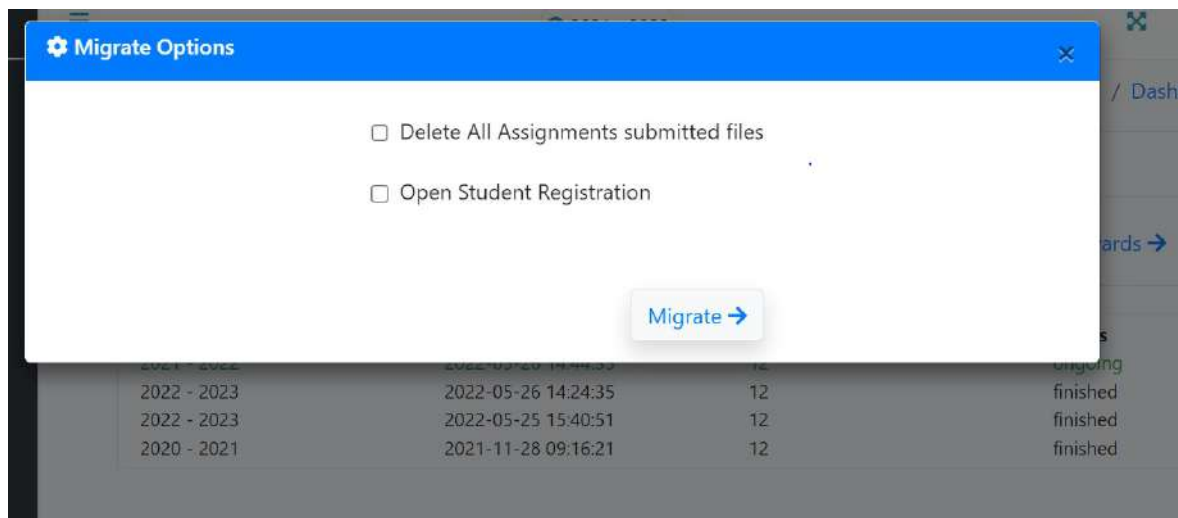
Figure 97. the options to be selected before perform migration of academic year

IX. Configurations
X. Storage

Super admin will be able to manage the storage by just clicking The storage link on the left side on the side bar.the page for storage management will be displayed which has to part as shown on the figure below.
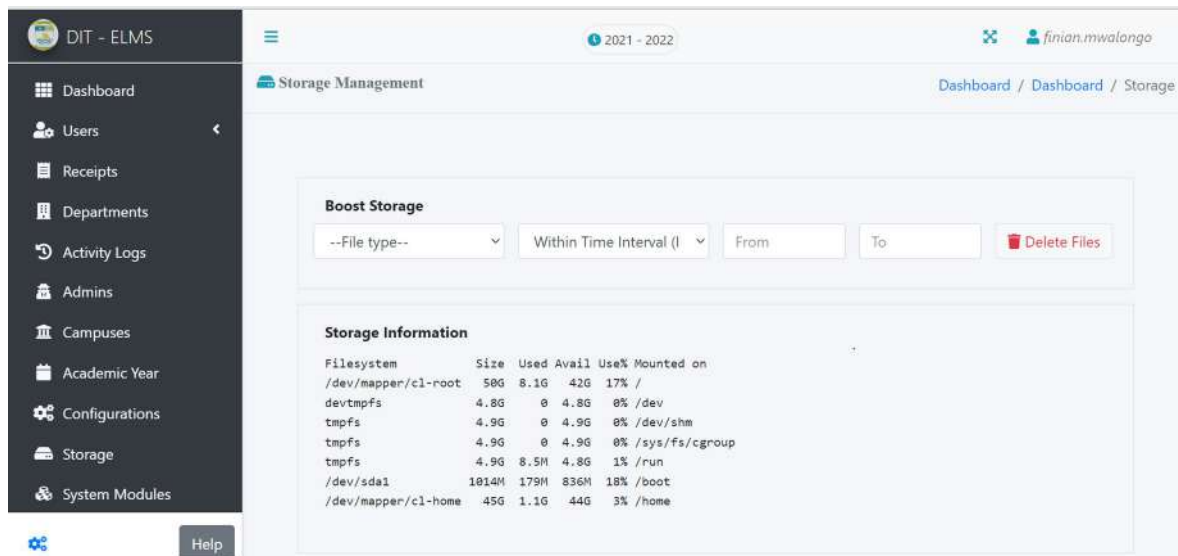

Figure 98. Shows the storage management page

Two part of Storage Management are as follows

- **Boost Storage;** this part will allow Super admin to remove different files by just select file type,specific range of time,option to select which files to delete if select within the exclusive time the file will be deleted of the inserted time interval but if out of interval then the file remain will be that of within time interval.
- **Storage information;** Show the details on the storage of VPS virtual Private server of where the system is installed.

5.2 System Modules

System Module link allows the Super Admin to view list of Module that was created and will be able to activate the module or deactivate as well as delete the module/subsystem/function.
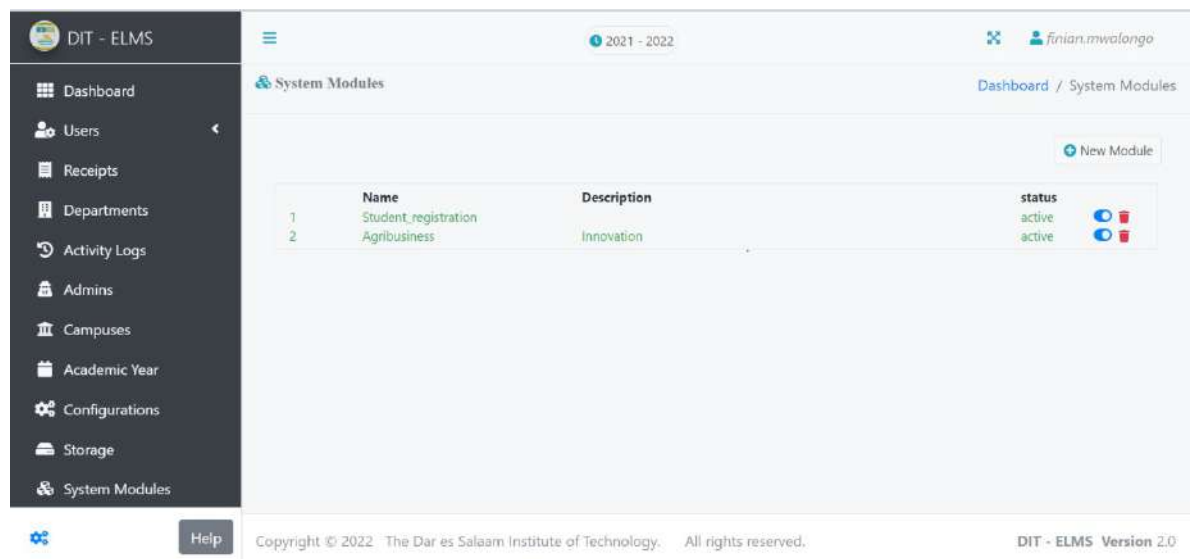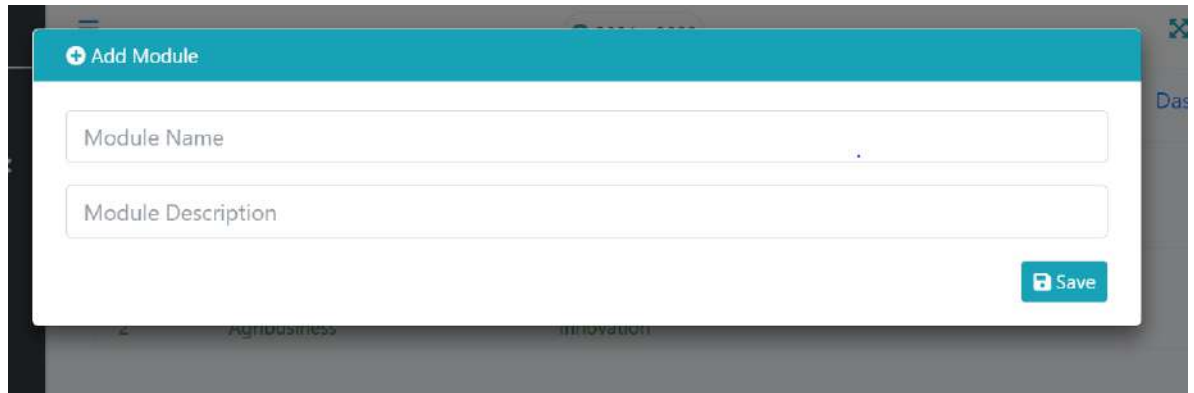

Figure 99. Shows the System Modules page.

To super admin will be able to create the new Module after click New Module, the pop up will be display that will allow super admin new module after insert the module name,module description then submit it by click save button.

Figure 100. Shows the System Modules creation page.

Chapter 6. MANUAL FOR ADMIN.

If the admin log in successful land on the same page as super admin and can perform activities like Super Admin except can not manage Admins,campuses,system module,Academic year,configuration,storage. The landing page for admin looks like the figure below
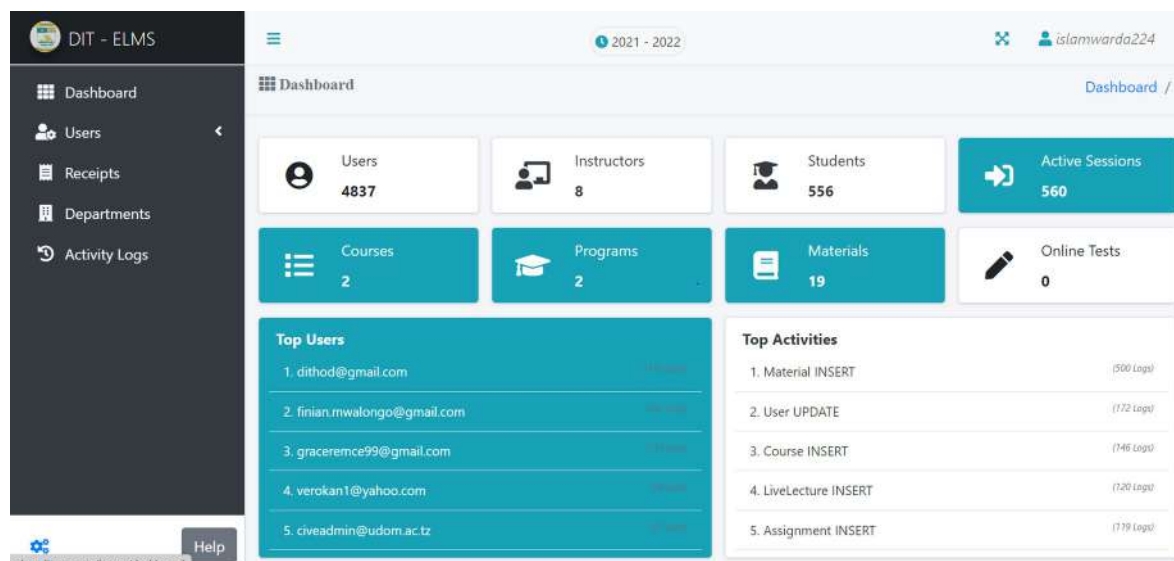

Figure 101. The first page after admin successful log in

Admin will be able to perform activities like user management which involves students, instructors, HODs. The second activity admin can do is to perform verification of receipt created for students. Will also be able to manage Departments as well as to manage Activity Logs.
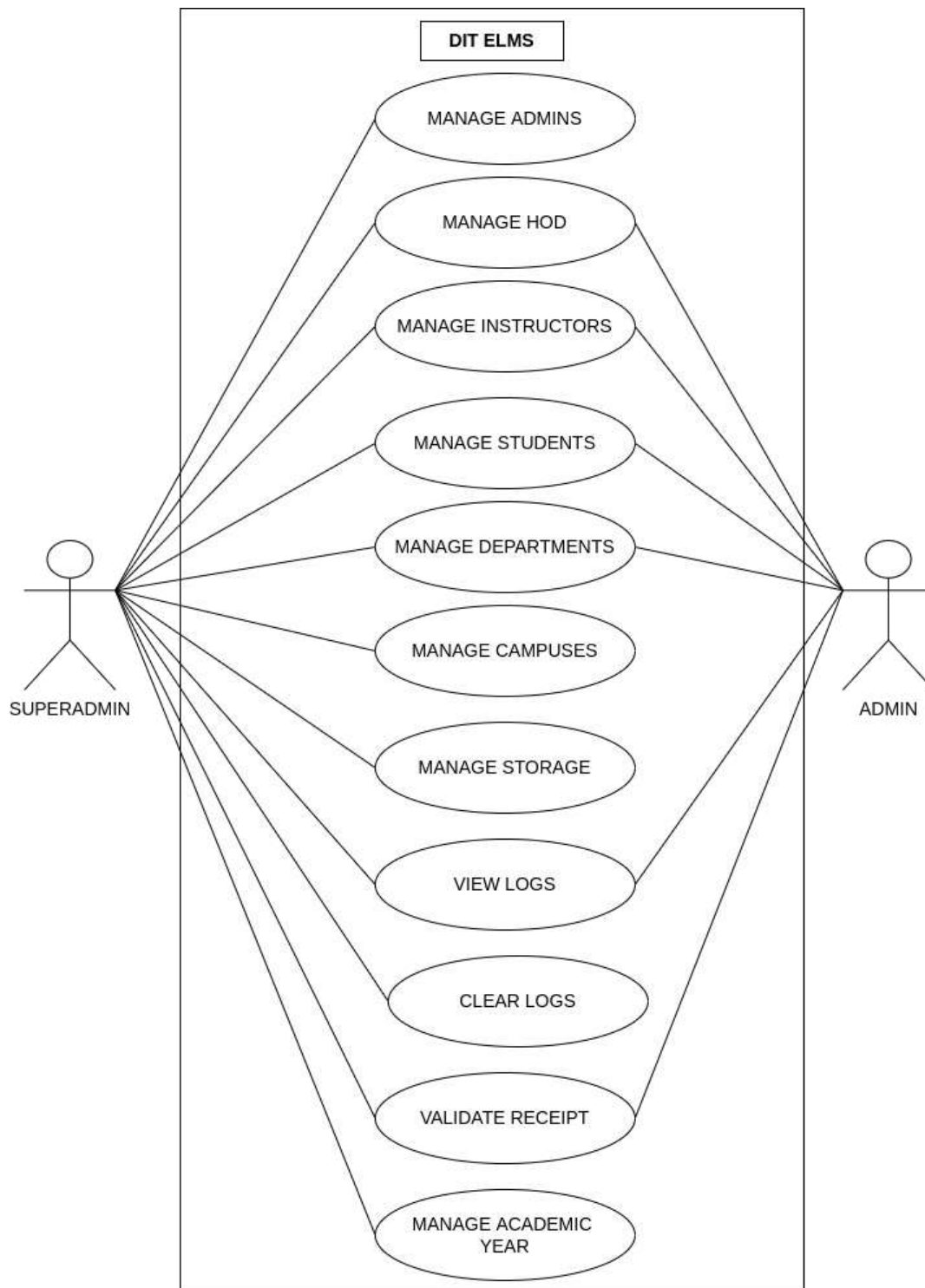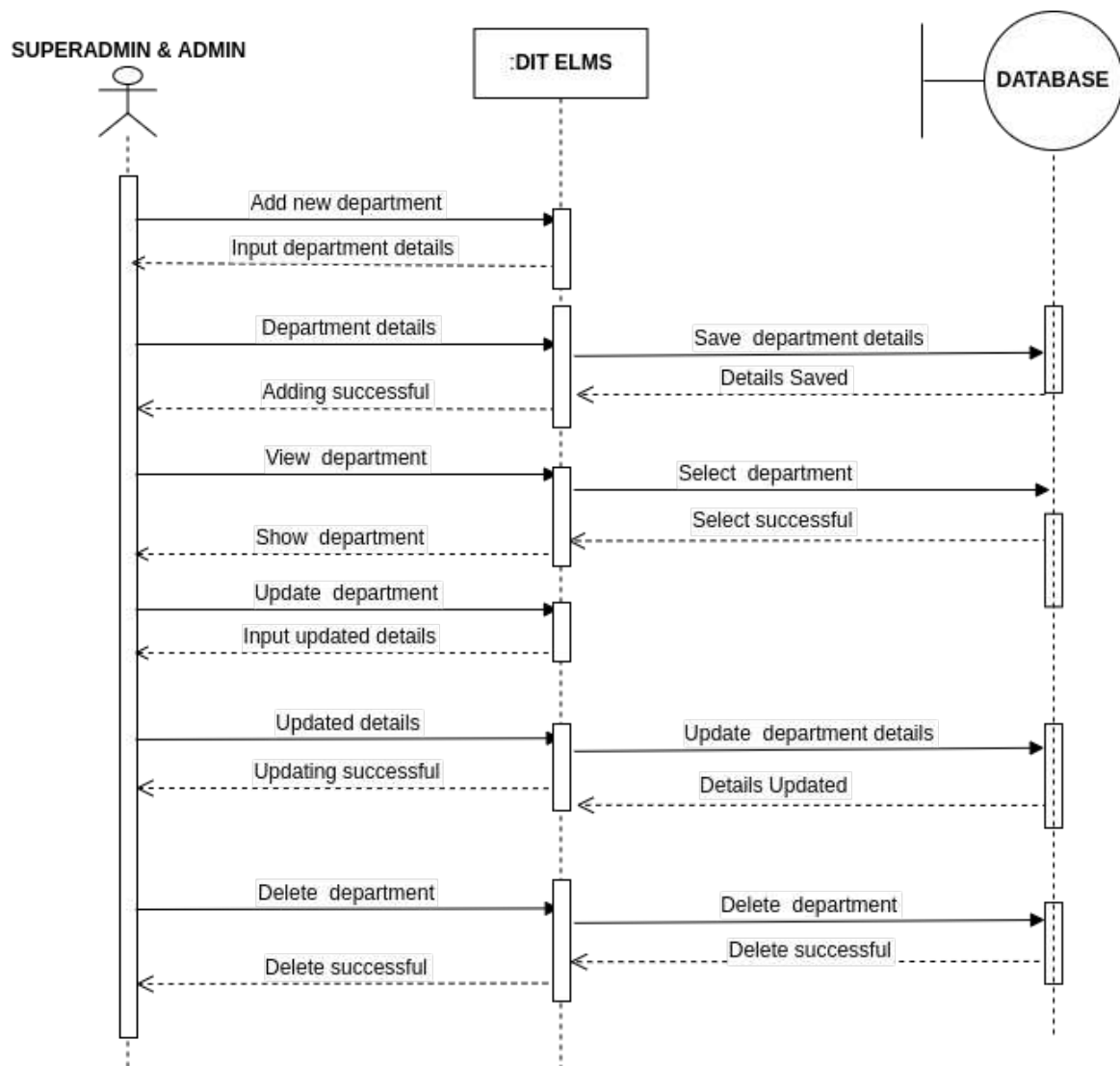
Figure 102.Use case : Superadmin and admin

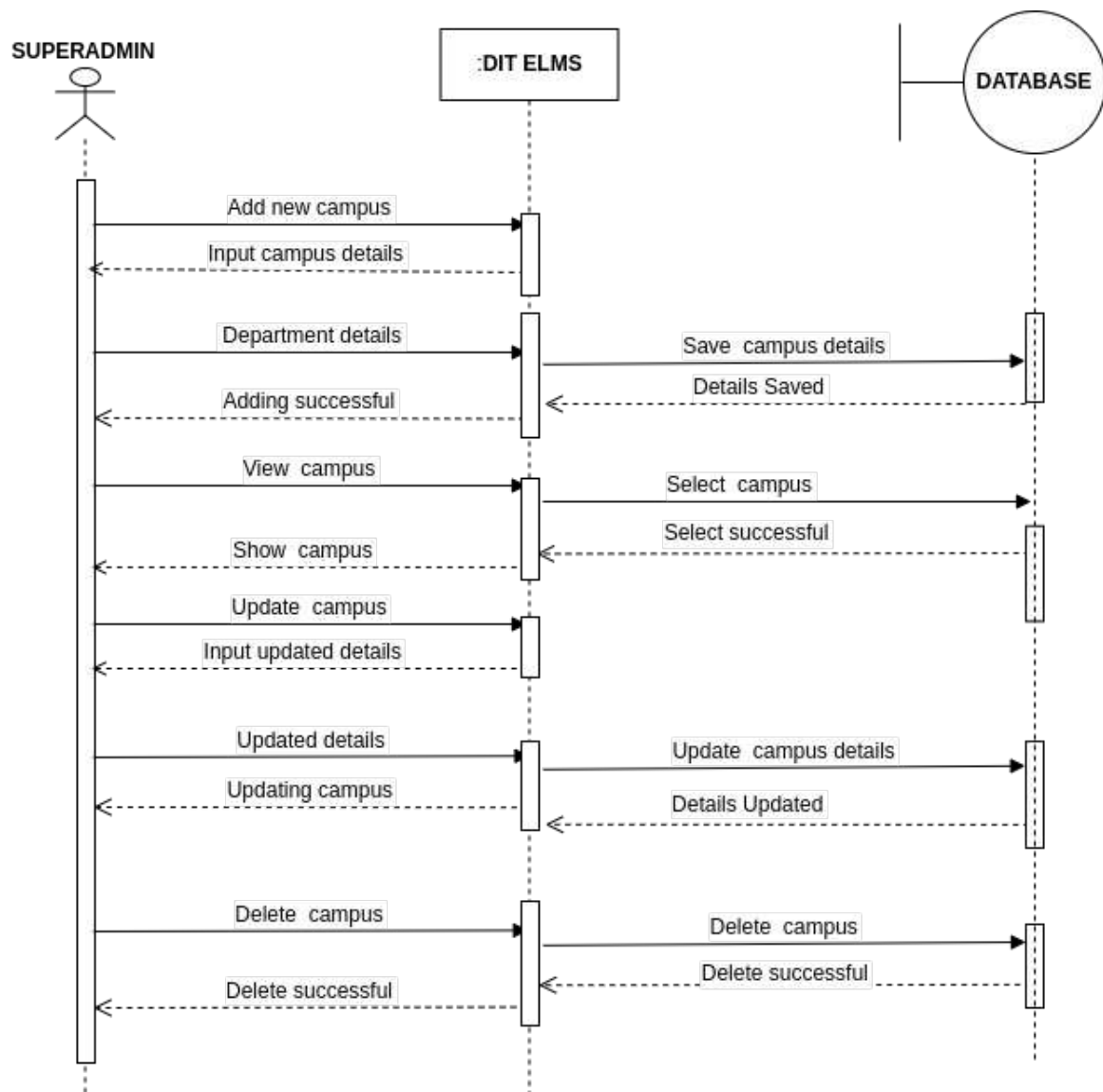*Figure 103. sequence diagram : Department management*

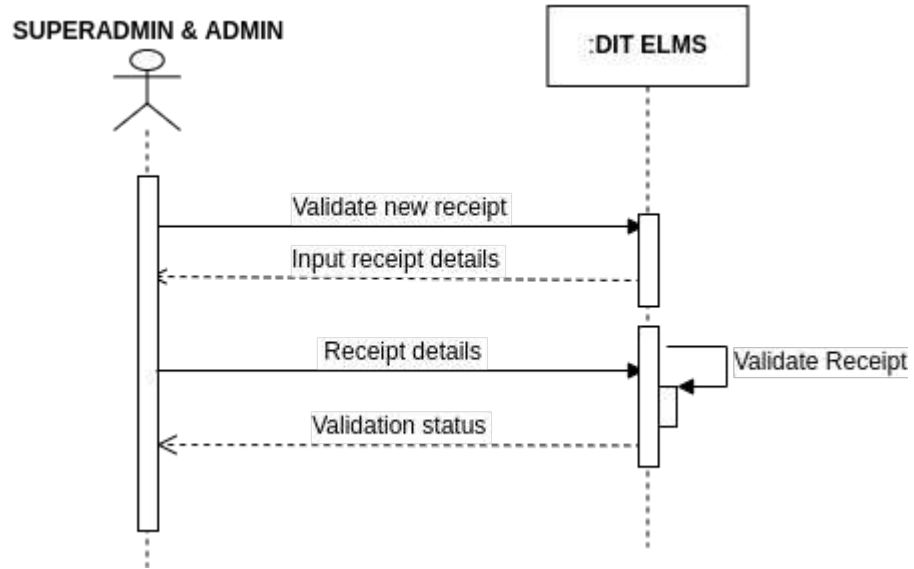*Figure 104. sequence diagram: Campus management*
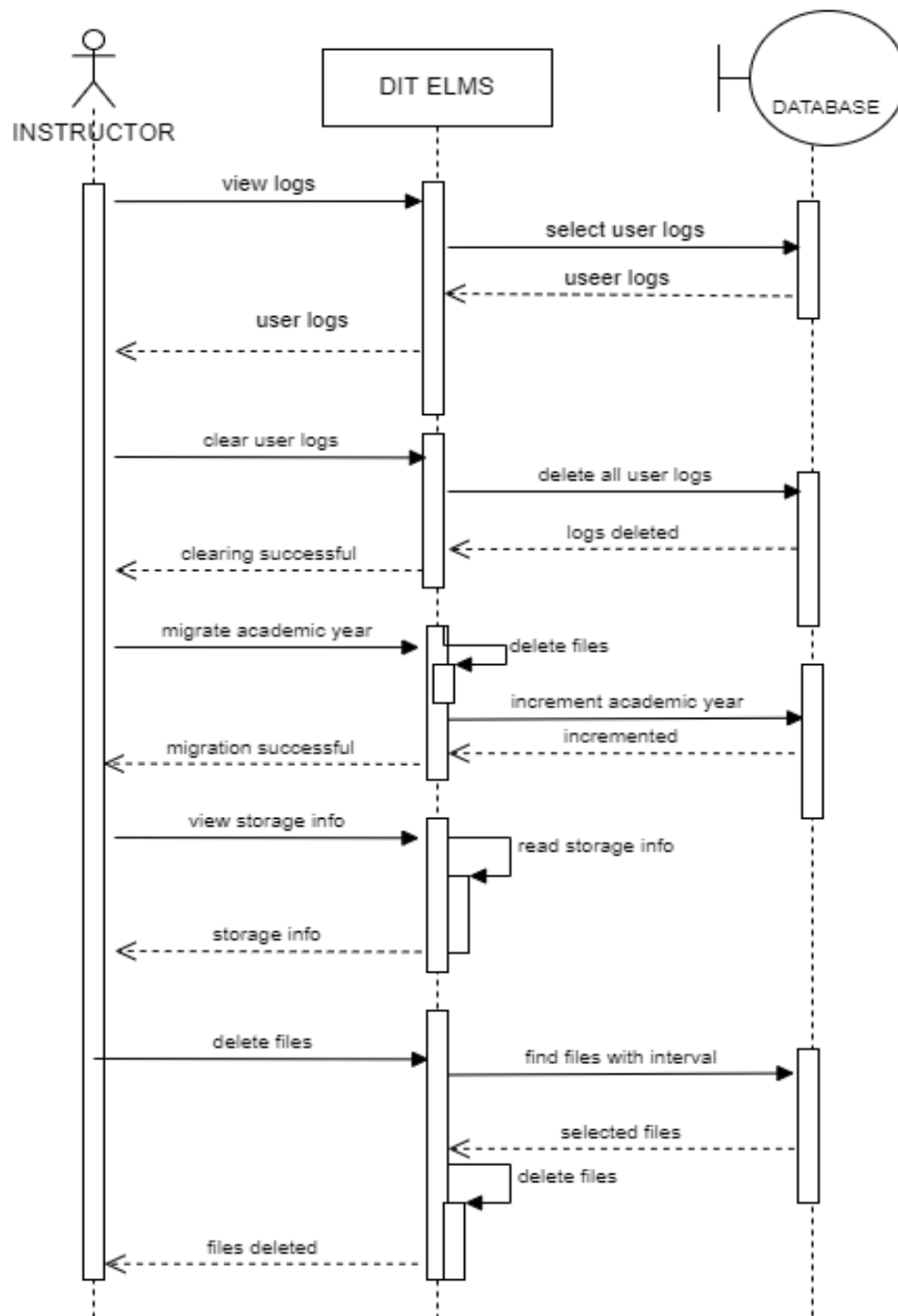
Figure 105. Receipt validation sequence diagram

Figure 106. sequence diagrams: Logs viewing, academic year management and storage

Chapter 6. DIT- eLMS Database structure

Database schema has been attached to this documentation, please check the attachment