



# **ZEGU**

## **VIRTUAL CLASS**

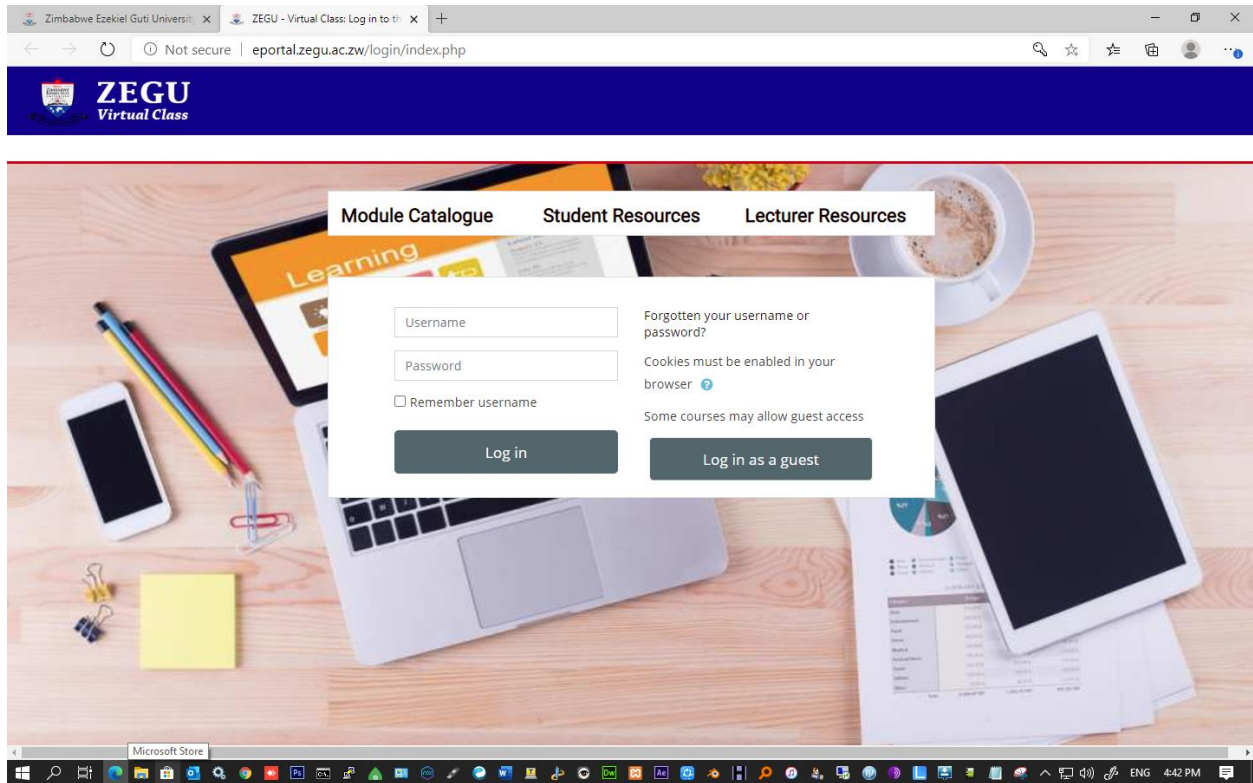
# **INSTRUCTIONS MANUAL**

**~STUDENT MANUAL~**

## **CONTENTS**

How do I log in to my account?.....	2
How do I find my course?.....	3
I found my course, now what do I do? .....	4
How do I log out?.....	5
How do I turn in my work.....	6
How do I post in a Discussion Forum.....	7
How do I begin my exams or quizzes? .....	9
Before the exam .....	11
During the exam.....	11
How do I find my grades?.....	11

## HOW DO I LOG IN TO MY ACCOUNT?



To log in to your ZEGU Virtual Class, enter the following URL into your browser's address bar: [portal.zegu.ac.zw](http://portal.zegu.ac.zw) then enter your ZEGU student Reg Number as your username and password.

The e-learning portal is also accessible from both the ZEGU website.

By default, login credentials are set to:

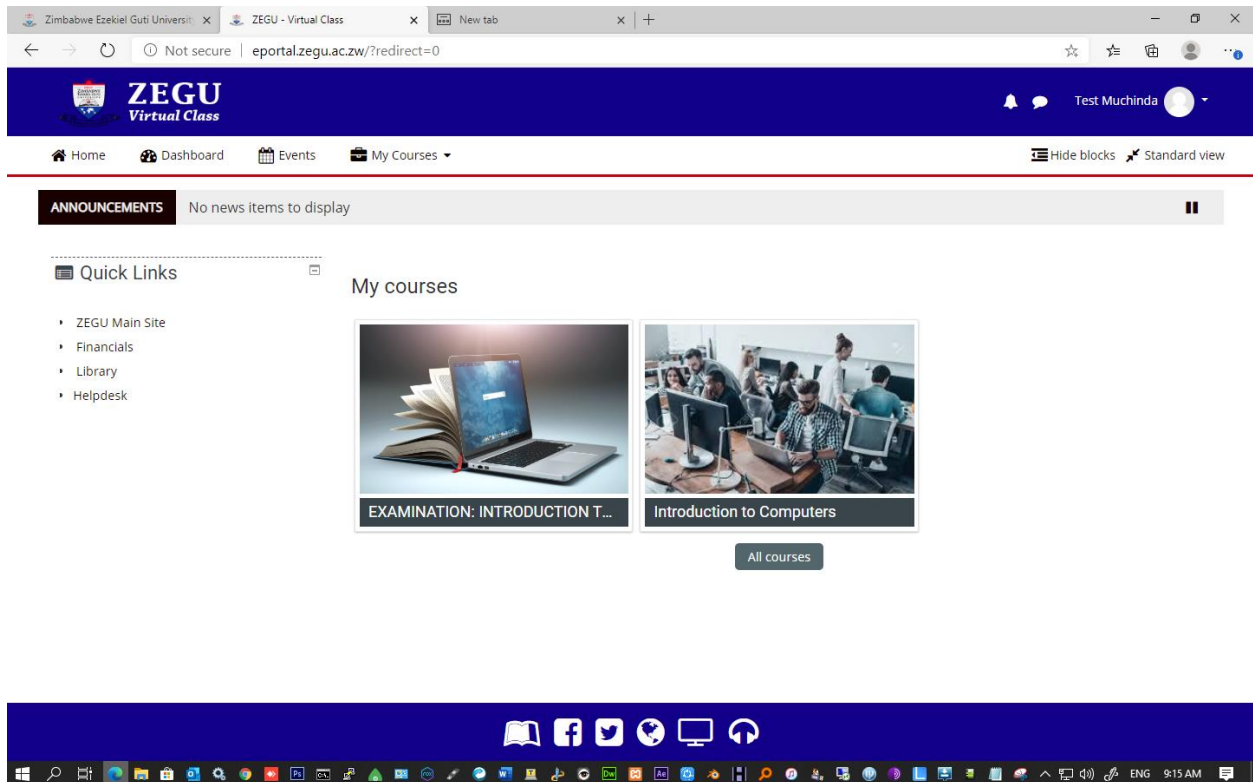
**Username:** your Student Registration number in lowercase

**Password:** The barcode number on your student id, which you change at initial login.

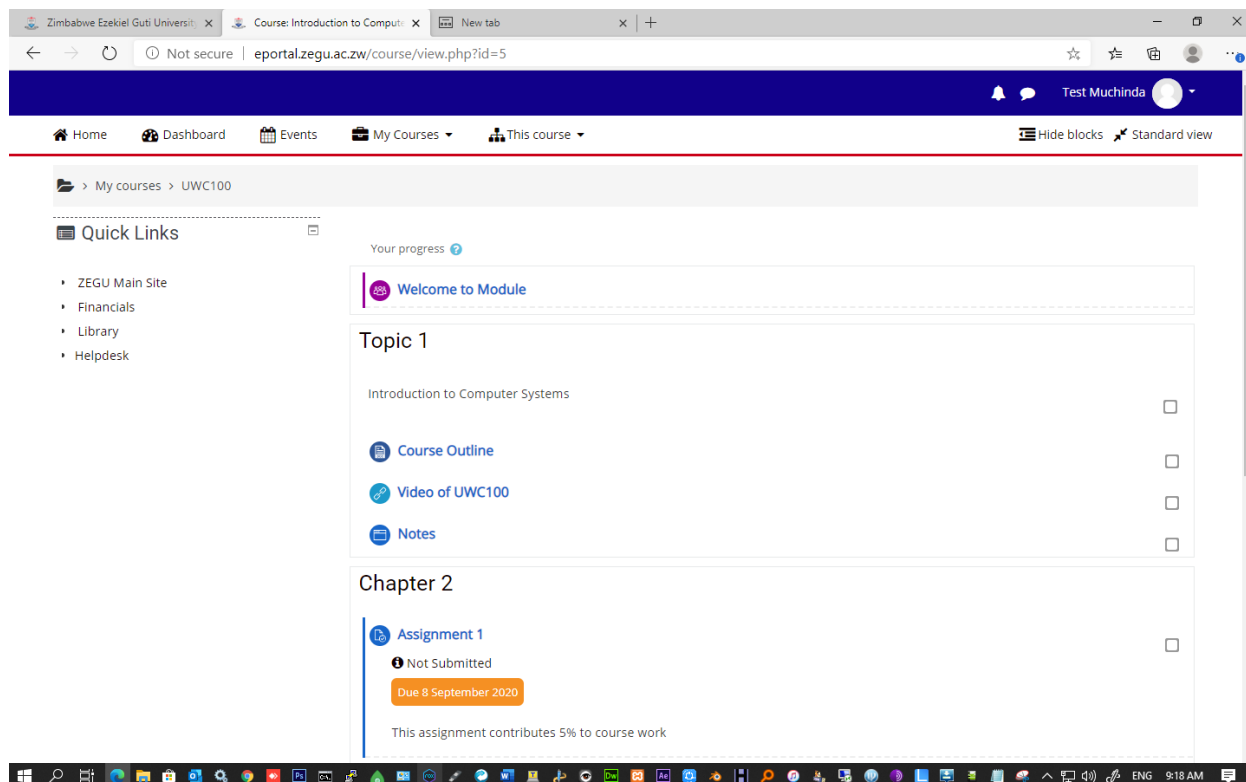
Click on the **Log In** button to log in.

## HOW DO I FIND MY COURSE?

After logging in, you will find your courses listed below the image in the center of the page. Selecting a course in this list will take you to that course's home page. Please note that you are automatically enrolled for a course after your course registration in the E-Learning portal



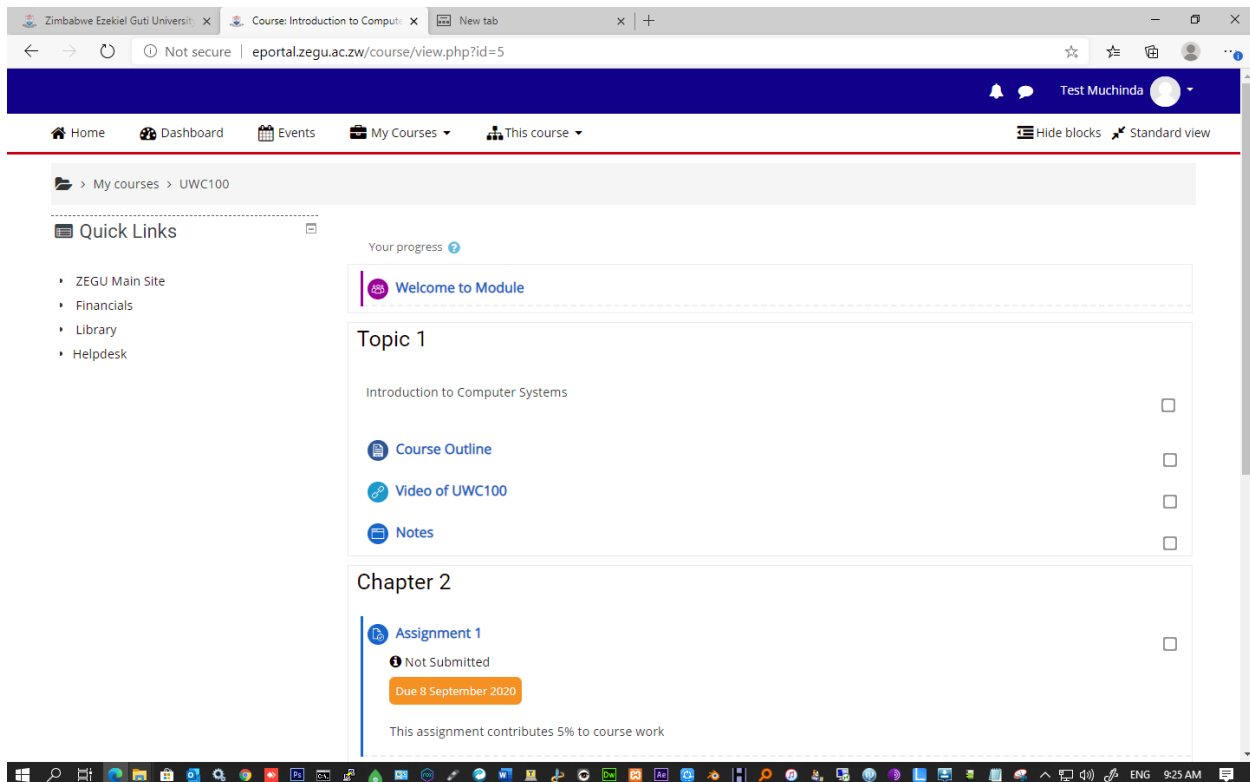
You can also view all the courses you are enrolled for by clicking the My Courses tab on the top navigation bar. Select the course you want to access



## I FOUND MY COURSE, NOW WHAT DO I DO?

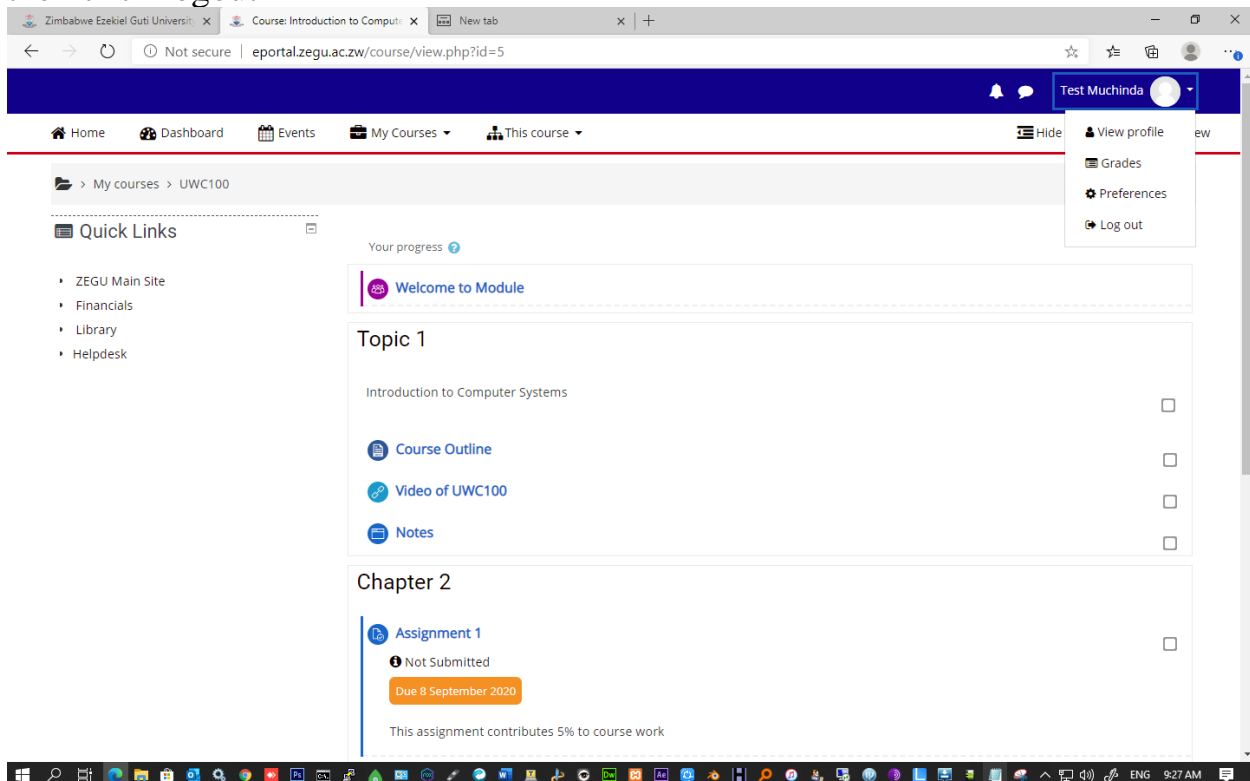
The above image displays a typical course home page. The course's name will be displayed at the top of the page, and a list of the content in the course will be displayed in the **My Courses** area on the page. Most courses will have a Welcome topic which contains your course syllabus, course schedule, instructor contact info, and other course content. These topics are usually separated out by Topics, lessons, or units.

To navigate back to the course home page after viewing the content, you can use the Back button on your browser or the home link highlighted.



## HOW DO I LOG OUT?

To log out navigate to the top right corner of the screen and click the down arrow then click logout



## HOW DO I TURN IN MY WORK

To hand in your work, click on the activity like Assignment 1 in the picture below

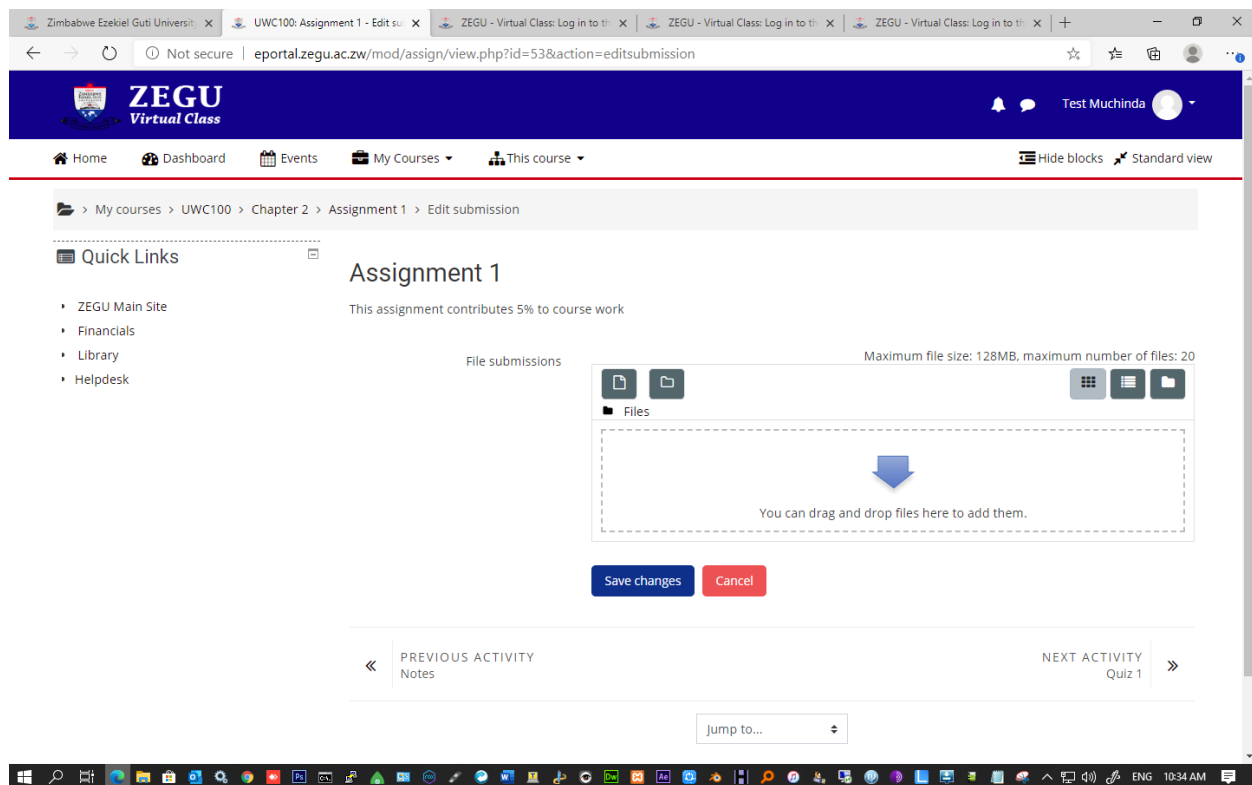
The screenshot shows the ZEGU Virtual Class interface. The top navigation bar includes links for Home, Dashboard, Events, My Courses, and This course. The main content area displays the course structure for UWC100. On the left, there are Quick Links: ZEGU Main Site, Financials, Library, and Helpdesk. The main content area shows 'Your progress' with a 'Welcome to Module' message. Below this, 'Topic 1' is listed with 'Introduction to Computer Systems'. Under 'Topic 1', there are links for 'Course Outline', 'Video of UWC100', and 'Notes'. 'Chapter 2' is also listed, containing 'Assignment 1'. The 'Assignment 1' entry shows 'Not Submitted' and a due date of 'Due 8 September 2020'. A note states 'This assignment contributes 5% to course work'. The URL in the address bar is 'portal.zegu.ac.zw/mod/assign/view.php?id=53'.

Upon clicking the activity, the page as below will appear. Proceed by clicking on 'Add submission'

The screenshot shows the ZEGU Virtual Class interface for Assignment 1. The top navigation bar includes links for Home, Dashboard, Events, My Courses, and This course. The main content area displays the assignment details. On the left, there are Quick Links: ZEGU Main Site, Financials, Library, and Helpdesk. The main content area shows 'Assignment 1' with the note 'This assignment contributes 5% to course work'. Below this, the 'Submission status' is shown as 'No attempt', 'Grading status' as 'Not graded', 'Due date' as 'Tuesday, 8 September 2020, 12:00 AM', 'Time remaining' as '4 days 13 hours', and 'Last modified' as '-'. There is a section for 'Submission comments' with 'Comments (0)'. At the bottom, there is a blue 'Add submission' button and a message: 'You have not made a submission yet.' The URL in the address bar is 'portal.zegu.ac.zw/mod/assign/view.php?id=53'.

To upload your submission, drag it from its location and drop it in the box provided. Alternatively, you can upload the submission by clicking on the 'Add

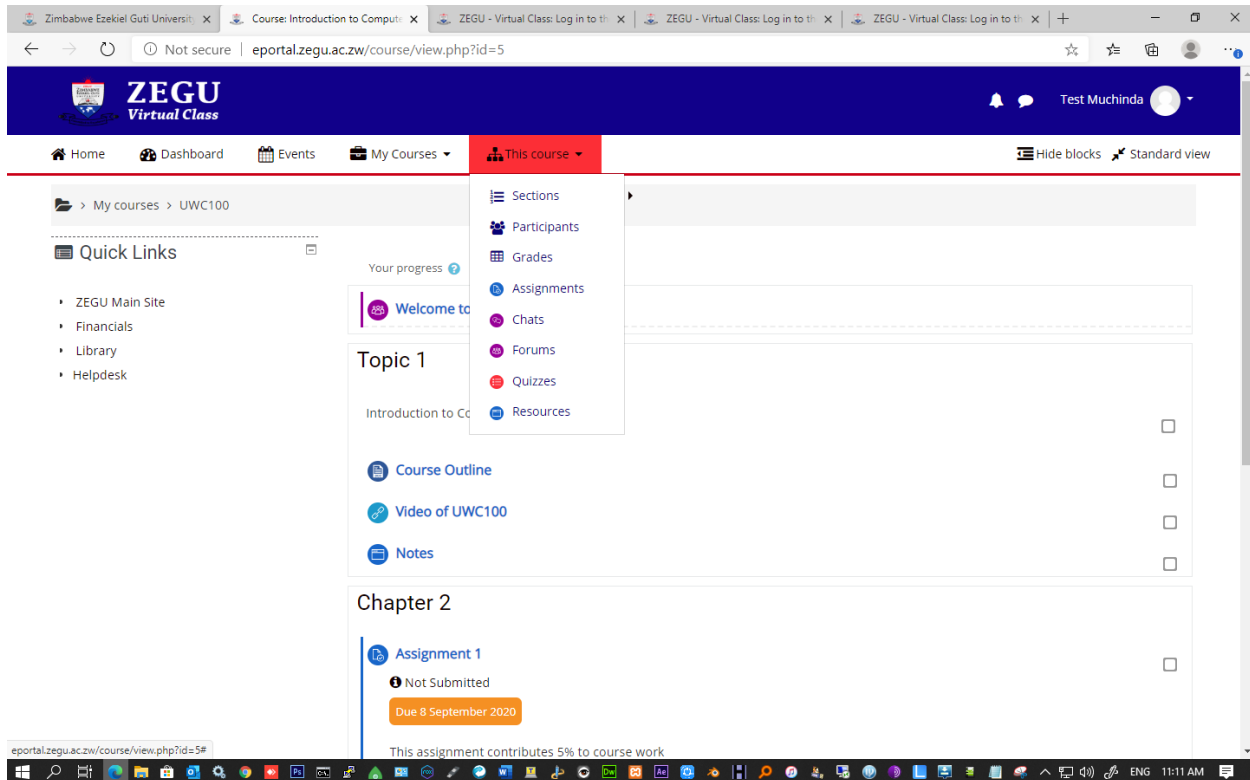
file' icon as in the picture below. Click 'Save Changes' to complete the submission.



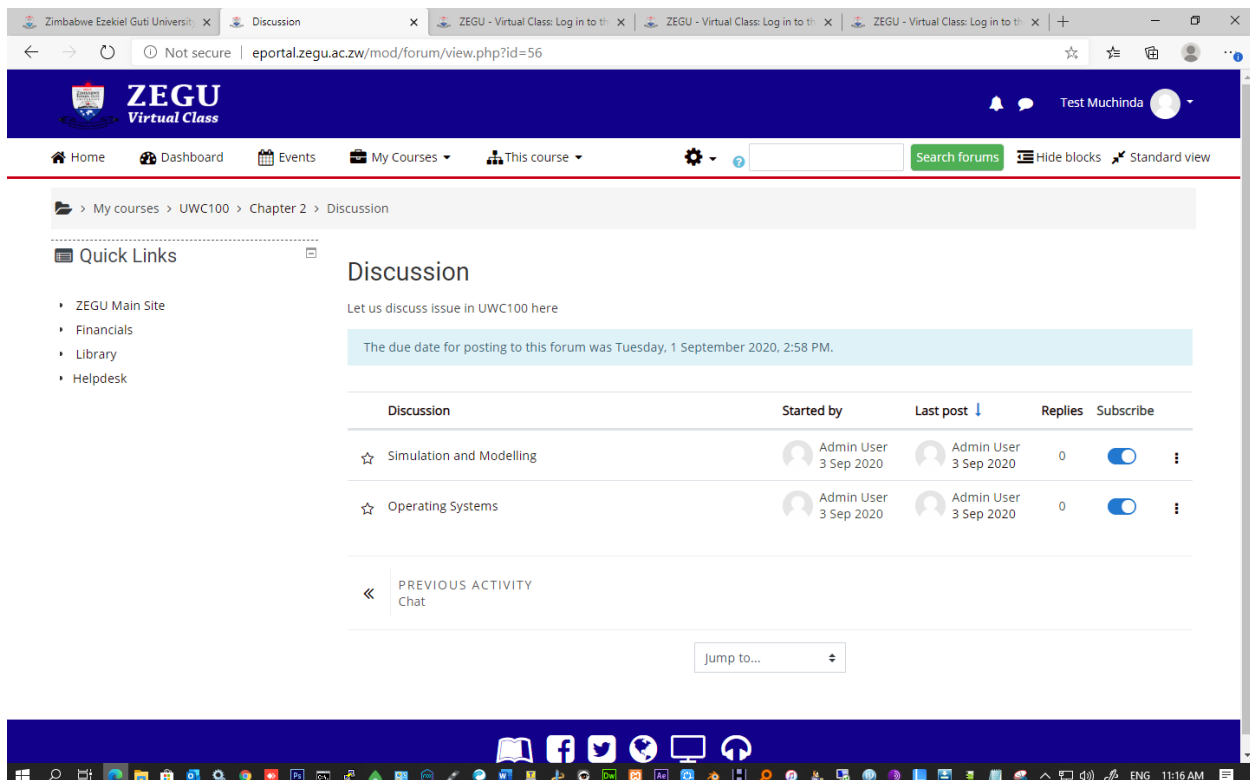
## HOW DO I POST IN A DISCUSSION FORUM

To join and post in a discussion, firstly you have to select the course. On the course page, select Forums from the 'This Course' dropdown menu on the top navigation bar.

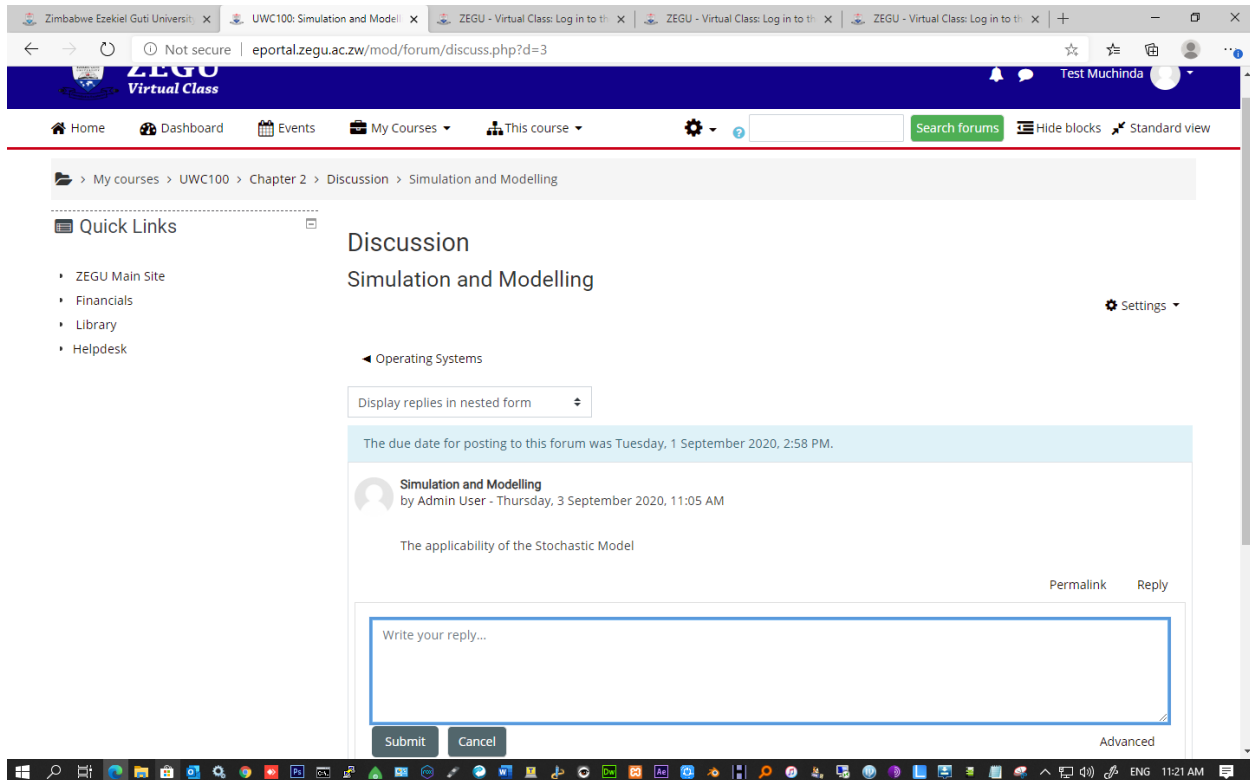




Clicking on Forums will open the discussions page as below. To open and join a discussion, just click on it.

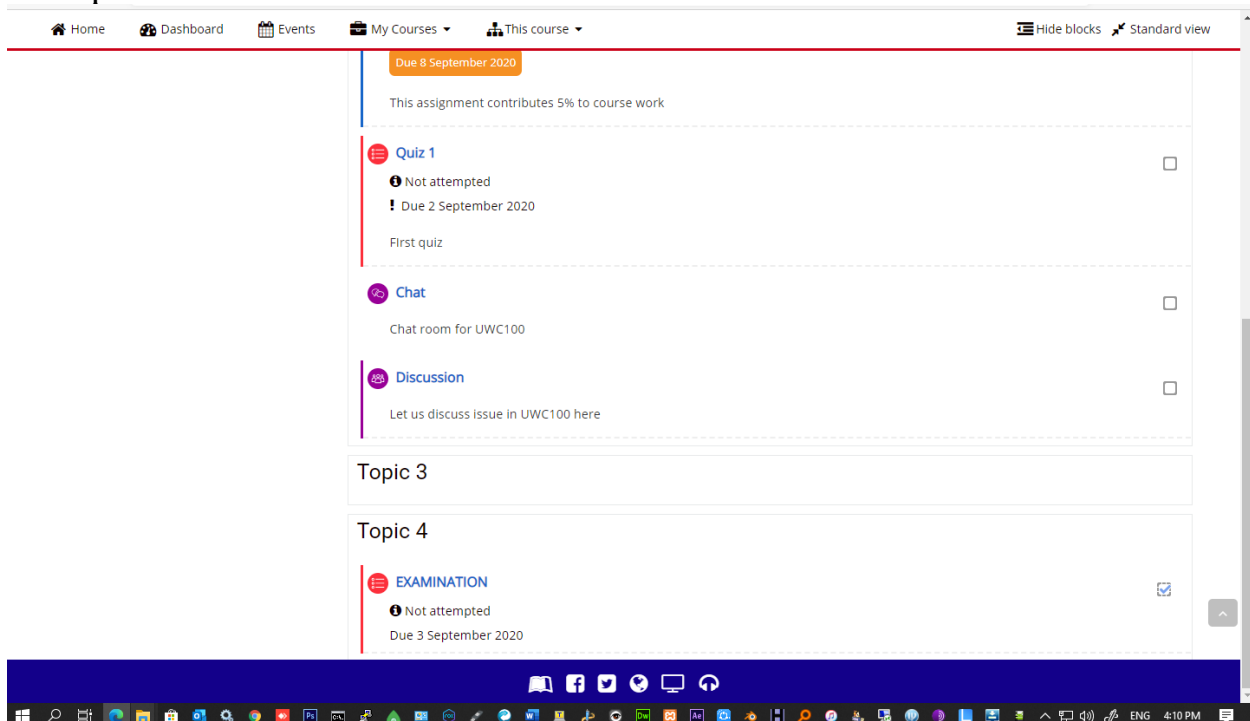


Finally, you can post in a discussion by clicking on 'Reply' then write the reply in the text area provided and click 'Submit'



## HOW DO I BEGIN MY EXAMS OR QUIZZES?

To write an examination, you open your course then open the examination within the topics.



You can alternatively access an examination by clicking 'Events' on the top navigation menu then click 'Go to activity'

Test Muchinda

Home
Dashboard
Events
My Courses

Hide blocks
Standard view

> Site pages > Calendar

Events key

Hide site events
Hide category events
Hide course events
Hide group events
Hide user events
Hide other events

Monthly view

August 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2020

Upcoming events
All courses

New event

Upcoming events

EXAMINATION opens

Today, 4:05 PM
Course event
End of semester exam
Introduction to Computers

Go to activity

EXAMINATION closes

Today, 6:56 PM
Course event
End of semester exam

The view below is the front page for the examination

ExamUWC100: EXAM:UWC100
New tab

Not secure | eportal.zegu.ac.zw/mod/quiz/view.php?id=38

Home
Dashboard
Events
My Courses
This course

Hide blocks
Standard view

ZIMBABWE EZEKIEL GUTI UNIVERSITY  
FACULTY OF BUSINESS, ECONOMICS AND ACCOUNTING  
DEPARTMENT OF ECONOMICS AND BUSINESS SCIENCES  
EXAMINATION PAPER

COURSE CODE
:
UWC100

COURSE TITLE
:
INTRODUCTION TO COMPUTER STUDIES

SPECIAL REQUIREMENTS
:

DURATION
:
3 Hours

LEVEL
:
1.1

DATE
:
27 August 2020

INSTRUCTIONS TO CANDIDATES:

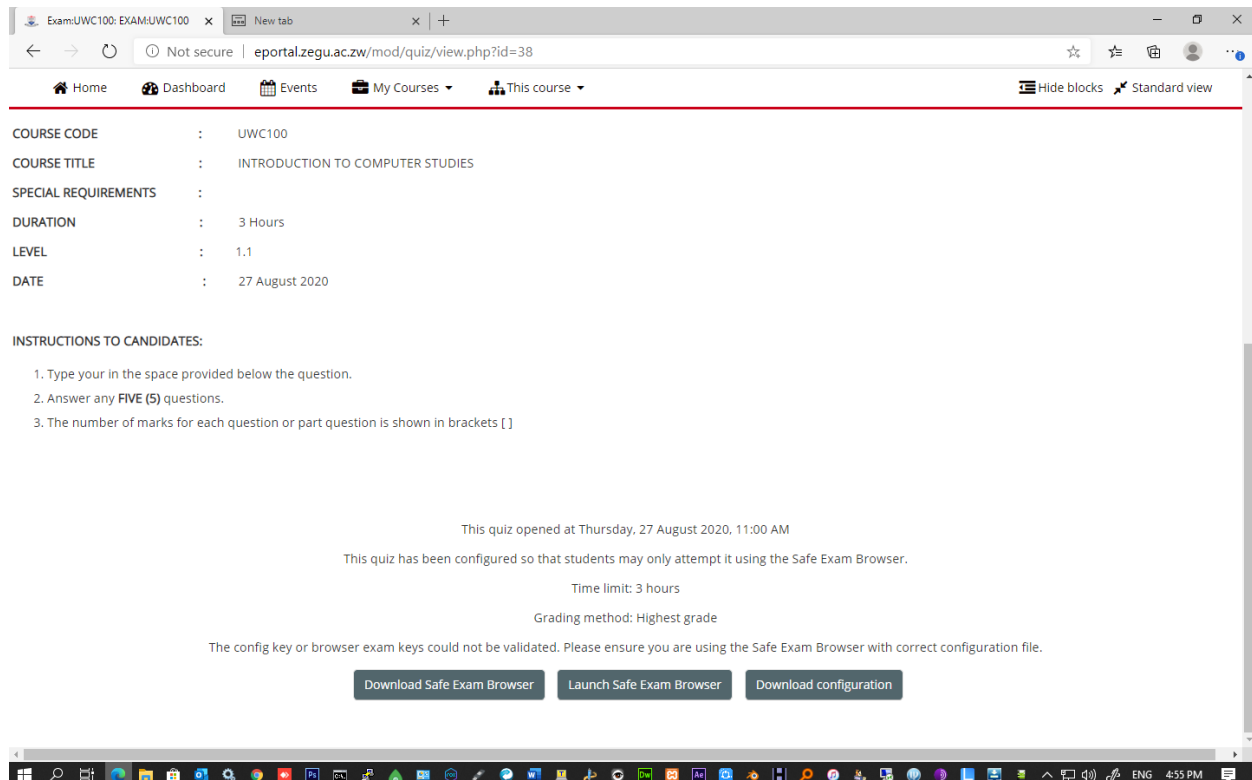
1. Type your in the space provided below the question.

## BEFORE THE EXAM

Note that the exam is only attempted using the Safe Exam Browser (SEB) browser. The SEB browser is downloadable by clicking the ‘Download Safe Exam Browser’ available on the exam front page. Run the .exe file to install the browser. The downloading and installation of the SEB browser is not necessary if you have it already installed on your computer. Next you have to run the exam config file and then lastly click ‘Launch Safe Exam Browser’

## DURING THE EXAM

The exam is only accessible for the period it has been set to last. You can only quit the SEB browser when you’re done because an exam usually has only one attempt, once you quit the exam it will not be available for you to write



## HOW DO I FIND MY GRADES?

To see your grades, open the Course and then click ‘Grades’ from the ‘This course’ tab on the top navigation menu. This will show the view as bellow where you can

see the overview report for all your registered courses as well as a more detailed course report

Not secure | eportal.zegu.ac.zw/course/view.php?id=5

**ZEGU Virtual Class**

Home Dashboard Events My Courses **This course** Hide blocks Standard view

> My courses > UWC100

**Quick Links**

- ZEGU Main Site
- Financials
- Library
- Helpdesk

Your progress

Welcome to

**Topic 1**

Introduction to Computers

Course Outline

Video of UWC100

Notes

**Chapter 2**

Assignment 1

Not Submitted

Due 8 September 2020

Not secure | eportal.zegu.ac.zw/course/view.php?id=5#

**ZEGU Virtual Class**

Home Dashboard Events My Courses **This course** Hide blocks Standard view

> My courses > UWC100 > Grades > Grade administration > User report

**Quick Links**

- ZEGU Main Site
- Financials
- Library
- Helpdesk

Warning: Activity deletion in progress! Some grades are about to be removed.

**User report - Test Muchinda**

Overview report User report

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
<b>Introduction to Computers</b>						
Assignment 1	-	-	0-100	-	-	-
Quiz 1	-	-	0-10	-	-	-
EXAMINATION	-	-	0-10	-	-	-
<b>Course total</b>	-	-	0-450	-	-	-