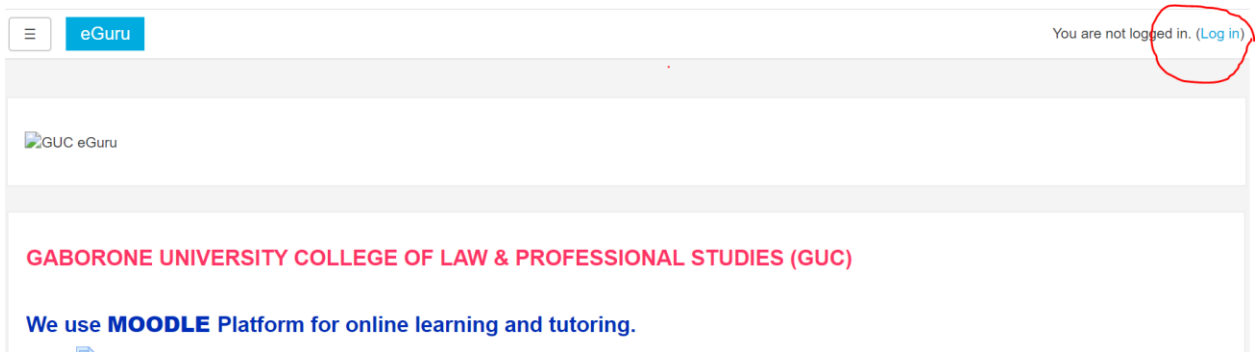


## HOW TO ACCESS AND USE GUC MOODLE PLATFORM

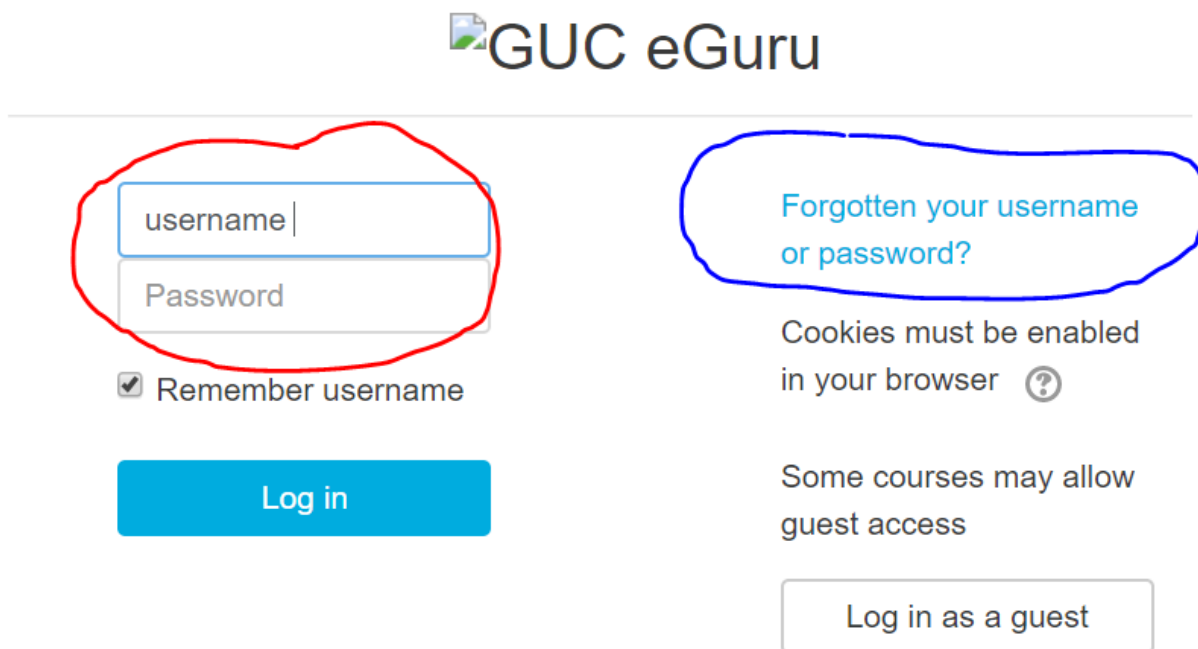
*The secret of getting ahead is getting started..... Nelson Mandela*

1. Open any browser (eg; Chrome, Internet explorer, etc)
2. Go to ... moodle.guc.ac.bw (don't add www.)
3. You will get the screen as below.



4. Click 'log in' at the top right hand corner in blue.

It will take you to a new page as below:



**Fig 1**

5. Input your **username** and **password** (for Moodle)
6. If you have correctly input these, it will take to another page as below in Fig 2.

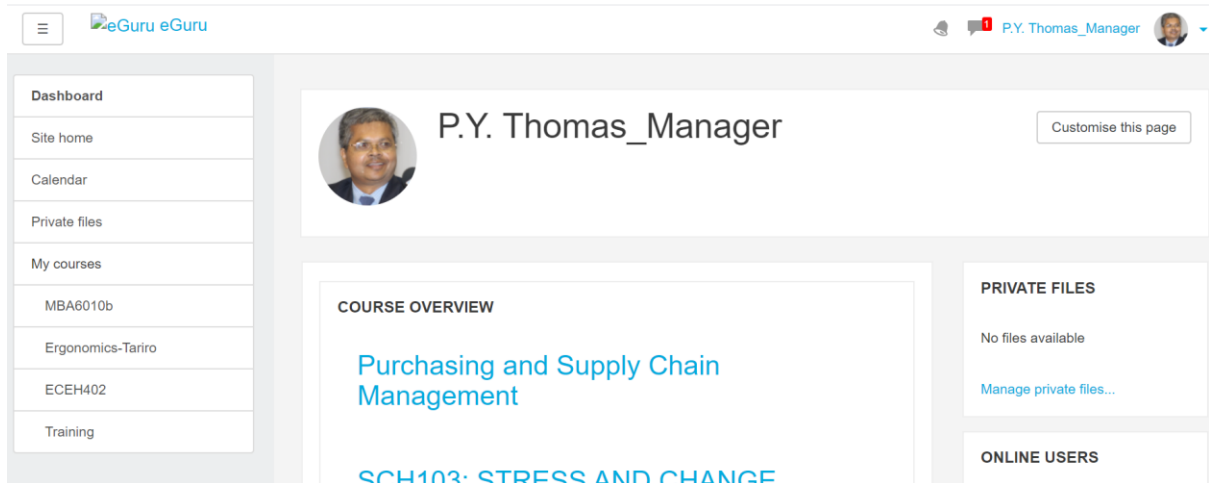
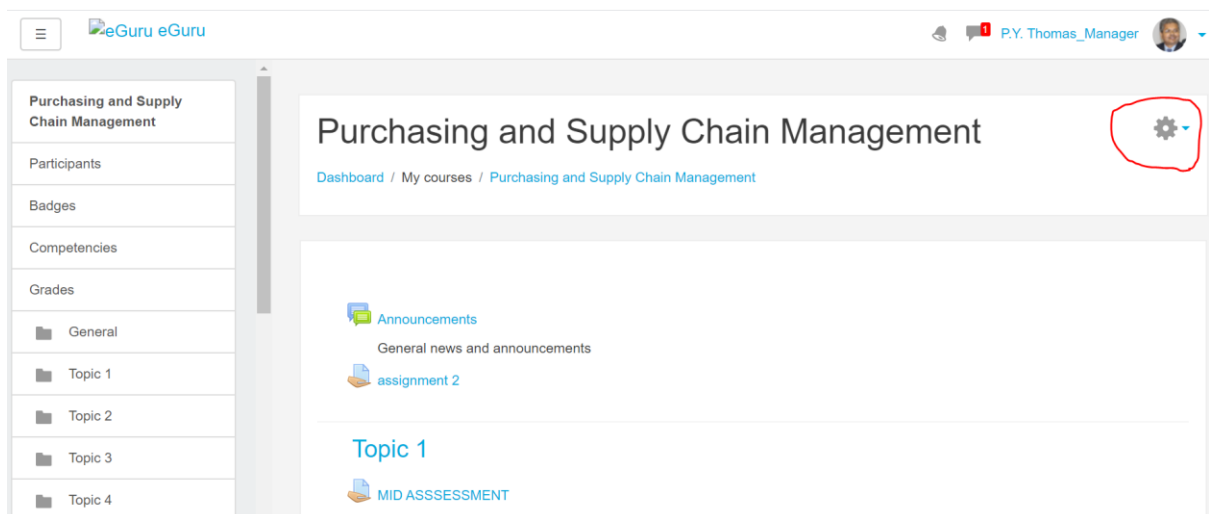


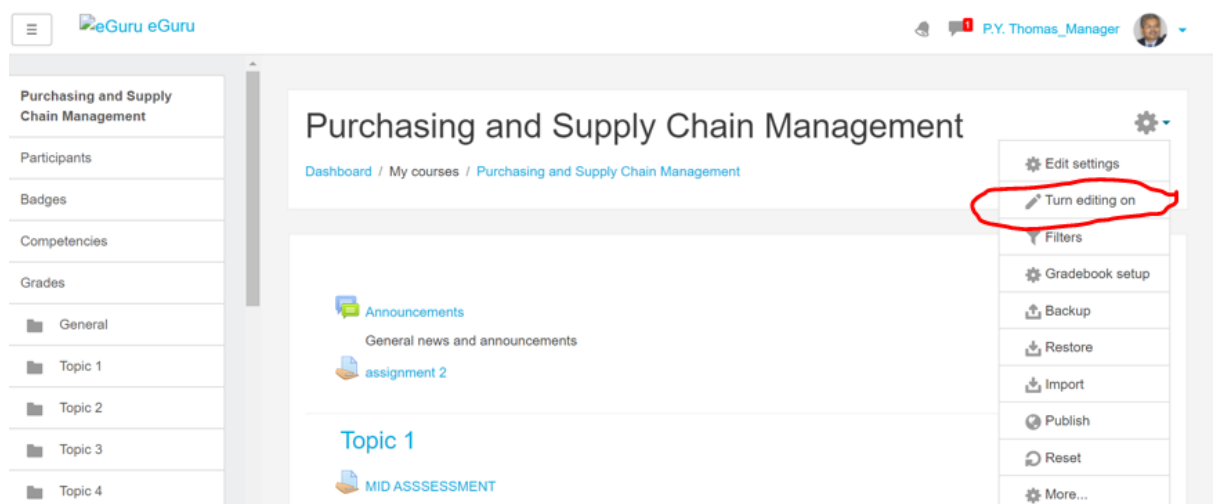
FIG 2

7. If you don't remember your password, Click "**Forgotten username or password?**" link and fill up the required fields, the system will automatically send access details to the email account you used when you were initially enrolled on the Moodle platform.
8. Your name and the modules you have enrolled for will be visible on this page.
9. Under Course overview, you can see "Purchasing and Supply Chain Management" I have enrolled myself (Just a dummy course.. you must send to me the list of modules that you are teaching. Then I will add these course shells under your name on the Moodle Platform)
10. The "Purchasing and Supply Chain Management" link that appears above is a pointer to an empty shell/ space. As a teacher, I have to populate it with study materials related to this module. To do this, click on this link, and you will be directed to a page as below.



11. On this page you may see different learning resources for students.

12. Very important point to note here is that you won't be able to do anything (*upload, download, create or edit*) on your site until after you have clicked on the **Turn editing on** link.
13. To locate this link, click on the little **arrow head** near the wheel (*called 'actions cog'*) at the top right hand corner; then a pop up window will appear and there you find the **'Turn editing on'** among several other links as shown in Fig 2 below (the second from the top). You need a bit of practice. (*Don't worry if you struggle a bit to see this link, I struggled more that you because I did not have any one to assist me as I am doing it with you now 😊*)
14. and have (*Students don't have this feature; it means they cannot make any changes to what you have posted on this site, but they can down load your materials, take part in discussions/ chat sessions under links provided by you and upload assignments (only)*)



15. I have shown above only a small section of the screen. You have provision for several topics as Topic 2, Topic 3, etc. Topic format can also be changed to weekly format as Week 1, Week 2, Week 3, etc

The screenshot displays a course management interface with the following elements:

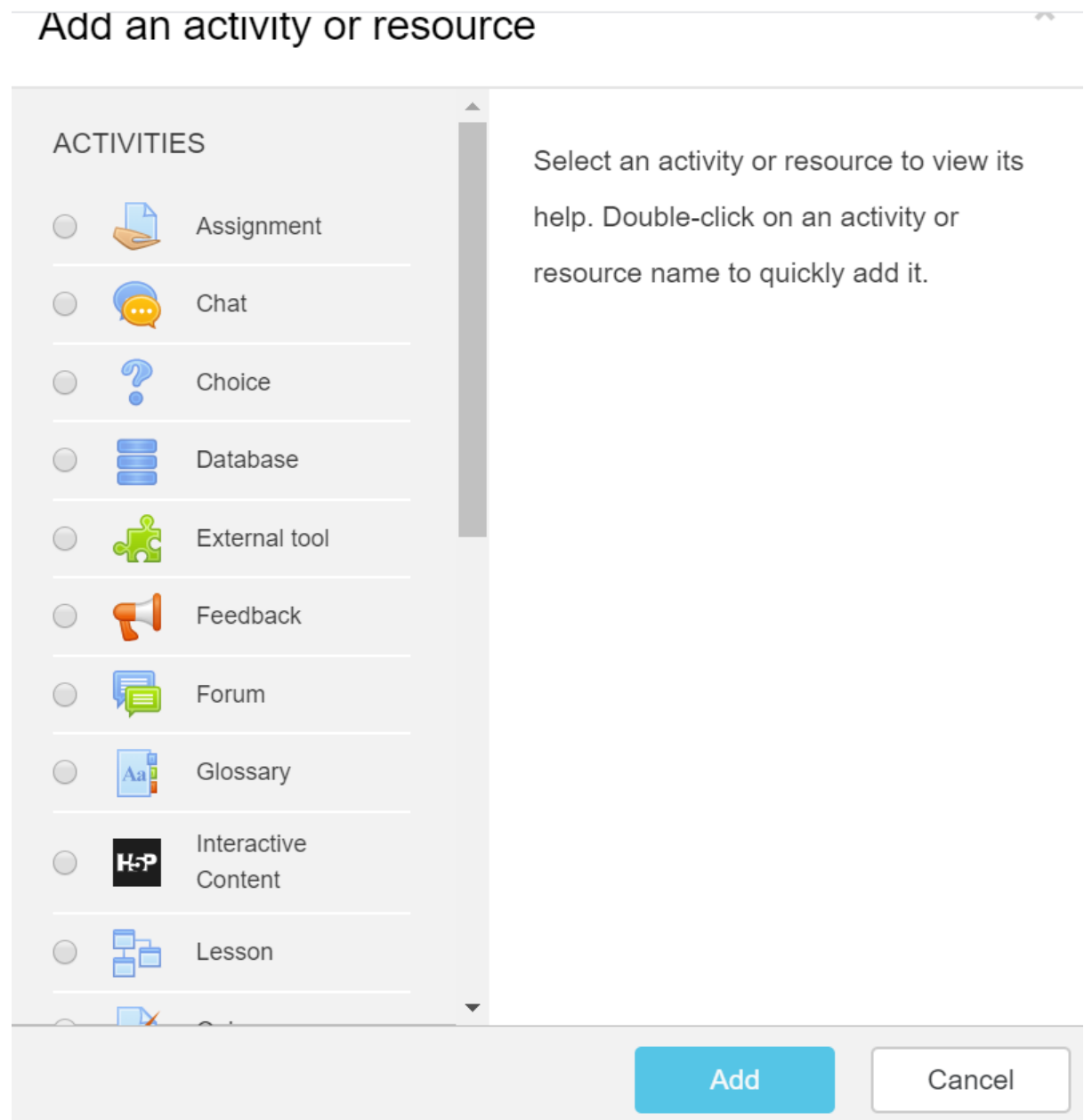
- Announcements:** A section with a plus icon, a document icon, and the text "Announcements" with an edit icon. Below it is the text "General news and announcements".
- assignment 2:** A section with a plus icon, a document icon, and the text "assignment 2" with an edit icon.
- Topic 1:** A section with a plus icon, the text "Topic 1" with an edit icon, and a sub-section with a plus icon, a document icon, and the text "MID ASSESSMENT" with an edit icon.
- Topic 2:** A section with a plus icon and the text "Topic 2" with an edit icon.

A red circle highlights the right-hand side of the interface, specifically the "Edit" and "Add an activity or resource" options for the first topic. The highlighted area includes:

- An "Edit" link with a dropdown arrow and a person icon.
- A second "Edit" link with a dropdown arrow and a person icon.
- A "+ Add an activity or resource" button.
- A third "Edit" link with a dropdown arrow and a person icon.
- A fourth "Edit" link with a dropdown arrow and a group of people icon.
- A fifth "+ Add an activity or resource" button.
- A final "Edit" link with a dropdown arrow.

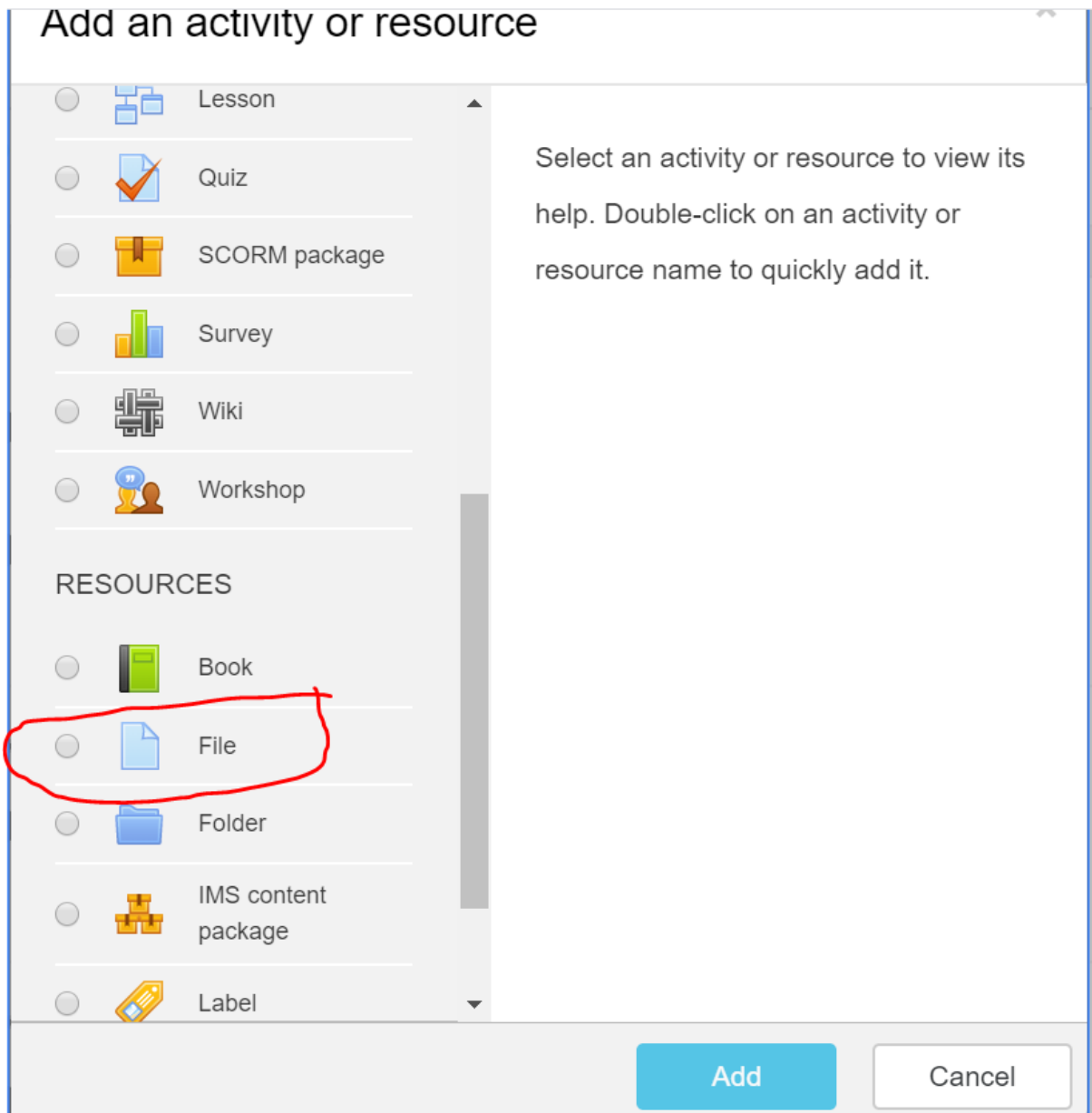
16. Click those 'Edit' links and check what actions you can engage in on your site.

17. Next click on **"Add an activity or resource"** under any Topic and it will take you to another page as below.



**Fig 3a**

18. Here you can see various items/ activities/ resources that you can add to your online course from **Assignment** to **Lesson**. If you click on the radio button (○) referring to any of these items, say *Assignment*, a description of this item will appear on the space by the right side.
19. The complete list of items are not shown in the above (Fig 3a) because my screen is small. The bottom part with more items is shown below (**Fig 3b**).



**Fig 3b**

20. If you want to upload reading material under, say Topic 1, you must click the “**Add an activity or resource**” under Topic 1.
21. Click the radio button representing ‘**File**’ as shown in **Fig 3b** above, and the ‘**Add**’ button at the bottom of this page.

# Purchasing and Supply Chain Management

Dashboard / My courses / Purchasing and Supply Chain Management / General / Adding a new File

## Adding a new File ?

▶ Expand all

### ▼ General

Name

\*

Description

Rich text editor toolbar with icons for text color, bold, italic, background color, link, and font size.

Rich text editor content area.

File upload area with a dashed border and a blue arrow pointing down.

You can drag and drop files here to add them.

### ▶ Appearance

### ▶ Common module settings

### ▶ Restrict access

### ▶ Tags

### ▶ Competencies

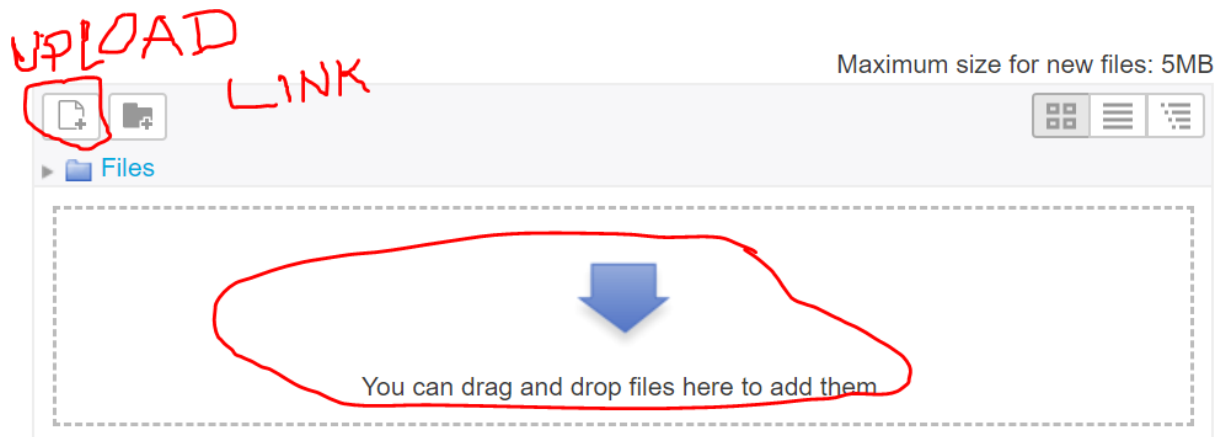
Save and return to course

Save and display

Cancel

**Fig 4**

22. Give the file a name (mandatory). In the space below, provide instructions or details of the content in that file. Then upload the file from your system using the **'upload link'** or drag it into the space shown below. Click **'Save and display'** link. The uploaded file will be displayed under the topic that you intended to.



There are a number of small things I have omitted as I assume that you have basic ICT skills. Nonetheless, you will learn yourself along the way as you try. As the old adage says, you will learn how to cross the bridge when you get to it.