



WELCOME TO UNESWA E-LEARNING PORTAL

UNIVERSITY
OF ESWATINI

This document will serve as a guide to help you access UNESWA Moodle platform. If you have any other questions, please do not hesitate to contact your faculty technologist.

Recommended browser versions

Moodle is compatible with most modern web browsers, for the best experience we recommend you keep your browser up to date.

Note: Legacy browsers with known compatibility issues:

Internet Explorer 10 and below

Safari 7 and below



WELCOME TO UNESWA E-LEARNING PORTAL

UNIVERSITY OF ESWATINI

ACCESSING UNESWA MOODLE SITE



UNESWA e-Learning Portal

Username

Password

Log in

Cookies must be enabled in your browser ?

STEP 2: Insert your log in details (See Steps a & b below)

Step a: Type in your username: your UNESWA student ID

Step b: Type in your password: your UNESWA email password. For first time users the default password is Uneswaddmmyyyy e.g Uneswa03121999 (Uneswa+dateofbirth)

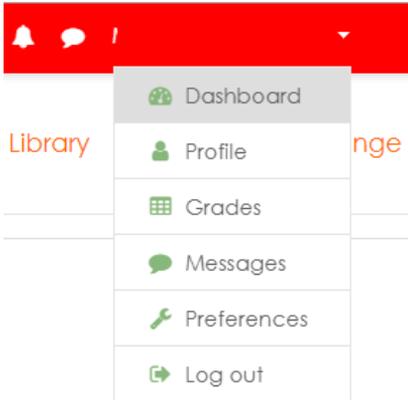


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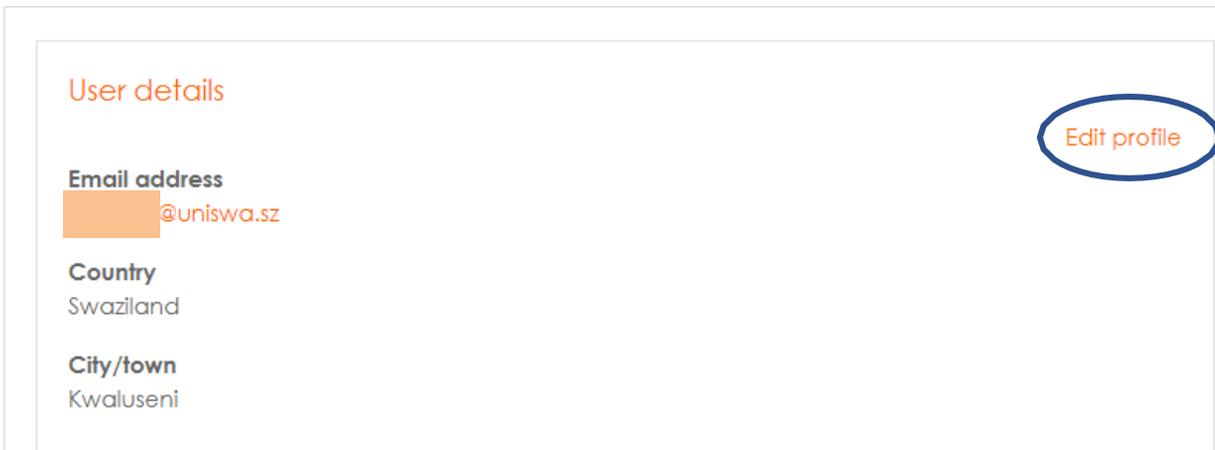
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Your Moodle Profile

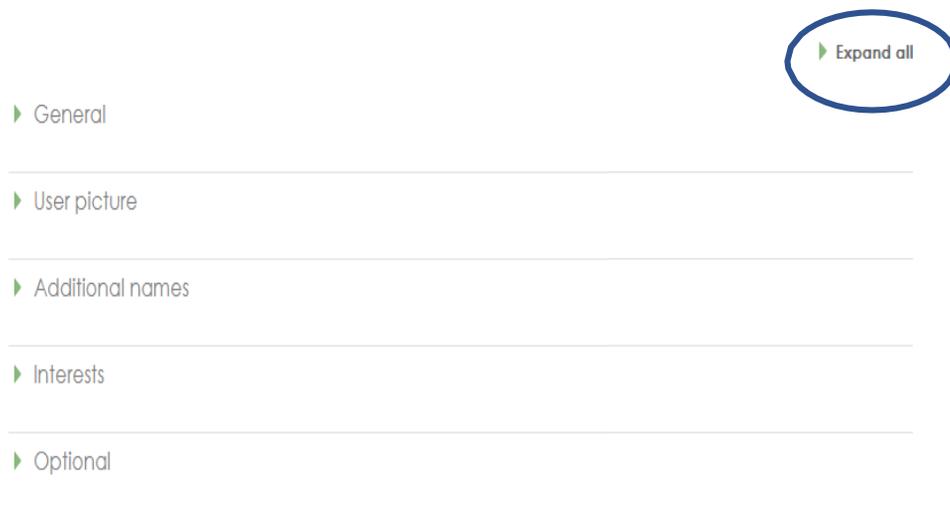
Select **Profile** from the drop-down menu next to your name.



Select **Edit Profile** under user details.



Select **Expand all** to see the options available to change



Make the desired changes.
Finally, scroll down and select **Update profile**.

Update profile

Cancel



Submitting an Assignment

There are two ways to submit an assignment in Moodle: uploading a file or writing an text online.

Upload a file

Select the assignment you wish to upload to.

Assessment Demos
Activities & Resources

Assignment Marking

Demo of marking student assignments.
Staff will each mark 1 submission in this assignment.

Student Submission

Demo of student submission process.
Based on the arguments in the attached document, write a 1000 word critique of three of these arguments. Ensure that the critiques are linked and there is coherence in your overall approach.

Assignment 1

This is assignment 1.

Select **Add submission.**

Assignment 1

This is assignment 1.

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Wednesday, 20 June 2018, 3:00 PM
Time remaining	155 days 2 hours
Last modified	-
Submission comments	Comments (0)

Add submission

Make changes to your submission

Upload or drop your file to submit and select **Save changes.**

Maximum size for new files: 50MB, maximum attachments: 1

File Manager
New Folder

Files

You can drag and drop files here to add them.

Save changes

Cancel

Once uploaded, you can edit your submission by selecting **Edit submission** until you select **Submit assignment**. When you are happy with your assignment, select **Submit assignment**.



Submitting an Assignment (ctd)

Online Text

This option provides a text area where you can enter and edit text directly into the Moodle assignment activity. This is viewed and graded if necessary by your lecturer.

Online text

The screenshot displays the Moodle 'Online text' editor. At the top, there is a toolbar with the following icons from left to right: an undo arrow, a dropdown menu with 'i', a bold 'B' button, an italic 'I' button, a bulleted list icon, a numbered list icon, a link icon, an unlink icon, an image icon, a video icon, and an insert icon. Below the toolbar is a large, empty rectangular text area for writing the assignment content.

In the same way as with an assignment by uploaded file, you will be able to edit your assignment until you decide to submit it, in which case you will also have to tick the agreement box.

Note: When you submit your assignment, a submission receipt will be emailed to you.

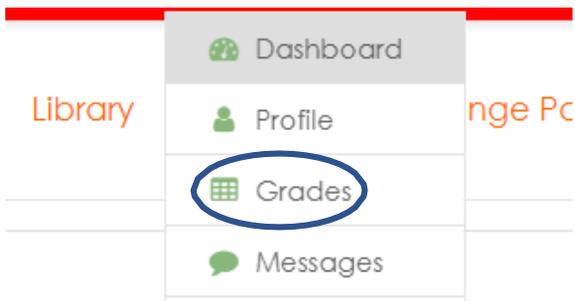


Viewing Assignment Grade and Feedback

1. Select the drop-down arrow in the top right corner by your name.



2. Select **Grades**.



3. Finally, select the paper you would like to see the grades for.

Courses I am taking



4. Now you will be able to see all the available grades for that paper.

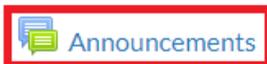
Grade item	Calculated weight	Grade	Range	Percentage
(GNS218) ADULT MEDICAL-SURG NURSING II: CLINICAL PRAC				

Discussion Board Overview

Viewing a Discussion Board Forum

1. Log in to Moodle: <https://learn.uniswa.sz>
2. Go to your Moodle course.
3. Your main forum - called **Announcements** - will usually be in the top central section of the Moodle course, under the course's name. Your lecturer may set up other forums under succeeding topics, and they will be organised and work the same way.

Activities & Resources



Select the forum's name to view a description of the forum and a list of existing **Discussion** topics. Discussion topics are posts by your lecturer or tutor to the rest of the class, or by other students, depending on the type of forum, and look like this:

Add a new discussion topic

Discussion	Started by	Replies	Last post ↓
☆ Moodle New Look is great	 DR. G.N. NSIBANDE	0	 DR. G.N. NSIBANDE Thu, 1 Aug 2019, 12:20 PM

1. After selecting a discussion topic, you can choose your preferred way to view a discussion thread via the dropdown menu.

Display replies in nested form ↕

Another test

by C. A. - Tuesday, 28 March 2017, 11:34 AM

Another test

- **Display replies flat, with oldest first** –the posts are displayed in one line from the oldest to the newest.
- **Display replies flat, with newest first** - the posts are displayed in one line from the newest to the oldest.
- **Display replies in threaded form** - only the first post is displayed in full, the title of the replies is listed, replies to each reply are indented.
- **Display replies in nested form** - all posts are displayed in full with replies indented.



Creating a Discussion Thread

Adding a new discussion topic

You will not be able to add a new topic to all forums, depending on how the lecturer decided to set them up. In a forum where you are able to add a new discussion topic, the **Add a new discussion topic button** will be displayed.

Select Add a new discussion topic

Add a new discussion topic

Type in a Subject and Message. You may also attach files in the Attachment area if the lecturer has enabled attachments. You can tick the Discussion subscription box if you want to receive notifications of new posts to your topic.

Add a new discussion topic

Subject

Message

Finally, hit the Post to forum orange button to post your topic.



Replying to a Discussion Thread

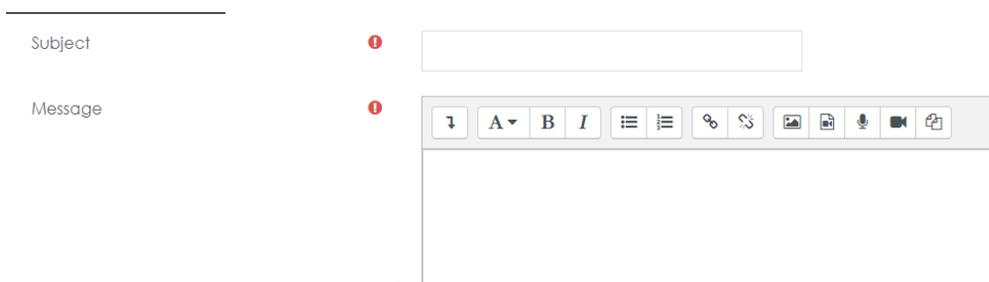
You will not be able to reply to all forum posts. For example, Announcements posts are read only, and if groups are set for a discussion you will only be able to reply to a forum post that has been added for your group.

1. When viewing a forum post select the **Reply** link.



Permalink Edit Delete **Reply**

Type your message in the **message** box.



Subject

Message

Rich text editor toolbar: Bold, Italic, Underline, Bulleted list, Numbered list, Link, Unlink, Image, Video, Audio, Embed, Source code.

Scroll down and select **Post to forum** to finish.



Post to forum Cancel **Advanced**

Adding an Attachment

You can add an attachment to your forum posts by selecting the **red advanced** button then **File Manager**, which opens a File Picker; or you can **Drag and Drop** a file into the area provided. Uploaded files will be attached to the post with a link, images will be inserted in the message post.



Attachment Maximum size for new files: 500KB, maximum attachments: 9

Files

You can drag and drop files here to add them.

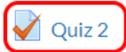
Note: You have 30 minutes to edit your entry after posting.



Taking Tests and Quizzes

Note: Use a stable Internet connection when attempting quizzes

1. Select the quiz name to view any instructions from your lecturer



A quiz to help with attempting quizzes

2. The introduction to the quiz tells you how many attempts are allowed, when the quiz will open, and how long you will have to attempt the quiz. When ready, select **Attempt quiz now**.

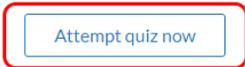
Attempts allowed: 2

This quiz opened at Thursday, 18 January 2018, 11:23 AM

This quiz will close at Saturday, 20 January 2018, 11:59 AM

Time limit: 20 mins

Grading method: Highest grade



3. Answer the questions. The quiz may contain different types of questions such as true/false, multi-choice, and short answer. If there is more than one page, use **Next page** and **Previous page** to navigate between them.

The screenshot shows a Moodle quiz question interface. On the left, a sidebar indicates 'Question 2', 'Not yet answered', 'Marked out of 1.00', and a 'Flag question' icon. The main area contains the question text: 'Blended learning is a formal education program that allows students some control of:'. Below this, it says 'Select one:' followed by four radio button options: 'A. what they learn', 'B. how fast or slow they learn', 'C. place of learning only', and 'D. time,path,pace,place of learning'. At the bottom of the question area, there is a 'Jump to...' dropdown menu. On the right side, there are two red buttons: 'Previous page' and 'Next page'. Below these buttons, the text 'Moodle basics quiz' is visible with a right-pointing arrow.

4. Select **Finish attempt...** at the bottom of the page when complete.



5. Finally, select **Submit all and finish** to submit your answers, or select **Return to attempt** to review them before submission.





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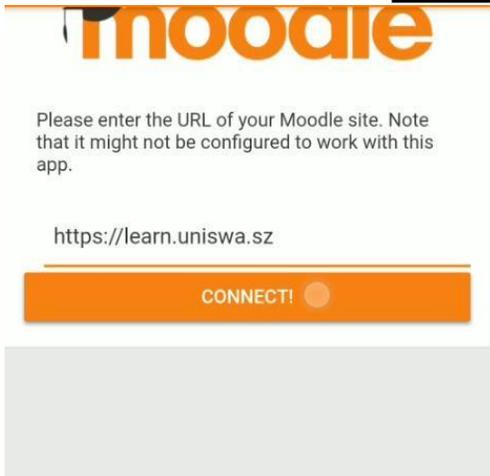
Download

How to Login

1. Open the app.

2. You will be directed to your browser to enter the URL of your Moodle site.

Enter the following URL: ***https://learn.uniswa.sz***



Select **Connect!**