MyLUANAR
INSTRUCTOR GUIDE

Lilongwe University of

Agriculture & Natural Resources

Contents

1. GETTING STARTED

MyLUANAR is a web-based Learning platform which was designed to provide educators, learners and administrators with a single robust, secure and integrated system to create personalized learning environment. LUANAR adopted MyLUANAR as its main platform for online course delivery.

1.1 Accessing MyLUANAR

MyLUANAR can be accessed through a web browser or Moodle mobile application;

i. **Using a Web Browser**

Step1: Open your browser and go to http://elearn.luanar.ac.mw .The recommended web browser is Mozilla and Chrome.

Fig 1.1.1 Browser URL bar

Step2: Enter your Username and Password and click on login button. This will take you to the site home page.
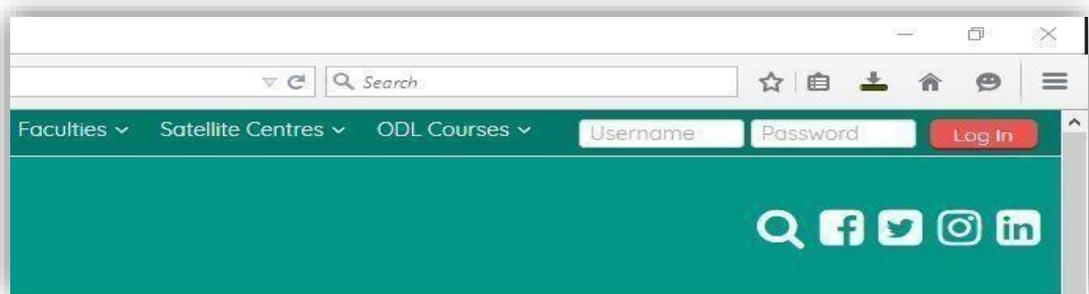

Fig 1.1.2 login fields and button

Step3: If it's your first time to login, you may sometimes be prompted to change your password. Your new password must meet the following requirements;

a) Must be not less than 8 characters' long

b) Must include at least one number.

c) Must include at least one upper case letter

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d) Must include at least one lower case letter

e) Must include at least one non-alphanumeric character

Below are the steps for changing password:

1: Type your current password
2: Type the new password
3: Re-type the new password and press the Save changes button

You must change your password to proceed.

Change password

Username user4

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #

Current password*

New password*

New password (again)*

Save changes

There are required fields in this form marked *.

Fig 1.1.3 Change password form

ii. **Using Moodle Mobile Application**
Moodle mobile synchronizes with your MyLUANAR server account and downloads contents to your phone when online. That means you can still be able to access synchronized contents whilst offline.

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Follow the steps below to start using Moodle mobile app;

Step1: Go to your App Store in your phone (Play Store, Apple, Microsoft, etc.)   and search for Moodle mobile.

Step2: Download the App and install it on your phone.

Step3: Under enter site URL type in http://elearn.luanar.ac.mw

Step4: Type your username and password and click the login button.

1.2 Forgotten Username or Password

If you have forgotten your Username or Password, the system will notify you that your credentials are invalid. To recover your credentials, click on "Forgotten your username or password" link as shown below.
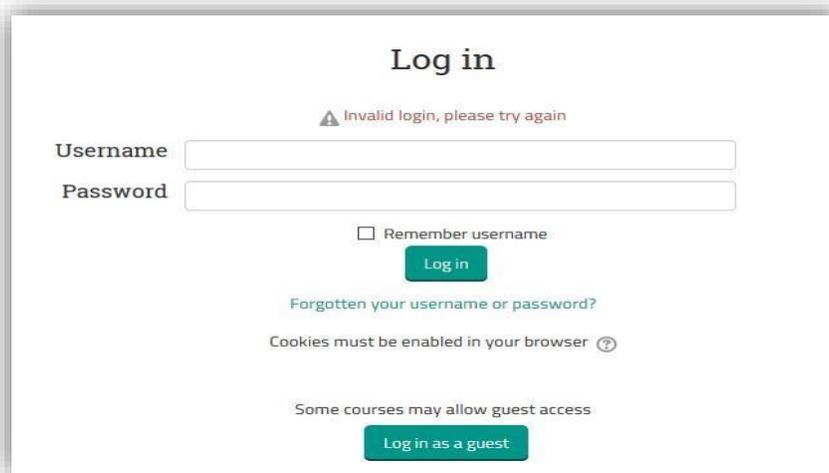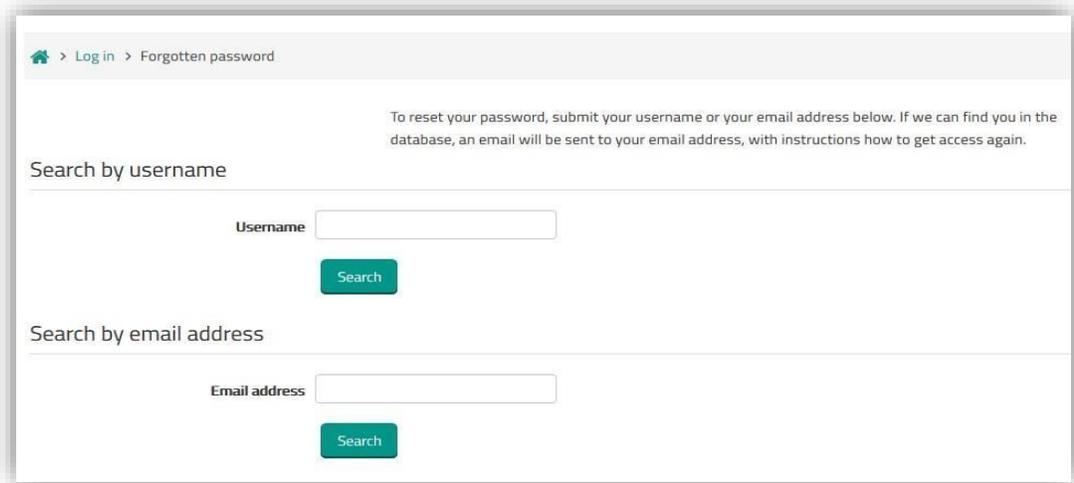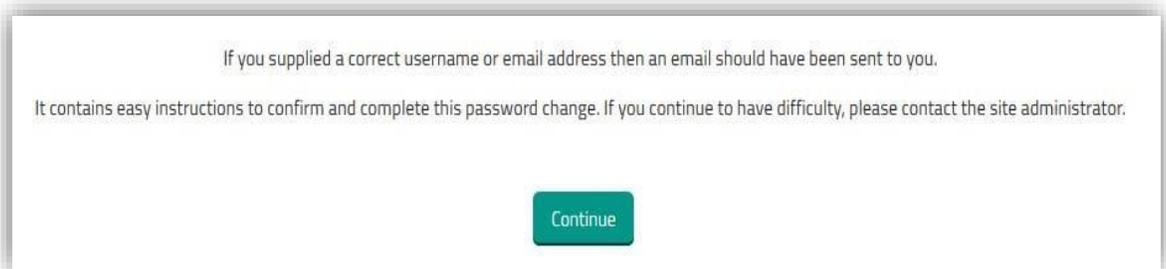

Fig 1.2.1 Invalid login page

After clicking the link, you will be prompted to enter either your username or email address (NB: the email should be the one in your MyLUANAR profile and you only need to enter one thing not both).

Next a confirmation dialogue with a message is displayed as below. Click continue to allow the system to send you an email using the username or email you earlier provided.

Go to your email inbox, open the mail from MyLUANAR and follow the password reset link provided. The link is only valid for 30 minutes from the time it was requested.

MyLUANAR: Password reset request Inbox x

Admin User (via MyLUANAR) <noreply@97.74.6.249>
to me

Hi Student,

A password reset was requested for your account 'student1' at MyLUANAR.

To confirm this request, and set a new password for your account, please
go to the following web address:

http://elearn.luanar.ac.mw/login/forgot_password.php?token=L3fwhxMjnpQE2rtlMpfyHAXgkBEWIQFS
(This link is valid for 30 minutes from the time this reset was first
requested)

If this password reset was not requested by you, no action is needed.

If you need help, please contact the site administrator,

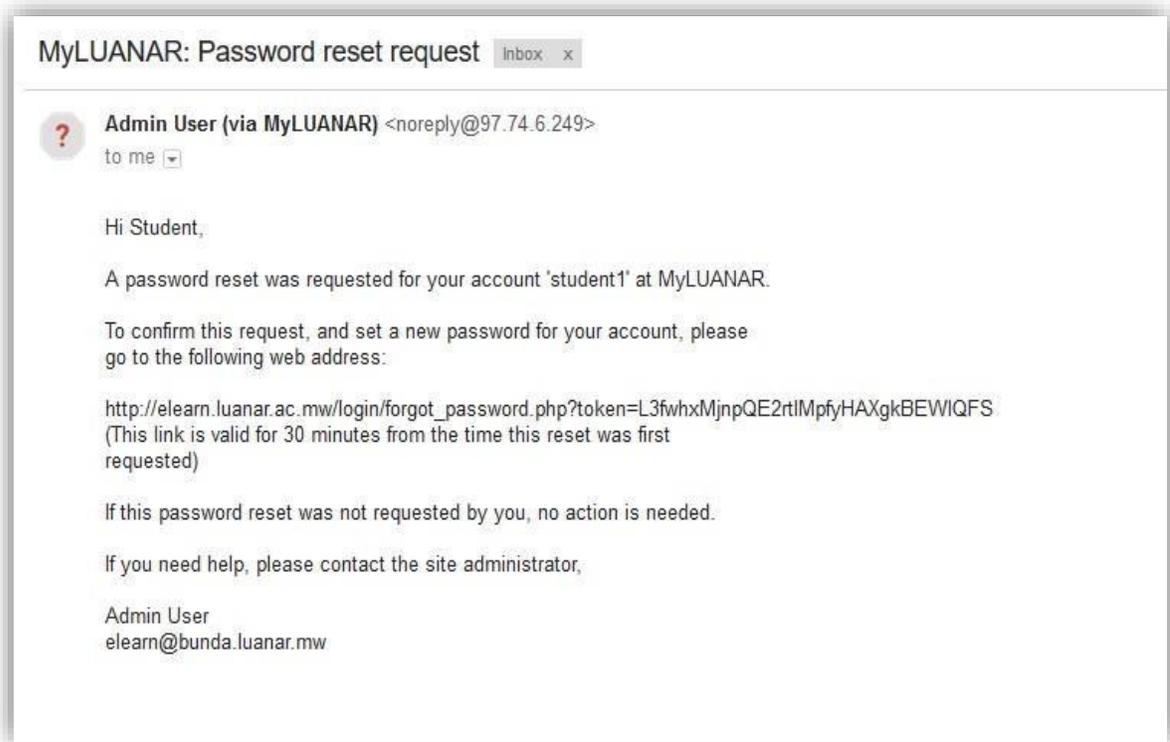Admin User
elearn@bunda.luanar.mw

Fig 1.2.4 Password reset email message

1.3 Navigating Through the System

Once logged in, the system will take you to the "Dashboard" as shown below. Under course overview you will be able to see the courses that you have assigned yourself or have been assigned to you.

Fig 1.3.1 Landing page

On the right side of the page, you should see the main navigation links. You can access your courses by clicking on "My courses" link. To open a course, click on the course code or click on the course name under course overview. Note that the administration menu is dynamic i.e. it changes depending on the system context the user is operating in.

1.4 Editing Your Profile

On the top right corner, the system displays your "name", followed by a drop-down menu (caron). Click on the "caron" then a small menu will pop-up as shown below. To edit your profile, click on "Edit profile", then a page will be displayed for you to change your details.

Fig 1.4.1 Edit profile options

1.5 Course Enrolment

MyLUANAR allow self-enrollment to a course using an enrollment key. To enroll yourself into a course, follow the steps below:

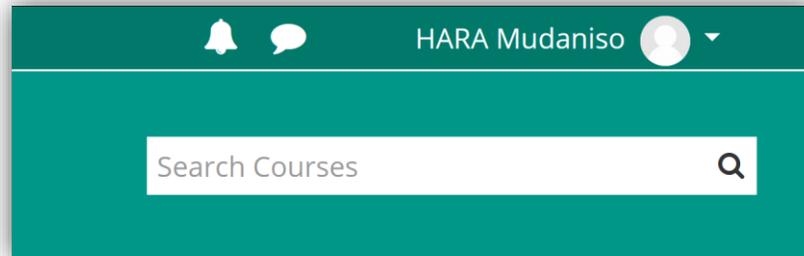1. Click on search icon as show below;

Fig 1.5.1 Course search field on top bar

2. Search for your course using course name or course code

Fig 1.5.2 Course search field

3. Click the course to open it
4. Under enrolment options enter instructor enrolment key which are available in your SARIS account

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5. Lastly click on enroll me button

2 DEVELOPING & MANAGING COURSE

2.1 Adding Resources/Activities to a Course

To start working on your course, you need to open the course and then turn on the editing features, either using the top gear menu (circled in red) on top right side or the ''Turn editing on "link in the Course Administration block also circled in red.

Fig 2.2.2 Opened course with default topic sections and administration block on the right side

The screenshot below shows Course home page after turning edit on.

Fig 2.2.3 Course editing options activated

With the editing feature turned on, each section of the course will have "add an activity or resource" link displayed at the bottom right cor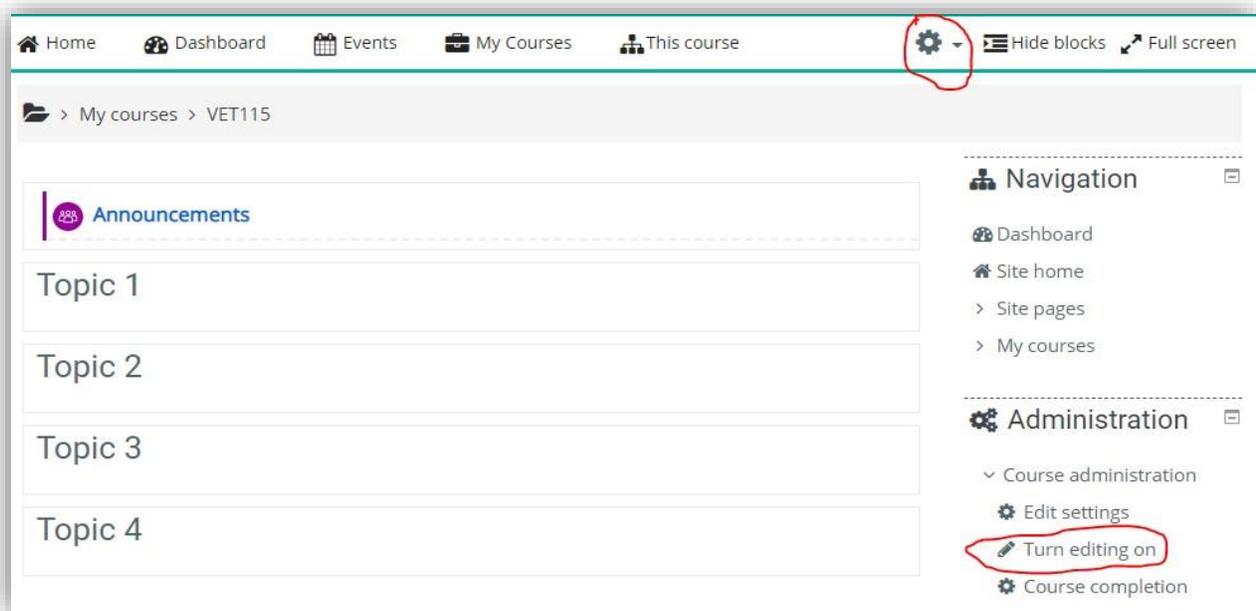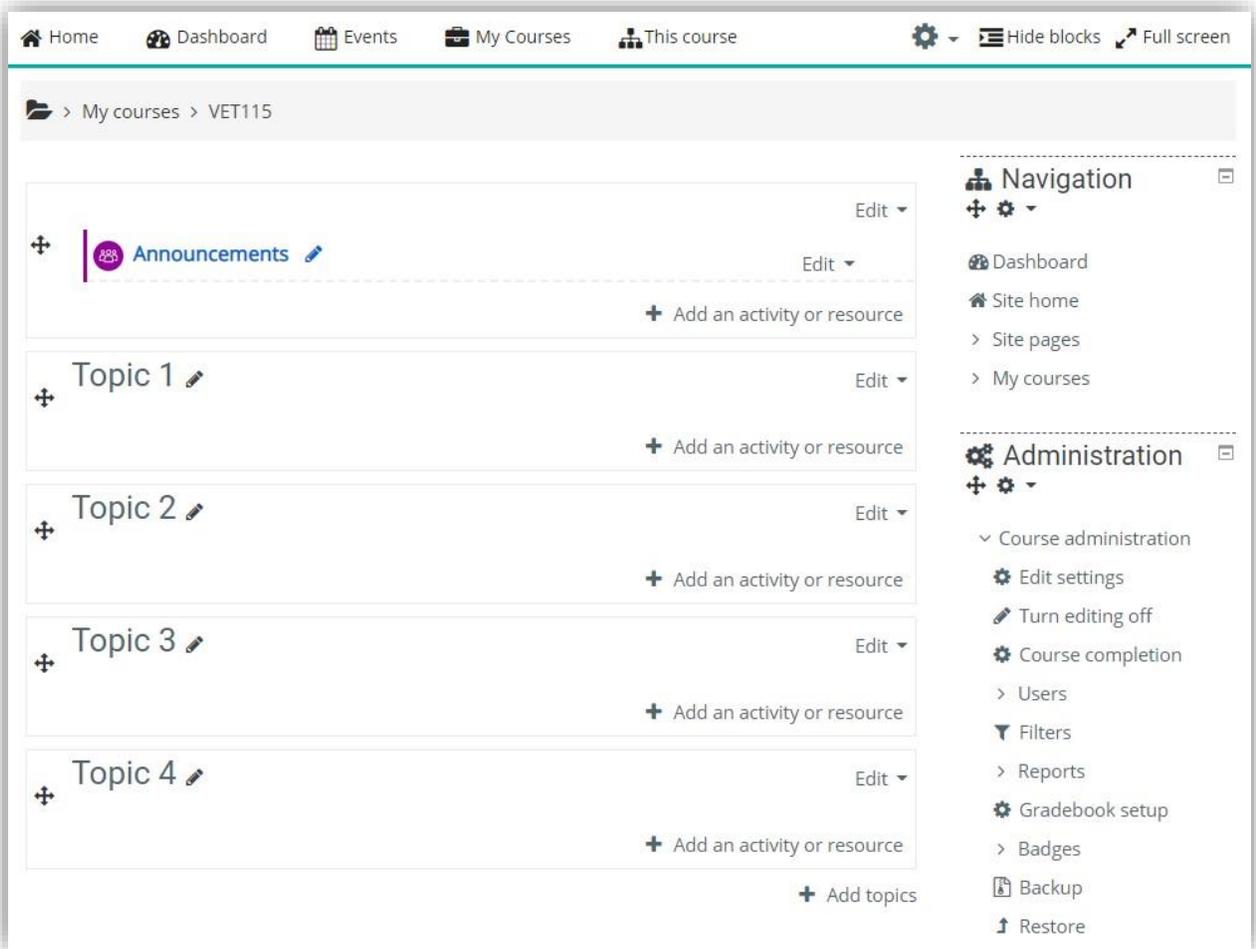ner. On your course home page each section/block will have editing icons next to it which perform different functions such as edit/move/copy/delete/hide. Refer to the table below.

Icon	Function
⚙	Edit icon allows you to change the wording or settings of the item
👁	Show/hide icon allows an item visible or hidden to students
← →	Left and Right arrow icons are used to indent course elements
↑ ↓	Up and Down arrow icons are used to move items and blocks up or down
✛	"crosshairs" move icon allows you to move items or sections by dragging and dropping
✕	Delete icon permanently removes items or blocks from your course.
🔒	Groups icon allows you to change between no groups or separate/visible groups
👤+	Roles icon allows you to assign roles locally in the item.
💬	Highlight icon allows you to highlight a section as current

Fig 2.2.4 Course editing icons and their functions

To add study materials/resources to your course; click on "Add an activity or resource" link to the specific course section and then you will get a pop up-window with a list of different activities and resources which you can choose from. See screenshot below;

Fig 2.2.5 Course editing icons and their functions

2.3 Course Administration Block

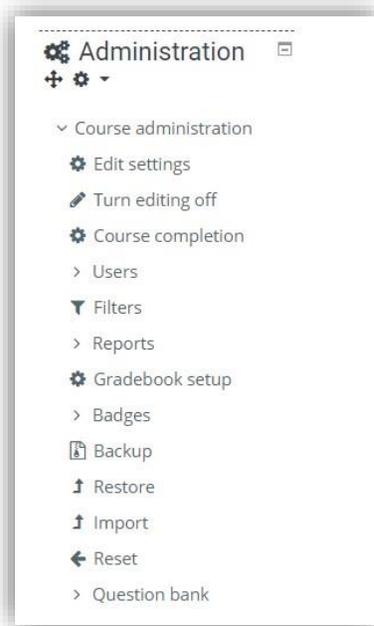The Course administration block allows instructors to manage different aspects of their course.

Fig 2.3.1 Course administration options

Edit Settings – this takes you to the Course settings page. You can rename the course,

Change its format i.e. from weekly to topic or alter the number of sections etc.

Users – can enroll new users to the course

Filters – can enable or disable any allowed filters for your course

Gradebook setup – allows to view, add and edit your students' grades

Backup/Restore – allows you to make copies of your course or restore backed up courses

Import – Can import activities into your course

Reset – allows removing all old user information at the end of an academic year or session

2.4 Adding/Uploading Files

There are two ways you may add a file, of any type (word, pdf, image, excel etc.) to your course.

i.   **Add Button**

1. From the course homepage, click the "Turn editing on" link.

2. In the desired section, select the Add an activity or resource link.

3. Under the Resources (refer to Fig 2.2.5), select File and then click the Add button.

4. In the Name field, enter the name to be displayed for the file on the course homepage.

5. Scroll down to the Content section. You may drag and drop the file from your computer into the indicated box OR select the Add link to browse your computer for the file.

ii.   **Drag and Drop**

1. After turning editing on. Locate the file on your computer and drag it onto the Course page and into the section you desire. The file will begin to upload, and a status bar will display.

2. When the file has completed the upload process, the file will appear on your Course page.

Note: Make sure you have the most recent release of the web browser you are using. Drag and drop functionality may not work with older versions of some browsers.

2.5 Restricting Access to Resources/Activities

MyLUANAR allows instructors to create groups of students. Groups are used to restrict access to resources and activities. MyLUANAR has three preconfigured groups(classes) i.e ODL, Bunda and City Campus in which students will be enrolling themselves using

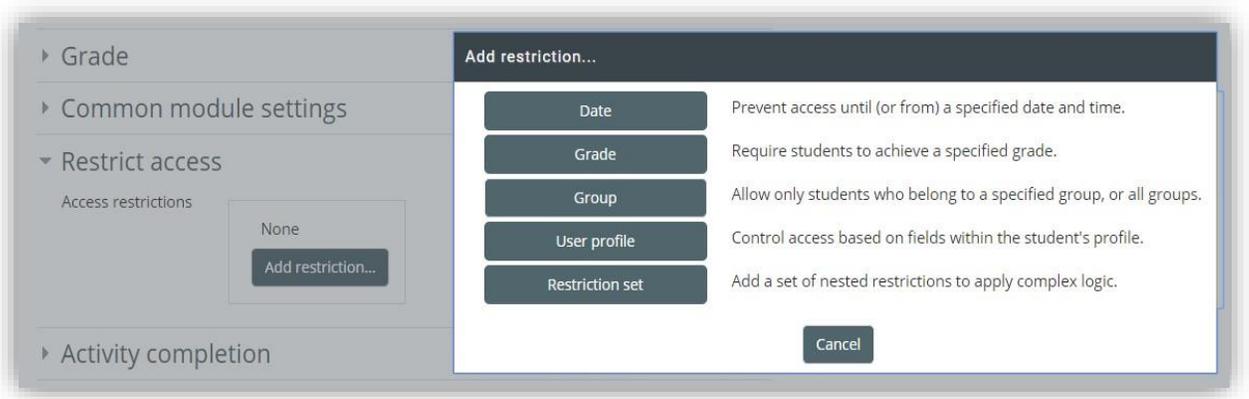course keys. Restriction help instructors to assign specific study materials to a specific group (class)

Below are the steps you can follow to restrict access to course study materials;

1. Click on "Add restriction"
2. Click on "group"
3. Select your target group

2.6 Uploading course general information

By default, the first section is supposed to contain course general information. You can edit section by clicking on the edit gear, then edit section link. As shown below, you can add your general course information using the Atto editor. Atto editor allows you to embed videos and images and it also has an html view.

Fig 2.6.1 Course general information form fields

2.7 Adding a Page

A page enables you to enter study material in the web like format. From the Course homepage, select the Turn editing on button. Click on "Add activity or resource" link, then select the page resource.

Fig 2.7.2 Page resource adding form

2.7.1 Formatting and Editing in page

Go to content section and click on this icon to toggle more options as shown in the Figure below. The options include those for adding multimedia files and links.
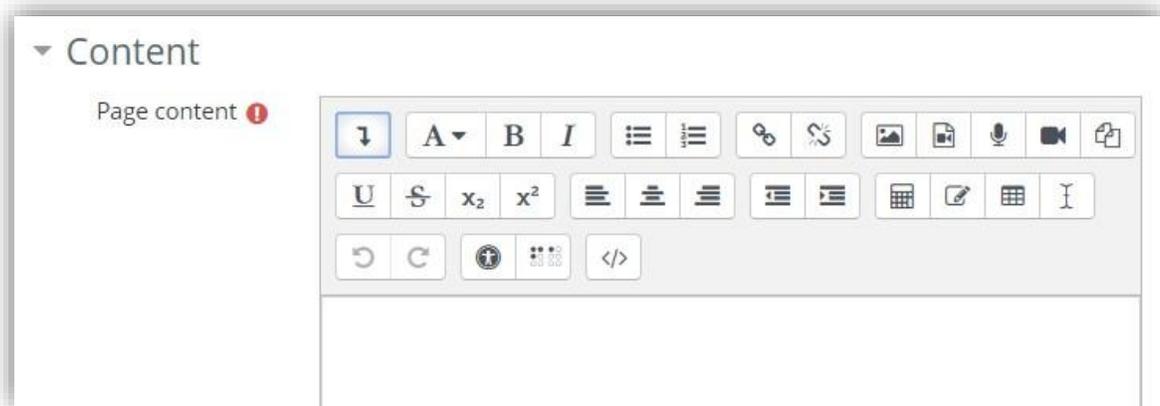
2.8 Adding Labels (sub topic)

The label is a versatile tool in MyLUANAR that can be used for organization and to improve the overall appearance of a course site. If it happens that one of your sections has more than one topic, we use label to distinguish between one topics to another.

Procedure for adding a Label

1. From the Course homepage, select the Turn editing on button.

2. In the desired section, select the Add an activity or resource link.

3. From the list of available options, select Label.

4. Select the Add button.

5. Enter the desired information in the Label text field (Usually we name it as topic title)

Note: Use the Toolbar to customize the entry by styling the text to be heading 3.

6. Select Save and return to course

7. You can now use the "move tool" indicated by a crosshair icon (⊕) to move your label to where you wish it to display.

2.9 Adding a Link/URL resource

To add a link to another website on your course follow the steps below;

1. Go to the course homepage and click Turn editing on.

2. Click Add an activity or resource in the section where you want to add the link.

3. Select URL Resource and click Add.

4. Give the link a Name. (This will be displayed on the course site homepage.)

5. Type or copy and paste the URL into the Content > External URL text box.

6. Expand the Appearance menu and choose New Window in the Display option.

7. Review the rest of the settings and change if desired.

8. Click the Save and return to course button at the bottom.

3.0 Adding assignments

Assignments are used when you want your students to hand in some work through MyLUANAR (except the offline activity assignment type). When the work has been submitted you can mark it and give feedback in MyLUANAR. Marks are stored in the course gradebook. There are four types of assignments. Your choice of 'assignment type' depends on what you want your students to accomplish. Setting up an assignment is the same for all assignment types except that there is a dedicated section with settings specific to the assignment type chosen. With editing turned on in your course, go to the section where you would like the assignment to appear and click 'add an activity or resource'

i.   General Settings:

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Under this section, one main thing required is specifying an assignment name. The description box is optional.

1. Give the assignment a name (this becomes a link that your students will click on)
2. In the description box give your students the instructions they need to complete The task.

ii.   Additional files:

This is the section where you can upload the actual assignment file.

1. Click on add button on the top left corner

2. Click on "Upload files" then "Browse" to locate your files.
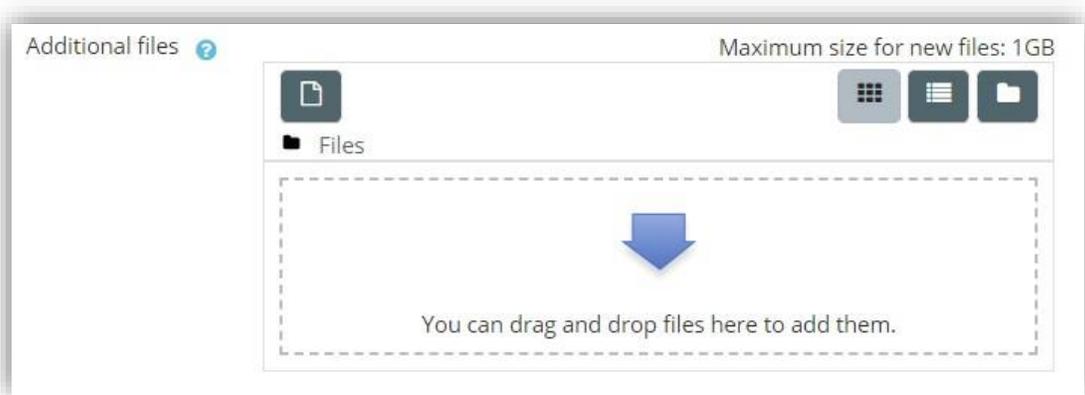
3. Click on "Upload file" button to upload.

Fig 3.0.1 File uploading section

iii.   Availability:

1. Enable and specify when submissions should start

2. Enable and indicate due date

3. Enable and specify cut-off date i.e. when the system should close and deny any submission.

iv.   Submission type:

1. Online text: Students type into a box in MyLUANAR – they have the Atto editor and can therefore use the tools included; linking to websites, displaying images, etc. Note that selecting this option enables the word limit option.

2. File submission: Students have to upload a file. The instructor determines the maximum number and file upload size when setting the assignment. This option allows submission of files of different formats i.e. word, pdf, images, videos, links, zip, rar, etc.

3. PDF submission: This option works with PDF annotate, it allows submission of PDF files only. (NB: Choose this if you plan to grade online)

v.   Feedback types:

1. Feedback comment: select to enables commenting option

2. Offline grading worksheet: select to enable uploading/downloading of grading worksheet.

3. Feedback files: select to enable uploading of feedback files

4. PDF feedback: select to enable feedback in PDF annotate.

Fig 3.0.3 Feedback section

vi.   Submission settings:

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1. Require student to accept submission statement: set this to yes enable submission statement
2. Require that students click submit button: set this to yes to enable submission button
3. Attempts reopened/Maximum attempts: leave as default to allow only one attempt

vii.   Notifications:
1. Notify graders about late submissions: set this yes to get notifications of late submissions.
2. Notify graders about submissions: set this to yes to get notifications of any late submissions.

viii.   Restrict access:
These settings are for restricting resources and activities among groups.

Restrict access:

1. Click on "Add restriction"
2. Click on "group"
3. Select your target group

3. GRADING

When students submit work, you can access it by clicking on the assignment. This link takes you to a grading summary of the assignment. (NB: make sure that the "Turn editing on" option is switched off).

Below is a screenshot displayed after clicking on the assignment
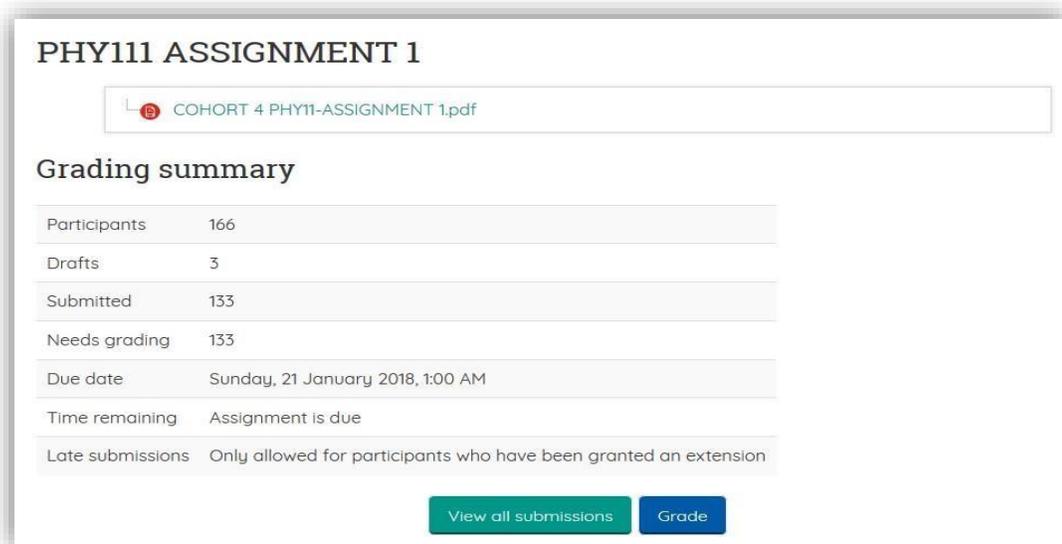

Fig 3.1 Assignment grading summary

3.1 Online grading with MyLUANAR PDF annotator

PDF annotator is an online grading plugin which is integrated with MyLUANAR. To grade using this feature, click on "Grade" button as displayed on the grading summary (refer to Fig 3.1 Assignment grading summary) .

The PDF annotator window looks as shown in Fig 3.2 PDF annotate window below. On the left side of the PDF annotator window, its where you can enter the grade, feedback comments and upload feedback files.
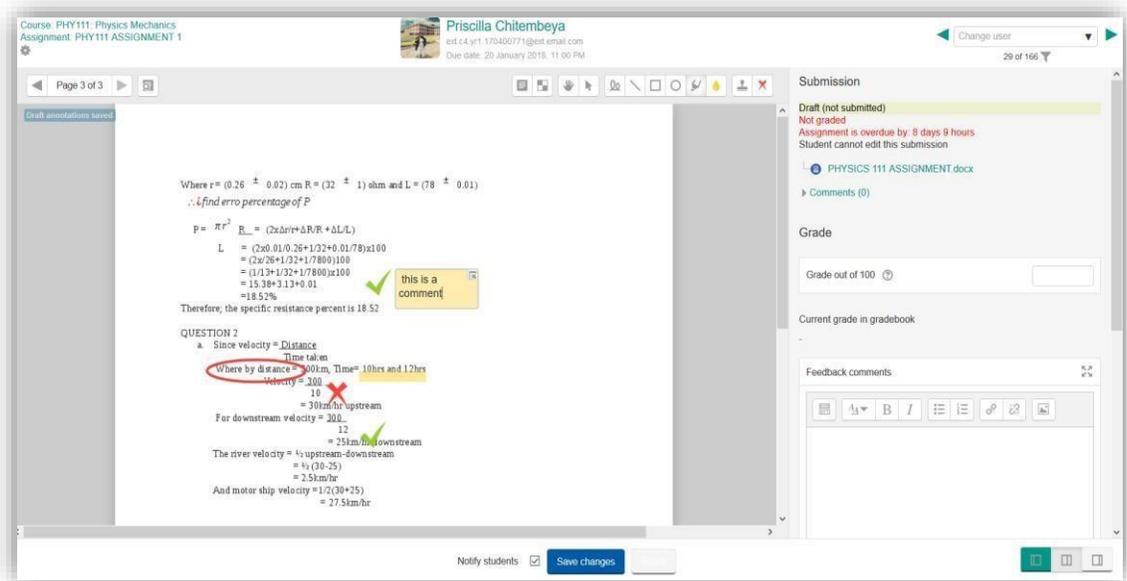

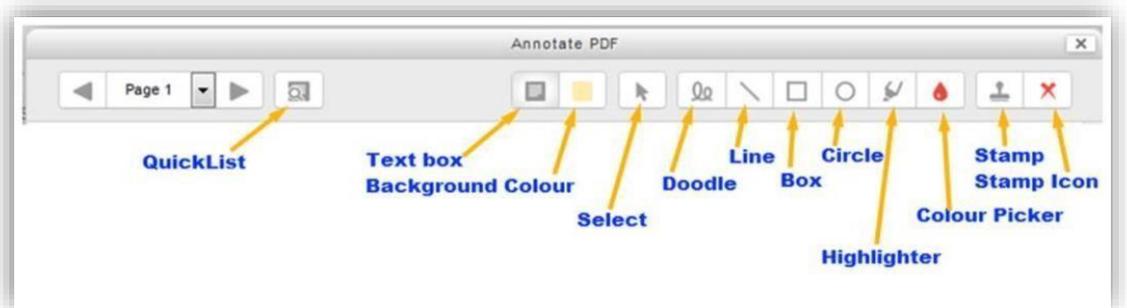Fig 3.2 PDF annotate window

Annotating tools:

Fig 3.2 PDF annotating tools

Note: To delete an annotation on a PDF, you need to click on the select icon (⬚) then click on the annotation, then a delete icon appears.

3.2 Assignment Grading Options

To access the grading options, click on the assignment then click on "view all submissions" (refer to Fig 3.1 Assignment grading summary). See screenshot below, where it says grading action, there is a drop-down select menu, with five grading options;

    a. Download all submissions

    b. Download grading worksheet

    c. Upload grading worksheet

    d. Upload multiple feedback files in a zip

    e. View gradebook

Fig 3.2.0 Grading options drop-down menu page

i.   **Download all submissions**

This option downloads all submitted assignments, including drafts. The assignments are downloaded as a zip file. The extracted submissions will have a unique ID as part of the file name.
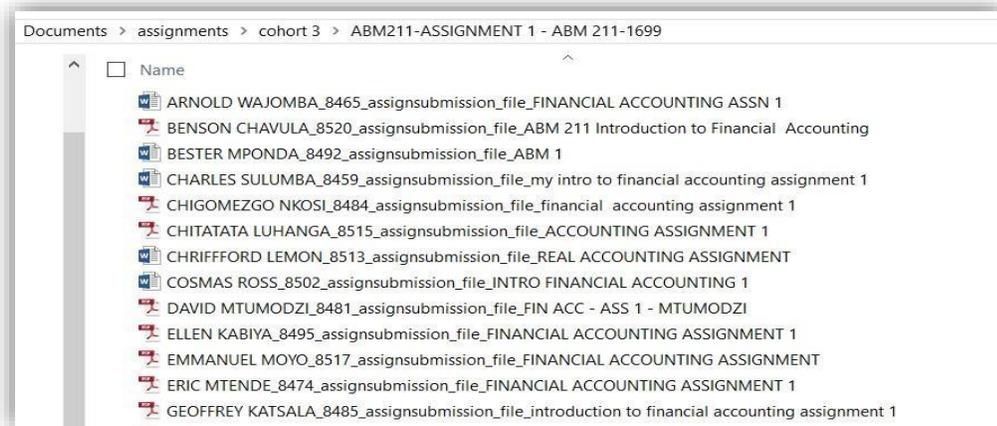
Fig 3.2.1 Downloaded and extracted assignments

ii.   **Download grading worksheet**

Allows teacher/instructor to download grading worksheet which comes as an excel file.

Identifier	Full name	Status	Grade	Maximum Grade	Feedback comments
Participant 13706	MATHEWS PHIRI	No submission - Assignment is overdue by: 7 days 20 hours		100	
Participant 13652	NICHOLAS MURIYA	No submission - Assignment is overdue by: 7 days 20 hours		100	
Participant 13683	Mayamiko f. Amadi	Submitted for grading		100	
Participant 13714	Umali BUDALA	Submitted for grading		100	
Participant 13580	Felix CHALOWA	Submitted for grading		100	
Participant 13603	Charles CHATEPA	Submitted for grading		100	
Participant 13695	PETER CHIKAONDA	Submitted for grading		100	
Participant 13675	James CHIMBIYA	No submission - Assignment is overdue by: 7 days 20 hours		100	
Participant 13679	Sinosi CHIMWALA	Submitted for grading		100	

Fig 3.2.2 Downloaded grading worksheet

iii.   **Upload grading worksheet (grades and feedback comments)**

To upload grading worksheet on Moodle, follow the steps below;

1. Download the grading worksheet

2. Enter grades in "grade" column and Feedback in "Feedback comments" column

3. Save the file in CSV file format i.e. file extension will change to .CSV

4. In MyLUANAR select the "Upload grading worksheet" option

Fig 3.2.3 Form for uploading grading worksheet

5. Upload the CSV file and click on "Upload grading worksheet".

6. Confirm your changes.

iv. **Upload multiple feedback files in a zip (offline grading)**

MyLUANAR allows instructors to download assignments and mark/annotate offline, then later upload them at once as a single zip file (After marking/annotating the assignment, zip them and upload them).

Fig 3.2.4 Page for uploading feedback files or graded files in a zip folder

Note: Do not change the name of the files to avoid errors when uploading.

v. **View gradebook**

The course gradebook can help organize and manage grades for students in your course. Same as with the assignment grading worksheet, you can download/export the gradebook to work on it offline.
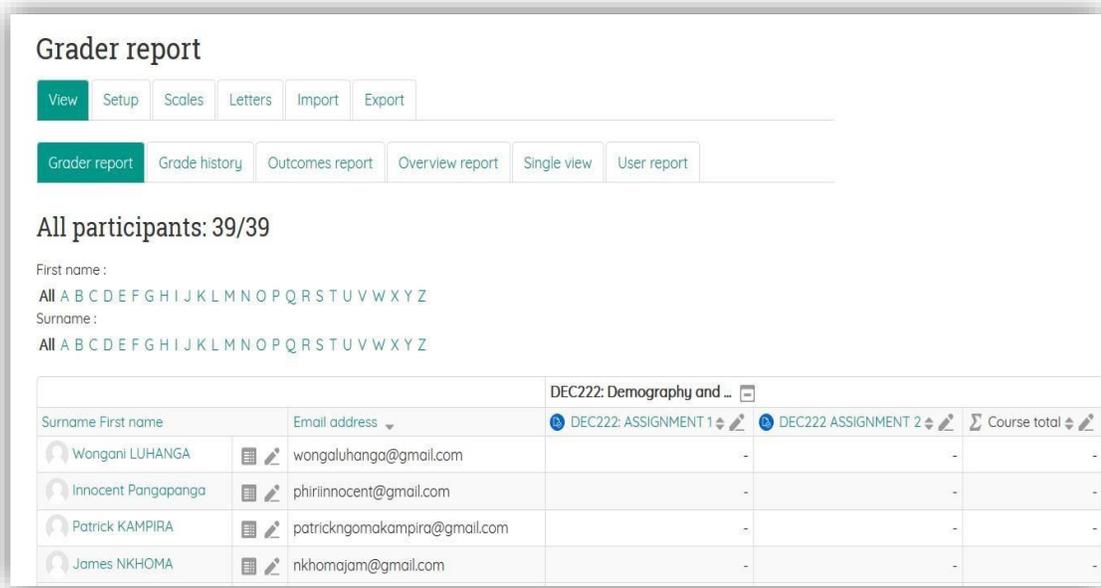
Fig 3.2.5 Gradebook window

3.3 Reverting and granting extensions

To grant a student extension or revert the student's submission to draft, follow the steps below;

1. Click on the assignment

2. Click on "View all submissions" button

3. Search for the student by indicating the first letter of his first name and last name.

4. Click on the edit to toggle more options

5. To revert the submission back to draft, click on "Revert submission".

6. To grant extension click on "Grant extension" and specify the extension due date.
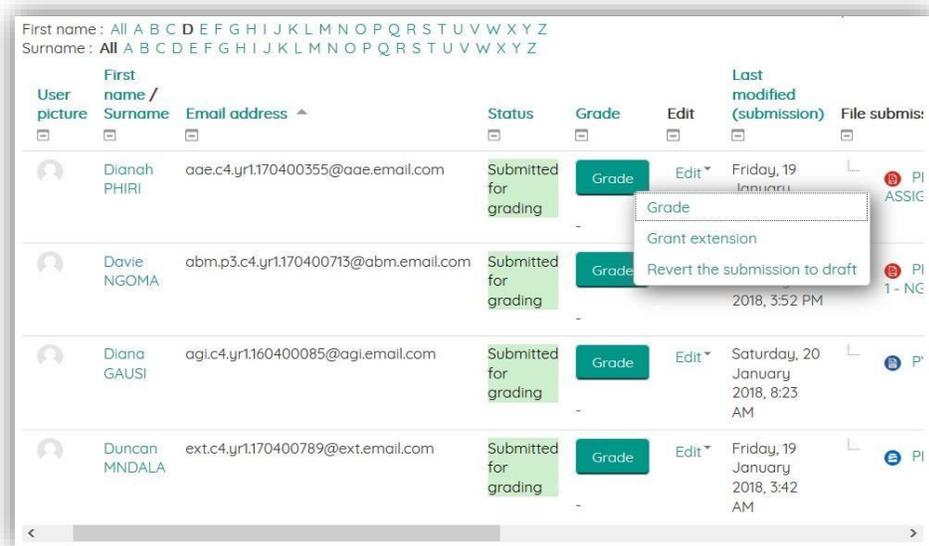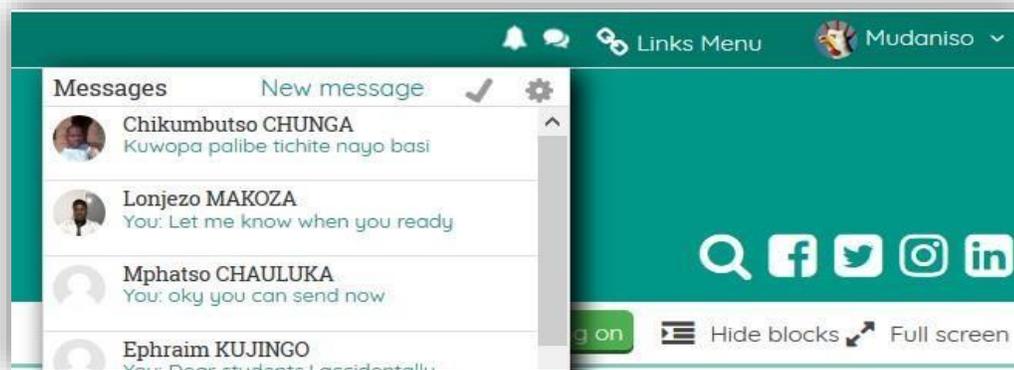
Fig 3.3.1 Assignment reverting and extension granting options

4. COMMUNICATION TOOLS

4.1 Messages

MyLUANAR has a messaging system which is linked to a user's email address. When a message is sent to a user, it stays in the system for 30 minutes and if it's not opened, a
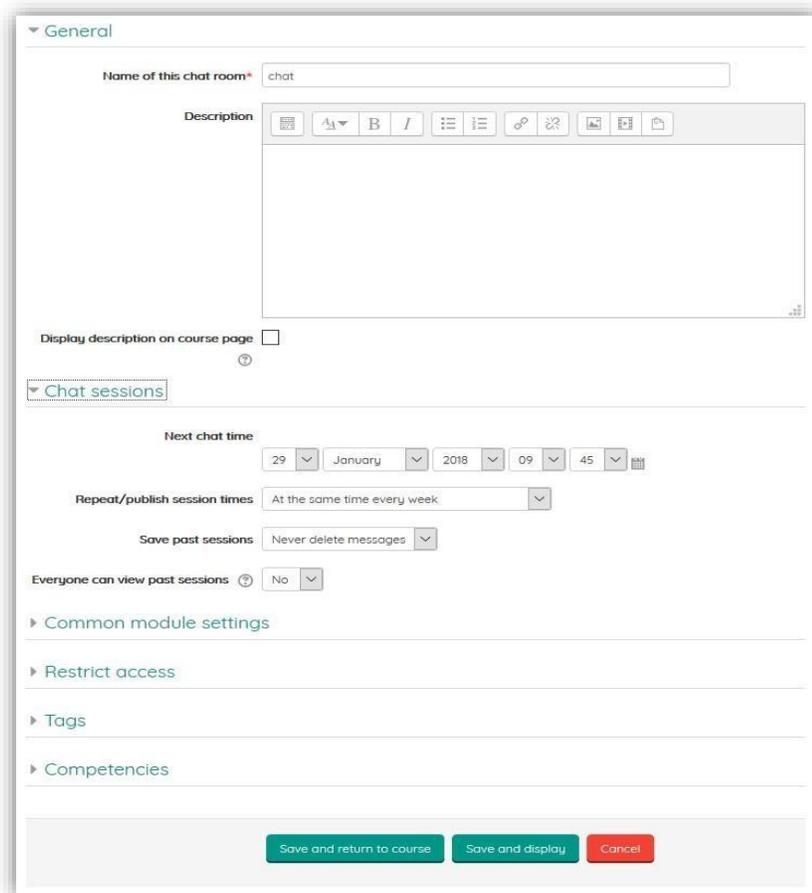
).

copy of the message is automatically sent to the users email. The message icon is found on the top right corner menu (

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4.2 Chats

The chat activity module enables participants to have text-based, real-time synchronous discussions. The chat may be a one-time activity or it may be repeated at the same time each day or each week. Chat sessions are saved and can be made available for everyone to view or restrict to users with the capability to view chat session logs.

Fig 4.2.1 Form for adding a Chat

4.3 Forums

1. Go to the course homepage and click Turn editing on.

2. Click Add an activity or resource in the section where you want to add the [item].

3. Select Forum and click Add.

4. In the Forum name text box, enter the name of the forum.

5. In the Forum Description text box enter a description and instructions for the activity.

6. For Forum type, choose one of the following:

Single simple discussion –The instructor can create only one discussion. This keeps the conversation focused on one topic. Users are allowed to post replies but cannot to start new discussion topics.

Each person posts one discussion – Each person in class can start only one discussion. This forum type can be useful if each student needs to post one question or choose only one topic from a reading. Each discussion can have multiple replies.

Q and A Forum – Use to present a question and answer format that requires students to post their answers before viewing other student postings. Once a student sends a post, they must wait 15 minutes (the allotted time to edit their own post) before viewing and responding to other posts.

Standard forum displayed in a blog-like format - Anyone can start a new discussion at any time. Discussion topics are displayed on one page with a snippet of the discussion included.

Standard forum for general use – Anyone can start a new discussion at any time. Each discussion is on a separate page.

7. Select and complete additional options (see Commonly Used Settings below).

8. Scroll down and click Save and display.

Commonly used forum settings:

- **Subscription and tracking:** Subscription mode - Controls whether emails are sent from the forum when posts are made. Note: Students can also choose through their profile whether they receive an email every time someone posts or whether they receive an email at the end of each day with a compilation of all that day's posts.

     Optional: Students can choose to subscribe to the forum or not.
     Forced: Everyone is subscribed and cannot unsubscribe (not recommended)
     Auto: Everyone is subscribed initially, but can unsubscribe
     Disabled: subscriptions are not allowed

- **Post threshold for blocking** - Sets a maximum number of posts allowed for students during a particular time period, e.g., no more than three posts per day.
- **Ratings** - To grade a discussion, select an Aggregate type and Scale. If the scale is numeric, it will be calculated as part of the grade. If the scale is nonnumeric, it will not be calculated. To allow only certain posts to be rated, select a date range.
- **Restrict access** - Select the dates for allowing access. When the activity can't be accessed, you can choose to show it grayed-out, or hide the activity entirely. You can also restrict access according to criteria that you define.

Setting up rating options for a discussion forum

By default, discussion Forums in MyLUANAR have no grade associated with them. However, forums have a ratings option which, when enabled, allows instructors and teaching assistants to rate student forum posts.

There are two basic ways to rate posts.

- Use a set number of points, for example 1-5.
- Use a preset scale with a variety of text options, for example pass/fail. Some scales also have points associated with them, for example Excellent/Very Poor (4 points).

Both types of ratings will appear in the Gradebook, but only ratings with a point value will contribute to a Course total grade.

Procedures on Setting up rating options for a discussion forum

1. While you are setting up your discussion forum scroll down to the Rating place.

2. Scroll down and click Ratings to see the options above.

3. Choose an Aggregate type. The aggregate type defines how ratings are combined to form the final grade in the gradebook.

    Average of ratings - The mean of all ratings.

    Count of ratings - The number of rated posts becomes the final grade. Note that the total cannot exceed the maximum grade for the activity.
    Maximum rating - The highest rating becomes the final grade.
    Minimum rating - The smallest rating becomes the final grade.
    Sum of ratings - All ratings are added together for a total score. Note that the total cannot exceed the maximum grade for the activity. Note: No aggregation method can exceed the maximum point value of the numeric scale chosen for rating.
    - Example: If you set Maximum points = 10, and Aggregate type = Sum of ratings, a student who has four separate posts that are all rated at 3 points each will still only receive 10 points total for the forum.

Choose a Scale Type:

- For Scale, choose a Scale from the drop-down list. Scales that include point values will appear in the gradebook, scales with no point value will not.
- For Point, enter a point value in Maximum points. Rating values will appear in the gradebook.

Rating an individual post

1. Find the post you want to rate.

2. Choose a rating from the Rate drop-down menu at the bottom of the post.

3. View the student's score.

- Instructors see the rating, as well as the aggregation method, the student's current score, and the Rate menu.
- Students see their own rating and the aggregation of their scores in this forum. Students only see their own ratings and scores.

4. Rate other posts as necessary.

5. When you are done return to your course homepage.

5 REPORTS

MyLUANAR allows instructors to monitor or produce reports on different course activities/resources. For Example one can monitor student's activities on a particular assignment or forum. They are different reporting Features available in the system, but we will focus on four which are the commonly used ones, these are Logs, Live Logs, Activity reports and Course participation. To access these reports features, go to Course Administration then Click on "Reports"

Fig 5.0.1 Reporting features under course administration

5.1 Logs

A log of activity in the course may be generated by selecting any combination of group, student, date, activity and level and then clicking the "Get these logs" button. From the report generated, you can see what pages the

students has accessed, the time and date they accessed it and their actions. You can choose to just display the logs or download them.

Fig 5.1.1 Course activity logs

5.2 Live Logs

Live logs are similar to logs in nature, the only difference is that with Live logs the system displays user activities as they are happening in real time.

Fig 5.2.1 Course Live logs

5.3 Activity reports

Course activity reports simply shows the number of view for each course activity or resource.
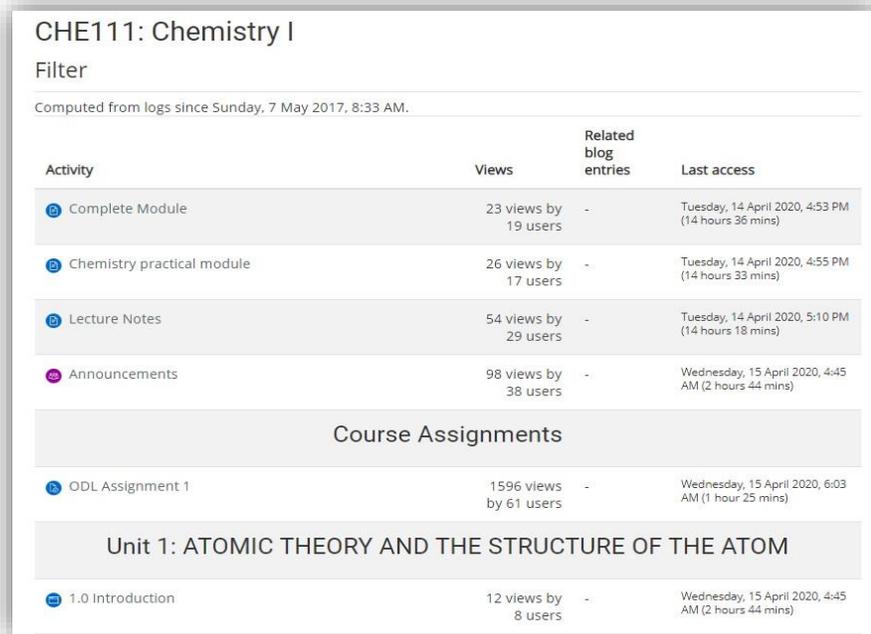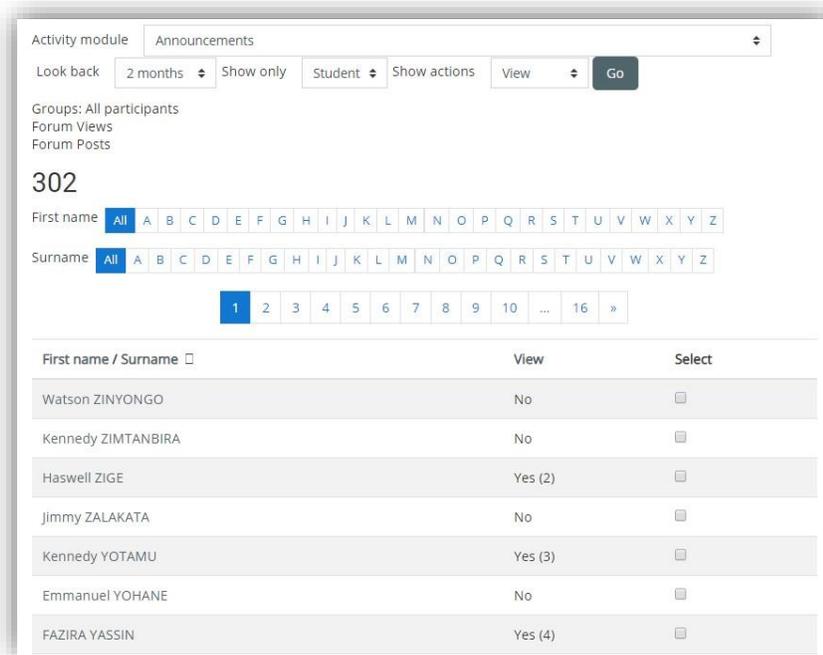See below;

Fig 5.3.1 Activity report

5.4 Course participation

This feature is used to generate of who has participated in which activity and how many times. It can be filtered by role ,group and action (View or post), which allows students or groups of students who have not participated to be easily messaged.

Fig 5.4.1 Course participation

END