USER MANUAL

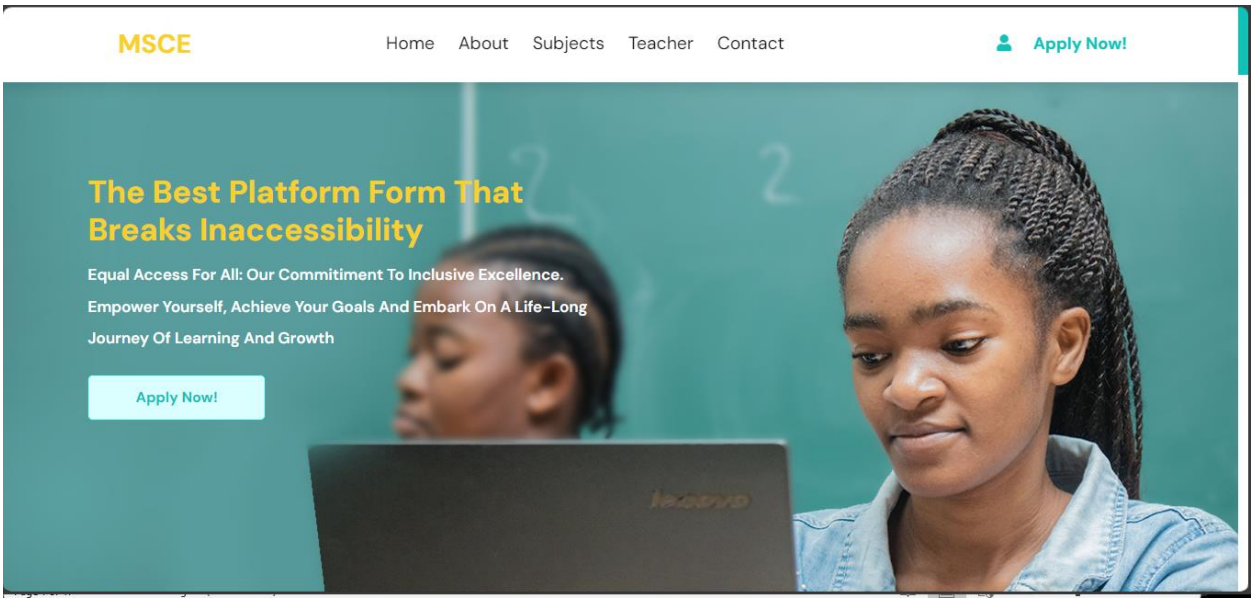
Introduction

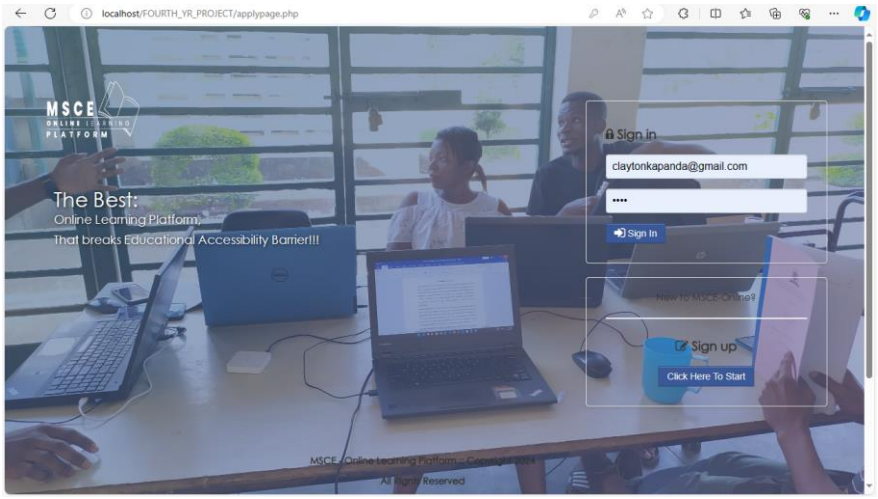
Welcome to MSCE eLearning Platform, your best platform where diverse curricular and learning contents are being offered. Our platform comprises of a wide range of subjects and resources to help you achieve your learning goals. This user manual will guide you through various ways on how to access our platform features and tools, ensuring a seamless and effective learning experience.

How you Get Started

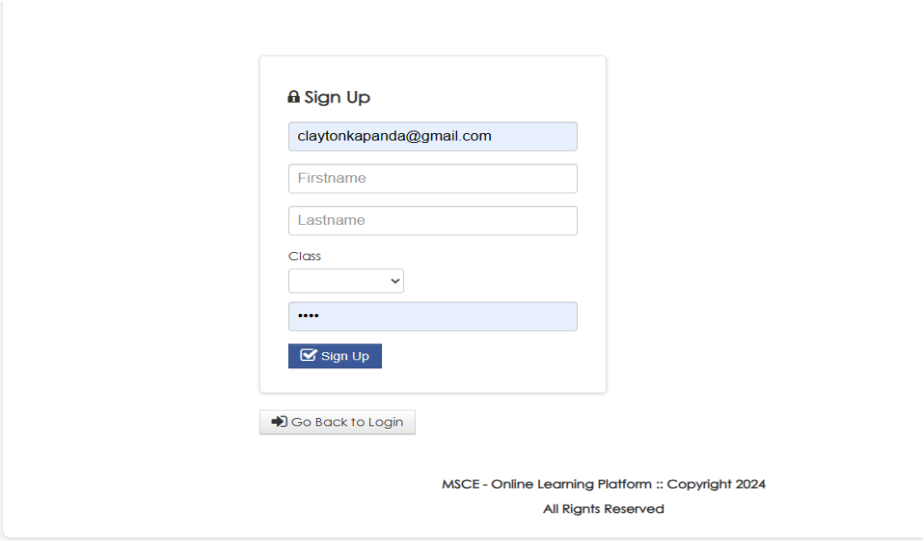
a. Registration and Login

- click on “apply now" then Sign up to register".

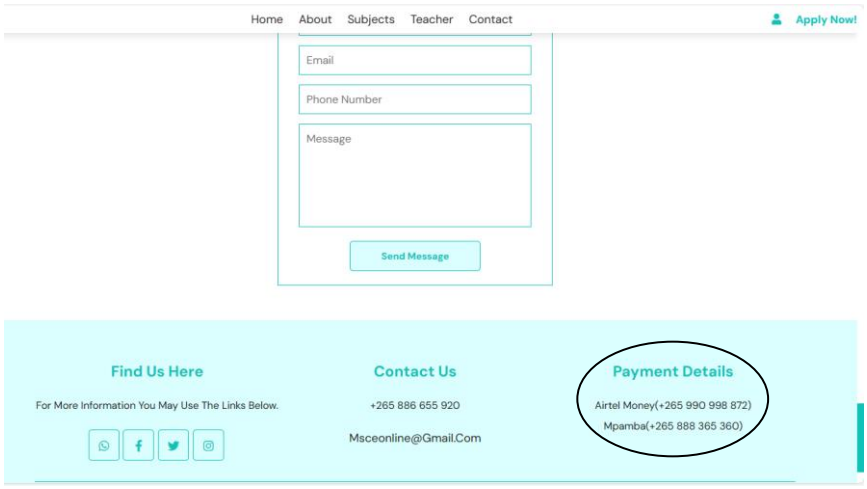




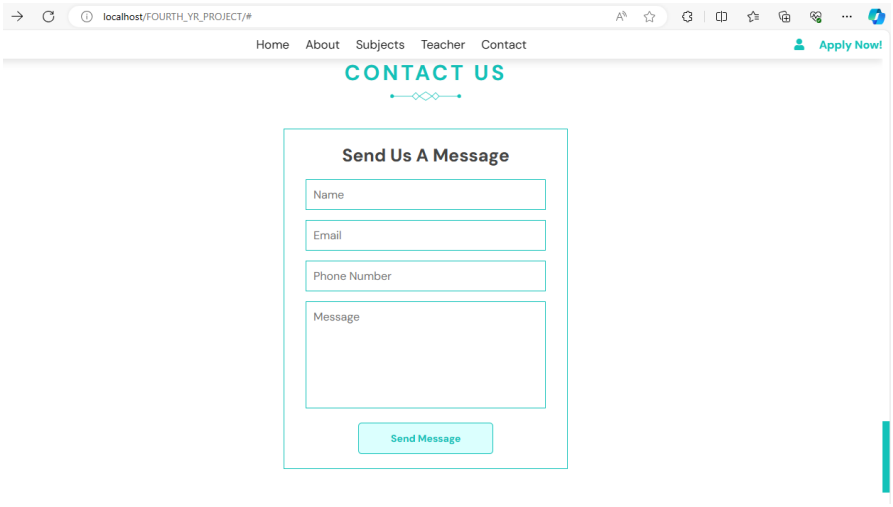
- Fill out the registration form with your details.



- Verify your Username (email address) and set up a strong password.
- Transfer registrations fees through Pamba or airtel money and send transactions details to admin so that you can be added in their system.



- Once transactions have been successful, the admin will give you confirmation message that you can **log in** into the platform using your **credentials**.



b. Platform Navigation

- The dashboard displays your enrolled class, year of enrolment, notifications, profile details and messages.
- Use the left navigation menu to access your enrolled class, messages, and notifications.

c. Subjects management

i. Finding and Enrolling in Subjects

- Browse **My class** by clicking to access subjects he or she is taking.
- Click on a subject to view details such as classmates, progress, subjects overview, downloadable materials, assignments. Announcements, class calendar and quiz.

ii. Subjects Structure and Contents

- Subjects are divided into humanities, sciences and languages.
- Lessons may include video lectures, quizzes, assignments and sometimes live classes.
- Use My class to access subject and then click on subject to access lessons and resources on that particular time based on the schedules assigned by the teacher.

iii. Learning Tools and Features

- Video lessons are accessible via the subject's navigation menu.
- Use the video player controls to pause, rewind, and fast-forward content.
- Some lessons may include additional multimedia content, such as images and documents.

iv. Interactive Quizzes and Assessments

- Quizzes and assessments are used to evaluate your understanding.
- Follow the instructions provided for each quiz or assessment.
- Results are displayed immediately after completion.

d. Assessment and Evaluation

a. Quiz and Exam Instructions

- Read the instructions carefully before starting a quiz or exam.
- Ensure you have a stable internet connection.
- Use the allotted time wisely, and submit your answers before the deadline.

b. Grading and Feedback

- Grades are displayed in the subject details' menu.
- Feedback is provided for quizzes, assignments, and discussions.
- Use feedback to improve your understanding and performance.

e. Technical Requirements and Support

i. System Requirements

- Ensure your device meets the minimum system requirements.
- Use a compatible web browser and operating system.
- Keep your browser and plugins up-to-date.

ii. Troubleshooting Common Issues

- Clear your browser cache and cookies.
- Check your internet connection and speed.
- Contact technical support if issues persist.

F. Best Practices for Online Learning

- Create a dedicated learning space.
- Set aside dedicated time for learning.
- Engage with course materials and peers.

By following this user manual, you'll be well on your way to a successful and engaging online learning experience. Happy learning!