

**University of Dar es Salaam**



**Learning Management System (LMS) Student Manual**

**March 2025**

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## 1. INTRODUCTION

The University of Dar es Salaam Learning Management System (UDSM LMS) is a web-based platform for teaching and learning online as a mode of delivery. This manual/ guide provides instructions to students in using an online learning environment (Moodle) Learning Management System. The manual covers how to access the system and how to access course materials, course activities, and other resources.

***N.B: To access UDSM LMS, you should have: -***

- i. Electronics Device (Computer, Laptop, Smartphone, Tablet or iPad)
- ii. Internet connection
- iii. Internet browser (e.g. Google Chrome, Safari, Internet Explorer, Mozilla, etc)

## 2. ACCESSING THE SYSTEM

### 2.1 How to login into the LMS system

Here are the steps to be used to login into the UDSM LMS system.

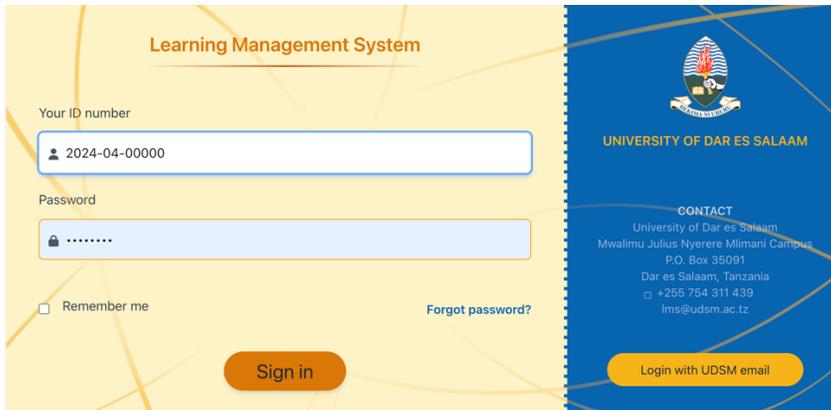
- i. Open any internet browser (e.g. Internet Explorer, Mozilla, Chrome, Safari, etc).



- ii. Enter UDSM LMS Uniform Resource Locator (URL) **lms.udsm.ac.tz**



- iii. Enter your Username (Your Reg. number) and Password.



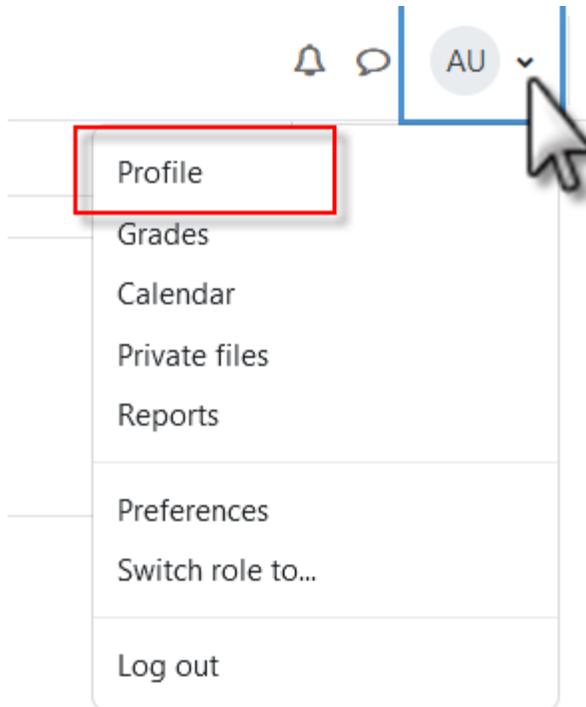
iv. Click the “**Sign in**” button

**Please Note:**

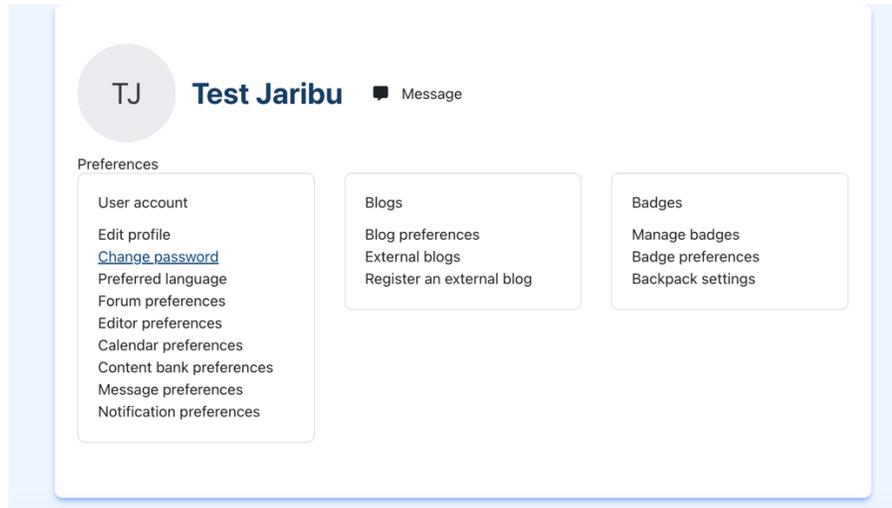
- While login into LMS you will be in your Home.
- If this is your first time to login, you will be required to change your password in you profile link

**2.2 How to Edit Profile and Change Password**

i. To edit your profile, click Your name, which appeared in the **Right top corner** then select **Profile** from the Dropdown menu.



- a. Under **the User Details** block click the **Edit profile** link, this will enable you to edit your information.
  - b. To save, Click the **Update Profile button**.
- ii. To change password, click Your name, which appeared in the **Right top corner** then select **Preferences** from the Dropdown menu.



click **Change password**

 A screenshot of the 'Change password' form. The breadcrumb 'Preferences / Change password' is at the top. The user's name 'Test Jaribu' and a 'Message' button are visible. The form includes:
 

- A 'Change password' section header.
- A 'Username' field with the value 'test'.
- A 'Current password' field with a red information icon to its left.
- A 'New password' field with a red information icon to its left.
- A 'New password (again)' field with a red information icon to its left.
- Two checkboxes: 'Log out all other browser sessions' and 'Log out of all web apps', both of which are checked.
- At the bottom, there are two buttons: 'Save changes' (in blue) and 'Cancel' (in grey).

Enter **Current password**; this is the password you used to login, then enter **new password** this will replace the current password

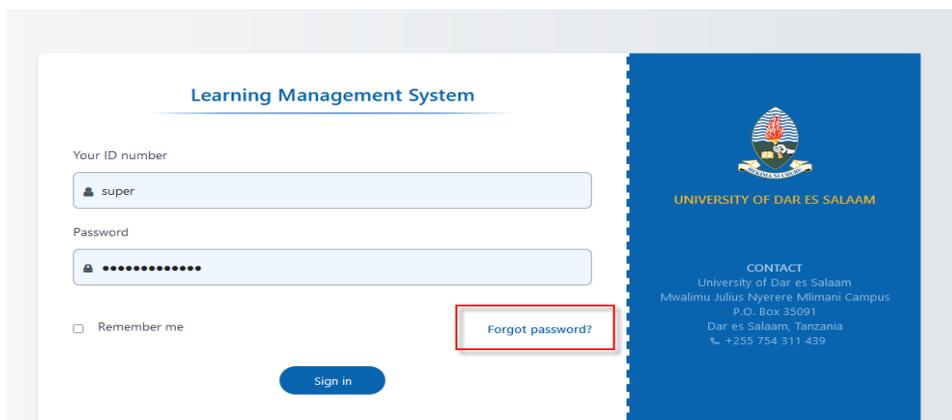
## 2.3 How to Reset Passwords in the UDSM LMS system

Steps to reset a forgotten password for the users of UDSM LMS are

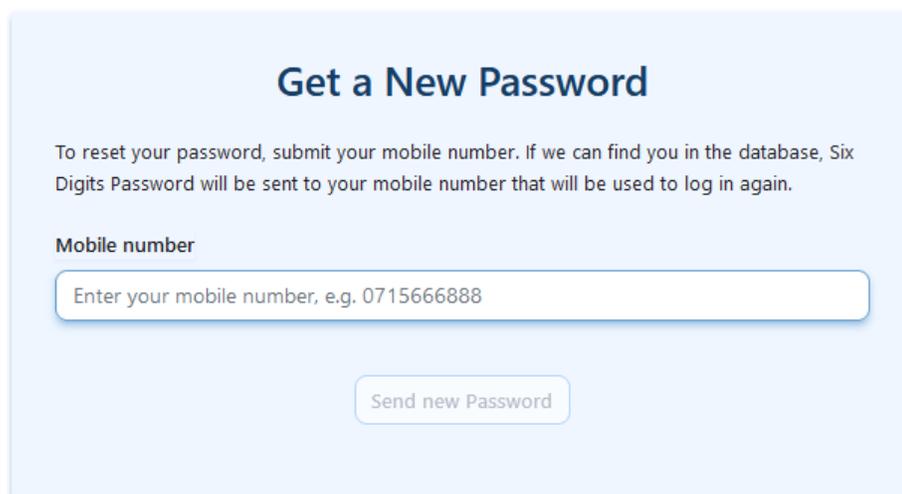
- i. Open any internet browser (e.g. internet explorer, Mozilla, Chrome, Safari, etc).
- ii. Enter UDSM LMS url “**lms.udsm.ac.tz**”



- iii. Click the “**Forgot password?**” link, and then it will open the **Get a New Password** window.



- iv. Displayed **Get a New Password** window.



- v. Enter the “**Mobile number**” and then click the “**Send New Password**” button. You will receive a new password message (six digits) on your registered mobile number in UDSM LMS. Use those numbers as a password

## Get a New Password

To reset your password, submit your mobile number. If we can find you in the database, Six Digits Password will be sent to your mobile number that will be used to log in again.

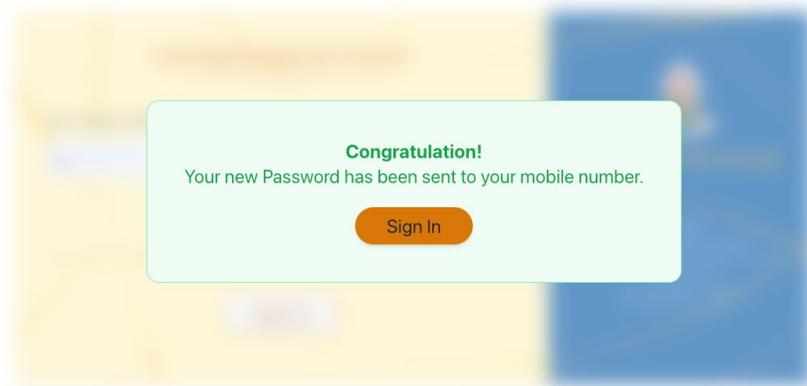
Mobile number

[Send new Password](#)



**Note: The Notification for successful or failed to reset password will appear on the window.**

- a. The Notification for successfully resetting the password



- b. The Notification for failure to reset the password

**Get a New Password**

To reset your password, submit your mobile number. If we can find you in the database, Six Digits Password will be sent to your mobile number that will be used to log in again.

Mobile number

0715008408

**Something went wrong!.** Please provide a valid mobile number.

Send new Password

The failure happened if the mobile number entered is not registered in UDSM LMS

If you get this failure message, send your details including registration number, full name, your college/ unit and mobile number to LMS support team [lms@udsm.ac.tz](mailto:lms@udsm.ac.tz)

### 3. COURSE ENROLLMENT

After logging in, the home tab in the navigation menu will allow accessing all courses which will be categorized in this case, courses from different colleges, schools and institutes. To find the course in the list, the following step are required

- i. Enter the course code in the **Search Course** box and then press **Enter button** on the keyboard OR click search icon next to search box

**NB:** There is a space after letter of the course code, E.g. MG 602

## Learning Management System

Home Settings Participants Reports Question bank User manager More

Search courses

**Course categories** [Collapse all](#)

- ▼ Colleges (3)
  - ▶ College of Social Science (CoSS) (2)
  - ▶ College of Information and Communication Technologies (CoICT) (147)

- ii. Click Course title (Course name)

## Learning Management System

MG 602



### Search results: 1

MG 602: Statistics and Research Methods 🔍

Teacher: Victoria Mahabi

Category: CVL Postgraduate Online

iii. Enter the **Enrollment key** and then click **enroll Me** button

**N.B:** You will get enrollment key from your instructor

MG 602: Statistics and Research Methods

Home / Courses / CVL Postgraduate Online / MEM & PGDEM- Semester I / MG 602 / Enrol me in this course / Enrolment options

Enrolment options

🔍 MG 602: Statistics and Research Methods

Teacher: Victoria Mahabi

▼ Self Enrollment

Enrolment key

Enrol me

#### 4. FIND ENROLLED COURSES

Once you have logged in, click **My Courses** tab in the Navigation menu to access courses in which you are enrolled.

 Home Dashboard **My courses** Site administration User manager

#### 5. ACCESSING COURSE RESOURCES (NOTES, MATERIALS, REFERENCES)

Go to the specific week/ topic that you want to access the contents, and click the title or subtitle of the topic to read/view/download resources

▼ 1 November - 7 November

WEEK 1

FILE  
Introduction and Descriptive Statistics Resource

FILE  
Basic Concepts in Research and Statistics

FORUM  
Post Your Questions Here: Descriptive StatisticsForum

Ac  
Go

## 6. ACCESSING COURSE ACTIVITIES (ASSIGNMENT, EXAMINATION OR TEST, FORUM/CHAT)

Go to the specific week/ topic and click the title of the activity to attempt

### 6.1 Assignment

- i. To access the Assignment, click the assignment's link on a specific week/ topic

ASSIGNMENT  
Assignment: Research Proposal Chapter one

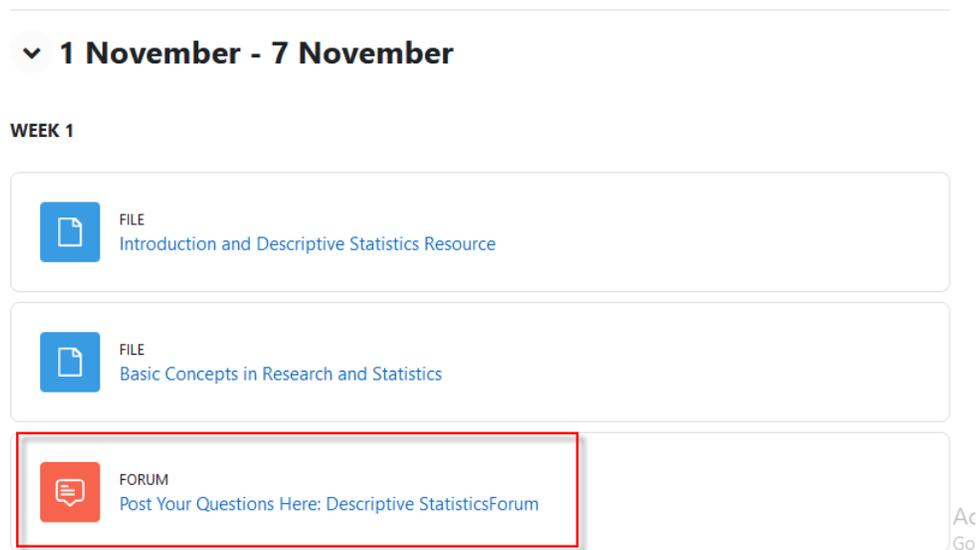
Opened: Friday, 10 December 2021, 12:00 AM  
Due: Monday, 20 December 2021, 11:55 PM

- ii. This will take you to the assignment page. Here you will see the assignment's instructions and the Submission details. To submit an assignment click **Add Submission button**.
- iii. To attach the **assignment file**, use the file picker by selecting **Upload a file**.
- iv. Next, use the Browse button to locate the **assignment file** on your computer or flash drive. Once you have located and selected the file, use the **Upload this file button** to finish the upload process.
- v. Verify that the correct file appears in the File submissions field and select **Save changes**.

- vi. Note: If your instructor has enabled draft mode, your assignment Submission status will be in Draft (not submitted) status, and you will be required to use the **Submit Assignment button** to finish the process.
- vii. Note: When your assignment has been fully submitted, you will see the Submission status indicated as Submitted for grading

## 6.2 Forum

- i. To access a discussion forum, click the forum's link on a specific week/ topic



- ii. This will take you into the discussion forum and you will be able to read the forum instructions, add a new post, and read and reply to others' posts.
- iii. To post use **the Add a new discussion button** to begin the process.
- iv. This will load the Add your discussion menu. First, add a descriptive title to your new post by typing it in the **Your subject** field. Next, type or paste from Word the content of your new post in the **Type your post** field.
- v. Finally, post your content by clicking **Post to Forum**. This will display the content of that post
- vi. To reply, you may enter your reply in the Add your reply section and use the Submit button

## 6.3 Chat

To access a chat, use the chat's link on a specific week/ topic. When your users click the chat link on the course page, they will see two or three options:

- Click here to enter the chat now: This takes you to the chat using the chosen site default chat method;
- Use a more accessible interface: This gives a simpler chat room without frames and javascript;
- View past sessions: If this has been enabled and the user is allowed to view past chat sessions, this takes them to a list of past sessions with links to the chat.

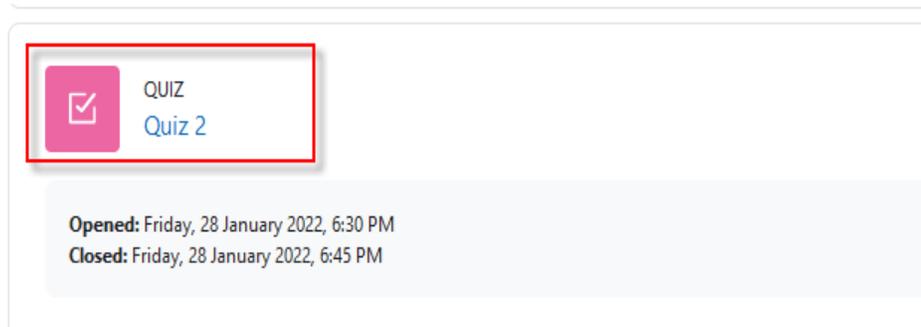
#### 6.4 Examination/ Test/ Quiz

Note: Before starting an examination or quiz, consider the following

- Make sure you have studied the course material
- Make sure you have enough free time to finish the exam
- Make sure you have a reliable Internet connection and electrical power
- Make sure you fully submit the exam once you are finished

#### Starting an examination or quiz

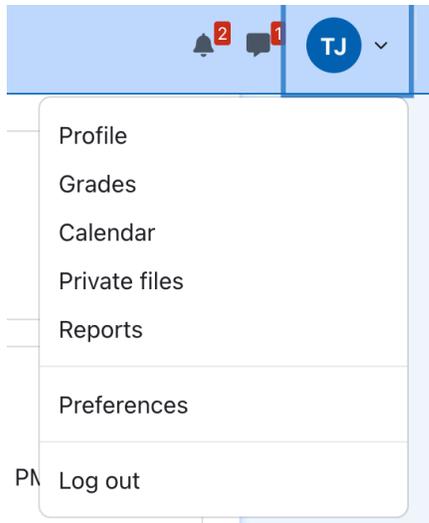
- Select the examination or quiz from a specific week/ topic



- Click the **Attempt quiz now button**. A confirmation box will load, reminding you of the time limit and number of attempts.
- Then click the **Start attempt button to begin**. This will begin the exam and start the timer.
- To begin the submission process, click **Finish Attempt**; after verifying you have answered every question and you are satisfied with your attempt, use the **Submit all and finish button** to submit your attempt for scoring.

#### 7. OTHER LINK

Other important resources can be found under your name which appeared in the **Right top corner**. Click the dropdown menu in your name then different resources will appear as shown.



**i. Profile**

Under Profile you can edit your basic information such as name, email and mobile number. Just click **Profile** then **Edit profile**

<p>User details <span>Edit profile</span></p> <p><b>Email address</b> textj@udsm.com (Visible to other course participants)</p> <p><b>Timezone</b> Africa/Dar_es_Salaam</p> <p><b>Unit</b> CoAF</p> <p><b>Gender</b> Male</p>	<p>Reports</p> <p>Browser sessions</p> <p>Grades overview</p>
<p>Privacy and policies</p> <p>Data retention summary</p>	<p>Login activity</p> <p><b>First access to site</b> Tuesday, 19 November 2024, 2:41 PM (62 days 20 hours)</p> <p><b>Last access to site</b> Tuesday, 21 January 2025, 11:10 AM (now)</p>
<p>Course details</p> <p><b>Course profiles</b></p> <p>CL 301: Strategic and Corporate Communication</p> <p>IT31:Moodle</p>	<p>Mobile app</p> <p><b>QR code for mobile app access</b> Scan the QR code with your mobile app and you will be automatically logged in. The QR code will expire in 10 mins.</p> <p><a href="#">View QR code</a></p> <p><b>Last access to site</b> Saturday, 14 December 2024, 5:43 PM (37 days 17 hours) (Log out)</p>

**ii. Grades**

Click on Grades to view your scores for different assignments, forums, and quizzes that you have completed.

**iii. Course Calendar**

Events in your course are scheduled through the calendar. Click your name appearing at the **Right top corner** then select **Calendar** from the Dropdown menu.

**iv. Private files**

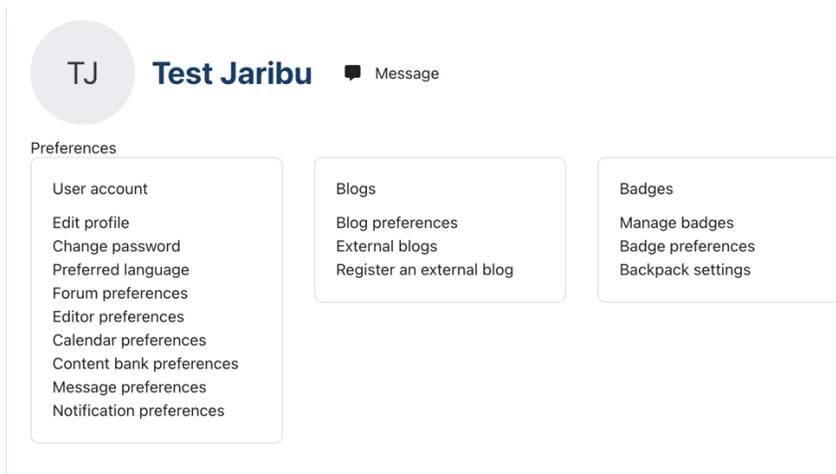
This is a personal storage space where users can upload and manage their own files. Each user has a **Private Files repository** that is accessible only to them and not visible to other users. It serves as a personal file manager within Moodle for storing files that can be later used in courses or activities. Student can store personal files, drafts, or assignments before submitting them to a course.

**v. Reports**

It provides insights and tracking information about your progress, activities, and participation within the courses. These reports help to monitor your learning, identify areas needing improvement, and stay informed about your overall performance. The types of reports available depend on how the instructor configures the course and what permissions are granted to students.

**vi. Preferences**

This refers to user-specific settings that allow customization of various aspects of the platform to enhance the user experience. These settings are unique to each user and do not affect other users or the overall Moodle environment. Students can adjust their preferences according to their personal needs. It is a place also you can change your password.



**vii. Logout**

It allows users to securely end their current session, ensuring that your account and personal data remain protected.

**LMS Moodle Support**

For technical support contact us through email: [lms@udsm.ac.tz](mailto:lms@udsm.ac.tz): Write your details such as your registration number, full name then explains your challenge.

