



STUDENT eLEARNING USER MANUAL

Your practical guide to learning on KABVILE

ACCESS

Sign in and find courses

LEARN

Use resources and activities

SUCCEED

Submit work and track progress

elearning.kab.ac.ug

For Kabale University students | Open and Distance Learning Dept

How to use this guide Keep it open while you practise. Complete each “Try it now” task before moving to the next section.

02 START HERE

Start here

What KABVILE is, what you need and where this guide will take you.

KABVILE is Kabale University's Virtual Learning Environment. Lecturers use it to share learning materials, announcements, discussions, assignments, quizzes, feedback and links to online classes.

Before you begin

- **Admission** Ensure your admission and student record are complete.
- **KAB account** Have your active KAB student email address and password.
- **Device** Use a phone, tablet or computer with a current browser.
- **Connection** Use reliable internet, campus Wi-Fi or eduroam.

Your learning journey

1	Sign in and check your Dashboard.
2	Enroll or open the correct course units for the semester.
3	Read announcements and study the learning materials.
4	Participate in activities and submit assessments on time.
5	Check feedback, grades and completion regularly.

Remember The Moodle interface may vary slightly by device, course design or enabled University features. The task sequence remains the same.

Learn with tutorials Visit esp.kab.ac.ug for student eLearning tutorials and videos. Use helpdesk.kab.ac.ug when you need to report a technical problem.

03 ACCESS AND SIGN IN

Access and sign in

Open the correct website and protect your University account.

1	Open a browser Use Chrome, Firefox, Edge or Safari.
2	Go to KABVILE Enter elearning.kab.ac.ug in the address bar.
3	Select Log in Use the sign-in option shown on the page.
4	Enter your credentials Use your full KAB student email or assigned username and your KAB account password.
5	Check your name After signing in, confirm that your name appears in the user menu.

Correct

elearning.kab.ac.ug
Use your own KAB account.

Avoid

Unknown links, shared passwords or saving credentials on a public computer.

If sign-in fails Check spelling and Caps Lock. Confirm that your KAB email works. If the problem continues, contact the ICT Helpdesk instead of creating another account.

Try it now Sign in, open your user menu and locate Log out. Do not log out until you finish the next activity.

04 KNOW YOUR WORKSPACE

Know your workspace

Use Dashboard, My courses and course pages with confidence.

The Moodle 5.2 interface is organised around a few dependable destinations:

Dashboard

Your personal overview: timeline, calendar, recently accessed items and course progress where enabled.

My courses

A focused list of course units you are enrolled in. Use search or filters when the list is long.

Course page

Announcements, topics or weeks, learning resources and activities arranged by your lecturer.

User menu

Profile, grades, preferences, notifications and Log out. Options depend on site configuration.

- **Navigation drawer** Open or close the side menu to gain more screen space.
- **Breadcrumbs** Use the page path to move back without losing your place.
- **Activity information** Check due dates, completion requirements and restrictions before opening an activity.

Try it now Open Dashboard, then My courses, and return to Dashboard without using the browser Back button.

05 FIND AND ENTER COURSE UNITS

Find and enter course units

Confirm the right academic year, semester and course code.

1

Check My courses. Some course units may already be allocated to you.

2

Use course search. Search using the official course code first; add part of the course name if necessary.

3

Verify the course. Confirm the title, code, lecturer, academic year and semester before entering.

4

Enrol only when allowed If Enrol me appears and you are authorised to join, select it and follow any instructions or enrolment-key request.

5

Ask when a course is missing Contact the lecturer, department or eLearning support with your student number, programme, course code and semester.

Do not join by guesswork Similar course names may belong to another programme, campus, semester or academic year.

Try it now Open one current course and locate the announcements area, the lecturer's information and the first learning section.

06 STUDY COURSE MATERIALS

Study course materials

Work through the course in the order provided by your lecturer.

Common resources

- **File** PDF, Word, PowerPoint, spreadsheet or other downloadable material.
- **Page or Book** Reading content displayed inside KABVILE.
- **URL** A link to a website, video, library item or external learning service.
- **Folder** A group of related files.
- **Video or recording** Streaming content; use Wi-Fi when possible to save mobile data.

A simple weekly study routine

1	Read the lecturer's announcement and weekly instructions.
2	Review the learning outcomes and required materials.
3	Take brief notes while reading or watching.
4	Complete the activity, discussion or assessment.
5	Check completion, feedback and the next deadline.

Downloads Open downloaded files only from trusted course pages. Keep course files organised by course code and week or topic.

07 SUBMIT AN ASSIGNMENT

Submit an assignment

Upload the correct work, confirm submission and retain evidence.

1	Open the assignment Read the task, accepted file types, due date, cut-off date and submission status.
2	Prepare your file Use the required format and a meaningful filename, for example CourseCode_StudentNumber_Assignment1.pdf.
3	Select Add submission Upload or drag the correct file into the submission area.
4	Save changes Wait until the upload completes. If required, accept the submission statement.
5	Submit for grading Some assignments require a separate Submit assignment button after saving a draft.
6	Confirm status Look for Submitted for grading, submission time and the correct filename.

Before submitting

Open the final file, check every page and remove comments or tracked changes not meant for the lecturer.

After submitting

Keep your original file and a screenshot or confirmation showing the submission status and time.

Important Uploading a draft does not always mean it has been submitted for grading. Always check the displayed status.

08 ATTEMPT A QUIZ

Attempt a quiz

Prepare your device, manage time and submit deliberately.

Before the attempt

- Read the opening and closing times, time limit, attempts allowed and grading method.
- Use a charged device and stable connection. Close unnecessary apps and browser tabs.
- Do not start until you have enough uninterrupted time.

During and after the attempt

1	Select Attempt quiz and read any confirmation message.
2	Answer carefully and use Next page or the quiz navigation panel.
3	Watch the timer and question-status indicators.
4	Select Finish attempt and review unanswered or flagged questions.
5	Select Submit all and finish, then confirm only when ready.
6	Wait for the review or completion page; do not close the browser during submission.

Connection problem If the page freezes, avoid repeated clicking. Record the time and error, reconnect, reopen the quiz and inform the lecturer promptly if the attempt is affected.

09 PARTICIPATE AND COMMUNICATE

Participate and communicate

Use forums, messages and announcements professionally.

Discussion forums

1	Open the forum and read the instructions.
2	Select Add discussion topic or Reply, depending on the task.
3	Use a clear subject and write a relevant, respectful contribution.
4	Attach a file only when requested and check it before posting.
5	Return to read replies and respond meaningfully.

Good participation

Answer the prompt, support ideas with evidence, acknowledge classmates and remain respectful.

Avoid

Posting private details, copying another student, using offensive language or sending unrelated messages.

- **Announcements** Check these frequently; students normally read rather than start topics.
- **Messages** Use concise course-related messages. Include the course code and explain the issue clearly.
- **Email notifications** A notification is an alert; open KABVILE to verify the full activity and deadline.

10 JOIN AN ONLINE CLASS

Join an online class

Prepare early and participate without disrupting the session.

1	Open the correct course and locate the live-class activity or meeting link.
2	Check the date, time and any lecturer instructions.
3	Join 10 minutes early and allow microphone or camera access only when needed.
4	Enter with your recognisable student name if the meeting service requests it.
5	Keep your microphone muted until invited to speak; use chat or Raise hand appropriately.
6	Leave the meeting normally and check the course later for recordings or follow-up work.

Data and privacy Use headphones where possible. Be aware of your background and do not record or redistribute a class without permission.

Try it now Locate the online-class area in one course and confirm how your lecturer will communicate meeting dates.

11 TRACK PROGRESS, GRADES AND FEEDBACK

Track progress, grades and feedback

Use feedback to improve, not only to check a score.

- **Activity completion** A tick or completion status may show what is done and what remains. Some activities are completed automatically; others require an action.
- **Course grades** Open Grades from the course or user menu where available. A blank grade may mean marking is not finished.
- **Assignment feedback** Review comments, annotated files, rubrics and the final grade.
- **Quiz review** What you can see depends on the lecturer's review settings and timing.
- **Restrictions** A later activity may remain locked until a date, grade or earlier activity requirement is met.

Act on feedback

1	Read all comments, not just the mark.
2	Identify one strength and one area to improve.
3	Check the rubric or correct-answer feedback where released.
4	Ask a focused question if clarification is necessary.
5	Apply the lesson to your next task.

12 MANAGE TIME AND NOTIFICATIONS

Manage time and notifications

Turn course deadlines into a weekly plan.

Calendar and timeline

Use dates shown on Dashboard and in the calendar as planning aids. Always confirm the activity page itself.

Notifications

Control web, email and mobile alerts from notification preferences where enabled. Keep assessment alerts on.

Your weekly KABVILE habit

- Check Dashboard and announcements at least once each study day.
- Review the next seven days of deadlines.
- Start assignments early; upload before the final minutes.
- Reserve uninterrupted time for quizzes and live classes.
- Log out after using a shared or public device.

Time zone Check that dates and times displayed in your profile match East Africa Time and the lecturer's instructions.

13 USE THE KABVILE MOBILE APP

Use the KABVILE mobile app

Learn on the move while recognising what is safer in a browser.

1	Install the official Kabale University KABVILE app from the approved source shared by the University.
2	Open the app and follow the institutional sign-in process. Browser sign-in may return you to the app.
3	Allow notifications if you want deadline and message alerts.
4	Open a course and download permitted materials for later access where supported.
5	Reconnect before submitting assessments so changes and files synchronise.

Good for mobile

Announcements, reading, forums, messages, calendars and reviewing feedback.

Prefer a computer

Long assignments, complex files, timed high-stakes quizzes or tasks requiring several windows.

Offline caution Downloaded content may work offline, but submissions, new messages, grades and updated deadlines require synchronisation.

14 PERSONALISE ACCESS

Personalise access

Set up your profile and use accessibility features that help you learn.

- **Profile** Check that your name and email are correct. Add only an appropriate photo and relevant information.
- **Preferences** Review language, editor, forum and notification preferences where available.
- **Accessibility** Use browser zoom, device text size, captions, keyboard navigation, screen readers or high-contrast settings as needed.
- **Files** Use accessible filenames and readable formats when submitting work.
- **Support** Request reasonable accommodation early through the appropriate University channel and inform lecturers where necessary.

Privacy Do not place phone numbers, home addresses, passwords, medical details or other sensitive information in public profile fields or forums.

Try it now Open your profile, confirm your KAB email and review your notification preferences.

15 LEARN SAFELY AND HONESTLY

Learn safely and honestly

Protect your account, your work and the integrity of your studies.

Account security

Use a unique password, keep it private, sign out of shared devices and report suspicious sign-ins or messages.

Academic integrity

Submit your own work, cite sources, follow collaboration rules and disclose permitted AI use as instructed.

- Never share quiz answers, impersonate another student or ask someone to attempt an assessment for you.
- Do not upload copyrighted course materials to public sites without permission.
- Verify unexpected requests for passwords, codes, payments or personal information.
- Keep backup copies of your work, but do not store passwords inside documents or screenshots.
- Follow University policies and each lecturer's assessment instructions.

Your account is your responsibility Activity performed through your credentials may be associated with you. Contact support immediately if you think the account is compromised.

16 TROUBLESHOOT AND GET HELP

Troubleshoot and get help

Try the safe checks below, then send enough information for support to assist quickly.

Quick fixes

- **Cannot sign in** Check the web address, internet connection, spelling, Caps Lock and whether your KAB email works.
- **Course missing** Check My courses and search using the official code; confirm semester allocation with the lecturer or department.
- **File will not upload** Check format and size, rename the file simply, use a stable connection and retry before the deadline.
- **Page looks broken** Refresh once, clear browser cache, update the browser or try another supported browser.
- **App not synchronising** Reconnect, open the app, refresh the course and confirm the item online.
- **Assessment problem** Record the course, activity, time, screenshot and exact message; inform the lecturer promptly.

When requesting help, include

- Full name and student number
- Programme, course code and academic year/semester
- Device and browser or app version
- Exact error message and a screenshot with private information hidden
- What you were doing and the time the problem occurred

SELF-HELP TUTORIALS & VIDEOS esp.kab.ac.ug

REPORT A TECHNICAL PROBLEM helpdesk.kab.ac.ug | elarningsupport@kab.ac.ug

Final confidence check

- I can sign in and log out safely.
- I can find the correct course and read announcements.
- I can open resources, post in a forum and join an online class.
- I can submit an assignment and confirm its status.
- I can attempt and submit a quiz.
- I can check deadlines, grades and feedback.
- I know where to get help.

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