

# **ULK Elearning FAQ for Lecturers**

## **1. Account Access**

### **How do I create an account on ULK E-Learning?**

1. Open your browser and go to: <https://elearningv2.ulk.ac.rw>
2. Click Login
3. Select Create New Account
4. Fill in the form using a valid email address
5. Submit the form
6. Check your email and click the activation link

## **2. Course Content Management**

### **How do I upload a module or handout?**

1. Go to your Dashboard
2. Open your course
3. Click Turn editing on
4. Create or select a section (e.g., Introduction, Chapter 1)
5. Click Add activity or resource
6. Choose File or Page
7. Upload your content
8. Click Save and return to course

## **3. Assignments**

### **How do I create an assignment?**

1. Open your course
2. Click Turn editing on
3. Select Add activity or resource
4. Choose Assignment
5. Enter title and instructions
6. Upload supporting files (if needed)

7. Click Save and return to course

## 4. Student Enrollment

### How do I create an enrollment key?

1. Go to Participants
2. Click Enrolment methods
3. Select Self-enrolment
4. Enter a secure enrolment key
5. Save changes
6. Share the key with students

## 5. Grading and Feedback

### How do I grade students?

1. Open the assignment
2. Click View all submissions
3. Review or download submissions
4. Enter marks in the grading field
5. Add feedback (optional)
6. Click Save changes

### Notes

- Always click **Turn editing on** before making changes
- Ensure files are correctly uploaded
- Keep enrollment keys secure