E-LEARNING SYSTEM GUIDE (LOGIN AND COURSE SELF ENROLLMENT)

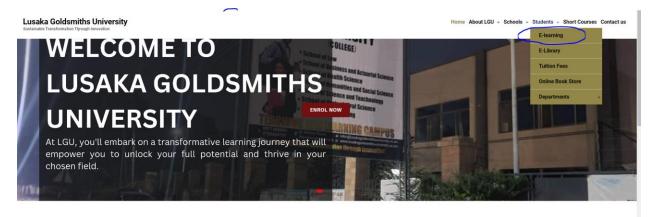
STEPS

1. Go to the university website (lusakagoldsmithsuniversity.ac.zm)

Figure below shows how the home page of the university looks like once loaded.



 Hover your mouse on Students on the menu (If you are using a Computer) (If you are using a phone press the + sign to expose the drop down menus) Then press the E-learning



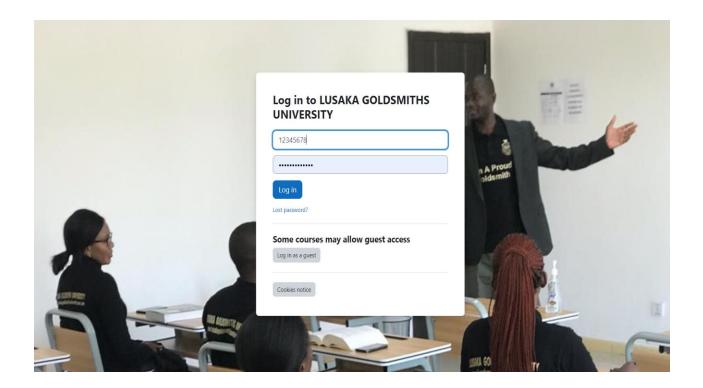
STUDY AT LGU



3. Once you enter the E-learning portal, it will take you to a landing page which looks like the picture below.. Click on the Login button on the top right corner

LGU	Home		Log in
		LUSAKA GOLDSMITHS UNIVERSITY	\uparrow
		RLE DEGREE CLASSFICATION	前書
		PILE EXAM TIME TABLE	
		Course categories	Expand all
		SCHOOL OF LAW	Expand an
		▶ SCHOOL OF SCIENCE AND TECHNOLOGY	
		SCHOOL OF HUMANITIES AND SOCIAL SCIENCES	ditter.
		▶ SCHOOL OF BUSINESS	

4. Once on the login page enter your credentials that were given to you by the ICT (STUDENT NUMBER/USERNAME PASSWORD)



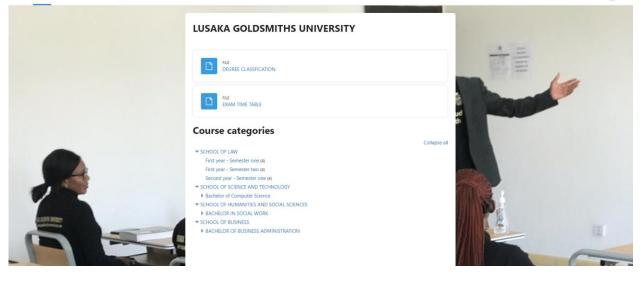
- 5. Once you have paid for registration.
 - i. When you login you will be able to add the courses that you will be taking for that particular semester to your profile.

HOW TO ADD COURSES TO YOUR PROFILE ONCE REGISTERED

STEPS:

1. Once you login navigate to HOME. (TOP LEFT CORNER)

LGU Home Dashboard My courses



2. Navigate to your SCHOOL then your SEMESTER Let's say you are in the SCHOOL OF LAW SEMESTER ONE SELECT THE SCHOOL THEN SELECT SEMESTER AND COURSES WILL SHOW

LGU Home Dashboard My courses			
	Courses / SCHOOL OF LAW / First year - Semester one First year - Semester one		
	Category More ~	百言	4
	Search courses Q		
-	CONSTITUTIONAL LAW ♥ Lecture: M B LEGAL PROCESS ♥ Lecture: Godfrey Nyirenda		
14	CRIMINAL LAW ●) Lecturer: Mulenga Banda LAW OF FORTS ●) Lecturer: Abigail Beenzu		
a setti Mitter and a set		No.	
			C TO

3. Click on each course to register it to your profile

Lets say you click constitutional law

A window like this will open then press Enrol me button. (DO THE SAME FOR ALL THE COURSES IN YOUR SEMESTER)

Home Dashooard My courses	4 9 55 -
SCHOOL OF LAW / Enrolment options	
CONSTITUTIONAL LAW	
Enrolment options	
CONSTITUTIONAL LAW +)	-
Lecturer: M B	-
✓ SELF ENROLMENT	
No enrolment key required.	
Errol me	
	12
	-

Once done enrolling courses, they will be added to your profile. You can now click MY COURSES (TOP LEFT MENU) to check that all the courses have been added to your profile.

LGU Home Dashboard My courses					A D SS v
	My courses Course overview				
	All 👻 Search		Sort by course name Card	西南	4
	CONSTITUTIONAL LAW First year - Semester one	CRIMINAL LAW First year - Semester one	LAW OF TORTS First year - Semester one		
	LEGAL PROCESS First year - Semester one				
					121
					-

Now all the courses will displayed like in the picture above. You can open individual courses to its study materials, assignments, recorded *lectures, grades,*