

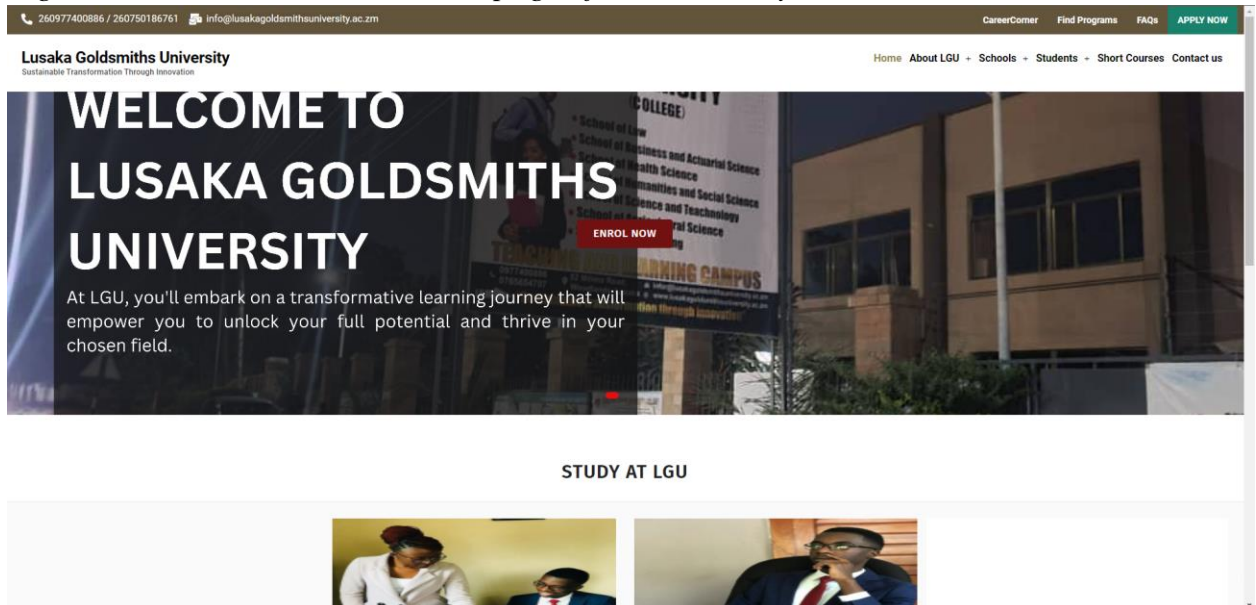
# E-LEARNING SYSTEM GUIDE

## (LOGIN AND COURSE SELF ENROLLMENT)

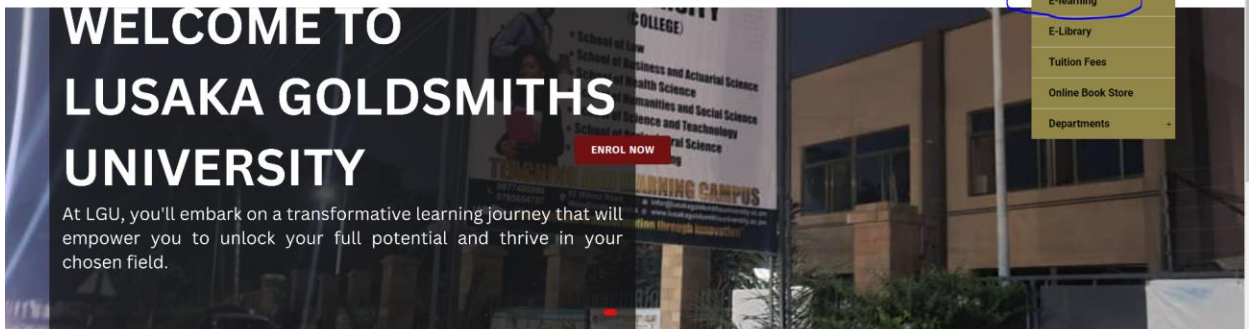
### STEPS

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

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

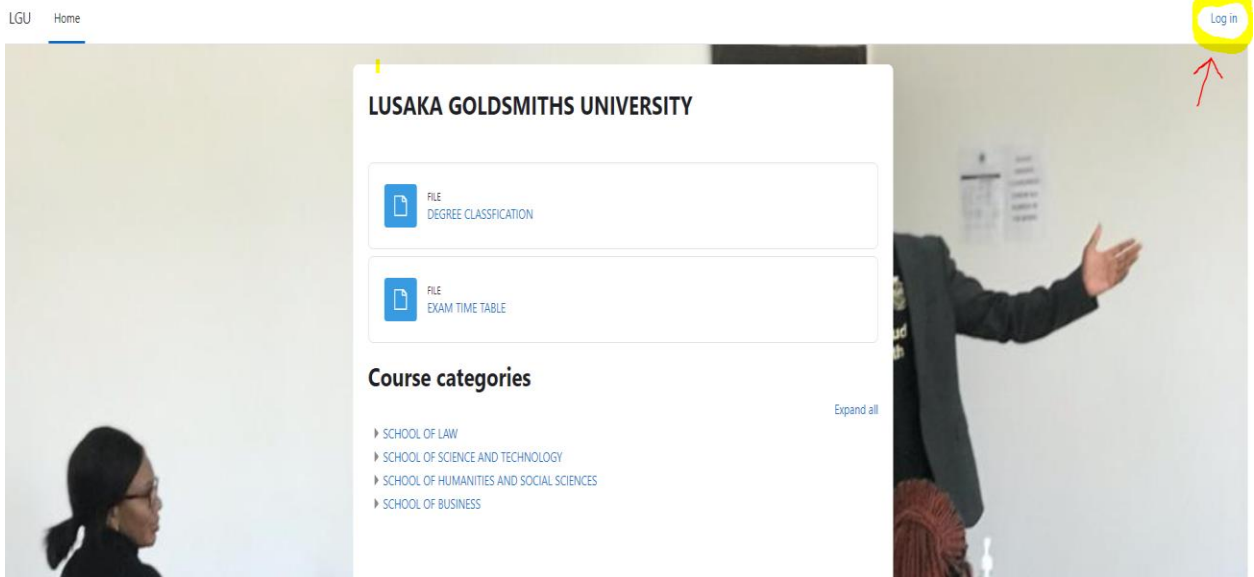


2. Hover your mouse on Students on the menu (If you are using a Computer)  
(If you are using a phone press the + sign to expose the drop down menus)  
Then press the E-learning

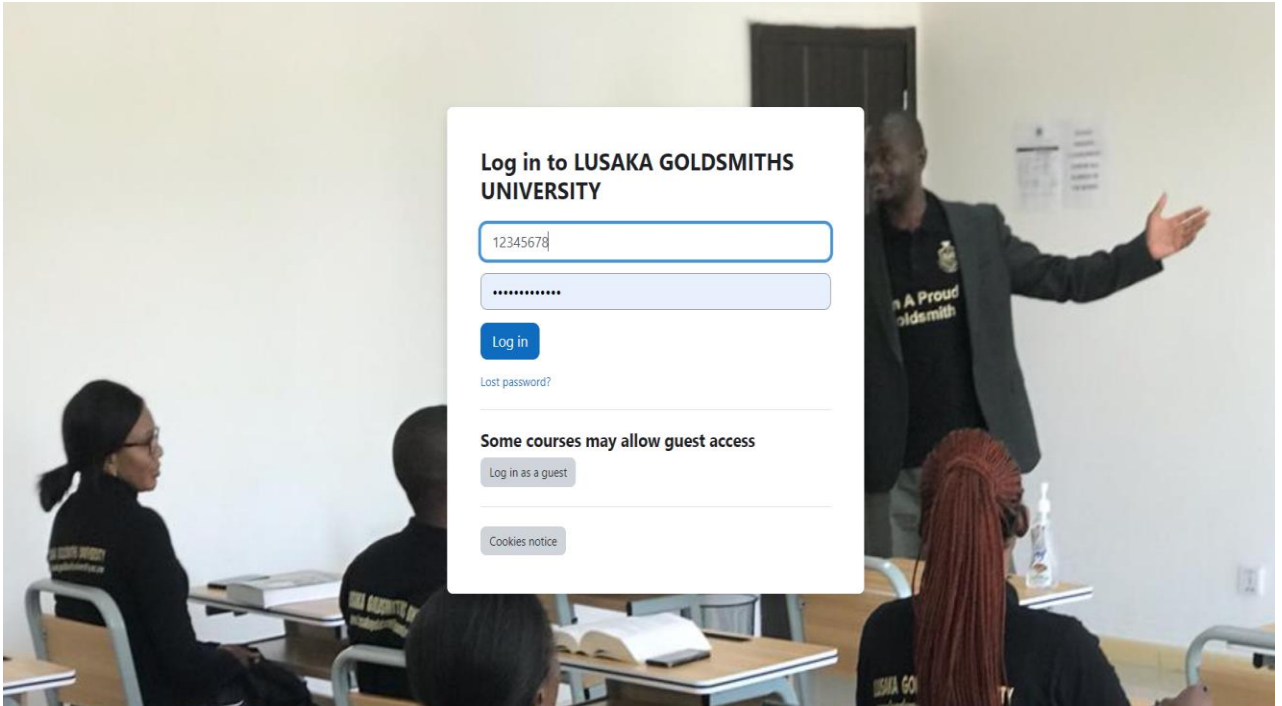


### STUDY AT LGU

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



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)

**LUSAKA GOLDSMITHS UNIVERSITY**

FILE  
DEGREE CLASSIFICATION

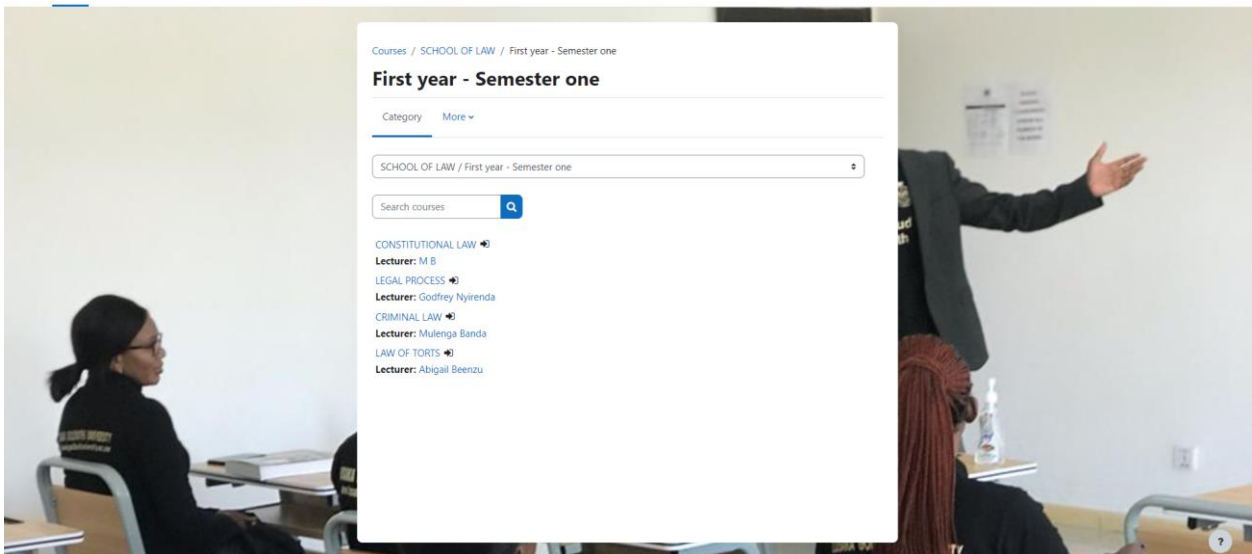
FILE  
EXAM TIME TABLE

**Course categories** Collapse all

- ▼ SCHOOL OF LAW
  - First year - Semester one (4)
  - First year - Semester two (4)
  - Second year - Semester one (4)
- ▼ SCHOOL OF SCIENCE AND TECHNOLOGY
  - ▶ Bachelor of Computer Science
- ▼ SCHOOL OF HUMANITIES AND SOCIAL SCIENCES
  - ▶ BACHELOR IN SOCIAL WORK
- ▼ SCHOOL OF BUSINESS
  - ▶ BACHELOR OF BUSINESS ADMINISTRATION

**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*

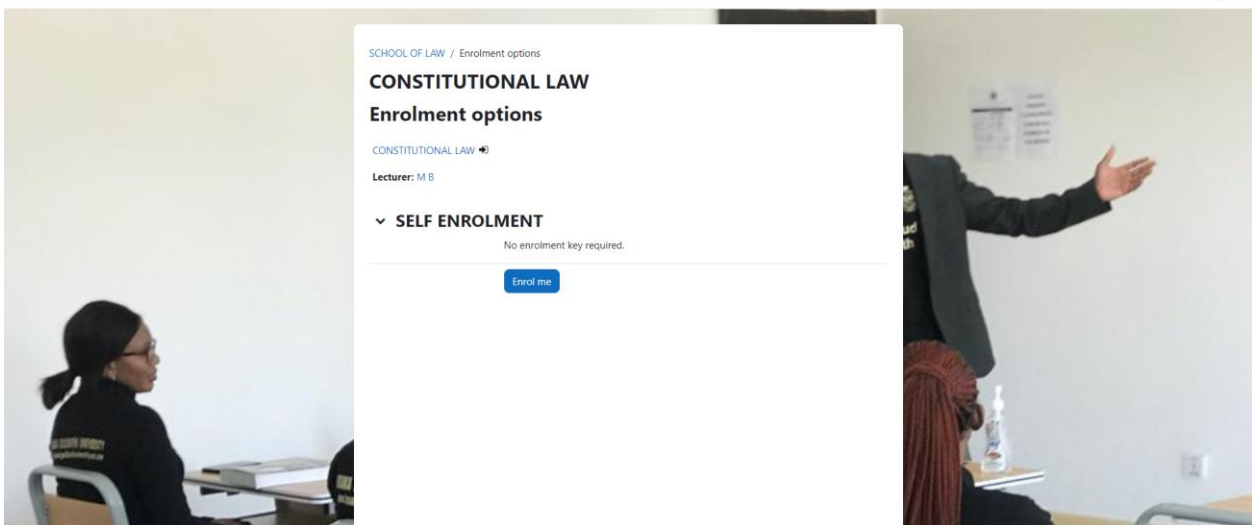


### 3. Click on each course to register it to your profile

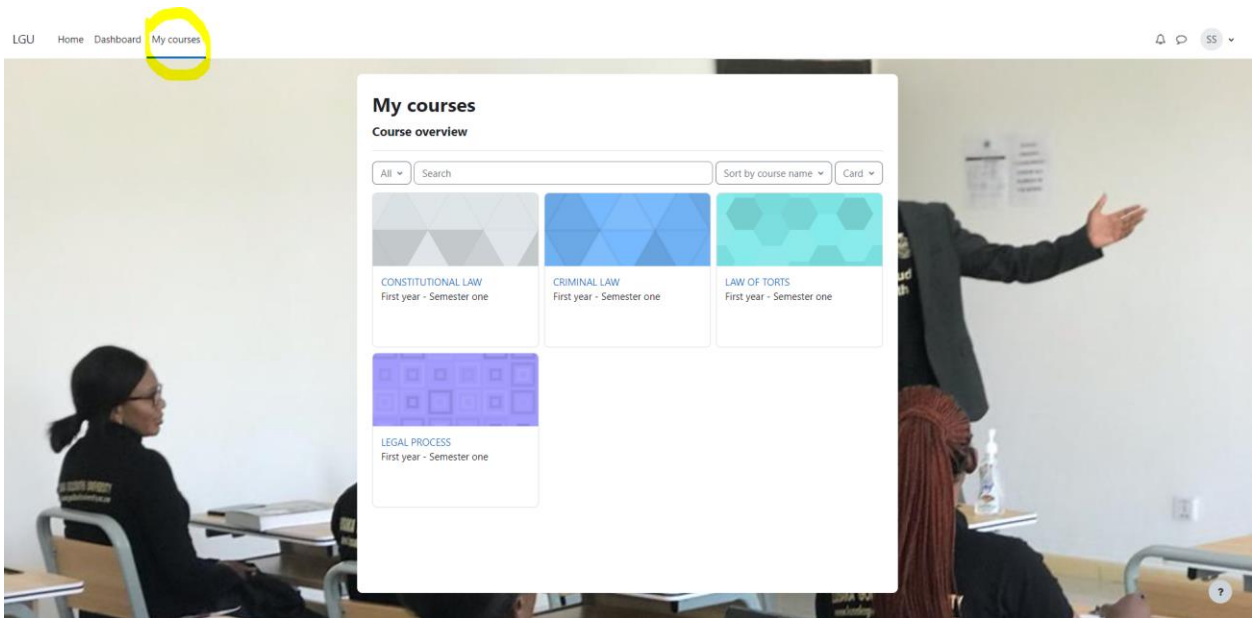
*Lets say you click constitutional law*

*A window like this will open then press Enrol me button.*

*(DO THE SAME FOR ALL THE COURSES IN YOUR SEMESTER)*



*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.*



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