

E-learning User Manual

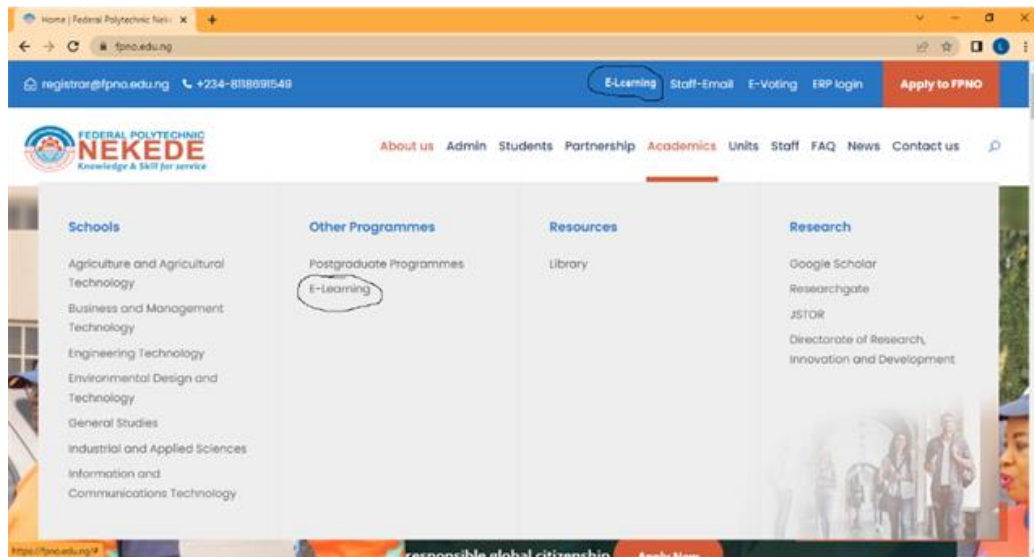
For **HODs**

Contents

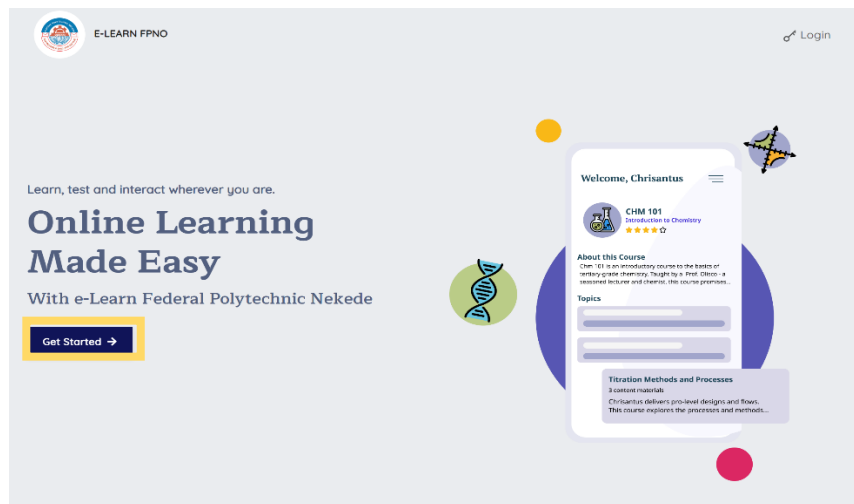
A. How to Login to the E-learning Application.....	3
B. How to Add New Courses for the Department by the HOD	4
C. How to Allocate Courses to Instructors by the HOD	5
D. How to Publish Announcement by the HODs for the Department	6
E. How to View Email Notifications.....	7

A. How to Login to the E-learning Application

- i. Visit the Institution's Website <https://fpno.edu.ng>
- ii. On the top menu bar (header) click on the button labeled "E-Learning"



iii. Click on **Get Started**



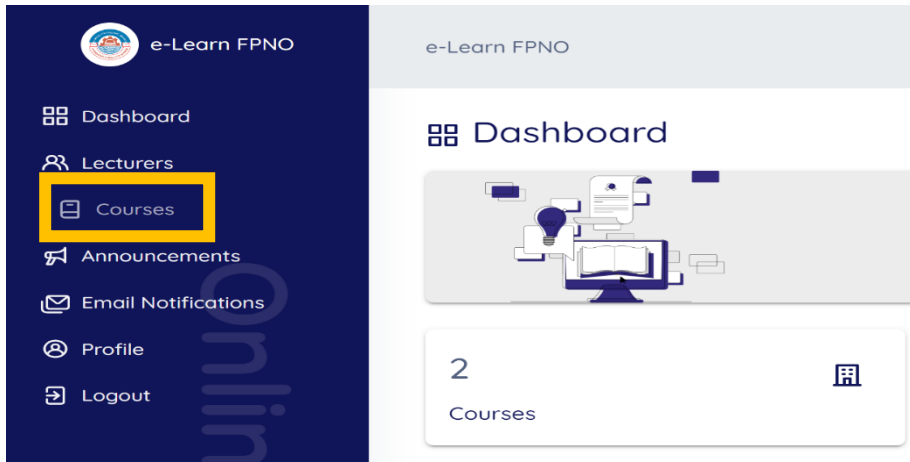
- i. Enter your username and password
- ii. Click on **Login**

Note: New users added to the e-learning application will get email notification for their login details which they will use to login to the application. The system prompts to change your password.

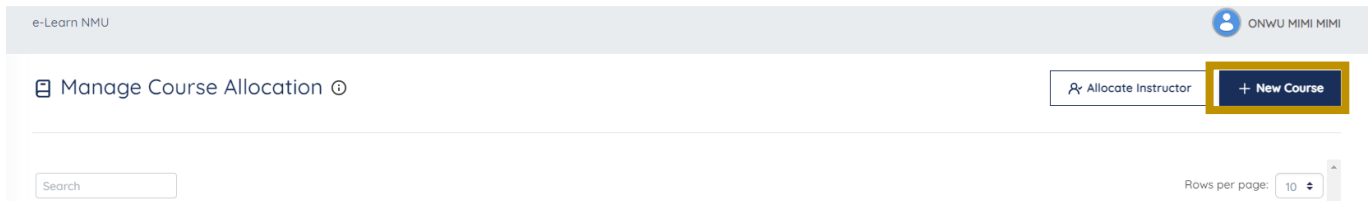
Also, if you have forgotten your username and password, click on **Forgot Password** link text and enter your email address. Then click on **Reset password** button to have it reset. Reset notification is sent to email for resetting.

B. How to Add New Courses for the Department by the HOD

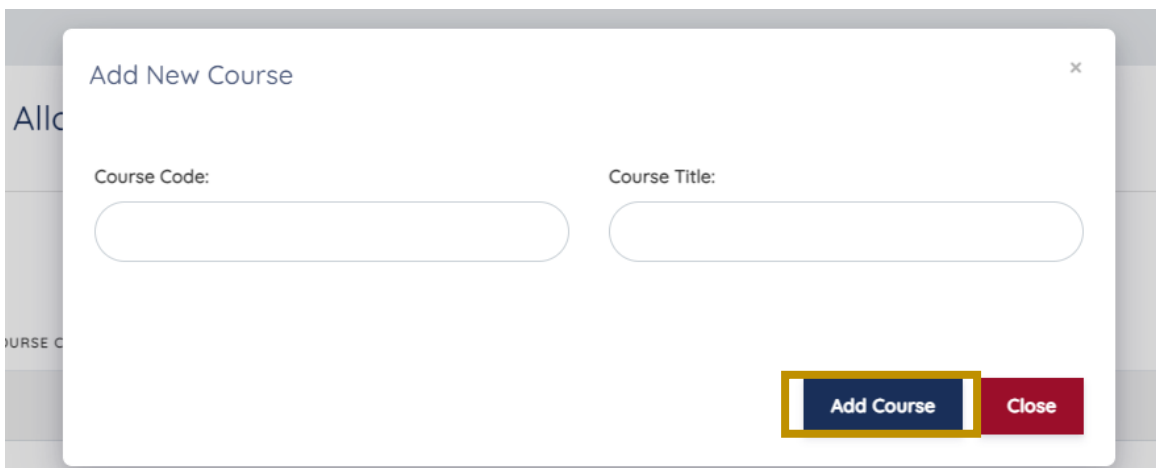
- i. Login to the portal
- ii. On the menu list click on **Courses**



- iii. Click on **New Course** button or select **Add Course Bulk**



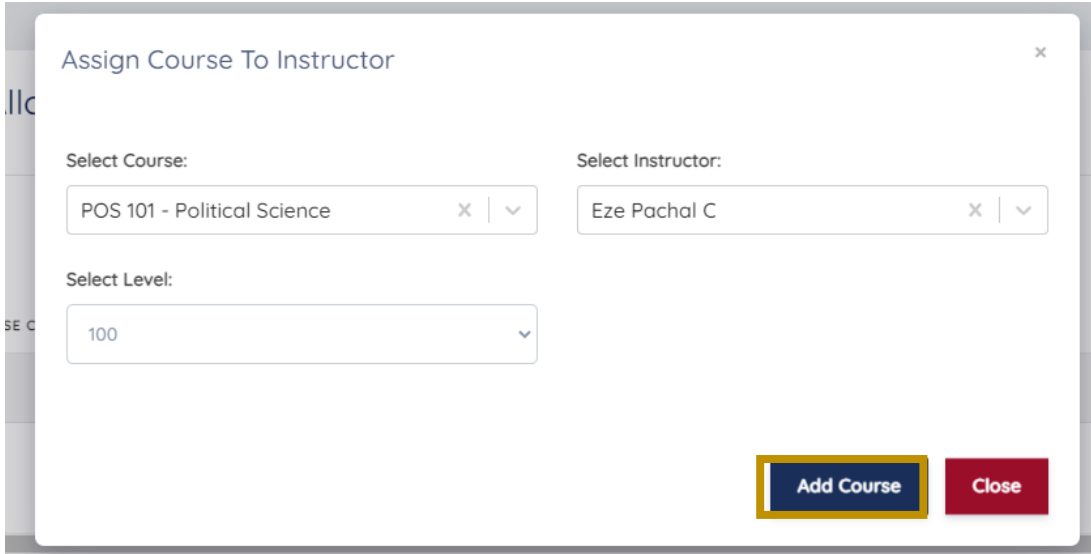
- iv. Enter the Course Code and Course Title



- i. Click on **Add Course**

C. How to Allocate Courses to Instructors by the HOD

- i. Login to the portal
- ii. On the menu list click on **Courses**
- iii. Click on **Allocate Instructor**



Assign Course To Instructor

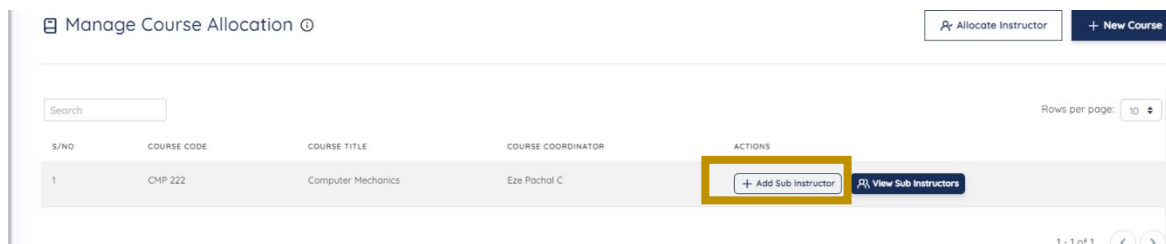
Select Course: POS 101 - Political Science

Select Instructor: Eze Pachal C

Select Level: 100

Add Course Close

- iv. Select the Course, Level, and Instructor to be assigned the course
- v. Click on **Add Course**
- vi. **Sub Instructors** can also be added to the course. To do this
 1. Click **Add Sub Instructor** for the specific course you want to add sub Instructor on the **Manage Course Allocation** page



Manage Course Allocation

Allocate Instructor New Course

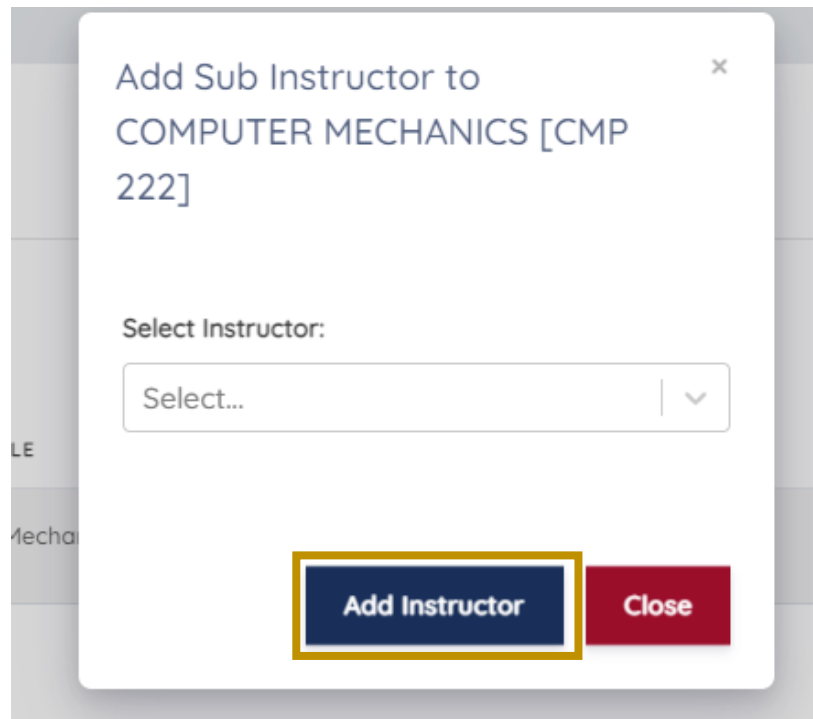
Search

Rows per page: 10

S/NO	COURSE CODE	COURSE TITLE	COURSE COORDINATOR	ACTIONS
1	CMP 222	Computer Mechanics	Eze Pachal C	+ Add Sub Instructor View Sub Instructors

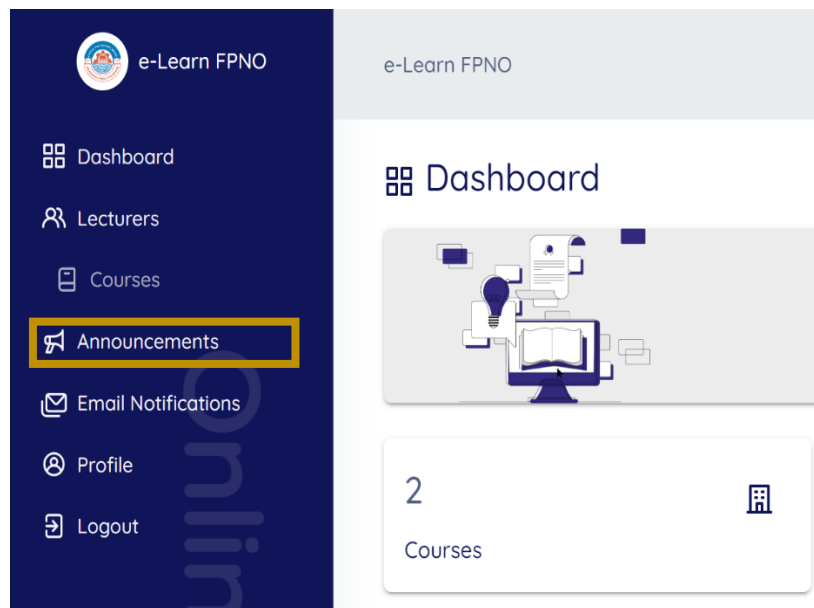
1 - 1 of 1

2. Select the Instructor and click on **Add Instructor**

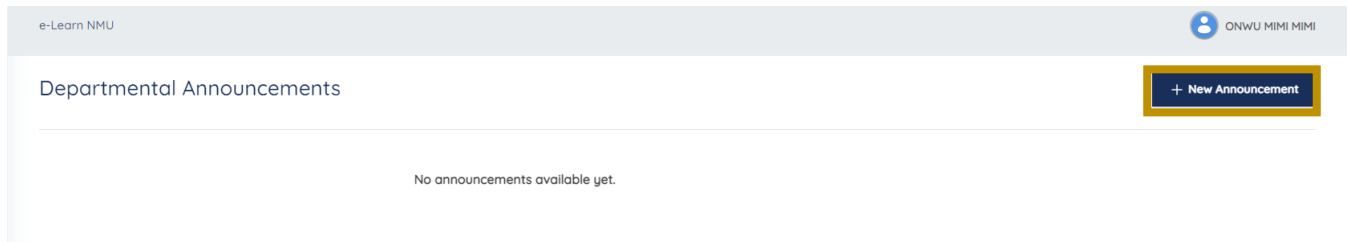


D. How to Publish Announcement by the HODs for the Department

- i. Login to the portal
- ii. Click on **Announcement**



iii. Click on **New Announcement**



iv. Enter the Title of the Announcement and the Announcement


v. Click **Add Announcement** to have it published


E. How to View Email Notifications


i. Click on Email Notifications





e-Learn FPNO

 Dashboard


 Lecturers

 Courses

 Announcements

 Email Notifications

 Profile

 Logout

e-Learn FPNO

 Dashboard



2

Courses

