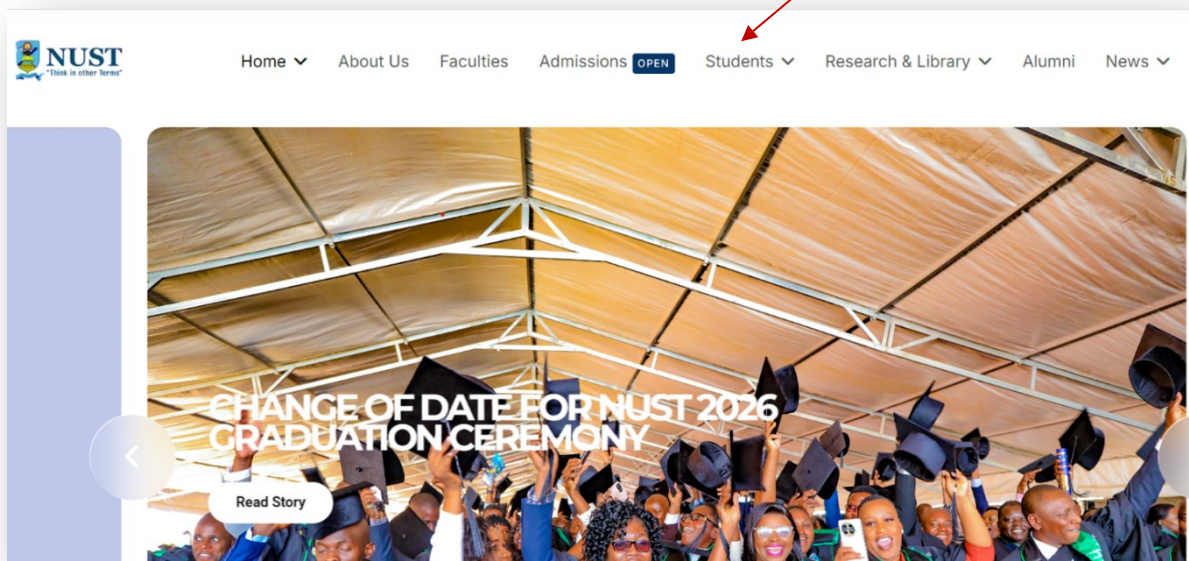


Students Manual

Moodle E-learning Management System

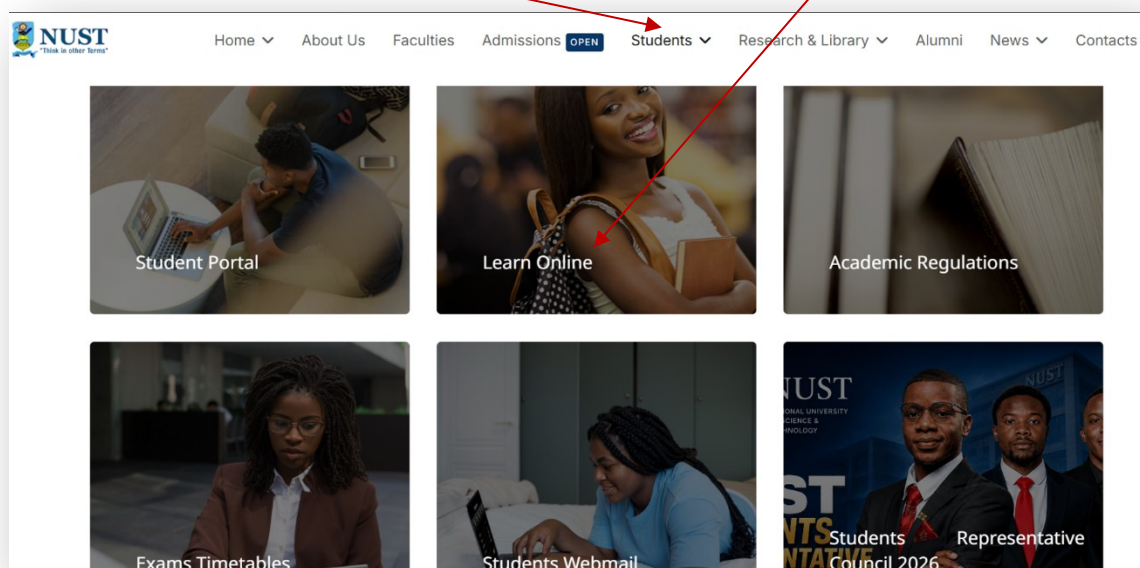
1.0 Accessing the Moodle E-learning Management System

To access the system, open the NUST website (<https://www.nust.ac.zw/>) using your preferred web browser. Navigate to the **Students** section and select the **Learn Online** page.



Students Section

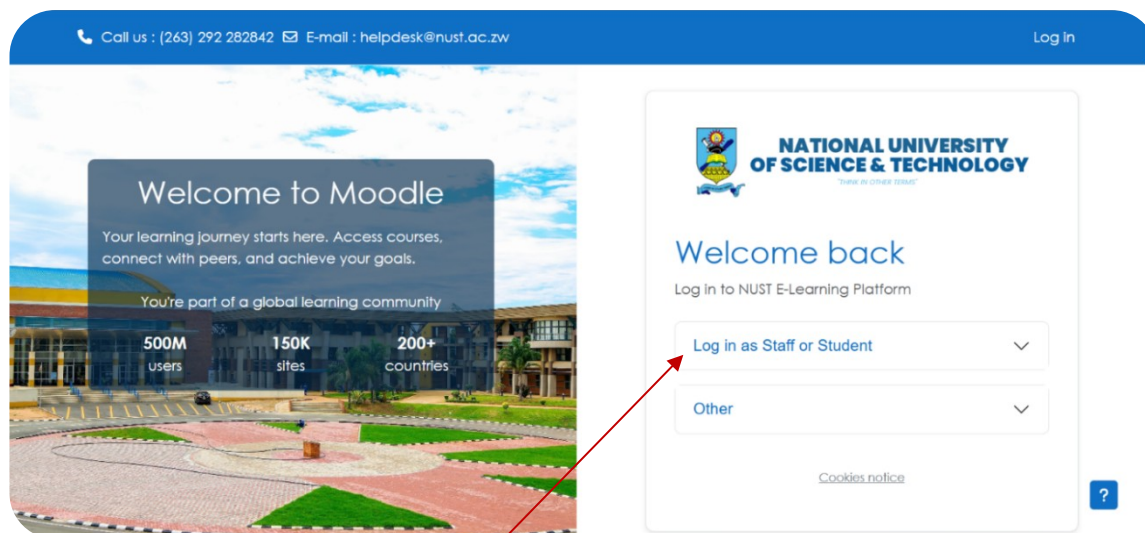
Select Learn Online Page



1.1 Alternative way to access the Moodle E-learning Platform (via URL link)

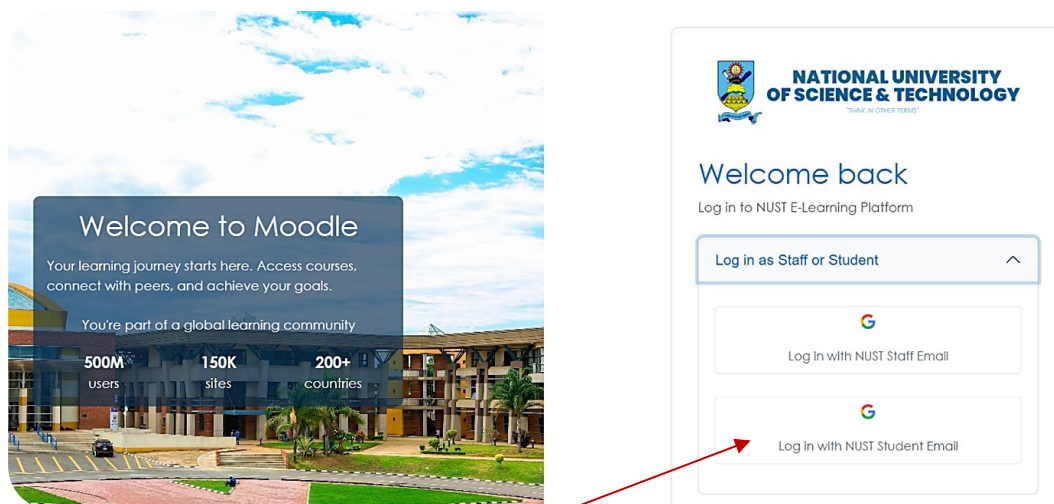
You can access the Moodle E-Learning Platform by visiting <https://imfundo2.nust.ac.zw/>. Simply enter or paste the address into the URL bar of your preferred web browser and press **Enter**.

NB: Both the methods will lead you to the NUST Moodle login page.



3

Once you reach the Moodle login page, select **Login as Staff or Student**. You will then be directed to a page where you will be required to enter your institutional email address.

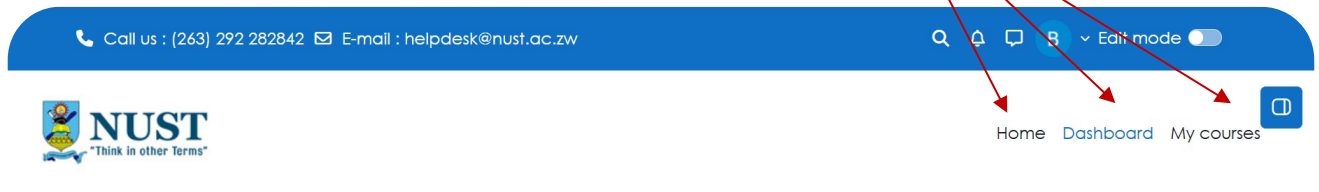


4

Log in using your NUST student email address. You must first add your NUST email account to your device. If you have already added the account, it will appear automatically when you attempt to log in. Simply select your NUST email account and proceed to access the platform.

NB: You must use your NUST student email address to access the system. Personal Gmail accounts or any other email addresses outside the NUST domain will not be granted access to the platform.

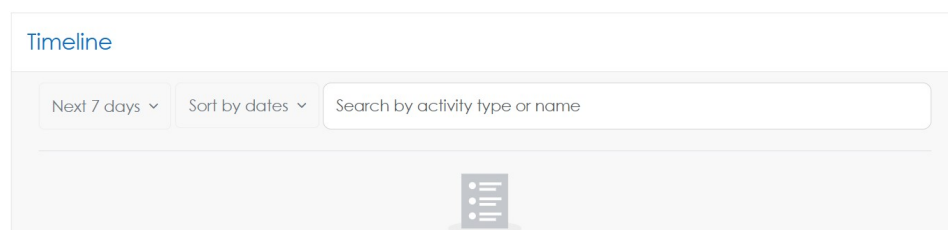
Once you have successfully logged in, you will be presented with the following page, which contains three key menu items: **Home**, **Dashboard**, and **My Courses**.



5

Dashboard

Hi, Banele! 🖐️

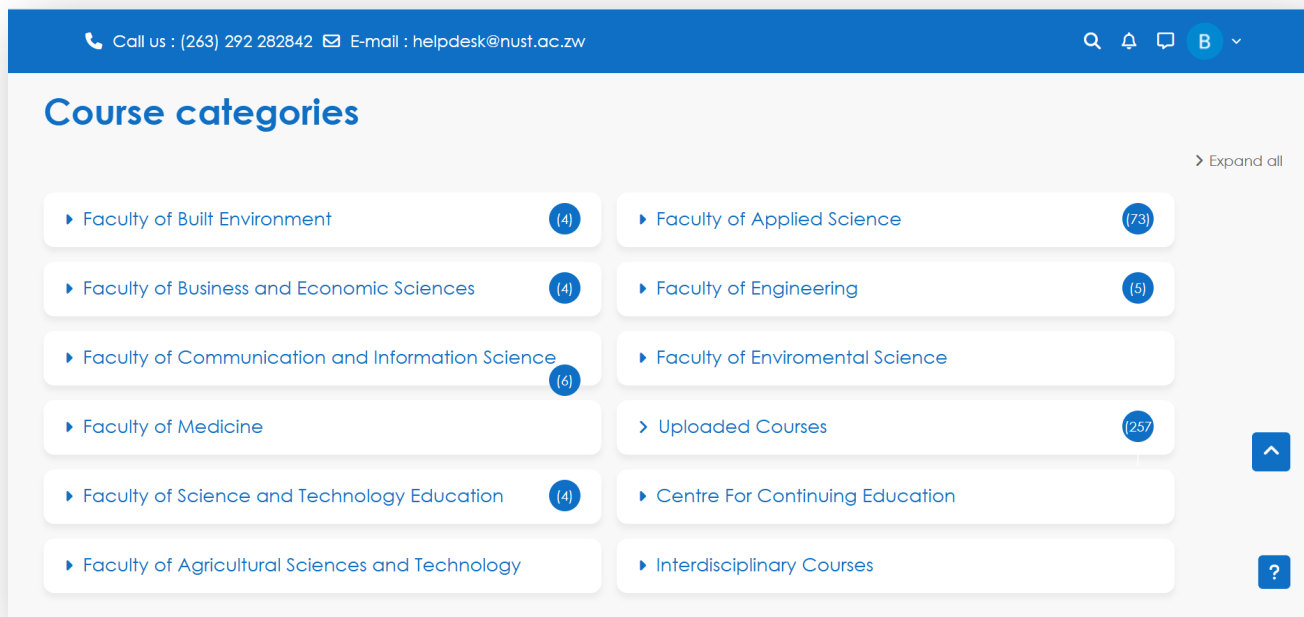


1.2 Quick Overview of the Menu Items

1.2.1 Home Button

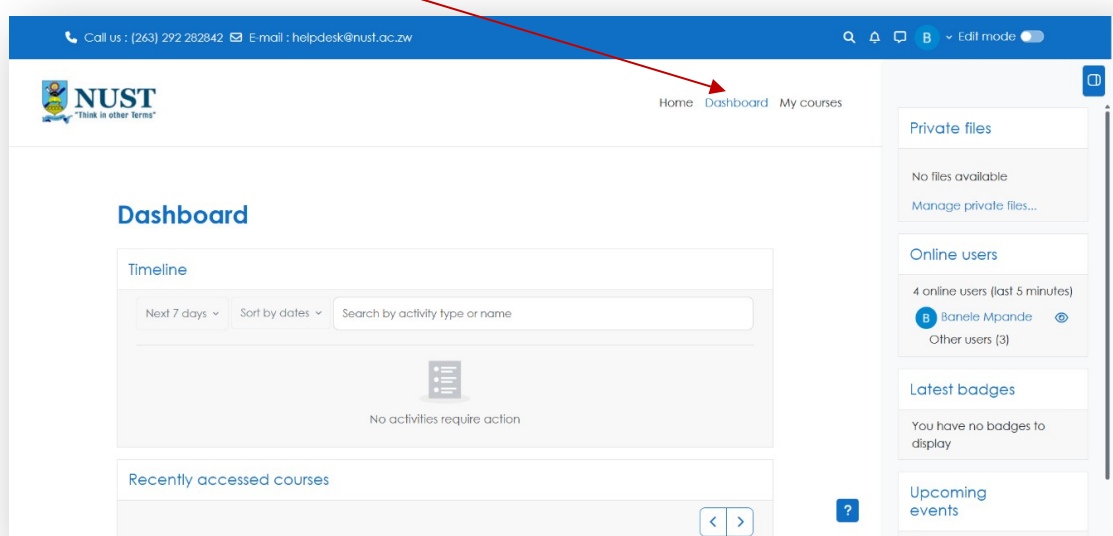
The **Home** button displays a list of Faculties at NUST, as illustrated in the screenshots below. As a student, you can use this button to navigate to your respective **Faculty**, **Department**, **Part**, and **Semester**, where you can enrol in and access your courses.





1.2.2 Dashboard

The **Dashboard** button displays a timeline highlighting important events and activities that require your attention, such as upcoming assignment deadlines. It also provides access to courses you have recently accessed, as well as the **Calendar**. The page includes a **Block Drawer**, which provides quick and convenient navigation to various sections of the platform.



1.2.3 My Courses

The **My Courses** button displays a list of all the courses in which you are enrolled. You must be enrolled in a course to access its content from this page, including **lecture notes, assignments, tests, and other learning activities**.

This feature allows you to sort and arrange your courses according to your preferred order, making them easier to locate and access.

This option allows you to **customise the way your courses are displayed** according to your preferences.

The screenshot shows the 'My courses' interface. At the top, a blue header bar contains contact information and navigation icons. Below the header, the 'My courses' title is displayed. The main content area is titled 'Course overview' and features a filter dropdown set to 'All', a search bar, and two sorting options: 'Sort by course name' and 'Card'. The 'Card' dropdown is open, showing options for 'Card' (selected), 'List', and 'Summary'. Below these options, three course cards are displayed: 'Demo Course For E-learning Assignment 2026 PGDTHE', 'PTE5101 Educational Foundations /2026 PGDTHE', and 'PTE5102 Scholarship in Further and Higher Education ... PGDTHE'. Each card has a three-dot menu icon in the bottom right corner. To the right of the course cards are two blue buttons: an upward arrow and a question mark. A red arrow points from the 'Sort by course name' dropdown to a list of sorting options: 'Sort by course name' (checked), 'Sort by last accessed', and 'Sort by start date'. Another red arrow points from the 'Card' dropdown to the 'Card', 'List', and 'Summary' options. A third red arrow points from the 'All' filter dropdown to a list of filter options: 'All' (checked), 'In progress', 'Future', 'Past', 'Starred', and 'Removed from view'.

Sort by course name ▾

- ✓ Sort by course name
- Sort by last accessed
- Sort by start date

Card ▾

- ✓ Card
- List
- Summary

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My courses

Course overview

All ▾ Search

Sort by course name ▾ Card ▾

Demo Course For E-learning Assignment 2026 PGDTHE

PTE5101 Educational Foundations /2026 PGDTHE

PTE5102 Scholarship in Further and Higher Education ... PGDTHE

^

?

All ▾ Search

- ✓ All
- In progress
- Future
- Past
- Starred
- Removed from view

Under **Course overview** you have various options and it is important that you set your settings to All so that you will be able to see All your Modules displayed

2.0 Enrolling on a Moodle Course

The method of enrolment depends on the course settings configured by the lecturer. There are two main enrolment methods: **manual enrolment** and **self-enrolment**.

- ✓ With the **manual enrolment** method, the lecturer is responsible for enrolling students in the course. Students do not enrol themselves; instead, the lecturer adds them to the course.
- ✓ With **self-enrolment**, the lecturer creates an **enrolment key** and provides it to the students. Students then use this key to enrol themselves in the course.

2.1 Self-Enrolment

To enrol in a course, you must have an **enrolment key**, which will be provided by your lecturer. After successfully logging in to the Moodle platform, follow the steps below to enrol in a course:

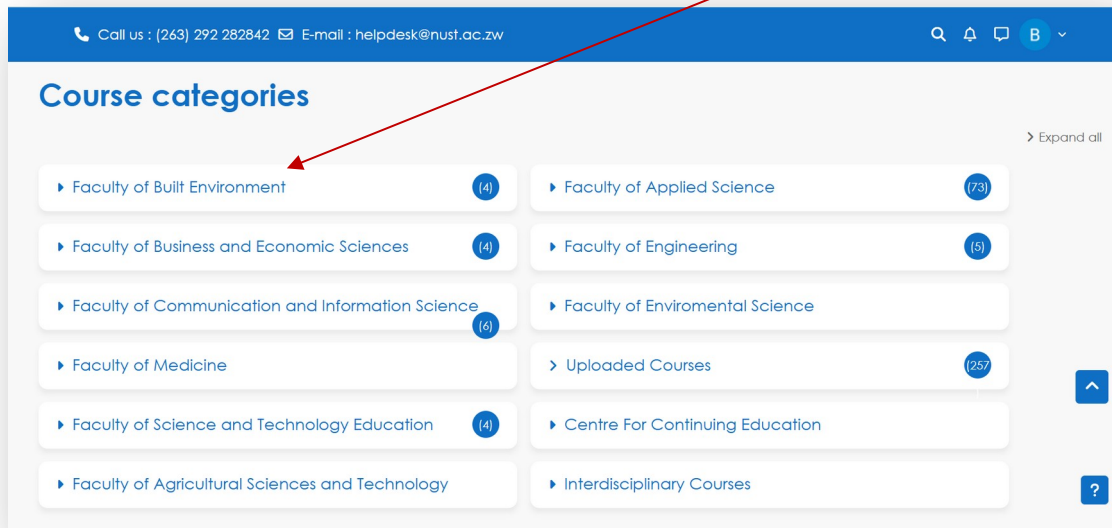
1. Navigate to the Home button and open the page
2. Scroll down to the Course Categories section, where you will find the different Faculties at NUST.
3. Select your **Faculty**, followed by your **Department, Part** and **Semester**
4. Courses available will be displayed after you have selected your respective **Faculty, Department, Part, and Semester**.
5. Select the course you wish to enrol in and enter the **enrolment key** provided by your lecturer. Then, follow the prompts to complete the enrolment process.



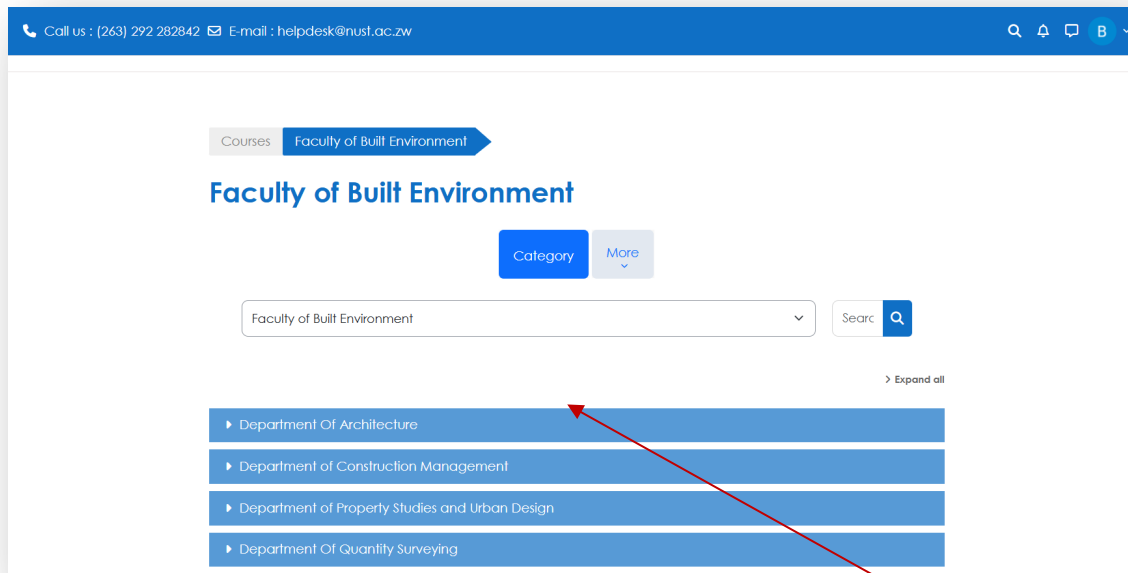
1

Click on the **Home** button and scroll down to **Course Categories**.
Select your respective **Faculty** to continue.

Select your respective **Faculty**



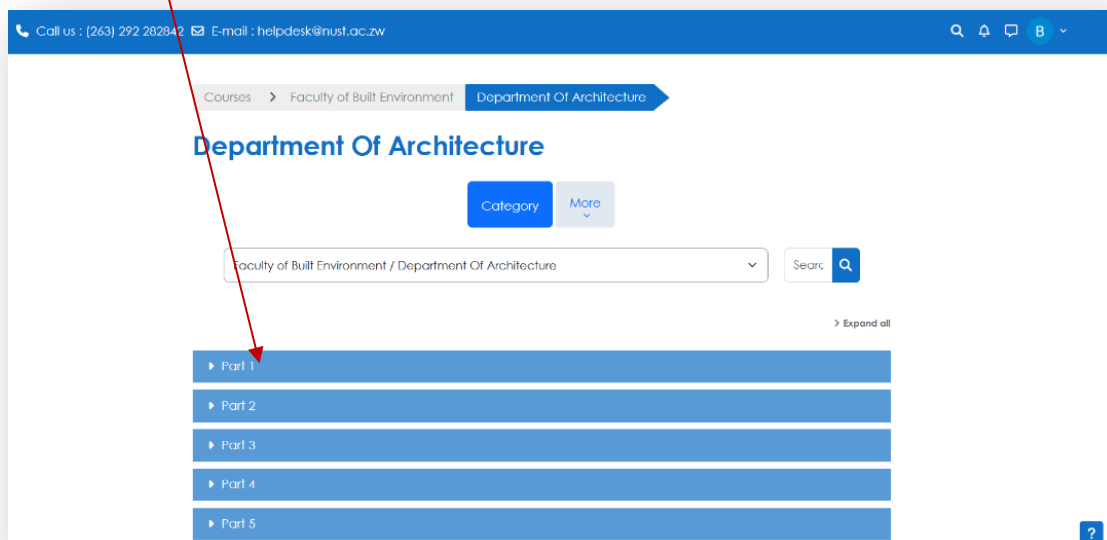
2



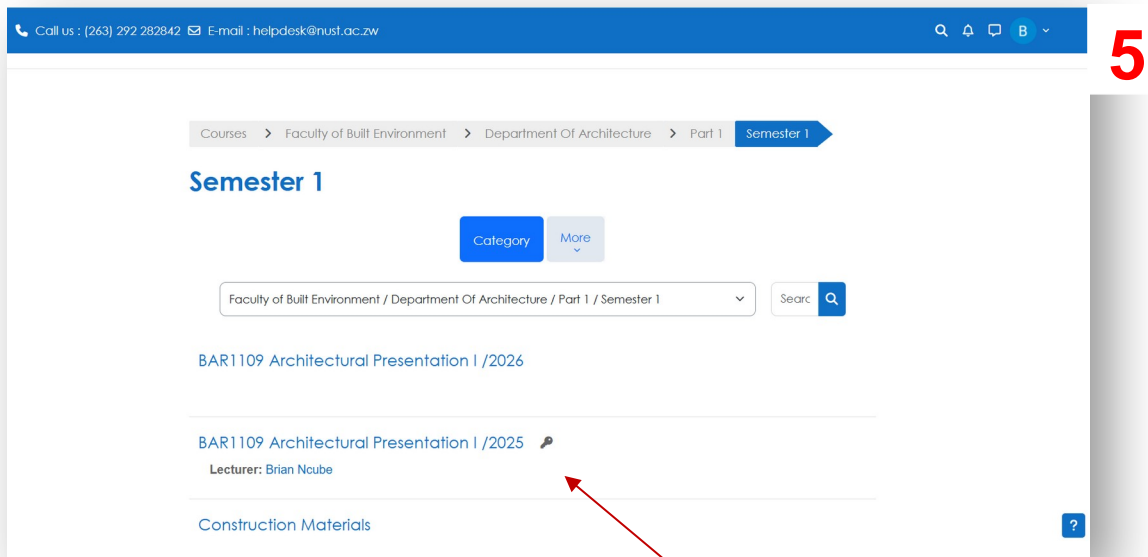
3

Select your respective **Department**.

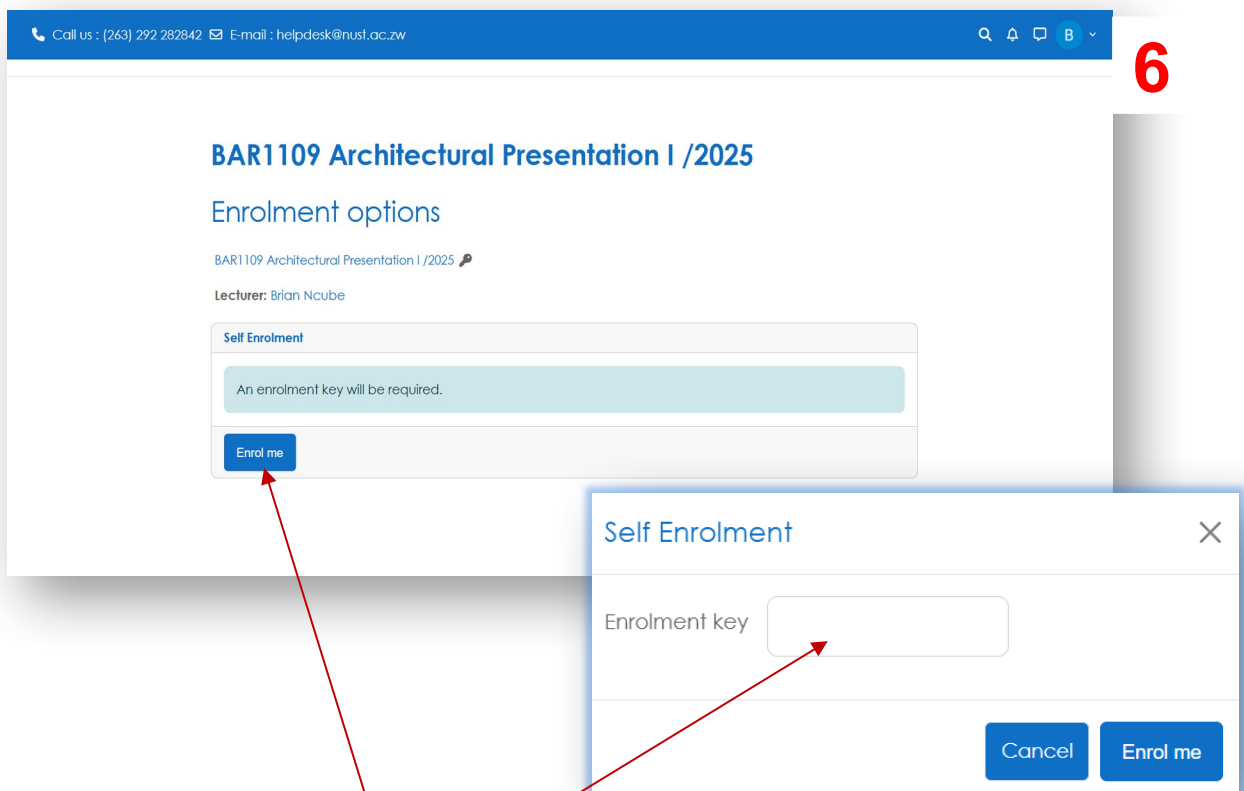
Select your respective **Part** and **Semester**.



4



Courses uploaded by the lecturers will be displayed here.
Select the **course** you wish to access.

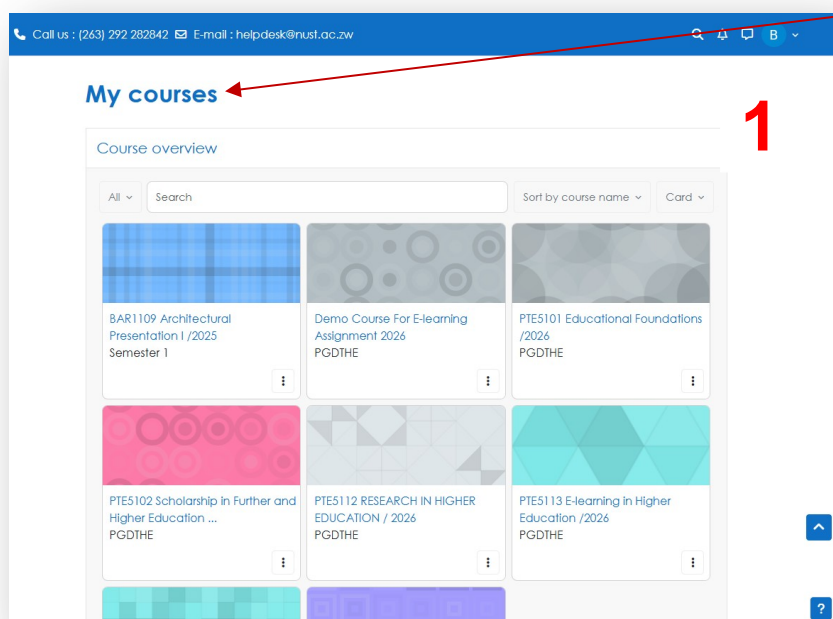


Enter the **enrolment key** provided by your lecturer to enrol
in the course.

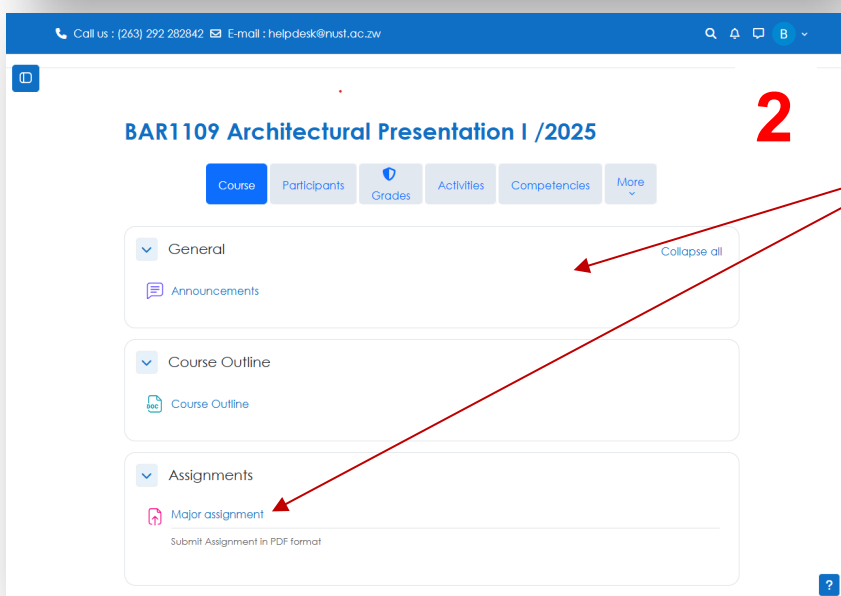
3.0 Assignment Submission

Moodle assignments are displayed on the **course main page**. To submit an assignment, navigate to **My Courses**, which will display all the courses in which you are enrolled. **Select** the course in which you wish to submit an assignment and **open the assignment**. The assignment page will display the **submission deadline** and provide further instructions and details.

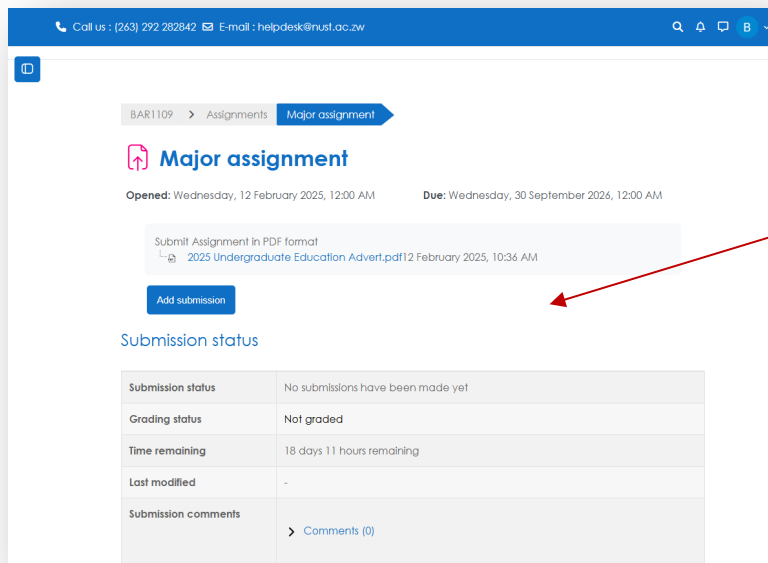
To submit an assignment, follow the steps:



Open the **My Courses** menu to view the courses in which you are enrolled.

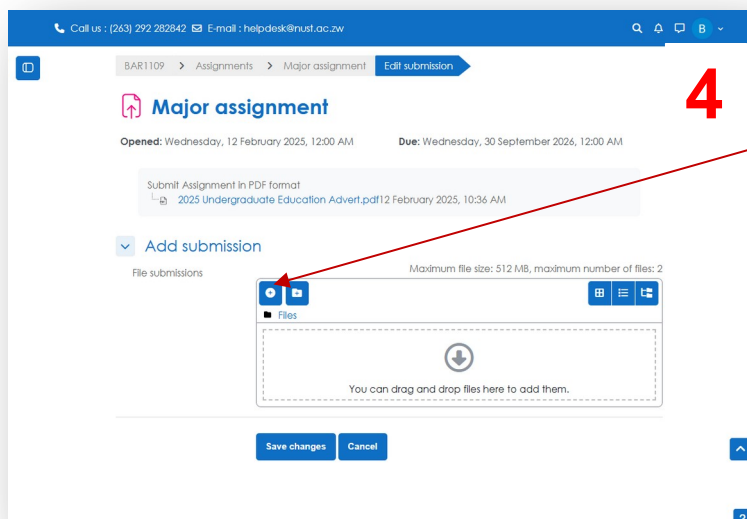


The **BAR1109 Architectural Presentation** course is displayed with the course content and assignments uploaded by the lecturer.



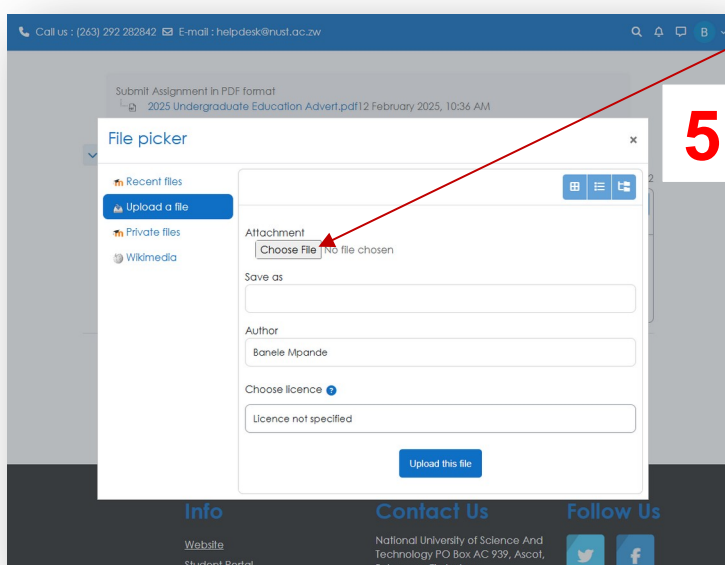
3

The assignment uploaded by the lecturer displays the **submission status, grading status, time remaining, due date, and the submission button.**



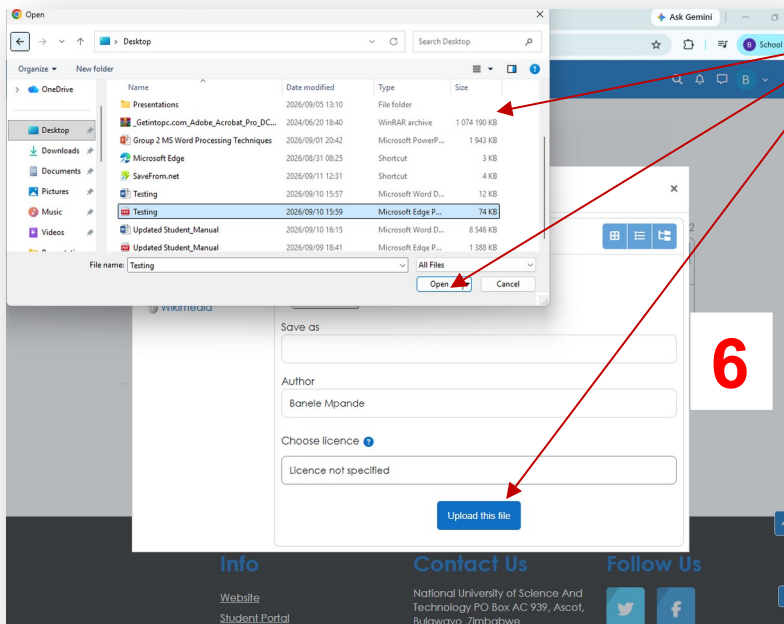
4

The **Add Submission** button provides options for uploading your assignment. You can either **drag and drop** the file into the designated area or **upload the file** from your device.

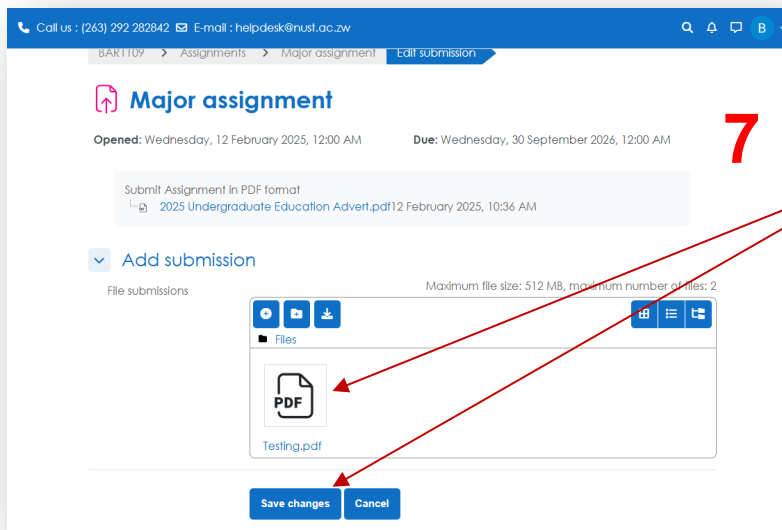


5

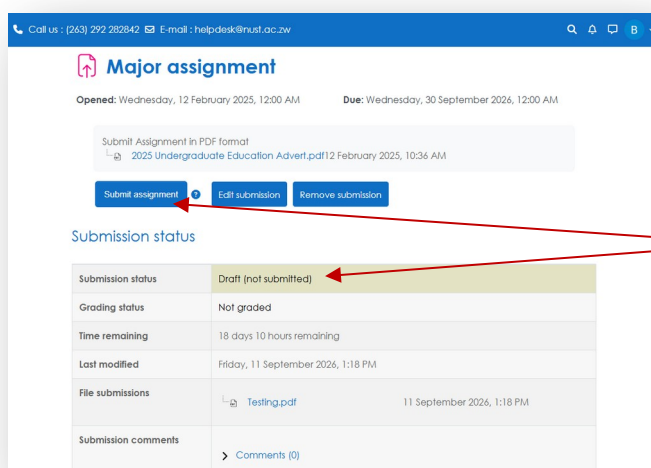
By selecting **Choose File**, you will be directed to the file directory on your **laptop, desktop computer, or mobile phone**. Locate and select the assignment file you wish to submit.



This will open the file directory on your device, displaying the files stored on your **laptop, desktop computer, or mobile phone**. Navigate to the location where you saved your assignment, select the file, and click **Open**. Finally, click **Upload** to upload the assignment to Moodle.



Ensure that the uploaded file is visible in the designated space, and then click **Save Changes**.



The page displayed will depend on the settings configured by the lecturer. You will be able to view the **Submission Status**. In this case, the status is **Draft (not submitted)**, which means that the assignment has not yet been submitted. Click the **Submit Assignment** button to complete the

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BAR1109 > Assignments > Major assignment **Confirm submission**

Major assignment

Opened: Wednesday, 12 February 2025, 12:00 AM Due: Wednesday, 30 September 2026, 12:00 AM

Submit Assignment in PDF format

Confirm submission

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

Continue **Cancel**

Confirm your assignment submission and click **Continue** to complete the process.

9

Successfully Submitted

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Major assignment

Opened: Wednesday, 12 February 2025, 12:00 AM Due: Wednesday, 30 September 2026, 12:00 AM

Submit Assignment in PDF format

2025 Undergraduate Education Advert.pdf 12 February 2025, 10:36 AM

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Time remaining	Assignment was submitted 18 days 10 hours early
Last modified	Friday, 11 September 2026, 1:22 PM
File submissions	Testing.pdf 11 September 2026, 1:18 PM
Submission comments	> Comments (0)

10

Finally, the **Submission Status** should indicate that the assignment has been **submitted for grading**. This confirms that you have successfully submitted your assignment.

If the assignment has been graded, the status will be displayed as **Graded** in green. In this case, however, the assignment has **not yet been graded or marked by the lecturer**.

The assignment page will indicate when the assignment was submitted. If the assignment was submitted **before the deadline**, this will be reflected accordingly. If it was submitted **after the deadline**, it will be indicated as a

For further assistance please

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