



Student Manual

Moodle LMS

Moodle Manual for Students

For further assistance please

Call us :(263) 292 282842 E-mail: helpdesk@nust.ac.zw

Welcome to Moodle!

Moodle is a powerful learning management system (LMS) used by educational institutions worldwide. This manual is designed to help you, as a student, understand how to use Moodle effectively to access course materials, participate in activities, and stay organized.

This guide will cover:

- ✓ How to accessing the NUST Moodle Platform
- ✓ Logging in and navigating your dashboard
- ✓ How to enrol to courses
- ✓ Accessing course contents
- ✓ Assignment Submission
- ✓ Tracking your progress and grades

Familiarizing yourself with Moodle will enhance your learning experience and ensure you can make the most of your courses.

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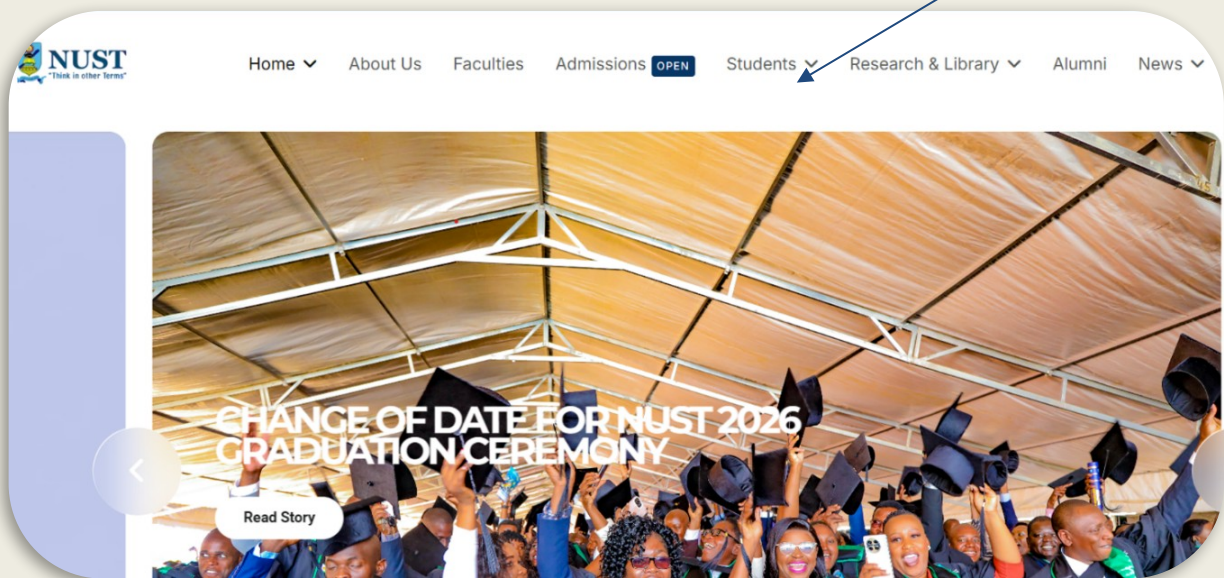
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1.0 How to accessing the NUST Moodle E-Learning Platform

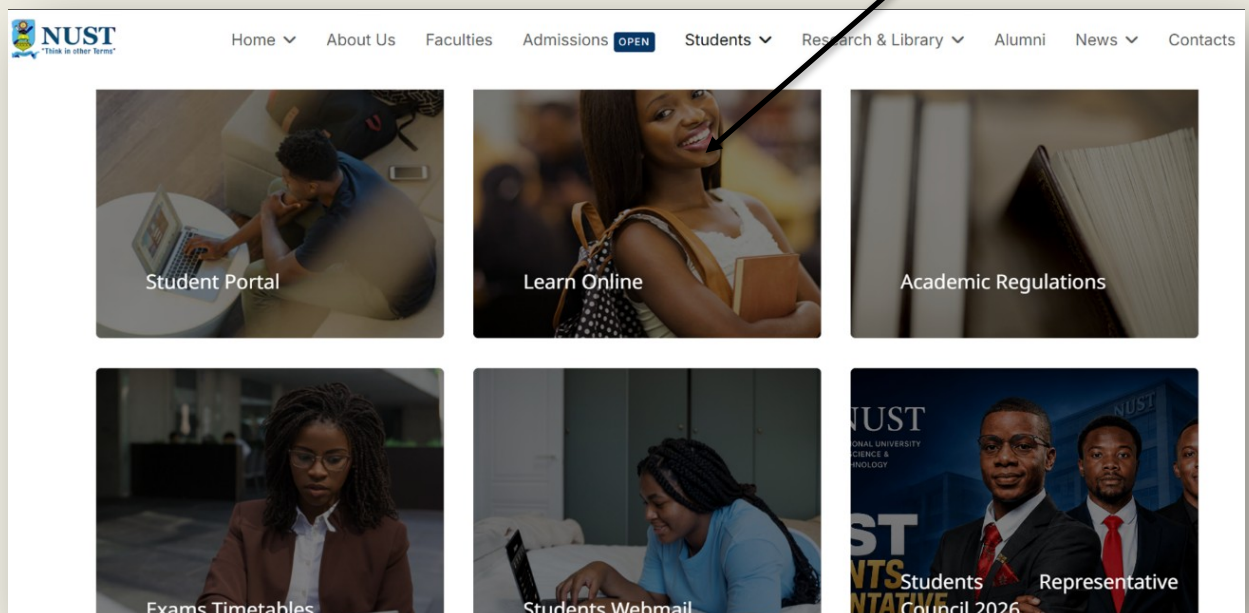
Method 1 (Via NUST Website)

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. This is highlighted by the images below 1 & 2

Students Section



Select Learn Online Page

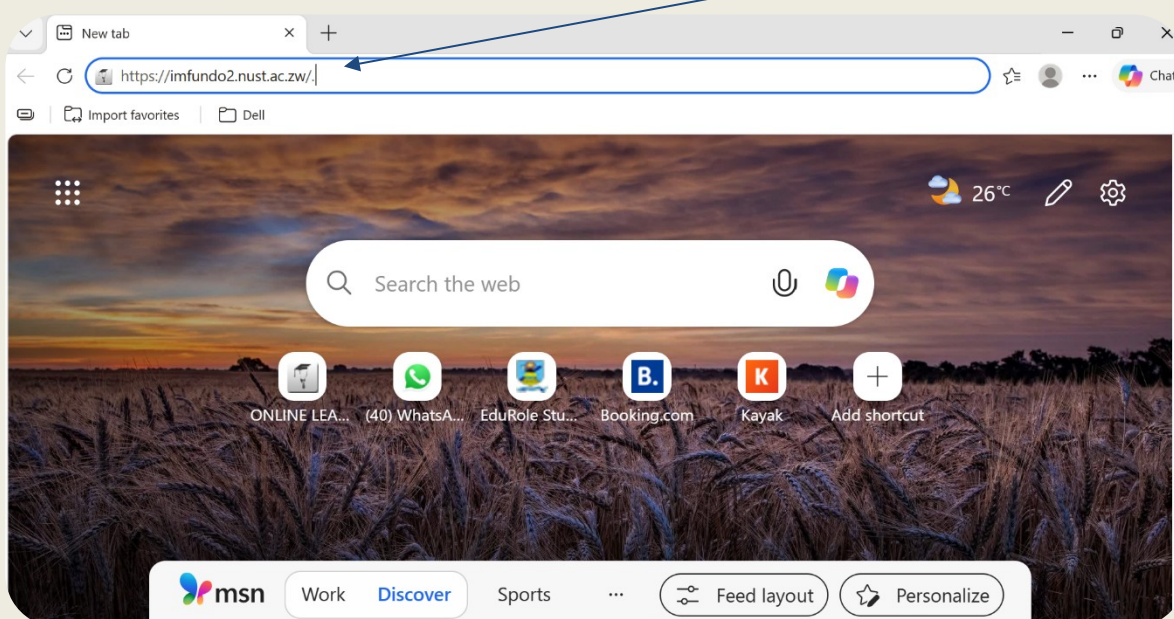


1.1 Alternative way to access the Moodle E-learning Platform (via URL link)

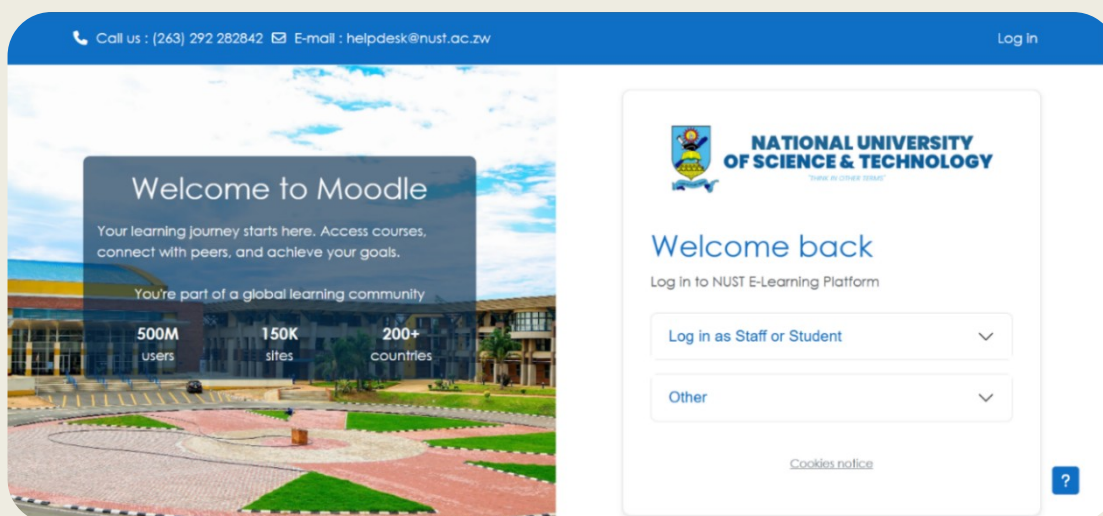
Method 2 (Via NUST Website)

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**.

<https://imfundo2.nust.ac.zw/>



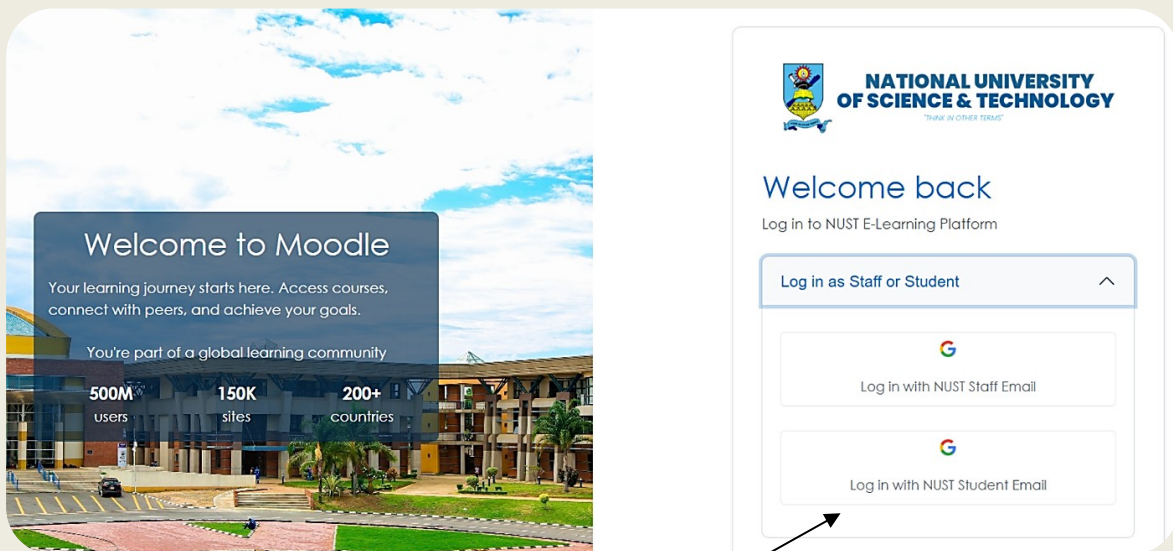
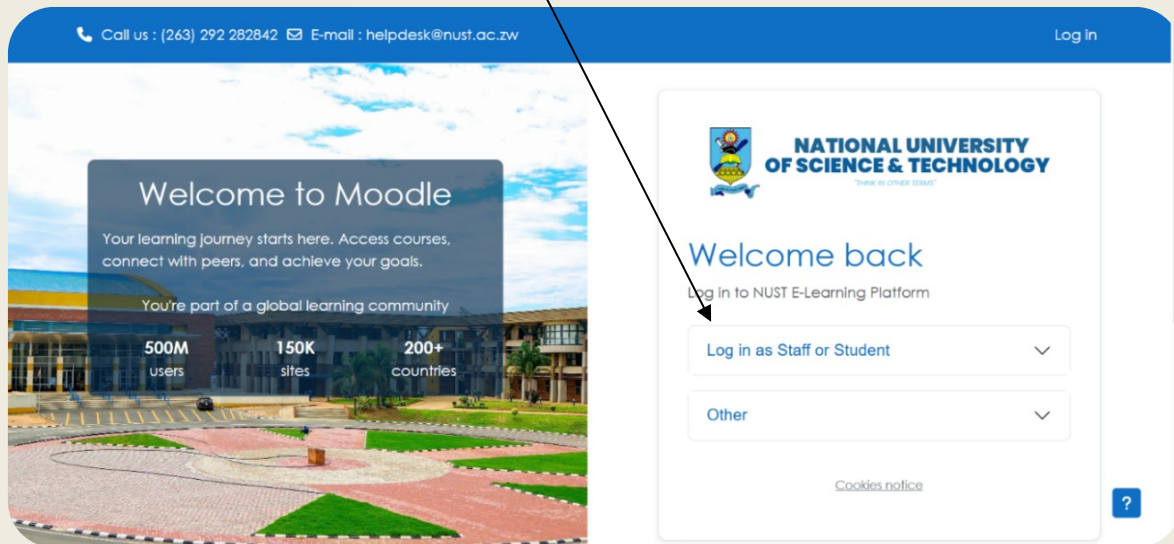
NB: Both the methods will lead you to the NUST Moodle login page



Moodle Login page

2.0 Login to Moodle

When you reach the Moodle login page, Click “**Login as Staff or Student**” Two login options will appear below it on the same page. Follow the instructions on the screen to sign in with your NUST student email account. This is shown by the two pictures **1** & **2** below

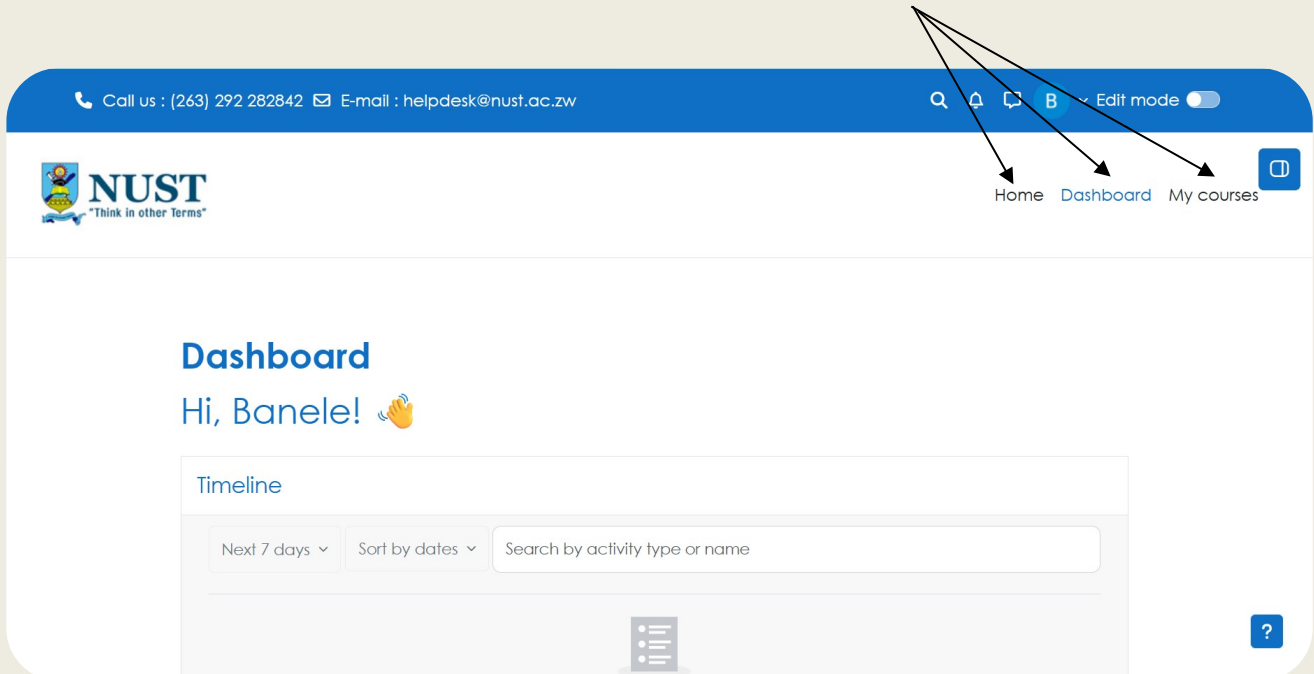


Log in using your NUST student email address. You must first add your NUST email account to your device. If you have already added the account, it will appear automatically when you attempt to log in. Simply select your NUST email account and proceed to access the platform.

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.

2.1 Navigating your dashboard

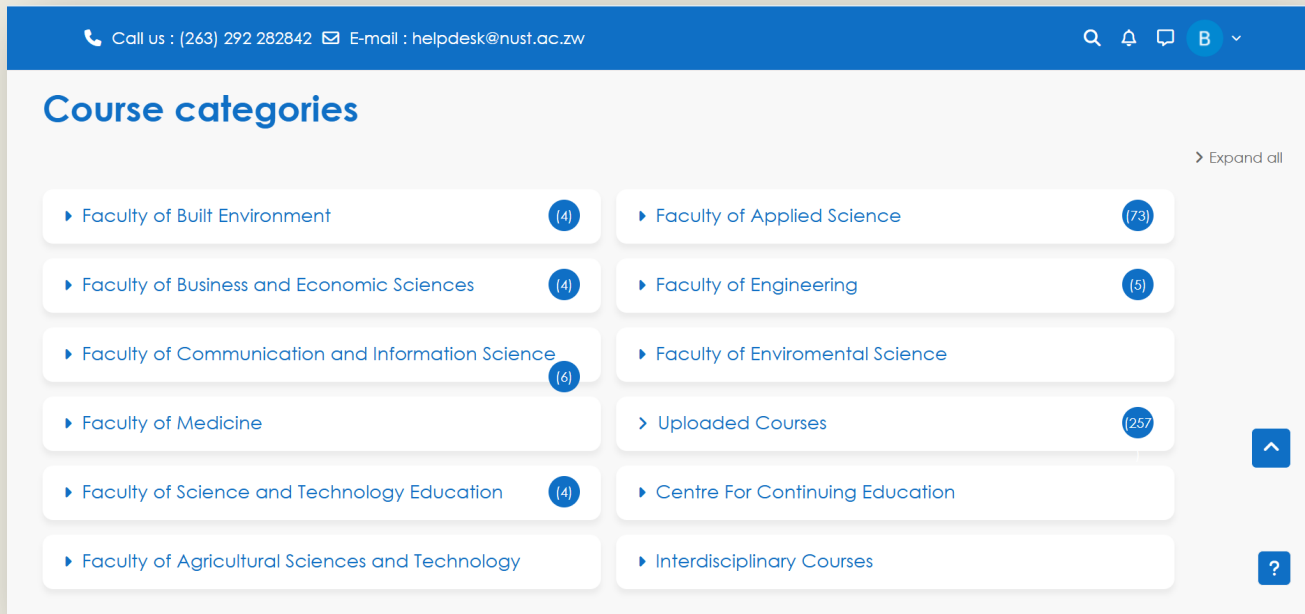
Once you have successfully logged in, you will be presented with the following page, which contains three key menu items: **Home**, **Dashboard**, and **My Courses**.



2.1.1 Home Button

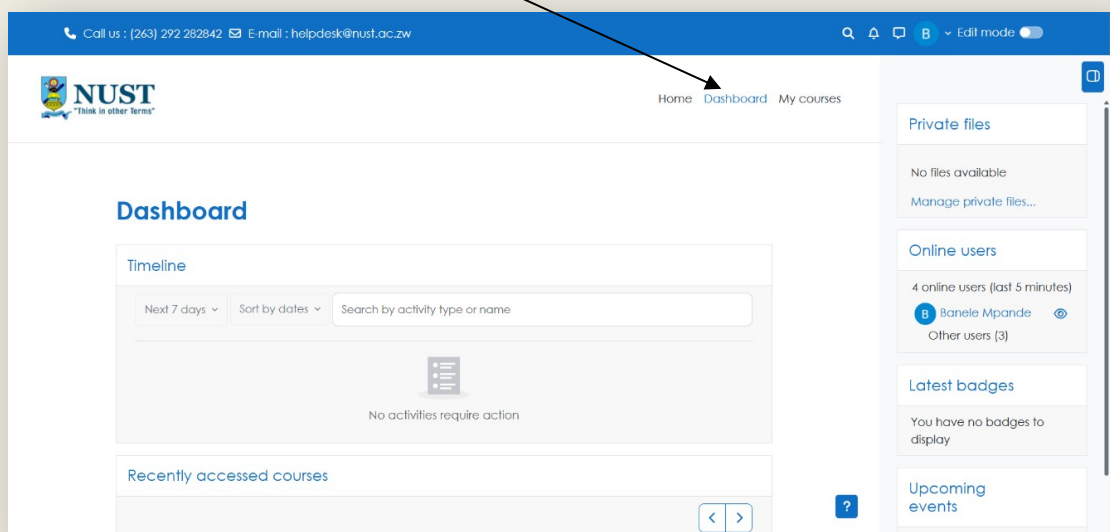
The **Home** button displays a list of Faculties at NUST, as illustrated in the screenshots below. As a student, you can use this button to navigate to your respective **Faculty**, **Department**, **Part**, and **Semester**, where you can enrol in and access your courses.





2.1.2 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.



2.1.3 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, there's a blue header with contact information and navigation icons. Below the header, the 'My courses' title is displayed. Underneath, the 'Course overview' section features a filter dropdown set to 'All', a search bar, and two sorting options: 'Sort by course name' and 'Card'. The main area displays three course cards: 'Demo Course For E-learning Assignment 2026 PGDTHE', 'PTE5101 Educational Foundations /2026 PGDTHE', and 'PTE5102 Scholarship in Further and Higher Education ... PGDTHE'. Callout boxes provide details for these options:

- Sort by course name:** A dropdown menu with options: 'Sort by course name' (selected), 'Sort by last accessed', and 'Sort by start date'.
- Card:** A dropdown menu with options: 'Card' (selected), 'List', and 'Summary'.
- All:** A dropdown menu with options: 'All' (selected), 'In progress', 'Future', 'Past', 'Starred', and '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

3.0 Enrol to a Course on Moodle

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.

3.1 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:

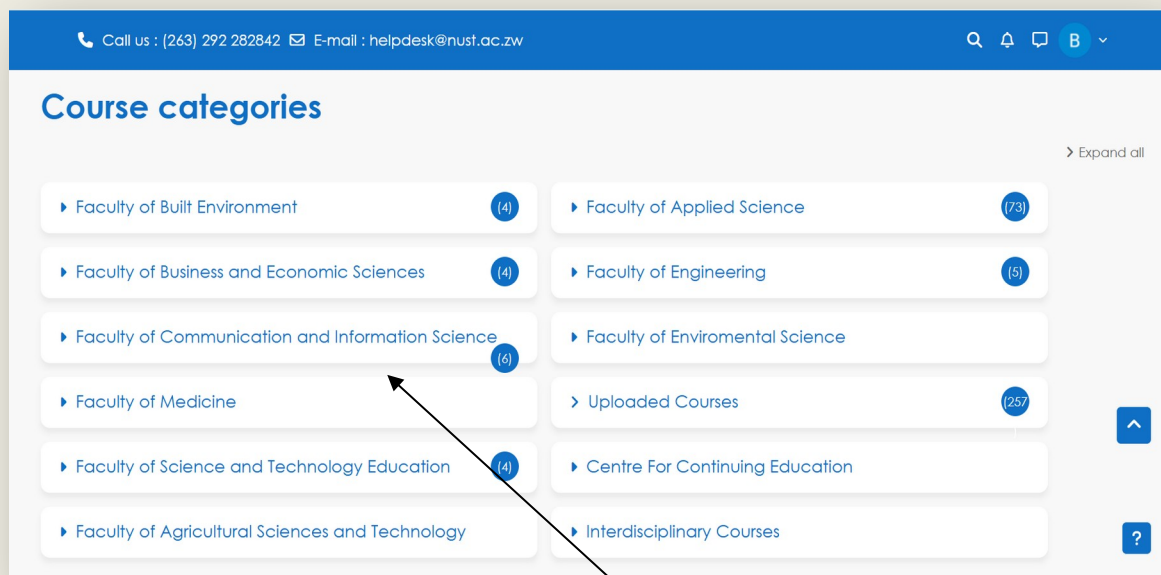
1. Navigate to the Home button and open the page
2. Scroll down to the Course Categories section, where you will find the different Faculties at NUST.
3. Select your **Faculty**, followed by your **Department**, **Part** and **Semester**
4. Courses available will be displayed after you have selected 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.

These steps are further elaborated by the pictures below numbered from 1 to 7 below;



1

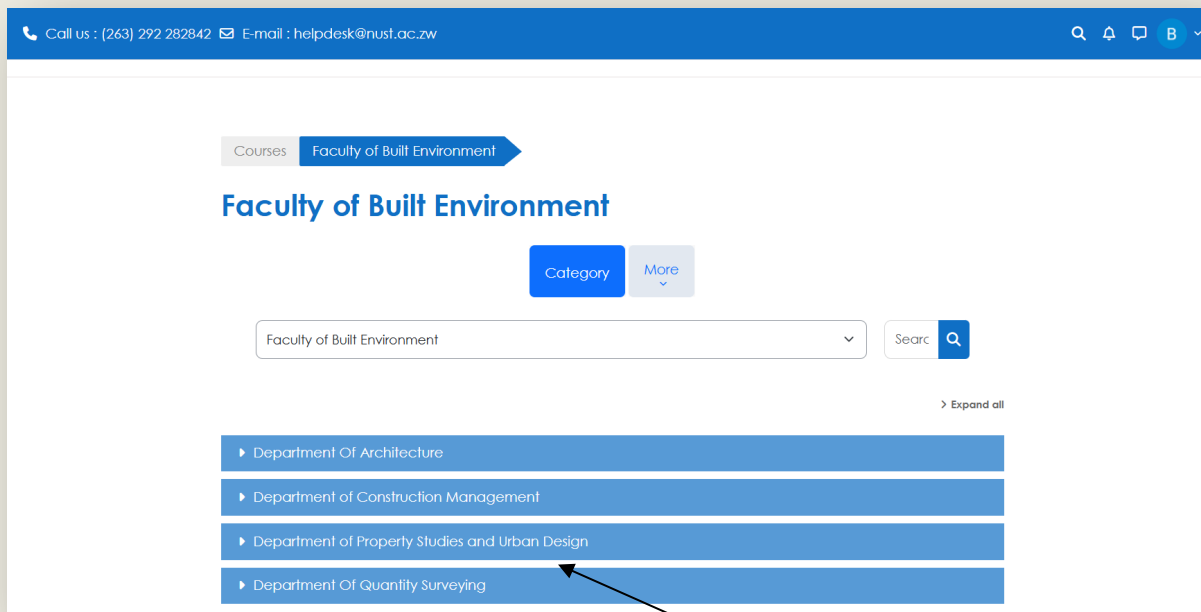
Click on the **Home** button and scroll down to **Course Categories**. Select your respective **Faculty** to continue.



2

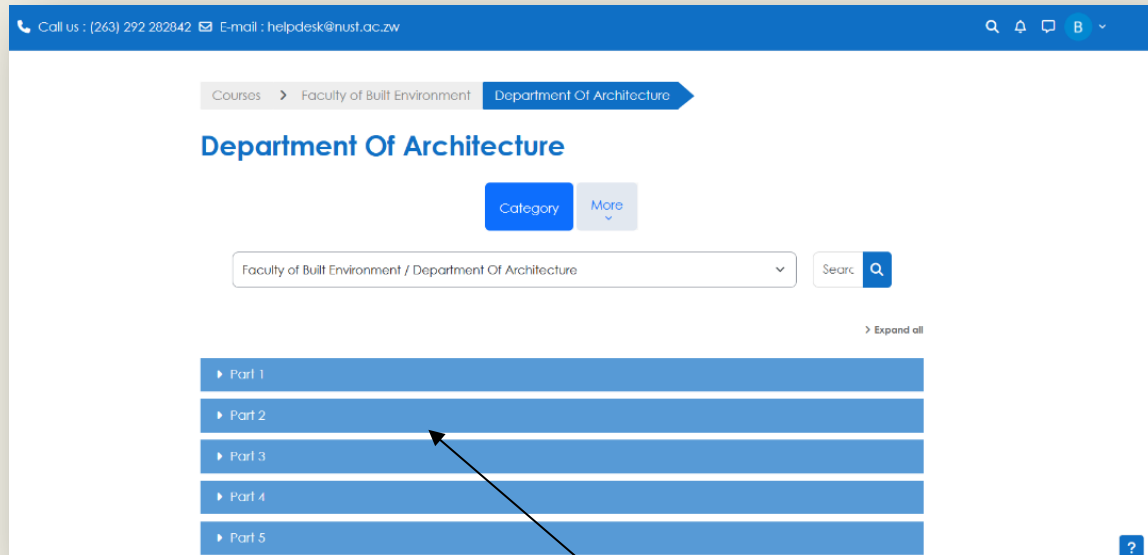
Select your respective **Faculty**

3



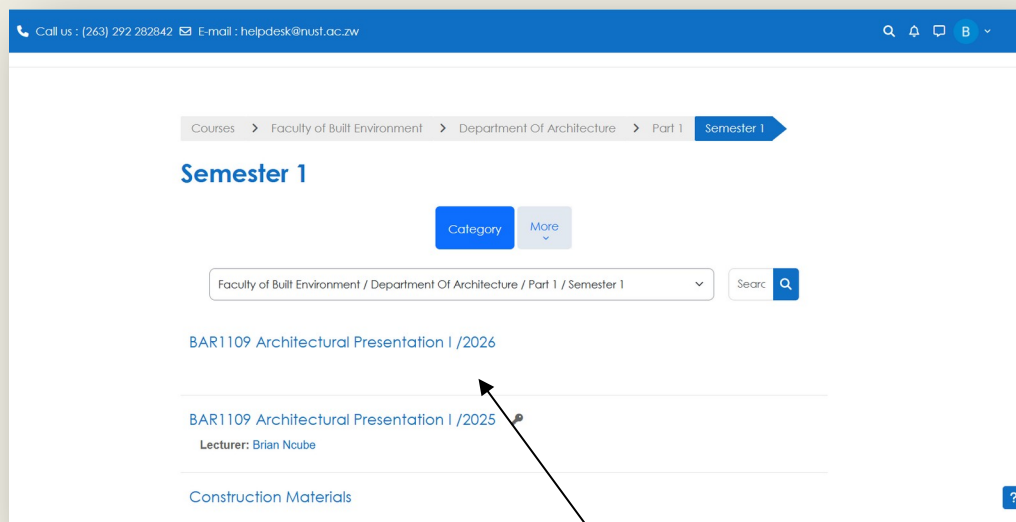
Select your respective **Department**.

4



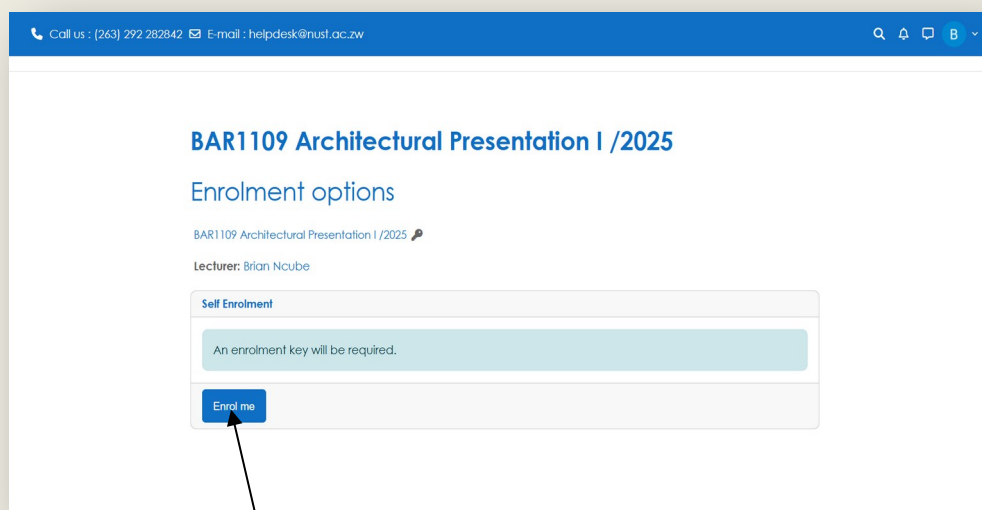
Select your respective **Part** and **Semester**.

5

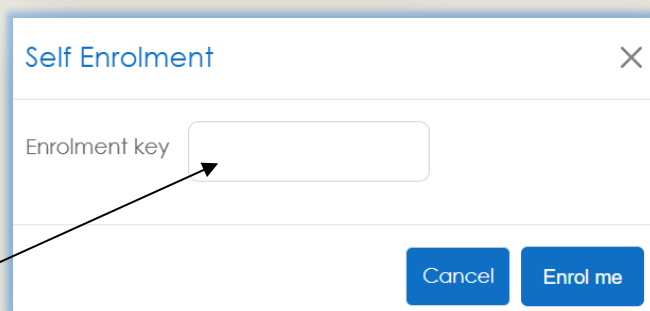


Courses uploaded by the lecturers will be displayed here. Select the **course** you wish to access.

6



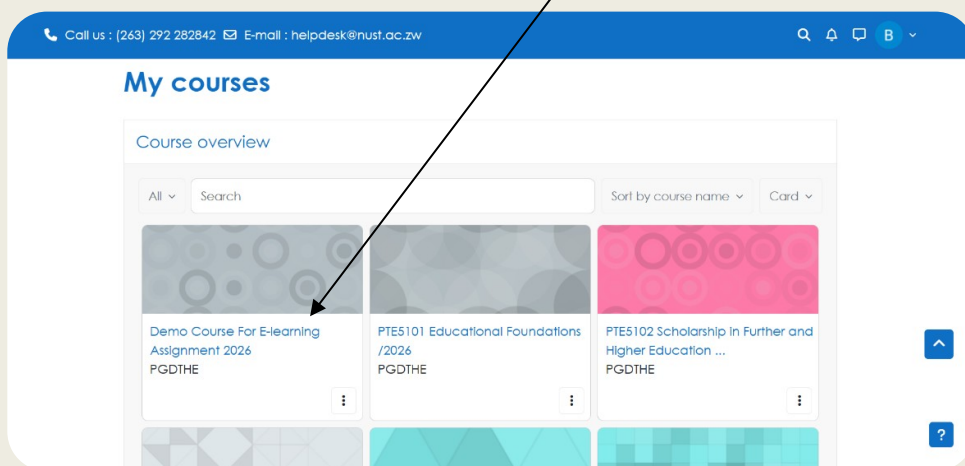
7



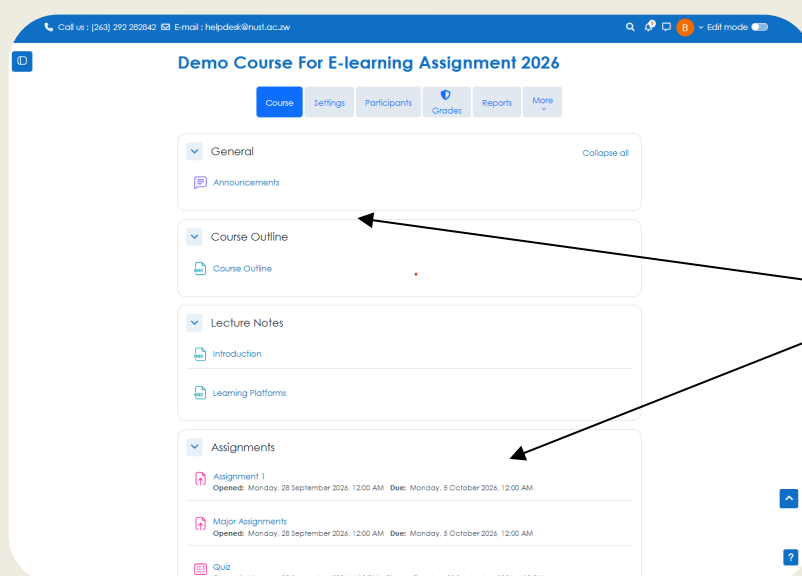
Enter the **enrolment key** provided by your lecturer to enrol in the course.

4.0 Access Course Content

To access the Course Content, you need to first click **My Courses** button. This takes you to a page where all your courses are displayed. You then open the course you want to view the course content. An example is the **Demo Course For E-learning Assignment 2026** as shown by images 1 and 2 below



1



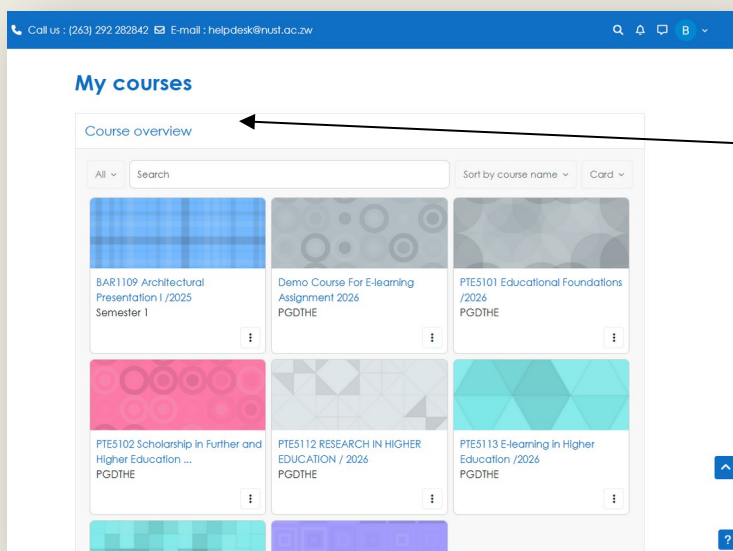
2

- ✓ When the course is opened, the course content uploaded by the lecturer for your attention will be displayed. This includes the course outline, Notes as well as the assignments.
- ✓ When you click on the course content it downloads the content to your electronic device for offline use

5.0 Assignment Submission

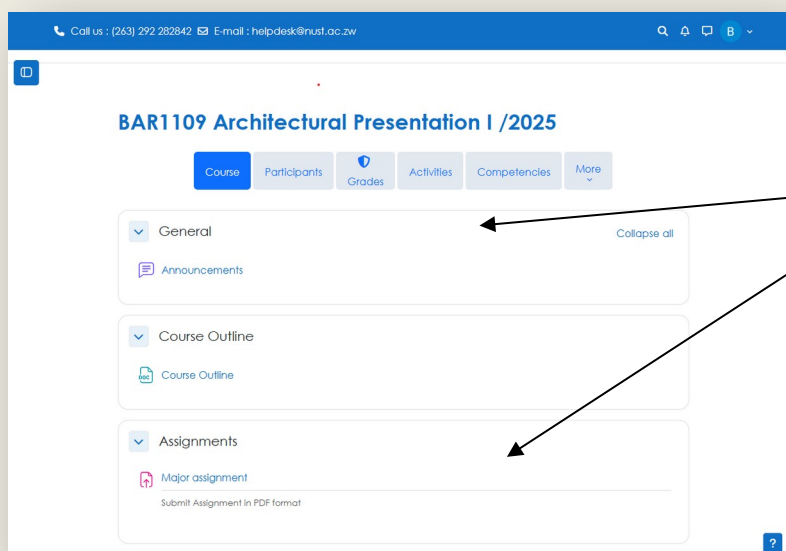
Moodle assignments are displayed on the **course main page**. To submit an assignment, navigate to **My Courses button**, which will display all the courses in which you are enrolled. **Select** the course where you want to submit an assignment and **open the assignment**. The assignment page will display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

These steps are further elaborated by the pictures below numbered from 1 to 10 below;



1

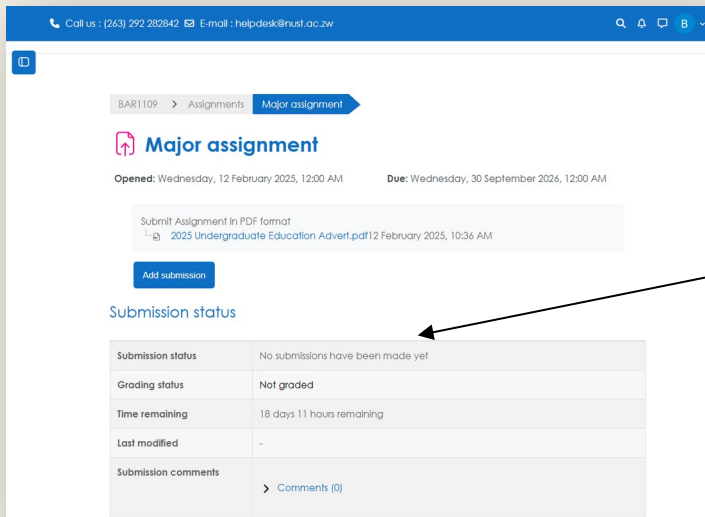
Open the **My Courses** menu to view the courses in which you are enrolled.



2

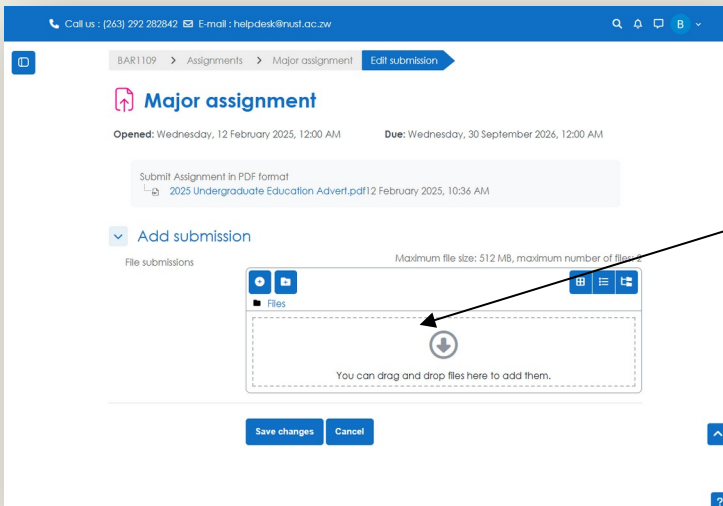
The **BAR1109 Architectural Presentation** course is displayed with the course content and assignments uploaded by the lecturer.

3



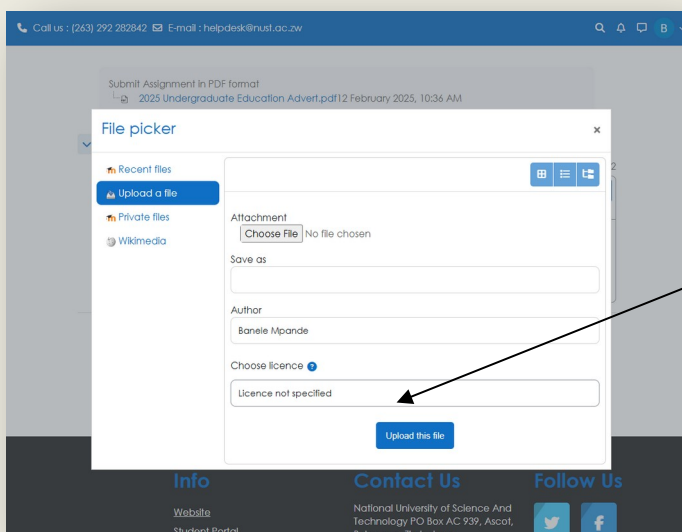
The assignment uploaded by the lecturer displays the **submission status**, **grading status**, **time remaining**, **due date**, and the **submission button**.

4

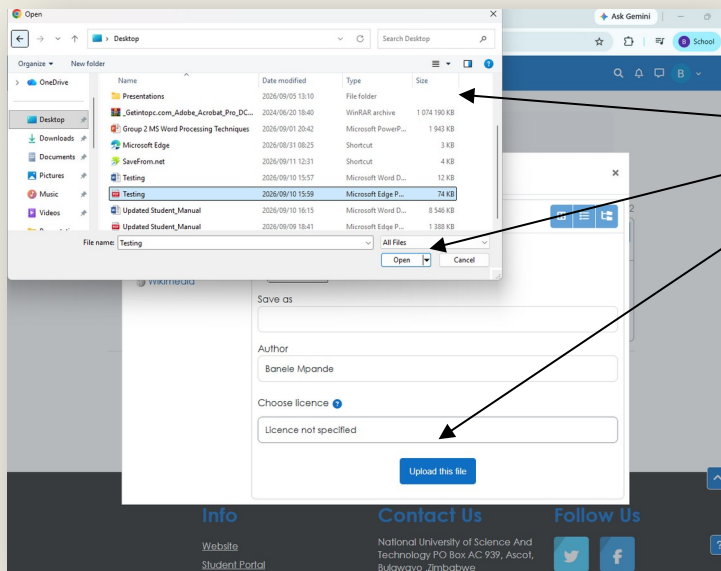


The **Add Submission** button provides options for uploading your assignment. You can either **drag and drop** the file into the designated area or **upload the file** from your device.

5

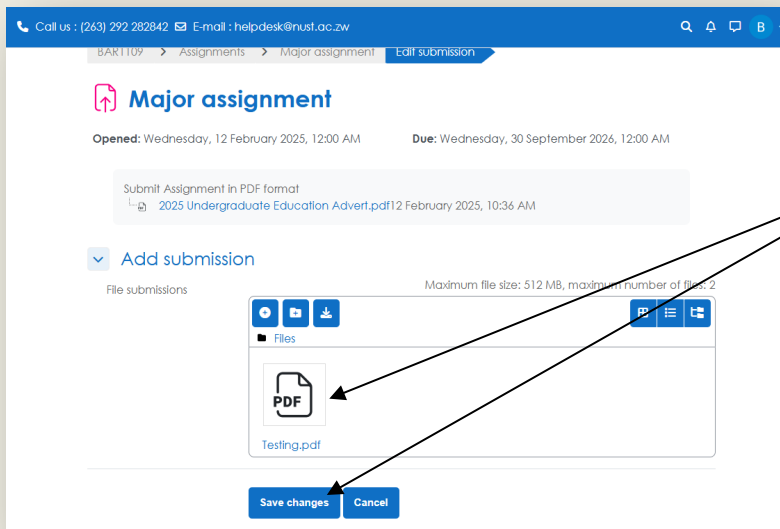


By selecting **Choose File**, you will be directed to the file directory on your **laptop, desktop computer, or mobile phone**. Locate and select the assignment file you wish to submit.



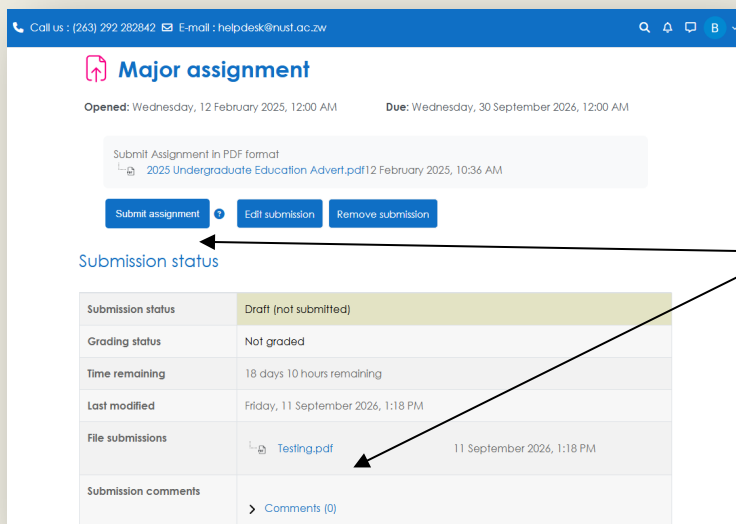
6

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.



7

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



8

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 submission

9

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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.

10

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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)	

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 **late submission**.

6.0 Track Progress and Grades

This is an overview of your work for a specific assignment, showing where you as a student stand from submission to final evaluation.

This is a breakdown highlighted by the picture below;

- ✓ **Assignment Details:** Shows the official start date and deadline so you can manage your timeline.
- ✓ **Submission Status:** Confirms that your document was successfully uploaded (Submitted for grading), whether the lecturer has reviewed it (Graded), and the exact date and time it was turned in.
- ✓ **Late Flags:** Highlights in red if your submission missed the deadline (e.g., submitted late)
- ✓ **Feedback & Final Grade:** Displays your score out of 100 once evaluated, who graded it, and the date the mark was recorded.

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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	Graded
Time remaining	Assignment was submitted 5 days 3 hours late
Last modified	Wednesday, 30 October 2024, 3:28 AM
File submissions	SIIS5106 Data Analytics and Visualisation.pdf 30 October 2024, 3:28 AM
Submission comments	> Comments (0)

Feedback

Grade	88.00 / 100.00
Graded on	Friday, 6 December 2024, 1:14 PM
Graded by	N Lecturer