Procedure on how to upload lecture notes and schedule assignment on Federal University, Dutsin-Ma e-learning Management System

1. Ensure you have a valid account on e-learning management system with your PS NUMBER as your username and password. (ensure to change your password once you are login)

2. To access your account load any web browser (e.g. internet explorer, fire fox, chrome opera e.t.c) and type intranet.fudutsinma.edu.ng to access the login page, locate e-learning on the home page and click to load the login page.

3. Enter your username and password (which is your PS number) and click login to continue

*Please note: If your PS number falls between 0 to 99 ensure to add a “0” before the number. (e.g ps010)*
4. On your top left hand side locate **My courses** and click on the course you want to upload lecture note for.

![Diagram showing the My courses section]

Click on the My courses, once the drop-down menu appears click to select the course you want to upload lecture note for.

5. Click on **news forum** to load the next page which is **ADD A NEW TOPIC**

![Diagram showing the news forum section with an option to add a new topic]

Click to add lecture notes.
6. Click the add a new topic and supply the following information
   - **Subject name** (e.g. MTH 111 lecture note)
   - **Message** (Course out-line)

7. Finally click post to forum to finish. In the event you encounter issues carrying-out any of the above steps please **CONTACT OUR HELP DESK AT ANY OF THE ICT LABS.**
Procedure on how to schedule assignments on Federal University, Dutsin-Ma e-learning Management system

8. Ensure you have a valid account on e-learning management system with your PS NUMBER as your username and password. (ensure to change your password once you are login)

9. To access your account load any web browser (e.g internet explorer, fire fox, chrome opera e.t.c) and type intranet.fudutsinma.edu.ng to access the login page, locate e-learning on the home page and click to load the login page

10. Enter your username and password (which is your PS number) and click login to continue

Returning to this web site?

Login here using your username and password (Cookies must be enabled in your browser)?
Your session has timed out. Please login again.

Username
Password
Remember username
Forgotten your username or password?

Some courses may allow guest access
Login as a guest
11. On your top left hand side locate **My courses** and click on the course you want to upload lecture note for

![Course menu]

Click on the My courses, once the drop-down menu appears click to select the course you want to upload lecture note for

12. Under settings on your left hand side, locate and click **turn on editing**

![Settings menu]

Click on Turn editing on
13. Under weekly outline locate the first add an activity and click, scroll down and select upload a single file

14. Under adding a new assignment, supply the following information
   - Assignment name (e.g MTH 211 Assignment)
   - Description (The full content of the assignment)
   - Available from: supply the date
   - Due date: supply the date
   - Prevent late submissions: yes
15. Finally click save and display to finish. In the event you encounter issues carrying-out any of the above steps please CONTACT OUR HELP DESK AT ANY OF THE ICT LABs