Federal University, Dutsin-Ma
student e-guide

Directorate ICT

Student’s gateway manual to all applications on campus
Student’s e-guide manual for all applications on campus
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Chapter xxx:
Getting started

Information and communication technology (ICT) has transformed the way we live in today’s environment. All facets of our day to day life have ICT as an essential component. ICT has also transformed the way learning and trainings are imparted for various professional courses, in our case the way research and lectures are delivered to students. With a platform like Federal University, Dutsin-Ma e-learning system learning and research is just a step away from you.
Part I: Exploring e-learning Management System

Loading e-learning management system

(Federal university DutsinMa e-learning system)

The e-learning system can be access using any universal resource locator (URL) e.g. internet explorer, Mozilla Firefox, Google chrome etc. Ensure to carryout the following steps.

1. Please ensure to check at your department or faculty for your correct university e-mail. (e.g. musa.musa@fudutsinma.edu.ng)
2. Proceed to any of the university ICT labs, load any internet browser (e.g. fire-fox, internet explorer, Google chrome) and type intranet.fudutsinma.edu.ng
3. Click on e-learning to load the e-learning login page
4. Please read the instructions on this page carefully before you begin the process
5. Please fill the form carefully and check your mail to activate your account, once your account is activated you can enroll all your courses to your profile. If you have issues carrying-out any of the above processes, please CONTACT OUR HELP DESK.

Is this your first time here?

Hi!

For full access to courses you’ll need to take a second to create a new account for yourself on this e-learning system. Each of the individual courses may also have a one-time “enrollment key” which you won’t need until later. Here are the steps:

1. Fill out the new account form with your details
2. An email will be immediately sent to your email address.
3. Read your email and click on the link to activate your account
4. Your account will be confirmed and you will be logged in
5. Now select the course you want to participate in
6. If you are prompted for an “enrollment key”, use the one that your lecturer has given you. This will enroll you into the course
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this web page) to login and access any course you have enrolled in.
Once your account is activated, you can begin the process of enrolling your semester courses into your profile. Go to the department housing the course click on the course and get yourself enrolled into it. See diagram below.

- **Department of Animal Production and Health** (2)
- **Department of Agricultural Economics and Extension** (1)
- **Department of Fisheries and Aquacultural Technology**
- **Department of Crop Production and Protection** (9)
- **Department of Food Science and Technology**

**Faculty of Arts, Management and Social Sciences**
- **Department of Management Studies** (23)
- **Department of Political Science** (21)
- **Department of Geography and Regional Planning** (16)
- **Department of Economics and Development Studies** (14)
- **Department of Sociology** (30)
- **Department of History and Strategic Studies** (24)
- **Department of Language and Communication Studies** (19)
- **Department of Accounting** (7)

**Faculty of Science and Education**
- **Department of Applied Chemistry** (10)
- **Department of Biochemistry and Molecular Biology** (2)
- **Department of Biological Sciences** (10)
- **Department of Mathematical Sciences & IT** (13)
- **Department of Physics** (9)
- **Department of Science Education** (3)

**Miscellaneous**

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Click on the Department housing your courses
Department of Mathematical Sciences & IT
- GST131
- CMP 241
- CMP 221
- CMP211
- MTH 221
- MTH 111
- MTH 121
- MTH 112
- CMP 231
- CMP 111
- CMP 112
- MTH 122
- STA 112
- MTH 241
- MTH 211
- STA 211
- MTH 251
- MTH 231
- GST122

Click to select the course you want to enroll your-self into.

Fig. showing courses housed by Department of Mathematical Science & IT.

Self enrolment (Student)

No enrolment key required.

Enrol me

Click to enroll your-self into the course

Fig. showing final enrollment process.
By clicking enroll me button, you have finish the process of enrolling your-self into the course. Repeat this process for other course to have a complete list of all your semester courses. Any issue carrying out any of the above process please contact our help-desk.
PART II

Student’s e-learning system site pages.

Student’s site blogs are used for discussion purposes. Fellow students and lecturers can partake in this forum discussion.

![Figure 1](image)

Figure 1
Student’s e-learning system my profile

A typical student profile

![User Profile](image)

Figure 2 shows a typical students profile
Student's e-learning system my courses

USMAN ABDULLAHI: Public profile

Navigation

Home -> My profile -> View profile

USMAN ABDULLAHI

Country: Nigeria
City/town: Dutsin-ma
Email address: usmana@fudutsinma.edu.ng

Course profiles:
Nigeria people, culture & anticultism/social vices, Communication in English I, Experime Science, Elementary Mathematics I, General Biology I, First Year Practical Biology I, Fis Introduction To General Chemistry

First access: Tuesday, 3 July 2012, 11:32 AM (4 days 1 hour)
Last access: Saturday, 7 July 2012, 12:37 PM (now)

Student my course profile showing his courses for the semester
**Accessing Students Lecture notes**

Student can access their lecture materials by clicking on the choice course. (e.g MTH111 has been used for this illustration.) See figure3 below

![Image of course navigation and weekly outline](image1)

Click news forum to access your lecture materials

To view lecture note, see figure4 below

![Image of course news forum](image2)

Click on the course to read

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Property of Directorate of information and Communication Technology Federal University, Dutsin-Ma
Student’s e-learning system my profile setting

Students my profile setting support the following activities;

- Edit my profile
- Change password
- Messaging
- Blogs

Edit my profile allows you to make changes to your personal profile on the e-learning system. See figure 3 below

Figure 3 showing edit profile
Also your personal password can be changed if you feel your password has been compromised. See Figure 4.

The e-learning system fully supports an e-mailing platform, students can send e-mails to each other including lecturers. See figure 4.

Figure 4
Part III

Student’s e-learning system my private files

E-learning system support the upload of personal files to the server, as a user (student) your personal documents, files and research work can be saved on the e-learning platform. See figure 5

![Image of e-learning system my private files]

Click here to upload your personal files
max. file Size = 8MB

Inside the upload my personal file window

Click on add and browse to the location where your file is, click SAVE CHANGES to upload your personal files.
Student’s e-learning system online users

E-learning system allows you as a student to view other students that are online real-time with this kind of setup, student can chat and blog with other student across board including their lecturers. See figure6

Figure6

Students can logout using the logout link on the top right side of the e-learning system. See figure7

Click logout to sign-out
Part II: Exploring Student’s Portal

Federal University, DutsinMa is positioned in both vision and skills to serve you anywhere on planet earth. We recognize student status in 2 forms namely FRESH STUDENTS AND RETURNING STUDENTS. The university portal handles screening, school charges payment, course-registration and exam computation activities. As a fresh student you are expected to visit the university website (http://www.fudutsinma.edu.ng) to confirm your admission status including your department/programme of study.

NEWS & EVENTS

Sun, Jan. 06.
Registration Guidelines for Fresh Students are available for download... More

Wed, Dec. 05.
ADMISSION !!!!!!!! The Federal University Dutsin-ma has offered provisional admission...
More

Mon, Nov. 05.
Second Semester Registration Guidelines for Returning Students for the 2011/201...
More

View All

Diagram showing how to view admission list under “NEWS & EVENTS”
As a measure to check cultism activities on campus, you are expected to download form FUD/01 (UNDERTAKEN AGAINST CULTISM) from http://portal.fudutsinma.edu.ng

Click on the admission home to begin

Enter your JAMB REGISTRATION NUMBER, select download Form FUD/01 from the drop down menu then click on continue to download the form.
Check JAMB WEBSITE (www.jamb.org.ng) to print your original admission letter. You will need to tender this letter during clearance at academic office. You need to go to our participating banks listed below to pay your acceptance fee. Below is a list of our participating banks.

- United Bank for Africa (UBA)
- First Bank PLC
- Unity Bank PLC

To print your provisional admission letter goto [http://portal.fudutsinma.edu.ng](http://portal.fudutsinma.edu.ng)

Click on continue to proceed. The portal welcomes you with a page instructing you on how you can proceed with your registration. Please read the instructions carefully.
Diagram showing students profile welcome page.

<table>
<thead>
<tr>
<th>Schools Attended with dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S/N</strong></td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exam(s) and Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S/N</strong></td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>7</td>
</tr>
<tr>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Entry Qualification(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ SSCE</td>
</tr>
<tr>
<td>☐ NCE</td>
</tr>
<tr>
<td>☐ PGC</td>
</tr>
</tbody>
</table>

Once you are done with reading the instructions it’s time to fill the screening form by selecting screening form tab. Fill the form carefully with accurate examination information.
bodies with their corresponding date. Print copies of the form and submit, proceed to the screening officer designated for your department.

Note: **You are advised to clear with the Academic Office before proceeding to the Bank to pay school charges**

You can know proceed to our participating Banks for school charges payment. Also check the directorate of information and communication technology (ICT) for a passport size photograph that will be uploaded to your personal profile on the university portal.

You are to goto [http://portal.fudutsinma.edu.ng](http://portal.fudutsinma.edu.ng) to register your departmental course for the semester.
Select the course registration form tab to register your courses.

<table>
<thead>
<tr>
<th>S/N</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ 1</td>
<td>GST121</td>
<td>Nigerian Peoples, Culture and Anti-Cultism/Social Vices</td>
<td>2</td>
<td>Core</td>
</tr>
<tr>
<td>✓ 2</td>
<td>ECO111</td>
<td>Principles of Economics I</td>
<td>2</td>
<td>Core</td>
</tr>
<tr>
<td>✓ 3</td>
<td>BSM111</td>
<td>Introduction to Business I</td>
<td>3</td>
<td>Core</td>
</tr>
<tr>
<td>✓ 4</td>
<td>GST111</td>
<td>Communication in English I</td>
<td>2</td>
<td>Core</td>
</tr>
<tr>
<td>✓ 5</td>
<td>ECO131</td>
<td>Introduction to Statistics</td>
<td>2</td>
<td>Core</td>
</tr>
<tr>
<td>✓ 6</td>
<td>ECO121</td>
<td>Introduction to Mathematics for Economists I</td>
<td>2</td>
<td>Core</td>
</tr>
<tr>
<td>✓ 7</td>
<td>ACC111</td>
<td>Introduction to Accounting I</td>
<td>3</td>
<td>Core</td>
</tr>
<tr>
<td>✓ 8</td>
<td>SOCI111</td>
<td>Introduction to Sociology I</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>✓ 9</td>
<td>GST131</td>
<td>Introduction to Computer Studies</td>
<td>2</td>
<td>Core</td>
</tr>
</tbody>
</table>

List of courses for 100L 1st Semester B.Sc. Economics. Total Credits: 21

Select the courses you intend to register for the semester select confirm action and save to finish your registration for the semester. When you are done with course registration select student data form tab to update your personal data information and click save data. Don’t forget to print copies for yourself. When you are done select registration form tab and print out the following forms

- Student data form (Form FUD/03)
- Course registration form (Form FUD/04)
- Medical report form (form FUD/05)
- Accommodation form (Form FUD/06)
- Matriculation Oath (Form FUD/07)

It’s expected that you submit copies of your registration print out to your department.
As a returning student, you are expected to register your departmental courses for the semester. Go to http://portal.fudutsinma.edu.ng