



e-Learning Gateway (eLG) Student's Manual

for Makandura Premises
Wayamba University of Sri Lanka

*May 2021
(Version 1.0)*

**Information Communication Technology Center - Makandura Premises
Wayamba University of Sri Lanka**



Effective Use of e-Learning Gateway (eLG) *for* Makandura Premises of Wayamba University of Sri Lanka

(This Document could be used as the Student Technical Manual / User Manual for the implemented eLG for the *Faculty of Agriculture and Plantation Management & Faculty of Livestock, Fisheries and Nutrition* at Makandura Premises of Wayamba University of Sri Lanka)

**Information Communication Technology Center - Makandura Premises
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Message from the Director

As the Director of the Information Communication Technology Center, Makandura Premises (ICTC - MKD) of Wayamba University of Sri Lanka, it gives me an immense pleasure to welcome you all to the ICTC - MKD for the academic year 2021. ICTC - MKD is providing services in many aspects for both staff and students of two faculties: Agriculture & Plantation Management and Livestock, Fisheries & Nutrition of Makandura premises of Wayamba University of Sri Lanka.

As a consequence of the Coronavirus pandemic, we were constrained to carry out the teaching-learning process with students exclusively online. A Learning Management system (LMS) plays an important role in e-learning process. We as the ICT Center at Makandura premises of Wayamba University of Sri Lanka have developed a MOODLE technology based LMS named as “**e-learning Gateway**” (e-LG). It is at your fingertip now. This e-booklet provides you a simple guide for “how to access and use our e-LG for your academic work”. If you refer this document carefully and followed the instructions, you will be able to use eLG in your learning process more effectively, and sometimes in combination with “Zoom” lectures.

I also pleased to note you that we have a well-qualified and experienced team of academics, academic support and technical staff in helping you in ICT related aspects. Teaching in undergraduate and post graduate programs, providing and maintaining a high bandwidth network access and Wi-Fi access in the premises, proving ICT based technical assistance for teaching staff and students are some of the key services and facilities provided by the ICTC - MKD.

Finally I wish all the success in all your future endeavors at Wayamba University of Sri Lanka.

Stay safe and learn for a bright future.

Thank you.

Prof. W.J.S.K Weerakkody

Director / ICT Center – Makandura Premises

Wayamba University of Sri Lanka

25 / 05 / 2021

Acknowledgement.....

I believe that e-LG Makandura is one of the best LMS among all higher education institutes in Sri Lanka. It is a team work and the honors should share among the following entities.

- Vice Chancellor, Prof. Udith Jayasinghe for his leadership and support.
- Faculty of Livestock Fisheries and Nutrition – for providing Servers for e-LG
- Faculty of Agriculture and Plantation Management and External Degree program - for providing some hardware for e-LG improvement
- ICTC Staff members – for their dedication and continuous support
 - Server configuration and installation (e-LG infrastructure) - by Mr. Dumindu Samanwickrama and Mr. Damith Ekanayake.
 - e-LG interface development, course structure development and customizations : Mr. Chaminda Herath, Mr. Dinuk Fonseka, Mr. Damith Ekanayake and Sampath Herath
 - Suggestions and guidance : Dr. Chandana Jayathilake and Dr. Kanchana Weerasinghe
 - Training workshops for faculty staff : Dr. Chandana Jayathilake, Dr Kanchana Weerasinghe, Dr. Waruna Premachandra, Mr. Dinuk Fonseka, Mr. Chaminda Herath, Mr. Dumindu Samanwickrama and Mr. Damith Ekanayake
 - e-LG guideline preparation : Dr. Waruna Premachandra, Mr. Dinuk Fonseka and Mr. Chaminda Herath
 - All above activities are supported by Mr. Sampath Herath and Anuruddha Dharmapriya, Mr. M M Wijerathna and Mr. Harsha Perera
- Registrar, Bursar and their staff for administrative facilities

Director / ICT Center – Makandura Premises

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Section 1 - eLG at a Glance

1.1.Introduction to e-Learning

Today we live in a digital era. Most of our activities are taken place with the use of existing electronic and digital communication technologies. Simply the use of such technologies for the teaching – learning processes is called “e-learning”.

1.2.This document is intended to

The intension of this document is to give a guideline on how to use the upgraded eLearning Gateway (eLG) i.e. the Learning Management System (LMS) to the Wayamba university students. This eLG has been setup based on the existing open source LMS technology called MOODLE (Modular Object Oriented Dynamic Learning Environment). This document will be improved with the addition of guidance for more activities and resources available in the eLG in near future, and some improved versions will be made available to you.

1.2.1. Some common Benefits of eLG to the Students

1. Ease of use – eLG is a great opportunity for students to become confident in using a well sophisticated university controlled learning environment.
2. Engaging content – With a variety of resource and activity types, learning on eLG can be interesting. eLG supports a range of media to present or link to learning materials, support the learners and to assess their learning.
3. Communicating and collaborating with peers – Using the course forums, students can discuss topics, share ideas and even feedback on each other’s work. Especially the chat facility in eLG allows a scheduled online messaging interaction – ideal for guest speakers or “live” discussion accessed from different locations at the same time.

4. Dashboard – Students / Learners can customize their own homepage within the site to tailor information and links to their individual needs.
5. Testing themselves – the Quiz activity can give immediate feedback to the Students related to their answers so they can regularly test themselves building their knowledge and confidence throughout their learning journey.
6. Accessing learning materials 24/7 – Learning resources are available to the students, whenever they want them. There’s even a Mobile App to make access even easier via smartphone or mobile devices.
7. Self-reflection – eLG courses provide a personal space for learners to reflect on their learning journey which could include recording feedback and/or setting targets for the future.
8. Gamification – eLG’s Badges allow students / learners to be digitally rewarded for their achievements throughout their learning journey. Students can stretch and challenge themselves to earn all the badges available to them in a particular course.

1.3.Summary

This section gives some insight about what is “eLearning” to the Students” and further it discussed about the benefits that the students can gain as they use eLG.

Section 2 - Accessing eLG

2.1.Login to eLG

2.1.1. Login using Personal Computer / Laptop

Web address / URL for the e-Learning Gateway is <https://elga.wyb.ac.lk>

Copy this URL into your browser and access the e-Learning Gateway.

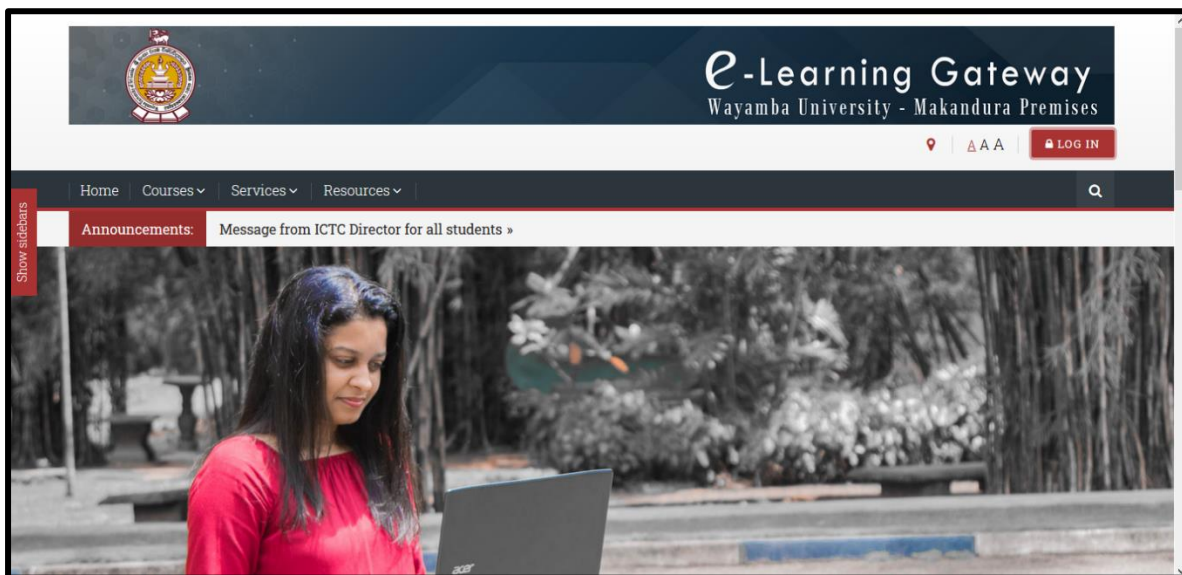


Figure 2-1 eLG Home Screen

You will see the login button at the top right corner of ELG Site Home. Click login button, enter your username, password, and press Enter.

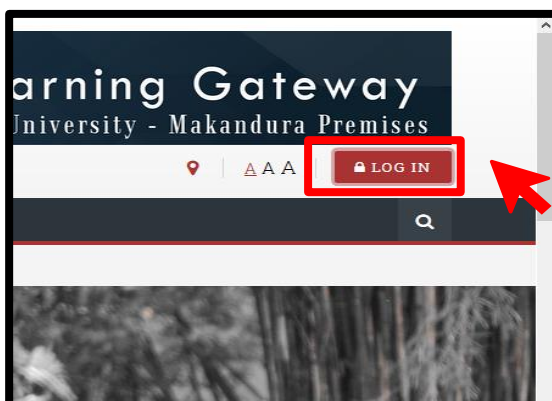


Figure 2-2 Login step 01

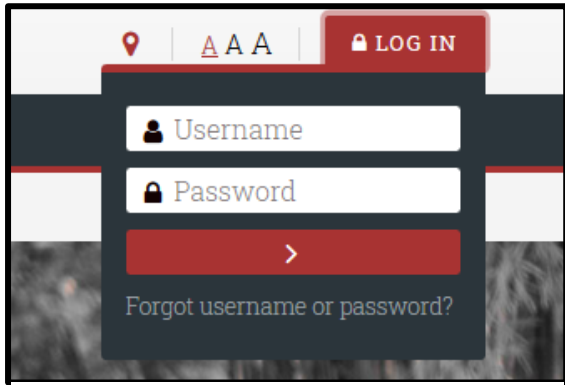


Figure 2-3 Login step 02

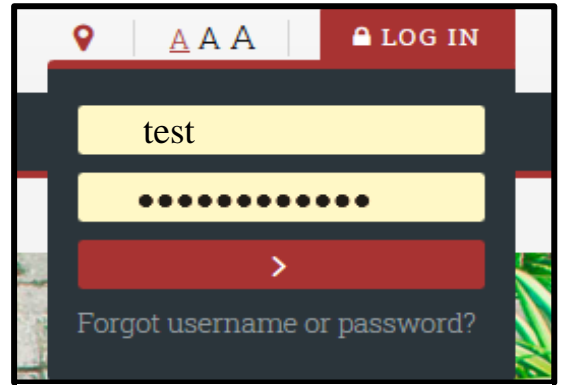


Figure 2-4 Login step 03

You will be redirected to ELG dashboard

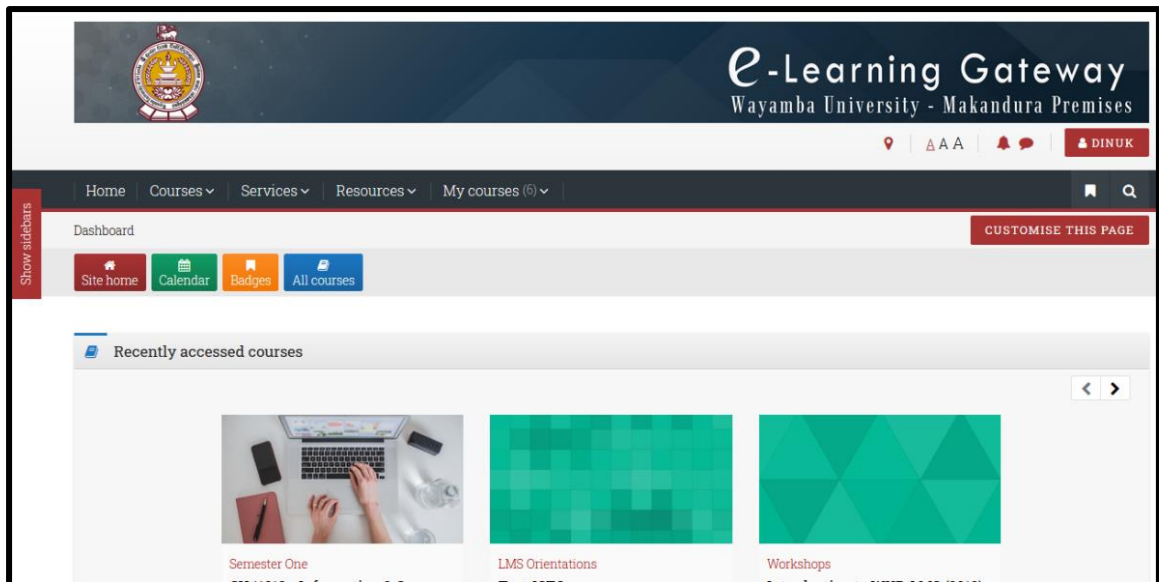


Figure 2-5 ELG Dashboard

2.1.2. Login using Moodle mobile application.

- Download and install Moodle app for Android from Google Play.
- Download and install Moodle app for iPhone or iPad from the App Store.

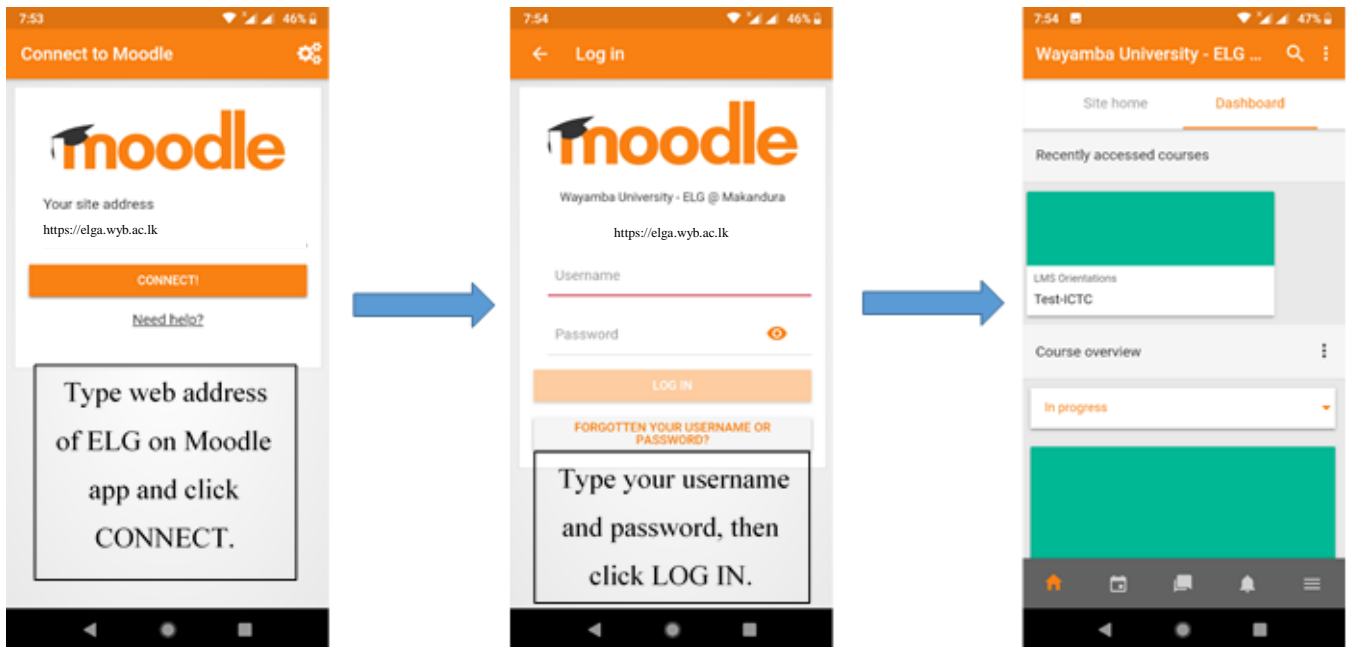


Figure 2-6 Login steps for Moodle mobile application

2.2.eLG Interface

When you log in to ELG, you will be redirected to your ELG dashboard. Your dashboard provides summary of your courses, recently access courses, upcoming events etc.

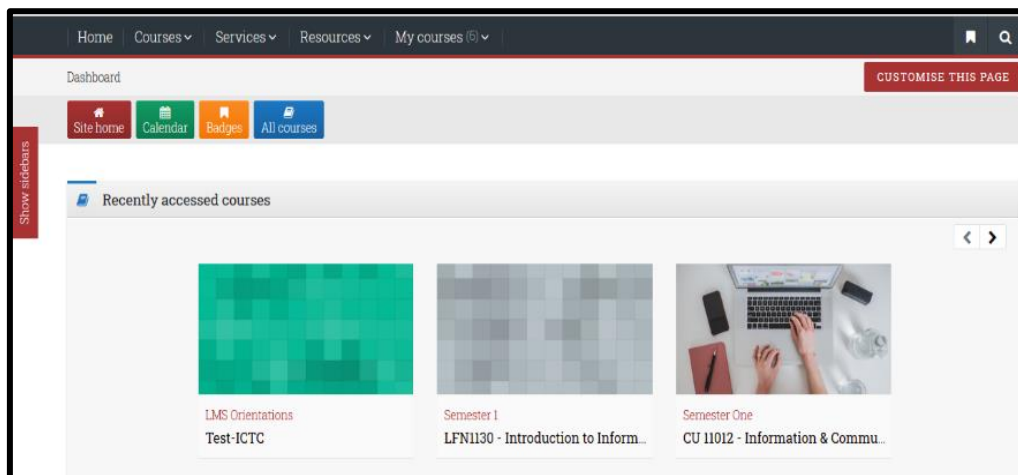


Figure 2-7 Recently accessed courses

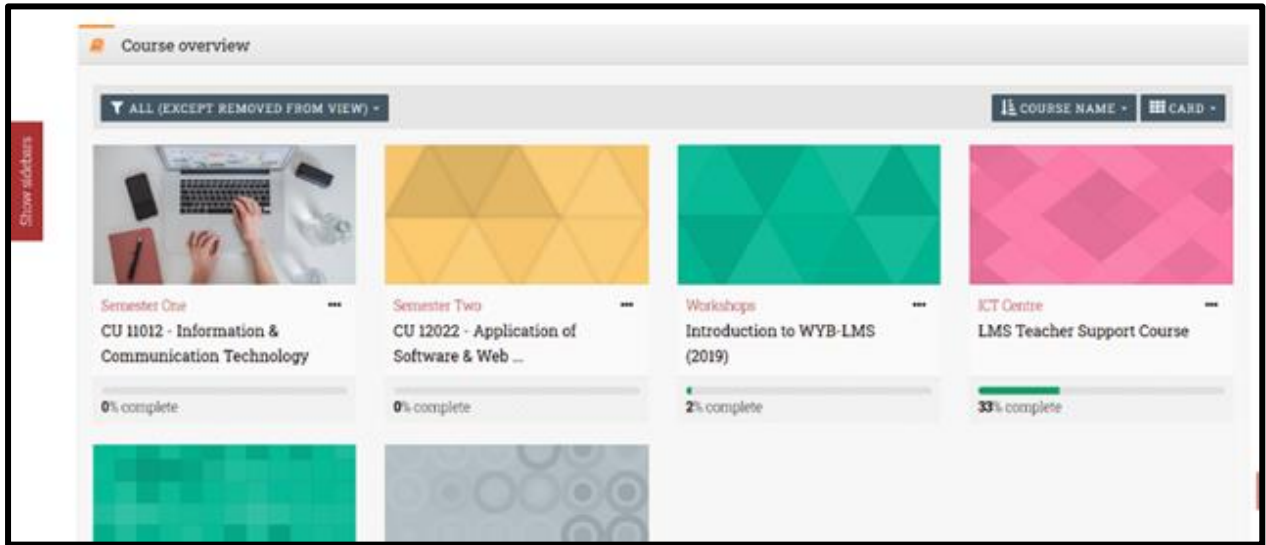


Figure 2-10 Course overview



Figure 2-8 Your timeline

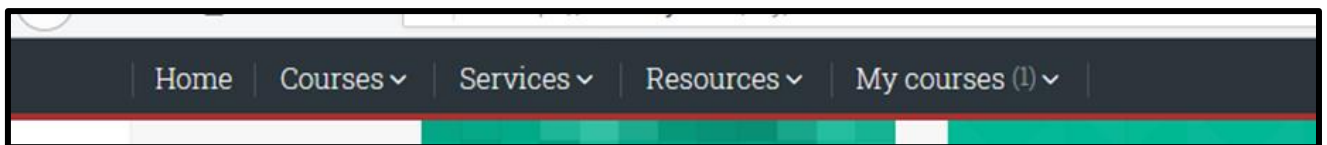


Figure 2-9 Navigation menu

At the top of ELG, there is a menu bar. Users can access to all the internal and external degree programs, diplomas, certificate programs, other services, and useful resources provided by Wayamba University of Sri Lanka, Makandura premises

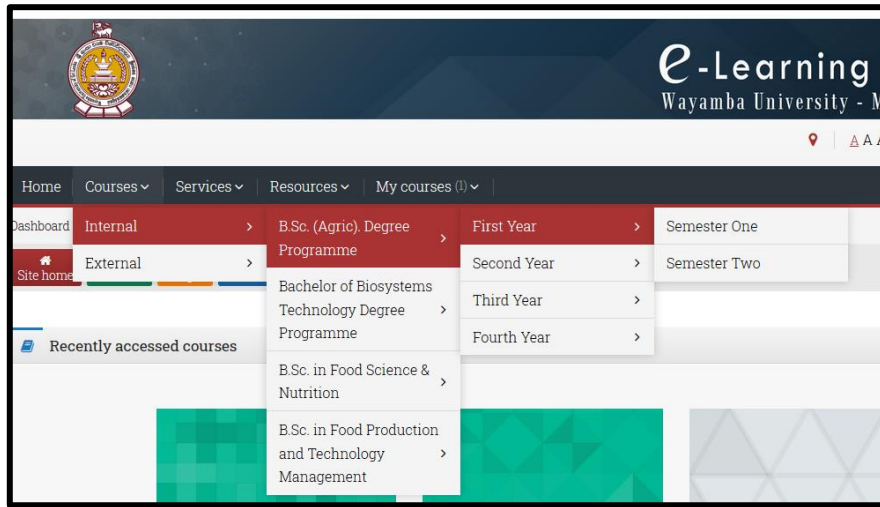


Figure 2-11 Navigation menu structure

If you need more details about your activities, click **Show Sidebars** button on the left of the screen.

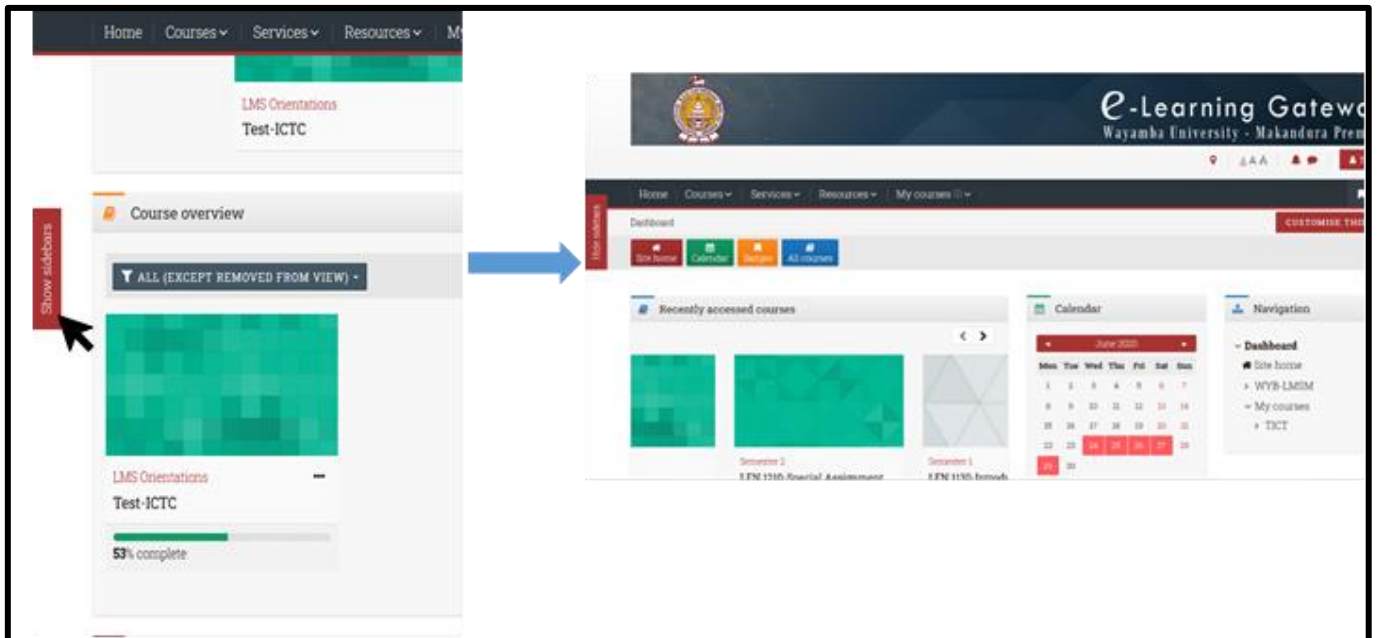


Figure 2-12 Show/hide sidebar

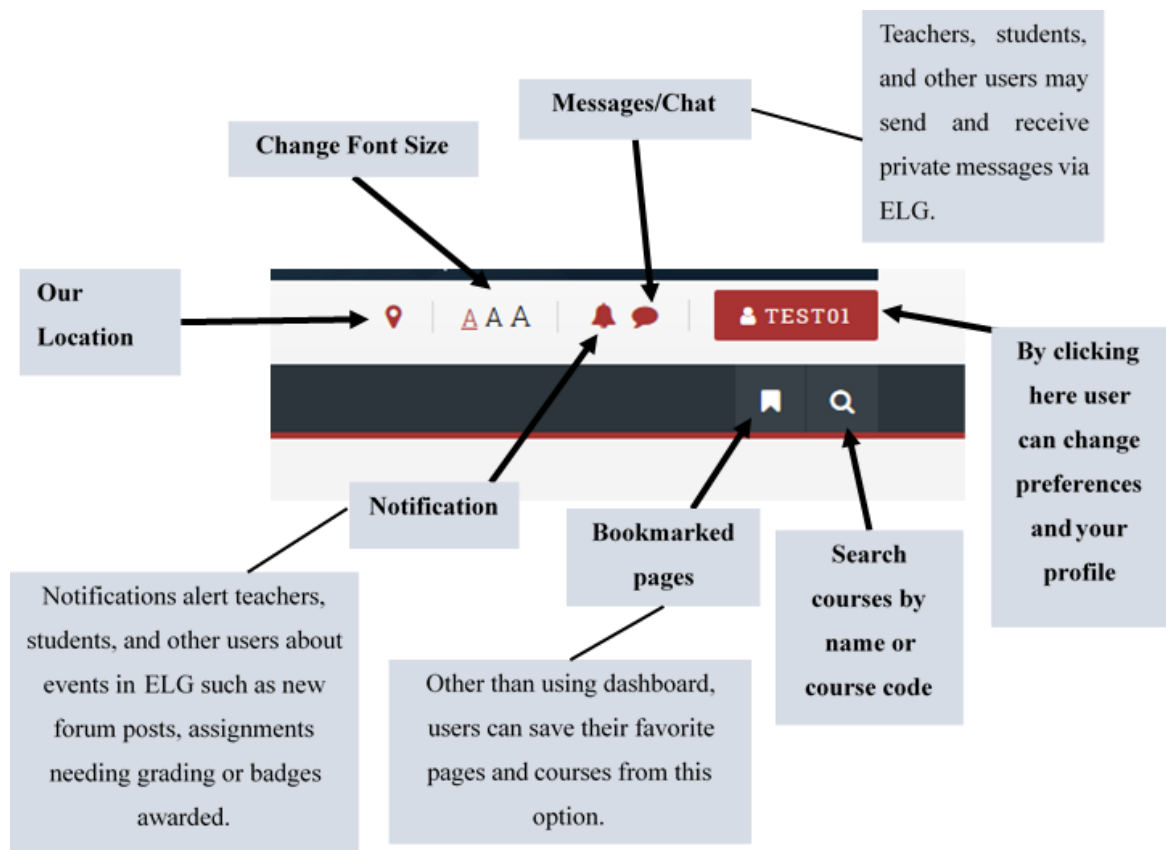


Figure 2-14 Other tools on menu

2.3.Updating eLG User Profile

Users can update their profile details on eLG. Click the **username button** right upper corner on ELG and click **Profile**. Then current details of user will be displayed. On that page click the **Edit Profile** link. Then user can edit details and Click **UPDATE PROFILE** button.

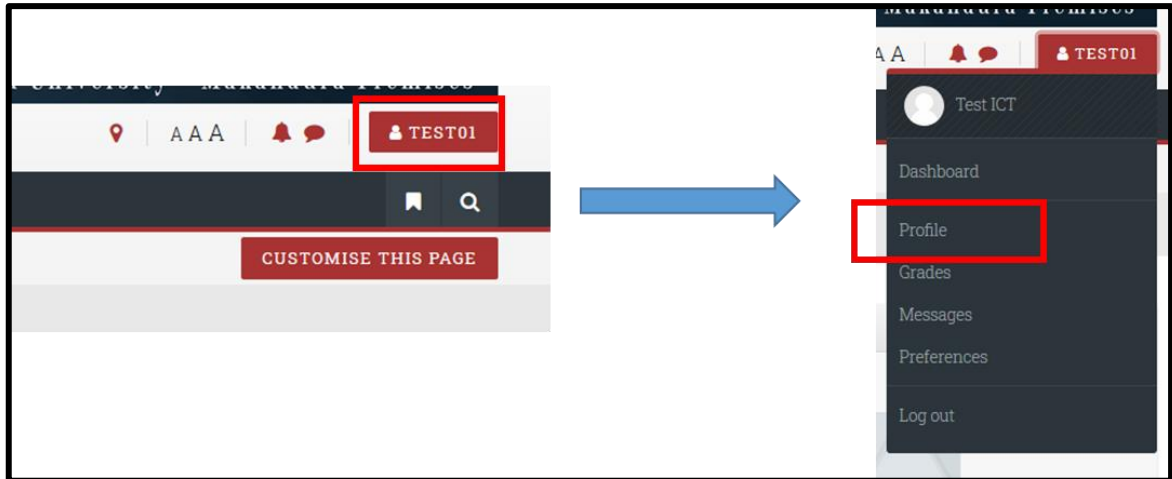


Figure 2-15 Update user profile step 01

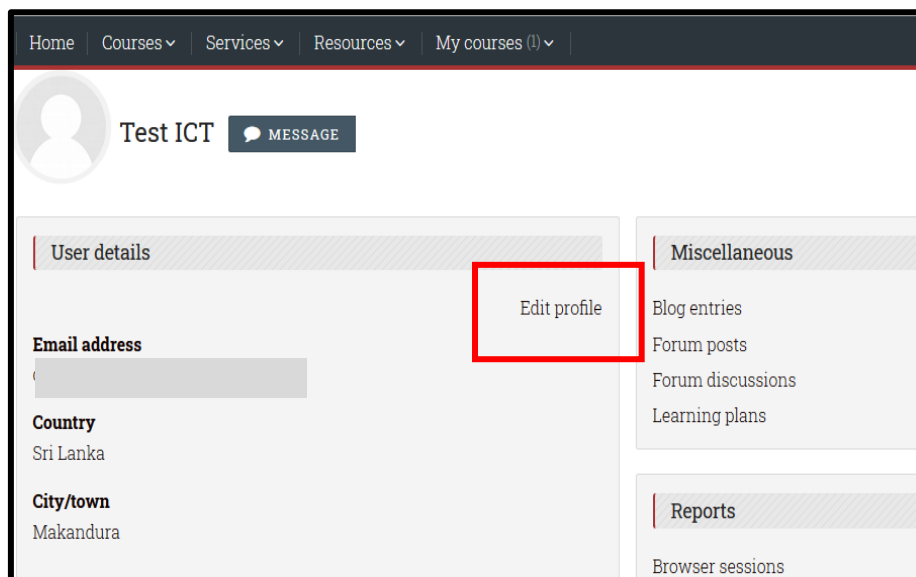


Figure 2-16 Update user profile step 02

Figure 2-17 Update user profile step 03

Figure 2-18 Save updates

2.4.Recovering lost / forgotten eLG password

If user get lost or forget his/her password, user can reset the password automatically via eLG.

Click on one of the following links.

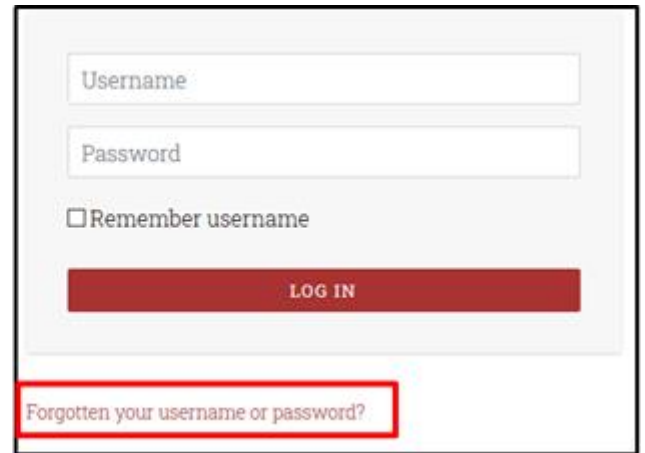
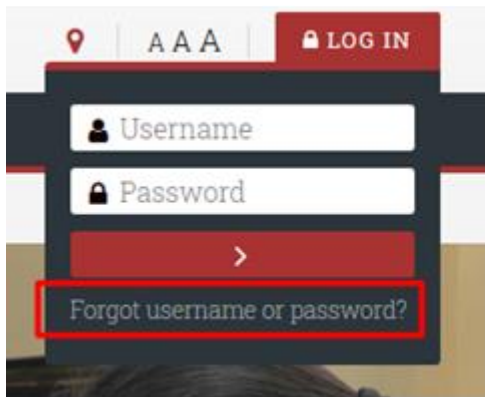


Figure 2-19 Password resetting

User must search his/her account by providing username or email address given to eLG.

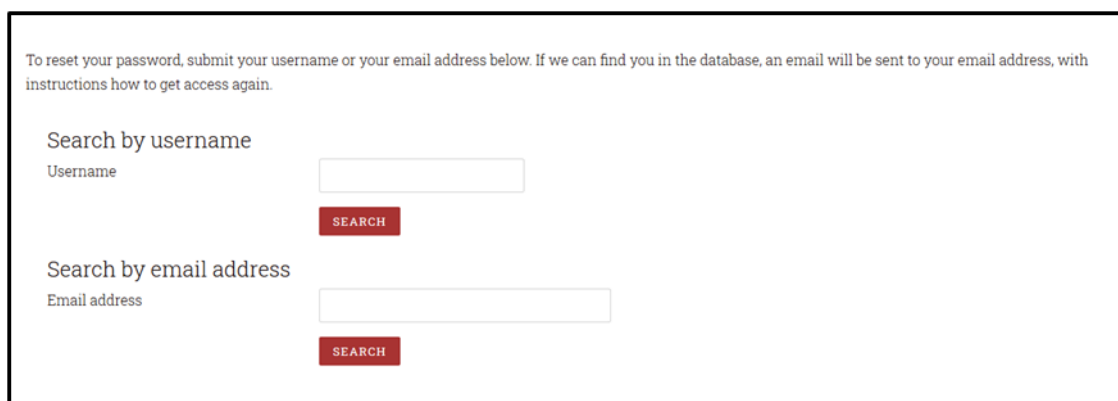


Figure 2-20 Search username or email for password resetting

User will receive an email from ELG admin with a link to reset the password. Click on that link and create a new password and save changes.

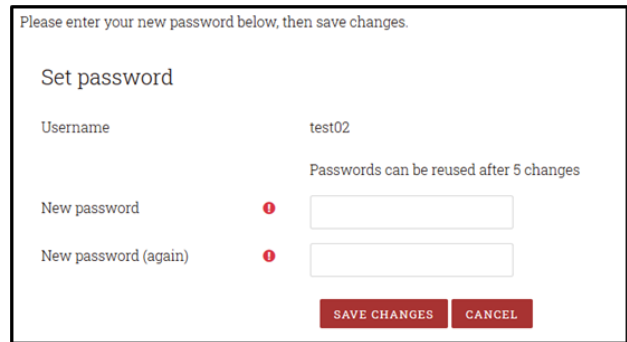
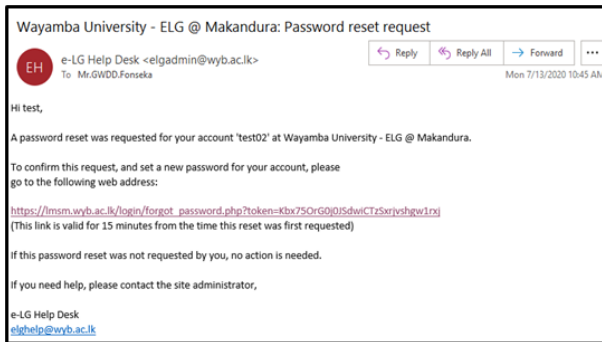


Figure 2-21 Password reset request and create new password

Important: User account will be locked out after three invalid login attempts. User will be notified with email when the account is locked out. In this situation, user must follow above steps or contact eLG administrator to login back to the account.

Section 3 - Working with Assignments & Quizzes

3.1. Working with Assignments

Assignments is an option available in e-Learning Gateway (eLG) to the teachers to evaluate students, get various submissions from students, etc. effectively. Assignments may come in various types. In many assignments, students have to submit / upload a file. In that case a deadline is given by the teacher. The upload link is available till the deadline is over. Student have to upload the file that contains the answer before the deadline, or may be evenly later if the late submissions also accepted. Other than file uploads there are some other types of assignments such as quizzes, structured answers, etc. Below section explain how to response for a file upload type assignment.

3.1.1. How to submit an assignment?

When assignment link created by lecturer, link will be available for students on course page. Student should click the assignment link.

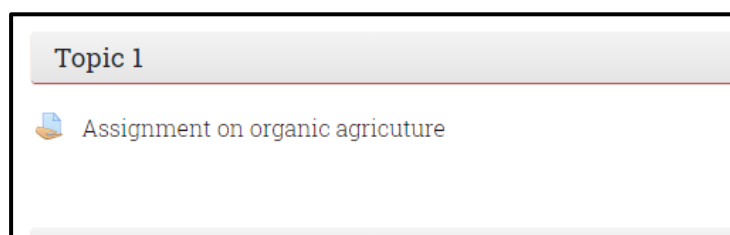


Figure 3-1 Assignment Link

Student should click **ADD SUBMISSION** button to upload the assignment.

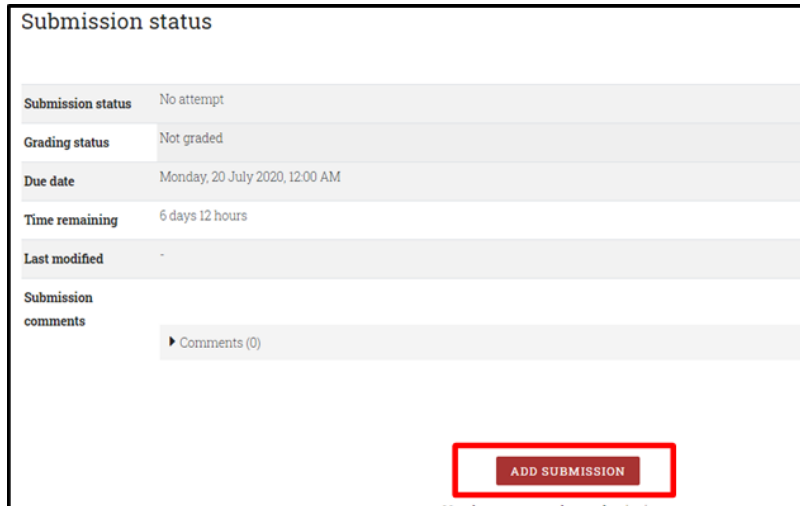


Figure 3-2 Assignment Submission Page

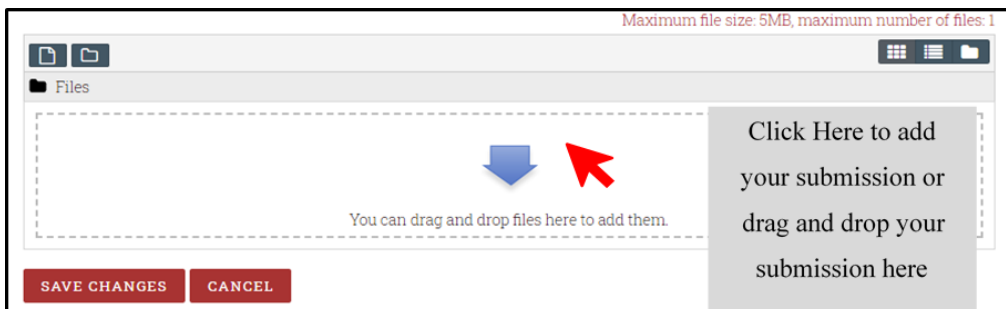


Figure 3-3 Submission upload

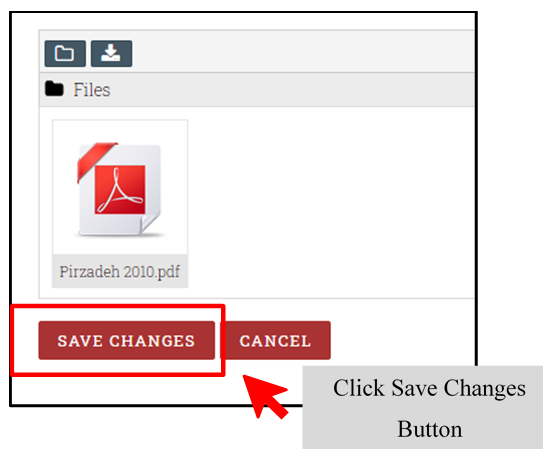


Figure 3-4 Save your submission

Check your status whether your assignment was submitted. And student will receive an email notification about the submission.


Submission status	Submitted for grading
Grading status	Not graded
Due date	Monday, 20 July 2020, 12:00 AM
Time remaining	6 days 12 hours
Last modified	Monday, 13 July 2020, 11:22 AM
File submissions	 Pirzadeh 2010.pdf 13 July 2020, 11:22 AM

Figure 3-5 Submission status

3.2. Working with Quizzes

Simply quizzes similar to Multiple Choice Questions (MCQ). MCQ is a traditional way of evaluating students in many examinations, where the question and a few answer choices is given to the students. The number of choices available may be depends, it may be three, four or five choices. Here the same quiz is made available to the student on line. They can attempt the quiz and select choices / answers. Few important points with regards to conducting quizzes using LMS (eLG), are

- Marking can be automated, so that the students may see the marks, soon after the quiz is over
- Students may come to know the all correct answers soon after the quiz, but it depends on the lectures will.
- Starting and Finishing time is independent from other candidates
- Many advanced security options available
- Many options available to easily regulate examinations rules and regulations, like swapping answers, questions, easy to trace examination forges, etc.
- More than one attempts can be possible, depends on the teachers will

3.2.1. How to attempt a quiz on your course page

You will see the quiz link when you visit your course page. Click on it.

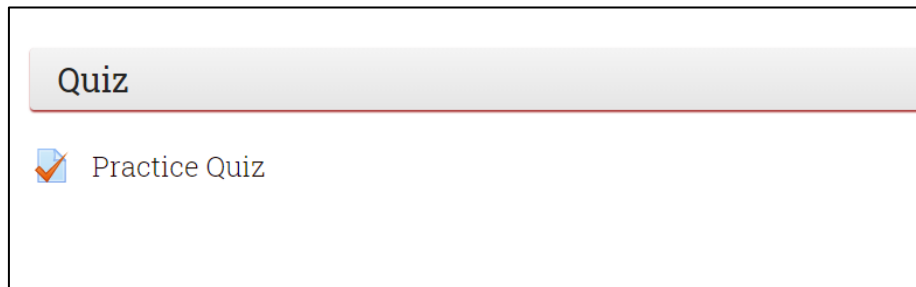


Figure 3-6 Quiz Link

You will see the details of the quiz, such as open date and time, close date and time, number of attempts allowed and time limit for the quiz.

To attempt the quiz, click on the button “ATTEMPT QUIZ NOW”.

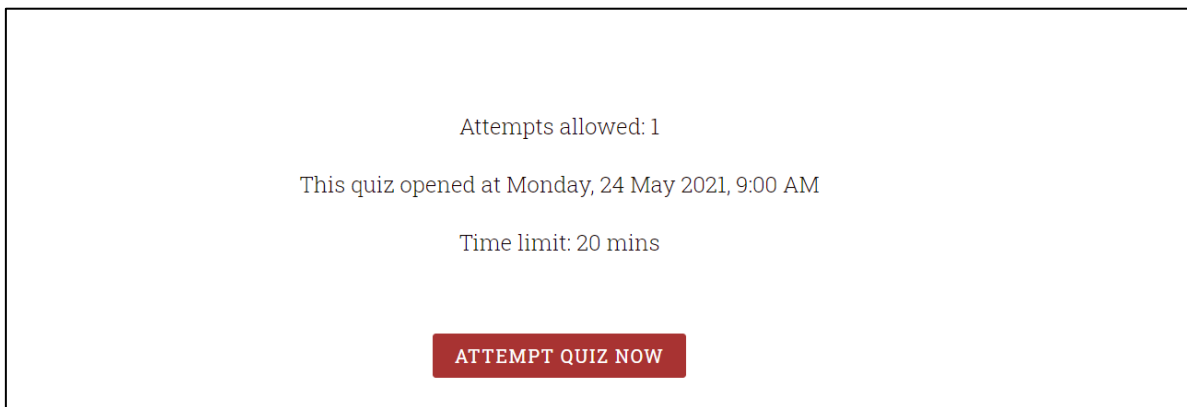


Figure 3-7 Quiz page

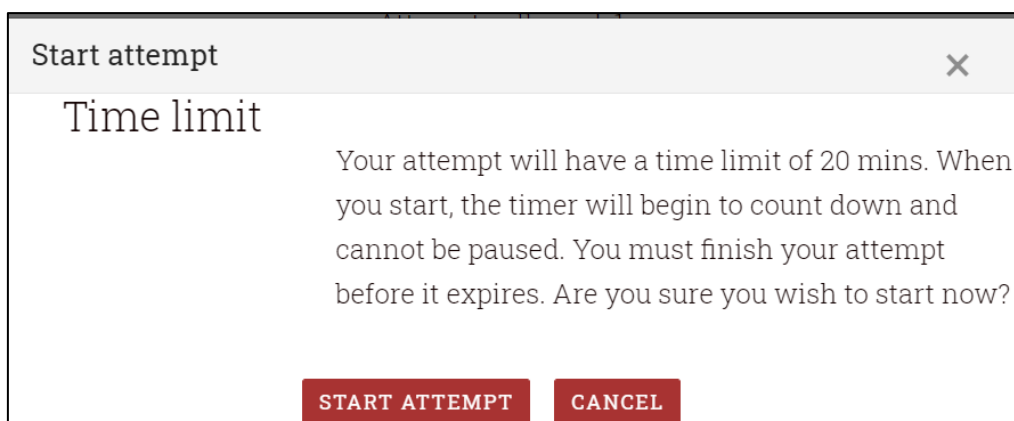


Figure 3-8 Start attempt

You will see the question in a page. Sometimes one question per page of several questions per page. You need to click “NEXT PAGE” button to answer next question.

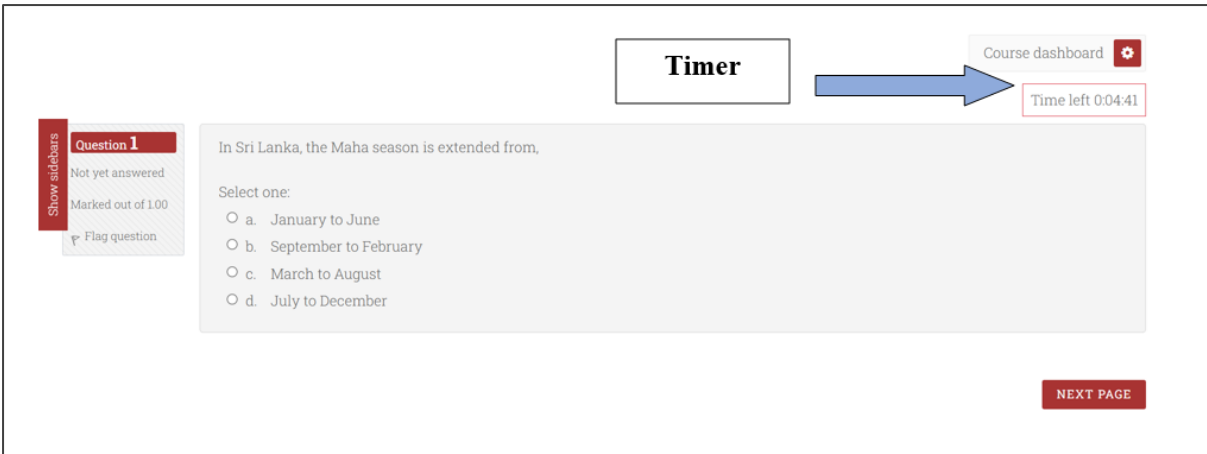


Figure 3-9 Quiz interface 01

Please click on “Show sidebar” button to see your quiz navigation.

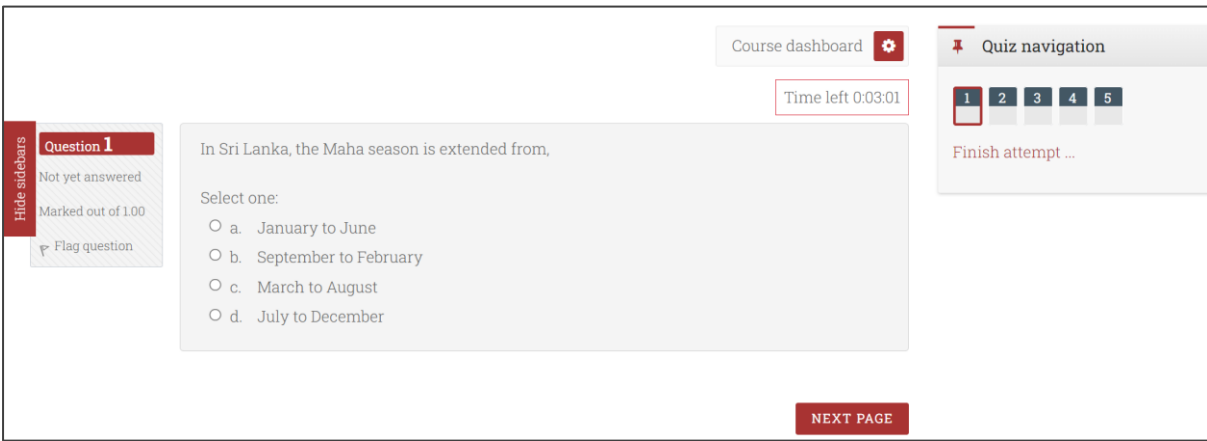


Figure 3-10 Quiz interface 02

At the end of the quiz, you need to submit your answers. Otherwise, when the time is over, the quiz will automatically submit.

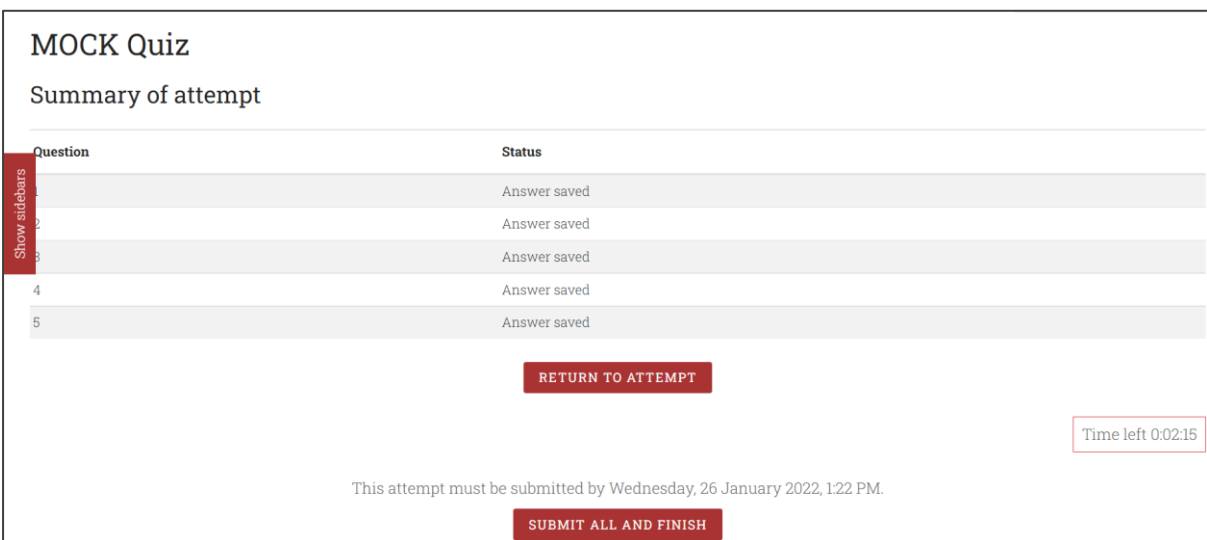


Figure 3-11 Quiz submission page

When you submit your quiz, you will see the marks of your answers.

Attempts allowed: 1
Time limit: 5 mins

Summary of your previous attempts

State	Marks / 5.00	Grade / 100.00	Review
Finished Submitted Saturday, 22 January 2022, 3:10 PM	3.00	60.00	Not permitted

Your final grade for this quiz is 60.00/100.00.

No more attempts are allowed

[BACK TO THE COURSE](#)

Figure 3-12 Final quiz report

Section 4 - Further Information

Students can contact staff members of ICT Center for any further issues / support on using eLG. Through below link students can go through Staff Profiles / Contact Details of ICT Center, Makandura Premises of Wayamba University of Sri Lanka. Especially Mr. C.P Herath (Mr. Chaminda Herath) and Mr. G.W.D.D. Fonseka (Mr. Dinuk Fonseka) are working as the ELG Administrators for Makandura Premises. Students are advised to contact Mr. Chaminda or Mr. Dinuk for further issues / support on using eLG.

University Web link for the Staff Members Profiles / Contact Details of ICT Center

https://ictm.wyb.ac.lk/?page_id=39

Prof. W.J.S.K Weerakkody – Director / ICT Center

Dr. H.A.C.K Jayathilake – Senior Lecturer / Subject Coordinator

Dr. (Mrs.) W.K.G.K.S Weerasinghe – Senior Lecturer / Subject Coordinator

Mr. W.D Samanwickema – Systems Engineer

Mr. E.M.D.S Ekanayake – Asst. Network Manager

Mr. C.P Herath – Instructor in Computer Technology / eLG Administrator (Makandura)

Dr. H.W.H Premachandra – Instructor in Computer Technology

Mr. G.W.D.D Fonseka – Instructor in Computer Technology/ eLG Administrator (Support)

