



HillCross College Students User Guide (For Online Study)

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INTRODUCTION

This e-learning user manual is designed for students studying online at HillCross College to help them get acquainted with the platform and with respect to their study with us.

We've redesigned the user interface with students in mind, carefully putting in place every student's action behind our thought/design process.

We expected little or no issues as you take your exams on the upgraded e-Learning portal.

Kindly make sure that you read and understand the various actions guide stated herein.

From all of us here at HillCross College, we are wishing you a successful study with us.

USER LOGIN

To access the e-Learning platform, you will be required to login with your ID or passport number and password.

The e-Learning website is:

www.online.hillcrosscollege.com

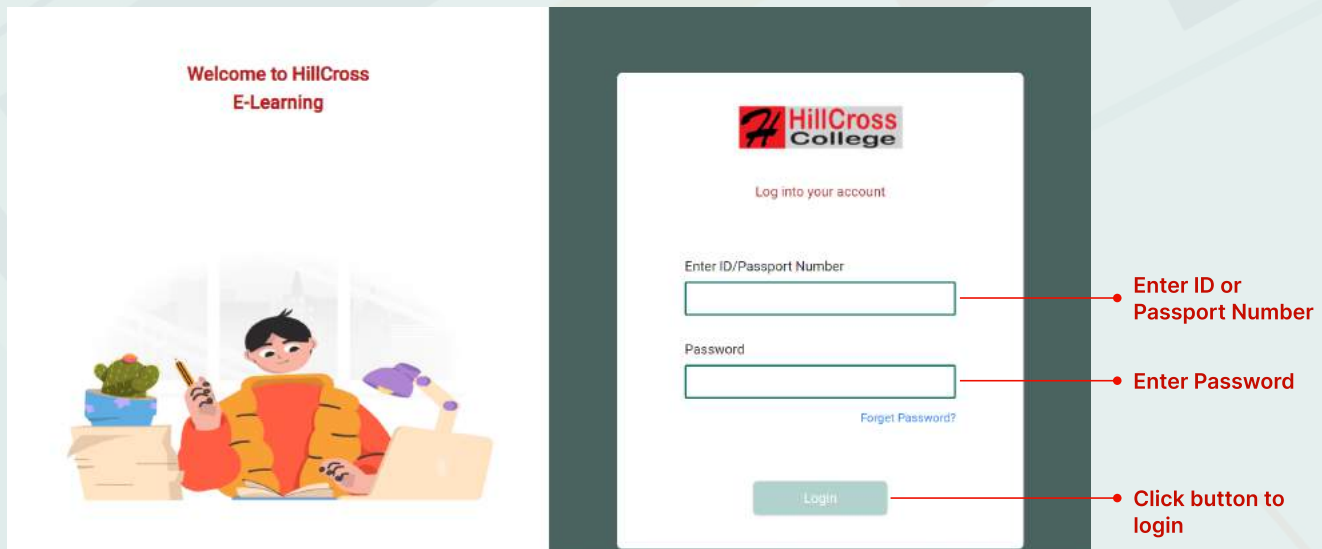


Fig 1.0 Login Page

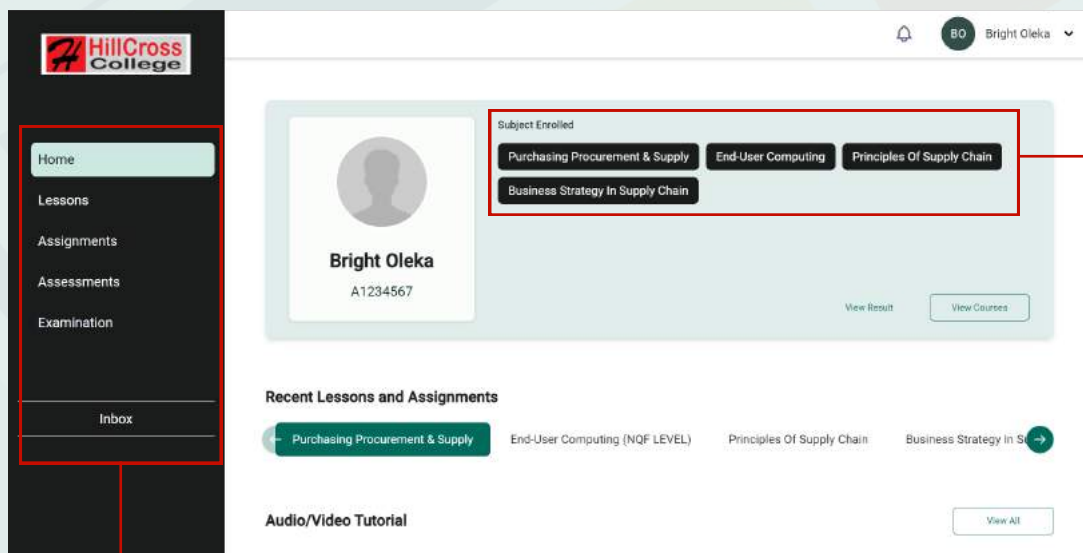
Enter username and password in their respective fields.

You are to fill in all fields to be able to login.

Once you have successfully logged in, you will be redirected to the dashbaord.

DASHBOARD

Once you have successfully logged in to the e-Learning platform, you will be redirected to your dashboard where you can view all your enrolled modules, lessons, assignments, assessments, and examinations on the left-hand-side.



Navigation bar to navigate through the platform

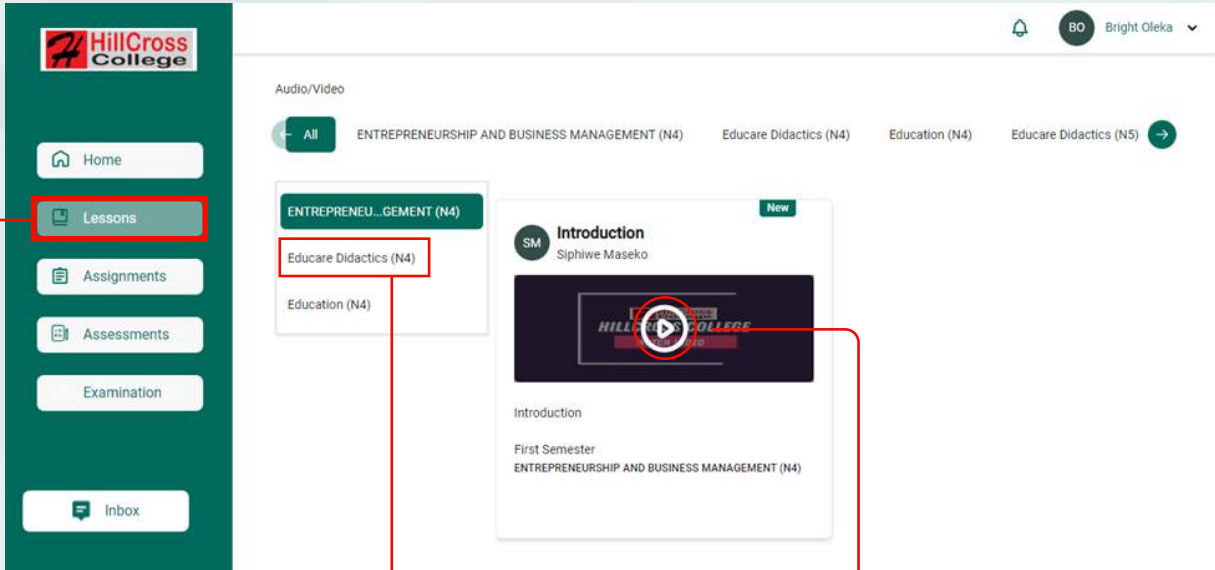
You can see all the modules you enrolled into

LESSONS TAB

When you click on the Lesson tab, it will give you access to see all the videos or audios that has been uploaded by your lecturer for each module you are offering.

Click the **Play button**: To start watching the videos.

Click on the **Next module** tab to see the videos created for that particular module.

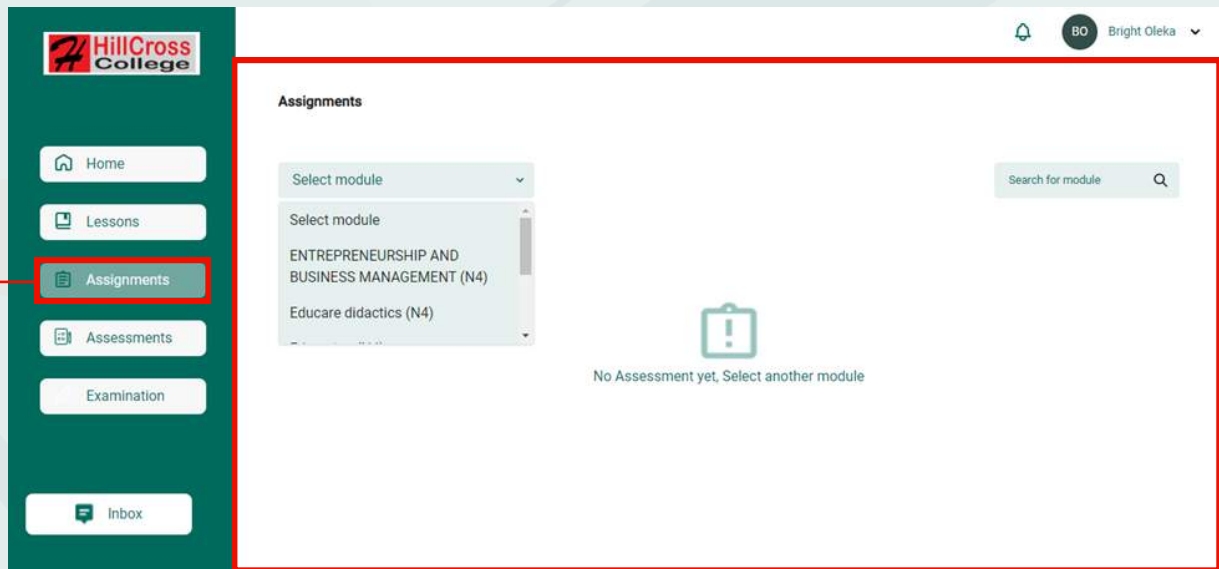


The screenshot shows the HillCross College LMS interface. On the left is a dark green sidebar with navigation options: Home, Lessons, Assignments, Assessments, Examination, and Inbox. The 'Lessons' option is highlighted with a red box. The main content area is titled 'Audio/Video' and shows a filter for 'ENTREPRENEURSHIP AND BUSINESS MANAGEMENT (N4)'. Under this filter, 'Educare Didactics (N4)' is selected and highlighted with a red box. A video player is displayed with the title 'Introduction' by Siphwe Maseko. The play button in the center of the video player is highlighted with a red box. Three red lines with circular endpoints connect these highlighted elements to the following text:

- Click here to Select lessons
- Click here (next module) to see videos created
- Click here (the play button) to start watching lessons

ASSIGNMENT TAB

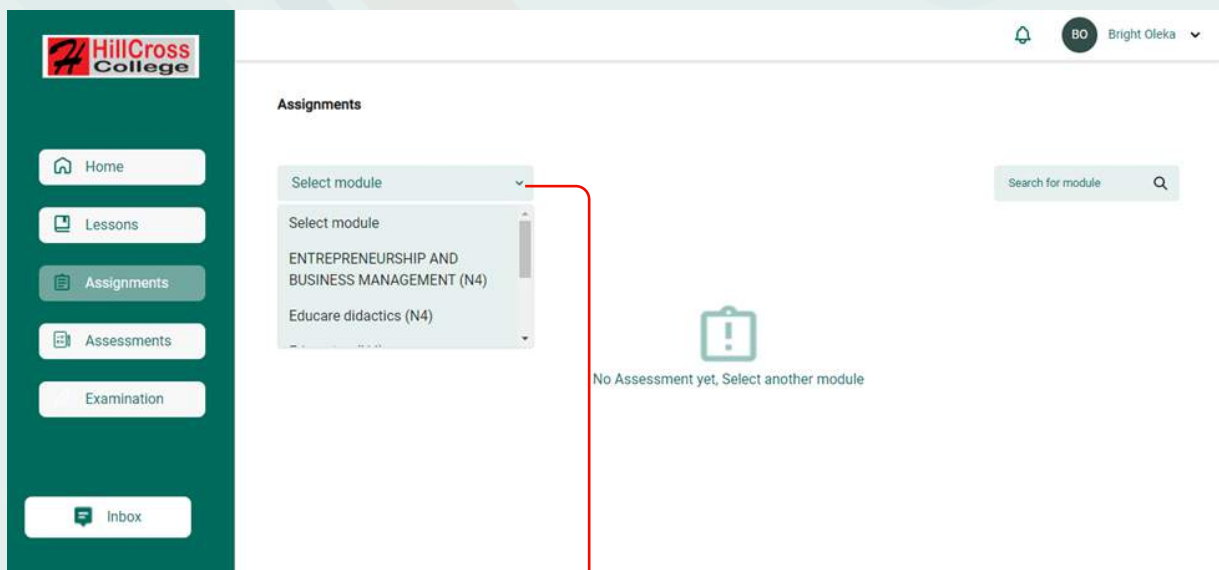
Step 1: Click on the assignment tab to show the space where all your assignments are located.



Click here to see your assignments

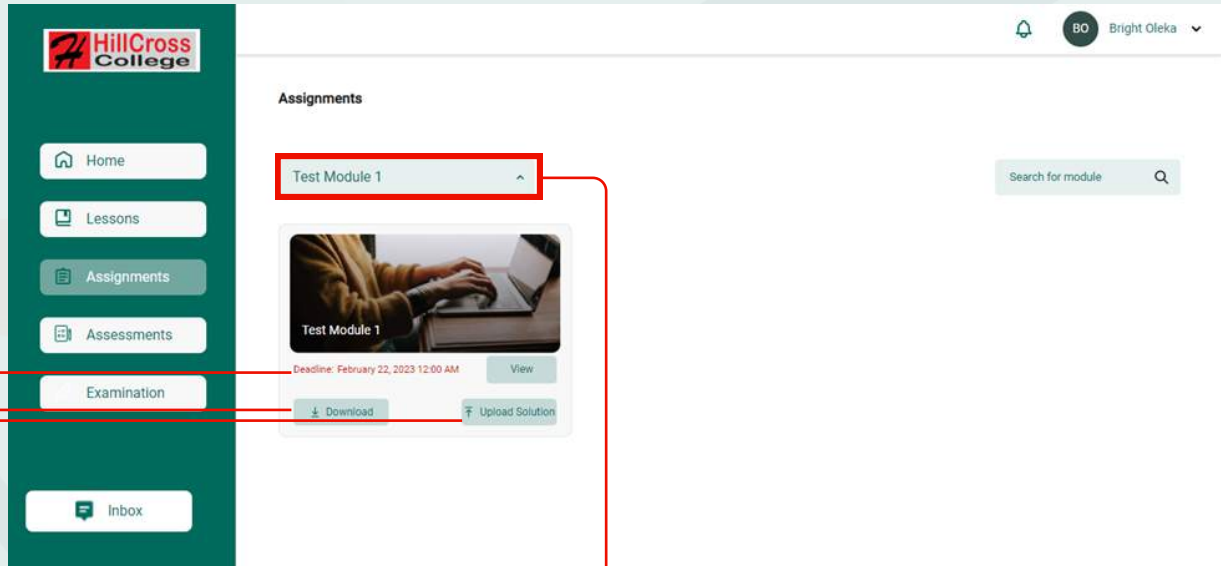
Assignment Dashboard

Step 2: Click on the drop-down option as indicated in the arrow below to select which of the modules assignment(s) you'll like to see and attempt.



Click here to select the module assignment

From the image below, the student selected the module “Test Module 1” and the system returned all the available assignments for that specific module.



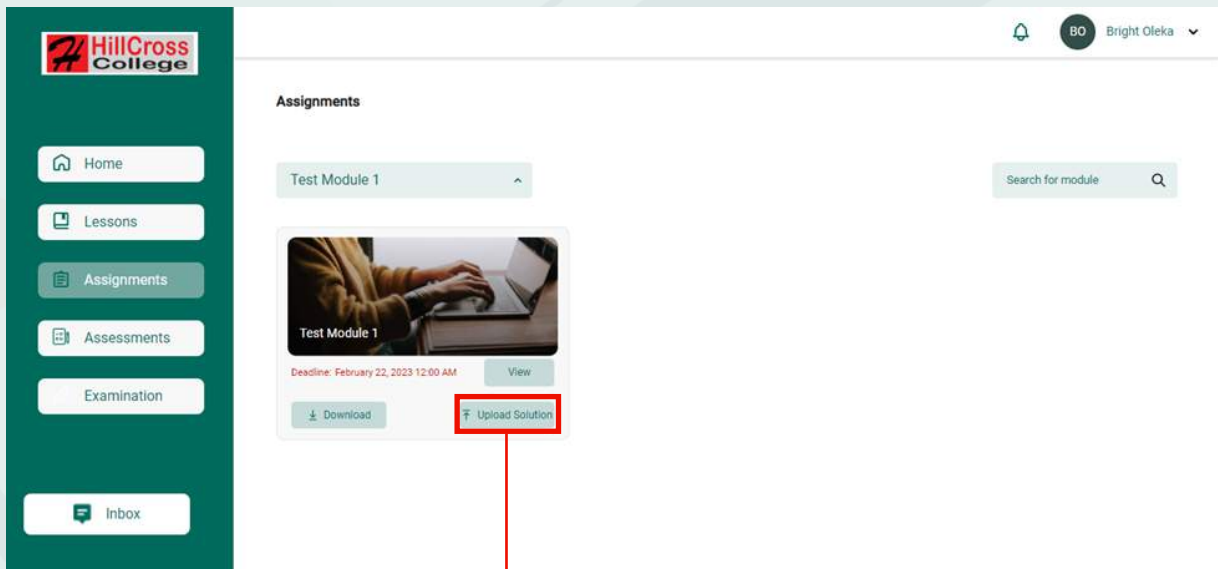
The user selected test module 1 and the assignments for the module is returned by the system

Kindly take note of the following information on the assignment details:

- You will be able to see deadline date for the assignment
- You can also clearly see the option to download the assignment and
- The option to upload your answer booklet

HOW TO SUBMIT YOUR ASSIGNMENT ANSWER

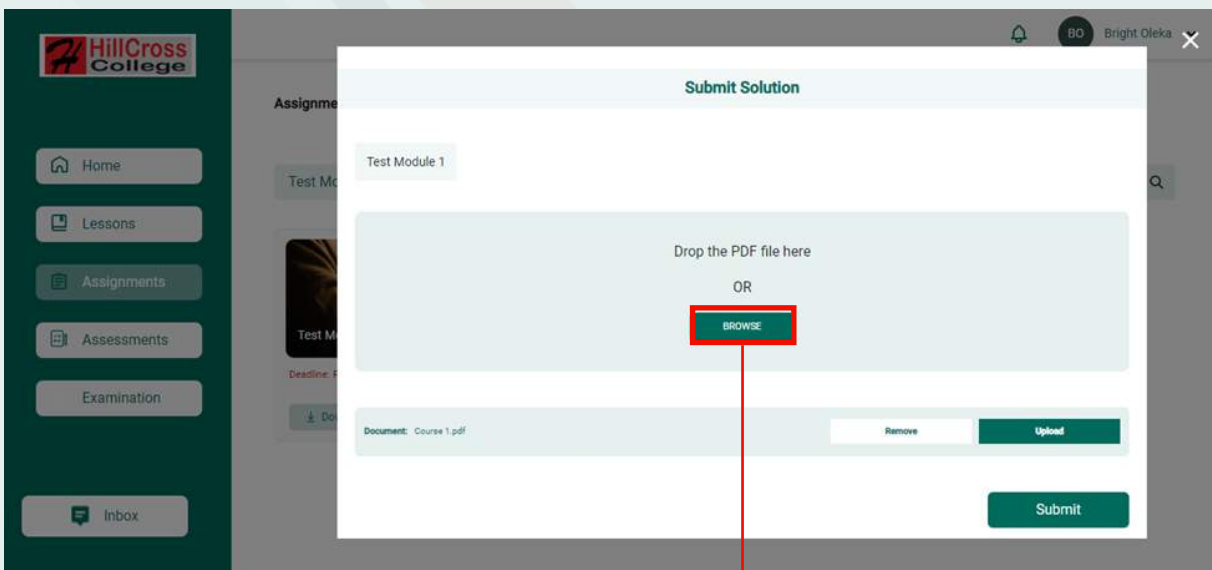
Step 1: Click on the “**upload solution**” as shown in the previous image and image below.



● Click the button to proceed to submit your assignment

You would be taken to this screen

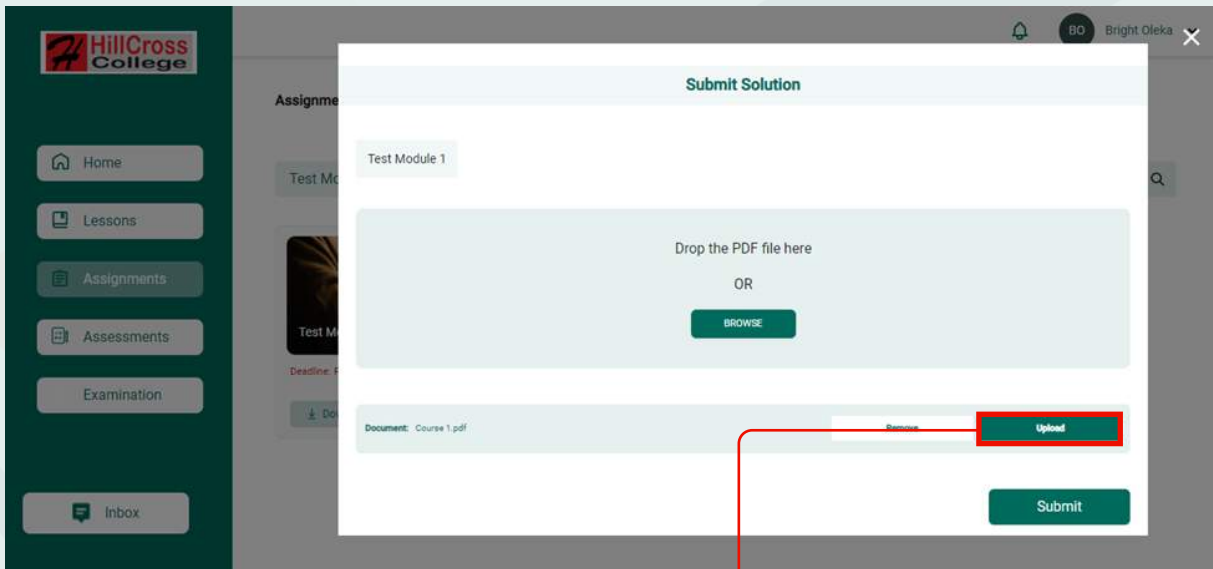
Step 2: Click on the “**Browse**” option as shown below and choose where your answer file is located in your device



● Click the button to locate your assignment on your device

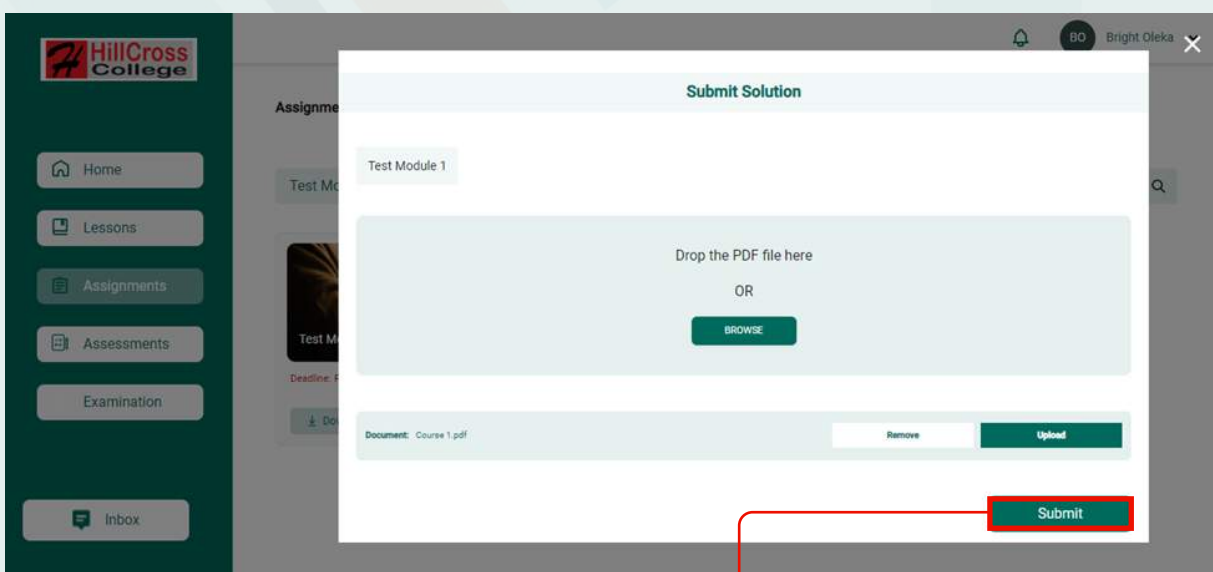
HOW TO UPLOAD AND SUBMIT YOUR ASSIGNMENT

Step 3: Once you've located your answer document and opened it, click on the **"Upload"** option and allow it load up



Click the button to upload your assignment

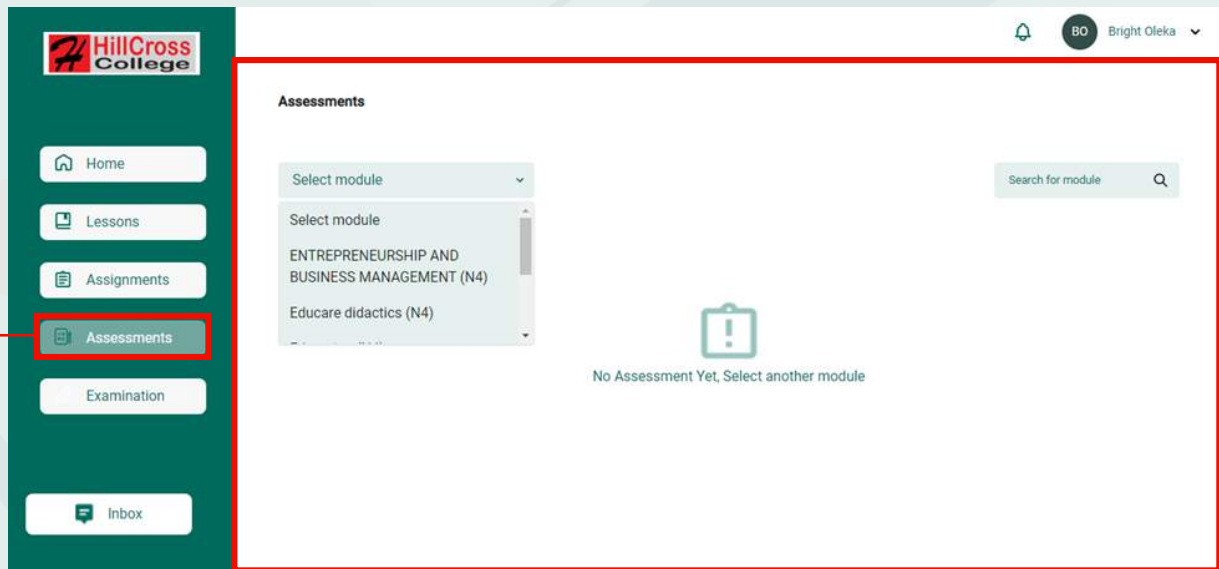
Step 4: Then click on the **"Submit"** button and you'll receive a message saying **"Your assignment has been submitted successfully"**



Click the button to upload your assignment

ASSESSMENT TAB

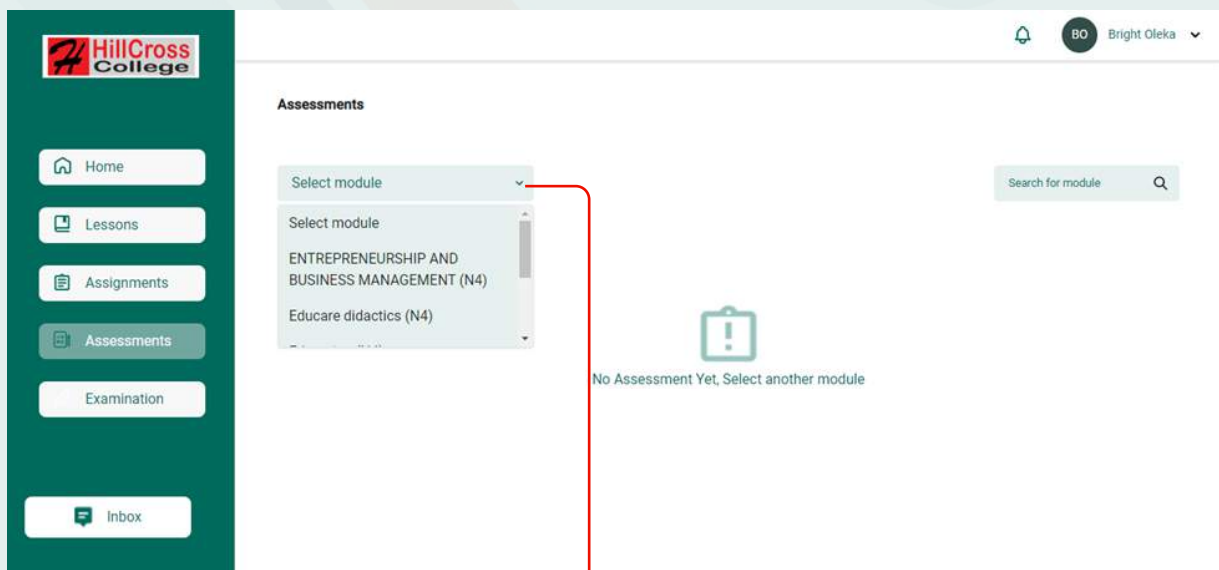
Step 1: Click on the assessment tab to show you the space where all your assessment are located.



Click here to see your assessment

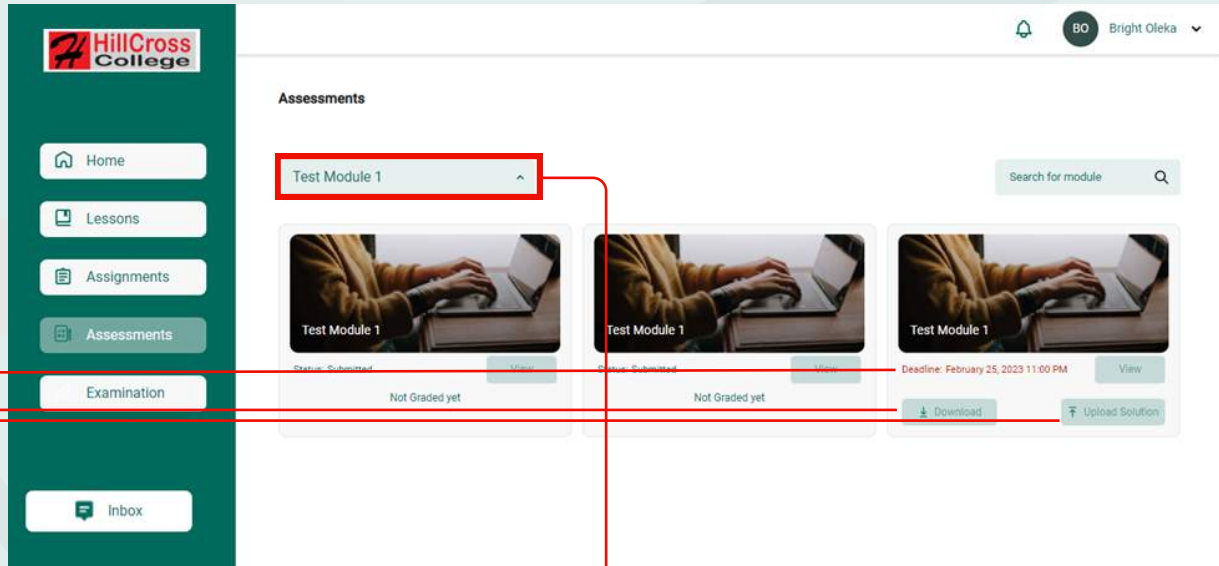
Assessment Dashboard

Step 2: Click on the drop-down option as indicated in the arrow below to select which of the modules assessment(s) you'll like to see and attempt.



Click here to select the module assessment

From the image below, the student selected the module “Test Module 1” and the system returned all the available assessment(s) for that specific module.



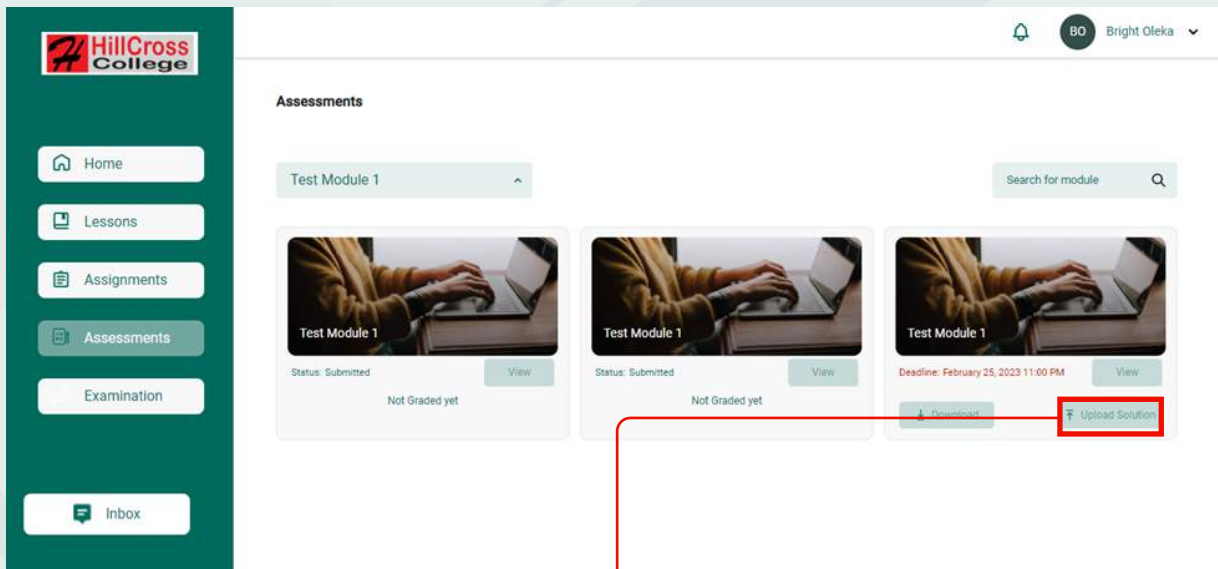
• The user selected test module 1 and the assessment(s) for the module is returned by the system

Kindly take note of the following information on the assessment details:

- You will be able to see deadline date for the assessment(s)
- You can also clearly see the option to download the assessment(s)
- The option to upload your answer booklet

HOW TO SUBMIT YOUR ASSESSMENT ANSWER

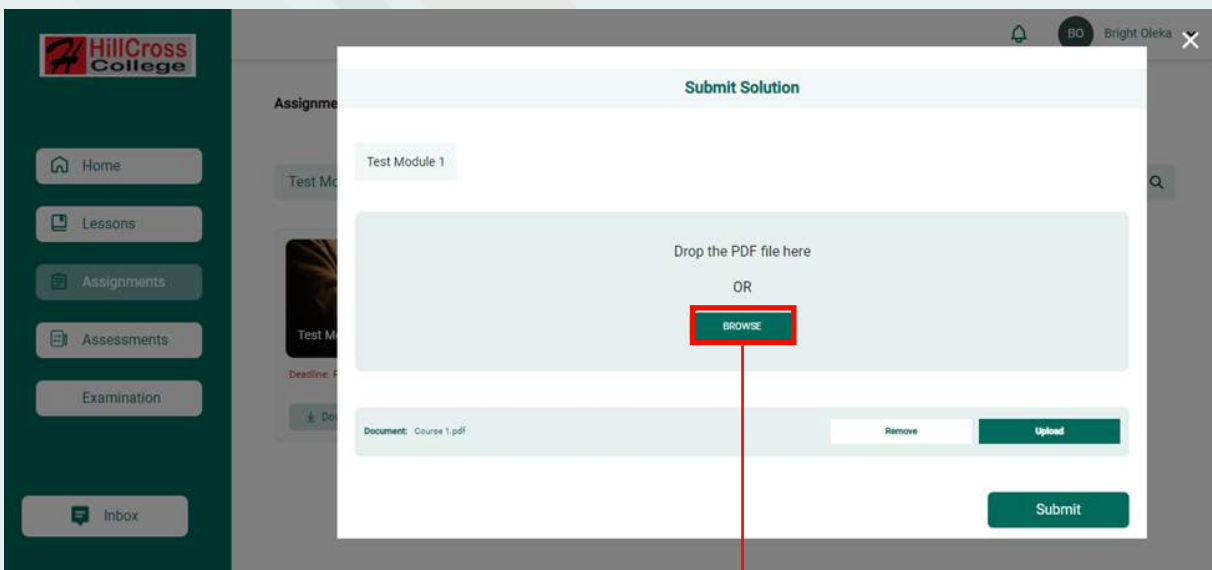
Step 1: Click on the “**upload Assessment**” as shown in the previous image and image below.



Click the button to proceed to submit your assessment

You would be taken to this screen

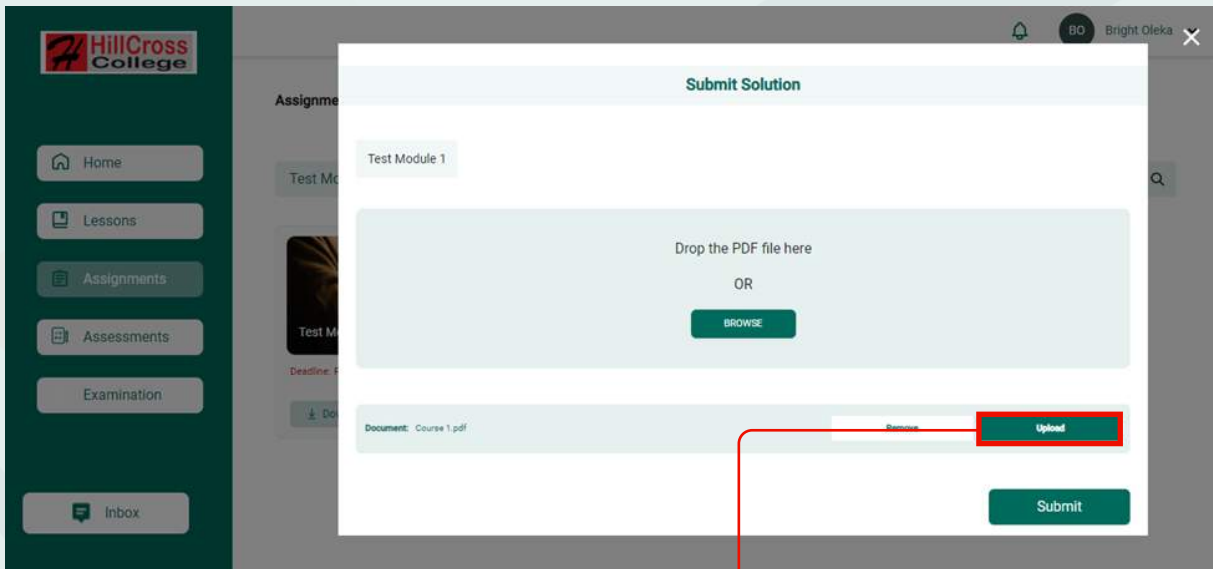
Step 2: Click on the “**Browse**” option as shown below and locate where your answer file is located in your device



Click the button to locate your assessment on your device

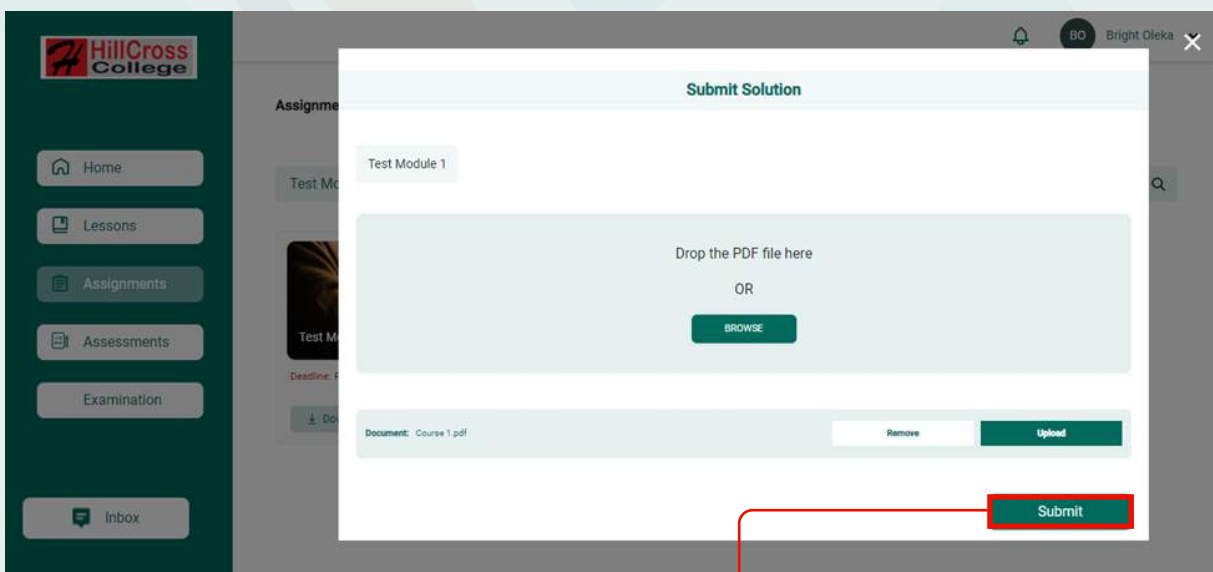
HOW TO UPLOAD AND SUBMIT YOUR ASSESSMENT

Step 3: Once you've located your answer document and opened it, click on the **"Upload"** option and allow it load up



Click the button to upload your assessment

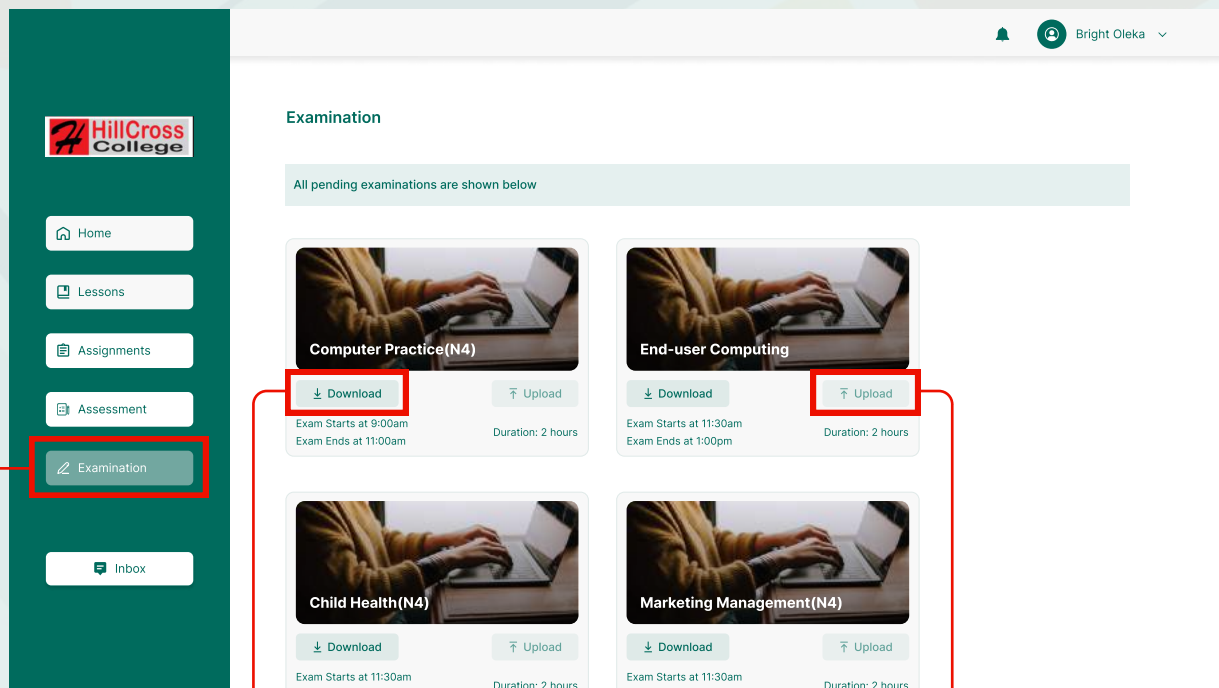
Step 4: Click on the **"Submit"** button and you'll receive a message saying **"Your assessment has been submitted successfully"**



Click the button to upload your assessment

EXAMINATION DASHBOARD

Once you have successfully logged in to the dashboard page, check the left hand panel where you will see “Home”, “Lessons”, “Assignments”, “Assessment”, “Examination”, click on the “**Examination**” button and it will redirect you to see all your upcoming exam(s) schedule.



Click here to go to Examination dashboard

Click to download exam question

You can upload your solution to the exams here.

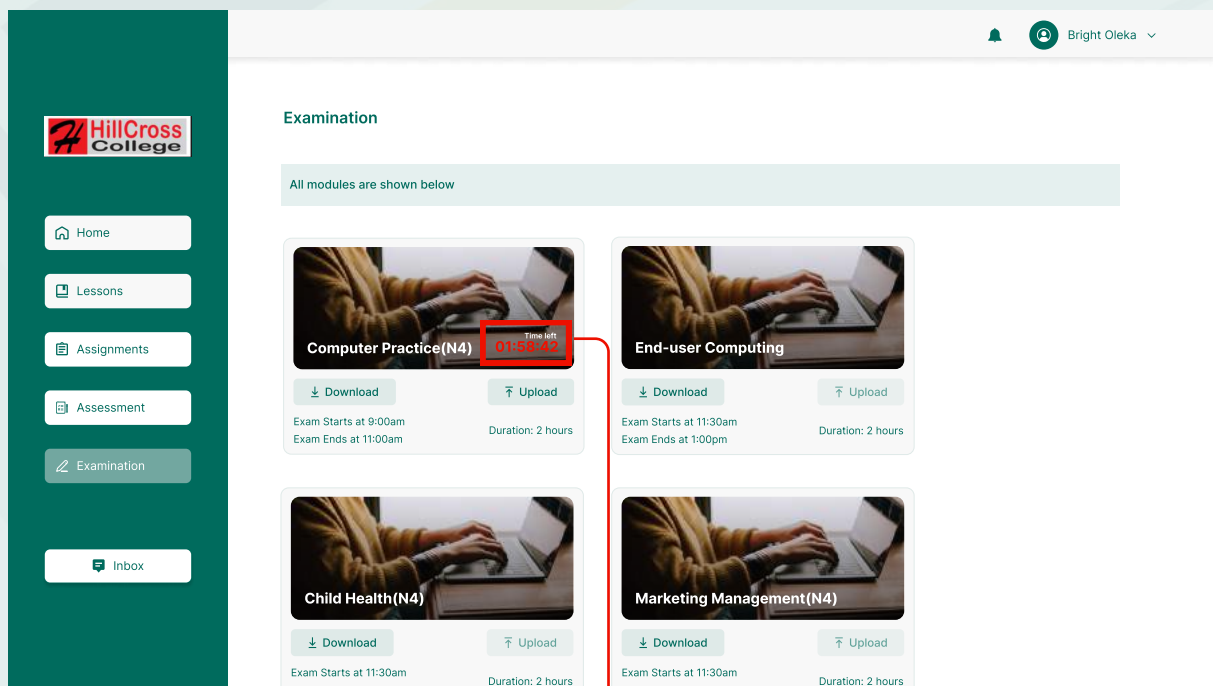
Note: The Download button will remain inactive until it's time for the exam to be submitted.

EXAMINATION - START EXAM

This section is for those students whose exam will be written online.

The timer automatically starts counting down at the start of the exam, and you have to upload your answer booklet before the time runs out.

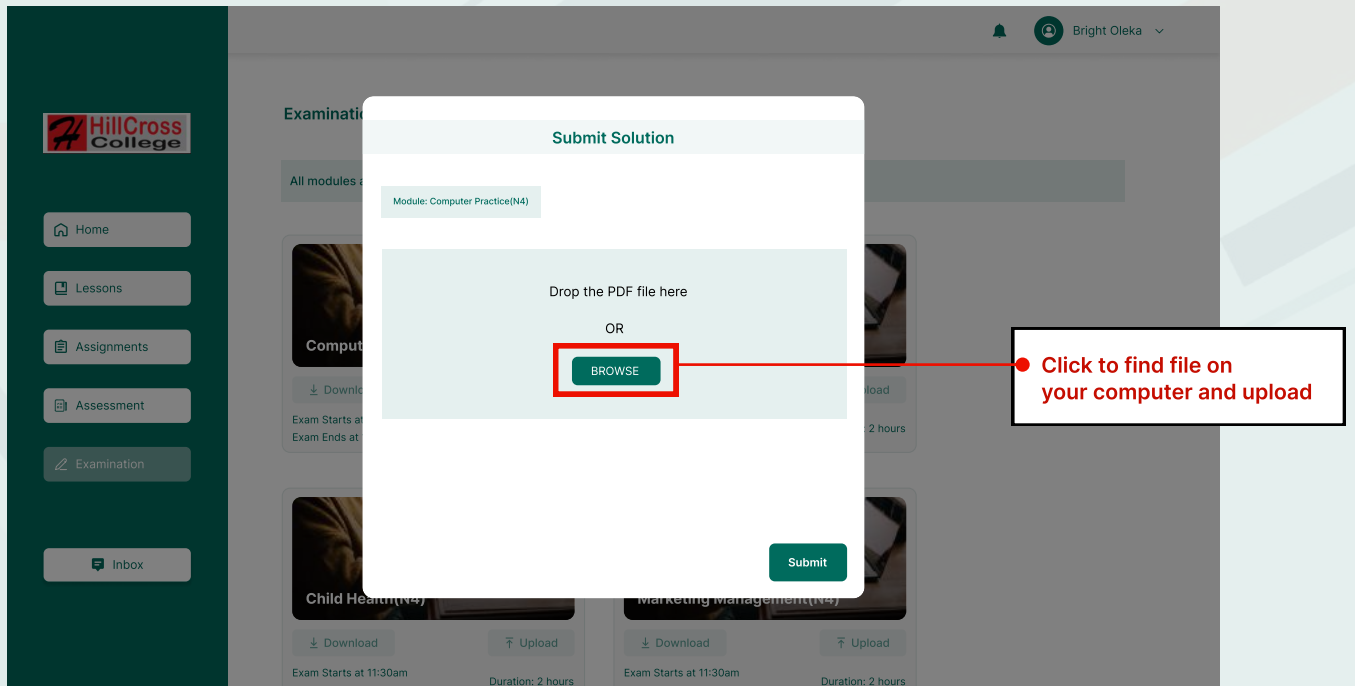
N/B: Please be mindful of the timer, because you will not be able to upload your answer booklet once the timer runs out.



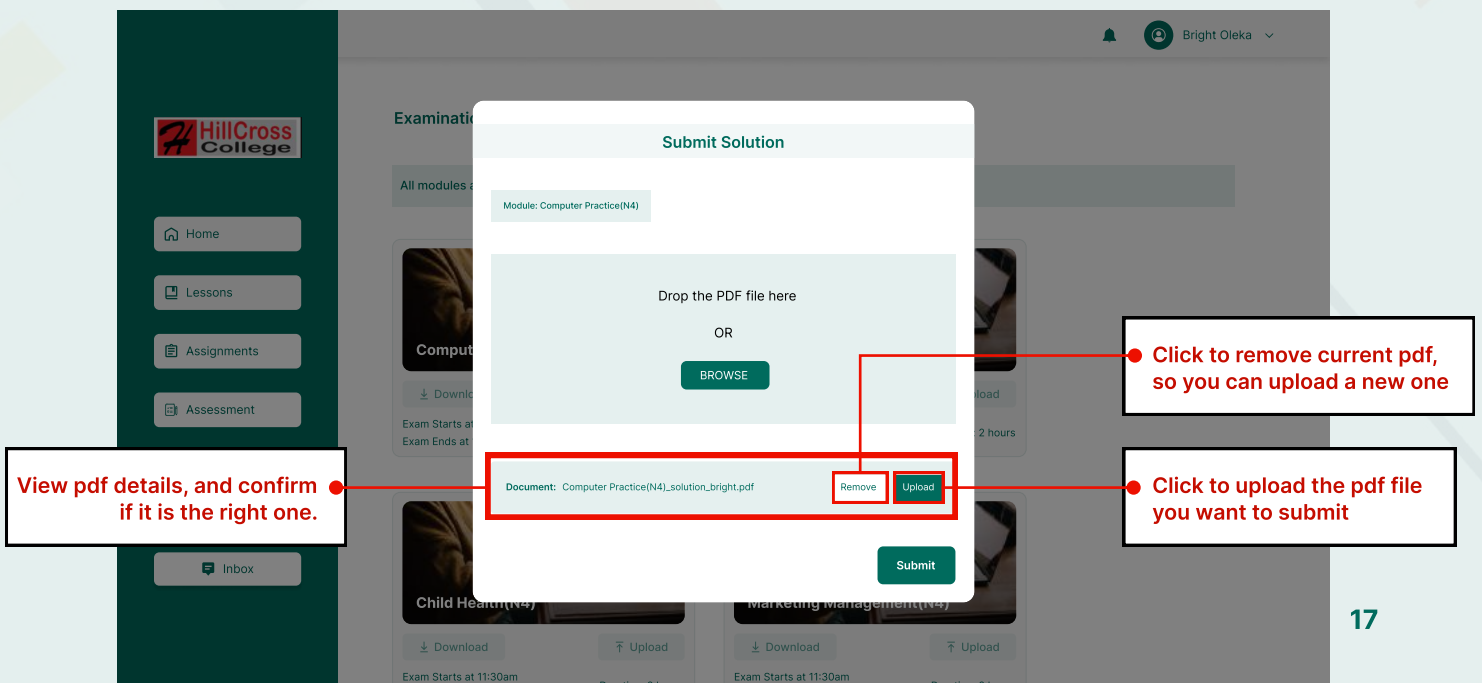
The timer automatically starts counting down once the exam begins

EXAMINATION - SUBMISSION 1

To submit your exam answer booklet, click on the “**Upload**” button. Thereafter, you will be shown the option to upload the pdf from your device.



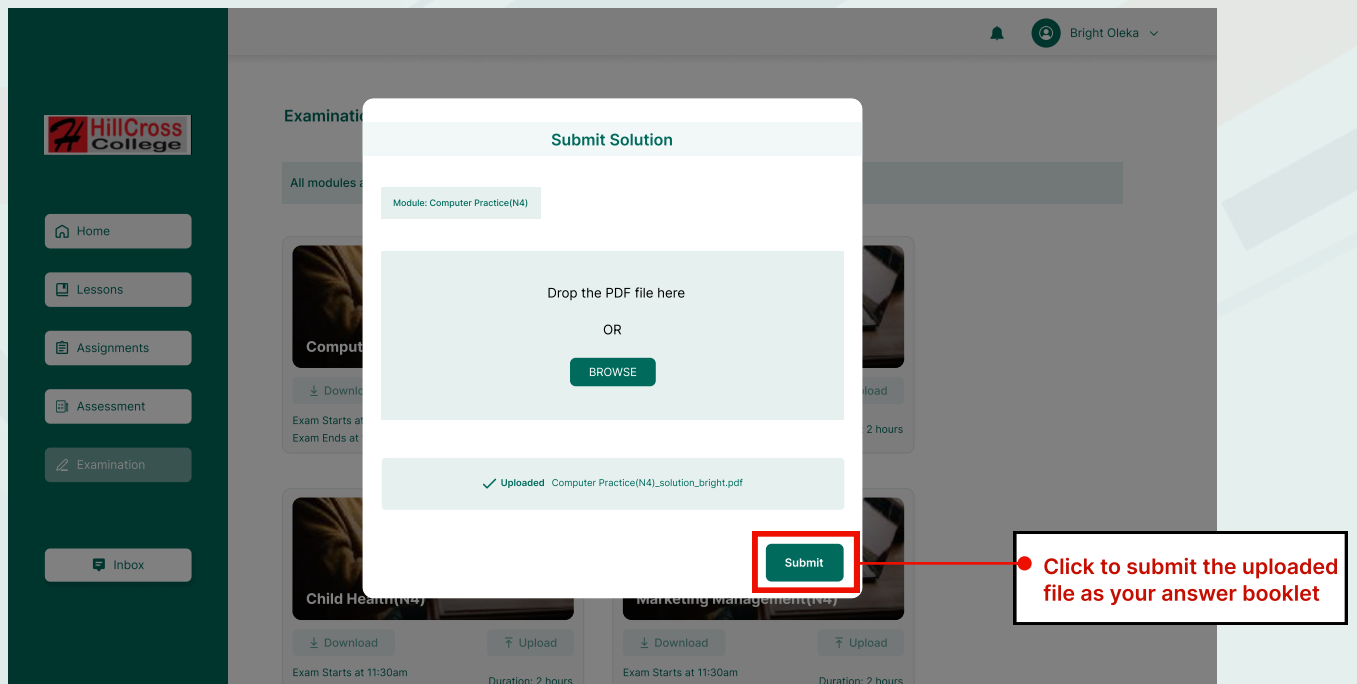
After you have uploaded your answer booklet, you will be able to see the document name, so you can confirm it is the right one. If it is not the right one, you can remove it, then click on “**Browse**” to upload the right one. Once you have confirmed, you can click on “**Submit**” to submit your answer booklet.



EXAMINATION - SUBMISSION 2

Once you click on the “**Upload**” button, you would get a message that you have successfully uploaded your answer booklet.

To submit your answer booklet for grading, click on the “**Submit**” button.



Submit Solution

Module: Computer Practice(N4)

Drop the PDF file here

OR

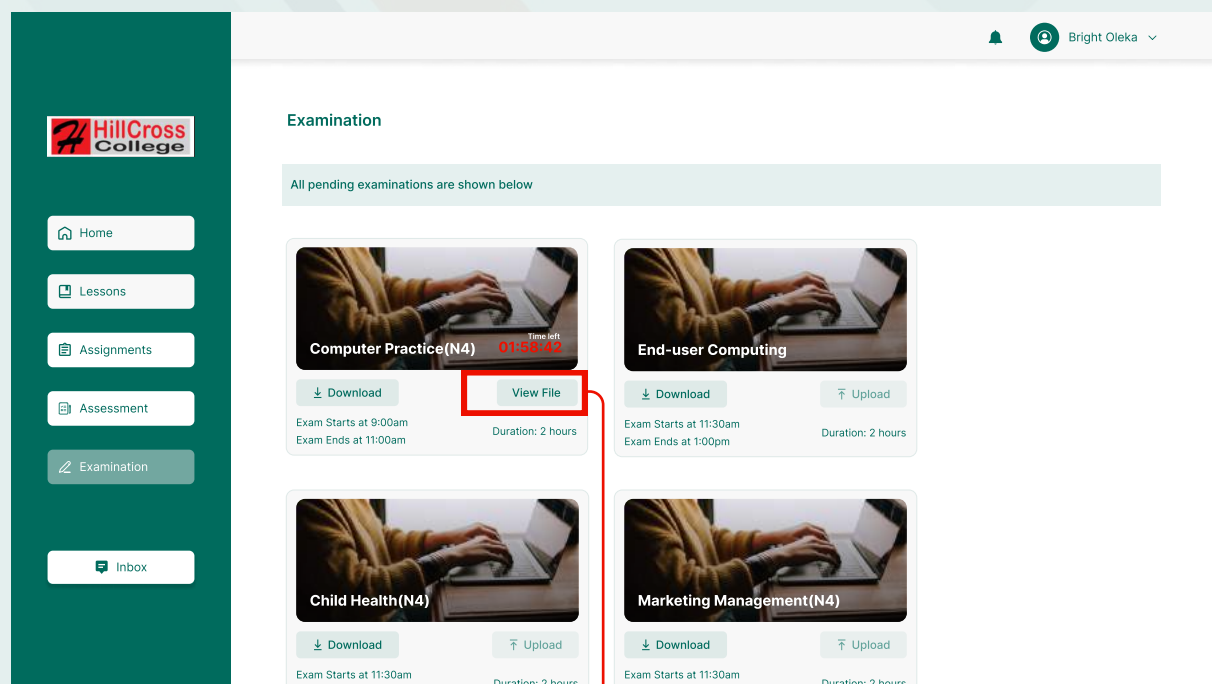
BROWSE

✓ Uploaded Computer Practice(N4)_solution_bright.pdf

Submit

Click to submit the uploaded file as your answer booklet

Note: You can now view your solution by clicking the “**View file**” button



Examination

All pending examinations are shown below

Computer Practice(N4) Time left 01:58:42

Download View File

Exam Starts at 9:00am Exam Ends at 11:00am Duration: 2 hours

End-user Computing

Download Upload

Exam Starts at 11:30am Exam Ends at 1:00pm Duration: 2 hours

Child Health(N4)

Download Upload

Exam Starts at 11:30am Exam Ends at 1:00pm Duration: 2 hours

Marketing Management(N4)

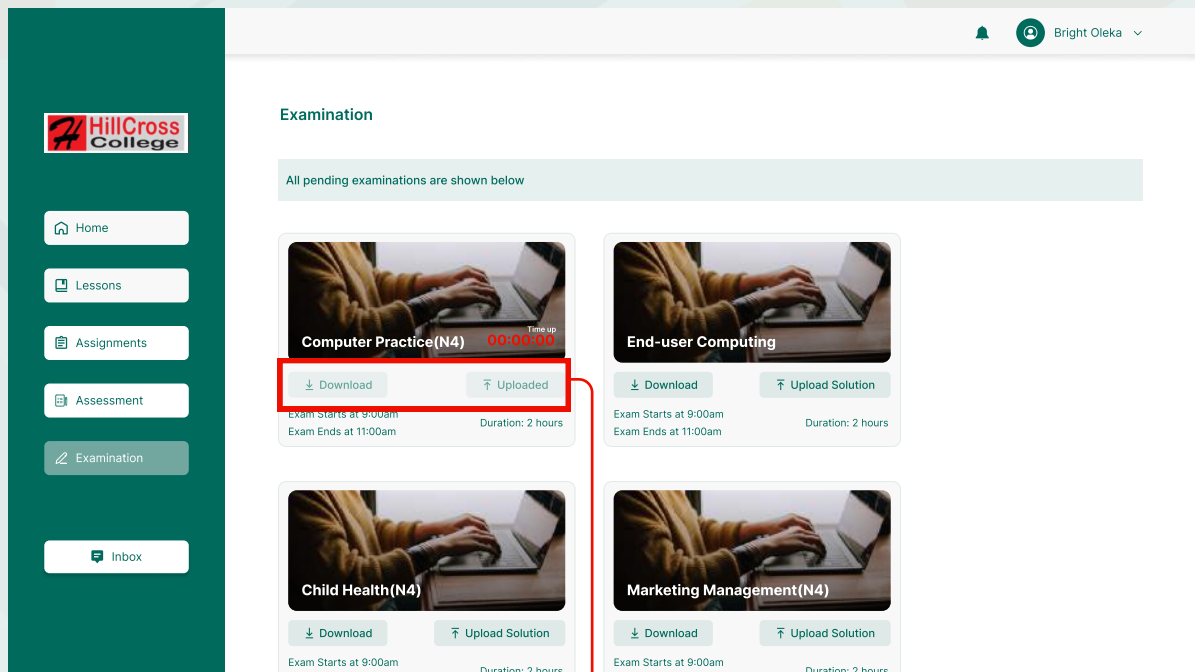
Download Upload

Exam Starts at 11:30am Exam Ends at 1:00pm Duration: 2 hours

You can view file after submission

EXAMINATION - TIME UP

If you fail to upload your answer booklet before the time runs out, you would not be able to submit again.



The screenshot shows the HillCross College examination interface. On the left is a dark green sidebar with navigation buttons: Home, Lessons, Assignments, Assessment, Examination (highlighted), and Inbox. The main content area is titled 'Examination' and displays a list of pending exams. The first exam, 'Computer Practice (N4)', has a 'Time up' warning and a red box around its 'Download' and 'Upload Solution' buttons. The other three exams, 'End-user Computing', 'Child Health (N4)', and 'Marketing Management (N4)', have their buttons enabled. Each exam card shows the start and end times and a duration of 2 hours.

Buttons remain disabled once time is up.

INTRODUCTION (Document Upload)

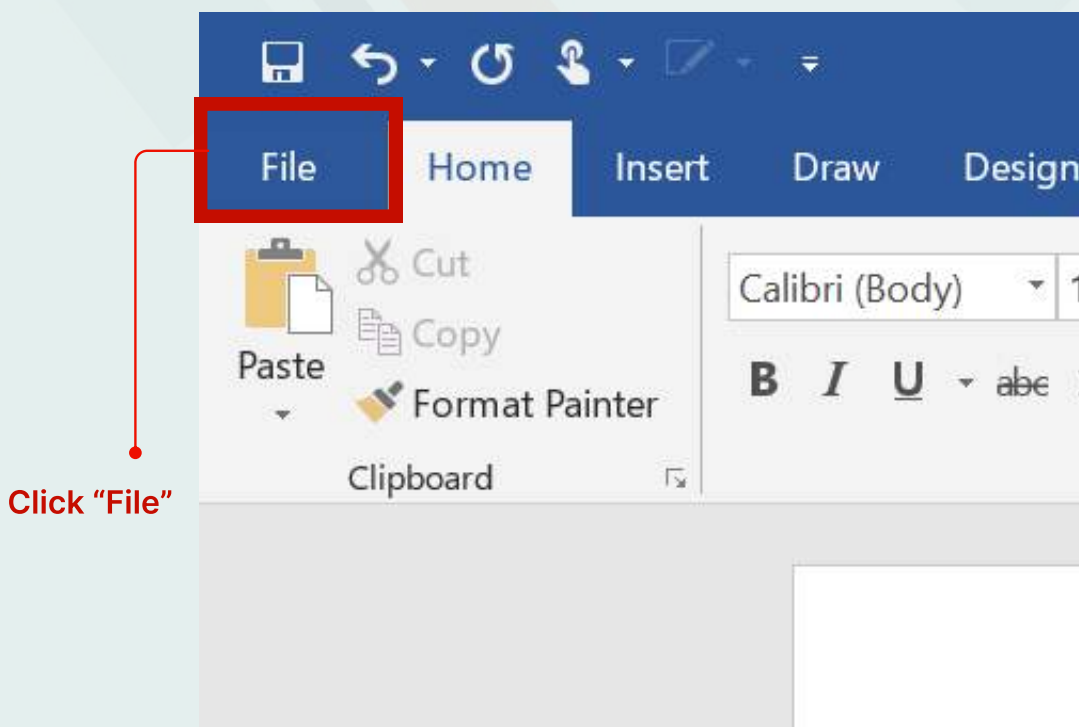
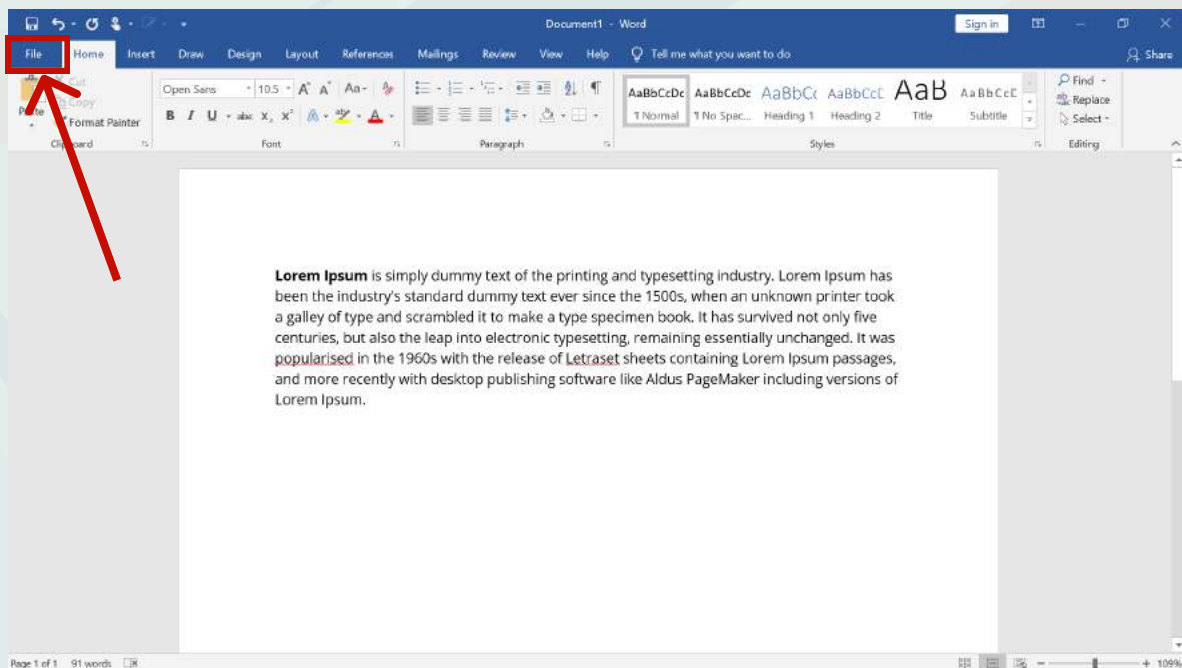
It is important to note that the only acceptable type of document that must be uploaded to the system is a PDF document.

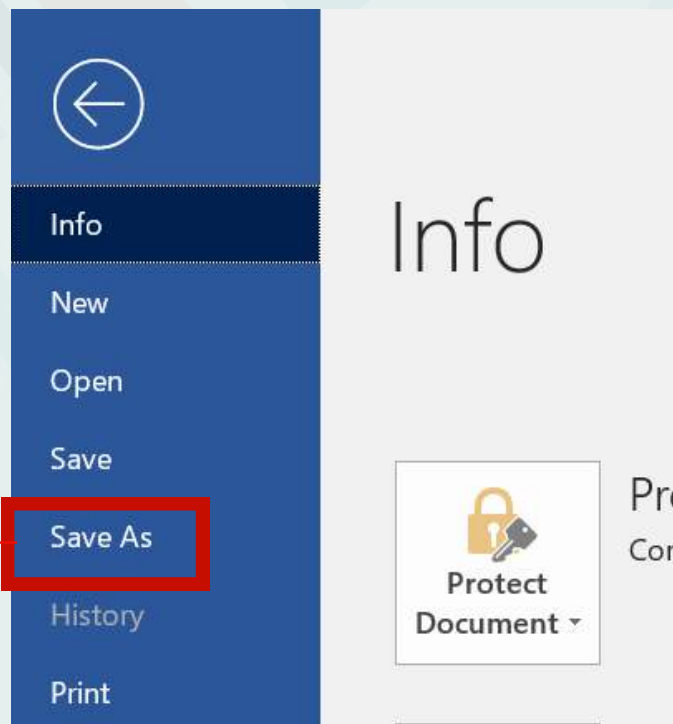
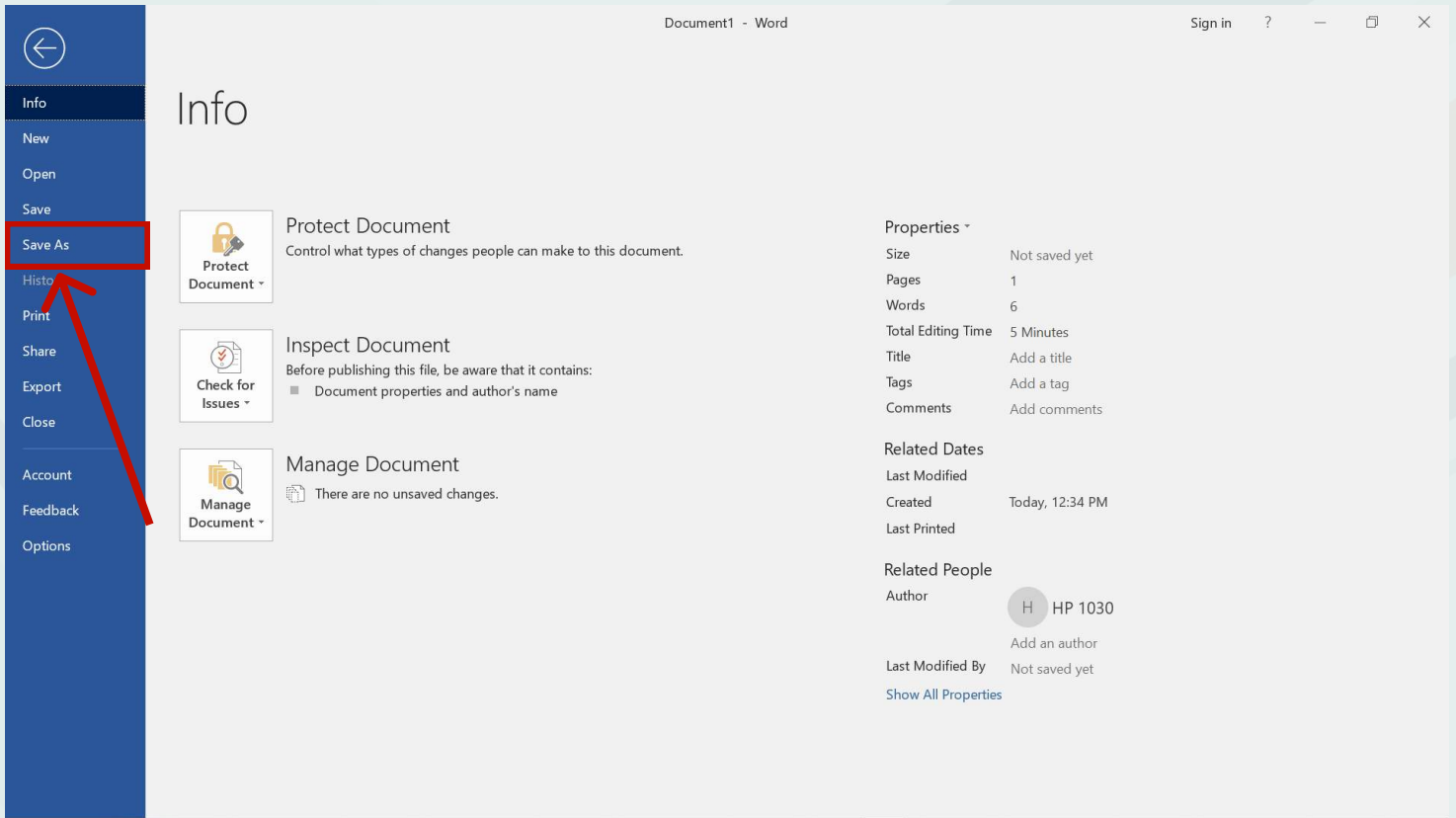
Non-PDF document that are uploaded would not be marked.

Students are hereby advised and warned against uploading non-PDF documents.

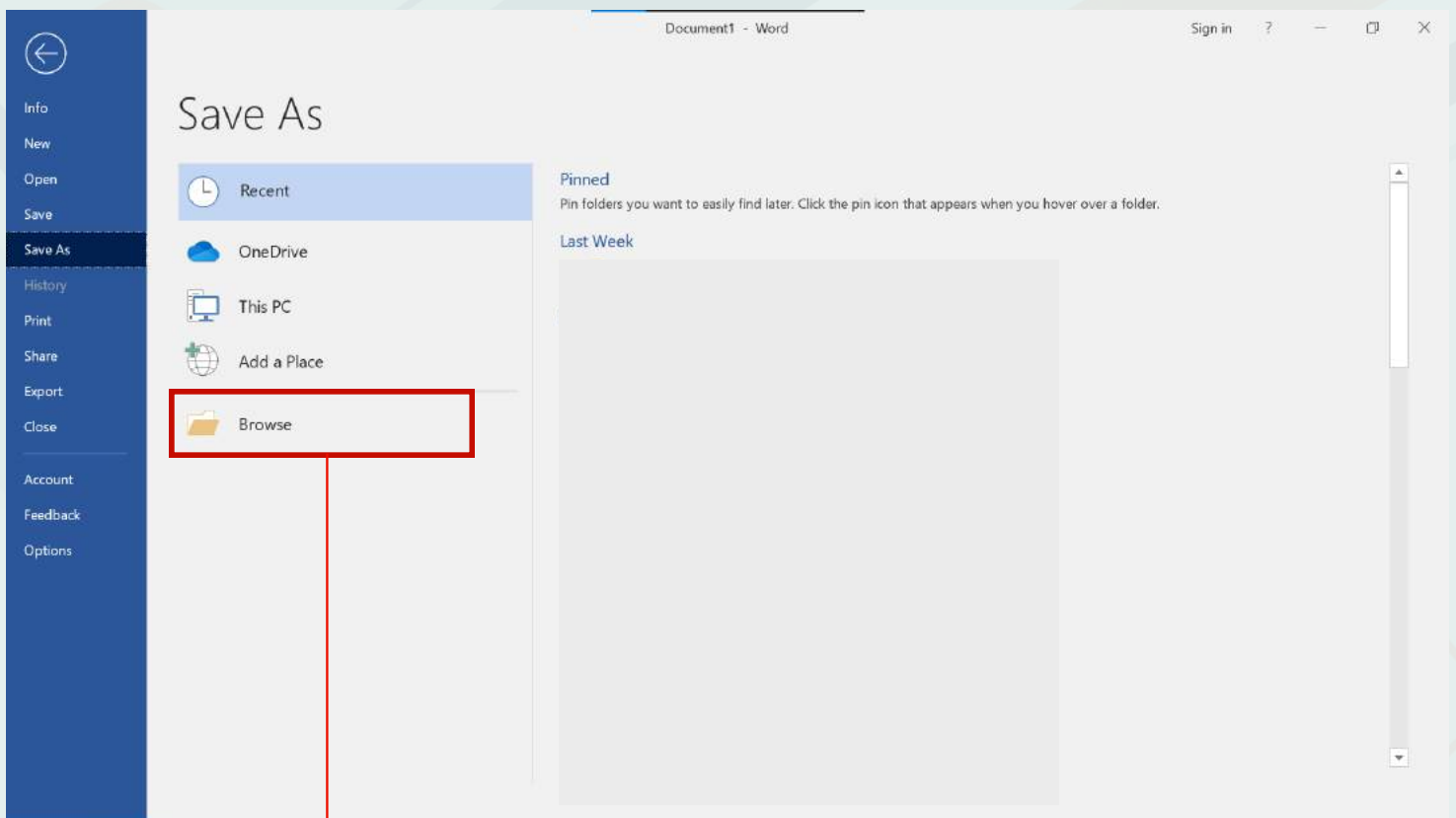
How to convert microsoft document to a pdf document

Below are a pictorial illustration on how to convert your microsoft document answer booklet into a PDF document.





Click "Save As"



Click "Browse" to open your computer file manager

