



UNITE LMS

User Guide

**Everything you need to know
about the UNITE LMS
platform to succeed in this
course**



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1.0 INTRODUCTION

Welcome to the UNITE LMS Platform User Guide. This guide is designed to help new and old users to quickly become familiar with the key features and functions of the UNITE Learning Management System (LMS). Whether you're a student accessing your courses or an instructor managing your learning content, this guide provides clear, step-by-step instructions to help you navigate the platform efficiently.

UNITE LMS offers a user-friendly interface, centralized course access, interactive tools for communication, and powerful features to support your learning journey. This guide covers the basics from logging in to submitting assignments so you can get started with confidence.

ABOUT CPD COURSES

The CPD courses have been thoughtfully designed to accommodate to your busy schedule, allowing you to enhance teaching competencies at your own convenience.

Over the course of four months, you will engage with three enriching modules: Project-Based Learning (PBL), Study Career Guidance (SCG) and

2.0 HOW TO ACCESS UNITE LMS

To start your learning journey, you will need access to the UNITE LMS platform. By the start of the course, the Campus LMS Admins will give you a personalized login credentials and a link to the platform. Keep this data somewhere safe. You will need them often during the course.

FOLLOW THESE STEPS!

Go to your internet browser (like google or Firefox or Safari) on your laptop, PC or phone . Make sure your data is on and you have a internet access.

Type this out in the URL bar:

elearning.unite.ac.ug

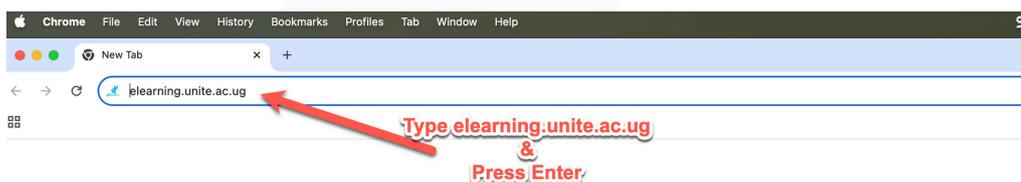
and press enter.

Not sure? Look at the visual steps below

Access Your Internet Browser. The icons look like this



Go to the URL and type **elearning.unite.ac.ug**

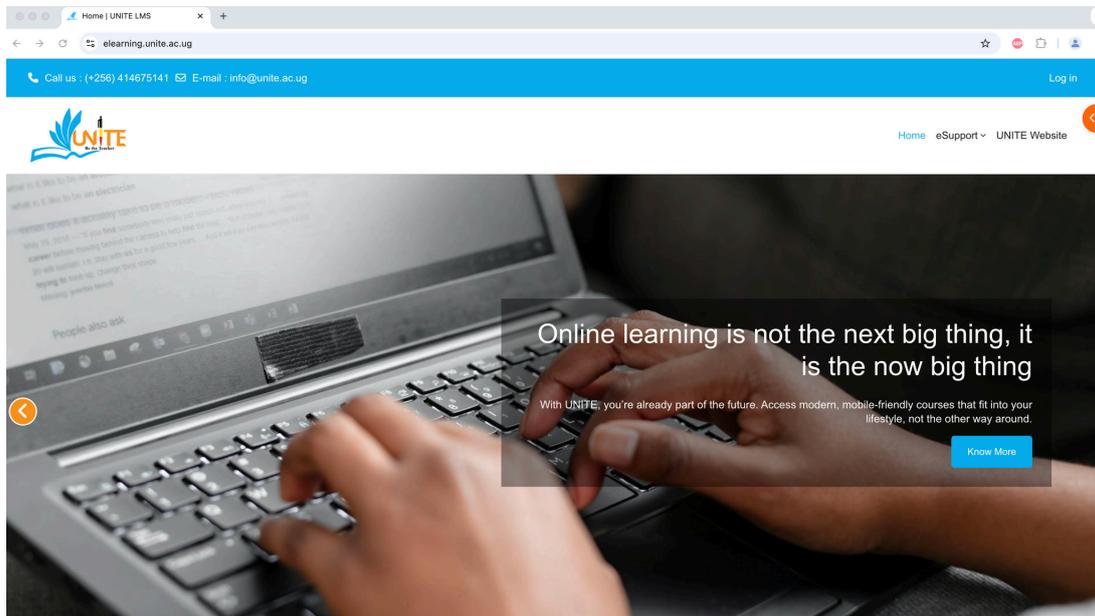


Google

Search Google or type a URL



YOU GOT ACCESS!



Welcome to UNITE LMS

Our LMS offers essential tools and support to help you learn and teach effectively. Explore key features like help desk support, course access, getting started guides, and mobile learning all designed to get you started with ease.



GETTING STARTED GUIDE

New to Moodle? Our Getting Started Guide walks you through how to log in, find your courses, participate in discussions, and track your progress. It's the perfect first step to becoming confident and self-sufficient in using the platform.



AVAILABLE COURSES OVERVIEW

Explore our growing list of CPD and professional development courses designed for educators, professionals, and learners of all backgrounds. Each course is tailored to support flexible and self-paced learning.



MOBILE ACCESS & FLEXIBILITY

Learn anywhere, anytime. Our Moodle platform is fully mobile-compatible, allowing you to access course content, submit assignments, and participate in forums directly from your phone or tablet with no compromise on features.



LMS HELP DESK

Need technical support? Our LMS Help Desk is here to guide you. Whether you're having trouble logging in, uploading assignments, or navigating the platform, our ICT support team is available to assist via email, WhatsApp, or direct messaging support.

Welcome to UNITE E-Learning Platform!

Welcome to the UNITE E-Learning Platform! Embark on a journey of transformative teacher education tailored for your growth. Here, our national mandate to coordinate and provide all levels of teacher training meets innovative learning experiences. Dive into a dynamic and engaging environment designed to empower you with the skills needed for professional competence and to be responsive to the educational needs of our community. Your path to becoming an impactful teacher in Uganda starts here! Rooted in our dedication to quality and inclusivity, this platform empowers you to excel in your professional development, from initial training to advanced studies and continuous growth.

Site news

There are no discussion topics yet in this forum.

LEARN ANYTIME, ANYWHERE

Enjoy our online courses, wherever you are and whenever you want. Access course content on mobile, tablet or desktop.



Login to Access Courses



The Uganda National Institute for Teacher Education (UNITE) was created on 5th July 2024 by Statutory Instrument No. 53 of 2024 under the existing Universities and Other Tertiary Institutions Act (UOTIA), Cap. 262, as Other Degree Awarding Institution (ODAI). UNITE was established as a multi-campus institution with Campuses at Kabale, Kaliro, Mubende, Muni and Unyama. UNITE has its headquarters in Kira Municipality (former Shimoni Core PTC) [Read More](#)

Info

[UNITE Website](#)
[Academic Programs](#)
[Development Partners](#)
[UNITE Campuses](#)
[Moodle.com](#)

Contact Us

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Email : info@unite.ac.ug

Follow Us

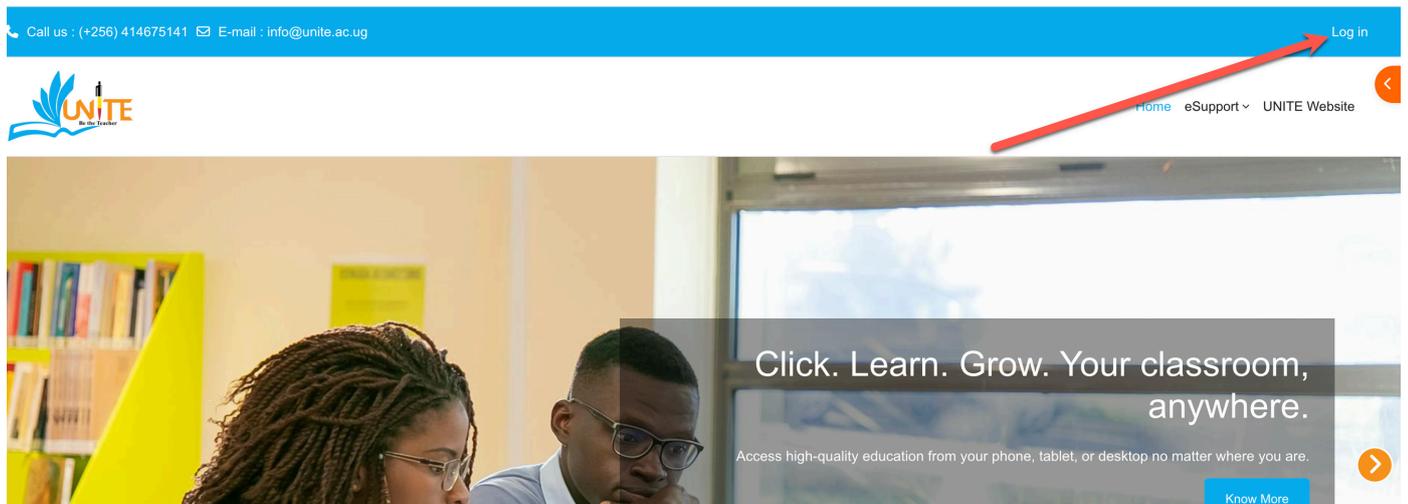


3.0 HOW TO LOG IN ON THE UNITE LMS PLATFORM

WHAT WILL YOU NEED FOR THIS STEP?

Your personalized login username and password that were shared with you.

Click the Login link on the top Right Corner of the LMS



Fill in the Login Details

A screenshot of the UNITE login form. The form is white and features the UNITE logo at the top, which includes a blue leaf-like graphic and the text "UNITE Be the Teacher". Below the logo are two input fields: "Username or email" and "Password". A red arrow points to the "Username or email" field, and another red arrow points to the "Password" field. Below these fields is a blue "Log in" button, with a red arrow pointing to it. Underneath the button, there is a link that says "Lost password? Press Log in when done". At the bottom of the form, there is an orange "Cookies notice" button.

WHAT IF YOU CAN NOT LOG IN?



If you have trouble logging in, you have multiple options to seek help and guidance. Do not hesitate to reach and try out to any of them if needed.

1. Try to login again

The first step is to double check if you typed your login correct. A small mistake is made quick.

2. Ask your peers

If you have trouble logging in, ask if your peers experience the same or they found a way how to manage it.

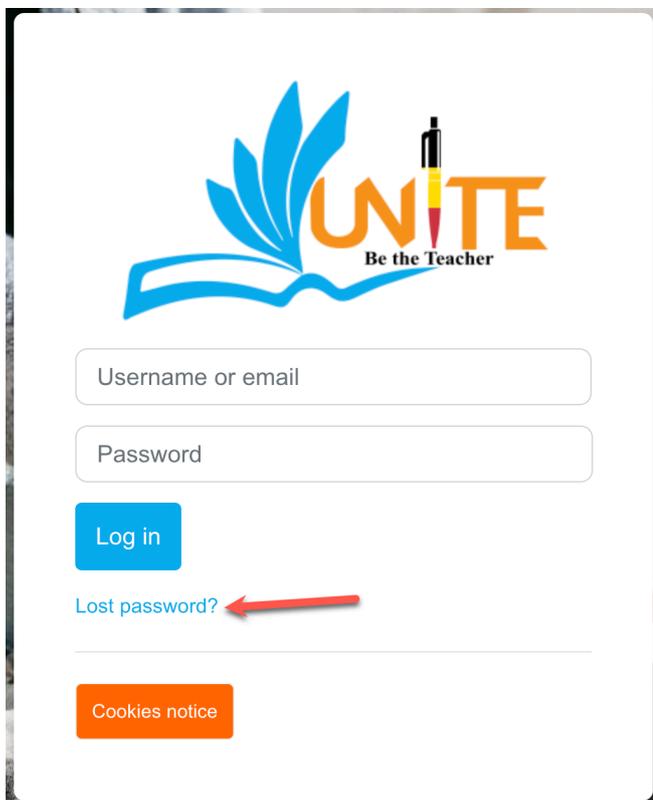
3. Reach out to the ICT helpdesk

Know who your ICT UNITE Campus LMS Admin. They are there to help you overcome these problems.

4.0 WHAT IF I FORGOT MY PASSWORD?

Everybody can forget something! There is a simple way to regain access to your account. Follow the steps below if this happens to you.

1. Press on the 'lost password?' link



Type either your username or email and click the search button

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

Search by username

Username

Search

Search by email address

Email address

Search

If you supplied a correct username or unique email address then an email should have been sent to you.

It contains easy instructions to confirm and complete this password change. If you continue to have difficulty, please contact the site administrator.

Continue

5.0 NAVIGATING THE UNITE LMS PLATFORM

After logging in successfully, you will be able to access the UNITE LMS platform. Here, you can view your courses, access learning materials, and engage in different activities, all illustrated in the image below.

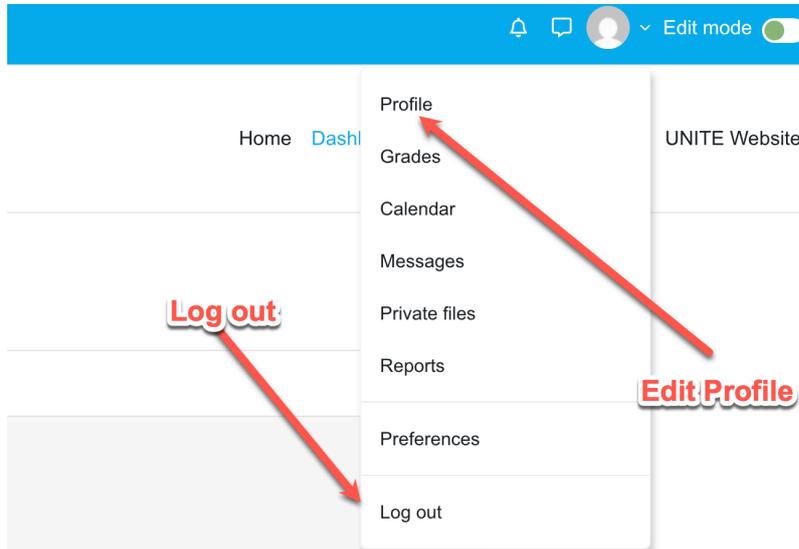
The screenshot shows the UNITE LMS dashboard. At the top, there is a blue header with contact information: "Call us : (+256) 414675141" and "E-mail : info@unite.ac.ug". To the right of the header are icons for notifications, messages, a user profile, and an "Edit mode" toggle. Below the header is the UNITE logo and a navigation menu with "Home", "Dashboard", "My courses", "eSupport", and "UNITE Website". The main content area starts with a greeting "Hi, Student!" and a note: "This is your landing Page. The Dashboard". Three red arrows point from this note to the "Dashboard", "My courses", and "eSupport" links in the navigation menu. Below the greeting is a section titled "Recently accessed courses" showing two course cards: "PROJECT BASED LEARNI... LEAP CPD 2025" and "SCHOOL LEADER CPD LEAP". A red arrow labeled "Your Enrolled Courses" points to the "My courses" link, and another red arrow labeled "Find Help" points to the "eSupport" link. Below the course cards is a "Timeline" section with filters for "Next 7 days" and "Sort by dates", and a search box for "Search by activity type or name". At the bottom of the timeline, it says "No in-progress courses".

Useful Icons

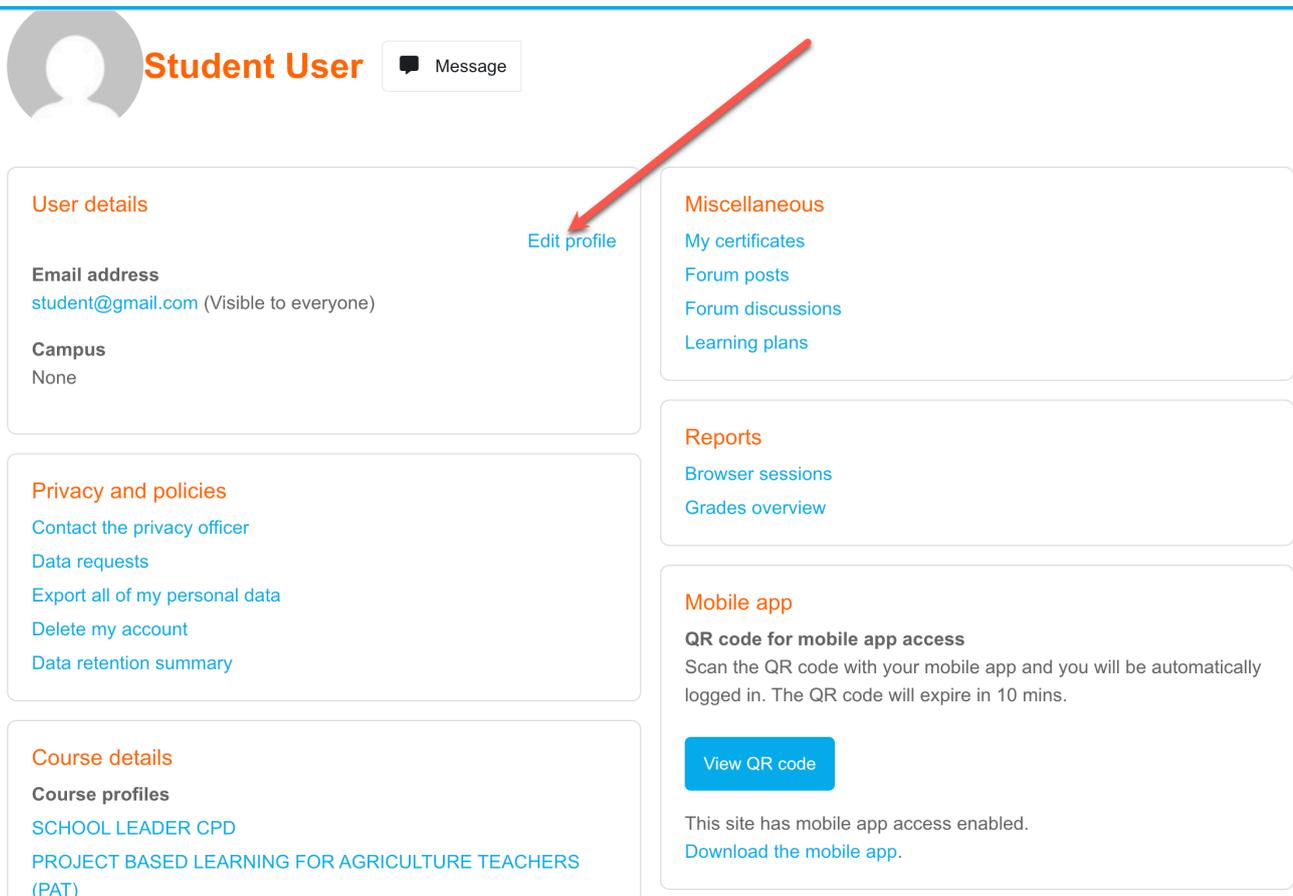
This close-up shows the user profile menu in the UNITE LMS platform. The menu is open, showing options: "Profile", "Grades", "Calendar", "Messages", "Private files", "Reports", "Preferences", and "Log out". Three red arrows point to specific icons in the top navigation bar: one to the bell icon labeled "Notifications", one to the speech bubble icon labeled "Messages", and one to the user profile icon labeled "Profile details". The "Edit mode" toggle is also visible to the right of the profile icon.

To Edit Your Profile

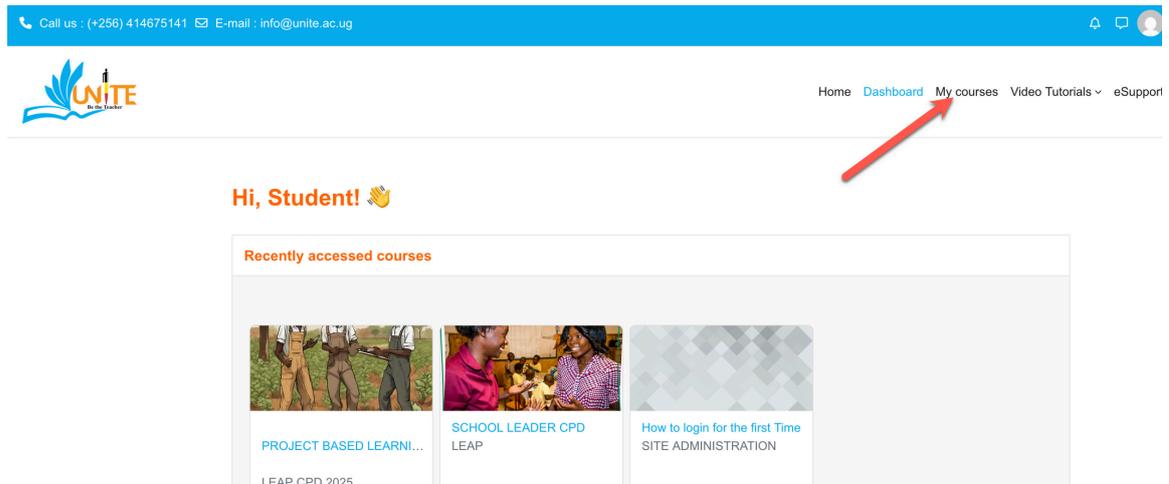
Click on the arrow next the image and click profile



Click Edit Profile and Do not forget to update profile when done



To access your courses click “My Courses”



Call us : (+256) 414675141 E-mail : info@unite.ac.ug

Home [Dashboard](#) [My courses](#) Video Tutorials eSupport

Hi, Student! 🙌

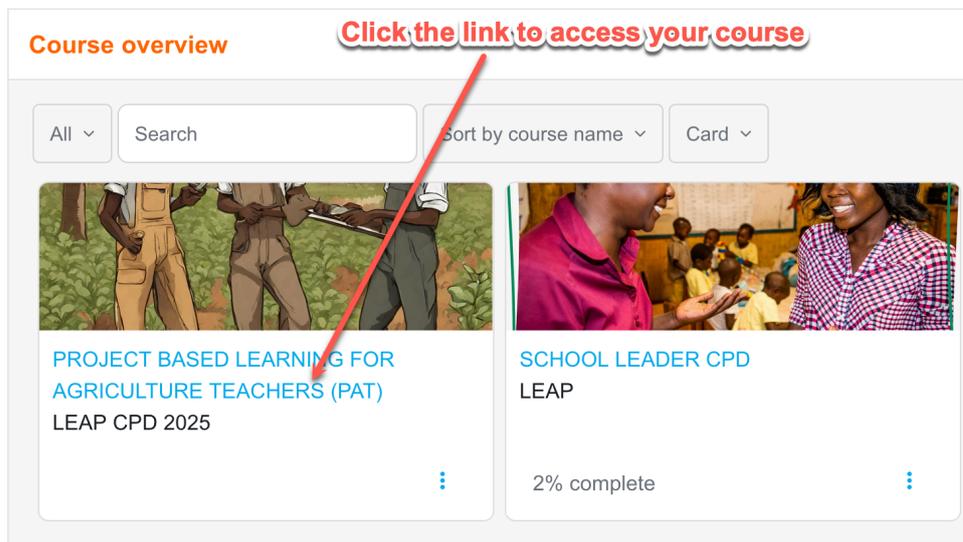
Recently accessed courses

- PROJECT BASED LEARNI...
LEAP CPD 2025
- SCHOOL LEADER CPD
LEAP
- How to login for the first Time
SITE ADMINISTRATION

THE COURSES

After logging in successfully, you will be able to access the UNITE LMS platform. Here, you can view your courses, access learning materials, and engage in different activities, all illustrated in the image below.

My courses



Course overview **Click the link to access your course**

All Search Sort by course name Card

- PROJECT BASED LEARNING FOR AGRICULTURE TEACHERS (PAT)
LEAP CPD 2025
- SCHOOL LEADER CPD
LEAP
2% complete

THE COURSE

A course is a structured online space where instructors organize and deliver learning content to students. It typically includes readings, videos, assignments, quizzes, and discussion forums.

To access the course content one by one, you press the arrow next to the topic, it will unfold.

SCHOOL LEADER CPD

[View your grades](#)

The screenshot shows the course navigation menu for 'SCHOOL LEADER CPD'. At the top, there are tabs for 'Course', 'Participants', 'Grades', 'Competencies', and 'More'. Red arrows point from text annotations to these tabs: 'View your grades' points to 'Grades', and 'Download the Course for offline usage' points to 'More'. Below the tabs is a list of course topics, each with a right-pointing arrow on the left. A red arrow points from the annotation 'Click the here to see the content' to the arrow next to '1.2: Strategic planning.'. Another red arrow points from 'See all Participants' to the arrow next to 'GENERAL COURSE DESCRIPTION'. The 'Expand all' link is visible on the right side of the first item. The '2.3 Support to PBL' item is marked as 'Not available'.

[Course](#) [Participants](#) [Grades](#) [Competencies](#) [More](#)

[See all Participants](#)

[Expand all](#)

- > GENERAL COURSE DESCRIPTION
- > Module 1: SECONDARY SCHOOL LEADERSHIP AND MANAGEMENT.
 - > 1.2: Strategic planning.
- > Module 2: INSTRUCTIONAL LEADERSHIP.
 - > 2.2: Conditions for innovation in the school.
 - > 2.2.1: Resource Mobilization.
 - > 2.2.2: Planning PBL and SCG
 - > 2.2.3: Gender responsive pedagogies
 - > 2.3: Plan and execute support supervision
 - > 2.3 Support to PBL Not available
- > End of Module Quiz
- > Module 3: World of Work

THE COURSE

After reading through it, press 'mark as done' to save your progress.

> GENERAL COURSE DESCRIPTION Expand all

Module 1: SECONDARY SCHOOL LEADERSHIP AND MANAGEMENT.



The Secondary School Leadership and Management module is designed for secondary school leaders who are interested in improving their leadership and management skills. This module provides an overview of the key concepts, skills, and best practices needed to lead and manage a secondary school effectively.

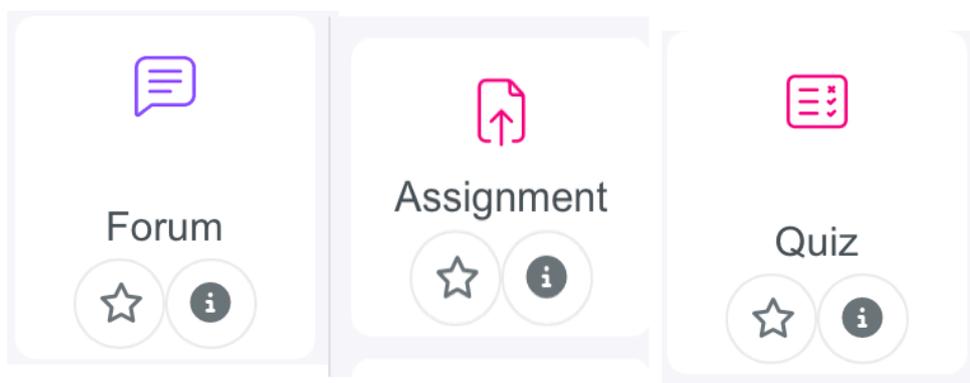
The module is divided into several units, each of which covers a specific content related to secondary school leadership and management.

Mark as Done Mark as done

1.1 Module Overview

6.0 LEARNING ACTIVITIES

The UNITE LMS platform offers three different kinds of learning activities: a discussion Forum, graded quizzes, and assignments that you have to upload.



Forum

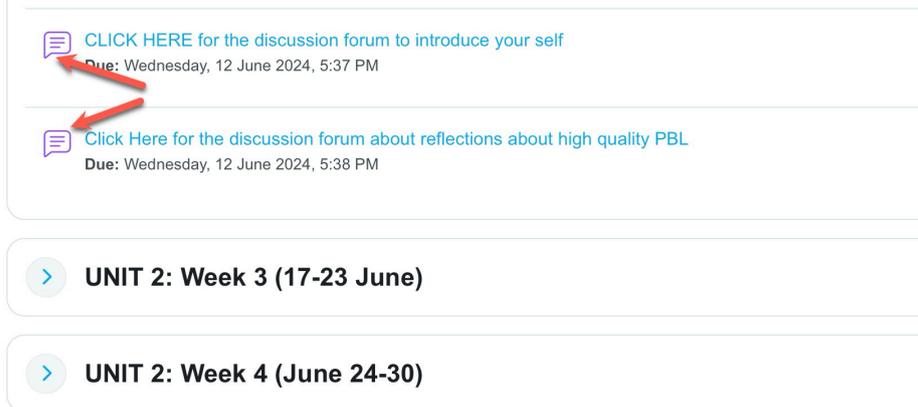
Assignment

Quiz

6.1 How to Post on a Discussion Forum

Discussion forums are a great way to share ideas, ask questions, and collaborate with your classmates and instructors. Here's how to post in a forum

Step 1: Click on the Forum Activity



Step 2: Add a New Discussion Topic or Reply

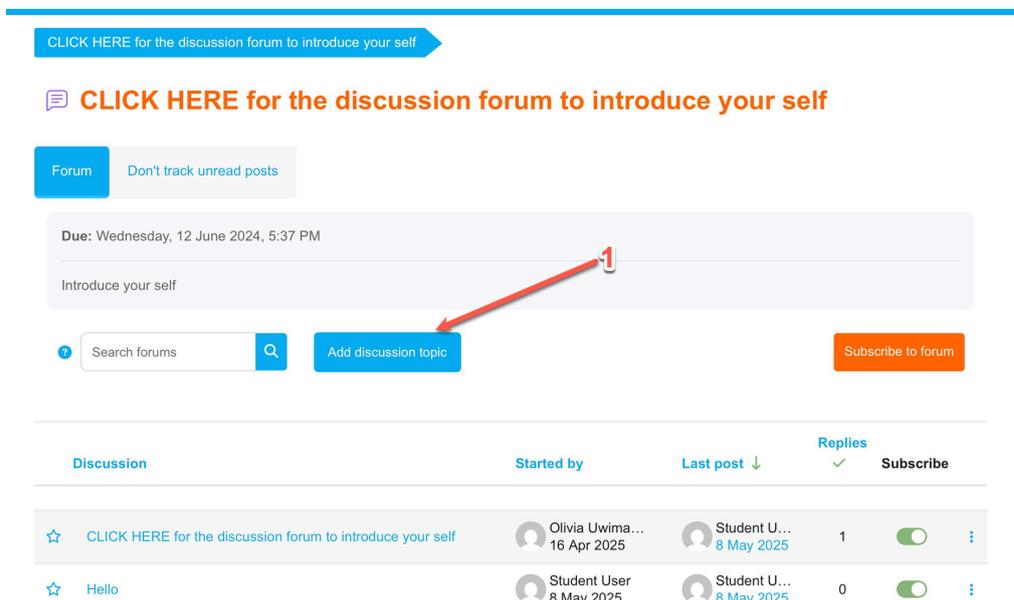
You can either:

- Click "Add a new discussion topic" to start a new conversation
- Click on an existing topic and choose "Reply" to contribute to that thread

Step 3: Write Your Message

You can either:

- Click "Add a new discussion topic" to start a new conversation
- Click on an existing topic and choose "Reply" to contribute to that thread



Step 4: Post to Forum

Click “Post to forum” to submit your message. Your post will appear instantly and others will be able to reply.

Helpful Tips:

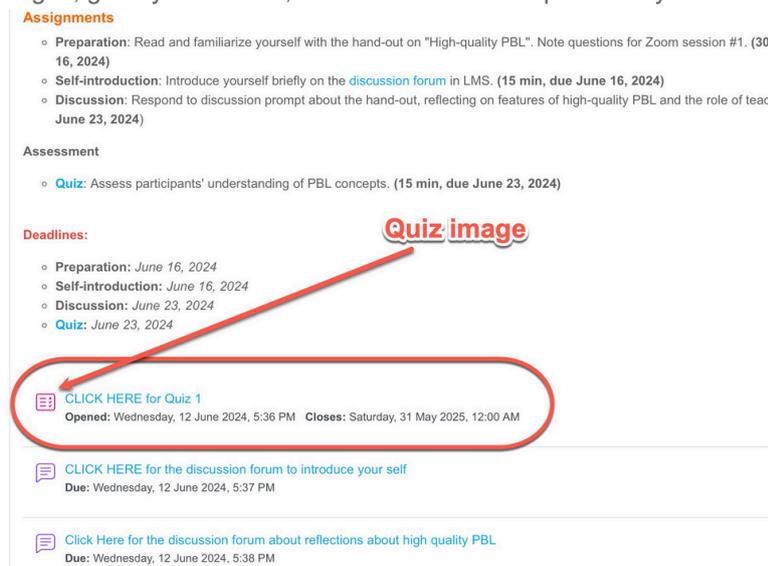
- Be respectful and constructive in your messages.
- You may receive email notifications for replies depending on your settings.
- Forums may be graded, so follow the instructor’s guidelines.

6.2 Attempting a Quiz

Quizzes test your knowledge and count toward your course grade. Here's how to take one on the UNITE LMS

◆ Step 1: Open Your Course and Locate the Quiz

Log in, go to your course, and scroll to find the quiz activity.



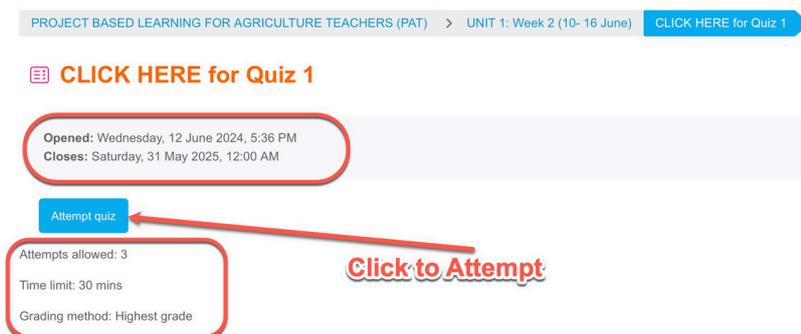
The screenshot shows the course page with the following sections:

- Assignments**
 - Preparation: Read and familiarize yourself with the hand-out on "High-quality PBL". Note questions for Zoom session #1. (30 min, due June 16, 2024)
 - Self-introduction: Introduce yourself briefly on the [discussion forum](#) in LMS. (15 min, due June 16, 2024)
 - Discussion: Respond to discussion prompt about the hand-out, reflecting on features of high-quality PBL and the role of teaching. (15 min, due June 23, 2024)
- Assessment**
 - Quiz: Assess participants' understanding of PBL concepts. (15 min, due June 23, 2024)
- Deadlines:**
 - Preparation: June 16, 2024
 - Self-introduction: June 16, 2024
 - Discussion: June 23, 2024
 - Quiz: June 23, 2024

The quiz activity is highlighted with a red circle and labeled "Quiz image". It includes a "CLICK HERE for Quiz 1" link and the following details: "Opened: Wednesday, 12 June 2024, 5:36 PM" and "Closes: Saturday, 31 May 2025, 12:00 AM".

◆ Step 2: Click on the Quiz

Select the quiz to view instructions, time limits, and number of attempts allowed.



The screenshot shows the quiz activity page with the following elements:

- Navigation: PROJECT BASED LEARNING FOR AGRICULTURE TEACHERS (PAT) > UNIT 1: Week 2 (10-16 June) > [CLICK HERE for Quiz 1](#)
- Quiz Title: [CLICK HERE for Quiz 1](#)
- Quiz Details: "Opened: Wednesday, 12 June 2024, 5:36 PM" and "Closes: Saturday, 31 May 2025, 12:00 AM"
- Attempt Quiz Button: [Attempt quiz](#)
- Quiz Settings: "Attempts allowed: 3", "Time limit: 30 mins", and "Grading method: Highest grade"

The "Attempt quiz" button is highlighted with a red circle and labeled "Click to Attempt".

◆ Step 3: Click “Attempt Quiz Now”

This will start your attempt. You may need to confirm on the next screen.

PROJECT BASED LEARNING FOR AGRICULTURE TEACHERS (PAT) > UNIT 1: Week 2 (10- 16 June) CLICK HERE

CLICK HERE for Quiz 1

Opened: Wednesday, 12 June
Closes: Saturday, 31 May 2025

Attempt quiz

Attempts allowed: 3
Time limit: 30 mins
Grading method: Highest grade

Start attempt

Time limit

Your attempt will have a time limit of 30 mins. When you start, the timer will begin to count down and cannot be paused. You must finish your attempt before it expires. Are you sure you wish to start now?

Start attempt **Cancel**

◆ Step 4: Answer the Questions

Carefully go through each question. Some may be multiple-choice, others short-answer.

PROJECT BASED LEARNING FOR AGRICULTURE TEACHERS (PAT) > UNIT 1: Week 2 (10- 16 June) CLICK HERE for Quiz 1

CLICK HERE for Quiz 1

Back

Time left 0:29:28

Question 1
Not yet answered
Marked out of 1.00
Flag question

Why is “sustained inquiry” important in the PBL process?

- a. To find the one correct answer to the challenging problem.
- b. To gather more and more information throughout the PBL process.
- c. To test learners’ knowledge throughout the PBL process.
- d. To generate deeper learning and develop a satisfactory answer to the challenging problem.

Question 2
Not yet answered

What is meant by ‘authenticity’ in the context of PBL?

Question 10
Answer saved
Marked out of 1.00
Flag question

Which type of skills can PBL help develop in learners?

- a. Critical thinking
- b. Making organic fertilizer
- c. A, B, and C
- d. Communication

Clear my choice

Previous page **Finish attempt...**

◆ Step 5: Review and Submit

Click “Next” to move through questions. Once done, click “Finish Attempt”, then “Submit All and Finish”.

Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved
6	Answer saved
7	Answer saved
8	Answer saved
9	Answer saved
10	Answer saved

In case you need to return to your attempt

Return to attempt

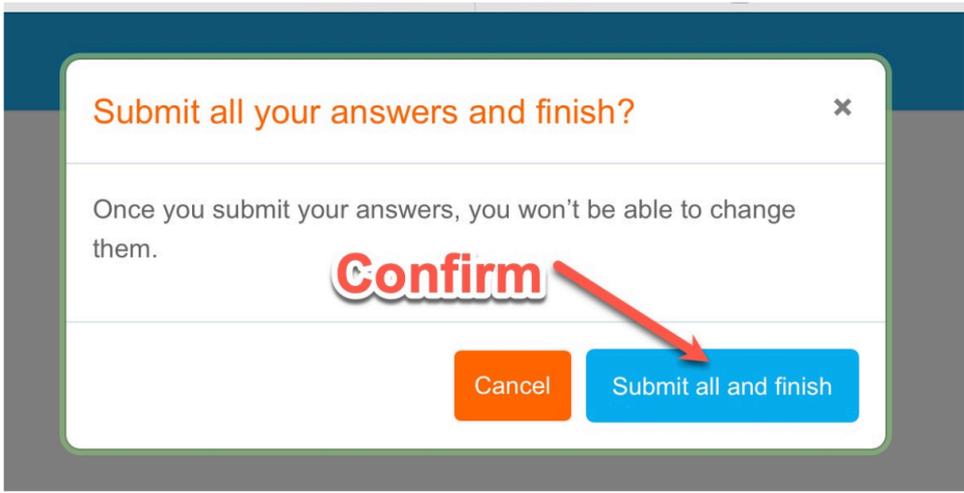
Click to submit

Time left 0:26:03

Hide

This attempt must be submitted by Friday, 9 May 2025, 3:55 PM.

Submit all and finish



 **CLICK HERE for Quiz 1**

Status	Finished
Started	Friday, 9 May 2025, 3:25 PM
Completed	Friday, 9 May 2025, 3:32 PM
Duration	6 mins 46 secs
Grade	3.50 out of 10.00 (35%)

Question 1
Incorrect
Mark 0.00 out of 1.00
[Flag question](#)

Why is "sustained inquiry" important in the PBL process?

- a. To find the one correct answer to the challenging problem. ❌
- b. To gather more and more information throughout the PBL process.
- c. To test learners' knowledge throughout the PBL process.
- d. To generate deeper learning and develop a satisfactory answer to the challenging problem.

Which type of skills can PBL help develop in learners?

- a. Critical thinking
- b. Making organic fertilizer
- c. A, B, and C ✅
- d. Communication

Your answer is correct.
The correct answer is:
A, B, and C

At the bottom Finish the Review  [Finish review](#)

 **Tip:** If the quiz is timed, keep an eye on the countdown clock. Avoid refreshing or closing the page during an attempt.

6.3 Submitting an Assignment

Step 1: Locate the Assignment

Find the assignment title on the course page. It may include a brief description and the due date. Click on it to open.

1.2: Strategic planning.

The purpose of this unit is to cascade and foster a shared vision, mission, & strategic objectives for the school in line with the world of work (WoW).

Learning outcomes

By the end of the unit, you will be able to:

1. Develop and foster a clear and shared vision for the school as innovative and linked to the world of work.
2. Set strategic goals and actions for the realization of this vision

Lecture Notes: Vision and Mission. Mark as done

Module 1 Activity1: Quiz Mark as done

Module 1 Activity 2: Discussion Forum -Share Mark as done

Module 1 Activity 3: Individual Assignment Mark as done
Opened: Wednesday, 10 May 2023, 12:00 AM Due: Monday, 24 July 2023, 12:00 AM

Step 2: Click on “Add Submission”

On the assignment page, click the “Add submission” button to begin uploading your work.

Module 1 Activity 3: Individual Assignment

Mark as done

Important dates

Opened: Wednesday, 10 May 2023, 12:00 AM
Due: Monday, 24 July 2023, 12:00 AM

Assignment Instructions

Activity 3

The purpose of this individual assignment is to enable you create an appropriate agri-preneurship vision, mission and strategic goals for your school.

Task

In line with the [Shared vision discussion forum](#)

1. Adjust your shared departmental vision and mission according to the feedback you have received from both your peers and facilitators in the [Shared vision discussion forum](#) above and conduct a consultative meeting with your agricultural and entrepreneurship teachers to create an appropriate agri-preneurship vision, mission and strategic goals for your school.
2. Print and display the developed agri-preneurship vision, mission and strategic goals in relevant offices and notice boards to create awareness in your school.

Instructions

- Deadline: 24 July 2023
- Submit one page of the agri-preneurship vision, mission and strategic goals that you have consultatively developed for your school
- Display the developed agri-preneurship vision, mission and strategic goals in relevant offices and notice boards in your school

Add submission

Click to Upload your Assignment

Submission status

Submitting an Assignment

Step 3: Upload Your File(s)

Drag and drop your document or use the file picker to upload from your device. Make sure the file format and size meet the requirements.

Instructions

- Deadline: 24 July 2023
- Submit one page of the agri-preneurship vision, mission and strategic goals that you have consultatively developed for your school
- Display the developed agri-preneurship vision, mission and strategic goals in relevant offices and notice boards in your school

In line with the [Shared vision discussion forum](#)

- a) Effect the feedback from your peers, revise your vision, mission and strategic objectives tailored to agri-preneurship.
- b) Print and display the vision, mission and strategic objectives in relevant offices.

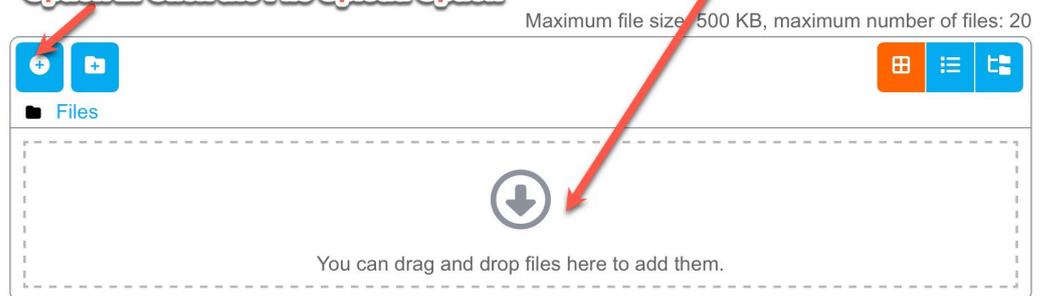
Option 1: Drag and drop your Assignment here

Add submission

File submissions

Option 2: Click the File Upload Option

Maximum file size: 500 KB, maximum number of files: 20



You can drag and drop files here to add them.

Remember to Save

Save changes Cancel

Using a file picker to upload from your device

File picker

- Recent files
- Upload a file**
- Private files
- Wikimedia

Attachment

Choose File no file selected

Save as

Author

Student User

Choose licence ?

All rights reserved

Upload this file

Submitting an Assignment

Step 4: Save Changes or Submit

Once your file is uploaded, click “Save changes”. In some cases, you’ll need to click “Submit assignment” to finalize.

Edit submission

Remove submission

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Time remaining	Assignment was submitted 1 year 290 days late
Last modified	Friday, 9 May 2025, 3:09 PM
File submissions	 Projects Worked on and Contacts.pdf 9 May 2025, 3:09 PM
Submission comments	> Comments (0)

Helpful Tips:

- You can only submit once unless your teacher allows resubmission.
- Don’t wait until the last minute—upload early in case of technical issues.
- Check the submission status after uploading to confirm it was successful.

7.0 Communication on the UNITE LMS platform

The UNITE LMS provides several built-in tools to help you stay connected with your instructors and classmates. Here's how you can communicate effectively within the platform

1. Course Announcements

Instructors use the Announcements forum to share important updates such as deadlines, meeting links, or changes in course content.

- You will automatically receive an email when a new announcement is posted.

comprehensive 12-week course is designed to equip O-level agriculture teachers with the skills and knowledge needed to implement Project-based Learning (PBL) effectively in their classrooms.

The new, competency-based lower secondary curriculum for agriculture emphasises the development of a broad range of technical and transferable skills that students in S1-S2 need for work in the agrifood system and for life. Project-Based Learning (PBL) is an excellent method to achieve these educational goals.

Through this course, you will learn to confidently use gender-responsive PBL as a teaching method, meaningfully engage agrifood actors from your community in the learning process, and assess your students' learning outcomes.

[Practicalities](#)

Target Participants: O-level teachers of agriculture.

Commitment: 2-4 hours per week.

Duration: 12 weeks.

Grading:

- 50% on all assignments & assessments
- 75% attendance

Number of CPD Credits: To be determined (TBD).

Institution: NTC Unyama

Facilitators:

1. M

Tech

Time duration: 27 hours

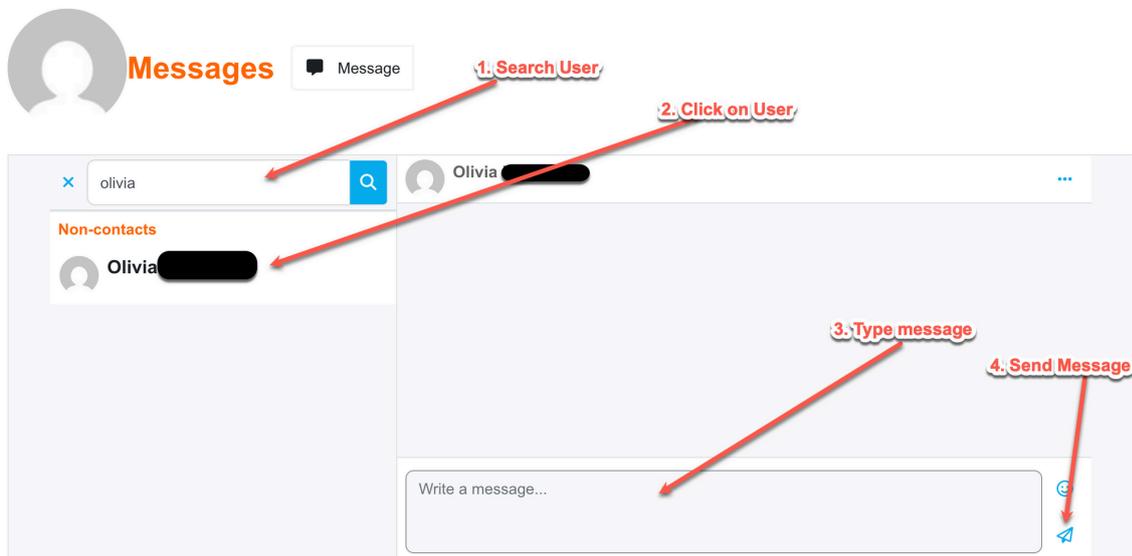
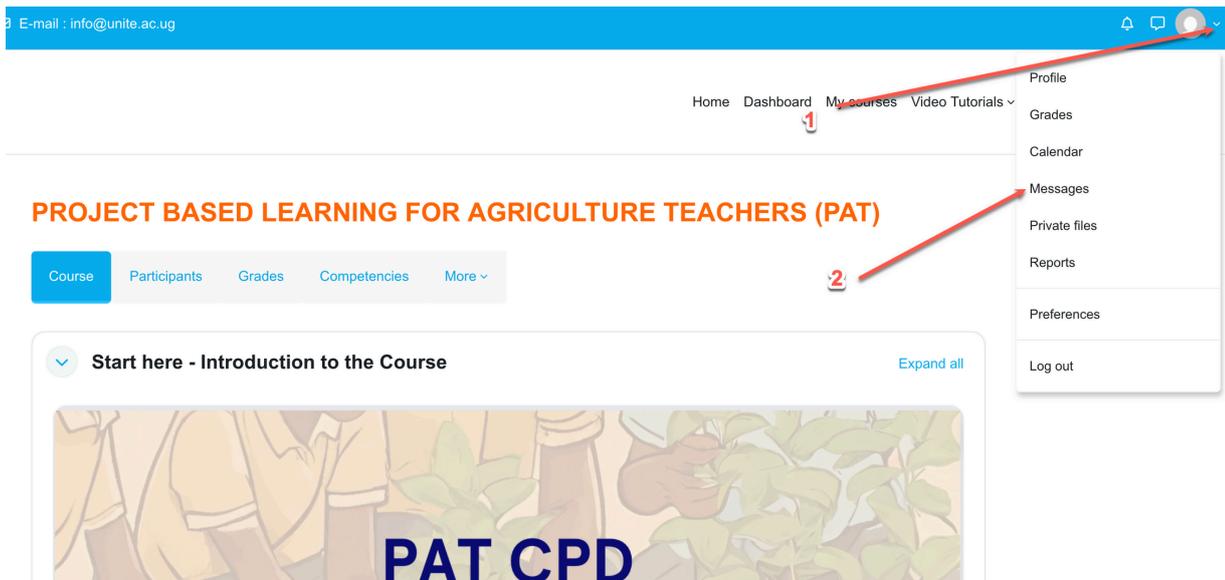
Announcements

[Announcements](#)

2. Private Messaging

You can send private messages to your instructors or classmates:

- Click on your profile > Messages
- Use the search bar to find a user and send a message.



3. Contacting the Instructor

If you need direct support, instructors may also list their contact details in the course overview. Additionally, you will have access to a WhatsApp group to support your learning journey.

This guide is a collaboration between UNITE and VVOB

