TECHNICAL TRAINING MANUAL FOR STUDENTS

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MANUAL OUTLINE

LESSONS

VVU EMAIL ACTIVATION
(Desktop & Mobile Version)

E-LEARNING LOGIN
(Web Browser & Mobile Version)

LESSON 1.
FORUM
(Desktop & Mobile Version)

LESSON 2.
DOWNLOADING RESOURCES
(Desktop & Mobile Version)

LESSON 3.
SUBMISSION OF ASSIGNMENTS
(Desktop & Mobile Version)

LESSON 4.
SUBMISSION OF ASSIGNMENTS
(Desktop & Mobile Version)

LESSON 5
QUIZ
(Desktop & Mobile Version)

LESSON 6
LIVE SESSION (PART 1 & 2)
(Desktop Version)

SUPPLEMENTARY LESSONS

MICROSOFT OFFICE LENS INSTALLATION

SAVING DATA THROUGH METERED CONNECTION

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HOW TO ACTIVATE YOUR VVU EMAIL

ANYONE USING A MOBILE DEVICE CAN ALSO FOLLOW THE SAME PROCEDURE

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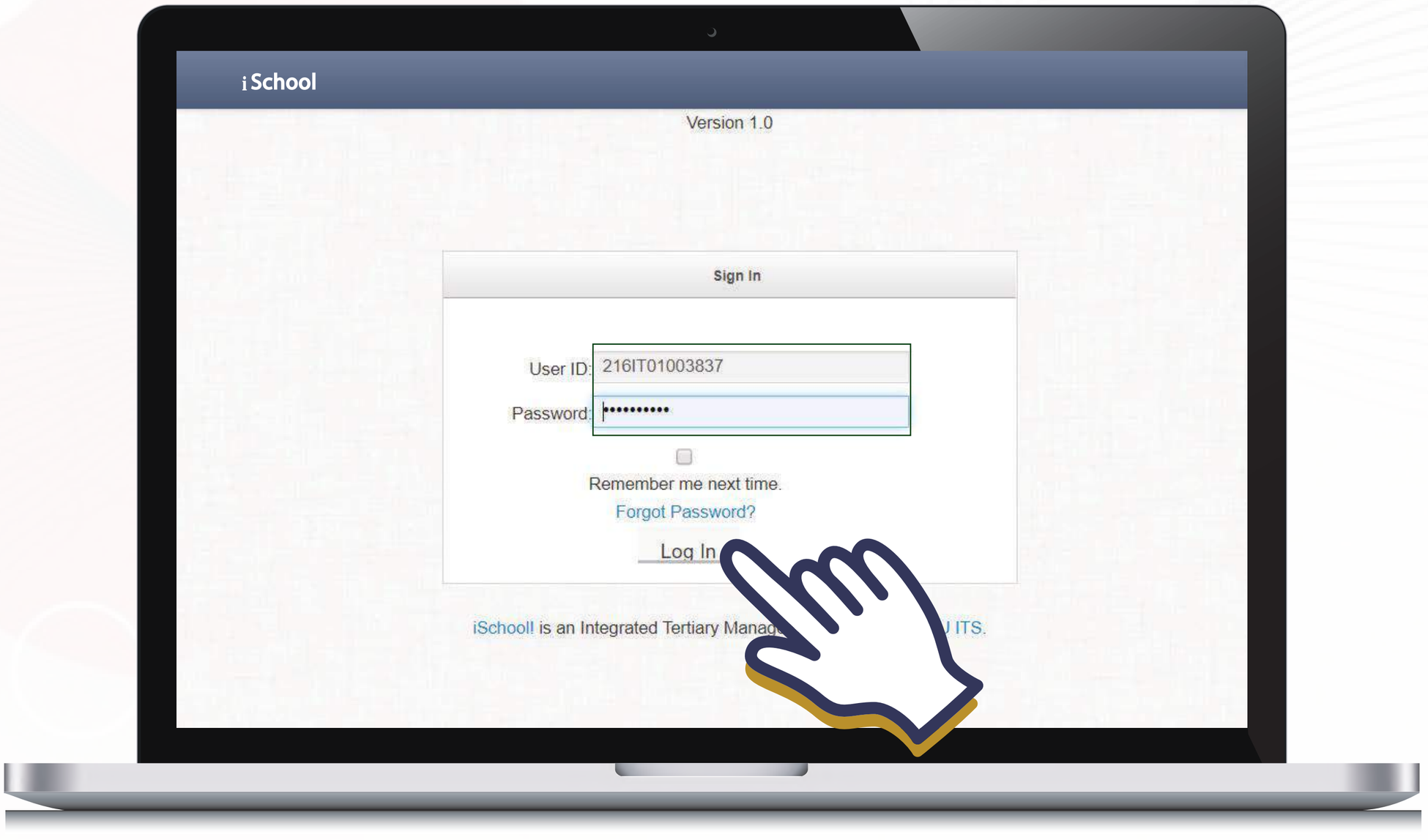
STEP 1

LOGIN INTO YOUR iSCHOOL WITH YOUR STUDENT ID AND PASSWORD



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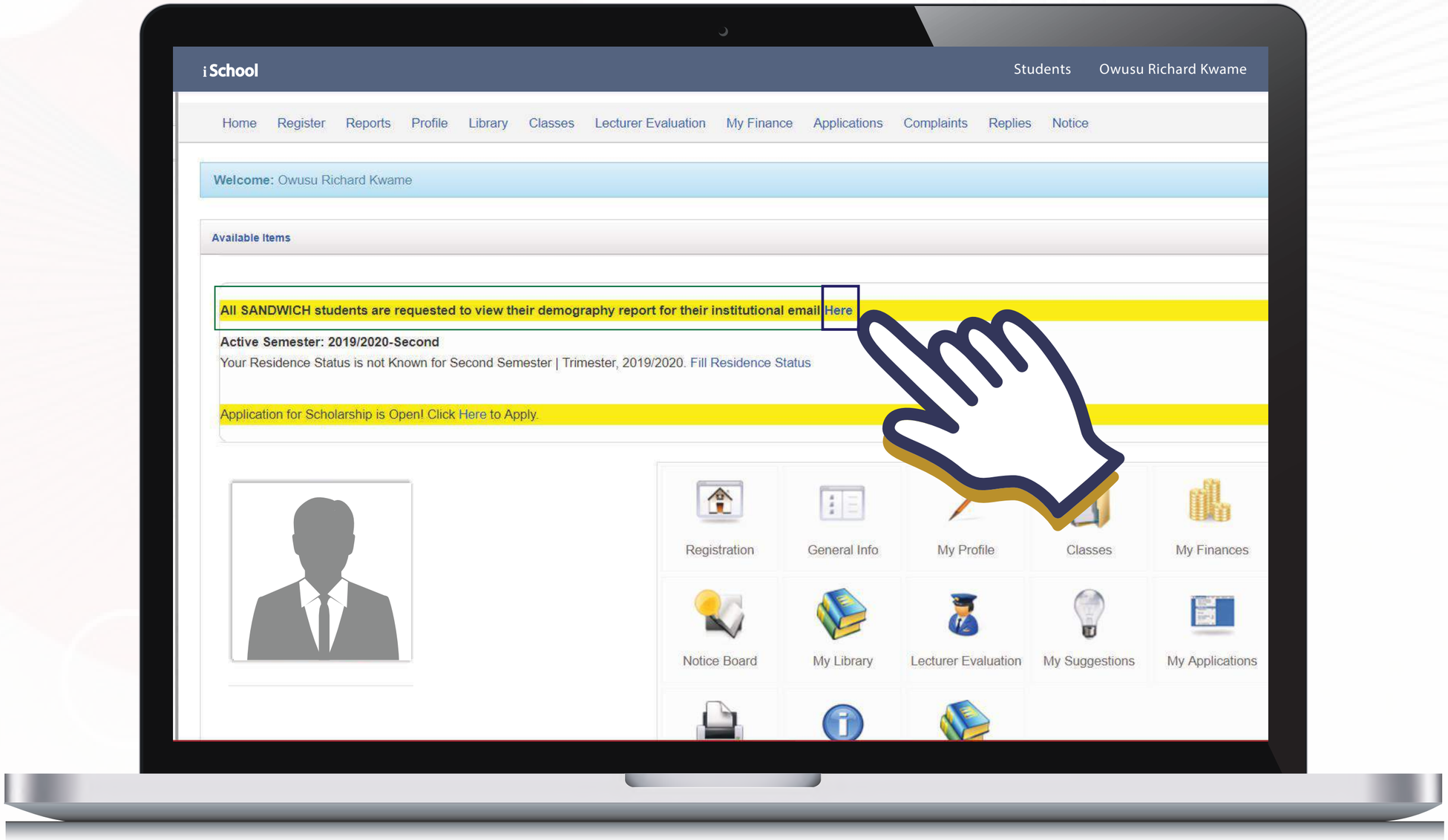
ON YOUR DASHBOARD CLICK ON HERE UNDER THE YELLOW NOTIFICATION

STEP 2



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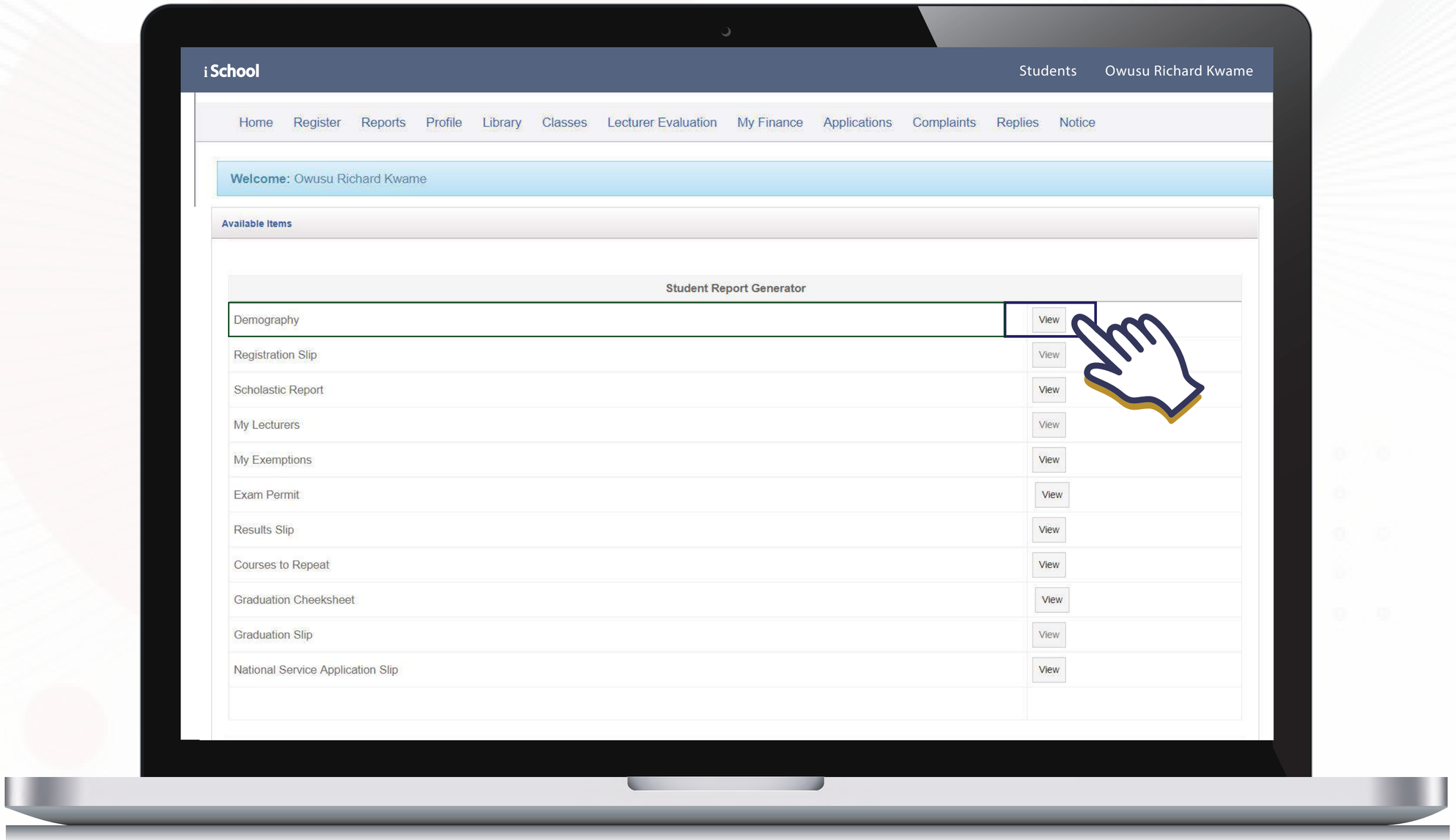
STEP 3

UNDER STUDENT REPORT GENERATOR CLICK ON VIEW BESIDE DEMOGRAPGY



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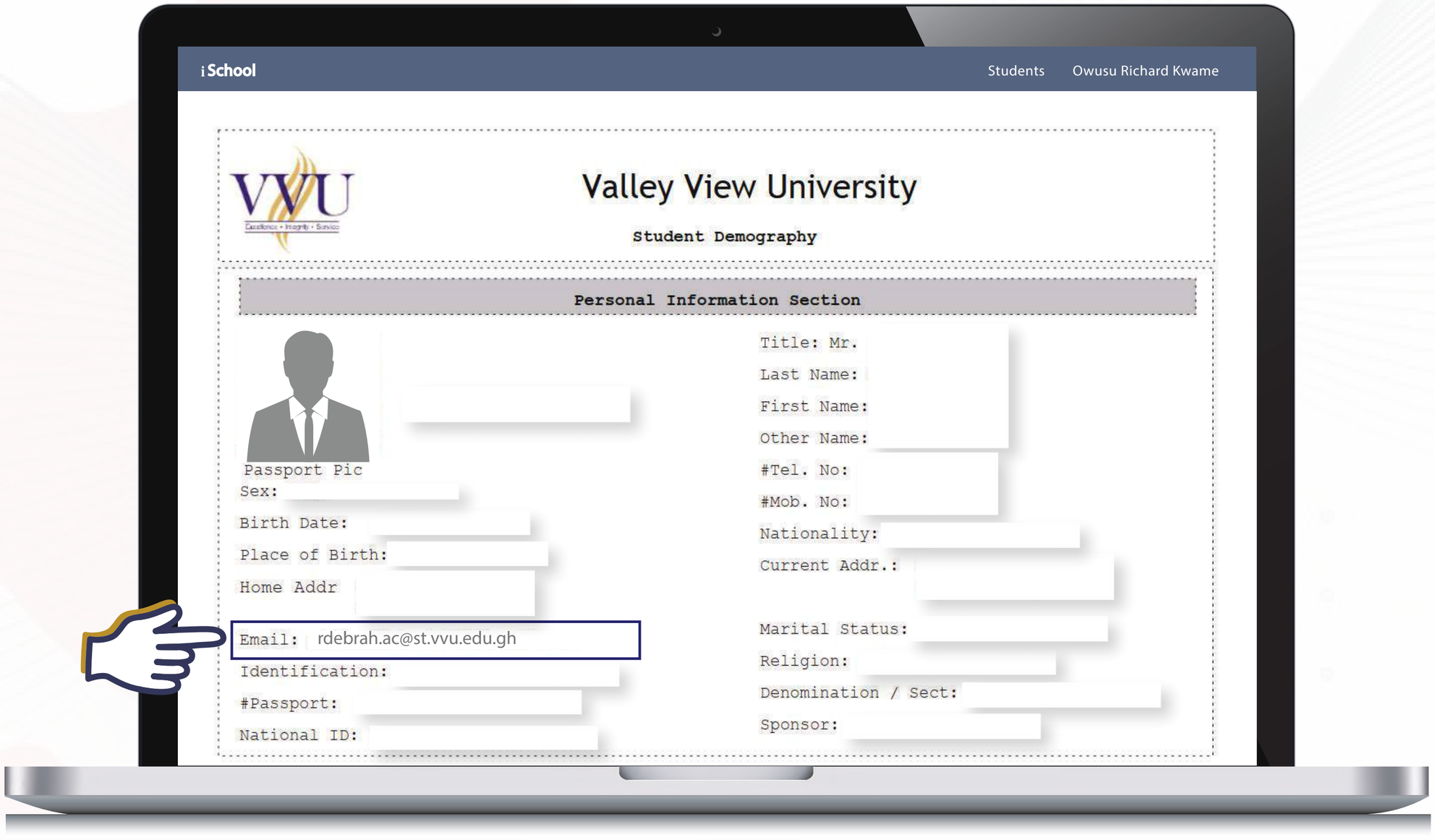
ON YOUR DEMOGRAPHY COPY YOUR VVU EMAIL

STEP 4



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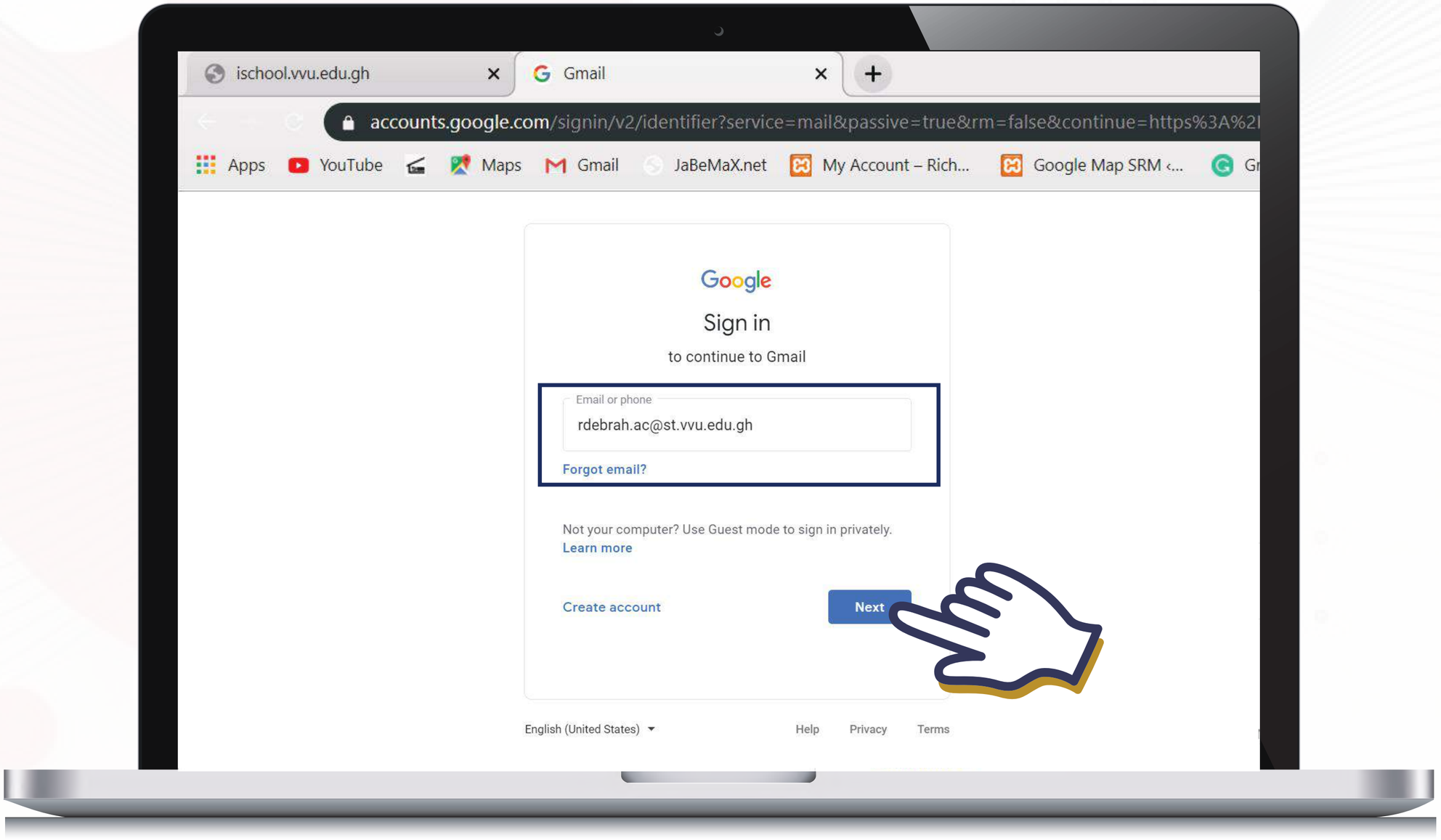
STEP 5

GO TO GMAIL ON YOUR BROWSER AND SIGN IN WITH YOUR VVU EMAIL



HOW TO ACTIVATE YOUR VVU EMAIL

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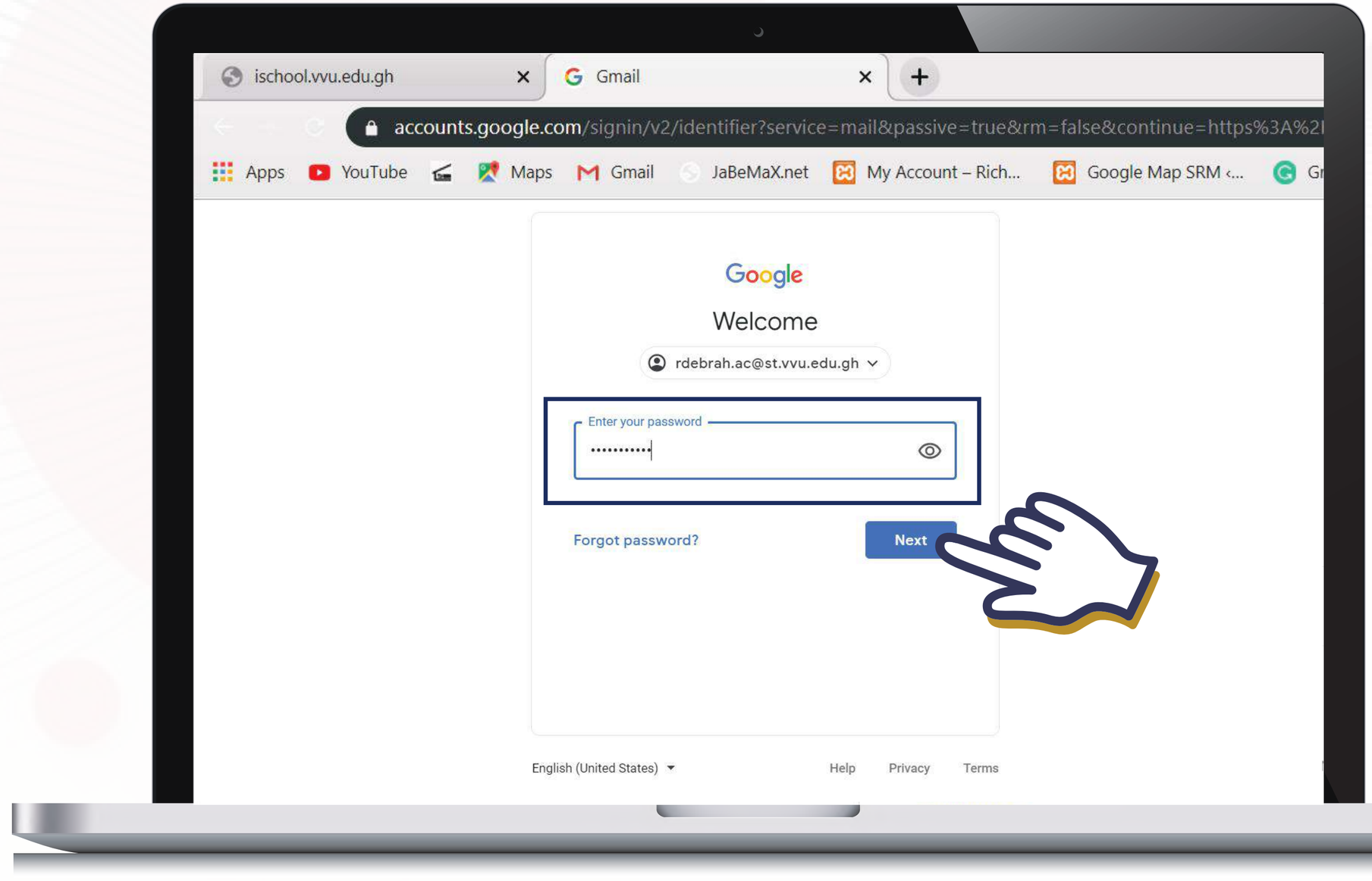
ENTER YOUR DEFAULT PASSWORD

Student2020

THEN, CLICK ON NEXT

STEP 6



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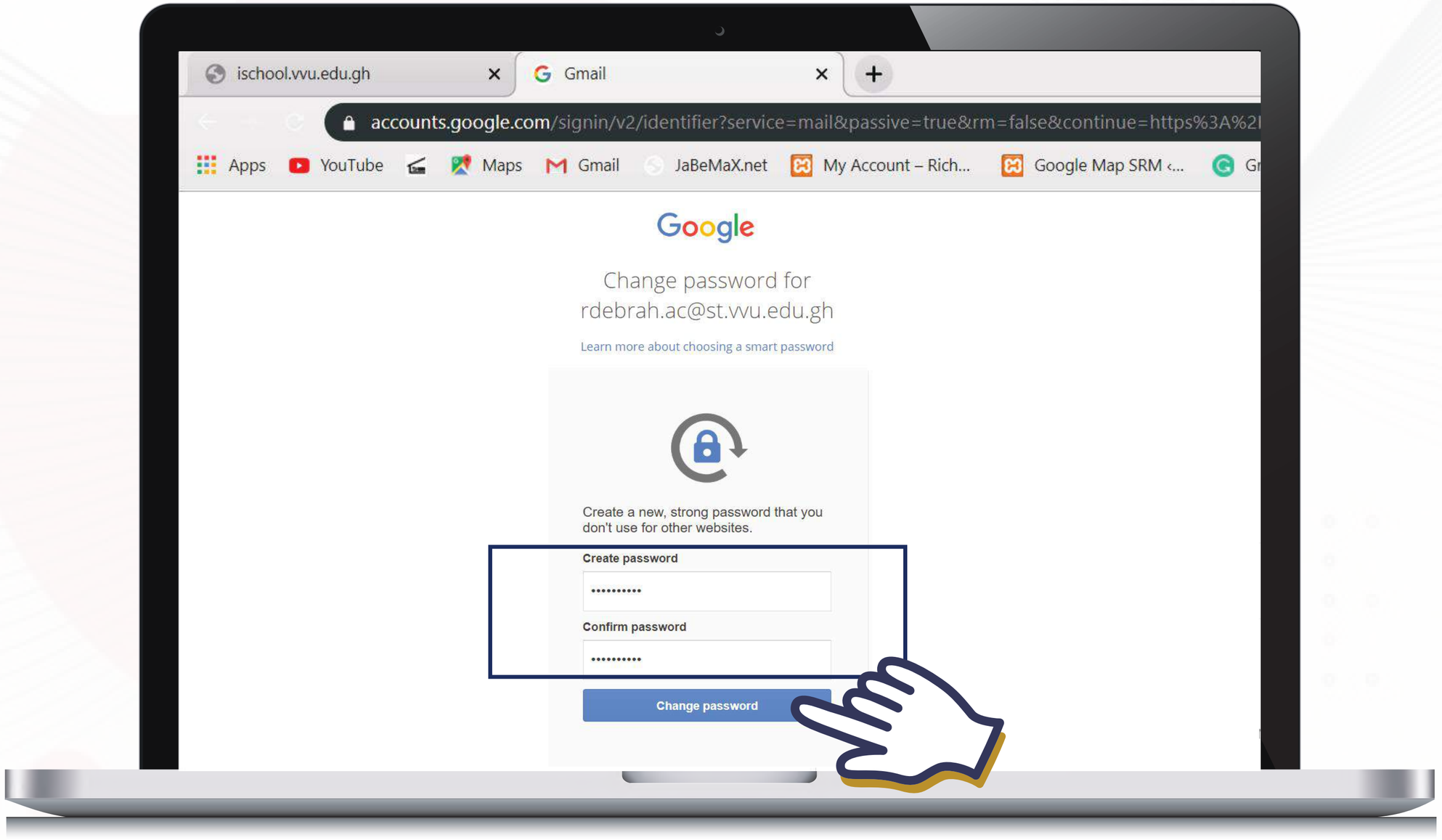
STEP 7

ENTER A NEW PASSWORD OF YOUR CHOICE AND THEN, CLICK ON CHANGE PASSWORD



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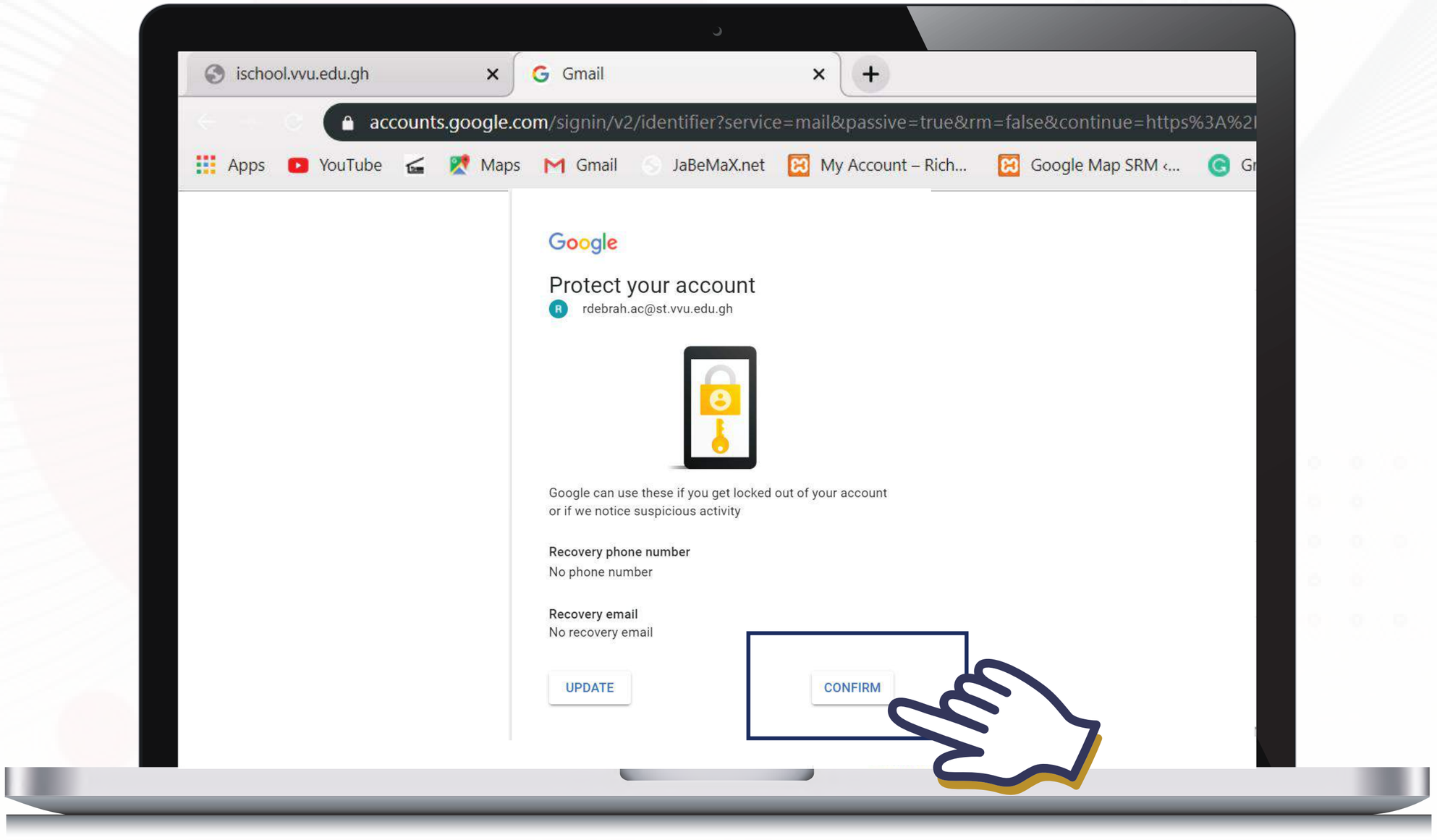
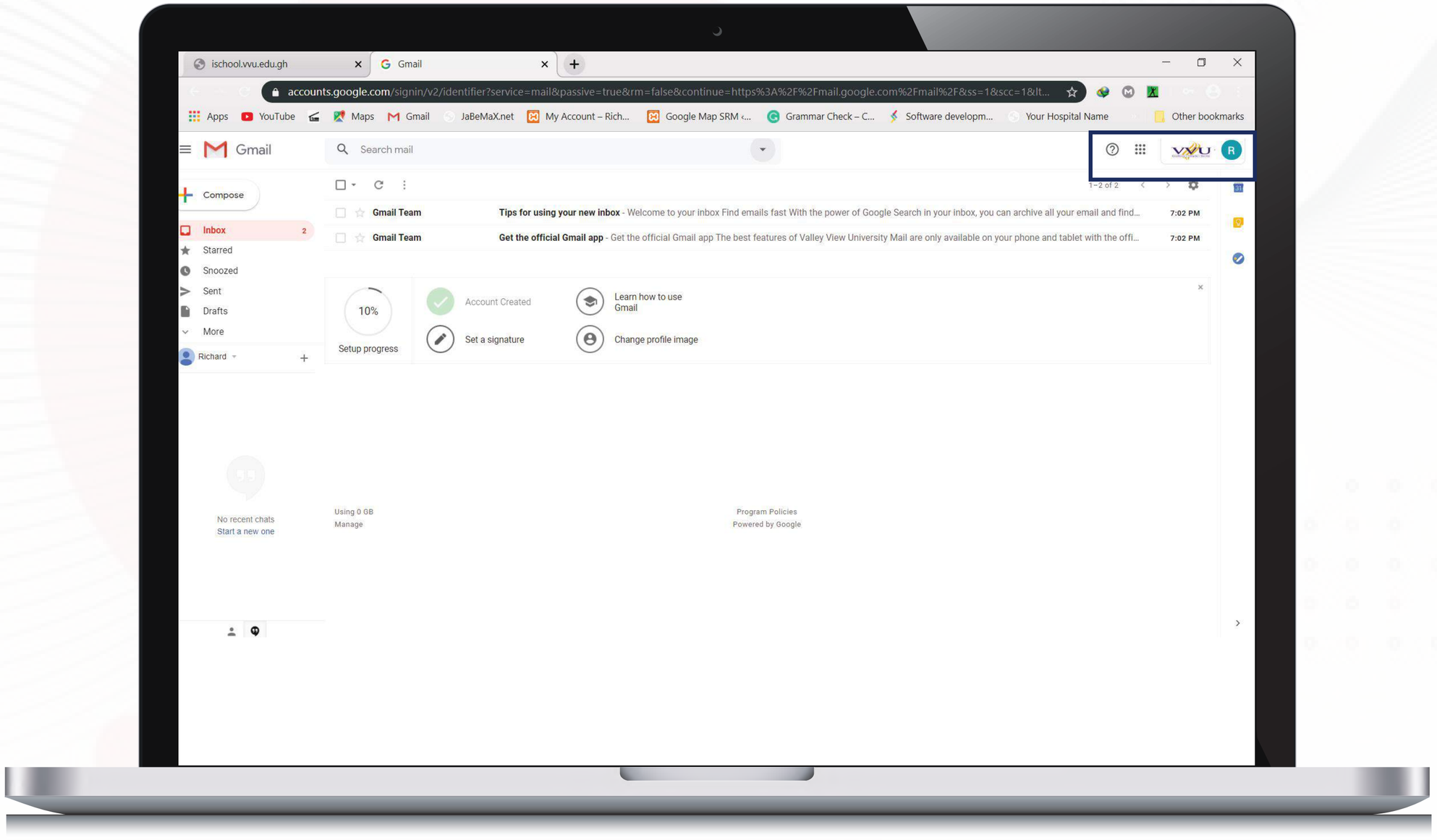
STEP 8

CLICK ON CONFIRM



YOUR VVU EMAIL IS ACTIVATED



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HOW TO ACTIVATE YOUR VVU EMAIL

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HOW TO ACTIVATE YOUR VVU EMAIL USING A MOBILE PHONE

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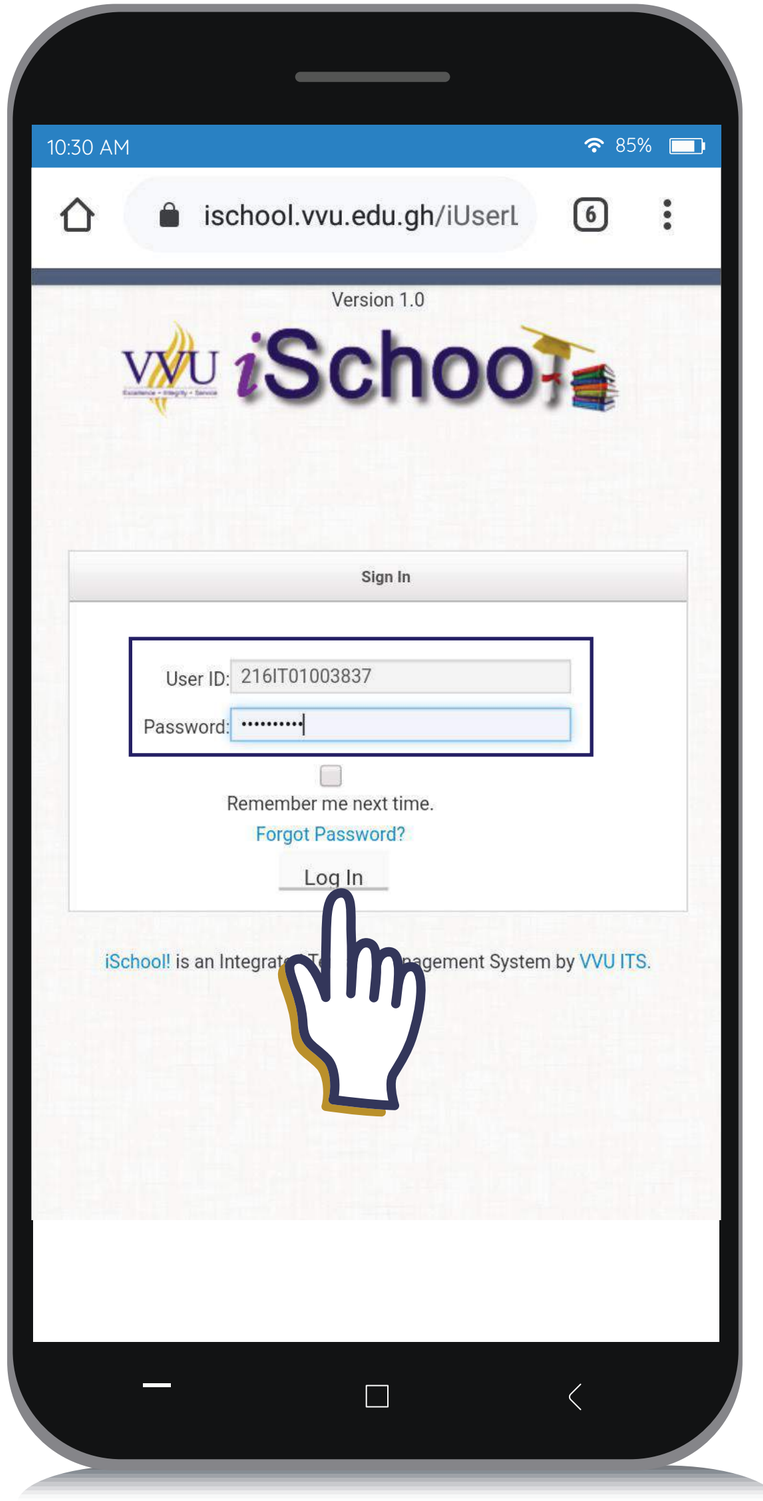

1

LOGIN INTO YOUR iSCHOOL WITH YOUR STUDENT ID AND PASSWORD

HOW TO ACTIVATE YOUR VVU EMAIL

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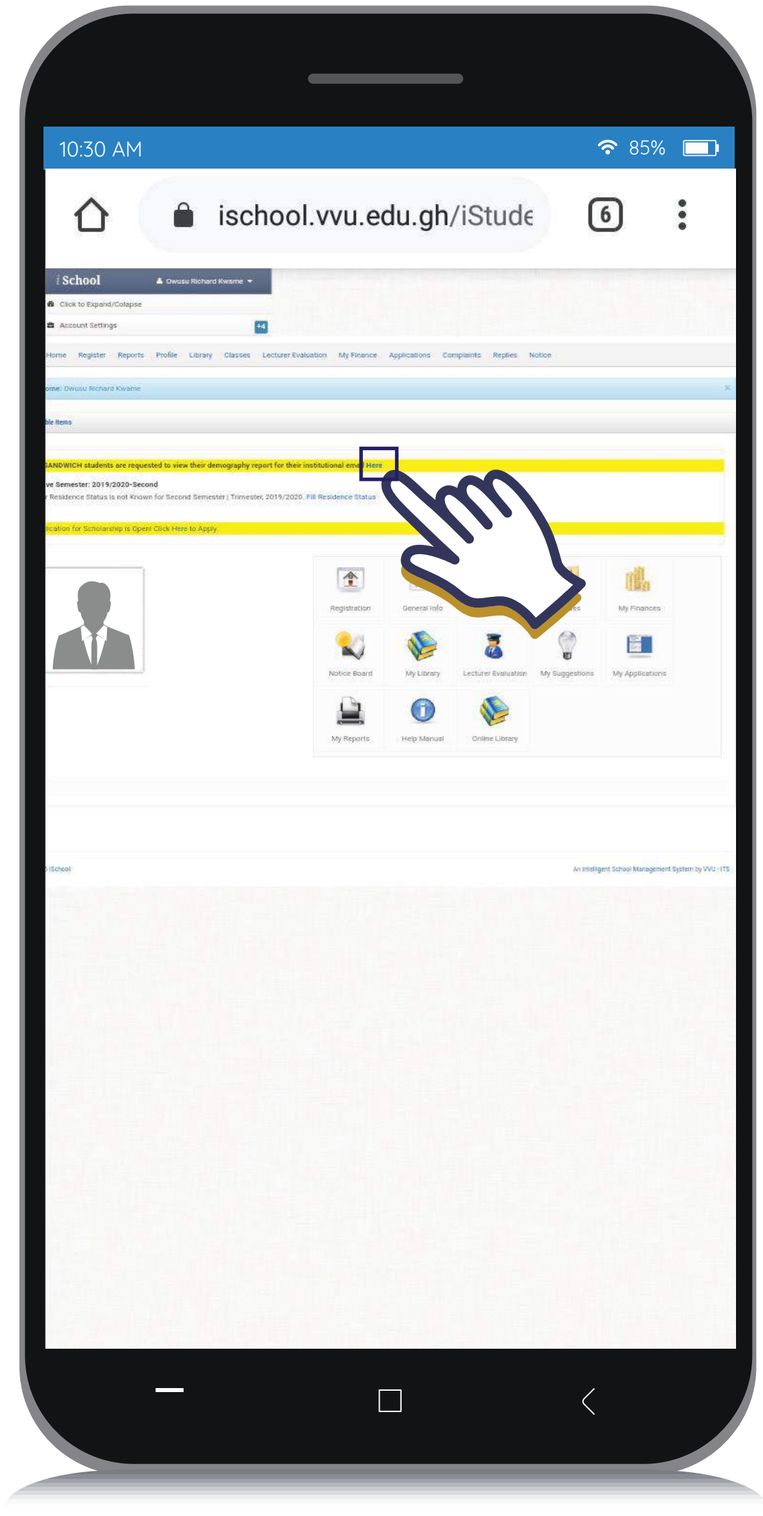

2

ON YOUR DASHBOARD CLICK ON HERE **UNDER THE YELLOW NOTIFICATION**

HOW TO ACTIVATE YOUR VVU EMAIL

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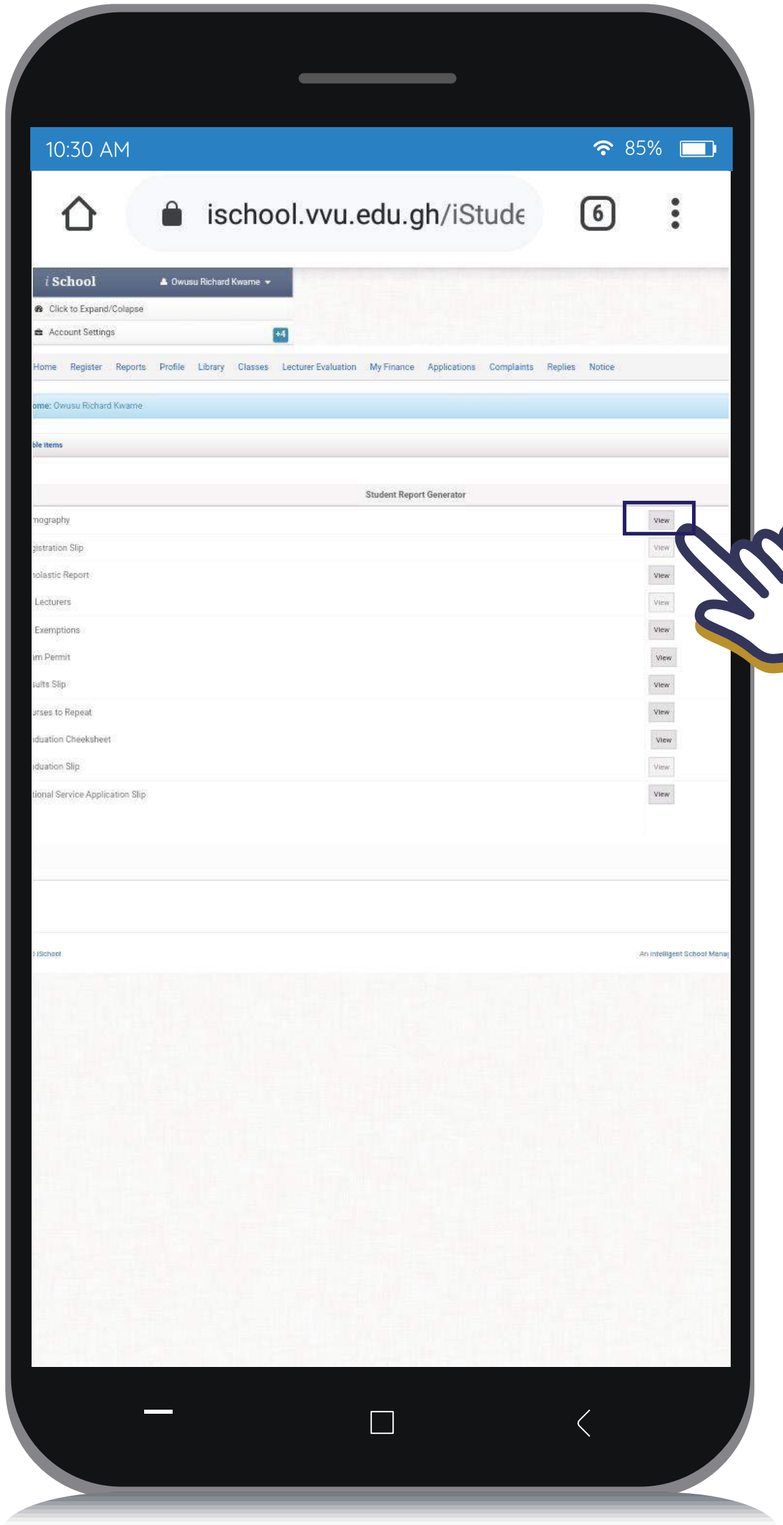

3

UNDER STUDENT REPORT GENERATOR CLICK ON VIEW BESIDE DEMOGRAPGY

HOW TO ACTIVATE YOUR VVU EMAIL

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4

ON YOUR DEMOGRAPHY COPY YOUR VVU EMAIL

HOW TO ACTIVATE YOUR VVU EMAIL

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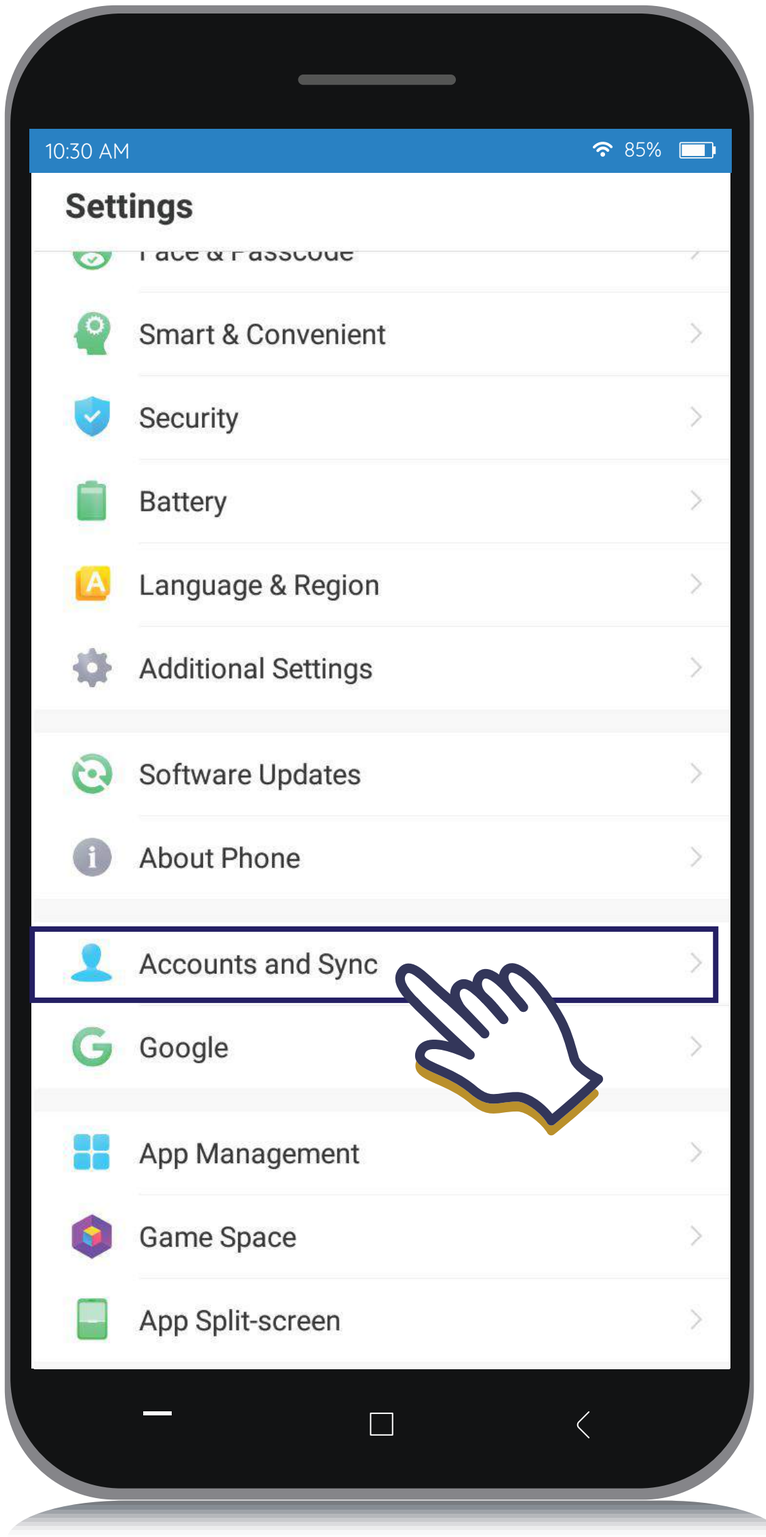

5

GO TO SETTINGS ON YOUR PHONE AND CLICK ON ACCOUNTS AND SYNC

HOW TO ACTIVATE YOUR VVU EMAIL

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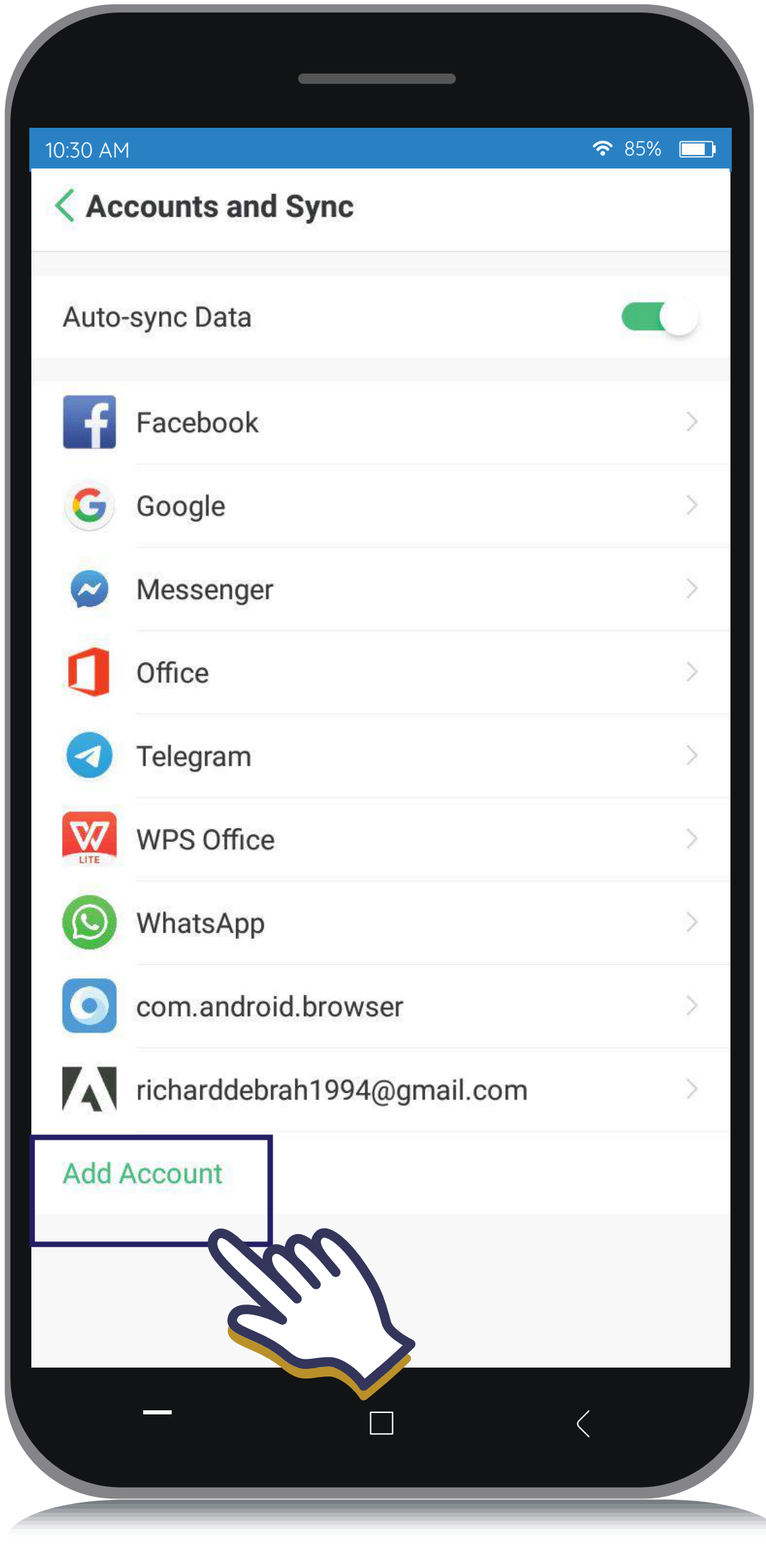

6

CLICK ON ADD ACCOUNT

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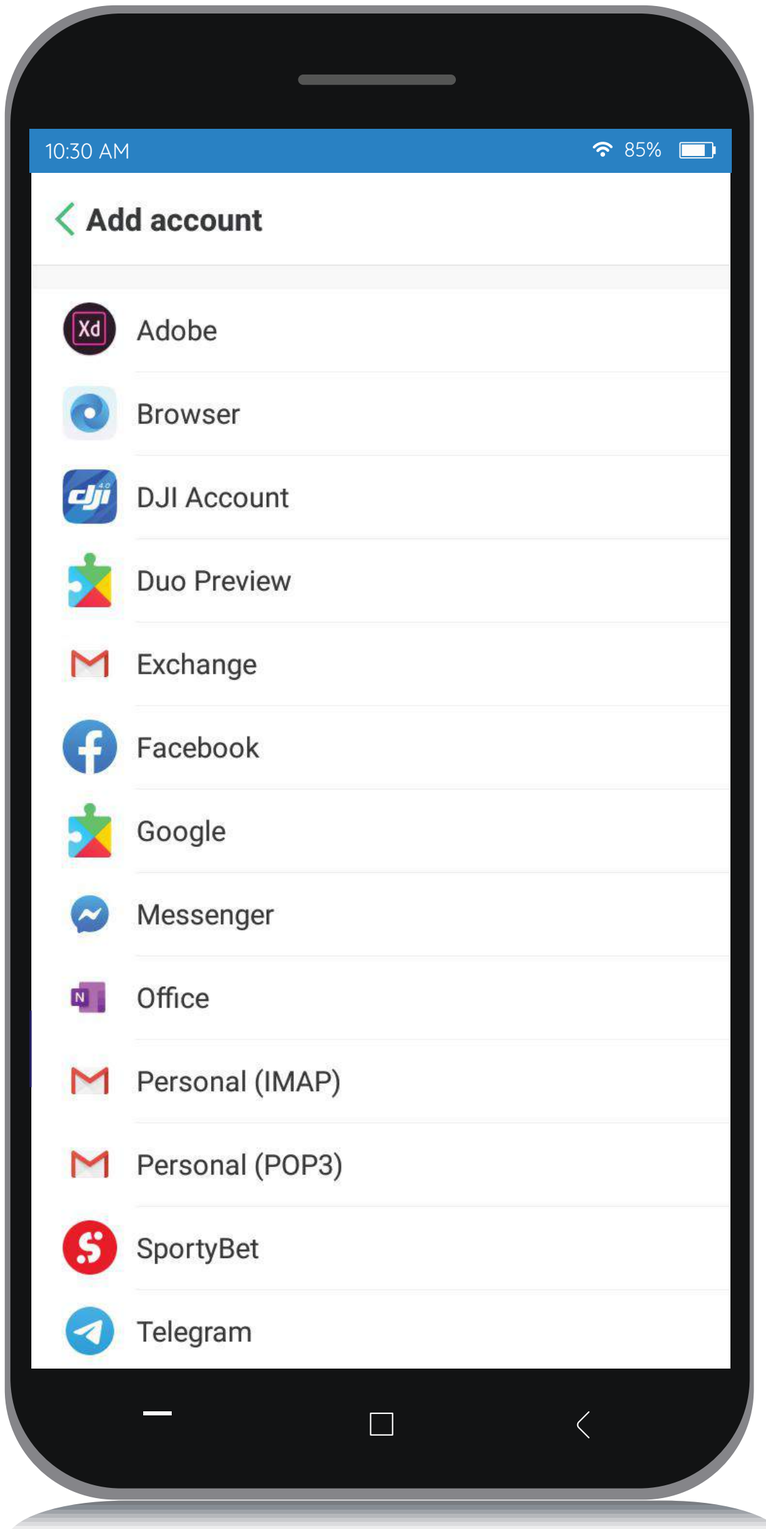

7

SELECT GOOGLE

HOW TO ACTIVATE YOUR VVU EMAIL

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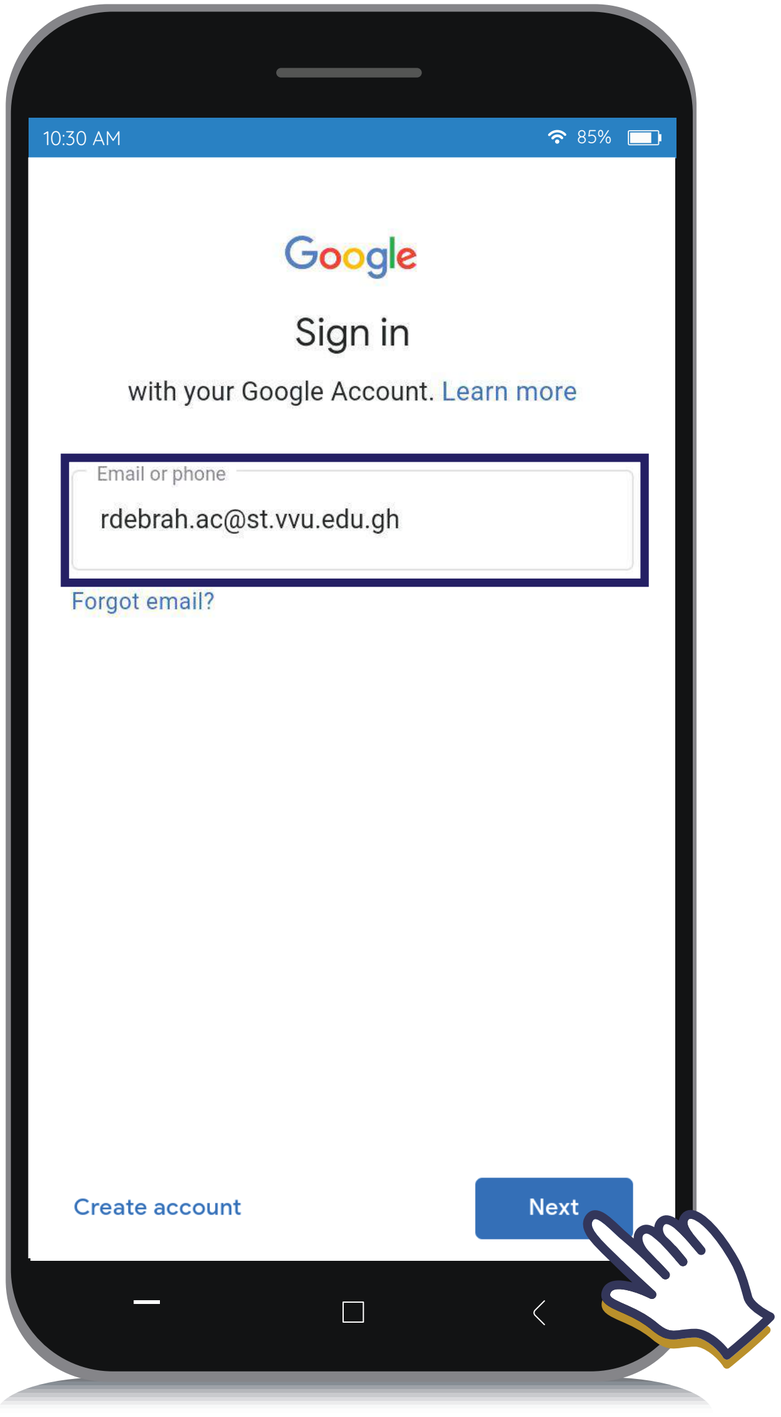

HOW TO ACTIVATE YOUR VVU EMAIL

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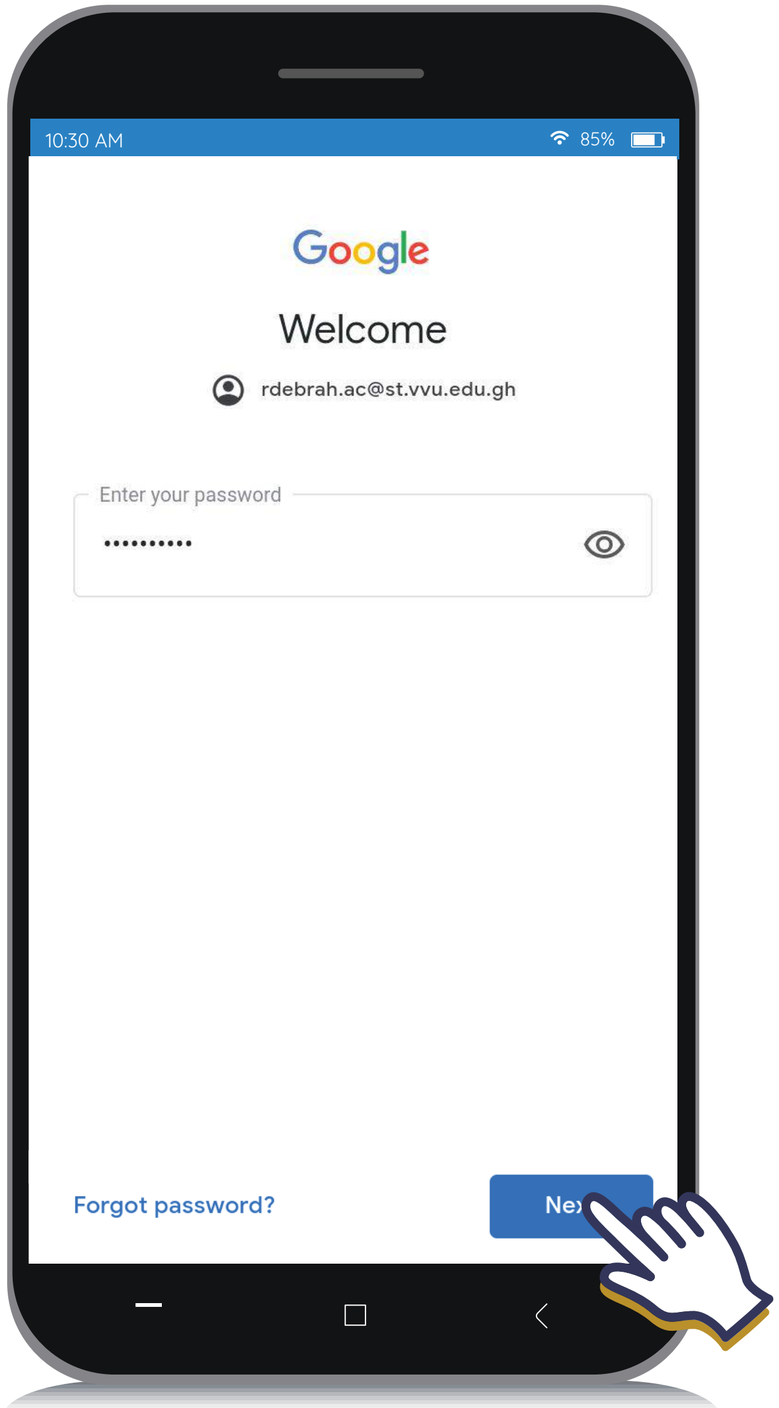

7

ENTER YOUR DEFAULT PASSWORD

Student2020

THEN, CLICK ON NEXT

HOW TO ACTIVATE YOUR VVU EMAIL

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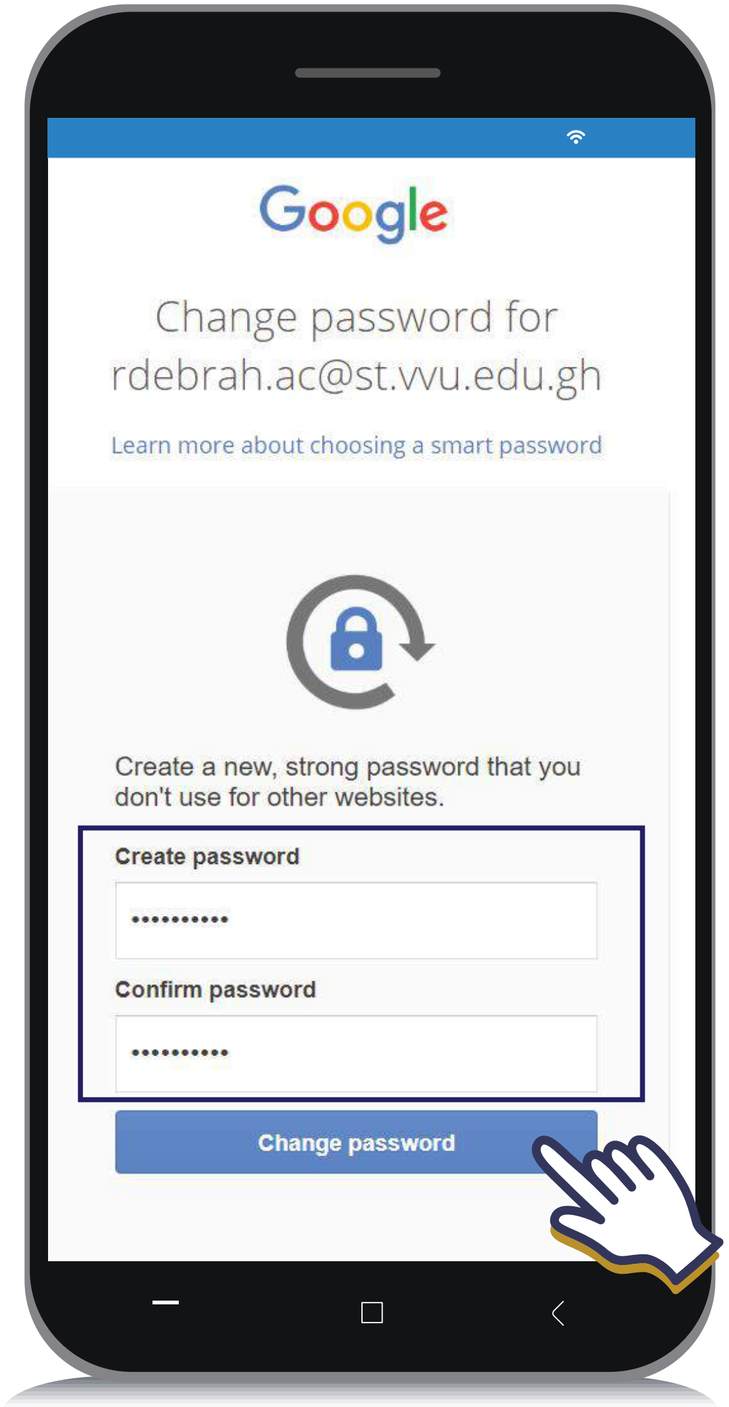

8

ENTER A NEW PASSWORD OF YOUR CHOICE AND THEN, CLICK ON CHANGE PASSWORD

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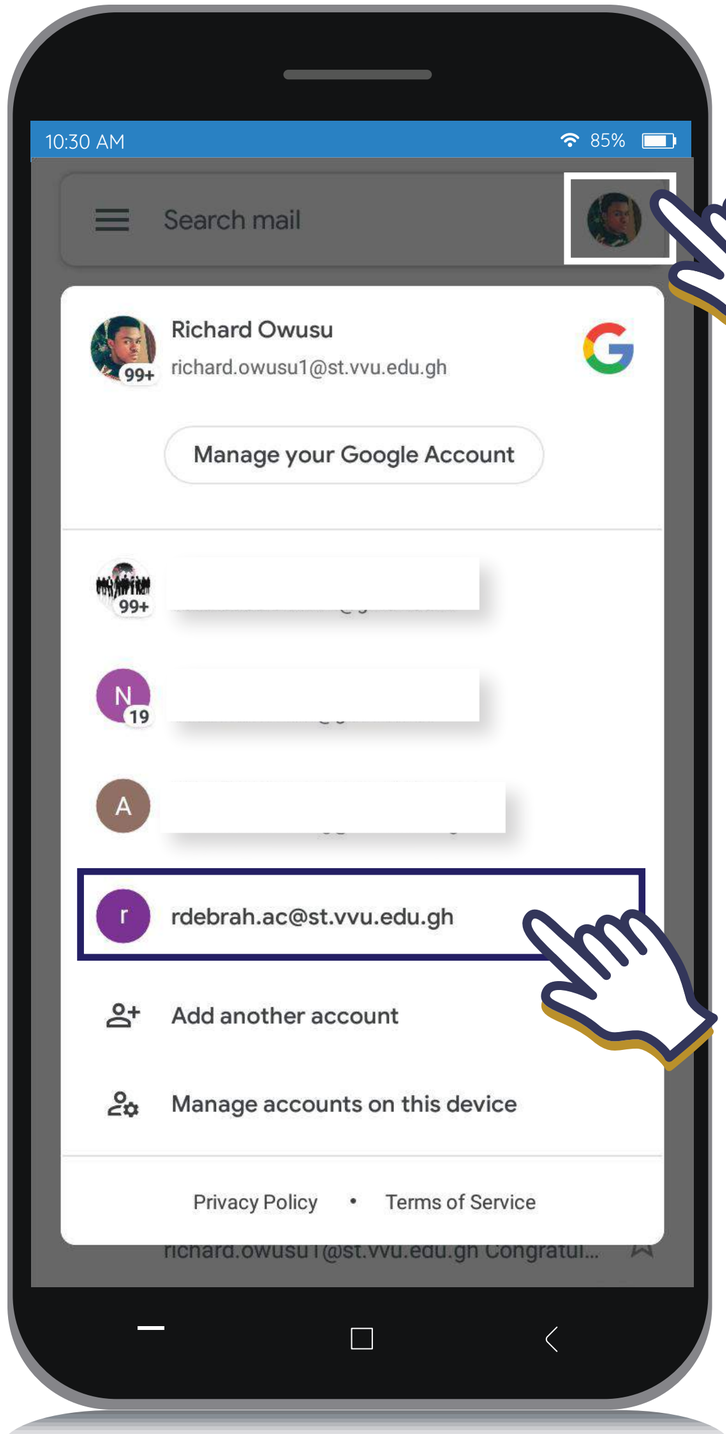

9

UNDER MANAGE YOUR ACCOUNTS SELECT THE VVU EMAIL

HOW TO ACTIVATE YOUR VVU EMAIL

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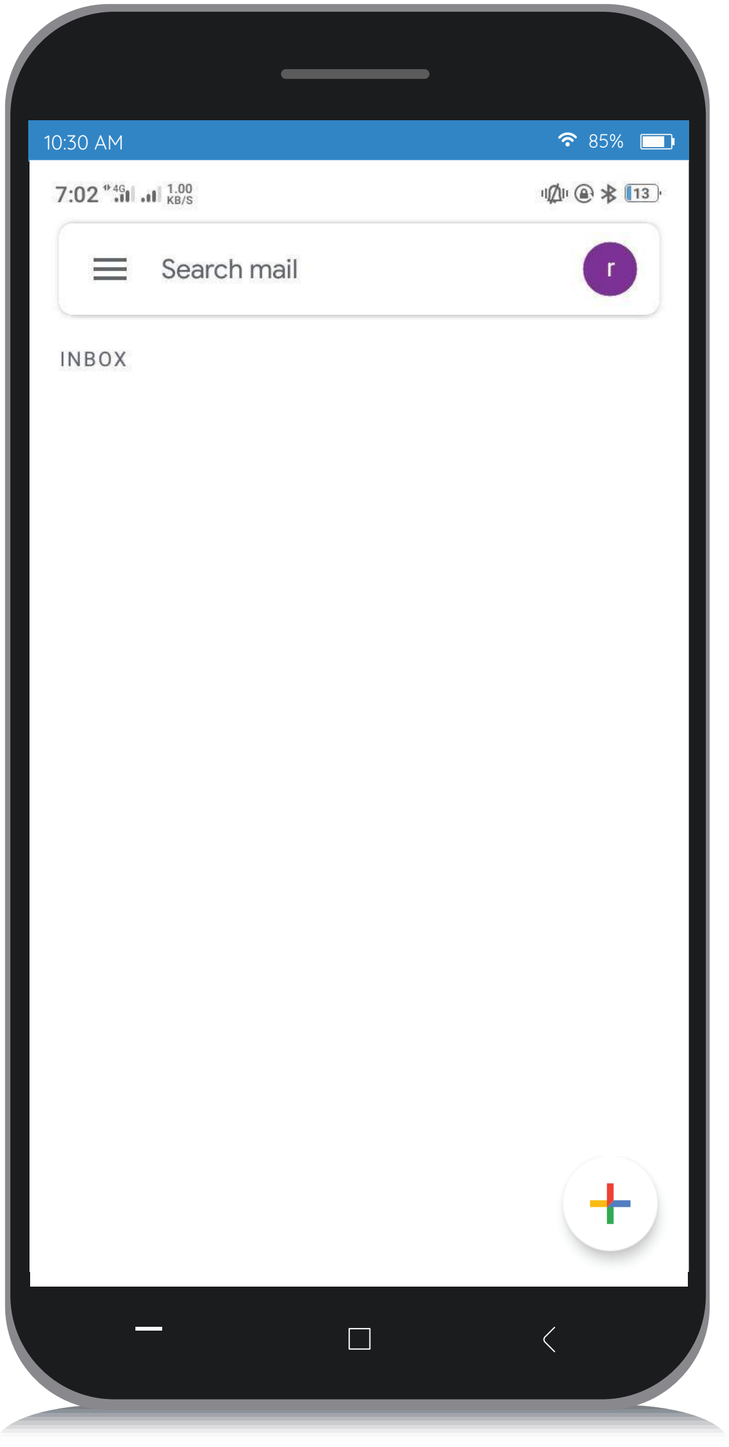

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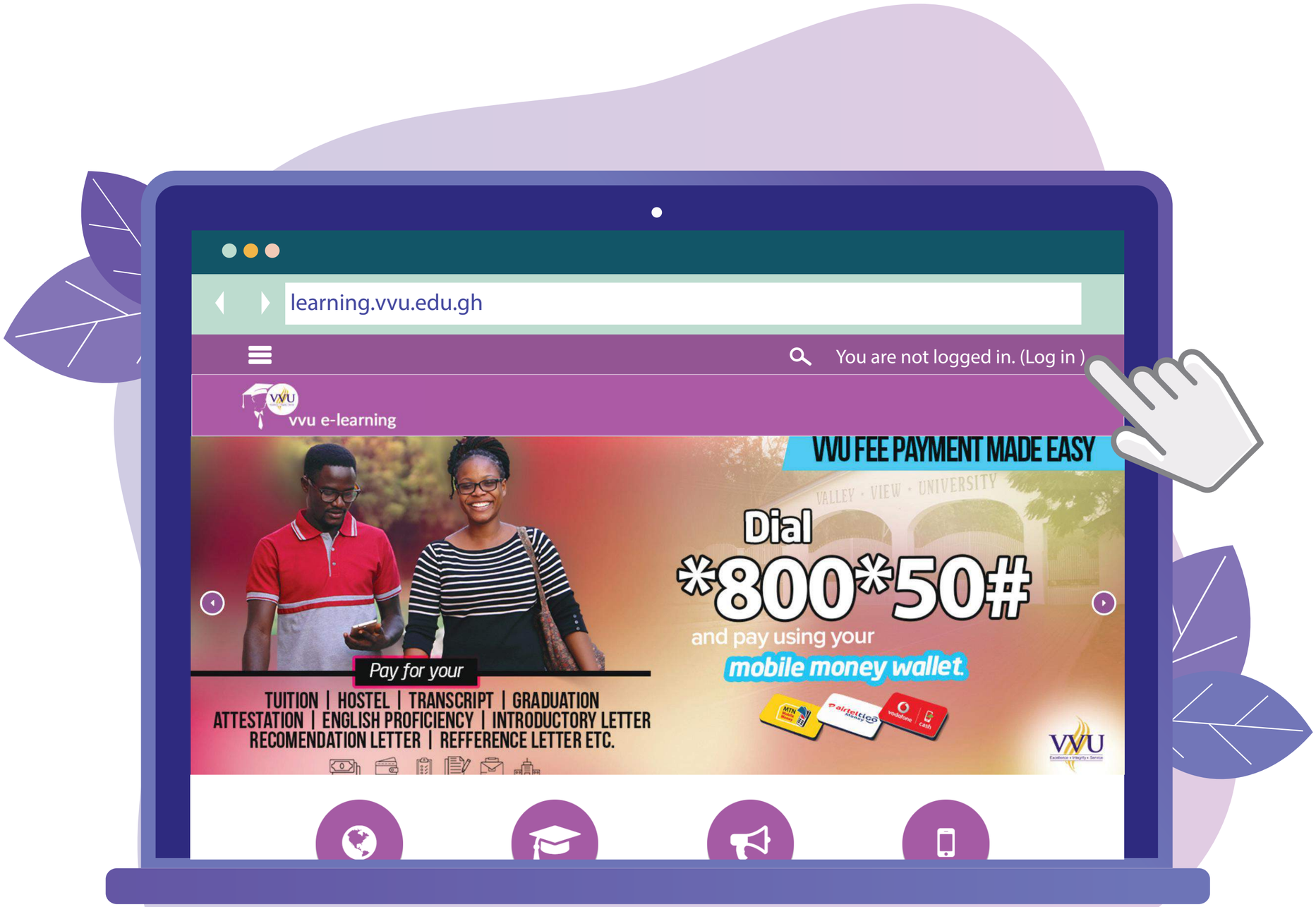
PROCEDURE TO JOIN E-LEARNING PLATFORM

1

Enter the URL:

learning.vvu.edu.gh **in your web browser**

2 Click on the **LOG-IN** at the right top corner

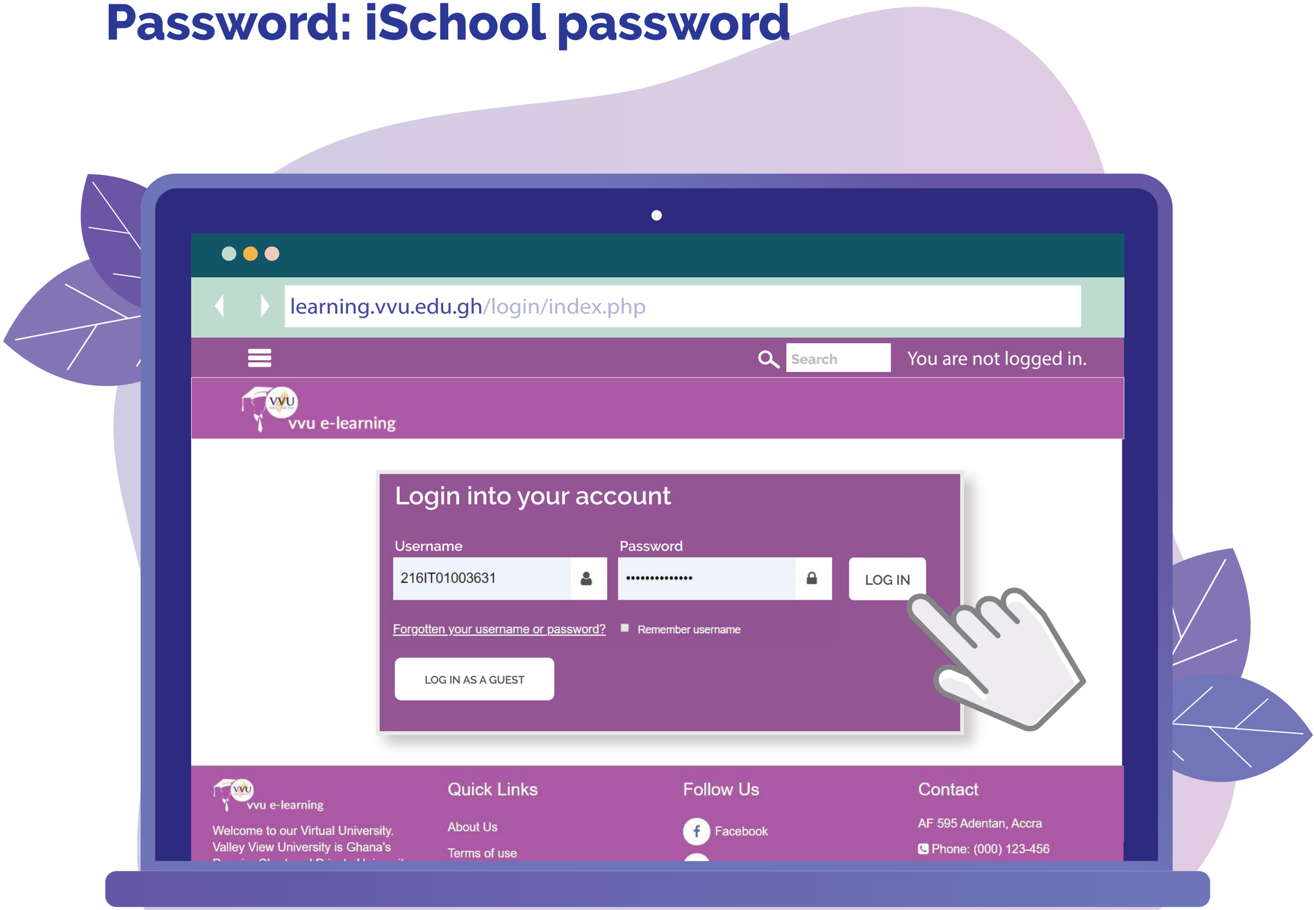


3

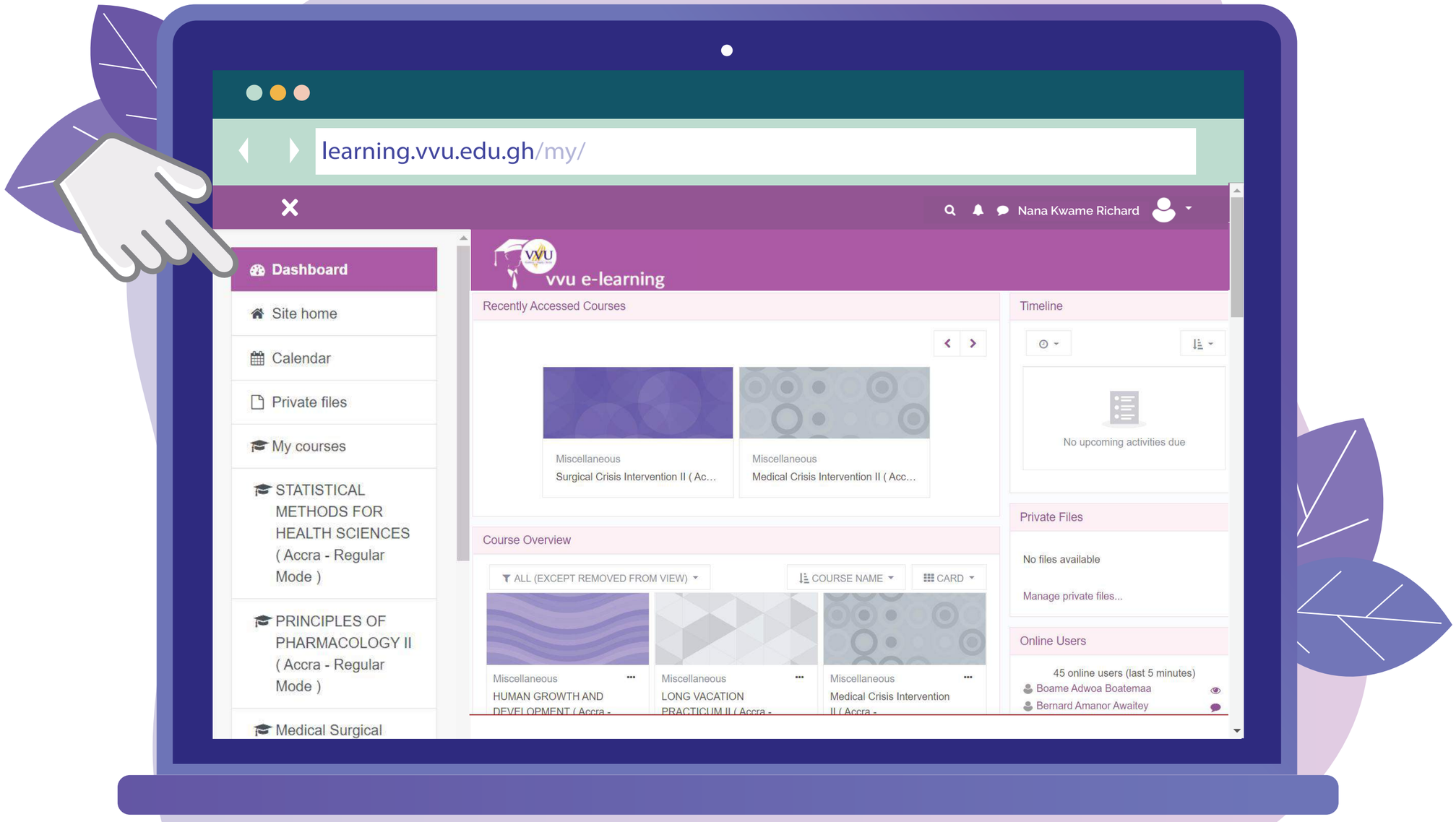
Enter your username and password

Username: Student ID

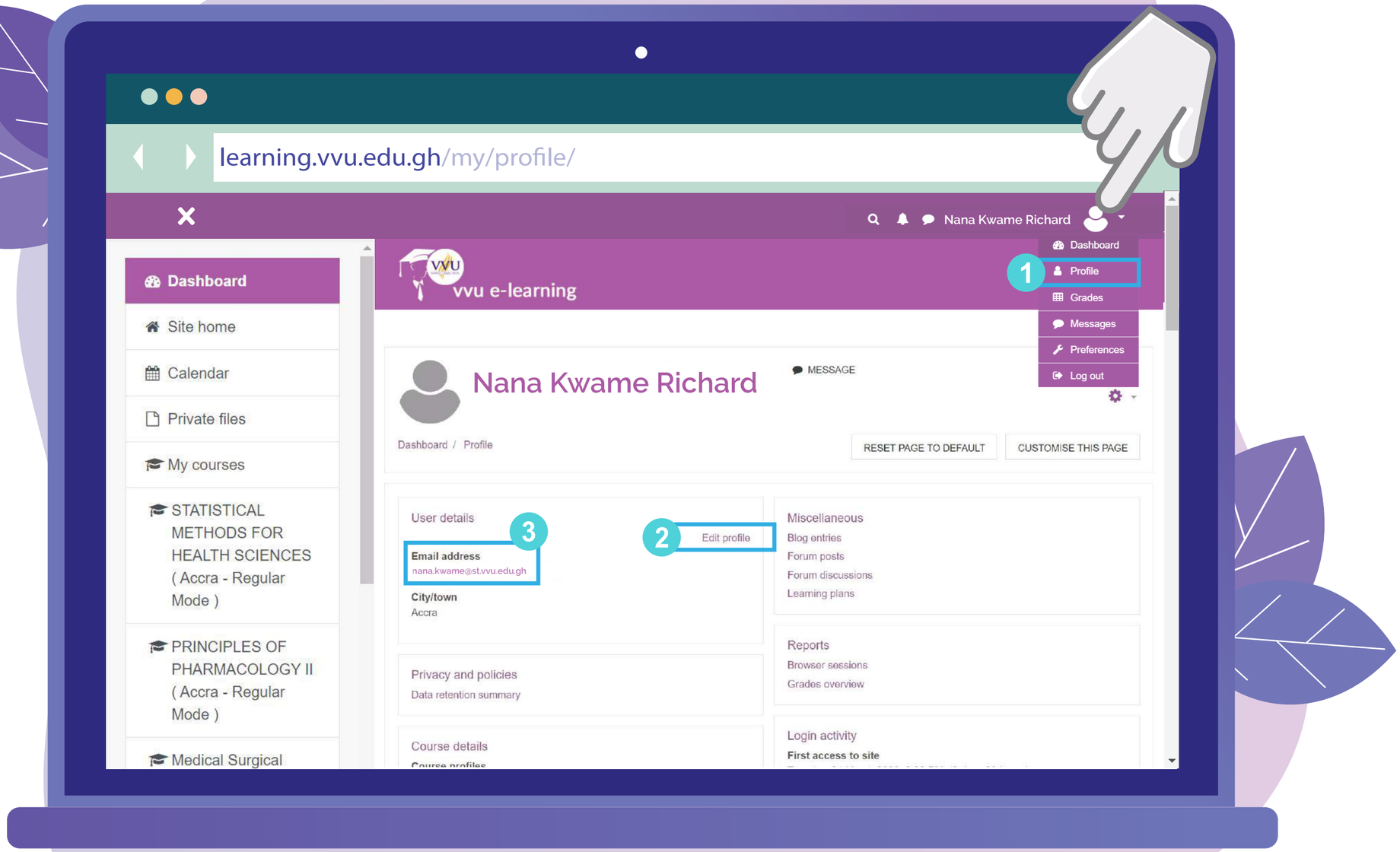
Password: iSchool password



4 You should see your Courses on the Dashboard or the Left pane



5 Update your profile with your VVU Email for better performance



6

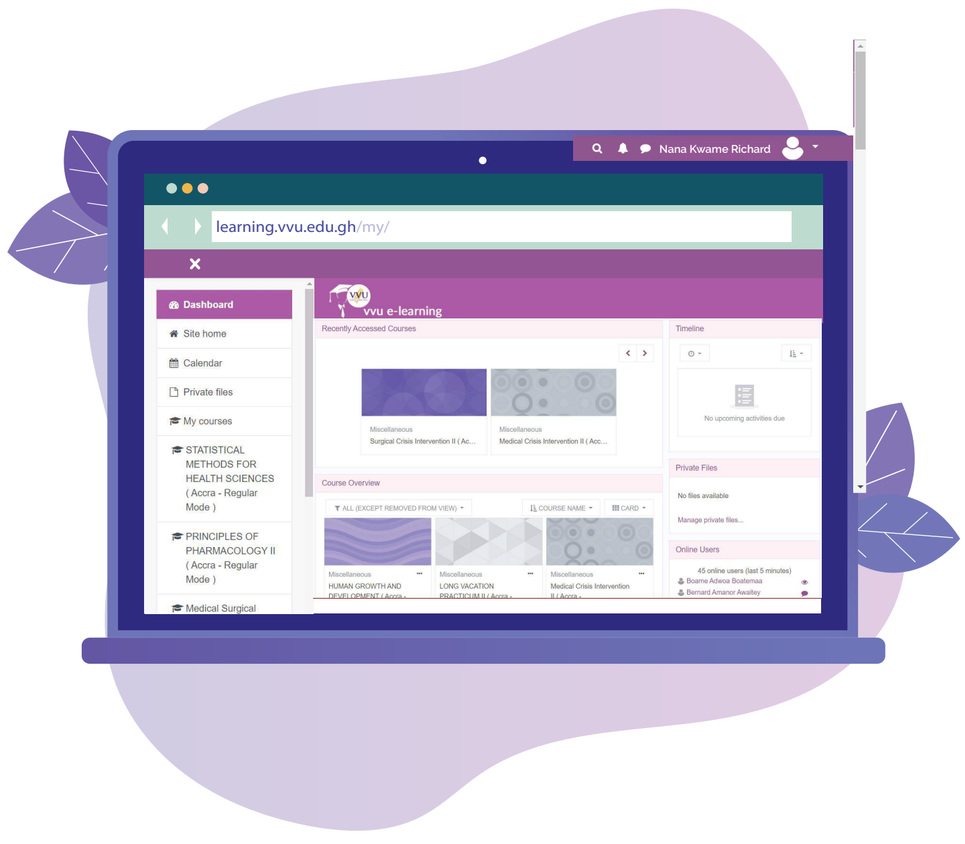
Report any anomalies concerning your courses on the e-learning via

Email: elearning@vvu.edu.gh or

030 705 1124
030 705 1176
030 701 1832

NOTE:

When reporting kindly include your **name** & **Student ID** so we can be able to **trace and resolve your issue easily.**



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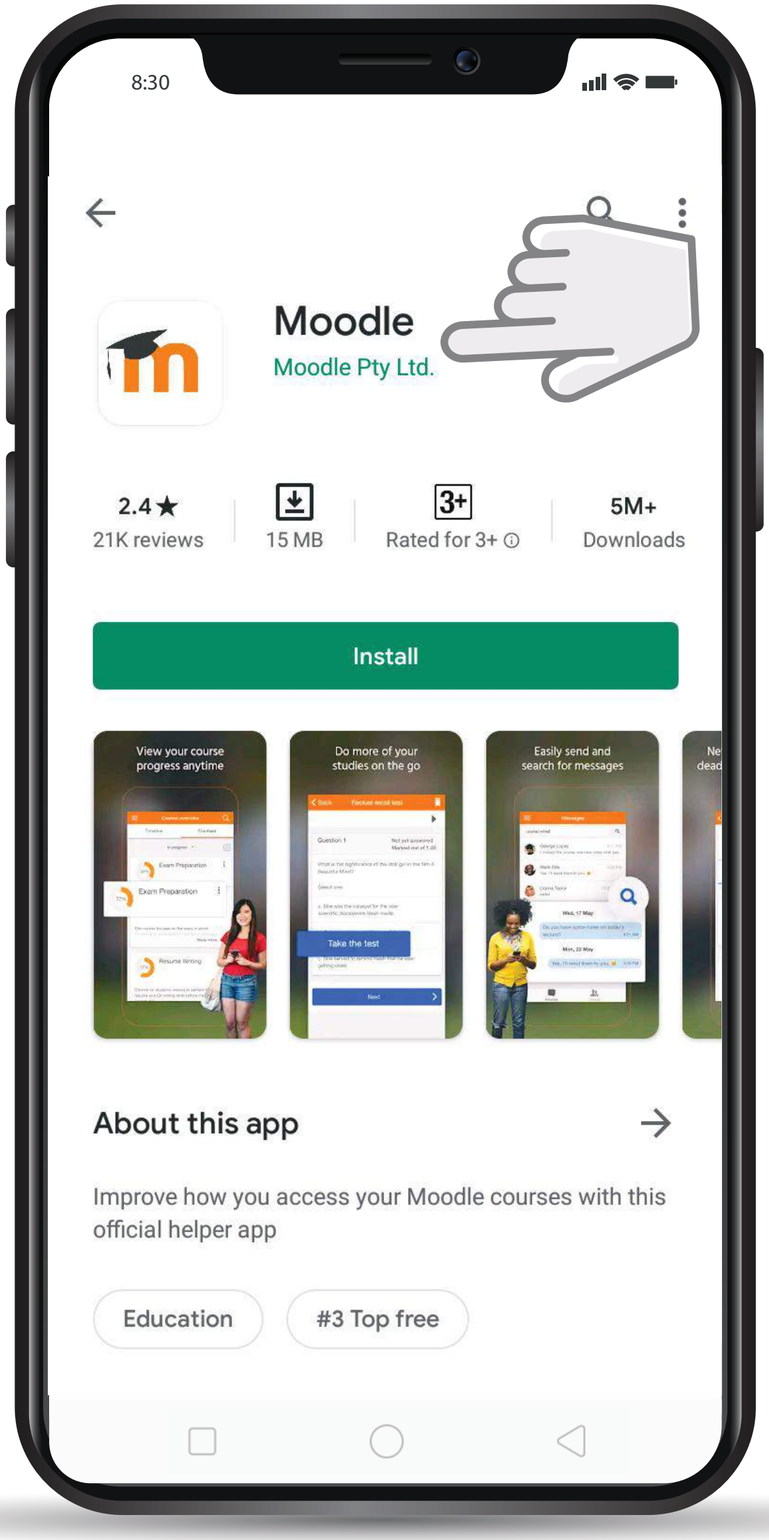
MOBILE APP ACCESS TO THE E-LEARNING PLATFORM

1



ANDROID:
Go to the **play store** *and search* **MOODLE**

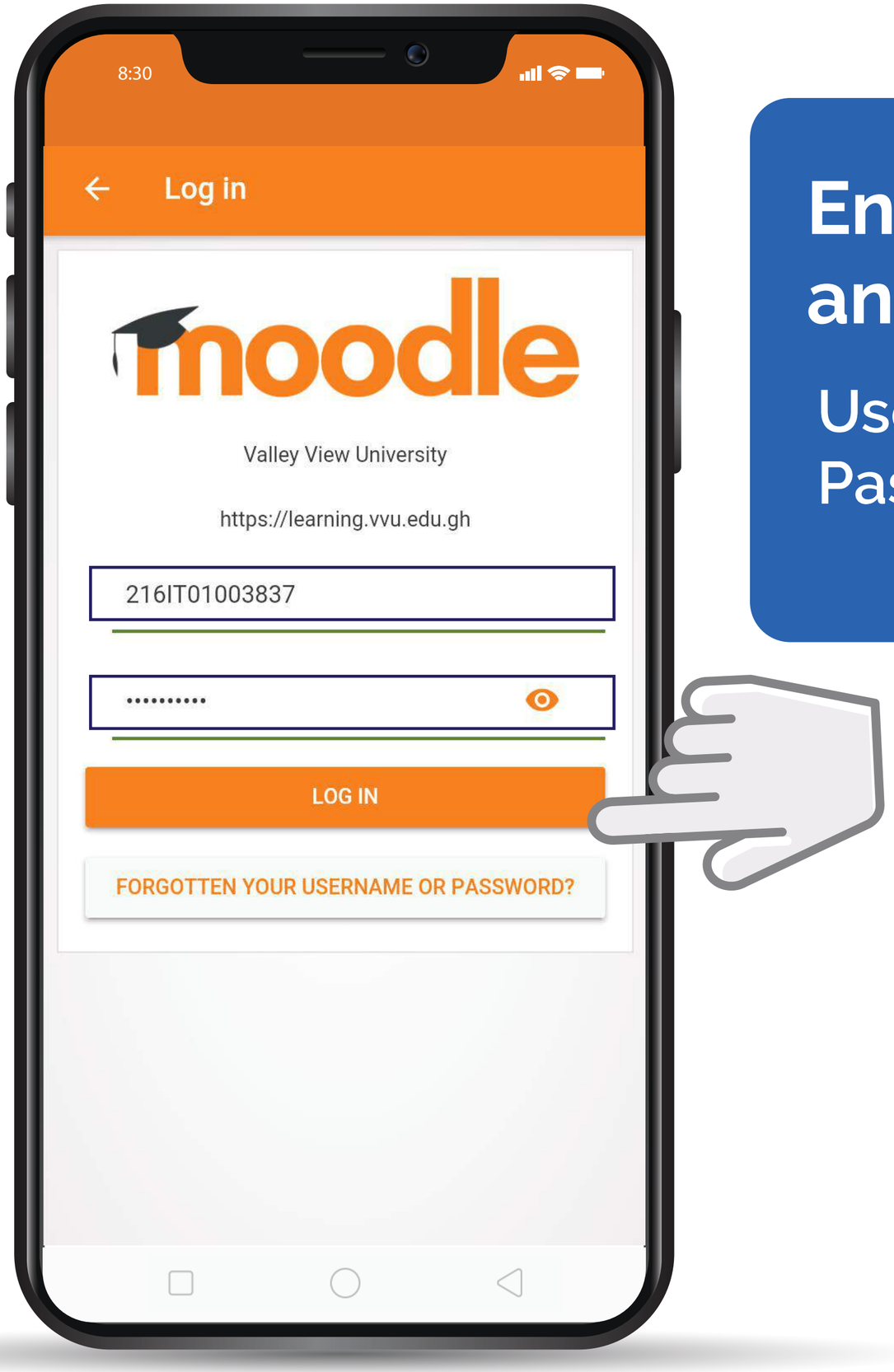
Apple/iOS:
Go to the **app store** *and search* **MOODLE**

2

After Installation, Open the app and Enter the site address:

learning.vvu.edu.gh

3

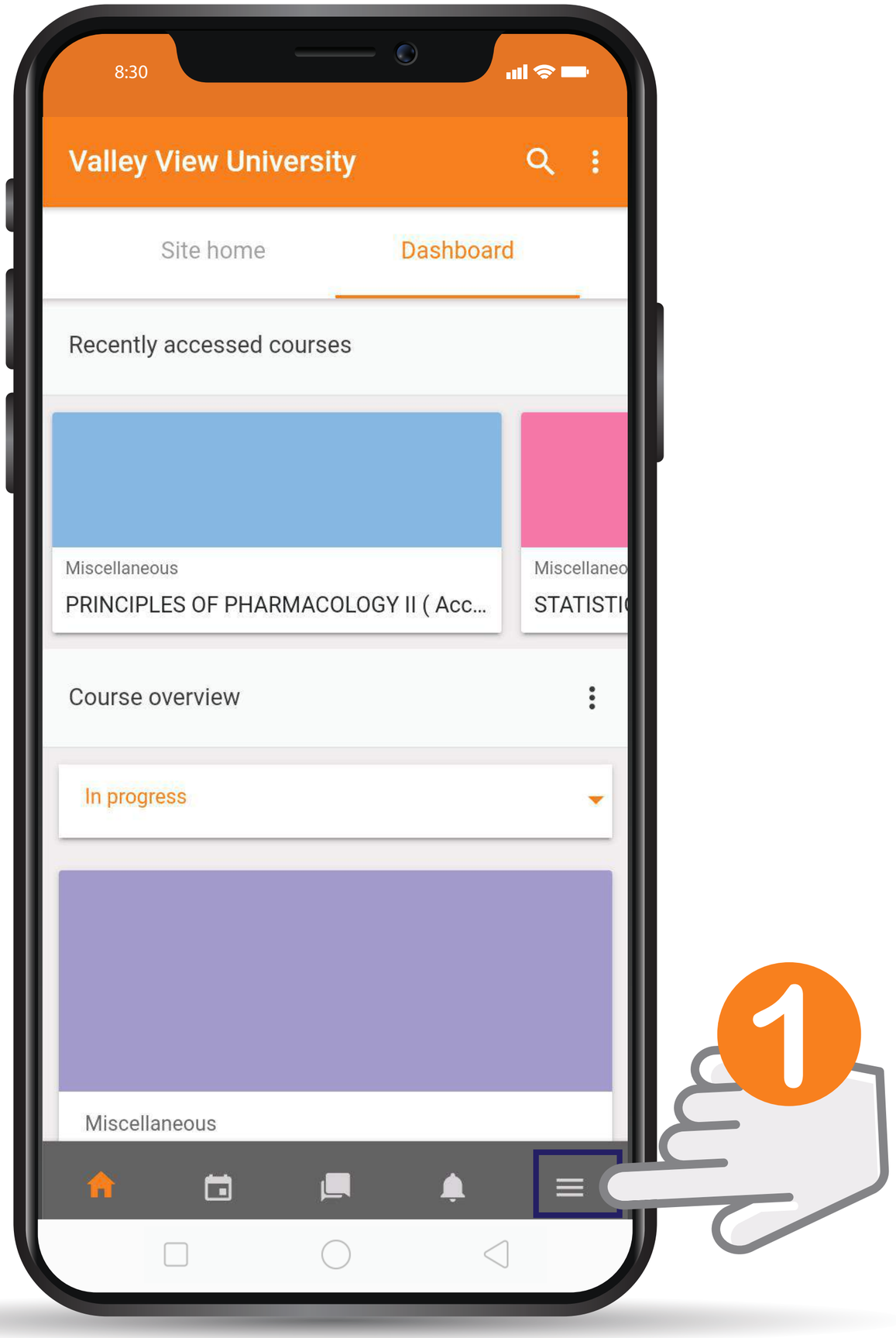


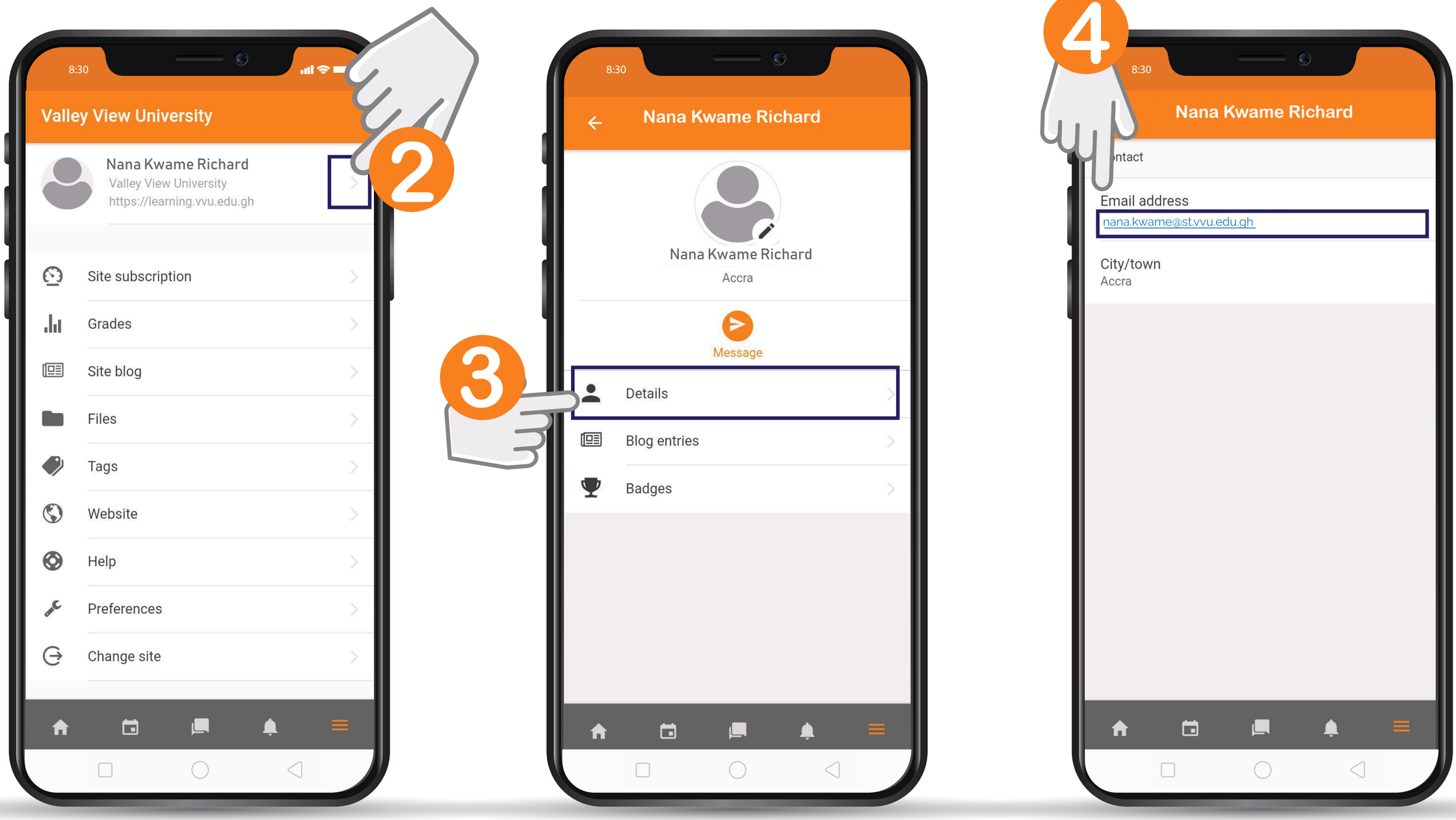
Enter your username and password

Username: ***Student ID***
Password: ***iSchool Password***

4

Add your VVU Email to your phone account for better performance

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Nana Kwame Richard
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https://learning.vvu.edu.gh
2
Site subscription
Grades
Site blog
Files
Tags
Website
Help
Preferences
Change site
3
Nana Kwame Richard
Nana Kwame Richard
Accra
Message
Details
Blog entries
Badges
4
Nana Kwame Richard
ntact
Email address
nana.kwame@st.vvu.edu.gh
City/town
Accra

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PRACTICAL SESSION TRAINING FOR SANDWICH STUDENTS

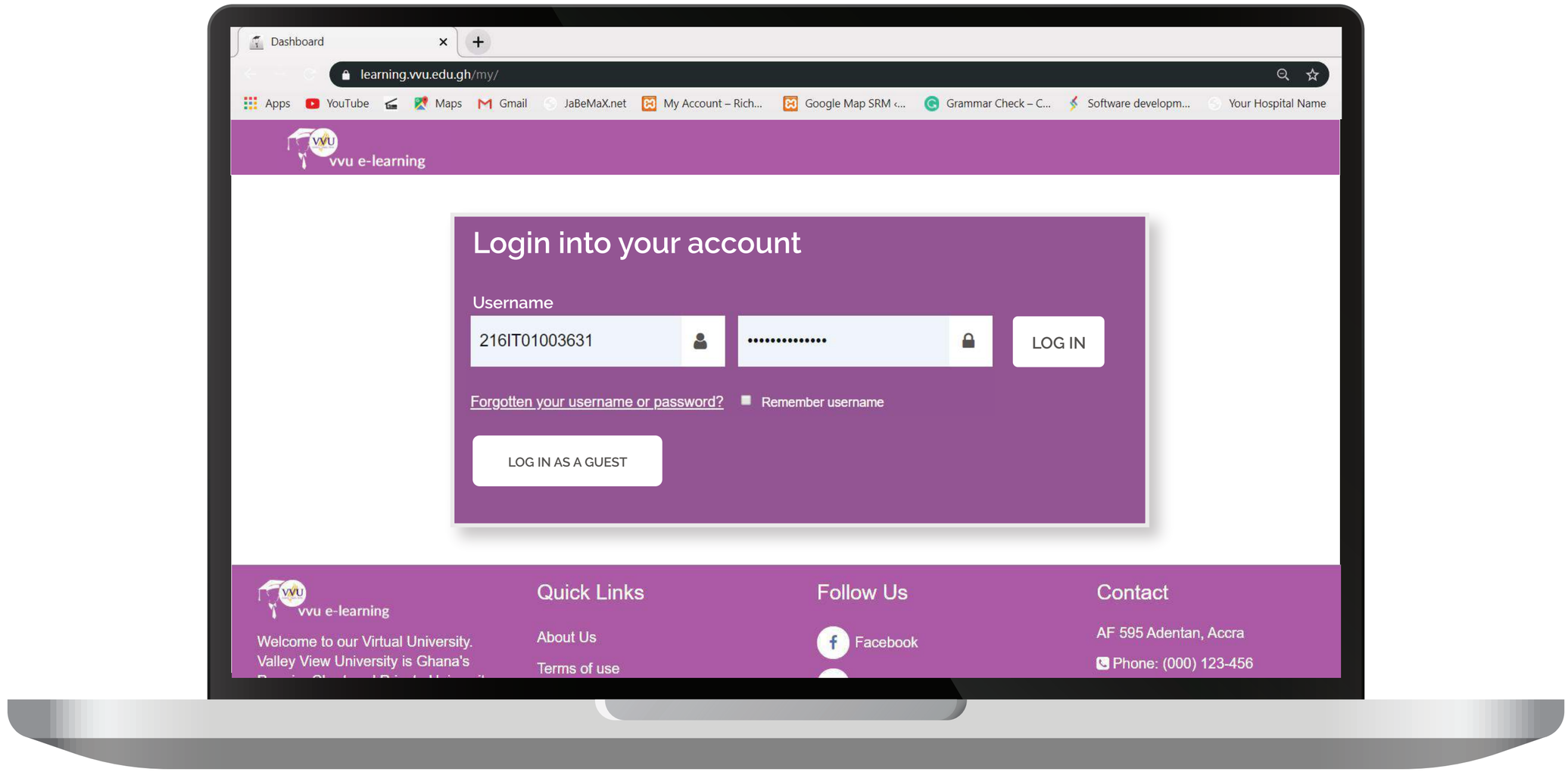
ENTER THE URL IN YOUR BROWSER :

learning.vvu.edu.gh

AND THEN LOGIN

Enter your username and password

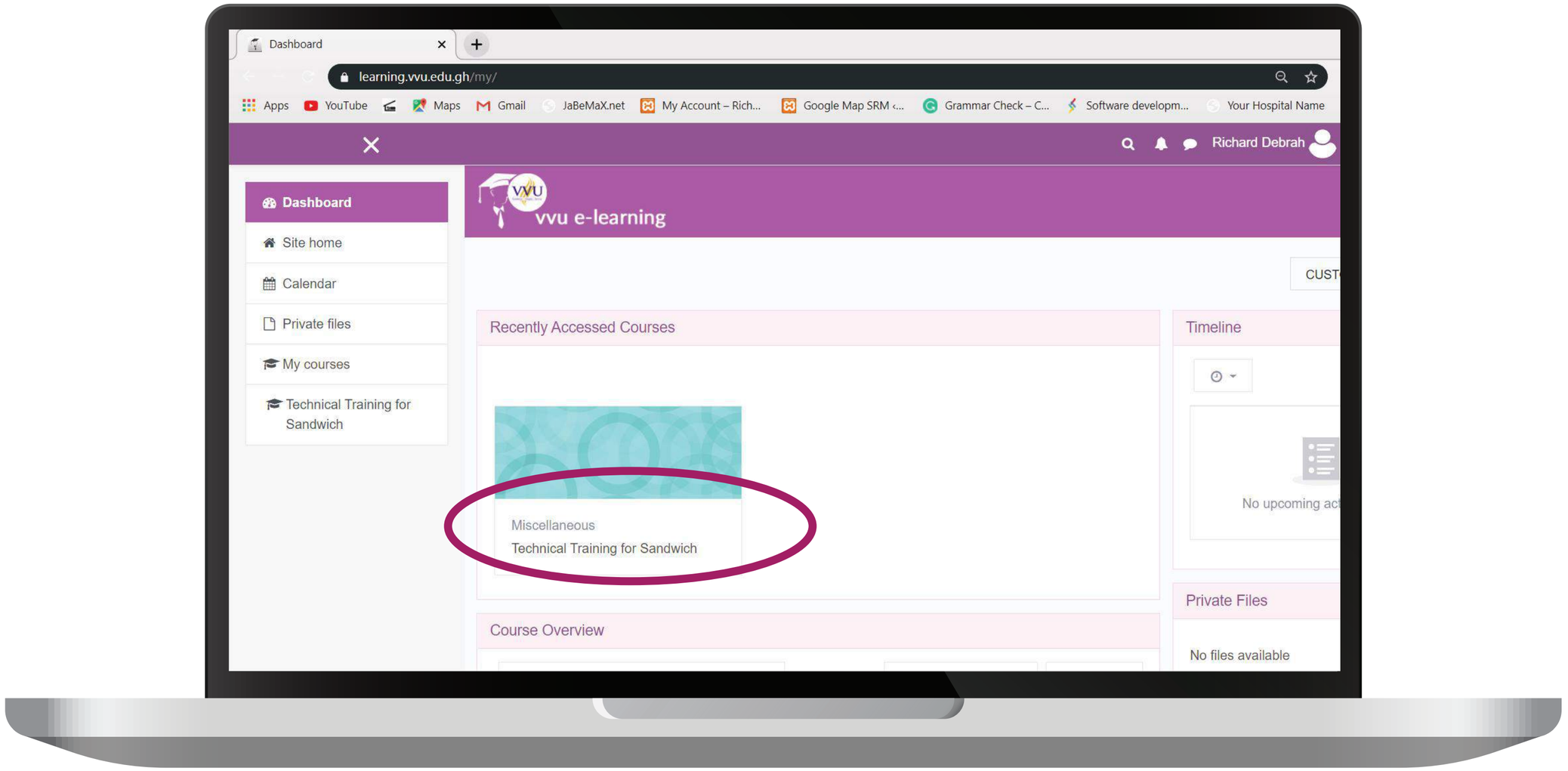
STEP 1



PRATICAL SESSION FOR SANDWICH STUDENTS

CLICK ON TECHNICAL TRAINING FOR SANDWICH

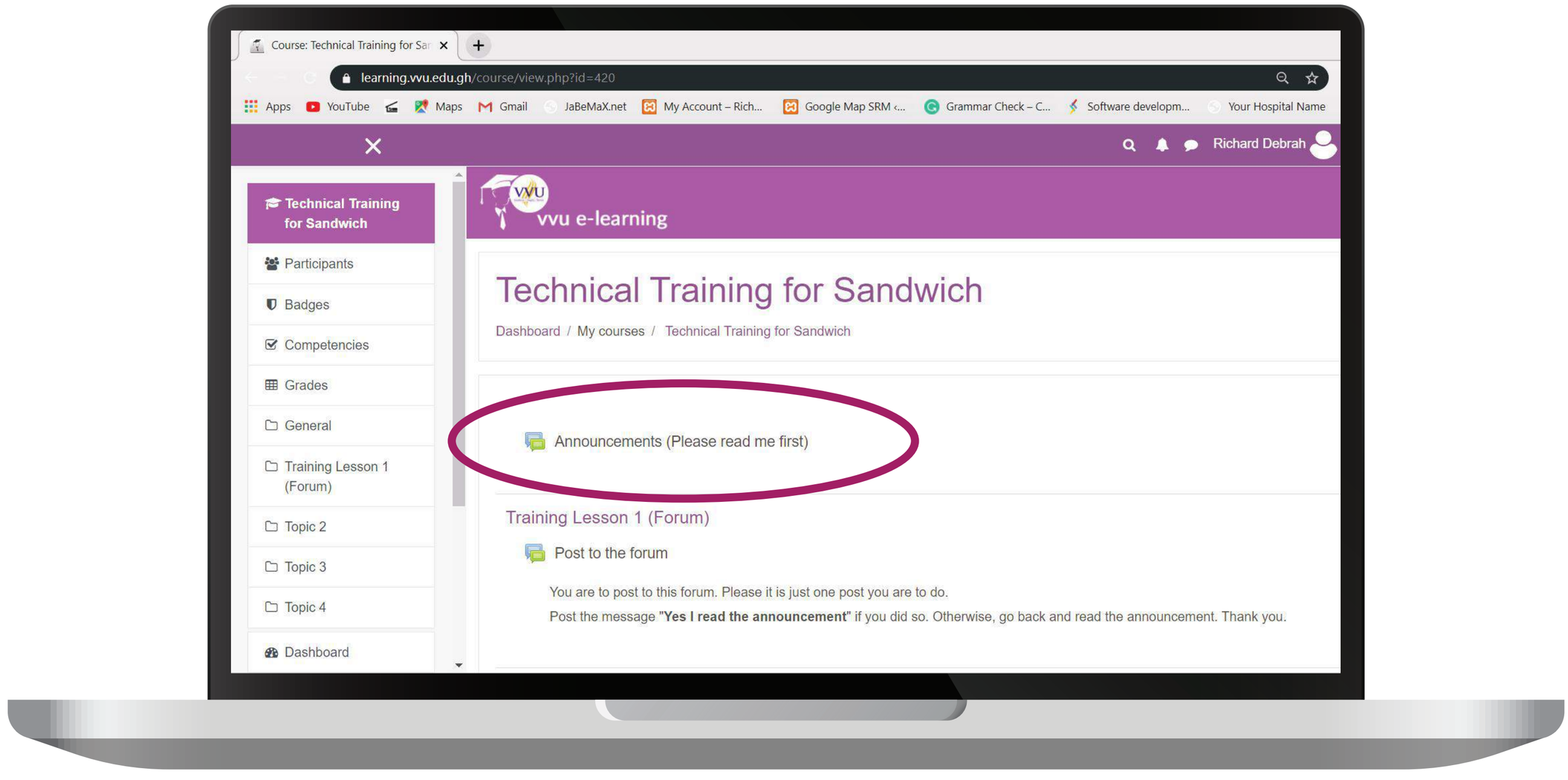
STEP 2



PRATICAL SESSION FOR SANDWICH STUDENTS

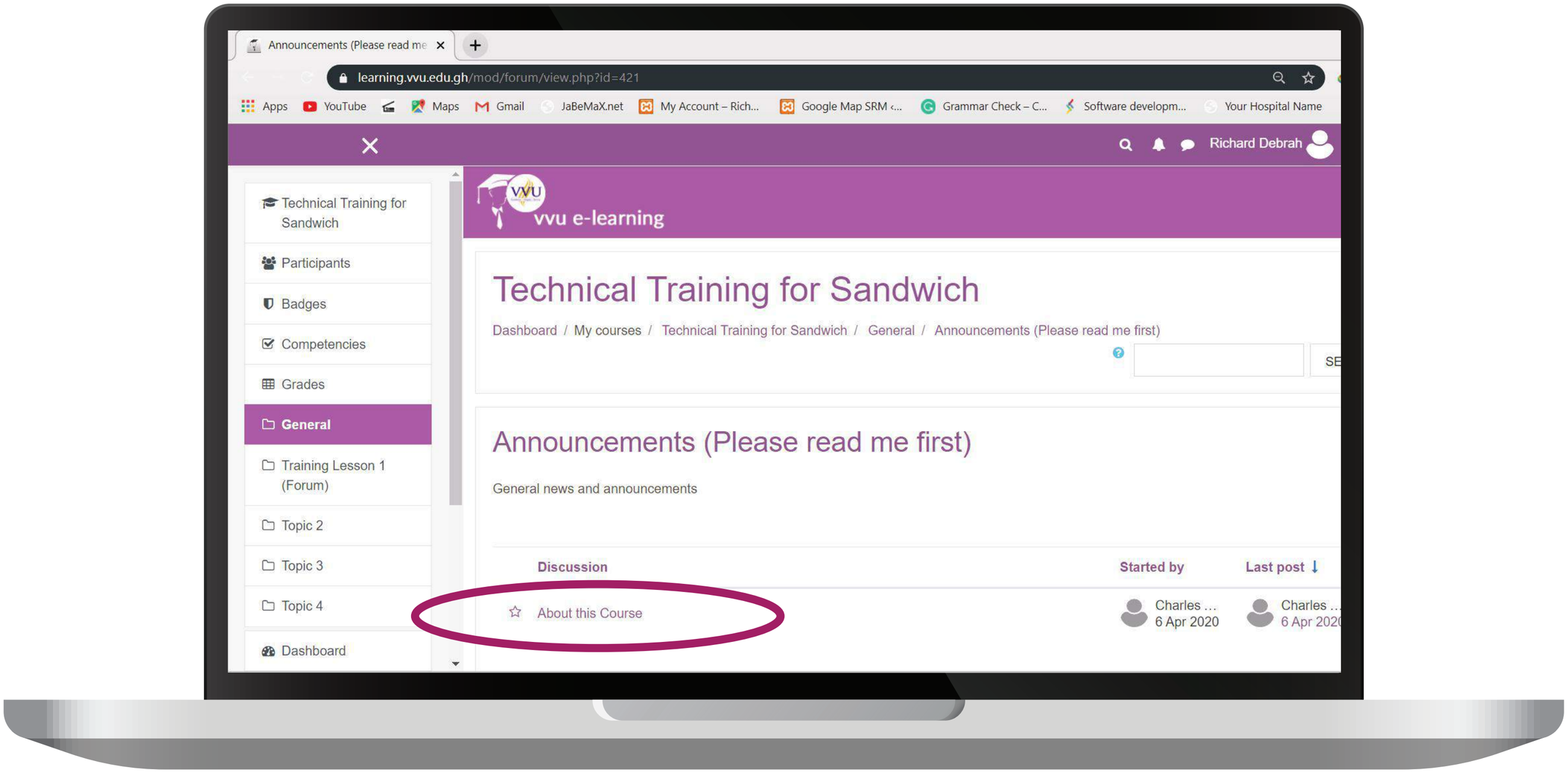
CLICK ON ANNOUNCEMENT TO READ INSTRUCTIONS

STEP 3



CLICK ON ABOUT THIS COURSE

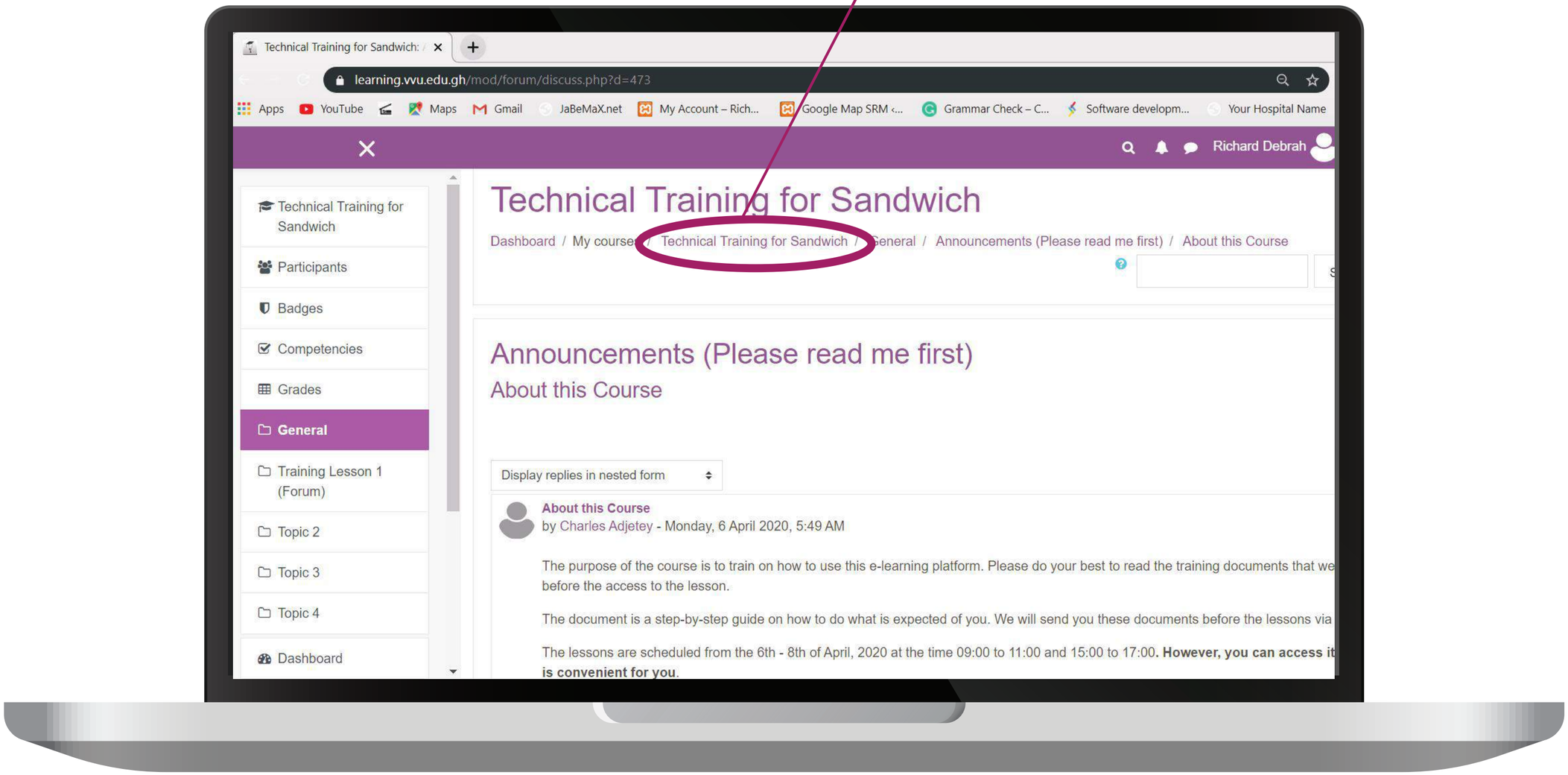
STEP 4



PRATICAL SESSION FOR SANDWICH STUDENTS

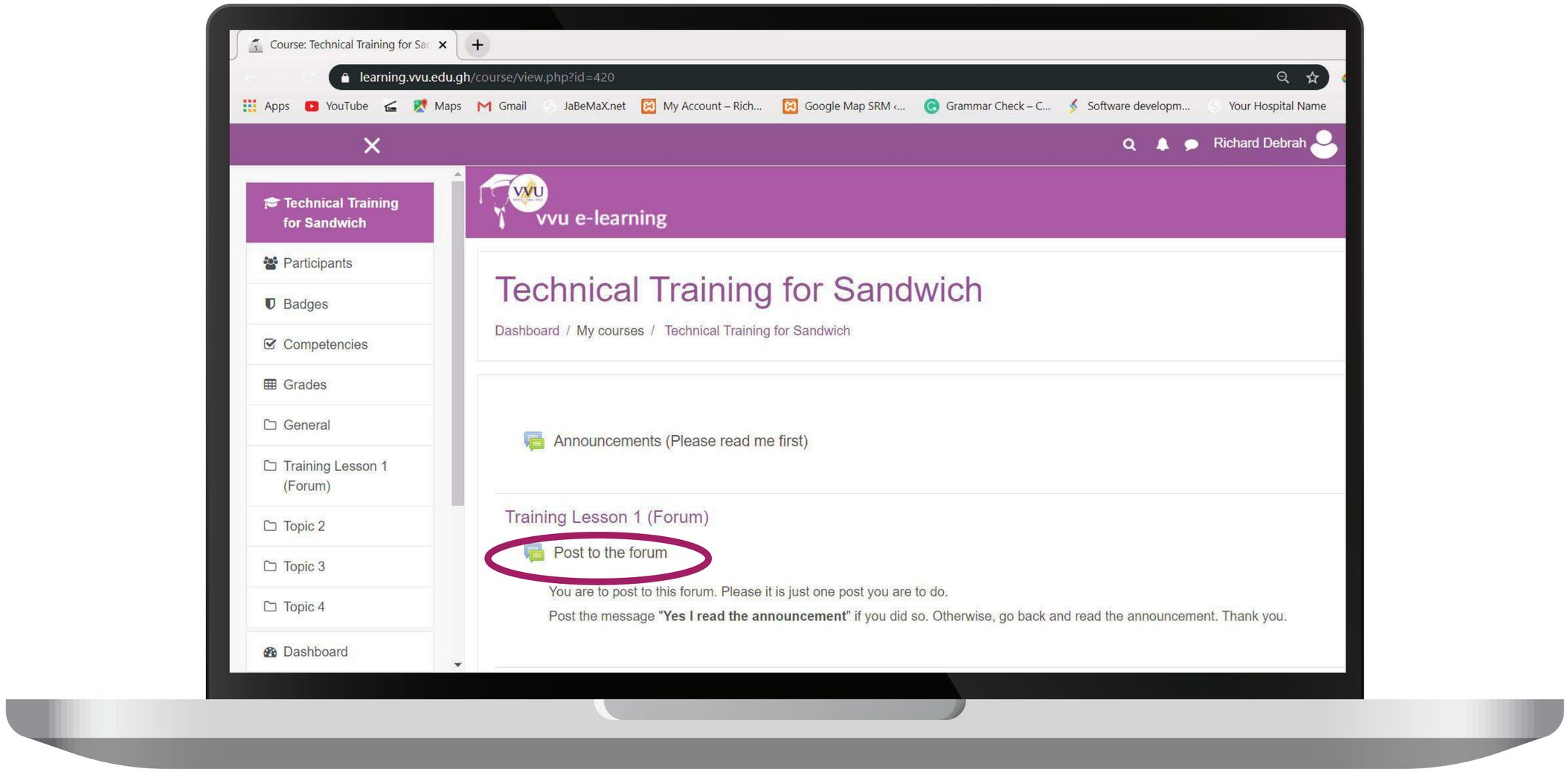
STEP 5

CLICK ON TECHNICAL TRAINING FOR SANDWICH TO GO BACK



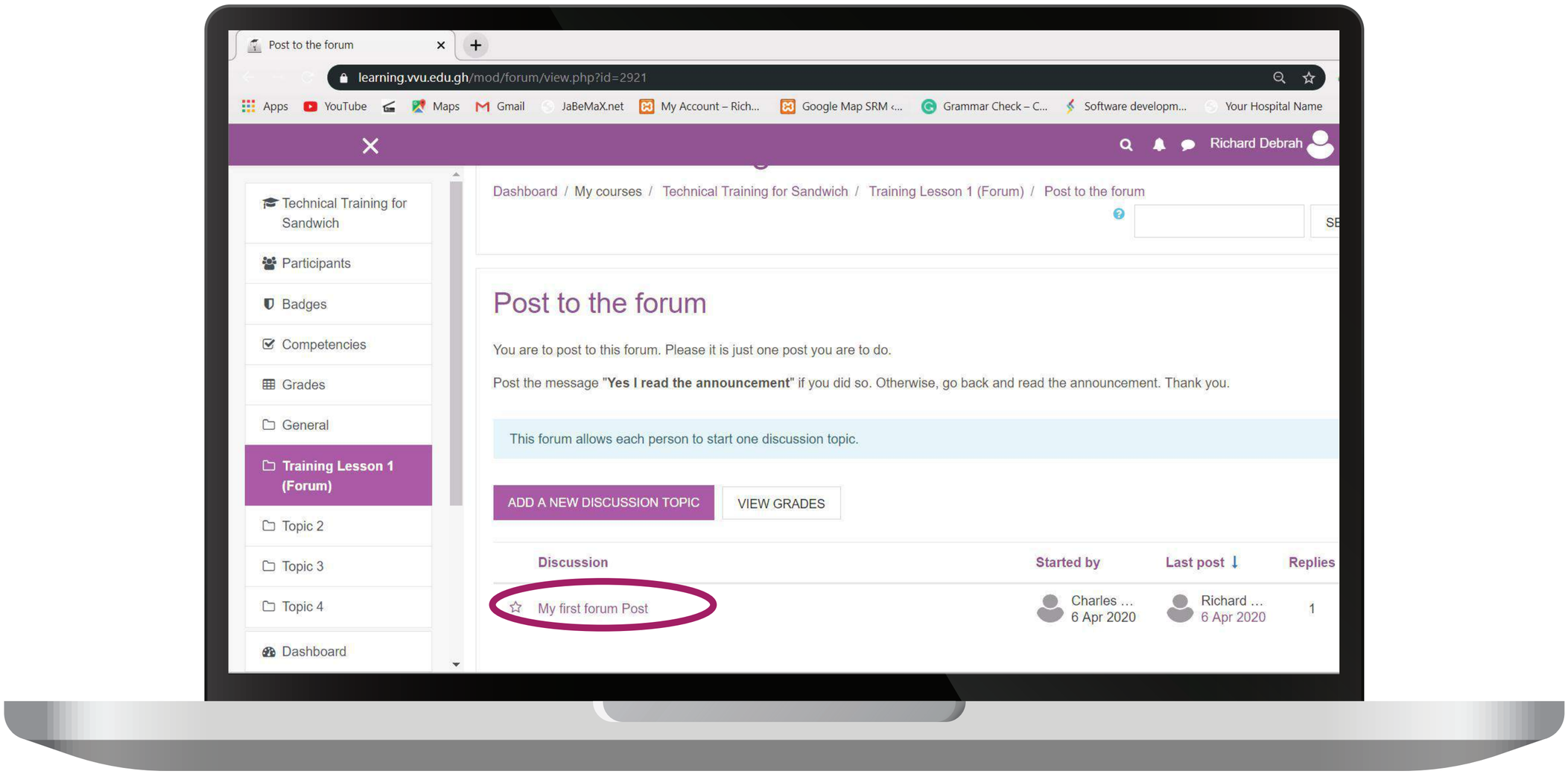
CLICK ON THE POST FORUM

STEP 6



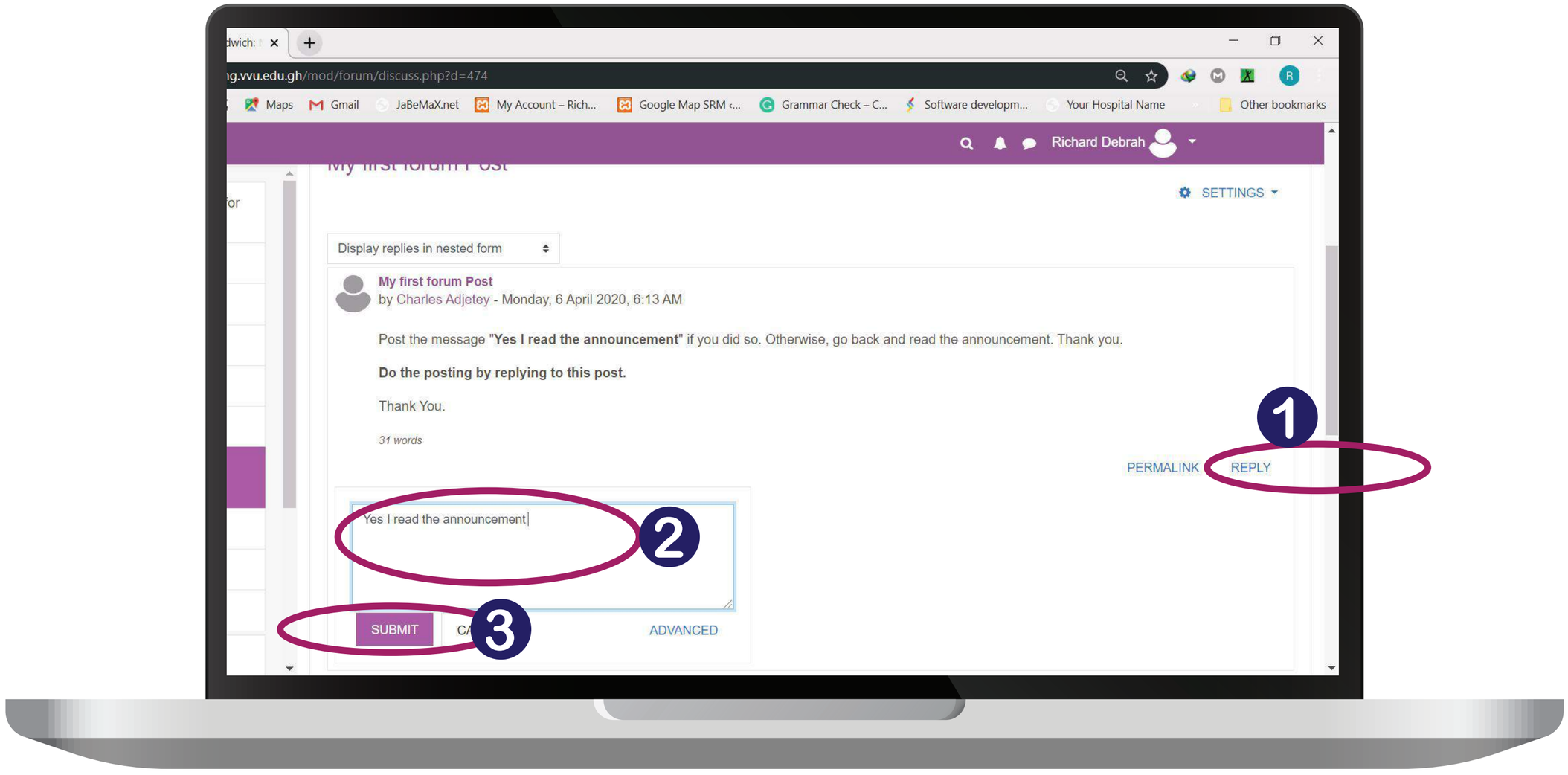
CLICK ON MY FIRST FORUM POST

STEP 7



❶ CLICK ON REPLY
❷ ENTER A MESSAGE TO REPLY
❸ CLICK ON THE SUBMIT BUTTOM

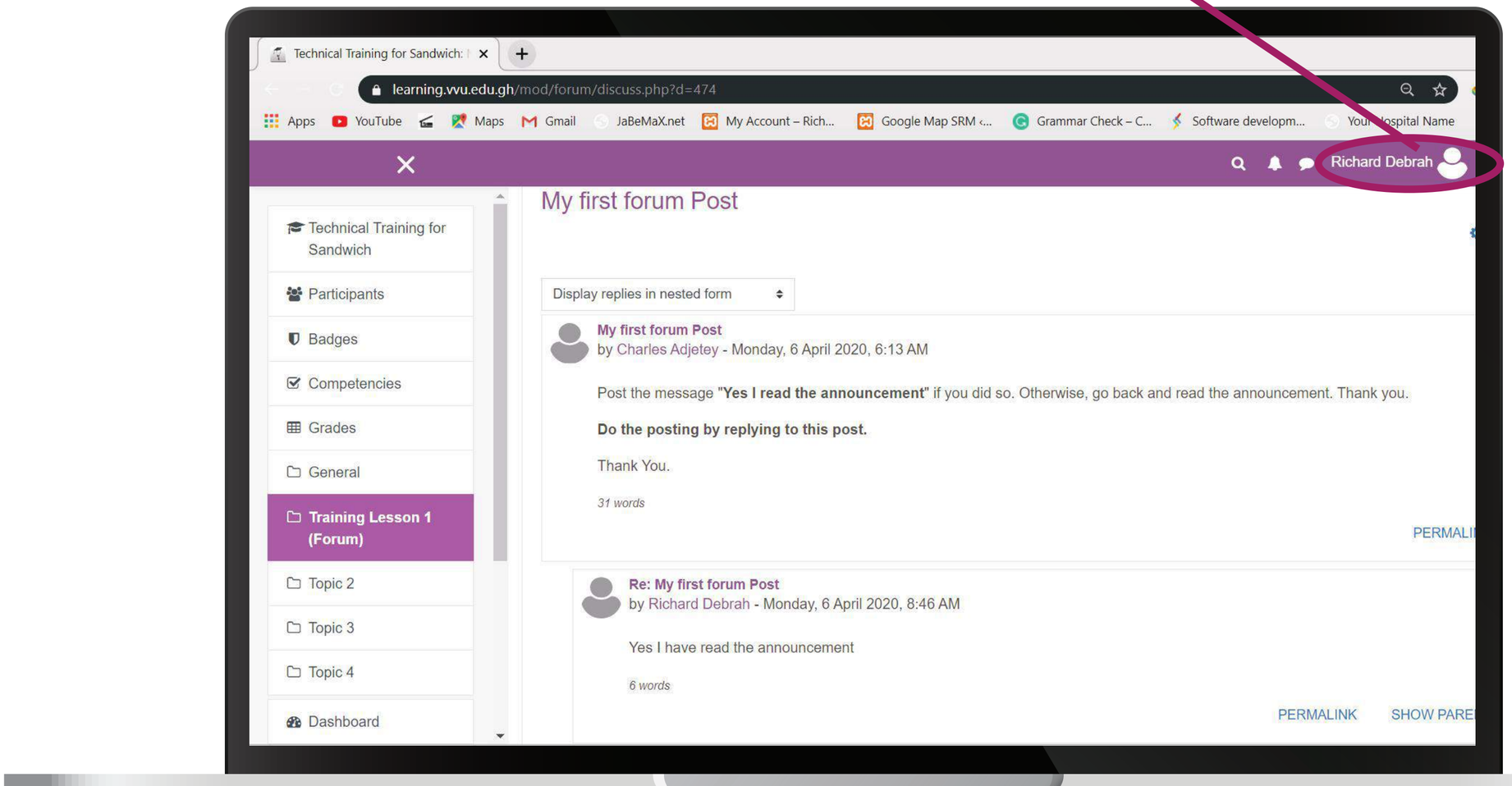
STEP 8



PRATICAL SESSION FOR SANDWICH STUDENTS

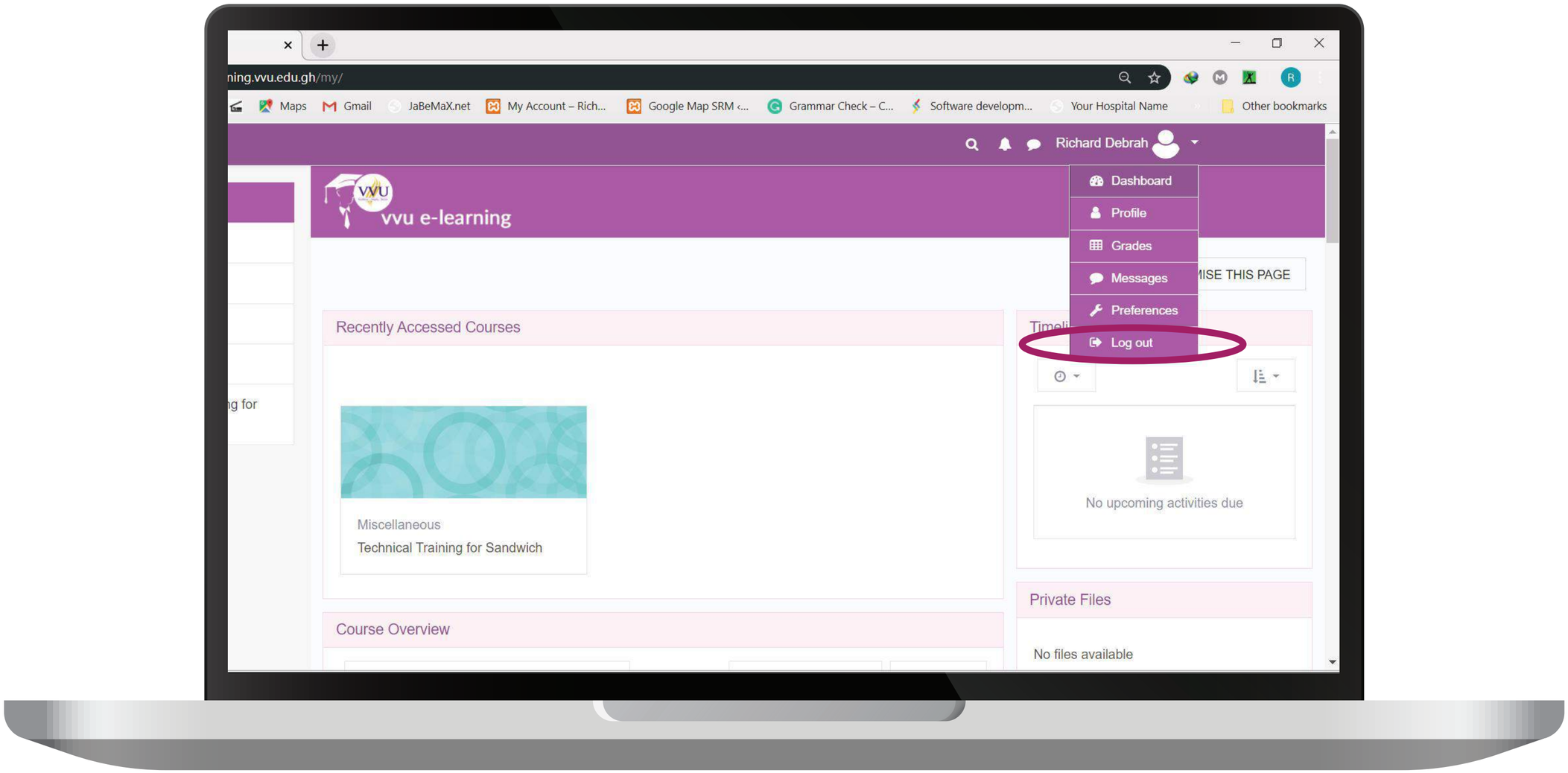
STEP 9

GO BACK TO YOUR DASHBOARD
CLICK ON THE PROFILE ICON

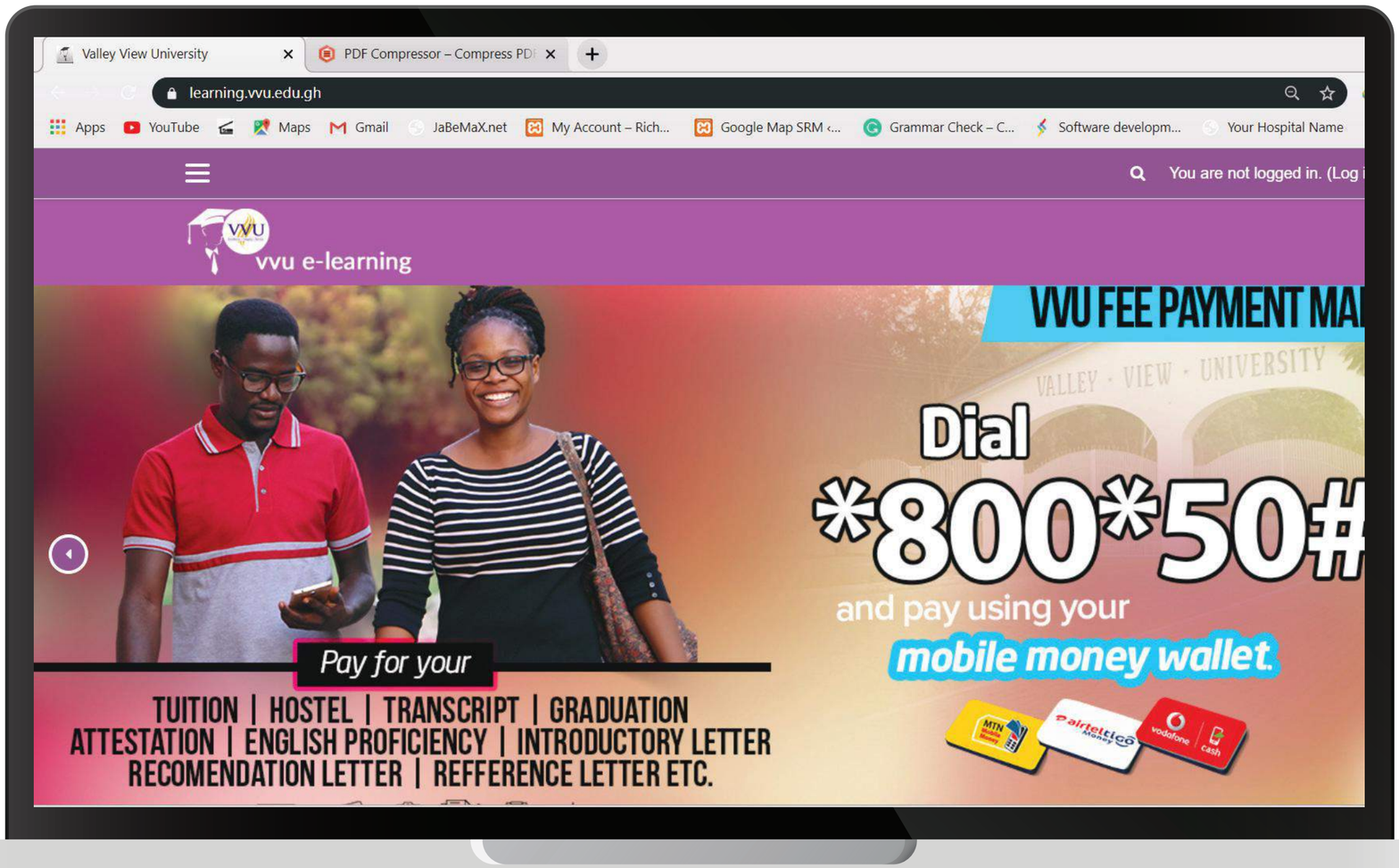


CLICK ON LOGOUT

STEP 10



THANK YOU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PDF Compressor – Compress PDF
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Apps
YouTube
Maps
Gmail
JaBeMaX.net
My Account – Rich...
Google Map SRM <...
Grammar Check – C...
Software developm...
Your Hospital Name
You are not logged in. (Log
vvu e-learning
VVU FEE PAYMENT MA
VALLEY · VIEW · UNIVERSITY
Dial
*800*50#
and pay using your
mobile money wallet
Pay for your
TUITION | HOSTEL | TRANSCRIPT | GRADUATION
ATTESTATION | ENGLISH PROFICIENCY | INTRODUCTORY LETTER
RECOMENDATION LETTER | REFFERENCE LETTER ETC.

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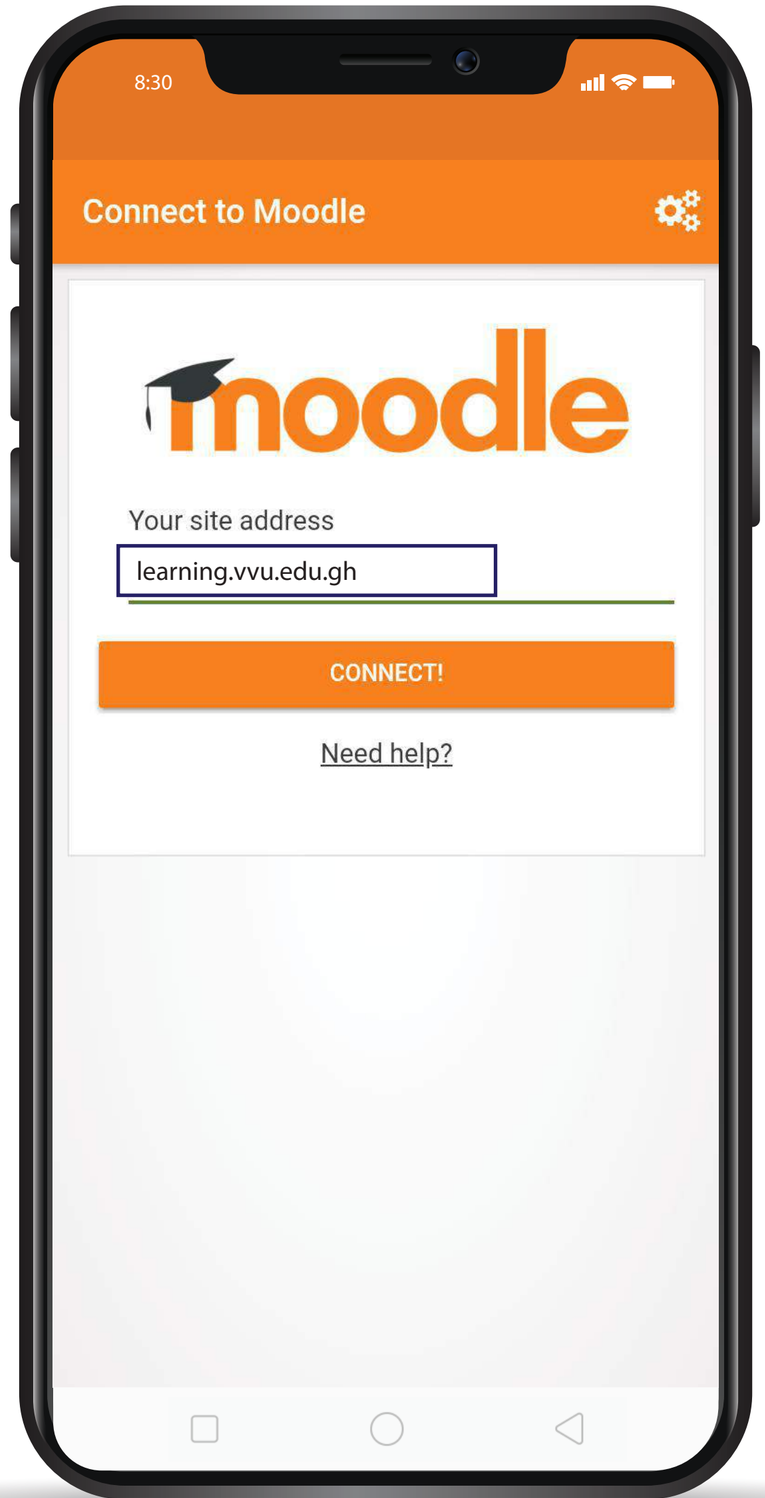
PRACTICAL SESSION TRAINING FOR SANDWICH STUDENTS

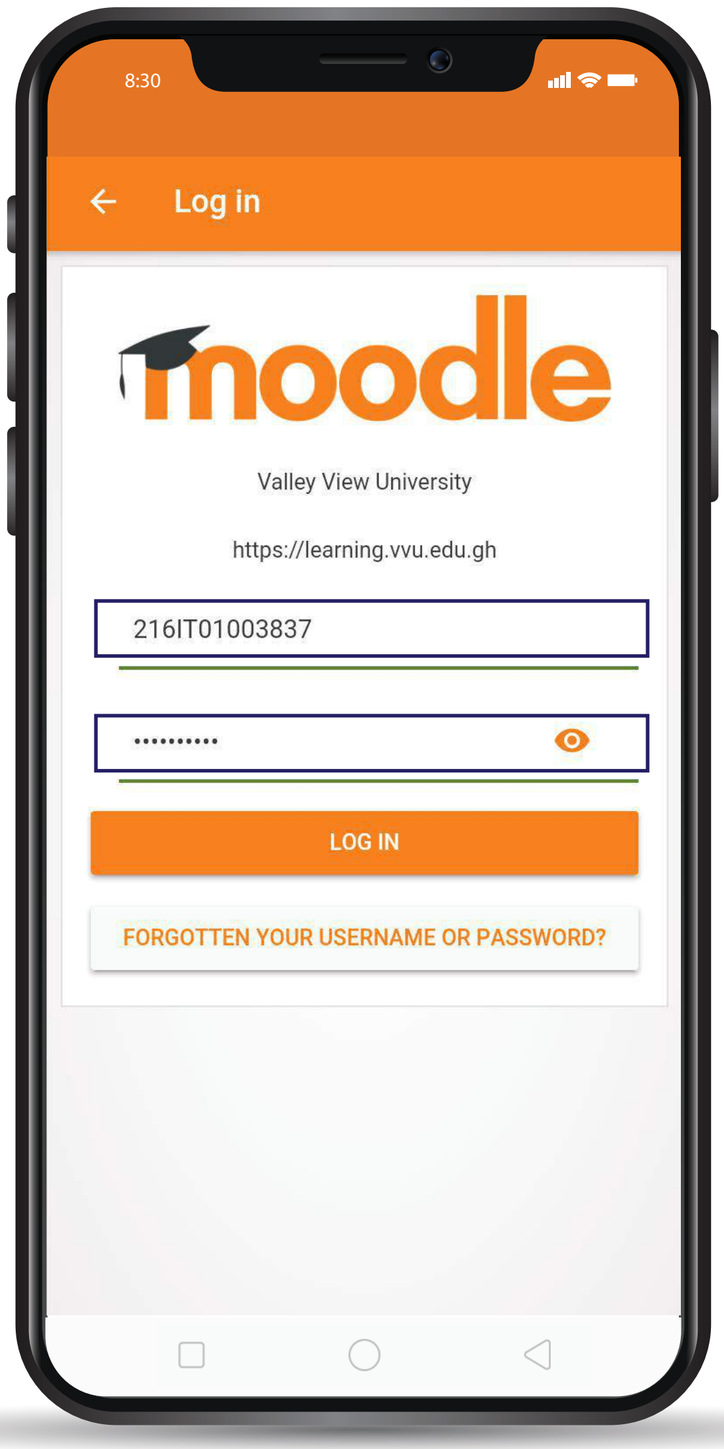


STEP
1

ENTER THE URL :

learning.vvu.edu.gh

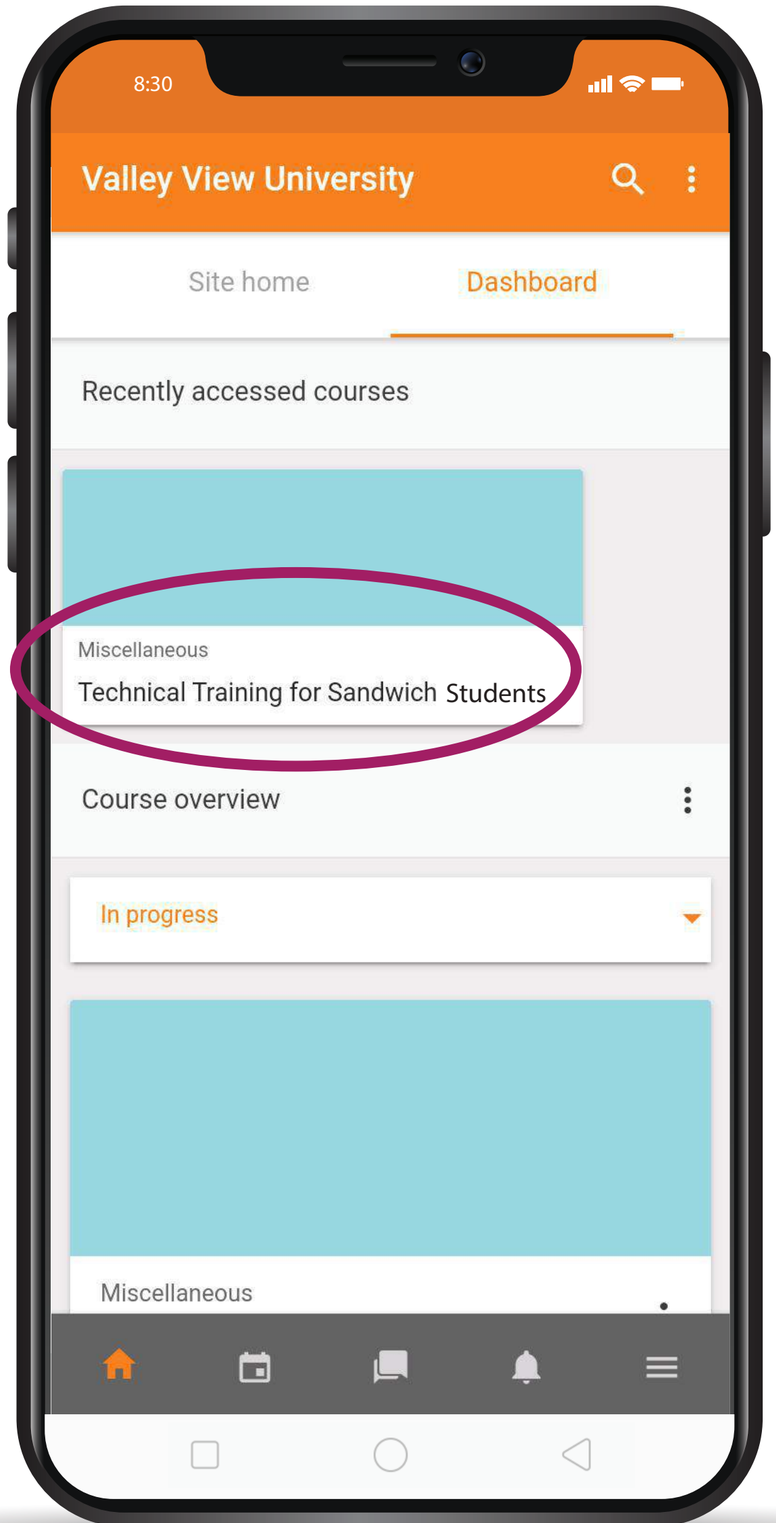
PRATICAL SESSION FOR SANDWICH STUDENTS



STEP
2

ENTER YOUR STUDENT ID & PASSWORD

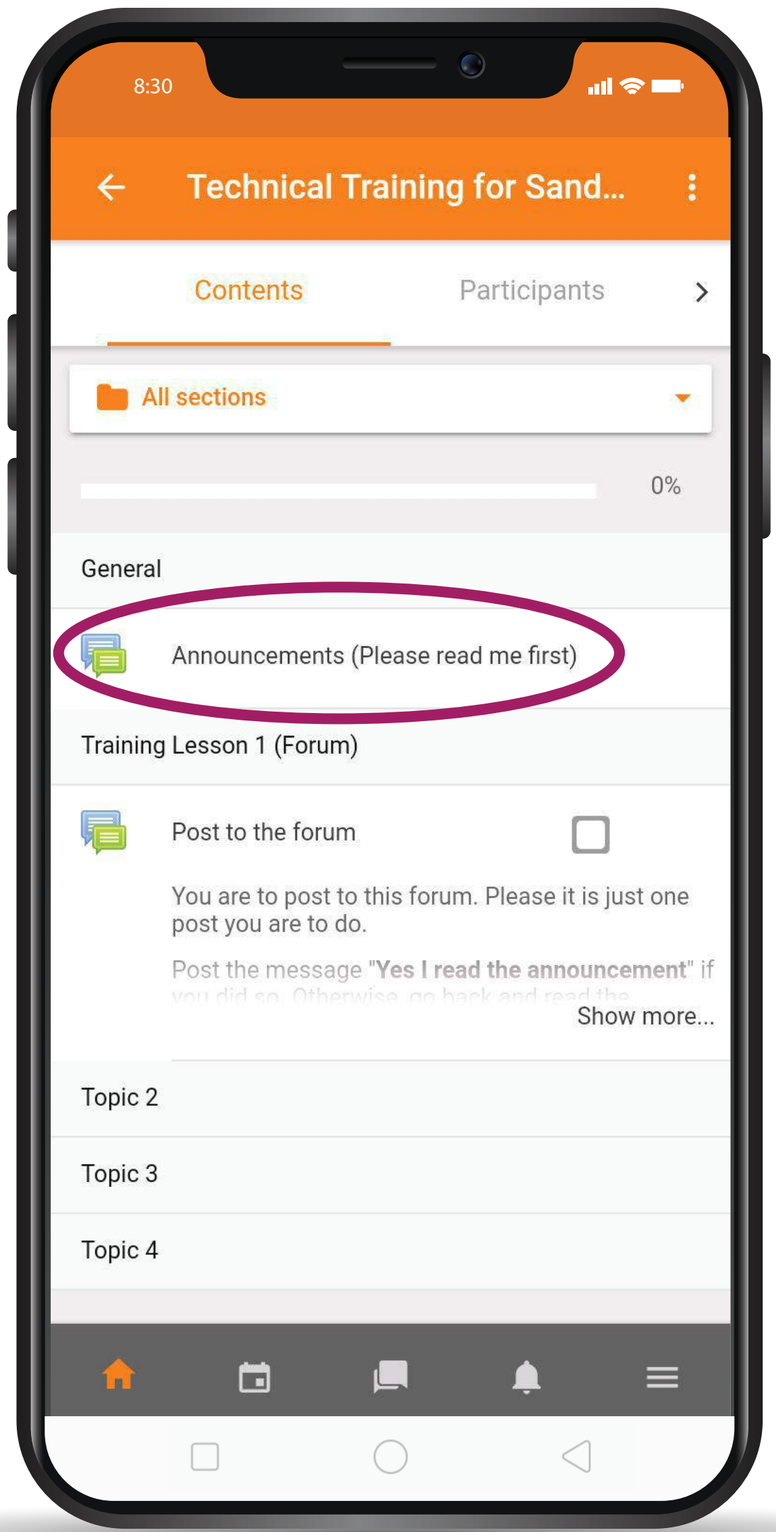
PRATICAL SESSION FOR SANDWICH STUDENTS



STEP
3

ON YOUR DASHBOARD CLICK ON TECHNICAL TRAINING FOR SANDWICH STUDENTS

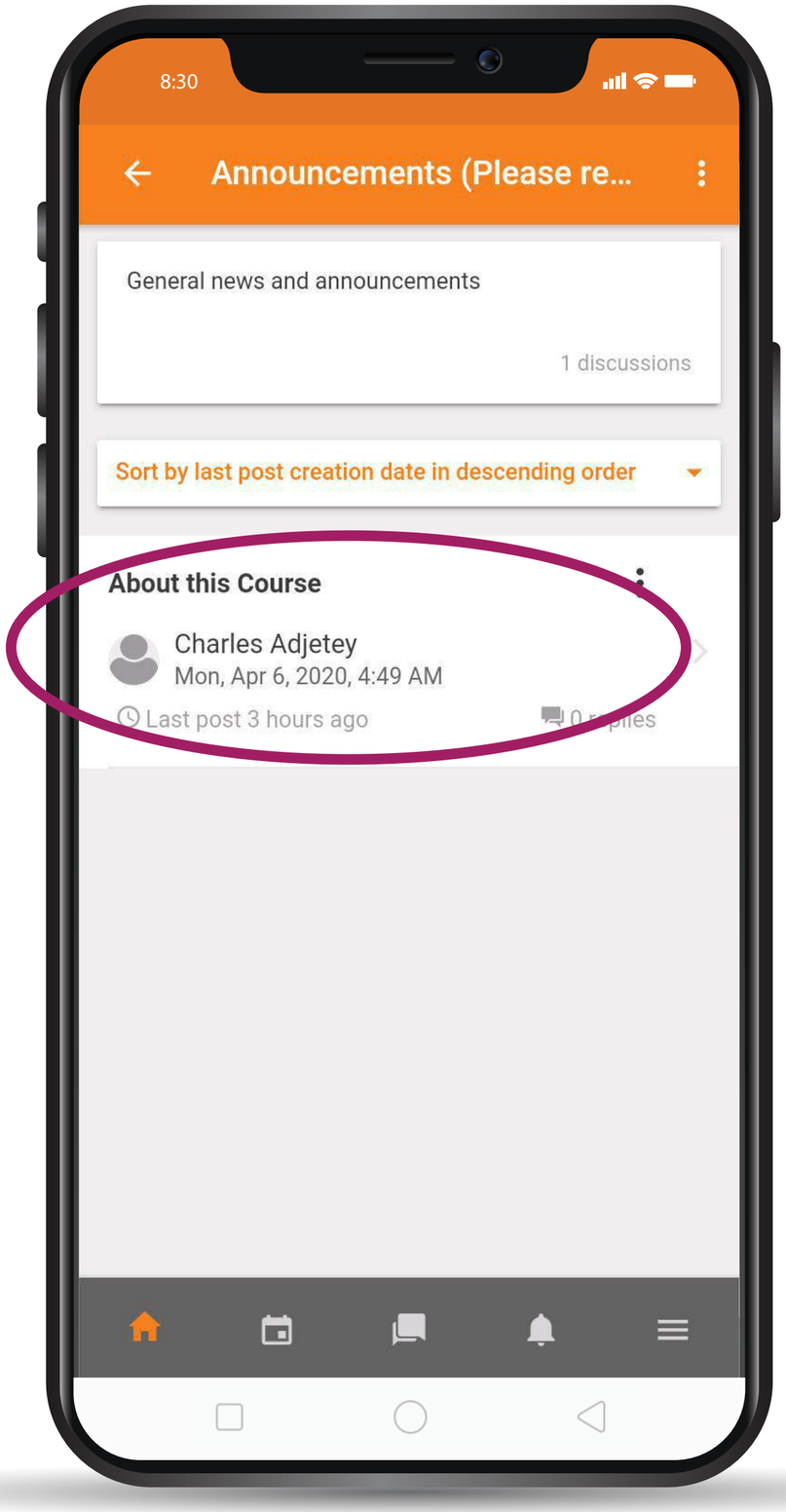
PRATICAL SESSION FOR SANDWICH STUDENTS



STEP
4

CLICK ON ANNOUNCEMENT TO READ INSTRUCTIONS

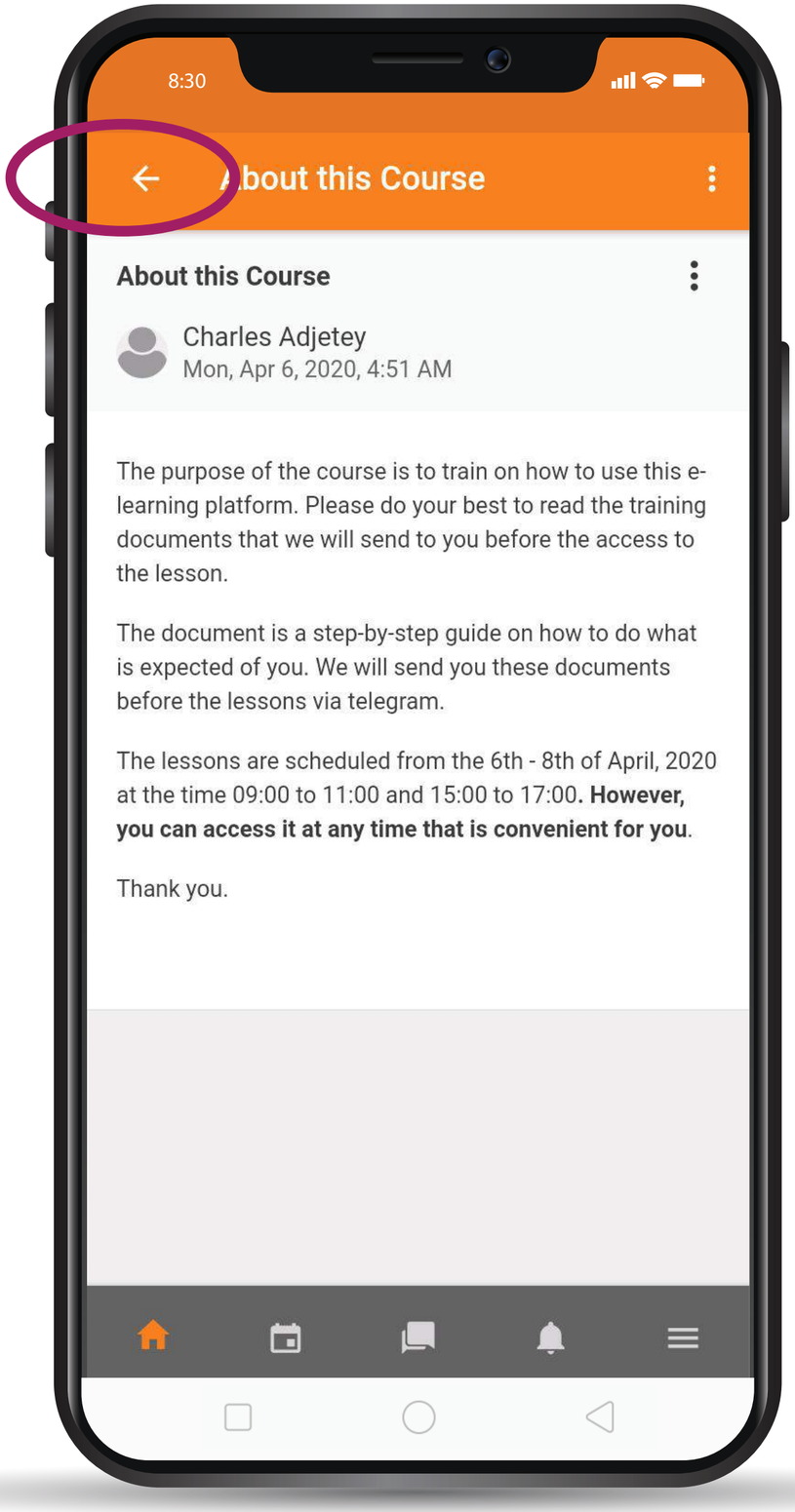
PRATICAL SESSION FOR SANDWICH STUDENTS



STEP
5

CLICK ON ABOUT THIS COURSE

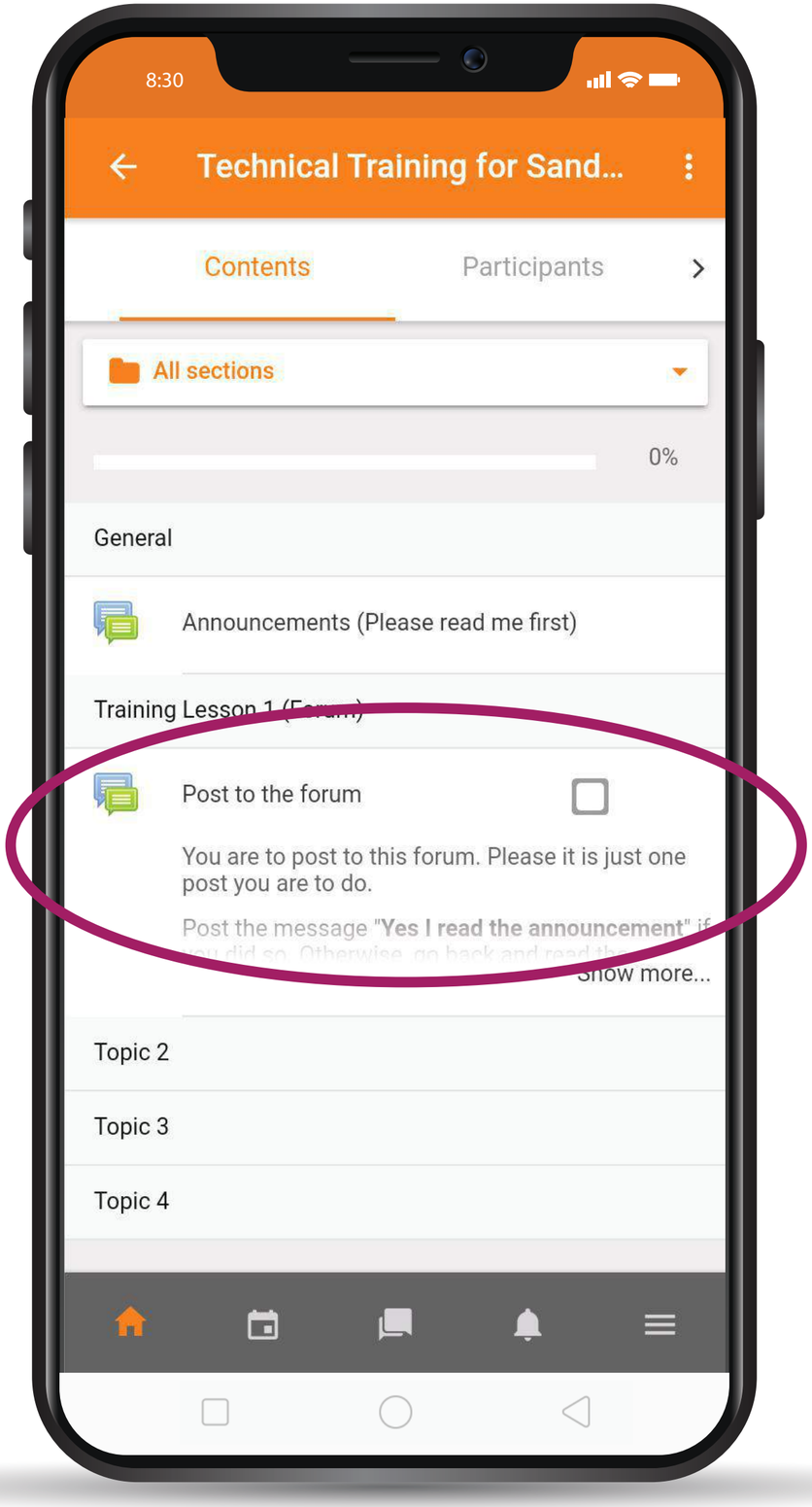
PRATICAL SESSION FOR SANDWICH STUDENTS



STEP
6

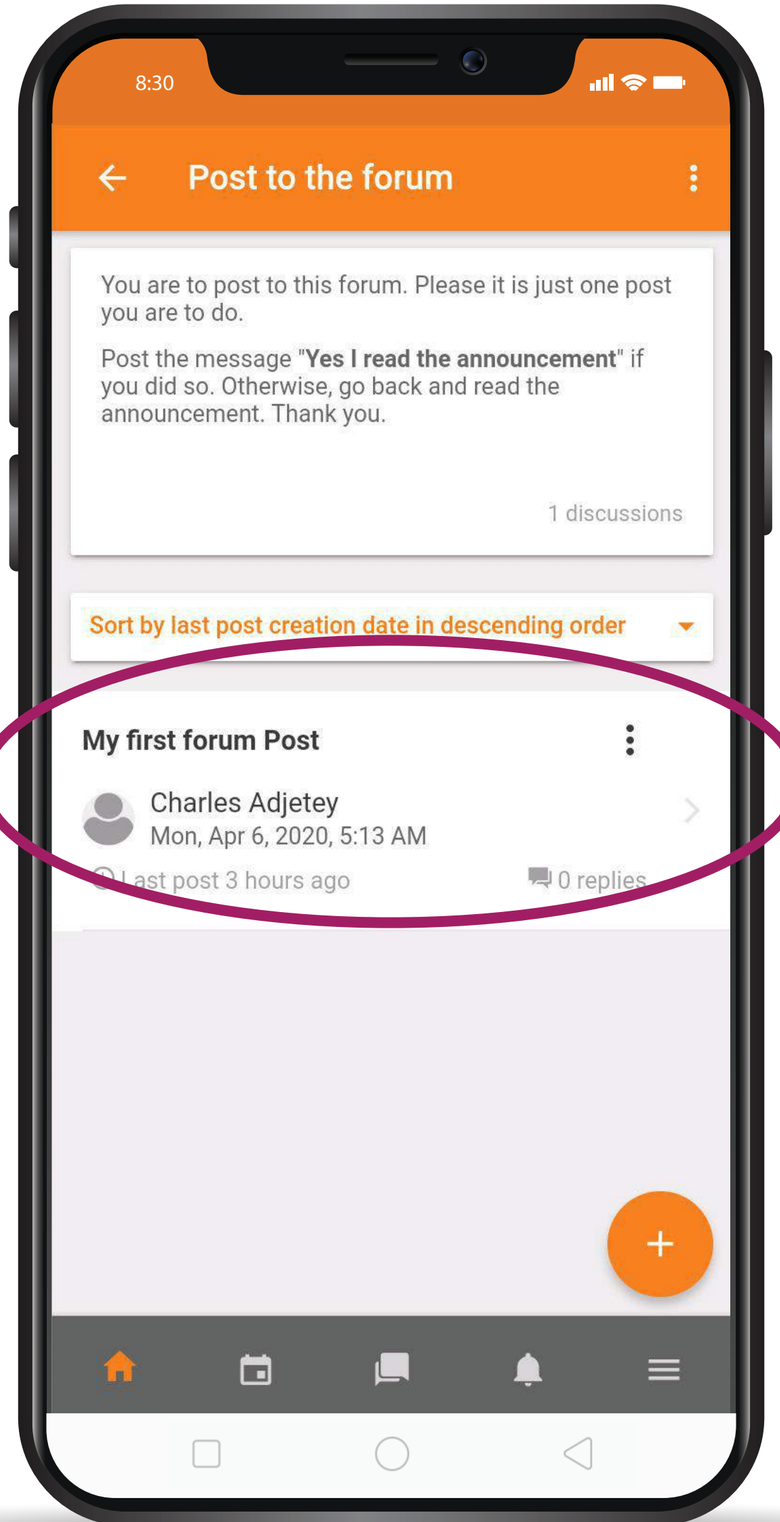
CLICK ON THE BACK ARROW TO GO BACK

PRATICAL SESSION FOR SANDWICH STUDENTS



STEP
7

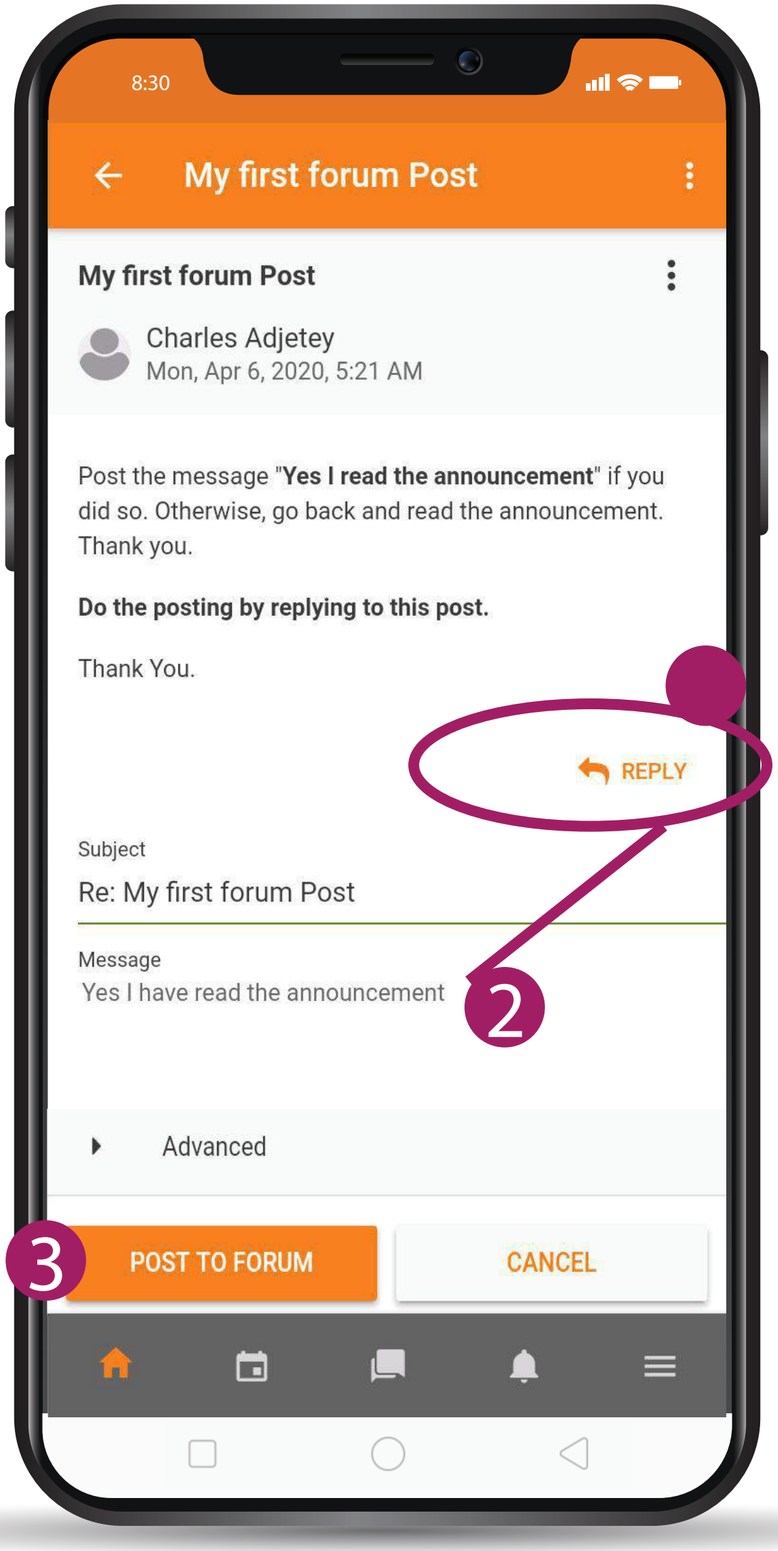
CLICK ON THE POST FORUM



STEP
8

CLICK ON MY FIRST FORUM POST

PRATICAL SESSION FOR SANDWICH STUDENTS



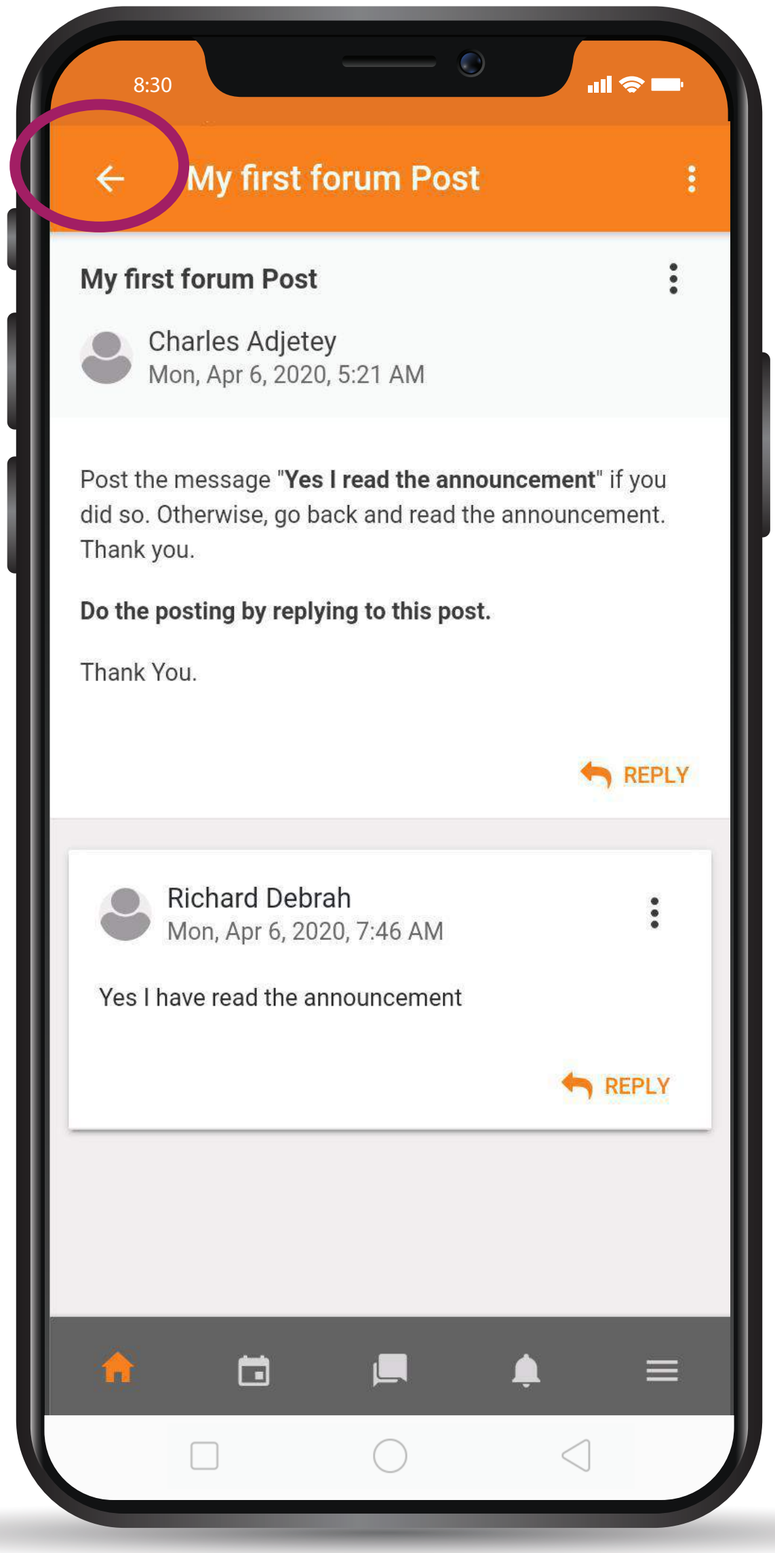
STEP 9

1 CLICK ON REPLY AFTER READING INSTRUCTION

2 REPLY WITH A MESSAGE

3 CLICK ON THE POST TO FORUM BUTTOM

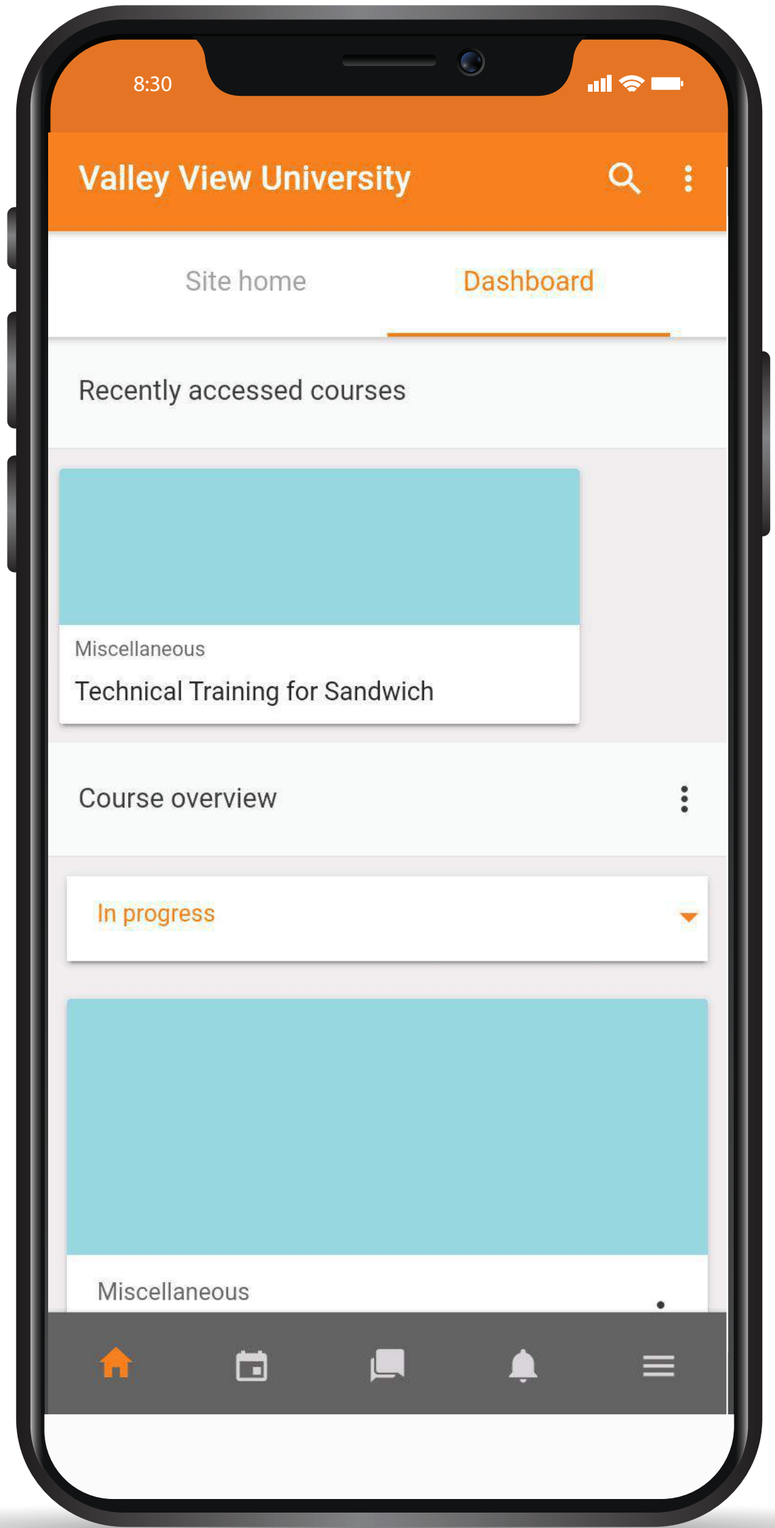
PRATICAL SESSION FOR SANDWICH STUDENTS



STEP
10

CLICK ON THE BACK ARROW BUTTOM TO GO BACK TO YOUR DASHBOARD

PRATICAL SESSION FOR SANDWICH STUDENTS



THANK YOU

PRATICAL SESSION FOR SANDWICH STUDENTS

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2

PRACTICAL SESSION TRAINING

DOWNLOADING TEACHING RESOURCES

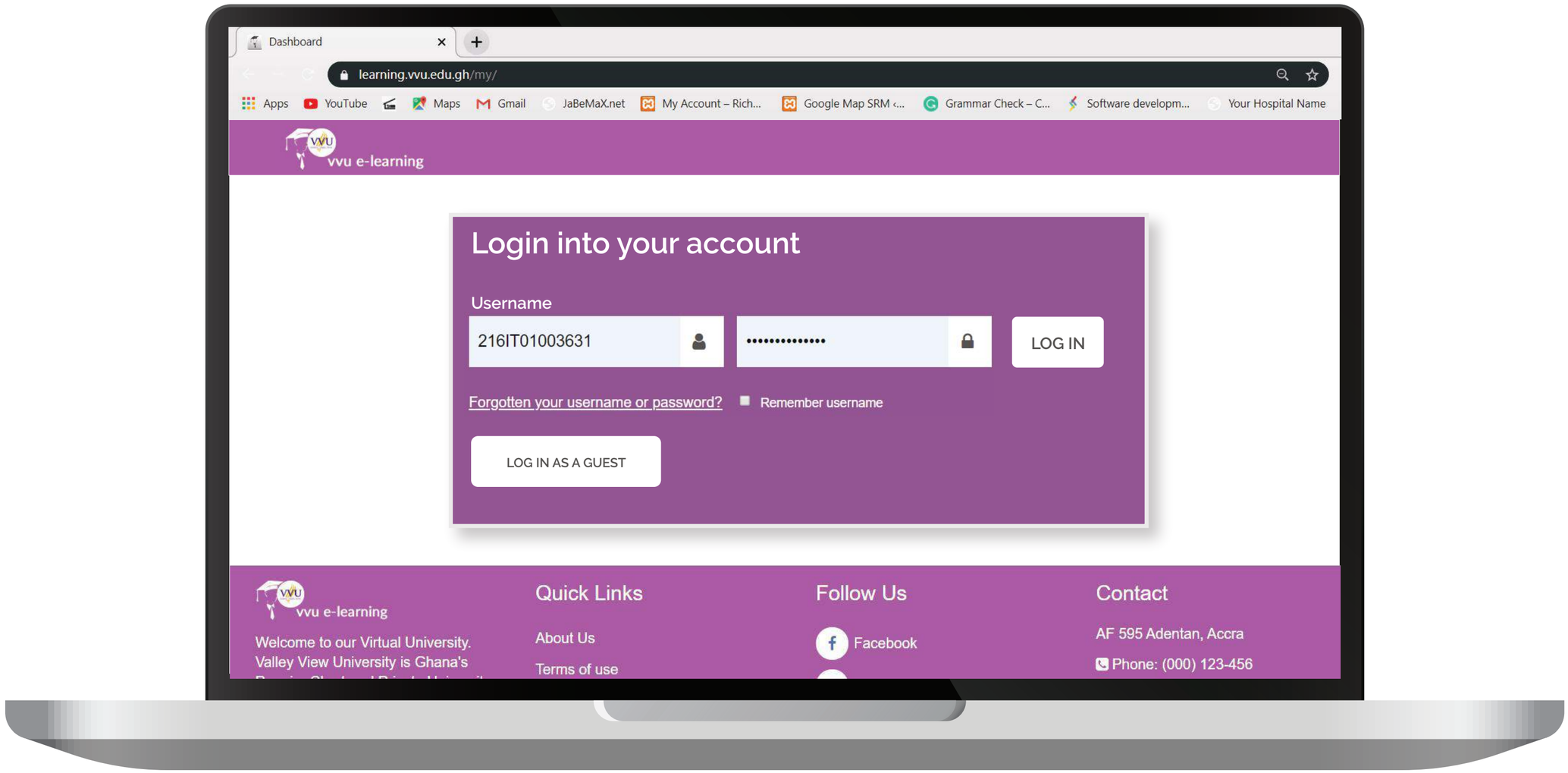
STEP 1

ENTER THE URL IN YOUR BROWSER :

learning.vvu.edu.gh

AND THEN LOGIN

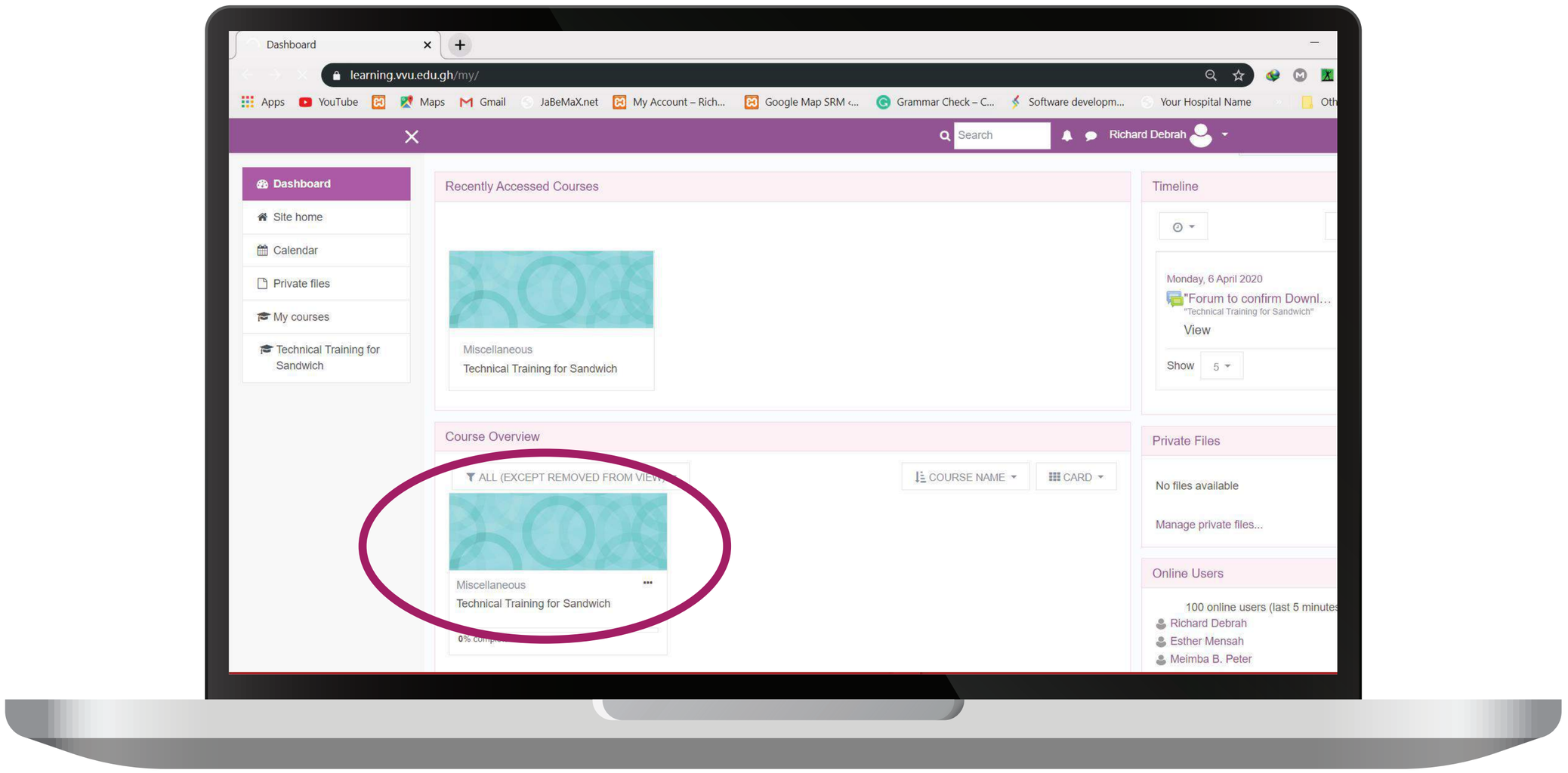
Enter your username and password



PRATICAL SESSION FOR SANDWICH STUDENTS

STEP 2

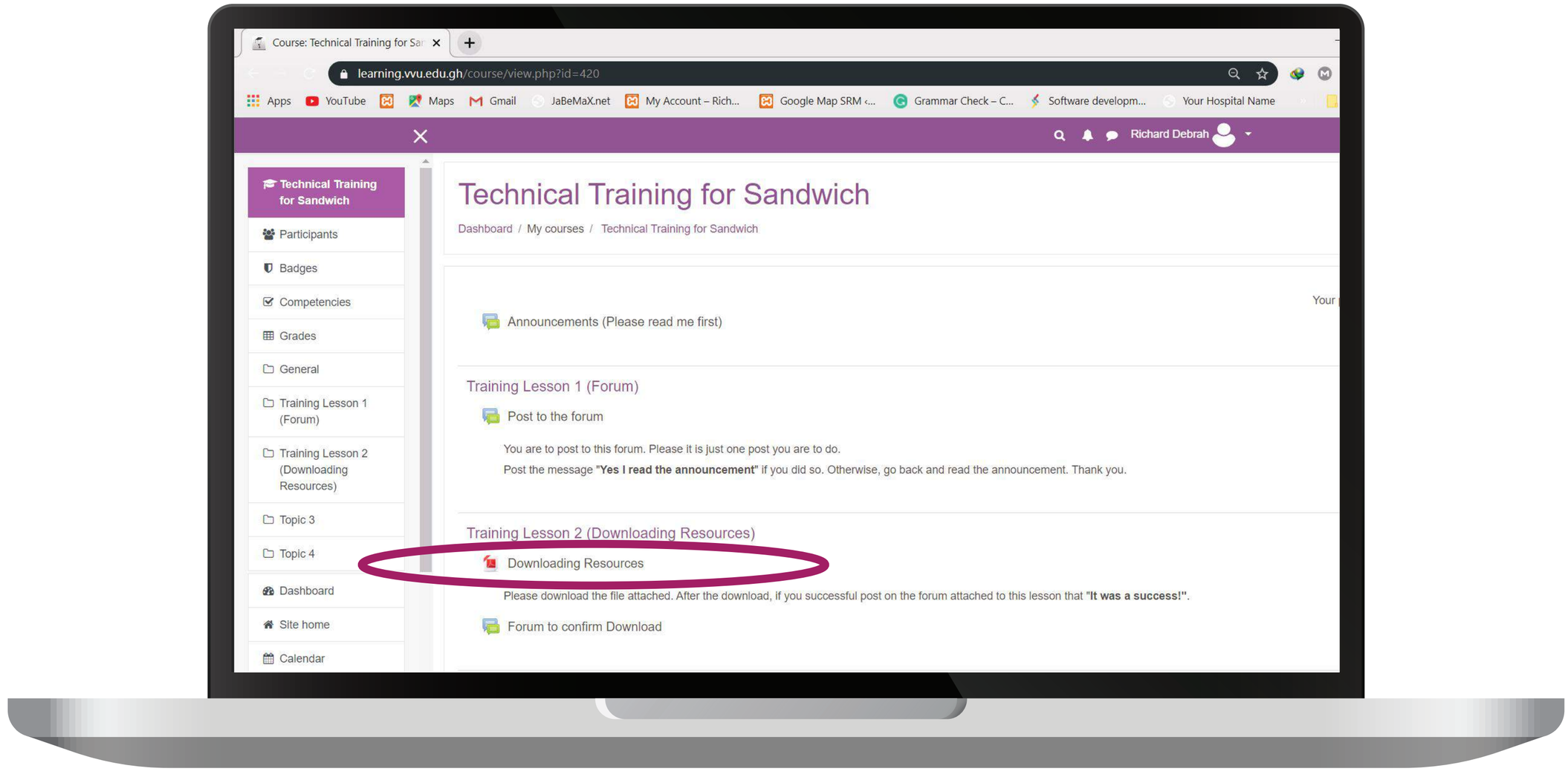
ON YOUR DASHBOARD CLICK ON TECHNICAL TRAINING FOR SANDWICH



PRATICAL SESSION FOR SANDWICH STUDENTS

STEP 3

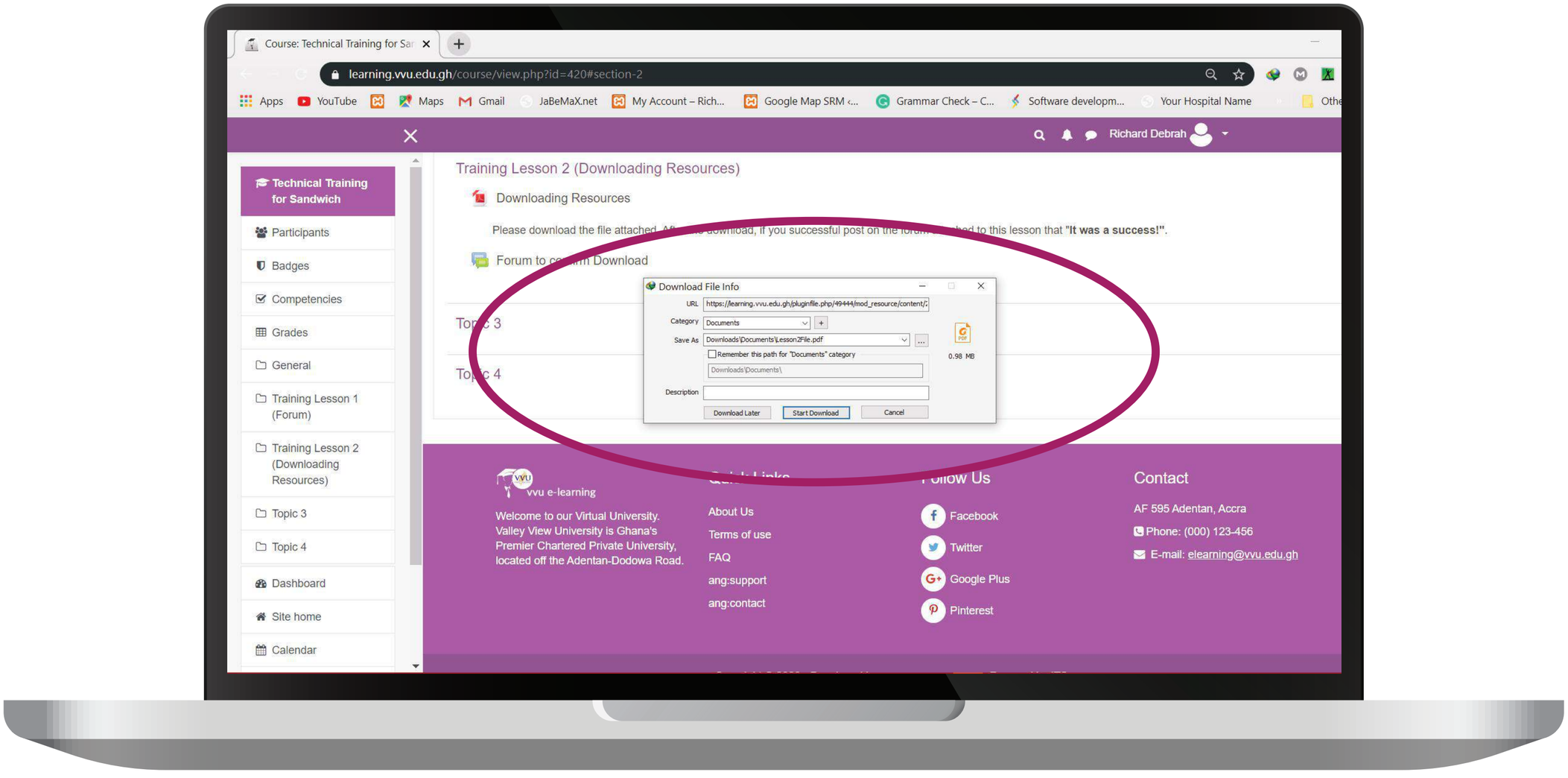
CLICK ON DOWNLOAD RESOURCE



PRATICAL SESSION FOR SANDWICH STUDENTS

STEP 4

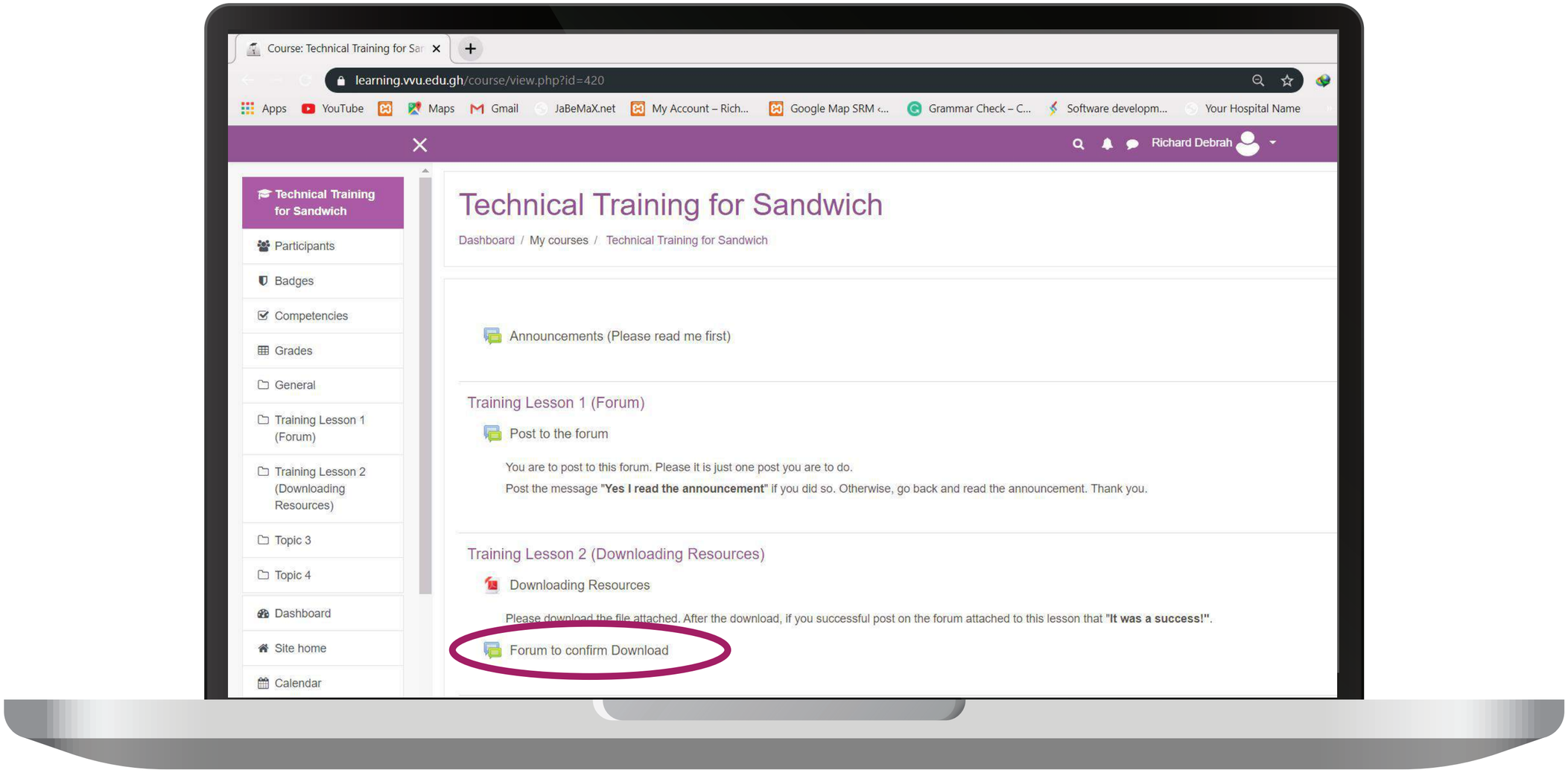
DEPENDING ON THE TYPE OF DOWNLOADER YOU ARE USING. THE FILE WILL DOWNLOAD AUTOMATICALLY



PRATICAL SESSION FOR SANDWICH STUDENTS

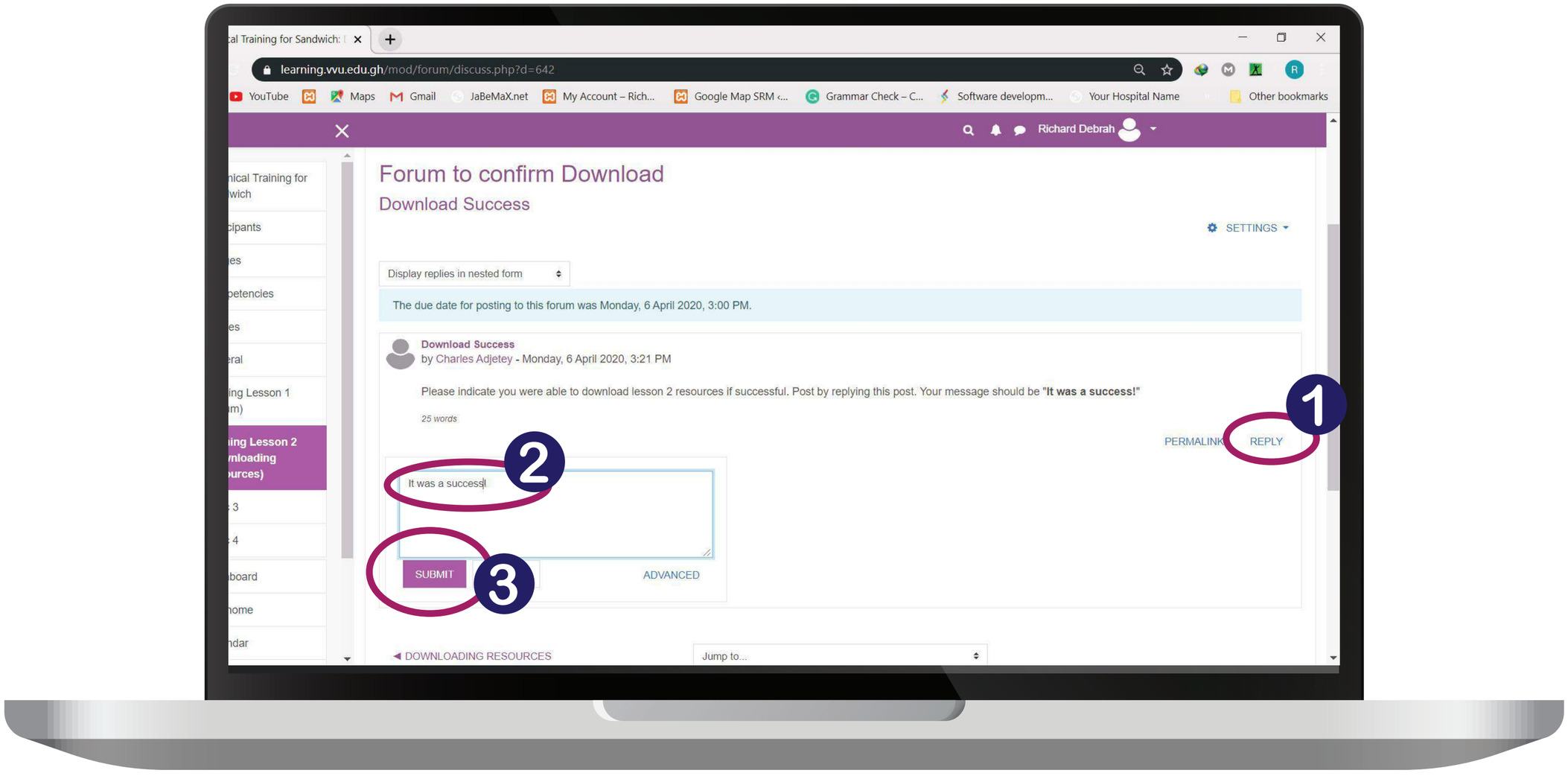
STEP 5

CLICK ON TECHNICAL TRAINING FOR SANDWICH TO GO BACK AND SLICK ON FORUM TO CONFRIM DOWNLOAD



STEP 6

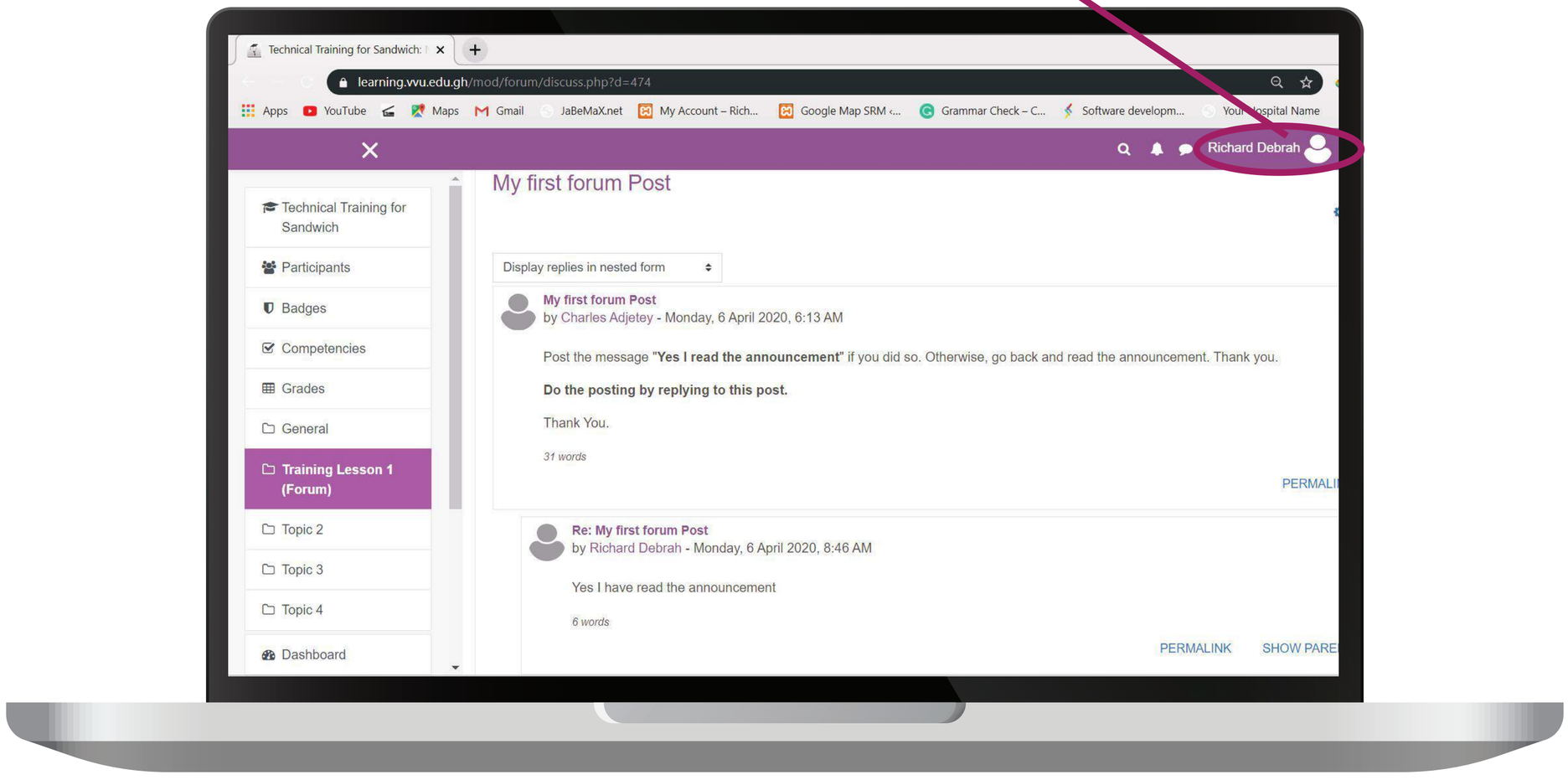
1. CLICK ON REPLY
2. ENTER A MESSAGE TO REPLY
3. CLICK ON THE SUBMIT BUTTOM



PRATICAL SESSION FOR SANDWICH STUDENTS

STEP 7

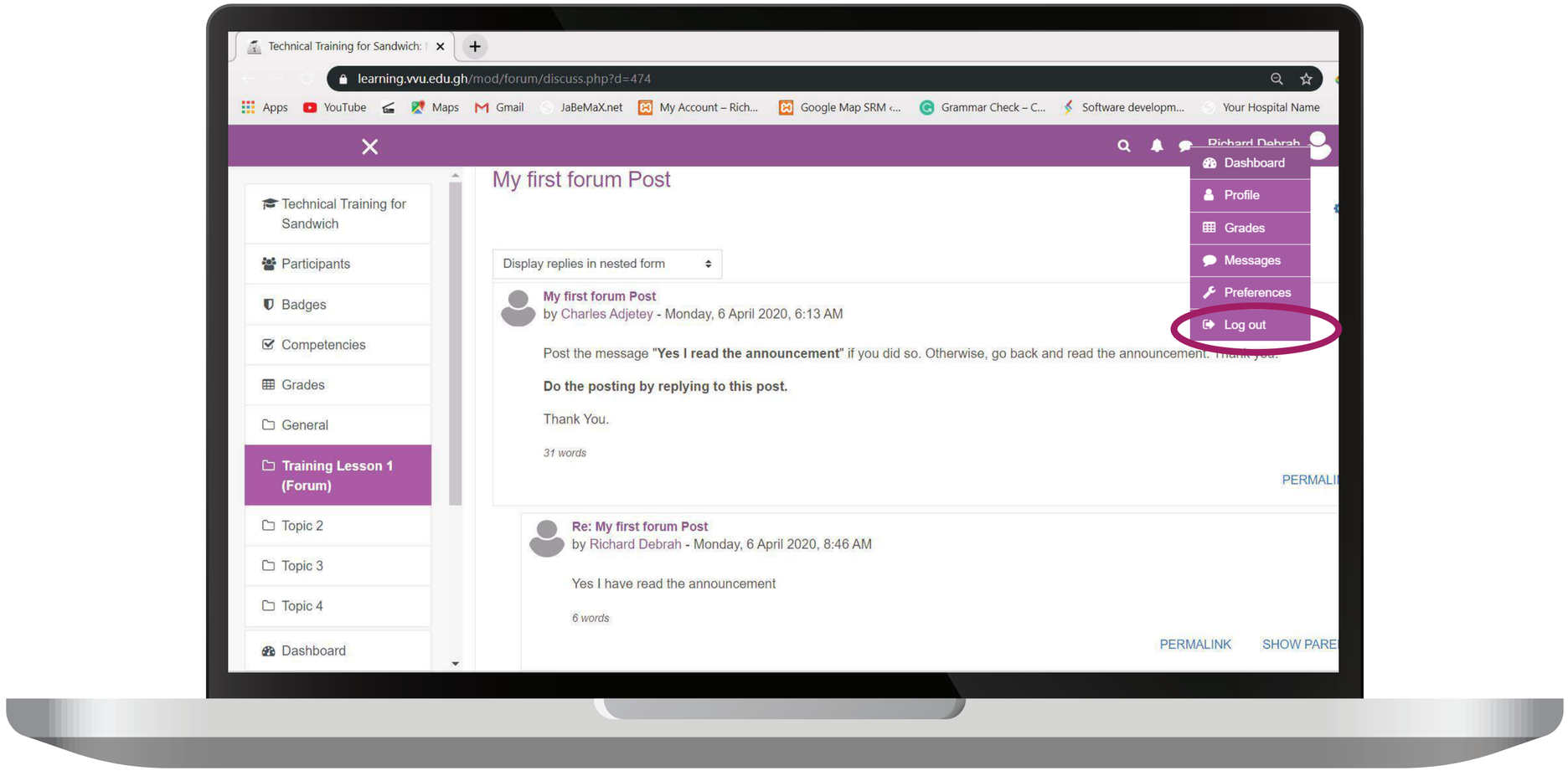
GO BACK TO YOUR DASHBOARD
CLICK ON THE PROFILE ICON



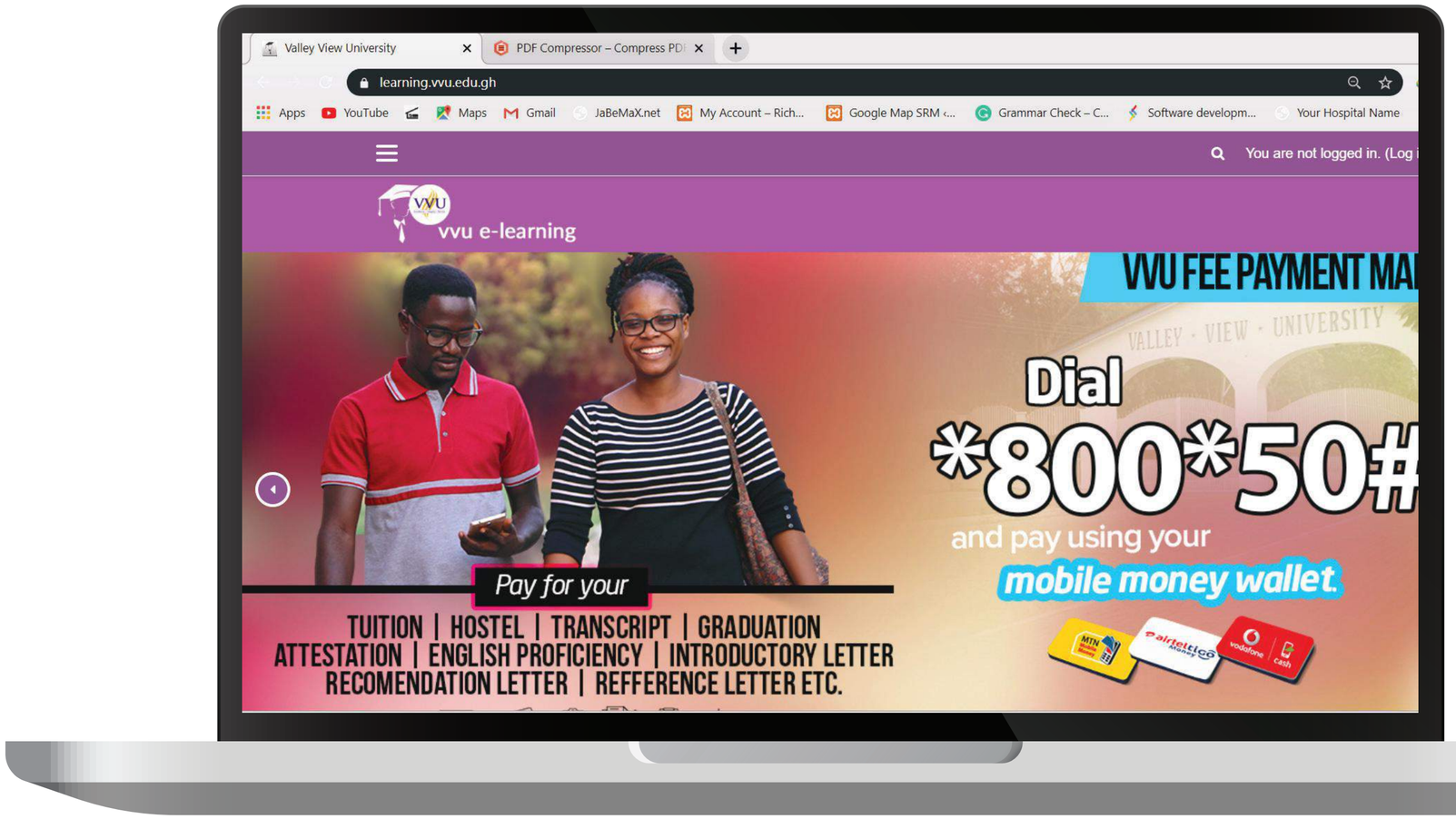
PRATICAL SESSION FOR SANDWICH STUDENTS

STEP
8

CLICK ON LOGOUT



THANK YOU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YouTube
Maps
Gmail
JaBeMaX.net
My Account – Rich...
Google Map SRM ‹...
Grammar Check – C...
Software developm...
Your Hospital Name
You are not logged in. (Log
vvu e-learning
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*800*50#
and pay using your
mobile money wallet
Pay for your
TUITION | HOSTEL | TRANSCRIPT | GRADUATION
ATTESTATION | ENGLISH PROFICIENCY | INTRODUCTORY LETTER
RECOMENDATION LETTER | REFFERENCE LETTER ETC.

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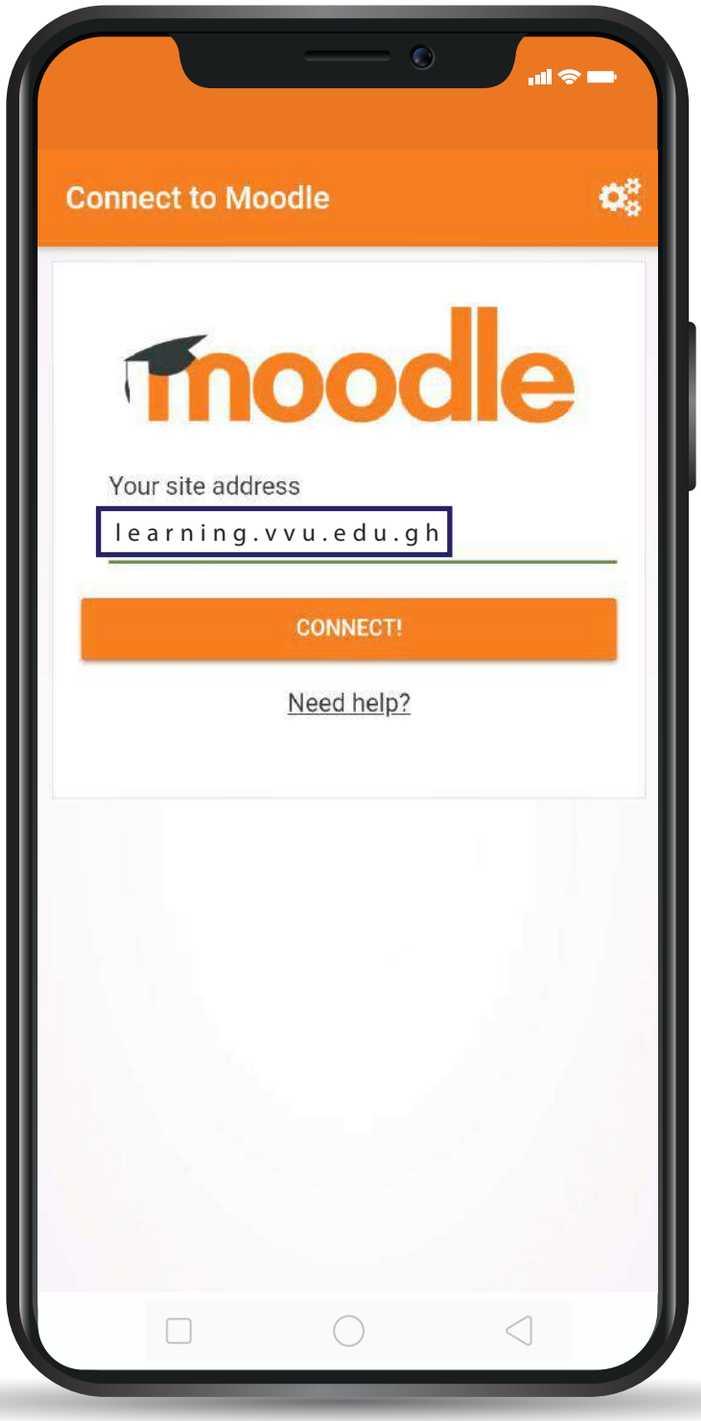
2

PRACTICAL SESSION TRAINING

DOWNLOADING TEACHING RESOURCES

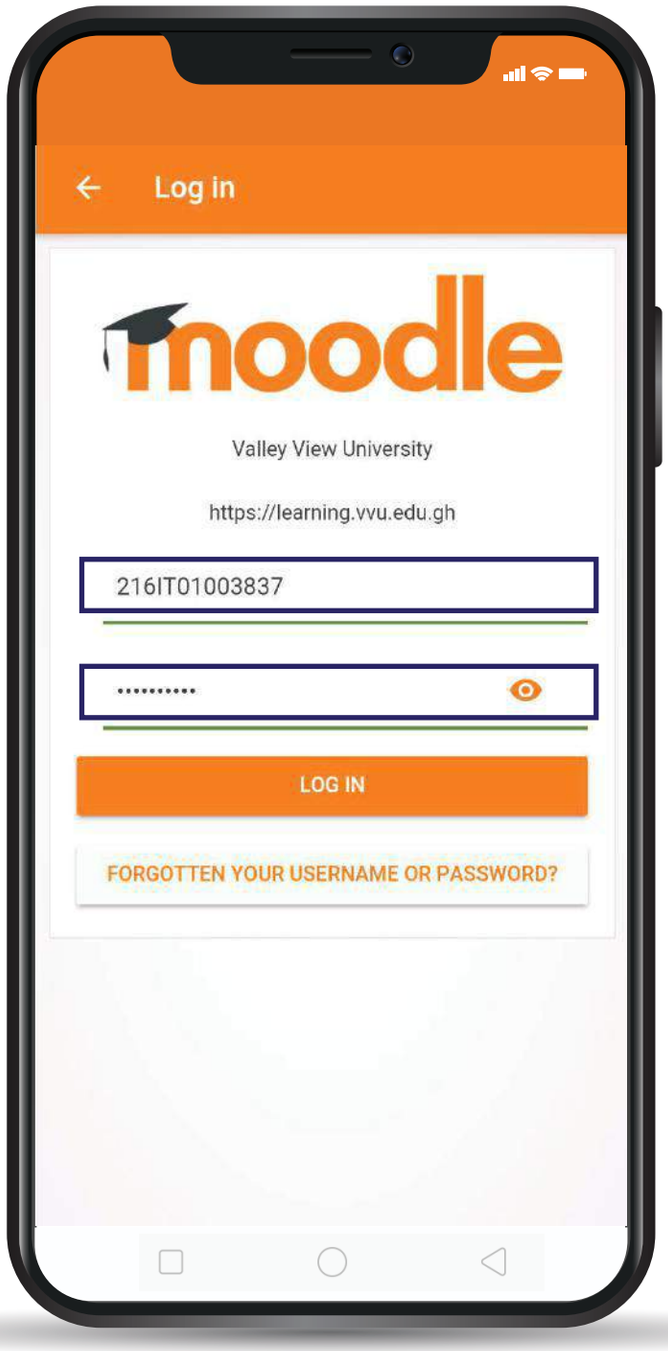


STEP 1

ENTER THE URL :

learning.vvu.edu.gh

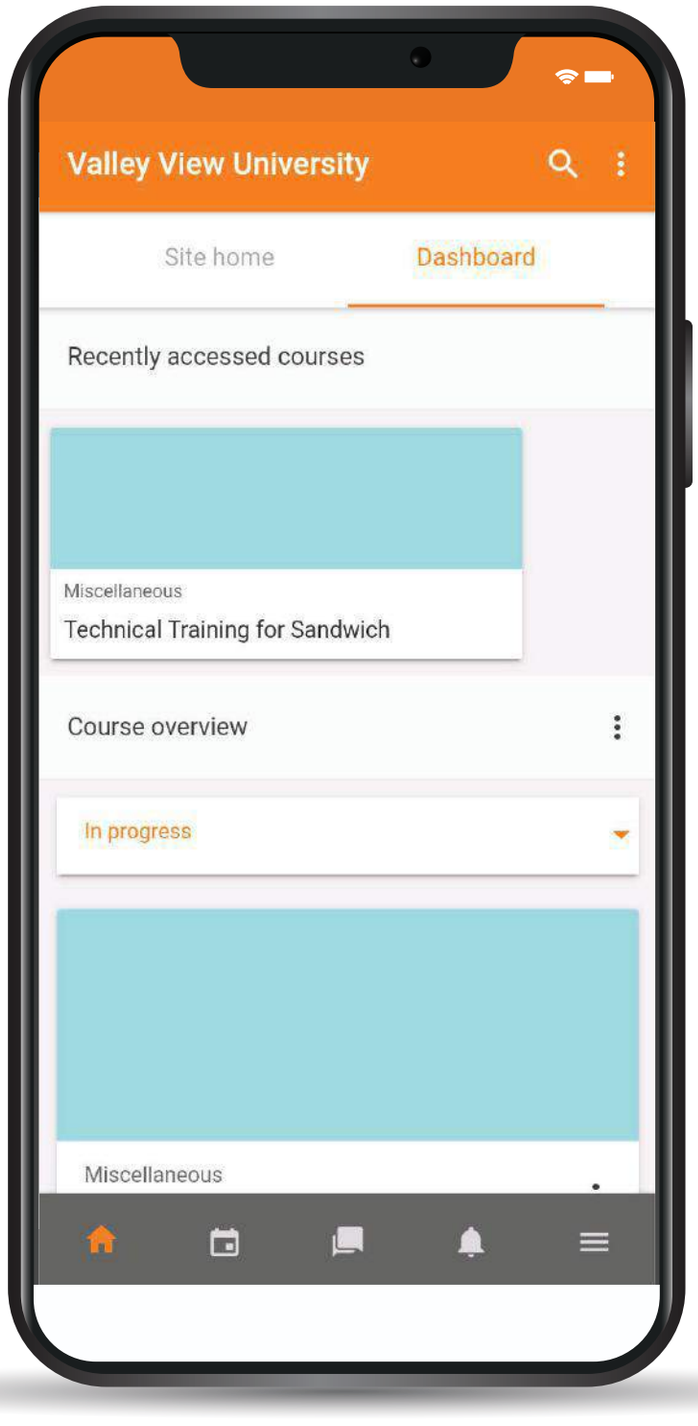
PRATICAL SESSION FOR SANDWICH STUDENTS



STEP 2

ENTER YOUR STUDENT ID & PASSWORD

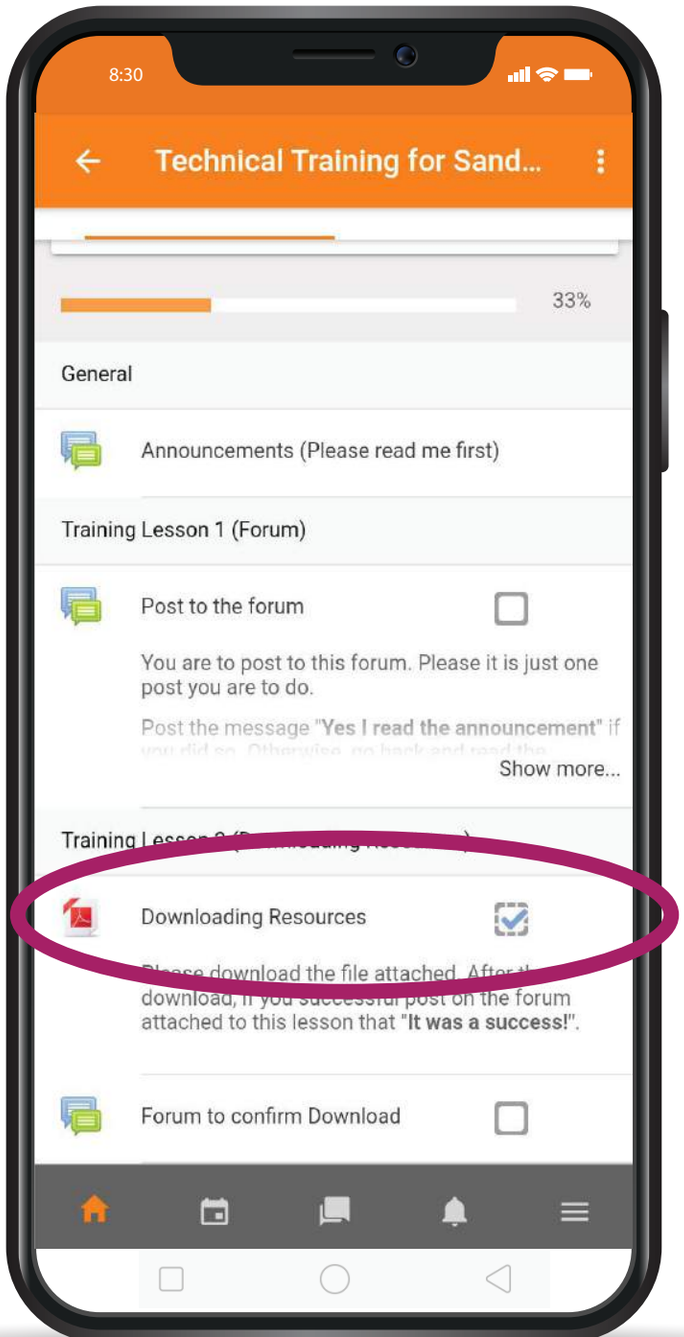
PRATICAL SESSION FOR SANDWICH STUDENTS



STEP 3

ON YOUR DASHBOARD CLICK ON TECHNICAL TRAINING FOR SANDWICH

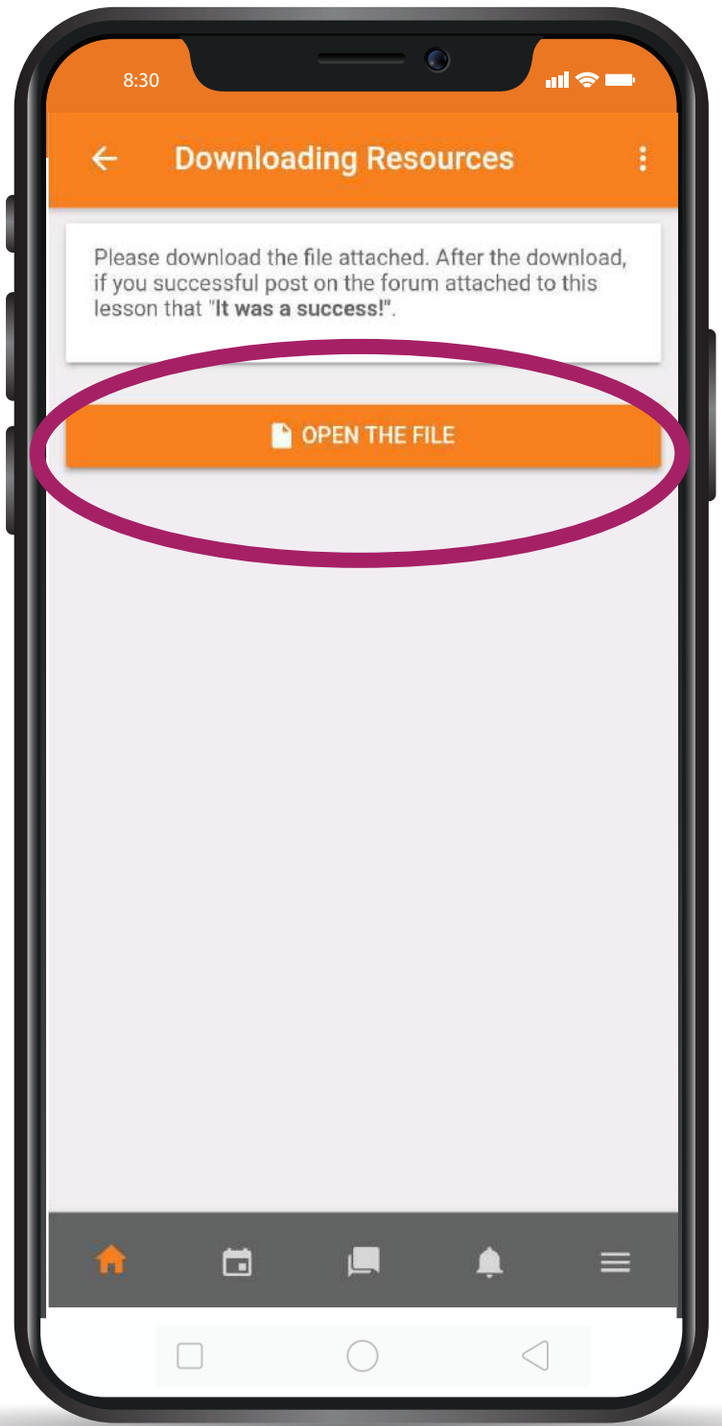
PRATICAL SESSION FOR SANDWICH STUDENTS



STEP 4

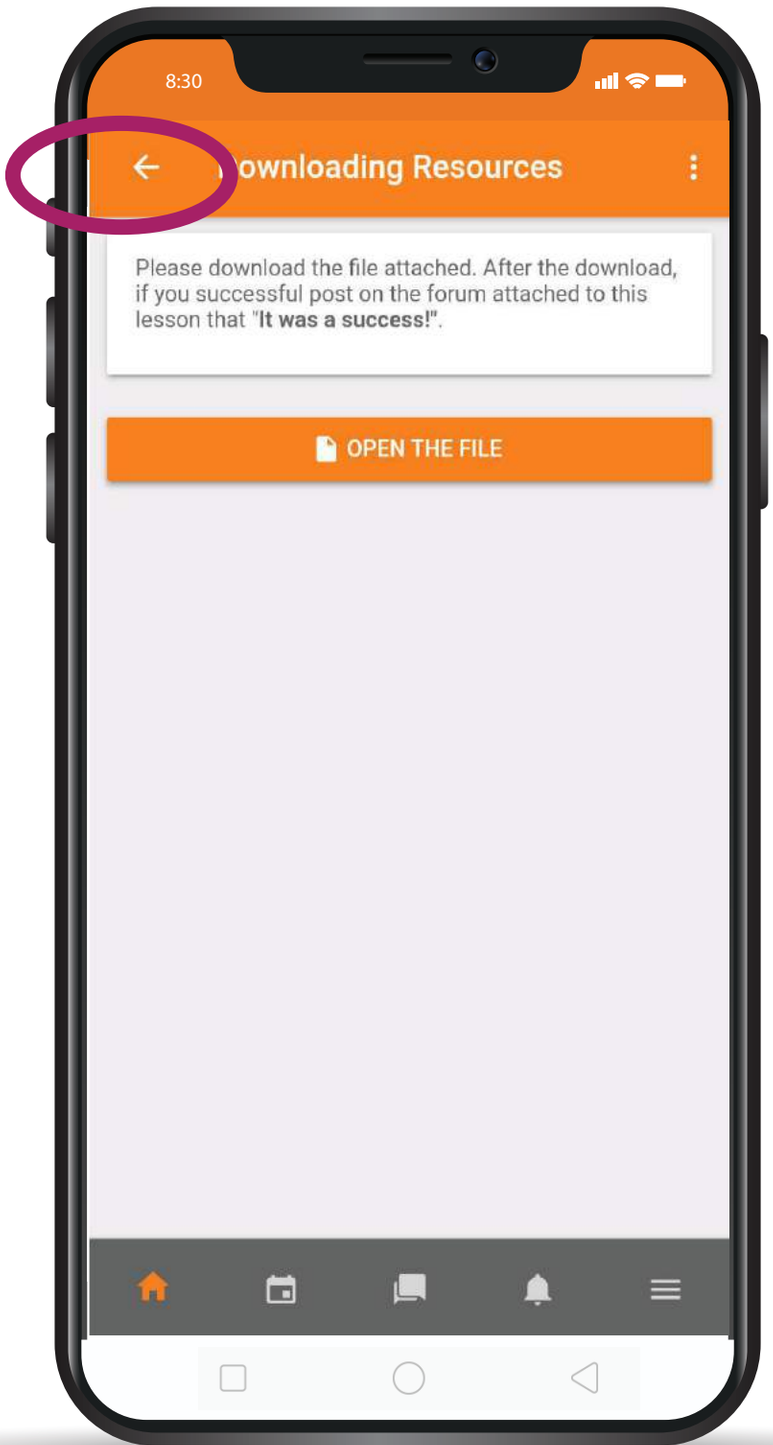
CLICK ON DOWNLOAD RESOURCE

PRATICAL SESSION FOR SANDWICH STUDENTS



STEP 5

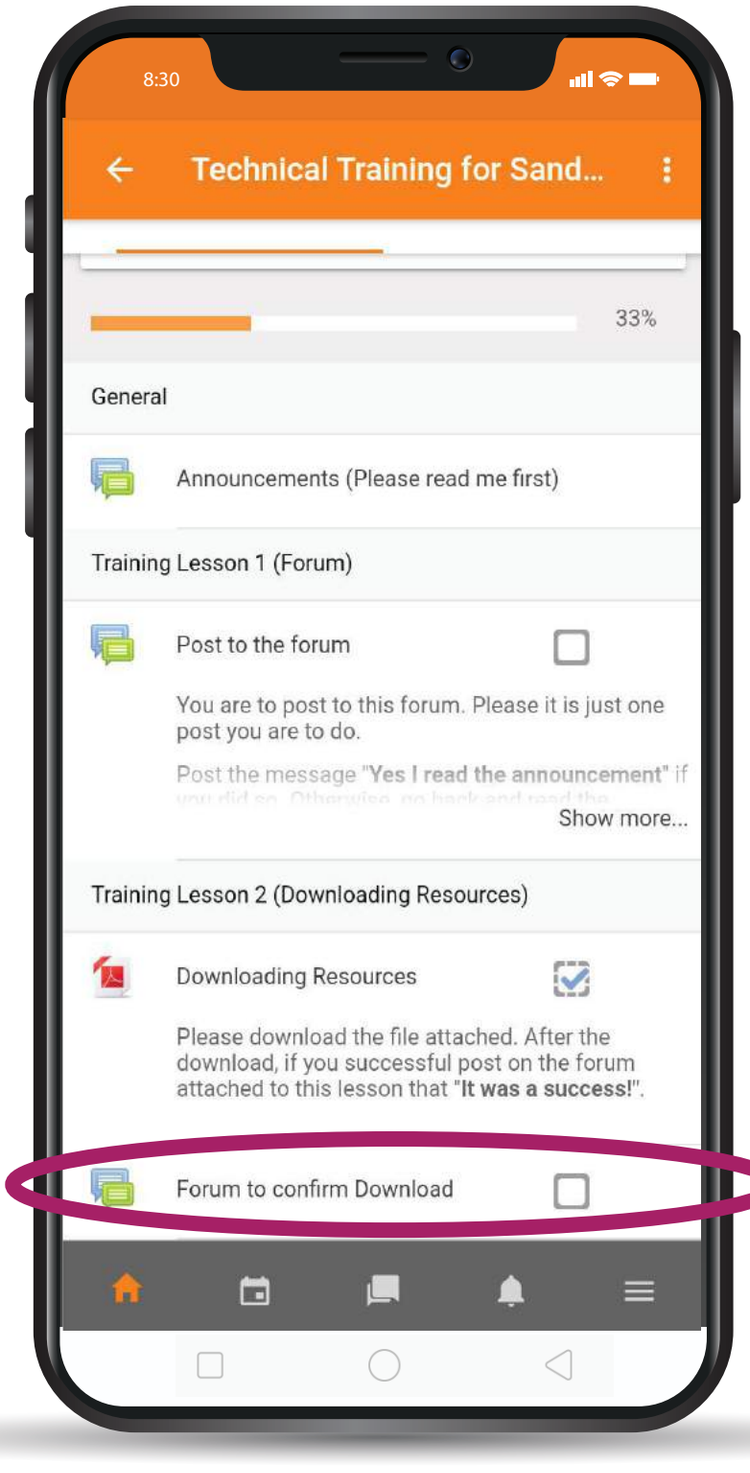
CLICK ON OPEN THE FILE



STEP 6

CLICK ON THE BACK ARROW TO GO BACK

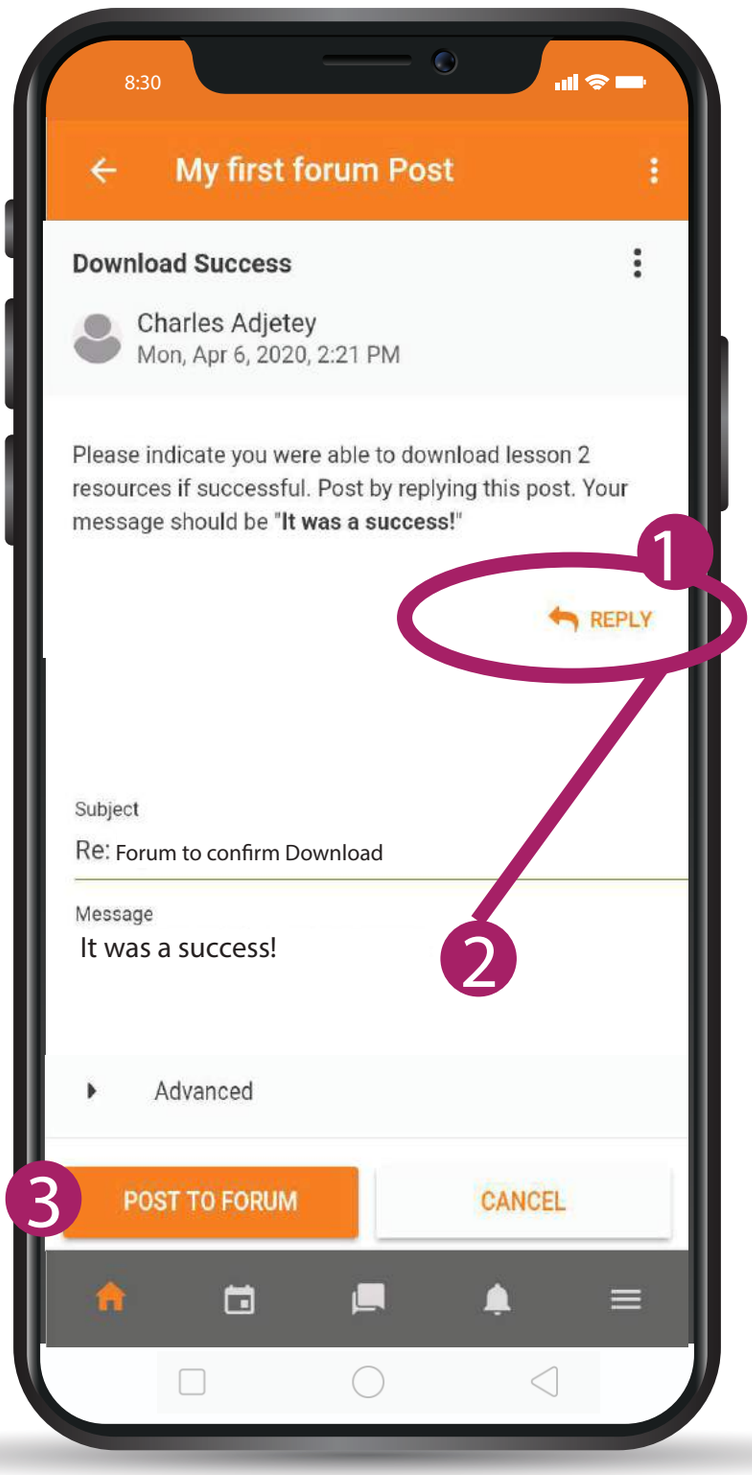
PRATICAL SESSION FOR SANDWICH STUDENTS



STEP 7

CLICK ON THE FORUM TO CONFIRM DOWNLOAD

PRATICAL SESSION FOR SANDWICH STUDENTS



STEP 8

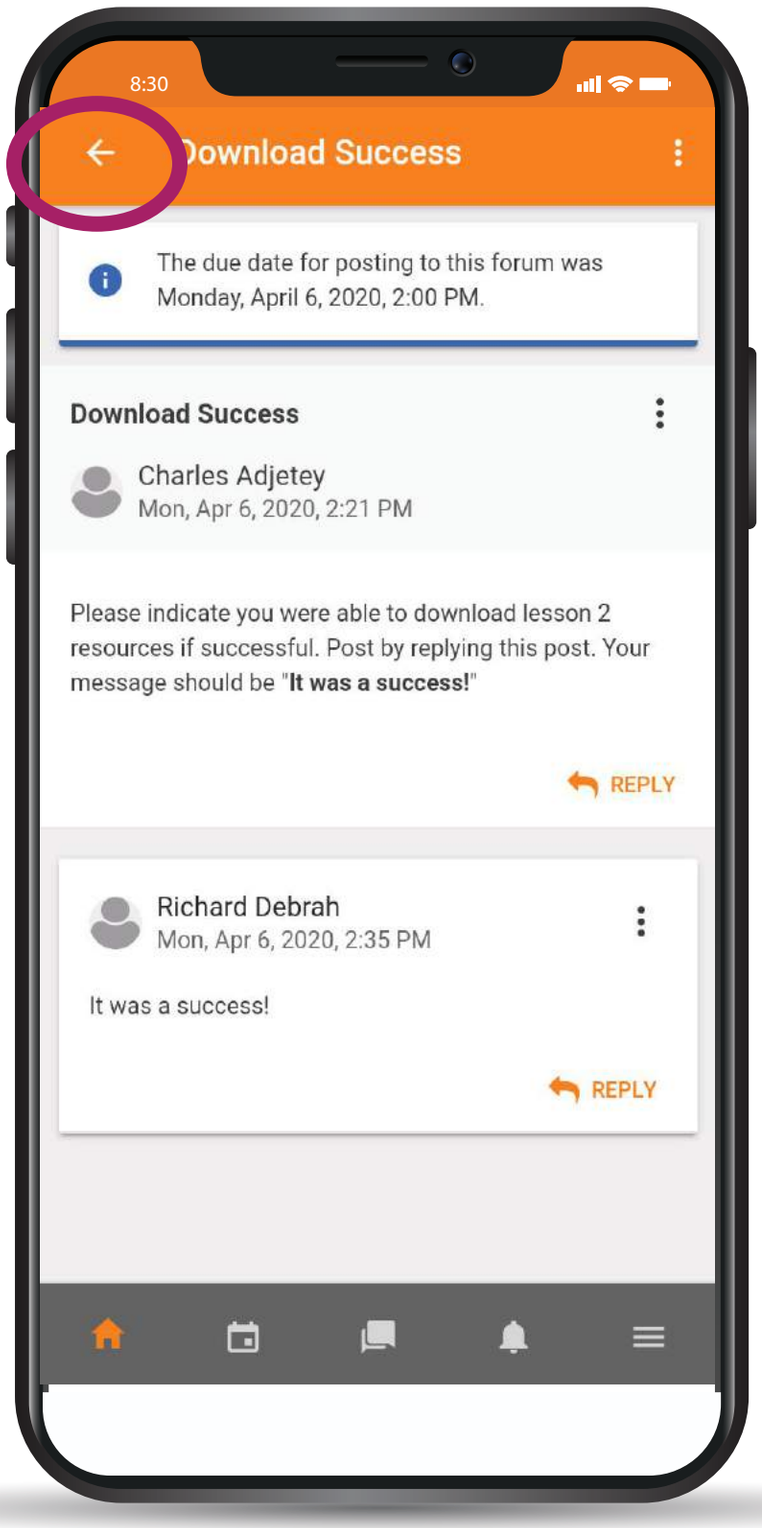
CLICK ON REPLY

1 AFTER READING INSTRUCTION

2 REPLY WITH A MESSAGE

3 CLICK ON THE POST TO FORUM BUTTOM

PRATICAL SESSION FOR SANDWICH STUDENTS



STEP 9

CLICK ON THE BACK ARROW BUTTOM TO GO BACK TO YOUR DASHBOARD

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3

PRACTICAL SESSION TRAINING

SUBMISSION OF ASSIGNMENT AND CHAT

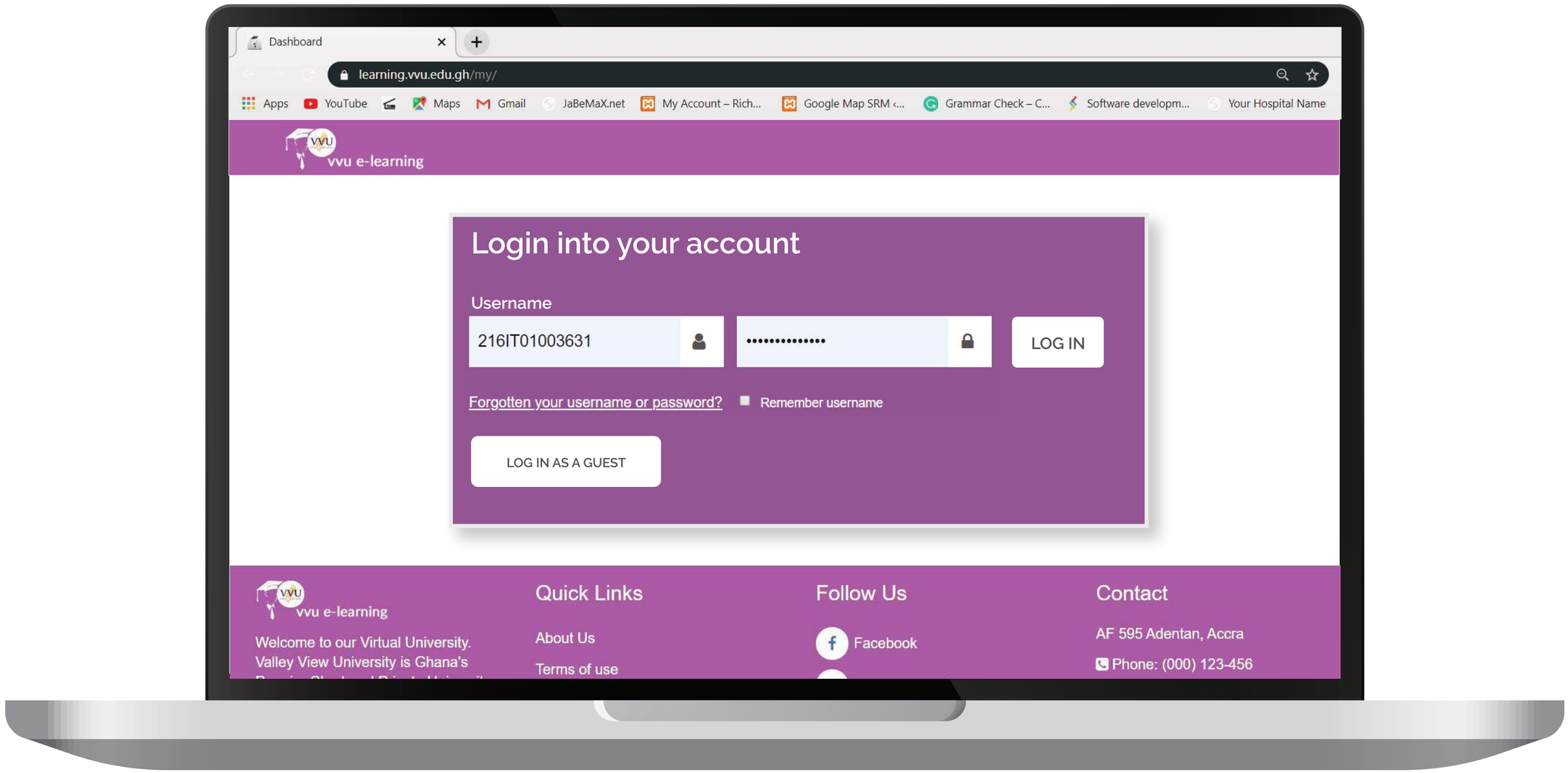
STEP 1

ENTER THE URL IN YOUR BROWSER :

learning.vvu.edu.gh

AND THEN LOGIN

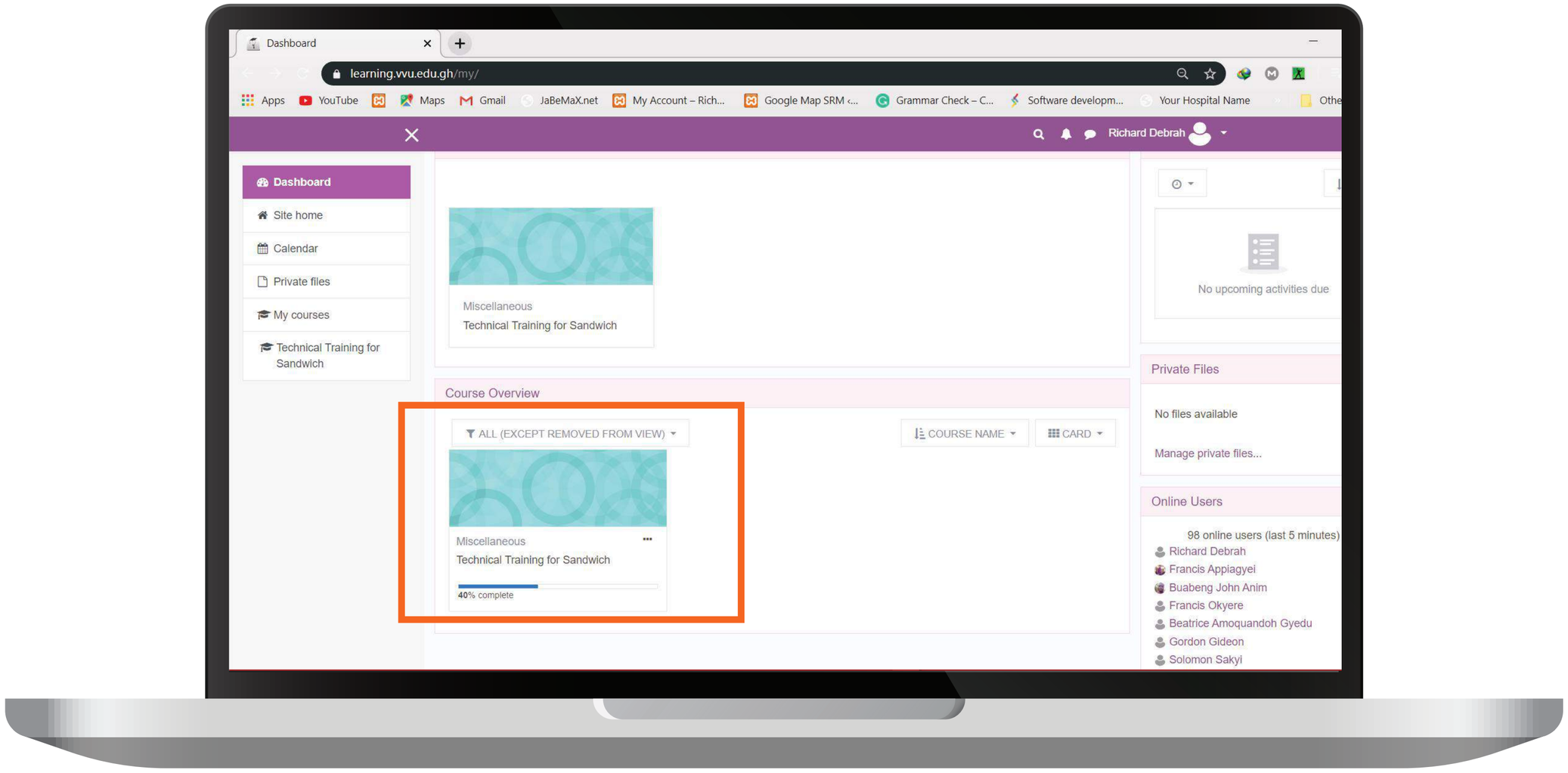
Enter your username and password



PRATICAL SESSION FOR SANDWICH STUDENTS

STEP 2

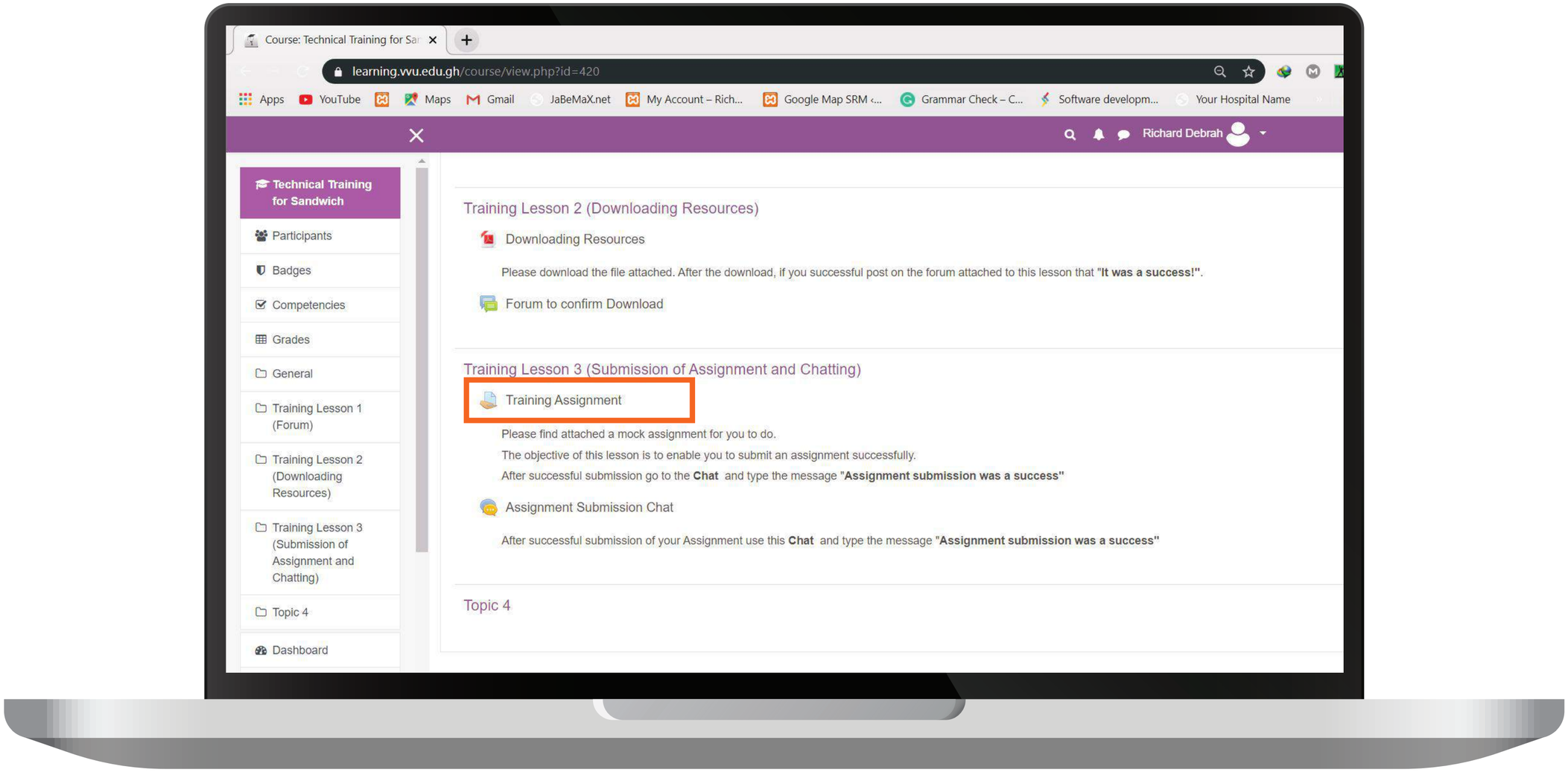
ON YOUR DASHBOARD CLICK ON TECHNICAL TRAINING FOR SANDWICH



PRATICAL SESSION FOR SANDWICH STUDENTS

STEP 3

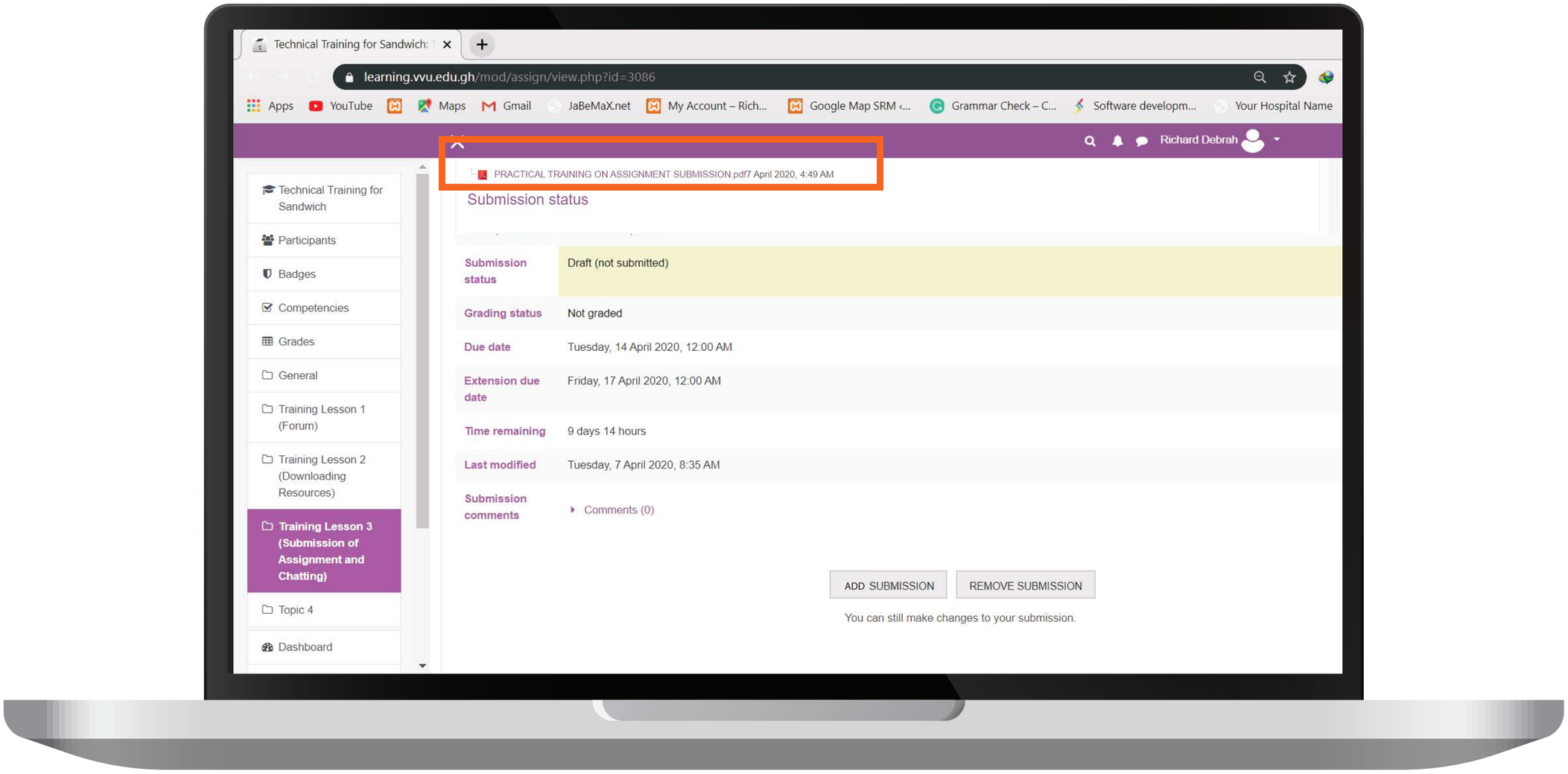
CLICK ON DOWNLOAD TRAINING ASSIGNMENT



PRATICAL SESSION FOR SANDWICH STUDENTS

STEP 4

DEPENDING ON THE TYPE OF DOWNLOADER YOU ARE USING. CLICK ON THE FILE TO DOWNLOAD THE ASSIGNMENT



PRATICAL SESSION FOR SANDWICH STUDENTS

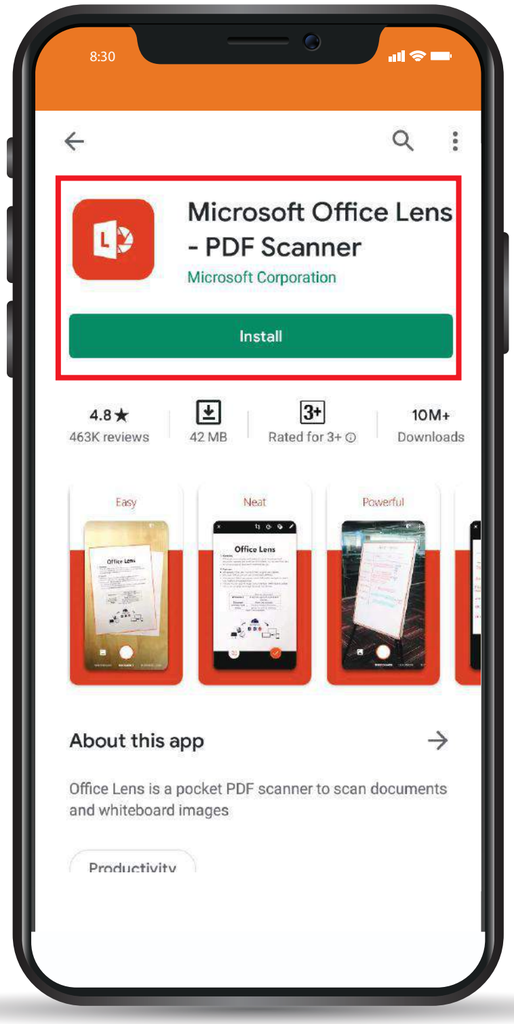
STEP 5

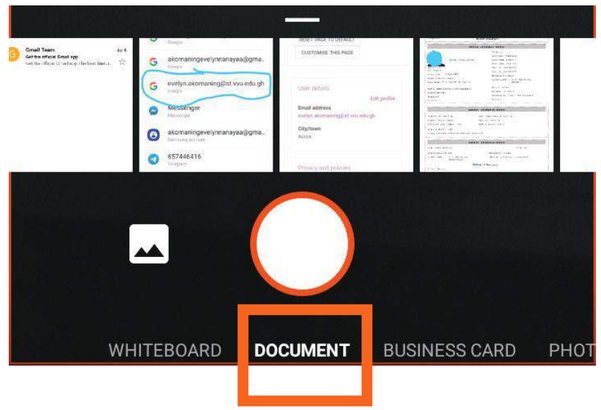
GO TO PLAY STORE AND DOWNLOAD MICROSOFT OFFICE LENS

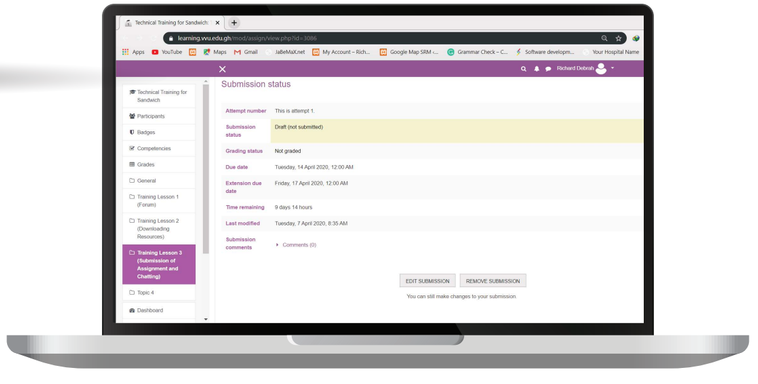
AFTER INSTALLATION, WHEN TAKING THE WORK SELECT DOCUMENT OPTION

SAVE AS IMAGE

TRABSFER THE WORK TO YOUR LAPTOP



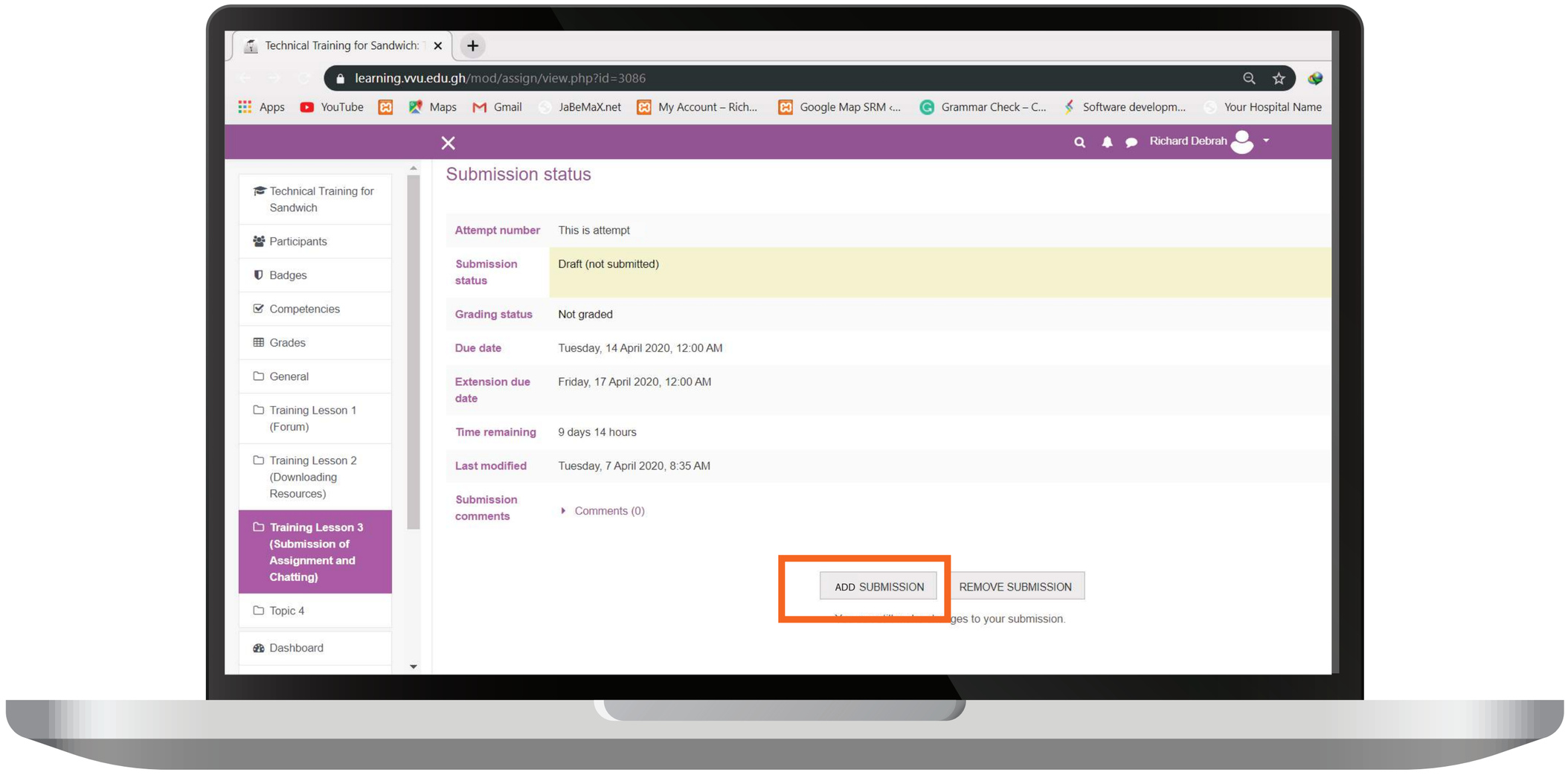




PRATICAL SESSION FOR SANDWICH STUDENTS

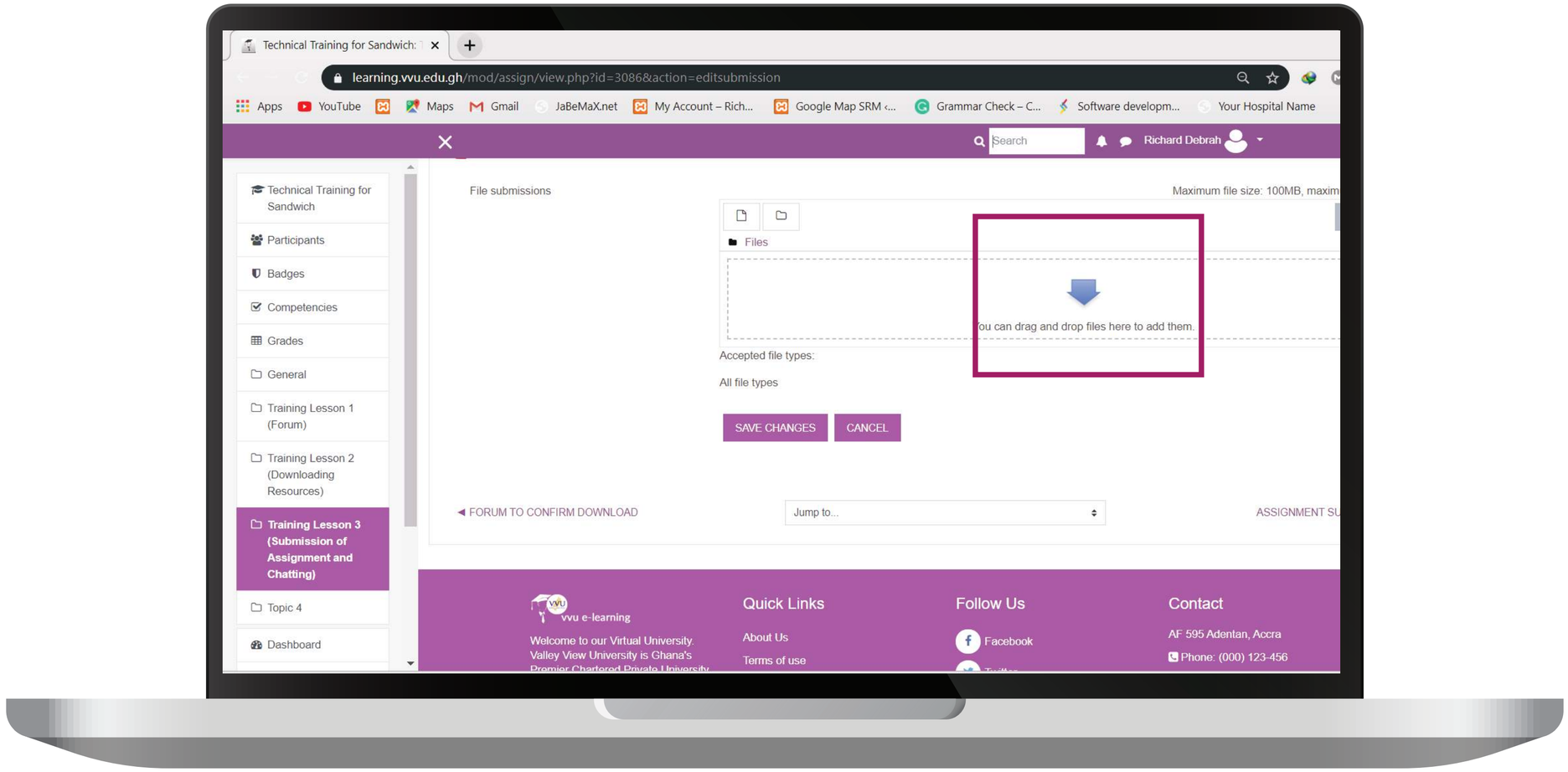
STEP 6

CLICK ON ADD SUMISSON BUTTOM



STEP 7

CLICK ON THE UPLOAD TO ADD A FILE



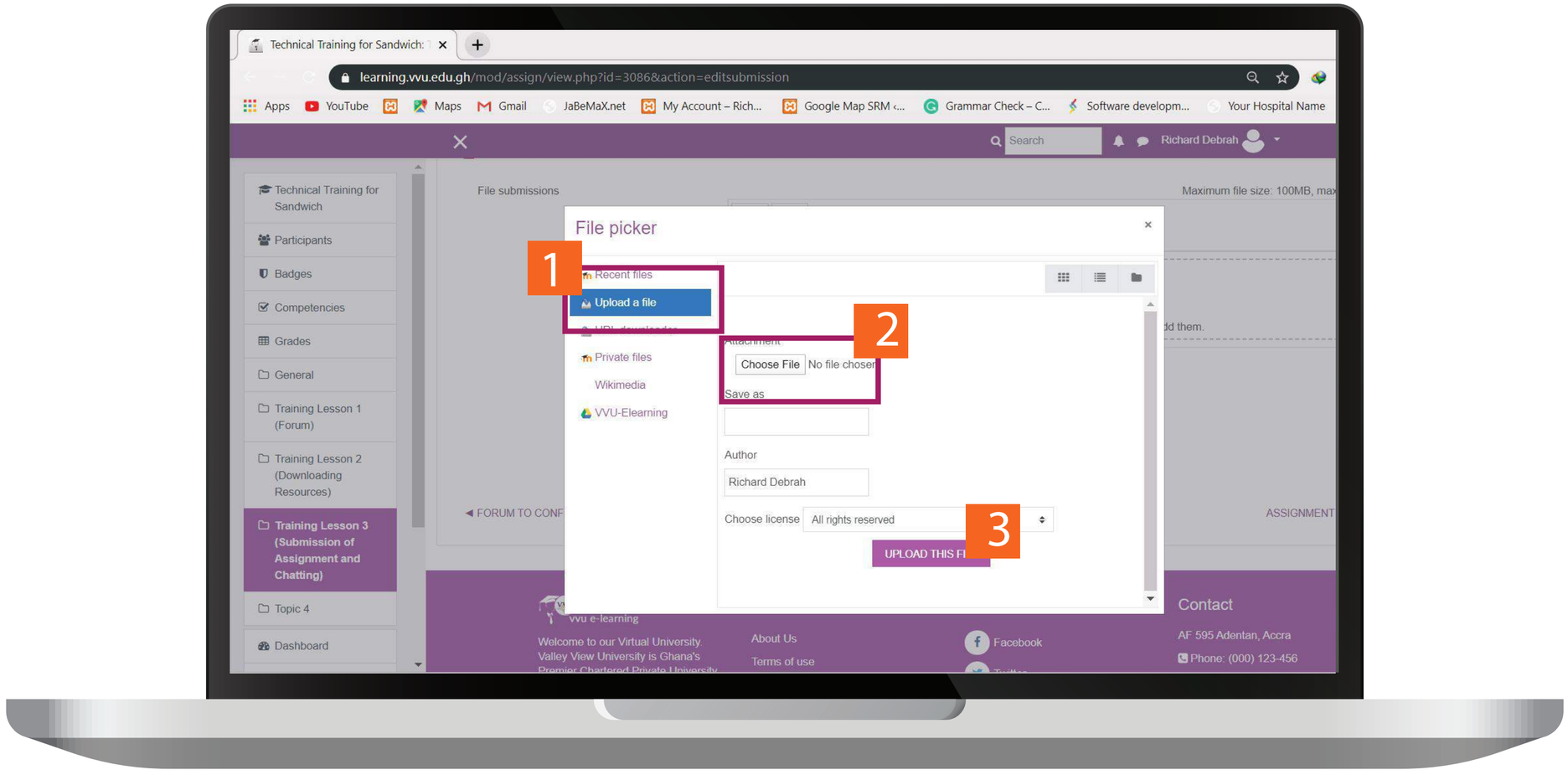
PRATICAL SESSION FOR SANDWICH STUDENTS

STEP 8

1 CLICK ON UPLOAD

2 CHOOSE A FILE

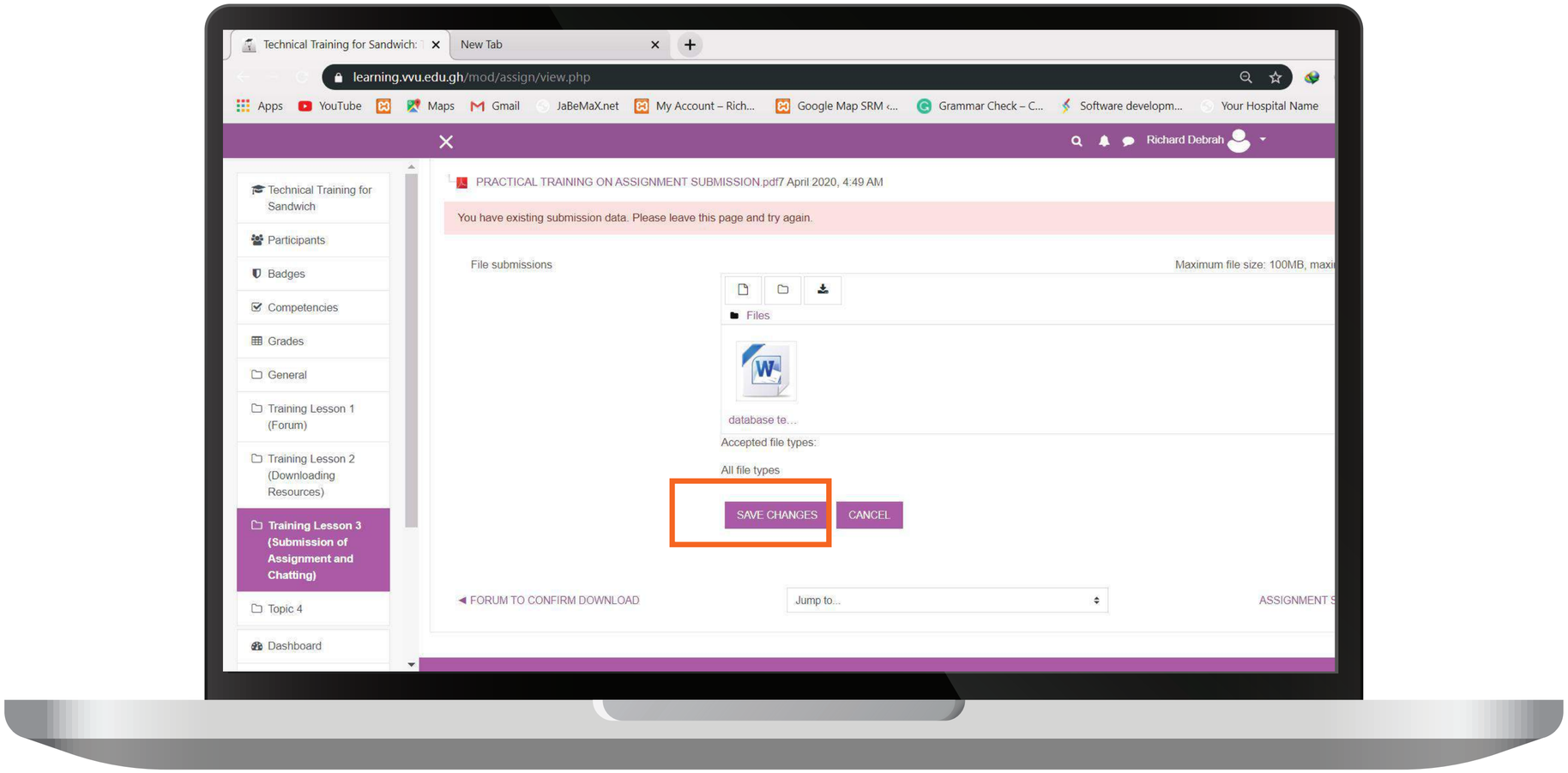
3 UPLOADN THIS FILE



PRATICAL SESSION FOR SANDWICH STUDENTS

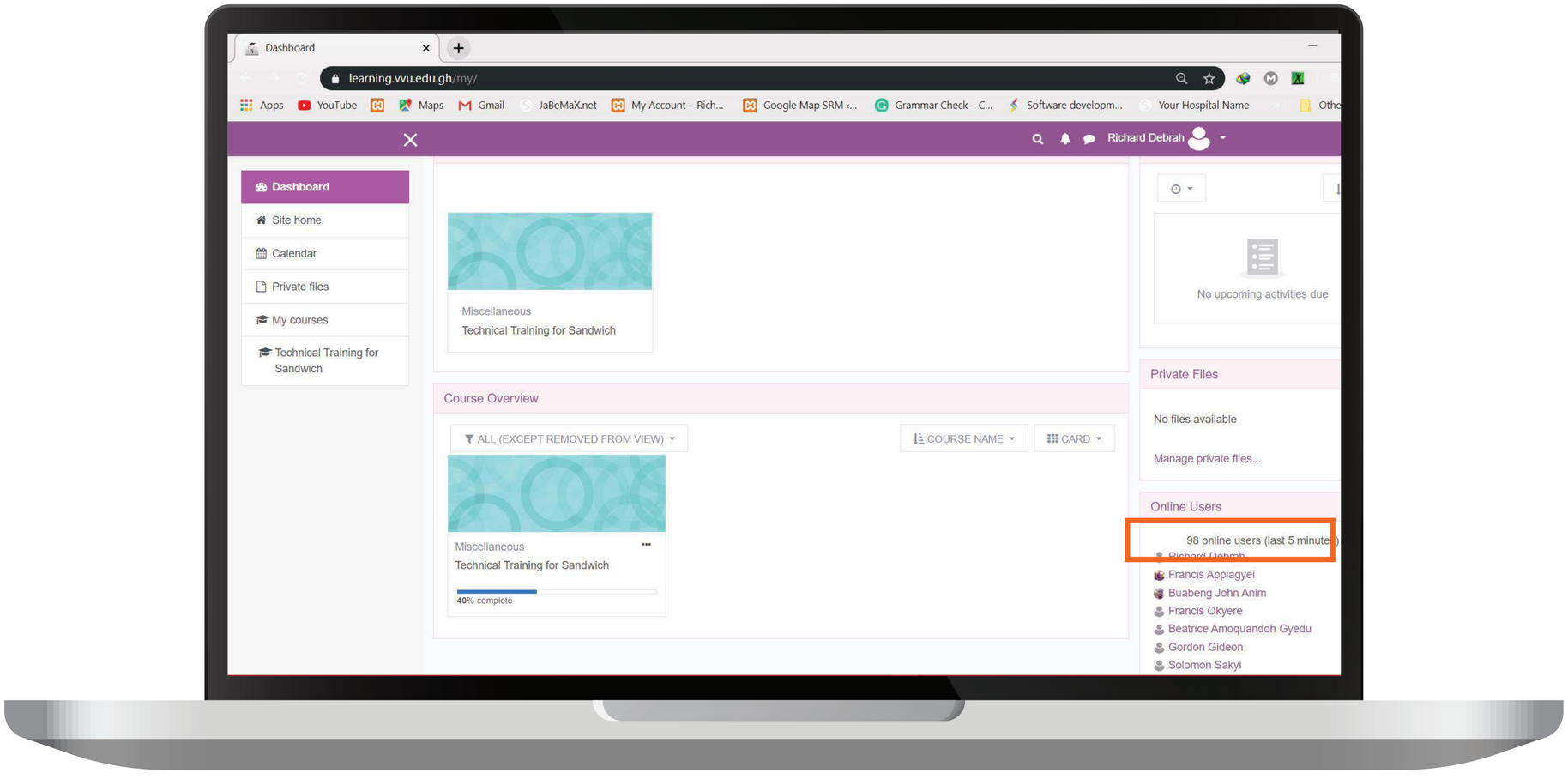
STEP 9

SAVE CHANGES AND SUBMIT



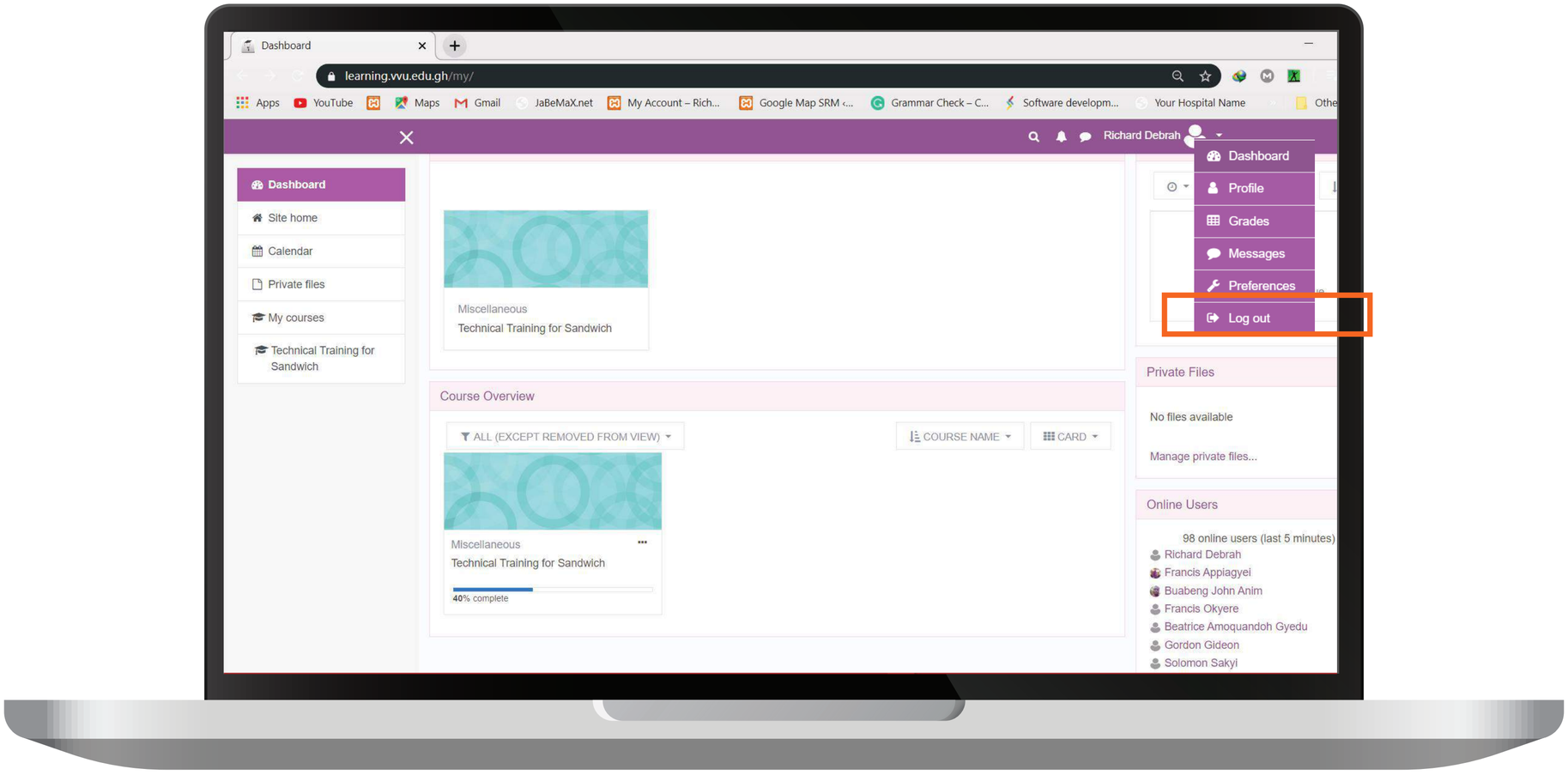
STEP 10

GO BACK TO THE DASHBOARD AND SEND A CHAT MESSSAGE TO THE LECTURER

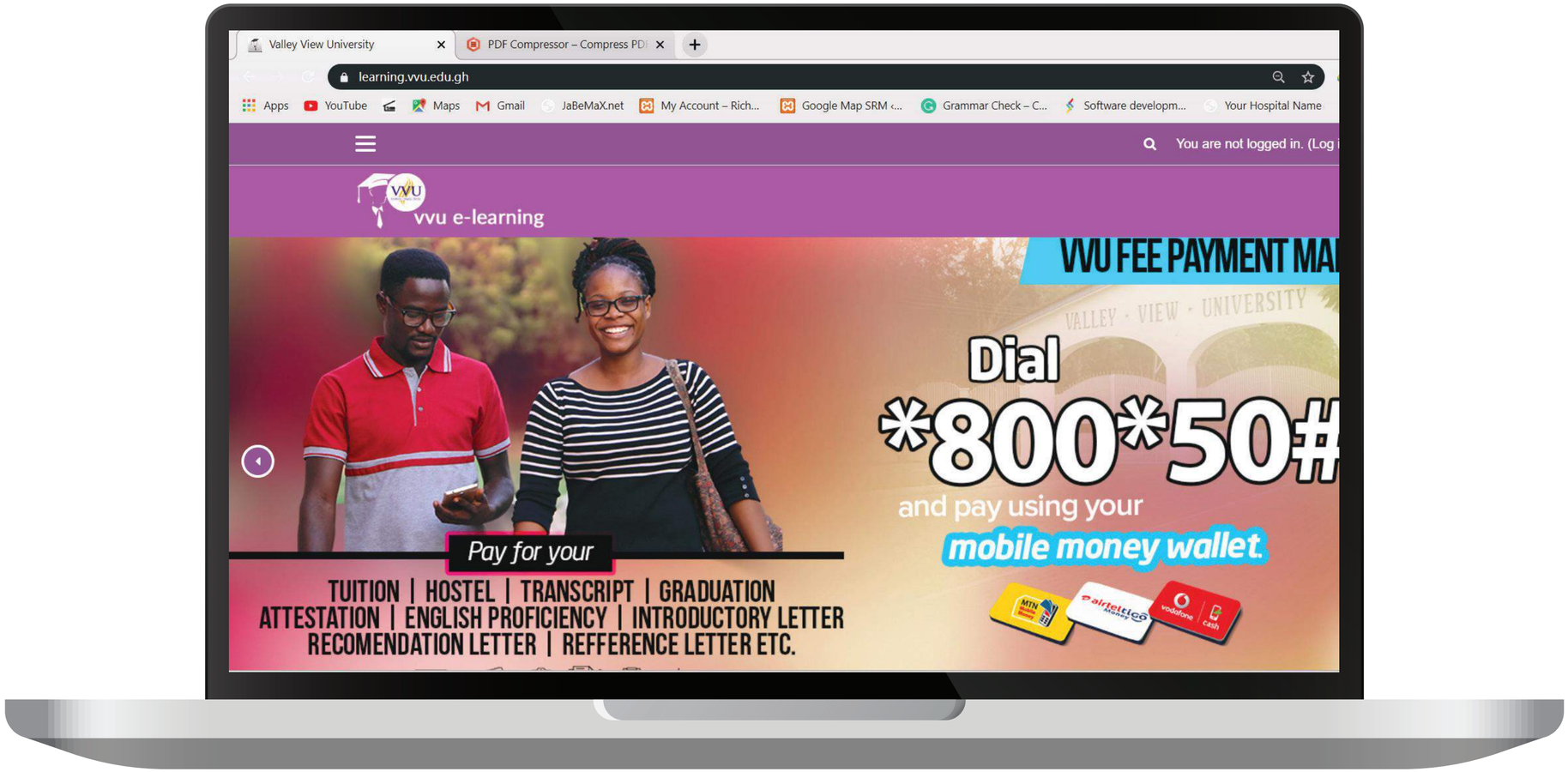


STEP 11

LOGOUT



THANK YOU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Google Map SRM <...
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*800*50#
and pay using your
mobile money wallet.
Pay for your
TUITION | HOSTEL | TRANSCRIPT | GRADUATION
ATTESTATION | ENGLISH PROFICIENCY | INTRODUCTORY LETTER
RECOMENDATION LETTER | REFFERENCE LETTER ETC.

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3

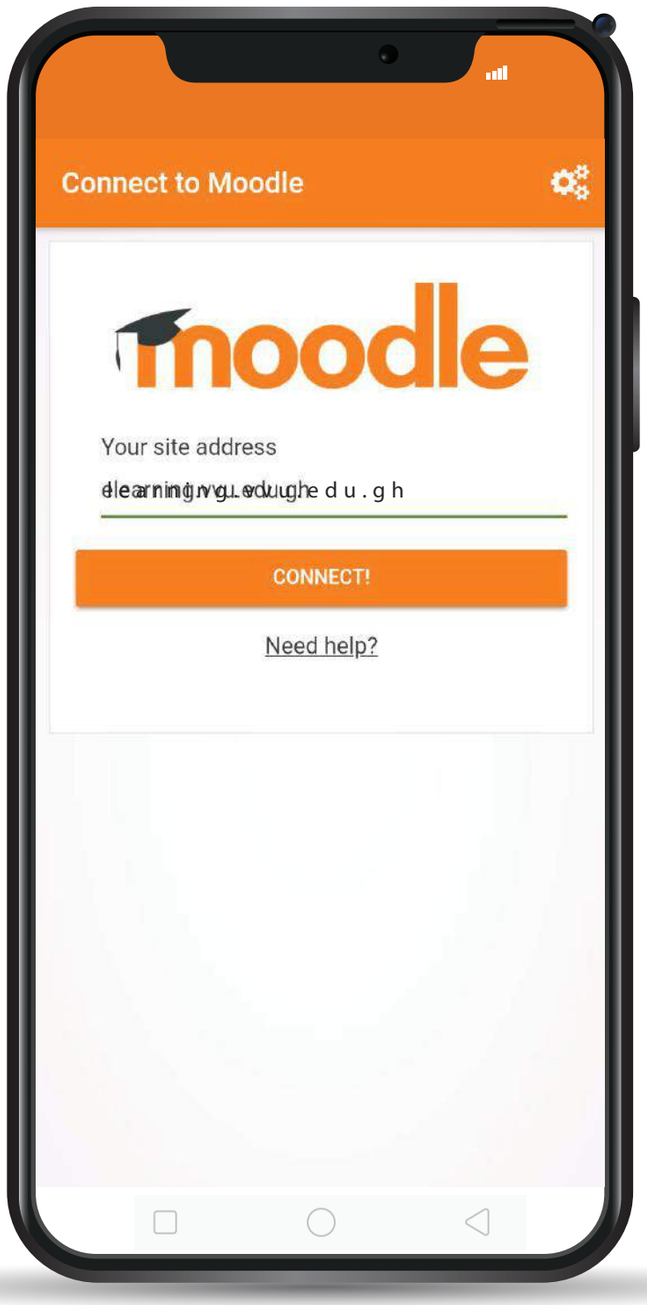
PRACTICAL SESSION TRAINING

SUBMISSION OF ASSIGNMENT AND CHAT

STEP 1

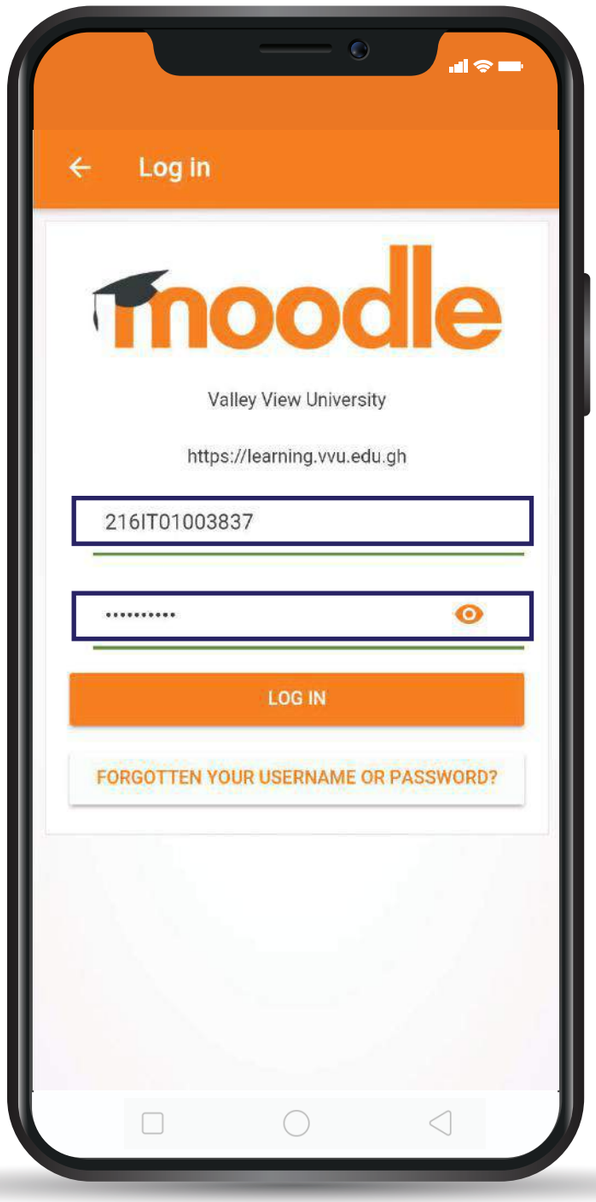
ENTER THE URL :

learning.vvu.edu.gh



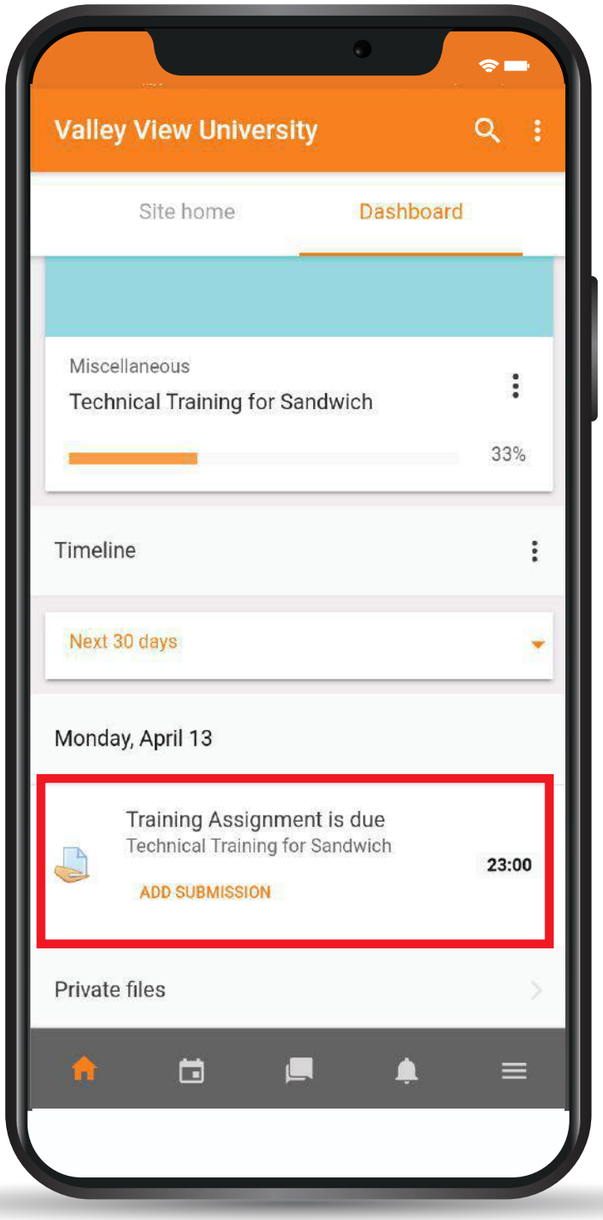
STEP 2

ENTER YOUR STUDENT ID & PASSWORD



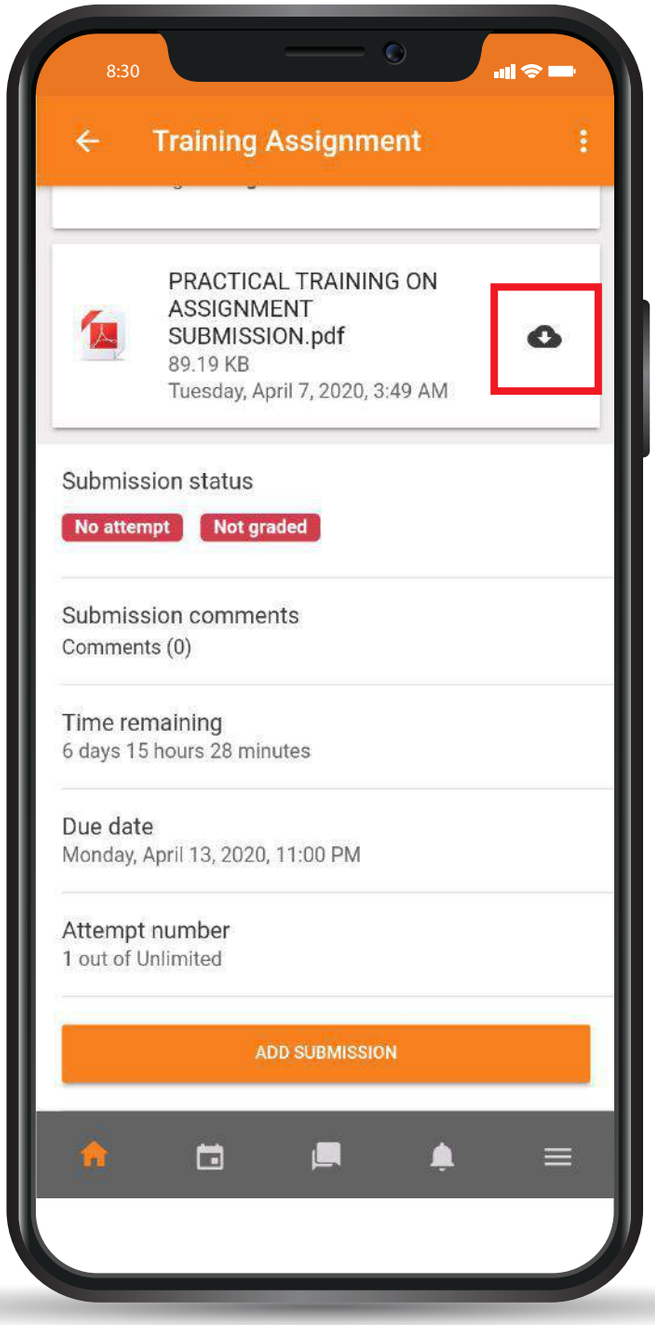
STEP 3

ON YOUR DASHBOARD CLICK ON TRAINING ASSIGNMENT IS DUE



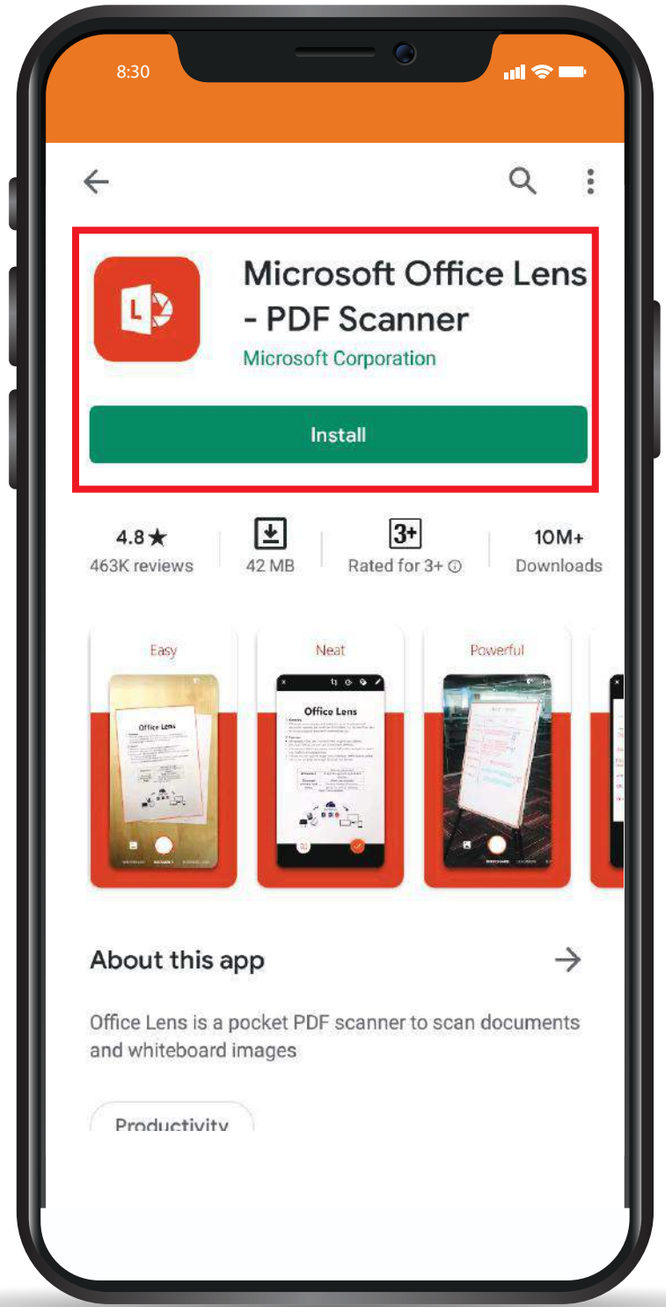
STEP 4

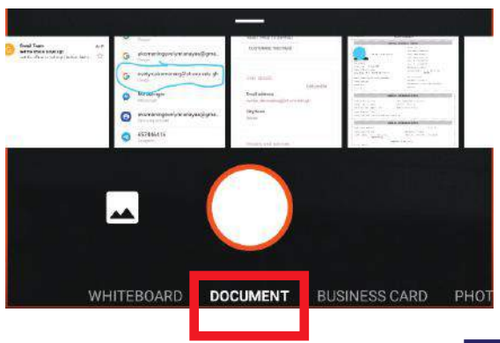
CLICK ON ON THE PDF TO DOWNLOAD THE WORK



STEP 5

GO TO PLAY STORE AND DOWNLOAD MICROSOFT OFFICE LENS





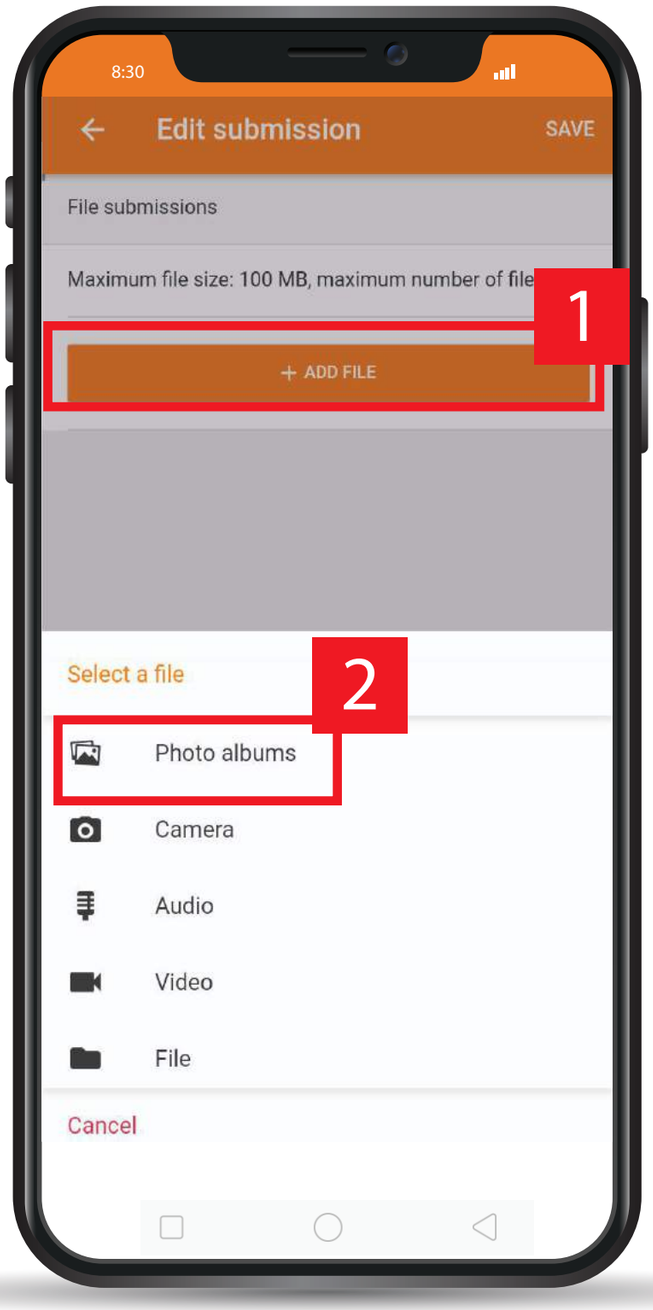
AFTER INSTALLATION, WHEN TAKING THE WORK SELECT DOCUMENT OPTION

SAVE AS IMAGE

STEP 6

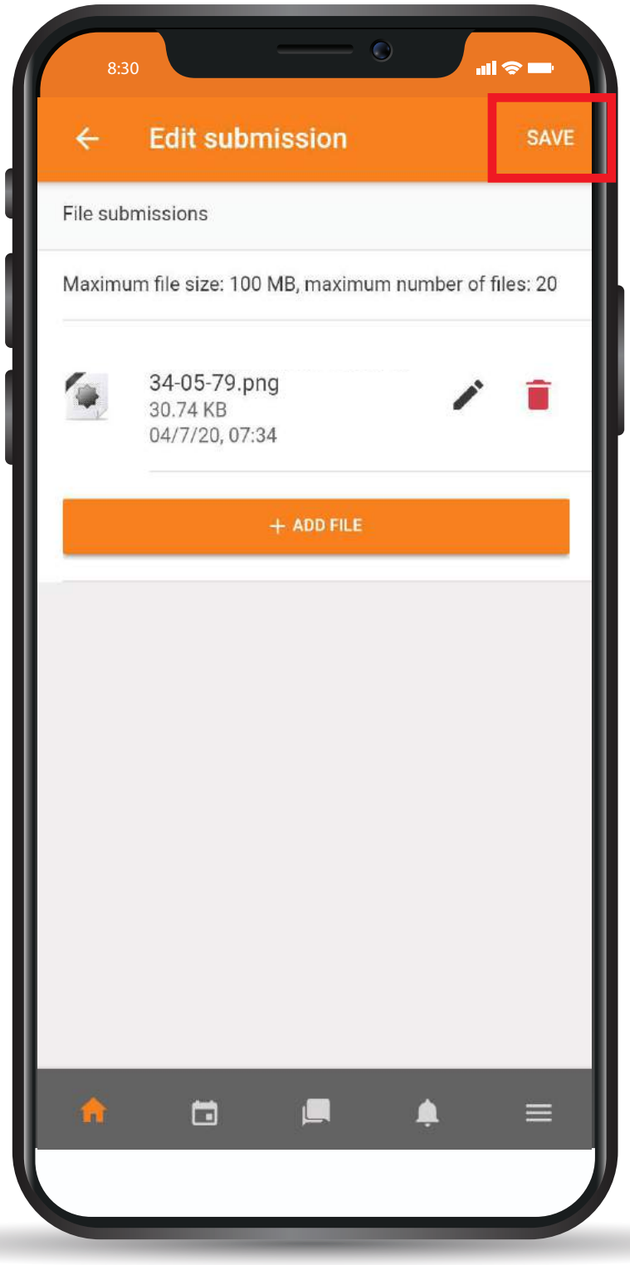
1 CLICK ON THE ADD FILE

2 UPLOAD THE SCANNED WORK FROM YOUR GALLARY (PHOTOS)



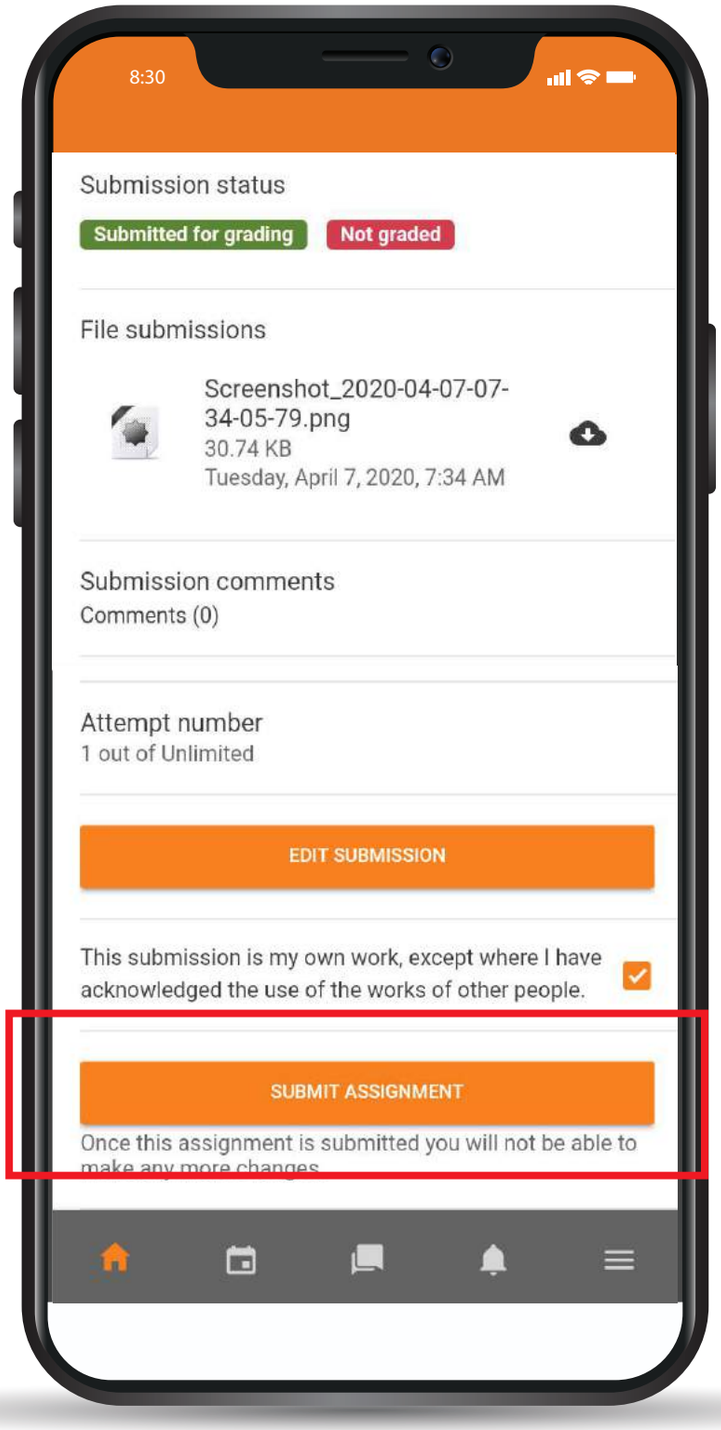
STEP 7

CLICK ON THE SAVE BUTTOM



STEP 8

CLICK ON SUBMIT ASSIGNMENT BUTTOM



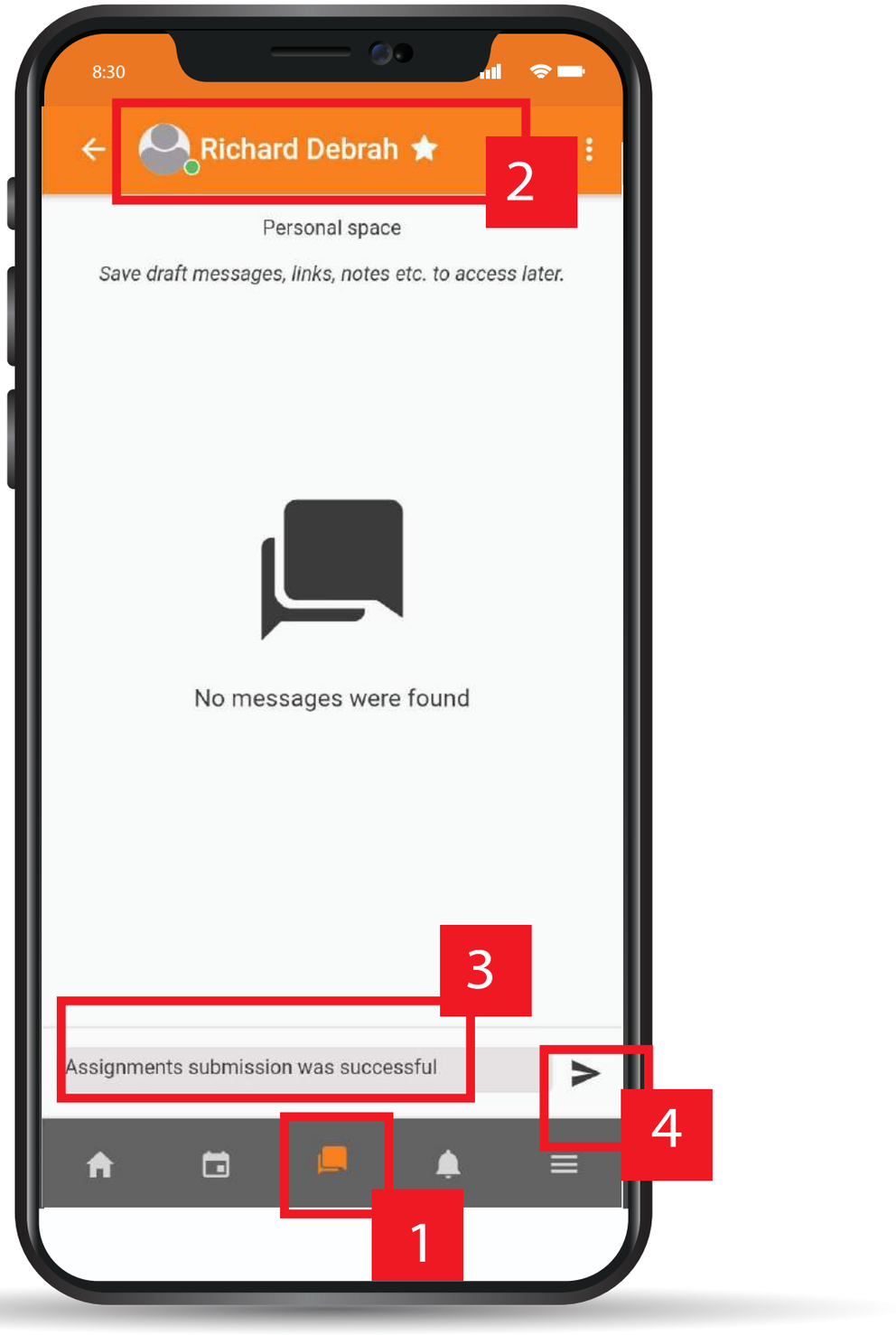
STEP 9

1 CLICK ON THE CHAT BUTTOM

2 SELECT THE OF THE LECTURER

3 TYPE YOUR MESSAGE

4 CLICK ON THE SEND BUTTOM



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PRACTICAL SESSION TRAINING

QUIZ

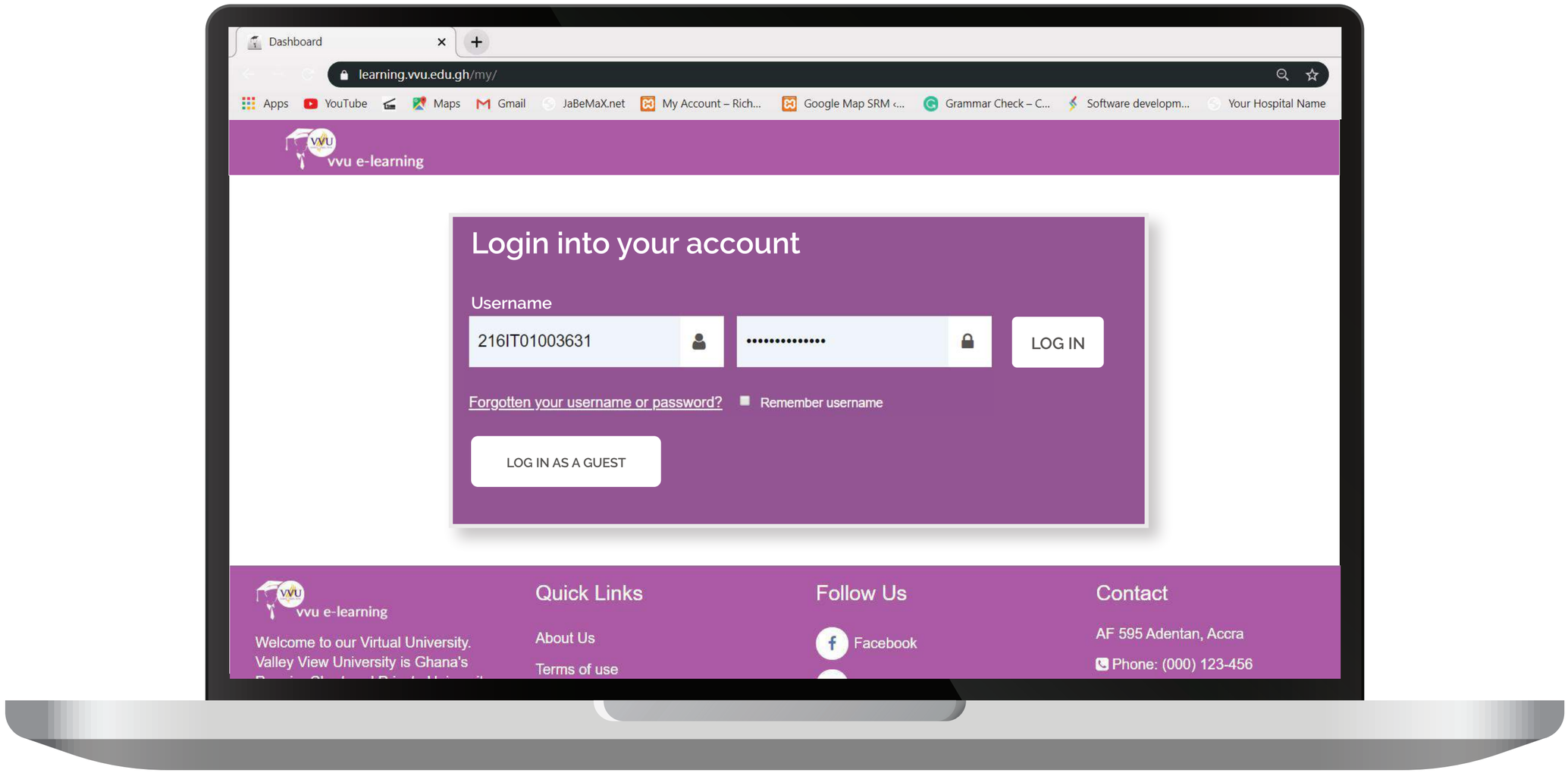
STEP 1

ENTER THE URL IN YOUR BROWSER :

learning.vvu.edu.gh

AND THEN LOGIN

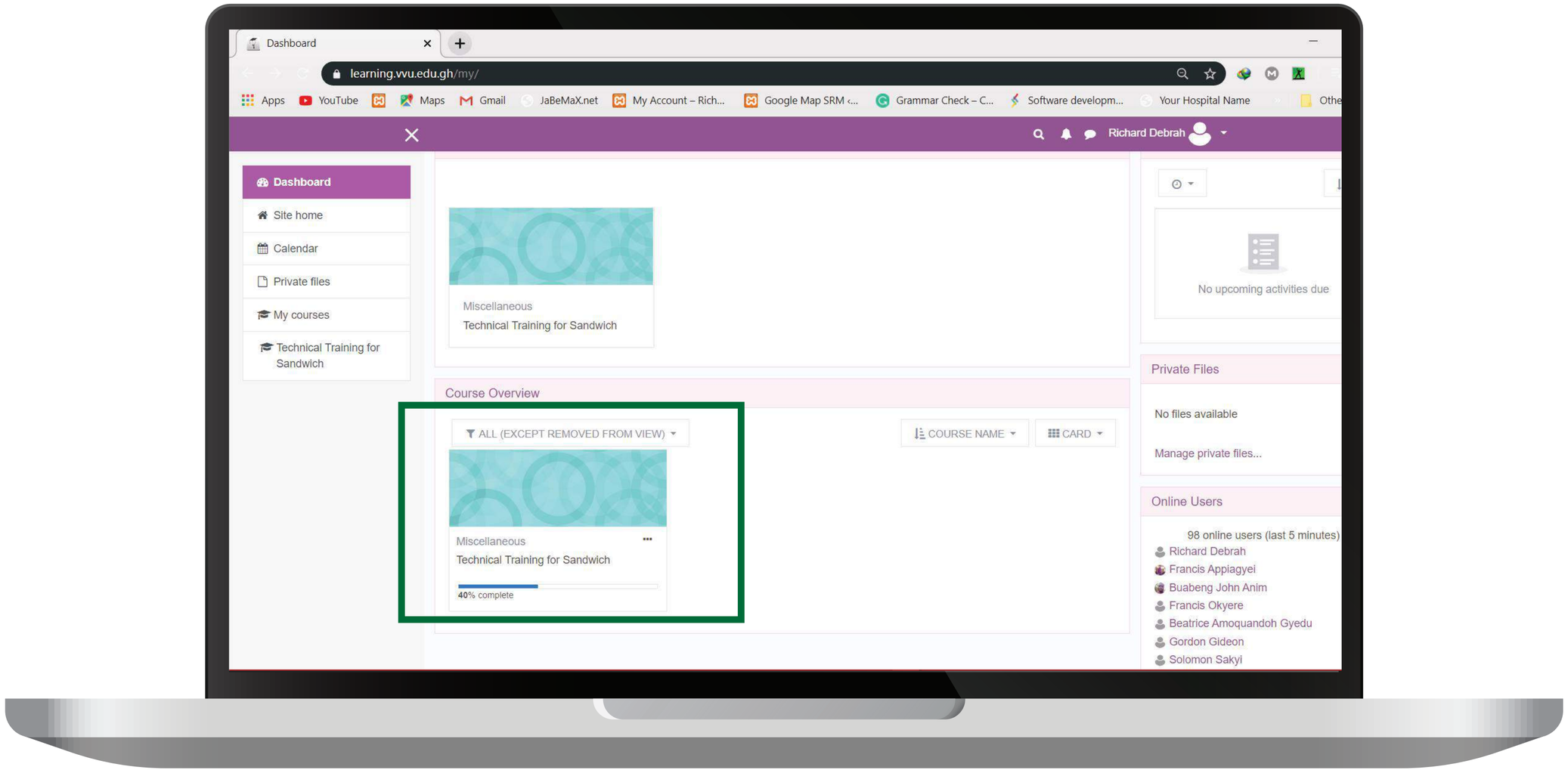
Enter your username and password



PRATICAL SESSION FOR SANDWICH STUDENTS

STEP 2

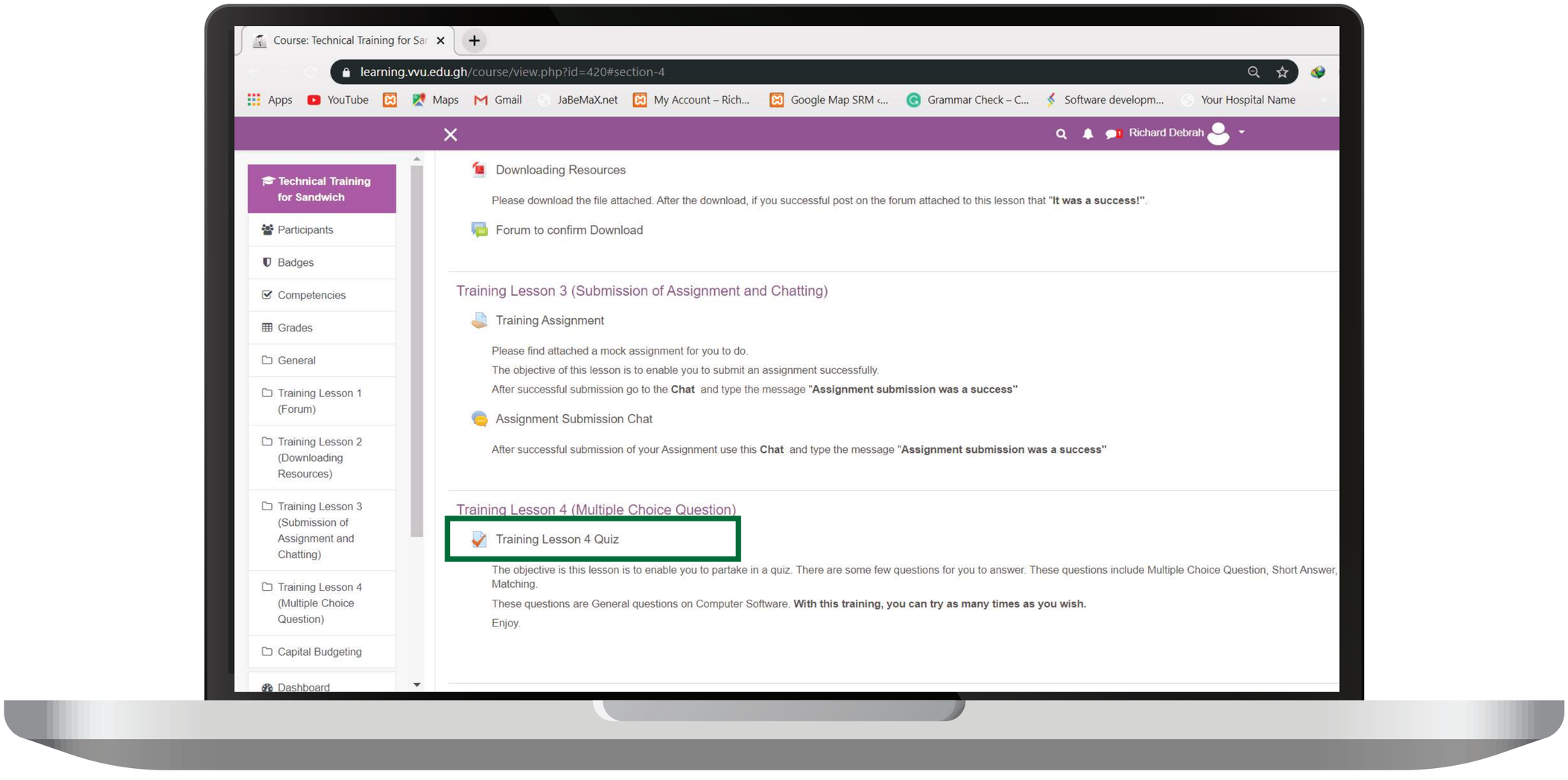
ON YOUR DASHBOARD CLICK ON TECHNICAL TRAINING FOR SANDWICH



PRATICAL SESSION FOR SANDWICH STUDENTS

STEP 3

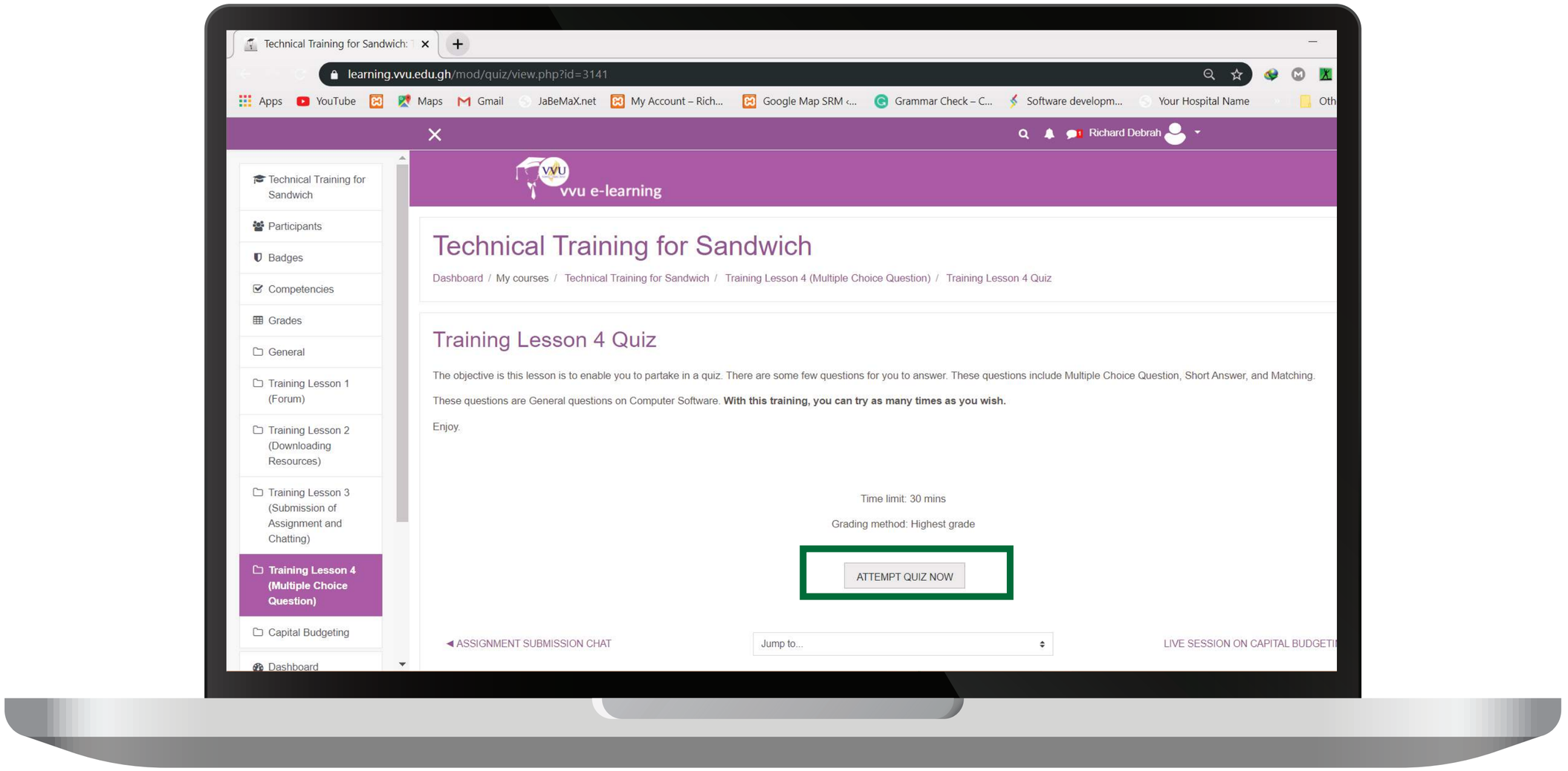
CLICK ON TRANING LESSON 4 QUIZ



PRATICAL SESSION FOR SANDWICH STUDENTS

STEP 4

CLICK ON ATTEMPT QUIZ NOW



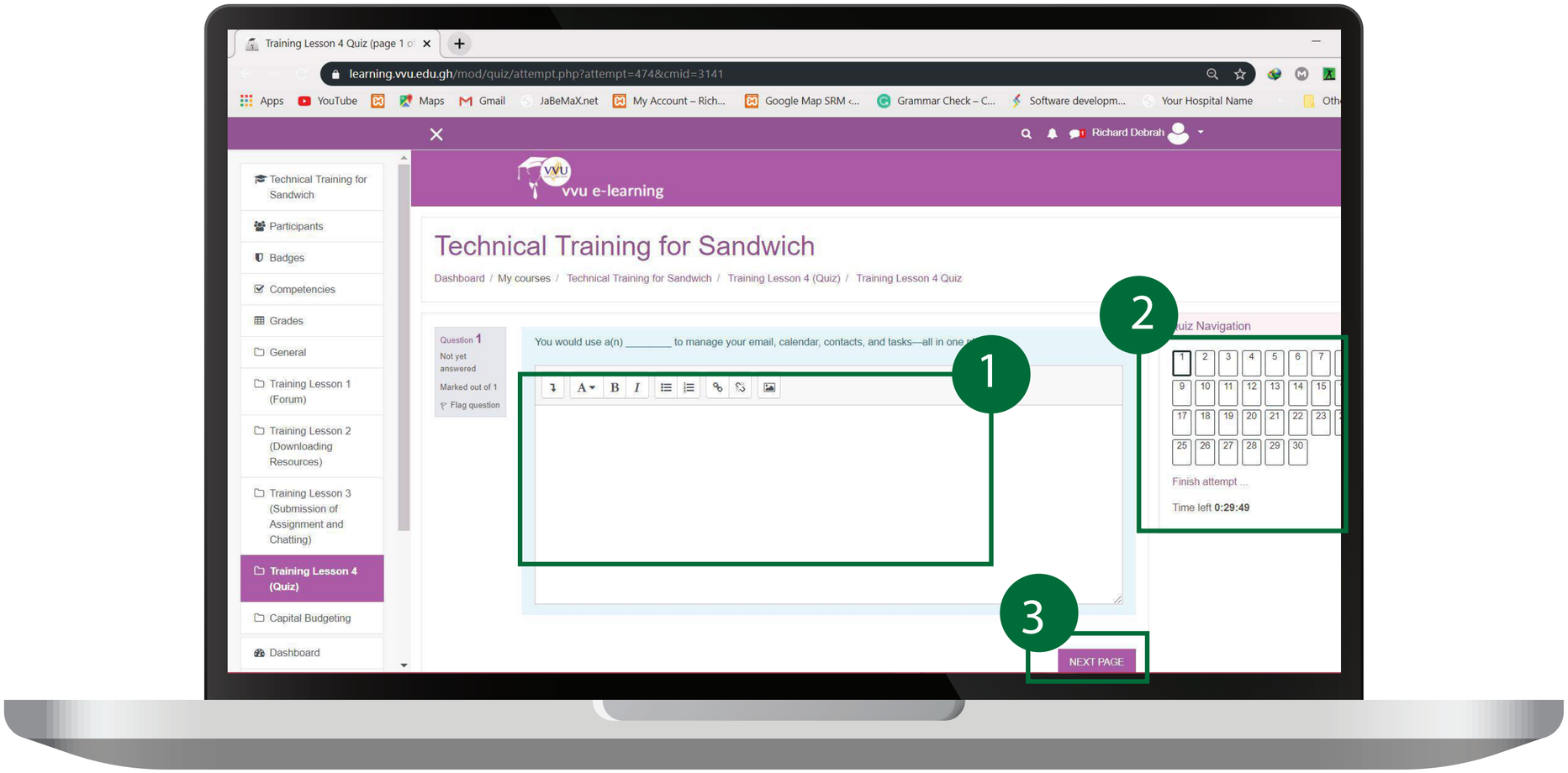
PRATICAL SESSION FOR SANDWICH STUDENTS

STEP 5

MULTIPLE CHOICE QUESTIONS
SOME REQUIRE ANSWERS FROM THE STUDENT

1 Enter your answer

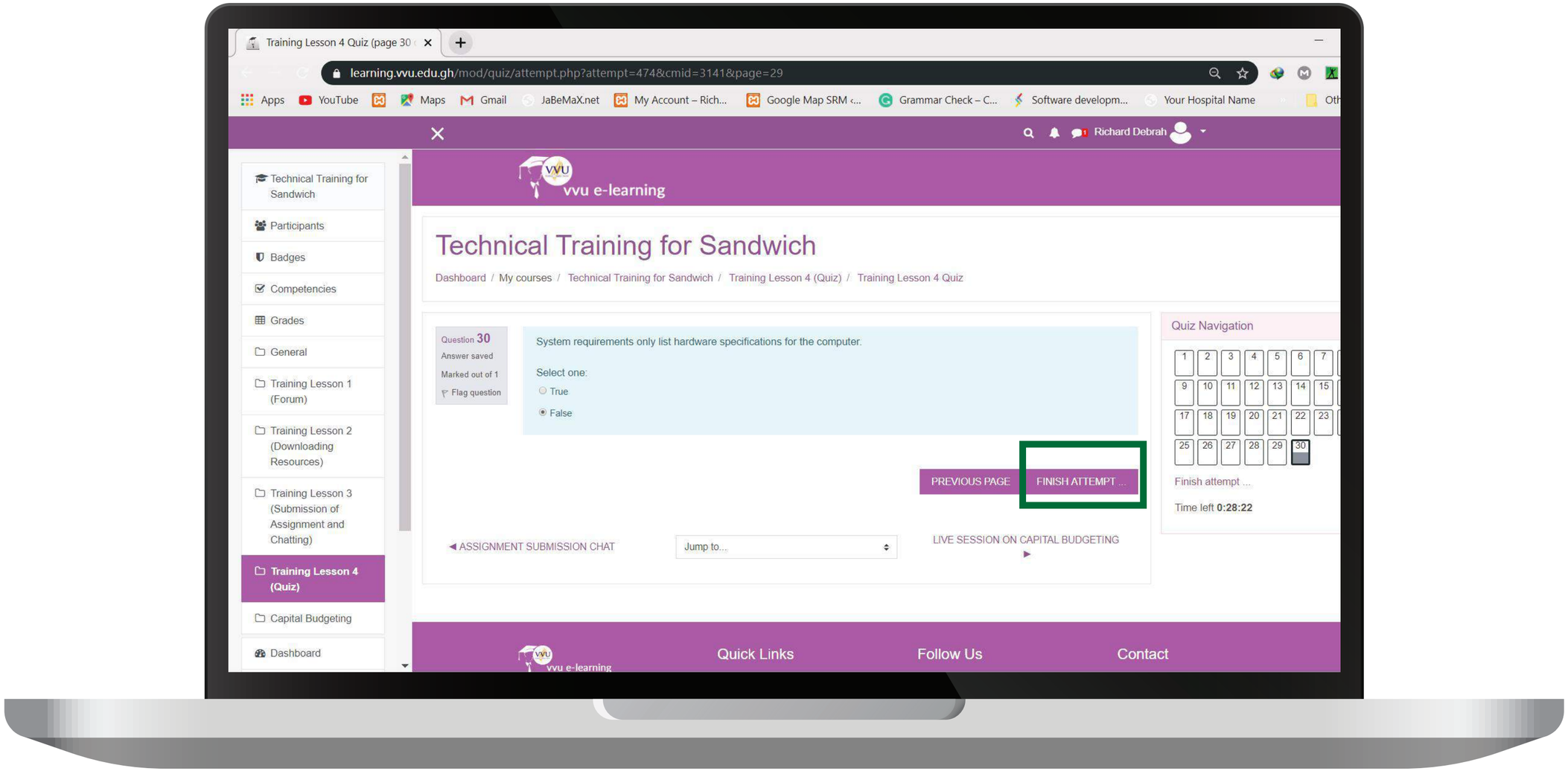
2 3 Move to the Next Page or Question



PRATICAL SESSION FOR SANDWICH STUDENTS

STEP 6

WHEN YOU ARE DONE ANSWERING THE QUESTIONS YOU CAN NOW CLICK ON FINISH ATTEMPT



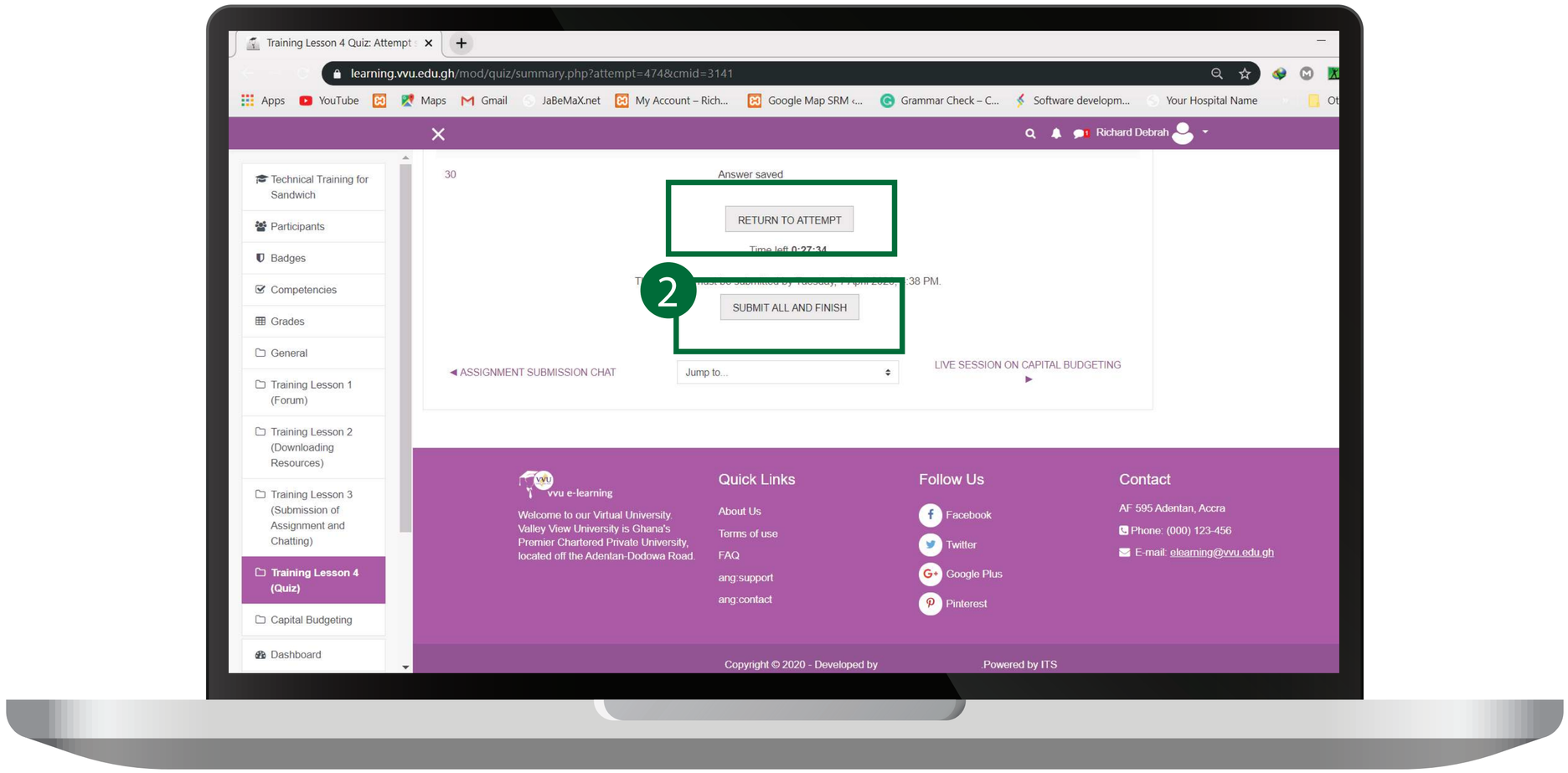
PRATICAL SESSION FOR SANDWICH STUDENTS

CLICK ON

STEP 7

1. TO RETURN BACK TO ANSWER A QUESTION YOU ARE NOT SURE OF

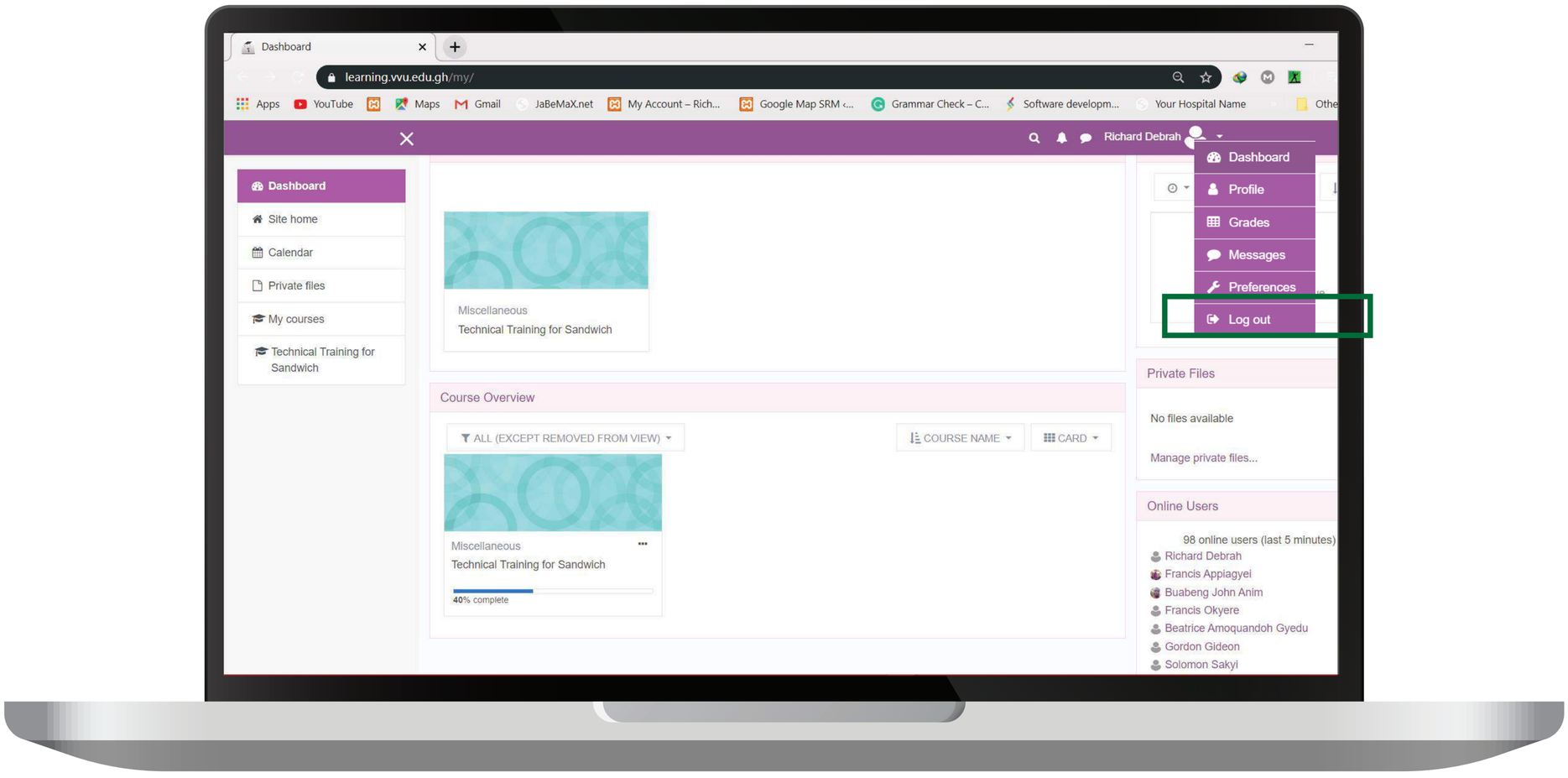
2. TO SUBMIT ALL AND FINSH WORK



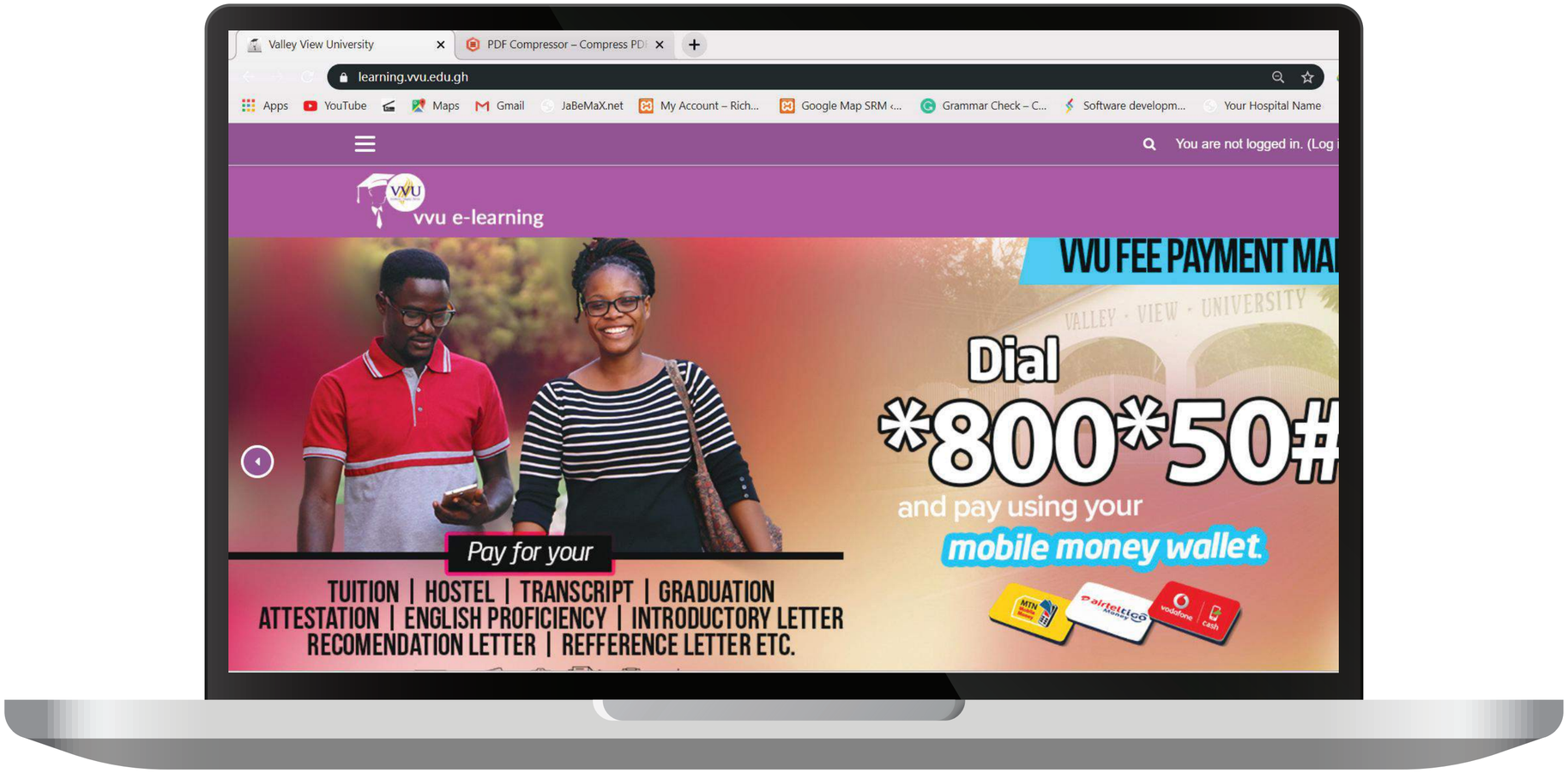
PRATICAL SESSION FOR SANDWICH STUDENTS

STEP 11

LOGOUT



THANK YOU


Valley View University
PDF Compressor – Compress PDF
learning.vvu.edu.gh
Apps
YouTube
Maps
Gmail
JaBeMaX.net
My Account – Rich...
Google Map SRM ‹...
Grammar Check – C...
Software developm...
Your Hospital Name
You are not logged in. (Log
vvu e-learning
VVU FEE PAYMENT MA
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*800*50#
and pay using your
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TUITION | HOSTEL | TRANSCRIPT | GRADUATION
ATTESTATION | ENGLISH PROFICIENCY | INTRODUCTORY LETTER
RECOMENDATION LETTER | REFFERENCE LETTER ETC.

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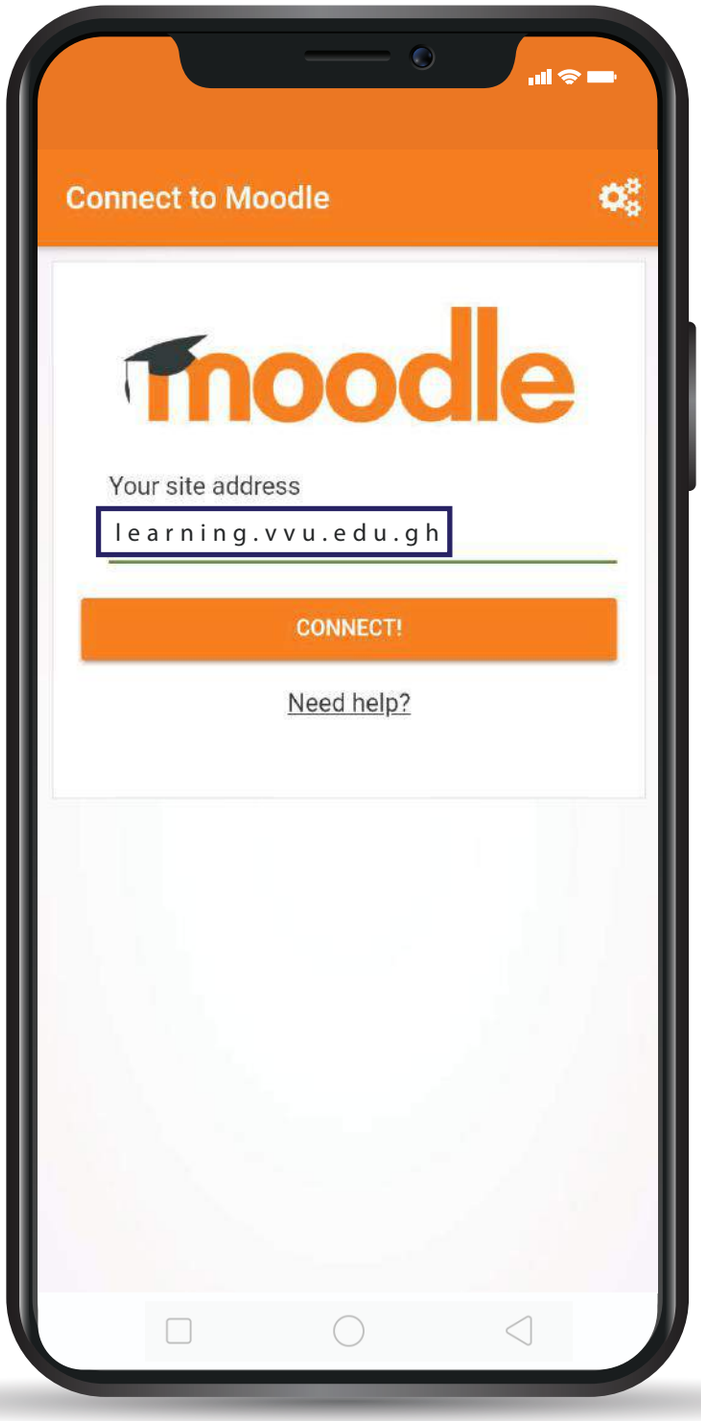
4

PRACTICAL SESSION TRAINING QUIZ

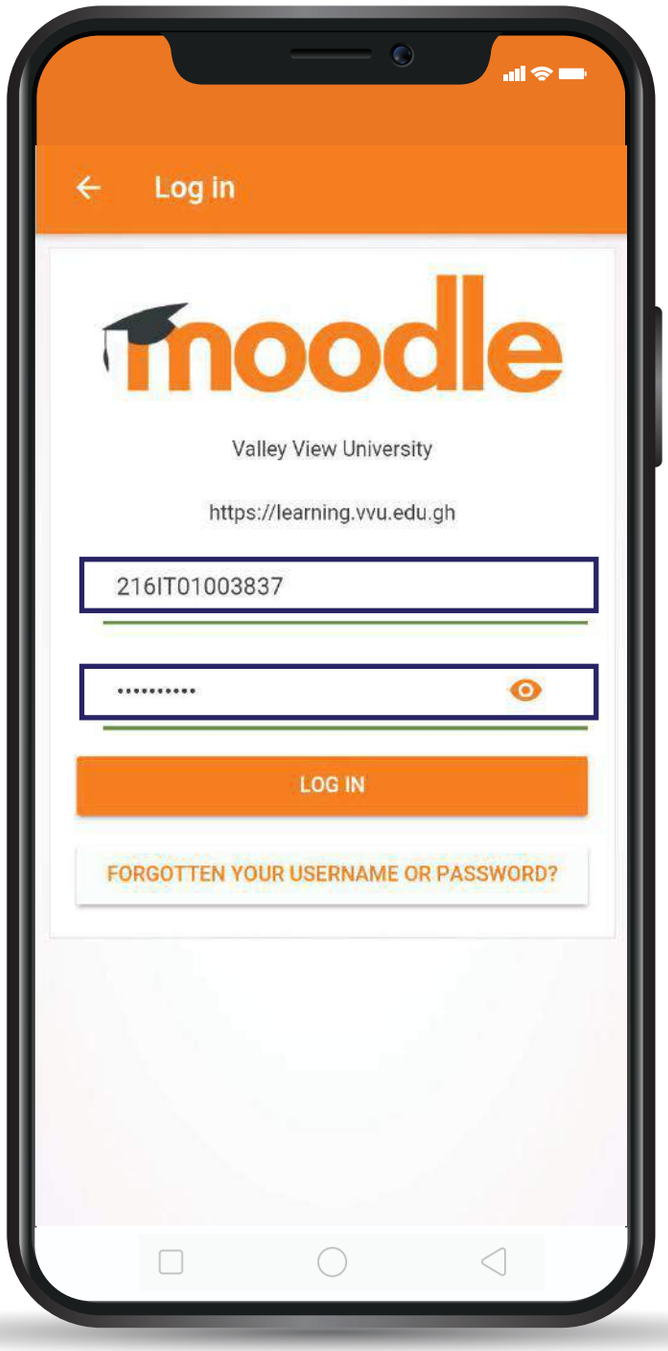


STEP 1

ENTER THE URL :

learning.vvu.edu.gh

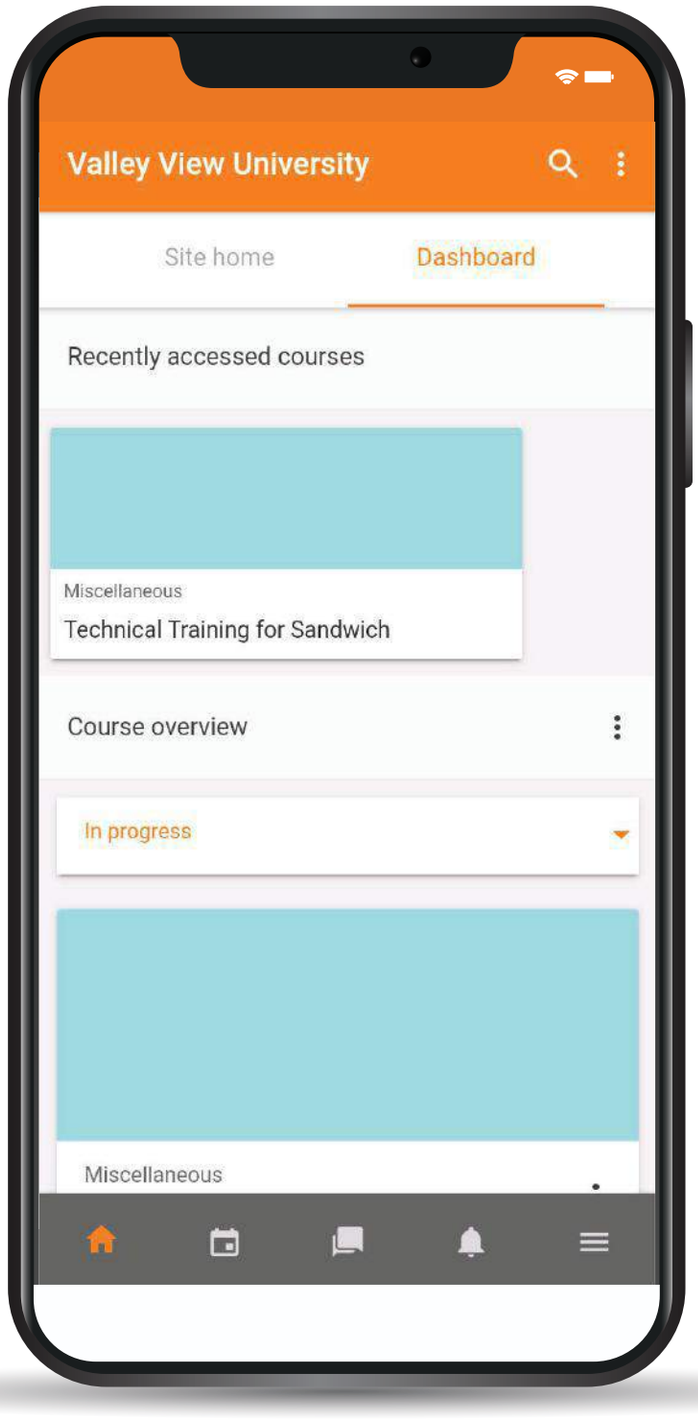
PRATICAL SESSION FOR SANDWICH STUDENTS



STEP 2

ENTER YOUR STUDENT ID & PASSWORD

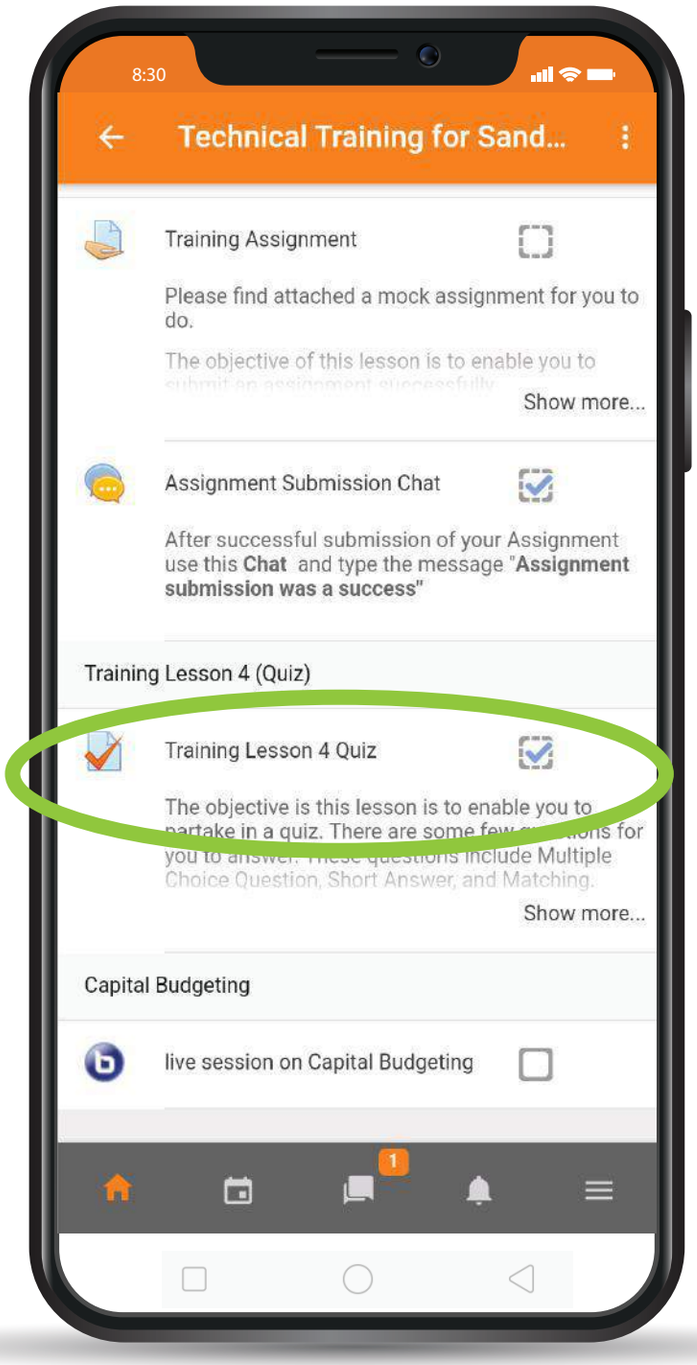
PRATICAL SESSION FOR SANDWICH STUDENTS



STEP 3

ON YOUR DASHBOARD CLICK ON TECHNICAL TRAINING FOR SANDWICH

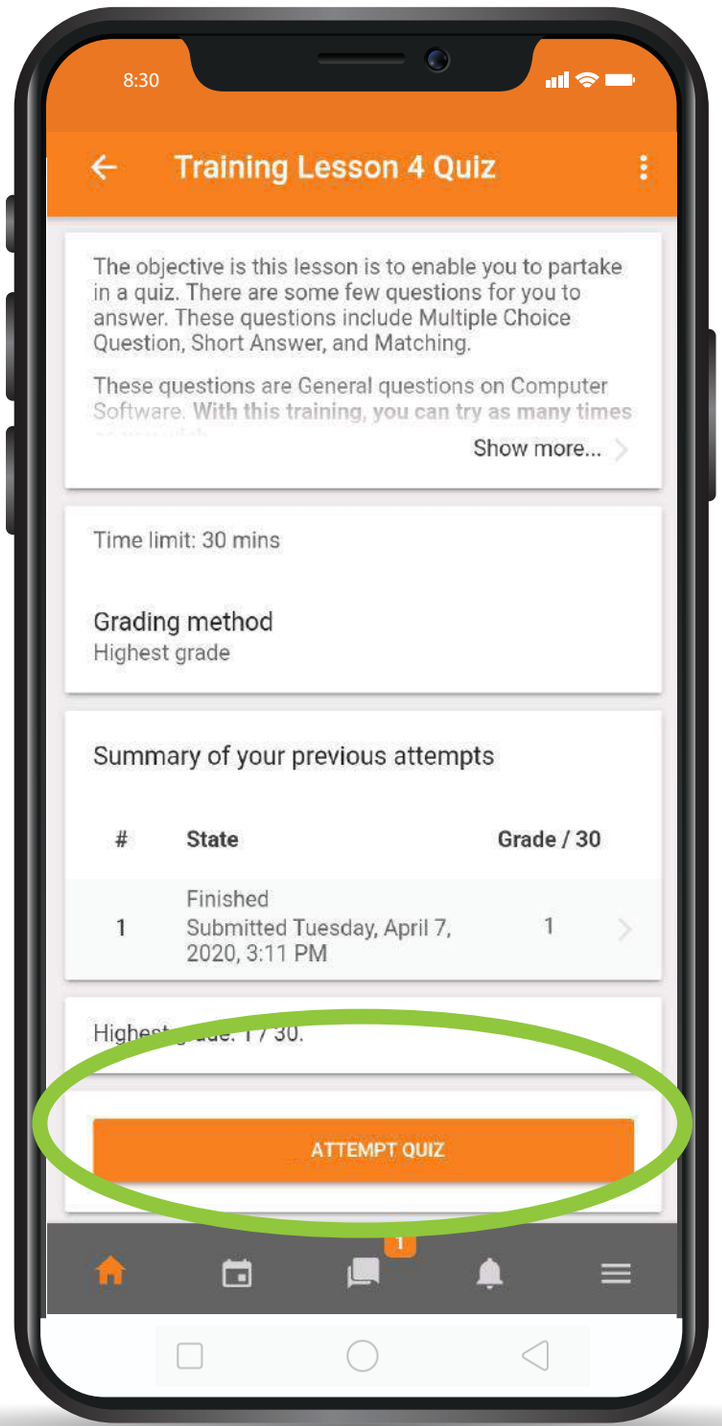
PRATICAL SESSION FOR SANDWICH STUDENTS



STEP 4

CLICK ON TRANING LESSON 4 QUIZ

PRATICAL SESSION FOR SANDWICH STUDENTS



STEP 5

CLICK ON ATEMPT QUIZ

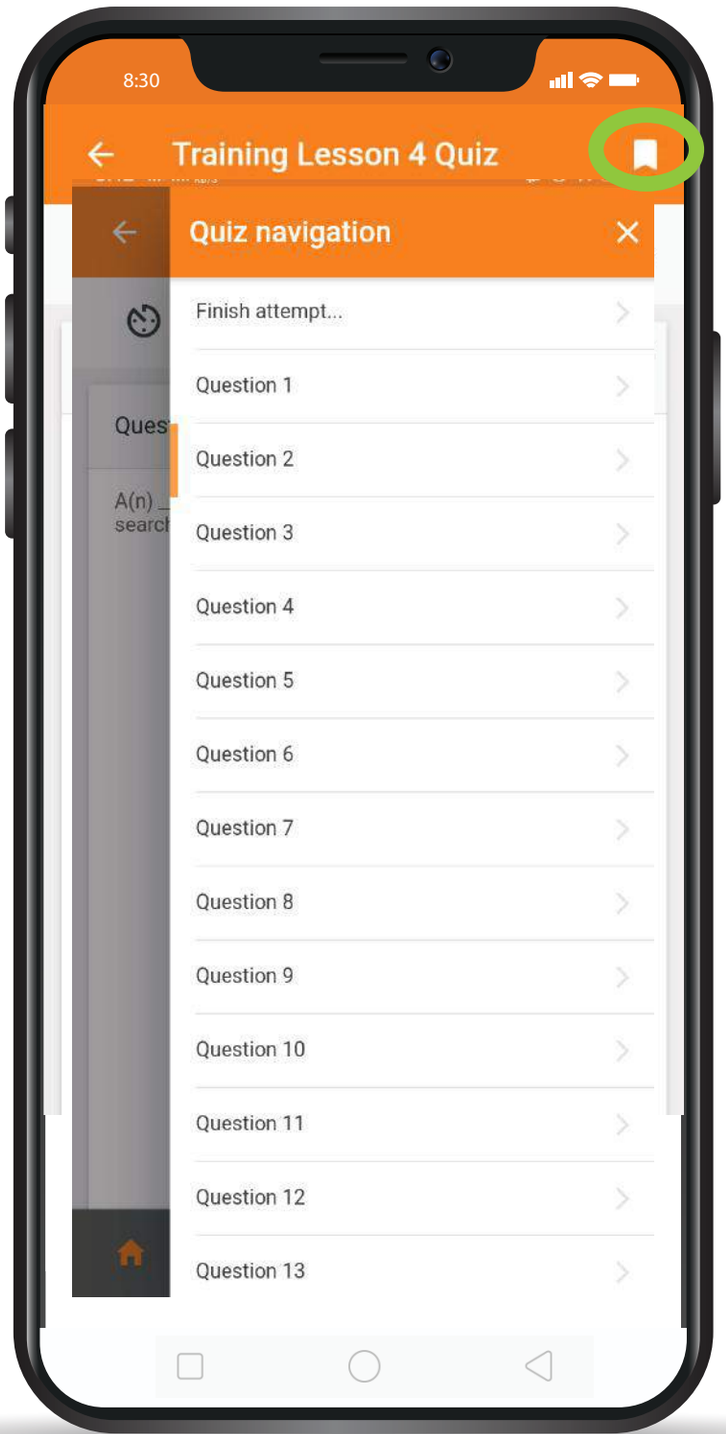
AND START ATTEMPT

PRATICAL SESSION FOR SANDWICH STUDENTS

STEP 6

1 CLICK ON THE WHITE SPACE TO WRITE YOUR ANSWER

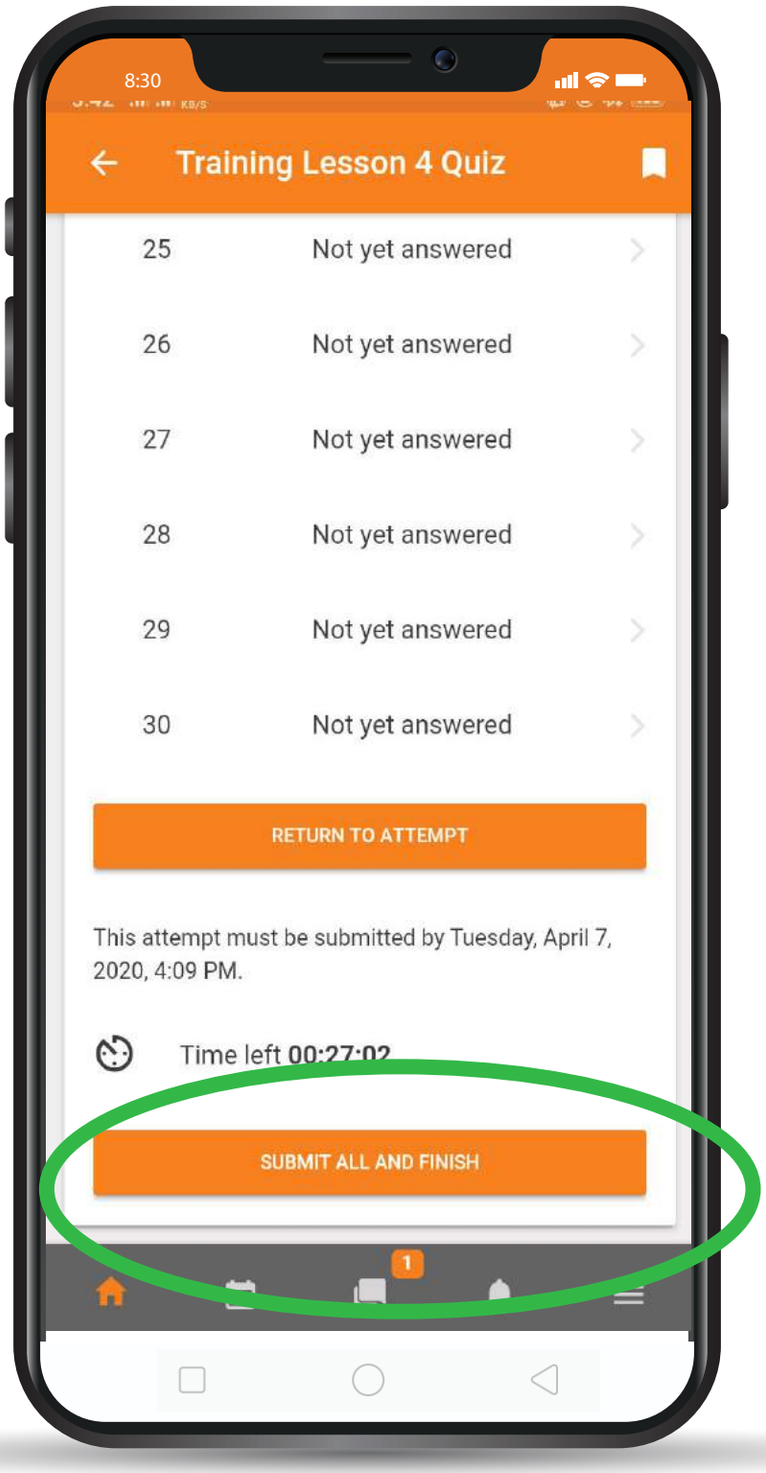
2 TO MOVE TO THE NEXT QUESTION



STEP 7

CLICK ON THE ICON TO OPEN ALL THE QUESTIONS IN CASE YOU WANT TO SKIP

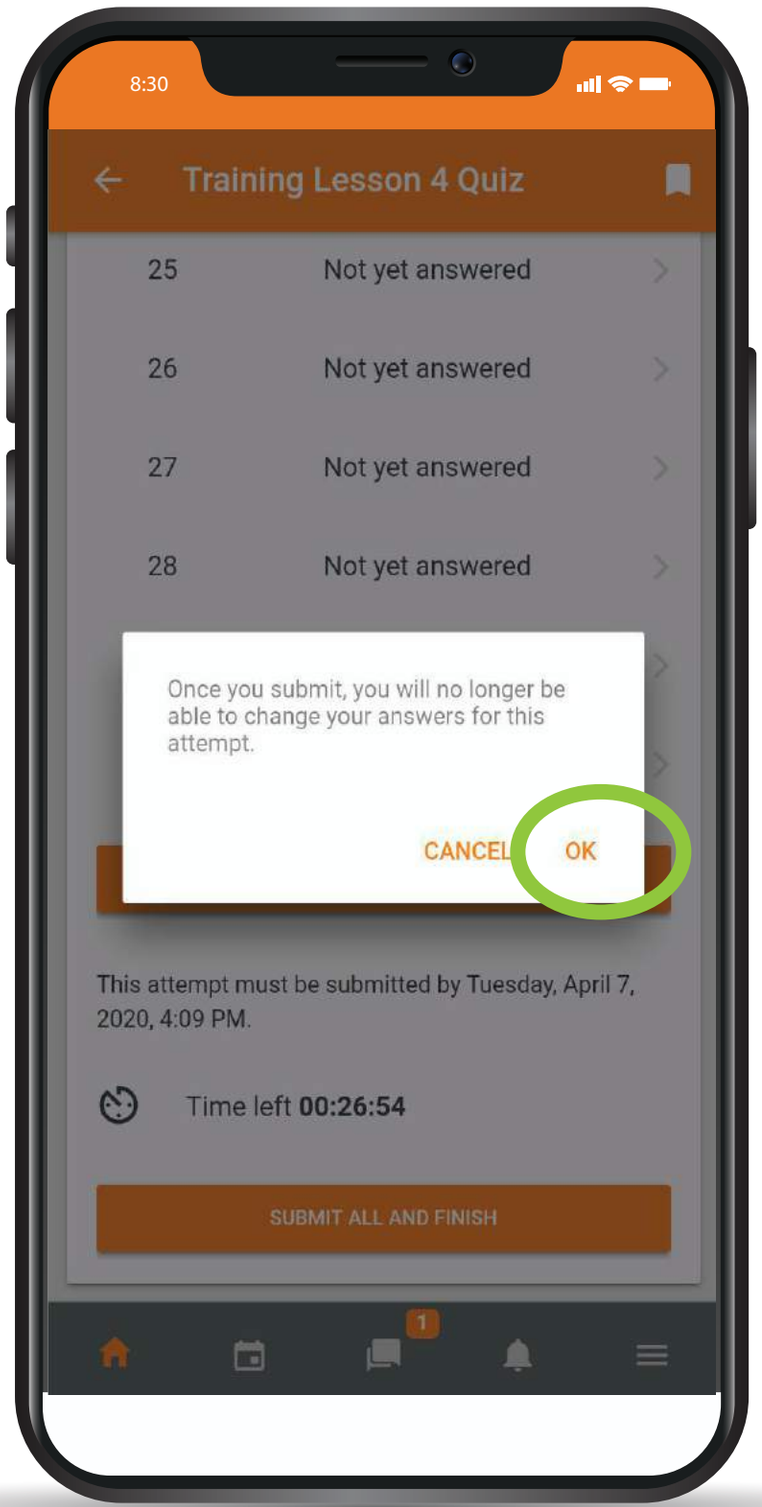
PRATICAL SESSION FOR SANDWICH STUDENTS



STEP 8

CLICK ON SUBMIT AND FINISH

AND CONFIRM SUBMISSION



STEP 9

CLICK ON OK TO CONFIRM SUBMISSION

PRATICAL SESSION FOR SANDWICH STUDENTS

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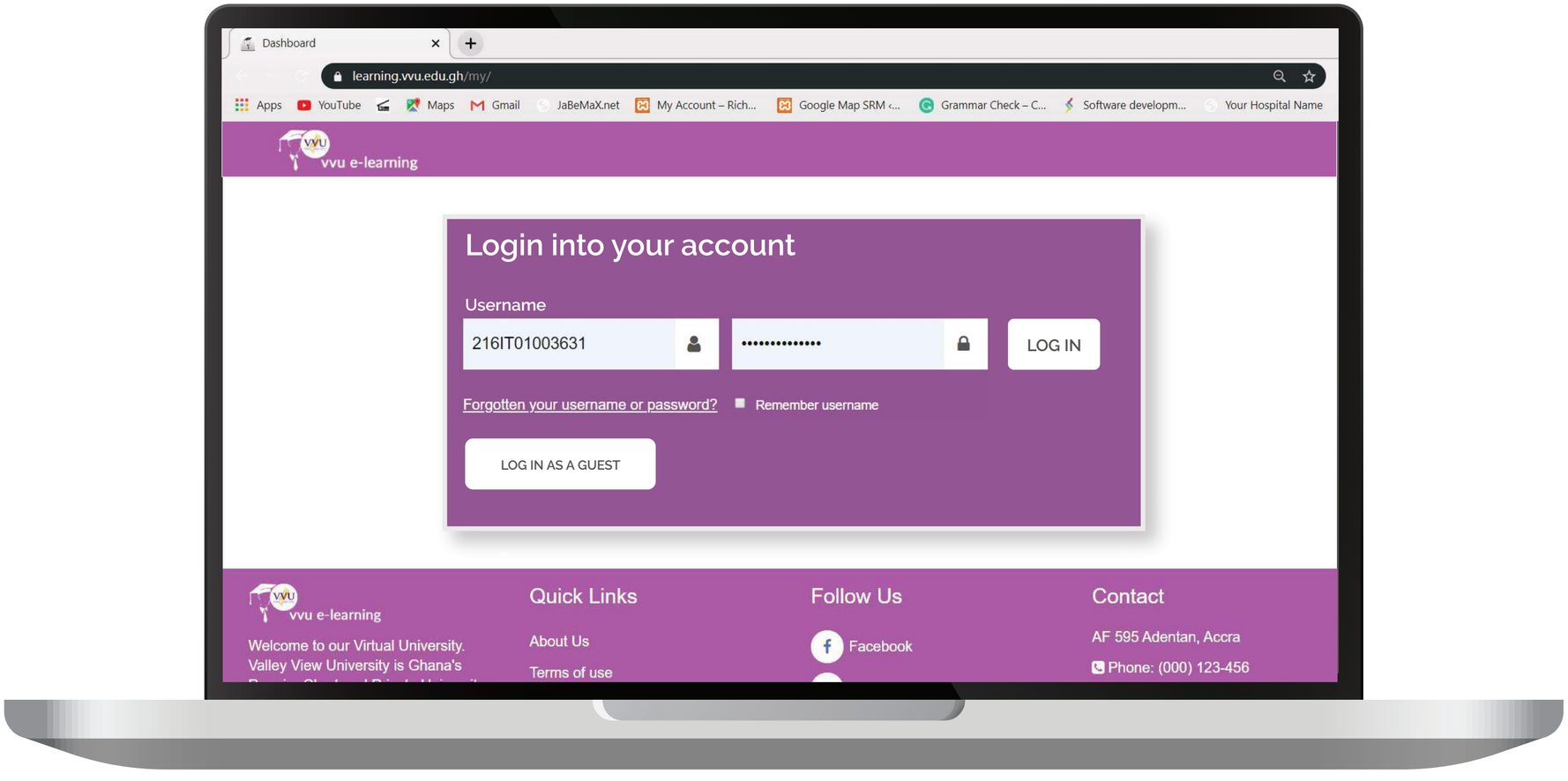
PRACTICAL TRAINING SESSION

5

LIVE SESSION CLASS

1

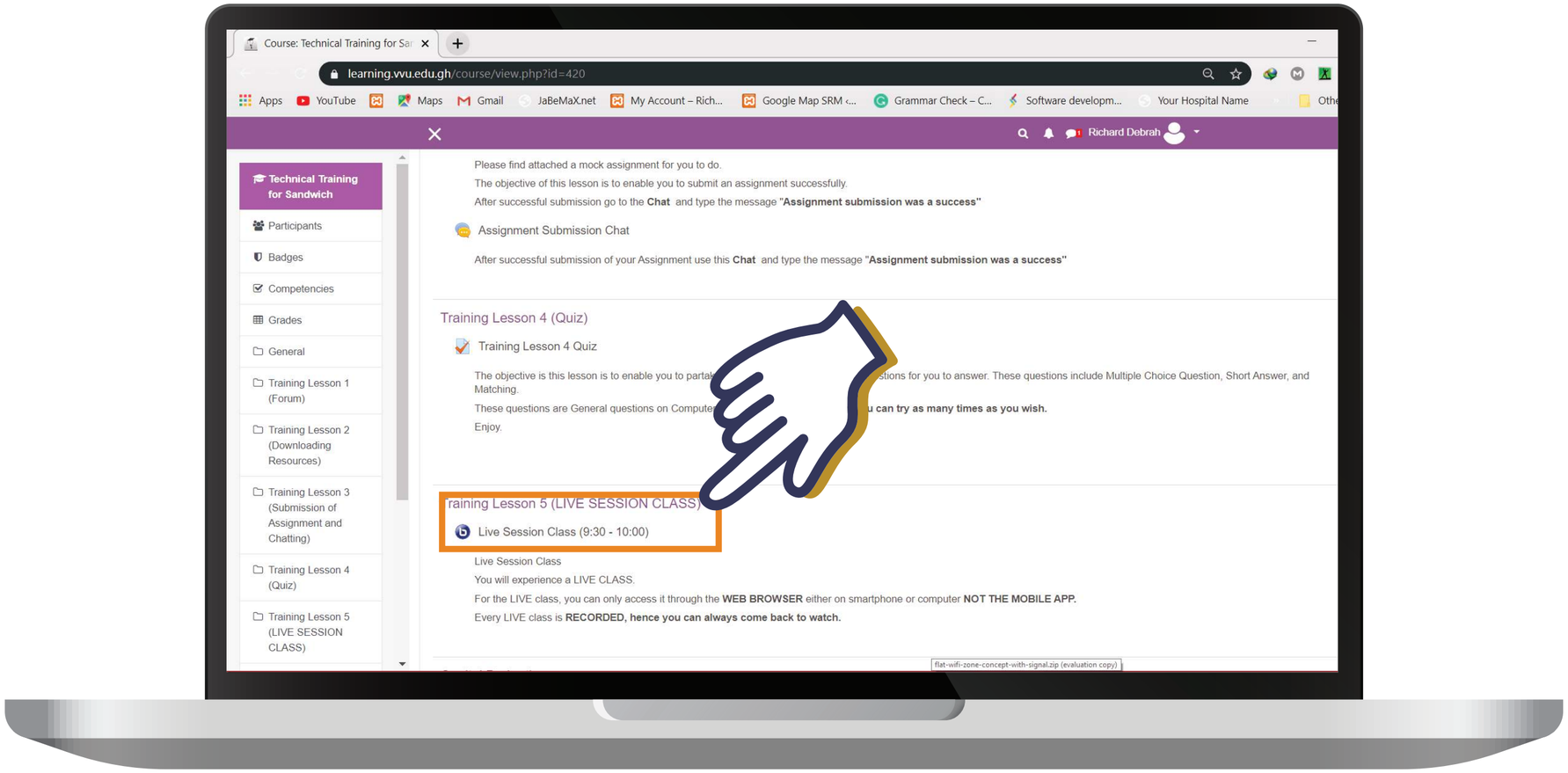
Enter your username and password
LOGIN



#PracticalTrainingSession

2

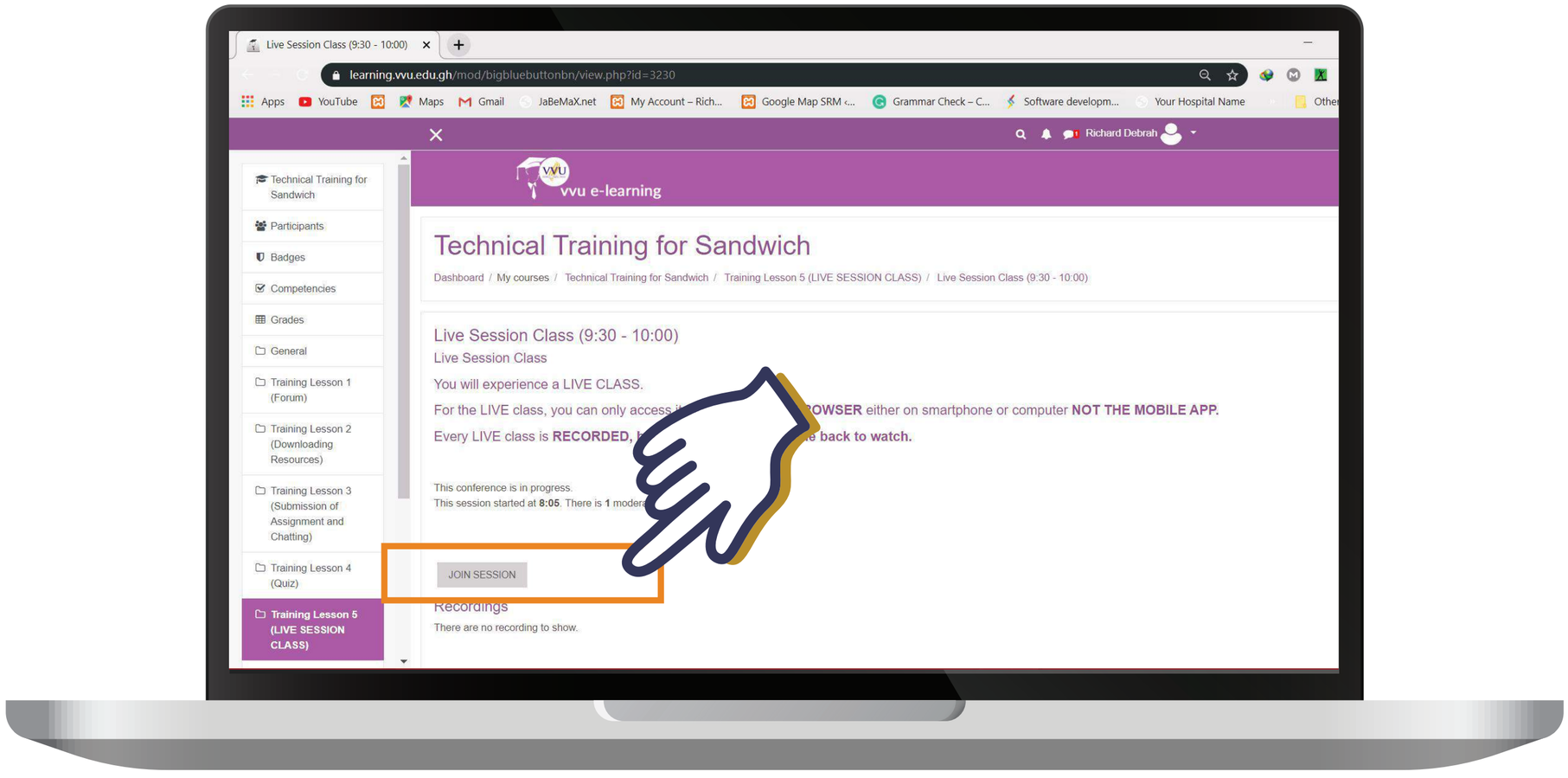
Click on Live Session Class Under Technical Training for Sandwich



#PracticalTrainingSession

3

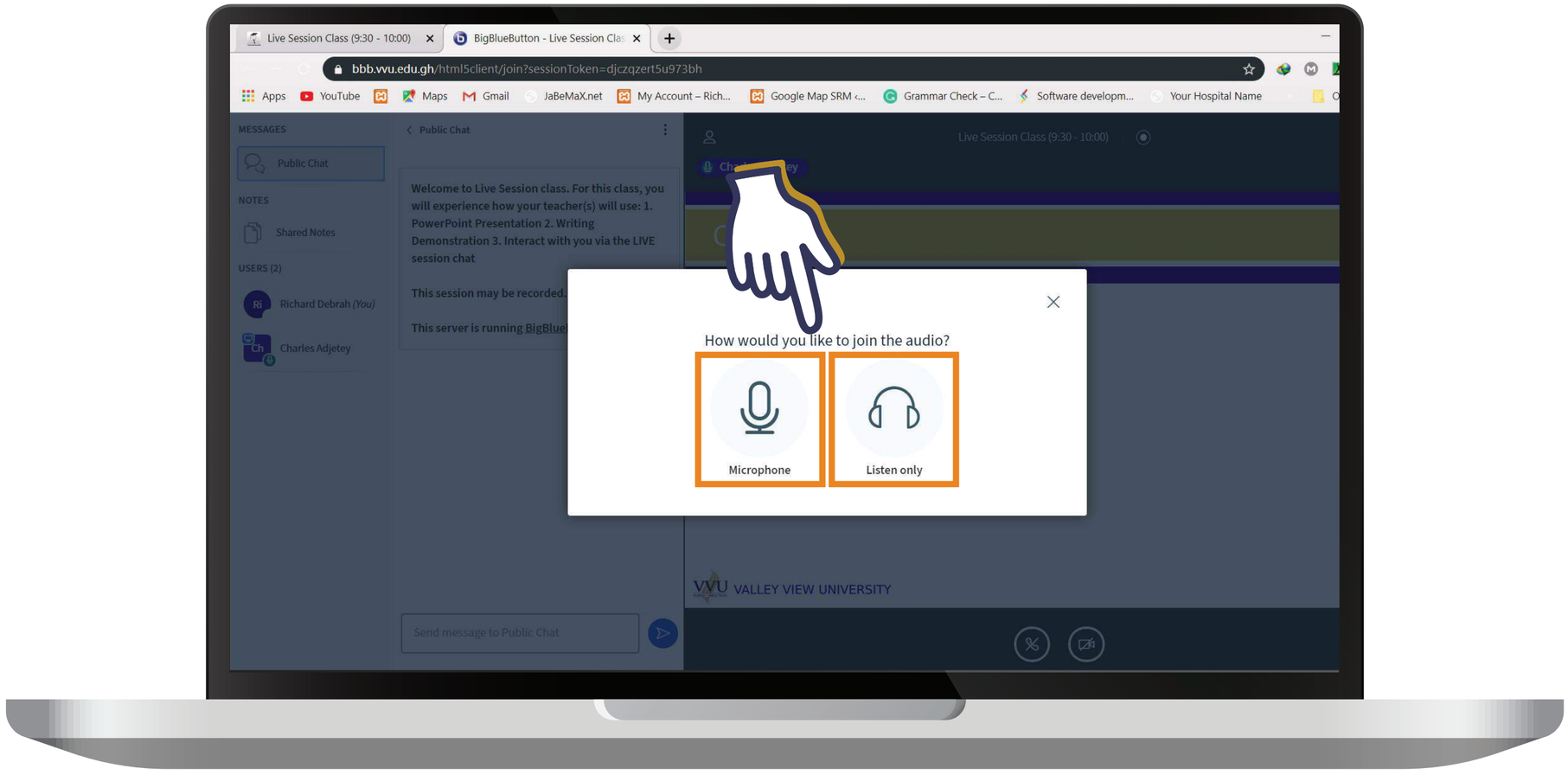
Click on JOIN SESSION



#PracticalTrainingSession

4

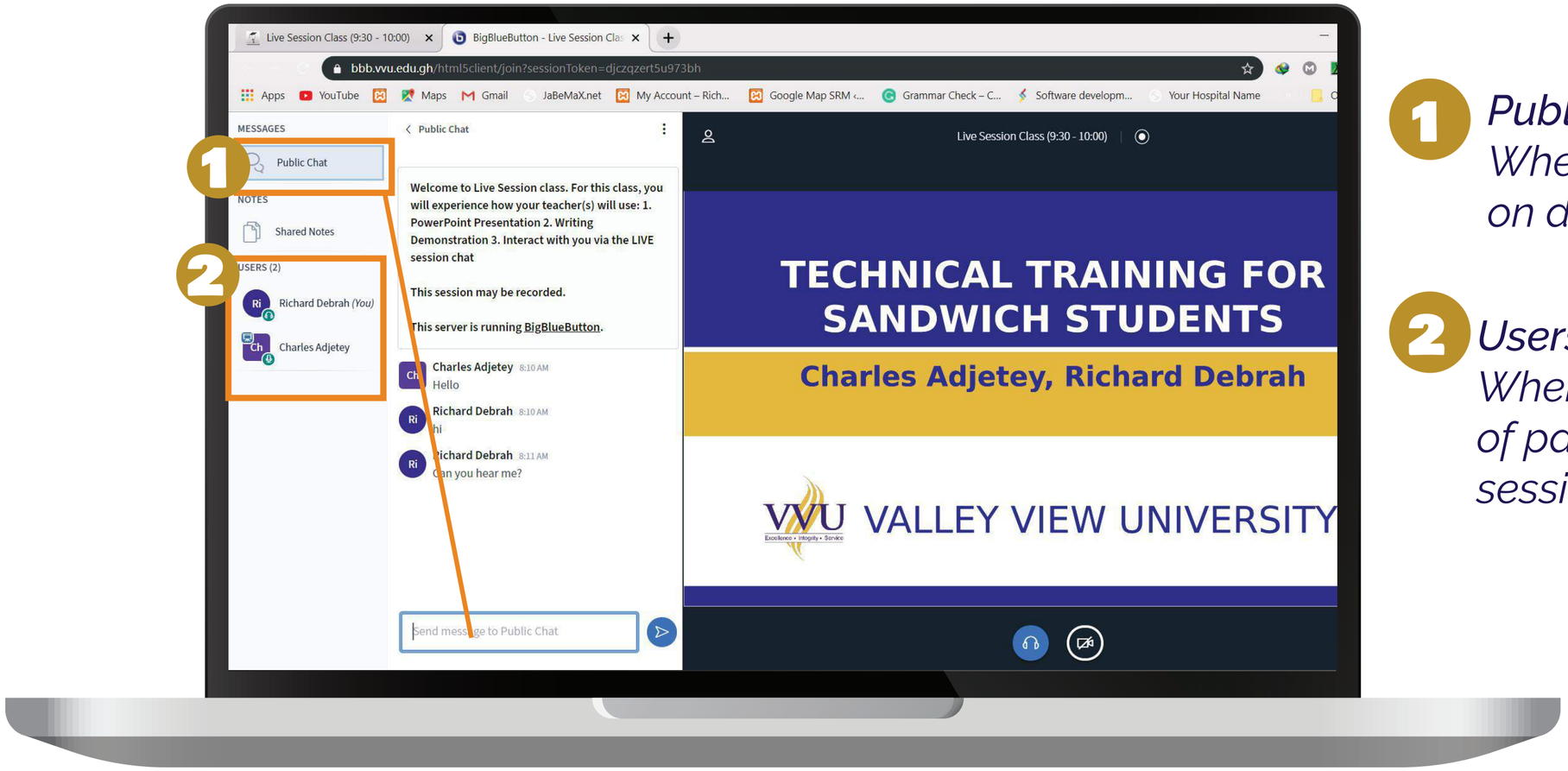
Use Microphone or Listening Only (Headset)



#PracticalTrainingSession

5

Where to ask Questions and Also View Users Online



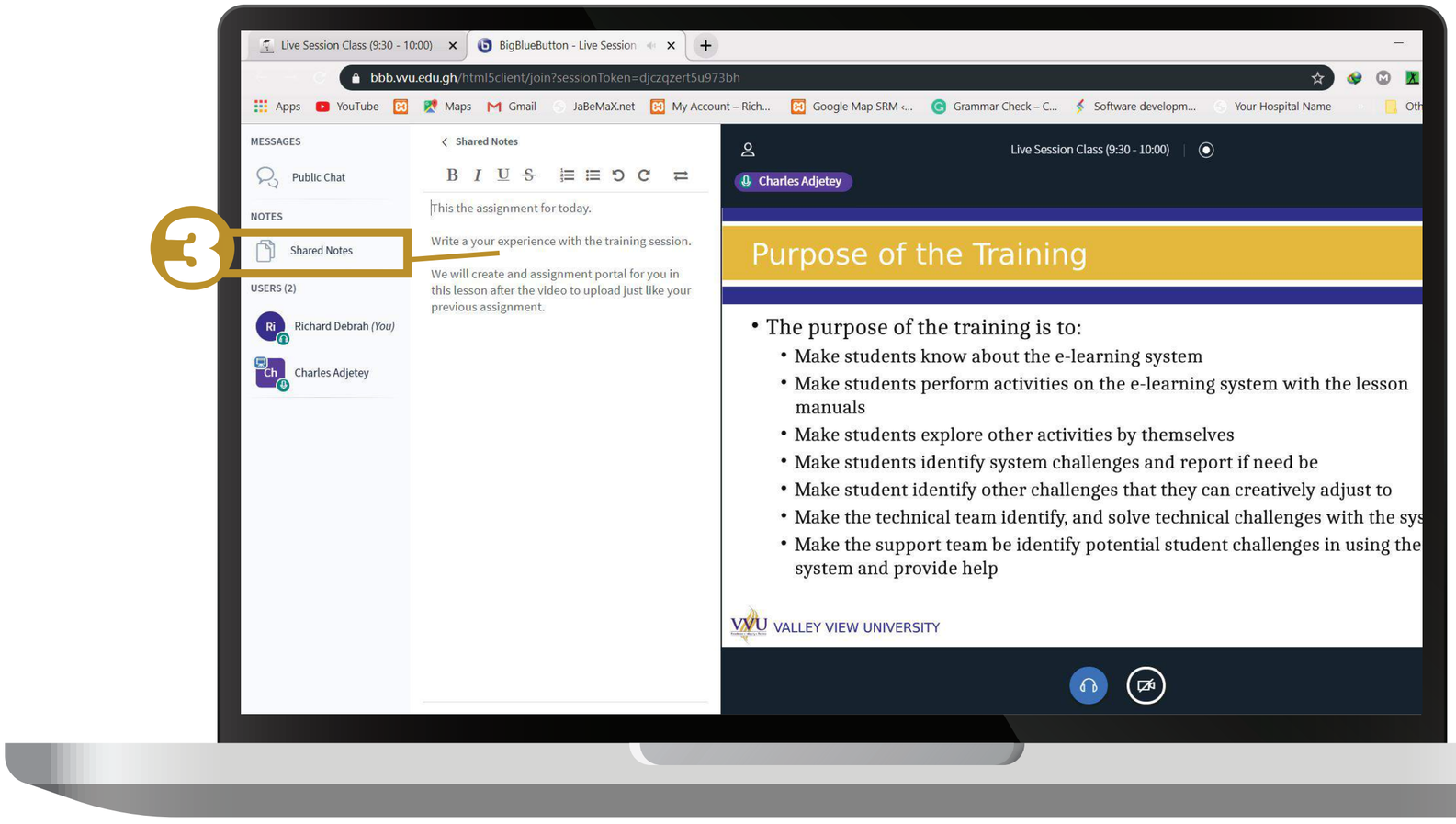
1 ***Public Chat***
Where you to ask questions on during the session

2 ***Users***
Where you can see the number of participants on the online session

#PracticalTrainingSession

6

Shared Notes Interface

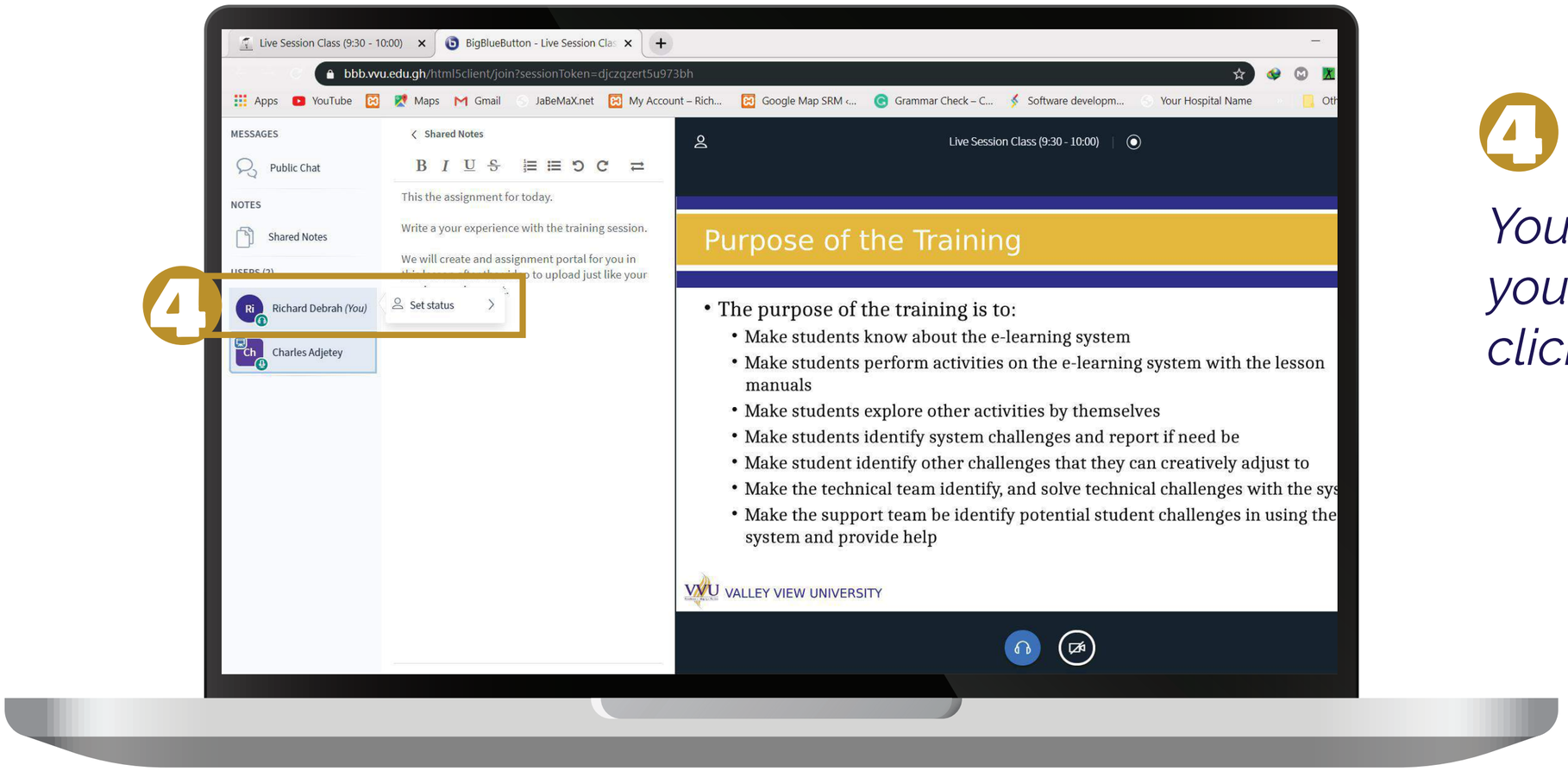


3

View Notes that is Shared by the Lecturer

#PracticalTrainingSession

7 User Status Setting



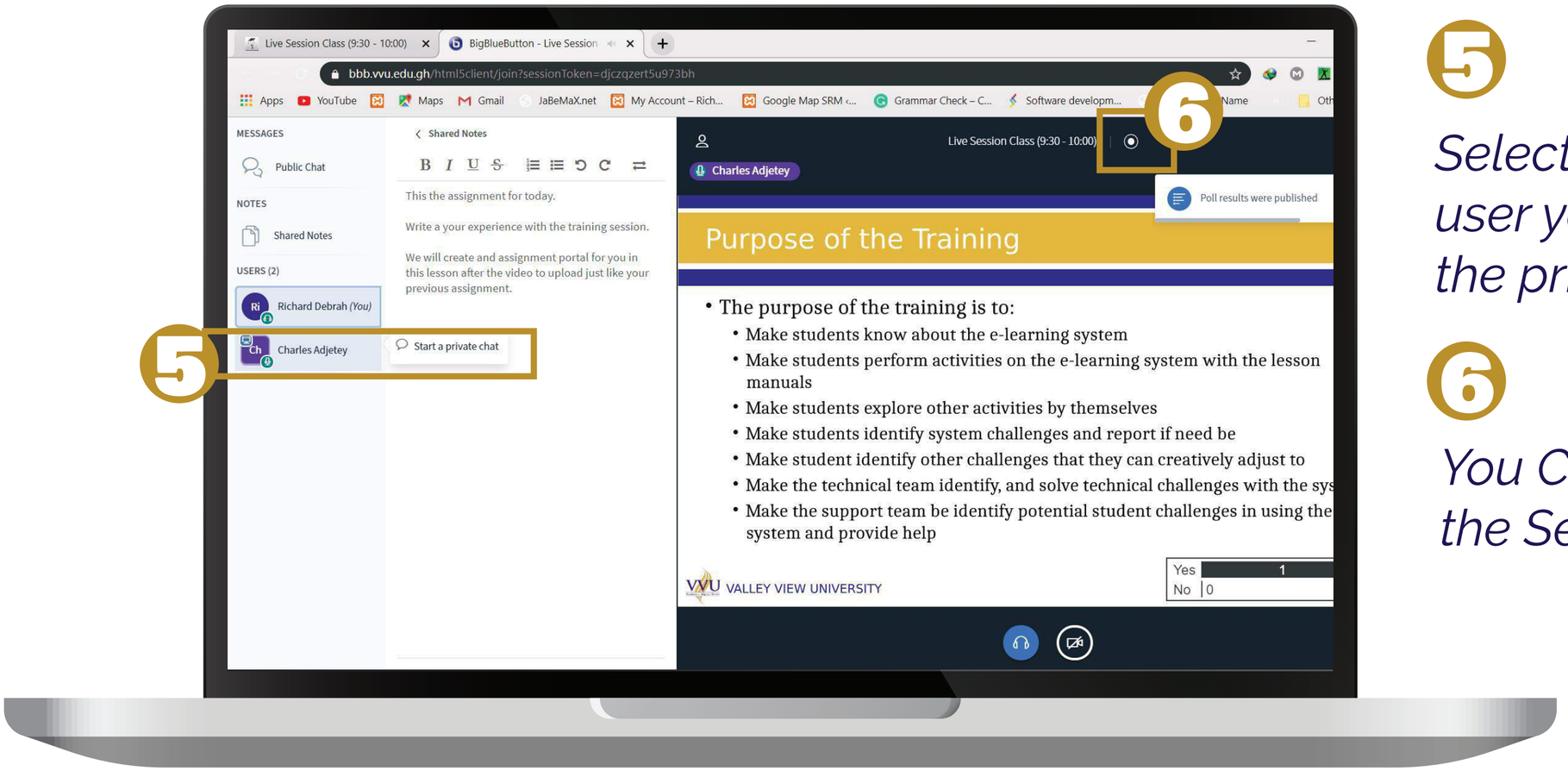
4

You can set status on your account by just clicking on your name.

#PracticalTrainingSession

8

Sending Private Message & Recording Live Sessions



5

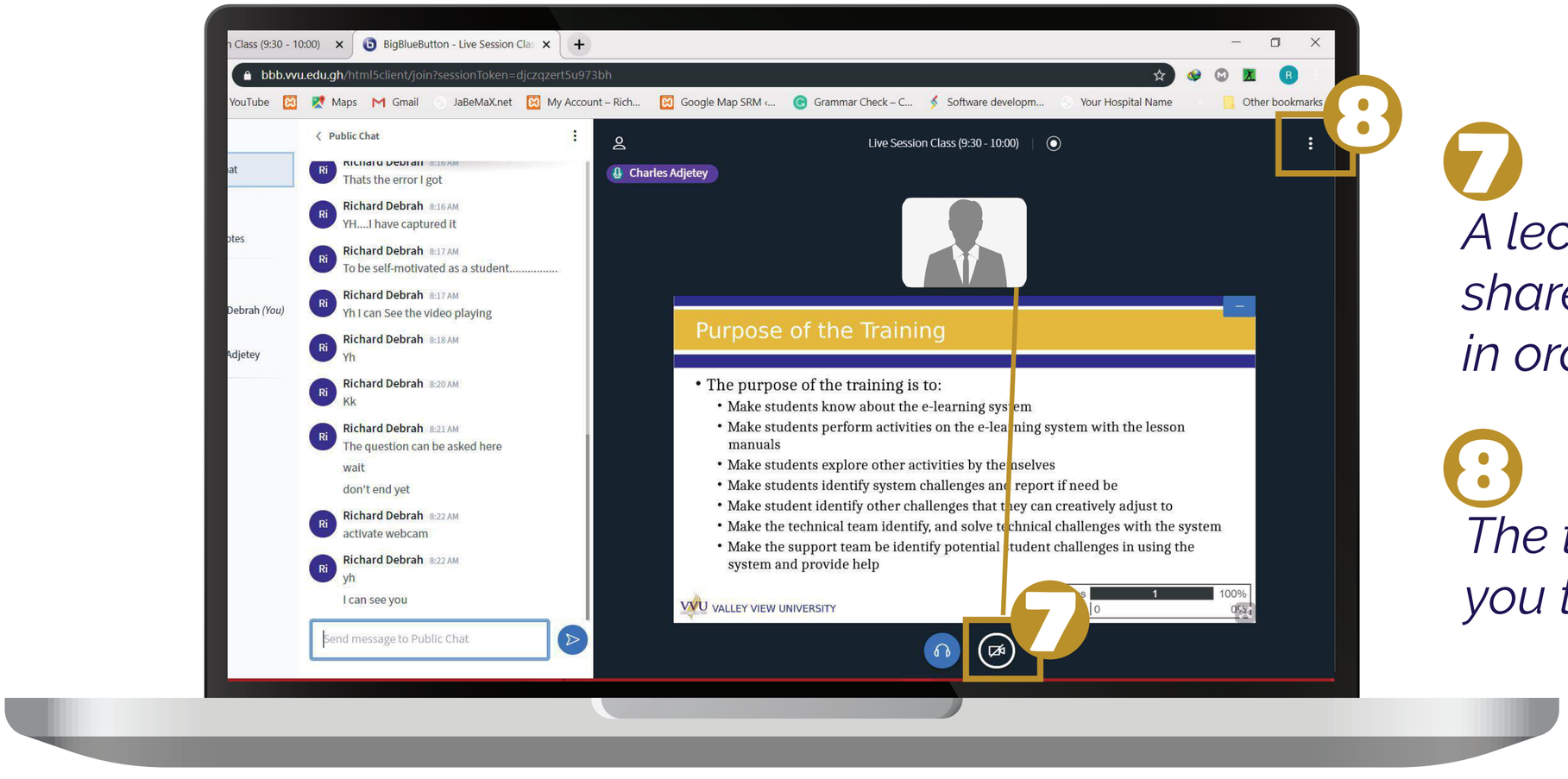
Select the name of the user you want to send the private message to.

6

You Can Also Record the Session Live

#PracticalTrainingSession

9 Share Webcam & Ending Session



7

A lecturer or User can share his or her webcam in order for others to see.

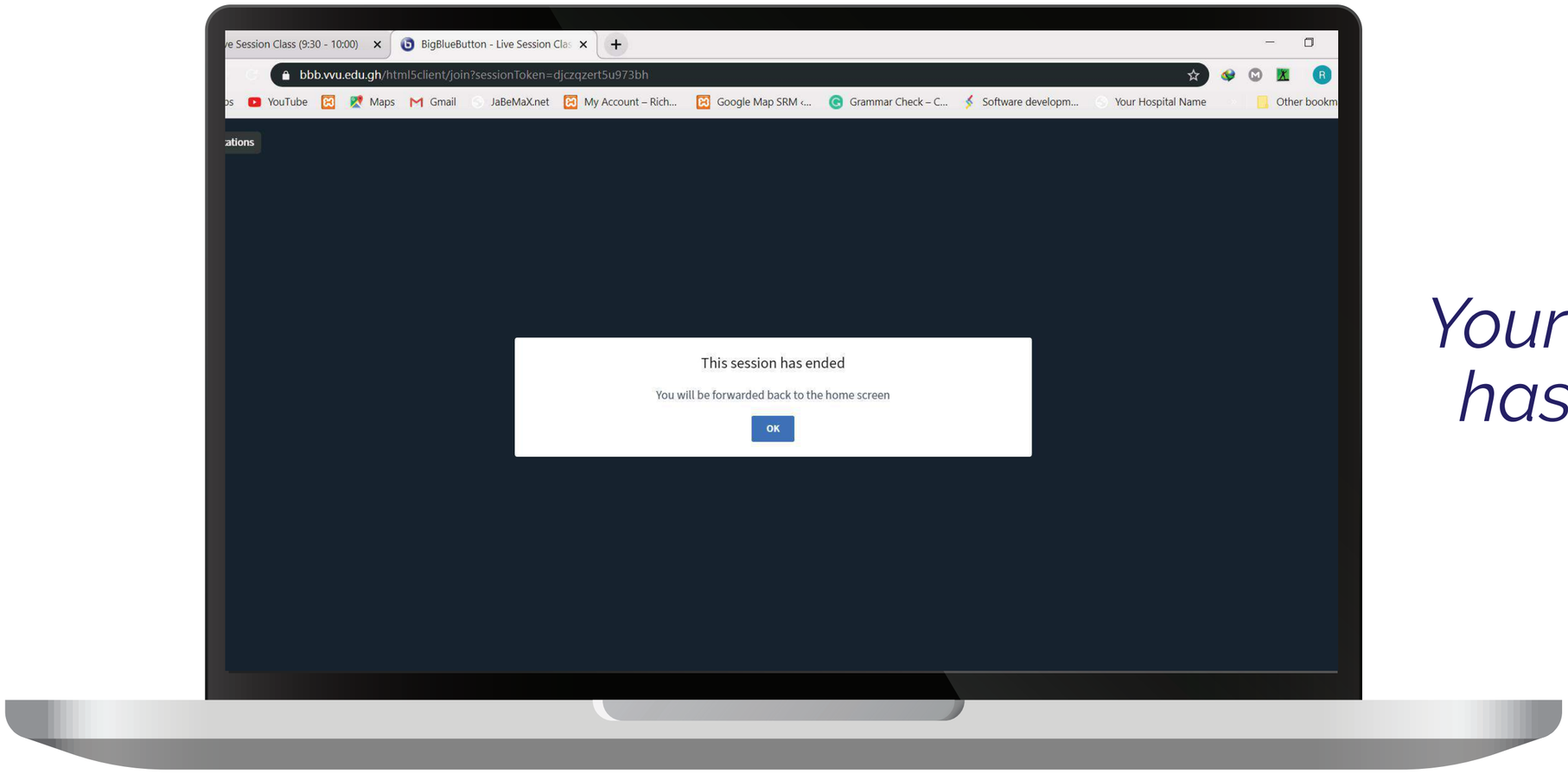
8

The three dots allows you to end the live session

#PracticalTrainingSession

10

Ended Session Interface



N.B
Your Session has ended

#PracticalTrainingSession

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SUPPLEMENTARY LESSONS

MICROSOFT OFFICE LENS INSTALLATION

SAVING DATA THROUGH METERED CONNECTION

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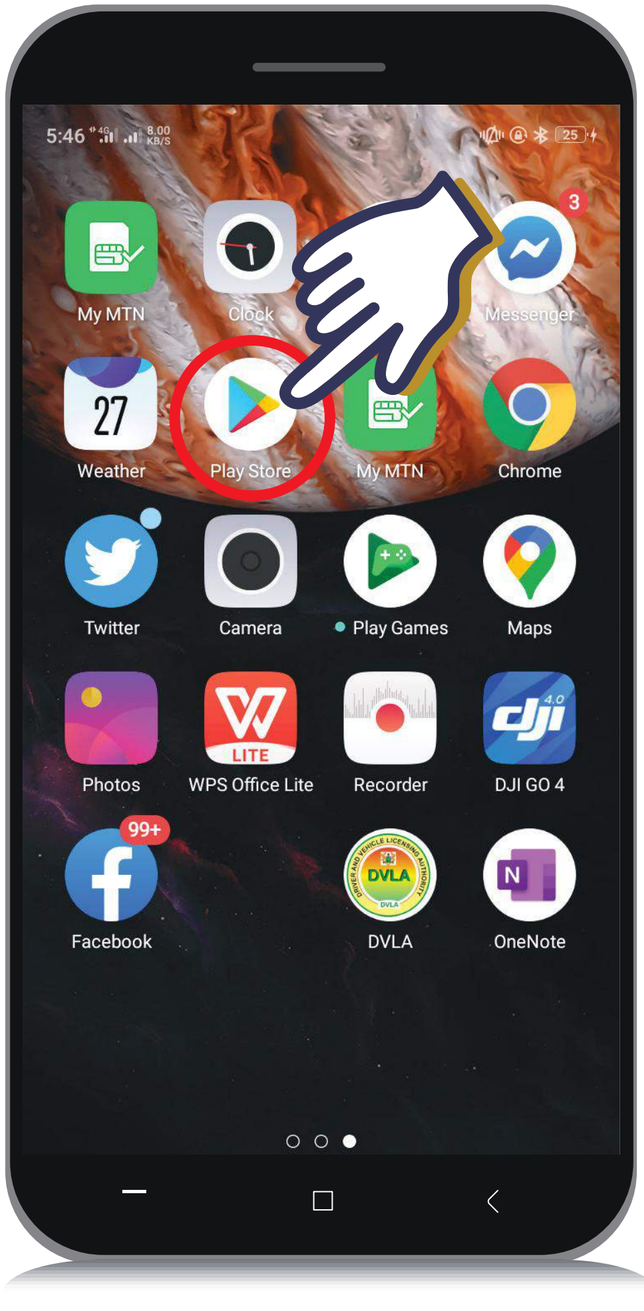
DOWNLOADING & INSTALLATION OF OFFICE

ANDROID - GOOGLE PLAY STORE
iOS & APPLE- APP STORE

1 STEP

Go to Playstore on your Phone



ANDROID USERS

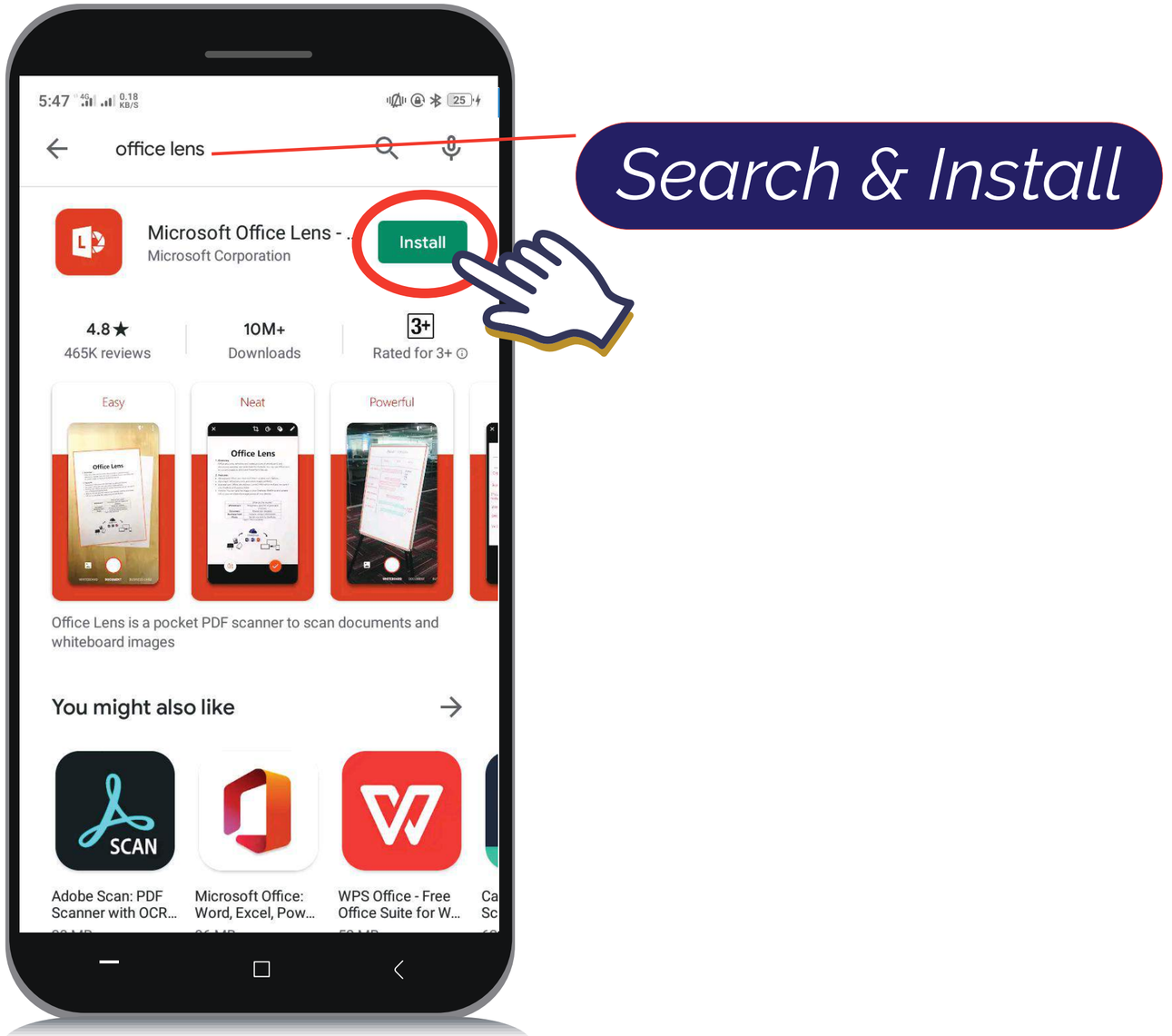
GOOGLE PLAY STORE ON YOUR PHONE

iOS & APPLE USERS

GO TO APP STORE ON YOUR PHONE

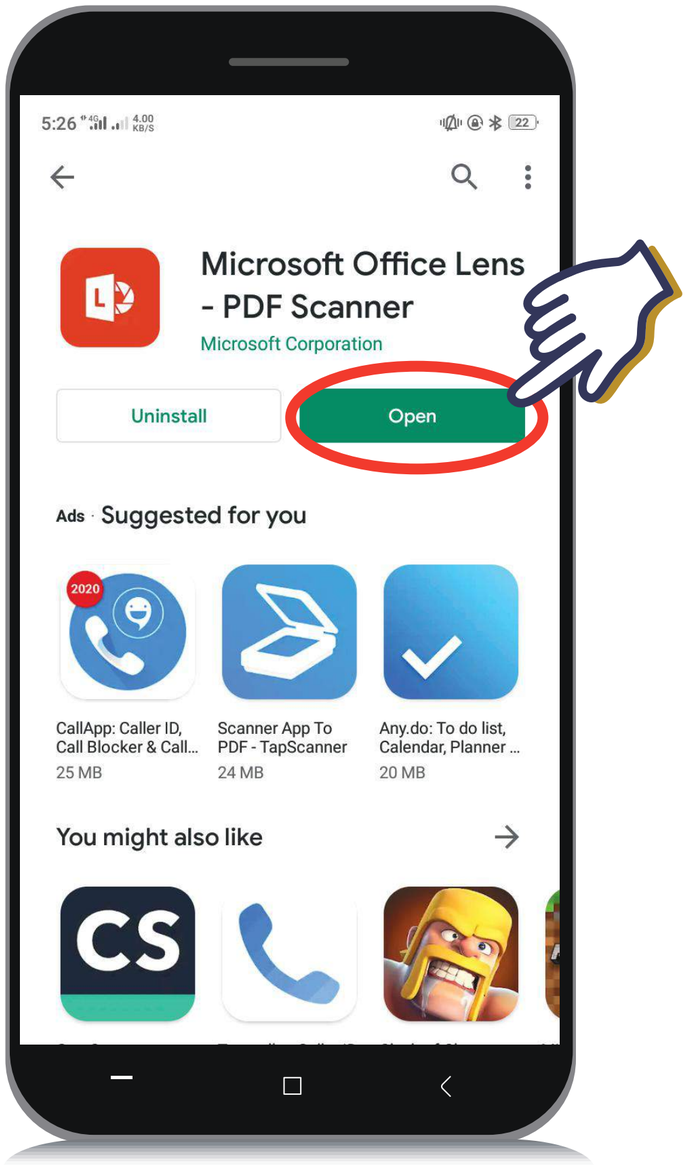
2 STEP

Search for Microsoft Office Lens and Install



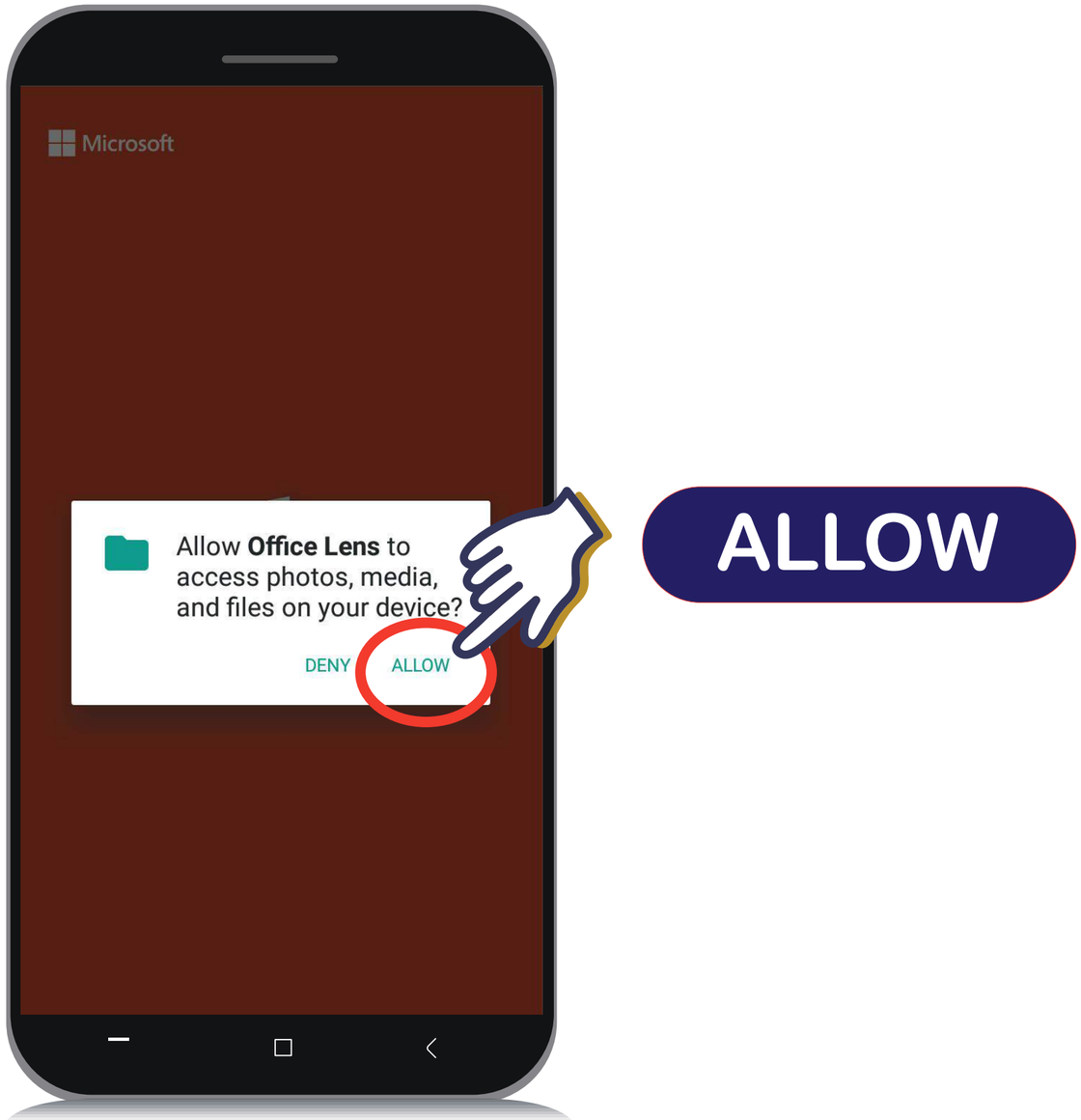
3 STEP

After Installation, Click on **OPEN**



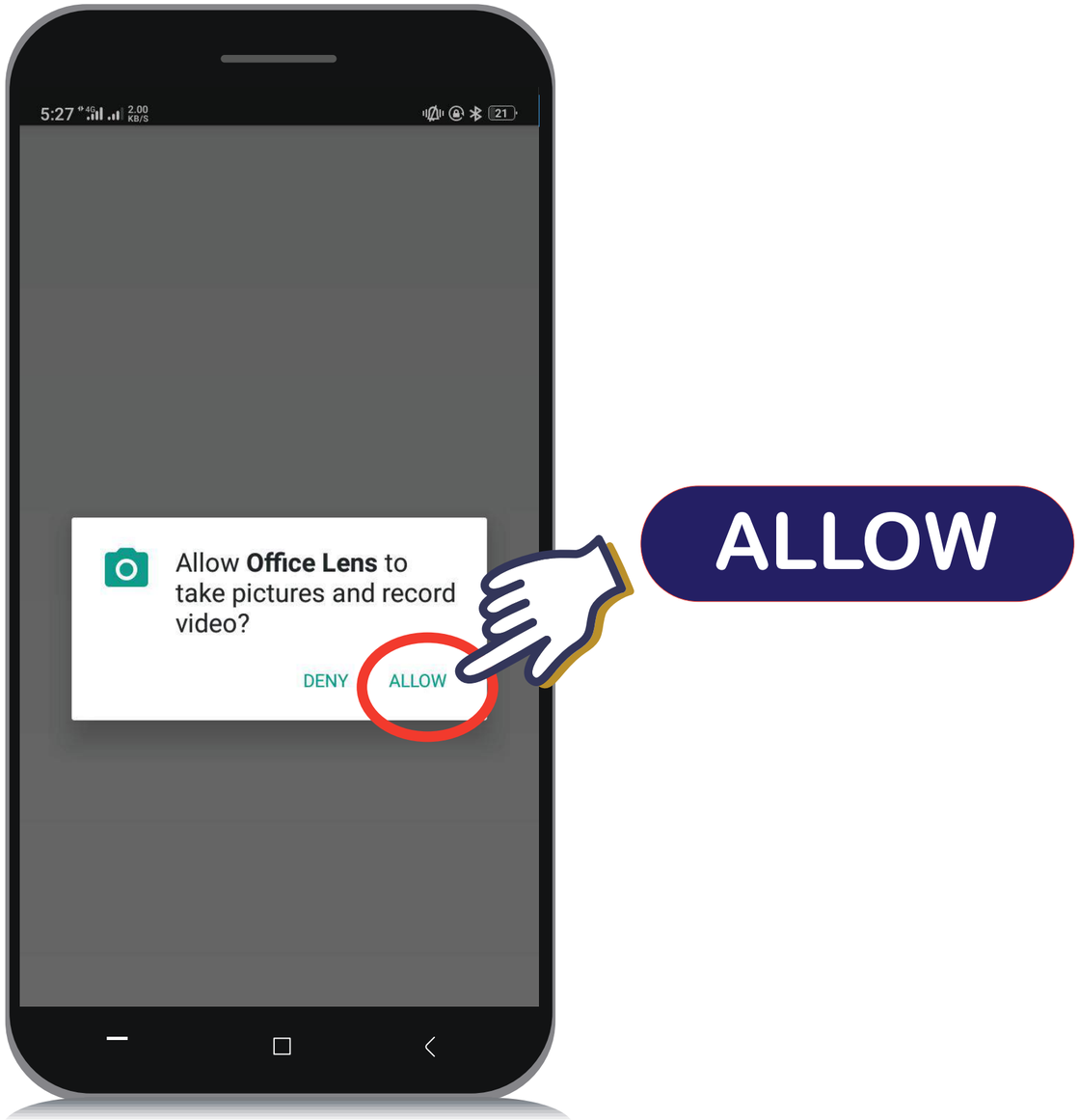
4 STEP

Click on Allow Office Lens to access photos, media, and files on your device



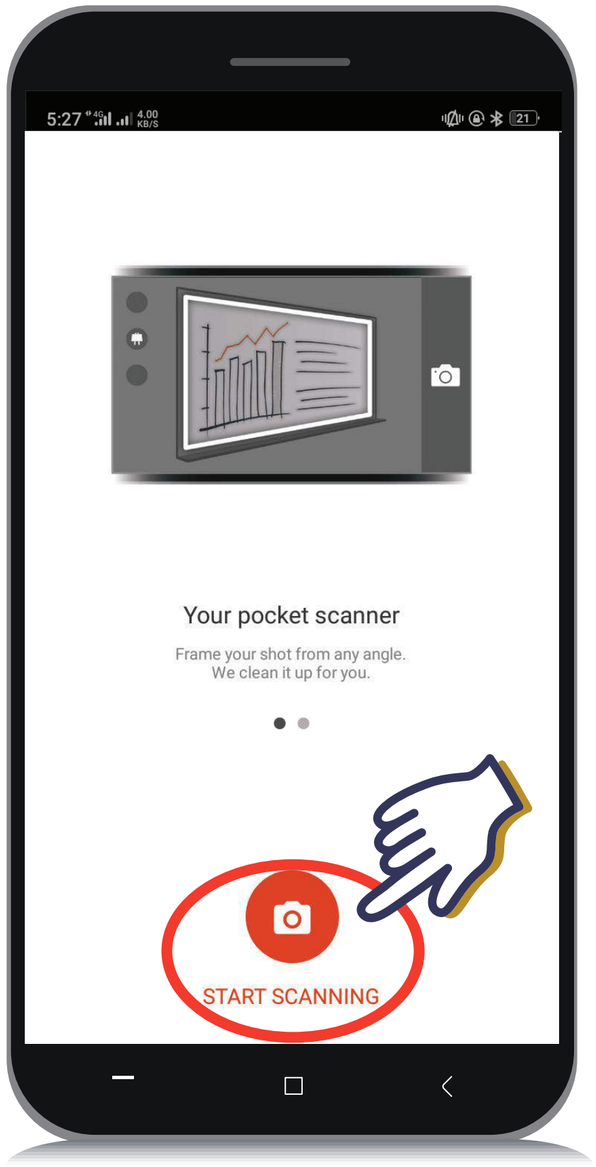
5 STEP

Click on Allow Office Lens to pictures and record video



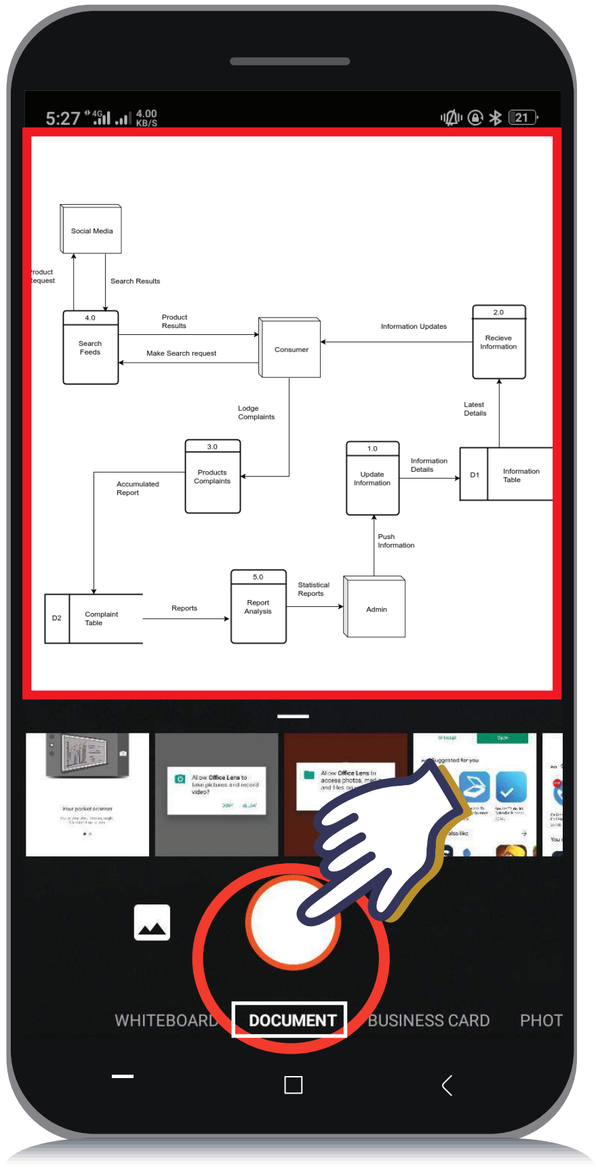
STEP 6

Click on Start Scanning



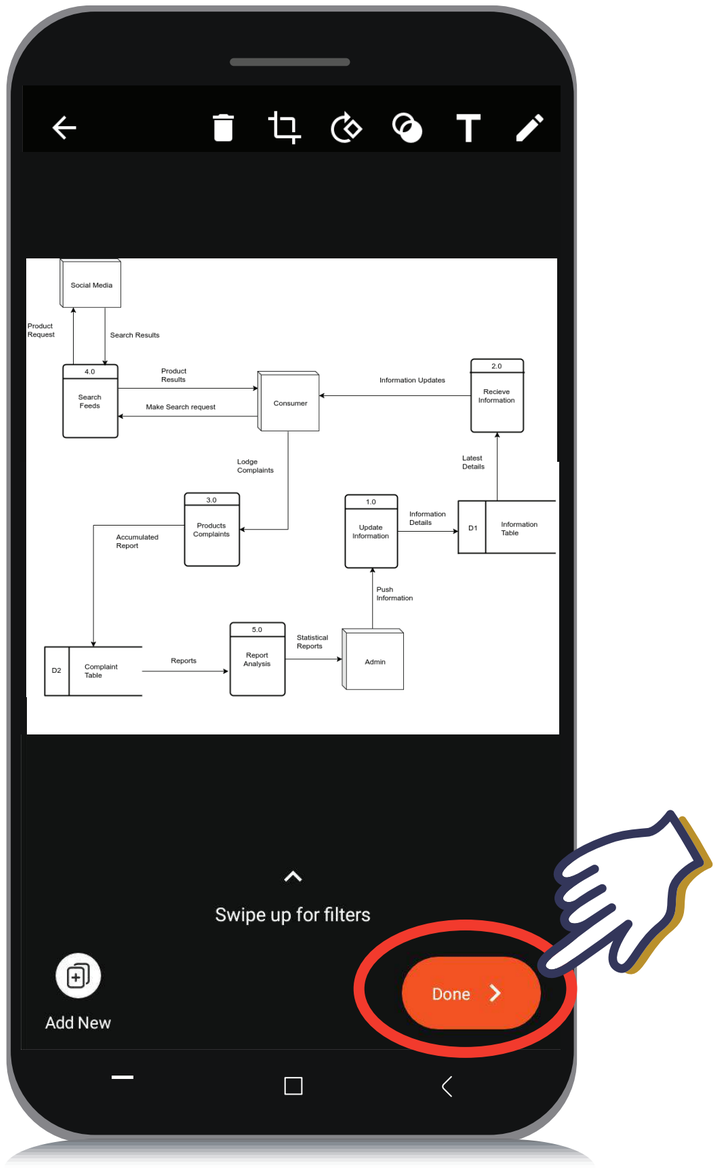
7 STEP

Scan your Work and Scan as Document



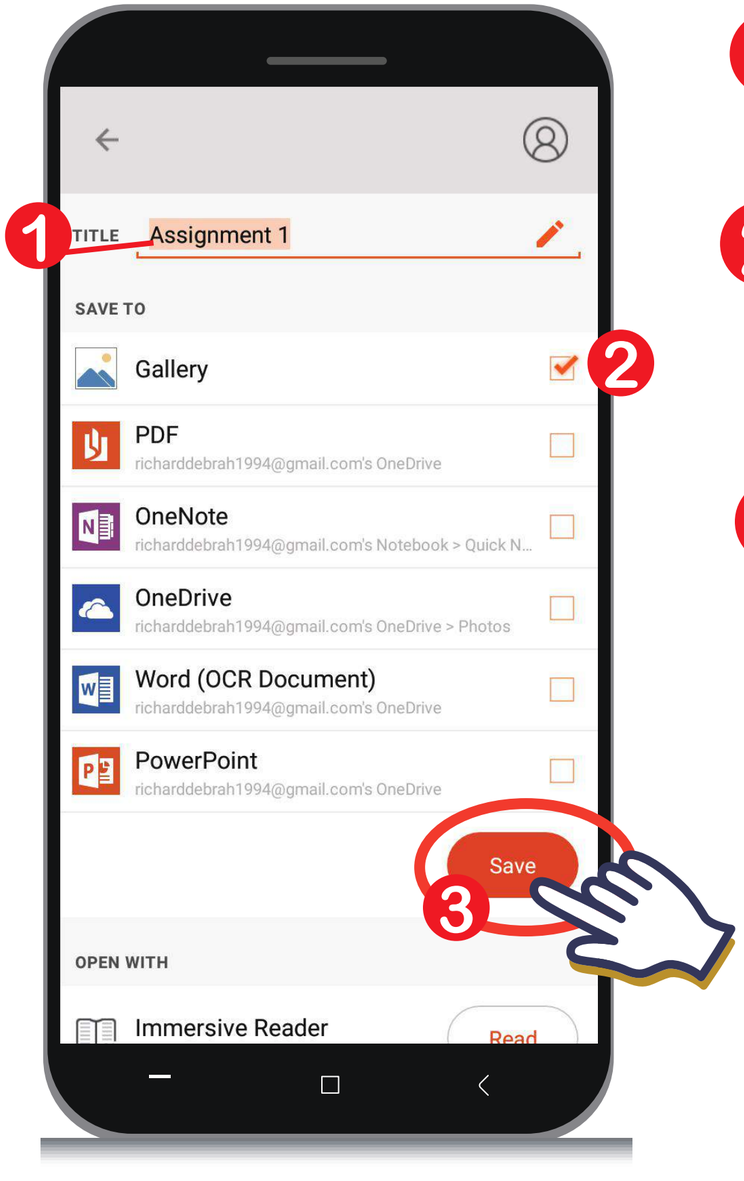
8 STEP

After Scanning, Click on **Done**



9 STEP

Under Metered Connection
Turn it ON



1. **Rename** the **Title** of your work
2. **Check only Gallery**(that is where your file will be)
3. Click on **Save**

NB: Transfer your file(photo) from your phone to your computer

THANK YOU

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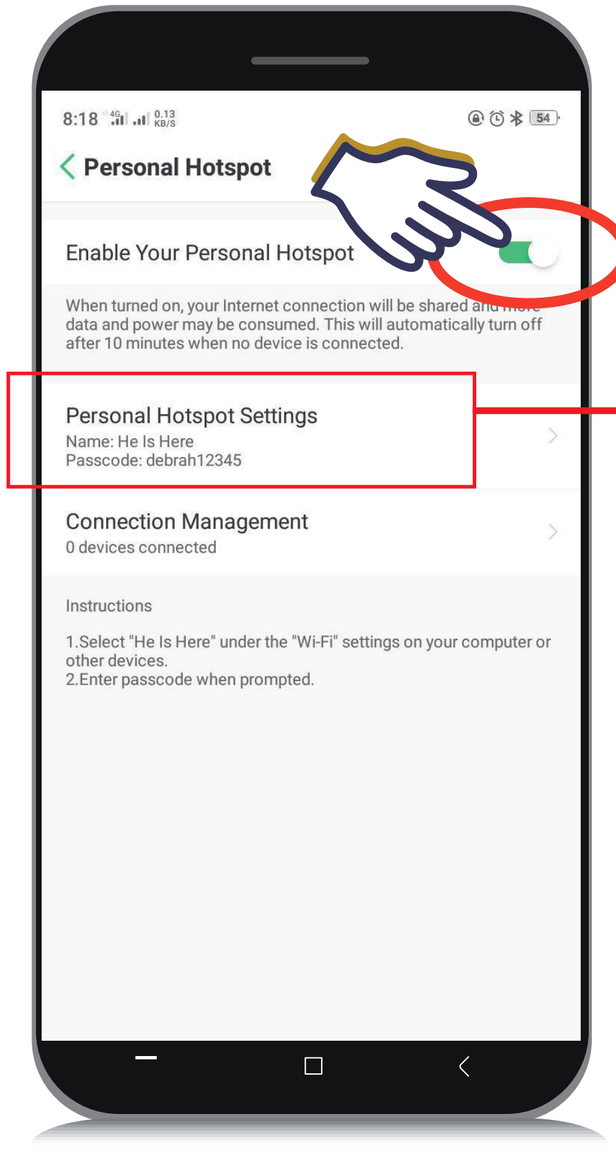
WiFi Data Save

MOBILE PHONE AS A HOTSPOT TO YOUR COMPUTER

1 STEP

Enable your Hotspot



Your Hotspot Name & Password

You can Also Change the settings of your password and name by clicking on ***Personal Hotspot Settings***

2 STEP

Go to your Computer and Click on the WiFi Icon

NOTE

If your WiFi icon is not showing there Click on the yellow circle and you will find it there.

3 STEP

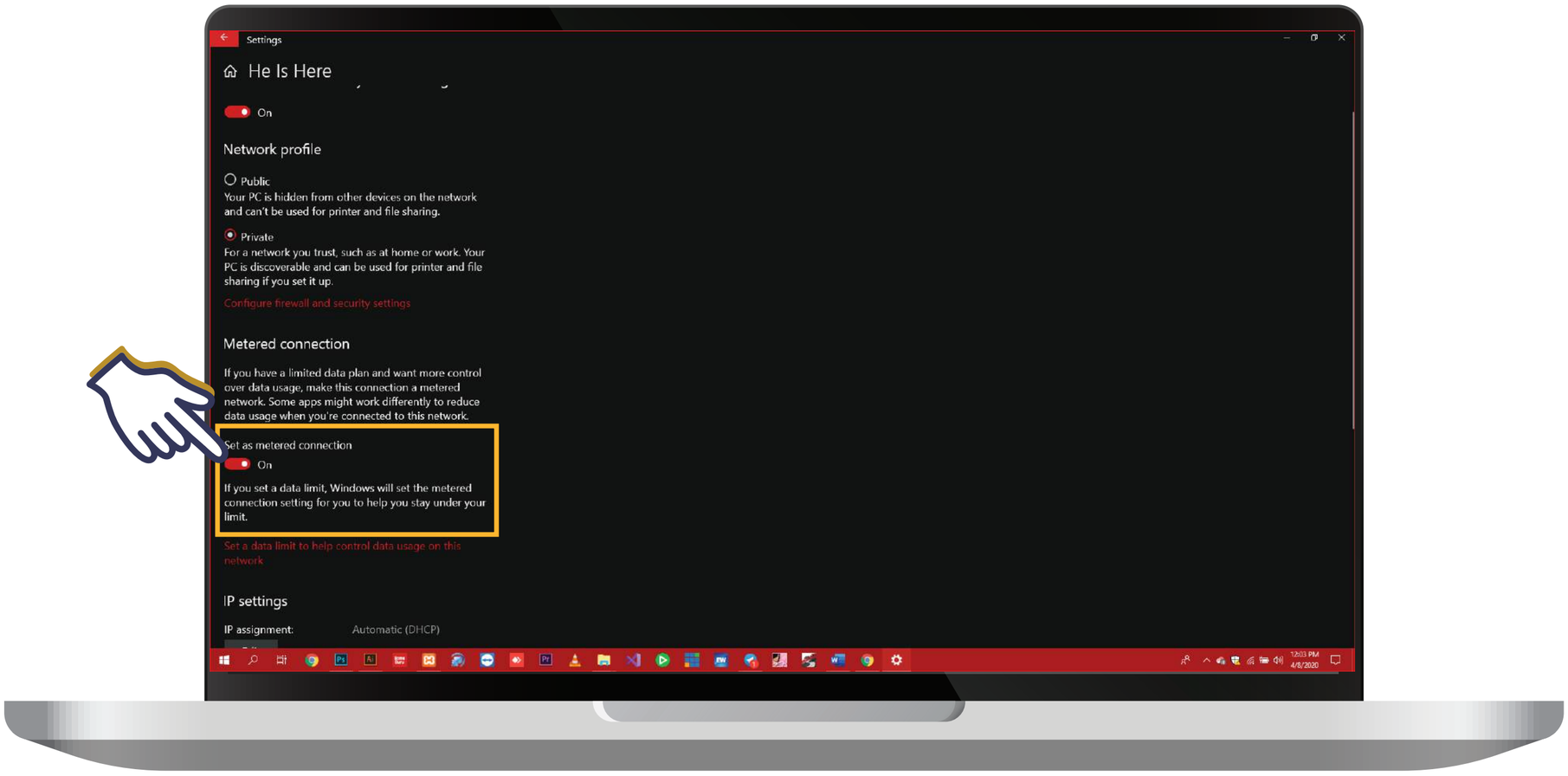
Enter your password and Click on Connect

4 STEP

After Connected, Go to the WiFi Icon again and Click on Properties

5 STEP

Under Metered Connection
Turn it ON



THANK YOU

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