

# TECHNICAL TRAINING MANUAL FOR STUDENTS



# **MANUAL OUTLINE**

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## **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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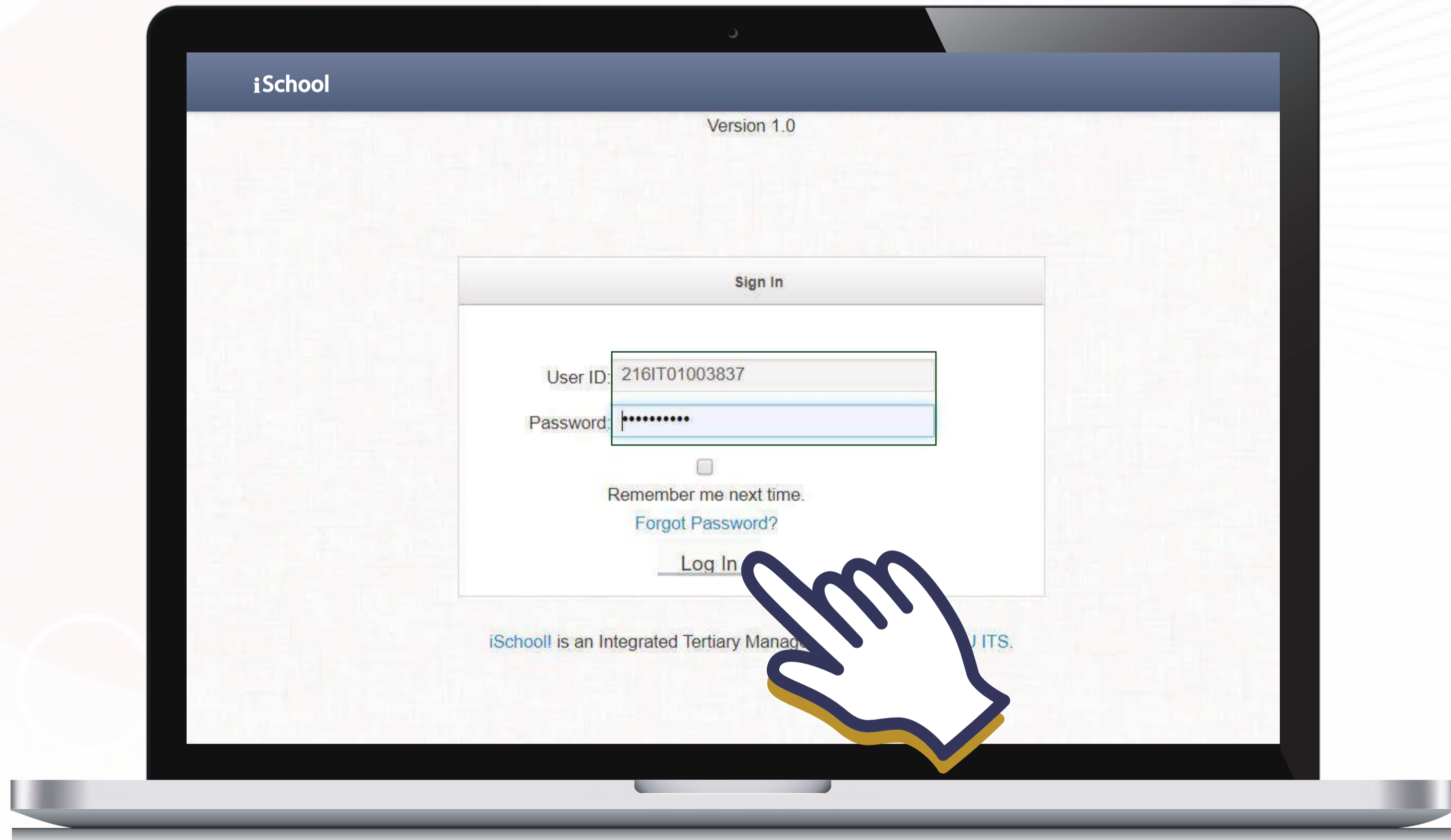


# HOW TO ACTIVATE YOUR VVU EMAIL

ANYONE USING A MOBILE DEVICE  
CAN ALSO FOLLOW THE SAME  
PROCEDURE

**STEP**  
**1**

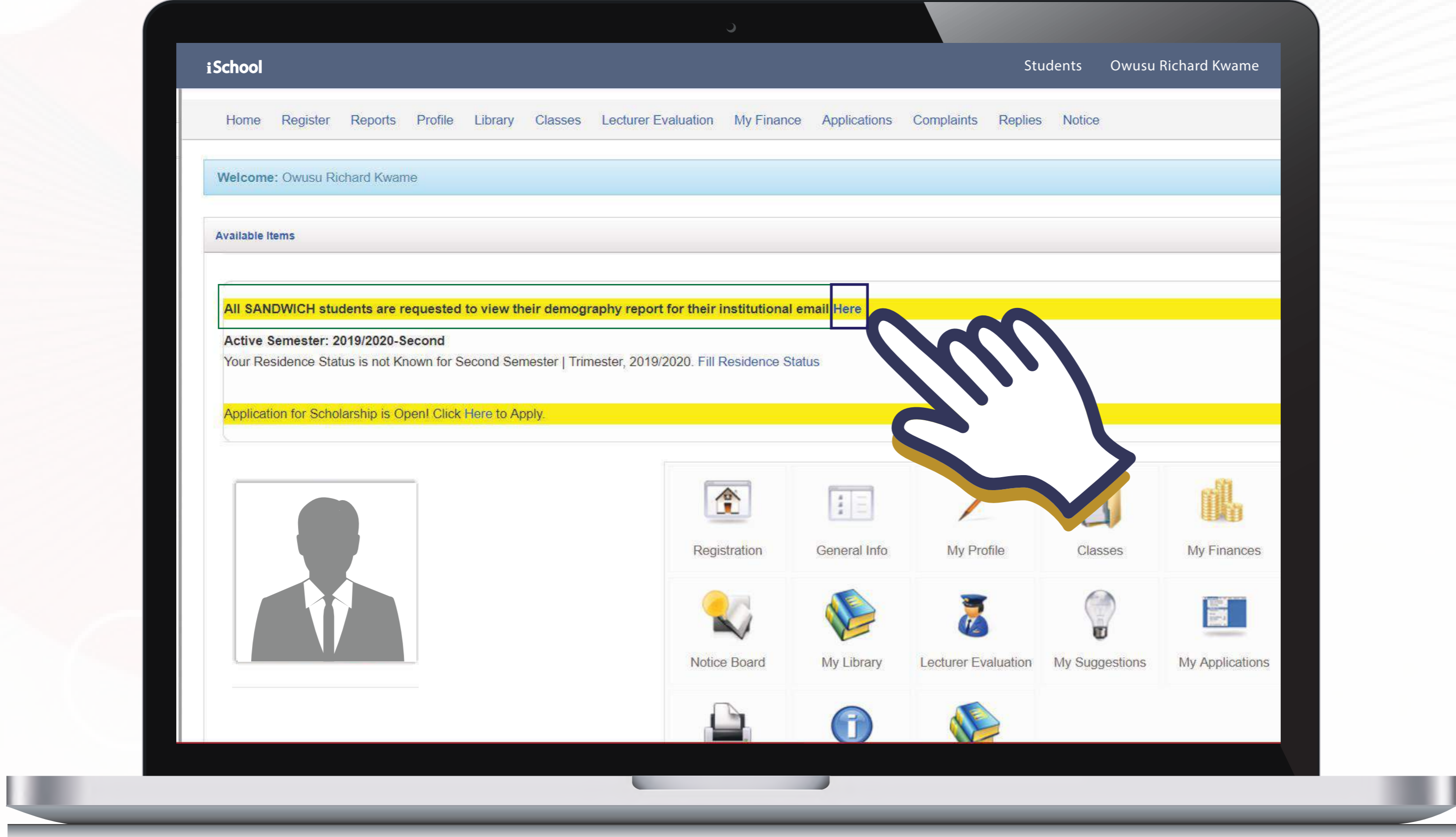
**LOGIN INTO YOUR iSCHOOL  
WITH YOUR STUDENT ID AND PASSWORD**





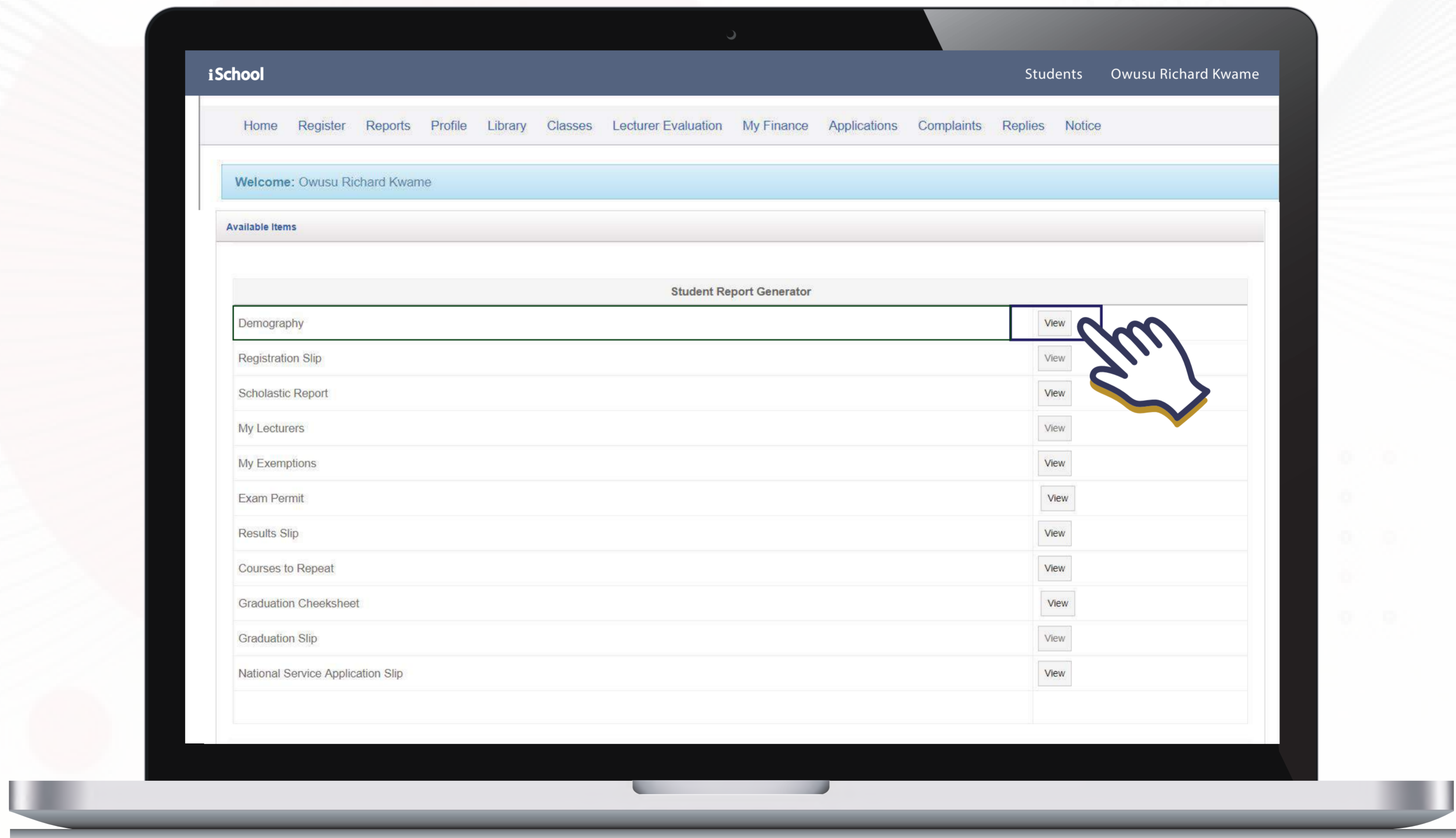
ON YOUR DASHBOARD CLICK ON HERE  
UNDER THE YELLOW NOTIFICATION

STEP  
2



**STEP**  
**3**

**UNDER STUDENT REPORT GENERATOR  
CLICK ON VIEW BESIDE DEMOGRAPGY**




**ON YOUR DEMOGRAPHY COPY  
YOUR VVU EMAIL**

**STEP  
4**


iSchool Students Owusu Richard Kwame

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 **Valley View University**  
Student Demography

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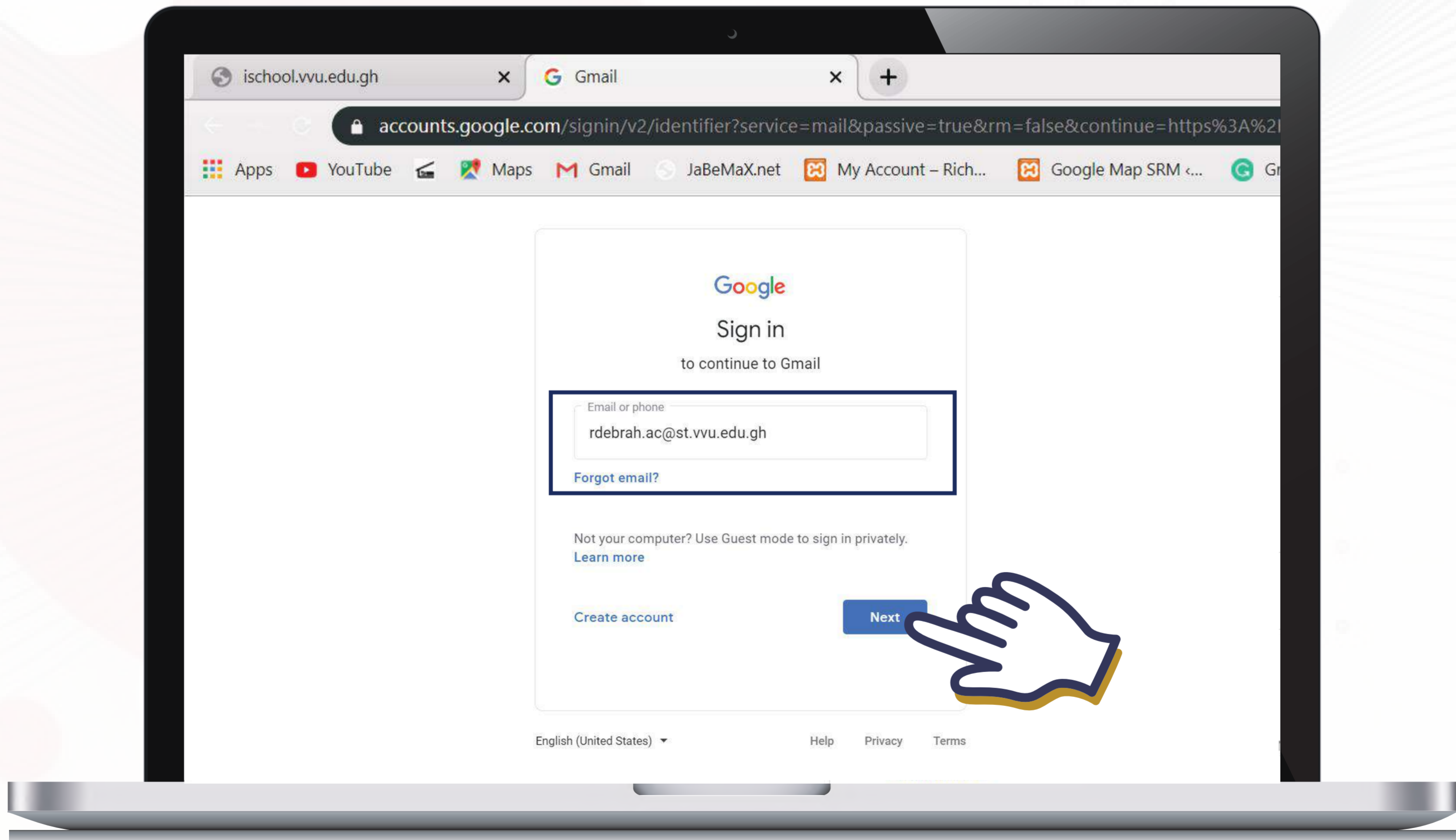
**Personal Information Section**

 Passport Pic Sex: _____ Birth Date: _____ Place of Birth: _____ Home Addr _____ Email: <u>rdebrah.ac@st.vvu.edu.gh</u> Identification: _____ #Passport: _____ National ID: _____	Title: Mr. _____ Last Name: _____ First Name: _____ Other Name: _____ #Tel. No: _____ #Mob. No: _____ Nationality: _____ Current Addr.: _____ Marital Status: _____ Religion: _____ Denomination / Sect: _____ Sponsor: _____
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**STEP**  
**5**

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



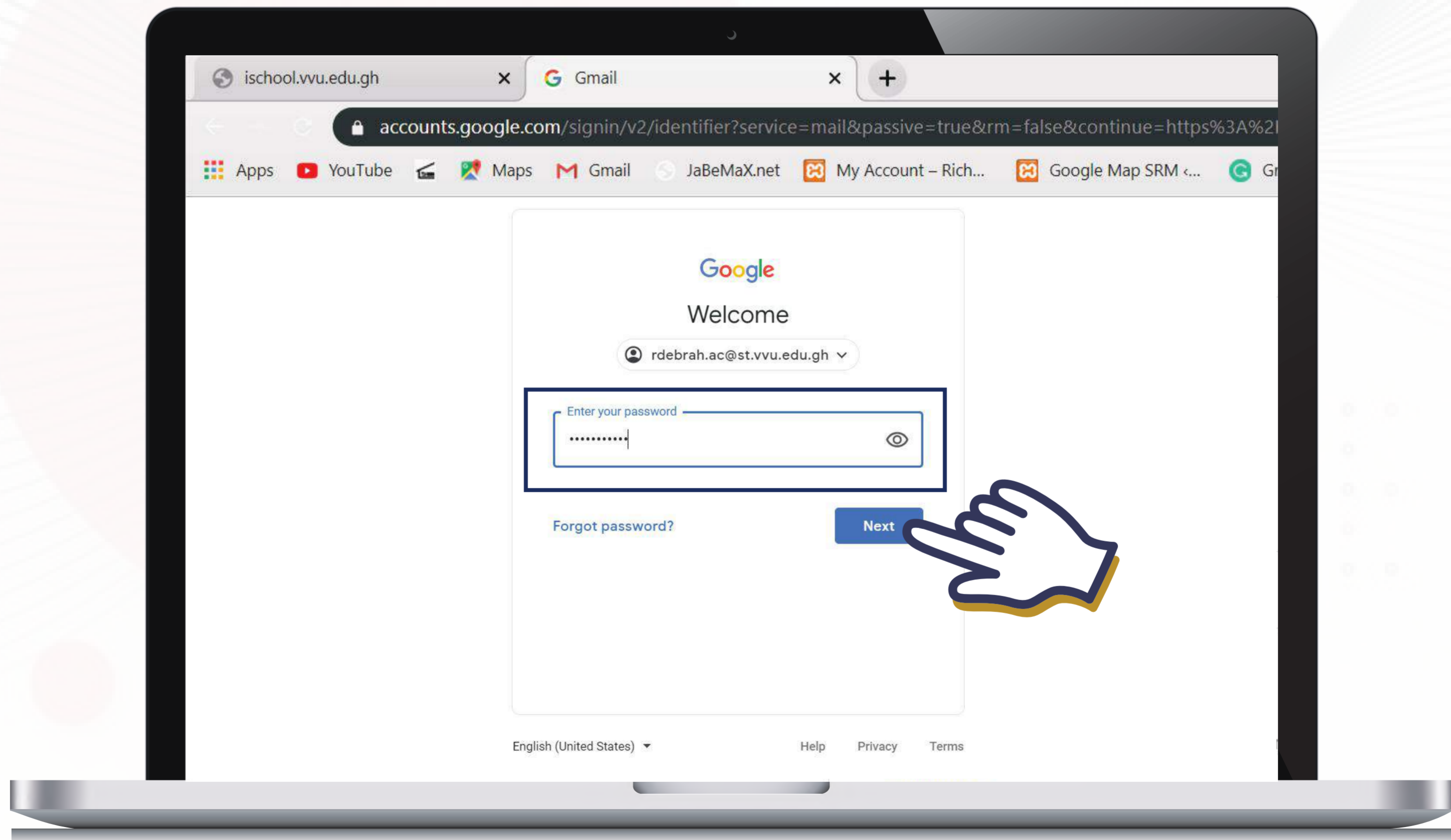


**ENTER YOUR DEFAULT PASSWORD**

**Student2020**

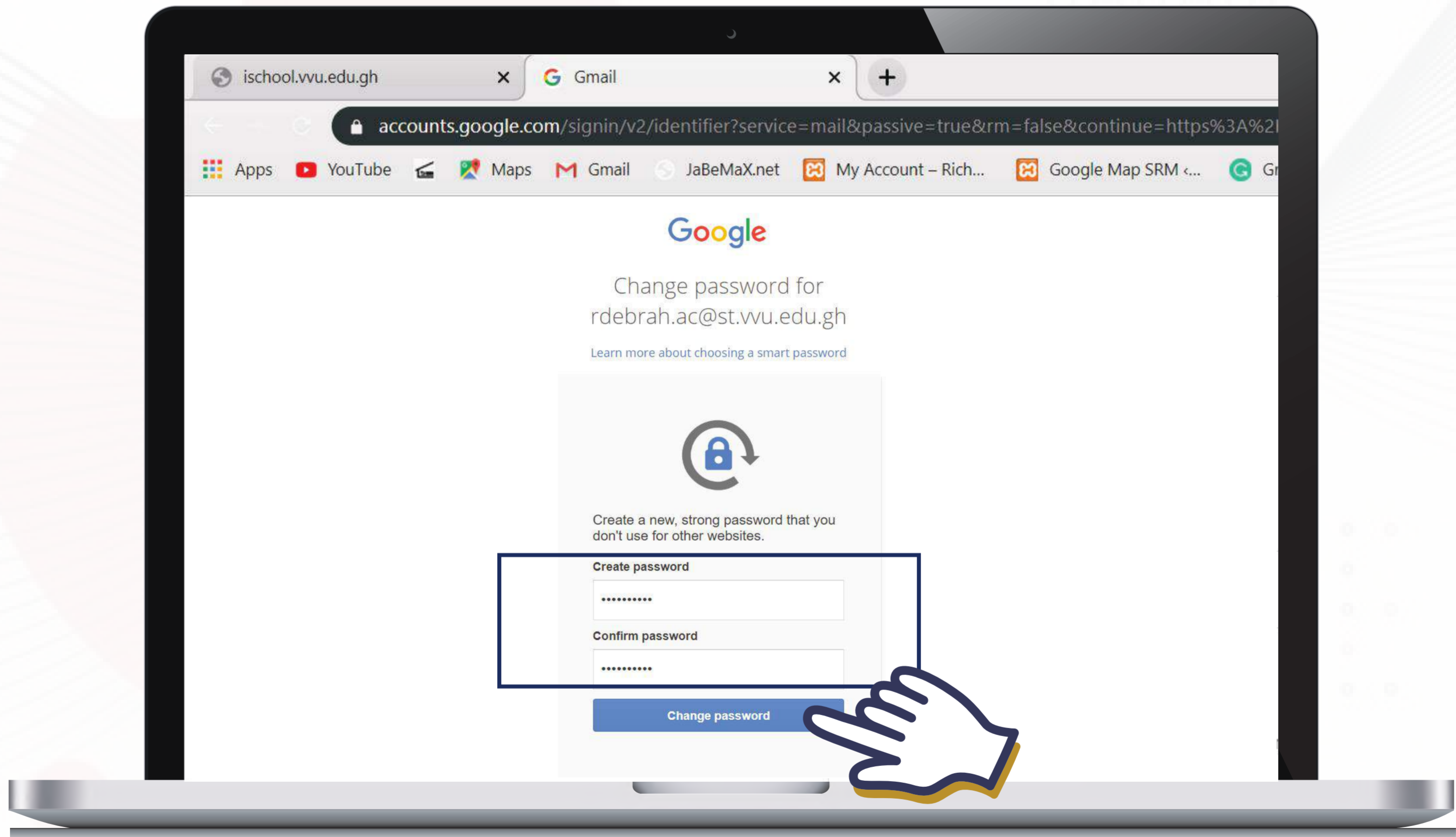
**THEN, CLICK ON NEXT**

**STEP  
6**



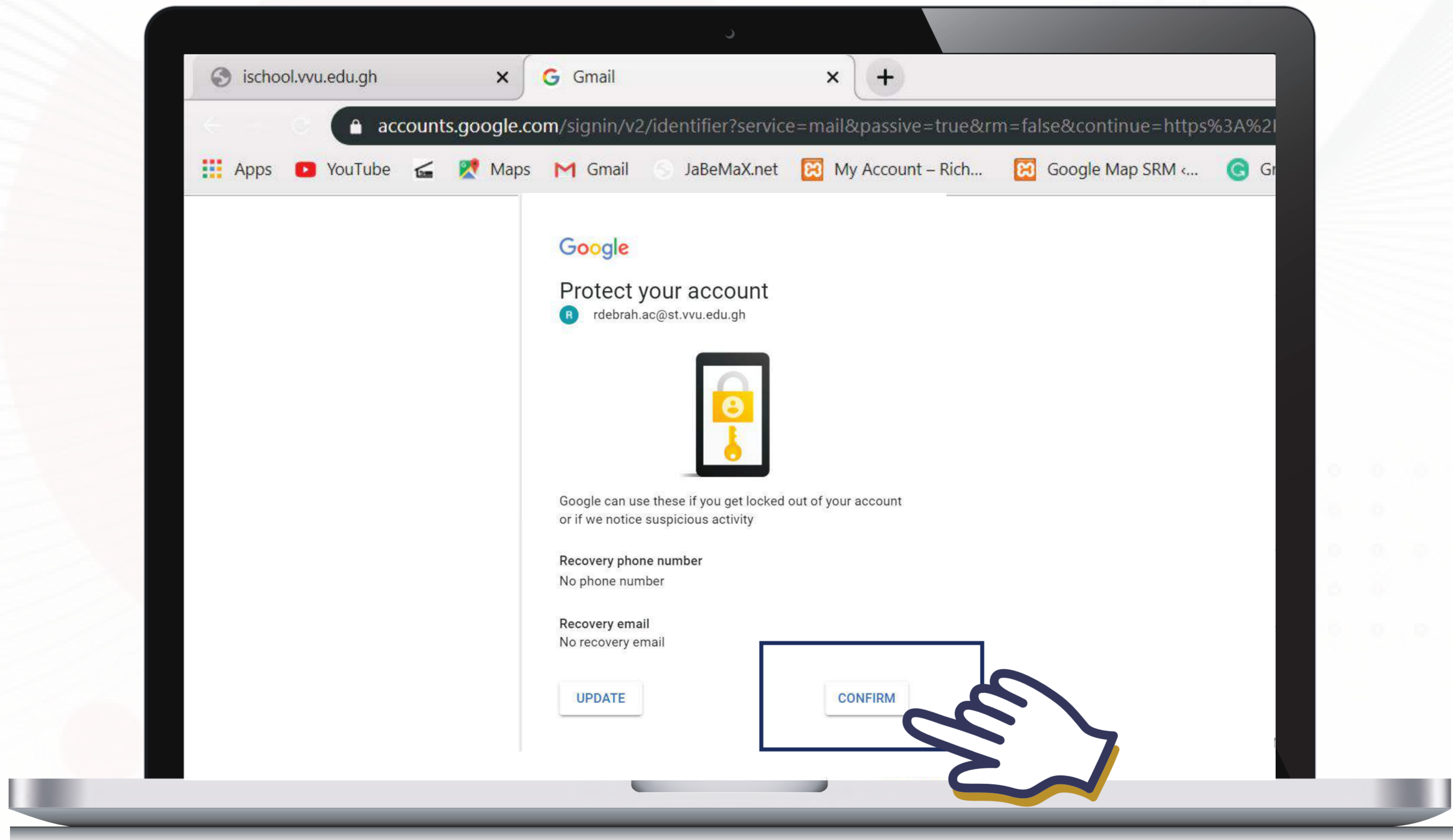
# STEP 7

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



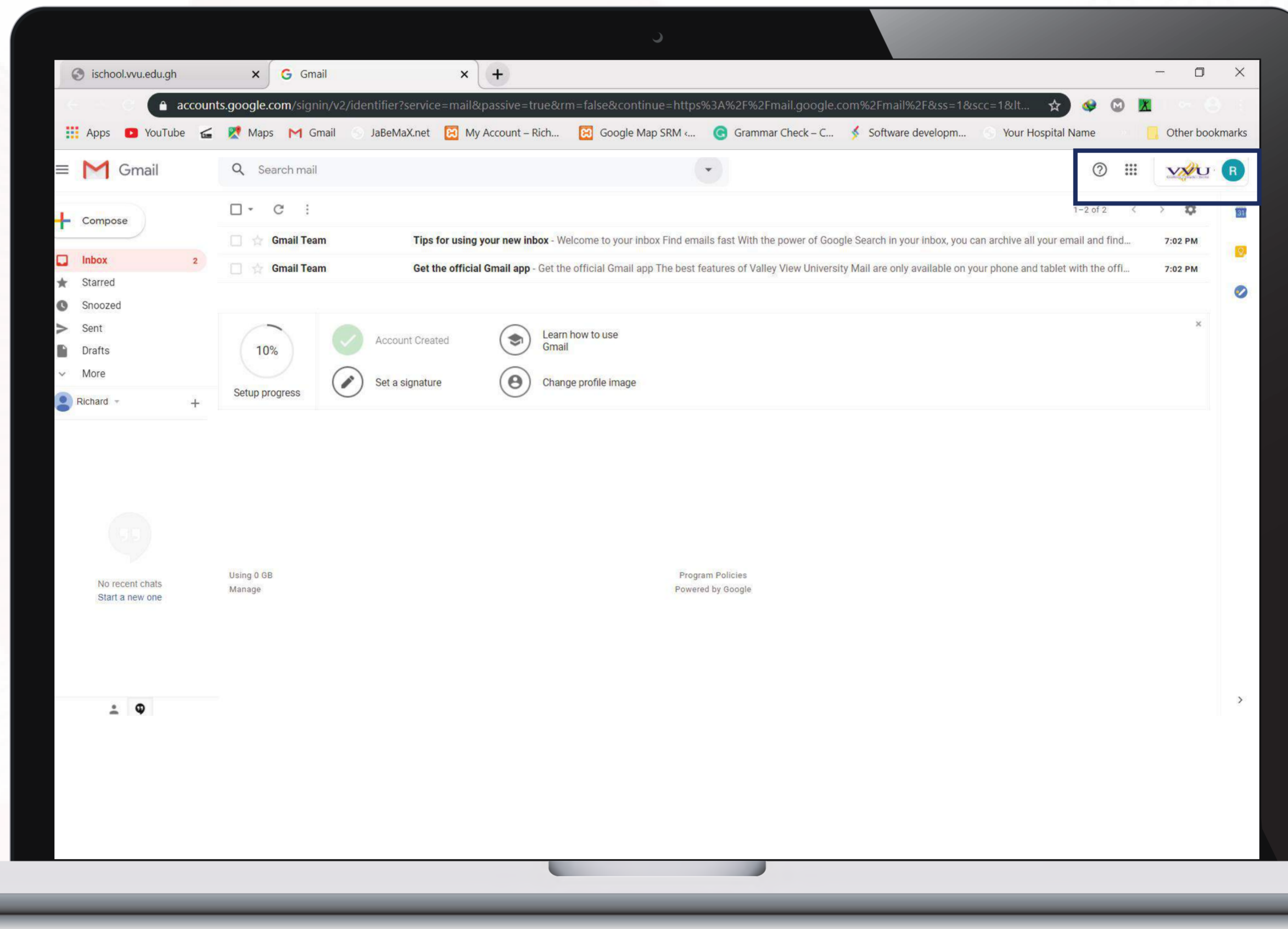
# STEP 8

CLICK ON CONFIRM





# YOUR VVU EMAIL IS ACTIVATED





# THANK YOU



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UNIVERSITY



Email: [elearning@vvu.edu.gh](mailto:elearning@vvu.edu.gh)



030 705 1124

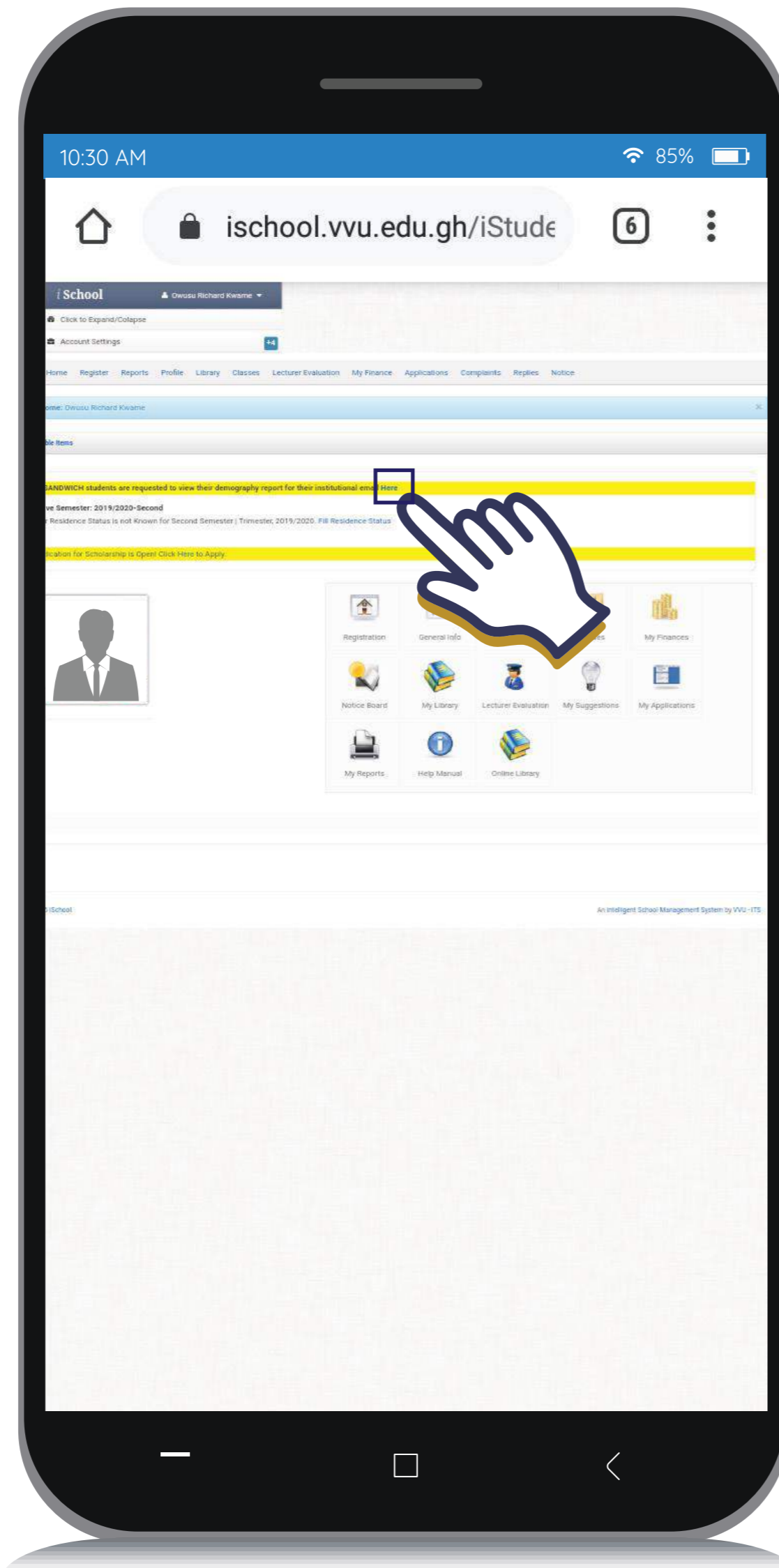
030 705 1176

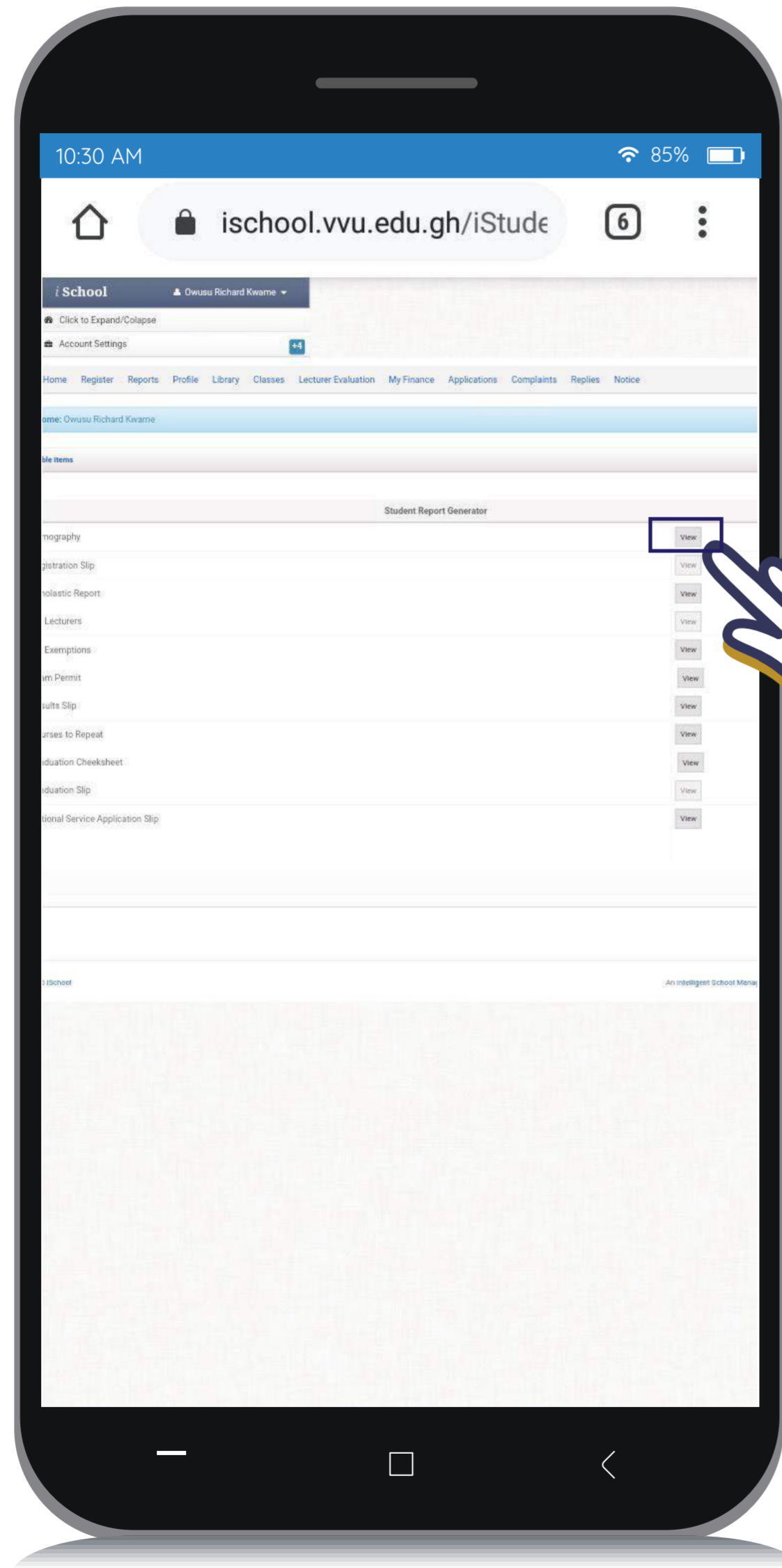
030 701 1832



# HOW TO ACTIVATE YOUR VVU EMAIL USING A MOBILE PHONE





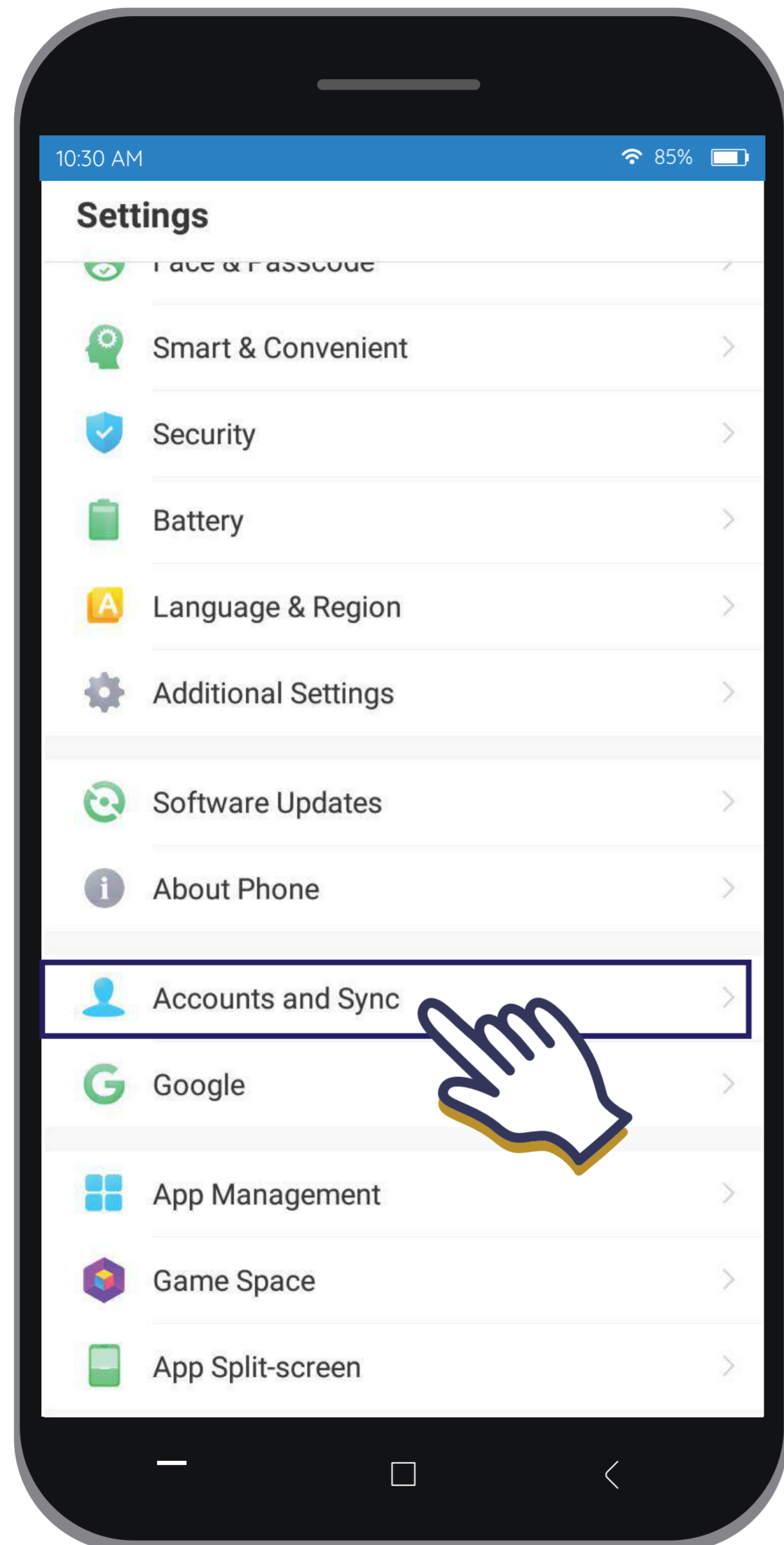


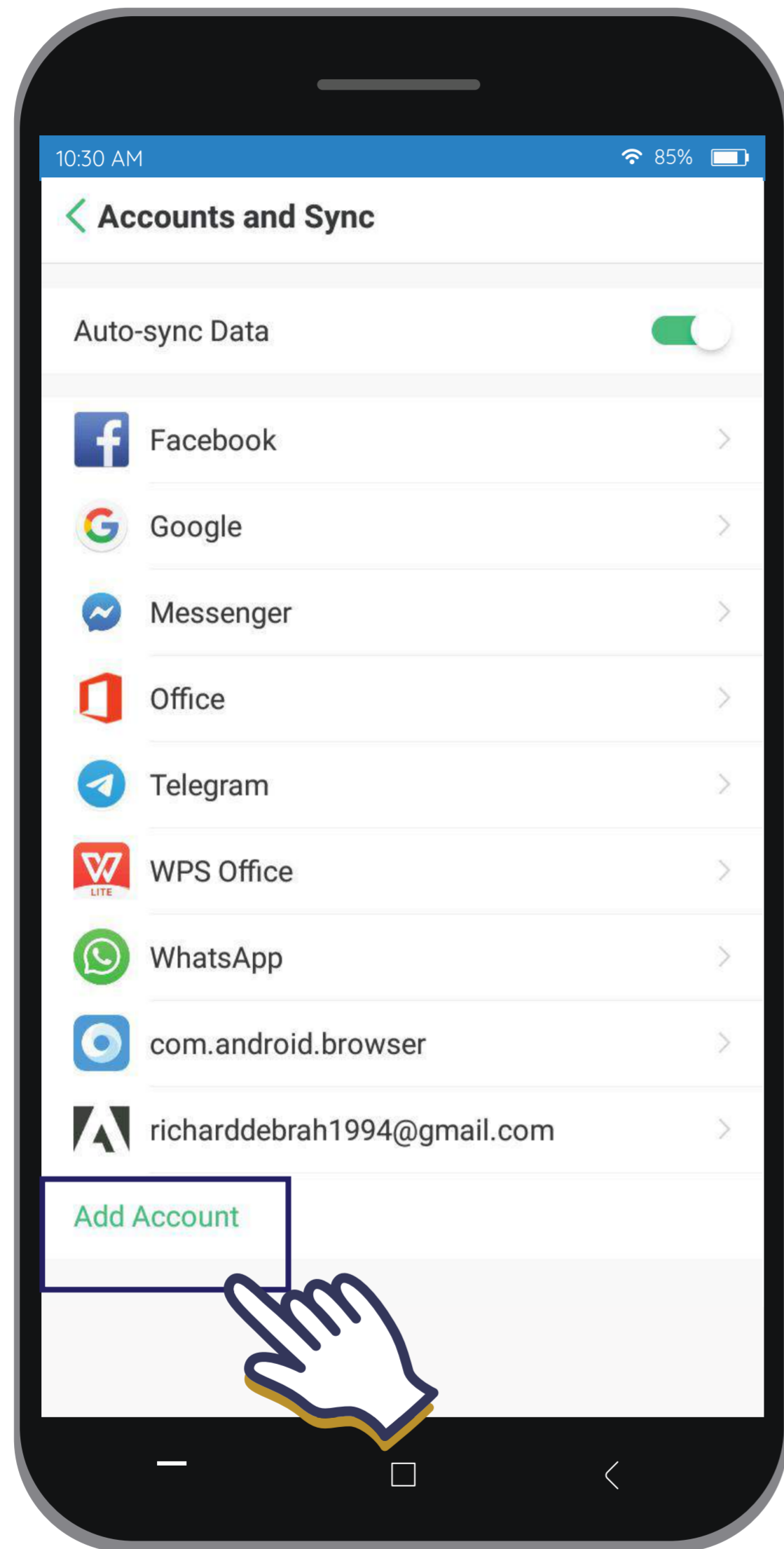
**3**

**UNDER STUDENT  
REPORT GENERATOR  
CLICK ON VIEW  
BESIDE DEMOGRAPGY**

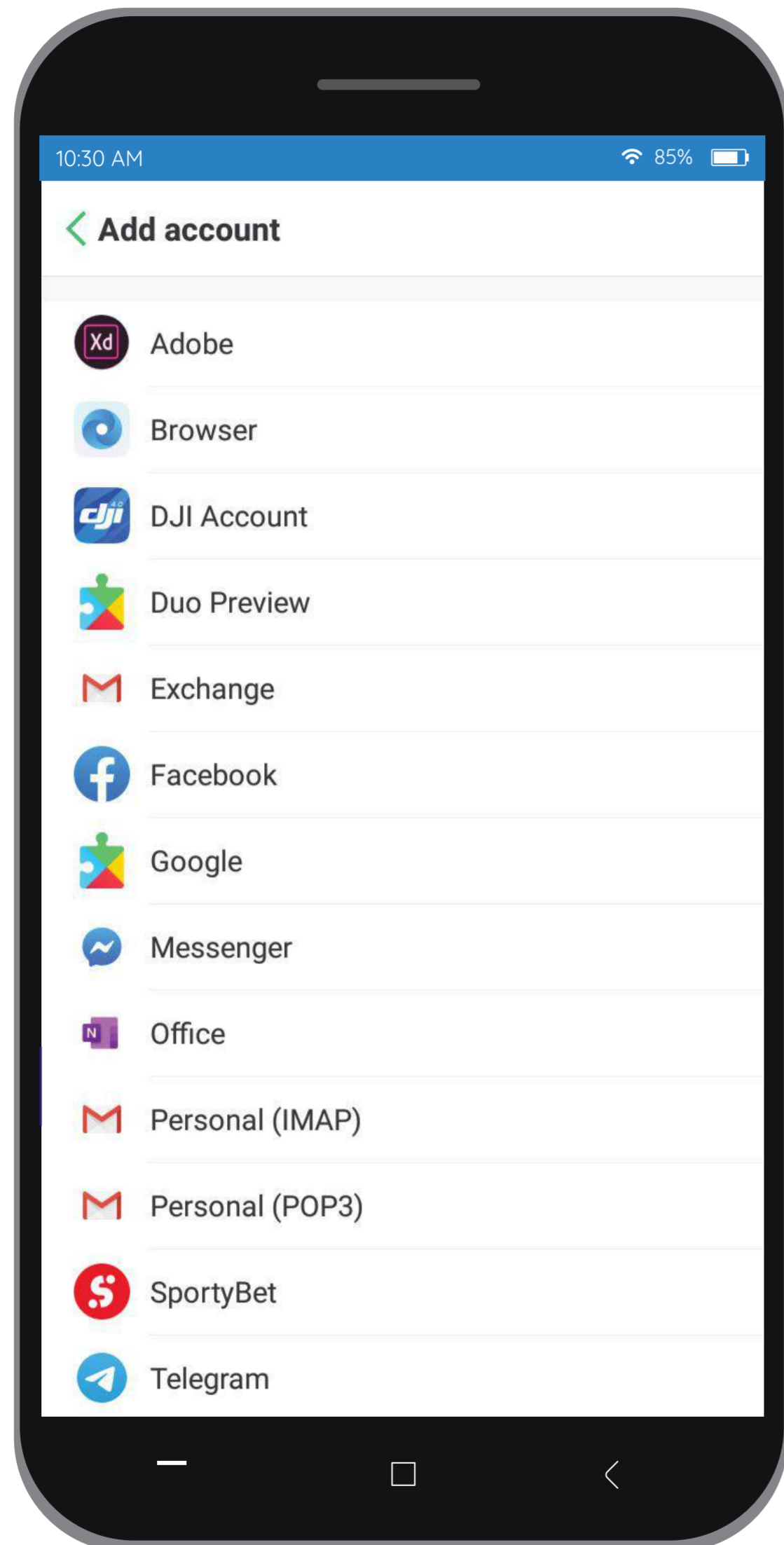


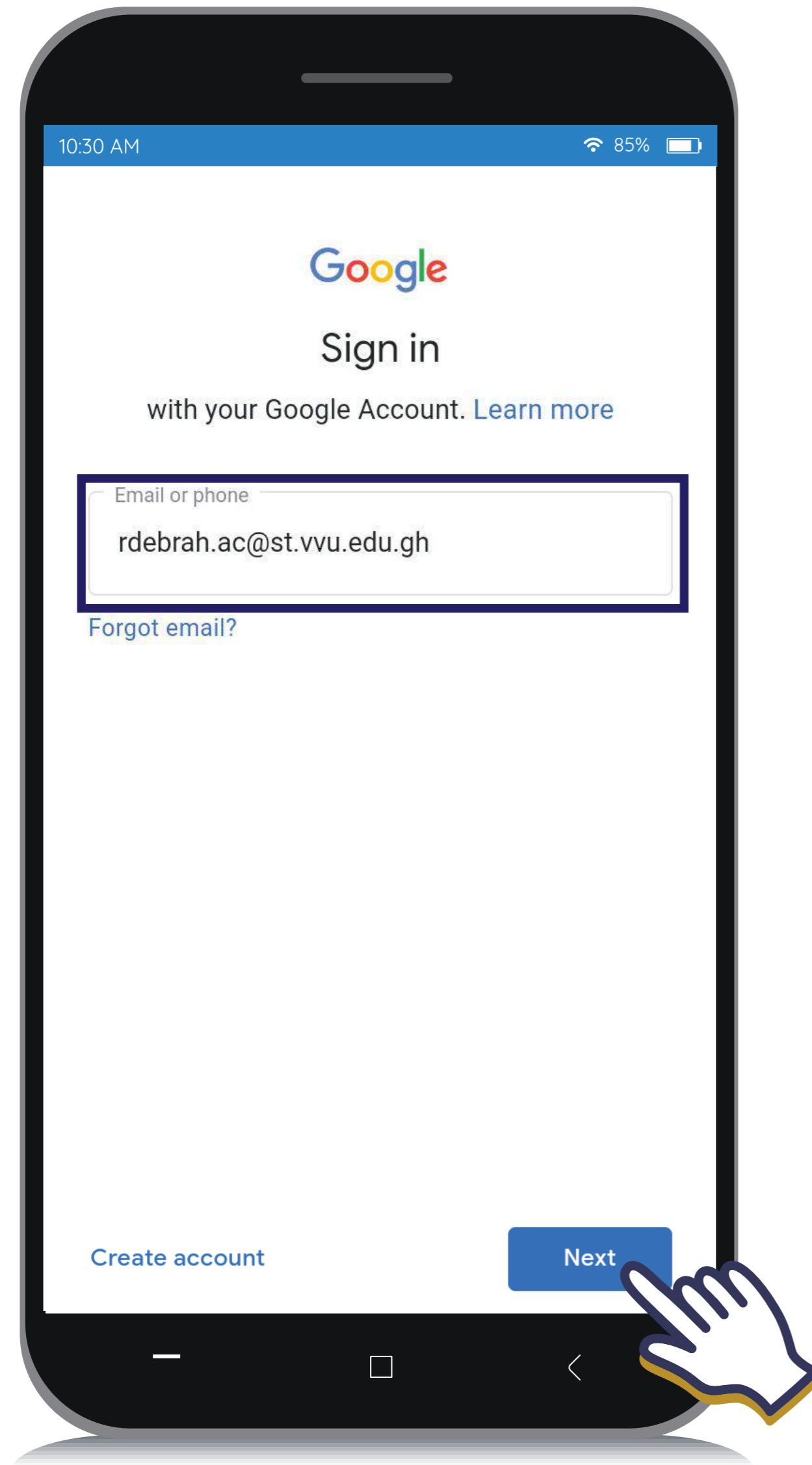


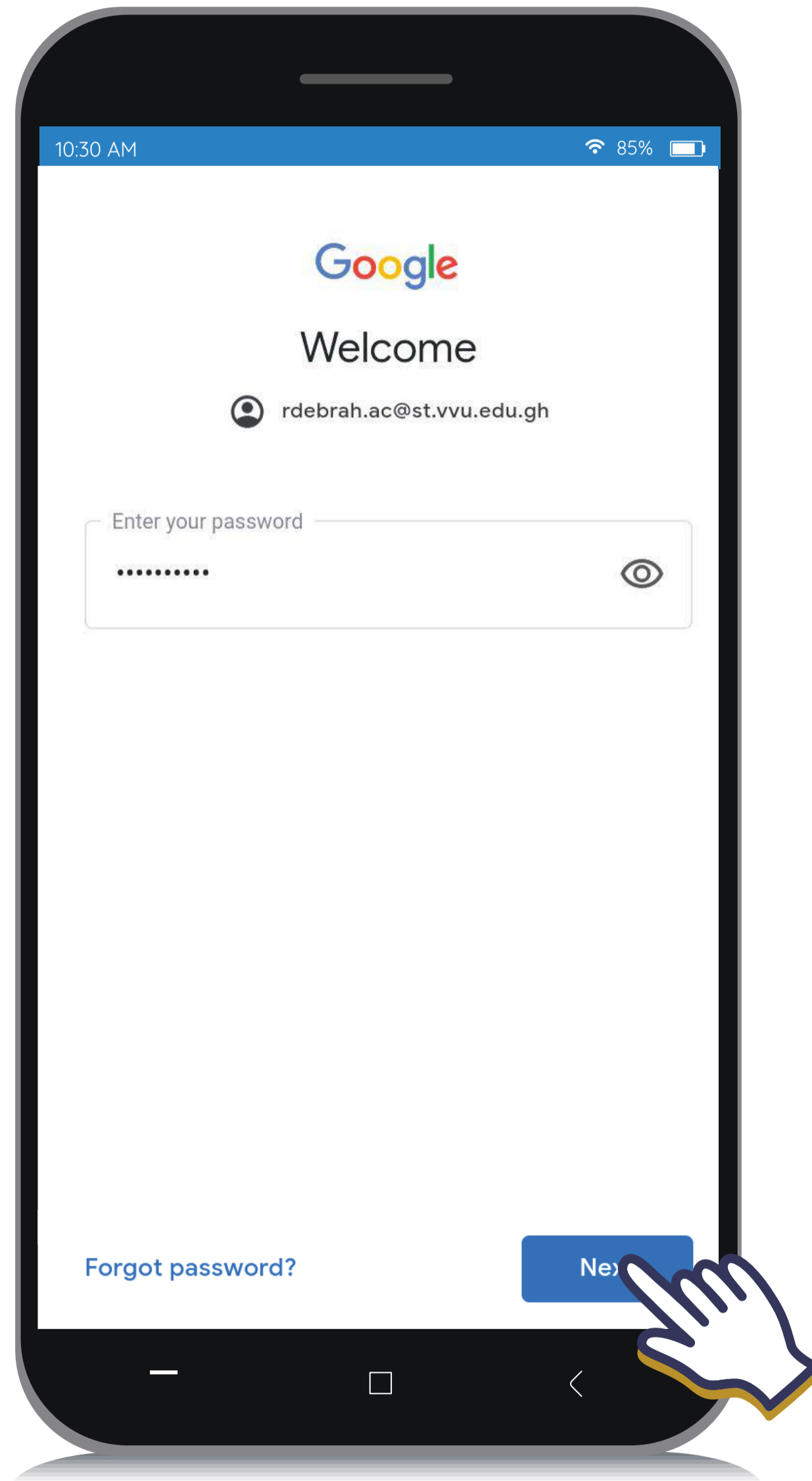








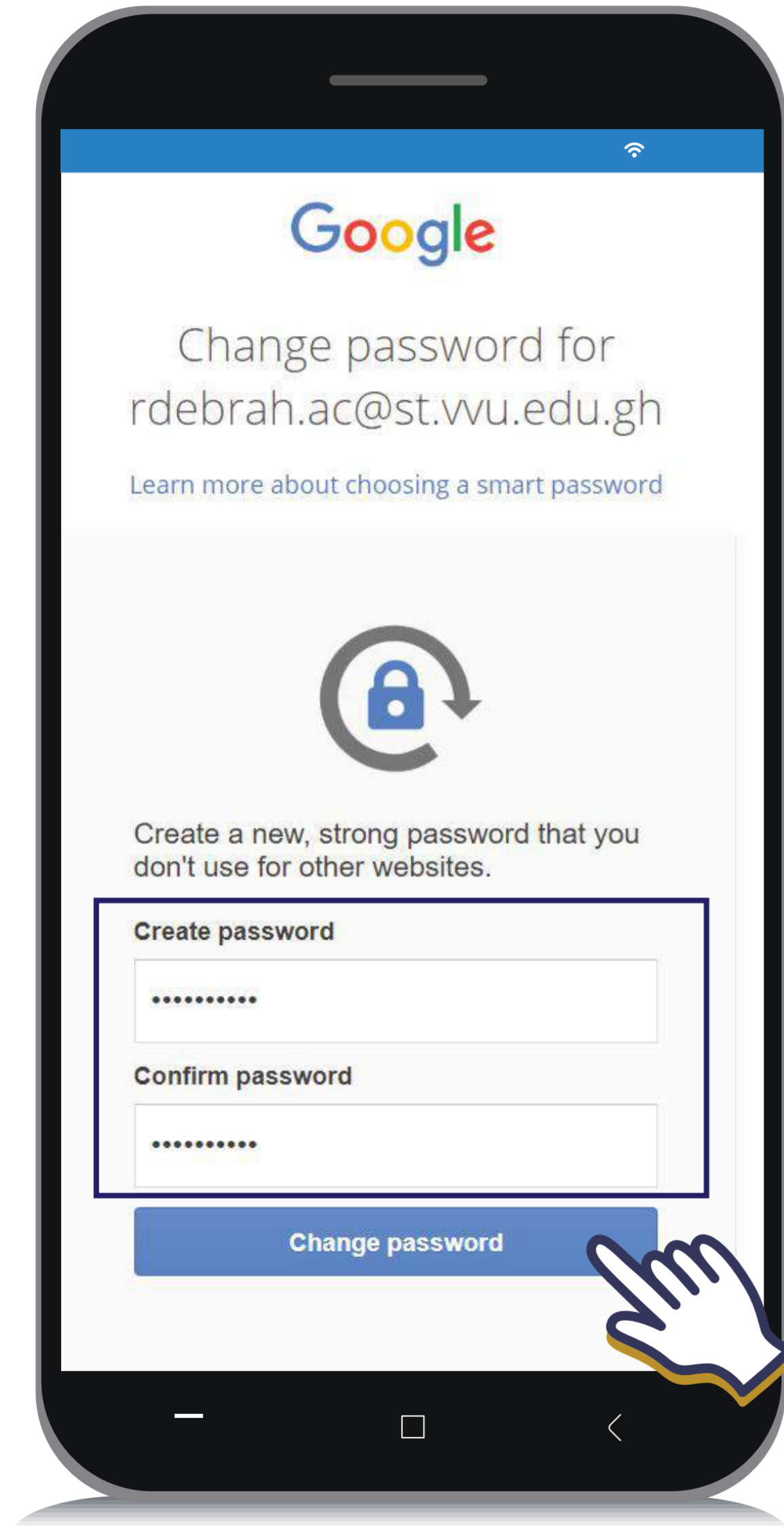


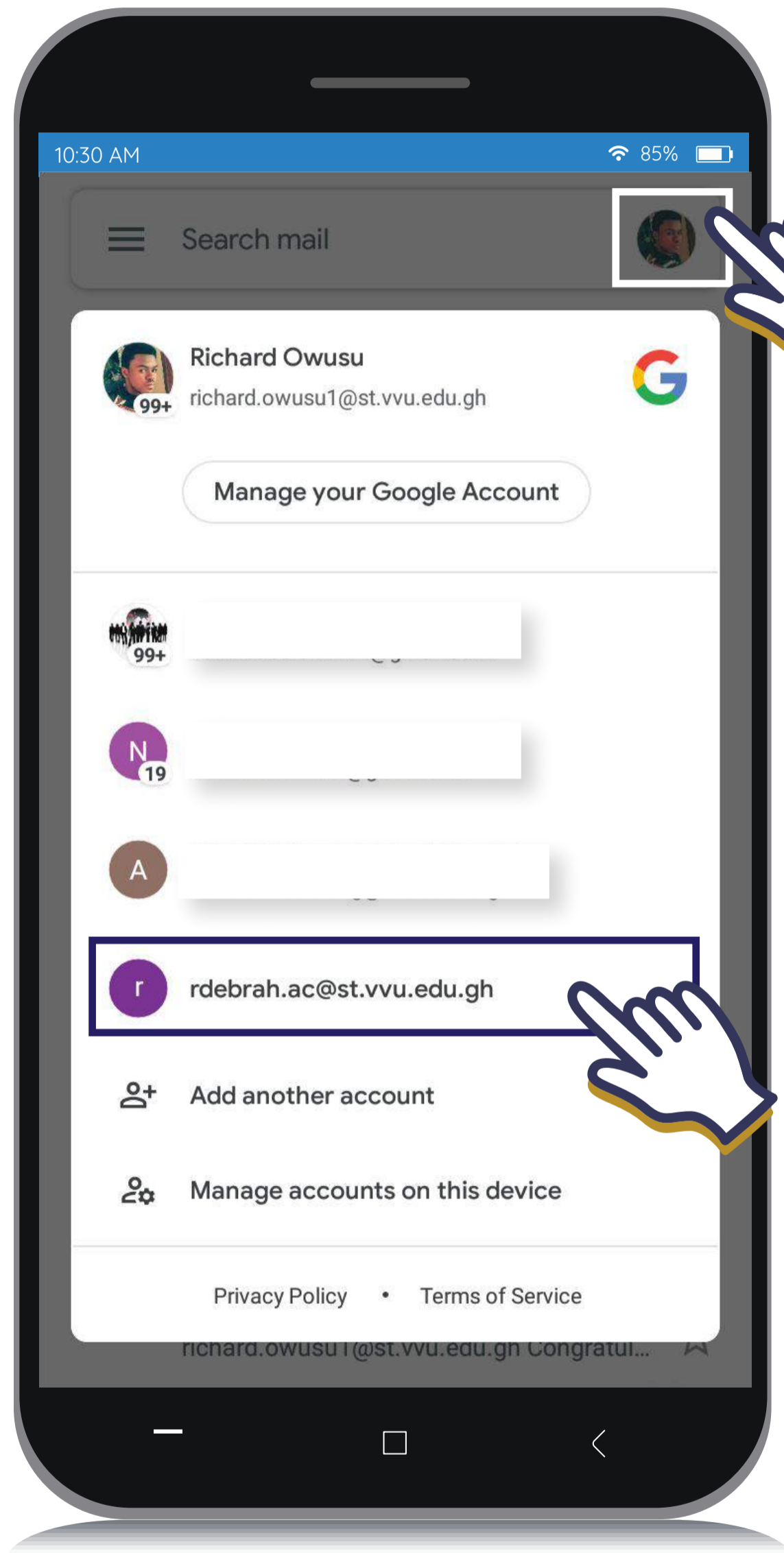


**7** ENTER YOUR  
DEFAULT PASSWORD

**Student2020**

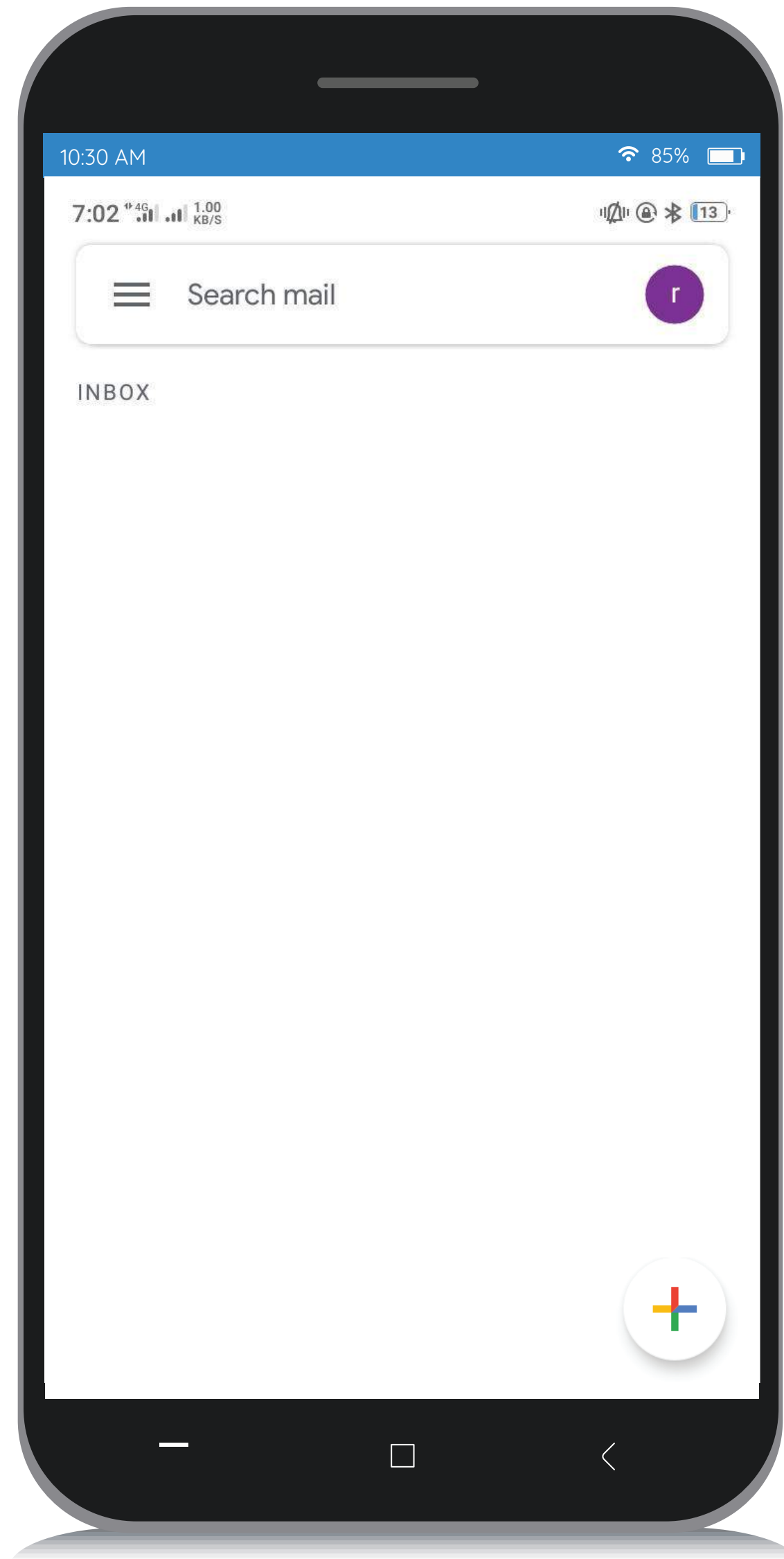
THEN, CLICK ON NEXT





**9**

**UNDER MANAGE  
YOUR ACCOUNTS  
SELECT THE  
VVU EMAIL**



# THANK YOU



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030 705 1176  
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# PROCEDURE TO JOIN E-LEARNING PLATFORM



1

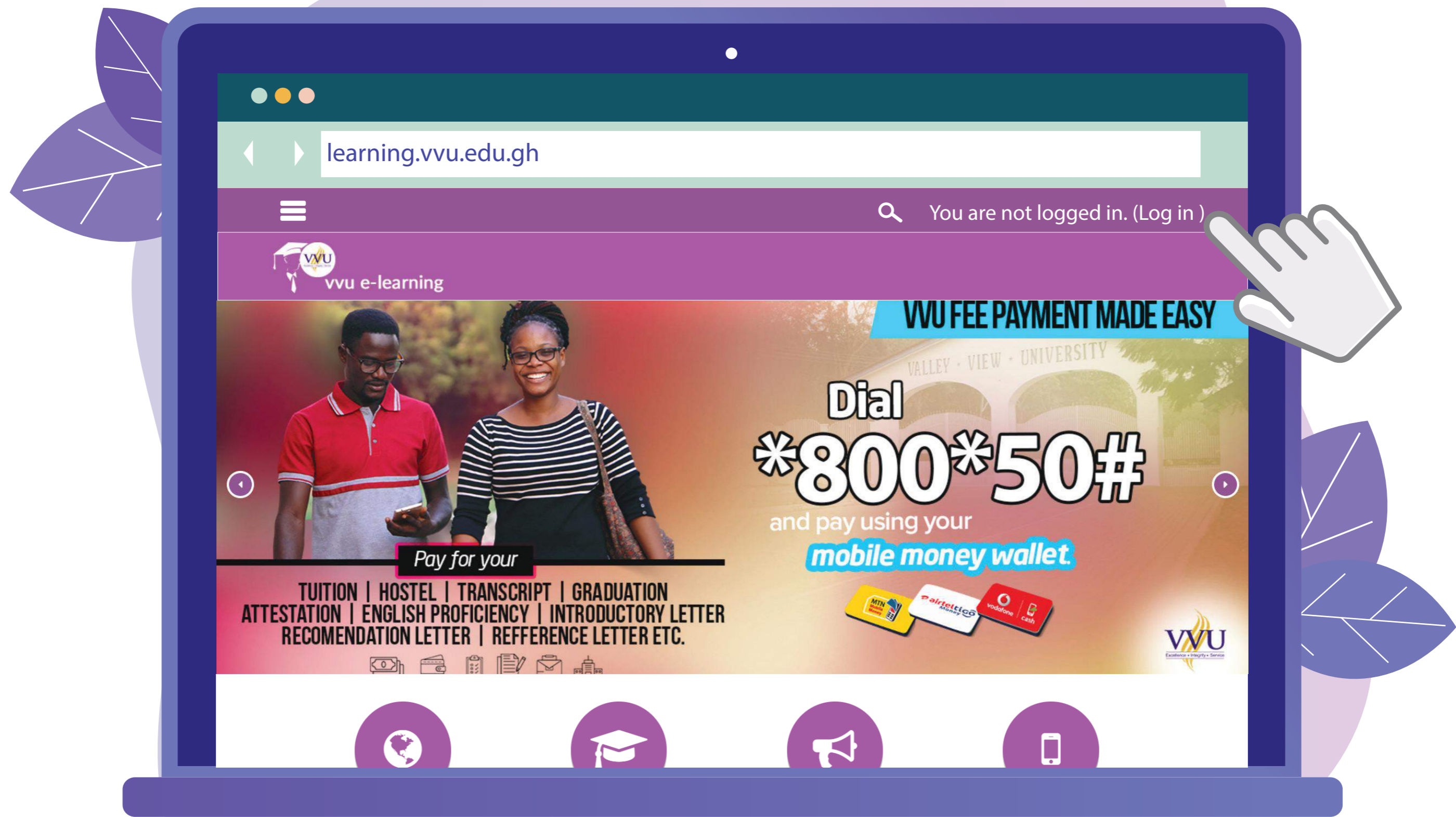


**Enter the URL:**  
*learning.vvu.edu.gh* **in your web browser**



2

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

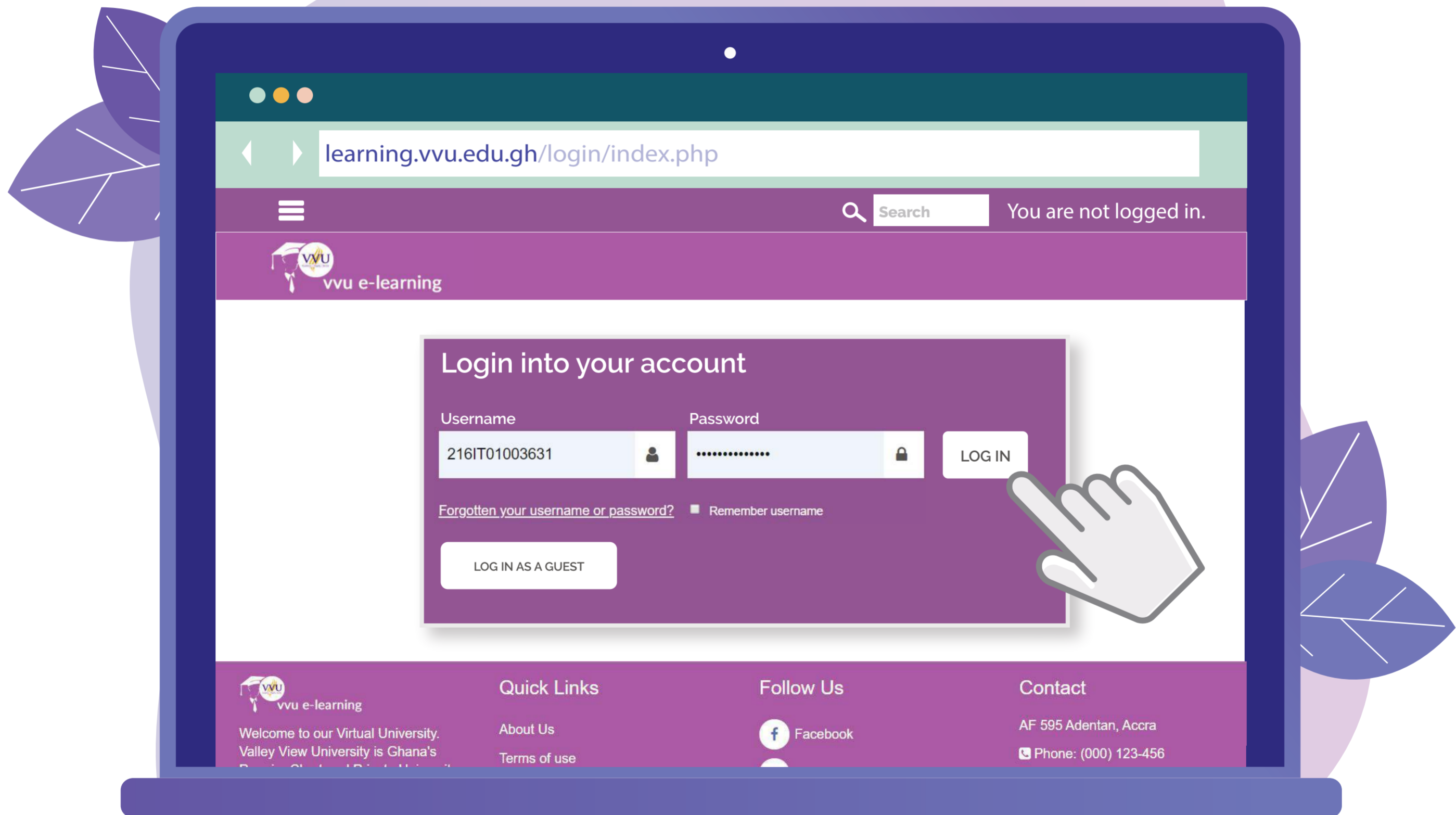


3

# Enter your username and password

Username: Student ID

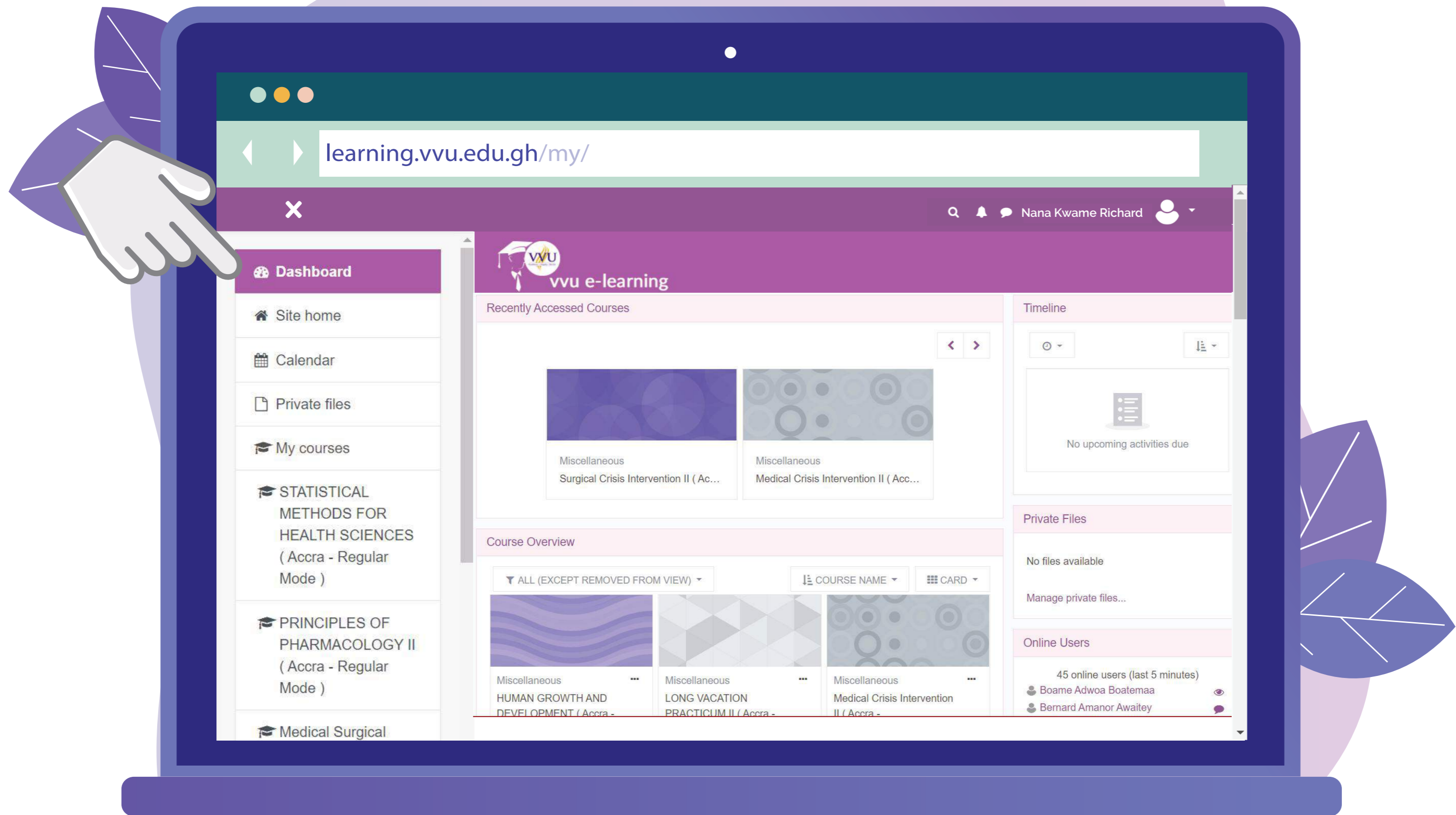
Password: iSchool password





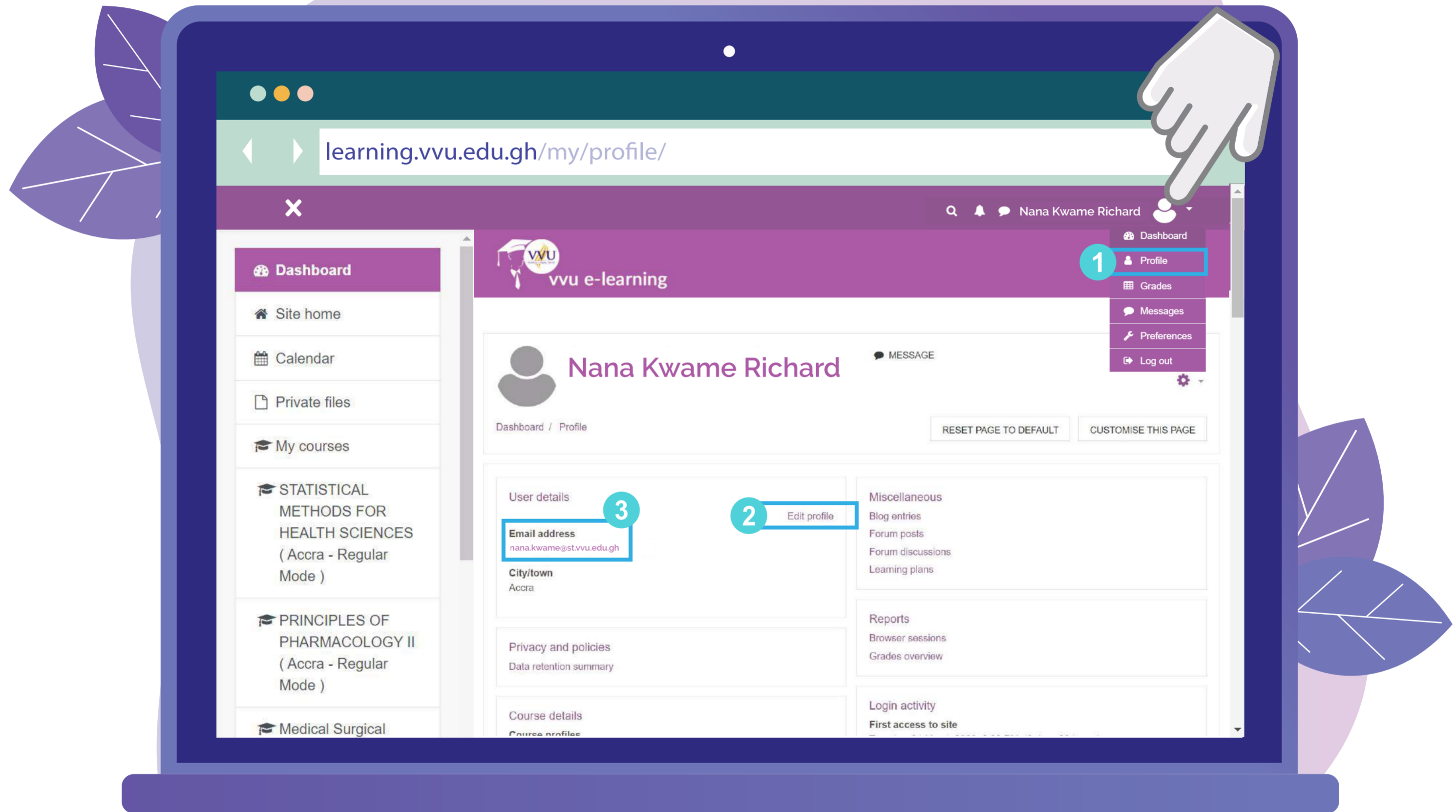
4

# 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



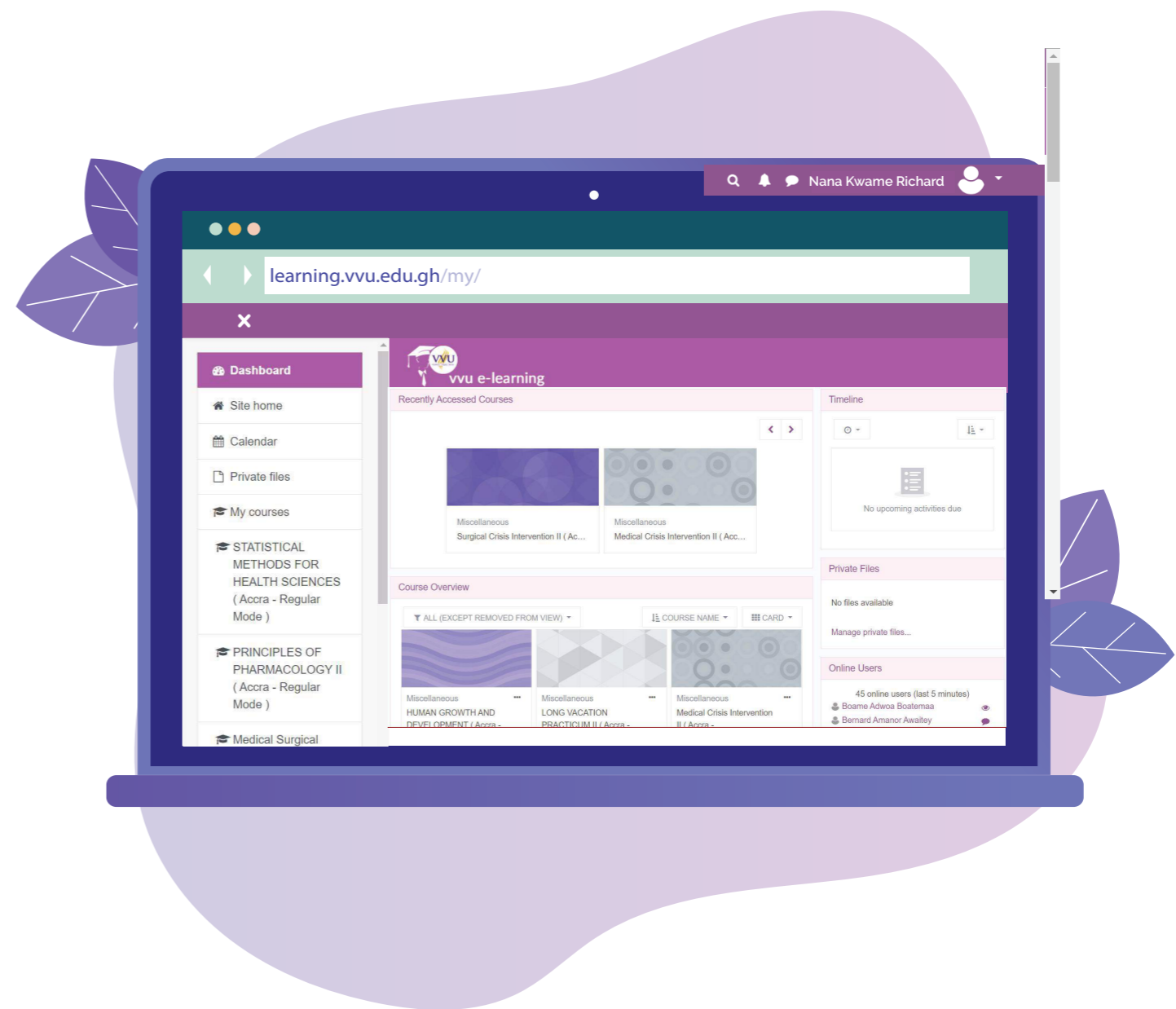
Email: [elearning@vvu.edu.gh](mailto:elearning@vvu.edu.gh) OR



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030 701 1832

## NOTE:

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



# THANK YOU



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Email: [elearning@vvu.edu.gh](mailto:elearning@vvu.edu.gh)



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030 705 1176  
030 701 1832



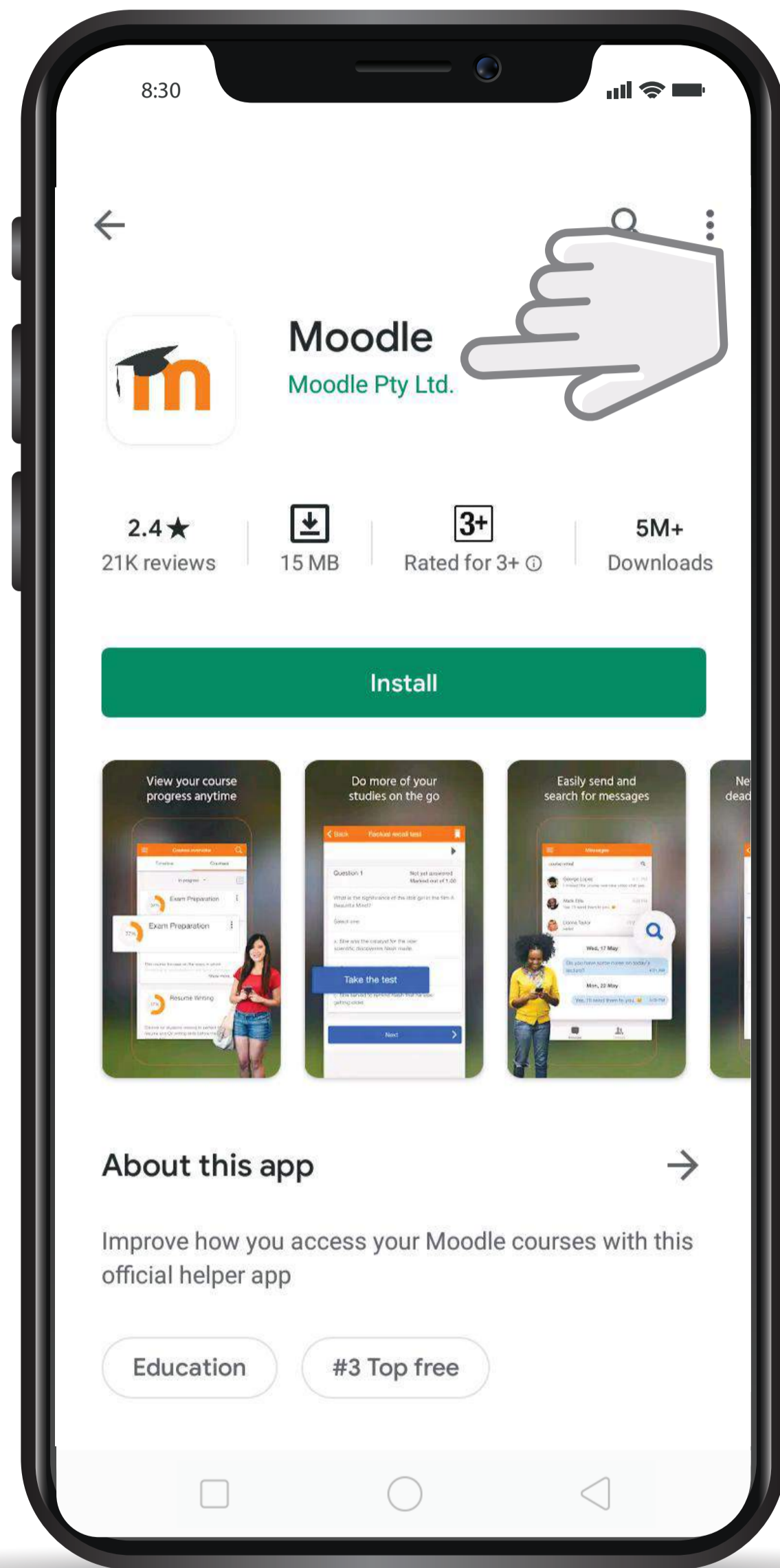
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**MOBILE APP  
ACCESS TO THE  
E-LEARNING  
PLATFORM**



1

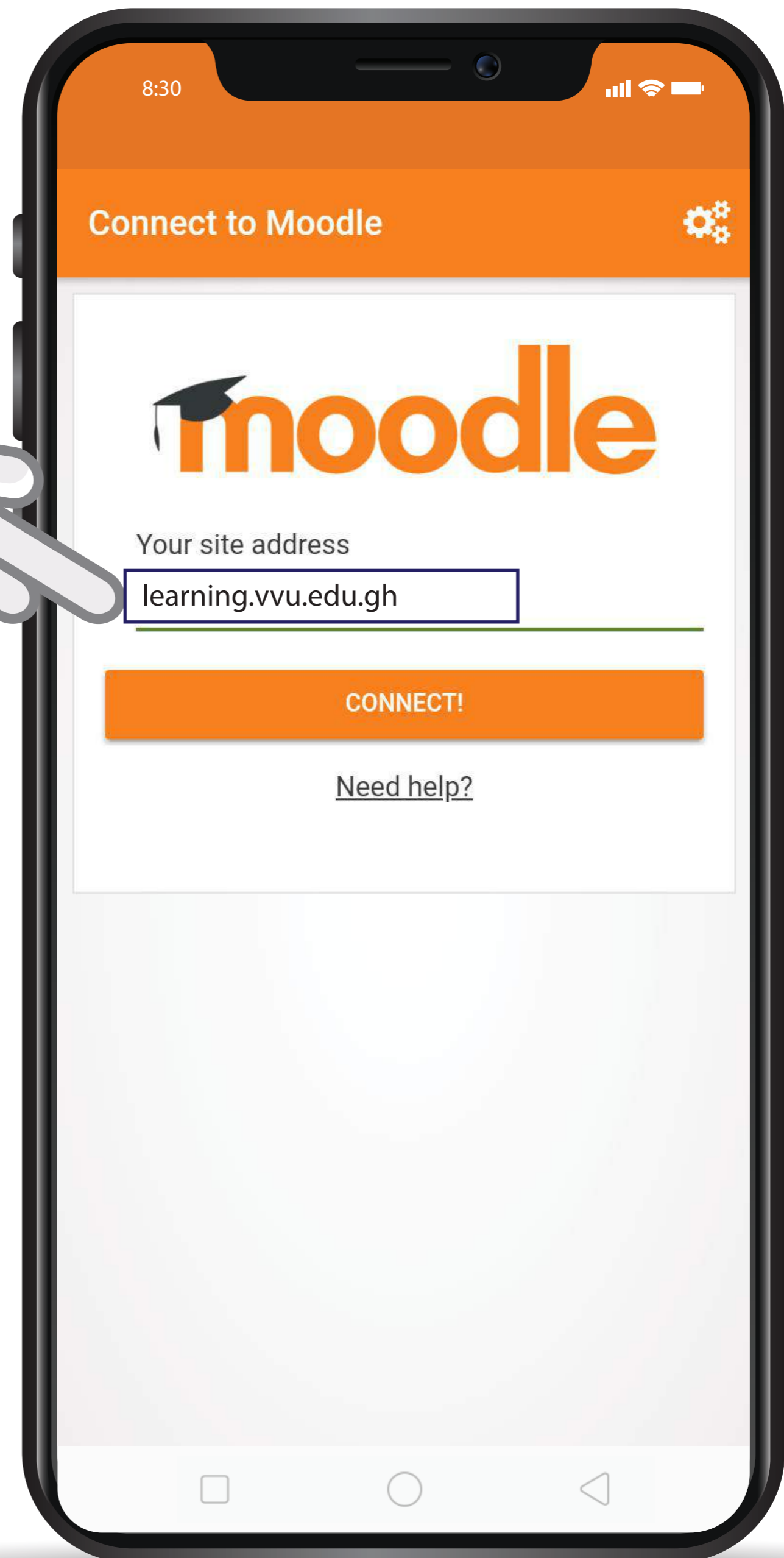


**ANDROID:**  
*Go to the play store  
and search **MOODLE***

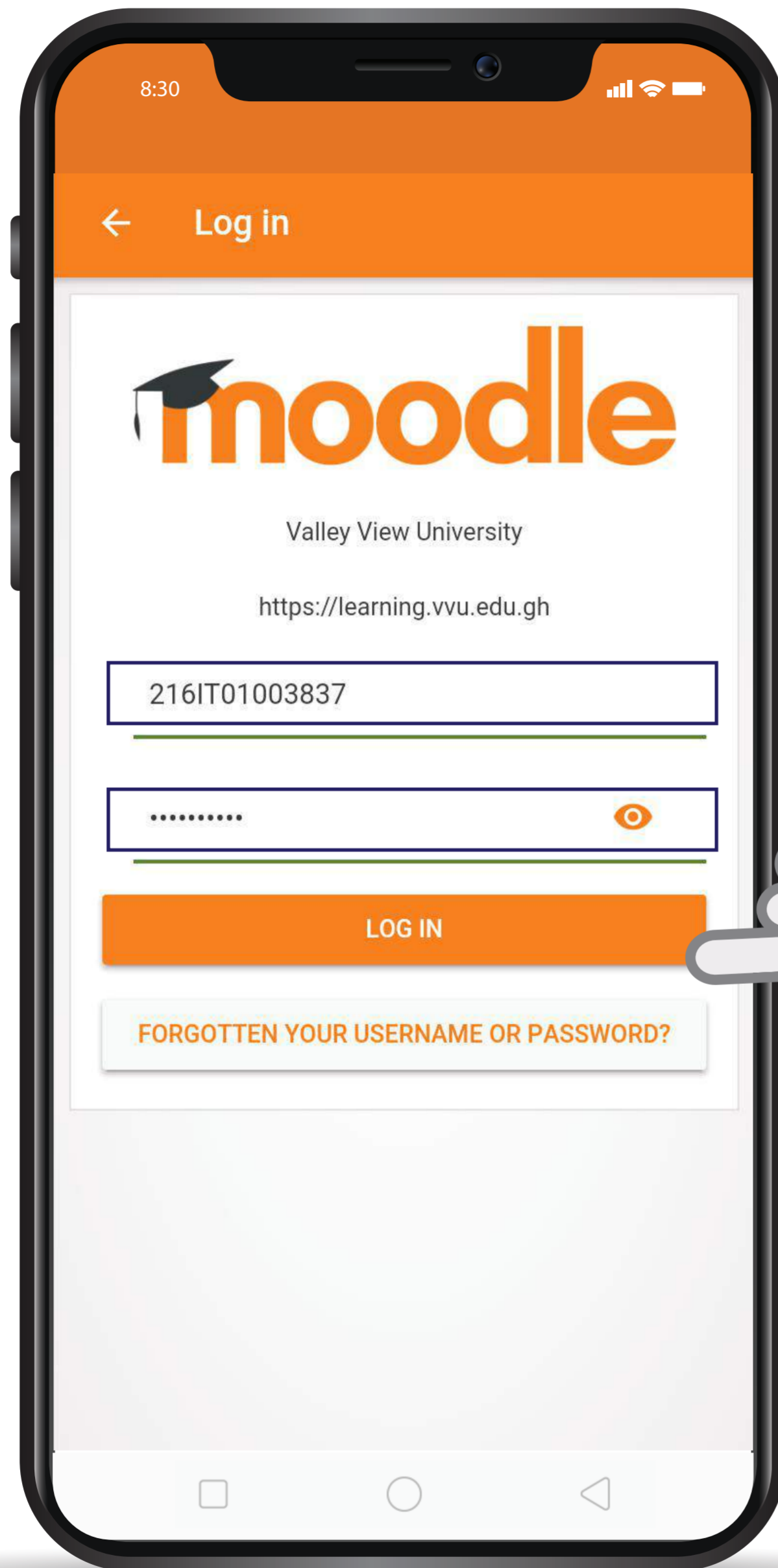
**Apple/iOS:**  
*Go to the app store and  
search **MOODLE***

2

After Installation, Open  
the app and Enter the site  
address:  
***learning.vvu.edu.gh***



3



Enter your username  
and password

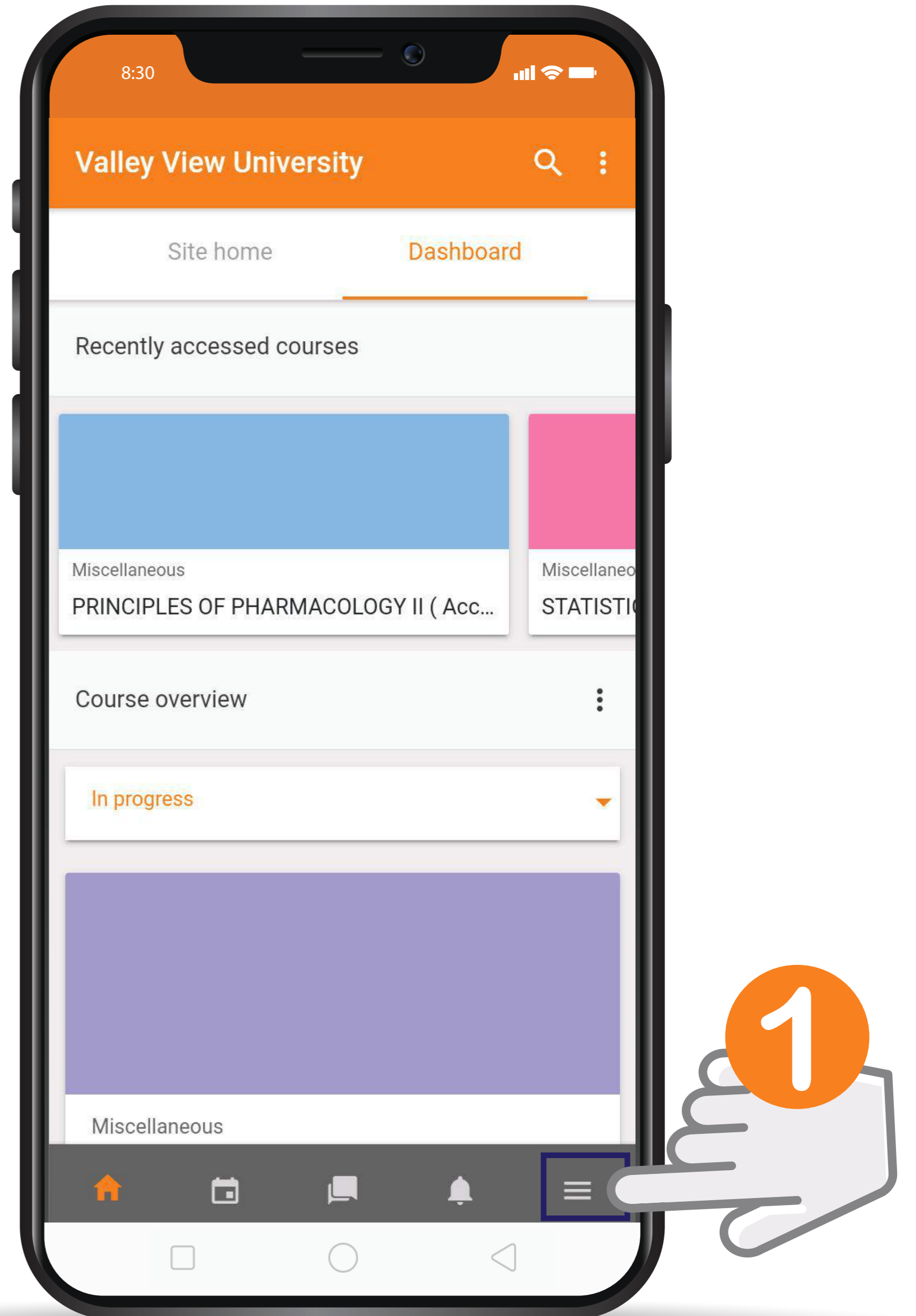
Username: *Student ID*

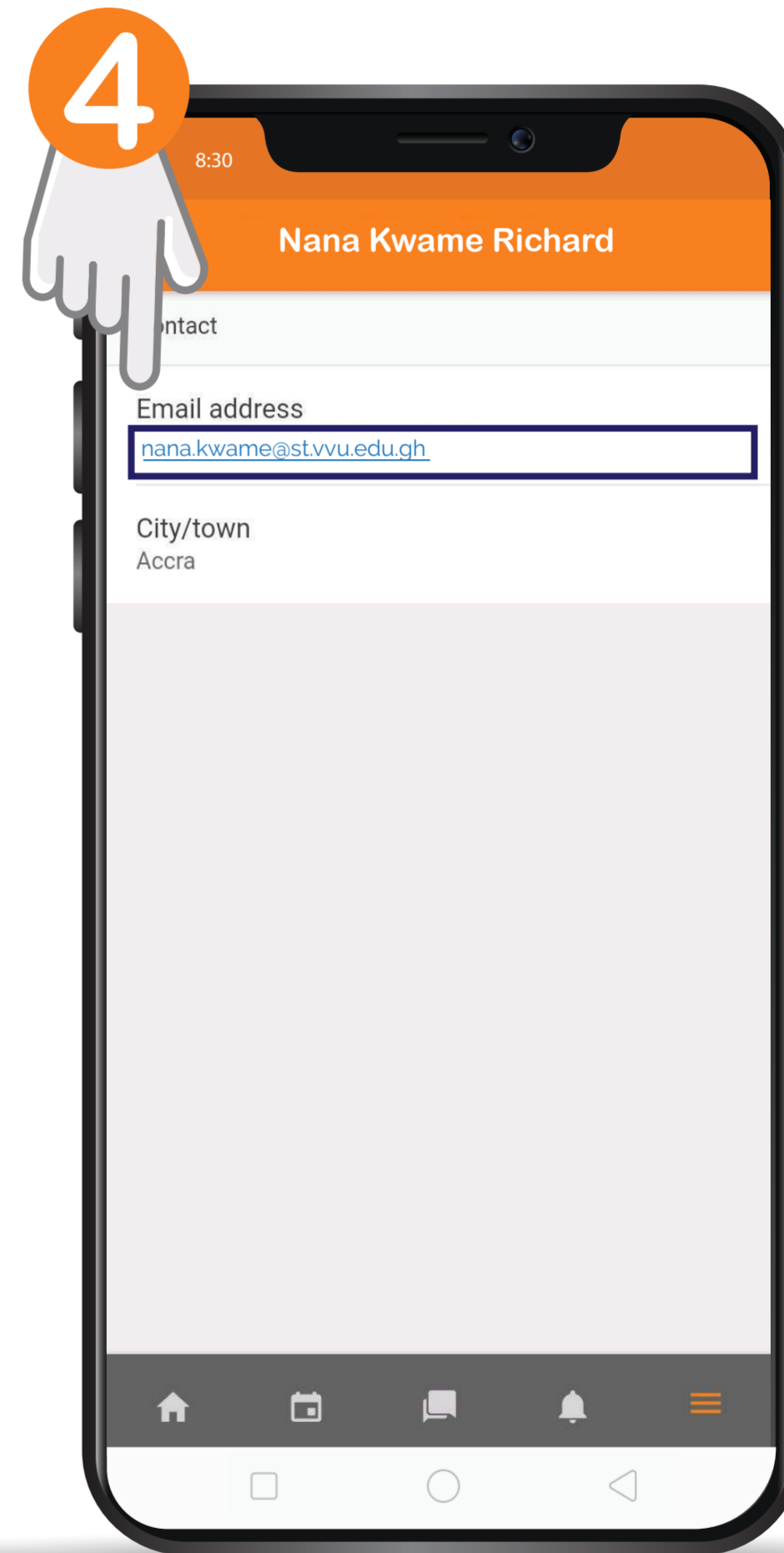
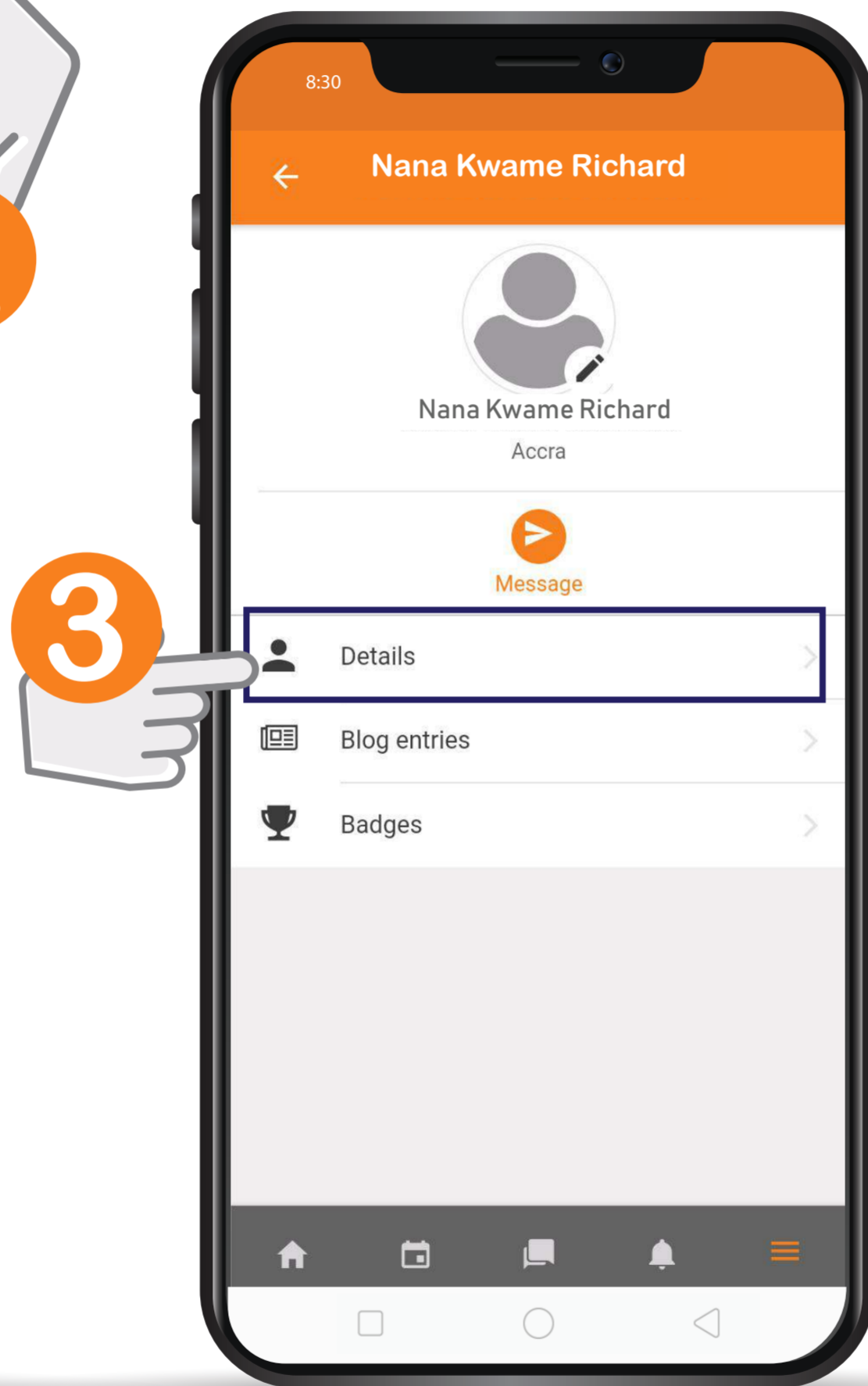
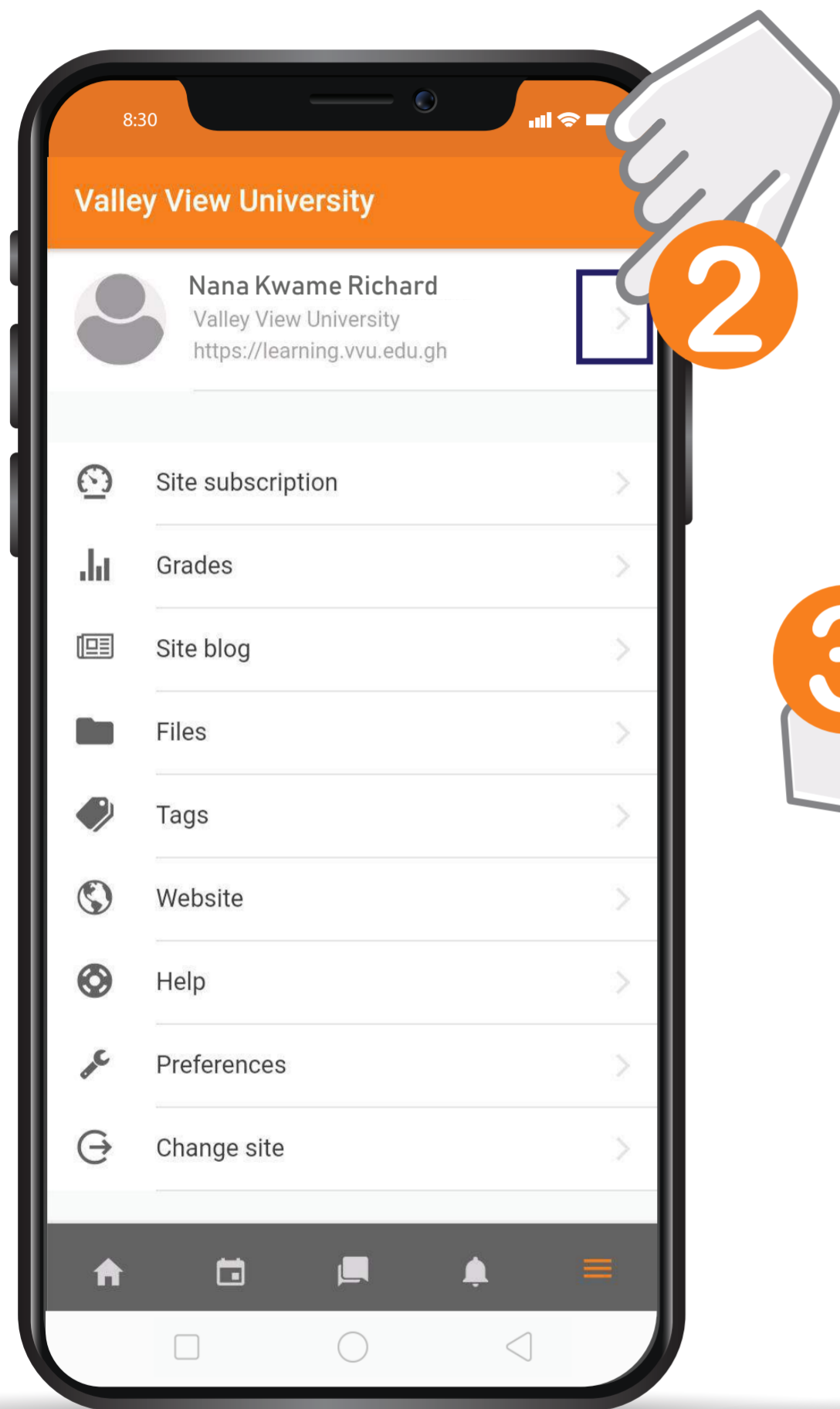
Password: *iSchool Password*



4

Add your  
VVU Email to your phone  
account for better  
performance







# THANK YOU



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030 705 1176

030 701 1832

# PRACTICAL SESSION TRAINING FOR SANDWICH STUDENTS



ENTER THE URL IN YOUR BROWSER :

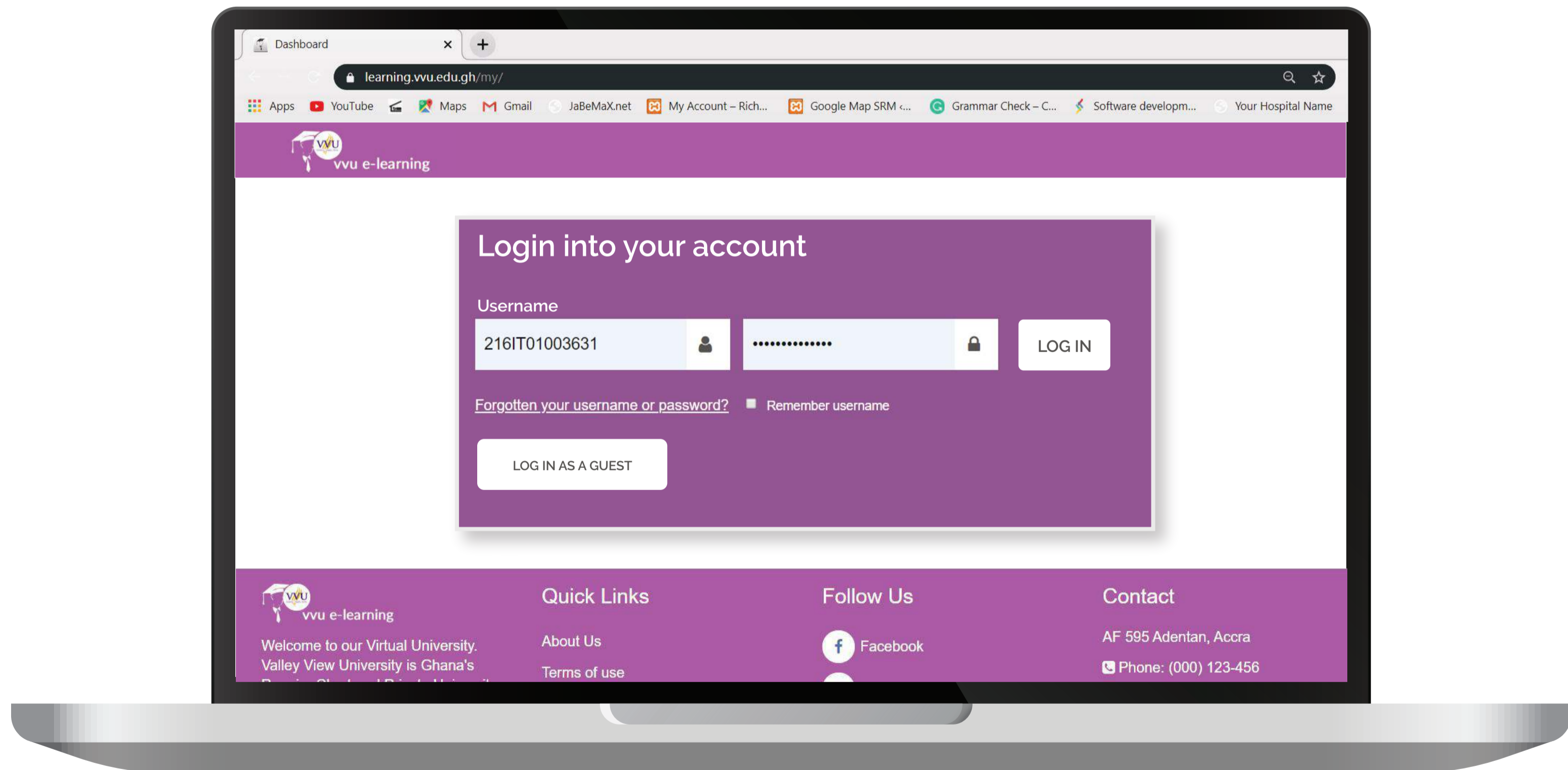
*learning.vvu.edu.gh*

AND THEN LOGIN

*Enter your username and password*

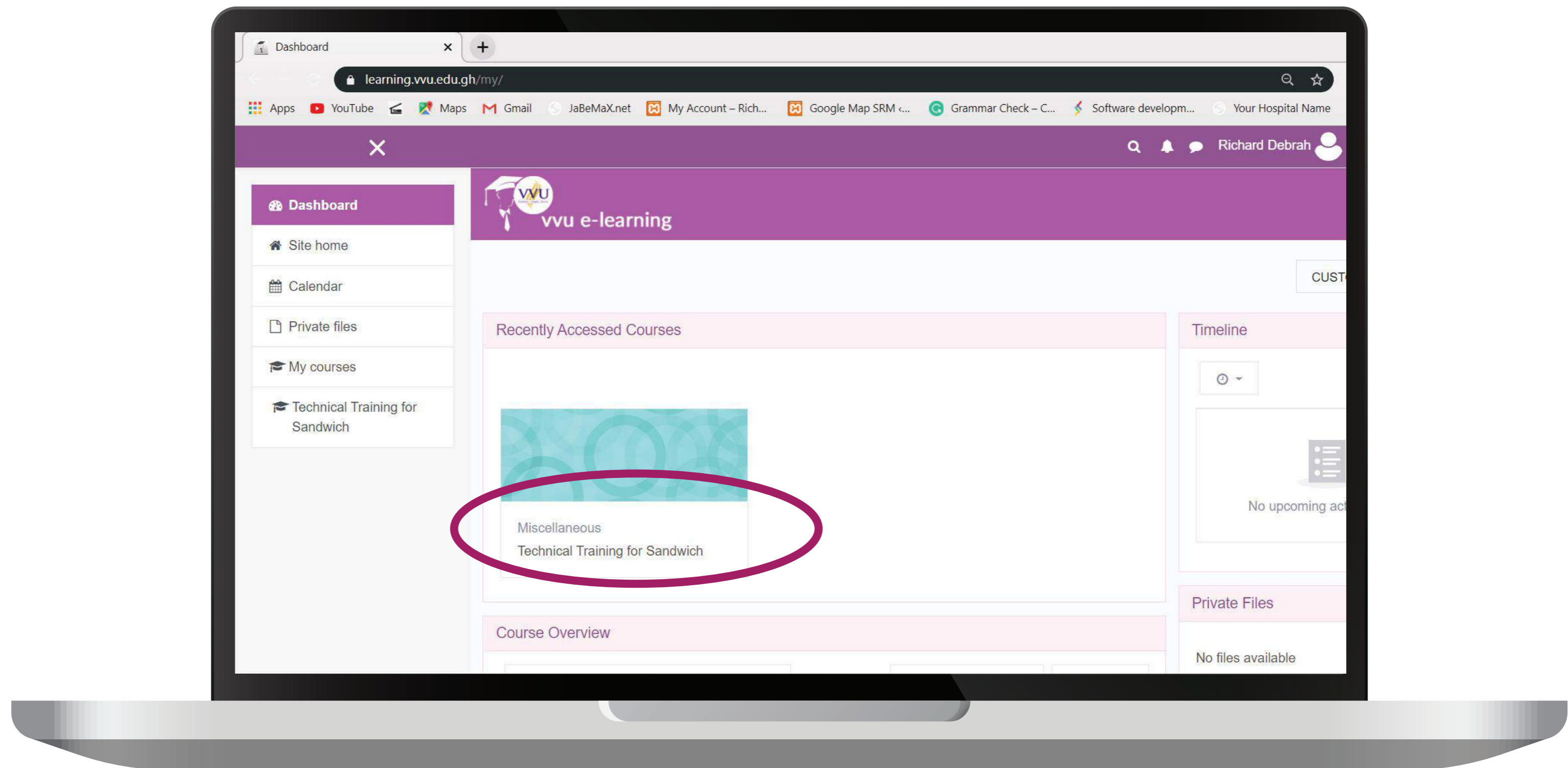
STEP

1



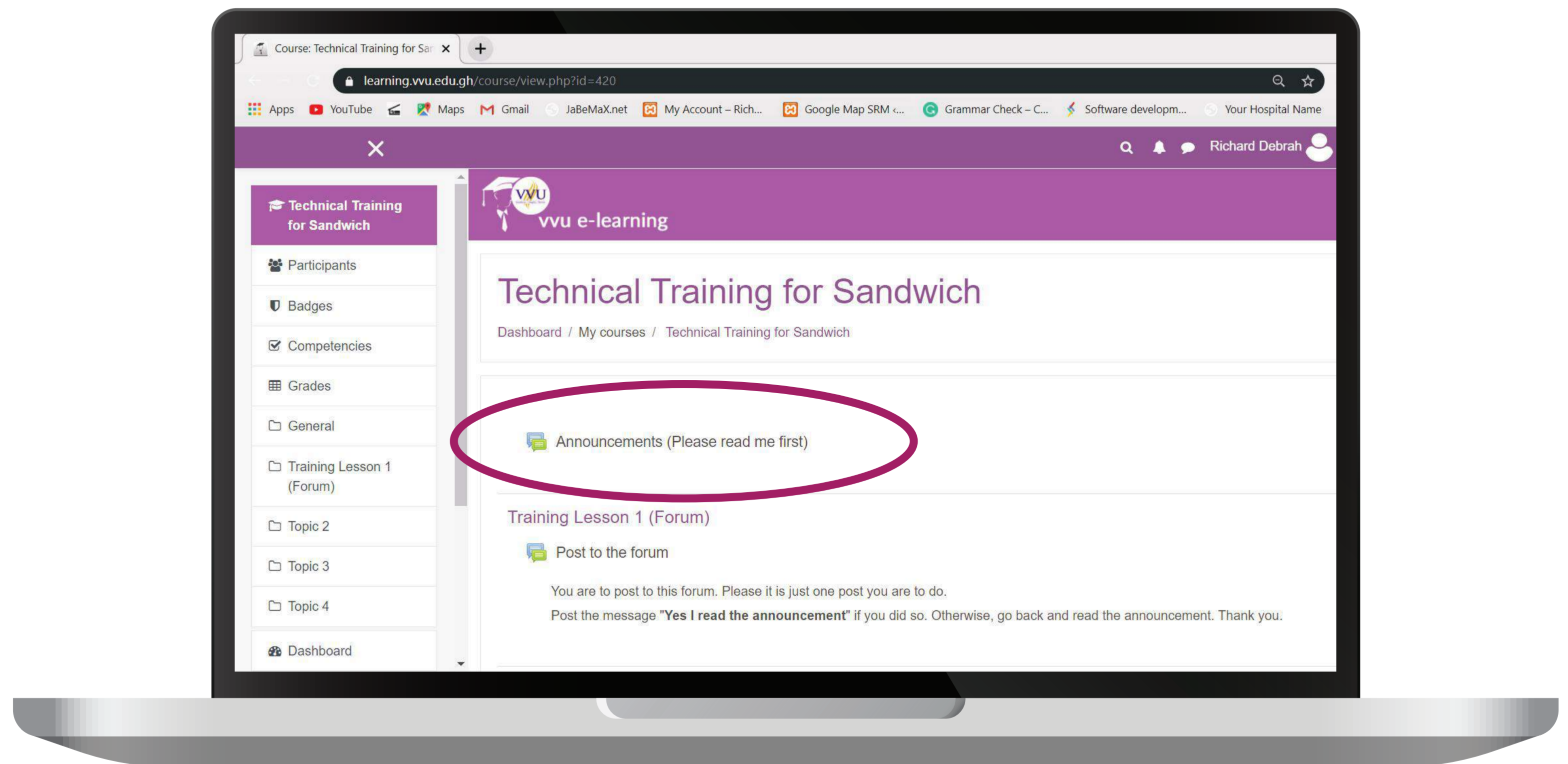
# CLICK ON TECHNICAL TRAINING FOR SANDWICH

STEP  
2



# CLICK ON ANNOUNCEMENT TO READ INSTRUCTIONS

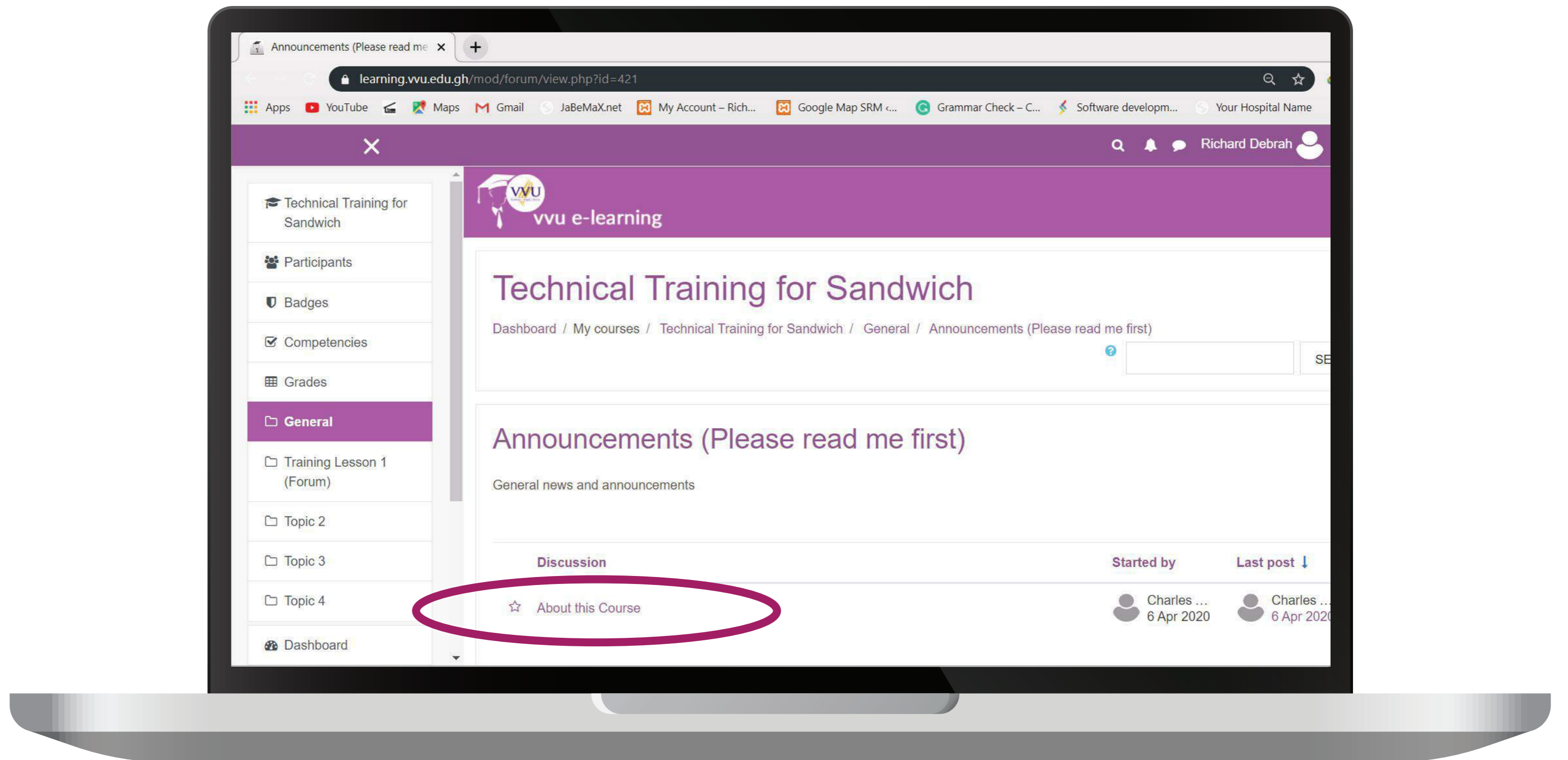
STEP  
3





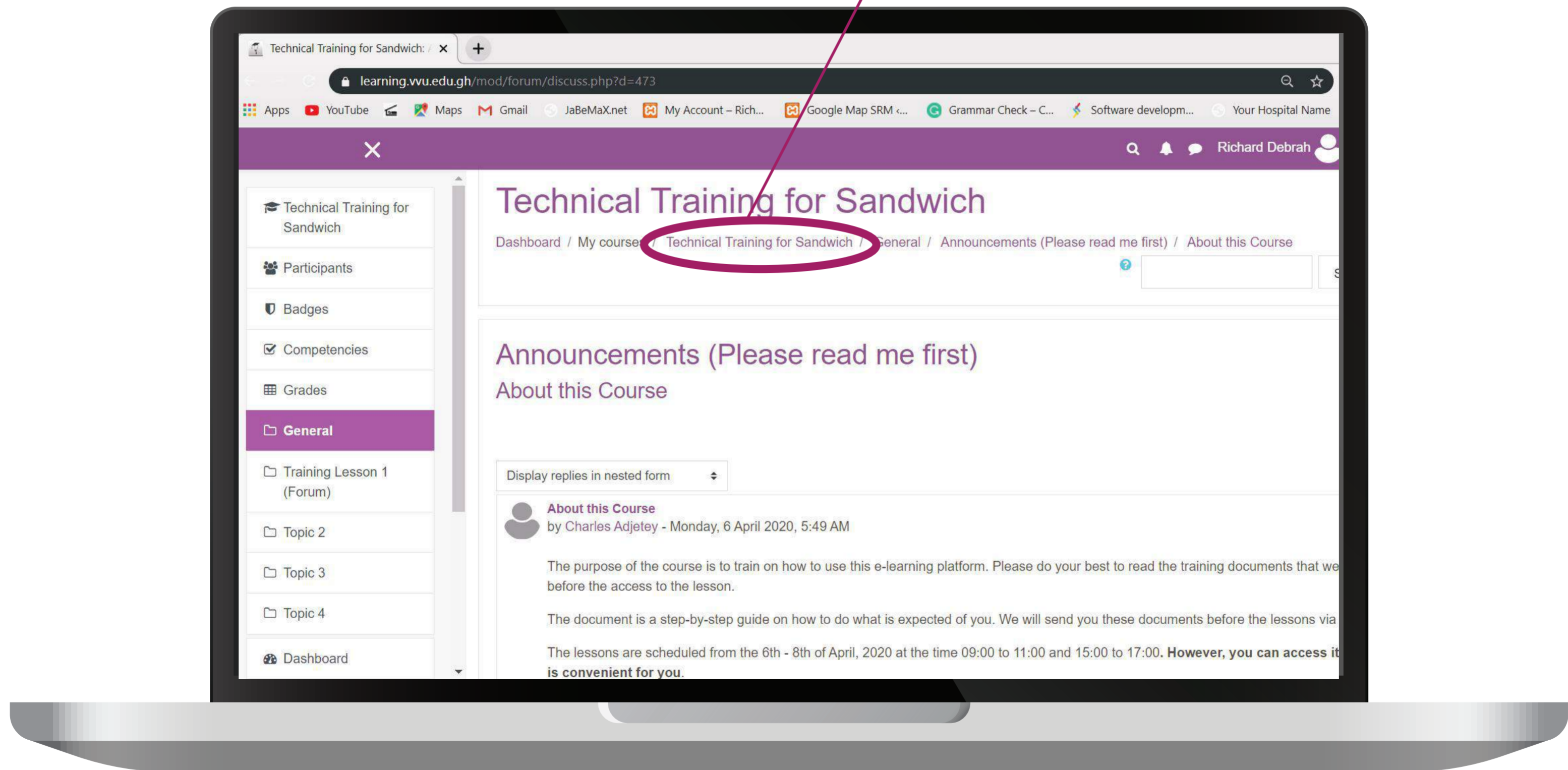
# CLICK ON ABOUT THIS COURSE

# STEP 4



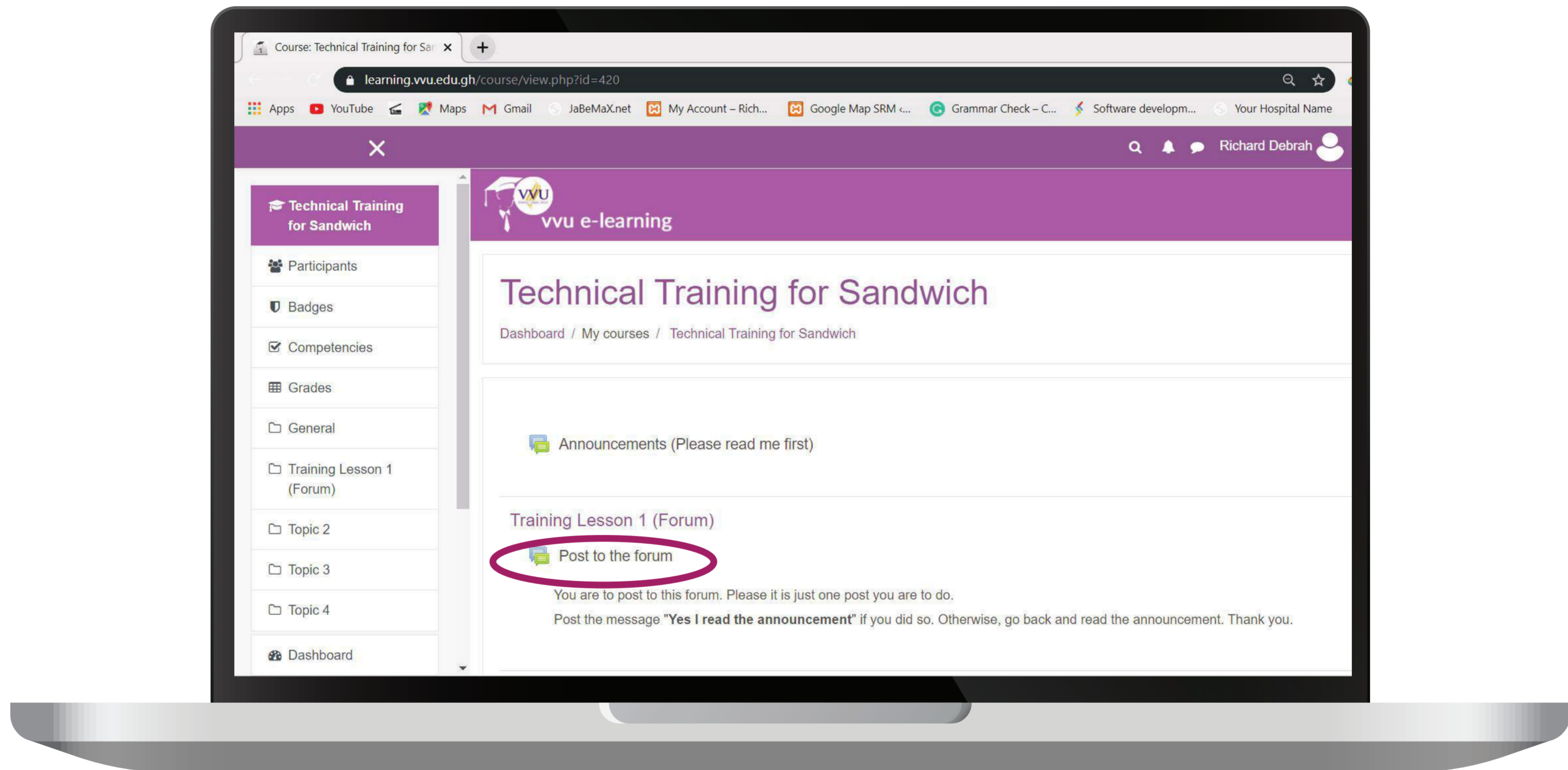
# STEP 5

CLICK ON TECHNICAL TRAINING  
FOR SANDWICH TO GO  
BACK



# CLICK ON THE POST FORUM

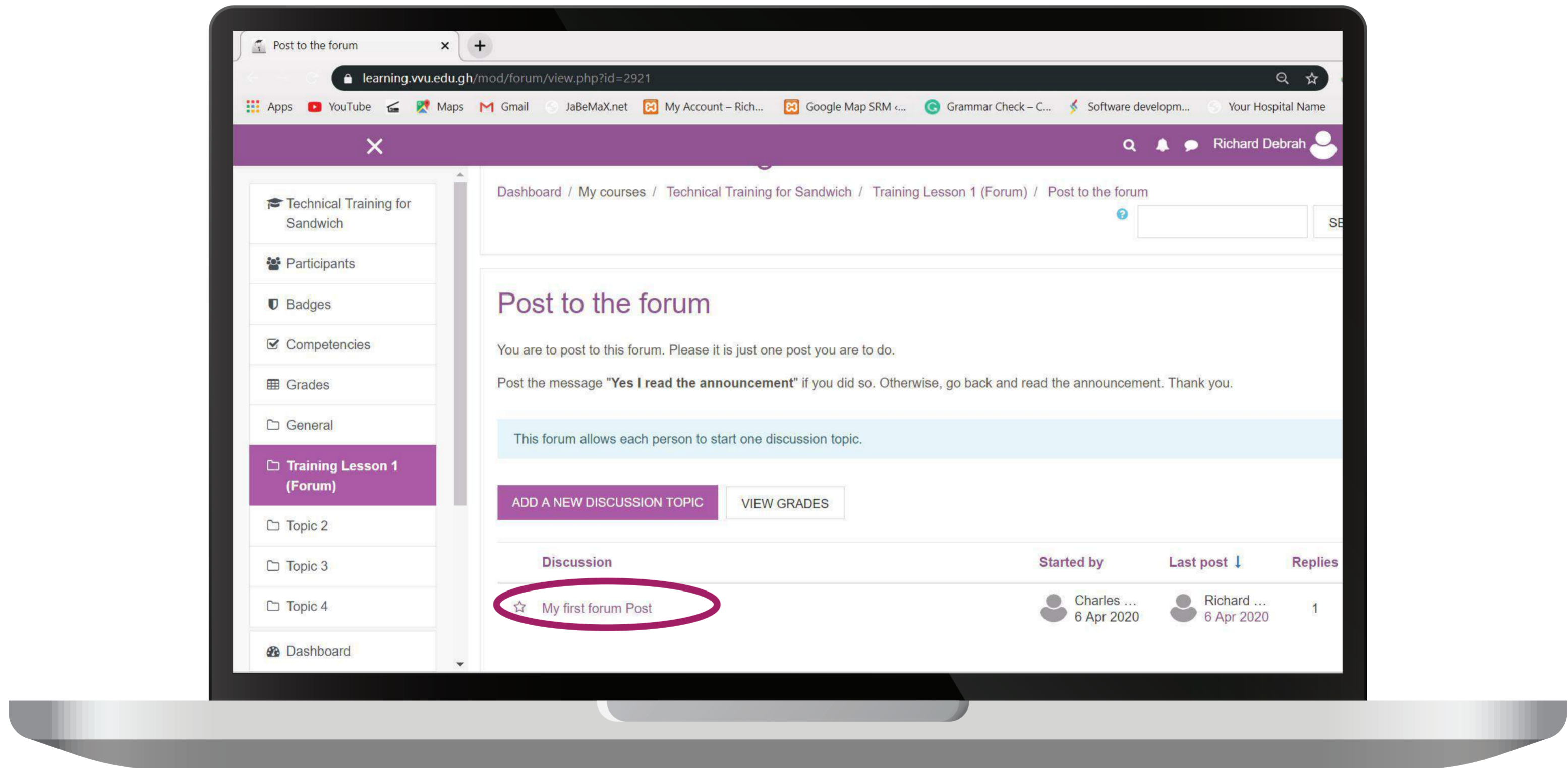
STEP  
6





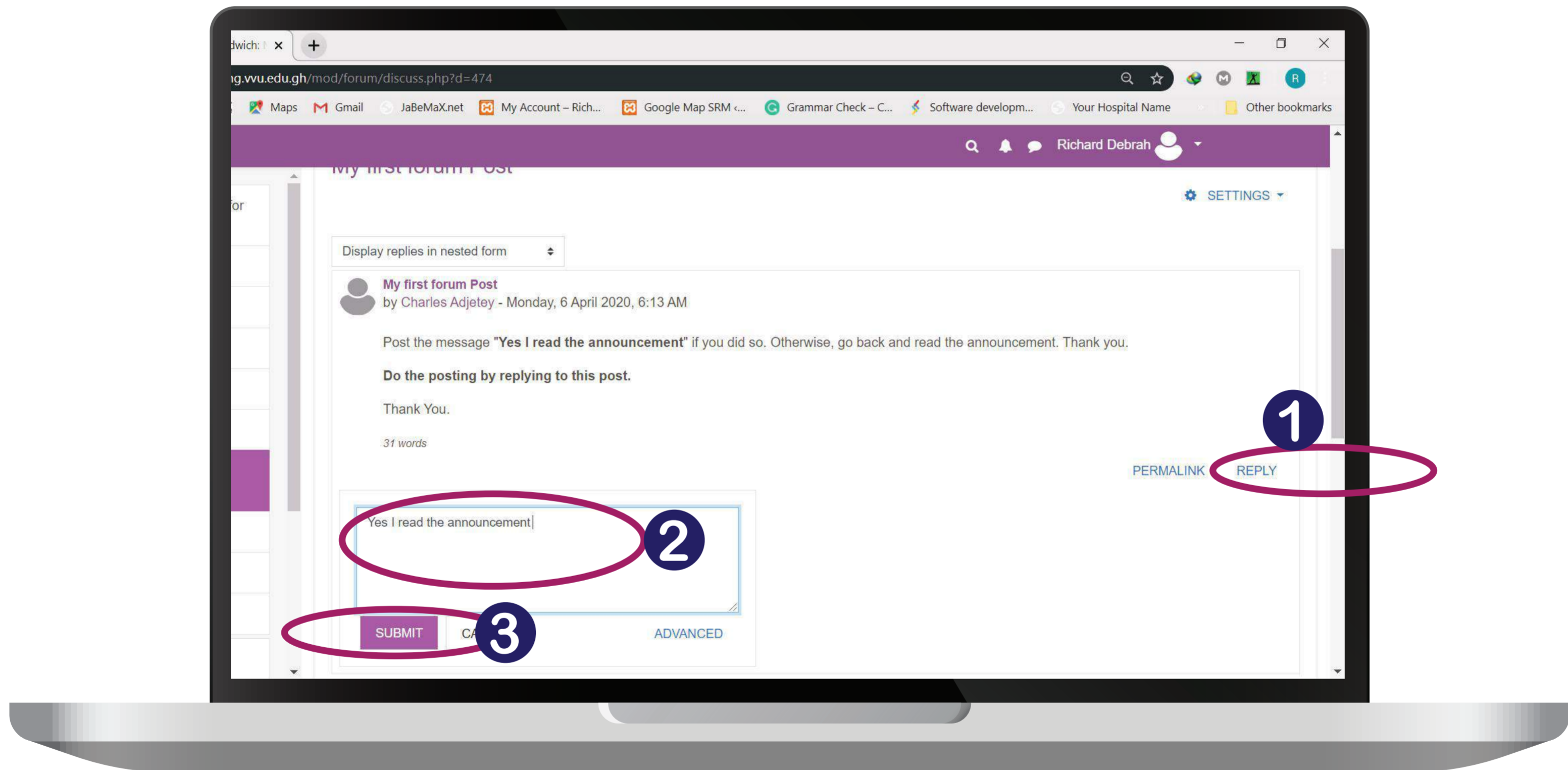
# CLICK ON MY FIRST FORUM POST

STEP  
7



- 1 CLICK ON REPLY
- 2 ENTER A MESSAGE TO REPLY
- 3 CLICK ON THE SUBMIT BUTTON

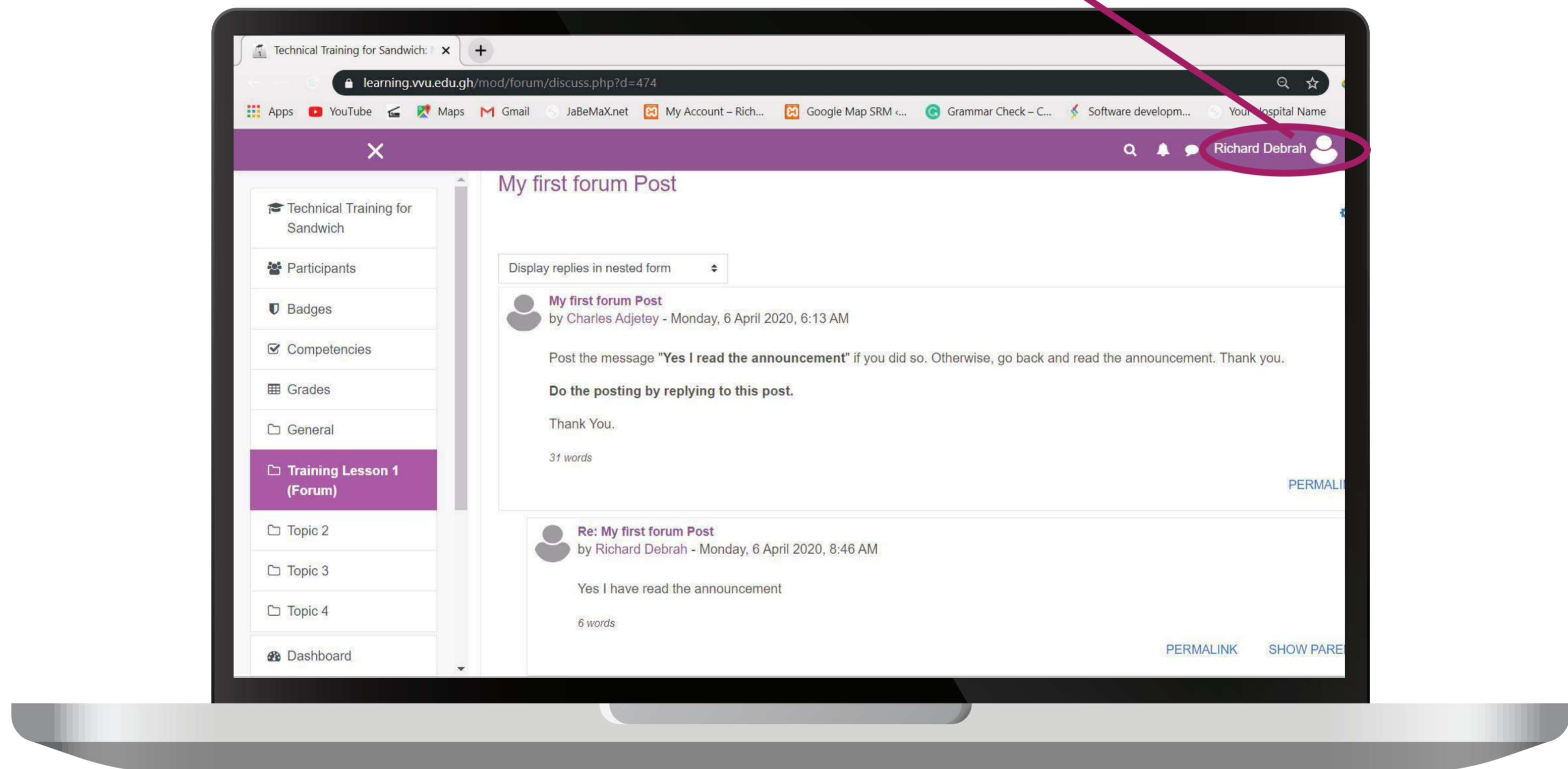
STEP  
8





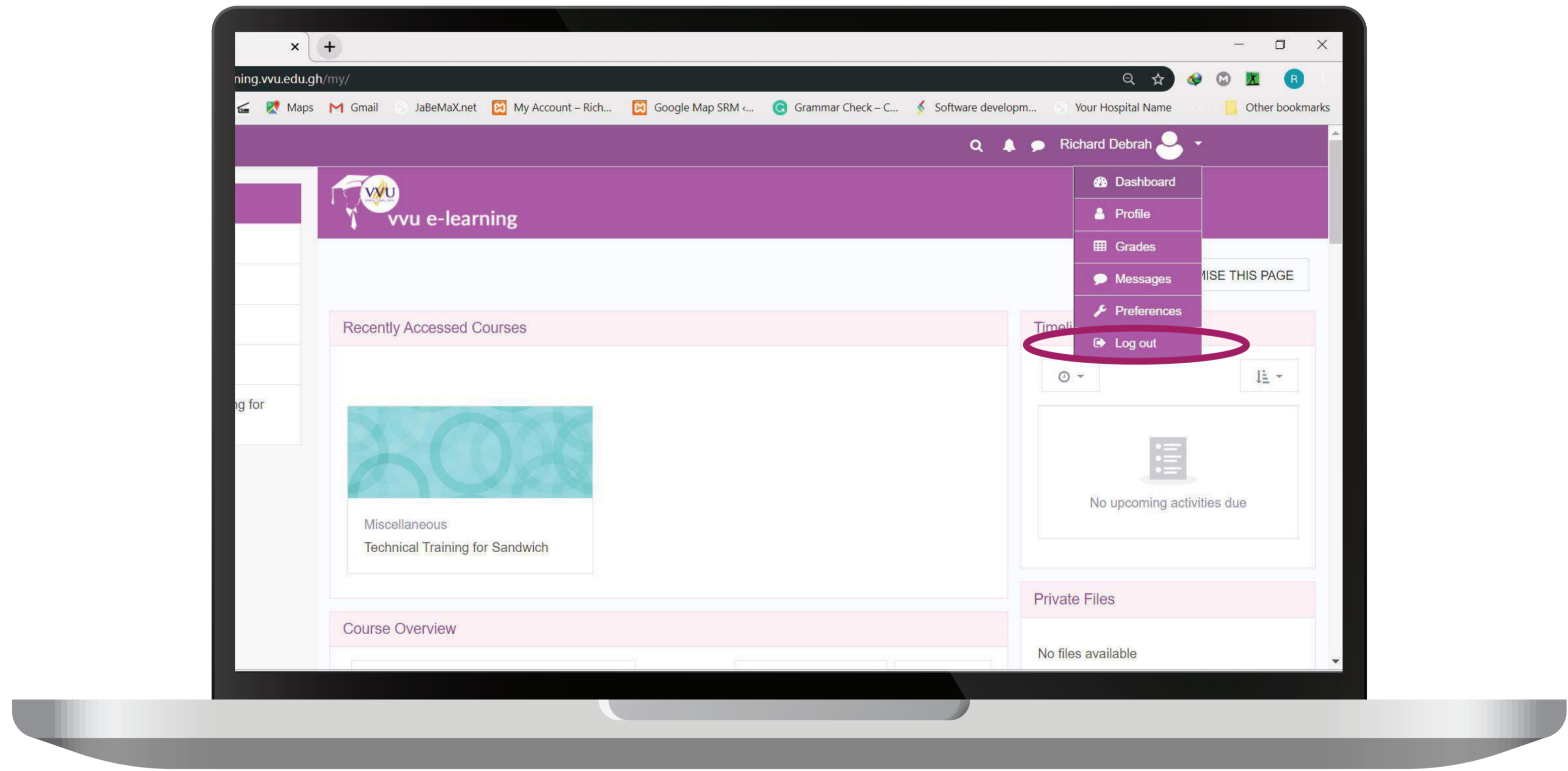
GO BACK TO YOUR DASHBOARD  
CLICK ON THE PROFILE ICON

STEP  
9



# CLICK ON LOGOUT

**STEP**  
**10**



# THANK YOU

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Valley View University, PDF Compressor - Compress PDF, and a plus sign for more tabs.
- Address Bar:** learning.vvu.edu.gh
- Navigation Bar:** Includes icons for Apps, YouTube, Maps, Gmail, JaBeMaX.net, My Account - Rich..., Google Map SRM..., Grammar Check - C..., Software developm..., and Your Hospital Name. On the right, it says "You are not logged in. (Log i".
- Header:** vvu e-learning logo.
- Main Content:**
  - Image:** A man and a woman looking at a smartphone.
  - Text:** "Pay for your" (highlighted in a pink box).
  - Text:** "TUITION | HOSTEL | TRANSCRIPT | GRADUATION ATTESTATION | ENGLISH PROFICIENCY | INTRODUCTORY LETTER RECOMENDATION LETTER | REFERENCE LETTER ETC."
  - Text:** "VWU FEE PAYMENT MA" (partially visible).
  - Text:** "Dial \*800\*50#" (large, bold).
  - Text:** "and pay using your mobile money wallet." (with "mobile money wallet" in a blue box).
  - Image:** Three mobile money wallets: MTN, airtelmoney, and vodafone cash.



# THANK YOU



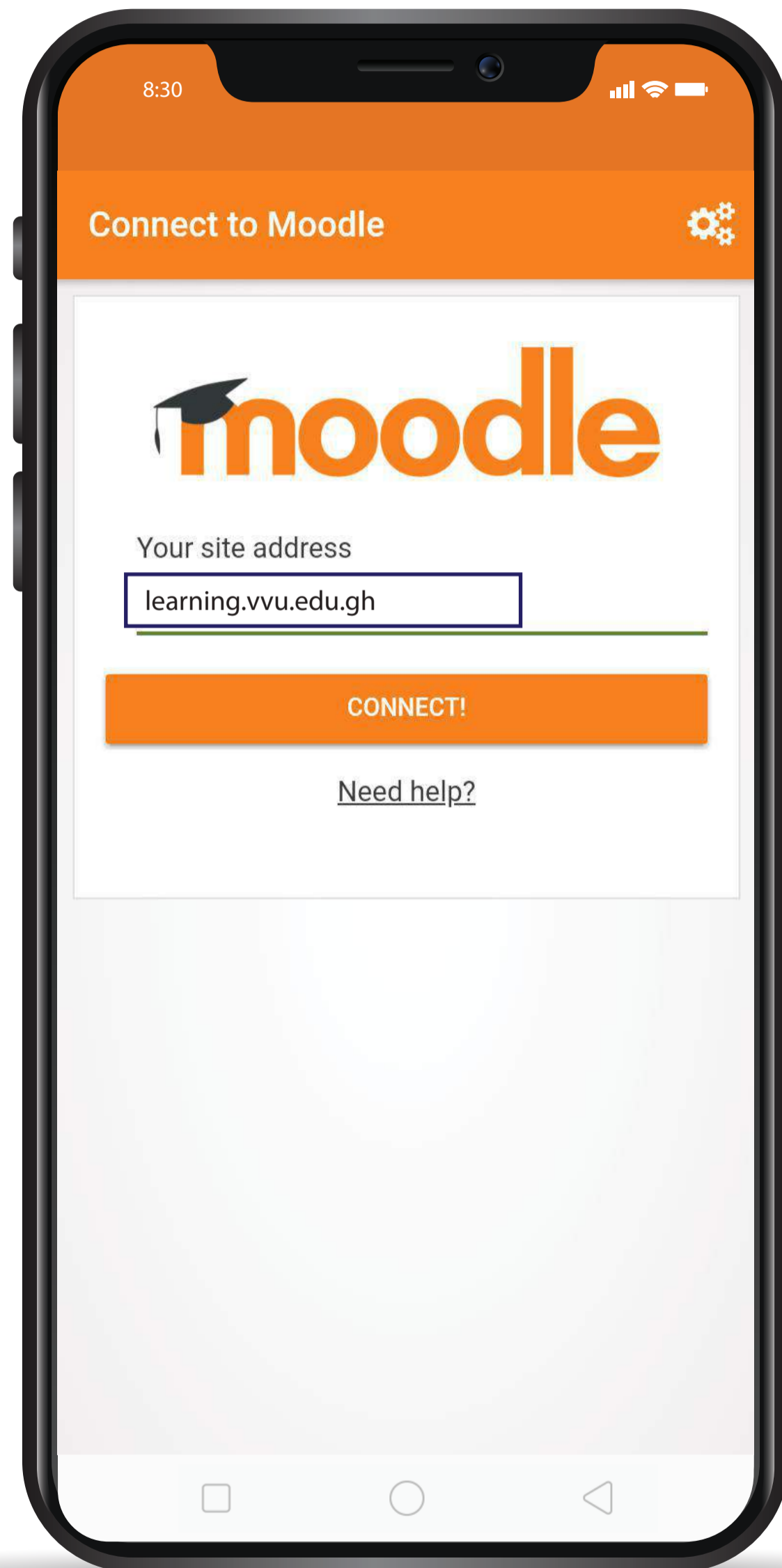
 Email: [elearning@vvu.edu.gh](mailto:elearning@vvu.edu.gh)

 030 705 1124  
030 705 1176  
030 701 1832

# PRACTICAL SESSION TRAINING FOR SANDWICH STUDENTS

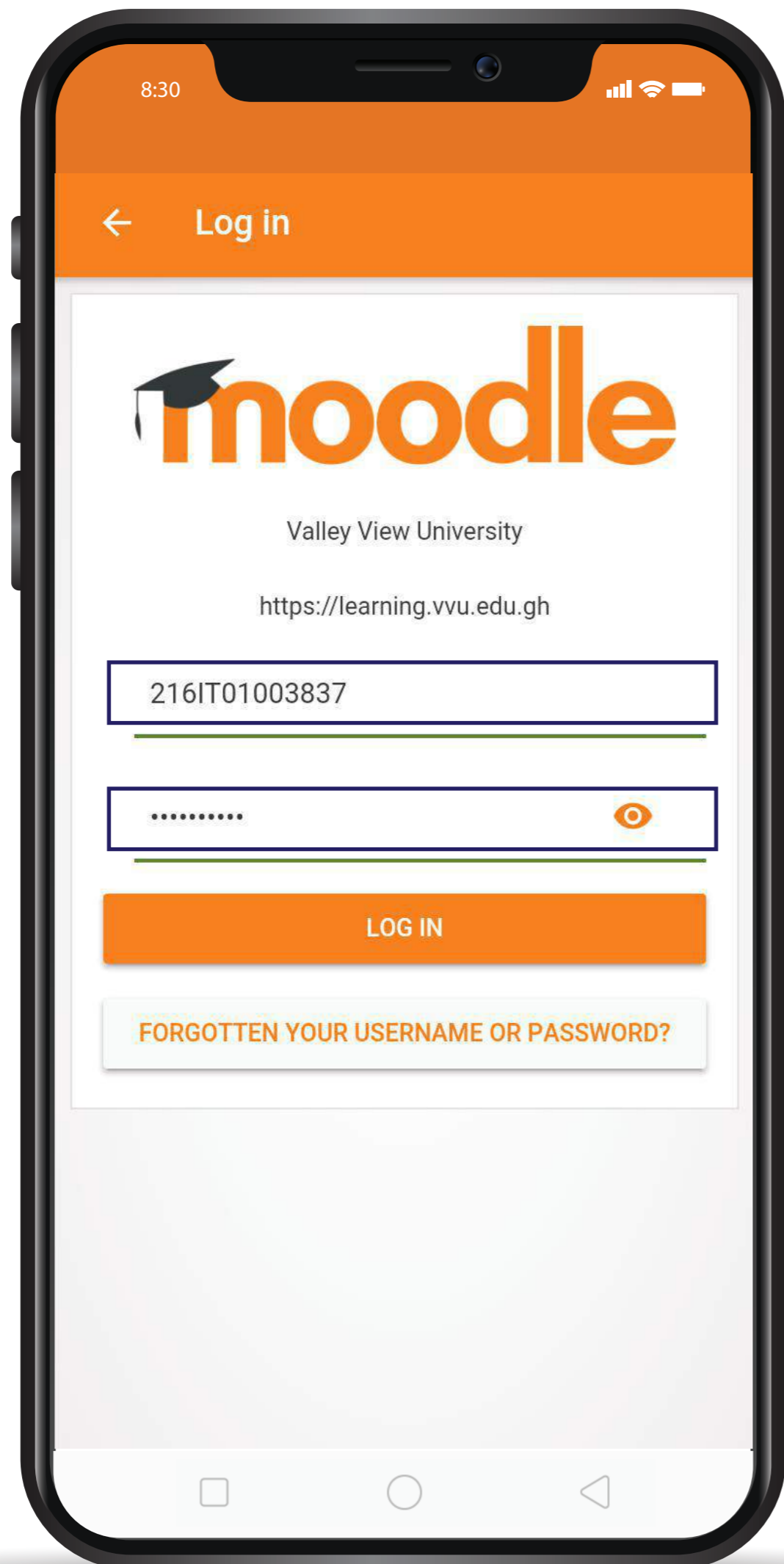






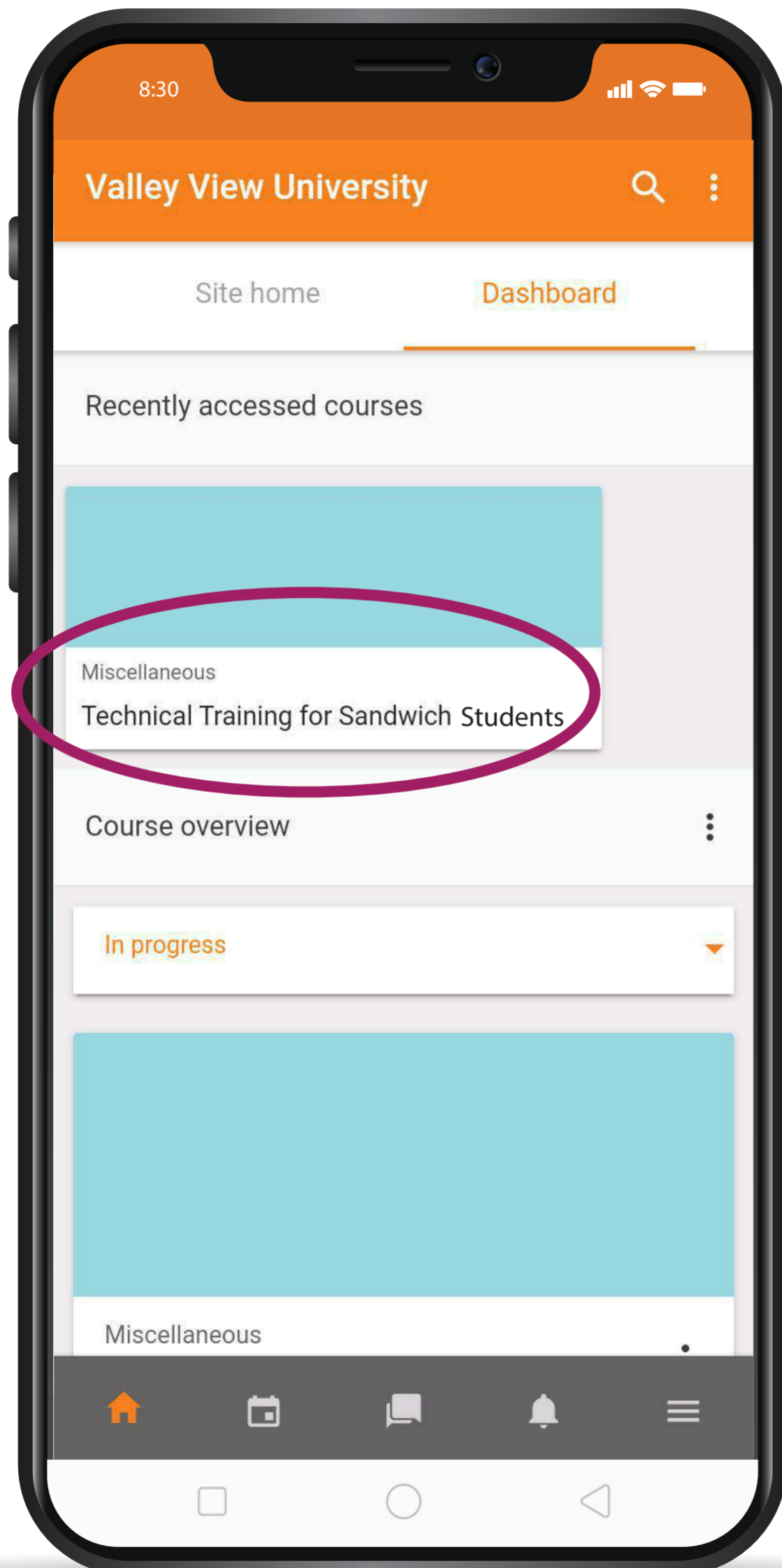
**STEP**  
**1**

**ENTER THE URL:**  
*learning.vvu.edu.gh*



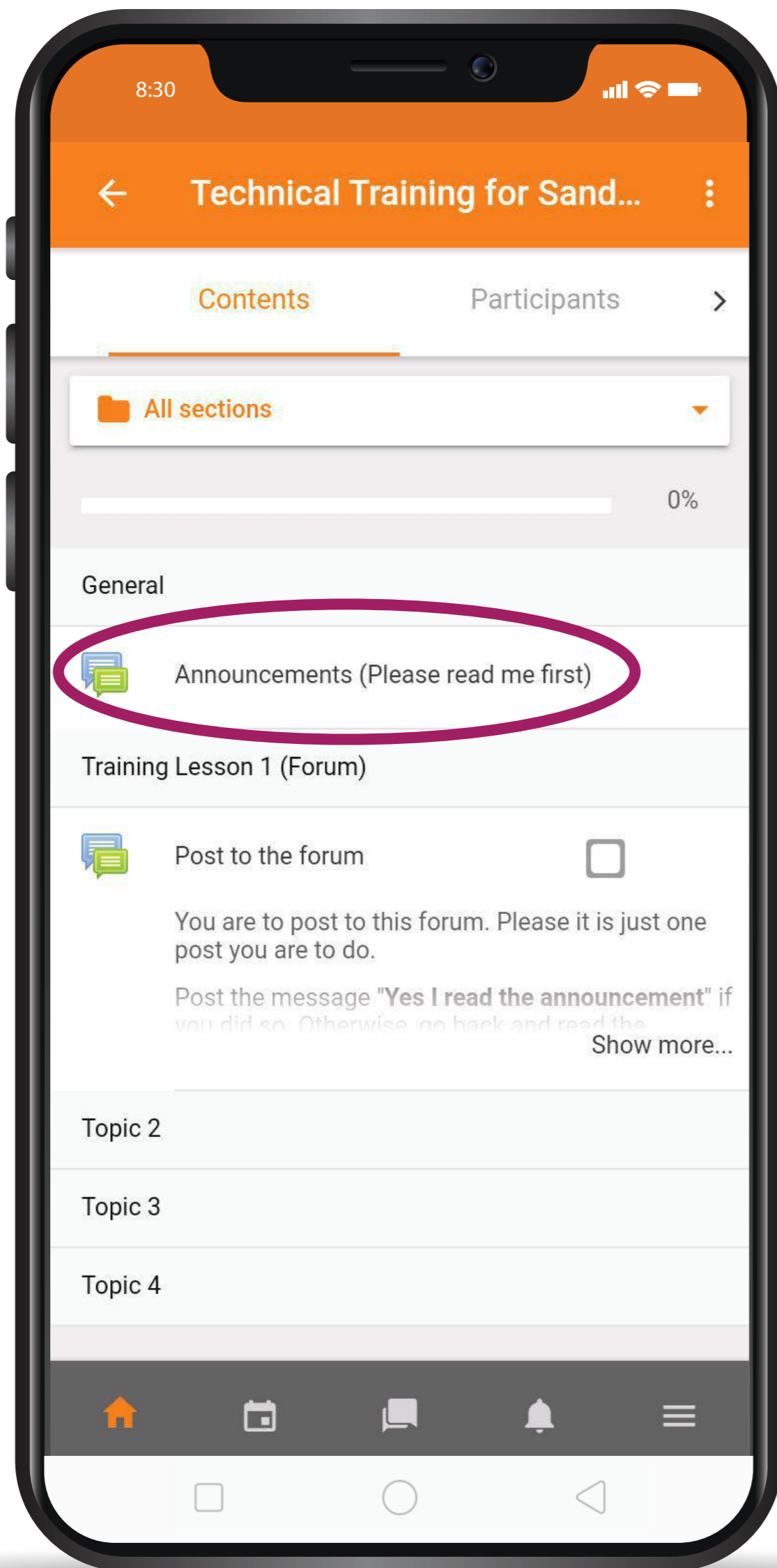
**STEP**  
**2**

**ENTER YOUR  
STUDENT ID  
&  
PASSWORD**



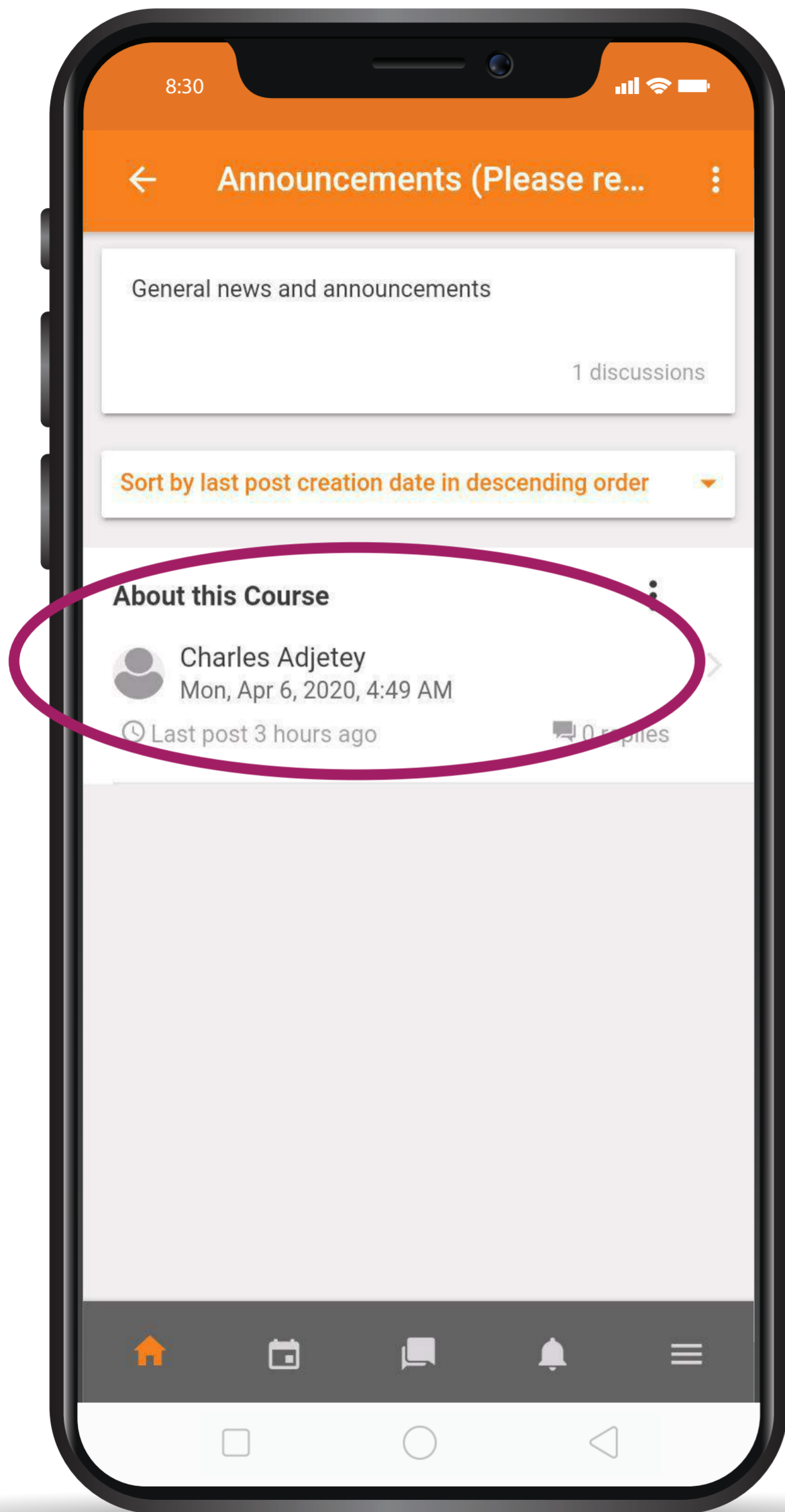
**STEP**  
**3**

**ON YOUR DASHBOARD  
CLICK ON  
TECHNICAL TRAINING  
FOR SANDWICH  
STUDENTS**



**STEP**  
**4**

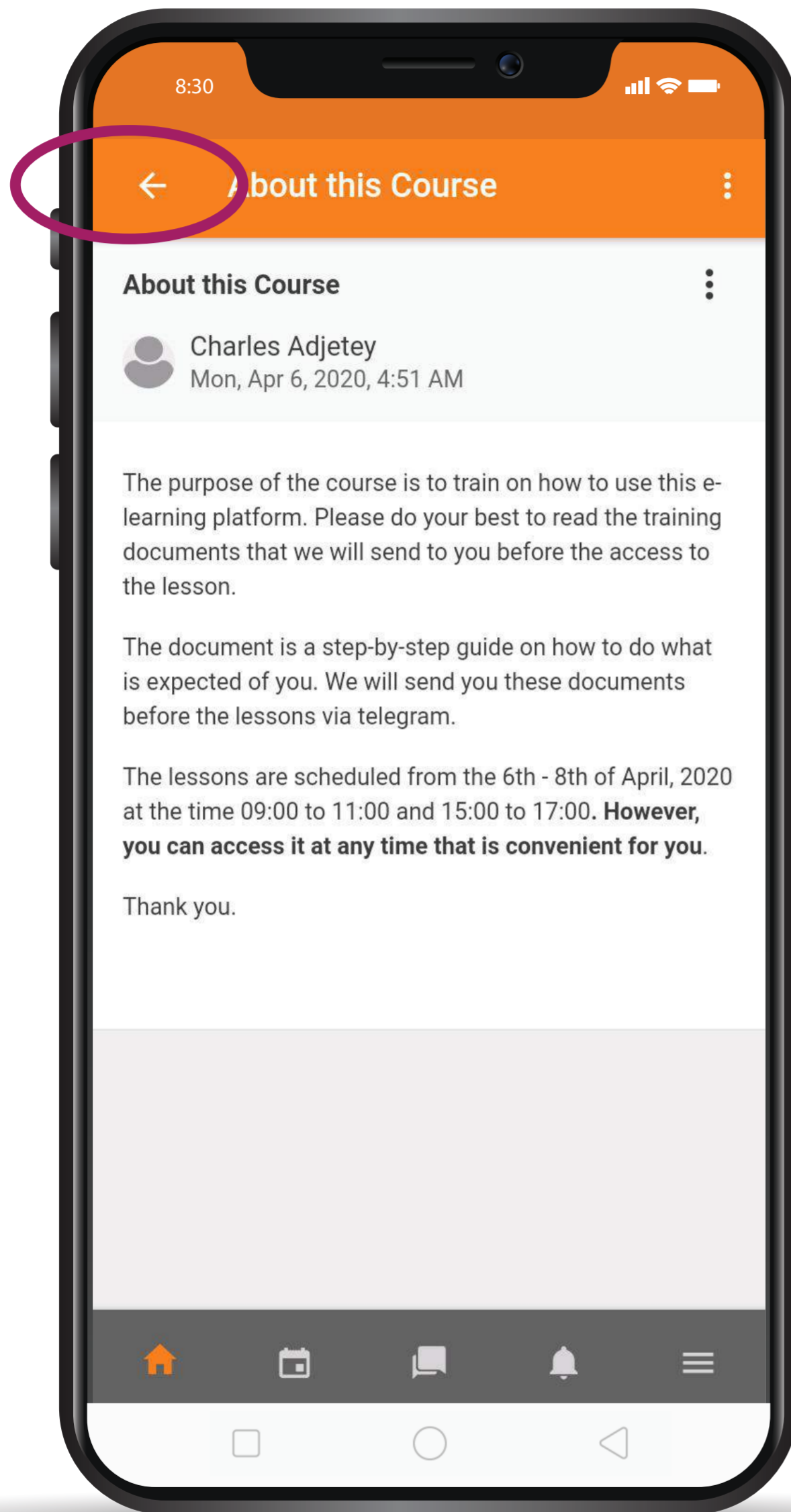
**CLICK ON  
ANNOUNCEMENT  
TO READ  
INSTRUCTIONS**



**STEP**  
**5**

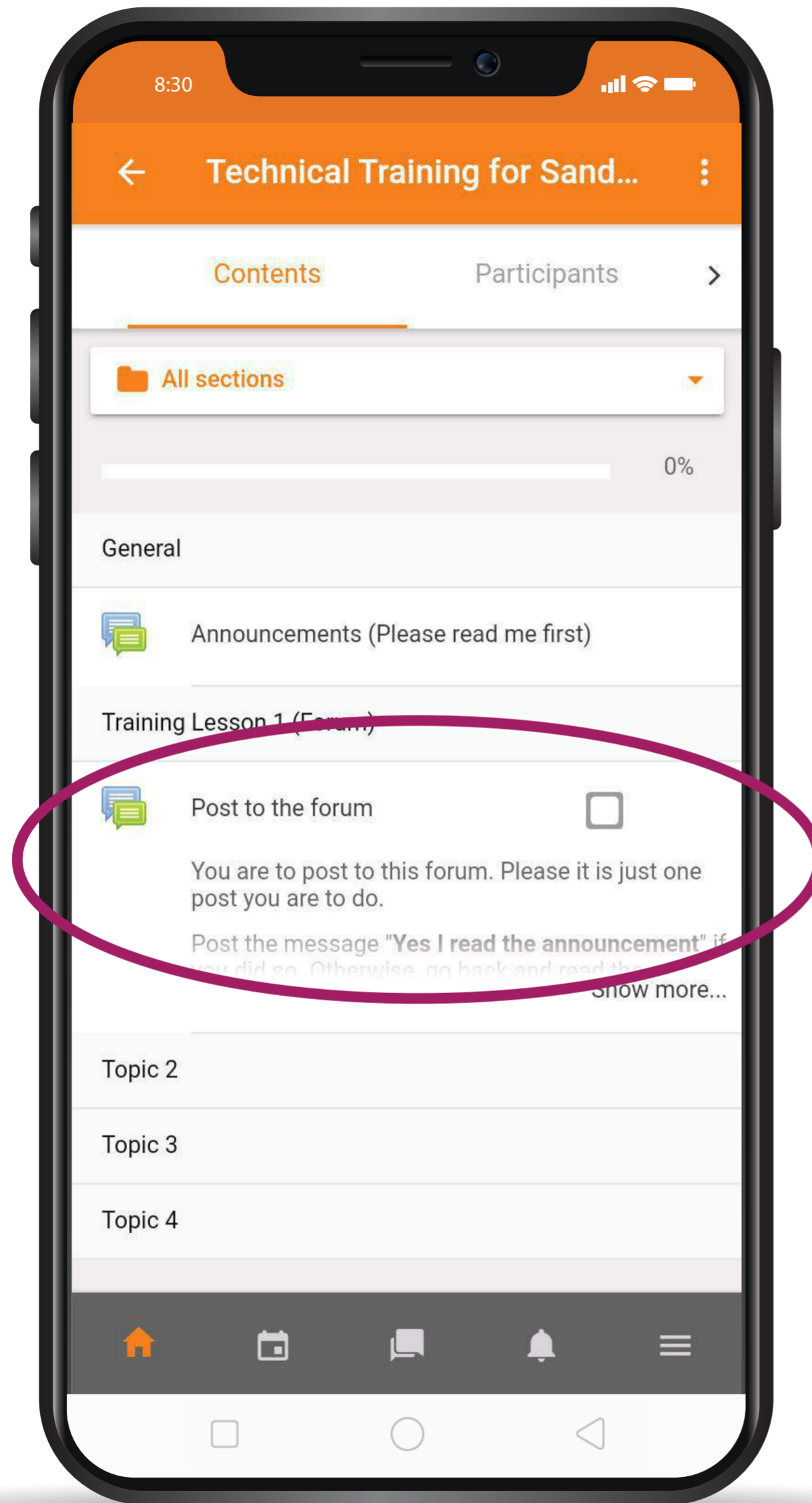
**CLICK ON**  
**ABOUT THIS**  
**COURSE**





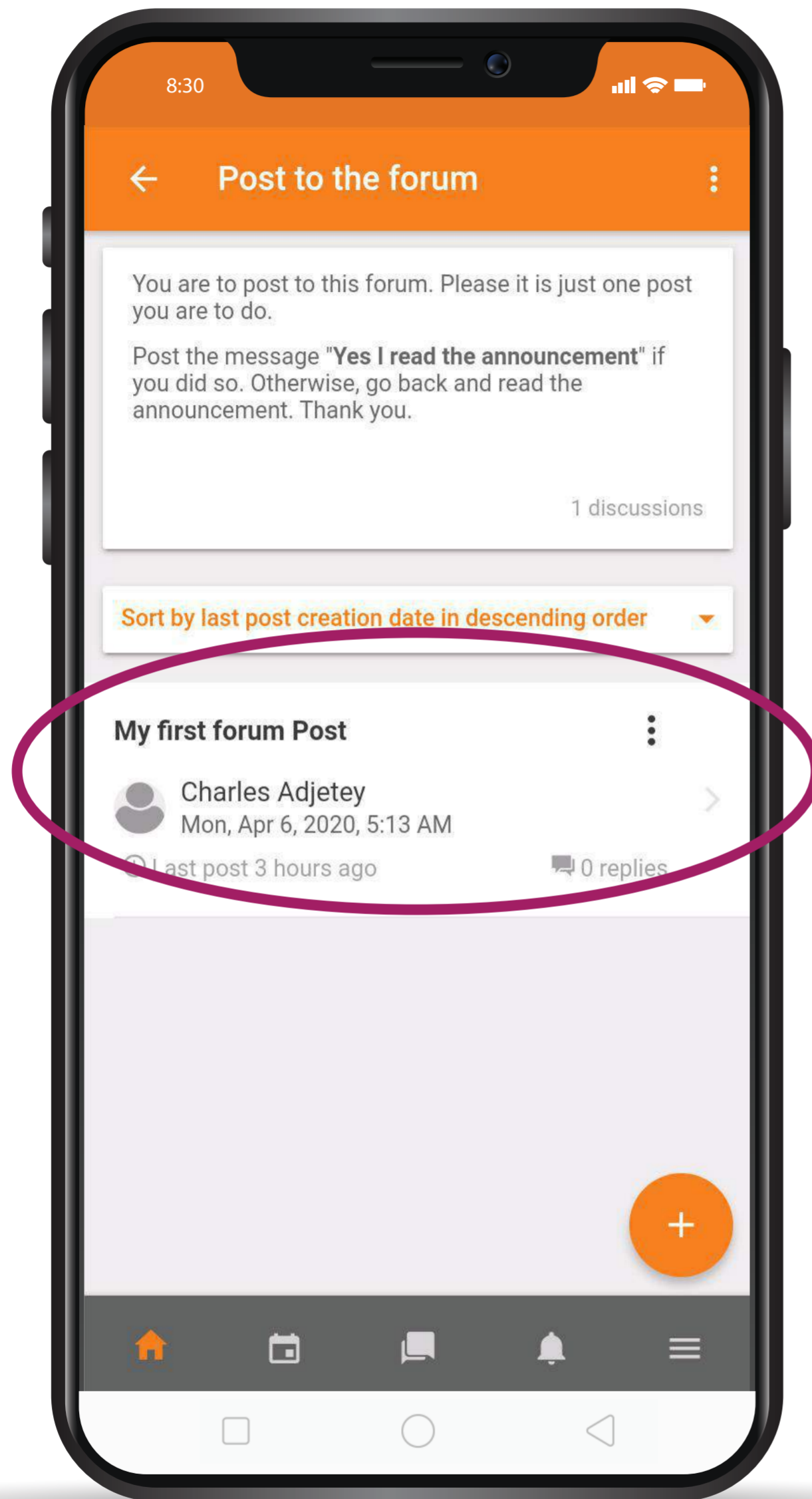
STEP  
6

CLICK ON THE  
BACK ARROW  
TO GO BACK



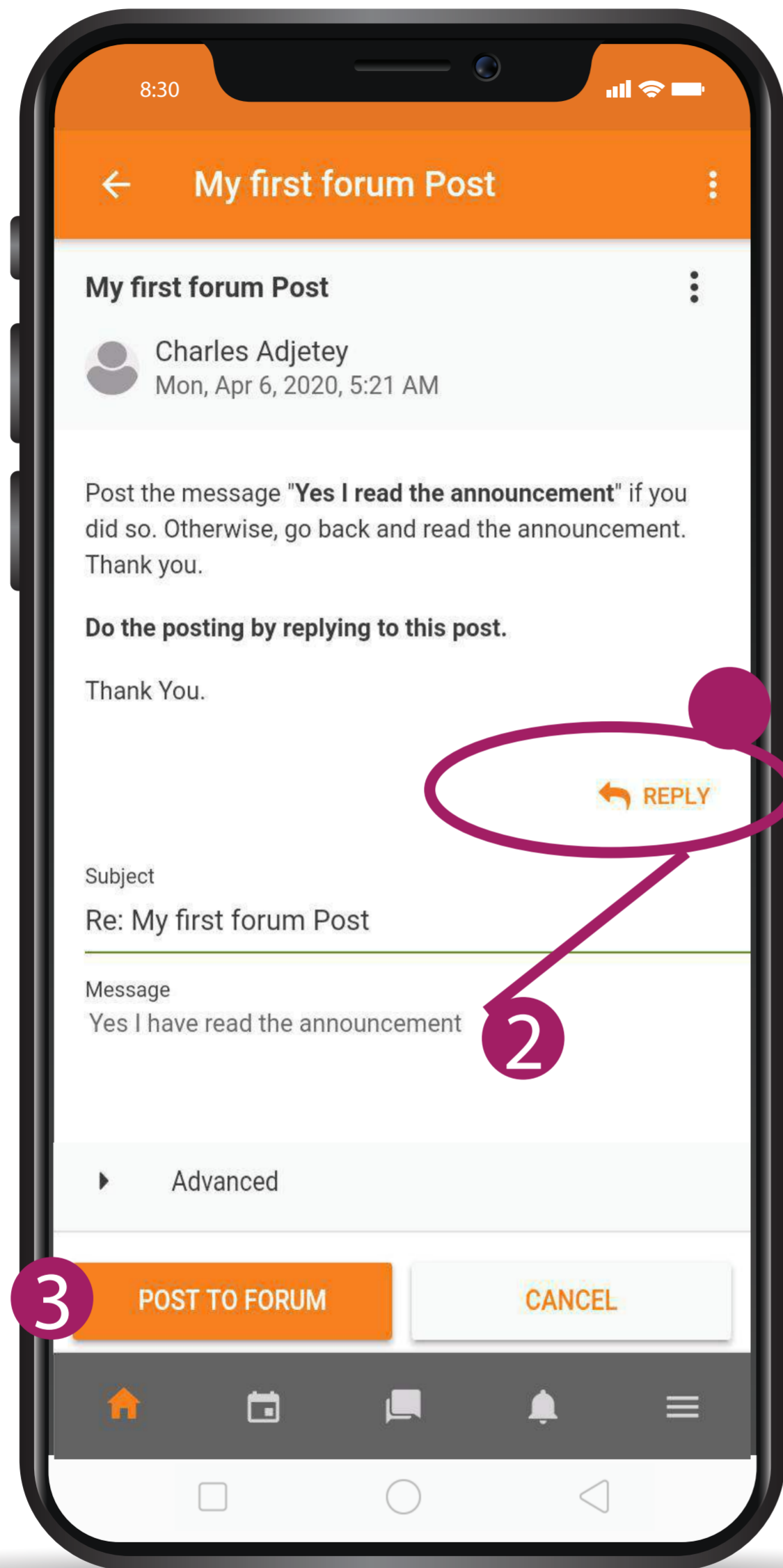
**STEP**  
**7**

**CLICK ON THE  
POST FORUM**



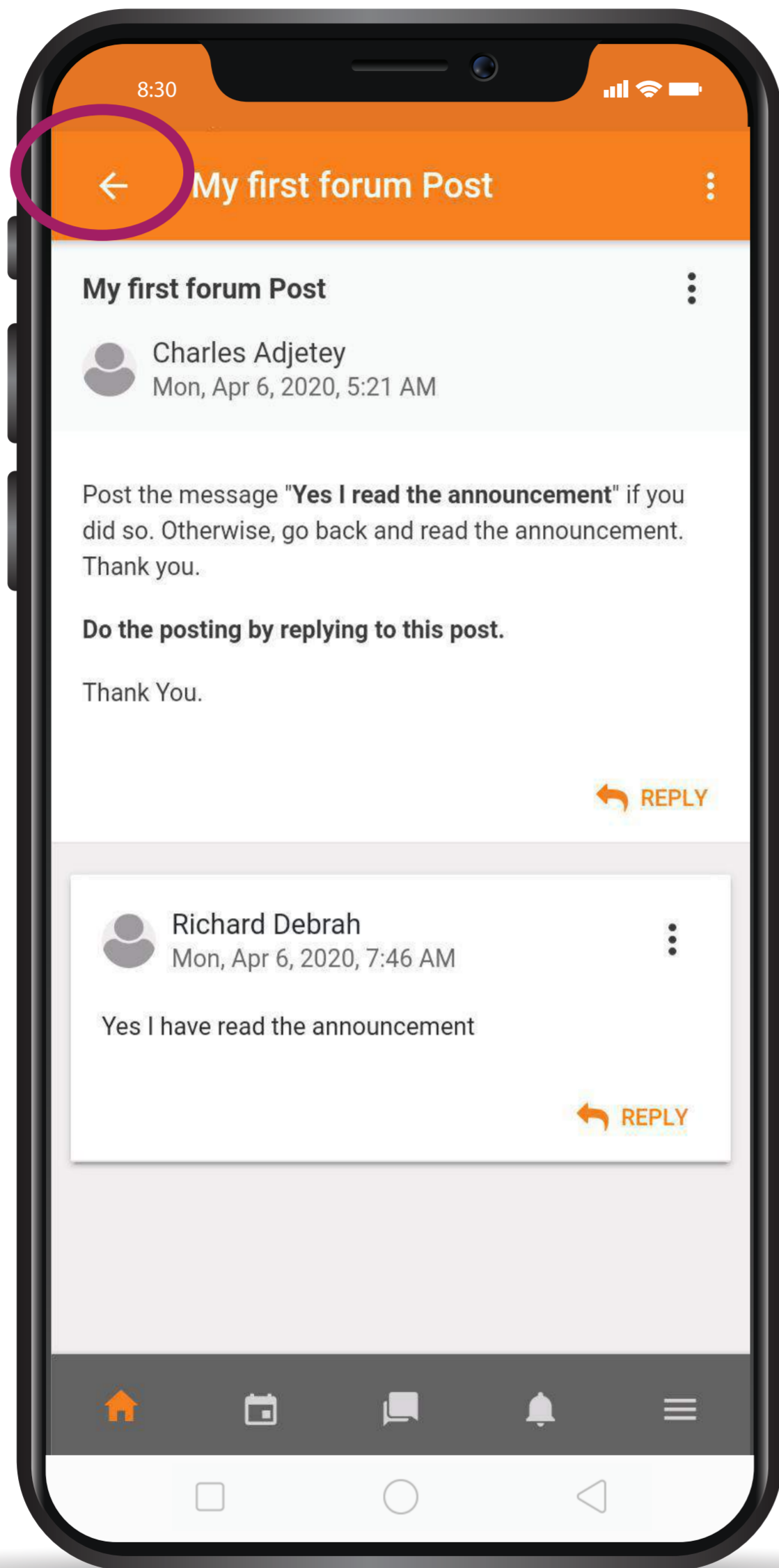
**STEP**  
**8**

**CLICK ON  
MY FIRST FORUM  
POST**



## STEP 9

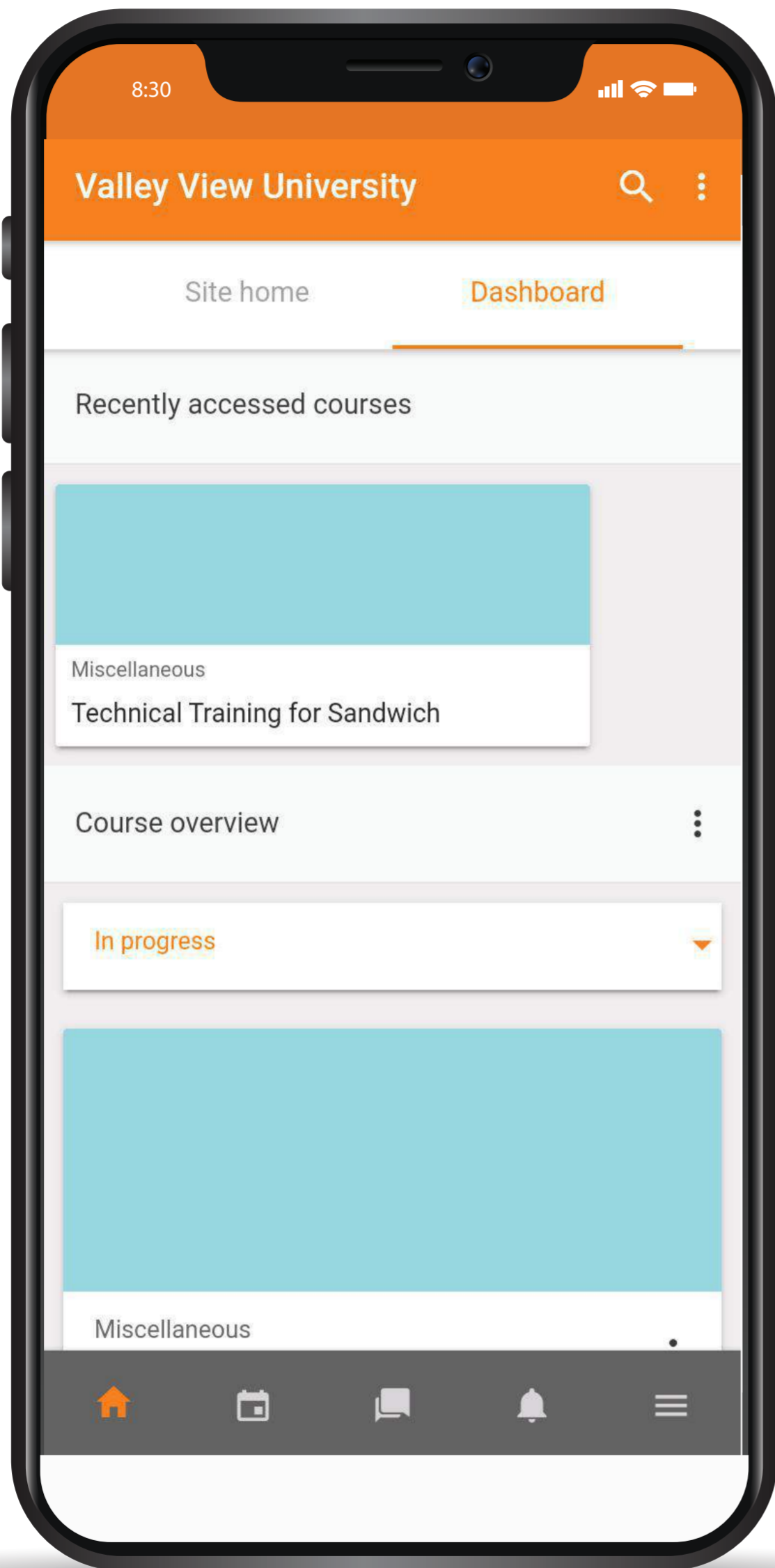
- 1 **CLICK ON REPLY AFTER READING INSTRUCTION**
- 2 **REPLY WITH A MESSAGE**
- 3 **CLICK ON THE POST TO FORUM BUTTOM**



# STEP 10

**CLICK ON THE  
BACK ARROW  
BUTTON TO GO BACK  
TO YOUR  
DASHBOARD**





THANK YOU

# THANK YOU



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030 705 1176  
030 701 1832

# 2

## PRACTICAL SESSION TRAINING DOWNLOADING TEACHING RESOURCES



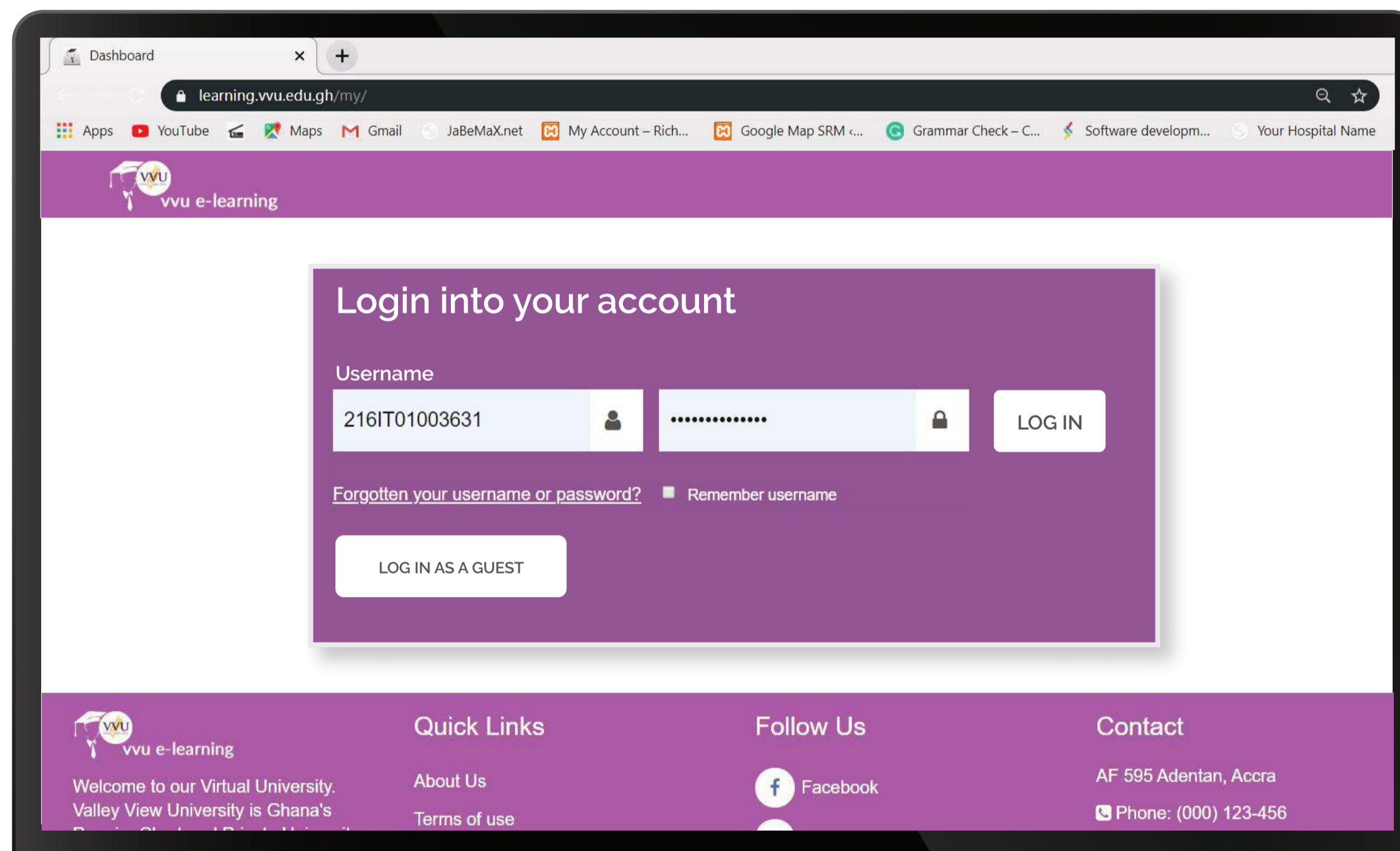
# STEP 1

ENTER THE URL IN YOUR BROWSER :

*learning.vvu.edu.gh*

AND THEN LOGIN

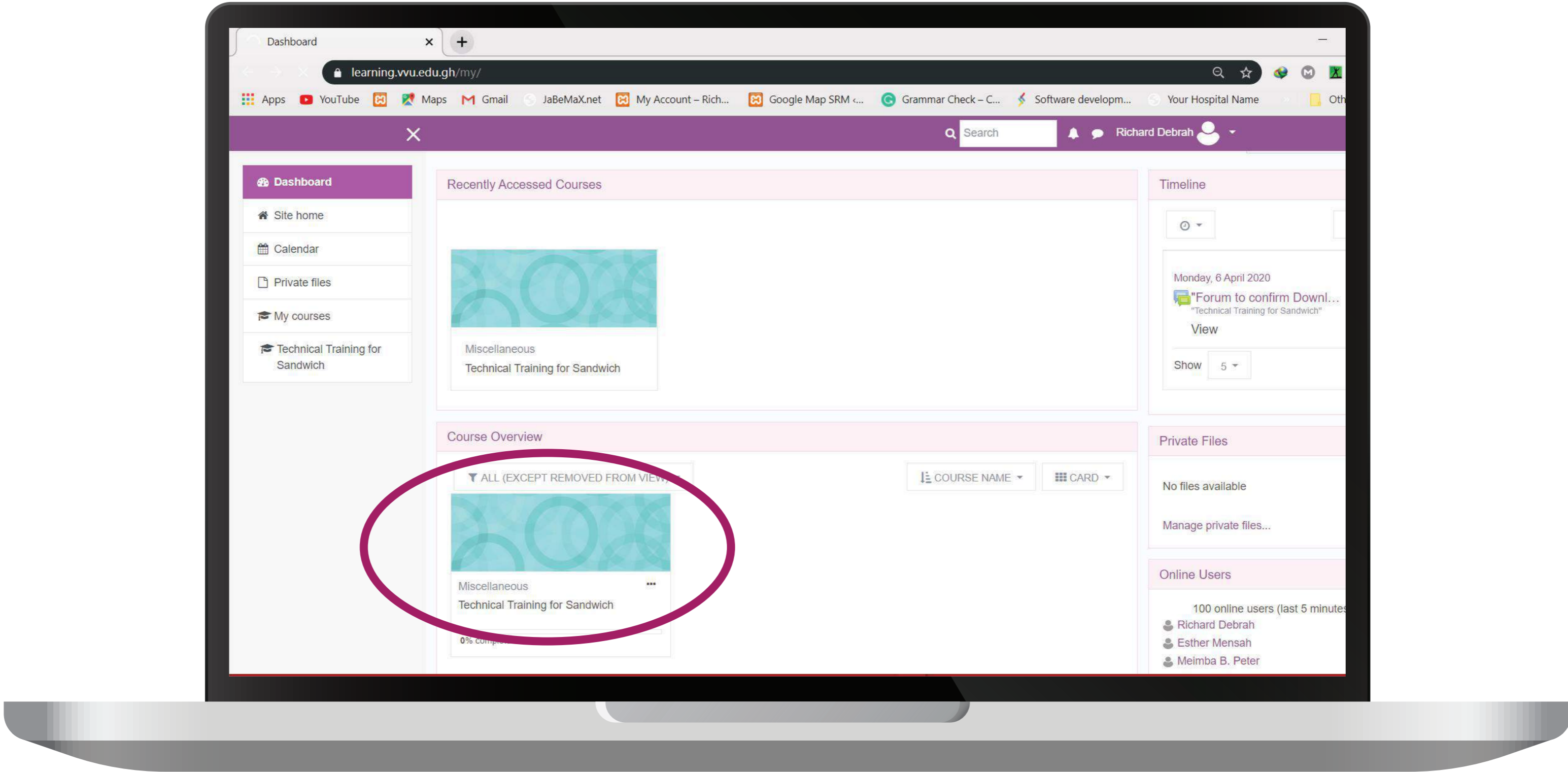
*Enter your username and password*



The image shows a laptop screen displaying the login page for the vvu e-learning system. The browser's address bar shows the URL `learning.vvu.edu.gh/my/`. The page features a purple header with the vvu e-learning logo. The main content area is a purple box titled "Login into your account". It contains a "Username" field with the value "216IT01003631", a password field with masked characters, and a "LOG IN" button. Below the fields are links for "Forgotten your username or password?" and a "Remember username" checkbox. A "LOG IN AS A GUEST" button is also present. The footer includes a "Quick Links" section with "About Us" and "Terms of use", a "Follow Us" section with a Facebook icon, and a "Contact" section with the address "AF 595 Adentan, Accra" and phone number "(000) 123-456".

# STEP 2

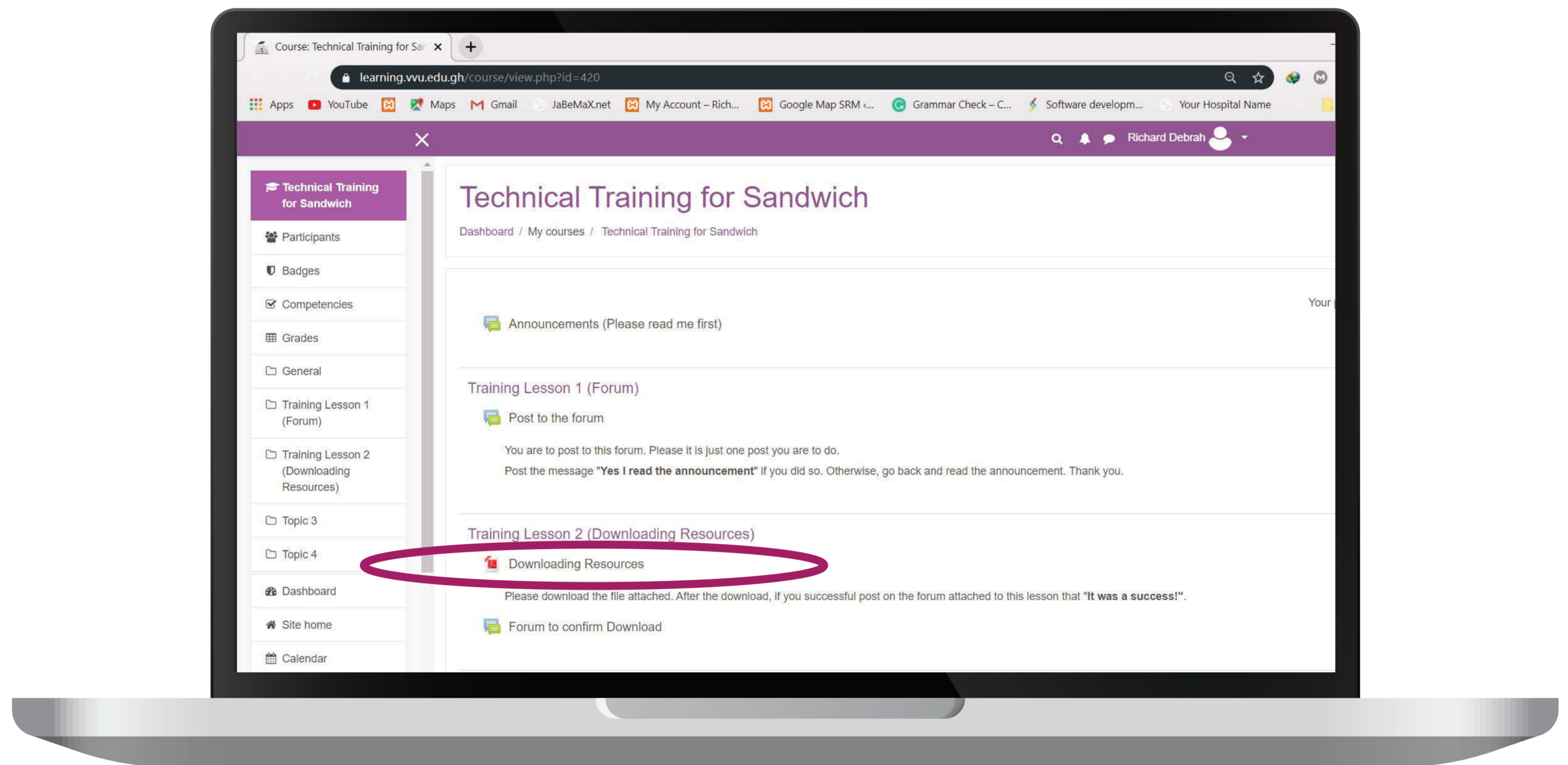
# ON YOUR DASHBOARD CLICK ON TECHNICAL TRAINING FOR SANDWICH





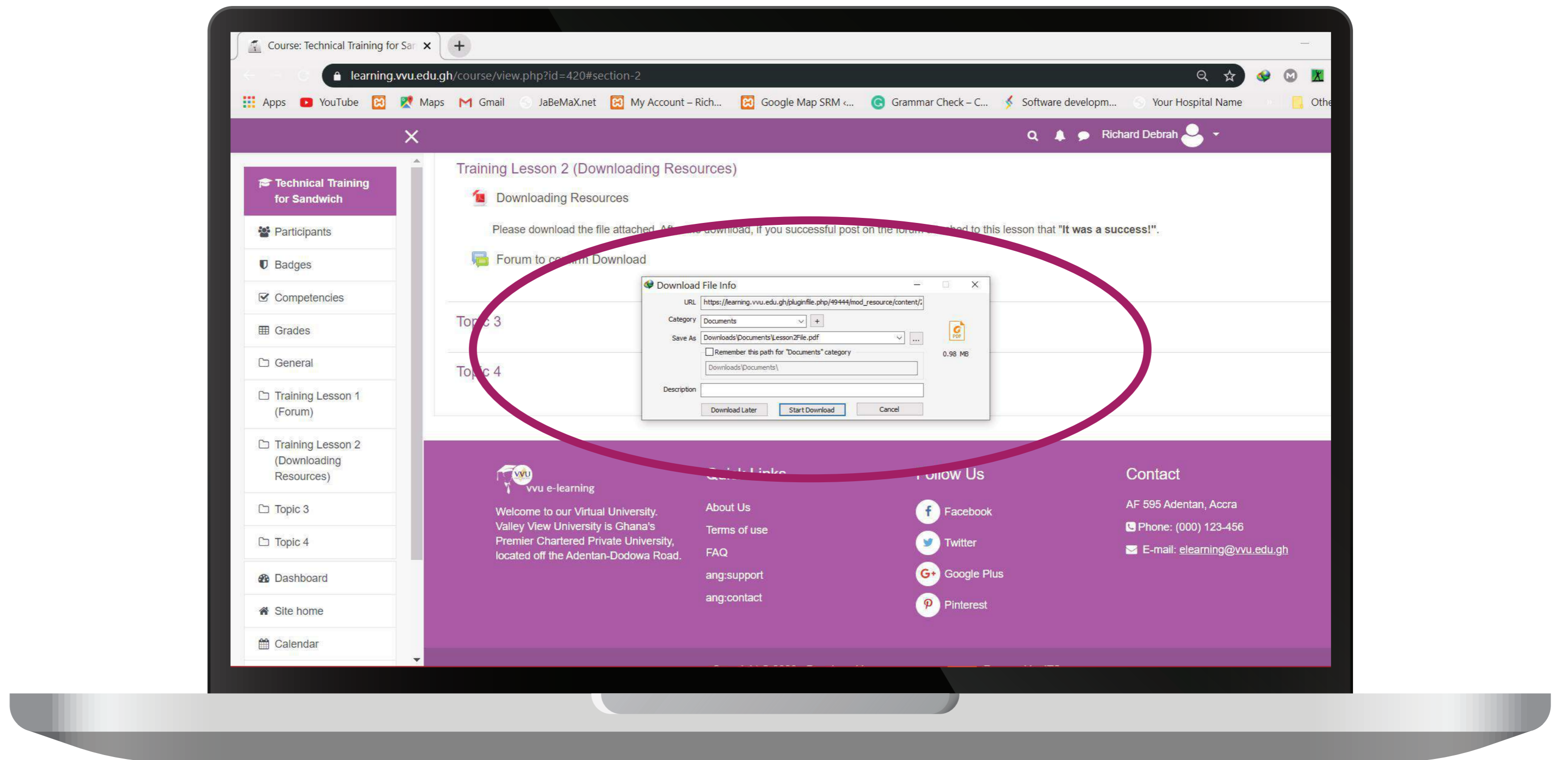
# STEP 3

## CLICK ON DOWNLOAD RESOURCE



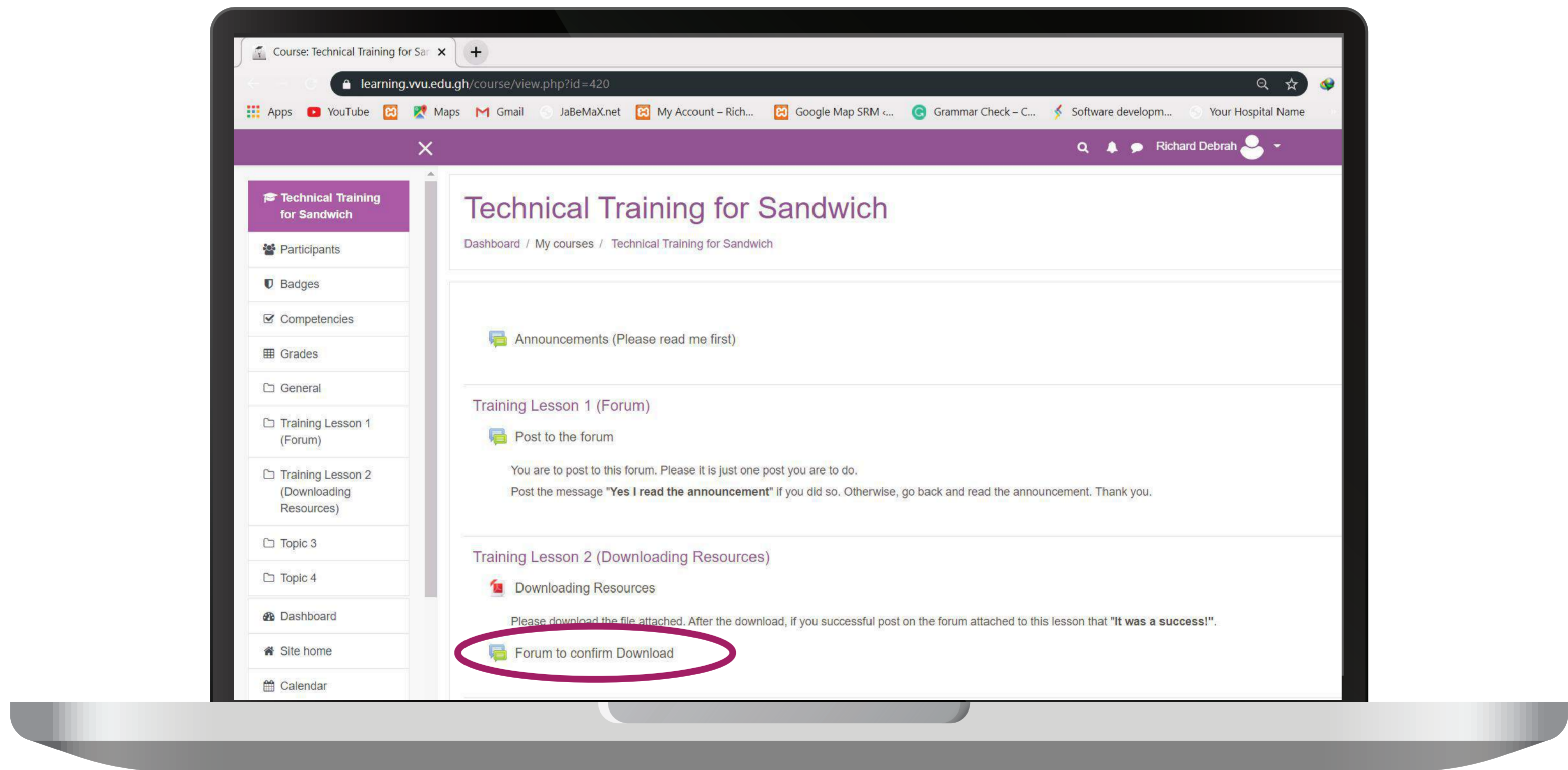
# STEP 4

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



# STEP 5

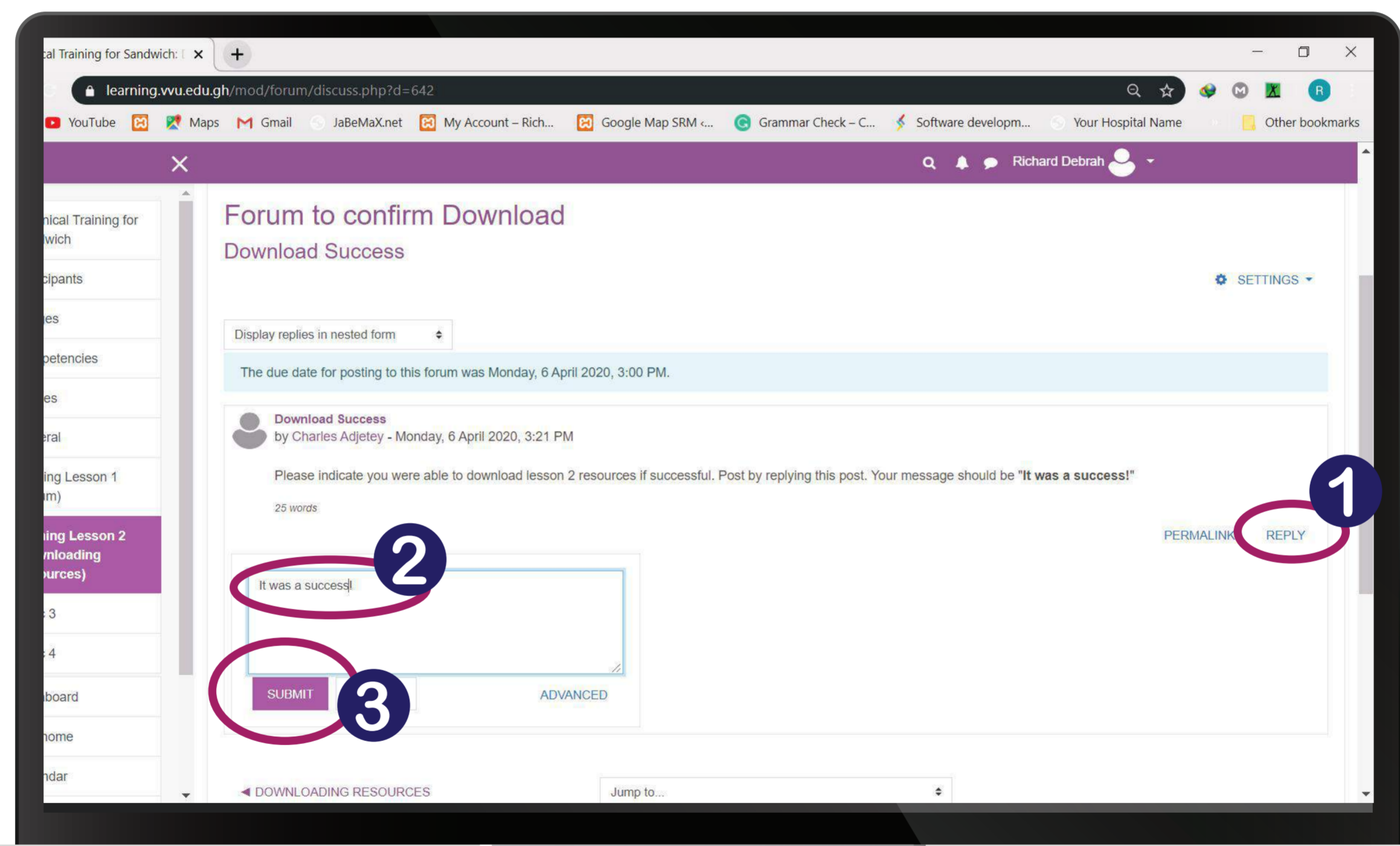
CLICK ON TECHNICAL TRAINING  
FOR SANDWICH TO GO  
BACK AND SLICK ON FORUM TO CONFRIM DOWNLOAD





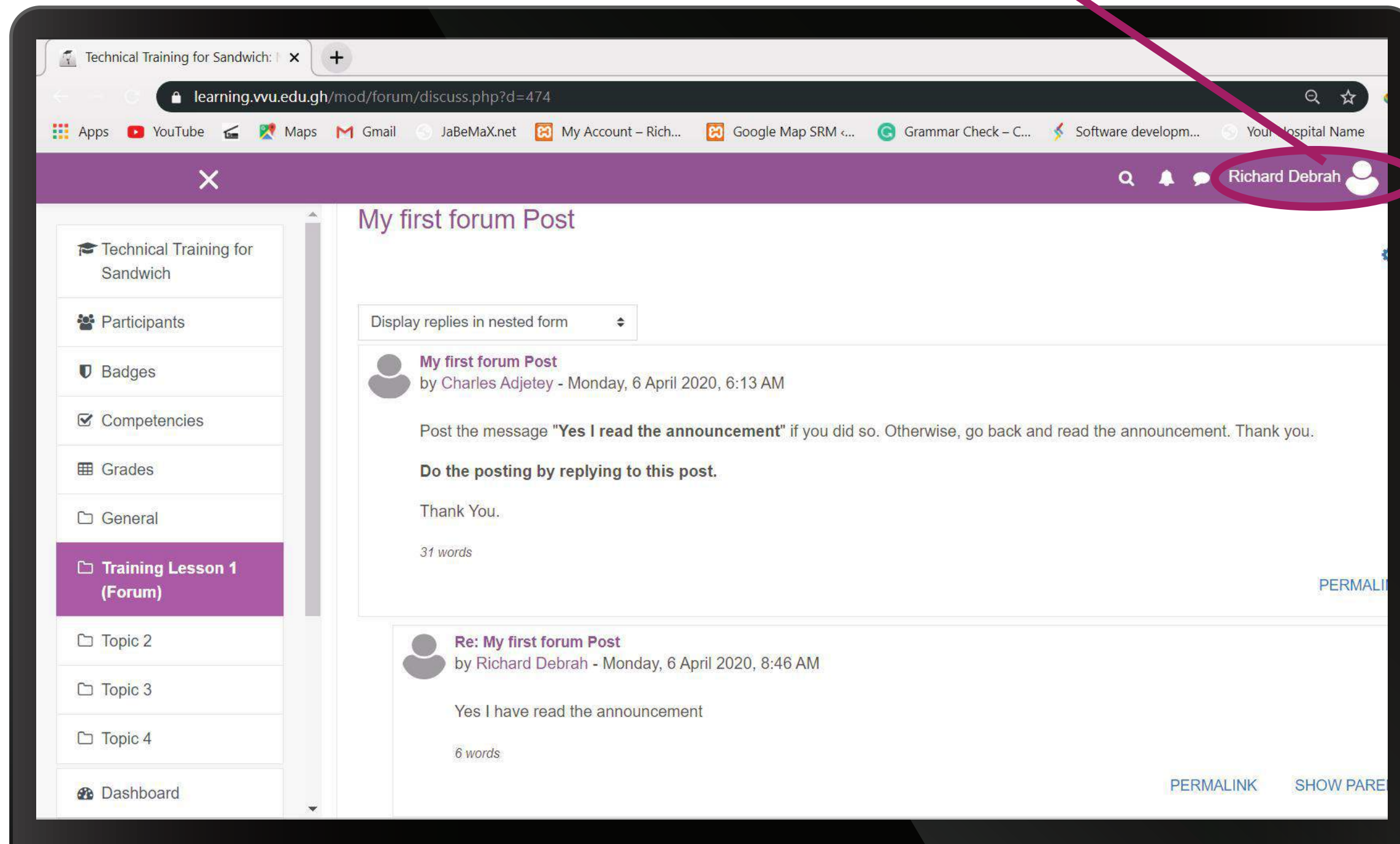
# STEP 6

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



# STEP 7

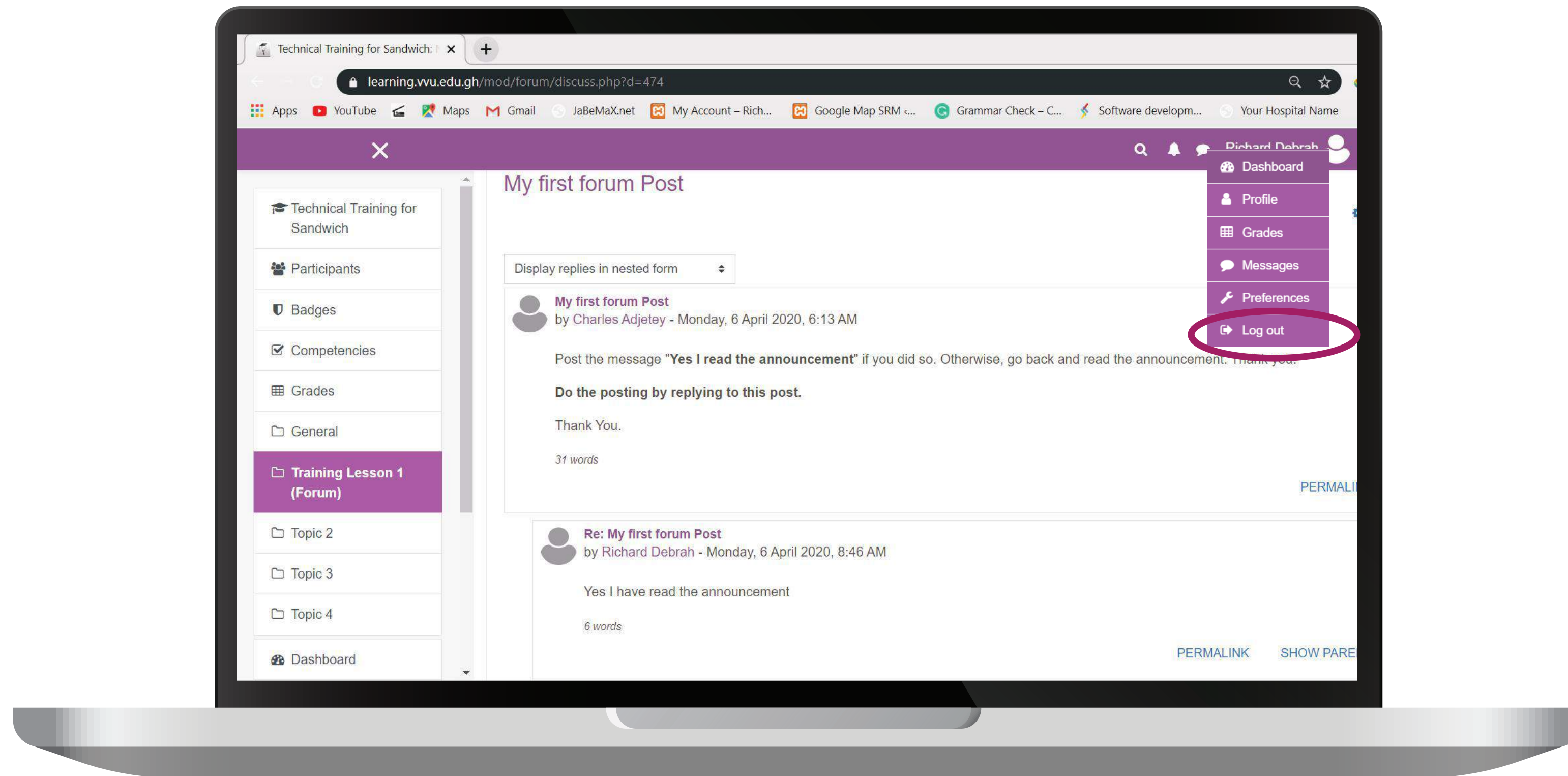
GO BACK TO YOUR DASHBOARD  
CLICK ON THE PROFILE ICON





# STEP 8

## CLICK ON LOGOUT



# THANK YOU

The image shows a laptop screen displaying a web browser with the URL `learning.vvu.edu.gh`. The browser's address bar and tabs are visible at the top. Below the browser, the website header features the Valley View University logo and the text "vvu e-learning". A navigation menu is present on the left, and a search bar on the right indicates the user is not logged in. The main content area is dominated by a large advertisement for mobile payments. The ad includes a photograph of a man and a woman, with the man looking at a smartphone. Text on the ad reads "WVU FEE PAYMENT MA", "Dial \*800\*50#", and "and pay using your mobile money wallet." Below this, a list of services is provided: "TUITION | HOSTEL | TRANSCRIPT | GRADUATION ATTESTATION | ENGLISH PROFICIENCY | INTRODUCTORY LETTER RECOMENDATION LETTER | REFFERENCE LETTER ETC." At the bottom right of the ad, logos for MTN, Airtel Money, and Vodafone Cash are displayed. A small circular arrow icon is visible on the left side of the advertisement image.

# THANK YOU



Email: [elearning@vvu.edu.gh](mailto:elearning@vvu.edu.gh)



030 705 1124  
030 705 1176  
030 701 1832

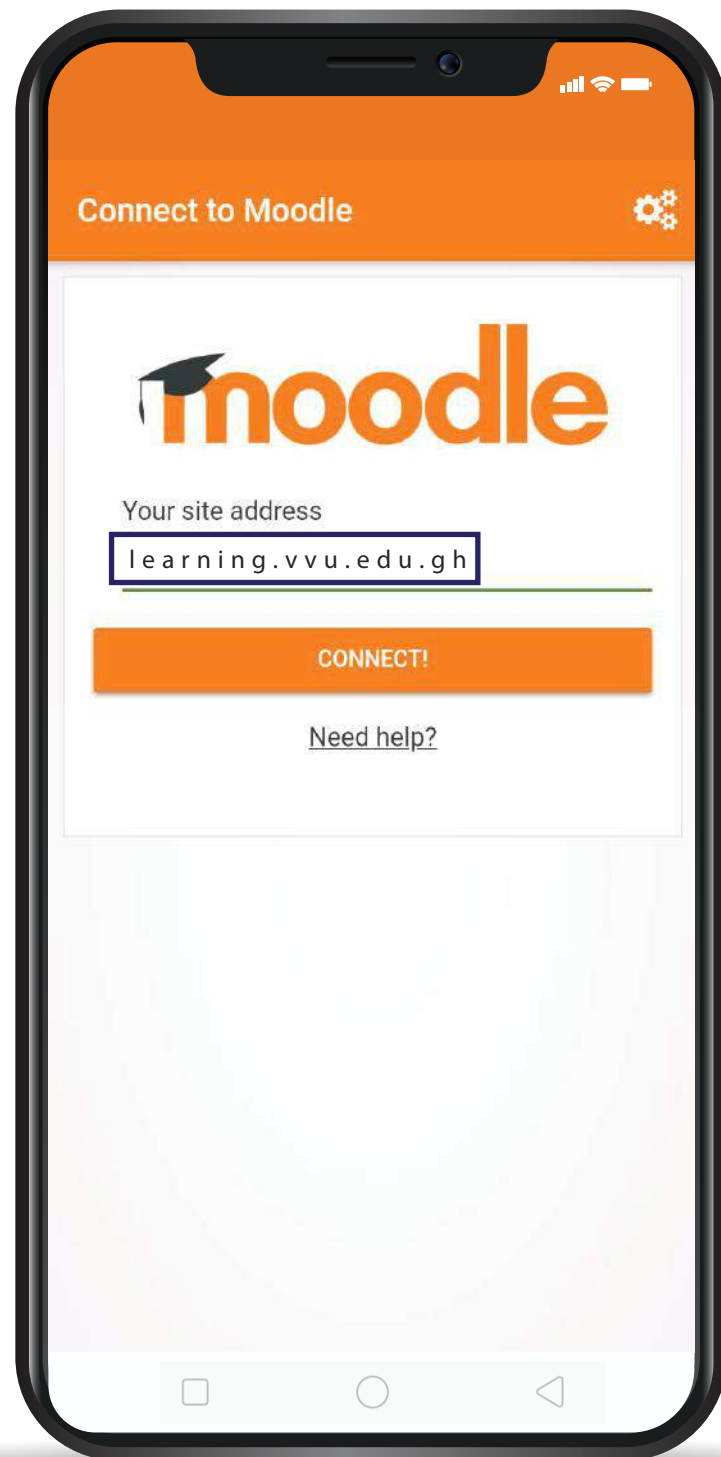
# 2

# PRACTICAL SESSION TRAINING

## DOWNLOADING TEACHING RESOURCES



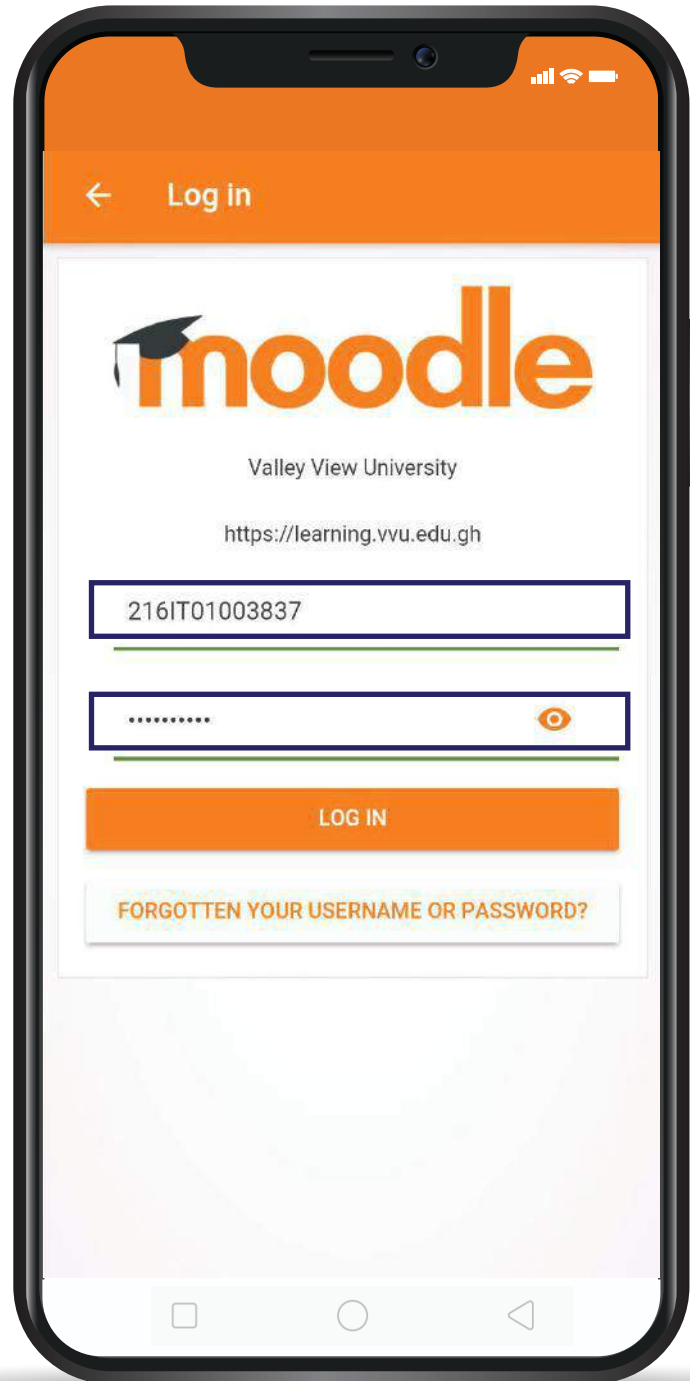




**STEP**  
**1**

**ENTER THE URL :**  
*learning.vvu.edu.gh*

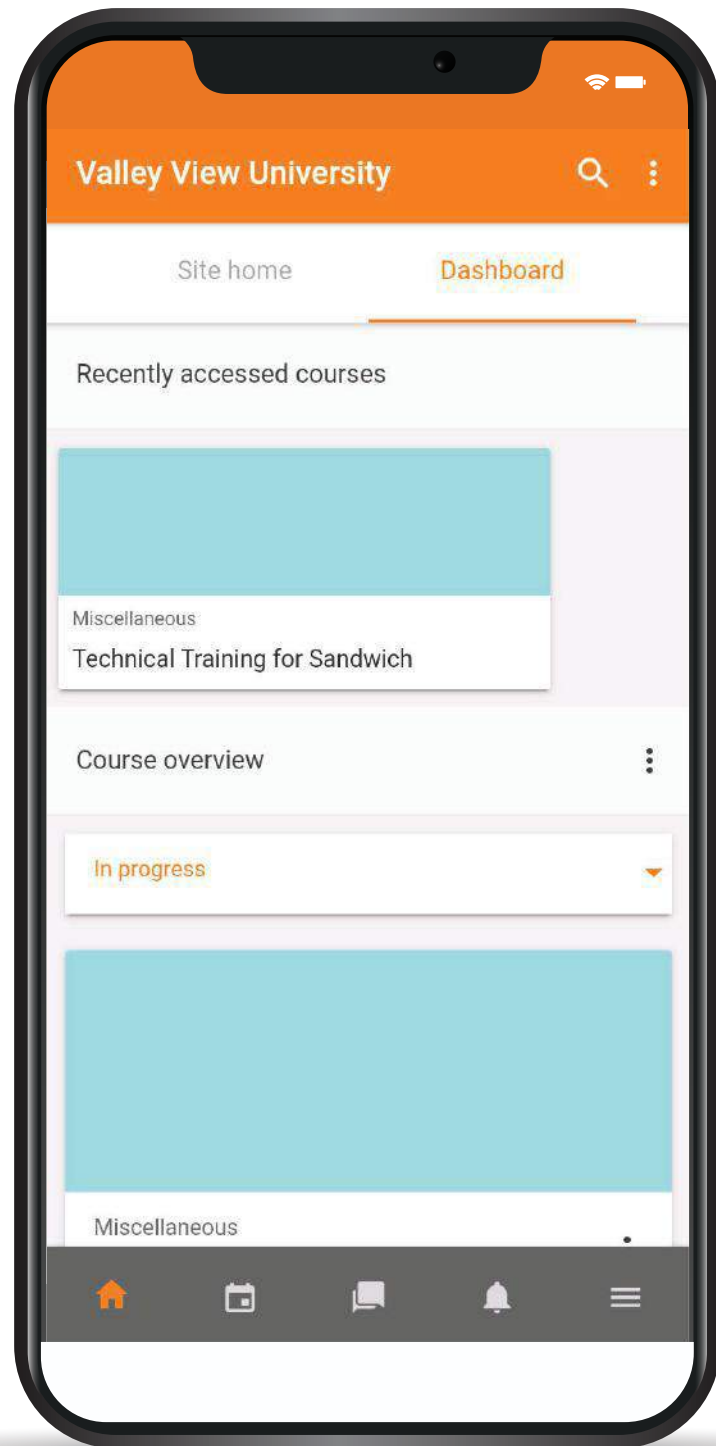




**STEP  
2**

**ENTER YOUR  
STUDENT ID  
&  
PASSWORD**

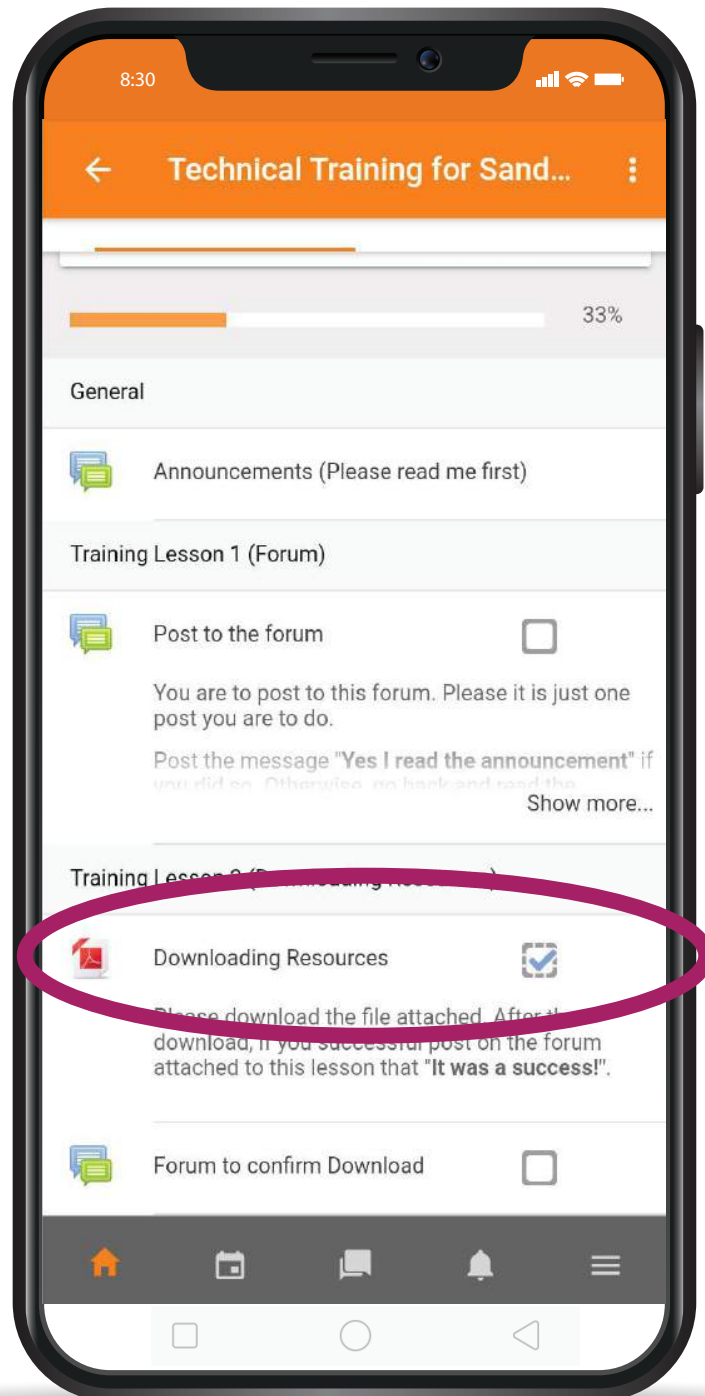
# PRATICAL SESSION FOR SANDWICH STUDENTS



**STEP  
3**

**ON YOUR DASHBOARD  
CLICK ON  
TECHNICAL TRAINING  
FOR SANDWICH**

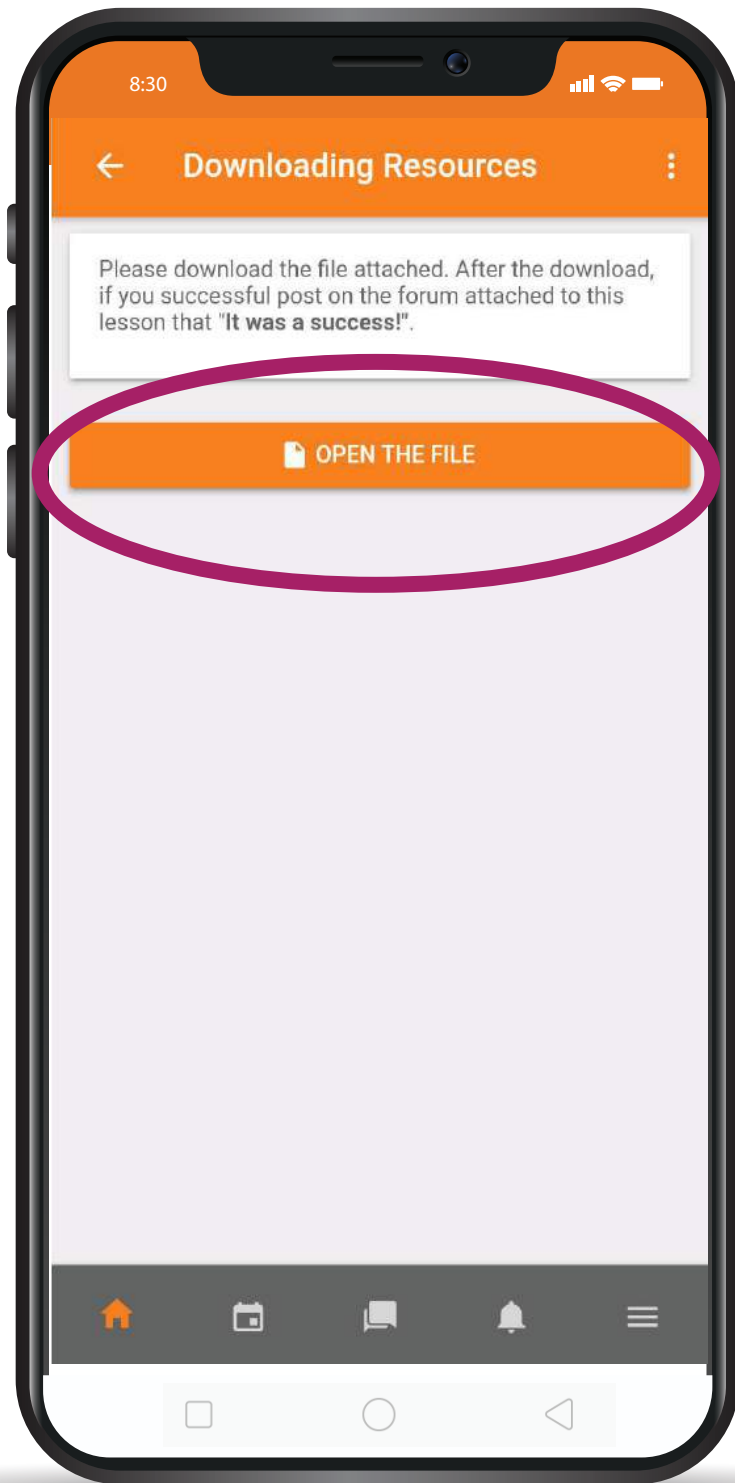
# PRATICAL SESSION FOR SANDWICH STUDENTS



**STEP  
4**

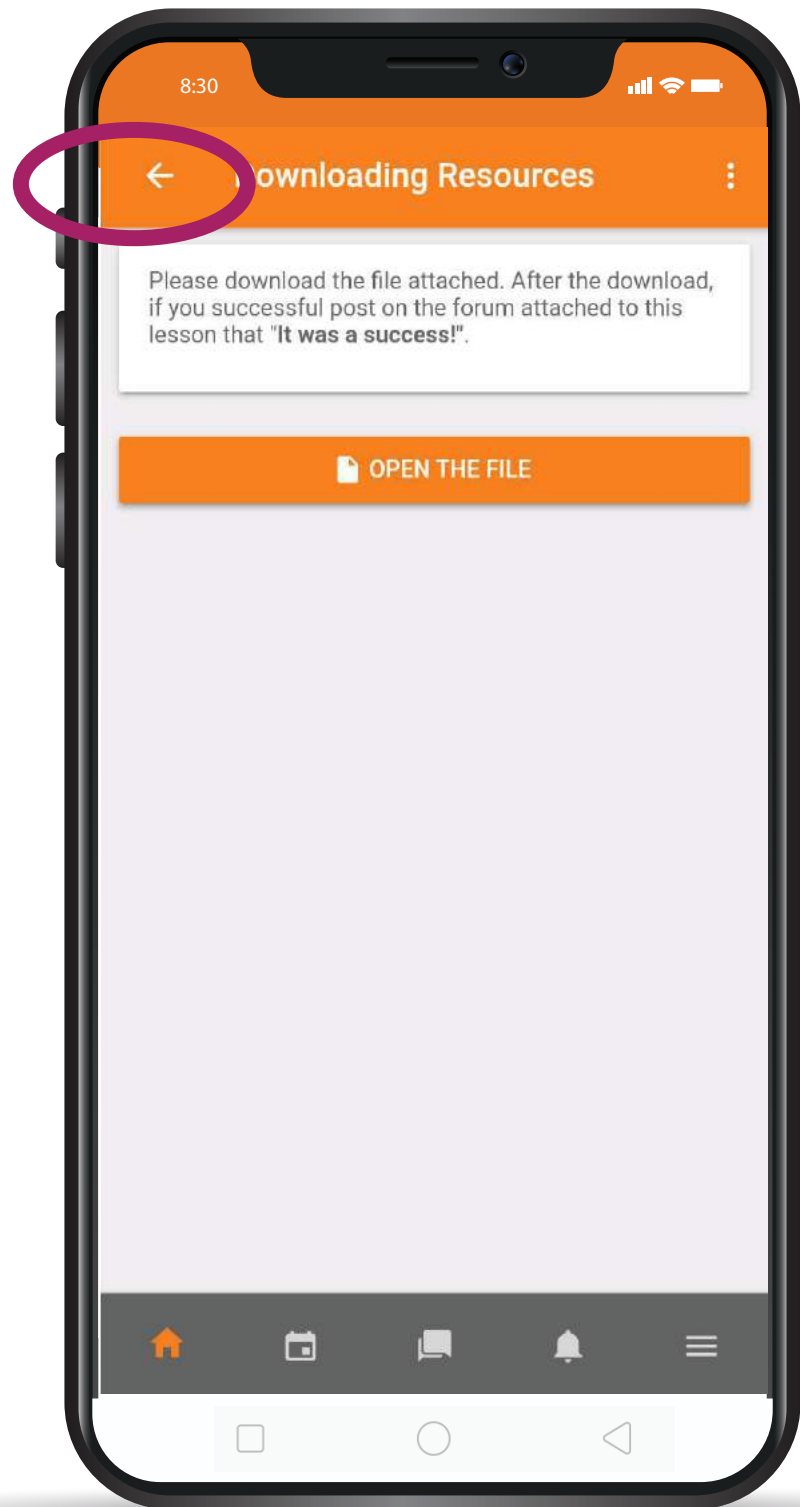
**CLICK ON  
DOWNLOAD  
RESOURCE**

# PRATICAL SESSION FOR SANDWICH STUDENTS



**STEP  
5**

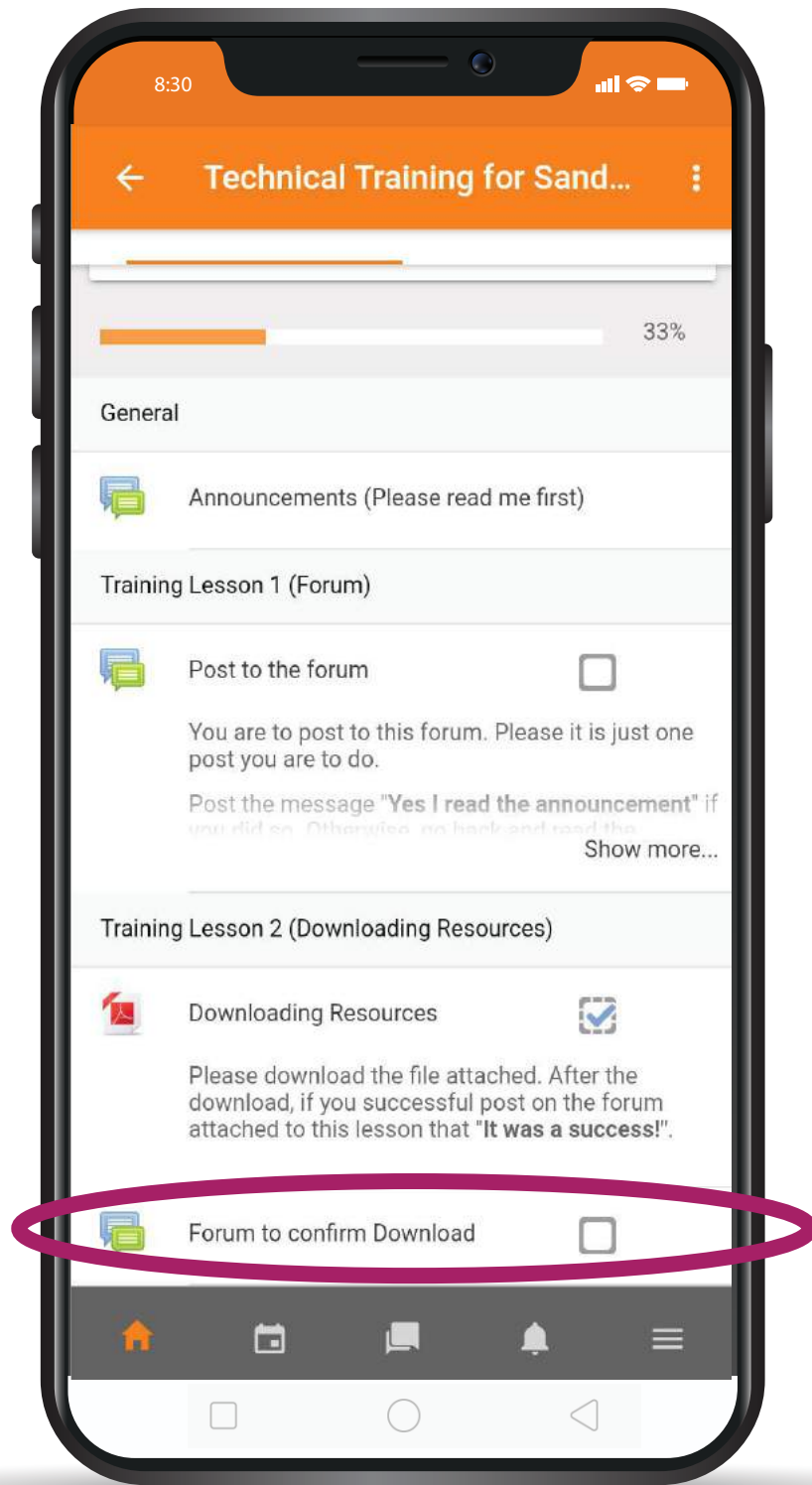
**CLICK ON  
OPEN THE FILE**



**STEP  
6**

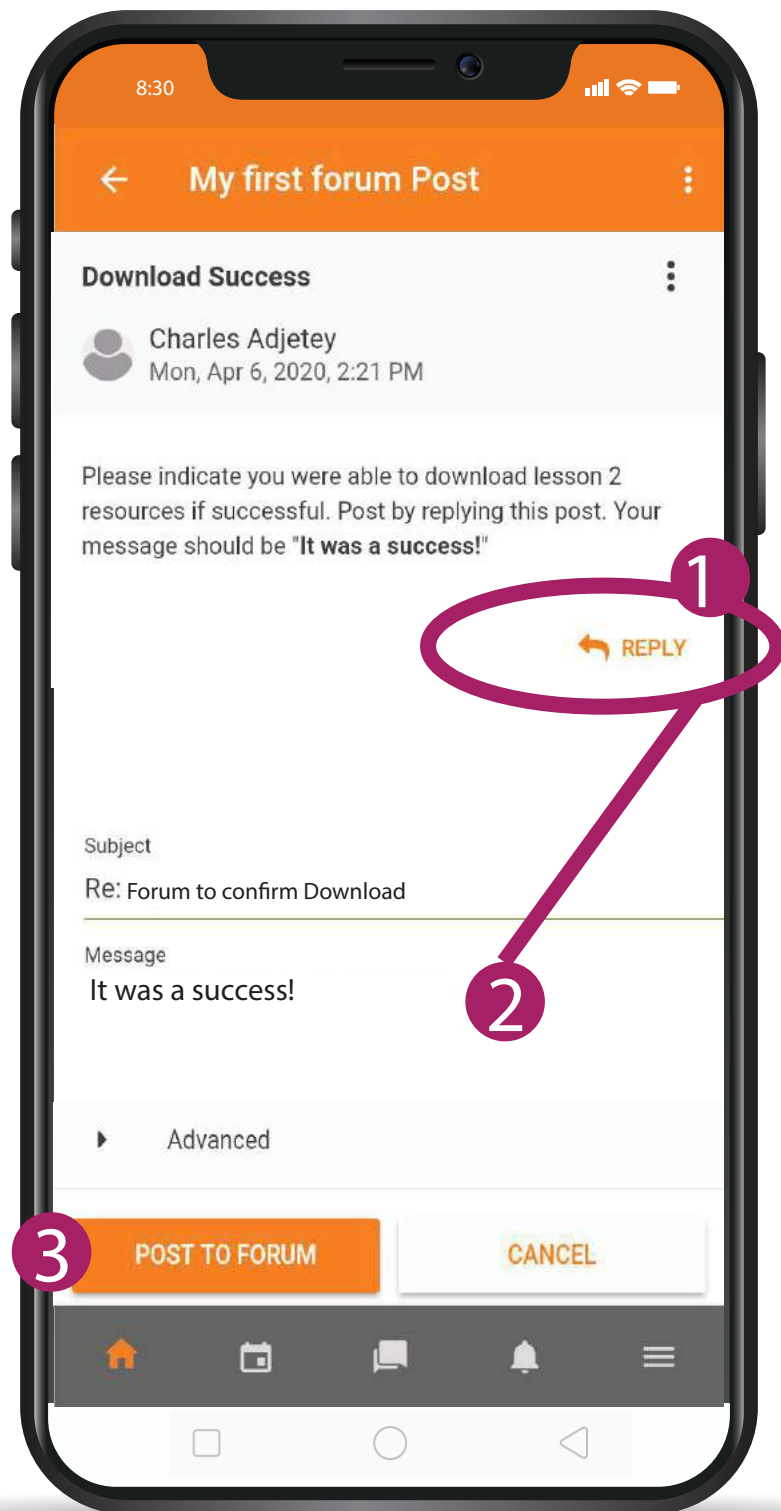
**CLICK ON THE  
BACK ARROW  
TO GO BACK**





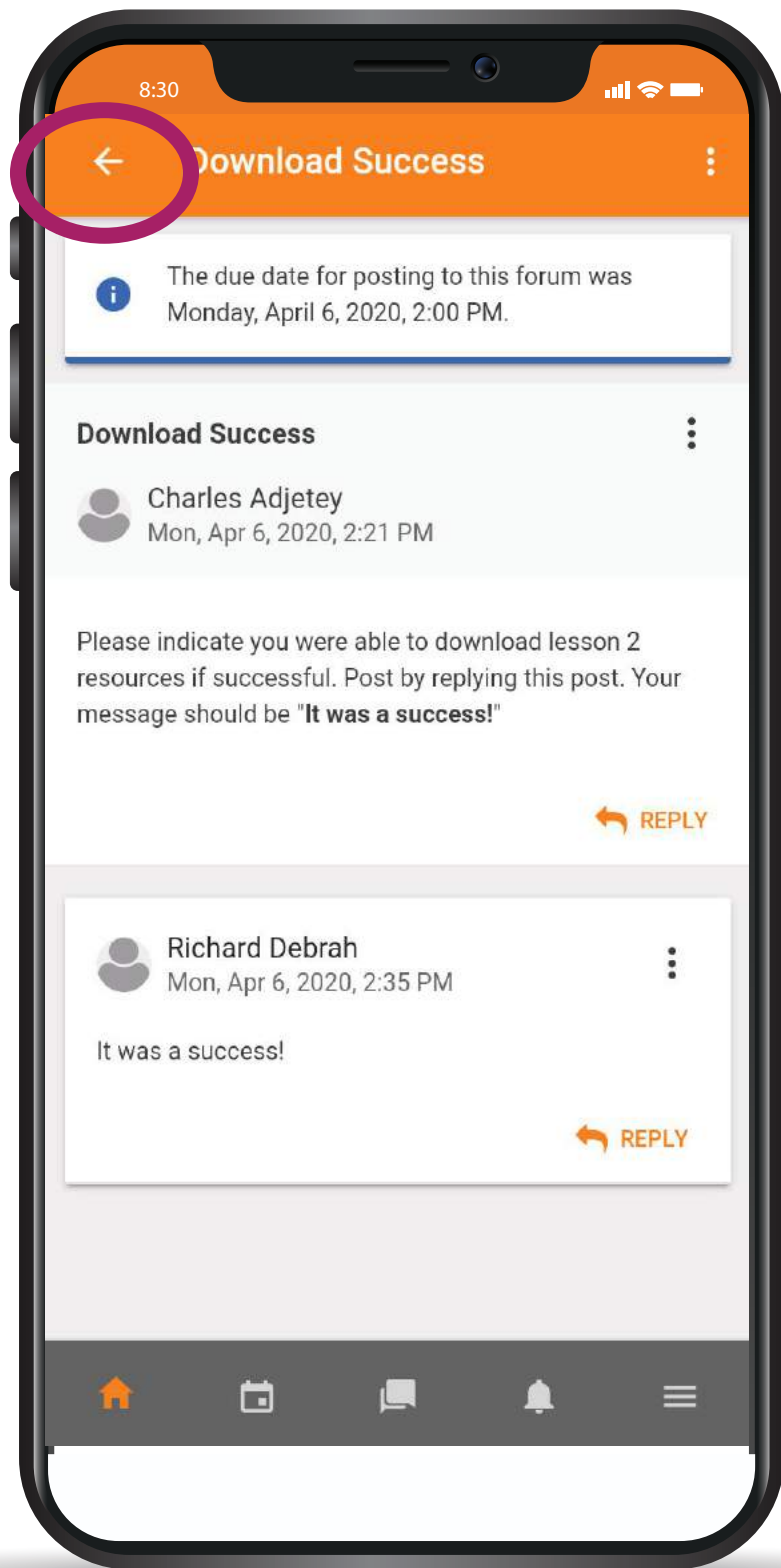
STEP  
7

CLICK ON THE  
FORUM TO CONFIRM  
DOWNLOAD



## STEP 8

- 1 **CLICK ON REPLY  
AFTER READING  
INSTRUCTION**
- 2 **REPLY WITH  
A MESSAGE**
- 3 **CLICK ON THE  
POST TO FORUM  
BUTTON**



**STEP  
9**

**CLICK ON THE  
BACK ARROW  
BUTTON TO GO BACK  
TO YOUR  
DASHBOARD**

# THANK YOU



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030 701 1832

# 3

## PRACTICAL SESSION TRAINING SUBMISSION OF ASSIGNMENT AND CHAT





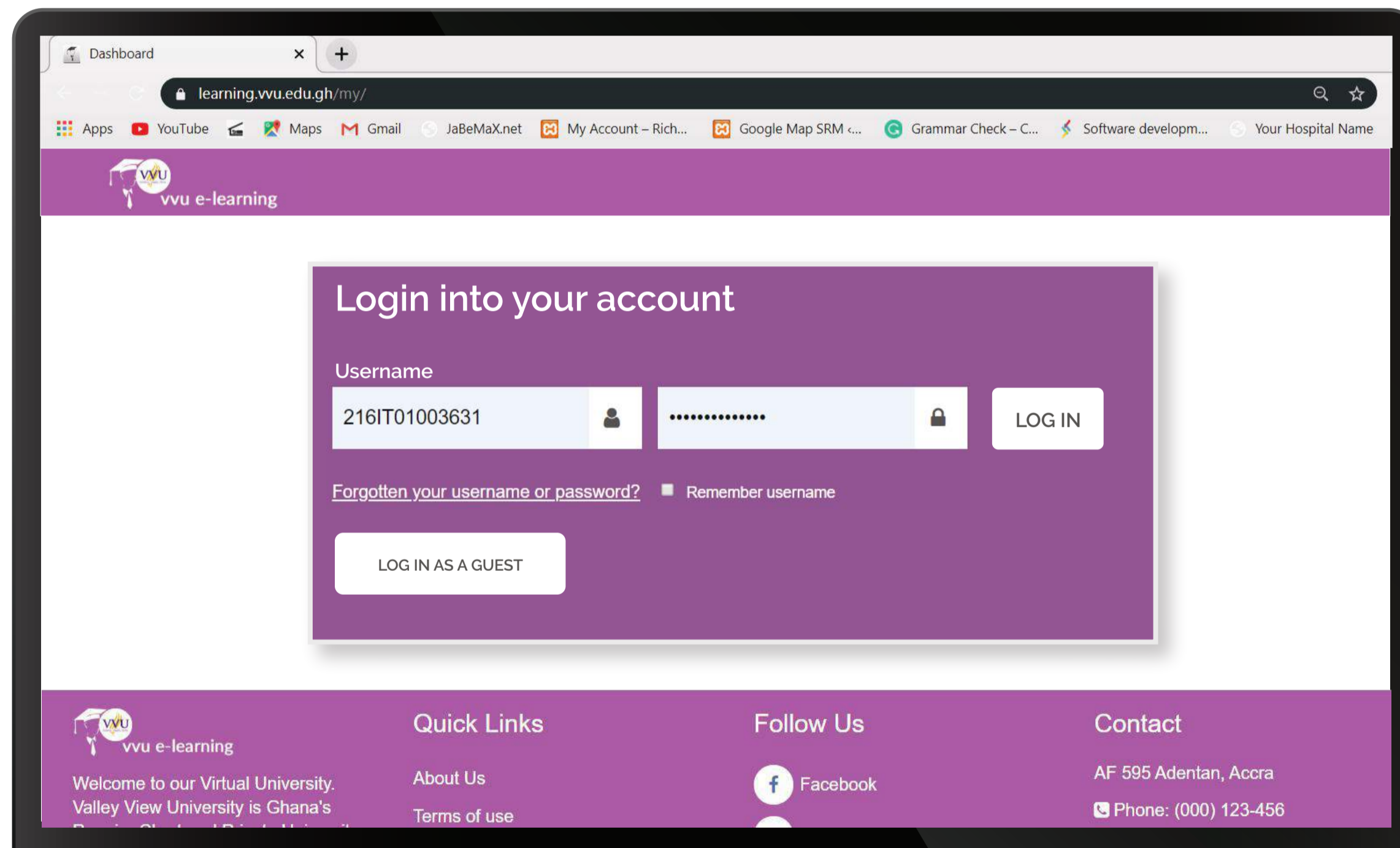
**STEP**  
**1**

**ENTER THE URL IN YOUR BROWSER :**

*learning.vvu.edu.gh*

**AND THEN LOGIN**

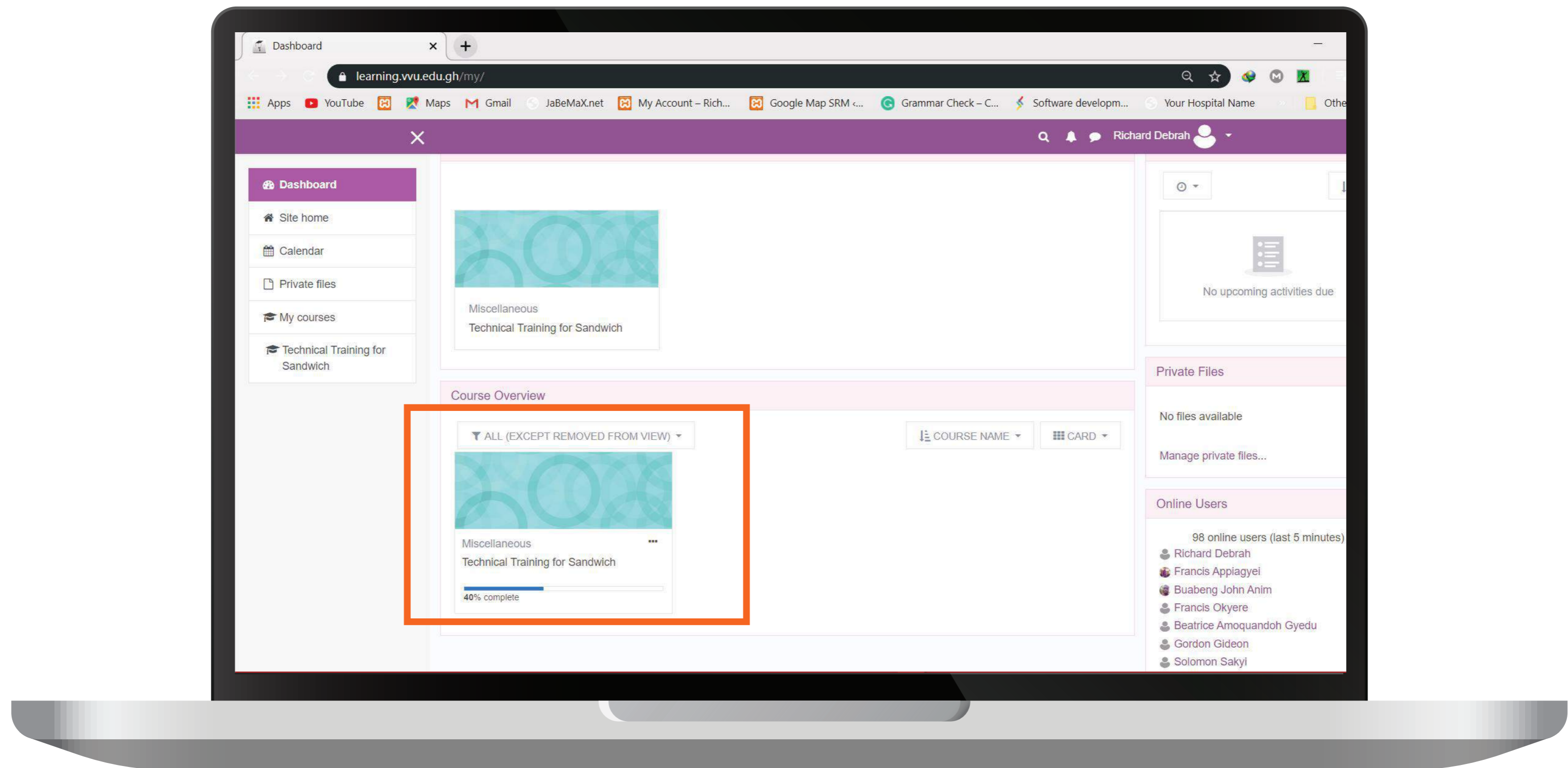
*Enter your username and password*



The image shows a laptop screen displaying the login page for vvu e-learning. The browser address bar shows the URL `learning.vvu.edu.gh/my/`. The page features a purple header with the vvu e-learning logo. The main content area is a purple box titled "Login into your account". It contains a "Username" field with the value "216IT01003631", a password field with masked characters, and a "LOG IN" button. Below the fields are links for "Forgotten your username or password?" and a "Remember username" checkbox. A "LOG IN AS A GUEST" button is also present. The footer includes a "Quick Links" section with "About Us" and "Terms of use", a "Follow Us" section with a Facebook icon, and a "Contact" section with the address "AF 595 Adentan, Accra" and phone number "(000) 123-456".

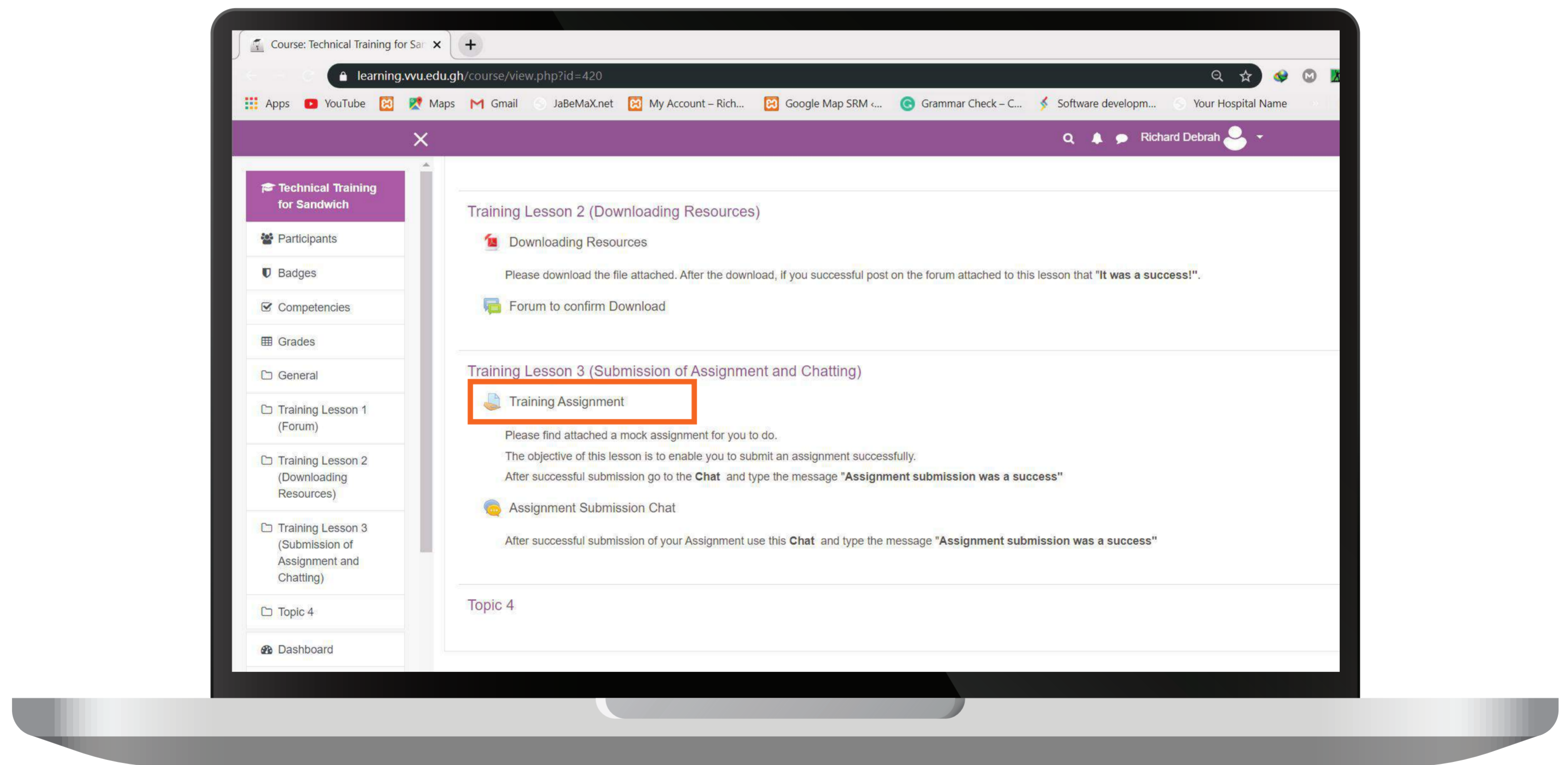
# STEP 2

## ON YOUR DASHBOARD CLICK ON TECHNICAL TRAINING FOR SANDWICH



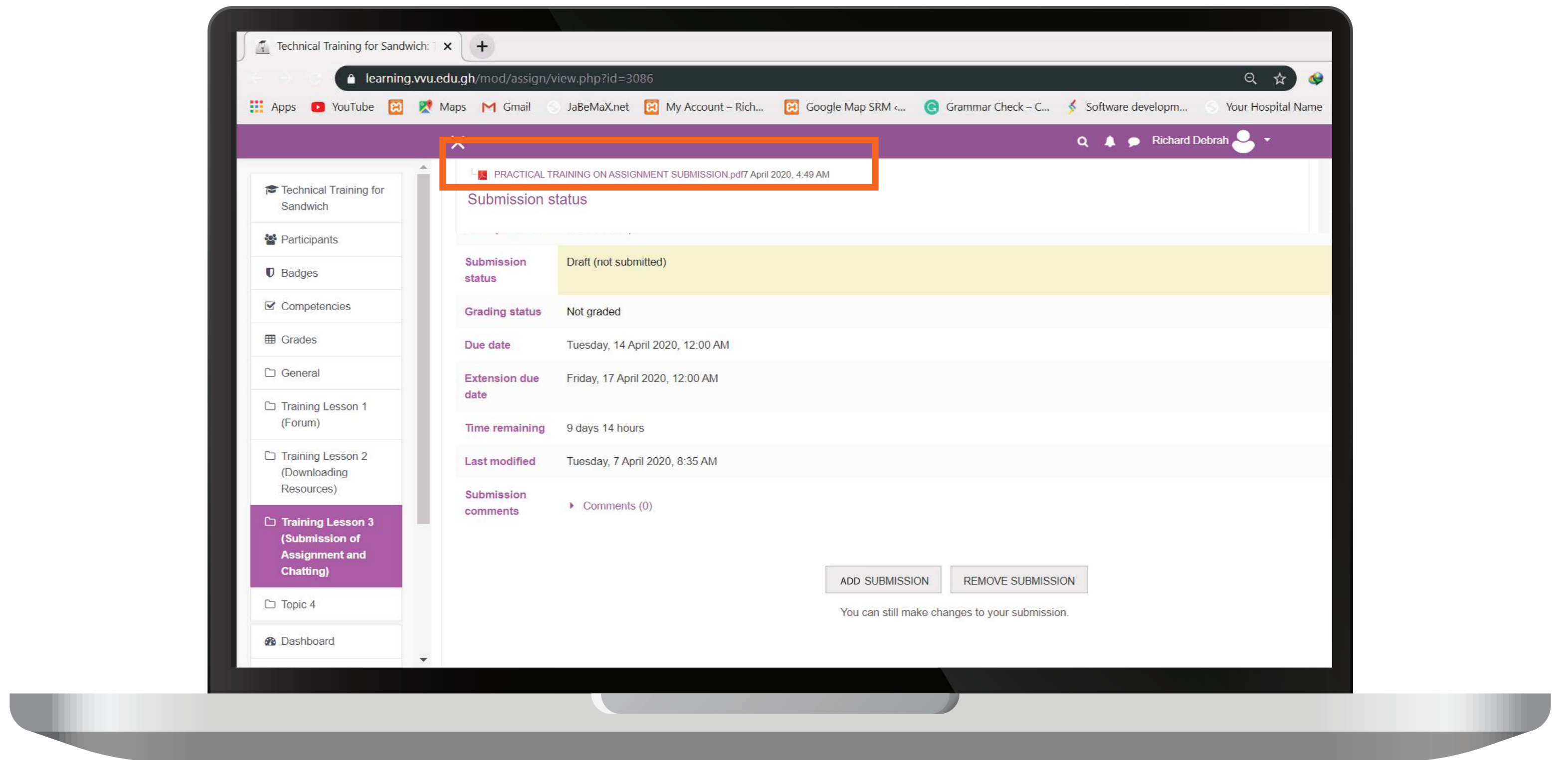
# STEP 3

## CLICK ON DOWNLOAD TRAINING ASSIGNMENT



# STEP 4

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





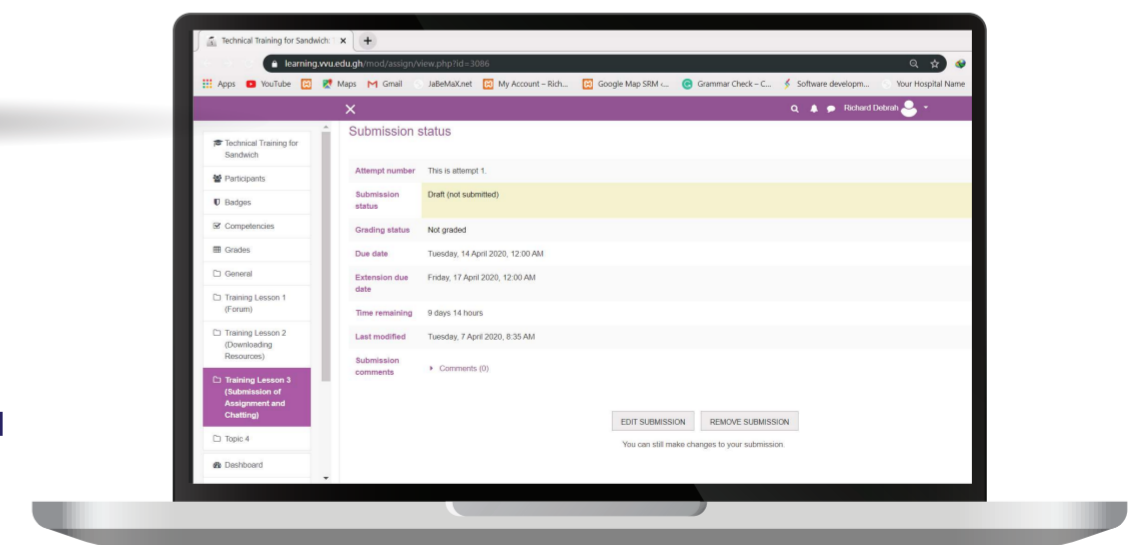
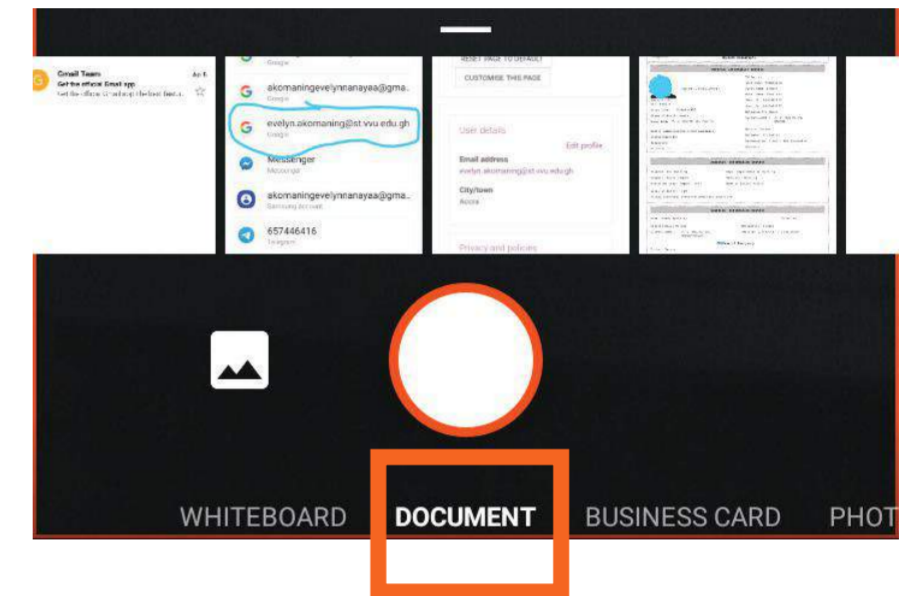
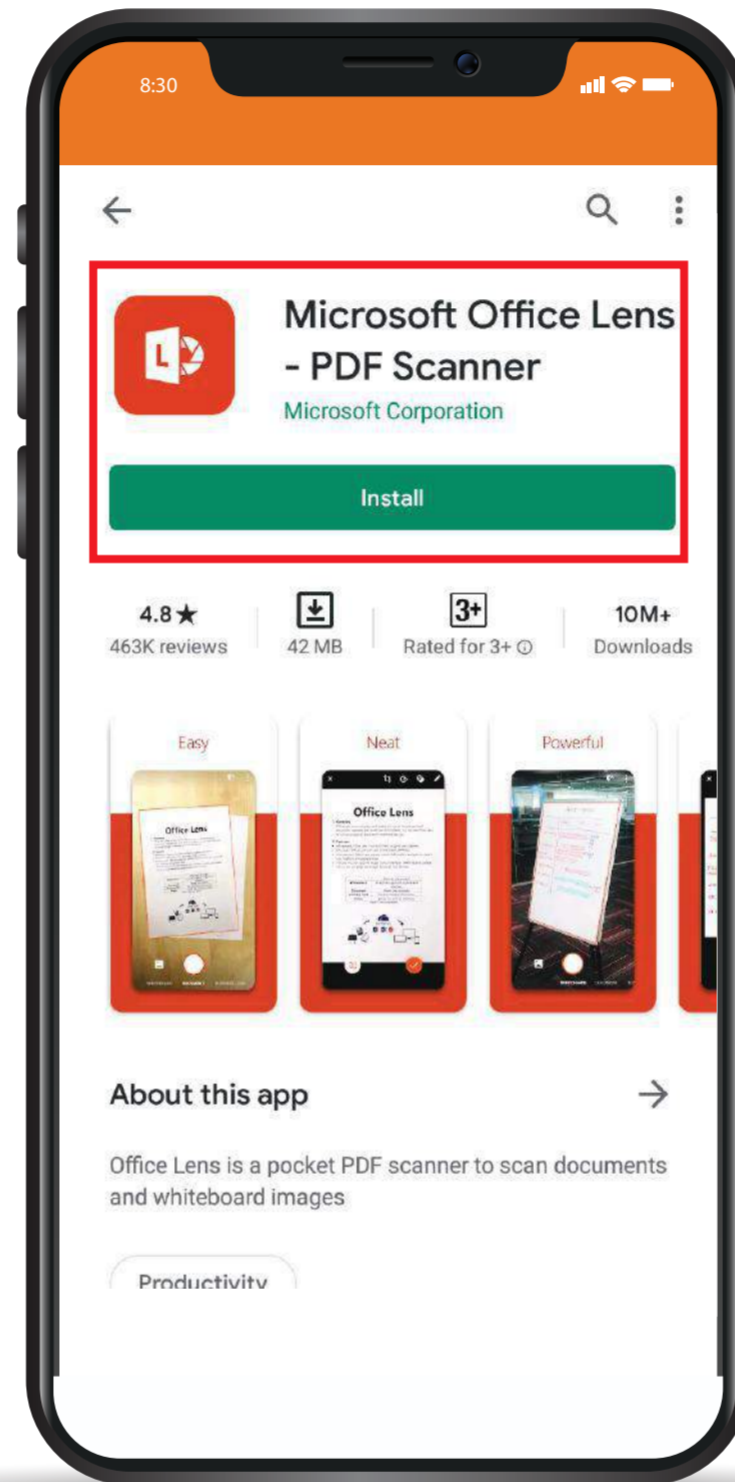
# STEP 5

GO TO PLAY STORE AND DOWNLOAD MICROSOFT OFFICE LENS

AFTER INSTALLATION, WHEN TAKING THE WORK SELECT DOCUMENT OPTION

SAVE AS IMAGE

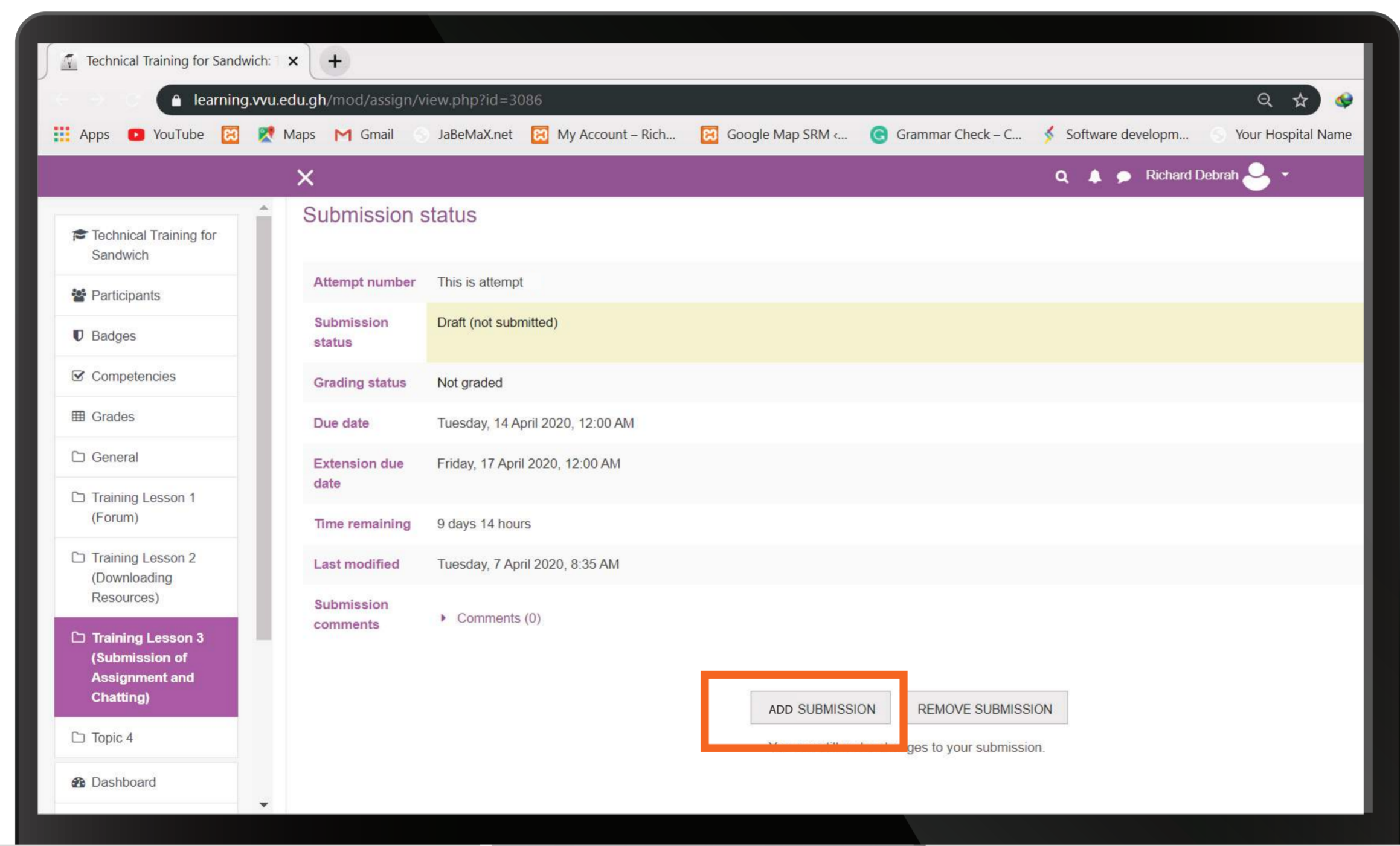
TRANSFER THE WORK TO YOUR LAPTOP





# STEP 6

## CLICK ON ADD SUMISSION BUTTOM



# STEP 7

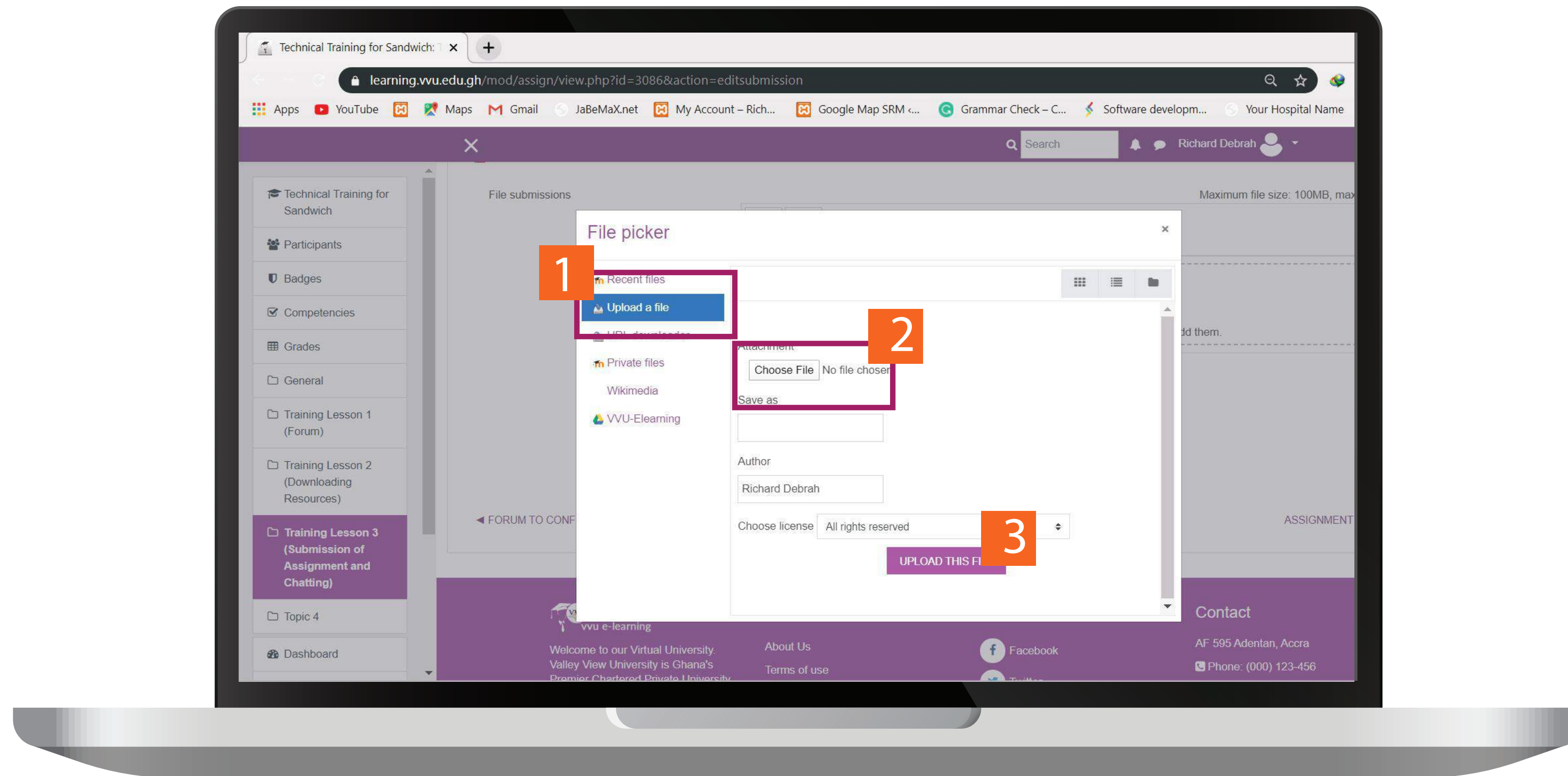
## CLICK ON THE UPLOAD TO ADD A FILE

The screenshot shows a web browser window displaying a file submission interface. The browser's address bar shows the URL `learning.vvu.edu.gh/mod/assign/view.php?id=3086&action=editsubmission`. The page title is "Technical Training for Sandwich". The interface includes a sidebar with navigation options: "Technical Training for Sandwich", "Participants", "Badges", "Competencies", "Grades", "General", "Training Lesson 1 (Forum)", "Training Lesson 2 (Downloading Resources)", "Training Lesson 3 (Submission of Assignment and Chatting)", "Topic 4", and "Dashboard". The main content area is titled "File submissions" and features a "Files" section with a dashed box and a blue arrow pointing down, indicating a drag-and-drop upload area. Below this, there are "Accepted file types:" and "All file types:" labels, and "SAVE CHANGES" and "CANCEL" buttons. The footer contains "vvu e-learning" information, "Quick Links" (About Us, Terms of use), "Follow Us" (Facebook, Twitter), and "Contact" details (AF 595 Adentan, Accra; Phone: (000) 123-456).

# PRATICAL SESSION FOR SANDWICH STUDENTS

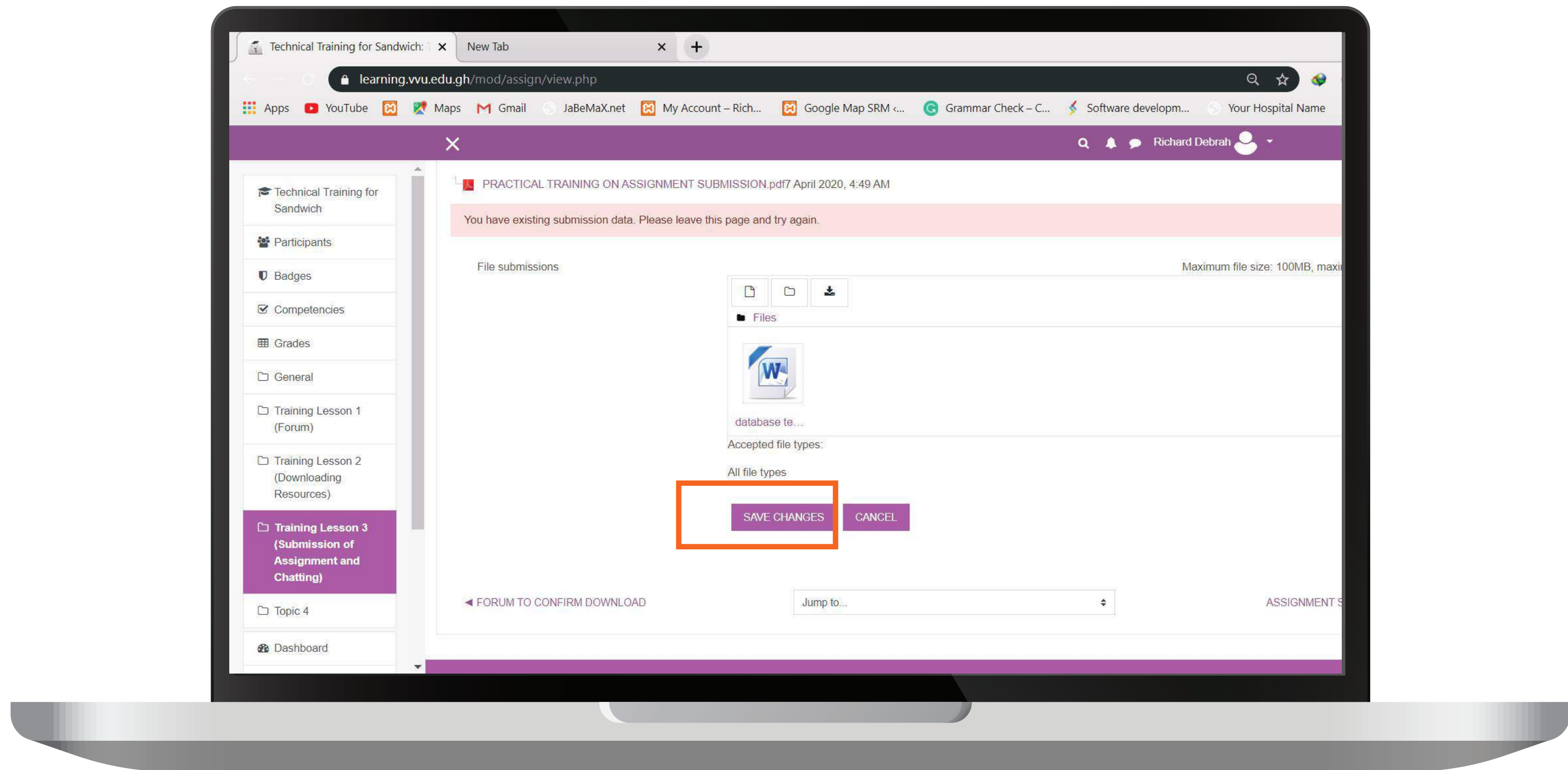
# STEP 8

- 1 CLICK ON UPLOAD
- 2 CHOOSE A FILE
- 3 UPLOADN THIS FILE



# STEP 9

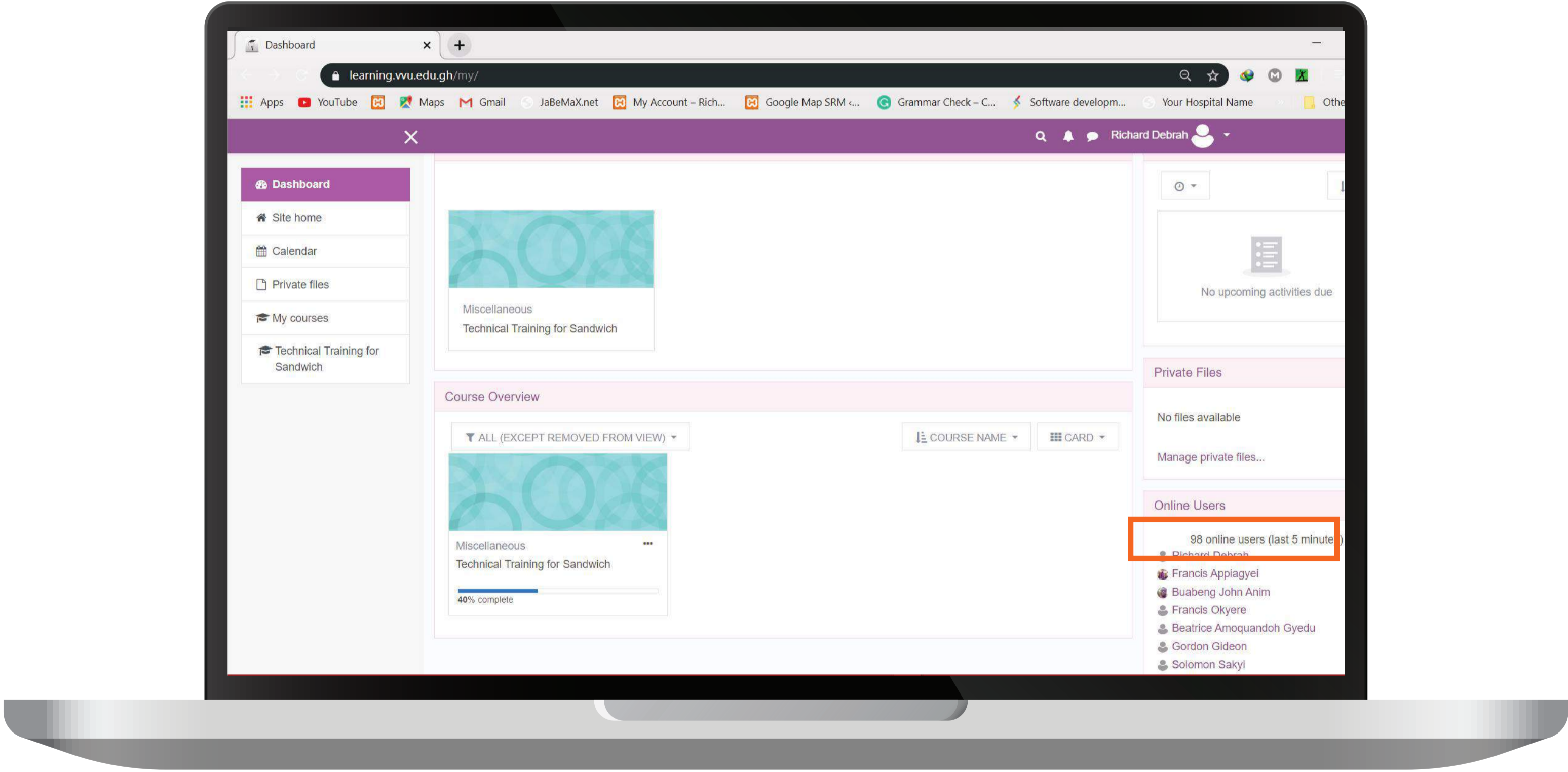
## SAVE CHANGES AND SUBMIT





# STEP 10

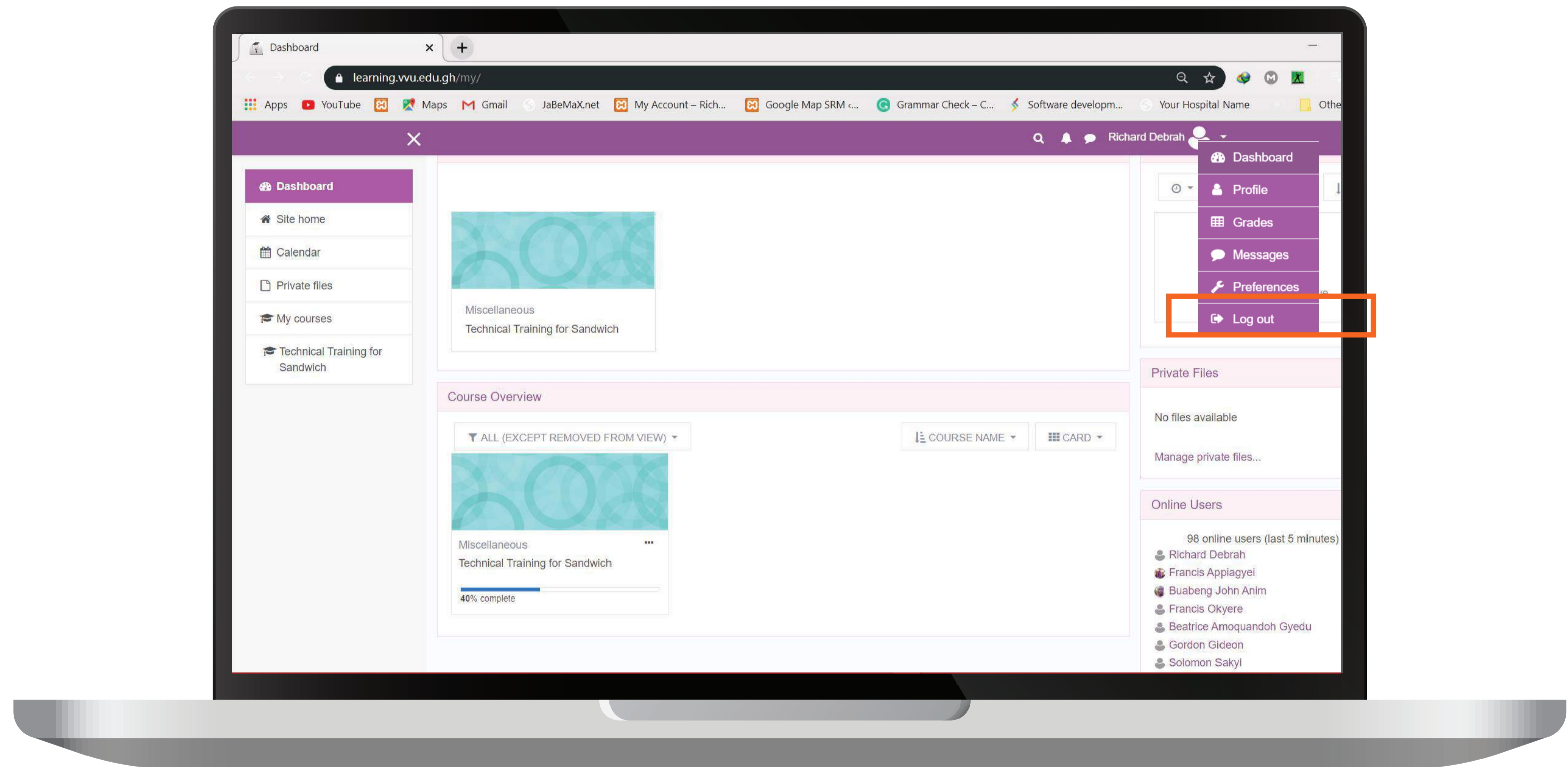
## GO BACK TO THE DASHBOARD AND SEND A CHAT MESSAGE TO THE LECTURER





# STEP 11

## LOGOUT



# THANK YOU

The screenshot shows a web browser with the address bar displaying 'learning.vvu.edu.gh'. The page features a purple header with the 'vvu e-learning' logo and a navigation menu. A large banner advertisement is the central focus, featuring a man and a woman looking at a smartphone. The text on the banner reads: 'VWU FEE PAYMENT MAIL', 'Dial \*800\*50#', and 'and pay using your mobile money wallet.' Below this, it lists services: 'TUITION | HOSTEL | TRANSCRIPT | GRADUATION ATTESTATION | ENGLISH PROFICIENCY | INTRODUCTORY LETTER RECOMENDATION LETTER | REFERENCE LETTER ETC.' and shows logos for MTN, Airtel Money, and Vodafone Cash. The browser's address bar and tabs are visible at the top, and a search bar with the text 'You are not logged in. (Log' is on the right.

# THANK YOU



 Email: [elearning@vvu.edu.gh](mailto:elearning@vvu.edu.gh)

 030 705 1124  
030 705 1176  
030 701 1832

# 3

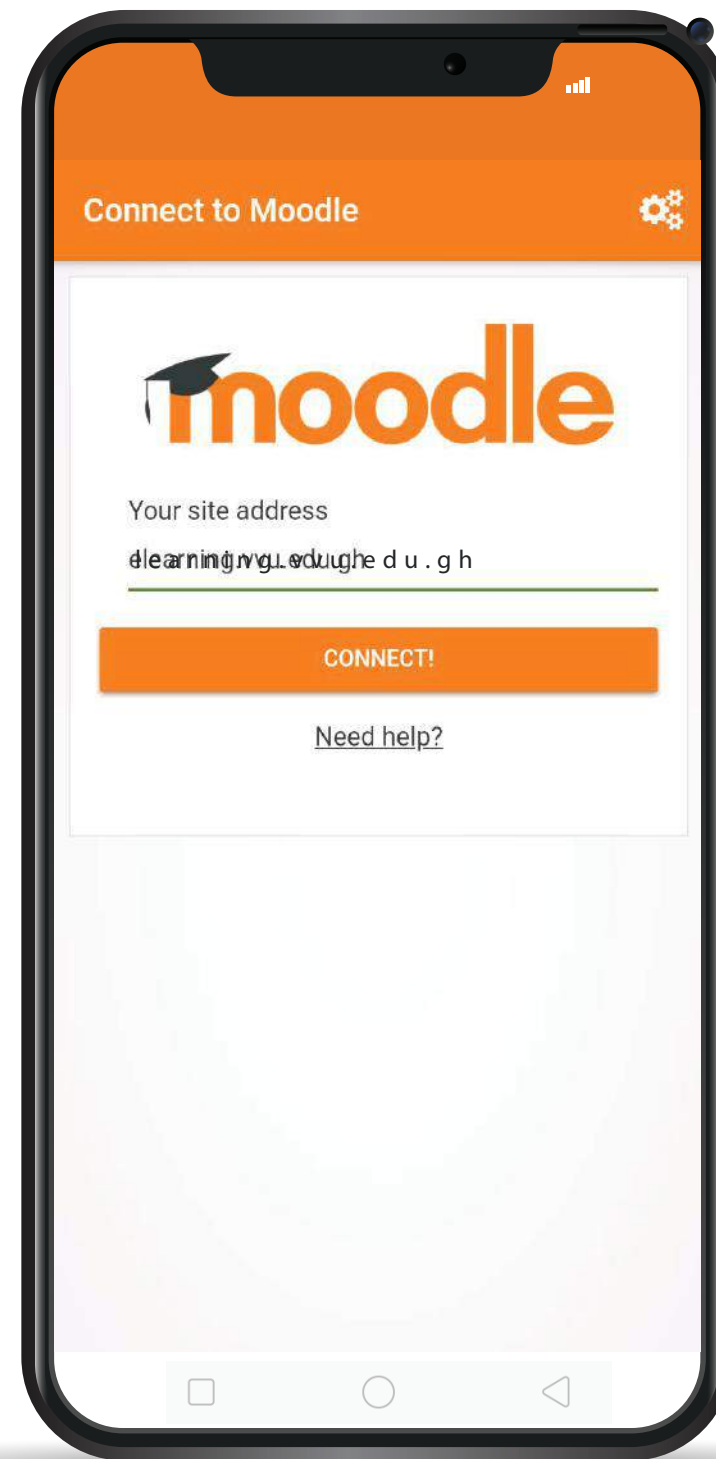
## PRACTICAL SESSION TRAINING

### SUBMISSION OF ASSIGNMENT AND CHAT



**STEP  
1**

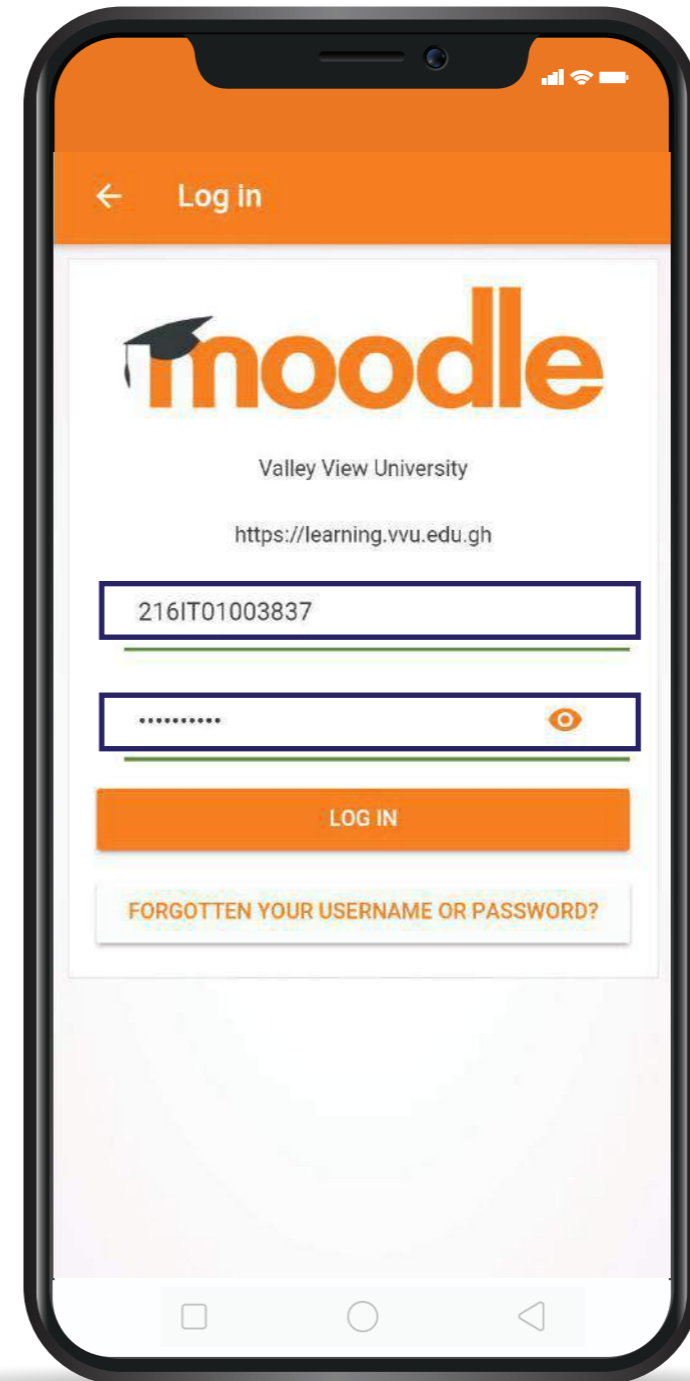
**ENTER THE URL :**  
*learning.vvu.edu.gh*





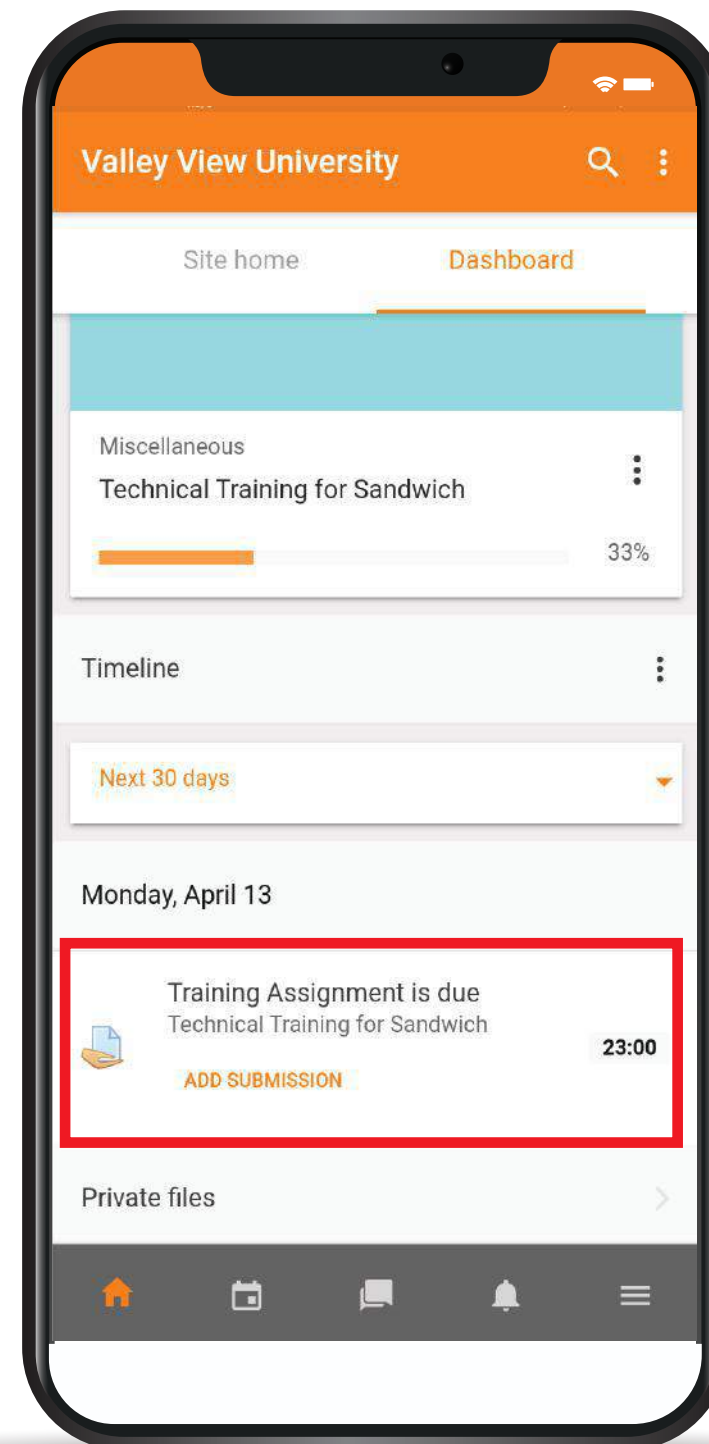
**STEP  
2**

**ENTER YOUR  
STUDENT ID  
&  
PASSWORD**



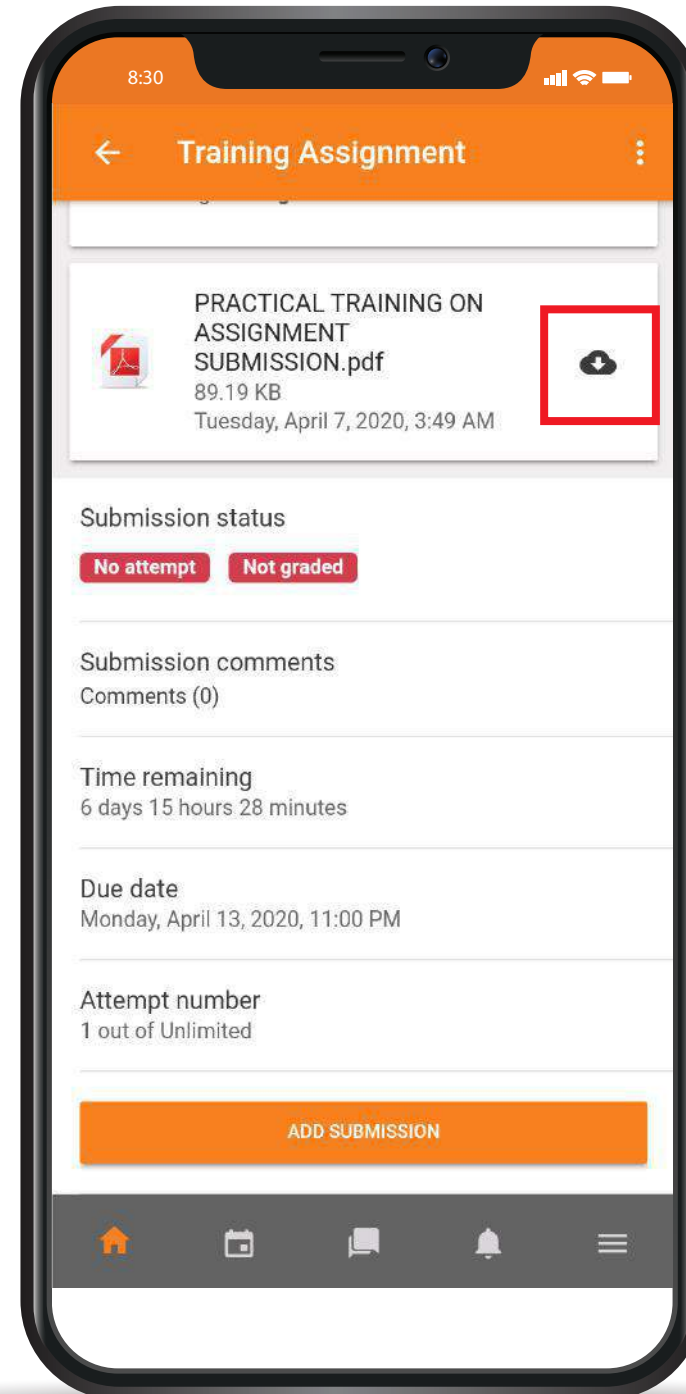
**STEP  
3**

**ON YOUR DASHBOARD  
CLICK ON  
TRAINING  
ASSIGNMENT IS DUE**



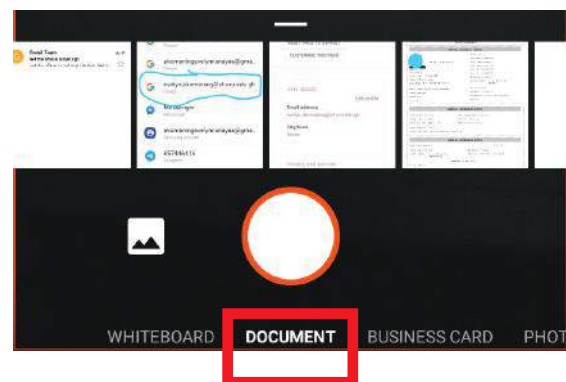
**STEP  
4**

**CLICK ON  
ON THE PDF  
TO DOWNLOAD  
THE WORK**



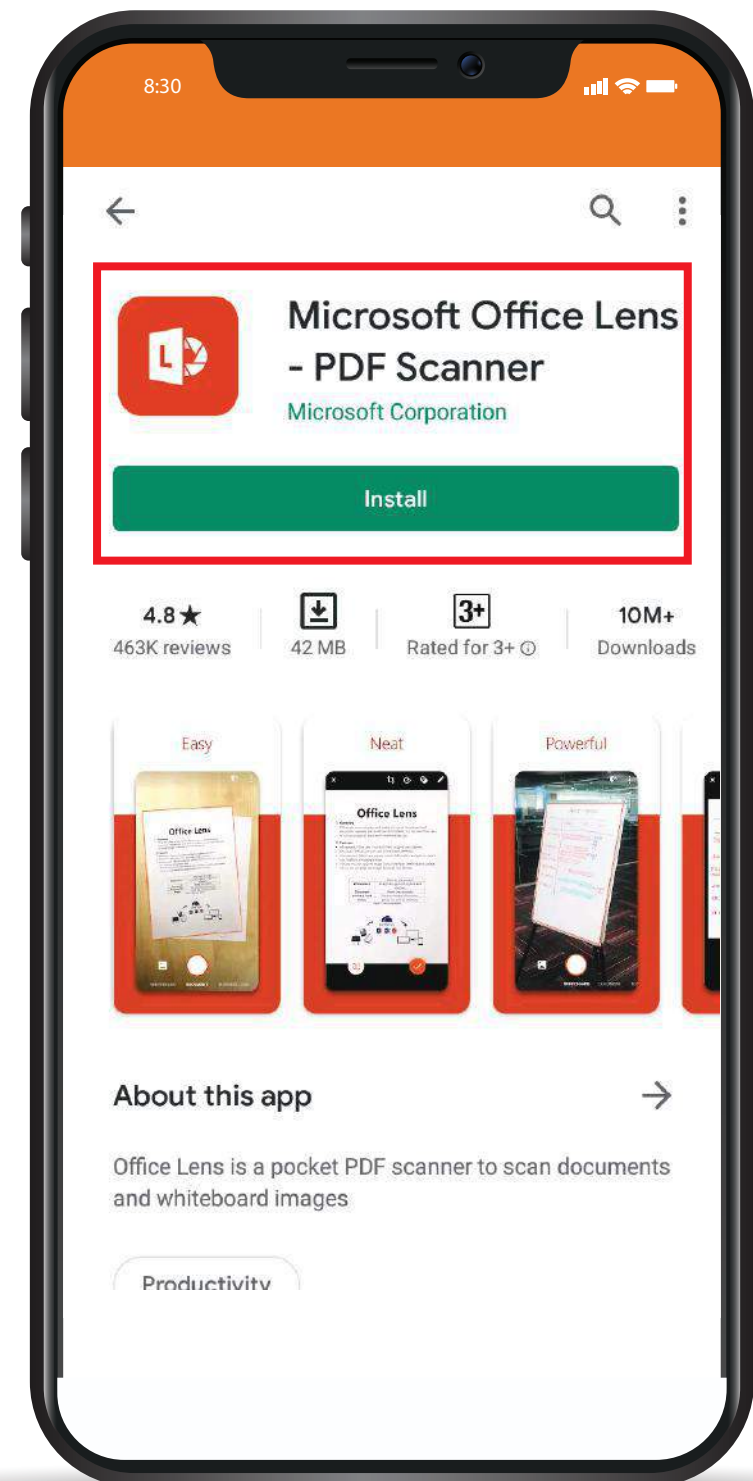
**STEP  
5**

**GO TO PLAY STORE  
AND DOWNLOAD  
MICROSOFT OFFICE LENS**



**AFTER  
INSTALLATION,  
WHEN TAKING  
THE WORK SELECT  
DOCUMENT OPTION**

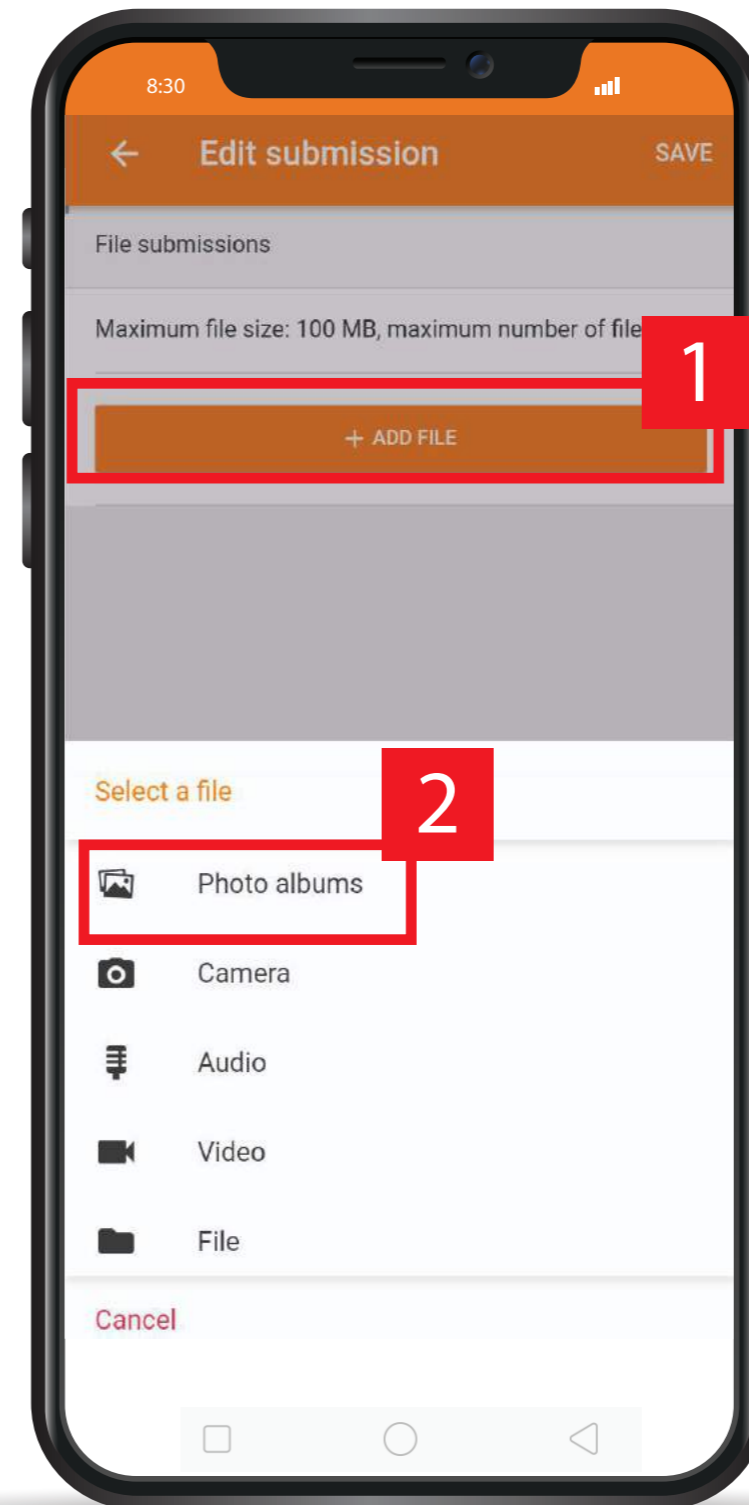
**SAVE AS IMAGE**



**STEP  
6**

**1** CLICK ON THE ADD FILE

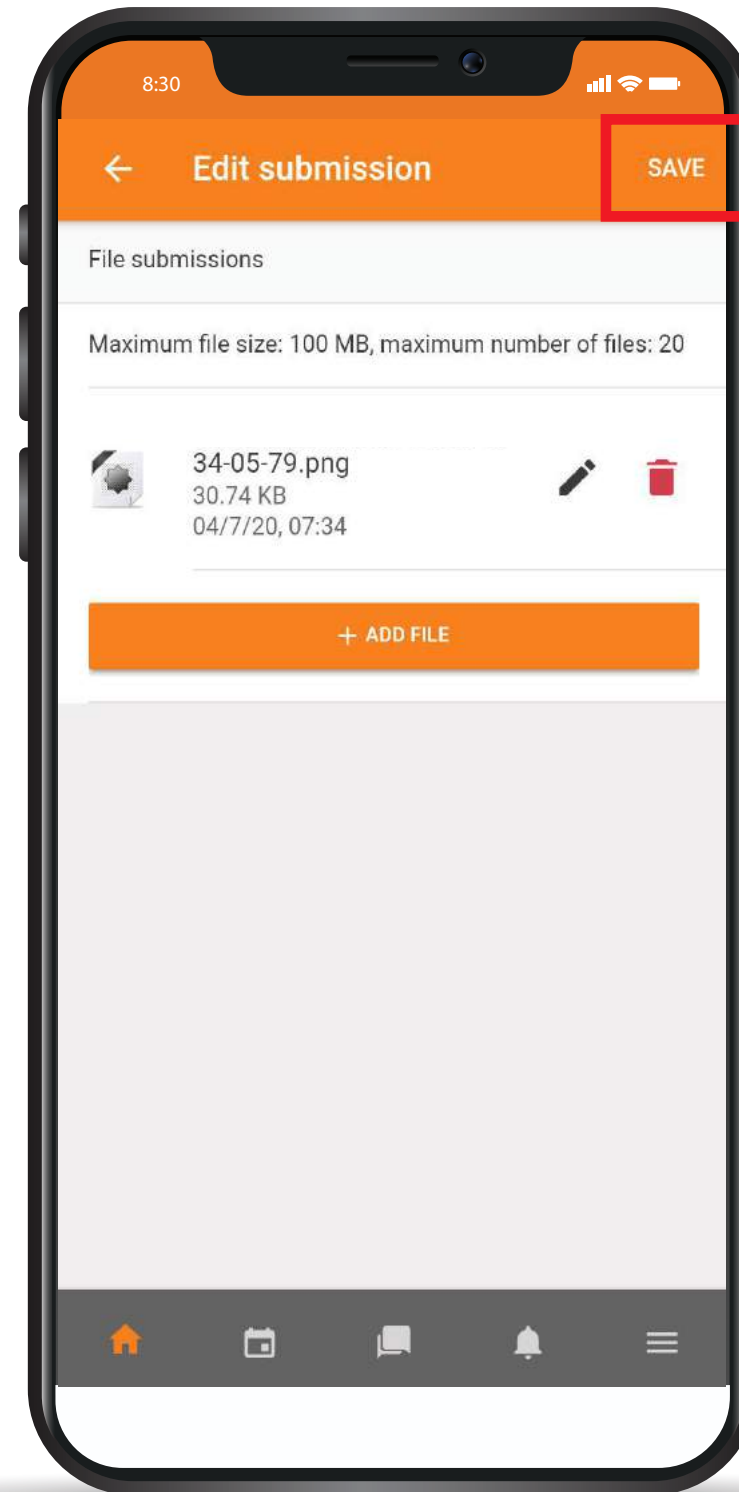
**2** UPLOAD THE SCANNED WORK FROM YOUR GALLERY (PHOTOS)





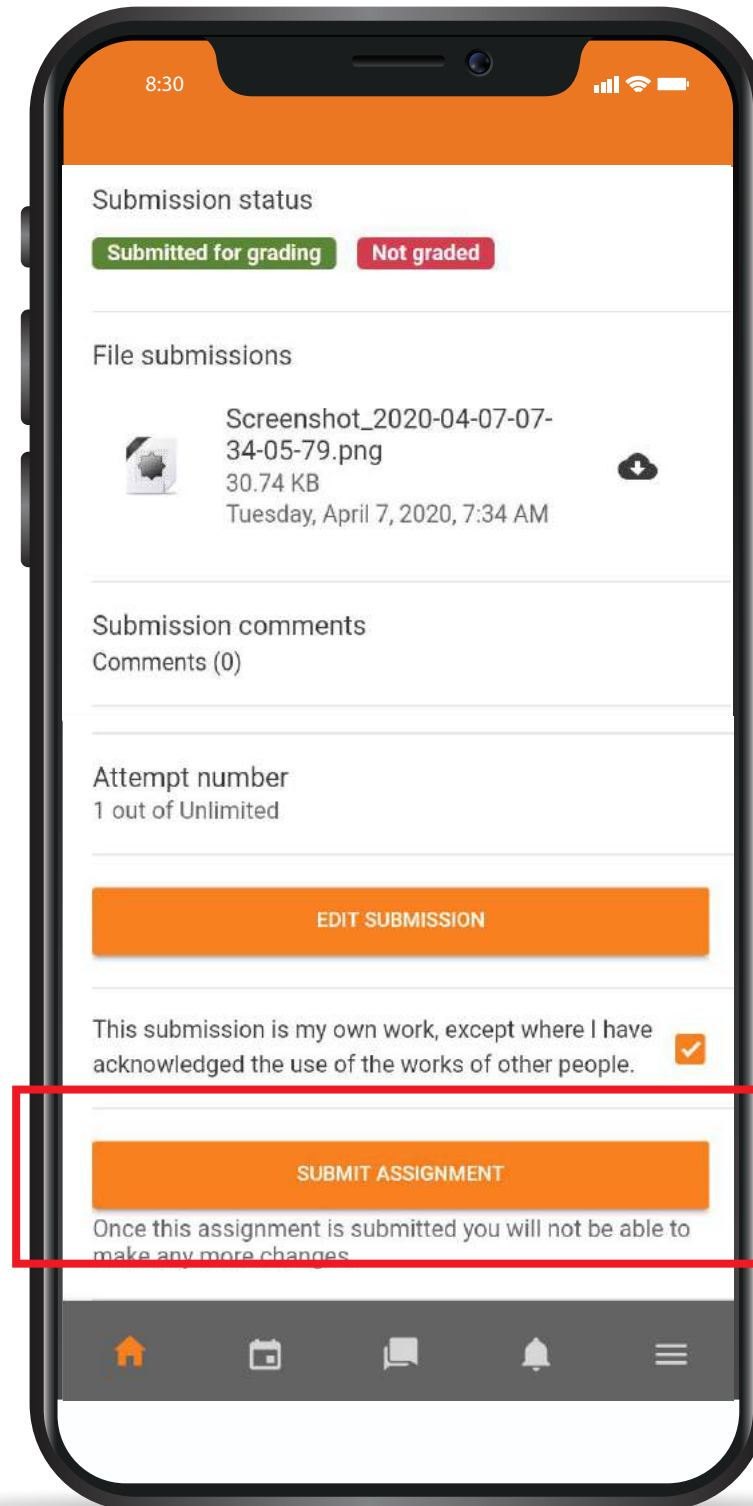
**STEP  
7**

**CLICK ON THE  
SAVE BUTTOM**



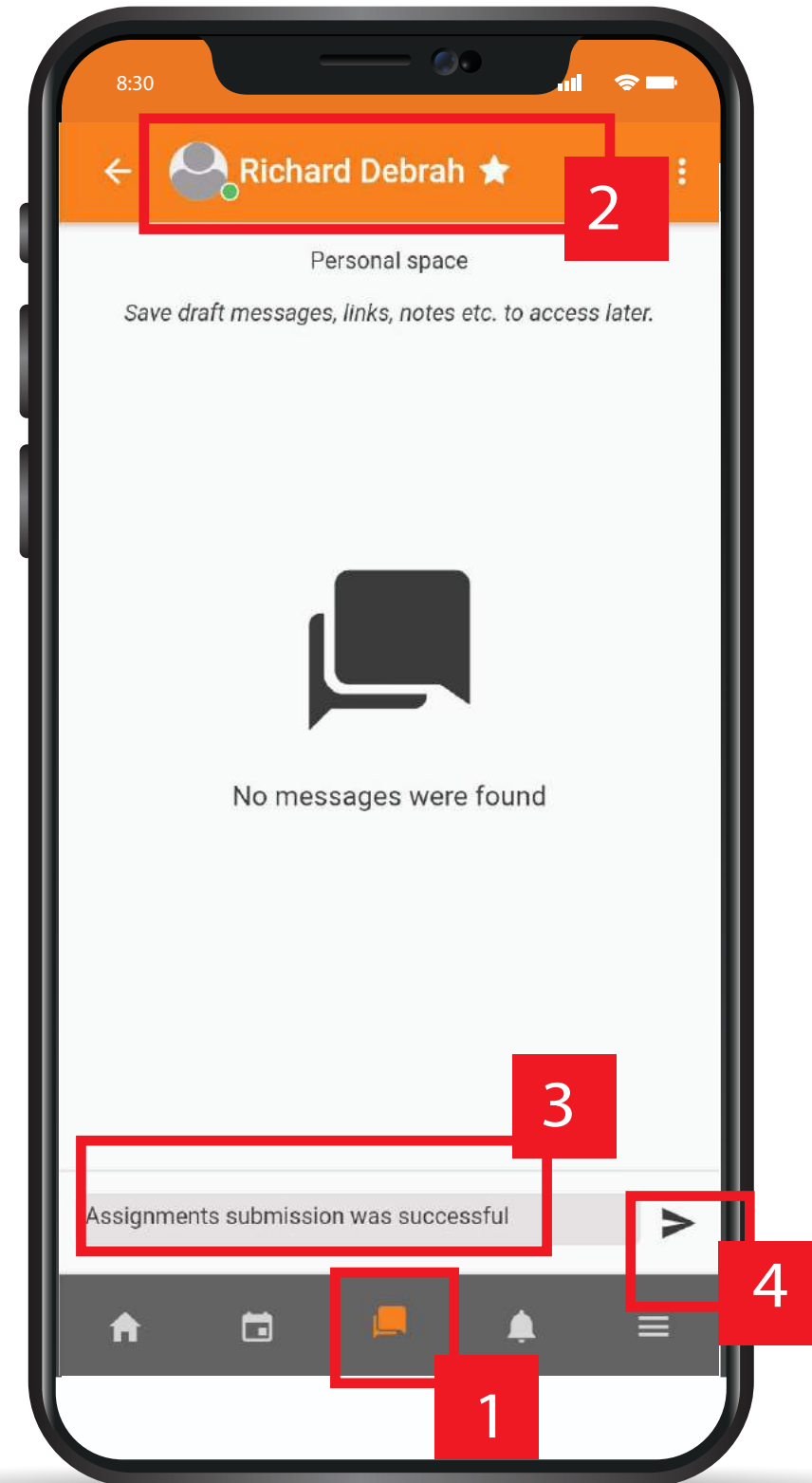
**STEP  
8**

**CLICK ON  
SUBMIT ASSIGNMENT  
BUTTON**



## STEP 9

- 1 CLICK ON THE CHAT BUTTOM
- 2 SELECT THE OF THE LECTURER
- 3 TYPE YOUR MESSAGE
- 4 CLICK ON THE SEND BUTTOM



# THANK YOU



 Email: [elearning@vvu.edu.gh](mailto:elearning@vvu.edu.gh)



030 705 1124  
030 705 1176  
030 701 1832



4

# PRACTICAL SESSION TRAINING QUIZ



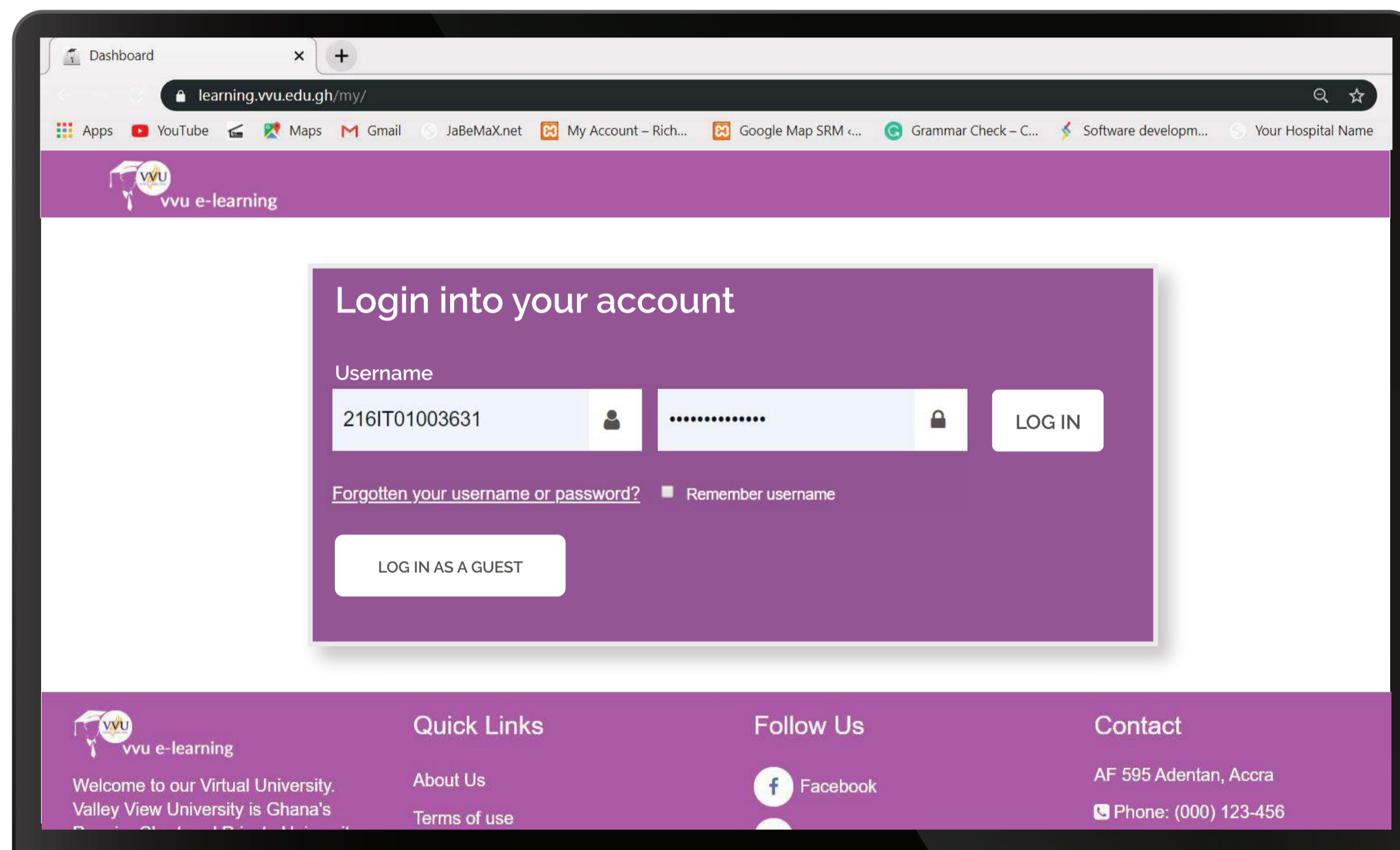
**STEP  
1**

**ENTER THE URL IN YOUR BROWSER :**

*learning.vvu.edu.gh*

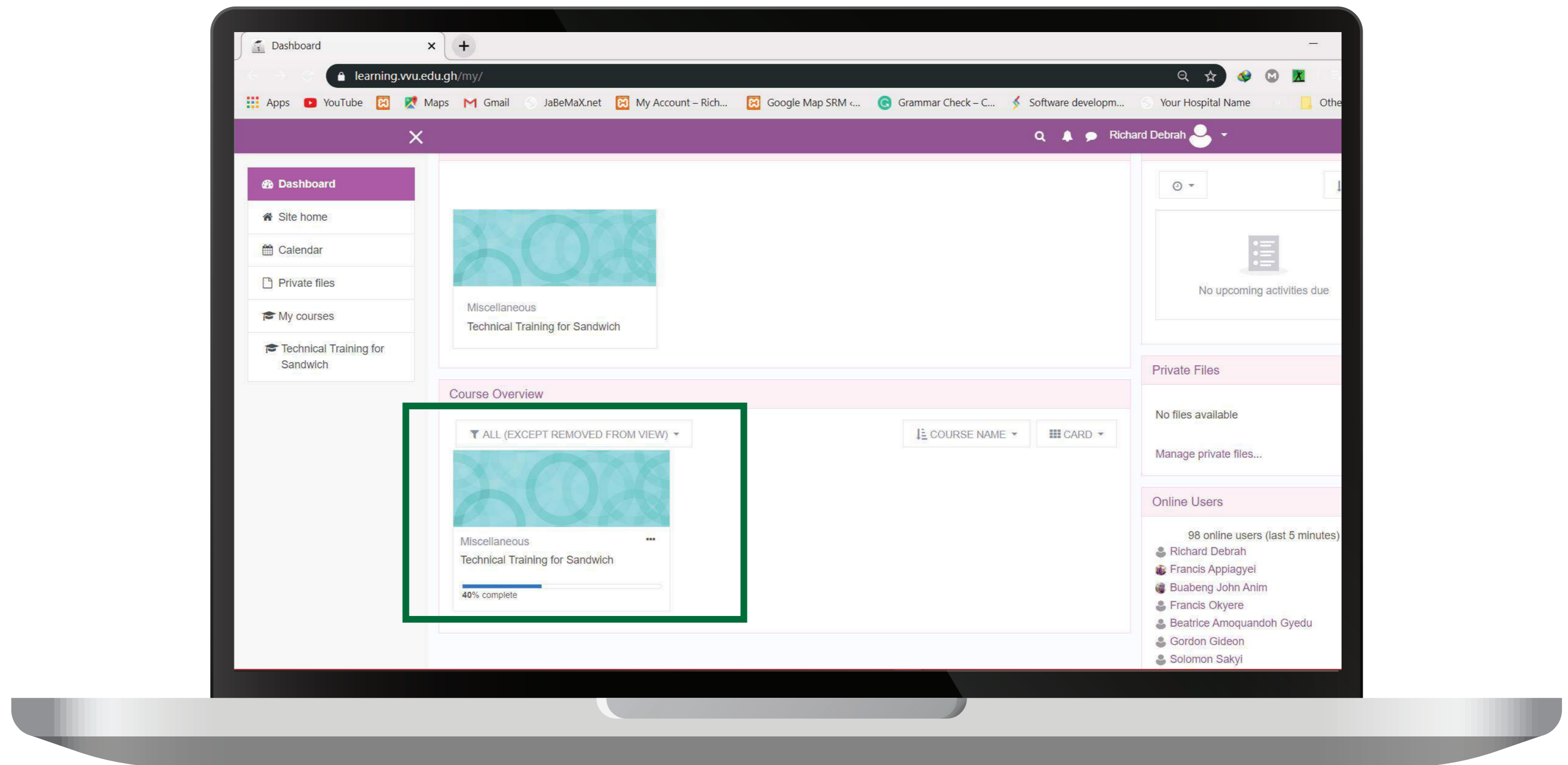
**AND THEN LOGIN**

*Enter your username and password*



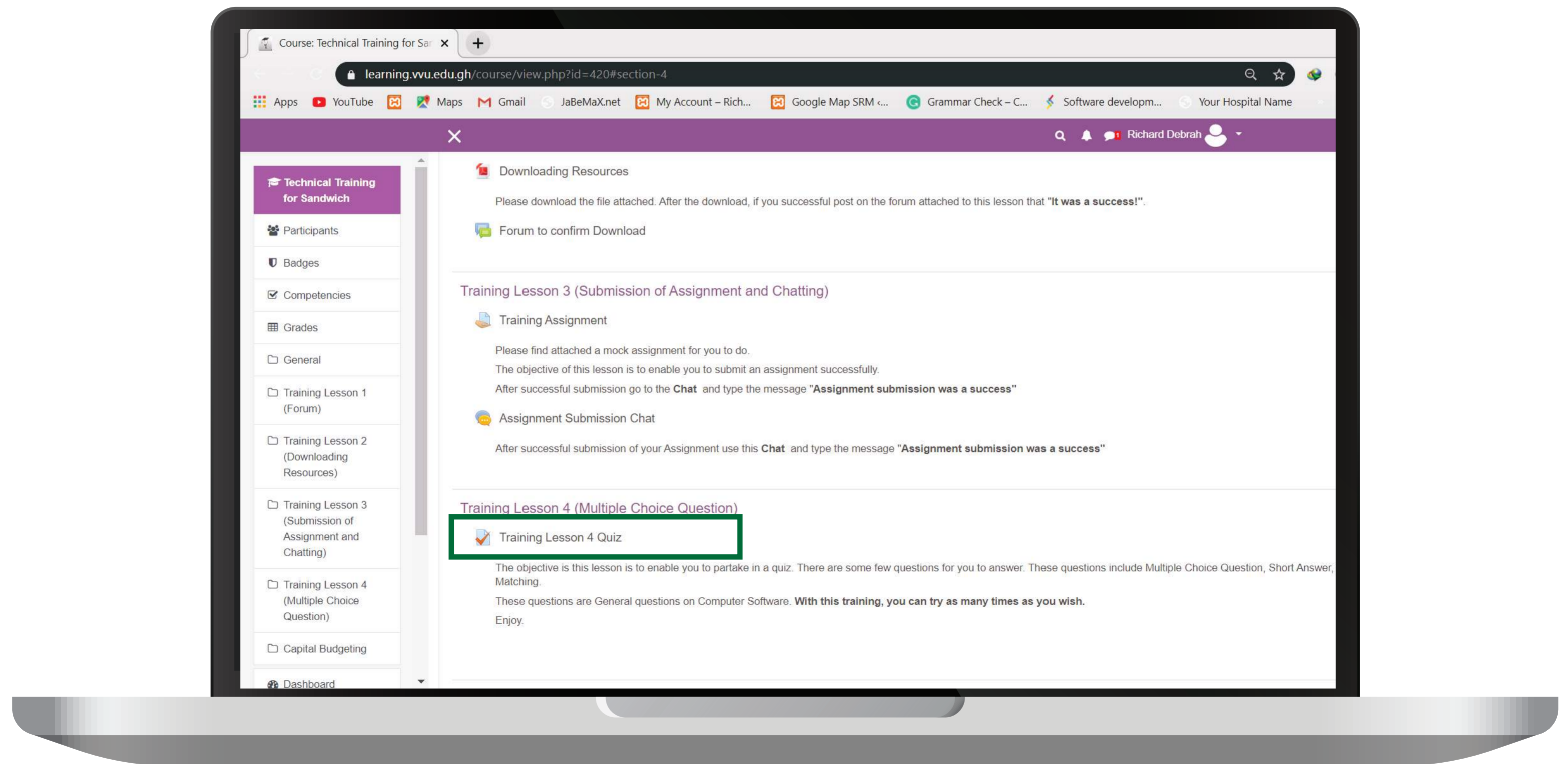
# STEP 2

## ON YOUR DASHBOARD CLICK ON TECHNICAL TRAINING FOR SANDWICH



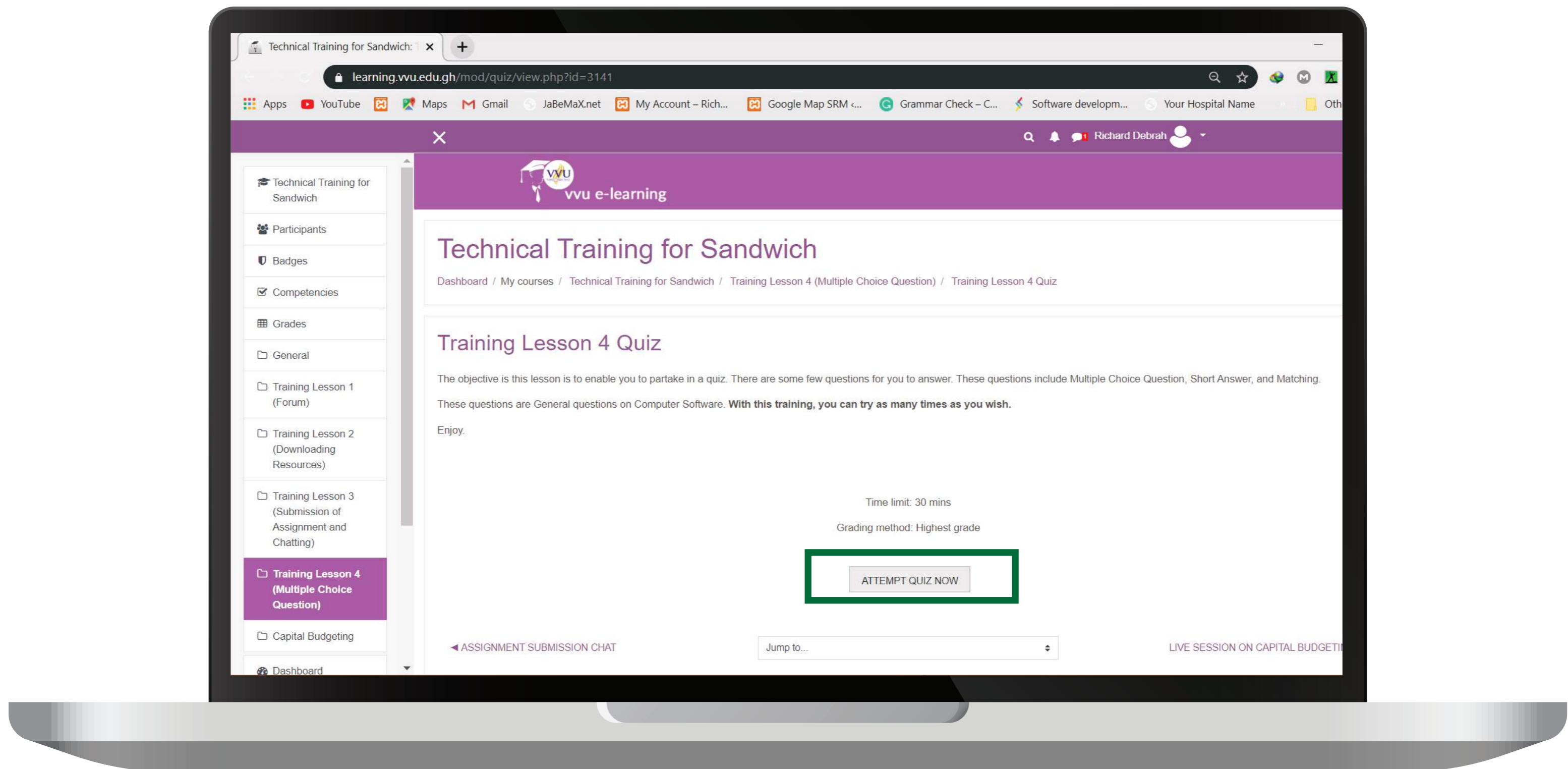
# STEP 3

## CLICK ON TRAINING LESSON 4 QUIZ



# STEP 4

## CLICK ON ATTEMPT QUIZ NOW



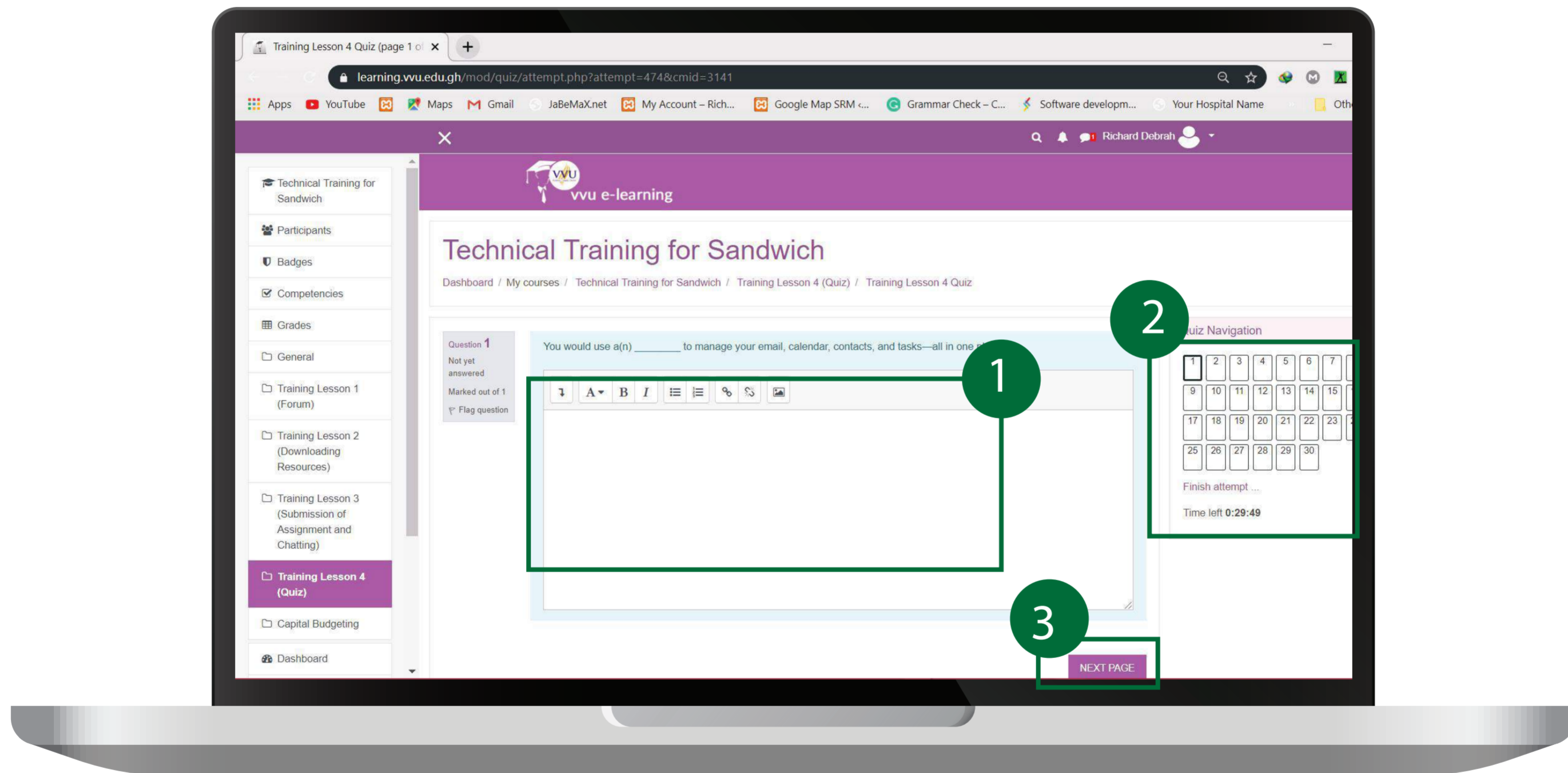
# PRATICAL SESSION FOR SANDWICH STUDENTS



# STEP 5

## MULTIPLE CHOICE QUESTIONS SOME REQUIRE ANSWERS FROM THE STUDENT

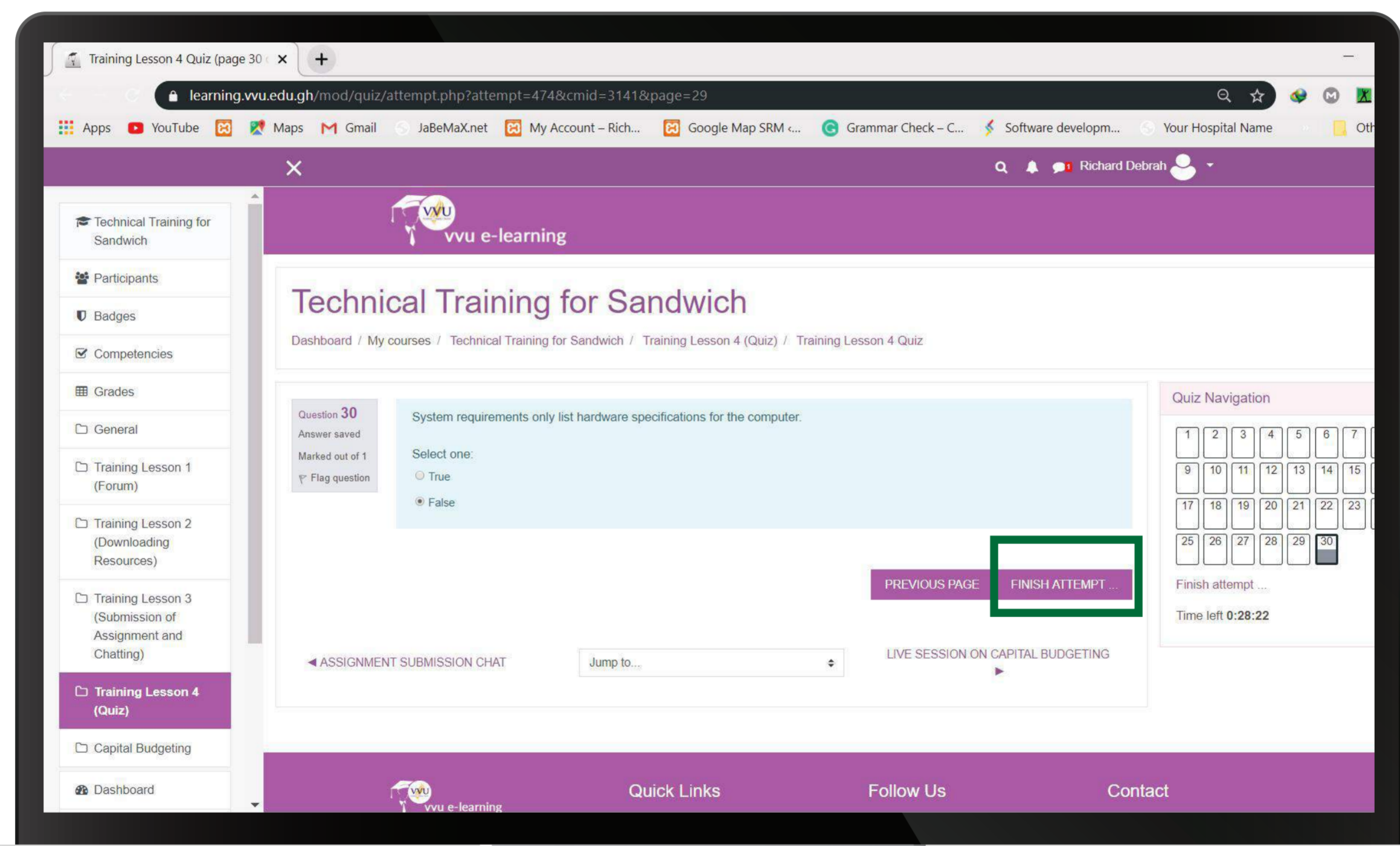
- 1 Enter your answer
- 2
- 3 Move to the Next Page or Question





# STEP 6

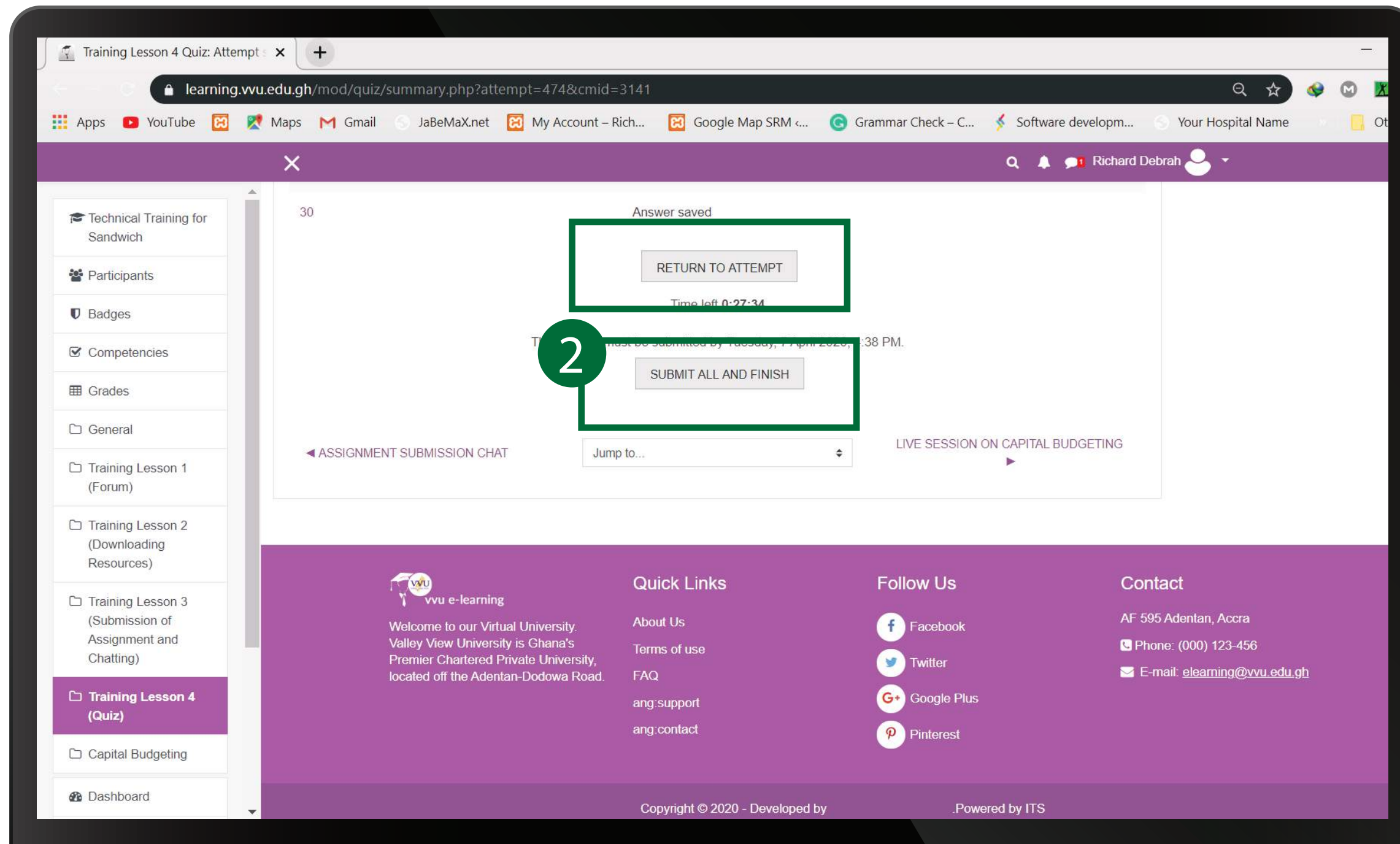
## WHEN YOU ARE DONE ANSWERING THE QUESTIONS YOU CAN NOW CLICK ON FINISH ATTEMPT



# CLICK ON

**STEP  
7**

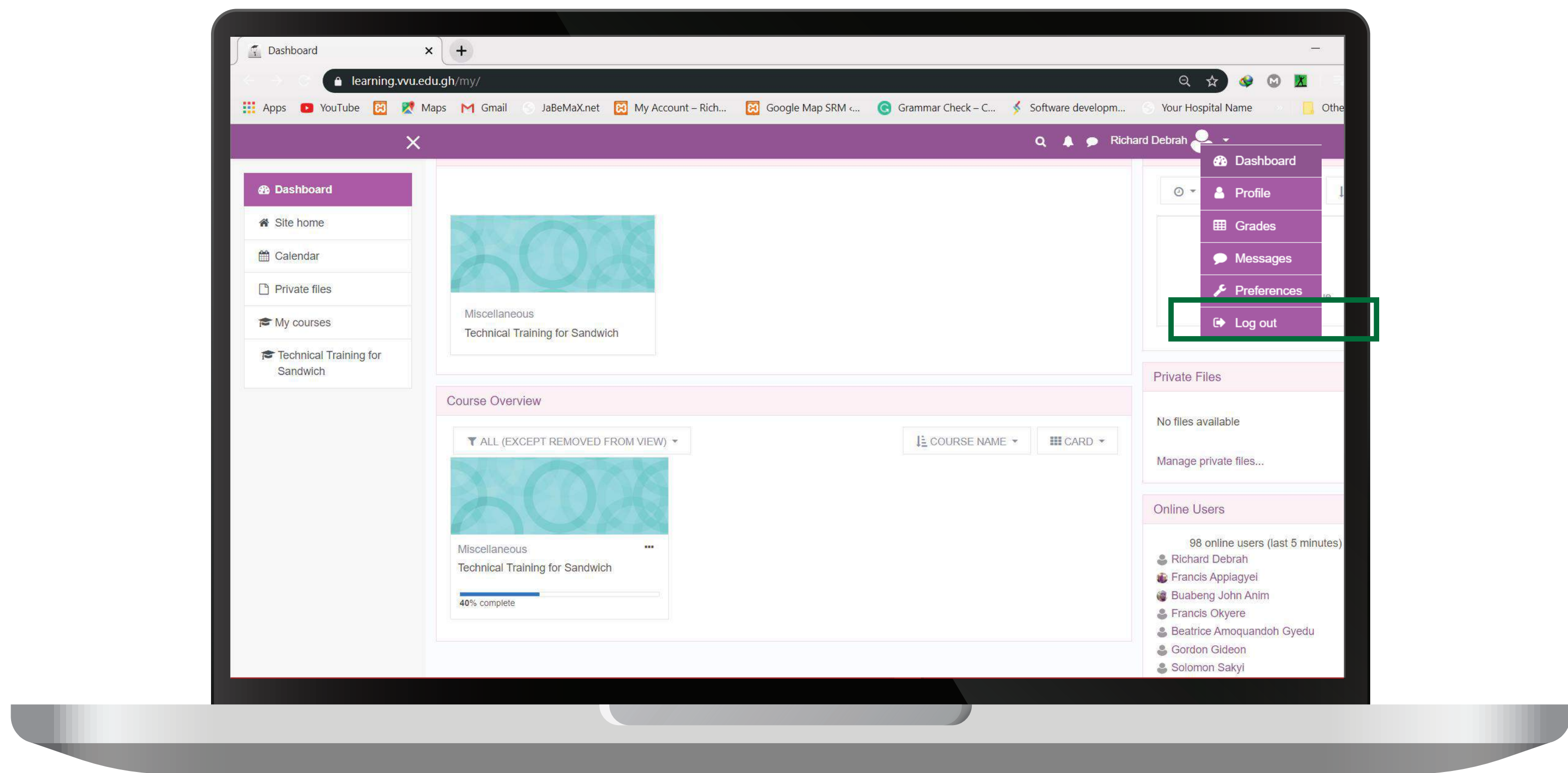
- 1 TO RETURN BACK TO ANSWER A QUESTION YOU ARE NOT SURE OF
- 2 TO SUBMIT ALL AND FINISH WORK



# PRATICAL SESSION FOR SANDWICH STUDENTS

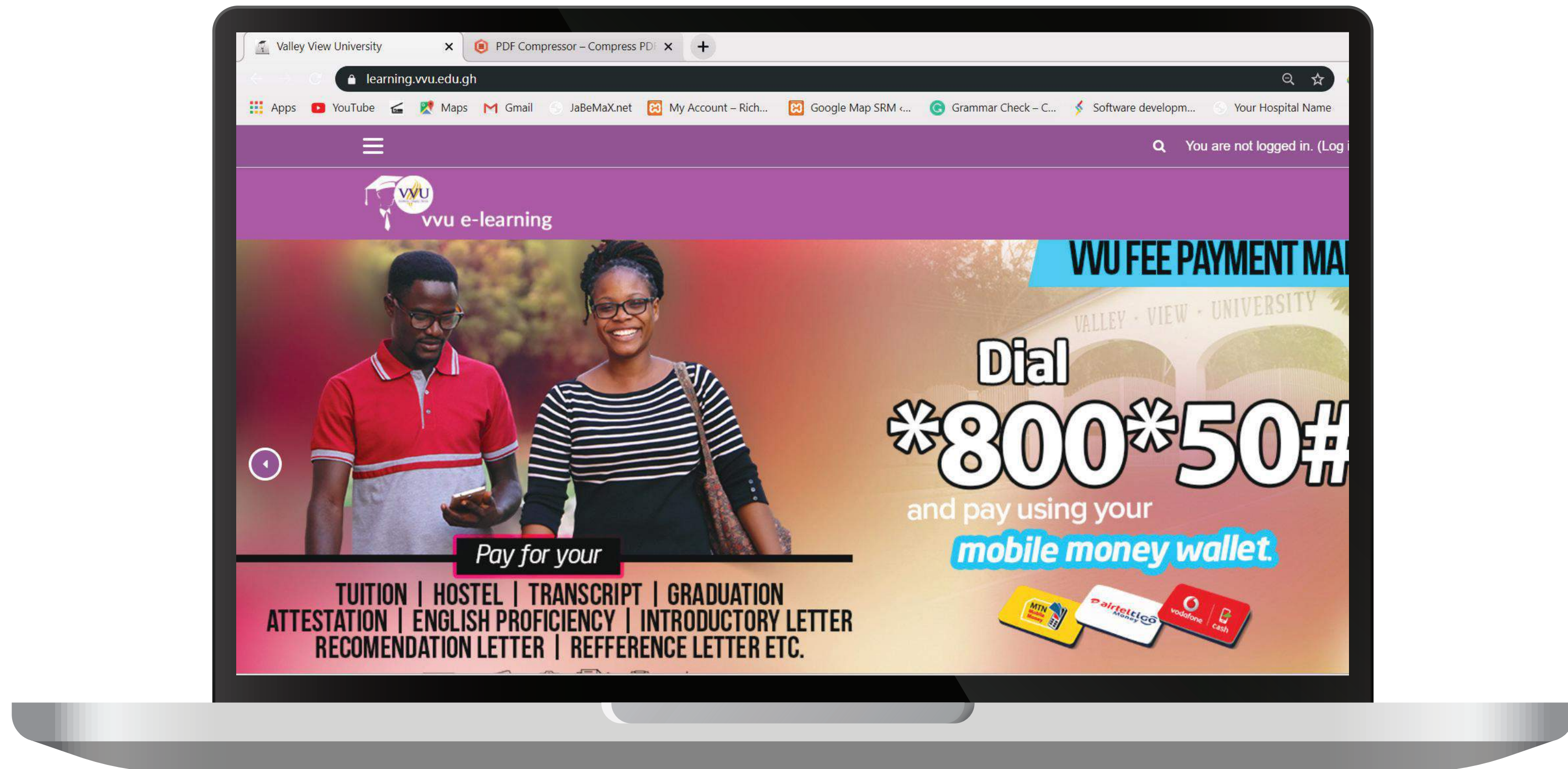
**STEP  
11**

**LOGOUT**





# THANK YOU



# THANK YOU



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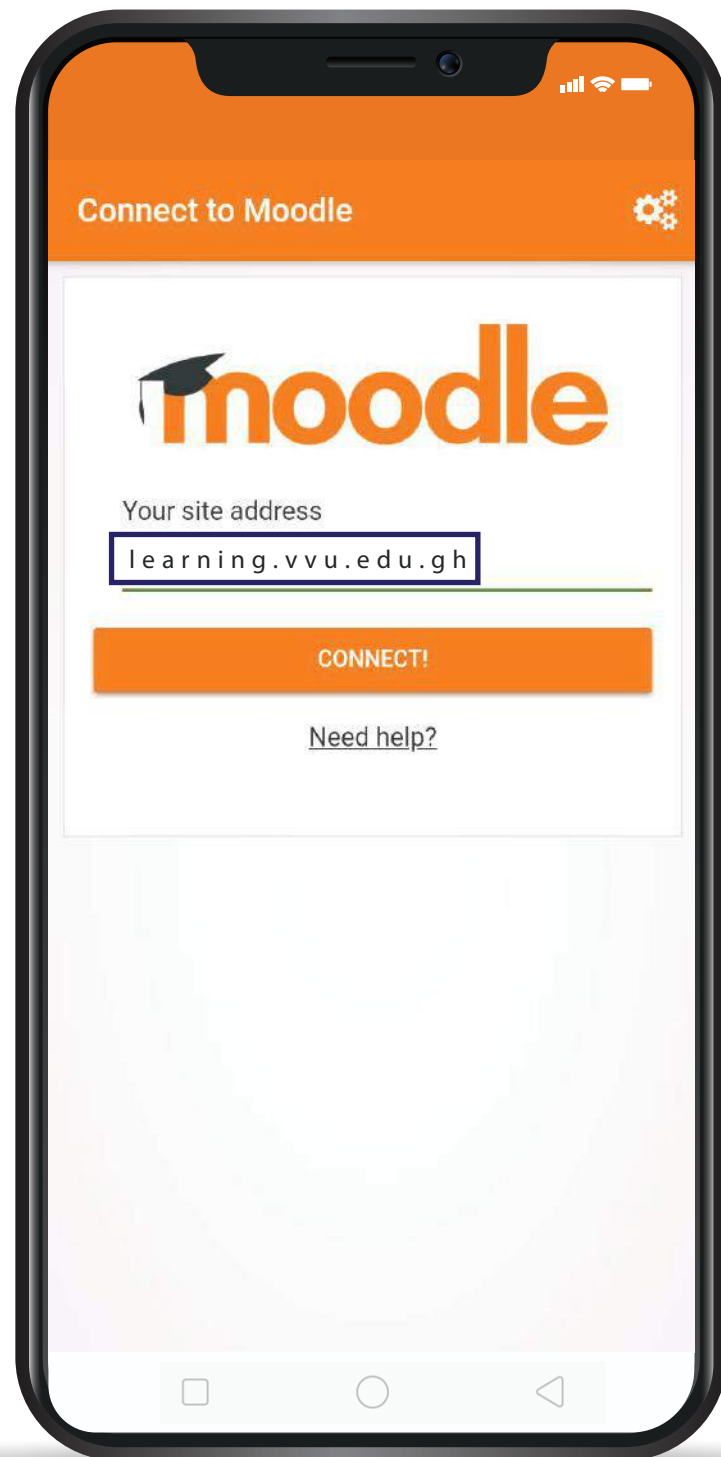


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030 705 1176  
030 701 1832



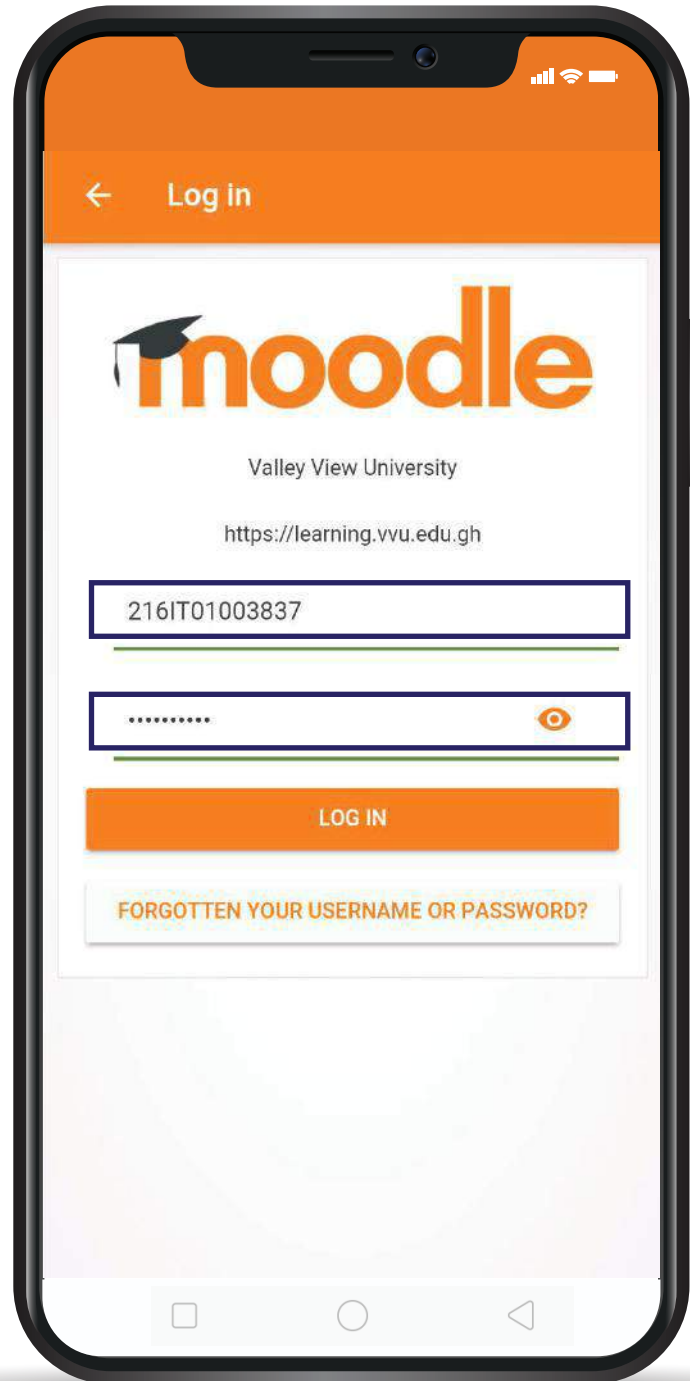
4

PRACTICAL SESSION TRAINING  
QUIZ



**STEP  
1**

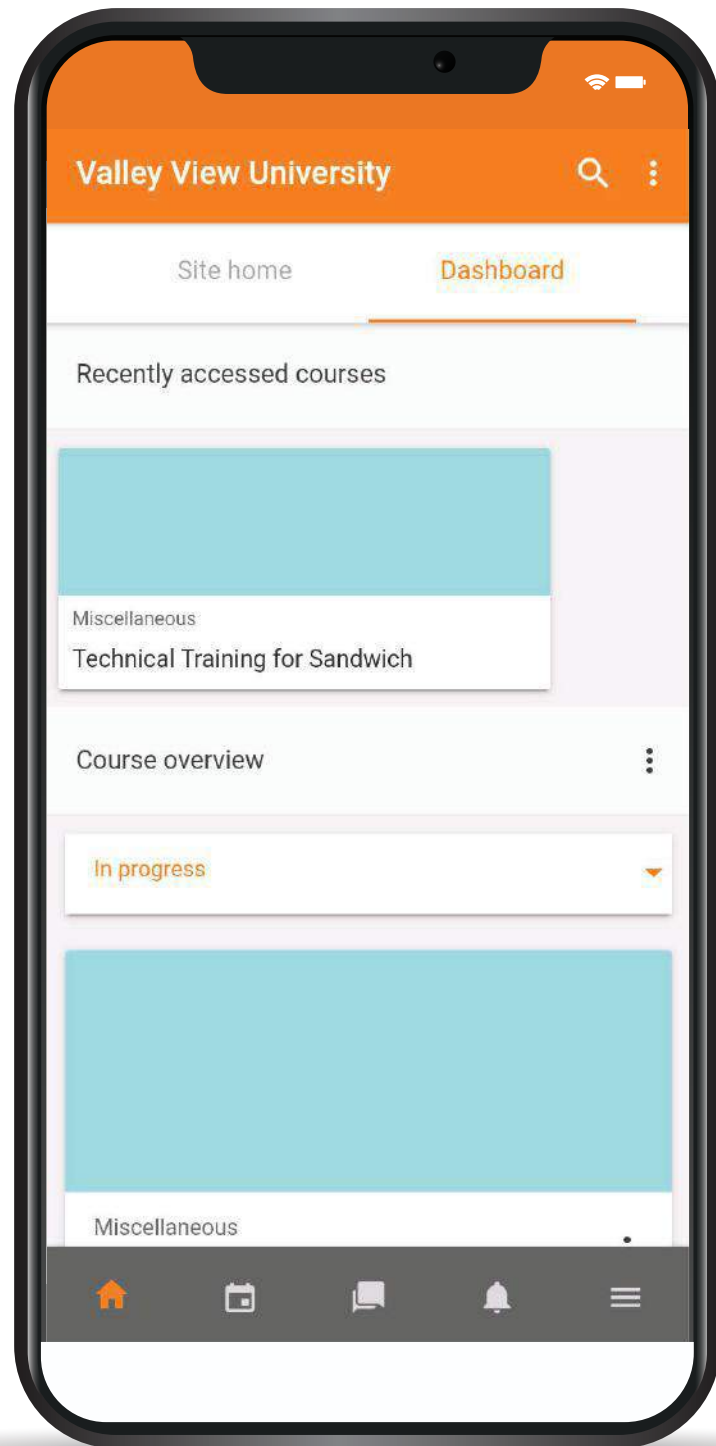
**ENTER THE URL :**  
*learning.vvu.edu.gh*



**STEP  
2**

**ENTER YOUR  
STUDENT ID  
&  
PASSWORD**

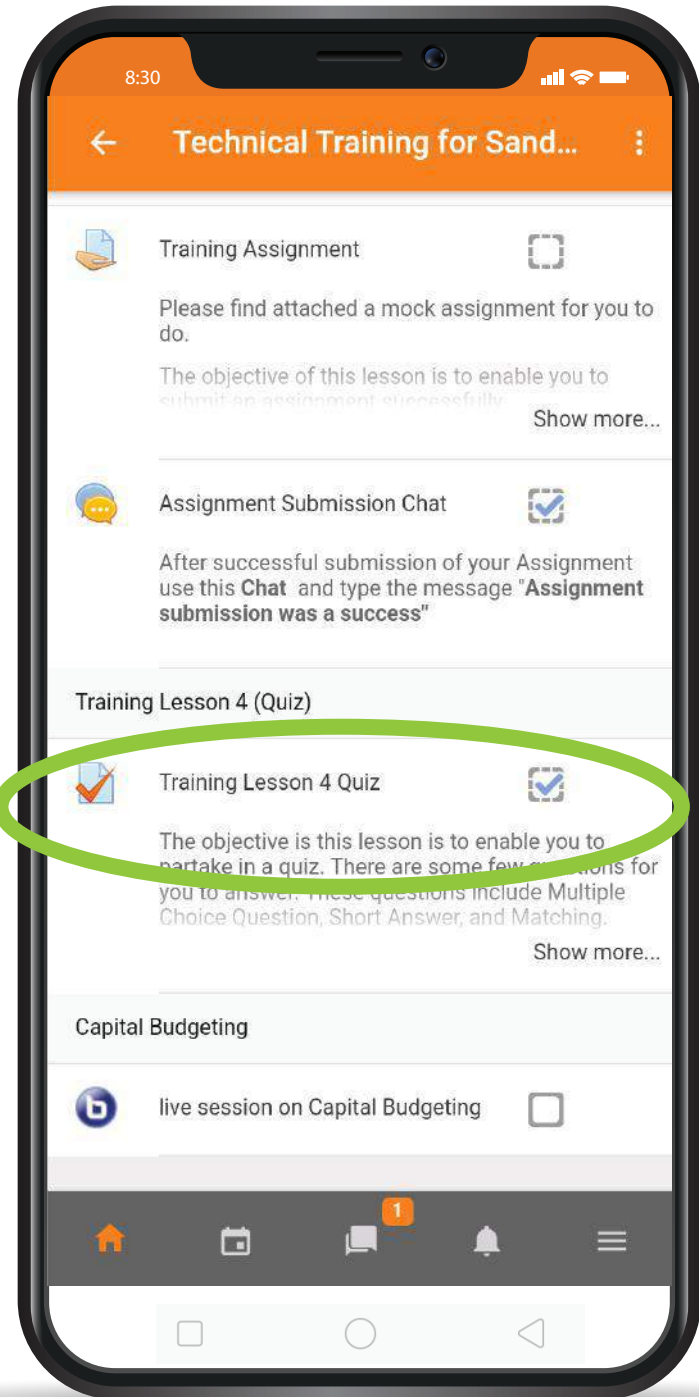
# PRATICAL SESSION FOR SANDWICH STUDENTS



**STEP  
3**

**ON YOUR DASHBOARD  
CLICK ON  
TECHNICAL TRAINING  
FOR SANDWICH**

# PRATICAL SESSION FOR SANDWICH STUDENTS

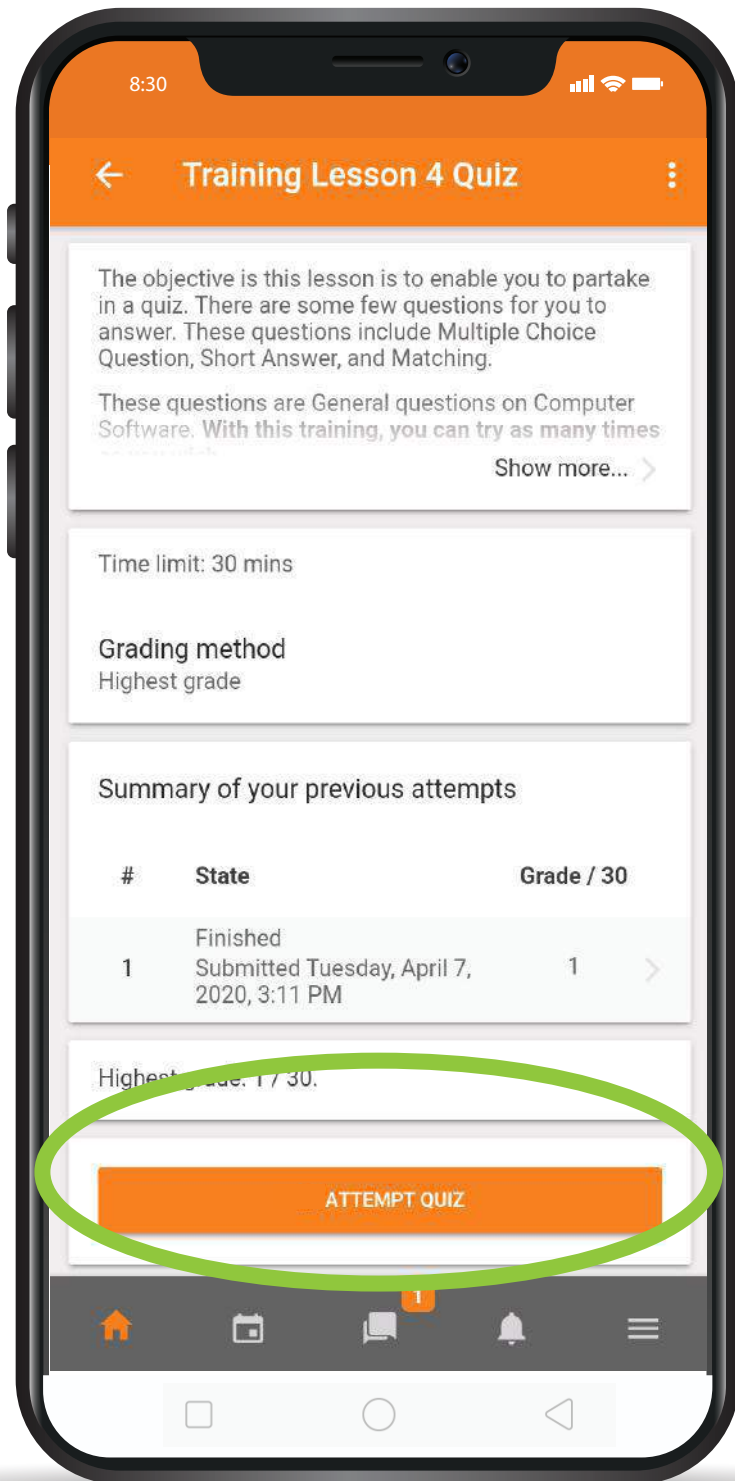


STEP  
4

CLICK ON  
TRAINING LESSON 4  
QUIZ

# PRATICAL SESSION FOR SANDWICH STUDENTS





**STEP  
5**

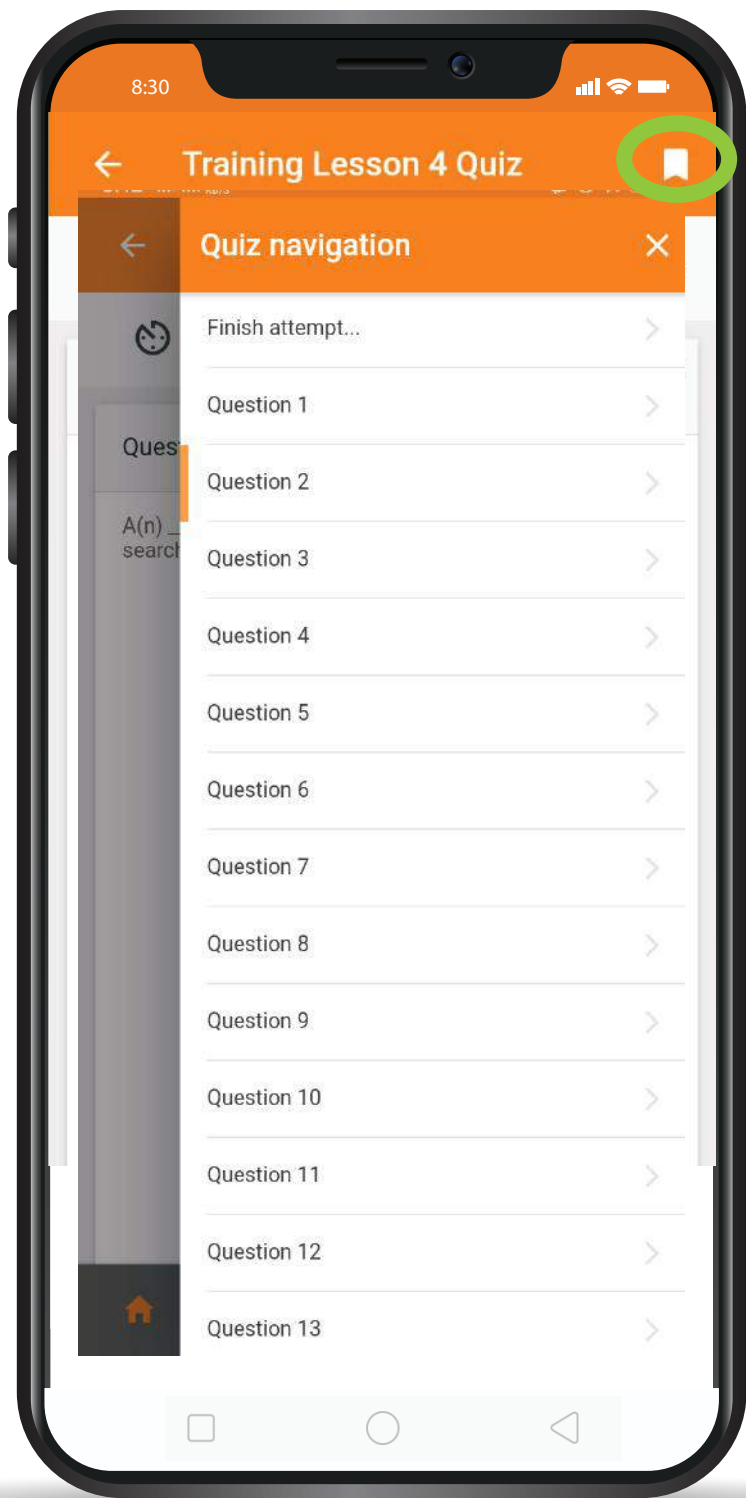
**CLICK ON  
ATTEMPT QUIZ**

**AND START ATTEMPT**



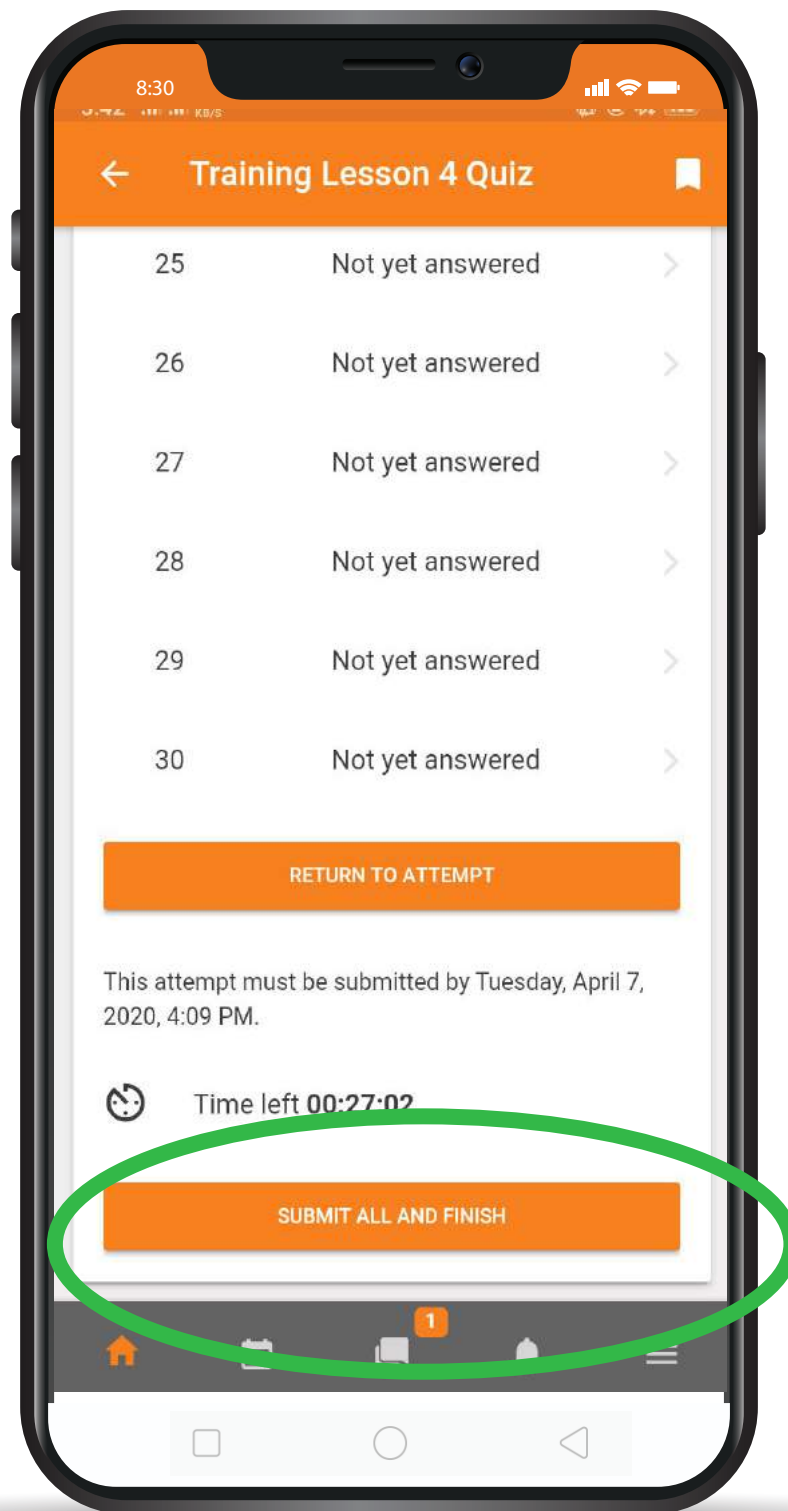
## STEP 6

- 1 CLICK ON THE WHITE SPACE TO WRITE YOUR ANSWER
- 2 TO MOVE TO THE NEXT QUESTION



**STEP  
7**

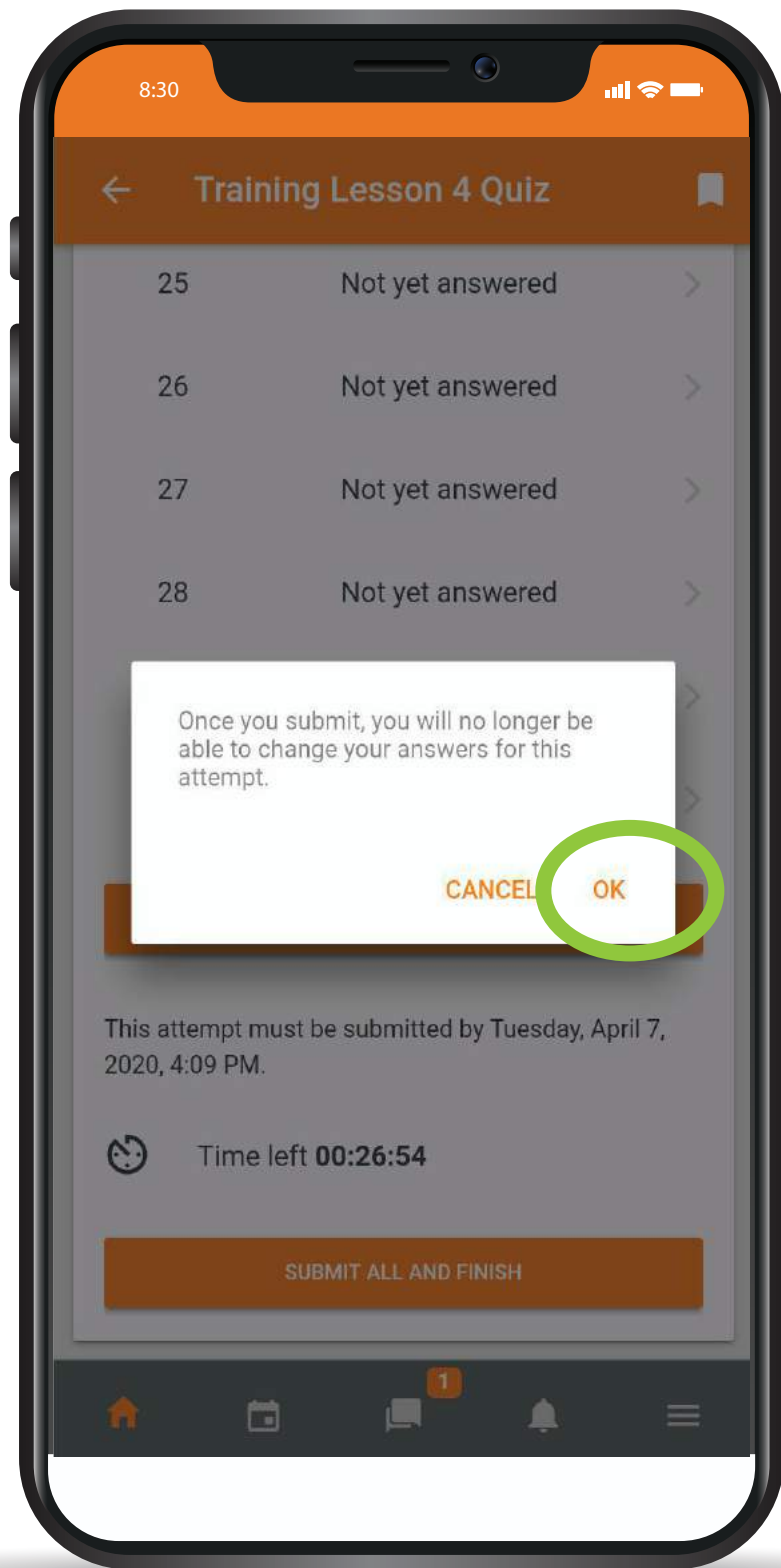
**CLICK ON THE  
ICON TO OPEN ALL  
THE QUESTIONS  
IN CASE YOU WANT TO  
SKIP**



**STEP  
8**

**CLICK ON SUBMIT  
AND FINISH**

**AND CONFIRM  
SUBMISSION**



**STEP  
9**

**CLICK ON OK  
TO CONFIRM  
SUBMISSION**



# THANK YOU



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# PRACTICAL TRAINING SESSION

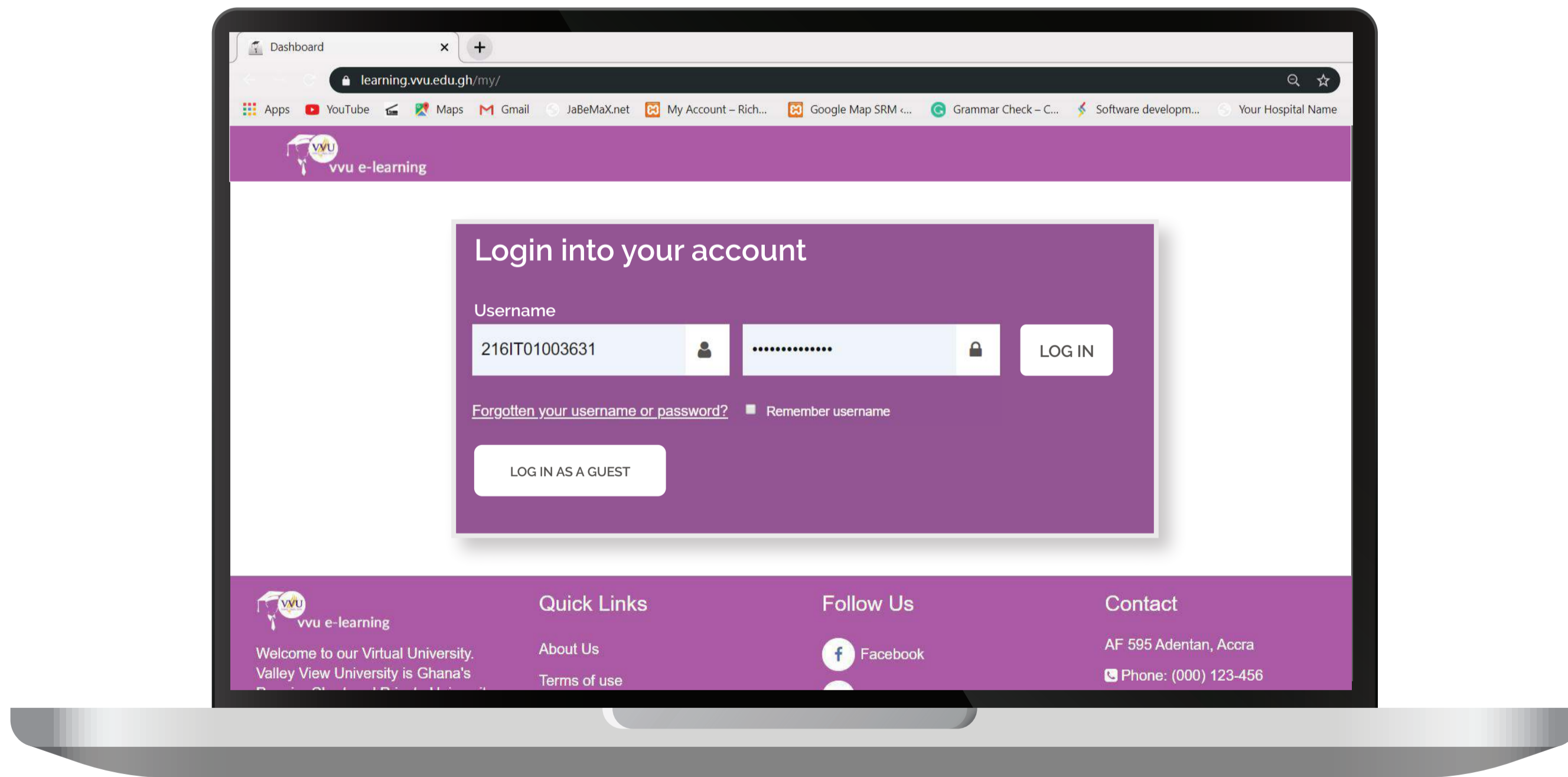
5

LIVE SESSION CLASS



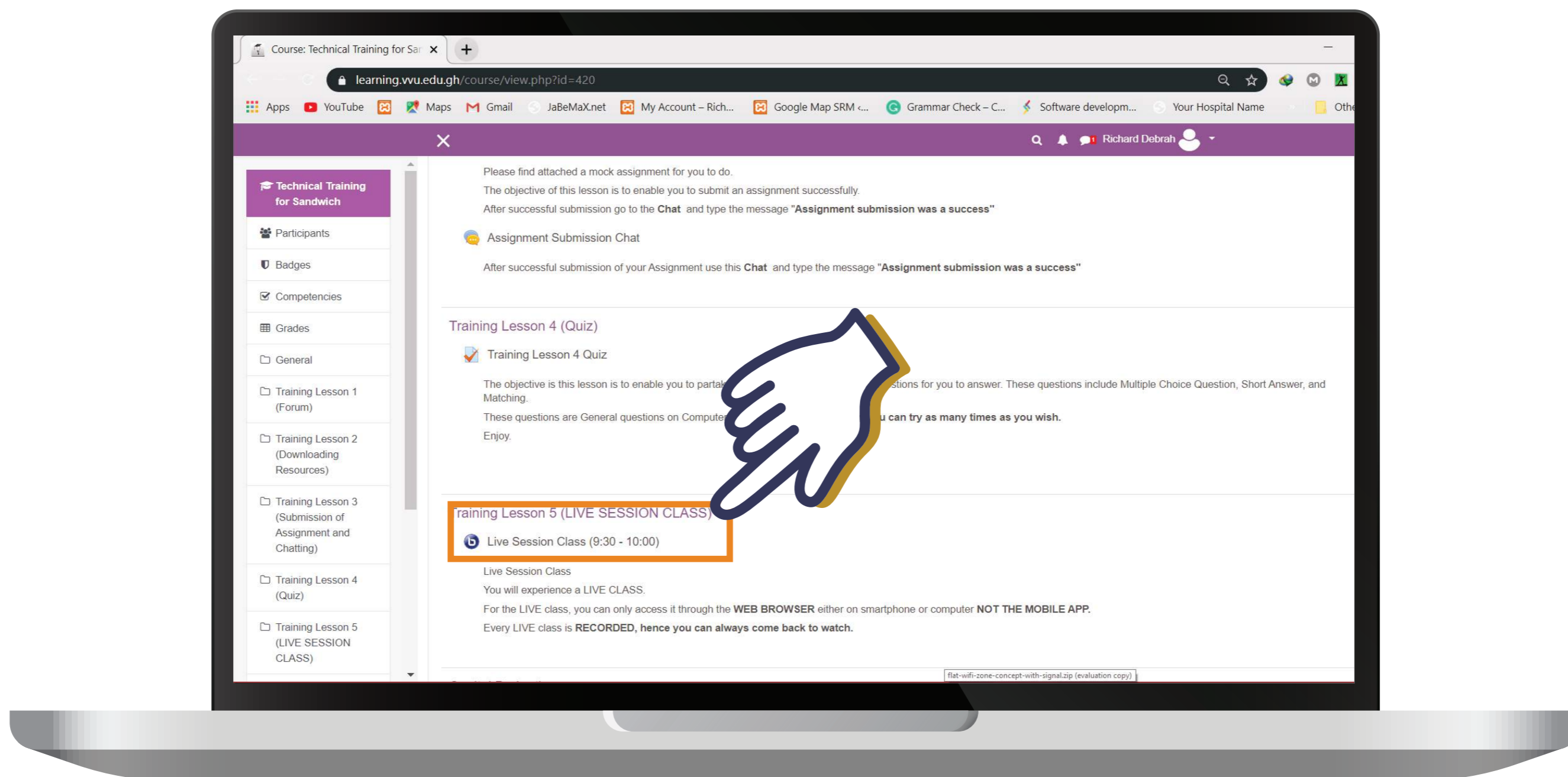


*Enter your username and password*  
**LOGIN**



2

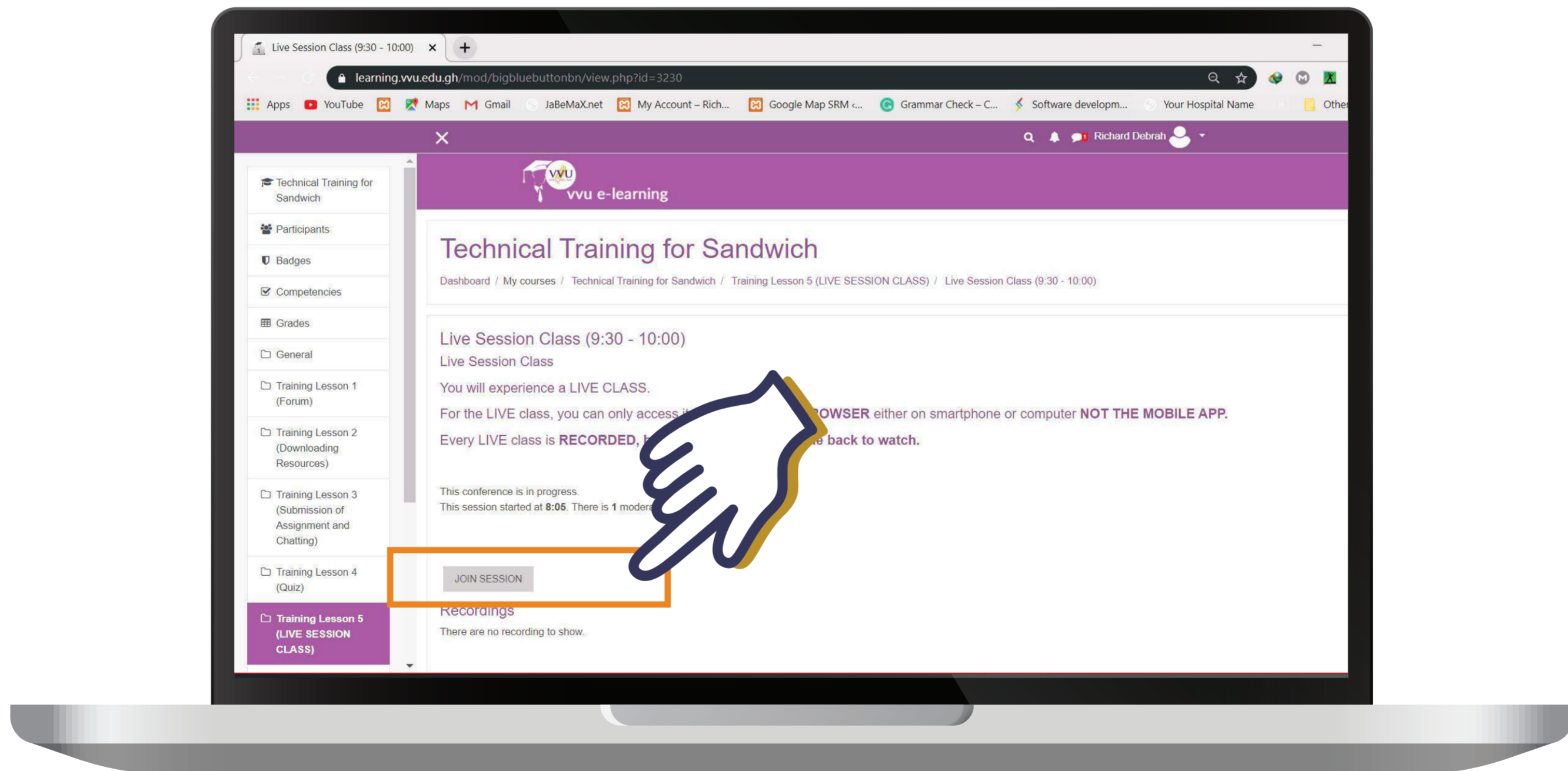
*Click on Live Session Class Under Technical Training for Sandwich*



*#PracticalTrainingSession*

3

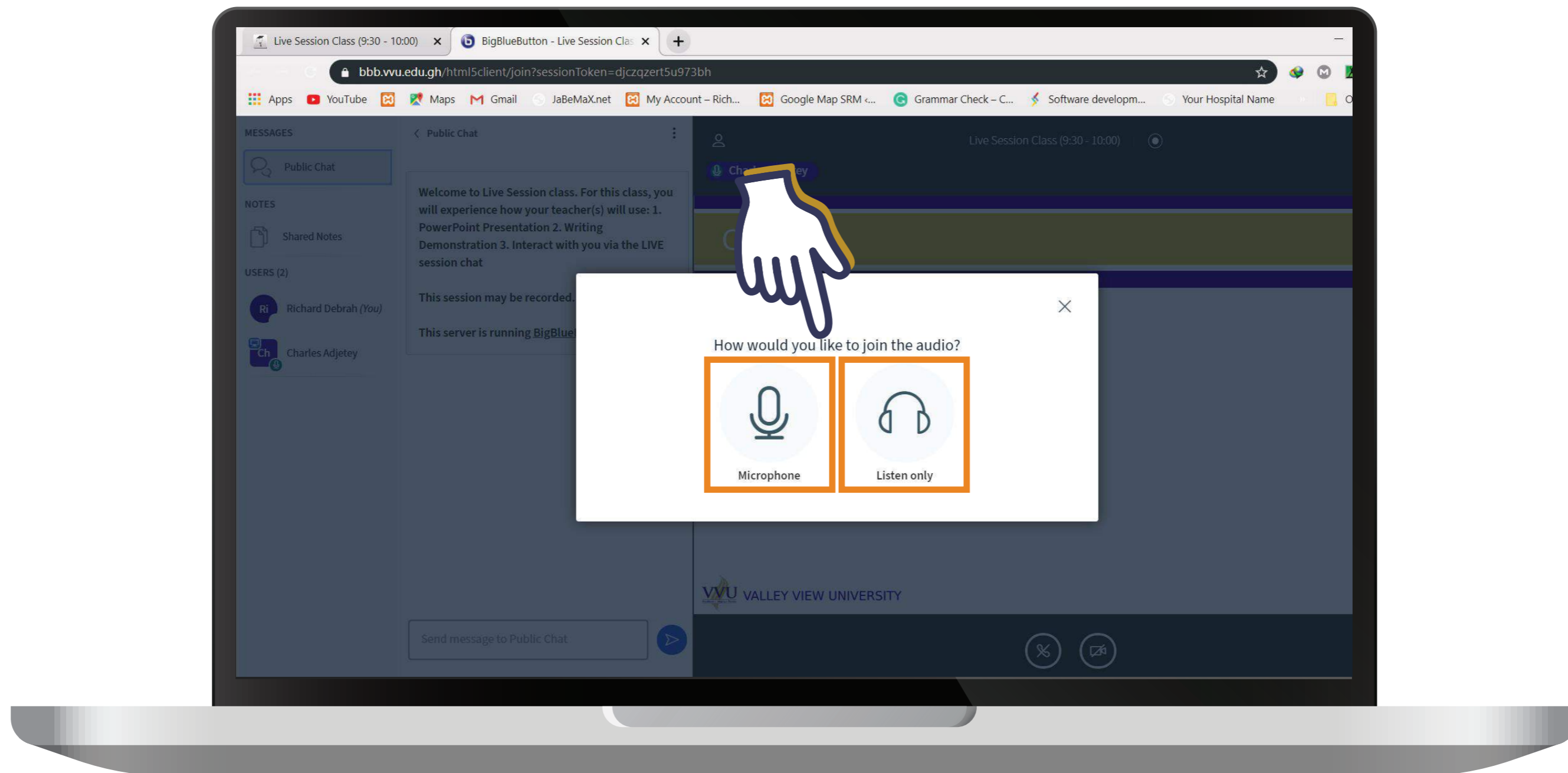
Click on JOIN SESSION





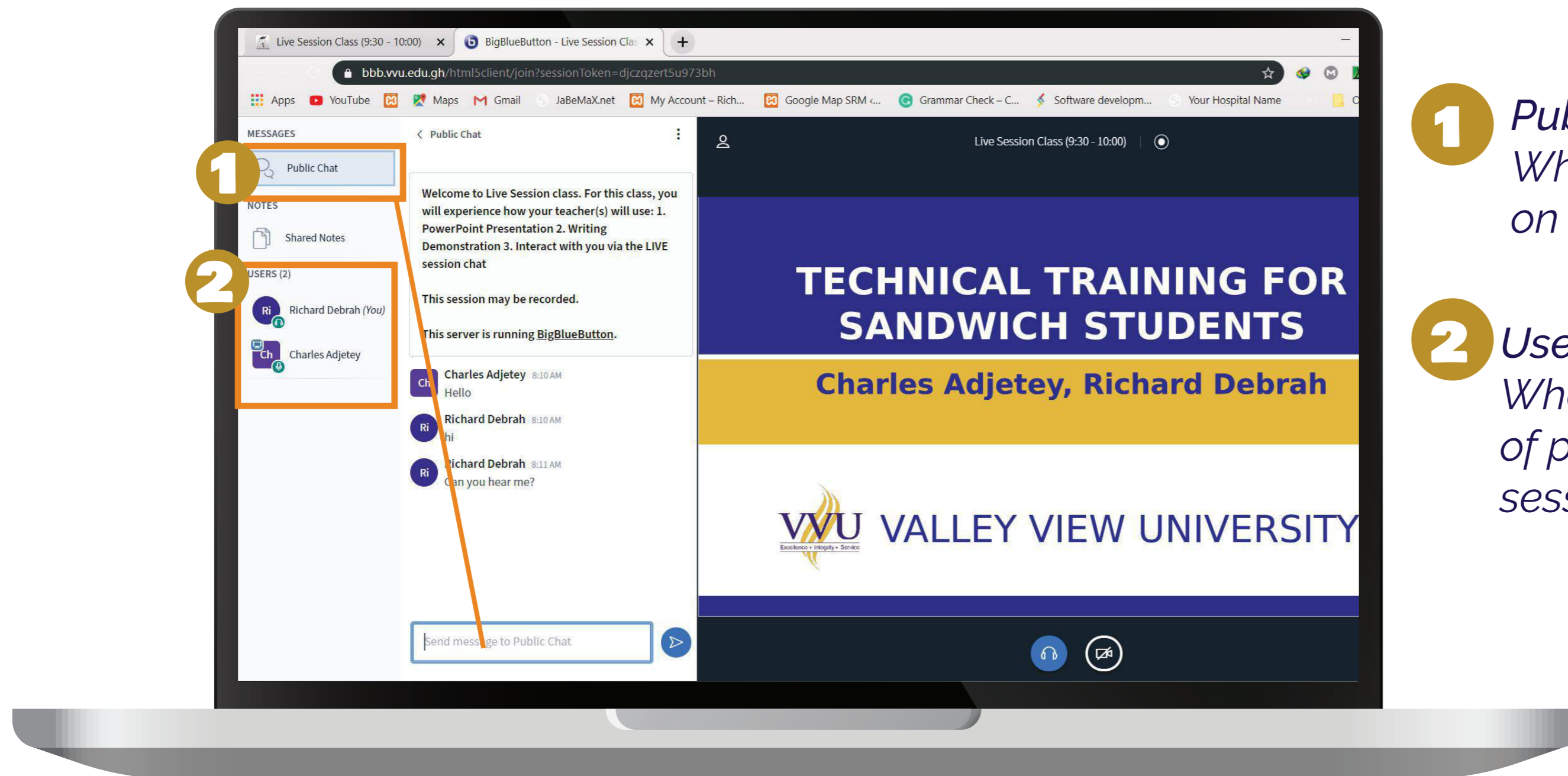
4

## Use Microphone or Listening Only (Headset)



# 5

## Where to ask Questions and Also View Users Online



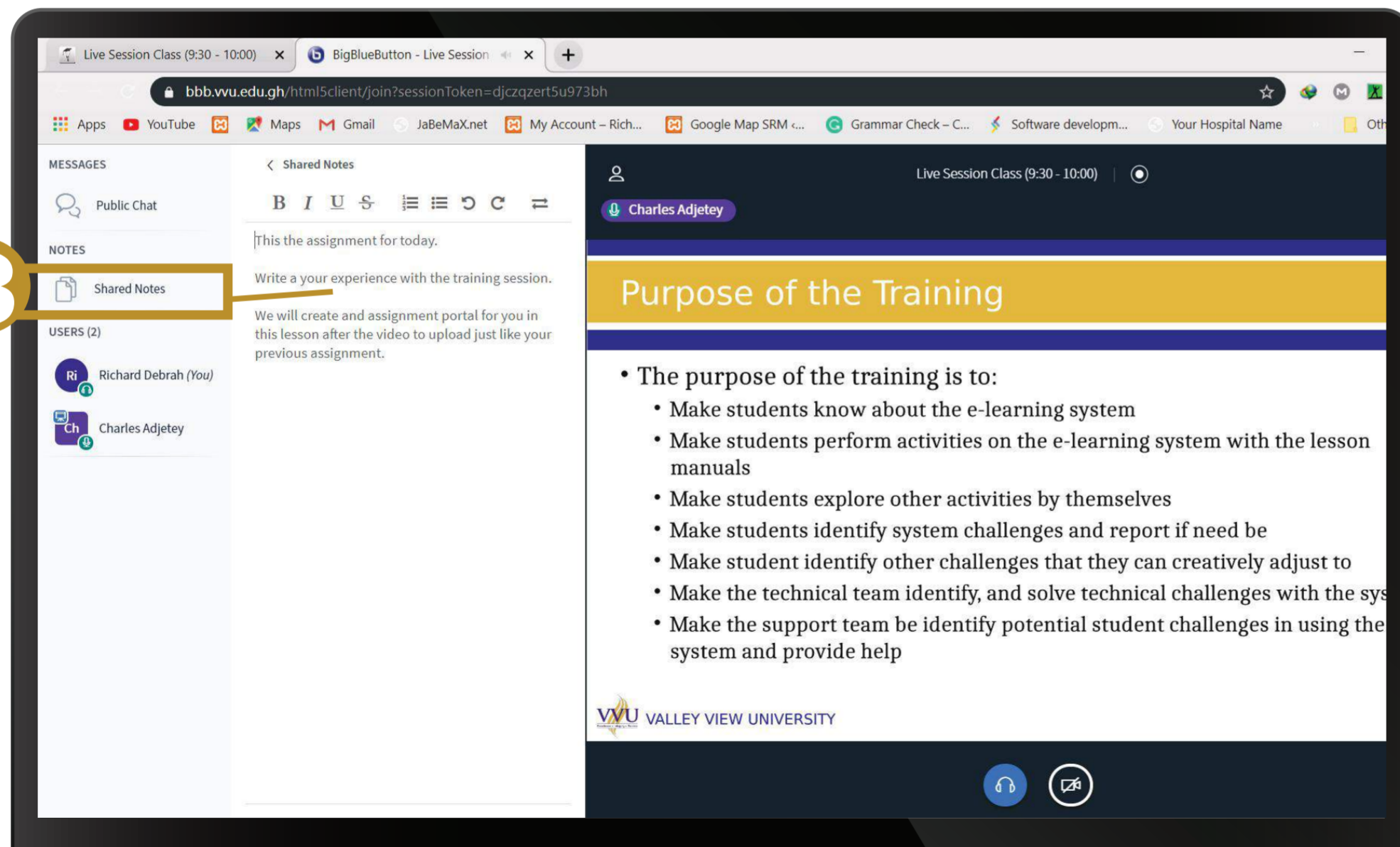
**1** *Public Chat*  
Where you to ask questions on during the session

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

# 6

## Shared Notes Interface

3

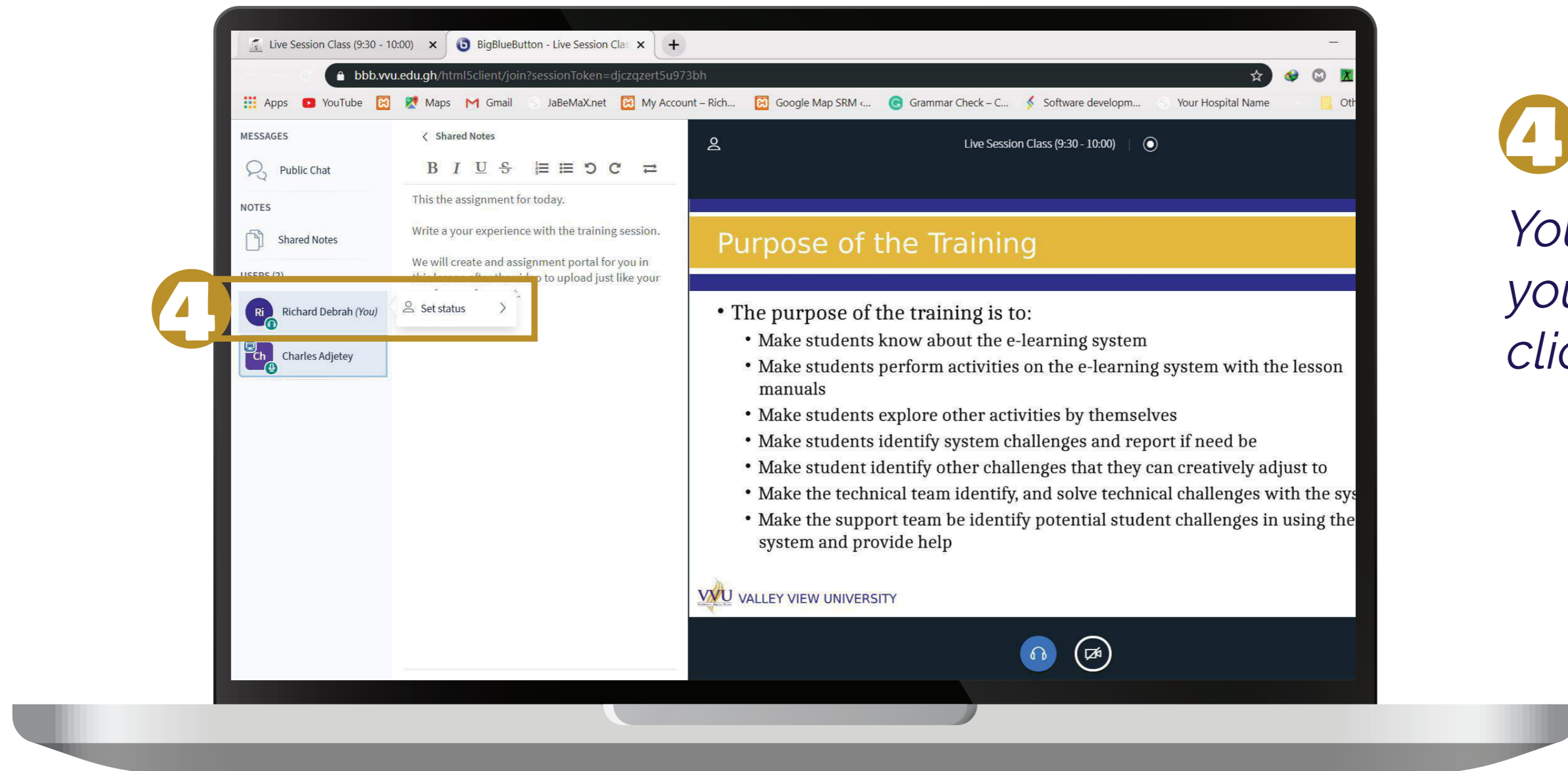


3

*View Notes that is Shared by the Lecturer*

# 7

## User Status Setting



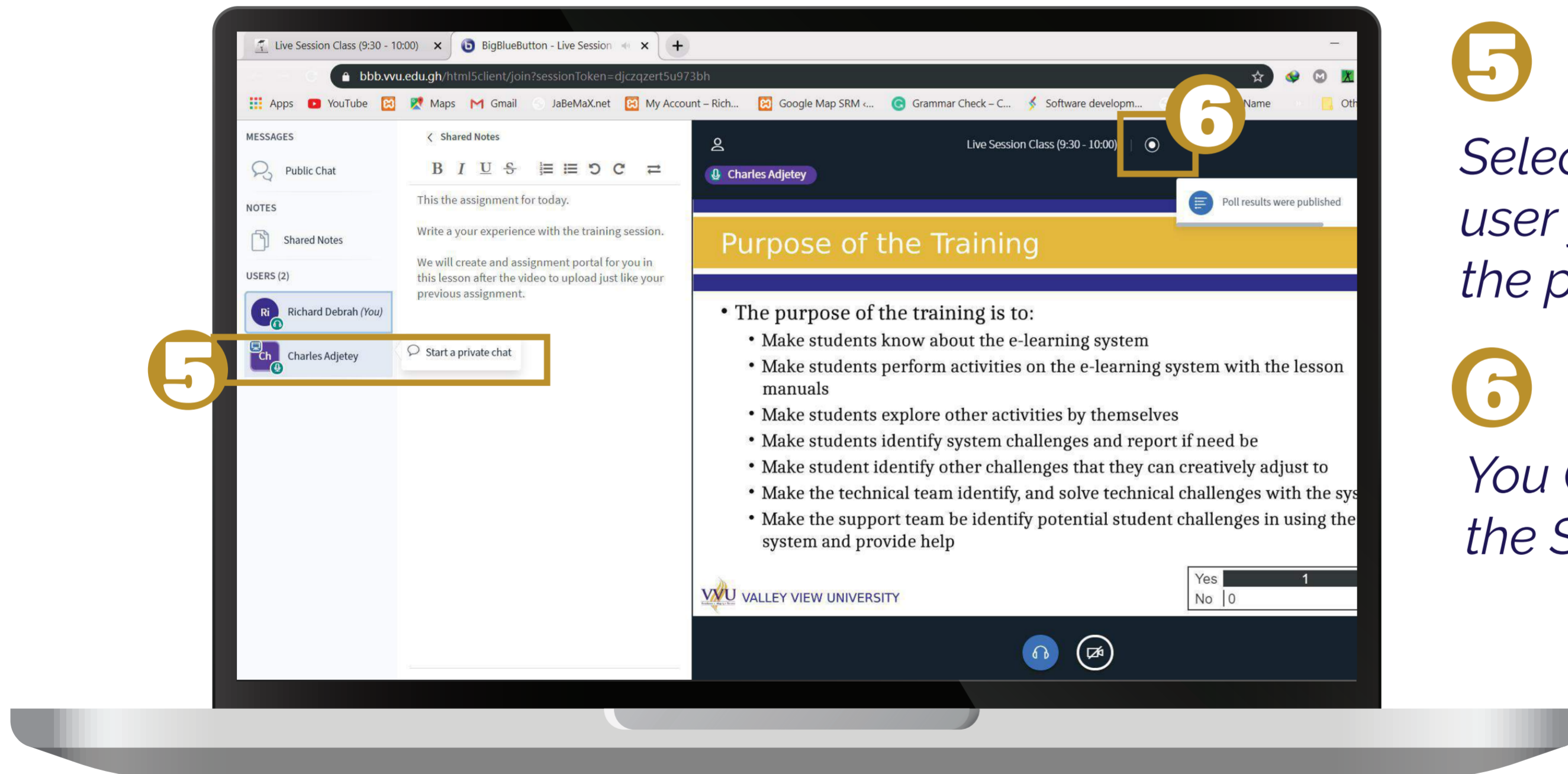
# 4

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



# 8

## *Sending Private Message & Recording Live Sessions*



5

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

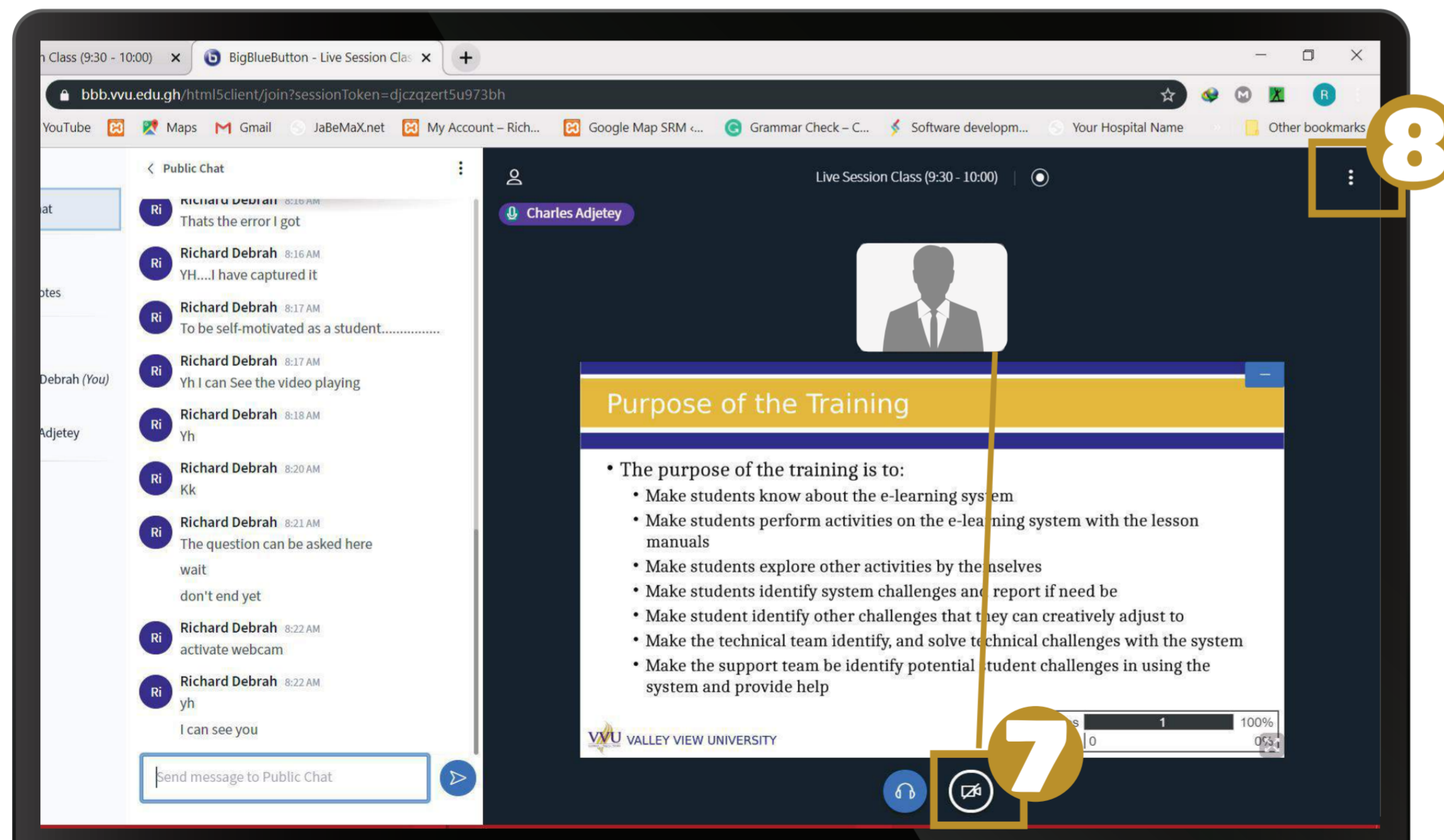
6

*You Can Also Record the Session Live*



# 9

## Share Webcam & Ending Session



7

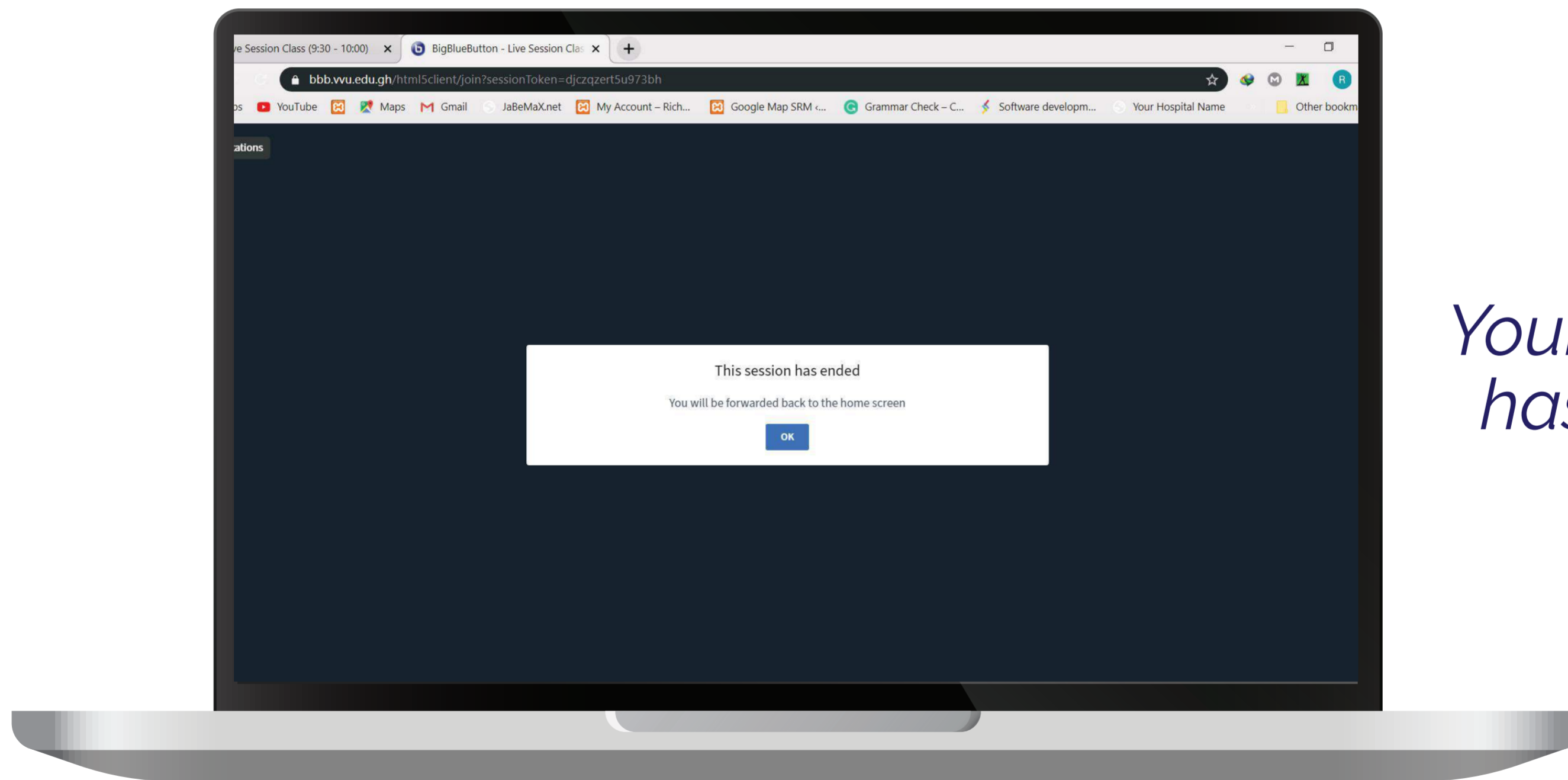
*A lecturer or User can share his or her webcam in order for others to see.*

8

*The three dots allows you to end the live session*

10

## *Ended Session Interface*



*N.B  
Your Session  
has ended*

**THANK YOU**



## SUPPLEMENTARY LESSONS

### MICROSOFT OFFICE LENS INSTALLATION

### SAVING DATA THROUGH METERED CONNECTION



VALLEY VIEW  
UNIVERSITY



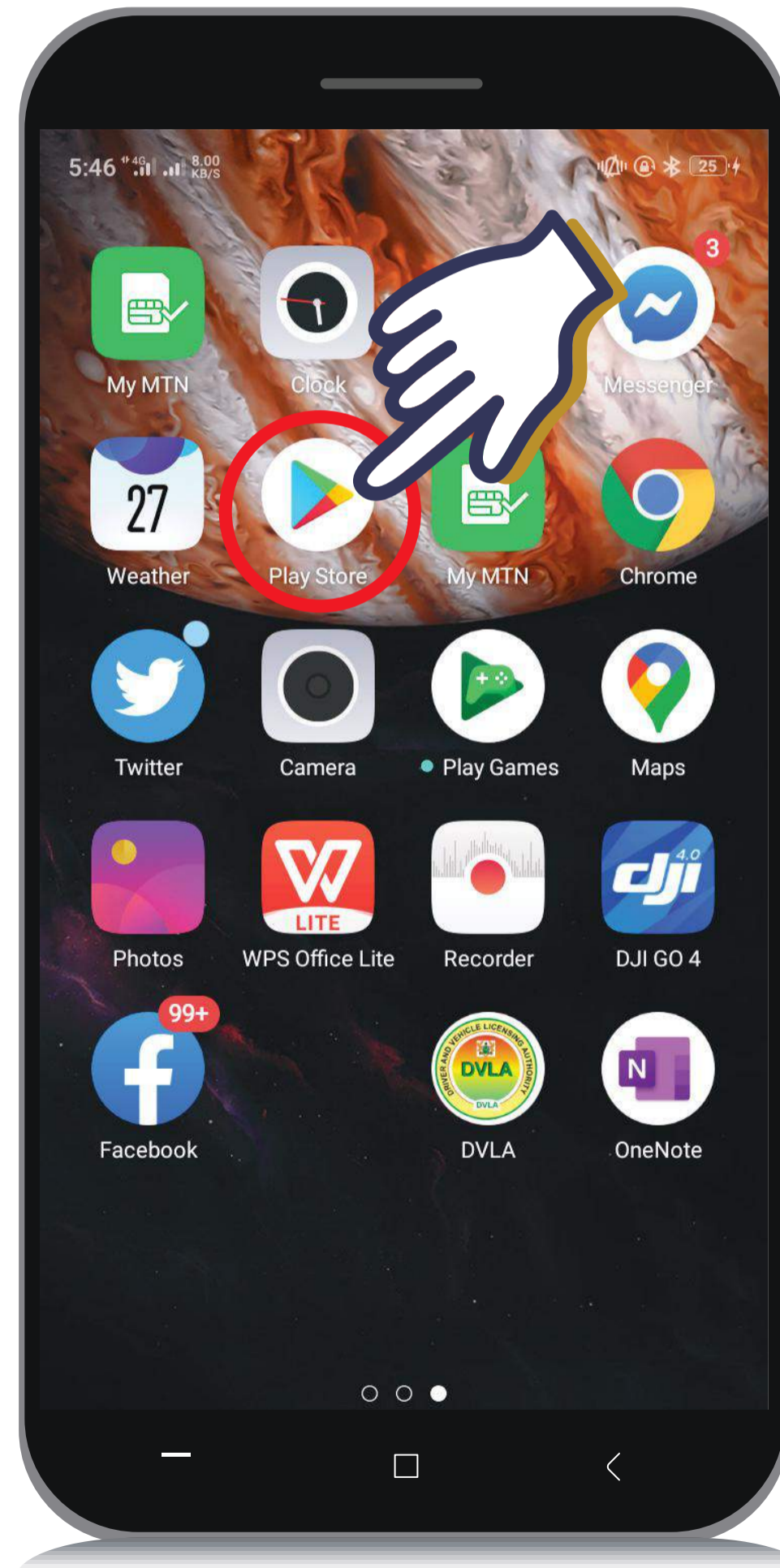
# DOWNLOADING & INSTALLATION OF OFFICE

ANDROID - GOOGLE PLAY STORE  
iOS & APPLE - APP STORE





Go to Playstore on your Phone



**ANDROID USERS**

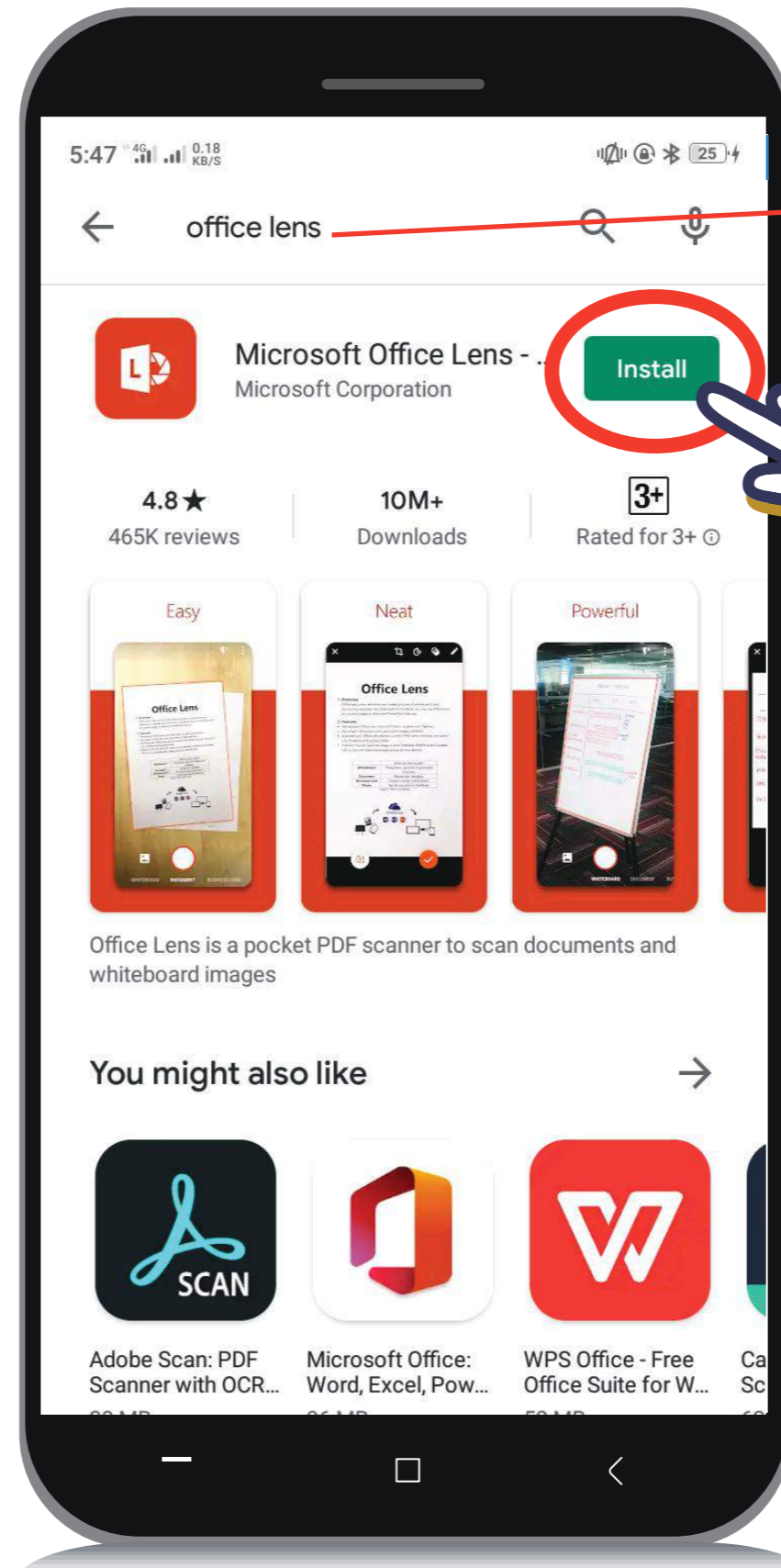
**GOOGLE PLAY STORE ON YOUR PHONE**

**iOS & APPLE USERS**

**GO TO APP STORE ON YOUR PHONE**

**2**  
STEP

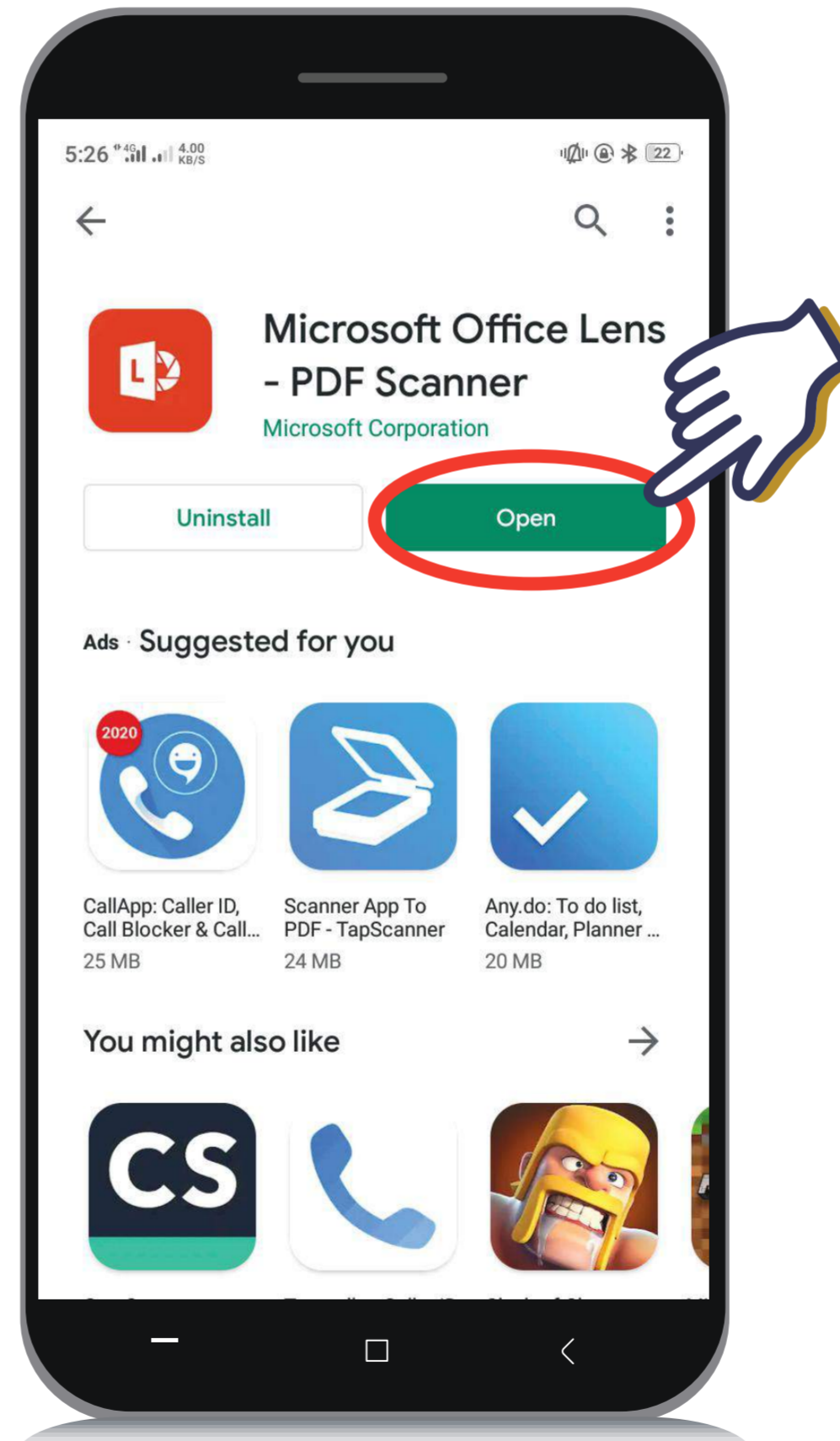
# Search for Microsoft Office Lens and Install



*Search & Install*

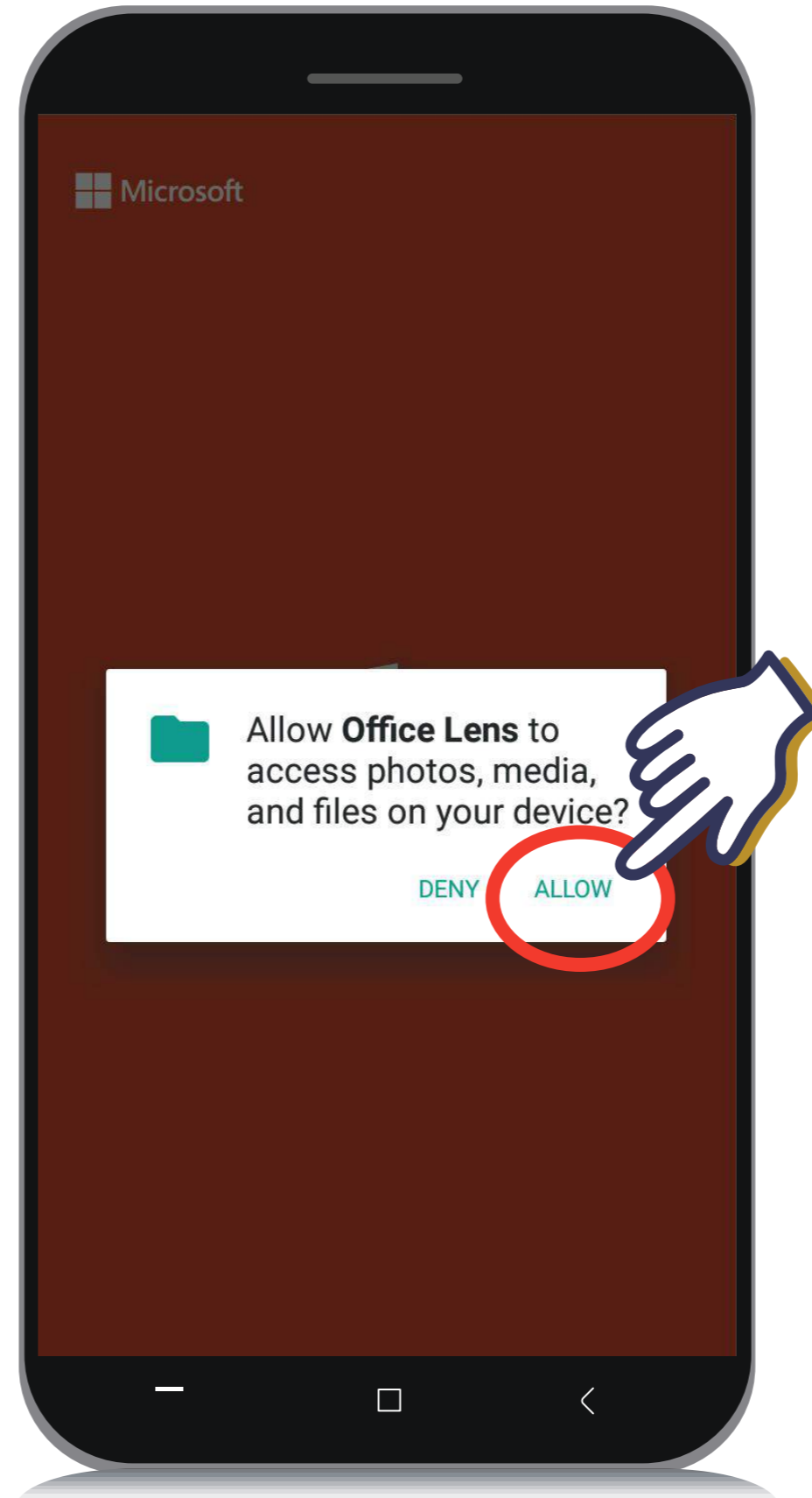
3  
STEP

After Installation, Click on **OPEN**



**4**  
STEP

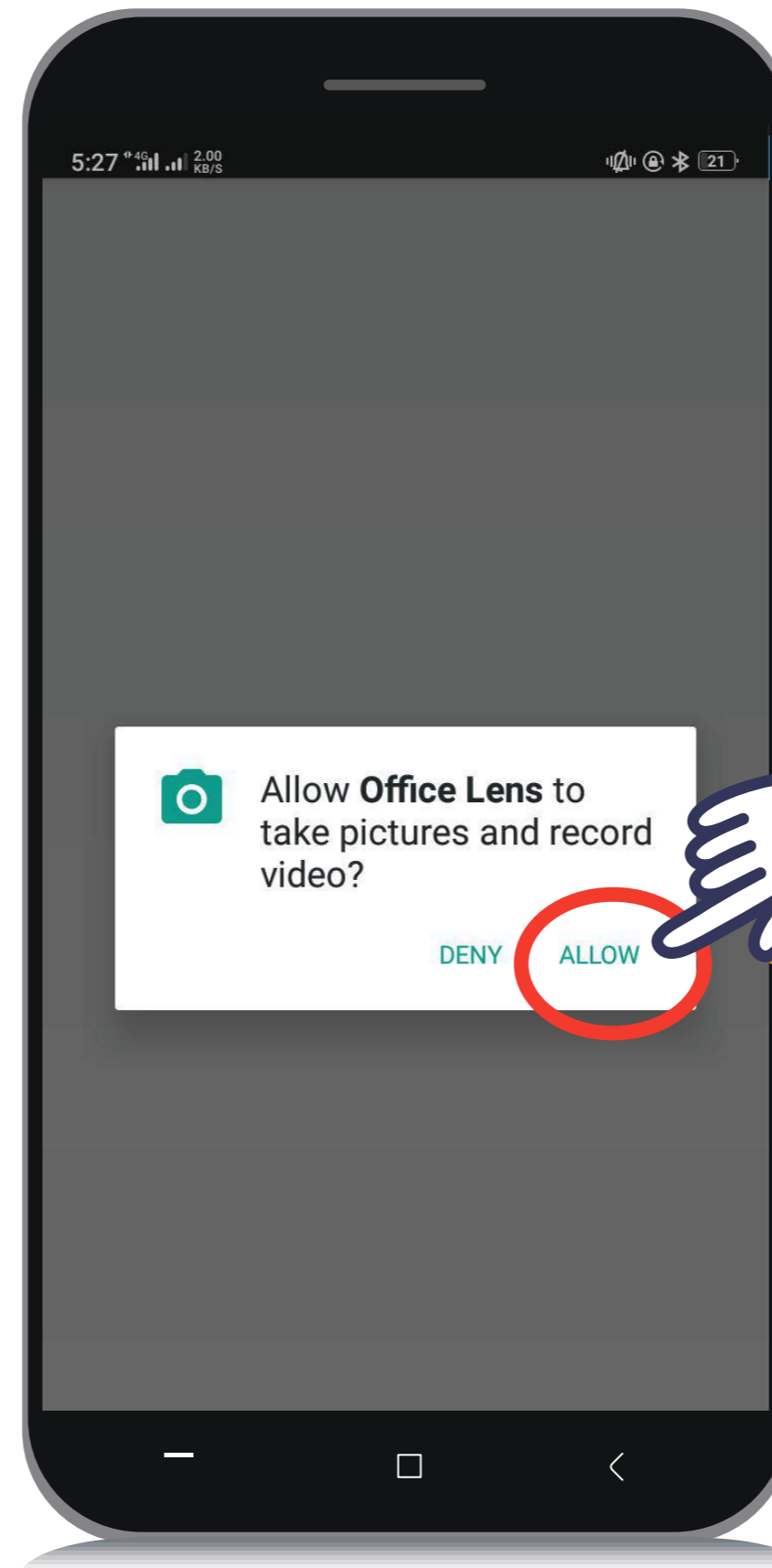
**Click on Allow** Office Lens to access photos, media, and files on your device



**ALLOW**

**5**  
STEP

**Click on Allow** Office Lens to pictures and record video

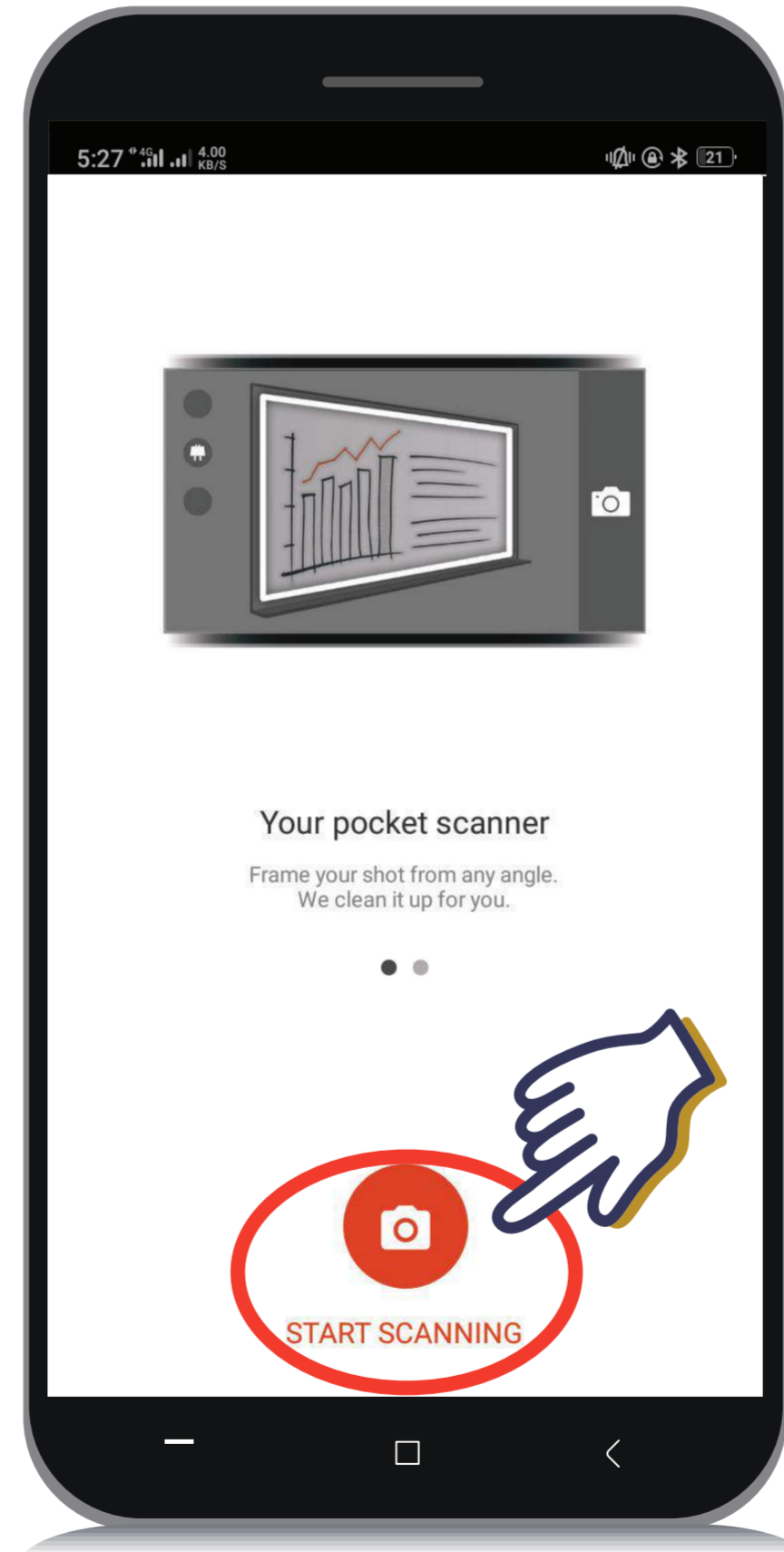


**ALLOW**



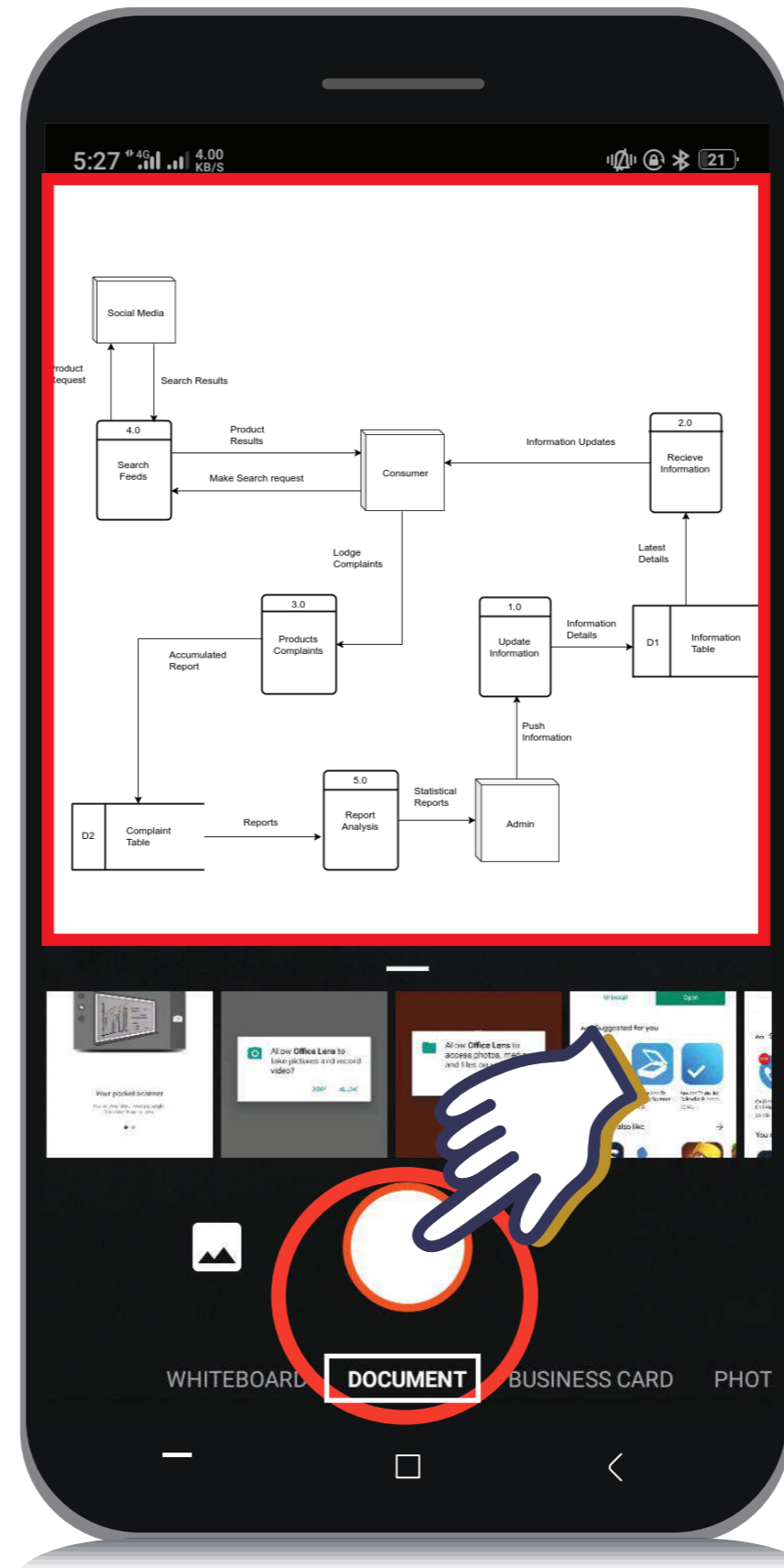


Click on Start Scanning



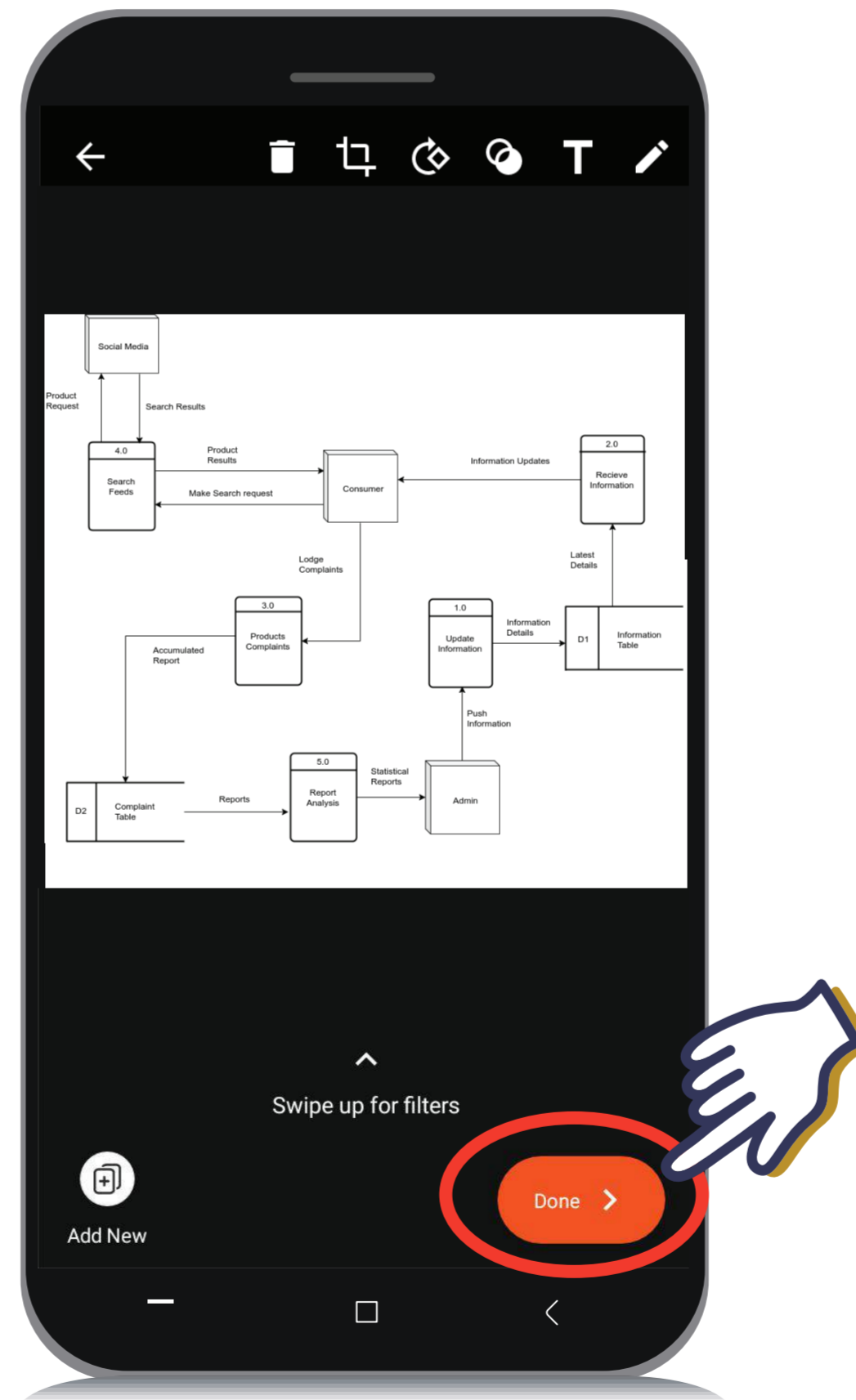
# 7 STEP

## Scan your Work and Scan as Document



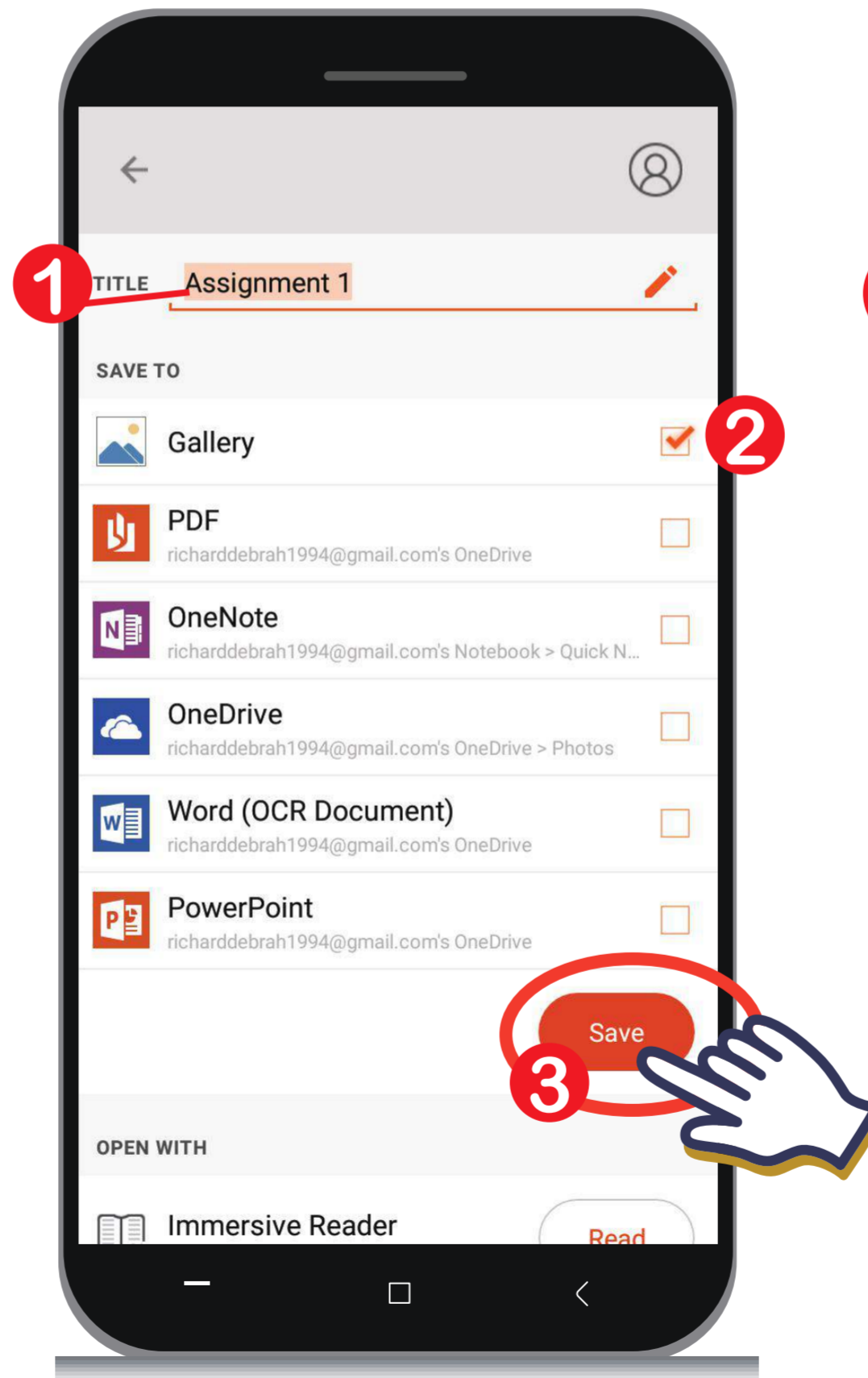
# 8 STEP

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**





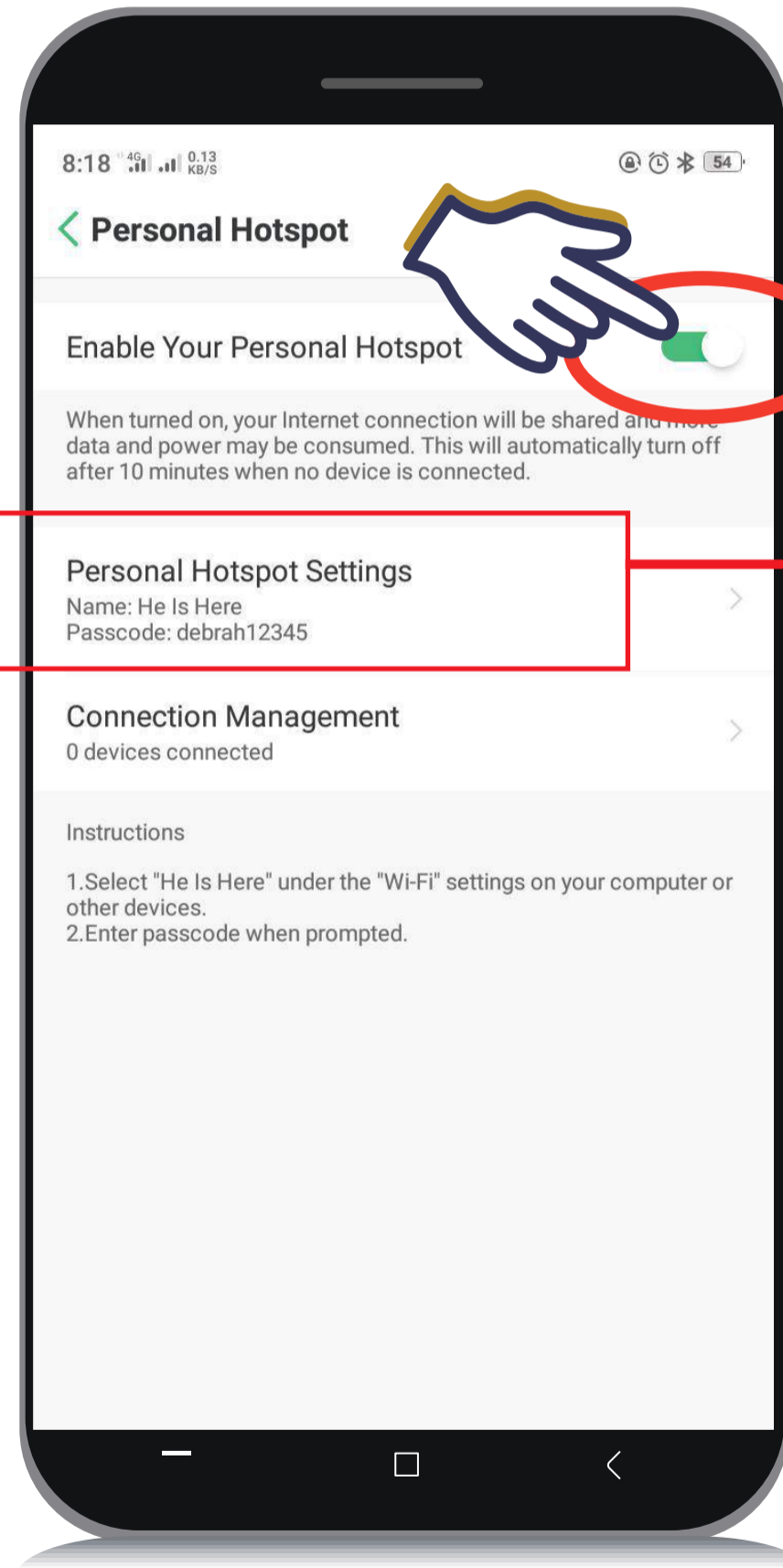


# WiFi Data Save

**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

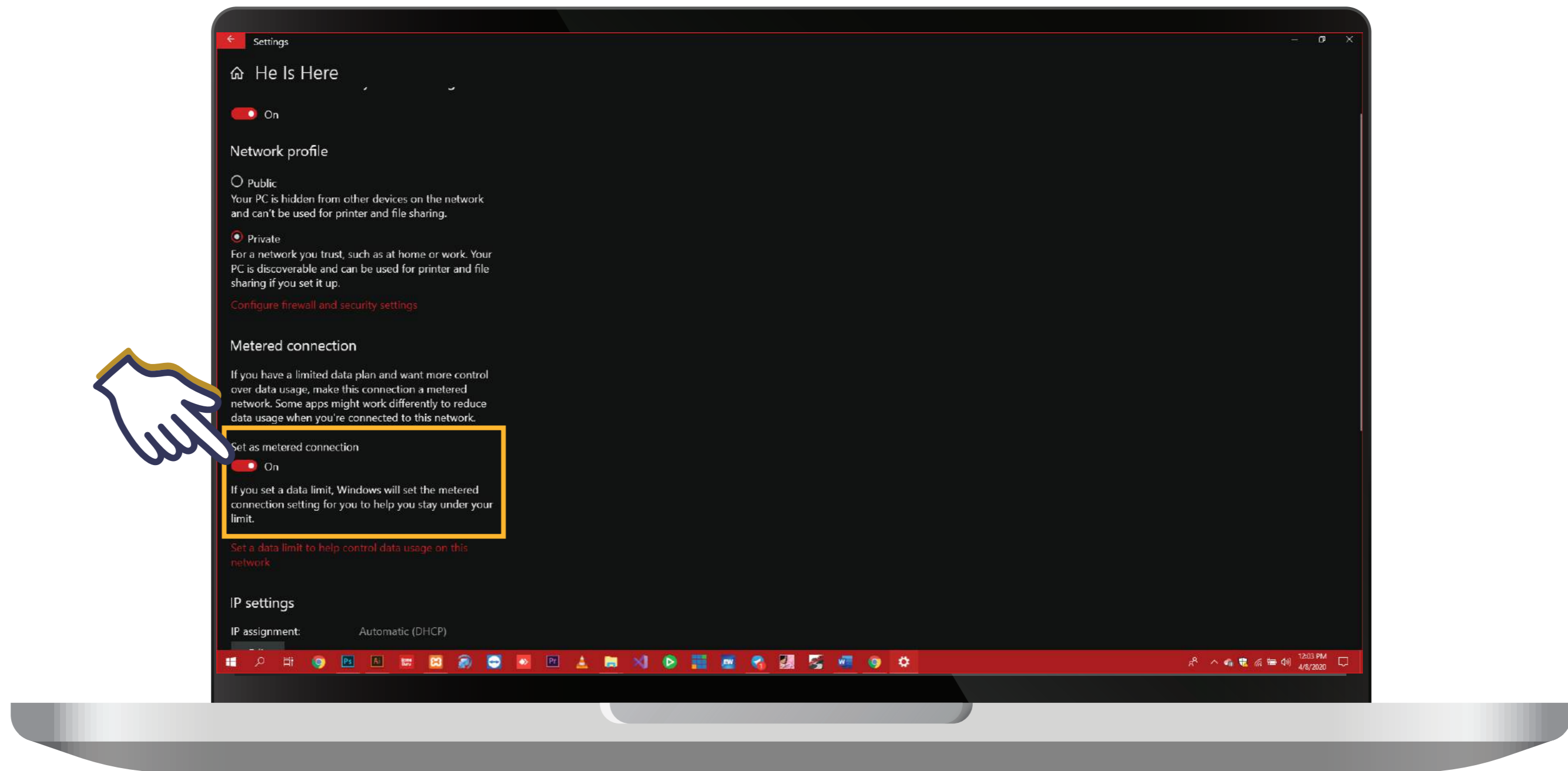
After Connected, Go to the WiFi Icon again and Click on *Properties*





# 5 STEP

## Under Metered Connection Turn it ON



**THANK YOU**

