

# ..YOUR STUDY GUIDE

## **FACILITATION / LECTURE MODE**

Fundamentally, our mode of study allows students to study from anywhere. The contents are made available via hard copy with its electronic copy populated also on the Learning Management System which is accessible anytime and anywhere. The mid-semester assessments are going to be conducted via our LMS also for each of the registered courses. The study supports are provided electronically via our support channels such as here, Facebook, email and phone calls. The final semester examinations are done face-to-face where all students are required to be physically present for the Examinations. We do have Tutorial prior the Examinations which lasts between 2-3weeks after which the Examination commences. This implies that, you can do your study right here with us.

## **STEPS AFTER ADMISSION**

1. Print your Admission Letter, Acceptance Fee Receipt, Originals of State of Origin, Birth Certificate, O'level Certificate and Affidavit (where necessary)
2. Proceed to the Screening Venue for Credential Verification (Main Campus Along Airport Road, UniAbuja CDLCE Admin Block Beside The Library)
  - ⇒ Kindly request your Screening Officer to do Online Confirmation of Screening Online, Create your Student Email, LMS Login & Add You on Telegram & other Learners Support Channels
  - ⇒ Login to the LMS and Enrol yourself in your Courses in order to have an access to all available Learning Resources (Lecture Videos, Chats, Forums etc.)
3. After your successful Screening, proceed to School Fee Payment (On the Portal 'portal.uniabuja.edu.ng')
4. After School Fee Payment, REGISTER your Courses on the Portal via portal.uniabuja.edu.ng. For Lists of Courses, visit <http://tinyurl.com/cdlcourse>
5. Print your Course Registration Form and a Signed Copy of the School Fee. These are required at the Collection Office for the collection of your course materials. (Date To Be Announced Soonest)

## PLEASE NOTE

- There are learning materials (Electronic Copies / PDF, Lecture Videos, Additional/External Lecture Videos, Quizzes as well as Forum) for you on the LMS.
- Simply login to the LMS and Enrol yourself in your Courses to have access.
- The default details to the LMS are (Last Five Digits of your application number as username while uniabuja is the password).
- Returning Students from 200 - 400 should use their Matric Number as the Username and uniabuja as password.

### Our Helpdesk Details are:

- CDL&CE Admin Block at the Main Campus, UniAbuja along Airport Road, Abuja.
- (+234) 703-349-1133
- (+234) 805-597-5489
- [cdlcesupport@uniabuja.edu.ng](mailto:cdlcesupport@uniabuja.edu.ng)

## ENROLING YOURSELF IN YOUR LMS COURSES

1. Download the Course List via <http://tinyurl.com/cdlcourse>
2. Write down the Course Codes as relayed to your dept and level
3. Visit the LMS via <http://moodle.uniabuja.edu.ng> (<http://moodle.uniabuja.edu.ng/>)
4. Login with your LMS LOGIN CREDENTIALS (New Students are to use the last 5 digits of their application number as username and uniabuja as the password) (Returning Students are to use their Matric Number as the Username and uniabuja as password). If you have any problem with yours, pls contact us.
5. After login, click on SITE HOME by the left hand
6. Scroll down till you get to SEARCH COURSES box
7. Type the Course Code of the course you intend to register with space (one course at a time).
8. Click ENTER to SEARCH the Course and afterwards click on TITLE of the course.
9. Having clicked on the Course Title you should see ENROL ME button displayed. Click it and that's all.

**Please Note:**

You will be required to ENROL your Courses just once. The courses you registered stay permanent until you choose to unenrol yourself.

**GUIDE ON FEE PAYMENT**

Several questions we have received on steps to make Fee Payment on the Portal. These questions informed the steps below especially for our new students.

**FEES PAYMENT GUIDE ON INTEGRATED PORTAL**

1. Login to the Integrated Portal using your Username and Password
2. Click on the Payment Section
3. Scroll down to Payment Type and select the category of the payment you want to make (Admission Acceptance, Application Form, School Charges/Fees)
4. Click on Continue after the selection
5. Scroll down to GENERATE RRR
6. Click on SUBMIT button .This takes you to the Remita Page.
7. Click on SUBMIT
8. Enter select your Payment Option (Card, Bank Account, Bank Branch, USSD, Internet Banking, Wallet, Phone Number)

**PLEASE NOTE:**

You can copy your RRR from the Payment Page here and proceed to any Bank requesting them to make RRR payment for you using the portal-remita generated RRR.

**HOW TO VISIT THE CDLCE WEBSITE**

1. Switch on your internet-enabled devices (Computer, Handheld Devices etc)
2. Connect your device to the internet using either internet dongle/Modem, Wifi, Mifi etc.

3. Open your internet browser already installed on your device. This can be Opera, Internet Explorer, Mozilla Firefox, Google Chrome, Safari, Torch etc.
4. Type our website address ([www.cdlce.uniabuja.edu.ng](http://www.cdlce.uniabuja.edu.ng)) on the search bar of your browser
5. Explore the website using various links available there.

### **Email Addresses**

Login into your email, and send your queries to

- [cdlcesupport@uniabuja.edu.ng](mailto:cdlcesupport@uniabuja.edu.ng)

### **Telegram Information Channel**

This is the First-Hand Information Channel created to enable constant information dissemination to all our Students and also receive feedbacks

Visit [www.t.me/uniabujacdlce](http://www.t.me/uniabujacdlce) on your Mobile Device

### **Official Support Phone Number (s)**

Time: 8:00am – 4:00pm

Numbers: (+234) 703-349-1133, 805-597-5489

### **Valuable Web Links**

#### ***Open Educational Resources (OER):***

Here you have access to Book, Presentations, Lecture Notes, Lecture Videos, Journal Articles, Reports, Thesis & Dissertations, Courseware and Other (OER) Open Educational Resources via <https://oer.uniabuja.edu.ng/>

#### ***Integrated Portal:***

Here is the platform designed to manage all your records and activities such as Payments, Applications, Results, Biodata among others. Visit <https://portal.uniabuja.edu.ng/index.php> to explore

#### ***CDL&CE Course Webpage Drive***

In addition to the uploaded copies of your courseware made available on the Learning Management System, this page gives you seamless access Courseware but with the use of your Official Students' Email Credentials. Visit <https://cdlce.uniabuja.edu.ng/mat>

### ***Frequently Asked Question Webpage***

You certainly have varieties of questions begging for answers, on this page we have projected questions to which answers have been provided on this page.

Visit <https://cdlce.uniabuja.edu.ng/faq>

### ***R4L Portals - Login (research4life.org)***

Enjoy online access to academic and professional peer-reviewed content. We aim to improve teaching, research and policy-making in health, agriculture, the environment and other life, physical and social sciences. Visit

<https://login.research4life.org/tacgw/login.cshtml> and login with **NIE366** as Username and **PyTR34x** as the Password. Please note that the Password is case-sensitive.

### **Virtual Class Access & Participation**

We deploy both ZOOM And Google-Meet for our Synchronous Learning Facilitation. Here are the steps to getting yourself connected to the Virtual Classes;

- 1: Download GoogleMeet:  
Android Users: <https://tinyurl.com/androidmeet>  
iPhone and iPad Users: <https://tinyurl.com/meetsipad>
- 2: Retrieve your Students' Official Email Credentials via <https://cdlce.uniabuja.edu.ng/emails/>
- 3: Connect Your Email on your Device using the credentials as available on the link above
- 4: Visit our FAQ Page for updates on Virtual Class TimeTable (<https://cdlce.uniabuja.edu.ng/faq/>) or Extract this from the Telegram InfoChannel (<https://t.me/uniabujacdlce>).
- 5: Join up the Class as prescribed on the Timetable.

### **Students' Official Email: Links & Accessibility**

All Students are entitled to one Official Email Address with an extensive access to other Google Workspace products such as Meet, Drive, Site among others. To explore this;

1. Visit <https://cdlce.uniabuja.edu.ng/emails/>
2. Copy your email credentials (Email Address and Default Password)
3. Visit (<https://mail.google.com/a/uniabuja.edu.ng>) or Open GMAIL on your Device.
4. Select Add New Account.

5. Select GOOGLE and unlock your device (if locked).
6. Input the retrieved Official Email Credentials.

### **Information, Assistance & Guidance:**

This is the page created to provide all our Students practical steps on various issues related to your Study here. This covers Emotional Stress, Combining Work and Study, Financial Support Tips among others

**Website Address:** <https://cdlce.uniabuja.edu.ng/iag>

### **Facebook Page**

1. Switch on your internet-enabled devices (Computer, Handheld Devices etc)
2. Connect your device to the internet using either internet dongle/Modem, Wifi, Mifi etc.
3. Open your internet browser already installed on your device. This can be Opera, Internet Explorer, Mozilla Firefox, Google Chrome, Safari, Torch etc.
4. Type our Facebook Support Page (<https://www.facebook.com/pages/University-of-Abuja-Centre-for-Distance-Learning-Continuing-Education/520684791418092>) on the search bar of your browser
5. Click **LIKE** button to make and receive post from the page while discussing with the rest students on the page.

### **Facebook Departmental Groups**

1. Switch on your internet-enabled devices (Computer, Handheld Devices etc)
2. Connect your device to the internet using either internet dongle/Modem, Wifi, Mifi etc.
3. Open your internet browser already installed on your device. This can be Opera, Internet Explorer, Mozilla Firefox, Google Chrome, Safari, Torch etc.
4. Type your departmental Facebook website address on the search bar of your browser. See below the addresses of each departmental facebook group.
  - <http://www.facebook.com/groups/uniabujacdcesociology>
  - <http://www.facebook.com/groups/uniabujacdceconomics>
  - <http://www.facebook.com/groups/uniabujacdcepoliticalscience>

- <http://www.facebook.com/groups/uniabujacdcepublicadministration>
  - <http://www.facebook.com/groups/uniabujacdcebusinessadministration>
5. Click **JOIN** button to participate in the departmental discussions with your colleagues and your facilitators.

### Twitter Handle

1. Switch on your internet-enabled devices (Computer, Handheld Devices etc)
2. Connect your device to the internet using either internet dongle/Modem, Wifi, Mifi etc.
3. Open your internet browser already installed on your device. This can be Opera, Internet Explorer, Mozilla Firefox, Google Chrome, Safari, Torch etc.
4. Type our Twitter Handle (<https://twitter.com/uniabujacdce>) on the search bar of your browser
5. Click **FOLLOW** button to send and receive tweets from us.

### HOW TO STUDY ON CDLCE LEARNING MANAGEMENT SYSTEM (LMS):

This is where you have your study materials all uploaded and serious learning facilitations taking place with your lecturers as individually scheduled.

1. Switch on your internet-enabled devices (Computer, Handheld Devices etc)
2. Connect your device to the internet using either internet dongle/Modem, Wifi, Mifi etc.
3. Open your internet browser already installed on your device. This can be Opera, Internet Explorer, Mozilla Firefox, Google Chrome, Safari, Torch etc.
4. Type The CDLCE LMS address (<http://moodle.uniabuja.edu.ng>) on the search bar of your browser.
5. Login with your registered Matric Number 1920\*\*\*\* (200 level above) or last six numbers of your App. No. 000\*\*\* (Newly-Admitted Students). The Default Password is **uniabuja** (Lower Case). You are advice to change this.
6. Follow the Video Guide to register your Courses and Commence Learning on the LMS.
7. Explore various links available there or Click on **MY COURSES** to see the list of courses you registered for facilitation and other additional information.

## **HOW TO OPEN, SEND & READ E-MAIL MESSAGES FROM CDLCE**

1. Switch on your internet-enabled devices (Computer, Handheld Devices etc)
2. Connect your device to the internet using either internet dongle/Modem, Wifi, Mifi etc.
3. Open your internet browser already installed on your device. This can be Opera, Internet Explorer, Mozilla Firefox, Google Chrome, Safari, Torch etc.
4. Login to your email account (Yahoo, Gmail, Customized Mail, RocketMail etc.)
5. Compose your message and send to any of the addresses below, while you wait for rapt response within 24hours all working days. (You can visit our explicit AIC manual on LMS for further lesson on this)