

Student Training Manual for the Online Learning Portal

Welcome to the Law Society of Zimbabwe eLearning Portal! This manual will guide you through the key features of the portal and help you make the most out of your online learning experience.

1. Logging In

1.1. To access the platform, visit the <https://lsz.graccasoft.com/>.

1.2. Enter your credentials (username and password).

1.3. Upon successful login, you will be taken to your **Dashboard**.

2. Main Dashboard Overview

After logging in, you will see a navigation menu on the left-hand side and a notifications area on the right.

Left Menu:

- **My Courses:** This section displays the courses you are currently registered for.
- **My Results Transcript:** View your academic progress and course grades.

Right Menu (Notifications):

- **Notices:** Updates regarding your courses and system announcements.
 - **Discussions:** Engage in conversations about specific topics from your courses.
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3. Navigating Your Courses

Each course offers three main sections:

1. **Discussions**
2. **Assignments**
3. **Course Material**

3.1 Discussions

- Click on the course name, and then click **Discussions**.
- You will see existing discussion topics. You can:
 - **Contribute:** Add your thoughts or responses to an ongoing discussion.

- **Create a New Topic:** Start a fresh conversation by posting a new topic.
- **Chat with Other Students:** You can also see a list of other students and initiate a direct chat with any of them by clicking on their names.

3.2 Assignments

- Click **Assignments** within a course to view assignments uploaded by your tutor.
- **Submitting an Assignment:**
 - Select the assignment.
 - Upload your answer or response in the provided submission area.
- Once your tutor has marked your submission, you will be able to view the grades and any feedback.

3.3 Course Material

- Click **Course Material** to access learning materials uploaded by your tutors.
- Available in multiple formats (PDF, videos, slides, etc.), course materials are crucial to your studies. You can download or view them online.

4. Viewing Your Transcript

To check your academic performance:

- Click on **My Results Transcript** on the left menu.
- This will display your grades for all courses you've completed and are currently enrolled in.

5. Logging Out

Once you're done with your study session:

- Simply click on the **Logout** button at the top right corner of the screen to exit the portal safely.

Tips for Success

- Engage actively in discussions.
- Stay on top of your assignments by regularly checking for new tasks.

- Make use of all the materials and resources provided.
- Reach out to your peers and instructors through chat and discussion forums.

Support:

If you encounter any issues or need assistance, please contact webmaster@graccasoft.com .