

Student User Manual

F.Ed HMS Teaching and Learning System

October 22, 2025

Contents

1	Introduction	3
2	Logging In	3
3	Editing Your Profile	4
4	Changing Your Password	5
5	Assignments	6
5.1	Opening the Page	6
5.2	Uploading a Video	8
6	Gradebook	10
6.1	Viewing Marks	10
6.2	Reading Feedback	11
7	Logging Out	11

1 Introduction

The F.Ed HMS Teaching and Learning System allows students to view modules, upload video-based assignments, track marks and read feedback in one convenient web application. This manual outlines the tasks that students perform most often.

2 Logging In

1. Browse to the system URL supplied by NWU.
2. Enter your *Student Number* as username.
3. Enter your password. First-time users receive an initial password in the format <StudentNumber>@Nwu.
4. Click **Login**. The main menu (Figure 1) appears.

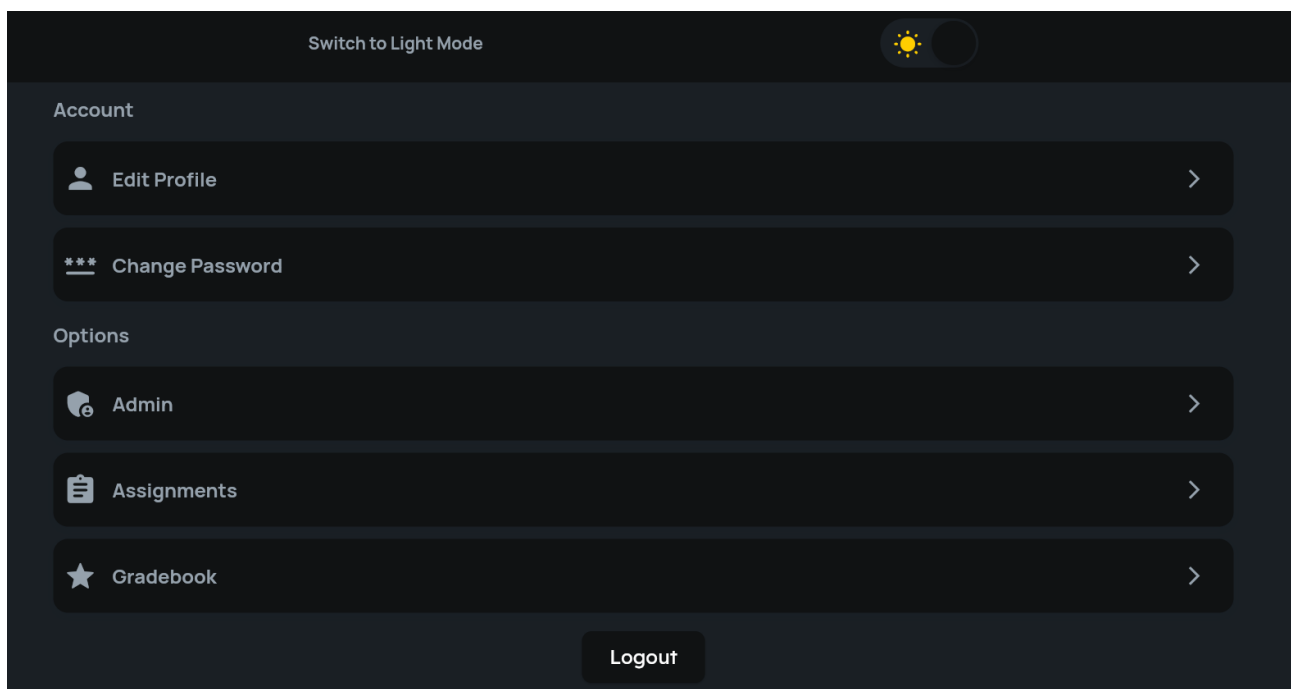
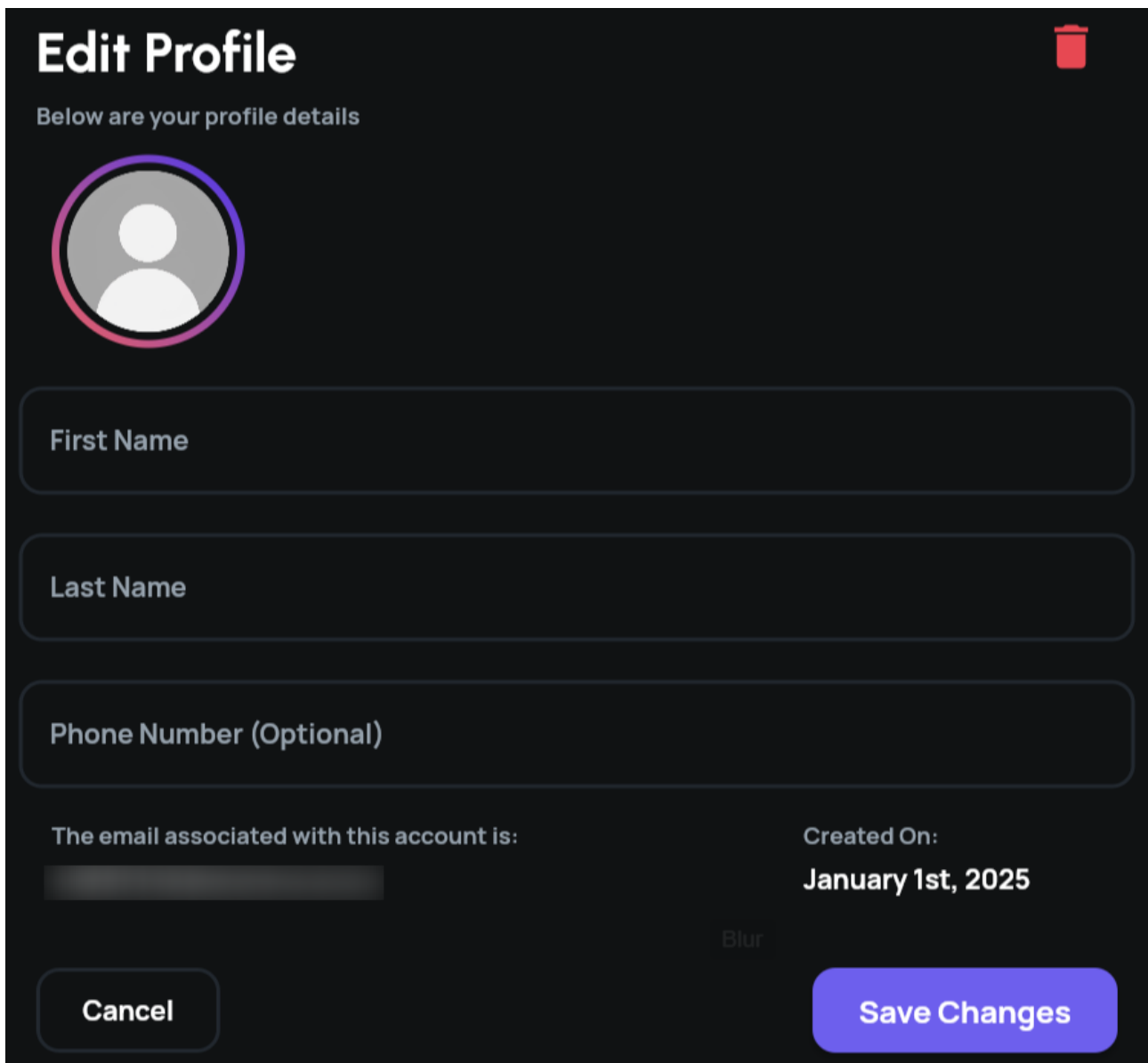


Figure 1: Main menu

3 Editing Your Profile



The image shows a dark-themed 'Edit Profile' dialog. At the top left is the title 'Edit Profile' in white, with a red trash icon in the top right corner. Below the title is the text 'Below are your profile details'. A circular profile picture placeholder with a purple and pink border is on the left. To the right of the profile picture are three stacked text input fields labeled 'First Name', 'Last Name', and 'Phone Number (Optional)'. Below these fields, on the left, is the text 'The email associated with this account is:' followed by a blurred email address. On the right is the text 'Created On:' followed by 'January 1st, 2025'. At the bottom left is a 'Cancel' button, and at the bottom right is a blue 'Save Changes' button. A faint 'Blur' label is visible near the email address.

Edit Profile

Below are your profile details

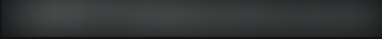


First Name

Last Name

Phone Number (Optional)

The email associated with this account is:



Created On:

January 1st, 2025

Blur

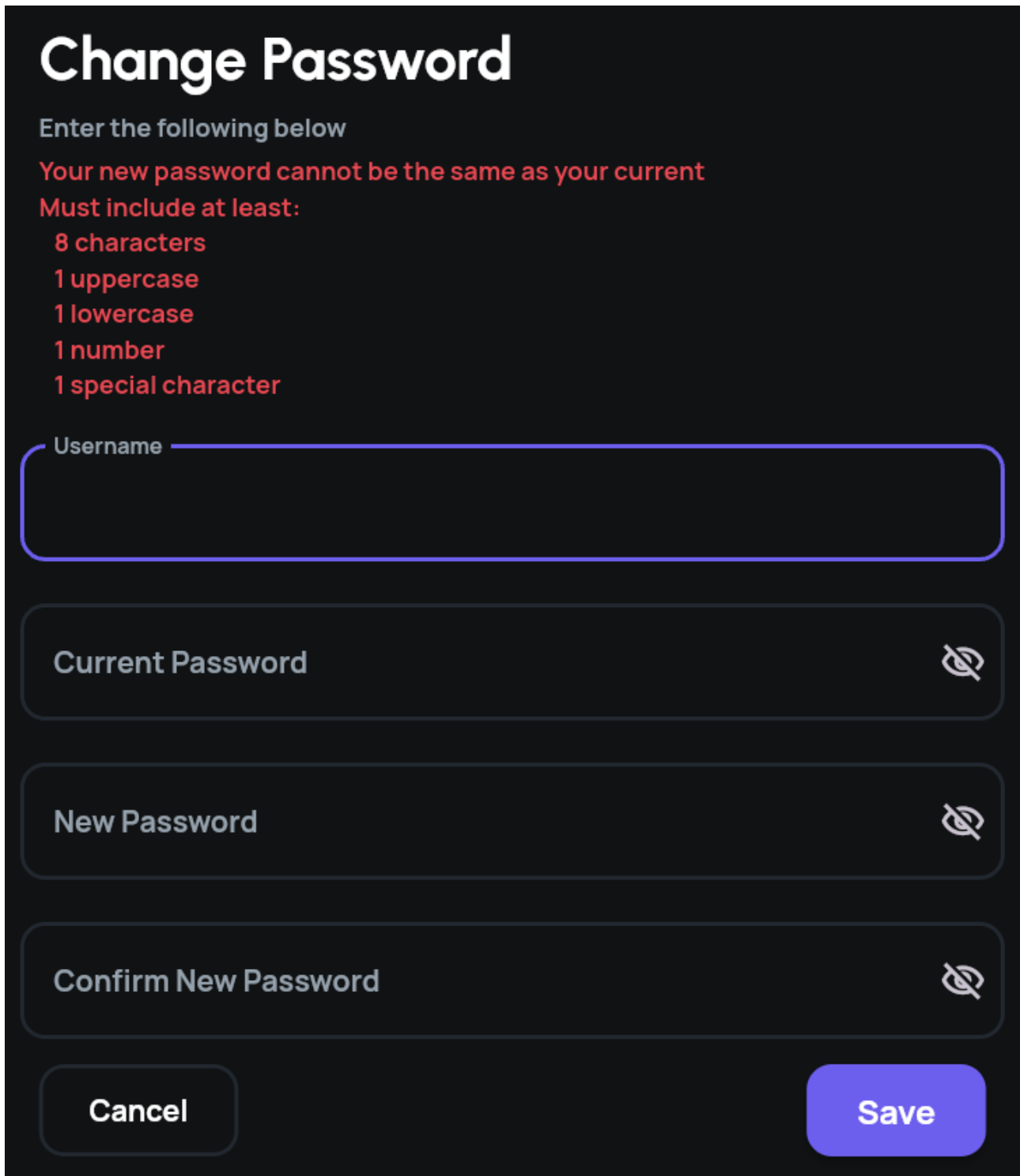
Cancel

Save Changes

Figure 2: Edit Profile dialog

1. On the main menu click **Edit Profile**.
2. Update *First Name*, *Last Name* or *Phone Number*.
3. Press **Save Changes**. A toast confirms success.

4 Changing Your Password



Change Password

Enter the following below

Your new password cannot be the same as your current

Must include at least:

- 8 characters
- 1 uppercase
- 1 lowercase
- 1 number
- 1 special character

Username

Current Password

New Password

Confirm New Password

Figure 3: Change Password dialog

1. Select **Change Password**.
2. Type your username, current password, new password and confirmation.

3. Click **Save**. A green banner confirms the change.

Password complexity rules appear in Table 4.

Rule	Requirement
Length	≥ 8 characters
Uppercase	At least 1 uppercase letter
Lowercase	At least 1 lowercase letter
Number	At least 1 digit
Special	At least 1 special character
Reuse	New password must differ from current password

5 Assignments

5.1 Opening the Page

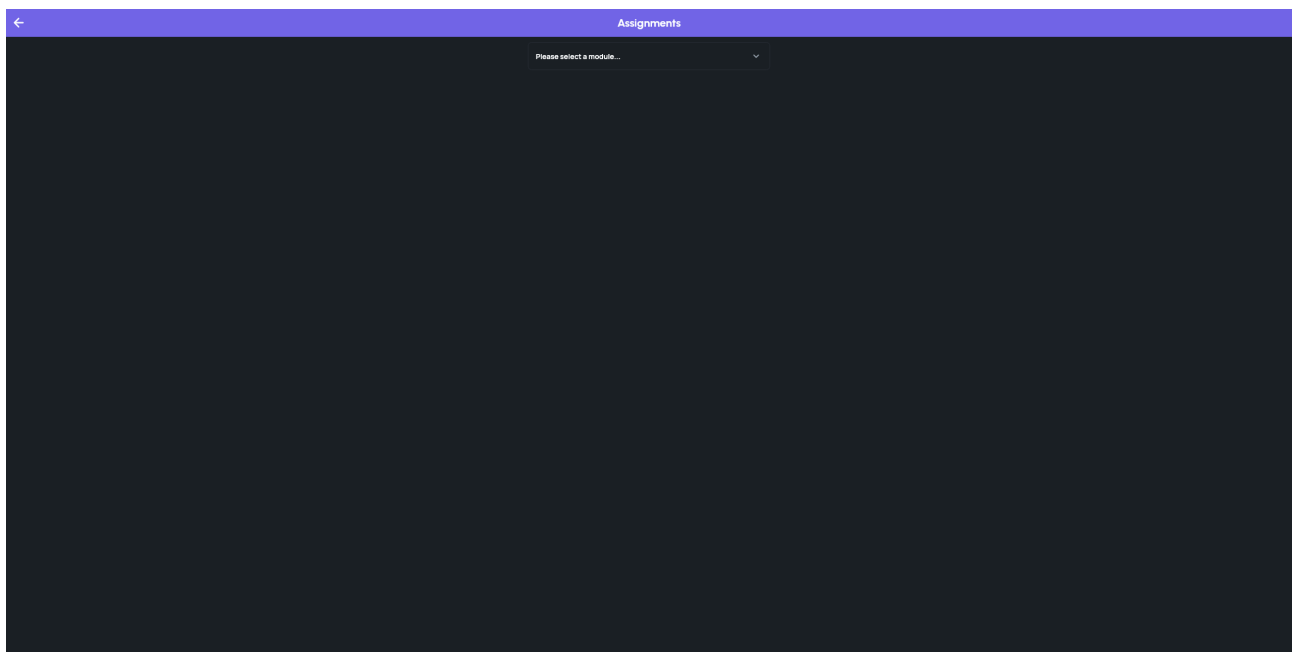


Figure 4: Assignments page (no module selected)

1. Navigate to **Assignments**.
2. Choose a module from the dropdown. Active assignments appear (Figure 5).

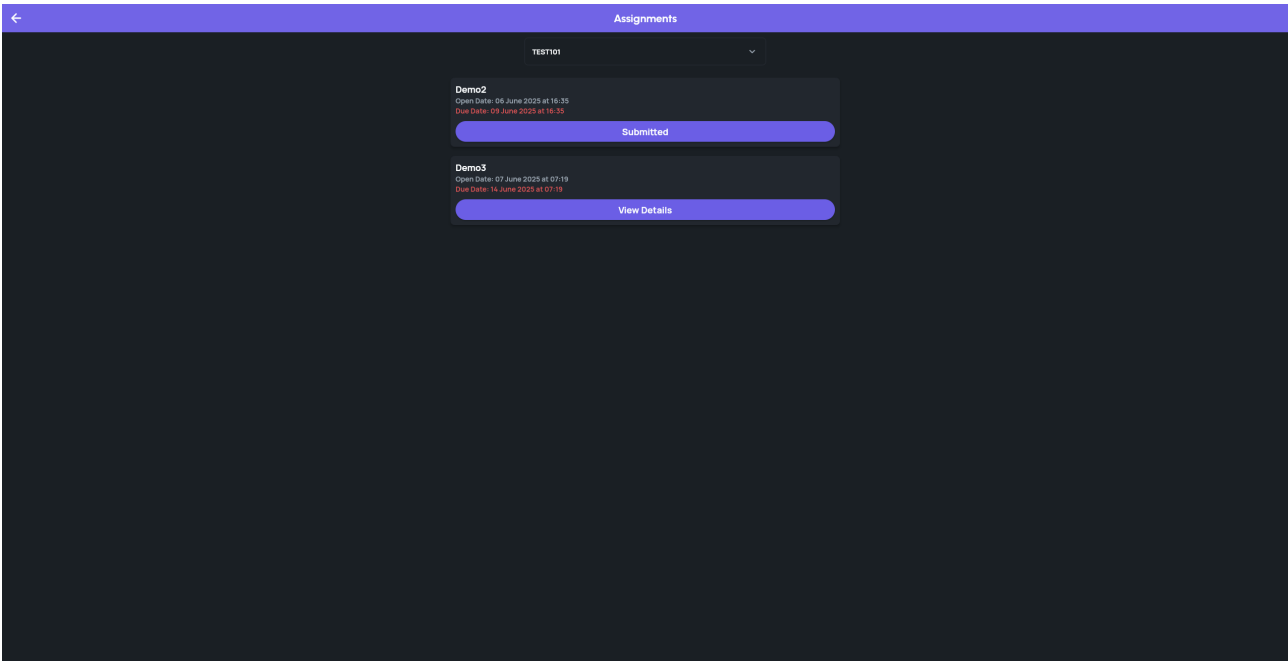


Figure 5: Assignments list – student view

5.2 Uploading a Video

Demo3

Assignment Details

Title

Demo3

Total Marks

150.00

Open Date

07 June 2025 at 07:19

Due Date

14 June 2025 at 07:19

Description

Test for manual

Submission

Video Title

Select Video

Submit

Figure 6: Assignment details with submission panel

1. Type a *Video Title*.
2. Press **Select Video**. A picker opens (Figure 7).

3. Tap **Gallery**, browse to the file and confirm.
4. Click **Submit**. A progress bar shows the upload status.

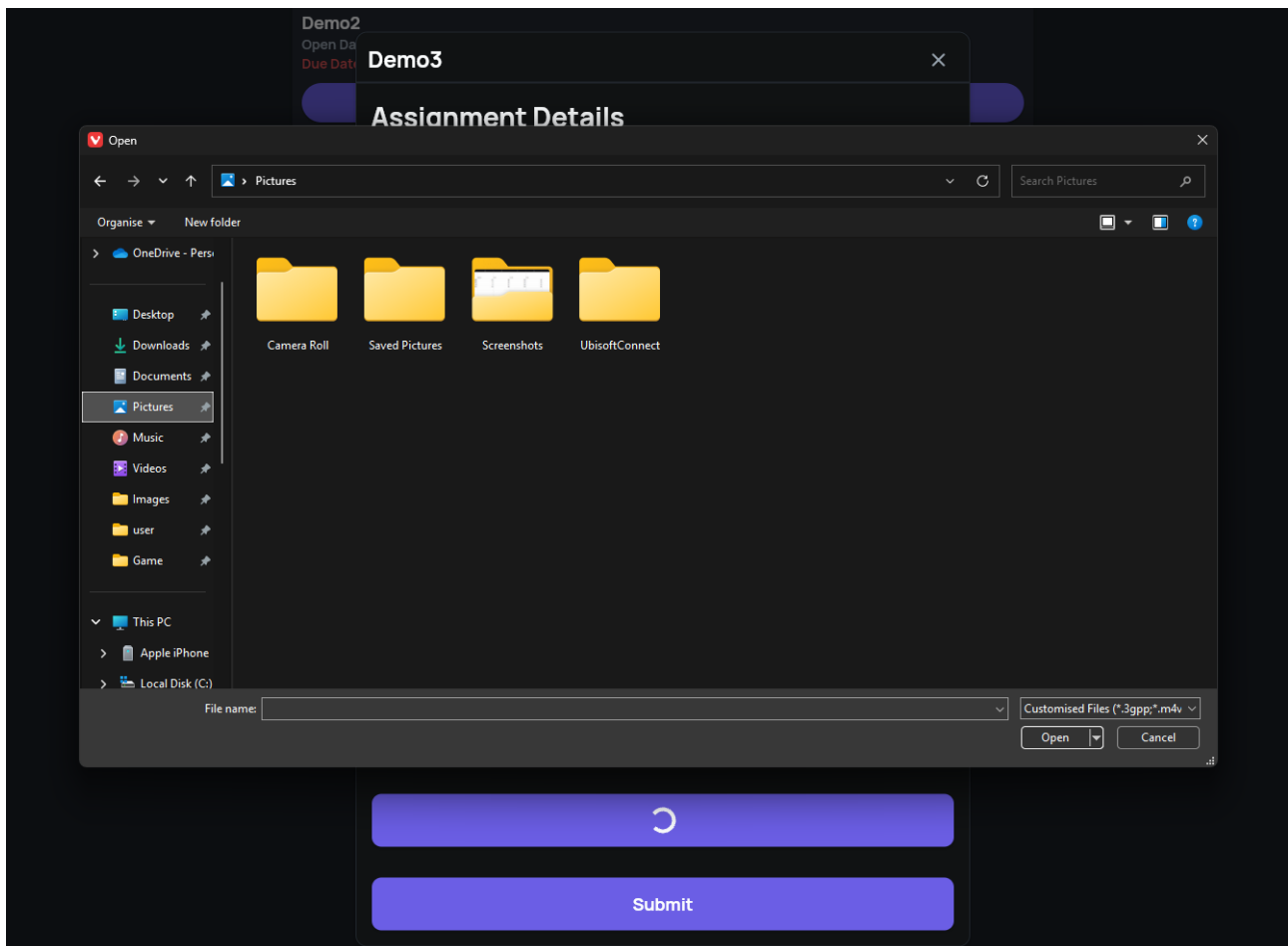


Figure 7: Selecting “Gallery” to choose a video file

6 Gradebook

6.1 Viewing Marks

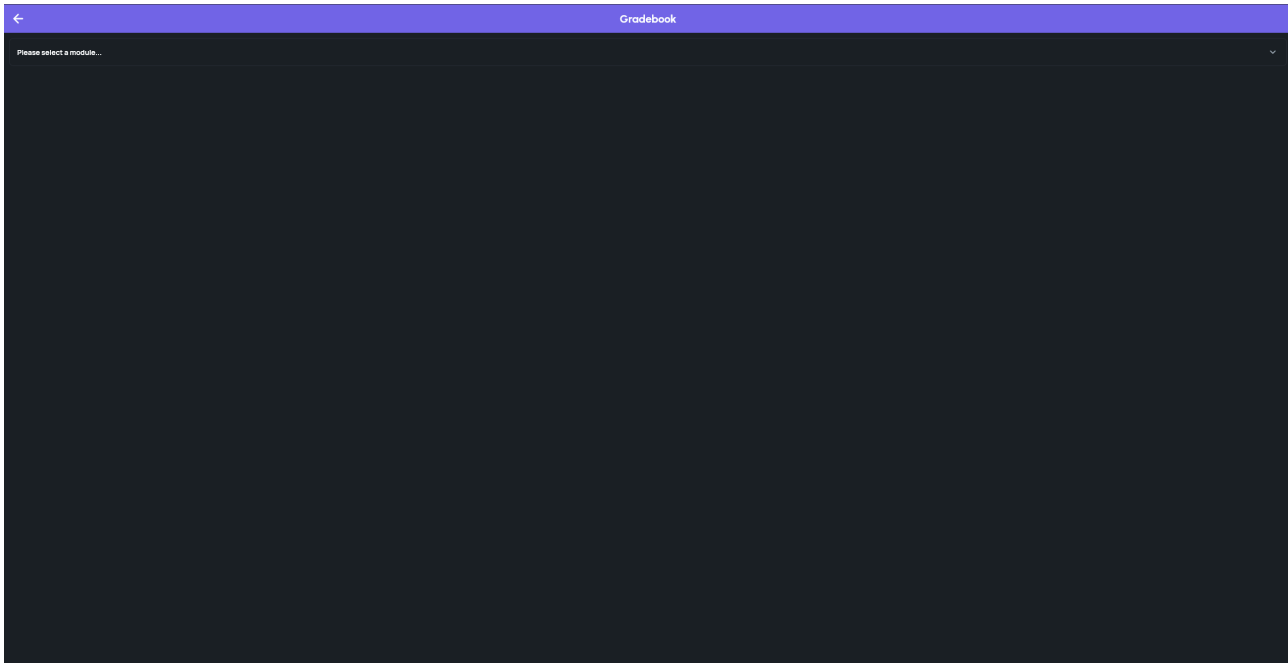
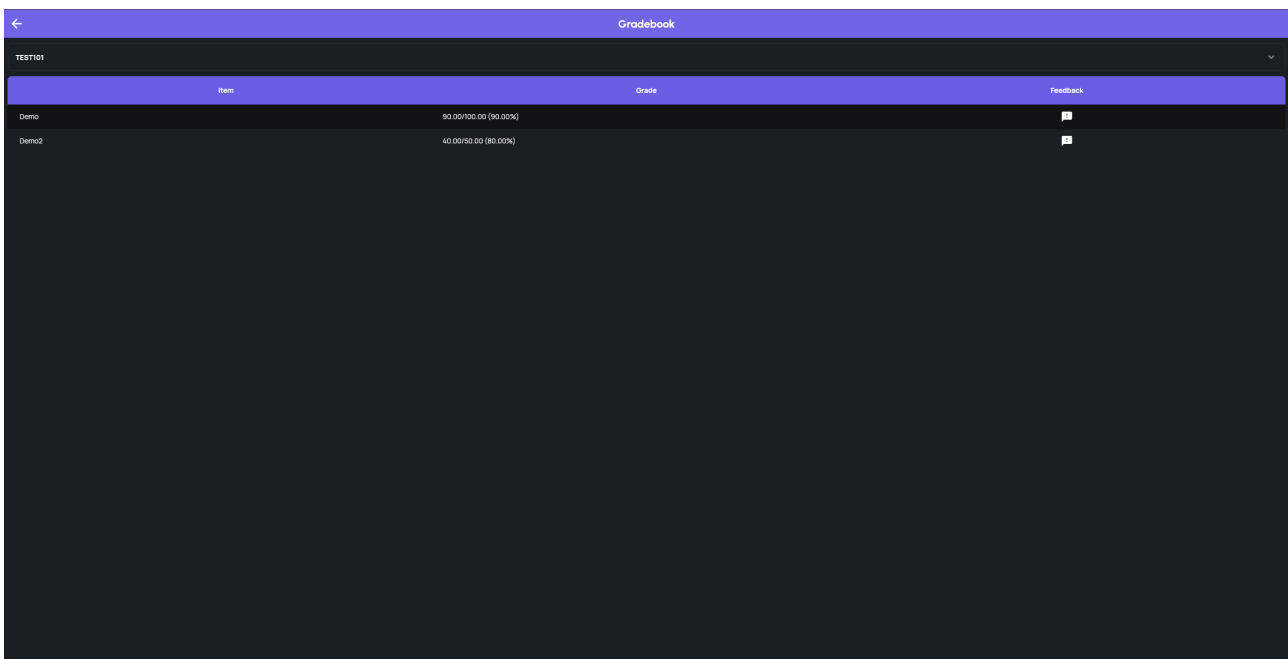


Figure 8: Gradebook before module selection

1. Open **Gradebook**.
2. Select a module. Marks and feedback appear (Figure 9).



Item	Grade	Feedback
Demo	90.00/100.00 (90.00%)	
Demo2	40.00/50.00 (80.00%)	

Figure 9: Student Gradebook with feedback icon

6.2 Reading Feedback

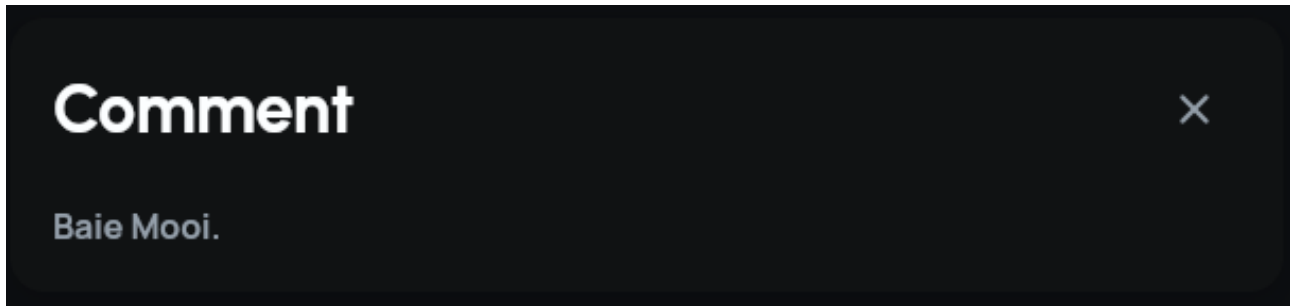


Figure 10: Pop-up comment with lecturer feedback

1. Click the speech-bubble icon next to a mark.
2. A pop-up displays the lecturer's comment (Figure 10).

7 Logging Out

Click **Logout** at the bottom of the main menu. The system returns to the login page and invalidates the session cookie.

Appendix A – Quick Reference

Table A.1 – Password Complexity Rules

Rule	Requirement
Length	≥ 8 characters
Character classes	Uppercase, lowercase, digit, special
Reuse	Must differ from current password