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*This User Manual has been tested and is best accessible with any PDF Reader. For questions about using this User Manual, please contact [UNESCU \(Julia.heiss@unesco.org\)](mailto:Julia.heiss@unesco.org) . To request changes to the manual, please submit an email to [alfred.mutanga@gmail.com](mailto:alfred.mutanga@gmail.com) with 'Request Changes to the EduConnect User Manual' as the Subject.*

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ZIMBABWEAN GOVERNMENT



UNESCO



REPUBLIC OF SOUTH KOREA

# Zimbabwe EduConnect

## User Manual

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# 1. Introduction

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This User Manual (UM) provides the information necessary for both technical users and non-technical use to effectively use the Zimbabwe EduConnect (EduConnect). The Zimbabwe EduConnect platform is a public directory of open educational resources (OER) for primary and secondary school teachers. The repository was developed with support from the UNESCO-KFIT project on “ICT Transforming Education”. The directory provides links to relevant digital resources, that meet the requirements of the new Zimbabwean Curriculum, across all levels of school education in Zimbabwe and for all subject domains and. It will be available initially in English.

Available OERs include video, audio, documents, interactive objects, and images. Teachers can contribute to the directory by submitting and sharing relevant OERs.

The aim of the EduConnect platform is to store, preserve and provide access to variety of digital resources to teachers and to enable the participation of the Zimbabwean educational community in development and sharing of digital resources. EduConnect ultimately aims to enhance the quality of teaching, learning and research and to facilitate teachers to create and share contextualized teaching learning resources and to celebrate innovations in resource creation.

This shift in resource creation and sharing is not just about cost savings and easy access to openly licensed content; it's about participation and co-creation. Open Educational Resources (OER) offer opportunities for systemic change in teaching and learning content through engaging educators in new participatory processes and effective technologies for engaging with learning.

## 2. Overview

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### 2.1 Conventions

This document provides screen prints and corresponding narrative to describe how to use the EduConnect Portal.

When an action is required on the part of the reader, it is indicated by a line beginning with the word “Action:” For example:

**Action:** Click on OK.

Fields or buttons to be acted upon are indicated in bold italics in the Action statement; links to be acted upon are indicated as links in underlined blue text in the Action statement.

**Note:** The term ‘user’ is used throughout this document to refer to a person who requires and/or has acquired access to the EduConnect Portal.

### 2.2 Cautions & Warnings

The system has been designed as an electronic repository to allow Zimbabwean teachers and education policy makers to get resources at one central place. The resources and the whole EduConnect Portal have been designed, created, and implemented under the Creative Commons Licence (Attribution-Share Alike 2.5). If the reader wants to upload any resource to the EduConnect the resource should be identified any type of the Creative Common Licenses, which can be found at <https://creativecommons.org/about/ccllicenses/>

## 3. Getting Started

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### 3.1 Set-up Considerations

The EduConnect screens are designed to be viewed at a minimum screen resolution of 800 x 600. To optimize your access to the EduConnect:

1. Please disable pop-up blockers prior to attempting access to the EduConnect.
2. Use Internet Explorer, version 11.0 or higher, Microsoft Edge, Firefox, Google Chrome, or Safari.

### 3.2 User Access Considerations

The Educonnect has two roles that can be assigned to a user. The user might be a general user or an administrator. The user who has the admin role has an extra command button that lead to the EduConnect Admin portal

### 3.3 Accessing the System

The EduConnect portal is accessed using the URL: <https://mopse.online/> . The users are directed to the Home Page of the Educonnect Portal which has the following access commands as shown in Figure 0-1.

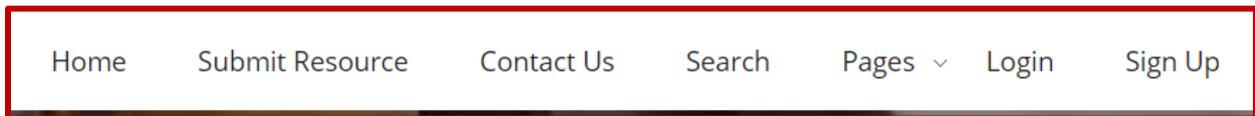
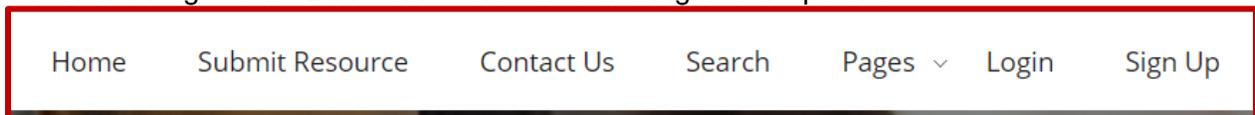


Figure 0-1: EduConnect Access Menus

If it is the first time to use the EduConnect Portal the user should: **Action:** Click the “Sign Up” Command, the user will be led to a Form where login information will be completed, and the EduConnect System will send to the user asking to confirm the login details. Upon Confirmation the user will be allowed login into the portal. If the user has an existing login account in the EduConnect Portal, the system: **Action:** Click the “Login” Command. The user is then prompted for a **username** which is the **email used to sign up** and a **password**.

### 3.4 System Organization & Navigation

The Home Page of the EduConnect has the following Menu Options:



The user can also see the following Categories of the Resources in the System:

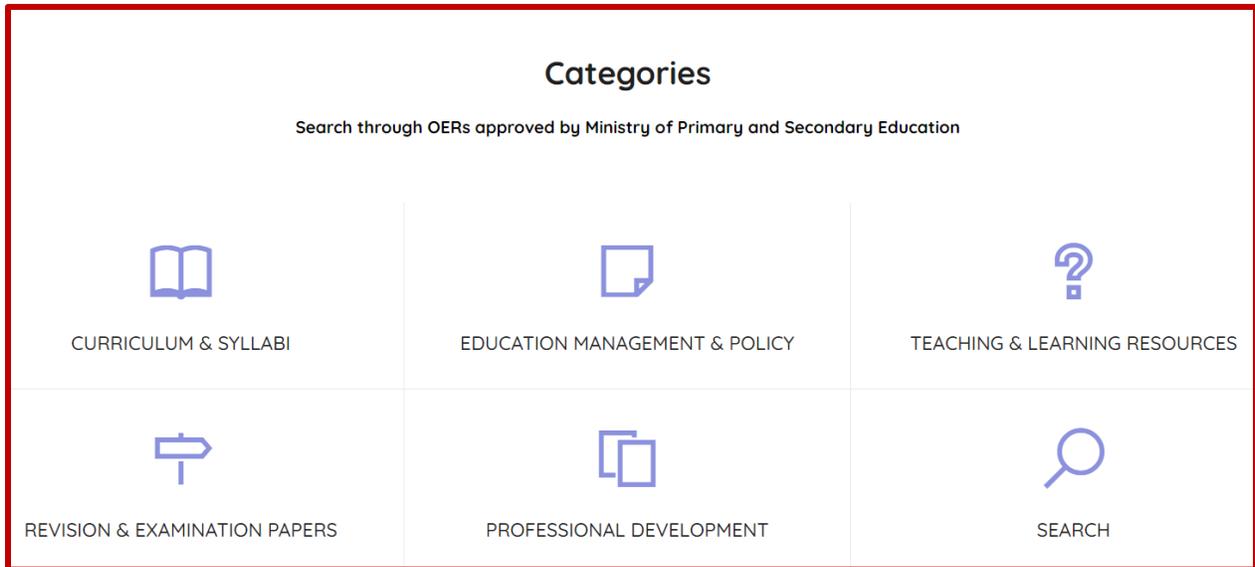


Figure 0-2 : OER Categories Approved by MoPSE

Furthermore, a Search facility is available in the Home Page.

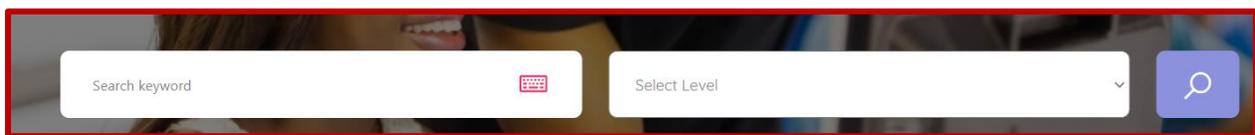


Figure 0-3: Search Facility for Resources in EduConnect

### 3.5 Exiting the System

**Action:** To exit the EduConnect you should Click on your username and a pop-up menu will come out prompting you to do several actions.

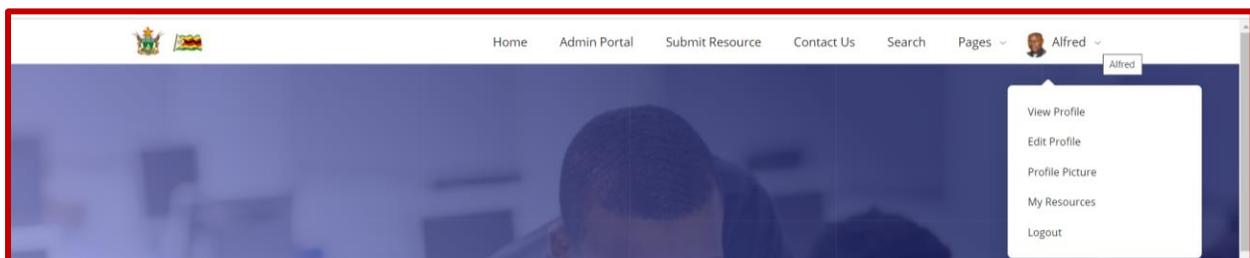


Figure 0-4: Pop Up Menu to edit Your Profile and Exit from EduConnect

The pop-up menu allows you to view or edit your profile, upload, or change your profile picture, view the resources you have uploaded to EduConnect. If you want to exit the system you just to click on the logout command.

## 4. Using the System

The following sub-sections provide detailed, step-by-step instructions on how to use the various functions or features of the EduConnect.

### 4.1 Using the EduConnect Portal

#### 4.1.1 Logging into the System

**Action:** Click the Login command to input your login details to enter the system. Although the Login and Signup commands appear in the Login command also allows for a user to create an account see the Figure

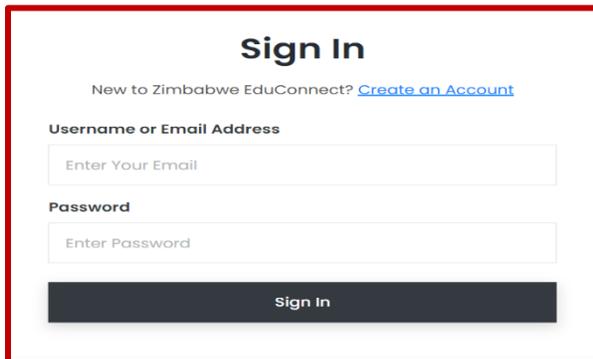
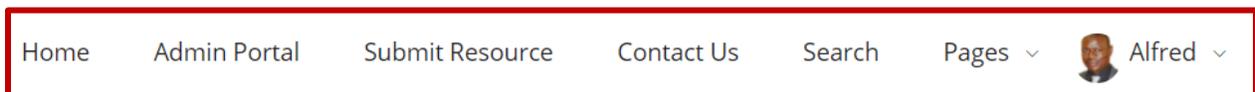


Figure 0-5: Signing in or Creating an Account in EduConnect

**Action:** Enter your username and Password

**Action:** Create a user account if you don't have and the user registration process will kick in. If the logging into the EduConnect is successful your user profile will be loaded into the system. If you are an Admin user the following menu options will appear.



#### 4.1.2 Submitting a Resource

**Action:** Click on the "Submit Resource" Menu option. This option allows you share your resources by uploading to the platform. Ensure that you complete all the fields before you upload your resource. ***The uploaded resource will show after it has been approved.*** (100MB is the maximum size of file you can upload)

**Action:** The fields to be completed are Resource Title :, Resource Author :, Resource Publisher :, Select Level :, Select Subject :, Resource Topic :, Resource Description :, Resource Type :, Resource Licence:, Resource Format:, and Choose Resource File :

**Action:** Click the "Submit Resource" Command after selecting the file.



## 5. Troubleshooting & Support

### 5.1 Error Messages

#### ERR\_CONNECTION\_TIMED\_OUT

It's an indication that the system is unavailable, and the time given for one to connect has elapsed, and now the request has timed out. Typically, it means there is something wrong with your local network connection.

Possible option on how to fix the ERR\_CONNECTION\_TIMED\_OUT error.

- a. Check Your Internet Connection
  - Restart your home or office router. This only takes a few minutes and solves more problems than a lot of people would like to admit. To completely power cycle it, disconnect the power supply and then wait 30 seconds before plugging it back in.
  - Check to see if you're on a bad or slow Wi-Fi connection. This is a common occurrence on busy public Wi-Fi hotspots such as coffee shops or airports.
- b. Disable Firewall and Antivirus Software Temporarily
- c. Disable Proxy Settings
- d. Change DNS Servers
- e. Flush/Renew DNS
- f. Check Your Hosts File
- g. Check the DNS of Your Domain
- h. Clear Browser Cache
- i. Look at The Maximum Execution Time
- j. Temporarily Disable Your Plugins
- k. Temporarily Revert to Default Theme
- l. Increase the Memory Limit

### 5.2 Special Considerations

It's important to remember that the "ERR\_CONNECTION\_TIMED\_OUT" error be a result of a client-side problem such as your network connection, or an issue with the server where the EduConnect site is hosted. Contact the Support Team if the error persists.

### 5.3 Support

Table 1 - Support Points of Contact

Contact	Organization	Phone	Email	Role	Responsibility
<i>Alfred Mutanga</i>	<i>UNESCO</i>	<i>+263774696162</i>	<i>alfred.mutanga@gmail.com</i>	<i>Consultant</i>	<i>Developer</i>

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**Table 2 - Record of Changes**

<b>Version Number</b>	<b>Date</b>	<b>Author/Owner</b>	<b>Description of Change</b>
<i>1.0</i>	<i>15/01/2021</i>	<i>UNESCO</i>	<i>Initial User Manual drafted</i>
<X.X>	<MM/DD/YYYY>	<Author/Owner >	<Description of Change>
<X.X>	<MM/DD/YYYY>	<Author/Owner>	<Description of Change>

**Table 3 - Acronyms**

<b>Acronym</b>	<b>Literal Translation</b>
<i>UNESCO</i>	<i>United Nations Education, Scientific and Cultural Organisation</i>
<i>MoPSE</i>	<i>Ministry of Primary and Secondary Education</i>
<i>CC-BY</i>	<i>This license allows reusers to distribute, remix, adapt, and build upon the material in any medium or format, so long as attribution is given to the creator. The license allows for commercial use.</i>
<i>CC BY-SA:</i>	<i>This license allows reusers to distribute, remix, adapt, and build upon the material in any medium or format, so long as attribution is given to the creator.</i>
<i>CC BY-NC</i>	<i>This license allows reusers to distribute, remix, adapt, and build upon the material in any medium or format for non-commercial purposes only, and only so long as attribution is given to the creator</i>
<i>CC BY-NC-SA</i>	<i>This license allows reusers to distribute, remix, adapt, and build upon the material in any medium or format for non-commercial purposes only, and only so long as attribution is given to the creator. If you remix, adapt, or build upon the material, you must license the modified material under identical terms.</i>
<i>CC BY-ND</i>	<i>This license allows reusers to copy and distribute the material in any medium or format in unadopted form only, and only so long as attribution is given to the creator. The license allows for commercial use.</i>
<i>CC BY-NC-ND</i>	<i>This license allows reusers to copy and distribute the material in any medium or format in unadopted form only, for non-commercial purposes only, and only so long as attribution is given to the creator.</i>
<i>CC0</i>	<i>(aka CC Zero) is a public dedication tool, which allows creators to give up their copyright and put their works into the worldwide public domain. CC0 allows reusers to distribute, remix, adapt, and build upon the material in any medium or format, with no conditions.</i>

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Instructions: Summarise the relationship of this document to other relevant documents. Provide identifying information for all documents used to arrive at and/or referenced within this document (e.g., related and/or companion documents, prerequisite documents, relevant technical documentation, etc.).

**Table 4 - Referenced Documents**

<b>Document Name</b>	<b>Document Location and/or URL</b>	<b>Issuance Date</b>
<i>Creative Commons License</i>	<a href="https://creativecommons.org/about/cclicenses/">https://creativecommons.org/about/cclicenses/</a>	15/01/2021
<i>EduConnect</i>	<a href="https://mopse.online/">https://mopse.online/</a>	15/01/2021
<i>ERR_CONNECTION_TIMED_OUT</i>	<a href="https://kinsta.com/blog/err_connection_timed_out/">https://kinsta.com/blog/err_connection_timed_out/</a>	15/01/2021

The undersigned acknowledge that they have reviewed the User Manual and agree with the information presented within this document. Changes to this User Manual will be coordinated with, and approved by, the undersigned, or their designated representatives.

**Table 5 - Approvals**

Document Approved By	Date Approved
Name: Julia Heiss, Programme Specialist - UNESCO	Date
Name: <Name>, <Job Title> - <Company>	Date
Name: <Name>, <Job Title> - <Company>	Date
Name: <Name>, <Job Title> - <Company>	Date