



INTRODUCTION

This step-by-step guide will enable you to create an online course using the university's online learning platform. The guide also contains information on using the university email and library resources.

CREATING AN INTERACTIVE COURSE USING THE ONLINE LEARNING PLATFORM

For 100-level courses, you must get the course outline for the department on the NUC website; visit the web address @ nuc-ccmas.ng/downloads. On this page, you will see different disciplines. Select the CCMAS for your faculty and download it. Then open it to check the course you teach at the university (Applicable to 100-level courses).

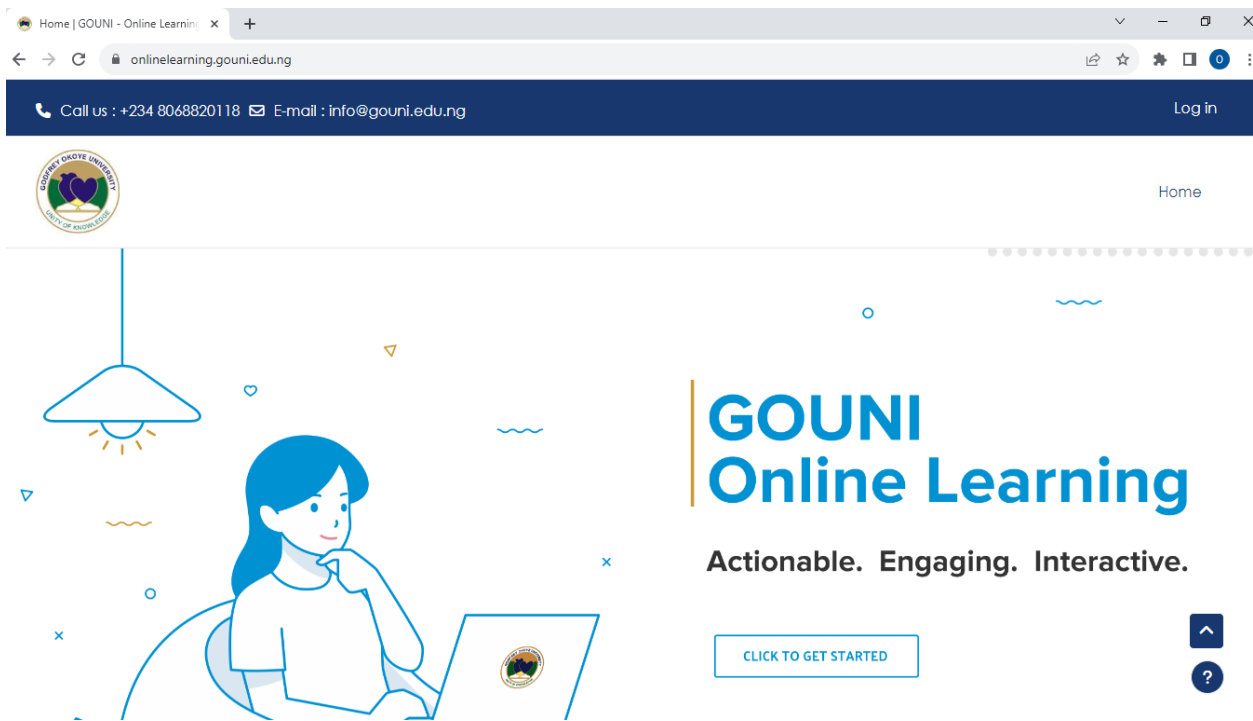
Moodle: Modular Object-Oriented Dynamic Learning Environment.

How to Login:

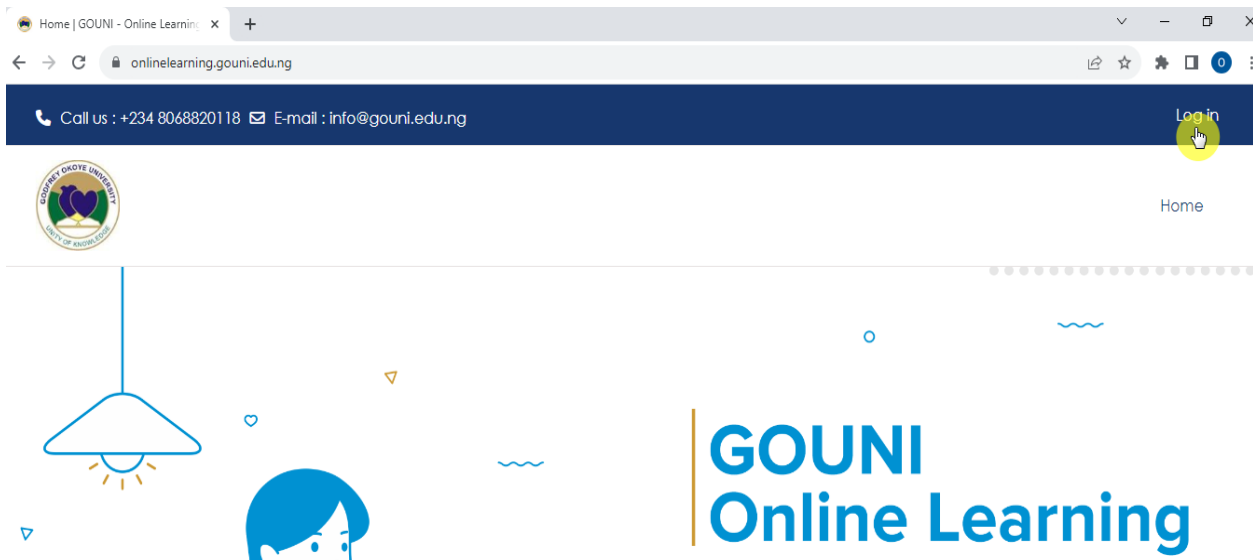
You need to log in to the university's online learning environment. Go to your faculty ICT rep to get the username and password if you don't have access to the university online learning platform.

1. Then visit the university website: www.gouni.edu.ng
2. Under quick Links click on Online Learning

Or type in <https://onlinelearning.gouni.edu.ng> on your browser.



3. Click the **Log-in** at the **Top right**



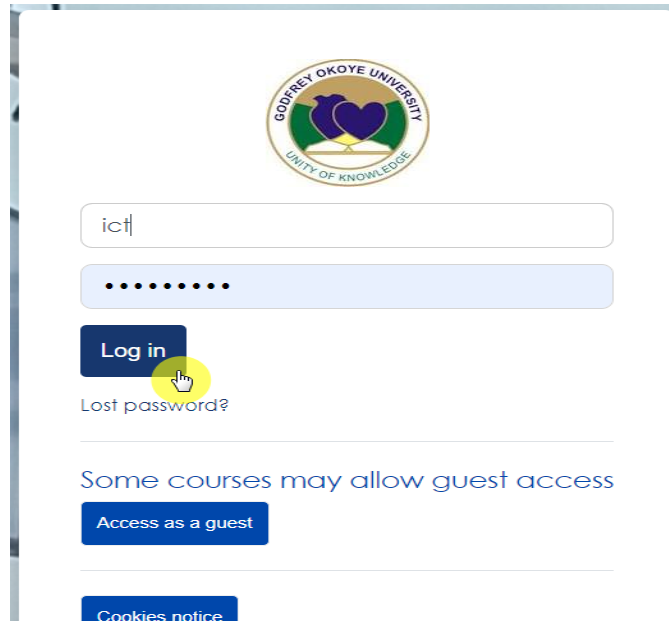
Enter the username and password sent to your email to create a new password. (Copy and paste)

Change your new password. The password must have at least 8 characters, at least 1 digit(s), 1 lower case letter(s), 1 upper case letter(s), 1 non-alphanumeric character(s) such as *, -, or #

Hybrid Teaching and Learning – How to Create an Online Course, Use University Email and GOUNI Library Resources.
Developed by GOUNI ICT Services @ OCTOBER, 2023

If you have the logins already

4. Enter the **username** and **password**
5. Then click **Log in**



Godfrey Okoye University
UNITY OF KNOWLEDGE

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Log in

Lost password?

Some courses may allow guest access

Access as a guest

Cookies notice

Note: Access as a guest, gives visibility of the course but not accessing the course or its content.

Creating an online course title and course code

6. After a successful login, click **My Course**.



7. Then click on **Create course**

Course overview



You're not enrolled in any course

Once you're enrolled in a course, it will appear here.

Create course

A new page or window will be displayed as showed below

Courses ▾ UNDERGRADUATE COURSES ▾ Manage courses and categories **Add a new course**

UNDERGRADUATE COURSES

Category

Recycle bin

More ▾

Add a new course

Expand all

General

Course full name ! ?

Course short name ! ?

Course category ! ? **× UNDERGRADUATE COURSES**

Search ▾

Course visibility ? Show ▾

Course start date ? 11 ▾ October ▾ 2023 ▾ 00 ▾ 00 ▾

Course end date ? Enable 10 ▾ October ▾ 2024 ▾ 00 ▾ 00 ▾

Course ID number ?

▼ Description

Course summary

?

↵ A B I ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ♀ ♂ ♁ ♃ ♄ ♅ ♆ ♇ ♈ ♉ ♊ ♋ ♌ ♍ ♎ ♏ ♐ ♑ ♒ ♓ 🗑 📎 📷 🎤 🎥 🎧 🗣 📄 📅 📆 📇 📈 📉 📊 📋 📌 📍 📎 📏 📐 📑 📒 📓 📔 📕 📖 📗 📘 📙 📚 📛 📜 📝 📞 📟 📠 📡 📢 📣 📤 📥 📦 📧 📨 📩 📪 📫 📬 📭 📮 📯 📰 📱 📲 📳 📴 📵 📶 📷 📸 📹 📺 📻 📼 📽 📾 📿 📠 📡 📢 📣 📤 📥 📦 📧 📨 📩 📪 📫 📬 📭 📮 📯 📰 📱 📲 📳 📴 📵 📶

Course image

?

Maximum file size: 2 MB, maximum number of files: 1

📁 Files

📅 ☰ 📄

⬇

You can drag and drop files here to add them.

Accepted file types:

- Image (GIF) .gif
- Image (JPEG) .jpg
- Image (PNG) .png

> Course format

> Appearance

> Files and uploads

> Completion tracking

> Groups

> Role renaming ?



> Tags



Save and display Cancel



Required


In **General**, fill in the details required that make up the course.



General



Course full name  


Course short name  

Course category   × UNDERGRADUATE COURSES
 ▼

Course visibility  ▼



Course start date  

Course end date  Enable 

Course ID number 

- **Course full name:** Enter the course code and title e.g. CSC 323: Artificial Machine using the below format

General

Course full name  

- **Course Short name:** Enter the course code

Course short name  

- **Course Category:** Here you select the category of the course. (Undergraduate, Postgraduate, IECe, etc.)

Click the drop-down arrow in the search box.

Course category ? ! **× UNDERGRADUATE COURSES**

Course visibility ?

Course start date ?

Course end date ?

Search

POSTGRADUATE COURSES

IEcE COURSES

IEcE PDE COURSES

SANDWICH COURSES

- **Course Visibility:** Show

Course visibility ? Show ▾

- **Course end date:** Un-check the Enable box

Course end date ? Enable 10 ▾ October ▾ 2024 ▾ 00 ▾ 00 ▾ 📅

Note: *Unchecking the Enable box makes the course available for more than a year.*

- **Course Description:** Enter a brief summary of the course.
- **Course Format:** Click the **course format** to get more options.

Course format

Format ? Topics format ▾

Number of sections 4 ▾

Hidden sections ? Hidden sections are shown as not available ▾

Course layout ? Show all sections on one page ▾

- **Format:** Select **Topics format**
- **Number of sections:** Select the number of Topics for your created course.

- Then scroll down and click **save and display**

Save and display

Cancel



Note: To add another course

- Click **My Courses** at the right top of the virtual learning environment.



Home Dashboard My courses



- Select the 3 vertical dots parallel to **My courses**



Home Dashboard My courses

My courses



- Then click on **New course**

My courses

Course overview



New course



Layout the topics from your CCMAS Course Outline

Open the document or file of your already created course outline with topics. Before adding the topics remember to turn the **Edit mode ON**, Go to the **top-right** of the virtual learning environment.

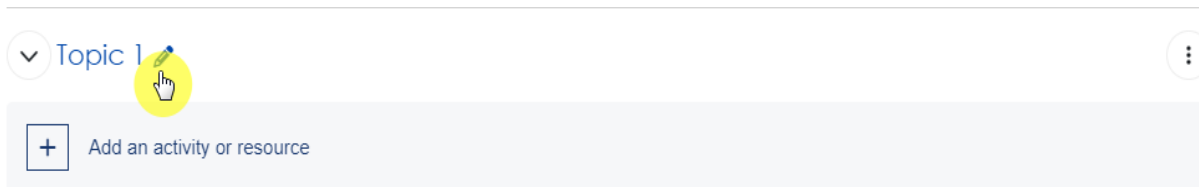


- Click on the **Edit mode** button to turn it **ON**

Note: Wait for the page to refresh, you will notice that some activity, resources, and icon has been added or made visible for editing.

On Topic 1



- Click the **pencil** to edit the **topic name**



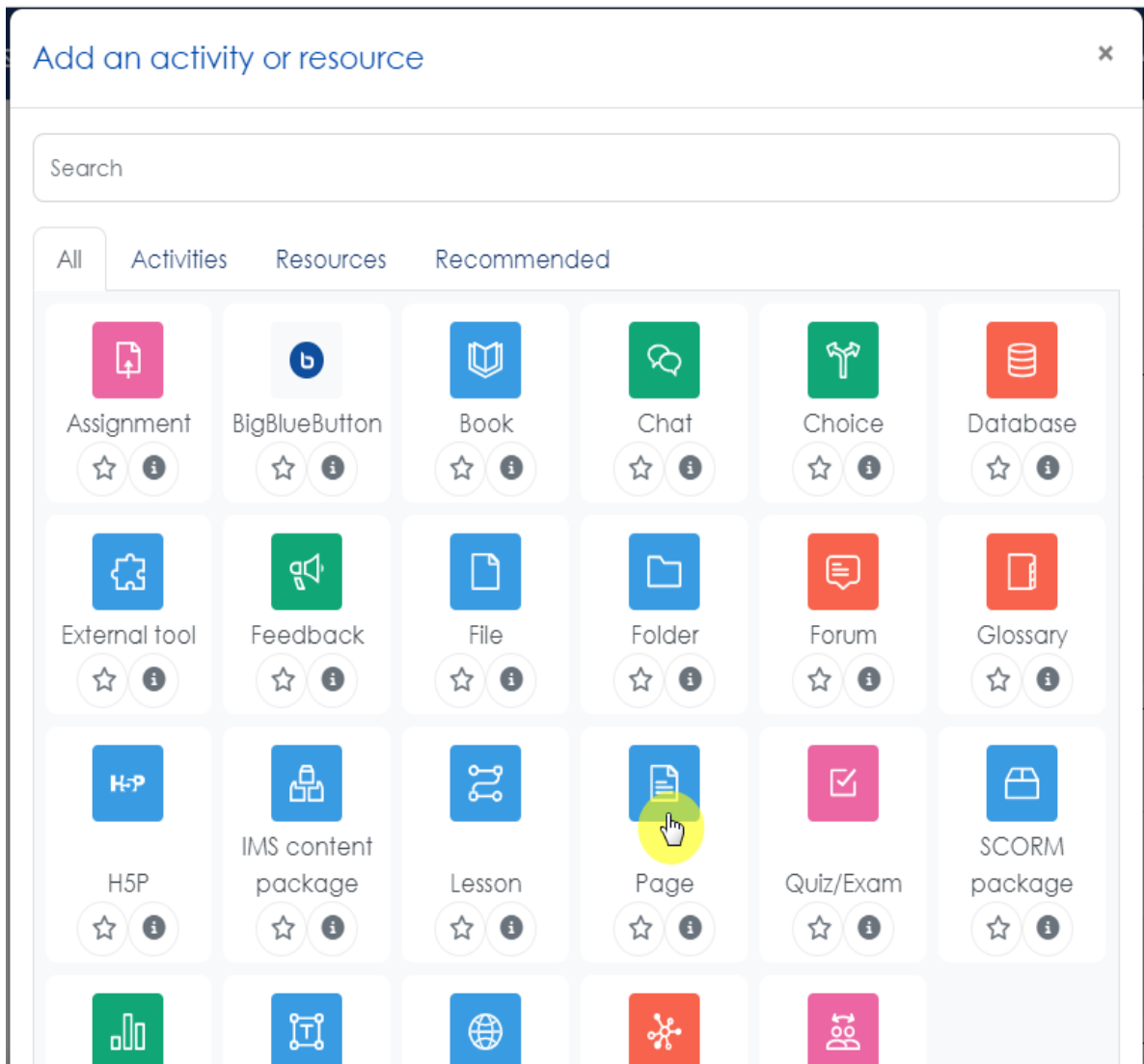
- Enter the **topic name** and **press** the **enter key** on your computer keyboard

Adding course content to the Topic

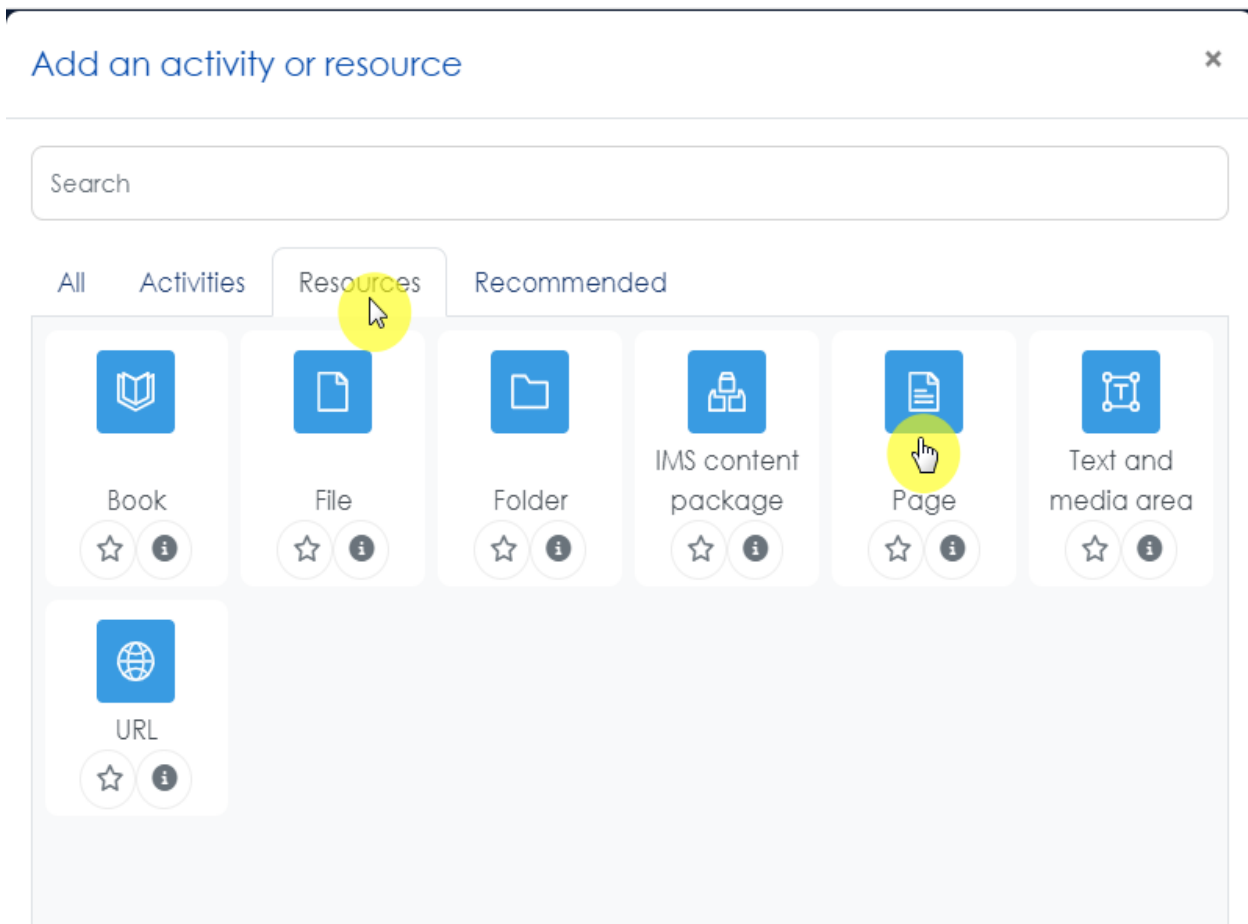
- Click **Add an activity or resource**

 Add an activity or resource 

- The activity and resource page will be displayed, Click on **Page** or



- Or Select **Resources** and click **page**



Page:

The page module enables a teacher to create a web page resource using the text editor. A page can display text, images, sound, video, web links, and embedded code, such as Google Maps. A page is more accessible (for example to users of mobile devices) and easier to update and is used to embed several videos or sound files together with some explanatory text.

Once you click on the page, the page window will be displayed.

CSC 323: Artificial Machine

Course Settings Participants Grades Reports More ▾

Adding a new Page to Introduction to Machine ?

Expand all

General

Name !

Description

Rich text editor toolbar: Undo, Font color, Bold, Italic, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Smiley, Image, Video, Audio, Embed, Help.

Rich text editor content area: ?

- **Name:** Enter the **topic** name

General

Name !

- **Description:** This is optional.
- **Content:** (This is where you add the lecture content for the specific topic) either in video, audio, web link, text, or image) To do this the steps below are needed.

Content

Page content !

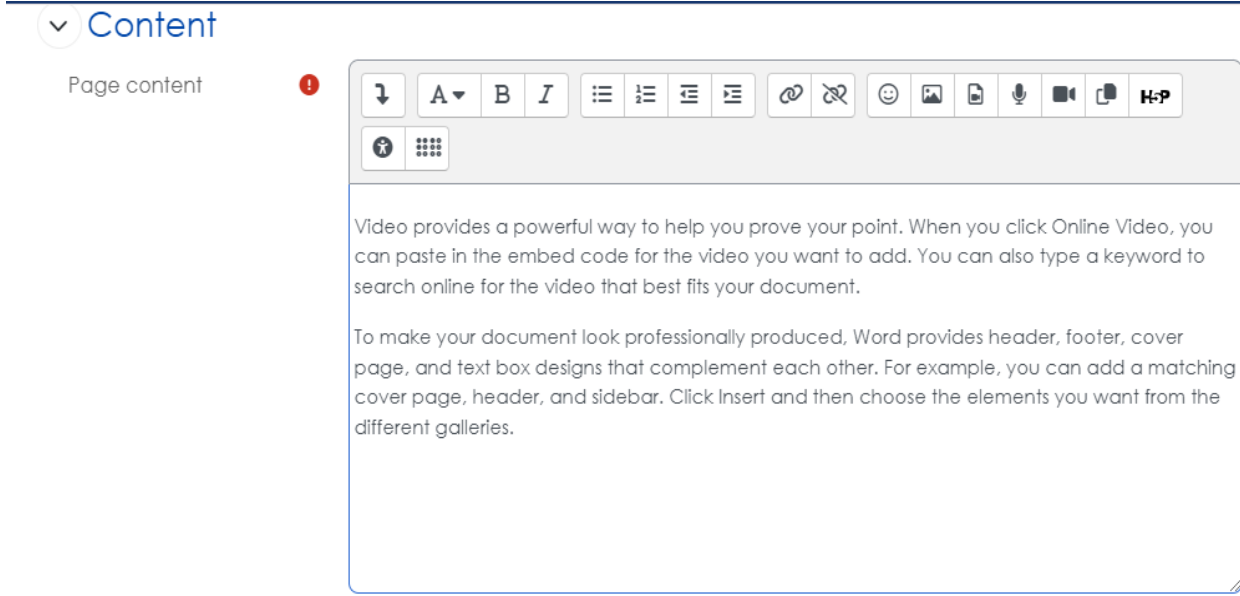
Rich text editor toolbar: Undo, Font color, Bold, Italic, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Smiley, Image, Video, Audio, Embed, Help.

Rich text editor content area: ^

Adding Text to Course Content

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- Copy and Paste the content of the topic from your already opened lectured note.

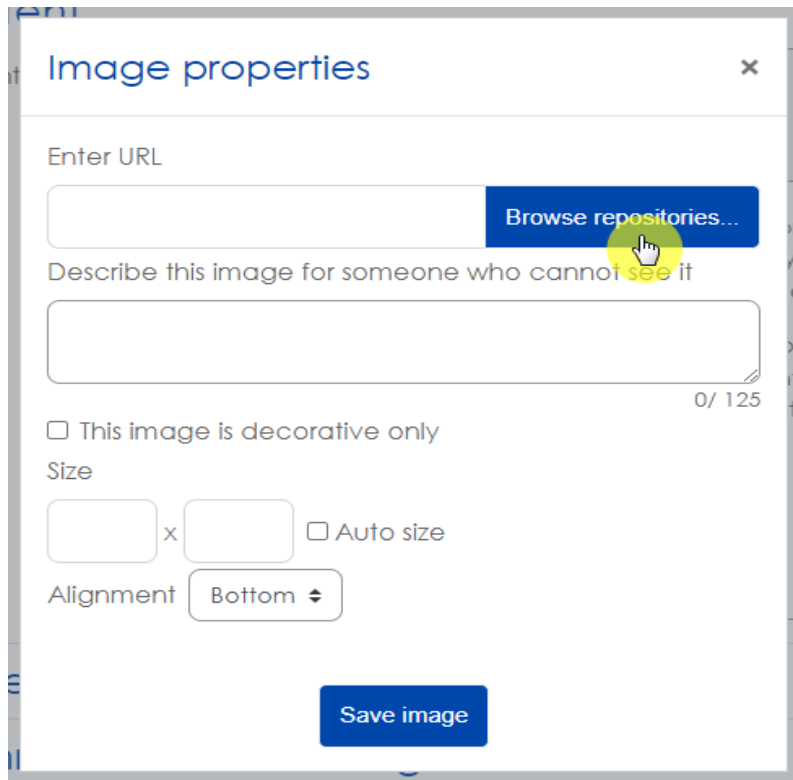


Adding Image to Course Content

- Select the Insert or Edit Image icon on the page content tab.

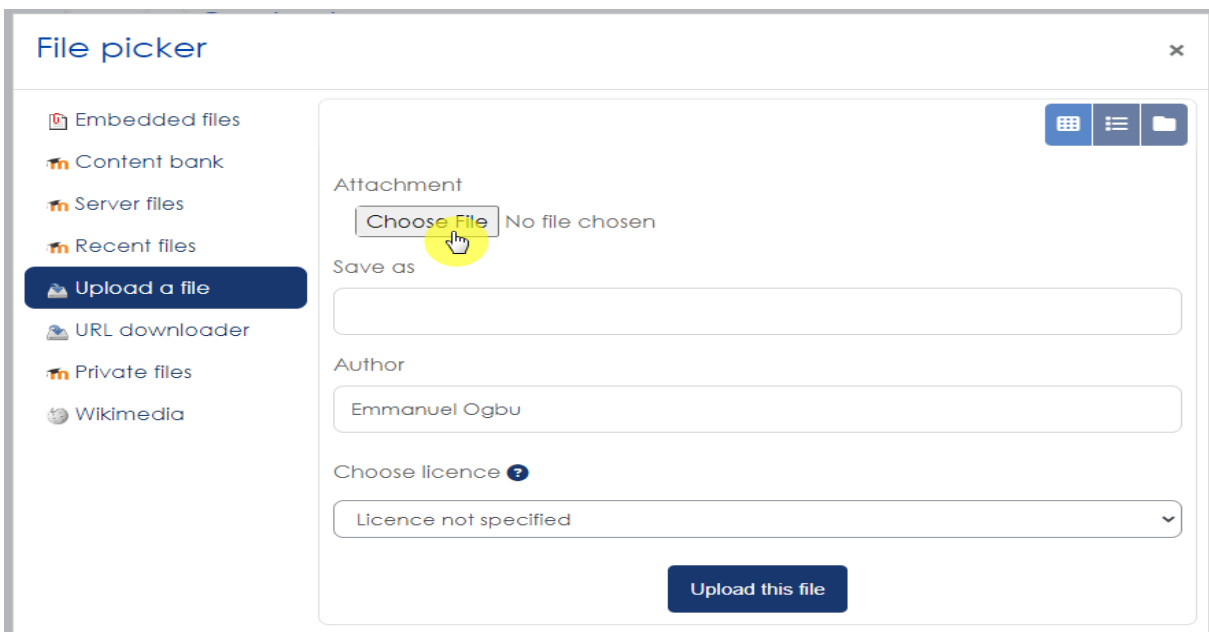


- Paste the **URL** if you are copying an image link from the internet, or
- Click on **Browse repositories** (if you already saved the image)



On attachment

- Click Choose file, Search for the image in your computer system.



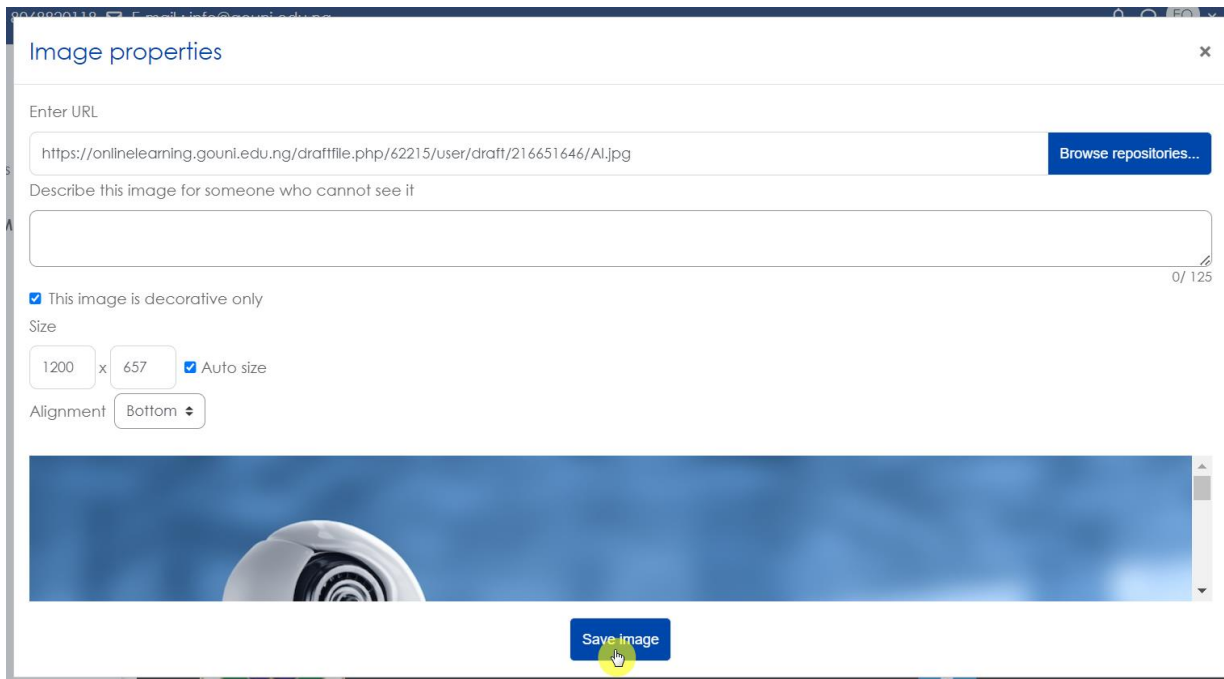
- Click **Open**, once you have selected the image file to use.



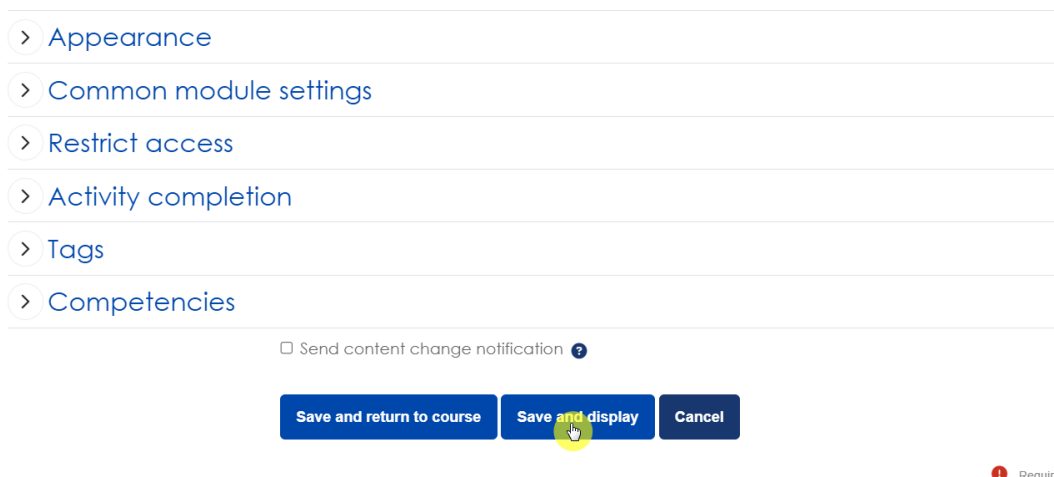
- Click **Upload** this file.
- On the Describe this image, add a text to describe it or
- Check that This image is decorative only



- Then click Save Image.



To view the image uploaded, **scroll down** and **click on Save and display**



Adding audio or Video to Course Content

After clicking the save and display option, the virtual learning environment will be displayed as shown below.

- Select **Settings** to Add content to the existing **Page/Topic**

Page

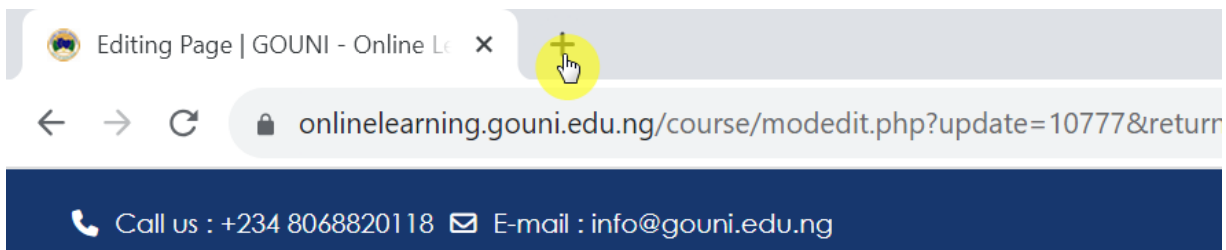
Settings

More ▾

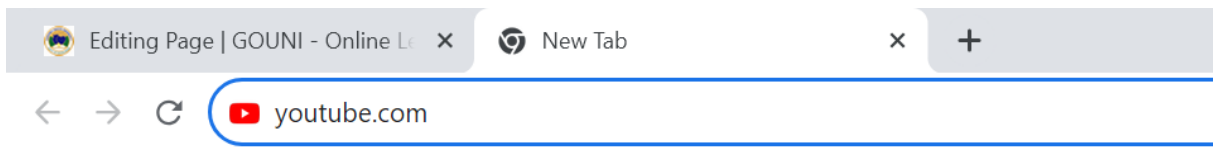
Mark as done

Open a YouTube page of the video you want to copy by doing the following

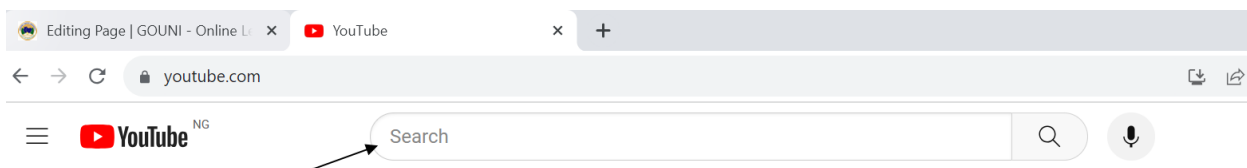
- Click the **+** sign to create a **New tab** in your browser



- Now enter YouTube.com on the address bar



- Then click **Enter** on your keyboard
- On the search bar enter the name of the video you want to search



- Click on the **share** icon (a window appears)

EctoLife: The World's First Artificial Womb Facility



Hashem Al-Ghaili ✓
608K subscribers

Subscribe

26K



Share

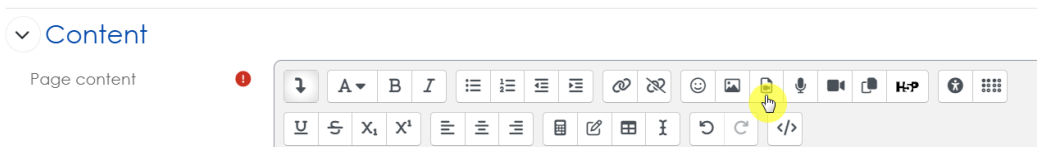


- Select Copy (Now you have copied the video URL)

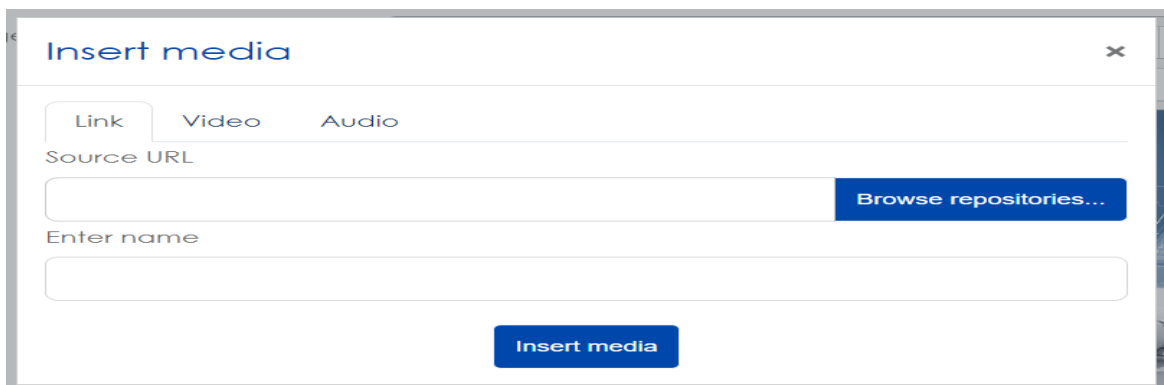


Then go back to your Virtual Learning Environment and make sure you place the computer cursor where you want to upload the video.

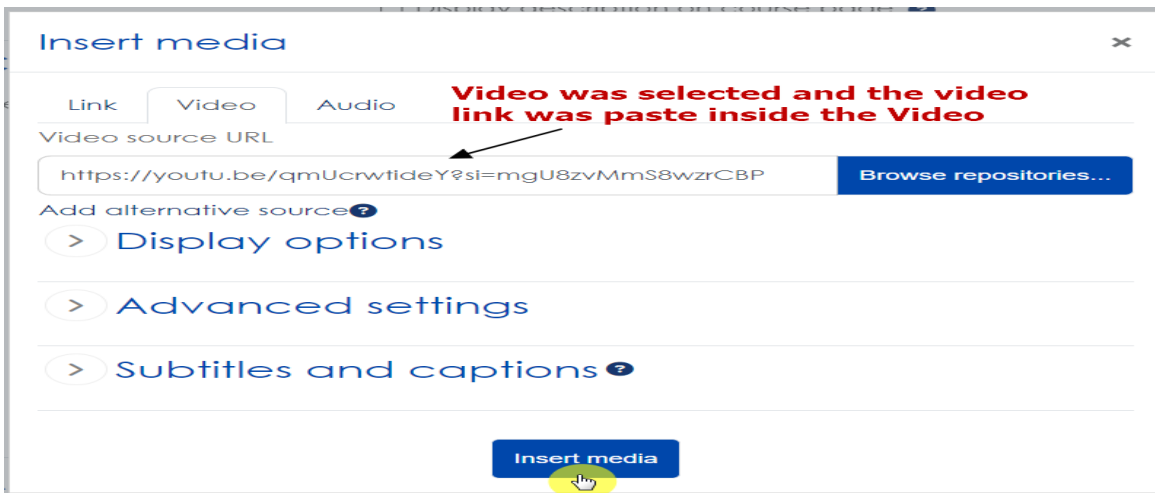
- Select the **insert** or **edit audio/video** file icon on the content tab.



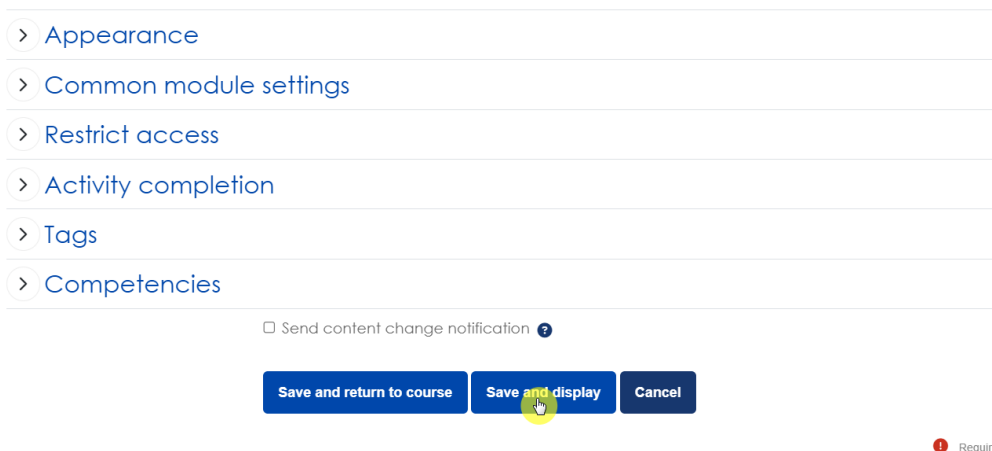
Once you click the icon, the insert media window will be displayed as shown below



- Select the Video, audio, or Link of your desired choice on the Insert media window.
- Paste the URL of the video link from the internet.



- Then click on **Insert media**
- Then scroll down and click on **Save and display**



Note:

Follow the steps in adding an external link, audio, etc. to your interactive virtual learning environment.

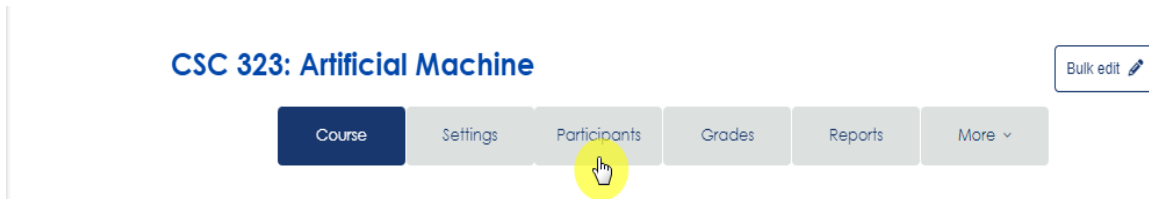
It is important to add some format styles to the topic content to make it interactive. (e.g. Bold, Italics, center alignment, etc.)

Adding Participants to the Interactive Learning Environment.

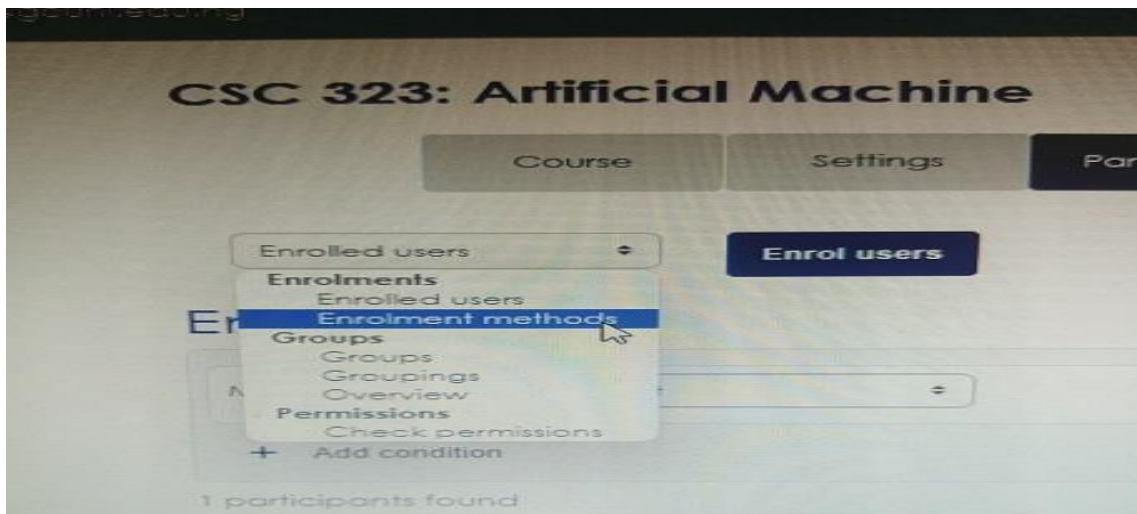
Setting up participants allows the student to enroll in the interactive course, and enables them to carry out further activities of the course. Such as discussions, quiz/exams, or assignments etc.

Steps

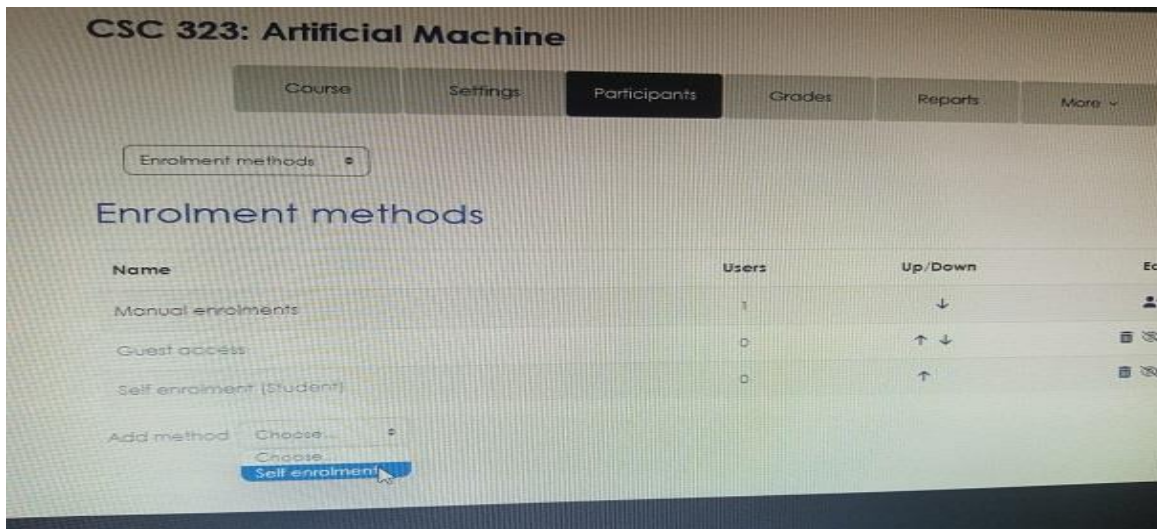
- Select **Participants**



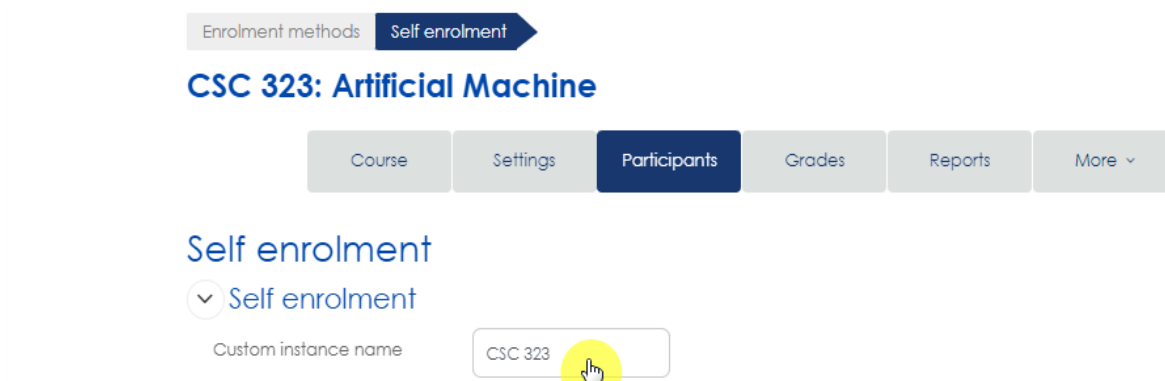
- Click **Enrolled Users** and select **Enrolment methods**



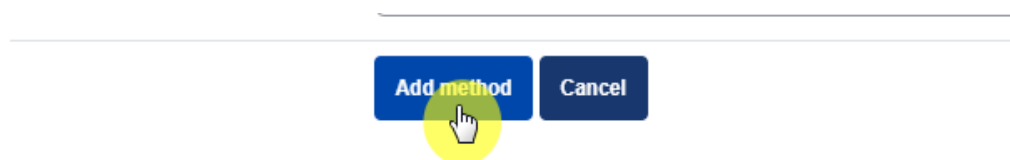
- Go to **Add method**; select **choose** and click on **Self enrolment**



- Custom instance name: Enter the **course code**



- Scroll down and click **Add method**



Now the course enrolment is added but is below the other enrollment option, it should be the first on the list for the student to enroll successfully, follow the step below to bring it on top.

CSC 323: Artificial Machine



Enrolment methods ▾

Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	1	↓	👤+
Guest access	0	↑ ↓	🗑️ 👁️ ⚙️
Self enrolment (Student)	0	↑ ↓	🗑️ 👁️ ⚙️
→ CSC 323	0	↑	🗑️ 👁️ ⚙️

Add method

Steps:

- Click the up arrow, one at a moment till it becomes number one.

Enrolment methods

Name	Users	Up/Down	Edit
→ CSC 323	0	↓	🗑️ 👁️ ⚙️
Manual enrolments	1	↑ ↓	👤+
Guest access	0	↑ ↓	🗑️ 👁️ ⚙️
Self enrolment (Student)	0	↑	🗑️ 👁️ ⚙️

Add method

Note: You must set the enrolment method to enable your student to self-enroll in your course without issues.

When the course you created is 1st on the list it means that **the students can enroll in the course, easily without stress.**

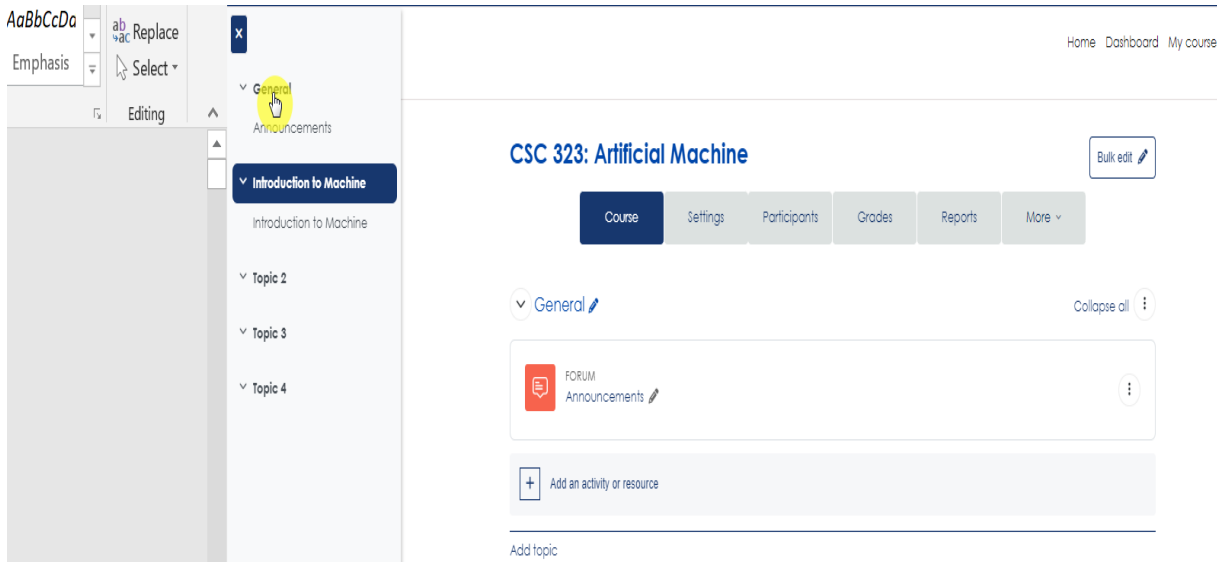
Manual enrolment means the lecturer has to enroll the students by him/herself.

Guest access is when you want to issue access to a user who is not within the University

Self-enrolment (Student): this is when the student has to search for the course, click on enroll, and wait for the lecturer to accept or enroll them into the course.

Setting Up a welcome message for the Student (Video Message)

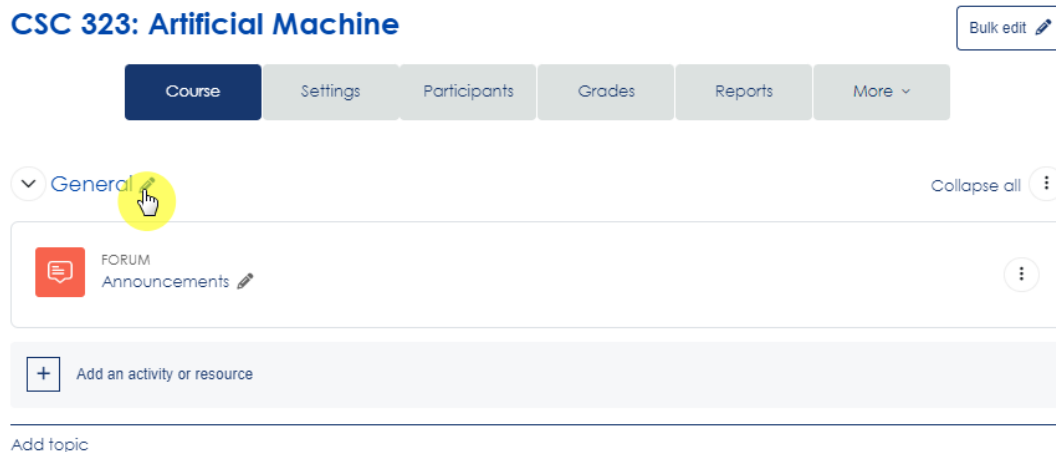
Remember to **Turn the editing on**, Click on General



The screenshot shows the Moodle course page for 'CSC 323: Artificial Machine'. On the left, the editing toolbar is visible with 'Editing' turned on. The 'General' section is highlighted in the left-hand menu. The main content area shows the course title, a 'Bulk edit' button, and a navigation bar with 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. Below this, the 'General' section is expanded, showing a 'FORUM Announcements' block with an edit icon and a 'Collapse all' button. At the bottom, there is an 'Add an activity or resource' button and an 'Add topic' link.

On General

- Click the **pencil icon** to edit the name



This close-up screenshot focuses on the 'General' section of the Moodle course page. The 'General' tab is selected, and a yellow circle highlights the pencil icon next to the 'FORUM Announcements' block, indicating that it can be edited. The 'Collapse all' button is also visible to the right of the section header.

Click the **3 vertical dots** on the **right side**, Select the **Edit section** (summary of **General** Appears)

- Course
- Settings
- Participants
- Grades
- Reports
- More

General

FORUM
Announcements

- Collapse all
- Edit section
- Duplicate
- Permalink

+ Add an activity or resource

Section Name: Mark the **custom box**, then enter “Welcome Message” on the blank box.

General

Section name

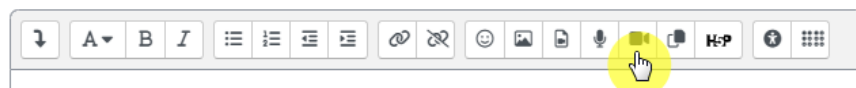
Custom

Welcome Message

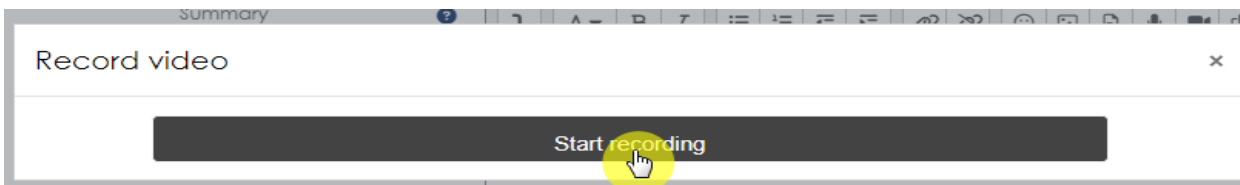
On Summary:

Select the **Record Video** icon from the **Tab**

Summary

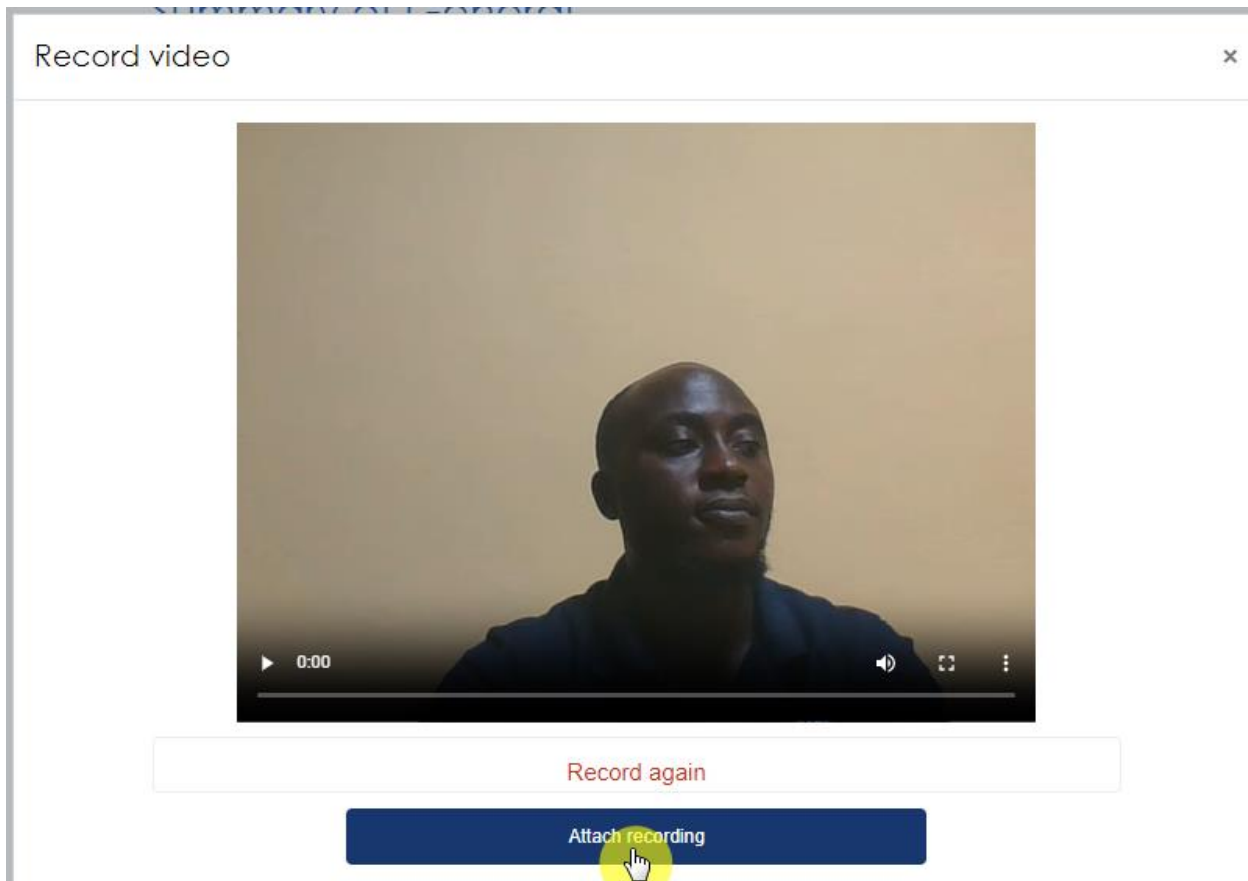


Click on **Start Recording** to begin the recording



Select **Stop recording** when you are done

Click on **attach the recording** to attach the recorded video or Record again to redo.



Then click on **Save changes**.



Godfrey Okoye University Email

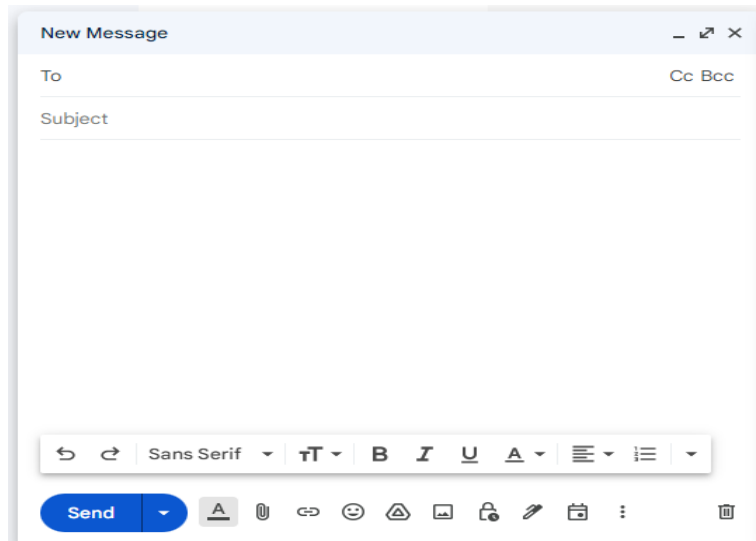


Brief Overview of an E-mail Address

Electronic mail (e-mail) is a computer-based application for the exchange of messages between users. A worldwide e-mail network allows people to exchange e-mail messages very quickly. E-mail is the electronic equivalent of a letter but with advantages in timeliness and flexibility. Examples of E-mail include; Hotmail (now Outlook), Gmail, and Yahoo Mail.

Email Address: The email address has information about the e-mail box to which an e-mail message is delivered. For example, an email address such as ccmas@gouni.edu.ng comprises the following; A user name (ccmas), an @ symbol, a domain name (gouni), and an extension of academia and geographical location (.edu and .ng).

E-mail Message: The E-mail message comprises of two major areas, the message header and the message body. The message header has fields such as; From, To, Cc, Bcc, subject, etc. while the body contains the message and sometimes an E-mail signature to the end.



To: means message **recipient(s)**.

Cc: Carbon copy; a copy of the email is sent to an individual other than the main recipient.

Bcc: Blind carbon copy; which can be used to send an email to a recipient without the other recipients being able to see.

Subject: A brief summary of the topic of the message. Abbreviations are usually capitalized as a part of the subject, including "RE:" for reply and "FW:" for forward.

E-mail Attachment

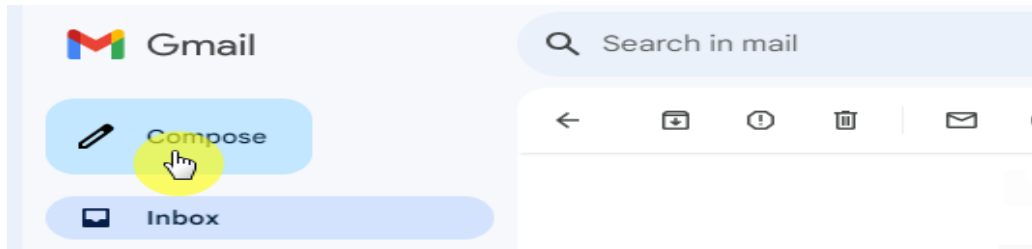
An e-mail attachment is a computer file, such as a document, image, or audio clip, that is sent together with an e-mail message. One or more files can be attached to an e-mail message and is a common method of sharing files between people.

Steps in sending an E-mail (G-mail)

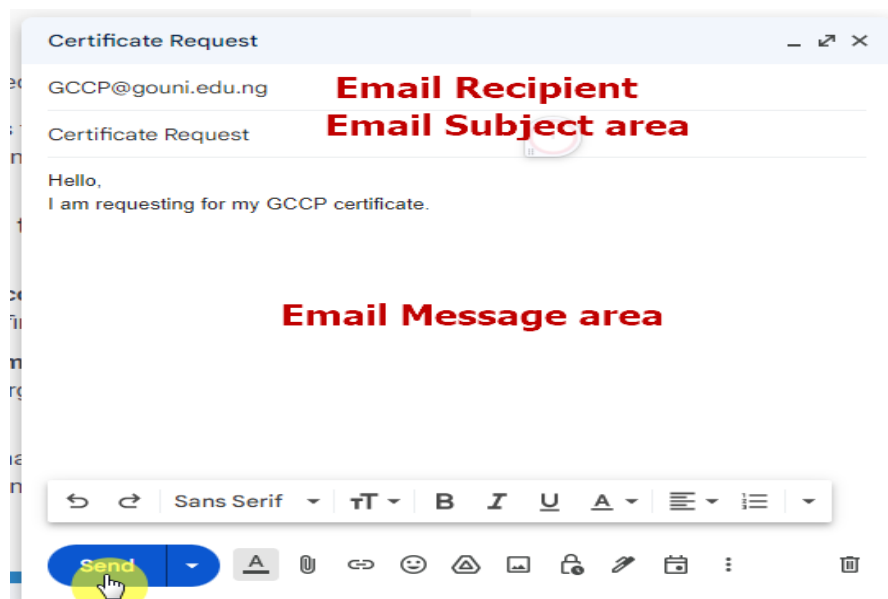
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Developed by GOUNI ICT Services @ OCTOBER, 2023

After successfully signing into your Gmail account,

- At the top left, click Compose.



- In the "To" field, add recipients. You can also add recipients: In the "Cc" and "Bcc" fields. ...
- Add a subject.
- Write your message.

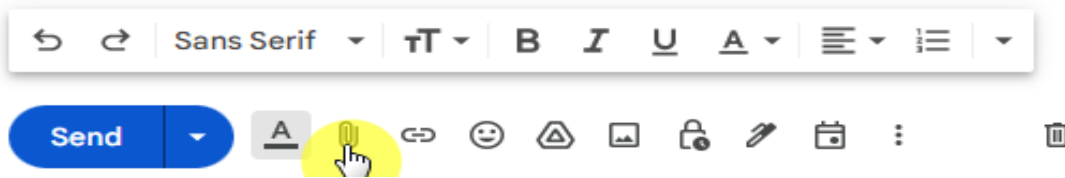


- At the bottom of the page, click **Send**.

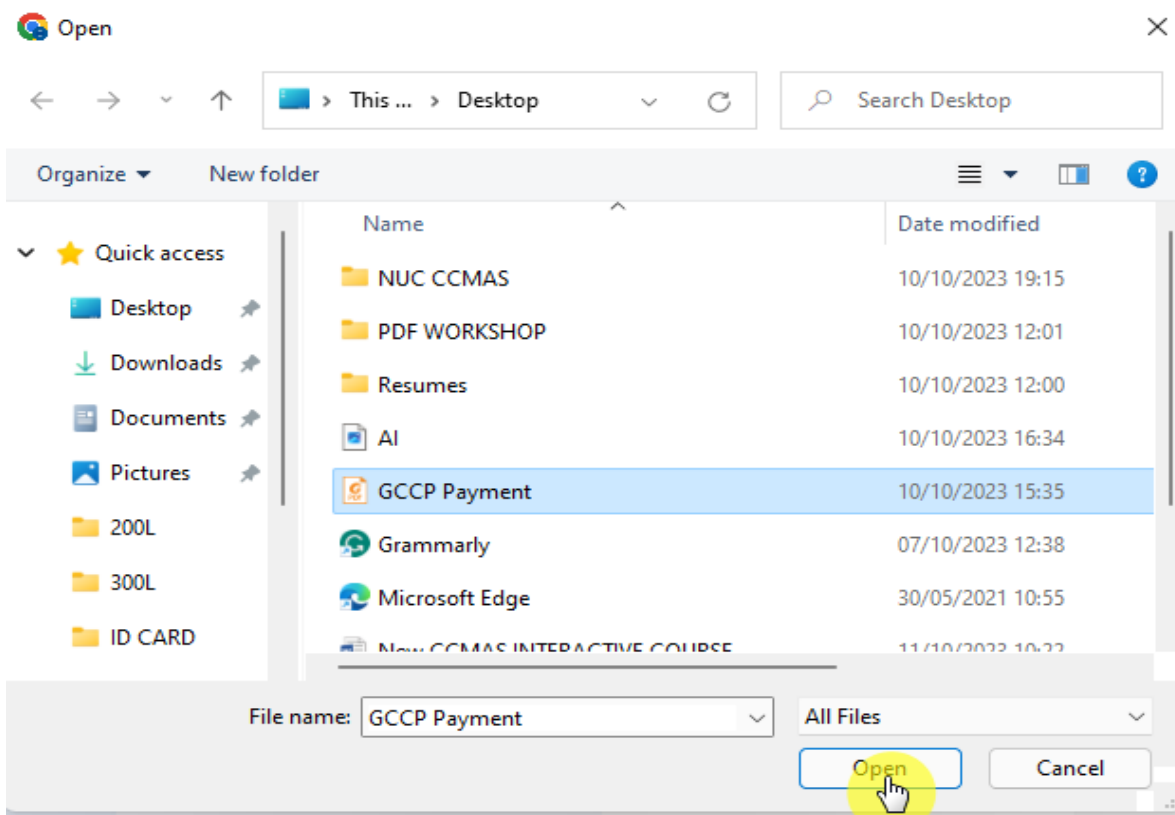
Attaching a file to a Gmail

Sending a file by e-mail is a general and useful method of sharing information with colleagues, a lecturer, and job applications. In sending an e-mail attachment

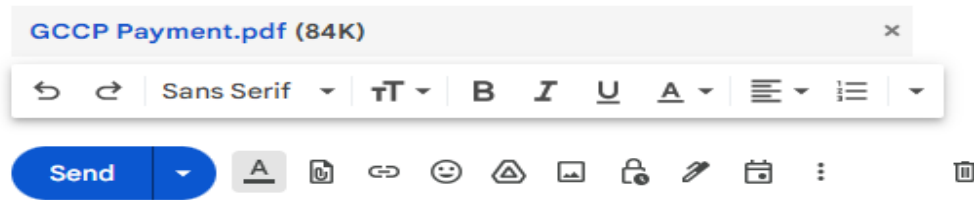
- locate the **paper clip** icon, **click the icon** and a file selection screen will show up,



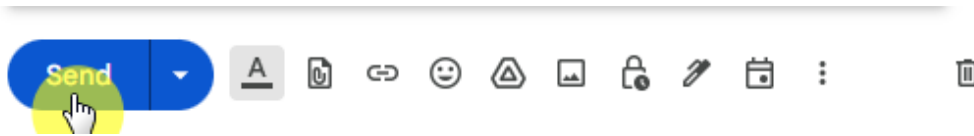
- select the **file** to attach (you can select multiple files by holding the **CTRL KEY**), after selecting your file
- Click **OPEN** (this automatically uploads the files to Gmail).



- The image below shows the file been attached.



- The send **button** to successfully send the attached files.

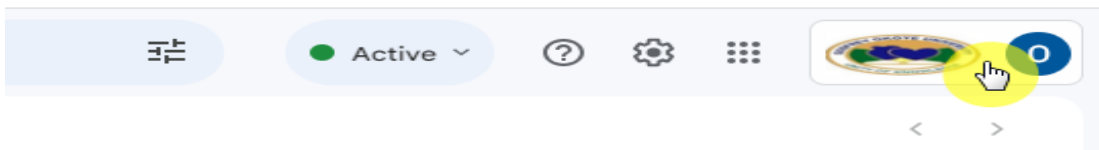


Setting up E-mail Picture.

You can choose a photo to set as your Gmail profile picture. This image shows up when someone sees your name in their email inbox or chat list. If they use an iPhone or iPad, the image may also appear in the notifications of incoming chat messages you send them. Follow the steps to set-up an email picture.

After successful sign-in to the Gmail.

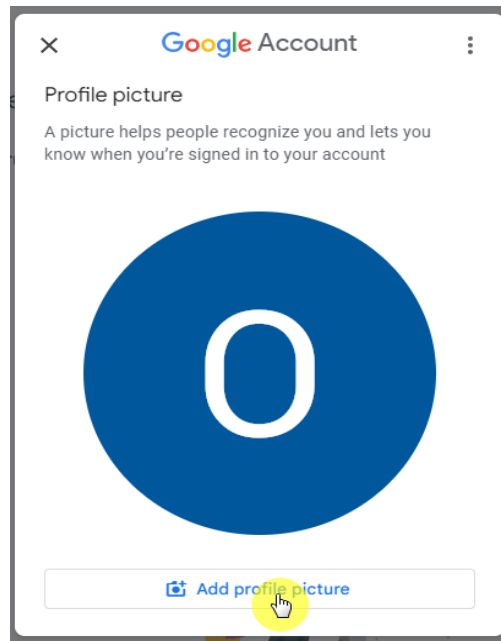
- At the **Top right**, tap on your **profile picture or email initial**.



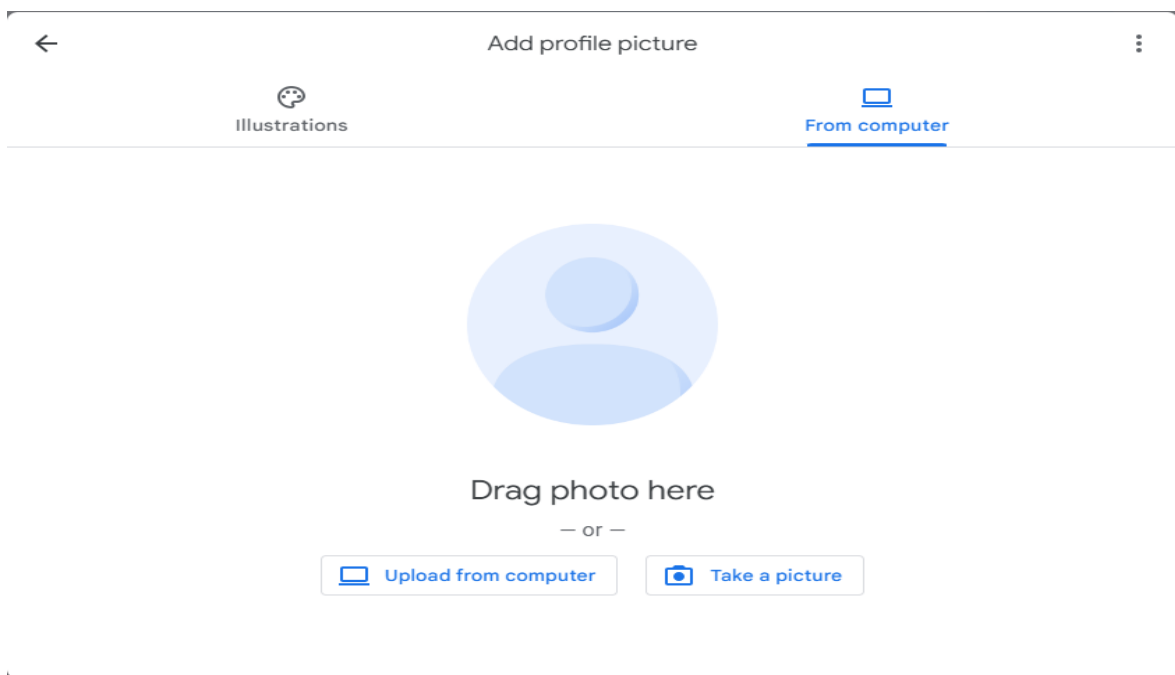
- Click the pencil icon



- **Change** or **Add** a profile picture, **Take** or **choose** a new picture.



- You can **select an Illustrations or Get a Picture from your computer**
- Select **From computer**



Then Select **Drag photo here, Upload from a computer, or Take a picture**

- Click **Save as profile picture**.

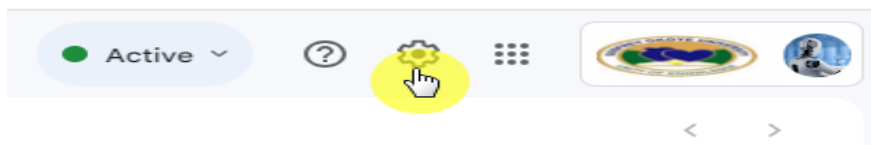
E-mail signature.

An email signature is a text, like your contact information or a favorite quote, that's automatically added at the end of Gmail messages as a footer.

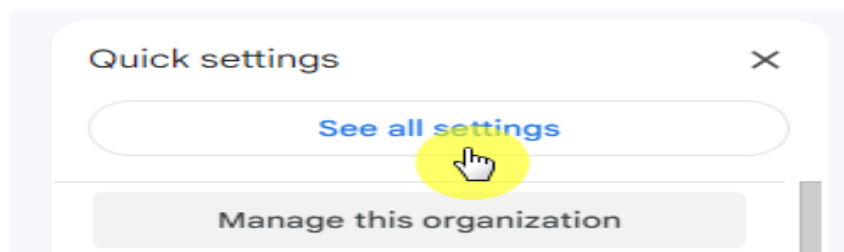
Steps in adding a signature to an email

Open Gmail

- At the **top right**, click **Settings**,



- Select **See All Settings**.



- Scroll down and look for **Signature**

Signature:

(appended at the end of all outgoing messages)

[Learn more](#)

No signatures

[+ Create new](#)

- Click on **Create New**.

Signature:

(appended at the end of all outgoing messages)

[Learn more](#)

No signatures

+ Create new



- Enter the Name of the **new signature** and click on **Create**

Name new signature

Smart Class Room

Cancel Create

- In the signature section, add your **signature text** in the box provided.

Signature:

(appended at the end of all outgoing messages)

[Learn more](#)

Smart Class Room

Add signature text and format it here.

Sans Serif tT B I U A

+ Create new

For Signature defaults, you have to select when to use the signature created, either for New email use or for reply and forward use.

Signature defaults

FOR NEW EMAILS USE

No signature

ON REPLY/FORWARD USE

No signature

Insert signature before quoted text in replies and remove the "--" line that precedes it.

- Click the drop-down arrow as shown below to activate the signature

Signature defaults

FOR NEW EMAILS USE

ON REPLY/FORWARD USE

Smart Class Room

Smart Class Room

Insert signature before quoted text in replies and remove the "--" line that precedes it.

- Then scroll down and click **Save Changes**.

Save Changes

Cancel

Basic Features of E-mail Address



Docs



Sheets



Slides



Forms



Keep



Sites



Drive



Gmail



Meet



Calendar



Chat

Google Drive

Google Drive is a file storage and synchronization service developed by Google. Which is said to be a cloud storage and file-sharing platform. Drive integrates with Docs, Sheets, and Slides, cloud-native collaboration apps that enable your team to create content and collaborate more effectively in real time.

Benefits of Google Drive

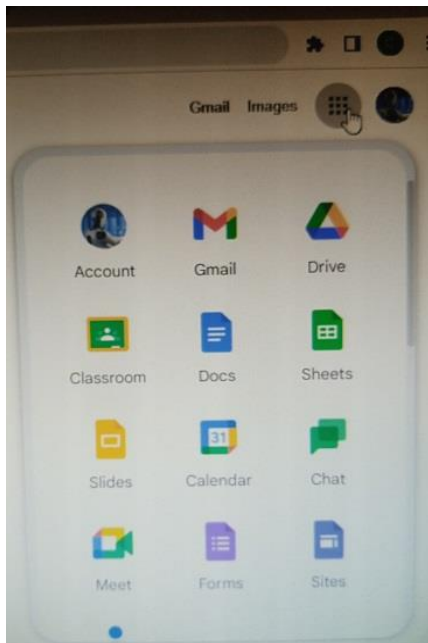
1. Easy and secure access to your content.
2. Store, share, and collaborate on files and folders from your mobile device, tablet, or computer.
3. Built-in protections against malware, spam, and ransomware.
4. The drive can provide encrypted and secure access to your files. Files shared with you can be proactively scanned and removed when malware, spam, ransomware, or phishing is detected. And Drive is cloud-native, which eliminates the need for local files and can minimize risk to your devices.

Locating the Google Drive.

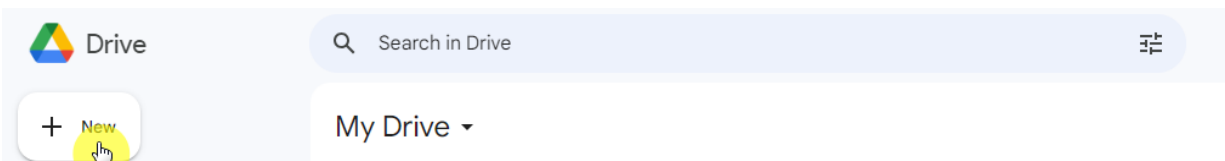
- Open a new tab, in your browser and type drive.google.com



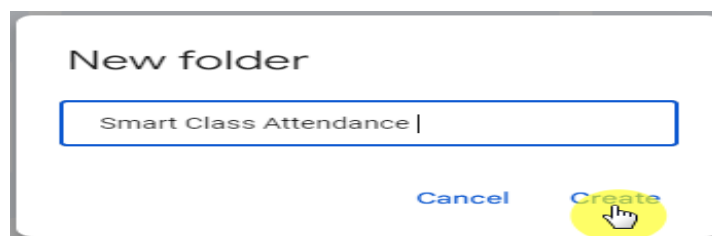
- or sign in to your Google account click the 3x3 matrix dots and select drive.



- On the left, click New.



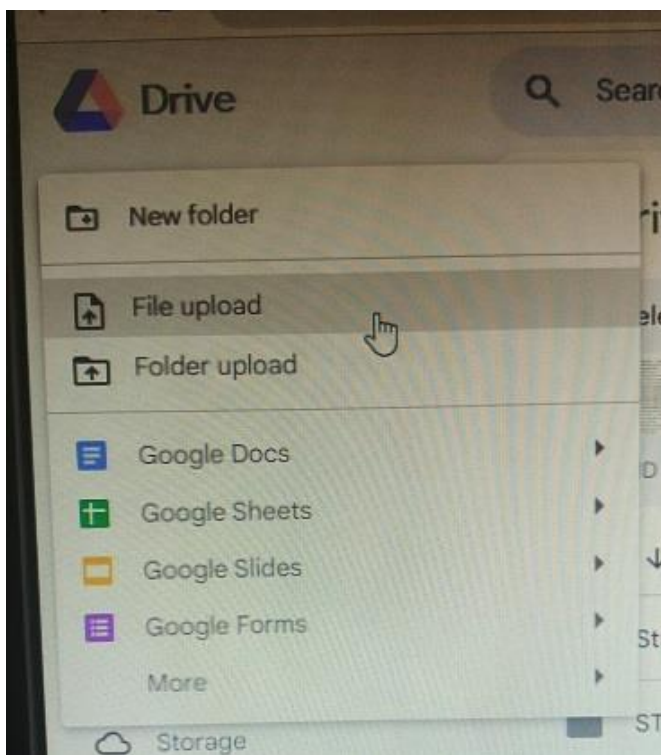
- Select New Folder.
- Enter a name for the Folder.



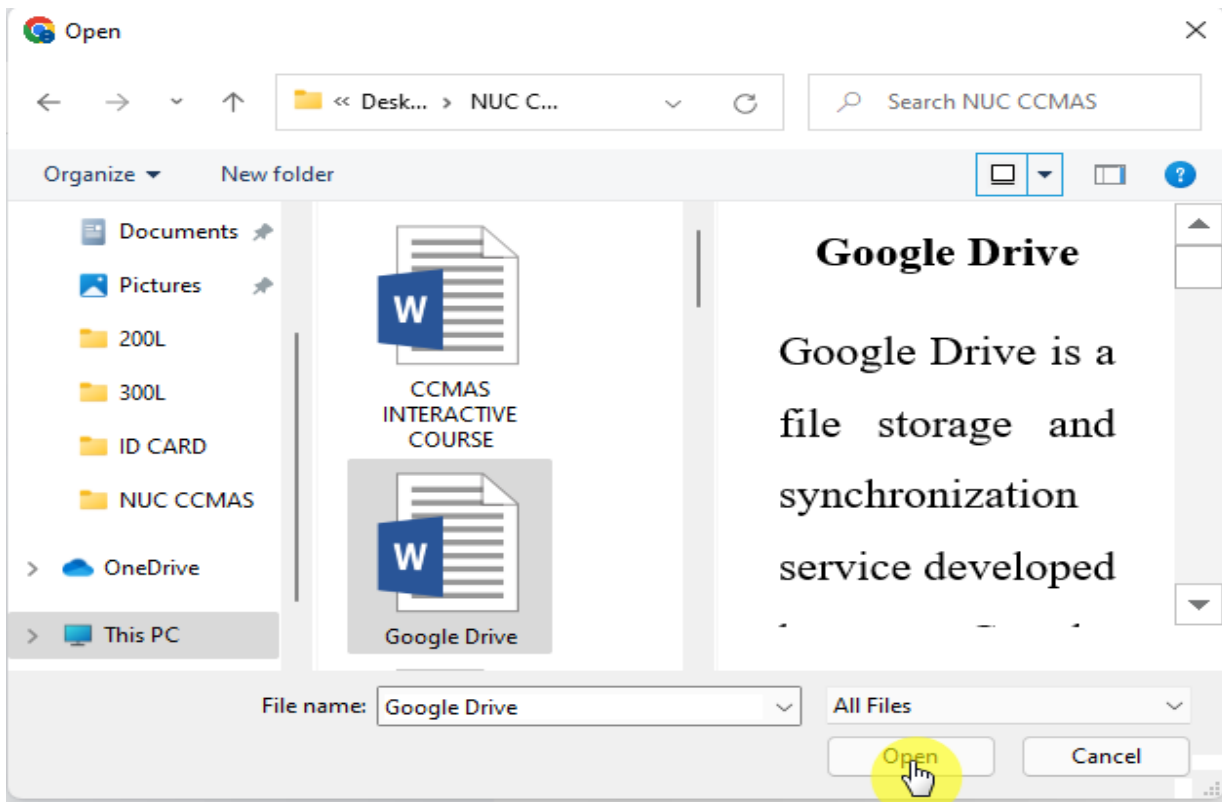
- Click Create.

File and Folder Upload in Google Drive.

- On your computer, go to drive.google.com
- or sign in to your Google account click the 3x3 matrix dots and select drive.
- On the left-hand side of the Drive, click New.
- Select file upload or folder upload.

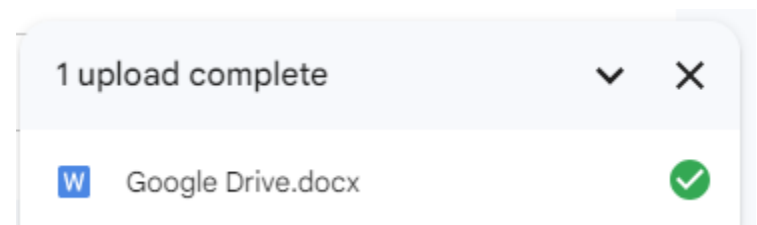


- Locate the file or folder on your computer.



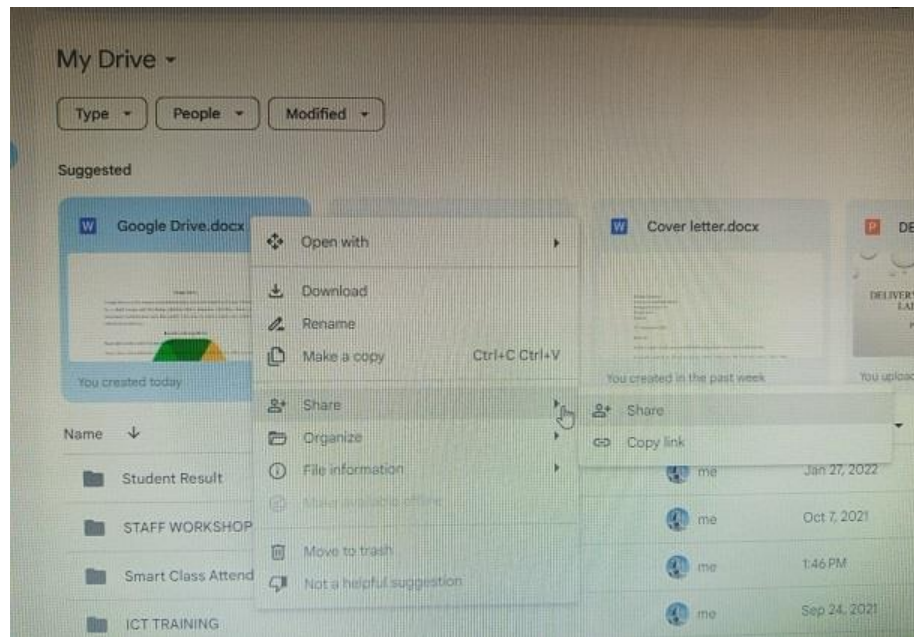
- Click on Open.

Note: Once you click Open, the uploading process will begin and once is completed the below image will be shown at the bottom right.

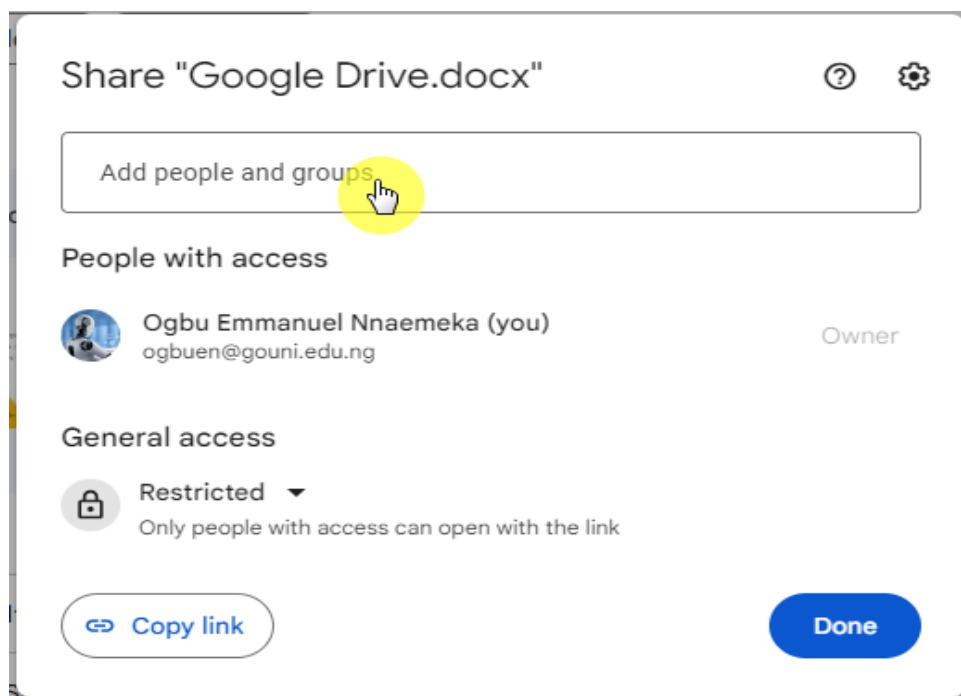


Files and Folder sharing in Google Drive

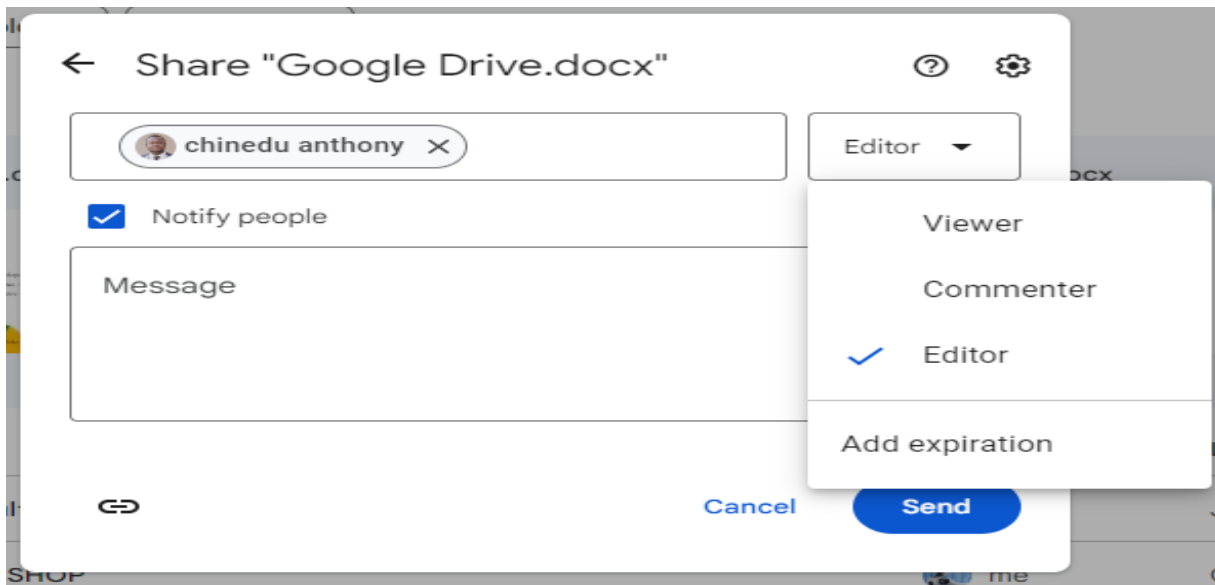
- On your computer, go to drive.google.com or sign in to your Google account click the 3x3 matrix dots and select drive.
- Select the **file** or **folder** you want to share.
- **Right Click** and **Select Share** and click on **Share**.



- Enter the email address or Google Group you want to share with, on the Add people and groups box.



- To decide what role people will have with your file or folder, select Viewer, Commenter, or Editor.



- Choose to **notify people** if you wish.
- Select **Send**.

TURNITIN

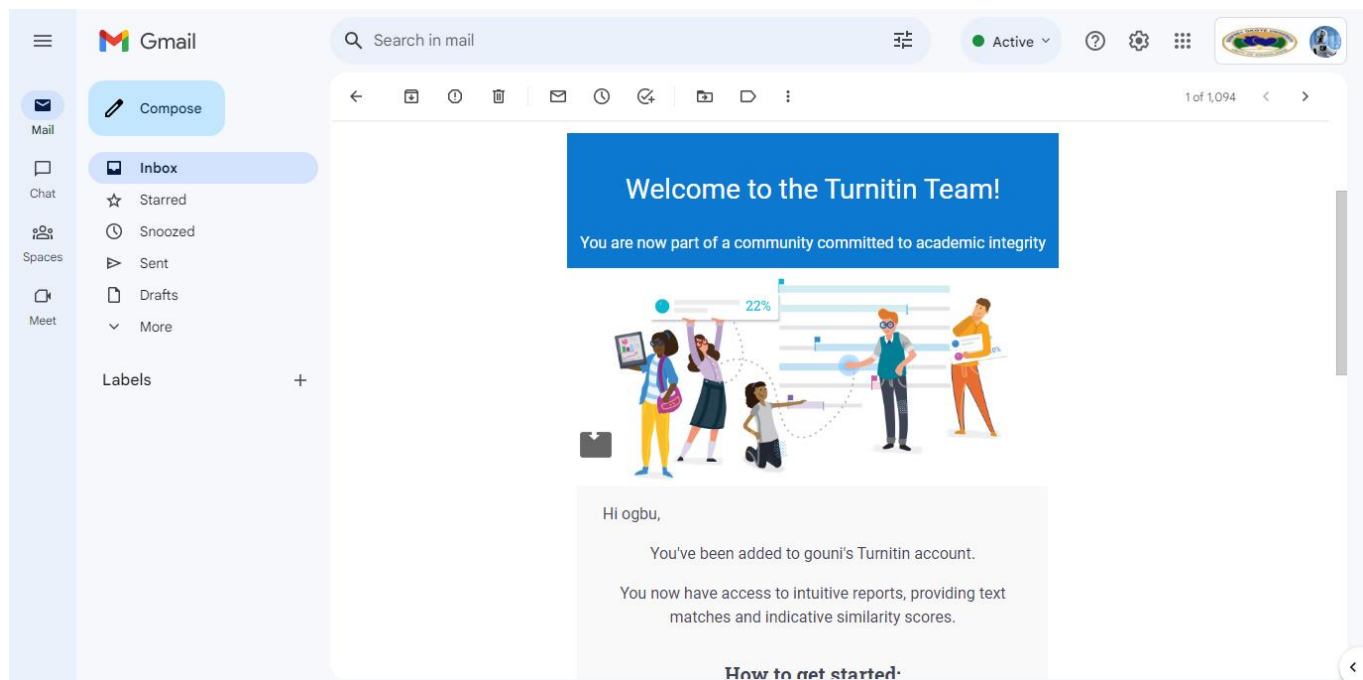
Turnitin: Turnitin is a plagiarism detection and deterrent application that checks for potentially unoriginal content by comparing papers to several databases using a proprietary algorithm. In addition, this software or tool can be used to discourage plagiarism and to guide learning about academic integrity and avoid plagiarism.

To access the Go-Uni Turnitin

Send an email to uwguanyimartha@gouni.edu.ng requesting the University Turnitin logins.




Note:

- Send in your Staff Email and Staff University Email.
- Once your login is created it will be sent to the requested email (*the activation link expires after 7 days, which means you have to set up your logins before it expires.*) The image below is a sample of a Turnitin welcome message.



- Scroll down and click **Set up my Account**

How to get started:

-  **Set up your account**
Click below to finish setting up and get started
-  **Upload assignments**
[Learn how](#) to organize and view reports.
-  **Use reports**
Evaluate text matches and provide other insights you can put into action right away. We can help.

[Set up my Account](#)

The link in this email will expire after 7 days. Contact account administrator for a new link.

[View in browser](#)

The image below will be shown to you, fill in the required details and click on **Create Account**

You've been invited to join Godfrey Okoye University Enugu's account.

Create your account to get started!

Username

Password

Password guidelines:

- Use at least one number
- Use at least one uppercase character
- Use a minimum of eight characters
- Use at least one special character
- Use at least one lowercase character
- Password must not exceed 128 characters



Confirm Password

- Both passwords match

I agree to the terms and conditions. [View terms and conditions.](#)

[Create Account](#)

After successfully logging. The Turnitin welcome message will be displayed as shown below.


Main Menu  Welcome ogbu Help 

[Home](#)

Turnitin Similarity



Comprehensive and efficient similarity reporting to quickly identify collusion.

[Launch](#)




To learn more, follow our step-by-step guidance.

[Visit Guides](#)




 

Tell us what works for you and what you'd like us to improve.

ogbu Emmanuel

 <<

- Then click **Launch**, a new launch window will be displayed.
- Click on **Upload** your **document**.


Similarity  My Files Search by title or author  Help 

[My Files](#)


Trash

Settings


Manage files [Add Folder](#) [Edit](#) [Move](#) [Delete](#) [Upload](#)



There's nothing here yet...

[Upload a file](#) 

ogbu Emmanuel

 <<

- Click on **Select a file**



Drag and drop

or [Select file](#)




- Select the **document** (from your computer system) you want to send in for Turnitin.
- Click **open**
- Enter the **Title** and **Author** names,

Upload file(s)


Google Drive.docx

Title

Author first name

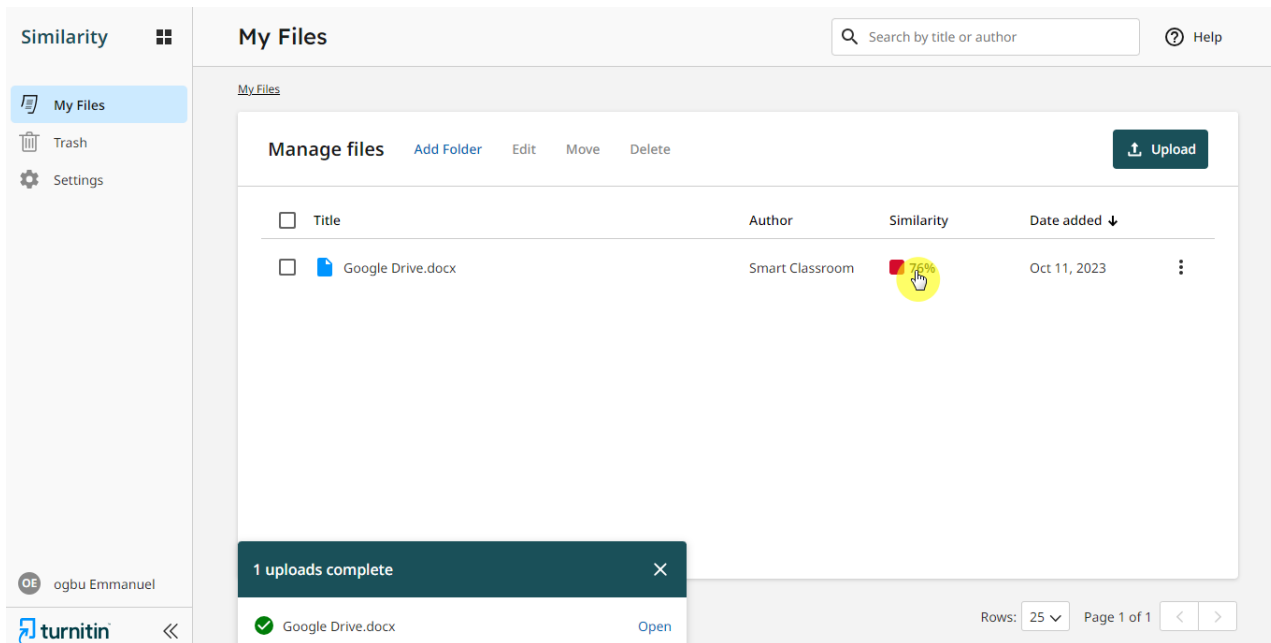
Author last name



- then click **Confirm**

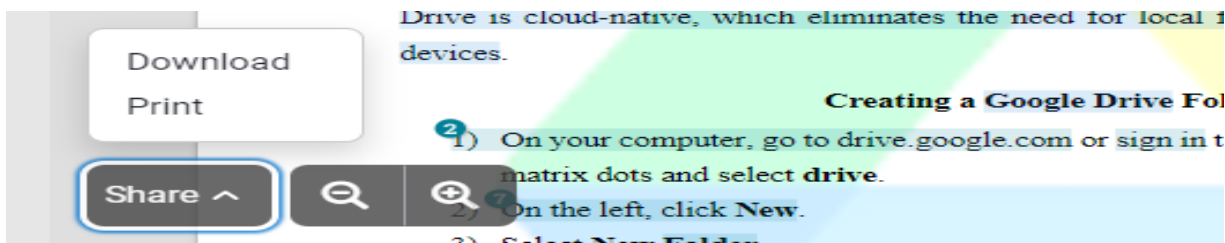
Allow the system to process the uploaded document.

- Click the **colored** box, where the percentage is shown to open the file.

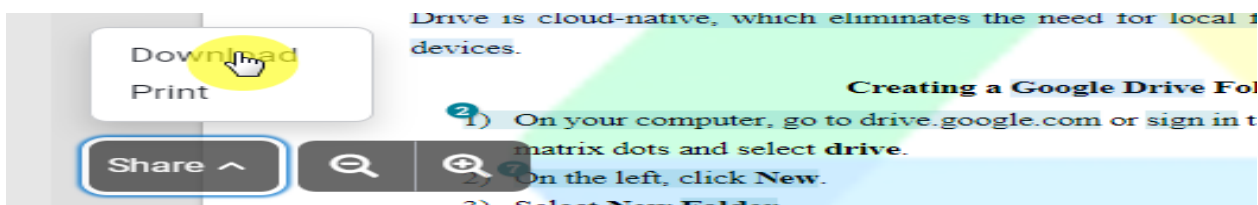


Allow the similarity report to open, it will show you areas you need to work on, with the indication of colors and numbers on the document.

- Click on **Share below** on the **left-hand** side. When you see **download** and **Print**



- Click on **download** and the work will automatically save as **PDF** on your system.



When you open the saved PDF, the first page always becomes the similarity report page

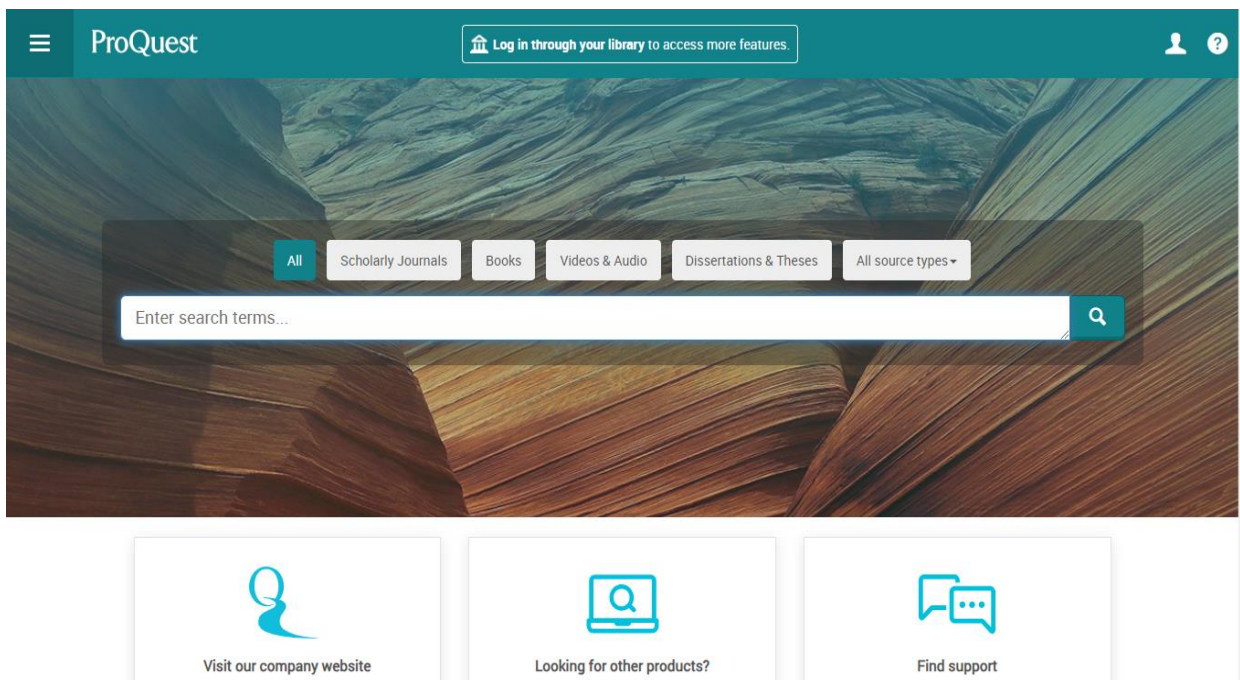
If needs be for your work to be **redone (paraphrased)**, **redo** it and start the process all over again.

PROQUEST

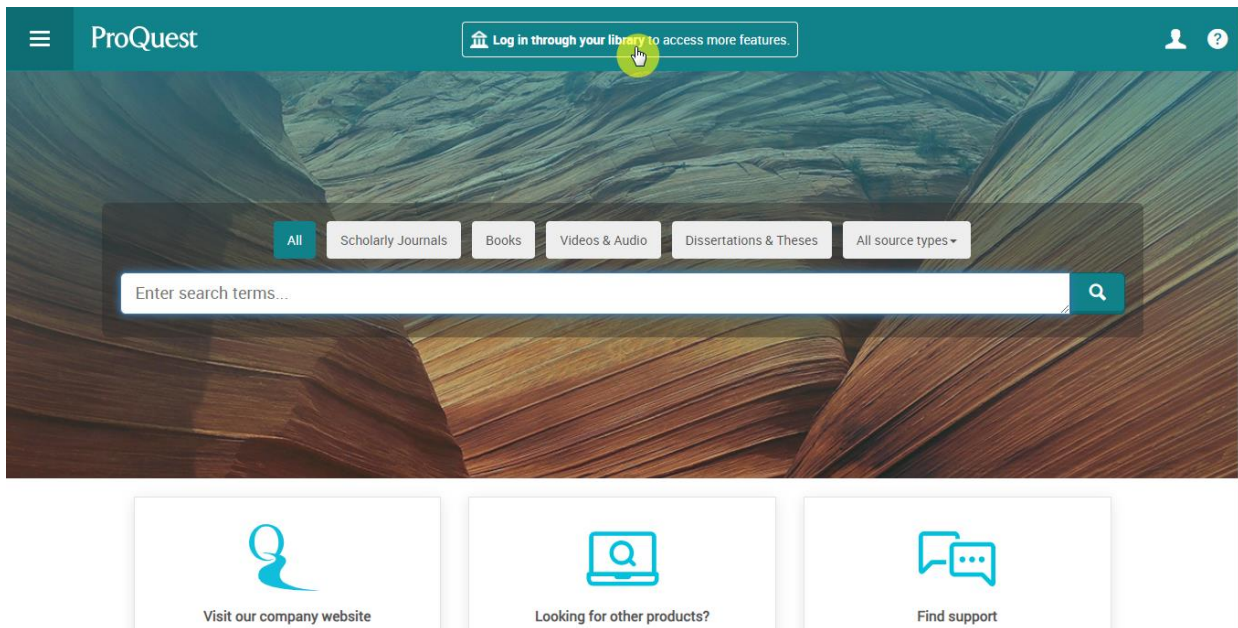
ProQuest is a collection of many databases that provide access to millions of journals, magazines, newspapers, dissertations, and other publications, the ProQuest powers research academic, corporate, government, public, and school libraries around the world with unique content.

To access the Godfrey Okoye University ProQuest account, follow the steps below

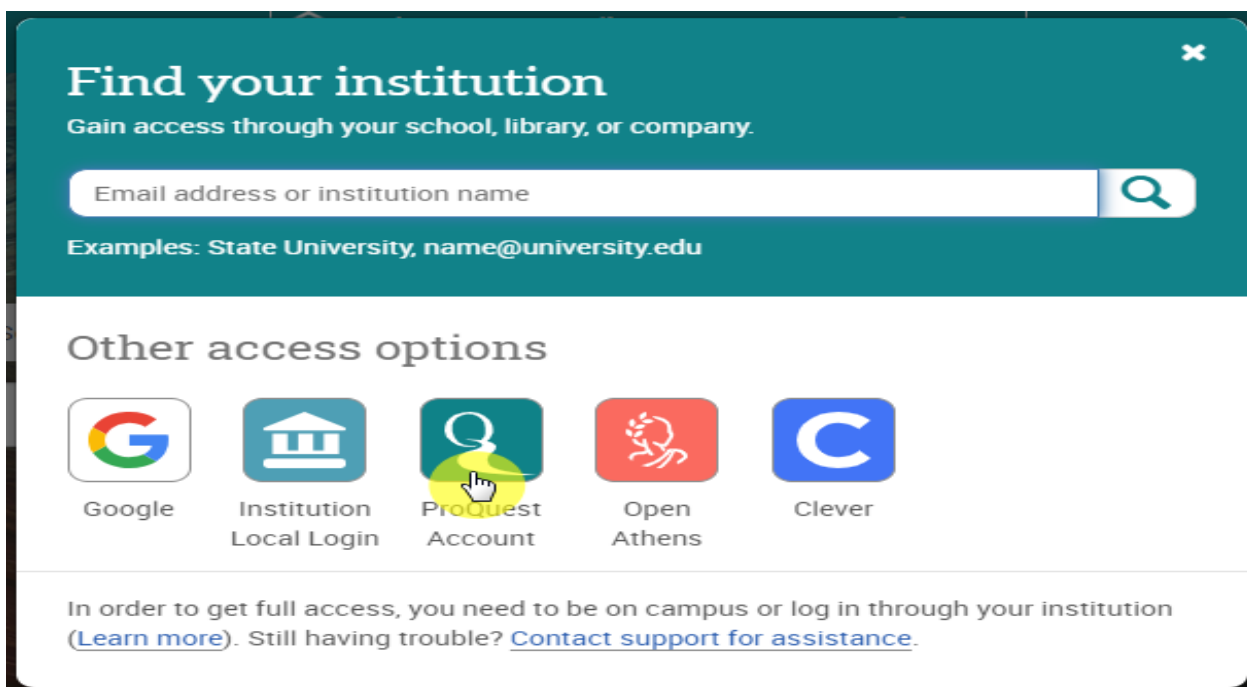
- Open your **browser** (Chrome, Firefox, etc.) and type “**proquest.com**” in the **address bar**.



- Click “**log in through your library**” at the **center top** of the ProQuest display page.



- On the next page under “other access options” click “ProQuest account”

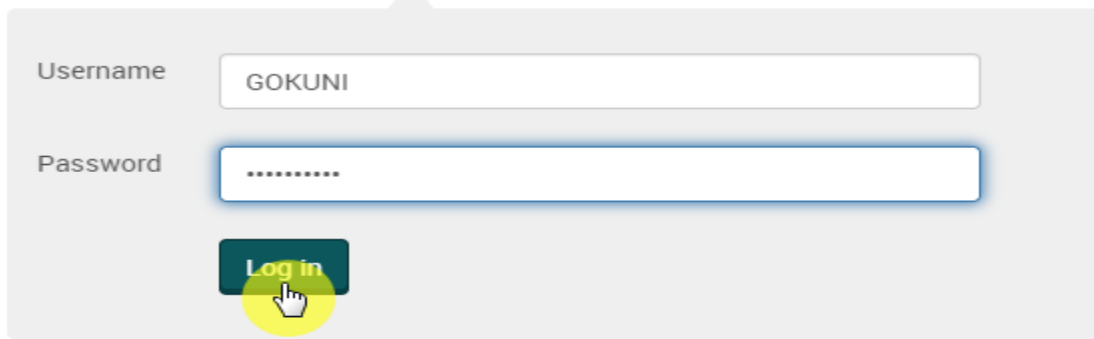


- Under “ProQuest account” you will be required to enter a username and password. Use the following login details.

USERNAME: GOKUNI

PASSWORD: Elibrary.21

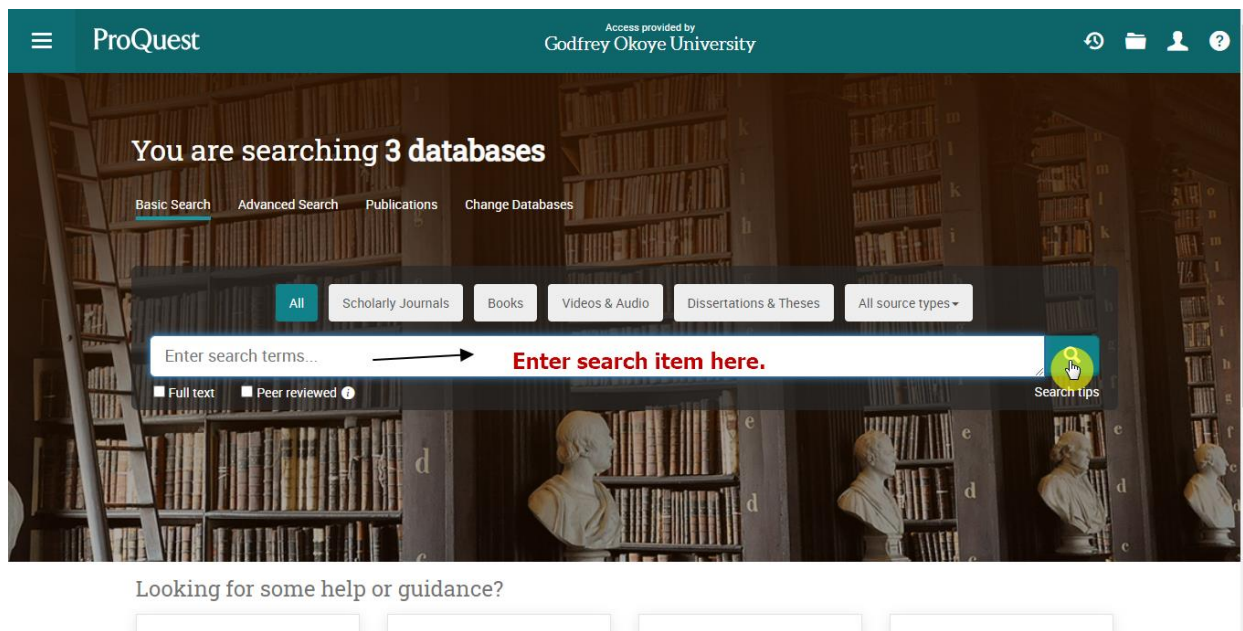
Then click on **Login**



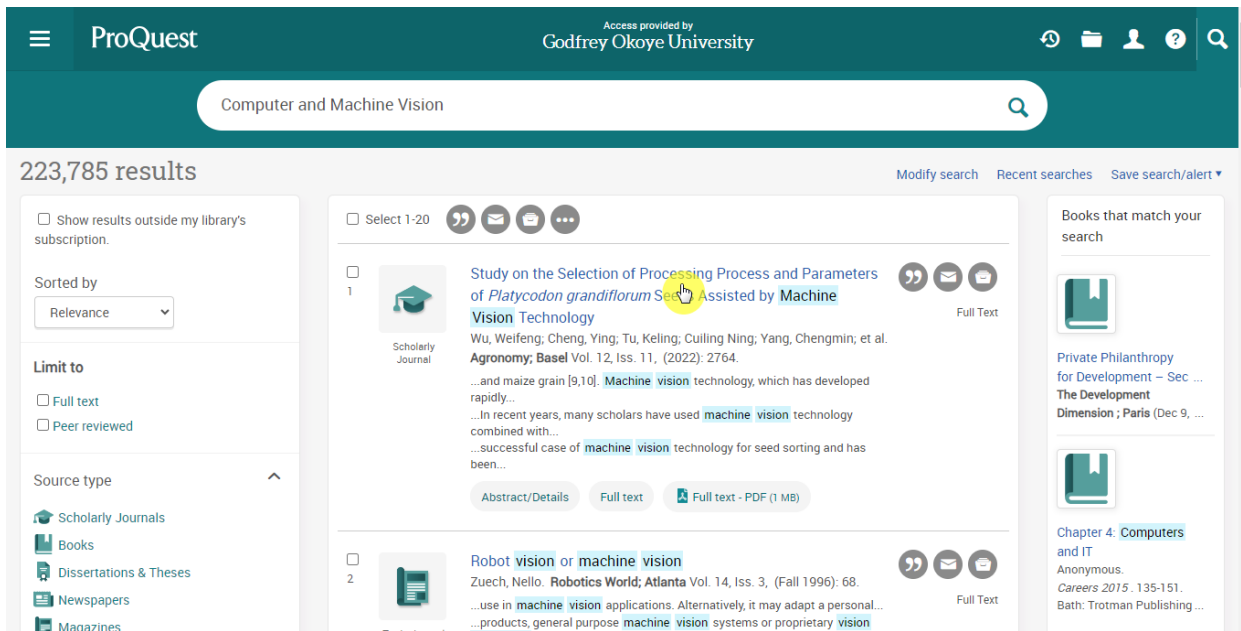
Username

Password

- Once you log in, enter your search **“topic”** or **“phrase”** in the white box provided for search and tap **“Enter”** on the keyboard. Then a list of information materials related to the topic will be displayed.



- Click the tile of any material **“highlighted in blue”** that you are interested in for the full information material to be displayed.



- At the right upper part, five options will be displayed namely. They are used as follows:



Download PDF: Click this when you want to download the document.

Cite: Click this when you want to determine how to cite or reference the work.

Copy URL: Click this when you want to copy, send, or save the link to the work.

Print: Click this when you want to print the hardcopy

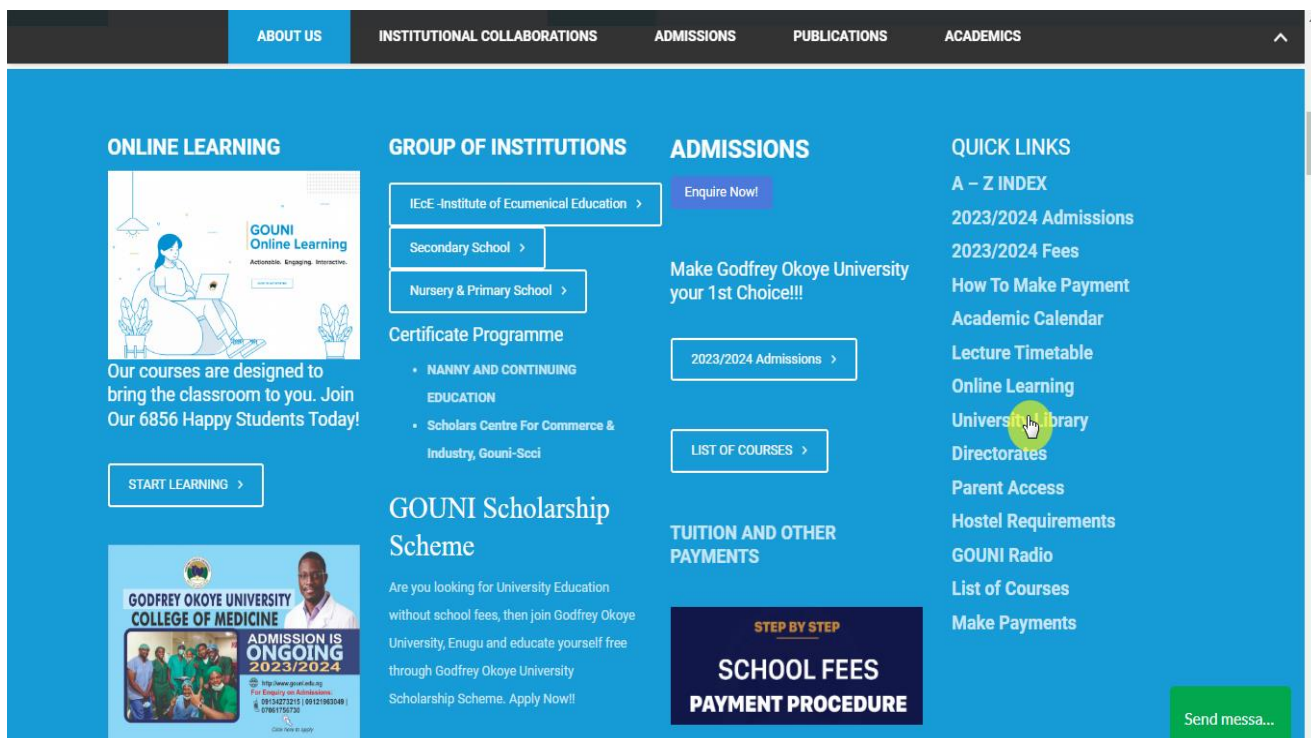
All Options: Click when you want to find out other ways you can use the document

MANDARIN LIBRARY SOFTWARE

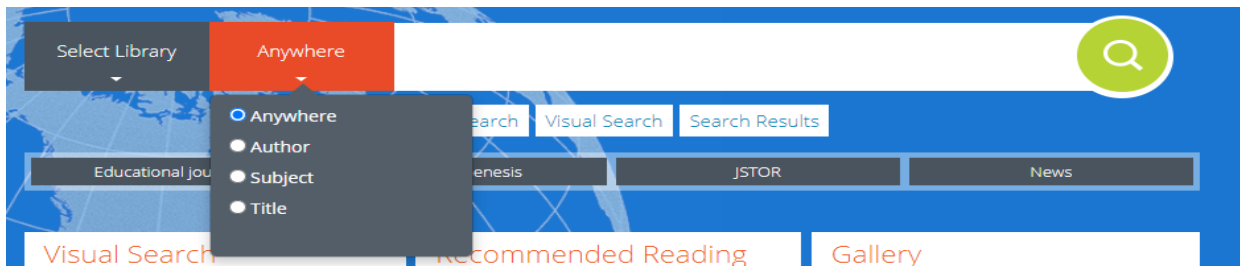
Mandarin Software is a web-based catalog management solution designed specifically for library departments in schools and universities. This empowers librarians and administrators to maintain the digital library catalog, create custom library reports, view item circulations, and manage physical item inventory. This is the online catalog of the University Library.

To access the Godfrey Okoye University Mandarin software.

- Open your **browser** (Chrome, Firefox, etc.) type “**www.gouni.edu.ng**”
- At the university website page, under **Quick Links** click “**university library**”, which will take you to the university library page.

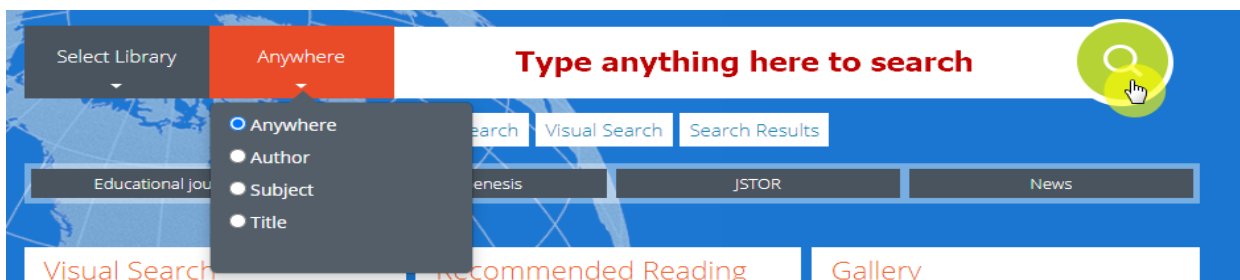


- Click the **white arrow below** anywhere to view the options and select your preferred option.

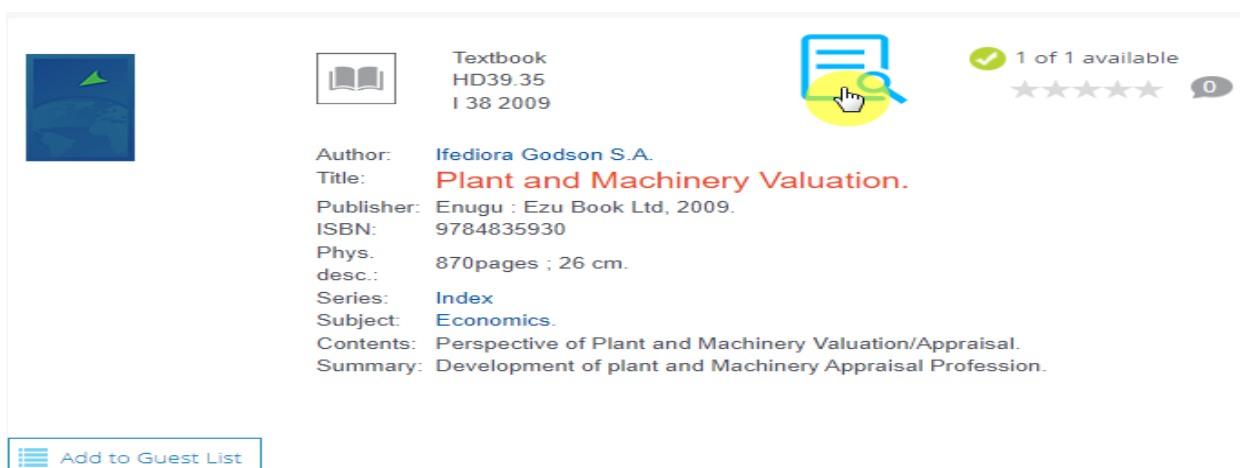


NOTE: You can search on **Anywhere, Author, Subject** or **Title**.

- Type either the **author, title,** or **subject** at the whitespace and tap **Enter** on your keyboard, or **click the lemon circle** at the edge of the white box.



- The results displayed will show the available books in the **Go-University library**.
- Click the icon below to copy the **call number, title, author And Location of the Book**.



- Then visit the library to have access to the book

<input type="checkbox"/>	Location	Call Number	Barcode	Status	# of holds	Due Date
<input type="checkbox"/>	Main library	Textbook HD39.35 I 38 2009	0002373	Available	0	

GOUNI SMART CLASSROOM

The university smart classrooms are available for booking; the smart classroom enables you to teach in a Hybrid Mode, access the internet and integrate multimedia in the classroom.

Kindly call your faculty ICT Rep to schedule a class.

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