eTUTOR USER MANUAL

A GUIDE FOR USING
ONLINE LEARNING INSTITUTE OF
VIRTUAL EDUCATION (OLIVE)

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1. Introduction
This document has been designed to provide help to you for using Open Learning Institute of Virtual Education (OLIVE), Learning Management System (LMS) website. Various sections of the OLIVE LMS website are explained in detail to deliver online classes and perform other online activities.

2. Website Address
Type URL “http://olive.aiou.edu.pk/” to access the website.

3. Login Page
Enter “Username” and “Password” to login to the website.
4. Main Page
Main page appears on successful login. This contains “My courses” block which will show the courses in which you are registered as a tutor.

5. Accessing a Course:
Click on any course to access course page.
6. Course Page:
This page contains different blocks that are explained in the next pages.

7. News Forum (for course related discussions and latest news)
This is an important forum and available in each course. This is an important forum and available in each course. You should visit the page under this link often. The purpose of this forum is to provide a common page of discussion related to course. Latest events can be uploaded on this page and you must keep it up to date for the students.
You can use “add a new topic” link to add a topic of discussion problem related to the course.

Enter a title in the “Subject” heading, and type your post in the “Message” section. When you are done, check your post for errors and click the “Post to forum” button at the bottom. To reply to a discussion post, click on the name of the discussion, and click the “Reply” link at the bottom right of the post you want to reply to. Type your post in the “Message” section. When you are done, check your post for errors and click the “Post to forum” button at the bottom.
8. **Grading of Assignments** (Compulsory in all courses)

The links to assignment No. 1 & assignment No. 2 will be given on the course main page. Click on the link to access the assignment.

![Assignment 1 - Due Date - 29 Feb 2008](image)

To download and grade assignments click on “view submitted assignments”. You can assess the assignments completed by the students on this page.

9. **Tutoring Online Sessions** (Compulsory activity for eTutors in each course)

To deliver online session use “Tutorial” link that is available in each course. You should deliver the online sessions according to the online schedule provided to you.

<table>
<thead>
<tr>
<th>3 February 9 February</th>
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<tbody>
<tr>
<td>British Council Web Site</td>
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<tr>
<td>Tutorial 1 - Feb 04 - 3:00-4:00pm</td>
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<tr>
<td>Unit 2</td>
</tr>
<tr>
<td>Reading 2a</td>
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When you click “Tutorial 1 – Feb 04 – 3:00-4:00pm” the page containing the link “Click here to enter chat now” appears. Please click on it at proper time.

A Screen similar to the following appears containing two columns, which are online participants, and an input box for communication with students. This session provides interaction between students and eTutor in online mode using text.
If you want to refer to any previous session, click on view past chat sessions link to access previously recorded sessions.

10. Change password
You can change your login password by clicking on your name wherever it appears on the web page.

You are logged in as XYZ (Logout)

Please click on the “change password button”. You can use it to change your password.
Enter your current password, and then your new password twice, and then click on “Change password”.

![Change password form](image)

11. Further Help

For course related help you may contact your course coordinator. For technical support you may contact OLIVE Administrator at email address “olive.admin@aiou.edu.pk”.

Note: Site structure may be updated in future to accommodate changes.

Have fun with your online experience. Thank you and good luck!