

STUDENTS' GUIDE TO USING LEARNING MANAGEMENT SYSTEM (LMS)

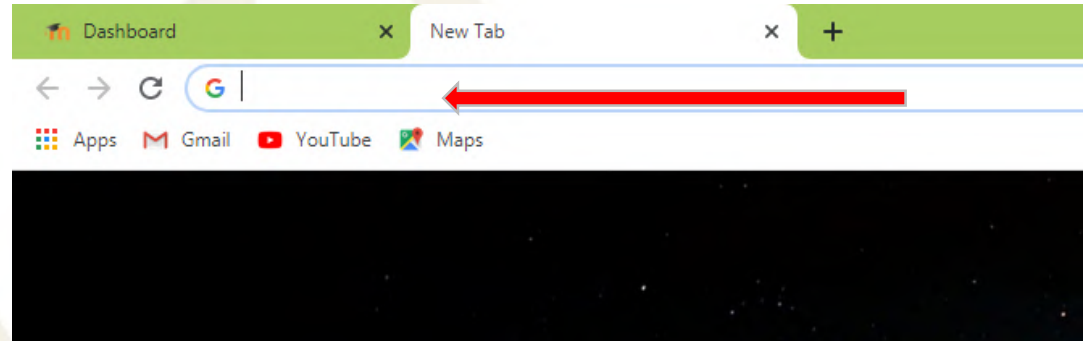
Session Outline

- 1) Creating an account
- 2) Log in to Moodle
- 3) Finding your Courses
- 4) Enrolment to courses
- 5) Accessing course materials
- 6) Submission of assignments for grading

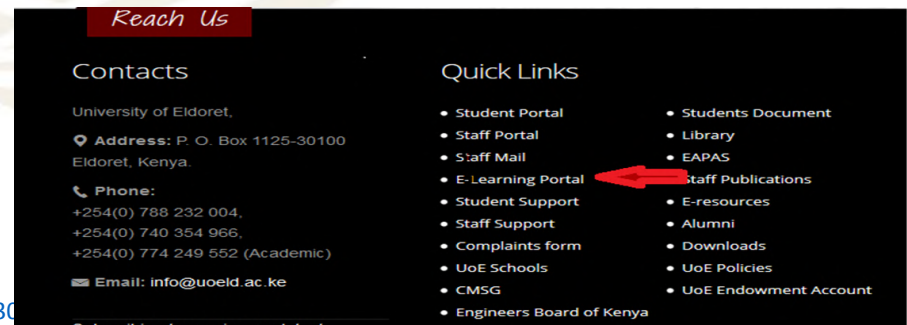
CREATING A USER ACCOUNT IN MOODLE

➤ To create an account, you can either:

- 1) Enter the URL “ecampus.uoeld.ac.ke” in the address bar on your browser (Mozilla or Chrome).



- 2) From the University Website – www.uoeld.ac.ke, click on ‘E-Learning portal’ under quick links.



- Click “Sign up”, located at the top right corner of the screen.



- If you are using a phone, flip it to landscape to view ‘Sign up’ option.
- Alternatively click on the 3 parallel lines on the top right of your screen.

- Fill in all your details as required on the pop up window.
- For your username, use your registration number in lower case e.g. **nrm00120**.
- Your password must comply with instructions given
- Use your institutional email address in the email field.
- Validate using your phone and admission numbers.

UoE Eldoret

Already have account? [Login here](#)

New account

All fields are required/mandatory. [Collapse all](#)

Choose your username and password

Username !
- Missing username

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

Password !
- Missing password

More details

Email address !

Email (again) !

First name !

Surname !

City/town


Country

Validation fields

Phone Number !

Admission/ PF No. !

Security question ?

I'm not a robot 

[Create my new account](#) [Cancel](#)

- Fields with a red exclamation mark (!) are mandatory and must be filled.
- If the account is successfully created, a confirmation email will be sent to your inbox.
- Click on the confirmation link to activate your account.

New account

All fields are required/mandatory. ▼ Collapse all

▼ Choose your username and password

Username

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

Password

▼ More details

Email address

First name

Surname

City/town


Country

▼ Validation fields

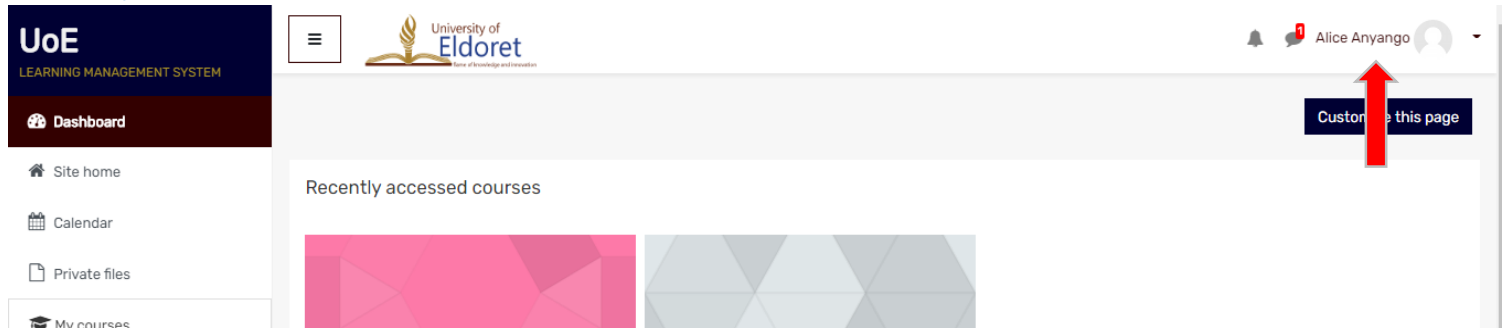
Phone Number

Admission/PF No.

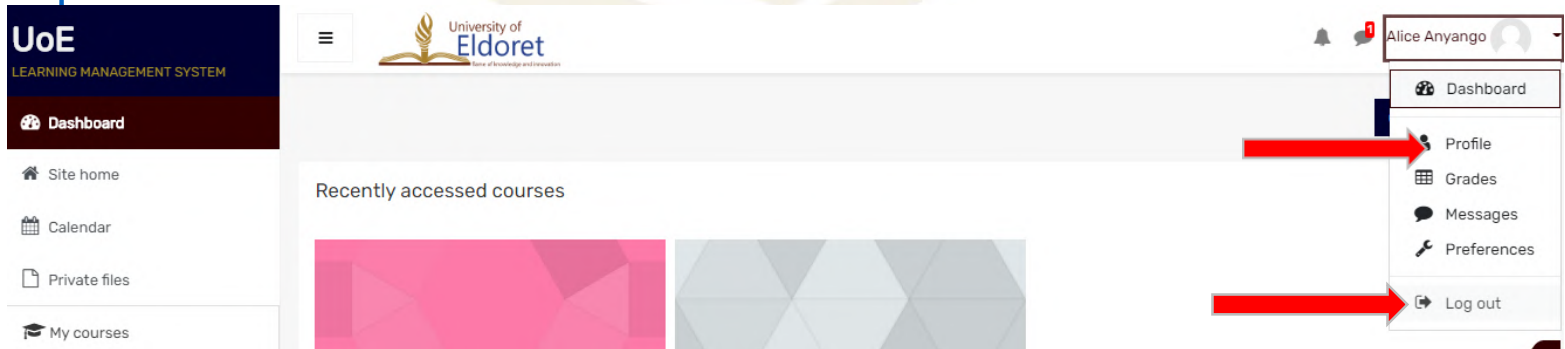
Security question

 reCAPTCHA
Privacy • Terms

- Once redirected to your Moodle account, your full name should appear at the top right of the page confirming you have logged into your account.



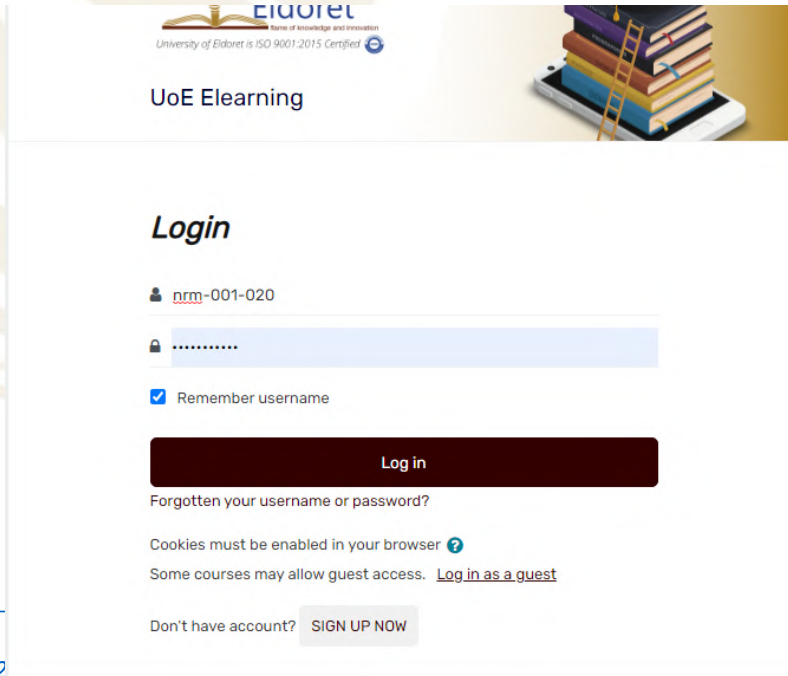
- Edit your profile or "Log out" to exit your account by clicking on the dropdown arrow next to your name to display account options.



LOG IN TO YOUR ACCOUNT.

- Log in using your username/institutional email and password you created during registration.

Note that you can only log in once your account has been confirmed. Hence you are required to use only activated institutional emails issued by the ICT Directorate.



The screenshot shows the UoE Elearning login interface. At the top, there is a header with the University of Eldoret logo and the text "UoE Elearning". Below the header, there is a "Login" section with a username field containing "nrm-001-020", a password field with masked characters, and a checked "Remember username" checkbox. A "Log in" button is present, along with a link for "Forgotten your username or password?". A message states "Cookies must be enabled in your browser" and "Some courses may allow guest access. Log in as a guest". At the bottom, there is a "SIGN UP NOW" button. The page also features a large watermark of the University of Eldoret logo in the background.

FINDING YOUR COURSES

- Once you log in, you will be taken to your dashboard.

The screenshot shows the LMS dashboard interface. On the left, a dark blue sidebar contains the 'UoE LEARNING MANAGEMENT SYSTEM' logo and a 'Dashboard' menu. Below the menu are links for 'Site home', 'Calendar', 'Private files', 'My courses', 'TEDU 110', and 'MATH 110'. A red arrow points to the 'Site home' link. The main content area is titled 'Recently accessed courses' and features two course cards. The first card is for 'First Semester' (TEDU 110: Introduction to Technology Educati...) and the second is for 'Center for Teacher Education' (MATH 110). Below this is a 'Course overview' section with a dropdown menu set to 'All (except removed from view)' and buttons for 'Course name' and 'Card'. The right sidebar shows a 'Timeline' of events for Thursday, 17 September 2020 and Wednesday, 23 September 2020, and a 'Private files' section with 'No files available'.

- To find your courses, click on **site home**.

- For instance, for **TEDU 110**, a course in School of Education, Department of Technology Education, First Year, First Semester, follow the following steps under the Course Categories:

School of Education > Department of Technology Education > Undergraduate Programs > Bachelor of Education in Technology Education (BCT) > First Year > First Semester.

- *Note: If you follow the above steps for your respective courses and you will end up with a list of courses offered that semester.*
- Alternatively, enter your course code in the search field, then click on **GO** to find your course

The screenshot displays the 'University of Eldoret Elearning' dashboard. On the left is a navigation menu with options: Dashboard, Site home (highlighted), Calendar, Private files, Content bank, My courses, BSEN 111, and AFR 410. The main content area shows the breadcrumb 'Dashboard / Site home' and a search bar with the placeholder text 'Search a course...'. A red arrow points to the search bar. Below the search bar, an example search result is shown: 'example: PHY110, Electronics II'. A 'Go' button is located to the right of the search bar.

ENROLMENT TO COURSES

- Enrolment to course can either be:
 - 1) Manually- Your course lecturer will enrol you to a course once you provide him/her with your email address or user name.
 - 2) Self enrolment- Your course lecturer will provide an enrolment key to enable you access the course in question.

- For instance, for self enrolment to **TEDU 110**, click on the course and window prompting for an enrolment key will appear.

- Enter the enrolment key provided by your course lecturer.
- Click “Enrol me” to enrol to the course.

UoE
LEARNING MANAGEMENT SYSTEM

TEDU 110

Dashboard

Site home

Calendar

Private files

My courses

MATH 110

University of Eldoret
Name of knowledge and innovation

Enrolment options

TEDU 110: Introduction to Technology Education

Teacher: Albert Onyango
Teacher: Jeniffer Ronoh
Teacher: Simon Wanami

This course defines Adult Learning, outlines its objectives, describes its programmes and presents adult learning theories. The challenges, issues, learning styles, learning preferences and benefits of Adult Learning will be discussed. Course topics include adult learning theories, principles of adult learning, and methodology for best practice in adult education. Learners will reflect on their personal educational philosophy and practice.

Self Enrolment

Enrolment key

....

Enrol me

Alice Anyango



- Note that the key on your right hand side indicates that self enrolment is enabled for that course.


ACCESSING COURSE MATERIAL

- Once enrolled, you will be able to access the course page from where you will view information like the course description, outline, course objectives, references etc.
- You will also be able to access all the course materials, including but not limited to; Weekly notes, Books, Videos, External links, Assignments, BigBlueButton web conferencing links and any other material as provided by your lecturer.

- To access this materials, click on the material in question and then download or view.



+ Week 1

+  On Line CClass 

+  On Line Class 



Click on the Link below to attend an On line Class



<https://webconference.uoeld.ac.ke/b/jen-ala-xee-7j2>

+  sedu 111 lecture recordings week 7 3pm to 5pm 



click the link below to view recording

<https://webconference.uoeld.ac.ke/playback/presentation/2.0/playback.html?meetingId=5457f>

+  Assignment 1 

+  Lecture Notes 

Lecture Notes

+  CAT 1 

Click on either of these to join a web conference and to access a recording at least 12 hours after the class.

Click here to access your assignment.

Click here to download notes.

Click here to attempt your CAT

➤ To join an on line class, You can either:

i) Click on the BigBlueButton icon in the week in question, then click on “Join session”.

The screenshot shows the LMS interface for the University of Eldoret. The course is 'TEDU 110: Introduction to Technology Education'. Under 'Week 4', there are two items: 'Week 4 TEDU class 10am to 12pm' (with a BigBlueButton icon) and 'Lecture 2'. A red arrow points to the first item. On the right, the 'Lecture 2' page is shown, with a 'Join session' button highlighted by another red arrow. The page also shows 'Recordings' and a status message: 'This conference is in progress. This session started at 14:55. There is 1 moderator.'

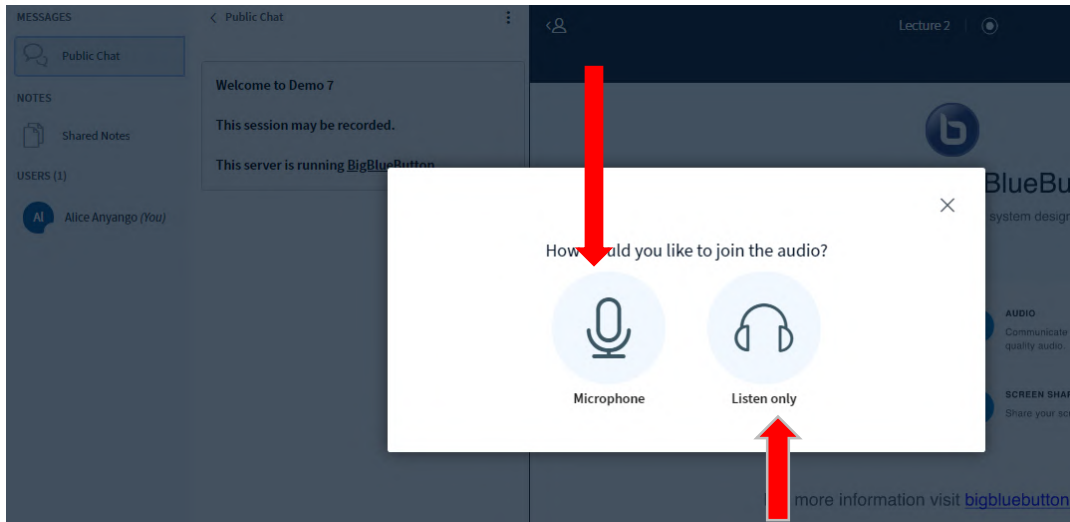
ii) Click on the class link provided, enter your name and admission number the click join to attend class.

+ Week 1

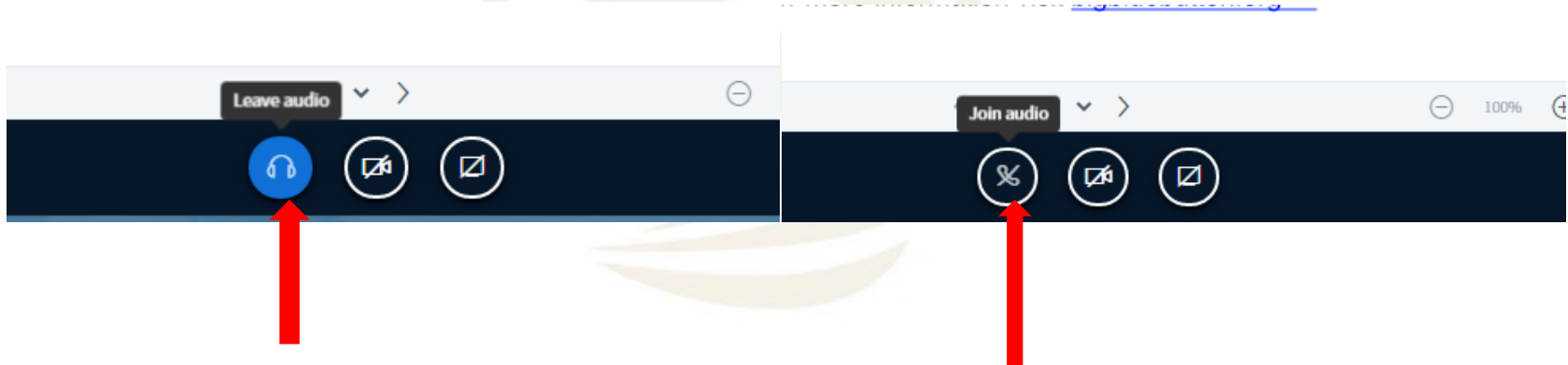
The screenshot shows a 'Week 1' section with an 'On Line Class' link. Below the link, there is a text box that says 'Click on the Link below to attend an On line Class' and a URL: <https://webconference.uoeld.ac.ke/b/jen-ala-xee-7j2>. A red arrow points to the URL.

The screenshot shows the BigBlueButton join interface. It features a text input field labeled 'Enter your name!' and a blue 'Join' button. A red arrow points to the input field, and another red arrow points to the 'Join' button.

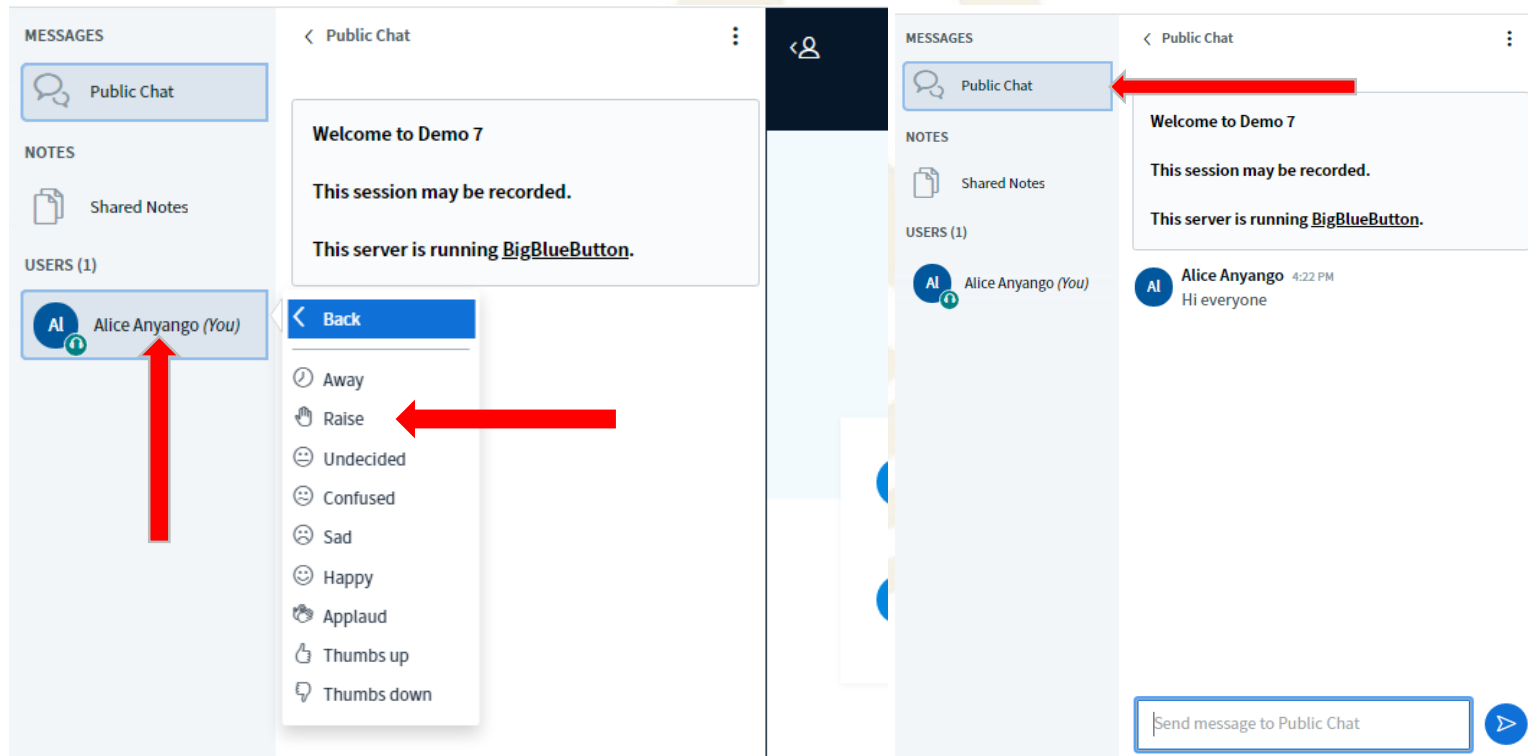
- Join with headphones icon (listen only).



- To speak, leave audio then re-join using a microphone.



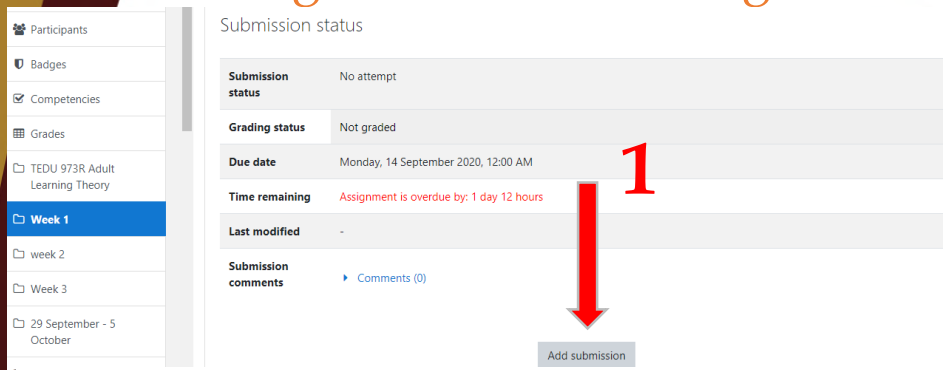
- Left click on your name to set status like raise your hand to as a question.
- Click on 'Public Chat' to communicate with your lecturer or type your question.



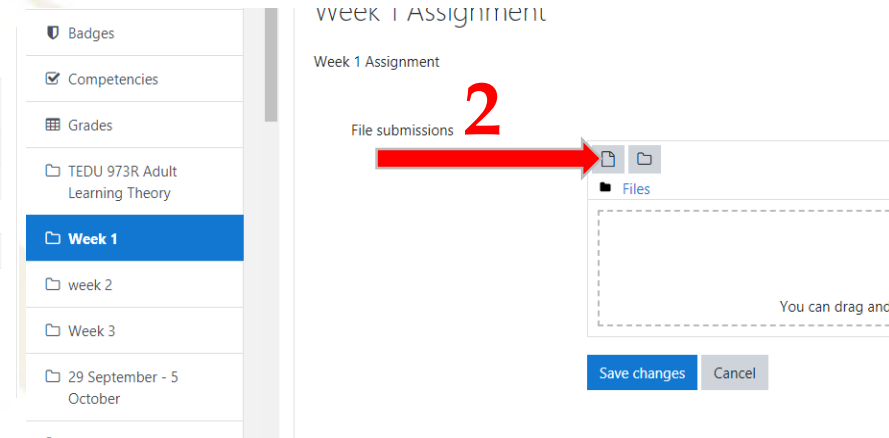
SUBMISSION OF ASSIGNMENTS FOR GRADING

➤ To submit your assignment, follow steps 1 to 4:

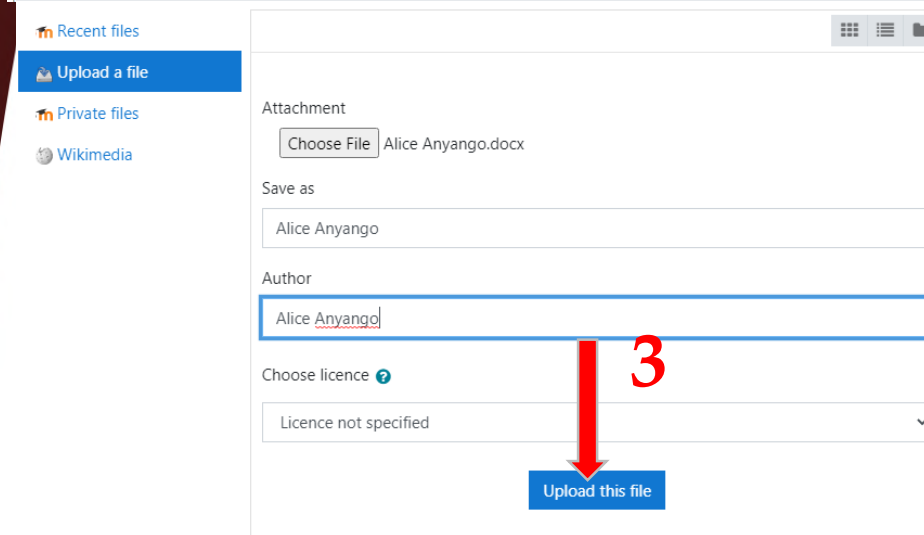
Assignment > Add Submission > Add a file > Upload assignment > Save changes



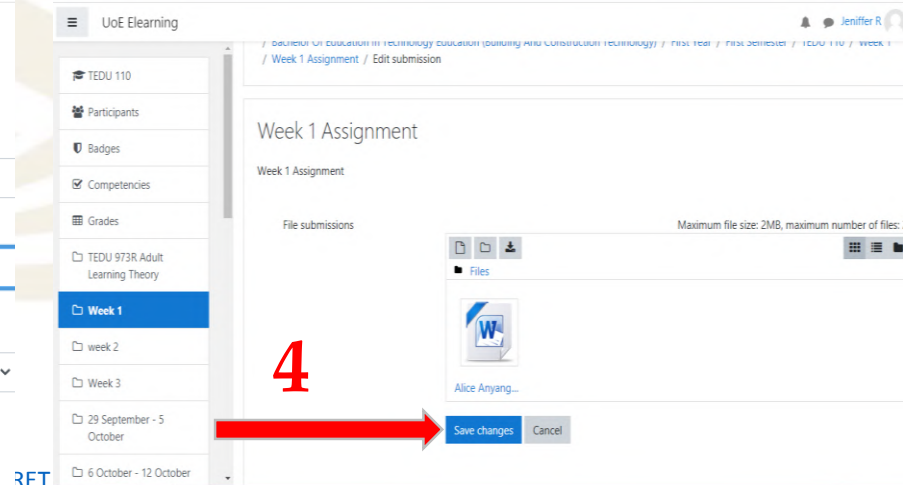
This screenshot shows the 'Submission status' page for a 'Week 1' assignment. The page includes a sidebar with navigation options like 'Participants', 'Badges', 'Competencies', 'Grades', and 'Week 1'. The main content area displays submission details: 'Submission status' (No attempt), 'Grading status' (Not graded), 'Due date' (Monday, 14 September 2020, 12:00 AM), 'Time remaining' (Assignment is overdue by: 1 day 12 hours), and 'Last modified' (-). A red arrow labeled '1' points to the 'Add submission' button at the bottom of the page.



This screenshot shows the 'Add submission' dialog box. It features a sidebar with navigation options and a main area titled 'week 1 Assignment'. The 'File submissions' section is highlighted with a red arrow labeled '2', pointing to a file upload icon. Below the icon is a dashed box for file selection and a 'Save changes' button.



This screenshot shows the 'Upload a file' dialog box. It includes a sidebar with navigation options and a main area with fields for 'Attachment' (Choose File), 'Save as' (Alice Anyango), 'Author' (Alice Anyango), and 'Choose licence' (Licence not specified). A red arrow labeled '3' points to the 'Upload this file' button at the bottom.



This screenshot shows the 'Save changes' dialog box. It features a sidebar with navigation options and a main area titled 'Week 1 Assignment'. The 'File submissions' section shows a file named 'Alice Anyang...' with a Word document icon. A red arrow labeled '4' points to the 'Save changes' button at the bottom.

THANK YOU