

LEARNING MANAGEMENT SYSTEM (LMS) GUIDE FOR LECTURERS

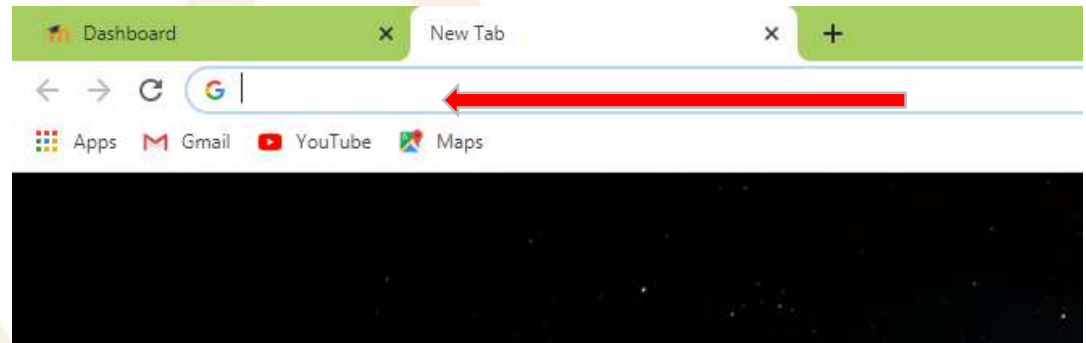
SESSION OUTLINE

- 1) Creating a user account in Moodle
- 2) Log in to your account.
- 3) Adding courses.
- 4) Editing the course.
- 5) Editing weeks.
- 6) Adding activities and resources.
- 7) Enrolment of users
- 8) Assigning roles

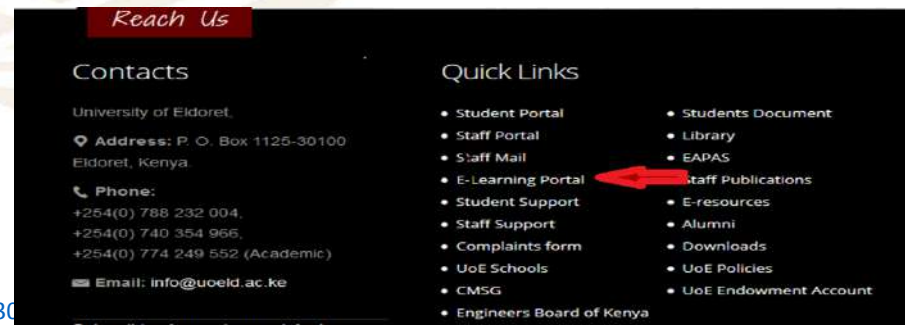
CREATING A USER ACCOUNT IN MOODLE

➤ 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.



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- 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 first name dot your surname in lower case e.g michael.smith.
- Your password must comply with instructions given
- Use your institutional email address in the email field.
- Validate using your phone and PF/ ID 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.

https://ecampus.uoeld.ac.ke/login/signup.php?

University of Eldoret Elearning

New account ▼ 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 as *, -, or #

Password !

▼ More details

Email address !

Email (again) !

First name !

Surname !

https://ecampus.uoeld.ac.ke/login/signup.php?


City/town

Country

▼ Validation fields

Phone Number !

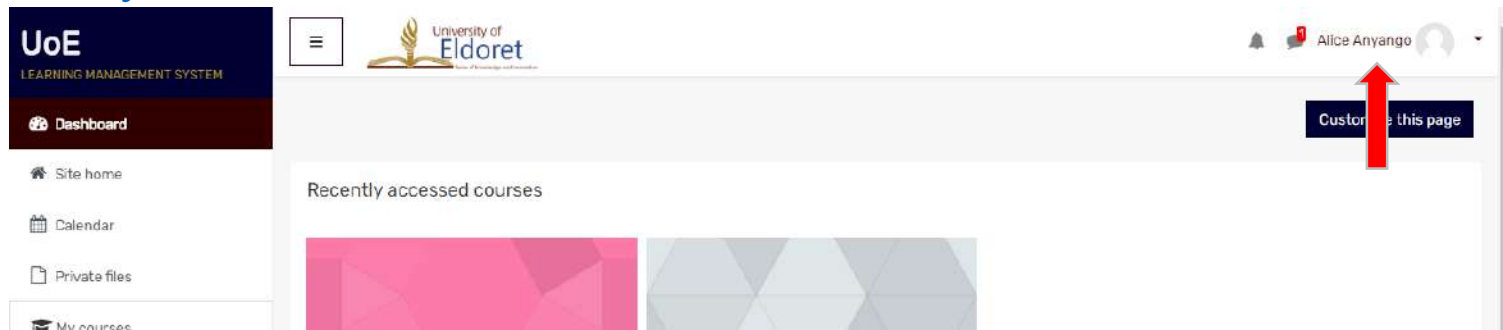
Admission/PF No. !

Security question ?  [reCAPTCHA Privacy - Terms](#)

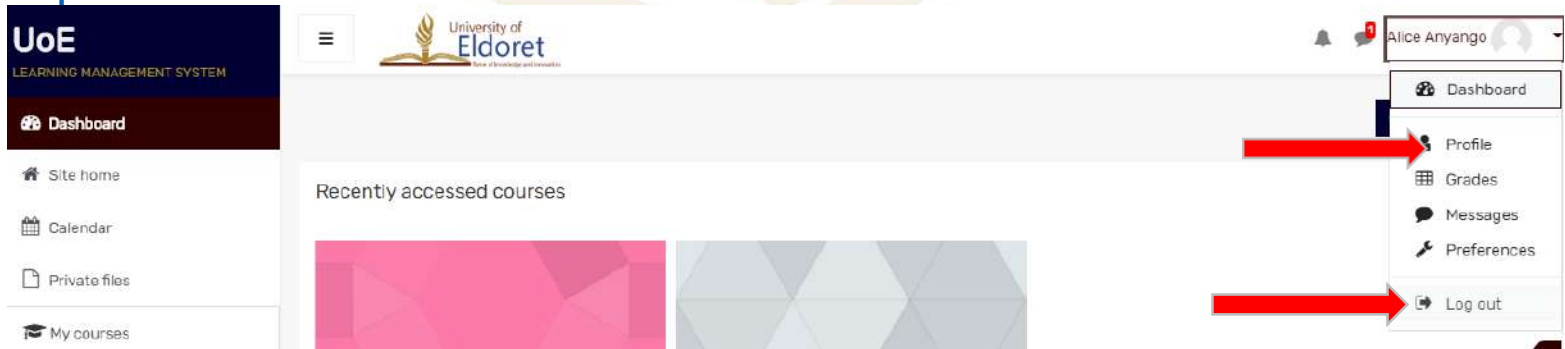
There are required fields in this form marked !.



- 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.



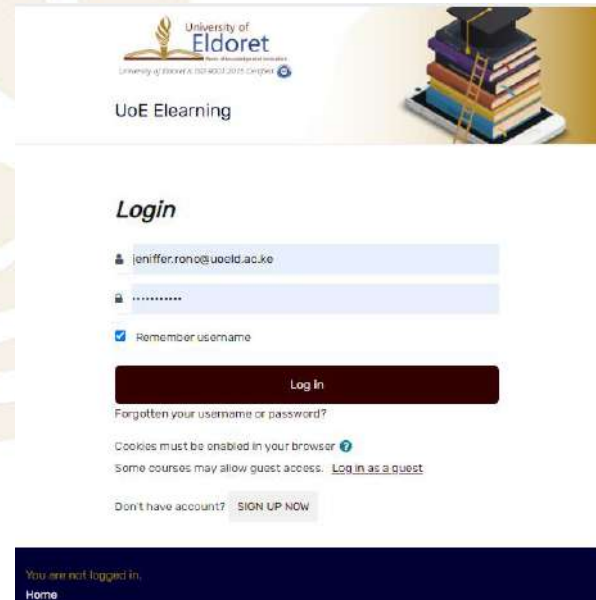
- Edit your profile or "Log out" to exit your account by clicking on the dropdown arrow next to your name to display account options.



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.



ADDING COURSES.

- To add a new course, go to site administration and click on “Manage Courses and Categories”

Please note that to add a course for the first time, you will need to contact ODeL Directorate system administrators to be given the requisite rights.

The screenshot shows the University of Eldoret Elearning dashboard. On the left, a sidebar menu lists various options: Dashboard, Site home, Calendar, Private files, Content bank, My courses, FOR 110, and Site administration. A red arrow points to 'Site administration'. The main content area displays 'University of Eldoret Elearning' and 'Site administration'. Below this, there are two links: 'Courses' and 'Manage courses and categories'. A red arrow points to 'Manage courses and categories'.

- To add a new course, for instance, for **TEDU 110**, a course in School of Education, Department of Technology Education, First Year, First Semester, follow the following steps:

School of Education > Department of Technology Education > Undergraduate Programs > Bachelor of Education in Technology Education (BCT) > First Year > First Semester. Then click on 'create new course'

Course and category management

Course categories

First Semester

Viewing: Course categories and courses

Create new category

Create new course

Sort courses

Per page: 20

TEDU 111: Introduction to Technology Education

Showing all 1 courses

Move selected courses to...

Choose...

Move

- Fill in the course information in the pop up window.
- Under the General information
 - a) Enter the course code and course title under the 'course full name' field (A).
 - b) Enter the course code only on the and 'Course short name' field (B).
 - c) Disable the 'course end date' by unchecking the box on the right hand side (C).

The screenshot shows the 'General' section of a course creation form. It includes fields for 'Course full name', 'Course short name', 'Course category', 'Course visibility', 'Course start date', 'Course end date', and 'Course ID number'. Red arrows and letters A, B, and C point to specific elements: A points to the 'Course full name' field containing 'TEDU 110: INTRODUCTION TO TECHNOLOGY EDUCATION'; B points to the 'Course short name' field containing 'TEDU 110'; and C points to the 'Enable' checkbox next to the 'Course end date' field, which is currently unchecked.

Field	Value	Annotation
Course full name	TEDU 110: INTRODUCTION TO TECHNOLOGY EDUCATION	A
Course short name	TEDU 110	B
Course category	School of Education / Department of Technology Education / Undergraduate Programmes / Bachelor Of Education In Technologi	
Course visibility	Show	
Course start date	18 February 2021 00:00	
Course end date	18 February 2022 00:00 <input type="checkbox"/> Enable	C
Course ID number		

c) Under the Description, enter the course purpose.

Course ID number

Description

Course summary

Purpose of the course

To introduce learners to the general field of Technical education with regard to safety, occupational and career information, early developments in electrical and electronics, automotive and power, mechanical, building and civil, and computers industry.

d) Under course format, change to weekly format by clicking on dropdown arrow (A) and then change the number of sections from 4 to 13 by clicking on dropdown arrow (B).

Dashboard

Site home

Calendar

Private files

Content bank

My courses

FOR 110

Course format

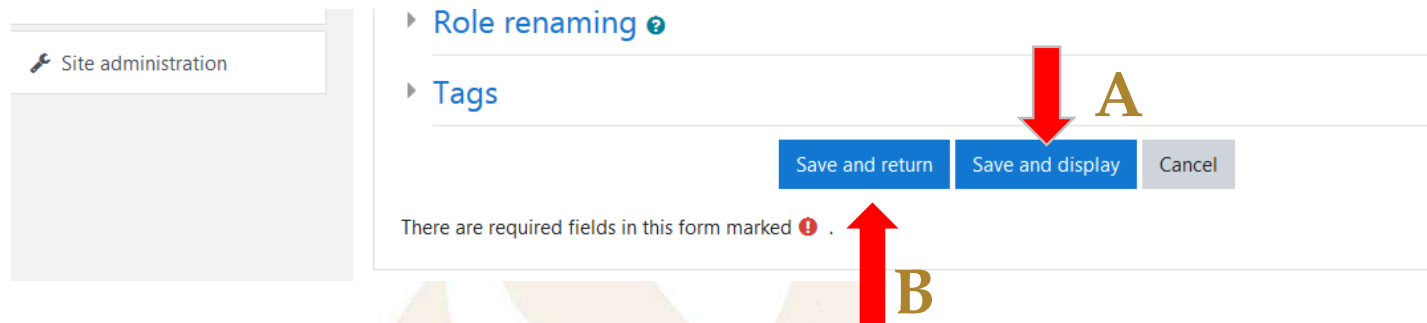
Format Weekly format (A)

Number of sections 13 (B)

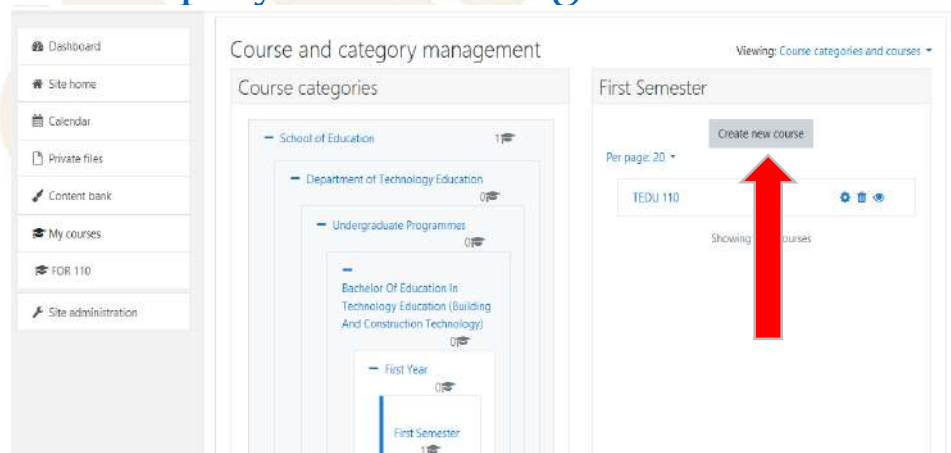
Hidden sections Hidden sections are shown in collapsed form

Course layout Show all sections on one page

- c) Click 'save and display' (A) to access your course page. If you click on 'save and return' (B), follow steps 1 to 2 to access the course page.



The course created will be displayed on the right hand side of the page.



1) Click on the 'course code' and scroll down the page.

2) Click on View to access the course page.

UoE Learning

- Dashboard
- Site home
- Calendar
- Private files
- Content bank
- My courses
- FOR 110
- Site administration

TEDU 110

View Edit Enrolled users Delete Hide Backup Restore

Full name TEDU 110
Short name TEDU 110
ID number
Category [First Semester](#)
Groupings 0
Groups 0
Role assignments Teacher: 2
Enrolment methods Manual enrolments
Format Weekly format
Sections General
8 September - 14 September
15 September - 21 September
22 September - 28 September
29 September - 5 October
6 October - 12 October
13 October - 19 October
20 October - 26 October

➤ Click 'Turn editing on' to start editing the course.

UoE Learning

TEDU 110

Participants
Badges
Competencies
Grades
General
8 September - 14 September

TEDU 110

Dashboard / My courses / School of Education / Department of Technology Education / Undergraduate Programmes / Bachelor Of Education In Technology Education (Building And Construction Technology) / First Year / First Semester / TEDU 110

Turn editing on

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- Click on 'Edit' then 'Edit section' to add course information in the 'General Section'..

TEDU 111: Introduction to Technology Education

Dashboard / Courses / School of Education / Department of Technology Education / Undergraduate Programmes / Bachelor Of Education In Technology Education (Building And Construction Technology) / First Year / First Semester / TEDU 111

Turn editing on

Announcements Edit

Add an activity or resource

- Check on the 'custom box' under section name and enter the course code and title.

Section name Custom

TEDU 110: Introduction to Technology Education

Summary

Purpose of the course

The purpose of this course is to equip the participant with knowledge and skills for teaching adult learners.

Course Description

- For the 'Summary', Copy and paste your pre-prepared course information as per the format provided. *Save changes.*

TEDU 110: Introduction to Technology

Summary

Purpose of the course

The purpose of this course is to equip the participant with knowledge and skills for teaching adult learners.

Course Description

This course defines Adult Learning, outlines its objectives, describes its [programmes](#) and presents adult learning theories. The course presents challenges, issues, learning styles, learning preferences, design, best practices and benefits of Adult Learning. methodology for best practice in adult education.

Course objectives

Restrict access

Save changes Cancel

- To edit weekly material, click on 'Edit' at right hand side of the specific week, then click on 'edit week'.

TEDU 110

Participants

Badges

Competencies

+ 15 September - 21 September

+ 22 September - 28 September

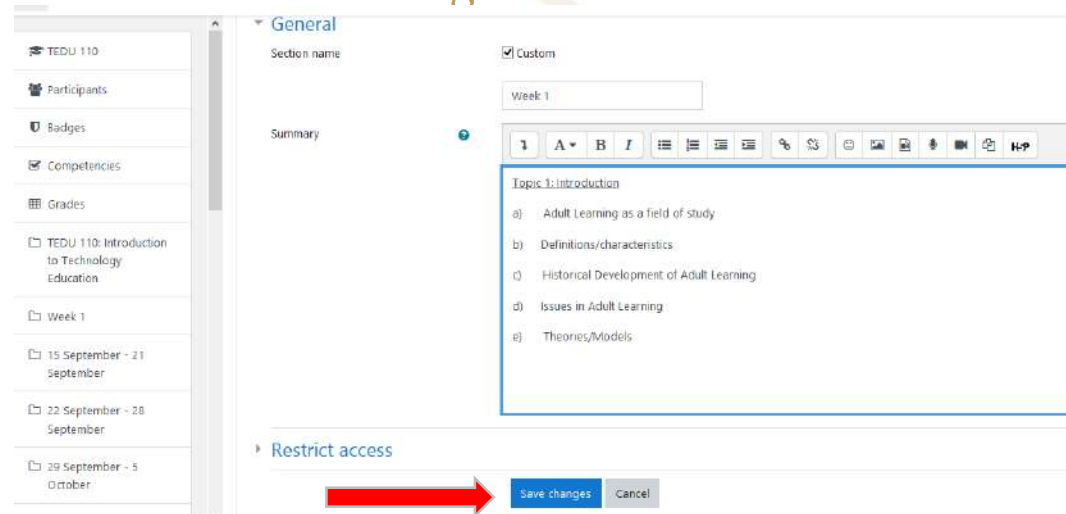
Edit

Edit week

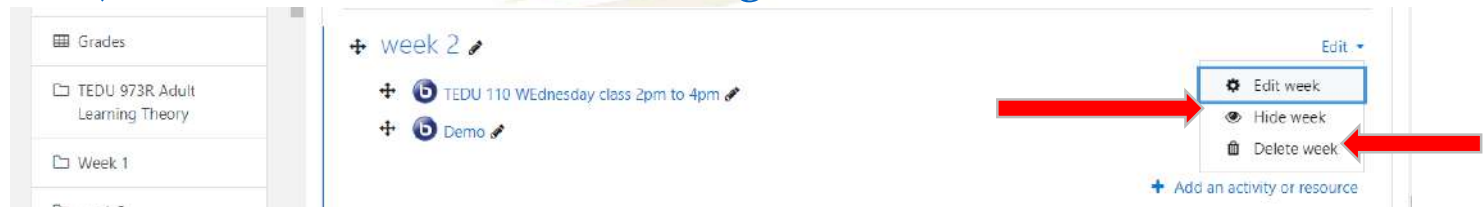
Hide week

Delete week

- Check the custom box, then fill in the week number under section name.
- Under the summary, copy and paste the topic and subtopics to be taught that week. *Save changes*



- For a specific week, you can also hide course material (from students) or delete the material altogether.



- To add an activity or resource for the week, click on 'Add Activity or Resource' at the bottom of your right hand side.

The screenshot shows a course management interface. On the left, a sidebar lists 'Grades' with sub-items: 'TEDU 110: Introduction to Technology Education', 'Week 1', '15 September - 21 September', '22 September - 28 September', and '29 September - 5 October'. The main content area shows a '+ Week 1' header and a 'Topic 1: Introduction' section with a list of topics: 'a) Adult Learning as a field of study', 'b) Definitions/characteristics', 'c) Historical Development of Adult Learning', 'd) Issues in Adult Learning', and 'e) Theories/Models'. At the bottom right, a red arrow points to a '+ Add an activity or resource' button.

- A list of all the possible resources and activities will appear.
- Select the resource/activity that you would like to add and follow the prompts.

The screenshot shows the 'Add an activity or resource' dialog box. It has a search bar at the top and two tabs: 'Activities' and 'Resources'. Below the tabs is a grid of 24 icons representing different activity and resource types. The icons are arranged in a 4x6 grid. The first row includes Assignment, BigBlueButton, Book, Chat, Choice, and Database. The second row includes External tool, Feedback, File, Folder, Forum, and Glossary. The third row includes H5P, IMS content package, Label, Lesson, Page, and Quiz. The fourth row includes SCORM package, Survey, URL, Wiki, and Workshop. At the bottom, there are radio buttons for 'All', 'Match Case', 'Match Diacritics', and 'Whole Words'.

- To add a **file** (Course notes), click on file (2nd row, 3rd column).

*Click here to
add a file*

Adding a new File to Week 1

Expand all

General

Name: Lecture 1 Notes

Description: Lecture 1 Notes

Display description on course page

Select files

Maximum size for new files: 2MB

- On the popup window, select 'upload a file' (A).
- Click on 'Browse' (B) to select a file from your computer, enter the save as name then 'upload the file' (C)

File picker

Content bank

Server files

Recent files

Upload a file (A)

URL downloader

Private files

Wikimedia

Attachments

Browse... CARBON 2.pdf (B)

Save as

Lecture 1 Notes

Author

Jeniffer Ronoh

Choose licence

Licence not specified

Upload this file (C)

- Once the file has been uploaded, click on 'Save and return to course'.
- To add an **assignment**, select 'Assignment' (1st row, 1st column),
 - a) Under the general settings, enter the assignment name and description, check the display assignment box at the bottom, and then add the assignment file.
 - b) Under availability, edit the assignment dates as per your specifications.

General

Assignment name

Assignment 1

Description

Rich text editor toolbar with options for font, bold, italic, list, link, unlink, image, video, and help.

Your assignment must be typed in Book Antiqua font, spacing of 1.5 and maximum 5 pages

Display description on course page

Additional files

Maximum size for new files: Unlimited



Files



Click here to attach your assignment file.



➤ Edit availability by checking and editing the boxes against the dates.

➤ Change the 'maximum number of uploaded files' to 1.

Availability

Allow submissions from

17 February 2021 00:00 Enable

Due date

24 February 2021 00:00 Enable

Cut-off date

24 February 2021 15:05 Enable

Remind me to grade by

3 March 2021 00:00 Enable

Always show description



Submission types

Submission types

Online text File submissions

Maximum number of uploaded files

1



- To add **URL** (like Youtube Video), click on 'Add activity or resource', click on URL (4th row, 3rd column), then fill the pop up window and attach the URL. *Save and return to course*

Adding a new URL to Week 5 ▶ Expand all

▼ General

Name ! Moderator/Presenter Tutorial (BigBlueButton 0.81)

External URL ! Choose a link...

Description

Display description on course page ?

- Outlook of an added URL:

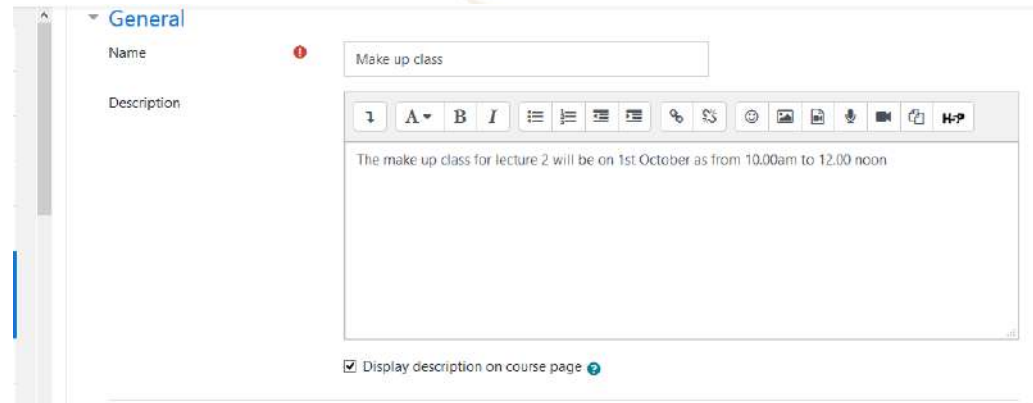
Week 5 Edit ▼

+ CAT 1 Edit ▼

CAT 1 will be done on 24th as from 10 am to 11 am.

+ Moderator/Presenter Tutorial (BigBlueButton 0.81) Edit ▼

- To add a **forum** (announcement), click on the 'add an activity or resource', then select 'forum' (2nd row, 5th column) and follow the prompts. *Save and return to course.*



The screenshot shows the 'General' tab of a Moodle form. The 'Name' field is labeled 'Make up class'. The 'Description' field contains the text: 'The make up class for lecture 2 will be on 1st October as from 10.00am to 12.00 noon'. At the bottom, there is a checked checkbox labeled 'Display description on course page'.

- To add a **web conference/on line class** using BigBlueButton, Click on the 'add an activity or resource', then select 'BigBlueButton' (1st row, 2nd column) and follow the prompts (*More on this under the use of BigBlueButton web conferencing*).

ENROLMENT OF USERS

- Users can be enrolled either:
 - Manually (by the Lecturer) or through
 - User enabled sign in (self enrolment-students enrol themselves) to the course.
- To select the preferred enrolment method, click on participants (expand the left hand side of the course page) then click on the cogwheel icon at the right hand side and select 'Enrolment Methods'

The screenshot shows the course page for TEDU 110. The breadcrumb trail is: Dashboard / My courses / School of Education / Department of Technology Education / Undergraduate Programmes / Bachelor Of Education In Technology Education (Building And Construction Technology) / First Year / First Semester / TEDU 110 / Participants. The main section is titled 'Participants' and has a gear icon in the top right corner. A red arrow points to the 'Enrolment methods' option in the dropdown menu. Below the dropdown, there are two dropdown menus: 'Match Any' and 'Select'.

- Click on the 'EYE' icon to enable 'Self enrolment' (A) then click the arrows to move it to the top (B).

Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	5	↓	
Guest access	0	↑ ↓	
Self enrolment (Student)	0	↑	

Diagram annotations: A red arrow labeled 'A' points to the eye icon in the 'Self enrolment (Student)' row. A red arrow labeled 'B' points to the up arrow in the 'Self enrolment (Student)' row. A red arrow labeled 'C' points to the gear icon in the 'Self enrolment (Student)' row.

- Click on the cogwheel icon to edit the method (C).
- Fill the pop up window.
- Enter the custom instance name as 'Self Enrolment'
- Click on enrolment key to enter an enrolment key to be given to student.

➤ Enable enrolment duration (A) as per the university guidelines on semester dates.

➤ The 'start' and 'end' dates (B) for student enrolment to the course should be tied to the University policy on % class attendance.

➤ *Save changes*

➤ Remember to give the enrolment key to the student for self enrolment.

Self enrolment

Self enrolment

Custom instance name
Self Enrolment

Allow existing enrolments
Yes

Allow new enrolments
Yes

Enrolment key
TEDU111

Use group enrolment keys
No

Default assigned role
Student

Enrolment duration
150 days Enable

Notification threshold
1 days

Start date
17 February 2021 15 23 Enable

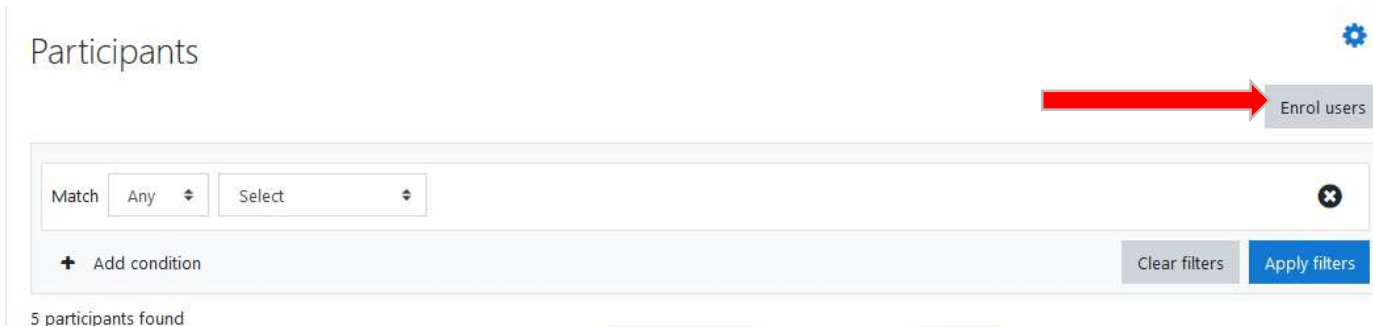
End date
17 March 2021 15 23 Enable

Unenrol inactive after

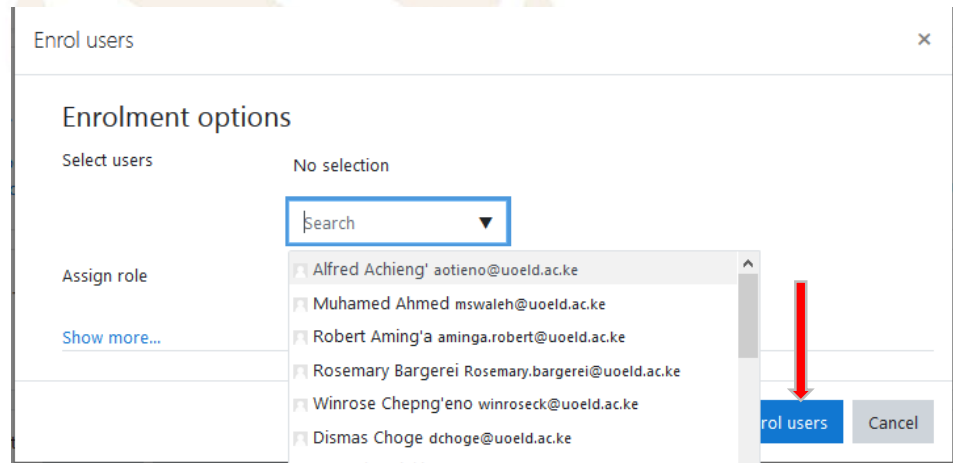
A

B

➤ For manual enrolment, click on 'enrol users'.



➤ On the pop up window, search for students using their email addresses the click on 'enrol users'.



ASSIGNING ROLES

- To assign roles, click on participants, scroll down to see a list of participants, click on the role assigned against each participant.
- Using the dropdown arrow, assign a new role
- Delete previous role by clicking 'x' against the role
- Save the new role by clicking on the floppy icon

3 participants found

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name / Surname	Username	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/> Albert Onyango	aonyango	aonyango@uoeld.ac.ke	<input type="button" value="x"/> <input type="button" value="Teacher"/>	No groups	11 mins 10 secs	Active <input type="button" value="i"/> <input type="button" value="g"/>
<input type="checkbox"/> Jeniffer Ronoh	jennirono	ronojenni@gmail.com	<input type="button" value="x"/> Non-editing teacher <input type="button" value="x"/> Student	No groups	8 mins 55 secs	Active <input type="button" value="i"/> <input type="button" value="g"/>
<input type="checkbox"/> Simon Wanami	swanami	simon.wanami@uoeld.ac.ke	<input type="button" value="x"/> Teacher <input type="button" value="f"/>	No groups	16 mins 54 secs	Active <input type="button" value="i"/> <input type="button" value="g"/>

With selected users...

➤ To edit/limit enrolment duration, click on the cogwheel icon.

3 participants found

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name / Surname	Username	Email address	Roles	Groups	Last access to course	Status
Albert Onyango	aonyango	aonyango@uoeld.ac.ke	Teacher	No groups	11 mins 10 secs	Active
Jeniffer Ronoh	jennirono	ronojenni@gmail.com	Non-editing teacher Student	No groups	8 mins 55 secs	Active
Simon Wanami	swanami	simon.wanami@uoeld.ac.ke	Teacher	No groups	16 mins 54 secs	Active

With selected users... Choose...

Enrol users

➤ Edit the pop up window by enabling and setting the 'enrolment ends' date.

➤ Save changes.

Edit Albert Onyango's enrolment

Enrolment method: Manual enrolments

Status: Active

Enrolment starts: 7 September 2020 15:46 Enable

Enrolment duration: Unlimited

Enrolment ends: 7 December 2020 18:02 Enable

Enrolment created: Monday, 7 September 2020, 3:47 PM

Save changes Cancel

THANK YOU