

# E-LEARNING

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COORDINATOR, E-LEARNING (CODEL)

SEPT 2022

# Accessing the E-Learning Portal

Step 1: Go to [www.mmu.ac.ke](http://www.mmu.ac.ke)

Step 2: On the top menu, click on the “ELEARNING” menu item, on the top right corner as show below:

Step 2



**MULTIMEDIA UNIVERSITY OF KENYA**  
*Riding on Technology, Inspiring Innovation*

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MMU INDUCTION ONE E-LEARNING

# Login into the E-Learning Portal (1)

**Step 1:** On the top right corner on the top bar, click on **(Log in)**

**Step 2:** On the login form, enter your **username, password** and click on the **Log In** button (Illustration next page)

Step 1

You are not logged in. (Log in)



## Course categories

▼ Collapse all

- ▼ FACULTY TRAINING/Miscellaneous (6)
  - Huawei Academy Online (1)
- ▼ Faculty of Business & Economics
  - Bachelor of Commerce (8)
  - Bachelor of Business Information Technology (5)

# Login into the E-Learning Portal (2)

The screenshot shows a web browser window with the address bar displaying "Not secure | elearning.mmu.ac.ke/login/index.php". The main content area features the MMU E-Learning logo at the top, which includes a globe icon and the text "MMU E-Learning". Below the logo is a login form with the following elements:

- A "Username" input field, highlighted by a red box labeled "Step 1".
- A "Password" input field, highlighted by a red box labeled "Step 2".
- A "Remember username" checkbox.
- A blue "Log in" button, highlighted by a red box labeled "Step 3".
- A grey "Log in as a guest" button.

Additional text on the page includes:

- A link: "Forgotten your username or password?"
- A message: "Cookies must be enabled in your browser" with a help icon.
- A note: "Some courses may allow guest access".

# Profile Settings: Accessing your Profile

**Step 1:** On the top right corner on the top bar, click on the “**down arrow**” beside the profile icon

**Step 2:** On the dropdown list that appears, click on the “**Profile**” menu item

The image shows a user profile page for Kelvin Kariuki. A red box labeled "Step 1" points to a small downward arrow icon next to the user's name and profile picture in the top right corner. A second red box labeled "Step 2" points to the "Profile" option in a dropdown menu that is open, showing options like Dashboard, Profile, Grades, Messages, Preferences, Log out, and Switch role to... The profile page also features a profile picture, the name "Kelvin Kariuki", a "Customise this page" button, and a "Private files" section with the text "No files available" and a link to "Manage private files...".

# Profile Settings: Edit Profile Page

**Step 1:** On the top right corner beside the gear icon, click on the “down arrow”

**Step 2:** On the dropdown list that appears, click on the “Edit Profile” menu item

Step 1

Step 2

Dashboard / Profile

Reset page to

Settings

- Edit profile
- Change password
- Preferred language
- Forum preferences
- Editor preferences
- Course preferences
- Calendar preferences
- Message preferences
- Notification preferences

User details

**Email address**  
kkariuki@mmu.ac.ke

Reports

- Today's logs
- All logs
- Outline report
- Complete report
- Browser sessions
- Grades overview

Course details

- Edit profile
- Change password
- Preferred language
- Forum preferences
- Editor preferences
- Course preferences
- Calendar preferences
- Message preferences
- Notification preferences

# Profile Settings: Update Name & Email Address

**Step 1:** Change the values on the respective checkboxes as desired

**Step 2:** Scroll down to the bottom of the page and click on the “Update Profile” button

## Edit profile

### General

Username

Choose an authentication method  Manual accounts  Suspended account

New password   Force password change

First name

Surname

Email address

Step 1

Step 2

Additional names

Interests

Optional

Update profile

Cancel

There are required fields in this form marked **!**.

# Profile Settings: Upload/Update Profile Picture

**Step 1:** On the “**Edit Profile**” page, Scroll down to the “**User Picture**” area, drag and drop your desired picture as shown

**Step 2:** Scroll down to the bottom of the page and click on the “**Update Profile**” button

▼ User picture

Current picture

⊞ Delete picture

New picture

Maximum size for new files: Unlimited, maximum attachments: 1

Files

You can drag and drop files here to add them.

Accepted file types:

Image files used on the web .gif .jpe .jpeg .jpg .png .svg .svgz

Update profile Cancel



# Profile Settings: Update Password (1)

**Step 1:** On the top right corner beside the gear icon, click on the “down arrow”

**Step 2:** On the dropdown list that appears, click on the “Change Password” menu item

Step 1

Step 2

The screenshot displays a user profile for Kelvin Kariuki. The profile header includes a circular profile picture, the name 'Kelvin Kariuki', and a 'Dashboard / Profile' breadcrumb. Below the header, there are sections for 'User details' (with an email address 'kkariuki@mmu.ac.ke') and 'Course details'. A 'Reports' section is also visible. In the top right corner, there is a notification bell, a chat icon, the user's name 'Kelvin Kariuki', and a gear icon for settings. A red box labeled 'Step 1' points to a small downward arrow next to the gear icon. A second red box labeled 'Step 2' points to the 'Change password' option in the settings dropdown menu that appears when the arrow is clicked. The dropdown menu lists several options: 'Edit profile', 'Change password', 'Preferred language', 'Forum preferences', 'Editor preferences', 'Course preferences', 'Calendar preferences', 'Message preferences', and 'Notification preferences'.

# Profile Settings: Update Password (2)

**Step 1:** Enter your current password, new password and confirm your new password in the respective textboxes

**Step 2:** Click on the “Save Changes” button

The screenshot shows a user profile for Kelvin Kariuki. The breadcrumb trail is: Dashboard / Preferences / User account / Change password. The 'Change password' section displays the username 'kkariuki@mmu.ac.ke'. Below this are three password input fields: 'Current password', 'New password', and 'New password (again)'. Each field has a red exclamation mark icon to its right. A red box encloses these three fields, with a red arrow pointing from a box labeled 'Step 1' to the 'New password' field. Below the input fields are two buttons: 'Save changes' (highlighted with a red box and a red arrow from a box labeled 'Step 2') and 'Cancel'.



Dashboard

Site home

Calendar

Private files

My courses

VR-APRIL2020

PHD

CHI 2406

CHA 2404

THESIS\_2020

SCH 3112

## Course categories

Expand all

- ▶ FACULTY TRAINING/Miscellaneous (26)
- ▶ Faculty of Business & Economics
- ▶ Faculty of Computing & Information Technology (6)
- ▶ Faculty of Engineering & Technology (11)
- ▶ Faculty of Media & Communication (3)
- ▶ Faculty of Science & Technology (3)
- ▶ Faculty of Social Sciences & Technology
- ▶ University Common Courses (UCC) (9)

PROFESSIONAL COURSES

# DEMOSTRATION

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You have been invited to join

# CHEMISTRY E-LEARNING TRAINING FOR POSTGRADUATE

 Dr. Martin Magu (Owner)


Join

Public Room Recordings



You have been invited to join

# CHEMISTRY E-LEARNING TRAINING FOR POSTGRADUATE

 Dr. Martin Magu (Owner)

Kimani

Join


Public Room Recordings

Search...



You have been invited to join

# CHEMISTRY E-LEARNING TRAINING FOR POSTGRADUATE

 Dr. Martin Magu (Owner)

The meeting hasn't started yet.

You will automatically join when the meeting starts.



Public Room Recordings

Search...



MESSAGES

Public Chat

NOTES

Shared Notes

USERS (2)

Dr. Martin Magu (You)

Dr. Martin Magu

Welcome to CHEMISTRY E-LEARNING TRAINING FOR POSTGRADUATE !.

To join the audio bridge click the phone button. Use a headset to avoid causing background noise for others.

To invite someone to the meeting use this link: <https://mkutano.mmu.ac.ke/join/1234567890>

Send message to Public Chat

CHEMISTRY E-LEARNING TRAINING FOR POSTGRADUATE

Start recording

Dr. Martin Magu

MMU

Web Conference.


AUDIO  
Communicate using high quality audio.


EMOJIS  
Express yourself.

SCREEN SHARING  
Share your screen.

MULTI-USER WHITEBOARD  
Draw together.

How would you like to join the audio?

 Microphone

 Listen only



MESSAGES < Public Chat

Public Chat

NOTES

Shared Notes

USERS (2)

Dr. Martin Magu (You)

Dr. Martin Magu

Welcome to **CHEMISTRY E-LEARNING TRAINING FOR POSTGRADUATE !.**

To join the audio bridge click the phone button. Use a headset to avoid causing background noise for others.

.....

To invite someone to the meeting use this link: <https://mcutano.mmu.ac.uk/join/1234567890>

Send message to Public Chat

CHEMISTRY E-LEARNING TRAINING FOR POSTGRADUATE

Start recording

Dr. Martin Magu

MMU

Web Conference.

AUDIO  
Communicate using high quality audio.

EMOJIS  
Express yourself.

SCREEN SHARING  
Share your screen.

MULTI-USER WHITEBOARD  
Draw together.

This is a private echo test. Speak a few words. Did you hear audio?

Yes No

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (2)

Dr. Martin Magu (You)

Dr. Martin Magu

Public Chat

Welcome to **CHEMISTRY E-LEARNING TRAINING FOR POSTGRADUATE !.**

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.....

To invite someone to the meeting, send them this link: <https://mkutano.mmu.ac.ke/b/dr--9pe-eaj>

Send message to Public Chat

CHEMISTRY E-LEARNING TRAINING FOR POSTGRADUATE

Start recording

Dr. Martin Magu

You have joined the audio conference

MMU

Welcome to Mkutano Web Conference.

- CHAT**  
Send public and private messages.
- WEBCAMS**  
Hold visual meetings.
- AUDIO**  
Communicate using high quality audio.
- EMOJIS**  
Express yourself.
- BREAKOUT ROOMS**  
Group users into breakout rooms for team collaboration.
- POLLING**  
Poll your users anytime.
- SCREEN SHARING**  
Share your screen.
- MULTI-USER WHITEBOARD**  
Draw together.

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (2)

Kimani (You)

Dr. Martin Magu

Public Chat

Welcome to **CHEMISTRY E-LEARNING TRAINING FOR POSTGRADUATE !.**

To join the audio bridge click the phone button.  
Use a headset to avoid causing background noise for others.

- Start a private chat
- Make presenter
- Promote to moderator
- Remove user

Send message to Public Chat

CHEMISTRY E-LEARNING TRAINING FOR POSTGRADUATE

MMU

Welcome to Mkutano Web Conference.

- CHAT**  
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Poll your users anytime.
- SCREEN SHARING**  
Share your screen.
- MULTI-USER WHITEBOARD**  
Draw together.

Mute/Unmute Mic

Leave/Join Meeting

Turn ON/OFF video

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (2)

Dr. Martin Magu (You)

Kimani

Public Chat

Welcome to **CHEMISTRY E-LEARNING TRAINING FOR POSTGRADUATE !.**

To join the audio bridge click the phone button.  
Use a headset to avoid causing background noise for others.

Set status

Unmute user

Start a private chat

Back

Away

Raise

Undecided

Confused

Sad

Happy

Applaud

Thumbs up

Thumbs down

Send message to Public Chat

CHEMISTRY E-LEARNING TRAINING FOR POSTGRADUATE

Start recording

MMU

Welcome to Mkutano Web Conference.

CHAT

Send public and private messages.

WEBCAMS

Hold visual meetings

AUDIO

Communicate using high quality audio.

EMOJIS

Express yourself

BREAKOUT ROOMS

Group users into breakout rooms for team collaboration.

POLLING

Poll your users anytime.

SCREEN SHARING

Share your screen.

MULTI-USER WHITEBOARD

Draw together.

Make fullscreen

Settings

About

Help

Keyboard shortcuts

End meeting

Logout

Slide 1

100%

Share Screen

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (2)

Dr. Martin Magu (You)

Kimani

Public Chat

Welcome to **CHEMISTRY E-LEARNING TRAINING FOR POSTGRADUATE !.**

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.....

To invite someone to the meeting, send them this link: <https://mcutano.mmu.ac.ke/b/dr-9pe-eaj>

Send message to Public Chat

CHEMISTRY E-LEARNING TRAINING FOR POSTGRADUATE

Start recording

MMU

Welcome to Mkutano Web Conference.

CHAT: Send public and private messages.

WEBCAMS: Hold visual meetings.

AUDIO: Communicate using high quality audio.

EMOJIS: Express yourself.

BREAKOUT ROOMS: Group users into breakout rooms for team collaboration.

POLLING: Poll your users anytime.

SCREEN SHARING: Share your screen.

MULTI-USER WHITEBOARD: Draw together.

Dr. Martin M

Start a poll

Upload a presentation

Share an external video

Slide 1

100%

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (2)

Kimani (You)

Dr. Martin Magu

Public Chat

Public Chat

Welcome to **CHEMISTRY E-LEARNING TRAINING FOR POSTGRADUATE !.**

To join the audio bridge click the phone button.  
Use a headset to avoid causing background noise for others.

.....

Send message to Public Chat

CHEMISTRY E-LEARNING TRAINING FOR POSTGRADUATE | 00:12

MMU

Welcome to Mkutano Web Conference.

CHAT: Send public and private messages.

WEBCAMS: Hold visual meetings. quality audio.

BREAKOUT ROOMS: Group users into breakout rooms for team collaboration.

POLLING: Poll your users anytime.

SCREEN SHARING: Share your screen.

MULTI-USER WHITEBOARD: Draw together.

Send message to Public Chat

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (4)

Dr. Martin Magu (You)

Dr. Martin Magu

Peter Mwaura

Rose Mayianda

FOBE E-LEARNING TRAINING 2020

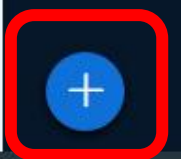
Start recording

Dr. Martin Magu



### Welcome to Mkutano Web Conference.

<b>CHAT</b> Send public and private messages.	<b>WEBCAMS</b> Hold visual meetings.	<b>AUDIO</b> Communicate using high quality audio.	<b>EMOJIS</b> Express yourself.
<b>BREAKOUT ROOMS</b> Group users into breakout rooms for team collaboration.	<b>POLLING</b> Poll your users anytime.	<b>SCREEN SHARING</b> Share your screen.	<b>MULTI-USER WHITEBOARD</b> Draw together.



Slide 1 | Share your screen | 100%

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (2)

Dr. Martin Magu (You)

Dr. Martin Magu

Will you allow **mkutano.mmu.ac.ke** to see your screen?

Window or Screen to share:  
Select Window or Screen

Remember this decision

**Allow** Don't Allow

ING TRAINING 2020 | Start recording

MMU

### Welcome to Mkutano Web Conference

- CHAT**  
Send public and private messages.
- WEBCAMS**  
Hold visual meetings.
- AUDIO**  
Communicate using high quality audio.
- EMOJIS**  
Express yourself.
- BREAKOUT ROOMS**  
Group users into breakout rooms for team collaboration.
- POLLING**  
Poll your users anytime.
- SCREEN SHARING**  
Share your screen.
- MULTI-USER WHITEBOARD**  
Draw together.

Slide 1 | 100%

Microphone, Phone, Screen Share, Remote Control

Window or Screen to share:

- Select Window or Screen
- Select Window or Screen
- Mkutano Web Conference - FOBE E-LEARNING TR... Organic - PowerPoint
- Mkutano Web Conference - FOBE E-LEARNING TR... BIG BLUE BUTTON.pptx [Last saved by user] - Pow...
- Firefox - Sharing Indicator
- Entire screen



MESSAGES

Public Chat

NOTES

Shared Notes

USERS (3)

Dr. Martin Magu (You)

Dr. Martin Magu

Rose Mayianda



Will you allow **mkutano.mmu.ac.ke** to see your screen?

Window or Screen to share:

Entire screen

All visible windows on your screen will be shared.



Only share screens with sites you trust. Sharing can allow deceptive sites to browse as you and steal your private data. [Learn More](#)

Remember this decision

Allow

Don't Allow

BREAKOUT ROOMS  
Group users into breakout rooms for team collaboration.

POLLING  
Poll your users anytime.


AUDIO  
Communicate using high quality audio.

EMOJIS  
Express yourself.

SCREEN SHARING  
Share your screen.

MULTI-USER WHITEBOARD  
Draw together.

ING TRAINING 2020 | Start recording



Welcome to Mkutano Web Conference.

Visual meetings.

COMMUNICATIONS

Slide 1 | 100%



MESSAGES

Public Chat

NOTES

Shared Notes

USERS (3)

Dr Dr. Martin Magu (You)

Dr Dr. Martin Magu

Ro Rose Mayianda



FOBE E-LEARNING TRAINING 2020

Start recording

Screenshare has started



**MESSAGES**

Public Chat

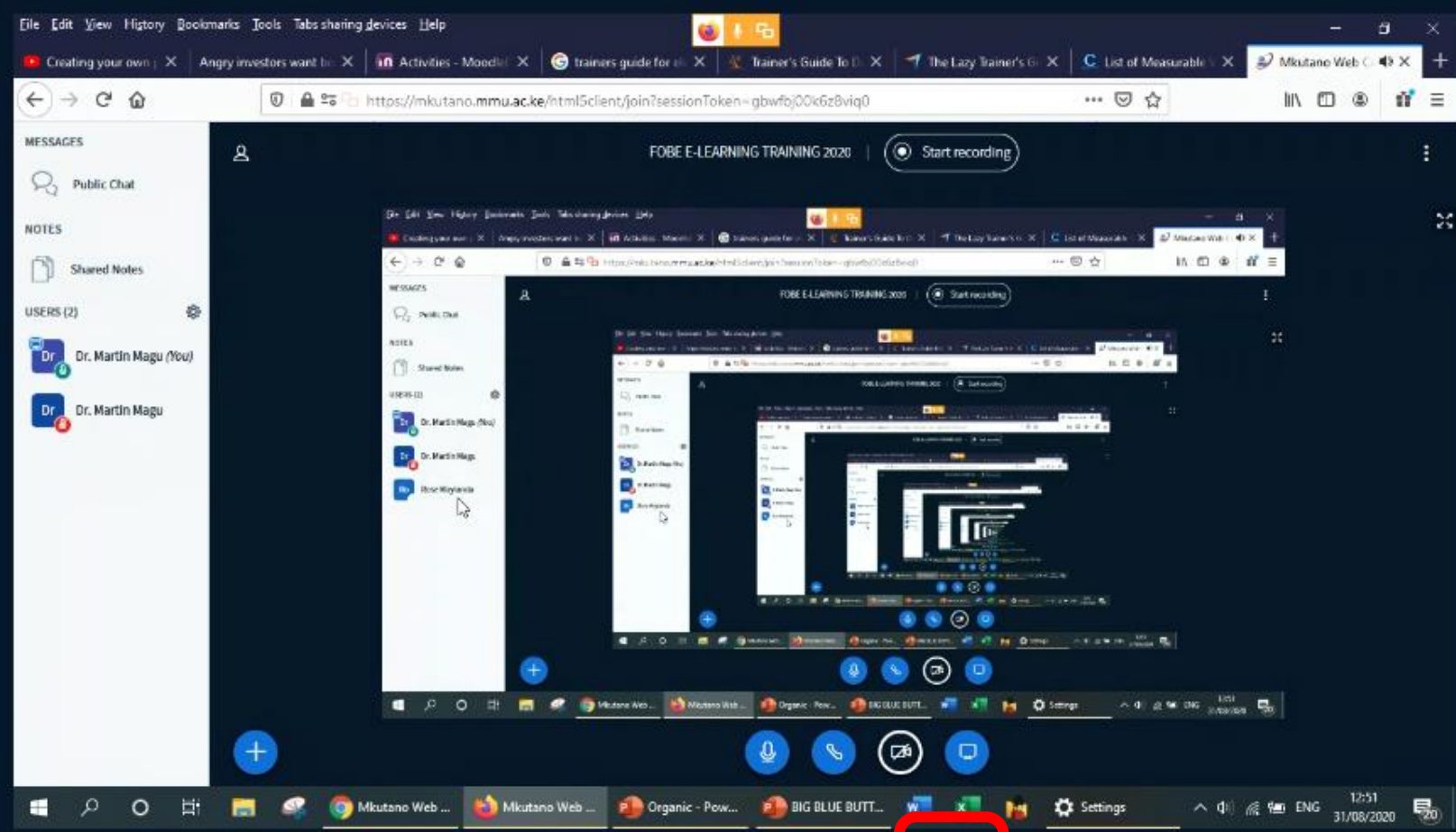
**NOTES**

Shared Notes

**USERS (2)**

- Dr. Martin Magu (You)
- Dr. Martin Magu

FOBE E-LEARNING TRAINING 2020 | Start recording



File Edit View History Bookmarks Tools Tabs sharing devices Help

Creating your own... Angry investors want... Activities - Mood... trainers guide for... Trainer's Guide To... The Lazy Trainer's G... List of Measurable... Mkutano Web...

<https://mkutano.mmu.ac.ke/html5client/join?sessionToken=gbwfbj00x6z8viq0>

MESSAGES

Public Chat

NOTES

Shared Notes

**USERS (2)**

- Dr. Martin Magu (You)
- Dr. Martin Magu
- Dr. Martin Magu
- Dr. Martin Magu
- Dr. Martin Magu
- Dr. Martin Magu
- Dr. Martin Magu

Windows taskbar: Mkutano Web..., Organic - Pow..., BIG BLUE BUTT...

System tray: Settings, 12:51, 31/08/2020

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (2)

Dr. Martin Magu (You)

Kimani

Public Chat

Welcome to **CHEMISTRY E-LEARNING TRAINING FOR POSTGRADUATE !.**

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.....

To invite someone to the meeting, send them this link: <https://mkutano.mmu.ac.ke/b/dr--9pe-eaj>

Send message to Public Chat

CHEMISTRY E-LEARNING TRAINING FOR POSTGRADUATE | Resume recording

MMU

Welcome to Mkutano Web Conference.

- CHAT**  
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Share your screen.
- MULTI-USER WHITEBOARD**  
Draw together.



Turn multi-user whiteboard off


Slide 1 | 100%

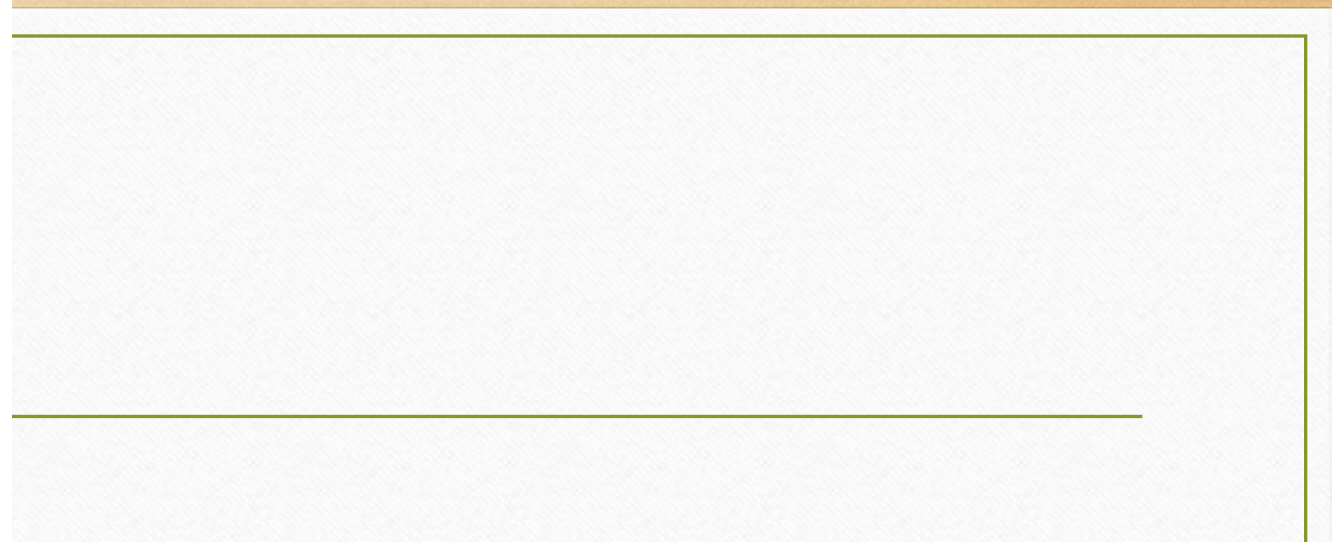
# Presentation

Close **Confirm**

As a presenter you have the ability to upload any office document or PDF file. We recommend PDF file for best results. Please ensure that a presentation is selected using the circle checkbox on the right hand side.

 **CURRENT** default.pdf 

  
 Drag files here to upload  
[or browse for files](#)



Presentation Close **Confirm**

**File Upload**

← → > < This PC > Desktop > Search Desktop


Organize New folder

Name	Date modified	Type
BIG BLUE BUTTON_Postgraduate	18/06/2020 22:57	Microsoft PowerP
FOST Part Time Lecturers	29/05/2020 10:21	PDF Document
BUDGET AND WORKPLAN	22/05/2020 20:34	PDF Document
ERIC MUNENE_HANDWASHING	16/05/2020 15:47	PDF Document
ERIC MUNENE_HANDWASHING	16/05/2020 15:47	Microsoft Word D
AQUADEMIA-03767-2020-R1 (Recovered)	16/05/2020 06:45	PDF Document
ENACTUS MMU FUND RELEASE_2020	12/05/2020 19:20	PDF Document
ADDING ACTIVITIES AND RESOURCES	01/05/2020 15:38	Microsoft PowerP
TRAINER'S GUIDE	27/04/2020 09:49	Microsoft PowerP
Ayeleru OO Final document to the Facult...	19/04/2020 10:31	PDF Document
SMART BIN PROJECT 2020	10/04/2020 23:03	Microsoft Word D
SMART BIN PROJECT 2020	10/04/2020 22:48	PDF Document

File name: BIG BLUE BUTTON\_Postgraduate All Supported Types

**Open** **Cancel**

As a presenter you have the ability to upload any office document or PDF file. We recommend PDF file for best results. Please ensure that a presentation is selected using the circle checkbox on the right hand side.

  
 Drag files here to upload  
[or browse for files](#)

# Presentation

Close


Upload

As a presenter you have the ability to upload any office document or PDF file. We recommend PDF file for best results. Please ensure that a presentation is selected using the circle checkbox on the right hand side.

 **CURRENT** default.pdf

 **BIG BLUE BUTTON\_Postgraduate.pptx**

Allow presentation to be downloaded

To be uploaded ...   



Drag files here to upload  
[or browse for files](#)





# Presentation

Close

Confirm

As a presenter you have the ability to upload any office document or PDF file. We recommend PDF file for best results. Please ensure that a presentation is selected using the circle checkbox on the right hand side.

 default.pdf

 **CURRENT** BIG BLUE BUTTON\_Postgraduate.pptx



Drag files here to upload  
[or browse for files](#)



Thank you all

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**Q & A**