Multimedia University of Kenya
Centre for Open, Distance and E-learning (CODEL)
E-Learning Student User Manual

Compiled September, 2019&Revised 2023 by:

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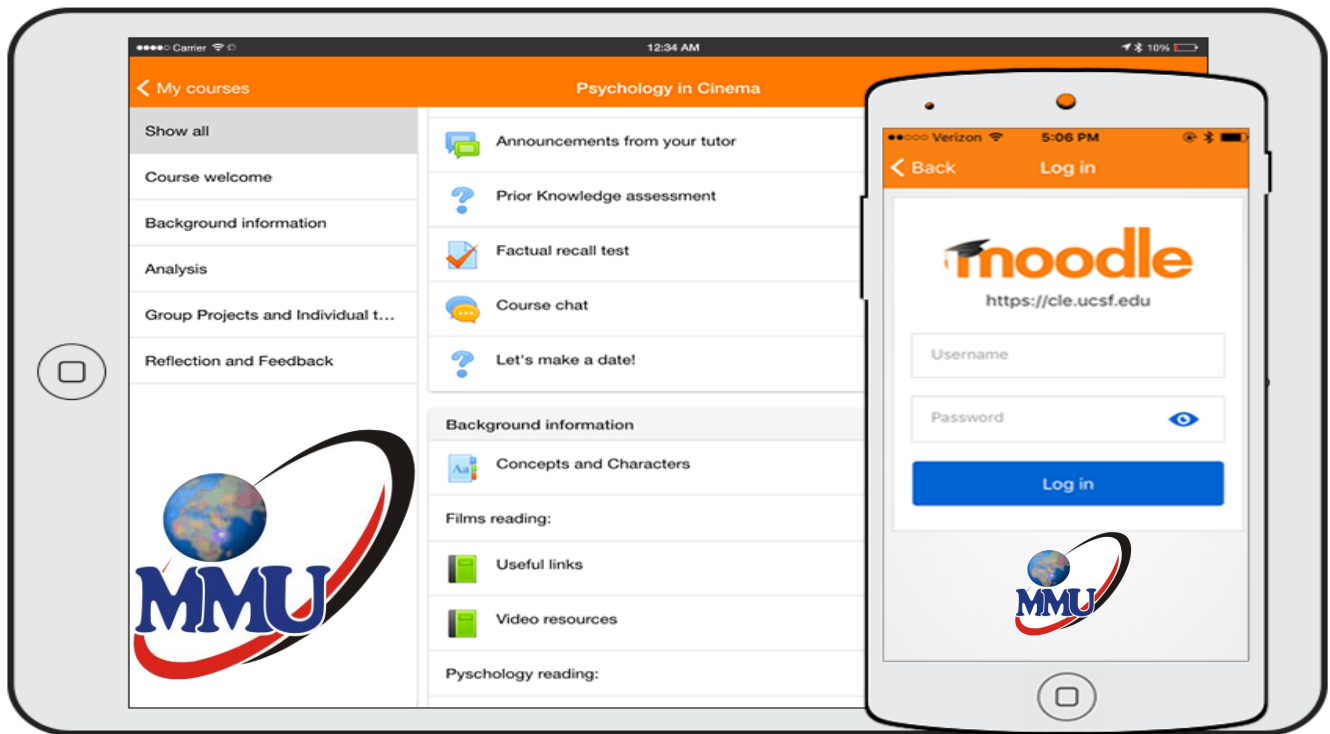- *Mr. Martin Omwayi*
- *Michael Ojiambo*

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ACRONYMS:

MOODLE - Modular Object-Oriented Dynamic Learning Environment

UCU - University Common Courses

1.0 Navigating Moodle

1.1 Logging in to Moodle

1. Username – Registration number (e.g. SCT-254-001/2019)
2. Password – Registration Number (e.g. SCT-254-001/2019)

2.0 Profile settings

1. Login to **Moodle** from this link http://elearning.mmu.ac.ke/login/index.php
2. Default password is Registration number
3. Editing profile
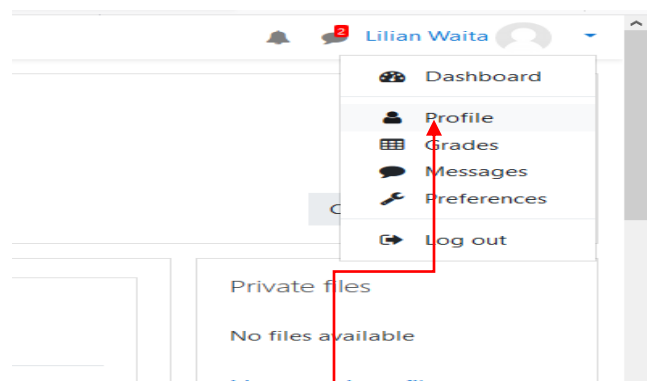4. Adding profile photo
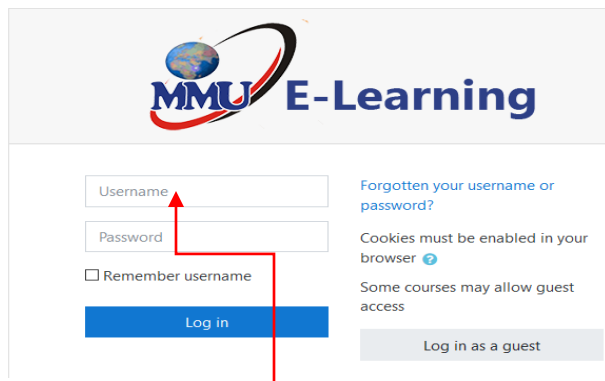
Figure 2 Enter user name and password (i.e.

Username – Registration number (e.g. SCT-254-001/2019)

Default Password Registration number (e.g. SCT-254-001/2019)

Figure 1 Click on edit profile

User picture

Current picture   None

New picture

Maximum size for new files: 10MB, 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
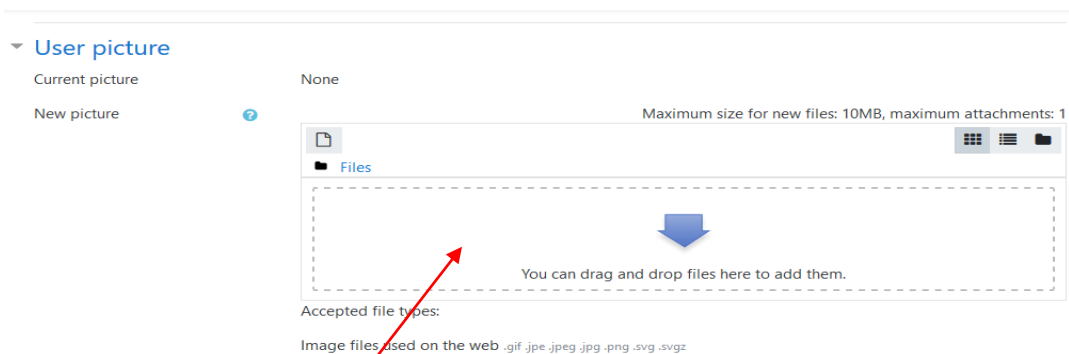
Figure 3: Drag and drop your photo profile

Additional names

Interests

Optional

Update profile   Cancel

There are required fields in this form marked ❶
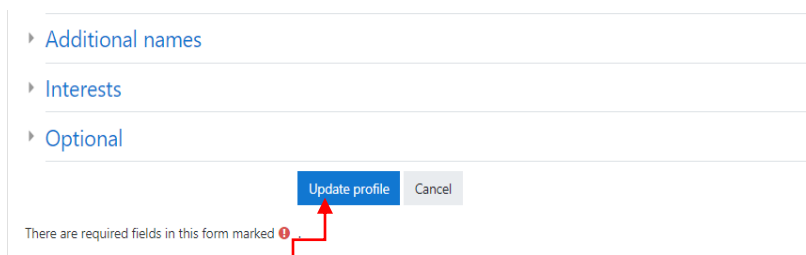
Figure4: Update your profile click on the blue button

NOTE: The image format to upload should be in the following format:
- .gif
- .jpe
- .jpeg
- .jpg
- .png

3.0 Enrolling to courses

Students Tips for self-course enrollment

If you cannot find the course in the right course category, registering has not been opened for the students. Check the time registering begins from your teacher / course administrator.
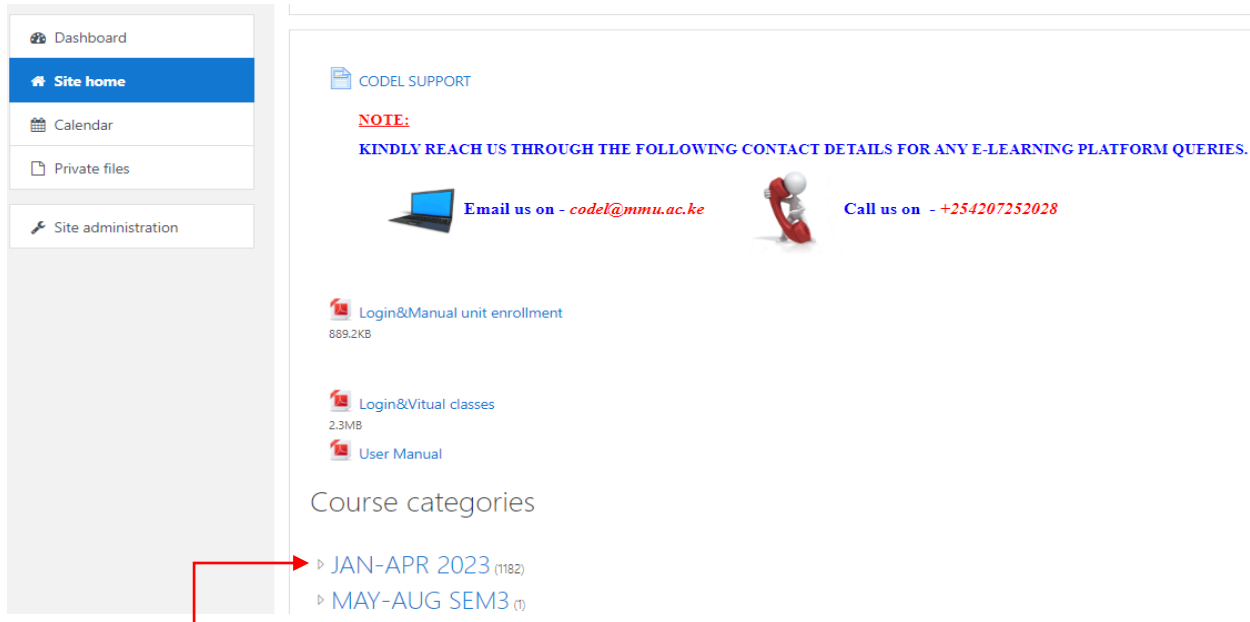
1. Select University Common Courses (UCU)

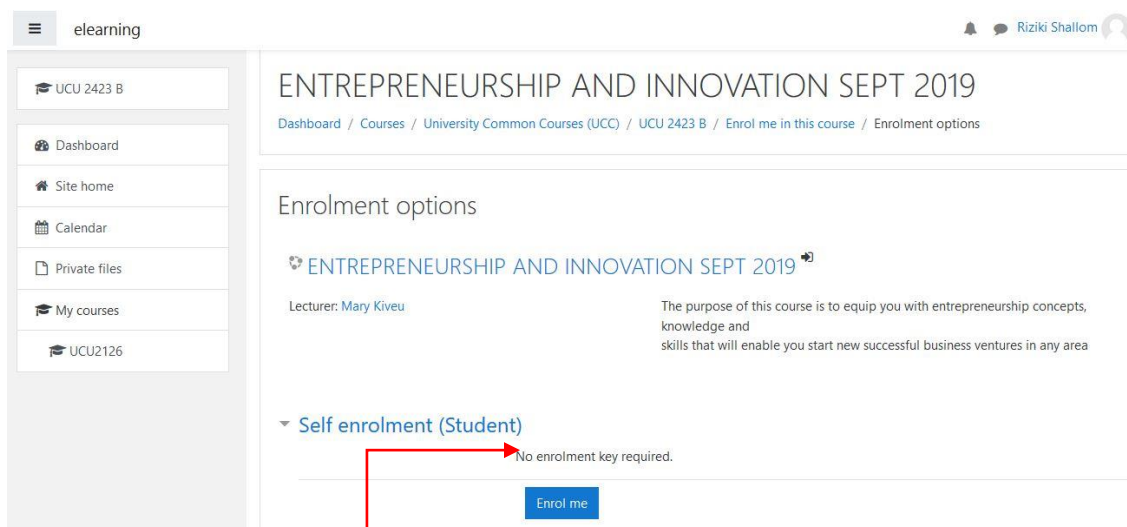*Figure 5: Select Course category.*

Figure 3:Enroll your unit/course.

4.0 Downloading E-learning resources

ELearning content includes lecture notes in Ms Word, Powerpoint slides, pdf etc

➢ Double click on the particular file that you want to read/download
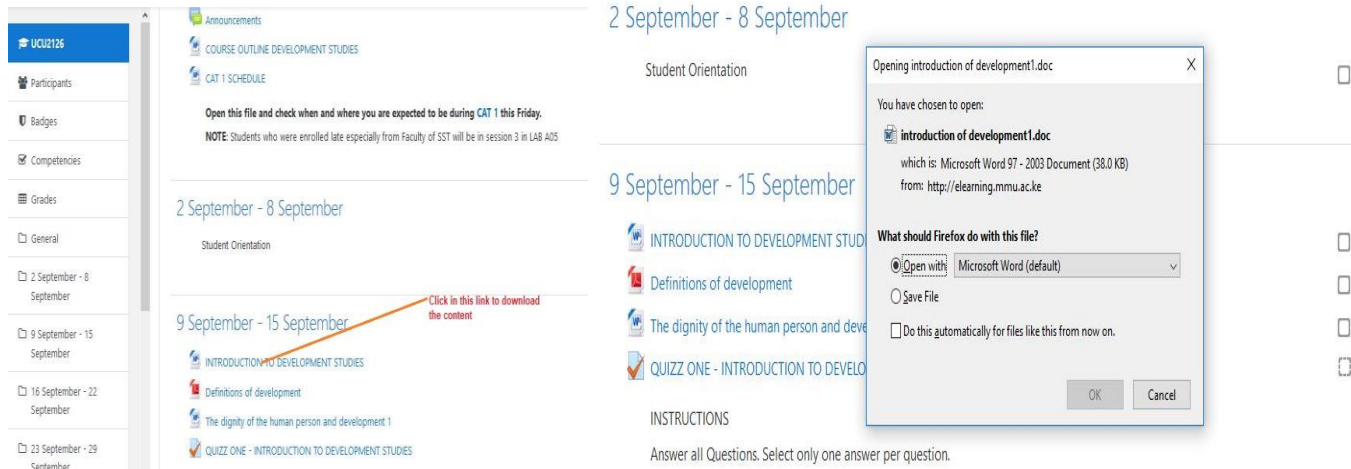
➢ If the file opens within the webpage, right click and select the **Save As** option to keep a copy of the file in your computer/flash disk.

➢ If the file brings up a link asking you to "**Click here**" to download, click that link (the words) and then save the document.

➢ If the document pops up, you can begin reading or save it in a different location of your choice to read it later.

5.0 Uploading/Submitting written work (assignment)

NB: **All assessments will be in form of quizzes. This part may be least used due to large numbers of students**.

Individual assignments are file submissions or online texts, for which the teacher has defined a deadline. Individual assignment is always submitted to the teacher, which means that students cannot read each other's' individual assignments. After the submission deadline, teacher can give personalized feedback to students about the assignment. Students can read their feedback from the same place where they submitted their work.

If your teacher has asked you to submit your assignment as a file, do the actual assignment for example as a Word-document. After clicking **Add submission,** click **Add...** or drag and drop your file(s). Depending on the features your teacher has defined, you can either upload one or several files. The file that is submitted should be named appropriately; avoid Scandinavian alphabets.

Also online text is submitted by clicking **Add submission**. Write the text directly or copy it from e.g. Word (**copy** + **paste** – *pasting via right-clicking of the mouse often does not work*) to the Moodle text editor.
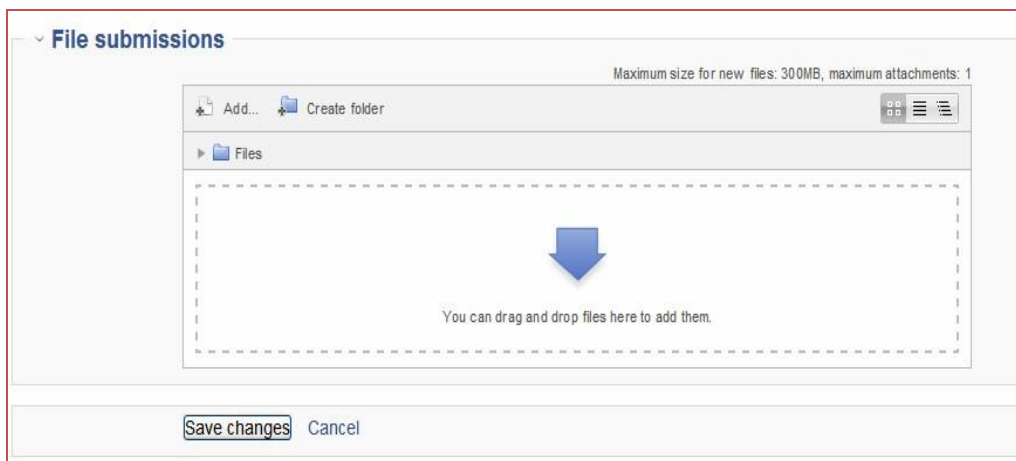
5.1 Discussions, Forums and using messaging

5.1.1 Using discussion

Discussion boards in Moodle are called Forums. You can use forums to discuss topics selected by your instructor. When posting to a forum always assume that all other students in the class can view your posts. Forums can be customized to varying degrees by your instructor. The example used here is for a simple forum. You may experience several different types of forums in your classes.

5.1.2 Posting to a discussion

1. Click on forum you wish to review

2. Read the directions and/or topic of the discussion.

3. Click on the Add a new discussion topic button.

4. On the Add a new discussion topic page, type a subject for your topic in the subject line.

5. Next, type a reply to the forum in the Message field.
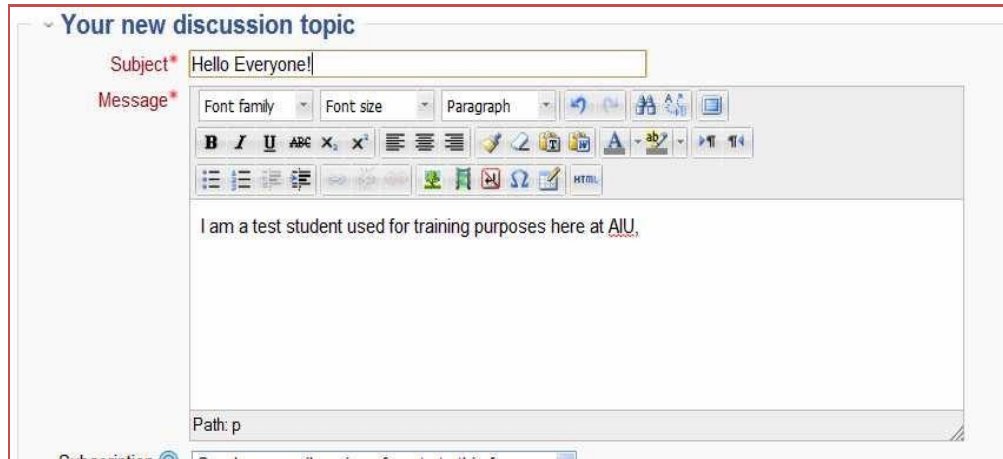
6. Lastly, click the Post to Forum button.

7. Once you have submitted your post you will see a page reminding you that you have time to edit the post before it is emailed to others if they have requested to have it do so
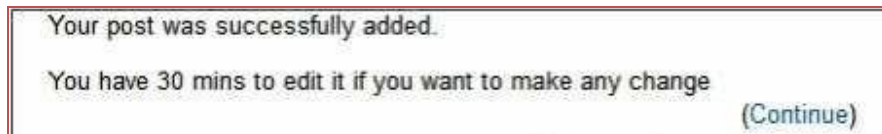
8. Click the Continue link

   You're returned to the Forum page where you will see your post

5.1.3 To Edit a post
9. To edit your post, click on your post link in the Discussion column.

10. Next, click the Edit link next to the post you wish to edit

You can also change the way the replies are viewed by using the drop-down list

5.1.4 To Reply to a post

11. To Reply to a post, click on the post link in the Discussion column.

12. Next, click the Reply link at the bottom of the post.

13. Type your message into the box and click the Post to Forum button

Note:

On the front page of the discussion forum you can see the topics (titles) of messages, the name of the person who has started a discussion (and possibly his/her picture), number of replies, number of unread messages and the date and time of the latest posting. In forums with groups there is an additional drop-down menu for group selection above the list of discussion topics. Postings from the discussion forums can also be searched by key words (**Search forums** in top right hand corner of the page). You can also subscribe postings to your personal email from the link **Subscribe to this forum** in the **Settings** block (Below Navigation Bar).

5.2 Using Messages in Moodle

Messages in Moodle work like a cross between an instant messenger and an email tool. If the recipient of your message is currently logged into Moodle, messages acts like an "instant messenger". This lets you communicate in real time. If your receiver is NOT currently logged into Moodle, the message is sent as an email.

To send a message you should:

1. Log into Moodle and enter your course.

2. Click on Participants in the Navigation Block.

3. Click the name of the person you wish to receive the message.

4. On the profile page, click the **Send Message**

   The message window will display.

5. On the Message Window, type your message to the receiver in the space provided and click the **Send Message** button

5.3 Forums

Most instructors use forums in a course to allow students to communicate with one another, as an assignment, or to post questions or concerns. If your instructor has a forum in the course, the link on the main page will look similar to this:

Discussion for Topic 1

<u>Note</u>: It is a good practice to type forum posts in a word processor (such as Microsoft Word) and copy and paste the text into Moodle's text editor. This will prevent you from losing your work if your Internet connection suddenly goes out or other incidences occur. In addition, most word processors have tools for spelling and grammar error checking.

5.3.1 Adding a New Thread

1. Click the link to the forum.

2. Click *Add a new discussion topic* at the top of the list of threads.

3. Give your post a title in *Subject* heading.

4. Type (or paste from a word processor) your post in the *Message* section.

5. When finished, check your post for errors, and click the *Post to forum* button at the bottom of the page.

6. After you have posted, you have one minute to edit your post.

Note: If you leave this page without hitting *Post to forum*, the post will not be saved.
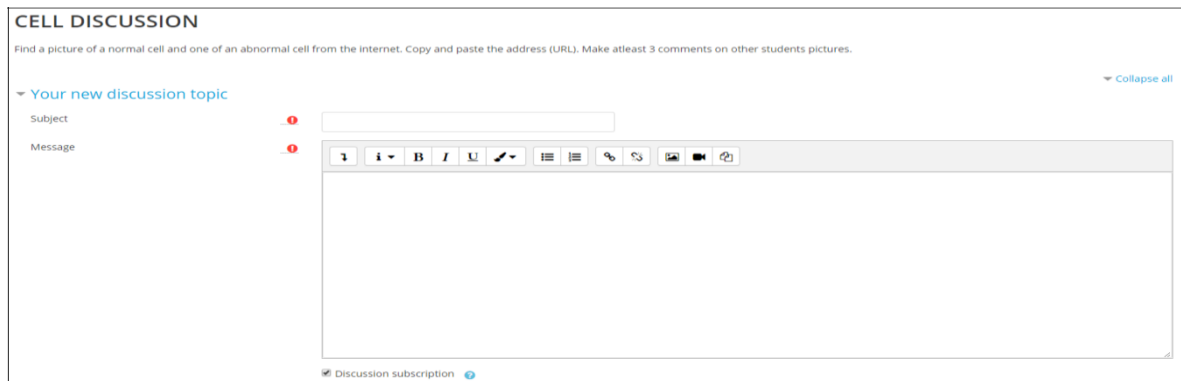

Figure 4:Sample Forum

Be sure to change the subscription setting to suit your needs. If you want to receive emails of all posts in this specific forum, keep the *Discussion Subscription* box (under the *Message* box) ticked. If you do not want to receive emails about new posts to this forum, untick the *Discussion Subscription* box. Some instructors may have set the forums to force you to be subscribed, in which case this option will not appear.

Forums (continued)…………………

Replying to a Thread

1. Click the name of the thread in the forum.
2. Reply to a post by clicking the *Reply* link at the bottom right of the post.
3. Give your post a title in *Subject* heading.
4. Type (or paste from a word processor) your post in the *Message* section.
5. When finished, check your post for errors, and click the *Post to forum* button at the bottom of the page.

Some instructors use groups within forums. If you want to see the forum posts for a particular group, select the group name from the drop-down menu that will appear on the forum's page. Depending on the course's setting, set by the instructor, you may only be able to see posts made by members of your own group.

5.3.2 Assignment

The assignment feature in Moodle allows instructors to easily collect external documents from students. Instead of physically printing out a document and handing it to your instructor, you upload a file into Moodle for your instructor to view and grade. To submit an assignment, click the name of the assignment in your class. A description of the assignment and a box showing the submission status, date and time due, and time remaining for the assignment will appear. Assignments links will be similar to this:

Once you click on the assignment link, you will see a screen that looks similar to this:

Figure 5:Assignment Submission Status Screen

Assignments (continued..........

Uploading Files

Click **Add submission** at the bottom of the screen (see previous page). The maximum upload size for files and number of attachments are listed above the submissions box under the **File submissions** heading.
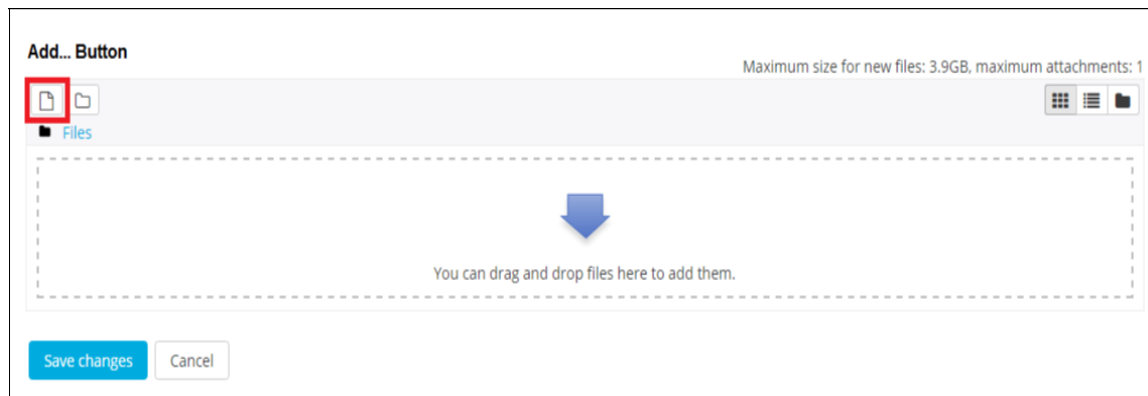

Figure 6:Assignment Submission Screen

There are two ways to upload files:

1. The easiest method is to locate the file within your computer's file system, click and hold down on the file, and drag it into the box that says **You can drag and drop files here to add them** (see figure above). Note: This is not available with Internet Explorer 9 and below.

2. Click the **Add**... button (see red box in figure above). Next, choose **Upload a file** in the left sidebar. Click the **Choose File** button under **Attachment** field. Locate your file within your computer's file system. Click open. Lastly, click **Upload this file**.

    You should now see the uploaded file (see figure below). If you accidentally uploaded the wrong file, simply click the file you uploaded and click **Delete** in the pop up window. If there are additional files your instructor requires you to submit, repeat the submission process. Once you have uploaded the correct file(s), click **Save changes**.
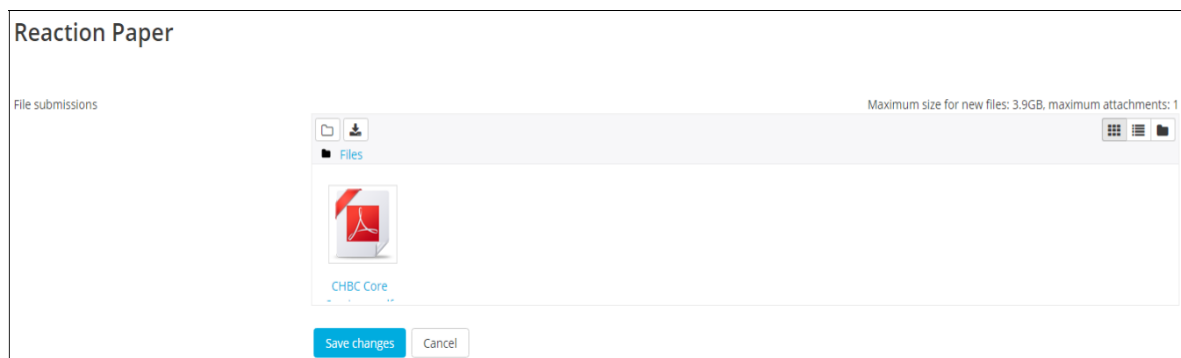

Figure 7:The file has been uploaded. Once you hit Save changes, the file will be submitted for grading.

5.3.3 Quizzes and Exams

5.3.3.1 Quizzes

Many instructors require students to take quizzes and exams within Moodle. To take a quiz or exam, click the name of the quiz next to the quiz icon. Your quiz link will look similar to this:

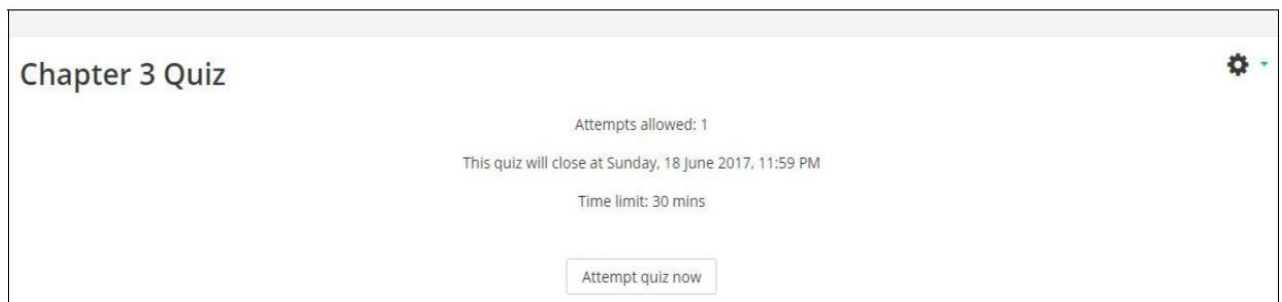When you click your quiz or exam link, you will see this page:

Figure 8:Initial Quiz Screen

This page should provide you with information about the quiz. This includes the date and time the quiz is due as well as its time limit (if applicable).

Note: The time and due date set is when the quiz must be submitted, not attempted. If you are in the middle of the quiz when time expires, you will not be allowed to finish. Make sure to give yourself ample time to complete the quiz before the close time.

Once you are ready to begin the quiz, click Attempt quiz now. After you begin the test, you will see the question page. There are several different question types, including multiple choice, essay, true/false, short answer, or matching questions. On the right of your screen, a block titled Quiz Navigation appears (see figure). This block shows the question(s) you are attempting and how many questions are left on the quiz. The question(s) you are currently on will have a bold border around it.

Some instructors allow you to navigate through the questions by clicking the question number. However, some may not allow you to do this. If clicking the question number does not allow you to navigate, then the instructor only allows you to move sequentially through the quiz. Therefore, you will not be able to go back and answer skipped questions or change an answer. If the quiz is timed, the timer will be located at the bottom of the block.

5.3.3.2 Exams

When all questions are answered on a page, click *Next*. Once you have answered all the questions and are ready to submit your quiz or exam, click *Next* on the last page or click *Finish attempt...* in the **Quiz Navigation Block** (see previous page). You will then be directed to the *Summary of Attempt* page, which displays whether or not you have answered each question. If you are ready to submit your quiz, click *Submit all and finish* at the bottom of the page.

6.0 Viewing your grades
6.1 Grades

In Moodle, students can view their grades at any time.

1. To view your grades:
2. Log into Moodle and enter your course.
3. Click on the *Grades* link in the *Administration* Block
4. Your grades will be displayed.

Note: that you may need to click the grade category headings to see grades for individual assignments. This may vary from course to course.

If you have completed assignments in Moodle and your instructor has posted grades, you can view them by clicking on the *Grades* link in the **Navigation Drawer**

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
📁 **DEVELOPMENT STUDIES-SEPT-2019**						
☑ QUIZZ ONE - INTRODUCTION TO DEVELOPMENT STUDIES	0.00 % (Empty)	-	0–10	-		0.00 %
☑ CAT 1	0.00 % (Empty)	-	0–10	-		0.00 %
☑ CAT 1 session 3	100.00 %	7.74	0–10	77.42 %		77.42 %
∑ **Course total**	-	**7.74**	**0–10**	**77.42 %**		-

Figure 10:Course Grade Screen

Once you have clicked on Grades, a table (see below) will appear with the column headings:

- ✓ *Grade item* - the name of the assignment, quiz, forum, etc.
- ✓ *Calculated weight* - the number of points available for the grade item divided by the total number of points available in the course (this will vary according to course grade aggregations).
- ✓ *Grade* - the number of points you received for this grade item.
- ✓ *Range* - the range of points (minimum and maximum points) available for this grade item.
- ✓ *Percentage* - this is the number of points you earned divided by the number of points available.
- ✓ *Feedback* - what the instructor wants you to know about this grade item.
- ✓ *Contribution to course total* - the total points earned for the grade item divided by the total number of points available in the course (this will vary according to course grade aggregations).

7.0 Course Activity Icons

Each topic/week of the course will be made up of activities and instructions. These activities and instructions will vary within each course. It is important to read all instructions and click all links for the current section in the course. Each link is accompanied by an icon. Common course activity icons are listed in the box below.

This is the icon for *forums*. The link next to a forum icon will take you to a forum where you can communicate with your instructor and/or other students. See more about forums in the *Forums* section

This is the icon for *assignments*. The link next to an assignment icon will take you to a page where you will submit your work. See more about assignments in the *Assignments* section (pages 8-9).

This is the icon for a *quiz or an exam*. The link next to this icon will take you to a quiz or an exam within your course. See more about quizzes in the *Quizzes and Exams* section (pages 10-11).

This icon represents a *link*. The link next to this icon will take you to an external link.

This icon represents a *folder*. The link next to this icon will take you to a page with additional files.

This icon represents a *page*. The link next to this icon will take you to a page with additional text and resources.

This icon represents a *book*. The link next to this icon will take you to a page displaying a collection of text or resources that is organized by chapters.

This icon represents a *Word document*. Moodle is able to recognize some file types and display their appropriate icons. These are resources (such as Word documents and PDFs) that your instructor has posted and intends for you to view and/or download.

8.1 Moodle Mobile App

Moodle is also available for your smart device. The app is called **Moodle Mobile** and is available for Android and iOS devices. Once you have installed and opened the app, you will see this screen:
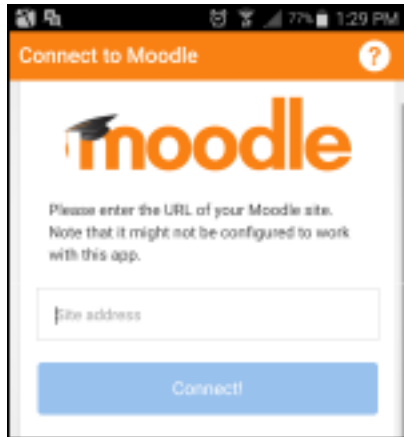
Step 1: In *Site address*, enter: **moodle.mmu.ac.ke**. Then hit *Connect!*
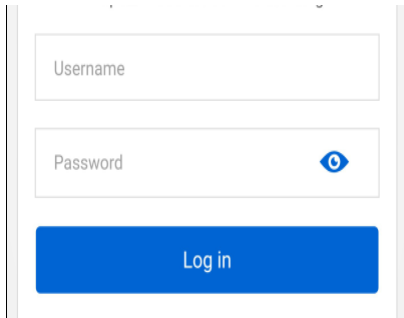
Step 2: Enter in your login credentials. If you can't remember them, see the *Logging In* section of this manual
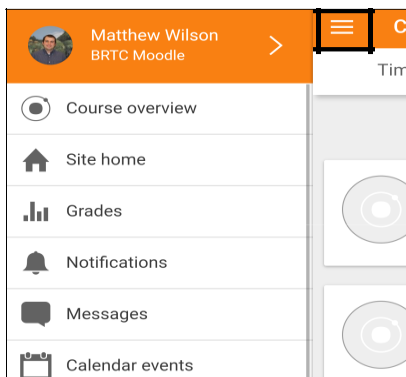
Step 3: Once you log in, a list of your courses appears. If you tap the button with three horizontal lines in the top left corner, this will open up the **Navigation Drawer**. Navigating the mobile app will be similar to navigating Moodle within a browser.

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9.0 Testing in Moodle Notes

9.1 Testing Tips:

Testing in Moodle is very user friendly and most students like it. Moodle tests are computer graded which allow the student to receive their grade immediately in most cases. However, there are a few very important things you need to know before taking your first test in Moodle.

- When your instructor is ready for you to take a test typically a link will appear. Be sure you've read any information provided by your instructor as to when you should take the test. Never enter a test unless you are prepared to complete it.

- It is important to plan the time you'll take your test. Once you start a test there is no "turning back". You should take your test at a time when you'll have few distractions.

- When you click on the link to a test you'll be taken to an overview screen where you can learn a little about the quiz. Included will most likely be the due or close date for the quiz and the time limit if applicable.

- Occasionally your instructor may password a test. If you are asked for a password when trying to enter a test, you'll need to obtain the password from the instructor. Be very careful of capitalization when keying passwords.

- When you are ready to attempt the quiz click the Attempt Quiz Now button.

- Your test may be timed. If so, you'll see a timer appear at the top left of the screen when you enter your test. This timer will count down the time you have left to complete your test. In Moodle you will be kicked out when the time limit is up so please being sure to

  - finish your test and submit it PRIOR to the time running out.

- The student interface for quizzes has undergone a lot of improvement in this version of Moodle. It is now easy for students to keep up with where they are on the quiz and to flag questions they want to come back to. Take note of the new Quiz Navigation block at the top, left side of the screen when in the Quiz. Each number represents a question. The question with the dark border is the one you are currently working with. To move to a new question simply click the number, or click the **Next** box

➤ Also notice that for each question you can choose to "Flag Question". This allows a student to mark a question so that they remember to come back to it later.

➤ The Quiz navigation block will tell you a lot of information about your status in a quiz. When a question has been flagged, its corresponding number in the Quiz navigation block will now have the upper, right corner colored in red. As you move through a quiz, questions will be shaded gray as they're answered.

➤ Notice in the image below that questions 2 and 5 have been flagged. Questions 3 and 4 have been answered and the user is currently on question 6.

➤ When the student is done with the quiz, they will click the Finish attempt link to be taken to a summary page prior to submitting the quiz for grading.

➤ The Summary page clearly shows the student which questions were flagged and which questions have been answered. From this screen they can click any question to return to it. When they're completely finished with the quiz they will click the Submit all and finish button to submit the quiz for grading.

➤ Most of your test questions are graded as soon as you click Submit. Your instructor decides how much information you'll see next. You may only see your score or you may see each question and the correct answer. For each question, note how many points you were awarded.

➤ Your score will appear in the gray box at the top of the page.

➤ You may miss a fill in the blank question due to spelling. If so, contact your instructor. They may or may not give you credit for the question.

➤ If your test includes essay or short answer questions those must be graded individually by your instructor. You are not awarded any points for those questions until the instructor has graded them

➤ To come back later and review your tests, simply click on the name of the test from your course page, then click your grade.

References

1. ***Moodle Definitions activities and User management.*** (2019, October 8). Retrieved from Tech Terms: https://techterms.com/definition/moodle

2. Moodle.org. (2019, October 8). ***Manging Moodle Course and Activities***. Retrieved from Moodle.org: https://docs.moodle.org/37/en/Main_page

3. Technology, A. C. (2019, October 8). Retrieved from Almara Colleges: https://www.um.edu.sa/sites/default/files/u224/studentManual_English171.pdf