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).

![Image of browser with URL entered]

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

![Image of University Website with E-Learning portal highlighted]
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 nines 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.
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.
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.
FINDING YOUR COURSES

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

➢ 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.
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.

➢ 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 Class**
  
  Click on the Link below to attend an On line Class
  
  https://webconference.uoeld.ac.ke/b/jen-ala-xxe-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**

- **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 online class, you can either:

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

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

1. Submission status
2. File submissions
3. Attachment: Choose File Alice Anyango.docx
4. Save as: Alice Anyango
5. Author: Alice Anyango
6. Choose licence: Licence not specified
7. Upload this file
8. Save changes
THANK YOU