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.
➢ 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 you 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.
➢ 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.
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.
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’
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).
c) Under the Description, enter the course purpose.

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).
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.

➢ Click ‘Turn editing on’ to start editing the course.
Click on ‘Edit’ then ‘Edit section’ to add course information in the ‘General Section’.

Check on the ‘custom box’ under section name and enter the course code and title.
For the ‘Summary’, Copy and paste your pre-prepared course information as per the format provided. **Save changes.**

To edit weekly material, click on ‘Edit’ at right hand side of the specific week, the click on ‘edit 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.

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

Click here to add a file

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).
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.
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.

Save and return to course
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**

**Outlook of an added URL:**
➢ 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.*

➢ 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:

a) Manually (by the Lecturer) or through

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

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

➢ Edit the pop up window by enabling and setting the ‘enrolment ends’ date.

➢ Save changes.
THANK YOU