E-Learning Student Support Tutorial

For Further Support.
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Introduction

Welcome to the improved KMTC Elearning platform. This document is designed to help you understand how to navigate through it with ease. From the point of logging in to navigating into the enrolled modules. To begin with, you need to have a user name and a password to be able to access the platform. That's where we begin.

1.0 **Login**

Every validly registered student will be provided with a college email address that will be used to create your e-learning account. ICT department is the department mandated to issue the email addresses. Once armed with the college e-mail address, then the e-learning department will advise on how you will get the e-learning platform's username and password.

Once you have been allocated a username and a password;

1. You will need to make sure that you have a reliable Internet connectivity on the device you are using to access the e-learning platform that we shall subsequently refer to as the platform.

2. Open up your web browser. The platform supports all major Internet browsers such as Internet Explorer, Firefox, Safari, Opera, Chrome, etc.

3. Enter the website address of the Elearning platform, http://elearning.kmtc.ac.ke in the browser's address bar as shown below. You will be redirected to the platform
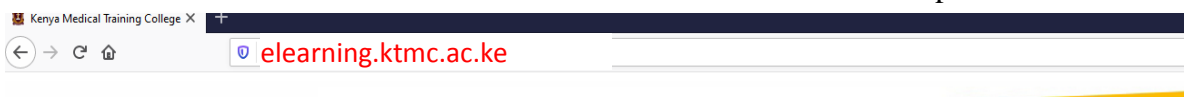

Figure 1.0: Address Bar

4. Upon typing the address as shown in figure 1.0, you will be redirected to a page that will require you to key in your username and password. See figure 1.1 below.
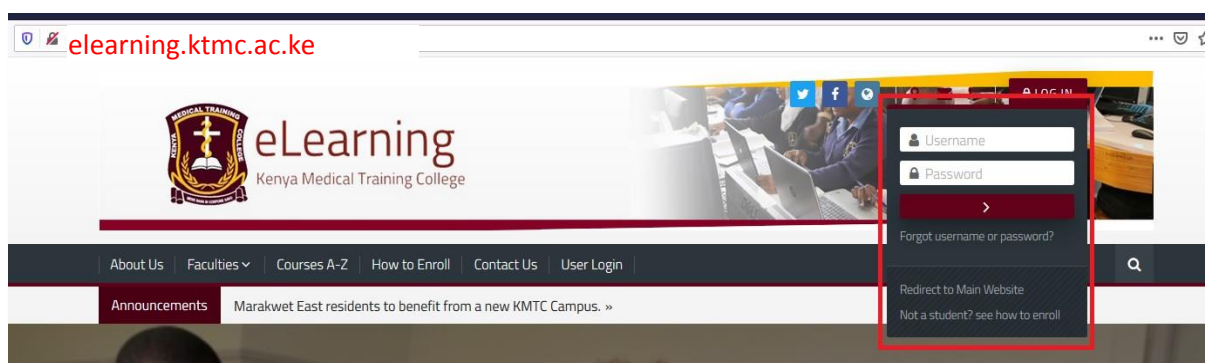

Figure 1.1: Log in

5. Key in your username and password and click on the button below the password box to complete the login process.

2.0 <u>**The Dashboard**</u>

After successful log in to the platform, you will be redirected to your dashboard as shown in the image below. Additionally, there is an inbuilt platform tour that pops up the first time you log in to your account. It's advisable you go through it as it will enhance your understanding of the many features on the platform.
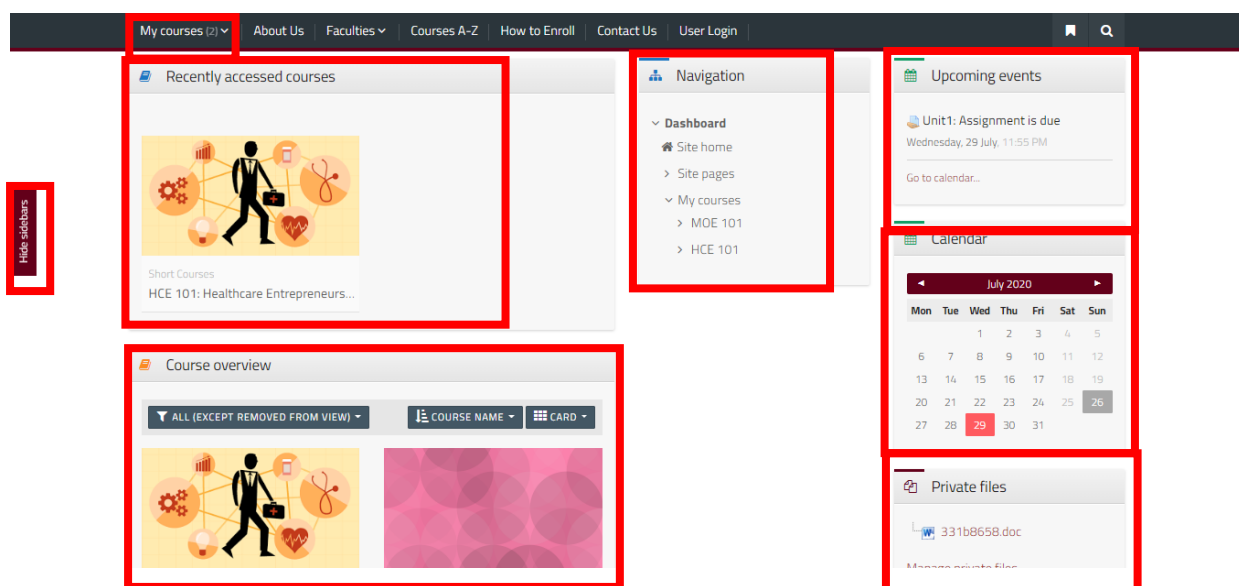

Figure 2.0: Dashboard

The Dashboard is your landing page. It contains many features. Some of the key features, are highlighted in figure 2.0. These include;

a) *My Courses(2)* – Is a short cut to the modules you have been enrolled into

b) *Recently accessed courses* – Displays icons for the modules you are enrolled into and you have accessed atleast once.

c) *Course Overview* – Lists the modules you are enrolled into

d) *Navigation* - It's the main navigation area within your dashboard. Key among the sub-menus is *My Courses* that lists short codes of the modules you are enrolled in.

e) *Upcoming events* – If a module has assignments who's due date is within a few days to come, or a discussion forum scheduled to happen in a few days to come, it displays in this location as a reminder.

f) *Calendar* – The calendar highlights dates that have due assignment or scheduled activities dates. For example, in the above case, there is an assignment due on 29th July. See the item in the "*Upcoming events*" section. Besides the date being differently

coloured, if you hover your mouse over the date, a popup showing the event or item who's date is due will pop up.

g) *Private Files* – This is like a private inbox that you can store files and folders specific to your school work.

h) *Hide sidebars* – Sometimes the navigation block disappears. *Hide Sidebars* button restores/unhides it

2.1 Changing My Profile details

Your profile contains in summary your details. That is, your registration details and your photo. These are details that someone on the platform can see about you. It is therefore strongly advisable to upload a profile photo in addition to providing details that uniquely identifies you within the platform. To add a photo to you profile page as well editing the details, click on the login button that now has your name on it as shown below;
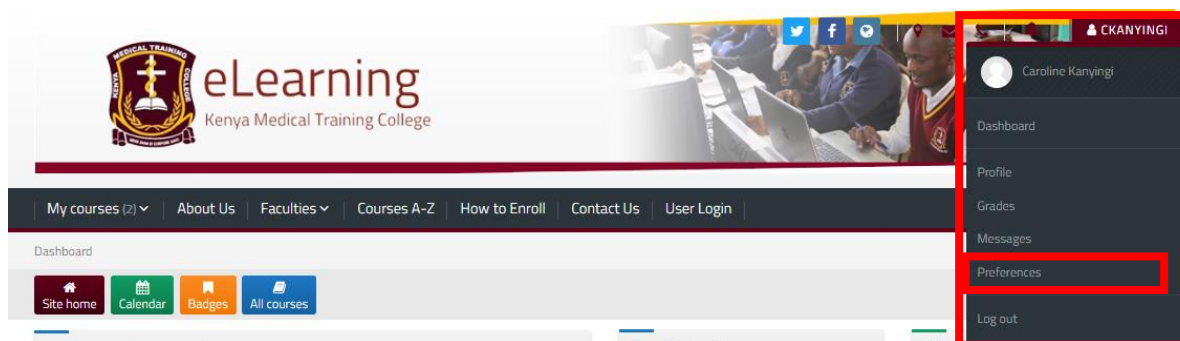

Figure 2.1: Accessing user profile details

Click on *Preferences* and a page like the one shown below displays. On this page, you can be able to change your password as well as your profile details.
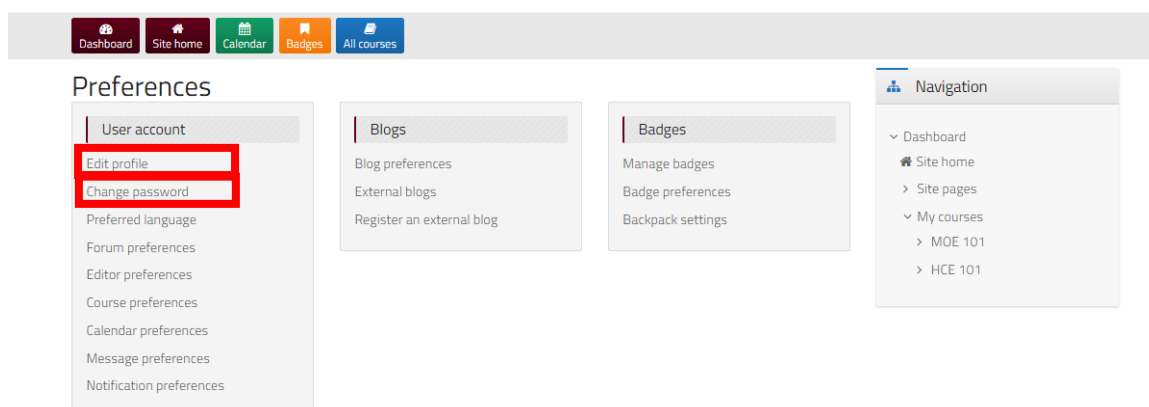

Figure 2.2: User Preferences

To change your password, click on *Change Password* and the window below displays
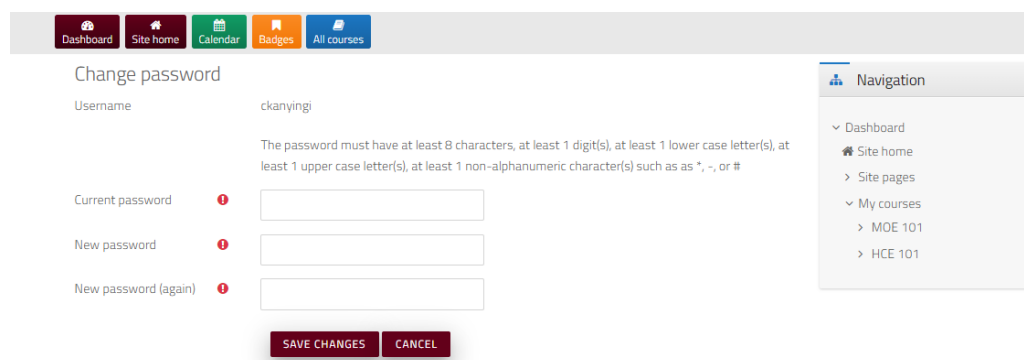
Figure 2.3: Changing Password.

Begin by keying in the current password then the new password twice in the spaces provided.

NOTE: The password should observe the following rule:

(i) It should be atleast 8 characters long
(ii) It should contain atleast one number
(iii)It should contain atleast one capital letter
(iv)It should contain atleast one special character
(v) An example of such a password is **Ex@mple!**

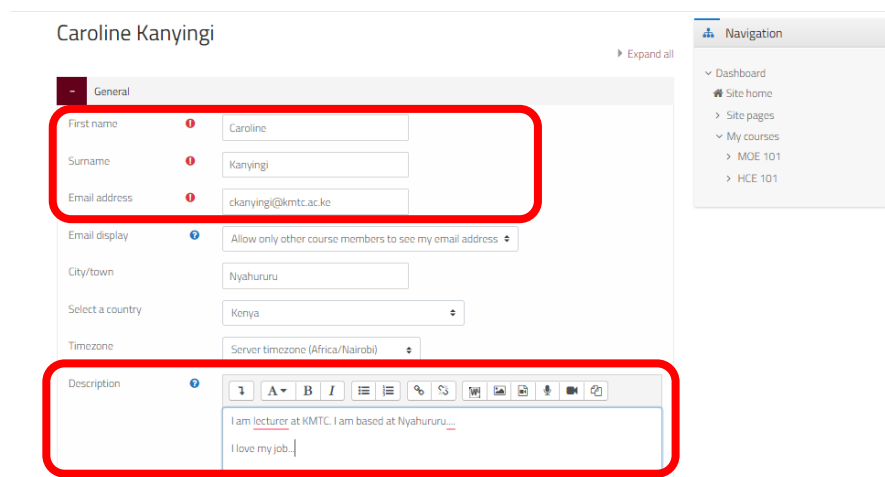To edit your profile details, on figure 2.2, click on *Edit Profile*, and the image below loads,

Figure 2.4a: Profile details

The above figure displays first part of your profile details. On this part, confirm whether your name has been keyed in correctly as well as your email address. On the description section, indicate what you would like other platform users to know about you. For example, your department, the college you are based, program studying, etc.

Figure 2.4b shows the second part of the *profile details* section where you are able to upload a profile photo. It's important to have a relevant profile photo for the sake of other platform users as emphasized earlier. A recent coloured passport photo is an example of a relevant photo. Consider this as a mandatory activity.
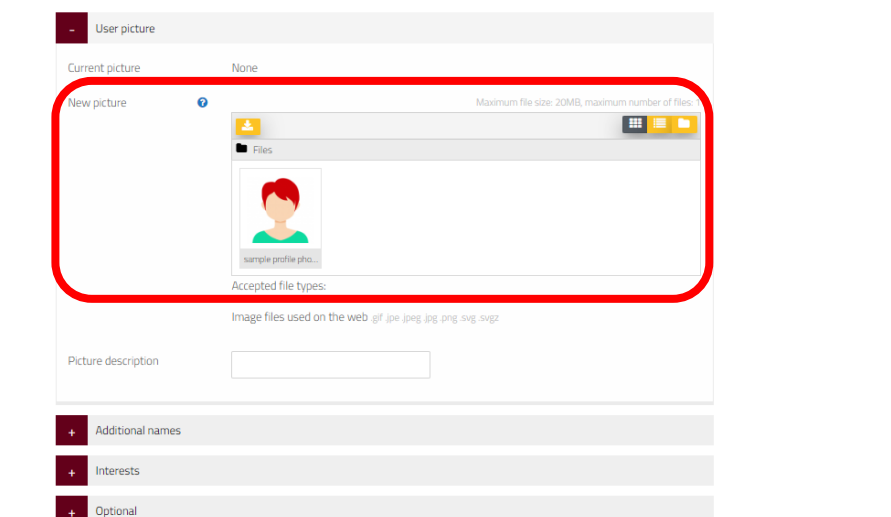
Figure 2.4b: Profile details.

In addition to uploading a profile photo, you can also edit the subsequent sections. That is, *Additional Names, Interests, Optional details and your College number* sections of the profile page.

Upon completion editing the profile page, click on the *Update Profile* button at the bottom of the page to effect the changes. Click on the login button (see figure 2.1) and click on *Profile* to confirm the details that you have edited.
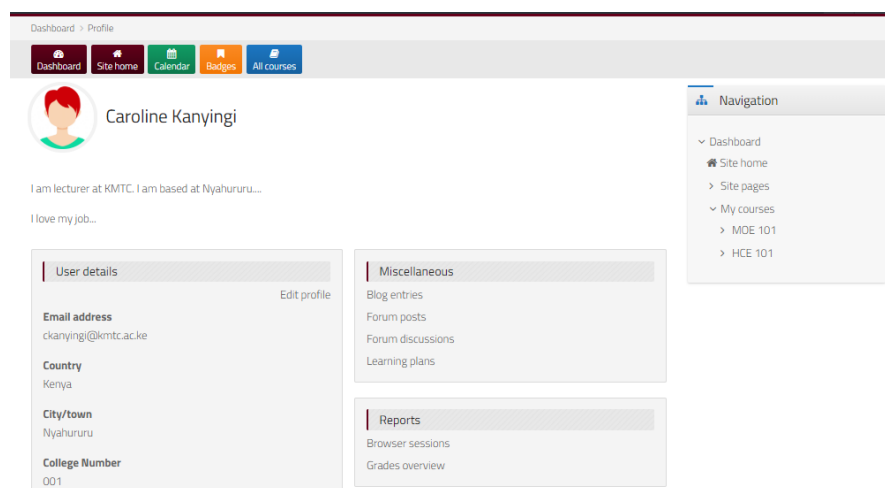

Figure 2.5:Updated Profile details

Figure 2.5 displays the details updated after editing your profile details in figure 2.4. If Caroline would like to change her profile photo to a different one, she would follow the provided instructions above to get to *Edit Profile*, section. See figure 2.1, 2.2, 2.4b
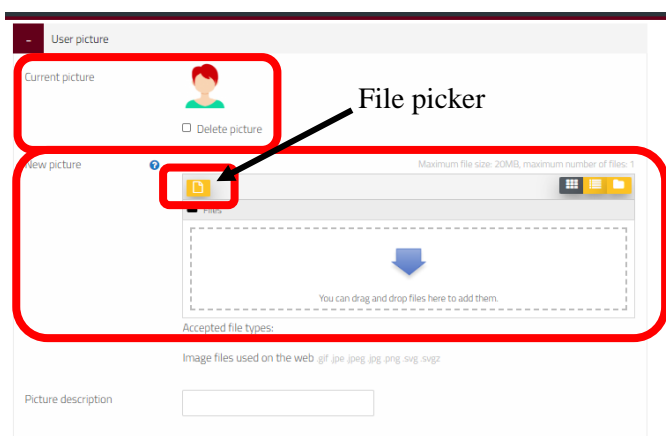
Figure 2.6: Changing a profile photo

As you can see, the current profile photo is displayed. Below it is a checkbox that you can check so that the uploaded one will be deleted. Then the one you upload will replace the deleted one. To upload a new photo, on figure 2.6, at the *New Picture* section, click on the *file picker*. The window below will load (figure 2.7)
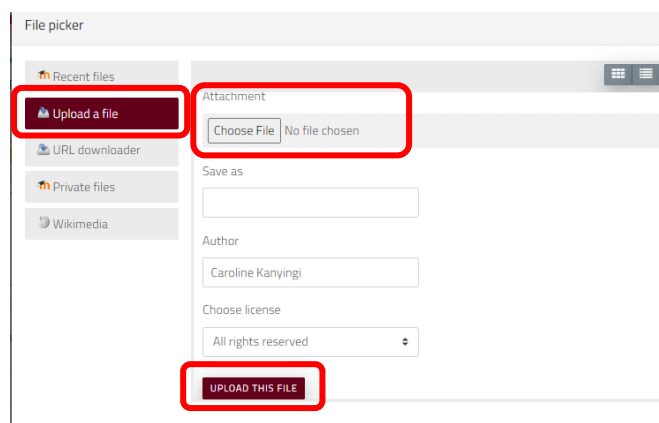
Figure 2.7: File Picker

Since you are uploading a new photo, click on *Upload a file* so that the attachment dialog box appears as shown. Click on *Choose file* and locate the new profile photo on your device that you intend to upload. The name of the file will replace the words *No file chosen* next to the *Choose File* button. Finally click on *Upload This File* button to complete the upload process. Then click on *Update profile* button at the bottom to effect the change.

3.0 **Accessing My Modules**

Accessing the modules you are enrolled in is easy. From the dashboard, the middle column is titled *Navigation*.

Under the Navigation Block, The *My Courses* feature lists and allows navigation between all of the modules you are enrolled in. *Recently Accessed Courses* and *Course Overview* sections also lists the modules you are enrolled it.

NOTE: In case you cannot see any modules listed, get in touch with your head of department. A request will be made to the Elearning department on your behalf so that you get enrolled onto modules.

Click on any of the modules you find at these locations. A sample of the module that opens up is shown below. All modules are structured in a similar way with similar features but different content. Hence, we shall look at each of the features that a module has so that you can be able to understand and communicate effectively suggestions you may want improved especially on the content therein.
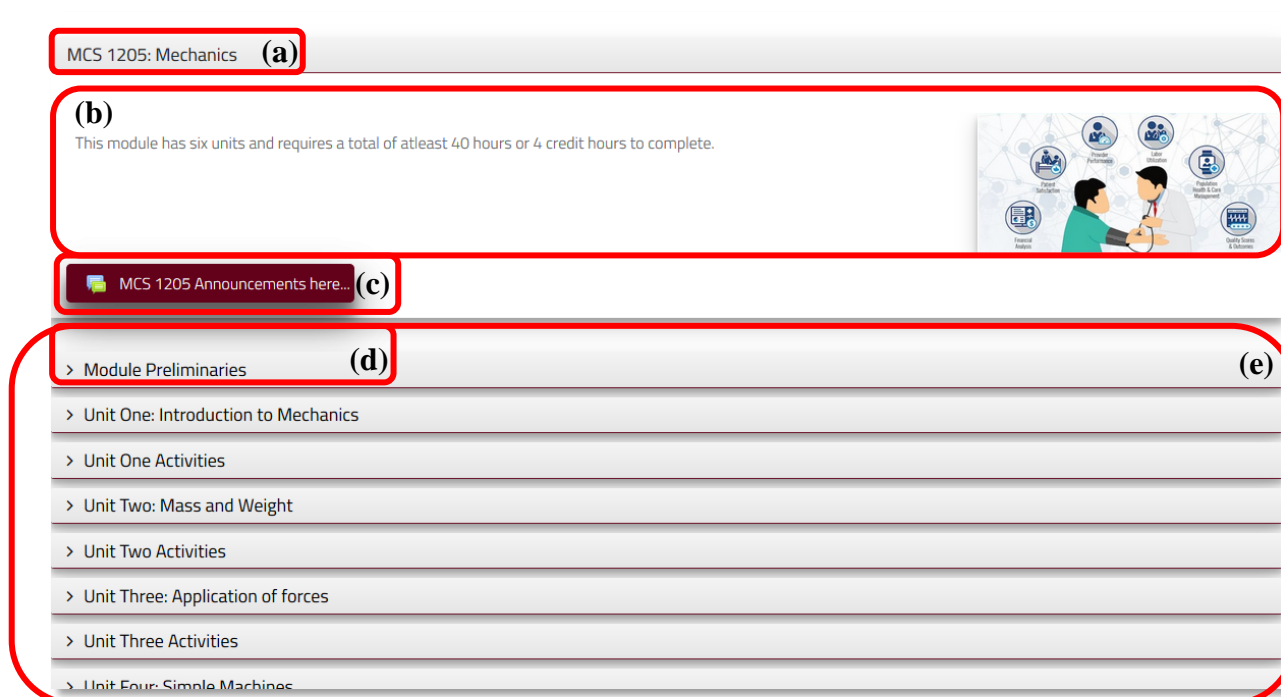
Figure 3.0: A Module Interface

All modules are developed using a template that is standardized. It has several features. The labelled one are as described below;

a) The *name* and given *code* of the module

b) *Introduction* - This space contains the introduction content of the module. An image is also added to help further reflect what the module is all about.

c) *Announcement* - As the name implies, the lecturer will regularly this tool to pass important notifications to you.

d) *Module Preliminaries* - This is a section where you get to know important preliminary content about the module. For example, lecturer support details

e) *Module content and activities*- The subject matter of the module is found within this section.

In more details, the content in the module can be broken down into four sub-sections that are described below;

3.1 Module Introduction

This section contains the *Module Title*, *Module introduction and the Announcement tool.*

This section is meant to help you distinguish a module from another one. From its content, you should be able to clearly know what the module is all about without necessarily having to go through the content.

At this section, there is an announcement tool that the lecturer will use to send frequent module related notifications. For example, notifying you about an uploaded document or video, about a discussion question at a particular unit, or an upcoming lab practical or assessment.

3.2. Module Preliminaries

The *Module Preliminaries* section appears at the beginning of every module after the *announcement* tool. It is meant to provide you the student basic information about the module that you have been enrolled in and now about to begin studying. It has the following content;

a) Module Competency

Generally introduces the module and identify the general objective the module addresses

b) Module Description

This section describes a summarized version of the module outline. In a paragraph form, provide the topics and subtopics to be covered in the module

c) Learning Outcomes

Describes in bulleted form the desired learning outcome for the module

d) Learning Support

Provides details of the instructor and how you can access him/her for queries related to the content. Additionally, there is more contact for the eLearning department for technical support issues.

e) Performance tasks

This section is meant to notify you about tasks within the module to be undertaken before its completion. For example, these tasks are broken down into:

      (i)   Main Tasks that comprise of quizzes and written assignment

      (ii)   Sub tasks that comprise group discussion and clinical logs.

f) Module Learning Requirements

If the modules taught online are examined, then there are some requirements that a student must meet. For example, timely submission of assignments, participation in discussion forums, and chat sessions, completing some lab activities, etc. Such are specified here.
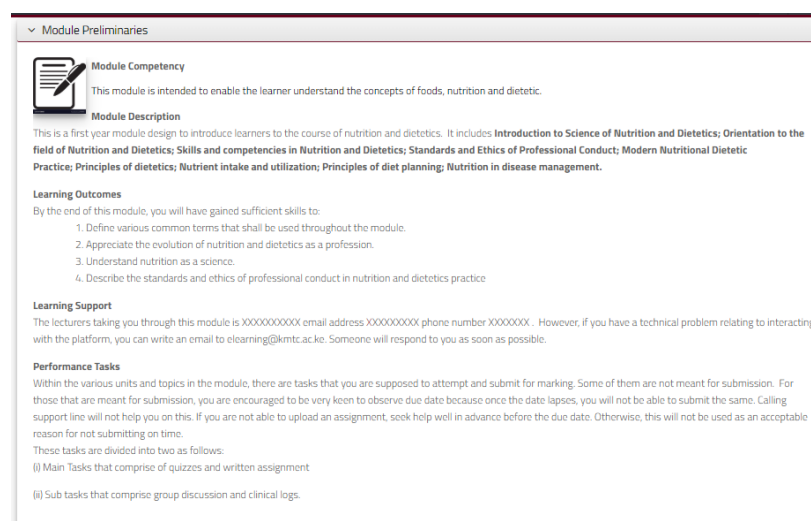

Figure 3.1: Module Preliminaries

3.3   Unit Details

Figure 3.2 illustrate a diagrammatic view of a typical unit. It has the following subsections:

a) *Unit Name* – name of the unit

b) *Unit Introduction* – An introduction to the unit.

c) *Unit Objectives* – The objectives to be achieved after completing the unit are listed here.

d) *Unit Learning Requirements* – You are reminded some learning requirement necessary for the completion of that unit.

e) *Unit Content* – A unit can have one or more topics. All the topics in the unit are described herein. At the end of every topic, you should find *Topic Summary* and *Further Reading*
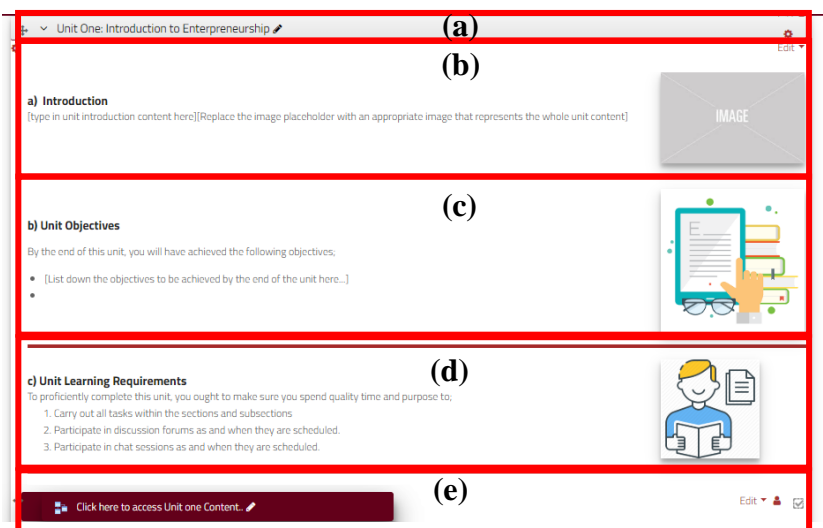
Figure 3.2: Unit Content

3.4. Unit Activities

This section is related to the unit's content. It houses the following subsections:

3.4.1. Review Questions/Unit Activities

These are questions that are meant to help you assess your level of understanding of the content just learnt within the unit. Alternatively, it could also house activities meant to be done by the student upon understanding the unit's content.

3.4.2 Performance Tasks

Sometimes the lecturer will prepare questions to be attempted in a discussion question. It is at this location where you find the discussion forum tool for this function as well as additional task. The said tools include;

a) Assignment – If a unit has an assignment for submission, you will find it here. These are mandatory assignment that are meant to be submitted for grading purposes.

b) Discussion forum – Used to handle discussion forums. Every unit has a discussion forum tool that is labeled in relation to the specific unit. This makes it easy to specify the location where the lecturer may have preset a discussion question.

c) Chat – Used to handle real-time interaction between the lecturer and the students or among the students. Every unit has a well labeled chat tool to facilitate clearly specifying the location of an anticipated chat session.

d) Handout – A lecturer can decide to share a file or a document to the students. This tool is suitable for this purpose. There are courses that have manuals, or additional files needed for use in the context of the study.
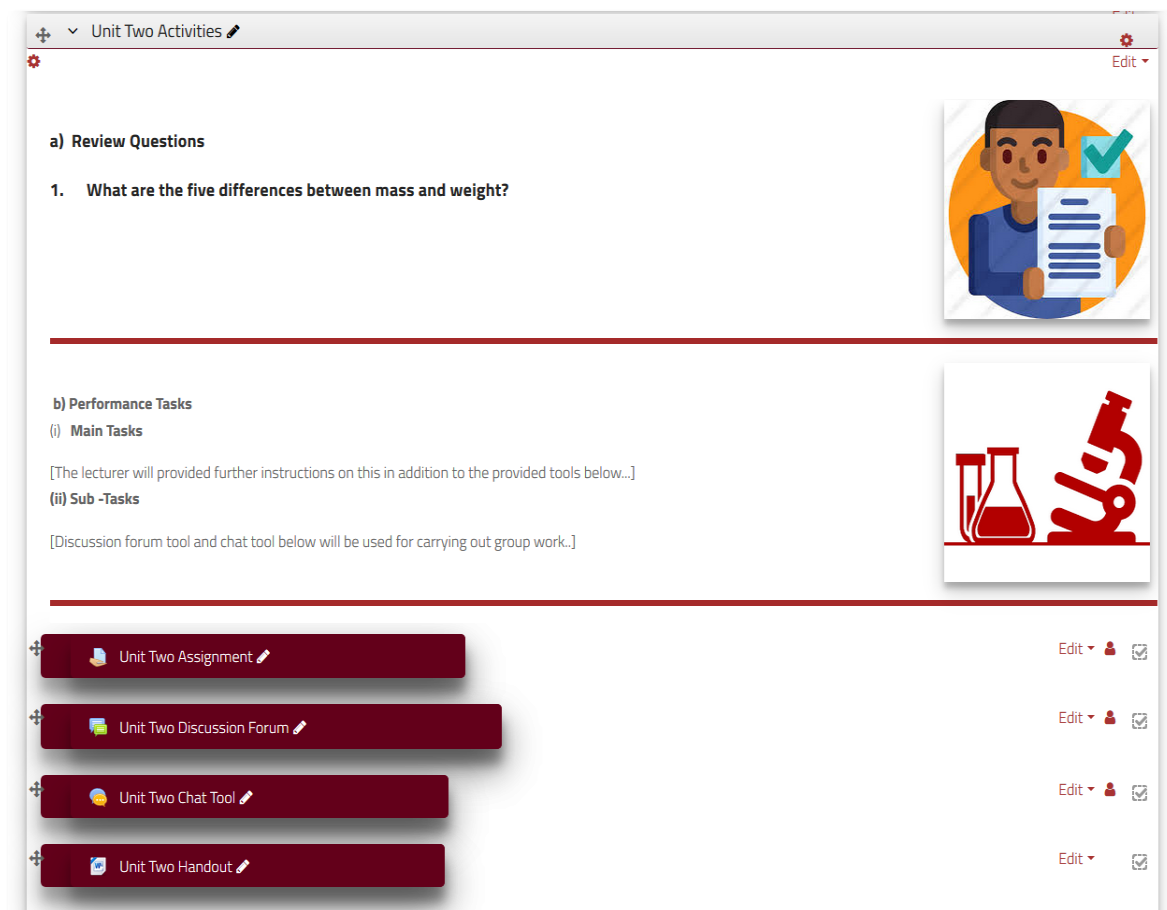
Figure 3.3: Unit Activities page

4.0 <u>**Handling Assignments**</u>

Assignments are questions a student is meant to research about, format well their responses in an MS Word document and/or any application then upload for the lecturer to download, mark and assign marks.

This section will cover the following areas;

4.1 **Submitting an Assignment**

If a unit has an assignment that ought to be submitted, it is located at this section. Click on the assignment button that is shown below
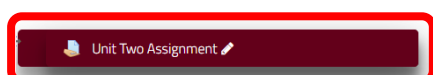

Figure 4.0: Assignment tool

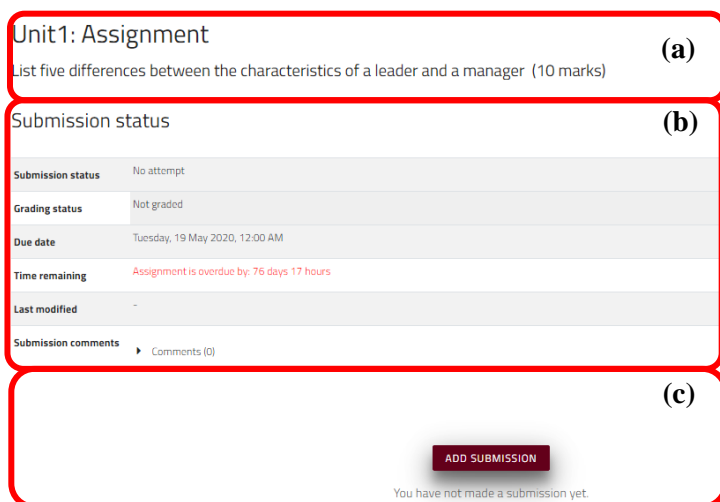When you click, the page that loads looks like the one below;

Figure 4.1: An Assignment

To submit an assignment, observe the following with reference to figure 4.1;

a) Contents of the assignment.

b) Regarding submission of the assignment;

- The assignment has not been submitted and subsequently, it has not been graded.
- The due date is clearly indicated as 19th May 2020
- The time remaining is in red colour to reflect that it is already overdue.

c) The submission button that is used to submit the assignment.

NOTE:

1. If the assignment is overdue, the *Add Submission* button disappears.

2. On the noticeboard, there is an assignment submission template that should be on the coverpage of your assignment. Before you submit an assignment, purposes to download it and append it on the front of your assignment. This will significantly help the lecturer from distinguishing your submitted assignment that could be having the same name as that of your colleague.

Once you click on *Add Submission* button, a provision to upload your assignment appears as shown below;
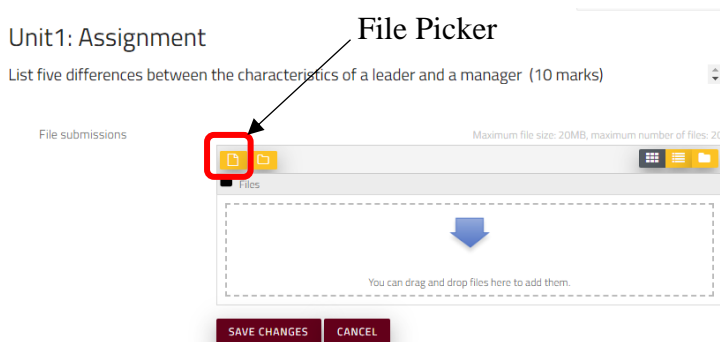
Figure 4.2: Assignment uploading process.

On figure 4.2, click on the file picker so that you get a mechanism to help you upload the assignment from your device. Below is the page that loads when you click on the file picker button.
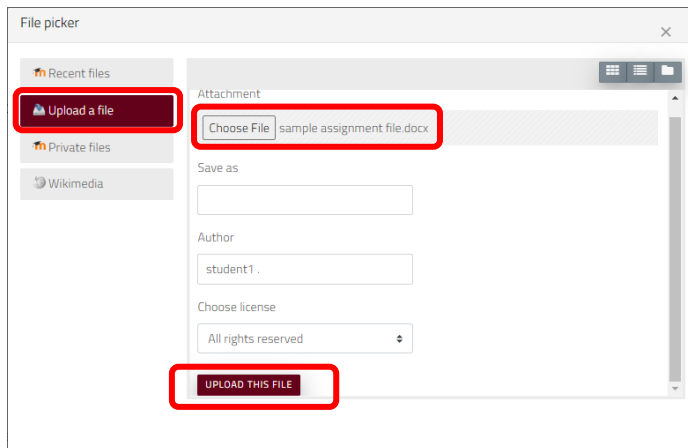

Figure 4.3: Uploading an assignment

Click on *Upload a file,* then click on *Choose File* and locate the assignment you want to upload from your computer. When you upload the file, the name should appear as indicated in figure 4.3, *sample assignment file.* Then click on *UPLOAD THIS FILE* button. Upon uploading, the assignment, it appears like indicated below;
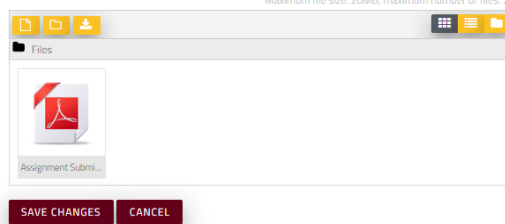
Figure 4.4: Uploaded assignment

On figure 4.4, click on *Save Changes* to finally submit the assignment.

Figure 4.5: Draft Assignment

NOTE:

a) The assignment is yet to be submitted. It is in draft state. That means you click on *Edit Submission* button and retrieve the uploaded version. Probably you have an improved version of the assignment.

b) You could also delete the *draft* submitted file so that you upload another one. To do this, click on *Remove Assignment.*

c) However, if you feel that the work you have done is final, click on *Submit Assignment.* Clicking this button means you cannot revert the submitted file. When you click on this option, the following is the page that you get;

Figure 4.6: After submitting the assignment

5.0   <u>Discussion Forums</u>

The Discussion forum activity allows students and tutors to exchange ideas by posting comments as part of a 'thread'. Files such as images and media maybe included in forum posts. The teacher can choose to grade and/or rate forum posts and it is also possible to give student's permission to rate each other's posts.

To access a discussion forum, go to any Unit Activity section. See figure 3.3 Click on the Discussion Forum button labeled as shown below

Figure 5.0: Discussion Forum tool

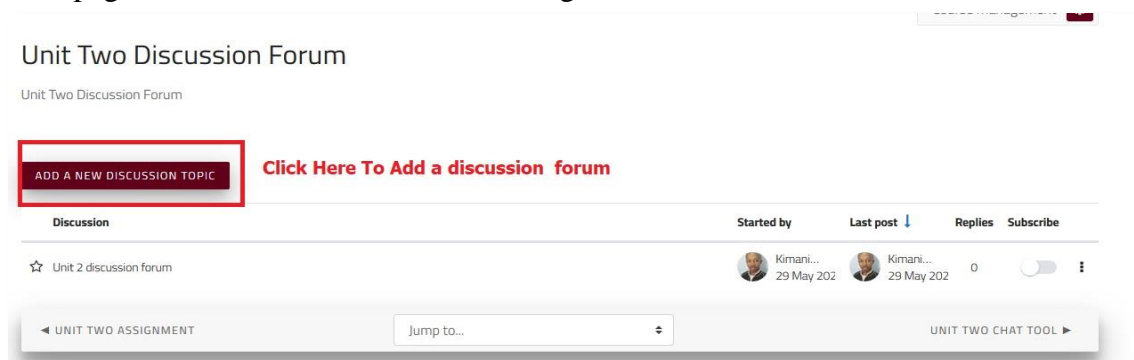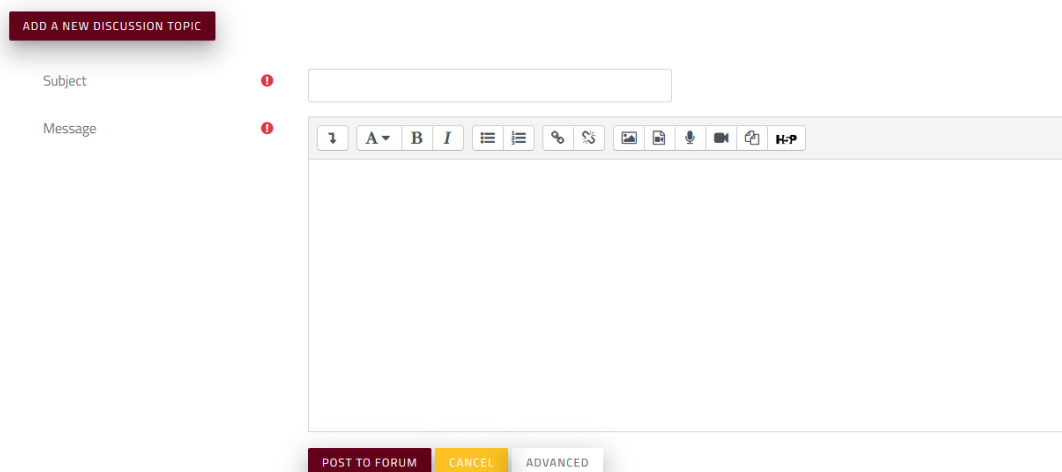Your page should now look similar to the figure below.

Figure 5.1: Creating a Discussion topic

Click on the *Add New Discussion Topic* as shown above to create a new discussion forum post. The resulting page should be similar to the page below

Unit Two Discussion Forum

Unit Two Discussion Forum

ADD A NEW DISCUSSION TOPIC

Subject ❶ [   ]

Message ❶

POST TO FORUM CANCEL ADVANCED

There are required fields in this form marked ❶

Figure 5.2: Creating a new forum post

Fill in the Forum Details and click the *Post To Forum* button for discussions. The students will be able to see it on their end.

6.0 Topic Chat Tools

The Chat activity tool allow participants to have a real-time synchronous discussion in a module. This is a useful way to get a different understanding of each other and the topic being discussed – the mode of using a chat room is quite different from the asynchronous forums. The Chat activity contains a number of features for managing and reviewing chat discussions.

To Enter the Chat Room, follow the procedures below.

At the unit activity, there is a chat tool. It appears like the one shown below.

Unit 1: Chat Tool

Figure 6.0:Chat Tool

Upon clicking the chat tool, a new window loads that looks like the one below;
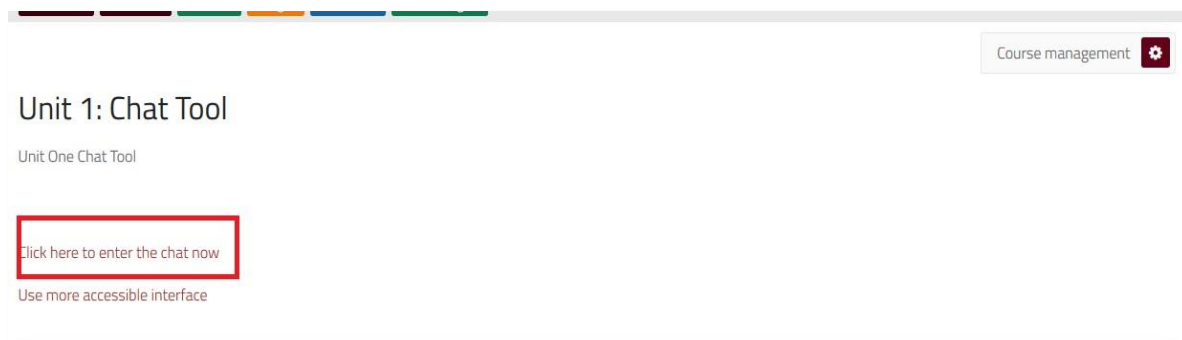
Figure 6.1: Creating a new chat session.

Click on the *Click here to enter the chat now* to access the Chat Room. A new Chat room will pop up in a <u>new window</u> as shown below
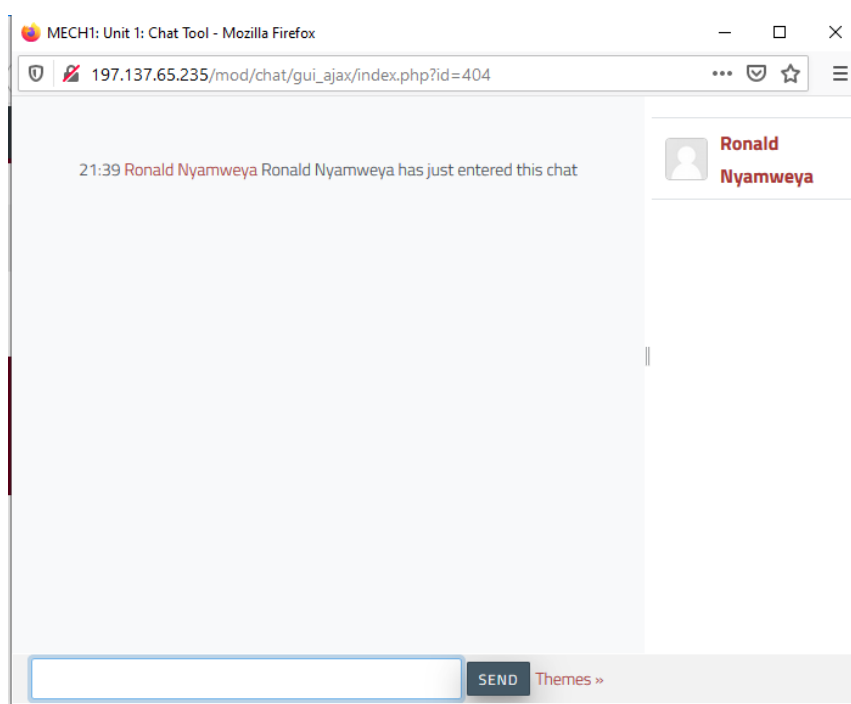
Figure 6.2: A chat room

You should now be able to engage your colleagues and/or lecturer in a Chat Room and discuss in real time. NOTE: The contents of the chat are saved for later retrieval.

7.0 <u>**Uploading Module Handouts**</u>

The lecturer can add a handout for you in addition to the available unit content. To access it, click on the handout button on the activity section. See figure 3.3 that has been captioned in figure 7.0 below

To add a hand out to your Unit Activities section, you first need to have it ready. Then click on the *handout* Edit button as shown below in the Handout Resource

Figure 7.0: Editing handout tool

The uploaded file loads immediately and you are able to download it.

8.0 <u>KTMC E-Learning Mobile App</u>

8.1 Introduction

It is possible to access the KMTC E-Learning platform on your smart phone. You can do so by accessing it via the browser (browser version) installed on your phone or via the Mobile app (Mobile version). When using the Mobile app, there are more functionality as we shall see in the next section.

8.2 How to Install

For the browser version, you do not need to install anything. You access the e-learning platform the same way you access any other website via your mobile phone.

For the mobile app version, do the following:

a) Go to Google's Play Store or Apple's App Store,

b) Search and install Moodle.

c) Upon completion of the installation process, click open

d) Select the preferred option. If you are a student (Learner), if lecturer (Educator).

e) Click next and type in the following configurations,

   i)   Your Site: http://elearning.kmtc.ac.ke

   ii)   Click on "*Connect to your site*" button

   iii) Key in your given username and password. NB: Contact elearning@kmtc.ac.ke if you do not have login details.

f) With the correct login, you will get to your dashboard as your landing page. We shall refer to this page as your homepage.

8.3 Features of the E-Learning Mobile App

When you successfully log in to your home page, you will be able to access the following features;

a) Site home

   Within the site home, you are able to view the following;

   i)   All the general communication (public noticeboard) posted on the platform

ii)   Through *My Courses*, you are able to access all the modules that you are enrolled in. For each of the module, you are able to view the progress you have made in terms of studying the content.

iii)   You can also be able to view other links found on the web version of the platform.

iv)   The *Homepage*, *Calendar*, *Messages*, *Notifications* and *options* buttons are conspicuous features placed at the bottom of the site home/dashboard window.

b) Dashboard

Just like on the web version of the e-learning platform, the most visible feature in this section is the modules that you are enrolled in. However, in addition, from this location, you can access the following features;

i)   The modules you are enrolled in

ii)   Timeline

iii)   Private files

iv)   View the users that are currently online

v)   Access the calendar, and

vi)   Any academic related upcoming event that the lecturer or platform administrator may have posted.

c) On the strip at the bottom right of the mobile app, is an options link that allows you to access either of the following;

i)   Your grades for the various modules' assignments, graded discussion forums and any other graded features for the various modules that you are enrolled in.

ii)   Your private files

iii)   A link you can use to access the browser version of the e-learning platform

iv)   Preferences. Within this section, you can be able to access your messages, notifications and the Synchronize link.

v)   The Synchronize link is important when you have downloaded a course/module. Whenever you have been reading or carrying out various tasks, you need to click/tap on this link so that to synchronize with the browser/web version of the platform. This way, the lecturer will be able to see your progress.

     NOTE: For Syncing to happen, you need to connect to the Internet.

d) At whatever the location you might be, to go back to where you started, tap on the home button at the bottom left of your current window, you will be redirected back to the dashboard.

e) To open a module, tap on it at the dashboard. You will access all the features found in the web version of the same.

NOTE:

(i) For discussion forum, it is best to view it in the browser version. This way, you are able to see the responses to posts arranged in a better fashion. To do this, next to every post, is an option that allows you to select the option of viewing in the browser mode.

(ii) When you tap on a module to open it, at the top are two menus, *Content* and *Participants*. Tapping on Participants allows you to view your classmates.

(iii)Submitting an assignment is similar to the way it's done on the browser version. You can watch a video on how to submit via the mobile app here

f) To view Participants (or your coursemates), open a module, then at the top, select Participants.

8.4 Downloading a Module

Downloading a course/module helps you access it while offline and allows you to do all that you would have done on the online version of the same. For example, read module content, attempt and submit an assignment, submit your discussion forum post and several other features

If you do not activate the "*Show download options*" link at the settings found at the top right corner, you can still be able to download any module you choose. On the face of every module is an options ellipsis (three dots). Tapping on it will give you the option to download a course/module.

The end…

If there are further queries, please do not hesitate to contact the e-Learning office through elearning@kmtc.ac.ke for further support.

Thank you.