ICT DEPARTMENT

E-LEARNING:

VERSION 1.0

FACULTY MANUAL

0722 224 193, ict@mua.ac.ke, odeladmin@mua.ac.ke
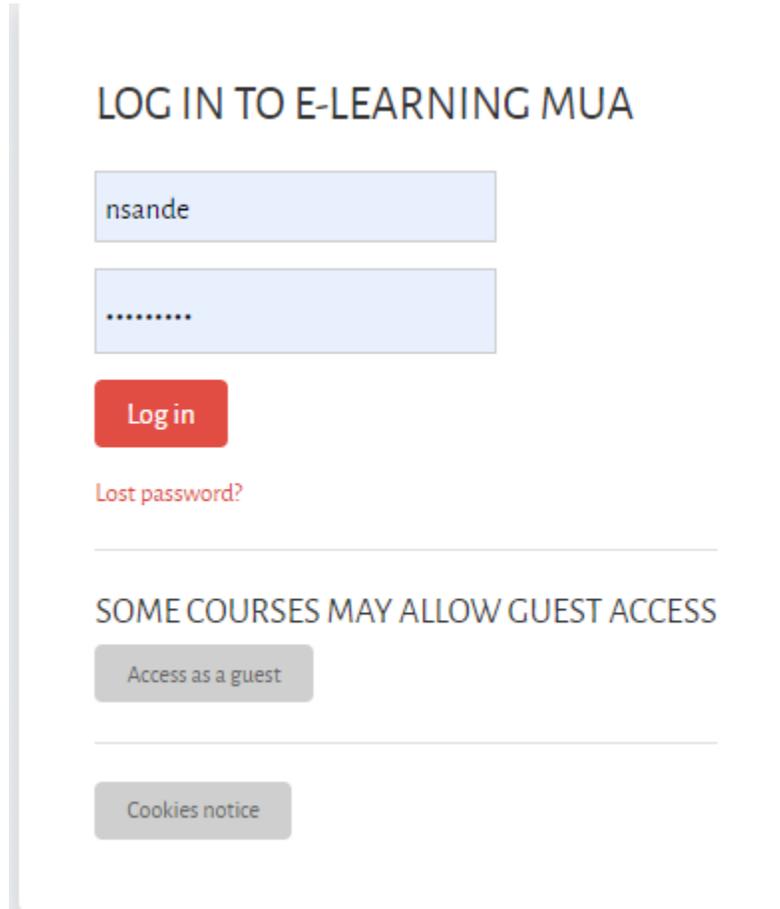
https://lms.mua.ac.ke

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Logging into Moodle LMS

For you to login you go to the following link: https://lms.mua.ac.ke/lms/login/ and insert your username and password on the login page ; see below screenshot.

Update profile & change settings
1. On any Moodle page, go to the User menu in the top right corner of the page (where you would go to log out).
2. Expand the user menu and click on Profile.
3. Under User Details click on the Edit profile link.
4. Enter your City/town & Country (if required).
5. Add description (with phone #, office hours, brief bio, etc).
6. Upload a picture r (strongly recommended as per cue recommendations).

Moodle navigation, My Courses, Dashboard:

On the top left corner , there is a button named , My Courses,this is where you can click and view all the units allocated to you as a faculty member for the current semester. See below Screenshot;

Click on the My Courses Tab and it will show all the units allocated to you ;
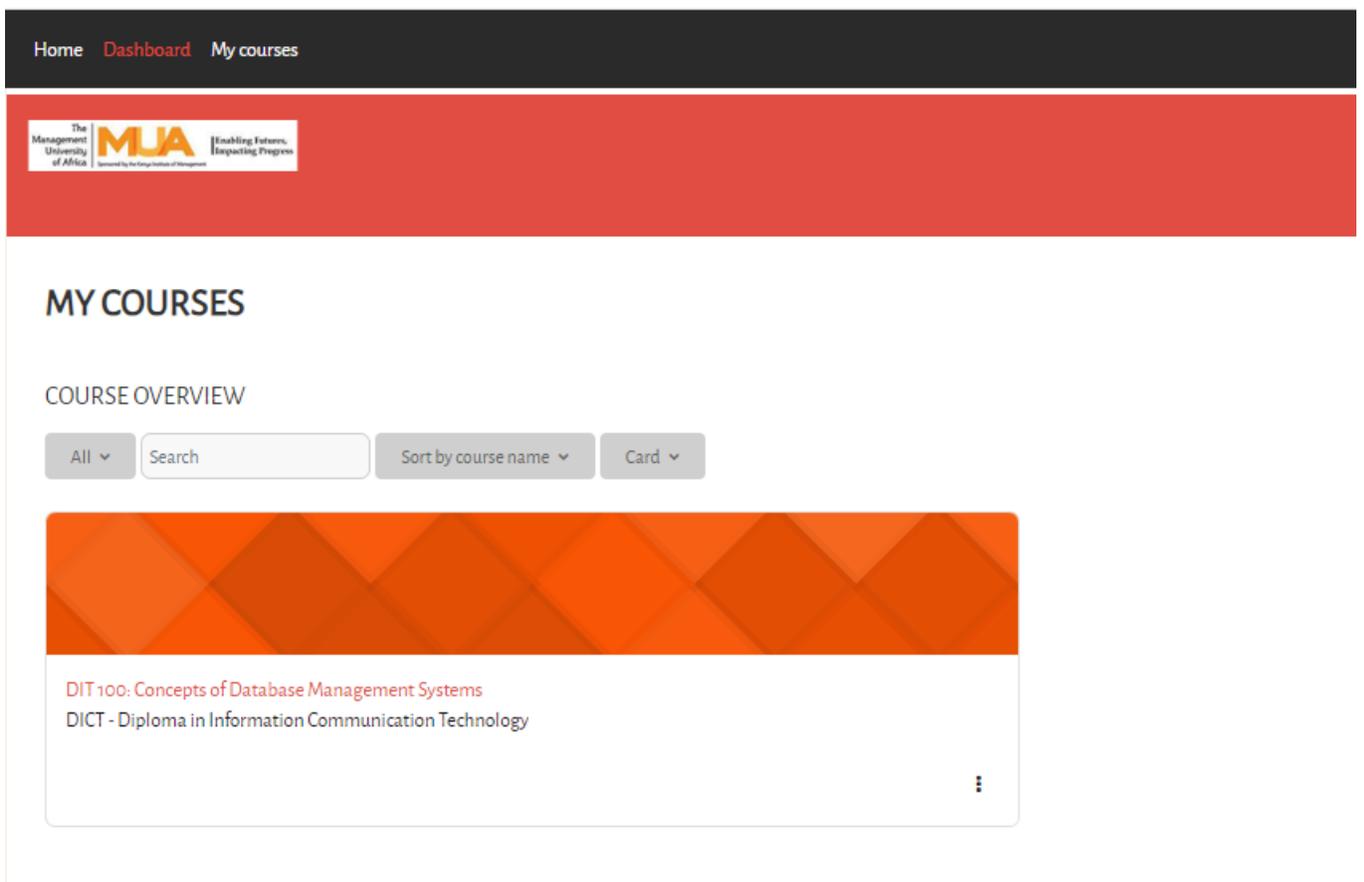
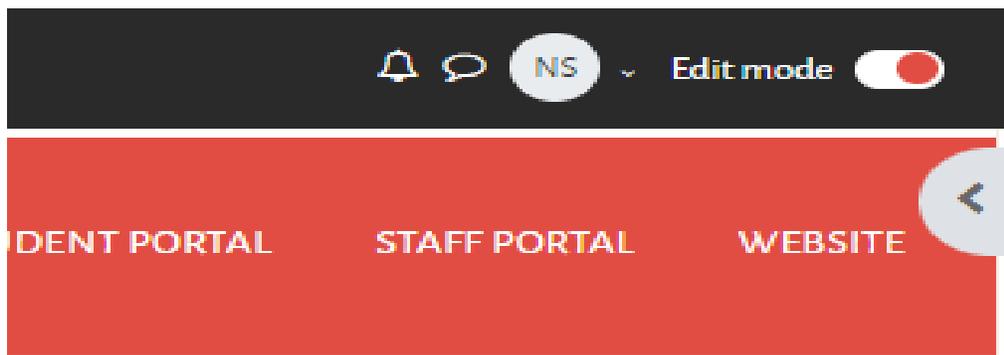Click on the unit allocated , it will open a page like below:

How to Upload a file

1. In your Moodle course, click the tab "Edit mode" on the button icon at the top right of your course page. Note MUA LMS-Moodle only allows **pdf format files** See below screenshot.

2. In the week /topic you wish to add it to, click on the + Add an activity or resource menu.

TOPIC 1 : INTROCUCTION TO DATABASE MANAGEMENT SYSTEMS ✏

+ Add an activity or resource

ADD AN ACTIVITY OR RESOURCE   ✕

Search

All   Activities   Resources

Assignment	BigBlueButton	Book	Chat	Choice	Database
External tool	Feedback	File	Folder	Forum	Glossary
H5P	IMS content package	Lesson	Page	Quiz	SCORM package
Survey	Text and media area	URL	Wiki	Workshop	Zoom meeting

3. Select File.

DIT 100: CONCEPTS OF DATABASE MANAGEMENT SYSTEMS

| Course | Settings | Participants | Grades | Reports | More ▾ |

📄 ADDING A NEW FILE TO TOPIC 1 : INTROCUCTION TO DATABASE MANAGEMENT SYSTEMS❓

▸ Expand all

▾ GENERAL

Name ❗ [_____]

Description

[A▾ B I ☰ ☰ ☰ ☰ % % ☺ 🖼 🖼 🎤 📹 🗇 H-P ❶ ⊞]

[   ]

☐ Display description on course page ❓

Select files   Maximum size for new files: 8 MB

[📄 📁   ⊞ ☰ ▪]
📁 Files

⊕

You can drag and drop files here to add them.

4. Fill in the name of the resource.
5. In the upload area, click on the "Add file" icon in the top left corner. This will open Moodle's "File Picker".
6. Click "Upload a file" from the menu on the left.
7. Click the Browse button to search for your file.
8. Select your file and click "Open".
9. Click the "Upload this file button".
10. Scroll down and Click the Save and return to course or the Save and display button to finish.

Using ilovepdf to Split a Module PDF with Custom Ranges so as to be able to upload notes weekly.

Step 1: Accessing ilovepdf

Open your web browser and go to the ilovepdf website: www.ilovepdf.com.

Step 2: Uploading the PDF

On the ilovepdf homepage, click on the "Select PDF files" button.
Choose the PDF file you want to split from your device and click "Open".

Step 3: Splitting the PDF

After the PDF file is uploaded, you will see a list of available tools. Click on the "Split PDF" tool.

Step 4: Custom Ranges

In the "Split PDF" tool, you'll have several options for splitting your PDF. To split by custom ranges, follow these steps:
Click on the "Range" option to open the range settings.

Step 5: Define the Ranges

In the "Range" settings, you can define the custom ranges for splitting the PDF. For example, if you want to split the PDF into three parts: pages 1 to 20, 21 to 50, and the remaining pages, follow these steps:
Enter "1-20" in the first range box.
Enter "21-50" in the second range box.

Step 6: Splitting Options

You can choose additional options for the split PDFs, such as page orientation, paper size, and more.
Adjust these options according to your preferences.

Step 7: Start Splitting

Once you've defined your custom ranges and adjusted the options, click the "Split PDF" button to start the process.

Step 8: Download Split PDFs

After the splitting process is complete, you will be presented with the split PDF files.

Click the "Download" button to save them to your device which will be in a zipped folder.

Right click that zipped folder and select extract, this will be extracted and you can access the split pdfs on the extracted folder.

Step 9: Finish

Add a Resource

1. In your Moodle course, click the turn "Edit mode" on the button icon at the top right of your course page.
2. In the week /topic you wish to add it to, click on the + Add an activity or resource menu.
3. Select the type of resource you wish to add (Page, URL, Label, etc.) and click the Add button.
4. Fill in required areas & adjust settings as necessary.
5. Click the Save and return to course or the Save and display button to finish.

Add an Assignment

1. In your Moodle course, click the turn "Edit mode" on the button icon at the top right of your course page.
2. In the week /topic you wish to add it to, click on the + Add an activity or resource menu.
3. Select Assignment from the pop-up that appears and then click the Add button.
4. You will be taken to a screen that allows you to create the activity & set its parameters.
5. Give the assignment a name & description., kindly follow the naming convention instructions.

The following naming convention will be used to identify the Exam type (Whether CAT or WBA), Semester and the Unit code for next semester.e.g. After each word there is one blank space. For example:

CML 100 WBA SEPT - DEC 2023

CML 100 CAT SEPT - DEC 2023

Please adhere to this naming convention so that the marks can reflect on the student portal.

6. Set Available from & due dates/times. Note that Moodle uses a 24-hour clock.
7. Set the cut-off date, if desired. This setting allows the students a "grace-period" of time to submit the assignment late. Moodle will timestamp it as such.
8. The groups of settings that follow can be changed if desired. You can click on the Help icon for a brief description of what a particular setting does to help you determine whether or not to change the default.
9. Submission types: By default, the assignment will allow students to upload one file. If you wish to allow more than one file submission, or prefer to use the online text format for your assignment, you can configure those settings here.
10. To finish, click either the Save and return to course or Save and display button

Add a Forum

1. In your Moodle course, click the "Edit mode" on the button icon at the top right of your course page.
2. In the week /topic you wish to add it to, click on the + Add an activity or resource menu.
3. Select Forum. You will be taken to a screen that allows you to create the forum activity & set its parameters.
4. Give the forum a name and an introduction.
5. Choose a Forum Type to use from the drop-down menu that appears under "Forum name."
6. Click the Save and display button.

Add a Quiz

1. In your Moodle course, click the turn "Edit mode" on the button icon at the top right of your course page.
2. In the week /topic you wish to add it to, click on the + Add an activity or resource menu.
3. Select Quiz.
4. You will be taken to a screen that allows you to create the quiz activity & set its parameters.
5. When finished click the Save and display button at the bottom of the page.
6. Notice that it says, "No questions have been added yet." Click the Edit Quiz button to add questions.
7. If you plan to write your own questions for this quiz, it's ok to click the "Add a new question"on one of the empty pages.
8. If using question banks (publisher provided or otherwise), you should set up a category (like a pool) BEFORE attempting to add questions to your quiz.

MOODLE TOOL GUIDE IMAGE FOR TEACHERS.

Moodle - Tool Guide for Teachers

What you want to use (technology) / What you want to achieve (pedagogy)	Ease of use — How easy can this be set up by you?	Information Transfer — Is it a tool for disseminating information from you to your students?	Assess learning — Will this tool allow you to assess your students' learning?	Communication & interaction — Can it be used for communication & interaction among participants (you & your students)?	Co-create content — Can you & your students collaborate & create content together?	Bloom's — Allows what thinking order? •Remember •Understand •Apply •Analyse •Evaluate •Create
Add FILE Upload a file (Word Document/ PowerPoint)	Easy, like an email attachment. But can your doc stand on its own?	Yes. Only teachers can upload files to course site. So definitely a push-tool.	Maybe. Use to give task. Collect student files through Forum or Assignment.	No. It's a distribution tool. No option for interaction or communication.	Maybe. Use to give task. Collect student files through Forum or Assignment.	None. This is not a learning activity, but information transfer.
Add Folder Upload a group of files	Easy, like email attachments. But can your docs stand on their own?	Yes. Only teachers can upload a folder of files. So definitely a push-tool.	Maybe. Use to give task. Collect student files through Forum or Assignment.	No. It's a distribution tool. No option for interaction or communication.	Maybe. Use to give task. Collect student files through Forum or Assignment.	None. This is not a learning activity, but information transfer.
Add Page Create a webpage in Moodle	Easy, just create the page using the HTML editor, adding multi-media if needed.	Yes. Only teachers can create the page. So definitely a push-tool.	Maybe. Use to give task. Collect student files through Forum or Assignment.	Maybe. Embed or link to interactive web2.0 widgets into the page eg Voicethread.	Maybe. Use to give task. Collect student files through Forum or Assignment.	None. This is not a learning activity, but information transfer.
Add Book Create a series of webpages. *This is a custom Moodle Plugin*.	Easy, just create a set of pages using the editor. Embed media if required.	A way to present information to students. Can be printed by chapter or as full book.	Maybe. Use to give task. Collect student files through Forum or Assignment.	Maybe. Embed or link to interactive web2.0 widgets into the page eg Voicethread.	Maybe. You can link to external collaborative sites e.g. Google Docs, wikis or blogs.	None. This is not a learning activity, but information transfer.
Add URL Link to a web page	Easy, find the web address (aka url – the bit that starts with http://), copy it, paste it.	Very easy way of directing students to information outside of Moodle.	Not directly. Option is to link to external activities such as student e-portfolios & blogs.	Maybe. Link to external tools eg Google Calendar, groups, blogs or wikis.	Maybe. You can link to external collaborative sites e.g. Google Docs, wikis or blogs.	6/6 Can do all of the above, depending on where you link to.
Wiki Use to enable collaborative page creation.	Tricky. Decide on individual & group settings. Can be hard to master. Get some training.	Yes. Use as information site. Allow editing only by teachers or by any participant.	Wiki is versatile & allows this, e.g. design a formative assessment activity.	Not suited for discussions. Use in brainstorming, planning, collaborative writing,…	Yes. Students can collaborate & explore topics, discuss them & write together.	5/6 Understand, Apply, Analyse, Evaluate, Create
Glossary Use for learning activities that gather resources or present info	Default settings are good. Try to set it so the author's name is shown.	Use glossary to define terms or present info. Better yet, let the students add to it.	Glossary is versatile & allows this. But you need to design the right learning activity.	Not suited for discussions. Students can read other entries & comment or rate.	Although original author can edit an entry, class can collect reviews, resources, etc.	5/6 Understand, Apply, Analyse, Evaluate, Create
Database Allow students to collect, share & search created artifacts	Tricky to set up. Know what you want before you build. Get some training.	Can be used for teacher to present info, but better to let the students add to it.	Database is versatile & allows this. But you need to design the right learning activity.	Not suited for discussions. Students can read other entries & comment or rate.	Students can share info & files in searchable way. Create joint collections.	5/6 Understand, Apply, Analyse, Evaluate, Create
Survey Use to gather data from students about teaching of the course	Easy. Choose from 3 types to assess Attitudes, Incidents and Constructivism.	No. The survey tool is not a distribution channel.	Not directly. Used for gathering feedback to help improve the course.	No. Only allows one way communication from student to teacher.	No this is an individual activity, not a group activity.	2/6 Indirectly helps student analyse and evaluate the learning.

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What you want to use (technology)

What you want to achieve (pedagogy)

	Ease of use — How easy can this be set up by you?	**Information Transfer** — Is it a tool for disseminating information from you to your students?	**Assess learning** — Will this tool allow you to assess your students' learning?	**Communication & interaction** — Can it be used for communication & interaction among participants (you & your students)?	**Co-create content** — Can you & your students collaborate & create content together?	**Bloom's** — Allows what thinking order? •Remember •Understand •Apply •Analyse •Evaluate •Create
Feedback Use to gather data from students on any topic.	Easy but takes time. Configure and then add questions.	No. The Feedback tool is not a distribution channel.	Yes. Use to have students self-assess their understanding before and after.	No. Only allows one way communication from student to teacher.	No this is an individual activity, not a group activity.	6/6 Can do all 6 but this requires you to be creative in your approach.
Choice Use for student decision making, voting and topic selection.	Easy. Define the options and whether you want to limit numbers per choice or not.	No. The Choice is best assessing and querying the students on a topic.	Use choice to quickly test understanding like multi-choice questions	No. Tip: Use the forum or chat instead.	No. Tip: Use forums, glossaries or wikis instead.	5/6 Can do 5 but this requires you to be creative in your usage.
Quiz Use to assess learning, formative or summative.	Tricky & takes time. Set up quiz, then questions. Consider your categories.	The quiz is aimed at assessment, not as distribution channel. Tip: use as self-diagnostic.	Quiz can be timed & secure. Has essay, mc, true/false, matching, & other questions.	No. Tip: Use forums instead.	No. Tip: Use forums or wikis instead.	6/6 Can do all 6 but this requires you to be creative in your assessment.
Lesson Use for presenting branched info or testing	It can be tricky to set up, make sure you plan the lesson first. Worth the effort.	Great to present information in a branched, guided way. Implement adaptive learning.	Yes, allows grading. Use as branched quiz, scenario, case study, role play.	No this is an individual activity, not a group activity.	No this is an individual activity, not a group activity.	6/6 Can do all 6 but this requires you to be creative in your assessment.
Assignment Use to collect, assess & provide feedback on assignments	Easy. Choose from 4 types. Both online & offline assignments are possible.	No. However can include contextual content for the assignment.	Yes. Set due dates & maximum grades. Collect assignments and provide feedback.	No. Only allows very limited interaction between teacher & student.	No. Currently it does not allow group assignments. Use forum or wiki.	6/6 Indirectly. Depends on your assessment design.
Workshop Use to collect, assess & generate peer review of student work	Tricky and takes planning & time. 4 stages to follow for setting it up.	No. Better to use another tool for this.	Yes. Students can be assessed on their contribution and on their review of others.	No. Allows for feedback but overall limited interaction.	No. Currently it does not allow group assignments. Use forum or wiki.	6/6 Indirectly. Depends on your assessment design.
SCORM Use to present content, media and assess retention.	Can be tricky to make before adding to Moodle, uses 3rd party application.	Yes. Great for presenting multimedia content and animations.	Yes, allows grading. Can embed questions and interactive challenges.	No. this is an individual activity, not a group activity.	No this is an individual activity, not a group activity.	6/6 Can do all 6 but requires you to creatively design a learning object.
Chat Hold real-time text chat discussions with class	Easy to set up, requires some effort to manage.	Use for invited speakers. High speed message volume. Risk of non-interaction.	Chat is versatile. Can use in formative assessment activities.	Yes. Hold debates, small group review sessions and hold drop-in session for Q&A.	Yes. Students can collaborate & explore topics, discuss them & write together.	5/6 Understand, Apply, Analyse, Evaluate, Create
Forum Use for many types of learning activities	Easy. Forum has usable default settings. A name & description is enough.	Share resources as links or files. High message volume? Risk of losing info.	Forum is versatile & allows this, e.g. design a formative assessment activity.	Yes. Students communicate with you & peers. Interact as a class or in groups.	Yes. Students can collaborate & explore topics, discuss them & write together.	5/6 Understand, Apply, Analyse, Evaluate, Create