

CHUKA



UNIVERSITY

Knowledge is Wealth (*Sapientia divitia est*) Akili ni Mali

**OFFICE OF THE DEPUTY VICE-CHANCELLOR
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P. O. Box 109-60400, Chuka

Website: www.chuka.ac.ke

REF.: CU/DVCA/E-LEARNING

22nd April, 2020

To: All Chuka University Students and Teaching Staff

RE: COMPLETION OF SEMESTER 2 (2019/2020 AY) COURSEWORK

Further to the email message forwarded to you today from KENET, we are hereby providing you with justification why it is important that you all register to benefit from the bundles being organized by KENET (Kenya Education Network) consortium.

1. To avoid lagging behind in studies for the current Academic Year, we need to adopt distance e-learning mode. Most contemporary institutions have already embarked on it.
2. Consequently, the University Management have consulted, discussed and resolved in a meeting held on 20/4/2020 that e-learning be used to complete the 3-weeks theoretical coursework that was remaining by the time the semester was adjourned and the University closed, owing to the coronavirus (COVID-19) outbreak. Cats, Laboratory Practicals and Final Examinations will be done face-to-face once we re-open.
3. To facilitate you and make the e-learning and interaction inexpensive and affordable, you are required to respond to the forwarded offer from KENET and register before the deadline given (Friday 24/4/2020).
4. It is therefore imperative that once you receive the forwarded KENET forms, register and also relay to your peers/colleagues so that nobody is left behind.
5. We shall continue with the semester from Monday 4/5/2020 (finalize and submit digital notes/audio/assignments content), 15/5/2020 (finish uploading notes/audio/assignments content in e-learning platform), and 18/5/2020 to 7/6/2020 (3-weeks e-learning). Then way forward will follow.
6. CODs to submit via ICT email, e-schedules of all courses on offer to each group of students by 4/5/2020, with correctly typed course codes, titles and teaching staff names.
7. Details about logistical steps and preparations (SOP) required from teaching staff and students in session for this e-learning mode will follow by Monday 27/4/2020.

Wishing you the best. Stay safe at home. We look forward to seeing you once we-reopen.


Thanks.

Prof. D. K. Isutsa, Ph.D.

Deputy Vice-Chancellor (Academic, Research and Student Affairs)

FOR: THE VICE-CHANCELLOR

SOP's Covering Memo

	Document Ref.: CU/SOP/ICTD/EL1	Issue Date: 18th May, 2020
	Issue No.: 01	Revision No.: 01
Document Title: STANDARD OPERATING PROCEDURE (SOP) FOR E-LEARNING AND TEACHING		

CHUKA



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REF.: CU/ICTD/EL1

24th April, 2020

STANDARD OPERATING PROCEDURE (SOP) FOR E-LEARNING AND TEACHING USING MOODLE E-LEARNING MANAGEMENT SYSTEM (LMS) PLATFORM

[A] PROCESS FOR UPLOADING CONTENT (See detailed guidelines in Appendix 1)

Pre-conditions/Requirements:

- (i) COD to submit course allocation to COD COSC and ICT via email: dgmwathi@chuka.ac.ke
- (ii) Lecturer to prepare notes (modules) for remaining content and save as continuous PDF file.
- (iii) ICT staff assigned to a Faculty has communicated to the Chairperson of Department (COD) and Dean of Faculty (DOF) the **user name and password** to access/verify the content for each class (group) and that the same is communicated to the class representative of each class (group).
- (iv) COD COSC and ICT has communicated the **user name and password** to individual lecturer to use to post the content, using one of the options given below:

Option 1: Uploading Through ICT Staff

- (i) Lecturer to email content to the ICT staff assigned to the Faculty (each Faculty has been assigned an ICT Staff to upload the content - **See Appendix 2**)
- (ii) ICT staff to upload the content
- (iii) Students to log-in and access the content
- (iv) Lecturer logs into the Moodle E-Learning Management System (LMS) periodically to monitor and access the content uploaded and to interact with students.
- (v) COD periodically logs into the Moodle Learning Management System (LMS) to monitor and access the content uploaded.

Option 2: Uploading Through Individual Lecturer

- (i) Lecturer logs into the Moodle E-Learning Management System (LMS).
- (ii) Lecturer selects Department and then the taught group (class) e.g. COSC Y1S2.
- (iii) Lecturer uploads the content for the taught group (class).
- (iv) Student logs in with a **class user name and password** to access the content.
- (v) Lecturer logs in to the Moodle E-Learning Management System (LMS) periodically to monitor and the content uploaded the content uploaded and to interact with students.
- (vi) COD periodically logs into the Moodle E-Learning Management System (LMS) to monitor and access the content uploaded.

[B] PROCESS FOR ACCESSING THE CONTENT (See detailed guidelines in Appendix 1)


Pre-conditions/Requirements:

- (i) Student **MUST** have valid credentials (to be communicated via class representative)

- (ii) Student **MUST** have a web-enabled device and a means to access the internet (Internet Bundles, WIFI, Internet Subscription etc)

Steps:

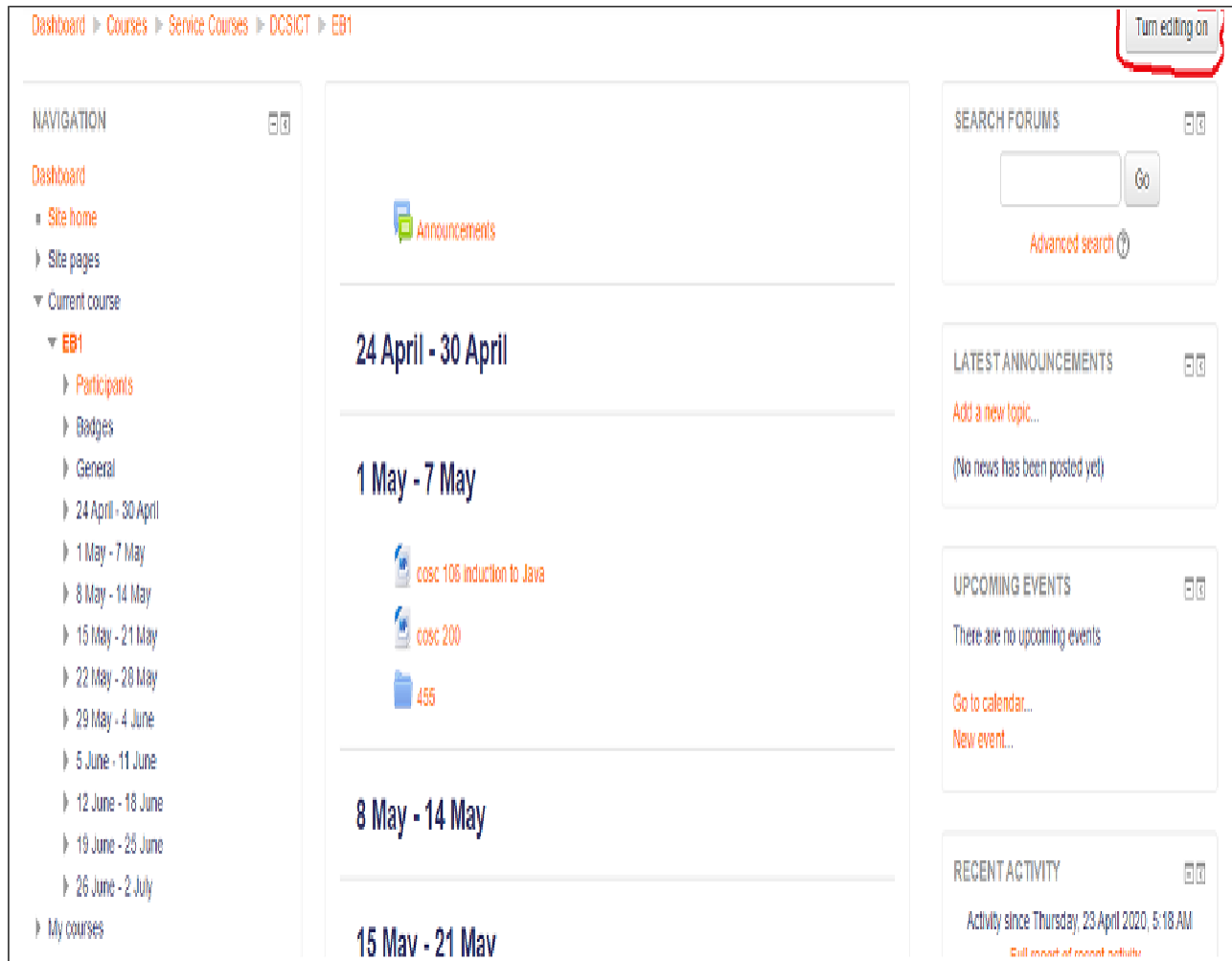
- (1) Student logs in with their class credentials/**username** and **password** [see Appendix 1 (b)].
- (2) To access the Platform, go to **Chuka University Website>Online Resources>Moodle**.
- (3) To quickly access the platform from here click on the link: **<https://dos.chuka.ac.ke/>**
- (4) Student selects the content he/she wants to download. Student downloads the content to his/her device(s) e.g. Smartphone, Tablet, Laptop, PC for later reference, revision or study.
- (5) Download the **E-Learning Procedure** from the Chuka University Website for more details.
- (6) Periodically check **Frequently Asked Questions (FAQs)** on the website to get responses to most of the commonly/frequently reported issues.
- (7) All technical issues to be forwarded to: **esupport@chuka.ac.ke**
- (8) All issues to do with content should be addressed/directed to your Unit Lecturer or Chairperson of Department (COD).
- (9) Students **MUST** use their institutional email addresses (**regno@student.chuka.ac.ke**) to forward technical requests/issues so as to verify their authenticity before responding to them.
- (10) Students are also advised to periodically login to their institutional email addresses (**regno@student.chuka.ac.ke**) to access any official communication that may be posted their for their attention.

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Appendix 1: Technical User Guidelines

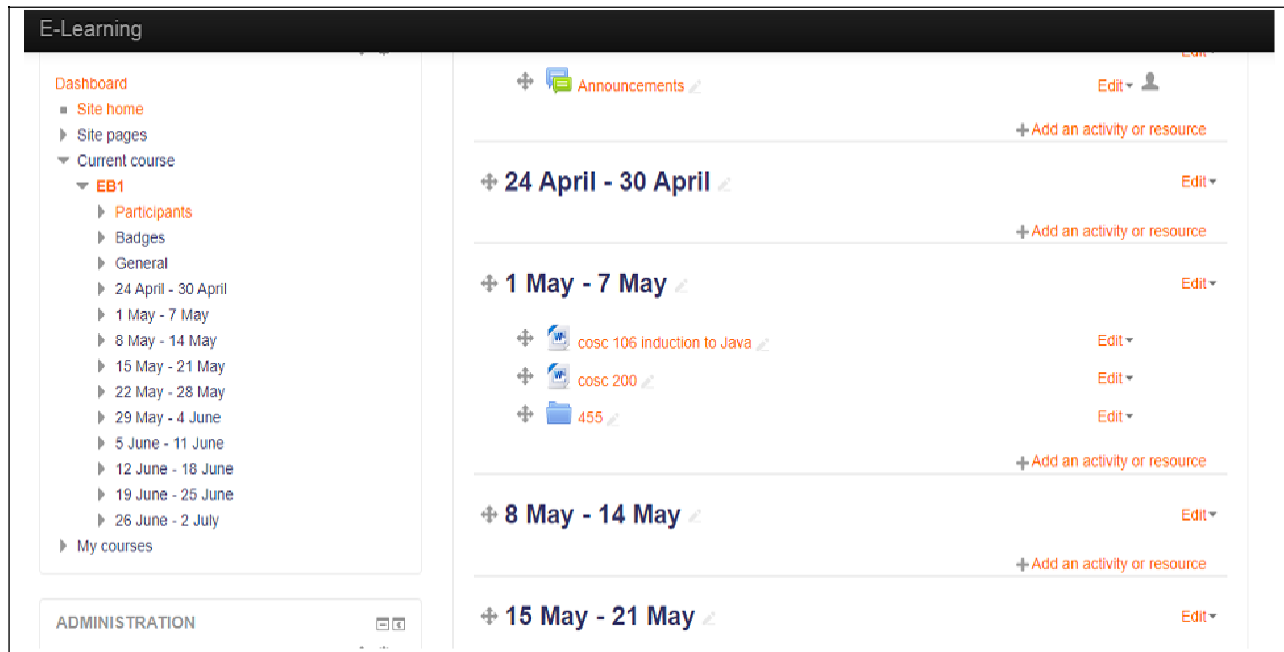
(a) Steps For Uploading Learning Materials/Content By ICT Staff/Lecturer in Moodle

- To upload learning materials/content for various programmes, click on the particular programme e.g. B.Sc. in Computer Science, Y1S2 and turn the editing on.

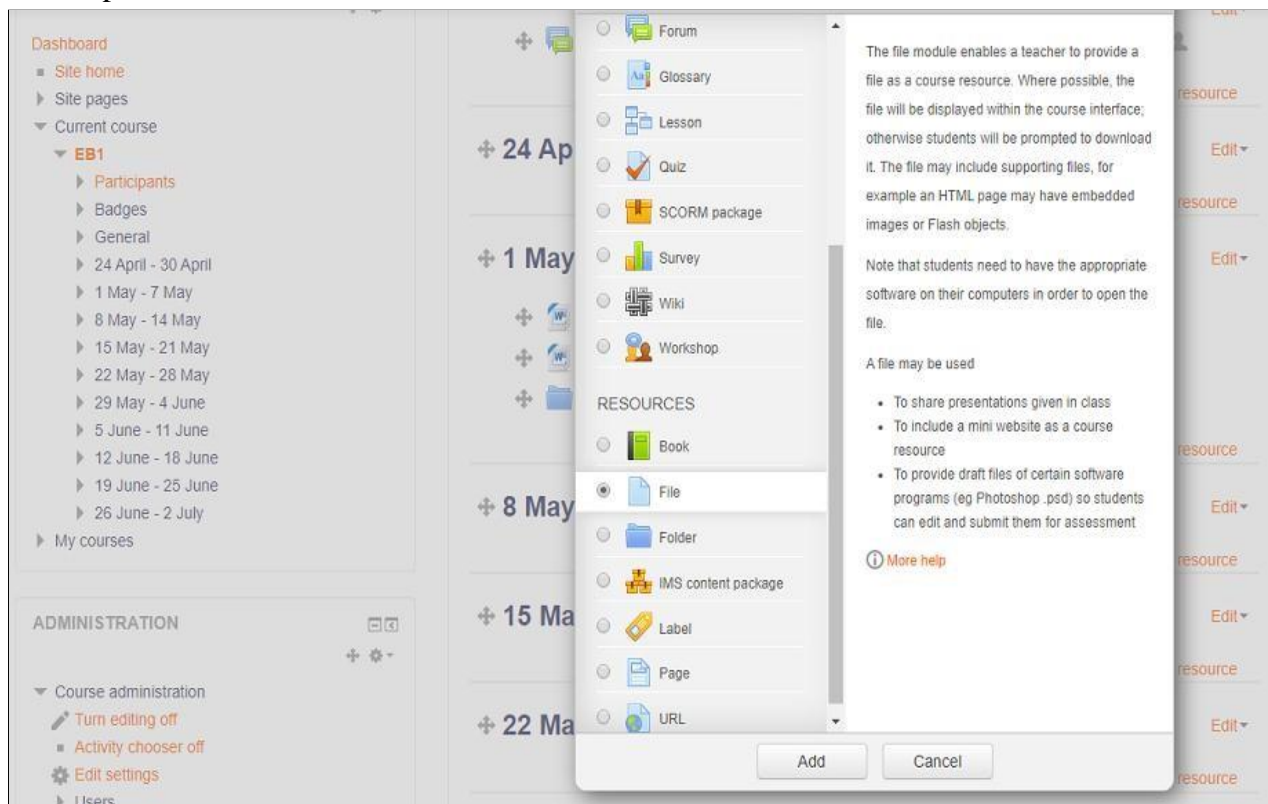


The screenshot shows the Moodle course interface for 'EB1'. The breadcrumb trail is: Dashboard > Courses > Service Courses > DCSICT > EB1. A red box highlights the 'Turn editing on' button in the top right corner. The left sidebar contains a 'NAVIGATION' menu with options like 'Site home', 'Site pages', 'Current course', and 'EB1' (expanded to show 'Participants', 'Badges', 'General', and a list of dates from '24 April - 30 April' to '26 June - 2 July'). The main content area shows an 'Announcements' section with dates: '24 April - 30 April', '1 May - 7 May' (containing 'csc 106 induction to Java', 'csc 200', and '455'), '8 May - 14 May', and '15 May - 21 May'. The right sidebar contains 'SEARCH FORUMS', 'LATEST ANNOUNCEMENTS' (with 'Add a new topic...' and '(No news has been posted yet)'), 'UPCOMING EVENTS' (with 'There are no upcoming events', 'Go to calendar...', and 'New event...'), and 'RECENT ACTIVITY' (with 'Activity since Thursday, 23 April 2020, 5:18 AM' and 'Full report of recent activity').

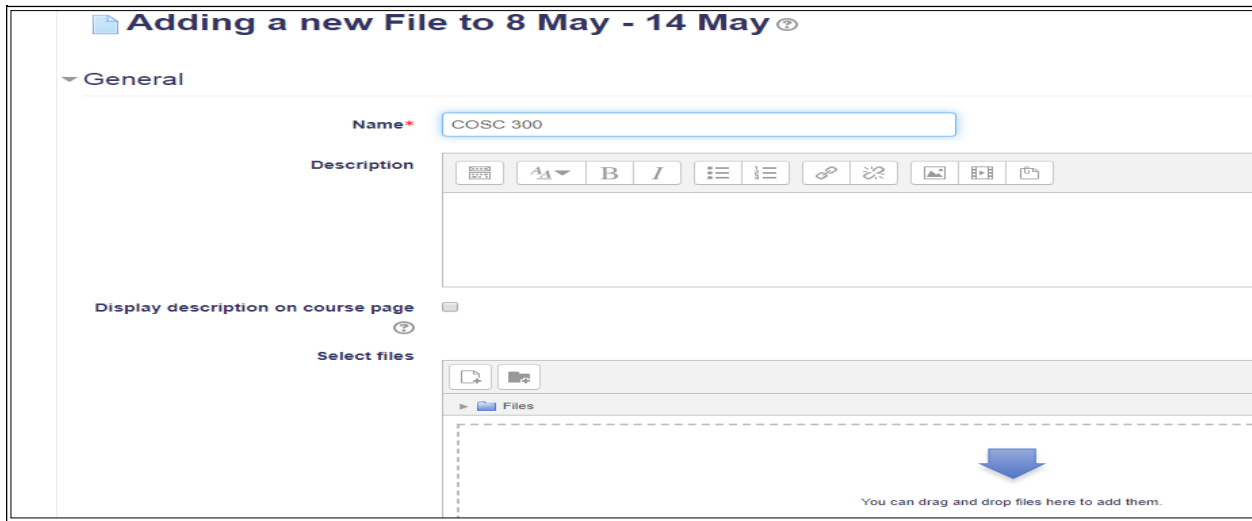
2. Once the editing is on, click on Add an activity or resource to add materials/content for various units under that group/class (programme and year).



3. On Clicking 'Add an activity or resource' a pop up window will appear. Select file or folder to upload a resource and click 'Add'.



4. Fill in a Unit Code or Unit Title, upload intended file and click save to complete the process.



Adding a new File to 8 May - 14 May

General

Name*

Description

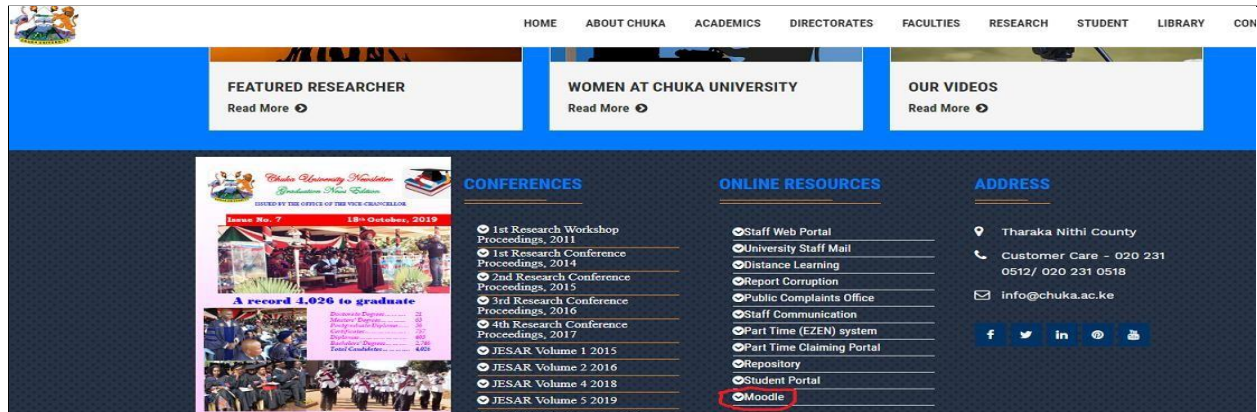
Display description on course page

Select files

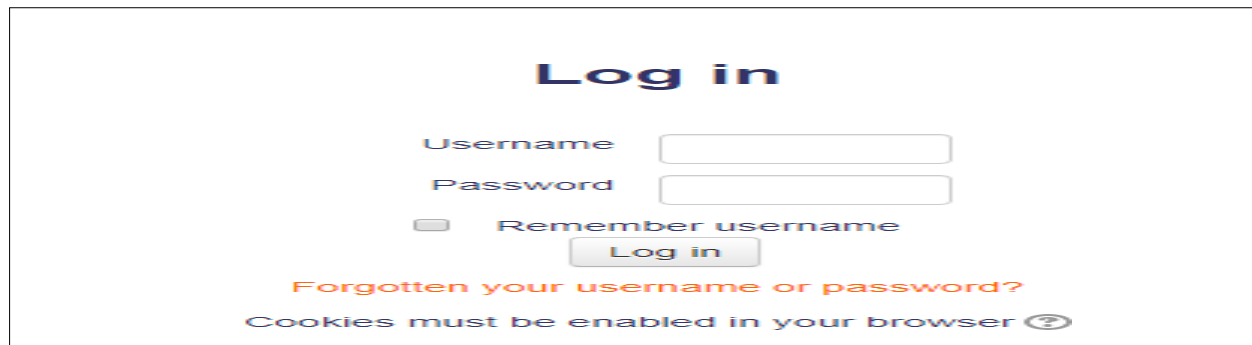
You can drag and drop files here to add them.

(b) Steps for Downloading/Accessing Learning Materials/Content in the Moodle LMS by Learners/ Students/ Staff

1. Log onto the Chuka University Website: www.chuka.ac.ke. Move to the **Online Resources** and click **'Moodle'**



2. Log-in with class **username**, and class **password**.



Log in

Username

Password

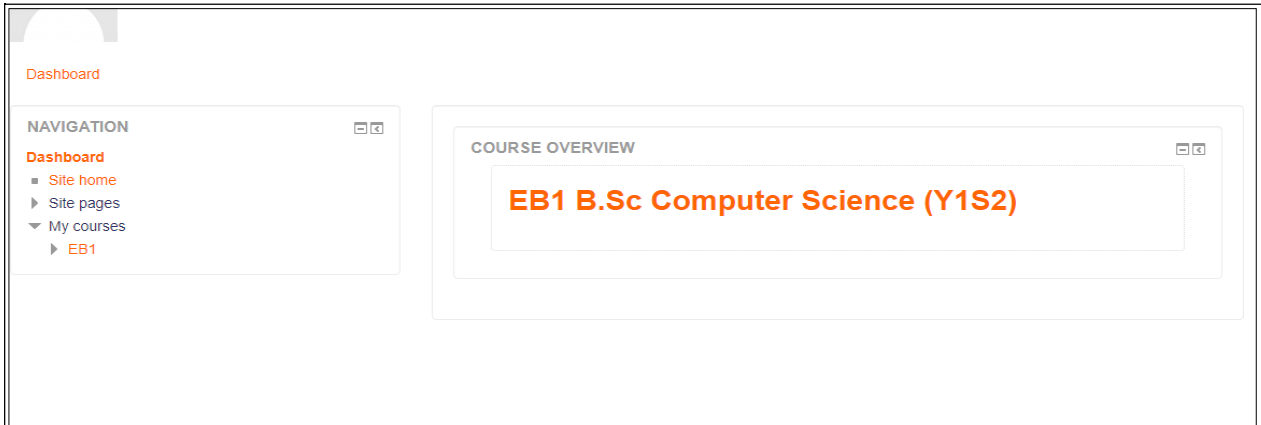
Remember username

Log in

[Forgotten your username or password?](#)

[Cookies must be enabled in your browser](#)

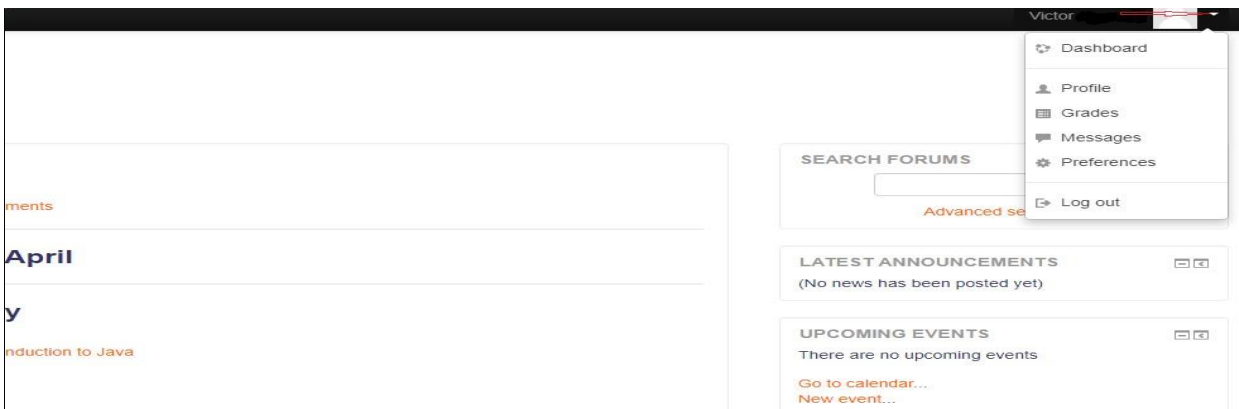
3. When you successfully log-in, the programme code and name will display on the screen. Click name of the programme to access the content notes ... as shown below:



4. The page that loads from the last activity is as shown below. Click the various unit codes or names to access the various unit resources e.g. **COSC 200, COSC 420 etc.** When it comes to a folder, just click it and it will display the contents and then click on the file(s) to access the unit(s) resource(s).



5. The materials can be downloaded to be accessed at a later time while offline. At the end of the accessing process remember to log out.



Appendix 2: List and Emails of ICT Staff to Use for Forwarding Content/Trouble-Shooting

Faculty	ICT Staff Assigned	Mobile No.	Email to Use
Faculty of Science, Engineering and Technology	Judith	0723 419292	efset@chuka.ac.ke
Faculty of Agriculture and Environmental Studies	Anita	0724 710850	efaes@chuka.ac.ke
Faculty of Humanities and Social Sciences	Moses	0723 577641	efhss@chuka.ac.ke
Faculty of Education and Resources Development	kiplagat	0723 631623	efered@chuka.ac.ke
Faculty of Business Studies	Winfred	0726 840261	efbust@chuka.ac.ke
School of Nursing and Public Health			esnph@chuka.ac.ke
Faculty of Law			eflaw@chuka.ac.ke