

Manual: First Years' LMS.

1. Visit the University Website. Then Click on **E-learning First Year Sep 2020** or <https://lms.chuka.ac.ke/>



The image shows a screenshot of a navigation menu with two main sections: 'ONLINE REGISTRATION AND ORIENTATION' (orange background) and 'CURRENT STUDENTS' (blue background). The 'ONLINE REGISTRATION AND ORIENTATION' section contains several links, with a red arrow pointing to 'E-learning First Years Sep 2020'. The 'CURRENT STUDENTS' section contains links to various forms and timetables, with a red arrow pointing to '>>READ MORE<<'. Both sections have a red '>>READ MORE<<' link at the bottom.

ONLINE REGISTRATION AND ORIENTATION


- Online Orientation Information 2020 Edited
- All Departments Course Units For Sep-Dec 2020
- ELearning FAQs
- Virtual Learning Timetable Sep-Dec 2020
- > [Click Here for Online Registration](#)
- > [Detailed Online Orientation](#)
- > [Click Here for Inter Faculty Transfer Application](#)
- > [E-learning First Years Sep 2020](#)
- > [Chuka University Official Facebook Live](#)

>>READ MORE<<

CURRENT STUDENTS

- [Gown Requisition Form](#)
- [Clearance Form](#)
- [ICT Clearance Form](#)
- [Teaching Timetables 2020](#)

>>READ MORE<<

2. Login credentials = Staff portal credentials. (*Ya kuweka marks?!!* ) **Yes!**

Login

Username

Password

Remember username

[Log in](#)

[Lost password?](#)

Latest announcements

(No announcements have been posted yet.)



3. Welcome to the LMS. Click on the course unit on the left

The screenshot displays an LMS dashboard. On the left is a sidebar with a blue header labeled 'Dashboard'. Below the header are menu items: 'Site home', 'Calendar', 'My courses', 'EB14:COSEC 103', 'CB8:COSEC 103', 'CB2A:COSEC 103', and 'CB15:COSEC 103'. The 'My courses' item is highlighted with a red rectangular border. The main content area is divided into two sections. The top section, 'Recently accessed courses', contains two course cards. The left card has an orange geometric pattern and text: 'Sem 1 20_21 Academic Year' and 'CB15:COSEC 103:Introduction to Comput...'. The right card has a grey geometric pattern and text: 'Sem 1 20_21 Academic Year' and 'EB14:COSEC 103:Introduction To Comput...'. A red arrow points to the right card. The bottom section, 'Course overview', features a filter dropdown set to 'All (except removed from view)', a 'Course name' dropdown, and a 'Card' view selector. Below these are three course cards with orange, teal, and purple geometric patterns.


4. Click on the right to turn editing on.

CB15:COSEC 103:Introduction to Computer Applications

[Dashboard](#) / [My courses](#) / [CB15:COSEC 103](#)

Turn editing on

 Announcements

Topic 1

Topic 2

Topic 3

5. Click on the activity /resource link to upload the notes/assignment/add the conference.ke link

Turn editing off

Edit ▾

EDIT ▾

+ Add an activity or resource

Edit ▾

+ Add an activity or resource

Edit ▾

+ Add an activity or resource

6. Click on the fields displayed depending on the need at the time.

The screenshot shows a dialog box titled "Add an activity or resource" with a search bar and tabs for "All", "Activities", and "Resources". The "Activities" tab is selected. Below the tabs is a grid of activity and resource options. Four items are highlighted with red boxes: Assignment, File, Quiz, and URL.

Activity/Resource	Icon	Star	Info
Assignment		☆	i
Book		☆	i
Chat		☆	i
Choice		☆	i
Database		☆	i
External tool		☆	i
Feedback		☆	i
File		☆	i
Folder		☆	i
Forum		☆	i
Glossary		☆	i
H5P		☆	i
IMS content package		☆	i
Label		☆	i
Lesson		☆	i
Page		☆	i
Quiz		☆	i
SCORM package		☆	i
Survey			
URL			
Wiki			
Workshop			

7. Adding the **conference.ke** URL for the students to access the online session

Adding a new URL [?](#) ▶ Expand all

▼ **General**

Name ❗

External URL ❗ Choose a link...

Description

↕ A ▾ B I ☰ ☰ ☰ ☰ 🔗 🔄 😊 🖼️ 📄 🎤 📺 📄 H-P

Post the virtual passcode here!
e.g pass2020, time (3-5 p.m) ,date (17/9/20)

Display description on course page [?](#)

8. Add some pdf/word 'notes'. NB maximum size is 2MB

Adding a new File

Expand all

General

Name

Description

Display description on course page

Select files

Maximum size for new files: 2MB

Files

9. Give out some assignment.

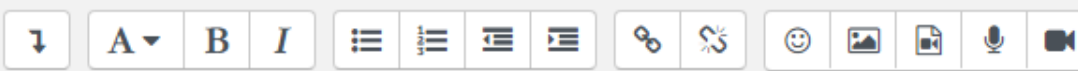
Adding a new Assignment to topic 1

▼ General


Assignment name



Description





**You may post the
assignment here! or**

Display description on course page 

Additional files













 Files


Attach the file here!

10.





11. Set the submission due date, if you will allow for late submissions, enable the cut-off date. The type of submission, file or online text. For online text, the system provides a field to type the response.

▼ Availability

Allow submissions from		16	September	2020	00	00		<input checked="" type="checkbox"/> Enable
Due date		23	September	2020	00	00		<input checked="" type="checkbox"/> Enable
Cut-off date		16	September	2020	10	39		<input type="checkbox"/> Enable
Remind me to grade by		30	September	2020	00	00		<input checked="" type="checkbox"/> Enable

Always show description 

▼ Submission types

Submission types	<input type="checkbox"/> Online text 	<input checked="" type="checkbox"/> File submissions 
Maximum number of uploaded files		20
Maximum submission size		Site upload limit (2MB)

12. Check the Participants.

The image shows a course management interface. On the left is a vertical sidebar with a blue header containing a graduation cap icon and the text "CB15:COSEC 103". Below the header is a list of menu items: "Participants" (with a group of people icon), "Badges" (with a shield icon), "Competencies" (with a checkmark icon), "Grades" (with a calendar icon), "General" (with a folder icon), "Topic 1" (with a folder icon), and "Topic 2" (with a folder icon). The "Participants" item is highlighted with a red rectangular border.

The main content area on the right has a white background. At the top, it displays the course title "CB15:COSEC 103:Int" in a large font. Below the title is a breadcrumb trail: "Dashboard / My courses / CB15:COSEC 103".

Below the breadcrumb trail, there are two expandable sections. The first section is titled "Announcements" and includes a plus sign icon, a speech bubble icon, and a pencil icon. The second section is titled "Topic 1" and includes a plus sign icon and a pencil icon.

12. Monitor the “last access to course”. ?????

Match Any Select

+ Add condition Clear filters Apply filters

7 participants found

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

<input type="checkbox"/>	First name / Surname ^	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	MOENGA BELIN NYABONYI	Moengabelin@gmail.com	Student	No groups	Never	Active
<input type="checkbox"/>	MBUTHIA CECILIA NJEERI	Cecilia.mbuthia2020@gmail	Student	No groups	Never	Active
<input type="checkbox"/>	KINYUA GITONGA CHARLES	cgkinyua@chuka.ac.ke	Teacher	No groups	1 sec	Active
<input type="checkbox"/>	NDUNGU KEN NDUNGU	ndunguk776@gmail.com	Student	No groups	Never	Active

Queries: lms@chuka.ac.ke