eLearning Manual

Students Edition

ICT Department

JULY 2020

Contents

1. **About this tutorial**

eLearning is the primary course management system/e-learning program used by Umma University for all online classes and as a Web-enhancement for a number of face-to-face courses. This guide is meant to give students a clear overview of how the systems works and how they are going to interact with the lecturers.

The system offers both one-on-one and self-paced learning where the lecturer will be able to respond to students and the students can undertake their oral submission and discussions.

2. Browser Recommendations

The following browser recommendations and settings should improve your experience using ELearning and ensure access to the activities and tools in your ELearning course sites.

❖ **Browser Versions**

ELearning will operate using the browsers listed below, but typically runs best in the latest versions of Chrome or Firefox are the preferred browsers for use with ELearning.

1. Chrome
2. Firefox
3. Safari for Mac
4. Microsoft Edge

Legacy browsers with known compatibility issues: Internet Explorer 10 and below, Safari 7 and below.

You may find it helpful to have more than one browser installed on your computer. If you run into problems using ELearning, moving to another browser may resolve your issues.

Required Browser Settings

The following browser settings should be selected:

1. Enable Cookies
2. Enable Javascript
3. Do not block pop-up windows

Note: In some browsers, you can make an exception for ELearning if you don't want to use these settings for all websites.

Recommended Browser Add-ons

The following add-ons may need to be installed if your browser is not already configured with them:

- **Java** may need to be installed and enabled in your browser for features used by some ELearning courses. You will typically see a warning if you need to install or upgrade Java. Download/Check Java.
- **Adobe PDF Reader** and PDF browser plugin will let you view PDFs in a browser window without opening a separate program. Download Adobe Acrobat Reader. The download includes the browser plugin. To install this plugin, just follow prompts.
- **Adobe Flash Player** plugin for your browser will allow you to access Flash video and rich interactive media. Download Adobe Flash Player. If the most recent version of Flash Player is not working well with your browser, you can revert to a previous version.
- **Apple Quicktime** provides easy access to multiple audio and video formats your instructors may post. Macintosh computers come with Quicktime already installed. Windows users may also install Quicktime. Download Quicktime.

3. **Login Information**

From the eLearning homepage, https://elearning.umma.ac.ke/ you will see the the Log in link on the top right as well as the Login block on the right (or beneath the main page content, depending on your screen size). To log in, use your username and password, then click on the Log in button.

To login, username is your admission number in this format e.g. **bbm202012345** where 12345 is your admission numbers last five digits. Your password is as communicate to you earlier.

4. Password Reset Information

Where you don't remember your password, it can be reset using the following link
https://elearning.umma.ac.ke/login/forgot_password.php where you will be required to enter
either your admission number or email. **You should not enter both of them but either 1 or
2.**

Where you have used the above and failed to receive a password reset link in your email,
kindly contact the ICT Department Support on **support@umma.ac.ke** .

Once you log in to ELearning, you will see all courses available. Click on the linked title to
access the course materials. Students will only see course sites that have been made available
by the instructor, often on or near the first day of the semester. If you log in before any of
your course sites are made available, you will see the course catalog of all "Available
Courses" instead of just your individual "My Courses" listing.

5. Access and Navigation
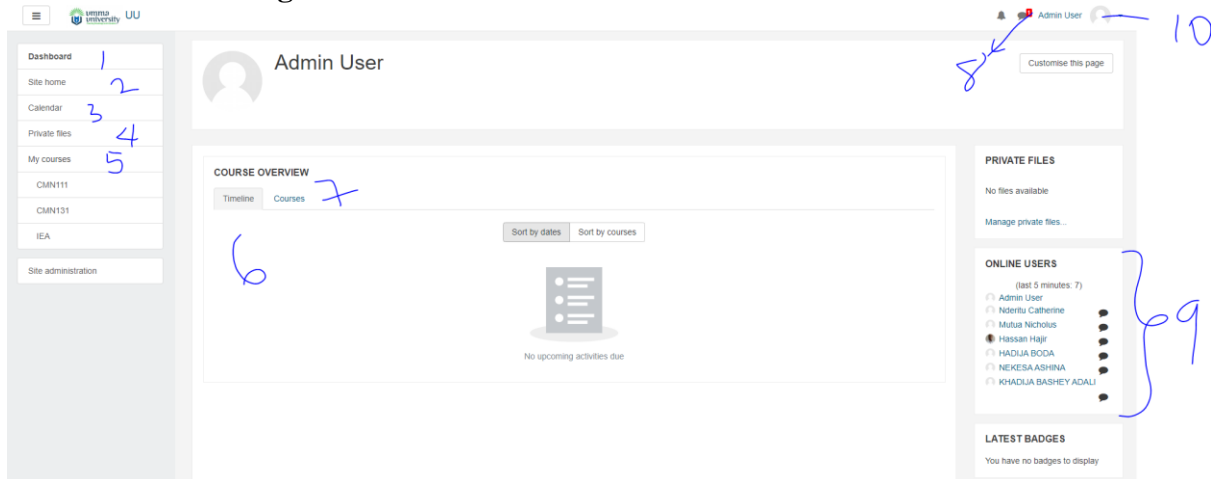
i. **Dashboard**

The dashboard is the first page you arrive at after login and will give you access to the courses you have been assigned to. The dashboard allows the student to easily navigate the eLearning system at ease and can access all the relevant content, upcoming event and activities. The student can change the dashboard by clicking on **Customize this Page** option.

ii. **Site Home**

Site home will display all the courses within the eLearning system

iii. **Calendar**

Calendar will display all the upcoming activities related to your courses or course you are undertaking.

iv. **Private files**

Private files are files that you have uploaded into the system but have not used it in either submitting or displaying for lecturers or other students to see.
Private files are only accessible by the person who uploaded them.

v. **My Courses**

My Courses displays all the courses a student is enrolled in at any given time.

vi. **Timeline**

Timelines displays all upcoming activities and lessons once they are set by the lecturer

vii. **Courses**

Similar to My Courses, displays all the courses a student is enrolled in at any given time.

viii. **Notification**

Notification will display all the notices, messages and system alerts meant for you. The number at the top, in red, indicates the number of messages that are unread and waiting for you.
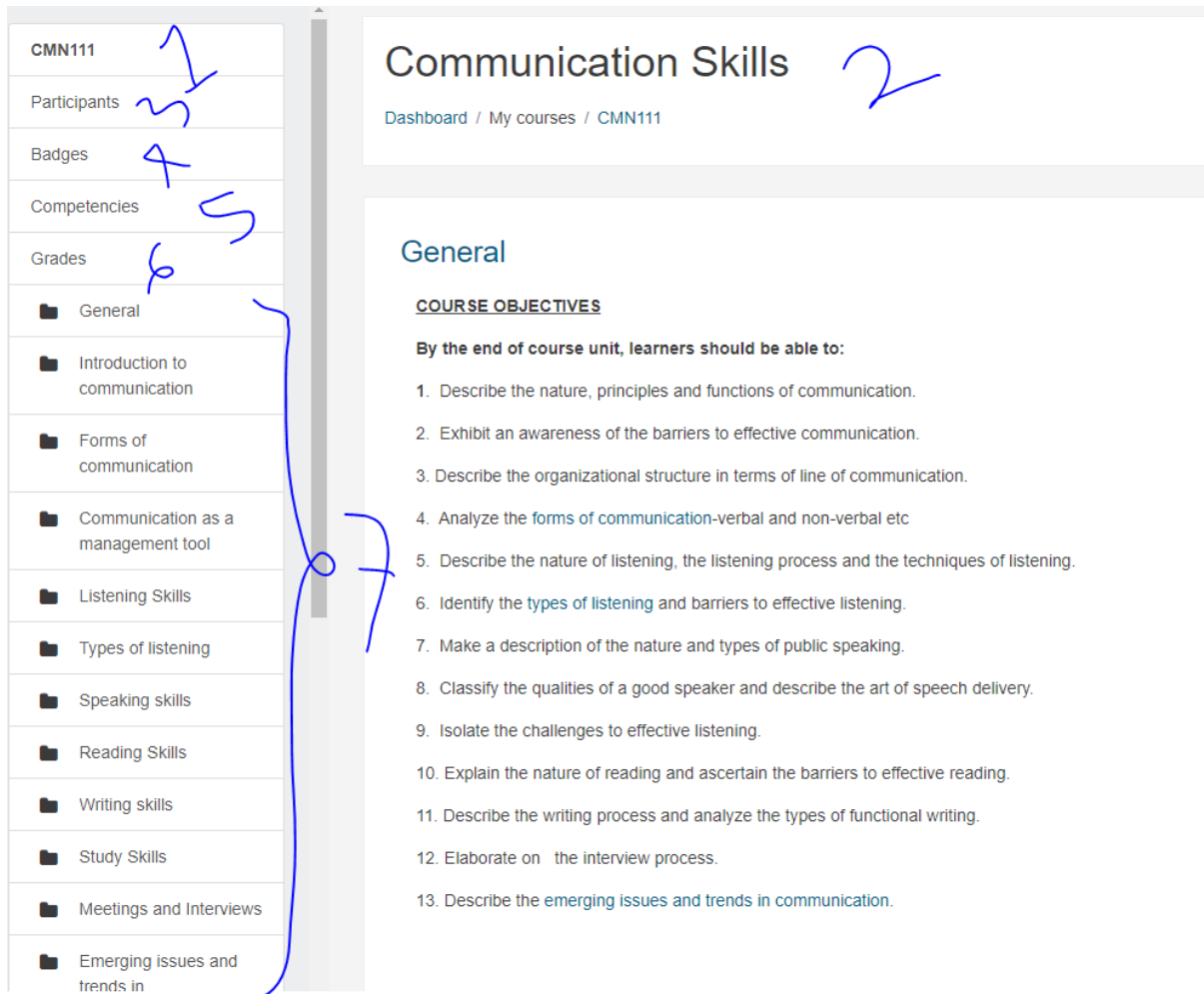
ix. **Online Users**

The online users will display the most recent number of users in the system over a duration of five minutes interval.

Profile

The profile icon allows the students to see their profile and make amendments to it.

6. Course Navigation

The course navigation allows the student to access various contents within an course/lesson.

  i. Course Code

  ii. Course name

 iii. Participants

 iv. Badges

  v. Competence

 vi. Grades

vii. Course Table of Content

7. Course Blocks

Your instructor can choose to enable a variety of course blocks in his/her course site to provide links to features relevant to each particular course. Blocks will typically appear on the right of the ELearning page or they may appear beneath the main course content, depending on your screen size.

Some popular blocks include:

- The **Activities** block lists and allows navigation between the different activities available in your course (Forums, Quizzes, Assignments and so forth).
- The **People** block provides a *Participants* link that will list all participants in the course.
- The **Quickmail** block allows you to *Compose Email* to send to your instructor, or other students in your class.
- The **Calendar** block provides quick access to some upcoming activities.
- The **Latest News** block displays news and announcements created by your instructor. You can click on *more...* next to each topic to read the entire news item, or click on *Older topics...* to view past news items.

8. Assignment Activity

The Assignment module allows Lecturers to collect work from students, review it, and provide feedback including grades. Using assignments, students can submit any electronic files (e.g., word-processed documents, spreadsheets, images, audio, video clips) or type their response directly into ELearning. Note that instructors may enable a setting so that students will have to click a Submit button to declare their submission as final.

Please note: Because network connections can break down, if you are composing an online text Assignment be sure to "Save changes" frequently. You can click "Edit submission" to add more content before you "Submit Assignment." If you have been typing your online text response for a good while (15 minutes or more), before you click to "Save changes" consider selecting your text and copying it to your clipboard or a word-processing program. If there is an error with the submission, you will still have a full copy of your response and can resubmit it after the network connection is re-established.

📕 Introduction to communication
📘 Introduction to communication
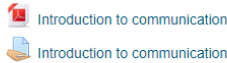
| Jump to... | ⬍ |

How do students submit their assignments?

The first page students will see when they click on the assignment activity link from the course page will display the assignment name, description, and the submission status. The first time a student views the assignment it will look like this:

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Wednesday, 25 September 2019, 12:00 AM
Time remaining	Assignment is overdue by: 255 days 11 hours
Last modified	-
Submission comments	➕ Comments (0)

Add submission

Make changes to your submission

The submission status section includes:

- **Submission status**
- **Grading status**
- Due date
- Time remaining
- Last modified
- Submission details

As they progress through the assignment the Submission status and Grading status will update, and the Last modified date will appear.

The below images shows the steps taken until submission is done. The steps are from the time the student clicks on **Add Submission**

File Submission

Introduction to communication

1. Imagine you are the manager of son & company, identify the principles you would consider while communicating to the employees.

2. What's the function of communication in an organization

3. You would like to convey some information to another company which process would you follow.

All files uploaded will be submitted to the plagiarism detection service URKUND.
If you wish to prevent your document from being used as a source for analysis outside this site by other organisations you can use the opt-out link provided after the report has been generated.

Nothing was submitted   ×

File submissions   Maximum size for new files: Unlimited, maximum attachments: 1

1

Files

You can drag and drop files here to add them.

2

Save changes   Cancel

File picker

- Server files
- Recent files
- Upload a file
- URL downloader
- Private files
- Wikimedia

Attachment

Choose File   No file chosen

Save as

Author

Admin User

Choose license

All rights reserved   ▼

Upload this file

Submission status

Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Thursday, 6 February 2020, 6:10 PM
File submissions	📊 CourseModuleIfnossSampleDataFormat.xlsx ⚠
Submission comments	➕ Comments (0)

Edit submission

Make changes to your submission

Submit assignment

Once this assignment is submitted you will not be able to make any more changes.

The above image indicates a submission status of draft, once a student clicks on submit assignment button, they cannot make any changes to the files.

Submission statuses include:

- Nothing submitted for this assignment
- Draft (not submitted)
- Submitted for grading

Grading statuses include:

- Not graded
- Graded

File submission

Online text
To submit online text, students complete the following steps:

1. Click the 'Add submission' button to bring up the online text editor page.
2. Type the relevant text into the text editor, or paste from a previously written file.
3. Click 'Save Changes'.

There should now be a Last modified date and the first 100 characters entered will also be displayed. Depending on how the assignment is setup the status will either read 'Submitted for grading' - in which case no further action is need, or 'Draft (not submitted)'.

1. If changes are required, click on 'Edit my submission'.
2. Once ready to submit, click 'Submit assignment'.

Note that once the assignment is 'submitted' no further changes are allowed.

To review your ELearning Assignment submission and any feedback from your instructor, click on the Assignments link from the Activity block in your course site:
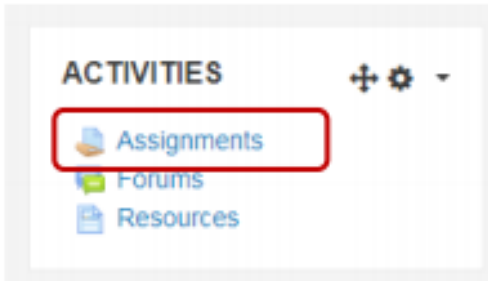
On the next page you will see a list of the available assignments in your course site, along with any applicable information such as submission status and grades:

Topic	Assignments	Due date	Submission	Grade
ASSIGNMENTS	Assignment 2 upload your essay here by 5 PM June 18	-	No submission	-
	Assignment 1 upload your essay here by 5 PM June 11	-	Submitted for grading	A

Click the linked title of the Assignment to review your submission, your grade and any feedback comments or files from your instructor:

Submission status

|	
Submission status	Submitted for grading
Grading status	Graded
Last modified	Monday, June 11, 2018, 3:31 PM
File submissions	Assignment 1.docx
Submission comments	Comments (0)

Edit submission

9. Forum Activity

A forum is a place where class or group discussions can occur. In forums you can add a discussion topic and reply to others' postings, depending on the forum settings the instructor chooses. Your instructors may choose to use a regular Forum or an Open Forum activity.
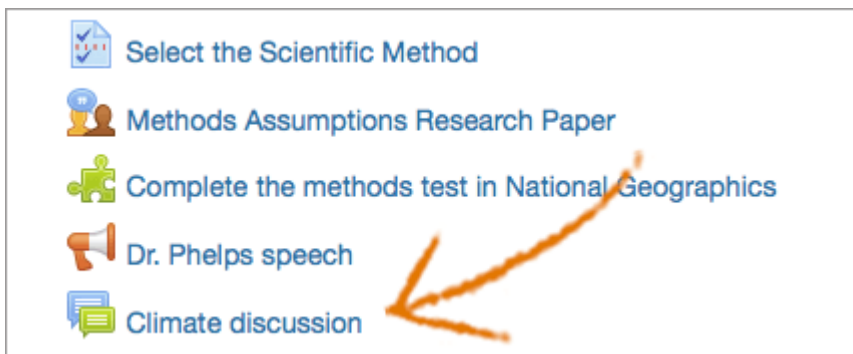
Forum

There are many ways you can access forums, discussions, and posts.

Go to your course and find the Forum activity.
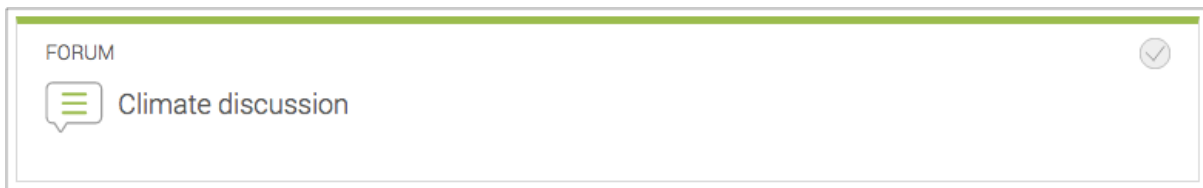
How it looks in Snap

How it looks in another theme

Please note: Because network connections can break down, if you are working on a forum posting for a long time, before you click "Submit" for your response, consider selecting your text and copying it to your clipboard or a word-processing program. If there is an error with the submission, you will still have a full copy of your posting and can resubmit it after the network connection is re-established.

There are five main types of forums your instructor may choose:

- Standard forum for general use: An all-purpose forum that allows for multiple posts. Any user may post a new discussion/topic at any time.
- Standard forum displayed in a blog-like format: An all-purpose forum that allows for multiple posts. The author's profile picture displays next to the post, which has the

look and feel of a blog post. It's also easier for students to read each other's comments—it saves them additional clicking.

- Each person posts one discussion: Every student can only post one topic, but may reply to multiple others.
- Single simple discussion: This is a forum about a single topic, all on one page. Instructors start the discussion; students reply.
- Q and A: This type requires participants to post their own perspectives before viewing other student posts. Instructors post the question(s); students reply. **Note**: there is a 15-minute editing window after posting a response in which the users may re-read and update their posting. It is not until after that editing time passes that they will then be allowed to view other students' postings and respond.

10. Quiz Activity/Examination

The ELearning Quiz activity allows Lecturers to design and set assessments consisting of a variety of question types. Each Quiz has different settings which can be selected by the instructor. Quizzes can be set as self-assessments, allow for multiple attempts, or a single attempt scored course work activity. Your instructor may also choose to have an exam on ELearning that requires a password to be entered by a proctor in a secured testing environment.

How students take a quiz

- Click on the quiz link on the course homepage and read the information to check you're in the right quiz.
- Click on "Attempt quiz now" button.

Where the Quiz requires the use of a Safe Exam Browser (SEB), kindly follow the instructions as indicated.
To ensure smooth transition,

    a) Download and install the SEB Browser form the link provided.

CAT 1

Answer all the questions

Attempts allowed: 1

This quiz opened at Thursday, 23 July 2020, 1:30 PM

This quiz will close on Thursday, 23 July 2020, 2:30 PM.

This quiz has been configured so that students may only attempt it using the Safe Exam Browser.
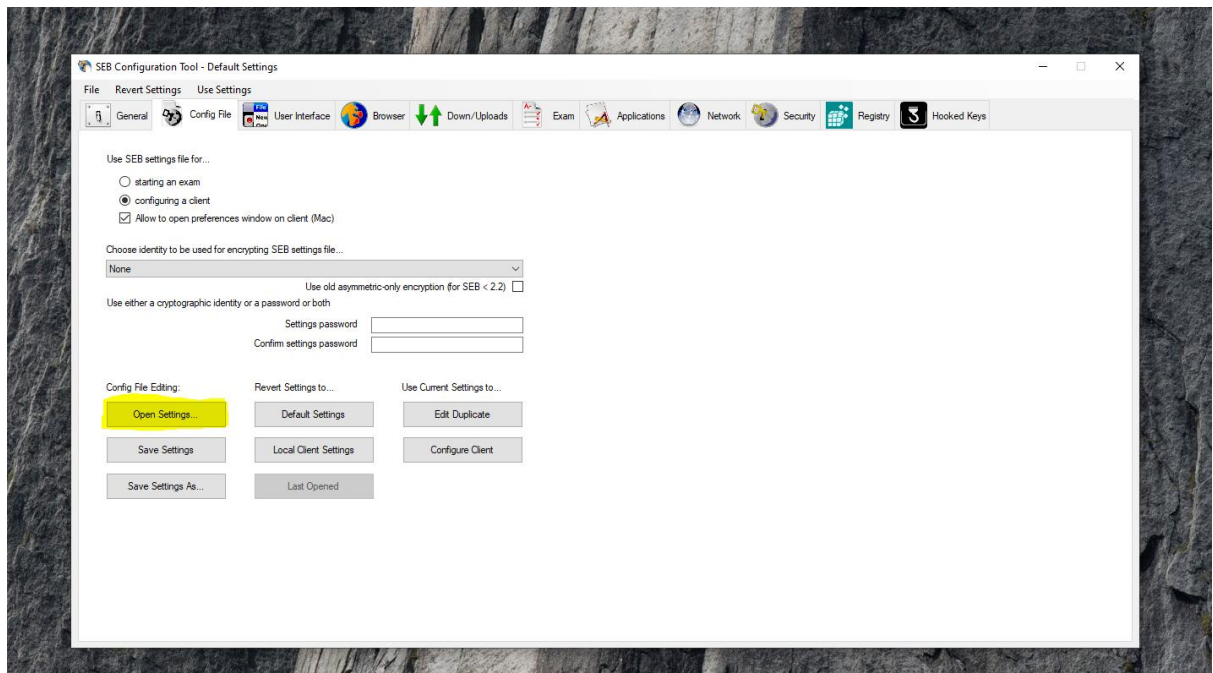
Time limit: 1 hour

The config key or browser exam keys could not be validated. Please ensure you are using the Safe Exam Browser with correct configuration file.
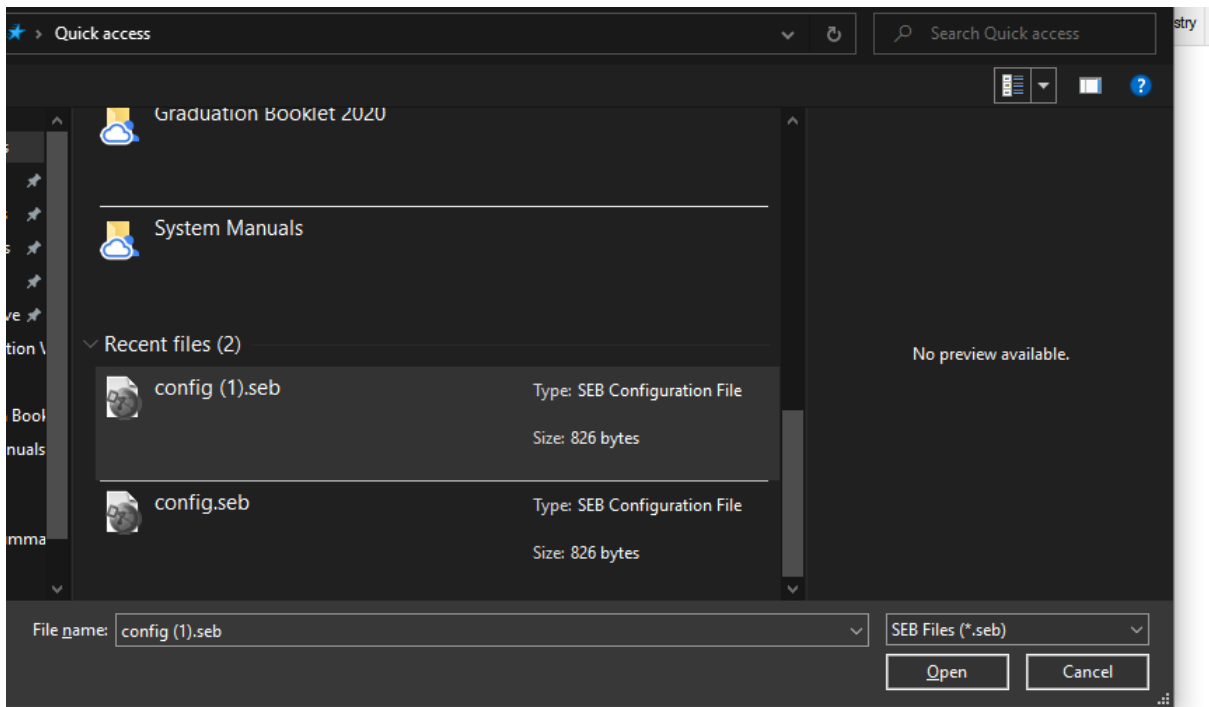
Download Safe Exam Browser   Launch Safe Exam Browser   Download configuration

Back to the course
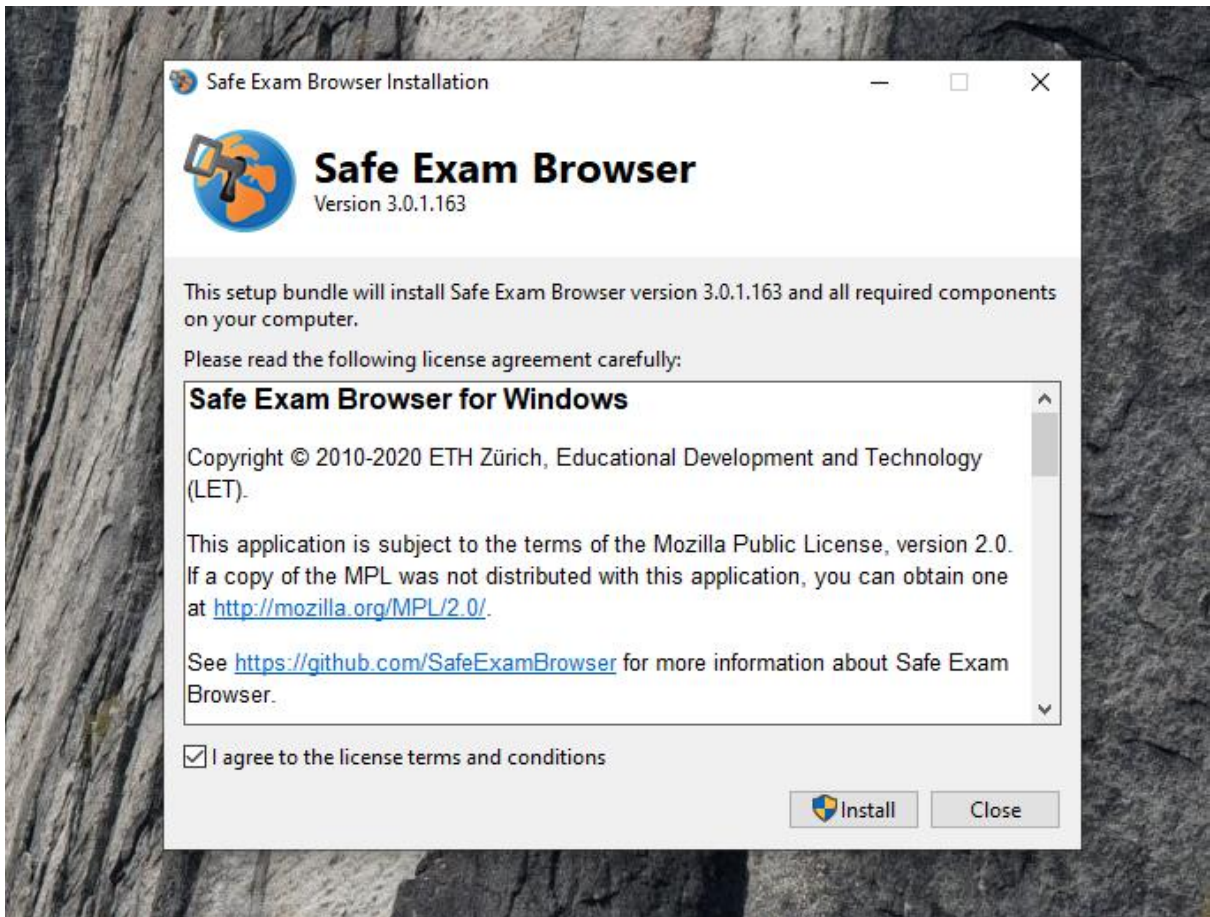
b) Download the configuration file from the Quiz Page
c) Go to your computers Start Menu > SEB Configuration Tool > Config File > Open Settings > Select the configuration file downloaded earlier > Open Then exit the SEB Configuration Tool by closing it.

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System Manuals

Recent files (2)

config (1).seb   Type: SEB Configuration File

Size: 826 bytes

config.seb   Type: SEB Configuration File

Size: 826 bytes

No preview available.

File name: config (1).seb   SEB Files (*.seb)

Open   Cancel

d) Attempt the quiz

umma university UU

Open Safe Exam Browser?

https://elearning.umma.ac.ke wants to open this application.

☐ Always allow elearning.umma.ac.ke to open links of this type in the associated app
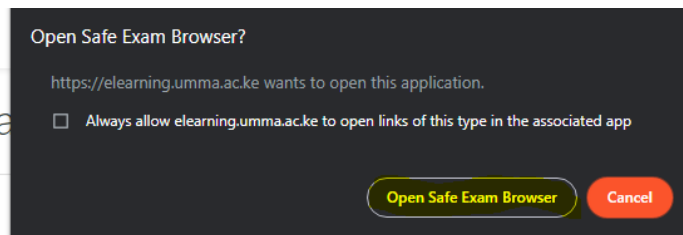
Open Safe Exam Browser   Cancel

Introduction to elea

CAT 1

Answer all the questions

Attempts allowed: 1

NOTE: Once you launch the Safe Exam Browser, you will not be able to access any other functionality on the computer until the exam/quiz has ended. The exam/quiz timer will automatically launch and start to count down. Ensure you have submitted your quiz/exam before the time lapses.

- Click on the "Next" button at the bottom of the page to see the next page of questions
- Click on the "flag" in the box next to the question to put a temporary marker on it

Question 2

Not complete

Marked out of 1.00
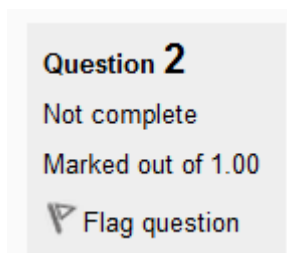
⚑ Flag question

- Notice the Quiz navigation block. You can use it to jump to any question.
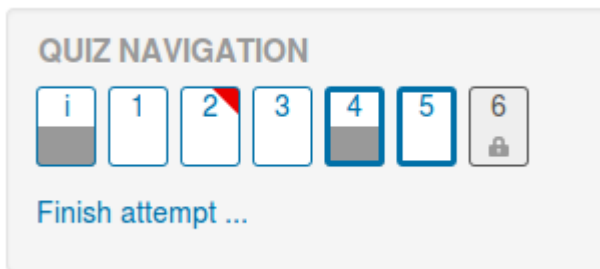

  - A flagged question is shown with a red triangle at the top right
  - Questions on the current page are shown with a thicker border
  - After viewing a description, it is shown with the bottom half grey
  - After saving an essay question, it is shown with the bottom half grey
  - A dependent question is shown in grey with a padlock icon

- To finish the exam,click "Finish attempt" in the navigation block of "Next" on the last page of the exam.
- The "Summary of attempt" page - reviews the questions and alerts you to questions not attempted.
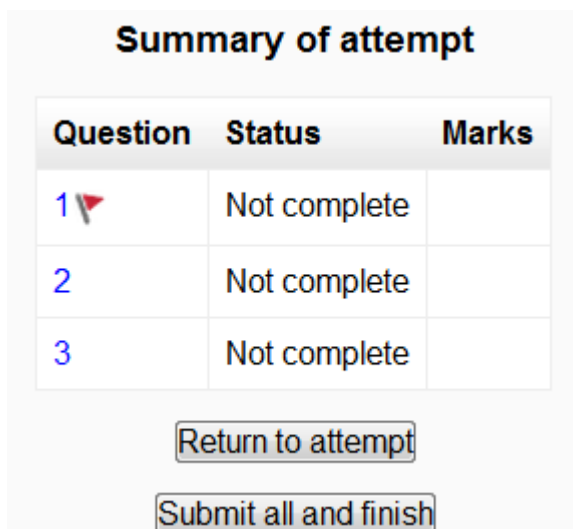
- Click on any question page number or "Return to attempt" to go back to the quiz.
- Click on "Submit all and finish" to have your quiz scored. A warning will pop up telling you you can no longer change your answers.


AutoSave

If ELearning detects that the student's Internet connection has dropped, and the Quiz autosave feature is enabled, a warning message is displayed, prompting the student to make a note of recent responses.
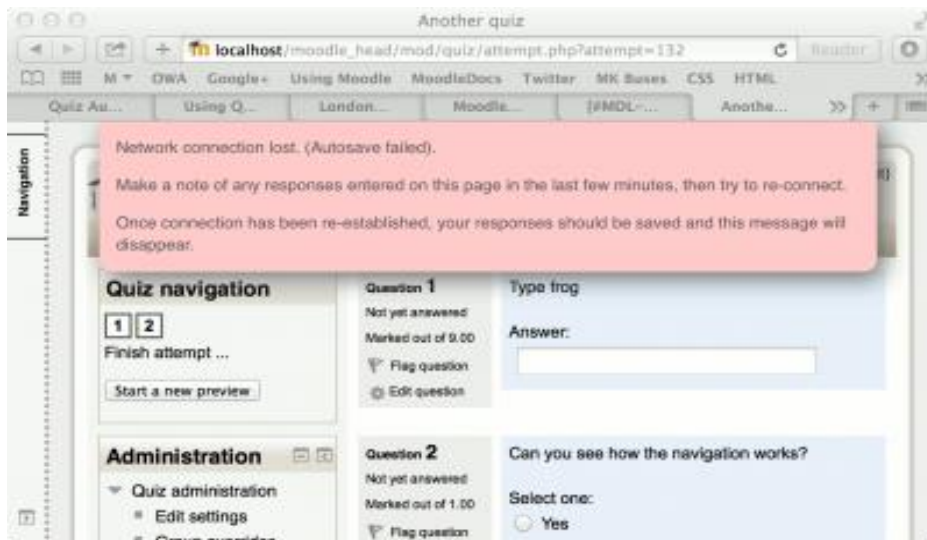
Quiz autosave is enabled by default, with the default time period set to 2 minutes. This autosave period can be changed, or the setting disabled completely, from *Site administration>Plugins>Activity modules>Quiz>Autosave period*.

How students review a quiz

- In the quiz navigation block
  - A correct answer is shown with the bottom half green with a white tick
  - A partially correct answer is shown with the bottom half orange with a white circle in it
  - A wrong answer is shown with the bottom half red
  - An essay question (requiring manual marking) is shown with the bottom half grey
  - A flagged question is shown with a red triangle at the top right
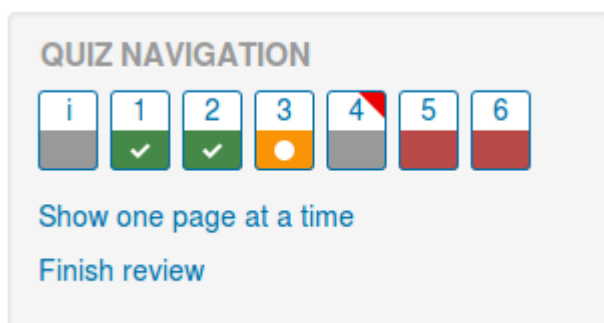
- In the questions themselves, correct answers will be in green with a check mark. Incorrect answers will be in red with a cross. will have a green check mark next to your correct answer

- According to your Lecturer's settings, you might get general feedback, specific feedback on each question and/or overall feedback on your final score.

- Although the quiz may have been split into multiple pages, the review will show all the questions on a single page to make it easier to navigate. You can chose to review the quiz with separate pages as it was when you took the quiz.

Saving questions and returning later to a quiz

- If you answer a number of questions and then want to complete the quiz at a later time, click "Finish attempt".
- When you return to continue the quiz, ELearning will remember which page you were on and allow you to continue from there, having saved your previous questions.

Retaking a quiz

If your Lecturer has allowed multiple attempts, when you click on the quiz again you will be informed how many attempts you have remaining along with your previous scores.

Please note: If you answer a number of questions and then want to save your questions along the way or complete the quiz at a later time (within any given time limitations), click "Finish attempt" in the Quiz navigation block. When you return to continue the quiz attempt, ELearning will remember which page you were on and allow you to continue from there, having saved your previous questions.
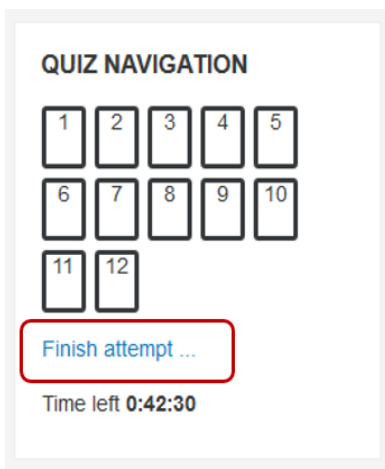
Answer saved

Not yet answered

Return to attempt

You can Return to attempt to continue working; or Submit all and finish when done.

Time left 0:33:18

This attempt must be submitted by Tuesday, Ap

Submit all and finish

11. Grades

Your instructor may choose to use the ELearning Gradebook to keep track of student work.

The Grades area for a student displays the User report and the Overview report. The User report generally shows a students grade in either a numerical, text, or percentage format in addition there is also an area to view feedback. Whether or not a student is able to view a course total grade and the format in which it is displayed depends on the settings each instructor has selected.

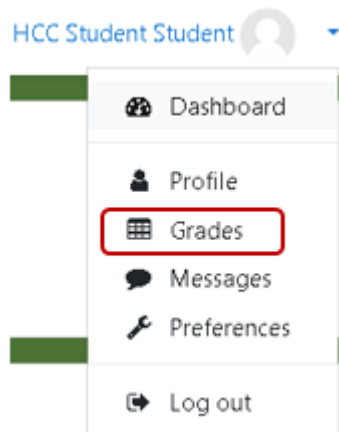The Grades link can be found in the Nav drawer, as shown below.

≡   HCC Moodle

🎓 18/SU SOC-101-U01

👥 Participants

🛡 Badges

⊞ Grades

Students can also access Grades via their user menu from the top right of the page. Click on your name for the drop-down menu to appear.

In addition, the Open Grader allows students to review Assignments and Open Forums that have been graded by a Lecturer, and it allows the exchange of comments about a particular grade or submission.