





# **Kiriri Women's University of Science & Technology**

Kasarani Campus  
P. O. Box 49274, 00100  
Nairobi, Kenya  
Tel: 20 204 2692  
20 204 2692  
Cell: 0769 626 819  
0789 626 819  
Email: [info@kwust.ac.ke](mailto:info@kwust.ac.ke)  
Website: [www.kwust.ac.ke](http://www.kwust.ac.ke)

## **Online Learning Manual**

*Prepared for*

**NEW STUDENTS**

**June 2020**

# STUDENT USER GUIDE

## VIRTUAL LEARNING SYSTEM

### Contents

- ✓ Your profile
- ✓ Your notifications and messages
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- ✓ Your dashboard
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- ✓ Participating in Chat Sessions

### Your profile

You can access your profile from the user menu top right. It's where you see your name and an arrow. Click there (1) to open up the menu (2) Clicking the Profile link will then display other options, such as a list of **your courses**, **any forum** and **blog entries** and a **link to edit your profile** (3).

Clicking the Edit profile link will allow you to change certain information such as add an avatar, description and, optionally, extra contact details. You cannot normally change your username and your admin might have restricted other changes too. When you upload an image, it will appear in the user menu by your name and also on your Dashboard page.

### Your notifications and messages

The Virtual Learning system can alert you when you have new messages from your teacher and other participants. You can receive alerts about new forum posts or graded assignments and more. You can receive these alerts via email or pop up, and you can control how you receive them from *Preferences > Message preferences* in the user menu. The documentation Messaging gives more detail.

## Your courses

**Site front page** - Some sites display all their courses on the front page and students click to enrol themselves into a course. When you are logged in, The Virtual Learning system front page displays only the courses you are enrolled in (to avoid clutter and confusion).

**Dashboard** - This is your personal page which you can customise and view your enrolled courses and outstanding tasks. More information in the section below.

## Your dashboard

Every user has their own dashboard which they can customize. The screencast **Dashboard** gives a brief introduction to this, and the documentation on **Dashboard** gives further information.

You can access your dashboard quickly, from the user menu top right and your site may redirect you automatically to your dashboard once you are logged in.

## Submitting Your Assignments

### File submission

To submit a file submission, students complete the following steps:

1. Click the 'Add submission' button to bring up the file upload page.
2. Upload the relevant file into the submission. They are able to 'drag and drop' the file into the submission box.
3. Click 'Save Changes'.

There should now be a Last modified date and the file(s) uploaded 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.

*Student view when adding a submission*



### Student view once file is uploaded

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Friday, 3 May 2019, 11:00 PM
Time remaining	10 hours 52 mins
Last modified	Friday, 3 May 2019, 4:05 AM
File submissions	<ul style="list-style-type: none"> <li>assignment-one.docx 3 May 2019, 4:05 AM</li> </ul> <a href="#">Export to portfolio</a>
Submission comments	<ul style="list-style-type: none"> <li>Comments (0)</li> </ul>

[Edit submission](#) [Remove submission](#)

You can still make changes to your submission.

### Student view when submitting assignment

Submission status

Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Friday, 3 May 2019, 11:00 PM
Time remaining	10 hours 49 mins
Last modified	Friday, 3 May 2019, 4:05 AM
File submissions	<ul style="list-style-type: none"> <li>assignment-one.docx 3 May 2019, 4:05 AM</li> </ul> <a href="#">Export to portfolio</a>
Submission comments	<ul style="list-style-type: none"> <li>Comments (0)</li> </ul>

[Edit submission](#) [Remove submission](#)

You can still make changes to your submission.

[Submit assignment](#)

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

## Participating in Forums

1. Click the name of the topic in the forum.
2. Click the **Reply** link at the bottom right of the post to which you want to reply.



3. Type your post in the **Message** section.
4. You can change whether you're subscribed to a given forum at any time by clicking the name of the forum, then clicking the **Subscribe/Unsubscribe me from this forum** link at the top right of the window.

Some instructors may enable the Groups feature to divide forum participants into separate groups. If you want to see the forum posts for a particular group, select the group name from the drop-down menu that will appear on the forum's page. Depending on how the instructor configured the forum, you may be able to see only posts made by members of your group.

## Participating in Chat Session

1. To participate in a *Chat* activity, select **the link to the Chat** on your Moodle course page. You can also click **Chats** in the *Activities* block to see a list of all available chat activities.
2. The *Chat* page will open displaying the description for the chat.
3. To enter the chat room, click **Click here to enter the chat now**.

14:53 [Acstu2 Test](#) Acstu2 Test has just entered this chat

**[Acstu2 Test](#)** 14:53  
Not bad. How about yourself?

**[Acstu2 Test](#)** 14:54  
How is your reflection essay going?

**[Acstu1 Test](#)** 14:56  
Oh, I haven't made much progress. It's getting stressful now.

 [Acstu1 Test](#)

 [Acstu2 Test](#)  
[Talk](#) [Beep](#)

[Send](#) [Themes »](#)

4. The chat session will open in a new window. Names and personal icons (if available) of course members currently in the room will be listed at right.