



<https://elearning.kist.ac.ke>

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## KIAMBU INSTITUTE OF SCIENCE AND TECHNOLOGY

### KIST LMS (E-LEARNING PORTAL)

### STUDENTS' USER GUIDE



<https://elearning.kist.ac.ke>

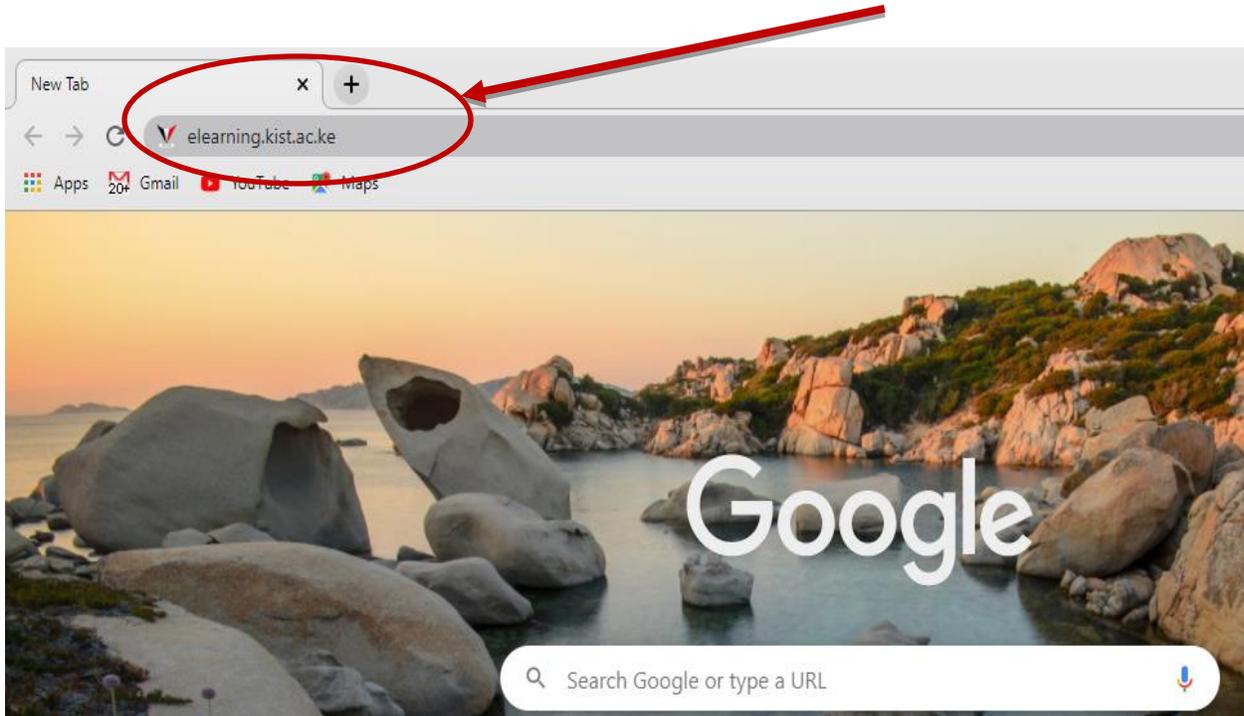
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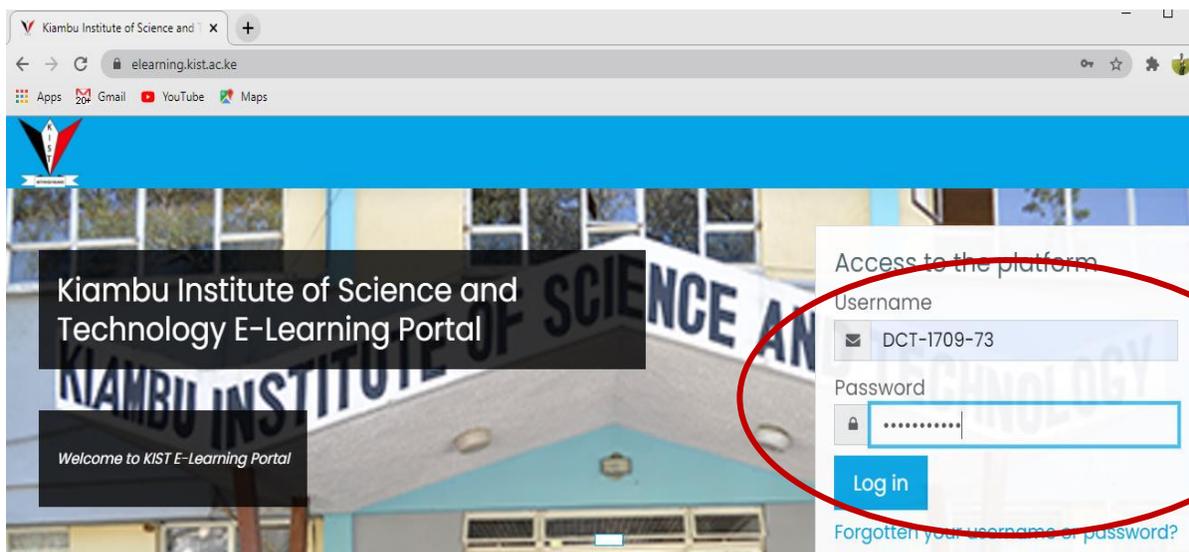
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## How do I log in to Kist e-learning Portal

1. To log in to your Kist e-learning account, enter the following URL on your browser's address bar: **elearning.kist.ac.ke**.



2. Type your **username (Admission number)** and the **password(welcome2020)** given as shown below and click on **Log in** button:

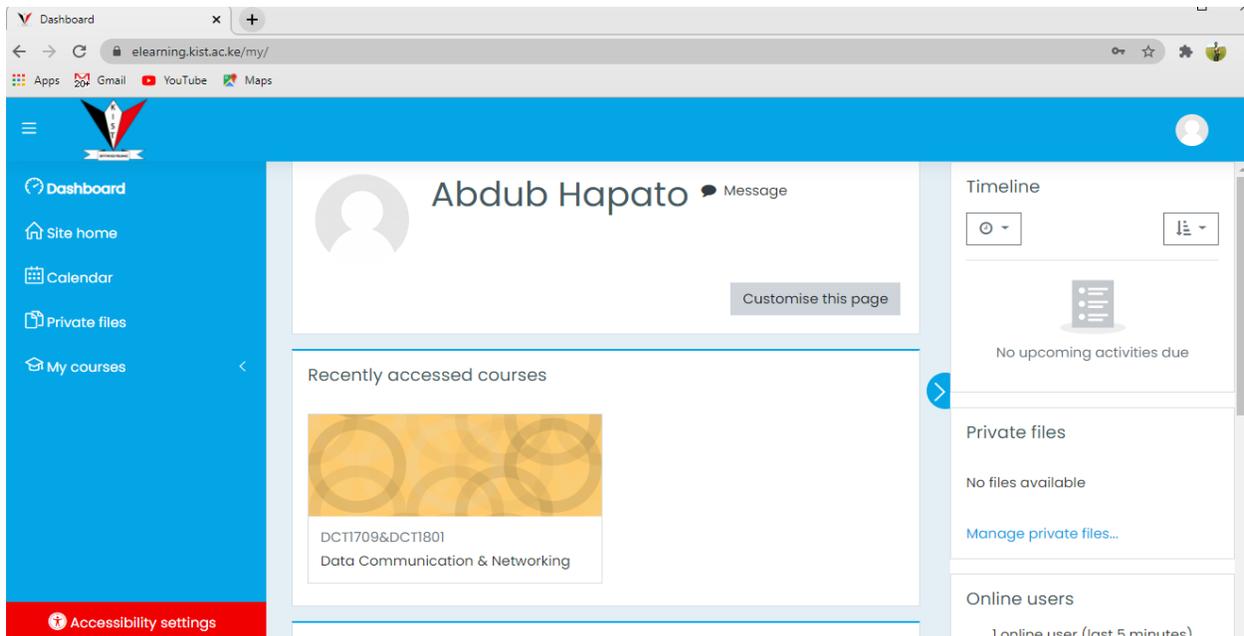


### 3. Change your password to your own private password

**Note: The private password must meet the requirements indicated in the statement**

The screenshot shows a 'Change password' form. At the top, a message states: 'You must change your password to proceed.' The form includes a 'Username' field with the value 'dct-1709&1801'. Below this, a red oval highlights the password requirements: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as \*, -, or #'. There are three password input fields: 'Current password', 'New password', and 'New password (again)'. A blue 'Save changes' button is at the bottom. Annotations include a red arrow pointing from the note to the requirements, and black arrows pointing from the text 'Type welcome2020' to the 'New password' and 'New password (again)' fields, and from 'Type your private password' to the 'Current password' field. A status message at the bottom says 'There are required fields in this form marked [red icon]'.

### 4. Upon successful login, your homepage looks like the screen below



After logging in, you will find your **courses/subjects** listed below the image at the center of the page (or click site home) or click My Courses

Selecting/Clicking a course/subject in this list will take you to that course/subject home page.

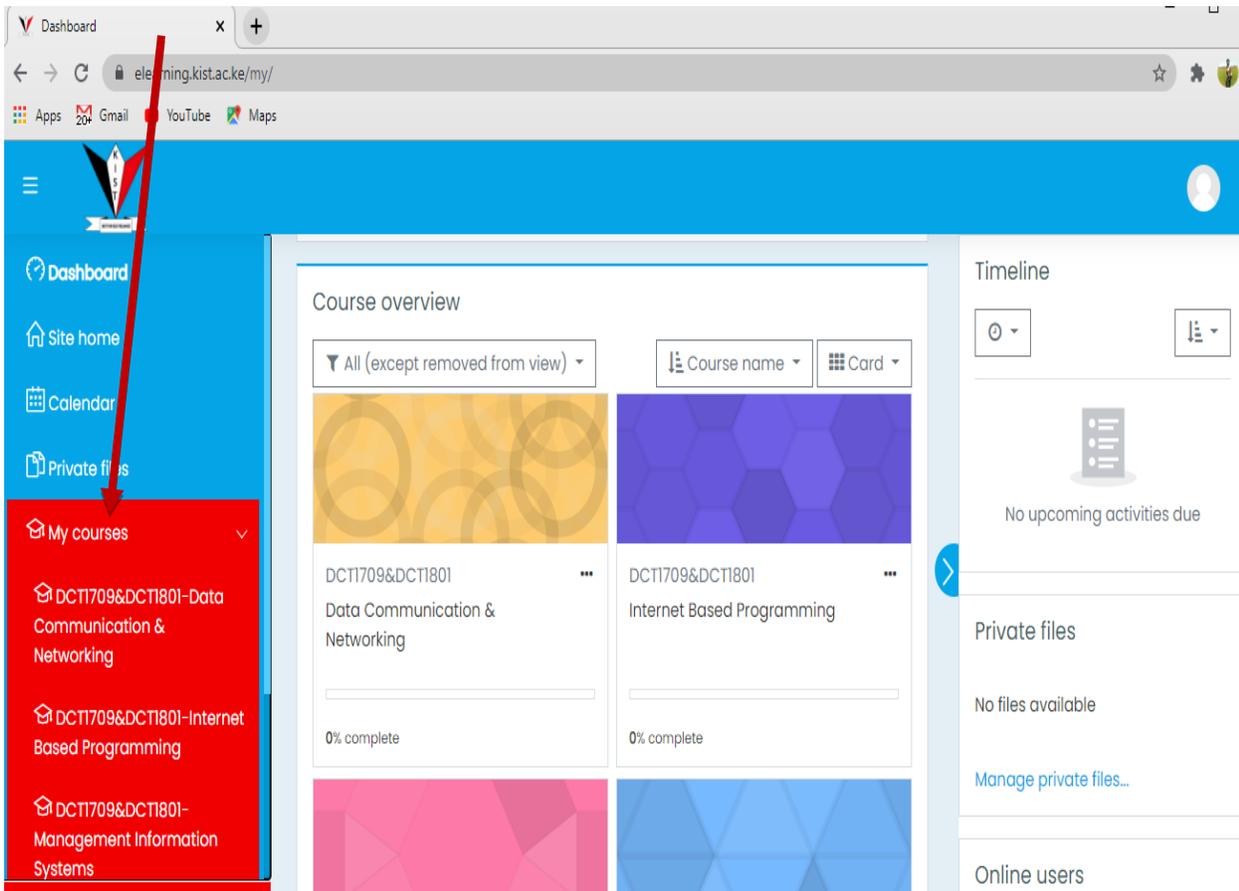
5. Scroll below the homepage to check all your courses/subjects that are reflected in the e-learning portal as shown below if some are missing contact your HoD or [odelsupport@kist.ac.ke](mailto:odelsupport@kist.ac.ke)

The screenshot displays the e-learning portal dashboard. On the left is a blue navigation sidebar with the following items: Dashboard, Site home, Calendar, Private files, and My courses. At the bottom of the sidebar is a red button for 'Accessibility settings'. The main content area is titled 'Course overview' and features a filter dropdown set to 'All (except removed from view)', a 'Course name' dropdown, and a 'Card' view selector. Below these are two course cards, both showing '0% complete':

- Course 1: DCT1709&DCT1801, Data Communication & Networking
- Course 2: DCT1709&DCT1801, Internet Based Programming

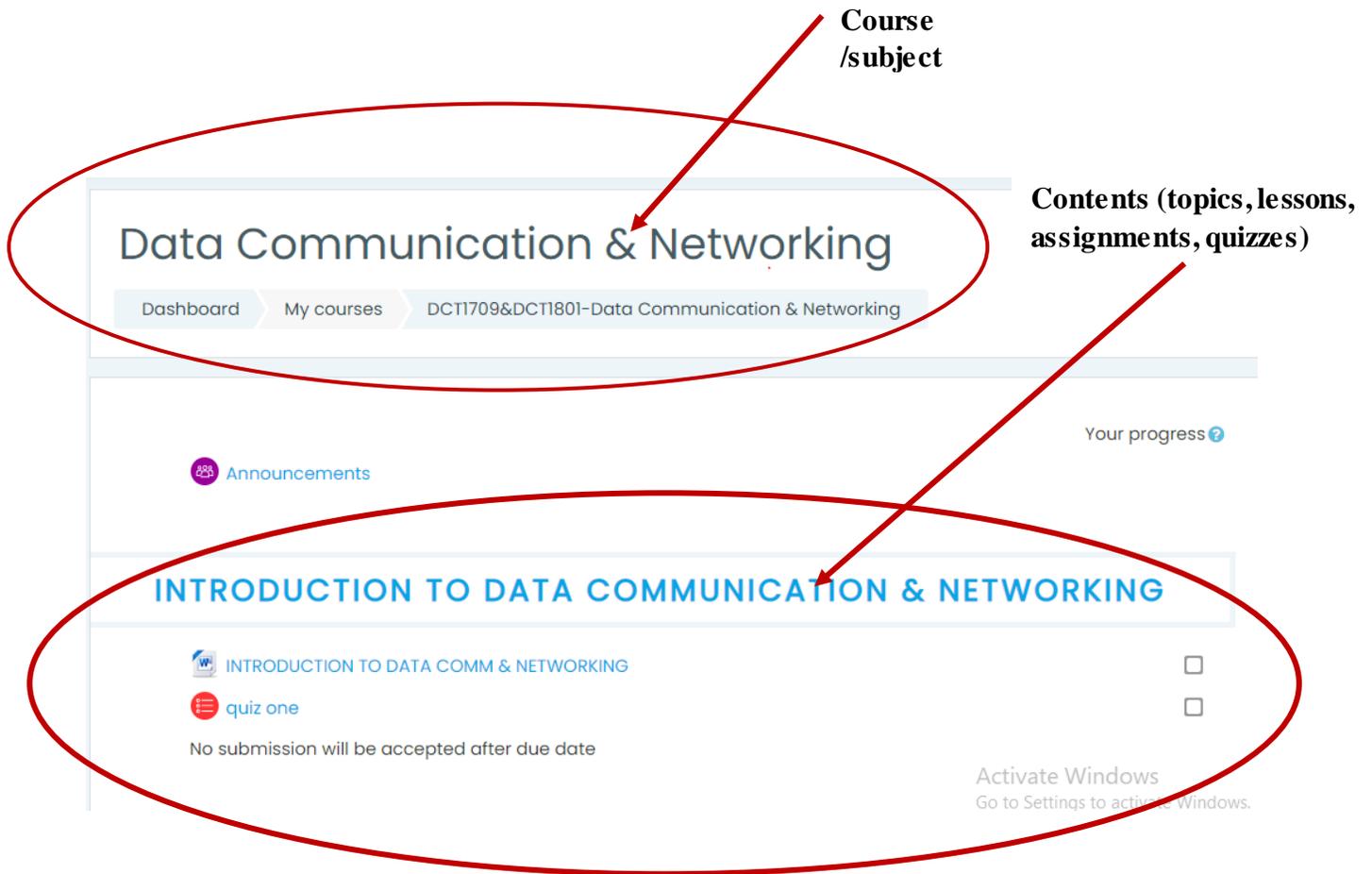
On the right side, there is a 'Timeline' section with a clock icon and a list icon, displaying 'No upcoming activities due'. Below that is a 'Private files' section with 'No files available' and a link to 'Manage private files...'. At the bottom right, the 'Online users' section shows '5 online users (last 5 minutes)'. A red arrow points from the text in the instruction above to the filter dropdown menu in the course overview section.

**N:B** : *Important: Always confirm your registered units in the e-learning Portal all reflect under 'My Courses' in the e-learning portal as shown below.*



**ACCESSING DIGITAL CONTENT (prepared softcopy notes .doc/.pdf/.ppt)**

The image below displays a typical course/subject home page. The course/subject name will be displayed at the top of the page, and a list of the content in the course/subject will be displayed in the **CONTENTS** area on the page. Most courses/subjects will have a Welcome topic which contains your course syllabus, course schedule, trainer contact info, and other course content. These topics are usually separated out by weeks, lessons, or units.



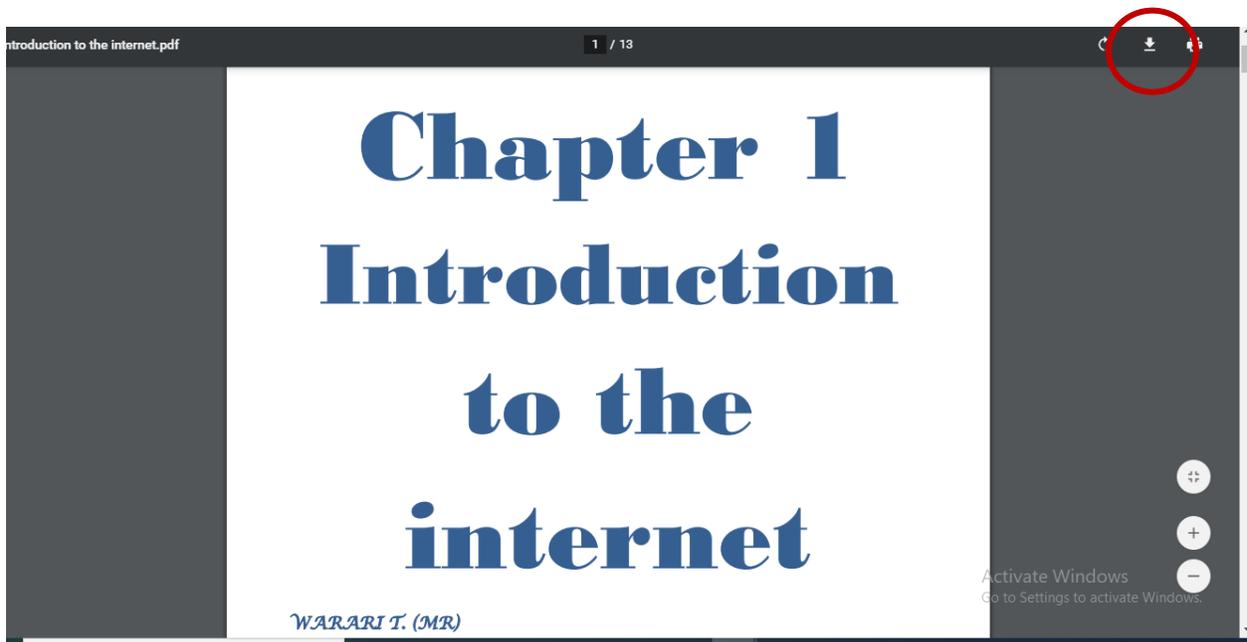
1. To access content within a topic, click on the specific content under the topic name (e.g. Course outline, lesson notes, quizzes, assignment) as shown below



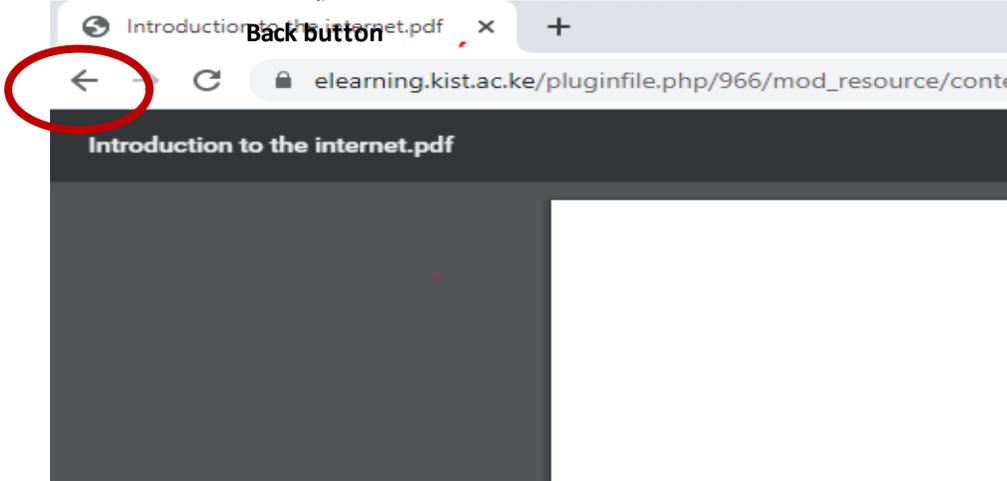
This will load the details of that content, (e.g. lesson notes in pdf/word doc/excel etc.) uploaded by the trainer as shown below.

- The student can read through the lesson notes or download them, or be able to answer the questions in cases of quizzes and assignments.

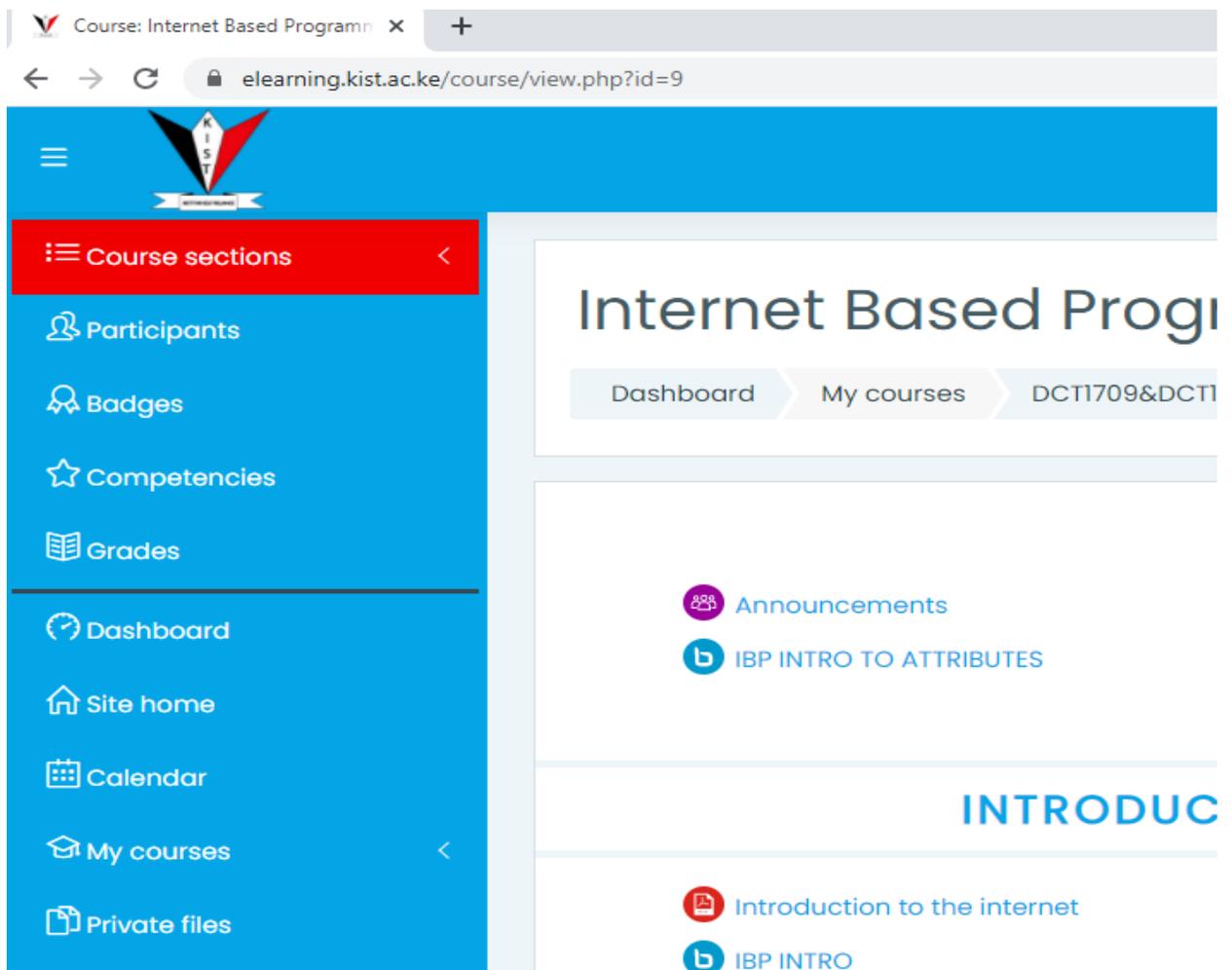
To download the details of a content, click on the **download arrow** and the file will be saved in the downloads folder in the computer.



2. To navigate back to the course home page after viewing the content, you can use the **Back button** on your browser or click site home



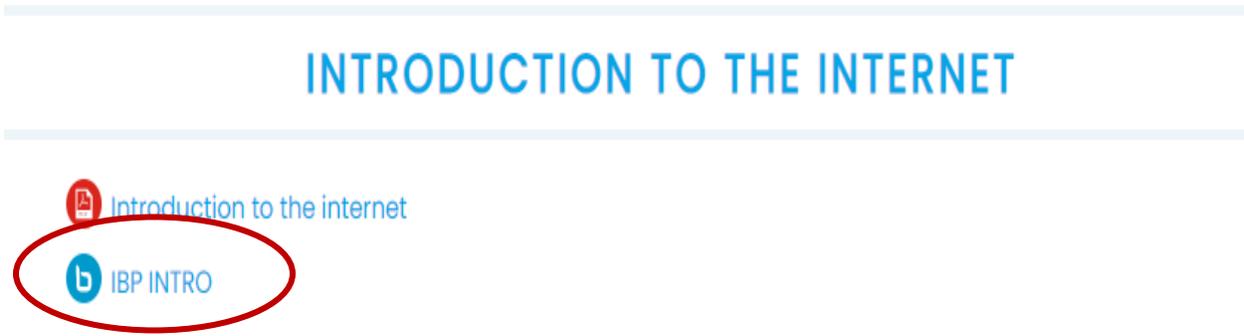
Another useful section in each course/subject is the left side of the course when opened. Here you will find links to the participants and grades, as well as the dashboards content (site home, calendar, my courses and private files.)



## JOINING A SCHEDULED LIVE CLASS

The live classes will be conducted as per the Kist Timetable

1. From the course/subject page, click on the link for a live session under the topic labeled by the  icon



2. Click on **Join session** to join the live class.

IBP INTRO

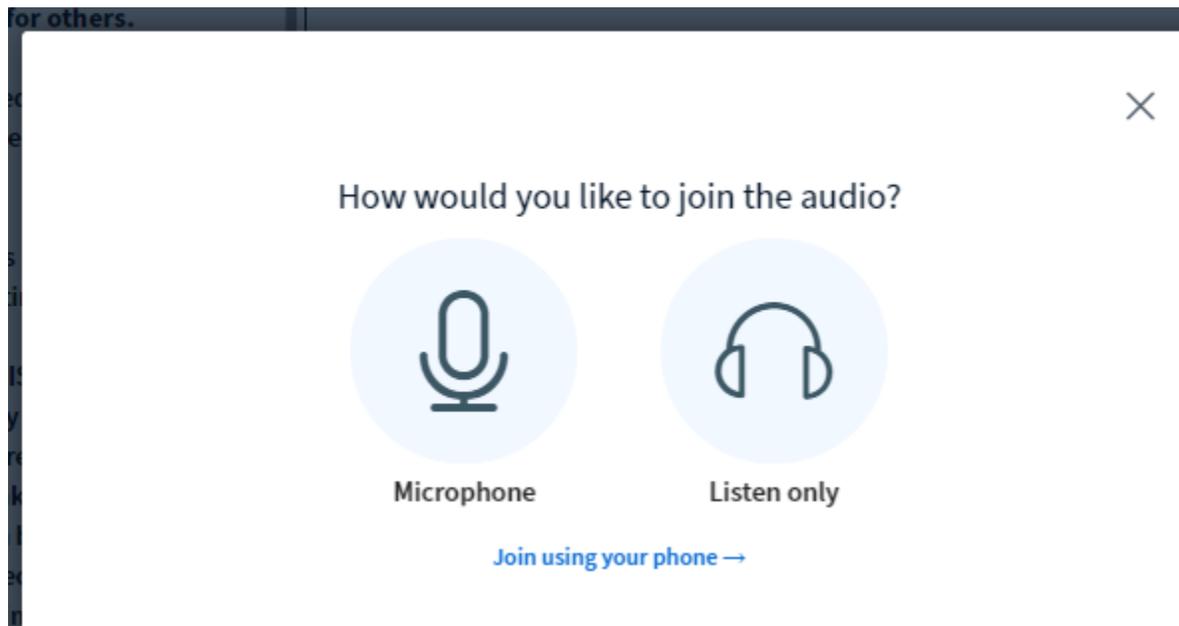
This conference room is ready. You can join the session now.



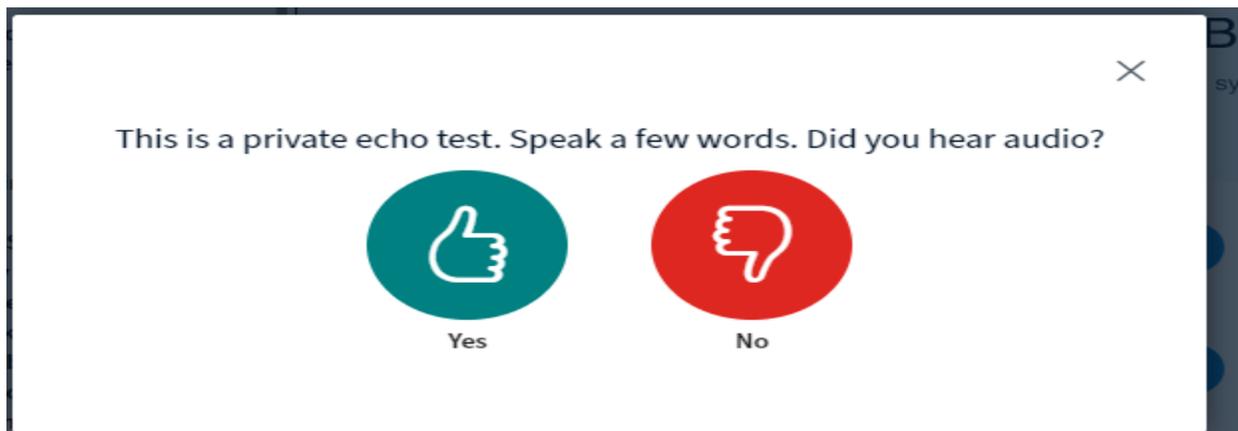
Recordings

Playback	Name	Description	Date	Duration
Presentation	IBP INTRO		Wed, 2 Sep 2020, 12:28 PM EAT	9

3. You will be redirected to the following page, select **listen only** option

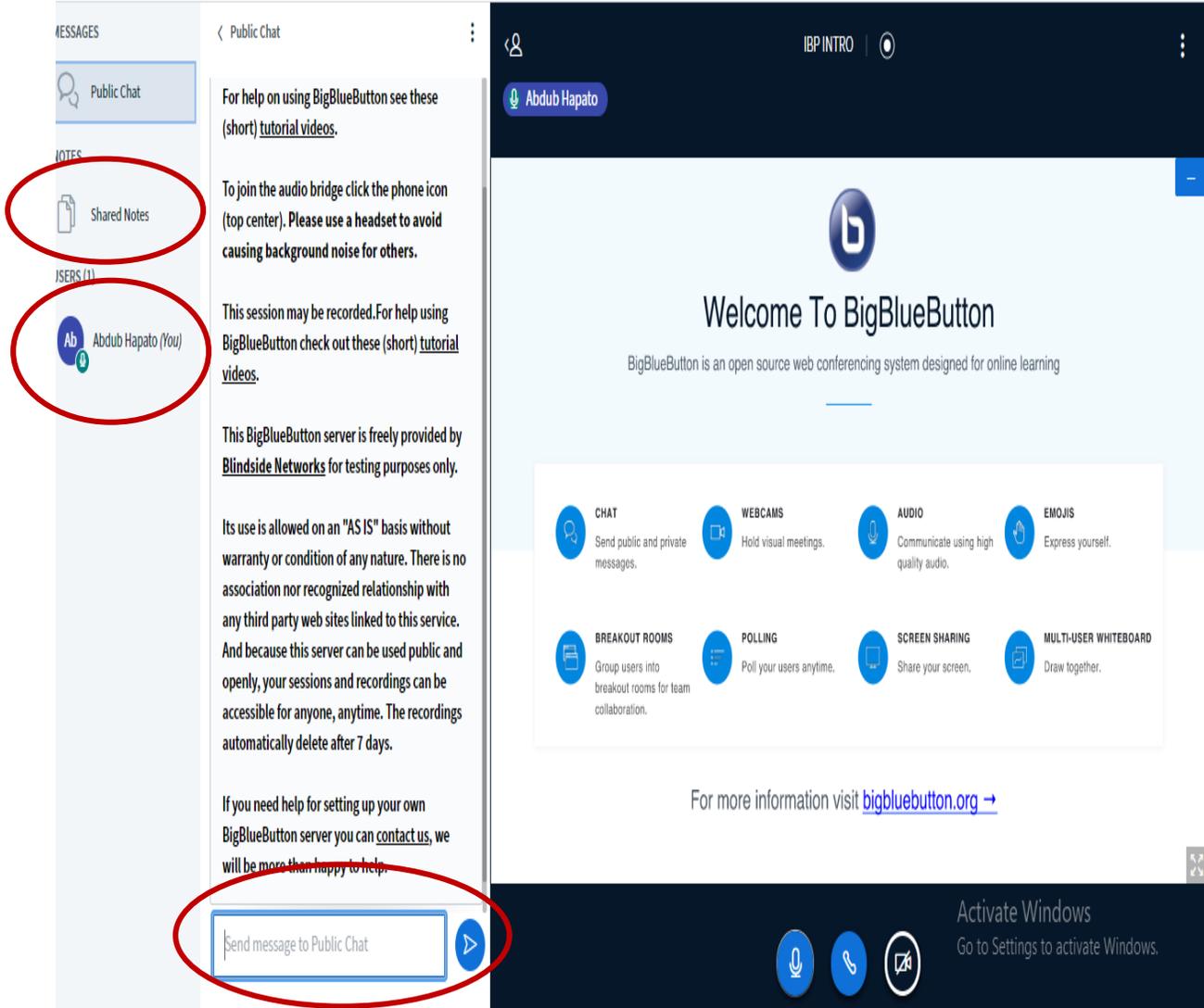


4. On the screen that appears, click **Yes** if your speaker is working



**5. The live classroom screen will open as shown below.**

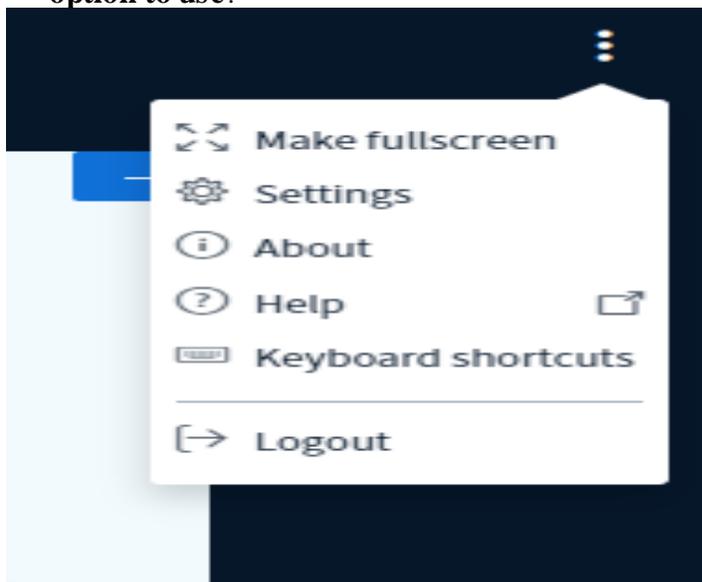
- On the left side, list of users is displayed, shared notes and public chat.
- You can send a message to the trainer/classmates by typing in “**send message to public chat**” field and clicking on the **send button**.
- You can click on the four arrow keys (right hand top side) to clearly see what the trainer is



6. Click on the first icon below to **mute/unmute** your microphone,
7. Click on the second icon below to **leave** the live class,
8. To activate/deactivate your camera, click on the last icon.



9. The three dots on the top right side show the following options. Click any required option to use.



## ASSIGNMENT/QUIZZES/CATS

### How to access assignments/quizzes/cats etc.

The screenshot displays a course interface with three main sections, each with a title bar and a list of resources:

- INTRODUCTION TO THE INTERNET**
  - Introduction to the internet (PDF icon)
  - IBP INTRO (b icon)
  - IBP QUIZ ONE (b icon)

No submission will be accepted after the due date
- THE WORLD WIDE WEB**
  - THE WORLD WIDE WEB (PDF icon)
  - INTRO TO THE WEB (b icon)
- CREATING YOUR FIRST WEB PAGE**

At the bottom right, there is a watermark: "Activate Windows Go to Settings to activate Windows".

The above image depicts typical Lesson topics in a course. Often trainers will add resources such as pages, PDF files, or other content to a topic, as well as activities and assignments such as quizzes, forums, and assignment. These resources and activities can be accessed by selecting their link on the course home page.

## How do I turn in my work?

1. Click on the course to open, then under topics, click on the assignment and the following screen will appear;
2. Click on **blue link** having the assignment title and the assignment will download. *Open the downloaded file in the downloads folder.*  
*Click on “**enable editing**” at the top of the document and perform the task and save your work.*

The screenshot shows a breadcrumb trail: Dashboard > My courses > DCT1709&DCT1801-Internet Based Programming > INTRODUCTION TO... > IBP ASSIGNMENT 1. The main heading is 'IBP ASSIGNMENT 1'. Below it, there is a task description: 'Carry out a research on the task given' followed by a blue link 'Differentiate between java and java script.docx2' with a timestamp 'September 2020, 4:17 PM'. A 'Submission status' section contains a table with the following data:

Submission status	No attempt
Grading status	Not graded
Due date	Wednesday, 9 September 2020, 12:00 AM
Time remaining	6 days 7 hours

On the right side of the table, there are partial labels 'Activa' and 'Go to S'.

3. Click on “**Add submission**” to upload and submit your assignment.

This block shows a detailed view of the submission status table and the comments section. The table data is as follows:

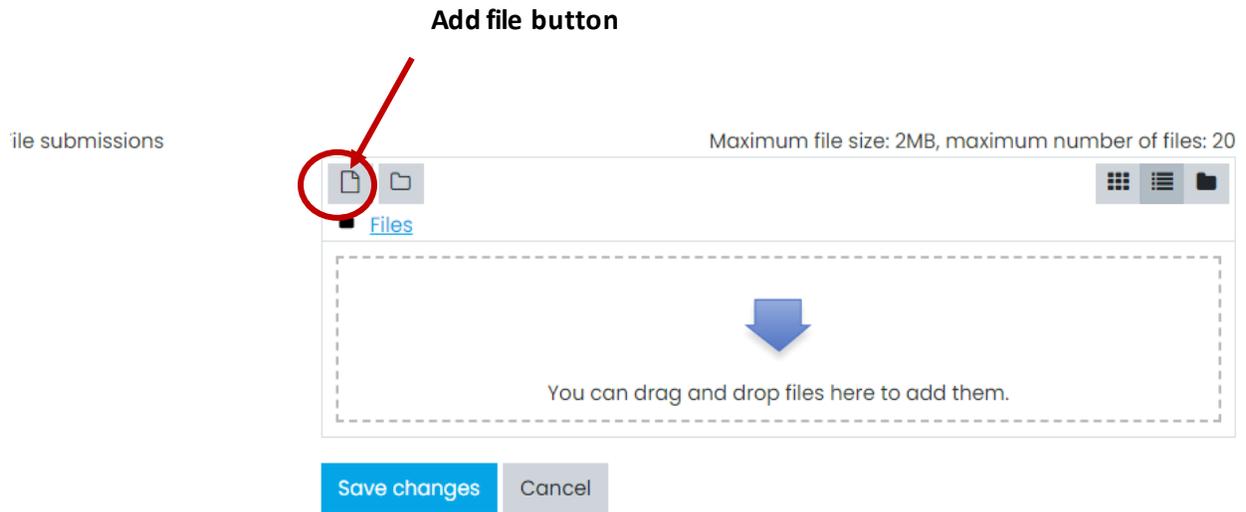
status	
Grading status	Not graded
Due date	Wednesday, 9 September 2020, 12:00 AM
Time remaining	6 days 7 hours
Last modified	-

Below the table, there is a 'Submission comments' section with a blue link 'Comments (0)'.

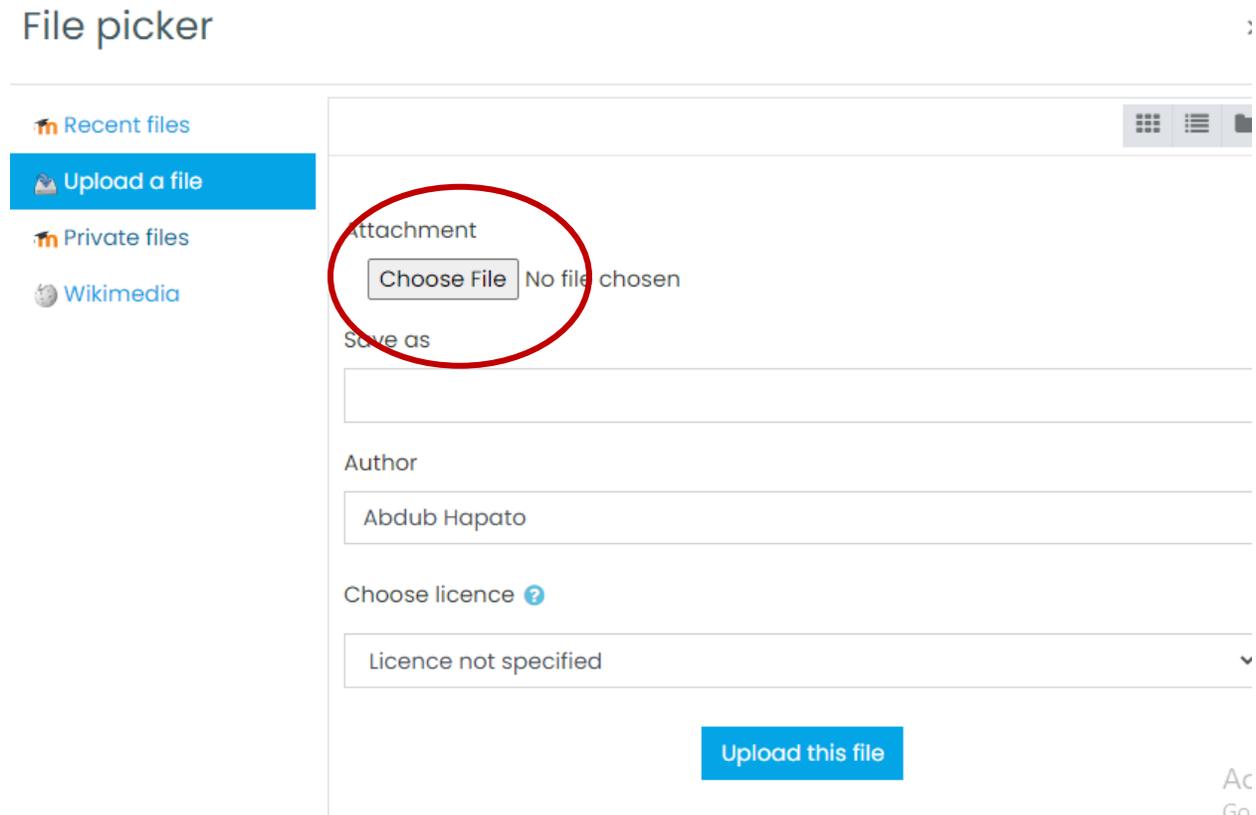


**Add submission  
button**

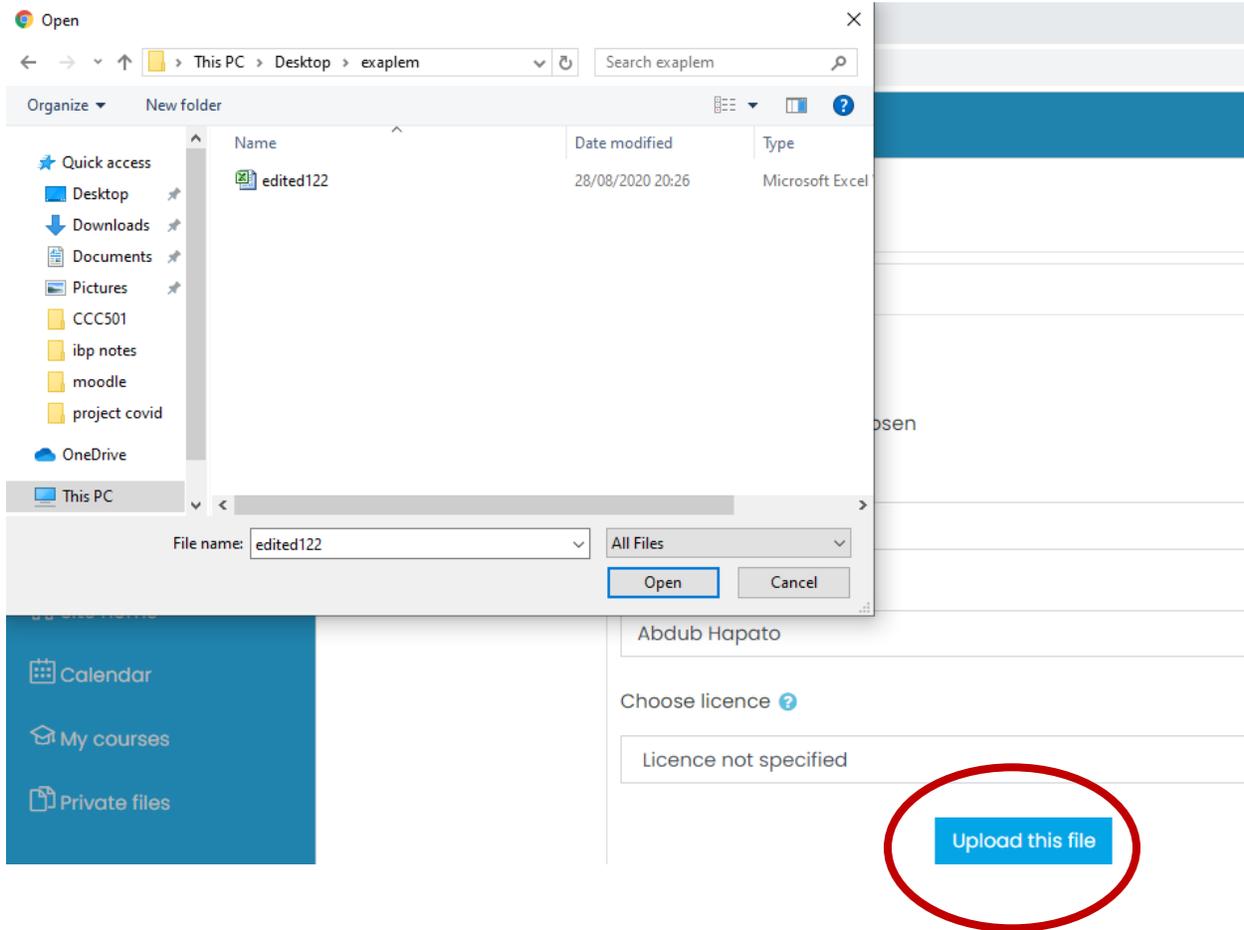
4. Click on **add file** as shown below



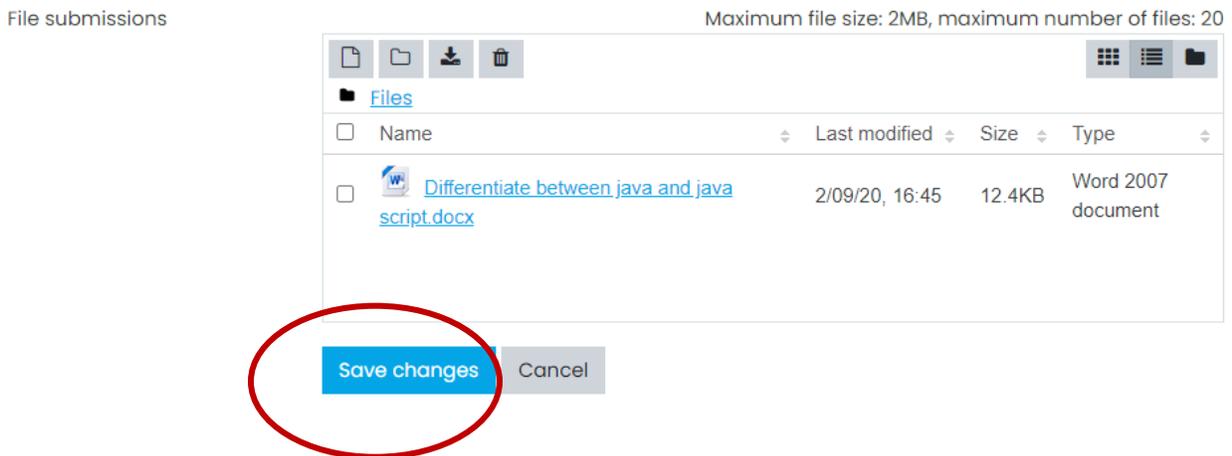
5. Click on **choose file** from the screen that appears and select your file from the computer



6. Select the file from the location where it has been saved and double click on the file, then click on **“Upload this File”**



7. Your file will be uploaded as shown below, click on **“save changes”**



8. To confirm your submission, the submission status should read as shown below;

### Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Wednesday, 9 September 2020, 12:00 AM
Time remaining	6 days 7 hours
Last modified	Wednesday, 2 September 2020, 4:48 PM
File submissions	<a href="#">Differentiate between java and java script.docx</a> 2 September 2020, 4:48 PM
Submission comments	<a href="#">Comments (0)</a>

### To edit/ remove submission

9. Click on the **edit submission/ remove submission** respectively as shown below;

Time remaining	6 days 7 hours
Last modified	Wednesday, 2 September 2020, 4:48 PM
File submissions	<a href="#">Differentiate between java and java script.docx</a> 2 September 2020, 4:48 PM
Submission comments	<a href="#">Comments (0)</a>

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

You can still make changes to your submission.

## How do I post in a Discussion Forum?

In a discussion forum, trainers will generally provide a topic for you to post a response and may also require that you respond to other students' posts on the topic. However, there are other uses for Discussion Forums, so be sure that you carefully read your trainer's requirements for each forum.

1. To access a discussion forum, click on the topic of that particular course then click on **group discussion**.

### INTRODUCTION TO THE INTERNET

 Introduction to the internet

 IBP INTRO

 IBP QUIZ ONE

No submission will be accepted after the due date

 IBP ASSIGNMENT 1

Carry out a research on the task given

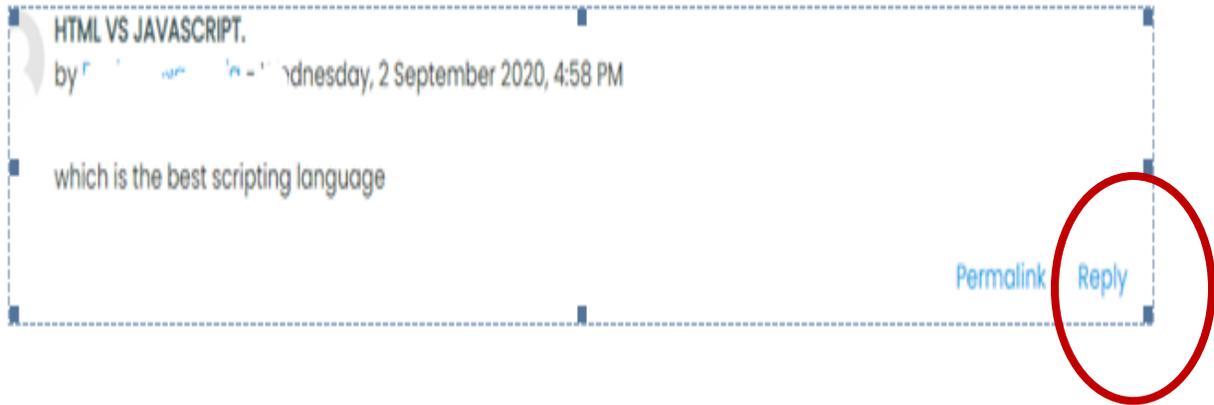
 Group Discussion

Discuss here

*This will take you into the discussion forum. Here you will be able to read the forum instructions, add a new post, and read and reply to other's posts.*

2. To post, first read the instructions and requirements for the discussion forum. When you are ready to add your post to the forum, click on the **discussion topic** as shown below

[Discussion](#)



3. Enter your reply in the space provided and click the Submit button.

hhhhh|

Advanced

## How do I begin my exams or quizzes?

### Before beginning an exam or quiz

- Be sure you've studied the course material!  
As most of your exams will be timed, it is imperative you use your time wisely. Being prepared will reduce much of the stress associated with taking exams.
- Be sure you have enough free time to finish the exam!  
Once you press the start button on an exam, the timer will begin and continue to count down until time has expired, whether you are actively taking the exam or not. Do not navigate to other pages in e-learning site while you have the exam open. This can cause issues with your submission.
- Be sure you have a reliable Internet connection.  
You should only start exams from a reliable Internet connection. If your home Internet connection fails often or has other issues, you may want to take your exams from a more reliable Internet connection.
- Be sure you fully submit the exam once you are finished.  
If you navigate away from the exam before completing the submission process your exam may not save properly, or other issues could arise.

### If issues arise

- Be sure to contact your trainer immediately to make them aware of your issues.
- Contact technical support at [supportmoodle@kist.ac.ke](mailto:supportmoodle@kist.ac.ke)

## Starting an exam or quiz

1. Select the exam from the course home page.

e.g. in the example below, click on “cat two”

 Introduction to the internet

 IBP INTRO

 IBP QUIZ ONE

No submission will be accepted after

 IBP ASSIGNMENT 1

Carry out a research on the task give

 Group Discussion

Discuss here

 cat two

answer all

*The next page has your trainer’s directions for the exam, information about the number of attempts allowed and time limit, and the **Attempt quiz now** button.*

***N.B: Be sure you have enough time to finish your exam.***

2. After ensuring you are prepared to begin the exam and going over your trainer's directions, use the **Attempt quiz now** button to begin your attempt.

## quiz two

select the correct answer

This quiz opened at Thursday, 3 September 2020, 12:25 PM

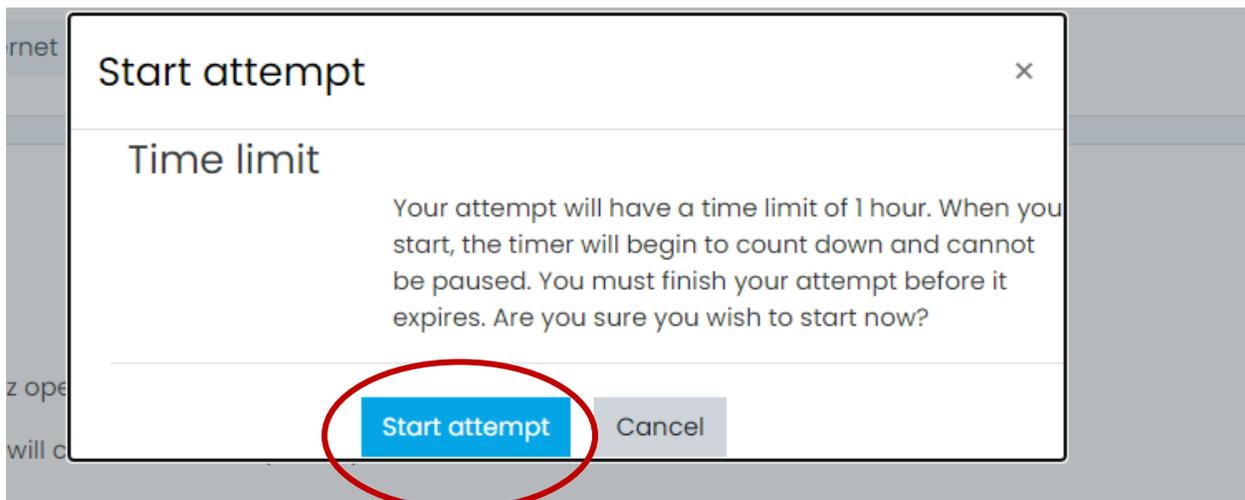
This quiz will close on Thursday, 10 September 2020, 12:24 PM.

Time limit: 1 hour

Grading method: Highest grade

Attempt quiz now

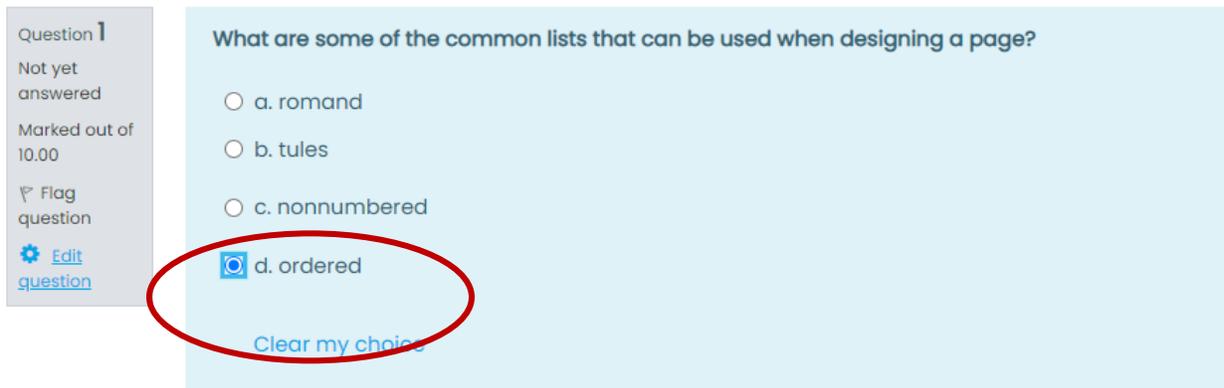
3. A confirmation box will load, reminding you of the time limit and number of attempts. If you are certain you are ready to begin, use the **Start attempt** button to begin. This will begin the exam and start the timer.



## Taking an exam or quiz

### 4. After starting the attempt, the first page of quiz questions will be displayed.

- To answer multiple choice or true/false questions, simply select the answer you believe is correct. For essay and short answer type questions, you will need to type your responses into the indicated fields. Other question types may require you to select the correct answer from a drop-down menu.
- When you have answered all of the questions on a page, use the **Next** button at the bottom of the page to navigate to the next page, or click on the “**finish attempt**” button to submit your answer.



5. The “**finish attempt**” button will show you a summary of your attempt, including any unanswered questions and the amount of time remaining. If you have skipped a question, it will be shown here as **Not yet answered**. A question’s number under the **Question** heading is a link that can be used to take you directly to a question.

6. The **Return to attempt** button will take you to the beginning of the exam. After verifying you have answered every question and you are satisfied with your attempt, use the **Submit all and finish** button to submit your attempt for scoring.

# quiz two

## Summary of attempt

Question	Status
1	Answer saved

[Return to attempt](#)

Time left **0:59:22**

This attempt must be submitted by Thursday, 3 September 2020, 1:32 PM.

[Submit all and finish](#)

7. This will take you to a review. Here you can see a review of your attempt, which will show you information about each question and your results.

When you are done reviewing your submission, use the **Finish review** link at the bottom of the page to end the review.

<b>Started on</b>	Thursday, 3 September 2020, 12:32 PM
<b>State</b>	Finished
<b>Completed on</b>	Thursday, 3 September 2020, 12:33 PM
<b>Time taken</b>	1 min 28 secs
<b>Grade</b>	10.00 out of 10.00 (100%)

Question 1  
Correct  
Mark 10.00 out of 10.00  
Flag question

**What are some of the common lists that can be used when designing a page?**

- a. numbered
- b. definatel
- c. romanad
- d. ordered

Your answer is correct.  
The correct answer is:  
ordered

[Finish review](#)

This will take you back to the start page of the exam or quiz. This page will give you an overview of your previous attempts and enable you to attempt the exam again if your trainer allows more than one attempt.

quiz two

select the correct answer

This quiz opened at Thursday, 3 September 2020, 12:25 PM  
This quiz will close on Thursday, 10 September 2020, 12:24 PM.  
Time limit: 1 hour  
Grading method: Highest grade

### Summary of your previous attempts

Attempt	State	Grade / 10.00	Review
1	Finished Submitted Thursday, 3 September 2020, 12:33 PM	10.00	<a href="#">Review</a>

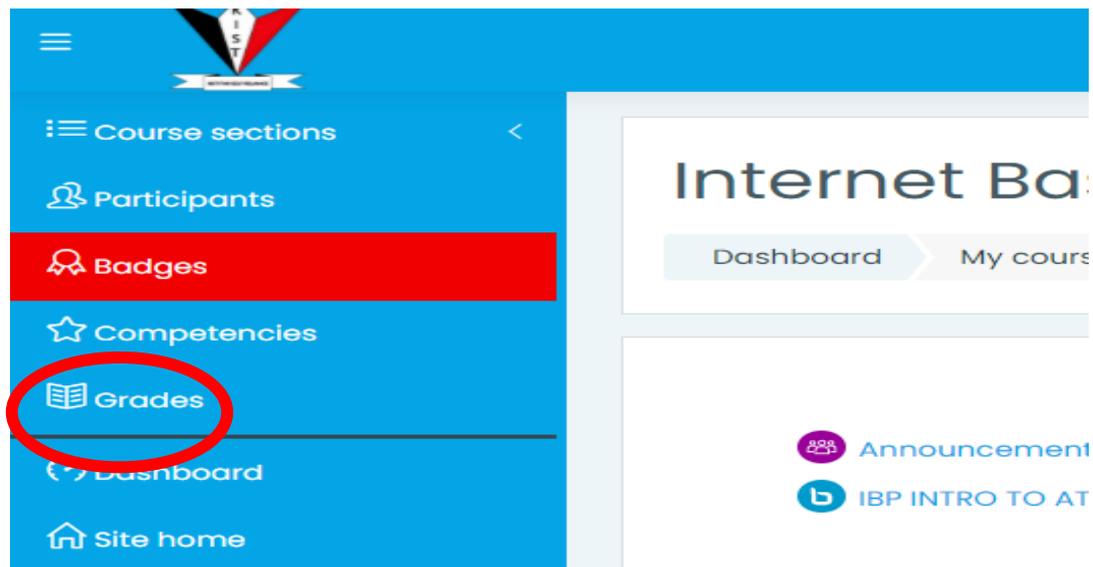
Highest grade: 10.00 / 10.00.

[Re-attempt quiz](#)

Activate Windows  
Go to Settings to activate Windows.

## How do I find my Grades?

8. To check your grades, go to the course’s home page. On the left side, click on “grades”



9. Click on **overview report** to view the grades for each course/unit as shown below.

Course name	Grade
Data Communication & Networking	-
Internet Based Programming	15.00
Management Information Systems	-
Principles and Practice of Management	-
Trade Project	-

10. Click on **user report** to view the grades for each cats, quizzes, assignments etc., for each specific course/unit as shown below.

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
<b>Internet Based Programming</b>						
IBP QUIZ ONE	0.00 % ( Empty )	-	0-10	-		0.00 %
TEXT FORMATTING	0.00 % ( Empty )	-	0-100	-		0.00 %
IBP ASSIGNMENT 1	50.00 %	5.00	0-10	50.00 %		25.00 %
cat two	0.00 % ( Empty )	-	0-10	-		0.00 %
quiz one (lists)	0.00 % ( Empty )	-	0-10	-		0.00 %
quiz two	50.00 %	10.00	0-10	100.00 %		50.00 %
<b>Course total</b>	-	<b>15.00</b>	<b>0-20</b>	<b>75.00 %</b>		

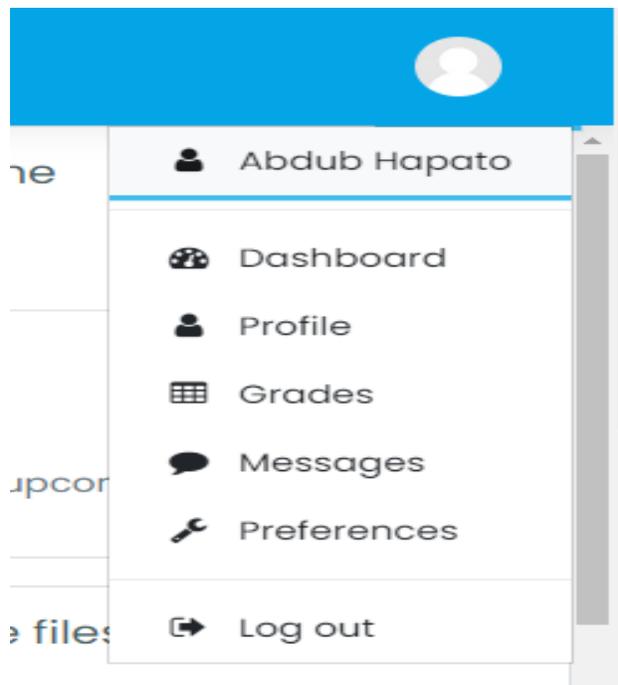
*If you have questions regarding your grades, please contact your trainer.*

## How do I contact my trainer?

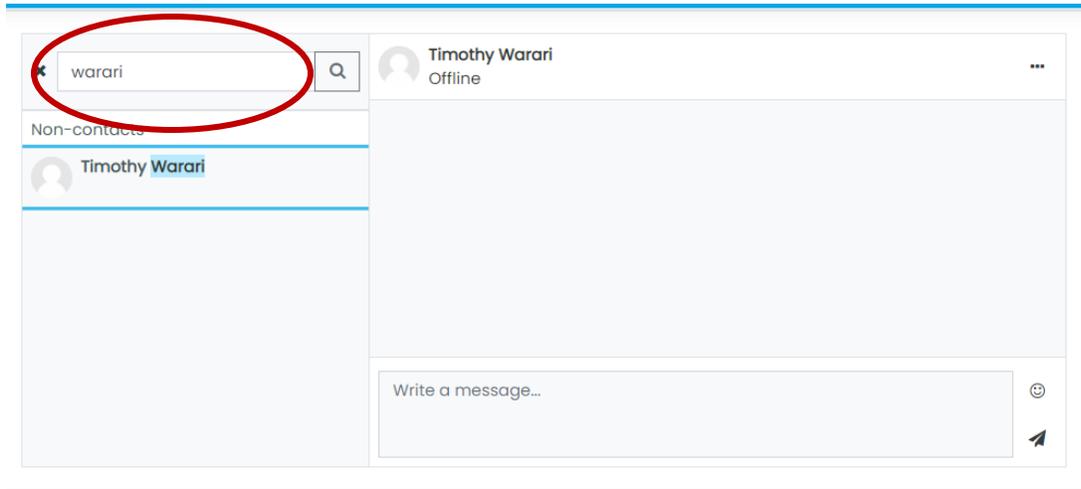
Questions about your course, course material, coursework, or grades should always be directed to your trainer.

Contacting your trainer from *KIST e-learning portal* is EASY!

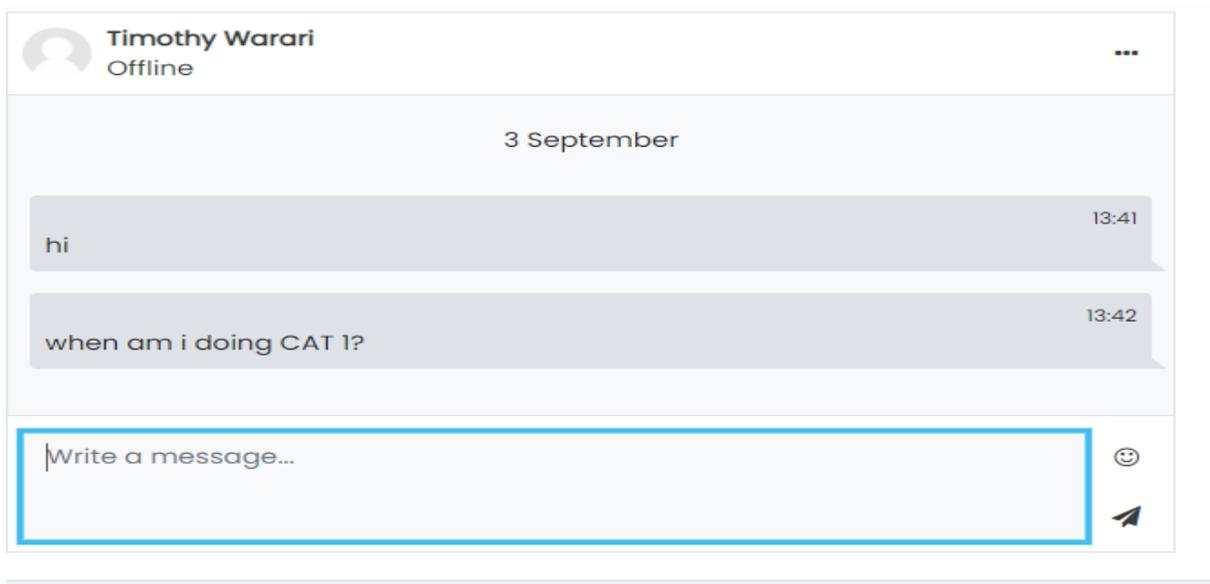
**11.** At the top of any page, click on the “**profile button**” and a drop down menu will appear as shown below. Click on “**messages**” button.



**12.**In the search field type the name of your trainer as it appears on the elearning portal as shown below.

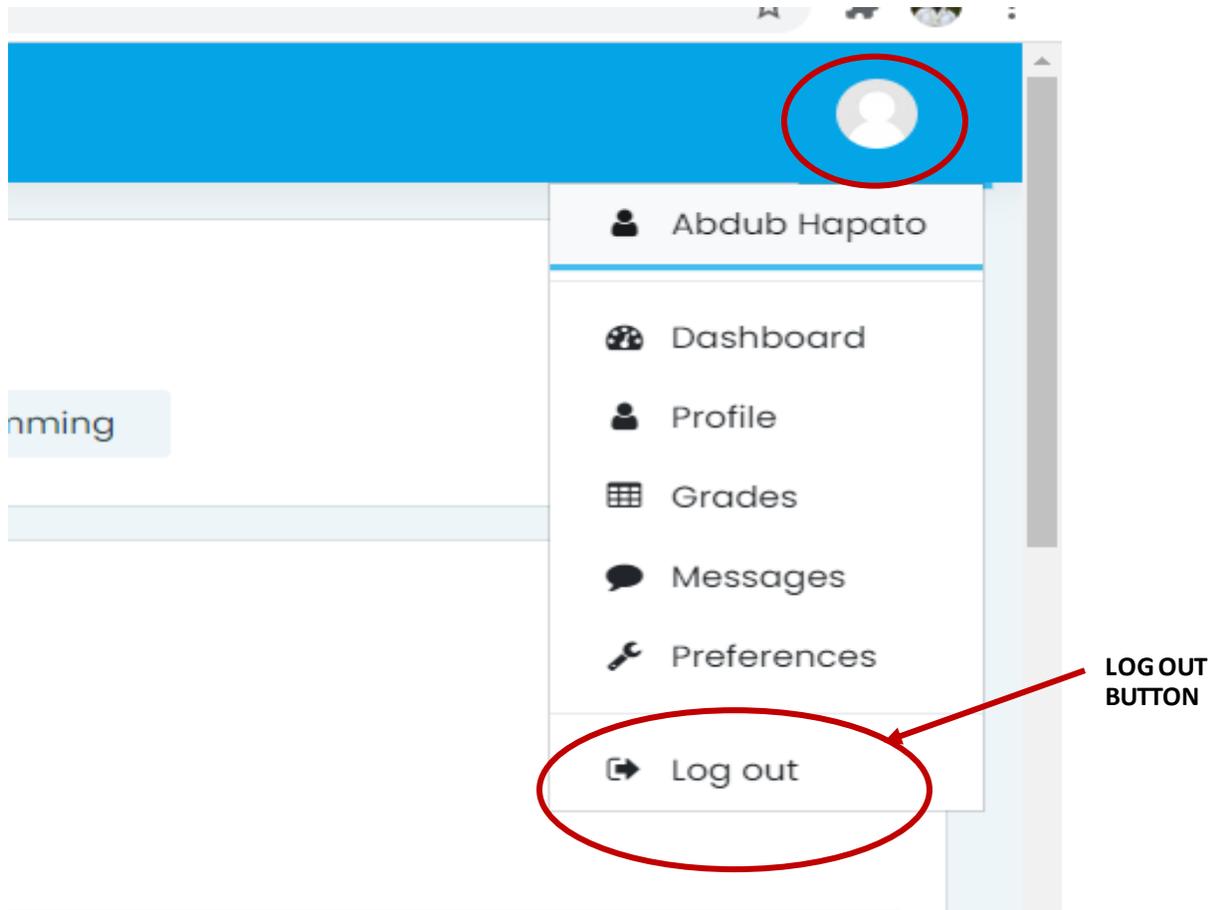


**13.**Type your message on the field written “**write a message..**” and click on the send icon. The message will be displayed on the same screen based on the date. As shown below



**N:B:** Messages sent by the trainer/student are automatically sent to their kist email account

14. You can log out of the e-learning portal by using the **Log out button** at the top right of each page found by clicking on the **profile photo**.



#### Tips for contacting trainers

- Read your syllabus or trainer's contact information page for your trainer's contact information.
- Do they have a preferred way of communication?
- When can you expect a response?
- Remember to be polite.
- Use complete sentences.
- Don't type in all caps – in online communication, it can be viewed as screaming.
- Don't use bright or hard to read fonts.

## Where can I find help?

### Technical Support

- Contact the **Moodle Support**. You can find a link to Moodle Support at the bottom of every page in Moodle.

OR

- Contact information, location, and hours can be found at:

[supportmoodle@kist.ac.ke](mailto:supportmoodle@kist.ac.ke)

Regardless of how you contact them, you may be asked to provide:

- Your name
- Your email address
- Course name and number
- A description of your issue