

ELEARNING TRAINING

Date: 26/03/2020

Trainer: JERUSHA K.

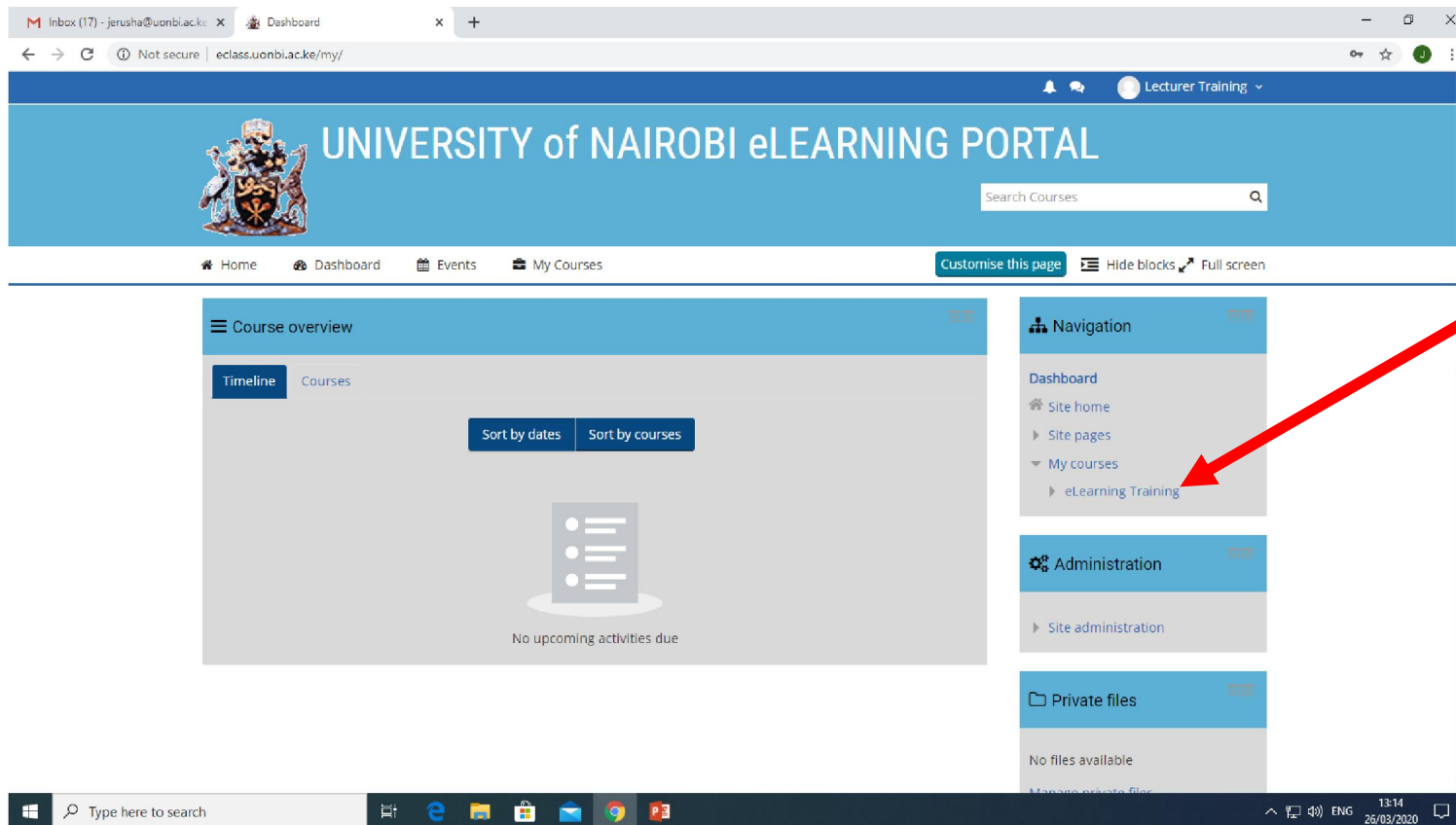
Time: 2.30 to 3.30pm

LEARNING OUTCOME

By the end of this training all the trainers should be able to;

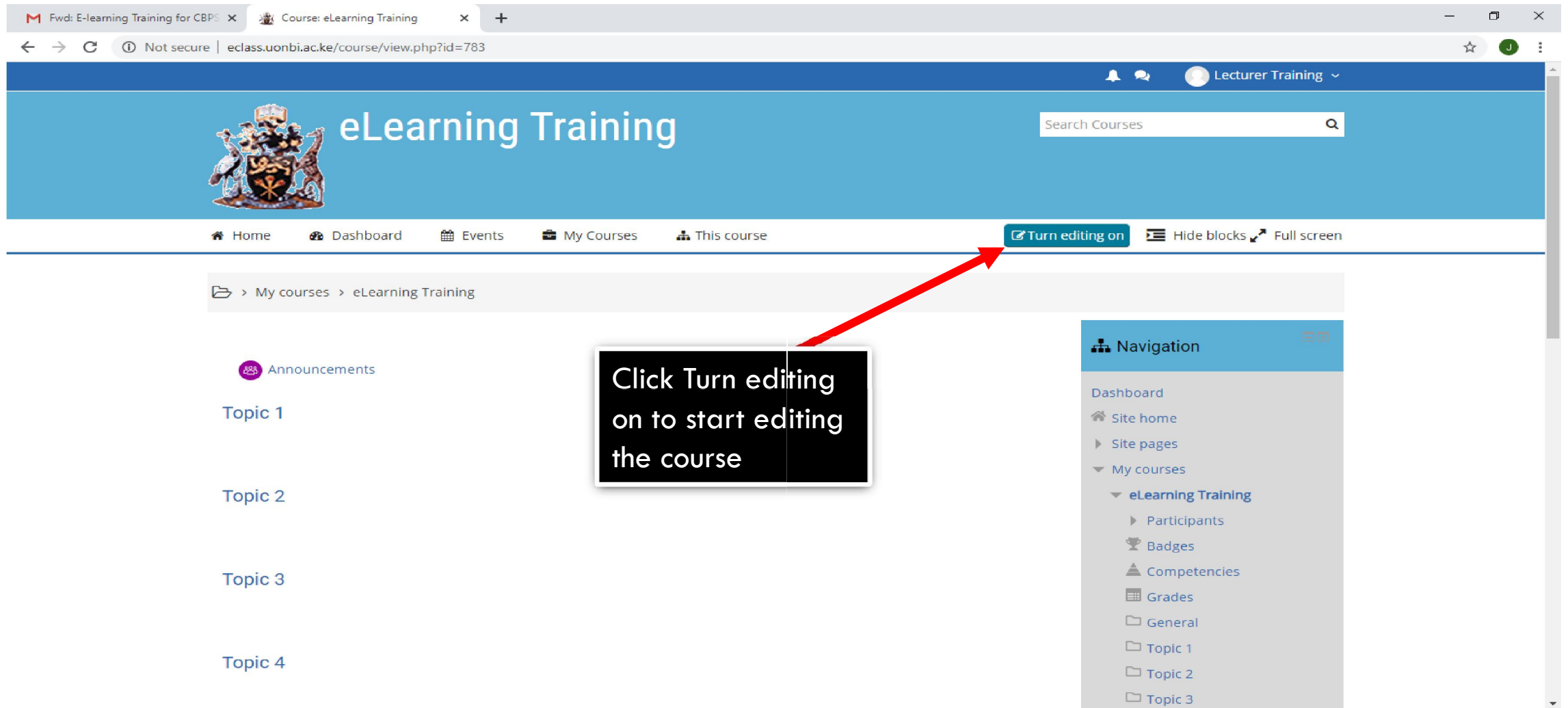
- 1.Enable Editing
- 2.Edit Topic
- 3.Add content to a topic
- 4.Create assignment

HOMEPAGE AFTER YOU LOGIN



Course Created
Click on the Link to
open the course

ENABLE COURSE EDITING



The screenshot shows a web browser window with two tabs: 'Fwd: E-learning Training for CBPS' and 'Course: eLearning Training'. The address bar shows the URL 'eclass.uonbi.ac.ke/course/view.php?id=783'. The page header is blue with the 'eLearning Training' logo and a search bar. Below the header is a navigation bar with links: Home, Dashboard, Events, My Courses, This course, Turn editing on, Hide blocks, and Full screen. A red arrow points from a text box to the 'Turn editing on' button. The main content area shows a breadcrumb trail 'My courses > eLearning Training' and a list of topics: Announcements, Topic 1, Topic 2, Topic 3, and Topic 4. A sidebar on the right contains a 'Navigation' menu with links to Dashboard, Site home, Site pages, My courses, eLearning Training (expanded), Participants, Badges, Competencies, Grades, General, Topic 1, Topic 2, and Topic 3.

Click Turn editing on to start editing the course

EDITING TOPIC

The screenshot shows a web browser window with the URL `class.uonbi.ac.ke/course/view.php?id=783¬ifyeditingon=1`. The page header features the UONBI logo and the text "eLearning Training" with a search bar. Below the header is a navigation bar with links: Home, Dashboard, Events, My Courses, and This course. On the right of the navigation bar are buttons for "Turn editing off", "Hide blocks", and "Full screen".

The main content area shows a breadcrumb trail: "My courses > eLearning Training". Below this, there are sections for "Announcements" and "Topics". The "Topics" section lists "Topic 1", "Topic 2", and "Topic 3". Each topic has an "Edit" button. A red arrow points from a callout box to the "Edit" button of "Topic 1".

The "Edit" dropdown menu for "Topic 1" is open, showing the following options:

- Edit topic
- Highlight topic
- Hide topic
- Delete topic

On the right side of the page, there is a "Navigation" sidebar. It contains a tree view of the course structure:

- Dashboard
- Site home
- Site pages
- My courses
 - eLearning Training
 - Participants
 - Badges
 - Competencies
 - Grades
 - General
 - Topic 1
 - Topic 2
 - Topic 3

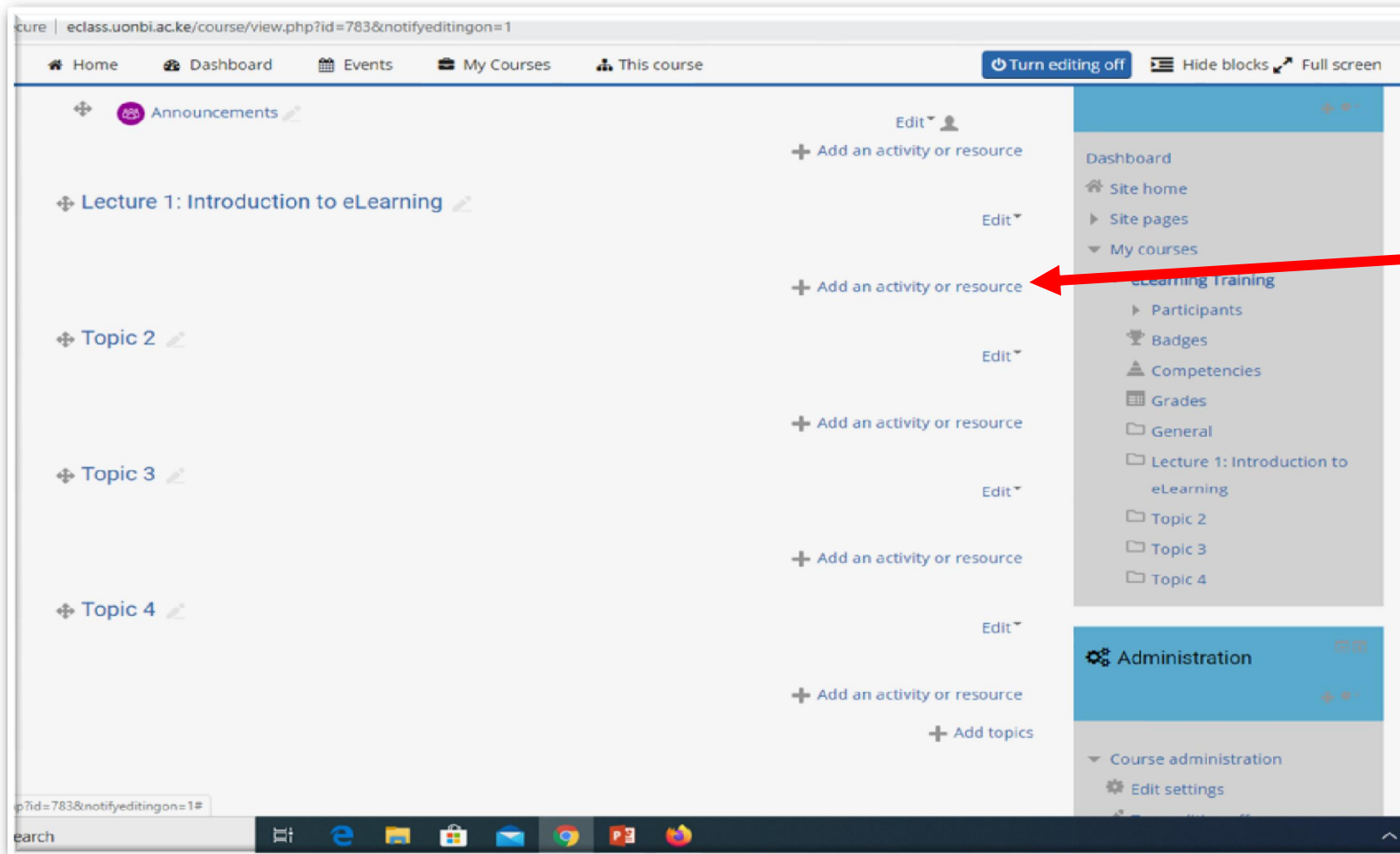
Click here to edit

EDITED TOPIC

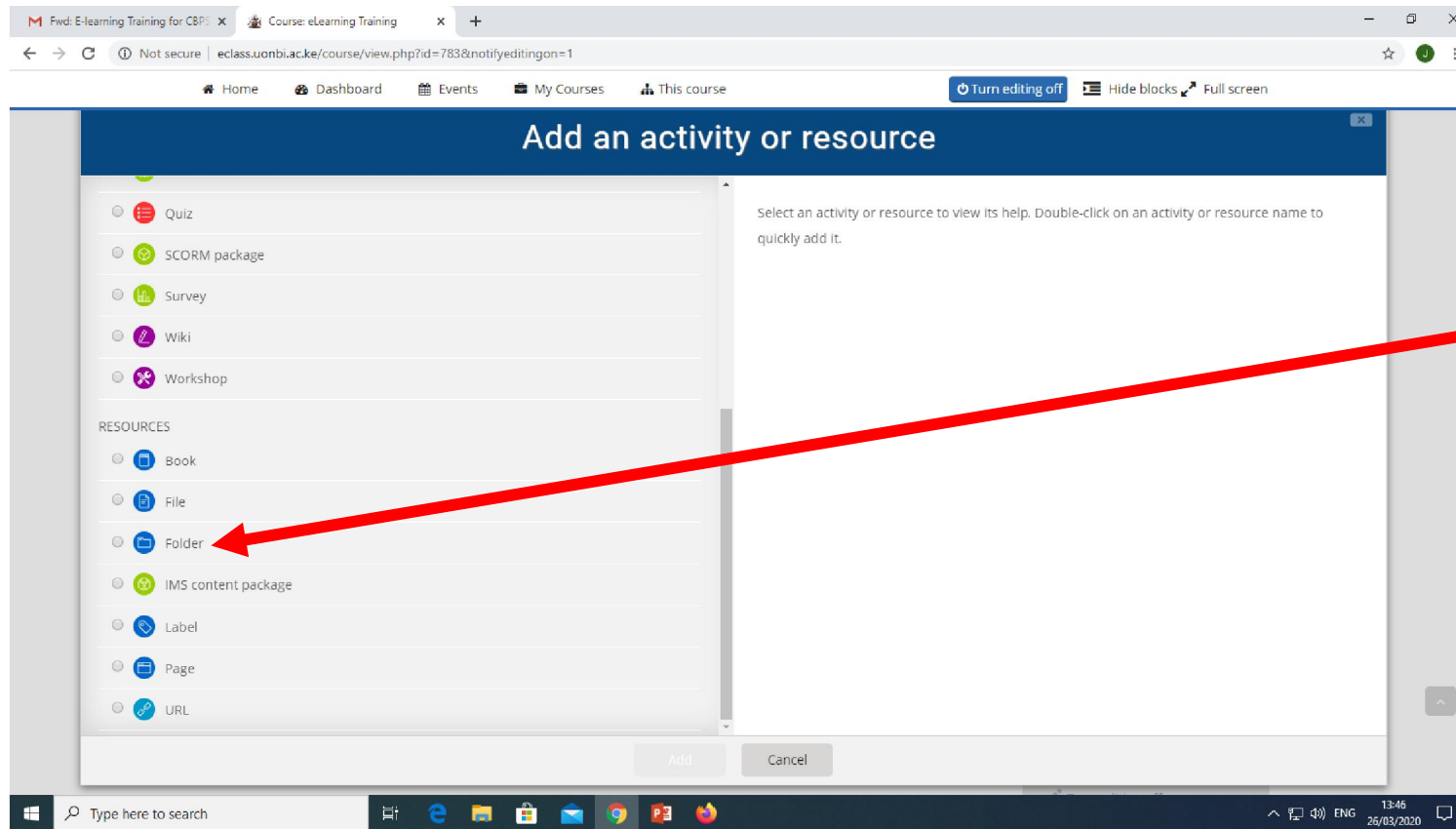
The screenshot shows a Moodle course interface in edit mode. The top navigation bar includes links for Home, Dashboard, Events, My Courses, and This course, along with buttons for Turn editing off, Hide blocks, and Full screen. The breadcrumb trail indicates the current location: My courses > eLearning Training. The main content area displays a list of topics: Announcements, Lecture 1: Introduction to eLearning, Topic 2, Topic 3, and Topic 4. Each topic has an edit icon. A red arrow points from a label 'Edited Topic' to the 'Lecture 1: Introduction to eLearning' topic. The right sidebar shows the Navigation menu, which includes links to Dashboard, Site home, Site pages, My courses, and a detailed view of the eLearning Training course structure, including Participants, Badges, Competencies, Grades, General, and a list of topics (Lecture 1: Introduction to eLearning, Topic 2, Topic 3, Topic 4).

Edited Topic

ADD CONTENT

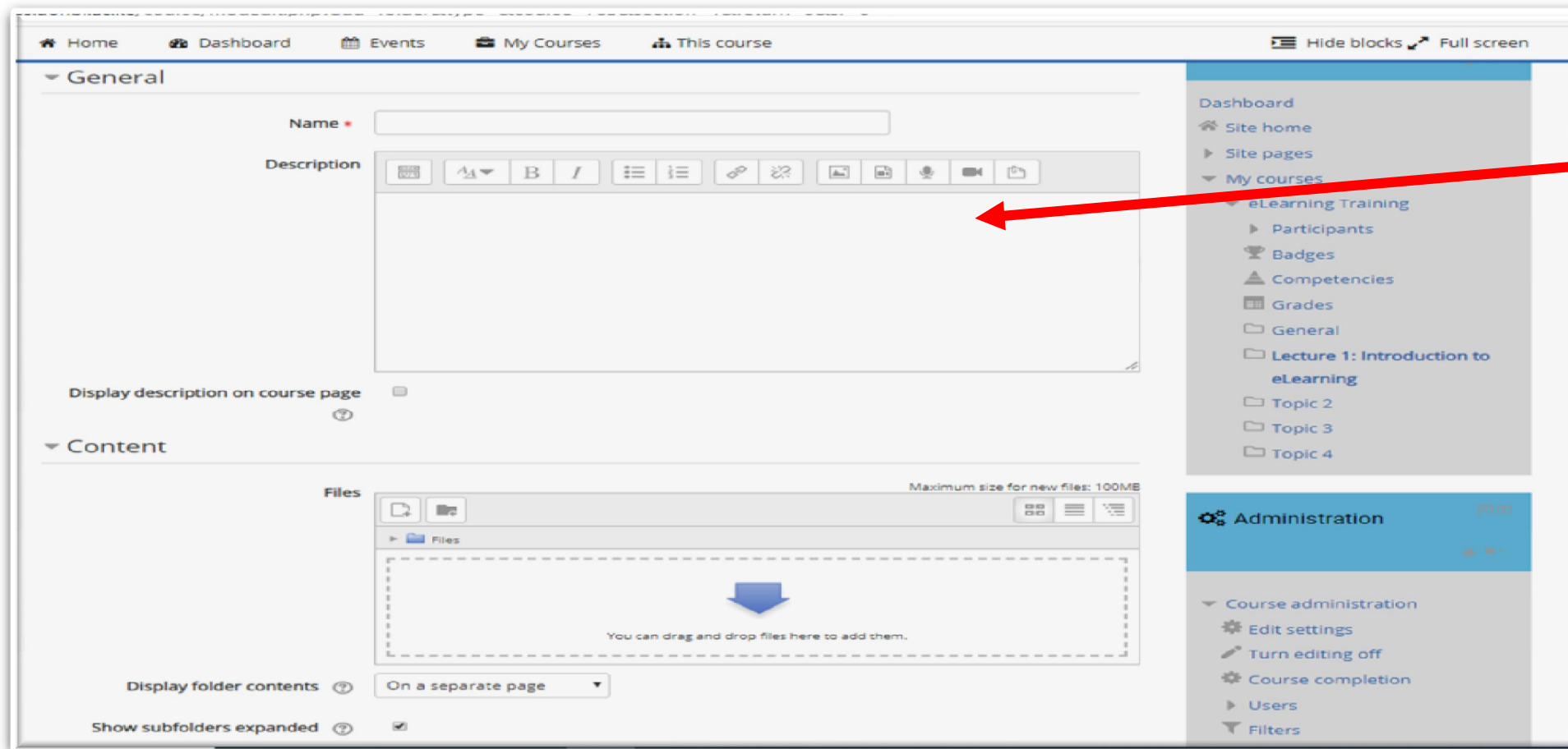


Click Add an
activity or
Resource



Double click
on Folder
Link

FILL IN DETAILS



The screenshot shows a web interface for editing a course. At the top, there is a navigation bar with links: Home, Dashboard, Events, My Courses, and This course. On the right of the navigation bar are links for 'Hide blocks' and 'Full screen'. The main content area is divided into two sections: 'General' and 'Content'. The 'General' section contains a 'Name' field and a 'Description' field with a rich text editor toolbar. The 'Content' section contains a 'Files' area with a dashed box for dragging files and a 'Display folder contents' dropdown menu. A red arrow points from a text box on the right to the 'Description' field.

Home Dashboard Events My Courses This course

Hide blocks Full screen

General

Name

Description

Display description on course page

Content

Files

Maximum size for new files: 100MB

Display folder contents

On a separate page

Show subfolders expanded

Fill in all the
Details


EXAMPLE

eclass.uonbi.ac.ke/course/modedit.php?add=folder&type=&course=783§ion=1&return=0&sr=0

Home Dashboard Events My Courses This course Hide blocks Full screen

General

Name: PowerPoint Documents


Description:  PPT Documents

Display description on course page ☐

Content

Files Maximum size for new files: 100MB

Files

 eLearning Moodle Trainine Dev2.pptx

Display folder contents ☐ On a separate page

Dashboard

- Site home
- Site pages
- My courses
 - eLearning Training
 - Participants
 - Badges
 - Competencies
 - Grades
 - General
 - Lecture 1: Introduction to eLearning
 - Topic 2
 - Topic 3
 - Topic 4

Administration

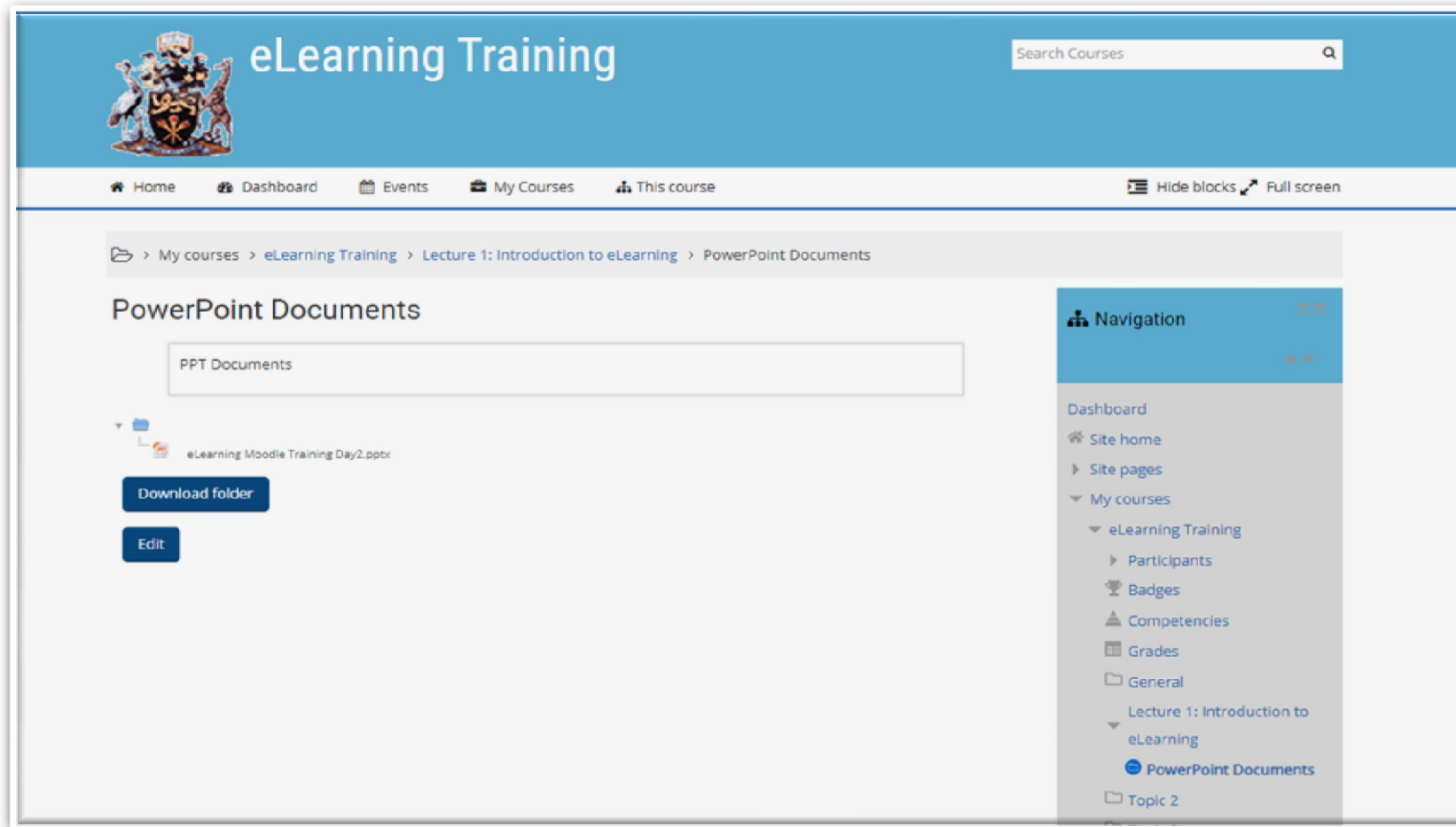
- Course administration
 - Edit settings
 - Turn editing off
 - Course completion
 - Users

EXAMPLE

The screenshot shows a web browser window with the address bar displaying "eclass.uombi.ac.ke/course/modedit.php?add=folder&type=&course=783§ion=1&return=0&sr=0". The page title is "Editing Folder". The navigation bar includes links for Home, Dashboard, Events, My Courses, and This course. The main content area is divided into two columns. The left column contains settings for the folder, including "Display folder contents" (set to "On a separate page"), "Show subfolders expanded" (checked), "Show download folder button" (checked), "Common module settings", "Restrict access", "Activity completion" (with "Completion tracking" set to "Students can manually mark the activity as completed", "Require view" checked, and "Expect completed on" set to "26 March 2020 13:50"), "Tags", and "Competencies" (with "Course competencies" set to "No selection" and "Upon activity completion" set to "Do nothing"). The right column contains a sidebar with links for Users, Filters, Reports, Gradebook setup, Badges, Backup, Restore, Import, Reset, Question bank, and Site administration. Below these links is a blue button labeled "Add a block" with a dropdown menu. At the bottom of the page, there are three buttons: "Save and return to course", "Save and display", and "Cancel". A red arrow points from a text box on the right to the "Save and display" button.

Click save and Display

CREATED DOCUMENT

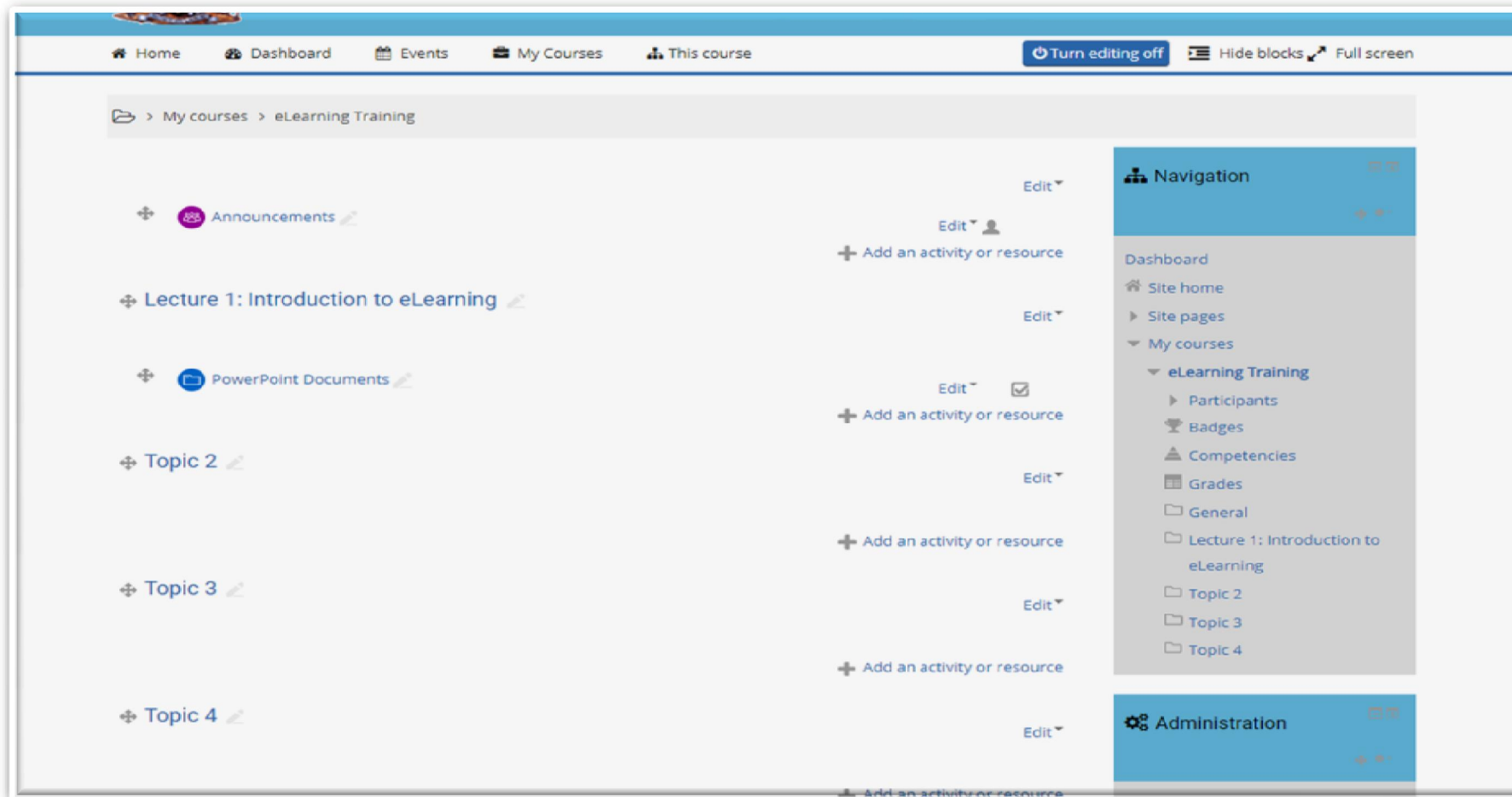


The screenshot displays the Moodle eLearning Training interface. The top header is blue with the site logo on the left, the text "eLearning Training" in the center, and a "Search Courses" search bar on the right. Below the header is a navigation bar with links: Home, Dashboard, Events, My Courses, and This course. On the right side of this bar are links for "Hide blocks" and "Full screen".

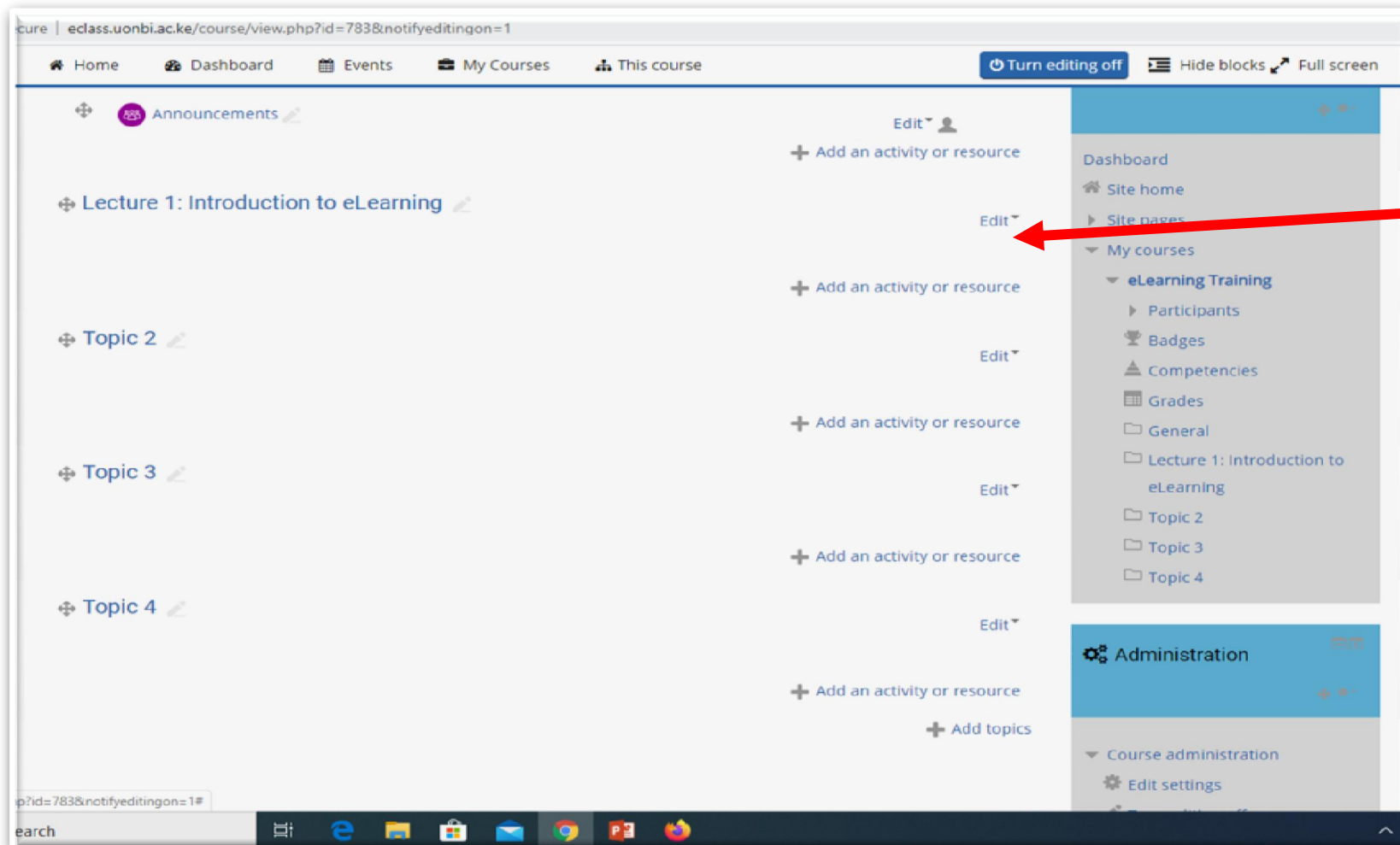
The main content area shows a breadcrumb trail: > My courses > eLearning Training > Lecture 1: Introduction to eLearning > PowerPoint Documents. Below this, the section is titled "PowerPoint Documents". There is a search box labeled "PPT Documents". A file named "eLearning Moodle Training Day2.pptx" is listed with a folder icon. Below the file name are two buttons: "Download folder" and "Edit".

On the right side of the main content area is a "Navigation" block. It contains a list of links: Dashboard, Site home, Site pages, My courses (expanded), eLearning Training (expanded), Participants, Badges, Competencies, Grades, General, Lecture 1: Introduction to eLearning (expanded), PowerPoint Documents (selected), and Topic 2.

COURSE HOME PAGE



CREATING ASSIGNMENT



The screenshot shows a Moodle course page in edit mode. The URL in the browser is `edclass.uonbi.ac.ke/course/view.php?id=783¬ifyeditingon=1`. The top navigation bar includes links for Home, Dashboard, Events, My Courses, and This course. On the right, there are buttons for 'Turn editing off', 'Hide blocks', and 'Full screen'. The main content area is divided into two columns. The left column contains a list of course sections: 'Announcements', 'Lecture 1: Introduction to eLearning', 'Topic 2', 'Topic 3', and 'Topic 4'. Each section has a plus icon to its left and an edit icon to its right. The right column contains a list of 'Add an activity or resource' buttons, each with an 'Edit' dropdown menu. A red arrow points from a text box on the right to the 'Edit' dropdown menu of the first 'Add an activity or resource' button. The right sidebar contains a 'Dashboard' section with links to Site home, Site pages, and My courses. Under 'My courses', there is a section for 'eLearning Training' with links to Participants, Badges, Competencies, Grades, General, Lecture 1: Introduction to eLearning, Topic 2, Topic 3, and Topic 4. Below this is an 'Administration' section with a link to Course administration and Edit settings.

Turn editing off Hide blocks Full screen

Announcements

Lecture 1: Introduction to eLearning

Topic 2

Topic 3

Topic 4

Add an activity or resource

Add an activity or resource

Add an activity or resource

Add an activity or resource

Add an activity or resource

Add topics

Dashboard

Site home

Site pages

My courses

eLearning Training

Participants

Badges

Competencies

Grades

General

Lecture 1: Introduction to eLearning

Topic 2

Topic 3

Topic 4

Administration

Course administration

Edit settings

Click Add an activity or Resource

Inbox (18) - jerusha@uonbi.ac.ke x Course: eLearning Training x +

Not secure | eclass.uonbi.ac.ke/course/view.php?id=783#section-1

Add an activity or resource

ACTIVITIES

- Assignment
- Chat
- Choice
- Database
- External tool
- Feedback
- Forum
- Glossary
- Lesson
- Quiz
- SCORM package
- Survey
- Wiki
- Workshop

Select an activity or resource to view its help. Double-click on an activity or resource name to quickly add it.

Double click on assignment

CREATING ASSIGNMENT

eclass.uonbi.ac.ke/course/modedit.php?add=assign&type=8&course=7838§ion=0&return=0&sr=0

Home Dashboard Events My Courses This course Hide blocks Full screen

Adding a new Assignment ?

Expand all

General

Assignment name Assignment 1

Description

Explain the eLearning tools being used at University of Nairobi

Display description on course page ☐

Additional files ?

Maximum size for new files: 100MB

Files

You can drag and drop files here to add them.

Availability

Navigation

- Dashboard
- Site home
- Site pages
- My courses
 - eLearning Training
 - Participants
 - Badges
 - Competencies
 - Grades
 - General
 - Lecture 1: Introduction to eLearning
 - Topic 2
 - Topic 3
 - Topic 4

Administration

- Course administration
 - Edit settings
 - Turn editing off

Not secure | eclass.uonbi.ac.ke/course/modedit.php?add=assign&type=8&course=783§ion=0&return=0&sr=0

HomeDashboardEventsMy CoursesThis course

Hide blocksFull screen

▼ Availability

Allow submissions from ⓘ

26▼March▼2020▼00▼00▼

Enable

Due date ⓘ

2▼April▼2020▼00▼00▼

Enable

Cut-off date ⓘ

26▼March▼2020▼14▼15▼

Enable

Remind me to grade by ⓘ

9▼April▼2020▼00▼00▼

Enable

Always show description ⓘ

☒

▼ Submission types

Submission types

☐ Online text ⓘ

☒ File submissions ⓘ

Word limit ⓘ

Enable

Maximum number of uploaded files ⓘ

20▼

Maximum submission size ⓘ

Site upload limit (100MB)▼

Accepted file types ⓘ

Choose

Edit settings

Turn editing off

Course completion

Users

Filters

Reports

Gradebook setup

Badges

Backup

Restore

Import

Reset

Question bank

Site administration

Add a block

Add...▼

Not secure | eclass.uonbi.ac.ke/course/modedit.php?add=assign&type=&course=783§ion=0&return=0&sr=0

Home Dashboard Events My Courses This course Hide blocks Full screen

- Feedback types
- Submission settings
- Group submission settings
- Notifications
- Grade
- Common module settings
- Restrict access
- Activity completion
- Tags
- Competencies

Save and return to course Save and display Cancel

There are required fields in this form marked *