

ELEARNING TRAINING

Date: 27/03/2020

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. Grading

2. Forums

HOMEPAGE AFTER YOU LOGIN

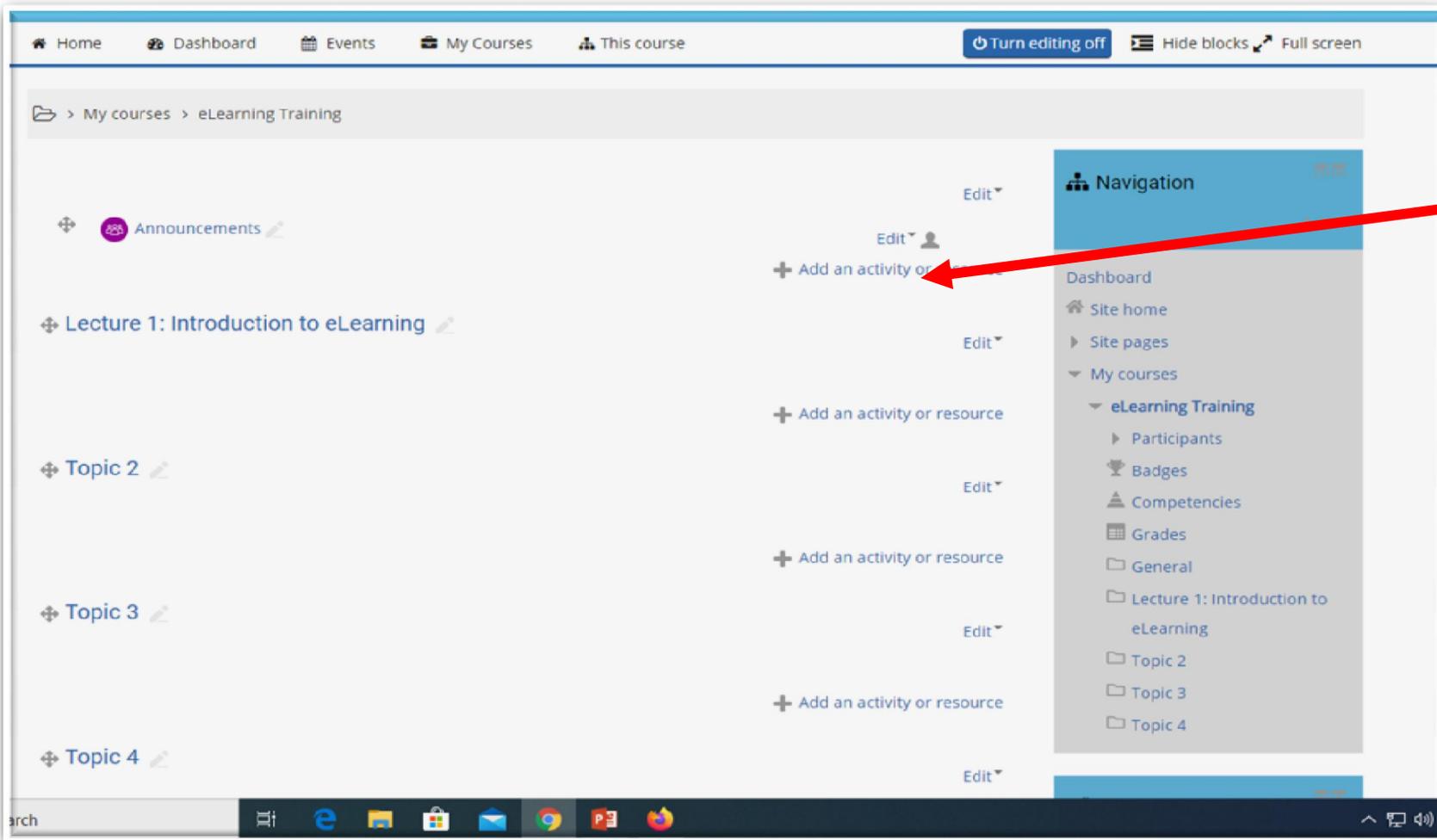
The screenshot shows a web browser window displaying the University of Nairobi eLearning Portal. The browser's address bar shows the URL `eclass.uonbi.ac.ke/my/`. The page header features the university's crest and the text "UNIVERSITY of NAIROBI eLEARNING PORTAL". A search bar labeled "Search Courses" is positioned to the right of the crest. Below the header, a navigation menu includes "Home", "Dashboard", "Events", and "My Courses". A "Customise this page" button and options for "Hide blocks" and "Full screen" are also visible. The main content area is divided into two columns. The left column, titled "Course overview", contains a "Timeline" tab and a "Courses" tab. Below these tabs are two buttons: "Sort by dates" and "Sort by courses". A large grey box with a document icon and the text "No upcoming activities due" is centered in this section. The right column contains three main sections: "Navigation", "Administration", and "Private files". The "Navigation" section includes links for "Dashboard", "Site home", "Site pages", "My courses", and "eLearning Training". A red arrow points from a text box on the right to the "eLearning Training" link. The "Administration" section includes a link for "Site administration". The "Private files" section shows "No files available" and a link for "Manage private files". The Windows taskbar at the bottom of the screen shows the search bar, task view button, and icons for Edge, File Explorer, Mail, Chrome, and PowerPoint. The system tray on the right shows the volume icon, network icon, and the date and time: "13:14 26/03/2020".

Course Created
Click on the Link to
open the course

ENABLE COURSE EDITING

The screenshot shows a web browser window with the URL `eclass.uonbi.ac.ke/course/view.php?id=783`. The page header includes the university crest and the text "eLearning Training". A search bar is located in the top right. Below the header is a navigation menu with items: Home, Dashboard, Events, My Courses, This course, Turn editing on, Hide blocks, and Full screen. The "Turn editing on" button is highlighted with a red arrow. A callout box with a black background and white text says "Click Turn editing on to start editing the course". The main content area shows a breadcrumb trail: "My courses > eLearning Training". On the left, there is a list of course elements: Announcements, Topic 1, Topic 2, Topic 3, and Topic 4. On the right, there is a "Navigation" sidebar with a tree view: Dashboard, Site home, Site pages, My courses, eLearning Training (expanded), Participants, Badges, Competencies, Grades, General, Topic 1, Topic 2, and Topic 3.

HOMEPAGE AFTER TURN EDITING ON



Click Add an Activity or Resource

FORUMS

Types of Forums

- ❖ Forums can be set to work differently by your instructor:
- ❖ You may be asked to participate in an ongoing discussion where anyone can start a new topic and others can reply.
- ❖ A forum may have only one topic. Students can post replies, but cannot start new topics.
- ❖ Forums may be used for private journals (where each student sees only their own posts), or for open journals (where you can read other students' posts, but can only write on your own page).
- ❖ When forums are assigned for group work, you may be able to read, but not post to, another group's discussion.
- ❖ Only instructors can post to the *Announcements* forum for a course and replies are not allowed.

FORUM

ACTIVITIES

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

Double click on Forum



CREATING FORUM

The screenshot displays the Moodle interface for creating a new forum. At the top, there is a blue header with the course logo, the text 'eLearning Training', and a search bar. Below the header is a navigation menu with links for Home, Dashboard, Events, My Courses, and This course. The main content area is titled 'Adding a new Forum to Lecture 1: Introduction to eLearning' and includes an 'Expand all' link. The 'General' section is expanded, showing a form with the following fields:

- Forum name:** A text input field containing 'Discuss the COVID-19 symptoms'.
- Description:** A rich text editor with a toolbar (bold, italic, list, link, unlink, image, video, audio, file) and a text area containing 'Discuss the COVID-19 symptoms'.
- Display description on course page:** A checkbox that is checked.
- Forum type:** A dropdown menu set to 'A single simple discussion'.

Below the form is a section for 'Attachments and word count'. On the right side, a 'Navigation' sidebar is visible, showing a tree structure of the course content:

- 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

CREATING FORUM

Home Dashboard Events My Courses This course Hide blocks Full screen

Attachments and word count

Maximum attachment size 500KB

Maximum number of attachments 9

Display word count No

Subscription and tracking

Subscription mode Optional subscription

Read tracking Optional

Discussion locking

Lock discussions after period of inactivity Do not lock discussions

Post threshold for blocking

Time period for blocking Don't block

Post threshold for blocking 0

Post threshold for warning 0

Grade

Ratings

Administration

- Course administration
 - 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...

CREATING FORUM

Home Dashboard Events My Courses This course Hide blocks Full screen

Post threshold for warning 0

Add...

Grade

Ratings

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 * .

Useful Links
Student Portal
UoN WIFI Page
Student Email
Library Services Portal
Intellectual Property
UoN Digital Resources

Help
Login using student portal
username and password

Legal Information
Accessibility
Copyright Policy
Freedom of Information Policy
Intellectual Property Policy
Data Protection

Contact Us
email: lst@uonbi.ac.ke
Phone: 0792085552/0716617763

Click Save and Display

FORUM

The screenshot shows a Moodle forum interface. At the top, there is a navigation bar with links for Home, Dashboard, Events, My Courses, and This course. A search bar and buttons for 'Search forums', 'Hide blocks', and 'Full screen' are also present. Below the navigation bar, a breadcrumb trail reads: 'My courses > eLearning Training > Lecture 1: Introduction to eLearning > Discuss the COVID-19 symptoms'. The main content area features a forum post titled 'Discuss the COVID-19 symptoms' with a timestamp of 'Friday, 27 March 2020, 2:26 PM'. The post content is 'Discuss the COVID-19 symptoms'. To the right of the post are three buttons: 'Permalink', 'Edit', and 'Reply'. On the right side of the page, there is a 'Navigation' sidebar with a blue header. The sidebar contains a list of site navigation options: Dashboard, Site home, Site pages, My courses (expanded to show eLearning Training), and a list of topics (Topic 2, Topic 3, Topic 4). The 'Discuss the COVID-19 symptoms' forum is highlighted with a purple circle in the sidebar.

Home Dashboard Events My Courses This course Search forums Hide blocks Full screen

> My courses > eLearning Training > Lecture 1: Introduction to eLearning > Discuss the COVID-19 symptoms

Discuss the COVID-19 symptoms

Visible groups: All participants Display replies in nested form

Discuss the COVID-19 symptoms

Friday, 27 March 2020, 2:26 PM

Discuss the COVID-19 symptoms

Permalink Edit Reply

Navigation

- Dashboard
- Site home
- Site pages
- My courses
 - eLearning Training
 - Participants
 - Badges
 - Competencies
 - Grades
 - General
 - Lecture 1: Introduction to eLearning
 - Discuss the COVID-19 symptoms**
 - Topic 2
 - Topic 3
 - Topic 4