



Students' Manual on eclass

e-Learning Team
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v1



Manual Outline



This manual covers the following:

- 1. Accessing eclass**
- 2. Setting up AD credentials**
- 3. Enrolling to a course unit**
- 4. Finding a list of enrolled course units**
- 5. Interacting with course materials**
- 6. Submitting assignments**
- 7. Submitting examinations**
- 8. Modes of taking exams**
- 9. Common queries and concerns**



Accessing (eclass)



1. Go to www.uonbi.ac.ke
 - i. Scroll down on University of Nairobi Website
 - ii. Under **students' resources**, select **eclass**
2. Login using your registration Number in the format L501234562019 (without forward slashes '/')
3. Input password as set in the **AD PORTAL** (adstudents.uonbi.ac.ke) [click here](#)

If it is first time login, Update on your Profile and click save



Setting up of AD Credentials



AD credentials will be required to access eclass

How to get eclass credentials?:(If you are yet to acquire them)

1. Go to adstudents.uonbi.ac.ke
2. Click on the link *Forgotten/Expired Password*
3. Type your regno without forward slash(/) e.g L50123452020
4. click search button
5. Type your regno again and click check answer
6. put a new password and confirm by typing it again.
7. Click on the button *Change Password*.
8. Use now the new login details to login to eclass.uonbi.ac.ke

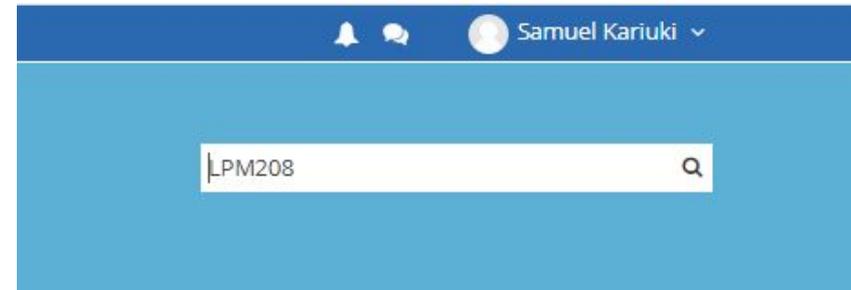


Enrolling to a course



Once you are logged in, ensure to enrol to a course (s) which you are undertaking in a semester: (**How do you enrol?**)

1. once you are logged (for the first time)
2. go to search and type course code e.g **LPM208 & Click search**
3. On result, Select the **Unit code**, and click **enrol Me**



Repeat the same for subsequent units that you are undertaking in a semester



Finding a list of enrolled Course Units



when still logged in:

- Click on **Dashboard**
- under dashboard , we have two Menu Items,i.e **Timeline** and **Courses**
- under timeline(you access upcoming assignments and Exams
- **Courses**,you find a list of units you are undertaking

Home Dashboard Events My Courses

Course overview

Timeline Courses

In progress Future Past

7% LDP601 Fundamentals of Management watch

33% LDP604 Project Planning, Design and Implementation



Interacting with Course Materials



Variety of course formats are uploaded for the course, some can be **downloaded** for offline purposes while some like **e-modules** cannot be downloaded

* **Powerpoints**

* **Pdfs**

* **Word documents**

* **Videos**

* **e-book**

Can be downloaded

(cannot be downloaded)

for Missing content, please contact your online tutor



Submitting Assignments



Assignments uploaded on the LMS are **Formative, and** are meant to test understanding of concept or application. They can be given at any time when Lecturer deems it necessary. The assignments Have **deadline**, Require Grading and have a number of **attempts allowed mostly** Limited to one.

To submit assignment:

1. You **MUST** Be enrolled to a course
2. Go to dashboard and choose on the right assignment on the timeline tab.
3. click on **'Add Submission'**
4. Wait for Lecturer's Grading



screenshot on how to submit an assignment



A screenshot of a course dashboard interface. The top navigation bar includes 'Home', 'Dashboard', 'Events', and 'My Courses'. The 'Dashboard' link is highlighted with a red box and labeled 'step 1'. Below this, the 'Course overview' section has a 'Timeline' link highlighted with a red box and labeled 'Step 2'. The main content area shows a list of assignments. The first entry is 'End of year Exam is due' for 'DTF 101 Demo title in full' on '27 May, 00:00' with an 'Add submission' button. The second entry is 'Assignment 1 on MIS Management Information S...' for 'LDP612B MANAGEMENT INFORMATION SYSTEMS' on '3 Jun, 00:00' with an 'Add submission' button highlighted by a red box and labeled 'Step 3'. There are also buttons for 'Sort by dates' and 'Sort by courses'.

Assignment can either be typed or scanned to upload



UNIVERSITY OF NAIROBI OPEN DISTANCE AND ELEARNING MOCK GROUP ASSIGNMENT

SUBMISSION DEADLINE:30TH MAY 2020:

 Assignment Question.docx

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Wednesday, 3 June 2020, 12:00 AM
Time remaining	6 days 9 hours
Last modified	-
Submission comments	► Comments (0)

[Add submission](#)

**add Submission if
No attempts has
been made or if
correcting an
already submitted
Assignment**



Submitting Exam



LMS Offers a variety of Questions that includes:

- * **Multichoice Questions (MCQs)**
- * **Multiple Questions Multiple Answers (MQMA)**
- * **Short Answer Question(SAQs)**
- * **Essay type of Questions**
- * **Open Book Exams (OBE)**



Submitting and exam:MCQs



MCQs are the easy to submit, simply go to the Exam and select desired answer from options provided

Question 1

Not yet answered

Marked out of
2.00

Flag question

Which of the following is not an information system activity

Select one:

- a. Output
- b. Processing
- c. Communication
- d. Input



* Multiple Questions Multiple Answers (MQMA)



This is where the exams requires Multiple answers from a given Quiz. It is fairly simple, you only select by checking all possible answers as shown Below.

My courses > MANAGEMENT INFORMATION SYSTEMS > General > EXAMINATION PAPER

Question 1

Not yet answered

Marked out of
2.00

Flag question

Which of the following is not an information system activity

Select one or more:

- a. Communication
- b. Input
- c. Output
- d. Processing



Short Answers



This type of questions require One word definite answer types in the space provided....

Question **3**

Not yet answered

Marked out of
2.00

 Flag question

Information systems literacy means

Answer:



ESSAY TYPE (TYPED QUESTION)



Question **5**

Not yet answered

Marked out of
6.00

Flag question

The study of Information systems is a multidisciplinary area requiring both technical and behavioral approach. Discuss this with reference to project management information systems implementation in an organization

click here to
attach an
Image if
necessary

Type your answers here



ESSAY TYPE (HANDWRITE, SCAN UPLOAD)



Question **5**

Not yet answered

Marked out of
6.00

Flag question

The study of Information systems is a multidisciplinary area requiring both technical and behavioral approach. Discuss this with reference to project management information systems implementation in an organization



handwrite answer to a specific Question, Scan/take a photo,

Maximum size for new files: 500MB, maximum attachments: 1



Files



You can drag and drop files here to add them.

click
here
to add
a file
and
select
from
your
Device



Modes of taking exams



- * The exams offered can be turned in the format of Selection and Typed (if MCQs and Short answers are used).
- * Handwritten-scan-upload answers (*In-case of low typing speeds*)
- * MCQs,SAQs Multiple Answer are easy to handle.
- * Essay type may require a student to type answers against the questions and incase of a Mathematical Questions, One can do on a piece of paper,scan and upload as an attachment.



Common Queries and Concerns



1. Missing Modules on Platform
2. Mode of Question Responses (Types or handwritten)
3. Exam Duration
4. What happens when power disappears
5. How to type when on mobile phone
6. Quality of the exam
7. Network challenges