



MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY

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LECTURERS GUIDE ON HOW TO USE THE LEARNING MANAGEMENT SYSTEM.

Use the link <http://lms.must.ac.ke/> to access the learning management system.

Or

From the Meru University website under Must Campus Menu click the [ODeL](#) button as shown below.

The screenshot shows the Meru University website interface. At the top, there is a navigation bar with links for Student, Staff, and Careers. Below this is a main navigation menu with categories: Directorates, ISMS/ISO, ICT, and Important Sections. The Directorates section includes Innovation, Incubation & Entrepreneurship Centre, LMS/ODEL, Research, and Directorate of Quality Assurance & Career Services. The ISMS/ISO section includes ISO/ISMS Documents, ISO/ISMS Audit System, and MUST Information Security Policy Statement. The ICT section includes ICT Home and Online User Support. The Important Sections section includes Sports, Transport, Dean of Students, and Downloads. Below the navigation menu is a large banner with four columns of text, each with a background image of students. The columns are: 1. ADMISSION OF 2022 GOVERNMENT SPONSORED STUDENTS, with links for Download Letter of Admission, Download Admission Documents, Download Fee Structures, User Manual for Downloading Letter of Admission, and Download Admission Documents. 2. ADMISSION OF SELF SPONSORED STUDENTS, with links for Our Programmes, Click Here to Apply Online, Click Here to Apply Manually, Download Fee Structures, Download Admission Documents, and Download Admission Documents. 3. ADMISSION OF SHORT COURSES, with links for Click Here to View Short Courses for July-August 2022 Intake, Click Here to Apply Online, and Click Here to Apply Manually. 4. POSTGRADUATE PROGRAMMES SEPTEMBER 2022 INTAKE, with links for Click Here to View Postgraduate Programmes for September 2022 Intake, Click Here to Apply Online, and Click Here to Apply Manually.

After that click on the **Login button** located on the top right side of the screen as described below.

Log in

HOME

COURSES ▾

STUDENT PORTAL

MY WEBSITE

E-LIBRARY

Click Here

THE BEST SOLUTION

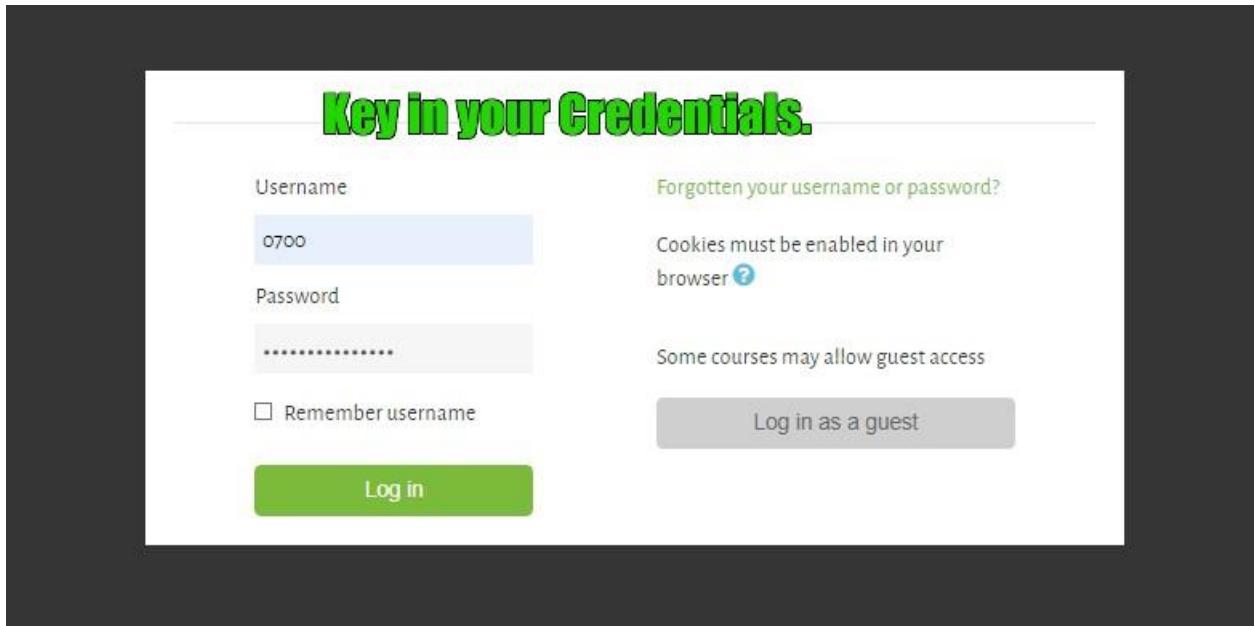
Learn From Anywhere

KNOW MORE

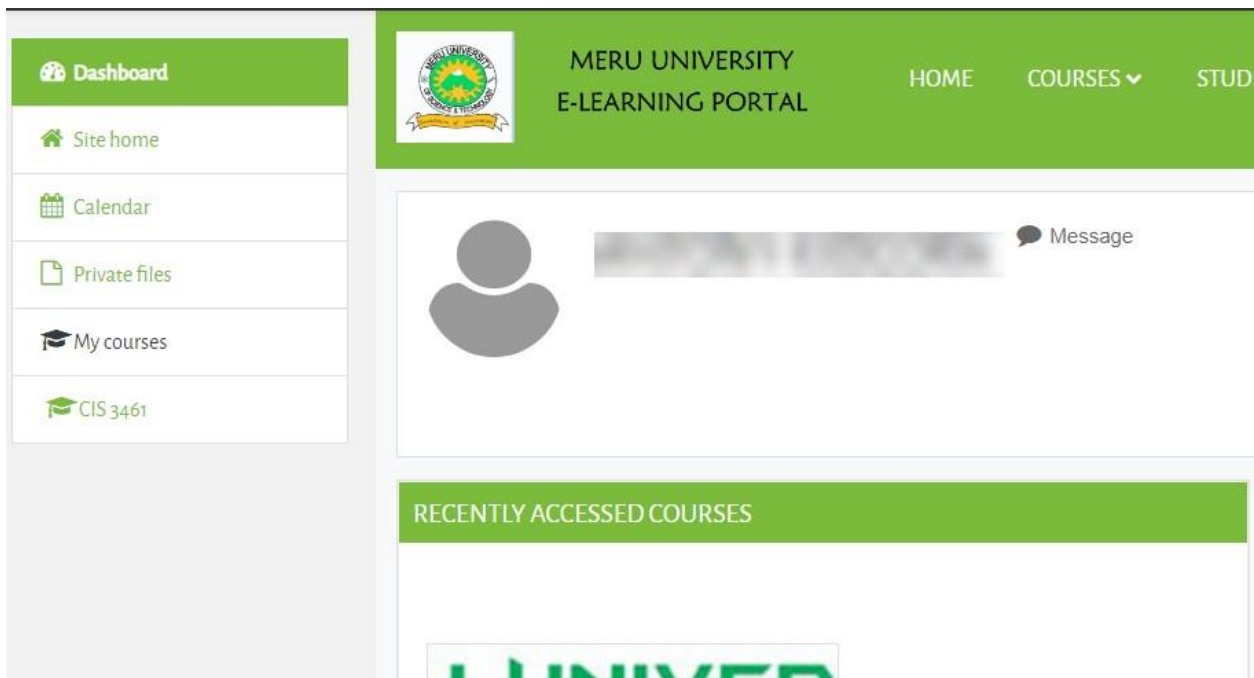
SIGN UP



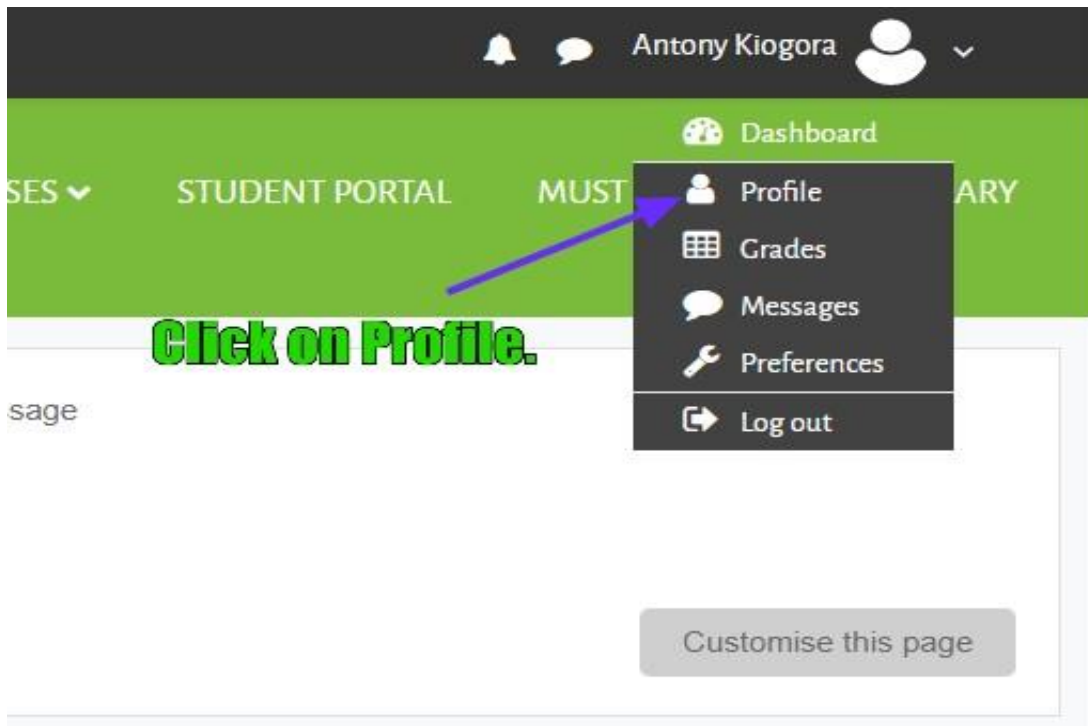
3. A login window will appear, Use your (Staff/Student portal) credentials to login.
i.e. the PF/Reg NO number as the username and the Same password used to access the staff/student portal.



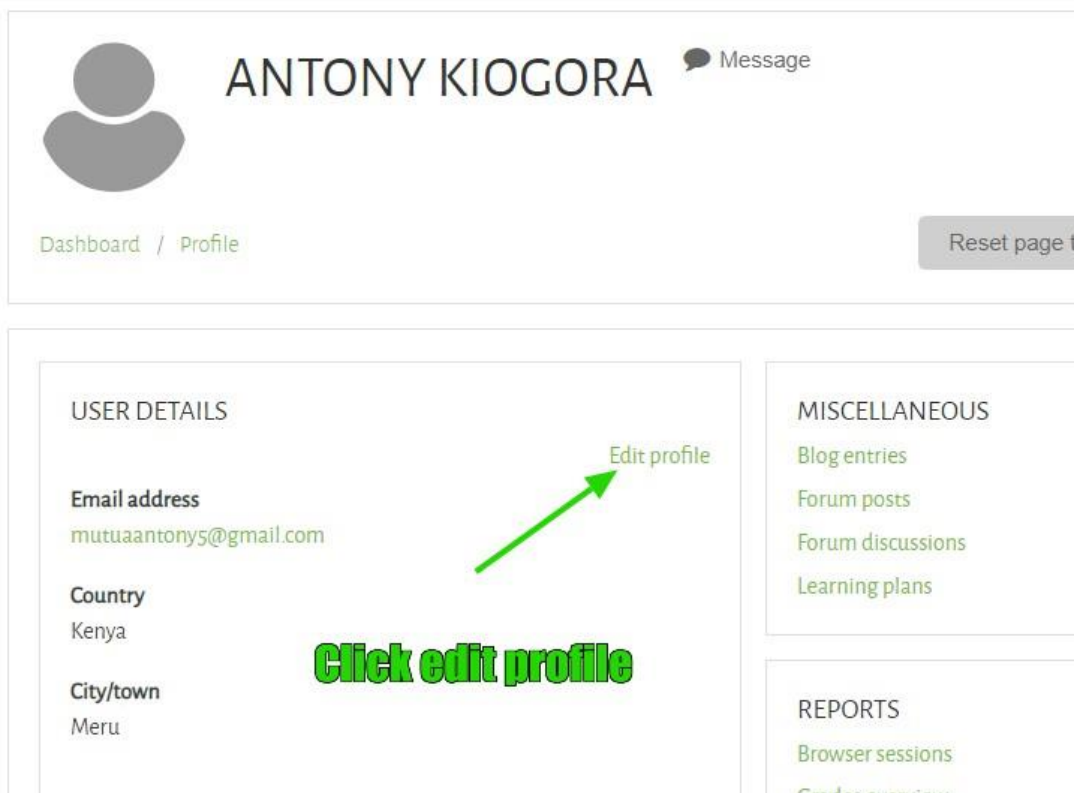
1. After a successful login, you will see your Dashboard as shown on the picture below.



To edit your profile, click on a dropdown menu next to the image on the top right of your screen.









Then under User Details click on [Edit profile](#) link.



A Form will be displayed where you are supposed to key in your details and upload the profile picture too.

Expand each button to view more fields to enter details.

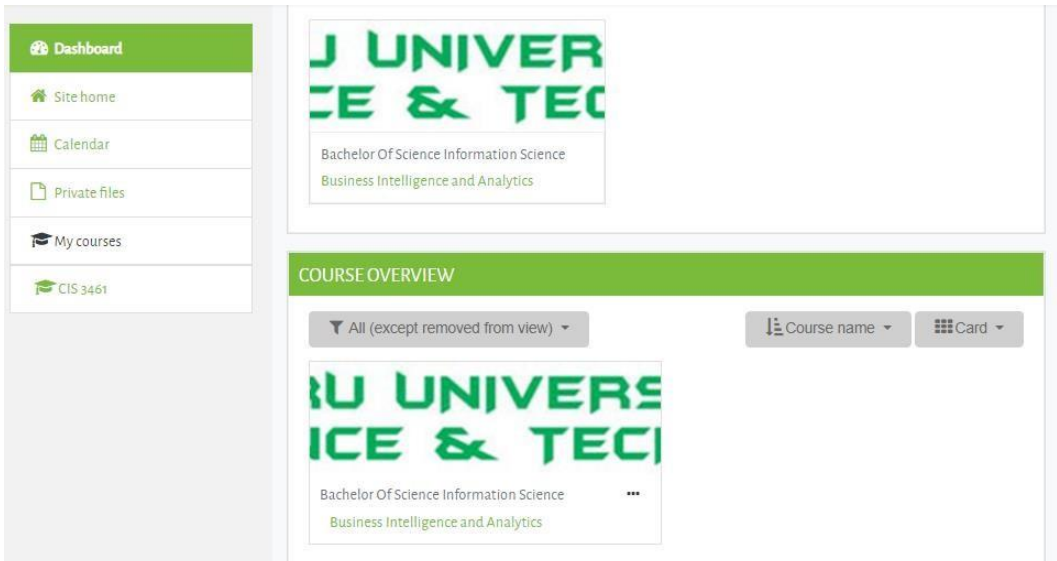
Note the Fields with Red exclamation mark cannot be edited.

| | | |
|------------------|---|---|
| First name |  | <input type="text" value="Antony"/> |
| Surname |  | <input type="text" value="Kiogora"/> |
| Email address |  | <input type="text" value="mutuaantony5@gmail.com"/> |
| Email display |  | <input type="text" value="Allow only other course members to see my e"/> |
| City/town | | <input type="text" value="Meru"/> |
| Select a country | | <input type="text" value="Kenya"/> |
| Timezone | | <input type="text" value="Server timezone (Africa/Nairobi)"/> |
| Description |  | <div></div> <div></div> |

Accessing Units.

While on the dashboard, scroll down to Course overview which is under recently accessed courses.

In this case, only the units allocated/registered on the ERP system will be available here.














Click to open the unit you want work on

To set the course start and end date, click on the gear on the top right side of the screen then click on edit settings.

The screenshot shows a course page for 'BUSINESS INTELLIGENCE AND ANALYTICS'. The breadcrumb trail is 'Dashboard / My courses / CIS 3461'. A green gear icon in the top right corner is highlighted with a green arrow, and a dropdown menu is open, showing options: 'Edit settings', 'Turn editing on', 'Course completion', 'Filters', 'Gradebook setup', 'Backup', 'Restore', 'Import', 'Reset', and 'More...'. Below the course title, there are sections for 'Announcements', 'INTRODUCTION TO BUSINESS INTELLIGENCE AND ANALYTICS' (with 'Lesson Notes' and 'Week 1: Attendance List'), and 'TOPIC 2' (with 'Data Warehousing').

Set the course start date and end date depending on semester dates. This may be picked directly from the ERP system but incase its not, just key in yourself.

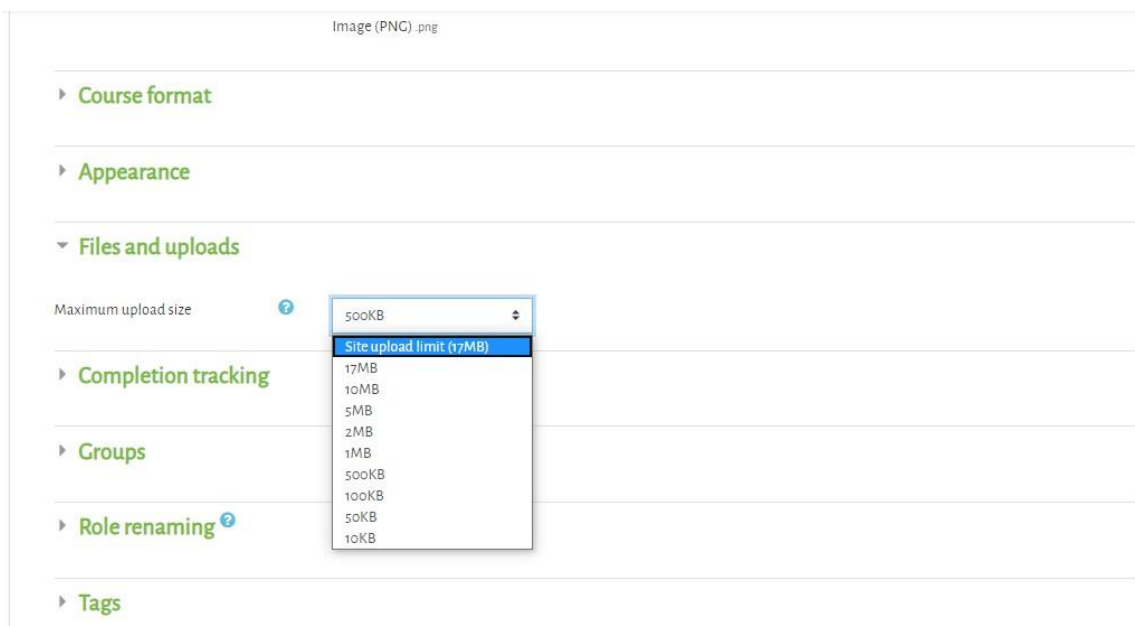
General

| | | |
|-------------------|---|---|
| Course full name |   | <input type="text" value="Business Intelligence and Analytics"/> |
| Course short name |   | <input type="text" value="CIS 3461"/> |
| Course category |  | <input type="text" value="Bachelor Of Science Information Science"/> |
| Course visibility |  | <input type="text" value="Show"/> |
| Course start date |  | <input type="text" value="20"/> <input type="text" value="June"/> <input type="text" value="2020"/> <input type="text" value="18"/> <input type="text" value="36"/>  |
| Course end date |  | <input type="text" value="7"/> <input type="text" value="August"/> <input type="text" value="2020"/> <input type="text" value="01"/> <input type="text" value="56"/>  <input type="checkbox"/> Enable |
| Course ID number |  | <input type="text"/> |

On the same page, scroll down to add a course description and course image.

Under Course format, leave it to Topic format.

Expand the File and Uploads button to set the limit of file upload size that you may upload to the system.



After the setup, scroll down to the bottom of the page and click on Save and display.

SETTING CLASS ATTENDANCE

1. On the same course, click on the gear on the top right side of the screen and turn editing on.

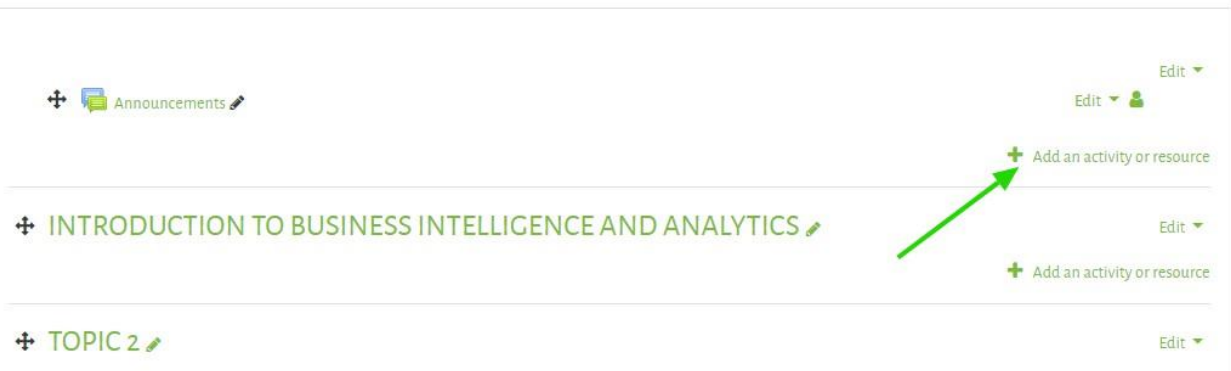


Then click on Add an activity or recourse while the editing is still on.

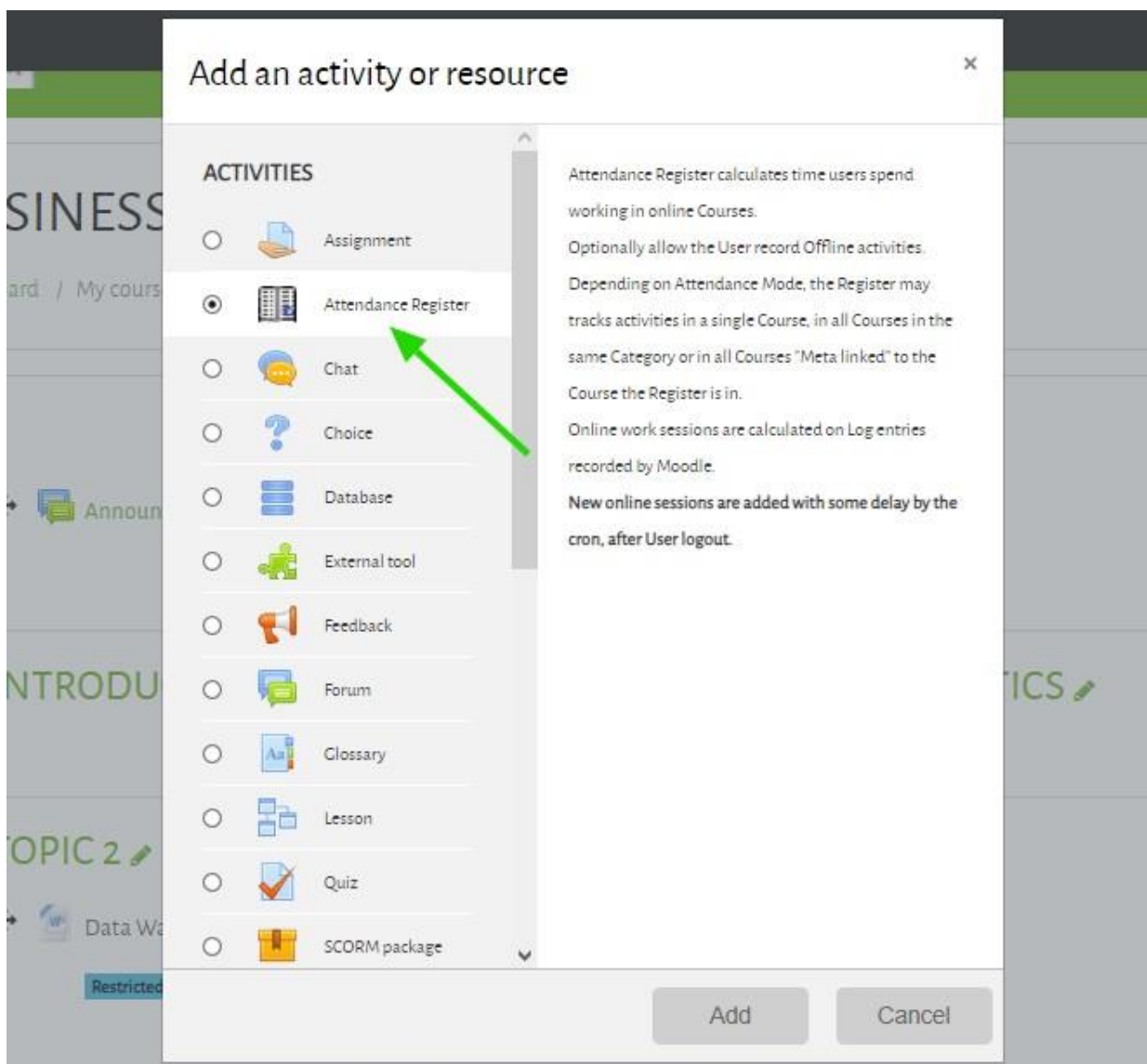
BUSINESS INTELLIGENCE AND ANALYTICS



Dashboard / My courses / CIS3461



A new window will pop up, click on add Attendance Register then the Add button at the bottom of the same window.



When you click the Add button, another window will come where you are supposed to setup the register settings.

Give the Attendance name, Add description and set the online timeout session (how long a student can break within the course) as you wish.

General

Attendance Register name !

Description ?

↕ A B I ☰ ☰ 🔗 🔄 🖼️ 📄 🎤 📺 📄 H-P

Student attendance register

Attendance Tracking Mode ?

Online session timeout ?

Scroll down to Activity completion, under completion tracking, pick show activity as complete when conditions are met.

On Total tracked time, set the required time the session may last.

After that click on Save and return to course.

Activity completion

Completion tracking ?

Require view Student must view this activity to complete it

Total tracked time ? Require time [minutes]

Expect completed on ?

| | | |
|---------------------------------|-------------------------------------|-----------------------------------|
| <input type="text" value="7"/> | <input type="text" value="August"/> | <input type="text" value="2020"/> |
| <input type="text" value="02"/> | <input type="text" value="28"/> | <input type="checkbox"/> Enable |

Tags

Competencies

There after you will be able to see the list of students who have attended the class in the list as shown below with the time they were active online.

CLASS LIST

Any past Session will show at next Cron x

| Tracked Courses | |
|-----------------|-------------------------------------|
| CIS 3461 | Business Intelligence and Analytics |

| # | Name | Total Time Online | Last Session End |
|---|----------------------|-------------------|------------------|
| 1 | MUTUA KIOGORA ANTONY | 0 min | No Session |

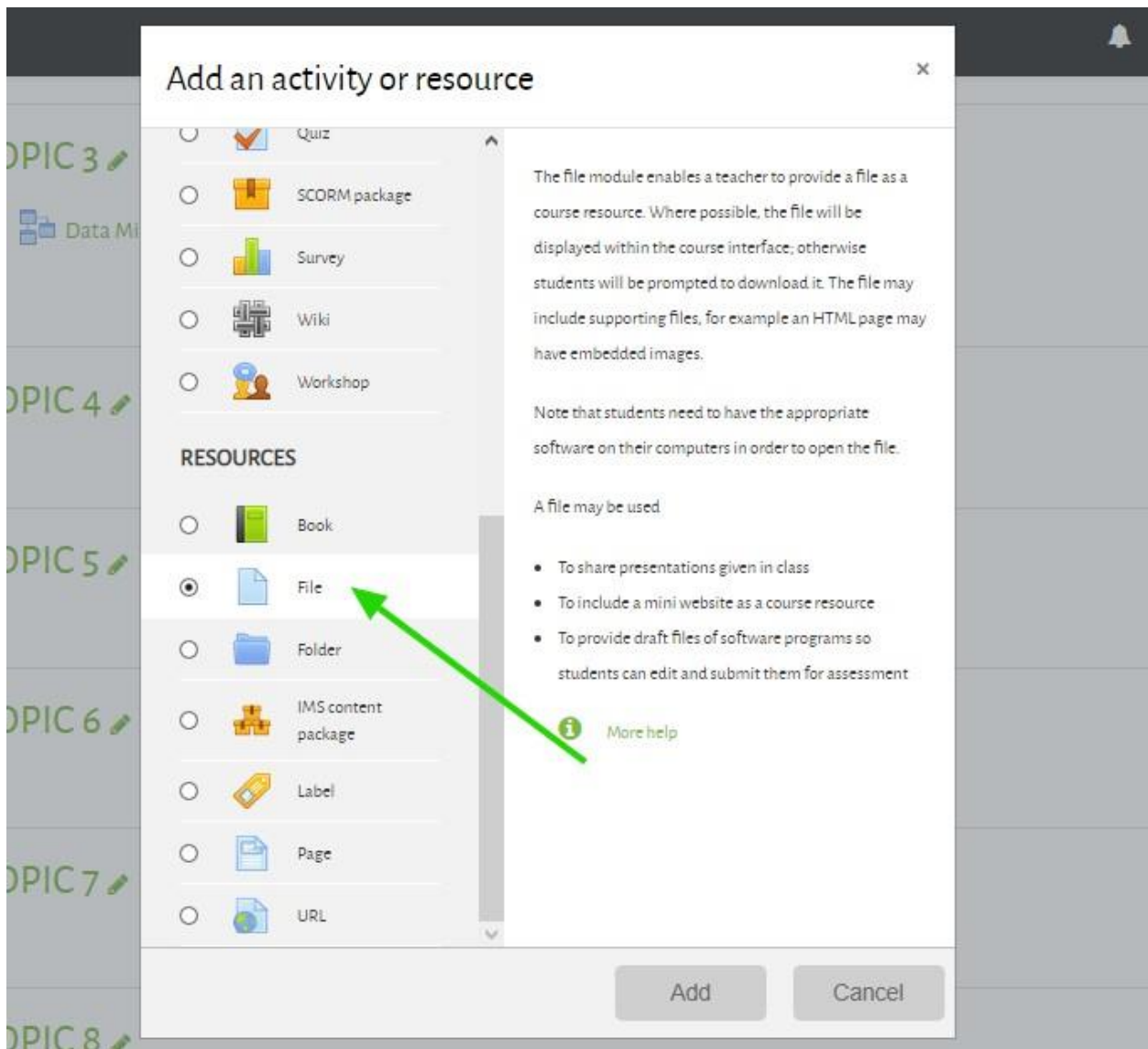
◀ Announcements

Jump to... ↕

Data Warehousing ▶

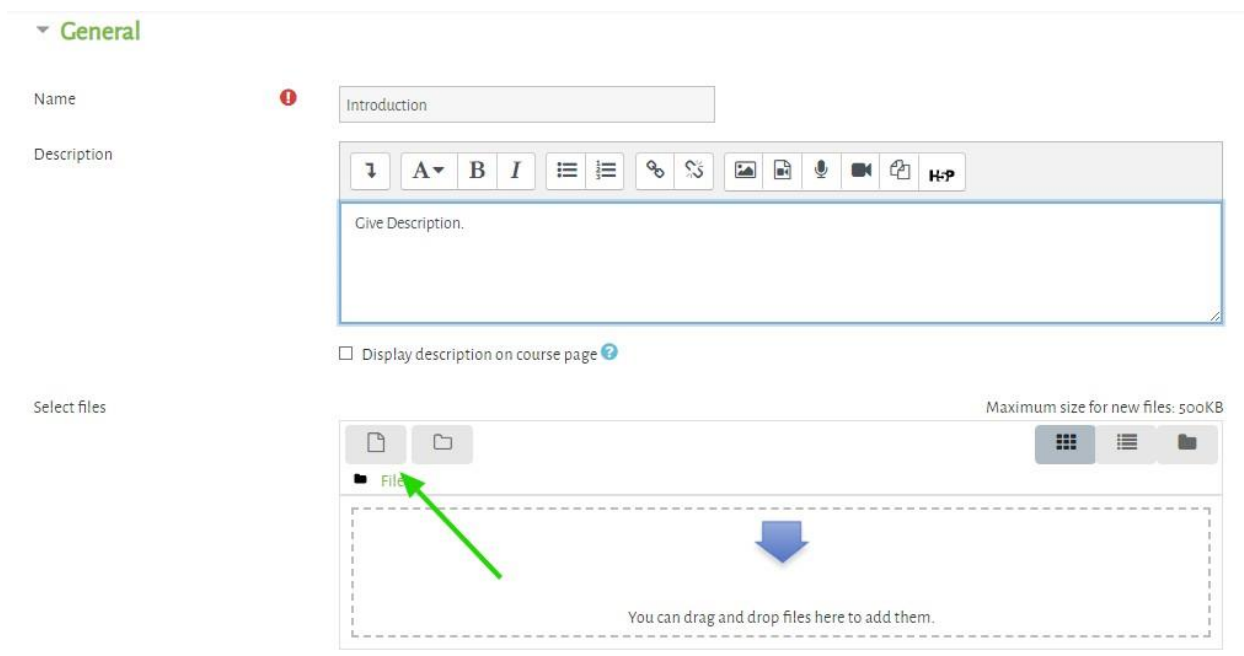
UPLOADING THE MATERIALS.

While Editing is on, Click Add activity or recourse to the topic you want to add materials on, follow the same procedure for adding a class register but this time click on File under RESOURCES.



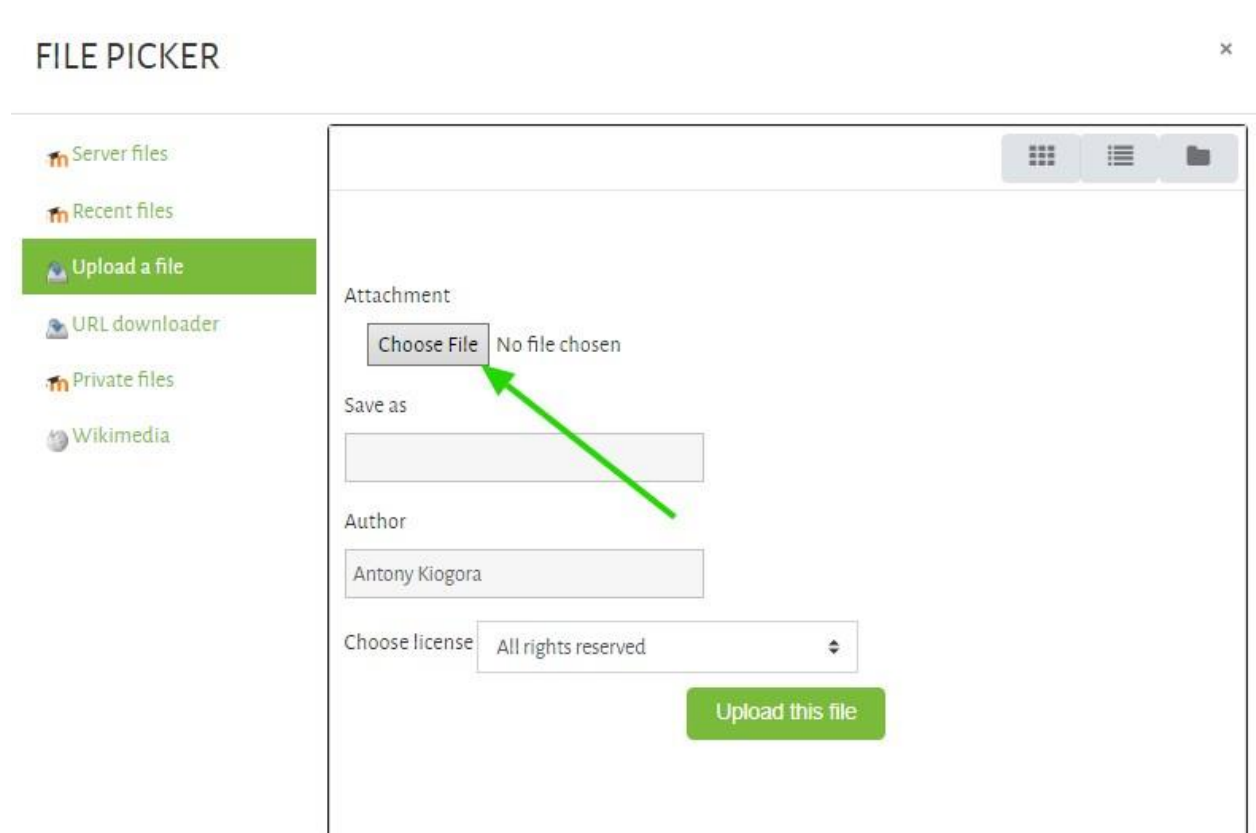
A new window will come up, Give the name of the topic and the description too.

Under select file, click on the icon shown on the picture below to upload your materials from your device.



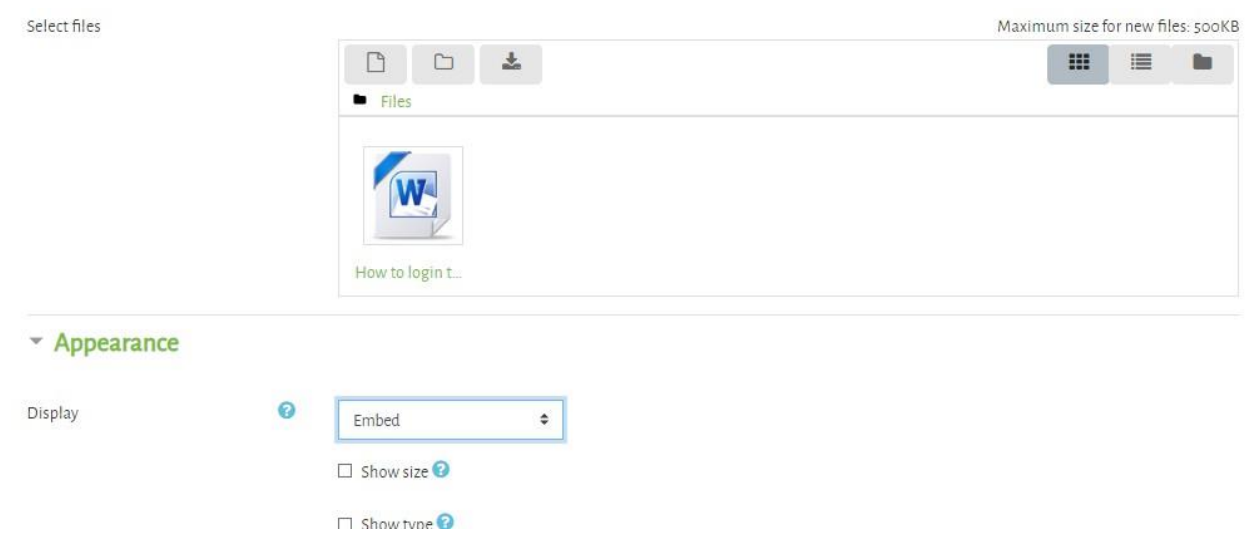
A File Picker window will pop up, Select Upload a file then Choose a file. The system will take you to your computer to locate the material you want to upload.

Click on Upload this file to complete.



After it has been uploaded you should see it as it appears on the picture below.

Then Under Appearance, set display to Embed.



Under Activity completion, pick show activity as complete when conditions are met.

Then set Expect completed on, after this date, the student will not view the material any more.

To complete the process, click on Save and return to course.

Activity completion

Completion tracking ?

Require view Student must view this activity to complete it

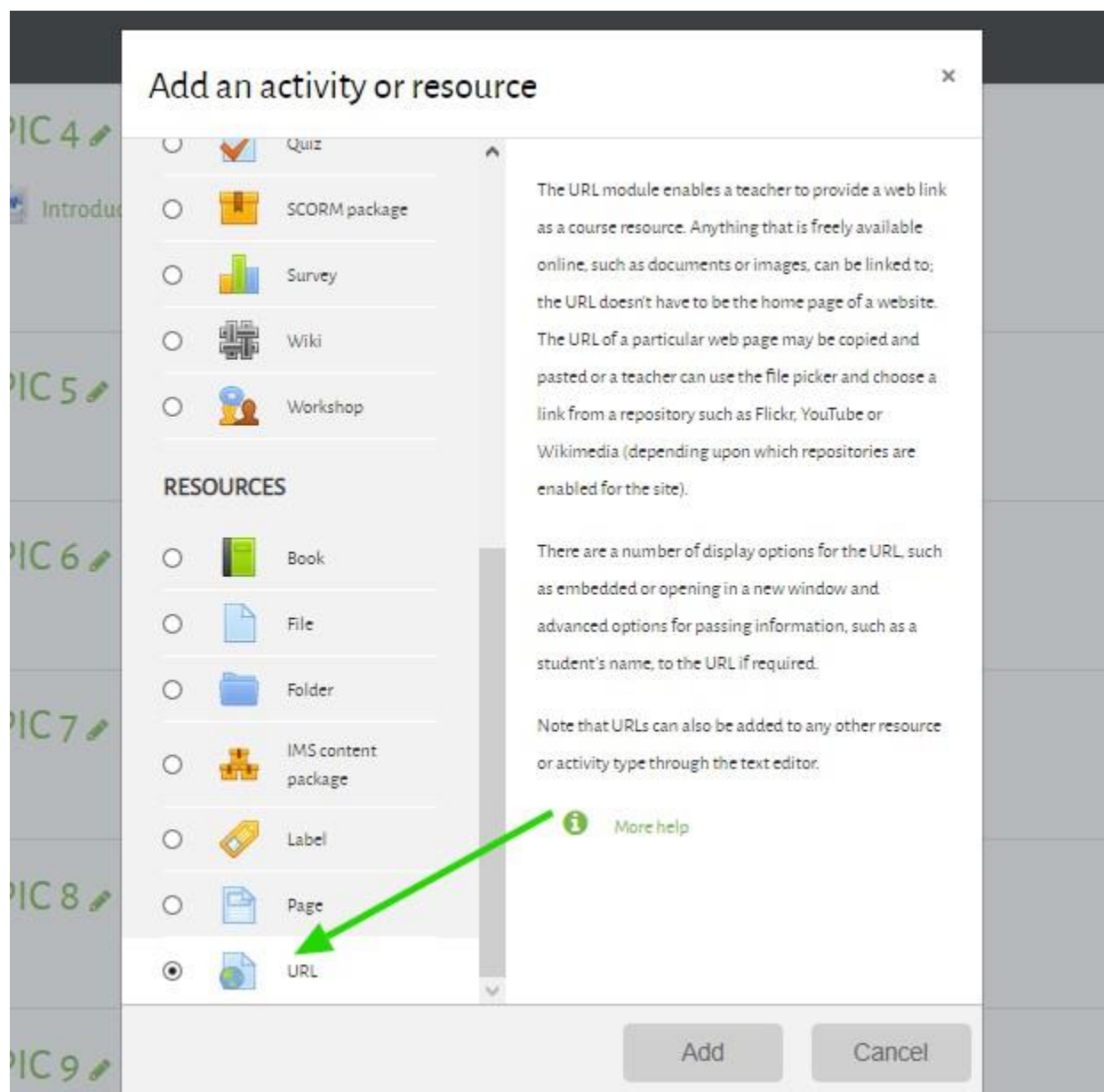
Expect completed on ?
 Enable

Tags

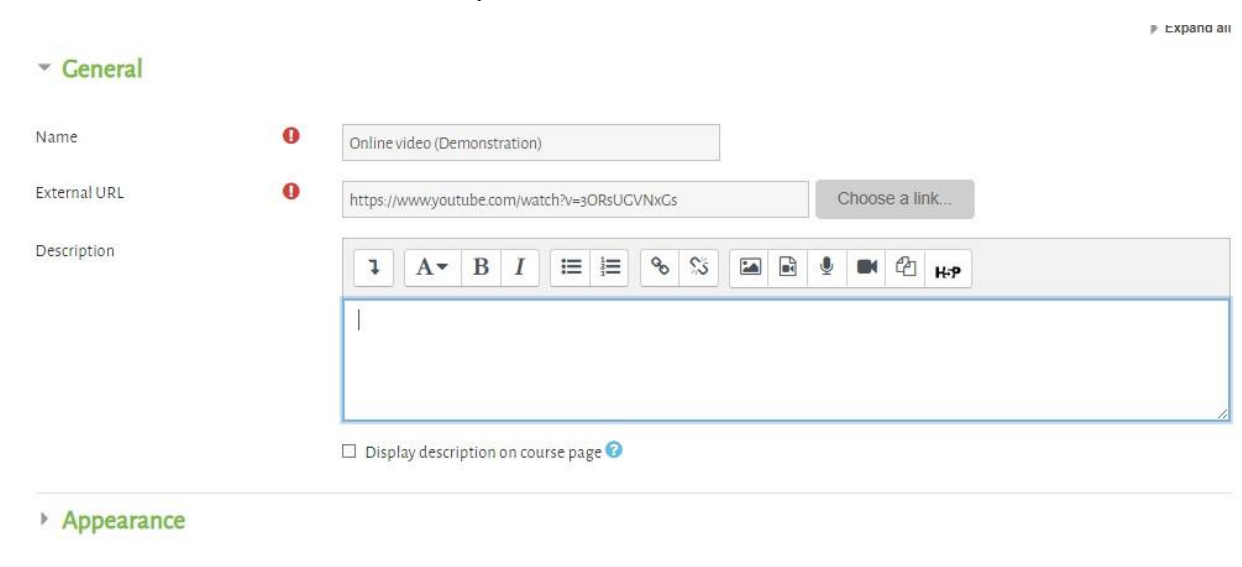
Competencies

There are required fields in this form marked !.

In case you want to add video or a YouTube link, Follow the same procedure for adding a file but this time click on URL. Check the picture below

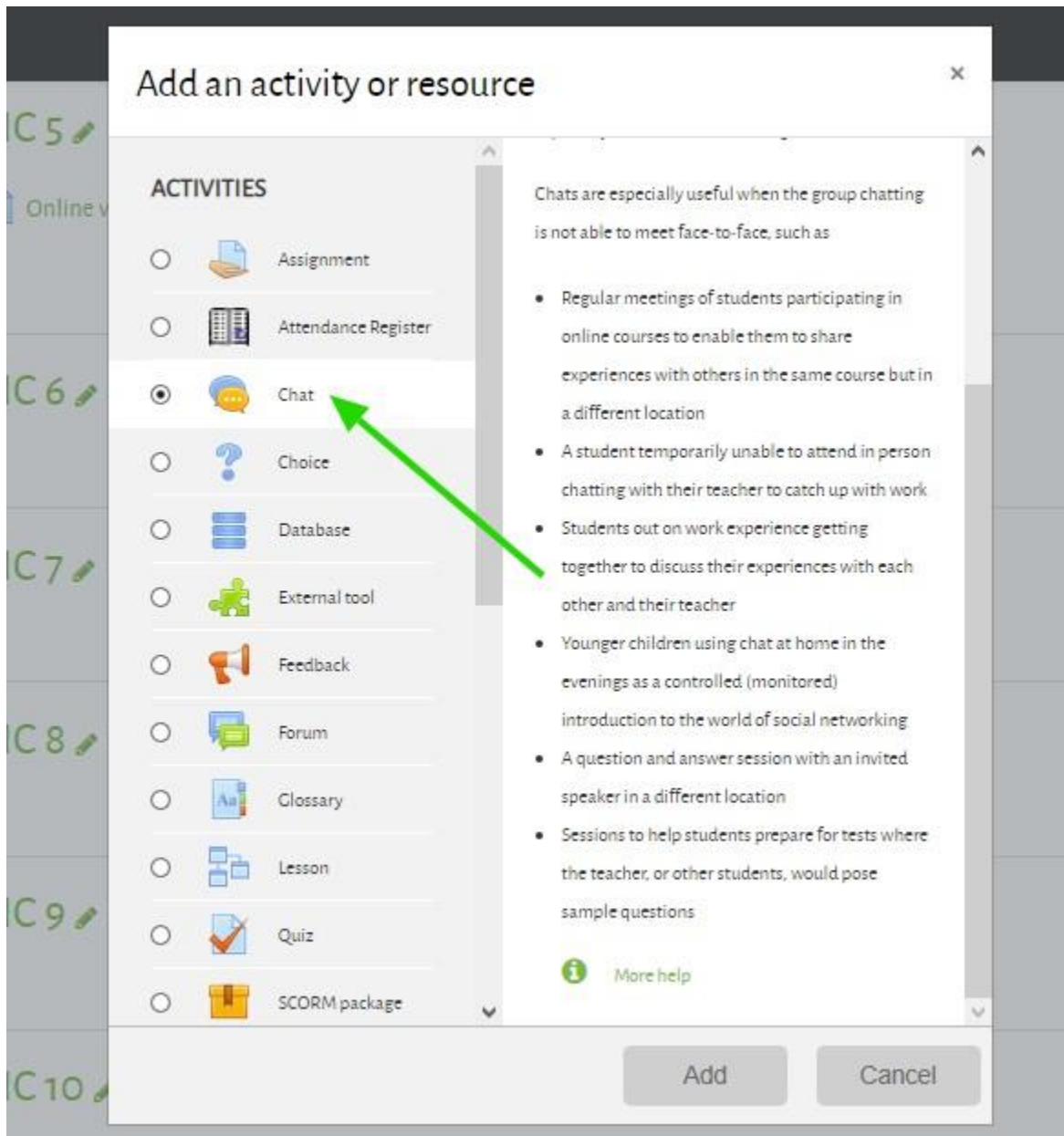


Give the name of the video then paste the External URL



INTERACTION WITH STUDENTS.

To add a chat interaction with the students, still while editing in on, click Add activity or resource then here select CHAT



Give the Name of the Chat room and the description too then Save and return.

▼ **General**

Name of this chat room !

Description

Give description

Display description on course page ?

► **Chat sessions**

The chat will appear as the one on the picture below. Click on the button pointed below to enter the chat.

BUSINESS INTELLIGENCE AND ANALYTICS

Dashboard / My courses / CIS 3461 / Topic 6 / Talk to your Lecturer

TALK TO YOUR LECTURER



Give description

[Click here to enter the chat now](#)

[Use more accessible interface](#)



The students in that particular course will be listed as shown below, select on the student you want to chat with, then click on talk. Write a message down there and send.

NB: This is one on one chat not a group chat.

The screenshot displays the 'Talk to your Lecturer' interface. On the left, a chat history shows three messages:

- Don George Mwangi** (12:29): Don said to *Otieno Awuoch Eric*. Thank you Eric
- Mwenda Kirima Eustace** (12:29): thanks too
- Otieno Awuoch Eric** (12:29): Sure

At the bottom, there is a text input field, a 'Send' button, and a 'Themes »' link.

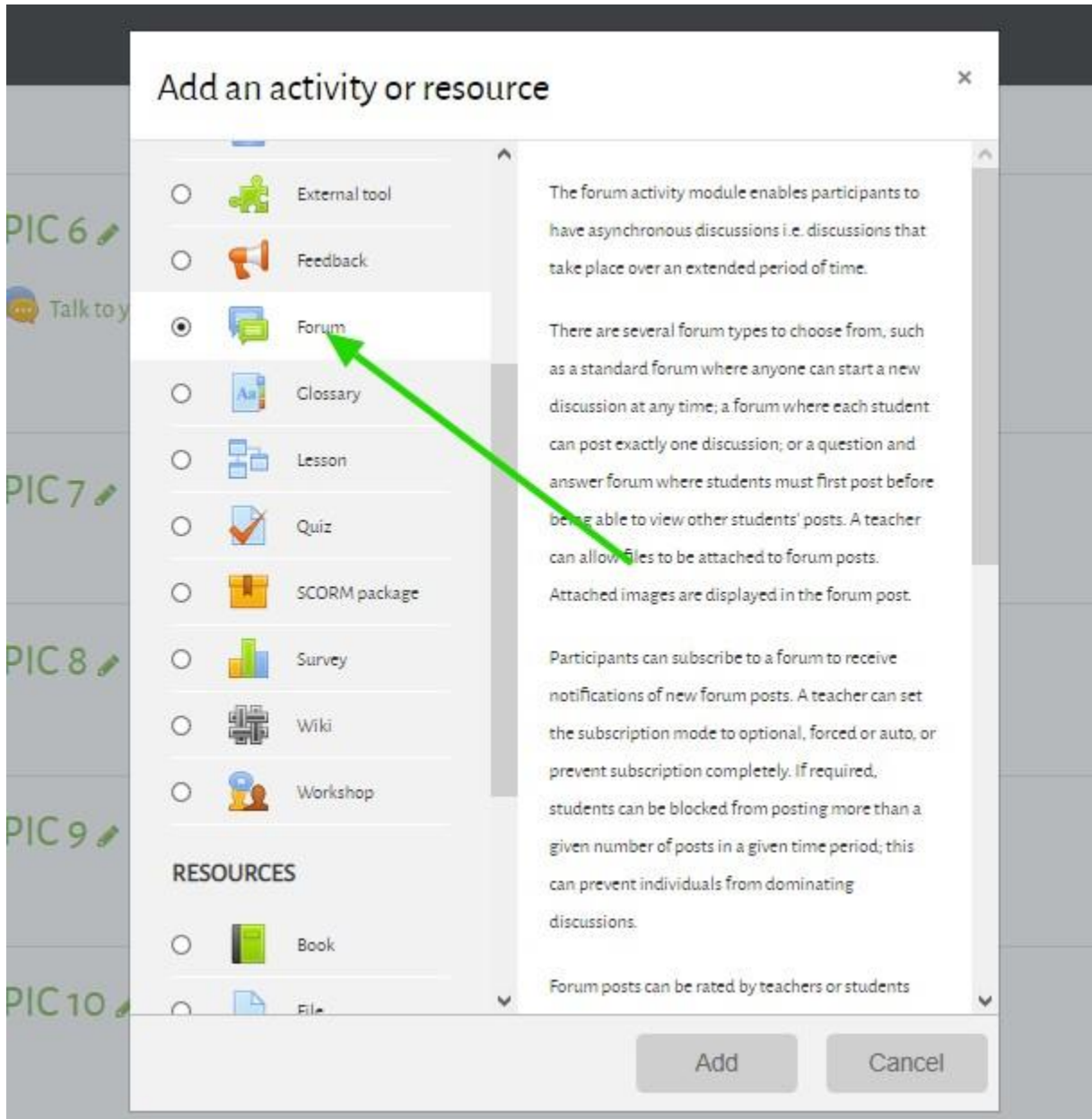
On the right, a list of students is shown, each with a profile icon, name, and a 'Talk Beep' button:

- Otieno Awuoch Eric** (Talk Beep)
- Cakii Muthuri Grace** (Talk Beep)
- Don George Mwangi**
- Mwenda Kirima Eustace** (Talk Beep)

At the very bottom of the page, it says 'Recorded with BigBlueButton.'

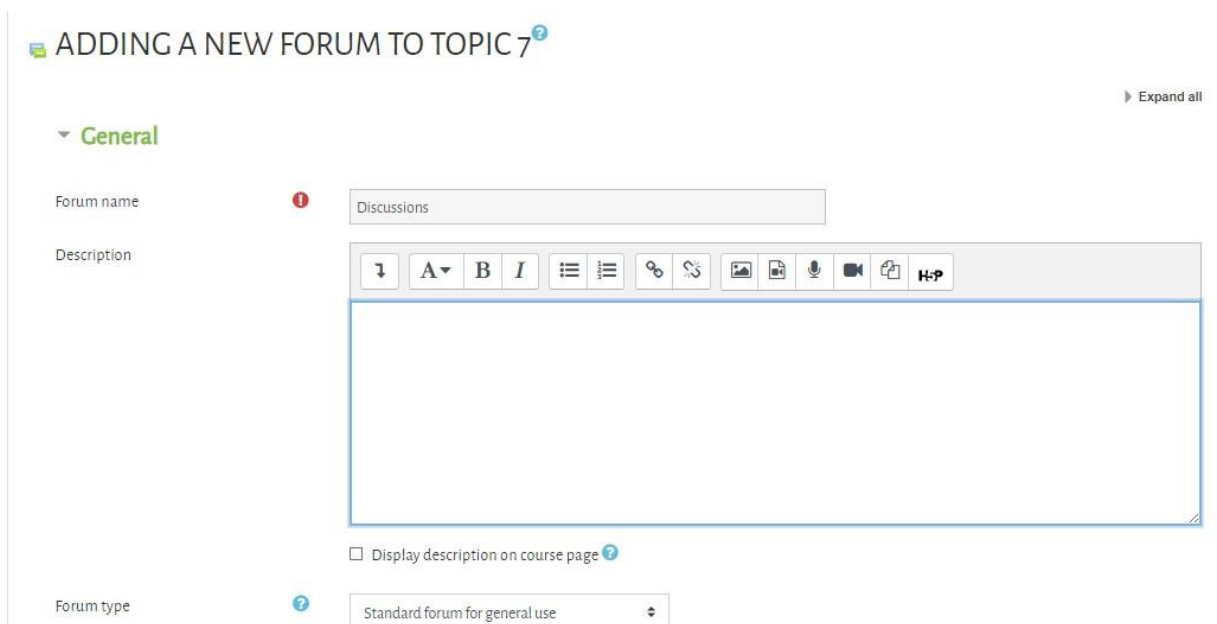
ADDING DISCUSSIONS.

To add a Discussion with the students, still while editing in on, click Add activity or resource then here select Forum

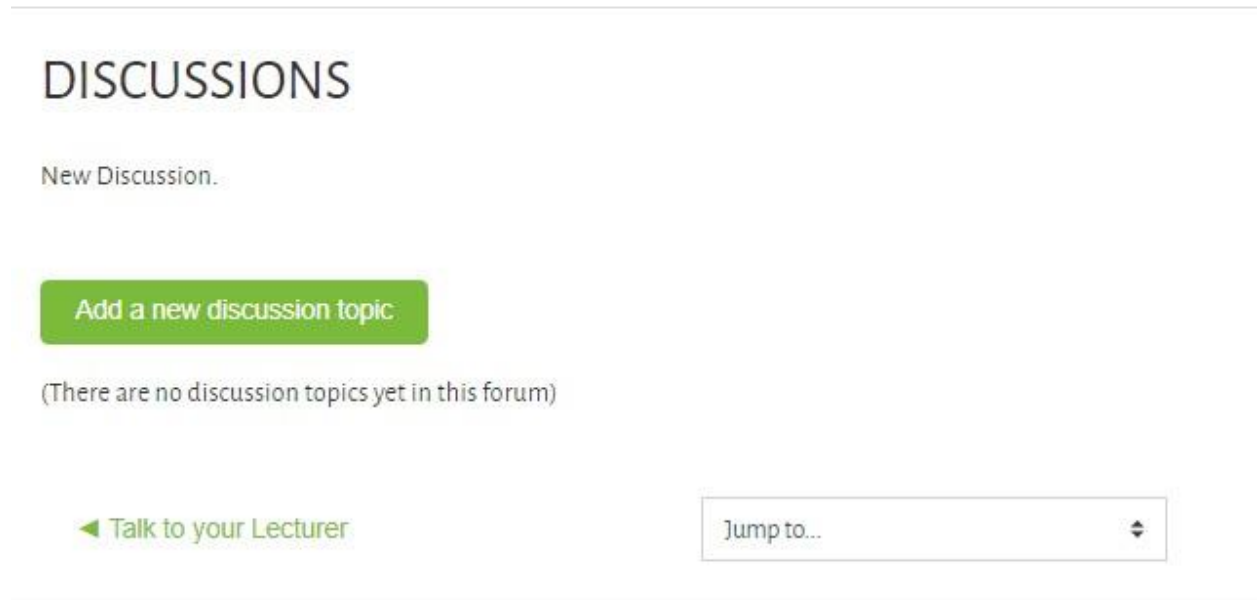


Give the Name of the discussion and the description too then Save and return.

You can set any other parameter you see relevant on your course.



When you click to open the discussion, you should be having a window like the one below

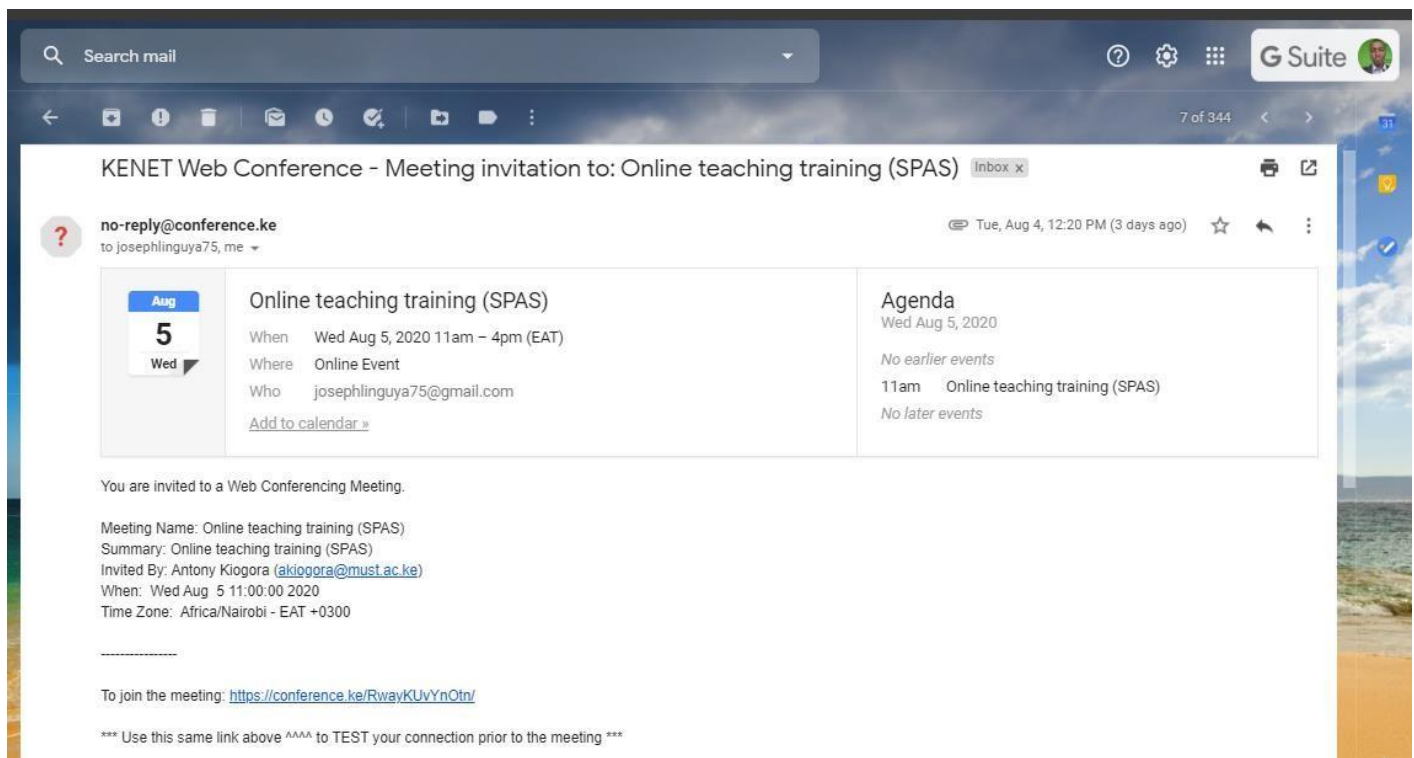


Click on Add new discussion topic, write the subject and the message then Post to forum.

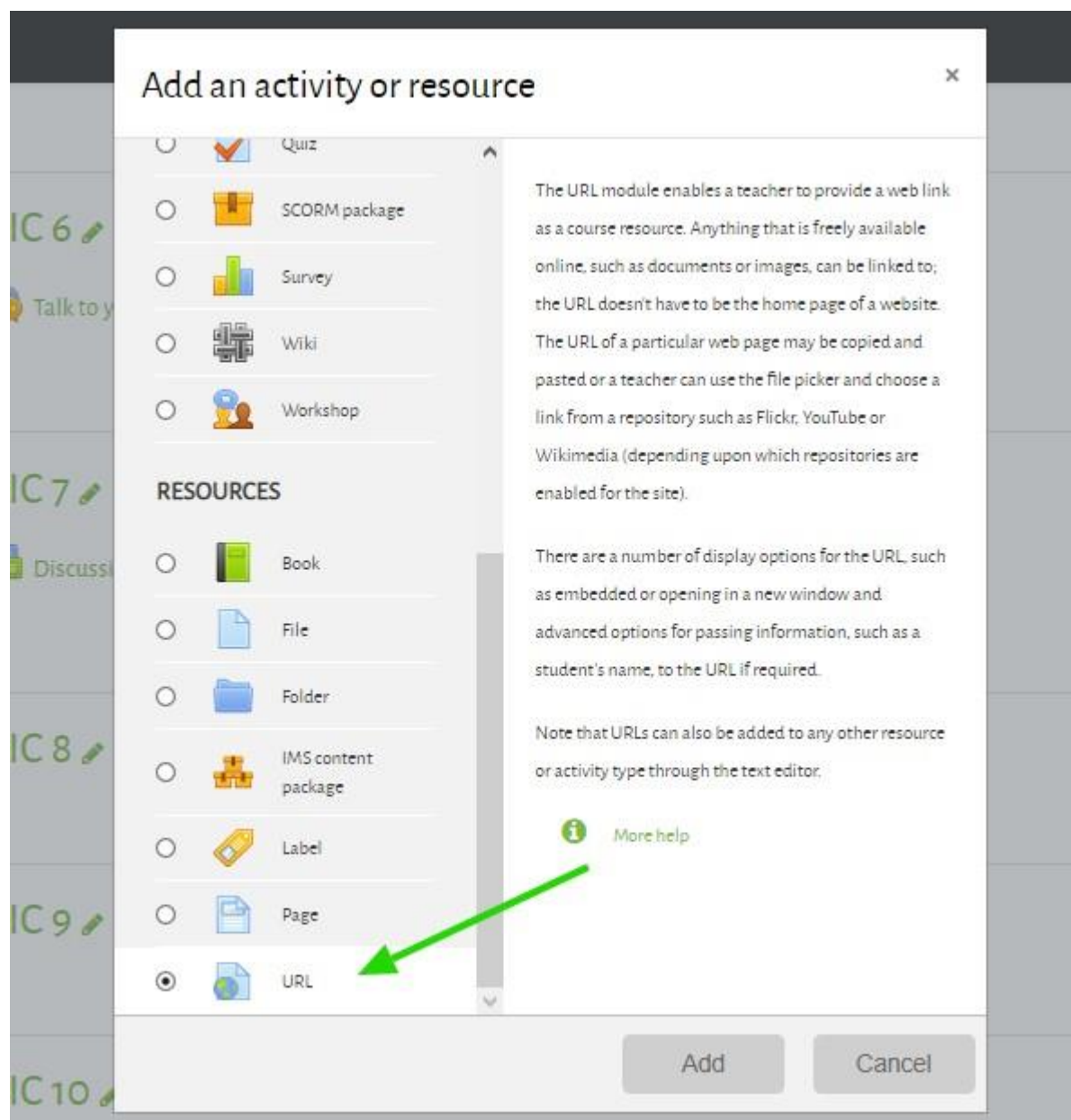
Linking BigBlueButton with Moodle

When you create a meeting in meeting on the BBB, an email will be sent to you from no-reply@conference.ke

Copy the meeting address from your email, then paste it on the course you want to have a face to face with.



Open Moodle, under the topic you want to have face to face class, click on add activity or resource then under RESOURCES add a URL.



Give the Name of the topic, Under External URL, paste the link you copied from the email.

Under description, Paste the Room Passcode still from your email and then Save and return to course.

▶ Expand all

▼ **General**

Name !

External URL !

Description

¶ **A** **B** **I** **☰** **☷** **🔗** **🔄** **🖼️** **📄** **🎤** **📺** **📄** **H&P**

Room Passcode: DVgut5zW

Display description on course page ?

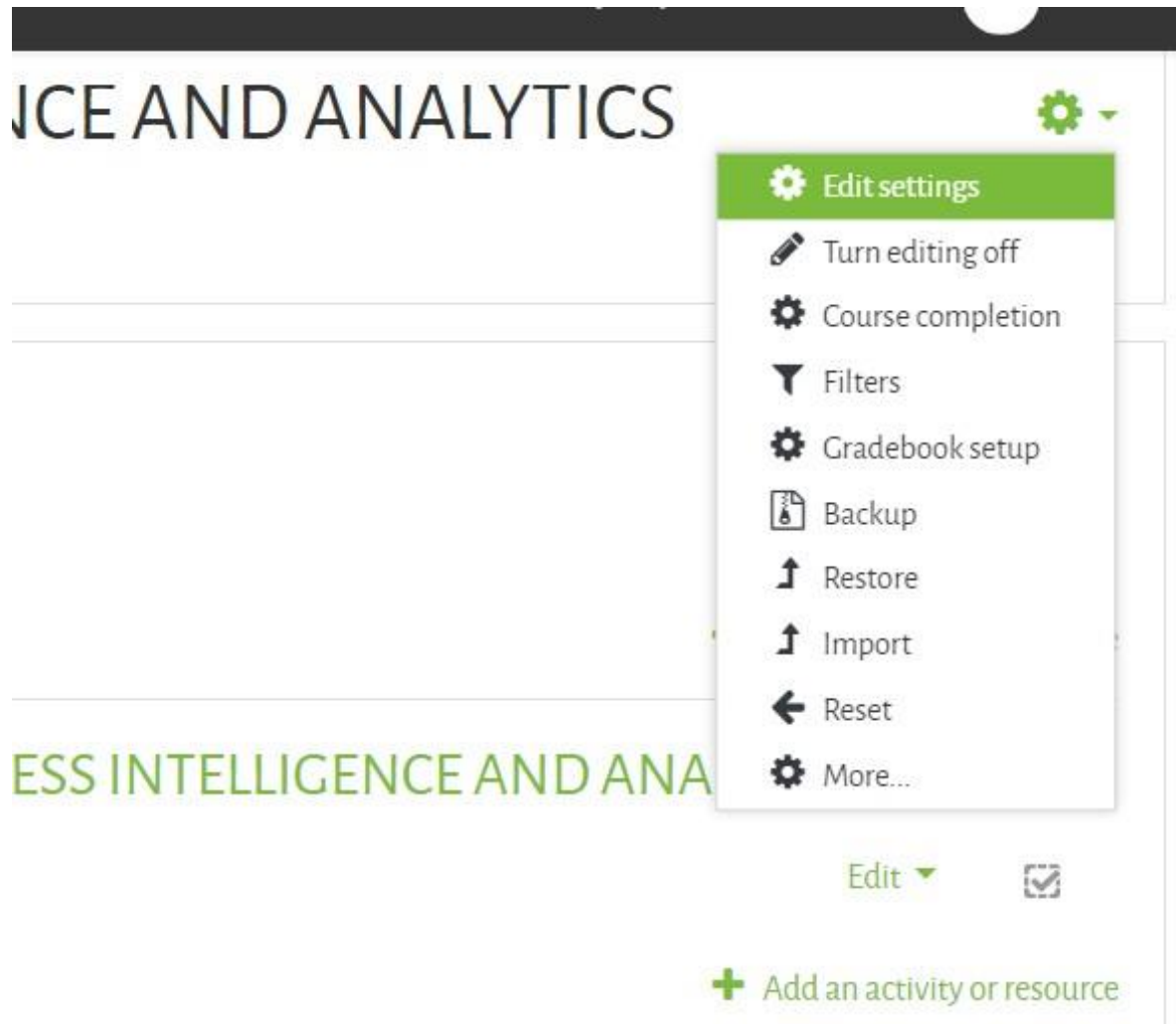
▶ **Appearance**

How to set quizzes, assignment, CATS/Exams

Before setting a cat or assignment, you first need to set a gradebook,

Adding a gradebook

On the unit that you want to add a gradebook, click on the top right gear on your screen, then select Gradebook setup



The screenshot shows a Moodle course page with the title "JCE AND ANALYTICS" and a green gear icon in the top right corner. A dropdown menu is open, listing the following options:

- Edit settings
- Turn editing off
- Course completion
- Filters
- Gradebook setup
- Backup
- Restore
- Import
- Reset
- More...

Below the menu, there is an "Edit" button with a dropdown arrow and a checkmark icon. At the bottom of the page, there is a green plus sign followed by the text "Add an activity or resource".

Under Gradebook setup, Add a category ie, Assignment 1&2 CAT 1&2

GRADEBOOK SETUP

View Setup Scales Letters Import Export

Gradebook setup Course grade settings Preferences: Grader report

| Name | Weights | Max grade |
|-------------------------------------|--------------------------------|---------------|
| BUSINESS INTELLIGENCE AND ANALYTICS | | |
| Data Mining | <input type="checkbox"/> 100.0 | 100.00 |
| Course total | | 100.00 |

Save changes

Add grade item Add category



Grade category


Category name  Assignment 1

Aggregation  Natural

Show more...

Category total

Grade type  Value

Scale  Use no scale

Maximum grade  100

Minimum grade  0

Afterwards, add a grade item and link each item with a particular category giving the maximum grade in each i.e Assignment, Cat and the Exam too.

Grade item

Item name

Grade type


Scale

Maximum grade

Minimum grade

Hidden

Locked



Scroll down under Parent category, select Grade category to Assignment 1

Repeat the same process for the Cat and the Final Exam giving the Maximum grade and choosing the correct Grade category.

Parent category

Weight adjusted

Weight

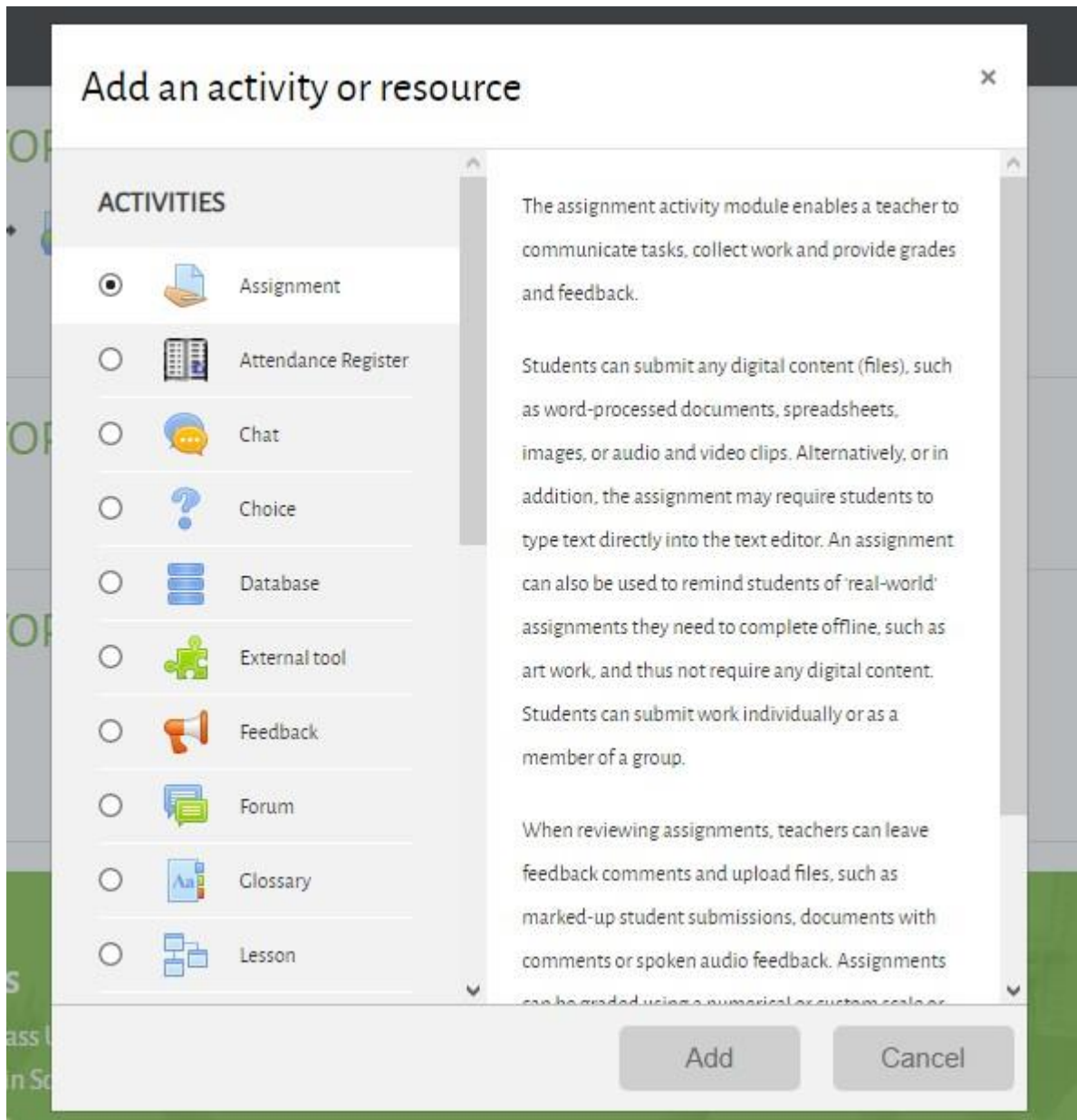
Extra credit

Grade category

- Business Intelligence and Analytics
- Assignment 1
- Cat 1
- Final Exam

To add the Assignment, click on Add activity or recourse from the topic you want to add it.

Under Activities, choose assignment then click on the Add button.



Give the Assignment name, then under description you may type in the questions.

▼ General

Assignment name



Assignment 1

Description

A rich text editor toolbar with icons for undo, font color, bold, italic, bulleted list, numbered list, link, unlink, image, video, microphone, camera, and help. Below the toolbar is a text area containing the following text:

To extract specific information based on a specific criteria in an Access Database, a user would use a

The right to use a piece of software is termed:

The term used to describe all physical components of a computer is;

Under Availability, Set the perimeters of the date of submission, Due date Cutoff date

▼ Availability

| | | | | | | |
|------------------------|---------------------------------|-------------------------------------|-----------------------------------|---------------------------------|---------------------------------|--|
| Allow submissions from | <input type="text" value="7"/> | <input type="text" value="August"/> | <input type="text" value="2020"/> | <input type="text" value="00"/> | <input type="text" value="00"/> | <input checked="" type="checkbox"/> Enable |
| Due date | <input type="text" value="14"/> | <input type="text" value="August"/> | <input type="text" value="2020"/> | <input type="text" value="00"/> | <input type="text" value="00"/> | <input checked="" type="checkbox"/> Enable |
| Cut-off date | <input type="text" value="7"/> | <input type="text" value="August"/> | <input type="text" value="2020"/> | <input type="text" value="12"/> | <input type="text" value="56"/> | <input type="checkbox"/> Enable |
| Remind me to grade by | <input type="text" value="21"/> | <input type="text" value="August"/> | <input type="text" value="2020"/> | <input type="text" value="00"/> | <input type="text" value="00"/> | <input checked="" type="checkbox"/> Enable |

Always show description

Under file submission, use Online text then you can limit your words accordingly.

▼ Submission types

Submission types Online text File submissions

Word limit Enable

▶ Feedback types

On Submission settings, Switch Require students to click the submit button to YES and Require that students accept the submission statement also to YES

▼ Submission settings

| | |
|---|------------------------------------|
| Require students to click the submit button | <input type="text" value="Yes"/> |
| Require that students accept the submission statement | <input type="text" value="Yes"/> |
| Attempts reopened | <input type="text" value="Never"/> |

Under Grade, select the maximum grade of the assignment.

On Grade category, select assignment one or the particular category you are working on.

Then Scroll down and click on Save and return to course to finalize.

Grade

Grade ?


Type
Point

Maximum grade
15

Grading method ?
Simple direct grading

Grade category ?
Assignment 1

Grade to pass ?



When you view the assignment you have created, you will be able to see the page as shown on the picture below.

When a student has submitted the Assignment, click on the View all submissions on the bottom of the page for marking.

GRADING SUMMARY

| | |
|----------------------|----------------------------------|
| Hidden from students | No |
| Participants | 1 |
| Drafts | 0 |
| Submitted | 0 |
| Needs grading | 0 |
| Due date | Friday, 14 August 2020, 12:00 AM |
| Time remaining | 6 days 10 hours |

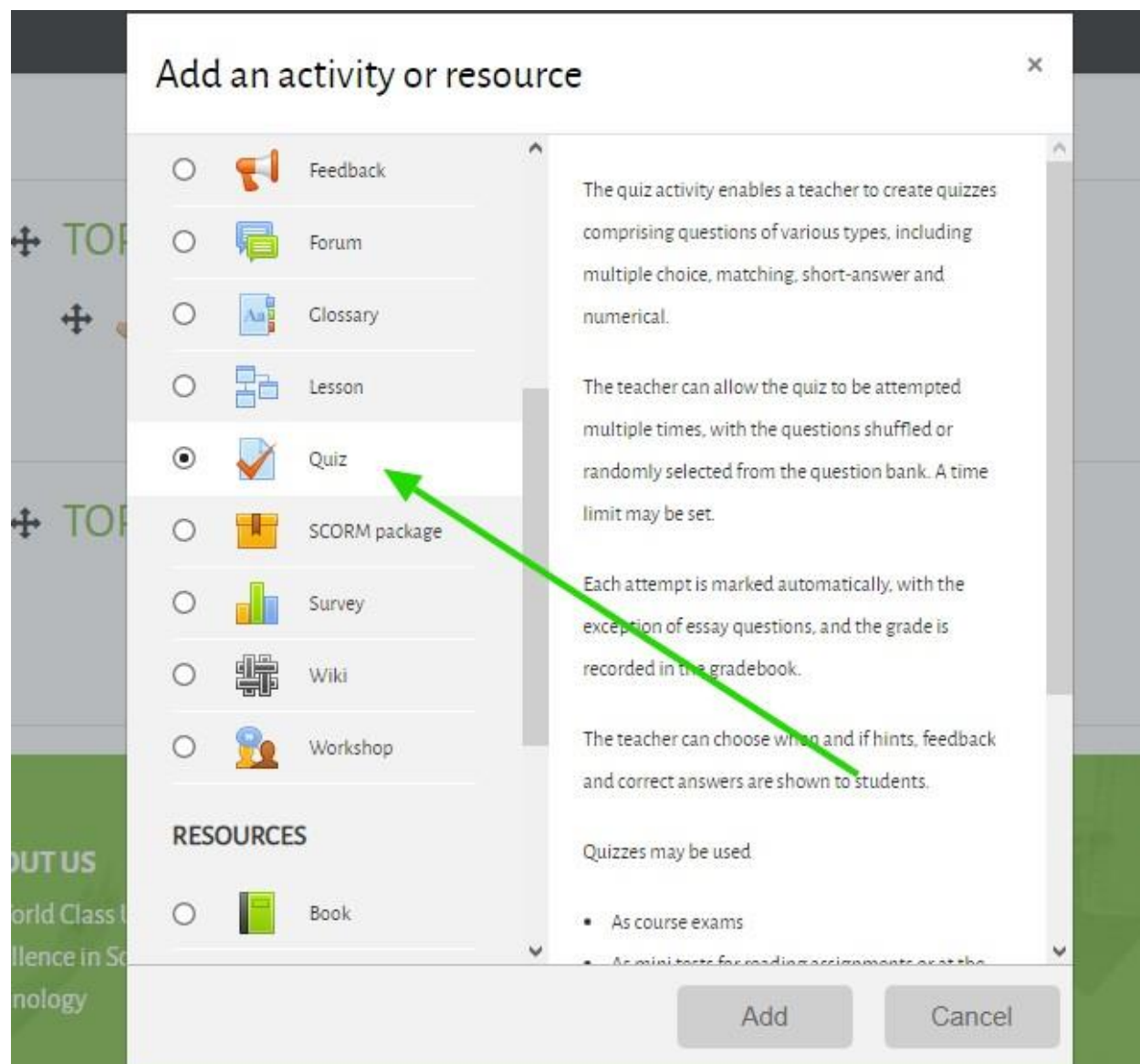
[View all submissions](#)

[Grade](#)

ADDING A CAT

To add a CAT, click on Add activity or recourse from the topic you want to add it.

Under Activities, choose Quiz then click on the Add button.






On the window that comes up Give the name of the CAT and under description, give instructions of the CAT.

Under timing, Set the date of the quiz, close date and the time to be taken during the CAT.

On time expiry, set it to Open attempts are submitted automatically

▼ **Timing**

| | | | | |
|-------------------|---|--|-------------------------------------|--|
| Open the quiz |  | <input type="text" value="7"/> | <input type="text" value="August"/> | <input type="text" value="2020"/> |
| | | <input type="text" value="14"/> | <input type="text" value="04"/> | <input checked="" type="checkbox"/> Enable |
| Close the quiz | | <input type="text" value="7"/> | <input type="text" value="August"/> | <input type="text" value="2020"/> |
| | | <input type="text" value="14"/> | <input type="text" value="04"/> | <input type="checkbox"/> Enable |
| Time limit |  | <input type="text" value="40"/> | | |
| | | <input type="text" value="minutes"/> | | |
| | | <input checked="" type="checkbox"/> Enable | | |
| When time expires |  | <input type="text" value="Open attempts are submitted automatically"/> | | |

Un Grade, Select the category to CAT 1

Grade to pass as you had done to the gradebook.

Then Give Attempt allowed to 1 for students not to repeat t the question again and again.

▼ **Grade**

| | | |
|------------------|---|------------------------------------|
| Grade category |  | <input type="text" value="Cat 1"/> |
| Grade to pass |  | <input type="text" value="15"/> |
| Attempts allowed | | <input type="text" value="1"/> |

On Layout Select the Number of questions to be displayed on a page.

Under question behavior Choose YES on Shuffle within questions. (meaning different questions will appear on different students at different times) NB: Needs a strong Question Bank.

Layout

New page



Every 3 questions



Show more...

Question behaviour

Shuffle within questions



Yes



How questions behave



Deferred feedback



Show more...

On Review options, Uncheck everything under Immediately after the attempt. This will block the students from getting the answers immediately.

Review options

During the attempt

- The attempt
- Whether correct
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

Immediately after the attempt

- The attempt
- Whether correct
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

Later, while the quiz is still open

- The attempt
- Whether correct
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

After the quiz is closed

- The attempt
- Whether correct
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

On Extra restrictions on attempts, Set Browser security to Full screen pop-up with some JavaScript security

▼ Extra restrictions on attempts

Require password ? *Click to enter text*  

Require network address ! ?

Browser security ! ? 

Show less...

After that click on Save and return to course.

After that click to open the quiz and add the questions.

CAT 1

Give Instructions.

Attempts allowed: 1

This quiz opened at Friday, 7 August 2020, 2:04 PM

Time limit: 40 mins



Click edit Quiz and under Editing quiz dialog, tap on Add the select a new question as shown on the picture below.

EDITING QUIZ: CAT 1 ?

Questions: 0 | This quiz is open

Maximum grade

Save

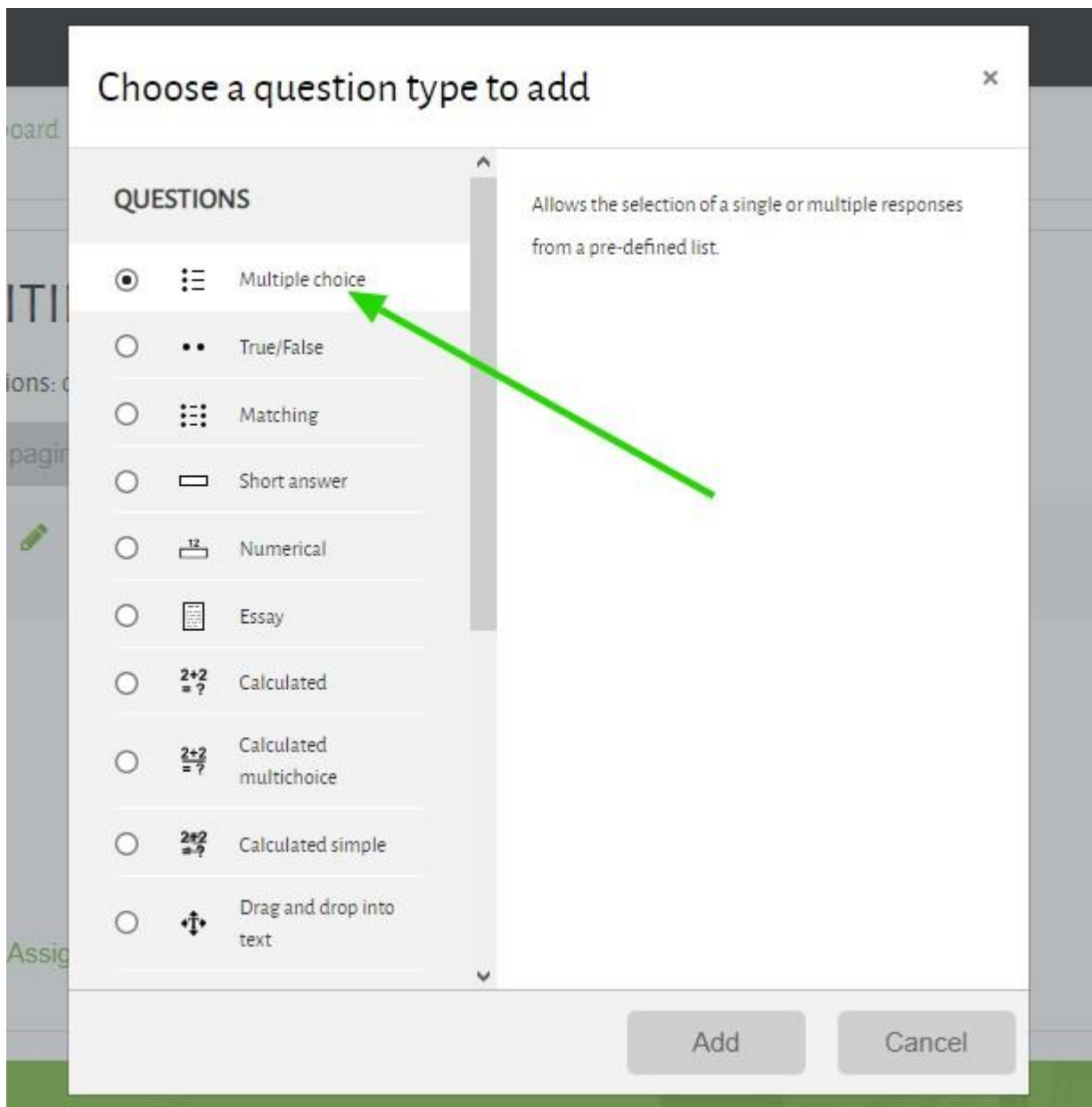
Repaginate

Select multiple items

Total of marks: 0.00



You will have a multiple number of question type to choose from depending on what you want.



Choose Multiple Choice, then click on add.

Give the question name and under Question text, input your Question.

Under One or multiple answers? Chose one answer only then Click on shuffle the choices dialog box.

ID number ?

One or multiple answers?

Shuffle the choices? ?

Number the choices?

▼ Answers

On the answers, only the correct answer to be graded as 100%, all others will remain at None

After putting all the choices, scroll down the save changes.

Choice 1

Report Writing

Grade: 100%

Feedback

Choice 2

Book Keeping

Grade: None

Feedback

After that get back to the CAT preview click on Preview quiz now

CAT 1


Give Instructions:

Attempts allowed: 1

This quiz opened at Friday, 7 August 2020, 2:04 PM

Time limit: 40 mins

Preview quiz now



It will appear like in the picture below for the students.

QUESTION 1

Not yet answered

Marked out of 1.00

Flag question

Edit question

Which of the following is not applicable in desktop publishing?

Select one:

- a. Book Keeping
- b. Creating Information Leaflets
- c. Presentation
- d. Report Writing

QUIZ NAVIGATION

1

Finish attempt ...

Time left **0:39:49**

Start a new preview

Finish attempt ...