



# MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY

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## STUDENTS GUIDE ON HOW TO USE THE LEARNING MANAGEMENT SYSTEM.

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

Or

While on the [Meru University website](http://www.must.ac.ke) under **Must Campus** Menu click the [ODEL](#) button as shown below.

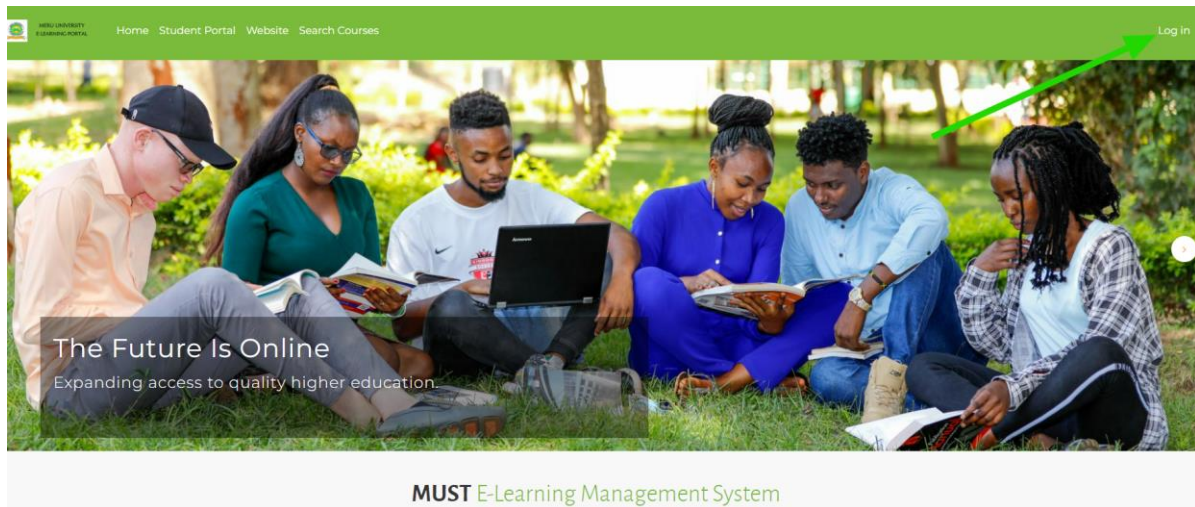
The screenshot shows the Meru University website navigation menu. The menu is organized into four columns:

- Directorates:** Innovation, Incubation & Entrepreneurship Centre; LMS/ODEL; Research; Directorate of Quality Assurance & Career Services.
- ISMS/ISO:** ISO/ISMS Documents; ISO/ISMS Audit System; MUST Information Security Policy Statement.
- ICT:** ICT Home; Online User Support.
- Important Sections:** Sports; Transport; Dean of Students; Downloads.

Below the navigation menu, there are four promotional banners for admissions:

- ADMISSION OF 2022 GOVERNMENT SPONSORED STUDENTS:** Download Letter of Admission; Download Admission Documents; Download Fee Structures; User Manual for Downloading Letter of
- ADMISSION OF SELF SPONSORED STUDENTS:** Our Programmes; Click Here to Apply Online; Click Here to Apply Manually; Download Fee Structures; Download Admission Documents
- ADMISSION OF SHORT COURSES:** Click Here to View Short Courses for July-August 2022 Intake; Click Here to Apply Online; Click Here to Apply Manually
- POSTGRADUATE PROGRAMMES SEPTEMBER 2022 INTAKE:** Click Here to View Postgraduate Programmes for September 2022 Intake; Click Here to Apply Online; Click Here to Apply Manually

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



3. A login window will appear, Use your (Student portal) credentials to login.

i.e. the Reg No number as the username and the Same password used to access the staff/student portal.

A screenshot of the Meru University login page. The page features the university's logo and name: 'MERU UNIVERSITY OF SCIENCE & TECHNOLOGY' and 'Foundation of Innovations'. A pink message box states 'Your session has timed out. Please log in again.' Below this, there are two input fields: the first contains the text 'AG210/10011/16' and the second is a password field with dots. A green 'Log in' button is positioned below the password field. At the bottom, there is a link for 'Lost password?' and a horizontal line for a footer.

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

**Dashboard**

Course Overview

All ▾ Search



Advanced Research Methodology  
Master of Science in Medical Education

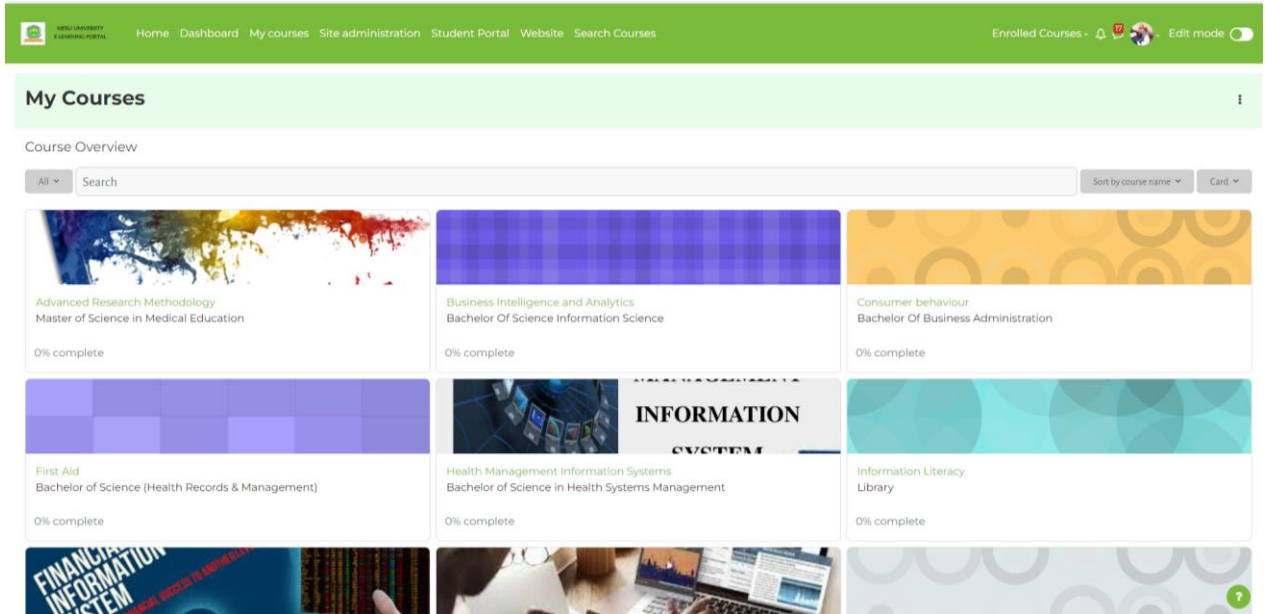
0% complete

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## Accessing Units.

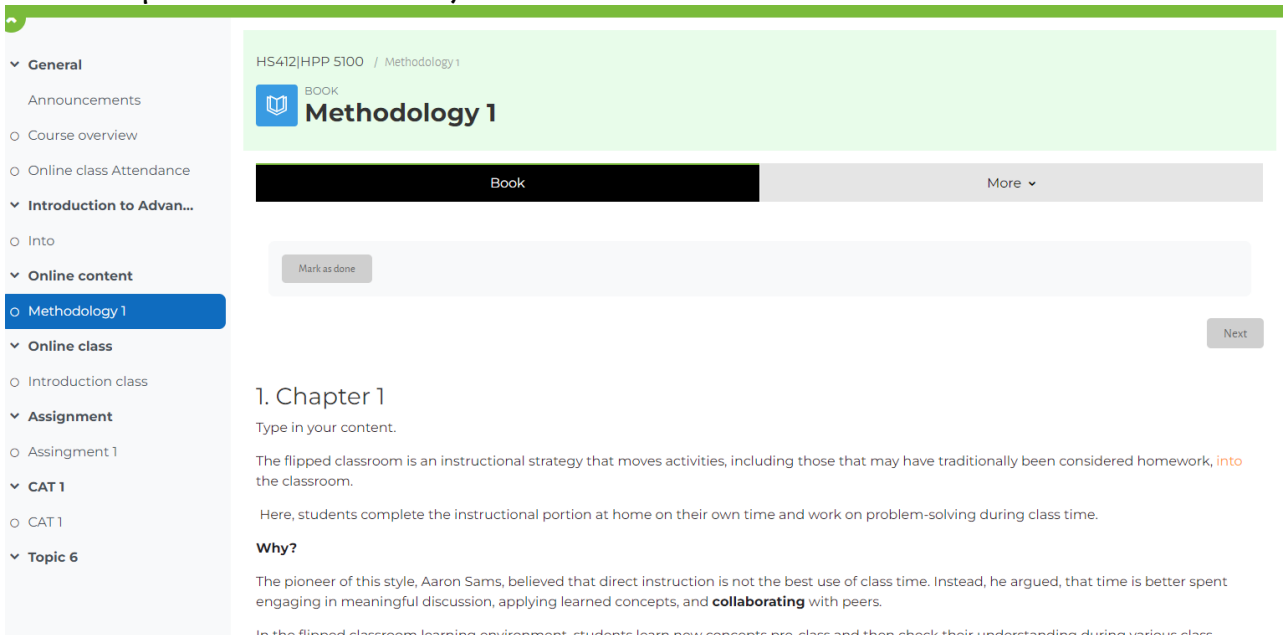
While on the dashboard, click on **My courses** which is under recently accessed courses.

In this case, only the units you have registered on the student portal will be available here.



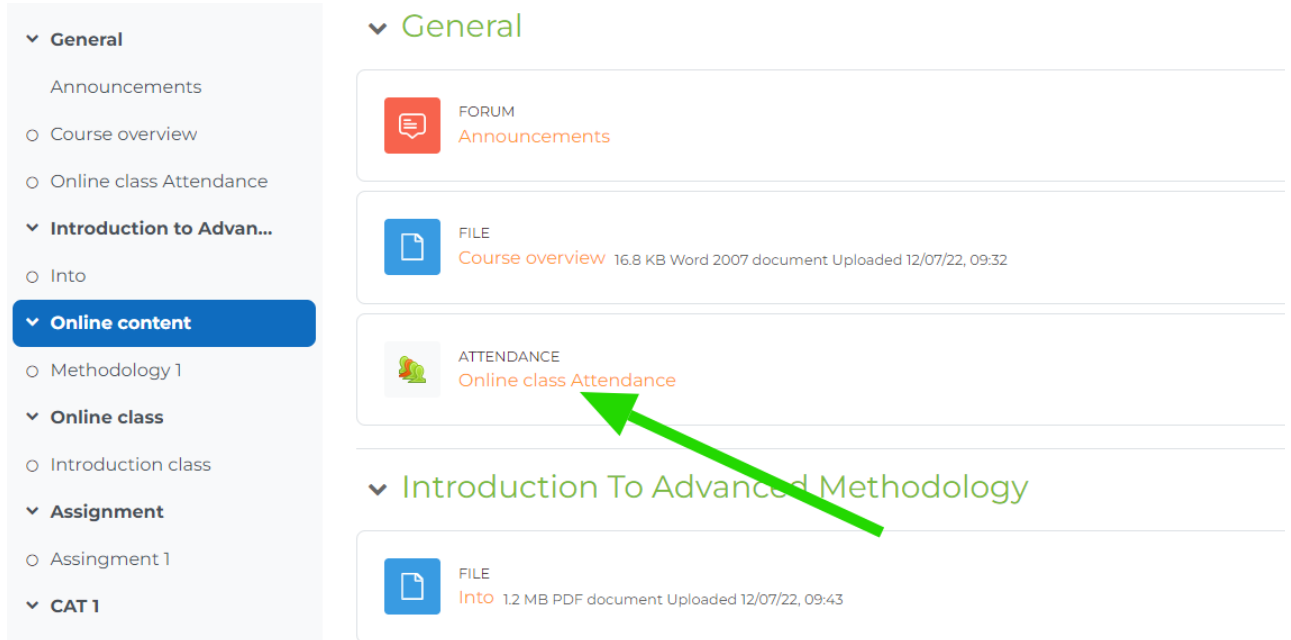
To get the materials of a certain unit, just click on that specific unit to open it.

Then the materials uploaded will be visible as shown in the picture below, click on each topic to get access to the materials. You can decided to download, read online or print direct from the system.



### Signing online Class attendance.

Click to open the unit you want to take attendance on, locate the **online attendance** as shown below.



General

- Announcements
- Course overview
- Online class Attendance

Introduction to Advan...

- Into

**Online content**

- Methodology 1

Online class

- Introduction class

Assignment

- Assingment 1

CAT 1

FORUM Announcements

FILE Course overview 16.8 KB Word 2007 document Uploaded 12/07/22, 09:32

ATTENDANCE Online class Attendance

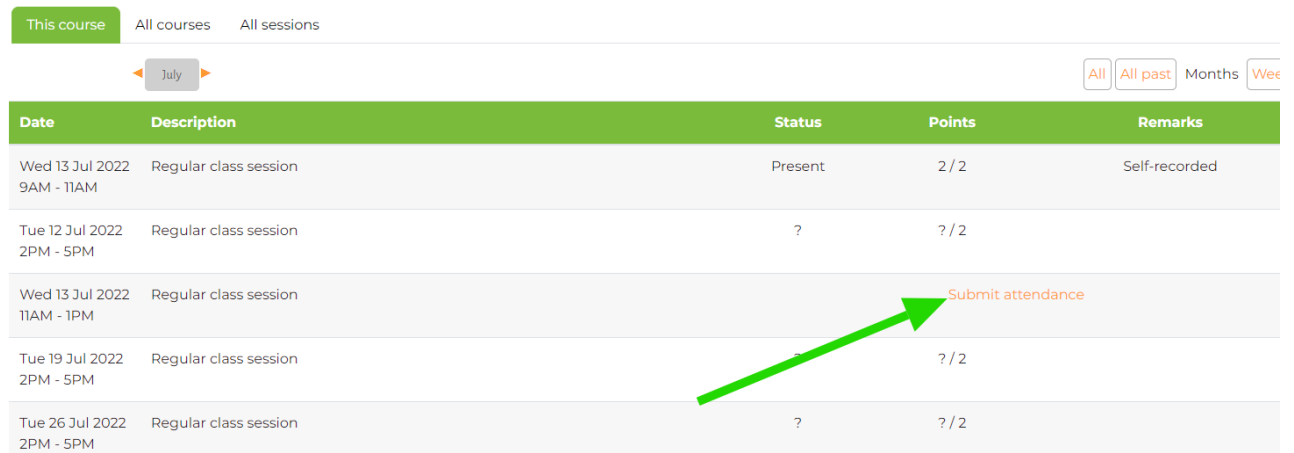
Introduction To Advanced Methodology

FILE Into 1.2 MB PDF document Uploaded 12/07/22, 09:43

A new page appears with sessions where you are supposed to take the attendance, Click on the **submit attendance** button.

### Online Class Attendance

Make sure you mark your class attendance by the end of the lesson



This course All courses All sessions

July All All past Months Wee

Date	Description	Status	Points	Remarks
Wed 13 Jul 2022 9AM - 11AM	Regular class session	Present	2 / 2	Self-recorded
Tue 12 Jul 2022 2PM - 5PM	Regular class session	?	? / 2	
Wed 13 Jul 2022 11AM - 1PM	Regular class session			Submit attendance
Tue 19 Jul 2022 2PM - 5PM	Regular class session		? / 2	
Tue 26 Jul 2022 2PM - 5PM	Regular class session	?	? / 2	

Afterwards, tick on the present checkbox and Press **Save changes**.

In case you get a question mark instead of Submit attendance button, kindly liaise with your lecturer.

HS412|HPP 5100 / Online class Attendance / Online class Attendance

ATTENDANCE  
**Online Class Attendance**


Mark as done

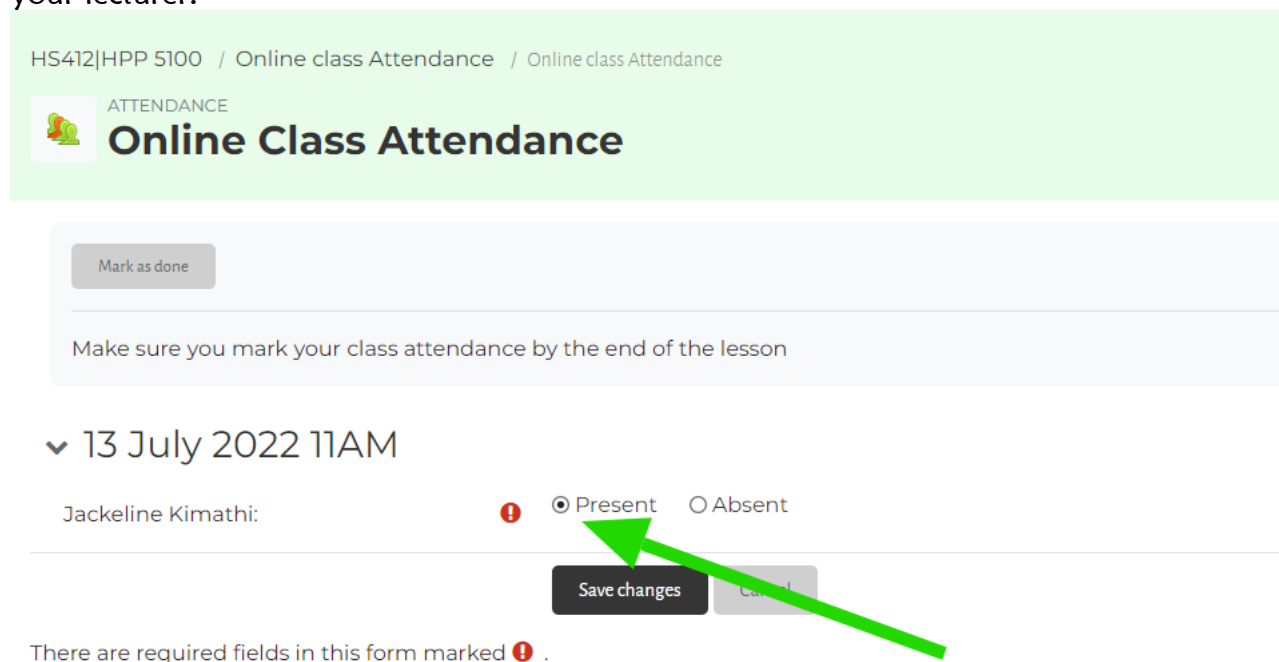
Make sure you mark your class attendance by the end of the lesson

✓ 13 July 2022 11AM

Jackeline Kimathi:  Present  Absent

Save changes

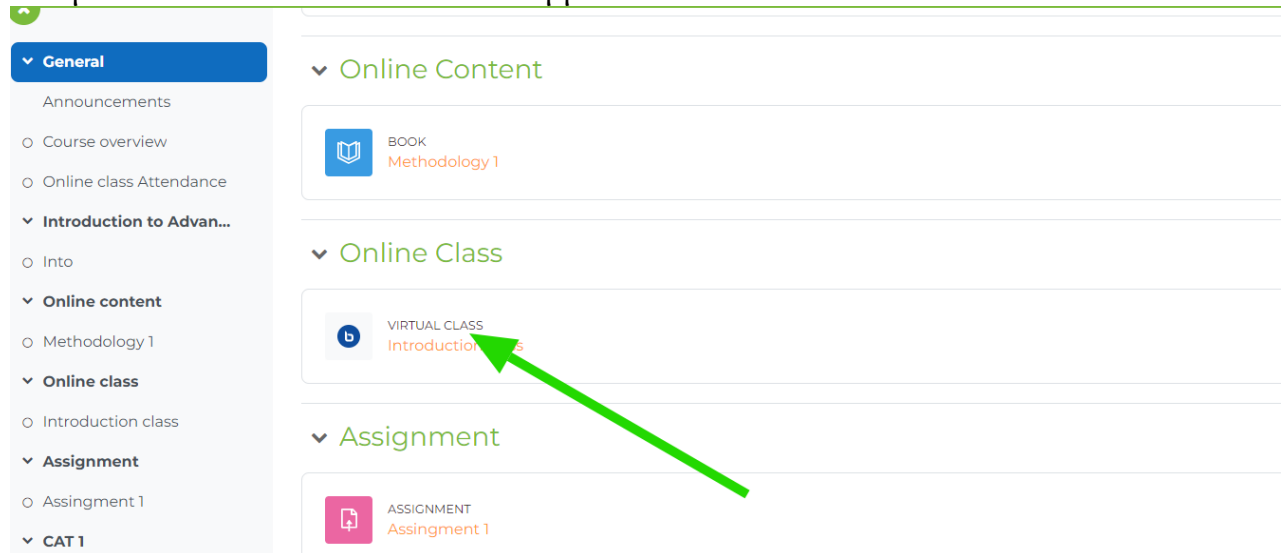
There are required fields in this form marked  .



### Joining a virtual class

Following your timetable, a virtual class will be set by your lecturer to join an online class. Click on the **Virtual class** button

The picture below shows how it will appear.



The screenshot shows a course page with a sidebar menu on the left and a main content area on the right. The sidebar menu includes sections for 'General', 'Introduction to Advan...', 'Online content', 'Online class', 'Assignment', and 'CAT 1'. The main content area has sections for 'Online Content', 'Online Class', and 'Assignment'. In the 'Online Class' section, there is a button labeled 'VIRTUAL CLASS Introduction' with a blue 'b' icon. A green arrow points to this button.

After opening, a new window will come up with the class link. Click on **Join session** to enter in the virtual class.

- ▼ **General**
  - Announcements
  - Course overview
  - Online class Attendance
- ▼ **Introduction to Advan...**
  - Into
- ▼ **Online content**
  - Methodology 1
- ▼ **Online class**
  - Introduction class
  - **Introduction**
- ▼ **Assignment**
  - Assingment 1
- ▼ **CAT 1**
  - CAT 1
- ▼ **Topic 6**

HS412|HPP 5100 / Introduction

VIRTUAL CLASS  
**Introduction**

Mark as done

## Introduction

This room is ready. You can join the session now. Open: Wednesday, 13 July 2022, 12:00 PM Close: Wednesday, 13 July 2022, 1:19 PM

Join session

## Recordings

First Previous Next Last Page 1 Go Rows 10

Playback	Name	Description	Preview	Date	Duration
No data to display					

First Previous Next Last Page 1 Go Rows 10

## How to take Online Assignment, Cats or the Exam.

### 1. Assignments.

When an Assignment has been set for you to do, it appears as shown below. Click on the Assignment link as indicated to open it.

The screenshot shows a course navigation menu on the left and a content area on the right. The menu includes sections like 'General', 'Introduction to Advan...', 'Online content', 'Online class', 'Assignment', and 'CAT 1'. The 'Assignment' section is expanded, showing 'Assignment 1' with a green arrow pointing to it. Other sections include 'General', 'Introduction to Advan...', 'Online content', 'Online class', and 'CAT 1'.

After answering the questions given, click on the **Add submission** button to submit your assignment.

You can submit by typing within the system or by file submission type depending on the setup.

The screenshot shows an assignment submission page. The 'Add submission' button is highlighted with a green arrow. The page shows the assignment details, including the question text and a submission status table.

Mark as done

**Opened:** Tuesday, 12 July 2022, 12:00 PM  
**Due:** Wednesday, 20 July 2022, 12:00 AM

(a) Describe four circumstances that should exist in order for a mediation to be termed as "International Mediation". (8 marks)

(c) Highlight four forms that a qualified acceptance might take. (4 marks) (Total: 20 marks)

[Course Outline reviewed.docx](#) 12 July 2022, 10:25 AM

**Add submission**

### Submission Status

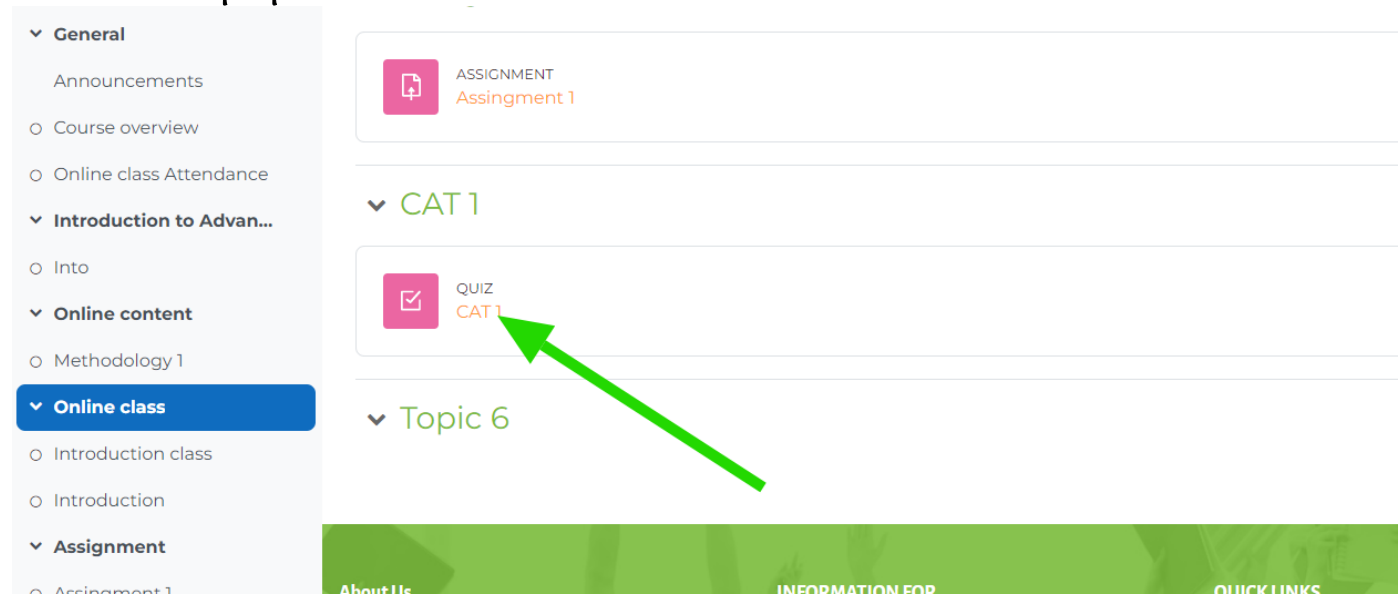
Submission status	
	No submissions have been made yet



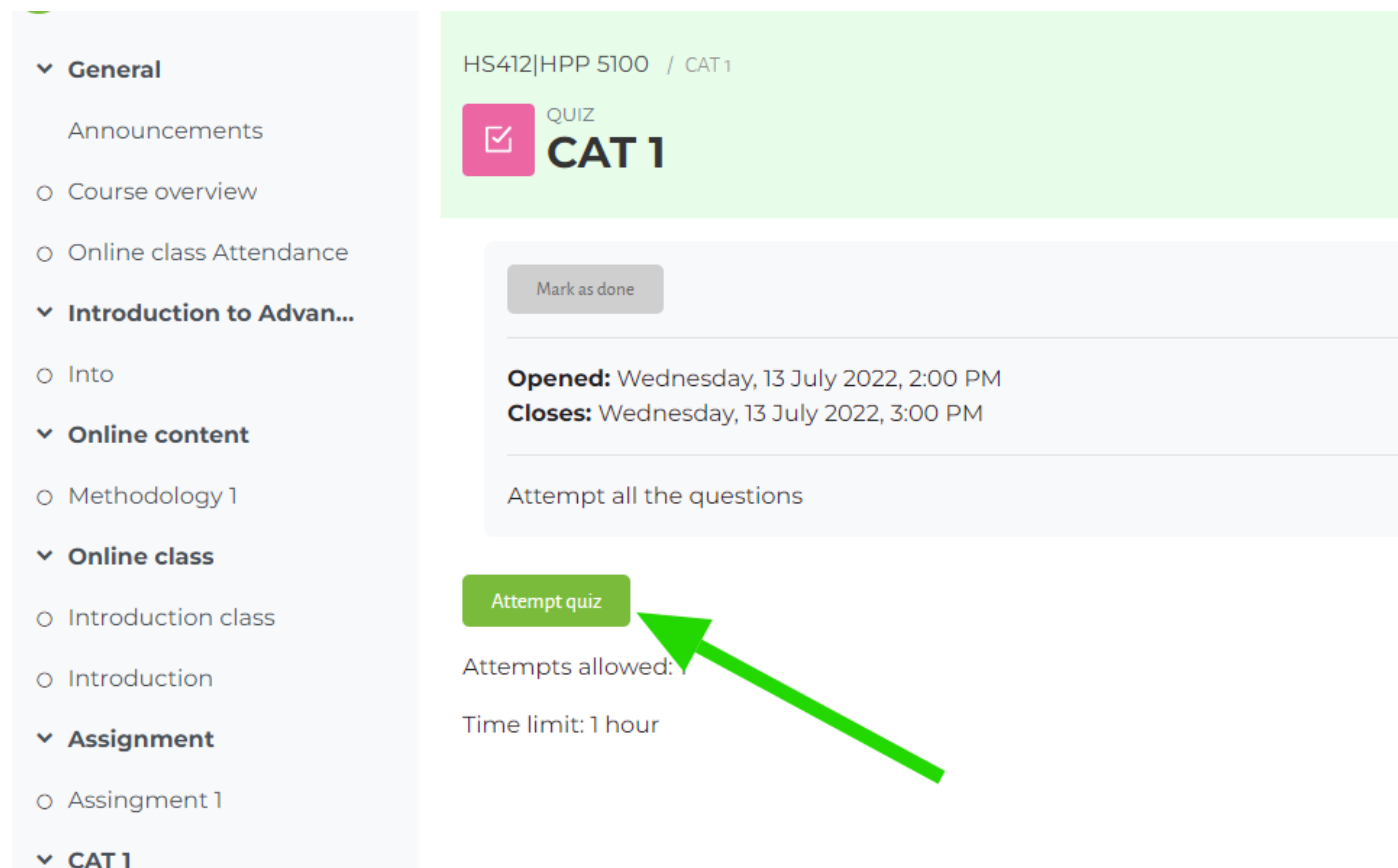
## 2. CATS/EXAM

When a cat or Exam has been set for you to truckle, click on the specific topic with it to open,

then a page will appear as shown below.  
Click on **Attempt quiz now**.



The screenshot shows a course page with a sidebar menu on the left and a main content area on the right. The sidebar menu is expanded to show 'Online class' selected. The main content area displays a list of items: 'ASSIGNMENT Assingment 1', 'CAT 1', and 'Topic 6'. A green arrow points to the 'CAT 1' quiz icon.



The screenshot shows the 'CAT 1' quiz page. The page has a light green header with the course code 'HS412|HPP 5100 / CAT 1' and the quiz title 'CAT 1'. Below the header, there is a 'Mark as done' button. The quiz details are displayed: 'Opened: Wednesday, 13 July 2022, 2:00 PM' and 'Closes: Wednesday, 13 July 2022, 3:00 PM'. Below the details, there is a button labeled 'Attempt all the questions' and a green button labeled 'Attempt quiz'. A green arrow points to the 'Attempt quiz' button.

A new window with the Question and the multiple answers will appear.  
Choose the correct answer the click Next page to view the next question.

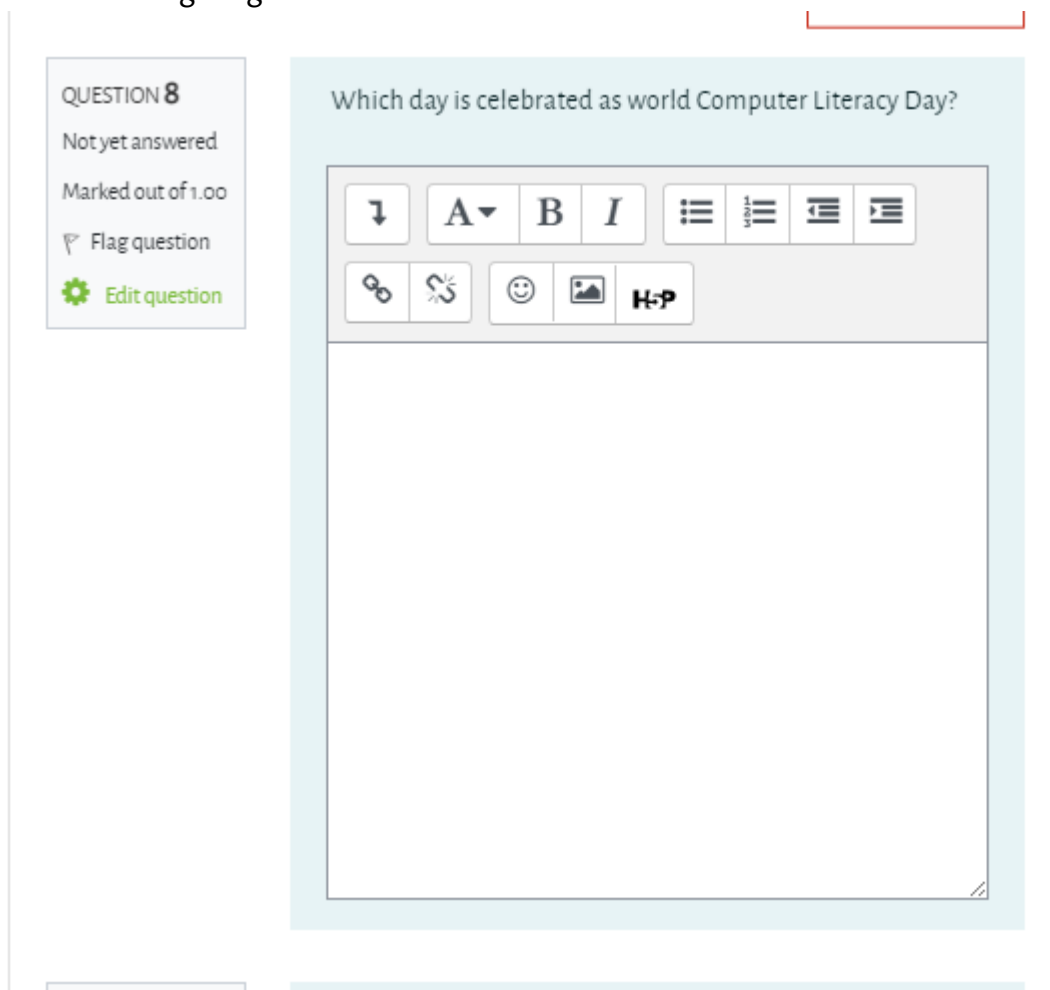
The screenshot shows a quiz question interface. On the left, a grey box contains the text: 'QUESTION 2', 'Not yet answered', 'Marked out of 1.00', and a 'Flag question' icon. The main question area is a light blue box with the text: 'CAD/CAM is the relationship between', 'Select one:', and four radio button options: 'a. science and engineering', 'b. manufacturing and marketing', 'c. design and marketing', and 'd. design and manufacturing'. The option 'd' is selected. Below the options is a link that says 'Clear my choice'. At the bottom right, there are two buttons: 'Previous page' and 'Finish attempt ...'.

Upon reaching on the last question, click on **Finish attempt.**

The screenshot shows a quiz question interface for 'CONSUMER BEHAVIOUR'. At the top, the breadcrumb path is: 'Dashboard / My courses / BFB 3306 / CAT 1 / CAT 1'. The question area is a light blue box with the text: 'The term used to describe all physical components of a computer is;', 'Select one:', and four radio button options: 'a. Shareware', 'b. Software', 'c. Firmware', and 'd. Hardware'. On the right, a green box contains the text: 'QUIZ NAVIGATION', two numbered boxes (1 and 2), and a 'Finish attempt...' link. At the bottom right, there is a 'Next page' button.

Depending on the lecture's Exam setup, you may be privileged to view the previous question for modification or not.

For questions which need to be typed in within the system, a blank text box is available for giving out the answer.



Remember you need to install **save exam browser (SEB)** in your computer for you to take the online exam.

This is a proctoring tool for academic integrity. Use the links below to download.

[Safe exam Browser for Windows](#)

[Safe exam Browser for macOS](#)