



Inspiring Innovation and Leadership

Welcome To Karatina University Virtual Learning

- ❖ The Directorate of Open, Distance and E-Learning (ODEL) promotes and supports quality, open, equal, flexible, blended and learner-centred learning.

The Green Entrepreneurial University

OUTLINE

- 1. Creating an Account**
- 2. Signing in and User Interface**
- 3. Enrolling for Courses**



1. URL & Signing Up

❑ To Access the Karatina University Virtual Learning Environment go on the website and click on E-Learning or use the link: <https://e-learning.karu.ac.ke/lms/my/>

❑ But before you log in, you have to first sign up by using the following link:

<https://e-learning.karu.ac.ke/lms/login/signup.php?>

❑ **You will need to fill in 6 data points as follows:**

1. Username, use your registration number in small letters, for example **b001/0001g/20**
2. Password (Must be unique)
3. Your Email address (**Karatina University email address**)
4. First Name for example Joan
5. Surname, before the surname insert your registration number again as follows **B001/0001G/20 I Murumba**
6. Student Registration Number (In Capital Letters – B001/0001G/20)

Confirm all the details before moving to the next step (Create my new account)



Inspiring Innovation and Leadership

New account

▼ Collapse all

▼ Choose your username and password

Username 

Password 

▼ More details

Email address 

Email (again) 

First name 



You are not logged in. (Log in)

▼ Collapse all

▼ Choose your username and password

Username 

Password 

▼ More details

Email address 

Email (again) 

First name 

Surname 

City/town

Country



▼ Student Registration Number / Lecturer PF
Number

Student

Registration

Number /

Lecturer PF

Number

Bachelors

Programme

(For Lecturers

Select "Not

Applicable")

GENDER



There are required fields in this form marked .

Final Step in Signing Up

- After you have confirmed all your details,
- Click on **Create My New Account button** then wait for your account to be activated. (About 2hrs during working days/hours)
- After your account has been activated use the link <https://e-learning.karu.ac.ke/lms/login/index.php> to sign up
- If you have any queries on signing in kindly email odel@karu.ac.ke

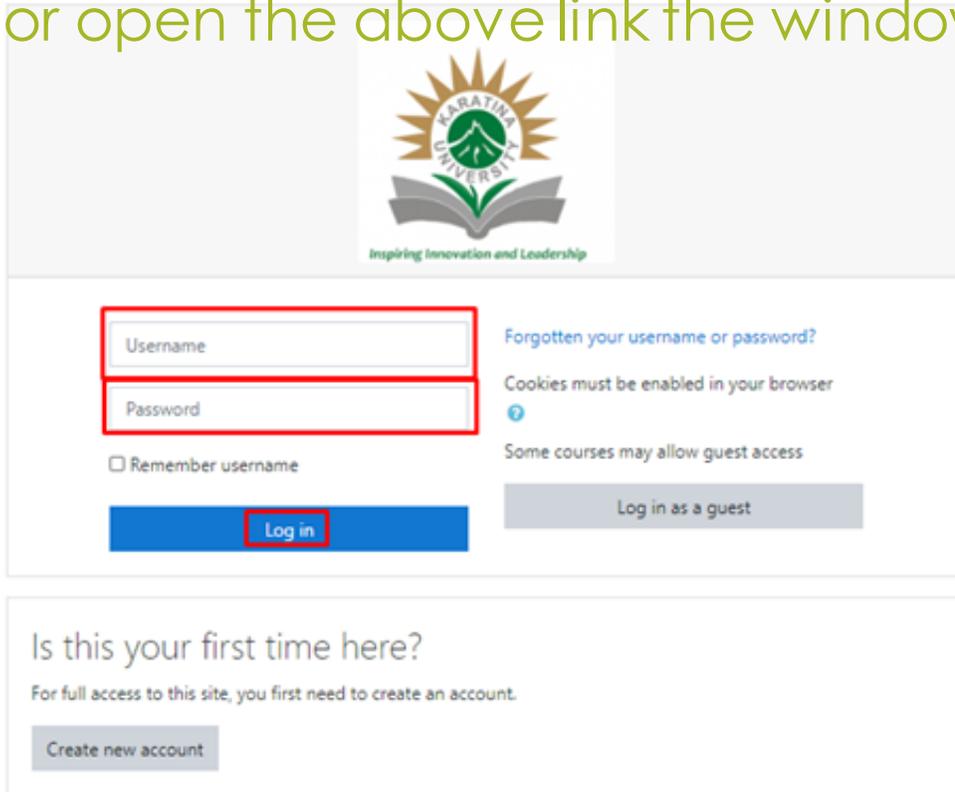
2. ODeL Signing in and User Interface

Signing in

After you have signed up, you now need to sign in using the following URL:

<https://e-learning.karu.ac.ke/lms/login/index.php>

- When you click or open the above link the window below will appear.



KARATINA UNIVERSITY
Inspiring Innovation and Leadership

Username

Password

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser

Some courses may allow guest access

[Log in](#)

[Log in as a guest](#)

Is this your first time here?
For full access to this site, you first need to create an account.

[Create new account](#)

Fill in the two data points highlighted

- ▶ **Your Username**
- ▶ **Your Password**
- ▶ **Log in**

After login in, the window below will appear. This is your Dashboard

The screenshot shows the KarU-VLE Dashboard interface. At the top left, there is a navigation menu with options: Dashboard (selected), Site home, Calendar, and Private files. The top right corner displays the user's name 'Test Test' and a profile icon. A 'Customise this page' button is located in the top right area.

The main content area is divided into several sections:

- Recently accessed courses:** A section with the title 'Recently accessed courses' and a central icon of a grid of course cards. Below the icon, it says 'No recent courses'.
- Course overview:** A section with the title 'Course overview'. It includes a filter dropdown set to 'All (except hidden)', a 'Course name' dropdown, and a 'Card' view selector. A central icon of a grid of course cards is shown, with 'No courses' written below it. At the bottom left of this section, there is a 'Show 12' dropdown.
- Timeline:** A section with the title 'Timeline'. It features a circular refresh icon and a list view icon. Below these icons is a central icon of a document with a list, and the text 'No upcoming activities due'.
- Private files:** A section with the title 'Private files'. It displays 'No files available' and a link to 'Manage private files...'.
- Online users:** A section with the title 'Online users'. It shows '1 online user (last 5 minutes)' and a user profile for 'Test Test' with an eye icon.
- Latest badges:** A section with the title 'Latest badges'. It displays 'You have no badges to display'.
- Calendar:** A section with the title 'Calendar'. It shows a calendar for 'July 2020' with days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun) visible at the bottom.

3. DASHBOARD, SITE HOME, CALENDAR, SEARCHING FOR COURSE, ENROLLING COURSE & MESSAGING

The dashboard has 6 sections as labelled below

The screenshot shows a Moodle dashboard interface. At the top left, there is a navigation menu with 'Dashboard' highlighted in blue (labeled 1), and other options like 'Site home', 'Calendar', and 'Private files'. The top right corner features a notification bell, a chat icon with 'Test Test' (labeled 6), and a user profile dropdown (labeled 5). A 'Customise this page' button is also present. The main content area is divided into several sections: 'Recently accessed courses' (labeled 2) showing 'No recent courses'; 'Course overview' (labeled 3) showing 'No courses' with filters for 'All (except hidden)', 'Course name', and 'Card', and a 'Show 12' dropdown; 'Timeline' (labeled 4) showing 'No upcoming activities due'; 'Private files' showing 'No files available' and a 'Manage private files...' link; 'Online users' showing '1 online user (last 5 minutes)' with a profile for 'Test Test'; 'Latest badges' showing 'You have no badges to display'; and 'Calendar' showing 'July 2020'.

1 Dashboard

2 Recently accessed courses

3 Course overview

4 Timeline

5

6 Test Test

Customise this page

Site home

Calendar

Private files

No recent courses

All (except hidden)

Course name

Card

No courses

Show 12

No upcoming activities due

Private files

No files available

Manage private files...

Online users

1 online user (last 5 minutes)

Test Test

Latest badges

You have no badges to display

Calendar

July 2020

The Dashboard

1. **The Dashboard link** – you click on this link to come to the dashboard.
2. **Recently accessed Courses** – This will show you the recent courses that you have accessed in the recent times.
3. **Course Overview** – this will show all the courses that you have enrolled for.
4. **Timeline** – this will show activities and when they are due.
5. **Profile** – This is your profile, where you change your password, email address, photo, contacts, etc.
6. **Messaging** – this is where you can send messages to your lecturers and your fellow students. Open the messenger & search by name then click on the name that you want to send the message to.

Site Home - The Site home has 3 sections as highlighted

KarU-Vle Test Test

- Dashboard
- Site home** ¹
- Calendar
- Private files



Course categories

²

[Expand all](#)

- School of Agriculture & Biotechnology
- School of Business
- School of Education & Social Sciences
- School of Natural Resources & Environmental Studies
- School of Pure & Applied Sciences

Search courses ³

Site home

1. **Site home** – one has to click on this link to get to the site home.
2. **Course categories** – all the course categories arranged in terms of Schools.
3. **Search Course Box** – You will use this to search for courses that you want to enrol to.

Calendar - The Calendar has 4 sections

- Dashboard
- Site home
- Calendar**
- Private files

Karatina University Virtual Learning

Dashboard / KarU-Vle / Calendar / July 2020

Calendar

Detailed month view for **All courses**

New event

← June 2020

July 2020

August 2020 →

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Export calendar

Manage subscriptions

Events key

- Hide global events
- Hide category events
- Hide course events
- Hide group events
- Hide user events

Monthly view

June 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2

Calendar...

1. **Calendar** – one has to click on this link to get to the calendar.
2. **Detailed month view** – Change the detailed month view for all courses or just a specific course.
3. **Events Key** – Contains Key to events e.g. global events, category events etc.
4. **Monthly view** – Shows next 3 months calendar.

Searching for a Course - You are able to search for a course & Enroll Using the Course Search box shown below

KarU-Vle

Dashboard
Site home
Calendar
Private files



Course categories

[School of Agriculture & Biotechnology](#)
[School of Business](#)
[School of Education & Social Sciences](#)
[School of Natural Resources & Environmental Studies](#)
[School of Pure & Applied Sciences](#)
[Test Course School \(NB Used for Student Training\)](#)
 [Department of Test Course School \(1\)](#)

[Collapse all](#)

Search courses: [?](#)

Searching for a Course – Example (test101)

☰ KarU-Vle

🔔 🗨️ Test Test 👤

🏠 Dashboard

🏠 Site home

📅 Calendar

📁 Private files



Course categories

▼ Collapse all

- School of Agriculture & Biotechnology
- School of Business
- School of Education & Social Sciences
- School of Natural Resources & Environmental Studies
- School of Pure & Applied Sciences
- ▼ Test Course School (NB Used for Student Training)
 - Department of Test Course School (1)

Search courses:

test101

Go



You are logged in as [Test Test](#) (Log out)

moodle

[Data retention summary](#)

Type in Test101 then click on the Go button

KarU-Vle

Test Test

- Dashboard
- Site home
- Calendar
- Private files



Course categories

[Collapse all](#)

- School of Agriculture & Biotechnology
- School of Business
- School of Education & Social Sciences
- School of Natural Resources & Environmental Studies
- School of Pure & Applied Sciences
- ▾ Test Course School (NB Used for Student Training)
 - Department of Test Course School (1)

Search courses: 

The search results are shown below- Click on the Course

- Dashboard
- Site home
- Calendar
- Private files

Karatina University Virtual Learning

Dashboard / Courses / Search / test101

Search courses

Search results: 1

 [Test101 – Test Course](#)  



This is a test course for demonstration purposes only

Category: [Department of Test Course School](#)

Search courses 

Enrol in Test101

Enrol in the course by clicking on the gear icon as shown and select enrol me in this course

To un-enrol click on the same gear icon un-enrol me from test101

Note: Some courses may have enrolment keys (The Lecturer will provide this for you)

The screenshot shows a Moodle course page for 'Test101 - Test Course'. The page is viewed from the perspective of a user named 'Test Test'. On the left, there is a navigation menu with the following items: Test101 (selected), Badges, Competencies, Grades, General, Topic 1, Topic 2, Topic 3, Topic 4, Dashboard, Site home, Calendar, and Private files. The main content area has a breadcrumb trail: Dashboard / Courses / Test Course School (NB Used for Student Training) / Department of Test Course School / Test101. Below the breadcrumb, there is a section for 'Announcements' and a list of topics: Topic 1, Topic 2, Topic 3, and Topic 4. In the top right corner of the course page, there is a gear icon (settings) and a button labeled 'Enrol me in this course', which is highlighted with a red rectangular box. The user's name 'Test Test' and a profile picture are visible in the top right corner.

Finish - Click on Enrol me button to finish enrolment process.

☰ KarU-Vle

- 📖 Test101
- 🏆 Badges
- ✅ Competencies
- 📅 Grades
- 📁 General
- 📁 Topic 1
- 📁 Topic 2
- 📁 Topic 3
- 📁 Topic 4
- 🏠 Dashboard
- 🏠 Site home
- 📅 Calendar
- 📁 Private files

Test101 – Test Course

[Dashboard](#) / [Courses](#) / [Test Course School \(NB Used for Student Training\)](#) / [Department of Test Course School](#) / [Test101](#) / [Enrol me in this course](#) / [Enrolment options](#)

Enrolment options

📖 Test101 – Test Course



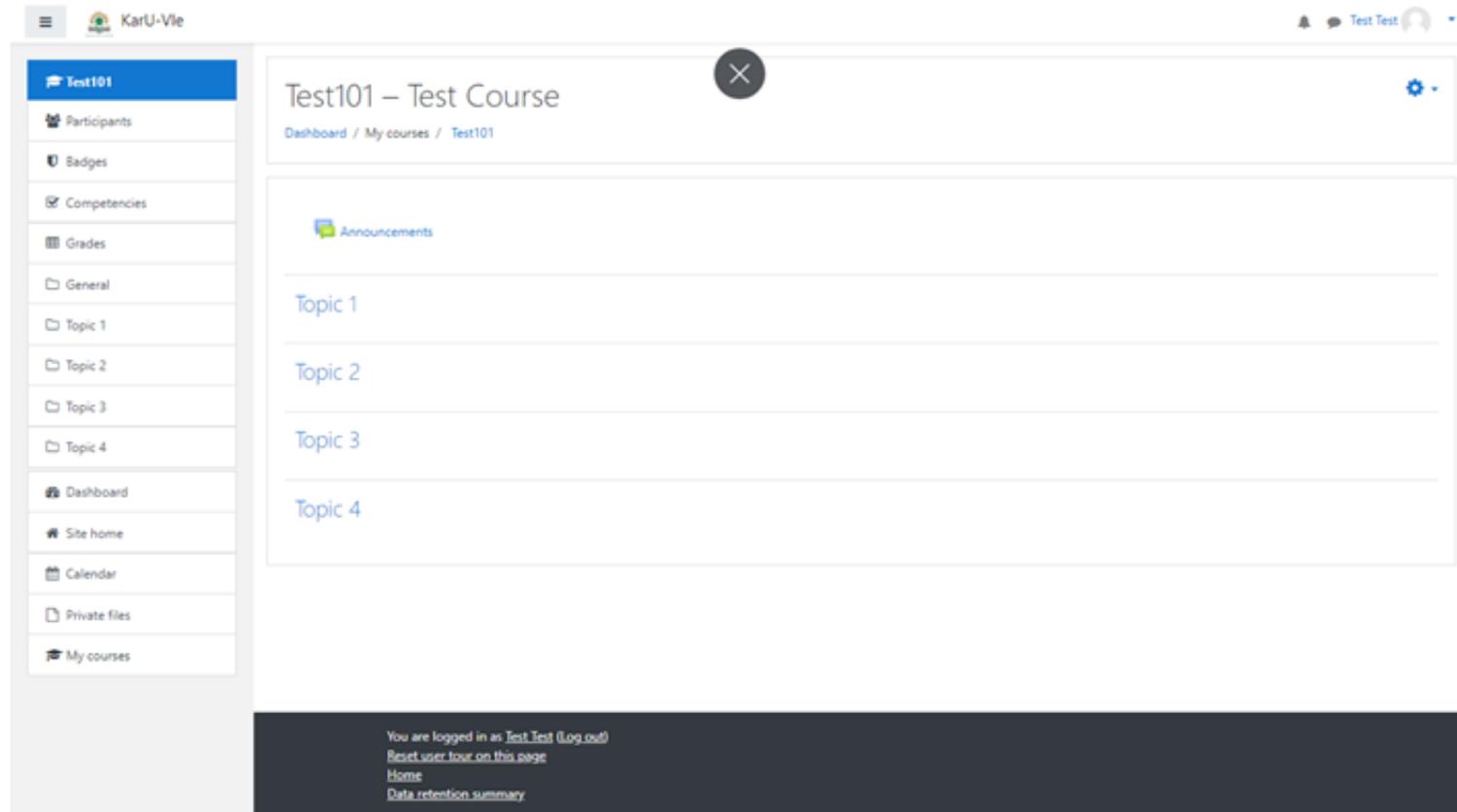
This is a test course for demonstration purposes only

▼ Self enrolment (Student)

No enrolment key required.

[Enrol me](#)

Enrol Process Complete



The screenshot displays the Moodle interface for a course titled "Test101 - Test Course". The page is viewed from the perspective of a user named "Test Test".

Course Information:

- Course Name: Test101 - Test Course
- Breadcrumbs: Dashboard / My courses / Test101

Left-Hand Navigation Menu:

- Test101 (Active)
- Participants
- Badges
- Competencies
- Grades
- General
- Topic 1
- Topic 2
- Topic 3
- Topic 4
- Dashboard
- Site home
- Calendar
- Private files
- My courses

Main Content Area:

- Section: Announcements
- Topic 1
- Topic 2
- Topic 3
- Topic 4

Footer:

You are logged in as Test Test (Log out)
Reset user tour on this page
Home
Data retention summary

Thank you for your time
Wishing you all the Best as you Start your Semester

Reach us on odel@karu.ac.ke

THANK YOU!

