



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





You are not logged in. (Log in)

▼ Student Registration Number / Lecturer PF Number

Student

Registration

Number /

Lecturer PF

Number

Bachelors

Programme

(For Lecturers

Select "Not

Applicable")

GENDER

 [CREATE MY NEW ACCOUNT](#)[CANCEL](#)

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.



Username

Password

☐ Remember username

Log in

Forgotten your username or password?

Cookies must be enabled in your browser

Some courses may allow guest access

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

  KarU-Vle

Dashboard


Site home

Calendar

Private files

Customise this page

Recently accessed courses




No recent courses

Course overview

All (except hidden)

Course name


Card



No courses

Show 12

Timeline



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

Mon Tue Wed Thu Fri Sat Sun

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

The dashboard has 6 sections as labelled below

The screenshot shows the KarU-VLE dashboard interface. The top navigation bar includes a menu icon, the KarU-VLE logo, and user information (Test Test) with a profile icon. A 'Customise this page' button is located on the right. The left sidebar contains a 'Dashboard' link (labeled 1) and other navigation options: Site home, Calendar, and Private files. The main content area is divided into several sections:

- Section 1:** The 'Dashboard' link in the left sidebar.
- Section 2:** The 'Recently accessed courses' section, which displays 'No recent courses'.
- Section 3:** The 'Course overview' section, which includes a filter dropdown set to 'All (except hidden)', a sorting dropdown set to 'Course name', a view toggle set to 'Card', and displays 'No courses'. It also features a 'Show 12' dropdown.
- Section 4:** The 'Timeline' section, which displays 'No upcoming activities due'.
- Section 5:** The 'Private files' section, which displays 'No files available' and a 'Manage private files...' link.
- Section 6:** The 'Online users' section, which displays '1 online user (last 5 minutes)' and a user profile for 'Test Test'.

Additional sections visible at the bottom include 'Latest badges' (displaying 'You have no badges to display') and a 'Calendar' section showing '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

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Test Test

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▼

🏠 Dashboard

🏠 Site home

📅 Calendar

📁 Private files


KARUN UNIVERSITY

Course categories

▶ 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

Go

🔍

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


[Data retention summary](#)

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

KarU-Vle

Test Test

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

▼ 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: ⓘ

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


[Data retention summary](#)

Searching for a Course – Example (test101)

☰


KarU-Vle

🏠 Dashboard

🏠 Site home

📅 Calendar

📁 Private files



Karlsruhe Institute of Technology

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 course: [?](#)

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Test Test


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



[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 

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

The search results are shown below- Click on the Course

 KarU-Vle

[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 

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

[Home](#)

[Data retention summary](#)

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 displays the 'Test101 – Test Course' page. The top navigation bar includes the KarU-Vle logo and a user profile 'Test Test'. The left sidebar lists various course elements: Badges, Competencies, Grades, General, Topic 1, Topic 2, Topic 3, Topic 4, Dashboard, Site home, Calendar, and Private files. The main content area features a list of topics: Topic 1, Topic 2, Topic 3, and Topic 4. In the top right corner, a red box highlights a button labeled 'Enrol me in this course' with a gear icon, indicating the enrolment process.

Test101 – Test Course

Dashboard / Courses / Test Course School (NB Used for Student Training) / Department of Test Course School / Test101

Enrol me in this course

Announcements

Topic 1


Topic 2




Topic 3


Topic 4


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


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


 KarU-Vle


  Test Test 


 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

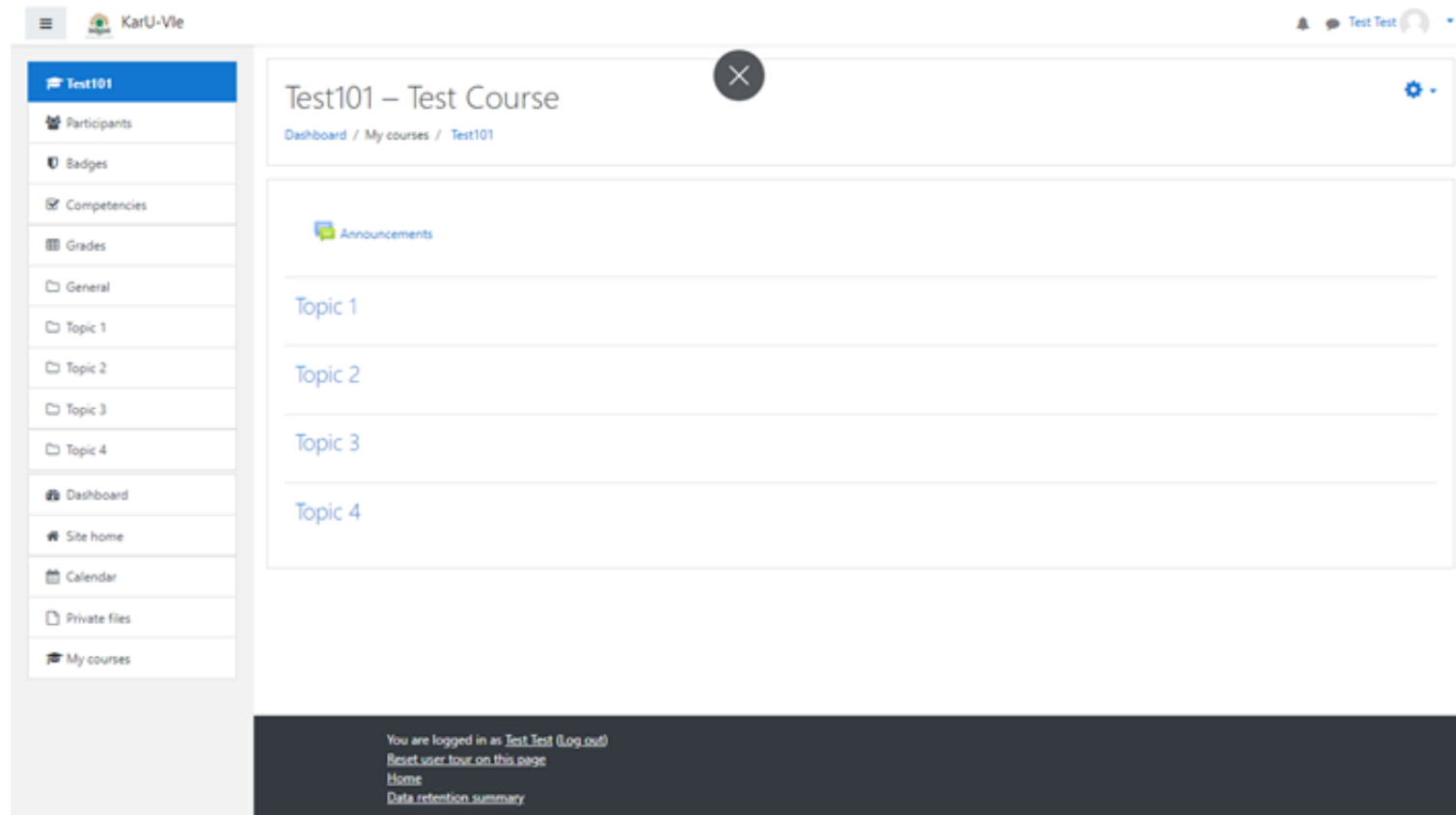
 Self enrolment (Student)

No enrolment key required.

Enrol me

You are logged in as [Test Test](#) ([Log out](#))
[Test101](#)
[Data retention summary](#)

Enrol Process Complete



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

Reach us on odel@karu.ac.ke

THANK YOU!

