

The top-left corner of the slide features a decorative graphic consisting of numerous concentric squares. These squares are drawn with thin, dark lines and are arranged in a way that they appear to recede into the distance, creating a tunnel-like effect. The squares are centered in the top-left quadrant of the slide.

**Kabarak University Online**

**Moodle Training**

**Faculty**

# Presentation Outline

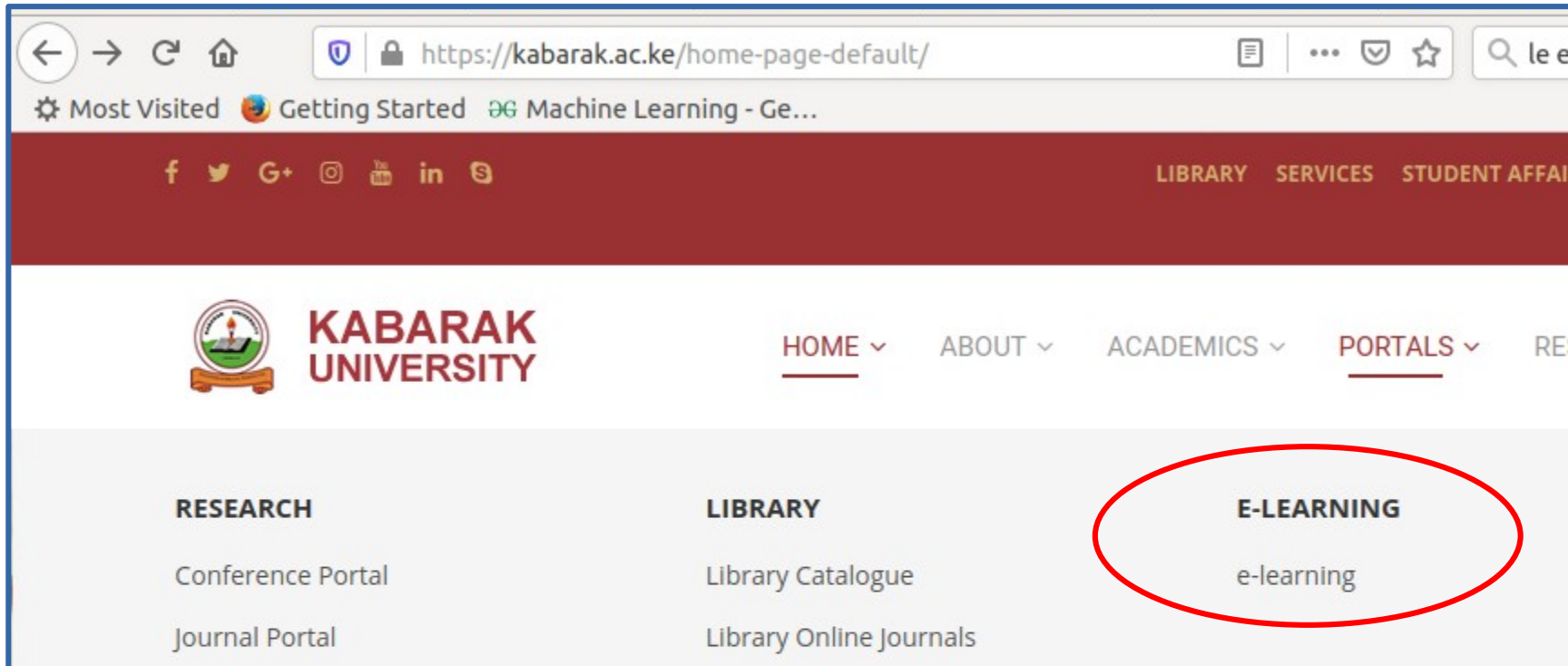
- Create **an account** and **log in**
- Create **Course Content**
- Create an **Assignment**
- Create a **Discussion**
- Create a **Quiz**

A decorative graphic consisting of numerous concentric, slightly offset red rectangles that create a tunnel-like effect, receding towards the center of the image. The background is solid black.

**Create an Account and Log in**

# Access Moodle

<http://moodle.kabarak.ac.ke/moodle/>



The screenshot shows a web browser window with the URL <https://kabarak.ac.ke/home-page-default/>. The page features a dark red header with social media icons (Facebook, Twitter, Google+, Instagram, YouTube, LinkedIn, and Snapchat) and navigation links for LIBRARY, SERVICES, and STUDENT AFFAIRS. Below the header is the Kabarak University logo and name. A navigation menu includes HOME, ABOUT, ACADEMICS, PORTALS, and RES. The main content area is divided into three columns: RESEARCH (with links for Conference Portal and Journal Portal), LIBRARY (with links for Library Catalogue and Library Online Journals), and E-LEARNING (with a link for e-learning). The E-LEARNING section and its link are circled in red.

RESEARCH	LIBRARY	E-LEARNING
Conference Portal	Library Catalogue	e-learning
Journal Portal	Library Online Journals	

# Create an Account

Login

Username / email

Password

Remember username

Log in

[Create new account](#)

[Lost password?](#)



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

# Create an Account

## Enter your Details

*Only valid Kabarak email addresses will be accepted*



**Means required**



### New account

▼ Collapse all

#### ▼ Choose your username and password

Username 


The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as \*, -, or #

Password 

#### ▼ More details

Email address 

Email (again) 

First name 

Surname 

City/town

Country

#### ▼ Other fields

Student   
Registration or PF  
Number

Create my new account

Cancel



## Enrolment options

Select users

No selection

Assign role

Recover user's old grades if possible !

Default enrolment duration !

Starting from !

[Show less...](#)

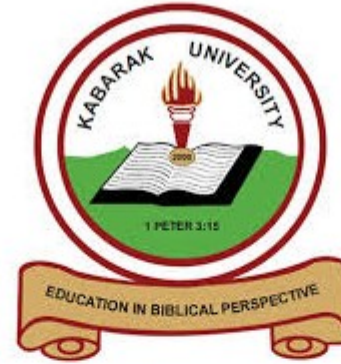
System Administrators / Managers will add you as an **Editing Teacher** to your Courses

Enrol users

Cancel

<http://moodle.kabarak.ac.ke/moodle/login/>

# Log into your Account



Forgotten your username or password?

Cookies must be enabled in your browser [?](#)

Remember username

Some courses may allow guest access

Log in

Log in as a guest



# Your Home Page



KABU E-LEARNING



Moses Thiga



## Dashboard

Site home

Calendar

Private files

My courses

CSC-0320-01

N001

Add a block

Reset page to default

Stop customising this page

Learning plans



Recently accessed courses

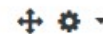


```
var h = today.getHours();
var m = today.getMinutes();
var s = today.getSeconds();
m = correctTime(m);
s = correctTime(s);
document.getElementById(
//calling the function
var t = setTimeInterval(
```

OTHERS

COMPUTER SCIENCE CONGRESS

Course overview



Timeline



No upcoming activities due

Private files



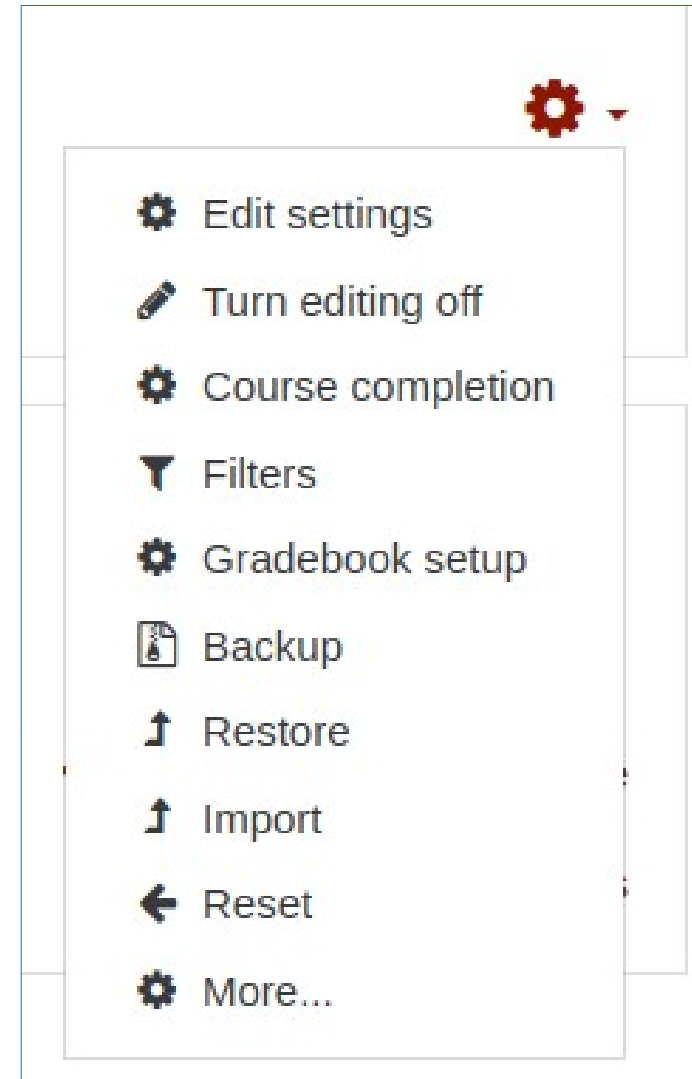
No files available

[Manage private files...](#)



# Edit Course Settings

# Click on Edit Settings



# Set the Course Duration

▶ Expand all

## ▼ General

Course full name



NEW

Course short name



N001

Course category



SCHOOL OF SCIENCE, ENGINEERING AND TECHNOLOGY ▾

Course visibility



Show ▾

Course start date



17 ▾

March ▾

2020 ▾

00 ▾

00 ▾



Course end date



7 ▾

April ▾

2020 ▾

23 ▾

59 ▾









Enable

Course ID number



# Set the Course Format - Weekly

▼ **Course format**





Format		Weekly format 
Hidden sections		Hidden sections are shown in collapsed form 
Course layout		Show all sections on one page 










**Add Content**

# Add Content

## Add an activity or resource

-  SCORM package
-  Survey
-  Wiki
-  Workshop

### RESOURCES

-  Book
-  File
-  Folder
-  IMS content package
-  Label
-  Page
-  URL

The file module enables a teacher to provide a file as a course resource. Where possible, the file will be displayed within the course interface; otherwise students will be prompted to download it. The file may include supporting files, for example an HTML page may have embedded images or Flash objects.

Note that students need to have the appropriate software on their computers in order to open the file.

A file may be used

- To share presentations given in class
- To include a mini website as a course resource
- To provide draft files of certain software programs (eg Photoshop .psd) so students can edit and submit them for assessment

 [More help](#)

Add

Cancel

# Adding a new File to 17 March - 23 March

Expand all

## General

Name



Week 1 Lecture Notes

Description

Rich text editor toolbar with icons for undo, bold, italic, list, link, unlink, image, video, audio, and insert.

Lecture Notes for Week 1

Display description on course page

Select files

Maximum size for new files: 128MB

File management icons: document, folder, download

View options icons: grid, list, folder

Files



Handbook\_o...

# Add a file



# Your Content

## + 17 March - 23 March

Edit ▾

### + Week 1 Lecture Notes

Edit ▾



Lecture Notes for Week 1

### + Introduction to e-learning

Edit ▾



eLearning 101 is the first of a five part series that covers the basics of what developers should know about building online courses.

+ Add an activity or resource

## + 24 March - 30 March

Edit ▾

+ Add an activity or resource

## + 31 March - 6 April

Edit ▾

+ Add an activity or resource













**Create an Assignment**

# Create an Assignment

## Add an activity or resource ✕


**ACTIVITIES**

-  Assignment
-  Chat
-  Choice
-  Database
-  External tool
-  Feedback
-  Forum
-  Glossary
-  Lesson
-  Quiz

The assignment activity module enables a teacher to communicate tasks, collect work and provide grades and feedback.

Students can submit any digital content (files), such as word-processed documents, spreadsheets, images, or audio and video clips. Alternatively, or in addition, the assignment may require students to type text directly into the text editor. An assignment can also be used to remind students of 'real-world' assignments they need to complete offline, such as art work, and thus not require any digital content. Students can submit work individually or as a member of a group.

When reviewing assignments, teachers can leave feedback comments and upload files, such as marked-up student submissions, documents with comments or spoken audio feedback. Assignments can be graded using a numerical or custom scale or an advanced grading method such as a rubric. Final grades are recorded in the gradebook.


 [More help](#)

**Add** **Cancel**

## Adding a new Assignment to 17 March - 23 March

Expand all

### General

🔔 🗨️ Moses Thiga 

#### Description



Write a paper between 500 - 1000 words on the value of e-learning in an institution of Higher Learning.

Ensure that your work is properly cited and referenced.

Display description on course page [?](#)

#### Additional files [?](#)

Maximum size for new files: 128MB



Files



You can drag and drop files here to add them.

# Assignment Details

# Assignment Availability

## Availability

Allow submissions from



17

March

2020

00

00



Enable

Due date



23

March

2020

23

59



Enable

Cut-off date



24

March

2020

23

59



Enable

Remind me to grade by



30

March

2020

23

59



Enable

Always show description

# Submission Types

## Submission types

Submission types

Online text [?](#)  File submissions [?](#)

Word limit



1000

Enable

Maximum number of uploaded files



20

Maximum submission size



Site upload limit (128MB)

Accepted file types



document .pdf .docx .doc

Choose

Document files .doc .docx .epub .gdoc .odt .ott .oth .pdf .rtf

PDF document .pdf

Word 2007 document .docx

Word document .doc

# Submission Settings

## ▼ Submission settings

Require students to click the submit button



Yes ⇅

Require that students accept the submission statement



Yes ⇅

Attempts reopened



Never ⇅

# Anti-plagiarism - Turnitin Settings

## Turnitin plagiarism plugin settings

[QM](#) [Launch Quickmark Manager](#)

Enable Turnitin

Yes ⇅

Display Originality Reports to Students [?](#)

Yes ⇅

When should the file be submitted to Turnitin?

Submit file when student sends for marking ⇅

Allow submission of any file type? [?](#)

Yes ⇅

Store Student Papers [?](#)

Standard Repository ⇅

Note: If you do not select "Yes" for at least one of the "Check against..." options below then an Originality report will NOT be generated.



# Anti-plagiarism - Turnitin Settings

Check against stored student papers

Yes ↕

Check against internet

Yes ↕

Check against journals,  
periodicals and publications

Yes ↕

Report  
Generation  
Speed

Generate reports immediately (students can rest ↕)

Exclude Bibliography

Yes ↕

Exclude Quoted Material

Yes ↕

Exclude Small Matches

No ↕

Attach a rubric to this assignment

No rubric ↕



Launch Rubric Manager

Note: students will be able to view attached rubrics and their content prior to submitting.

Note: The separate Turnitin anonymous marking setting has been removed. Turnitin will use Moodle's blind marking setting to determine the anonymous marking setting.

## ▼ Grade

Grade



Type

Point

Maximum grade

100

Grading method



Simple direct grading

Grade category



Uncategorised

Grade to pass



Blind marking



No

Hide grader identity from students



No

Use marking workflow



No

# Grading Settings

# Your Course .. So Far

## + 17 March - 23 March

Edit ▾

### + Week 1 Lecture Notes

Edit ▾



Lecture Notes for Week 1

### + Introduction to e-learning

Edit ▾



eLearning 101 is the first of a five part series that covers the basics of what developers should know about building online courses.

### + Assignment 1

Edit ▾



Write a paper between 500 - 1000 words on the value of e-learning in an institution of Higher Learning.

Ensure that your work is properly cited and referenced.

+ Add an activity or resource

# Waiting for Submissions!

## Assignment 1

Write a paper between 500 - 1000 words on the value of e-learning in an institution of Higher Learning.

Ensure that your work is properly cited and referenced.

## Grading summary

Hidden from students	No
Participants	0
Drafts	0
Submitted	0
Needs grading	0
Due date	Monday, 23 March 2020, 11:59 PM
Time remaining	7 days 1 hour

[View all submissions](#)[Grade](#)



# Create a Discussion Forum

# Create a Forum

In the (default) **Standard forum for general use**, students will see an introduction text in a separate space above the list of discussions. Students see a button to start a new discussion (thread).

In a **Single, simple discussion** the teachers posts a question and students are able only to reply. They cannot start a new topic of discussion. This is useful if you wish to keep a discussion focused

## Add an activity or resource



### ACTIVITIES



The forum activity module enables participants to have asynchronous discussions i.e. discussions that take place over an extended period of time.

There are several forum types to choose from, such as a standard forum where anyone can start a new discussion at any time; a forum where each student can post exactly one discussion; or a question and answer forum where students must first post before being able to view other students' posts. A teacher can allow files to be attached to forum posts. Attached images are displayed in the forum post.

Participants can subscribe to a forum to receive notifications of new forum posts. A teacher can set the subscription mode to optional, forced or auto, or prevent subscription completely. If required, students can be blocked from posting more than a given number of posts in a given time period; this can prevent individuals from dominating discussions.

Forum posts can be rated by teachers or students (peer evaluation). Ratings can be

Add

Cancel

# Create a Forum

The **Question and Answer forum** is best used when you have a particular question that you wish to have answered.

The teacher posts a question and students respond with possible answers.

By default a Q and A forum **requires students to post once before viewing other students' postings.**

## Add an activity or resource



### ACTIVITIES



The forum activity module enables participants to have asynchronous discussions i.e. discussions that take place over an extended period of time.

There are several forum types to choose from, such as a standard forum where anyone can start a new discussion at any time; a forum where each student can post exactly one discussion; or a question and answer forum where students must first post before being able to view other students' posts. A teacher can allow files to be attached to forum posts. Attached images are displayed in the forum post.

Participants can subscribe to a forum to receive notifications of new forum posts. A teacher can set the subscription mode to optional, forced or auto, or prevent subscription completely. If required, students can be blocked from posting more than a given number of posts in a given time period; this can prevent individuals from dominating discussions.

Forum posts can be rated by teachers or students (peer evaluation). Ratings can be

Add

Cancel

# Add Forum Details

## Adding a new Forum

▶ Expand all

### General

Forum name



January Forum

Description



This is the forum for all discussions for the January 2020 Semester

Display description on course page

Forum type



Q and A forum





# Add Forum Details

## ▼ Availability

Due date



16

March

2020

22

12



Enable

Cut-off date



17

April

2020

23

59



Enable

## ▼ Attachments and word count

Maximum attachment size



2MB



Maximum number of attachments



9



Display word count



No



---

## ▼ Subscription and tracking

Subscription mode



Optional subscription



Read tracking



Optional



# Anti-Plagiarism - Turnitin

## ▼ Turnitin plagiarism plugin settings

[QM](#) [Launch Quickmark Manager](#)

Enable Turnitin

Yes ⇅

Display Originality Reports to Students [?](#)

Yes ⇅

Allow submission of any file type? [?](#)

Yes ⇅

Store Student Papers [?](#)

Standard Repository ⇅

Note: If you do not select "Yes" for at least one of the "Check against..." options below then an Originality report will NOT be generated.

# Anti-Plagiarism - Turnitin

Check against stored student papers

Yes ↕

Check against internet

Yes ↕

Check against journals,  
periodicals and publications

Yes ↕

Report

Generation

Generate reports immediately (students can resubmit) ↕

Speed

Exclude Bibliography

Yes ↕

Exclude Quoted Material

Yes ↕

Exclude Small Matches

Words ↕

5

Note: The separate Turnitin anonymous marking setting has been removed. Turnitin will use Moodle's blind marking setting to determine the anonymous marking setting.

# January Forum



This is the forum for all discussions for the January 2020 Semester

The due date for posting to this forum is Thursday, 16 April 2020, 10:12 PM.

Moses Thiga

Subject



Challenges of teaching Online

Message



Discuss some challenges associated with online teaching.

A draft version of this text was automatically restored.

Post to forum

Cancel

Advanced

# Add a new question

# The question





## January Forum



This is the forum for all discussions for the January 2020 Semester

The due date for posting to this forum is Thursday, 16 April 2020, 10:12 PM.

Add a new question

Discussion	Started by	Replies	Last post ↓	Created	
<a href="#">☆ Challenges of teaching Online</a>	 Moses Thiga	0	 Moses Thiga Mon, 16 Mar 2020, 10:23 PM	Mon, 16 Mar 2020, 10:23 PM	 

[← Announcements](#)

Jump to...



[Week 1 Lecture Notes ▶](#)

# Participation

## *(Replying to the question)*

Display replies in nested form

Move this discussion to ...

Move

The due date for posting to this forum is Thursday, 16 April 2020, 10:12 PM.



### Challenges of teaching Online

by Moses Thiga - Monday, 16 March 2020, 10:23 PM

Discuss some challenges associated with online teaching.

Turnitin status: Queued

[Permalink](#) [Edit](#) [Delete](#) [Reply](#)

Write your reply...

Submit

Cancel

Reply privately

Advanced



**Create a Quiz**

# Add a quiz

- Uses
  - As a course exam
  - Checking understanding of a topic
  - Exam practice
  - Mini test
  - Student self assessment

## Add an activity or resource




  
Feedback

  
Forum

  
Glossary

  
Lesson

  
Quiz

  
SCORM package

  
Survey

  
Wiki

  
Workshop

### RESOURCES

  
Book

The quiz activity enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical.

The teacher can allow the quiz to be attempted multiple times, with the questions shuffled or randomly selected from the question bank. A time limit may be set.

Each attempt is marked automatically, with the exception of essay questions, and the grade is recorded in the gradebook.

The teacher can choose when and if hints, feedback and correct answers are shown to students.

Quizzes may be used

- As course exams
- As mini tests for reading assignments or at the end of a topic
- As exam practice using questions from past exams
- To deliver immediate feedback about performance
- For self-assessment

Add

Cancel



# Question Types

<https://docs.moodle.org/37/en/Questions>

- Calculated
- Simple Calculated
- Drag and drop into text
- Drag and drop markers
- Drag and drop onto image
- Calculated Multichoice
- Description
- Essay
- Matching
- Embedded Answers (Cloze)
- Multiple Choice
- Random Short Answer
- Matching
- Select missing words
- Short-Answer
- Numerical
- True/False

# Add Quiz Details

Adding a new Quiz to 17 March - 23 March

Expand all

## General

Name



Training Quiz 1

Description



This Quiz will test your understanding of the concepts learnt in this class.

Display description on course page

# Add Quiz Timing

## Timing

Open the quiz



18 March 2020 10 00



Enable

Close the quiz

18 March 2020 10 15



Enable

Time limit



60 minutes



Enable

When time expires



Open attempts are submitted automatically

# Add Quiz Grade Layout and Question Behaviour

## Grade

Grade category



Uncategorised

Grade to pass



Attempts allowed

Unlimited

Grading method



Highest grade

## Layout

New page



Every question

Show more...

## Question behaviour

Shuffle within questions



Yes

How questions behave



Deferred feedback

# Your New Quiz

## Training Quiz 1

This Quiz will test your understanding of the concepts learnt in this class.

The quiz will not be available until Wednesday, 18 March 2020, 10:00 AM

This quiz will close on Wednesday, 18 March 2020, 10:15 AM.

Time limit: 1 hour

Grading method: Highest grade

No questions have been added yet



Edit quiz

Back to the course

## Editing quiz: Training Quiz 1 ?

Questions: 0 | Quiz closed (opens 18/03/20, 10:00)

Repaginate

Select multiple items



# Edit the Quiz

## Choose a question type to add



### QUESTIONS

Multiple choice

True/False

Matching

Short answer

Numerical

Essay

Calculated

Calculated multichoice

Calculated simple

Drag and drop into text

Drag and drop markers

Drag and drop onto image

Allows the selection of a single or multiple responses from a pre-defined list.

Maximum grade

Save

Total of marks: 0.00

Shuffle ?

Add ▾

- + a new question
- + from question bank
- + a random question

Add

Cancel

# Add a Multiple Choice Question

Moses Thiga

## General

Category

Default for Training Quiz 1

Question name

Question One

Question text

Teaching online is ...

Default mark

1

# Add a Multiple Choice Question

Moses Thiga

## General

Category

Default for Training Quiz 1

Question name

Question One

Question text

Teaching online is ...

One or multiple answers?

Multiple answers allowed

Shuffle the choices?

Number the choices?

a., b., c., ...

Default mark

1



## Answers

Choice 1	
	Easy
Grade	33.33333%
Feedback	

Choice 2	
	Challenging
Grade	33.33333%
Feedback	
	Yes it is challenging

Choice 3	
	Exciting
Grade	33.33333%
Feedback	
	Yes it is exciting

# Answers

# A quiz with three questions

## Editing quiz: Training Quiz 1

Questions: 3 | Quiz closed (opens 18/03/20, 10:00)

Maximum grade

Total of marks: 3.00

  Shuffle 

Page 1 Add ▾

 1   Question One Teaching online is ...   1.00 

Page 2 Add ▾

 2   Question Two An internet connection is mandatory for online teaching   1.00 

Page 3 Add ▾

 3   Question Three State one device that can be used for online teaching   1.00 

Add ▾

# Preview the quiz

NEW

Dashboard / My courses / SCHOOL OF SCIENCE

## Training Quiz 1

This Quiz will test your understanding of the con

Start attempt



Timed quiz

The quiz has a time limit of 1 hour. Time will count down from the moment you start your attempt and you must submit before it expires. Are you sure that you wish to start now?

Start attempt

Cancel

Quiz 1



The quiz will not be available until Wednesday, 18 March 2020, 10:00 AM

This quiz will close on Wednesday, 18 March 2020, 10:15 AM.

Time limit: 1 hour

Grading method: Highest grade

Preview quiz now

# Preview the quiz

You can preview this quiz, but if this were a real attempt, you would be blocked because:

This quiz is not currently available

## Question 1

Not yet answered

Marked out of 1.00

Flag question

Edit question

Teaching online is ...

Select one or more:

- a. Difficult
- b. Exciting
- c. Easy
- d. Challenging

Quiz navigation



Finish attempt ...

Time left 0:58:46

Start a new preview

← Assignment 1

Jump to...



Next page

# Preview the quiz

You can preview this quiz, but if this were a real attempt, you would be blocked because:

This quiz is not currently available

Question **2**

Not yet answered

Marked out of 1.00

Flag question

Edit question

An internet connection is mandatory for online teaching

Select one:

True

False

Previous page

Next page

Quiz navigation



Finish attempt ...

Time left **0:58:04**

Start a new preview

# Preview the quiz

You can preview this quiz, but if this were a real attempt, you would be blocked because:

This quiz is not currently available

Question **3**

Not yet answered

Marked out of 1.00

Flag question

Edit question

State one device that can be used for online teaching

Answer:

Quiz navigation



Finish attempt ...

Time left **0:57:13**

Start a new preview

Previous page

Finish attempt ...

# Quiz Attempt Summary

## Training Quiz 1

### Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved

Return to attempt

Time left **0:48:01**

This attempt must be submitted by Tuesday, 17 March 2020, 12:27 AM.

Submit all and finish

### Confirmation ×

Once you submit, you will no longer be able to change your answers for this attempt.

Submit all and finish

Cancel

# Quiz Results

Started on	Monday, 16 March 2020, 11:27 PM
State	Finished
Completed on	Monday, 16 March 2020, 11:42 PM
Time taken	14 mins 46 secs
Marks	3.00/3.00
Grade	10.00 out of 10.00 (100%)

## Question 1

Correct

Mark 1.00 out of 1.00

Flag question

Edit question

Teaching online is ...

Select one or more:

- a. Difficult
- b. Exciting ✓ Yes it is exciting
- c. Easy ✓ Yes it is easy
- d. Challenging ✓ Yes it is challenging

Your answer is correct.

The correct answers are: Easy, Challenging, Exciting

## Question 2

Correct

Mark 1.00 out of 1.00

Flag question

Edit question

An internet connection is mandatory for online teaching

Select one:

- True ✓
- False

Yes, online teaching cannot happen without the internet

The correct answer is 'True'.

## Question 3

Correct

Mark 1.00 out of 1.00

Flag question



Edit question



State one device that can be used for online teaching

Answer: laptop

The correct answer is: Laptop



+  Announcements 




+  January Forum 

# Your Course by now!


Edit 

Edit 



Edit 

  Moses Thiga 

+ Add an activity or resource

+ 17 March - 23 March 

Edit 

+  Week 1 Lecture Notes 

Edit 

Lecture Notes for Week 1

+  Introduction to e-learning 

Edit 

eLearning 101 is the first of a five part series that covers the basics of what developers should know about building online courses.

+  Assignment 1 

Edit  

Write a paper between 500 - 1000 words on the value of e-learning in an institution of Higher Learning.

Ensure that your work is properly cited and referenced.

+  Training Quiz 1 

Edit  

This Quiz will test your understanding of the concepts learnt in this class.

+ Add an activity or resource



**Create an Enrolment Key**

# Enrolment Key for jointly taught courses



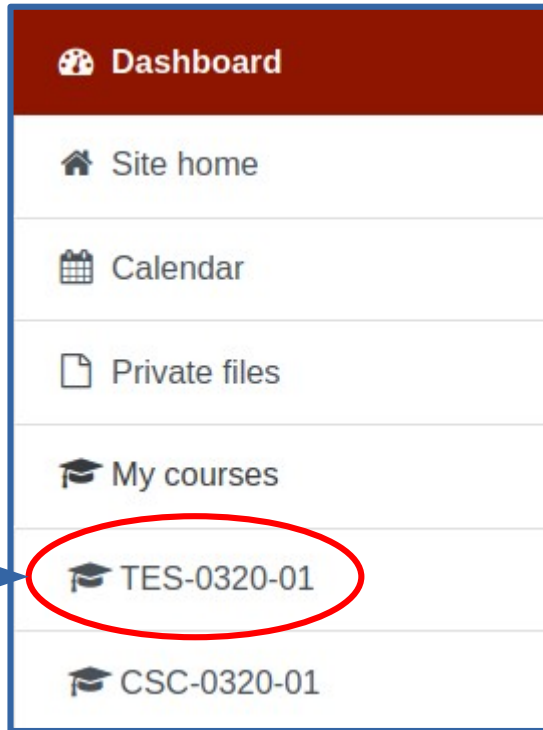
**If you are part of a team of lecturers teaching the same course to the same or different groups ...**



- 1) Elect one among the team to create the enrolment keys.
- 2) Get in touch with us to assign the rest of the team to the various groups...

# Enrolment Key

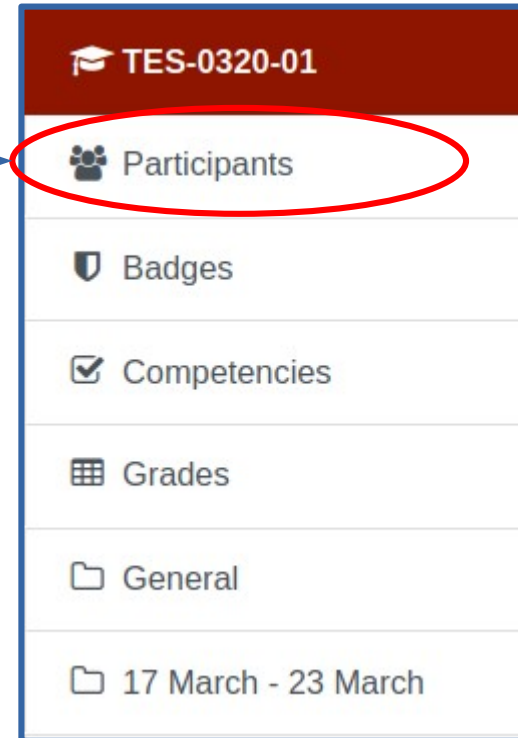
Select your course



A screenshot of a dashboard menu. The menu items are: Dashboard, Site home, Calendar, Private files, My courses, TES-0320-01, and CSC-0320-01. The item 'TES-0320-01' is circled in red. A blue arrow points from the top left to the circled item.

- Dashboard
- Site home
- Calendar
- Private files
- My courses
- TES-0320-01
- CSC-0320-01

Select 'Participants'



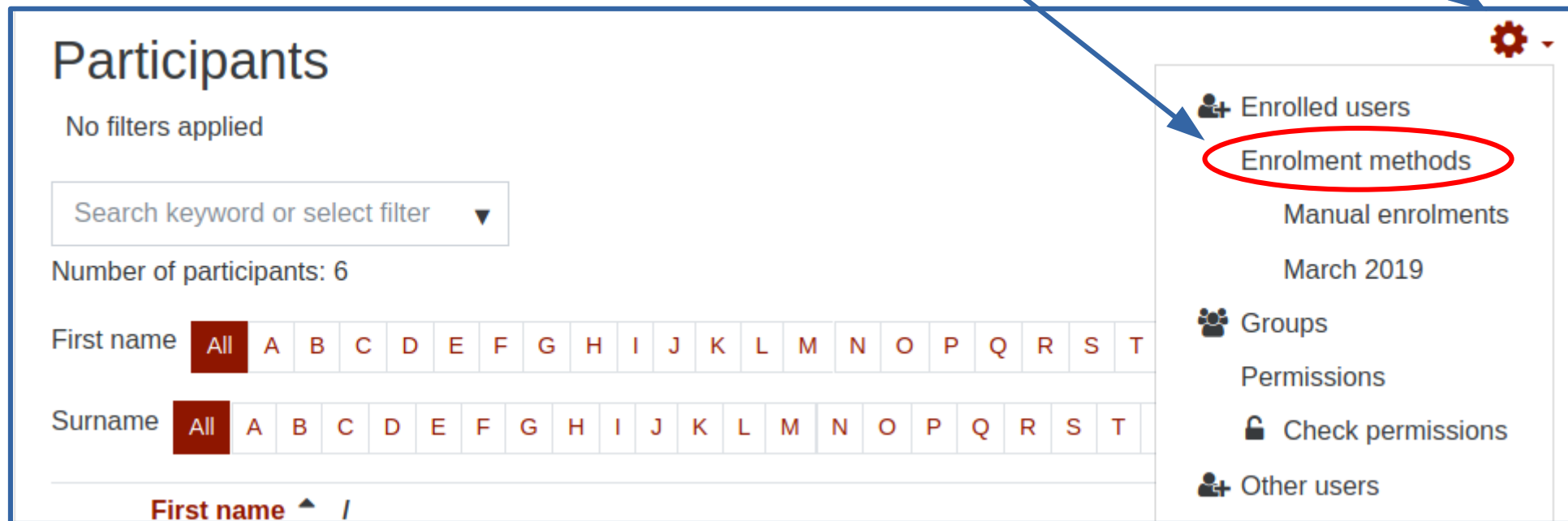
A screenshot of a course page menu for 'TES-0320-01'. The menu items are: Participants, Badges, Competencies, Grades, General, and 17 March - 23 March. The item 'Participants' is circled in red. A blue arrow points from the top left to the circled item.

- TES-0320-01
- Participants
- Badges
- Competencies
- Grades
- General
- 17 March - 23 March

# Enrolment Key

Click on the settings icon ('the Gear')

And then click on Enrolment Methods



The screenshot shows the Moodle 'Participants' page. At the top right, there is a gear icon representing settings. A blue arrow points from the text 'Click on the settings icon ('the Gear')' to this gear icon. Below the gear icon is a dropdown menu with several options: 'Enrolled users', 'Enrolment methods', 'Manual enrolments', 'March 2019', 'Groups', 'Permissions', 'Check permissions', and 'Other users'. A red circle highlights the 'Enrolment methods' option, and a blue arrow points from the text 'And then click on Enrolment Methods' to this option. The main content area of the page shows a search bar, the number of participants (6), and filter tabs for 'First name' and 'Surname', both currently set to 'All'.

Participants

No filters applied

Search keyword or select filter ▼

Number of participants: 6






First name **All** A B C D E F G H I J K L M N O P Q R S T

Surname **All** A B C D E F G H I J K L M N O P Q R S T

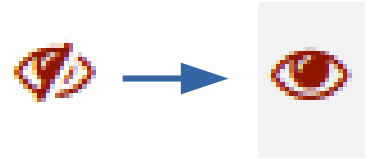
First name ▲ /

- Enrolled users
- Enrolment methods**
- Manual enrolments
- March 2019
- Groups
- Permissions
- Check permissions
- Other users

# Enrolment Key

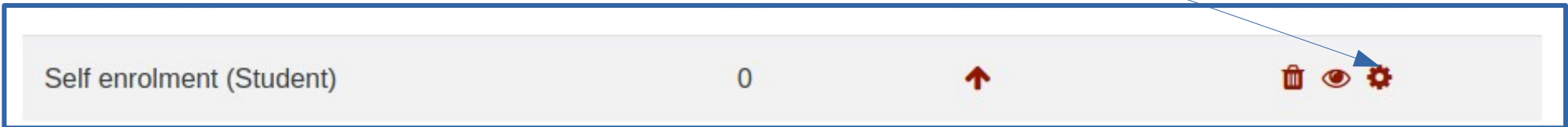
Name	Users	Up/Down	Edit
Manual enrolments	6	↓	   
Guest access	0	↑ ↓	  
Self enrolment (Student)	0	↑	  

Enable 'Self enrolment (student)'



Disabled - Enabled

Click on '**Settings**' in the 'Self enrolment (student)'



# Enrolment Key

Self enrolment

▼ Self enrolment

Custom instance name

Allow existing enrolments

Allow new enrolments

Enrolment key

Use group enrolment keys

Default assigned role

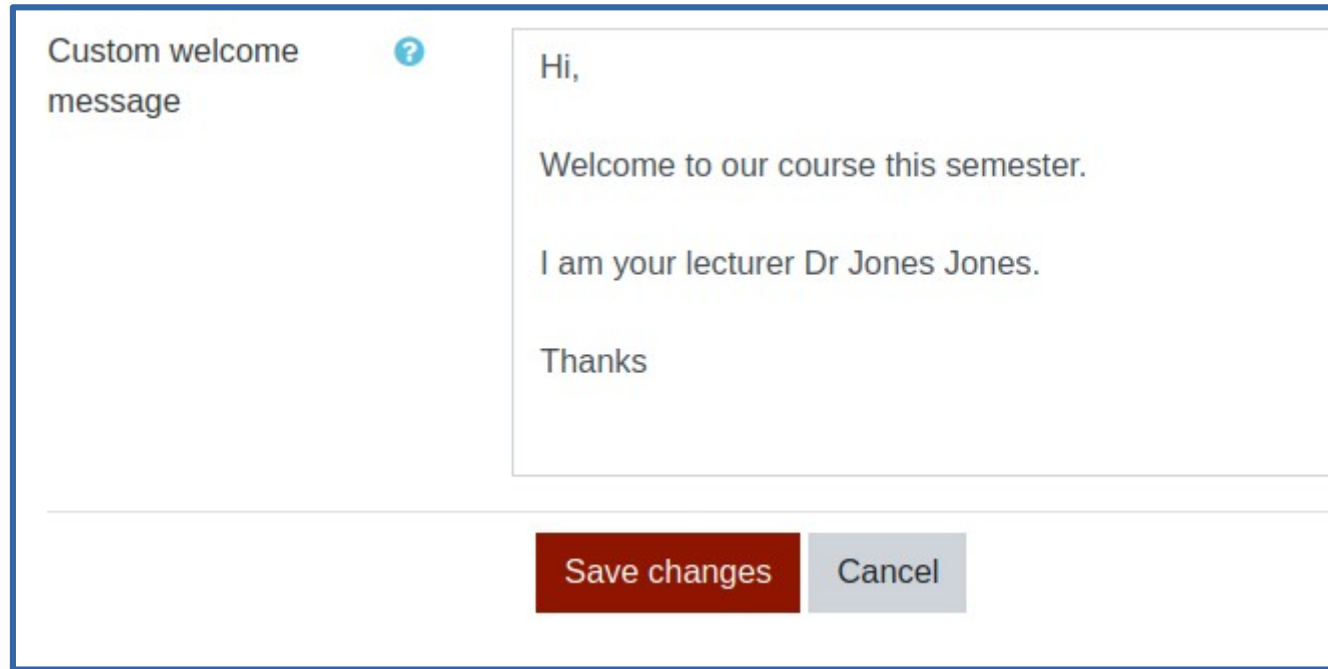
Type in an Instance Name


Type in an Enrolment Key

**If you are teaching several groups and would like to handle them differently ...  
Select 'Yes' here**

# Enrolment Key

Key in a course welcome message and save your changes



Custom welcome message 

Hi,  
Welcome to our course this semester.  
I am your lecturer Dr Jones Jones.  
Thanks

**Save changes** Cancel



# Send the Enrolment Key to your Students



**If you are teaching several groups ...  
You need to create the groups and the  
group Enrolment Keys First!**

# Send the Enrolment Key to your Students



If you are teaching a single group ...  
(*No need for groups*) ... Proceed to  
send the enrolment key!



# Create Groups and Group Enrolment Keys

Self enrolment

▼ Self enrolment

Custom instance name

Allow existing enrolments

Allow new enrolments

Enrolment key

Use group enrolment keys

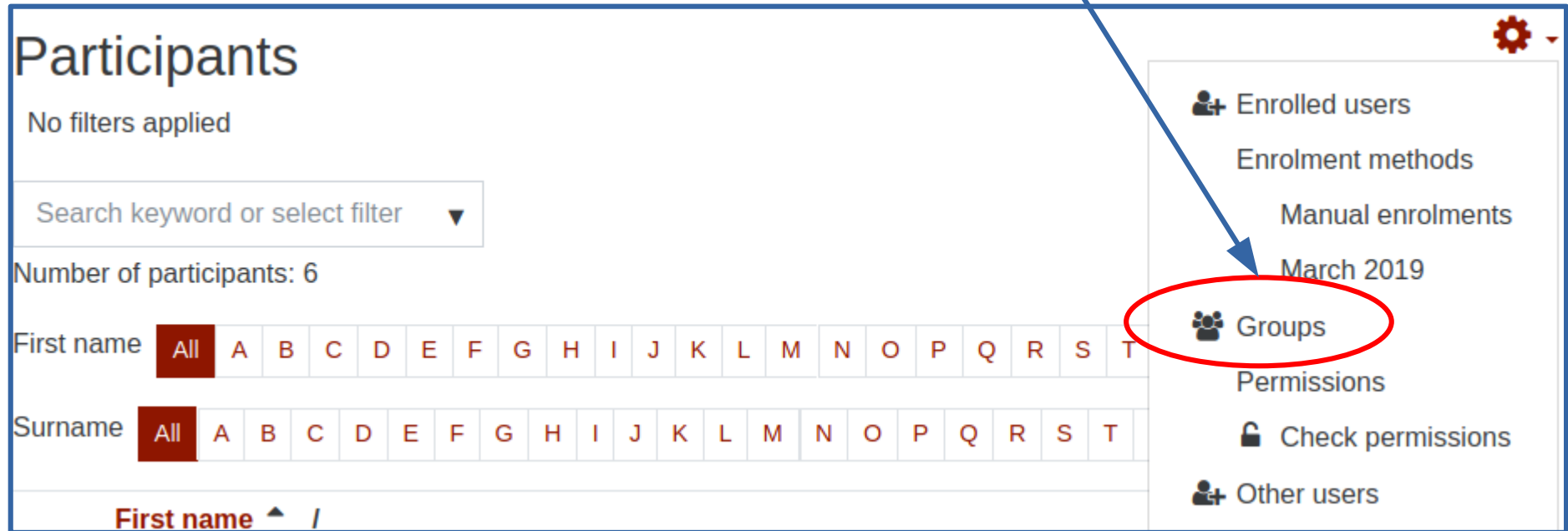
Default assigned role


You should have set the instance name and Course Enrolment Key here!

You should have selected 'Yes' here

# Create Groups and Group Enrolment Keys

## Select Groups



**Participants** 

No filters applied





Search keyword or select filter ▼

Number of participants: 6

First name **All** A B C D E F G H I J K L M N O P Q R S T

Surname **All** A B C D E F G H I J K L M N O P Q R S T

First name ▲ /

-  Enrolled users
- Enrolment methods
  - Manual enrolments
  - March 2019
-  **Groups**
- Permissions
  -  Check permissions
-  Other users

Groups


Groupings

Overview

## TES-0320-01 Groups

Groups

Members of:

  Moses Thiga 

Edit group settings

Add/remove users

Delete selected group


Create group



Select Create Group


**General**

Group name !

Group description



Enrolment key ?   

Group messaging ?  

Key in a group name

Key in a group description

Key in a group enrolment key ... & Save Changes

**This is what you will send to the students to join this group**

# Create Groups and Group Enrolment Keys

TES-0320-01 Groups

Groups

Group One (0)  
Group Three (0)  
Group Two (0)

**Your groups will  
display as shown**

# Send the Group Enrolment Keys to your Students

Ensure that your communication is clear;

Group One Enrolment Key – Group1Key\*\*

Group Two Enrolment Key – Group2Key\*\*

Group Three Enrolment Key – Group3Key\*\*





A decorative graphic in the top-left corner of the slide, consisting of numerous concentric squares. The squares are arranged in a grid-like pattern, with the innermost square being the smallest and the outermost being the largest. The color of the squares transitions from a dark red at the center to a lighter red at the edges, creating a tunnel-like effect.

**Contact Us**

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