

# Turkana University College

## Moodle eLearning User Guide for Students and Faculty



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## 1.0 Requirements

You need a computer or smart device with internet access and a modern web browser (Google Chrome, Firefox). Some courses may require additional plugins or document viewers like PDF Reader, Microsoft Word, or WPS Office.

## 1.1 Where Do You Start as a Student?

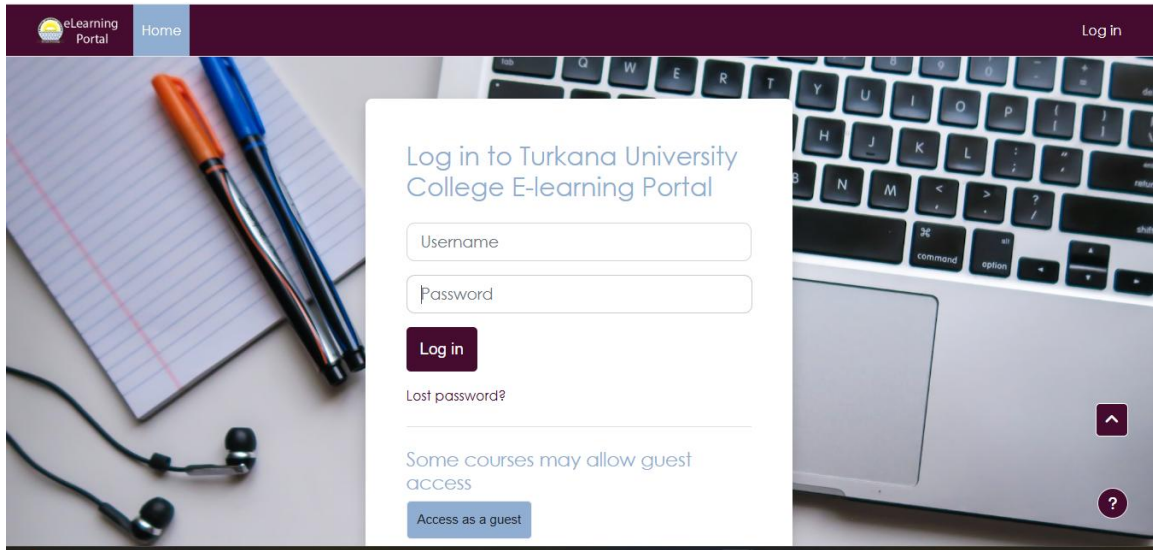
To use the eLearning Portal, you need an active student account with a username and password provided by the admissions.

## 1.2 Accessing Elearning Portal

1. Open a browser and go to <https://elearning.tuc.ac.ke>
2. Click on log in



3. Log in using your registration number (e.g., eda/b/----2025)

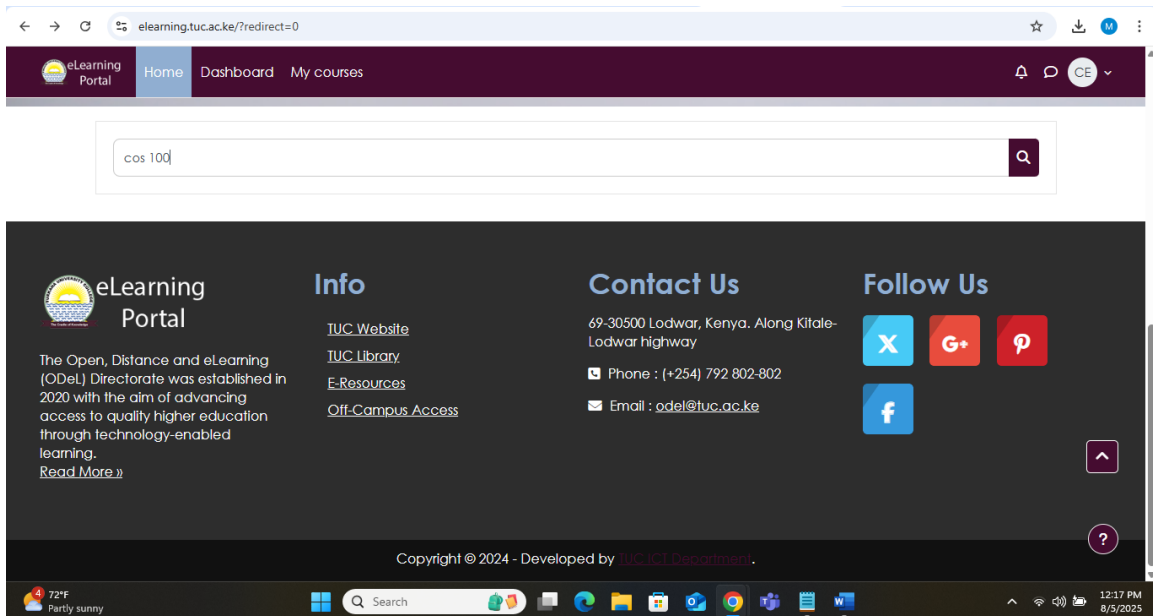


### First-Time Login:

- Use your registration number as the default password (lowercase)
- You will be prompted to change it
- Choose a secure password and do not share it

## 1.3 How to Enroll in a Course

1. Use the course code to search for a course



## 2. Click the course name

The screenshot shows the eLearning Portal interface. The top navigation bar includes 'Home', 'Dashboard', and 'My courses'. The main content area displays 'Search results: 3' with three course cards. The first card is for 'COMMUNICATION SKILLS I' for an ECDE degree, lectured by Beatrice Mbori. The second card is for 'Communication Skills I' lectured by Dr. Miriti Gervasio. The third card is for 'Cost Accounting'. Each card includes the category 'TUC COURSES'. The Windows taskbar at the bottom shows the date as 8/5/2025 and the time as 12:19 PM.

## 3. Enter the Enrollment Key provided by the lecturer

- Format: EPMSEP2025

### 1.4 Course Overview

Once logged in:

- Access your Dashboard (My courses) to see enrolled courses

The screenshot shows the 'My courses' dashboard. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'My courses' and features a 'Course overview' section. This section includes a search bar, a 'Sort by course name' dropdown, and a 'Card' view selector. Two course cards are displayed: 'MMU 121: Communication Skills Sept-Dec, 2025' with '0% complete' progress, and 'PORTAL TRAINING TUC TRAINING'. The Windows taskbar at the bottom shows the date as 8/5/2025 and the time as 12:19 PM.

- Click on a course to open it

The screenshot shows a web browser window with the URL `elearning.tuc.ac.ke/course/view.php?id=3671`. The page header includes navigation links: Home, Dashboard, My courses, and Site administration. The main content area is titled "Economics Of Education" and features a sub-menu with "Course", "Participants", "Grades", "Question bank", and "Competencies". The "Course" tab is selected, displaying the "INTRODUCTION TO TEACHER PROFESSIONAL DEVELOPMENT FLOW CHART (EPM 111)". Below the title, there is a "Purpose of the course" section and an "Expected learning outcomes" section with a numbered list of five items. A vertical navigation drawer is visible on the right side of the page.

- Courses are typically organized weekly or by topic

## 1.5 Navigation Drawer

- Located on the left side (collapsible)

- Quick links to course sections, participants, grades

- Toggle visibility using the menu icon (three lines)

## 2.0 Editing Your Profile

1. Click your name (top right corner) > Profile

The screenshot shows the user profile page for "Caroline". The header includes navigation links: Home, Dashboard, and My courses. The user's name "Hi, Caroline!" is displayed with a hand icon. A dropdown menu is open, showing options: Profile, Grades, Calendar, Private files, Reports, Preferences, and Log out. Below the menu, there is a "Timeline" section with a filter for "Next 7 days" and a search box. A notification for "ICT ASSIGNMENT" is visible, stating "Assignment is due - PORTAL TRAINING". The "Recently accessed courses" section is partially visible at the bottom. A vertical navigation drawer is visible on the right side of the page.

## 2. Click Edit Profile

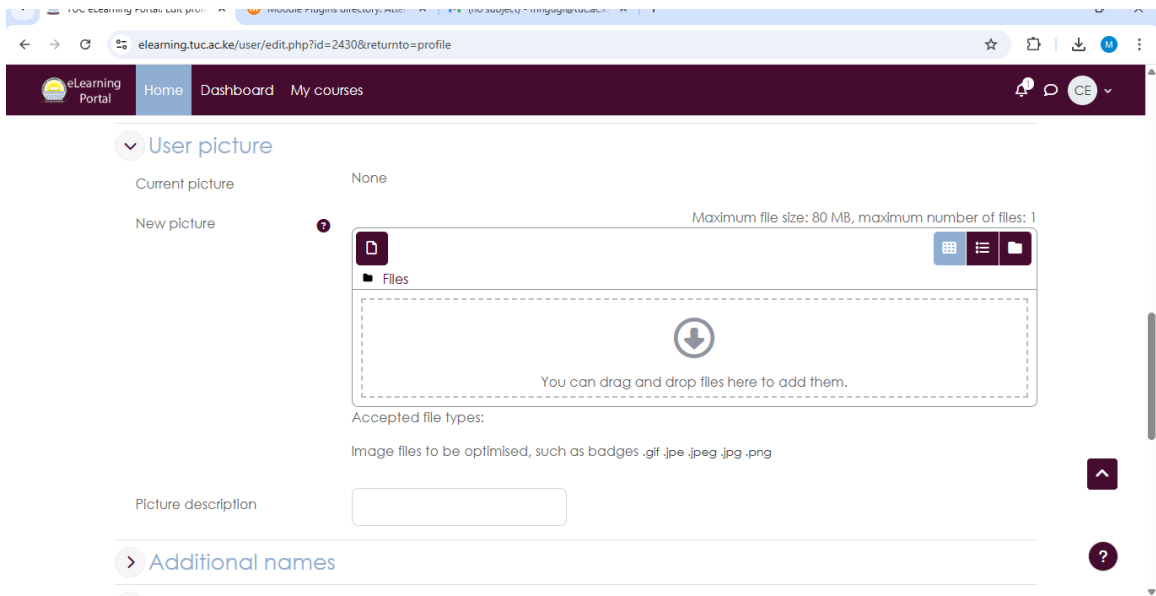
The screenshot shows the user profile page on the eLearning Portal. The browser address bar displays `elearning.tuc.ac.ke/user/profile.php`. The navigation menu includes Home, Dashboard, and My courses. The profile information is organized into several sections:

- User details:** Includes an "Edit profile" link, email address `carolineeteleng@gmail.com` (noted as visible to other course participants), and timezone `Africa/Nairobi`.
- Privacy and policies:** Includes a link to "Data retention summary".
- Course details:** Shows "Course profiles" for "PORTAL TRAINING" and "MMU 121: Communication Skills Sept-Dec, 2025".
- Reports:** Includes links for "Browser sessions" and "Grades overview".
- Login activity:** Shows "First access to site" on Tuesday, 5 August 2025, and "Last access to site" on Wednesday, 6 August 2025.
- Mobile app:** Features a "QR code for mobile app access" and a "View QR code" button.

## 3. Update your name, upload a photo (100x100 pixels, JPG/PNG, max 500kb)

The screenshot shows the user edit profile page on the eLearning Portal. The browser address bar displays `elearning.tuc.ac.ke/user/edit.php?id=2430&returnto=profile`. The navigation menu includes Home, Dashboard, and My courses. The "General" section contains the following fields:

- First name:** Input field with the value "c".
- Last name:** Input field with the value "c".
- Email address:** Input field with the value "c".
- Email visibility:** Dropdown menu set to "Visible to course participants".
- MoodleNet profile ID:** Input field.
- City/town:** Input field.
- Select a country:** Dropdown menu with "Select a country..." as the placeholder.
- Timezone:** Dropdown menu set to "Africa/Nairobi".
- Description:** Input field.



Ensure your profile image is appropriate. It is visible to lecturers and students.

## 2.1 Course Name and Breadcrumbs

- The course name appears at the top of each course
- Breadcrumbs under the title help you navigate backwards
- Use the drawer to jump between sections

## 2.2 Common Course Resource Icons

- Folder: Contains files
- Page: Displays HTML or text
- URL: Opens a link

## 2.3 Common Course Activity Icons

### - **Assignment:**

The assignment feature in Moodle allows lecturers to easily collect external documents from students. Instead of physically printing out a document and handing it to your lecturer, you upload a file into Moodle for your lecturer to view and grade. To submit an assignment, click the name of the assignment in your course. A description of the assignment and a box showing the submission status, date and time due, and time remaining for the assignment will appear. Assignments links will be similar to this:

← → elearning.tuc.ac.ke/course/view.php?id=4210

eLearning Portal Home Dashboard My courses Site administration

ICT ASSIGNMENT  
Opened: Monday, 4 August 2025, 12:00 AM Due: Tuesday, 12 August 2025, 12:00 AM

New section

New section

New section

New section

63°F Mostly cloudy 10:03 PM 8/5/2025

← → elearning.tuc.ac.ke/mod/assign/view.php?id=5807&action=editsubmission

eLearning Portal Home Dashboard My courses

ICT ASSIGNMENT

Opened: Monday, 4 August 2025, 12:00 AM  
Due: Tuesday, 12 August 2025, 12:00 AM

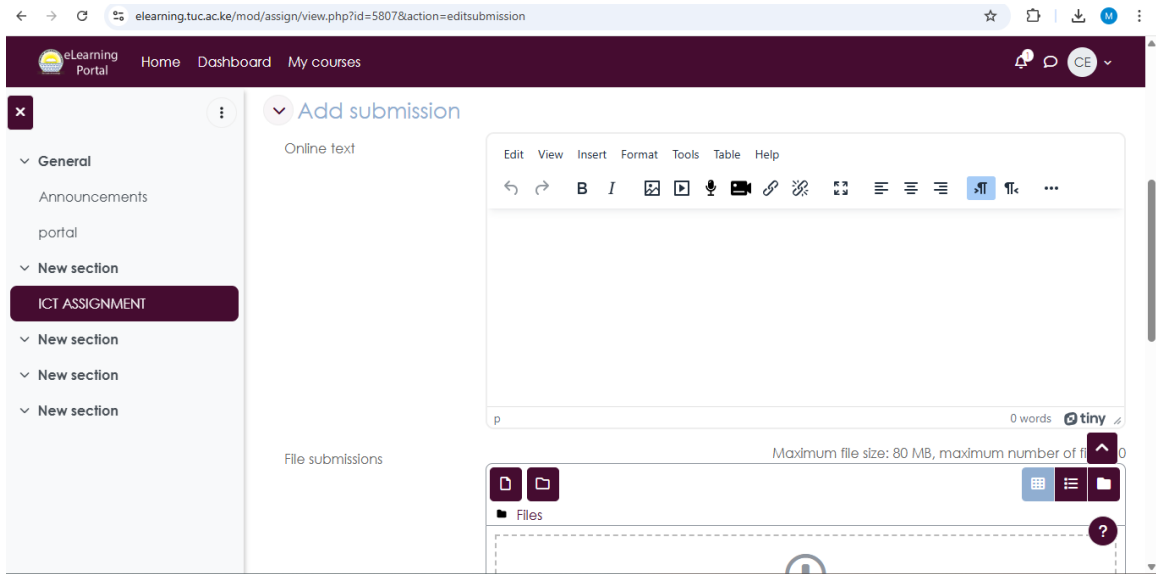
**Instructions:**  
Write a detailed essay on the following topic. Your essay should be between **500–700 words**, typed, and clearly structured.

**Assignment Topic:**  
"Discuss the role of Information and Communication Technology (ICT) in transforming education,

Add submission

Online text

Edit View Insert Format Tools Table Help



NOTE: Assignments have datelines and must be submitted before the due date and time

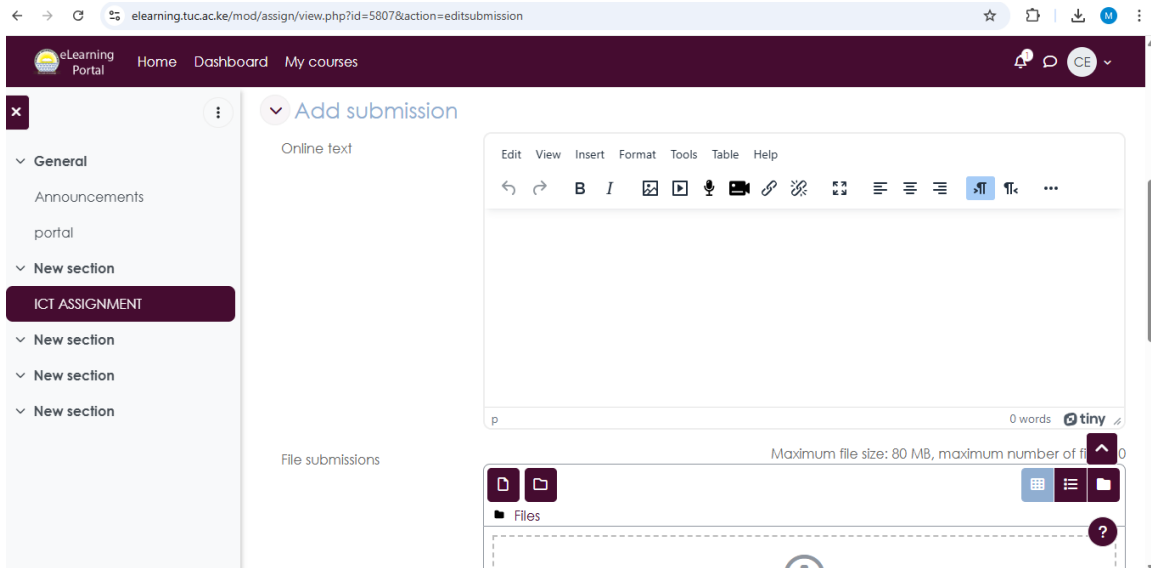
### Uploading Files

Click *Add submission (Save Changes)* at the bottom of the screen (see previous page). The maximum upload size for files and number of attachments are listed above the submissions box under the *File submissions* heading.

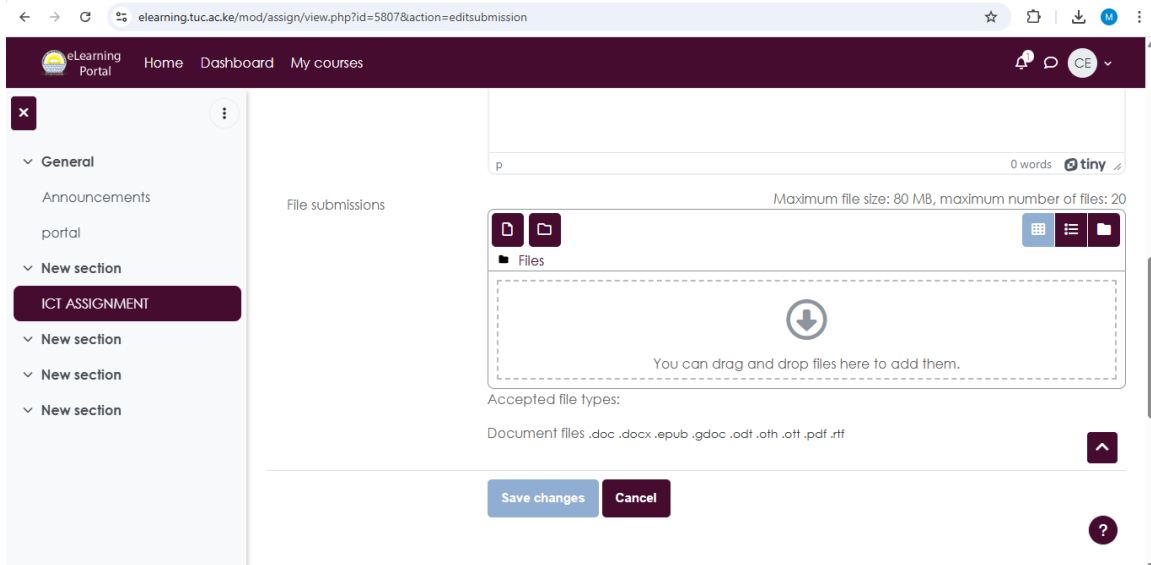
#### Assignment Submission Screen

There are two ways to upload files:

1. The easiest method is to locate the file within your computer's file system, click and hold down on the file, and drag it into the box that says *You can drag and drop files here to add them* (see figure above). Note: This is not available with Internet Explorer 9 and below.



2. Click the *Add...* button (see red box in figure above) . Next, choose *Upload a file* in the left sidebar. Click the *Choose File* button under *Attachment* field. Locate your file within your computer’s file system. Click open. Lastly, click *Upload this file*. You should now see the uploaded file (see figure below). If you accidentally uploaded the wrong file, simply click the file you uploaded and click *Delete* in the pop up window. If there are additional files your lecturer requires you to submit, repeat the submission process. Once you have uploaded the correct file(s), click *Save changes*.



Save changes to upload

## 2.5 Quizzes

Many Lecturers require students to take quizzes as a Continuous Assessment Test (CAT). To attempt a quiz , click the name of the quiz on the right of the quiz icon. Your quiz link will look similar to this:

This thumbnail shows a quiz card with a pink icon of a person at a computer. The title is 'Continuous Assessment CAT 1'. A 'Mark as done' button is in the top right. Below, it lists the opening and closing times for the quiz.

**Continuous Assessment CAT 1** Mark as done

Opened: Monday, 27 February 2023, 8:00 AM  
Closed: Monday, 27 February 2023, 11:00 AM

NOTE: Quizzes have deadlines and must be done within the set date and time.  
When you click your quiz link, you will see this page:

The screenshot shows the quiz page with a yellow header. It includes a 'Mark as done' button, the quiz title, opening and closing times, and quiz details. An orange callout bubble points to the 'Attempt quiz' button.

**Continuous Assessment CAT 1** Mark as done

Opened: Wednesday, 16 August 2023, 12:00 PM  
Closes: Wednesday, 16 August 2023, 2:00 PM

KUC123 CAT  
DATE 16/08/2023  
TIME 12NOON-2PM  
DURATION: 1 HR

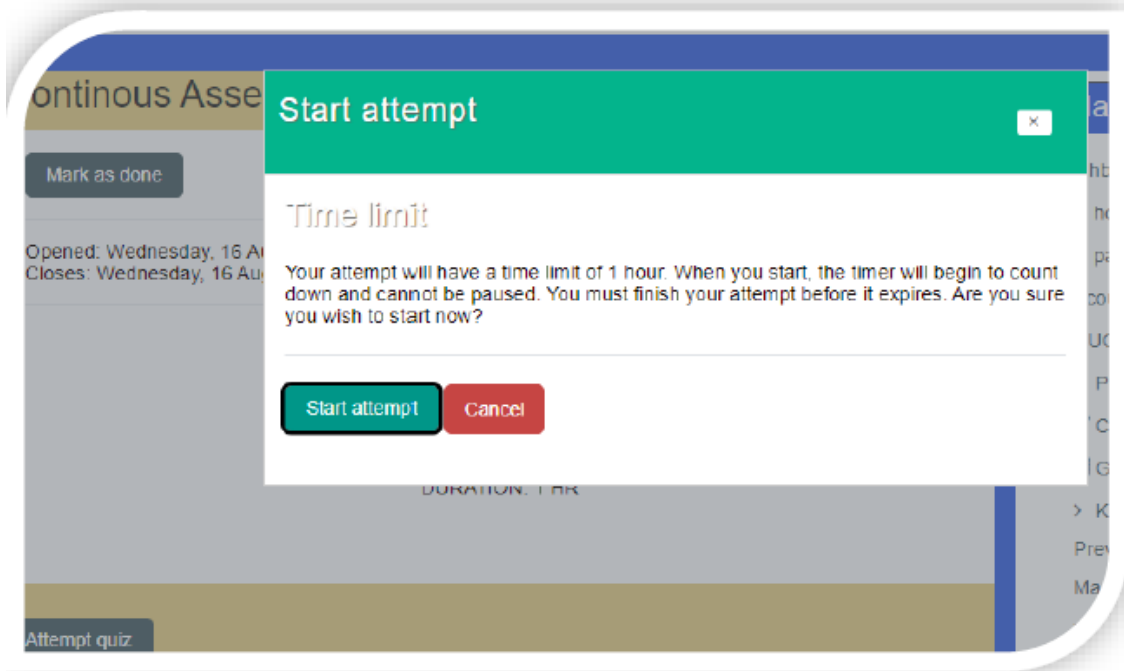
Attempt quiz

Attempts allowed: 3  
Time limit: 1 hour  
Grading method: Highest grade

*Click on Attempt quiz to start answering the questions*

This page should provide you with information about the quiz. This includes the date and time the quiz is due as well as its time limit and duration (if applicable).

**Note:** The time and due date set is when the quiz must be attempted and submitted. In case the time elapses when you have not completed the quiz, the attempts will automatically be submitted or lost depending on the course settings.



Once you are ready to begin the quiz, click *Attempt quiz now*. After you begin the test, you will see the question page. There are several different question types, including multiple choice, essay, true/false, short answer, or matching questions. On the right of your screen, a block titled **Quiz Navigation** appears (see figure). This block shows the question(s) you are attempting and how many questions are left on the quiz. The question(s) you are currently attempting will have a bold border around it.

Some lecturers allow you to navigate through the questions by clicking the question number. However, some may not allow you to do this. If clicking the question number does not allow you to navigate, then the lecturer only allows you to move sequentially through the quiz.

Therefore, you will not be able to go back and answer skipped questions or change an answer. If the quiz is timed, the timer will be located at the bottom of the block.

### Quiz Navigation Block

When all questions are answered on a page, click *Next*. Once you have answered all the questions and are ready to submit your quiz, click *Next* on the last page or click *Finish attempt...* in the **Quiz Navigation Block** (see previous page). You will then be directed to the *Summary of Attempt* page, which displays whether or not you have answered each question. If you are ready to submit your quiz, click *Submit all and finish* at the bottom of the page. Failing to Click on Submit and finish button before time expires will make all your responses might get submitted or LOST! Depending on the settings.

## Grades

If you have completed an assessment (Quiz, Assignment, graded discussion form) in a course on the elearning portal and your lecturer has posted grades, you can view them by clicking on the *Grades* link in the **Course Navigation Drawer**

Once you have clicked on Grades, a table (see below) will appear with the column headings:

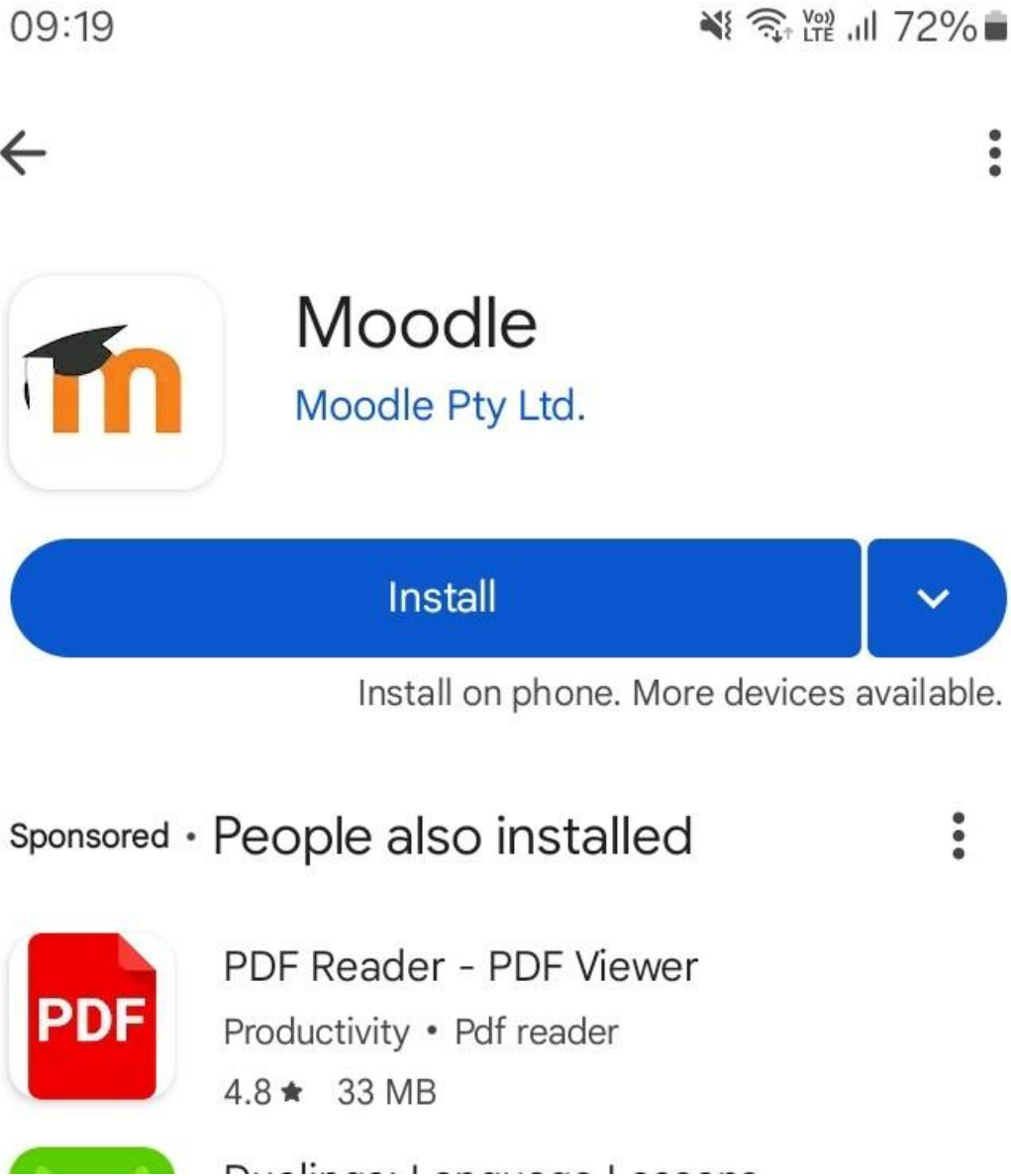
- **Grade item** - the name of the assignment, quiz, forum, etc.
- *Calculated weight* - the number of points available for the grade item divided by the total number of points available in the course (this will vary according to course grade aggregations).
- **Grade** - the number of points you received for this grade item.
- *Range* - the range of points (minimum and maximum points) available for this grade item.
- *Percentage* - this is the number of points you earned divided by the number of points available.
- **Feedback** - what the lecturer wants you to know about this grade item.

Grade item	Grade	Range	Percentage	Feedback
Moodle Training Course				
Moodle Quiz	10.00	0-10	100.00 %	
Marking Guide Assignment	-	0-100	-	
Rating grade for Ratings Forum	-	0-10	-	


**Course Grade  
Screen**

### 3.0 Mobile App

1. Install the Moodle App from Play Store or App Store



2. Enter site URL: <https://elearning.tuc.ac.ke>

09:25 

  VoLTE  71% 

## Connect to Moodle



Your site

<https://elearning.tuc.ac.ke>




Please select your account:



Connect to your site  
[elearning.tuc.ac.ke](https://elearning.tuc.ac.ke)



3. Log in with your credentials

09:31 

    70% 

 Log in



Turkana University College E-learning  
Portal

<https://elearning.tuc.ac.ke>

bdsb05042025

.....



Log in

[Lost password?](#)

### Timeline


Search by activity type or name



Next 30 days



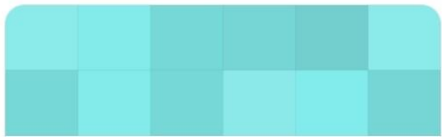
Tuesday, August 12, 2025

00:00  ICT ASSIGNMENT  
PORTAL TRAINING  
Assignment is due

Add submission



### Recently accessed courses



PORTAL TRAINING

TUC TRAINING



MMU 1:  
Sept-De

TUC COL



Features

- View and download resources
- Submit assignments
- Attempt quizzes
- Participate in discussions

### **Support**

For technical support:

- Email: [ict@tuc.ac.ke](mailto:ict@tuc.ac.ke)
- Location: ICT Office, Admin Block
- Office Hours: Mon-Fri, 8:00 AM – 5:00 PM