Masomo Portal

Introduction to Masomo Portal for Lecturers
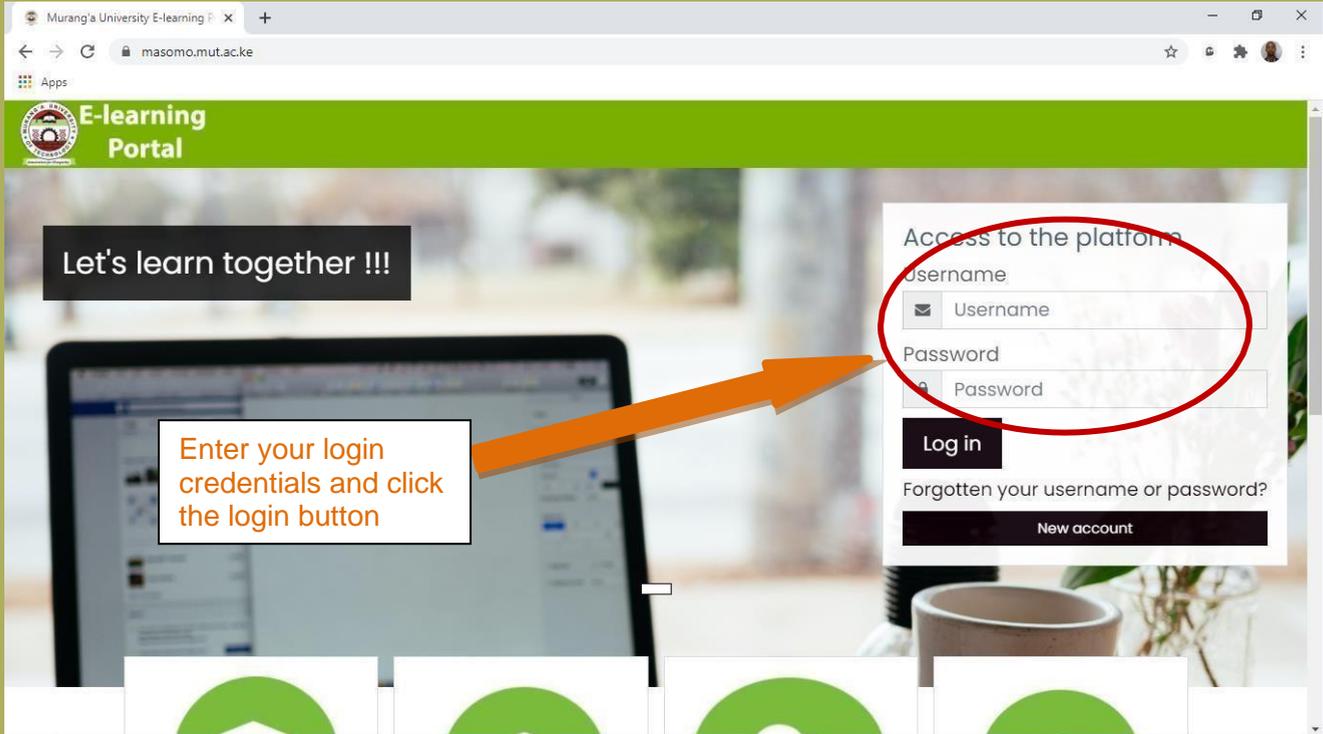
Contents

1. Get started

Log in and access a course

1. Open a web browser and navigate to https://masomo.mut.ac.ke/

Enter your login credentials and click the login button

The Moodle **Dashboard** will load. Moodle is divided into three columns. The narrower columns on the left and right displays small boxes called **blocks**. Blocks display navigation links and supplementary information such as the calendar and news.

The **Navigation block** provides a useful way to move around within Moodle.

On the center is the **content area**, which on the **Dashboard** page displays an overview of the courses you have access to.

TO LOGIN FOR MUT STAFF

The staffs/lecturers will use their PF numbers as the username and also as password.

TO LOGIN FOR PART-TIME LECTURERS

The part-time lecturers need to register their masomo accounts using MUT corporate email address.

(Note: Staff needs to change their password upon logging in).

All Moodle lecturers have access to the Staff Moodle Help course, which contains resources to support people creating Moodle courses.

Tip: You can change the layout of the **My courses** page, including which courses are displayed in the Course overview, by clicking on the **Customise this page** button.
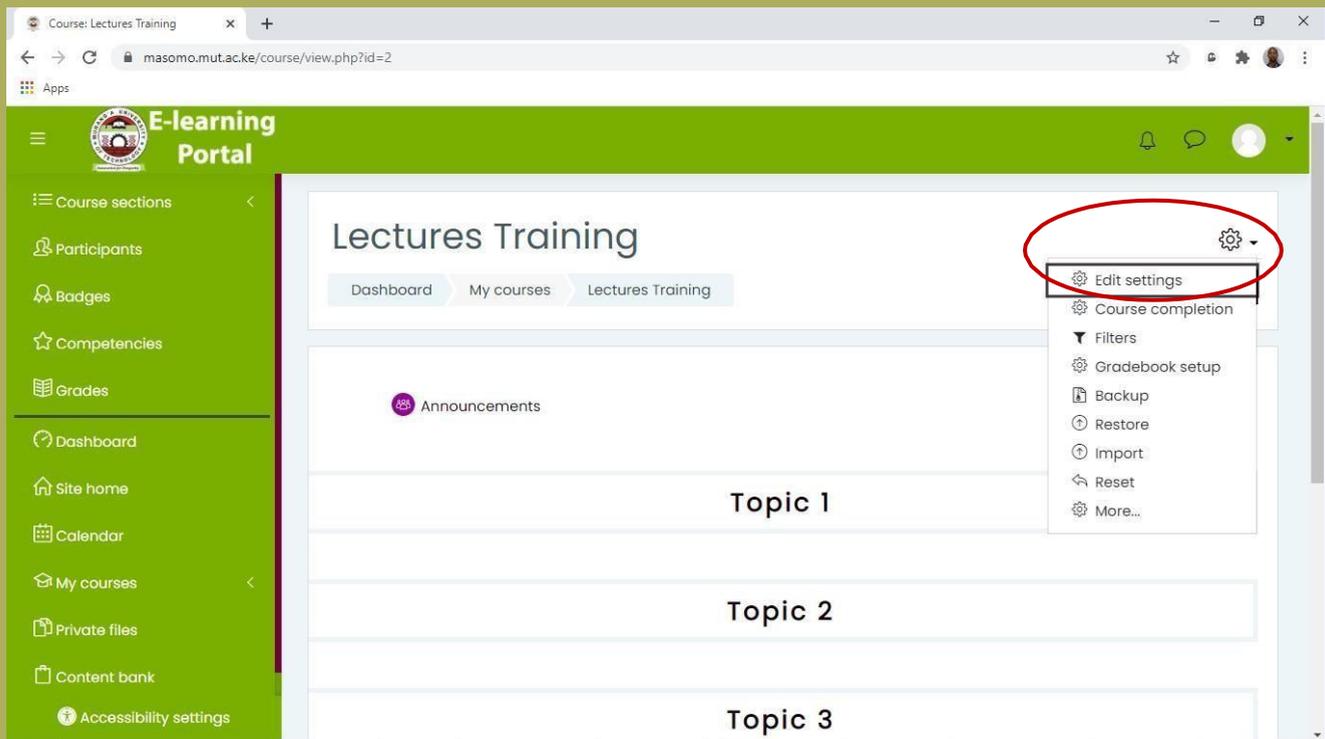
Choose a course format

Tip: If you are attending a training session the instructor will advise you which course to use for the practical sessions. If you do not have access to a lecturer training course please email ictsupport@mut.ac.ke and request that one is set up for you.

There are four course formats available in Moodle:
- Single activity format – The course consists of a single activity, for example a Quiz or SCORM package.
- Social format – A forum is displayed on the course page.
- Topics format – The course page is organised into topic sections.
- Weekly format – The course page is organised into weekly sections, with the first week starting on the course start date.

1. On the Moodle **Dashboard** page, click on the name of the course you want to edit. This will take you to the course's home page.
2. Find the **Gear Button** and click **Edit Settings**.

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Here you can change your course's name and summary information.

3. Under **Course start date** choose today's date.
4. Click to expand the **Course format** section. Under **Format** choose **Topics format**.
5. Under **Number of sections** choose **3** from the menu.
6. Go to the bottom of the page and click on the **Save and display** button.

> **Tip:** The **Course layout** option allows you to switch between displaying the whole course on one page (Show all sections on one page) and displaying each topic on a separate page (Show one section per page).

Add names and summaries to topics

Each topic box has an area at the top where you can put a heading or title for that topic section. As well as the numbered topics there is also an unnumbered section above them that can be used for a subheading and general information about your course.

1. Click on the **Turn editing on** button at the top right of the content area.

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2. In the heading section above the topics, click on the **Edit** menu and choose **Edit section**.

3. Un-tick the **Use default section name** box.
4. Type *Polar Bears* in the **Section name** box.
5. Type '*Everything you ever wanted to know about polar bears.*' in the **Summary** box.
6. Click on the **Save changes** button.
7. Using the **Edit** menu each topic, rename the three topics as '*Resources*', '*Map*' and '*Video*'.

8. Click the **Turn editing off** button at the top right of the course's home page.

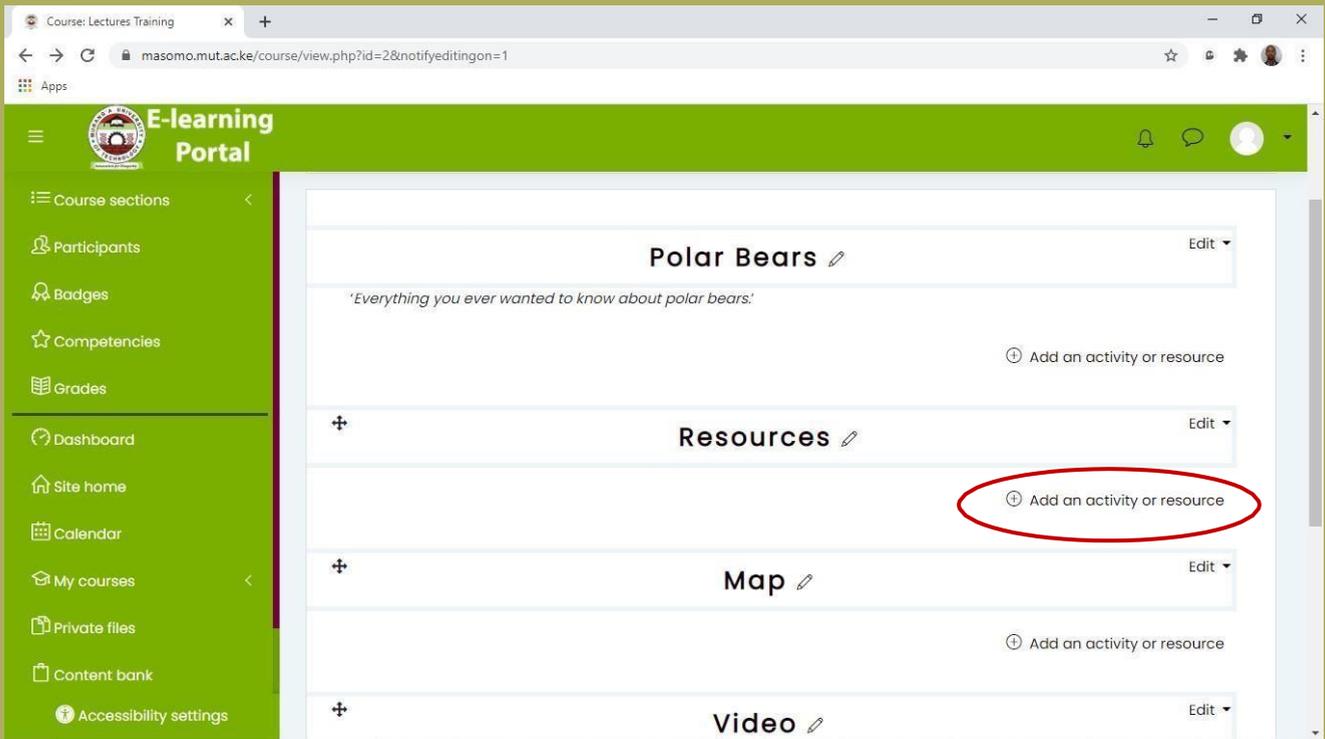Your course will look something like this:
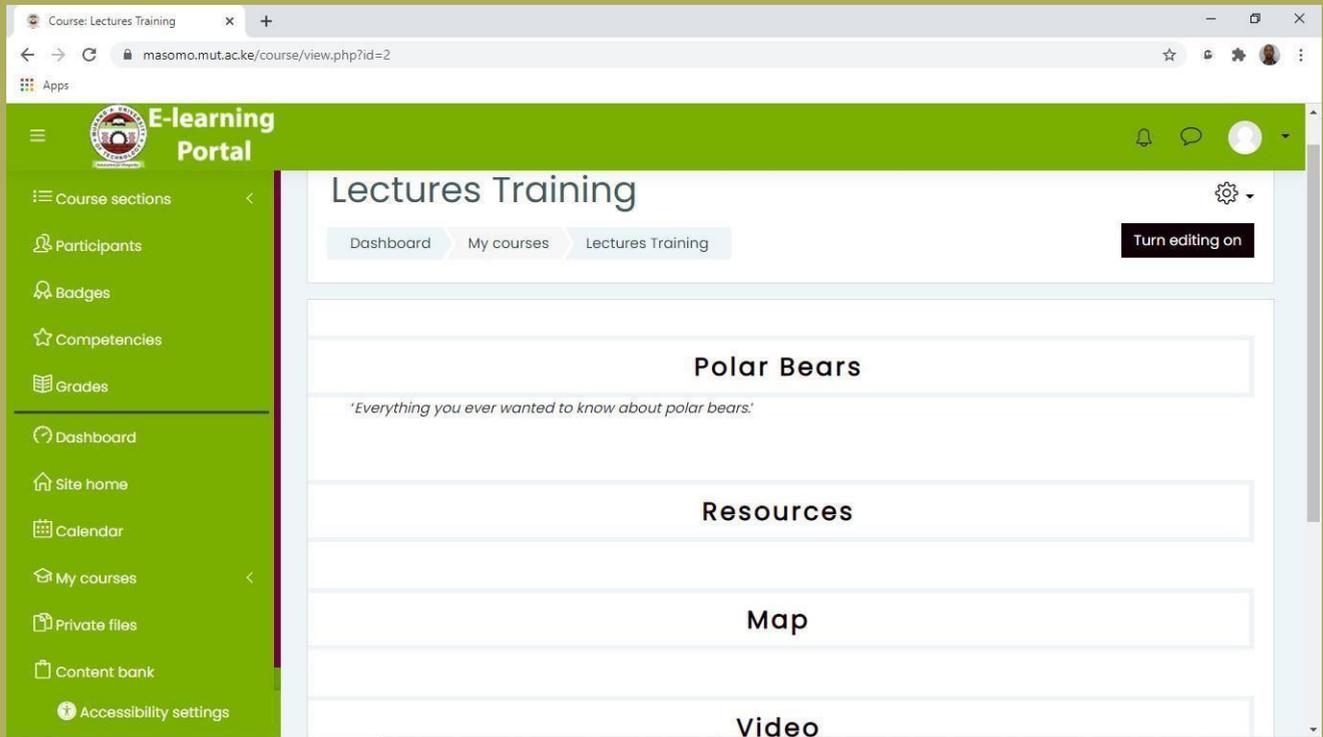

2. Add basic resources

Files

You can add any sort of file that you want your students to download - for example Word documents, PowerPoint presentations or PDFs.

1. Turn on editing.
2. Click on **Add an activity or resource** in the **Resources** topic.

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3. Choose **File** (towards the bottom of the list), click the **Add** button.
4. Enter the **Name** '*Document 1'* and the **Description '***Test document'* for the file you will be adding.
5. Drag a Word document file onto the blue arrow in the **Select files** area; release your mouse button when the text changes to "Drop files here to upload". Alternatively you can click on the **Add…** button to choose a file to upload.
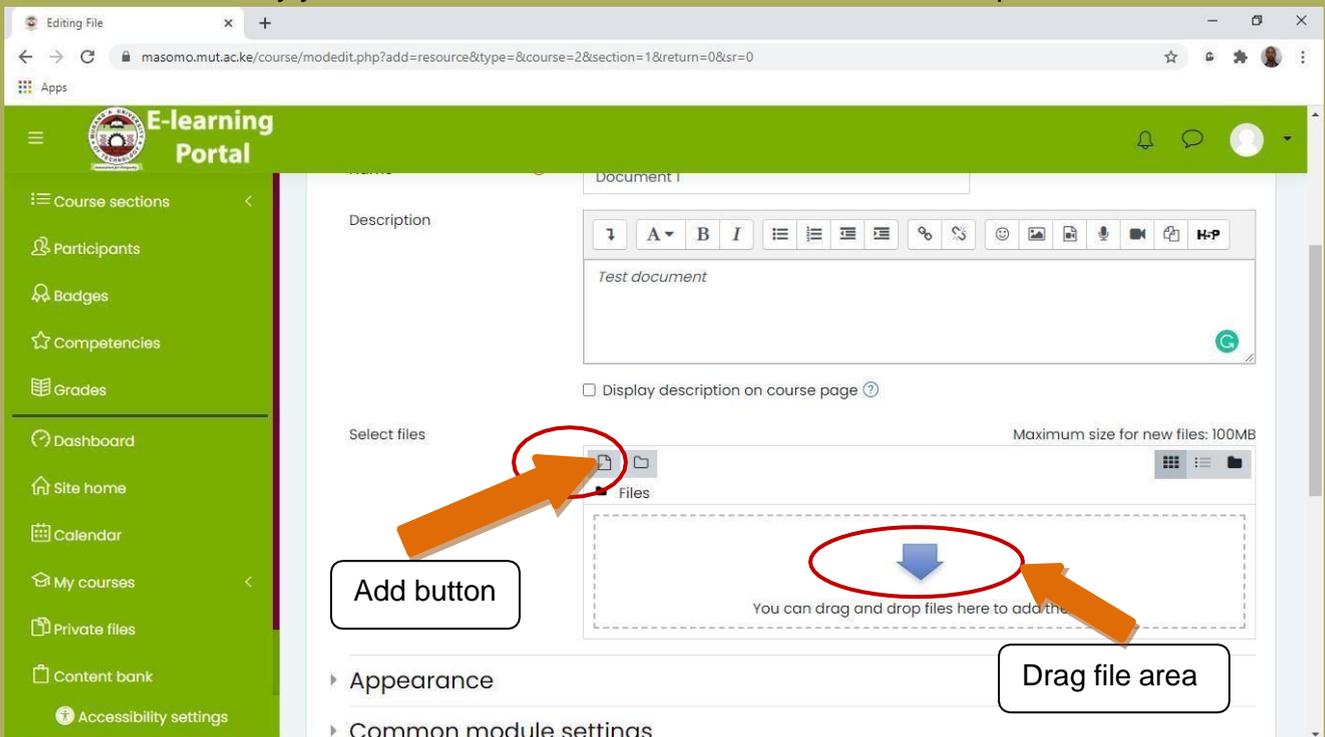
6. When the file has uploaded, click the **Save and return to course** button at the bottom of the page.

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7. Find and click on the **Document 1** you just added to the **Resources** topic and check that it opens in Word.

> **Tip:** You can also add files by dragging and dropping them directly into a topic on the course home page. This only works with editing on.

URLs

1. Check that editing is still turned on.
2. **Click on the **Add an activity or resource** in the **Resources** topic, choose **URL** and click **Add**.
3. **Enter the **Name** '*Polar Bears International website*' and the **Description** '*Conservation through research, stewardship, and education*'.
4. Enter *https://polarbearsinternational.org/* in the **External URL** box.
5. **Click to expand the **Appearance** section and choose **In pop-up** from the **Display** menu.
6. Click the **Save and return to course** button at the bottom of the page.

> **Tip:** You are advised to open external URLs in pop-ups because it is considered to be the most accessible of the four available options.

Your Resources topic will now look like this:

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Images

There isn't a specific option to add an image in Moodle so we will add one using the Label resource.

1. Open http://tinyurl.com/polar-bear-map in a web browser and save the image Polar_bear_range_map.png to your computer.
2. Go to your Moodle training course and check that editing is turned on.
3. Click on **Add an activity or resource** in the **Map** topic. Choose **Label** and click **Add**.
4. In the **Label text** editor click on the **Insert/edit image** icon.

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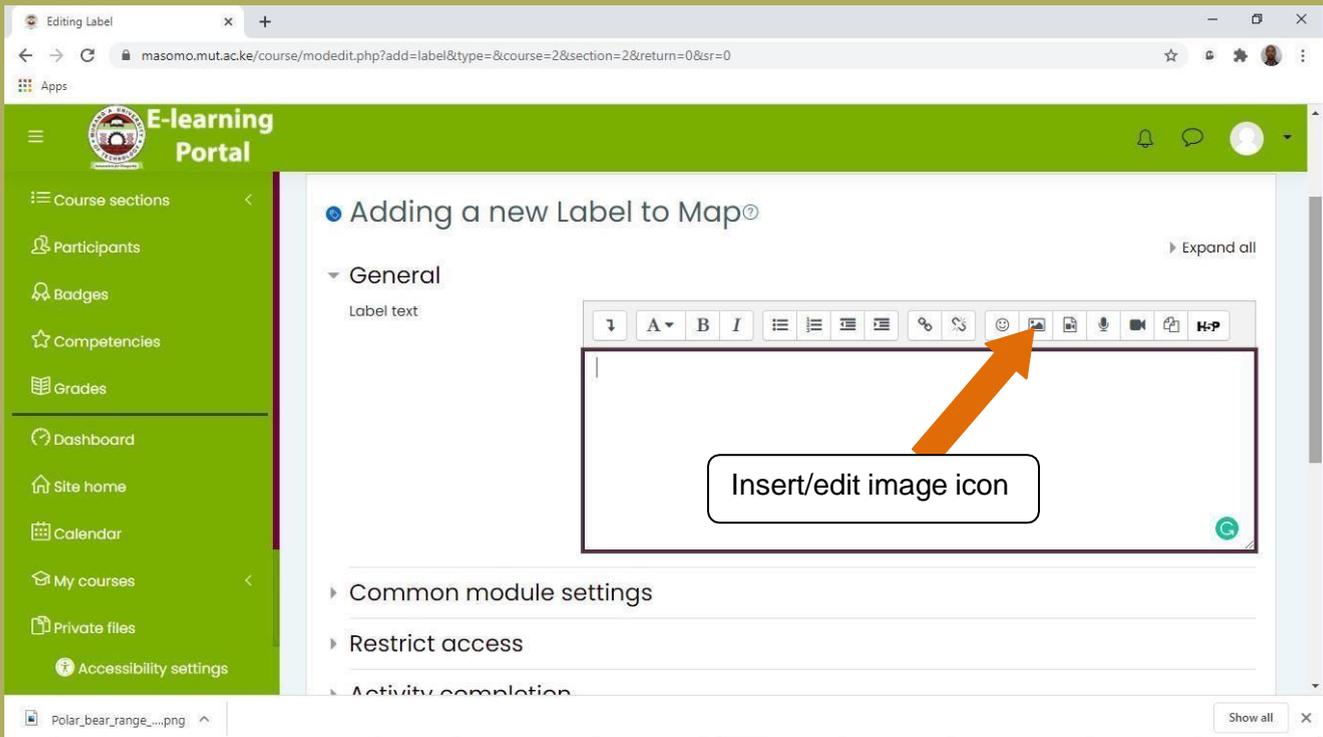
5. Click on the **Browse repositories...** button.
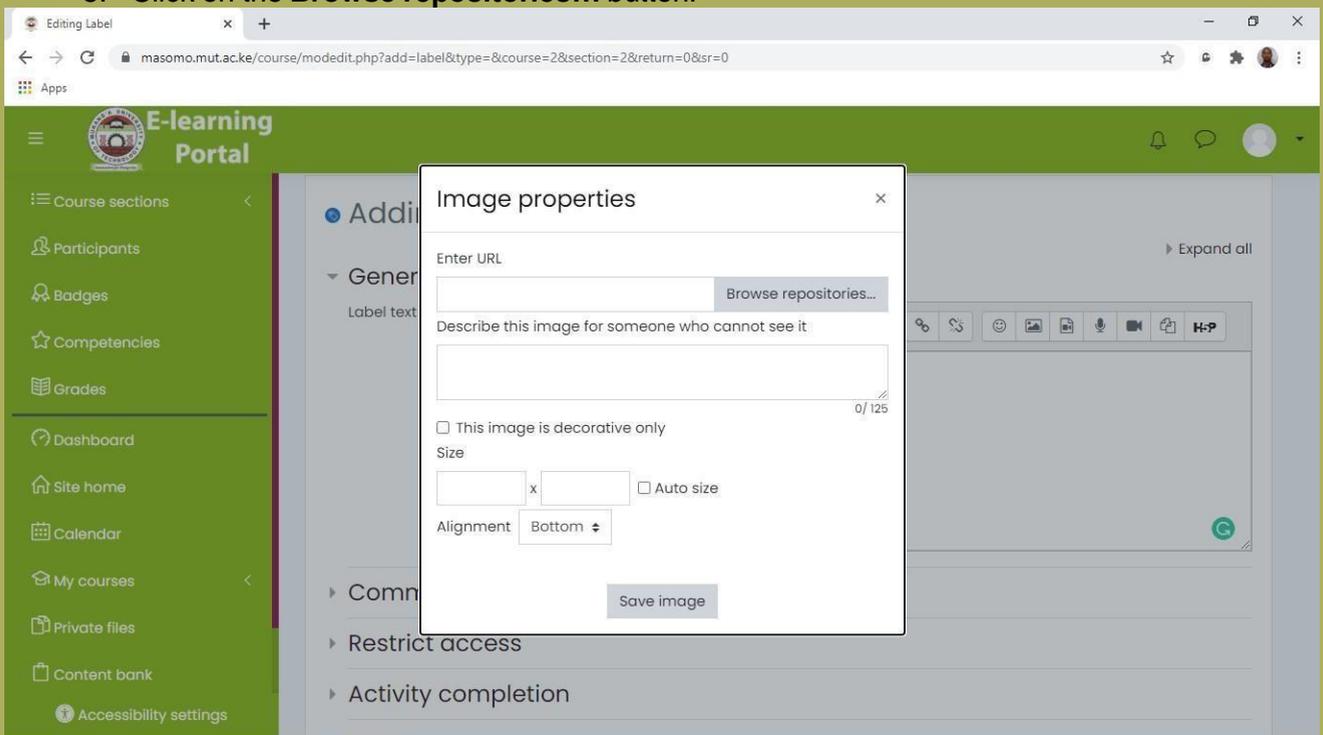
6. The **File picker** will open, make sure that **Upload a file** is selected.
7. Click on the **Browse...** button, locate the Polar_bear_range_map.png file and click **Open**.
8. Delete the text in the **Author** field so it is blank and change the **Choose license:** drop-down menu to **Public domain**. This image came from the Wikimedia Commons website, where it is explicitly stated it is in the public domain. Be aware of the copyright status of images downloaded from the internet.
9. Click on **Upload this file**.
10. Type '*Map showing Polar Bears' range in the Arctic'* in the **Image description**, then

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click the **Insert** button.

> **Tip:** It is important that you include a useful image description to improve accessibility for visually impaired people using screen readers

11. In the **Label text** editor, press return to create a new line under the image and type '*Map of Polar Bears' Range'* as the image title.

   Text below the image could also be used to display any copyright information.

12. Click the **Save and return to course** button at the bottom of the page. The map image should be displayed in the second topic.
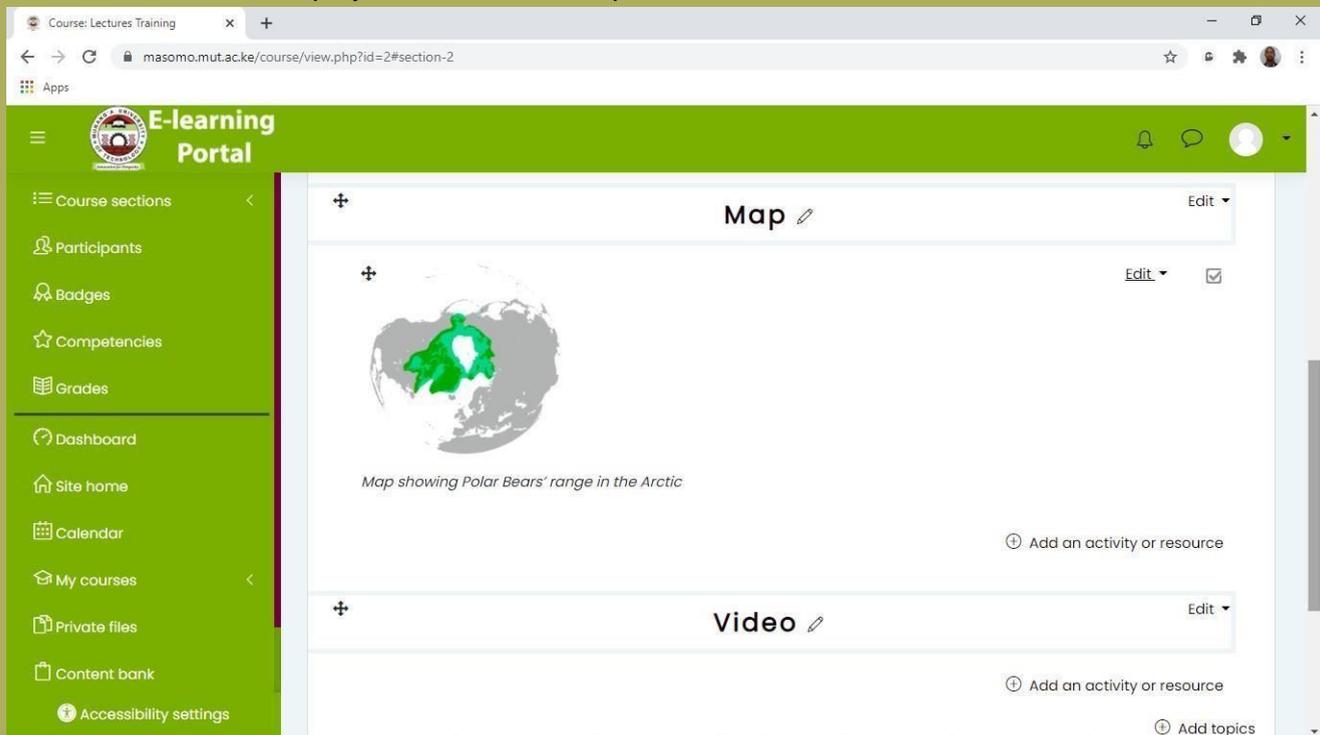
The image looks too big on the page.

13. To change the image size, click on the **Edit** link at the top right of the image. Choose **Edit settings** from the menu.
14. Click once to select the image in the **Label text** editor and click on the **Image** button.
15. Click on the **Appearance** tab, make sure the **Constrain proportions** box is ticked and type *200* in to the first **Dimensions** box. The second box should automatically update when you click outside the first box.
16. Click **Update**.
17. Click **Save and return to course**.

Videos

1. Check that editing is turned on.
2. Click on **Add an activity or resource** in the **Video** topic. Choose **Label** and click **Add**.
3. In a new browser tab, go to www.youtube.com. Find the video you want, click on

the **Share** button, then **Embed**, and copy the embed code.

4. Return to the Moodle tab. In the **Label text** editor, click on **Toolbar toggle**.

5. Click on the **Edit HTML source** button.

6. Paste the YouTube video embed code into the **HTML source editor**.
7. Click the **Update** button.

You can embed YouTube videos in your course as you are not making a copy of the video, just linking to it. Make sure you consider the copyright of any other sort of video you want to include.
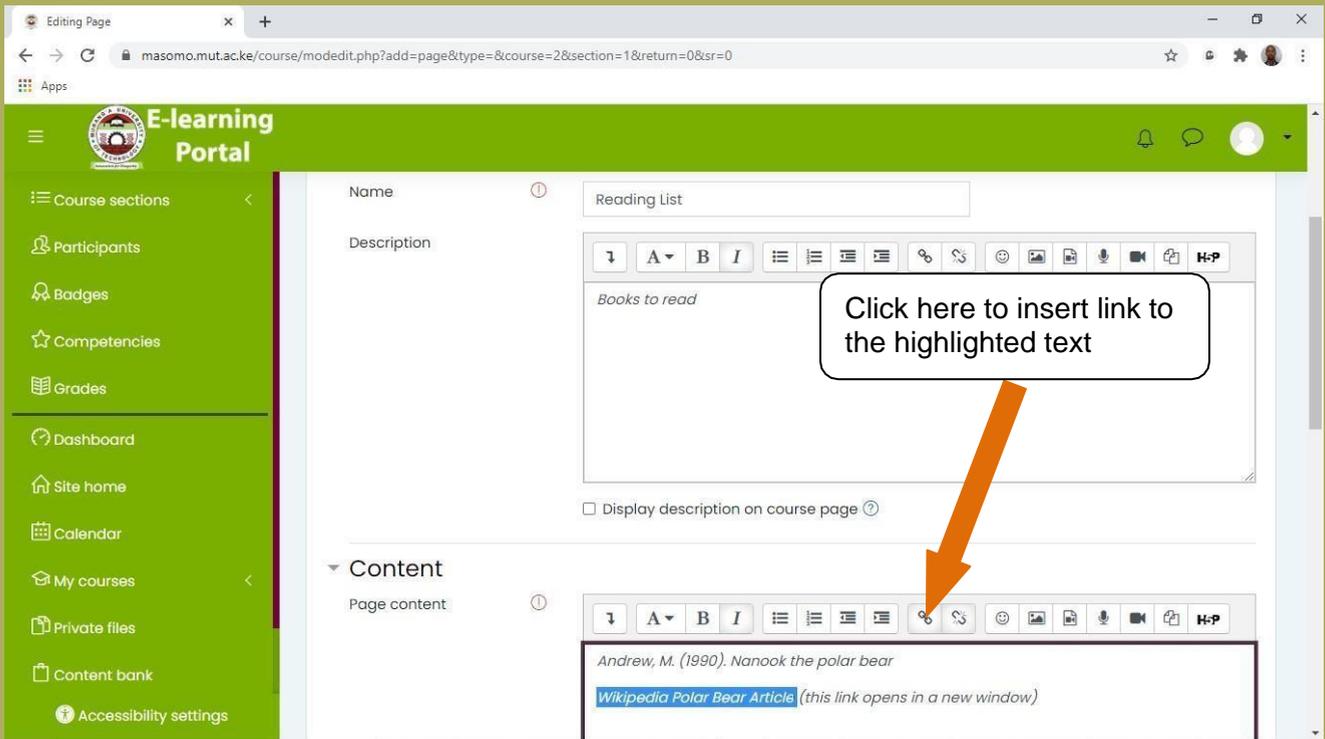
8. Click the **Save and return to course** button at the bottom of the page.
9. Play the video embedded in the Video topic.

Moodle pages

A Moodle course does not have to be just the home page - you can add pages to the topics. Pages are a useful way to add information without making the home page very long. Reading lists, videos and images can all be put on their own page.

1. Check that editing is turned on.
2. In the **Resources** topic, click on **Add an activity or resource**. Choose **Page** and click **Add**.
3. Type '*Reading List*' for the page **Name** and '*Books to read*' as the **Description**.
   In the **Page content** editor type '*Andrew, M. (1990). Nanook the polar bear*'.
   Enter a new line and type '*Wikipedia Polar Bear Article (this link opens in a new window)*'.
4. Select **Wikipedia Polar Bear Article** and click on the L**ink** button.

1. In **Link URL** type '*http://en.wikipedia.org/wiki/Polar_bear*'.
2. Choose **Open in a new window** from the **Target** menu.
3. Click on the **Insert** button.
4. Click the **Save and return to course** button at the bottom of the page.
5. Click on the **Reading List** link to view the page.
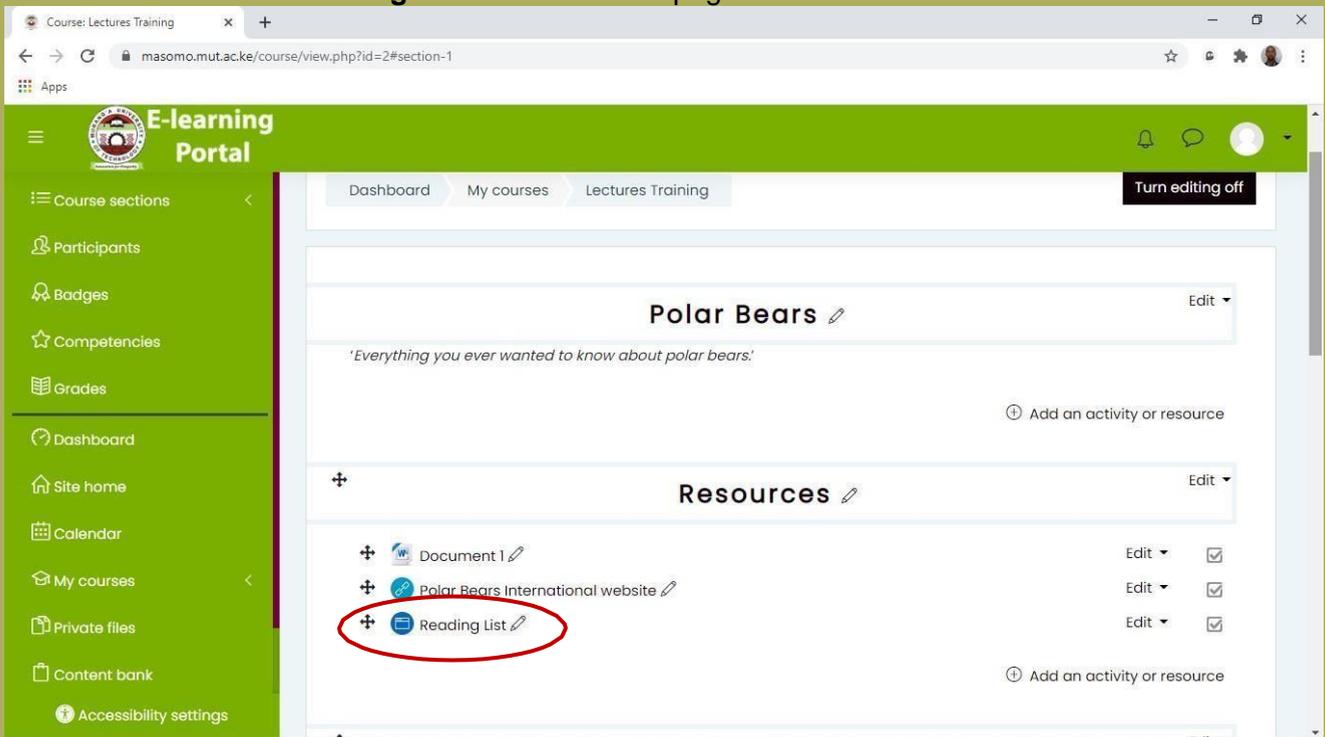
Add Attendance Register

Tracking attendance in eLearning Portal is a great student success tool because it allows students to monitor their own attendance.

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To set up attendance.

From the Gear icon at the upper right of your course page, choose Turn editing on.

Go to the section on your course page where you want the Attendance module to appear. On the far right, click Add an activity or resource.

Click Attendance and click Add.

Scroll down to Grade. If you don't want attendance included, choose None. *Or, you can set the number of points you want attendance to be worth. Later in the setup, you can then indicate how many points will be deducted for each absence or late.* When you're done, click Save and display. (If you clicked Save and return, you can navigate back to Attendance by clicking it on your course page.)

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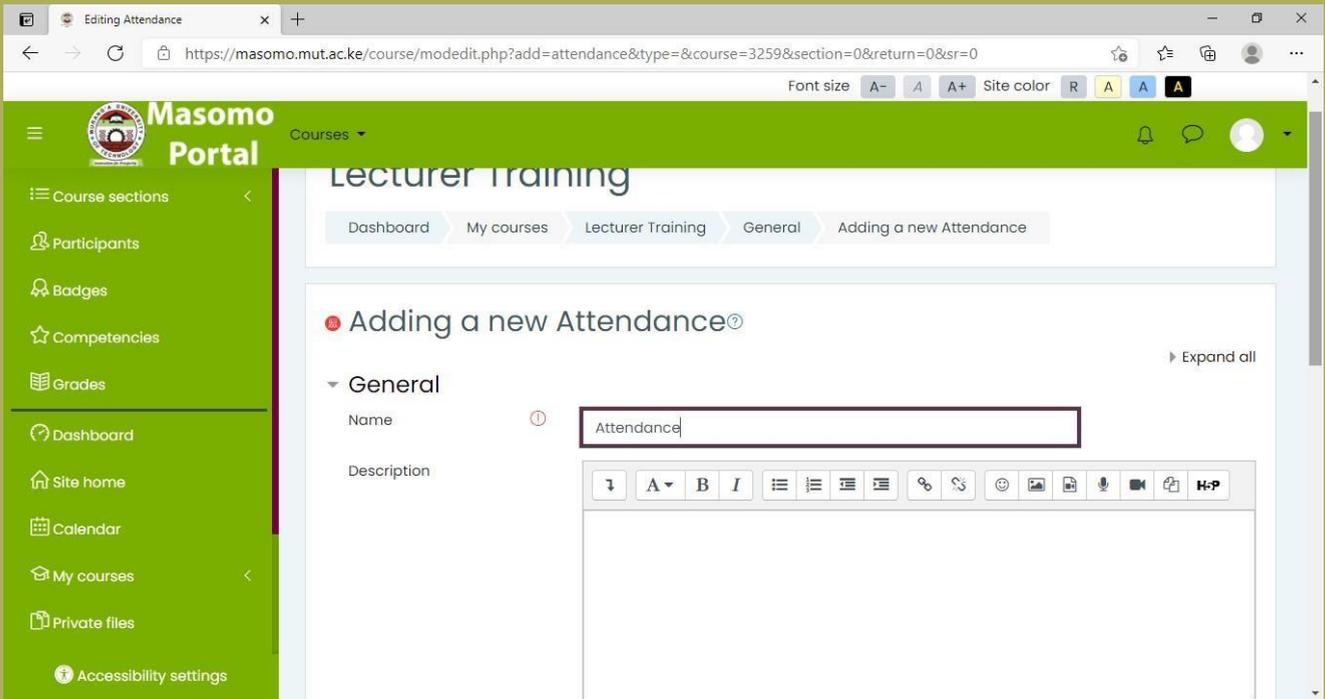
On the next screen, click add session. Then do the following:

Fill in the date of the first-class meeting. Click the button to "repeat the session above as follows." Place check marks next to the days your class meets (even if it just one day). For a fully online course, just check Monday. Fill in the last day your class meets. Click Add.

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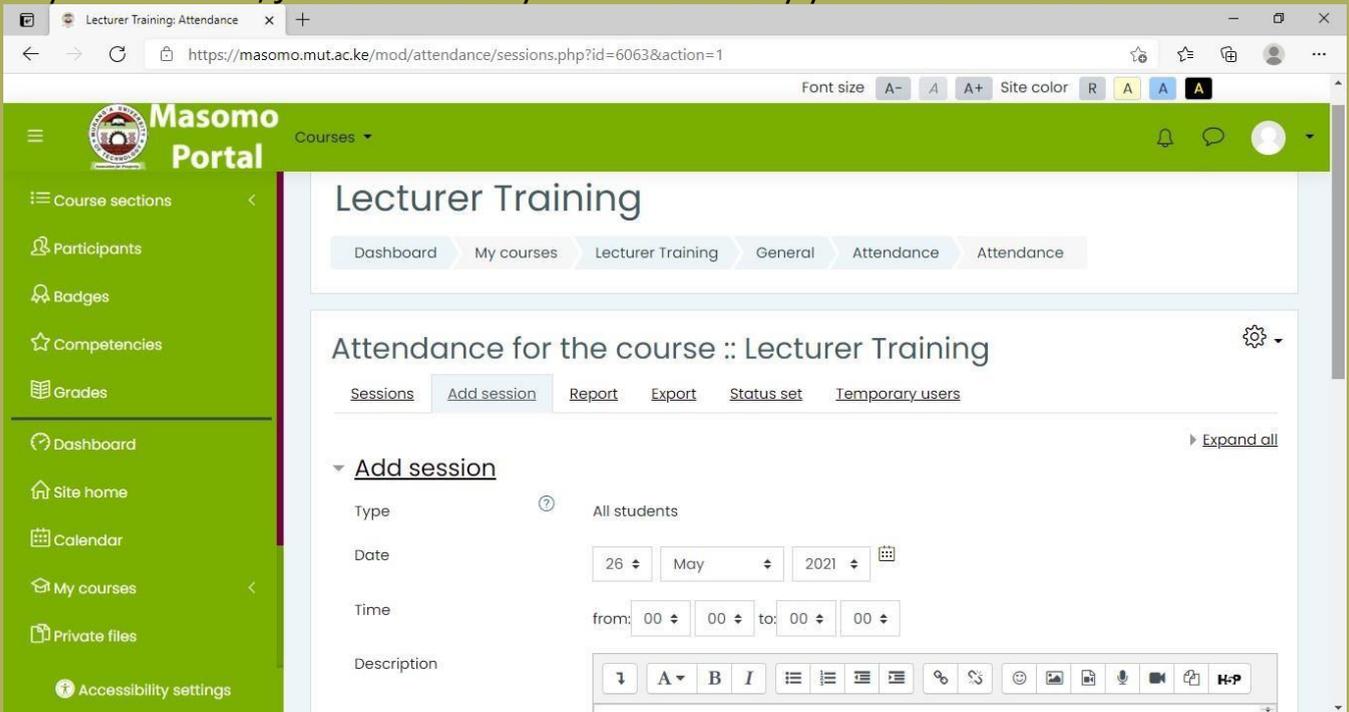
You'll now see all your class sessions. You may find it easiest to have them displayed by Week or Day. You can make that change at the upper right. To take attendance, click on the right arrow to the right of the class meeting.

Create and grade quizzes in eLearning Portal

eLearning Portal 's term for any standardized assessment is "quiz." This tool can be used to create anything from brief, low-stakes assessments to final exams.

To create a quiz:

From the *Gear icon* in the upper right of your course page, **choose** *Turn editing on*.

Go to the section where you want to add the assignment. **Click** *Add an activity or resource.*

Scroll down. **Click** *Quiz.* **Click** *Add.*

Fill in the *Name* field. This is the name that will appear to students on the course page. Use the Description field to tell what the quiz covers, the type of questions, the time limit and any other important information. Set the quiz timing, and **choose** *Open attempts are submitted automatically.*

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Under Review options, it's recommended to place check marks in the boxes for review *Immediately after the attempt* (the first 2 minutes after the quiz is submitted) and others, as you choose.

Click *Save and display* at the bottom of the page. Then **click** *Edit quiz.*

On the editing page, **click** the *Add* button and **choose** *+ a new question.*

Choose the type of question you want to create. The most commonly used are at the top of the list.

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Fill in the *Name* field with a number or short tag line. Students will not see this name. It's just for your convenience in editing the quiz. **Type** or paste in the question. **Enter** the number of points this question is worth.

Choose how many correct answers the question will have. Then **fill in** the answer choices. Indicate the correct answer by choosing 100% under Grade for that answer choice.

At the bottom on the page, **click** *Save changes*. This will take you back to the editing page. **Click** *Add* to create another question. When you're done, be sure that the total points of the questions equal the Maximum, or if necessary, adjust that value and **click** *Save*.

When you're finished editing the quiz, return to the course page.

To grade quizzes:

On the course page, **click** on the quiz you want to grade.

Click the *Attempts* link.

Click *Requires grading* for the item you want to grade. If the entire quiz needs grading, instead **click** *Review attempt* in the far-left column.

Click *Make comment or override points.*

Enter any comments and the points earned.

Scroll down and **click** *Save* at the bottom of the page. You can then close the pop-up window that contains the question and move on to the next question.

Create and grade assignments in eLearning Portal

Assignments allow students to submit files for grading in a way that links to the grade book.

To create an assignment:

From the *Gear icon* in the upper right of your course page, **choose** *Turn editing on*.

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Go to the section where you want to add the assignment. **Click** *Add an activity or resource.*

Click *Assignment.* **Click** Add.

Fill in the *Name* field. This is the name that will appear to students on the course page. Place the assignment directions in the Description field. This can include web links, links to Word or PDF documents, or images if needed.

Under Availability, you have the option to set start and end dates for assignment submissions as well as the due date. Under Submission types, be sure that File submissions is checked. You can also allow submission of multiple files and limit the file types.

Under Feedback types **check** *Feedback files*. This will allow you to upload student papers with your comments on them. Under Grade, **fill in** the appropriate number of points.

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Other options on this page include setting up notifications when submissions are made. When you're finished, **click** *Save and return to course* at the bottom of the page. You will see the Assignment link on the course page.

If you need to make changes to an assignment after it's created, **click** the *Edit* button next to it. Then **choose** *Edit settings.*
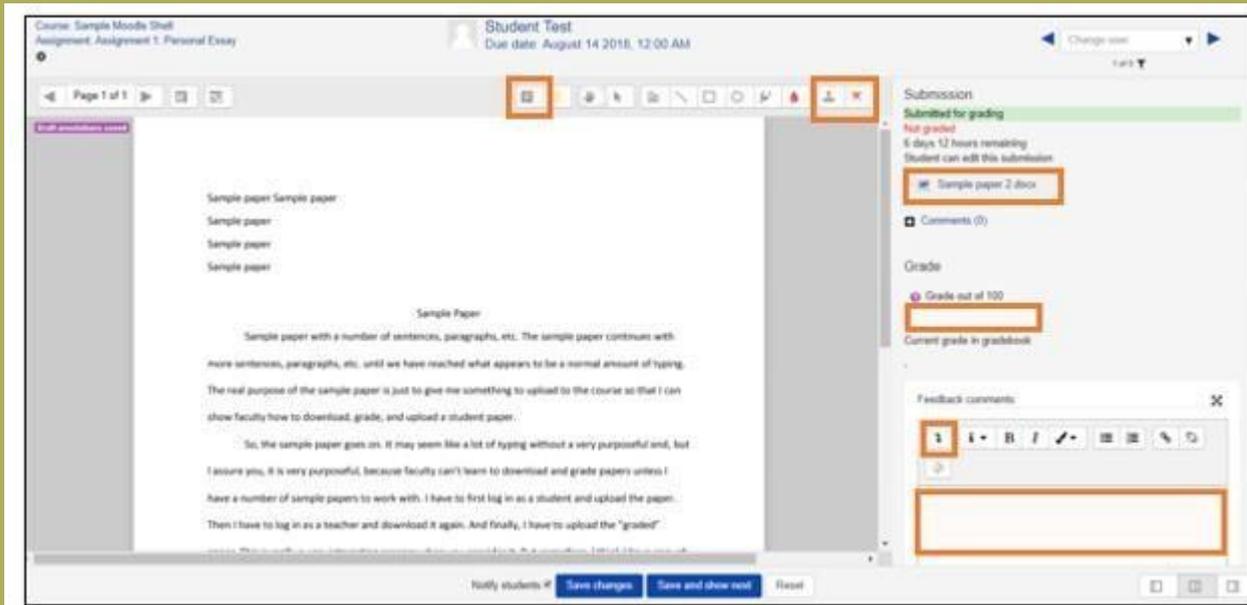
To grade assignments:

**Click** on the assignment on your course page.

The next page will show you the number of submissions. To see a detailed list, click View all submissions. To load the first assignment for grading, **click** *Grade.*

Depending on the assignment and the type of feedback you want to give, you can use the PDF editor to put notes directly on the assignment on the screen, download the assignment to put notes on it, put notes in the Feedback comments field, or any combination of these.

In the PDF editor, the most useful tools are the comment box and stamp, highlighted below. To download the assignment, click on the link to it. Click the down arrow to expand the editing tools for the Feedback comments field. **Fill in** the number of points earned in the *Grade* field.

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Once the assignment is graded, you'll see any comments you inserted on the paper, any notes in the Feedback comments, and the attached file, if any. To go on to the next paper, **click** *Save and show next.* Clicking the link to the assignment that appears in the upper left of the screen will take you back to the Grading summary page.
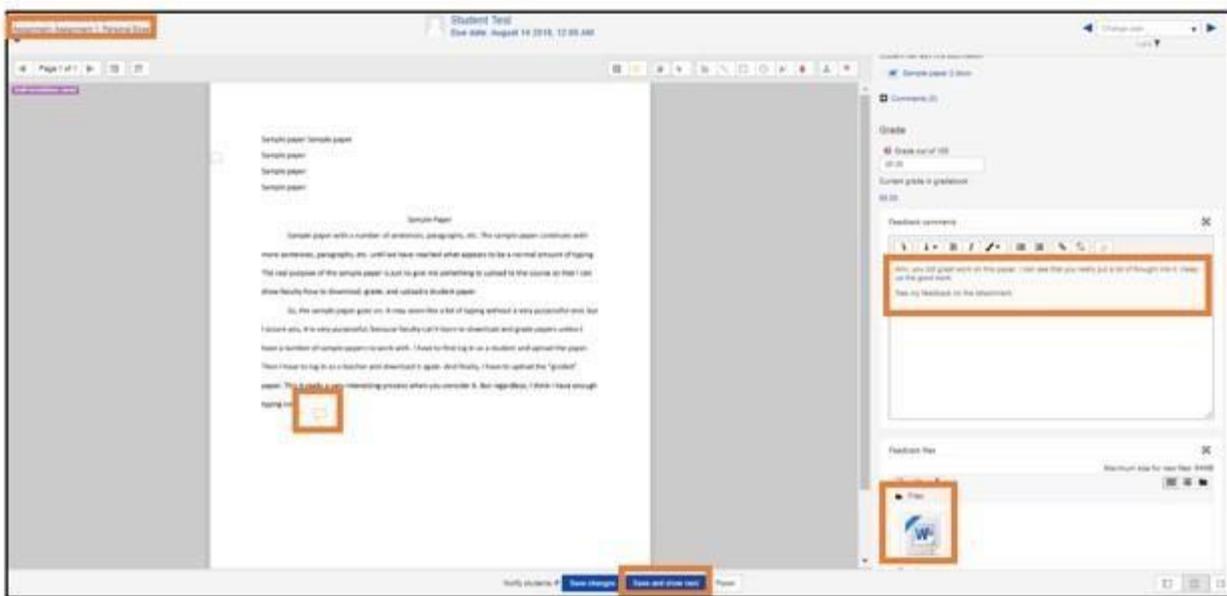
From the Grading summary page, you can click View all submissions to see which assignments have been graded. Grades can also be entered directly into this page if necessary. If you enter grades here, be sure to **click** *Save all quick grading changes.*

Create Virtual Lecture Link in eLearning Portal

A virtual classroom LMS is an eLearning tool that brings your students closer to the Lecturer. Virtual Classroom Platform is a built-in video conferencing tool, designed to open up the power of virtual collaboration in real time. Virtual Classroom LMS Features.

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It is definitely a better way to learn and collaborate because it simulates a real classroom session. From the *Gear icon* in the upper right of your course page, choose *Turn editing on*.

Go to the section where you want to add the assignment. Click *Add an activity or resource*.

Click *BigBlueButton*. Click Add.

Fill in the *Virtual Class Name* field. This is the name that will appear to students on the course page.

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▸ View for recording

▾ Lock settings

☑ Disable webcams

☑ Disable microphones

☑ Disable pri...

☐ Disable public chat

☐ Disable shared notes

☐ Hide user list

☐ Lock room layout

☐ Ignore lock settings

☐ Allow ignore locking settings

Disable the features to have moderation in the virtual class

▾ Schedule for session

Join open   26 ⬍ May ⬍ 2021 ⬍ 13 ⬍ 32 ⬍ 📅 ☑ Enable

Join closed 26 ⬍ May ⬍ 2021 ⬍ 13 ⬍ 32 ⬍ 📅 ☑ Enable

▸ Common module settings

▸ Restrict access

▸ Activity completion

▸ Tags

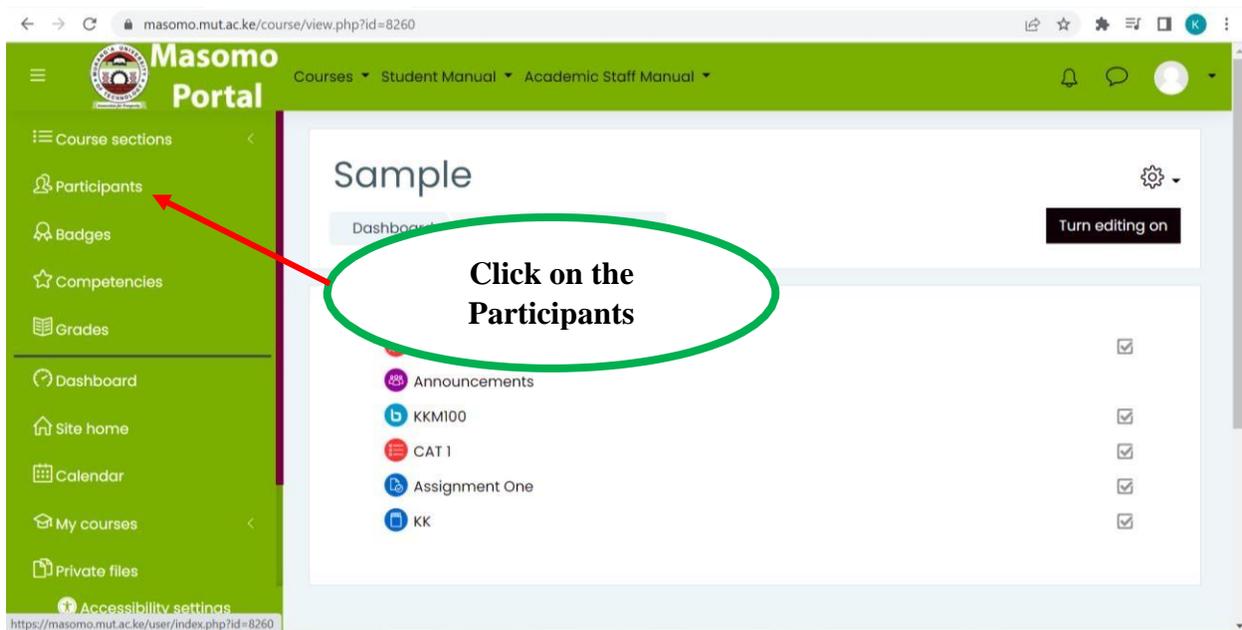▸ Competencies

Save and return to course   Save and display   Cancel
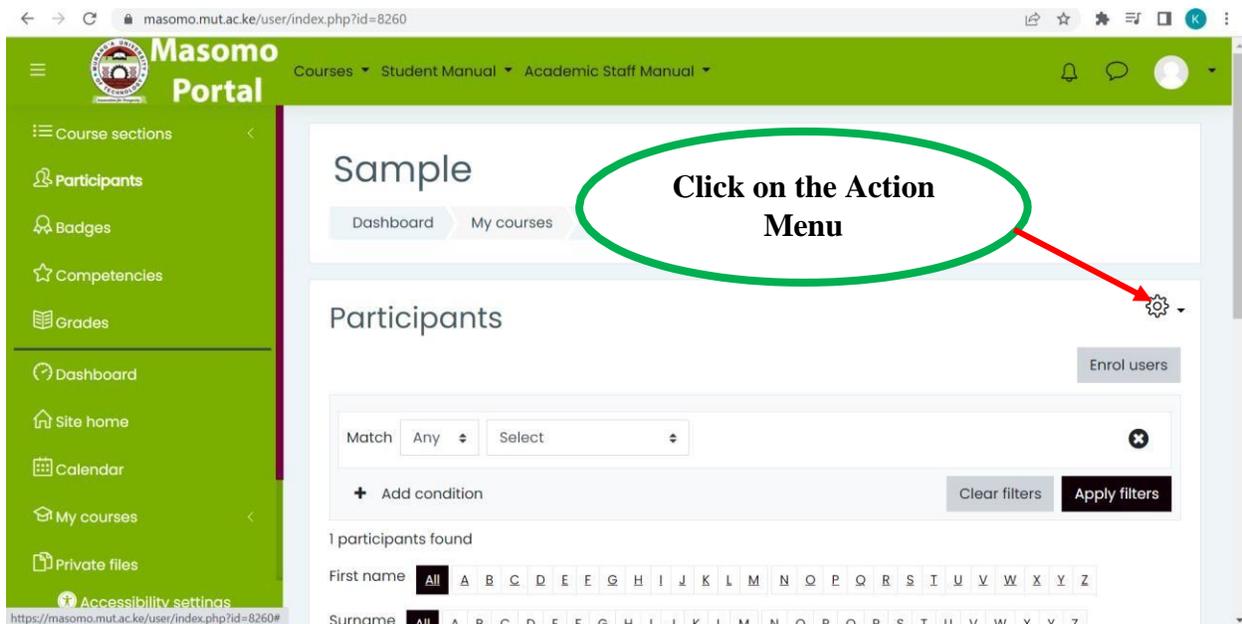
There are required fields in this form marked ⓘ .

Schedule the Virtual Lecture Class

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MANUAL ON HOW TO CREATE AN ENROLLMENT KEY

Once in **Masomo Portal**, on the dashboard select the unit of interest and click on the **participants icon** as shown above.

Then, click on the **Action Menu** as shown below.

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TO CREATE AN ENROLLMENT KEY

On the **Action Menu**, click on the **Enrollment Methods** and on the **Add Methods**, choose **Self Enrollment.**

Once you have entered **the Enrollment Key** of your choice (Preferably the **Unit Code**) and selected "**Yes**" on the use group enrollment key, navigate downwards and select **Add Methods**.

STUDENT VIEW

Student will be required to Enter the given Enrollment Key