



**Moodle User Guide**  
**(Revised: September 2021)**

## **1. Introduction**

Moodle is the Learning Management System used by KCA University to supplement classroom learning. Through the Moodle LMS, you shall be able to access your learning resources (notes, video & audio content etc.) and participate in assessment activities such as Discussion Forums, Assignments, Quizzes, CATs, Term papers etc.

All students are required to actively engage in Moodle as guided by your respective lecturers.

This Moodle Guide is a reference manual for students in using the Moodle LMS in the course of your studies at KCA University. It has the following Subsections:

- a. Moodle Access
- b. Enrolling Units on Moodle
- c. Unenrolling units on Moodle
- d. Moodle and Related Support Contacts

## 2. Moodle Access

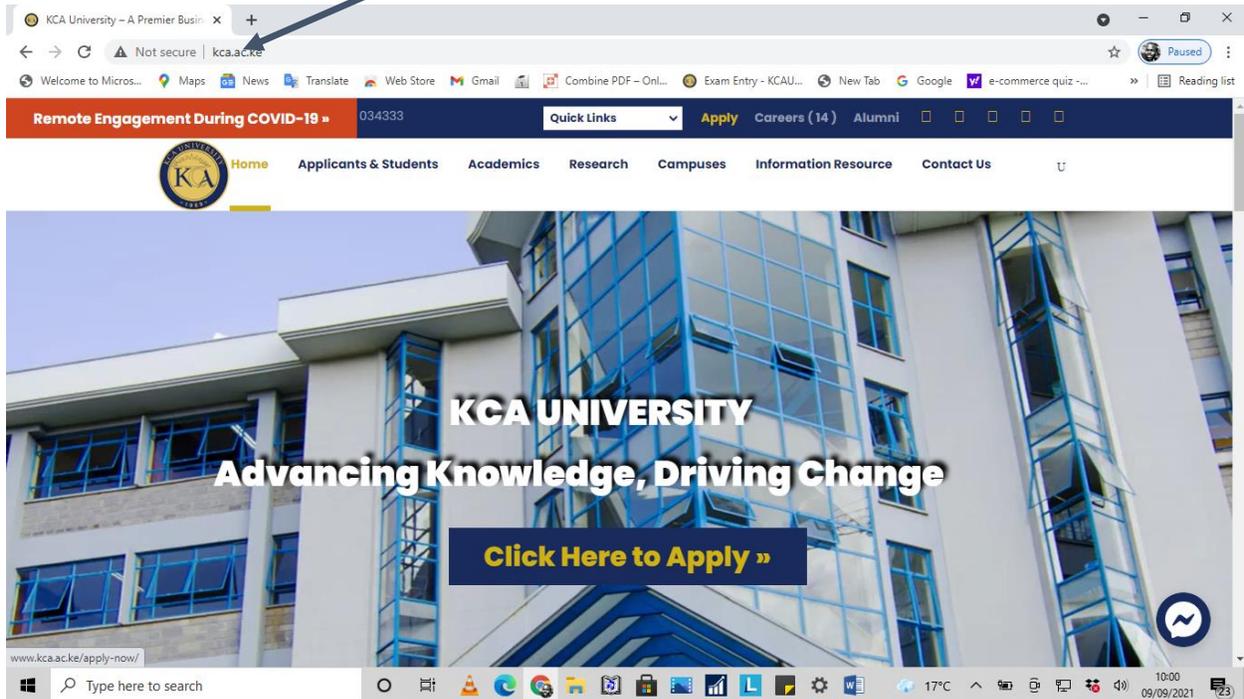
### 2.1.Important Notes for Moodle Access

- a. Your Moodle account will be active under the following conditions:
  - i. You are a bonafide KCA University Student with an official Student Number e.g. 21/02345
  - ii. You have a KCA Student Email address that is automatically activated within 24 hours of your registration. The Student Email takes the form: 2102345@students.kca.ac.ke where your student number is 21/02345. (Refer to a separate Student Email Login Instructions document that is downloadable under *Quick Links* in the University Website for accessing your email
  - iii. You have registered for the current trimester and paid at least the 1<sup>st</sup> fee installment.
- b. In the course of the trimester, your Moodle account may be deactivated if you default on fee payment obligations as per Students Finance policy. In this case, you are advised to visit the Students Finance Office or write an email to [billing@kca.ac.ke](mailto:billing@kca.ac.ke) for assistance.
- c. If your Moodle is inactive but not for financial reasons, please write an email to [moodle\\_support@kca.ac.ke](mailto:moodle_support@kca.ac.ke) or visit the Distance Learning Office in Main Campus or the ICT Office in your respective campus for assistance.

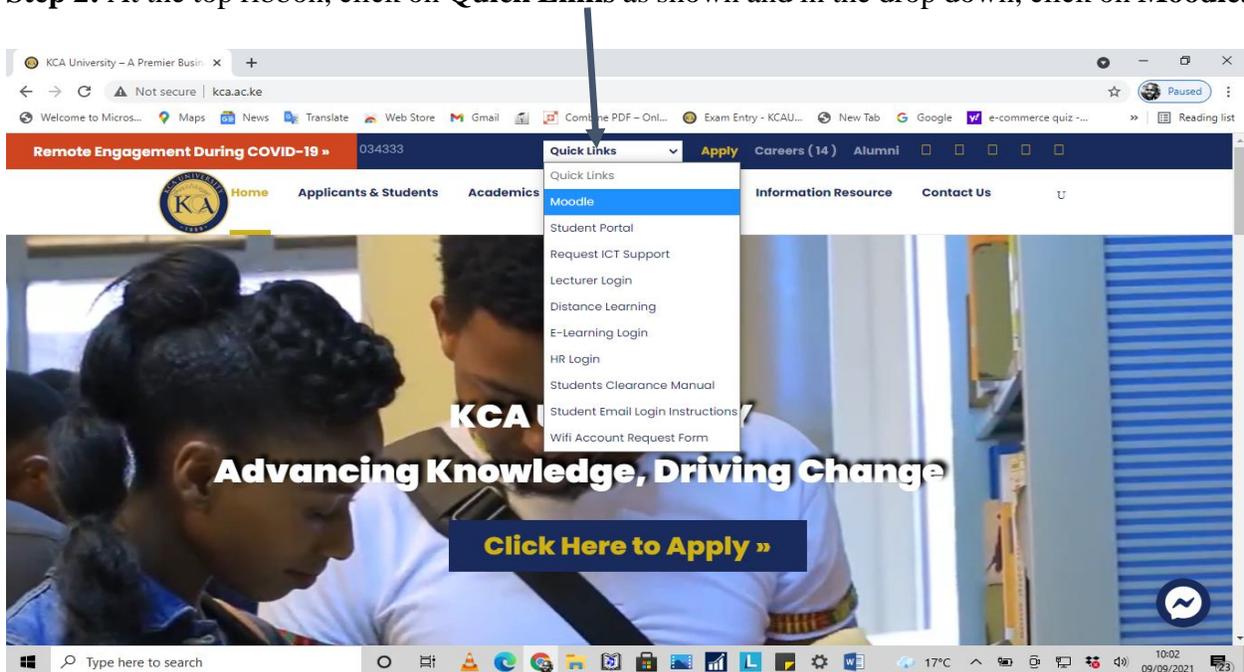
## 2.2.Moodle Access Procedure

Please follow the following procedure to access your Moodle Account:

**Step 1:** Open your browser (e.g. Google Chrome, Mozilla Firefox, Microsoft Edge etc.) and visit the university website: [www.kca.ac.ke](http://www.kca.ac.ke)

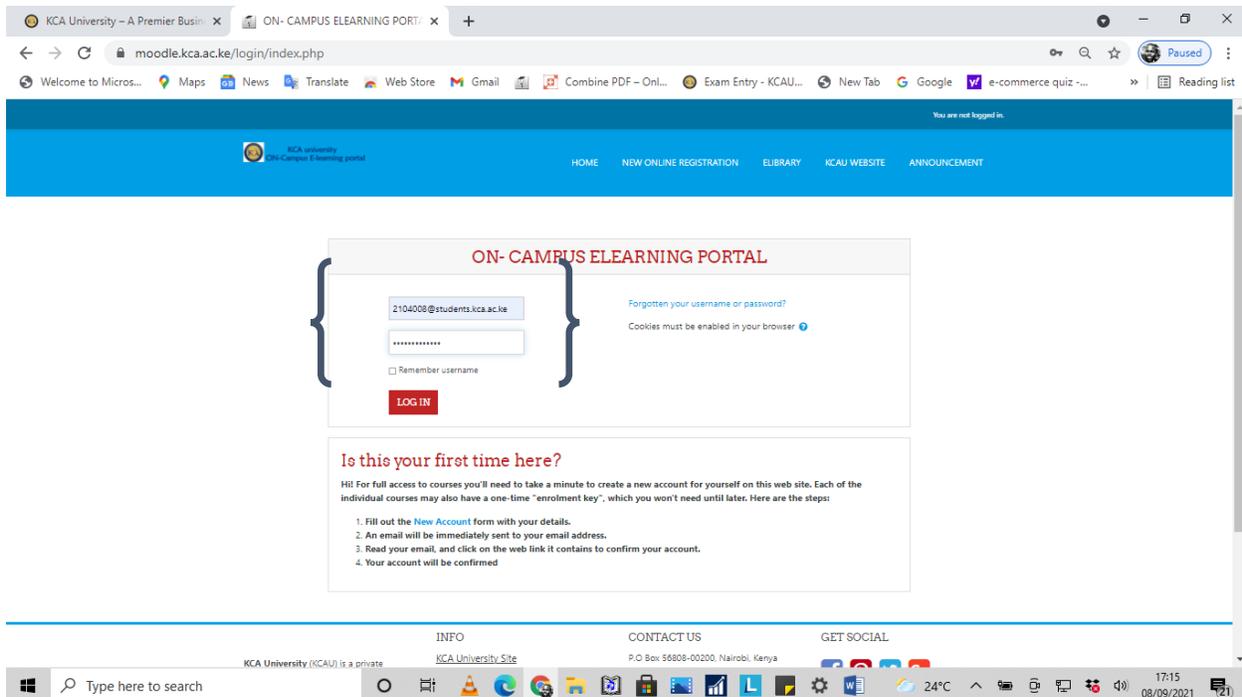


**Step 2:** At the top ribbon, click on **Quick Links** as shown and in the drop down, click on **Moodle**.

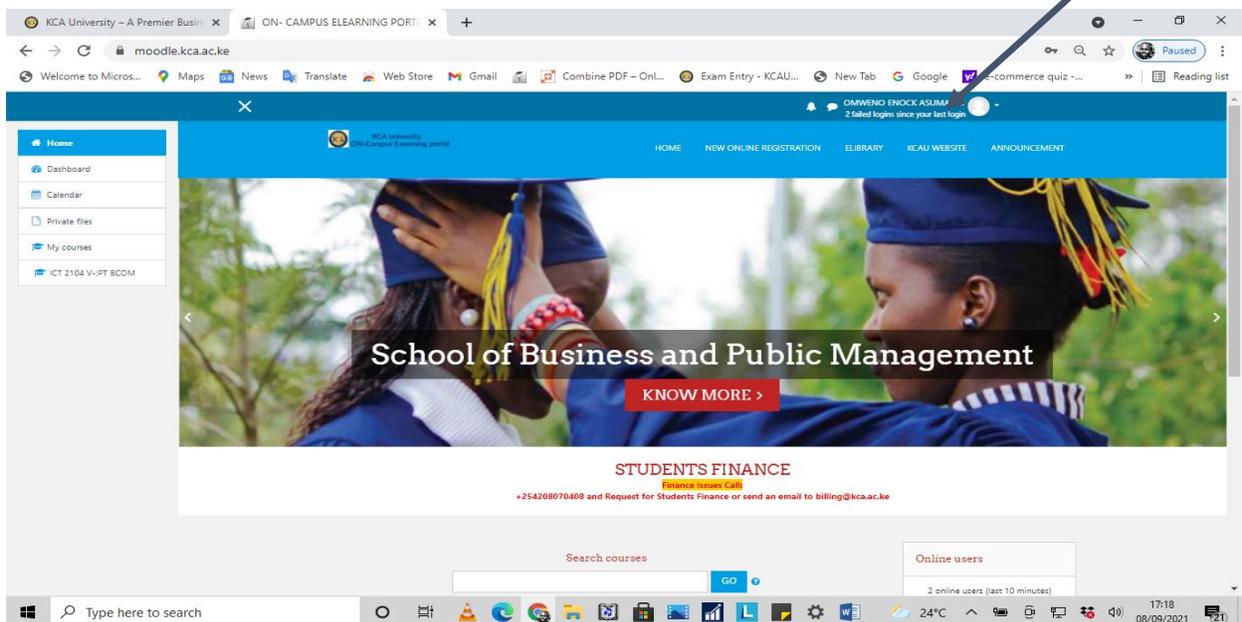


Moodle LMS will open as shown below.

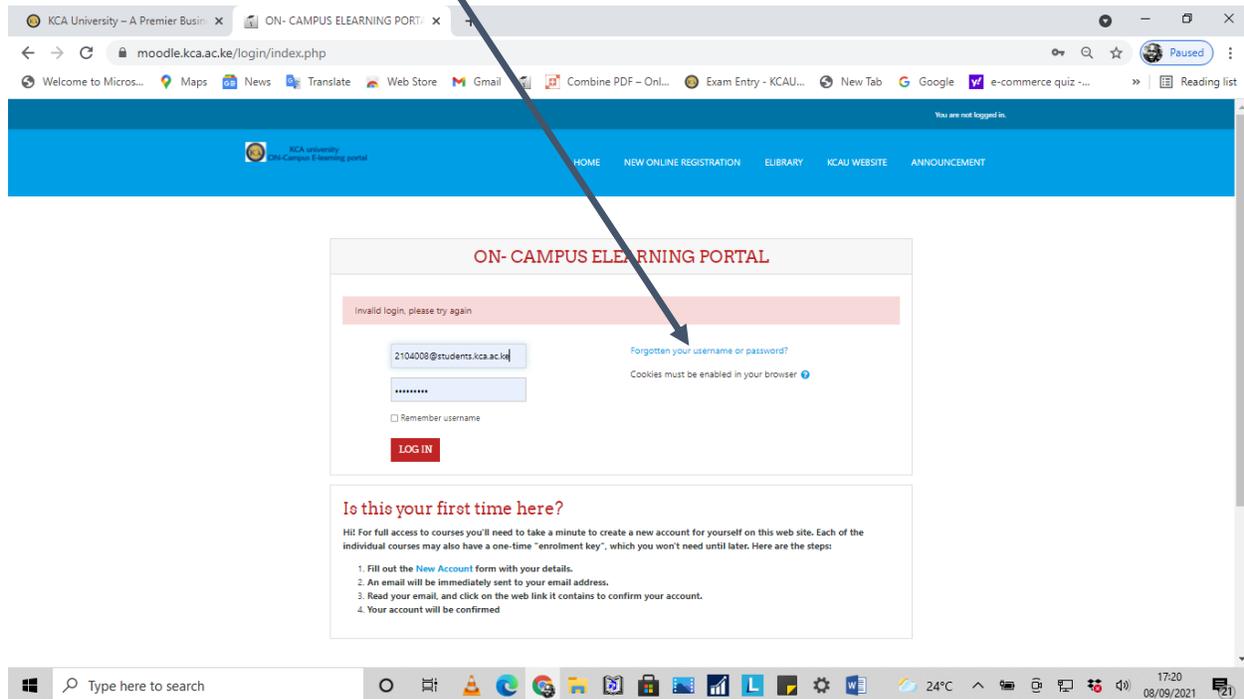
**Step 3:** Enter your username (as your student email) and password (shared in your student email) in the section shown below and Click on **LOG IN** Button.



**Step 4:** If you successfully login, your page should look like the image below with your name displaying as shown:



**Step 5:** If you fail to successfully login, having entered your username and password correctly (and not because your account has been deactivated due to school fee issues), please click on [Forgotten your username or password?](#) link as shown below and follow provided procedure to reset your password.



### **Important Note:**

If your Moodle is inactive but not for financial reasons, please write an email to **moodle\_support@kca.ac.ke** or visit the Distance Learning Office in Main Campus or the ICT Office in your respective campus for assistance.

### 3. Enrolling Units on Moodle

#### 3.1.Introduction

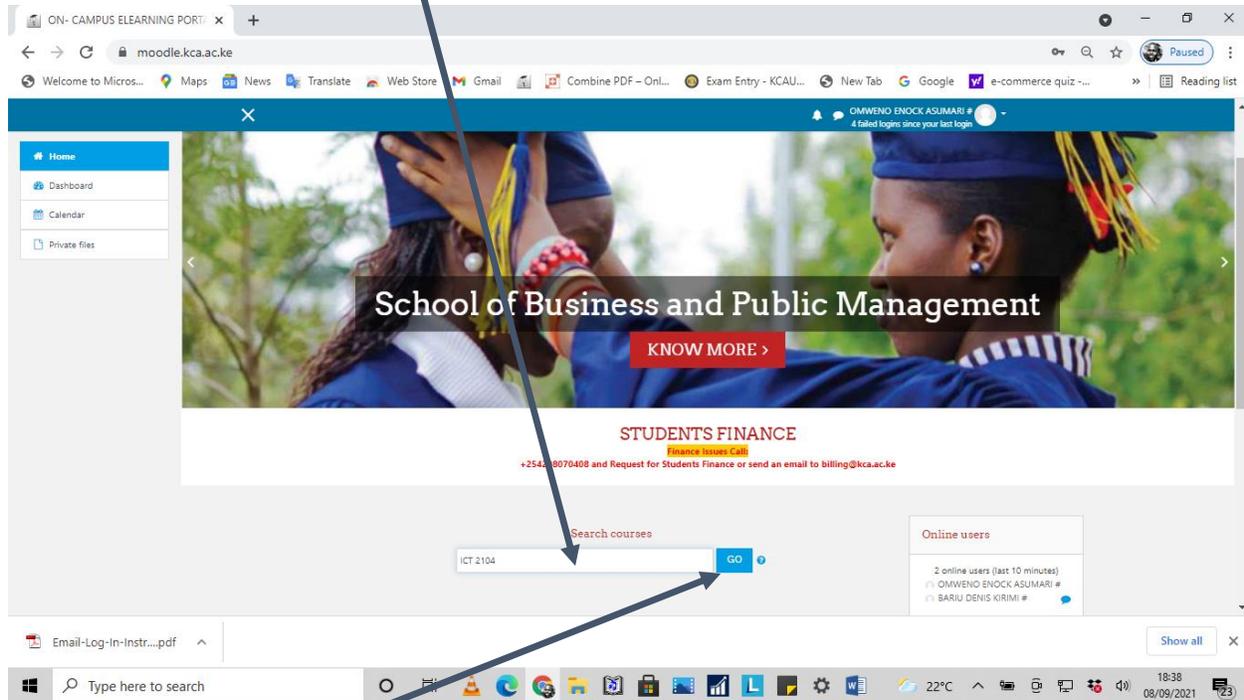
- a. Students are required to enroll in their respective units on the Moodle platform as per the steps provided below.
- b. Students should only enroll in the units that they are already registered for in the student portal and paid fees for.
- c. Enrolment in the Moodle Units (Courses) shall be done using Enrolment Keys provided by the Unit Lecturers.
- d. Students **MUST ONLY** enroll in the units taught by their respective lecturers.

#### 3.2.Procedure for Enrolling in Moodle Units (Courses)

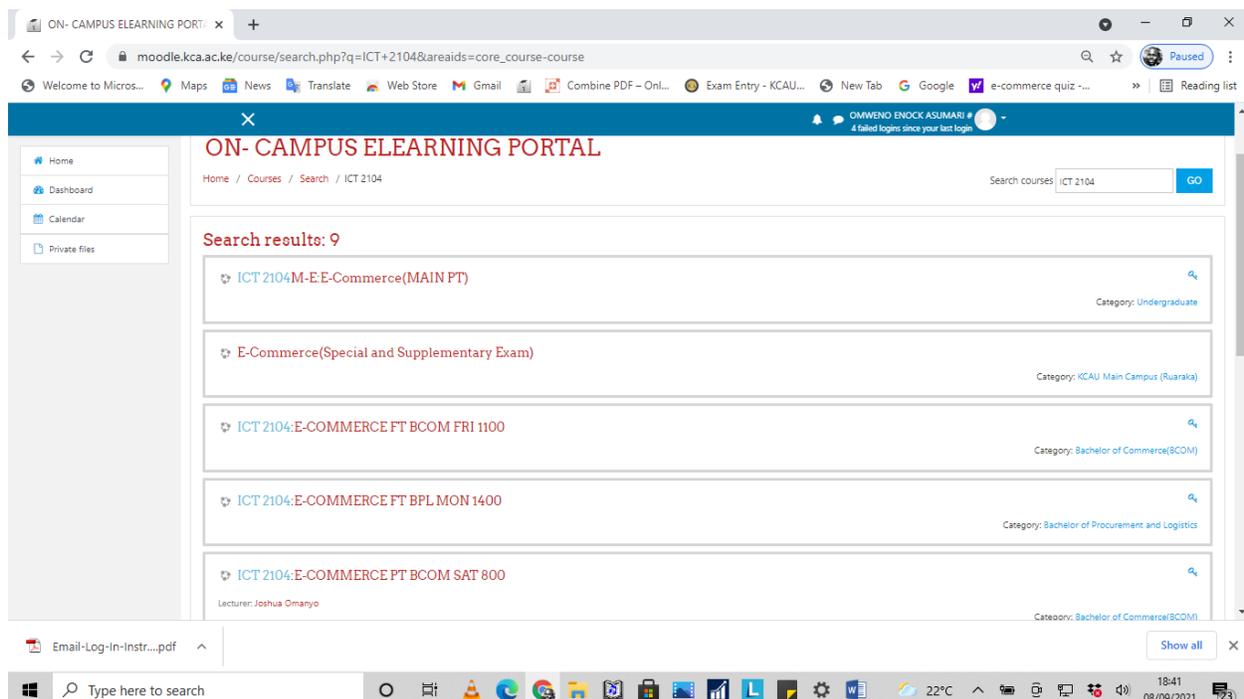
**Step 1:** Access the Moodle Platform and enter your username (as your student email) and password in the section shown below and Click on **LOG IN** Button.

The screenshot displays the Moodle login interface for KCA University. At the top, a blue navigation bar contains the university logo and links for HOME, NEW ONLINE REGISTRATION, ELIBRARY, KCAU WEBSITE, and ANNOUNCEMENT. The main content area is titled 'ON-CAMPUS ELEARNING PORTAL' and features a login form. The form includes a text input field for the username (pre-filled with '2104009@students.kca.ac.ke'), a password field (masked with dots), and a 'Remember username' checkbox. A prominent red 'LOG IN' button is positioned below the form. To the right of the form, there are links for 'Forgotten your username or password?' and a note about cookies. Below the login form, a section titled 'Is this your first time here?' provides instructions for new users, including filling out a 'New Account' form, receiving an email, and confirming the account. The footer of the page contains contact information for KCA University, including the address 'P.O. Box 56808-00200, Nairobi, Kenya' and social media links. The browser's address bar shows 'moodle.kca.ac.ke/login/index.php' and the system tray at the bottom indicates the date and time as 08/09/2021, 17:15.

**Step 2:** Access the **Search Courses** section and enter the Unit Code of the unit you intend to enroll in e.g. **ICT 2104** for the BCOM E-Commerce Unit. For accurate search results, mind the single space between the letter part and the numerical portion of the Unit Code.

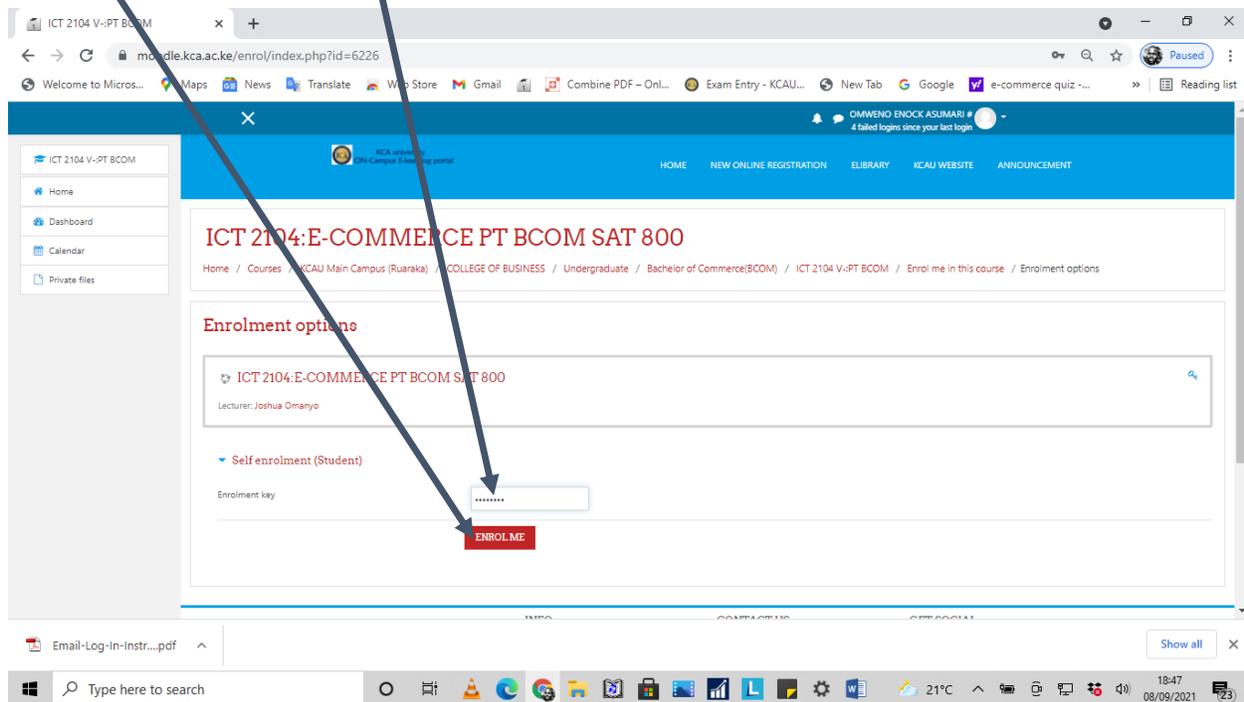


**Step 3:** Click on **GO** button or Enter in your keyboard to display the Search results as shown below:

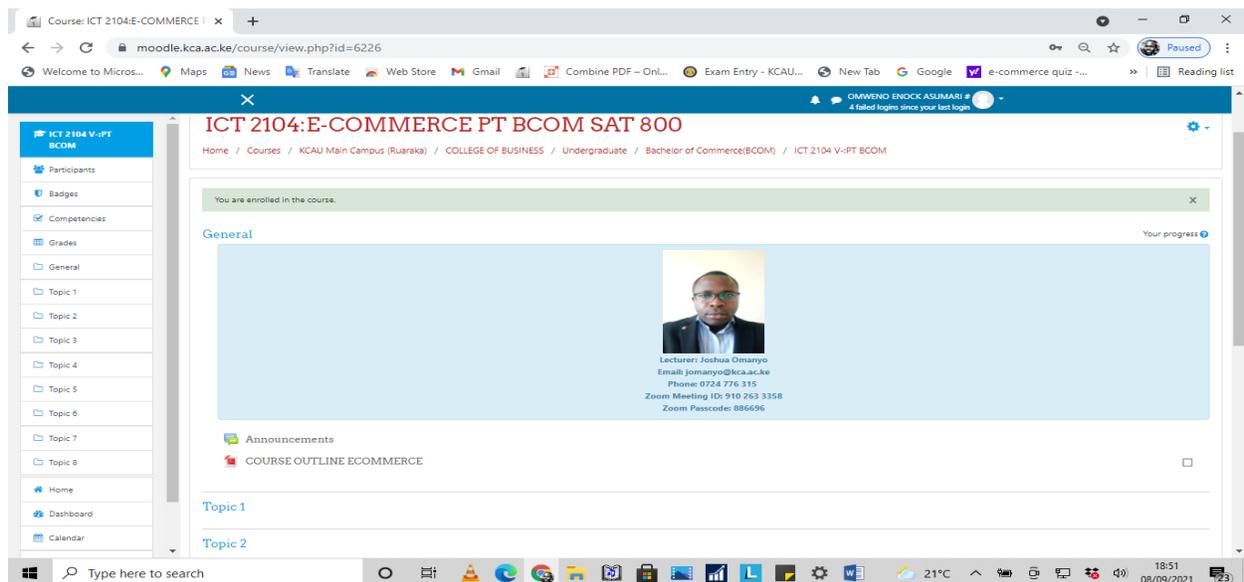


**Step 4:** Click on the Unit Name link that reflects the exact unit and name of lecturer that you are looking for. In this case, we shall click on the **ICT 2104: E-COMMERCE PT BCOM SAT 800, with Lecturer: Joshua Omanyo**, that exactly reflects the class that I am attending.

**Step 5:** Enter the Enrolment Key (as provided by the unit lecturer) in the indicated area and click on **ENROL ME** as shown below.



**Step 6:** You should see the Unit Page for your unit as shown below.



Step 7: Click **HOME** and repeat the same procedure for all the units you are undertaking in the trimester.

## 4. Unenroling a Unit from Moodle

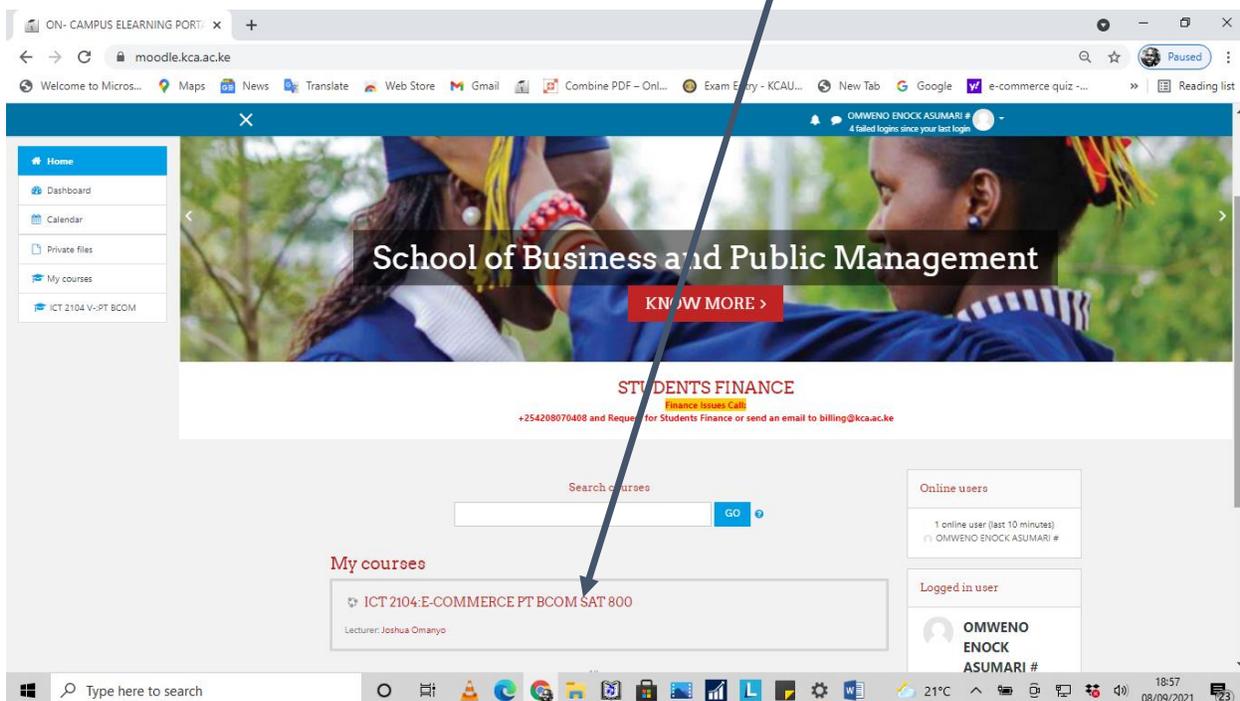
### 4.1.Introduction

You may have enrolled in a unit but for some reason (e.g. having enrolled a wrong unit; having deregistered a particular unit in the course of the trimester or proceeded on academic leave) you need to drop the unit from your Moodle list of enrolled courses.

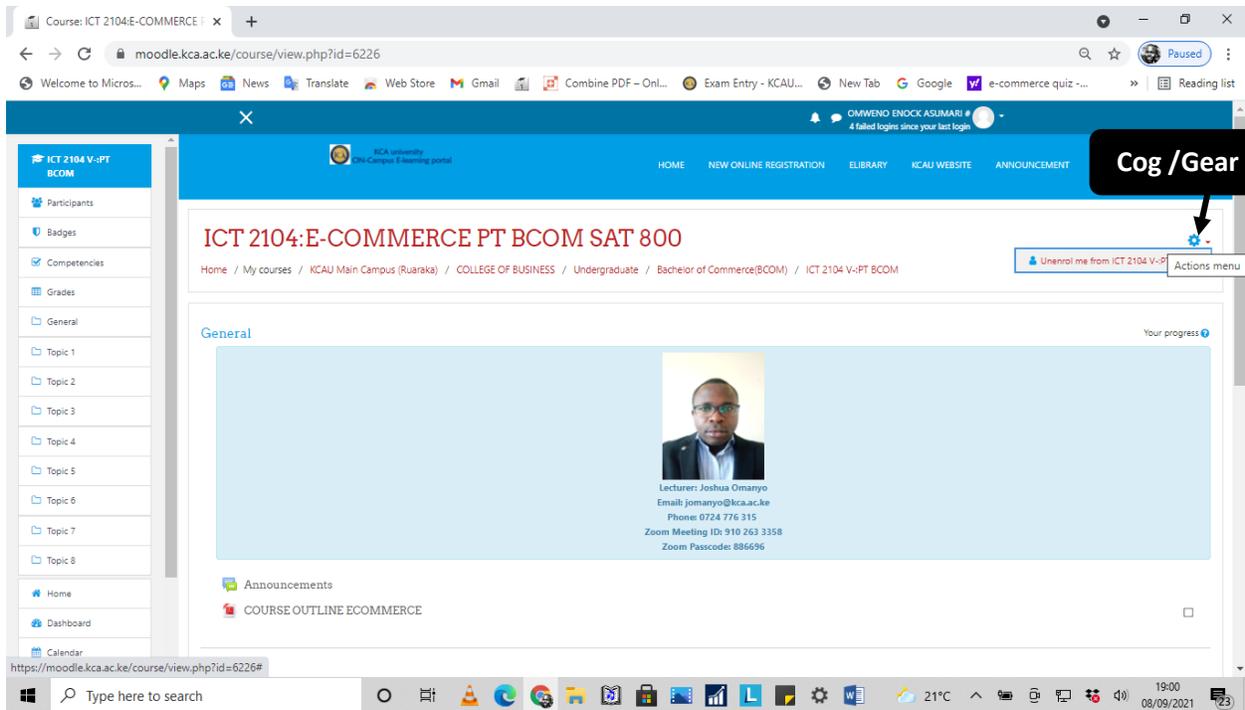
### 4.2.Procedure for Unenroling from Moodle Units (Courses)

**Step 1:** Login to your Moodle Account.

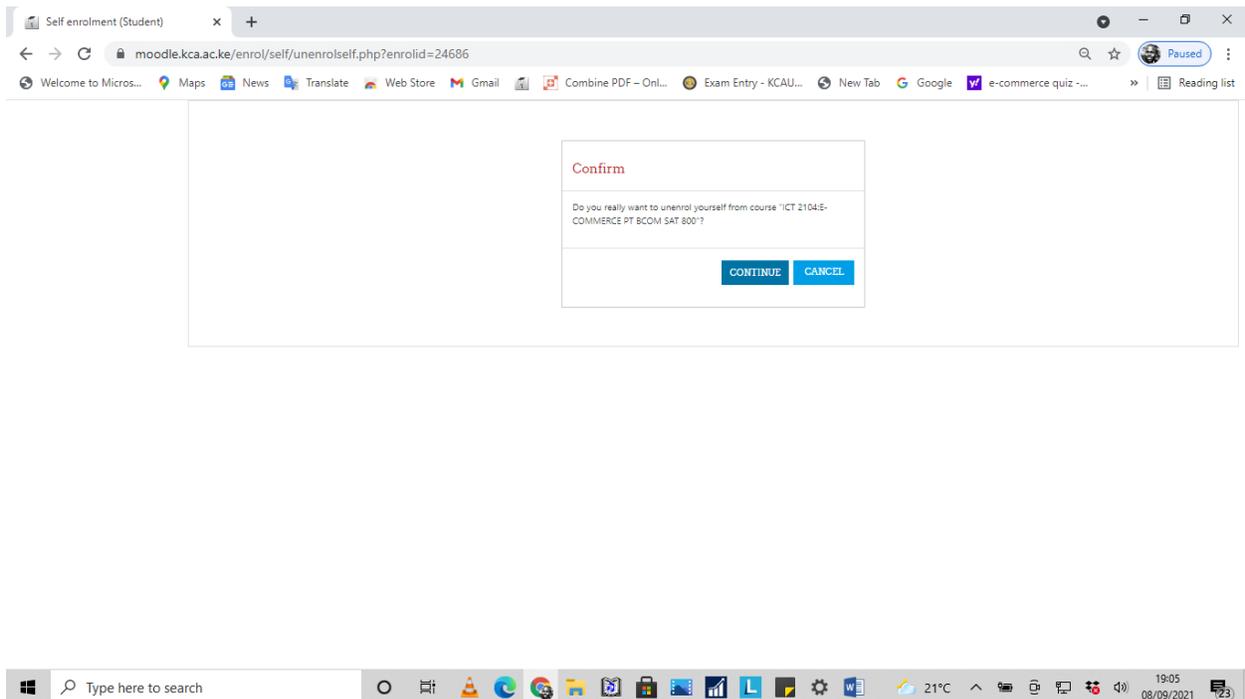
**Step 2:** Click on the Unit you wish to unenrol e.g. Click on the **ICT 2104: E-COMMERCE** unit as shown below.

The screenshot shows a web browser window displaying the Moodle LMS interface. The browser's address bar shows 'moodle.kca.ac.ke'. The page features a blue header with the user's name 'OMWENO ENOCK ASUMARI #' and a notification '4 failed logins since your last login'. Below the header is a banner for the 'School of Business and Public Management' with a 'KNOW MORE >' button. A 'STUDENTS FINANCE' section provides contact information: '+254208070408 and Request for Students Finance or send an email to billing@kca.ac.ke'. A search bar for courses is visible. The 'My courses' section lists one course: 'ICT 2104: E-COMMERCE PT BCOM SAT 800' with the lecturer 'Joshua Omanyo'. On the right, there are sections for 'Online users' (1 online user) and 'Logged in user' (OMWENO ENOCK ASUMARI #). The Windows taskbar at the bottom shows the date as 08/09/2021 and the time as 18:57. A blue arrow points from the text 'Click on the ICT 2104: E-COMMERCE unit' to the course entry in the 'My courses' section.

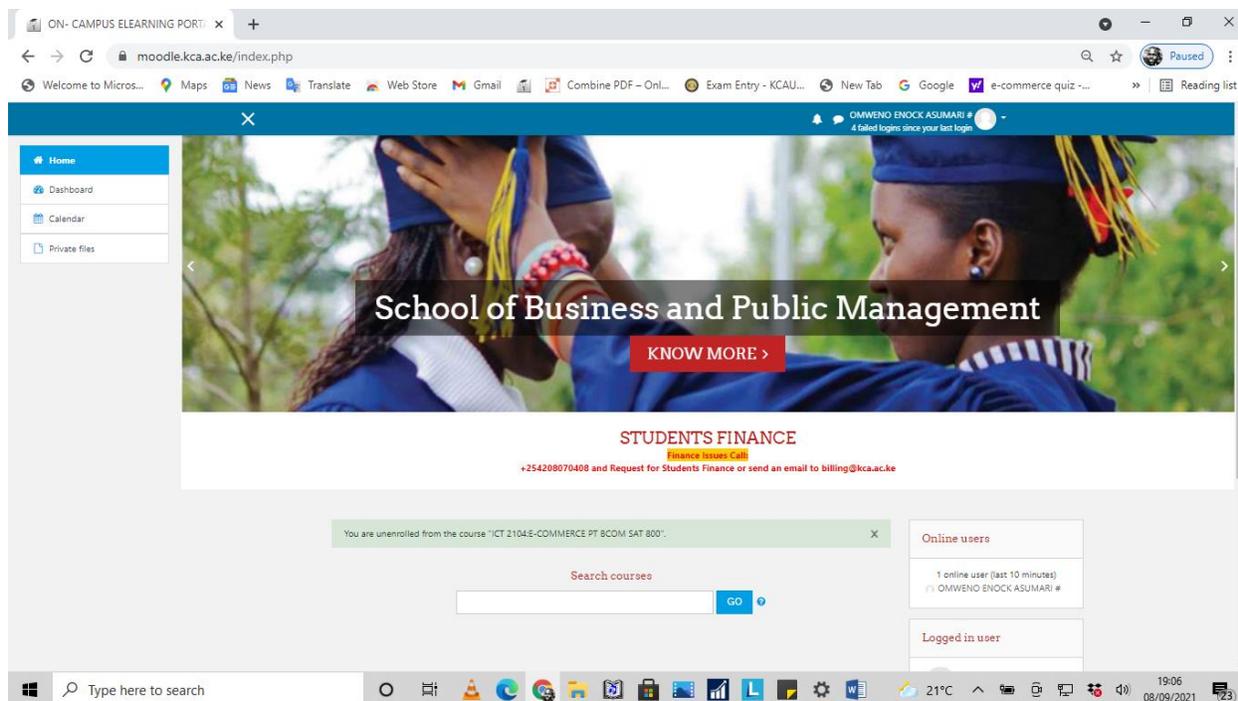
**Step 3:** When the Unit Page displays, Click on the Gear / Cog icon in the top right area of your unit page as shown below and click on the **Unenrol me from ICT 2104** (*the code for your unit will apply here*) link.



**Step 4:** Moodle shall prompt you to confirm this action (Unenrolling the Unit) as per the below screen. Click CONTINUE button to proceed to unenrol (or CANCEL if you are not sure).



**Step 5:** The unit will be unenrolled from your page and you shall see the message below (You are unenrolled from the course "ICT 2104:E-COMMERCE PT BCOM SAT 800".) to confirm successful unenrolling of the unit.



The screenshot shows a web browser window displaying the Moodle LMS interface. The browser's address bar shows the URL 'moodle.kca.ac.ke/index.php'. The page features a navigation menu on the left with options like Home, Dashboard, Calendar, and Private files. The main content area has a banner for the 'School of Business and Public Management' with a 'KNOW MORE >' button. Below the banner is a section for 'STUDENT'S FINANCE' with contact information. A green notification box at the top of the main content area displays the message: 'You are unenrolled from the course "ICT 2104:E-COMMERCE PT BCOM SAT 800".'. To the right of this message is a 'Search courses' input field with a 'GO' button. Further right, there are sections for 'Online users' (showing 1 online user) and 'Logged in user' (showing the current user).

## Important Notes

- Do not Unenroll a unit unless you are absolutely sure that it is not a unit you are undertaking in the trimester.
- On the flipside, do not stay enrolled in any unit that you are not undertaking in a particular trimester as this may bear financial and/or disciplinary implications.

## 5. Moodle Support Contacts

Technical support issues should be addressed to the following email addresses:

1. Moodle Support Issues: [moodle\\_support@kca.ac.ke](mailto:moodle_support@kca.ac.ke)
2. Students Portal, Registration issues: [sysadmin@kca.ac.ke](mailto:sysadmin@kca.ac.ke)
3. Student Email Issues: [tech\\_support@kca.ac.ke](mailto:tech_support@kca.ac.ke)