



Staff Retooling - eLearning

Training by the **KAB eLearning Unit**

Presenter



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Position : Senior E-Learning Officer

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The Team:

Members of ICT Services

- Tumusiime Robert - SEO
- Michael Mutebi – Elearning Officer - SE
- Sandra Atukwatse - Elearning Officer - DLC
- Collins Nuwagaba - Elearning Officer - SPM
- Jack Turuhohabwe - Elearning Officer – PID
- Nicholas Nkamwesiga – SEUSO
- Ray Brooks Ampaire – Sys Admin
- Collins Nowamani – Web Sys Admin
- Barigye Leodnas – Sys Admin
- **Jones Murangira – Asst. Director**
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To be Covered in this Training

By the end of this training session, the participants should be familiar with the following:

- E-Learning System Access
- Login and Profile Update
- Design your course page / Content Upload
- Activities (Assignments & Quizzes)
- Setting up Live Classes (BBB / Google Meet)
- Content Migration / Import
- **Note: All will be practical**

Elearning system Access

The E-Learning System can be accessed in the following ways:

- Visit the link: <https://elearning.kab.ac.ug>
- Username and Password
- Using KAB Email

Lets do it practically



Profile Update

To update your profile:

- Visit the link: <https://elearning.kab.ac.ug>
- Login to your account
- Click on your **name** (top right) and choose **profile**
- Under **User details** -- click **Edit Profile**
- Fill your entire profile with information
- Add a profile picture
- Click **Update Profile**

Lets do it practically

Design your course page / Content Upload

Uploading Content

- Visit the link: <https://elearning.kab.ac.ug>
- Login to your account
- Open the course assigned to you
- Click **Turn Editing ON**
- You can add an **Activity** or **Resource** or **Topic**
- Save and Return to course

Lets do it practically

Setting up a live class

Setting up a live class: BigBlueButton or Google Meet

- Visit the link: <https://elearning.kab.ac.ug>
- Login to your account
- Open the course assigned to you
- Click Turn Editing On
- Click on **Add Activity** or **Resource**
- Then choose Google Meet or BigBlueButton
- Setup the Settings
- Save and Turn Editing off

Lets do it practically

Setting up an Assignment

Setting up an Assignment:

- Visit the link: <https://elearning.kab.ac.ug>
- Login to your account
- Open the course assigned to you
- Click Turn Editing On
- Click on **Add Activity** or **Resource**
- Then choose **Assignment** Activity
- Setup the Settings
- Save and Turn Editing off

Lets do it practically

Setting up a Quiz

Setting up a Quiz:

- Visit the link: <https://elearning.kab.ac.ug>
- Login to your account
- Open the course assigned to you
- Click Turn Editing On
- Click on **Add Activity** or **Resource**
- Then choose Quiz
- Setup the Quiz Shell / Settings
- Create the questions and upload them in the Question bank
- Edit the Quiz and Add the question from question bank
- Save

Lets do it practically

Content Migration / Import

Importing Course Content from previous Course

- Visit the link: <https://elearning.kab.ac.ug>
- Login to your account
- Open the course assigned to you
- Go to course administration block – bottom left
- Find and select the old course from which to import content
- Click on **Continue -- Jump to Final Step -- Continue**

Lets do it practically

Thank you!

Questions? Thoughts? Suggestions?

