

C1



# MASOMO PORTAL LECTURER GUIDE

## MANUAL



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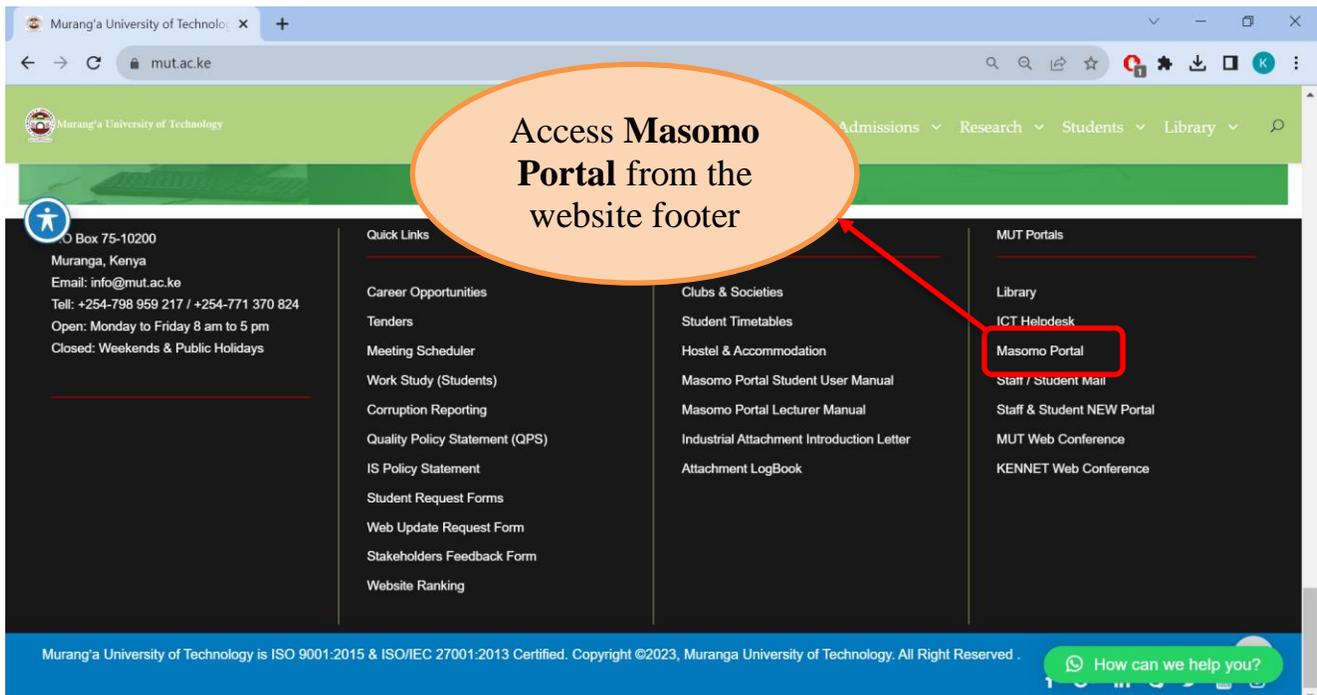
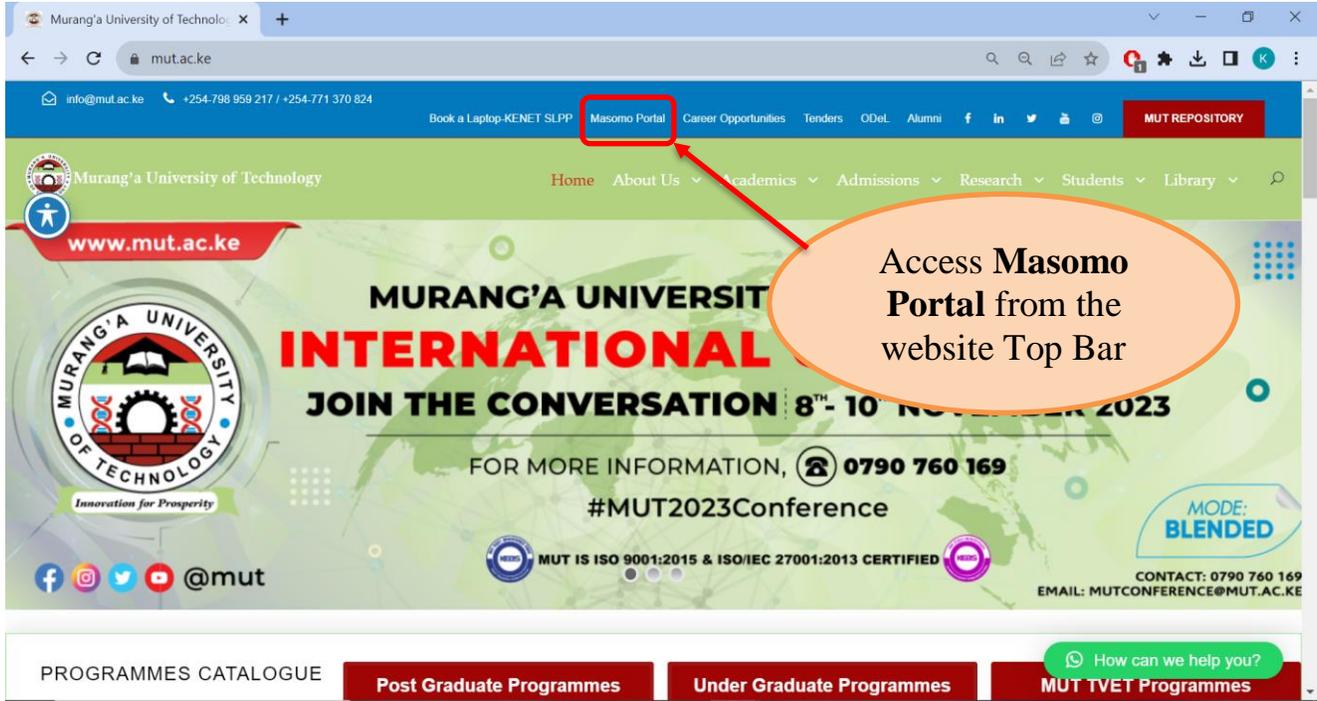
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# ACCESS MASOMO PORTAL

- ❖ Open a web browser and navigate to <https://masomo.mut.ac.ke> or Access masomo portal by navigating through our website <https://www.mut.ac.ke/>



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# LOG IN TO ACCESS UNITS

Masomo Portal

Log in to Masomo Portal

00002

Password

LOG IN

Lost password?

Is this your first time here?

STUDENTS ACCESS

- All student's accounts are already created.
- To login to the Masomo Portal, students are supposed to use their registration number as the **Username** in the format (be233/2020/2021) and use a temporary **Password** (BE233/2020/2021).

E-learning

## FOR FULL TIME LECTURERS

The lecturers will use their PF numbers as the **Username** and use their assigned **Password**.

**Example;**

Username: **002**

Password: **(Assigned password)**

## FOR PART-TIME LECTURERS

The part-time lecturers will use their MUT corporate email address as the **Username** and use their assigned **Password**.

**Example;**

Username: [pt@mut.ac.ke](mailto:pt@mut.ac.ke)

Password: **(Assigned password)**

**NOTE:** Staff are expected to change their passwords upon logging in their masomo portal.

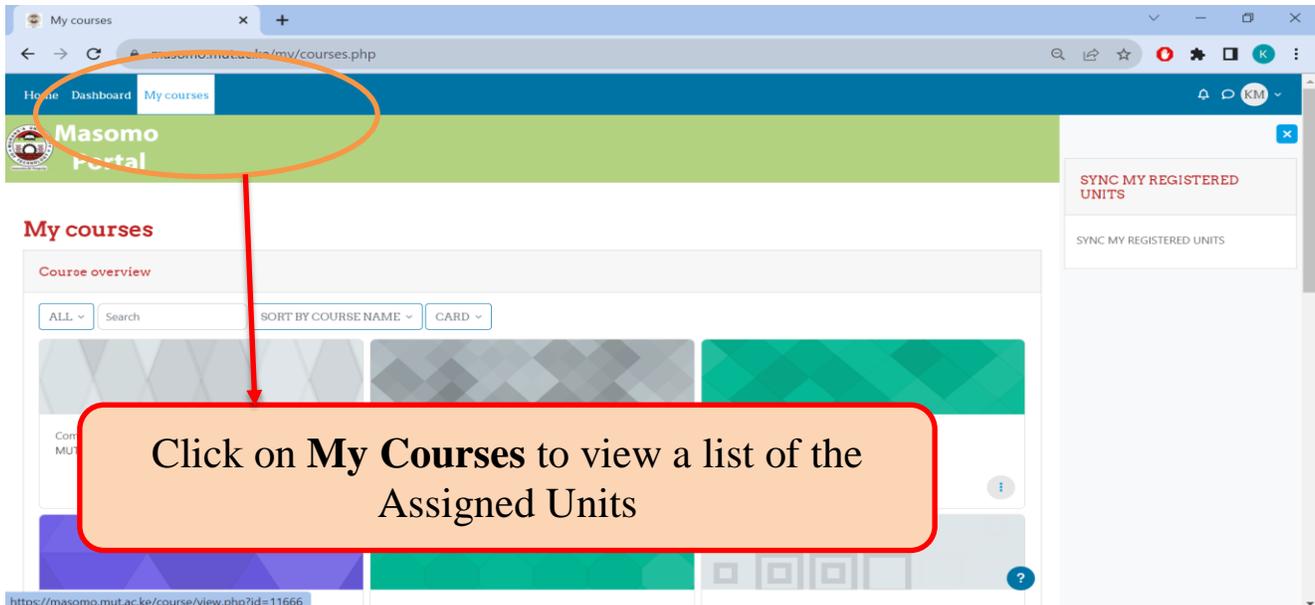


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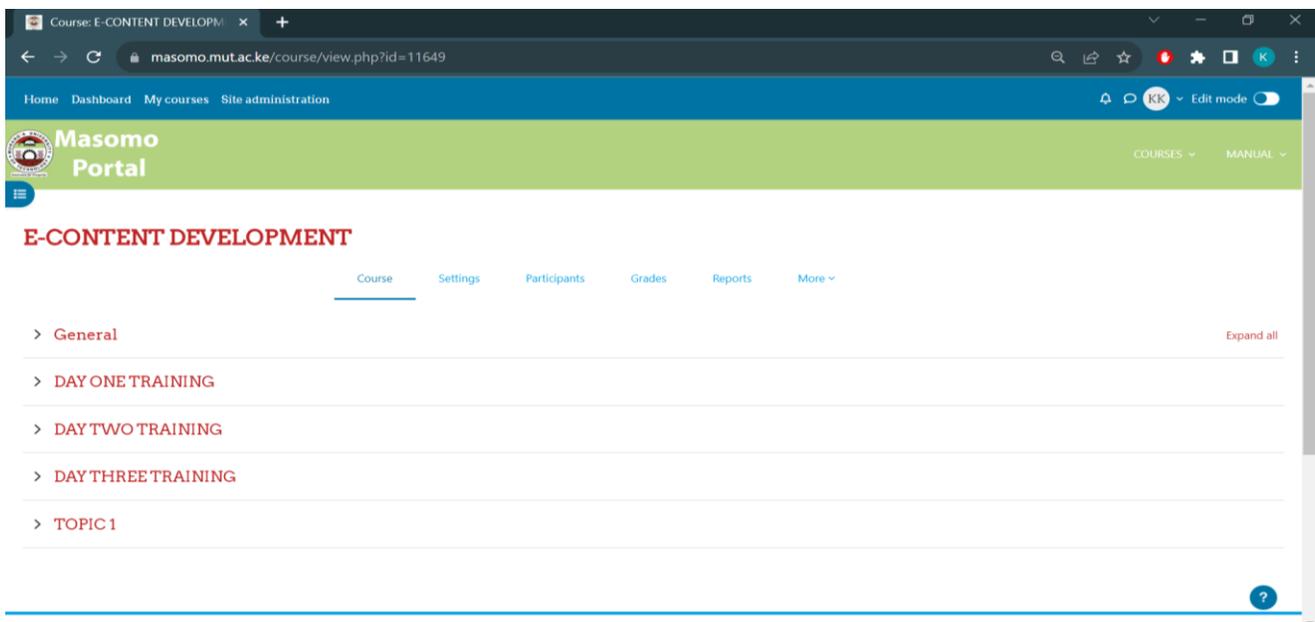
# ADD RESOURCES & ACTIVITIES TO THE ASSIGNED UNITS

Once logged in, ensure you are assigned the Unit(s) from the ODeL Directorate.



Please request the ODeL Directorate to assign you into E-Content Development Training Unit. In it, there is;

1. Training on how to develop E-content by Book format and Attendance
2. Training on how to create Online Assessments
3. Training on how to create an Enrollment Key and Groups



# E-CONTENT BY BOOK FORMAT

Log in to your account, click on **MY COURSES** and select the Unit you would like to develop e-content by book format.

1. Click to turn **Edit Mode** on

2. Click on each Topic to insert the Topic Title

3. Click on the Arrow to **Expand** the Topic

4. Click on **Add an Activity or Resource**, then select **Book**

Editing Book

masomo.mut.ac.ke/course/modedit.php?add=book&type&course=11666&section=1&return=0&sr=0&beforemod=0

Home Dashboard My courses Site administration

## Demo Test Sample Unit

Course Settings Participants Grades Reports More

### Adding a new Book to Topic 1: INTRODUCTION TO COMPUTER

Expand all

General

Name: Introduction

Description

5. Enter the **Name** of the Chapter, **Save** and **Display**

Appearance

Introduction

masomo.mut.ac.ke/mod/book/edit.php?cmid=20146

Home Dashboard My courses Site administration

### Add new chapter

Chapter title: History of Murang'a University of Tec

(Only available once the first chapter has been created)

Welcome to chapter one

6. Enter the **Chapter Title** and **Content** for display, then **Save Changes**

Tags

Manage standard tags: No selection

Enter tags...

SAVE CHANGES CANCEL



7. Click on (+) sign to add Table of Content

8. Click on **Subchapter** to add Subchapter, add **Title** and **Content**, then **Save Changes**

9. Repeat the Procedure to develop a Table of content of the Chapter

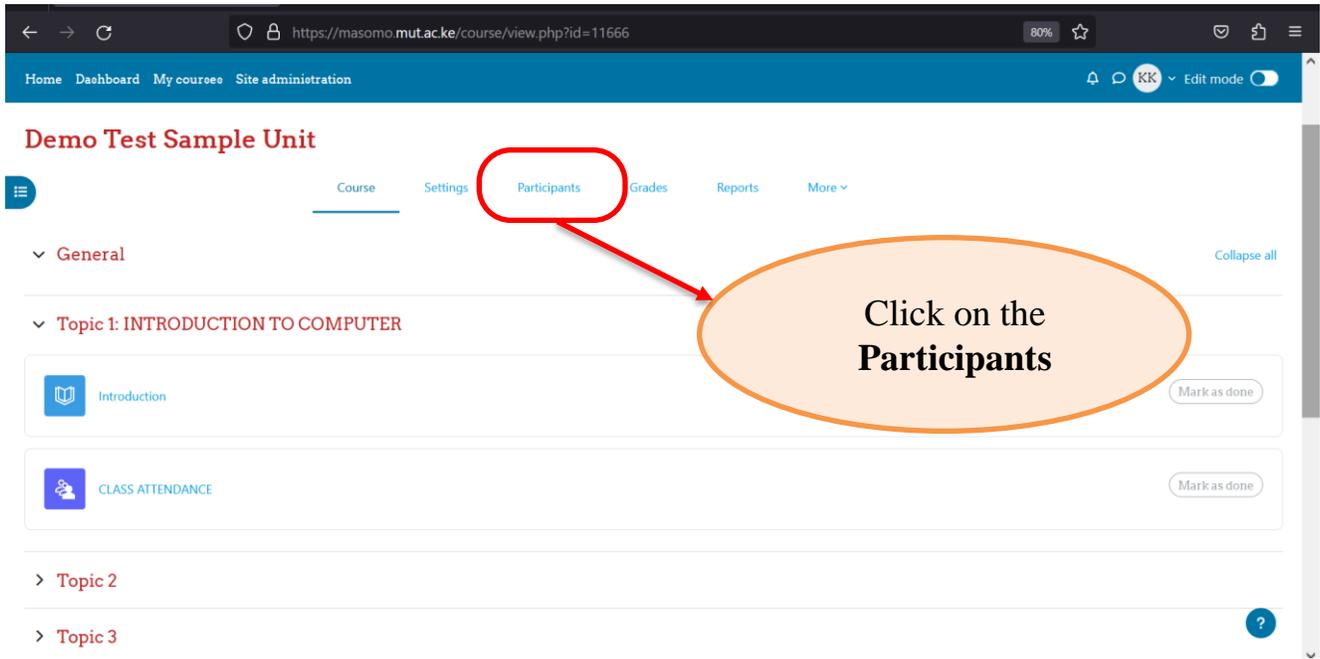


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# AN ENROLLMENT KEY

❖ **Enrollment key** helps students to self-enroll in a unit



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Course Settings Participants Grades Reports More

Enrolment methods

### Enrolment methods

Name	Edit
Manual enrolments	
Guest access	
Self enrolment (Student)	

Add method Choose...

- Self enrolment
- Cohort sync

**On Add methods, choose self-enrollment**

**MUT ODEL**  
 Open, Distance and eLearning (ODEL) Directorate was established in the year 2020. The Creation of the Directorate was home out of University/ content directorate

**INFO**  
 MUT Website  
 ODEL Website  
 Student Portal

**CONTACT US**  
 P.O Box 75-10200 Murang'a, Kenya  
 Phone: +254-746 487 175 / +254-798 959 217  
 E-mail: odel@mut.ac.ke / ictstaff@mut.ac.ke

**GET SOCIAL**  
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Self enrolment

Self enrolment

Custom instance name

Allow existing enrolments Yes

Allow new enrolments Yes

Enrolment key

Use group enrolment keys No

Default assigned role Student

Enrolment duration 0 days  Enable

Notify before enrolment expires No

Notification threshold 1 days

Start date  Enable 30 October 2023 11 22

End date  Enable 30 October 2023 11 22

**Enter the Enrollment Key of your Choice**

**On Use Group Enrolment Keys Select YES**

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**.



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# ATTENDANCE

Course: Demo Test Sample Unit

masomo.mut.ac.ke/course/view.php?id=11666#section-1

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Topic 1: INTRODUCTION TO COMPUTER

BOOK Introduction

**+ ADD AN ACTIVITY OR RESOURCE**

Add topic

> Topic 2

> Topic 3

> Topic 4

MUT ODEL  
Open, Distance and eLearning (ODEL)

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ODEL Website

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Click on **Add an Activity or Resources** and Select **Attendance**

Editing Attendance

masomo.mut.ac.ke/course/modedit.php?add=attendance&type&course=11666&section=1&return=0&sr=0&beforemod=0

Home Dashboard My courses Site administration

Adding a new Attendance to Topic 1: INTRODUCTION TO COMPUTER

General

Name: CLASS ATTENDANCE

Description

Display description on course page

Grade

Common module settings

Restrict access

Access restrictions: None

**ADD RESTRICTION...**

Enter the **Attendance name**

Lecturers teaching Common Units, Click on **Add Restriction** to restrict your class then **Save and Display**



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KKM111: CLASS ATTENDANCE

masomo.mut.ac.ke/mod/attendance/manage.php?id=20147

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Masomo Portal

KKM111 / CLASS ATTENDANCE / CLASS ATTENDANCE

ATTENDANCE

### CLASS ATTENDANCE

Attendance Settings Report Import Export

MARK AS DONE

ADD SESSION

OCT 27

Choose... OK

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ODEL Website

Student Portal

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Click on **Add Session** to add the attendance sessions

KKM111: CLASS ATTENDANCE

masomo.mut.ac.ke/mod/attendance/sessions.php

Home Dashboard My courses Site administration

▼ Add session

Type

Date

Time

Description

All students

27 October 2023

from 00:00 to 00:00

▼ Multiple sessions

▼ Student recording

Allow students to record own attendance

ADD CANCEL

Show more...

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Set the Attendance **Date** and **Time**

Check on **Allow students to record own Attendance** and Click on **Add**



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# VIRTUAL CLASS USING BIGBLUEBUTTON

1. Click on Add an Activity or Resource and choose BigBlueButton

2. Under General, add the Room name

3. Under Room Settings, Uncheck wait for moderator and set the User limit

The screenshot shows the Moodle activity settings page. Two red boxes highlight the 'Enable' checkboxes for 'Open' and 'Close' session timing, with an arrow pointing to an orange callout bubble. Another red box highlights the 'ADD RESTRICTION...' button in the 'Restrict access' section, with an arrow pointing to another orange callout bubble.

4. **Enable** to set the **Session timing**

5. **Common unit**, Click on **Add Restriction** to restrict access, the **Save and Display**

SAVE AND RETURN TO COURSE SAVE AND DISPLAY CANCEL

## SET AN ASSIGNMENT

The screenshot shows the 'Add an activity or resource' dialog box in Moodle. A red box highlights the 'Assignment' icon, with an arrow pointing to an orange callout bubble.

1. Click on **Add an Activity or Resource** and choose **Assignment**

https://masomo.mut.ac.ke/course/mod.php?id=11666&add=assign&section=1&sr=0&beforemod=0

Adding a new Assignment to Topic 1: INTRODUCTION TO COMPUTER

Expand all



General

Assignment name

Assignment 1

Description

Rich text editor toolbar and area

2. Add the Assignment name and Description

Display description on course page

Activity instructions

Rich text editor toolbar and area



Additional files

File upload area

3. Upload Assignment document

Only show files during submission

Availability

Allow submissions from

Enable 2 November 2023 00:00

Due date

Enable 9 November 2023 00:00

Cut-off date

Enable 2 November 2023 13:14

Remind me to grade by

Enable 16 November 2023 00:00

Always show description

4. Set Assignment duration

Always show description

**Submission types**

Submission types  Online text  File submissions

Word limit   Enable

Maximum number of uploaded files

Maximum submission size

Accepted file types   No selection

**Feedback types**

**Submission settings**

Require students to click the submit button

Require that students accept the submission statement

Additional attempts

Maximum attempts

**Group submission settings**

5. On **Submission Type**, set the **Maximum number of uploaded files** and **Acceptable file types**

6. Set **Require students to click the submit button** to **Yes** and set the **Maximum attempts**

**Common module settings**

**Restrict access**

Access restrictions

**Activity completion**

**Tags**

**Competencies**

Send content change notification

Required

7. **Common unit**, Click on **Add Restriction** to restrict access, the **Save and Display**,

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KSM111 / Assignment 1

ASSIGNMENT  
**Assignment 1**

Assignment Settings Advanced grading More

MARK AS DONE

Opened: Thursday, 2 November 2023, 12:00 AM  
Due: Thursday, 9 November 2023, 12:00 AM

VIEW ALL SUBMISSIONS **Grade**

Grading summary

Hidden from students	No
Participants	0
Submitted	0
Needs grading	0
Time remaining	6 days 10 hours

8. Click on **Grade** for grading, the **Save Changes**

## SET A QUIZ

(no subject) - kmutembei@mut. Course: Demo Test Sample Unit

masomo.mut.ac.ke/course/view.php?id=11666#section-1

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BIGBLUEBUTTON Week 2 Lecture

ASSIGNMENT Assignment 1

Opened: Thursday, 2 November 2023, 12:00 AM  
Due: Thursday, 9 November 2023, 12:00 AM

ADD AN ACTIVITY OR RESOURCE

Add topic

- Topic 2
- Topic 3
- Topic 4

1. Click on **Add an Activity or Resource** and choose **Quiz**

[[modulename]]

Activities Resources

Assignment Attendance Bigbluebutton Block editor Database External tool Feedback Forum Glossary Group choice H5P Lesson OU blog Quiz SCORM package Survey Turnitin Assignment 2 Wiki Workshop

https://masomo.mut.ac.ke/course/mod.php?id=11666&add=quiz&section=1&sr=0&beforemod=0

Type here to search

1:55 PM 11/2/2023



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Course Settings Participants Grades Reports More

Adding a new Quiz to Topic 1: INTRODUCTION TO COMPUTER

Expand all

General

Name

Description

Timing

Open the quiz

Close the quiz

Time limit

When time expires

Open attempts are submitted automati

2. Set the Quiz name and Timing

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Grade

Grade category

Grade to pass

Attempts allowed

Grading method

Layout

Question behaviour

Review options

During the attempt

Immediately after the attempt

Later, while the quiz is still open

After the quiz is closed

3. Set the Attempts allowed

4. Set the Review Options "After the Quiz is closed"



Home Dashboard My courses Site administration

Right answer Overall feedback

- Appearance
- Safe Exam Browser
- Extra restrictions on attempts
- Overall feedback
- Common module settings
  - Restrict access**  
Access restrictions: None  
**ADD RESTRICTION...**
  - Activity completion
  - Tags
  - Competencies

Send content change notification

SAVE AND RETURN TO COURSE SAVE AND DISPLAY CANCEL

5. Common unit, Add Restriction, then Save and Display

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KKM111 / Quiz 1

QUIZ **Quiz 1**

Quiz Settings Questions Results Question bank More

MARK AS DONE

Opened: Thursday, 2 November 2023, 1:57 PM  
Closes: Thursday, 2 November 2023, 4:57 PM

**ADD QUESTION**

Time limit: 30 mins  
Grading method: Highest grade

No questions have been added yet

BACK TO THE COURSE

6. Click on Add Questions

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<https://masoma.mut.ac.ke/mod/quiz/edit.php?cmid=20392>

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QUIZ Quiz 1

Questions

Questions: 0 | Quiz open (close)

REPAGEINATE SELDX

Question bank More

Maximum grade: 10.00 **SAVE**

Total of marks: 0.00

Shuffle **Add**

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

7. Click on **Add** to select the questions, set the **Maximum grade** and **Save** to set the Question

