



## KENYA WATER INSTITUTE

### E LEARNING TRAINING FOR FIRST YEAR STUDENTS

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DAY	TIME	ACTIVITY	FACILITATOR
<b>DAY 1: THURSDAY 21<sup>st</sup> JAN, 2021</b>			
<b>DAY 1</b>	10.00 – 10.15 am	Online Registration	Secretariat
	10.15 – 10.20 noon	Introduction and Welcoming Address	Mr. Kihara- KEWI
	10.20 – 10.45 am	Opening Remarks	Prof. Hayombe Director-KEWI
	10.45- 12.00 noon	Introduction to E-Learning / Benefits Of eLearning For Students	Dr. Silvance/ Dr. Collins
<b>DAY 2: FRIDAY 22<sup>nd</sup> JAN, 2021</b>			
<b>DAY 2</b>	10.00 – 12.00 noon	<ul style="list-style-type: none"> <li>• Logging on for the First time to KEWI Moodle</li> <li>• Creating Log in Credentials</li> <li>• Registration to Moodle</li> </ul>	Dr. Silvance/ Mr. Wachira
		<ul style="list-style-type: none"> <li>• Site Navigation               <ul style="list-style-type: none"> <li>○ Basic Parts of the screen</li> <li>○ Left and Right Sidebars</li> <li>○ Centre Panel/ Topic List</li> </ul> </li> <li>• Finding a course</li> </ul>	Dr. Collins/ Mr. Kihara
<b>DAY 3: MONDAY 25<sup>th</sup> JAN, 2021</b>			
<b>DAY 3</b>	10.00 – 12.00 noon	Self-Enrolling into a Course and Unenrolling	Dr. Silvance/ Dr. Collins
		<ul style="list-style-type: none"> <li>• Editing your Profile in a moodle class</li> <li>• Working with Blocks               <ul style="list-style-type: none"> <li>○ Introducing blocks</li> <li>○ Overview of the latest news block</li> <li>○ View online users</li> <li>○ Explore the recent activity block</li> <li>○ Explore the upcoming events block</li> <li>○ Explore the people block</li> <li>○ Explore the activities block</li> </ul> </li> </ul>	Dr. Silvance/ Dr. Collins

**DAY 4: TUESDAY 26<sup>TH</sup> JAN, 2021**

<b>DAY 4</b>	10.00 – 12.00 noon	<ul style="list-style-type: none"><li>• Viewing your Courses</li><li>• Accessing your course material (Notes and Assignments)</li></ul>	Dr. Silvance/ Dr. Collins
		<ul style="list-style-type: none"><li>• Uploading your Assignments</li><li>• Taking Quiz</li><li>• ePotfolio</li></ul>	Dr. Silvance/ Dr. Collins

**DAY 5: WEDNESDAY 27<sup>TH</sup> JAN, 2021**

<b>DAY 5</b>	10.00 – 12.00 noon	<ul style="list-style-type: none"><li>• Discussion Forums</li><li>• Sending a Message to another student</li><li>• Viewing your message</li></ul>	Dr. Silvance/ Dr. Collins
		<ul style="list-style-type: none"><li>• Adding a blog entry</li><li>• To view your blogs</li><li>• Registering an external blog</li><li>• Viewing your Grades</li><li>• Logging out of KEWI Moodle</li></ul>	Dr. Silvance/ Dr. Collins

**Rapporteur: Mr. Mwangi**