

Responding to Lecturer Activities

How to participate in a chat

STEP 1

- Log into the platform using your username and password

STEP 2

Click on the timeline tab to see the activities such as assignments, quizzes etc the lecturer has sent

STEP 3

Click on the courses tab to see the units you have been registered for

The screenshot displays the Kenyatta University Digital Learning platform dashboard. At the top, there is a banner with the university logo and the text "Learn from anywhere, anytime, at your own schedule and pace" and "DIGITAL LEARNING". Below the banner is a navigation bar with links for "Welcome to the platform", "Online Netiquette", "Kenyatta University Website", "Digital School", "Library", "OER", "Training Resources", and "Find us on:" with social media icons for Twitter and Facebook. The main content area is divided into three columns. The left column is titled "NAVIGATION" and contains a "Dashboard" section with links for "Site home", "Site pages", and "My courses" (with sub-links for DC, LKD100, PEBL100, OCP100, and ORT100). The middle column is titled "COURSE OVERVIEW" and has two tabs: "Timeline" and "Courses". Below the tabs are filters for "In progress", "Future", and "Past". The "Courses" tab is active, showing a list of registered courses. The first course is "Demo Course" with a progress indicator of 0%. The second course is "PEBL Training". A yellow box labeled "Registered courses" is positioned to the right of the course list, with a bracket pointing to the "Demo Course" and "PEBL Training" entries. The right column is titled "PRIVATE FILES" and contains a message "No files available" and a link "Manage private files...". Below this is a section for "ONLINE USERS" showing "(last 5 minutes: 1)" and a user profile for "Rhodah Gitonga". At the bottom of the right column is a section for "LATEST BADGES" with the message "You have no badges to display".

STEP 4- HOW TO CHAT

- Click on the unit name of any of the registered courses.
- You will be able to see different tabs.
- Click the chat tab to open the chat room

The screenshot shows a navigation menu on the left and a list of course items on the right. Five callout boxes with arrows point to specific items:

- Announcement tab** (grey box) points to the 'Announcements' item.
- Assignment tab** (dark blue box) points to the 'Assignment open for all' item.
- Attendance tab** (yellow box) points to the 'Attendance' item.
- Forum tab** (red box) points to the 'FORUM1- AUGUST 2018' item.
- Chat tab** (blue box) points to the 'CHAT 1' item.

Other items visible in the list include 'Assignment 1 IBP students', 'Assignment2', 'ASSIGNMENT 3', and 'QUIZ1 -AUGUST 2018'. The navigation menu includes 'Dashboard', 'Site home', 'Site pages', 'My courses', and 'DC' with sub-items like 'Participants', 'Badges', 'Competencies', 'Grades', and 'Section 1'.

STEP 5- HOW TO JOIN CHATS

- On clicking on the chat, the system opens giving different options.
- Click on the “**click here to entre the chat**” now tab to proceed



CHAT 1

Discuss the benefits of the County Government to the lay man

Separate groups Institutional Based Program ▾

[Click here to enter the chat now](#)

[Use more accessible interface](#)

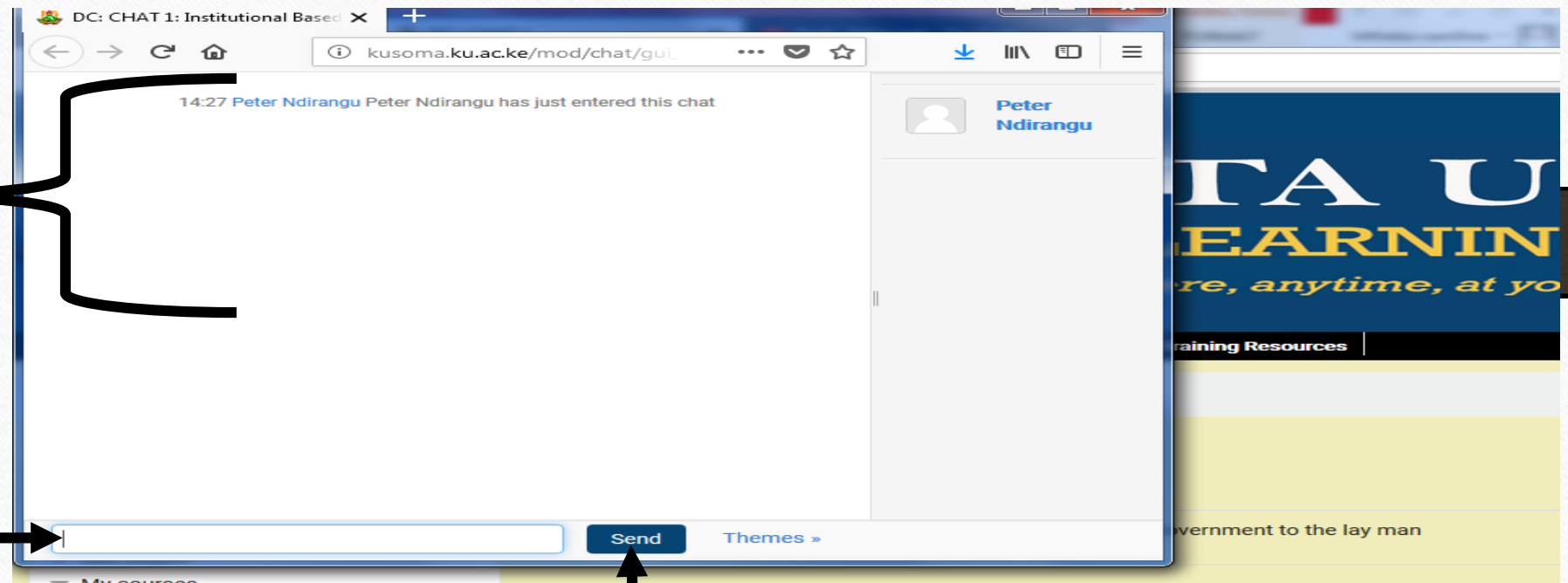
[View past chat sessions](#)

Tabs for the different options to joining a chat

- A chat text box appears giving space to input a message.
- After inputting the message you press the send tab to forward the message

Chat Messages from all participants appear here

STEP 6
Type your chat message here



STEP 7
Click the send button