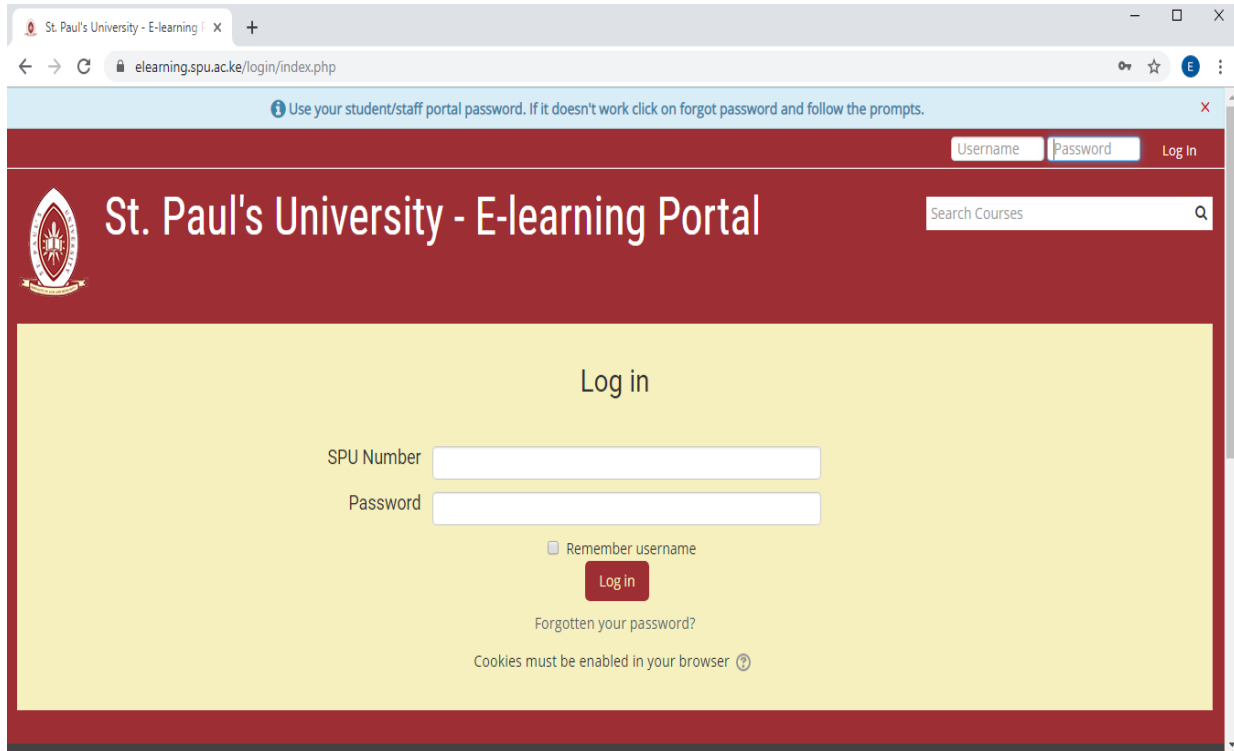


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**ST PAUL'S UNIVERSITY  
OPEN, DISTANCE & E-LEARNING CENTER  
USER MANUAL FOR STUDENTS.**

**1. LOGGING IN TO YOUR ELEARNING ACCOUNT**

On your browser type <https://elearning.spu.ac.ke> A page as the one shown below will appear.



The screenshot shows a web browser window displaying the login page of the St. Paul's University E-learning Portal. The browser's address bar shows the URL [elearning.spu.ac.ke/login/index.php](https://elearning.spu.ac.ke/login/index.php). A notification bar at the top of the page reads: "Use your student/staff portal password. If it doesn't work click on forgot password and follow the prompts." The page header features the university's logo on the left, the text "St. Paul's University - E-learning Portal" in the center, and a search bar on the right labeled "Search Courses". The main content area is a light yellow box with the heading "Log in". It contains two input fields: "SPU Number" and "Password". Below these fields is a checkbox labeled "Remember username" and a red "Log in" button. At the bottom of the login area, there is a link for "Forgotten your password?" and a note: "Cookies must be enabled in your browser" with a help icon.

Enter your student number as the SPU number and your student portal password and then log in. If you have forgotten your password click [here](#) to reset your password. A screen as the one shown below will appear.

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Forgotten password

elearning.spu.ac.ke/login/forgot\_password.php

stp395

Log In

St. Paul's University - E-learning Portal

Search Courses

Log in > Forgotten password

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

Search by username

SPU Number

Search

Search by email address

Email address

Search

Provide the information required i.e. your student number in full OR your SPU student email address. **(NB: Your SPU student email account must be active)**. You will then receive a link to reset your password in your email. In case you encounter a challenge in the process, please write to [ict-odel@spu.ac.ke](mailto:ict-odel@spu.ac.ke)

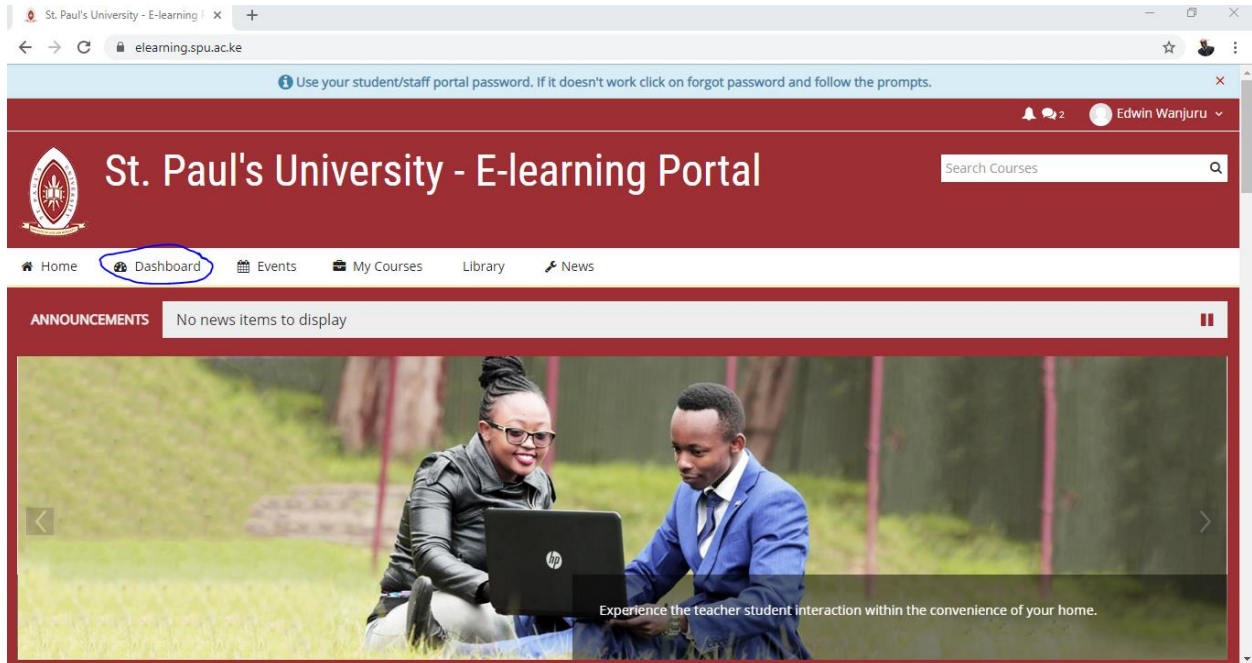
## 2. VIEWING REGISTERED UNITS

After logging into the e-learning portal, you will see a screen as the one shown below:

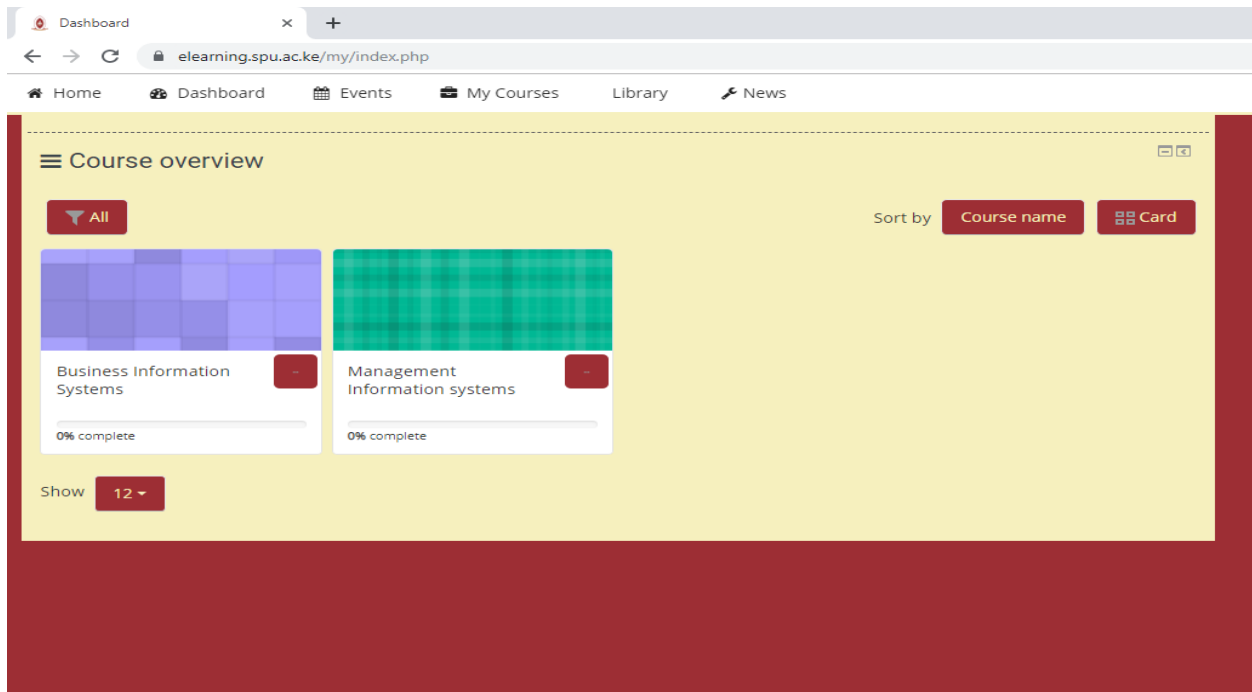
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To see the units that you have registered for in a given semester, click on the Dashboard (Circled in blue above) The units will be displayed as below:



NB: The number of units shown will depend on the number you have registered on Distance Learning – Virtual Campus mode of study.

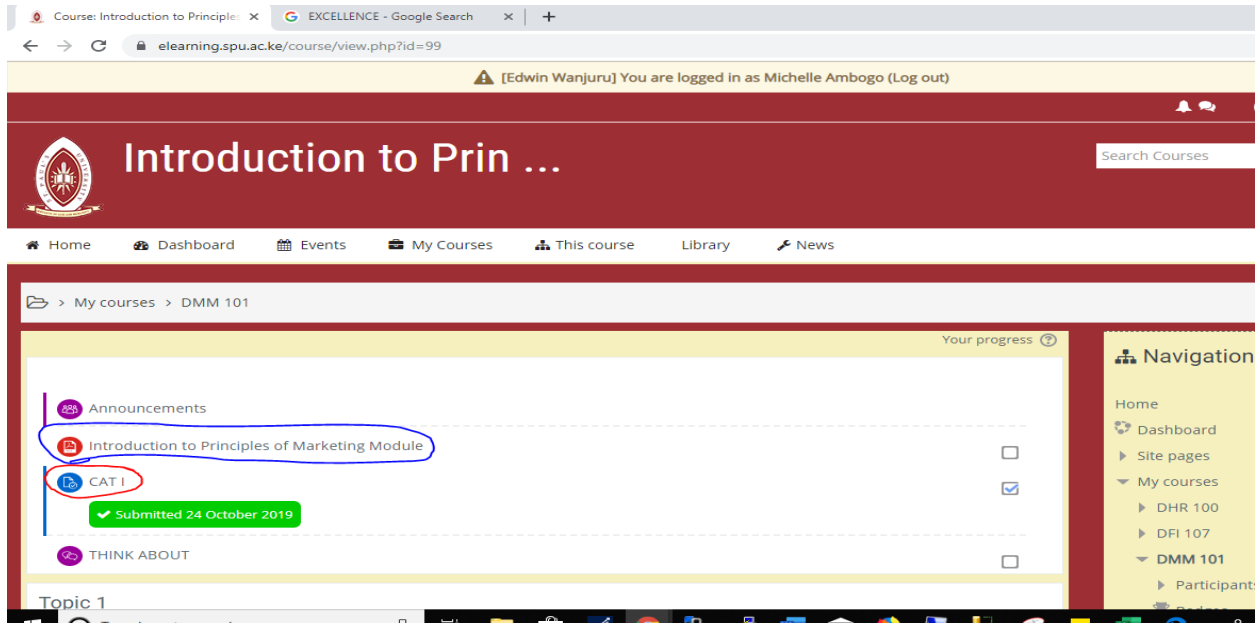
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### 3. ACCESSING THE NOTES & OTHER LEARNING MATERIALS

To access the notes, click on the specific unit you want to access. You will see a screen as shown below:



The screenshot displays the SPU elearning portal interface. At the top, the user is logged in as Michelle Ambogo. The main header shows the course title 'Introduction to Prin ...' and a search bar. Below the header, a navigation menu includes Home, Dashboard, Events, My Courses, This course, Library, and News. The main content area shows the course progress for 'DMM 101'. The progress list includes: Announcements, Introduction to Principles of Marketing Module (highlighted in blue), CAT I (highlighted in red), and THINK ABOUT. A green status bar indicates 'Submitted 24 October 2019'. A navigation sidebar on the right lists Home, Dashboard, Site pages, My courses (DHR 100, DFI 107, DMM 101), and Participant.

The unit Module is posted as highlighted above in blue. While the CATs are displayed as highlighted in red above. Note that once you submit your cat, it will be shown with a tick and the date submitted as highlighted in green above.

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#### 4. Uploading Your Assignments for Grading

Once you click on the assignment icon or name, a page as the one shown below will open. It will display your assignment/CAT instructions, the assignment file (*Highlighted in Red*) and your submission status. To add/edit your assignment, click on the ADD/EDIT submission button (*Highlighted in Blue*) at the bottom of the page as shown below.

The screenshot shows a web browser window with the URL [elearning.spu.ac.ke/mod/assign/view.php?id=121829](http://elearning.spu.ac.ke/mod/assign/view.php?id=121829). The page title is 'CAT 2'. A file named 'BMA 209 CAT 2.pdf' is shown with a red circle around it. Below the file is a 'Submission status' table:

Submission status	No attempt
Grading status	Not graded
Due date	Monday, 4 November 2019, 12:00 AM
Time remaining	6 days 8 hours
Last modified	-

At the bottom of the page, there is a red button labeled 'Add submission' circled in blue. Below the button, it says 'You have not made a submission yet'. A navigation sidebar on the right lists various options including Home, Dashboard, Site pages, My courses, BMA 401, BFI 306, BMA 209, Participants, Badges, Competencies, Grades, General, CAT 1, CAT 2, and CAT 2.

There are two types of submissions allowed. Online Text and File submission. Be keen to upload as per your lecturer's instructions. To add a file submission there are two options, either through browsing through your computer and attach the file or via drag and drop. To attach the file, click the file icon as shown below (Highlighted in Blue). A file picker pop up will appear. Enter how you want the file to appear to the lecturer and what name to be saved as then click upload. If you do not have any other file to upload, click on save changes at the bottom of the screen. Your submission will now have been sent to your lecturer.

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## 5. PARTICIPATING IN CHATS

The chats are indicated by the icon shown below on the elearning portal.

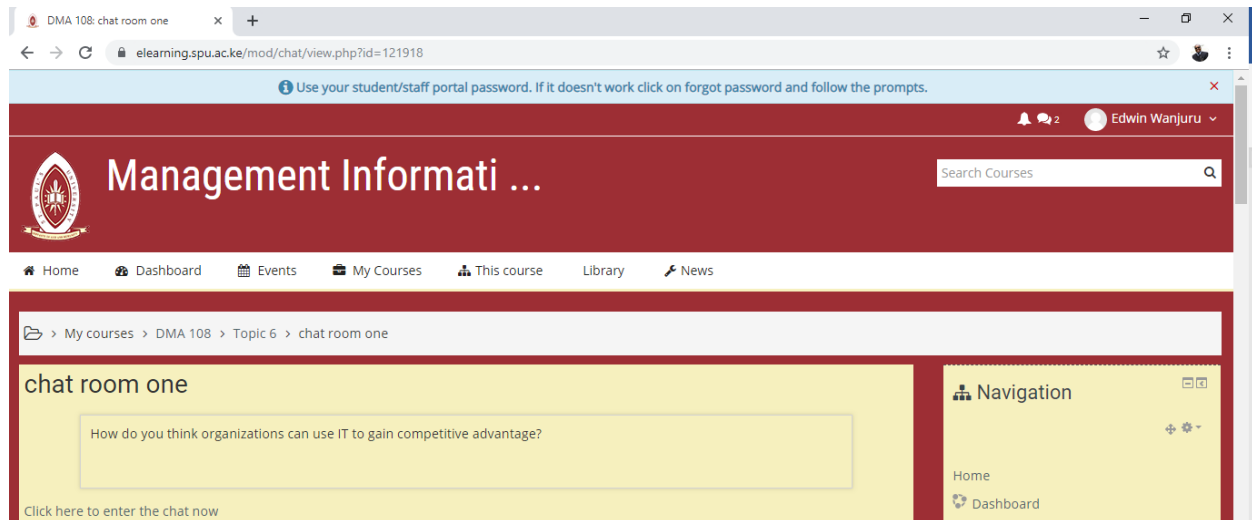


This is what you will see once a chat session has been opened by your lecturer. To join the chat, click on the icon. A screen as the one shown below will appear:

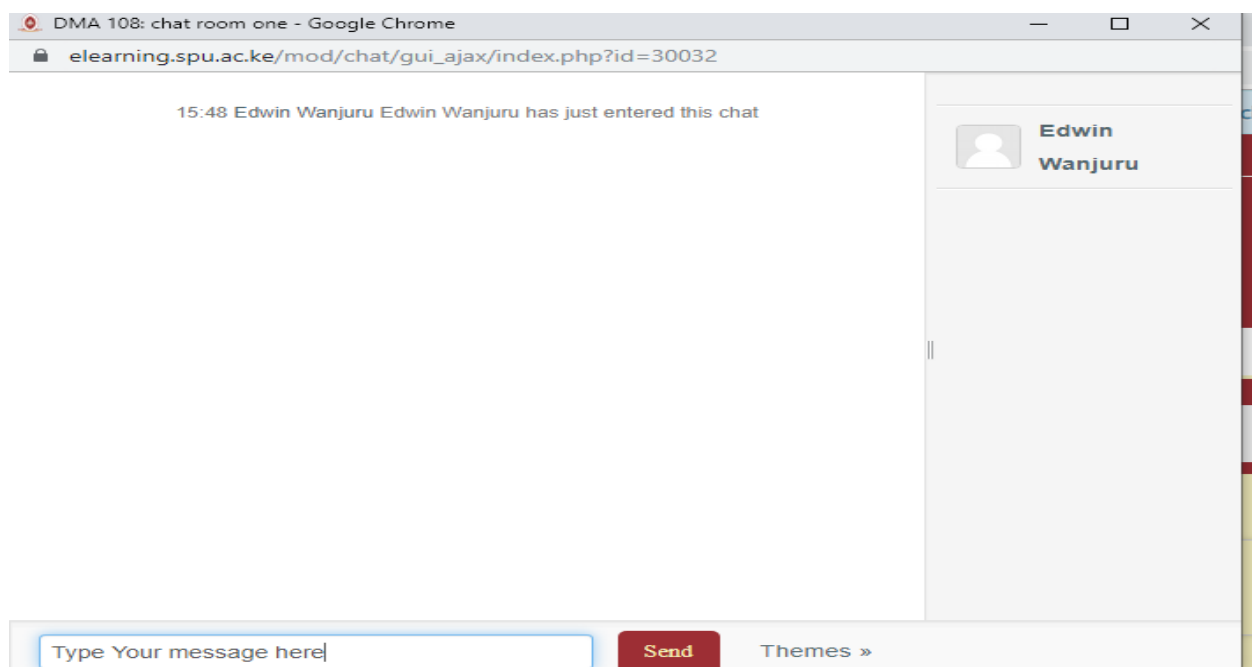
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For you to start sending messages and to view what your classmates have posted click on the click here to enter the chat now link. You will see a screen as the one shown below:



Type your message on the window shown above "Type your message here" and click on send on the right of that window.

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