



Center for Climate
Change Research
& Innovation



USER MANUAL MUCCRI KH E-LEARNING PLATFORM



<https://muccrikh.mak.ac.ug/>

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1. Introduction:

The MUCCRI KH E-Learning Platform (<https://muccrikh.mak.ac.ug/>) is an online learning system built using Moodle to support academic training, research dissemination, and knowledge exchange.

This platform enables structured learning through digital content delivery, assessment tools, collaboration features, and performance tracking.

This manual is divided into two main sections:

- Student Guide
- Instructor Guide

Each section provides detailed, step-by-step explanations to help users effectively use the system.

2. System Requirements

To access and use the platform efficiently, ensure you have:

A device: Desktop, laptop, tablet, or smartphone.

A stable internet connection: Recommended for video streaming and quiz attempts.

Supported browsers:

- Google Chrome
- Mozilla Firefox
- Microsoft Edge
- Safari

Enable pop-ups for downloads and quizzes if required.

3. Accessing the Platform

1. Open your internet browser.
2. Enter: <https://muccrikh.mak.ac.ug/>
3. Press Enter.

The homepage will load, displaying available courses and login options.

4. Login and Authentication

5.

1. Click Log in (top right corner).
2. Enter your username and password.
3. Click Log in.

If you forget your password:

- Click Lost password?
- Enter your registered email
- Follow the reset instructions sent to your email
-

If Single Sign-On (SSO) is enabled, follow institutional authentication instructions.

5. User Roles Overview

The platform supports different roles:

- Student – Access course materials, submit assignments, take quizzes.
- Instructor – Create courses, upload materials, manage assessments, grade submissions.
- Administrator – Manage site configuration and user accounts.

This manual focuses on Students and Instructors.

SECTION A: STUDENT GUIDE

6. Student Dashboard

After logging in, you will see your Dashboard.

The Dashboard provides an overview of:

- Enrolled courses
- Upcoming deadlines
- Recent announcements
- Notifications
- Calendar events

You can customize your dashboard by rearranging course cards.

7. Navigating a Course

To access a course:

1. Click the course from your Dashboard.
2. The course page opens showing organized sections (Topics or Weeks).

Each section contains activities such as:

- Lecture notes
- Videos
- Assignments
- Quizzes
- Discussion forums
-

Scroll down to explore all sections.

8. Accessing Learning Materials

To open materials:

1. Click the title of the file or resource.
2. Depending on format, the file will:
 - Open in browser (PDF, video)
 - Download to your device
 - Redirect to an external link

It is recommended to download important materials for offline reference.

9. Submitting Assignments

Assignments allow you to upload your coursework.

Step-by-step submission process:

1. Click the assignment activity.
2. Carefully read the instructions, deadline, and submission format requirements.
3. Click Add submission.
4. Upload your file (drag and drop or file picker).
5. Click Save changes.
6. Click Submit assignment to finalize submission.

Important Notes:

- Ensure correct file format (PDF, DOCX, etc.).
- Verify upload before deadline.
- Check submission status shows Submitted for grading.

Late submissions may be penalized depending on course policy.

10. Taking Quizzes

Quizzes assess your understanding of course content.

Steps:

1. Click the quiz activity.
2. Review instructions including:
 - Time limit
 - Number of attempts allowed
 - Navigation method (free or sequential)
3. Click Attempt quiz now.
4. Answer all questions.
5. Click Finish attempt.
6. Click Submit all and finish.

Important Guidelines:

- Ensure stable internet connection.
- Do not close browser during attempt.
- Confirm submission before time expires.

11. Participating in Forums

Forums promote discussion and academic engagement.

To start a discussion:

1. Open the forum.
2. Click Add a new discussion topic.
3. Enter subject and message.
4. Click Post to forum.

To reply:

- Click Reply under any post.

Follow academic etiquette and respectful communication.

12. Viewing Grades

To check your performance:

1. Open your course.
2. Click Grades.

You will see:

- Assignment marks
- Quiz scores
- Instructor feedback
- Overall course grade

Review feedback to improve future submissions.

13. Downloading Certificates

If the course includes a certificate:

1. Ensure all required activities are completed.
2. Open the certificate activity.
3. Click Download certificate.

Certificates are usually available in PDF format.

14. Messaging and Notifications

You can communicate with instructors and peers.

To send a message:

1. Click on a user's name.
2. Click Message.

Notifications alert you about:

- New announcements
- Assignment deadlines
- Forum replies
- Grade updates

Adjust notification preferences under Profile → Preferences.

SECTION B: INSTRUCTOR GUIDE

15. Instructor Dashboard

After login, instructors see their assigned courses.

The Dashboard provides:

- Course overview
- Grading tasks
- Upcoming deadlines
- Recent activity

Use the “Course Management” tools within each course.

16. Turning Editing On

To modify a course:

1. Open the course.
2. Click Turn editing on (top right).

Editing mode enables you to:

- Add activities
- Upload resources
- Edit sections
- Rearrange content

17. Uploading Learning Materials

To upload content:

1. Turn editing on.
2. Click Add an activity or resource.
3. Choose File or Page.
4. Upload document or enter content.
5. Click Save and return to course.

You may upload:

- Lecture notes
- PowerPoint slides
- Reading materials
- Videos

Ensure file names are clear and descriptive.

18. Creating Assignments

To create an assignment:

1. Click Add an activity or resource.
 2. Select Assignment.
 3. Provide:
 - Assignment name
 - Detailed instructions
 - Submission deadline
 - Allowed file types
 4. Configure grading method and maximum grade.
 5. Click Save and display.
- Always provide clear marking criteria.

19. Creating Quizzes

To create a quiz:

1. Click Add an activity or resource.
2. Select Quiz.
3. Set:
 - Opening and closing dates
 - Time limit
 - Attempt limits
4. Save the quiz.
5. Click Edit quiz to add questions.

Question types include:

- Multiple choice
- True/False
- Short answer
- Essay
-

Preview the quiz before publishing.

20. Grading and Feedback

To grade assignments:

1. Open the assignment.
 2. Click View all submissions.
 3. Click Grade next to a student.
 4. Enter marks and written feedback.
 5. Save changes.
- Timely feedback improves learning outcomes.

21. Tracking Student Progress

Use the Gradebook and Activity Completion settings to monitor:

- Submission status
- Quiz attempts
- Participation levels

Enable completion tracking in course settings for structured monitoring.

22. Communication and Announcements

Use the Announcements forum to:

- Post course updates
- Notify students of deadlines
- Share important information

Announcements automatically notify enrolled students.

23. Mobile Access

Users may access the platform via browser or Moodle mobile app.

To use mobile app:

1. Download Moodle App.
2. Enter site URL: <https://muccrikh.mak.ac.ug/>
3. Log in with credentials.

Mobile access supports quizzes, messaging, and notifications.

24. Troubleshooting

Login issues

Ensure correct credentials and clear browser cache.

Upload failures

Check file size limits and internet stability.

Quiz errors

Contact instructor immediately if interrupted.

For persistent issues, contact the administrator.

25. Support Contacts

For technical support, contact the MUCCRI KH ICT Support Team. Using the following

emails

ezra.mwesigwa@mak.ac.ug and juma.katongole@mak.ac.ug

When reporting an issue, provide:

- Full name
- Username
- Course name
- Description of the problem
- Screenshot (if possible)