



Centre for Open and Distance Education
KCA University LMS
Student User Guide - New Interface Walkthrough

This guide walks you through the redesigned KCA University Virtual Campus (virtualcampus.kcau.ac.ke) - how to sign in, find your way around your dashboard, and work through your course materials, assignments, and surveys. Screens are shown in the order you'll typically encounter them.

1. Logging In

The Virtual Campus uses single sign-on with your KCA University Google account - there is no separate LMS password to remember.

1. Open a web browser and go to virtualcampus.kcau.ac.ke.
2. Click Continue with Google.
3. Sign in using your KCA University student Google account (your student email and password).
4. Make sure cookies are enabled in your browser - the login page will prompt you if they aren't.
5. Once signed in, you'll be taken straight to your dashboard.

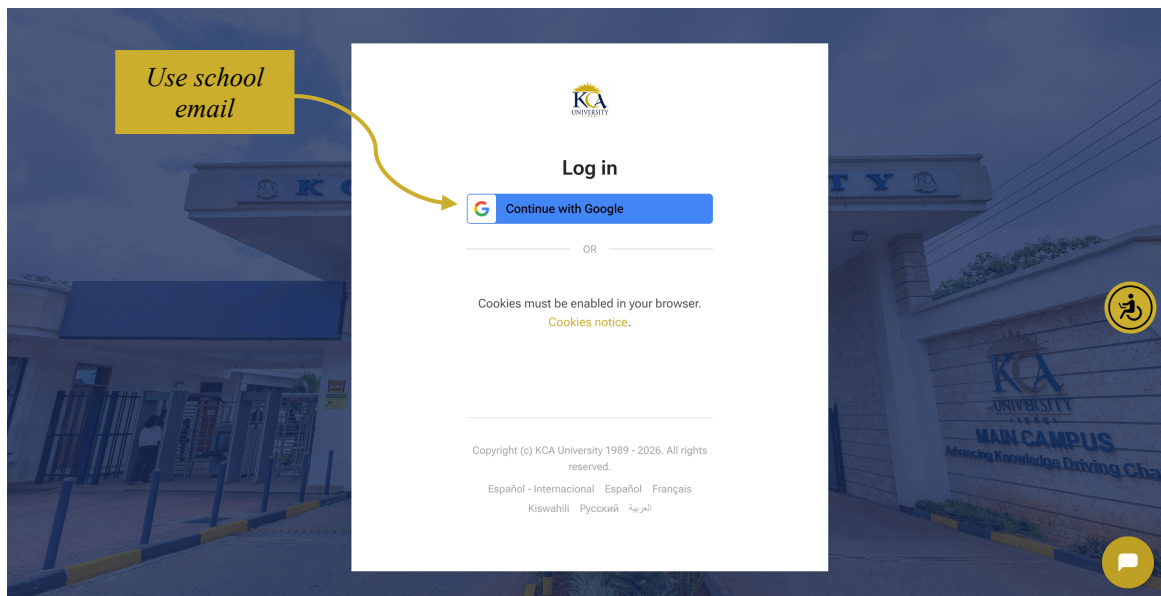
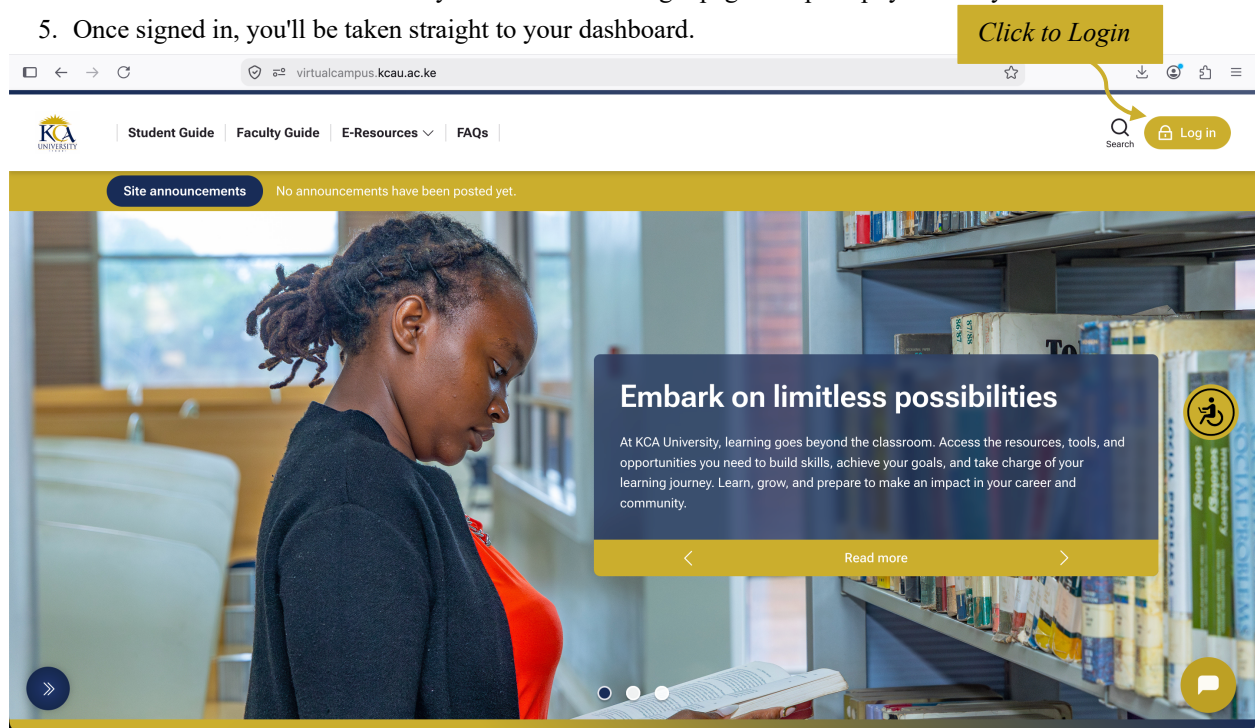


Figure 1. The Virtual Campus login screen - sign in with your KCA University Google account.

2. Your Dashboard & Navigation

2.1 Timeline

After logging in, you land on your Timeline - a running list of upcoming deadlines (assignments and exams) across all your units, soonest first.

- Use Next 7 days to widen or narrow the date range shown.
- Use Sort by dates to change the ordering.
- Use the search box to find a specific activity by type or name.
- Click Add submission next to a due item to jump straight to that assignment's submission screen.
- Click Show more activities to load items further out on the calendar.

Navigation
Bar

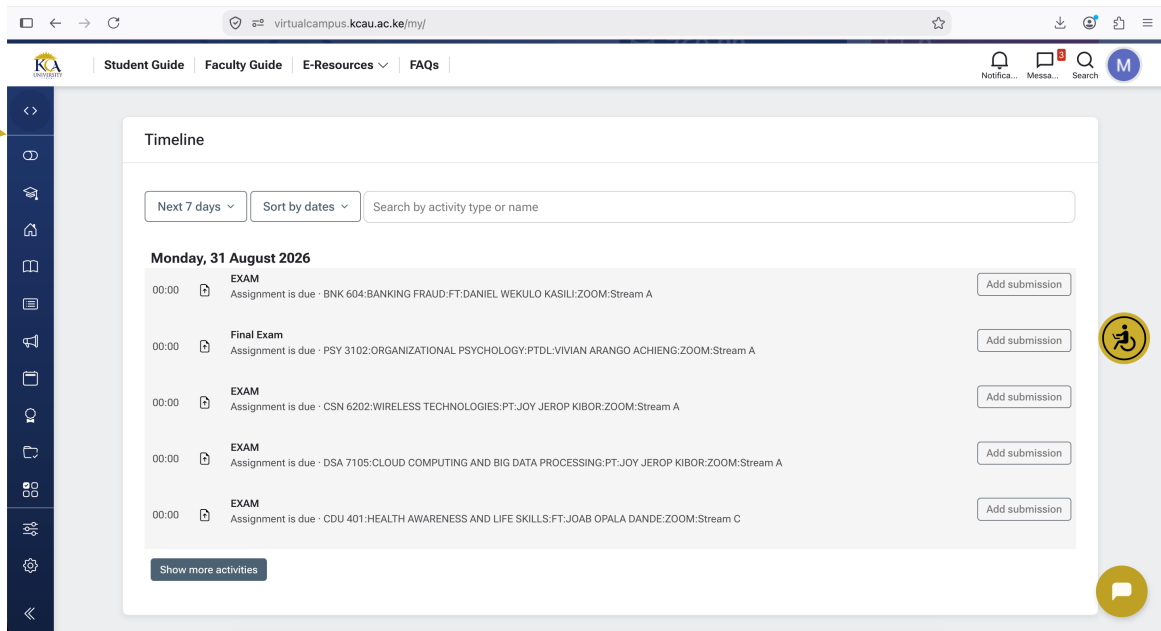


Figure 2. The Timeline view on your dashboard, showing upcoming assignments and exams.

2.2 My Courses

The My Courses page lists every unit you're enrolled in for the current term.

- Use the search box, the All filter, or Sort by course name to find a specific unit.
- Switch between Card and other list layouts using the view selector.
- Click any course tile to open that course.

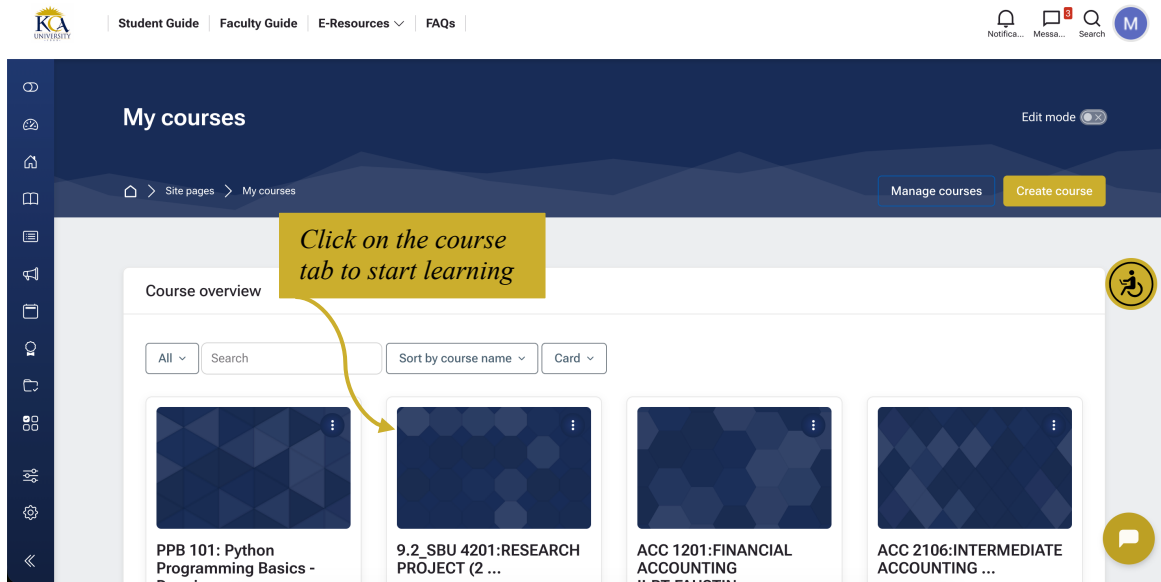


Figure 3. The My Courses page - every unit you're enrolled in, as course tiles.

2.3 The Top Bar & Icon Rail

A few navigation elements appear on every page:

- Top menu: Student Guide, Faculty Guide, E-Resources, and FAQs - reference material and help.
- Notifications (bell icon): system and course alerts.
- Messages (speech-bubble icon): direct messages from lecturers and classmates; a red badge shows your unread count.
- Search (magnifying glass): search across the platform.
- Your profile photo/initial (top right): opens your account menu (profile, settings, logout).
- The icon rail down the left edge gives quick access to areas such as your courses, home/dashboard, and site settings; it can be collapsed or expanded with the arrows at its top and bottom.



3. Inside a Course: Materials, Assignments & Surveys

3.1 Course Home

Opening a course tile brings you to that unit's home page, laid out as a set of cards: one showing your overall Course information and progress percentage, and one for each content section (an orientation section, then Week 1, Week 2, and so on).

- Each week's card shows a progress count (e.g. "4/10") and a breakdown of what's inside - text and media, forums, quizzes, files, and more.
- Click a card to open that section.

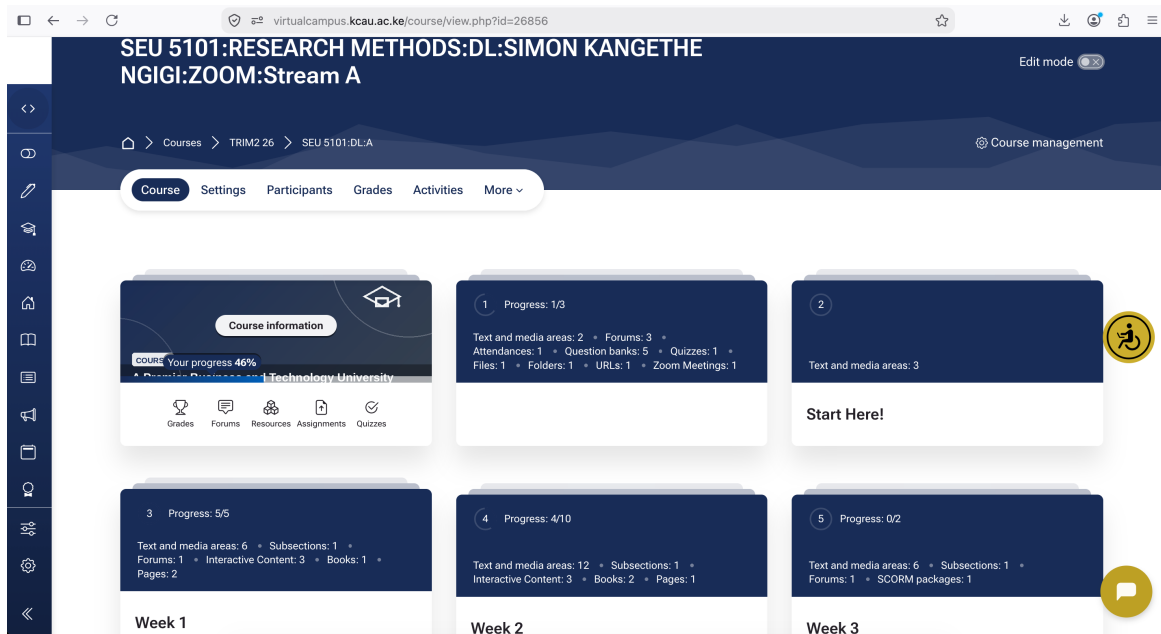


Figure 4. A course's home page, showing the course information card and weekly section cards.

The Course information card also gives you one-tap access to that unit's key tools:

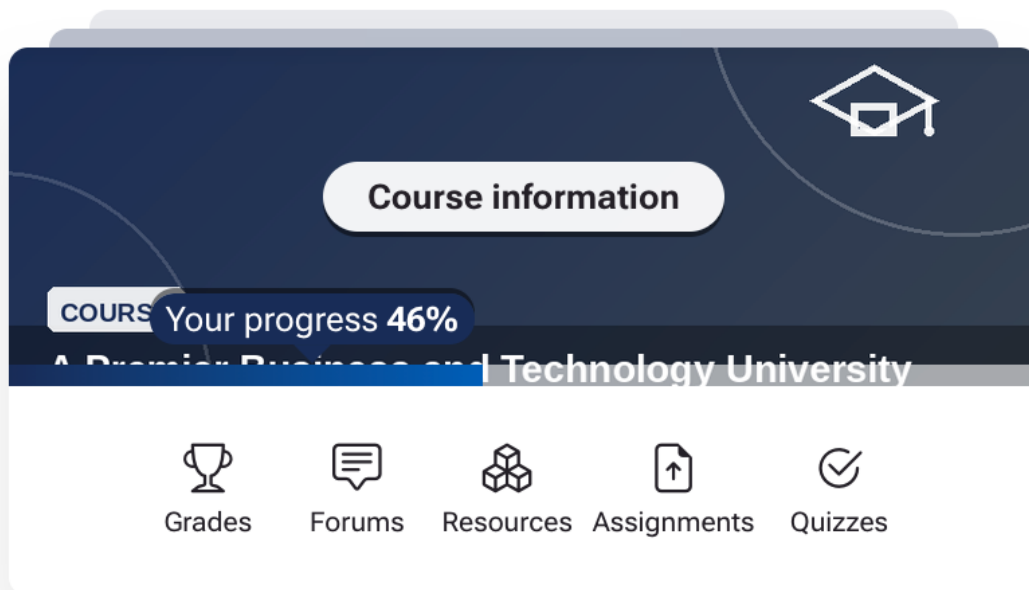


Figure 5. Quick links on the course information card: Grades, Forums, Resources, Assignments, and Quizzes.

3.2 Start Here!

Most courses open with a "Start Here!" section introducing the lecturer, the unit's learning outcomes, and how to access the rest of the learning resources.

Explore Course Content

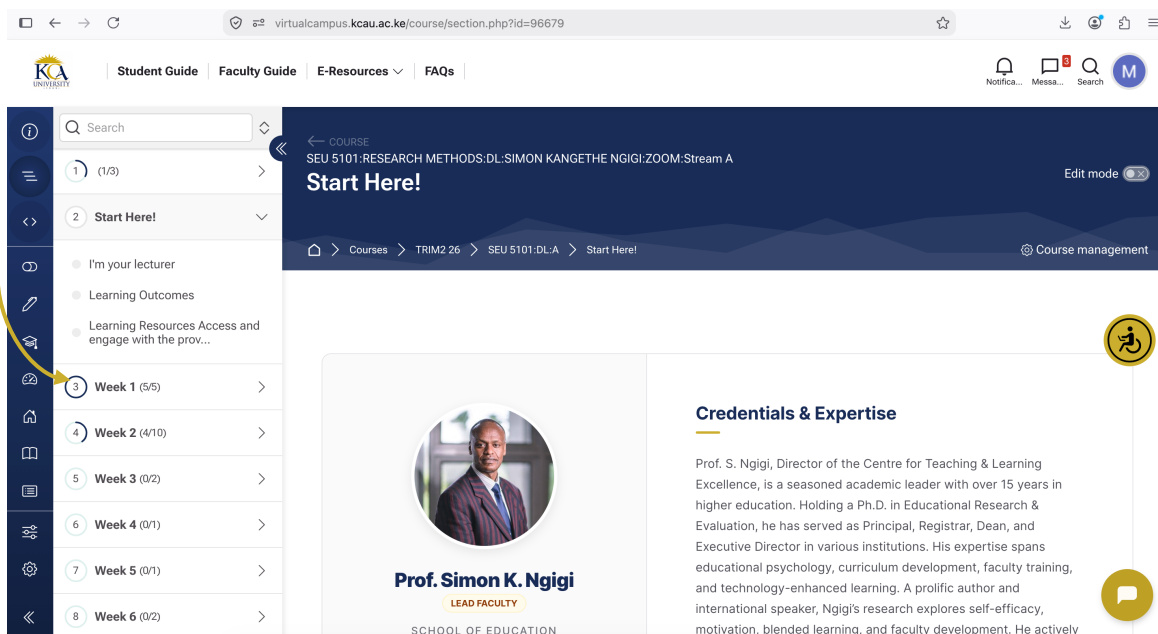


Figure 6. The "Start Here!" section, including the lecturer's introduction and credentials.

3.3 Learning Materials

Within each week, the Learning Materials area lists that week's readings and interactive content - text pages, PDFs, interactive (H5P) activities, and more, arranged in the order you're meant to work through them.

- A Done badge appears next to items you've already completed.
- Click any item in the list, or in the sidebar tree, to open it.

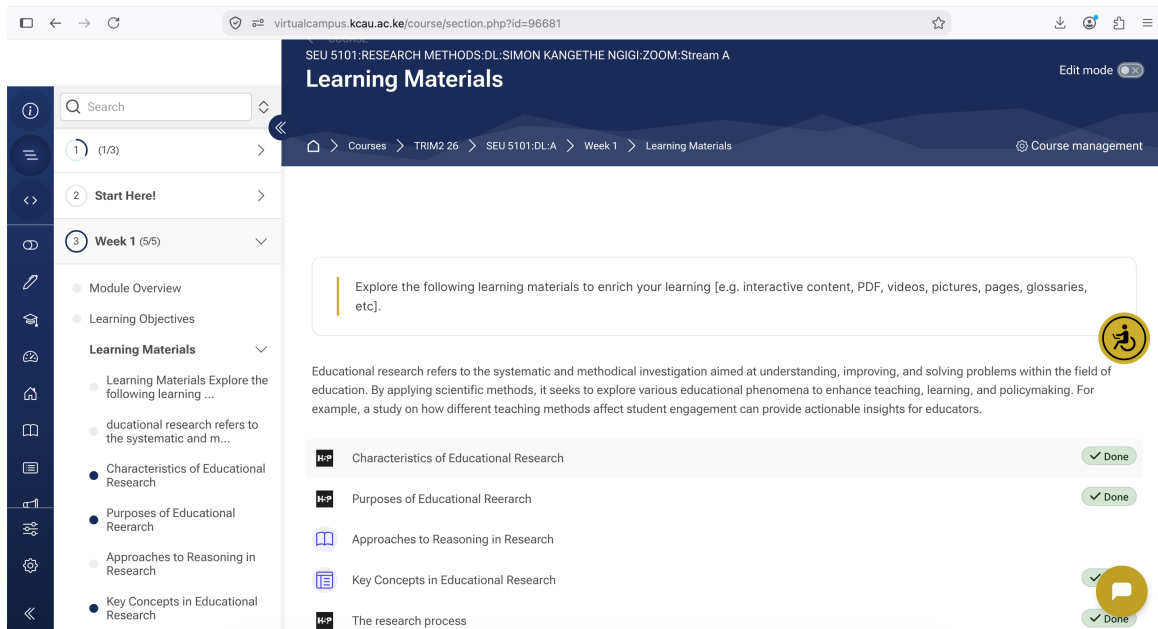


Figure 7. A week's Learning Materials list, with completed items marked Done.

3.4 Course Support & Announcements

Further down a course's landing area you'll typically find three quick-access cards - the Student Handbook (downloadable PDF of university guidelines and assessment criteria), Communication (the course discussion Lounge), and a course-specific Learning Guide - along with a running list of course items:

- Course Announcements and Announcements - updates from your lecturer.
- Course Support - where to get help with this specific unit.
- Sign Attendance - for marking attendance on live sessions.
- Course Policy Quiz - a short quiz confirming you've read the course policies.
- Welcome Message and a Navigating through the course orientation video.

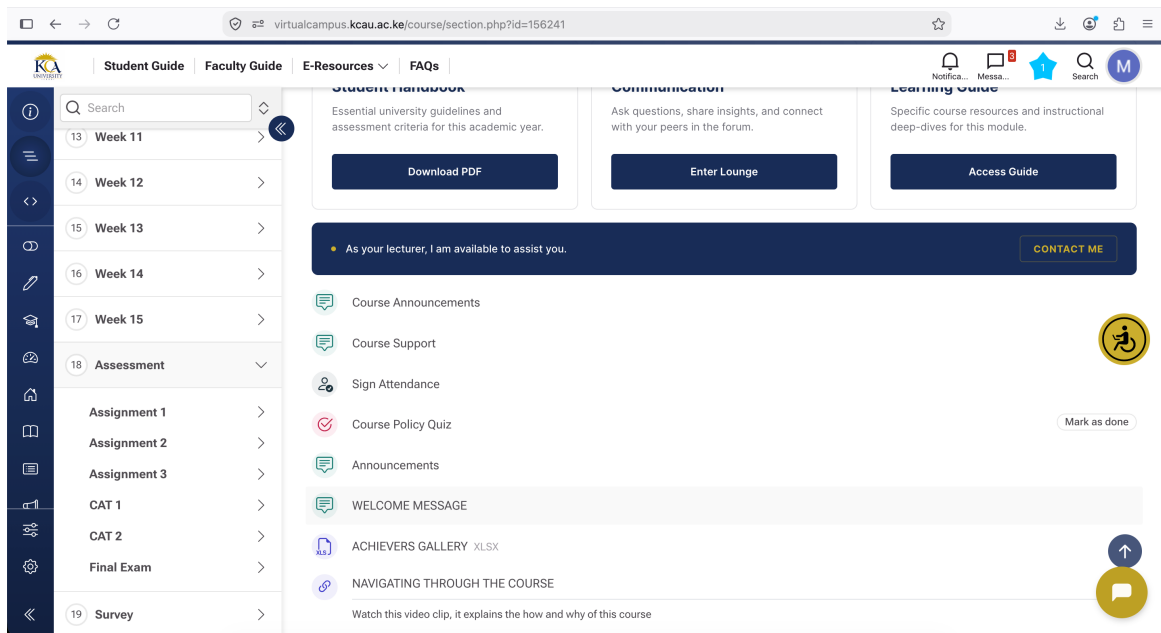


Figure 8. A course's support cards and item list, including the Student Handbook and Communication lounge.

3.5 Assignments

You can reach an assignment two ways: click Add submission next to it on your Timeline dashboard (Figure 2), or open it directly from the Assessment section inside the course.

1. Opening the assignment first shows a Grading summary - whether it's hidden from students, the number of participants, how many have submitted, and the time remaining before the due date.
2. Click Add submission to start your submission.

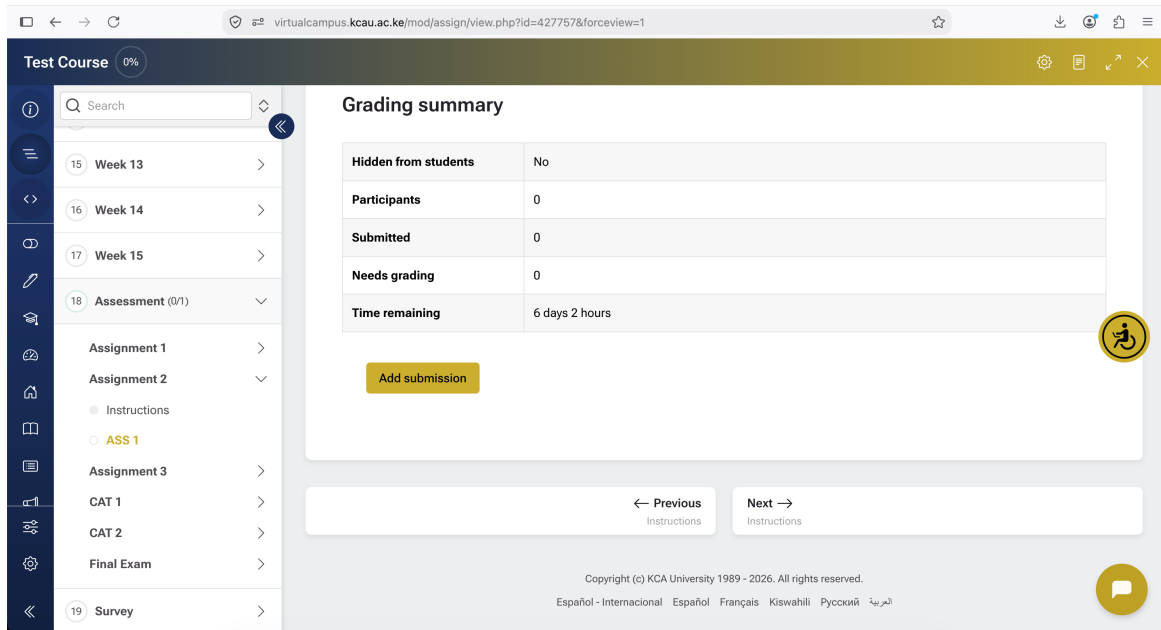


Figure 9. An assignment's Grading summary, with the Add submission button.

3. On the submission screen, check the Opened and Due dates at the top, then use the File submissions area to attach your work - either drag and drop a file directly onto it, or click the add-file icon to open the file picker.

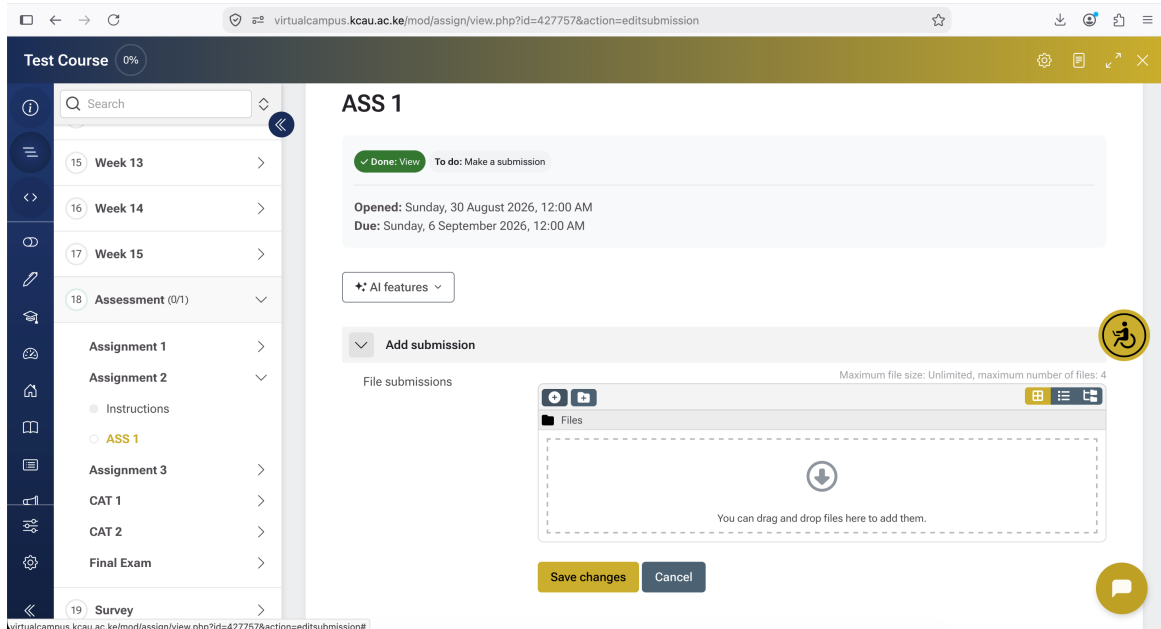


Figure 10. The submission editor, showing the Done/To-do status, due dates, and the file-upload drop area.

4. In the File picker, choose Upload a file (or another source such as Private files or Content bank), click Browse to select the file from your device, optionally give it a name under Save as, then click Upload this file.

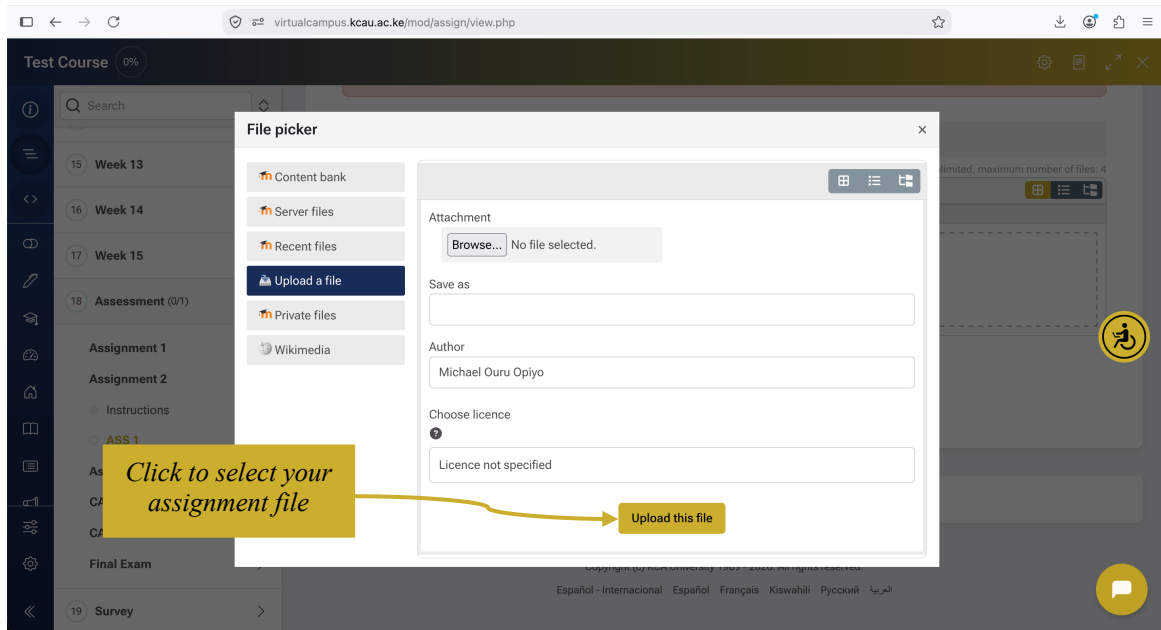


Figure 11. The file picker's Upload a file tab, used to attach your submission.

5. Back on the submission screen, click Save changes to finish submitting your assignment.

Note: Maximum file size and the number of files you can attach are shown above the drop area and vary by assignment - check these before you start.

3.6 End-of-Unit Survey

At the end of a unit you may be asked to complete a short, anonymous End-of-unit Survey giving feedback on teaching and learning quality. Your responses are shared with the university only in anonymised form.

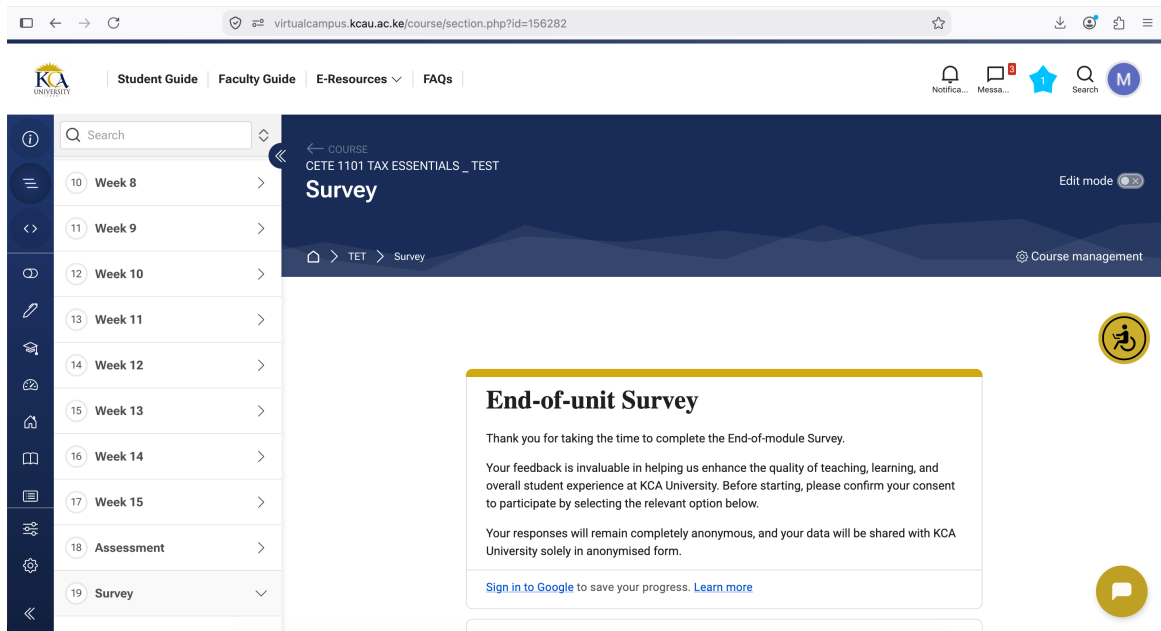


Figure 12. The End-of-unit Survey consent screen.