

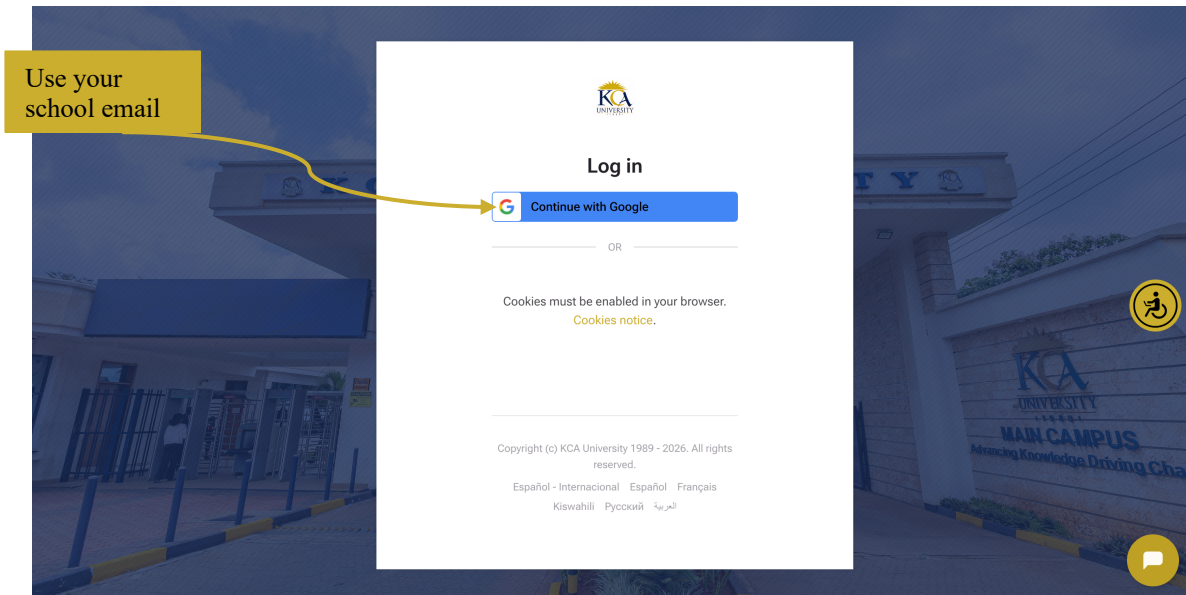


**Centre for Open and Distance Education**  
**KCA University LMS**  
**Faculty / Instructor User Guide - New Interface Walkthrough**

This guide is the instructor companion to the KCA University student guide, covering the redesigned Virtual Campus ([virtualcampus.kcau.ac.ke](http://virtualcampus.kcau.ac.ke)) from a faculty account: setting up and organizing a course, adding content and activities, configuring assignment grading, and where to manage participants, attendance, and communication.

# 1. Signing In

Faculty sign in exactly the same way as students - with single sign-on through your KCA University Google account. See the student guide's Logging In section for the full steps; the screen looks identical.



*Figure 1. The Virtual Campus login screen - the same for faculty and students.*

## 2. Course Setup & Edit Mode

### 2.1 My Courses (Instructor View)

The My Courses page looks like the student version but adds two controls in the top right: an Edit mode toggle, and Manage courses / Create course buttons for setting up new units.

- Toggle Edit mode ON here (or on any course page) to enable editing controls throughout the site.
- Manage courses opens the course administration screen for reordering, hiding, or deleting courses.
- Create course starts the new-course setup wizard.

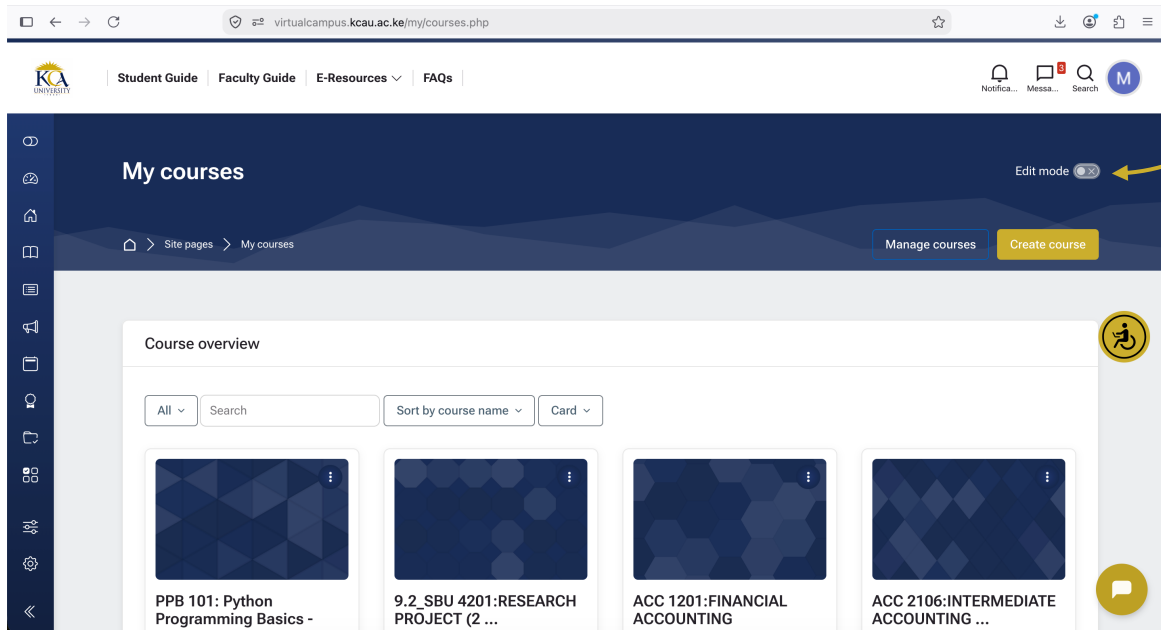


Figure 2. My Courses as an instructor, with Edit mode, Manage courses, and Create course.

## 2.2 Sidebar Shortcuts

The icon rail on the left edge is unlabelled by default, but hovering over an icon reveals its name - for example:

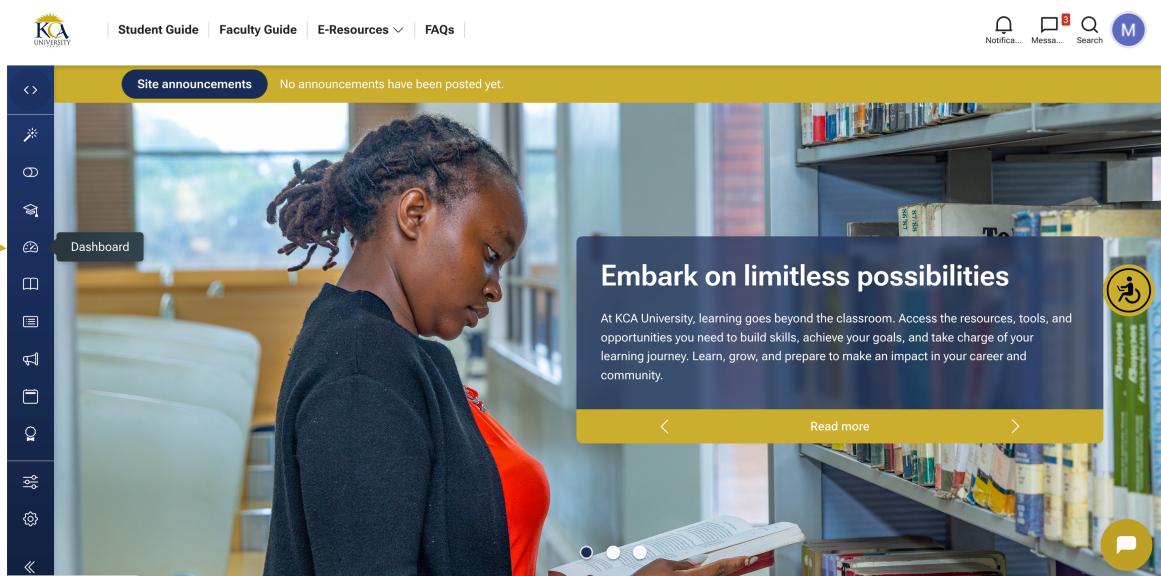


Figure 3. Hovering an icon reveals its label - here, Dashboard.

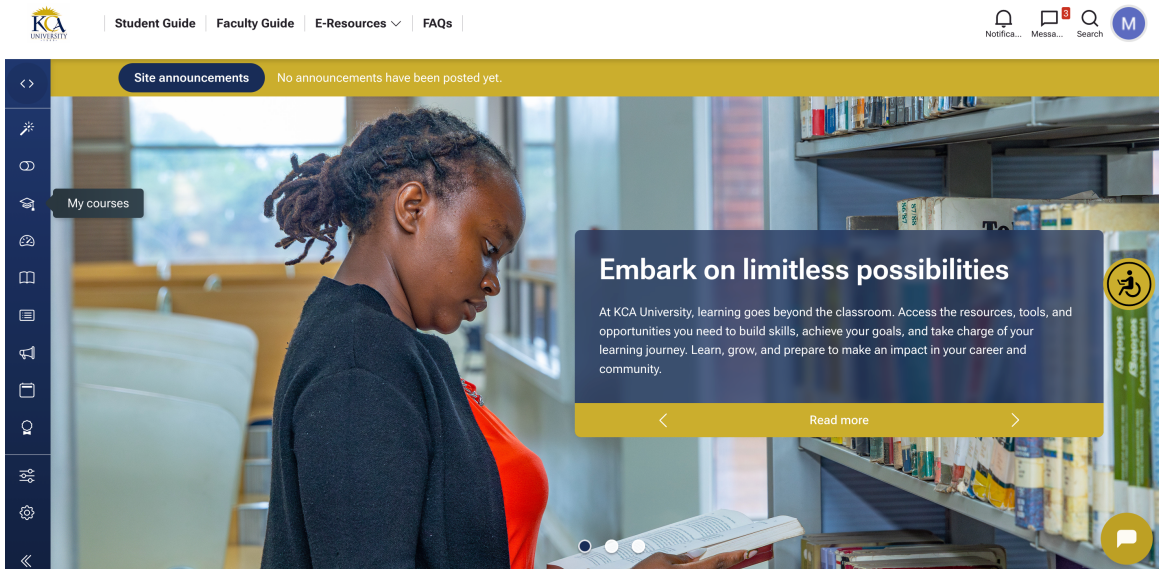


Figure 4. Another icon revealed as My courses.

## 2.3 Course Home (Edit Mode Off)

Opening a course from My Courses takes you to its home page. Along the top you'll find a row of tabs - Course, Settings, Participants, Grades, Activities, and More - plus a Course management shortcut.

- Course - the page students see, with your content sections.
- Settings - the course's name, visibility, dates, and format.
- Participants - everyone enrolled and their roles.
- Grades - the gradebook for this course.
- Activities - an index of every activity in the course.
- More - additional tools (question banks, reports, badges, and so on).

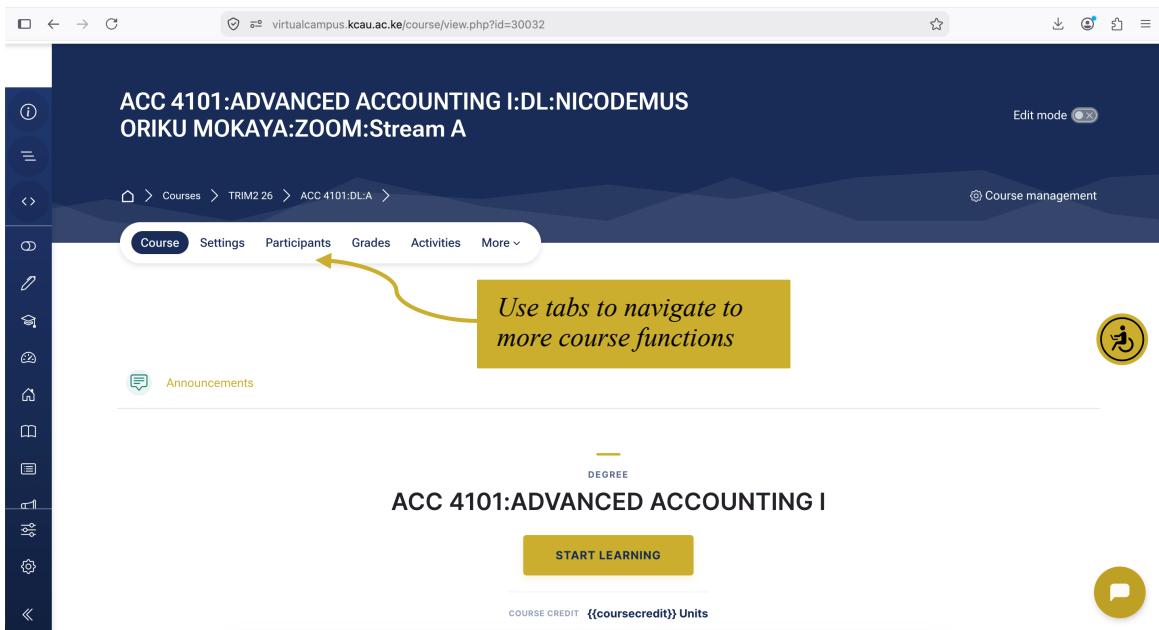




Figure 5. A course home page with Edit mode off, showing the Course / Settings / Participants / Grades / Activities / More tabs.

## 2.4 Turning On Edit Mode

Flip the Edit mode toggle (top right of any course page) to switch into editing view. Content sections gain a dashed "Add content" insertion point wherever you can insert something new.

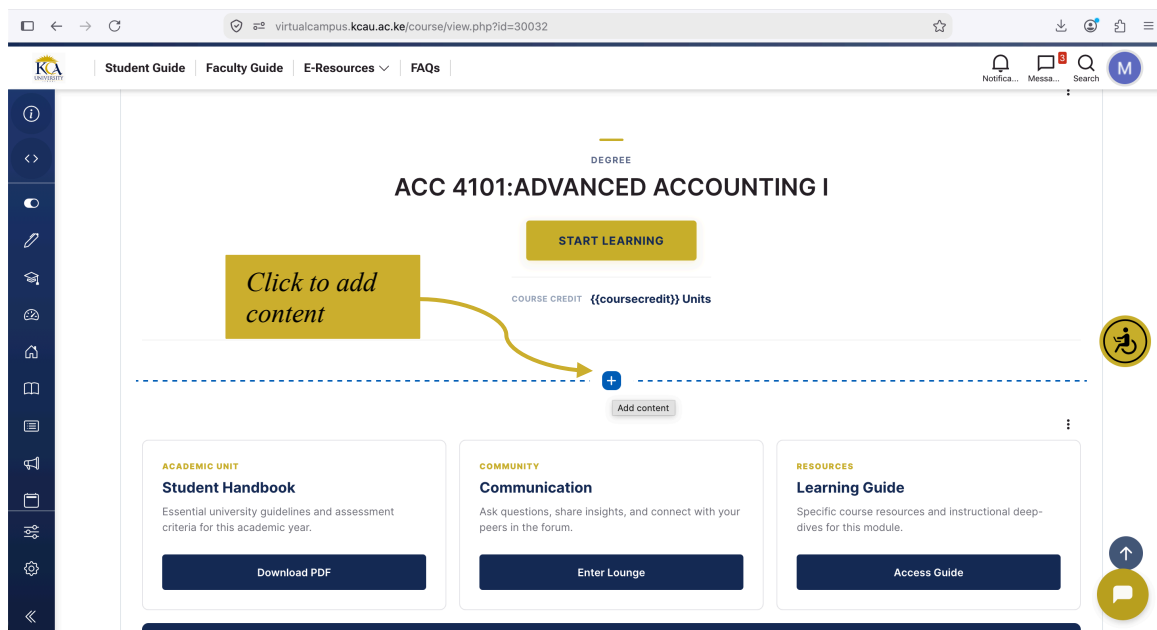


Figure 6. The same course with Edit mode on - note the dashed Add content marker.

## 2.5 Adding Content to a Section

Clicking the + at an Add content marker offers two choices: add a single Activity or resource, or add a Subsection to group related content together.

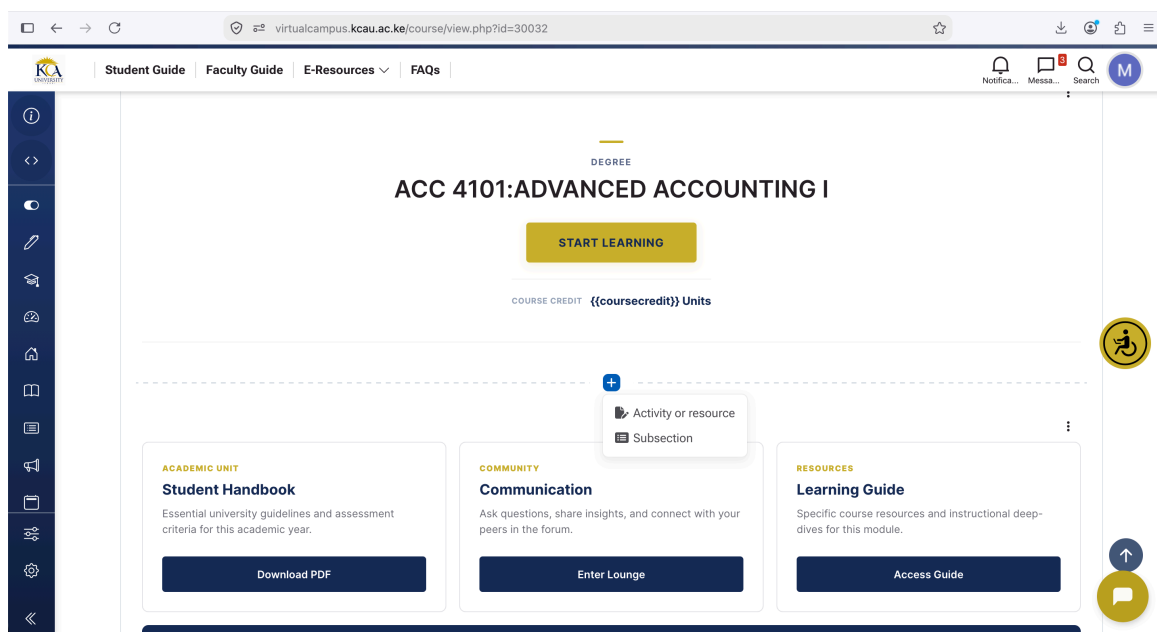


Figure 7. The Add content menu - Activity or resource, or Subsection.

### 3. Content & Activities

#### 3.1 Add an Activity or Resource

Choosing Activity or resource opens a gallery of every content type available - Assignment, Attendance, BigBlueButton, Book, Choice, Database, Feedback, File, Folder, Forum, Glossary, Google Meet, H5P, Interactive Content, Lesson, Page, Quiz, SCORM package, Text and media area, URL, Wiki, Workshop, Zoom meeting, and more. Use the Activities and Resources tabs, or the search box, to narrow the list.

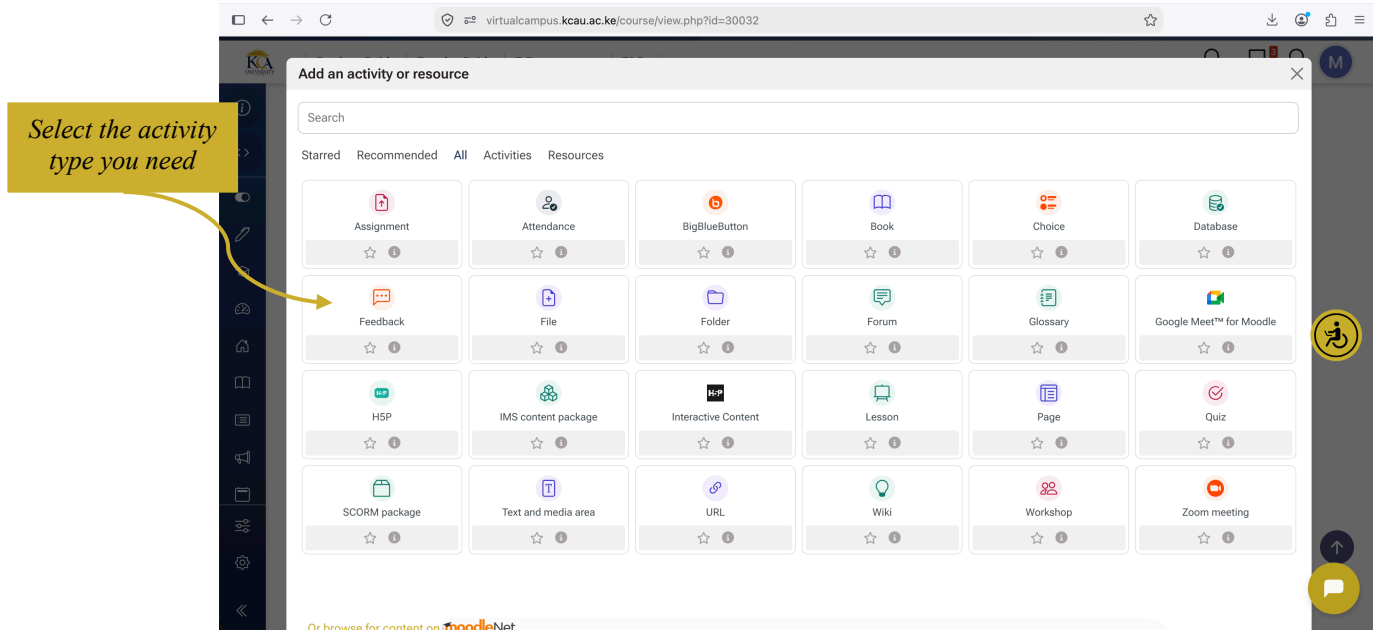


Figure 8. The Add an activity or resource gallery.

#### 3.2 Uploading a File Resource

1. Choose File from the gallery to open its settings form.
2. Give it a Name and, optionally, a Description.
3. Drag and drop the file into the Select files box (or click the folder icon to browse and upload).
4. Expand Appearance, Restrict access, or Completion conditions if you need to control how and when students see it, then click Save and return to course.

virtualcampus.kcau.ac.ke/course/modedit.php?add=resource&type&course=30032&section=0&return=0&beforemod=23063

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## New File

Expand all

**General**

Name !

Description

0 words Build with [tinyMCE](#)

☐ Display description on course page ?

Select files

Maximum size for new files: Unlimited

You can drag and drop files here to add them.

Figure 9. Creating a File resource - name, description, and the file upload area.

### 3.3 Creating an Assignment

Choosing Assignment from the gallery opens a longer settings form, organized into collapsible sections.

1. Under General, give the assignment a Name, Description, and any Activity instructions.

virtualcampus.kcau.ac.ke/course/modedit.php?add=assign&type&course=26856&section=20&return=0&beforemod=0

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## New Assignment

Expand all

**General**

Assignment name !

Description

0 words Build with [tinyMCE](#)

☐ Display description on course page ?

Activity instructions ?

Figure 10. The New Assignment form's General section.

2. Under Availability, set Allow submissions from, Due date, an optional Cut-off date, and Remind me to grade by.

The screenshot shows the 'Assignment availability - submission window and due dates' configuration page. The page includes a 'Files' section with a dashed box for uploading files and a checkbox for 'Only show files during submission'. Below this is the 'Availability' section with fields for 'Allow submissions from', 'Due date', 'Cut-off date', and 'Remind me to grade by'. Each field has an 'Enable' checkbox and a date/time picker. The 'Submission types' section at the bottom has checkboxes for 'Online text' and 'File submissions'.

| Field                  | Enable                              | Start Date | Start Time | End Date | End Time |
|------------------------|-------------------------------------|------------|------------|----------|----------|
| Allow submissions from | <input checked="" type="checkbox"/> | 31         | August     | 2026     | 00:00    |
| Due date               | <input checked="" type="checkbox"/> | 7          | September  | 2026     | 00:00    |
| Cut-off date           | <input type="checkbox"/>            | 31         | August     | 2026     | 08:18    |
| Remind me to grade by  | <input checked="" type="checkbox"/> | 14         | September  | 2026     | 00:00    |

Submission types: ☐ Online text ☒ File submissions

Figure 11. Assignment availability - submission window and due dates.

- Under Submission types, choose Online text and/or File submissions, and set the maximum number of files, maximum file size, and accepted file types.

The screenshot shows the 'Submission settings' page. It includes sections for 'Group submission settings', 'Notifications', and 'Grade'. The 'Grade' section is expanded, showing fields for 'Grade' (Type: Point, Maximum grade: 100), 'Grading method' (Simple direct grading), 'Grade category' (Uncategorised), 'Grade to pass', 'Anonymous submissions' (No), and 'Hide grader identity from students' (No).

| Field                              | Value                 |
|------------------------------------|-----------------------|
| Grade Type                         | Point                 |
| Maximum grade                      | 100                   |
| Grading method                     | Simple direct grading |
| Grade category                     | Uncategorised         |
| Grade to pass                      |                       |
| Anonymous submissions              | No                    |
| Hide grader identity from students | No                    |

Figure 12. Submission types and file limits for an assignment.

- Configure Feedback types, Notifications, and Grade (covered in Section 4), then click Save and return to course.

### 3.4 Editing Existing Content

To change something already in the course, open it and use its Edit settings option, or go directly to Edit settings from its menu (see 3.5). Text-based content - pages, section introductions, lecturer-bio blocks - opens in the same rich text editor used throughout the platform.

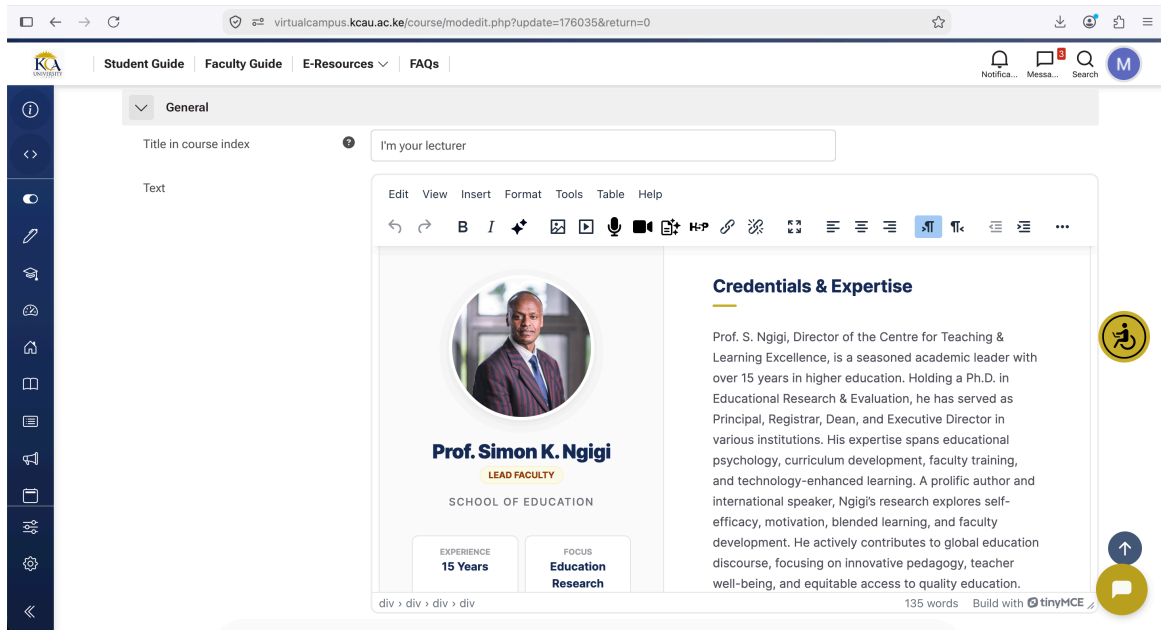


Figure 13. Editing a content block's text in the rich text editor.

### 3.5 Managing a Content Item

With Edit mode on, every activity, resource, or card shows a : (more) menu with quick actions:

- Edit settings - open its full settings form.
- Move / Move right - reposition or indent it.
- Hide - remove it from student view without deleting it.
- Duplicate - create a copy to reuse or adapt.
- Assign roles - grant a role (e.g. non-editing teacher) scoped to just this item.
- Delete - remove it permanently.

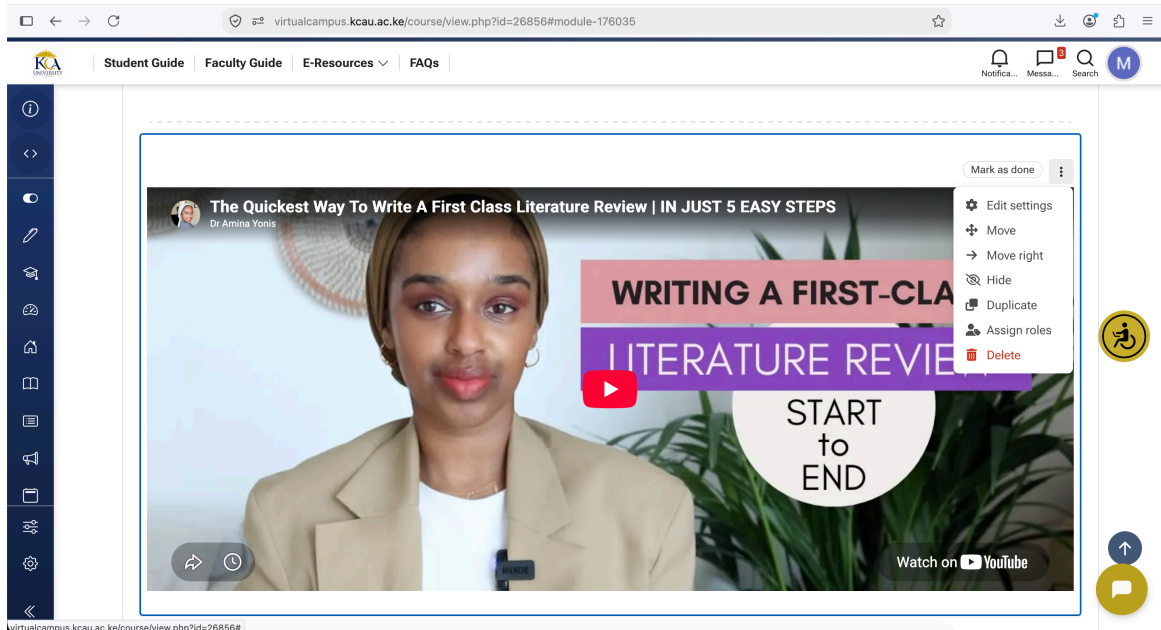




Figure 14. The management menu available on any content item in Edit mode.

## 4. Grading & Gradebook

### 4.1 Setting Up an Assignment's Grading

Still inside an assignment's settings form, the Grade section controls how it's marked:

- Grade - the type (typically Point) and Maximum grade.
- Grading method - e.g. Simple direct grading, or a rubric-based method if configured.
- Grade category and Grade to pass - where this item sits in the gradebook, and the passing threshold.
- Anonymous submissions and Hide grader identity from students - optional blind-marking controls.

The screenshot shows the 'Assignment settings' form in Edit mode. The 'Grade' section is expanded, showing options for 'Submission types' (Online text, File submissions), 'Maximum number of uploaded files' (4), 'Maximum submission size' (10 MB), and 'Accepted file types' (No selection). Below the 'Grade' section are other settings like 'Feedback types', 'Submission settings', 'Group submission settings', 'Notifications', 'Common module settings', and 'Restrict access'. The interface includes a top navigation bar with links to 'Student Guide', 'Faculty Guide', 'E-Resources', and 'FAQs', and a left sidebar with icons for various course management functions.

Figure 15. Grading configuration inside an assignment's settings.

### 4.2 The Gradebook (Grader Report)

Open the Grades tab from any course to reach the Grader report - the full grade grid for that course. Add a block, Search users, and Filter by name help you navigate a large class list; each column corresponds to a gradable activity.

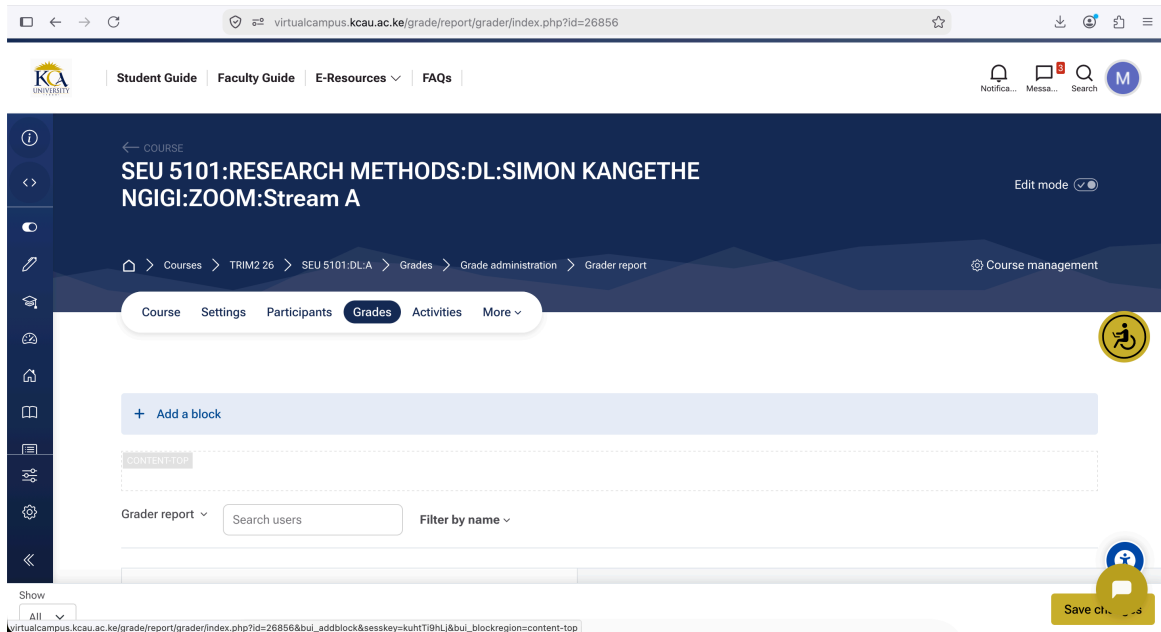
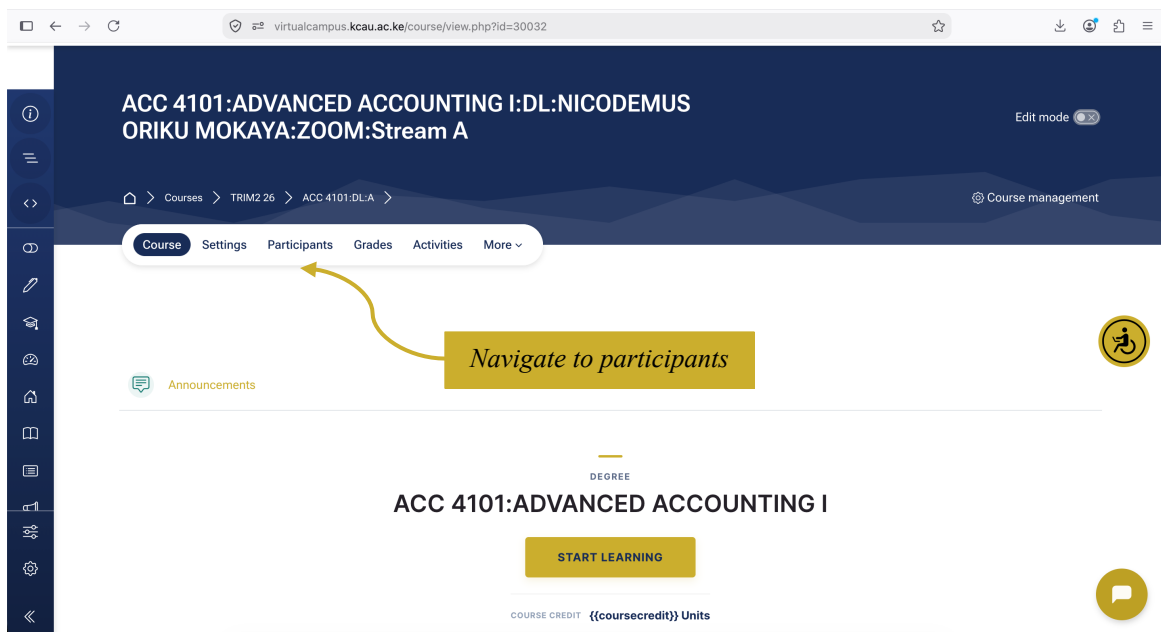


Figure 16. The Grader report, reached via a course's Grades tab.

## 5. Participants, Attendance & Communication



virtualcampus.kcau.ac.ke/course/view.php?id=26856

Student Guide Faculty Guide E-Resources FAQs

Course Announcements

Course Support

Sign Attendance

Course Policy Quiz

Announcements

Course Outline PDF

Course Files

SEU 5101\_WHATSAPP LINK

Edit settings

Move

Move right

Hide

Duplicate

Assign roles

Group mode

Delete

Done

To do

Click to configure attendance

virtualcampus.kcau.ac.ke/mod/forum/view.php?id=176034

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Announcements

General news and announcements

Click to add announcement

AI features

Search forums

Add discussion topic

(No announcements have been posted yet.)

+ Add a block

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- End of current guide -