

KHU ODeL Student Training Guide

Tutorial 1:

- 1) How to Login
- 2) How to Enroll for Units

Accessing and Logging in to your ODeL account

There are two options to get to the ODeL site, either through the University website (www.khu.ac.ke) or by typing in www.elearning.khu.ac.ke as the URL on your browser.



This is where
you can access
the login page



You are not logged in. (Log in)

KHU WEBSITE

KHU Programs ▾

WELCOME TO KENYA HIGHLANDS University E-Learning Portal

It is the "Effective, Convenient, Fast delivery modes and less environmental impacts when studying and learning.

Accessing the Portal

To access the platform, Users are required to have school email account. Users without university email address accounts should contact the **ICT personnel** or the **ODEL Office** using the contacts listed below for their emails to be created to enable you access the platform with ease. Please make the necessary arrangements.

Contact Us

*Contact the E-Learning
Support Desk on the email
address availed below or visit
the*

*E-Learning / IT Office for
assistance*



Logging in to your account

- Once on the login page, use your login information to login.
- Use your admission number but replace slashes “/” with dashes “-” for example instead of bbm/0123/456 you use bbm-0123-456 as the username.
- The initial password of odelkhu2020 but you must change it to something you are comfortable with as soon as you are logged in.

You are not logged in.



Use your login
information to login here

[KHU WEBSITE](#)

[KHU Programs](#) ▾



Login into your account

Username

Password

[Forgotten your username or password?](#)

Remember username

Enrolling for Units / Classes in ODeL

- Navigate to the Schools section at the bottom of ODeL homepage.
- Choose your School and then the level of your programme (i.e. degree or diploma).
- For Continuing students use the search box to find the unit/course on offer already posted in the ODeL System (see the units for offer under download section of the university website www.khu.ac.ke). *First year students must choose “Year One” then “Semester One” to find the units to enroll to. (see the slide below)*
- Then you can enroll for those units using a **self-enrollment key** for that class.
- Please take note of the **code for the unit** because you will be using that code for self-enrollment into a unit/class.

- Home
- Dashboard
- Calendar
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- My courses
- RMIT 425

Schools

Note: *This step is for first years only. Continuing students can use the units already given to them by the HOD*

- School of Computing and Information Technology
- School of Theology
- School of Education
- DEGREE COURSES
 - Bachelor of Education (Arts)
 - Year One
 - Semester One (7)
 - Semester Two
 - Year Two
 - Year Three
 - Year Four

Use the small arrows beside the School to navigate to the semester level

Click on the "Semester One" then copy and enroll to the units allocated to you using "Self-Enrollment Key" for the Unit. Follow the steps on this guide.

- test student1
- WANGUI ERIC WAMBUGU
- Basil Ayodi
- MULI FENNAN MUTUA
- Brian Kiproo Too
- Brenda Nanjala Khaemba
- Noel Saido
- OWINO GODWIN OMONDI
- Reinhard Wanja
- KIPLANGAT FELIX
- John Kamau
- MUTINDA NGUI
- KYALO STEPHEN MBOLU
- NOOR ZEITUN JIMALE



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Home

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Private files

My courses

RMIT 425

DEGREE COURSES

Home / Courses / School of Education / DEGREE COURSES

Locate your school then
the level of study e.g.
Education Arts - Degree
Course

Search for the unit you desire
to enroll for here using the
unit title or code. (Refer to
Units on offer for codes)

Schools:

School of Education / DEGREE COURSES

Search courses

GO



Expand all

▶ Bachelor of Education (Arts)

▶ Bachelor of Early Childhood Education

▶ Bachelor in Christian Education



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KENYA HIGHLANDS UNIVERSITY E-LEARNING Portal

Home / Courses / Search / re 223

Confirm the unit code after searching

Search courses

Search results: 1

Christian Response to Contemporary Issues
Lecturer: Mr. Geoffrey Maritim

If the unit is the correct (desired) one then click on it to enroll. The name of the lecturer is also shown under the unit title

Category: Semester One

Search courses



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Enrolling using Self-enrollment Key

- The self-enrollment key is the code of the unit for example if the unit code “**bbm 121**” then the self-enrollment key is **bbm121 (no spaces)**.
- In case you need help with the enrollment for the units contact the University Registrar’s Office.

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RMIT 425

Home

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Private files

Web design and Development

Home / Courses / School of Information Science / DEGREE COURSES / Bachelor of Science in Records Management and Information Technology / Year Four / Semester Two / RMIT 425 / Enrol me in this course / Enrolment options

Enrolment options

Web design and Development

Lecturer: Dr. Phillip Rotich

Self enrolment (Student)

Enrolment key

You should have received this enrolment key from:

Dr. Phillip Rotich

ENROL ME

Use the course/unit code as the self enrolment key. Make sure there is not space and use small letters (rmit425)

Ensure the title of the unit is correct

Note:
Contact your HOD or ODeL help desk if you can't find the place for self-enrolment

Accessing Class/Unit Content

- Once you enroll for unit(s), you should be able to see all your units on your dashboard. You can access any of the units using their respective links to attend a class.
- The instructions and details of every unit/class should be available on the respective pages of the unit(s).
- Please feel free to seek help and support from your lecturer for the class/unit.

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RMIT 425

Participants

Badges

Competencies

Grades

General

26 August - 1 September

2 September - 8 September

9 September - 15 September

16 September - 22 September

Home

Dashboard

Web design and Development

Home / Courses / School of Information Science / DEGREE COURSES / Bachelor of Science in Records Management and Information Technology / Year Four / Semester Two / RMIT 425

You are enrolled in the course.

Announcements

26 August - 1 September

2 September - 8 September

Great! You have successfully enrolled yourself in the unit and now can participate in the class



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Home

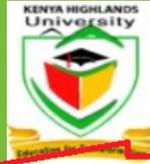
Dashboard

Calendar

Private files

My courses

web1



Use your
Dashboard to
access your
units/classes

KHU WEBSITE

KHU Programs

CUSTOMISE THIS PAGE

Recently Accessed Courses



Semester One
Web Development 1

Timeline



No upcoming activities due

This is where
you can find
the units you
enrolled for

Support Desk

In case you have challenges with your ODeL account and need technical support please contact the ODeL Office

Email: odel@kheu.ac.ke

You can also refer to the resource center through ODeL for more tutorials and ODeL help Videos

Class related support can be directed to the HOD or Class Lecturer/Facilitator.