

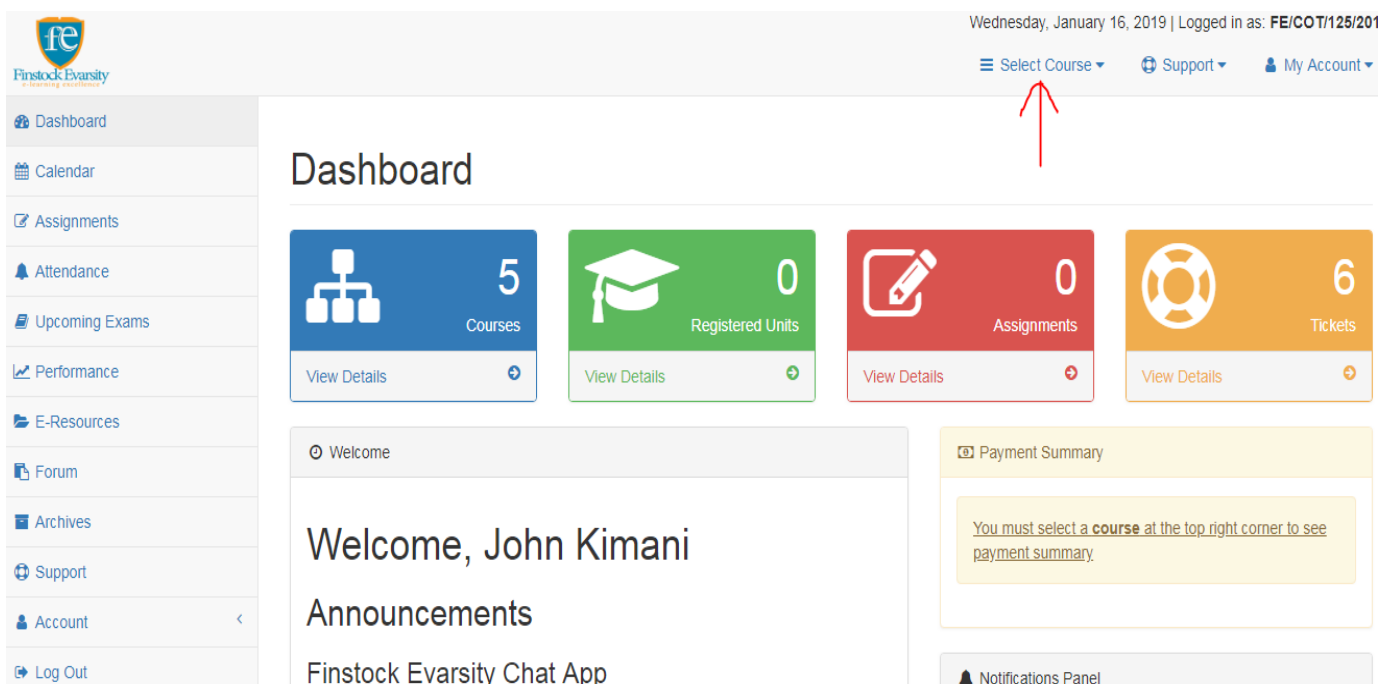
HOW TO ACCESS COURSE WORK (LESSONS AND NOTES)

This is a step to step breakdown of how to access notes from Finstock Evarsity College online learning platform. The objective of the breakdown is to ensure students find it easy to navigate through the system and this is expected to save on learning time.

Step 1: Login to view the Dashboard

For you to access course work, you must “ select course work”. The location of “select course work” button is indicated by red arrow.

Pictorial 1: Dash board and location of “ select course work”.

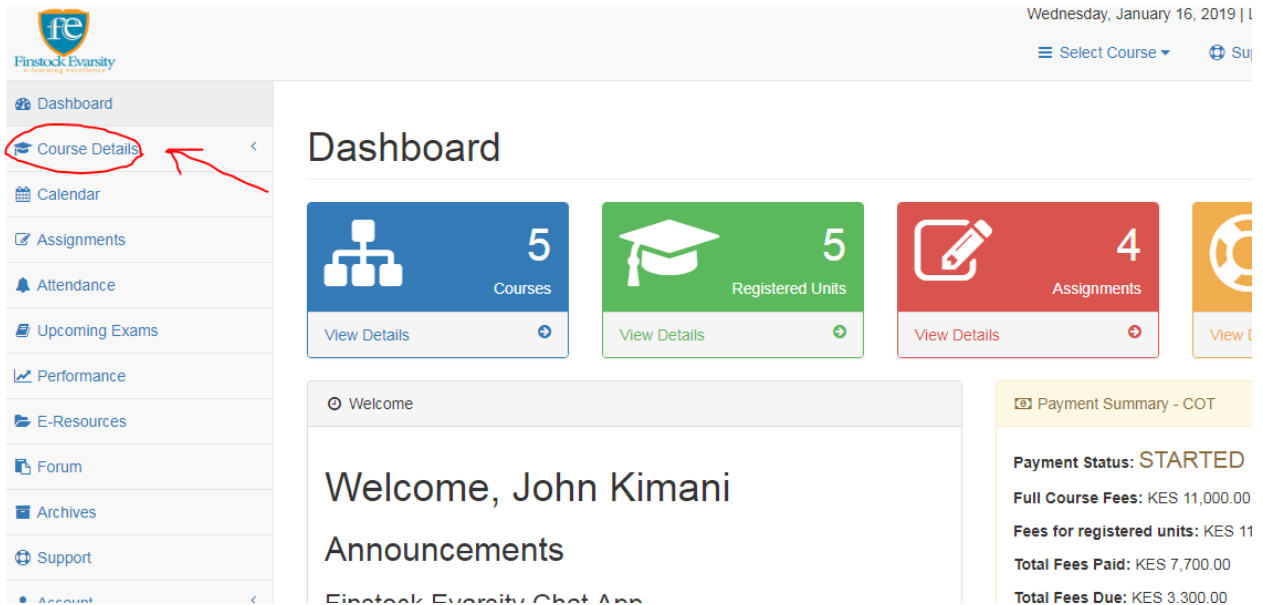


The screenshot displays the Finstock Evarsity dashboard. At the top right, the date is Wednesday, January 16, 2019, and the user is logged in as FE/COT/125/201. Below this, there are three navigation links: "Select Course" (highlighted with a red arrow), "Support", and "My Account". The dashboard features a left sidebar with navigation options: Dashboard, Calendar, Assignments, Attendance, Upcoming Exams, Performance, E-Resources, Forum, Archives, Support, Account, and Log Out. The main content area is titled "Dashboard" and contains four summary cards: "Courses" (5), "Registered Units" (0), "Assignments" (0), and "Tickets" (6). Below these cards, there is a "Welcome" section for John Kimani, a "Payment Summary" section with a message: "You must select a course at the top right corner to see payment summary.", and a "Notifications Panel" at the bottom right.

Step 2: Locating the “course details “ icon

The course detail icon is shown in pictorial 2.

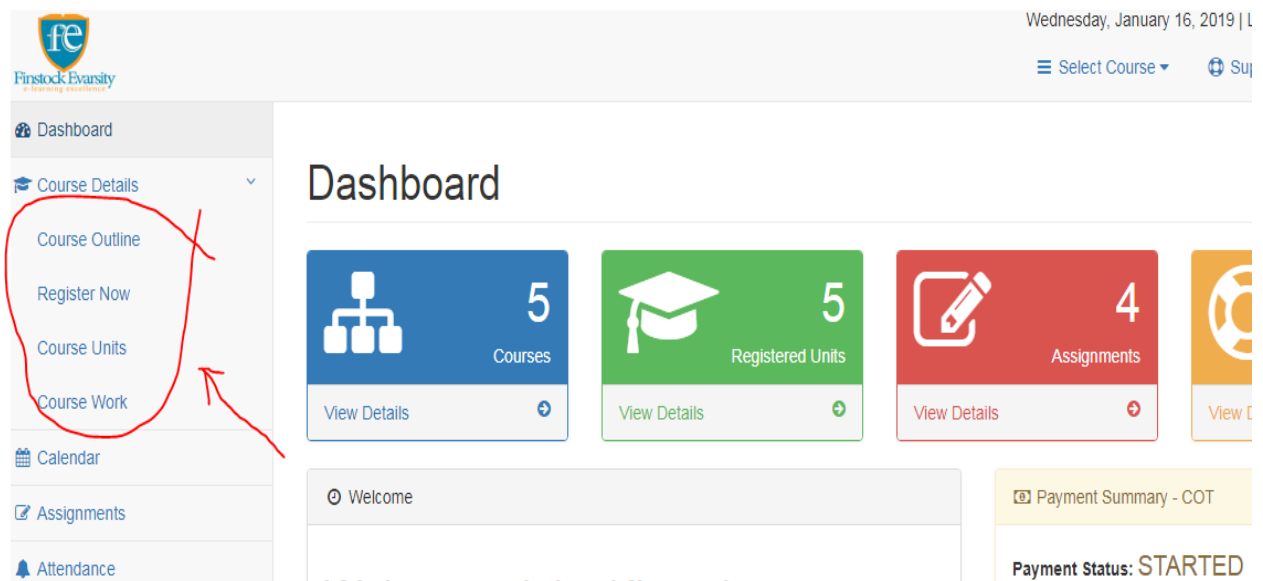
Pictorial 2: The course details icon



Step 3: Listing of items under “course details”

Under “course details”, you will see a listing which shows “course outline”, “register now”, “ Course Units”, and “ course work”.

Pictorial 3: Listing of items under “course details”



Step 4: Viewing Lessons

Once you click on “course work”, a listing of units that you had requested to register and undertake in the current system appears.

Pictorial 4: Viewing lessons

My Courses

Course Work

CERTIFIED ONLINE TRAINING COURSE COT

Show 10 entries Search:

#	Unit ID	Unit Name	Credit	Instructors	Lessons
1	COT001	Introduction To CMIS Modules	Pass	Emmah Kimani, Juma Idd, Sammy Waweru, Elizabeth Muturi, James Kimani, Jumba Allan Ngungi	View lessons
2	COT002	Current Trends In E-learning And E-learning Systems	Pass	Emmah Kimani, Juma Idd, Sammy Waweru, Elizabeth Muturi, James Kimani	View lessons
3	COT003	Managing Lectures, Students And Student Coursework In CMIS	Pass	Emmah Kimani, Juma Idd, Sammy Waweru, Elizabeth Muturi, James Kimani	View lessons
4	COT004	Content Management In CMIS	Pass	John Kimani, Emmah Kimani, Sammy Waweru, Elizabeth Muturi, James Kimani	View lessons
5	COT005	Administering Tests, Assignment, CATs And Exams In CMIS	Pass	John Kimani, Emmah Kimani, Sammy Waweru, Elizabeth Muturi, James Kimani	View lessons

Pictorial 5: Blank course work listing for “non registered” or “non paid” for units

If you have not requested for the registration of any units, or you have requested for registration but not yet paid for the units, then the registration of units are yet to be approved by the administration. You should therefore be viewing the following.

The screenshot shows the 'My Courses' page on the Finstock Evarsity website. The course 'CERTIFIED ETHICAL HACKER CEH' is selected. The 'Course Work' section shows a table with columns for '#', 'Unit ID', 'Unit Name', 'Credit', 'Instructors', and 'Lessons'. The table is empty, with the text 'No data available in table' and a red handwritten word 'Blank' overlaid. The page also includes a search bar, a 'Show 10 entries' dropdown, and navigation buttons for 'Previous' and 'Next'.

Step 5: Click on “View Lessons”.

Once you click on “view lessons” on any of the listed , a listing of lessons will appear. In the given example, once can see 3 lessons.

Pictorial 4: Viewing lessons

The screenshot shows the 'Unit Lessons' page for the course 'INTRODUCTION TO CMIS MODULES COT001'. The page lists three lessons, each with a red handwritten number (1, 2, 3) and a star rating:

- 1 A welcome to Finstock Evarsity (★★★★☆)
- 2 Accessing the System as a lecturer (★★★★☆)
- 3 Creating Work Schemes and Lesson Plans (★★★★☆)

Step 6: Lesson Content

Once you click on any lessons, you should be able to see notes **either** in;

1. Pdf
2. Ppt
3. html
4. Video
5. Sample questions for that lesson
6. Lesson rating (this function allows you to rate the lesson)

Pictorial 5: Sample Lesson

Unit Lessons

INTRODUCTION TO CMIS MODULES COT001


A welcome to Finstock Evarsity ★★★★☆

About this lesson

Welcome to Finstock Evarsity. This is an online e-learning portal that allows interested students to pursue their desired courses online. This gives them the flexibility to study from anywhere at their convenience. It also allows lecturer to administer course work to their students from anywhere at their convenience.

Lesson Content

Please take a minute to watch the following video to get more insight about **Finstock Evarsity** as a whole.



COT Course Overview.

At the end of this course, you should have covered the following units:

- Introduction To CMIS Modules.
- Current Trends In E-learning And E-learning Systems.
- Managing Lectures, Students And Student Coursework In CMIS.
- Content Management In CMIS.
- Administering Tests, Assignment, CATs And Exams In CMIS.

In addition to the above, you should also be able to the following in **Finstock Evarsity E-learning System**:

1. **Login and access the system as a faculty member/Lecturer**
2. **Create lesson plans for your lectures and submit for review.**
3. **View lectures assigned to you**
4. **view number of student in each of your assigned lecture**
5. **Add coursework to a lecture for your students.**

Chats

- Managing Lectures, Students And Student Coursework In CMIS.
- Content Management In CMIS.
- Administering Tests, Assignment, CATs And Exams In CMIS.

In addition to the above, you should also be able to the following in **Finstock Evarsity E-learning System**:

1. **Login and access the system as a faculty member/Lecturer**
2. **Create lesson plans for your lectures and submit for review.**
3. **View lectures assigned to you**
4. **view number of student in each of your assigned lecture**
5. **Add coursework to a lecture for your students.**
6. **Add assignments for students**
7. **Check/Mark attendance**
8. **Set exam questions and submit to administrators for review.**

On a scale of 1-5, rate this lesson



How would you rate this lesson's content?



END

Please note that the layout of the lesson may change with time to accommodate future technological and pedagogical requirements.

Incase , you have any enquiries about this, please email us at info@finstockevarsity.com or whatsapp/call us at 0703313722.