

Student Manual

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About the Student manual

In the following documentation, you can learn how to use the Karlifi Learning Platform as *Student*.

Using Google Chrome

The following documentation about the functioning of the Karlifi Learning Platform contains various instructions. All instructions as well as all screenshots that you will see refer to the usage of the Karlifi Learning Platform via the browser Google Chrome. Hence, **the recommended browser for users who are new to the Karlifi Learning Platform is Google Chrome** because the entirety of the documentation is based on the user interface of Google Chrome. Naturally, the Karlifi Learning Platform can be accessed via other browsers, too; such as Mozilla Firefox, Microsoft Edge, Internet Explorer, etc.

Further information

The Karlifi Learning Platform is a Learning Management System based on Moodle. If you come across any problems or if you want to do any tasks that are not described within this documentation, please consult the official Moodle Documentation Website under https://docs.moodle.org/35/en/Main_page.

Here you can find information on:

- Managing your course
- Adding activities
- Managing your site
- Mobile app features
- What's new

Log in to Karlifi Learning Platform

Before you begin

- Make sure you have your login data available.
- Your login data consists of your assigned username and password.

Procedure

1. Go to <http://karlifi.org/login/index.php>.

Log in

Username

Password

☐ Remember username

[Log in](#)

[Forgotten your username or password?](#)

Cookies must be enabled in your browser [?](#)

Some courses may allow guest access

[Log in as a guest](#)

Figure 1: Log in

2. Type your username and password into the corresponding text fields.
3. Click on [Log in](#).

Results

You are logged in to Karlifi Learning Platform. You will automatically be directed to your personal Dashboard.

Related tasks

[Log out of Karlifi Learning Platform](#) on page 4

Log out of Karlifi Learning Platform

Before you begin

- Make sure you are logged on to the Karlifi Learning Platform.

Procedure

1. In the top right corner of the page, click on your username.
A drop-down menu appears:

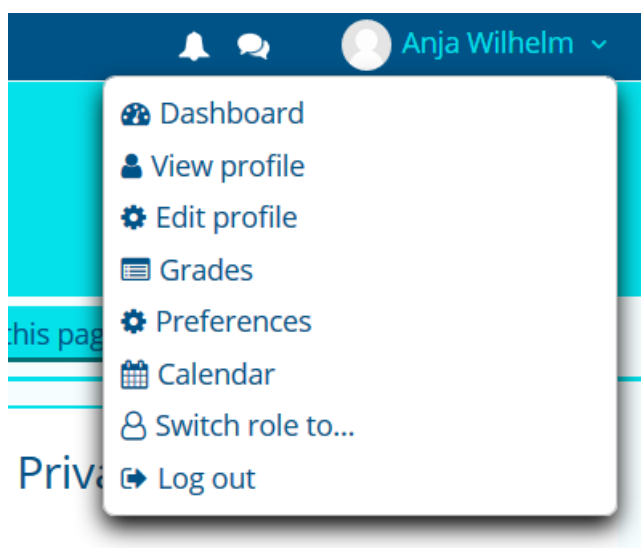


Figure 2: User menu

- At the bottom of the drop-down menu, click on **Log out**.

Results

You are logged out of the Karlifi Learning Platform.

Related tasks

[Log in to Karlifi Learning Platform](#) on page 3

About the Home page

Here, you will learn how the Home page of the Karlifi Learning Platform is structured.

Areas

There are 5 different areas on the Home page:

- the header area
- the slider area
- the main area
- the blocks area
- the footer area

The Header Area

On the top right corner of the header area, there is the **user menu** where you can find various symbols:

- The bell symbol shows whether you have any new notifications. By clicking on it, you will see an overview of the latest notifications.
- The speech bubble symbol shows whether you have new messages. By clicking on it, you see an overview of your latest messages.
- By clicking on the profile picture and your name next to it, a drop-down list box appears offering many options, such as:

Dashboard	go to the dashboard
View profile	access your user details

Edit profile	edit your user details
Grades	view your grades and courses
Preferences	change certain settings of your account, such as : • forum settings • calendar settings • notification settings
Calendar	access and view the calendar and relevant events
Log out	log off your account

On the left side, under the logos of Pwani University and Karlsruhe University, you can see the **navigation bar** that consists of 4 tabs:

Home	go to the Home page
Dashboard	go to the dashboard
Events	access the calendar and view, edit and create events
My Courses	view the short name of the courses on which you are enrolled access the course and course material

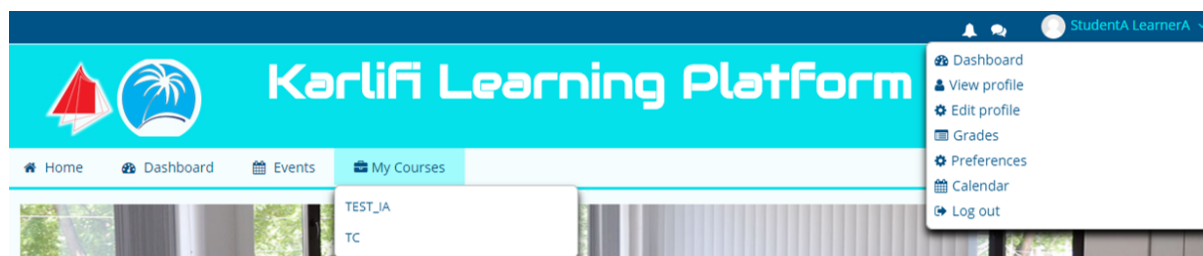


Figure 3: The Header of The Karlifi Learning Platform

On the right side of the navigation bar, there are two other tabs:

- By clicking on **Hide blocks**, the **Quick Guides** and **Navigation** block disappear, giving thus more space to course tiles. You can make the blocks become visible again by clicking on **Show blocks** which is at the exact same spot where the tab **Hide blocks** was.
- By clicking on **Full screen**, the user interface of the Karlifi Learning Platform spreads across your entire monitor. You can return to the standard view by clicking on **Standard view** which is at the exact same spot where the tab **Full screen** was.



Figure 4: "Hide blocks" and "Full screen" are highlighted in yellow.

The Slider Area

In the slider area, you can see informative images of Pwani University, of Karlsruhe University and of the Baden-Württemberg Stiftung.

The Main Area

In the main area, you can see the different courses depicted as tiles. By clicking on a tile, you enter a course. Depending on whether or not you are enrolled on that course, you can see the course details and materials. At the bottom of the main area, there is a search box with which you can search for courses by their names.

The Blocks Area

On the Home page, the blocks area consists of two blocks:

Block	Activity
Quick Guides	access the quick guides on how to use the Karlifi Learning Platform depending on your role
Navigation	navigate to courses or functions

The Footer Area

In the footer area, you can find the copyright as well as the contact details of the persons and institutions responsible for the Karlifi Learning Platform.

Related concepts

[About the dashboard](#) on page 7

Here, you will learn how the dashboard of the Karlifi Learning Platform is structured.

About the dashboard

Here, you will learn how the dashboard of the Karlifi Learning Platform is structured.

Areas

There are 4 different areas on the Dashboard page:

- the header area
- the main area
- the blocks area
- the footer area

The Header Area

On the top right corner of the header area, there is the **user menu** where you can find various symbols:

- The bell symbol shows whether you have any new notifications. By clicking on it, you will see an overview of the latest notifications.
- The speech bubble symbol shows whether you have new messages. By clicking on it, you see an overview of your latest messages.
- By clicking on the profile picture and your name next to it, a drop-down list box appears offering many options, such as:

Dashboard	go to the dashboard
---------------------------	---------------------

View profile	access your user details
Edit profile	edit your user details
Grades	view your grades and courses
Preferences	change certain settings of your account, such as : • forum settings • calendar settings • notification settings
Calendar	access and view the calendar and relevant events
Log out	log off your account

On the left side, under the logos of Pwani University and Karlsruhe University, you can see the **navigation bar** that consists of 4 tabs:

Home	go to the Home page
Dashboard	go to the dashboard
Events	access the calendar and view, edit and create events
My Courses	view the short name of the courses on which you are enrolled access the course and course material

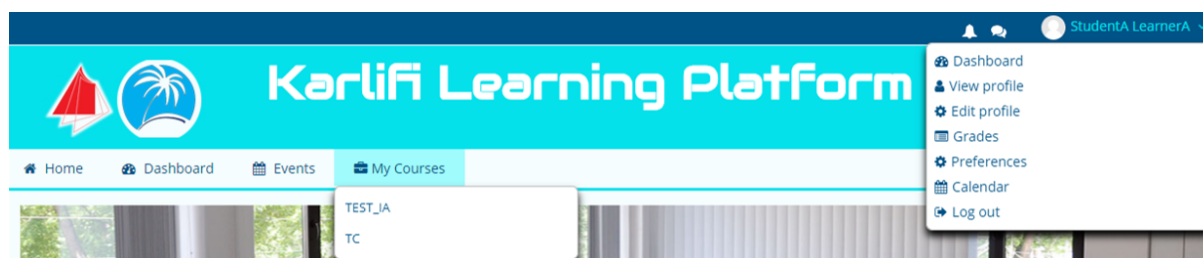


Figure 5: The Header of The Karlifi Learning Platform

On the right side of the navigation bar, there are two other tabs:

- By clicking on **Hide blocks**, the **Quick Guides** and **Navigation** block disappear, giving thus more space to course tiles. You can make the blocks become visible again by clicking on **Show blocks** which is at the exact same spot where the tab **Hide blocks** was.
- By clicking on **Full screen**, the user interface of the Karlifi Learning Platform spreads across your entire monitor. You can return to the standard view by clicking on **Standard view** which is at the exact same spot where the tab **Full screen** was.



Figure 6: "Hide blocks" and "Full screen" are highlighted in yellow.

The Main Area

In the main area, you have an overview of your courses.

By clicking on the tab **Timeline** and then on the button **Sort by dates**, you can see an overview of all upcoming activities in their chronological order. By clicking on the button **Sort by courses** you can additionally see the courses to which the upcoming activities belong.

By clicking on the tab **Courses** and then on the button **In progress**, you can see an overview of all the courses on which you are currently enrolled and which you have not completed, yet. By clicking on the button **Future**, you can see courses on which you are enrolled although they will start at some time in the future. By clicking on the button **Past**, you will see courses on which you were enrolled in the past and courses that are already finished.

The Blocks Area

On the Dashboard page, the blocks area consists of 6 blocks:

Block	Activity
Private files	view and access your files and quickly manage your files
Quick Guides	access the quick guides on how to use the Karlifi Learning Platform depending on your role
Online users	see which other users are online right now at the same time with you, in case you wish to contact them
Calendar	view special dates, deadlines and events access the calendar, edit events or delete existing ones
Upcoming events	view upcoming events and access your calendar
Navigation	navigate to courses or functions

The Footer Area

In the footer area, you can find the copyright as well as the contact details of the persons and institutions responsible for the Karlifi Learning Platform.

Related concepts

[About the Home page](#) on page 5

Here, you will learn how the Home page of the Karlifi Learning Platform is structured.

Edit profile

Any user of the Karlifi Learning Platform has a user profile, which can be edited to display personal information or to hide certain information.

Before you begin

- Make sure you are logged in with your personal user account.

Procedure

1. In the top right corner of the page, click on your username.

A drop-down menu appears:

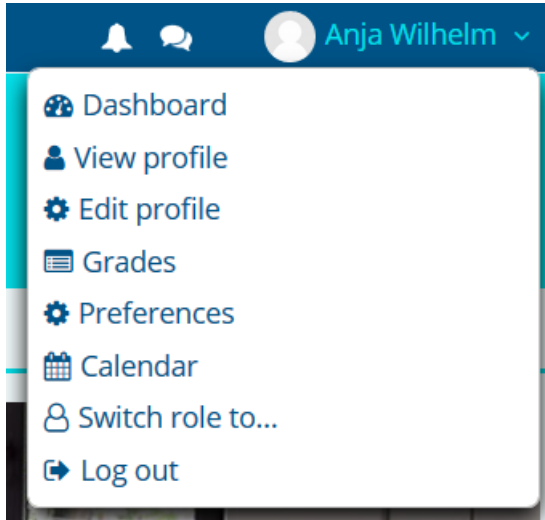


Figure 7: User menu

2. Click on **Edit profile**.

An editing site for all the information in your profile opens. It is separated into the sections:

- General
- User picture
- Additional names
- Interests
- Optional

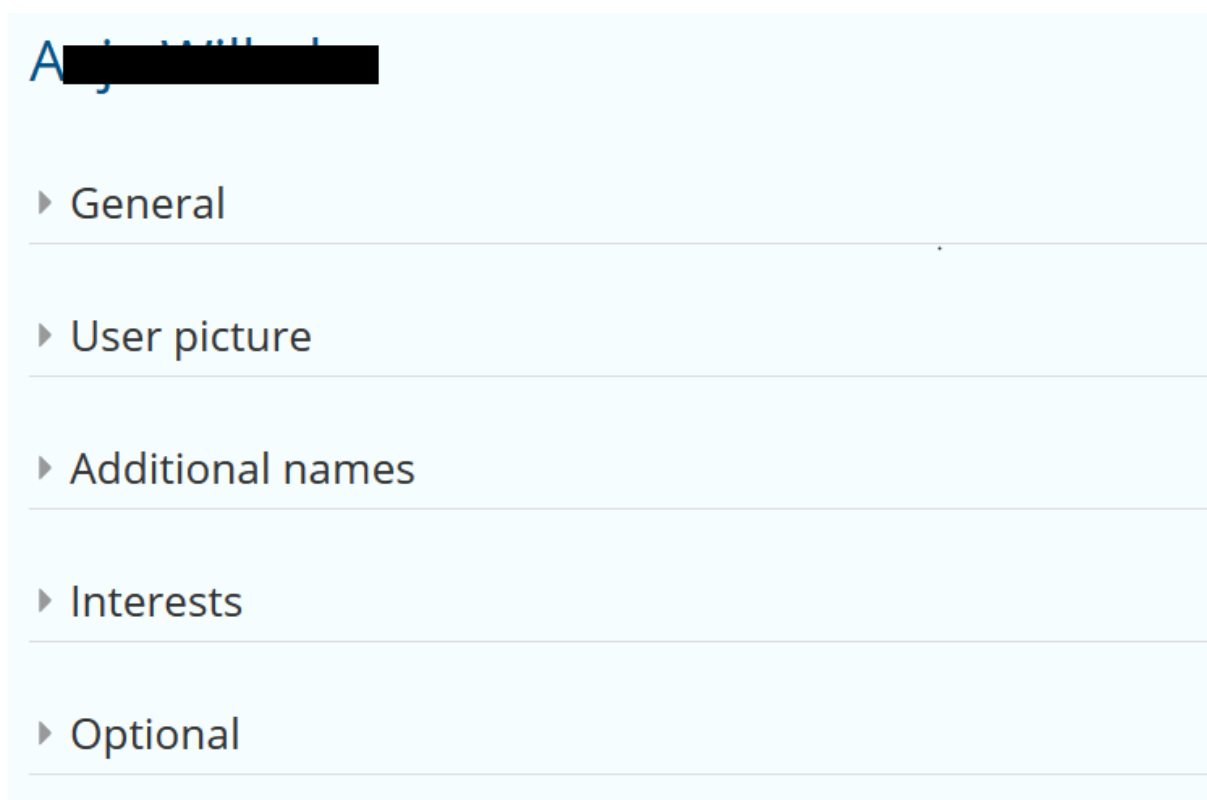


Figure 8: Your profile information

3. Click on the section of information you want to edit.
The section opens and displays all the possible information about your person you can edit.
4. Click into the text box, text editor or on the drop-down menu to change the content of your information.
The drop-down menus provide a fixed list of information you can choose from. The text boxes allow you to create any content you want.
5.  **Note:**
Fields marked with a red star are required to be filled in. You will not be able to save changes to your profile as long as those fields are empty.

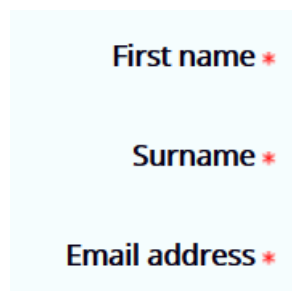


Figure 9: Required fields

At the bottom of the page, click on [Update profile](#) to save changes to your profile.

Results

The changes to your profile have been saved and are now displayed in your user profile.

Find a course

Before you begin

- Make sure you are logged in as *Student*.

Procedure

1. In the navigation bar above the header, click on **Home**.
You will see all courses.
2. Scroll until you see the searchbox.

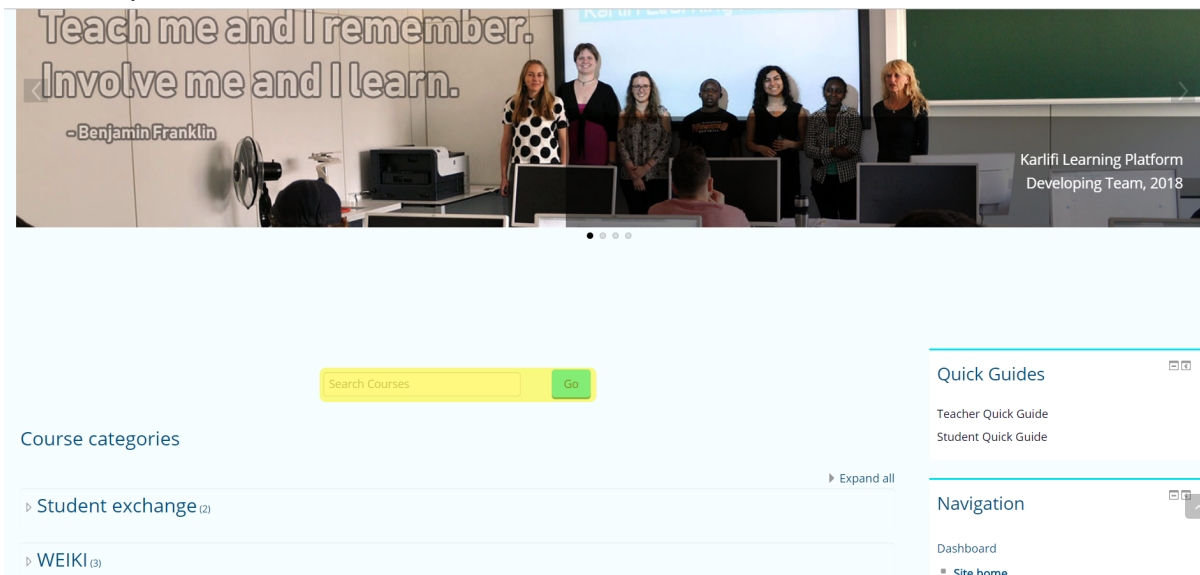


Figure 10: Searchbox

3.  **Note:**

Please be aware that you have to enter the course name or course short name correctly. Otherwise you may not find the course you are looking for.

In the searchbox, enter the course name or the course short name.

4. Click on **Go**.

You will see the course in the list.

Results

You have successfully found a course on the Karlifi Learning Platform.

About enrolments

Here, you will learn how to enrol on and unenrol from courses.

Related tasks

[Enrol users manually](#)

[Self-enrol to a course with an enrolment key](#) on page 13

[Self-enrol to a course](#) on page 13

[Unenrol from course manually](#) on page 14

[Unenrol users from a course](#)

Self-enrol to a course with an enrolment key

Before you begin

- Make sure you are logged in as *Student*.
- Make sure you have found the course on which you want to *self-enrol*.
- Make sure you have the *enrolment key* of the course at hand.

Procedure

1. Click on the course on which you want to self-enrol.
You will see a page with the enrolment options of the course.
2. Enter the enrolment key.
3. Click on **Enrol me**.

Results

You have successfully self-enrolled on a course.

Related concepts

[About enrolments](#) on page 12

Here, you will learn how to enrol on and unenrol from courses.

Related tasks

[Enrol users manually](#)

[Self-enrol to a course](#) on page 13

[Unenrol from course manually](#) on page 14

[Unenrol users from a course](#)

Self-enrol to a course

Before you begin

- Make sure you are logged in as *Student*.
- Make sure you have found the course on which you want to *self-enrol*.

Procedure

1. Click on the course on which you want to self-enrol.
You will see a page with the enrolment options of the course.
2. Click on **Enrol me**.

Results

You have successfully enrolled on the course.

Related concepts

[About enrolments](#) on page 12

Here, you will learn how to enrol on and unenrol from courses.

Related tasks

[Enrol users manually](#)

[Self-enrol to a course with an enrolment key](#) on page 13

[Unenrol from course manually](#) on page 14

[Unenrol users from a course](#)

Unenrol from course manually

Before you begin

- Make sure you are logged in as *Student*.
- Make sure you have found the course on which you want to *unenrol*.

Procedure

1. In the **Navigation** block, click on **My Courses**.
2. Click on the name of the course from which you want to unenrol.
You will see the content of the course.
3. In the **Administration** block, click on **Course administration > Unenrol me from [course]**.

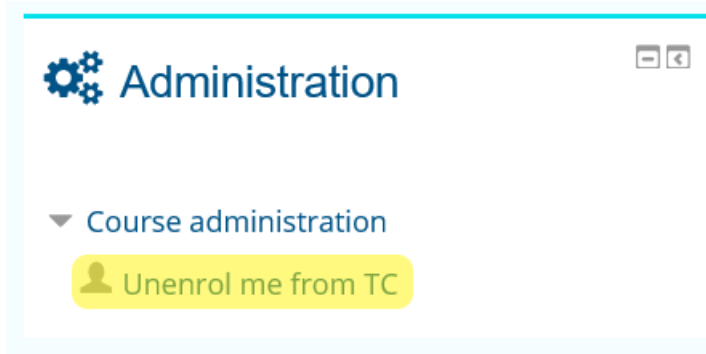


Figure 11: Unenrol from course

You will see a form in which you have to confirm your unenrolment.

4. Click on **Continue**.

Results

You have unenrolled from the course.

Related concepts

[About enrolments](#) on page 12

Here, you will learn how to enrol on and unenrol from courses.

Related tasks

[Enrol users manually](#)

[Self-enrol to a course with an enrolment key](#) on page 13

[Self-enrol to a course](#) on page 13

[Unenrol users from a course](#)

About activities

Here, you will learn how to add and use activities in a course on the Karlifi Learning Platform.

Overview of activities

The Karlifi Learning Platform provides a range of resources that can be added to courses.

Activities relevant for the Karlifi Learning Platform include:

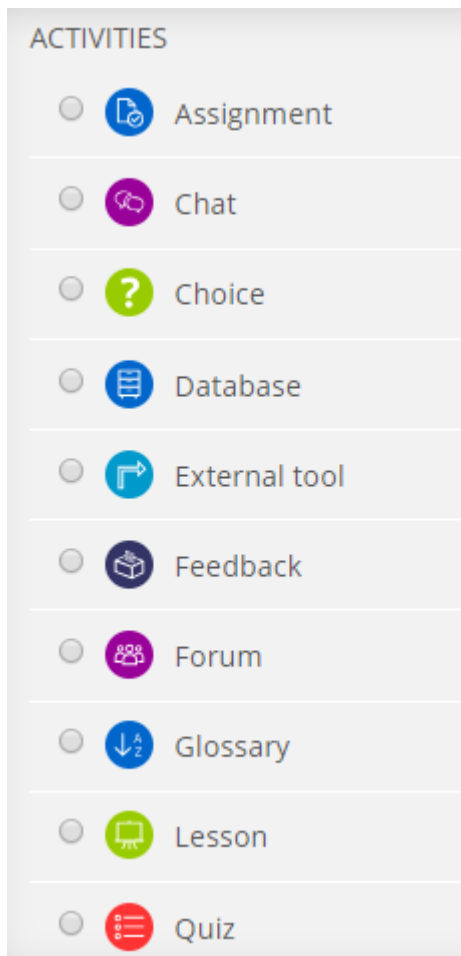


Figure 12: Overview of activities

- chat - allows participants to have a real-time synchronous discussion
- forum- allows participants to have asynchronous discussions
- SCORM package - enables SCORM packages to be included as course content

Learn more about how to add different activities by following the below links.

Related tasks

[Add a forum topic](#) on page 15

[Reply to a forum topic](#) on page 17

[Add a chat](#)

[Use a chat](#) on page 19

[Add a SCORM package](#)

[Remove a topic, an activity or a resource](#)

Add a forum topic

Before you begin

- Make sure you are logged in as *Student*.

Procedure

1. In the **Navigation** block on the right, click on **Courses**.

- Click on the name of the course in which you want to add a forum topic.
- On the course page, click on the forum icon or on the name of the forum in the section in which you want to use the forum.

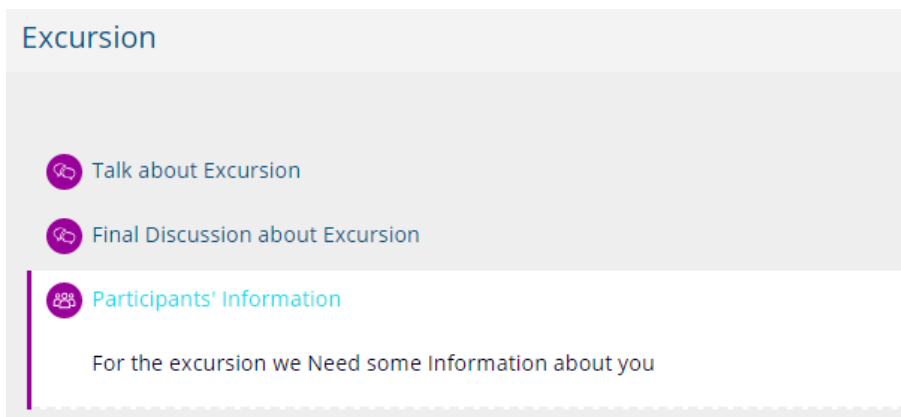


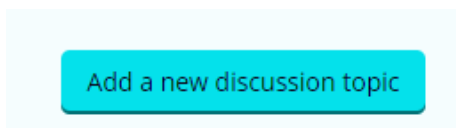
Figure 13: Forum on course page

The teacher may provide options to use a forum for different topics in addition to the default forum **announcements**.

You will see the forum page with forum entries. You now have the option to start a new discussion or reply to pre-existing entries.

- In order to start a new topic, click on **Add a new discussion topic**.

Figure 14: Add forum topic



You will see the **Your new discussion topic** page.

Figure 15: Your new discussion topic page

- In the form, fill in the required text boxes next to **Subject** and **Message** which are marked with an asterisk. You can adjust further settings or add files to your post
- Click on the button **Post to forum** on the bottom of the page to confirm your entry.

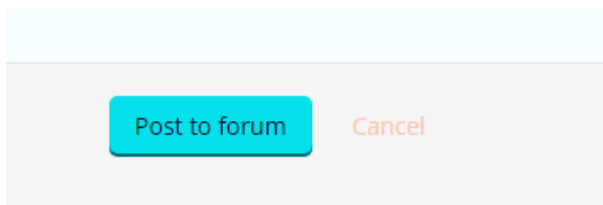


Figure 16: Post new discussion topic

Results

You have created a new discussion topic in the forum, which will appear in the list of forum entries.

Related concepts

[Overview of activities](#) on page 14

Related tasks

[Reply to a forum topic](#) on page 17

[Add a chat](#)

[Use a chat](#) on page 19

[Add a SCORM package](#)

[Remove a topic, an activity or a resource](#)

Reply to a forum topic

Before you begin

- Make sure you are logged in as *Student*.

Procedure

1. In the **Navigation** block on the right, click on **Courses**.
2. Click on the name of the course in which you want to reply to a forum topic.
3. On the course page, click on the forum icon or name of the forum in the section in which you want to use the forum.

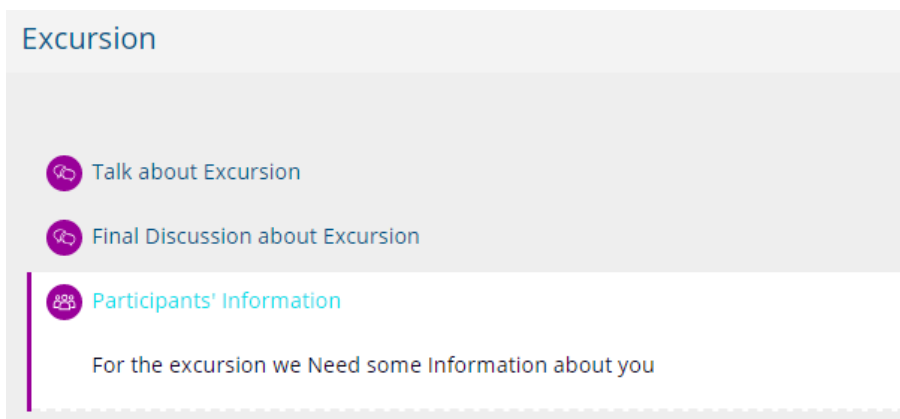


Figure 17: Forum on course page

The teacher may provide options to use a forum for different topics in addition to the default forum **announcements**.

You will see the forum page with forum entries. You now have the option to start a new discussion or reply to pre-existing entries.

4. In order to reply to a pre-existing topic, click on the topic which you want to reply to.

Discussion		Started by	Replies
📌 Please read before you answer		Marie Katrin Lange	2
This is a forum post		Angela Koch	1
Preparation for excursion		Angela Koch	0

Figure 18: List of forum posts

The topic will be opened.

- In the topic block, click on the button **Reply**.

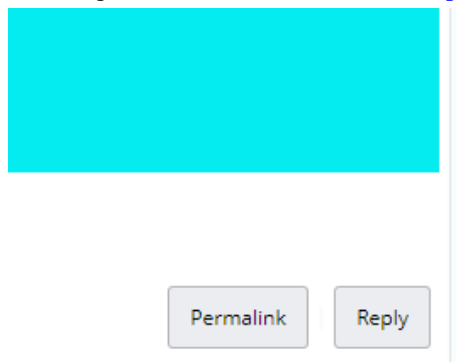


Figure 19: Reply button

You will see the **Your reply** page.

▼ Your reply

Subject * Re: This is a forum post

Message *

Rich text editor toolbar: Bold (B), Italic (I), Underline (A), Text color (A), Background color (A), Bulleted list, Numbered list, Link, Unlink, Image, Video, Attachment.

Figure 20: Your reply page

- In the form, fill in the required text boxes next to **Subject** and **Message** which are marked with an asterisk.
You can adjust further settings or add files to your post
- Click on the button **Post to forum** on the bottom of the page to confirm your entry.

Figure 21: Post reply

Post to forum Cancel

Your have created a reply to a forum topic, which will appear below the original post.

Related concepts

[Overview of activities](#) on page 14

Related tasks

[Add a forum topic](#) on page 15

[Reply to a forum topic](#) on page 17

[Add a chat](#)

[Use a chat](#) on page 19

[Add a SCORM package](#)

[Remove a topic, an activity or a resource](#)

Use a chat

Before you begin

- Make sure you are logged in as *Student*.

Procedure

1. In the **Navigation** block on the right, click on **Courses**.
2. Click on the name of the course in which you want to use a chat.
3. On the course page, click on the chat icon or name of the chat in the section in which you want to start a chat:

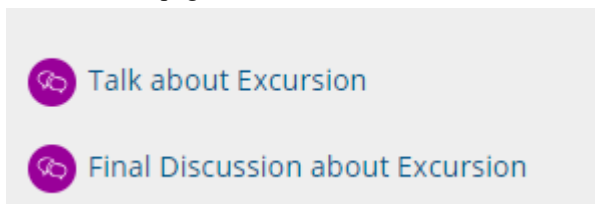


Figure 22: Chat on course page

The teacher may provide options to use a forum for different topics in addition to the default forum **announcements**.

The chat page with options to enter the chat or view past chat sessions (if available) will be opened.

4. On the chat page, click on the link **Click here to enter the chat now**.

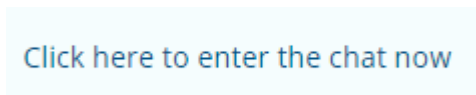
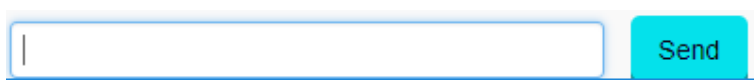


Figure 23: Enter chat

You have entered the chat. The chat will be opened in a new window.

5. In the chat window, type a message into the text box on the bottom of the window.
6. Once you have typed the message that you wish to send into the text box, click on the button **Send** to confirm your input and send the message.

Figure 24: Send message



Your message will appear in the chat window and be visible to other chat participants.

7. If you wish to leave the chat again, simply click on the **x** icon in the top right corner of the chat window.

Results

These were the main steps that are necessary in order to use a chat on the Karlifi Learning Platform. If past chat sessions are available, you may view them by clicking on the link [View past chat sessions](#) on the chat page.

Related concepts

[Overview of activities](#) on page 14

Related tasks

[Add a forum topic](#) on page 15

[Reply to a forum topic](#) on page 17

[Add a chat](#)

[Add a SCORM package](#)

[Remove a topic, an activity or a resource](#)

About resources

Here, you will learn how to add and use resources in a course on the Karlifi Learning Platform.

Overview of resources

The Karlifi Learning Platform provides a range of resources that can be added to courses.

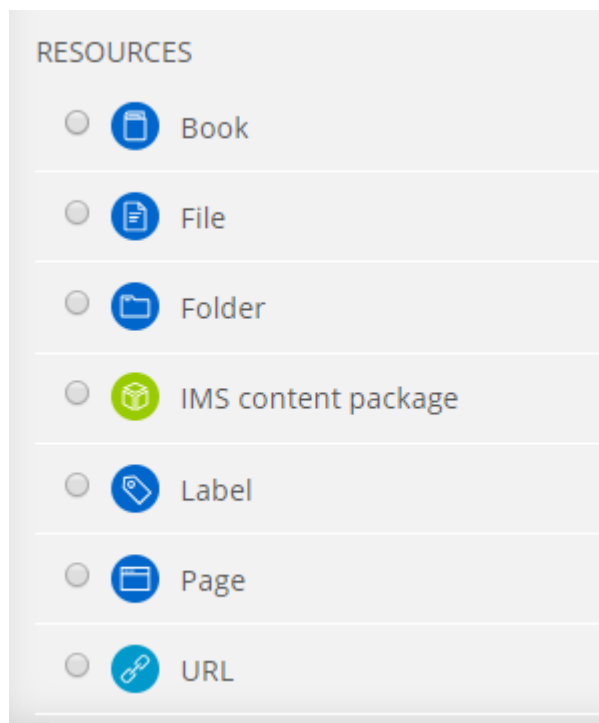


Figure 25: Overview of resources

Relevant resources for the Karlifi Learning Platform include:

- File - a picture, a pdf document, a spreadsheet, a sound file, a video file
- Folder - for helping organise files and one folder may contain other folders
- Label - can be a few displayed words or an image used to separate resources and activities in a topic section, or can be lengthy descriptions or instructions
- Page - the student sees a single, scrollable screen that a teacher creates with the robust HTML editor
- URL - you can send the student to any place they can reach on their web browser, for example Wikipedia

Learn more about how to add different resources by following the below links.

Related tasks

[Add a file](#)

[Add a folder](#)

[Upload files](#) on page 21

[Download files](#) on page 22

[Add a label](#)

[Add a page](#)

[Add a URL](#)

[Remove a topic, an activity or a resource](#)

Upload files

Before you begin

- Make sure you are logged in as *Student*.

Procedure

1. In the **Navigation** block on the right, click on **Courses**.
2. Click on the name of the course in which you want to upload files.
3. Click on the link next to the blue assignment icon.
You will see a window with the overview of all submissions.
4. Click on **Add submission**.
You will see a window for uploading your files.
5. Drag and drop your files to **File submissions**.

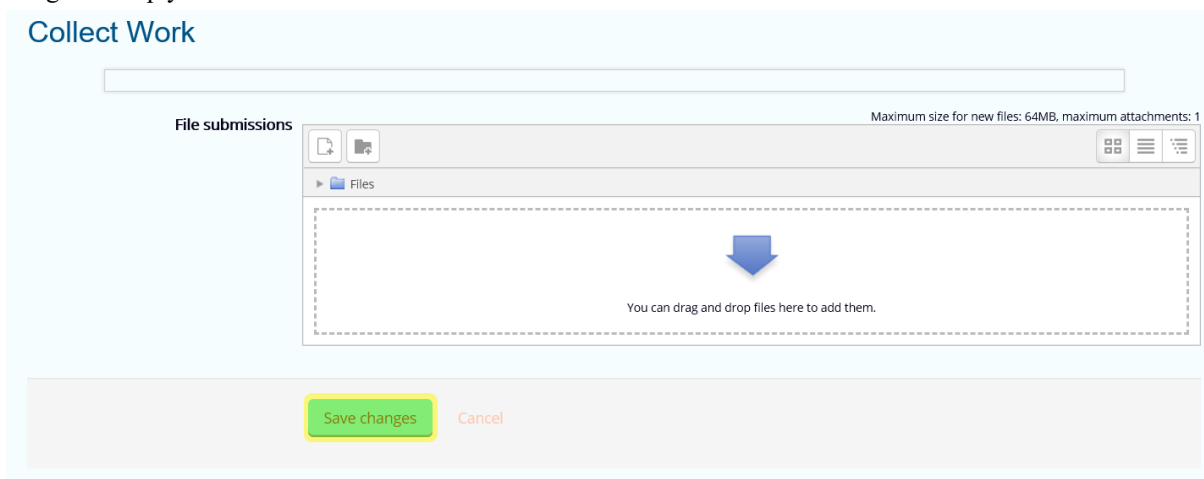


Figure 26: Adding file(s) with drag&drop

6.  **Note:**

If you have to make any changes regarding your submission, repeat step 5. When everything is final, continue with step 7.

Click on **Save changes**.

*You will see the overview of your submissions with the Submission status **Draft (not submitted)**.*

7. Click on **Submit assignment**.
8. Tick the checkbox to agree that the work is your work.
9. Click on **Continue**.

Results

Your files have been uploaded and you will see the overview of your submission with the status **Submitted for grading**.

Related concepts

[Overview of resources](#) on page 20

Related tasks

[Add a file](#)

[Add a folder](#)

[Download files](#) on page 22

[Add a label](#)

[Add a page](#)

[Add a URL](#)

[Remove a topic, an activity or a resource](#)

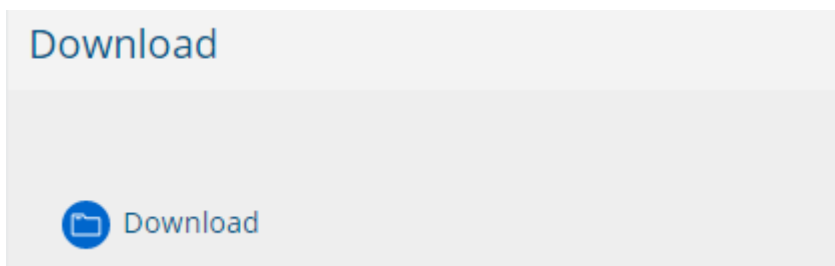
Download files

Before you begin

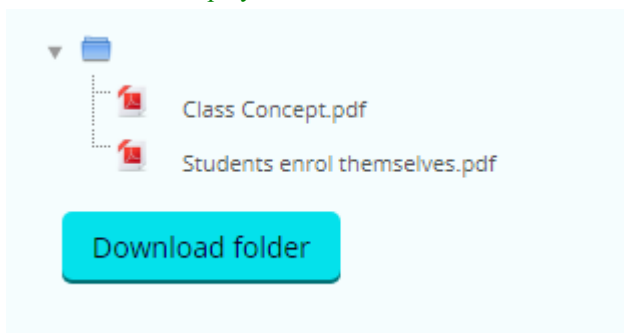
- Make sure you are logged in as *Student*.

Procedure

1. In the **Navigation** block on the right, click on **Courses**.
2. Click on the name of the course from which you want to download files.
You will see all downloadable files.



3. Click on the blue folder icon or the name of the file that you wish to download.
The file will be displayed.



4. You can
 - either click on the button **Download folder**
 - or, alternatively, click on a single file that you wish to download

The folder or file will be downloaded and saved in the download folder of your computer in accordance with your browser settings.

Results

The folder or files have been downloaded from the Karlifi Learning Platform and you may view them on your computer or download further files.

Related concepts

[Overview of resources](#) on page 20

Related tasks

[Add a file](#)

[Add a folder](#)

[Upload files](#) on page 21

[Add a label](#)

[Add a page](#)

[Add a URL](#)

[Remove a topic, an activity or a resource](#)

About the glossary

Here, you will learn some useful terms about the documentation of the Karlifi Learning Platform.

Activities

An activity is a general name for a group of features in a moodle course. Usually an activity is something that a student will do that interacts with other students and or the teacher.

In **Edit** mode, a Teacher or Manager can add activities via the button [Add an activity or resource](#). Activities appear as a single link with an icon in front of it that represents the type of activity.

Administrator

Administrators have permission to do anything on the Karlifi Learning Platform. The role itself cannot be edited.



Note:

The primary administrator (created when the site was created) cannot be removed from the administrator role.

The Administrator is the only user with the ability to perform configurations on the Karlifi Learning Platform. Managing courses and users can be handled by using the Manager role. Best-practice of the moodle system suggests that the Administrator should only be used for configuring tasks.

Authenticated user

The role of Authenticated User is automatically assigned to any user logged into the Karlifi Learning Platform. A user will have additional roles according to where they are on the Karlifi Learning Platform, such as Student in a course.

By default, Authenticated Users have permission to edit their own profile, send messages, blog and do other things outside of courses.

Courses

Courses are the spaces on the Karlifi Learning Platform where Teachers or Managers can add learning materials and activities for students. Courses can only be created by Managers. Teachers can then add the content and re-organise them according to their own needs.

Courses can either be grouped into course categories created by the Manager, or will be grouped into an existing category by default if no category is chosen.

Enrolment

The process of adding users to courses is called Enrolment.

This is different from adding users to the site, which is known as Authentication.

There are various methods of enrolling students into courses, once they have logged into the Karlifi Learning Platform:

- Enrol students manually to a course
- Students enrol themselves to a course

Enrolment key

An enrolment key is one method of restricting enrolment to a smaller group.

If this method is used, you can only enrol to a course with the enrolment key.

Group

On the course level you can assign a user to one (or more) group(s). In a course you can assign a context (activity) to a group. When members of the group leave the course, they lose their identity with the group.

Grouping

Groupings are a collection of groups. If you had 10 groups, you could combine or mix and match the smaller groups into 2 or more groupings. You can assign a grouping to a context like an assignment.

Guest

The Karlifi Learning Platform has a built-in Guest account. Visitors can log in as Guests using the button [Login as a guest](#) on the login screen and enter any courses which allow Guest Access without being required to enrol.

Guests always have read-only access. They cannot post in forums, edit pages, participate in a chat, take quizzes and assignments or receive any scores or grades.

The Guest feature can be used when you want to let colleagues look around your work or to let students see a course before they have to decide to enrol.

Manager role

The Manager role enables users to create, access and modify courses. It also enables users to create new users, as well as perform certain administrative tasks related to courses, users and grade settings.

The Manager role is similar to the Administrator. Unlike the Administrator, the Manager role can be edited. Best-practice suggests that Administrators should use a Manager role and not an Administrator account to manage course and user related tasks.

Resources

A resource is an item that a Teacher or Manager can add to a course to support learning, such as a file or link. The Karlifi Learning Platform supports a range of resource types which can be added to courses. In edit mode, a Teacher or Manager can add resources via the button [Add an activity or resource](#). Resources appear as a single link with an icon in front of it that represents the type of resource.

Student role

The Student role enables users to participate in course activities and view resources but not to alter them or see the class gradebook. They can see their own grades if the Teacher has allowed this.

When a Student first joins the Karlifi Learning Platform, they see all available courses. Once they have enrolled into at least one course, they then only see their own courses in the section [My Courses](#).

Administrators, Managers and Teachers determine how a Student enrolls, and what they can do or see in a Karlifi Learning Platform site. These permissions can vary from each course or with any activity.

Teacher role

The Teacher role enables users to do almost anything within a course, including adding or changing the activities and grading students.

Teachers can only teach in the courses they have been enrolled in.

Unenrolment

The process of removing users from courses is called unenrolment.