Navigating the Learning Management System (Moodle)

Every unit you take has its own page on the Learning Management System (LMS). That is where your lecturer puts notes, slides, reading, assignments and marks. Before you can see any of it, you must join the unit. This guide shows you how – it takes about two minutes per unit.

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Part 1 · Getting into your units

Before you start

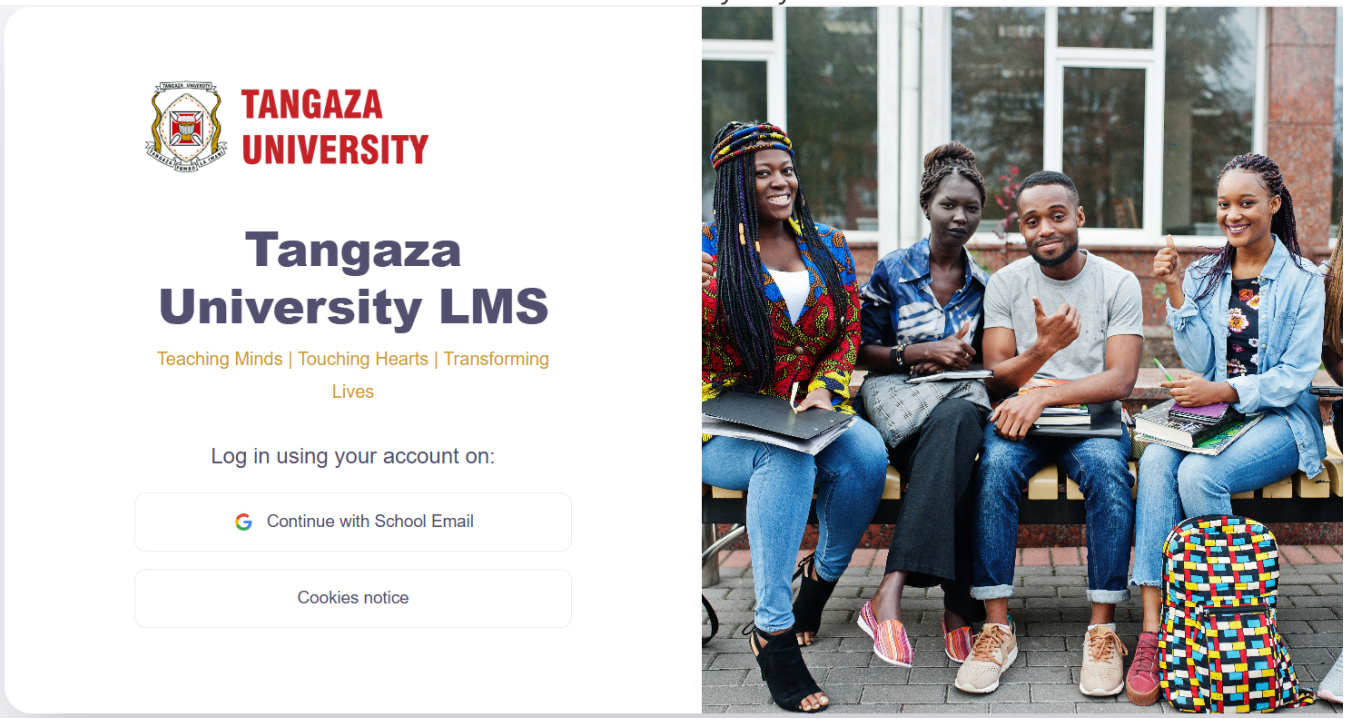
- **Your university Google account** – the same one you use for your student email **for example** (ys72001372025@tangaza.ac.ke). The LMS has no separate password.
- **The unit code or unit name** – for example ISTP 701, or *Foundations of Peacebuilding*. Your timetable has these.
- **An enrolment key** – but only for some units. Your lecturer gives you this in class. Not every unit needs one.

Step 1 · Sign in

The LMS uses your Tangaza Google account. There is no separate LMS username or password to remember.

1. Open your browser and go to lms.tangaza.ac.ke.

2. Click the **Continue with School Email** button. It is the only way in.



3. Choose your Tangaza account from the list, or type your university email address and password if Google asks for them.
4. The first time only, Google may ask you to allow the LMS to see your name and email. Click **Allow**.

> **Use your university account.** You can only sign in with an email address ending in *tangaza.ac.ke*. A personal Gmail or any other non-university address will not work: the LMS will not let you in. Always sign in with your university account.

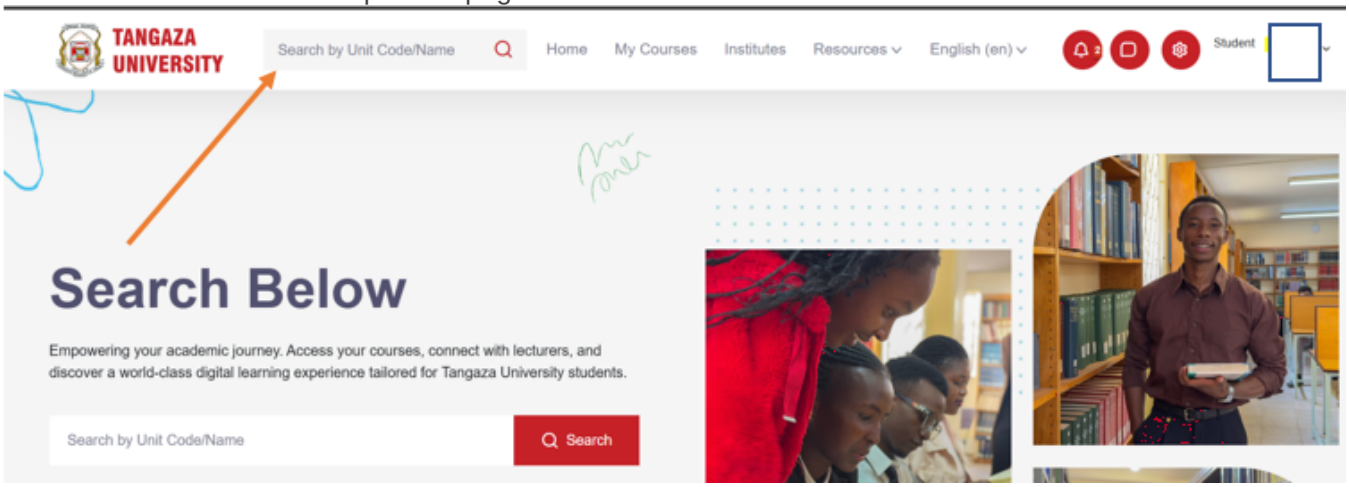
> **If Google will not let you in:** the problem is with your university account, not with the LMS. Contact ICT. There is no password to reset on the LMS itself.

Step 2 · Find your unit

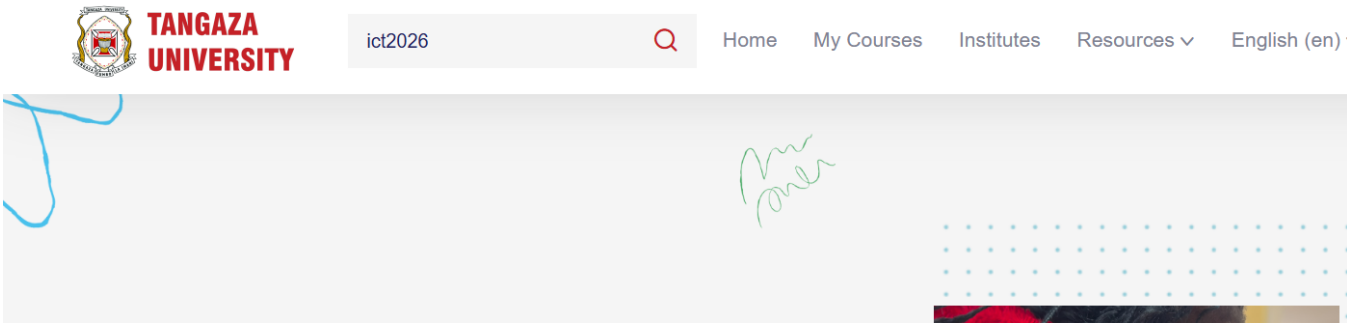
There are two ways. Either works.

The quick way – search

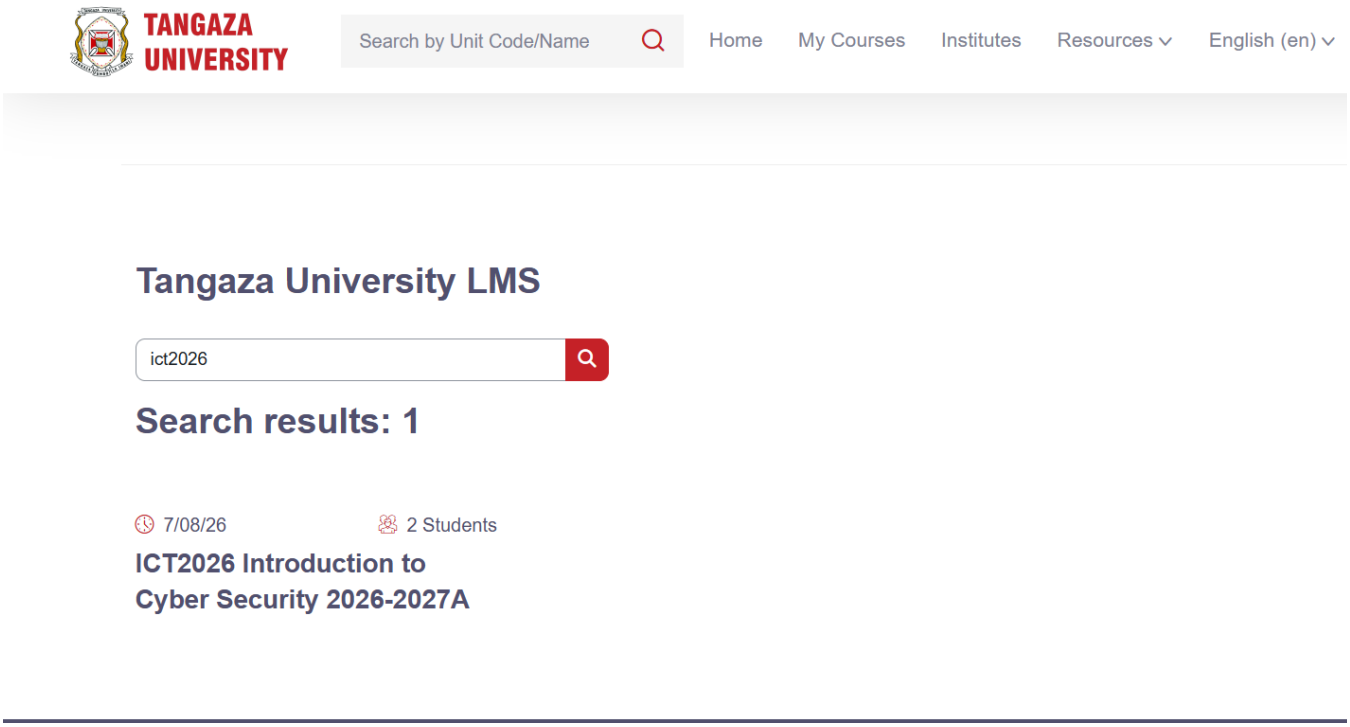
1. Click the search box at the top of the page.



2. Type the unit code or part of the unit name given to you by the lecturer or the Institute administrator. E.g. ***ICT2026***.



3. Press **the search icon** and click the correct unit in the results.



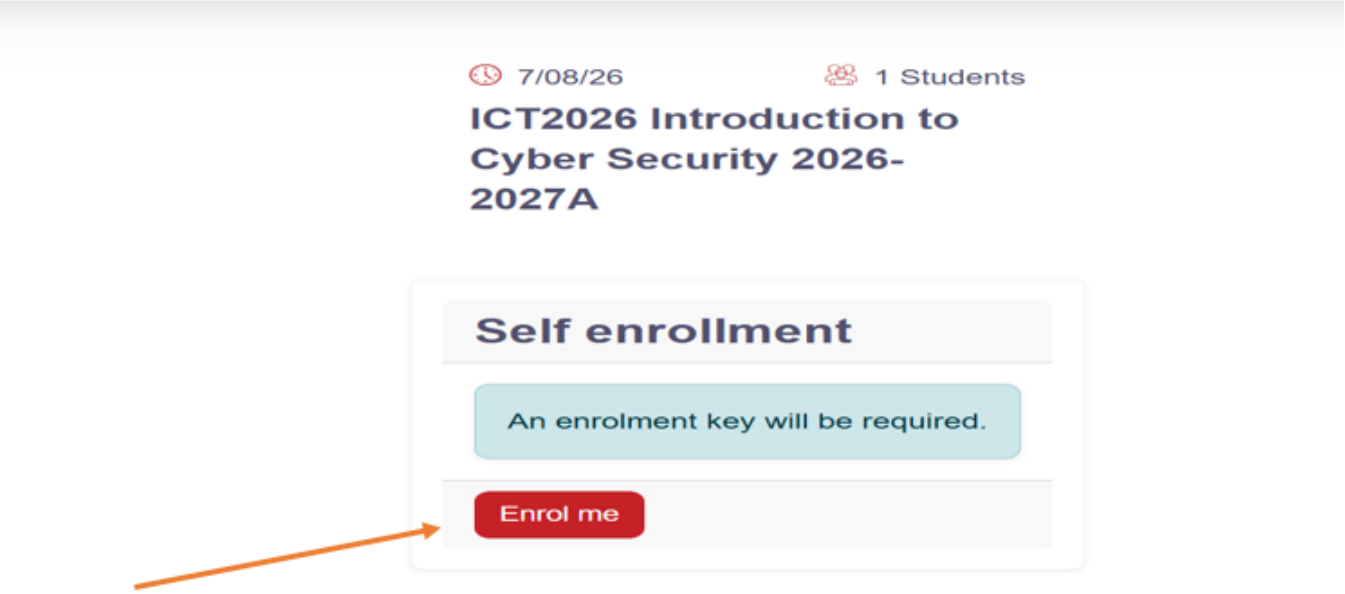
> **Cannot find it?** The unit may not be published yet. Lecturers open their units at different times. Wait a day or two, then ask your lecturer.

Step 3 · Join the unit

When you open a unit you have not yet joined, the LMS shows you an enrolment panel. It looks like one of two ways.

A. There is only a button

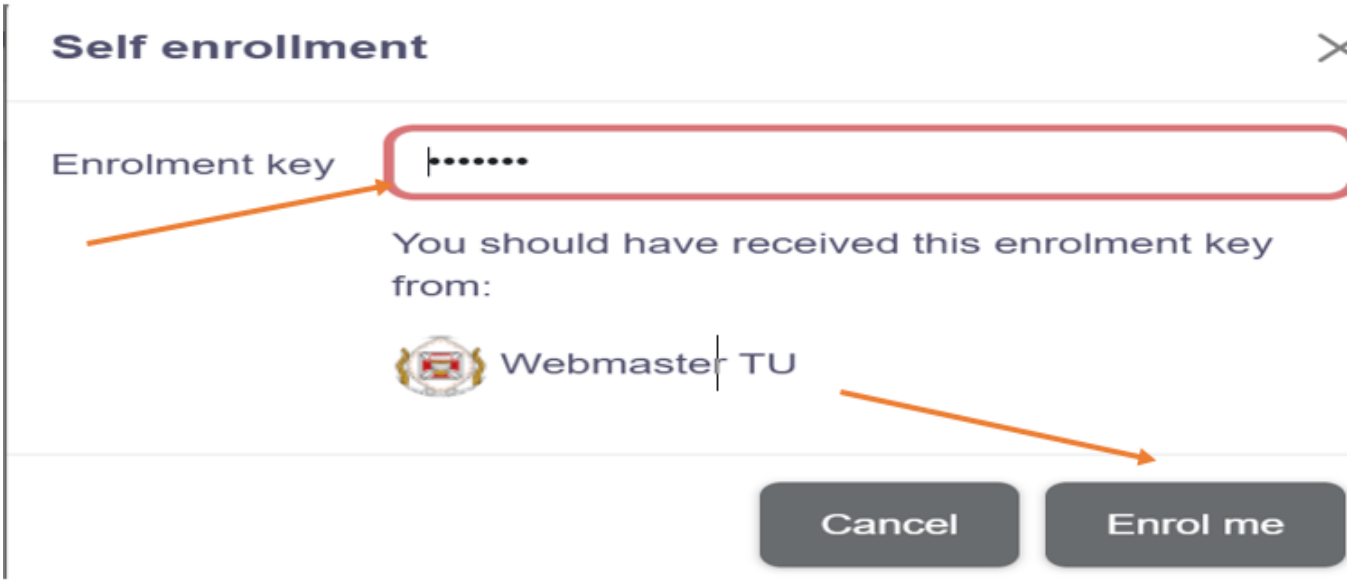
1. Click **Enrol me**.



2. That is all – you are taken straight into the unit.

B. There is a box asking for an enrolment key

1. Type the enrolment key supplied by your Institute administrator.



2. Click **Enrol me**.

Three things about keys:

- **Capital letters matter.** *Isaac* and *isaac* are not the same key.
- **Watch for trailing spaces.** If you copied the key from a message, make sure you did not copy a space at the end. This is the most common reason a key is refused.
- **You only type it once.** It is not a password, and you will not be asked for it again.

> **Please do not share unit keys outside your class.** The key is how your lecturer keeps the unit to the students who are registered for it.

Step 4 · Check that it worked

1. Click **My courses** in the main menu.
2. Every unit you have joined is listed there.
3. If a unit is missing, you did not finish joining it. Go back to Step 2 and try again.

You only join a unit once. From then on, it stays under **My courses** for the rest of the semester, and you go straight in with one click.

If something goes wrong

What you see	What to do
There is no **Enrol me** button on the unit page	Your lecturer has not opened enrolment yet. Ask them, not ICT.
My key is not accepted	Type it by hand rather than pasting. Check capitals. If it still fails, ask your lecturer whether the key has changed.
“This course is currently unavailable to students”	The unit is still being prepared. Ask your lecturer when it will open.
I cannot find the unit anywhere	Check you are looking in the right academic year. If it is still missing, ask your lecturer for the direct link.
I joined the wrong unit	Open the unit, go to the unit menu and look for **Unenrol me**. If you cannot see it, ask your lecturer to remove you.
I signed in but My courses are empty and everything looks new	You are probably signed in with a personal Gmail. Sign out fully, then sign in again with your university address.
Google will not let me in at all	This one is for ICT, not your lecturer.

Who to ask

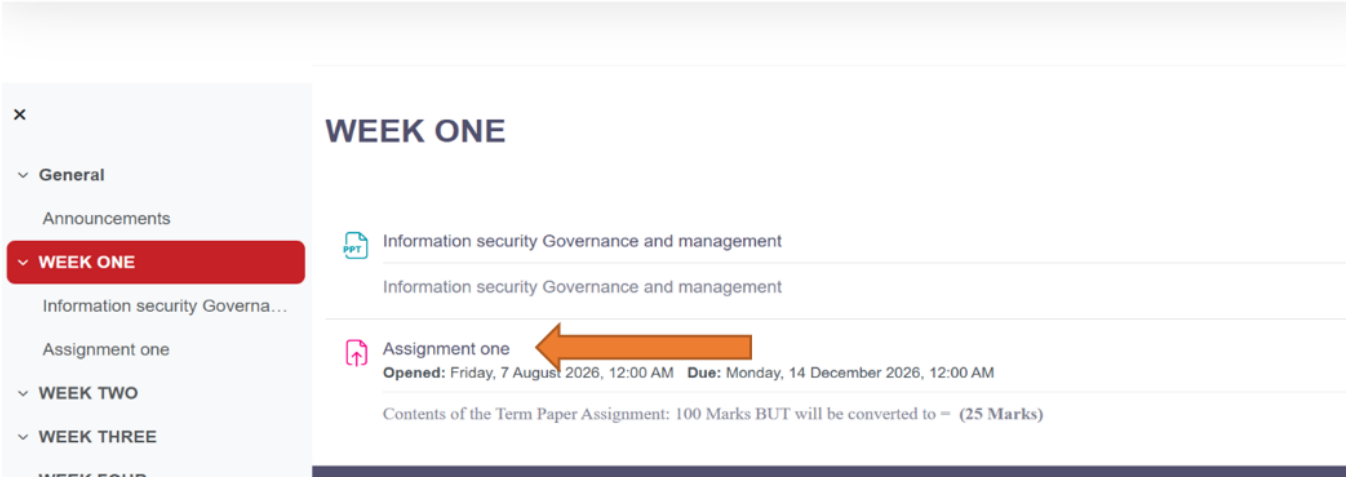
Your question	Ask
The enrolment key for a unit	Your lecturer
When a unit will be opened	Your lecturer
Assignments, marks and deadlines	Your lecturer
Google sign-in problems, password resets, account locked	ICT Service Desk – [ICT Help Desk Link](https://ictsupport.tangaza.ac.k)
Signed in with the wrong account	ICT Service Desk – [ICT Help Desk Link](https://ictsupport.tangaza.ac.k)
The site is down or very slow	ICT Service Desk – [ICT Help Desk Link](https://ictsupport.tangaza.ac.k)

Part 2 · Assignments

Assignments are submitted online, inside the unit. This section shows you how to find an assignment, upload your file, and **most importantly** make sure it is actually handed in.

Finding the assignment

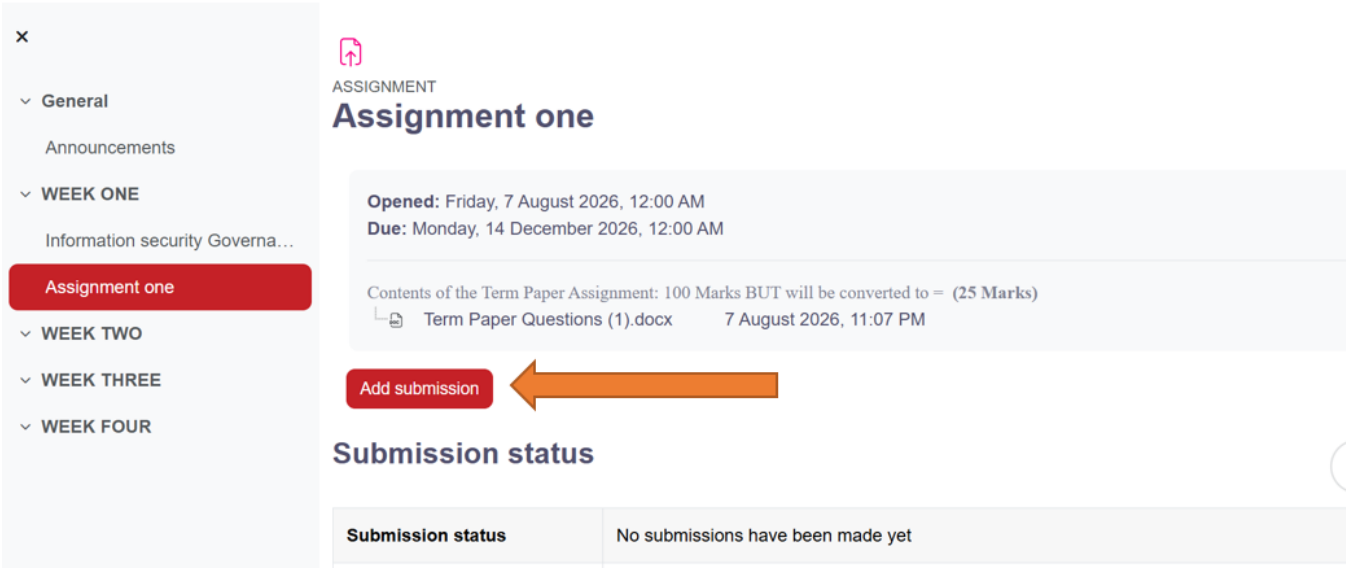
1. Open the unit and go to the week or topic where the lecturer placed the assignment.



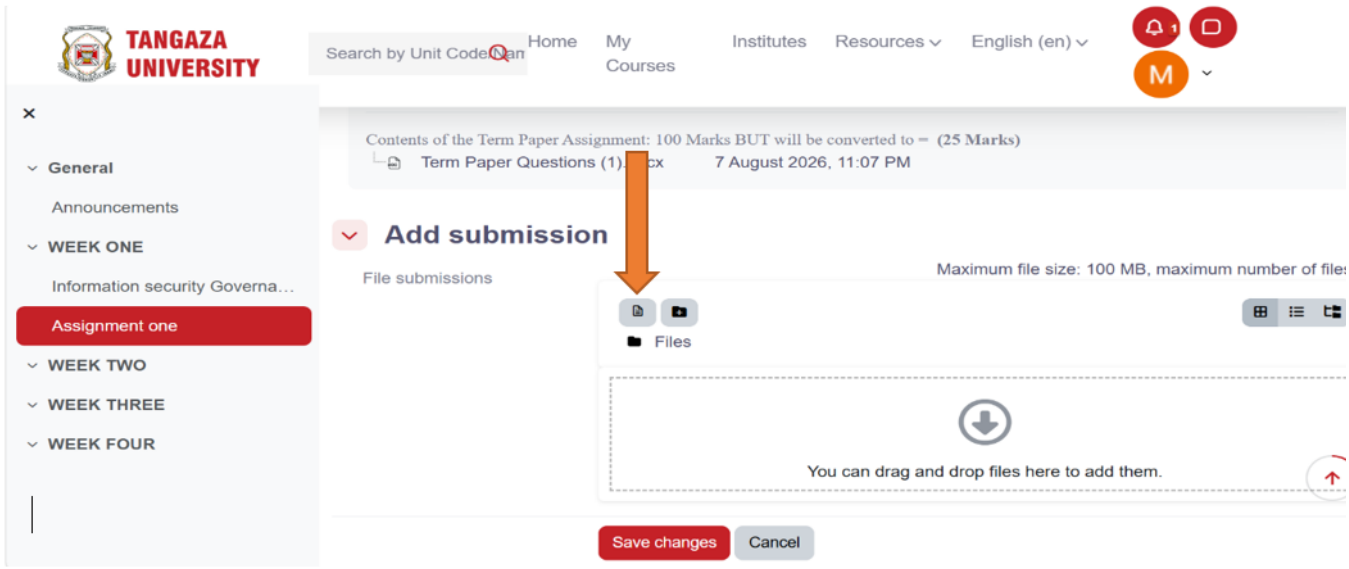
2. Click the assignment. You will recognise it by the assignment (handwriting) icon. This opens the assignment page, which shows the instructions, the due date, and your submission status.
3. If the lecturer attached a brief or question sheet, click it to download it. Read it carefully and be sure you understand what is required before you start.

Submitting the assignment

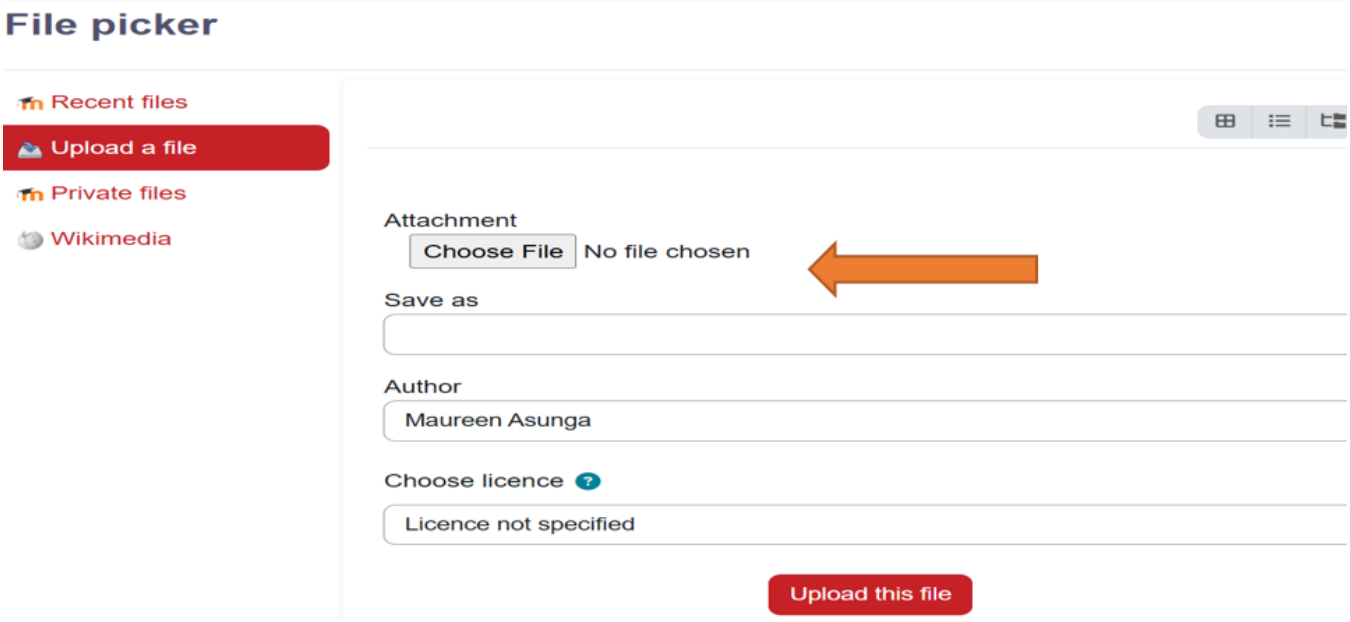
1. On the assignment page, scroll to the submission status and click **Add submission**. Keep an eye on the due date shown near the top.



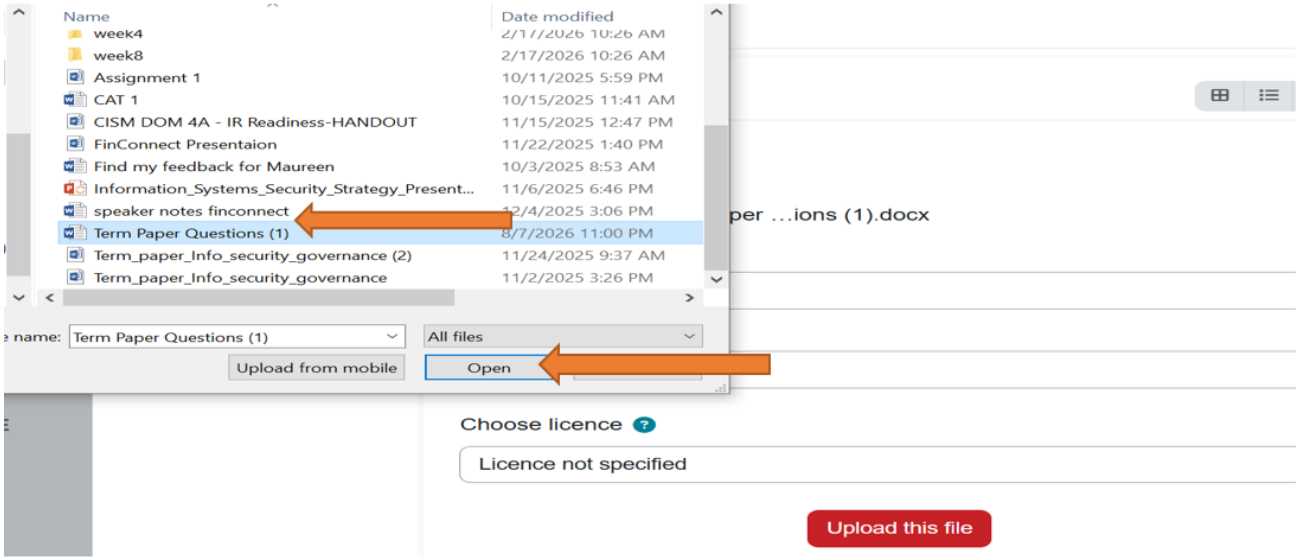
2. In the **File submissions** box, either drag your file straight into the box or click the **Add file** icon to open the file picker.



3. In the file picker, choose **Upload a file**, then click **Choose File**.

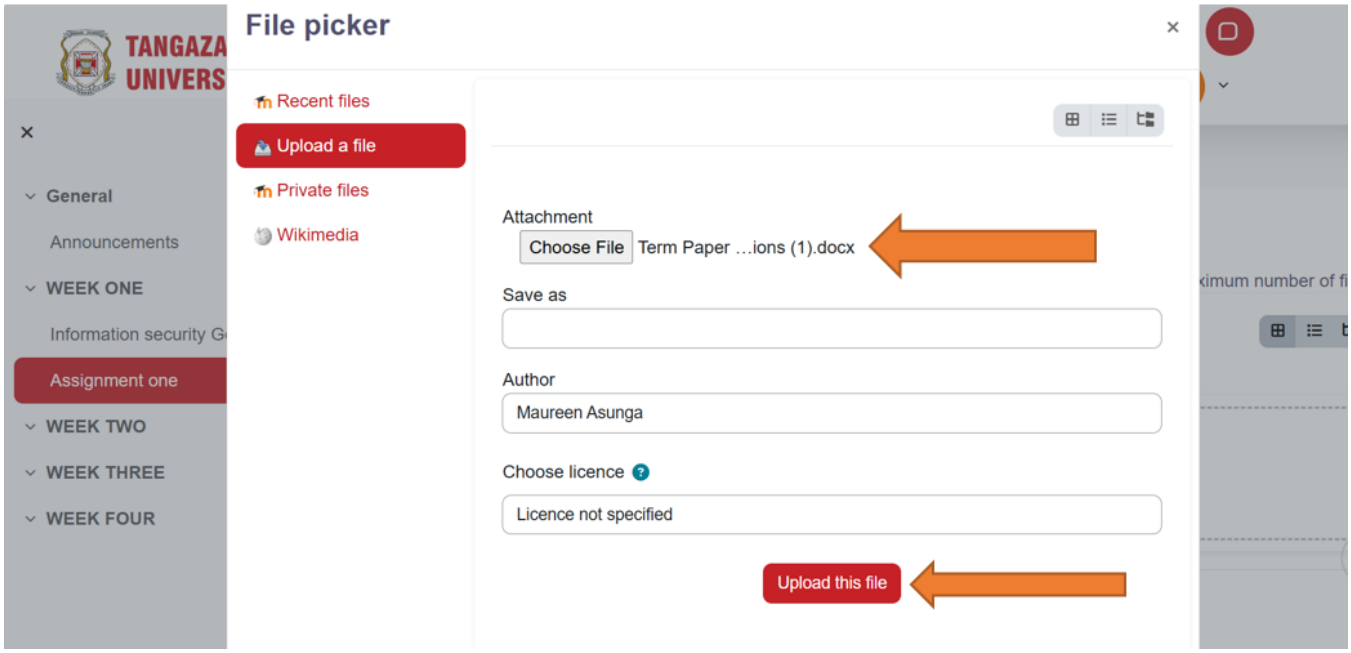


4. Locate the file on your computer and click **Open**.

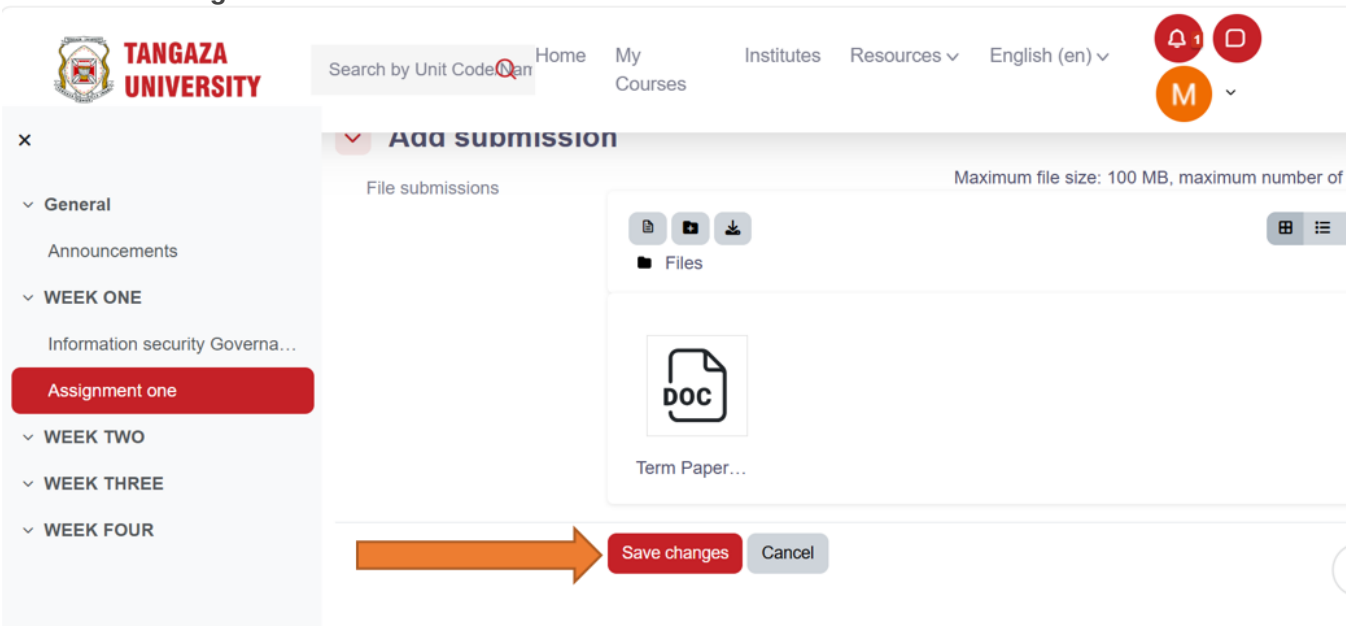


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5. Back in the picker, confirm that your file name now appears, then click **Upload this file**.



6. Click **Save changes**.



7. Check your submission status. If it reads **Draft (not submitted)**, click **Submit assignment** and confirm. Your work is only handed in once the status shows **Submitted for grading**.

> Submit before the due date. A submission left as **Draft (not submitted)** has **not** reached your lecturer, always check that the status shows **Submitted for grading**.

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