

LOCAL GOVERNMENT TRAINING INSTITUTE



TRAINEES' GUIDE

Call us : (255) 26 296 1101 E-mail : info@lgti.ac.tz

Farhan Hussein

Dashboard

Site home

Calendar

Private files

My courses

MSM 102

WT 100

Site administration

LEARNING MANAGEMENT SYSTEM
LOCAL GOVERNMENT TRAINING INSTITUTE

Home Manuals Helpdesk English (en)

muki.lgti.ac.tz/?redirect=0#home-page-carousel | Dashboard / Site home

Tuachie ujumbe

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INTRODUCTION

The President's Office, Regional Administration and Local Government (PO-RALG) in collaboration with Local Government Training Institute (LGTI), The President's Office, Public Service Management and Good Governance (PO-PSM), The Open University of Tanzania (OUT) and Public Sector Systems Strengthening (PS3) project developed the Open Distance e-Learning (ODEL) system for use in orientation training of newly recruited staff in Local Government Authorities (LGAs). The System, also known as MUKI¹ was rolled out to LGA users in June 2021 to all regions in Tanzania mainland.

The roll out was followed by PO-RALG directive to LGAs that from July 2021 newly recruited staff should undergo orientation training using MUKI. Follow up of implementation in the LGAs revealed that, there was an overall difficulty in using the system. One of the problems identified during follow-up was related to operational difficulties in using the system because the LGA facilitators did not have enough instructional details to enable them adequately guide the new staff in using the system.

As part of the response in addressing the situation, PO-RALG in collaboration with its partners developed this training Guide to enable LGA MUKI facilitators get a better understanding on how to assist users navigate through the system. It is hoped that, the introduction of this guide will enable facilitators and users to easily use the system.

¹ MUKI - Mfumo wa Ujifunzaji Kielektroniki

SECTION I

1.0 This section is intended to guide users on how to access the MUKI system.

1.1 Requirements for accessing the system

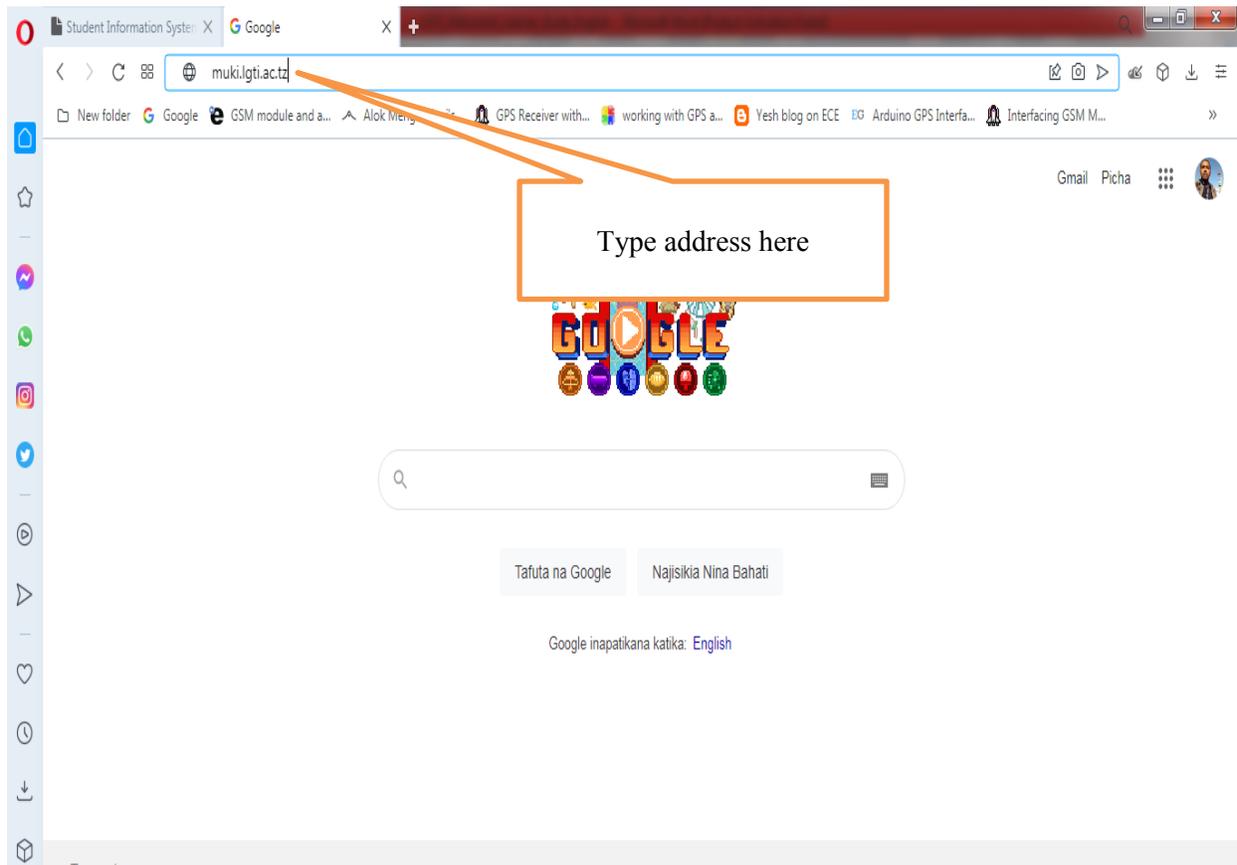
In order to access the system, there are essential requirements which the trainee must have. These include:-

- i. Laptop/desktop/smart phones/tablets
- ii. Internet connectivity (Internet Bundle)
- iii. Browser (Firefox/Google Chrome/Internet Explorer/Opera Mini etc)

1.2 Accessing the system

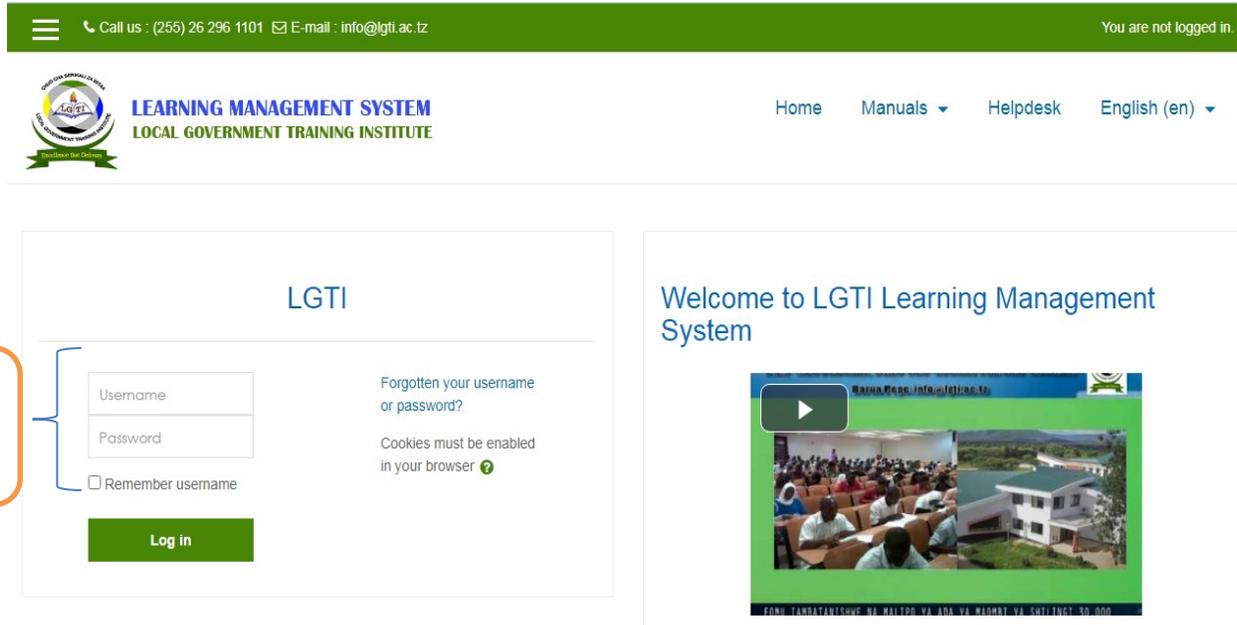
- 1.2.1 Type the address ***muki.lgti.ac.tz*** on the address bar of your browser (URL/Address) as shown in figure 1a

Figure 1a: URL/Address location



After entering the address, the login interface will display as shown in figure 1b

Figure 1b: System login interface

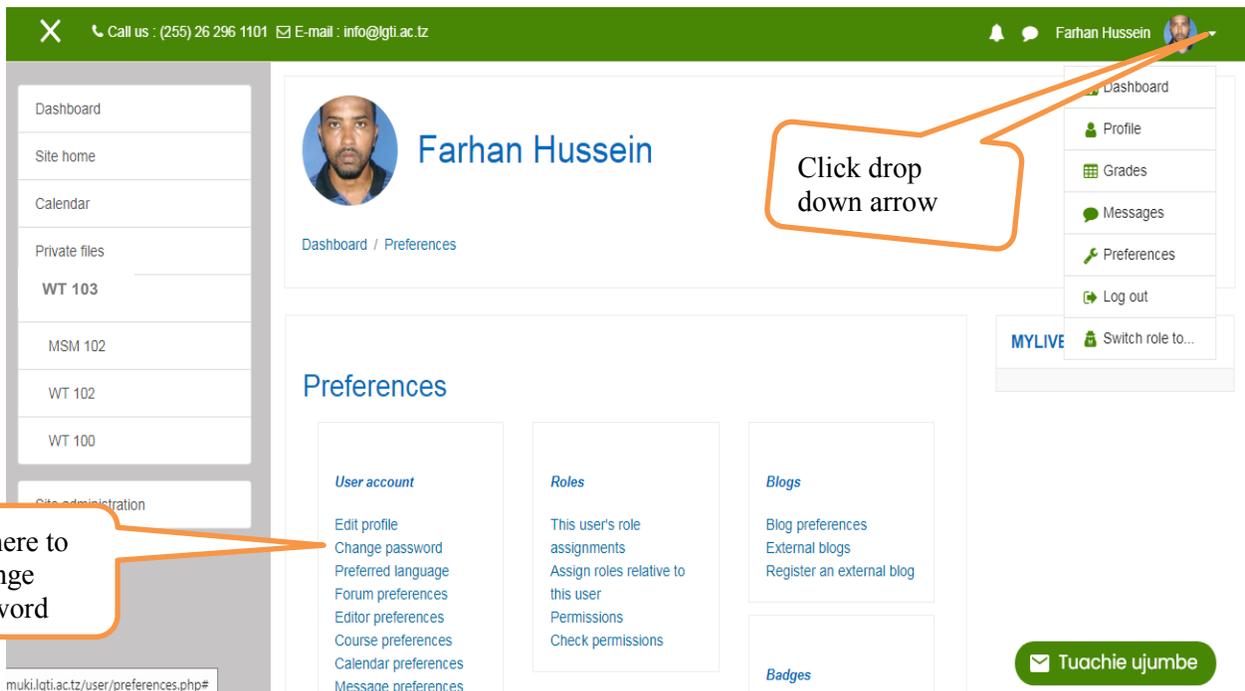


1.2.2 Login into the system

Enter username and password provided by the system administrator in the space as shown in figure 1b above

After successfully logging in you will be directed to the MUKI home page as shown in figure 1c. On the home page you can change your password and edit your profile

Figure 1c: MUKI home page



1.3 Change password

To change password, follow the steps shown below

- i. At the top right corner click the drop down arrow as shown in figure 1c
- ii. On the drop down menu click **Preferences** as shown in figure 1c
- iii. Scroll down and select change password on the user account menu as shown in figure 1c
- iv. Change the password in the field as shown in figure 1d
- v. Click **Save changes**

Figure 1d: Change password fields

The screenshot shows a user account interface for Farhan Hussein. At the top, there is a green header with the email address 'info@lgti.ac.tz'. Below the header is a profile picture and the name 'Farhan Hussein'. The navigation path is 'Dashboard / Preferences / User account / Change password'. The 'Change password' form contains the following fields:

Change password	
Username	farhan.hussein
Current password	<input type="password"/>
New password	<input type="password"/>
New password (again)	<input type="password"/>

At the bottom of the form are two buttons: 'Save changes' (blue) and 'Cancel' (green). An orange callout box points to the 'Save changes' button with the text 'Click here to save changes'.

1.4 Edit profile

Edit profile on the fields shown in figure 1e by following steps below

- i. Click preferences/profile
- ii. Click edit profile on the user account menu
- iii. Edit profile on the fields shown

Figure 1e: Editing profile fields

The image shows a web form for editing profile fields. The form is titled "General" and contains the following fields:

- First name: Abuu
- Surname: Zuberi
- Email address: abuuzuberi13@gmail.com
- Email display: Allow only other course members to see my email address
- City/town: Dsm
- Select a country: Tanzania, United Republic Of
- Timezone: Server timezone (Africa/Dar_es_Salaam)
- Description: A rich text editor with a toolbar containing icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, image, video, and link icon.

A blue bracket on the right side of the form groups the fields from "First name" to "Description". An orange-bordered box on the right contains the text "Edit your personal information here".

1.5 Insert/change picture

Insert/change picture on profile fields shown in figure 1f by following steps below

- i. Upload picture from your device
- ii. Click ***Update Profile***

Figure 1f: Insert/change picture field

▼ User picture

Current picture: None

New picture

Upload your picture using this box. You can drag the file into the box with the blue arrow, or click the Add button to find the file and upload it.

Files

You can drag and drop files here to add them.

Accepted file types:
Image files used on the web .gif .jpe .jpeg .jpg .png .svg .svgz

Picture description:

► Additional names

Picture description:

▼ Additional names

First name - phonetic:

Surname - phonetic:

Middle name:

Alternate name:

► Interests

► Optional

You may add your Interest and other Information

Click here to update your Information

Update profile

Add your other names here

Maximum attachments: 1

SECTION II

2.0 This section will enable the trainee to access and take on the course topics

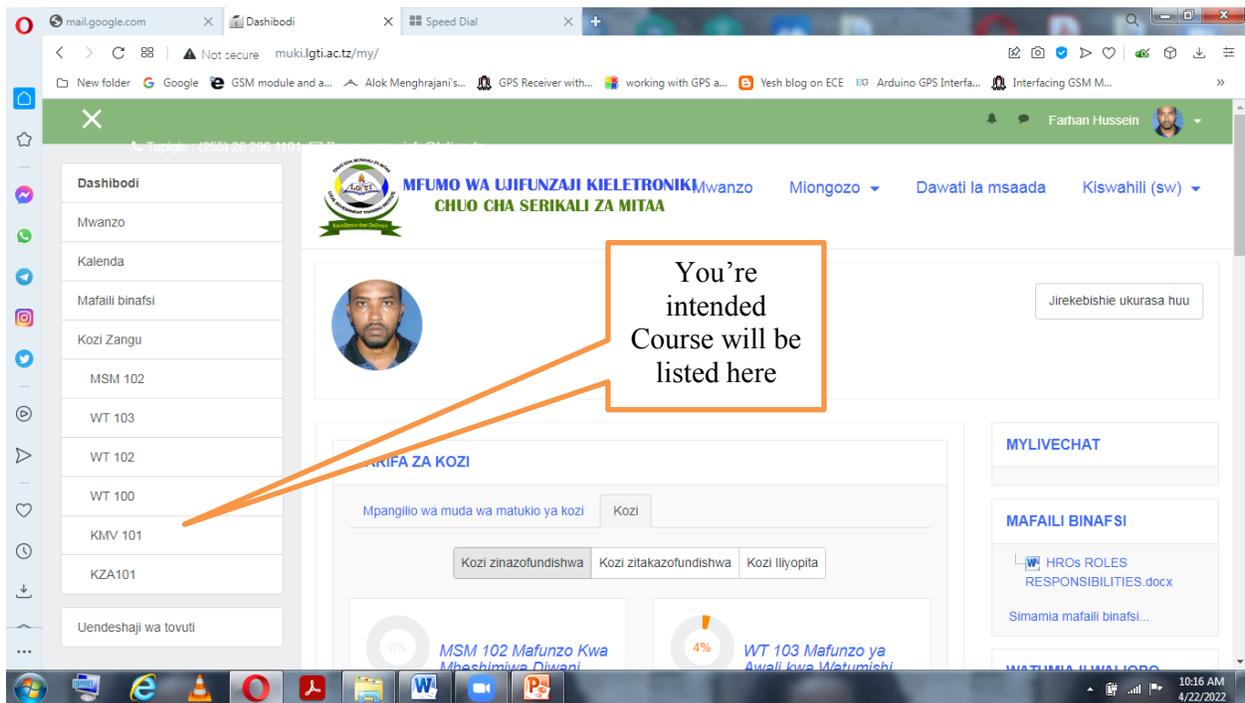
After changing password and editing profile now the trainee is ready to take on the courses. The code number for the course of Ward, village and Street Executive training is KMV 101 or KZA 101 for Health

NOTE: The trainee can read the course materials online or download and read offline.

2.1 Accessing the course

- i. On the left side menu, under ‘My Courses’ click KMV 101 as shown in figure 2a

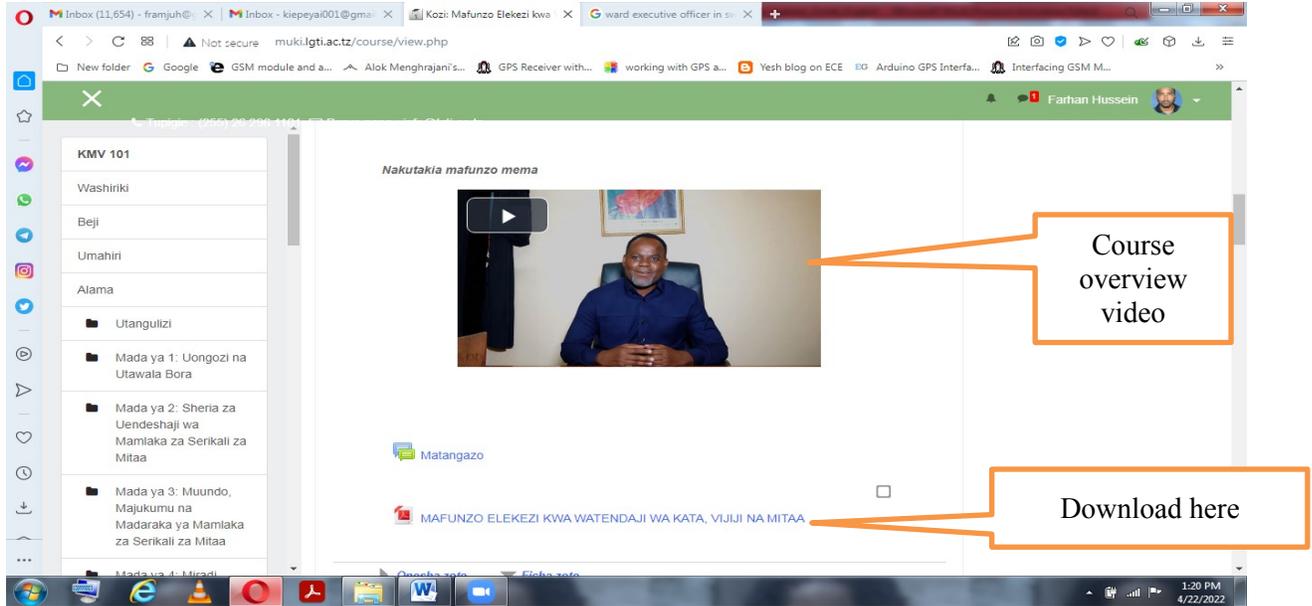
Figure 2a: Accessing the course topics



- ii. Read the introduction and watch the video to get the overview of the entire course as shown in figure 2b
- iii. Download ‘MAFUNZO ELEKEZI KWA WATENDAJI WA KATA, VIJJI NA MITAA’ as shown in figure 2b to enable reading offline

Note: All quizzes after every course are done online.

Figure 2b: Accessing course materials

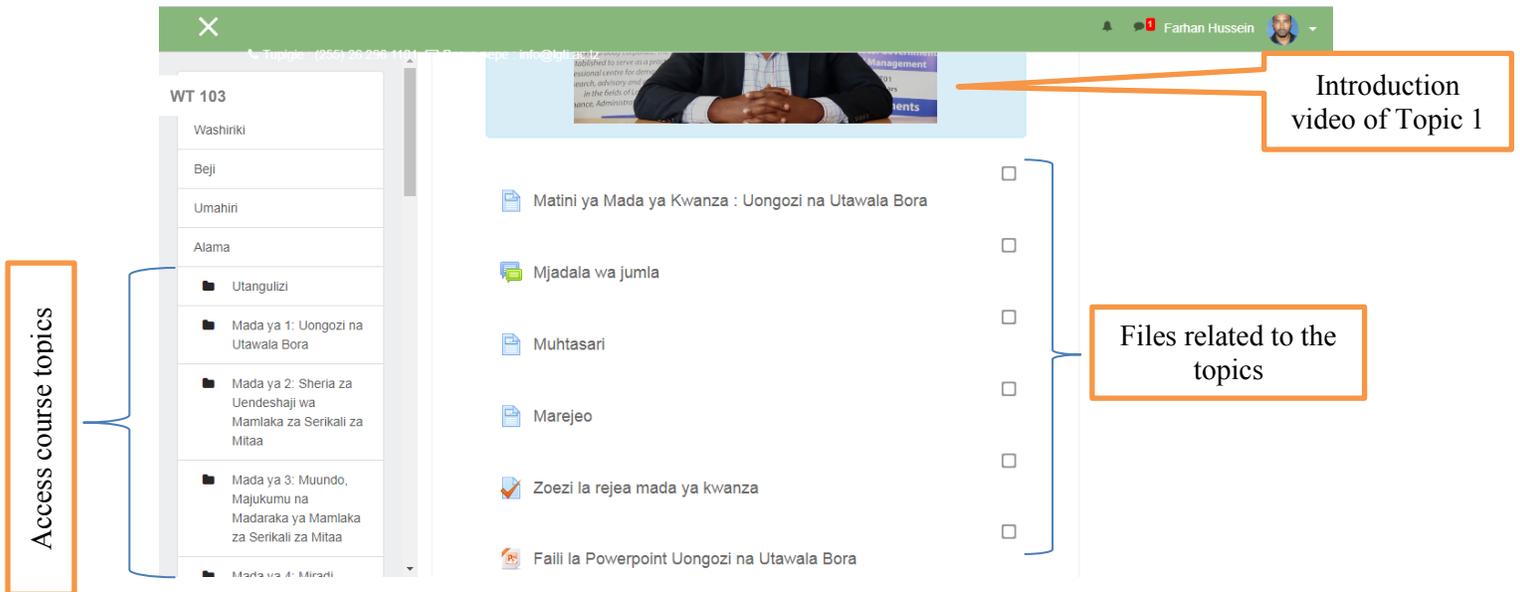


Course topics

This course has twelve (12) topics which must be completed by the trainee. The course topics are accessible on the left side menu. Completion of one topic including its exercise/quiz will enable the trainee to access the next topic.

- i. Click the topic to be attempted on the topics menu as shown in figure 2c
- ii. Open the video clip to get an overview of the topic
- iii. Below the video clip you will find files related to the topics
 - a. The topic notes file can be accessed and read online
 - b. The topic notes PowerPoint presentation file can be downloaded and read offline

Figure 2c: Accessing course topics



- iv. Open the notes file to read the content as shown in figure 2c
- v. Open and attempt the quiz by doing the following
 - i. Click quiz file and read the instructions as shown in figure 2d
 - ii. Click the quiz button and attempt the questions as shown in figure 2

Figure 2d: Opening the quiz

The screenshot shows a web interface for a quiz. On the left is a sidebar with a navigation menu containing items like 'Washiriki', 'Beji', 'Umahiri', 'Alama', 'Ujumla', 'Mada ya 1: Mfumo wa Serikali za Mitaa Tanzania', 'Mada ya 2: Sheria Zinazosimamia Utumishi wa Umma, Haki na Wajibu wa Mtumishi wa Umma', and 'Mada ya 3: Kuuuni za...'. The main content area is titled 'Zoezi la Rejea mada ya 1' and contains the following text: 'Ndugu Mtumishi, yafuatayo ni maswali ya rejea ya mada hii unayopaswa kuyajibu ndani ya muda wa dakika 15.' Below this, it states 'Kiwango cha kujaribu kinachoruhusiwa: 3', 'Zoezi kufunguliwa Tuesday, 1 December 2020, 3:48 PM', and 'Zoezi hili litafungwa Saturday, 28 August 2021, 3:48 PM'. Further down, it says 'Ukomo wa muda: 15 dk' and 'Njia ya uwekaji alama: Alama ya juu'. At the bottom right of the main content area is a button labeled 'Fanya zoezi sasa'. An orange callout box labeled 'Click to open quiz' points to this button. Another orange callout box labeled 'Quiz instructions' points to the main content area.

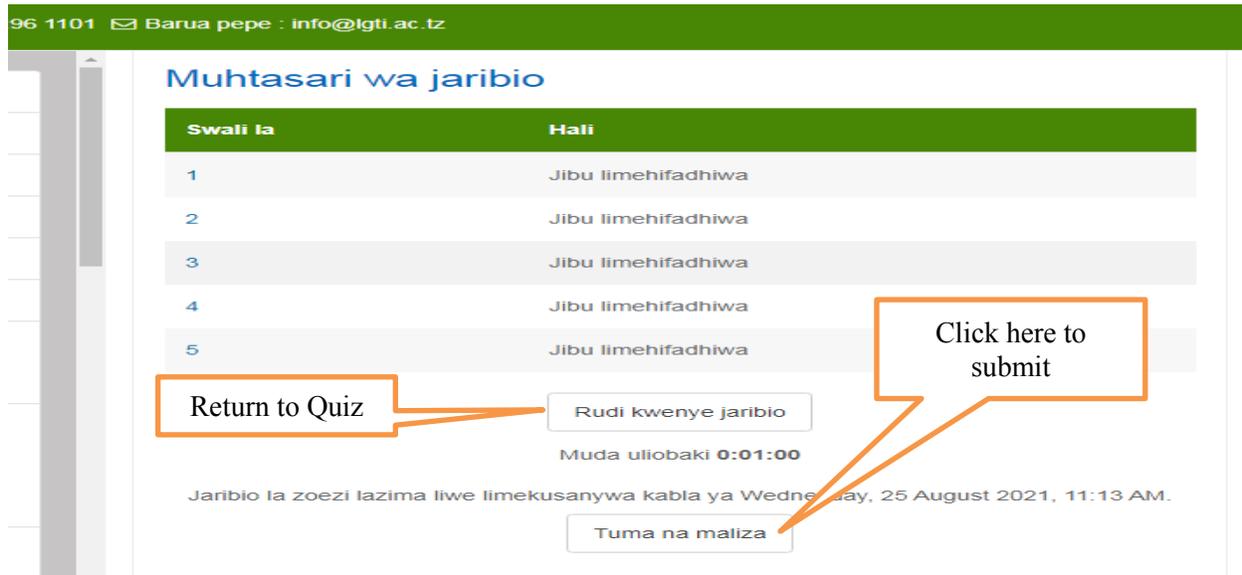
- iii. Complete the quiz by clicking the end of quiz button as shown in figure 2e
- Note: you can make any correction needed by clicking the 'return to quiz' button as shown in figure 2f

Figure 2e: Ending quiz

The screenshot shows a quiz question interface. At the top left, the URL 'lgti.ac.tz' is visible. The question is: 'Halmashauri kushindwa kutekeleza majukumu yake kwa ufanisi, kushindwa kufanya vikao, Kupoteza rasimali mbalimbali ikiwemo muda, nguvu kazi na fedha na Kusitishwa au kuvunjwa kwa Halmashauri'. There are two radio button options: the first is selected, and the second is 'Kusitishwa kwa Halmashauri kwa muda'. Below the question, there is a section for 'Madaraka na majukumu ya Serikali za Mitaa yapo kwa mujibu wa sheria za mamlaka za Serikali za Mitaa sura ya'. Underneath, it says 'Chagua moja:' and there are three radio button options: '288 na 292', '287 na 288' (which is selected), and '288 na 292'. At the bottom right, there is a green button labeled 'Maliza jaribio ...'. An orange callout box labeled 'Click here to end quiz' points to this button.

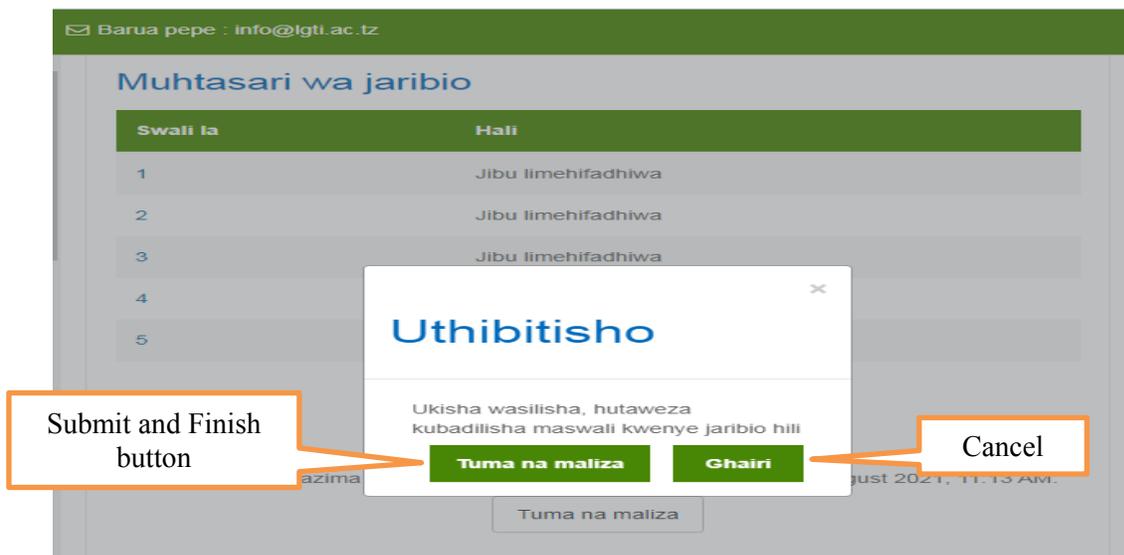
- iv. Submit the quiz by clicking the ‘submit quiz’ button

Figure 2f: Quiz submission



- v. Confirm quiz submission by clicking the ‘submit’ button. This will enable to view performance

Figure 2g: Quiz confirmation and submission



- vi. Click the ‘finish review’ button to access your result summary as shown in figure 2h

Figure 2h: Quiz viewing

E-mail : info@lgti.ac.tz

The correct answer is: Halmashauri kushindwa kutokoteza majukumu yake kwa ufanisi, kushindwa kufanya vikao, Kupoteza rasimali mbalimbali ikiwemo muda, nguvu kazi na fedha na Kusitishwa au kuvunjwa kwa Halmashauri

Question 5
Incorrect
Mark 0.00 out of 1.00
Flag question
Edit question

Madaraka na majukumu ya Serikali za Mitaa yapo kwa mujibu wa sheria za mamlaka za Serikali za Mitaa sura ya

Select one:

- 287 na 288
- 288 na 292
- 288 na 292 ✘

Your answer is incorrect.
The correct answer is: 287 na 288

Click to review Finish review

- vii. If the overall feedback is 'vizuri sana', 'vizuri' or 'wastani' open the next topic on the left side menu to continue. Repeat the quiz if the overall feedback is 'hairidhishi' by clicking the '**re-attempt quiz**' button as shown in figure 2i

You can Note: The above procedure will be applicable to all course topics.

Figure 2i: Quiz result summary

Summary of your previous attempts

Attempt	State	Marks / 5.00	Grade / 10.00	Review	Feedback
Preview	Finished Submitted Tuesday, 31 August 2021, 9:57 AM	2.00	4.00	Review	Hairidhishi

Highest grade: 4.00 / 10.00.

Overall feedback
Hairidhishi

Re-attempt quiz

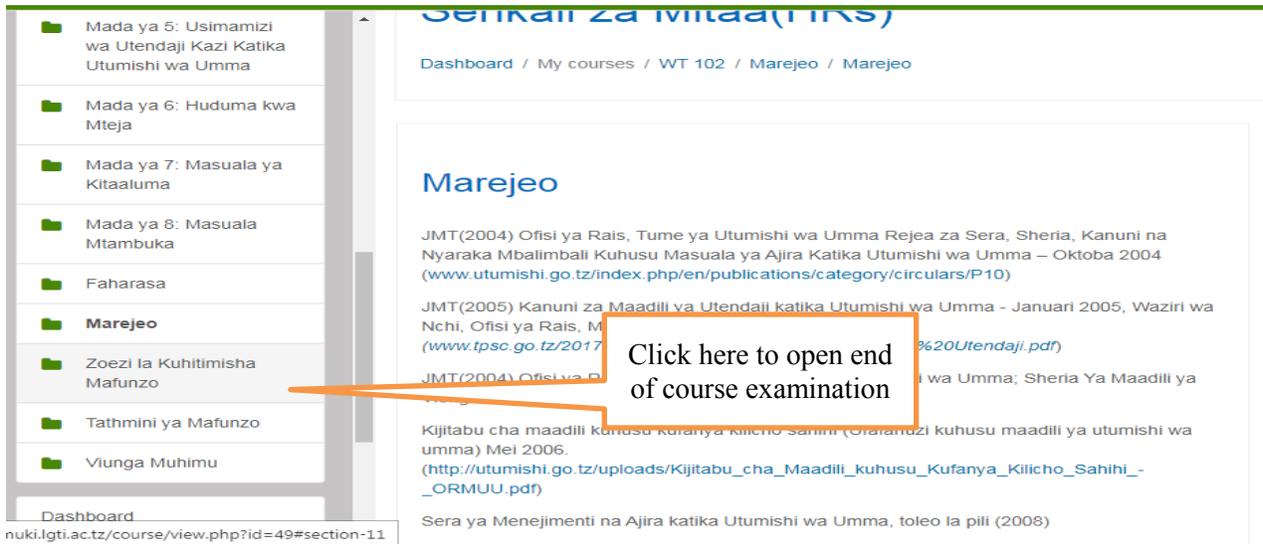
Click the next topic to continue

2.2 Final Course Examination

After all course topics have been covered, the next step is to attempt the final course examination as explained below.

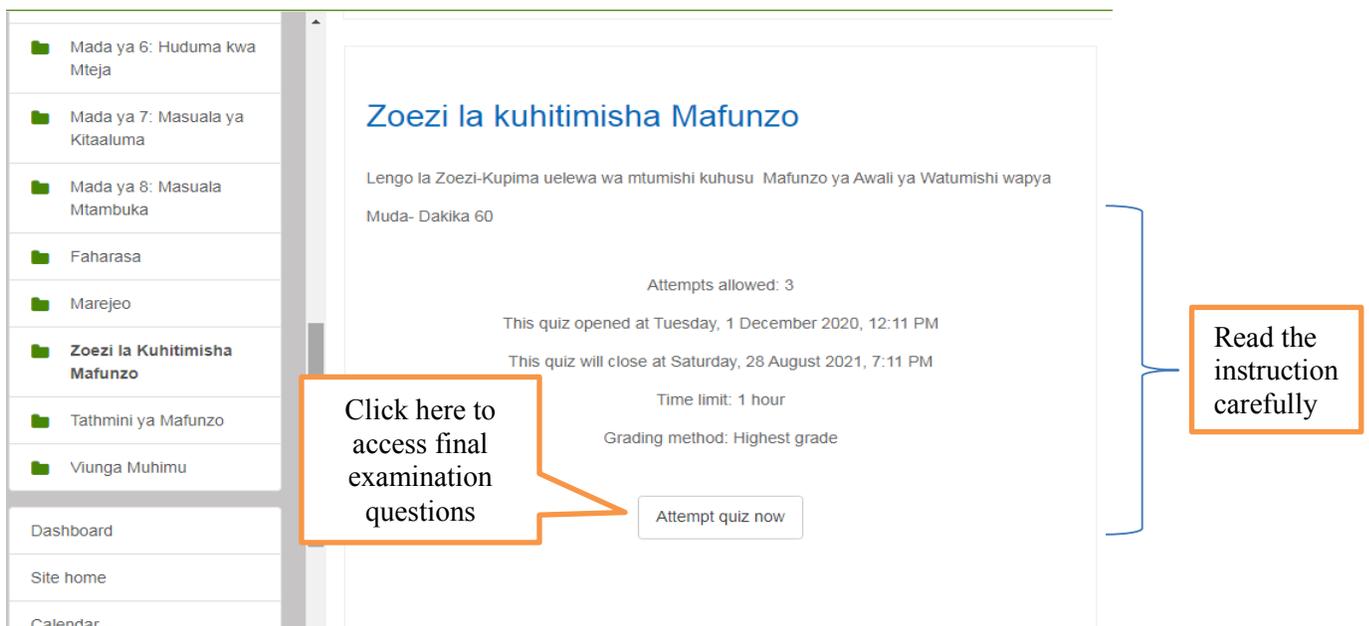
- i. Access the final course examination questions by opening the ‘end of course examination’ file at the left side menu. Open the questions file by clicking final course examination on the main page.

Figure 2j: End of course examination



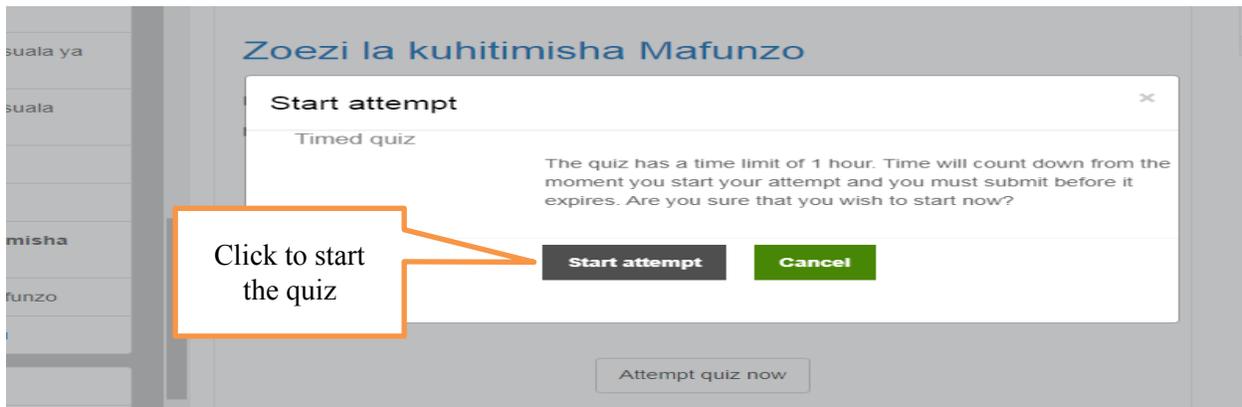
- ii. Click the ‘attempt quiz now’ button to attempt the examination as show in figure 2k

Figure 2k: Accessing final examination questions



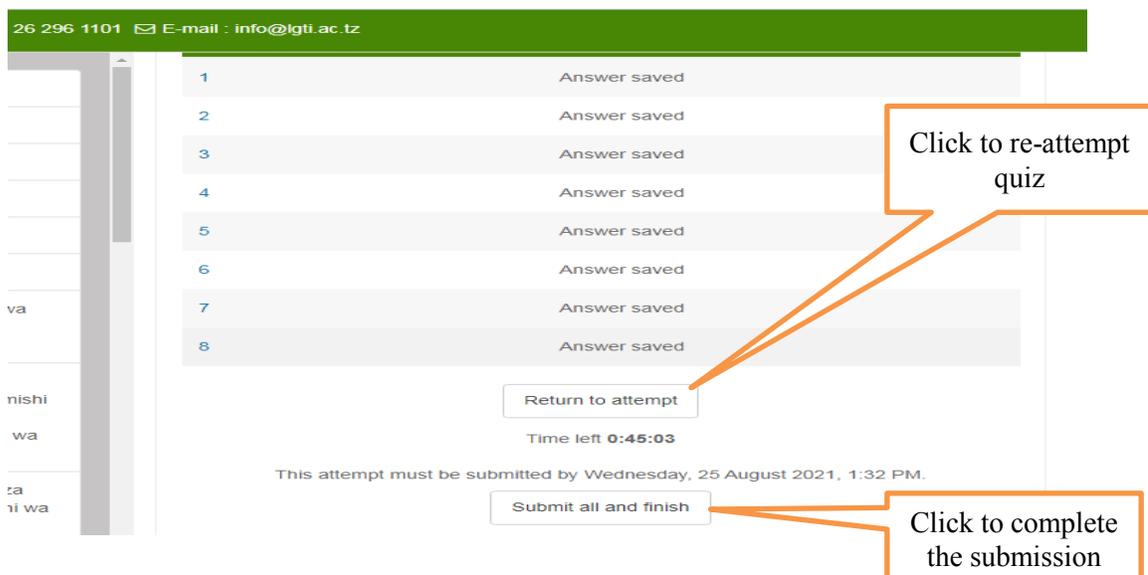
- iii. Read the instructions on the pop up menu before clicking the ‘**start attempt**’ button as shown in figure 2m
 - o Note: You may postpone attempting the examination by clicking the ‘**cancel**’ button on the pop up menu

Figure 2m: Start examination



- iv. Attempt all questions
- v. Submit your responses by clicking the ‘**Finish attempt**’ button and view summary of attempt page as shown in figure 2n
 - o Note: you can make any correction needed by clicking the ‘**return to attempt**’ button

Figure 2n: Summary of attempt

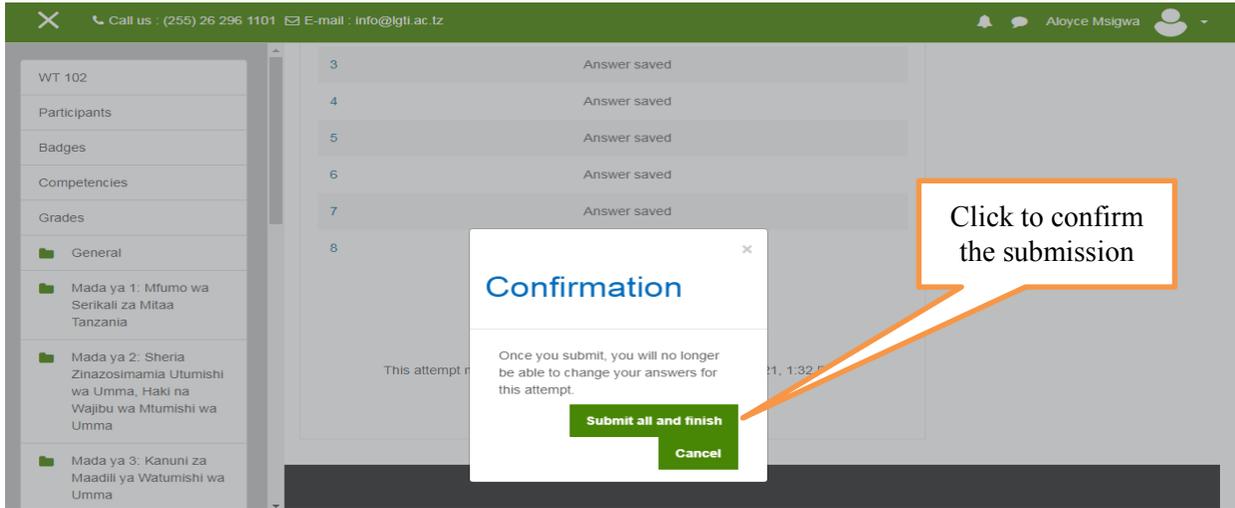


- vi. Complete submission of the examination by clicking on the ‘**Submit all and finish**’ button on figure 2n

- vii. Confirm submission by clicking ‘**Submit all and finish**’ button on the pop up menu to preview examination results or else click the ‘**cancel**’ button to postpone the submission as shown in figure 2p.

Note: Clicking the ‘**Submit all and finish**’ will enable review of the examination before final submission

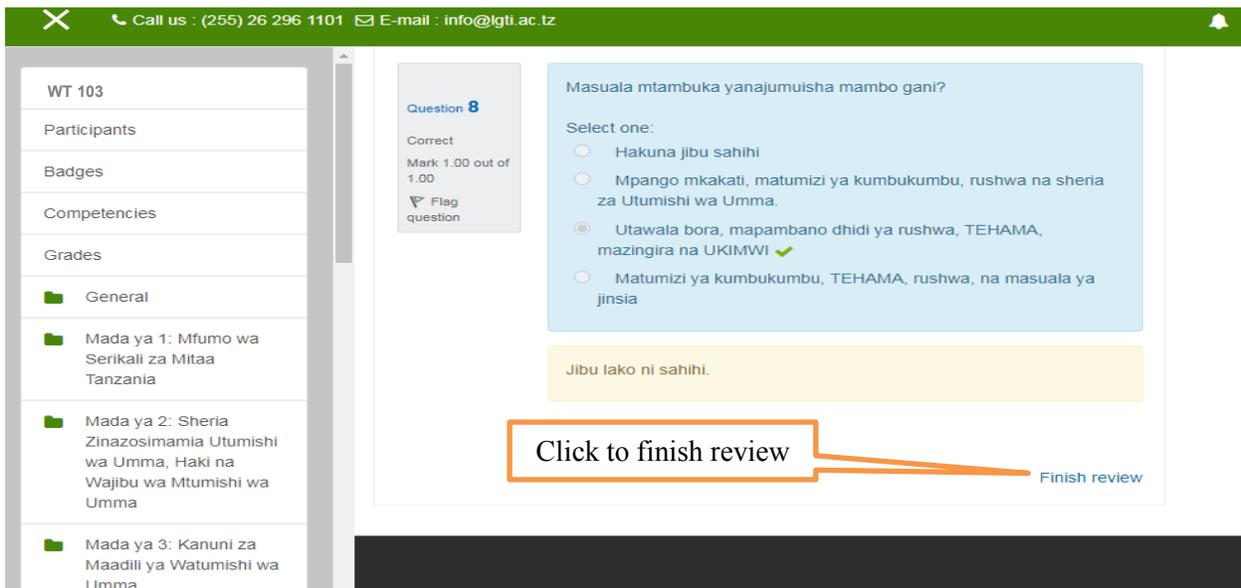
Figure 2p: Final submission of examination



- viii. Complete submission by clicking ‘**finish review**’ button as shown in figure 2q

Note: You can repeat the examination by clicking the ‘**re-attempt quiz**’ button

Figure 2q: Examination review



Note: Clicking ‘**finish review**’ link will lead to result summary page

Figure 2r: Result summary

The screenshot shows a user interface for a course result summary. On the left is a sidebar menu with items: Mteja, Mada ya 7: Masuala ya Kitaaluma, Mada ya 8: Masuala Mtambuka, Fahaarasa, Marejeo, Zoezi la Kuhitimisha Mafunzo, Tathmini ya Mafunzo, and Viunga Muhimu. The main content area is titled 'Summary of your previous attempts' and contains a table with the following data:

Attempt	State	Marks / 8.00	Grade / 10.00	Review
Preview	Finished Submitted Tuesday, 31 August 2021, 12:25 PM	0.00	0.00	Review

Below the table, the text 'Highest grade: 0.00 / 10.00.' is displayed. Two callout boxes are present: one pointing to 'Tathmini ya Mafunzo' in the sidebar with the text 'Click for course evaluation', and another pointing to the 'Re-attempt quiz' button with the text 'Click to Re-attempt examination'.

- ix. If the grade attained is below 5.0, re-attempt the examination by clicking '**Re-attempt quiz**' button shown in figure 2r. For grades 5.0 and above, go to course evaluation by clicking 'Tathmini ya mafunzo' on the left side menu.

SECTION III

3.0 Course Evaluation

This section requires you to evaluate the course by responding to the given set of questions.

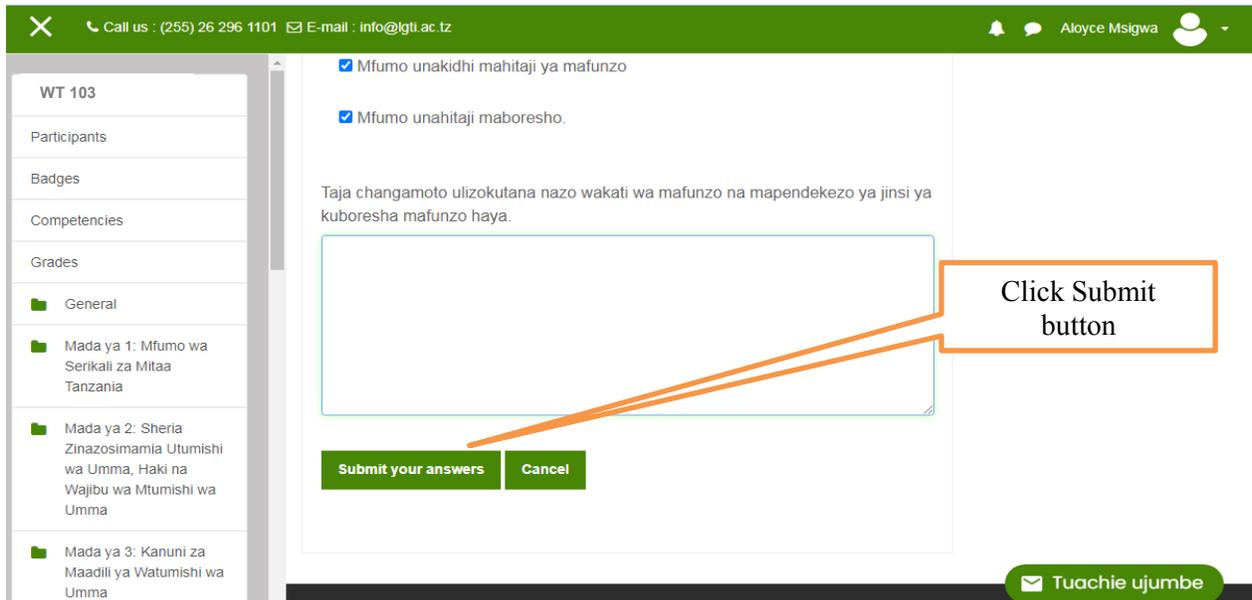
- i. Access the set of questions by clicking course evaluation button at the left side menu. Open the set of questions file by clicking '**course evaluation**' button on the main page as shown in figure 3a.

Figure 3a: Course evaluation



- ii. Read the course evaluation overview on the main page and click '**answer the questions**' link as shown in figure 3a
- iii. Respond to all questions
- iv. Submit your responses by clicking '**submit your answers**' button or else click the '**cancel**' button to postpone your submission

Figure 3b: Evaluation submission



4.0 Course Certificate

The course certificate can be accessed after submission of course evaluation responses.

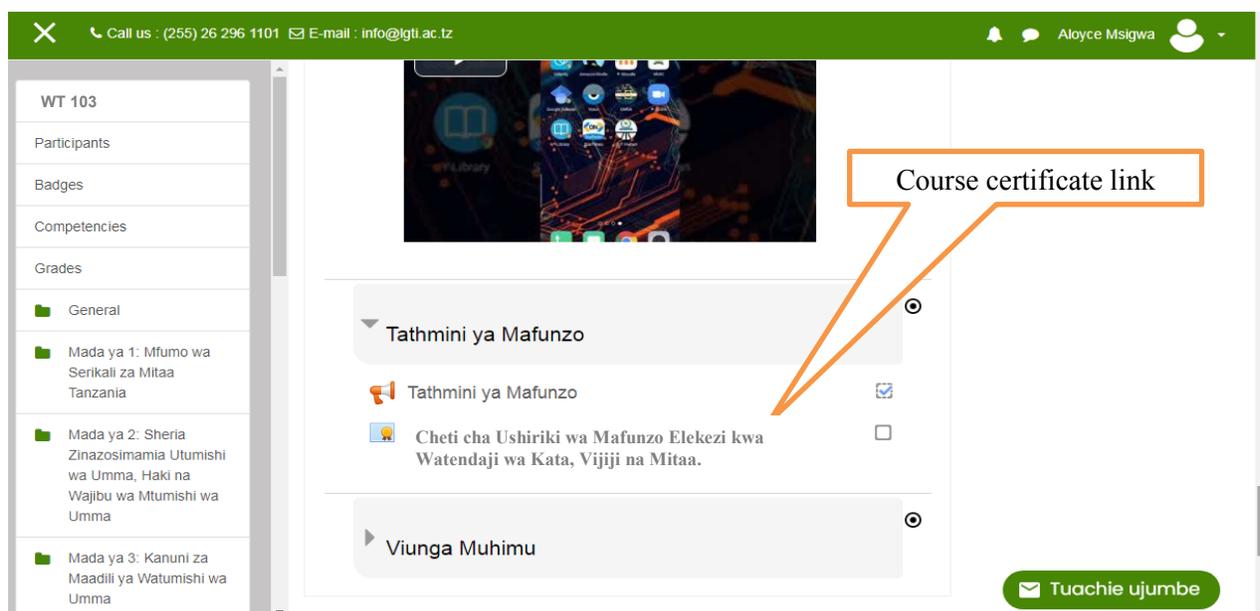
- i. Click the '**Continue**' button to activate certificate access link after submission of course evaluation responses as shown in figure 4a

Figure 4a: Accessing course certificate



- ii. Scroll down the main page and click to open the course certificate link

Figure 4b: Course certificate access link



iii. Click the ‘**download certificate**’ button to access course certificate as shown in figure 4c

Figure 4c: Course certificate download



Note: After clicking the download button the course certificate will appear in the ‘**download folder**’ of your device. The certificate sample is shown in figure 4d

Figure 4d: Sample of course certificate



- v. Print and save your certificate on preferred location for reference