LOCAL GOVERNMENT TRAINING INSTITUTE

TRAINEES' GUIDE

TABLE OF CONTENTS

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 MUKI[1] 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.

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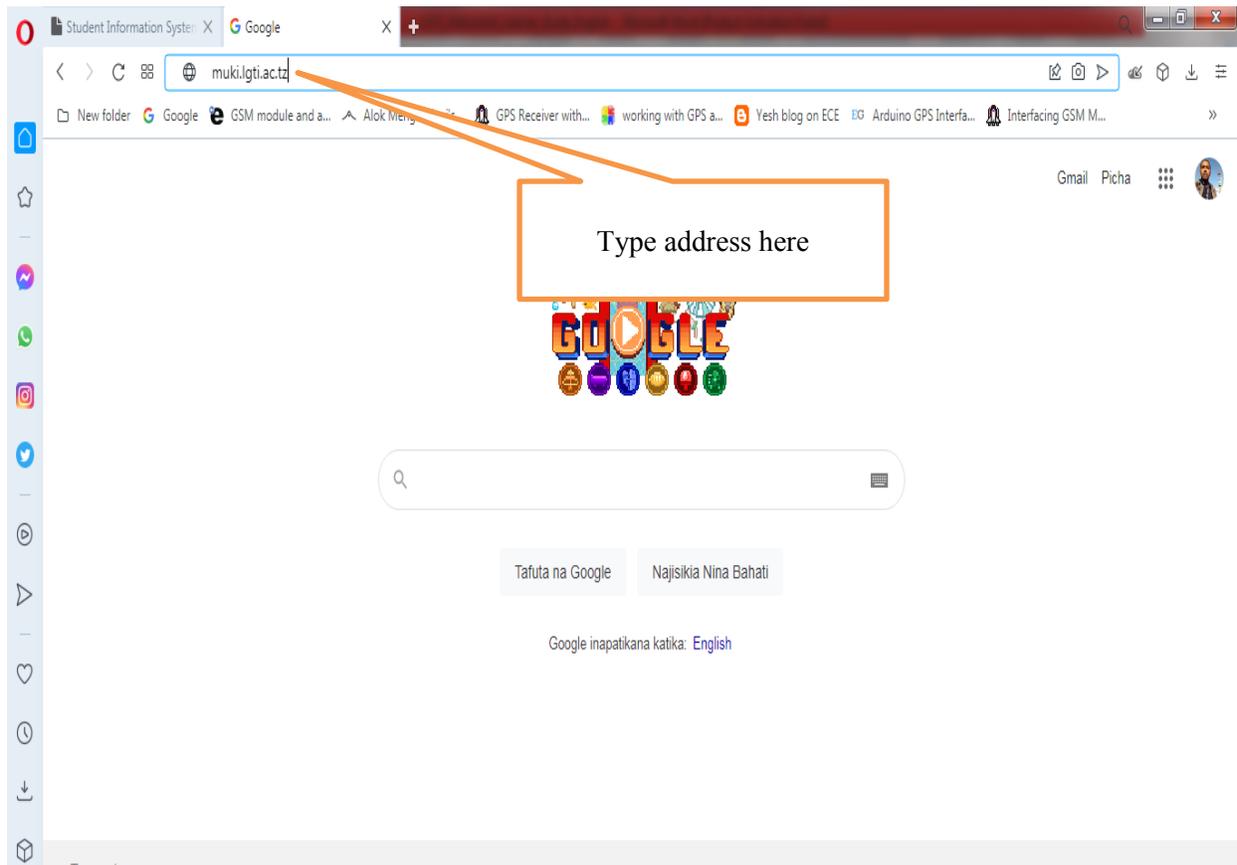
After entering the address, the login interface will display as shown in figure 1b

Figure 1b: System login interface
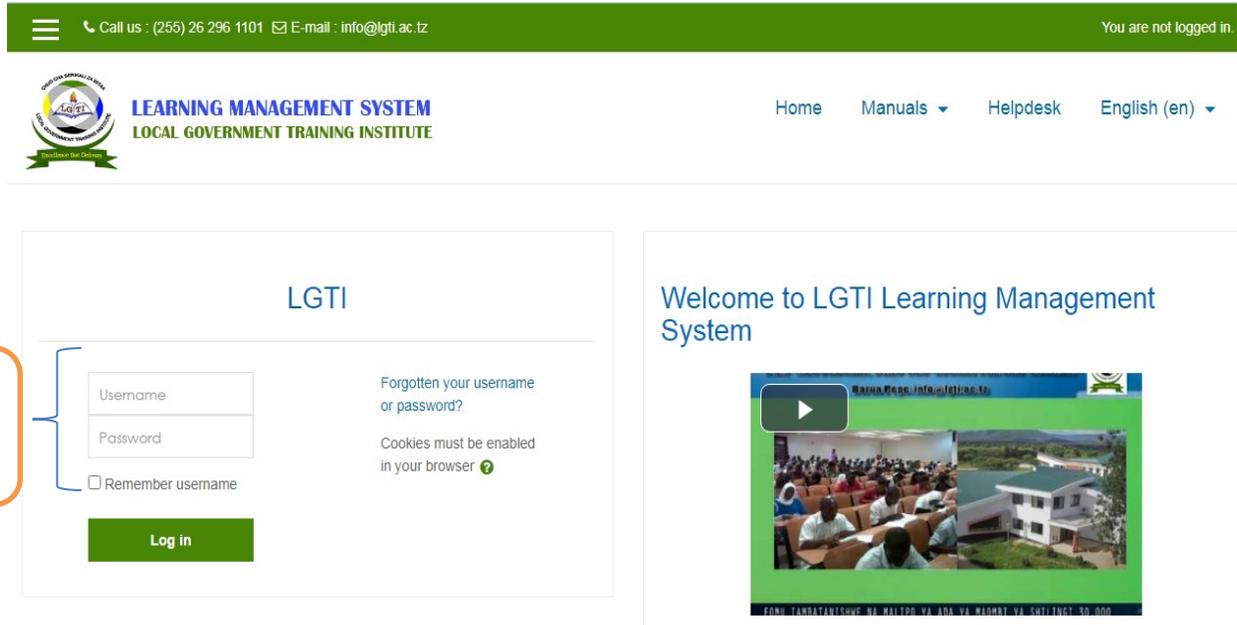
1.2.2 Login into the system

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
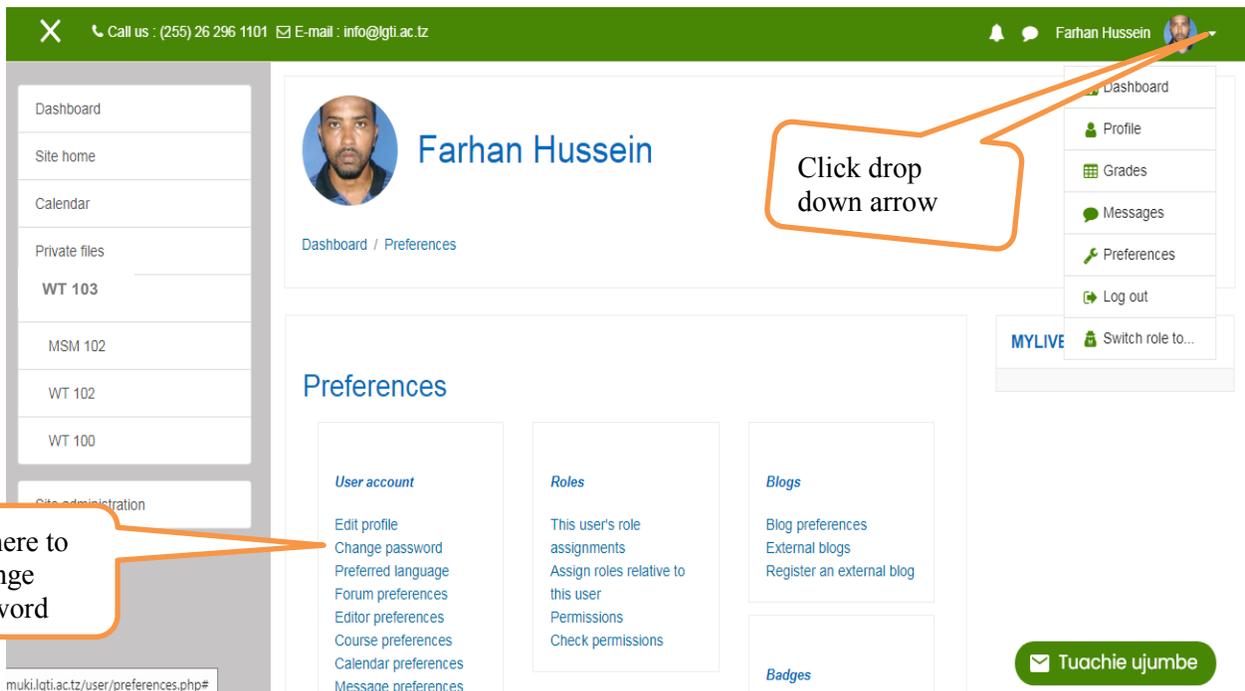
1.3 Change password

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

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

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.**

Maximum attachments: 1

▪ 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

> **Add your other names here**

▶ Interests

▶ Optional

> **You may add your Interest and other Information**

Update profile

> **Click here to update your Information**

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
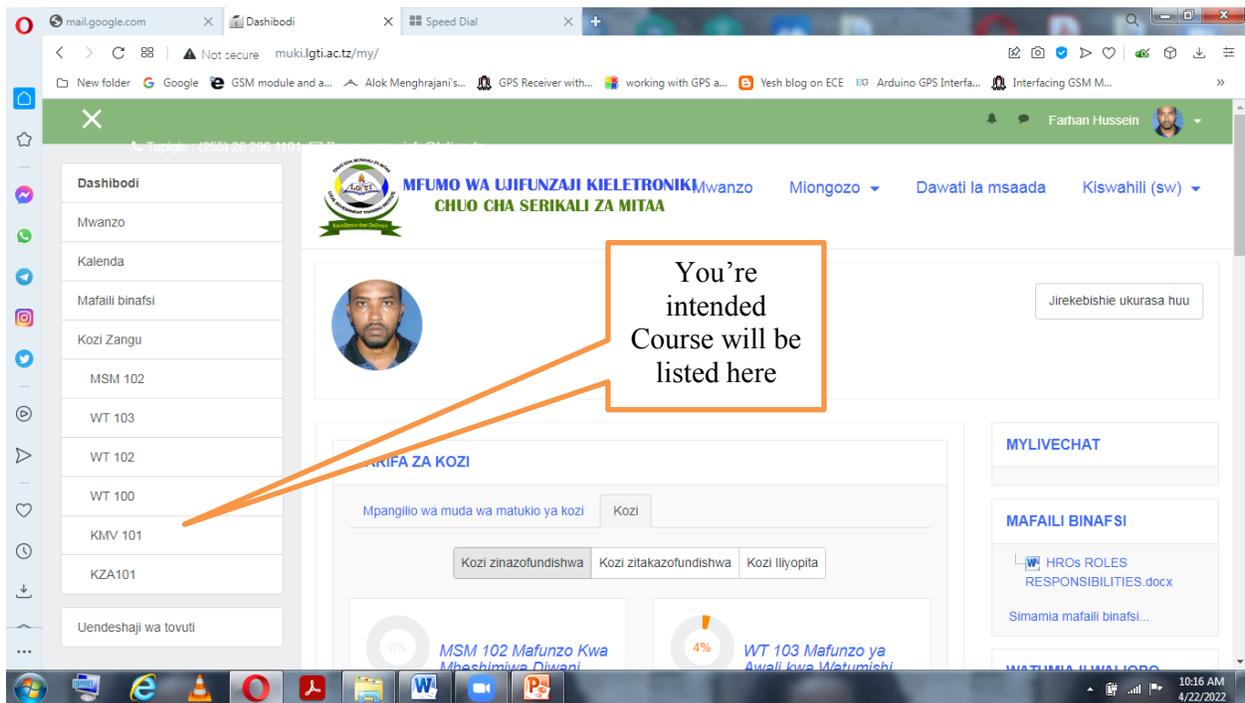
    ii.   Read the introduction and watch the video to get the overview of the entire course as shown in figure 2b

    iii.   Download 'MAFUNZO ELEKEZI KWA WATENDAJI WA KATA, VIJIJI 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
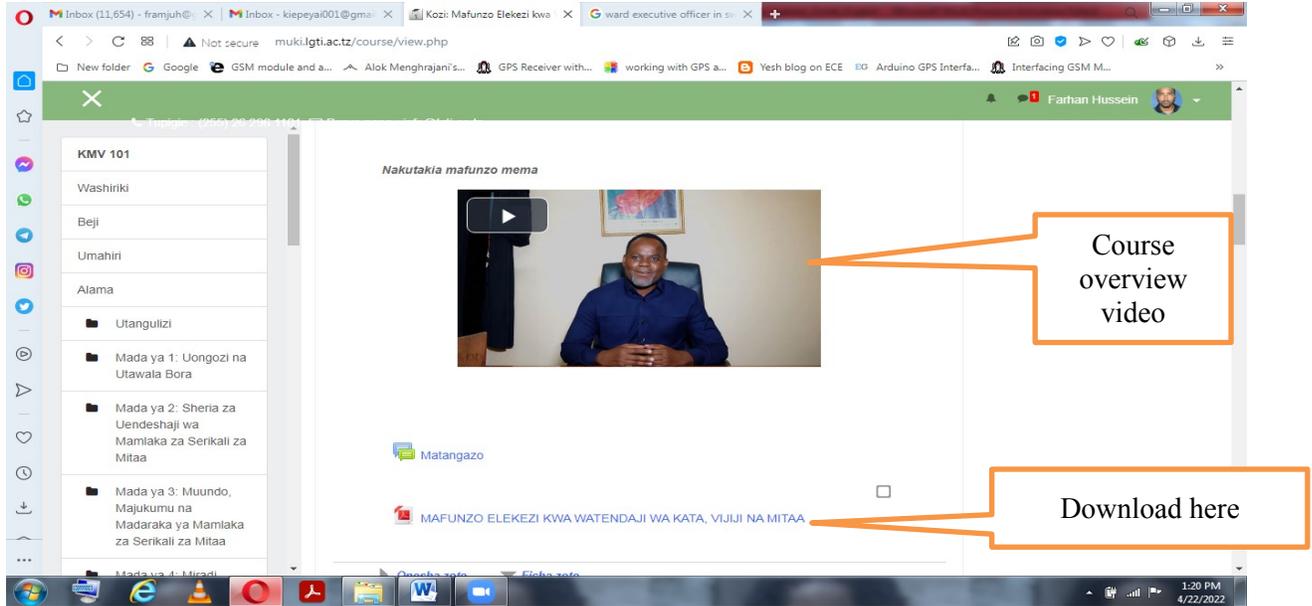
Course topics

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
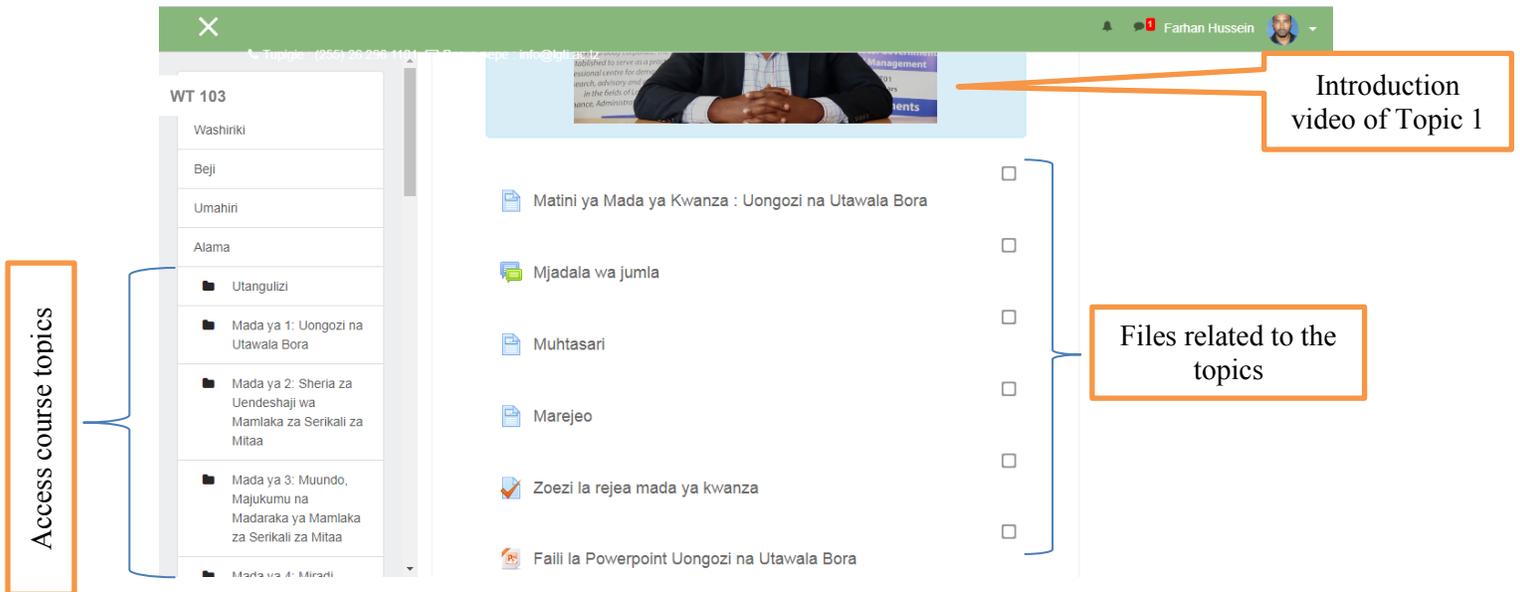
iv.   Open the notes file to read the content as shown in figure 2c

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

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

iv.   Submit the quiz by clicking the '**submit quiz**' button

Figure 2f: Quiz submission
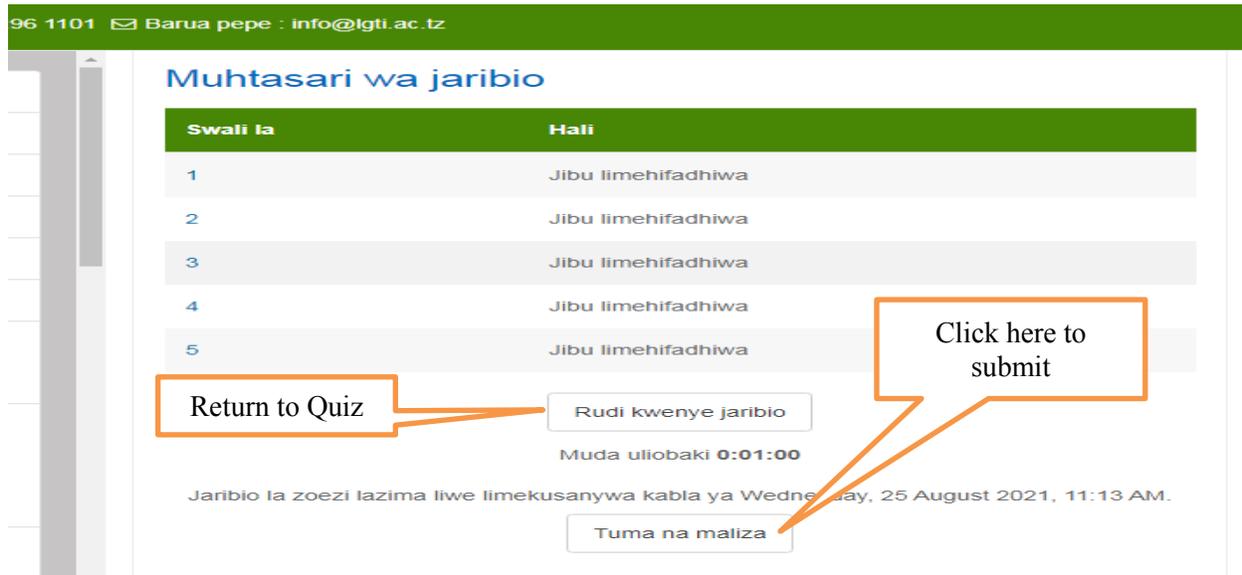
v.   Confirm quiz submission by clicking the '**submit**' button. This will enable to view performance

Figure 2g: Quiz confirmation and submission
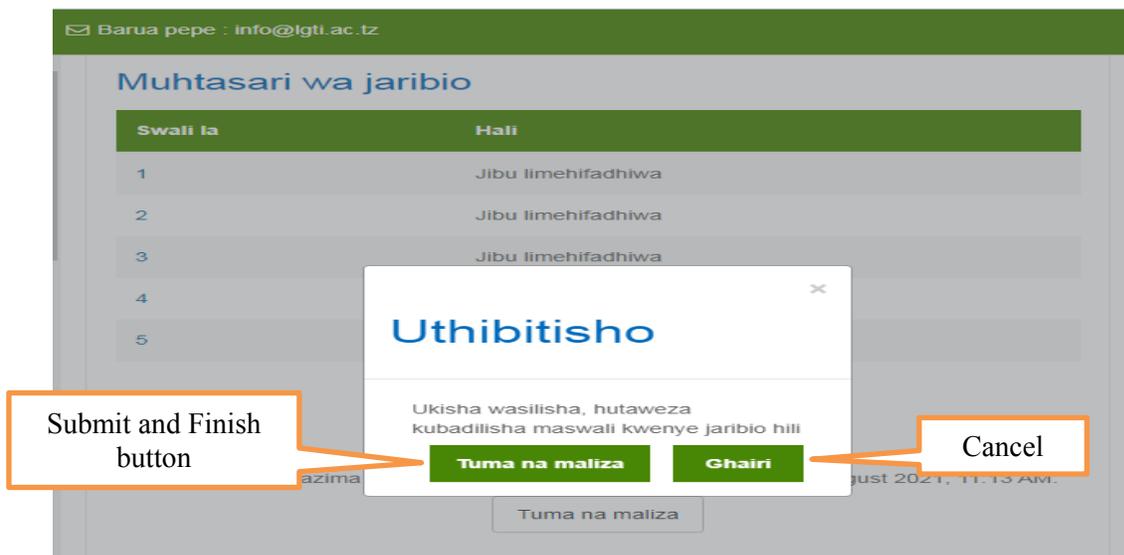
vi.   Click the '**finish review**' button to access your result summary as shown in figure 2h

Figure 2h: Quiz viewing

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

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
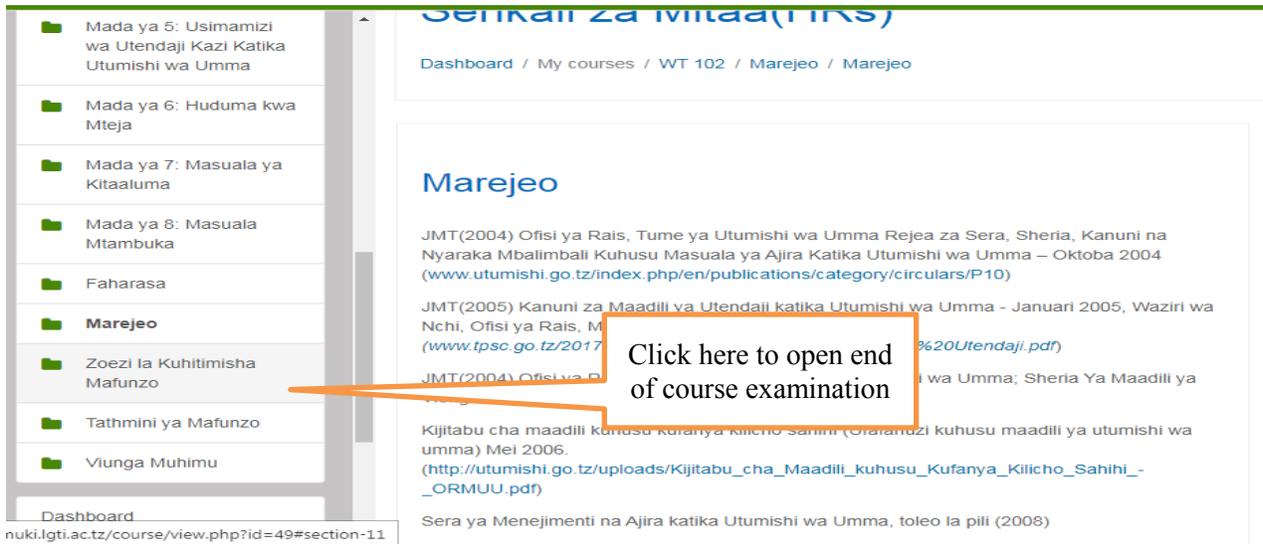
ii. Click the '**attempt quiz now**' button to attempt the examination as show in figure 2k

Figure 2k: Accessing final examination questions
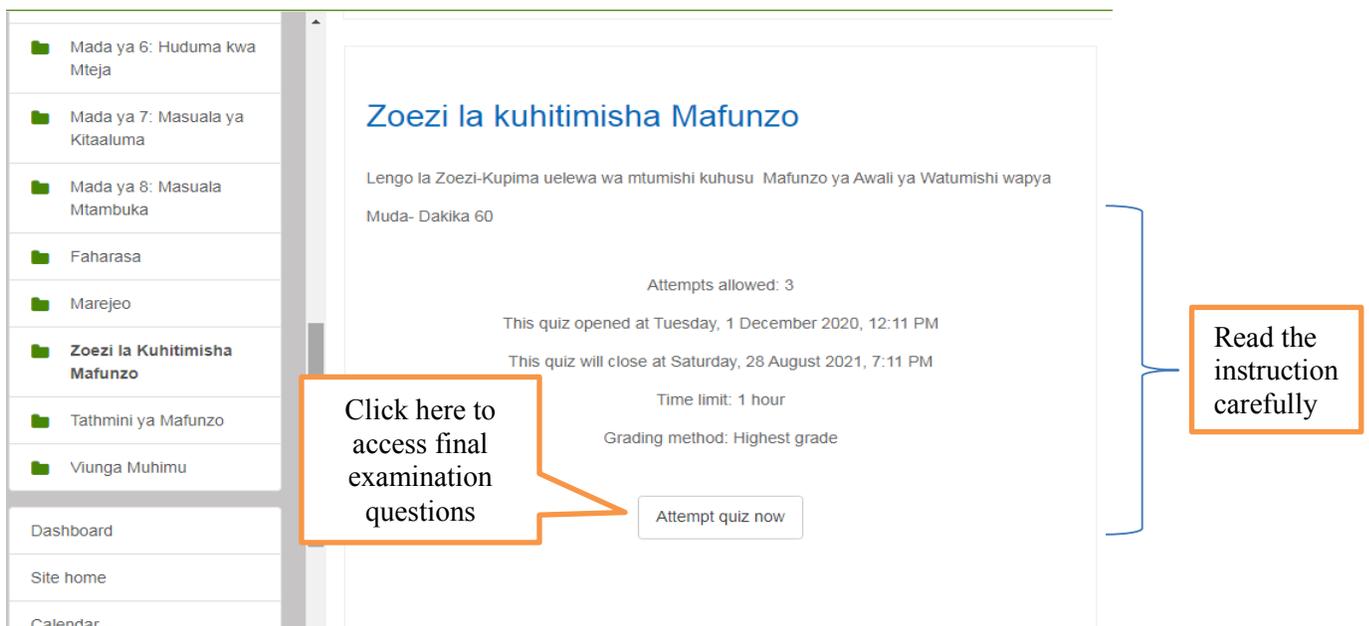
iii. Read the instructions on the pop up menu before clicking the '**start attempt**' button as shown in figure 2m

    o Note: You may postpone attempting the examination by clicking the '**cancel**' button on the pop up menu

Figure 2m: Start examination
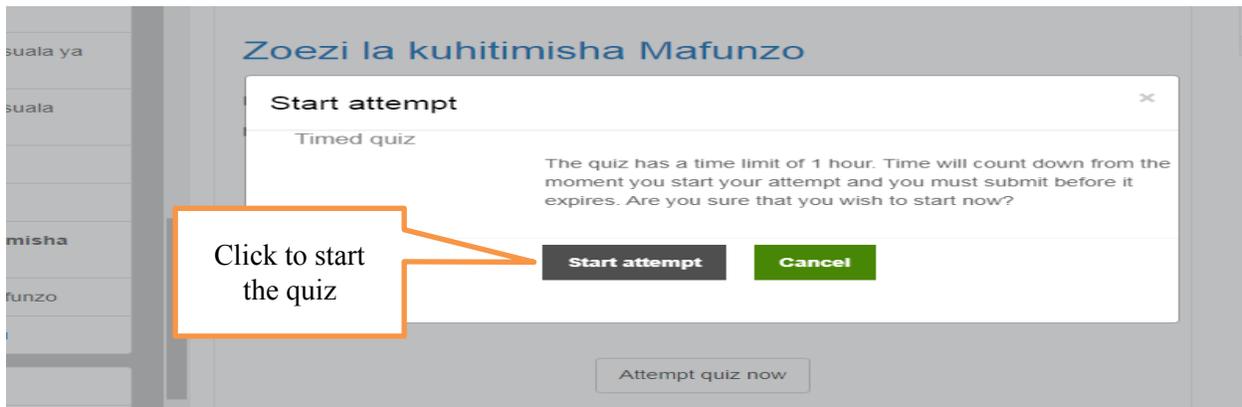
iv. Attempt all questions

v. Submit your responses by clicking the '**Finish attempt**' button and view summary of attempt page as shown in figure 2m

    o Note: you can make any correction needed by clicking the '**return to attempt**' button

Figure 2n: Summary of attempt
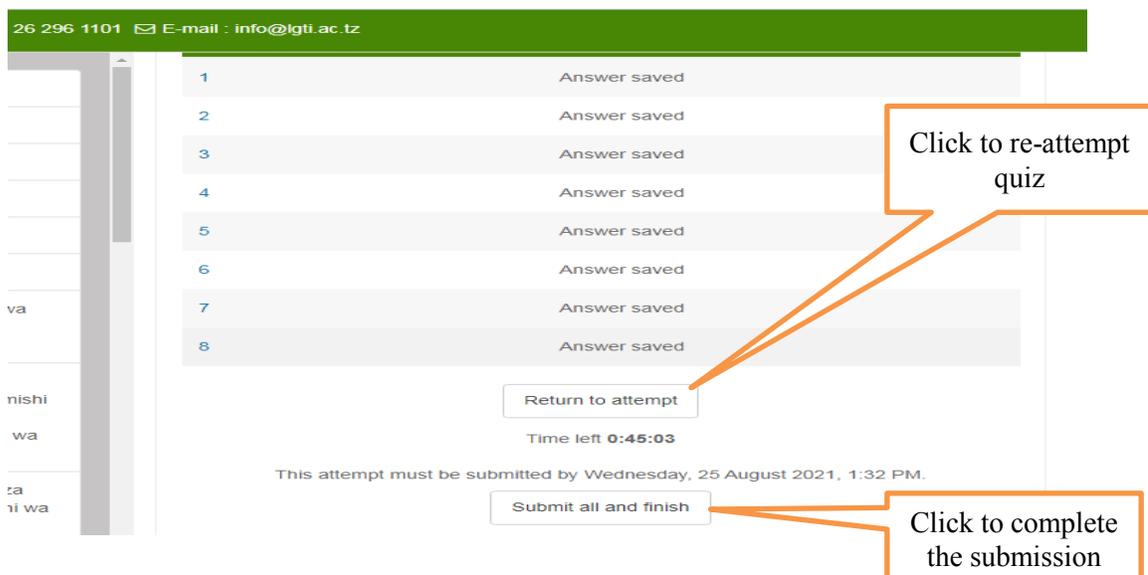
vi. Complete submission of the examination by clicking on the '**Submit all and finish**' button on figure 2n

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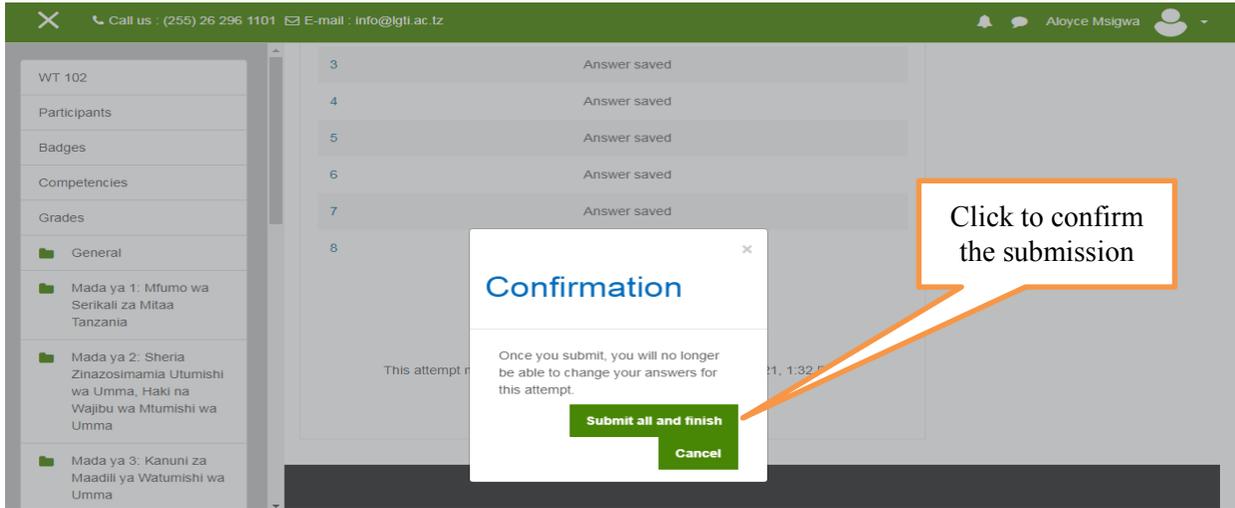
viii.   Complete submission by clicking '**finish review**' button as shown in figure 2q

> Note: You can repeat the examination by clicking the '**re-attempt quiz**' button

Figure 2q: Examination review
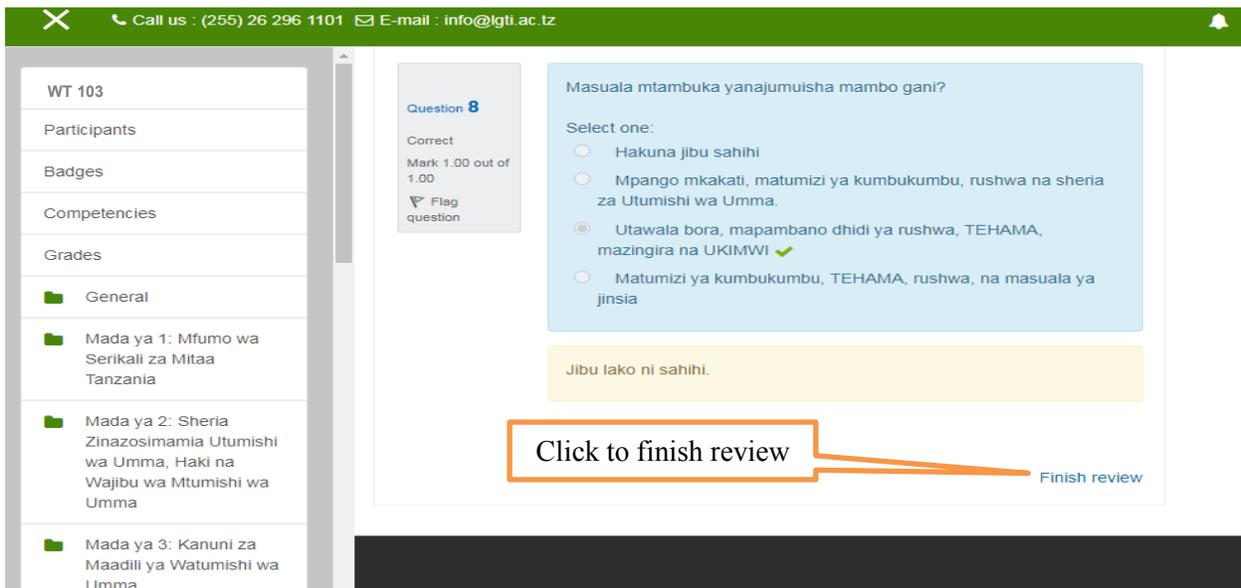
Note: Clicking **'finish review'** link will lead to result summary page

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Figure 2r: Result summary

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
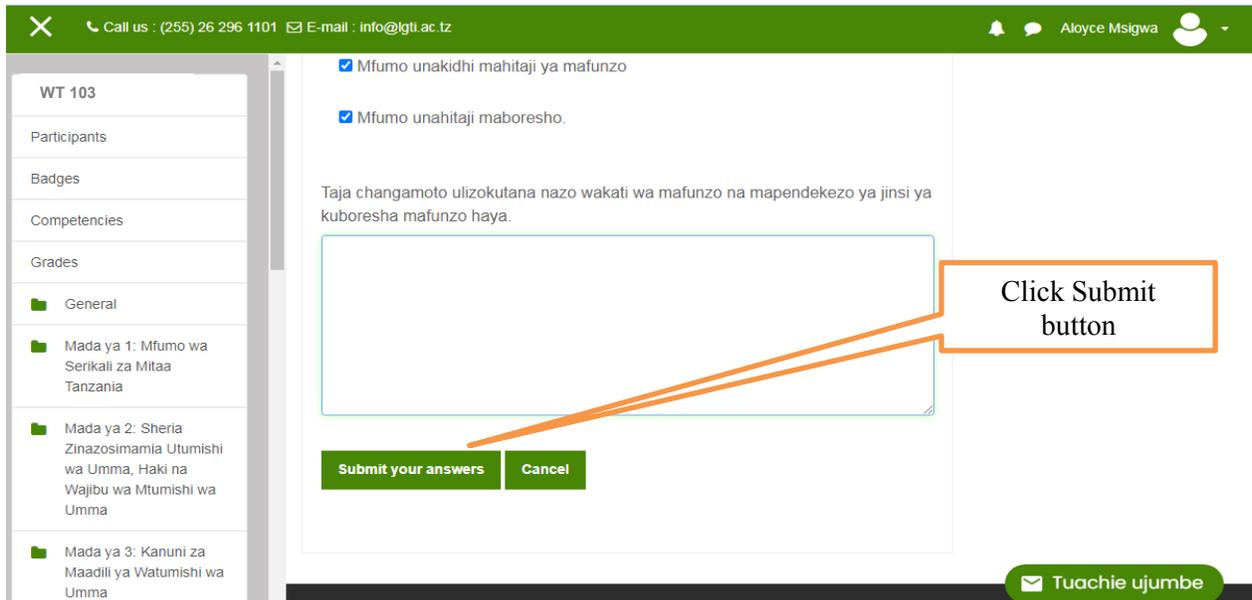
4.0 Course Certificate

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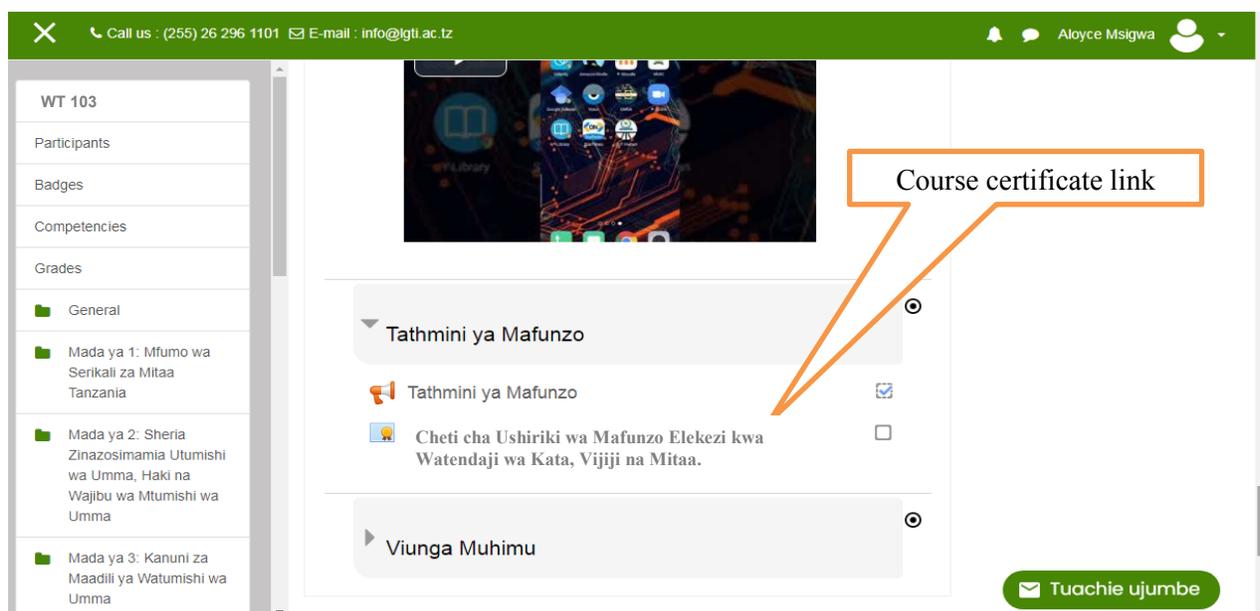
iii. Click the '**download certificate**' button to access course certificate as shown in figure 4c

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

CHUO CHA SERIKALI ZA MITAA

CHETI CHA KUSHIRIKI MAFUNZO

Hii ni kuthibitisha kwamba

Farhan Hussein

ameshiriki Mafunzo ya Awali kwa Watumishi wa Mamlaka za Serikali za Mitaa

Yaliyoendeshwa na Chuo cha Serikali za Mitaa

Tarehe: 28 August 2021

Dr. Mpamila Madale
Mkuu wa Chuo

Dr. Michael Msendekwa
Makamu Mkuu wa Chuo—
Taaluma

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