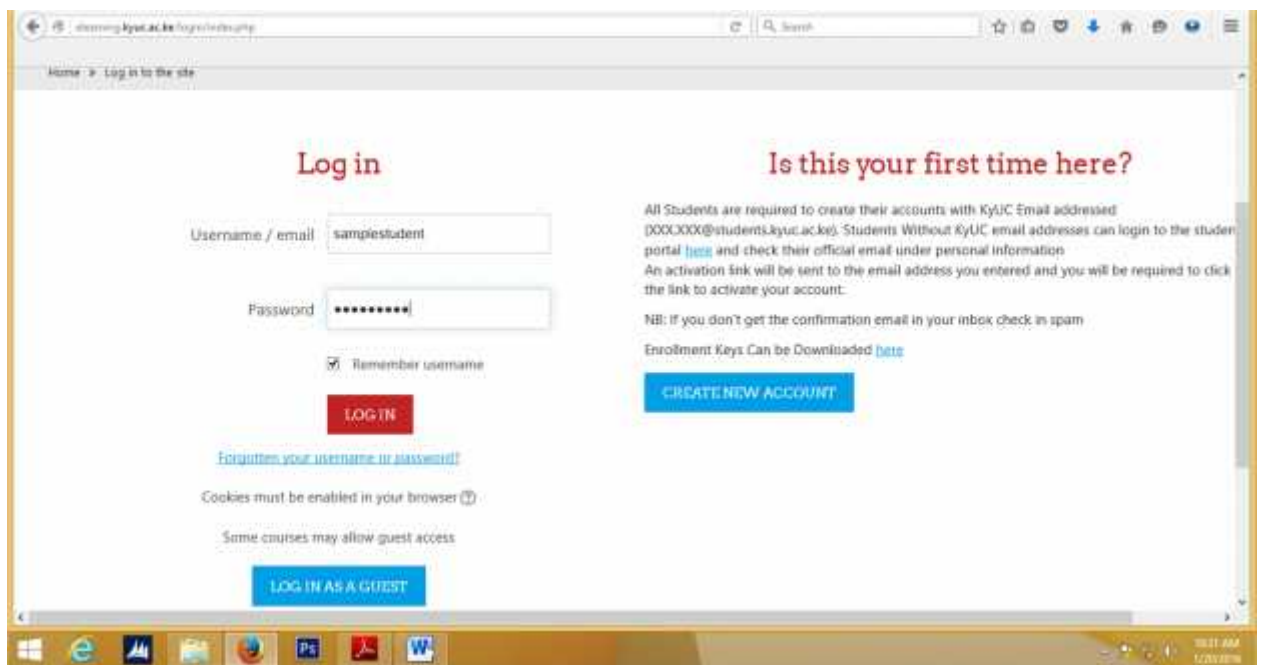


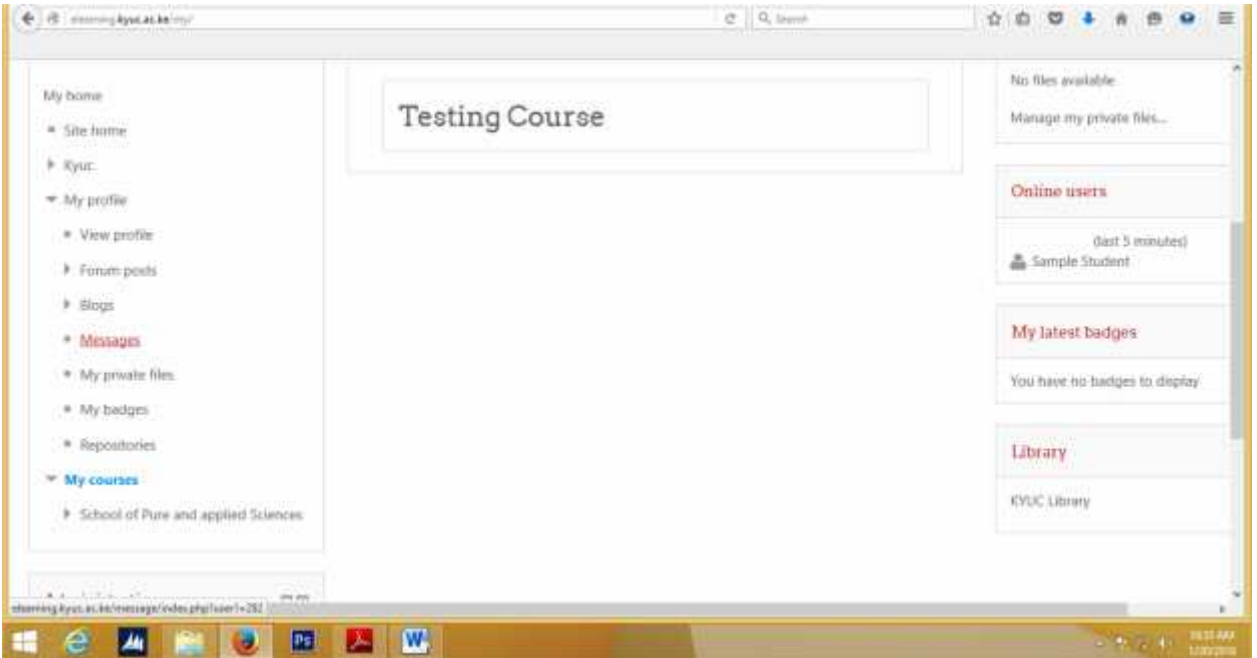
Using the Messaging Option on the E-learning Platform

Students have the option to send a message to their lecturers on the e-learning platform if they have any queries regarding the notes uploaded. To send a message, follow the following steps:

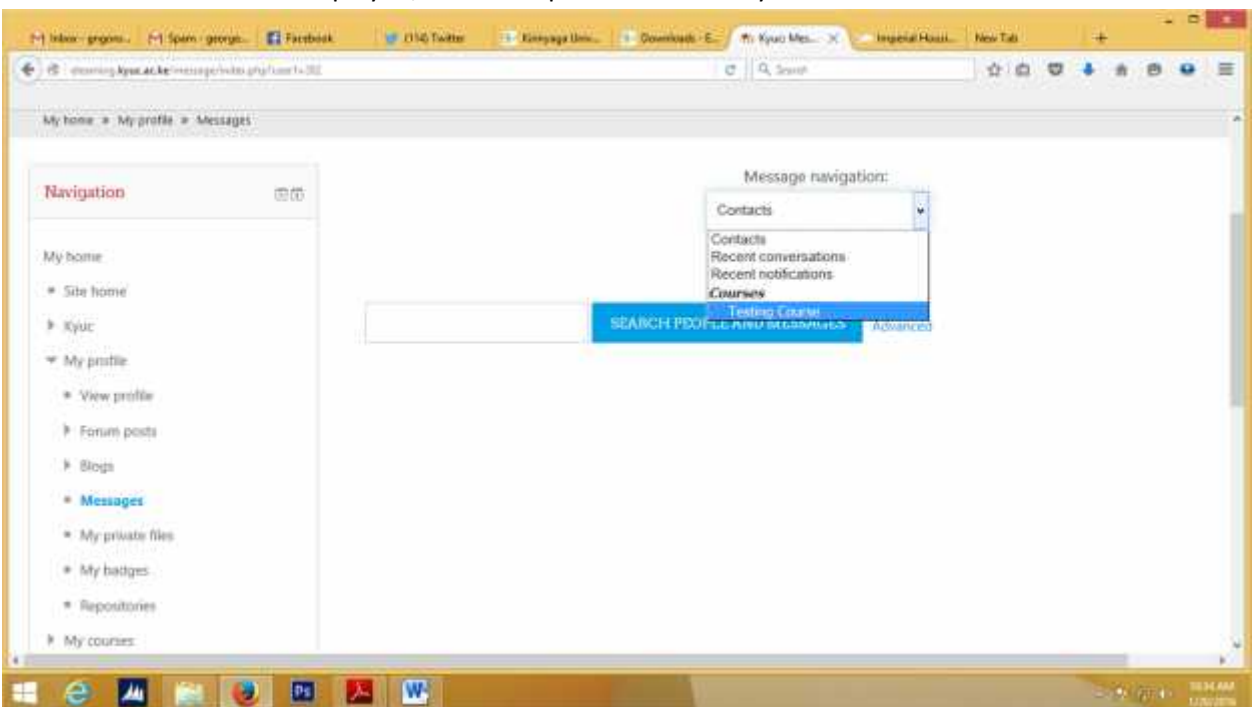
1. Login to the elearning portal with your username/email (xxxx@students.kyu.ac.ke) and password.



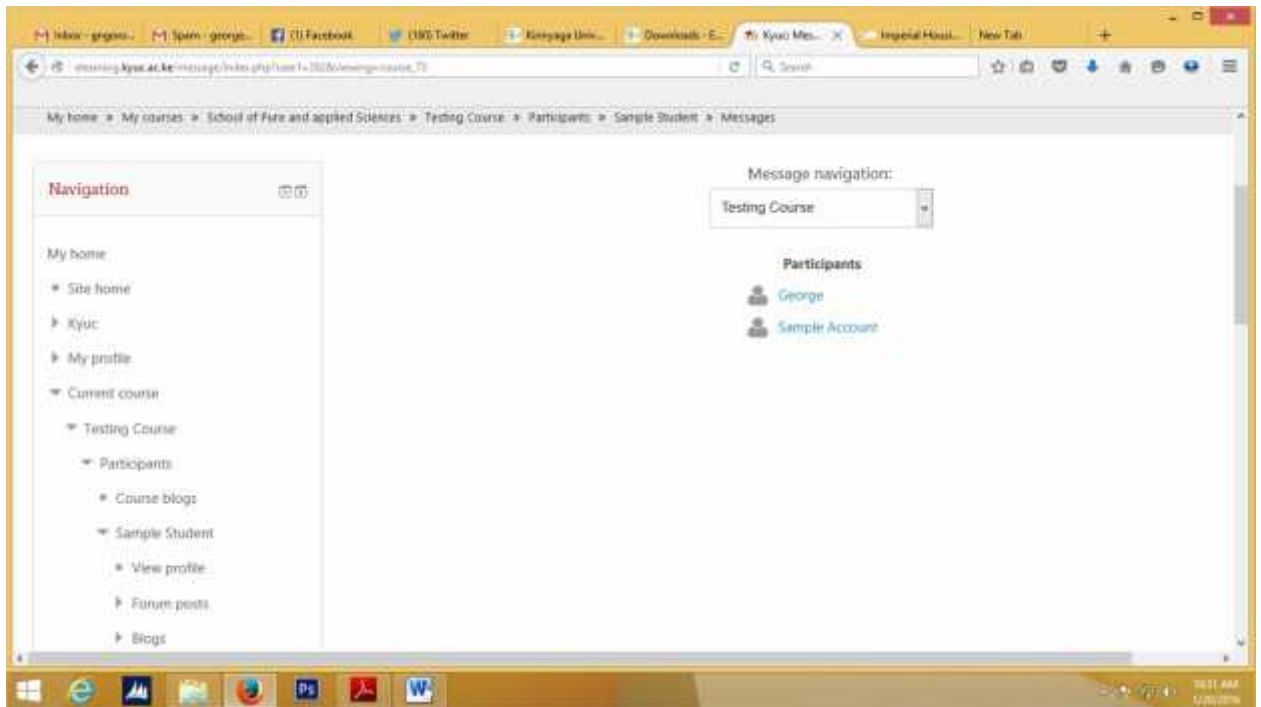
2. Once logged in select the particular course that you have enrolled for, see instructions on how to enroll for a course on the kyuc website <https://www.kyu.ac.ke/media-center/downloads/category/20-elearning-portal-documents>
3. On the left side menu click on My Profile then select Messages.



4. A window Message Navigation will open. On the drop down menu, a list of the courses that you have enrolled for will be displayed, select the particular course you want:



5. The names of the lecturers who have uploaded notes for that particular message course will be listed as participants. Select the particular lecturer that you want to send a message to.



6. In the window that opens scroll down and you will see a text box for typing a message. Type in the message you want and once done click on the send message button. The lecturer will receive the message and will respond appropriately.

