

# Module 1

## Course and User Setting

After completing this module, you should be able to:

- Log on to the e-learning system
- Edit your profile
- Setup your course homepage
- Adding and removing users from your course
- Change into edit mode

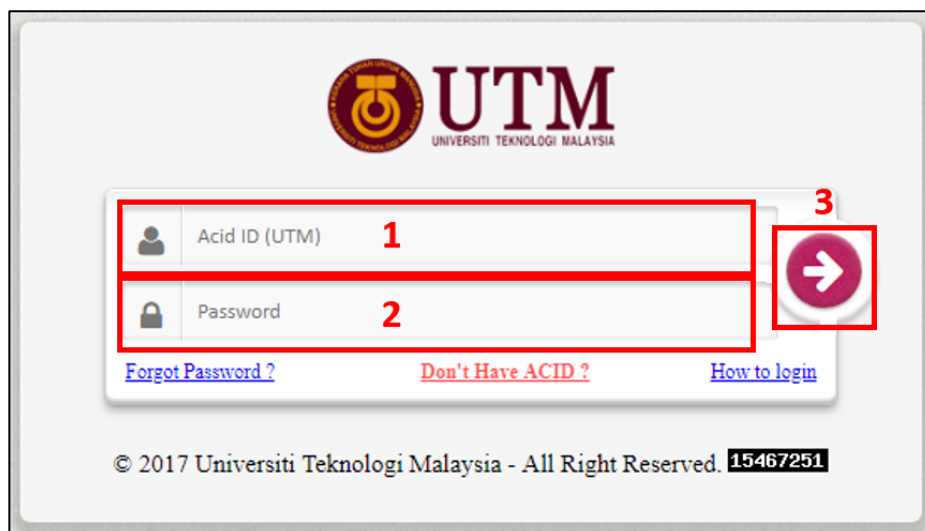
## Introduction

The e-learning system provides tools for instructors to upload their course materials as well as to plan learning activities for their students. However, before you can do all these, you must be logged on to the system using a set of valid username and password. This module will explain to you how to log on, to change your password and to update your profile. Then, it will show you how to change your course settings, customize you course homepage, and assign students and teachers to your course. Finally, it will show you how to enter the editing mode so that you can add contents.

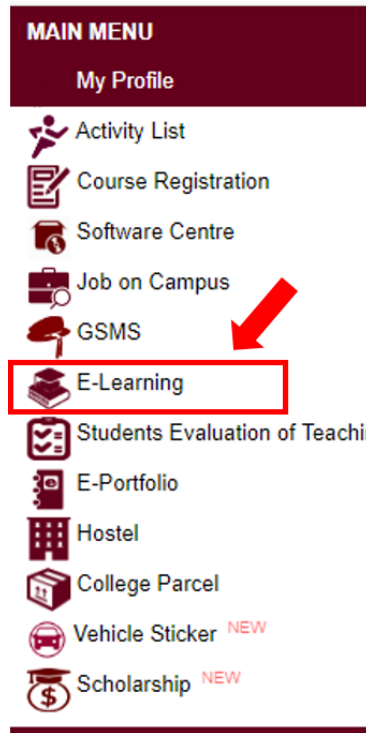
## Logging On

All users of e-learning@UTM must login to the system using the academic computing ID (ACID) username. If you do not know your ACID, please check at the url: <http://acid.utm.my/>

1. By using a web browser such as *Mozilla firefox* or *Internet Explorer*, open MyUTM portal website at <https://my.utm.my/>. You will see a screen as shown below.



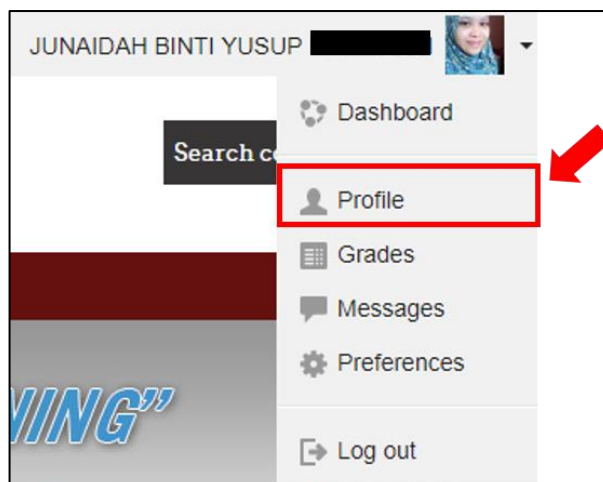
2. Fill in your “ACID ID” and “Password” and click the “RED ARROW” to login. This will take you into MyUTM portal.
3. Upon logged in into MyUTM portal, you will see menus on the left side of the portal and search for E-Learning.



4. Click the E-Learning menu and you will be directed into the E-Learning website.

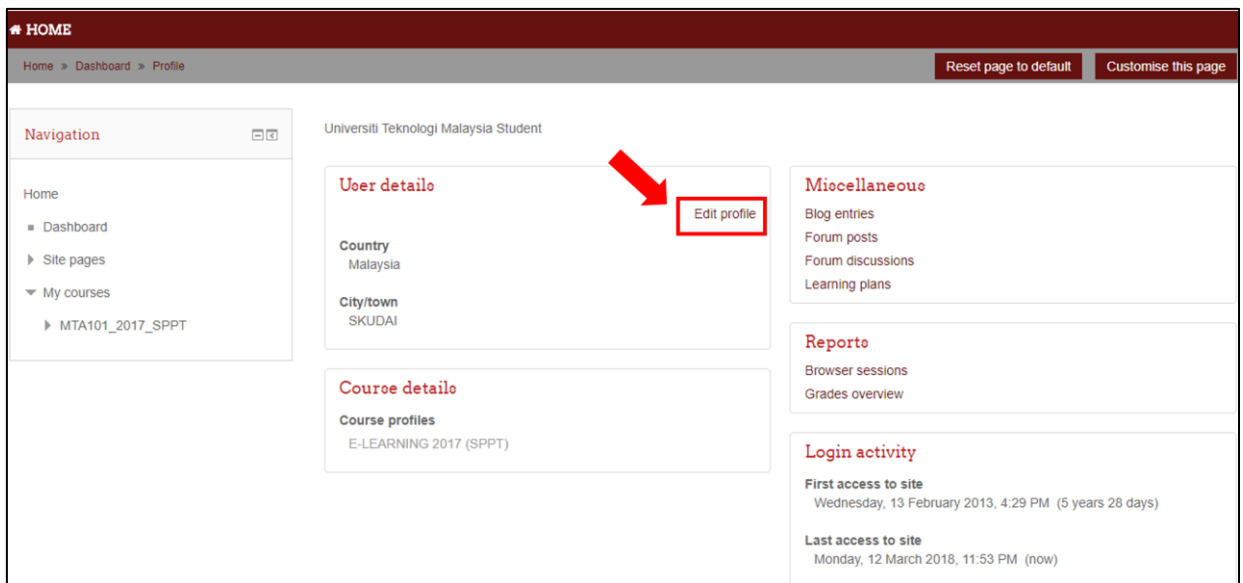
## Updating Your Profile

Once you have clicked on the E-learning link in MyUTM portal, you will find yourself at E-Learning homepage. If you look at the upper-right corner, you'll see your name and your profile picture. If you click the drop-down arrow on the right side of your profile picture, you can see a list of menus as shown in the picture below. Click on the "Profile" menu and you will be directed into your personal profile page.



To edit your profile:

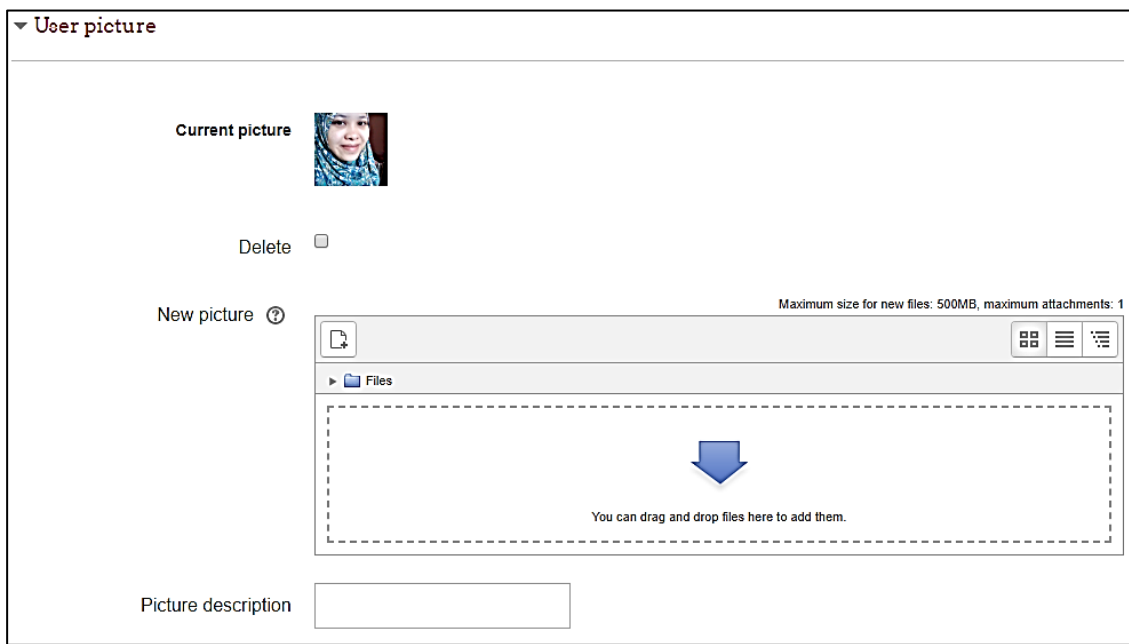
1. Select the "Edit profile" as shown in the picture below.



2. In your edit profile page, you can update your information such as email address, email display options, city/town, country, time zone, and write a brief description about yourself.

A screenshot of the 'General' section of the edit profile page. It contains several form fields: 'First name' (JUNAJDAH BINTI YUSUF), 'Surname' (FPP143021), 'Email address' (junaidah25@live.utm.my), 'Email display' (Allow only other course members), 'City/town' (SKUDAI), 'Select a country' (Malaysia), and 'Timezone' (Server timezone (Asia/Kuch)). Below these fields is a 'Description' field with a rich text editor toolbar and a text area containing 'Universiti Teknologi Malaysia Student'.

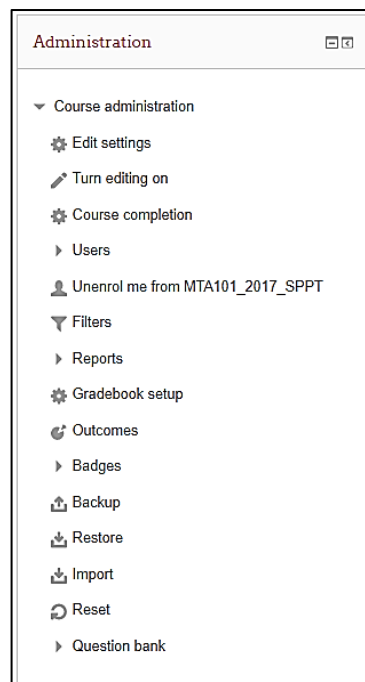
3. You can also upload your picture which will appear by your postings in the forums, in your profile, and on the "Participants" page. First, you have to convert the picture you want to use into a JPG or PNG file format.



4. Drag and drop your picture file into the area.
5. Enter a description of your picture.
6. When you're done, click the "Update profile" button at the bottom of the page.

## Course Setting

On the left hand side of your course homepage is a list of tools which you can use to administer your course. A brief description of each link is as follows:



Command	Function
<b>Edit settings</b>	To change the look of your course.
<b>Turn editing on</b>	To enter editing mode and make changes.
<b>Course completion</b>	To set the condition of course completion.
<b>Users</b>	To add, remove, and change users' role in your course
<b>Grades</b>	Lists the grades of the tests and quizzes of each enrolled student.
<b>Backup</b>	Allows your class data to be backed up.
<b>Restore</b>	To restore old class data
<b>Import</b>	To transfer data from another course you are currently teaching
<b>Reset</b>	To remove user data from your course, while retaining activities and resources
<b>Questions bank</b>	This link takes you directly to your question bank, which you can use to generate questions for your quizzes

1. Click on the *Settings* link and you will see the following screen. There are several sections in the course setting page.

**Edit course settings**

- ▶ General
- ▶ Description
- ▶ Course format
- ▶ Appearance
- ▶ Files and uploads
- ▶ Completion tracking
- ▶ Groups
- ▶ Role renaming ⓘ
- ▶ Tags

SAVE AND DISPLAY
CANCEL

- In the general setting, you can setup the basic information about your course such as course full name, course short name, course category, course visibility, the course period (start and end date), and the course ID number. Mostly in the general setting, you can leave it to default setting.

▼ General

Course full name \* ⓘ

Course short name \* ⓘ

Course category ⓘ

Course visibility ⓘ

Course start date ⓘ

Course end date ⓘ     Enable

Calculate the end date from the number of sections  ⓘ

Course ID number ⓘ

- In the description setting, you can write summary for your course and upload the course summary files.

▼ Description


Course summary ⓘ

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Course summary files ⓘ Maximum size for new files: 500MB, maximum attachments: 1

Files



nihrs.jpg

4. In the course format setting, you can determine the layout of your course page in the format setting. You can choose to display the course in four different formats and determine the hidden sections and also the course layout.

▼ **Course format**

Format ⓘ Weekly format ▼

Hidden sections ⓘ Hidden sections are shown in ▼

Course layout ⓘ Show all sections on one page ▼

5. In the course appearance setting, you can determine the language that will be used in your course, and the number of latest announcement to be display in the announcement block. You can also choose whether to show or hide the gradebook to students and. In this setting you can also choose whether to let students see their activity reports on their profile page.

▼ **Appearance**

Force language Do not force ▼

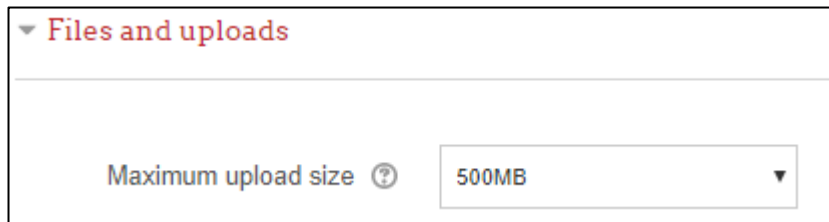
Number of announcements ⓘ 5 ▼

Show gradebook to students ⓘ Yes ▼

Show activity reports ⓘ Yes ▼



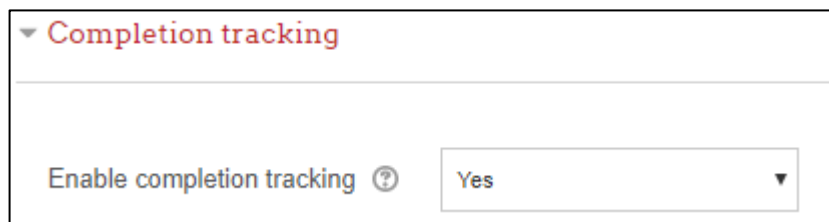
6. In the files and uploads setting, you can determine the maximum upload size for all types of files in which the maximum size is 500MB.



Files and uploads

Maximum upload size ? 500MB ▼

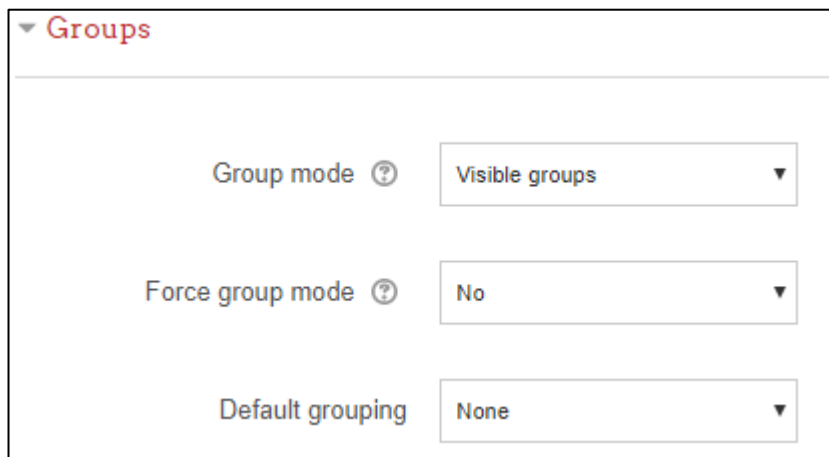
7. In the completion tracking setting, you can determine whether to enable or disable the function. Enabling this function means that activity completion conditions may be set in the activity settings and/or course completion conditions may be set.



Completion tracking

Enable completion tracking ? Yes ▼

8. In the groups setting, the group mode is turned off by default. Groups can be turned in the course level or for specific activity level.



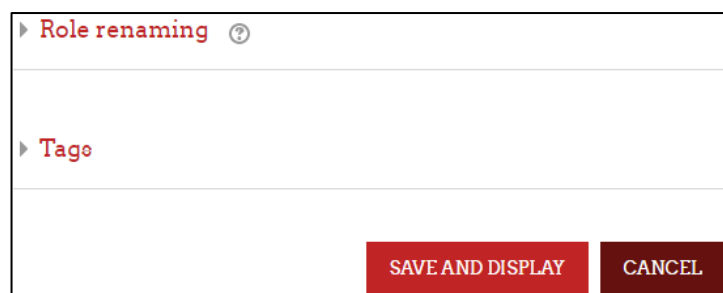
Groups

Group mode ? Visible groups ▼

Force group mode ? No ▼

Default grouping None ▼

9. In the role renaming setting, you can change the display name for each role in the course. While for the tags setting, you can suggest relevant tags for your courses.



Role renaming ?

Tags

SAVE AND DISPLAY CANCEL

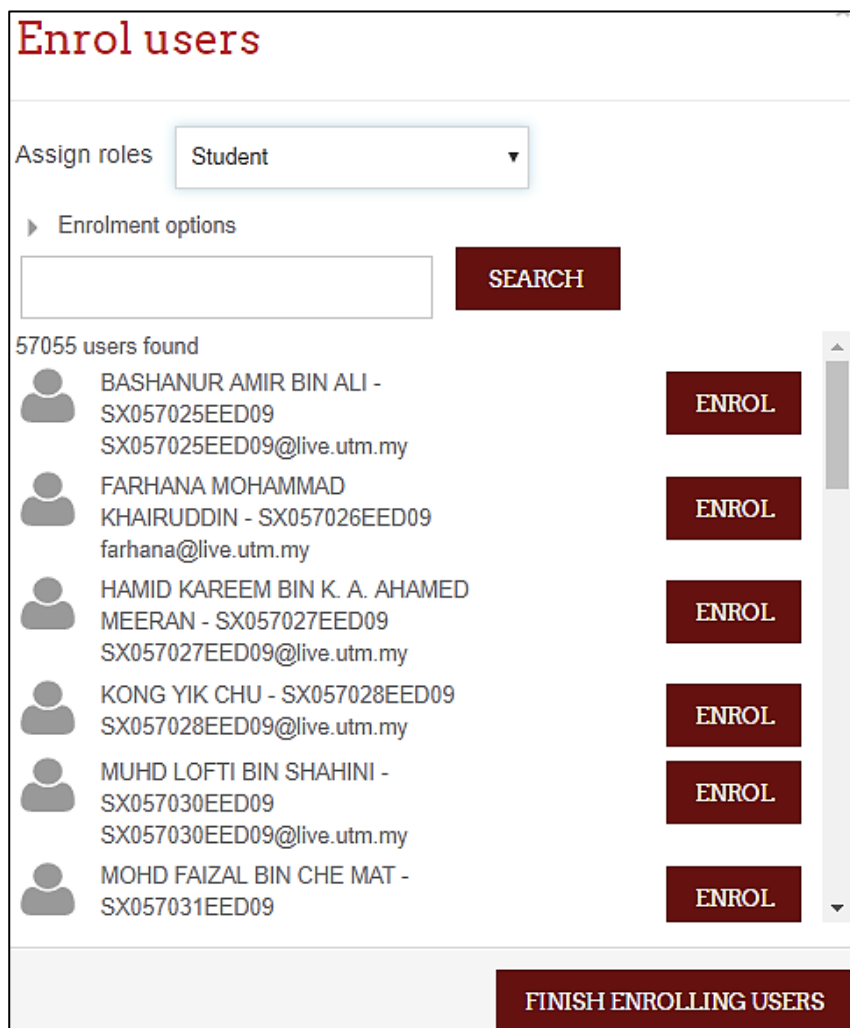
10. Once you are done, click “Save And Display”

## Adding and Removing Users

Most of the time, students will enroll themselves or be added automatically by the university’s enrollment system, so there shouldn’t be much need for you to manually enroll students. However, if you need to add a tutor, an outside guest, or a student who is having a problem with the registration, you must manually enroll them, i.e., assign them a role in your course.

### To assign a user the role of student:

1. Click "Users" and then "Enrolled users" in the **Setting** block.
2. A list of users enrolled in your course will be listed.
3. Click Enrol users on the right-hand side of the list. A pop up window listing all users in the system will appear.



The screenshot shows a web interface titled "Enrol users" in red text. Below the title, there is a section for "Assign roles" with a dropdown menu currently set to "Student". Underneath, there is a section for "Enrolment options" which includes a search input field and a dark red "SEARCH" button. Below the search bar, it states "57055 users found". A list of users is displayed, each with a grey person icon, their name, ID, and email address. To the right of each user entry is a dark red "ENROL" button. The users listed are:

Name	ID	Email	Action
BASHANUR AMIR BIN ALI	SX057025EED09	SX057025EED09@live.utm.my	ENROL
FARHANA MOHAMMAD KHAIRUDDIN	SX057026EED09	farhana@live.utm.my	ENROL
HAMID KAREEM BIN K. A. AHAMED MEERAN	SX057027EED09	SX057027EED09@live.utm.my	ENROL
KONG YIK CHU	SX057028EED09	SX057028EED09@live.utm.my	ENROL
MUHD LOFTI BIN SHAHINI	SX057030EED09	SX057030EED09@live.utm.my	ENROL
MOHD FAIZAL BIN CHE MAT	SX057031EED09		ENROL

At the bottom right of the interface, there is a dark red button labeled "FINISH ENROLLING USERS".

4. Type the name or the matric number of the student you want to add to your course in the search box and hit enter. Click the "Enrol" button to add the student to your class.

### Assigning Teachers and Tutors

The procedure for assigning a teacher or non-editing teacher (tutor) is quite similar with that of adding a student to your course. You only have to select the role you wish to assign in step 4.

### Removing Students

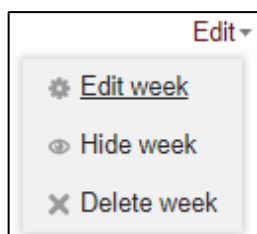
If a student drops your class, you'll want to remove the student from your course as well. Leaving a student enrolled in your course when he/she is not on the official roster makes grading and class management much more difficult.

Fortunately, removing students is easy. Simply hit the × icon in the list of enrolled users.

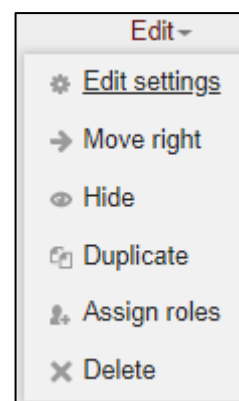
## Editing Mode

Before you can add contents to your course, you'll first need to turn editing on, which will allow you to add resources and activities to your course. At the top right of the page of any course you are teaching, you'll see a button labeled, "Turn editing on". Clicking on this button will present you with a new array of options.

1. To edit the course section, click on the "Edit" link in the right corner of the course section. List of edit menu as shown in the picture below.

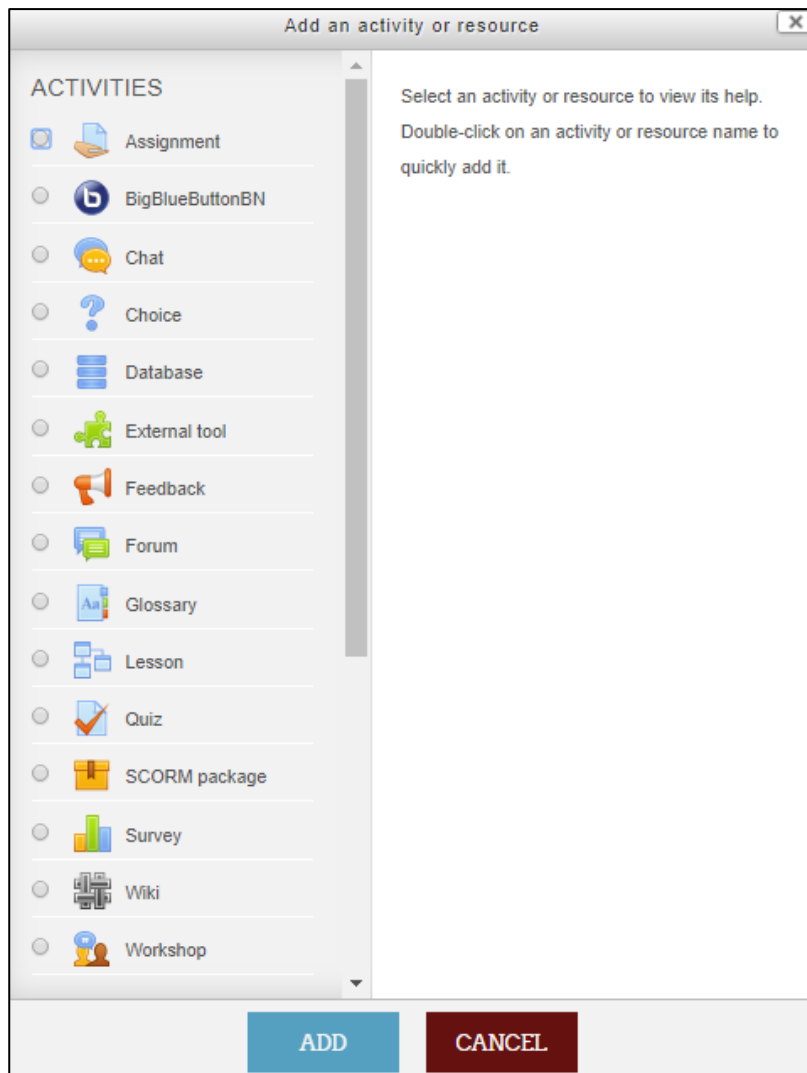


Weekly section




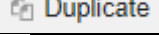



Topic sections

2. To add activity or resources to the course page, click on the "Add an activity or resources" link and a popup windows will show a list of activity and resources you can add into your course page.



3. The function of the edit menu list as show below.

Icon	Function
 Hide	Show or hide item. If you want to keep an item in your course, but don't want your students to see it, you can use this to hide it from them.
 Delete	Delete item. Removes the item or block from your course. Resources and activities will be permanently removed; blocks can be added again using the Blocks menu.
	Edit title name. You can edit the Block Name and title for each activity using this pencil shape icon
 Duplicate	Duplicate block or activity. You can duplicate any block of activity using this button.
	You can rearrange activity blocks or item by dragging this icon.

## Summary

In this module, we have learned how to log in to the system and edit your user profile. We have also learned how to set up your course and assign students and teachers in the course. The next exercise we will show you how to add contents to your e-learning course.