



# **JPP LMS (Moodle v3.5)**

## **User Manual for Lecturer**

10 September 2019  
Version 2.0

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## 1. LEARNING MANAGEMENT SYSTEM (LMS) MODULE

### 1.1 ACCESSING JPP LMS

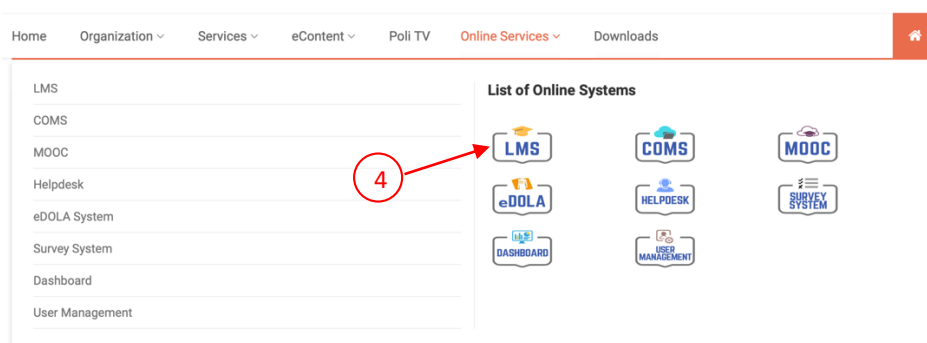
1. Open a browser, e.g.: Mozilla Firefox, Chrome
2. Enter the url **http://cidos.edu.my/** to access the CELT Portal.



3. Click on the User icon to login into the Portal. Key-in your username and password and click “Login”.



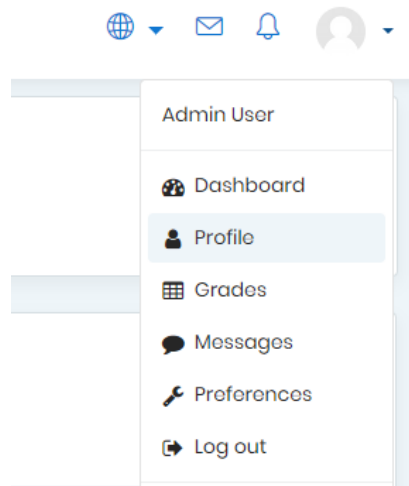
4. Click “Online Services” and click “LMS” icon.



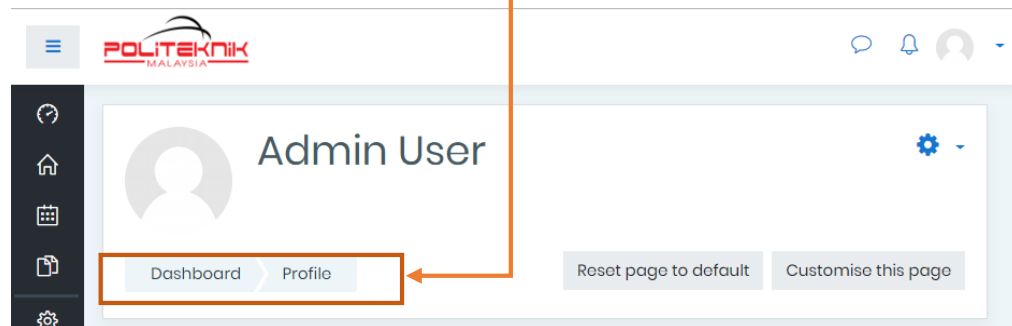
5. The Dashboard module dashboard will be displayed

## 1.2 DISCOVERING THE INTERFACE

1. Click on drop down arrow next to your profile on top right



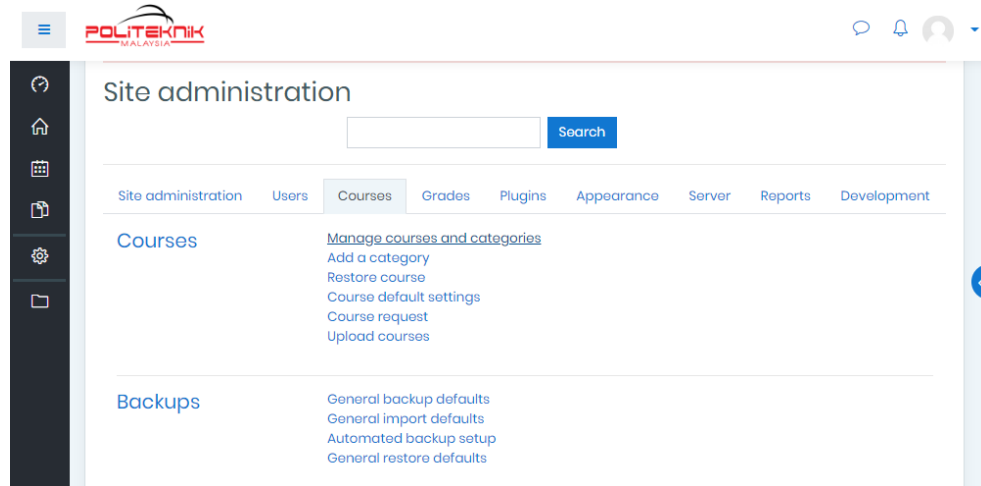
2. Explore the “PROFILE” and “PREFERENCES” buttons
3. Notice the navigation breadcrumb.



## 1.3 MANAGING COURSES

### 1.3.1 COURSE CREATION

1. (Requires login with “Course Creator” role.) Look at “Site Administration” block at bottom left of the page.
2. Click on “Courses” > “Manage courses and categories”, list of courses will be displayed.



3. Click on “Create new course” hyperlink, form to create new course will be displayed.
4. Fill out the form, then click on “Save and display” button. Course page will be displayed.

### 1.3.2 COURSE COMPLETION

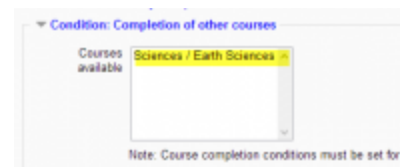
Completion tracking must be enabled for activity completion in order to ensure accuracy of BL report. Course completion criteria may also be based upon activity completion values found in the activity's settings.

Course completion setting consist of the followings:

- **General** - Choose here how you wish to mark the course complete - whether you want Any or All of the requirements that follow to count towards completion.
- **Condition: Activity completion** - Tick the boxes of the activities you wish to count towards completion of the course. (You need to have Activity completion enabled to be able to do this. You can decide whether ALL of the activities must be completed or ANY one of them.
- **Condition: Completion of other courses** - This setting allows you to make "the completion of another course" as a condition for completing the course you are currently working in. This does not block the student from your current course; it simply means that the current course will not be marked complete until the first course has been marked complete. Thus, completion of the current course is dependent upon completion of an earlier course. Just select one or more courses in the "Courses available box".



Settings when no other courses have course completion enabled



Settings when course completion is enabled in one or more other courses

Note: To remove a course from the list if it is not required, press CTRL+click on the highlighted course and it will be deselected.

- **Condition: Date** - If you tick the Enable box you can then set a date after which the course will be declared complete.
- **Condition: Enrolment duration** - If you tick the Enable box you can then choose a number of days after enrolment upon which the course will be marked complete.
- **Condition: Un-Enrolment** - If you tick "Enable" here then the course will be marked complete once the student is unenrolled.
- **Condition: Course grade** - If you tick the Enable box, you can set a passing grade for the course. Please note that course grade in Completion status is looking at total of points (raw grade) rather than a percentage.

- **Condition: Manual self-completion** - If this is enabled then a student can mark the course complete themselves from the Self completion block.
- **Condition: Manual completion by others** - Users with selected roles may mark the course as complete if their role is ticked here. The roles listed are ones for which the capability Mark users as complete in course completion is allowed.

ALL means that each role must mark the course complete before; ANY means that it will be classed as complete once one role has marked it complete.

### 1.3.3 ENROLMENT METHOD

Enrolment, or 'enrollment', is the process of marking users as participants in the course, in other words assigning them a role such as student or teacher. There are 2 types of enrolment method:

- **Manual enrolment** - the administrator or course teacher adds users manually
- **Self-enrolment** - a user can choose to enrol him/herself into a course

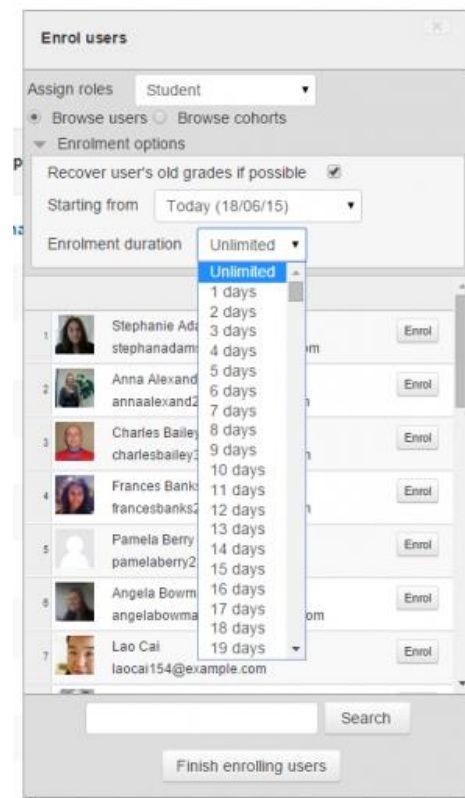
#### A) Manual Enrolment

##### Method 1

1. Go to 'Enrolled users' from the gear menu in the nav drawer Participants link (or in Course administration > Users in the Administration block if you are using a theme other than Boost).
2. Click the 'Enrol users' button at the top right or bottom left of the page.
3. Use the 'Assign roles' dropdown if you wish to change the role. (Note that if your course has cohort enrolment, you will see 2 radio buttons (as in the screenshot). To enrol users individually, click the Browse users button. It should be selected by default.)
4. Click to expand the enrolment options and set them as appropriate. These include the enrolment duration.
5. Browse or search for the user (Note that when searching for users, exact matches are listed first).
6. Click the Enrol button opposite the user. The user will indent in the list and the enrol button will disappear, indicating that the user is enrolled.
7. When you have finished, click the 'Finish enrolling users' button (or simply close the enrol users box).

The user will then appear in the list of enrolled users.

Note: The enrolment option 'Recover user's old grades if possible' is not ticked by default and is easy to miss. An admin can make it so that the checkbox is ticked for all courses on the site by enabling the setting 'Recover grades default' in the Site administration.



Enrolling users method 1

## **Method 2**

1. Go to 'Enrolment methods' from the gear menu in the nav drawer Participants link (or in Course administration > Users in the Administration block if you are using a theme other than Boost).
2. Click the 'Enrol users' icon in the edit column opposite manual enrolment.
3. Select users from the not enrolled users list, using Ctrl + click to select multiple users.
4. Click the add button to add the users to the enrolled users list.



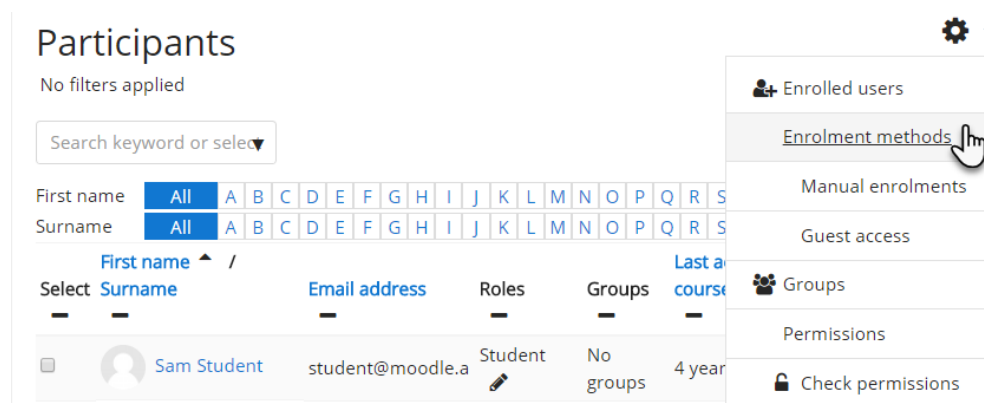
Enrolling users method 2



Note: When searching for users, by default the user's email address is displayed in addition to their name. If preferred, an admin can set other user identity fields such as ID number to be displayed in 'Show user identity' in User policies in the Site administration.

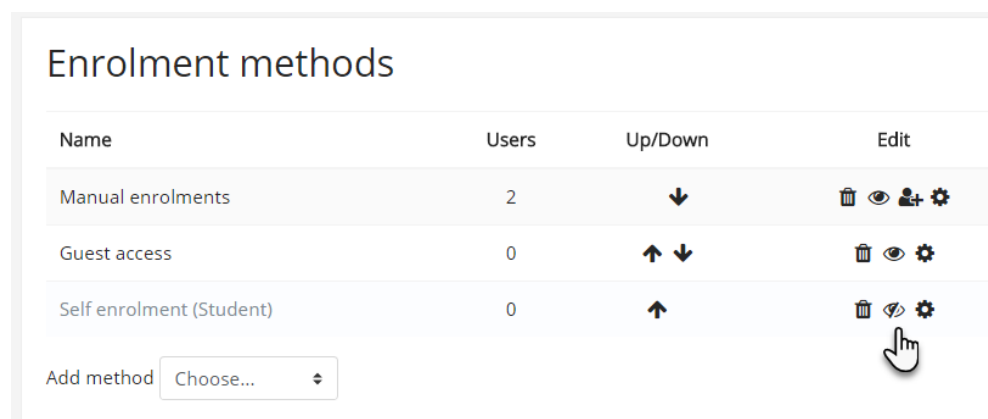
## B) Self-enrolment

1. In your course, click the Participants link from the navigation drawer (or, for non-Boost themes, click Users in the Course administration block)
2. Click the cogwheel/gear icon and click Enrolment methods (or for non-Boost themes, expand the Users link and click Enrolment methods)



The screenshot shows the 'Participants' page in Moodle. At the top, there's a search bar and a list of users. A gear icon in the top right corner has opened a dropdown menu. The menu items are: 'Enrolled users', 'Enrolment methods' (highlighted with a hand cursor), 'Manual enrolments', 'Guest access', 'Groups', 'Permissions', and 'Check permissions'.

3. Open the "eye" icon next to the Self enrolment method:



The screenshot shows the 'Enrolment methods' page. It contains a table with the following data:

Name	Users	Up/Down	Edit
Manual enrolments	2	↓	🗑️ 👁️ 👤 ⚙️
Guest access	0	↑ ↓	🗑️ 👁️ ⚙️
Self enrolment (Student)	0	↑	🗑️ 👁️ ⚙️

Below the table is an 'Add method' section with a 'Choose...' dropdown. A hand cursor is pointing at the 'eye' icon in the 'Edit' column for the 'Self enrolment (Student)' method.

### 1.3.4 ENROLMENT KEY

A course enrolment (or enrollment) key is one method of restricting Self enrolment to a smaller group. The default setting is not to set a key and allow anyone to enrol themselves into the course.

An enrolment key is often used as a simple method of having someone else beside the teacher determine if a particular student can self enrol in the course. The idea is that one or more people will supply the course key to authorized people. Sometimes this distribution is private email, snail mail, on the phone or even verbally in a face to face meetings such as a class or counselor's office. Alternatively,

a Keyholder role may be created and assigned, then the text 'You should have received this enrolment key from...' will be displayed when a student attempts to enrol.

There are 2 type of enrolment key:

- **Adding an enrolment key to a course** - If you wish only a certain group of users to self enrol (and not anyone) then you can set an enrolment key which you then tell them to use when they access the self-enrolment screen. See section 1 of enrolment key for how to do this.
- **Adding a group enrolment key to a course** - If you wish your users to enrol themselves directly into a group in the course then you can set a group enrolment key which you then tell them to use when they access the self-enrolment screen. See section 2 of enrolment key for how to do this.

### A) Setting an enrolment key within a course

1. In the course administration block, click Users > Enrolment methods.
2. Make sure self enrolment is enabled (has its eye open) and then click the edit icon on the right.
3. Add your enrolment key in the box provided. (Click Unmask to see what you are typing.)
4. Click the 'Save changes' button.



Editing the self enrolment method

Adding an enrolment key

## B) Setting a group enrolment key

1. It is possible also to enrol students into the course and also directly into groups by use of a group enrolment key.
2. To do this, you first need to add the course enrolment key as in the section above.
  - If you do not set a master course enrolment key for the course, then anyone can enrol without a key and users will not be put into groups.
  - Users in groups do not need to know the master course enrolment key, only their own group enrolment key.
  - Users not in a group can use the master course enrolment key as usual
3. Change the setting Use group enrolment keys to Yes
4. Save the changes and then in the Course administration settings, click Groups>Create groups
5. Add an enrolment key to the group. This will be the key they type in to access the course. (The course enrolment key is simply there to keep others out)

Note: Be careful not to use the same enrolment key for more than one group! A warning message will appear 'This enrolment key is already used for another group.'

## 1.3.5 GROUPS

### Why use groups?

- You are a teacher in a course where you have several classes and you want to filter your activities and gradebook so you only see one class at a time.
- You are a teacher sharing a course with other teachers and you want to filter your activities and gradebook so you don't see the students from your colleagues' classes.
- You want to allocate a particular activity, resource or topic section to just one class or set of users and you don't want others to see it.

### Group levels

A group or grouping can be used on two levels:

- **Course level** - The group mode defined at the course level is the default mode for all activities defined within that course. To use groups you need first to set a group mode in Administration > Course administration > Edit settings.
- **Activity level** - Each activity that supports groups can also have its own group mode defined. If the course setting "Force group mode" is set to "Yes" then the

option to define the group mode for individual activities is not available. If it is set to "No", then the teacher may change the group mode:



Groups settings in course settings

## Group modes

There are three group modes

- **No groups** - There are no sub groups, everyone is part of one big community
- **Separate groups** - Each group can only see their own group, others are invisible.
- **Visible groups** - Each group works in their own group, but can also see other groups. (The other groups' work is read-only.)

For example, enabling either separate or visible groups on an assignment drop-box enables staff to filter the student submissions to see only those from a particular tutor group. With visible groups, students can see which other groups are doing the same activities as they are; with separate groups, they do not know which other groups are doing the same activities.

Using groups with discussion forums allow teachers to restrict interaction between students. Separate groups mean only students in the same group can see and participate in discussions within a particular forum. Visible groups allow students to see other group's discussions, but only participate in their own group's discussions.

Note: Where visible groups are used or the participant can access all groups, the user's own group is shown first, followed by other groups:

## Creating a group

1. Click the 'Create group' button in Administration > Course administration > Users > Groups (if using the Classic theme) or from the navigation drawer "Participants" and then clicking the gear menu on the right and "Groups" (if using the Boost theme).
2. Add a group name and optional description (displayed above the list of group members on the participants page), enrolment key and picture (displayed on the participants page and next to forum posts)
3. Tick the box Enable group messaging if you wish to engage in group conversations. You will then be able to send group messages from the messaging drawer. See Messaging for more information.

4. Click the 'Save changes' button
5. Select the group to which you want to add participants, then click the 'Add/remove users' button
6. In the "Potential members" list, select the users you want to add to the group. Multiple users may be selected using the Ctrl key.
7. Click the Add button to add the users to the group

An optional group ID number (an advanced setting) may be added for matching the group against external systems. Group ID numbers are not displayed anywhere on the site. Within a course, all group ID numbers must be unique. Thus it's not possible to create a group with a duplicate group ID number.

### Auto-create groups

Groups may be created automatically via the 'Auto-create groups' button in Administration > Course administration > Users > Groups. To see all the settings, click the Expand all link top right.

### General

A naming scheme can be created automatically. # is replaced by sequential numbers, and @ by letters. For example:

- Group @ will create group with a naming scheme Group A, Group B, Group C...
- Group # will create group with a naming scheme Group 1, Group 2, Group 3...

You can specify if you would like to create

- x number of Groups or
- each group contain x number of students

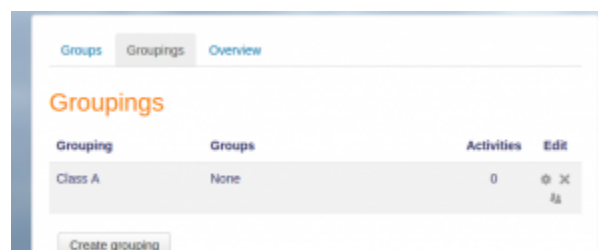
### 1.3.6 GROUPING

#### What is a grouping?

A grouping is a collection of groups within a course. Using groupings allows you to direct tasks at one or more groups in your course, so that they can work together on the tasks.

#### Grouping example

- You teach students in a course called 'The Art of Language'.
- Your students are divided into four groups, Listening, Reading, Speaking and Writing, and for much of the course they work in these groups.
- You wish the students to work on a project, exploring passive and active language. You create a grouping Passive Language and assign the Listening and Reading groups to this grouping. You create a grouping Active Language and assign the Speaking and Writing groups to this grouping.
- Using the Restrict access feature you set certain tasks only for the Passive Language grouping and other tasks only for the Active Language grouping.
- Now the groups can work together, within their grouping, on their respective focus areas.
- At the end of the project you can bring the groups together in an activity for all participants to share their learning.



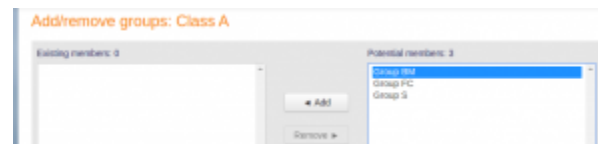
The groupings tab

#### Adding groups to a grouping

To add groups to a grouping:

1. In your course, click Administration > Course administration > Users > Groups.
2. Click the groupings tab.
3. If necessary, create a new grouping by clicking the create grouping button on the groupings page. An optional grouping ID number (an advanced setting) may be added for matching the grouping against external systems. Grouping ID numbers are not displayed anywhere on the site. Within a course, all grouping ID numbers must be unique.
4. Click the "Show groups in grouping" people icon in the edit column.

5. On the add/remove groups page, select the group(s) you want to add to the grouping from the "Potential members" list.
6. Click the arrow button that points towards the "Existing members" list.
7. Click the "Back to groupings" button. The group(s) you added to the grouping will now be listed in the table on the groupings page.



Adding groups to a grouping

Existing groupings can be edited and/or deleted using the appropriate icons in the edit column of the table on the groupings page.

### Setting the default grouping

Once some groupings have been created, a default grouping for course activities and resources may be set.

1. Follow the settings link in the course administration block.
2. In the groups section in the course settings, select the default grouping.

The default grouping is used on the Participants page.

### Selecting a grouping for an activity

To use a particular grouping in an activity:

1. Click the 'Edit settings' link for the activity
2. In the common module settings section, set a group mode
3. Select the grouping from the grouping dropdown menu.
4. Click the "Save changes" button at the bottom of the page.

If the group mode is set to separate groups, students will only see the activities they have been assigned to. Teachers will see the name of the grouping in brackets after the activity name on the course page. A count of activities assigned to each grouping is kept on the groupings page.

Please note that the grouping option appears by default only in activities that support group modes.

Visible Show ▾

ID number ?

Group mode ? Separate groups ▾

Grouping ? TEAM1 ▾

Visible if Conditional activities are enabled.

Add group/grouping access restriction

Add group/grouping access restriction' button

If Conditional activities are enabled, there is a button 'Add group/grouping access restriction'.

### Restricting an activity, resource or course topic to a grouping

To be able to restrict an activity, resource or course topic to a grouping, Restrict access must be enabled. This will result in a 'Restrict access' section in the activity, resource or topic settings and a grouping restriction can then be added.

1 Student must ▾ match the following

Grouping Choose... ▾ × Please set

Choose... ▾

Dragons

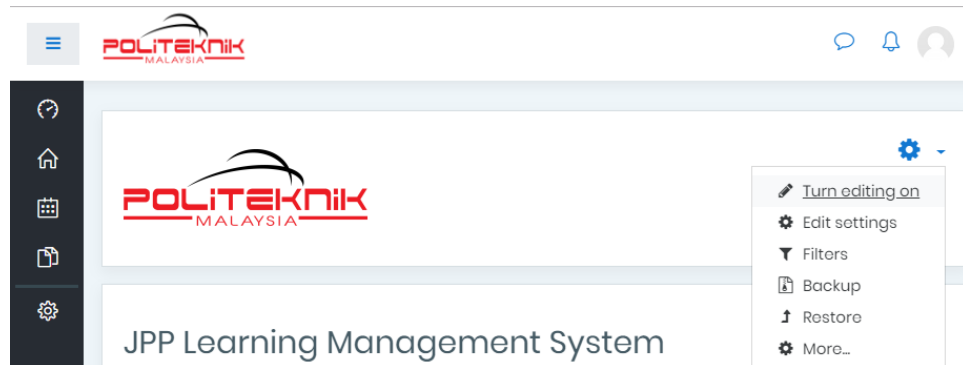
2 10 June - 16 June






⚙ Not available unless: You belong to a group in **Dragons**



## 1.4 MANAGING COURSE LANDING PAGE

1. Click on **Turn editing on** . Course page will be in editing mode.

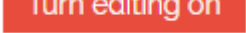



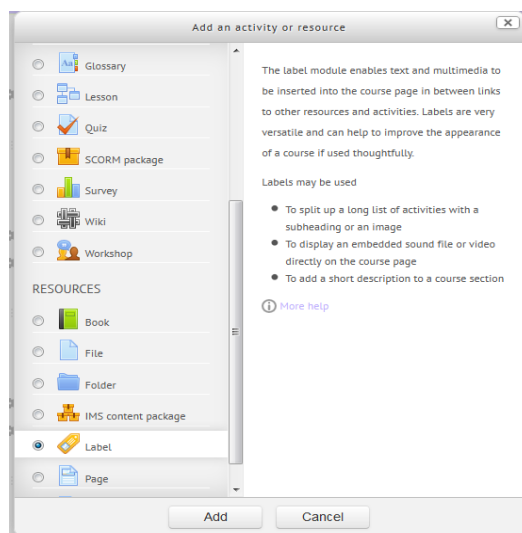
4. Click on  button to hide the content.
5. Click on  button to delete content.
6. Drag and drop on  button to move items up / down and  button to move indent / out dent.
7. Click on  button to edit.

## 1.5 MANAGING COURSE RESOURCES



### 1.5.1 LABEL

#### ADD LABEL

1. Click on . Course page will be displayed in editing mode.
2. Click on the  **Add an activity or resource** Popup to add new resources will be displayed.





3. Tick on “Label” and click “Add” button. Form to add a label will be displayed. You may now type what you want to add to the class topic. Label allows you to insert text and graphics.

 Adding a new Label to Topic 1 



▼ General

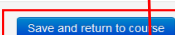

Label text\*

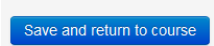
 

▼ Common module settings

Visible



 

4. Fill out “Label Text”
5. Click on . Label text will be displayed on the course page.

## EDIT LABEL

1. Click on  icon next to the label. Form to update Label will be displayed.

 Updating Label in Topic 1 

▼ General

Label text \*

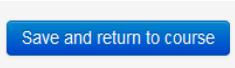
Show editing tools  
 Pengenalan

▼ Common module settings


Visible Show ▼

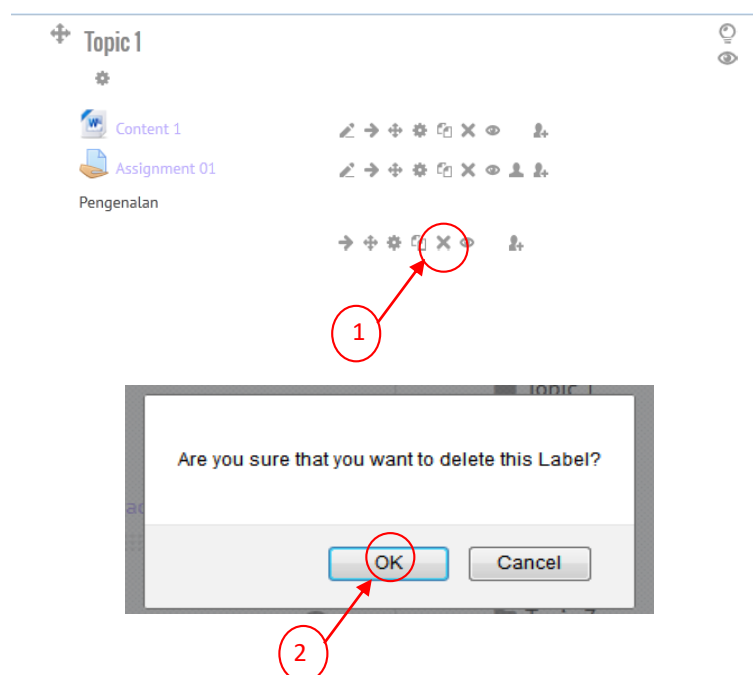
Save and return to course Cancel

2. Edit your label in “Label Text”

3. Click on  button.

## DELETE LABEL

1. Click on  icon next to the label. Confirmation message will be displayed.

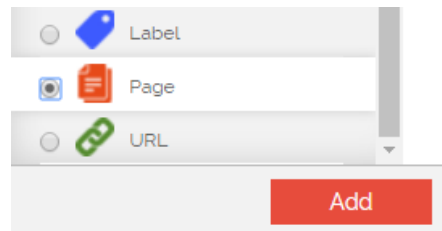


1. Click on  button to delete the label.

## 1.5.2 TEXT PAGE


### ADD TEXT PAGE


1. Click on the **+** **Add an activity or resource** . Popup to add new resources will be displayed.
2. Tick on Page and click **Add** button.



3. Fill out the name in **Name\***
4. Fill out the description (optional). You can write short description of the resource.
5. Type your text in the **Page Content**. You can paste text from MS Word or any other location.
6. Click on **Save and display** button to save and display page.
7. Click on **Save and return to course** button to save and return to course.

### UPDATE A TEXT PAGE


1. Click on  icon next to the text page. Form Updating Text Page will be displayed.

Updating Page in Topic 1 


[Expand all](#)

▼ General

Name\*

Description\* 

**2** →

Display description on course page  ☒

To Show/Hide on course page

2. Edit text page information.
3. Click on **Save and display** button to save and display page.
4. Click on **Save and return to course** button to save and return to course.

### DELETE A TEXT PAGE

1. Click on ✕ icon next to text page. Confirmation message will be displayed.
2. Click on the **OK** button to delete the text page

## 1.5.3 URL

### ADD URL

1. Click on the **+ Add an activity or resource** button. Popup to add new resources will be displayed.
2. Tick the URL and click the **Add** button.
3. Form to add new URL will be displayed.

Adding a new URL to Topic 1 ?

Expand all

General

Name\* 4

Description\* 5

Show editing tools

Display description on course page ? ☐ To Show/Hide on course page

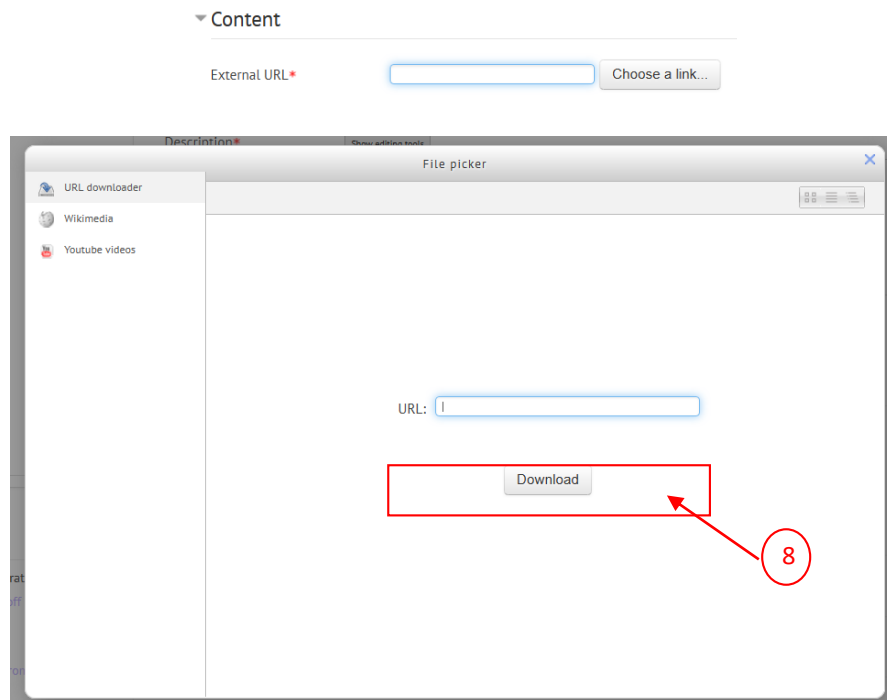
Content

External URL\* Choose a link...

Appearance


4. Fill out the **Name** for the URL.
5. Add a summary (optional). You can write short description of the URL.
6. Tick ☐ Display description on course page ? to display description course page.

- Click **Choose a link** button to select file or URL that you want to upload. The form to search the website will display.




- Type the URL of the website in the  and click **Download** button.
- Click on **Save and return to course** button to Save and return to course.

### UPDATE URL

- Click on  icon next to URL. Form to **UpdateURL** will be displayed.
- Edit URL information.
- Click on **Save and return to course** button to save and return to course.

### DELETE URL

- Click on  icon next to URL. Confirmation message will be displayed.
- Click on the **OK** button to delete the URL.

## 1.5.4 LINK TO A FILE

### ADD FILE

1. Click on the **+** **Add an activity or resource** button. Popup to add new resources will be displayed.
2. Tick the File and click the **Add** button.
3. Form to add new File will be displayed.

Adding a new File to Topic 1 ?

---


▼ General

Name\* 4 →

Description\* 5 → 

Show editing tools

Topik ini membicarakan...

Display description on course page ?  → To Show/Hide on course page

---

▼ Content

Select files

Maximum size for new files: Unlimited

Add... Create folder

Files

↓

You can drag and drop files here to add them.

---


▸ Appearance

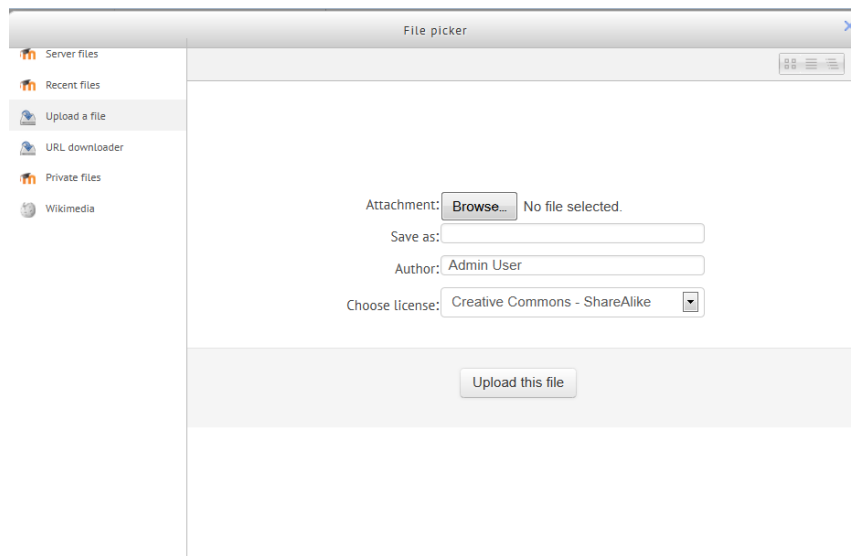
---

▸ Common module settings

---


Save and return to course
Save and display
Cancel

4. Fill out the **Name** for file.
5. Add a summary (optional). You can write short description of the file.
6. Click  icon to add file. Popup to add file will be display.



7. Click the **Upload a file** hyperlink, browse and select the file, then click on **Upload this file** button.
8. Click on **Save and return to course** button.

## UPDATE FILE

1. Click on  icon next to File or Website. Form to **UpdateFile** will be displayed.

Updating File in Topic 1 ?

▼ General

Name\* Pengenalan

Description\* Show editing tools  
 Pengenalan kepada...  
 Untuk maklumat lanjut sila ke www...

Display description on course page ?

▼ Content

Select files

Maximum size for new files: Unlimited

Files

LMS\_User logo9w.png

► Appearance

► Common module settings


BACK TO TOP

Save and return to course Save and display Cancel

2. Edit File or Website information
3. Click on **Save and return to course** button.



### **DELETE FILE**

1. Click on  icon next to File or Website. Confirmation message will be displayed.

Are you absolutely sure you want to completely delete File  
'Pengenalan' ?

Yes

No

2. Click on  button to delete the file.

## 1.5.5 DISPLAY A FOLDER

### ADD FOLDER

1. Click on the **+** **Add an activity or resource** button. Popup to add new resources will be displayed.
2. Tick the Folder icon and click the **Add** button.
3. Form to add Folder will be displayed.

Adding a new Folder to Topic 1 ?

**General**

Name\* 4

Description\* 5

Display description on course page ☐

**Content**

Files 6

Maximum size for new files: Unlimited

Files


On a separate page ☐

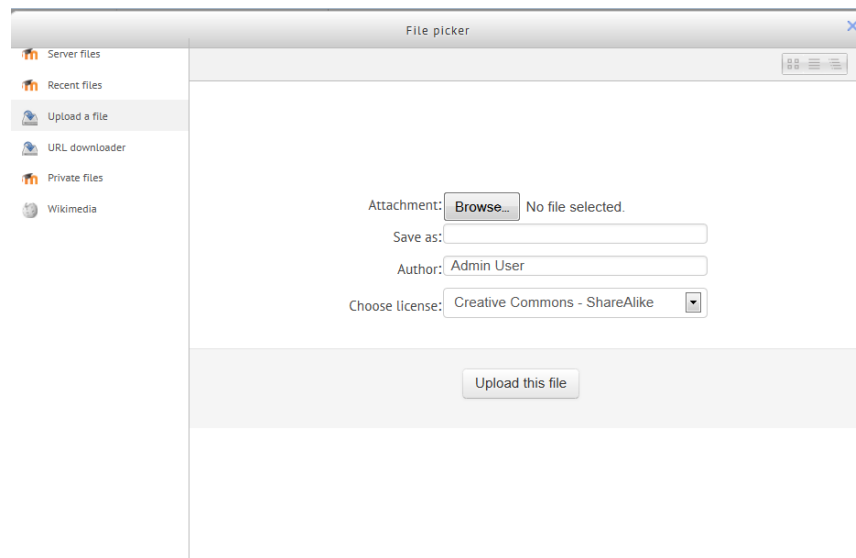
Show subfolders expanded ☒ To Show/Hide on course page

**Common module settings**

BACK TO TOP

Save and return to course Save and display Cancel

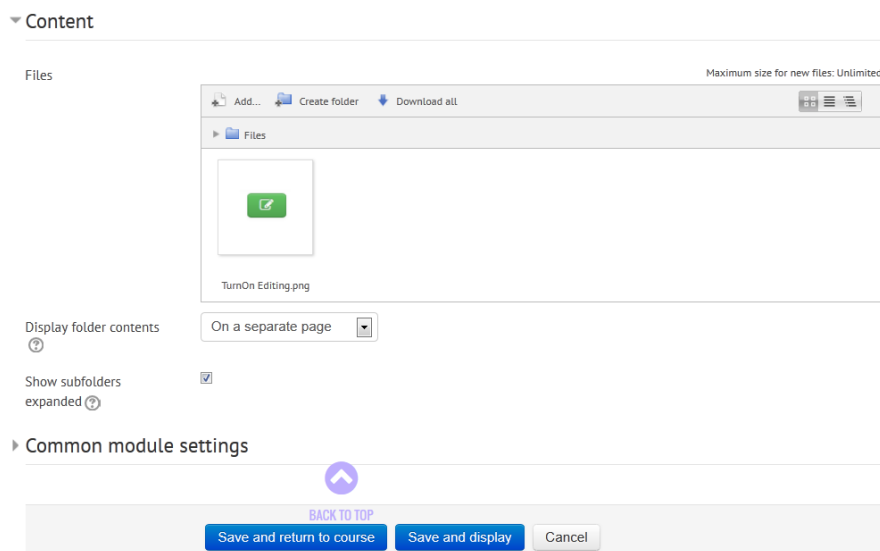
4. Fill out the **Name** of the Folder
5. Add a summary (optional). You can write short description of the file.
6. Click  icon to add file. Popup to add file will be display.



7. Click the **Upload a file** hyperlink, browse and select the file, then click on **Upload this file** button.
8. Click on **Save and return to course** button.


### UPDATE FOLDER

1. Click on  icon next to Folder. Form to **Updating Folder** will be displayed.



2. Edit folder information
3. Click on **Save and return to course** button.

### **DELETE FOLDER**

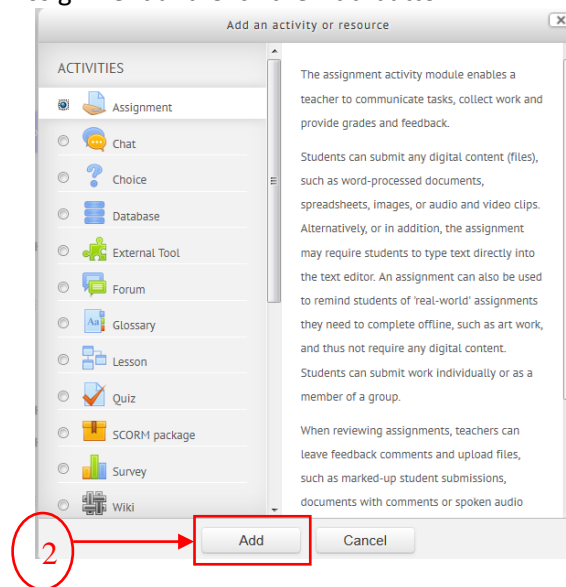
1. Click on  icon. Confirmation message will be displayed.
2. Click on the **OK** button to delete the link to folder.

## 1.6 MANAGING COURSE ACTIVITIES:

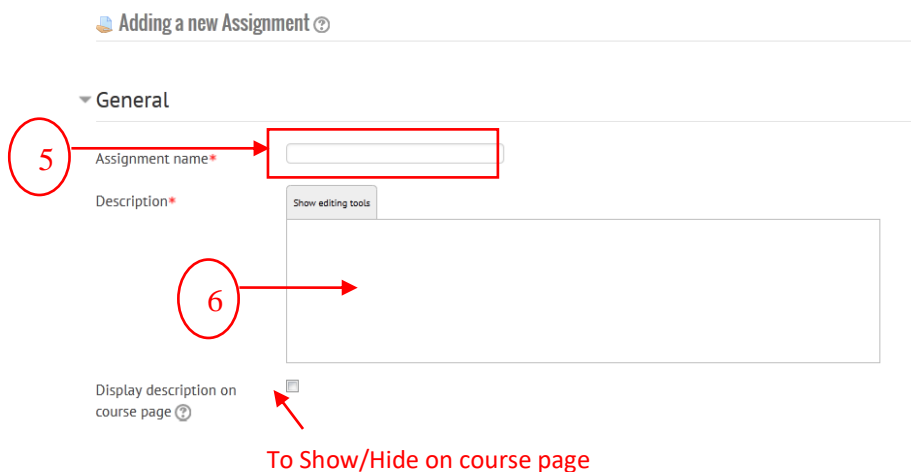
### 1.6.1 ASSIGNMENT

#### ADD ASSIGNMENT

1. Click on [+ Add an activity or resource](#) link. Manage activities page will be displayed.
2. Tick on Assignment and Click the **Add** button.



3. Page to add assignment will be displayed.



4. Fill out the **Assignment Name** in the field.
5. Add a description. You can write short description of the file.
6. You can set the submission of the assignment in available section such as
  - Allow submission date
  - Due Date
  - Cut Off Date

▼ Availability

Allow submissions from      ☐ Enable

Due date      ☐ Enable

Cut-off date      ☐ Enable

Always show description ☒

7. There are 4 types of submission assignment :

- Online Text
- File Submissions
- Submission Comments

### A. ONLINE TEXT

This type of assignment allows student to type the answers online.

### ADD ONLINE TEXT

1. At Submission types section, tick on Online Text.

▼ Submission types

1 Submission types ☒ Online text ☐ File submissions ☐ Submission comments

Maximum number of uploaded files

Maximum submission size

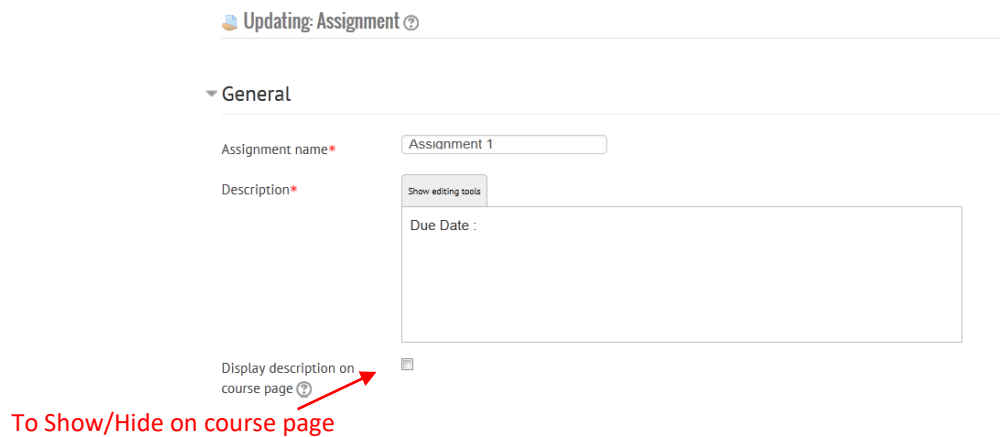
2. Click  button.

### UPDATE ONLINE TEXT

1. Click on  icon. Form to **Updating Online Text** will be displayed.



2. Edit the information.



Updating: Assignment ?

▼ General

Assignment name\*


Description\*

Display description on course page ? ☐

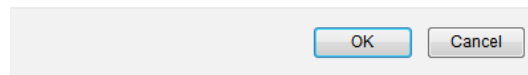
To Show/Hide on course page

3. Click  button.

### DELETE ONLINE TEXT

1. Click on  icon. Confirmation message will be displayed.

Are you sure that you want to delete the Assignment "Assignment 1"?



2. Click on  button to delete the assignment.
3. Click on  button to cancel deletion.

### B. FILE SUBMISSION

This type of assignment allows student to upload their assignment. Lecturer may set to allow single file or multiple files.

#### ADD FILE SUBMISSION

1. At Submission types section, tick on File submission.
2. Click dropdown menu then choose **maximum number** of uploaded files.
3. Click dropdown menu then choose **maximum size** of uploading of file.
4. Click  button.

▼ Submission types

1 Submission types ☐ Online text ☒ File submissions ☐ Submission comments

2 Maximum number of uploaded files


3 Maximum submission size

## UPDATE FILE SUBMISSION

1. Click on  icon. Form to **Updating File Submission** will be displayed.



2. Edit the information.

 Updating: Assignment

▼ General

Assignment name\*

Description\* 

Show editing tools


Due Date :

Display description on course page ☐

To Show/Hide on course page

3. Click  button.

## DELETE FILE SUBMISSION

1. Click on  icon. Confirmation message will be displayed.

Are you sure that you want to delete the Assignment "Assignment 1"?

2. Click on  button to delete the assignment.
3. Click on  button to cancel deletion.



**ASSIGNMENT RESULT**

1. Click on “Assignment” hyperlink, page to manage assignment activity will be displayed. If there is submission from student, hyperlink to view the attempt will be displayed.

**Assignment 1**

list all the mitosis and meiosis process

your report must be in 5 pages

refer to the assignment 1 attachment

**Grading summary**

Participants	2
Drafts	0
Submitted	2
Needs grading	0
Due date	Wednesday, 21 May 2014, 12:00 AM
Time remaining	1 day 6 hours

2

[View/grade all submissions](#)

2. Click on **View/grade all submission**, list of submission will be displayed.


**Assignment 1**

Email address	Status	Grade	Edit	Last modified (sub
laila@geomatika.edu.my	Submitted for grading Graded	90.00 / 100.00		Wednesday, 14 May 12:36 PM
nur_qis88sal@yahoo.com	Submitted for grading Graded	80.00 / 100.00		Wednesday, 14 May 12:37 PM

3

3. Click on to view student submission, update marks.

**Submission status**

Attempt number	This is attempt 1.
Submission status	Submitted for grading
Grading status	Graded
Due date	Wednesday, 21 May 2014, 12:00 AM
Cut-off date	Friday, 23 May 2014, 12:00 AM
Time remaining	1 day 6 hours
Editing status	Student cannot edit this submission
Last modified	Wednesday, 14 May 2014, 12:36 PM
File submissions	 Ruby command.docx

**Grade****Grade**

Grade out of 100 ?

- Click on **Save Changes** button. You may click on **Save and view next** to mark another submission.
- To go back to submission list, refer to “Administration” block > “Assignment administration”. Click on **View/grade all submission**.

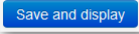
## 1.6.2 QUIZ

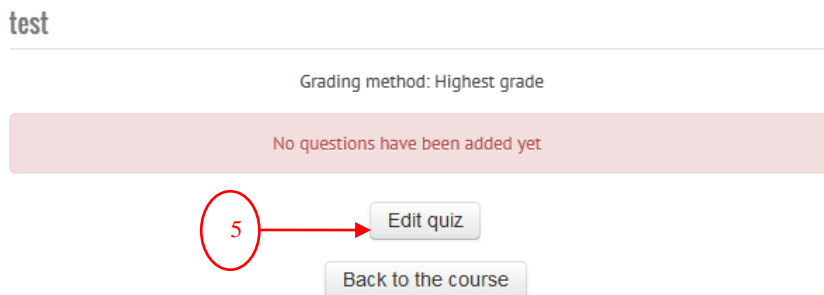
This module can be used as assignment, quiz, test, exam for student.

### ADD QUIZ

- Click on the [+ Add an activity or resource](#) hyperlink and choose **Quiz**.
- Click on **Add** button and form to add chat will be displayed.
- Fill out:
  - General - **Name**;
  - Timing - **Open the quiz, Close the quiz, Time limit**;
  - Grade – **Attempts allowed**;
  - Review Options – tick the necessary review options: the attempt, whether correct, marks, specific feedback, general feedback, right answer, overall feedback.
    - During the attempt = for study mode. Review options will be displayed upon clicking on Next button.
    - Immediately after the attempt = Review options will be displayed upon student submission.
    - Later, while quiz is still open = Review options will be displayed upon completion of marking.

- After the quiz is closed = Review options will only be displayed after the quiz is closed.
- v. Extra restrictions on attempts – **require password**;

4. Click on  button. The following screen will be displayed.




5. Click on **Edit quiz**, page to manage quiz questions will be displayed.

### QUESTION BANK

Lecturer may add question to the specified quiz or to the question bank. Lecturer may also create categories for question bank. Questions that is kept in question bank can be reuse for other quiz activity.

### ADD CATEGORY

1. Refer to “Administration” block> “Course Administration”, click on “Question Bank”. Sub menu of “Question Bank” will be displayed.
2. Click on “Categories”, page to manage quiz categories will be displayed.
3. Select the right parent category, fill out **Name**, then click on  button.

### QUIZ QUESTIONS

Lecturer may add question from specified quiz or to the question bank.

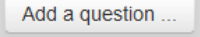
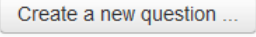
1. To add question from question bank:

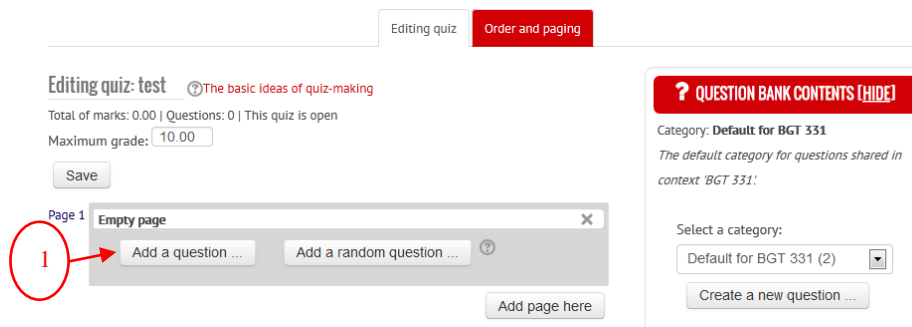
Refer to “Administration” block > “Course Administration”, click on “Question Bank”. Sub menu of “Question Bank” will be displayed. Click on “Questions”, page to manage question from question bank will be displayed.

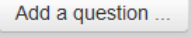
2. To add question from quiz:

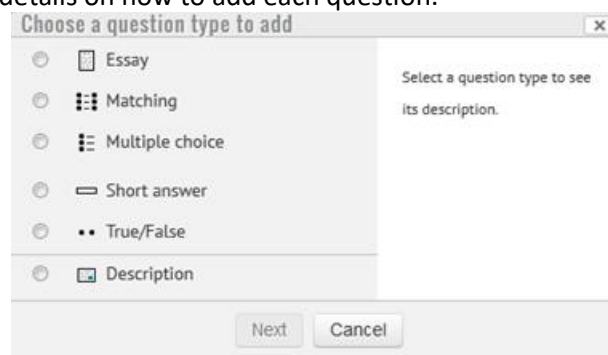
Click on Quiz hyperlink, Refer to “Administration” block, click on “Edit quiz”, page to manage question will be displayed.

## ADD QUESTION

Both  and  will be redirect to screen to choose question type. Lecturer may specified the question bank category in the add question form.

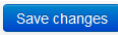


1. Click on  button, choose question type then click on **Next** button. Add question page will be displayed. Refer to the following sub content for details on how to add each question.



## ESSAY

This question will requires lecturer to mark the answer.

1. Make sure the question **category** is correct.
2. Fill out **Question name**. Question name will be a reference for lecturer to search for the question.
3. Fill out **Question text, CLO**, then click on  button.

The screenshot shows the Moodle question editor interface. On the left, a sidebar for 'Question 1' indicates it is 'Not yet answered' and 'Marked out of 1.00'. It includes a 'Flag question' icon and an 'Edit question' button. The main area has a light blue background and contains the question text 'Describe the characteristics of a traditional economy.' Below the text is a rich text editor with a toolbar featuring options for font family, font size, paragraph, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert image, insert video, insert URL, and HTML. A large text area for the answer is below the editor. At the bottom, a 'Path: p' field is visible.

## MATCHING

System will auto mark answer for this question.

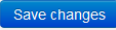
1. Make sure the question **category** is correct.
2. Fill out **Question name**. Question name will be a reference for lecturer to search for the question.
3. Fill out **Question text, CLO**.
4. Tick **Shuffle** to set the answers to randomly shuffled for each attempt, provided that "Shuffle within questions" in the add quiz settings is also enabled.
5. Fill out **Question<sup>n</sup>** and **Answer options**.
6. Then click on [Save changes](#) button.

The screenshot shows the Moodle question editor interface for a multiple choice question. On the left, a sidebar for 'Question 2' indicates it is 'Not yet answered'. The main area has a light blue background and contains the question text 'Match the following:'. Below the text are three rows of input fields, each containing a math problem and a dropdown menu: '5+2=? Choose...', '1+2=? Choose...', and '2+3=? Choose...'.

## MULTIPLE CHOICE

System will auto mark answer for this question.

1. Make sure the question **category** is correct.

2. Fill out **Question name**. Question name will be a reference for lecturer to search for the question.
3. Fill out **Question text, CLO**.
4. Select to allow single or multiple correct answer at **One or multiple answers?**
5. Tick **Shuffle** to set the answers to randomly shuffled for each attempt, provided that "Shuffle within questions" in the add quiz settings is also enabled.
6. Fill out **Choice<sup>n</sup>** and **Grade<sup>n</sup>**. Set the **Grade** for correct answer as 100%, and None for incorrect answer.
7. Then click on  button.



Question 3  
Not yet answered

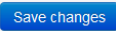
20\*10=?

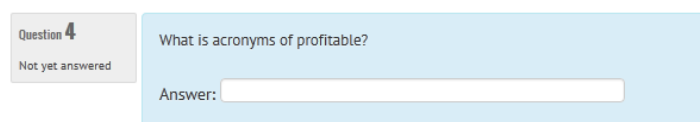
Select one:

- ☐ a. 300
- ☐ b. 100
- ☐ c. 0
- ☐ d. 200

### SHORT ANSWER

This question will requires lecturer to mark the answer.

1. Make sure the question **category** is correct.
2. Fill out **Question name**. Question name will be a reference for lecturer to search for the question.
3. Fill out **Question text, CLO**.
4. Fill out the correct answer on **Answer<sup>n</sup>** and **Grade<sup>n</sup>**. Set the **Grade** for correct answer as 100%, and None for incorrect answer.
5. Then click on  button.



Question 4  
Not yet answered

What is acronyms of profitable?

Answer:

### TRUE/FALSE

System will auto mark answer for this question.

1. Make sure the question **category** is correct.

2. Fill out **Question name**. Question name will be a reference for lecturer to search for the question.
3. Fill out **Question text, CLO**.
4. Select **Correct Answer**, whether it is true or false.
5. Then click on [Save changes](#) button.

Question 5  
Not yet answered

10\*10=100  
  
Select one:  
☐ True  
☐ False

## QUIZ RESULT

1. Click on “Quiz” hyperlink, page to manage quiz activity will be displayed. If there is submission from student, hyperlink to view the attempt will be displayed.

QUIZ 1

Attempts allowed: 1  
  
This quiz closed on Thursday, 15 May 2014, 10:00 AM  
  
Time limit: 30 mins  
  

2 → Attempts: 2

Back to the course

2. Click on **Attempt** hyperlink, list of submission will be displayed.

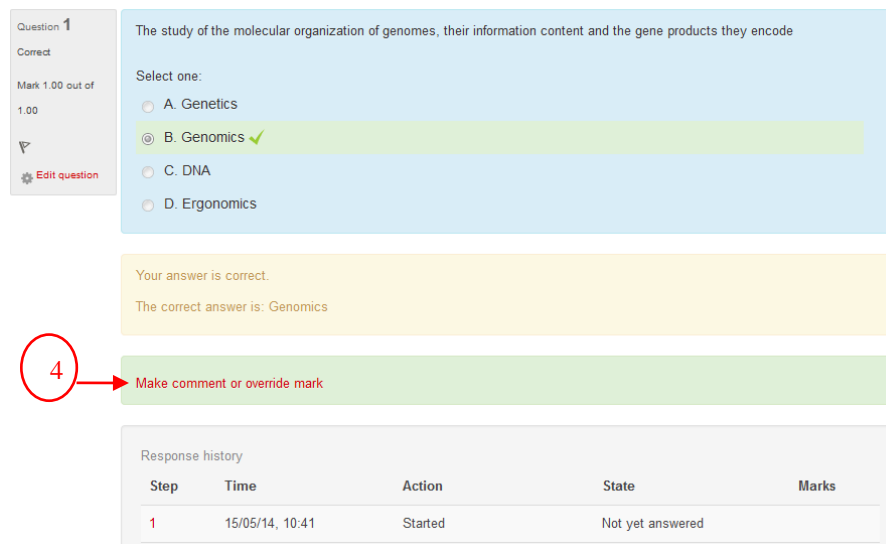
Regrade all
Dry run a full regrade

Only one attempt per user allowed on this quiz.

Download table data as
Comma separated values text file
Download

	First name / Surname	Email address	State	Started on	Completed	Time taken	Grade/10.00	Q. 1 /3.33	Q. 2 /3.33	Q. 3 /3.33
3 →	<div> <div>Norsal Mohamad Essa</div> <div>Review attempt</div> </div>	nur_qis88sat@yahoo.com	Finished	15 May 2014 10:41 AM	15 May 2014 10:45 AM	4 mins 7 secs	3.33	✓ 3.33	✗ 0.00	✗ 0.00

3. Click on **Review Attempt** to view student submission, update marks.



Question 1  
Correct  
Mark 1.00 out of 1.00  
Edit question

The study of the molecular organization of genomes, their information content and the gene products they encode

Select one:

- ☐ A. Genetics
- ☒ B. Genomics ✓
- ☐ C. DNA
- ☐ D. Ergonomics

Your answer is correct.  
The correct answer is: Genomics

4 → Make comment or override mark

Response history

Step	Time	Action	State	Marks
1	15/05/14, 10:41	Started	Not yet answered	

4. Click on **Make comment or override mark** to update student mark.
5. To go back to submission list, refer to “Administration” block > “Quiz administration” > “Preview”. Click on **Results**.



## 1.7 MANAGING USER ACCOUNTS

An administrator can perform various tasks relating to user accounts in *Administration > Site administration > Users > Accounts* that includes:

- Add a new user
- Browse list of users
- Delete a user
- Suspend or ban a user

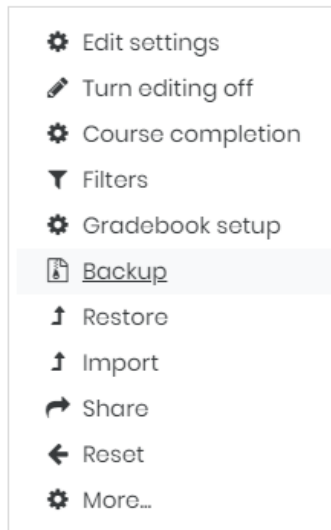
1. To add new users, click on: *Site administration > Users > Accounts > Add a new user*.

2. To Browse list of users, click on: *Administration > Users > Accounts > Browse list of users*.

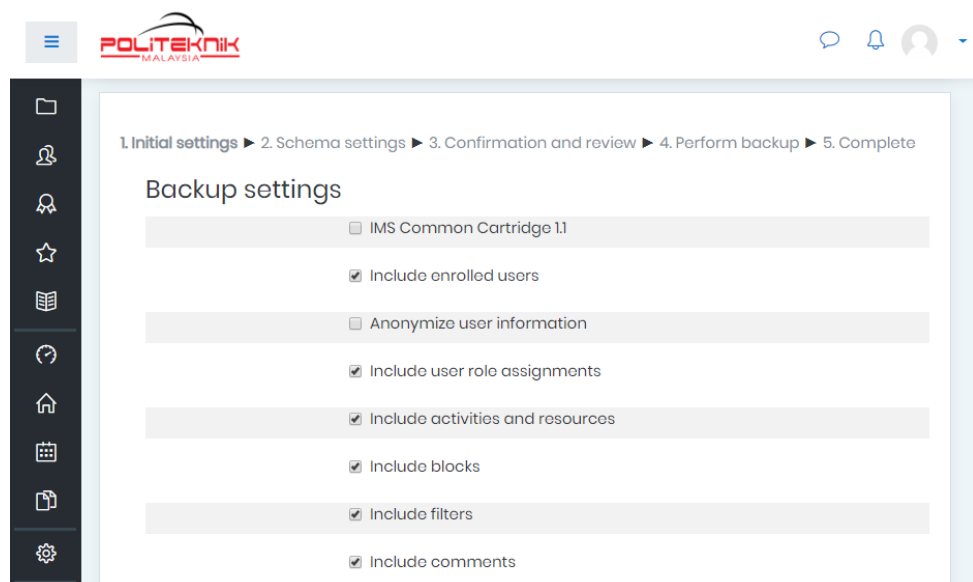
3. Explore searching, sorting, filtering the user list
4. Users can be deleted, suspended, and edited by using the icons next to their name on the list.

## 1.8 MAKING A COURSE BACKUP

At any time, any course can be saved as a .zip file. Lecturers can make their own backups from the course page by clicking on the Backup link on the left side under Administration.



1. Click on the course link.
2. On the left side, under Settings, click the Backup link. This brings up the Course backup page.



3. Select which features of the course you want to backup using the checkboxes.
4. At the bottom of this page, click the Next button.
5. On the next page select items you want to back up. You most likely will have all these checked.

1. Initial settings ► 2. Schema settings ► 3. Confirmation and review ► 4. Perform backup ► 5. Complete

Include:

Select All / None (Show type options)      Select All / None

☒ General      ☒ User data

☒ Announcements      ☒ -

☒ Topic1      ☒ User data

6. At the bottom of this page, click the Next button.
7. On this page, **select a name for the backup file**, review the settings and then click on the Perform backup button at the bottom.

1. Initial settings ► 2. Schema settings ► 3. Confirmation and review ► 4. Perform backup ► 5. Complete

Filename

Filename ! backup-moodle2-course-13-system\_analysis-20181126-0945

1. Initial settings ► 2. Schema settings ► 3. Confirmation and review ► 4. Perform backup ► 5. Complete

FILENAME

Filename\* backup-MyCC-course-4-module\_1-20170613-0610-nuuy

8. The next page will tell you if the backup was successful or not. Click the Continue button.

1. Initial settings ► 2. Schema settings ► 3. Confirmation and review ► 4. Perform backup ► 5. Complete

There are required fields in this form marked ! .

### Course backup area

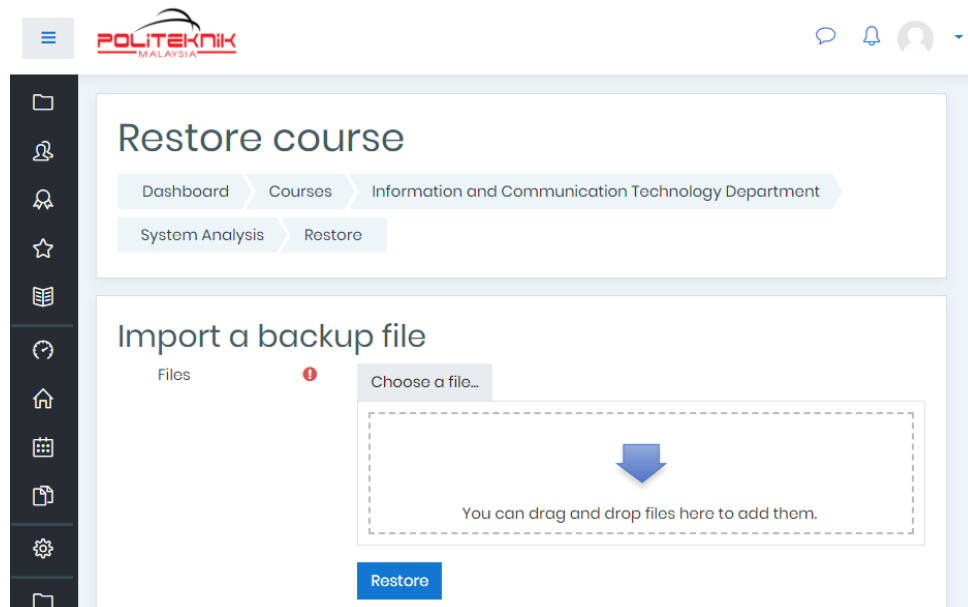
Filename	Time	Size	Download	Restore
backup-moodle2-course-13-system_analysis-20181126-0945.mbz	Monday, 26 November 2018, 9:46 AM	35.9KB	<a href="#">Download</a>	<a href="#">Restore</a>

[Manage backup files](#)

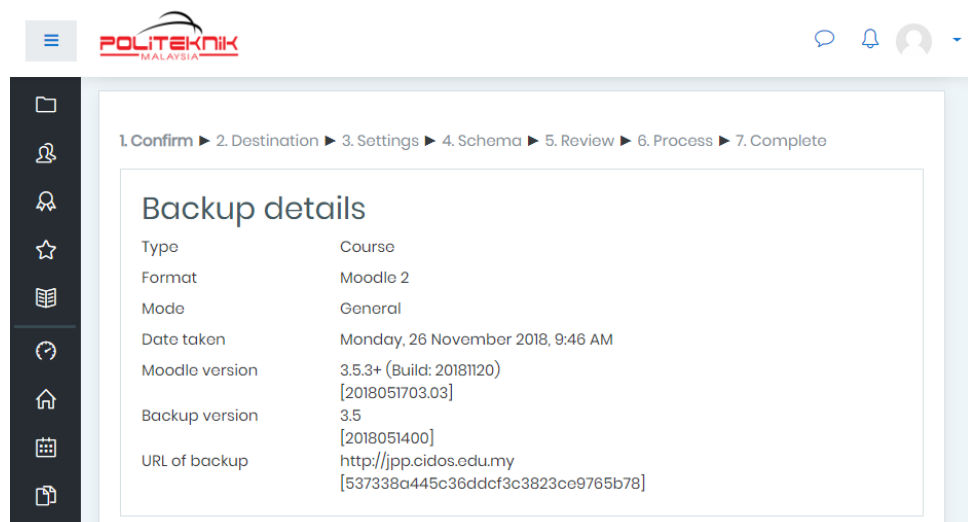
9. If you want to download this file, click on the Download link on this page.

## 1.9 RESTORING OR MERGING A COURSE BACKUP

1. Login as a user with Administrator or Teacher role.
2. Enter the course to be restored, or some other course.
3. On the left side, under Settings, click the **Restore** link. This brings up the **Import a backup file** page.



4. If the backup .zip file is not already in the course's backup area, upload it there.
  - (a) Use the "Choose a file" button or the drag and drop files area.
  - (b) Click on Restore button beneath the file upload section.
5. If the zip file is already in the backup area, find the line for the desired .zip file, and click on the **Restore** link on that line. You will see a page showing details on what is in this backup. Click **Continue**.



6. Next is the **destination** of restore, select one of these choices:

1. Confirm ► 2. **Destination** ► 3. Settings ► 4. Schema ► 5. Review ► 6. Process ► 7. Complete

### Restore as a new course

Restore as a new course ☒

Select a category

Name	Description
<input type="radio"/> Information and Communication Technology Department	
<input type="radio"/> Civil Engineering Department	
<input type="radio"/> Mechanical Engineering Department	
<input type="radio"/> Electrical Engineering Department	
<input type="radio"/> Marine Engineering Department	
<input type="radio"/> Mathematics, Science and Computer Department	
<input type="radio"/> Commerce Department	
<input type="radio"/> General Studies Department	

- (a) New course: To create a whole new course from the backup. You must be an Administrator to do this.
  - (b) Existing course, deleting it first. Warning: This will delete all content from the existing course!
  - (c) Existing course, adding data to it.
7. Settings - Select activities, blocks, filters and possibly other items as required then click the **Next** button
  8. Schema – Select or deselect specific items and change the course name, short name and start date( if necessary) then click the **Next** button
  9. Review - Check that everything is as required, then click the “Perform restore” button
  10. Complete - Click the **continue** button

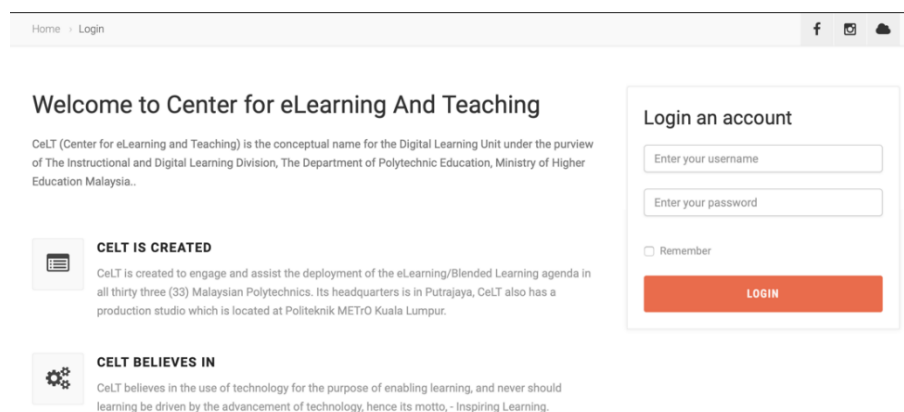
## 2. DASHBOARD MODULE

### 2.1 ACCESSING THE DASHBOARD MODULE

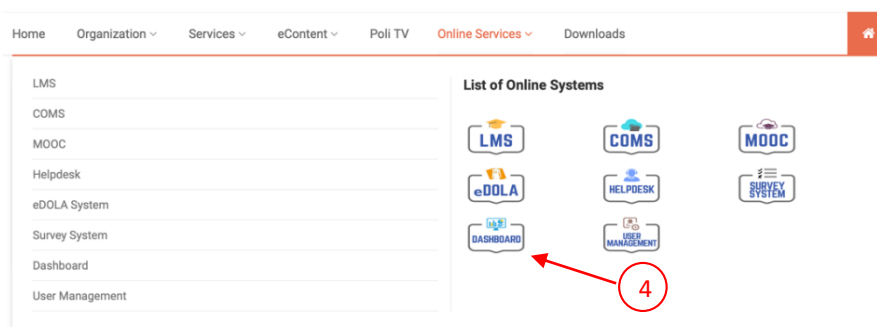
1. Open a browser, e.g.: Mozilla Firefox, Chrome.
2. Enter the url **http://cidos.edu.my/** to access the CELT Portal.



3. Click on the User icon to login into the Portal. Key-in your username and password and click “Login”.



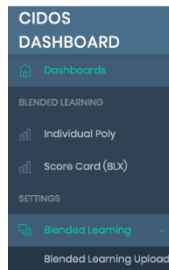
4. Click “Online Services” and click “Dashboard” icon.



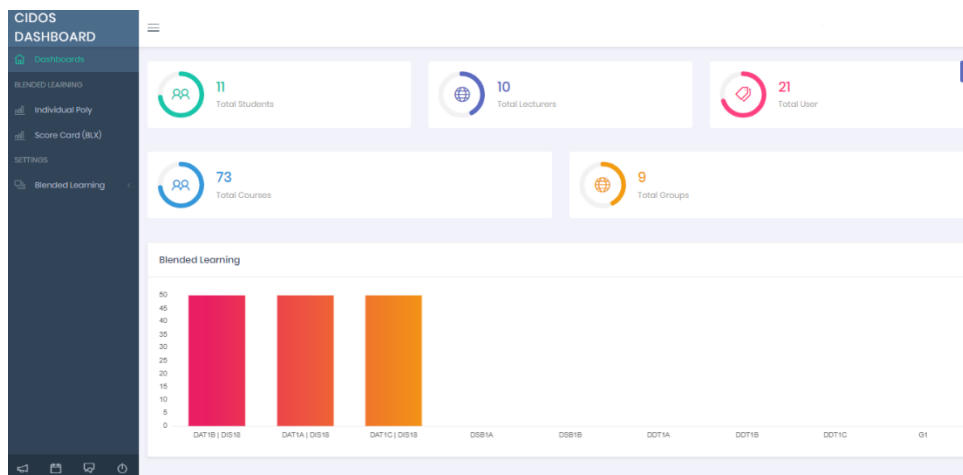
5. The Dashboard module dashboard will be displayed.

## 2.2 DISCOVERING THE INTERFACE

1. The main menu is situated at the left side of the interface. There are 4 menu, which are the Dashboard, Individual Poly, Score Card (BLX) and Blended Learning Upload menu.

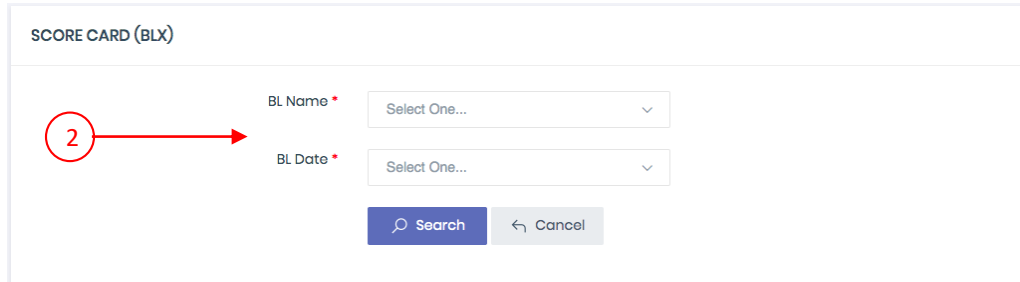


2. The Dashboard will feature summary of users of the individual Polytechnic.



## 2.3 BROWSING SCORE CARD (BLX)

1. Click on “Score Card (BLX)” menu to open the screen.
2. Select the BL Name and BL Date that you want to search and click “Search”.



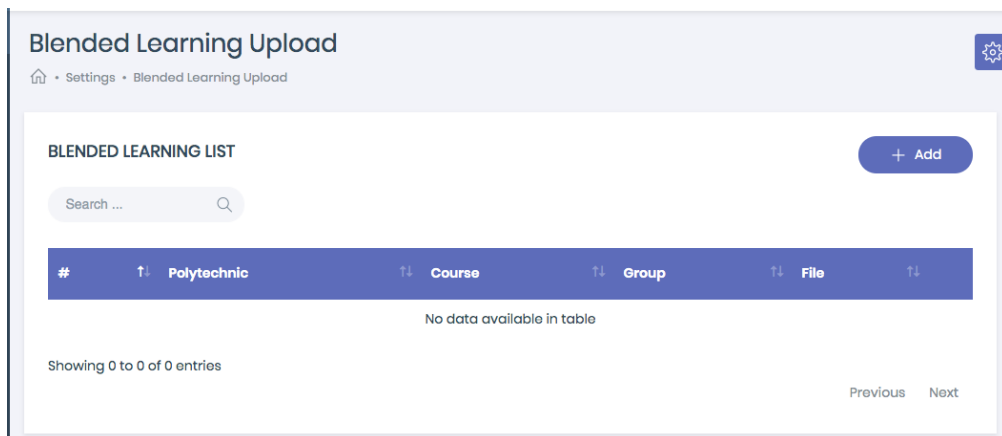
SCORE CARD (BLX)

BL Name \*

BL Date \*

## 2.4 ADDING BLENDED LEARNING UPLOAD

1. Click on “Blended Learning Upload” menu to open the screen.
2. This menu is used to add a blended learning into the system.
3. Click button Add to add new blended learning



Blended Learning Upload

Settings • Blended Learning Upload

BLENDED LEARNING LIST

Search ...

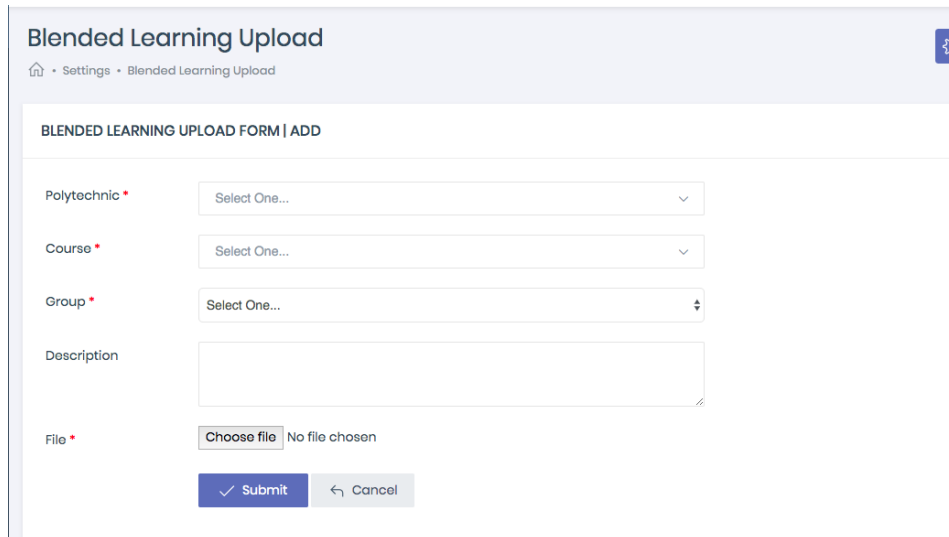
#	Polytechnic	Course	Group	File
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

4. Key-in the Blended Learning information. All the \* fields are compulsory field to be completed.





The screenshot shows the 'Blended Learning Upload' interface. At the top, there's a header with the title 'Blended Learning Upload' and a settings icon. Below the header is a breadcrumb trail: 'Settings > Blended Learning Upload'. The main form area is titled 'BLENDED LEARNING UPLOAD FORM | ADD'. It contains several fields: 'Polytechnic' with a dropdown menu showing 'Select One...'; 'Course' with a dropdown menu showing 'Select One...'; 'Group' with a dropdown menu showing 'Select One...'; 'Description' with a large text area; and 'File' with a 'Choose file' button and the text 'No file chosen'. At the bottom of the form are two buttons: a blue 'Submit' button with a checkmark icon and a grey 'Cancel' button with a back arrow icon.

5. Once complete, click the “Submit” button.

## 2.5 CALCULATION BLENDED LEARNING

No.	Platform Name	Lecturer Name	Group Name	No. of students	Course Introduction	eContent	Forum/Discussion/Web 2.0 Activity	Online Assessment	BLDT Submitted	Blended Status
1.	E.g. <a href="#">DTR6012</a> (It is a hyperlink. If the user click on it, it will open the platform in a new tab)	List of teacher for that platform pulled from the LMS	E.g. DIS18_DUP4A (Student group name pulled from the LMS)	No. of students in that group Pulled from the LMS	No. of course intro (max 1) Kiraan interaksi: 1 x interaksi = A	No. of eContent (max 7) Kiraan interaksi: 7 x interaksi = B Interaksi dikira bila ada click on item by user	No. of Forum/discussion/web 2.0 (link to web) (max 5) Kiraan interaksi: 5 x interaksi = C Interaksi dikira apa terdapat reply untuk forum & discussion and click on item for web	No. of Quiz (max 2) Kiraan interaksi: 2 x interaksi = D Interaksi dikira jika mempunyai attempt bagi Quiz and submission and grading bagi Assignment	Check box (if the course has an Announcem ent, then the check box is ticked)	if the course has fulfilled the BL criteria, then the thumbs will be visible BL status achieved hanya bila setiap elemen (A, B, C & D) mendapat 60% interaksi dan BLDT ticked