



eLMU@KPTM Project

USER DOCUMENTATION



MODERNLMS SDN BHD

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1. STUDENT DOCUMENTATION

1.1. STUDENT OVERVIEW

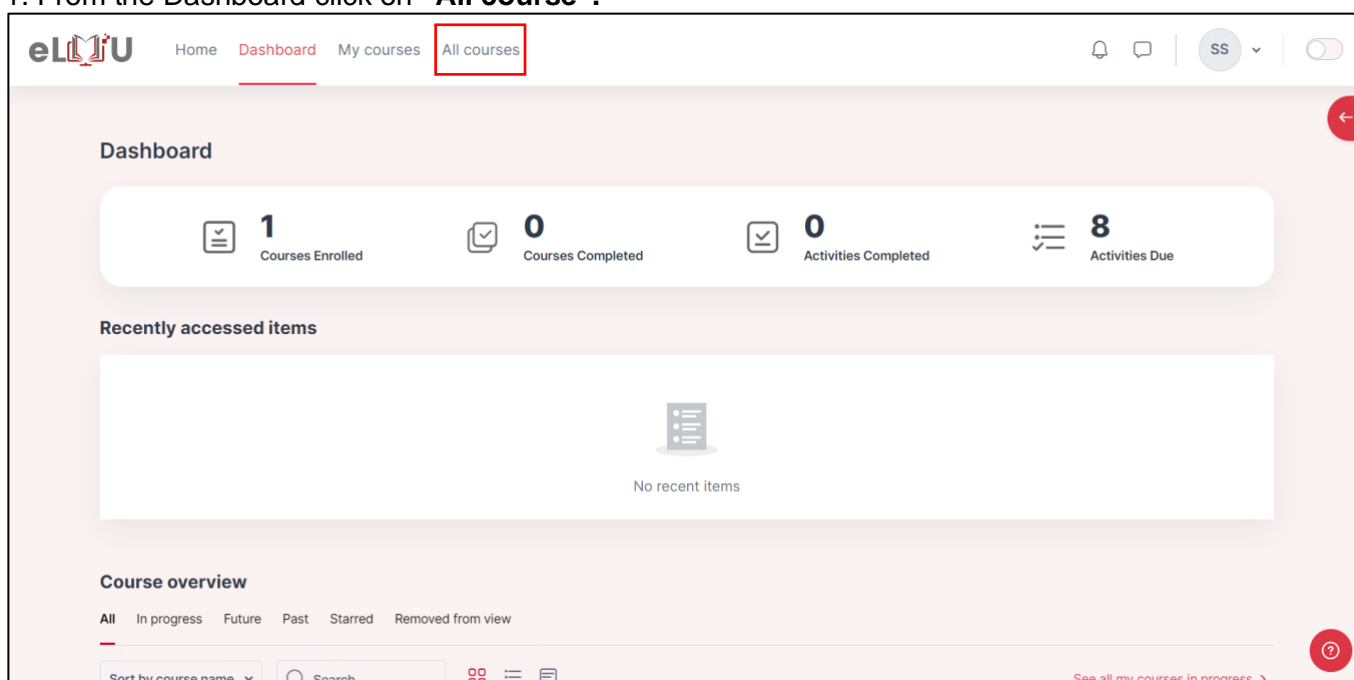
1.1.1. How to self-enrolment

SELF ENROLMENT

Description	Some courses can be manually enrolled by student, but it ultimately depends on the admin who created the course.
Pre-Requisites	Users required to log in first
Notes	

Steps

1. From the Dashboard click on **“All course”**.



The screenshot shows the eL@U dashboard interface. At the top, there is a navigation bar with the following items: Home, Dashboard, My courses, and All courses. The 'All courses' link is highlighted with a red box. To the right of the navigation bar are icons for notifications, chat, and a user profile dropdown labeled 'SS'. Below the navigation bar is a 'Dashboard' section with four cards: '1 Courses Enrolled', '0 Courses Completed', '0 Activities Completed', and '8 Activities Due'. Below this is a 'Recently accessed items' section with a message 'No recent items'. At the bottom, there is a 'Course overview' section with tabs for 'All', 'In progress', 'Future', 'Past', 'Starred', and 'Removed from view'. A search bar and a 'Sort by course name' dropdown are also visible. A red circular icon with a question mark is located in the bottom right corner.

2. Select the course that you want to enrol in and click **“View course”**.

SELF ENROLMENT



ELMU KPTM

375 Courses

Search courses

All cate...

Sort (none)



18 Jul 2023

Financial Accounting

INTRODUCTION TO FINANCIAL REPORTING...

FAREHAH BT. MOHD RASHID . +1

5 lessons

View Course



18 Jul 2023

Financial Accounting

COMPANY ACCOUNTS AND REPORTING (0723-PFA31...

NUR FADLIZAWATI BTE ISA . +1

5 lessons

View Course



18 Jul 2023

Financial Accounting

INTERMEDIATE FINANCIAL ACCOUNTING I (0723-...

NORBAIZURA BINTI HAMID .

5 lessons

View Course



18 Jul 2023

Financial Accounting

INTERMEDIATE FINANCIAL REPORTING (0723-PFA22...

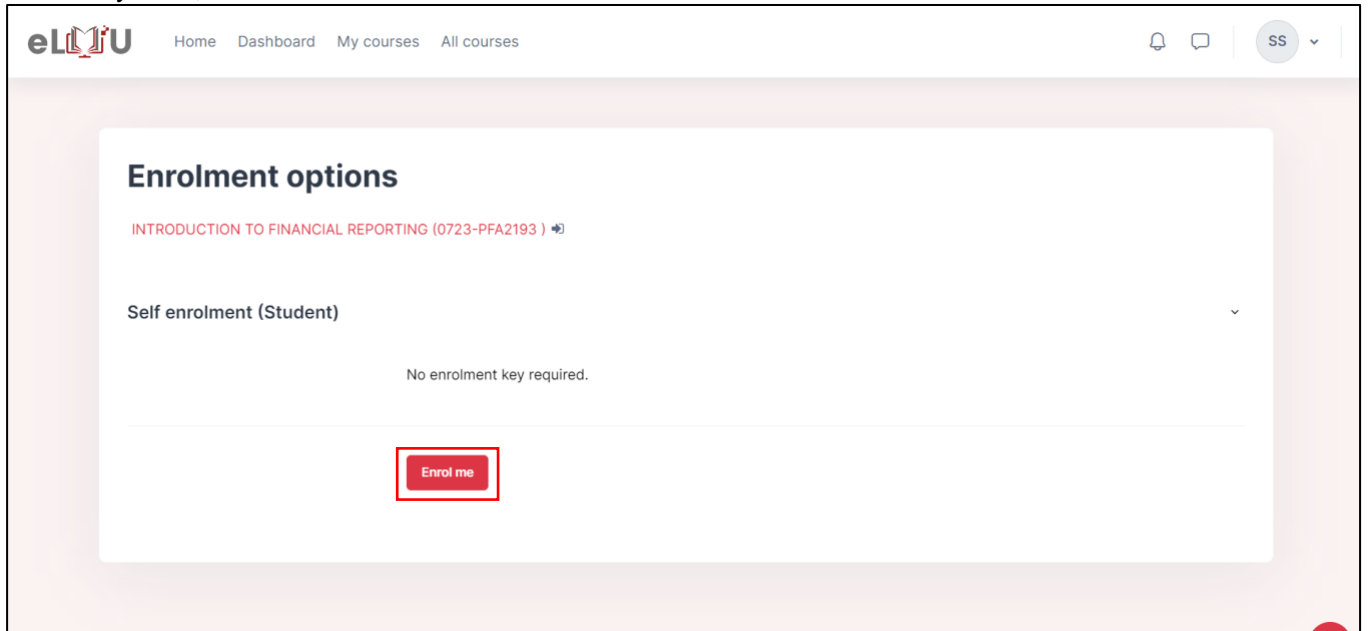
AZRINARIZAN IDARNIS BINTI ABD AZIZ . +4

5 lessons

View Course

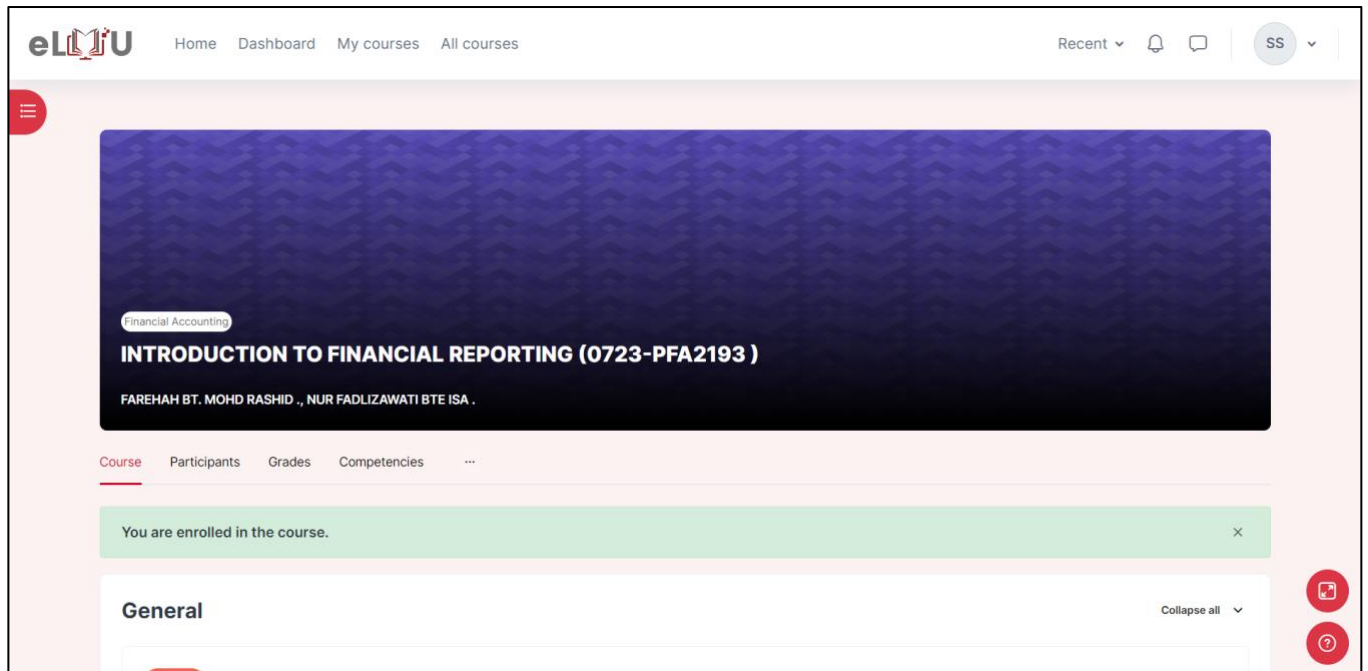
SELF ENROLMENT

3. Once you in, click on the “Enrol me” button.



The screenshot shows the eLMU website interface. At the top, there is a navigation bar with the eLMU logo and links for Home, Dashboard, My courses, and All courses. On the right side of the navigation bar, there are icons for notifications, messages, and a user profile (SS). The main content area features a white card titled "Enrolment options" for the course "INTRODUCTION TO FINANCIAL REPORTING (0723-PFA2193)". Under the heading "Self enrolment (Student)", it states "No enrolment key required." Below this text, a red "Enrol me" button is highlighted with a red rectangular box.

4. You successfully enrolled to the course.



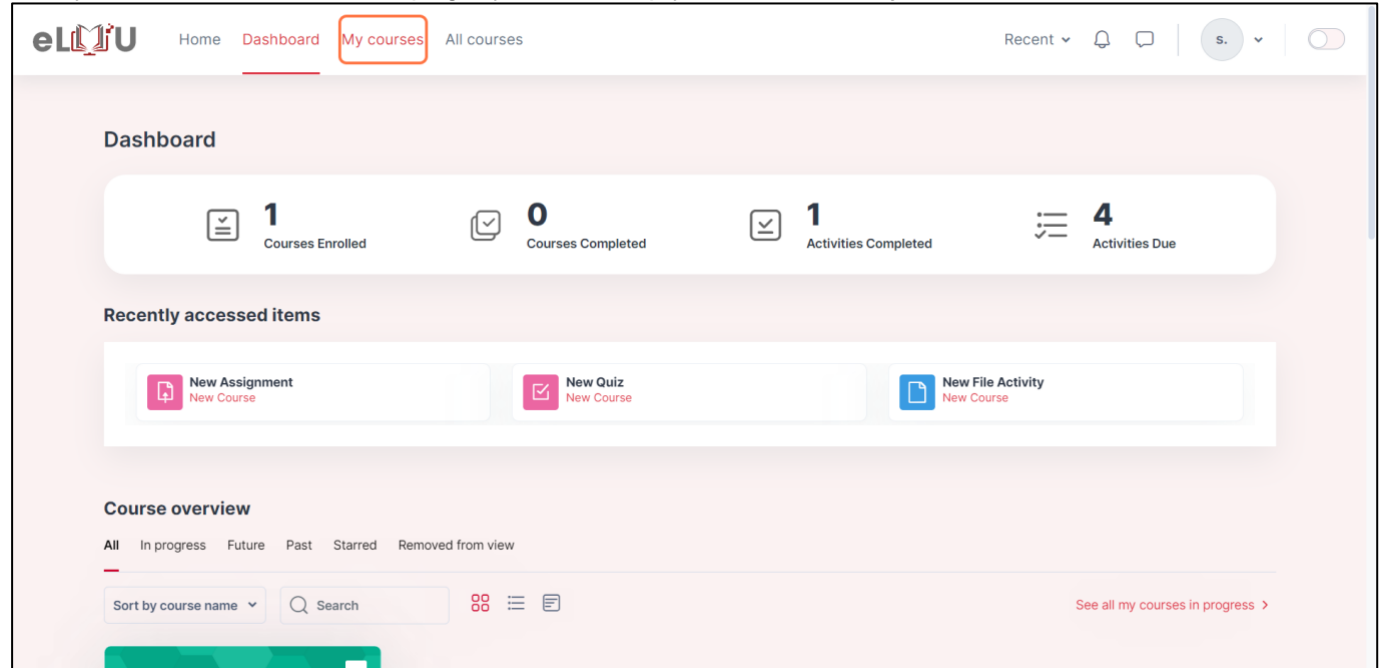
The screenshot shows the eLMU website interface after successful enrolment. The navigation bar is similar to the previous screenshot, but includes a "Recent" dropdown on the right. The main content area features a large blue banner for the course "INTRODUCTION TO FINANCIAL REPORTING (0723-PFA2193)" under the category "Financial Accounting". Below the banner, the course is listed with the instructors "FAREHAH BT. MOHD RASHID ., NUR FADLIZAWATI BTE ISA .". A green notification bar at the top of the course page states "You are enrolled in the course." Below the notification, there are tabs for "Course", "Participants", "Grades", and "Competencies". The "Course" tab is selected. A "General" section is visible at the bottom, with a "Collapse all" button on the right. Two red circular icons are visible in the bottom right corner of the page.

1.1.2. How to view 'My courses'

VIEW MY COURSES

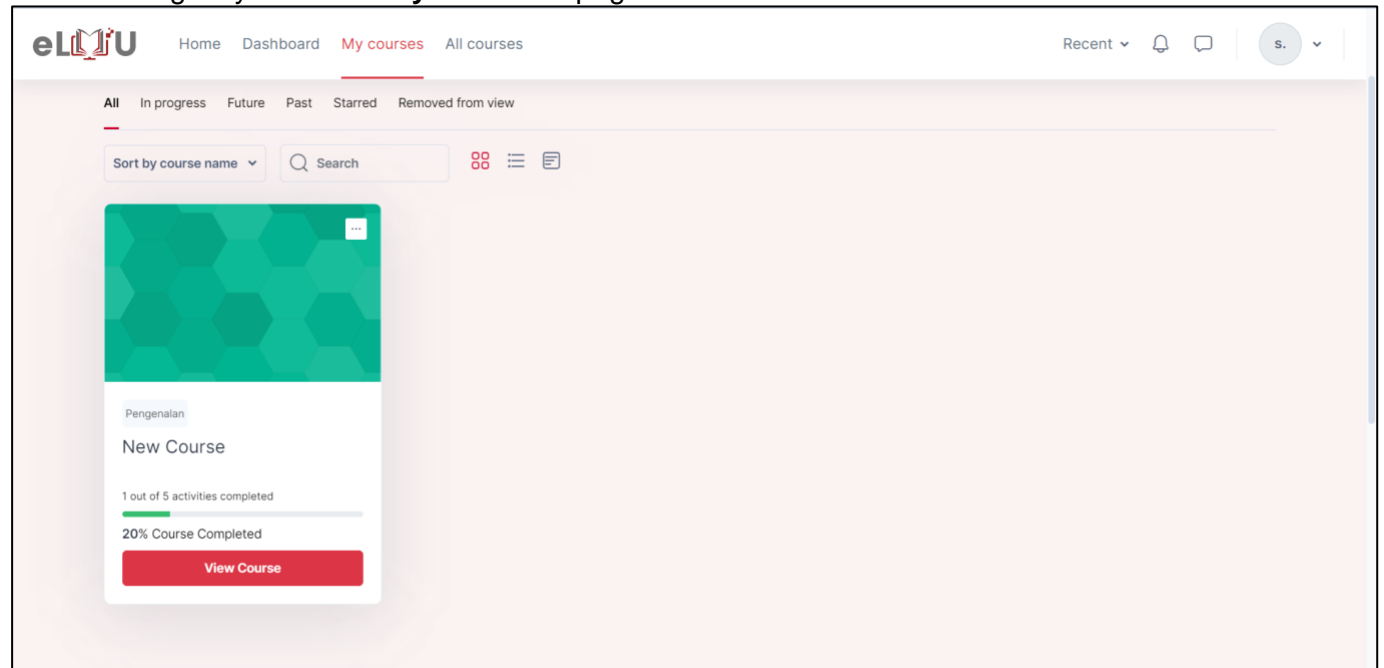
Description	The "My Courses" section refers to the area where users, such as students or lecturers, can view and access the courses they are enrolled in or teaching. It provides a centralized location within LMS where users can easily navigate to their courses and access course materials, activities, and resources
Pre-Requisites	Successfully enrolled in the course
Notes	

1. If you on the "Dashboard" page, you can simply click on the "My Courses".



The screenshot shows the eLMIU Dashboard page. The navigation bar at the top includes 'Home', 'Dashboard', 'My courses' (highlighted with a red box), and 'All courses'. On the right, there are links for 'Recent', a notification bell, a chat icon, a user profile 's.', and a toggle switch. The main content area is titled 'Dashboard' and features four summary cards: '1 Courses Enrolled', '0 Courses Completed', '1 Activities Completed', and '4 Activities Due'. Below this is a 'Recently accessed items' section with three cards: 'New Assignment', 'New Quiz', and 'New File Activity', each with a 'New Course' label. The 'Course overview' section has tabs for 'All', 'In progress', 'Future', 'Past', 'Starred', and 'Removed from view'. It includes a 'Sort by course name' dropdown, a search bar, and icons for grid, list, and document views. A red link 'See all my courses in progress >' is visible on the right.

2. It will navigate you to the "My Courses" page.



The screenshot shows the eLMIU 'My Courses' page. The navigation bar is the same as in the dashboard. The 'Course overview' section is active, showing tabs for 'All', 'In progress', 'Future', 'Past', 'Starred', and 'Removed from view'. Below the tabs are the same sorting and search options. A course card is displayed with a green hexagonal pattern background. The card title is 'Pengenalan New Course'. It shows '1 out of 5 activities completed' with a progress bar and '20% Course Completed'. A red 'View Course' button is at the bottom of the card.

1.2. PARTICIPATE IN COURSE

PARTICIPATE IN COURSE	
Description	To earn CPD points, you must participate in the course. Please note that you can only complete the course if you meet the course completion criteria
Pre-Requisites	User needs to enrol to a course first
Notes	

Steps.

1. To complete the course, you must complete all the course activities.
2. There is a guide on how to complete the activity on the right side of the activity.

The screenshot shows the eL@M@U course interface. At the top, there is a navigation bar with links for Home, Dashboard, My courses, Site administration, and All courses. On the right, there are notification icons and a user profile icon labeled 'LM'. The main content area is titled 'Topic 1' and contains three activity cards:

- New File Activity:** A blue card with a document icon. The 'To do' instruction is 'View'.
- New Quiz Activity:** A pink card with a checkmark icon. The 'To do' instructions are 'View', 'Receive a grade', 'Receive a passing grade', and 'Receive a pass grade or complete all available attempts'.
- New Assignment:** A pink card with a document icon. The 'To do' instructions are 'View', 'Make a submission', 'Receive a grade', and 'Receive a passing grade'.

At the bottom of the page, it says 'Opened: Thursday, 3 August 2023, 12:00 AM'.

Receive a grade.

- **Receiving a grade** involves submitting your attempt to complete the activity.
- It will not be counted as complete if you fail to submit your attempt.

Receive a passing grade.

- **Receiving a passing grade** means you need to meet the passing grade for the activity.
- It will not be counted as complete if you fail to meet the passing grade.

Receive a pass grade or complete all available attempts.

- To complete the activity, you can either achieve the pass grade or submit your attempt.

View

- View means you only need to view the activity to complete it.

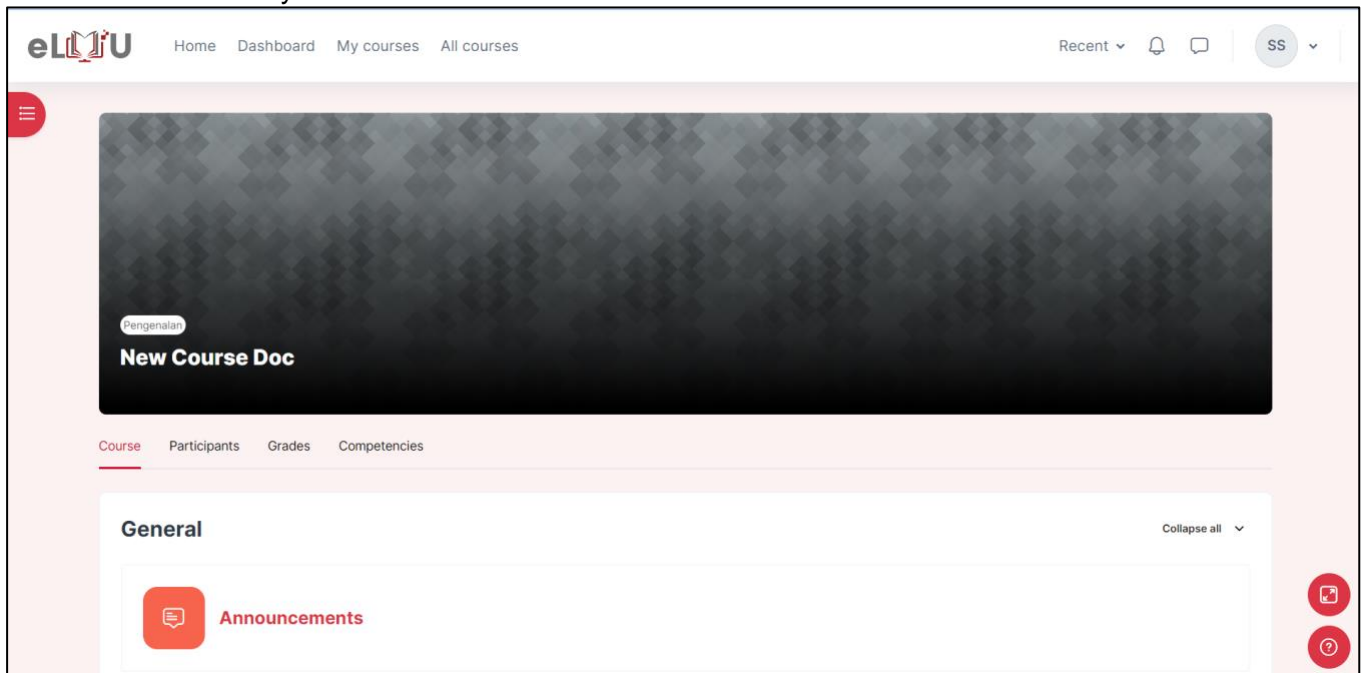
1.2.1. How to submit quiz

SUBMIT QUIZ

Description	The Quiz is a very powerful activity that can meet many teaching needs, from simple, multiple-choice knowledge tests to complex, self-assessment tasks with detailed feedback
Pre-Requisites	Successfully enrolled in the course
Notes	


Steps

1. In the course that you are enrolled in.



The screenshot shows the eL@J@U course interface. At the top, there is a navigation bar with 'Home', 'Dashboard', 'My courses', and 'All courses'. On the right, there are icons for 'Recent', a notification bell, a chat bubble, and a user profile 'SS'. Below the navigation bar, there is a large dark banner with the text 'Pengenalan' and 'New Course Doc'. Underneath the banner, there are tabs for 'Course', 'Participants', 'Grades', and 'Competencies'. The 'Course' tab is selected. Below the tabs, there is a 'General' section with a 'Collapse all' button. In the 'General' section, there is an 'Announcements' card with a red icon and a red question mark icon.

2. Click on the “Quiz” activity.



The screenshot shows the eL@J@U course interface. At the top, there is a navigation bar with 'Home', 'Dashboard', 'My courses', and 'All courses'. On the right, there are icons for 'Recent', a notification bell, a chat bubble, and a user profile 'SS'. Below the navigation bar, there is a 'Topic 1' section. In this section, there is a 'Quiz' activity card with a red icon and a 'Mark as done' button. Below the 'Quiz' card, there is an 'Assignment' card with a red icon and a 'Mark as done' button. The 'Quiz' card is highlighted with a red border. Below the 'Assignment' card, there is a text box with the following information: 'Opened: Wednesday, 2 August 2023, 12:00 AM' and 'Due: Wednesday, 9 August 2023, 12:00 AM'. Below the text box, there is a 'Topic 2' section. On the right side of the interface, there are three red icons: an upward arrow, a red question mark, and a red question mark.

SUBMIT QUIZ

3. Click on “Attempt quiz” button.

The screenshot shows the eL@U interface for a quiz. At the top, there is a navigation bar with 'Home', 'Dashboard', 'My courses', and 'All courses'. On the right, there are icons for 'Recent', a notification bell, a chat bubble, and a user profile 'SS'. Below the navigation bar, the page title is 'NCD / Quiz'. A pink 'QUIZ Quiz' icon is visible. A 'Mark as done' button is present. The main content area features a red-bordered box containing the 'Attempt quiz' button, which is highlighted with a red rectangle. Below this button, it states 'Attempts allowed: 1' and 'Grade to pass: 10.00 out of 100.00'. At the bottom of the page, there is a '< Prev Section' button, a 'Jump to...' dropdown menu, and a 'Next Activity >' button. On the far right, there are two red circular icons: one with a document icon and one with a question mark icon.

4. Answer all the questions.

The screenshot shows the eL@U interface during a quiz attempt. The navigation bar at the top is identical to the previous screenshot. A 'Back' button is located in the top left. The main content area displays three questions. 'Question 1' asks 'Below are the colour of Jalur Gemilang except:' with options 'a. Orange', 'b. Blue', and 'c. Yellow'. 'Question 2' asks 'What is the capital city of Japan?' with options 'a. Bangkok', 'b. Tokyo', 'c. Seoul', and 'd. Beijing'. 'Question 3' is partially visible, asking 'What is the capital city of Sarawak?'. Each question has a 'Clear my choice' button. On the right side, there is a 'Quiz navigation' panel with a grid of question numbers 1 through 9, and a '10' input field. Below the grid, it says 'Finish attempt ...'. At the bottom right, there are two red circular icons: one with a document icon and one with a question mark icon.

SUBMIT QUIZ

5. Once you have finished all the questions, click on **“Finish attempt”** button.

The screenshot shows the eL@U quiz interface. At the top, there is a navigation bar with 'Home', 'Dashboard', 'My courses', and 'All courses'. On the right, there are icons for 'Recent', a notification bell, a chat bubble, and a user profile 'SS'. The main content area is divided into three sections. On the left, there is a 'Back' button and a sidebar for 'Question 10' which states 'Not yet answered', 'Marked out of 1.00', and has a 'Flag question' option. The central area contains the question: 'Who wrote the famous play "Romeo and Juliet"?' with four radio button options: a. Charles Dickens, b. Jane Austen, c. Mark Twain, and d. William Shakespeare. Below the options is a 'Clear my choice' button. At the bottom of this section, there is a 'Previous page' button and a 'Finish attempt ...' button, which is highlighted with a red box. On the right side, there is a 'Quiz navigation' panel with a grid of question numbers 1 through 9, and question 10 is currently selected. Below the grid is a 'Finish attempt ...' link. At the bottom of the interface, there are buttons for '< Prev Section', a 'Jump to...' dropdown menu, and 'Next Activity >', along with a red circular help icon.

6. Make sure that all the questions are already answered and click on **“Submit all and finish”** button.

The screenshot shows the eL@U quiz interface after all questions have been answered. The top navigation bar is the same as in the previous screenshot. The main content area now displays a list of questions from 6 to 10, each with the status 'Answer saved'. Below this list, there is a 'Return to attempt' button and a 'Submit all and finish' button, which is highlighted with a red box. On the right side, the 'Quiz navigation' panel shows a grid of question numbers 1 through 9, and question 10 is selected. Below the grid is a 'Finish attempt ...' link. At the bottom of the interface, there are buttons for '< Prev Section', a 'Jump to...' dropdown menu, and 'Next Activity >', along with a red circular help icon.

SUBMIT QUIZ

7. Click on **“Submit and finish”** button once again.

The screenshot shows the eLMIU quiz interface. A modal dialog box is centered on the screen with the title "Submit all your answers and finish?". The dialog contains the text: "Once you submit your answers, you won't be able to change them." Below the text are two buttons: "Cancel" and "Submit all and finish". The "Submit all and finish" button is highlighted with a red border. In the background, the quiz questions are visible, with questions 6, 7, 8, 9, and 10. Question 9 and 10 are marked as "Answer saved". At the bottom of the quiz area, there are buttons for "Return to attempt" and "Submit all and finish". The "Submit all and finish" button is also highlighted with a red border. The right sidebar shows the "Quiz navigation" section with a grid of question numbers 1 through 10. Questions 1 through 5 are marked with green checkmarks, and questions 6 through 9 are marked with red X's. Question 10 is currently selected and highlighted.

8. Then click on **“Finish review”**.

The screenshot shows the eLMIU quiz interface in review mode. The left sidebar displays the quiz questions. Question 1 is "Correct" and "Mark 1.00 out of 1.00". The question text is "Below are the colour of Jalur Gemilang except:". The options are: a. Orange ✓, b. Blue, and c. Yellow. Below the question, a yellow box states "The correct answer is: Orange". Question 2 is also "Correct" and "Mark 1.00 out of 1.00". The question text is "What is the capital city of Japan?". The options are: a. Bangkok, b. Tokyo ✓, c. Seoul, and d. Beijing. Below the question, a yellow box states "The correct answer is: Tokyo". The right sidebar shows the "Quiz navigation" section with a grid of question numbers 1 through 10. Questions 1 through 5 are marked with green checkmarks, and questions 6 through 9 are marked with red X's. Question 10 is currently selected and highlighted. Below the navigation grid, there is a "Show one page at a time" option and a "Finish review" button, which is highlighted with a red border.

SUBMIT QUIZ

9. Finally, your results will be displayed on the quiz page.

The screenshot displays the eLMU quiz results page. At the top, the navigation bar includes the eLMU logo, links for Home, Dashboard, My courses, and All courses, along with a Recent dropdown, notification bell, chat icon, and a user profile icon labeled 'SS'. The main content area shows the quiz status: 'Attempts allowed: 1' and 'Grade to pass: 10.00 out of 100.00'. Below this is a section titled 'Summary of your previous attempts' which contains a table with the following data:

State	Marks / 10.00	Grade / 100.00	Review
Finished Submitted Wednesday, 2 August 2023, 3:12 PM	8.00	80.00	Review

Below the table, the final grade is displayed: 'Your final grade for this quiz is 80.00/100.00.' Below this, it states 'No more attempts are allowed' and provides a 'Back to the course' button. At the bottom of the page, there are navigation buttons: '< Prev Section', a 'Jump to...' dropdown menu, and 'Next Activity >', along with a help icon (question mark) and a share icon.

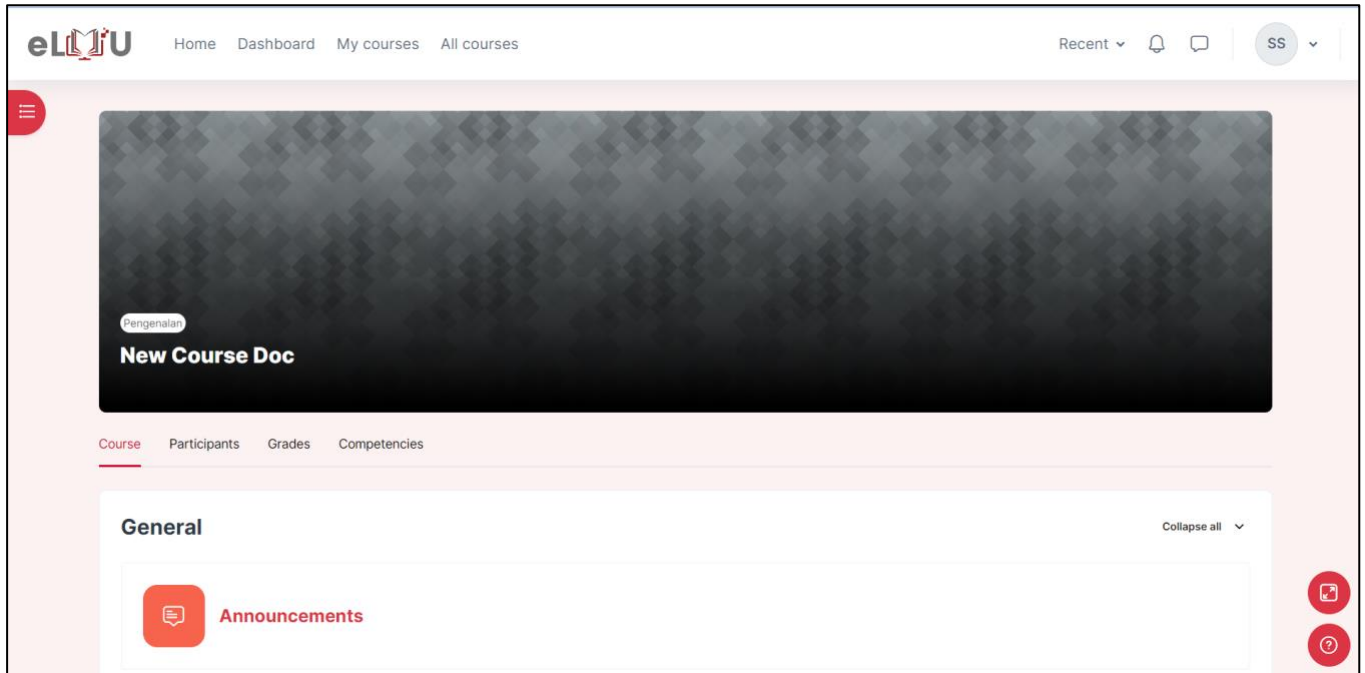
1.2.2. How to submit assignment

SUBMIT ASSIGNMENT

Description	Assignments allow students to submit work to their teacher for grading. The work may be text typed online or uploaded files of any type of the teacher's device can read. Grading may be by simple percentages or custom scales, or more complex rubrics may be used. Students may submit as individuals or in groups.
Pre-Requisites	User needs to enrol to a course first
Notes	

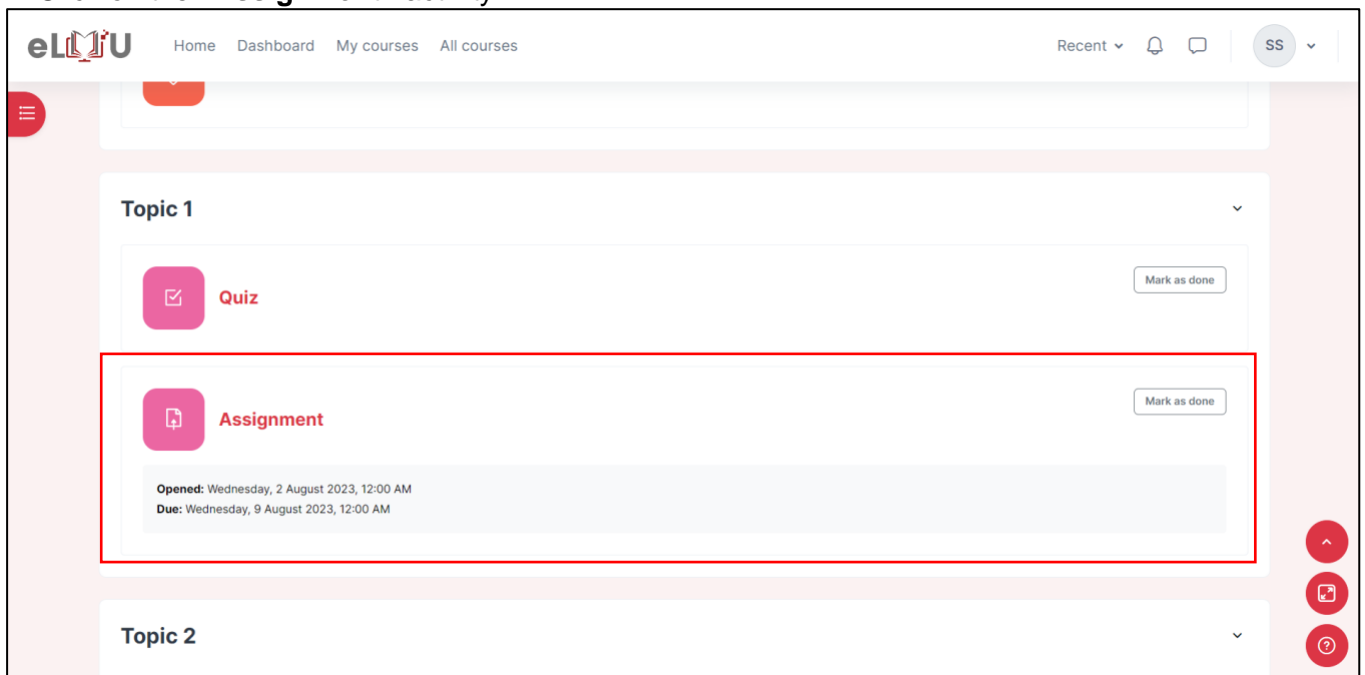
Steps

1. In the course that you are enrolled.



The screenshot shows the eL@U course dashboard. At the top, there is a navigation bar with 'Home', 'Dashboard', 'My courses', and 'All courses'. On the right, there are icons for 'Recent', a notification bell, a chat bubble, and a user profile 'SS'. The main content area features a large dark banner with the text 'Pengenalan' and 'New Course Doc'. Below the banner, there are tabs for 'Course', 'Participants', 'Grades', and 'Competencies'. A 'General' section is visible, containing an 'Announcements' card with a speech bubble icon. On the right side of the dashboard, there are three red circular icons: a home icon, a document icon, and a question mark icon.

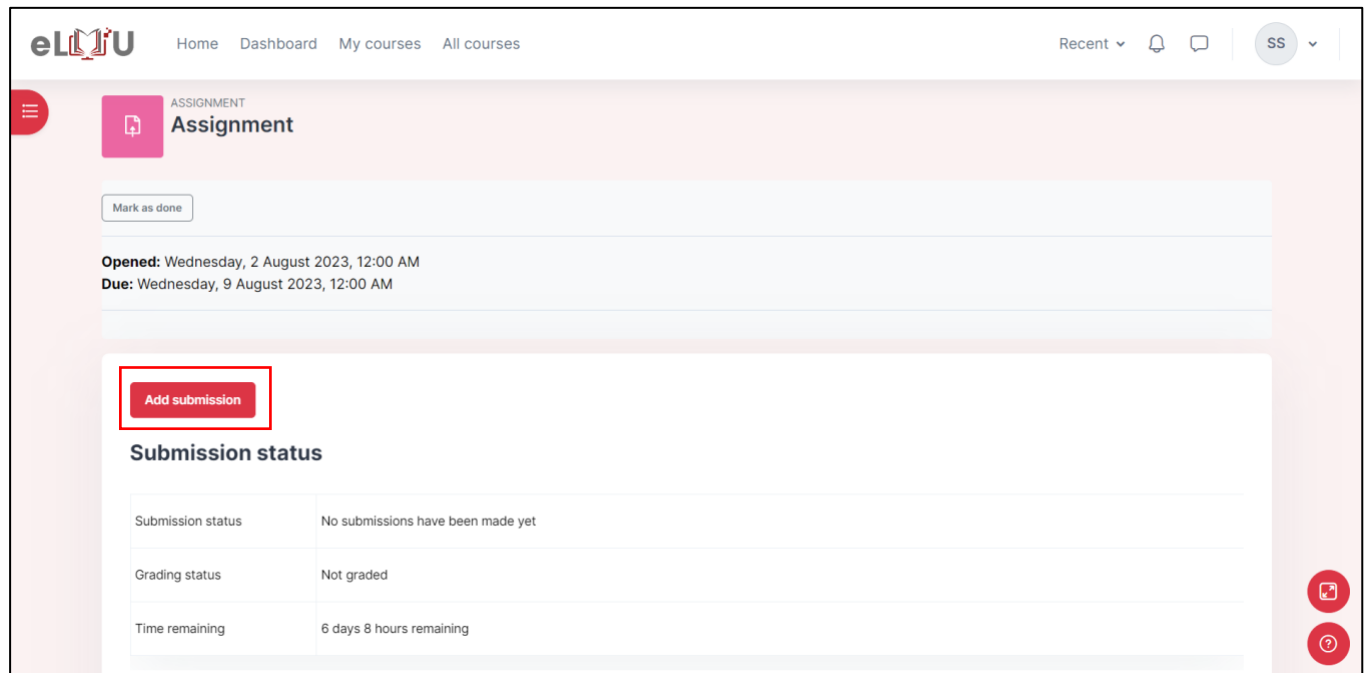
2. Click on the “Assignment” activity.



The screenshot shows the eL@U course dashboard with a list of activities under 'Topic 1'. The activities are 'Quiz' and 'Assignment'. The 'Assignment' activity is highlighted with a red rectangular box. Below the 'Assignment' activity, there is a grey box containing the text: 'Opened: Wednesday, 2 August 2023, 12:00 AM' and 'Due: Wednesday, 9 August 2023, 12:00 AM'. The 'Mark as done' button is visible next to each activity. The navigation bar and user profile are the same as in the previous screenshot. On the right side, there are three red circular icons: a home icon, a document icon, and a question mark icon.

SUBMIT ASSIGNMENT

3. Click on “Add submission” button.

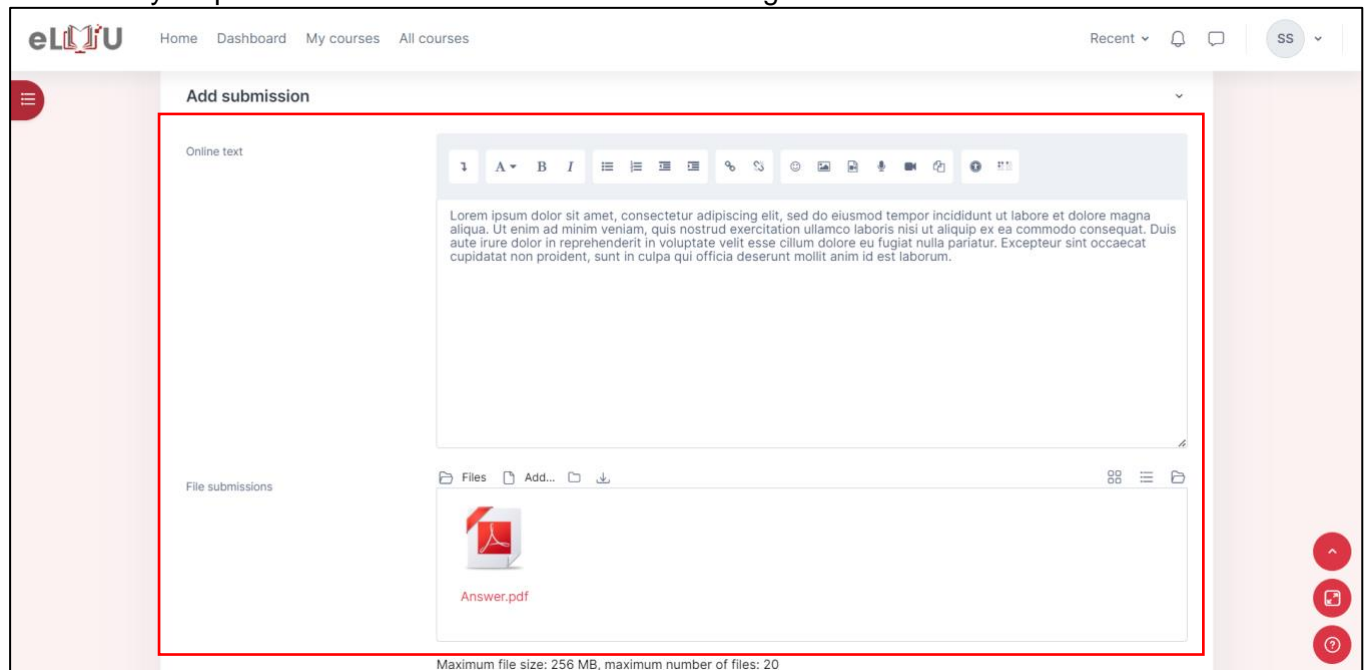


The screenshot shows the 'Assignment' page in the eLMIU system. The page header includes the eLMIU logo and navigation links: Home, Dashboard, My courses, and All courses. On the right, there are links for Recent, a notification bell, a chat icon, and a user profile icon labeled 'SS'. The main content area is titled 'ASSIGNMENT Assignment' and includes a 'Mark as done' button. Below this, the assignment details are shown: 'Opened: Wednesday, 2 August 2023, 12:00 AM' and 'Due: Wednesday, 9 August 2023, 12:00 AM'. A red box highlights the 'Add submission' button. Below the button is the 'Submission status' section, which contains a table with the following information:

Submission status	No submissions have been made yet
Grading status	Not graded
Time remaining	6 days 8 hours remaining

On the right side of the page, there are three red circular icons: a home icon, a notification bell, and a help icon.

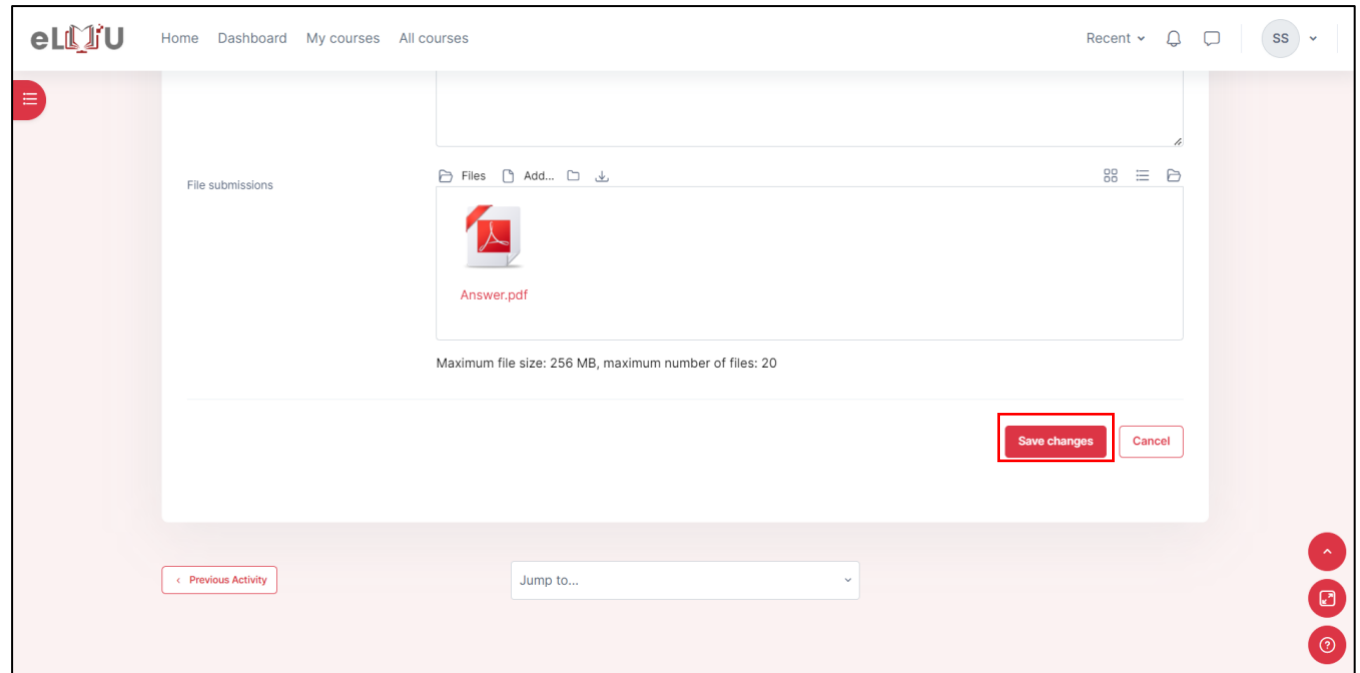
4. Choose your preferred submission method for submitting.



The screenshot shows the 'Add submission' page in the eLMIU system. The page header is the same as in the previous screenshot. The main content area is titled 'Add submission' and is highlighted with a red box. It contains two submission methods: 'Online text' and 'File submissions'. The 'Online text' method is selected and shows a rich text editor with a toolbar and a text area containing placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.' The 'File submissions' method shows a file upload area with a file icon and the name 'Answer.pdf'. At the bottom of the page, there is a footer that reads: 'Maximum file size: 256 MB, maximum number of files: 20'. On the right side of the page, there are three red circular icons: a home icon, a notification bell, and a help icon.

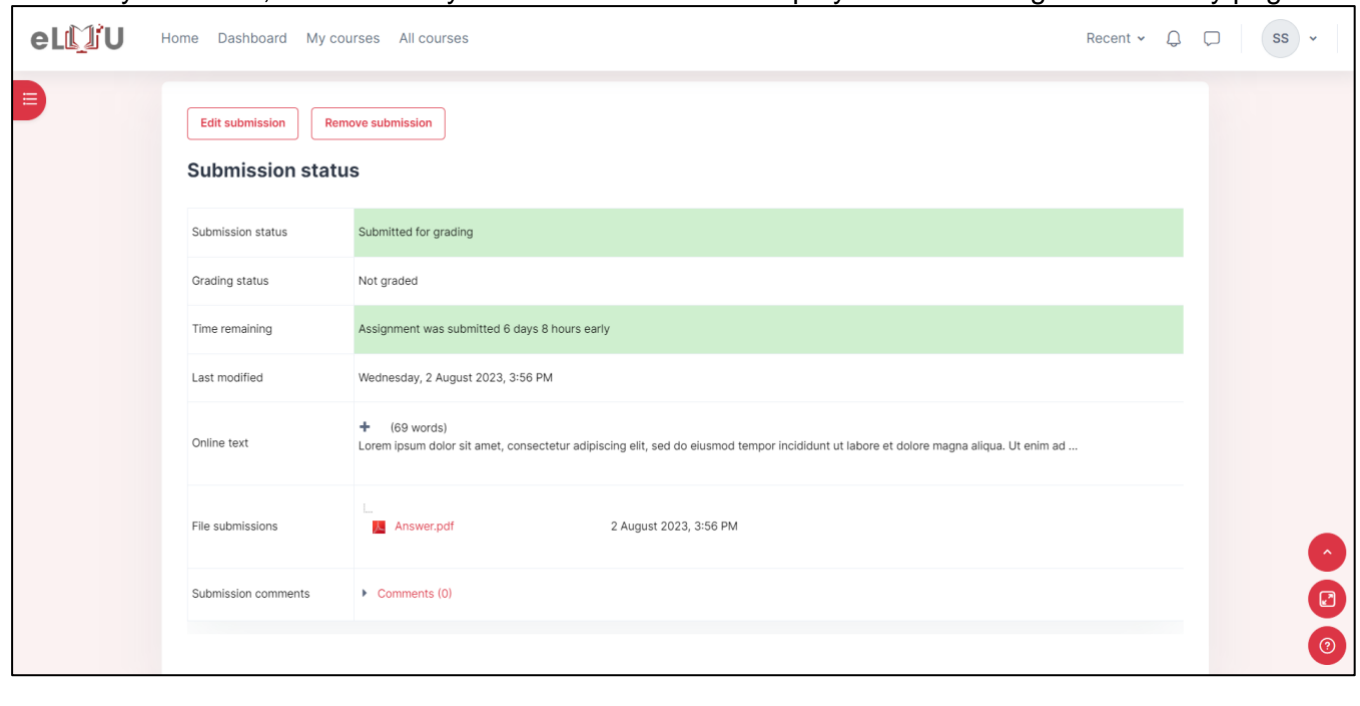
SUBMIT ASSIGNMENT

5. Then click on “**Save changes**” button.




The screenshot shows the eLMIU submission interface. At the top, there is a navigation bar with 'Home', 'Dashboard', 'My courses', and 'All courses'. On the right, there are 'Recent', a notification bell, a chat icon, and a user profile 'SS'. The main content area is titled 'File submissions' and contains a file upload area with a file named 'Answer.pdf'. Below the upload area, it states 'Maximum file size: 256 MB, maximum number of files: 20'. At the bottom right of the submission area, there are two buttons: 'Save changes' (highlighted with a red box) and 'Cancel'. At the bottom of the page, there is a 'Previous Activity' button, a 'Jump to...' dropdown, and three circular navigation icons on the right.

6. Once you submit, the status of your submission will be displayed on the assignment activity page.



The screenshot shows the eLMIU submission status page. At the top, there is a navigation bar with 'Home', 'Dashboard', 'My courses', and 'All courses'. On the right, there are 'Recent', a notification bell, a chat icon, and a user profile 'SS'. The main content area is titled 'Submission status' and contains two buttons: 'Edit submission' and 'Remove submission'. Below the buttons, there is a table with the following information:

Submission status	Submitted for grading
Grading status	Not graded
Time remaining	Assignment was submitted 6 days 8 hours early
Last modified	Wednesday, 2 August 2023, 3:56 PM
Online text	+ (69 words) Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad ...
File submissions	 Answer.pdf 2 August 2023, 3:56 PM
Submission comments	▶ Comments (0)

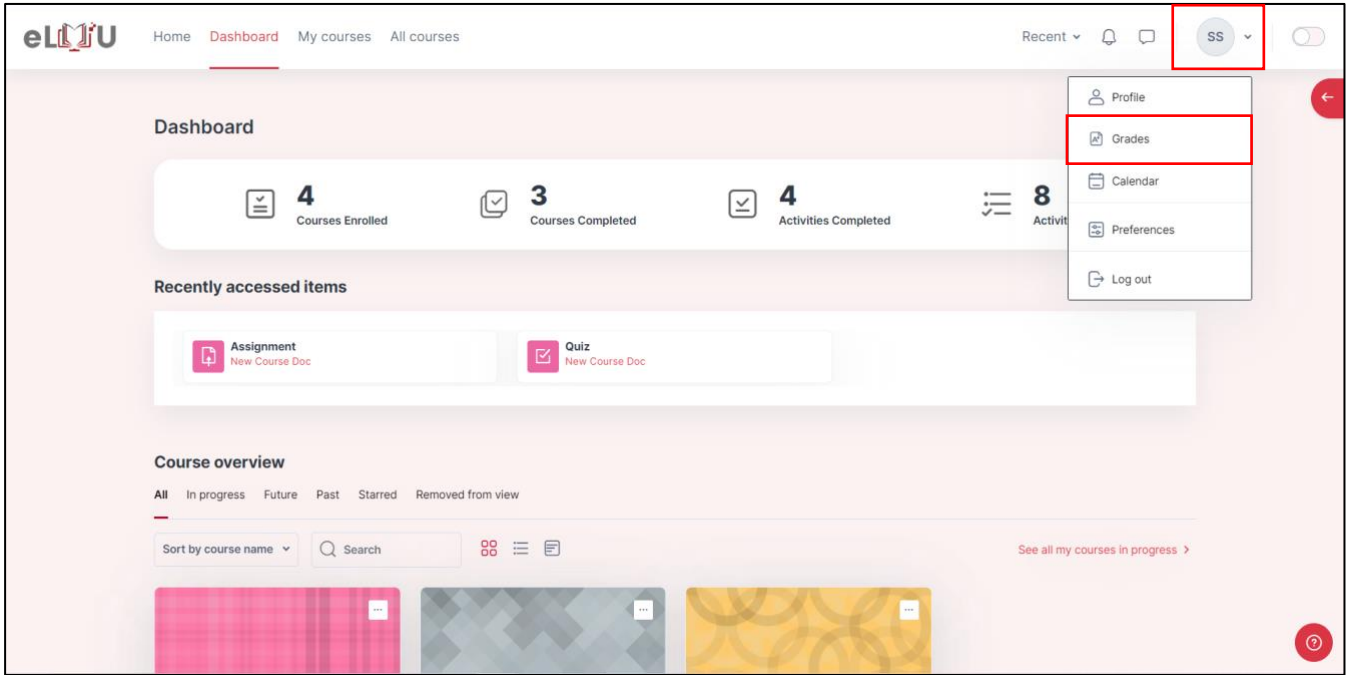
At the bottom of the page, there are three circular navigation icons on the right.

1.3. CHECK GRADE

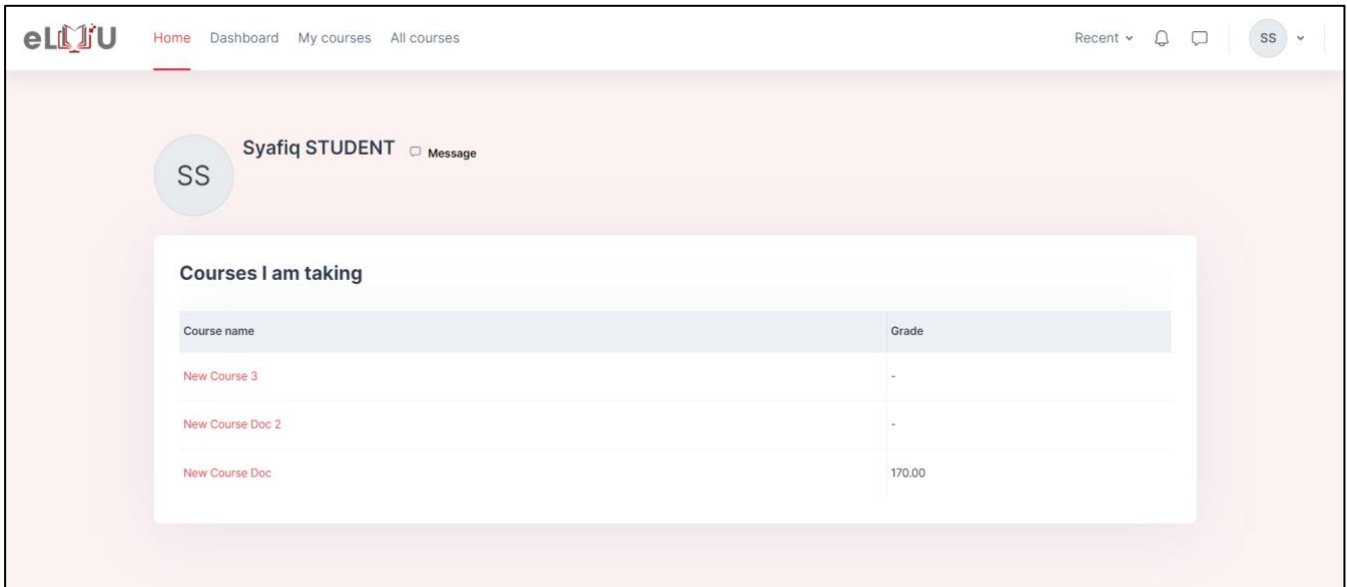
CHECK GRADE	
Description	How to check your grade
Pre-Requisites	Successfully enrolled in the course and attempted some activity that have grades.
Notes	

Steps

1. To check your grade, simply click on the user profile icon and then click on “Grade”.



2. It will redirect you to the page that will display all the grade that you received from the course that you are enrolled in.



2. LECTURE DOCUMENTATION

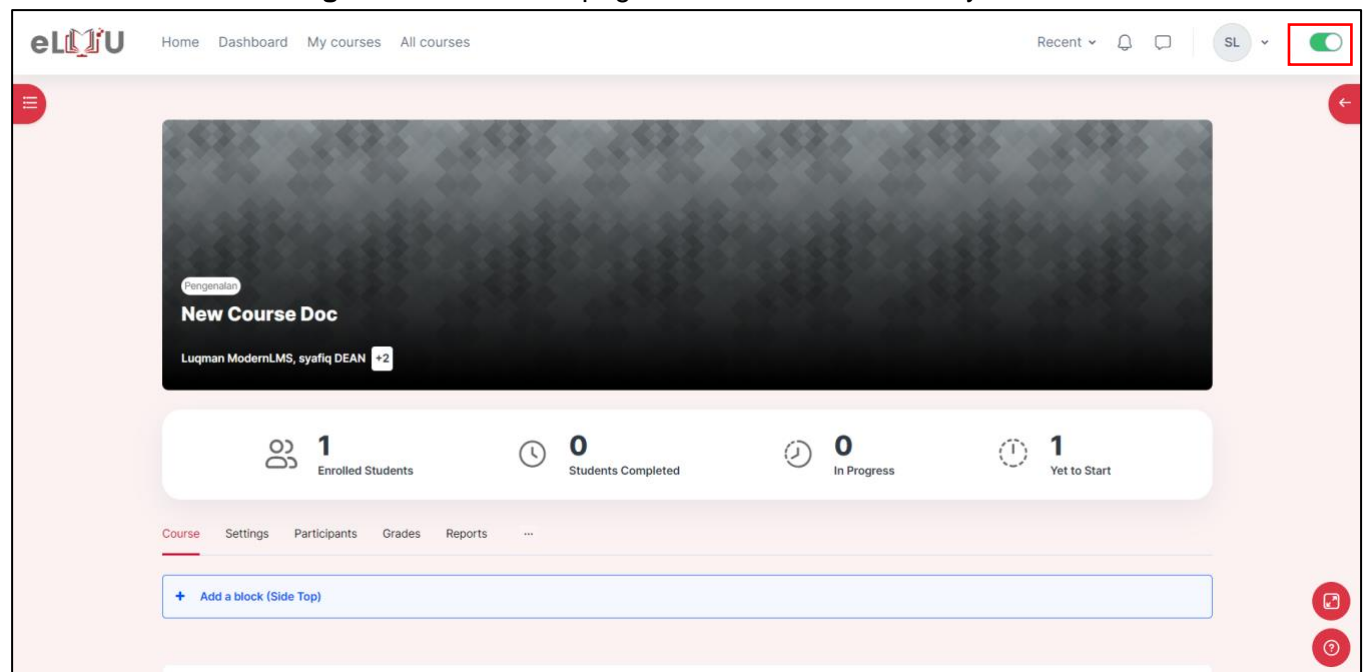
2.1. COURSE CONTENT MANAGEMENT

2.1.1. How to add file

ADD FILE

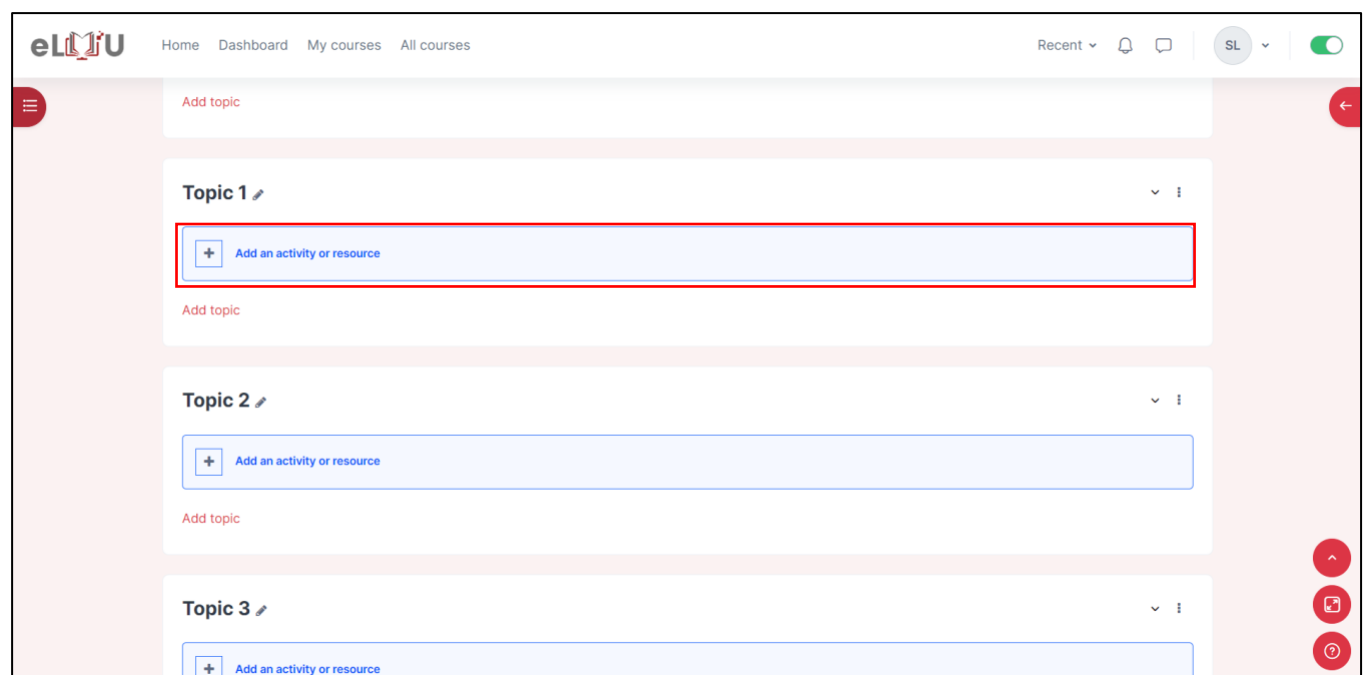
Description	Files are not just materials such as word-processed documents or slideshow presentations. All types of files can be uploaded and accessed through LMS, but the student needs to have the correct software to be able to open them. Different file types are shown with different icons
Pre-Requisites	Users need to create a course first
Notes	

1. Click on **“Turn editing on”** in the course page that needs to add activity.



The screenshot shows the eLMS U interface for a course titled "New Course Doc". At the top right, a green toggle switch labeled "SL" is turned on, indicating that editing is enabled. Below the course title, there are statistics: 1 Enrolled Student, 0 Students Completed, 0 In Progress, and 1 Yet to Start. A menu bar includes "Course", "Settings", "Participants", "Grades", and "Reports". A blue button labeled "+ Add a block (Side Top)" is visible at the bottom of the page.

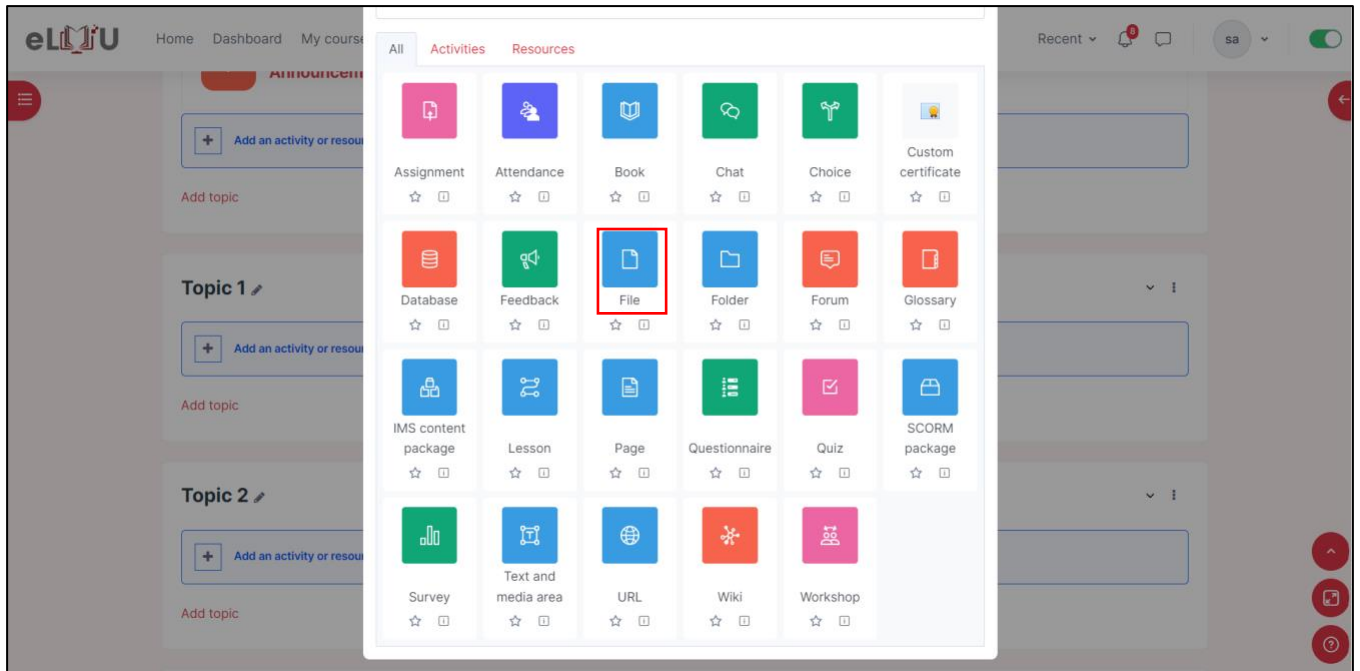
2. Click on **“Add an activity or resource”**.



The screenshot shows the eLMS U interface for a course with three topics. The first topic, "Topic 1", has a blue button labeled "+ Add an activity or resource" highlighted with a red rectangle. Below each topic, there is an "Add topic" link. The interface also shows the "SL" toggle switch at the top right, which is turned on.

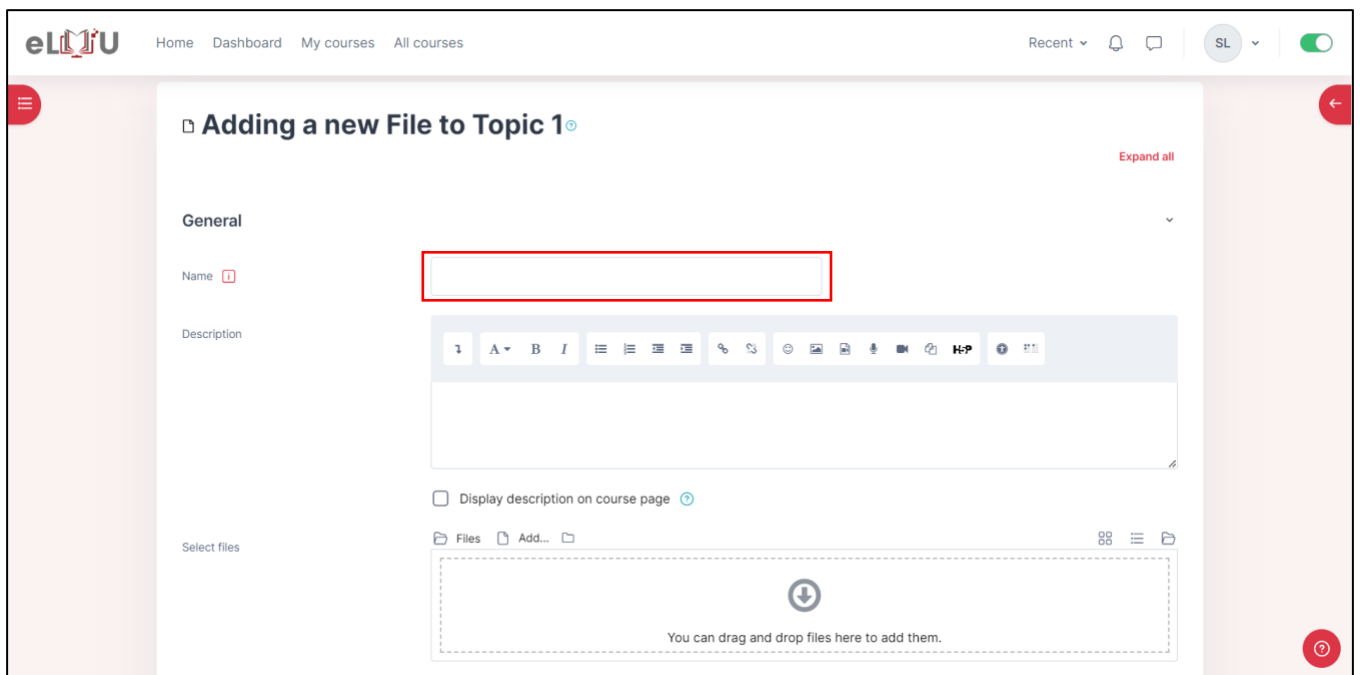
ADD FILE

3. Click on "File".



The screenshot shows the eLMIU interface with a 'Resources' menu open. The menu is titled 'Resources' and contains a grid of activity icons. The 'File' icon, which is a blue document with a white outline, is highlighted with a red square. Other icons include Assignment, Attendance, Book, Chat, Choice, Custom certificate, Database, Feedback, Folder, Forum, Glossary, IMS content package, Lesson, Page, Questionnaire, Quiz, SCORM package, Survey, Text and media area, URL, Wiki, and Workshop. The background shows a course page with 'Topic 1' and 'Topic 2' sections.

4. Fill in the file "Name".



The screenshot shows the eLMIU interface with the 'Adding a new File to Topic 1' form. The form has a 'Name' field, a 'Description' field, and a 'Select files' section. The 'Name' field is highlighted with a red rectangle. The 'Description' field has a rich text editor toolbar with options for bold, italic, underline, list, link, unlink, image, video, audio, and help. The 'Select files' section has a 'Files' button, an 'Add...' button, and a dashed box with a downward arrow and the text 'You can drag and drop files here to add them.' The background shows the course page with 'Topic 1' and 'Topic 2' sections.

ADD FILE

5. Drag and drop the file.

The screenshot shows the 'ADD FILE' interface in the eLMIU system. The top navigation bar includes 'Home', 'Dashboard', 'My courses', and 'All courses'. The main content area is divided into sections: 'Description' with a rich text editor, a checkbox for 'Display description on course page', and a 'Select files' section. The 'Select files' section is highlighted with a red box and contains a file named 'File Activity (...)' with a PowerPoint icon. Below this, it states 'Maximum size for new files: 256 MB'. At the bottom, there are sections for 'Appearance' and 'Common module settings'.

6. Set the "Activity completion".

The screenshot shows the 'Activity completion' settings in the eLMIU system. The 'Completion tracking' dropdown menu is open, showing three options: 'Do not indicate activity completion', 'Students can manually mark the activity as completed' (which is selected and highlighted with a blue background), and 'Show activity as complete when conditions are met'. To the right of the dropdown is an 'Enable' checkbox. At the bottom of the settings area, there are three buttons: 'Save and return to course', 'Save and display', and 'Cancel'. The 'Send content change notification' checkbox is also visible at the bottom.

ADD FILE

7. Click on “Save and display”.

The screenshot shows the eL@U course management interface. At the top, there is a navigation bar with the eL@U logo, links for Home, Dashboard, My courses, and All courses, and a user profile dropdown (SL) with a toggle switch. The main content area is titled 'Completion tracking' and contains several settings:

- Completion tracking:** A dropdown menu is set to 'Students can manually mark the activity as completed'.
- Expect completed on:** A date selector is set to 7 August 2023, 11:03. There is an 'Enable' checkbox.
- Tags:** A section with a right-pointing arrow.
- Competencies:** A section with a right-pointing arrow.
- Send content change notification:** An unchecked checkbox.

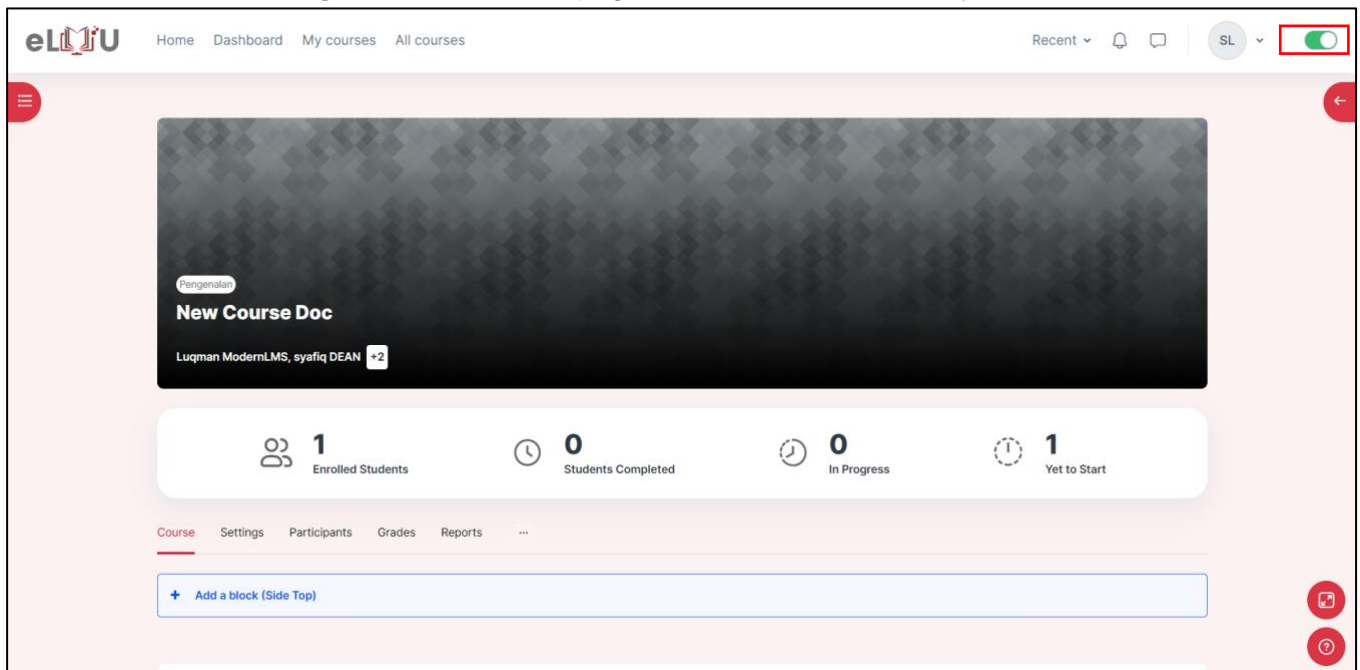
At the bottom right of the form, there are three buttons: 'Save and return to course', 'Save and display' (highlighted with a red box), and 'Cancel'. A 'Required' indicator is also present.

2.1.2. How to add quiz

ADD QUIZ

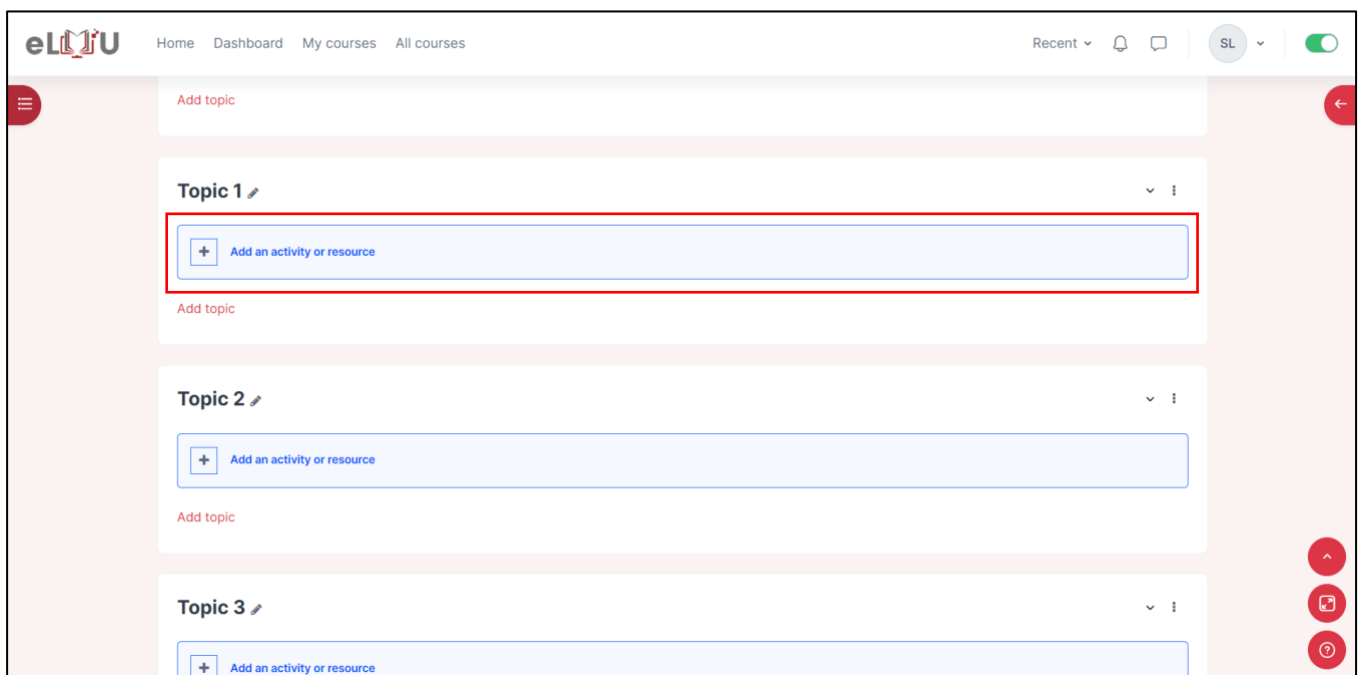
Description	The lecturer can create a variety of question types, such as multiple-choice, short answer, essay, and matching questions. The quiz module also supports various assessment options, including randomizing question order, setting time limits, and providing immediate feedback or delayed feedback.
Pre-Requisites	Users need to create a course first
Notes	

1. Click on **“Turn editing on”** in the course page that needs to add activity.



The screenshot shows the eLMSU course page. At the top right, there is a toggle switch labeled 'SL' with a green indicator, which is highlighted with a red box. Below the header, there is a course card for 'New Course Doc' by Luqman ModernLMS, syafiq DEAN. The card displays statistics: 1 Enrolled Student, 0 Students Completed, 0 In Progress, and 1 Yet to Start. At the bottom of the card, there is a blue button labeled '+ Add a block (Side Top)'.

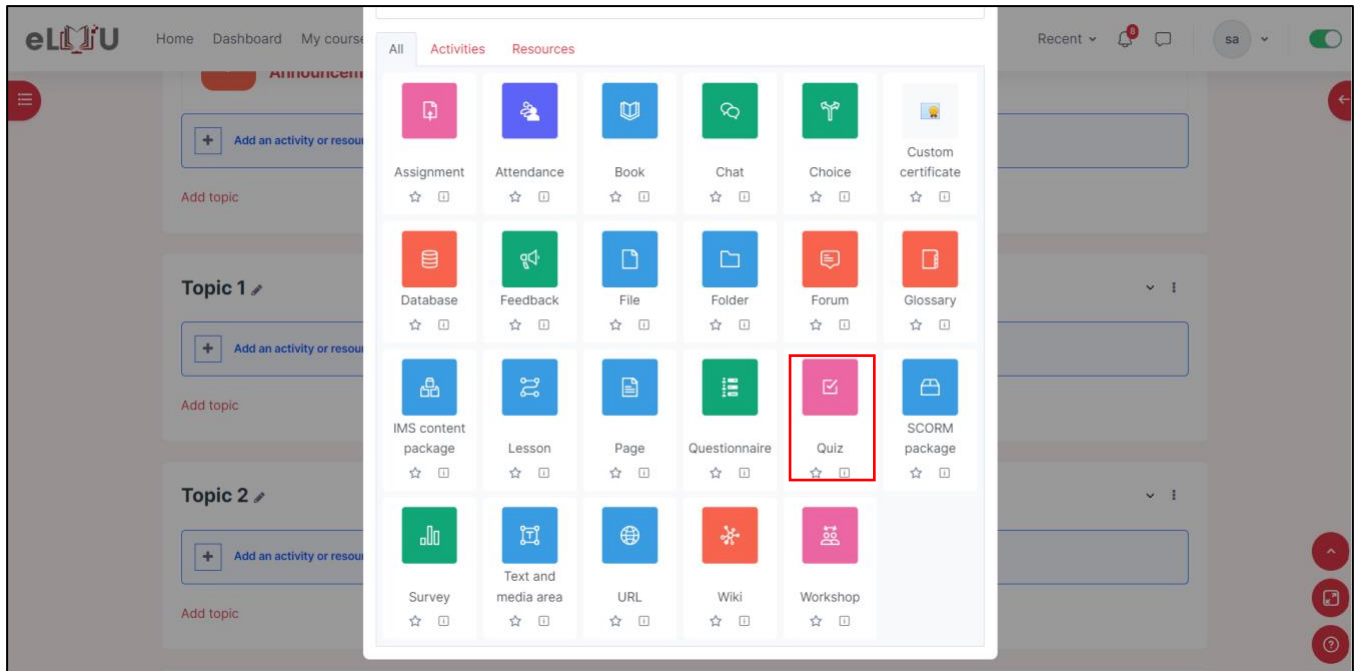
2. Click on **“Add an activity or resource”**.



The screenshot shows the eLMSU course page with three topics. Each topic has a blue button labeled '+ Add an activity or resource' highlighted with a red box. The topics are labeled 'Topic 1', 'Topic 2', and 'Topic 3'. The page also shows a navigation menu on the left and a sidebar on the right with various icons.

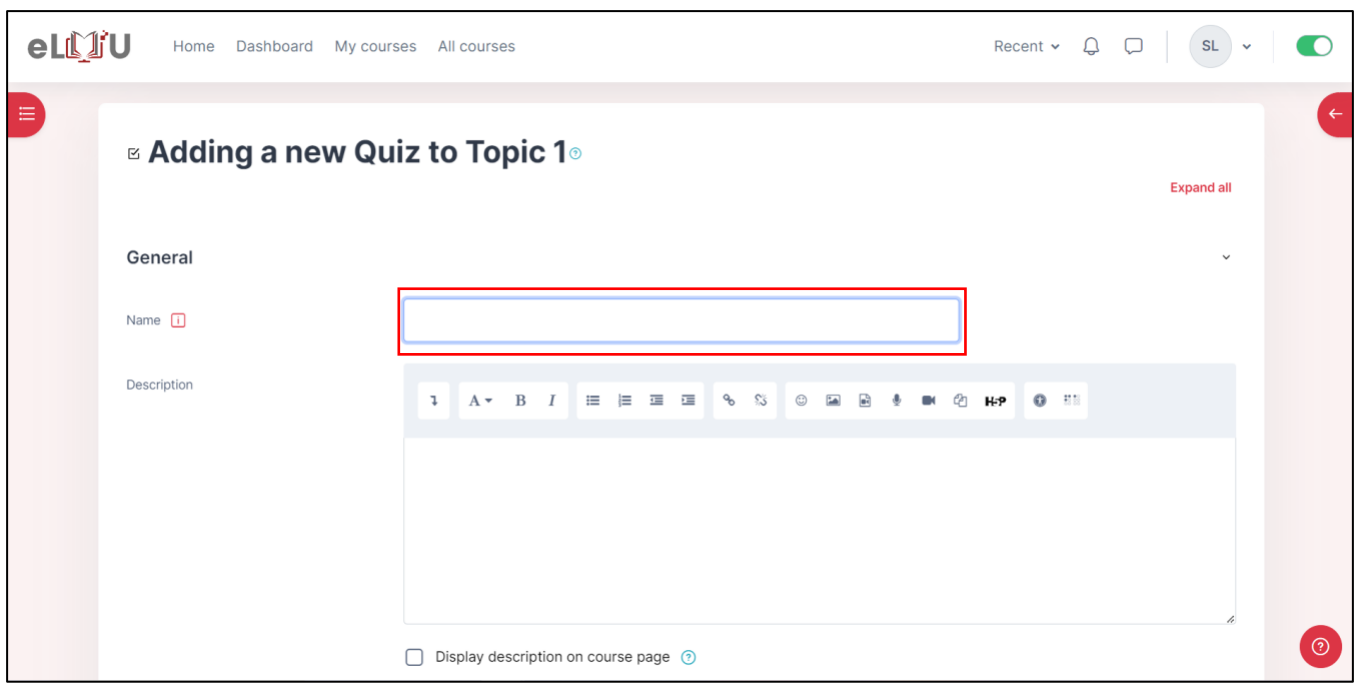
ADD QUIZ

3. Click on “Quiz”.



The screenshot shows the eLMU interface with a modal window for adding activities or resources. The modal is titled 'All Activities Resources' and contains a grid of activity icons. The 'Quiz' icon, which is a pink square with a white document icon, is highlighted with a red rectangular border. Other visible icons include Assignment, Attendance, Book, Chat, Choice, Custom certificate, Database, Feedback, File, Folder, Forum, Glossary, IMS content package, Lesson, Page, Questionnaire, SCORM package, Survey, Text and media area, URL, Wiki, and Workshop.

4. Fill in the name of the quiz.

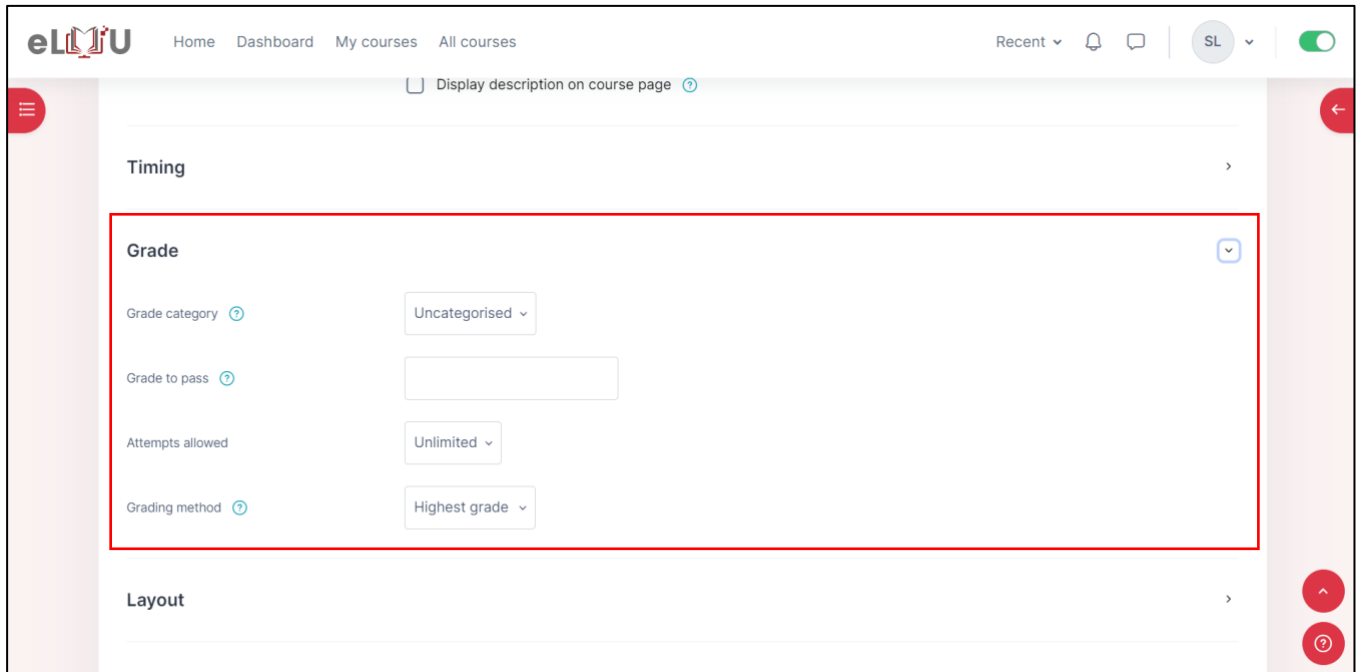


The screenshot shows the eLMU interface with a form titled 'Adding a new Quiz to Topic 1'. The form has a 'General' section with a 'Name' field and a 'Description' field. The 'Name' field is highlighted with a red rectangular border. Below the 'Name' field is a rich text editor with various formatting options. At the bottom of the form, there is a checkbox labeled 'Display description on course page'.

ADD QUIZ

5. Set the “Attempts allowed” as “Unlimited” and “Grading” method as “Highest Grade”.

- You can change the “Attempts allowed” and “Grading” to your desired specifications.

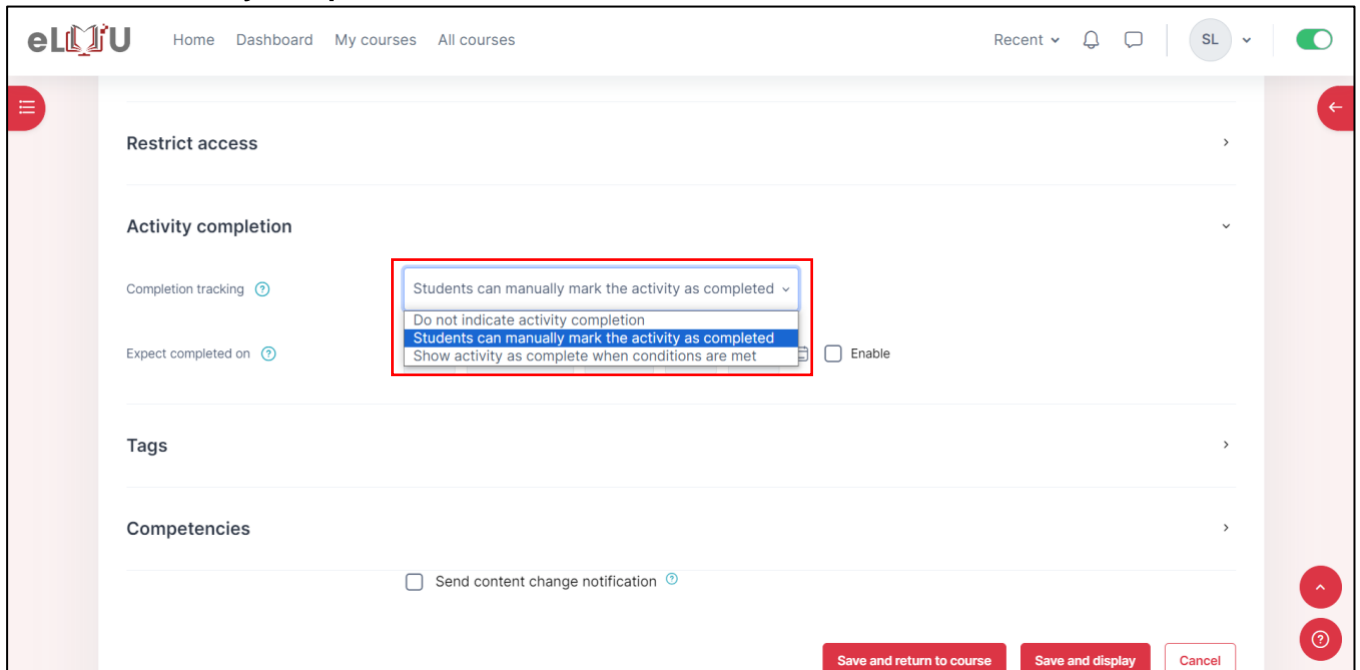


The screenshot shows the eLMIU interface for configuring a quiz. The top navigation bar includes 'Home', 'Dashboard', 'My courses', and 'All courses'. A 'Recent' dropdown and a notification bell are also present. The main content area is titled 'Timing' and contains a 'Grade' section highlighted with a red border. The 'Grade' section includes the following settings:

- Grade category: Uncategorised
- Grade to pass: (empty input field)
- Attempts allowed: Unlimited
- Grading method: Highest grade

Below the 'Grade' section is a 'Layout' section. The interface also features a red sidebar menu on the left and navigation buttons on the right.

6. Set the “Activity completion”.



The screenshot shows the eLMIU interface for configuring a quiz, specifically the 'Activity completion' section. The top navigation bar is identical to the previous screenshot. The main content area is titled 'Restrict access' and contains an 'Activity completion' section highlighted with a red border. The 'Activity completion' section includes the following settings:

- Completion tracking: (dropdown menu)
- Expect completed on: (dropdown menu)
- Enable: (checkbox)

The dropdown menu for 'Completion tracking' is open, showing the following options:

- Students can manually mark the activity as completed
- Do not indicate activity completion
- Students can manually mark the activity as completed
- Show activity as complete when conditions are met

The 'Students can manually mark the activity as completed' option is selected and highlighted in blue. At the bottom of the page, there are three buttons: 'Save and return to course', 'Save and display', and 'Cancel'. The interface also features a red sidebar menu on the left and navigation buttons on the right.

ADD QUIZ

- i. Do not indicate activity completion.**
 - The activity will not be marked as complete or incomplete.
- ii. The student can manually mark the activity as completed.**
 - This will allow students to mark the activity as completed themselves.
- iii. Show activity as completed when conditions are met.**
 - Student must receive a grade to complete this activity – if enabled, the activity considered completed when student received a grade. If pass grade for the activity is set, the pass and fail icon are displayed on the activity completion report.
 - Student must receive a passing grade to complete this activity – If enabled, the activity considered complete when student received the passing grade.

ADD QUIZ

7. Click on “Save and display”.

The screenshot shows the 'ADD QUIZ' settings page in the eL@U system. The page is titled 'ADD QUIZ' and includes a navigation menu with 'Home', 'Dashboard', 'My courses', and 'All courses'. The user is logged in as 'SL'. The main content area contains several sections:

- Require attempts:** A checkbox labeled 'Or all available attempts completed' is checked. Below it, another checkbox labeled 'Require attempts' is checked, and a text input field shows 'Minimum number of attempts: 1'.
- Expect completed on:** A date picker is set to '7 August 2023 11:06'. There is an 'Enable' checkbox which is unchecked.
- Tags:** A section with a right-pointing arrow.
- Competencies:** A section with a right-pointing arrow.
- Send content change notification:** A checkbox which is unchecked.

At the bottom right, there are three buttons: 'Save and return to course', 'Save and display' (highlighted with a red box), and 'Cancel'. A 'Required' indicator is visible at the bottom right of the form area.

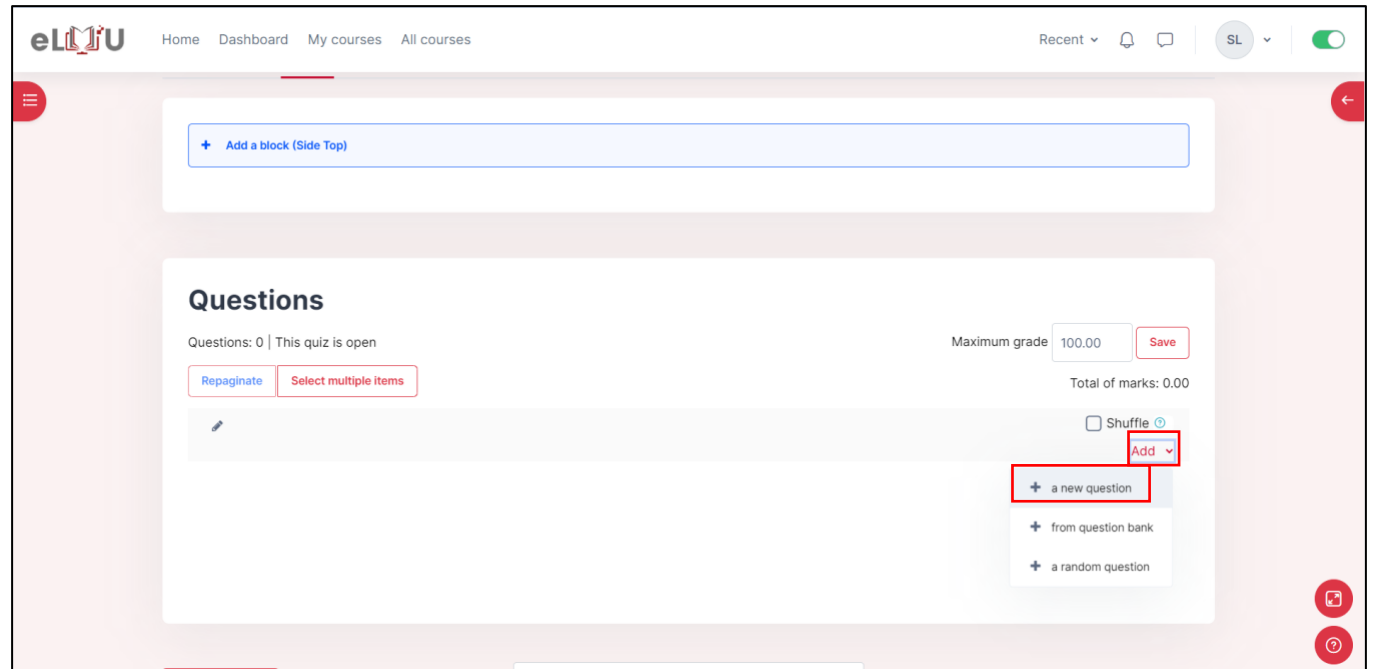
8. Click on “Add question”.

The screenshot shows the 'New Quiz Activity' page in the eL@U system. The page is titled 'New Quiz Activity' and includes a navigation menu with 'Quiz', 'Settings', 'Questions', 'Results', and 'Question bank'. The user is logged in as 'SL'. The main content area contains several sections:

- View:** A section with a right-pointing arrow.
- Receive a grade:** A section with a right-pointing arrow.
- Add question:** A button highlighted with a red box.
- Attempts allowed:** A text input field showing '1'.
- Grade to pass:** A text input field showing '10.00 out of 100.00'.
- No questions have been added yet:** A yellow message box.
- Back to the course:** A button at the bottom center.

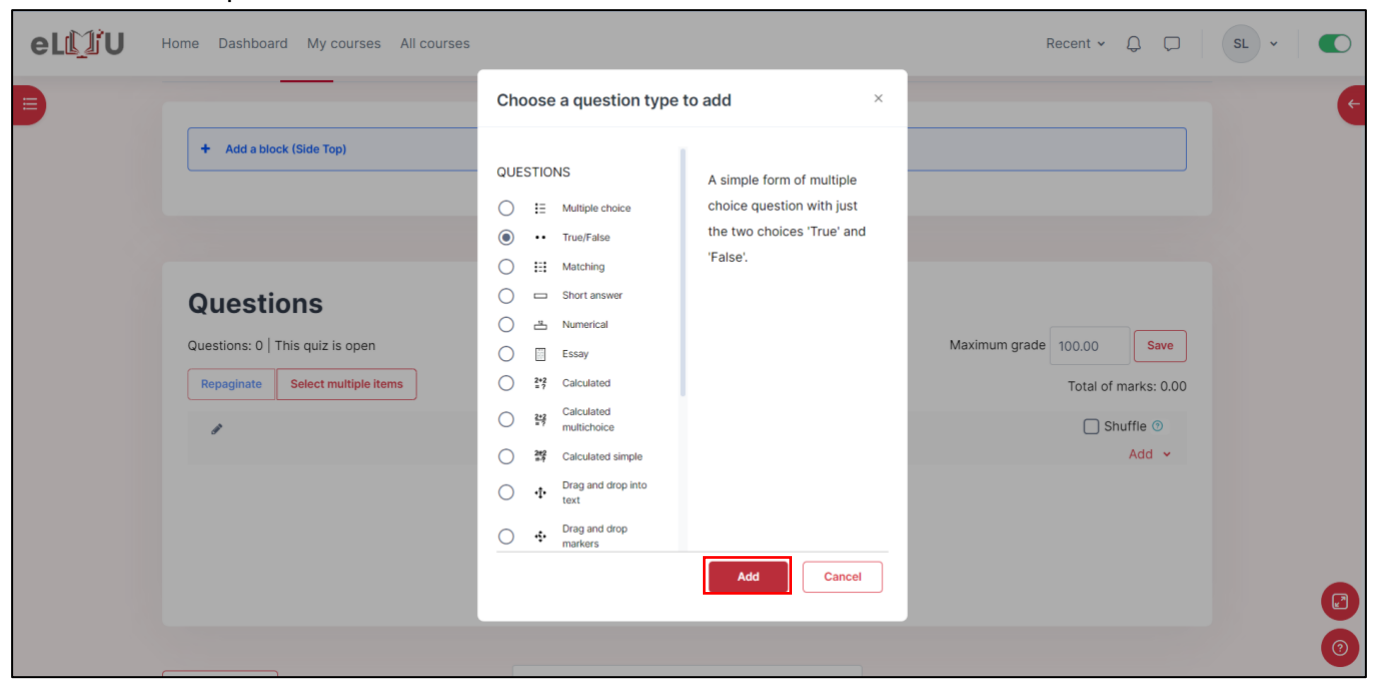
ADD QUIZ

9. Click on **“Add”** and click on **“a new question”**.



The screenshot shows the eL@M@U quiz creation interface. At the top, there is a navigation bar with 'Home', 'Dashboard', 'My courses', and 'All courses'. Below this, there is a red sidebar with a menu icon. The main content area has a header 'Questions' and a sub-header 'Questions: 0 | This quiz is open'. To the right, there are fields for 'Maximum grade' (100.00) and 'Total of marks: 0.00'. Below these, there are buttons for 'Repaginate' and 'Select multiple items'. A large text input field is present. To the right of the input field, there is a 'Shuffle' checkbox and an 'Add' button. A dropdown menu is open from the 'Add' button, showing three options: '+ a new question', '+ from question bank', and '+ a random question'. The 'Add' button and the '+ a new question' option are highlighted with red boxes.

10. Choose the question format and click on **“Add”** button.



The screenshot shows the eL@M@U quiz creation interface with a dialog box open. The dialog box is titled 'Choose a question type to add' and has a close button (X) in the top right corner. It contains a list of question types under the heading 'QUESTIONS'. The 'True/False' option is selected. To the right of the list, there is a description: 'A simple form of multiple choice question with just the two choices 'True' and 'False''. At the bottom of the dialog box, there are two buttons: 'Add' and 'Cancel'. The 'Add' button is highlighted with a red box. The background of the quiz creation interface is dimmed.

ADD QUIZ

11. Fill in the “Question name” and “Question text”.

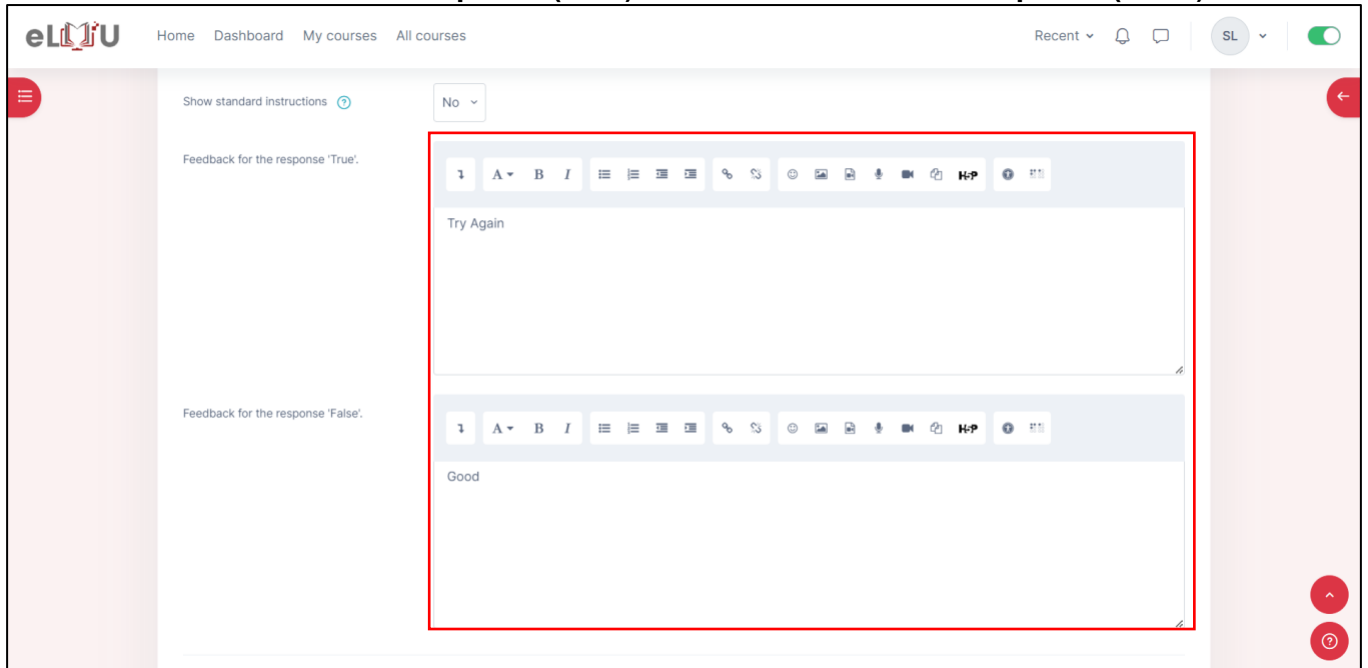
The screenshot shows the 'Adding a True/False question' form in the eL@M@U interface. The form is titled 'Adding a True/False question' and has a navigation bar at the top with 'Home', 'Dashboard', 'My courses', and 'All courses'. The 'General' section is expanded, showing a 'Category' dropdown set to 'Default for NCD (13)'. The 'Question name' field is a text input box, and the 'Question text' field is a rich text editor with a toolbar. Both the 'Question name' and 'Question text' fields are highlighted with red boxes. The 'Question text' field contains the word 'Answered'.

12. Set the “General feedback” every time participants answer the question.

The screenshot shows the 'Adding a True/False question' form in the eL@M@U interface, focusing on the 'General feedback' field. The form is titled 'Adding a True/False question' and has a navigation bar at the top with 'Home', 'Dashboard', 'My courses', and 'All courses'. The 'General' section is expanded, showing a 'Default mark' dropdown set to '1'. The 'General feedback' field is a rich text editor with a toolbar, and it is highlighted with a red box. The 'General feedback' field contains the word 'Answered'. Below the 'General feedback' field, there are fields for 'ID number', 'Correct answer' (set to 'False'), and 'Show standard instructions' (set to 'No'). The 'Feedback for the response 'True'' field is also visible at the bottom.

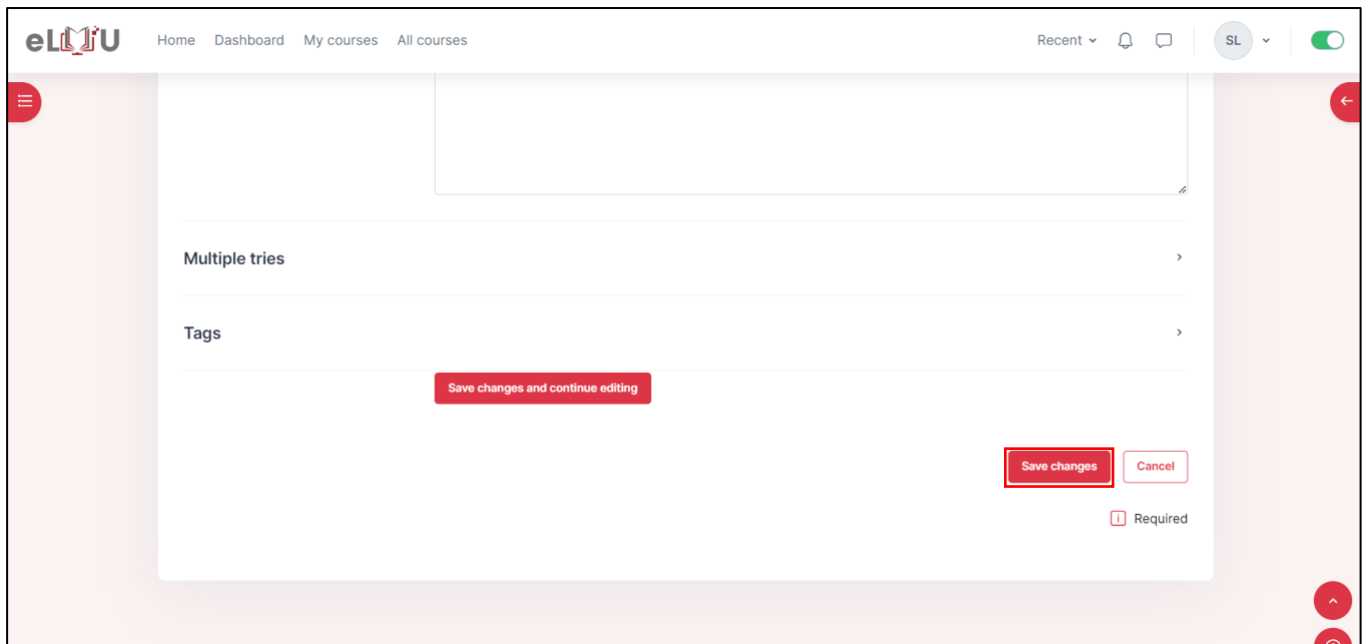
ADD QUIZ

13. Set the “**Feedback for the response (True)**” and “**Feedback for the response (False)**”.



The screenshot shows the eL@M@U quiz editor interface. The top navigation bar includes 'Home', 'Dashboard', 'My courses', and 'All courses'. The main content area is divided into sections for editing quiz settings. A red box highlights two text input fields for feedback. The first field is labeled 'Feedback for the response 'True'' and contains the text 'Try Again'. The second field is labeled 'Feedback for the response 'False'' and contains the text 'Good'. Both fields have rich text editors with various formatting options like bold, italic, and list creation.

14. Click on “**Save changes**” button.



The screenshot shows the eL@M@U quiz editor interface after editing the feedback text. The top navigation bar is the same. The main content area shows the 'Multiple tries' and 'Tags' settings. A red button labeled 'Save changes and continue editing' is visible. At the bottom right, there are two buttons: 'Save changes' (highlighted in red) and 'Cancel'. A 'Required' indicator is also present.

ADD QUIZ

15. The Question is successfully created.

The screenshot shows the 'Questions' management interface in eLMIU. At the top, there are navigation links for Home, Dashboard, My courses, and All courses. The main content area is titled 'Questions' and displays 'Questions: 1 | This quiz is open'. On the right, there are controls for 'Maximum grade' (set to 100.00) and 'Save'. Below this, there are buttons for 'Repaginate' and 'Select multiple items'. A 'Total of marks: 1.00' is also shown. A red box highlights a question entry for 'Question 1 True or false' on 'Page 1'. This entry includes a 'Shuffle' checkbox, an 'Add' dropdown, a 'Always latest' dropdown, a search icon, a trash icon, and a '1.00' grade field with an edit icon and another 'Add' dropdown. At the bottom, there is a '< Previous Activity' button and a 'Jump to...' dropdown menu.

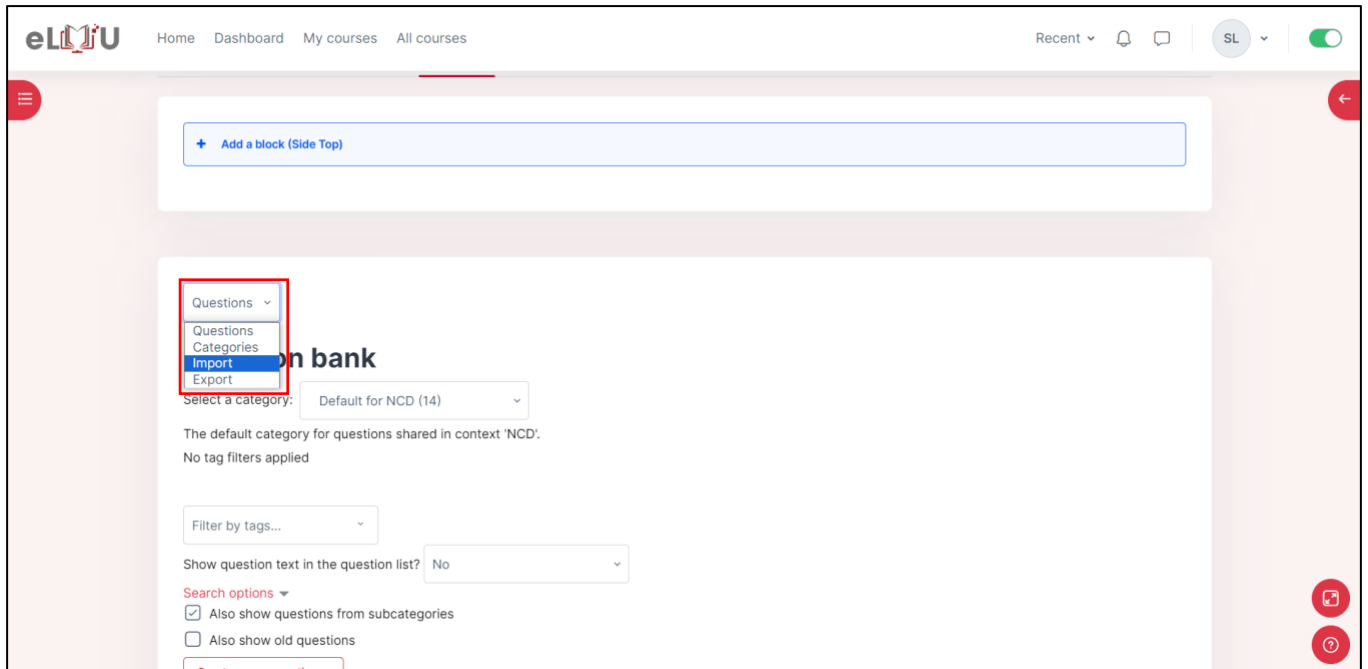
CREATE QUESTION USING AIKEN FORMAT.

1. In the quiz activity page click on “Question bank”.

The screenshot shows the 'New Quiz Activity' page in eLMIU. The breadcrumb trail is 'NCD / New Quiz Activity / Questions'. The page title is 'New Quiz Activity' with a 'QUIZ' icon. Below the title, there are tabs for 'Quiz', 'Settings', 'Questions', 'Results', and 'Question bank', with 'Question bank' highlighted by a red box. A blue button labeled '+ Add a block (Side Top)' is visible. The 'Questions' section at the bottom is partially visible, showing 'Questions: 1 | This quiz is open', 'Maximum grade: 100.00', 'Save', 'Repaginate', 'Select multiple items', and 'Total of marks: 1.00'. A question entry for 'Question 1 True or false' is visible at the bottom, with controls for 'Shuffle', 'Add', 'Always latest', search, trash, and '1.00' grade.

ADD QUIZ

2. On the drop-down menu, click on **“Import”**.



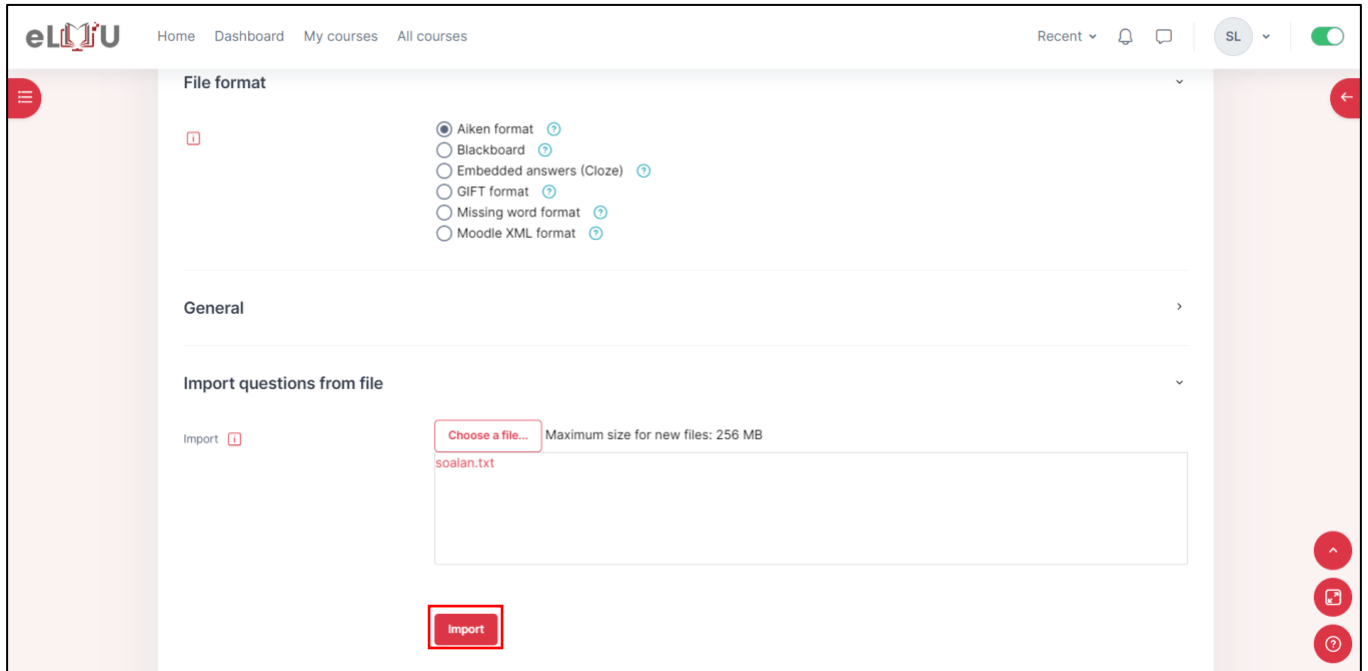
The screenshot shows the 'Add Quiz' interface on the eLMU platform. At the top, there is a navigation bar with 'Home', 'Dashboard', 'My courses', and 'All courses'. A 'Recent' dropdown menu is also visible. Below the navigation bar, there is a button that says '+ Add a block (Side Top)'. The main content area is titled 'on bank' and features a dropdown menu with options: 'Questions', 'Categories', 'Import', and 'Export'. The 'Import' option is highlighted in blue. Below the dropdown menu, there is a 'Select a category:' dropdown menu set to 'Default for NCD (14)'. Below that, there is a 'Filter by tags...' dropdown menu and a 'Show question text in the question list?' dropdown menu set to 'No'. There are also search options: 'Also show questions from subcategories' (checked) and 'Also show old questions' (unchecked).

3. Aiken format should look like this with .txt file. Aiken format should only allow to upload type of question which are referring to picture below.

```
What is the capital city of Sarawak?  
A. Kuching  
B. Miri  
C. Bintulu  
ANSWER: A  
  
Which planet is closest to the Sun in our solar system?  
A. Earth  
B. Venus  
C. Mars  
D. Mercury  
ANSWER: D  
  
What is the largest mammal on Earth?  
A. Elephant  
B. Blue Whale  
C. Giraffe  
D. Gorilla  
ANSWER: B
```

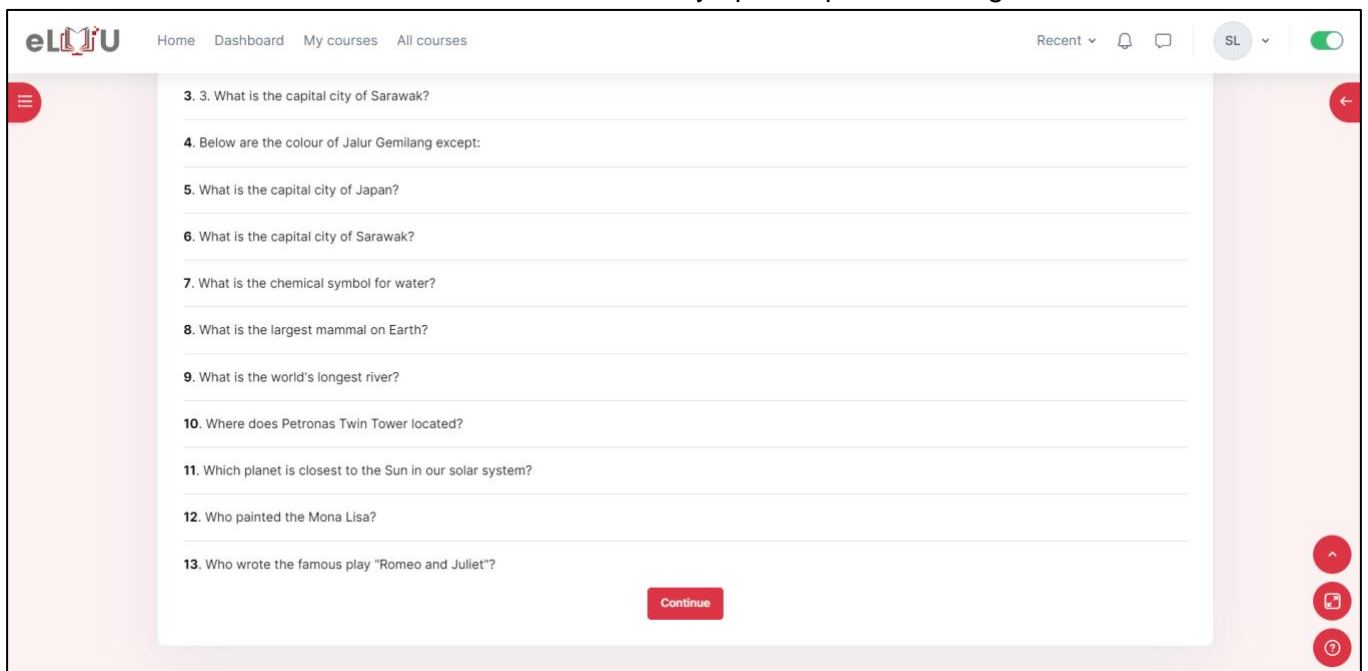
ADD QUIZ

4. Then select **“Aiken format”**, upload the file that you want to use. After that, click on **“Import”** button.



The screenshot shows the 'ADD QUIZ' interface. At the top, there is a navigation bar with 'Home', 'Dashboard', 'My courses', and 'All courses'. The main content area is titled 'File format' and contains a list of radio buttons for different question formats: 'Aiken format' (selected), 'Blackboard', 'Embedded answers (Cloze)', 'GIFT format', 'Missing word format', and 'Moodle XML format'. Below this is a 'General' section and an 'Import questions from file' section. In the 'Import questions from file' section, there is an 'Import' button and a file upload area. The file upload area shows a 'Choose a file...' button and a text input field containing 'soalan.txt'. The maximum size for new files is indicated as 256 MB. A red box highlights the 'Import' button at the bottom of the file upload area.

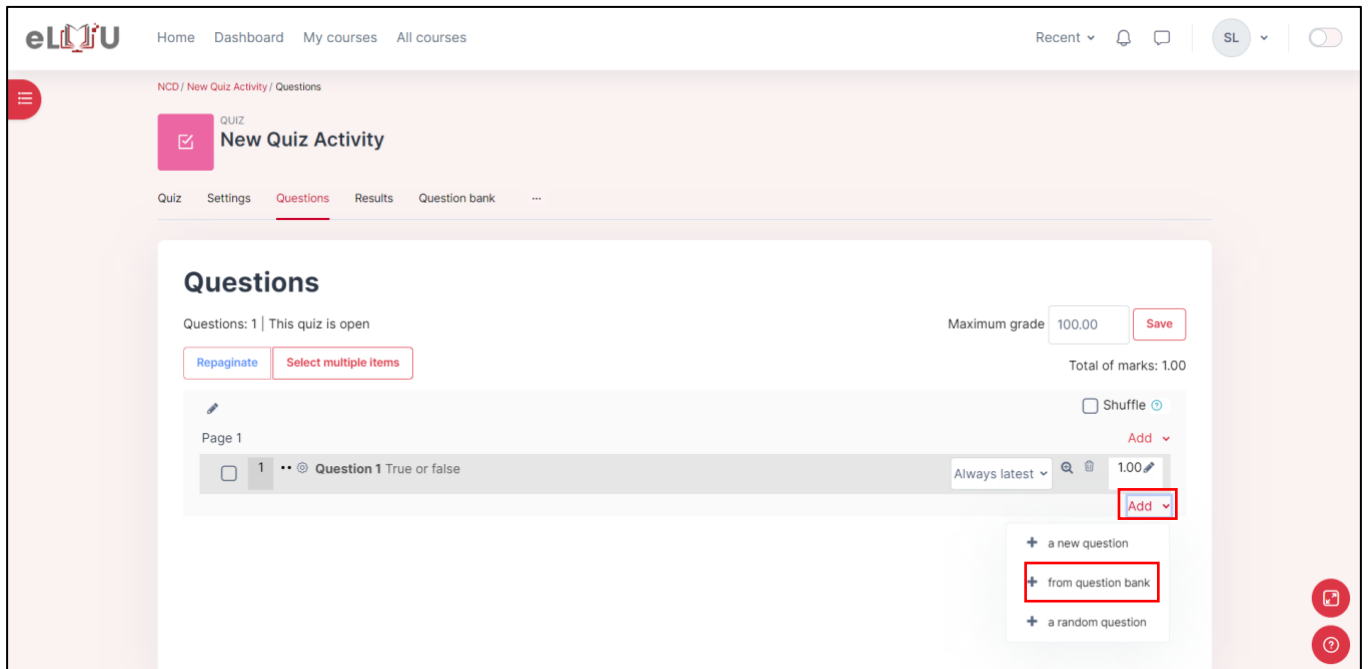
5. Click on **“Continue”** button. You have successfully upload question using Aiken format.



The screenshot shows the 'ADD QUIZ' interface after the quiz has been created. The main content area displays a list of 13 quiz questions, each followed by a horizontal line for the answer. The questions are: 3. What is the capital city of Sarawak?; 4. Below are the colour of Jalur Gemilang except:; 5. What is the capital city of Japan?; 6. What is the capital city of Sarawak?; 7. What is the chemical symbol for water?; 8. What is the largest mammal on Earth?; 9. What is the world's longest river?; 10. Where does Petronas Twin Tower located?; 11. Which planet is closest to the Sun in our solar system?; 12. Who painted the Mona Lisa?; 13. Who wrote the famous play "Romeo and Juliet"?. A red box highlights the 'Continue' button at the bottom center of the quiz list.

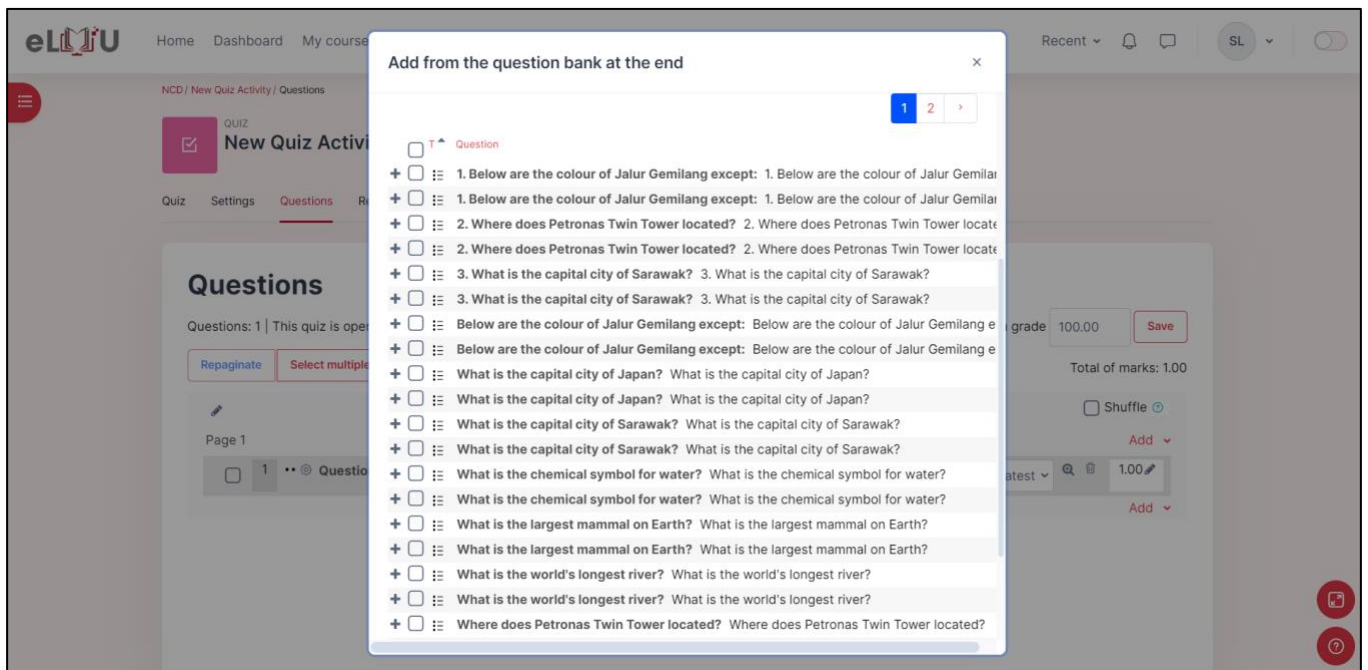
ADD QUIZ

6. Once you have imported your Aiken file, go to the Question section, click on **"Add"** and then select **"From Question Bank"**.



The screenshot shows the 'New Quiz Activity' interface in the eLMSU system. The 'Questions' section is active, displaying 'Questions: 1 | This quiz is open'. The 'Maximum grade' is set to 100.00, and the 'Total of marks' is 1.00. A dropdown menu is open, showing options: 'a new question', 'from question bank' (highlighted with a red box), and 'a random question'. The 'Add' button is also highlighted with a red box.

7. Then select the question that you just imported.



The screenshot shows the 'Add from the question bank at the end' dialog box. The dialog box contains a list of questions, with the first question selected. The questions are:

- 1. Below are the colour of Jalur Gemilang except: 1. Below are the colour of Jalur Gemilang
- 2. Where does Petronas Twin Tower located? 2. Where does Petronas Twin Tower locate
- 3. What is the capital city of Sarawak? 3. What is the capital city of Sarawak?
- Below are the colour of Jalur Gemilang except: Below are the colour of Jalur Gemilang e
- What is the capital city of Japan? What is the capital city of Japan?
- What is the capital city of Sarawak? What is the capital city of Sarawak?
- What is the chemical symbol for water? What is the chemical symbol for water?
- What is the largest mammal on Earth? What is the largest mammal on Earth?
- What is the world's longest river? What is the world's longest river?
- Where does Petronas Twin Tower located? Where does Petronas Twin Tower located?

ADD QUIZ

8. Then click on “Add selected questions to the quiz” button.

The screenshot shows the 'Add Quiz' interface. A modal window titled 'Add from the question bank at the end' is open, displaying a list of questions with checkboxes. The questions include:

- 2. Where does Petronas Twin Tower located? 2. Where does Petronas Twin Tower locate
- 3. What is the capital city of Sarawak? 3. What is the capital city of Sarawak?
- 3. What is the capital city of Sarawak? 3. What is the capital city of Sarawak?
- Below are the colour of Jalur Gemilang except: Below are the colour of Jalur Gemilang e
- Below are the colour of Jalur Gemilang except: Below are the colour of Jalur Gemilang e
- What is the capital city of Japan? What is the capital city of Japan?
- What is the capital city of Japan? What is the capital city of Japan?
- What is the capital city of Sarawak? What is the capital city of Sarawak?
- What is the capital city of Sarawak? What is the capital city of Sarawak?
- What is the chemical symbol for water? What is the chemical symbol for water?
- What is the chemical symbol for water? What is the chemical symbol for water?
- What is the largest mammal on Earth? What is the largest mammal on Earth?
- What is the largest mammal on Earth? What is the largest mammal on Earth?
- What is the world's longest river? What is the world's longest river?
- What is the world's longest river? What is the world's longest river?
- Where does Petronas Twin Tower located? Where does Petronas Twin Tower located?
- Where does Petronas Twin Tower located? Where does Petronas Twin Tower located?

At the bottom of the modal, there is a 'Show all 27' link and a red button labeled 'Add selected questions to the quiz'.

9. The question is successfully created.

The screenshot shows the 'Questions' interface. The modal window is closed, and the questions are now listed in the quiz. The questions are:

- Question 1 True or false
1. Below are the colour of Jalur Gemilang except: 1. Below are the colour of Jalur Gemilang except:
2. Where does Petronas Twin Tower located? 2. Where does Petronas Twin Tower located?
3. What is the capital city of Sarawak? 3. What is the capital city of Sarawak?
- Below are the colour of Jalur Gemilang except: Below are the colour of Jalur Gemilang except:
- What is the capital city of Japan? What is the capital city of Japan?

The interface shows the 'Questions' section with a total of 11 questions. The maximum grade is 100.00, and the total of marks is 11.00. The questions are displayed in a list with 'Add' buttons and 'Always latest' dropdowns.

ADD QUIZ

ACCESS RESTRICTION

1. This is allow you to restrict an access to certain group or role.
2. In the Quiz activity that you created, click on setting.

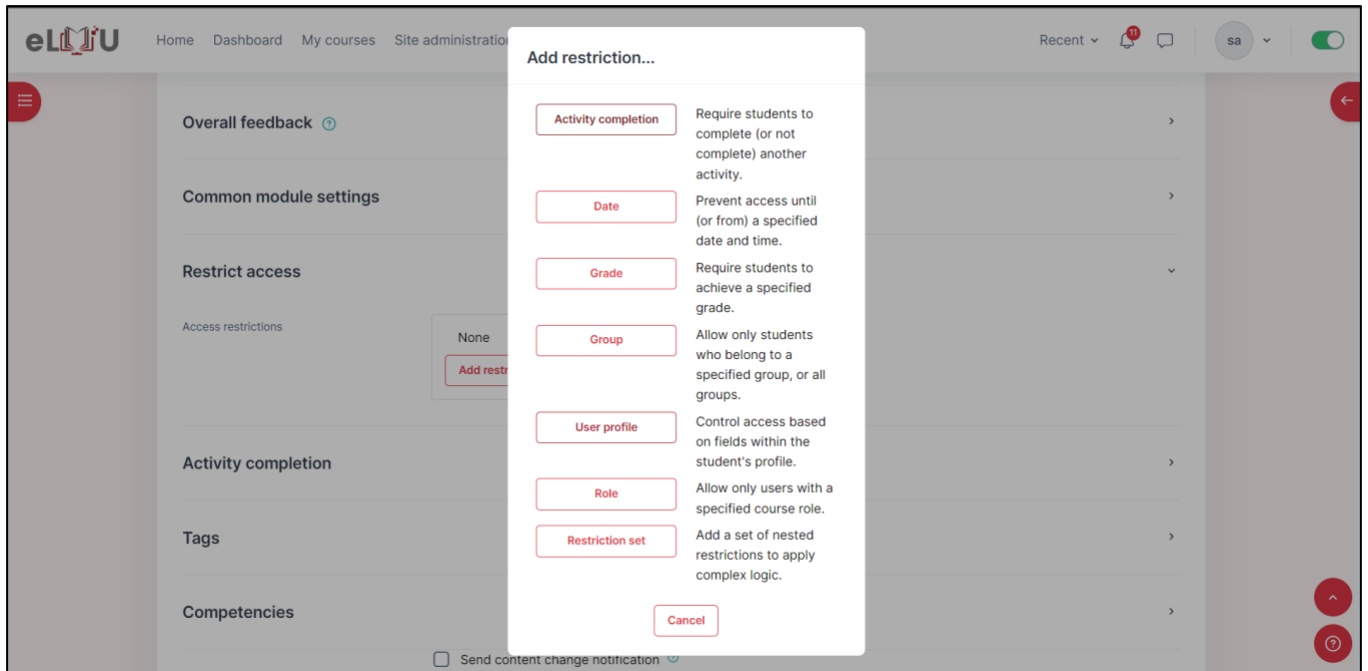
The screenshot shows the 'New Quiz' settings page in the eLMIU system. The 'Settings' tab is highlighted with a red box. Below the tabs, there is a blue button labeled '+ Add a block (Side Top)'. Further down, there is a 'Mark as done' button, the text 'this is a new quiz', and an 'Add question' button. At the bottom, it shows 'Grading method: Highest grade'.

3. Scroll down, then on the “Restrict access” click on “Add restriction”.

The screenshot shows the 'Restrict access' settings page in the eLMIU system. The 'Restrict access' section is highlighted with a red box. It shows 'Access restrictions' with a dropdown menu currently set to 'None'. Below the dropdown is a red button labeled 'Add restriction...'. Other sections visible include 'Overall feedback', 'Common module settings', 'Activity completion', 'Tags', and 'Competencies'.

ADD QUIZ

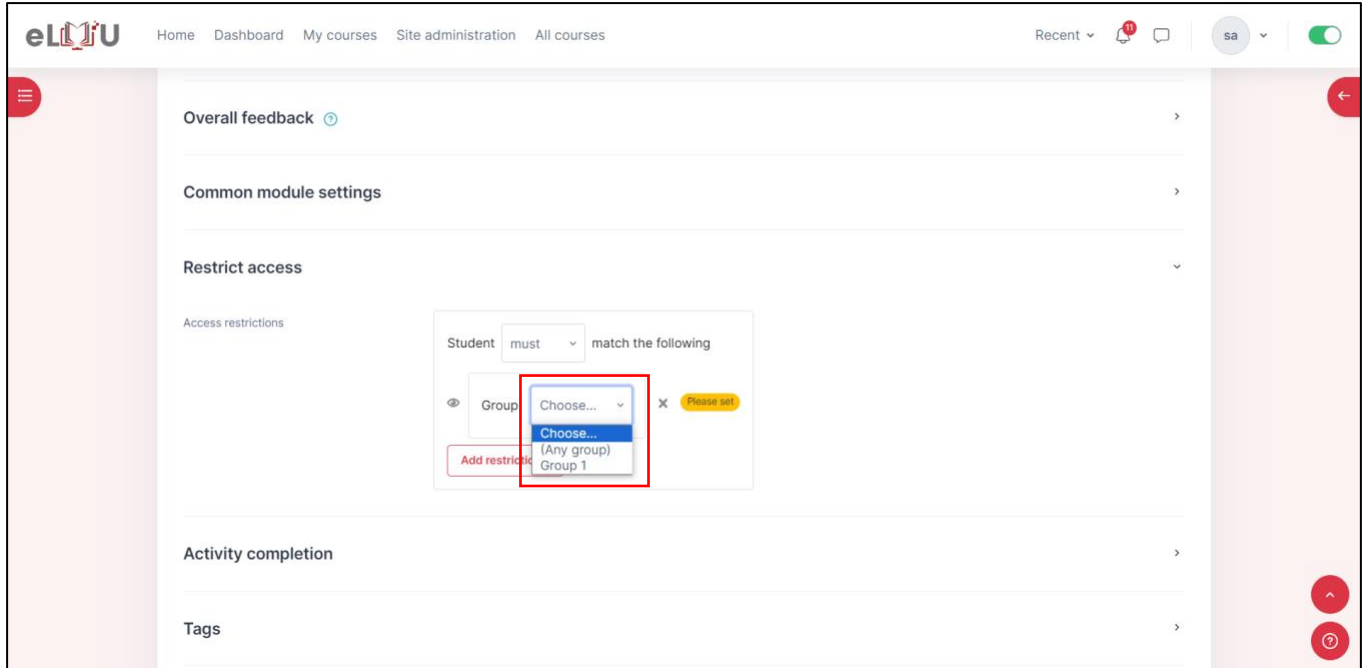
4. Then choose the restriction that you want to add.



- i. **Date**
 - Prevent access until (or from) a specified date.
- ii. **Grade**
 - Required student to achieve a specified grade.
- iii. **Group**
 - Allow only student who belong to specific group or all group.
- iv. **User profile**
 - Control access based on fields within the student's profile.
- v. **Role**
 - Allow only user with a specific course role.
- vi. **Restriction set**
 - Add a set of nested restriction to apply complex logic.

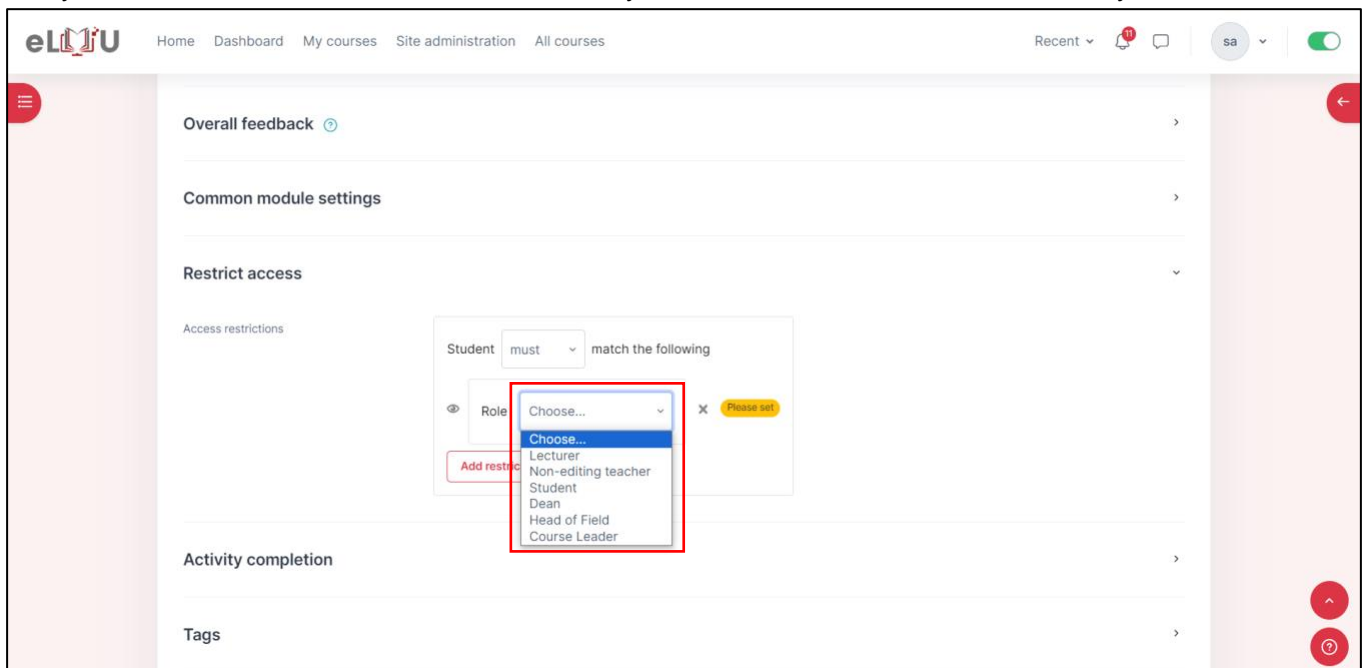
ADD QUIZ

5. If you select the “**Group**”, choose the group that you want to be able to view this activity.



The screenshot shows the eLMIU interface with the 'Restrict access' section expanded. Under 'Access restrictions', there is a form with a 'Student' dropdown set to 'must' and a 'match the following' label. Below this, there is a 'Group' dropdown menu that is open, showing options: 'Choose...', '(Any group)', and 'Group 1'. A red box highlights the dropdown menu. There is also a yellow 'Please set' button and a red 'Add restriction' button.

6. If you select the “**Role**”, choose the role that you want to be able to view this activity.



The screenshot shows the eLMIU interface with the 'Restrict access' section expanded. Under 'Access restrictions', there is a form with a 'Student' dropdown set to 'must' and a 'match the following' label. Below this, there is a 'Role' dropdown menu that is open, showing options: 'Choose...', 'Lecturer', 'Non-editing teacher', 'Student', 'Dean', 'Head of Field', and 'Course Leader'. A red box highlights the dropdown menu. There is also a yellow 'Please set' button and a red 'Add restriction' button.

ADD QUIZ

7. Finally click on **“Save and display”** button.

The screenshot shows the eLMIU interface for adding a quiz. At the top, there is a navigation bar with the eLMIU logo and links for Home, Dashboard, My courses, Site administration, and All courses. On the right side of the navigation bar, there are options for Recent, a notification bell with a red badge, a chat icon, a user profile dropdown (sa), and a toggle switch. Below the navigation bar, there is a main content area with a red sidebar on the left. The main content area contains a form with several sections: a 'Role' dropdown menu set to 'Lecturer' with an 'Add restriction...' button below it; 'Activity completion' with a right-pointing arrow; 'Tags' with a right-pointing arrow; 'Competencies' with a right-pointing arrow; and a checkbox for 'Send content change notification' which is currently unchecked. At the bottom right of the form, there are three buttons: 'Save and return to course', 'Save and display' (which is highlighted with a red border), and 'Cancel'. Below these buttons, there is a 'Required' checkbox which is currently unchecked. On the right side of the main content area, there are two red circular buttons: an upward-pointing arrow and a question mark icon.

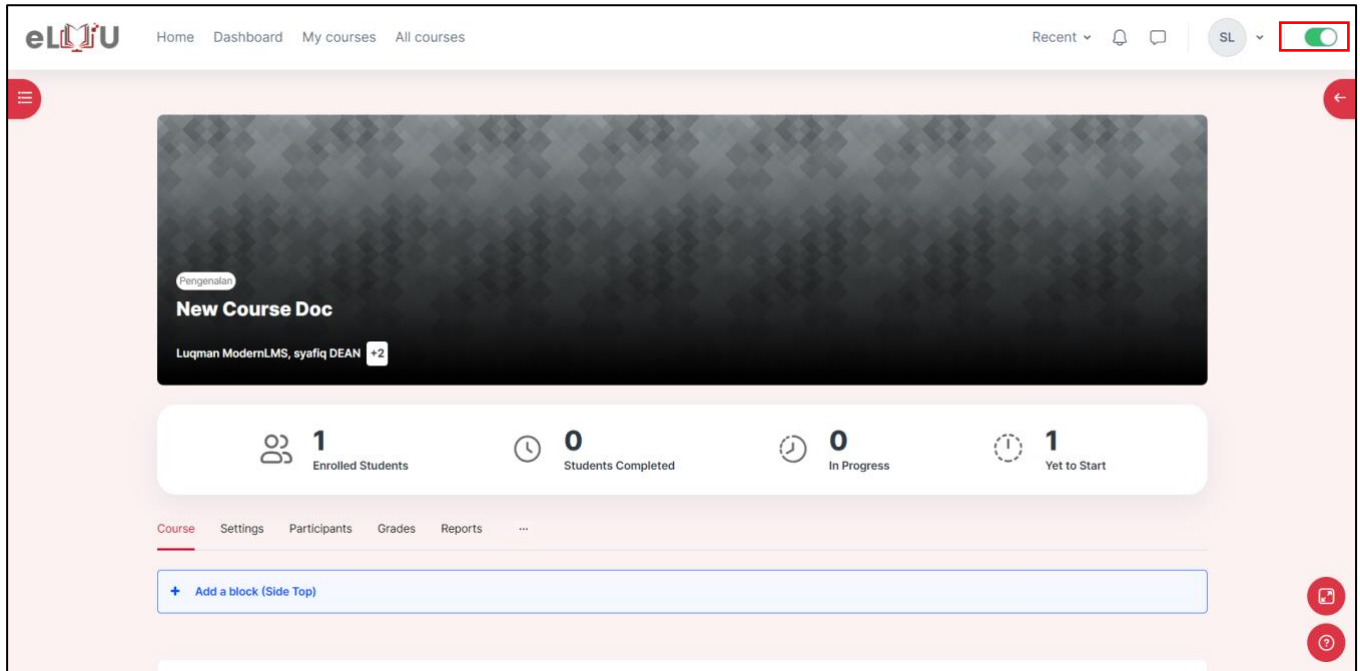
2.1.3. How to add assignment

ADD ASSIGNMENT

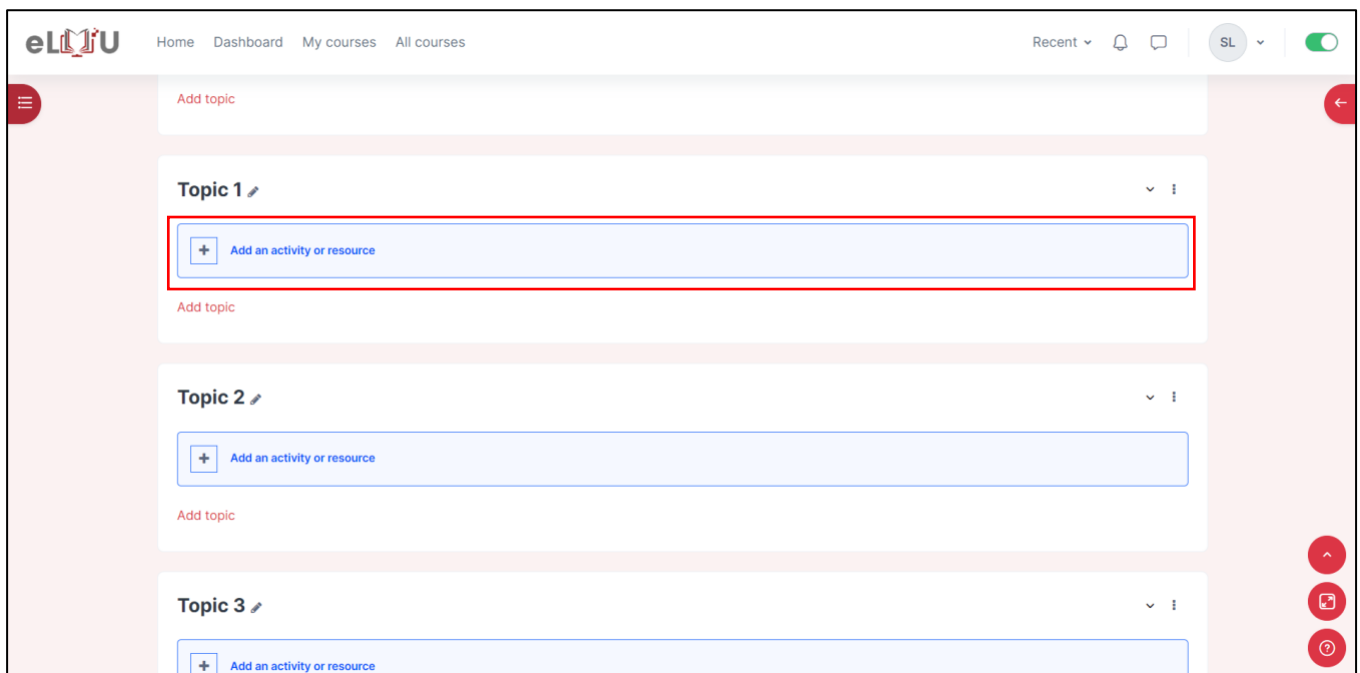
Description	"Assignment" module is a feature that allows instructors to create and manage online assignments for students. It provides a platform for students to submit their work electronically and for instructors to assess and provide feedback on those submissions
Pre-Requisites	Users need to have course first.
Notes	

Steps.

1. Click on **“Turn editing on”** in the course page that need to add activity.

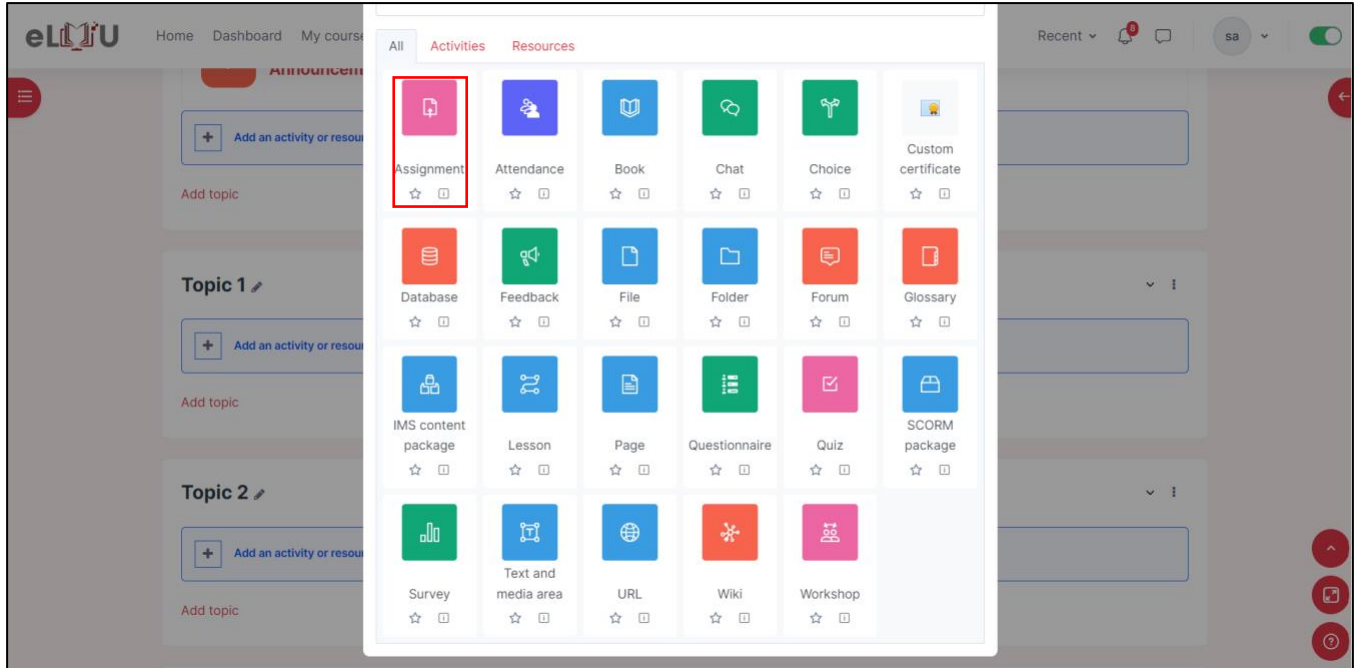


2. Click on **“Add an activity or resource”**.



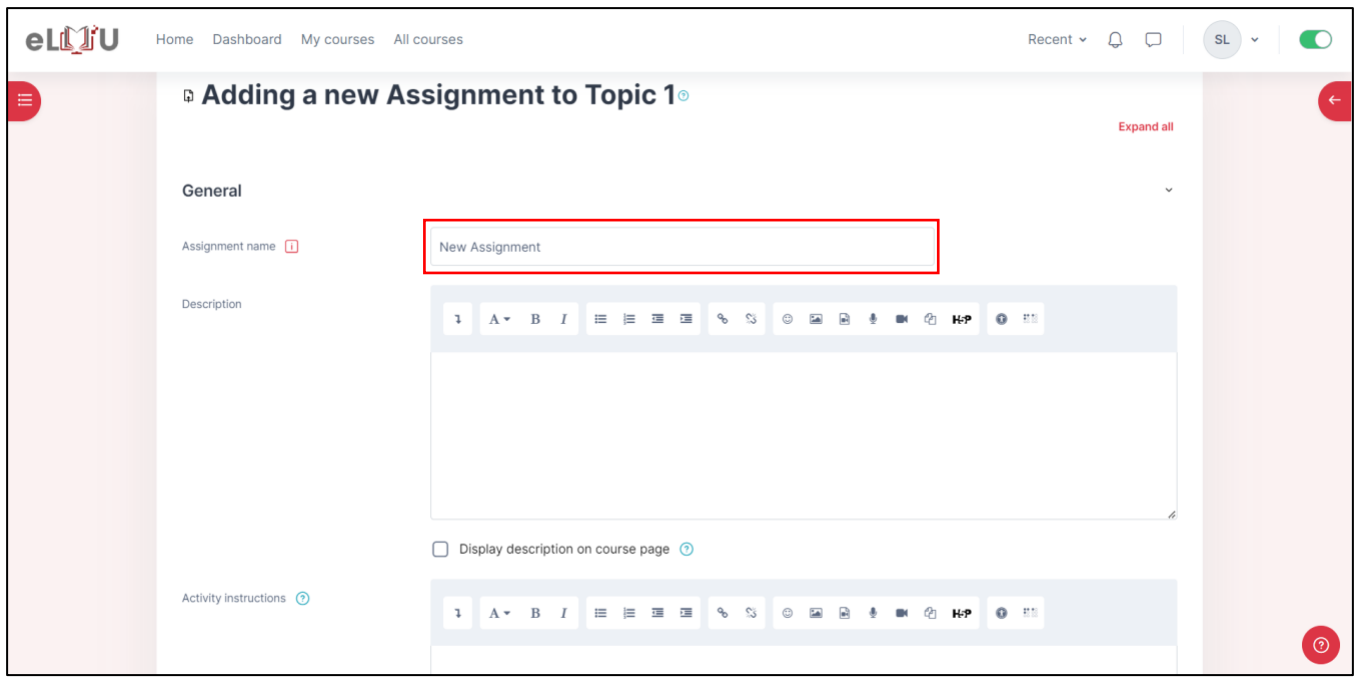
ADD ASSIGNMENT

3. Click on “Assignment”.



The screenshot shows the eLMIU dashboard with a modal window open for adding an activity or resource. The modal is titled "Add activity or resource" and contains a grid of activity icons. The "Assignment" icon, which is a pink square with a white document icon, is highlighted with a red border. Other icons include Attendance, Book, Chat, Choice, Custom certificate, Database, Feedback, File, Folder, Forum, Glossary, IMS content package, Lesson, Page, Questionnaire, Quiz, SCORM package, Survey, Text and media area, URL, Wiki, and Workshop. The background shows the dashboard with sections for "Announcements", "Topic 1", and "Topic 2".

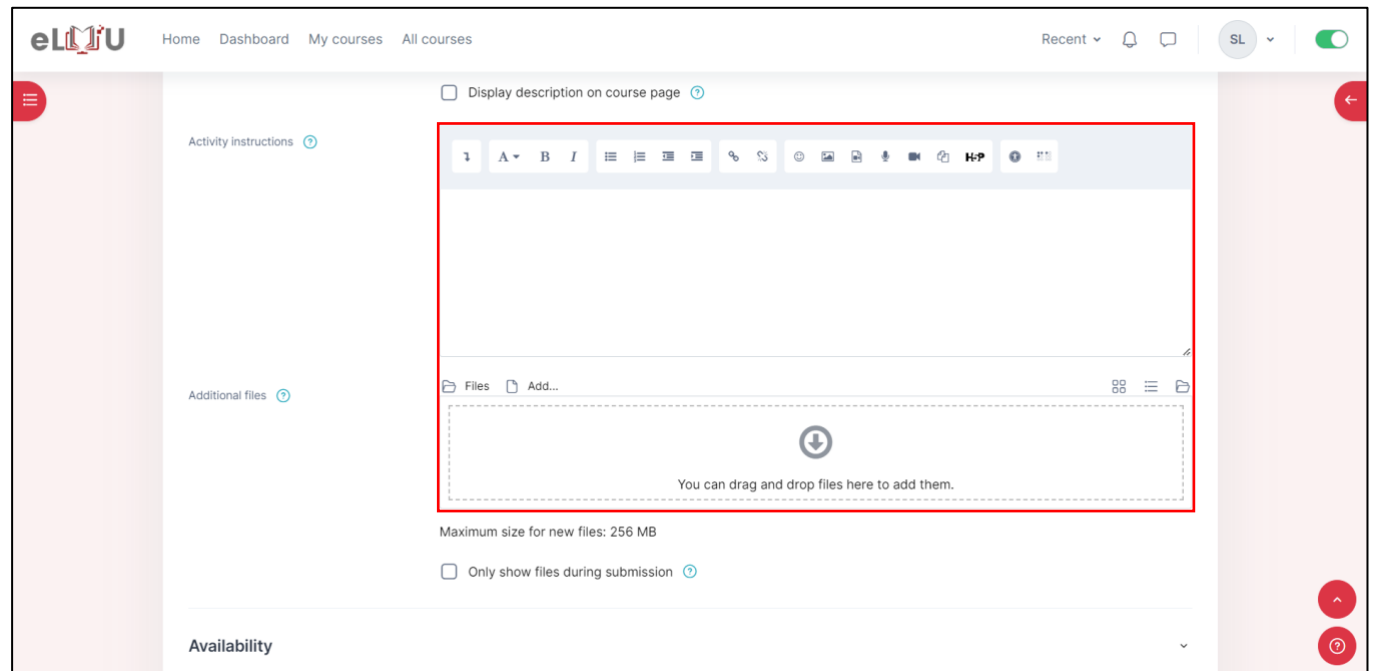
4. Fill in the “Assignment” name.



The screenshot shows the "Adding a new Assignment to Topic 1" form. The form has a "General" section with a "Assignment name" field containing the text "New Assignment", which is highlighted with a red border. Below the name field is a "Description" field with a rich text editor toolbar. There is a checkbox labeled "Display description on course page" which is currently unchecked. At the bottom, there is an "Activity instructions" field with another rich text editor toolbar. The form is titled "Adding a new Assignment to Topic 1" and has an "Expand all" link in the top right corner.

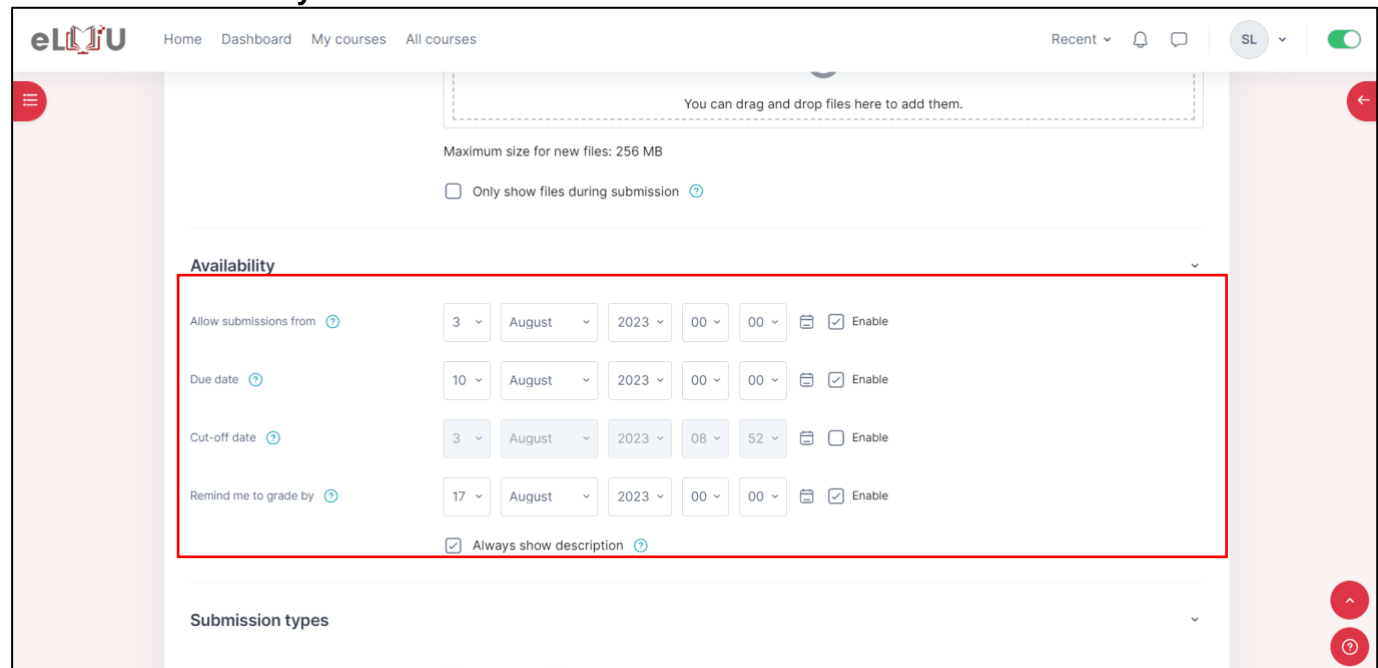
ADD ASSIGNMENT

5. Define the Activity instructions, and if you have an additional file to add simply upload the file in Additional file section.



The screenshot shows the 'ADD ASSIGNMENT' page in a learning management system. The top navigation bar includes 'eL@M@U', 'Home', 'Dashboard', 'My courses', and 'All courses'. On the right, there are options for 'Recent', notifications, a chat icon, a user profile 'SL', and a toggle switch. The main content area has a sidebar on the left with a menu icon. The 'Activity instructions' section is highlighted with a red box, showing a rich text editor with a toolbar containing various formatting options like bold, italic, and link. Below this is the 'Additional files' section, also highlighted with a red box, which includes a file upload area with a dashed border and a download icon, and a note: 'You can drag and drop files here to add them.' Below the upload area, it states 'Maximum size for new files: 256 MB' and has a checkbox for 'Only show files during submission'. The 'Availability' section is partially visible at the bottom.

6. Set the "Availability".



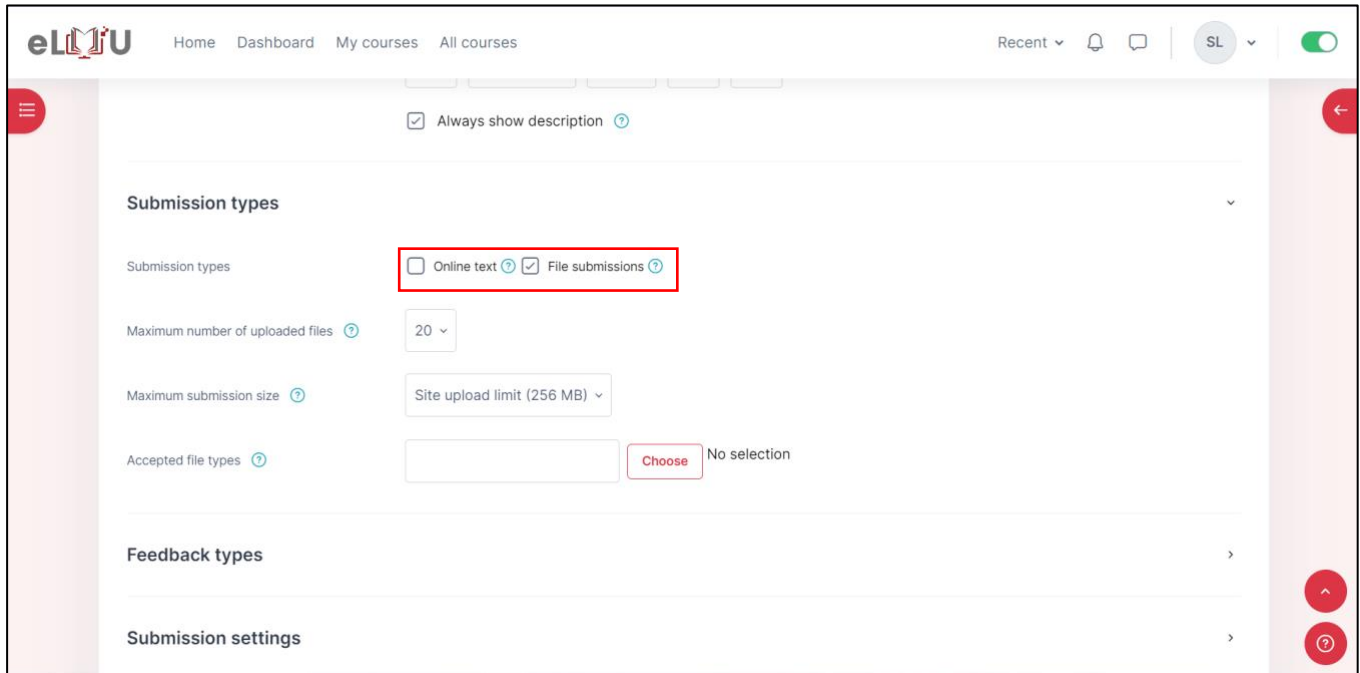
The screenshot shows the 'ADD ASSIGNMENT' page with the 'Availability' section expanded and highlighted with a red box. The 'Availability' section contains several settings:

- Allow submissions from:** 3 August 2023 00:00. There is an 'Enable' checkbox checked.
- Due date:** 10 August 2023 00:00. There is an 'Enable' checkbox checked.
- Cut-off date:** 3 August 2023 08:52. There is an 'Enable' checkbox unchecked.
- Remind me to grade by:** 17 August 2023 00:00. There is an 'Enable' checkbox checked.

Below these settings, there is a checkbox for 'Always show description' which is checked. The 'Submission types' section is partially visible at the bottom.

ADD ASSIGNMENT

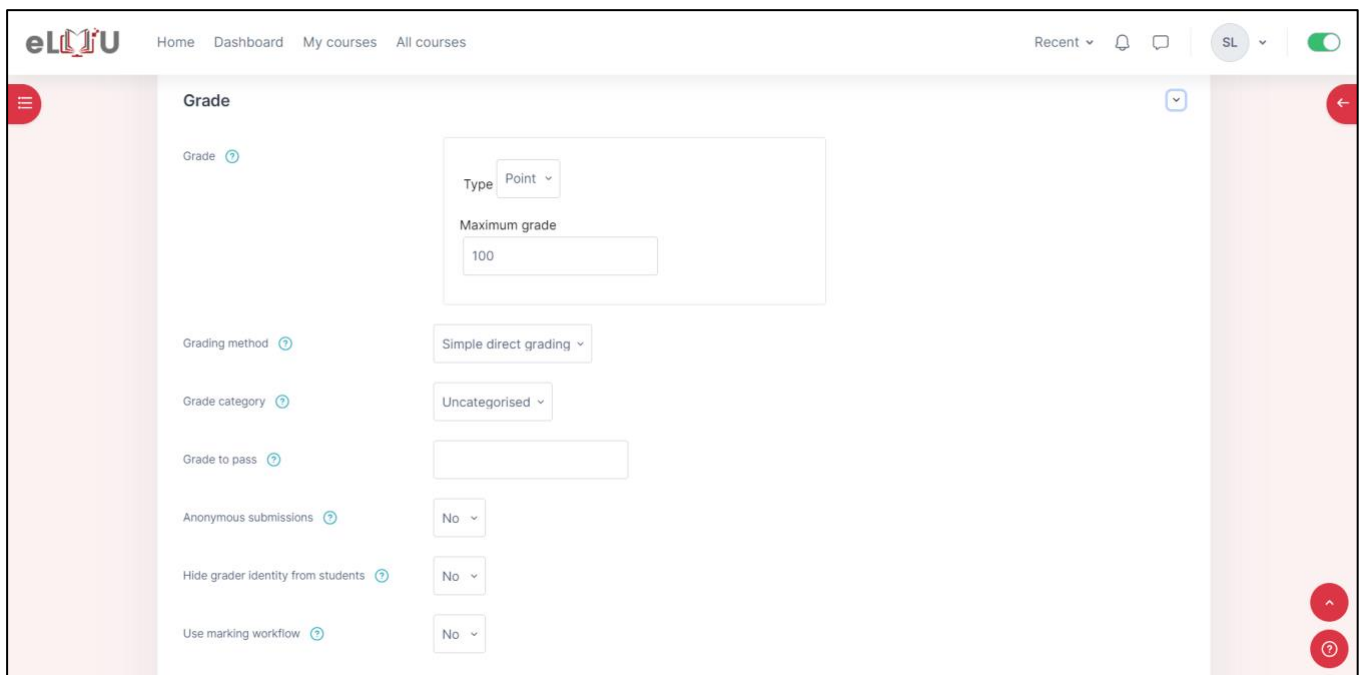
7. Set the submission types. File submission means that participants can upload their files. Online text means that participants can do their assignments directly in the LMS.



The screenshot shows the 'ADD ASSIGNMENT' page in the eLMSU interface. The page is titled 'ADD ASSIGNMENT' and has a navigation bar with 'Home', 'Dashboard', 'My courses', and 'All courses'. The main content area is titled 'Submission types' and contains the following settings:

- Always show description
- Submission types**
 - Online text
 - File submissions
- Maximum number of uploaded files: 20
- Maximum submission size: Site upload limit (256 MB)
- Accepted file types: [Choose] No selection
- Feedback types**
- Submission settings**

8. Define the "Grade".

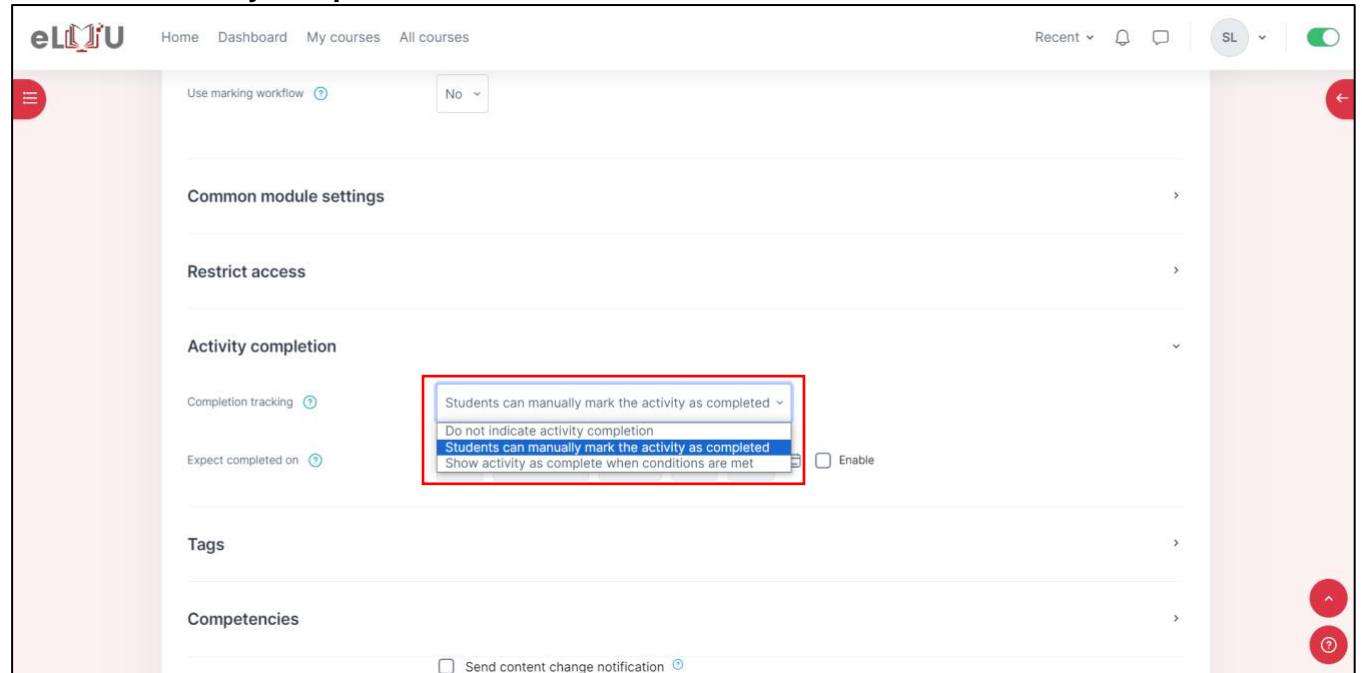


The screenshot shows the 'ADD ASSIGNMENT' page in the eLMSU interface, specifically the 'Grade' section. The page is titled 'ADD ASSIGNMENT' and has a navigation bar with 'Home', 'Dashboard', 'My courses', and 'All courses'. The main content area is titled 'Grade' and contains the following settings:

- Grade**
 - Type: Point
 - Maximum grade: 100
- Grading method: Simple direct grading
- Grade category: Uncategorised
- Grade to pass: [Empty field]
- Anonymous submissions: No
- Hide grader identity from students: No
- Use marking workflow: No

ADD ASSIGNMENT

9. Set the “Activity completion”.



The screenshot shows the 'ADD ASSIGNMENT' page in the eL@M@U system. The 'Activity completion' section is expanded, and the 'Completion tracking' dropdown menu is open. The menu options are: 'Students can manually mark the activity as completed' (highlighted in blue), 'Do not indicate activity completion', 'Students can manually mark the activity as completed' (highlighted in blue), and 'Show activity as complete when conditions are met'. There is an 'Enable' checkbox next to the dropdown menu.

ii. Do not indicate activity completion.

- The activity will not be marked as complete or incomplete.

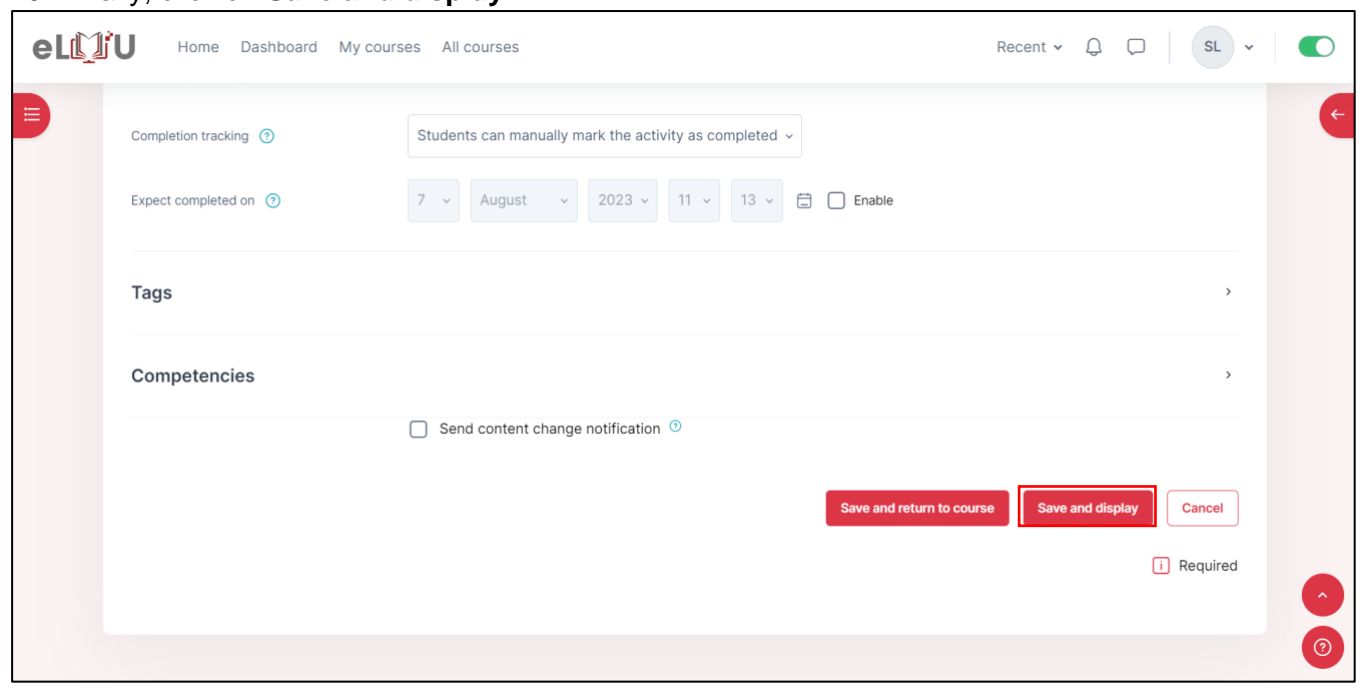
iii. The student can manually mark the activity as completed.

- This will allow students to mark the activity as completed themselves.

iv. Show activity as completed when conditions are met.

- Student must receive a grade to complete this activity – if enabled, the activity considered completed when student received a grade. If pass grade for the activity is set, the pass and fail icon are displayed on the activity completion report.
- Student must receive a passing grade to complete this activity – If enabled, the activity considered complete when student received the passing grade.

10. Finally, click on **Save and display**.



The screenshot shows the 'ADD ASSIGNMENT' page in the eL@M@U system. The 'Activity completion' section is expanded, and the 'Completion tracking' dropdown menu is set to 'Students can manually mark the activity as completed'. The 'Expect completed on' date is set to 7 August 2023 at 11:13. The 'Save and display' button is highlighted in red.

ADD ASSIGNMENT

ACCESS RESTRICTION

1. This is allow you to restrict an access to certain group or role
2. In the assignment activity that you created, click on setting

NCS / New Assignment

ASSIGNMENT
New Assignment

Assignment Settings Advanced grading ...

+ Add a block (Side Top)

Mark as done

Opened: Thursday, 10 August 2023, 12:00 AM
Due: Thursday, 17 August 2023, 12:00 AM

View all submissions Grade

Grading summary

3. Scroll down, then on the “Restrict access” click on “Add restriction”.

Overall feedback

Common module settings

Restrict access

Access restrictions

None

Add restriction...

Activity completion

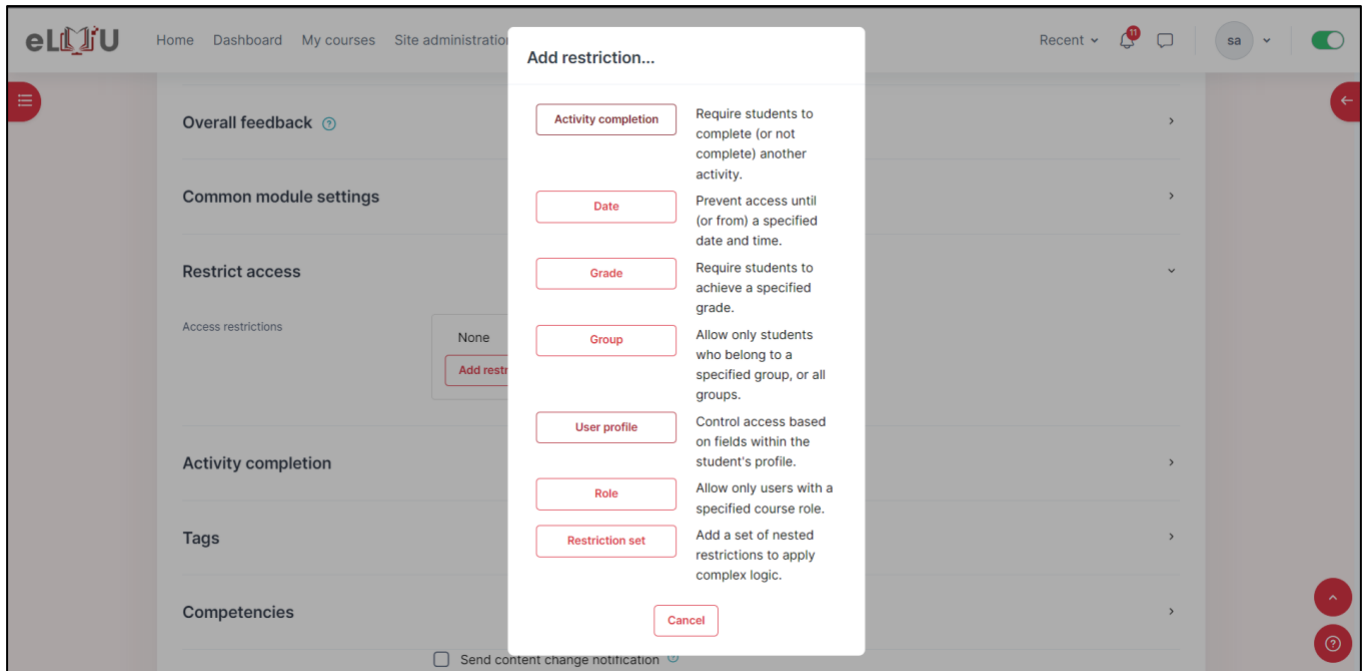
Tags

Competencies

Send content change notification

ADD QUIZ

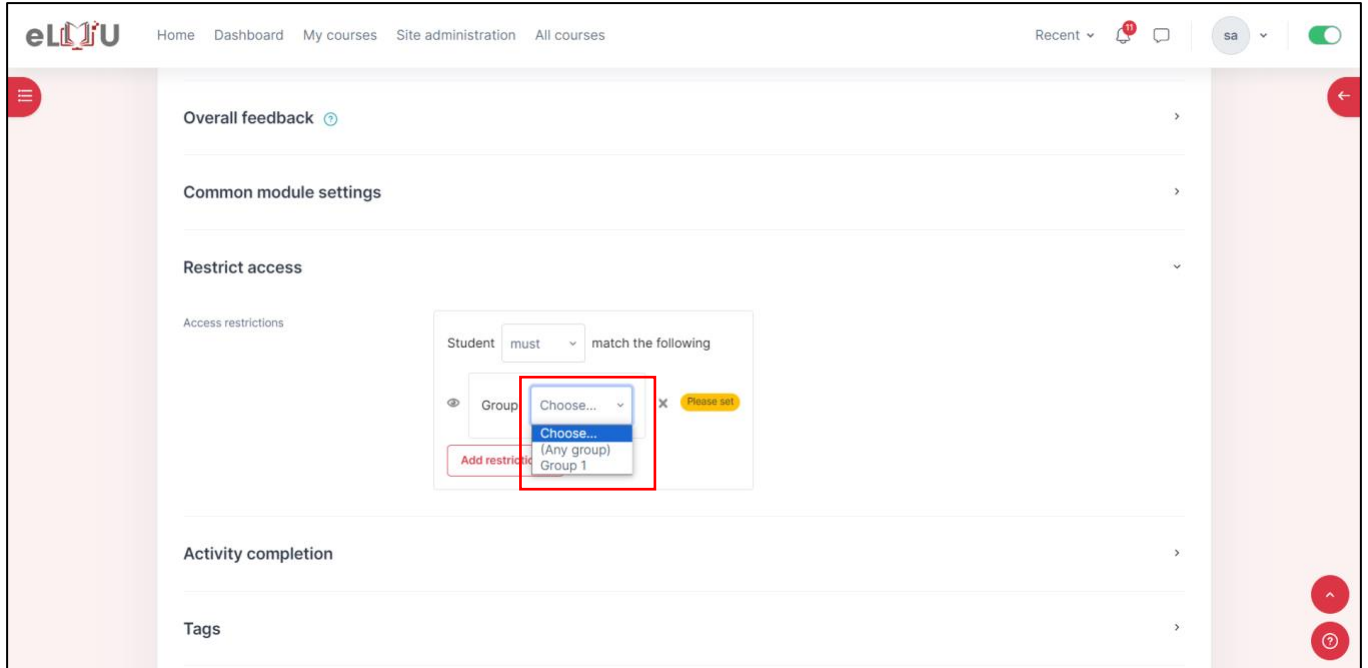
4. Then choose the restriction that you want to add.



- i. **Date**
 - Prevent access until (or from) a specified date.
- ii. **Grade**
 - Required student to achieve a specified grade.
- iii. **Group**
 - Allow only students who belong to specific group or all group.
- iv. **User profile**
 - Control access based on fields within the student's profile.
- v. **Role**
 - Allow only users with a specific course role.
- vi. **Restriction set**
 - Add a set of nested restriction to apply complex logic.

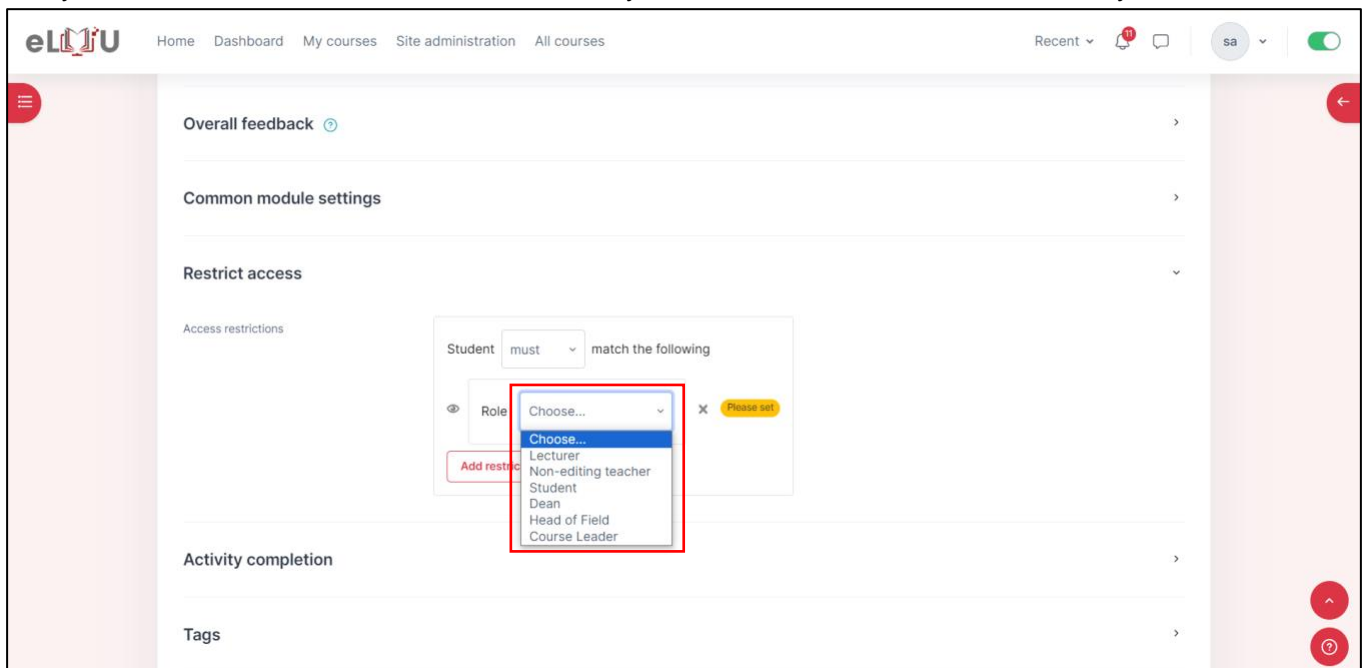
ADD QUIZ

5. If you select the “**Group**”, choose the group that you want to be able to view this activity.



The screenshot shows the eLMIU interface with the 'Restrict access' section expanded. Under 'Access restrictions', there is a form with a 'Student' dropdown set to 'must' and a 'match the following' label. Below this, there is a 'Group' dropdown menu that is open, showing options: 'Choose...', '(Any group)', and 'Group 1'. A red box highlights the dropdown menu. There is also a 'Please set' button and an 'Add restriction' button.

6. If you select the “**Role**”, choose the role that you want to be able to view this activity.



The screenshot shows the eLMIU interface with the 'Restrict access' section expanded. Under 'Access restrictions', there is a form with a 'Student' dropdown set to 'must' and a 'match the following' label. Below this, there is a 'Role' dropdown menu that is open, showing options: 'Choose...', 'Lecturer', 'Non-editing teacher', 'Student', 'Dean', 'Head of Field', and 'Course Leader'. A red box highlights the dropdown menu. There is also a 'Please set' button and an 'Add restriction' button.

ADD QUIZ

7. Finally click on **“Save and display”** button.

The screenshot shows the eLMIU interface for adding a quiz. At the top, there is a navigation bar with the eLMIU logo and links for Home, Dashboard, My courses, Site administration, and All courses. On the right side of the navigation bar, there are options for 'Recent', a notification bell with a red '1', a chat icon, a user profile 'sa', and a toggle switch. Below the navigation bar, there is a red sidebar menu on the left. The main content area features a 'Role' dropdown menu set to 'Lecturer' with an 'Add restriction...' button below it. The content area is divided into sections: 'Activity completion', 'Tags', and 'Competencies', each with a right-pointing arrow. At the bottom of the content area, there is a checkbox for 'Send content change notification' and a 'Required' checkbox. At the bottom right of the content area, there are three buttons: 'Save and return to course', 'Save and display' (which is highlighted with a red box), and 'Cancel'. On the far right, there are two red circular buttons, one with an upward arrow and one with a question mark.

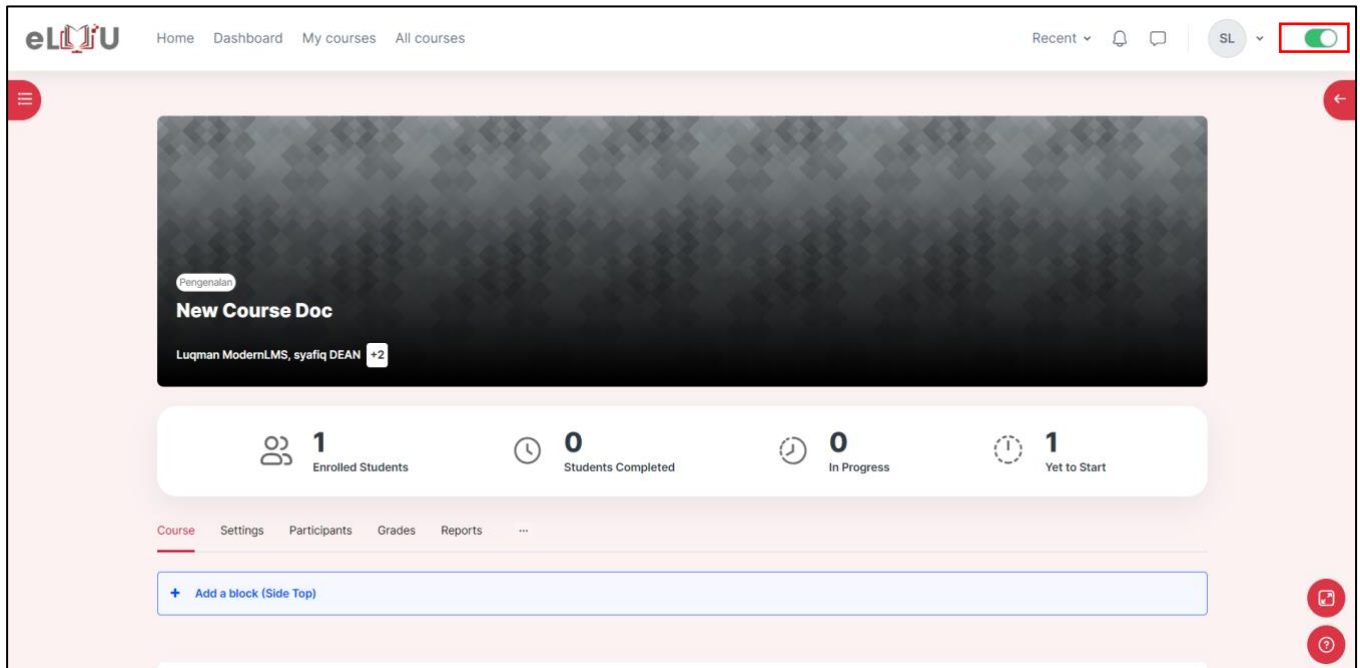
2.1.4. How to add SCORM package

ADD SCORM PACKAGE

Description	SCORM (Sharable Content Object Reference Model) package refers to a type of e-learning content that follows a specific industry standard for creating and sharing interactive multimedia learning materials
Pre-Requisites	Users need to have course first.
Notes	

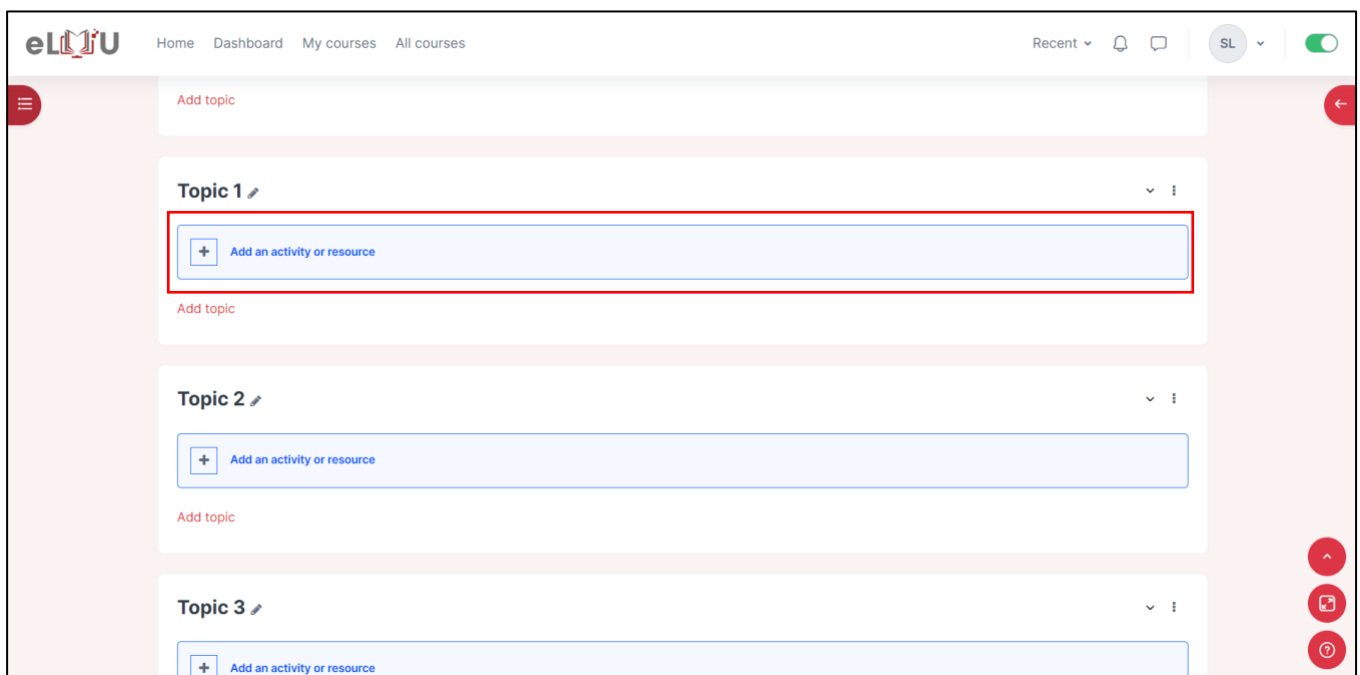
Steps.

1. Click on **“Turn editing on”** in the course page that needs to add activity.



The screenshot shows the eLMS course page. At the top right, there is a toggle switch labeled "SL" which is turned on, highlighted with a red box. Below the header, there is a course card titled "New Course Doc" by Luqman ModernLMS, syafiq DEAN. Below the card, there are statistics: 1 Enrolled Student, 0 Students Completed, 0 In Progress, and 1 Yet to Start. At the bottom, there is a button that says "+ Add a block (Side Top)".

2. Click on **“Add an activity or resource”**.



The screenshot shows the eLMS course page with three topics. The first topic, "Topic 1", has a button that says "+ Add an activity or resource" highlighted with a red box. Below each topic, there is an "Add topic" link. At the bottom right, there are navigation icons: a red circle with a white up arrow, a red circle with a white document icon, and a red circle with a white refresh icon.

ADD SCORM PACKAGE

3. Click on “SCORM package”.

The screenshot shows the eL@M@U user interface. At the top, there are navigation links: Home, Dashboard, My courses. A dropdown menu is open, showing 'All', 'Activities', and 'Resources'. The 'Resources' tab is selected, displaying a grid of activity icons. The 'SCORM package' icon, which is a blue square with a white document icon, is highlighted with a red rectangular box. Other icons in the grid include Assignment, Attendance, Book, Chat, Choice, Custom certificate, Database, Feedback, File, Folder, Forum, Glossary, IMS content package, Lesson, Page, Questionnaire, Quiz, Survey, Text and media area, URL, Wiki, and Workshop.

4. Fill in the “name”.

The screenshot shows the 'Adding a new SCORM package to Topic 1' form in the eL@M@U interface. The form has a title bar with a back arrow and an 'Expand all' link. Under the 'General' section, there is a 'Name' field with a red rectangular box around it, containing the text 'New Package'. Below the name field is a 'Description' field with a rich text editor toolbar. At the bottom of the form, there is a checkbox labeled 'Display description on course page' which is currently unchecked. The 'Package' section is partially visible at the bottom.

ADD SCORM PACKAGE

5. Drag and drop the “SCORM Package file”.

Home Dashboard My courses All courses Recent SL

Display description on course page

Package

Package file

Files Add... package.zip

Maximum file size: 256 MB, maximum number of files: 1
Accepted file types: application/xml .xml
Archive (ZIP) .zip

Auto-update frequency Never

Appearance

6. Click “Save and display”.

Home Dashboard My courses All courses Recent SL

Common module settings

Restrict access

Activity completion

Tags

Competencies

Send content change notification

Save and return to course Save and display Cancel

Required

ADD SCORM PACKAGE

7. SCORM will be available in the SCORM Package activity. Click **“Preview”** to preview to SCORM.

The screenshot shows the eL@MU interface for configuring a SCORM package. The top navigation bar includes 'Home', 'Dashboard', 'My courses', and 'All courses'. The main content area is titled 'New Package' under the 'SCORM PACKAGE' section. A 'Mark as done' button is visible. The configuration details are as follows:

- Number of attempts allowed: Unlimited
- Number of attempts you have made: 0
- Grading method: Highest attempt
- Grade reported: None

At the bottom, there is a '< Previous Activity' button, a 'Jump to...' dropdown menu, and two red circular icons on the right side.

2.1.5. How to add page activity

ADD PAGE ACTIVITY

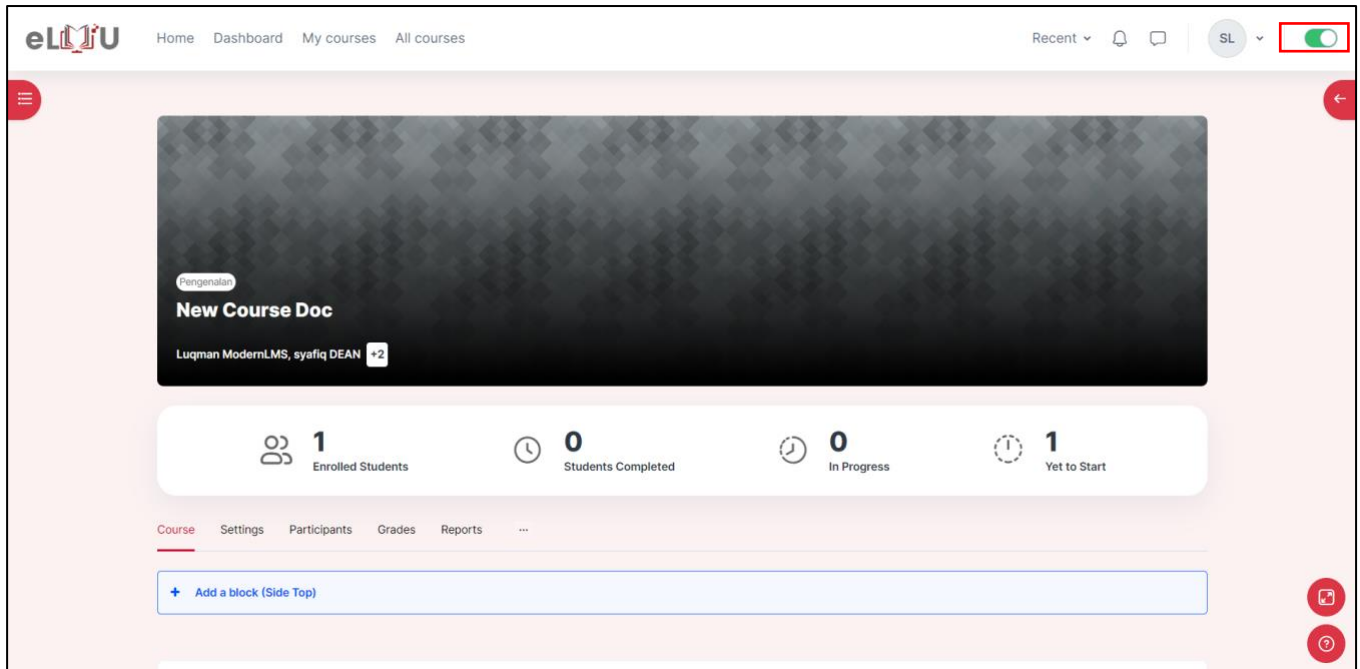
Description A page resource creates a link to a screen that displays the content created by the teacher. The Text editor allows the page to display many kinds of content such as plain text, images, audio, video, embedded code, or a combination of all these. Pages are more accessible than uploading word-processed documents, particularly if the document just contains text to be read and not downloaded.

Pre-Requisites Users need to have course first.

Notes

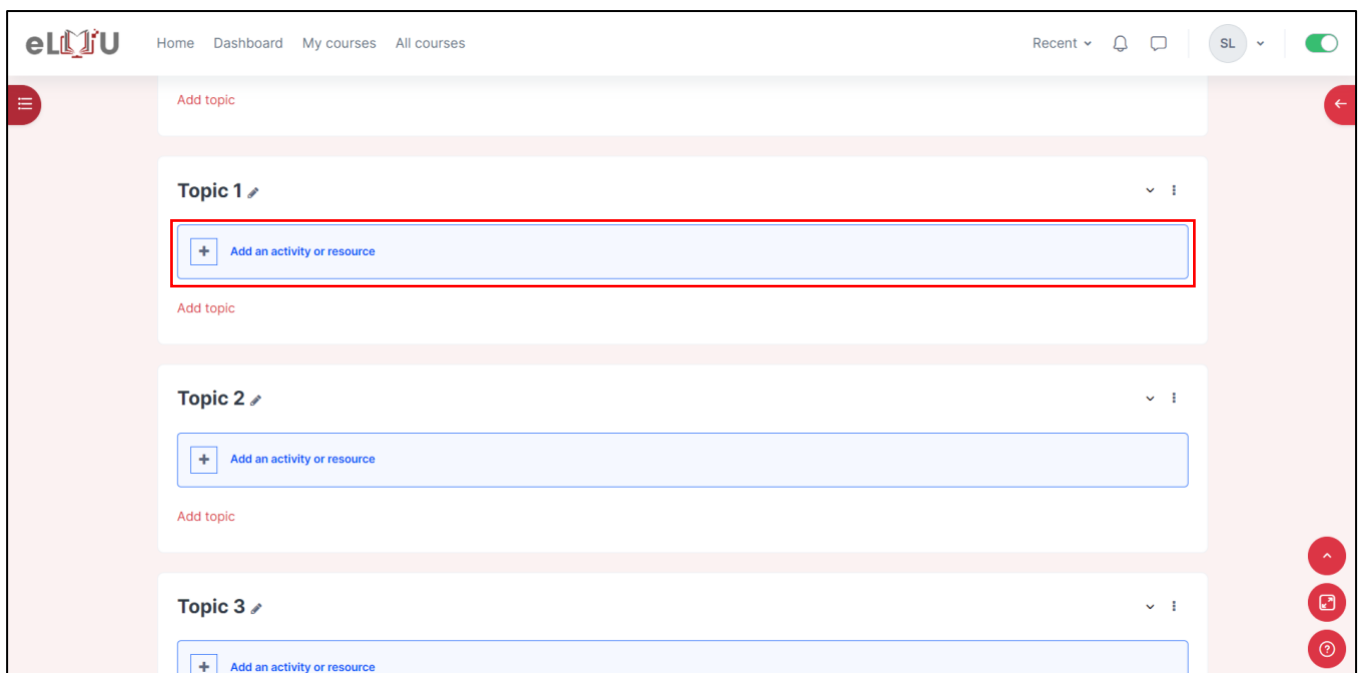
Steps.

1. Click on **“Turn editing on”** in the course page that needs to add activity.



The screenshot shows the eLMSU course page. At the top right, there is a toggle switch labeled 'SL' with a green indicator, which is highlighted with a red box. Below the header, there is a main content area with a dark background and the text 'New Course Doc' and 'Luqman ModernLMS, syafiq DEAN +2'. Below this, there are statistics: 1 Enrolled Students, 0 Students Completed, 0 In Progress, and 1 Yet to Start. At the bottom, there is a button labeled '+ Add a block (Side Top)'.

2. Click on **“Add an activity or resource”**.



The screenshot shows the eLMSU course page with three topics. The first topic, 'Topic 1', has a button labeled '+ Add an activity or resource' highlighted with a red box. Below each topic, there is a button labeled 'Add topic'.

ADD PAGE ACTIVITY

3. Click on "Page".

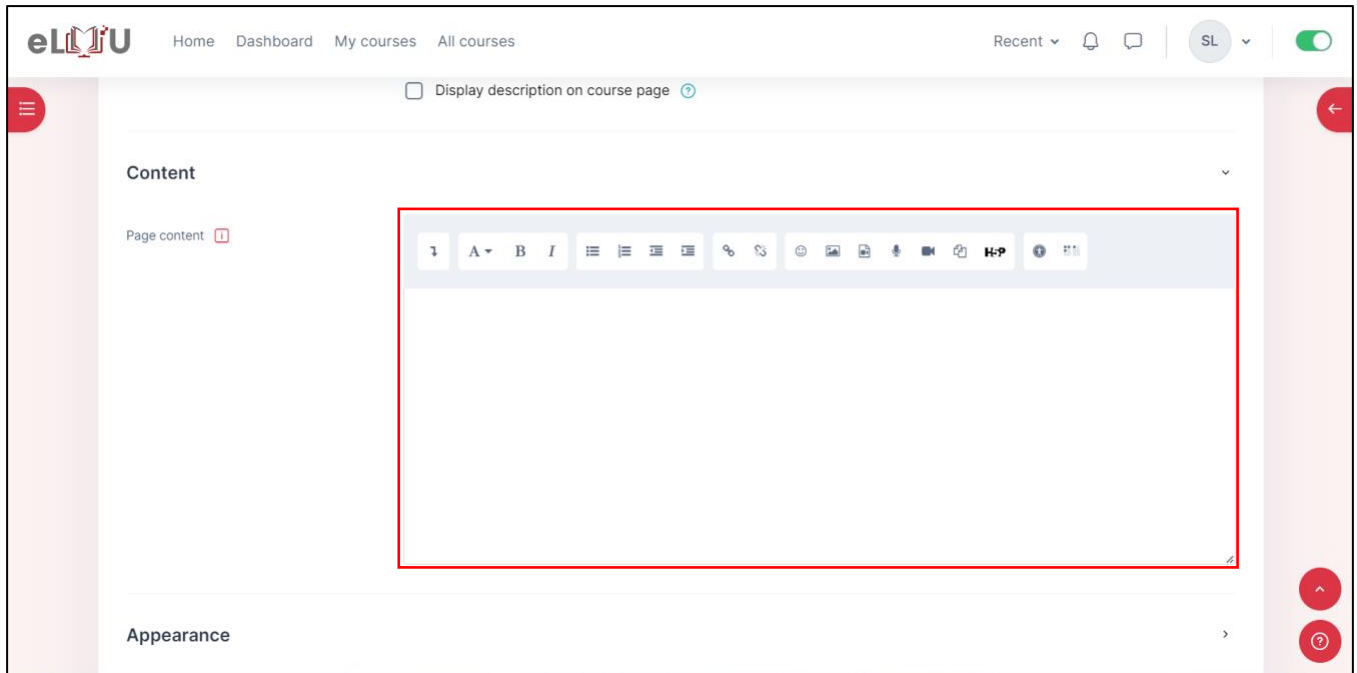
The screenshot shows the eL@JiU interface with a modal window for adding activities. The modal is titled 'All' and has tabs for 'Activities' and 'Resources'. It displays a grid of activity icons. The 'Page' icon, which is a blue square with a white document icon, is highlighted with a red rectangular box. Other visible activities include Assignment, Attendance, Book, Chat, Choice, Custom certificate, Database, Feedback, File, Folder, Forum, Glossary, IMS content package, Lesson, Questionnaire, Quiz, SCORM package, Survey, Text and media area, URL, Wiki, and Workshop.

4. Fill in the "name".

The screenshot shows the eL@JiU interface with a form titled 'Adding a new Page to Topic 1'. The form has a 'General' section. The 'Name' field is highlighted with a red rectangular box and contains the text 'New Page Activity'. Below the name field is a 'Description' field with a rich text editor toolbar. At the bottom of the form, there is a checkbox labeled 'Display description on course page' which is currently unchecked.

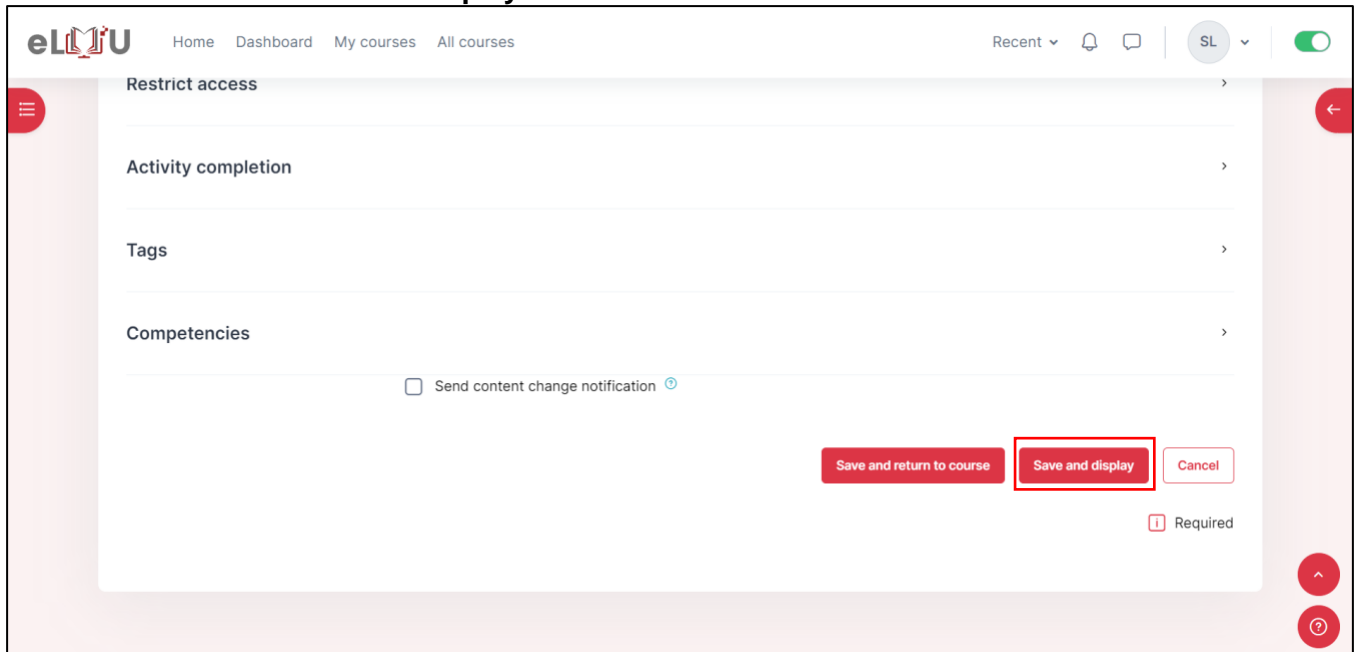
ADD PAGE ACTIVITY

5. Insert the content that you want into the content box in the content section.



The screenshot shows the eL@U course page editor interface. At the top, there is a navigation bar with the eL@U logo, links for Home, Dashboard, My courses, and All courses, and a user profile dropdown (SL) with a toggle switch. Below the navigation bar, there is a checkbox labeled "Display description on course page" which is currently unchecked. The main content area is titled "Content" and contains a "Page content" section with a red required field icon. A red rectangular box highlights the rich text editor toolbar, which includes icons for undo, redo, bold (B), italic (I), bulleted list, numbered list, link, unlink, image, video, and help. Below the toolbar is a large empty text area for entering content. At the bottom of the content section, there is an "Appearance" section with a right-pointing arrow. On the right side of the editor, there are navigation buttons: a back arrow, an up arrow, and a help/question mark icon.

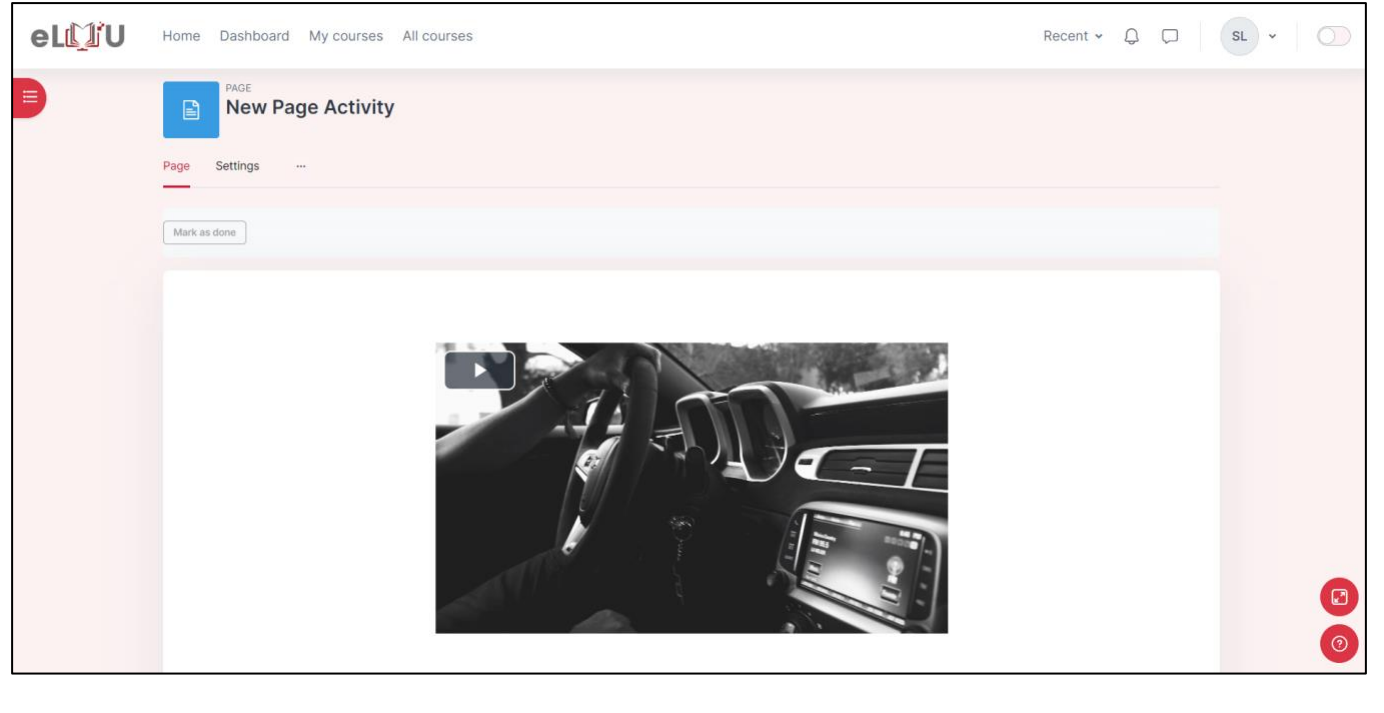
6. Then click on the “**Save and display**” button.



The screenshot shows the eL@U course page editor interface, focusing on the bottom section. The navigation bar is the same as in the previous screenshot. Below the navigation bar, there are several sections: "Restrict access", "Activity completion", "Tags", and "Competencies", each with a right-pointing arrow. At the bottom, there is a checkbox labeled "Send content change notification" which is currently unchecked. Below this checkbox, there are three buttons: "Save and return to course", "Save and display", and "Cancel". The "Save and display" button is highlighted with a red rectangular box. At the bottom right, there is a red required field icon and the text "Required". On the right side of the editor, there are navigation buttons: an up arrow and a help/question mark icon.

ADD PAGE ACTIVITY

7. Successfully create a page activity.



The screenshot displays a web application interface for creating a page activity. At the top, the navigation bar includes the logo 'eL@U' and menu items: Home, Dashboard, My courses, and All courses. On the right side of the navigation bar, there are icons for 'Recent', a notification bell, a chat bubble, a user profile labeled 'SL', and a toggle switch.

The main content area has a light pink background. On the left, there is a red circular menu icon. The central header area contains a blue document icon with the word 'PAGE' above it, followed by the title 'New Page Activity'. Below the title, there are two tabs: 'Page' (which is active and underlined) and 'Settings'. A 'Mark as done' button is located below the tabs.

The main content area features a large white rectangular frame containing a video player. The video shows a first-person perspective from the driver's seat of a car, with hands on the steering wheel and a view of the road ahead. A play button icon is visible in the top-left corner of the video frame. In the bottom-right corner of the page, there are two red circular icons: one with a square and another with a question mark.

2.1.6. How to add feedback.

ADD FEEDBACK ACTIVITY

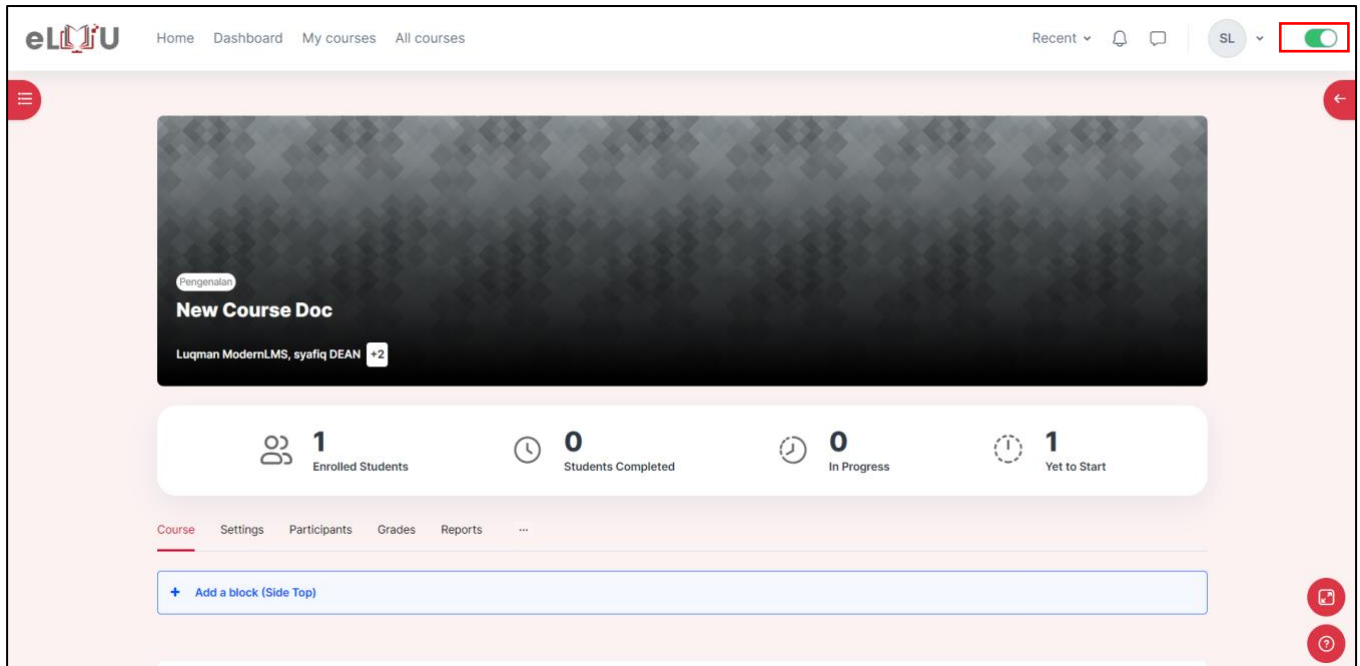
Description	The Feedback activity allows you to create and conduct surveys to collect feedback. Unlike the Survey tool it allows you to write your own questions, rather than choose from a list of pre-written questions and unlike the Quiz tool, you can create non-graded questions. The Feedback activity is ideal for course or teacher evaluations.
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Pre-Requisites	Users need to have course first.
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Notes	
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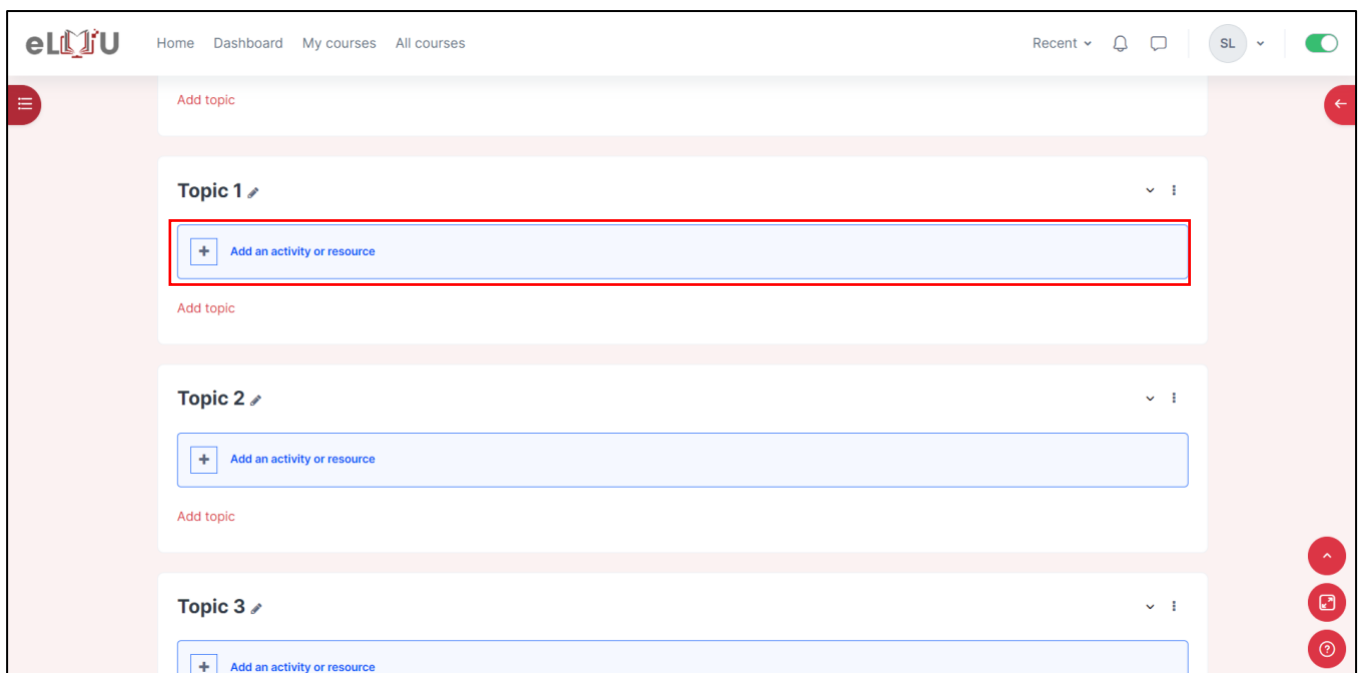
Steps.

1. Click on **“Turn editing on”** in the course page that needs to add activity.



The screenshot shows the eLMSU course page. At the top right, there is a toggle switch labeled 'SL' with a green indicator, which is highlighted with a red box. Below the header, there is a 'New Course Doc' section with a video thumbnail. Underneath, there are statistics: 1 Enrolled Students, 0 Students Completed, 0 In Progress, and 1 Yet to Start. At the bottom, there is a button labeled '+ Add a block (Side Top)'.

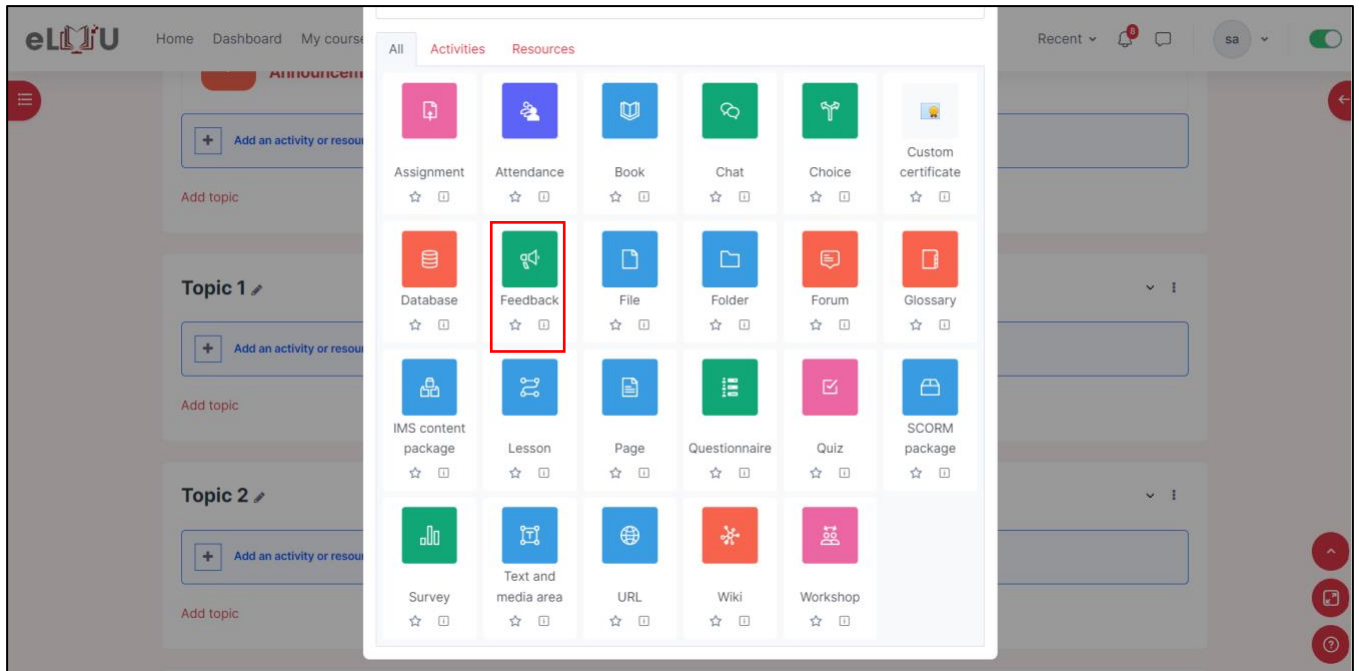
2. Click on **“Add an activity or resource”**.



The screenshot shows the eLMSU course page with three topics. Each topic has a button labeled '+ Add an activity or resource' highlighted with a red box. The topics are labeled 'Topic 1', 'Topic 2', and 'Topic 3'.

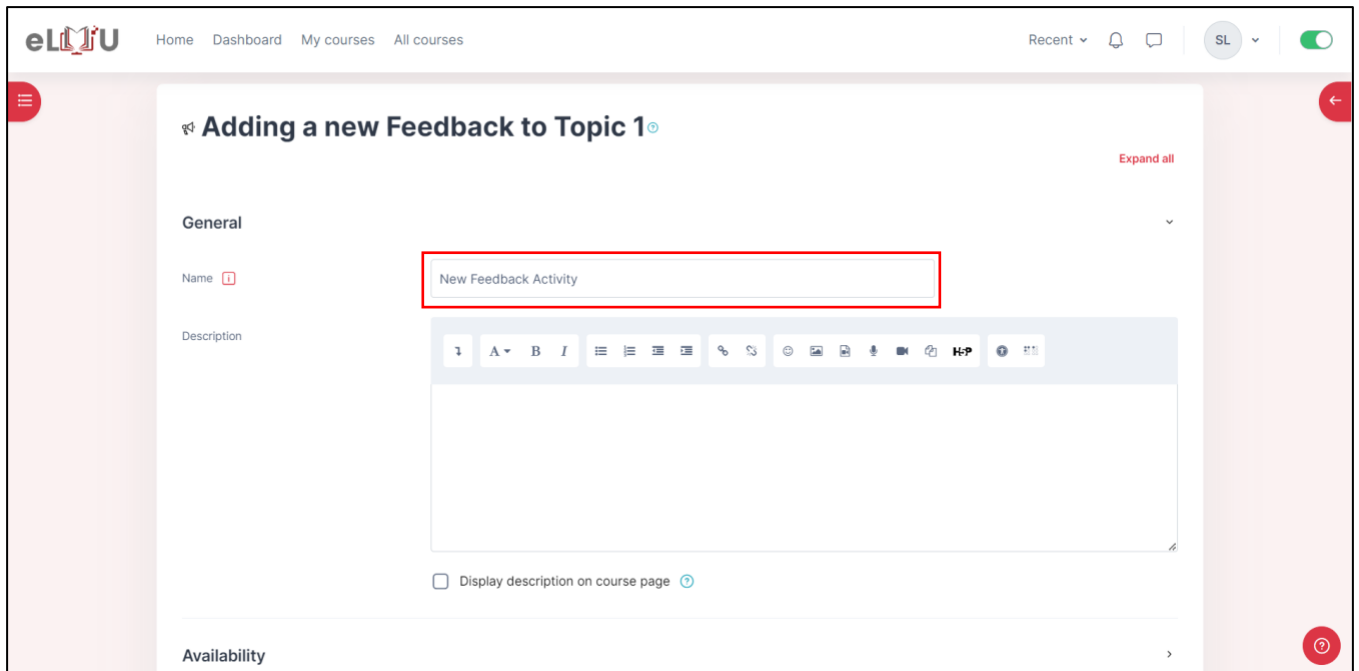
ADD FEEDBACK ACTIVITY

3. Click on “Feedback”.



The screenshot shows the eL@M@U interface with a modal window for adding activities. The modal is titled 'All Activities Resources' and contains a grid of activity icons. The 'Feedback' icon, which is a green square with a white speech bubble, is highlighted with a red rectangular box. Other visible activities include Assignment, Attendance, Book, Chat, Choice, Custom certificate, Database, File, Folder, Forum, Glossary, IMS content package, Lesson, Page, Questionnaire, Quiz, SCORM package, Survey, Text and media area, URL, Wiki, and Workshop.

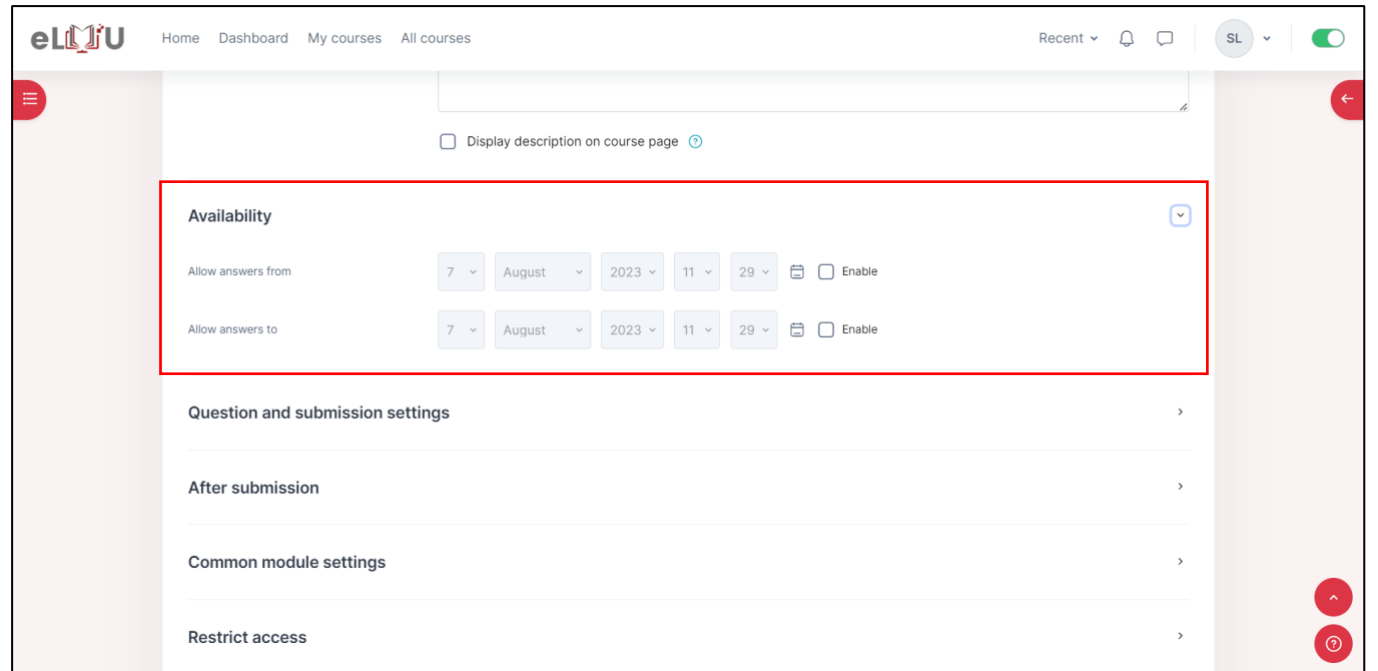
4. Fill in the “name”.



The screenshot shows the 'Adding a new Feedback to Topic 1' form in the eL@M@U interface. The form has a 'General' section with a 'Name' field that is highlighted with a red box and contains the text 'New Feedback Activity'. Below the name field is a rich text editor for the description, which is currently empty. There is also a checkbox labeled 'Display description on course page' which is unchecked. The form is titled 'Adding a new Feedback to Topic 1' and has an 'Expand all' link in the top right corner.

ADD FEEDBACK ACTIVITY

5. Set the “Availability” for the activity.

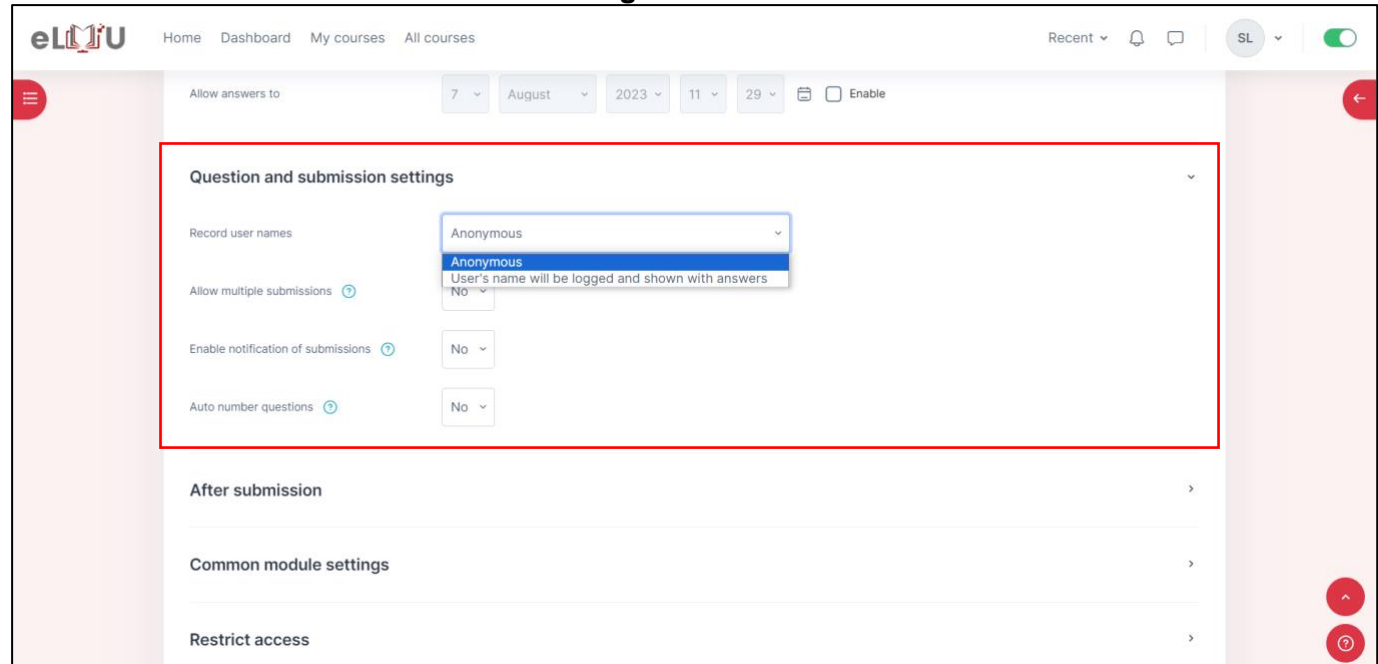


The screenshot shows the eLMIU course page with the 'Availability' settings highlighted in a red box. The settings include:

- Display description on course page:
- Allow answers from: 7 August 2023 11 29 Enable
- Allow answers to: 7 August 2023 11 29 Enable

Below the 'Availability' section, there are links to other settings: Question and submission settings, After submission, Common module settings, and Restrict access.

6. Set the “Questions and submission setting”.



The screenshot shows the eLMIU course page with the 'Question and submission settings' highlighted in a red box. The settings include:

- Allow answers to: 7 August 2023 11 29 Enable
- Record user names: Anonymous (dropdown menu is open showing 'Anonymous' and 'No' options)
- Allow multiple submissions:
- Enable notification of submissions: No
- Auto number questions: No

Below the 'Question and submission settings' section, there are links to other settings: After submission, Common module settings, and Restrict access.

ADD FEEDBACK ACTIVITY

7. Then click on **“Save and display”** button.

eLMIU Home Dashboard My courses All courses Recent SL

Common module settings

Restrict access

Activity completion

Tags

Competencies

Send content change notification

Save and return to course Save and display Cancel

Required

8. Click on **“Edit question”**.

eLMIU Home Dashboard My courses All courses Recent SL

NCD / New Feedback Activity

FEEDBACK New Feedback Activity

Feedback Settings Templates Analysis Responses

Mark as done

Edit questions Preview questions

Overview

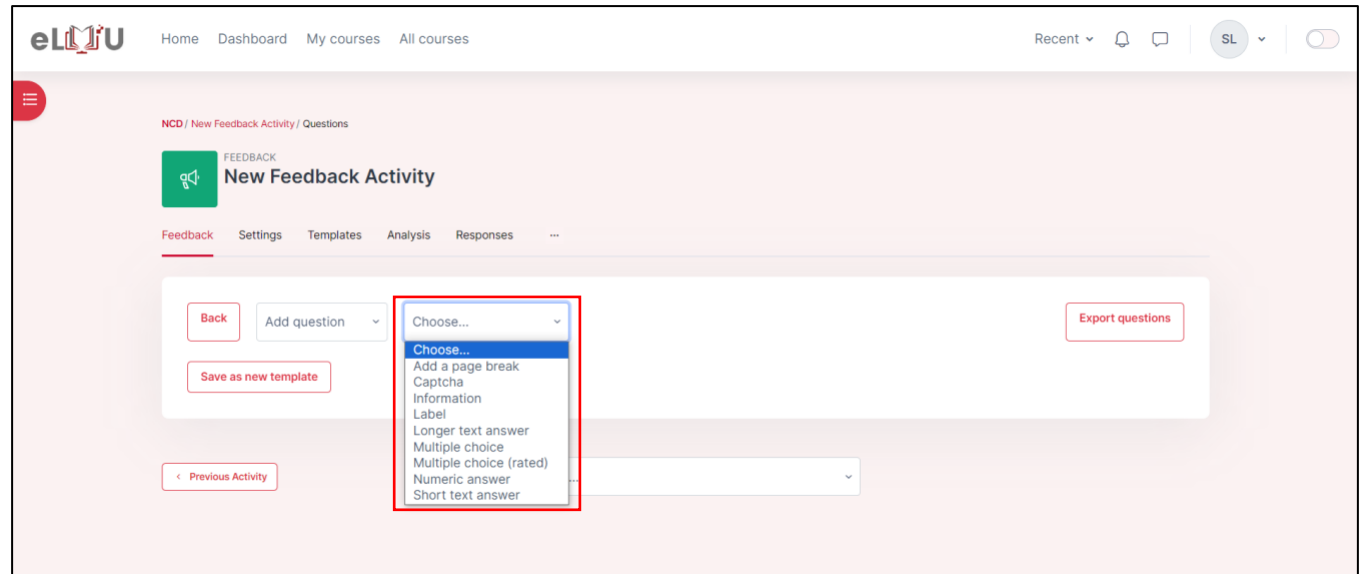
Submitted answers: 0

Questions: 0

Previous Activity Jump to...

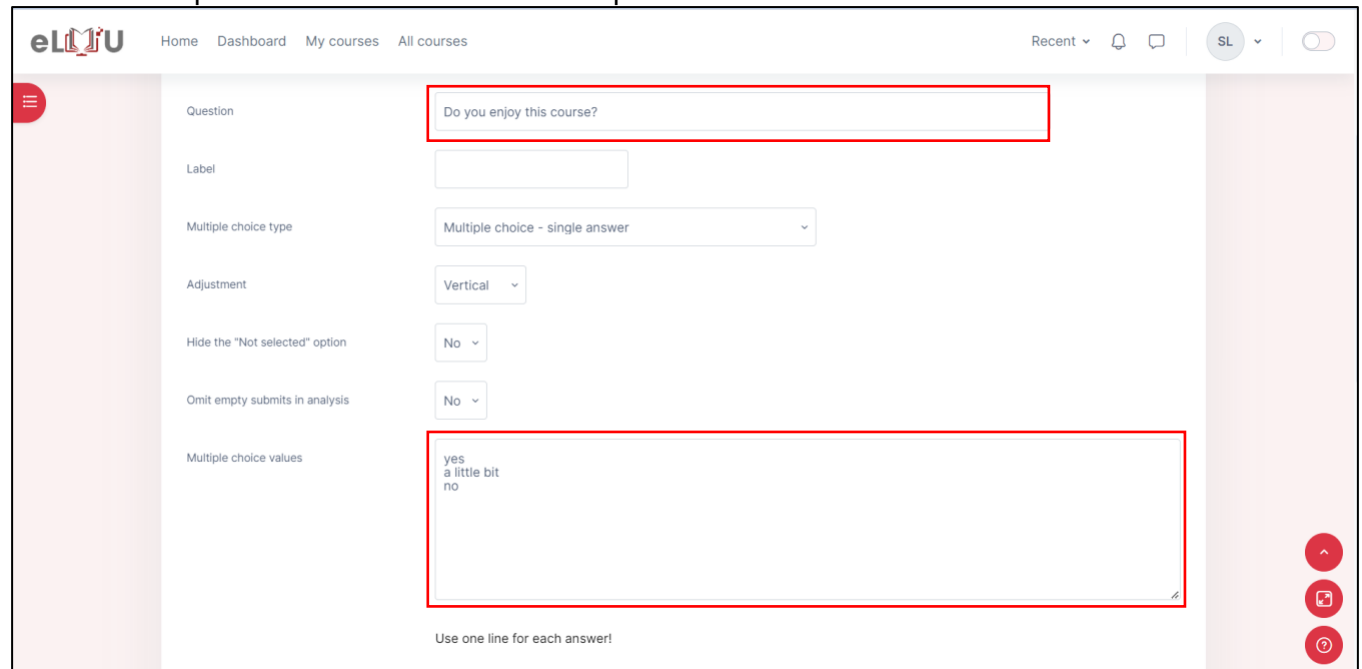
ADD FEEDBACK ACTIVITY

9. Then choose the question format.



The screenshot shows the 'New Feedback Activity' page in the eL@M@U system. The page title is 'New Feedback Activity' under the 'FEEDBACK' section. The navigation bar includes 'Home', 'Dashboard', 'My courses', and 'All courses'. The main content area has a 'Feedback' tab selected, with sub-tabs for 'Settings', 'Templates', 'Analysis', and 'Responses'. A 'Back' button and an 'Add question' dropdown menu are visible. The dropdown menu is open, showing a list of question formats: 'Choose...', 'Add a page break', 'Captcha', 'Information', 'Label', 'Longer text answer', 'Multiple choice', 'Multiple choice (rated)', 'Numeric answer', and 'Short text answer'. The 'Multiple choice' option is highlighted. There is also an 'Export questions' button and a 'Save as new template' button.

10. Fill in the question and the answer for the question.



The screenshot shows the 'New Feedback Activity' page in the eL@M@U system, now in the 'Question' editing mode. The 'Question' field is filled with the text 'Do you enjoy this course?'. The 'Label' field is empty. The 'Multiple choice type' dropdown is set to 'Multiple choice - single answer'. The 'Adjustment' dropdown is set to 'Vertical'. The 'Hide the "Not selected" option' dropdown is set to 'No'. The 'Omit empty submits in analysis' dropdown is set to 'No'. The 'Multiple choice values' field is filled with the text 'yes', 'a little bit', and 'no'. The page also includes a 'Previous Activity' button and an 'Export questions' button. The bottom right corner has three red circular buttons: a back arrow, a refresh icon, and a help icon.

ADD FEEDBACK ACTIVITY

11. Click on the “Save and display” button.

Common module settings

Restrict access

Activity completion

Tags

Competencies

Send content change notification

Save and return to course Save and display Cancel

Required

12. Successfully create a feedback activity .

NCD / New Feedback Activity / Questions

FEEDBACK

New Feedback Activity

Feedback Settings Templates Analysis Responses ...

Back Add question Choose... Export questions

Do you enjoy this course? Edit

Not selected
 yes
 a little bit
 no

Save as new template

< Previous Activity Jump to...

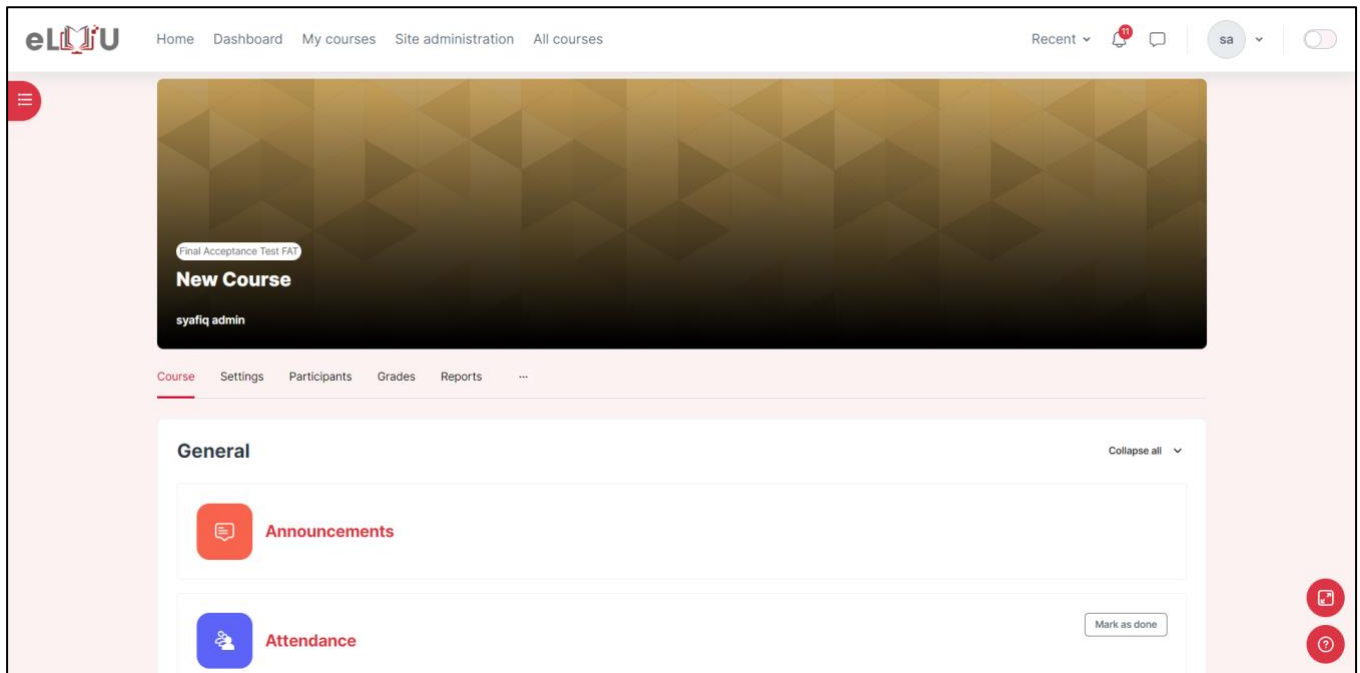
2.1.7. How to add forum message

ADD FORUM

Description	The Forum activity allows students and teachers to exchange ideas by posting comments as part of a 'thread'. Files such as images and media may be included in forum posts. The teacher can choose to grade and/or rate forum posts and it is also possible to give students permission to rate each other's posts
Pre-Requisites	Users need to have course first.
Notes	

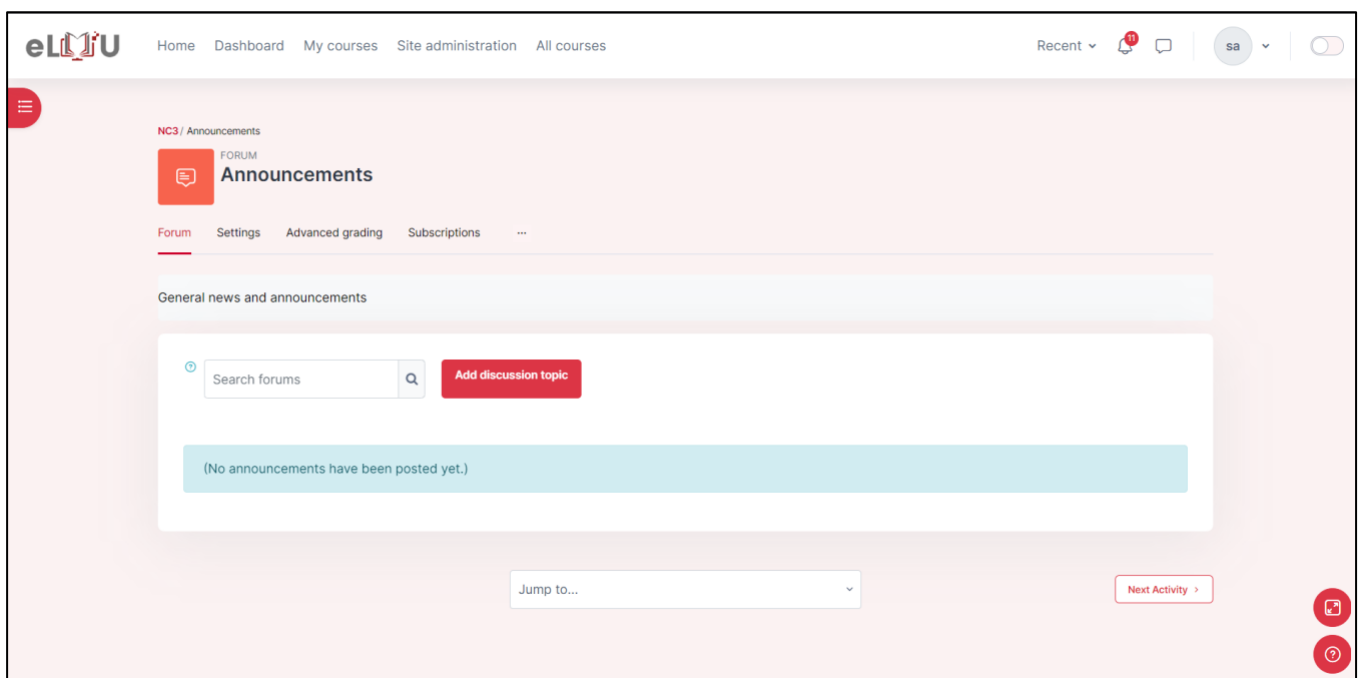
Steps.

1. In the course that you created, click on the “**Announcement**”.



The screenshot shows the eLMU course management interface. At the top, there is a navigation bar with 'Home', 'Dashboard', 'My courses', 'Site administration', and 'All courses'. A user profile 'sa' is visible in the top right. The main content area features a 'New Course' banner for 'Final Acceptance Test FAT' by 'syafiq admin'. Below the banner, there are tabs for 'Course', 'Settings', 'Participants', 'Grades', and 'Reports'. The 'General' section is expanded, showing a list of course activities: 'Announcements' (with a red speech bubble icon) and 'Attendance' (with a blue person icon). A 'Mark as done' button is located at the bottom right of the 'Attendance' section.

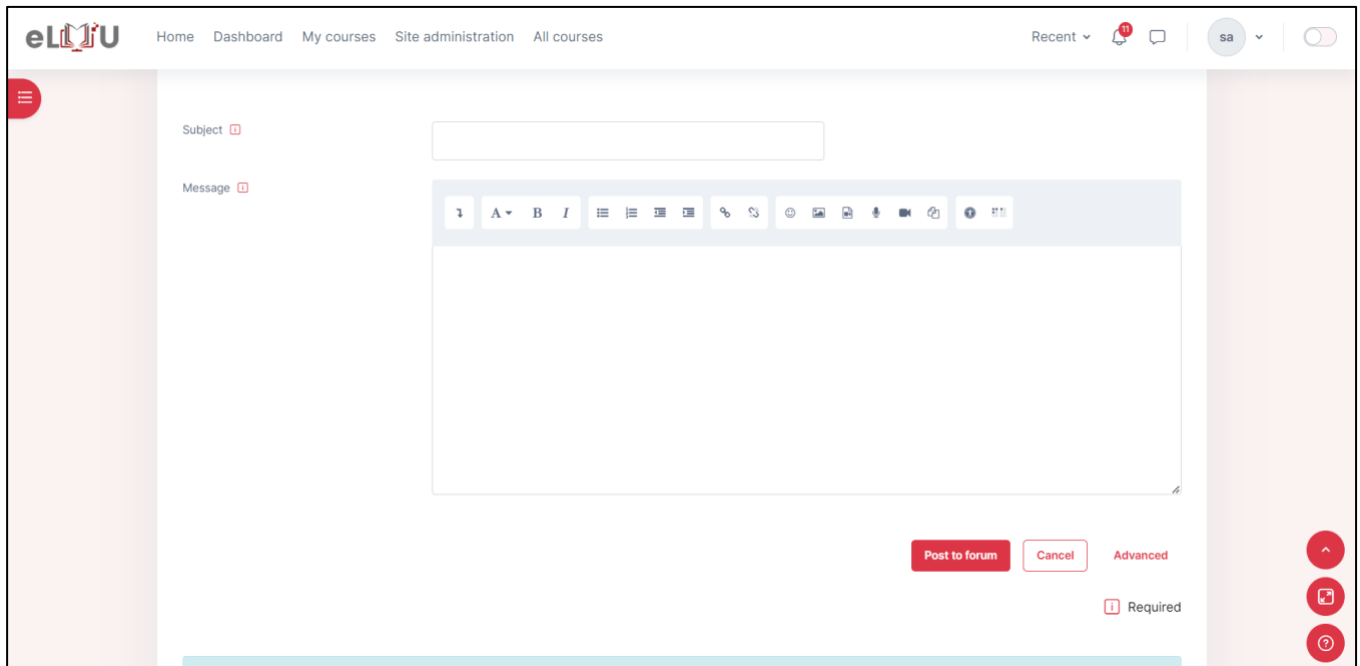
2. Click on “**Add discussion topic**” .



The screenshot shows the eLMU forum interface. At the top, there is a navigation bar with 'Home', 'Dashboard', 'My courses', 'Site administration', and 'All courses'. A user profile 'sa' is visible in the top right. The main content area features a 'FORUM Announcements' header. Below the header, there are tabs for 'Forum', 'Settings', 'Advanced grading', and 'Subscriptions'. The 'General news and announcements' section is displayed, featuring a search bar labeled 'Search forums' and a prominent red 'Add discussion topic' button. Below the search bar, a light blue message states '(No announcements have been posted yet.)'. At the bottom, there is a 'Jump to...' dropdown menu and a 'Next Activity >' button.

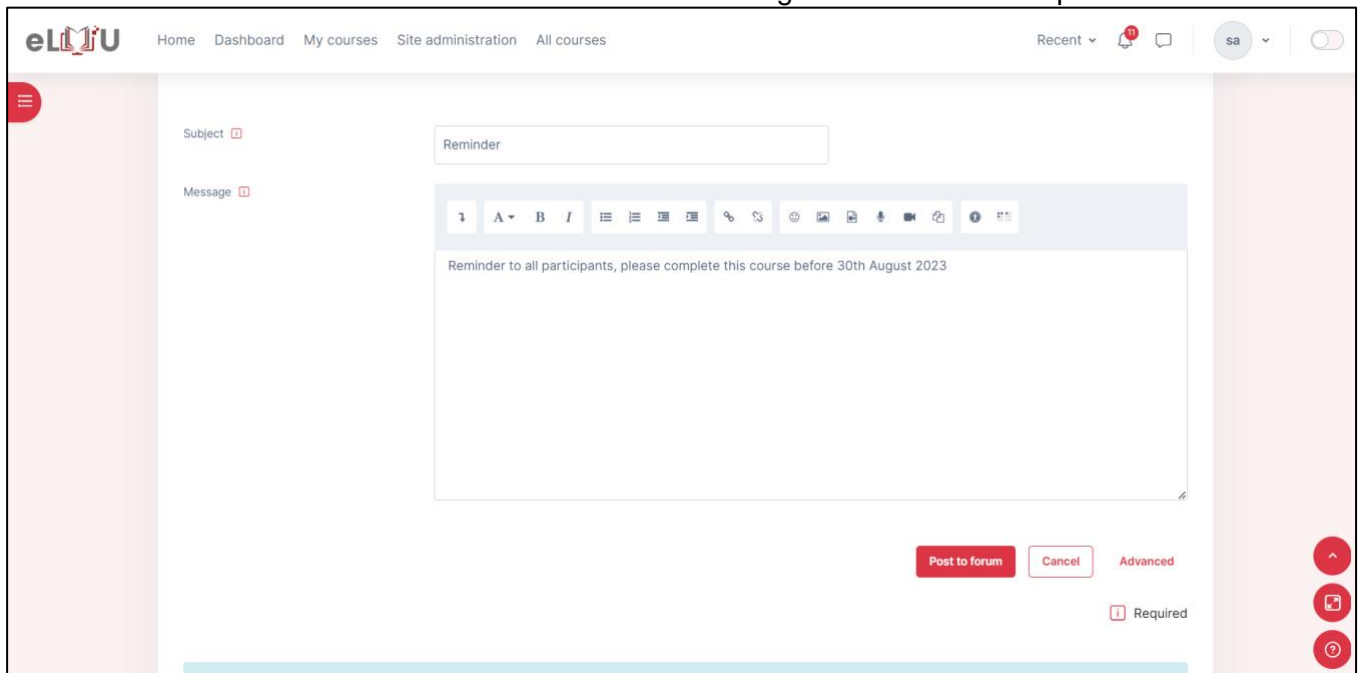
ADD FORUM

3. Fill out the information with the subject and message of the announcement that you would like to send to your class.



The screenshot shows the 'ADD FORUM' interface. At the top, there is a navigation bar with 'eL@M@U' logo and links for 'Home', 'Dashboard', 'My courses', 'Site administration', and 'All courses'. On the right, there are 'Recent' notifications, a user profile 'sa', and a toggle switch. The main form area has a 'Subject' field and a 'Message' field. The 'Message' field includes a rich text editor toolbar with options for bold, italic, text color, background color, bulleted list, numbered list, link, unlink, image, video, and table. Below the message field, there are three buttons: 'Post to forum' (highlighted in red), 'Cancel', and 'Advanced'. A 'Required' indicator is also present.

4. When you have finished composing and editing your message, select “**Post to Forum**”. Message will be sent in 30 minutes. You will have time to edit the message in that 30 minutes period before it is sent.

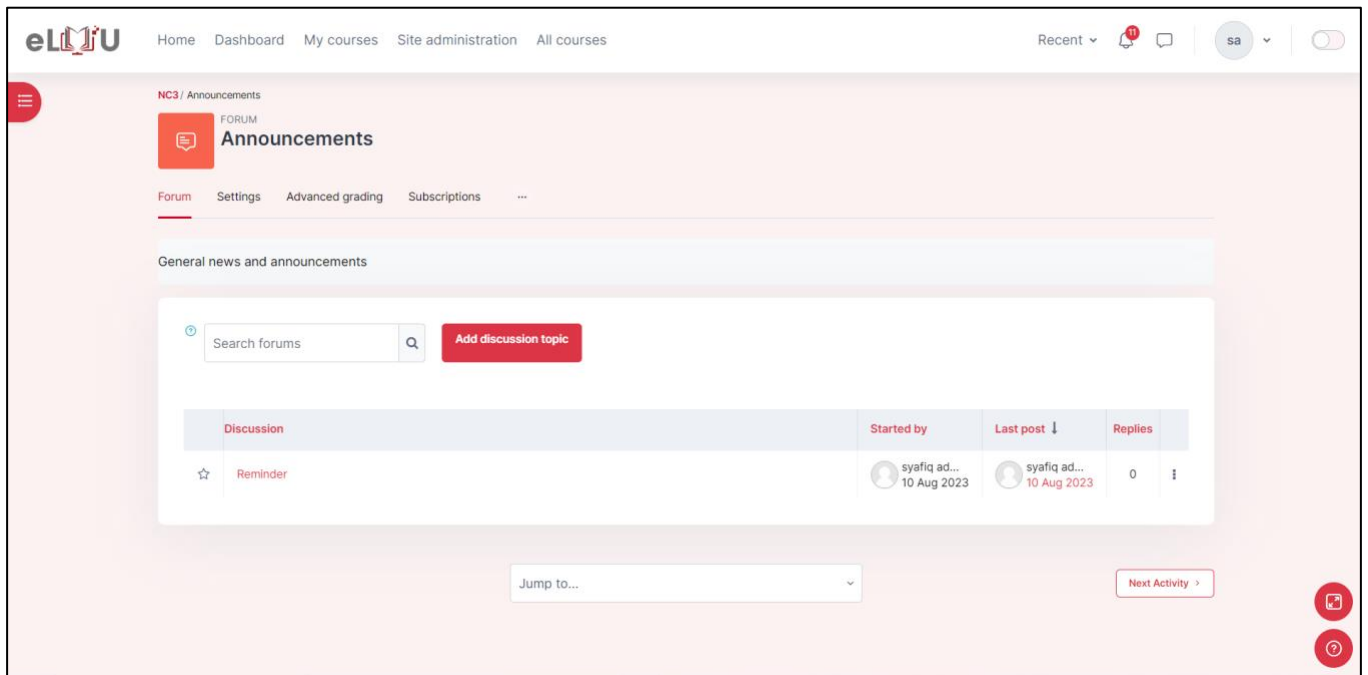


This screenshot shows the same 'ADD FORUM' interface, but now filled with content. The 'Subject' field contains the text 'Reminder'. The 'Message' field contains the text 'Reminder to all participants, please complete this course before 30th August 2023'. The 'Post to forum' button is highlighted in red, indicating it is the selected action. The 'Cancel' and 'Advanced' buttons are also visible, along with the 'Required' indicator.

ADD FORUM

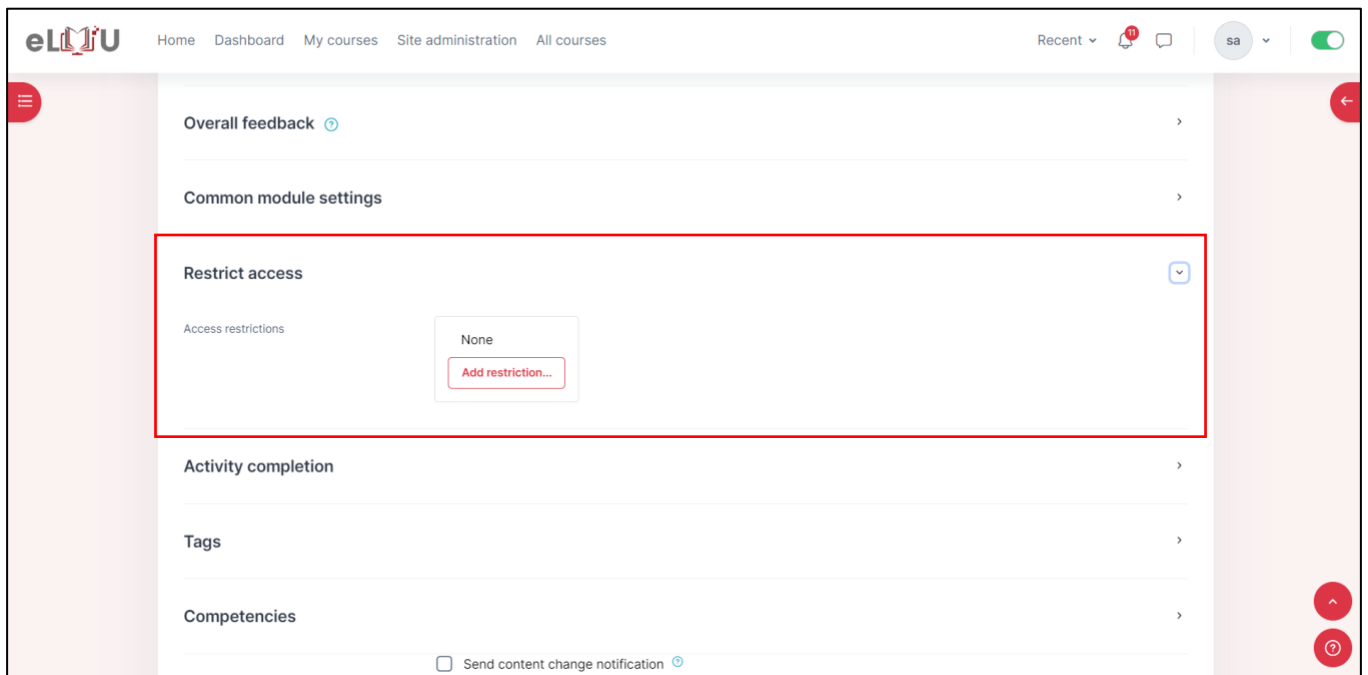
ACCESS RESTRICTION

1. This is allow you to restrict an access to certain group or role
2. In the announcement, click on setting



The screenshot shows the eL@M@U forum interface. At the top, there is a navigation bar with links for Home, Dashboard, My courses, Site administration, and All courses. The user's name 'sa' is visible in the top right corner. Below the navigation bar, the 'Announcements' section is displayed. It includes a search bar with the text 'Search forums' and a red 'Add discussion topic' button. A table of announcements is shown below, with columns for Discussion, Started by, Last post, and Replies. The first announcement is a 'Reminder' started by 'syafiq ad...' on '10 Aug 2023' with 0 replies. At the bottom of the forum, there is a 'Jump to...' dropdown menu and a 'Next Activity' button.

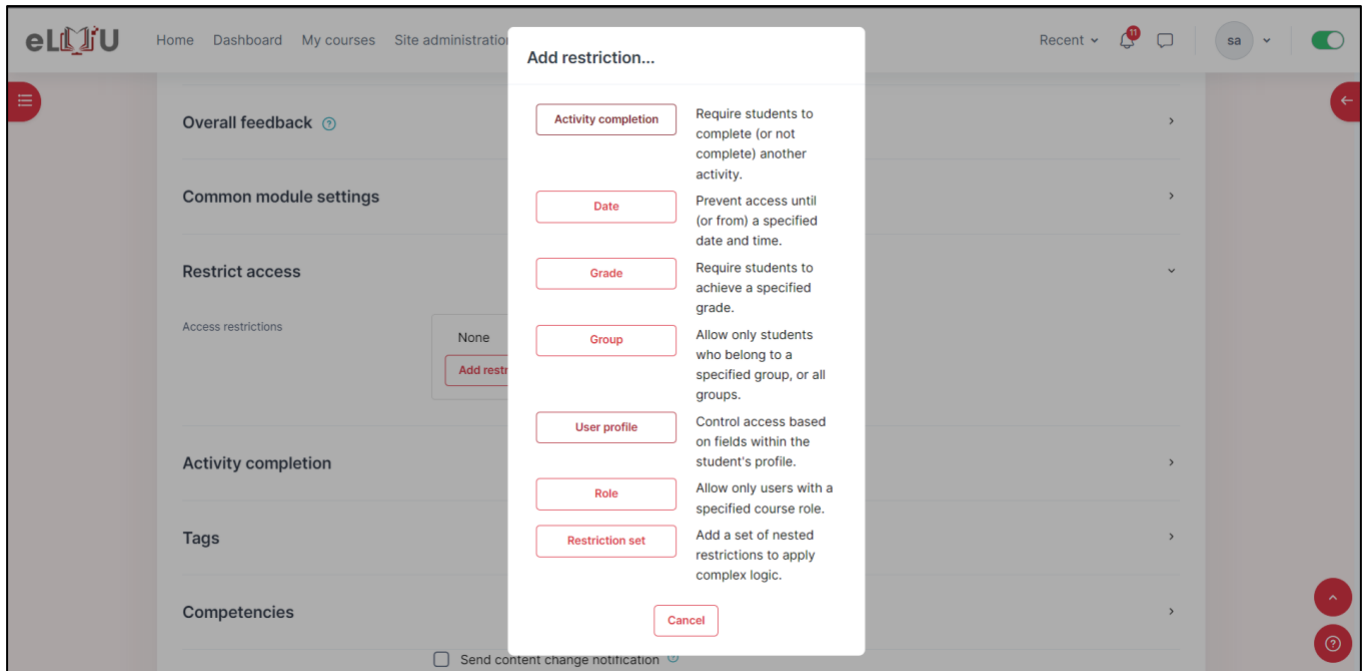
3. Scroll down, then on the “Restrict access” click on “Add restriction”.



The screenshot shows the eL@M@U forum interface with the 'Restrict access' settings highlighted by a red box. The settings are located under the 'Common module settings' section. The 'Restrict access' section shows 'Access restrictions' set to 'None' and a red 'Add restriction...' button. Below the 'Restrict access' section, there are sections for 'Activity completion', 'Tags', and 'Competencies'. At the bottom of the settings, there is a checkbox for 'Send content change notification'.

ADD FORUM

4. Then choose the restriction that you want to add.



vii. Date

- Prevent access until (or from) a specified date.

viii. Grade

- Required student to achieve a specified grade.

ix. Group

- Allow only students who belong to specific group or all group.

x. User profile

- Control access based on fields within the student's profile.

xi. Role

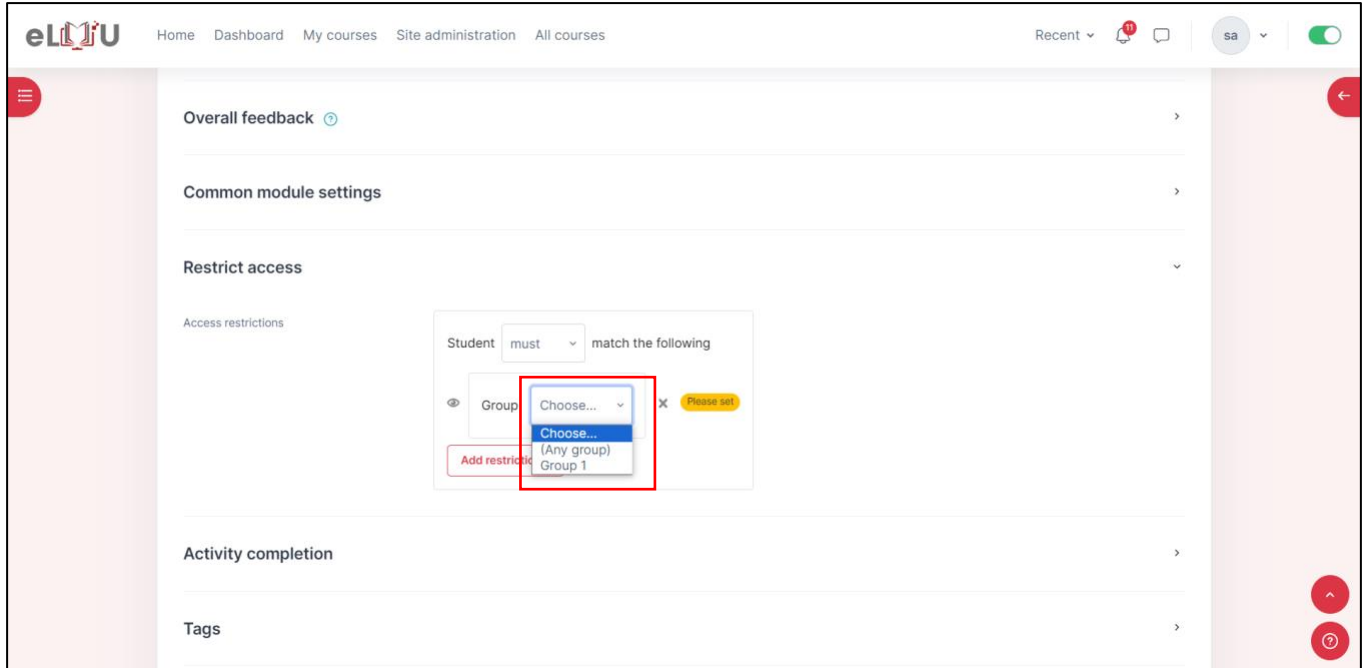
- Allow only users with a specific course role.

xii. Restriction set

- Add a set of nested restriction to apply complex logic.

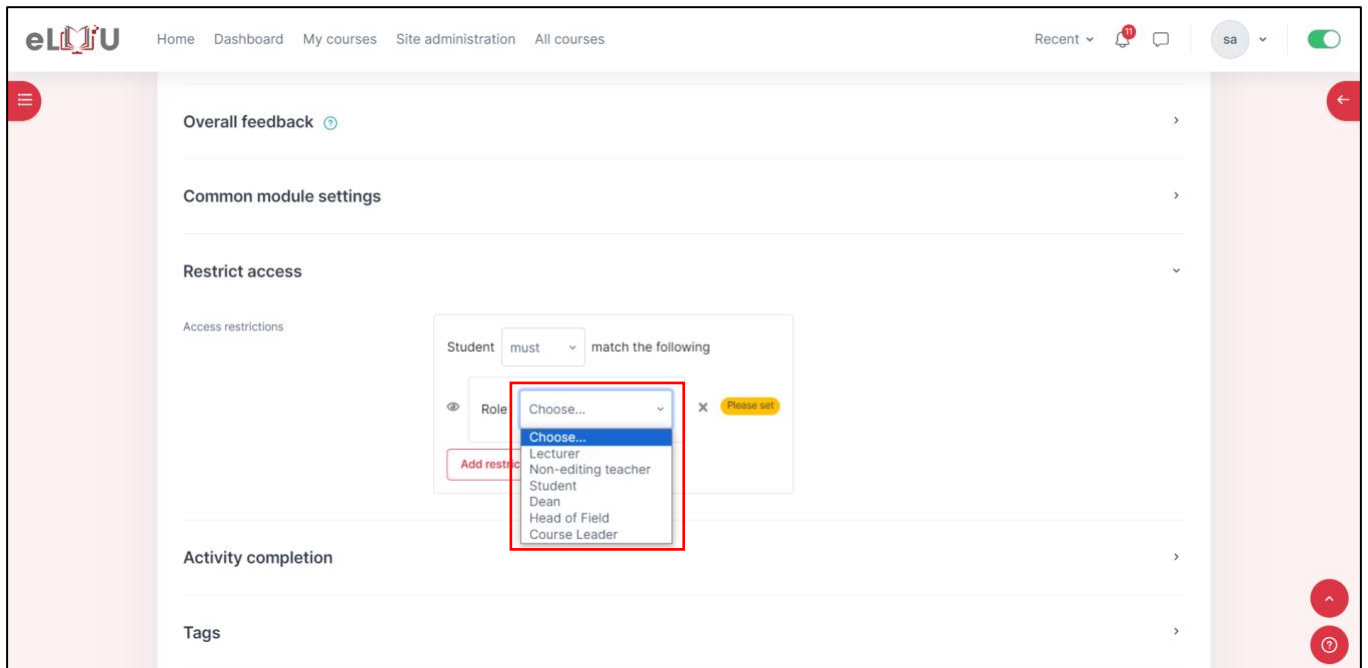
ADD FORUM

5. If you select the “**Group**”, choose the group that you want to be able to view this activity.



The screenshot shows the eLMIU forum settings page. The top navigation bar includes 'Home', 'Dashboard', 'My courses', 'Site administration', and 'All courses'. The main content area is divided into sections: 'Overall feedback', 'Common module settings', 'Restrict access', 'Activity completion', and 'Tags'. The 'Restrict access' section is expanded, showing 'Access restrictions'. A dropdown menu is open for the 'Group' field, with options: 'Choose...', '(Any group)', and 'Group 1'. A red box highlights the dropdown menu.

6. If you select the “**Role**”, choose the role that you want to be able to view this activity.



The screenshot shows the eLMIU forum settings page, similar to the previous one. The 'Restrict access' section is expanded, showing 'Access restrictions'. A dropdown menu is open for the 'Role' field, with options: 'Choose...', 'Lecturer', 'Non-editing teacher', 'Student', 'Dean', 'Head of Field', and 'Course Leader'. A red box highlights the dropdown menu.

ADD FORUM

7. Finally click on **“Save and display”** button.

The screenshot shows the eLMIU interface for adding a forum. The top navigation bar includes the eLMIU logo and links for Home, Dashboard, My courses, Site administration, and All courses. On the right, there are options for Recent, a notification bell with a red badge, a chat icon, a user profile 'sa', and a toggle switch. The main content area features a role selection dropdown set to 'Lecturer' with an 'Add restriction...' button below it. Below this are sections for 'Activity completion', 'Tags', and 'Competencies', each with a right-pointing arrow. At the bottom, there is a checkbox for 'Send content change notification' and a 'Required' checkbox. The bottom right corner contains three red circular icons: an up arrow, a question mark, and a back arrow. At the bottom of the main content area, three buttons are visible: 'Save and return to course', 'Save and display' (highlighted with a red border), and 'Cancel'.

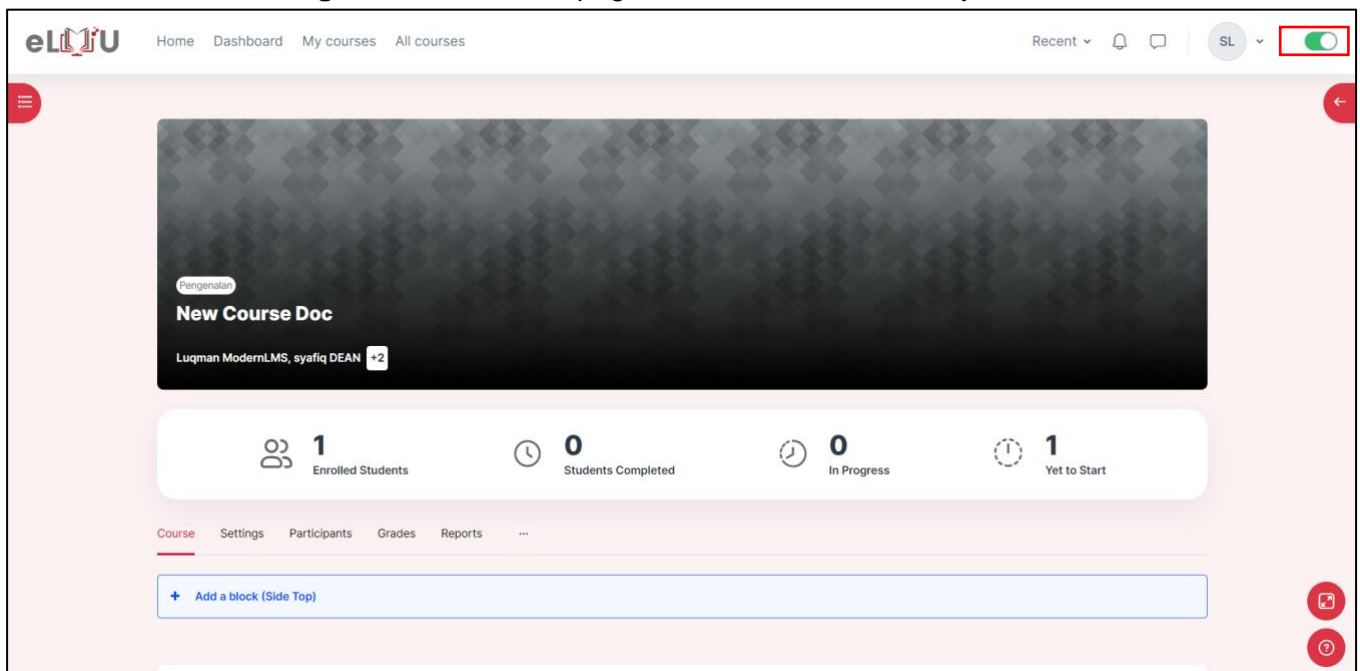
2.1.8. How to add Attendance.

ADD ATTENDANCE

Description	<p>The Attendance activity is designed for teachers to be able to take attendance during class, and for students to be able to view their own attendance record.</p> <p>The Attendance activity can generate reports for either the entire class or for individual students. Students may also see their own attendance record if the activity is not hidden</p>
Pre-Requisites	Users need to have course first.
Notes	

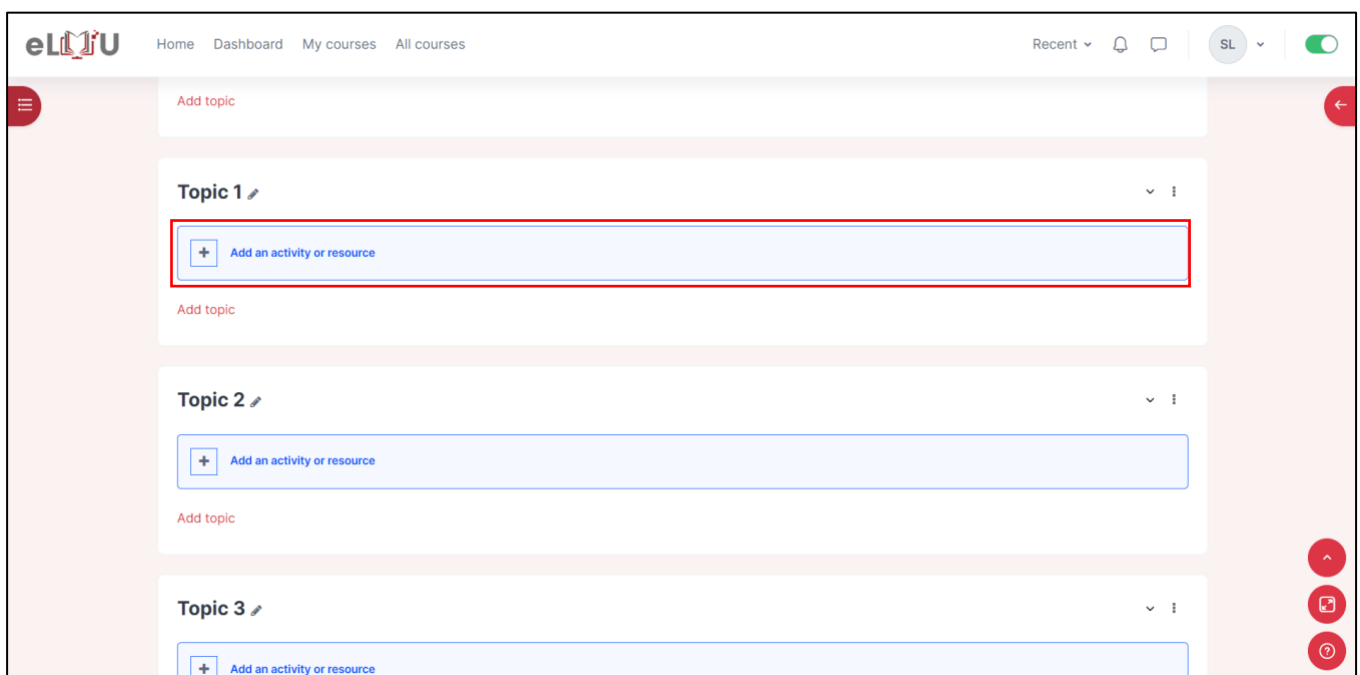
Steps.

1. Click on **“Turn editing on”** in the course page that needs to add activity.



The screenshot shows the eLMSU course page. At the top right, there is a toggle switch labeled 'SL' with a green indicator, which is highlighted with a red box. Below the header, there is a video player titled 'New Course Doc' by Luqman ModernLMS, syafiq DEAN. Below the video, there are statistics: 1 Enrolled Students, 0 Students Completed, 0 In Progress, and 1 Yet to Start. At the bottom, there is a button labeled '+ Add a block (Side Top)'.

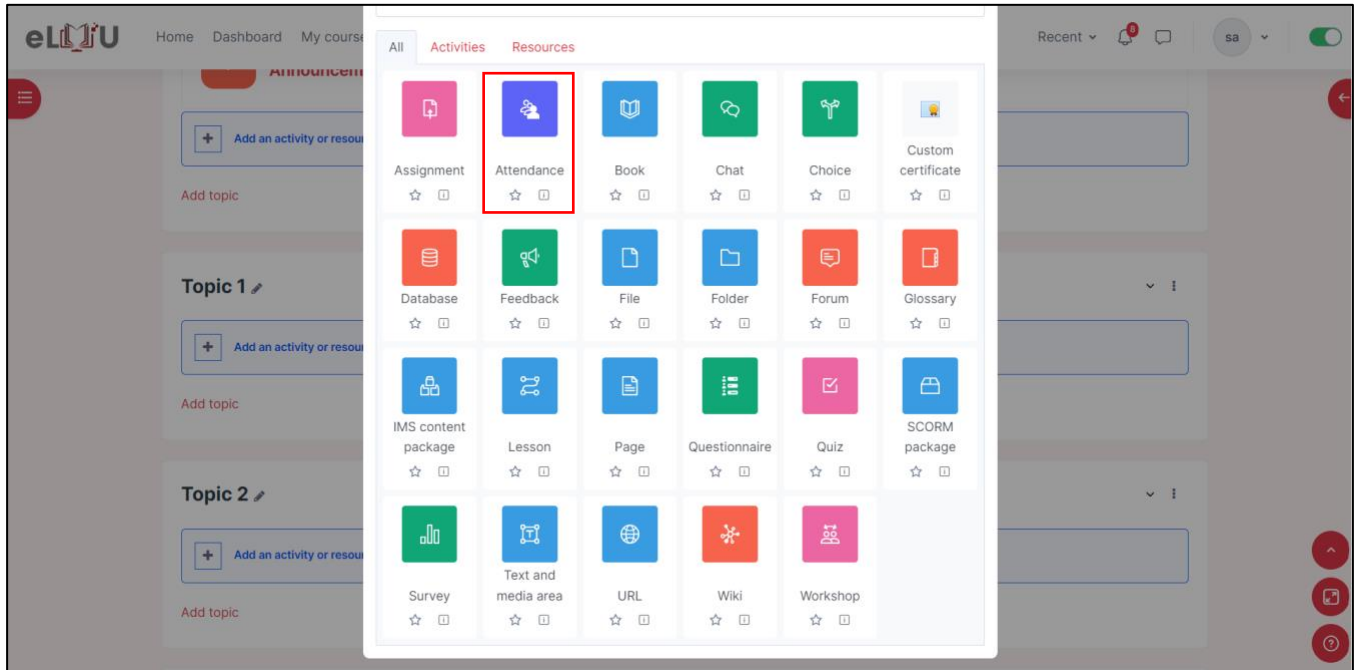
2. Click on **“Add an activity or resource”**.



The screenshot shows the eLMSU course page with three topics. The first topic, 'Topic 1', has a button labeled '+ Add an activity or resource' highlighted with a red box. Below each topic, there is an 'Add topic' link. At the bottom right, there are three red circular icons: a back arrow, a plus sign, and a refresh icon.

ADD ATTENDANCE

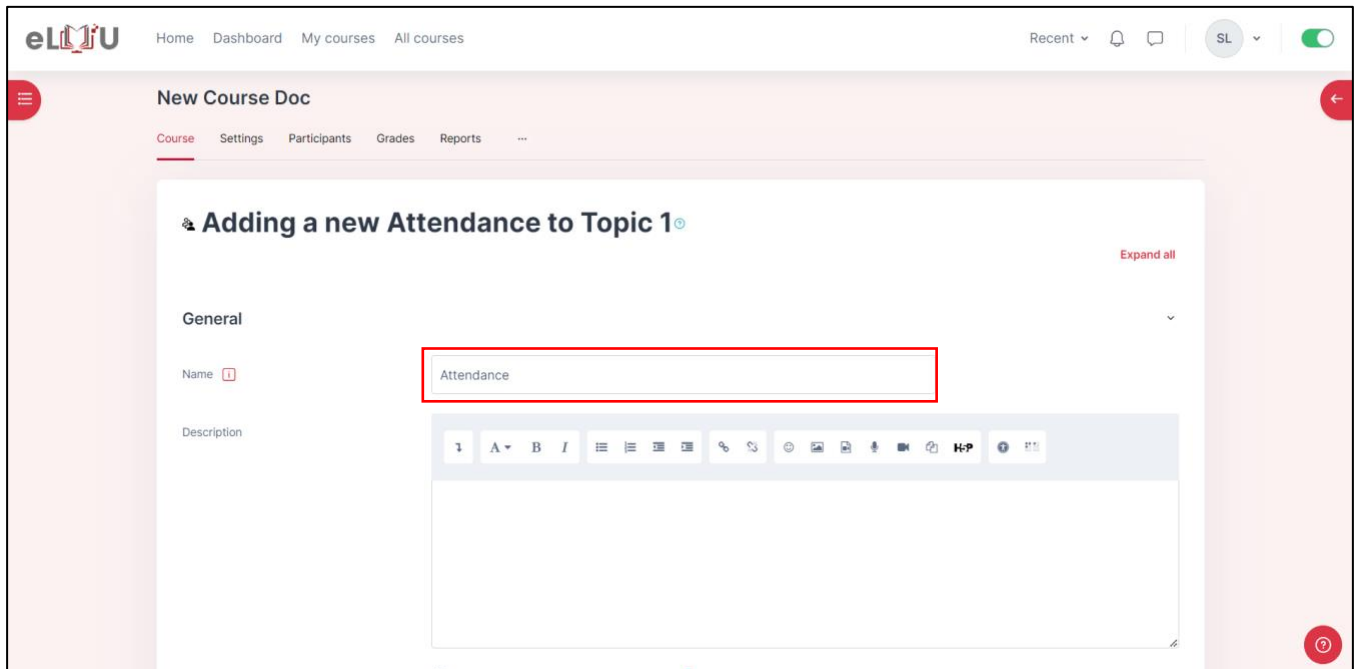
3. Click on “Attendance”.



The screenshot shows the eL@M@U interface with a grid of activity options. The 'Attendance' activity is highlighted with a red border. The grid includes the following activities:

Activity	Icon	Star	Add
Assignment	📄	☆	+
Attendance	👤	☆	+
Book	📖	☆	+
Chat	💬	☆	+
Choice	🗝️	☆	+
Custom certificate	📜	☆	+
Database	🗄️	☆	+
Feedback	🗣️	☆	+
File	📄	☆	+
Folder	📁	☆	+
Forum	💬	☆	+
Glossary	📖	☆	+
IMS content package	📦	☆	+
Lesson	📖	☆	+
Page	📄	☆	+
Questionnaire	📊	☆	+
Quiz	📝	☆	+
SCORM package	📦	☆	+
Survey	📊	☆	+
Text and media area	📄	☆	+
URL	🌐	☆	+
Wiki	📖	☆	+
Workshop	👥	☆	+

4. Fill in the “name”.



The screenshot shows the 'New Course Doc' page in the eL@M@U interface. The title is 'Adding a new Attendance to Topic 1'. The 'General' section is expanded, and the 'Name' field is filled with the text 'Attendance'. The 'Description' field is empty and has a rich text editor toolbar above it.

Adding a new Attendance to Topic 1 Expand all

General

Name

Description

ADD ATTENDANCE

5. Click on **“Save and display”** button.

Home Dashboard My courses All courses Recent SL

Restrict access >

Activity completion >

Tags >

Competencies >

Extra restrictions >

Send content change notification

Save and return to course Save and display Cancel

Required

6. Click on the **“Add session”** button.

Home Dashboard My courses All courses Recent SL

NCD / Attendance / Attendance

ATTENDANCE Attendance

Attendance Settings Report Import Export ...

Mark as done

Add session Aug 7 - Aug 13 All All past Months Weeks Days

Date	Time	Type	Description	Actions

Choose... OK

< Previous Activity Jump to...

ADD ATTENDANCE

7. Set the date and time and choose whether the students are allowed to submit the attendance on their own or not.

The screenshot shows the 'Add session' form in the eL@J@U interface. The form includes the following fields and options:

- Type:** All students
- Date:** 7 August 2023 (highlighted with a red box)
- Time:** from: 00:00 to: 00:00 (highlighted with a red box)
- Description:** A rich text editor with various formatting options.
- Create calendar event for session
- Multiple sessions:** >
- Student recording:**
 - Allow students to record own attendance (highlighted with a red box)

At the bottom right, there are three red circular navigation buttons: a back arrow, a home icon, and a refresh icon.

8. Finally click on “Save changes” button.

The screenshot shows the 'Add session' form in the eL@J@U interface, focusing on the bottom section. The 'Save changes' button is highlighted with a red box. The form includes the following fields and options:

- Description:** A rich text editor with various formatting options.
- Create calendar event for session
- Student recording:**
 - Allow students to record own attendance

At the bottom right, there are two buttons: 'Save changes' (highlighted with a red box) and 'Cancel'. At the bottom left, there is a '< Previous Activity' button and a 'Jump to...' dropdown menu. At the bottom right, there are three red circular navigation buttons: a back arrow, a home icon, and a refresh icon.

ADD ATTENDANCE

9. Successfully create attendance session.

The screenshot displays the eLMIU Attendance management interface. At the top, there is a navigation bar with the eLMIU logo and links for Home, Dashboard, My courses, and All courses. On the right, there are options for Recent, notifications, chat, a user profile (SL), and a toggle switch. Below the navigation bar, the breadcrumb path is NCD / Attendance / Attendance. The main heading is ATTENDANCE Attendance. A secondary navigation bar includes Attendance, Settings, Report, Import, Export, and a menu icon. A 'Mark as done' button is located above the main content area. The main content area features a red 'Add session' button and a filter section with 'All', 'All past', 'Months', 'Weeks', and 'Days' buttons. Below this is a table with the following structure:

<input type="checkbox"/>	Date	Time	Type	Description	Actions
<input type="checkbox"/>	Mon 7 Aug 2023	2PM - 5PM	All students	Regular class session	▶ @ 🗑️

Below the table, there is a 'Choose...' dropdown menu and an 'OK' button. At the bottom of the interface, there is a '< Previous Activity' button, a 'Jump to...' dropdown menu, and two red circular icons on the right side (one with a plus sign and one with a question mark).

2.1.9. Attendance with QR code

ATTENDANCE WITH QR CODE

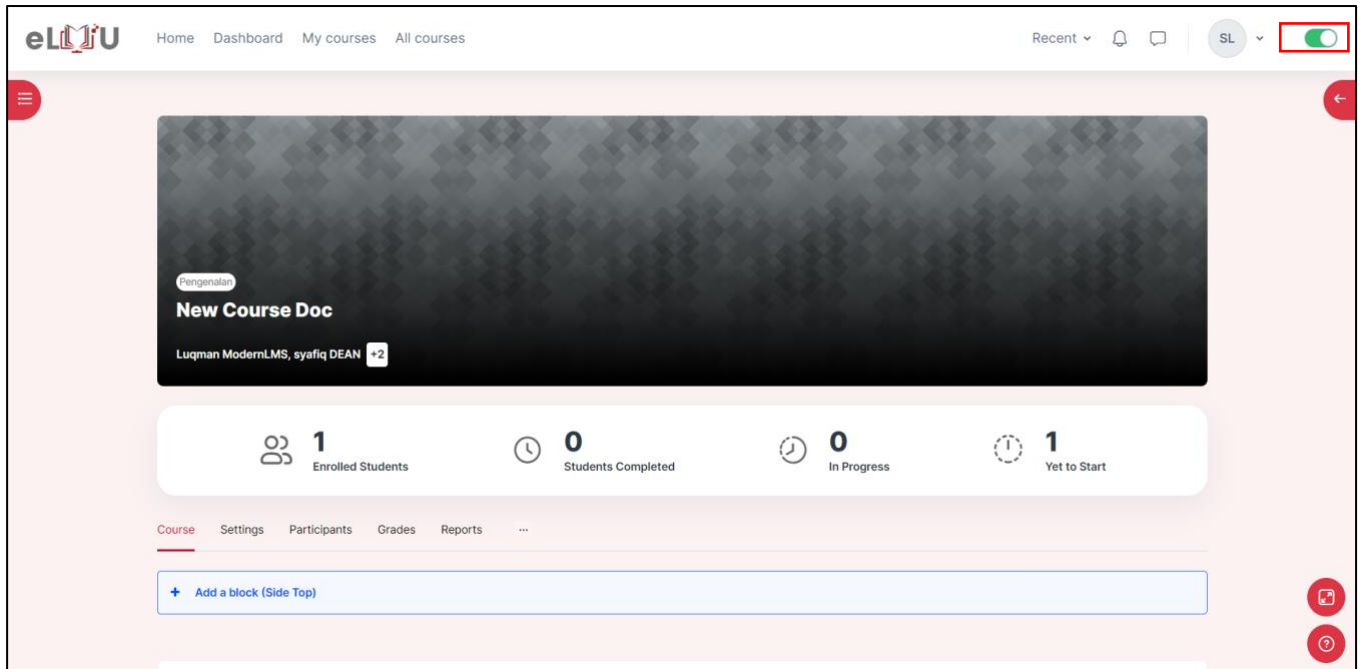
Description In addition, you can display a QR code containing a URL that students can scan with a mobile device, which brings them directly to the page where they record their attendance and fills in the password for them too. Then they only need to select the status "Present" and record their attendance. In this case, the remarks contain the text "Self-recorded"

Pre-Requisites Users need to have course first.

Notes

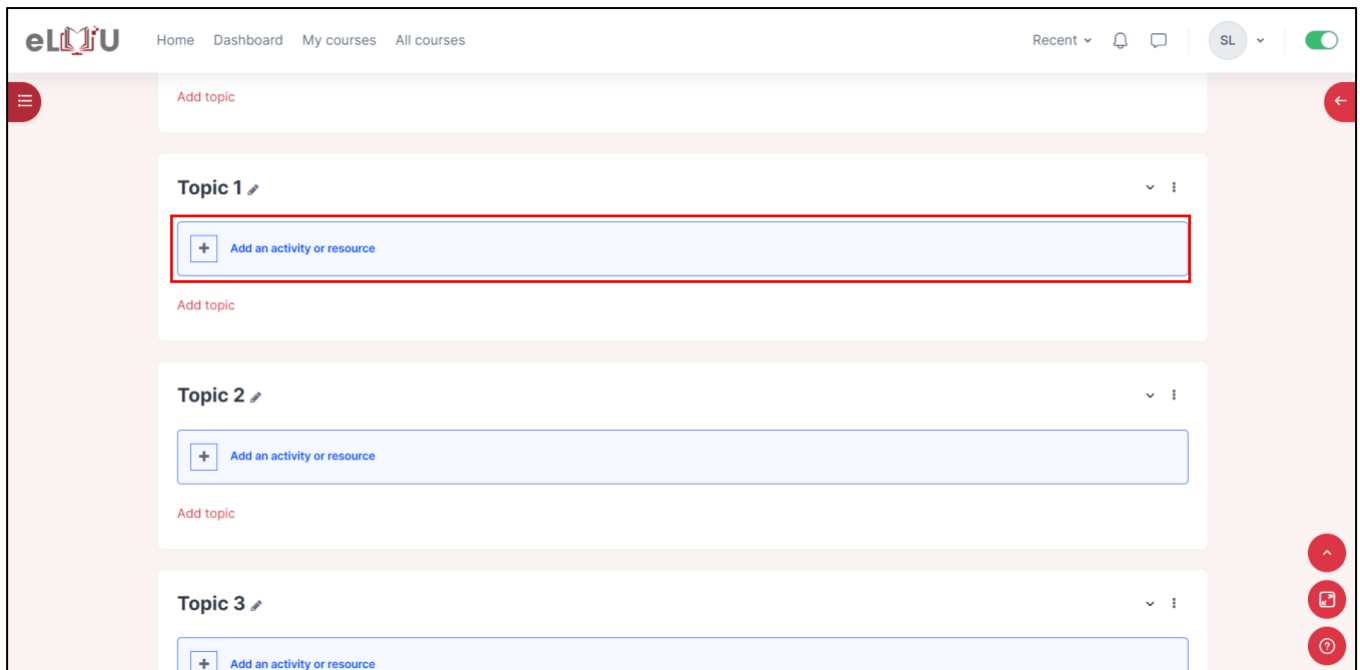
Steps.

1. Click on **“Turn editing on”** in the course page that needs to add activity.



The screenshot shows the eLMSU course page. At the top right, there is a toggle switch labeled 'SL' with a green indicator, which is highlighted with a red box. Below the header, there is a course card titled 'New Course Doc' by Luqman ModernLMS, syafiq DEAN. Below the card, there are statistics: 1 Enrolled Students, 0 Students Completed, 0 In Progress, and 1 Yet to Start. At the bottom, there is a button labeled '+ Add a block (Side Top)'.

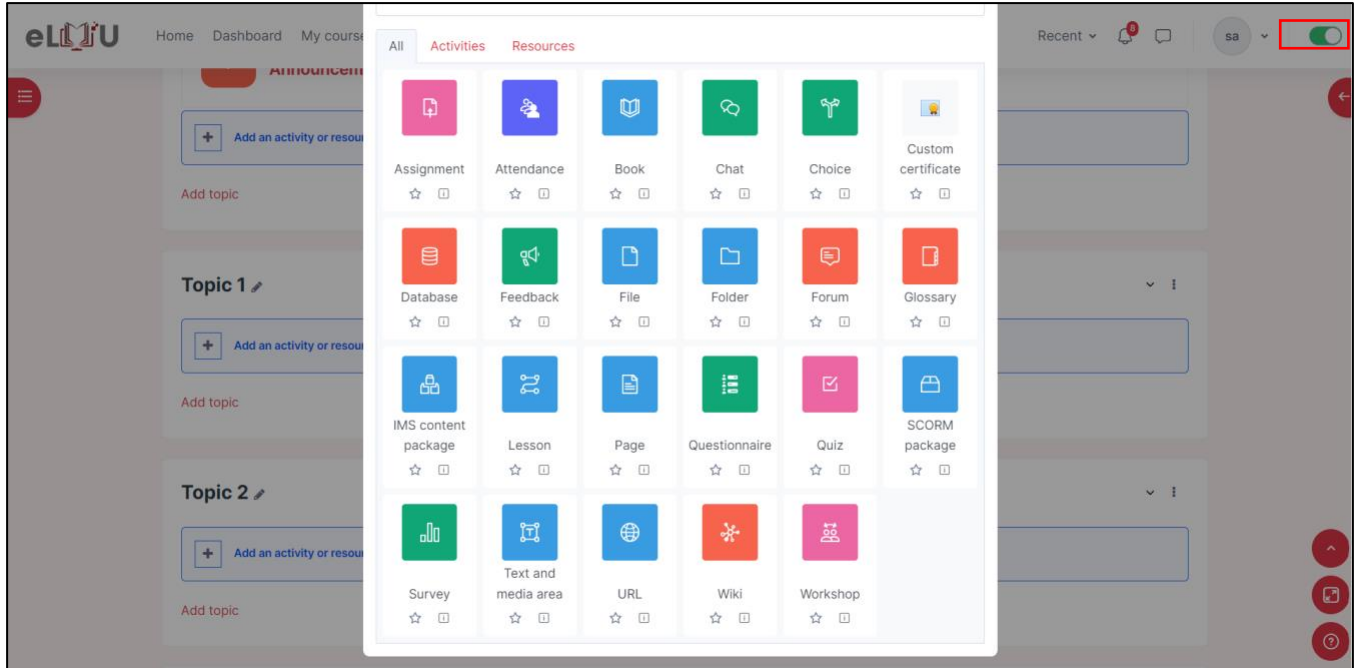
2. Click on **“Add an activity or resource”**.



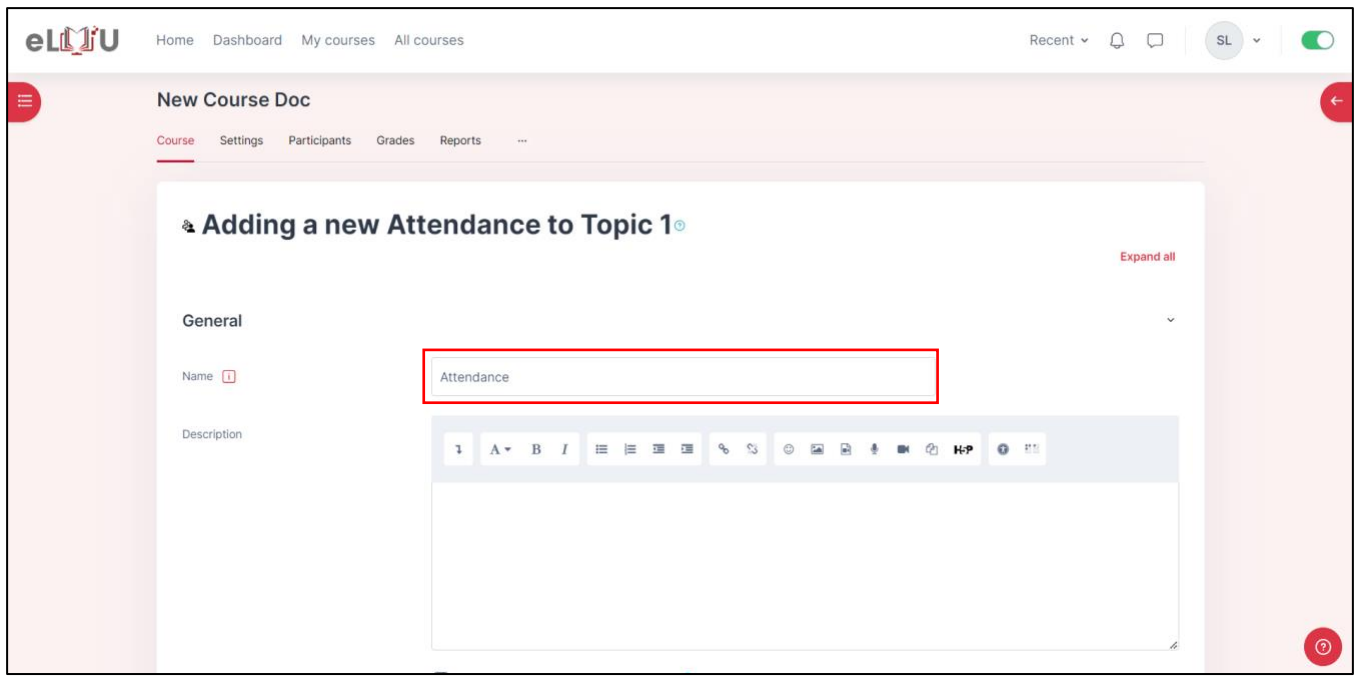
The screenshot shows the eLMSU course page with three topics. The first topic, 'Topic 1', has a button labeled '+ Add an activity or resource' highlighted with a red box. Below each topic, there is an 'Add topic' link. At the bottom right, there are navigation icons: a red circle with a white arrow pointing up, a red circle with a white square, and a red circle with a white question mark.

ATTENDANCE WITH QR CODE

3. Click pada **“Attendance”**.

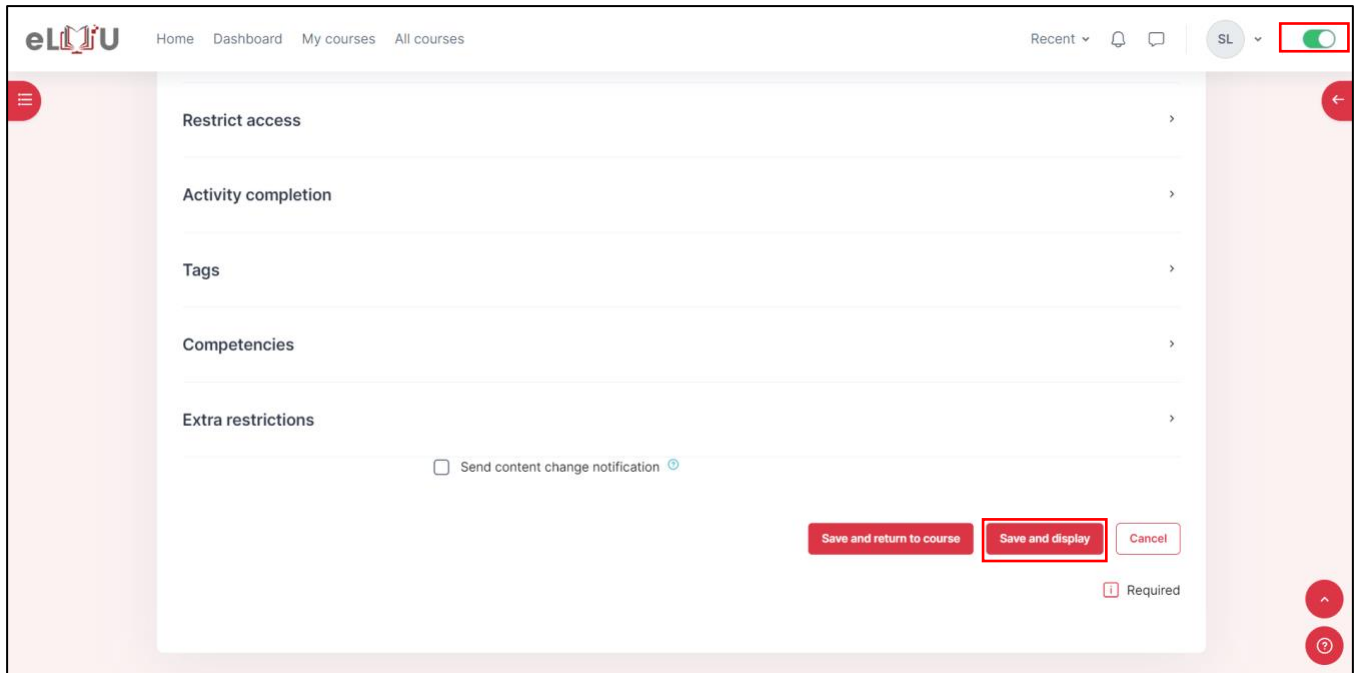


4. Fill in the name for the course.



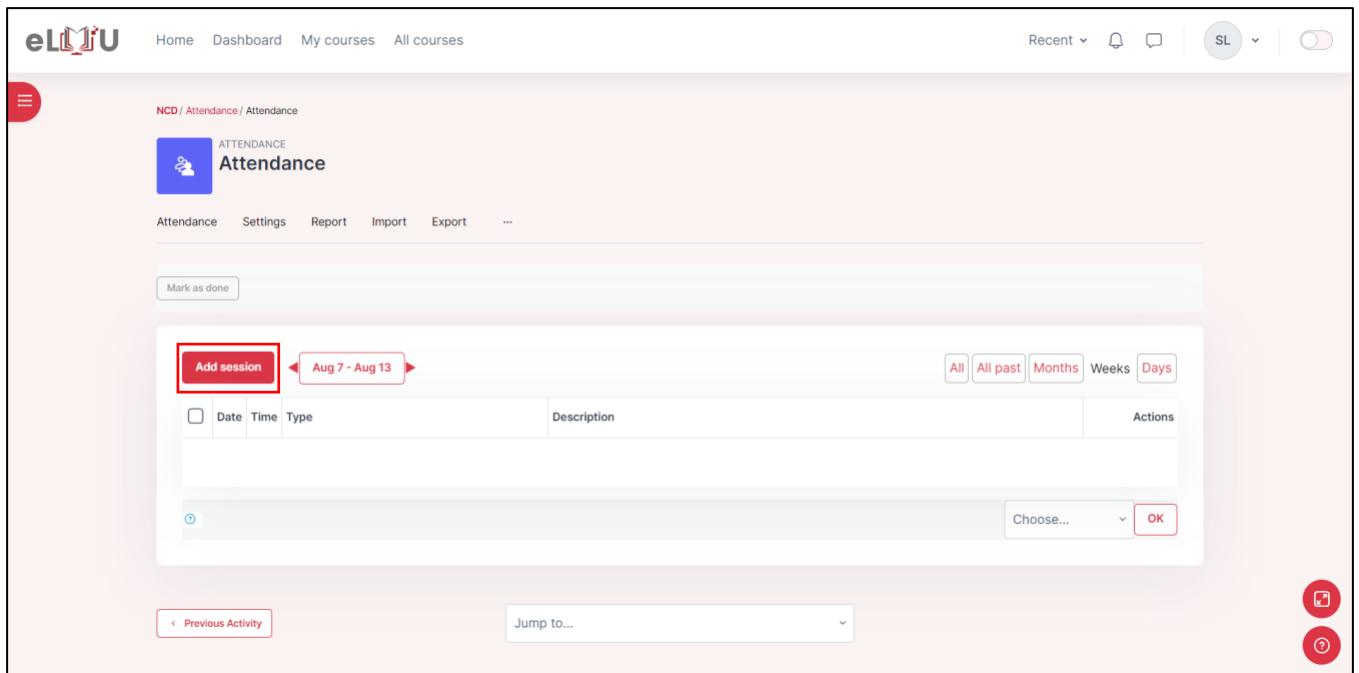
ATTENDANCE WITH QR CODE

5. Click on **“Save and display”**.



The screenshot shows the eLMIU interface with a navigation menu at the top (Home, Dashboard, My courses, All courses) and a user profile (SL) with a dropdown arrow. A red box highlights a toggle switch in the top right corner. The main content area displays a list of settings: Restrict access, Activity completion, Tags, Competencies, and Extra restrictions. Below these settings is a checkbox for 'Send content change notification' which is unchecked. At the bottom right, there are three buttons: 'Save and return to course', 'Save and display' (highlighted with a red box), and 'Cancel'. A 'Required' label is also visible at the bottom right.

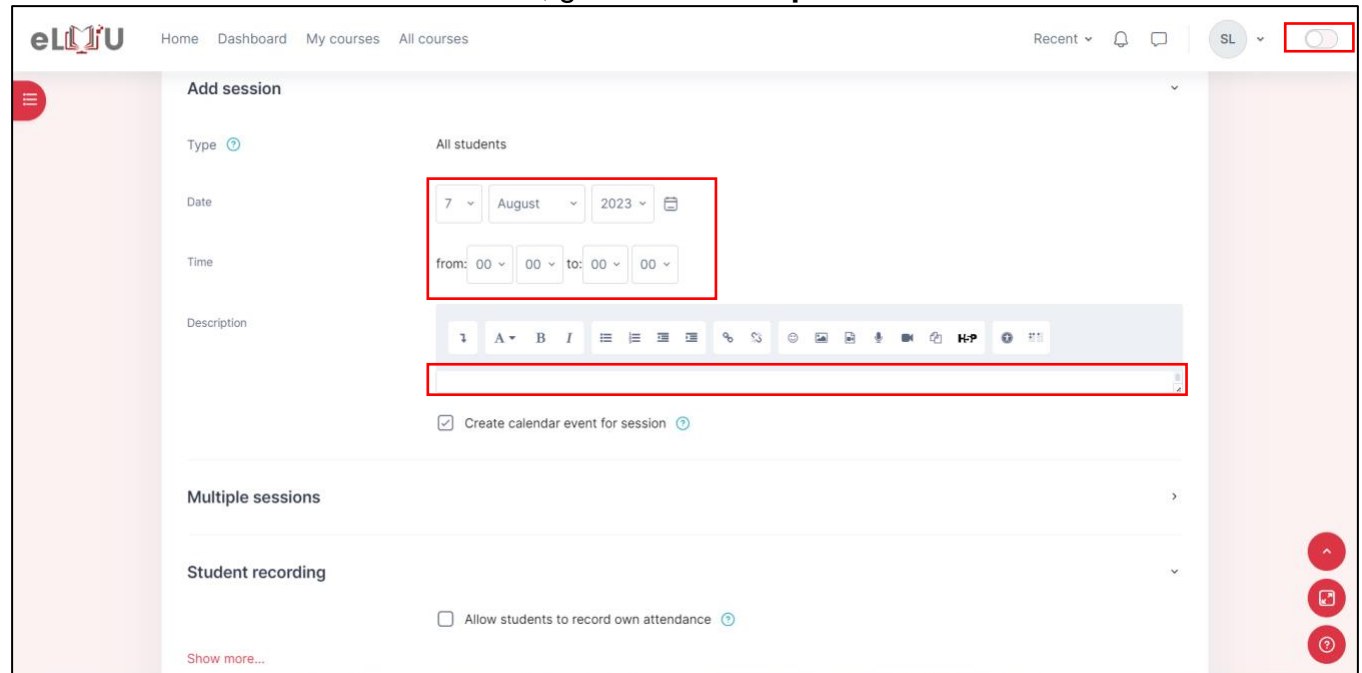
6. Then click on **“Add session”**.



The screenshot shows the eLMIU interface with a navigation menu at the top (Home, Dashboard, My courses, All courses) and a user profile (SL) with a dropdown arrow. The main content area displays the 'Attendance' section with a sub-menu (Attendance, Settings, Report, Import, Export, ...). A 'Mark as done' button is visible. Below this, there is a date range selector showing 'Aug 7 - Aug 13' with a red box around the 'Add session' button. To the right of the date range are buttons for 'All', 'All past', 'Months', 'Weeks', and 'Days'. Below the date range is a table with columns: Date, Time, Type, Description, and Actions. At the bottom right, there is a 'Choose...' dropdown menu and an 'OK' button. A 'Previous Activity' button and a 'Jump to...' dropdown menu are visible at the bottom left.

ATTENDANCE WITH QR CODE

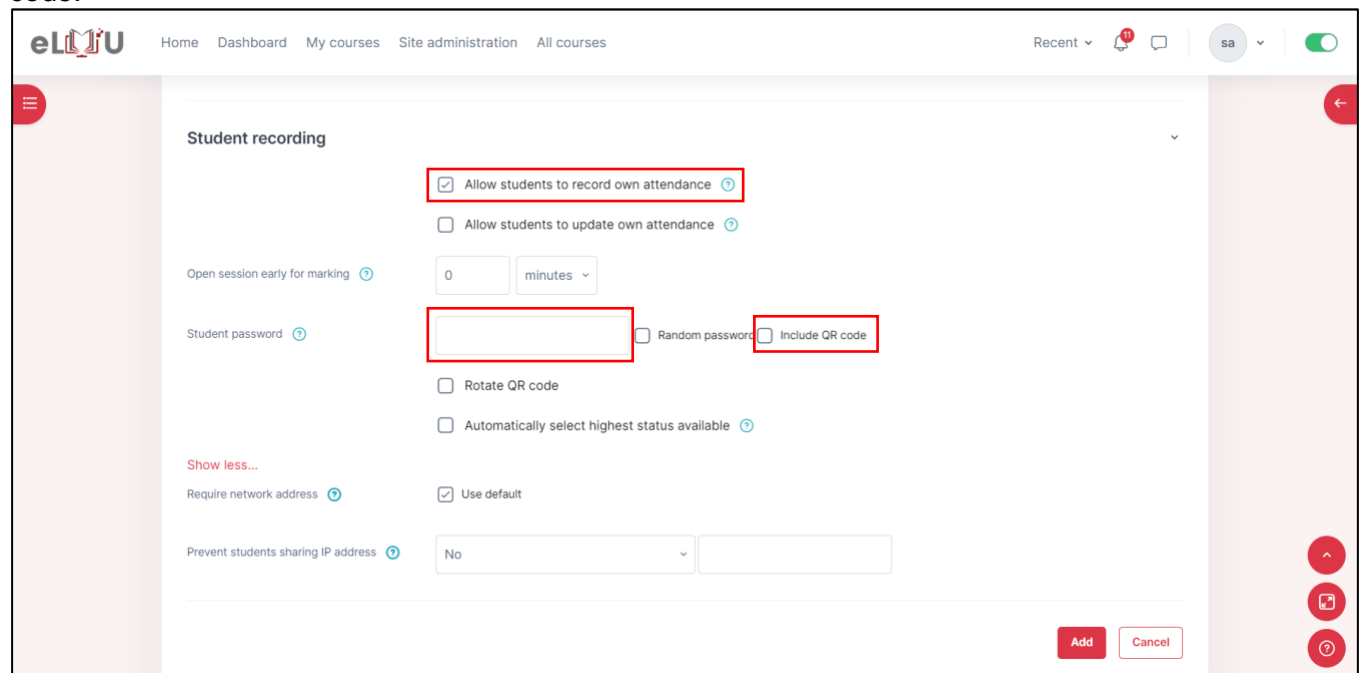
7. Set the “**date**” of the session. Then, give the “**description**” for the session.



The screenshot shows the 'Add session' form in the eLMIU interface. The form includes the following fields and options:

- Type:** All students
- Date:** 7 August 2023
- Time:** from: 00:00 to: 00:00
- Description:** A rich text editor with a toolbar and an empty text area.
- Create calendar event for session:**
- Multiple sessions:** >
- Student recording:** Allow students to record own attendance

8. Set as “**Allow students to record own attendance**”. This will allow student take their own attendance when attending the course . Then , click on “**Include QR code**”, to redirect student to the attendance activity when they scan the code, You have the option to include a password for the QR code.



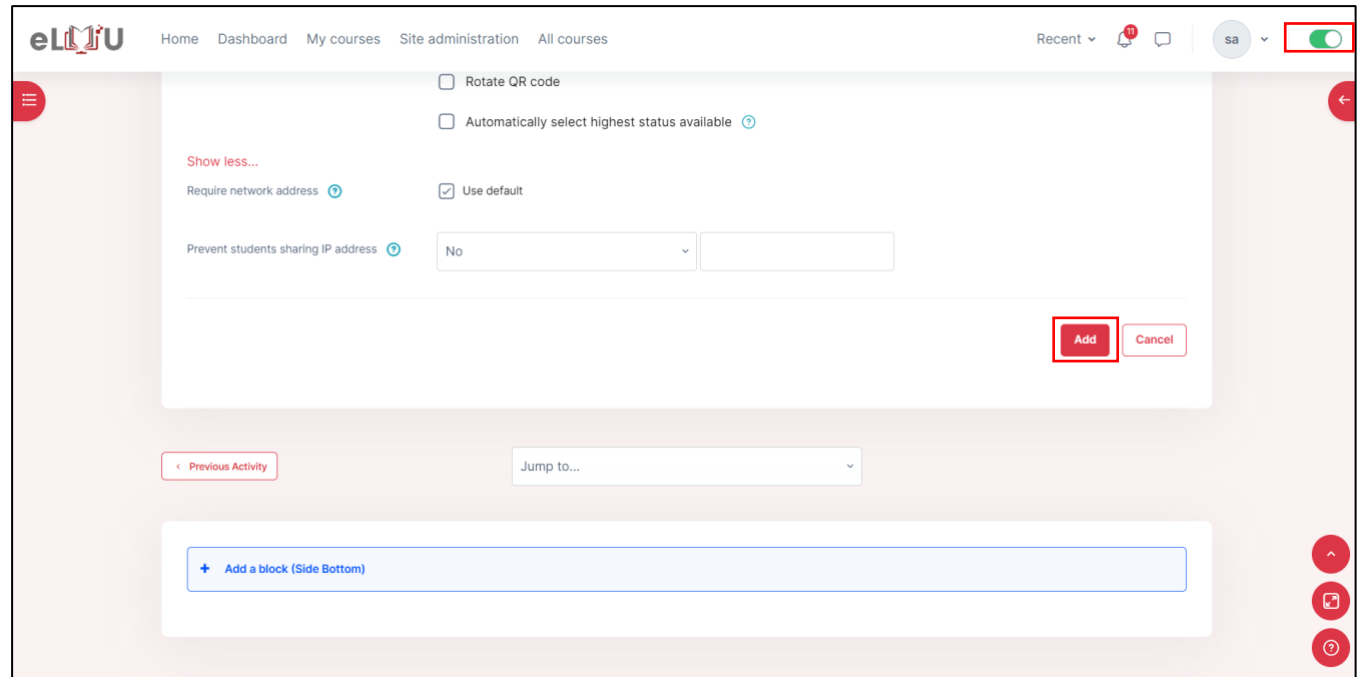
The screenshot shows the 'Student recording' form in the eLMIU interface. The form includes the following fields and options:

- Allow students to record own attendance:**
- Allow students to update own attendance:**
- Open session early for marking:** 0 minutes
- Student password:** [Empty text field]
- Random password:**
- Include QR code:**
- Rotate QR code:**
- Automatically select highest status available:**
- Require network address:** Use default
- Prevent students sharing IP address:** No

Buttons: Add, Cancel

ATTENDANCE WITH QR CODE

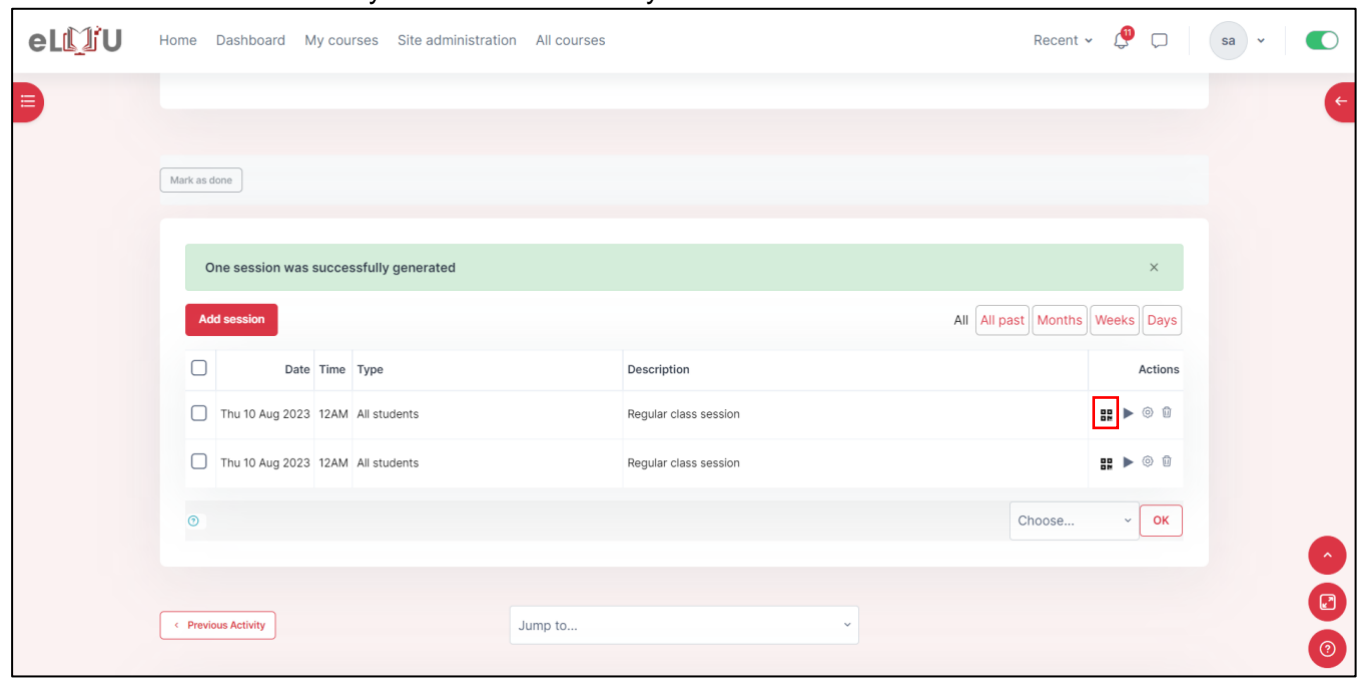
9. Then click on **“Add”** button.



The screenshot shows the eLMU interface with the following elements:









- Navigation bar: Home, Dashboard, My courses, Site administration, All courses
- Right side: Recent, notification icon, chat icon, user profile (sa), and a toggle switch (highlighted in red).
- Main content area:
 - Settings for QR code:
 - Rotate QR code
 - Automatically select highest status available
 - Use default
 - Prevent students sharing IP address: No (dropdown)
 - Buttons: **Add** (highlighted in red) and Cancel
- Bottom section:
 - Buttons: < Previous Activity, Jump to...
 - Button: + Add a block (Side Bottom)

10. In the attendance activity on the session that you created. Click on the **“QR code”** icon.



The screenshot shows the eLMU interface with the following elements:

- Navigation bar: Home, Dashboard, My courses, Site administration, All courses
- Right side: Recent, notification icon, chat icon, user profile (sa), and a toggle switch.
- Main content area:
 - Message: One session was successfully generated
 - Buttons: Add session, All, All past, Months, Weeks, Days
 - Table:

	Date	Time	Type	Description	Actions
<input type="checkbox"/>	Thu 10 Aug 2023	12AM	All students	Regular class session	<input checked="" type="checkbox"/>    
<input type="checkbox"/>	Thu 10 Aug 2023	12AM	All students	Regular class session	   
 - Buttons: Choose..., OK
- Bottom section:
 - Buttons: < Previous Activity, Jump to...

11. The “QR Code” will display on the screen.



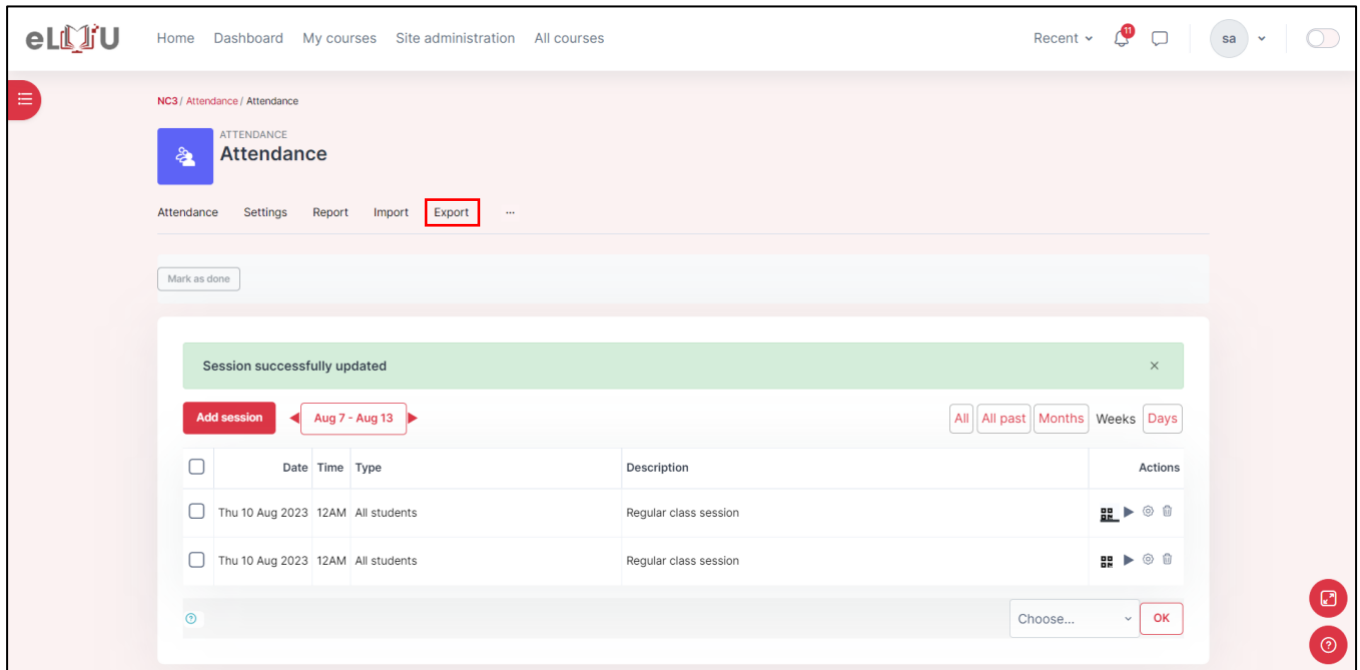
2.2. Export Attendance

EXPORT ATTENDANCE

Description	When you export attendance in LMS, it means you are extracting the attendance data from the system in a format that can be viewed, analysed, or used for record-keeping purposes outside of LMS itself
Pre-Requisites	Users need to have course first.
Notes	

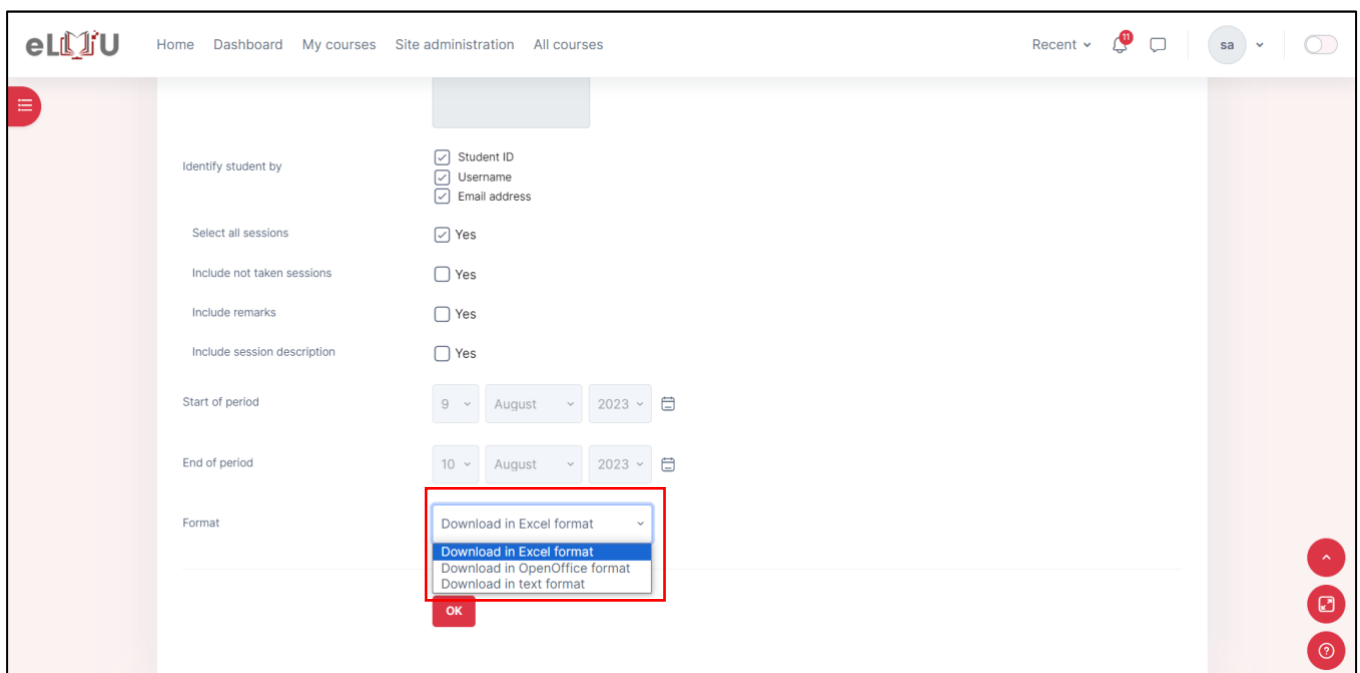
Steps.

1. In the attendance activity that you created, click on “**Export**”.



The screenshot shows the LMS interface for the 'Attendance' activity. The 'Export' button in the top navigation bar is highlighted with a red box. Below the navigation bar, there is a 'Mark as done' button and a 'Session successfully updated' message. The main content area displays a table of attendance sessions for 'Aug 7 - Aug 13'. The table has columns for 'Date', 'Time', 'Type', 'Description', and 'Actions'. Two sessions are listed, both on 'Thu 10 Aug 2023' at '12AM' for 'All students', with the description 'Regular class session'. The 'Export' button is located at the bottom right of the table area.

2. Scroll down and select the file format that you want and click “**OK**” button.



The screenshot shows the LMS interface for the 'Attendance' activity, specifically the 'Format' dropdown menu. The dropdown menu is open, showing four options: 'Download in Excel format', 'Download in Excel format', 'Download in OpenOffice format', and 'Download in text format'. The first 'Download in Excel format' option is highlighted in blue. Below the dropdown menu is an 'OK' button. The background shows the 'Identify student by' section with checkboxes for 'Student ID', 'Username', and 'Email address', all of which are checked. The 'Select all sessions' checkbox is also checked, while 'Include not taken sessions', 'Include remarks', and 'Include session description' are unchecked. The 'Start of period' is set to '9' in 'August' '2023', and the 'End of period' is set to '10' in 'August' '2023'.

3. COURSE LEADER

3.1. USER MANAGEMENT

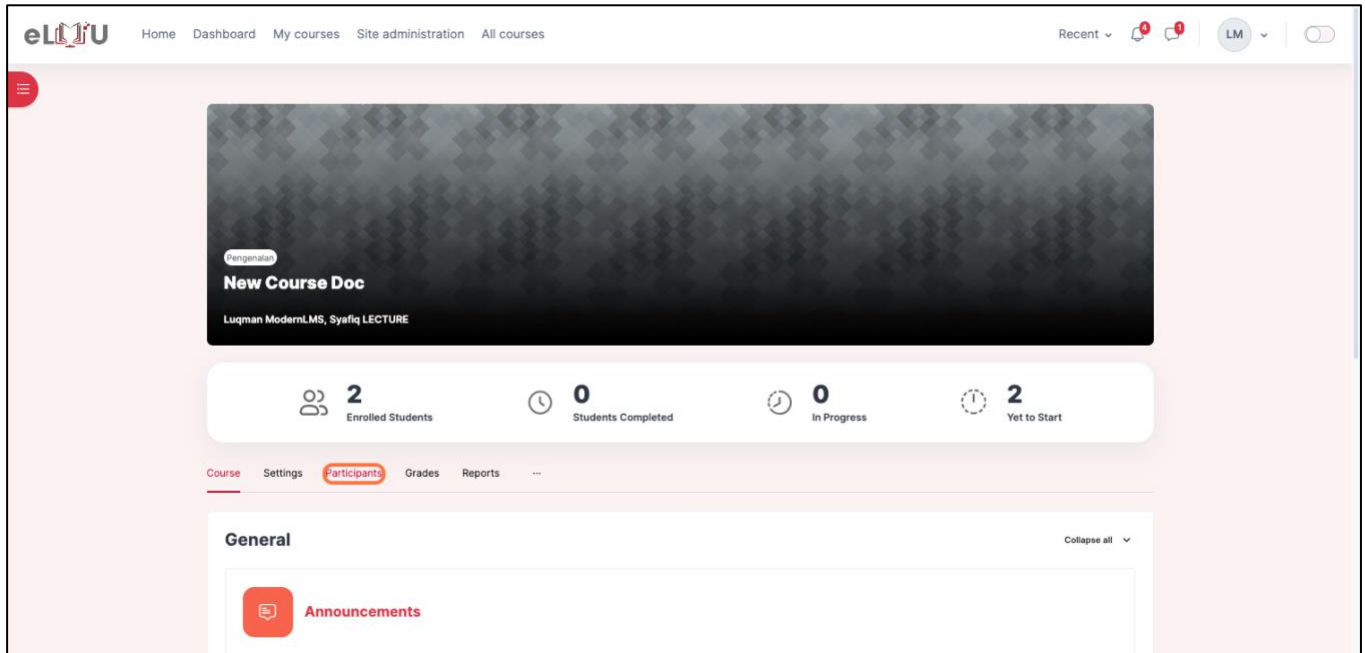
3.1.1. How to enrol and assign role

ASSIGN ROLE

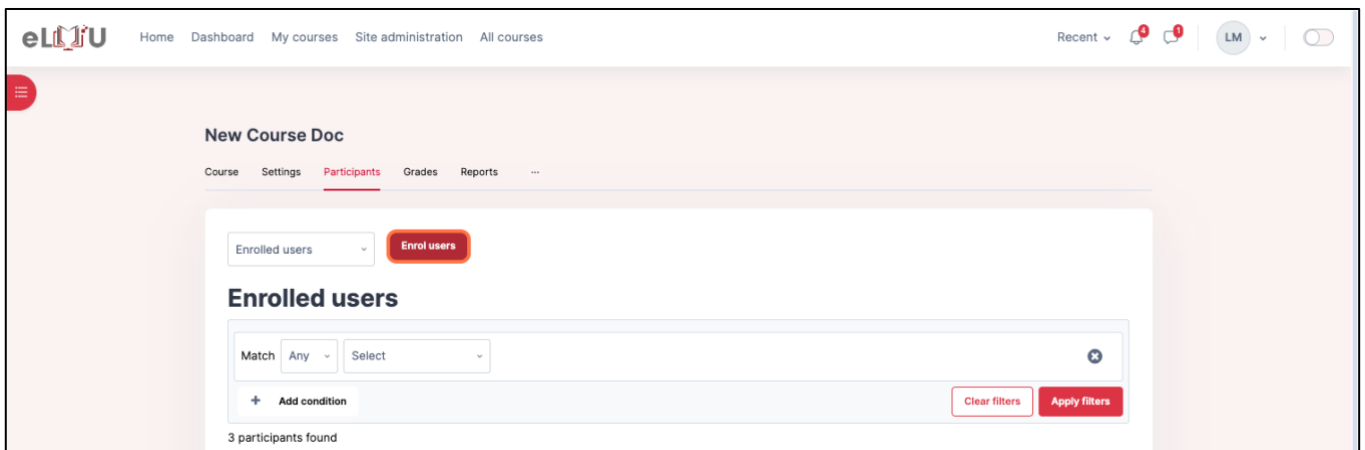
Description	How to assign lecture role to user
Pre-Requisites	Users need to have course first.
Notes	

Steps.

1. Click on **“Participants”** in the course page.



2. Click on **“Enrol Users”**.



ASSIGN ROLE

3. Select the user that need to be enrol and assigned

The screenshot shows the 'Enrol users' dialog box. The 'Enrolment options' section includes:

- Select users:** No selection. A search dropdown menu is highlighted with a red box.
- Select cohorts:** No selection. A search dropdown menu is present.
- Assign role:** Student.

Buttons at the bottom include 'Cancel' and 'Enrol selected users and cohorts'.

4. Assign the desired role.

The screenshot shows the 'Enrol users' dialog box with the following changes:

- Select users:** A user is selected: 'syafiq DEAN syafiq-dean, syafiq@dean.com'.
- Assign role:** The role is changed to 'Lecturer', highlighted with a red box.

Buttons at the bottom include 'Cancel' and 'Enrol selected users and cohorts'.

5. Click on "Enrol selected users". Users will be enrolled and assigned

The screenshot shows the 'Enrol users' dialog box with the following changes:

- Assign role:** The role is 'Lecturer', highlighted with a blue box.
- Enrol selected users and cohorts:** This button is highlighted with a red box, indicating it is the next step to click.

ASSIGN ROLE

6. You can also assign role in existing participant by clicking edit button.

4 participants found

First name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

<input type="checkbox"/>	First name / Last name	Username	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	sD syafiq DEAN	syafiq-dean	syafiq@dean.com	Lecturer, Dean	No groups	Never	Active
<input type="checkbox"/>	SL Syafiq LECTURE	syafiq-lecture	s3@example.com	Lecturer	No groups	20 hours 20 mins	Active
<input type="checkbox"/>	LM Luqman ModernLMS	admin-luqman-kptm	luqman@modernlms.com	Lecturer, Student, Super Admin	No groups	53 secs	Active
<input type="checkbox"/>	SS Syafiq STUDENT	syafiq-student	s4@example.com	Student	No groups	1 day 18 hours	Active

With selected users...

Choose...

Enrol users

Staff Student Visitor Contact

7. Remove unwanted user role. Then click on the dropdown and choose the role.

4 participants found

First name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

<input type="checkbox"/>	First name / Last name	Username	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	sD syafiq DEAN	syafiq-dean	syafiq@dean.com	Lecturer, Dean	No groups	Never	Active
<input type="checkbox"/>	SL Syafiq LECTURE	syafiq-lecture	s3@example.com	Lecturer	No groups	20 hours 20 mins	Active
<input type="checkbox"/>	LM Luqman ModernLMS	admin-luqman-kptm	luqman@modernlms.com	Lecturer, Student, Super Admin	No groups	53 secs	Active
<input type="checkbox"/>	SS Syafiq STUDENT	syafiq-student	s4@example.com	Student	No groups	1 day 18 hours	Active

With selected users...

8. Click on save button to save the role assignment.

First name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

<input type="checkbox"/>	First name / Last name	Username	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	sD syafiq DEAN	syafiq-dean	syafiq@dean.com	Lecturer, Dean	No groups	Never	Active
<input type="checkbox"/>	SL Syafiq LECTURE	syafiq-lecture	s3@example.com	Lecturer	No groups	20 hours 20 mins	Active
<input type="checkbox"/>	LM Luqman ModernLMS	admin-luqman-kptm	luqman@modernlms.com	Lecturer, Student, Super Admin	No groups	53 secs	Active
<input type="checkbox"/>	SS Syafiq STUDENT	syafiq-student	s4@example.com	Lecturer	No groups	1 day 18 hours	Active

With selected users...

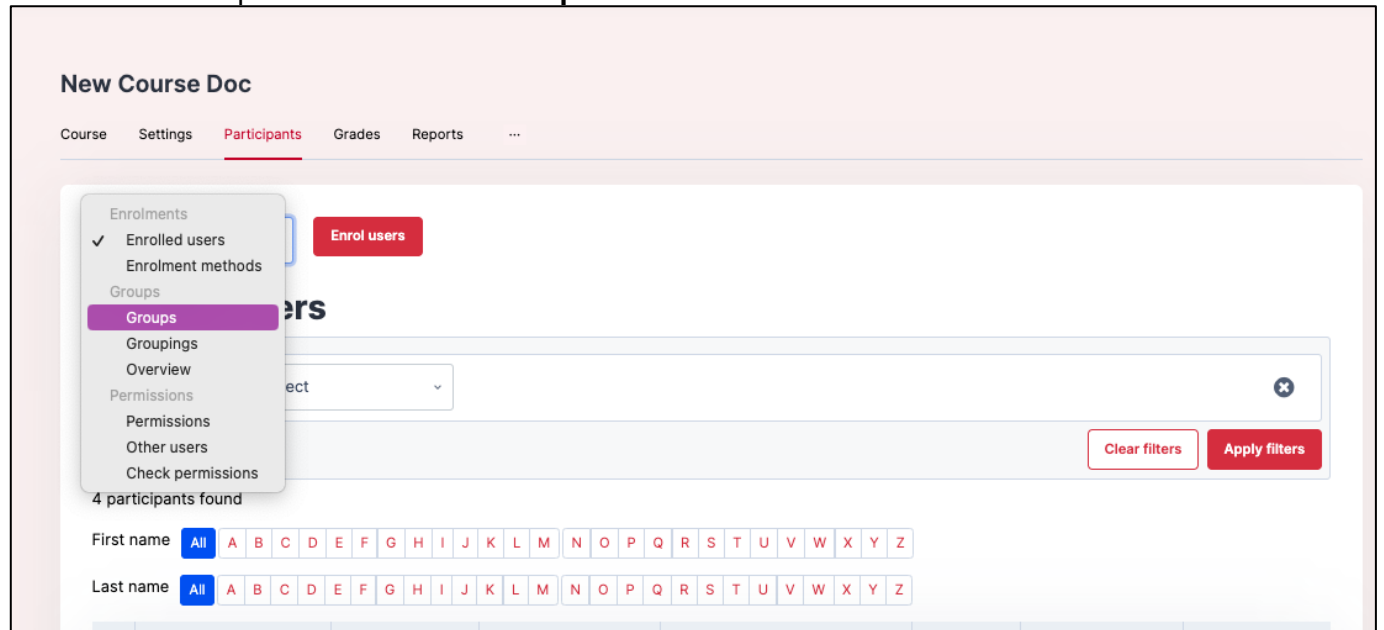
3.1.2. How to assign grouping

HOW TO ASSIGN GROUPING

Description	Create a File Activity in course
Pre-Requisites	Users need to have course first.
Notes	

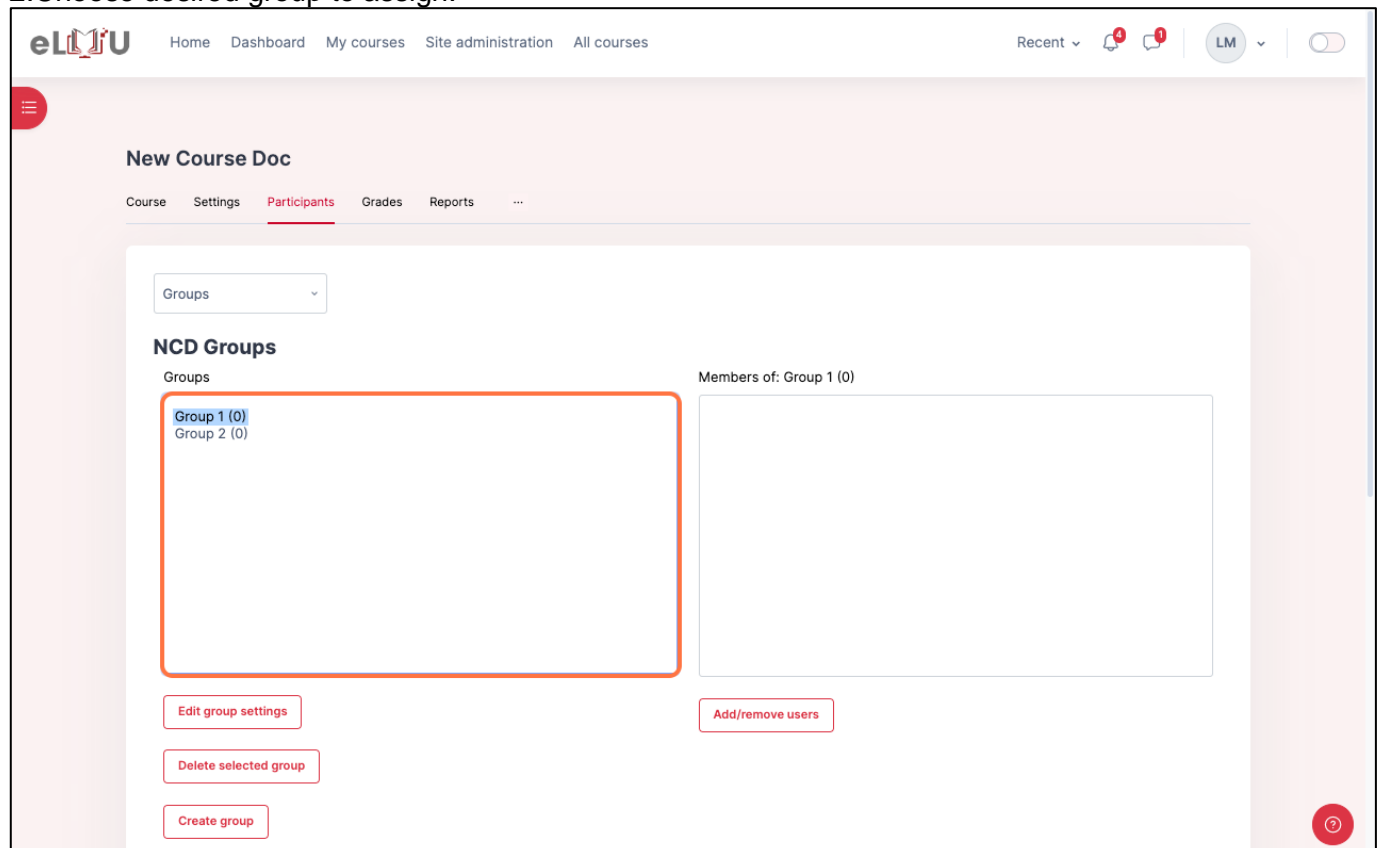
Steps

1. Click on the dropdown and select “Groups”



The screenshot shows the 'New Course Doc' interface with the 'Participants' tab selected. A dropdown menu is open, showing options like 'Enrolments', 'Groups', and 'Permissions'. The 'Groups' option is highlighted. Below the dropdown, there are search filters for 'First name' and 'Last name', each with an 'All' button and a row of letters (A-Z). There are also 'Clear filters' and 'Apply filters' buttons.

2. Choose desired group to assign.



The screenshot shows the 'New Course Doc' interface with the 'Participants' tab selected. The 'NCD Groups' section is visible, showing a list of groups: 'Group 1 (0)' and 'Group 2 (0)'. The 'Group 1 (0)' is highlighted with a blue border. Below the groups, there are buttons for 'Edit group settings', 'Delete selected group', and 'Create group'. To the right, there is a section for 'Members of: Group 1 (0)' which is currently empty. There is also an 'Add/remove users' button.

HOW TO ASSIGN GROUPING

3. Click on “add/remove” users.

The screenshot shows the 'New Course Doc' page in the eLMS system. The 'Participants' tab is selected. Under the 'NCD Groups' section, there are two groups listed: 'Group 1 (0)' and 'Group 2 (0)'. The 'Add/remove users' button is highlighted with an orange box. Other buttons visible include 'Edit group settings', 'Delete selected group', and 'Create group'.

4. Select potential users on the right and click Add.

The screenshot shows the 'Add/remove users: Group 1' page. The 'Potential members' list is highlighted with a blue box, showing roles like 'Lecturer (2)', 'Syafiq LECTURE', 'Syafiq STUDENT', and 'Multiple roles (2)'. The 'Add' button is highlighted with an orange box. Other elements include search bars for both 'Group members' and 'Potential members', and a 'Back to groups' button.

HOW TO ASSIGN GROUPING

5. User will be assign in the group.

The screenshot displays the eLMS interface for managing a group. At the top, the navigation bar includes the eLMS logo, menu items (Home, Dashboard, My courses, Site administration, All courses), and user information (Recent, notifications, LM, and a toggle switch). The main content area is titled 'New Course Doc' and contains a sub-section 'Add/remove users: Group 1'. This section is divided into three columns: 'Group members', 'Potential members', and 'Selected user's membership'. The 'Group members' column contains one user: 'Lecturer (1) Syafiq LECTURE (syafiq-lecture, s3@example.com)'. The 'Potential members' column lists 'Lecturer (1) Syafiq STUDENT (syafiq-student, s4@example.com)' and 'Multiple roles (2) syafiq DEAN (syafiq-dean, syafiq@dean.com) (0) Luqman ModernLMS (admin-luqman-kptm, luqman@...)'. Between these columns are 'Add' and 'Remove' buttons. Below each column is a search bar with a 'Clear' button. At the bottom left, there is a 'Back to groups' button. A red question mark icon is located in the bottom right corner.

Groups / Add/remove users

New Course Doc

Course Settings Participants Grades Reports ...

Add/remove users: Group 1

Group members

Lecturer (1)
Syafiq LECTURE (syafiq-lecture, s3@example.com)

Potential members

Lecturer (1)
Syafiq STUDENT (syafiq-student, s4@example.com)

Multiple roles (2)
syafiq DEAN (syafiq-dean, syafiq@dean.com) (0)
Luqman ModernLMS (admin-luqman-kptm, luqman@...)

Selected user's membership:

Search Clear

Search options ▶

Back to groups

4. HEAD OF FIELD

4.1. ASSIGN COURSE LEADER

4.1.1. How to assign Course leader

ASSIGN COURSE LEADER

Description	Assign course leader in respective course
Pre-Requisites	Users need to have course first.
Notes	

Steps.

1. Click on course that course leader need to be assign.

The screenshot shows the eLMU dashboard with the following elements:

- Navigation: Home, Dashboard, My courses, All courses. Recent, notifications, and user profile (th) are visible in the top right.
- Section: **Manage course categories and courses**
- Course categories table:

+ Perakaunan	FP	0
+ Pengurusan Perniagaan	FPP	0
+ Bio Industri dan Sains Kesihatan	FBSK	0
+ Sains Komputer dan Teknologi	FSKTM	0
+ Multimedia Kreatif	FMK	0
+ Sains Sosial dan Kemanusiaan	FSSK	0
- Kejuruteraan	FK	0
Structure	ECS	7
Construction Management	ECM	6
Geotechnique	ECG	4
Construction Safety	ECC	3
Water Engineering	ECW	2
Fizik	ESP	2
Kimia	ESC	0
- Structure table:

STRUCTURAL CONCRETE DESIGN (0723-ECS2033)	⊙	🗑️	👁️
MECHANICS OF MATERIALS (0723-ECS1073)	⊙	🗑️	👁️
STRUCTURAL STEELWORK AND TIMBER DESIGN (0723-ECS3053)	⊙	🗑️	👁️
CIVIL ENGINEERING PROJECT (0723-ECS3093)	⊙	🗑️	👁️
STRUCTURAL ANALYSIS (0423-ECS2083)	⊙	🗑️	👁️
STRUCTURAL STEELWORK AND TIMBER DESIGN (0423-ECS3053)	⊙	🗑️	👁️
STRUCTURAL CONCRETE DESIGN (0423-ECS2033)	⊙	🗑️	👁️
- Footer: Showing all 7 courses

2. Scroll down and click on “Enrolled users”.

The screenshot shows the eLMU dashboard with the following elements:

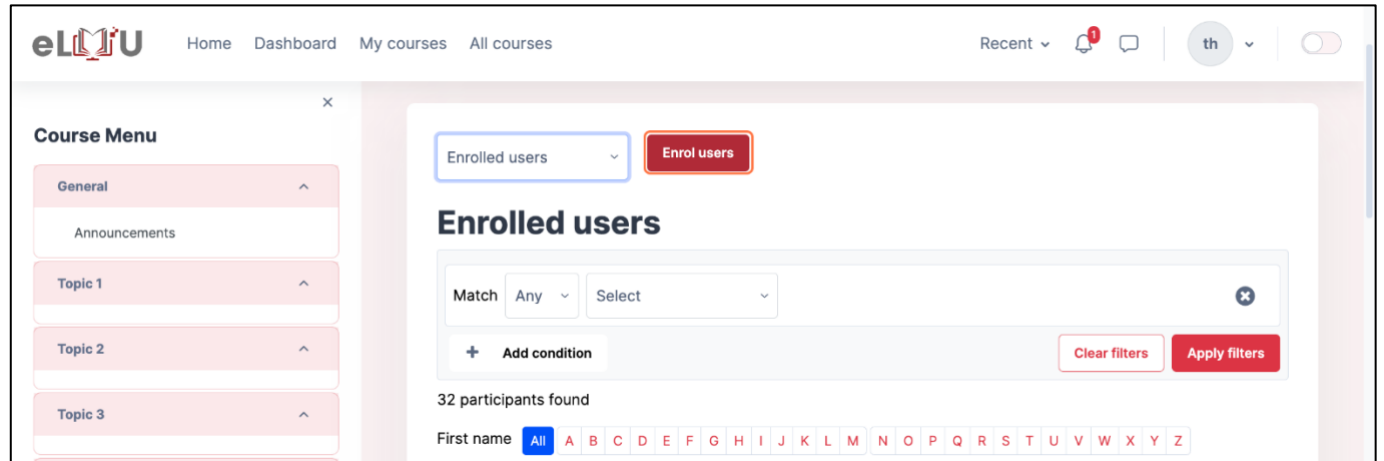
- Navigation: Home, Dashboard, My courses, All courses. Recent, notifications, and user profile (th) are visible in the top right.
- Course list table:

Water Engineering	ECW	2
Fizik	ESP	2
Kimia	ESC	0
Latihan Industri (LI)	ITU	2
- Section: **STRUCTURAL CONCRETE DESIGN (0723-ECS2033)**
- Buttons: View, Edit, **Enrolled users**, Delete, Hide, Backup, Restore
- Course details table:

Full name	STRUCTURAL CONCRETE DESIGN (0723-ECS2033)
Short name	0723-ECS2033
ID number	
Category	Structure
Groupings	0
Groups	2
Role assignments	Lecturer: 1 Student: 31
Enrolment methods	Manual enrolments
- Footer: Showing all 7 courses

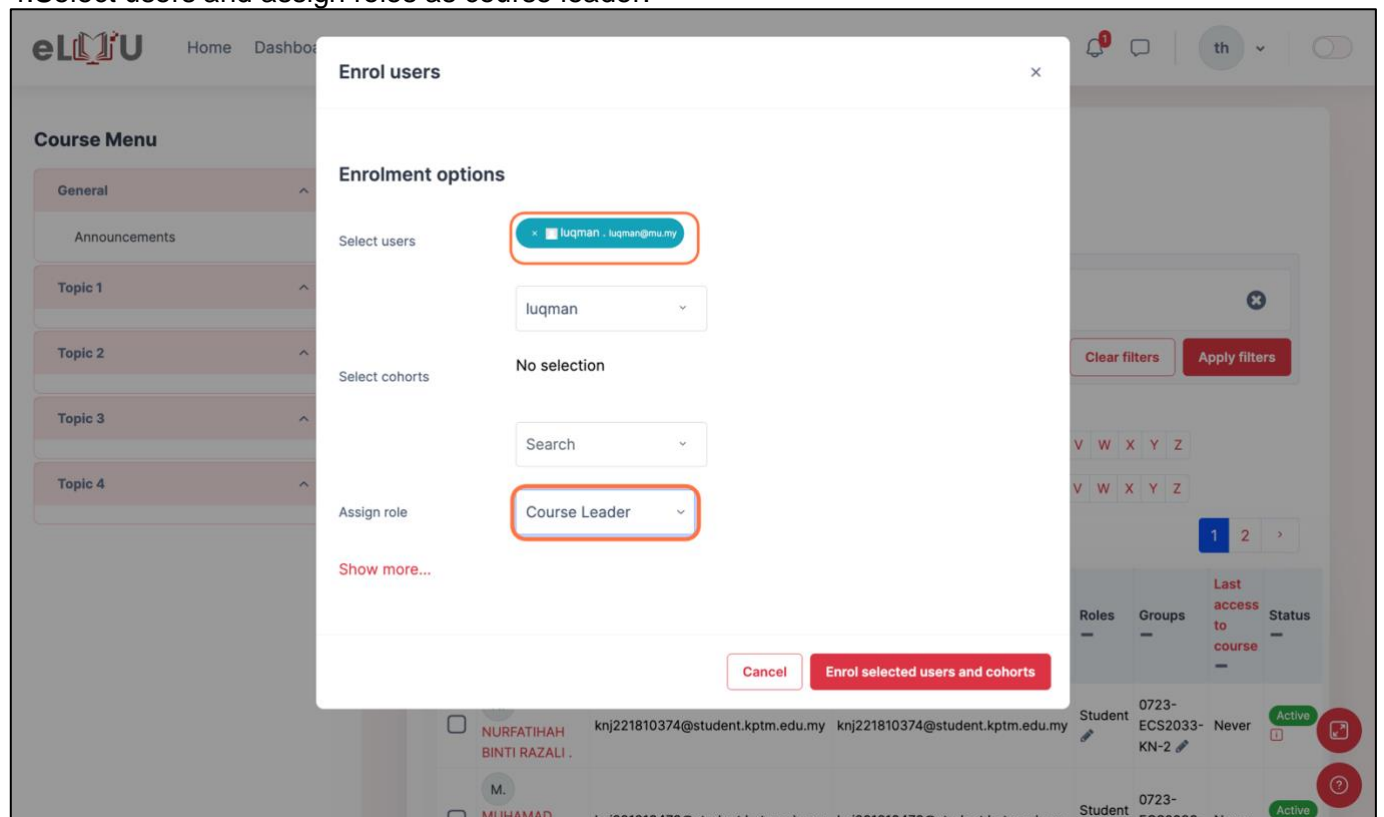
ASSIGN COURSE LEADER

3. Click on “Enrol users”.



The screenshot shows the eLMU dashboard with the 'Enrolled users' section highlighted. The 'Enrol users' button is circled in red. The 'Enrolled users' section displays a search bar with 'Match Any' and 'Select' dropdowns, and a list of 32 participants. The 'Enrol users' button is highlighted in red.

4. Select users and assign roles as course leader.



The screenshot shows the 'Enrol users' dialog box. The 'Enrolment options' section is visible, showing the selection of a user (luqman - luqman@mu.my) and the assignment of the 'Course Leader' role. The 'Enrol selected users and cohorts' button is highlighted in red.

Enrolment options

- Select users: luqman - luqman@mu.my
- Select cohorts: No selection
- Assign role: Course Leader

Buttons: Cancel, Enrol selected users and cohorts

ASSIGN COURSE LEADER

5. Click on “Enrol selected users”.

The screenshot shows a web interface for assigning a course leader. A modal dialog titled "Enrol users" is open, displaying the following options:

- Enrolment options**
- Select users:** A dropdown menu showing "luqman".
- Select cohorts:** A dropdown menu showing "No selection".
- Assign role:** A dropdown menu showing "Course Leader".

At the bottom of the dialog, there are two buttons: "Cancel" and "Enrol selected users and cohorts". The "Enrol selected users and cohorts" button is highlighted with a red border.

In the background, a "Course Menu" is visible on the left, and a table of users is partially visible at the bottom. The table includes columns for Roles, Groups, Last access to course, and Status.

Roles	Groups	Last access to course	Status
Student	0723-ECS2033-KN-2	Never	Active
Student	0723-ECS2033-	Never	Active

5. DEAN

5.1. ASSIGN HEAD OF FIELD

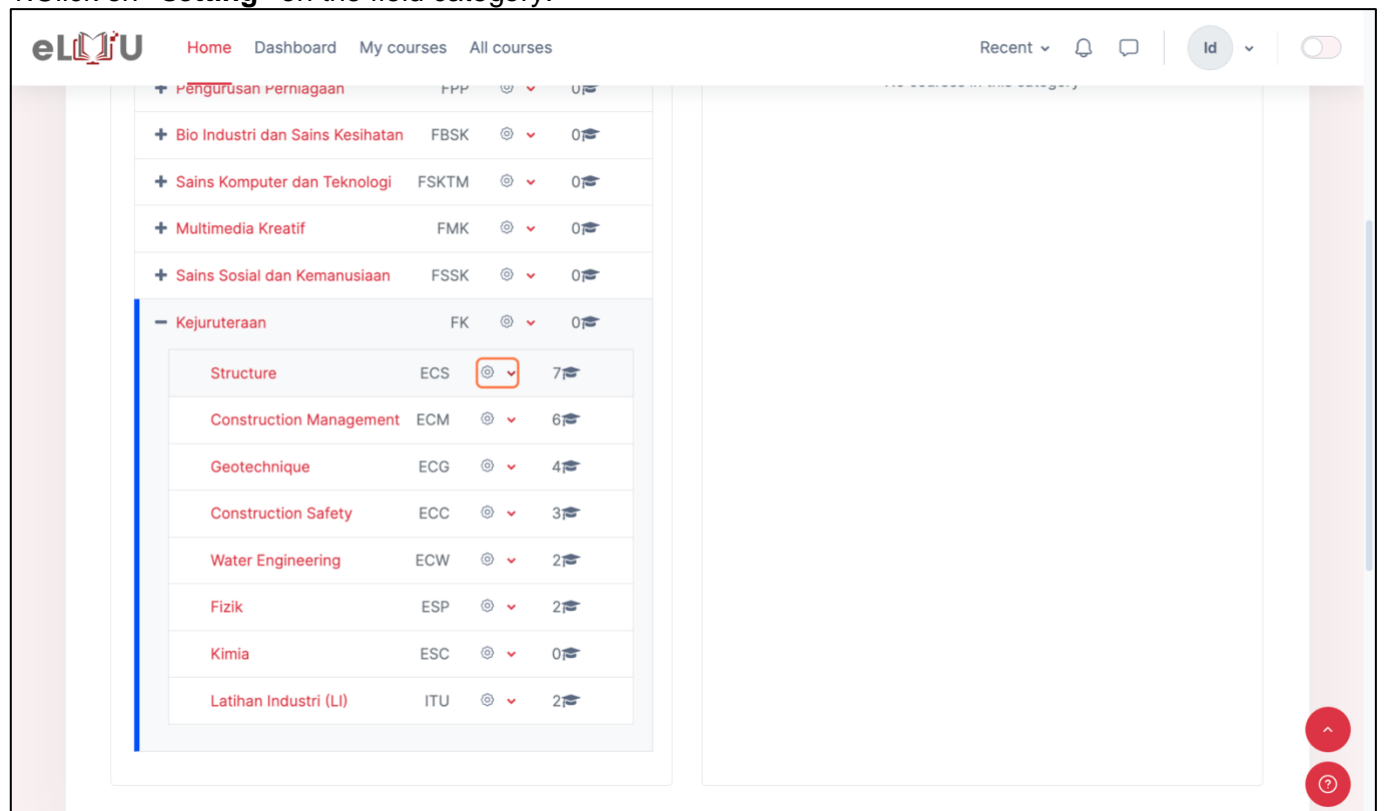
5.1.1. How to assign Head of field

ASSIGN HEAD OF FIELD

Description	How to assign Head of field in respective field.
Pre-Requisites	Assign Head of field in respective field.
Notes	

Steps.

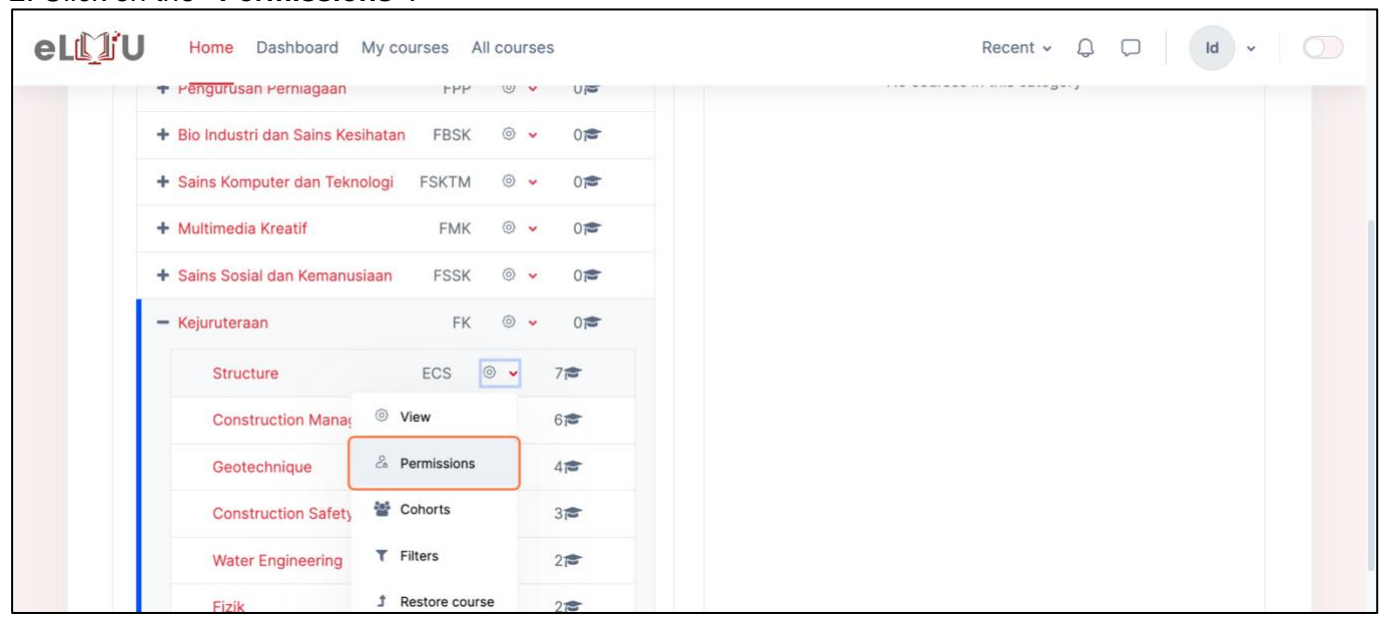
1. Click on “**setting**” on the field category.



The screenshot shows the eLMIU dashboard with a list of courses under the 'Kejuruteraan' (Engineering) category. The 'Structure' course is selected, and its settings menu is open. The 'Settings' icon (gear) is highlighted with a red box.

Course Name	Code	Icon	Enrollment
Structure	ECS	⚙️	7
Construction Management	ECM	⚙️	6
Geotechnique	ECG	⚙️	4
Construction Safety	ECC	⚙️	3
Water Engineering	ECW	⚙️	2
Fizik	ESP	⚙️	2
Kimia	ESC	⚙️	0
Latihan Industri (LI)	ITU	⚙️	2

2. Click on the “**Permissions**”.



The screenshot shows the eLMIU dashboard with the 'Kejuruteraan' (Engineering) category. The 'Structure' course is selected, and its settings menu is open. The 'Permissions' option is highlighted with a red box.

Course Name	Code	Icon	Enrollment
Structure	ECS	⚙️	7
Construction Management	ECM	⚙️	6
Geotechnique	ECG	⚙️	4
Construction Safety	ECC	⚙️	3
Water Engineering	ECW	⚙️	2
Fizik	ESP	⚙️	2

ASSIGN HEAD OF FIELD

3. On the dropdown, choose “Assign roles” and click on “Head of field role”.

The screenshot shows the eLMU interface. At the top, there is a navigation bar with 'Home', 'Dashboard', 'My courses', and 'All courses'. On the right, there are icons for 'Recent', a notification bell, a chat bubble, a user profile 'Id', and a toggle switch. Below the navigation bar, the breadcrumb trail reads 'Courses / Kejuruteraan / Structure / Assign roles'. The main heading is 'Structure'. Underneath, there is a 'Category' dropdown menu. A red box highlights the 'Assign roles' dropdown menu. Below it, the heading is 'Assign roles in Category: Structure' with a subtitle 'Please choose a role to assign'. A table lists available roles:

Role	Description	Users with role
Head of Field		0

At the bottom of the page, there is a footer with four columns: 'Staff' (Staff Info, Staff Email), 'Student' (FAQ, Student Email), 'Visitor' (Hotline KPTM, Video Gallery), and 'Contact' (Ibu Pejabat Kolej Poly-Tech MARA, Tingkat 4 & 5, Jalan 7/91, Taman Shamelin). A red circular icon is visible in the bottom right corner.

4. Select potential users on the right and click “Add”.

The screenshot shows the eLMU interface for assigning a role. The heading is 'Assign role 'Head of Field' in Category: Structure'. The page is divided into two main sections: 'Existing users' and 'Potential users'. The 'Existing users' section is currently empty, showing 'None'. The 'Potential users' section shows a search for 'hof' resulting in two potential users: 'Syafiq HOF (syafiq-hof, s1@example.com)' and 'test hof (test-headoffield, testhof@uat.com)'. A red box highlights the 'Potential users' list. Below the lists are 'Add' and 'Remove' buttons. At the bottom, there is a search bar with 'hof' entered and a 'Clear' button. Below the search bar, there is a section for 'Assign another role' with a dropdown menu showing 'Head of Field (0)'. A red circular icon is visible in the bottom right corner.

6. ADMINISTRATOR

6.1. USER MANAGEMENT

6.1.1. How to assign Dean

HOW TO ASSIGN DEAN

Description	Assigning Dean
Pre-Requisites	Faculty category existed.
Notes	

Steps.

1. On the site administration page, click on **“Manage courses and categories”**. Then, select the faculty you want and click on the 'Setting' icon. Finally, click on 'Permission'.

The screenshot shows the eLMIU site administration interface. The top navigation bar includes 'Home', 'Dashboard', 'My courses', 'Site administration', and 'All courses'. The main content area displays a list of courses and categories. The 'Perakaunan' category is selected, and the 'Permissions' option is highlighted in the left sidebar. The right sidebar shows a 'Move selected courses to...' dialog box with a 'Move' button.

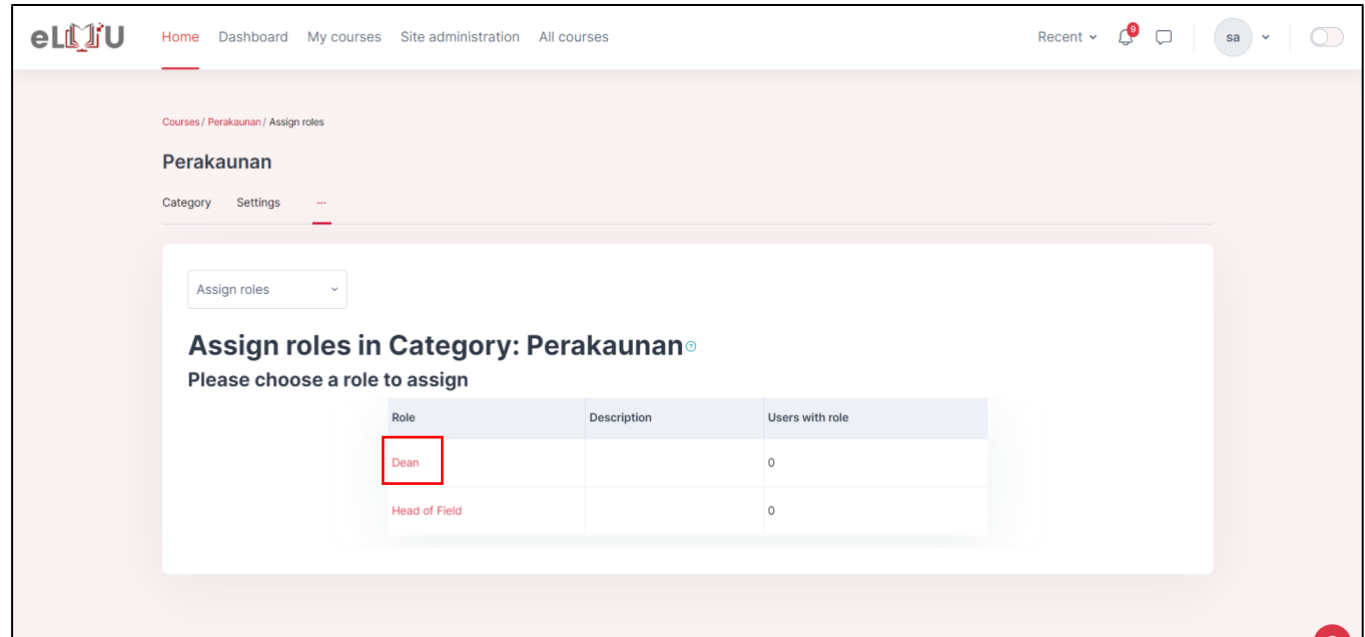
2. Click on **“Assign role”**.

The screenshot shows the eLMIU site administration interface for the 'Perakaunan' category. The 'Permissions' section is active, and the 'Assign roles' option is selected in the dropdown menu. The main content area displays a table with columns for 'Capability', 'Risks', and 'Roles with permission'. The table shows the following data:

Capability	Risks	Roles with permission
Activity: Attendance		
View course summary reports mod/attendance:viewssummaryreports	⚠	Super Admin Manager

HOW TO ASSIGN DEAN

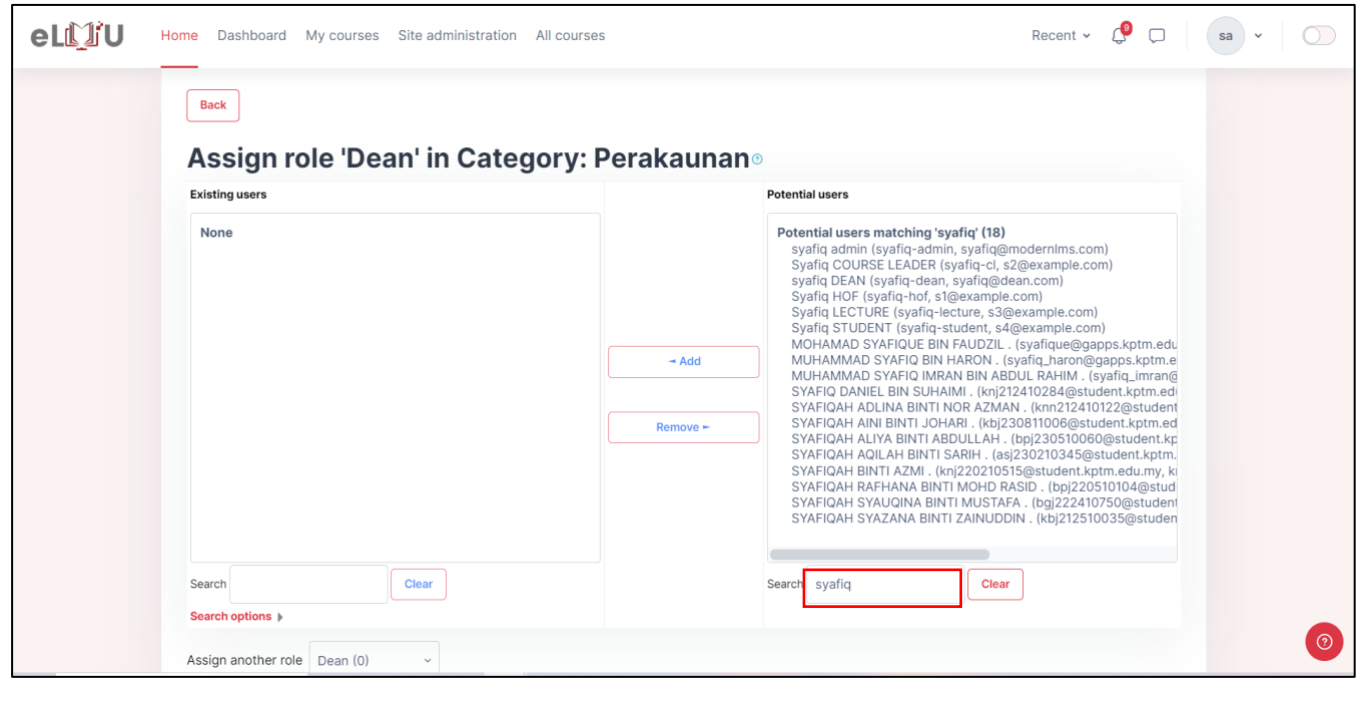
3. Then click on “Dean”



The screenshot shows the 'Assign roles in Category: Perakaunan' page. The page title is 'Assign roles in Category: Perakaunan' and the subtitle is 'Please choose a role to assign'. There is a table with three columns: 'Role', 'Description', and 'Users with role'. The 'Dean' role is highlighted with a red box. The 'Head of Field' role is also listed.

Role	Description	Users with role
Dean		0
Head of Field		0

4. Search for the desired user's name in the search box.



The screenshot shows the 'Assign role 'Dean' in Category: Perakaunan' page. The page title is 'Assign role 'Dean' in Category: Perakaunan'. There are two main sections: 'Existing users' and 'Potential users'. The 'Existing users' section is empty. The 'Potential users' section shows a list of 18 potential users matching the search term 'syafiq'. The search box for potential users is highlighted with a red box.

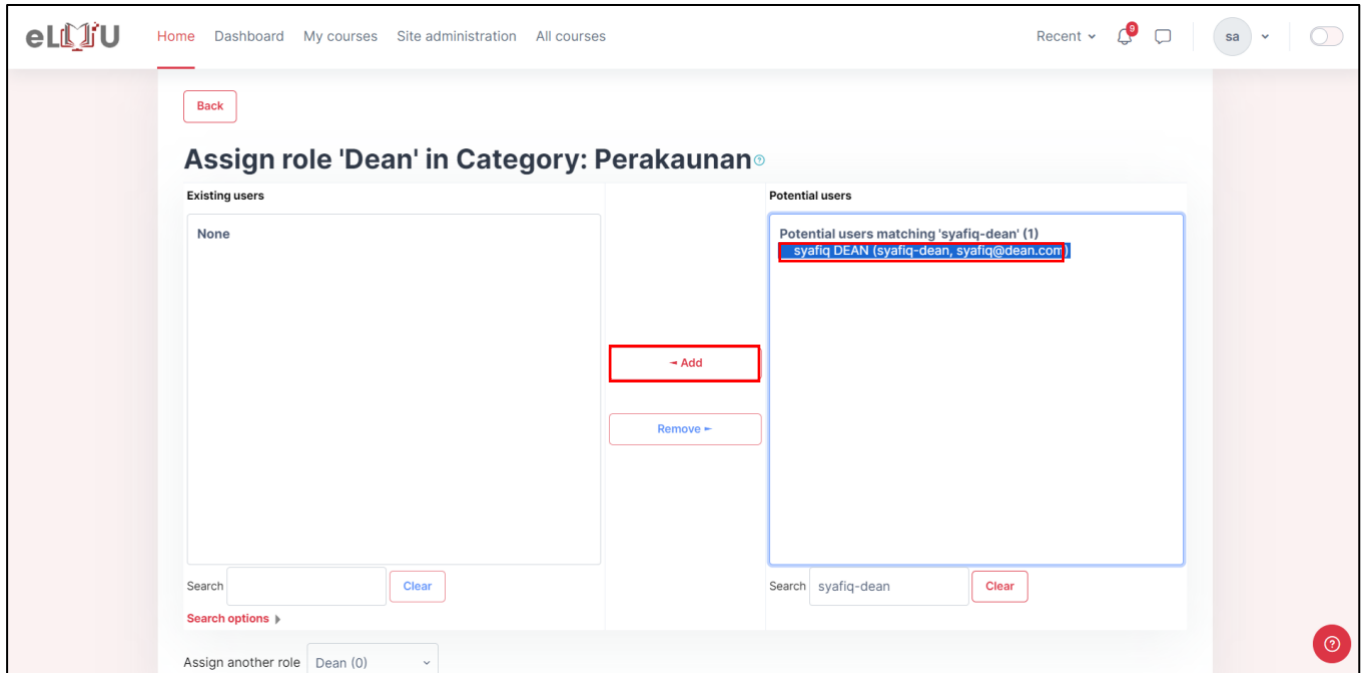
Existing users: None

Potential users matching 'syafiq' (18)

- syafiq admin (syafiq-admin, syafiq@modernims.com)
- Syafiq COURSE LEADER (syafiq-cl, s2@example.com)
- syafiq DEAN (syafiq-dean, syafiq@dean.com)
- Syafiq HOF (syafiq-hof, s1@example.com)
- Syafiq LECTURE (syafiq-lecture, s3@example.com)
- Syafiq STUDENT (syafiq-student, s4@example.com)
- MOHAMMAD SYAFIQUE BIN FAUDZIL . (syafique@gapps.kptm.edu)
- MUHAMMAD SYAFIQ BIN HARON . (syafiq_haron@gapps.kptm.edu)
- MUHAMMAD SYAFIQ IMRAN BIN ABDUL RAHIM . (syafiq_imran@kptm.edu)
- SYAFIQ DANIEL BIN SUHAIMI . (knj212410284@student.kptm.edu)
- SYAFIQAH ADLINA BINTI NOR AZMAN . (knn212410122@student.kptm.edu)
- SYAFIQAH AINI BINTI JOHARI . (kby230811006@student.kptm.edu)
- SYAFIQAH ALIYA BINTI ABDULLAH . (bpj230510060@student.kptm.edu)
- SYAFIQAH AQILAH BINTI SARIH . (asj230210345@student.kptm.edu)
- SYAFIQAH BINTI AZMI . (knj220210515@student.kptm.edu)
- SYAFIQAH RAFHANA BINTI MOHD RASID . (bgj220510104@student.kptm.edu)
- SYAFIQAH SYAUQINA BINTI MUSTAFA . (bgj222410750@student.kptm.edu)
- SYAFIQAH SYAZANA BINTI ZAINUDDIN . (kby212510035@student.kptm.edu)

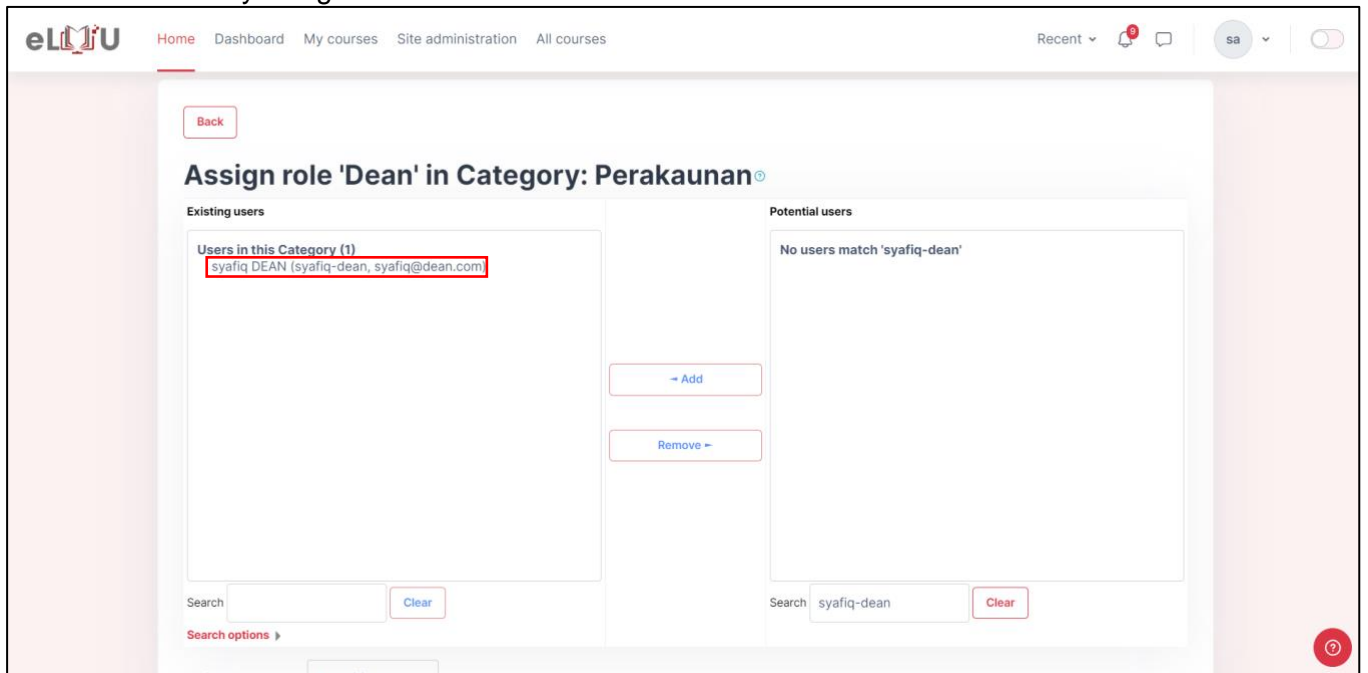
HOW TO ASSIGN DEAN

5. Then click on the user and click on “Add” button.



The screenshot shows the 'Assign role' interface for the 'Dean' role in the 'Perakaunan' category. The interface is divided into two main sections: 'Existing users' and 'Potential users'. The 'Existing users' section is currently empty, displaying 'None'. The 'Potential users' section shows a search for 'syafiq-dean' resulting in one match: 'syafiq DEAN (syafiq-dean, syafiq@dean.com)'. A red box highlights this user entry. Below the search results, there are two buttons: '- Add' and 'Remove -'. The '- Add' button is highlighted with a red box, indicating it should be clicked. At the bottom of the interface, there is a search bar with 'syafiq-dean' entered and a 'Clear' button. A 'Back' button is located at the top left, and a 'Recent' dropdown menu is at the top right. The page title is 'Assign role 'Dean' in Category: Perakaunan'.

6. You successfully assign a dean role to the user.



The screenshot shows the 'Assign role' interface after the user has been successfully assigned to the 'Dean' role. The 'Existing users' section now displays 'Users in this Category (1)' with the user 'syafiq DEAN (syafiq-dean, syafiq@dean.com)' listed. The 'Potential users' section shows 'No users match 'syafiq-dean''. The '- Add' and 'Remove -' buttons are still present. The search bar at the bottom still contains 'syafiq-dean' and the 'Clear' button. The page title remains 'Assign role 'Dean' in Category: Perakaunan'. The interface is consistent with the previous screenshot, showing the successful completion of the role assignment process.

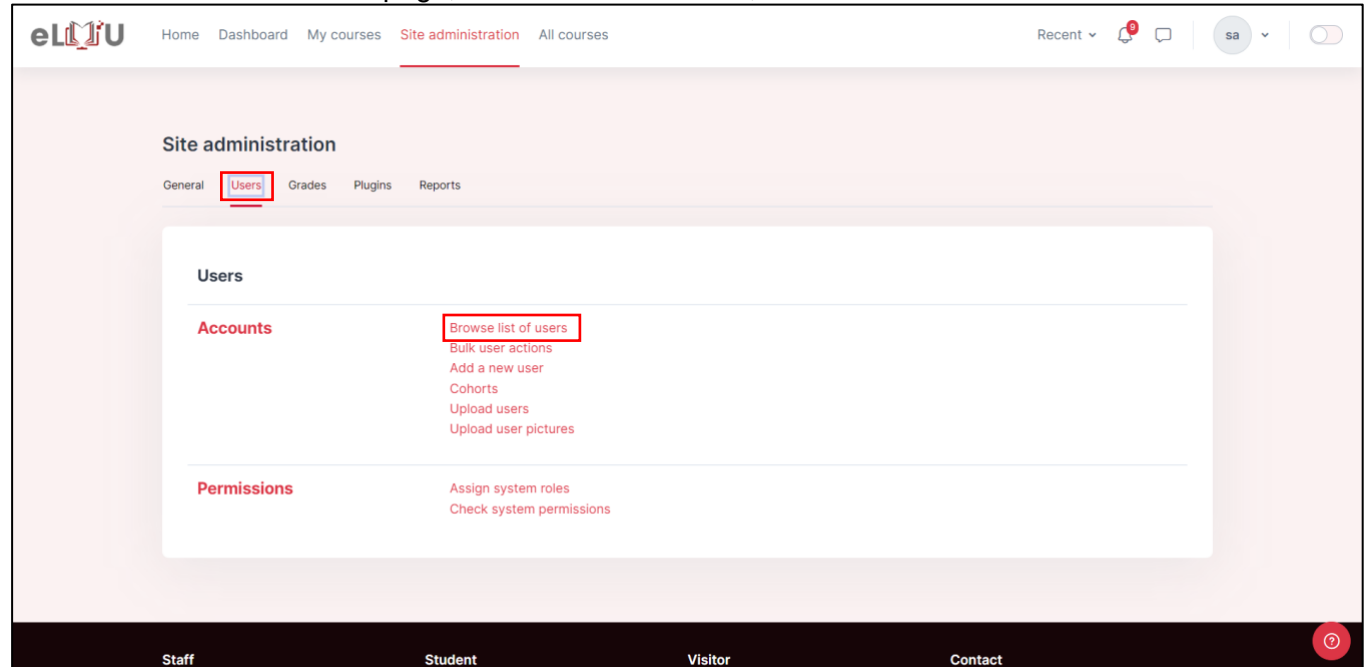
6.1.2. How to view list of users

BROWSE LIST OF USERS

Description	Browse list of users
Pre-Requisites	Users need to log in first
Notes	

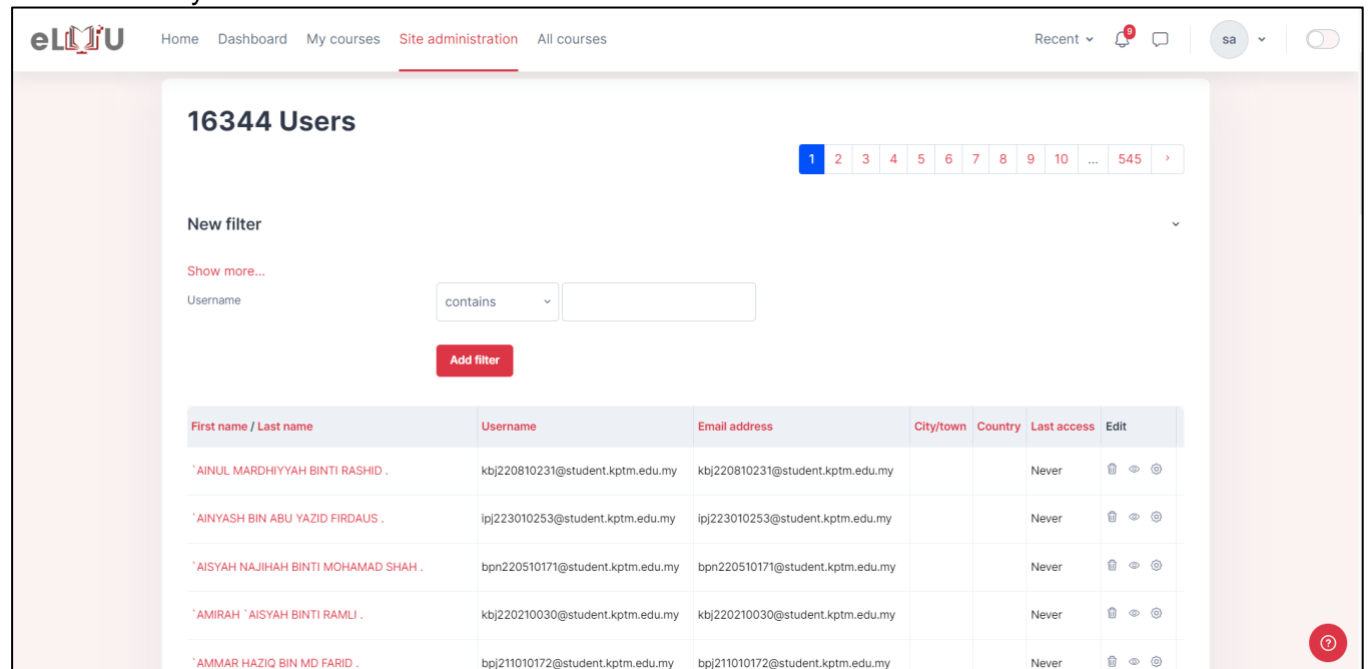
Steps.

1. On the site administration page, click on “User.” Then, click on the 'Browse list of user' icon.


















The screenshot shows the eLMS site administration interface. The top navigation bar includes 'Home', 'Dashboard', 'My courses', 'Site administration', and 'All courses'. The 'Site administration' section is active, with sub-menus for 'General', 'Users', 'Grades', 'Plugins', and 'Reports'. The 'Users' menu is highlighted, and the 'Browse list of users' option is selected. Below the menu, there are sections for 'Accounts' and 'Permissions'. The 'Accounts' section includes options like 'Bulk user actions', 'Add a new user', 'Cohorts', 'Upload users', and 'Upload user pictures'. The 'Permissions' section includes 'Assign system roles' and 'Check system permissions'. At the bottom, there are tabs for 'Staff', 'Student', 'Visitor', and 'Contact'.

2. Successfully view the list of user in the LMS.



The screenshot shows the eLMS site administration interface displaying a list of users. The top navigation bar is the same as in the previous screenshot. The 'Users' section is titled '16344 Users' and includes a pagination bar with page numbers 1 through 10, and an ellipsis followed by '545'. Below the pagination bar, there is a 'New filter' section with a dropdown menu set to 'contains' and an input field for 'Username'. A red 'Add filter' button is located below the input field. The main content area displays a table of users with the following columns: 'First name / Last name', 'Username', 'Email address', 'City/town', 'Country', 'Last access', and 'Edit'. The table contains five rows of user data.

First name / Last name	Username	Email address	City/town	Country	Last access	Edit
'AINUL MARDHIYAH BINTI RASHID .	kbj220810231@student.kptm.edu.my	kbj220810231@student.kptm.edu.my			Never	  
'AINYASH BIN ABU YAZID FIRDAUS .	ipj223010253@student.kptm.edu.my	ipj223010253@student.kptm.edu.my			Never	  
'AISYAH NAJIHAH BINTI MOHAMAD SHAH .	bpn220510171@student.kptm.edu.my	bpn220510171@student.kptm.edu.my			Never	  
'AMIRAH 'AISYAH BINTI RAMLI .	kbj220210030@student.kptm.edu.my	kbj220210030@student.kptm.edu.my			Never	  
'AMMAR HAZIQ BIN MD FARID .	bpj211010172@student.kptm.edu.my	bpj211010172@student.kptm.edu.my			Never	  

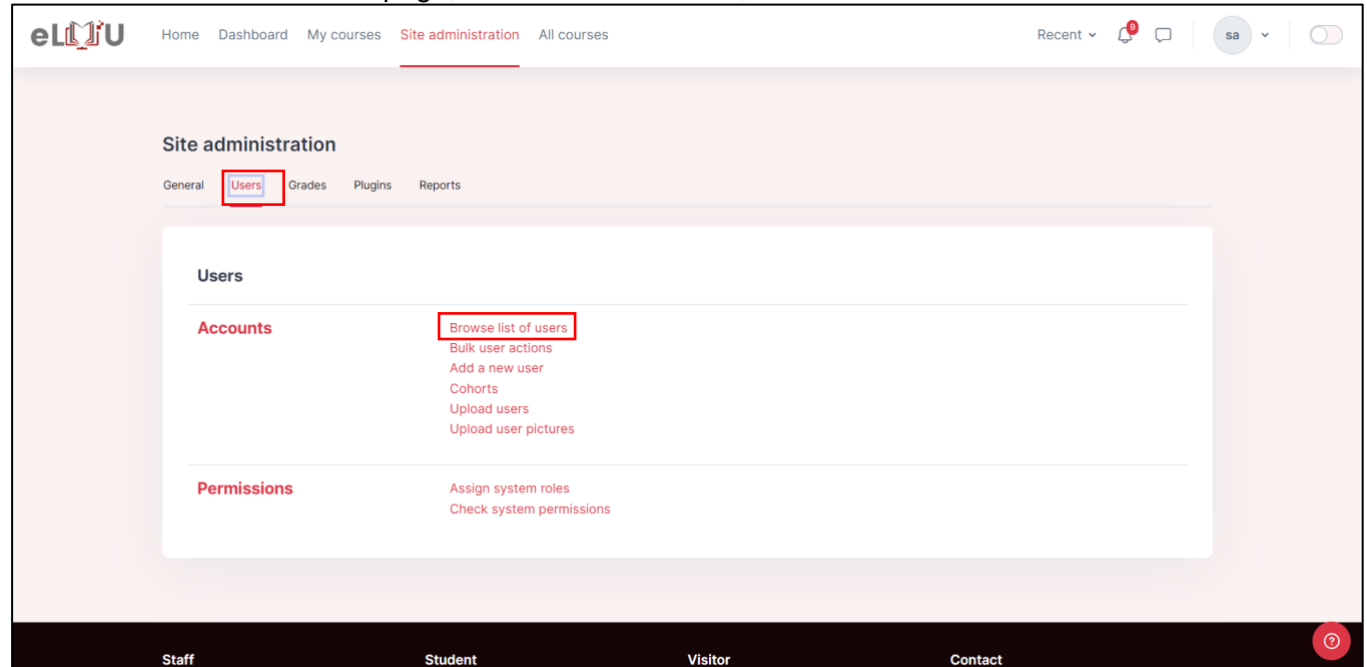
6.1.3. How to edit user profile

EDIT USER PROFILE

Description	Change the student profile information
Pre-Requisites	Users need to log in first
Notes	

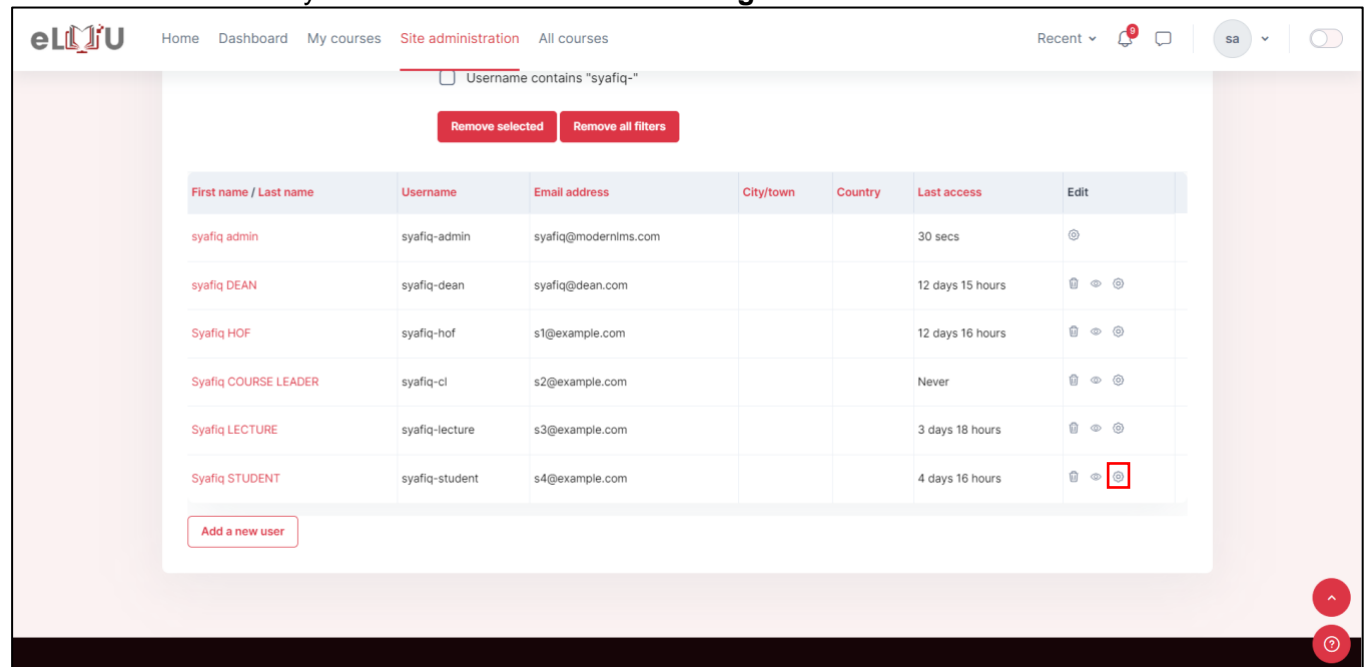
Steps.

1. On the site administration page, click on “User” Then, click on the “Browse list of user” icon.



The screenshot shows the 'Site administration' page with the 'Users' menu highlighted. The 'Users' menu is expanded, showing options like 'Browse list of users', 'Bulk user actions', 'Add a new user', 'Cohorts', 'Upload users', and 'Upload user pictures'. The 'Browse list of users' option is highlighted with a red box.

2. Select the user that you want and click on the “Setting” icon.



The screenshot shows the 'User list' page with a table of users. The 'Setting' icon (a gear) in the 'Edit' column for the 'Syafiq STUDENT' user is highlighted with a red box.

First name / Last name	Username	Email address	City/town	Country	Last access	Edit
syafiq admin	syafiq-admin	syafiq@modernlms.com			30 secs	ⓘ
syafiq DEAN	syafiq-dean	syafiq@dean.com			12 days 15 hours	🗑️ 👁️ ⓘ
Syafiq HOF	syafiq-hof	s1@example.com			12 days 16 hours	🗑️ 👁️ ⓘ
Syafiq COURSE LEADER	syafiq-cl	s2@example.com			Never	🗑️ 👁️ ⓘ
Syafiq LECTURE	syafiq-lecture	s3@example.com			3 days 18 hours	🗑️ 👁️ ⓘ
Syafiq STUDENT	syafiq-student	s4@example.com			4 days 16 hours	🗑️ 👁️ ⓘ

EDIT USER PROFILE

3. Make the desired change.

The screenshot shows the 'General' section of the user profile editing interface. The navigation bar at the top includes 'Home', 'Dashboard', 'My courses', 'Site administration', and 'All courses'. On the right, there are links for 'Recent', a notification bell with a red badge, a chat icon, a user profile icon labeled 'sa', and a toggle switch. The 'General' section contains the following fields:

- Username: syafiq-student
- Choose an authentication method: Manual accounts (dropdown)
- Suspended account
- New password: Click to enter text (with an eye icon for visibility)
- Force password change
- First name: Syafiq
- Last name: STUDENT
- Email address: s4@example.com
- Email visibility: Visible to course participants (dropdown)

A red question mark icon is located in the bottom right corner of the form area.

4. Once you make the changes, click on the “Update profile” button.

The screenshot shows the 'Other fields' section of the user profile editing interface. The navigation bar and right-side icons are identical to the previous screenshot. The 'Other fields' section contains the following fields:

- Program Code: 0000
- Current Term: A
- Current Semester: 2
- Intake Batch Number: | (highlighted with a blue border)
- Level Of Study: (empty)
- Branch: (empty)

At the bottom right of the form, there are two buttons: 'Update profile' (highlighted with a red box) and 'Cancel'. Below these buttons is a red 'Required' label with a small icon. A red question mark icon is also present in the bottom right corner of the form area.

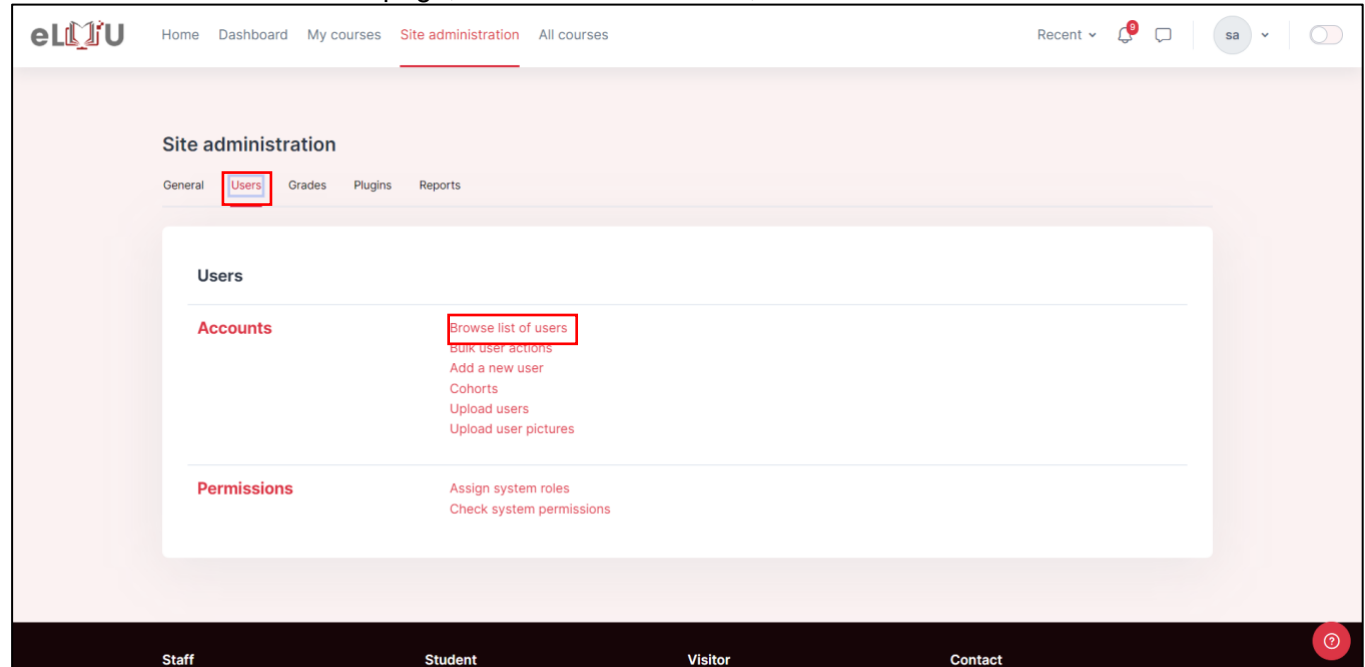
6.1.4. How to suspend a user

SUSPEND A USER FROM LMS

Description	To temporarily suspend a user from logging into the LMS
Pre-Requisites	Users need to log in first
Notes	

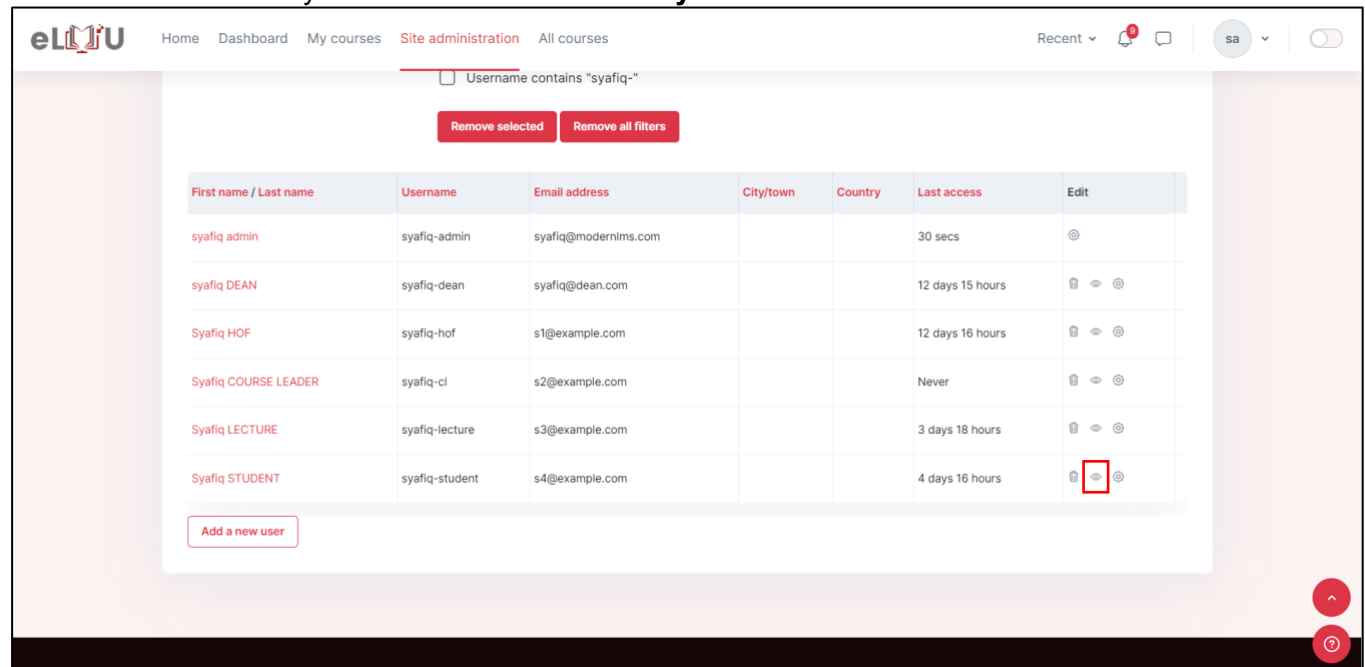
Steps.

1. On the site administration page, click on “User”. Then, click on the 'Browse list of user' icon.



The screenshot shows the 'Site administration' page in an LMS. The 'Users' menu item is highlighted with a red box. Below it, the 'Accounts' section is visible, with the 'Browse list of users' option also highlighted with a red box. Other options in the 'Accounts' section include 'Bulk user actions', 'Add a new user', 'Cohorts', 'Upload users', and 'Upload user pictures'. The 'Permissions' section includes 'Assign system roles' and 'Check system permissions'.

2. Select the user that you want and click on the “Eye” icon.



The screenshot shows the 'Users' page with a search filter 'Username contains "syafiq-"' and a table of users. The 'Eye' icon in the 'Edit' column for the 'Syafiq STUDENT' user is highlighted with a red box.

First name / Last name	Username	Email address	City/town	Country	Last access	Edit
syafiq admin	syafiq-admin	syafiq@modernlms.com			30 secs	👁️
syafiq DEAN	syafiq-dean	syafiq@dean.com			12 days 15 hours	🗑️ 👁️ 🔄
Syafiq HOF	syafiq-hof	s1@example.com			12 days 16 hours	🗑️ 👁️ 🔄
Syafiq COURSE LEADER	syafiq-cl	s2@example.com			Never	🗑️ 👁️ 🔄
Syafiq LECTURE	syafiq-lecture	s3@example.com			3 days 18 hours	🗑️ 👁️ 🔄
Syafiq STUDENT	syafiq-student	s4@example.com			4 days 16 hours	🗑️ 👁️ 🔄

SUSPEND A USER FROM LMS

3. The user will not be able to log in into the LMS.

The screenshot shows the 'Site administration' page in an LMS. At the top, there are navigation links: Home, Dashboard, My courses, Site administration (active), and All courses. On the right, there are utility icons for 'Recent', notifications, a user profile dropdown (sa), and a toggle switch.

Under the 'Active filters' section, a filter is applied: Username contains "syafiq-". Below the filter are two buttons: 'Remove selected' and 'Remove all filters'.

The main content is a table of users:

First name / Last name	Username	Email address	Branch	City/town	Country	Last access	Edit
syafiq admin	syafiq-admin	syafiq@modernlms.com				3 secs	ⓘ
syafiq DEAN	syafiq-dean	syafiq@dean.com				12 days 15 hours	🗑️ ⓘ ⓧ
Syafiq HOF	syafiq-hof	s1@example.com				12 days 16 hours	🗑️ ⓘ ⓧ
Syafiq COURSE LEADER	syafiq-cl	s2@example.com				Never	🗑️ ⓘ ⓧ
Syafiq LECTURE	syafiq-lecture	s3@example.com				3 days 18 hours	🗑️ ⓘ ⓧ
Syafiq STUDENT	syafiq-student	s4@example.com				4 days 16 hours	🗑️ ⓘ ⓧ

Below the table is an 'Add a new user' button. On the right side of the interface, there are two red circular buttons: an up arrow and a refresh icon.

6.2. COURSE MANAGEMENT

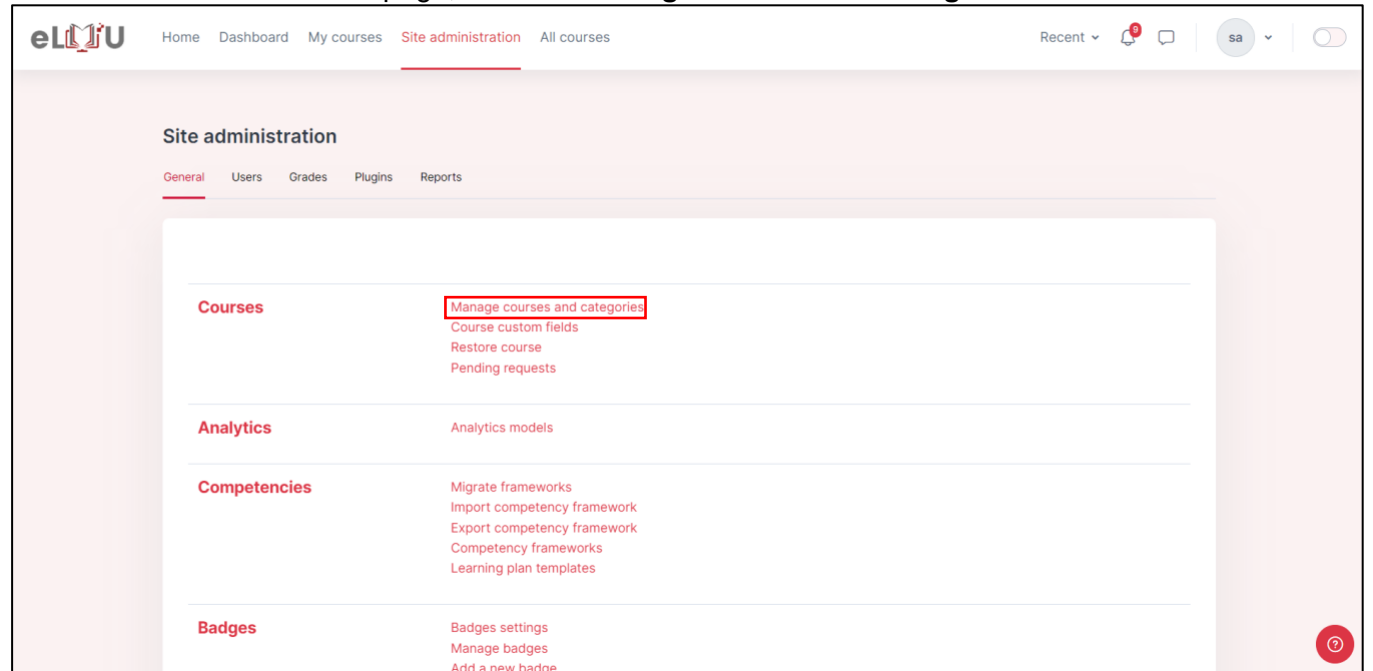
6.2.1. How to create a course

CREATE COURSE

Description	To create a course in LMS
Pre-Requisites	Users need to log in first
Notes	

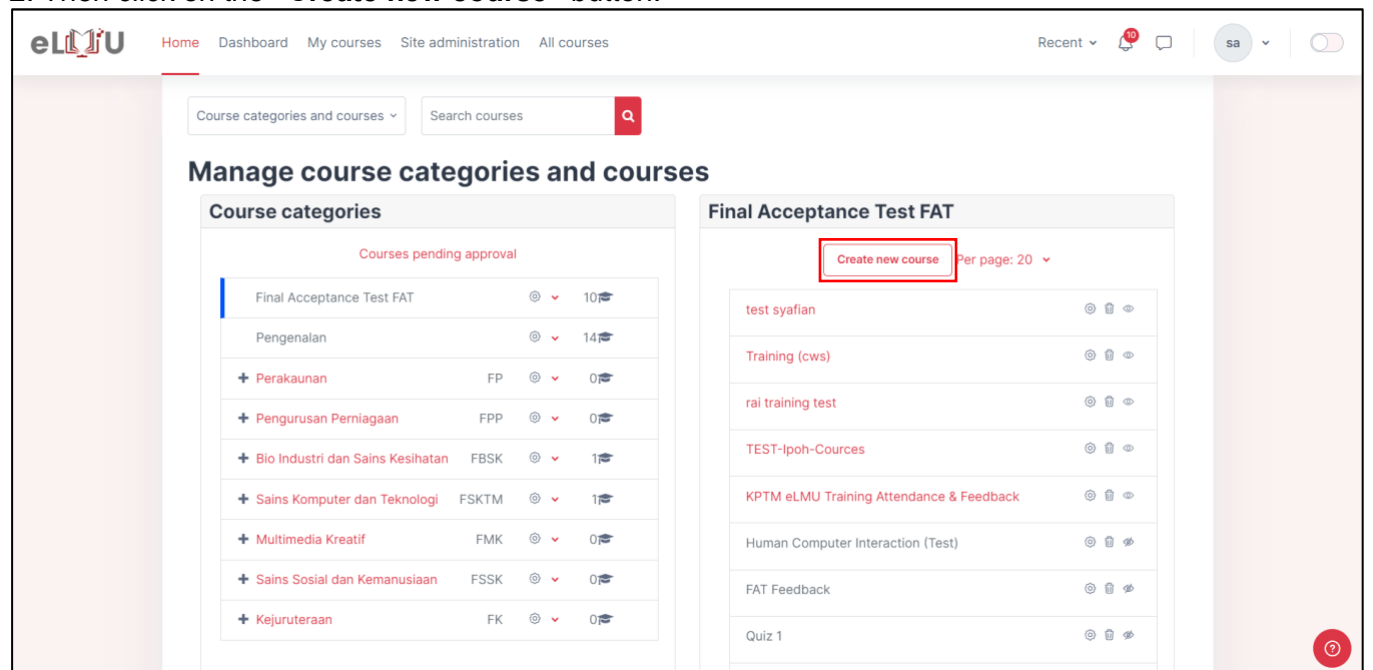
Steps.

1. On the site administration page, click on **“Manage courses and categories”** .



The screenshot shows the 'Site administration' page with the 'Courses' section highlighted. The 'Manage courses and categories' link is circled in red. Other sections visible include Analytics, Competencies, and Badges.

2. Then click on the **“Create new course”** button.



The screenshot shows the 'Manage course categories and courses' page. The 'Create new course' button is highlighted with a red box. The page displays two columns: 'Course categories' and 'Final Acceptance Test FAT'. The 'Course categories' column lists various categories like 'Final Acceptance Test FAT', 'Pengenalan', 'Perakaunan', etc. The 'Final Acceptance Test FAT' column lists specific courses like 'test syafian', 'Training (cws)', 'rai training test', etc.

CREATE COURSE

3. Fill in the field .

The screenshot shows the 'Add a new course' interface in the eL@U system. The 'General' section is highlighted with a red border. The form contains the following fields and options:

- Course full name:** A text input field.
- Course short name:** A text input field.
- Course category:** A dropdown menu with a selected option: 'Final Acceptance Test FAT'.
- Course visibility:** A dropdown menu with a selected option: 'Show'.
- Course start date:** A date picker showing 9 August 2023 00:00.
- Course end date:** A date picker showing 8 August 2024 00:00, with an 'Enable' checkbox checked.
- Course ID number:** A text input field.

The top navigation bar includes 'Home', 'Dashboard', 'My courses', 'Site administration', and 'All courses'. The top right corner shows 'Recent', a notification bell with '10', a chat icon, a user profile 'sa', and a toggle switch.

i. GENERAL

Course full name

- This is the name of the course. It is displayed as a link on course lists on the Front page and on the Dashboard and in reports. It is also used in the browser title bar when the course is viewed.

Course ID

- Many institutions have a shorthand way of referring to a course, such as BP102 or COMMS. Even if you do not already have such a name for your course, make one up here.

Course category

- Course category can be create to organize the courses.

Course start date

- Course start date indicate when the course will be available to the user/student.
- This will also be shown in the calendar.

Course end date

- Course end date indicate when the course will be close to the user/student.
- This will also be shown in the calendar.

Course visibility

- Here you can "hide" your course completely. It will not appear in the list of courses, except for managers, course creators, teachers and any other users with the view hidden courses capability. Even if students try to access the course URL directly, they will not be allowed to enter.
- The hide/show courses capability controls whether a user can hide a course.

ii. DESCRIPTION

Course summary

- The summary appears on the course listings page. This field is searched when searching for a course and also appears in the Course/Site description.

Course image

- An image (and if allowed by the administrator, other file types) may be attached to the course summary. They will be accessible by anyone from outside of the course just like the course name and/or summary.

iii. COURSE FORMAT

Hidden sections

- This option allows you to decide how the hidden sections in your course are displayed to students. By default, a small area is shown (in collapsed form, usually grey) to indicate where the hidden section is, though they still cannot actually see the hidden activities and texts.

iv. APPEARANCE

Force language

- If you force a language in a course, the interface of ModernLMS in this course will be in this particular language, even if a student has selected a different preferred language in his/her personal profile.

Number of announcements

- How many recent announcements from the Announcements forum should show in the Latest announcements.
- If an announcements forum is not required in the course, this setting should be set to zero.

v. FILES AND UPLOAD

Maximum upload size

- Here you can decide the largest size of file that students can upload to a course. The admin can determine sizes available for the teacher to select.

vi. COMPLETING TRACK

- Completion tracking must be enabled for Activity completion. Course completion criteria may also be based upon Activity completion values found in the activity's settings.

vii. GROUP

Group mode

- Here you can define the group mode at the course level by a pull down menu. "No groups", "Separate groups" and "Visible groups" are the choices. The selected setting will be the default group mode for all activities defined within that course. The group setting can affect what users see in the participants list and who they can interact with in activities.

Force

- If the group mode is "forced" at a course-level, then this particular group mode will be applied to every activity in that course. This will override any activities that may have a special group setting.

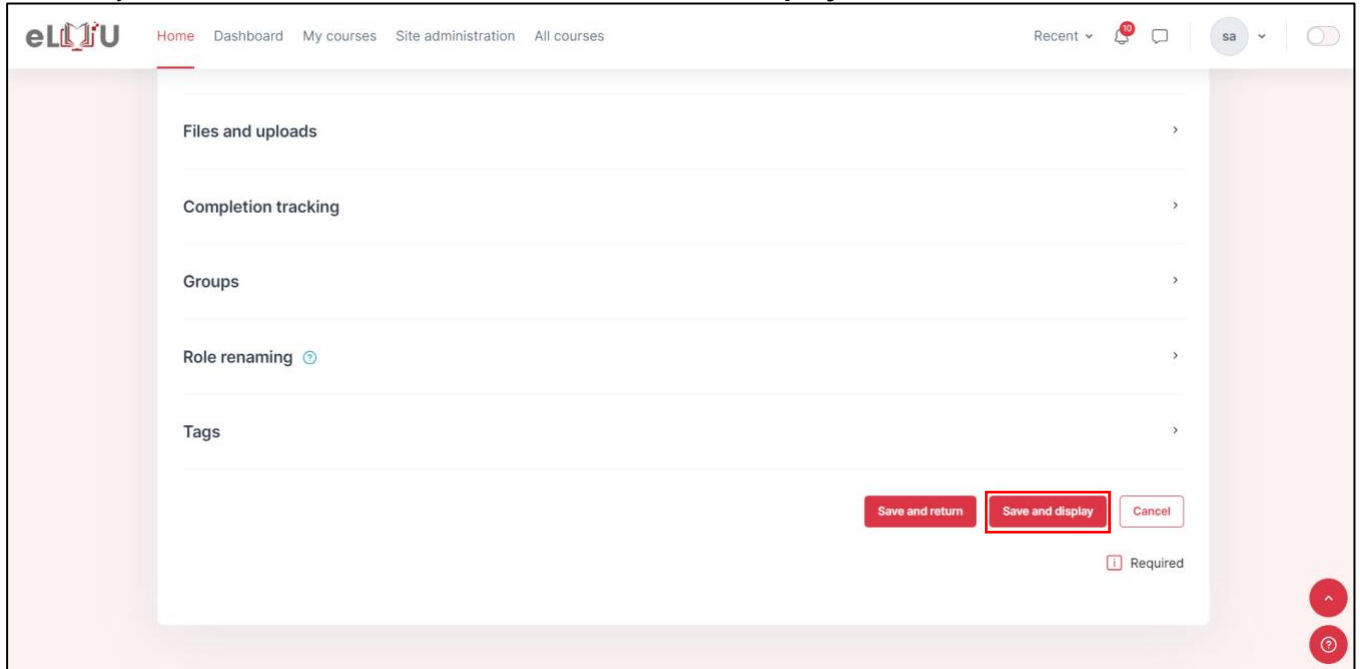
Default grouping

- If groupings are enabled, a default grouping for course activities and resources may be set.

viii. ROLE RENAMING

- You can rename the roles used in your course. For example, you may wish to rename the Teacher role as "Facilitator", "Tutor" or "Guide". These new role names will appear within the course. For example on the participants and the override permissions pages.

4. Once you have filled in all the fields, click on **“Save and display”** button.



The screenshot shows the Moodle course administration interface. The top navigation bar includes the eL@U logo and links for Home, Dashboard, My courses, Site administration, and All courses. On the right, there are options for Recent, a notification bell with a red '10', a chat icon, a user profile 'sa', and a toggle switch. The main content area is a list of course administration options: Files and uploads, Completion tracking, Groups, Role renaming (with a blue info icon), and Tags. At the bottom right of this list, there are three buttons: 'Save and return', 'Save and display' (highlighted with a red border), and 'Cancel'. Below these buttons is a 'Required' checkbox.

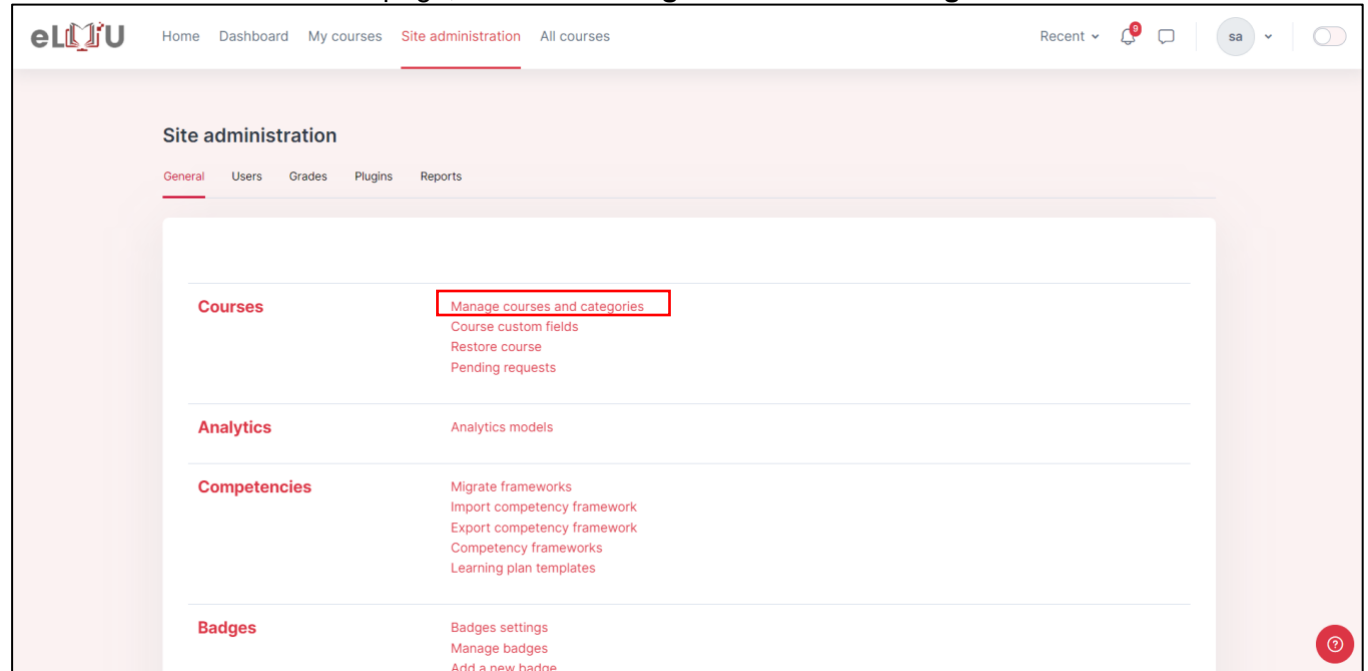
6.2.2. How to edit a course

EDIT COURSE

Description	To edit a course in LMS
Pre-Requisites	Users need to log in first
Notes	

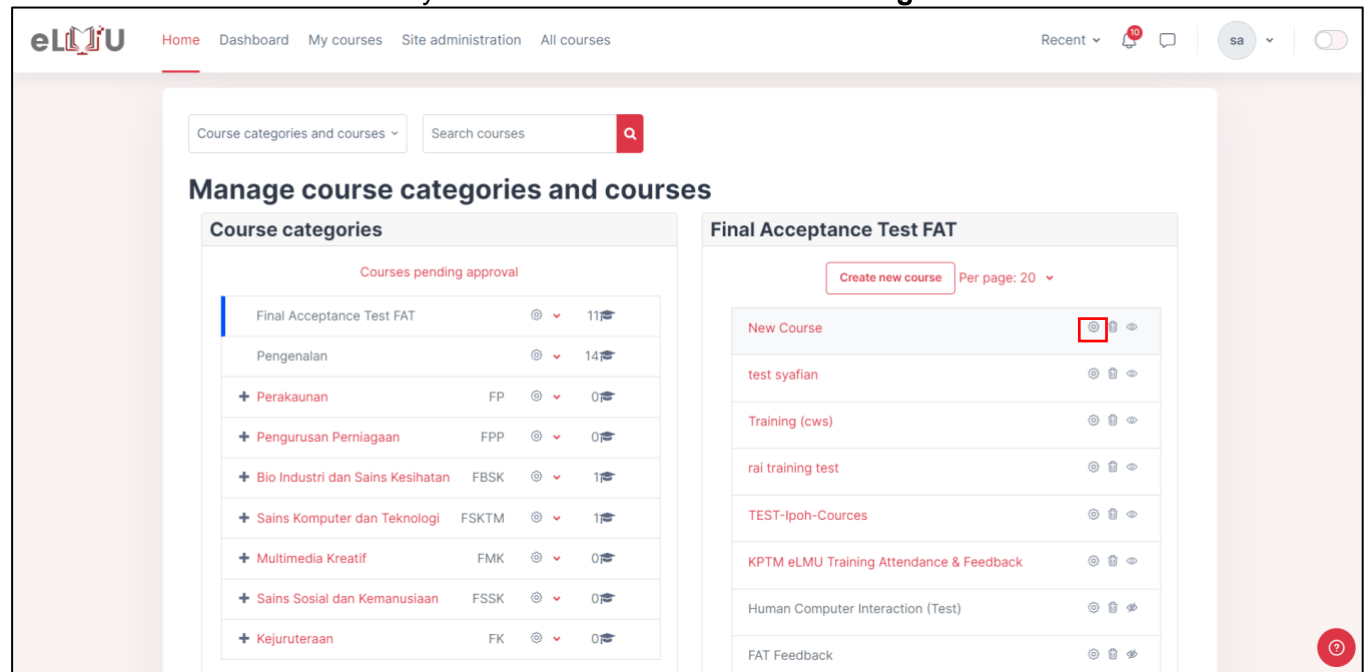
Steps.

1. On the site administration page, click on **“Manage courses and categories”**.



The screenshot shows the 'Site administration' page in an LMS. The 'Courses' section is highlighted with a red box, and the 'Manage courses and categories' link is also highlighted with a red box. Other sections visible include 'Analytics', 'Competencies', and 'Badges'.

2. Then choose the course that you want to edit and click on **“Setting”** icon.



The screenshot shows the 'Manage course categories and courses' page. The 'Final Acceptance Test FAT' course is selected, and the 'Setting' icon (a gear) is highlighted with a red box. The page displays a list of course categories and a list of courses under the 'Final Acceptance Test FAT' category.

EDIT COURSE

3. Make the necessary changes .

The screenshot shows the 'Edit course settings' page in the eL@MU system. The page is titled 'Edit course settings' and has an 'Expand all' link in the top right corner. The 'General' section is expanded, showing the following fields:

- Course full name:
- Course short name:
- Course category:
- Course visibility:
- Course start date:
- Course end date:

The 'Save and display' button is highlighted with a red circle in the bottom right corner of the form.

4. Once you have made the changes, click on the “Save and display” button.

The screenshot shows the 'Edit course settings' page in the eL@MU system. The page is titled 'Edit course settings' and has an 'Expand all' link in the top right corner. The 'Files and uploads', 'Completion tracking', 'Groups', 'Role renaming', and 'Tags' sections are visible. The 'Save and display' button is highlighted with a red box in the bottom right corner of the form.

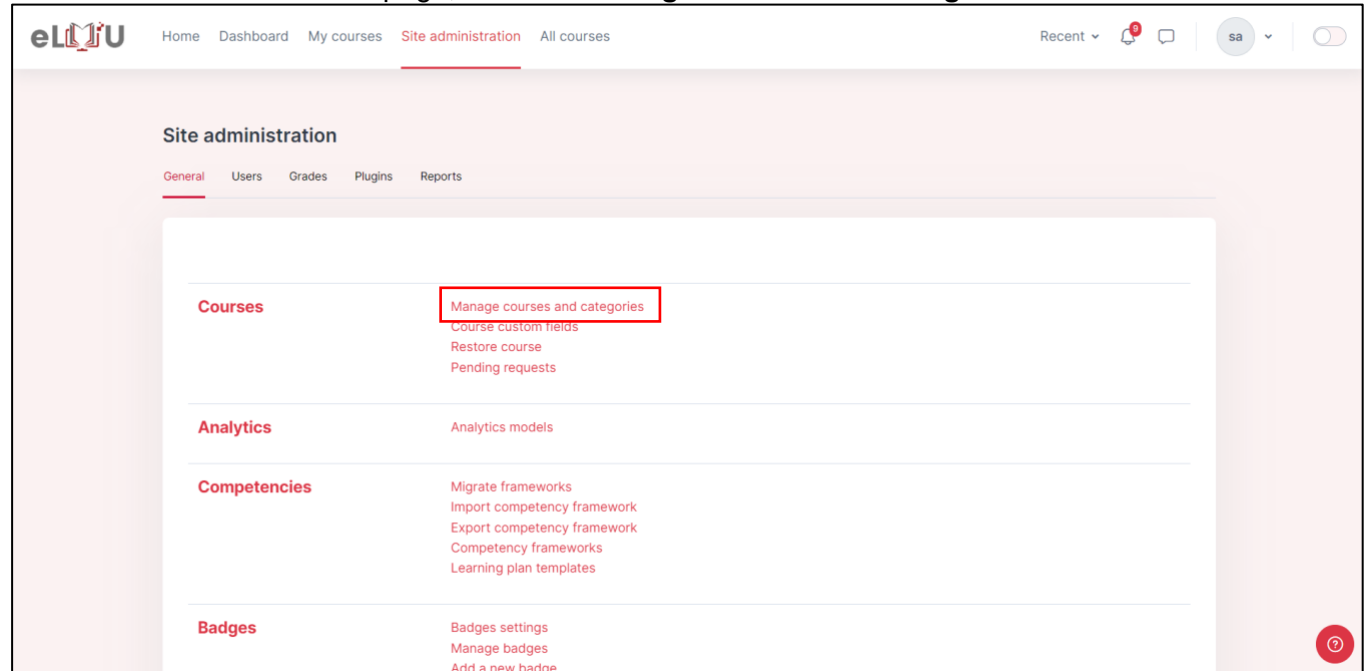
6.2.3. How to delete a course

DELETE COURSE

Description	To delete a course in LMS
Pre-Requisites	Users need to log in first
Notes	

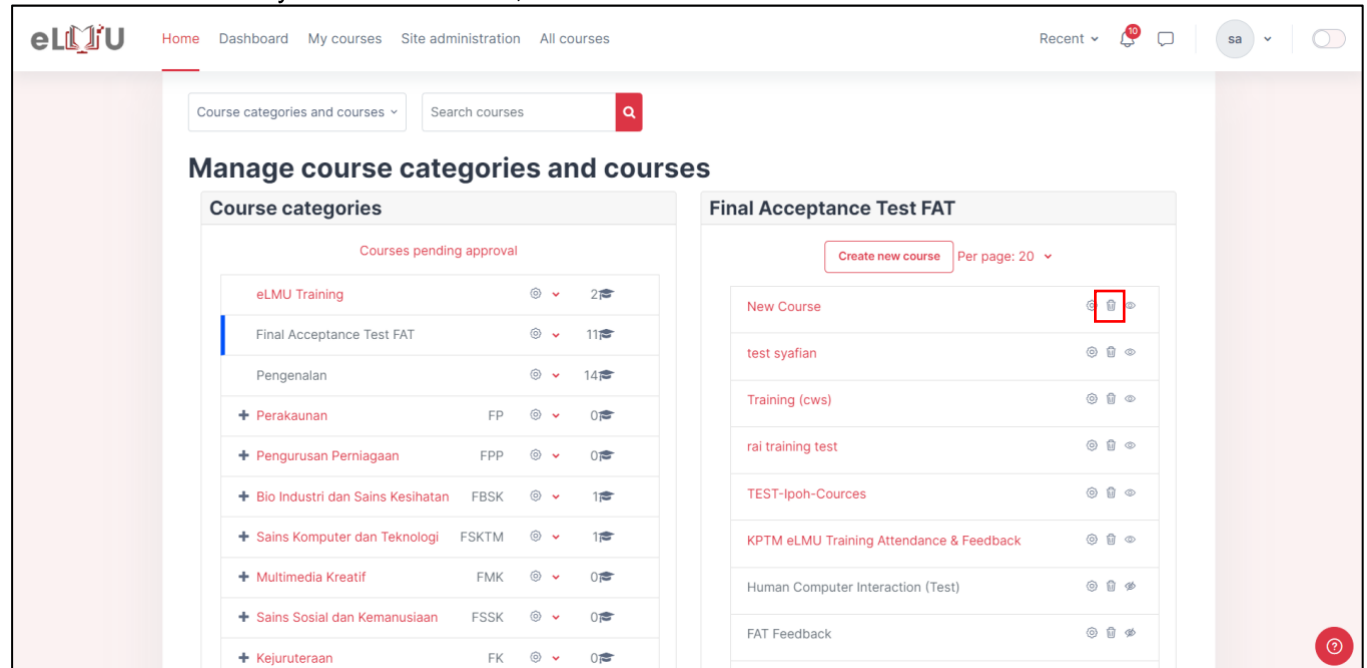
Steps.

1. On the site administration page, click on **“Manage courses and categories”**.



The screenshot shows the 'Site administration' page in the eLMU LMS. The 'Courses' section is highlighted with a red box, and the 'Manage courses and categories' link is also highlighted with a red box. Other sections visible include 'Analytics', 'Competencies', and 'Badges'.

2. Select the course you want to delete, then click the **“Trash bin”** icon.



The screenshot shows the 'Manage course categories and courses' page. The 'Final Acceptance Test FAT' section is highlighted, and the 'Trash bin' icon for the 'New Course' is highlighted with a red box. The page displays a list of course categories and a list of courses pending approval.

DELETE COURSE

3. Then click on “Delete” button .

The screenshot shows the ELMU KPTM course page in Site administration. A confirmation dialog is displayed in the center, asking for confirmation to delete the course and its data. The dialog has a title "Confirm" and the text "Are you absolutely sure you want to completely delete this course and all the data it contains?". Below the text, it says "New Course (NC2)". At the bottom of the dialog, there are two buttons: "Cancel" and "Delete". The "Delete" button is highlighted with a red box. The background shows the course page with a breadcrumb trail: "Category > Recycle bin > ...".

4. Then click on “Continue” button.

The screenshot shows the ELMU KPTM course page in Site administration. The confirmation dialog is still present, but the "Continue" button is now highlighted with a red box. The dialog text is the same as in the previous screenshot. The background shows the course page with a list of deleted items: "Deleted - Blocks", "Deleted - Forum", "Deleted - Activity modules", "Deleted - Questions", "Deleted - Content bank", "Deleted - Enrolment methods", "Deleted - Groupings", and "Deleted - Groups". Below the list, a message states "NC2 has been completely deleted".

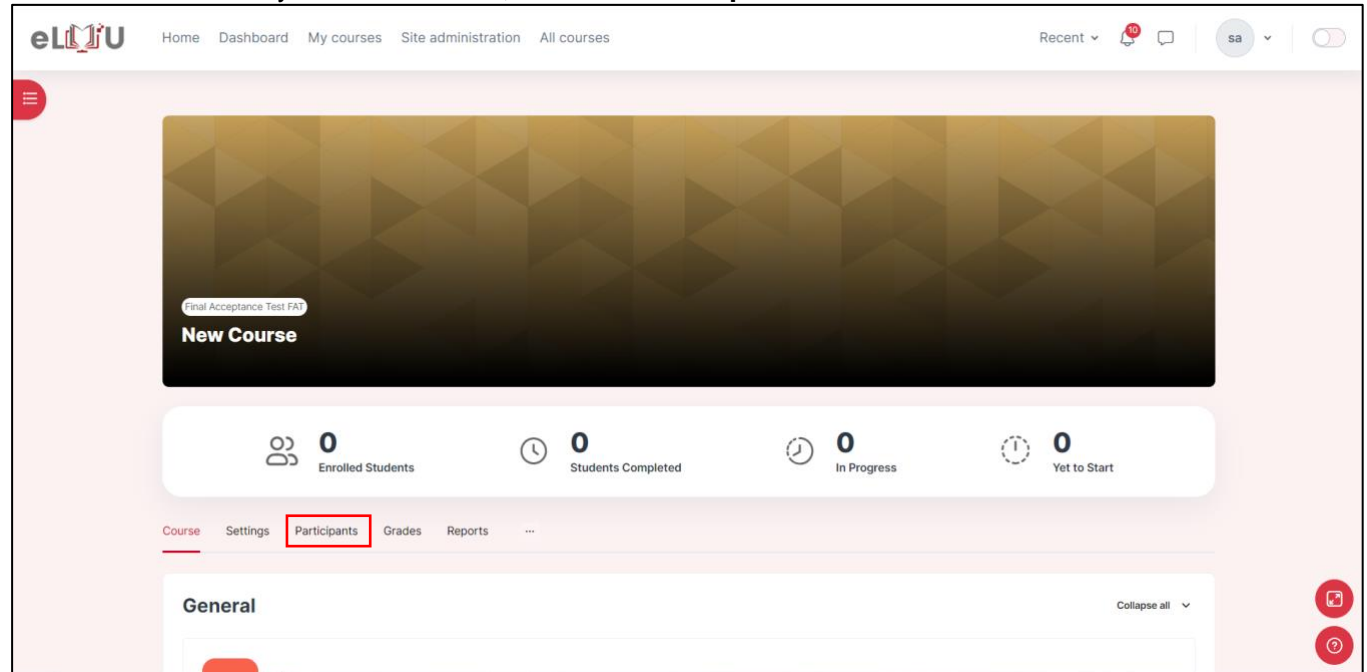
6.3. USER MANAGEMENT.

6.3.1. How to enrol user to a course

ENROL USER TO COURSE

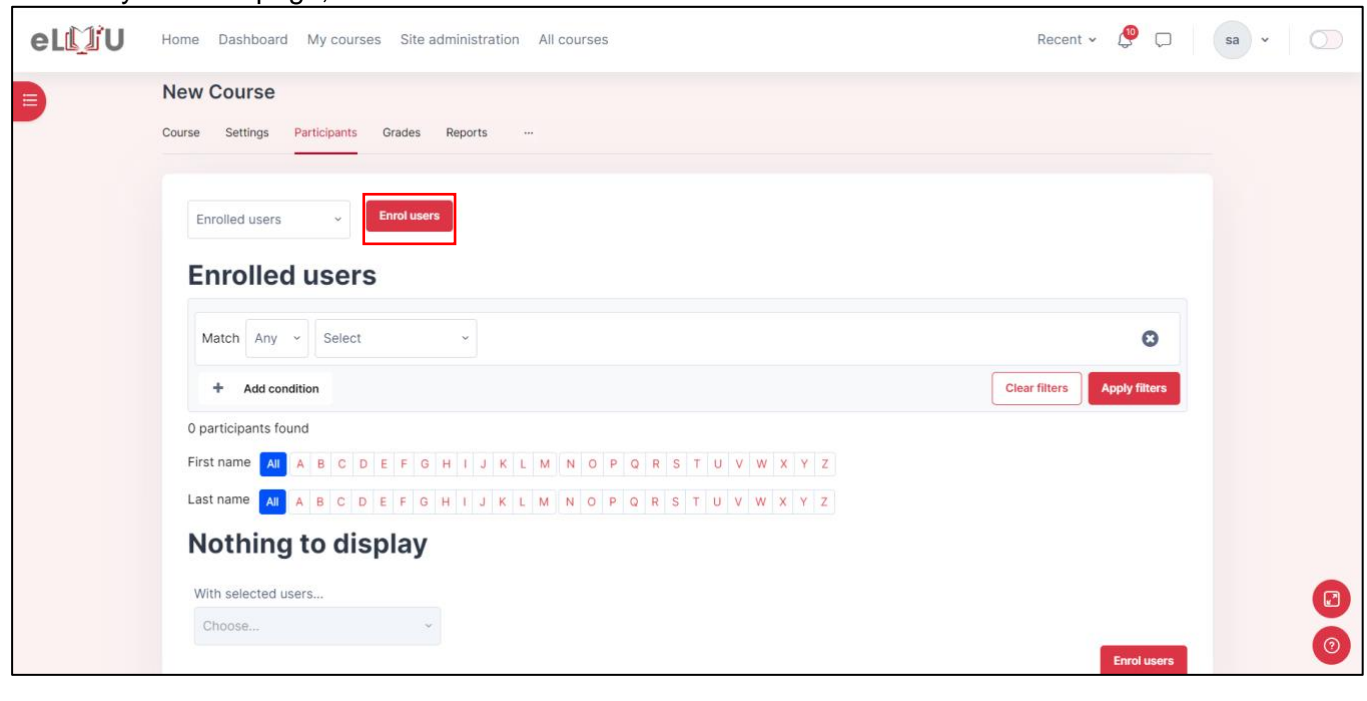
Description	To enrol user to a course in LMS
Pre-Requisites	Users need to log in first
Notes	

1. In the course that you have created, click on **“Participants”** .



The screenshot shows the eLMSU interface for a course titled "New Course". The top navigation bar includes "Home", "Dashboard", "My courses", "Site administration", and "All courses". The course page has a header with "Final Acceptance Test FAT" and "New Course". Below the header, there are four statistics: "Enrolled Students" (0), "Students Completed" (0), "In Progress" (0), and "Yet to Start" (0). The "Participants" tab is highlighted in red. Below the tabs, there is a "General" section with a "Collapse all" button and two red circular icons on the right.

2. Once you in the page, click on **“Enrol user”** button.



The screenshot shows the "Participants" page for the "New Course". The "Participants" tab is highlighted in red. Below the tabs, there is a section for "Enrolled users" with a dropdown menu and a red "Enrol users" button. Below this, there is a search filter section with "Match Any" and "Select" dropdowns, an "Add condition" button, and "Clear filters" and "Apply filters" buttons. Below the filters, it says "0 participants found" and shows two rows of filters for "First name" and "Last name", each with an "All" button and a grid of letters A-Z. Below the filters, it says "Nothing to display" and "With selected users..." with a "Choose..." dropdown. A red "Enrol users" button is visible at the bottom right.

ENROL USER TO COURSE

3. Then, search for the user you want to enrol in the search box.

Enrol users

Enrolment options

Select users No selection

syafiq-

Syafiq admin syafiq-admin, syafiq@modernlms.com

Syafiq COURSE LEADER syafiq-cl, s2@example.com

Syafiq DEAN syafiq-dean, syafiq@dean.com

Syafiq HOF syafiq-hof, s1@example.com

Syafiq LECTURE syafiq-lecture, s3@example.com

Syafiq STUDENT syafiq-student, s4@example.com

Assign role

Show more...

Cancel Enrol selected users and cohorts

4. Define the role for the user, then click “Enrol selected users and cohort” button .

Enrol users

Enrolment options

Select users Syafiq STUDENT syafiq-student, s4@example.com

syafiq-

Select cohorts No selection

Search

Assign role

Student

Lecturer

Student

Head of Field

Course Leader

Show more...

Cancel Enrol selected users and cohorts

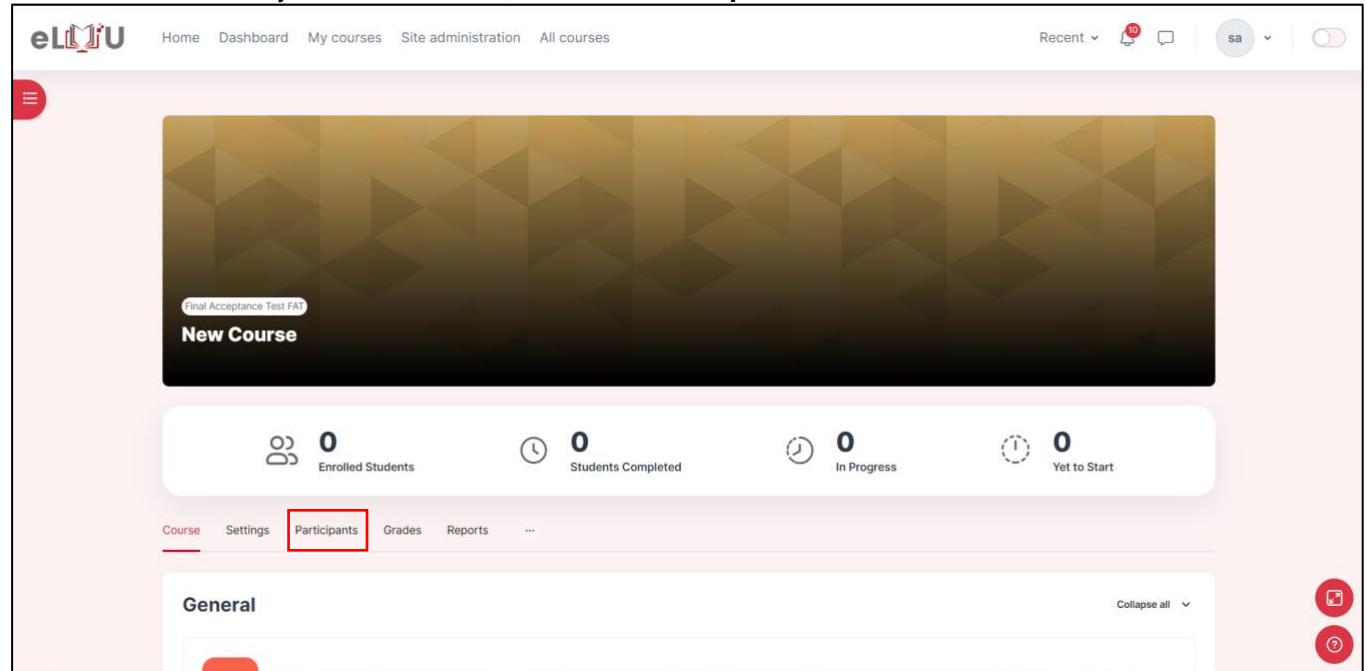
6.3.2. How to unenroll user to a course

UNENROL USER TO COURSE

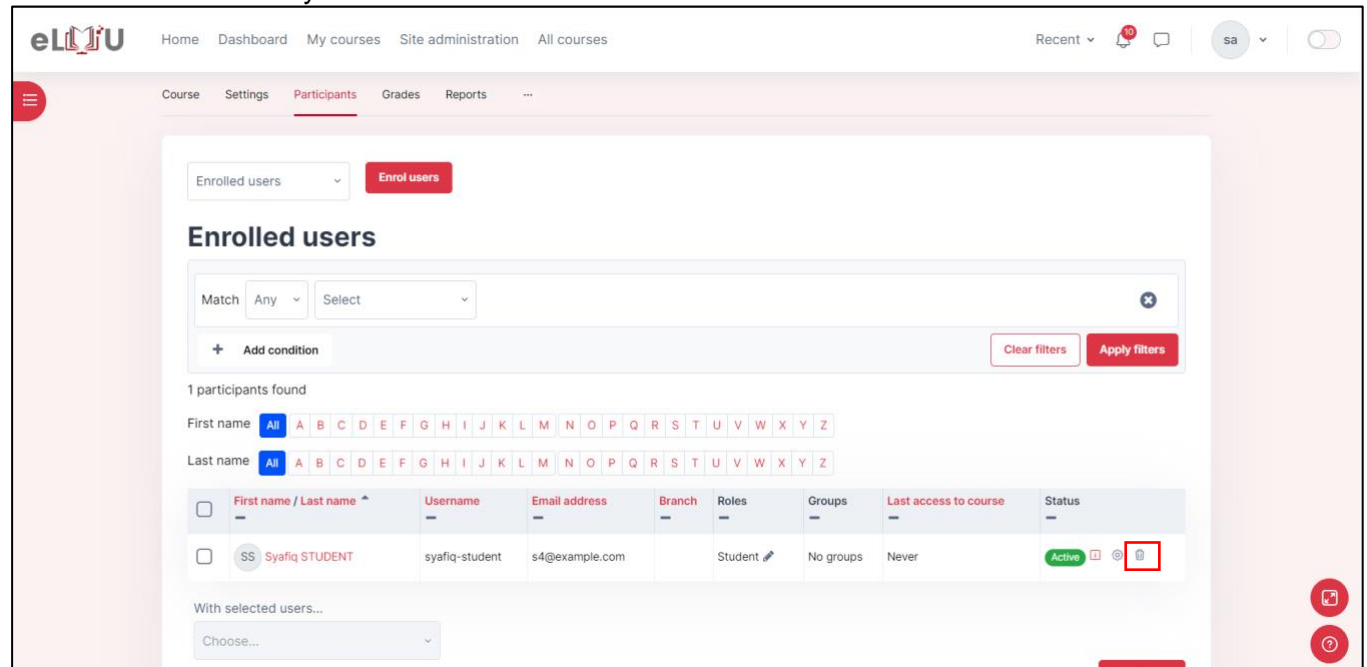
Description	To unenroll user to a course in LMS
Pre-Requisites	Users need to log in first
Notes	

Steps.

1. In the course that you have created, click on **“Participants”** .



2. Select the user that you want and click on the **“Trash bin”** icon.



UNENROL USER TO COURSE

3. Then click “Unenrol” button .

The screenshot shows the Moodle 'Enrolled users' page. A modal dialog box titled 'Unenrol' is open, asking for confirmation: 'Do you really want to unenrol "Syafiq STUDENT" (previously enrolled via "Manual enrolments") from "New Course 3"?' The 'Unenrol' button is highlighted with a red box. The background page shows a table with one participant: 'Syafiq STUDENT' (username: syafiq-student, email: s4@example.com, role: Student, status: Active). The 'Enrol users' button is visible at the bottom right.

4. Successfully unenrol user from the course.

The screenshot shows the Moodle 'Enrolled users' page after the user has been unenrolled. A notification banner at the top states: 'The user "Syafiq STUDENT" was unenrolled from the course'. The page now displays '0 participants found' and 'Nothing to display' in the main content area. The 'Enrol users' button is still present at the bottom right.