

Module 1

Course and User Setting

After completing this module, you should be able to:

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

Introduction

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

Logging On

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

1. By using a web browser such as *Mozilla firefox* or *Internet Explorer*, type in the e-learning web address: <http://elearning.utm.my>. You will see a screen as shown below.



2. There are several ways you can log in to your account. You could just type your Username and Password in the "Login" block, and then press the "Login" button. This will take you directly to your homepage in the e-learning system.
3. Alternatively, you could click on the "login" hyper-link in the upper-right corner of the e-learning page. You could also click on your course name. Either of these actions will bring you to the following login screen:

Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser) ?

Your session has timed out. Please login again.

Username
 Password

☐ Remember username

Some courses may allow guest access

4. Fill in your "Username" and "Password," and click on "Login". This will take you into the system.
5. Select the course you want to access from the list of courses available to you under "My courses". If this is a new course, most probably the course will be empty.

Updating Your Profile

Once you have successfully logged in to the system, you will find yourself back at the main page. If you look at the upper-right corner, you'll see that the "Login" link has changed. It now says "You are logged in as *your name*" and it is highlighted as a clickable link. Click on your name. The system will then present you with your personal profile page, like the one shown below. You'll see your profile summary and the last time you logged in.


MOHAMED NOOR BIN HASAN 1593: PUBLIC PROFILE

You are logged in as MOHAMED NOOR BIN HASAN 1593 (Logout)

Home ► My profile ► View profile

Navigation

- Home
- ▢ My home
- Site pages
- ▼ My profile
 - ▢ View profile
 - Forum posts
 - Blogs
 - ▢ Messages
 - ▢ My private files
 - My courses



MOHAMED NOOR BIN HASAN 1593

Country: Malaysia

City/town: JOHOR BAHRU, JOHOR

Course profiles: SSCM1303-06 LITERASI KOMPUTER (COMPUTER LITERACY)

First access: Wednesday, 4 February 2009, 10:34 AM (4 years 260 days)

Last access: Monday, 21 October 2013, 10:02 PM (46 secs)

Settings

- ▼ My profile settings
 - ▢ Edit profile
 - ▢ Messaging
 - Blogs

To edit your profile:

1. Select the "Edit profile" link under "My profile settings". The edit profile page will look like the following. Options with a red star next to them are required fields; they must contain some data in order for you to submit the form.
2. You cannot change the first name (which is your full name) and surname (your staff number) and your email address. You can, however, edit other fields such as: Email display option, City/Town, Country and write a brief description about yourself.

General

First name MOHAMED NOOR BIN HASAN

Surname 1593

Email address mnoor@kimia.fs.utm.my

Email display Allow only other course members to see my email address

Email format Pretty HTML format

Email digest type No digest (single email per forum post)

Forum auto-subscribe Yes: when I post, subscribe me to that forum

Forum tracking No: don't keep track of posts I have seen

When editing text Use HTML editor

Screen reader No

City/town* JOHOR BAHRU, JOHOR

Select a country* Malaysia

Timezone Server's local time

Preferred language English (en)

Description

Font family Font size Paragraph

B I U ABC x₂ x²

Path: p

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

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

Course Setting

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

	Command	Function
	Turn editing on	To enter editing mode and make changes.
	Edit settings	To change the look of your course.
	Assign Roles	To set roles for your course.
	Users	To add or remove users from your course
	Grades	Lists the grades of the tests and quizzes of each enrolled student.
	Backup	Allows your class data to be backed up.
	Restore	To restore old class data
	Import	To transfer data from another course you are currently teaching
	Reset	To remove user data from your course, while retaining activities and resources
	Questions bank	To generate questions for your quizzes

1. Click on the *Settings* link and you will see the following screen. You can leave most of the settings with the default value.

The screenshot shows the 'Edit course settings' form with the 'General' tab selected. The form contains the following fields and options:

- Category:** A dropdown menu set to 'Miscellaneous'.
- Course full name*:** A text input field containing 'SSU1002-01 COMPUTER LITERACY'.
- Course short name*:** A text input field containing 'SSU1002-01'.
- Course ID number:** An empty text input field.
- Course summary:** A rich text editor with a toolbar (font family, font size, paragraph, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert image, insert table, insert video, insert audio, insert code, insert HTML) and a large text area. Below the text area is a 'Path: p' field.
- Format:** A dropdown menu set to 'Weekly format'.
- Course layout:** A dropdown menu set to 'Show all sections on one page'.
- Number of sections:** A dropdown menu set to '19'.
- Course start date:** Three dropdown menus set to '9', 'September', and '2013'.

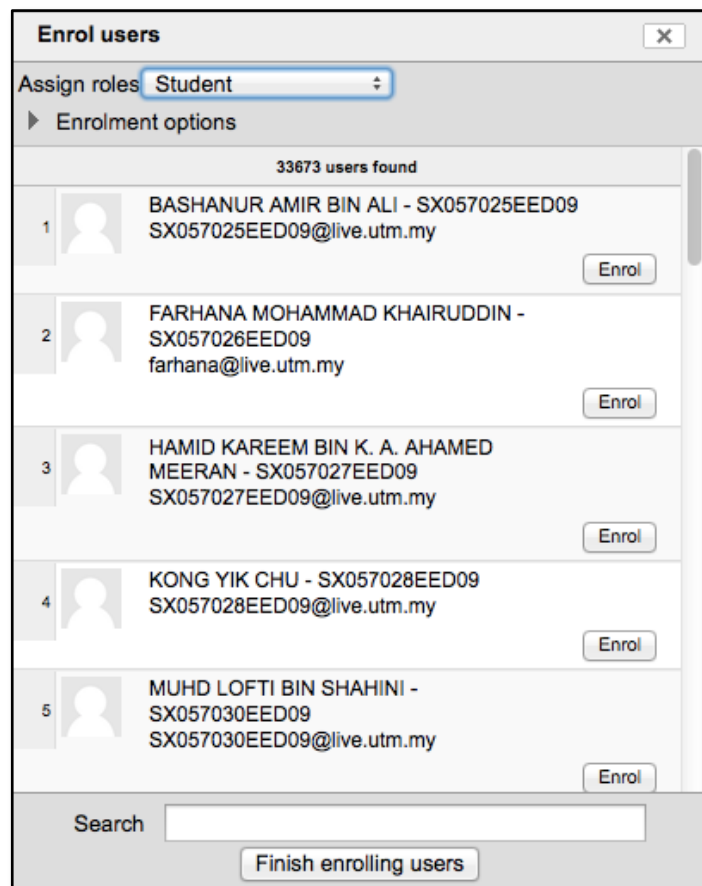
2. Type in the synopsis of your course in the course summary area.
3. Select the course format from the drop-down list just below the course summary
4. Enter the parameters for your course:
 - For the weekly format, set the start date and the number of weeks.
 - For the topic format, set the number of topics.
 - For the social format, set the course start date. You don't need to worry about the number of weeks or topics.
5. When you are done with all the settings, hit "Save changes".

Adding and Removing Users

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

To assign a user the role of student:

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



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

Assigning Teachers and Tutors

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






Removing Students

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

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

Editing Mode

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

Icon	Function
	Show or hide item. If you want to keep an item in your course, but don't want your students to see it, you can use this to hide it from them.
	Delete item. Removes the item or block from your course. Resources and activities will be permanently removed; blocks can be added again using the Blocks menu.
	Move item. Clicking this will allow you to move an item to another section in the middle column.
	Move right or left. You can move blocks to the left- or righthand columns. You can also use this to indent items in the middle column.
	Move up or down. Moves items up or down in their respective columns.

Summary

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