



# MANUAL

# PENGGUNA

# INSTRUCTOR

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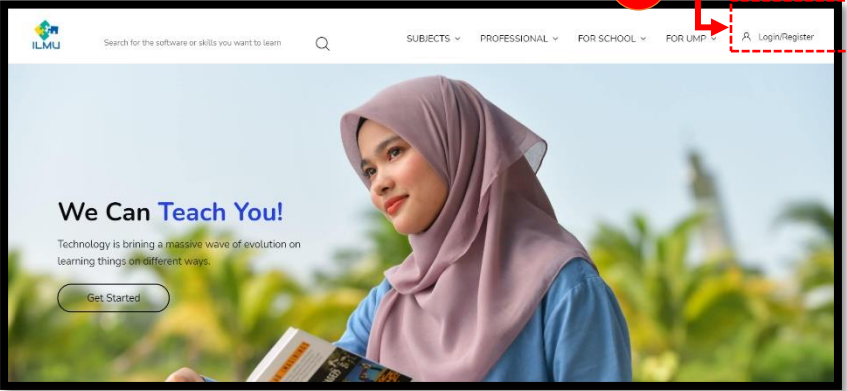
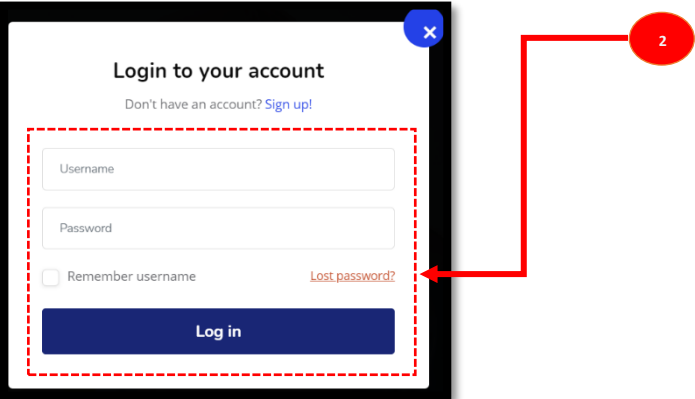
VERSION 1:0

DISEDIAKAN OLEH :

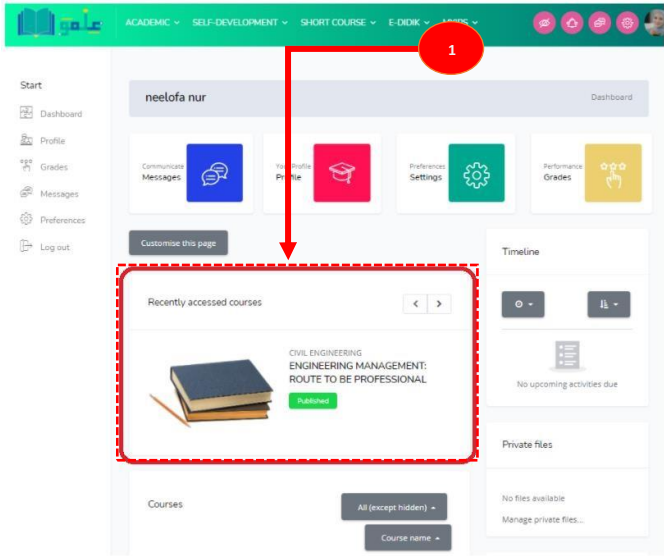
JABATAN TEKNOLOGI MAKLUMAT DAN PENGURUSAN ILMU  
UMP ADVANCED  
LEBUHRAYA TUN RAZAK  
26300 GAMBANG, KUANTAN

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# MANUAL PENGGUNA HALAMAN LOG MASUK

NO	PAPARAN	PENERANGAN
1.	 	<ol style="list-style-type: none"><li>1. Anda perlu klik Login/Register seperti yang telah dipaparkan di rajah sebelah.</li><li>2. Anda dapat melihat paparan login seperti rajah sebelah. Sila masukan <i>Username</i> dan <i>Password</i> yang telah diberikan oleh pihak pentadbir.</li><li>3. Sila masukan <i>Username</i> dan <i>Password</i> yang tepat. Sekiranya anda berjaya login, anda akan di bawa ke paparan seterusnya.</li></ol>

## MANUAL PENGGUNA HALAMAN PEMUKA (DASHBOARD)

NO	PAPARAN	PENERANGAN
2.		<ol style="list-style-type: none"> <li>1. Halaman papan pemuka selepas berjaya log masuk.</li> <li>2. Klik subjek yang di ajar untuk di uruskan.</li> </ol>

## MANUAL PENGGUNA HALAMAN PENGAJAR UNTUK MEMBUAT TUGASAN/ASSIGNMENT

NO	PAPARAN	PENERANGAN
3.		<ol style="list-style-type: none"> <li>1. Klik butang Turn editing on pada halaman subjek yang diajar.</li> </ol>

1. Turn editing on

Course Content

Course start date: 17/06/20 Category: CIVIL ENGINEERING

- General
- MODULE 1: INTRODUCTION
- MODULE 2: INTEGRATED APPROACH
- MODULE 3: STRATEGIC MANAGEMENT AND ITS PROCESS
- MODULE 4: STRATEGIC MANAGEMENT PROCESS BY FINANCIAL PORTFOLIO
- MODULE 5: STRATEGIC MANAGEMENT PROCESS BY NON - FINANCIAL PORTFOLIO
- MODULE 6: ORGANIZATION CULTURE AND STRUCTURE
- MODULE 7: DEFINING THE PROJECT
- MODULE 8: ESTIMATING
- MODULE 9: MAKING ECONOMIC DECISION
- Info to Cost-Benefit Analysis

Strategic management process

Strategic management process

3. Add an activity or resource

4. Assignment

ADD AN ACTIVITY OR RESOURCE

Search

All Activities Resources

Assignment	Book	Chat	Choice	Course certificate	Database
External tool	Feedback	File	Folder	Forum	Glossary
Google Meet™ for Moodle	H5P	IMS content package	Label	Lesson	Page
Quiz	SCORM package	Student folder	Survey	Turnitin Assignment 2	URL
Wiki	Workshop				

2. Pilih salah satu topik atau modul untuk membuat pentaksiran.
3. Klik butang Add an activity or resource.
4. Klik pada icon assignments yang ingin dibuat.
5. Mengisi maklumat dalam tugas/assignment yang dibuat.
6. Klik butang Choose file untuk memilih fail berkaitan dengan tugas/assignment
7. Klik butang Upload this file untuk memuat naik fail berkaitan.
8. Paparan file Berjaya di muat naik.
9. Klik butang Save and return to course untuk kembali ke halaman kursus atau save and display untuk ke halaman tugas/assignment.

### Adding a new Assignment to MODULE 3 : STRATEGIC MANAGEMENT AND ITS PROCESS

Expand all

General

Assignment name: Assignment 3.2

Description: Please refer to module 3 to complete the task.

Display description on course page

### File picker

Content bank, Server files, Recent files, Upload a file, URL downloader, Private files, Wikimedia

Attachment: Choose File (No file chosen)

Source: [input field]

Author: neelofa nur

Choose licence: Licence not specified

Upload this file

### Additional files

Maximum size for new files: 40MB

Files

Assignment...

Feedback types

Submission settings

Group submission settings

Notifications

Grade

Outcomes

Common module settings

Restrict access

Activity completion

Tags

Competencies

Save and return to course, Save and display, Cancel

6

5

7

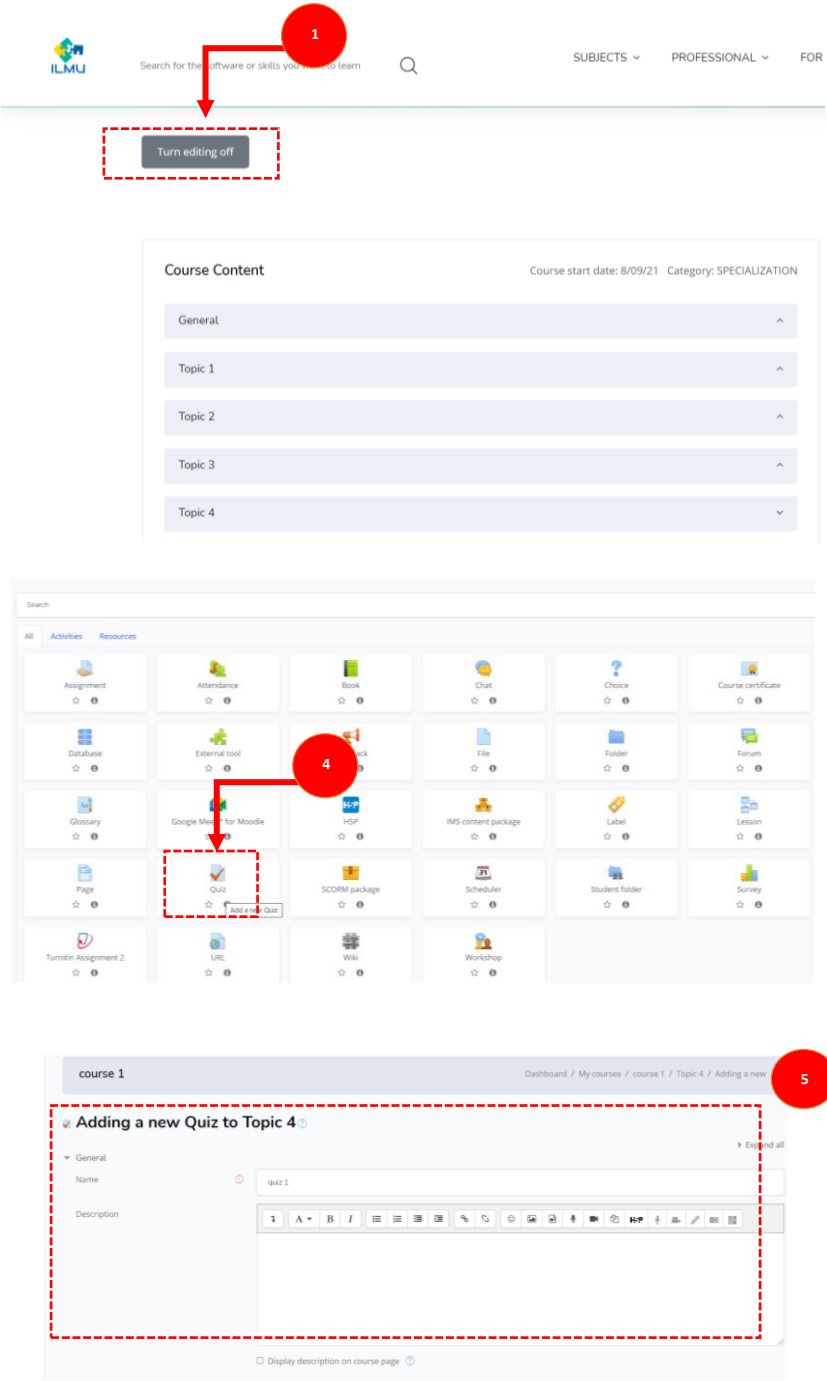
8

9

# MANUAL PENGGUNA HALAMAN PENGAJAR UNTUK MEMBERI MAKLUM BALAS KEPADA PELAJAR UNTUK TUGASAN/ASSIGNMENT

NO	PAPARAN	PENERANGAN
4.	<p>The screenshot shows the LMS interface for grading an assignment. It includes a course list with 'Assignment 3' highlighted, a summary page with a 'Grade' button, a submission list with a 'View all submissions' button, a grading grid with a 'Save changes' button, and a feedback section with a 'Save and close next' button. Red circles and arrows indicate the sequence of actions from 1 to 5.</p>	<ol style="list-style-type: none"> <li>1. Klik pada salah satu tugas/assignments yang ingin diberi maklum balas.</li> <li>2. Tekan butang <b>Grade</b> untuk menanda pentaksiran pelajar.</li> <li>3. Menanda pentaksiran pelajar menggunakan icon disediakan.</li> <li>4. Mengisi gred dan maklum balas berdasarkan pentaksiran pelajar.</li> <li>5. Klik butang <b>save changes</b> untuk simpan maklumat maklum balas pentaksiran pelajar.</li> </ol>

# MANUAL PENGGUNA HALAMAN PENGAJAR UNTUK QUIZ

NO	PAPARAN	PENERANGAN
5.	 <p>The screenshot shows the Moodle course editor interface. At the top, there is a search bar and navigation links. A red circle with the number '1' points to the 'Turn editing off' button. Below this is the 'Course Content' section with a list of topics (General, Topic 1, Topic 2, Topic 3, Topic 4). The 'Add an activity or resource' grid is visible, with a red circle and the number '4' pointing to the 'Quiz' icon. Below the grid, the 'Adding a new Quiz to Topic 4' form is shown, with a red circle and the number '5' pointing to the form area. The form includes fields for 'Name' (containing 'quiz 1') and 'Description', and a rich text editor.</p>	<ol style="list-style-type: none"> <li>1. Klik Turn editing on</li> <li>2. Pilih salah satu topik atau modul untuk membuat quiz</li> <li>3. Klik butang Add an activity or resource.</li> <li>4. Klik pada icon quiz</li> <li>5. Mengisi maklumat dalam tetapan quiz.</li> <li>6. Paparan quiz</li> <li>7. Klik edit quiz untuk membuat soalan</li> <li>8. Paparan membuat soalan</li> <li>9. Klik add . Pilih :             <ul style="list-style-type: none"> <li>- A new question : untuk membuat soalan baru</li> <li>- Question bank : untuk memilih soalan dari question bank</li> </ul> </li> </ol> <p><b>A new question</b></p> <ol style="list-style-type: none"> <li>10. Pilih jenis soalan</li> <li>11. Mengisi maklumat dalam tetapan soalan quiz dan klik save .</li> <li>12. Paparan soalan yang telah dibuat</li> </ol>

**6** quiz 1 Attempts allowed: 2 Time limit: 10 mins Grading method: Highest grade

Actions have been added yet

Edit quiz Back to the course

**7**

**8** Editing quiz: quiz 1 Questions: 0 | This quiz is open

Repaginate Select multiple items

Maximum grade: 10.00 Save

Total of marks: 0.00

Shuffle Add

- + a new question
- + from question bank
- + a random question

**9**

**10** Choose a question type to add

QUESTIONS

- Multiple choice
- True/False
- Matching
- Short answer
- Numerical
- Essay
- Calculated
- Calculated multichoice
- Calculated simple
- Drag and drop into text

Select a question type to see its description.

Add Cancel

**11**

Category: Default for course 1.00

Question name: 1

Question text: 1 + 1 = 3

Default mark: 1

General feedback: 1 + 1 = 3

Number: 1

Correct answer: False

**12** Editing quiz: quiz 1 Questions: 1 | This quiz is open

Maximum grade: 10.00 Save

Total of marks: 1.00

Repaginate Select multiple items

Shuffle Add

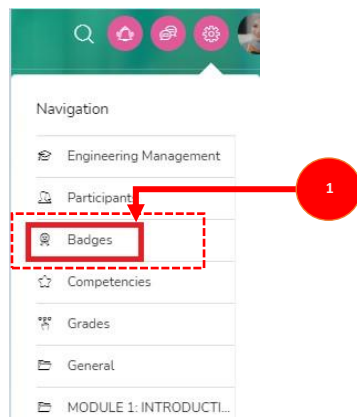
Page 1

1 + 1 = 3 1.00 Add

# MANUAL PENGGUNA HALAMAN MEMANTAU PRESTASI PENCAPAIAN PELAJAR (CONTOH: DIGITAL BADGE, GRADEBOOK)


NO	PAPARAN	PENERANGAN
<b>MEMANTAU PRESTASI PENCAPAIAN PELAJAR (CONTOH: DIGITAL BADGE, GRADEBOOK)</b>		

6.



## ENGINEERING MANAGEMENT: ROUTE TO BE PROFESSIONAL: Badges

Number of badges available: 1





Image	Name	Description	Criteria	Issued to me
	Finish Route To Be Professional Program	For student who has completed the Route To Be Professional program.	Users are awarded this badge when they complete the following requirement: ALL of the following activities are completed: "Assignment - Assignment 1" "Quiz - Quiz" "Assignment - lab exercise" "Assignment - Test" "Assignment - Final exam" "Feedback - Feedback Route to Professional" "Assignment - testing" "Quiz - Quiz 2" "Quiz - quiz 3" "Feedback - Feedback Student Regarding This Subject." "Assignment - Assignment 3"	

**Manage badges** Add a new badge

## ENGINEERING MANAGEMENT: ROUTE TO BE PROFESSIONAL: Manage badges

Number of badges available: 1

Add a new badge

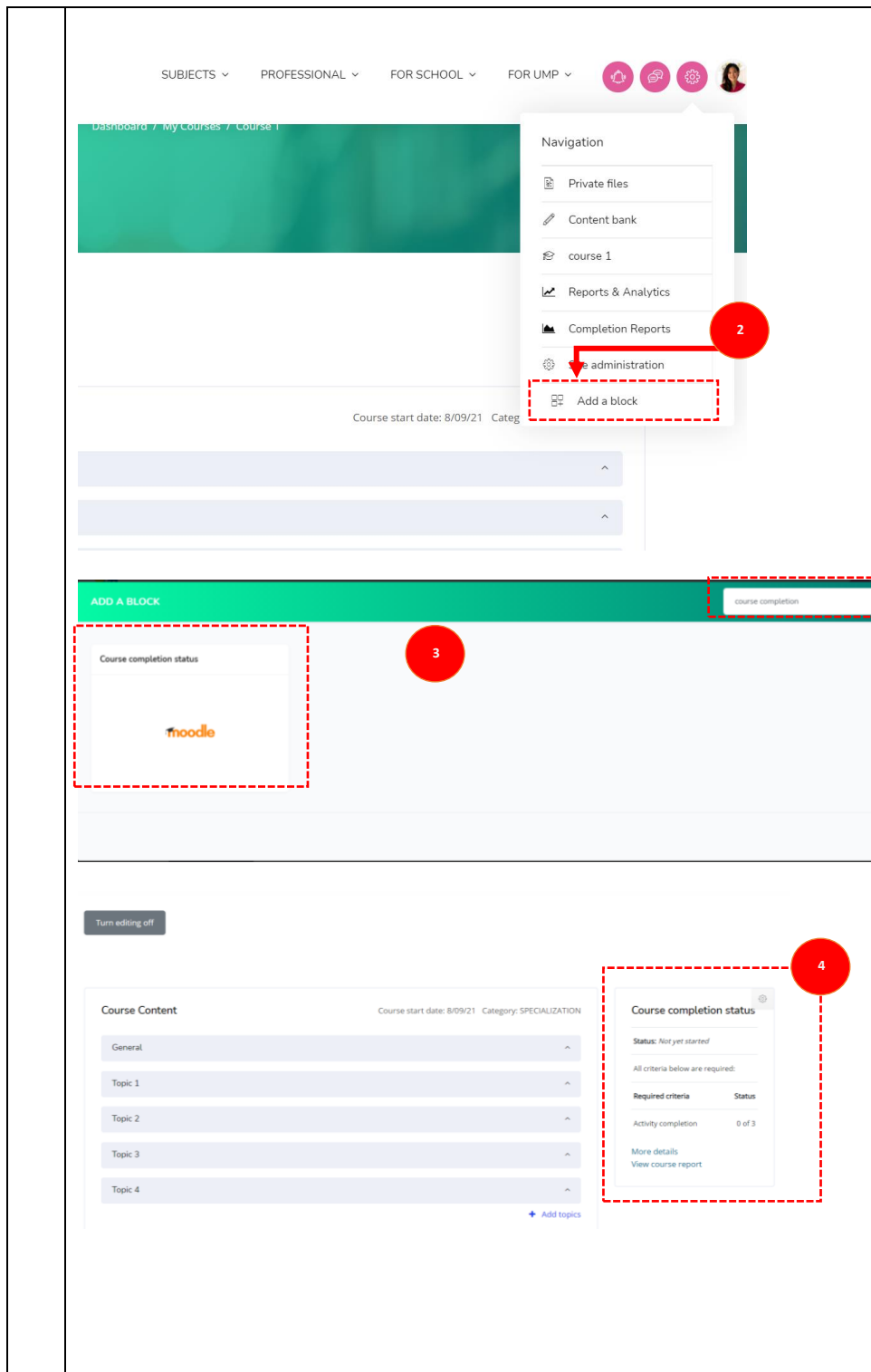
Name	Badge status	Criteria	Recipients	Actions
 Finish Route To Be Professional Program	Not available to users	Complete ALL of "Assignment - Assignment 1", "Quiz - Quiz", "Assignment - lab exercise", "Assignment - Test", "Assignment - Final exam", "Feedback - Feedback Route to Professional", "Assignment - testing", "Quiz - Quiz 2", "Quiz - quiz 3", "Feedback - Feedback Student Regarding This Subject.", "Assignment - Assignment 3"	0	  

1. Klik butang **Badges** untuk meneruskan.
2. Klik butang **Manage badges** untuk menguruskan dan memantau prestasi pencapaian pelajar.
3. Klik butang **Grades** untuk memantau prestasi pencapaian pelajar melalui Gradebook.
4. Paparan gradebook pelajar

The screenshot shows a course management interface. At the top, there is a navigation menu with options: Engineering Management, Participants, Badges, Competencies, **Grades** (highlighted with a red dashed box and a red circle labeled '3'), General, and MODULE 1: INTRODUCTI... Below the navigation menu is a 'Grader report' section (highlighted with a red circle labeled '4'). The 'Grader report' section includes tabs for View, Setup, Scores, Outcomes, Letters, Import, and Export. It shows 'All participants: 5/5' and a table of student grades for 'ENGINEERING MANAGE...'. The table has columns for 'First name / Surname', 'Email address', 'Assignment 1', 'PO1 - Engineering know...', 'Quiz', 'Set exercise', 'Decision in progress Test', and 'Final exam'. The 'Overall average' row shows scores of 80.00 % (8/1), 75.00 % (2), 70.00 % (2), 76.67 % (3), and 70.00 % (2).

## MANUAL PENGGUNA HALAMAN PENGAJAR UNTUK TETAPAN BLOCK COURSE COMPLETION STATUS PELAJAR

NO	PAPARAN	PENERANGAN
<b>COURSE COMPLETION STATUS BLOCK</b>		
7.	<p>The screenshot shows a course content page. At the top, there is a 'Turn editing off' button (highlighted with a red dashed box and a red circle labeled '1'). Below the button is a 'Course Content' section with a list of topics: General, Topic 1, Topic 2, and Topic 3. The course start date is 8/09/21 and the category is SPECIALIZATION.</p>	<ol style="list-style-type: none"> <li>1. Klik turn editing on</li> <li>2. Klik <b>ADD A BLOCK</b> pada tetapan.</li> <li>3. Buat carian <b>COURSE COMPLETION STATUS</b> dan klik icon block tersebut.</li> <li>4. Paparan block course completion status pada halaman kursus.</li> </ol>



5. Edit **ACTIVITY COMPLETION** pada setiap tetapan activity/resources yang terdapat dalam kursus.

6. Contoh : tetapan **ACTIVITY COMPLETION** pada quiz. Enable setiap condition yang diperlukan bagi melengkapkan aktiviti tersebut.

*Perhatian*

a) *Block Activity completion hanya boleh dilihat pada role Pelajar dan Pengajar sahaja.*

b) *Condition activity completion adalah berbeza mengikut activity/resources*

## MANUAL PENGGUNA HALAMAN MELIHAT PARTICIPANTS

NO	PAPARAN	PENERANGAN																														
8.	<p>4 participants found</p> <p>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</p> <p>Surname: 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</p> <table border="1"> <thead> <tr> <th>First name / Surname</th> <th>Email address</th> <th>Roles</th> <th>Groups</th> <th>Last access to course</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>emilia em</td> <td>em@gmail.com</td> <td>Instructor</td> <td>No groups</td> <td>7 secs</td> <td>Active</td> </tr> <tr> <td>Farhana Ahmad Farhana</td> <td>farhana@gmail.com</td> <td>courseowner, coordinator</td> <td>No groups</td> <td>28 days 19 hours</td> <td>Active</td> </tr> <tr> <td>ain nabila</td> <td>ainbila811@gmail.com</td> <td>Student</td> <td>No groups</td> <td>28 days 18 hours</td> <td>Active</td> </tr> <tr> <td>neelofa nur</td> <td>neelofa@gmail.com</td> <td>courseowner</td> <td>No groups</td> <td>7 days 6 hours</td> <td>Active</td> </tr> </tbody> </table>	First name / Surname	Email address	Roles	Groups	Last access to course	Status	emilia em	em@gmail.com	Instructor	No groups	7 secs	Active	Farhana Ahmad Farhana	farhana@gmail.com	courseowner, coordinator	No groups	28 days 19 hours	Active	ain nabila	ainbila811@gmail.com	Student	No groups	28 days 18 hours	Active	neelofa nur	neelofa@gmail.com	courseowner	No groups	7 days 6 hours	Active	<ol style="list-style-type: none"> <li>1. Klik butang participant untuk melihat senarai participant</li> <li>2. Paparan senarai participants</li> </ol>
First name / Surname	Email address	Roles	Groups	Last access to course	Status																											
emilia em	em@gmail.com	Instructor	No groups	7 secs	Active																											
Farhana Ahmad Farhana	farhana@gmail.com	courseowner, coordinator	No groups	28 days 19 hours	Active																											
ain nabila	ainbila811@gmail.com	Student	No groups	28 days 18 hours	Active																											
neelofa nur	neelofa@gmail.com	courseowner	No groups	7 days 6 hours	Active																											