

E-LEARNHELP USER MANUAL (LEVEL 1- ESSENTIAL LEVEL)

FOR
LECTURER & STAFF

May, 2017



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TABLE OF CONTENTS

ACKNOWLEDGEMENT	3
1. INTRODUCTION TO E-LEARNHELP	3
2. ABOUT NEW E-LEARNING (HU E-LEARNING) & OLD E-LEARNING (ELEARNING2)	4
3. LOGIN TO E-LEARNHELP	5
4. SETTING UP YOUR COURSE	7
5. COURSE ENROLMENT	10
6. GROUPING USER	11
7. CUSTOMIZING YOUR COURSE	12
8. RESOURCES	17
9. ACTIVITIES	17
10. FORUM	18
11. QUIZZES & ASSESSMENTS	18
12. GRADES	18
13. TRACKING PROGRESS	18
14. REPORT	18
15. ACTIVITY BACKUP AND RESTORE	18

ACKNOWLEDGEMENT

E-learnHELP support institutions that need help with instructional design, online course and program development and/or efforts to meet quality and accessibility standards. Our approach meets institutions wherever they may be in their online program development. Online courses need to be content-rich, engaging and collaborative. E-learnHELP enable the learners to acquire and share information through MOODLE version 3.3 learning platform.

This HELP LMS user manual (Level 1- Essential Level) helps you understand the interface, functionalities and activities flow. The e-LearnHELP Learning Management System (LMS) can be accessed through <http://103.6.198.141/~altitud1/helplearning/>. The purpose of this manual is to provide detail guidance and manual on utilizing the new e-learning by using Moodle platform (Version 3.3) for staff and instructors who are new to e-learning platform. It also provides basic concepts and information on the processes and resources involved in e-learning development, which might be of interest to e-learning project manager and instructional designer. The information in this manual guidelines is based on the systematically review on the several guidelines, strategy and methodologies used in design and development of E-learning.

1. INTRODUCTION TO E-LEARNHELP



The E-learnHELP is a learning management system (LMS) designed to support the online learning & Course Management Activities. It was developed by using the MOODLE version 3.3 platform to support the social constructionist pedagogical practices in which the students and instructors collaborate to create the knowledge through online teaching and learning, collaboration and group work. It includes built-in, synchronous and asynchronous

communication tools, blog, forum, chat, assignment, quiz, wiki, and other features. Different from the old version e-learning platform which can be accessed at <http://elearning2.help.edu.my/>, E-learnHELP functionalities not only limited to creating and uploading online course, but also modified and utilized as the supplemental platform to suit the requirement of the online instructor and learner in fully synchronous and asynchronous online courses as well as students and course management.

2. ABOUT NEW E-LEARNING (HU E-LEARNING) & OLD E-LEARNING (ELEARNING2)

Starting from May, 2017, we migrated the data from the old e-learning (MOODLE version 1.9.3) <http://elearning2.help.edu.my/> to the new e-learning (MOODLE version 3.3) which can be accessed at <http://103.6.198.141/~altitud1/helplearning/>. There are several reasons we migrated the data and upgrade from version 1.9.3 to version 3.3:

- a) Scalability – In the new version of e-learning (WEBSITES ADDRESS), more useful modules / plugins features were added (see APPENDIX A).
 - b) Data integration and interoperability with other information system (Data integration with Education Management System (EMS))
 - c) User friendliness & Responsive (easy configuration & uploading materials, Customizable interface and cross-device compatible)
 - d) Security
 - e) Flexibility
 - f) Reliability
 - g) Accessibility
 - h) Productivity
-

3. LOGIN TO E-LEARNHELP

To access the new e-learning, go to

<https://help.edu.my/elearning2/html/accelnew/login/index.php> . Login by using your Staff

Email ID as username. Figure 1 shows the landing pages of e-learnhelp.com. Figure 2 shows the login pages.

HELP University College
the university of achievers

HOME ABOUT E-LEARNING MANUAL FAQ HELP & SUPPORT

e-learnHELP

A learning management system that provides great feature to make learning and teaching easier for everyone.

TELL ME AND I FORGET. TEACH ME AND I REMEMBER. INVOLVE ME AND I LEARN. --- BENJAMIN FRANKLIN

E-LEARNING FEATURES

- Automated Account Creation
- Collaborative Tools & Activities Modules
- Data Integration & Interoperability with Education Management System
- Online Assessment & Rubrics
- Personalized Dashboard
- Track Progress & Report
- Student, Group & File Management

HELP & SUPPORT

You may contact the administrator of e-Learning @ ang.lw@help.edu.my or if you have any problem on e-Learning.

Kindly provide the following information in your email:

- Name
- Student ID / Staff Email ID
- Department / Program
- Description of the problem

USER MANUAL

For more details about LMS, you can download the manual as below:

- Student Manual
- Lecturer Manual

Login

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Figure 1 shows the landing pages for E-learningHELP.

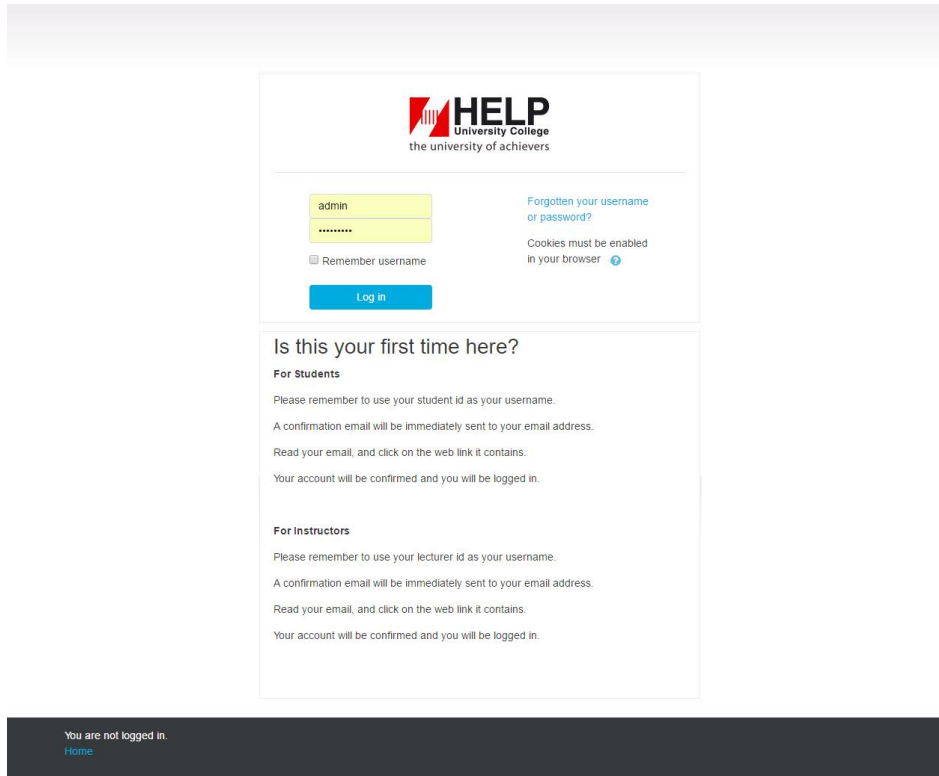


Figure 2 shows the login pages

3.1 FORGOTTEN PASSWORD

1. At the login pages, click the “*Forgotten your username or password?*”. Reset your password by submitting your username and/or your lecturer email address. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again. If you still encountered with login problem, contact the sites administrator at ang.lw@help.edu.my / Phone: +60 3-2716 2210

3.2 LIAISON PERSON

Detail	Liaison Person	When
Communication on any matter not listed below	E-learning Trainers / Instructional Designer	Anytime
Creating Lecturer’s Accounts	E-learning Trainers / Instructional Designer / Program Coordinator	Anytime if updates
Deleting Lecturer’s Accounts	E-learning Trainers / Instructional Designer / Program Coordinator	Anytime if updates
Creating Folders	E-learning Trainers / Instructional Designer	1 week before semester starts

4. SETTING UP YOUR COURSE

When you first log in to E-learnHELP, you should see a listing of the course categories by university, department and programmes at the right panel block (See Figure 3, 4, & 5).

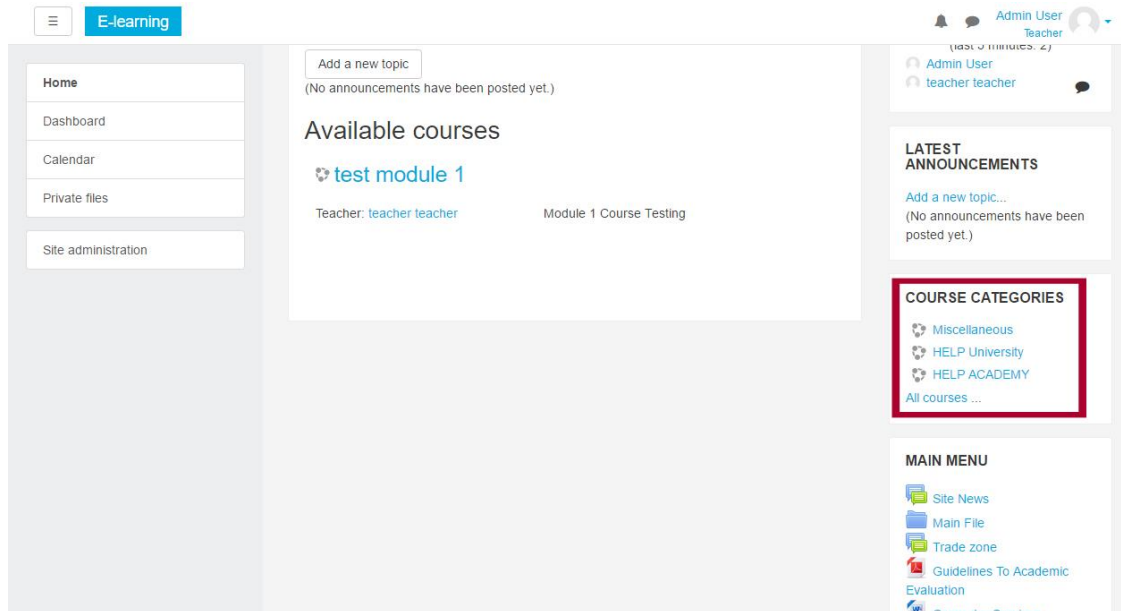


Figure 3 shows the dashboard with the course categories at the right panel block

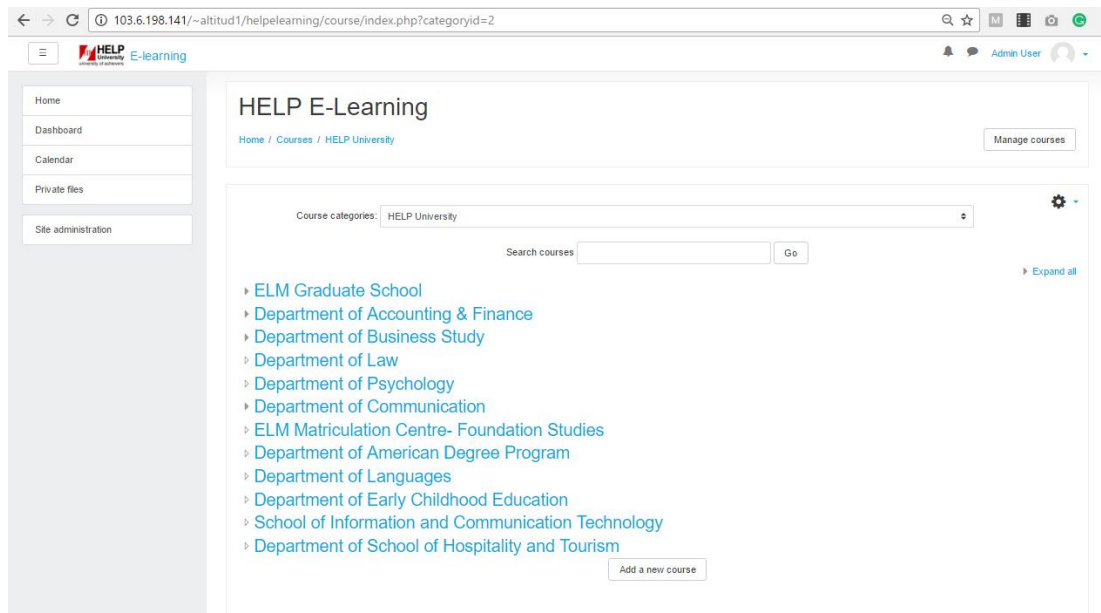


Figure 4 shows the course structures and program listed for each department

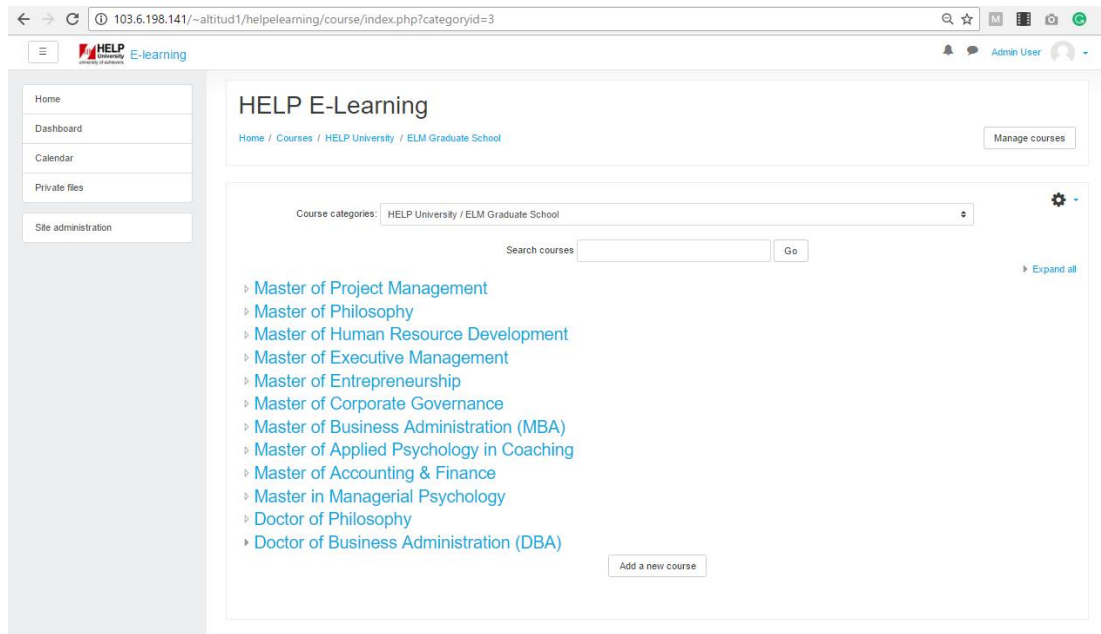



Figure 5 shows the list of the course for all programs in ELM Graduate School.

To add the course module under a program, you are required to contact instructional designer / site administrator. The site administrator will create the course module and assign your roles as teacher for your courses. You are given the privileges to create, edit and modify the courses contents as well as enroll and manage your students' activities.

Before adding your course content, there are a couple of options that you may need to make in the course administration panel (See **Figure 6**). Click the Settings option  to edit the settings. Most of the fields on this screen can be left at the default value, but you should at least take a look at the following fields:

Format. This choice defines how your course will be broken up into sections in the middle column of the course home page. For a regular course you'll want to select either Topics or Weekly. The only difference between the two is that with the Weekly format the sections include date labels. (The Social format is useful for courses that are organized around a discussion forum but it has limited features and is not generally recommended to support regular classes.)

Number of weeks/topics. This choice sets up the number of sections into which your course will be organized. For example, if your course meets twice a week for 16 weeks and you want to build a separate section for every class meeting, enter 32. If you're using the weekly format this option determines the number of week sections that will be created (starting with the start date).

Availability. This is the all-important setting that determines whether your students will be able to find your class. We will normally deliver your course to you with this field already set to "available to students," since students will not be able to access it anyway until you supply them with the key. If you wish however you can switch it to "unavailable" while it is under development, or at any time you want to take it offline.

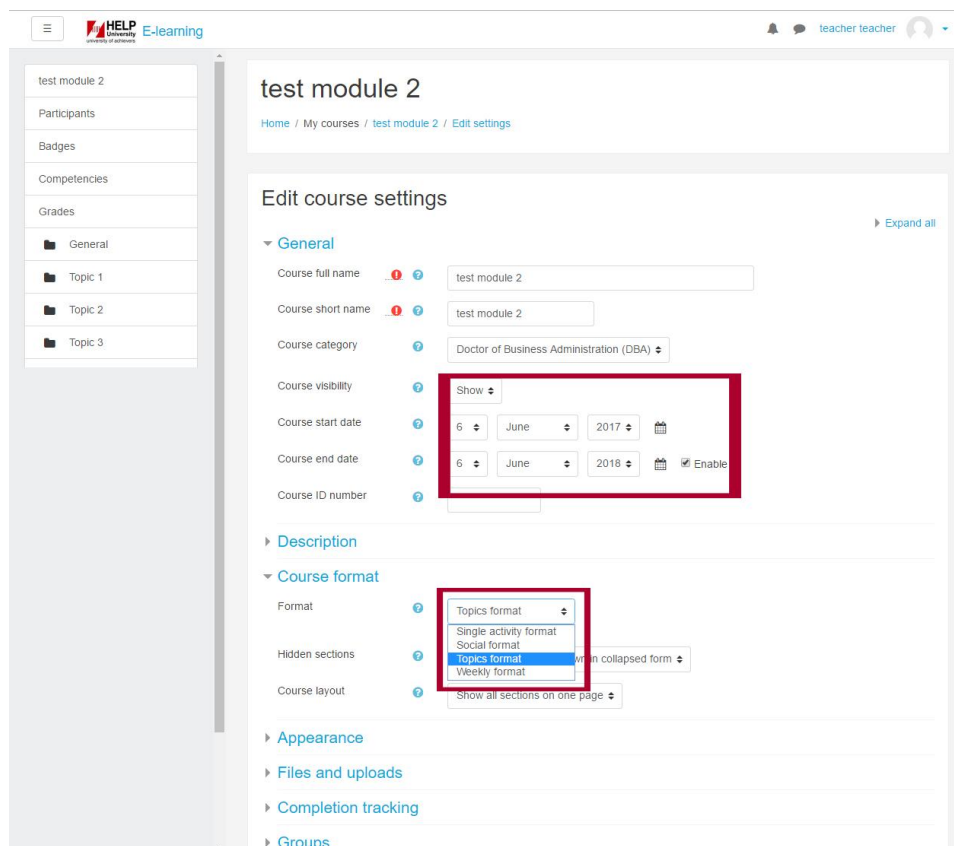


Figure 6 shows the Settings options for your course.

5. COURSE ENROLMENT

5.1 MANUAL ENROLMENT

Instructors can manually enroll their students to their course. It is done in Administration > Course administration > Users > Enrolled users.

5.2 SELF ENROLMENT

This allows users to enroll themselves into a course, either directly or via an enrolment key ("course password"). The teacher does not then have to manually add students. More than one instance of the self-enrolment method can be used so that when users enroll themselves they are assigned different roles e.g. certain users can be assigned the role of student and other users can be assigned the role of non-editing teacher. The self-enrolment method also allows for users to enroll themselves into groups by using group enrolment keys.

5.2.1 ENROLMENT KEY

A course enrolment key is one method of restricting self-enrolment to a smaller group. The idea is that the course key - being distributed by the authorized people - is provided to the students, who can then enroll into the class themselves through the Moodle using this key. This distribution can be done by email, phone or even verbally. Setting an enrolment key is done in Administration > Course administration > Users > Enrolment methods. Make sure self-enrolment is enabled (has its eye open) and click the edit icon on the right as shown in Figure 7.

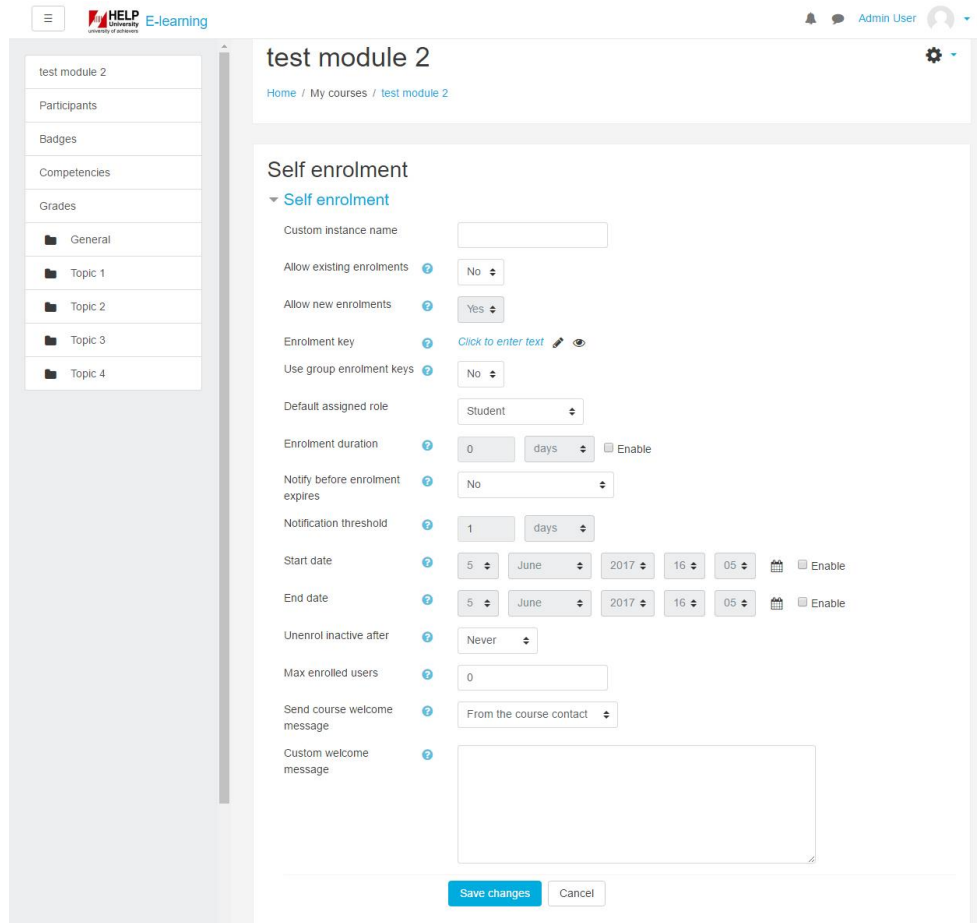


Figure 7 shows the Enrolment Key Settings.

6. GROUPING USER

Groups: On the course level can you assign a user to one (or more) groups. In a course you can assign an activity to a group.

Groupings are a collection of groups. You can assign a grouping to a context like an assignment.

A group or grouping can be used on two levels:

Course level - The group mode defined at the course level is the default mode for all. Activities defined within that course.

Activity level - Each activity that supports groups can also have its own group mode defined.

If you are planning to use groups in your course you must:

1. Create groups and associate students to them.
2. Set up the activity using the appropriate group mode setting.

Two methods are available to setup groups:

1. Instructors can manually create, name and assign specific students to groups.
2. Instructors can use Moodle's automatic group creation utility, which creates groups based on the current course enrolment.

Below are the step for creating a group:

To use groups you need first to set a group mode in YOUR COURSE module > Participants >

settings  > Groups

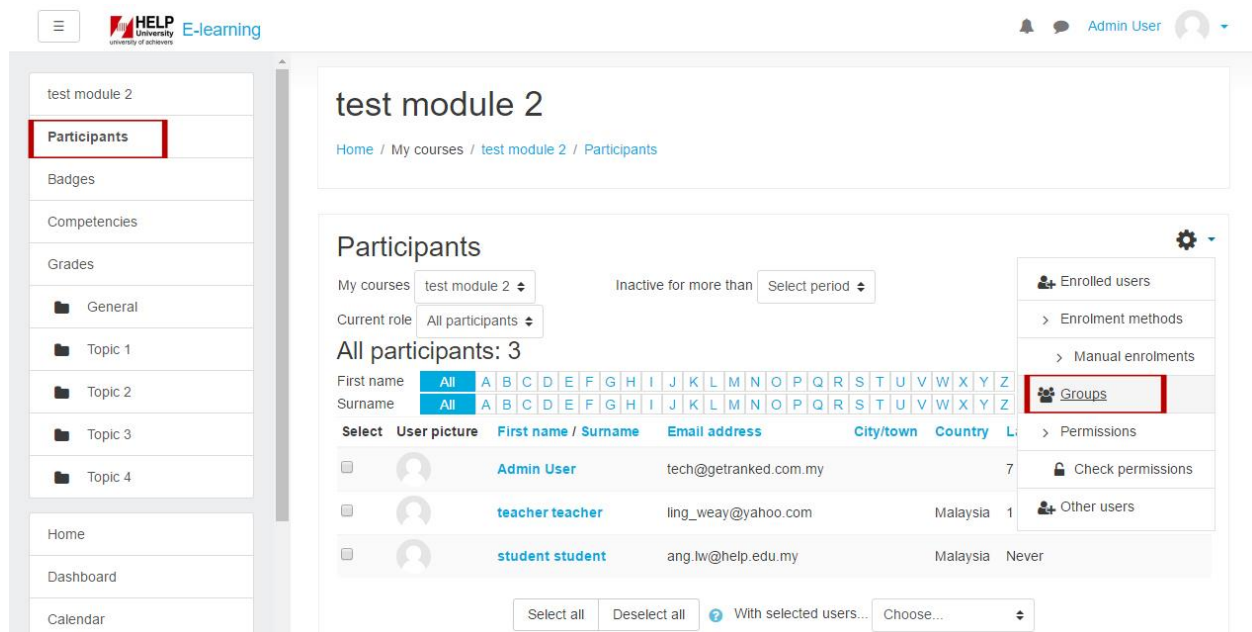
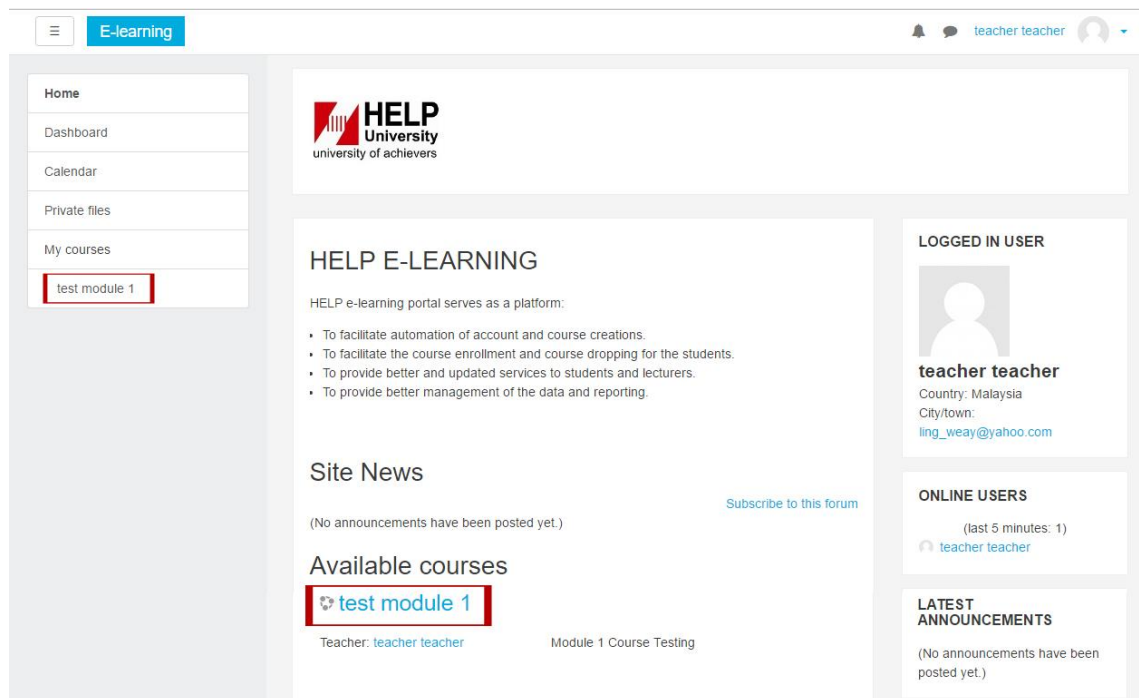


Figure 8 shows the list of participants.

7. CUSTOMIZING YOUR COURSE

The Instructional Designer will create your course for you and assign you the role as instructor. This is automatically done when courses are rolled over. If you have any questions or instructions, email to: ang.lw@help.edu.my.

When you first log in to E-learnHELP, you should see a listing of the courses you are creating and teaching on the first page under My Courses (See Figure 7).



The screenshot displays the HELP E-LEARNING dashboard. On the left is a navigation menu with items: Home, Dashboard, Calendar, Private files, My courses, and 'test module 1' (highlighted with a red box). The main content area features the HELP University logo (university of achievers) and the heading 'HELP E-LEARNING'. Below this, it states 'HELP e-learning portal serves as a platform:' followed by a bulleted list of purposes: facilitating automation of account and course creations, facilitating course enrollment and dropping for students, providing better services to students and lecturers, and providing better management of data and reporting. There is a 'Site News' section with a 'Subscribe to this forum' link and a note that no announcements have been posted yet. The 'Available courses' section lists 'test module 1' (highlighted with a red box) by 'teacher teacher' for 'Module 1 Course Testing'. On the right sidebar, there are sections for 'LOGGED IN USER' (teacher teacher, Country: Malaysia, City/town: ling_weay@yahoo.com), 'ONLINE USERS' (last 5 minutes: 1, teacher teacher), and 'LATEST ANNOUNCEMENTS' (No announcements have been posted yet.).

Figure 7 shows the dashboard with your course

Before making any changes to your course, editing must be turned on (see Figure 8). Click



to turn editing on top right hand corner.

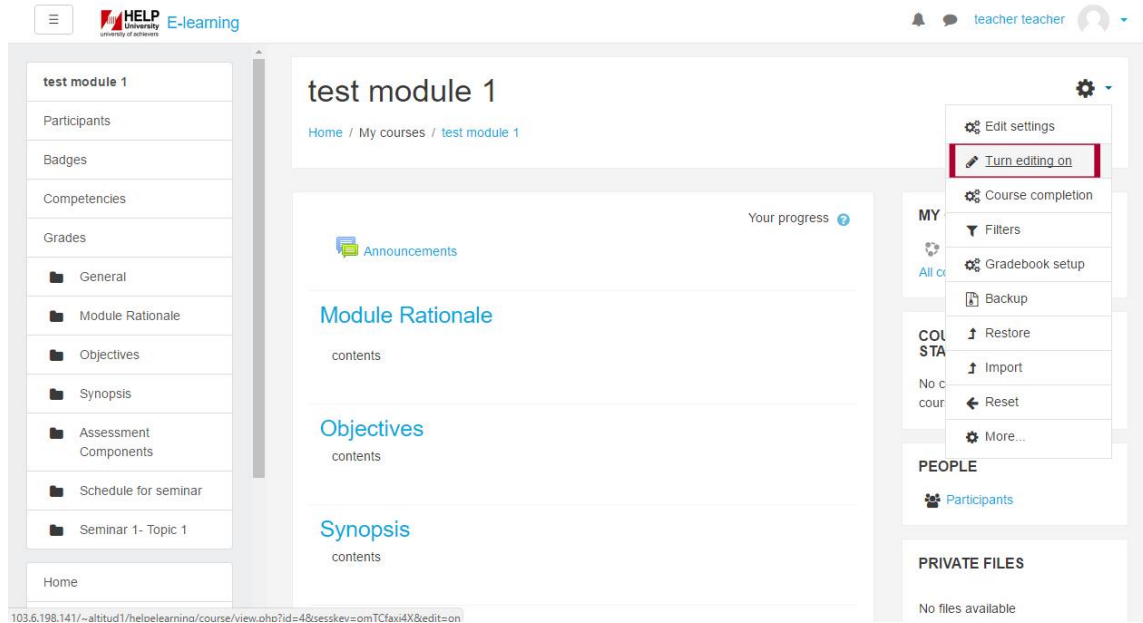


Figure 8 shows settings of the course contents

7.1 COURSE OUTLINES

Figure 9 & 10 are the example of the course outlines that you may refer to.

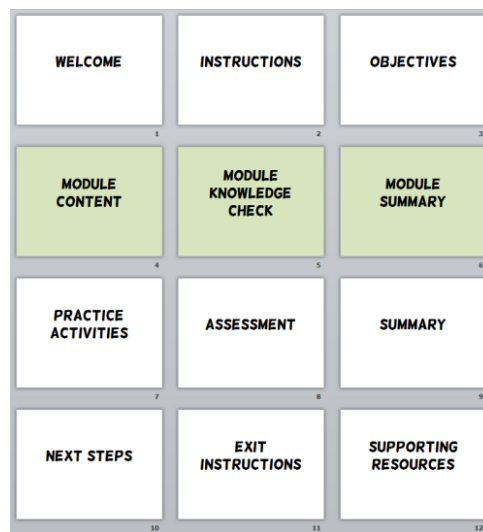


Figure 9 shows settings of the course contents

[Source: Image adopted from <http://blogs.articulate.com/rapid-elearning/how-to-create-an-e-learning-template-that-works/>]

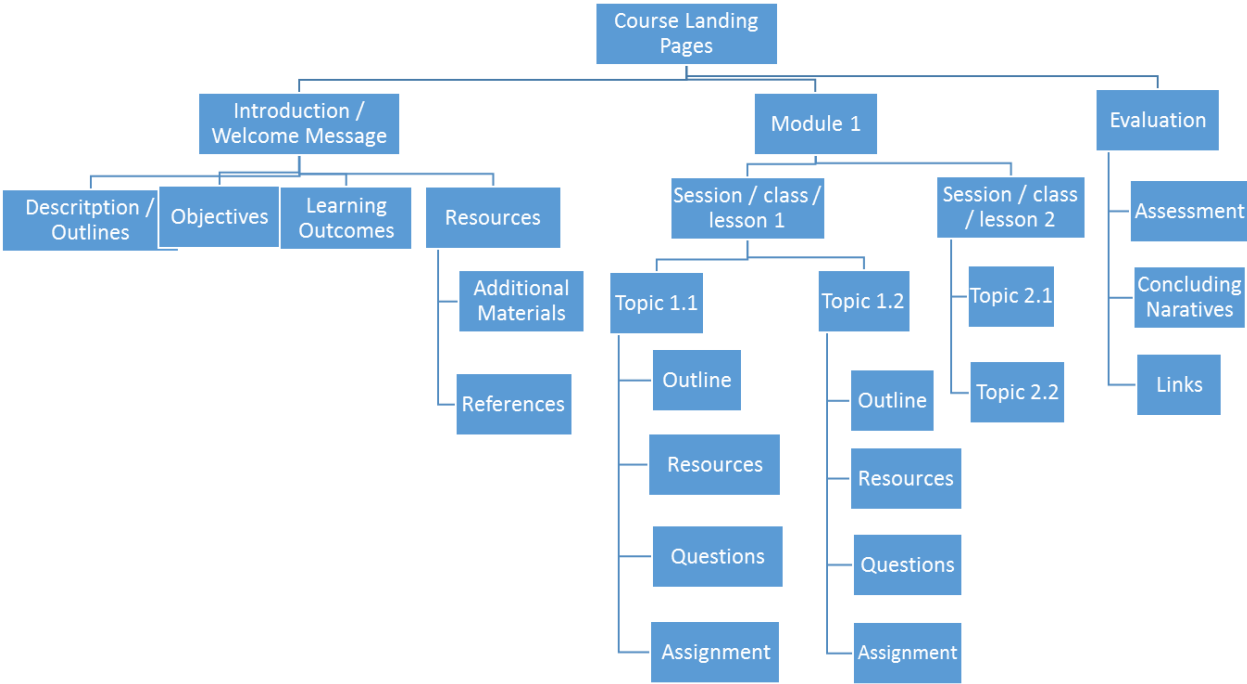


Figure 10 shows the example of the course outlines.

test module 1
⚙️

[Home](#) / [Courses](#) / [HELP University](#) / [ELM Graduate School](#) / [Doctor of Business Administration \(DBA\)](#) / [test module 1](#)

Announcements
Your progress 🔍

Module Rationale

contents

Objectives

contents

Synopsis

contents

Assessment Components

- Written Assignment 1
- Written Assignment 2
- Oral Presentation
- General instruction
 - a) Guide to Turn It In Application for Coursework Assessment
 - b) Guide for Online Access to MyPride Portal

Schedule for seminar

- Schedule for seminar

Seminar 1- Topic 1

- Outline
- Question for Discussion
- Learning Resouces
- Discussion forum

COURSE CATEGORIES

- Miscellaneous
- HELP University
- HELP ACADEMY

[All courses ...](#)

COURSE COMPLETION STATUS

No completion criteria set for this course

PEOPLE

- Participants

PRIVATE FILES

No files available

[Manage private files...](#)

Figure 9 shows the course contents outlines.

8. RESOURCES

A resource in the teaching materials that a teacher can upload to a course to support learning such as a file, a video, E-book, online journal, or a link to a website. It can be uploaded before or after the teaching session. A resource differs from an activity in that it is static; i.e. the student can merely look at or read it, rather than participate and edit it. An instructor can add resources by turn on editing and by clicking “Add an activity or resource” in a course section.

9. ACTIVITIES

An Activity in Moodle is a feature where students learn by interacting with each other or with their teacher. They might for instance contribute in a forum, upload an assignment, answer questions in a quiz or collaborate together in a wiki. Activities can be graded. A teacher can add activities by turning on the editing and choosing an activity by clicking “Add an activity or resource” in a course section. Activities usually appear in the central area of the course. In E-LearnHELP, there are some additional plugins included which are web conferencing (BigBlueButton), Video plugins, Attendance, and Checklist. More details can be referred to APPENDIX A. Figure 10 shows the interface of the activity and resources panel.

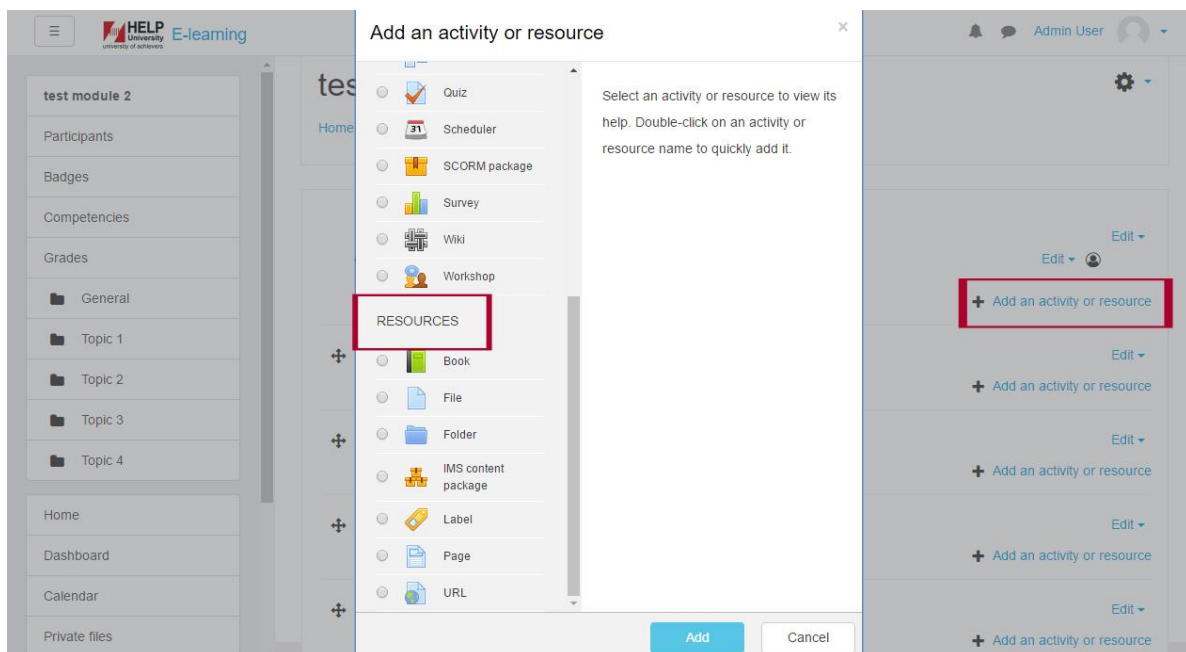


Figure 10 shows the activities and resources panel.

10. FORUM

11. QUIZZES & ASSESSMENTS

12. GRADES

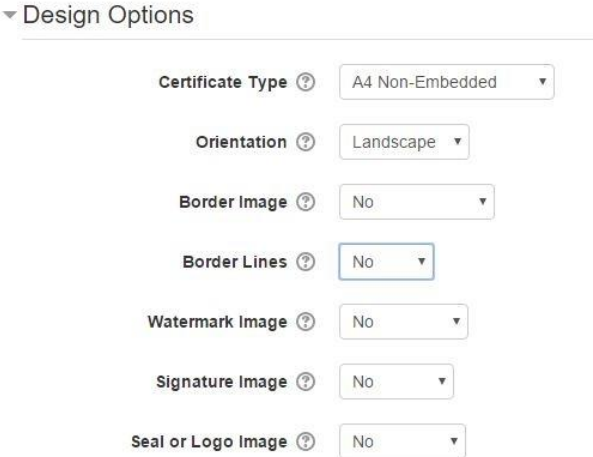
13. TRACKING PROGRESS

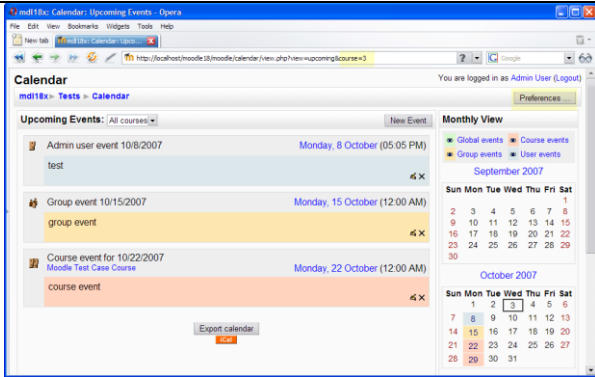
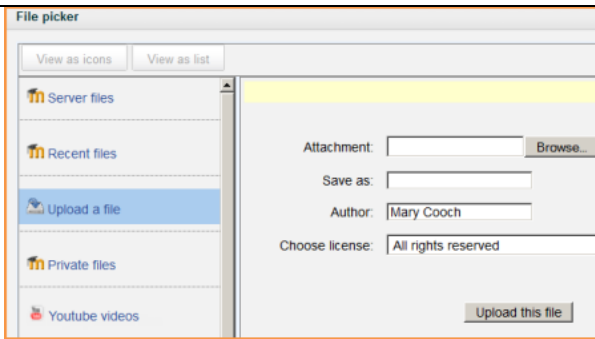
14. REPORT













15. ACTIVITY BACKUP AND RESTORE


It is possible to make a copy or backup of individual activities in an online course and then re-use these activities in a different LMS or in another course on the same LMS. (Note that if you wish to re-use activities within the same Moodle it might be simpler to use the import function.) To proceed, you need be in the activity and the chose "Backup" in the administration menu.

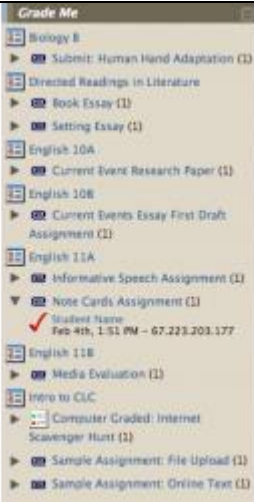
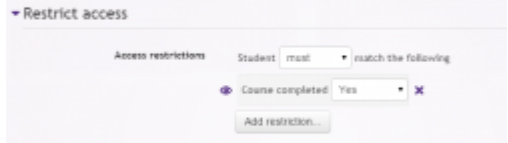
APPENDIX A: SUGGESTED MODULES

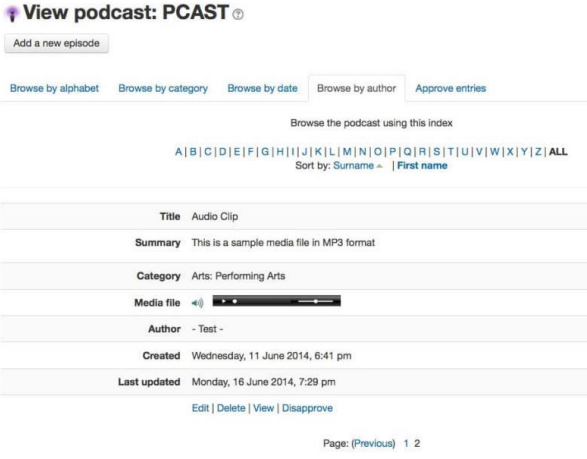
Plugins Components & Name	Sources	Functionalities	Screenshot
Certificate module	https://docs.moodle.org/32/en/Certificate_module	<p>To generate the certification for students who complete their online short course or training.</p> <p>The instructor can set the restriction access by allowing ONLY those who complete the course to generate & print their certificate.</p> <p>The certificates can be customized by administrator by modifying a PHP file within the certificate folder by direct access to the server your Moodle site.</p>	 <p>▼ Design Options</p> <ul style="list-style-type: none"> Certificate Type ? A4 Non-Embedded ▼ Orientation ? Landscape ▼ Border Image ? No ▼ Border Lines ? No ▼ Watermark Image ? No ▼ Signature Image ? No ▼ Seal or Logo Image ? No ▼

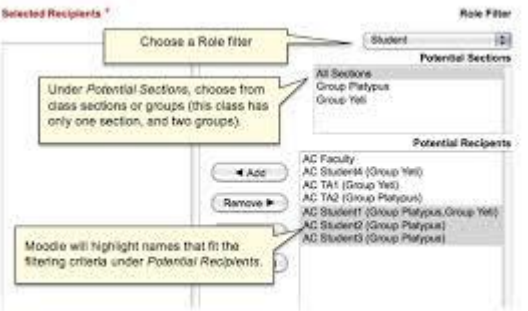
<p>Course Calendar</p>	<p>https://docs.moodle.org/23/en/Calendar</p>	<p>User can create the site calendar, course calendar, user & group calendar as well as export calendar to Google by creating .ics file.</p>	 <p>The screenshot shows the Moodle Calendar interface in a browser window. It displays a list of upcoming events for 'All courses', including 'Admin user event 10/8/2007', 'Group event 10/15/2007', and 'Course event for 10/22/2007'. There are also 'Monthly View' sections for September and October 2007, showing a calendar grid with event markers. An 'Export calendar' button is visible at the bottom.</p>
<p>Video (plugin)</p>	<p>https://docs.moodle.org/22/en/Video</p>	<p>Allowing the instructor to upload the video and for students to playback the video.</p> <p>The video can be uploaded to Moodle & storing on the own server / link from the youtube/vimeo.</p> <p>The video format can be .flv or .wmv format</p>	 <p>The screenshot shows the Moodle File picker interface. It has tabs for 'View as icons' and 'View as list'. On the left, there are categories like 'Server files', 'Recent files', 'Upload a file', 'Private files', and 'Youtube videos'. The main area shows an 'Attachment:' field with a 'Browse...' button, a 'Save as:' field, an 'Author:' field with 'Mary Cooch' entered, and a 'Choose license:' dropdown set to 'All rights reserved'. An 'Upload this file' button is at the bottom right.</p>
<p>Video Screen Recording Tools</p>	<p>Camstudio Open Sources, ScreenPresso to capture & record screen;</p>	<p>Allowing the instructor to capture, record & playback the screen.</p> <p>The video can be uploaded to Moodle & storing on the own server / upload to</p>	

	using Free2X Webcam Recorder / Smrecorder to record video webcam	youtube & link from the youtube/vimeo.																																				
Video Maker & Editing	Easy Movie Maker / Window Movie maker	Allowing editing of video																																				
Attendance	https://docs.moodle.org/23/en/Attendance_module	<p>This module allow the instructors to be able take attendance during class, track the student attendance and for students to be able to view their own attendance record.</p> <p>This module allow instructors to generate report for either entire class or individual students.</p>	<p>March 4, 2013 12:00 - 13:00 Regular class session</p> <p>View mode: Sorted list</p> <table border="1"> <thead> <tr> <th>#</th> <th>First name / Last name</th> <th>P</th> <th>L</th> <th>E</th> <th>A</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> Scott</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="text"/></td> </tr> <tr> <td>2</td> <td> Jean</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="text"/></td> </tr> <tr> <td>3</td> <td> Dan</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="text"/></td> </tr> <tr> <td>4</td> <td> Michael</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p>Save attendance</p>	#	First name / Last name	P	L	E	A	Remarks	1	 Scott	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	2	 Jean	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	3	 Dan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	4	 Michael	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
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Web conferencing (BigBlueButt	https://moodle.org/plugins/moodle_bigbluebutto	BigBlueButton have the powerful recording & playback of the session capability.																																				

<p>on) mod_bigblue buttonbn</p>	<p>nbn</p>	<p>As compared to openmeetings module, BigBlueButton is more easier to install, user friendly, make customization.</p> <p>It includes other synchronous components such as real-time sharing of slides (including whiteboard), audio, video, chat, and desktops.</p> <p>RecordingsBN plugin (mod_recordingsbn) is needed to lets instructors to give students access to the recordings, publish/unpublish recordings, and delete the recordings.</p> <p>This plugins is necessary for synchronous learning.</p>	<p style="text-align: center;">Interface</p>  <p>The screenshot displays the BigBlueButton interface during a lesson. At the top, there are three buttons: 'Audio', 'Desktop Sharing', and 'Chat'. The main content area shows a slide titled 'Lesson 1: IFR Overview' with the following text: 'Target for this evening: provide you with the tools to prepare an IFR flight from Waterloo, Ontario to Ottawa, Ontario.' Below this, it says 'For homework you will complete the flight preparation and we will "fly" it next lesson.' At the bottom of the interface, there are two buttons: 'Slides' and 'Video'. The date '04/05/2011' is visible in the bottom left corner, and the number '6' is in the bottom right corner.</p>
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Grade Me	https://moodle.org/plugins/block_grade_me	<p>Useful plugin for instructor and admin, that pulls together and displays all assignments, quizzes, essays, and file responses that still need to be graded</p>	 <p>The screenshot shows the 'Grade Me' plugin interface. It displays a list of assignments with their status (e.g., 'Submitted', 'Not graded'). The list includes items like 'Submit: Human Hand Adaptation (1)', 'Book Essay (1)', 'Setting Essay (1)', 'Current Event Research Paper (1)', 'Current Events Essay First Draft Assignment (1)', 'Informative Speech Assignment (1)', 'Note Cards Assignment (1)', 'Media Evaluation (1)', 'Computer Graded: Internet Scavenger Hunt (1)', 'Sample Assignment: File Upload (1)', and 'Sample Assignment: Online Text (1)'. A student's name and login time are also visible: 'Student Name: Feb 4th, 1:51 PM - 67.223.203.177'.</p>
Restriction by Course Completion	https://moodle.org/plugins/availability_course_completed	<p>This module allowing the instructor to restrict access of students to certain module/ activities (conditional activities). For example, the students are only allowed to download the certificate only when they complete the quiz, assignment & learning online course.</p>	 <p>The screenshot shows the 'Restrict access' configuration interface. It includes a section for 'Access restrictions' with a 'Student' dropdown set to 'match the following'. A restriction is added: 'Course completed' with a 'Yes' dropdown and a close button. There is also an 'Add restriction...' button.</p>

Podcasting	https://docs.moodle.org/20/en/Podcasting	<p>Podcasting allow the instructor to deliver the current episode of lesson in audio and video for the students who subscribe to the course.</p> <p>It is especially useful for the language learning course.</p>	
Assessment/ Exam Proctoring	<p>(Using Remote Proctoring by accessing the sites :</p> <p>https://www.proctoru.com/ or using Remote Proctor Now (RPNow) / Examity</p> <p>http://examity.com/moodle-2/)</p>	<p>Allowing the administrator/ instructor/proctor to verify the identity of the quiztaker that he is not cheating & completing the exam during the time allowed.</p>	

<p>Quickmail</p>	<p>https://moodle.org/plugins/block_quickmail</p>	<p>Quickmail is a block that provides selective, bulk emailing within courses. It features includes:</p> <ol style="list-style-type: none"> 1) Multiple attachments 2) Drafts 3) Signatures 4) Filter by Role 5) Filter by Groups 6) Optionally allow Students to email people within their group. <p>It is very useful for reminding ("nagging") learners about quiz closing dates.</p>	 <p>The screenshot shows the 'Quickmail' interface with a 'Role Filter' dropdown set to 'Student'. Below it, 'Potential Sections' are listed as 'All Sections', 'Group Platypus', and 'Group Yell'. The 'Potential Recipients' list includes 'AC Faculty', 'AC Student1 (Group Yell)', 'AC TA1 (Group Yell)', 'AC TA2 (Group Platypus)', 'AC Student1 (Group Platypus, Group Yell)', 'AC Student2 (Group Platypus)', and 'AC Student3 (Group Platypus)'. A 'Selected Recipients' list is empty. Callouts explain that users can choose a role filter, select sections or groups, and that Moodle highlights names matching the filter criteria.</p>
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