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

FOR

LECTURER & STAFF

May, 2017

Management of Information System,

HELP University Sdn. Bhd

Jalan Semantan, Bukit Damansara,

50490 Kuala Lumpur,

Wilayah Persekutuan Kuala Lumpur,

Malaysia

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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/helpelearning/. 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/helpelearning/ .There are several reason 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/acelnew/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.

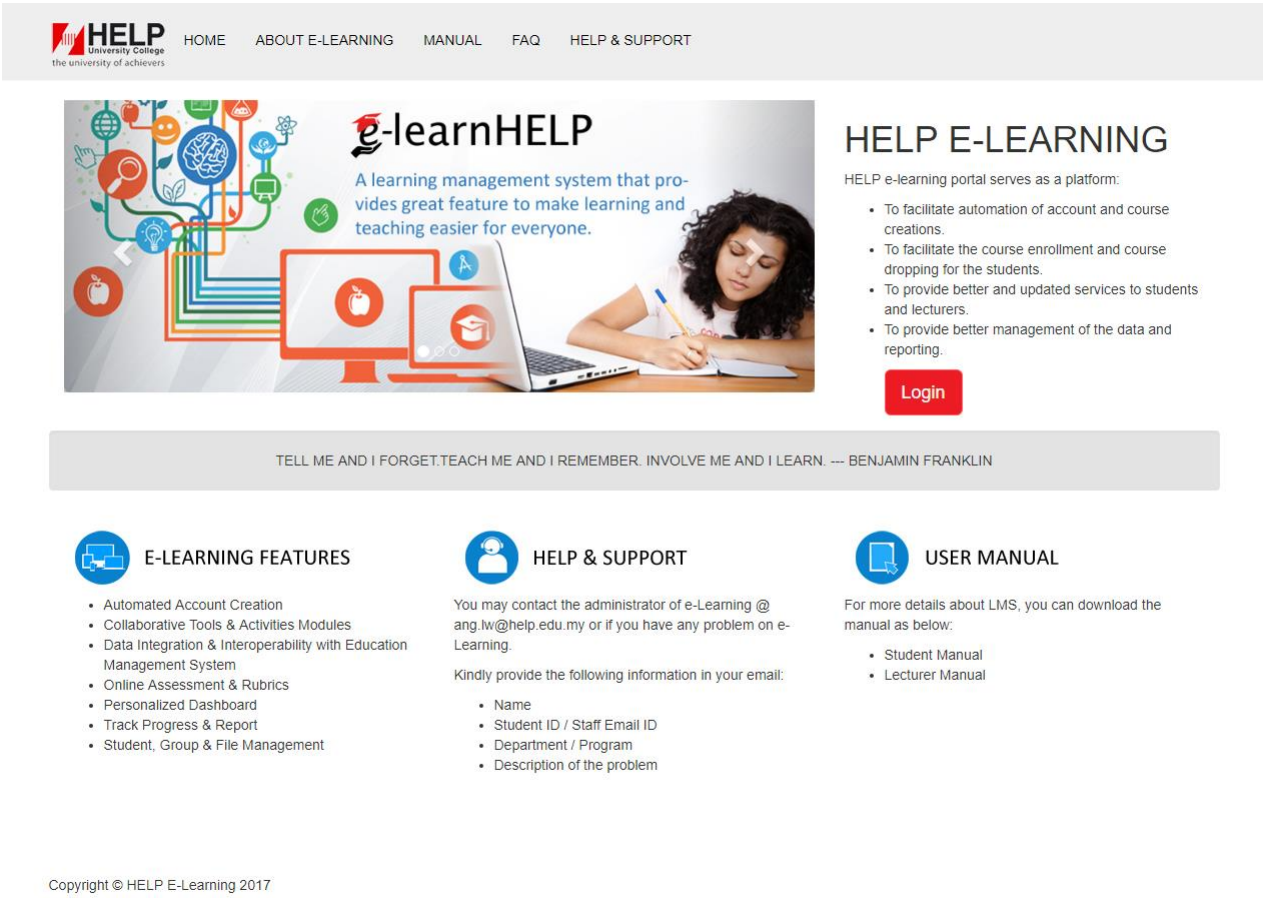


Figure 1 shows the landing pages for E-learningHELP.

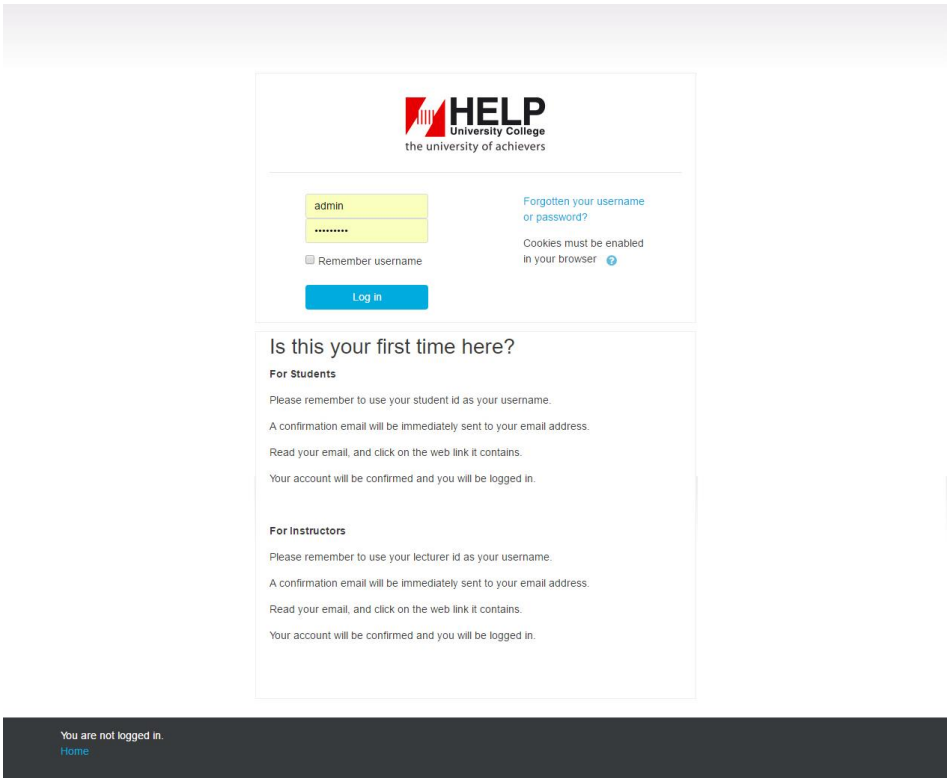


Figure 2 shows the login pages

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).

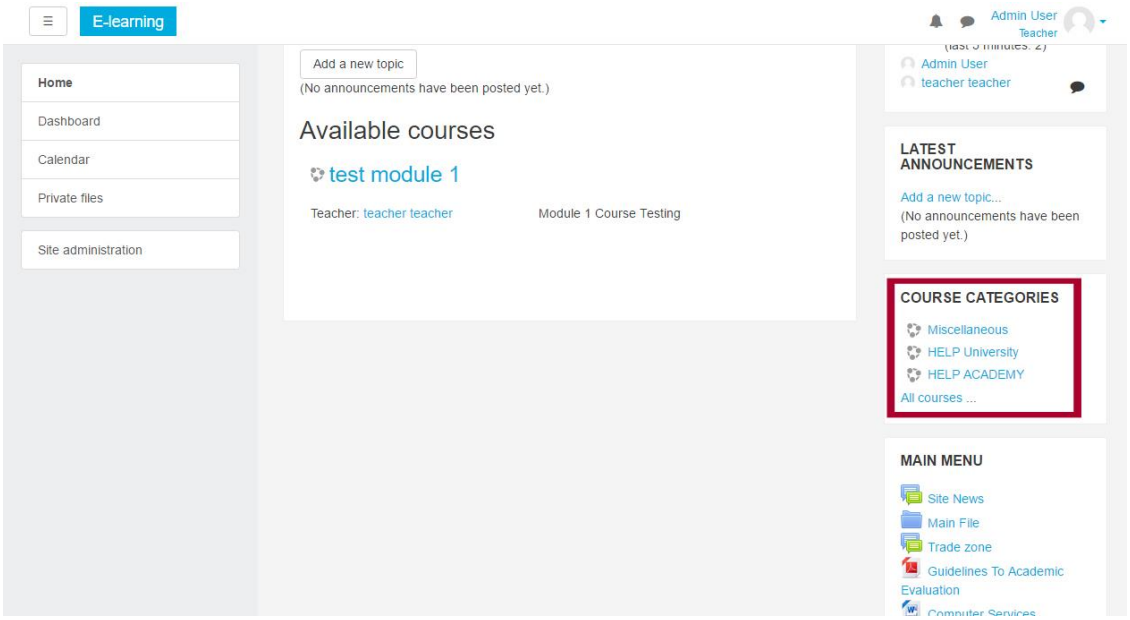


Figure 3 shows the dashboard with the course categories at the right panel block

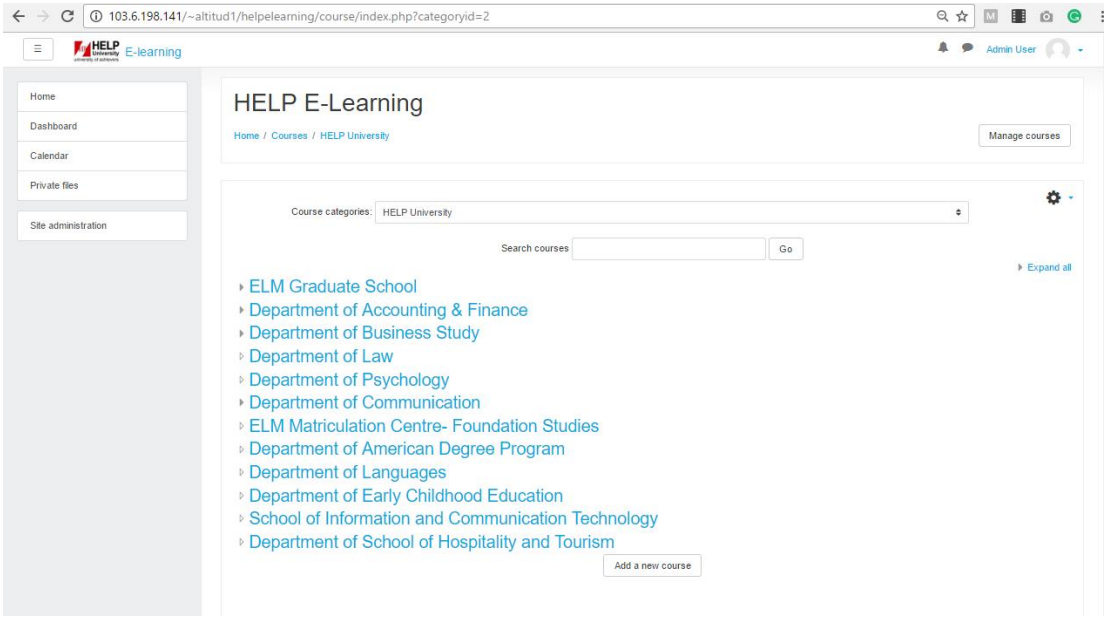


Figure 4 shows the course structures and program listed for each department

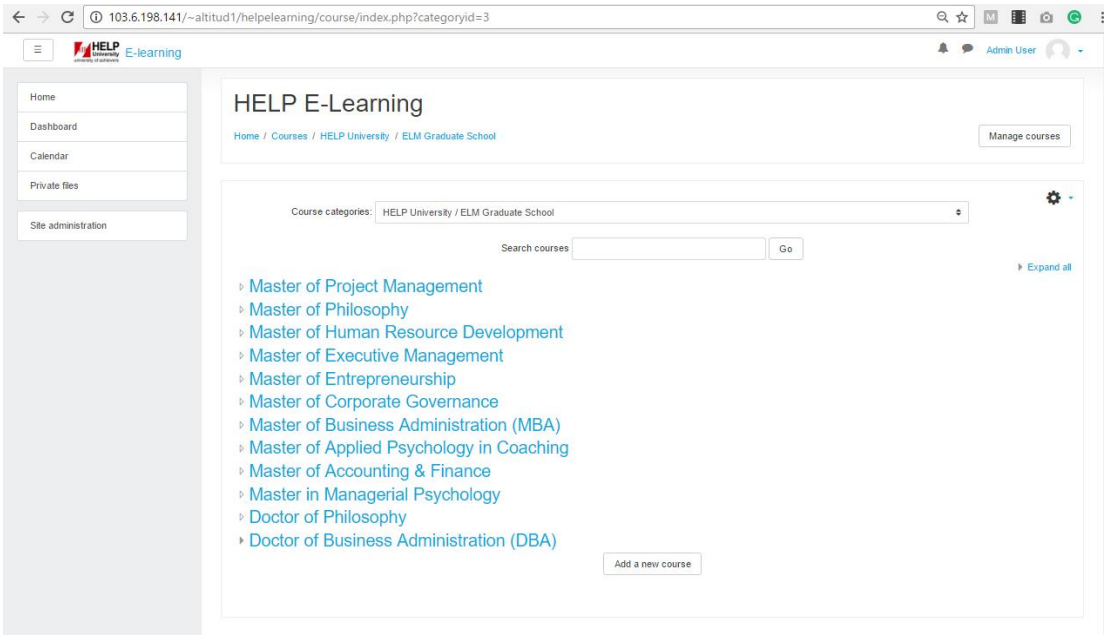


Figure 5 shows the list of the course for all programs in ELM Graduate School.

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.

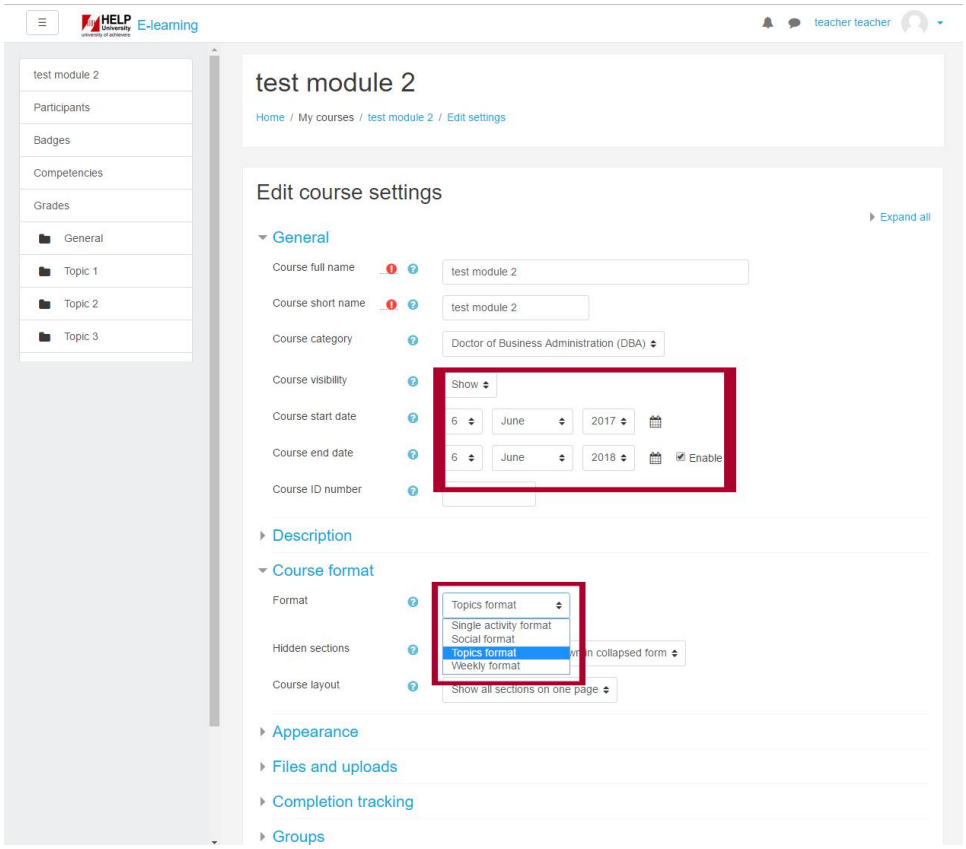


Figure 6 shows the Settings options for your course.

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.

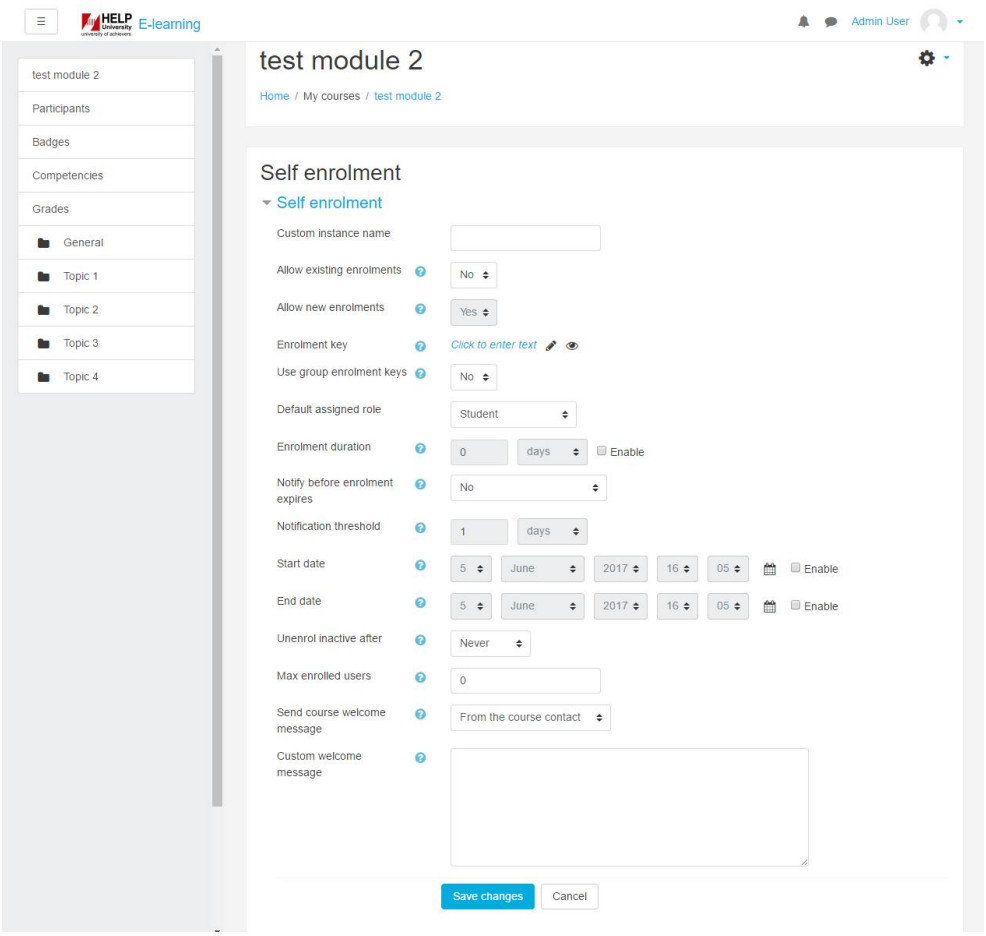


Figure 7 shows the Enrolment Key Settings.

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

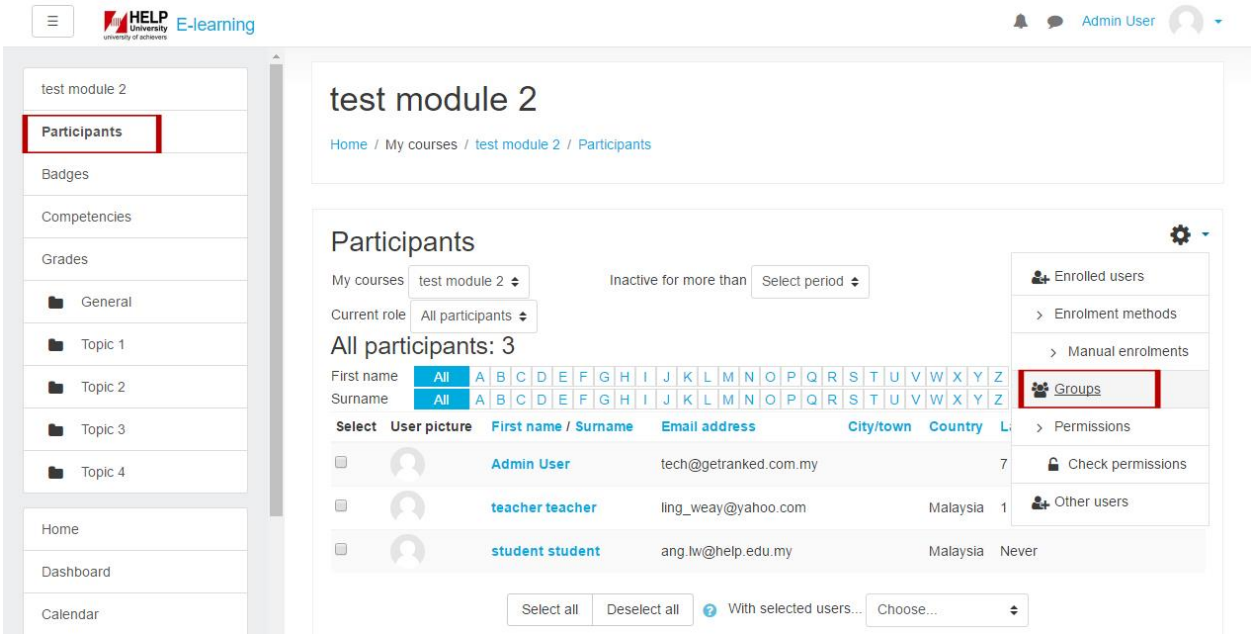


Figure 8 shows the list of participants.

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).

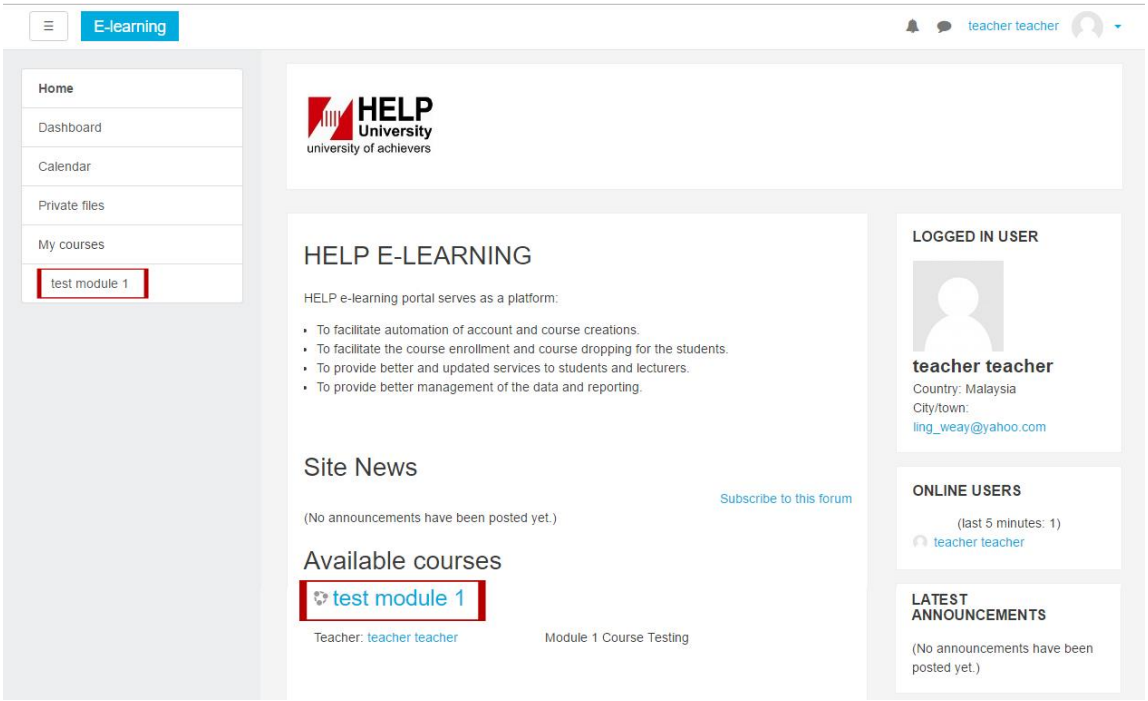


Figure 7 shows the dashboard with your course

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

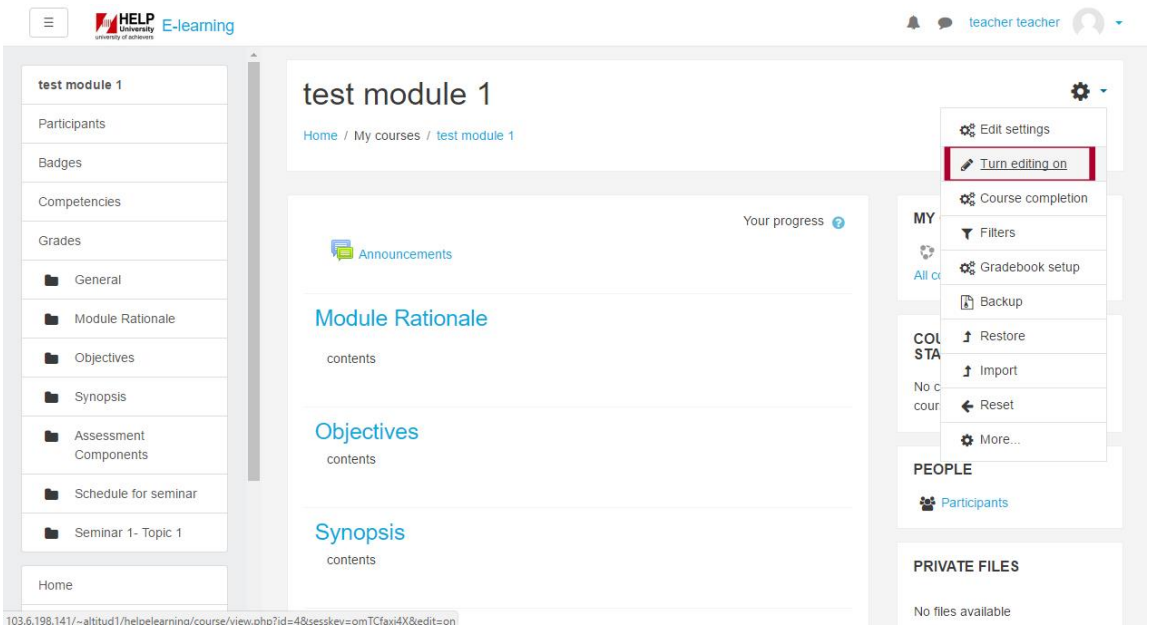


Figure 8 shows settings of the course contents

7.1 Course Outlines

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

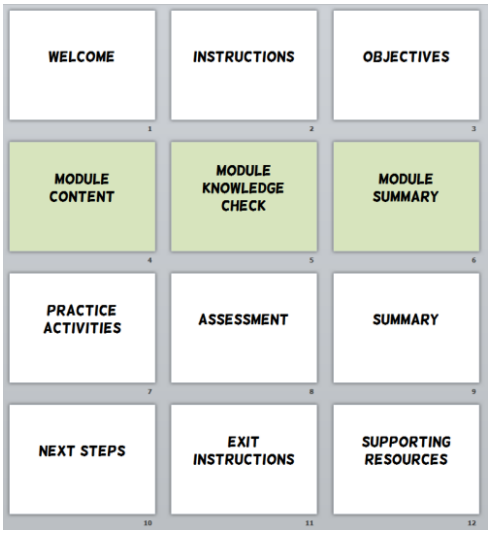


Figure 9 shows settings of the course contents

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

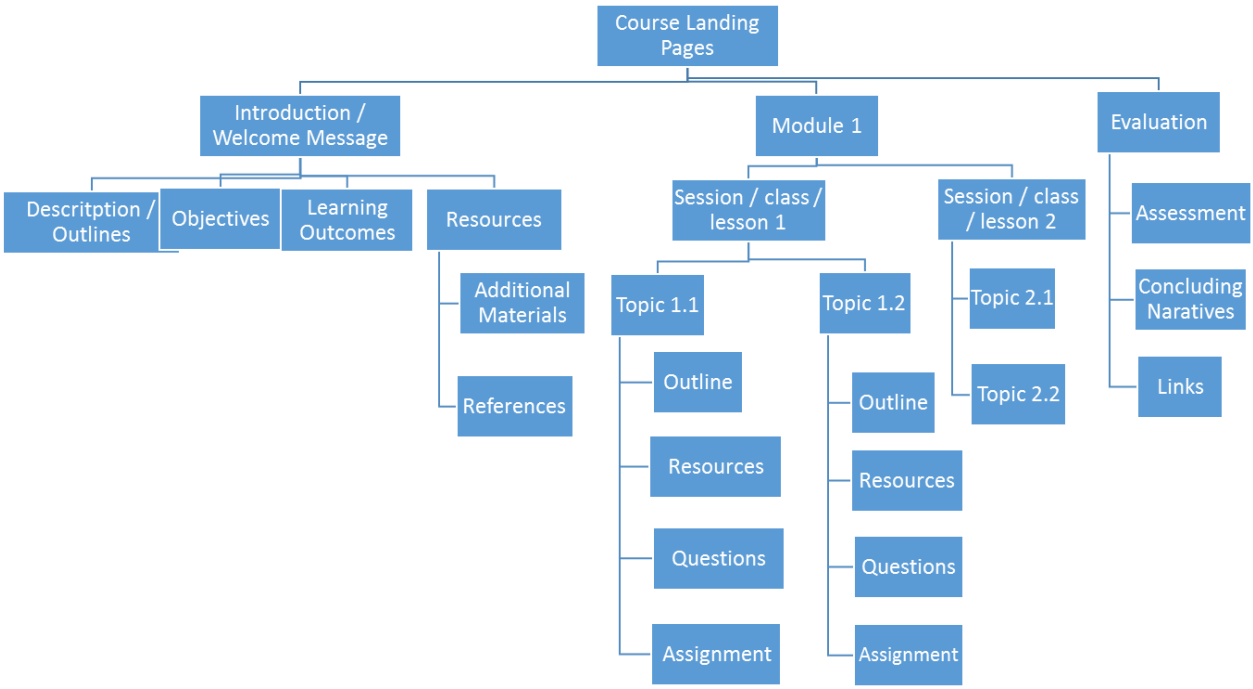


Figure 10 shows the example of the course outlines.

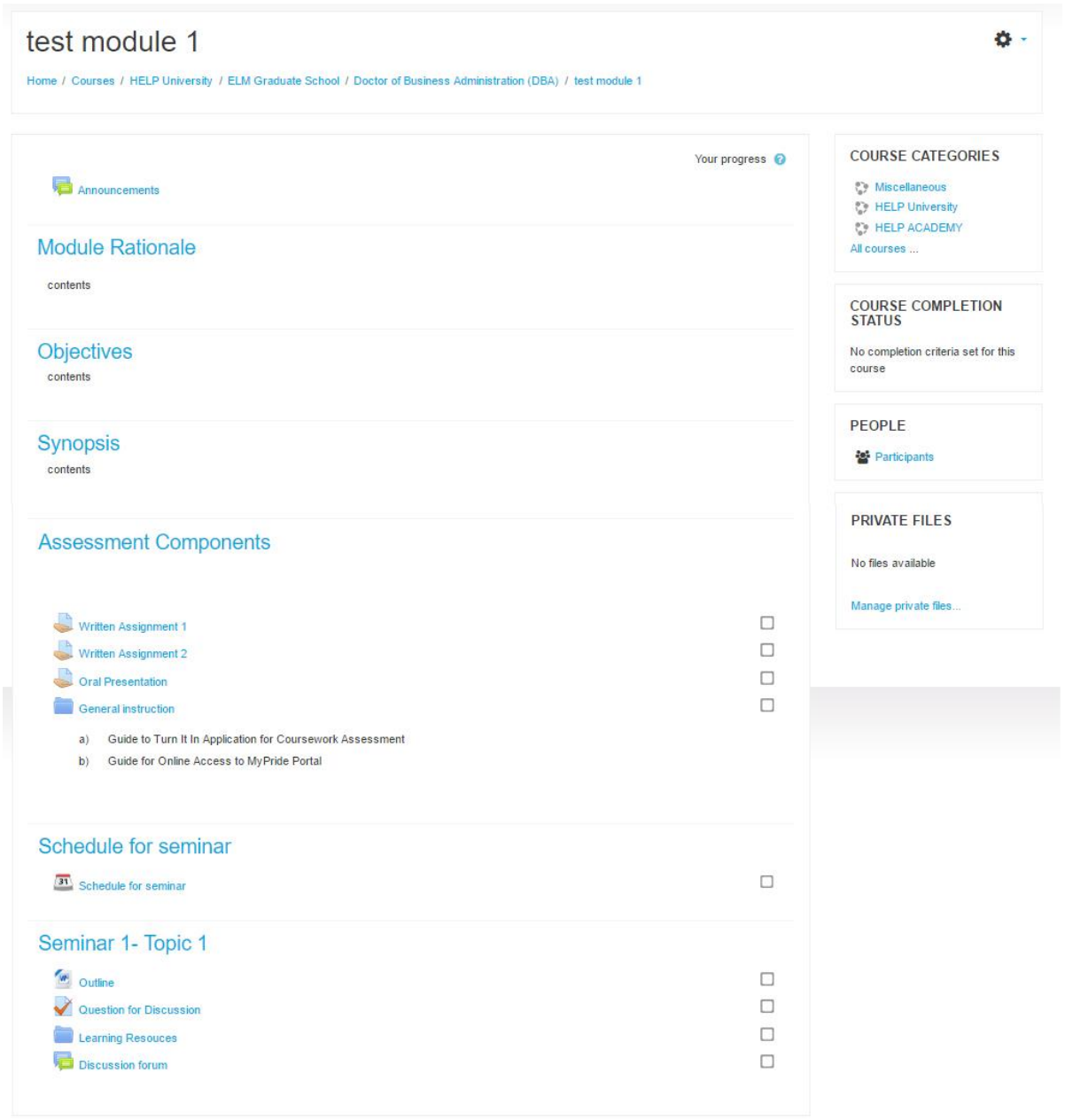


Figure 9 shows the course contents outlines.

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.

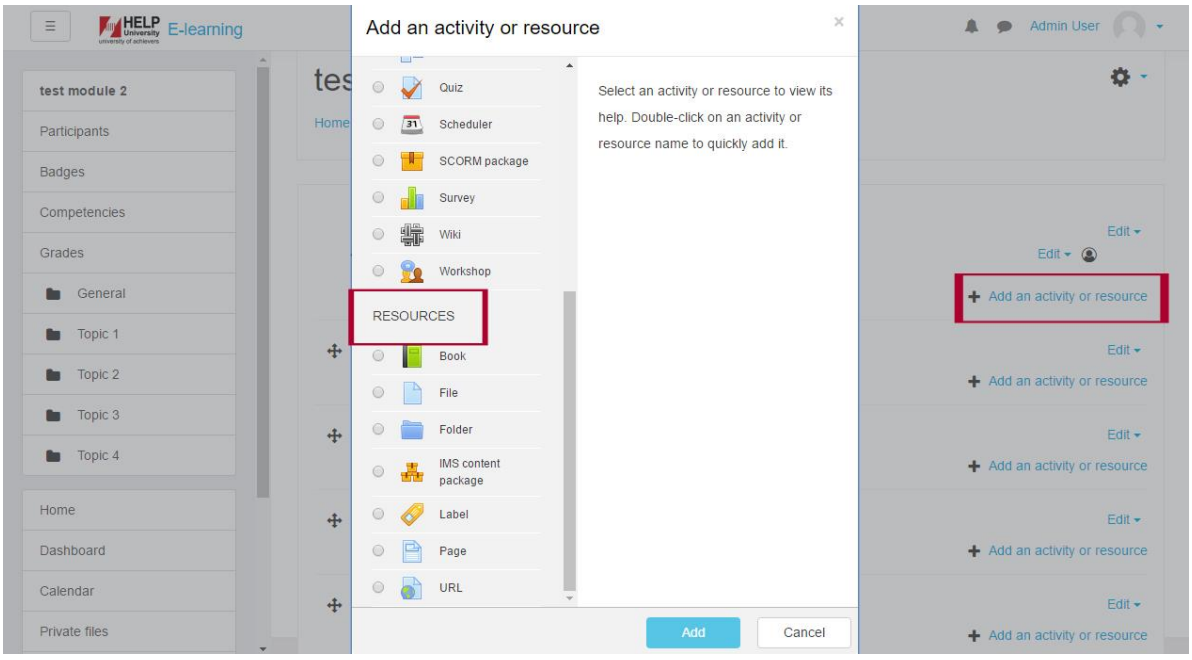


Figure 10 shows the activities and resources panel.

10. Forum

11. Quizzes & Assessments

12. Grades

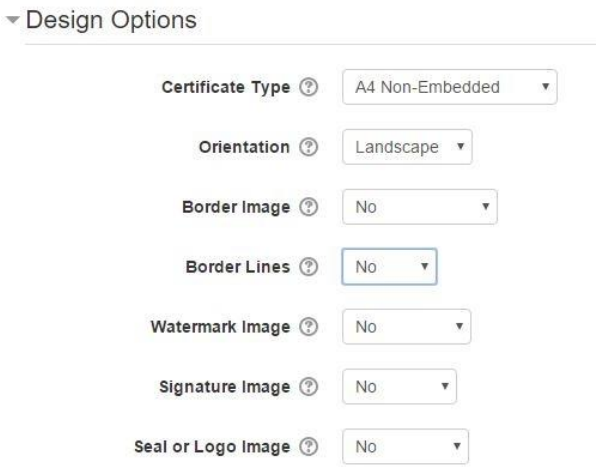
13. Tracking Progress

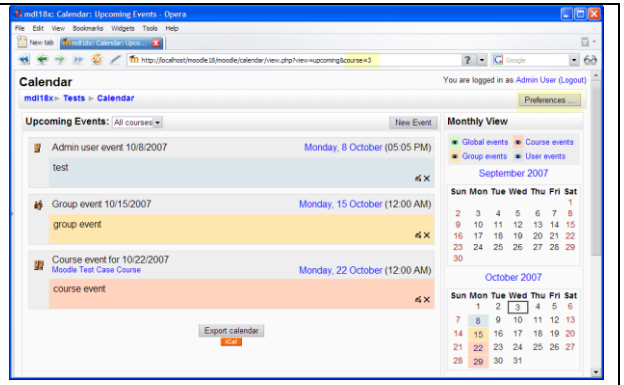
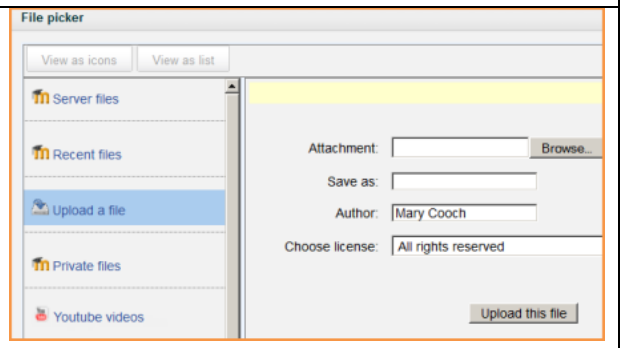
14. Report

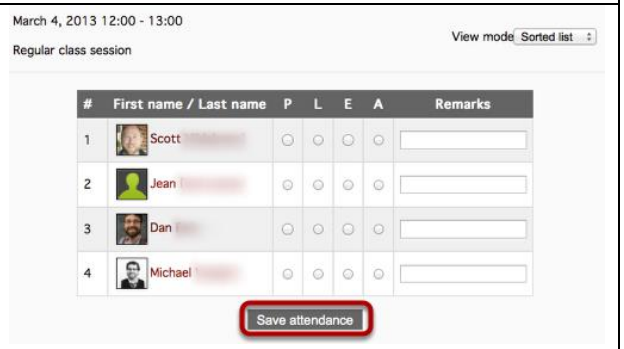
15. Activity Backup and Restore

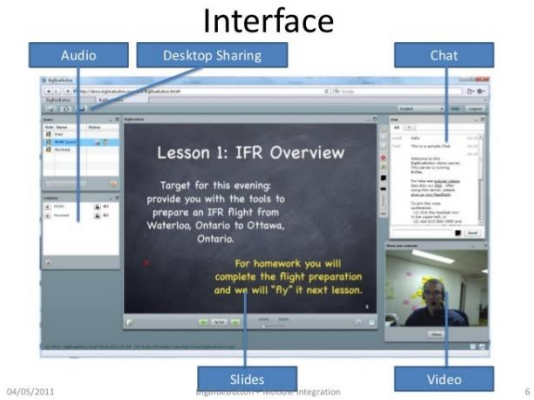
It is possible to make a copy or backup of individual activities in an online course and then re-use these activities in a different LMS or in another course on the same LMS. (Note that if you wish to re-use activities within the same Moodle it might be simpler to use the import function.) To proceed,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

APPENDIX A: SUGGESTED MODULES

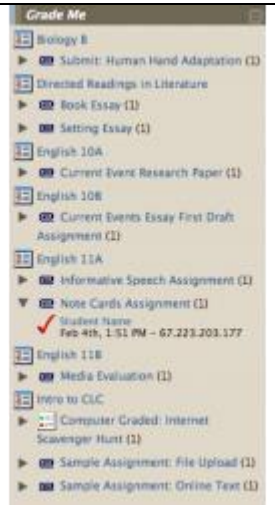
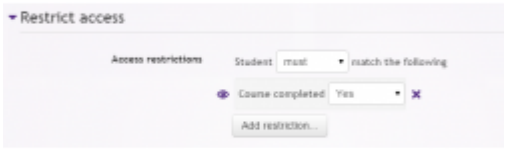
Plugins Components & Name	Sources	Functionalities	Screenshot
Certificate module	https://docs.moodle.org/32/en/Certificate_module	To generate the certification for students who complete their online short course or training. The instructor can set the restriction access by allowing ONLY those who complete the course to generate & print their certificate. 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.	

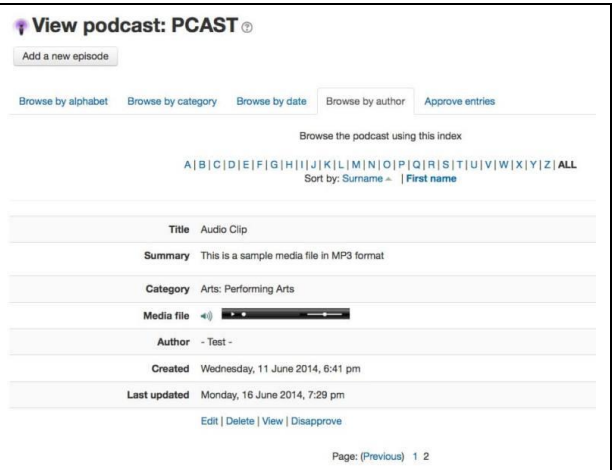
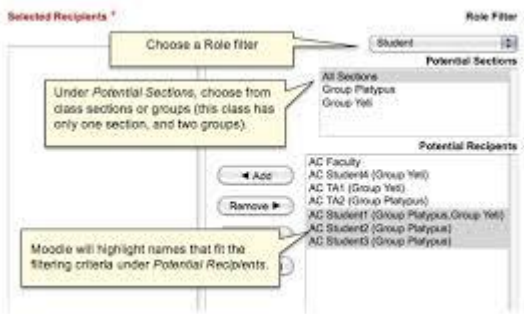
Course Calendar	https://docs.moodle.org/23/en/Calendar	User can create the site calendar, course calendar, user & group calendar as well as export calendar to Google by creating .ics file.	
Video (plugin)	https://docs.moodle.org/22/en/Video	Allowing the instructor to upload the video and for students to playback the video. The video can be uploaded to Moodle & storing on the own server / link from the youtube/vimeo. The video format can be .flv or .wmv format	
Video Screen Recording Tools	Camstudio Open Sources, ScreenPresso to capture & record screen;	Allowing the instructor to capture, record & playback the screen. The video can be uploaded to Moodle & storing on the own server / upload to	

	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	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. This module allow instructors to generate report for either entire class or individual students.	
Web conferencing (BigBlueButt	https://moodle.org/plugins/mod_bigbluebutto	BigBlueButton have the powerful recording & playback of the session capability.	

on) mod_bigblue buttonbn	nbn	As compared to openmeetings module, BigBlueButton is more easier to install, user friendly, make customization. It includes other synchronous components such as real-time sharing of slides (including whiteboard), audio, video, chat, and desktops. RecordingsBN plugin (mod_recordingsbn) is needed to lets instructors to give students access to the recordings, publish/unpublish recordings, and delete the recordings. This plugins is necessary for synchronous learning.	

Dialogue	https://moodle.org/plugins/mod_dialogue	This module allowing two way communication among instructor, students & their peers. This module is optional as students are freely to choose built-in private messaging	
Checklist	https://moodle.org/plugins/mod_checklist	The instructor can create or generate the checklist from the activities in a course. The students and instructor can check-off each items as they are completed.	

Grade Me	https://moodle.org/plugins/block_grade_me	Useful plugin for instructor and admin, that pulls together and displays all assignments, quizzes, essays, and file responses that still need to be graded	
Restriction by Course Completion	https://moodle.org/plugins/availability_coursecompleted	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.	

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

Quickmail	https://moodle.org/plugins/block_quickmail	Quickmail is a block that provides selective, bulk emailing within courses. It features includes: 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. It is very useful for reminding ("nagging") learners about quiz closing dates.