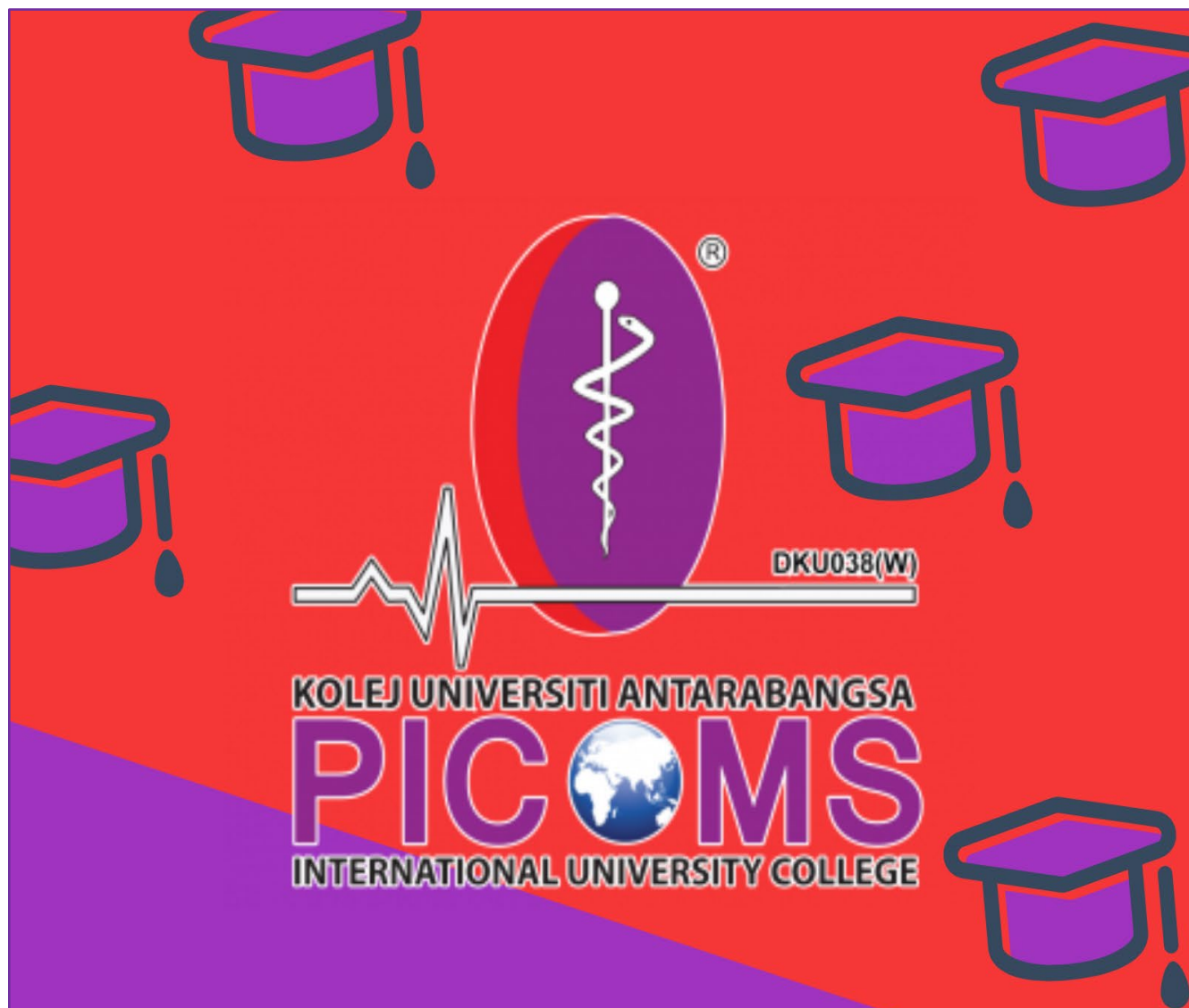




WELCOME!

e-Learning
PICOMS!

LECTURER MANUAL

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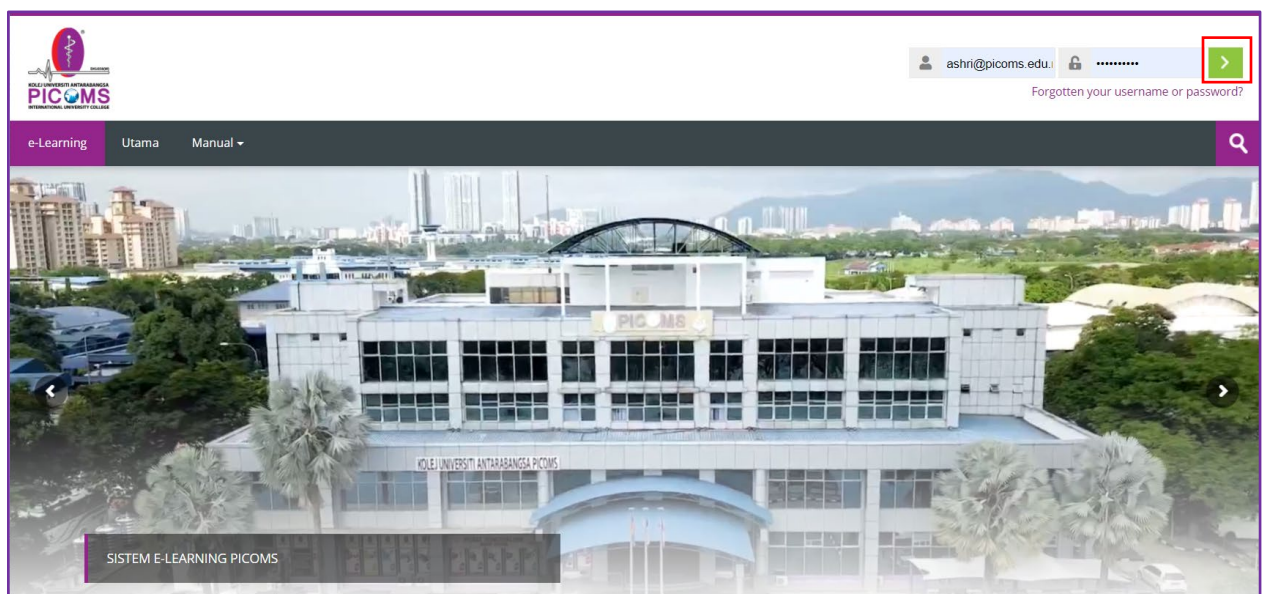
1.0 Login

1.1 Login to PICOMS e-Learning website by click on **Login**.

1.2 Login to the account

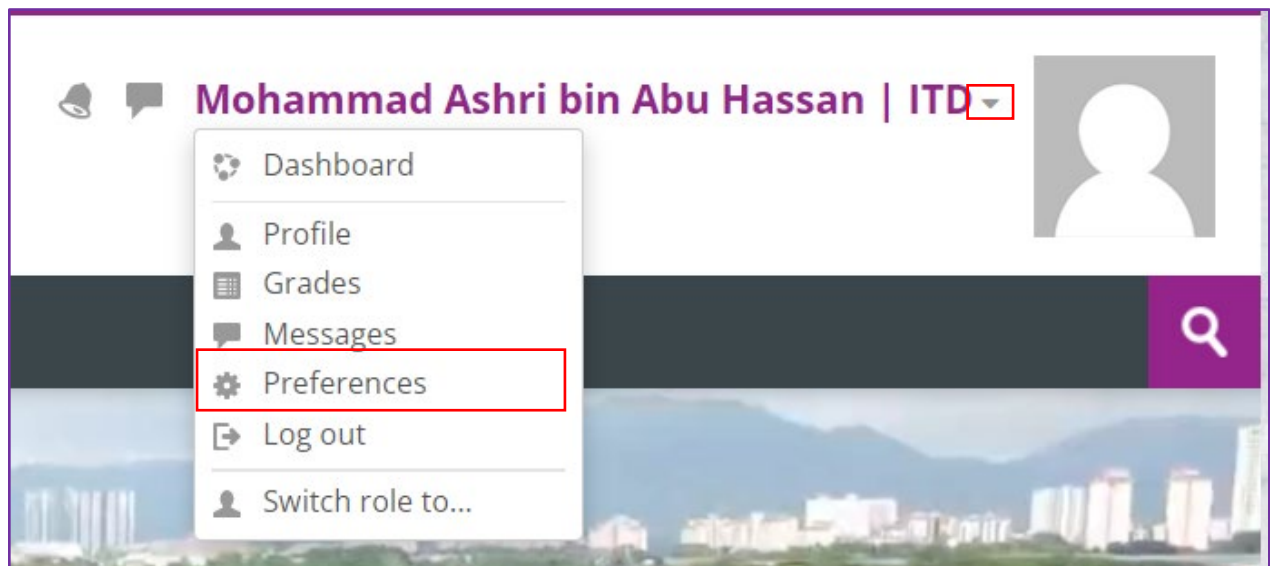
Lecturer have to login by using **username (staff email)** and **password (Picoms@123)**. Next, click on Login button.

**** Keep in mind that it is compulsory to change the password!**

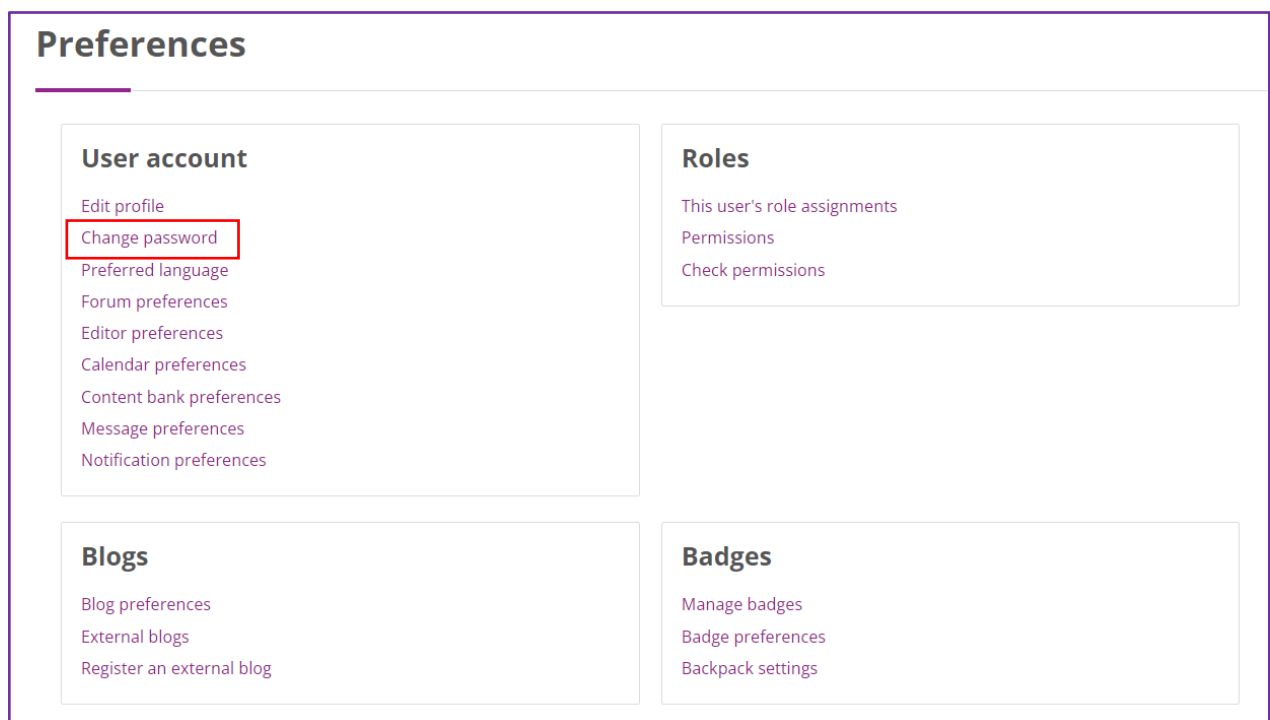


2.0 Change Password

2.1 Click on drop-down menu beside your profile photo. Then, click on preferences to change the password.



2.2 Click **Change password**



2.3 Lecturer are required to change the default password provided. Click on the **Save changes** button to update password.

Change password

Username

ashri@picoms.edu.my

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #

Current password 

New password 

New password (again) 

☒ Sign out everywhere 

Save changes

Cancel

3.0 Content Page

3.1 The following page will be displayed. Click on **Turn editing on** button to edit the content.

The screenshot shows the Moodle course page for BBM6343. At the top right, a green button labeled "Turn editing on" is highlighted with a red box. Below the breadcrumb "Home > My courses > BBM6343", there are sections for "Announcements", "course plan", and "Attendance", each with a "Mark as done" button. The "Chapter 1" section contains "Slide Chapter 1" and "Assignment 1", both with "Mark as done" buttons. Below this, there are links for "Link for today class", "Module Chapter 1", and "Class Week 1", each with a "Mark as done" button. The "Week 2" section is also visible. On the right side, the "Navigation" block shows a list of course items, including "Participants", "Badges", "Competencies", "Grades", "General", "Chapter 1", "Week 2" through "Week 10", "Semester Break", "Week 8", "Week 9", "Week 10", and "Week 11".

3.2 Then, the edit button will appear on the page.

The screenshot shows the Moodle course page for BBM6343 with editing turned off. At the top right, a green button labeled "Turn editing off" is visible. The "Announcements", "course plan", and "Attendance" sections are now enclosed in a red box, and each has an "Edit" button with a user icon. The "Chapter 1" section also has an "Edit" button. The "Assignment 1" section has an "Edit" button and a "Mark as done" button. The "Link for today class", "Module Chapter 1", and "Class Week 1" sections each have an "Edit" button. The "Navigation" block on the right shows a list of course items, including "Participants", "Badges", "Competencies", "Grades", "General", "Chapter 1", "Week 2" through "Week 14", "Semester Break", "Week 8", "Week 9", "Week 10", "Week 11", "Week 12", "Week 13", "Week 14", and "Final Exam (Dalam Talian)".

3.3 Click on **+ Add an activity or resource** to start adding the activities or resource.

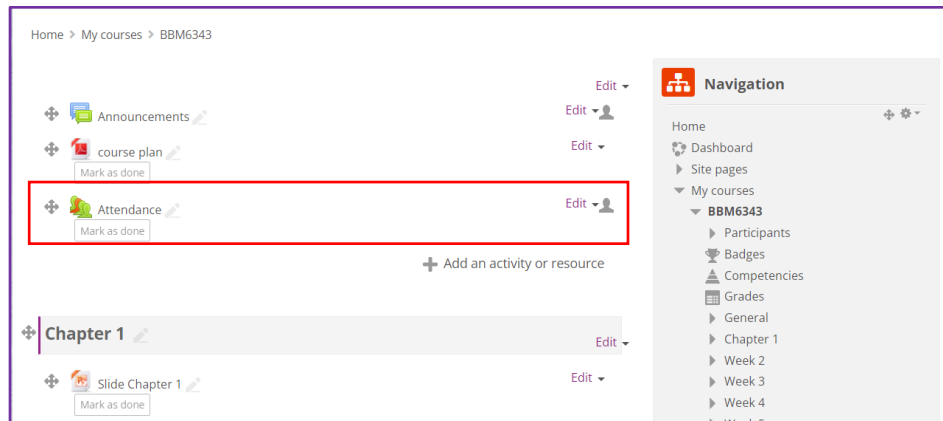
The screenshot shows the Moodle course interface for 'BBM6343'. The top navigation bar includes 'Home > My courses > BBM6343'. On the right, there are buttons for 'Turn editing off' and a settings gear. The main content area is divided into two columns. The left column lists course blocks: 'Announcements', 'course plan', 'Attendance', 'Chapter 1', 'Slide Chapter 1', 'Assignment 1', 'Link for today class', 'Module Chapter 1', and 'Class Week 1'. Each block has an 'Edit' button and a 'Mark as done' button. The right column is the 'Navigation' menu, which lists the course structure: 'Home', 'Dashboard', 'Site pages', 'My courses', and 'BBM6343'. Under 'BBM6343', there are links to 'Participants', 'Badges', 'Competencies', 'Grades', 'General', 'Chapter 1', 'Week 2' through 'Week 14', 'Semester Break', and 'Final Exam (Dalam Talian)'. A red box highlights the '+ Add an activity or resource' button located between the course blocks and the navigation menu.

3.4 Lecturer can select the activities to put in the course content.

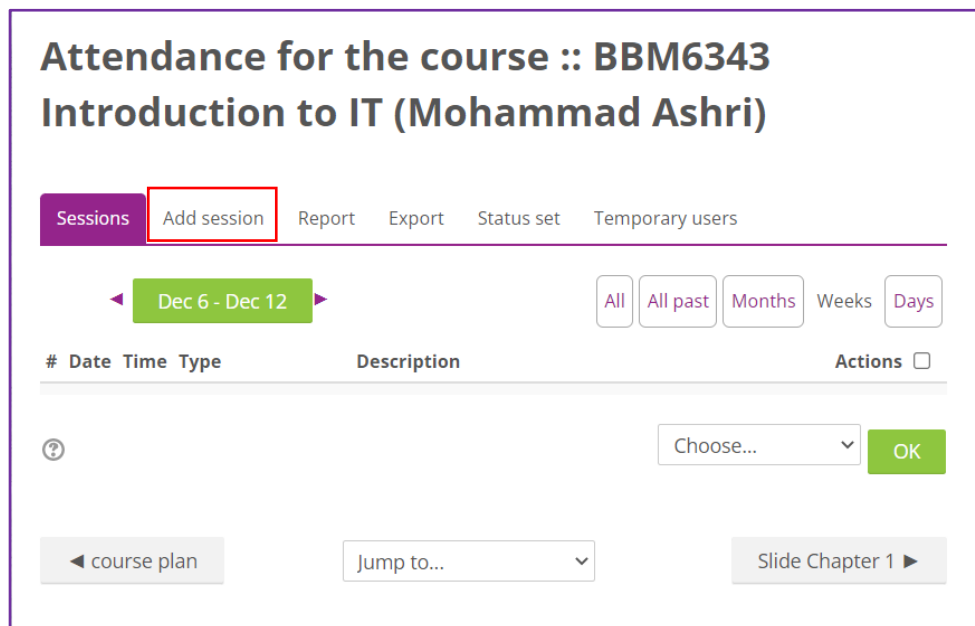
The screenshot shows the 'Add an activity or resource' dialog box. It has a search bar at the top. Below the search bar are tabs for 'All', 'Activities', and 'Resources'. The 'All' tab is selected, showing a grid of 24 icons representing different activities and resources. Each icon has a star icon and an information icon. The activities and resources listed are: Assignment, Attendance, Book, Chat, Choice, Database, External tool, Feedback, File, Folder, Forum, Glossary, Google Meet™ for Moodle, H5P, IMS content package, Label, Lesson, Page, Quiz, SCORM package, Survey, URL, Wiki, and Workshop. At the bottom, there is a 'Zoom meeting' option.

4.0 Attendance

4.1 Click on **Attendance** to create a new attendance record.



4.2 Click on **Add session**.



4.3 Lecturer can set **date** and **time** for their classes attendance record under **Add session**.

Attendance for the course :: BBM6343 Introduction to IT (Mohammad Ashri)

Sessions **Add session** Report Export Status set Temporary users

▼ Add session

Type? All students

Date 9 December 2021

Time from: 00:00 to: 00:00

Description

☒ Create calendar event for session ?

4.4 To set **Multiple sessions**, lecturer can use this feature to set attendance for entire semester.

4.5 Click **Add** button to save session.

▼ Multiple sessions

☒ Repeat the session above as follows ?

Repeat on

- ☒ Monday
- ☒ Tuesday
- ☒ Wednesday
- ☒ Thursday
- ☒ Friday
- ☐ Saturday
- ☐ Sunday

Repeat every 1 week(s)

Repeat until 9 December 2021

▼ Student recording

☐ Allow students to record own attendance ?

Show more...

Add Cancel

5.0 Assignment

5.1 Add **assignment name** and **description**.

****Keep in mind to add additional file as PDF format ONLY!**

The screenshot shows the 'Adding a new Assignment' form with the 'General' tab selected. A red box highlights the 'Assignment name' field (containing 'Assignment 1') and the 'Description' text area. Below the description area is a checkbox for 'Display description on course page'. At the bottom, the 'Additional files' section shows a file named 'Assignment Web Develo' with a PDF icon. The form title is 'Adding a new Assignment' and there is an 'Expand all' link in the top right.

5.2 The following features allow lecturer to set the assignment availability for student to access and the submission date.

The screenshot shows the 'Availability' tab of the assignment form. A red box highlights the date and time selection fields for four different settings: 'Allow submissions from', 'Due date', 'Cut-off date', and 'Remind me to grade by'. Each row includes a time selector (9, 16, 9, 23), a month dropdown (all set to 'December'), a year dropdown (all set to '2021'), and a time selector (00, 00, 10, 00). Each row also has a calendar icon and an 'Enable' checkbox (checked for the first three, unchecked for the last). At the bottom, there is a checkbox for 'Always show description' which is checked.

5.3 Lecturer can choose either online text and file submissions as the submissions type.

5.4 The feature allow lecture to set the maximum number of upload files and maximum submission size.

5.5 Lecturer also can choose to set the type of file to be submit by clicking the choose button.

5.6 Click on **Save and return to course** button.

▼ Submission types

Submission types ☐ Online text
 ☒ File submissions

Maximum number of uploaded files 20

Maximum submission size Site upload limit (5MB)

Accepted file types Choose No selection

► Feedback types

► Submission settings

► Group submission settings

► Notifications

► Grade

► Common module settings

► Restrict access

► Activity completion

► Tags

► Competencies

Save and return to course Save and display Cancel

6.0 Files

6.1 Add file by click on the document icon.

▼ General

Name ⓘ

Chapter 1|

Description

A ▼

B

/

:

: |

: ||

: ||

🔗

⌘ ↺

😊

🖼️

📄

🎤

🎥

📁

H-P

☐ Display description on course page ?

Select files

Maximum size for new files: 5MB

📁

🖨️

🗑️

☰

≡

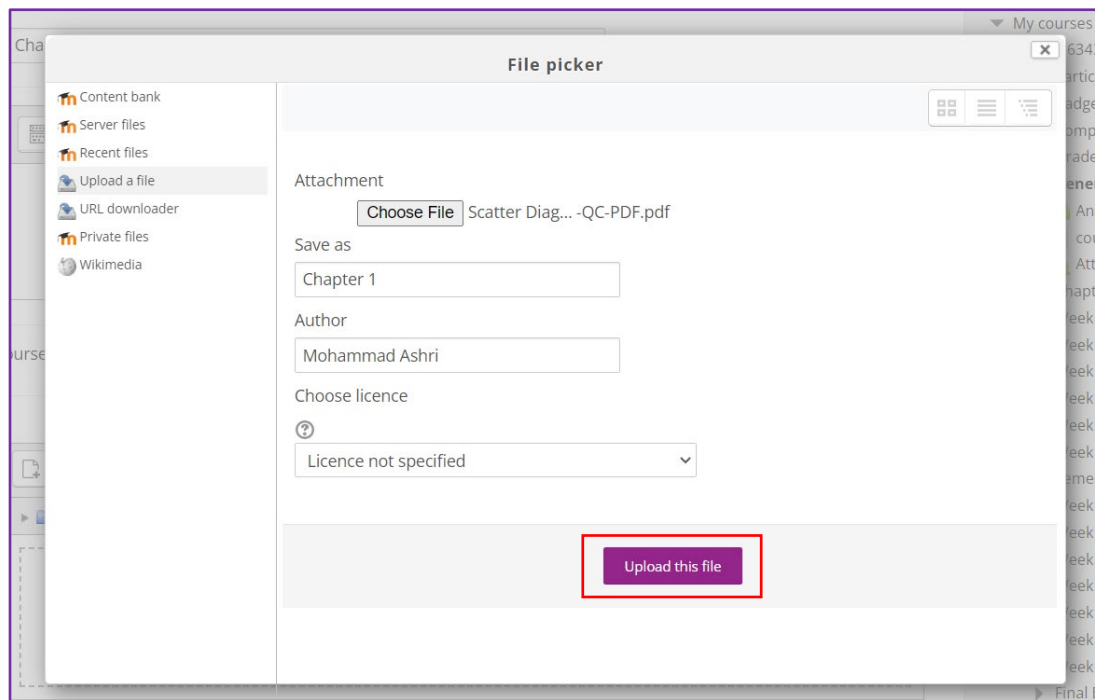
≡

▶ 📁 Files

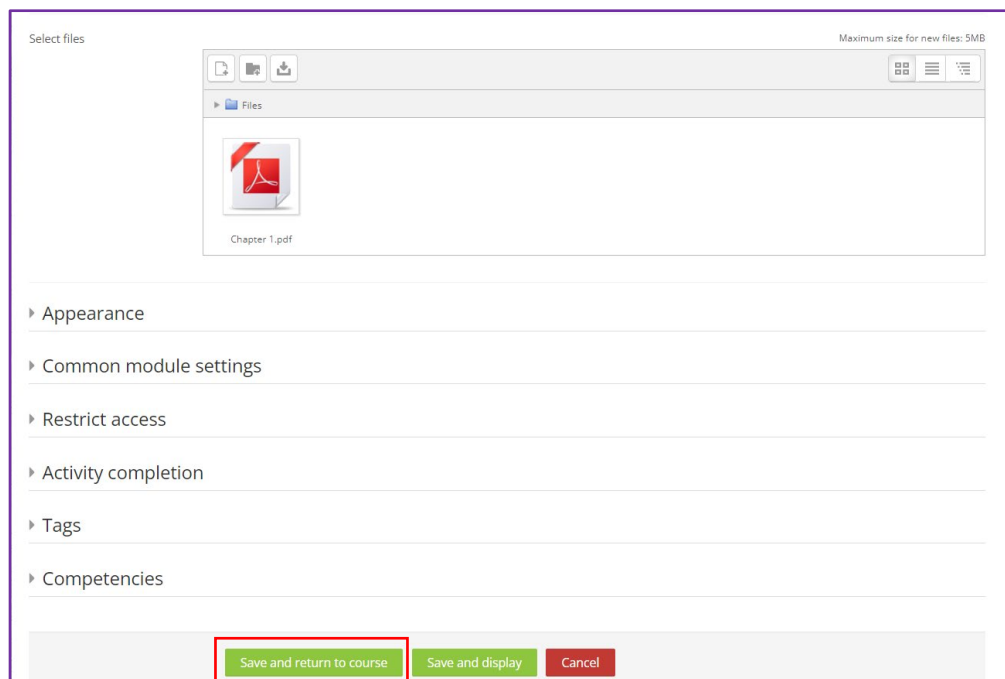
You can drag and drop files here to add them.

6.2 Proceed to add the selected file by click **choose file** button. **Upload file** once its ready.

****Keep in mind to add additional file as PDF format ONLY!**

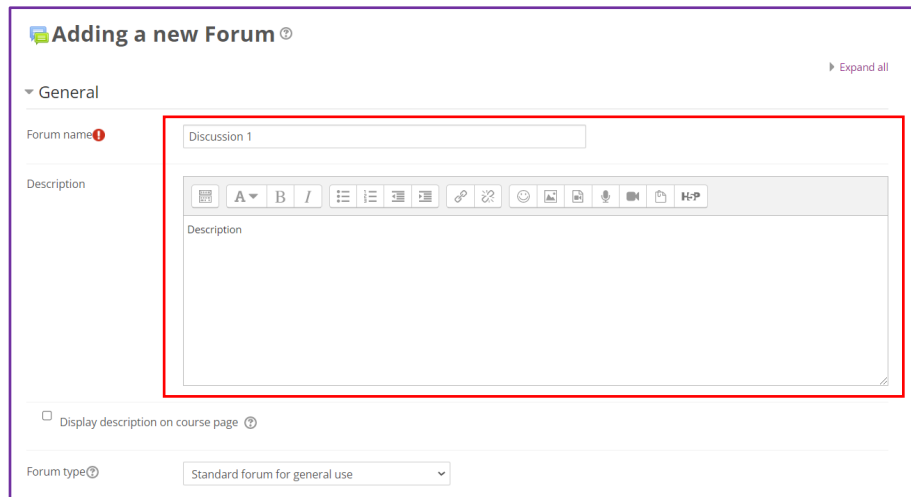


6.3 Click on **Save and return to course** button.



7.0 Forum

7.1 Add new forum by input forum name and description.



The screenshot shows a form titled "Adding a new Forum" with a help icon. It has a "General" section. The "Forum name" field contains "Discussion 1". The "Description" field is a rich text editor with a toolbar and a large text area. Below the description field is a checkbox labeled "Display description on course page". At the bottom, the "Forum type" dropdown is set to "Standard forum for general use". An "Expand all" link is in the top right corner.

7.2 After the forum has been added the following item will be display on the course pages.



The screenshot shows a forum item displayed on a course page. It includes a plus icon, a speech bubble icon, the text "Discussion 1", and an edit icon. Below this is a "Mark as done" button. On the right side, there is an "Edit" link with a dropdown arrow and a user icon.

8.0 Quiz

8.1 Lecturer can set timing to open and close the quiz, set the time limit and expired time.

Adding a new Quiz ?

[Expand all](#)

General

Name !

Description

📅
A ▾ B /
☰ ☷ ☹ ☺ ☻
🔗 ⚙
😊 🖼 📄 🔊 🎥 📁 H-P

Description

☐ Display description on course page ?

Timing

Open the quiz ?

▾
 ▾
 ▾
 ▾
 ▾
 📅 ☒ Enable

Close the quiz

▾
 ▾
 ▾
 ▾
 ▾
 📅 ☒ Enable

Time limit ?

hours ▾ ☒ Enable

When time expires ?

▾

8.2 Lecturer also can shuffle the question so that it can prevent student from cheating.

8.3 Click on **Save and return to course** button.

▼ Question behaviour

Shuffle within questions ⓘ Yes ▼

How questions behave ⓘ Deferred feedback ▼

Show more...

▶ Review options ⓘ

▶ Appearance

▶ Safe Exam Browser

▶ Extra restrictions on attempts

▶ Overall feedback ⓘ

▶ Common module settings

▶ Restrict access

▶ Activity completion

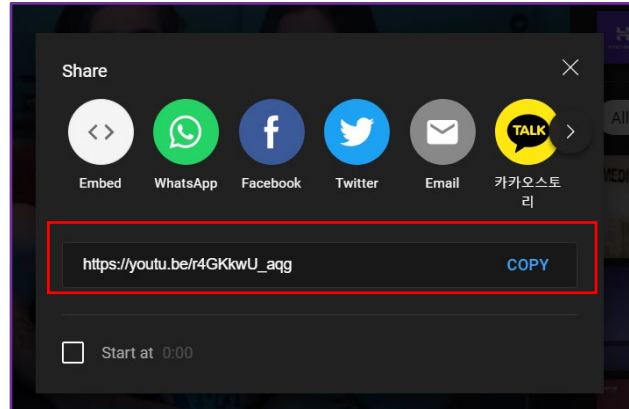
▶ Tags

▶ Competencies

Save and return to course Save and display Cancel

9.0 URL

9.1 Copy the link



9.2 Add the link by inserting it to **External URL**.

9.3 Click on **Save and return to course** button.

Adding a new URL Expand all

General

Name ¹

External URL ¹ Choose a link...

Description

☐ Display description on course page [?]

Appearance

URL variables

Common module settings

Restrict access

Activity completion

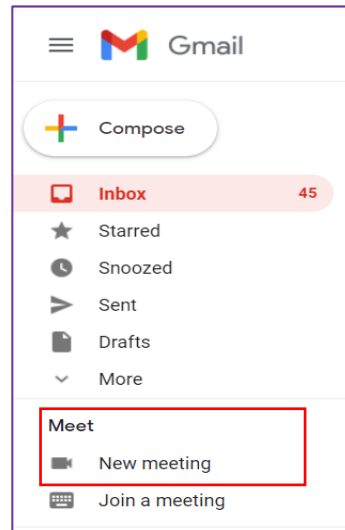
Tags

Competencies

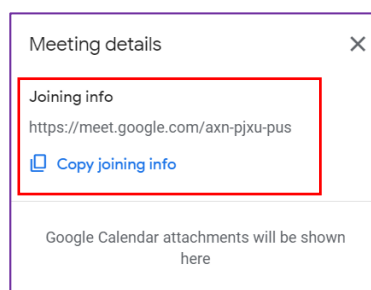
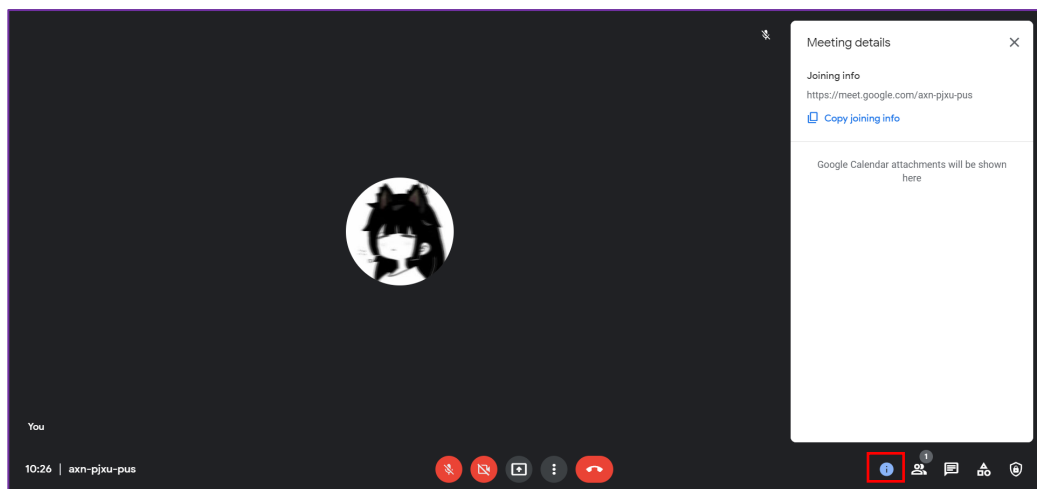
Save and return to course Save and display Cancel

10.0 Google Meet

10.1 Enter your email account, click on new meeting to start google meet.



10.2 Click on info icon, and click **copy joining info**.



18

18

11.0 Logout

11.1 Click on logout menu to logout from the account.

