e-Learning UCMI

USER MANUAL

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1.0 Login

1.1 Browse to https://qelam.ucmi.edu.my/ .

1.2 Login to the account by clicking the google button.

2.0 Registration

2.1 Fill up user UCMI email and click next

2.2 Fill up user password and click next

2.3 An email should have been sent to your email address. Click continue
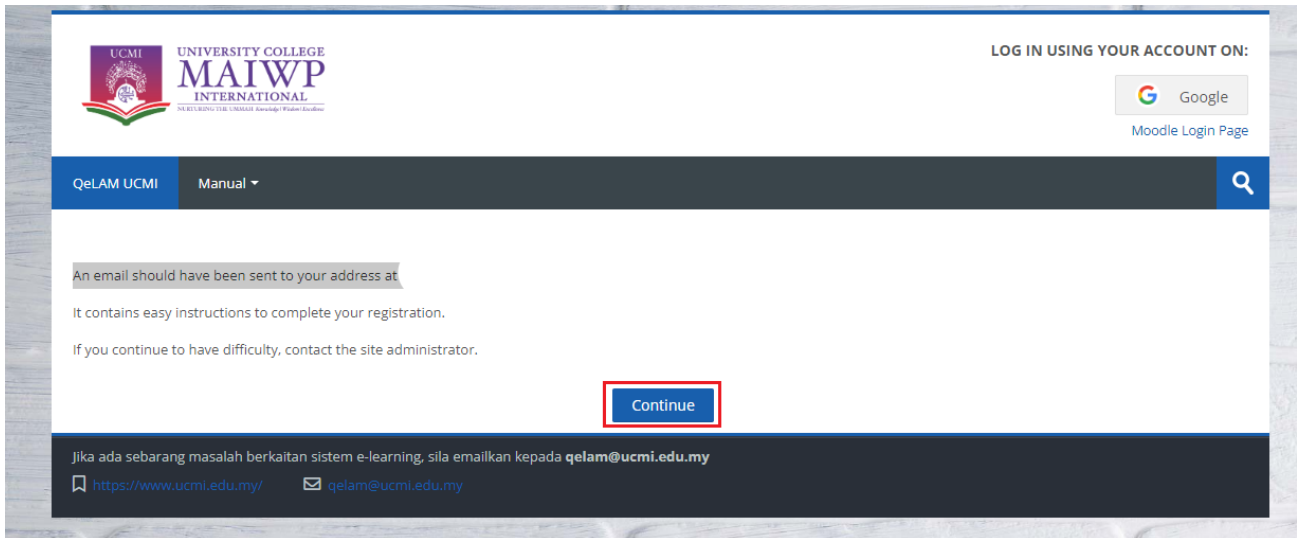
2.4 User will get email from qelam@ucmi.edu.my. click on confirmation link.

** Keep in mind if the email is not in the inbox it will be in spam box
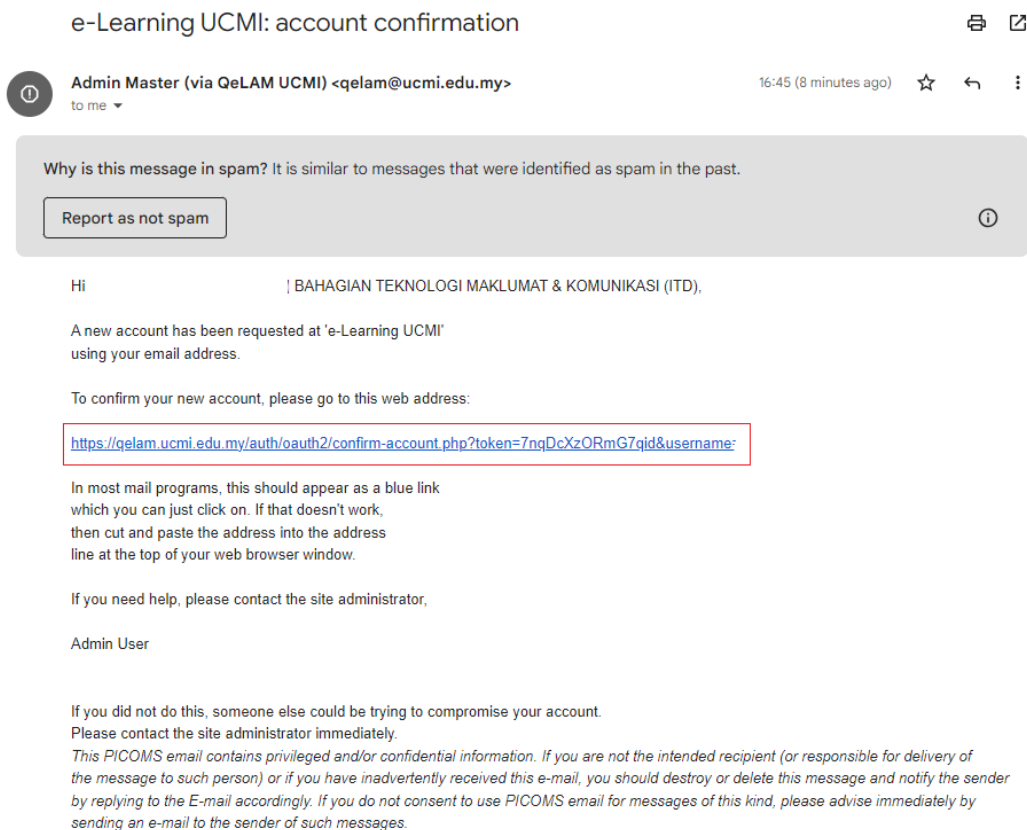
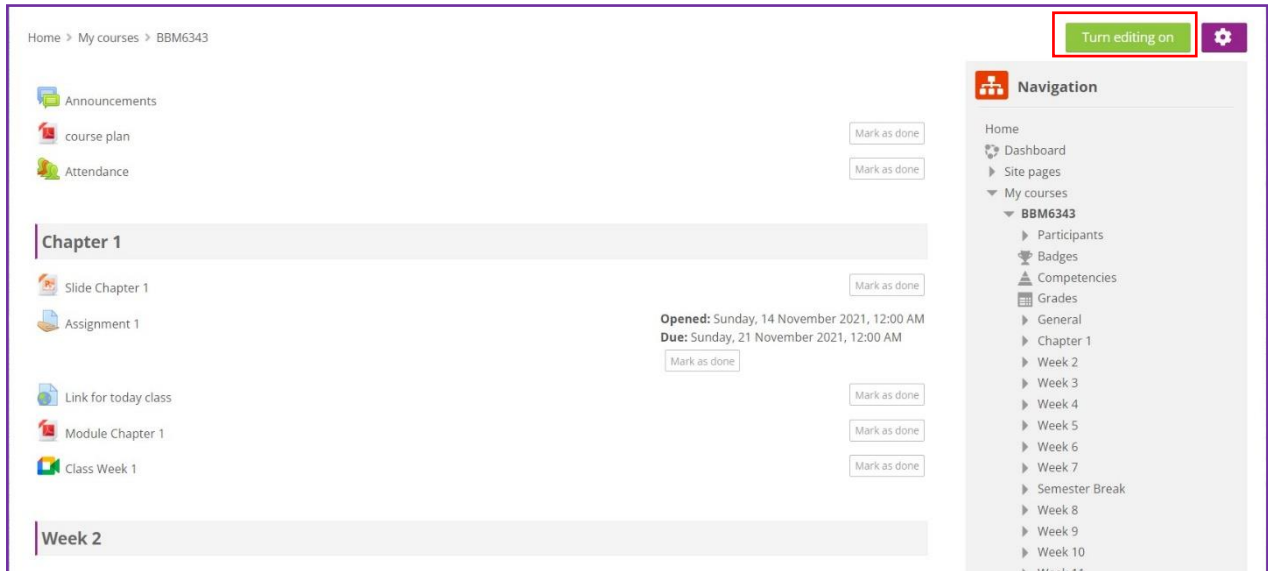**2.5** You will redirect to landing page, where your registration has been confirmed. Click on courses

2.6 In this page user can select their courses or can navigate to their dashboard

3.0 Content Page

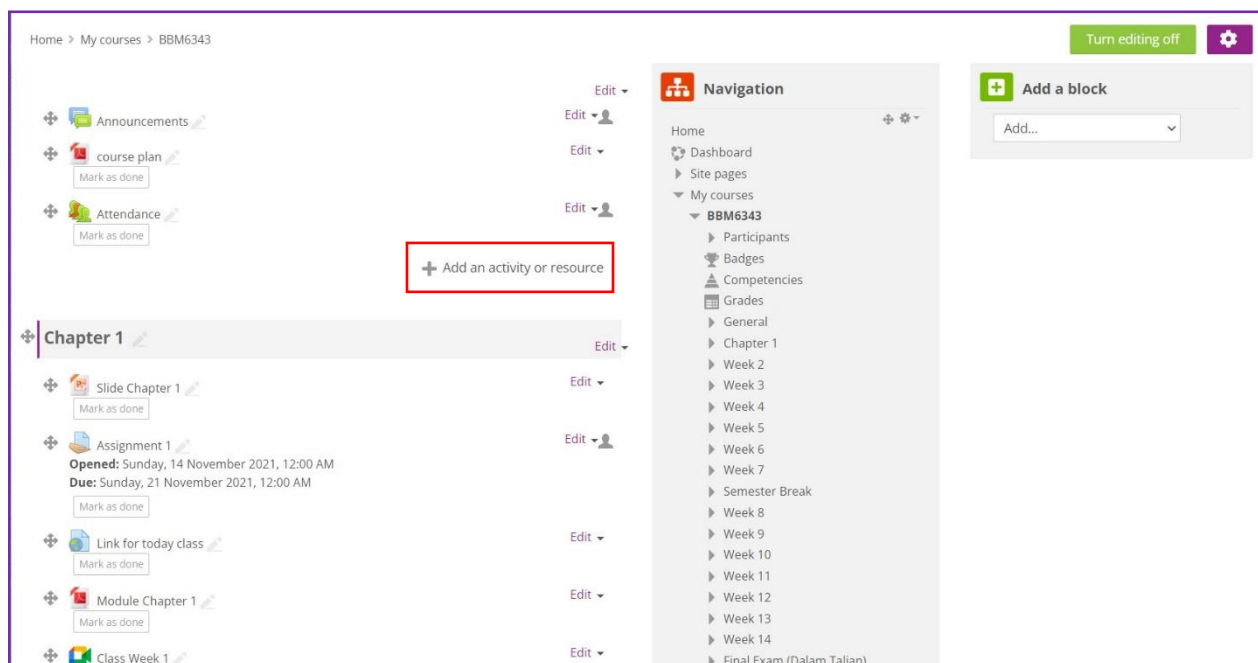**3.1** The following page will be displayed. Click on **Turn editing on** button to edit the content.
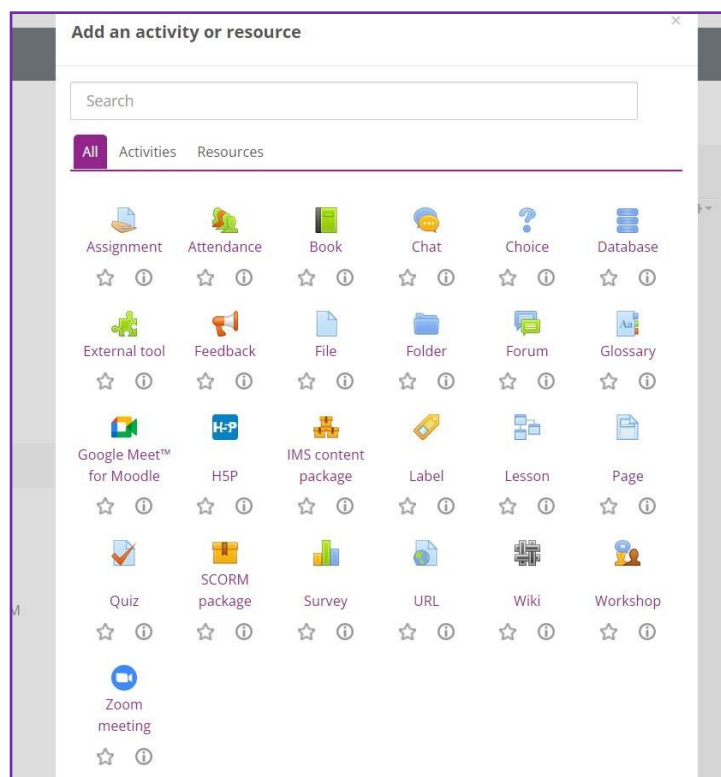

3.2 Then, the edit button will appear on the page.
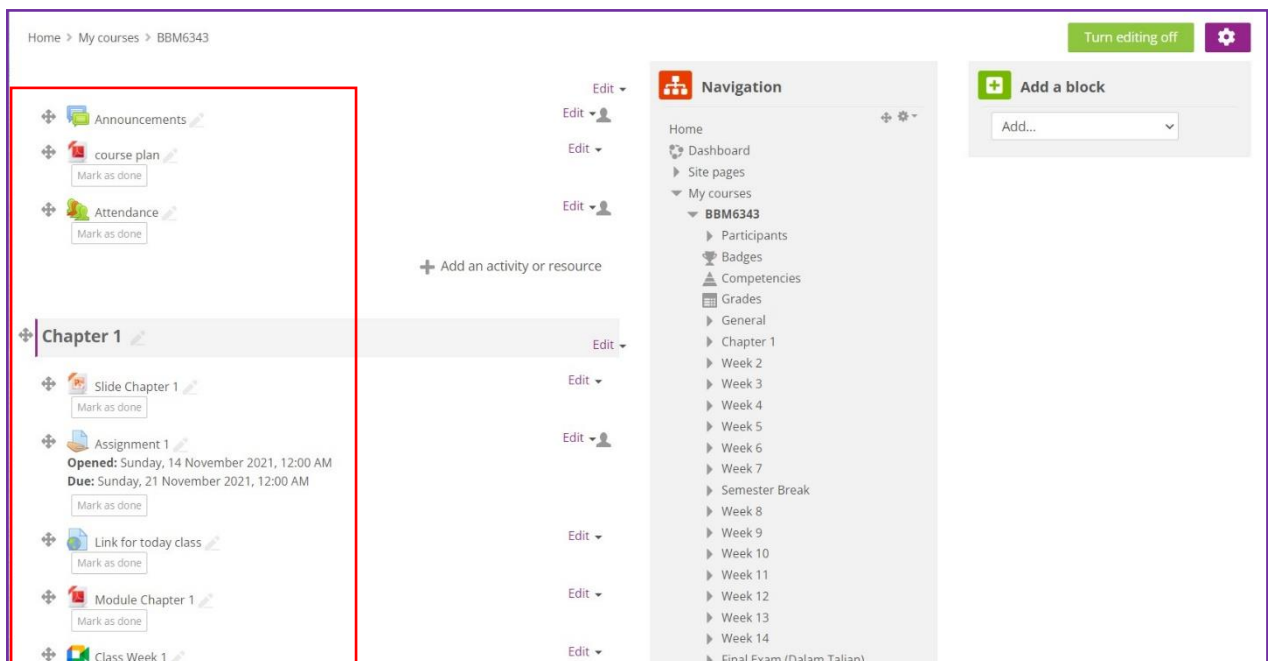
3.3 Click on **+ Add an activity or resource** to start adding the activities or resource.
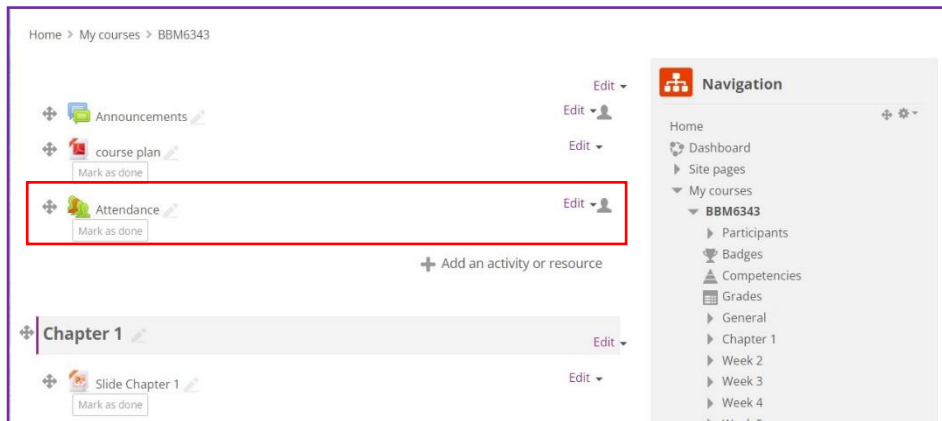

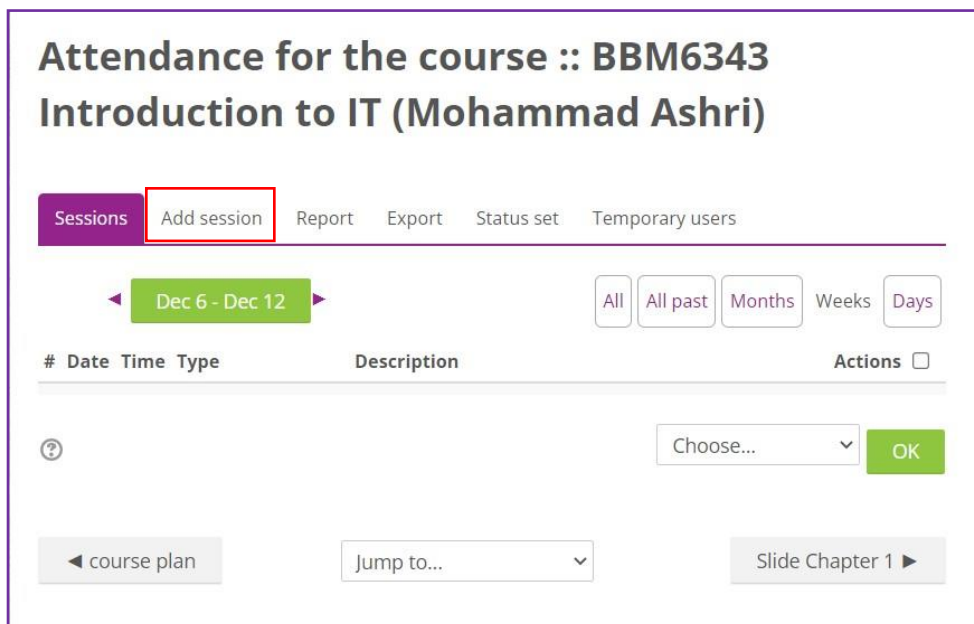**3.4** Lecturer can select the activities to put in the course content.

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**.

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.
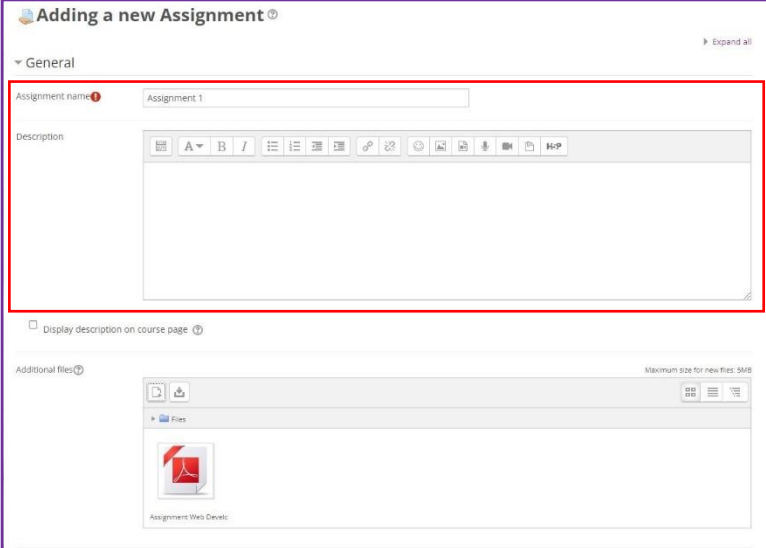
5.0 Assignment

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

**Keep in mind to add additional file as PDF format ONLY!
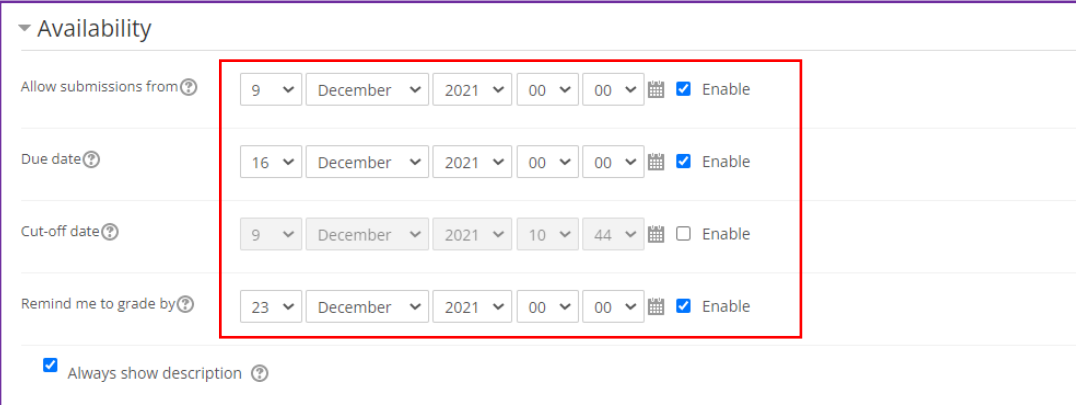
5.2 The following features allow lecturer to set the assignment availability for student to access and the submission date.

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.

6.0 Files

6.1 Add file by click on the document icon.
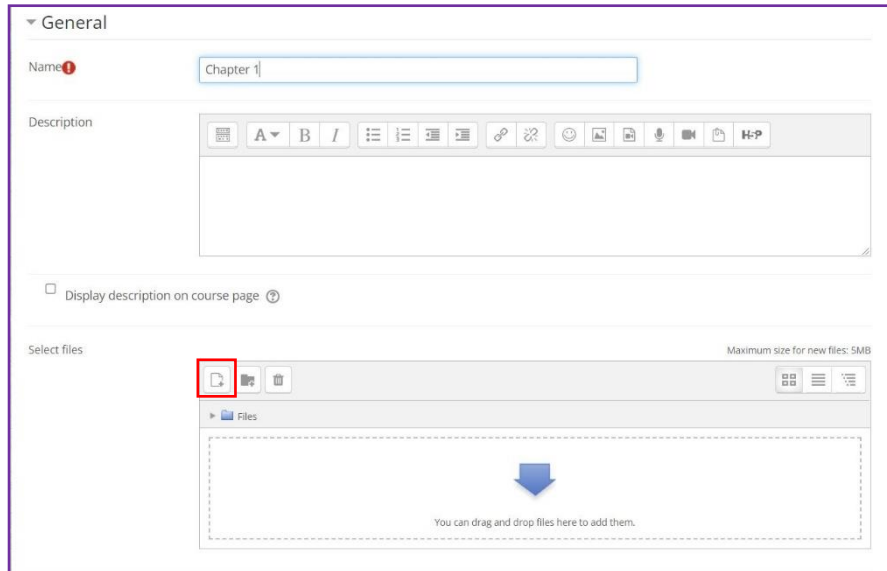
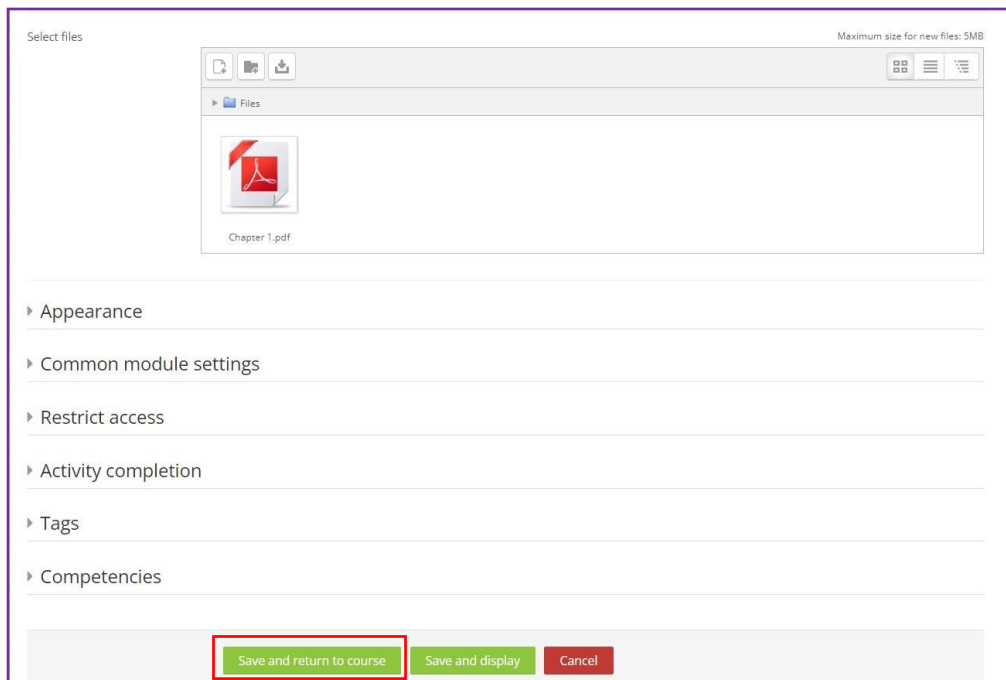**6.2** Proceed to add the selected file by click **choose file** button. **Upload file** once its ready.

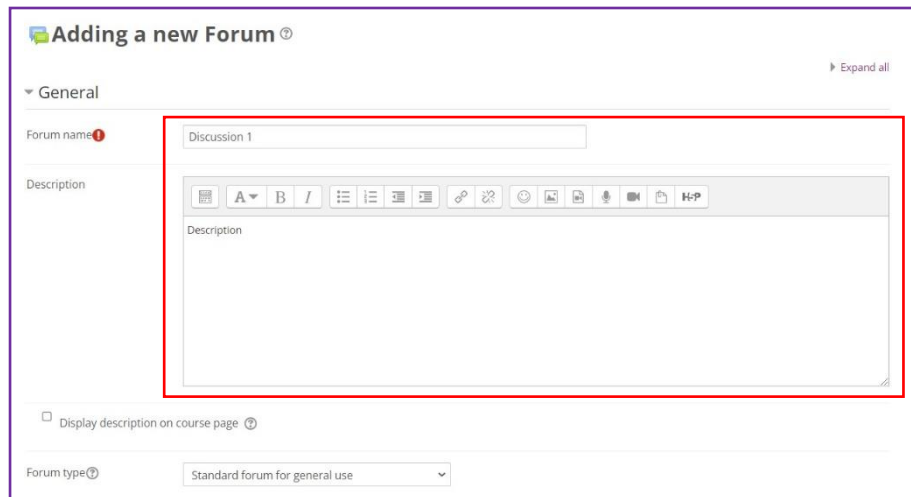****Keep in mind to add additional file as PDF format ONLY!**
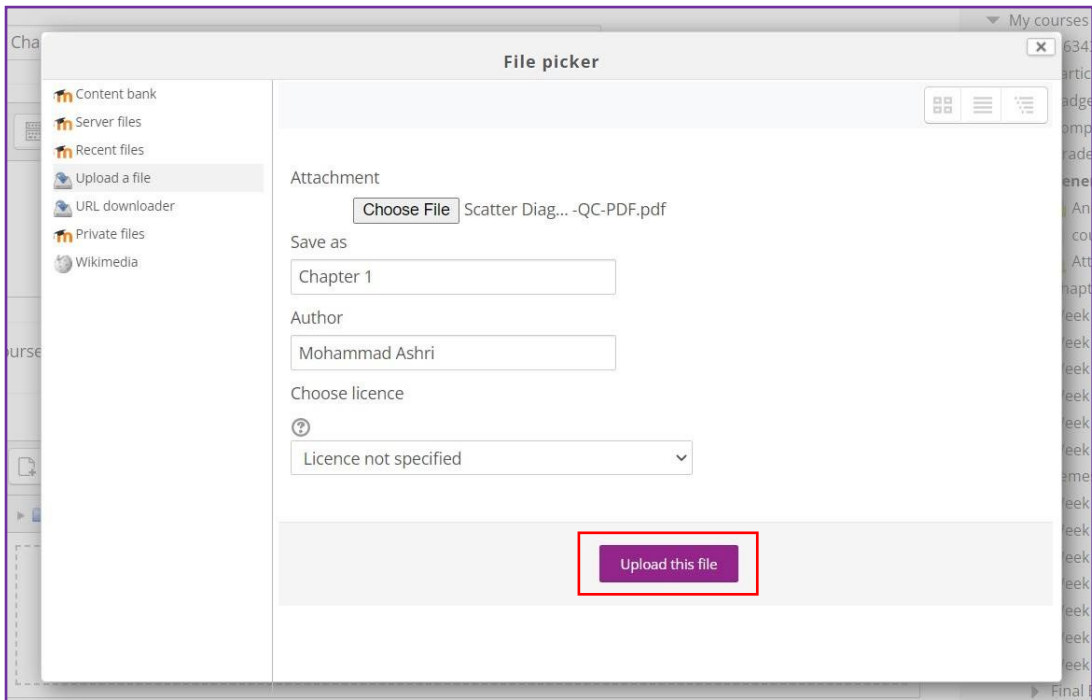
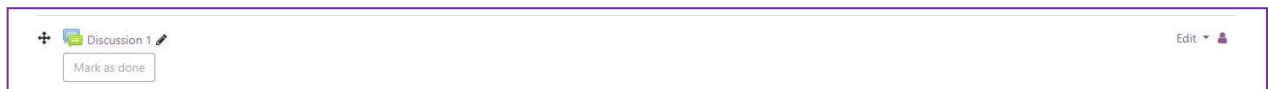**6.3** Click on **Save and return to course** button.

7.0 Forum

7.1 Add new forum by input forum name and description.

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

8.0 Quiz

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

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

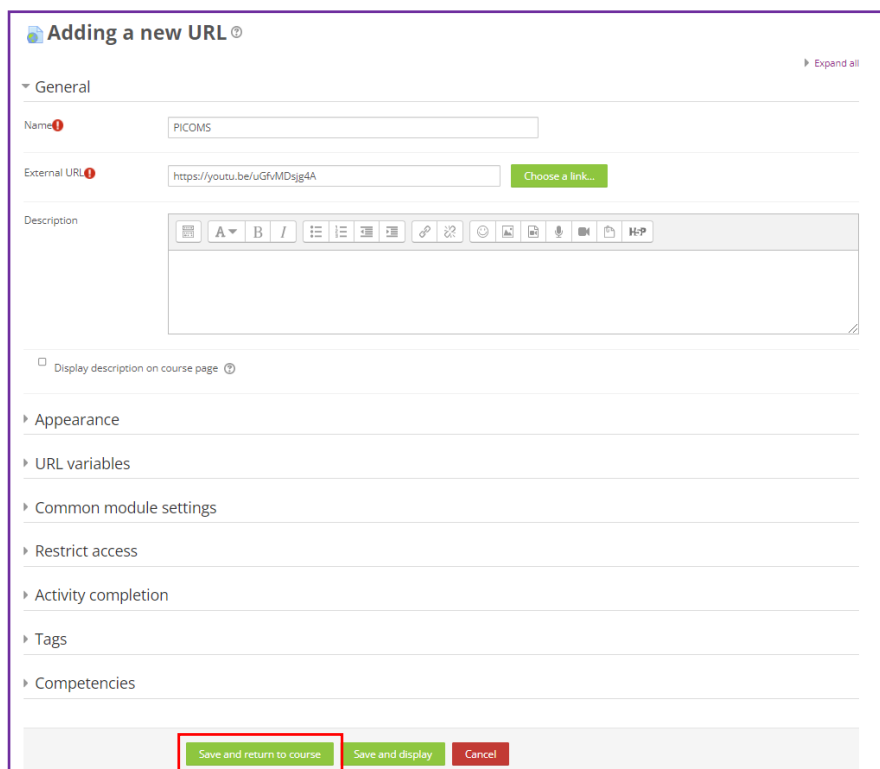**8.3** Click on **Save and return to course** button.

9.0 URL

9.1 Copy the link
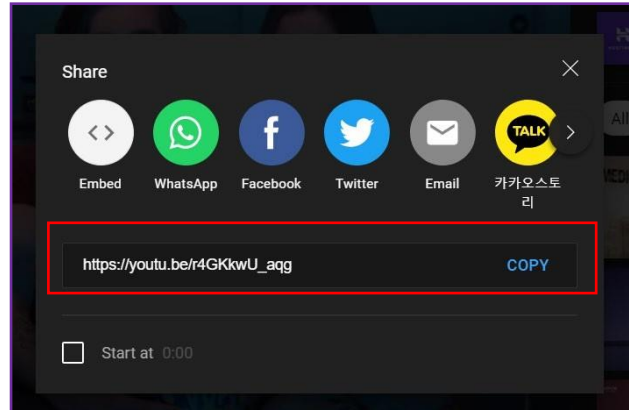
9.2 Add the link by inserting it to **External URL**.
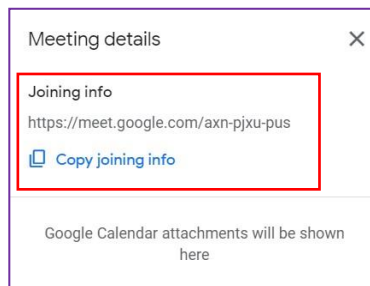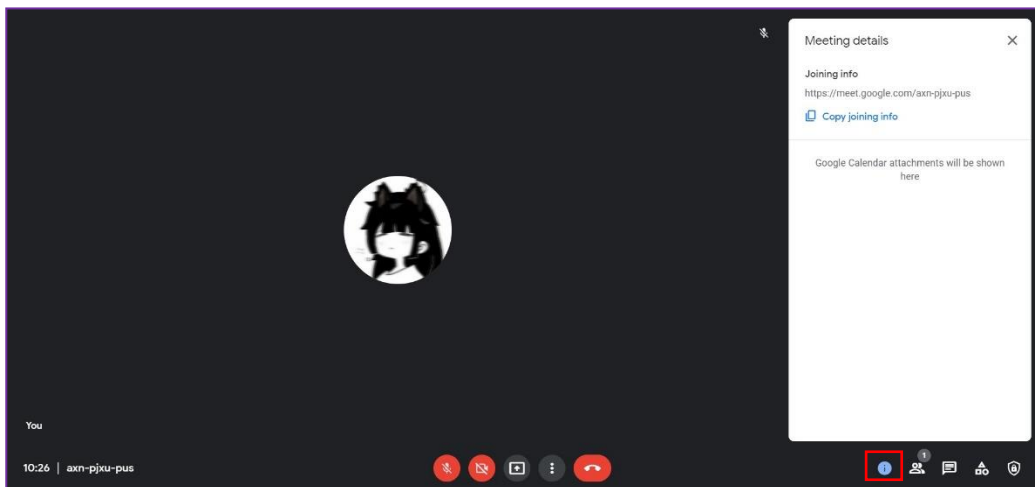
9.3 Click on **Save and return to course** button.

10.0 Google Meet

10.1 Enter your email account, click on new meeting to start google meet.
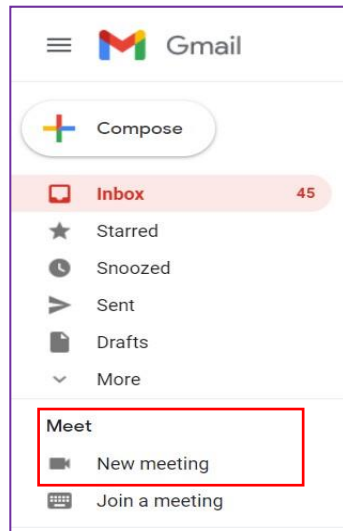
10.2 Click on info icon, and click **copy joining info**.

10.3 Fill in the details and put your link under room URL and save return to course

11.0 Logout

11.1 Click on logout menu to logout from the account.