



UNIVERSITY COLLEGE
MAIWP
INTERNATIONAL

NURTURING THE UMMAH *Knowledge | Wisdom | Excellence*

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 UCMl email and click next

Sign in with Google

Sign in

to continue to [LMS QeLAM](#)

[Forgot email?](#)

To continue, Google will share your name, email address, language preference and profile picture with LMS QeLAM.


[Create account](#) [Next](#)

English (United Kingdom) ▾ [Help](#) [Privacy](#) [Terms](#)

2.2 Fill up user password and click next

Sign in with Google

Welcome

 [\[Redacted\]](#)

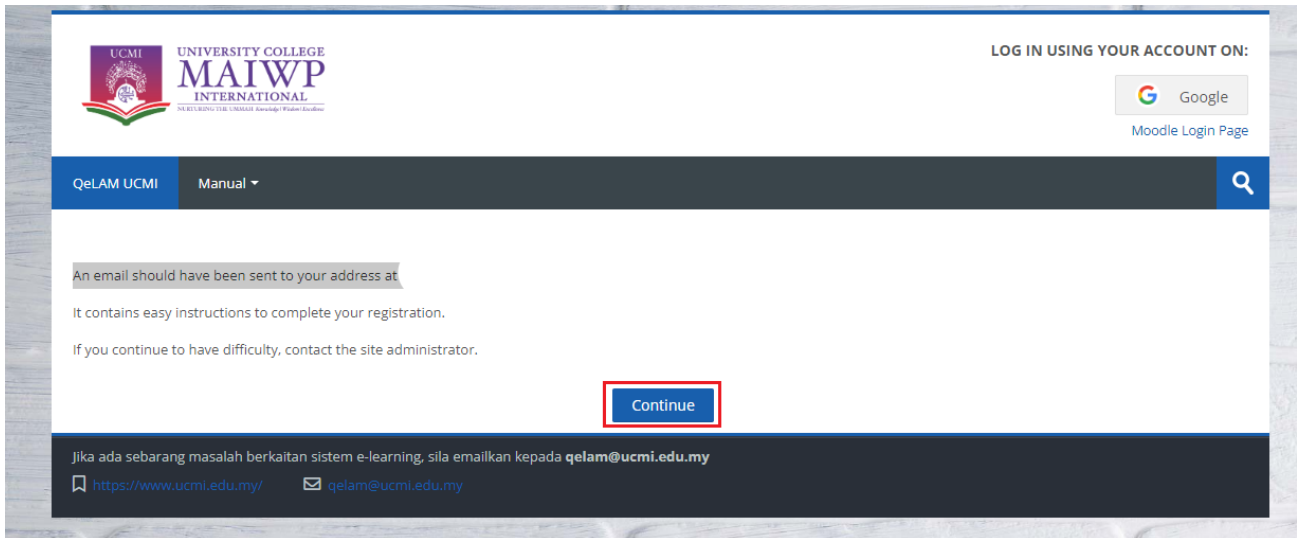
Show password

To continue, Google will share your name, email address, language preference and profile picture with LMS QeLAM.

[Forgot password?](#) [Next](#)

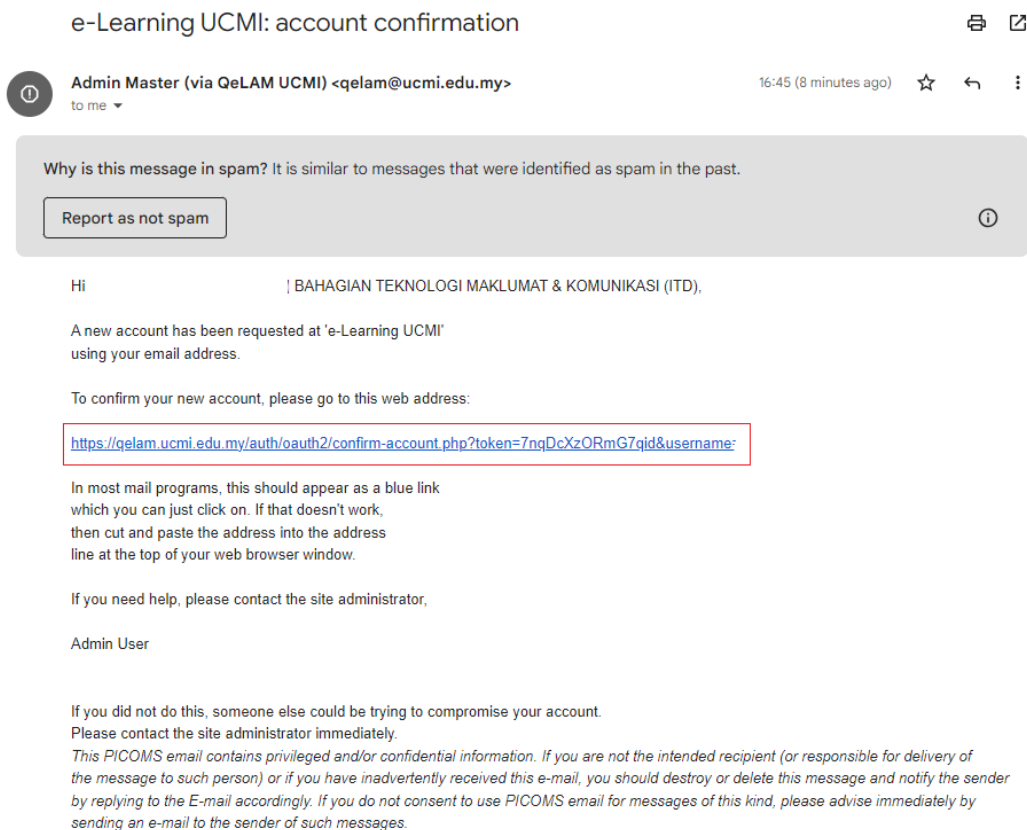
English (United Kingdom) ▾ [Help](#) [Privacy](#) [Terms](#)

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

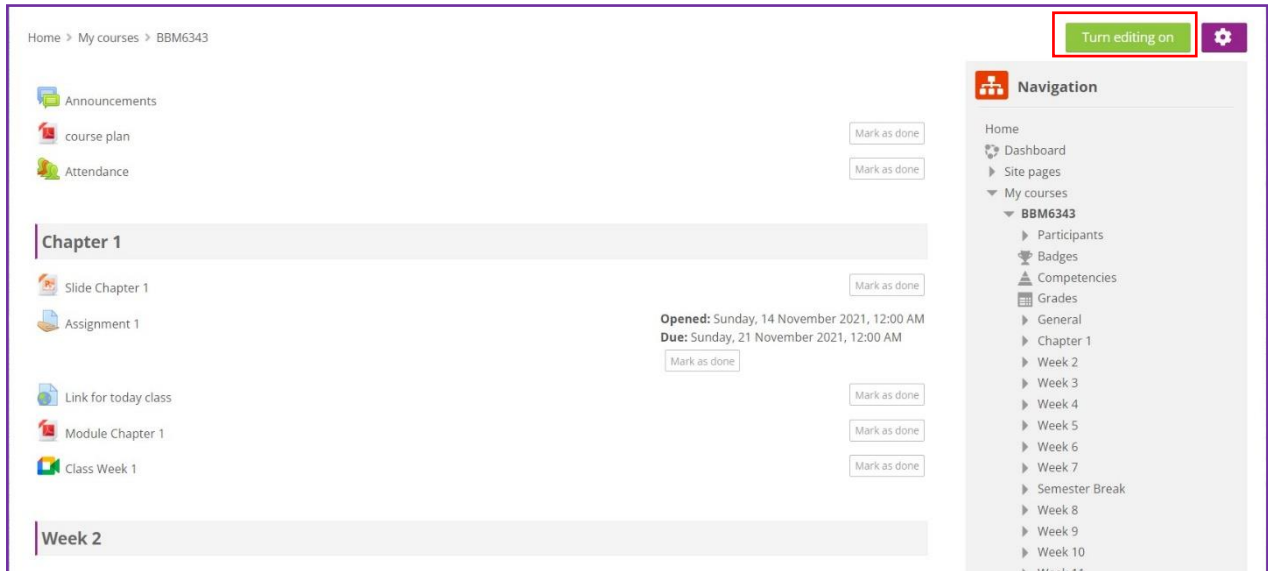
The screenshot shows the QeLAM UCMI landing page. At the top left is the UCMI logo and 'UNIVERSITY COLLEGE MAIWP INTERNATIONAL'. At the top right is 'BAHAGIAN TEKNOLOGI MAKLUMAT & KOMUNIKASI (ITD)' and a red 'M' icon. Below the header is a navigation bar with 'QeLAM UCMI' and 'Manual'. The main content area says 'Dashboard > Your registration has been confirmed' and 'Thanks, BAHAGIAN TEKNOLOGI MAKLUMAT & KOMUNIKASI (ITD)'. Below this, it says 'Your registration has been confirmed' and a blue button labeled 'Courses' is highlighted with a red box. At the bottom, there is a footer with contact information: 'Jika ada sebarang masalah berkaitan sistem e-learning, sila emailkan kepada qelam@ucmi.edu.my' and links to 'https://www.ucmi.edu.my/' and 'qelam@ucmi.edu.my'.

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

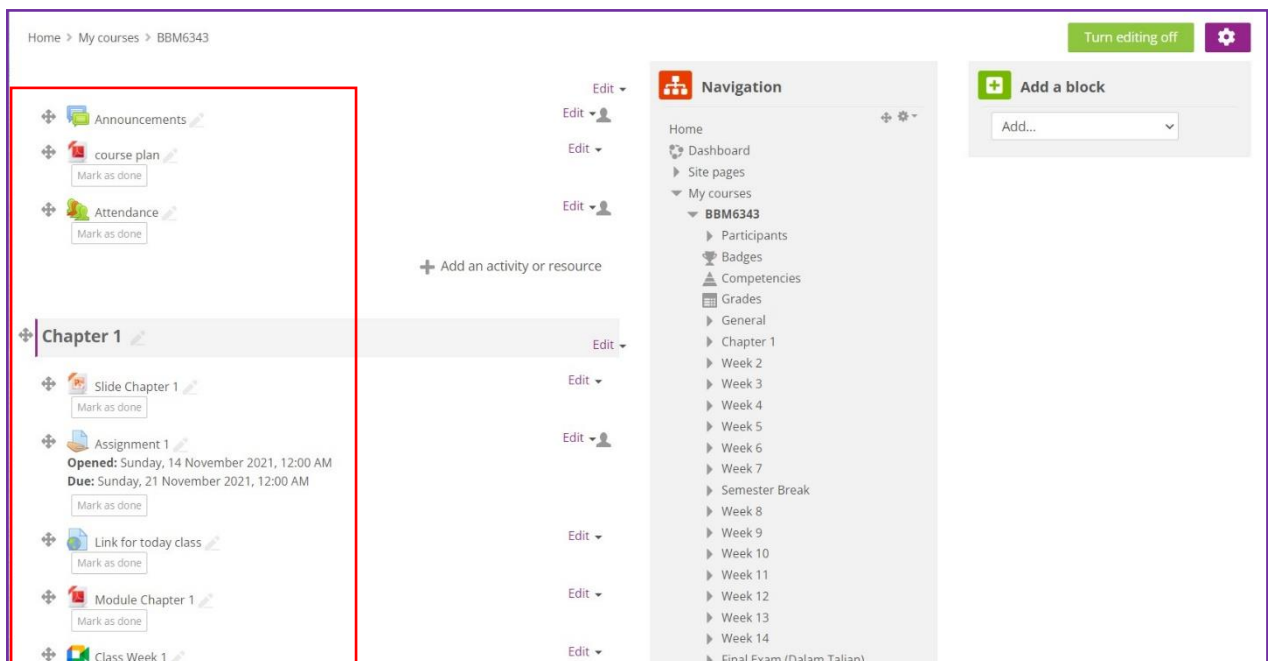
The screenshot shows the QeLAM UCMI Courses page. At the top left is the UCMI logo and 'UNIVERSITY COLLEGE MAIWP INTERNATIONAL'. At the top right is 'BAHAGIAN TEKNOLOGI MAKLUMAT & KOMUNIKASI (ITD)' and a red 'M' icon. Below the header is a navigation bar with 'QeLAM UCMI' and 'Manual'. The main content area says 'Dashboard > Courses'. Below this is a banner image of a bookshelf with a white arrow icon and the text 'Expand all'. Below the banner is a list of faculties, each with a right-pointing arrow: 'Fakulti Sains Sosial dan Asasi', 'Fakulti Pengurusan, Pendidikan dan Kemanusiaan', 'Fakulti Sains Kesihatan', 'Fakulti Farmasi', and 'Fakulti Kejururawatan'. To the right of the list is a 'Navigation' sidebar with a red box around it, containing links to 'Dashboard', 'Site home', 'Site pages', and 'Courses'. The 'Courses' link is selected. Below the sidebar are the same faculty names as in the list. At the bottom, there is a footer with contact information: 'Jika ada sebarang masalah berkaitan sistem e-learning, sila emailkan kepada qelam@ucmi.edu.my' and links to 'https://www.ucmi.edu.my/' and 'qelam@ucmi.edu.my'.

3.0 Content Page

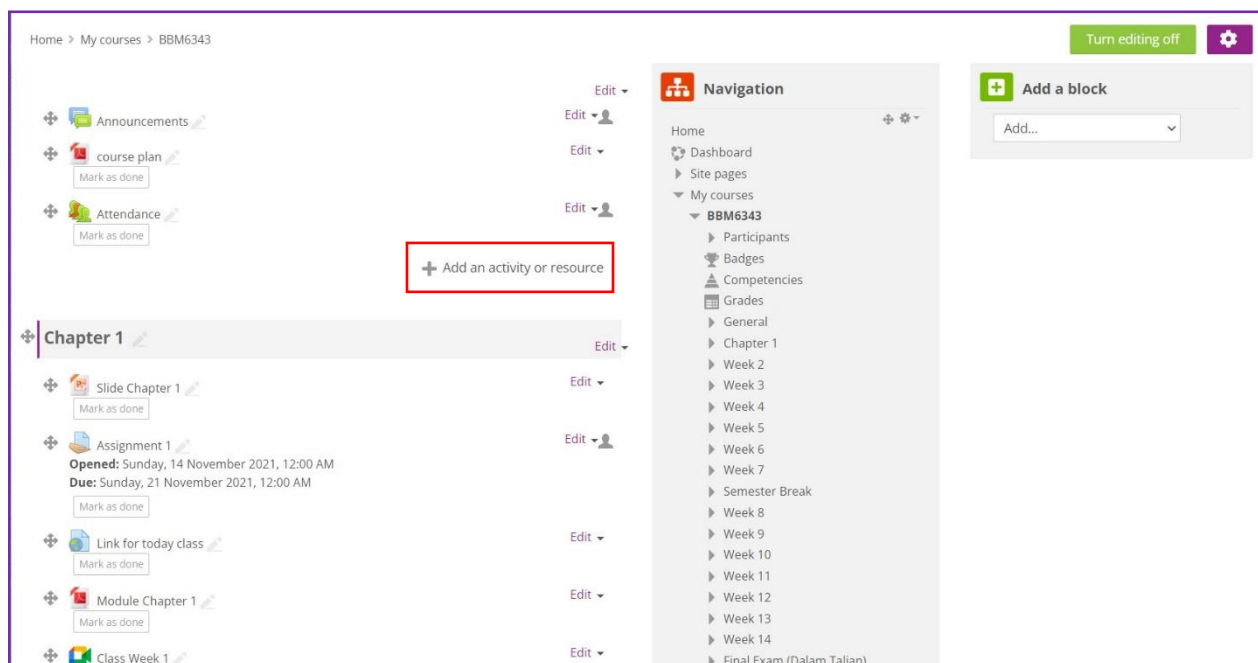
3.1 The following page will be displayed. Click on **Turn editing on** button to edit the content.



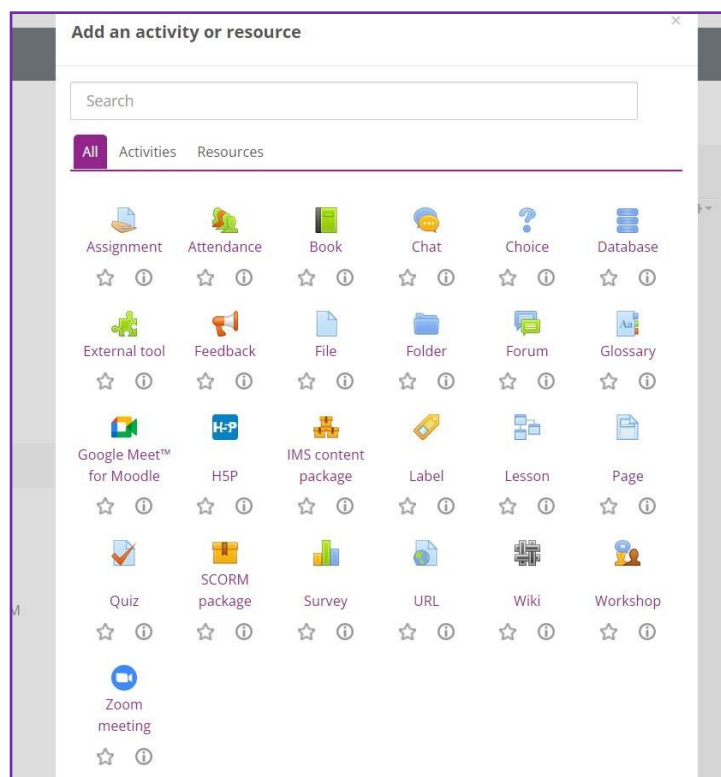
3.2 Then, the edit button will appear on the page.



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

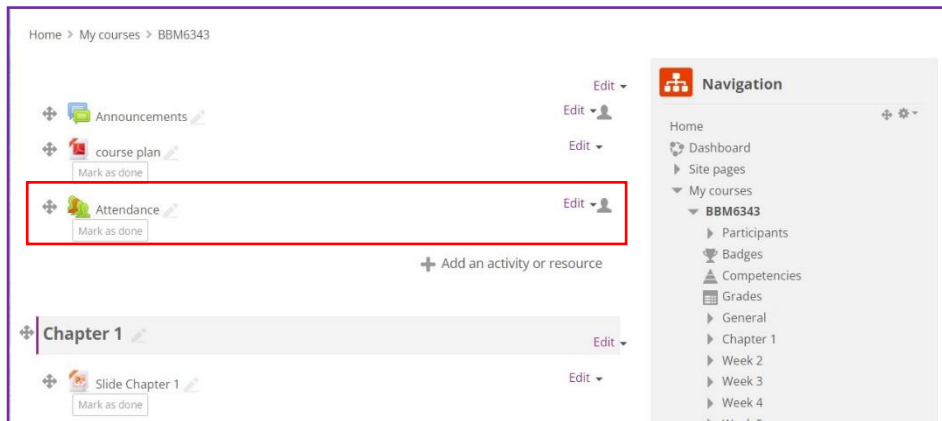


3.4 Lecturer can select the activities to put in the course content.

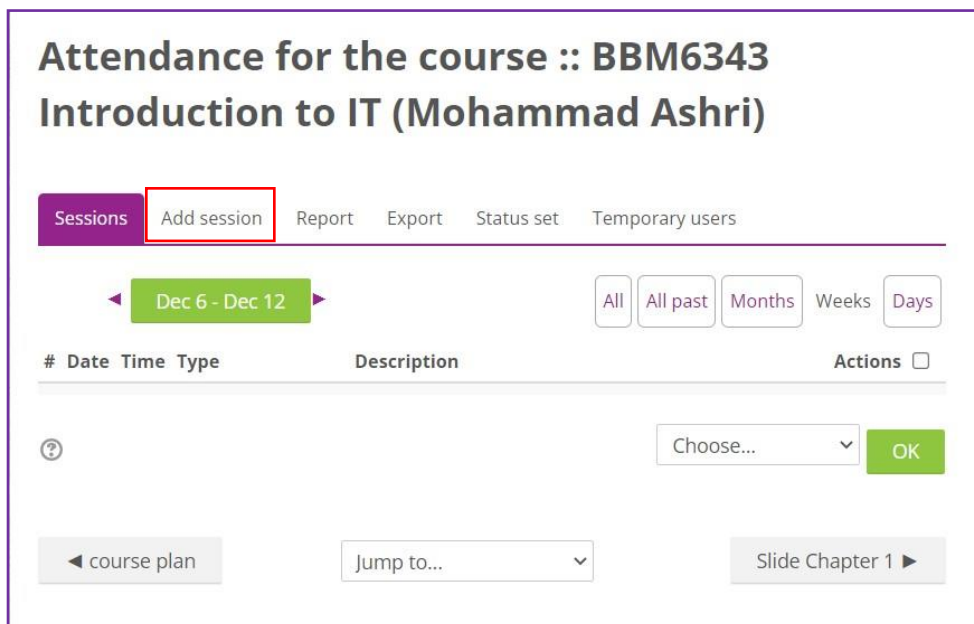


4.0 Attendance

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**.

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

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

▼ Add session ▼ Collapse all

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 ?

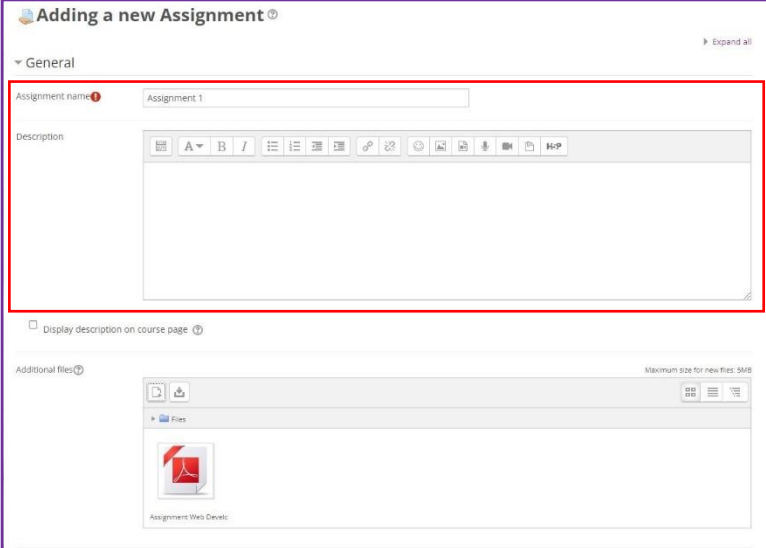
Show more...

Add Cancel

5.0 Assignment

5.1 Add assignment name and description.

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



Adding a new Assignment Expand all

General

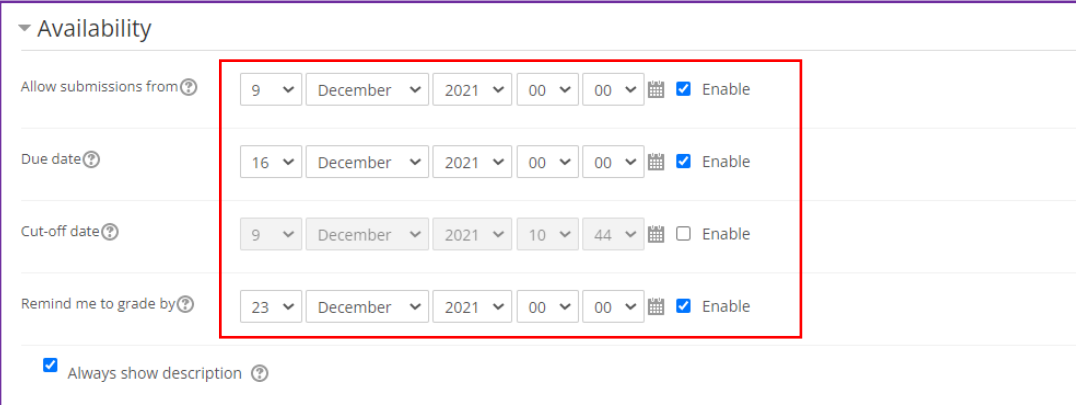
Assignment name: Assignment 1

Description:
 [Rich text editor toolbar and text area]

Display description on course page

Additional files:
 [File upload area showing 'Assignment Web Devic' PDF]

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



Availability

Allow submissions from	9	December	2021	00	00	<input checked="" type="checkbox"/> Enable
Due date	16	December	2021	00	00	<input checked="" type="checkbox"/> Enable
Cut-off date	9	December	2021	10	44	<input type="checkbox"/> Enable
Remind me to grade by	23	December	2021	00	00	<input checked="" type="checkbox"/> Enable

Always show description

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 !


Description

Display description on course page ?

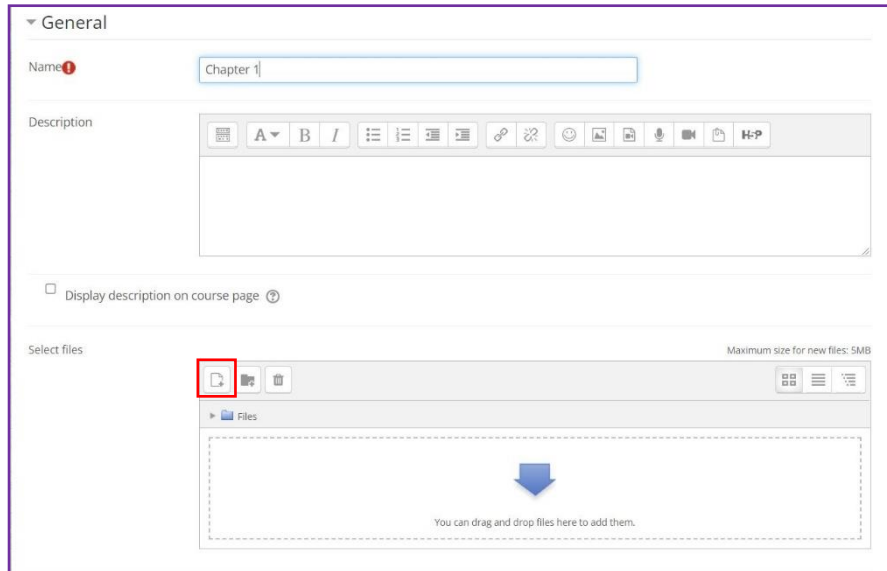
Select files Maximum size for new files: 5MB

Files

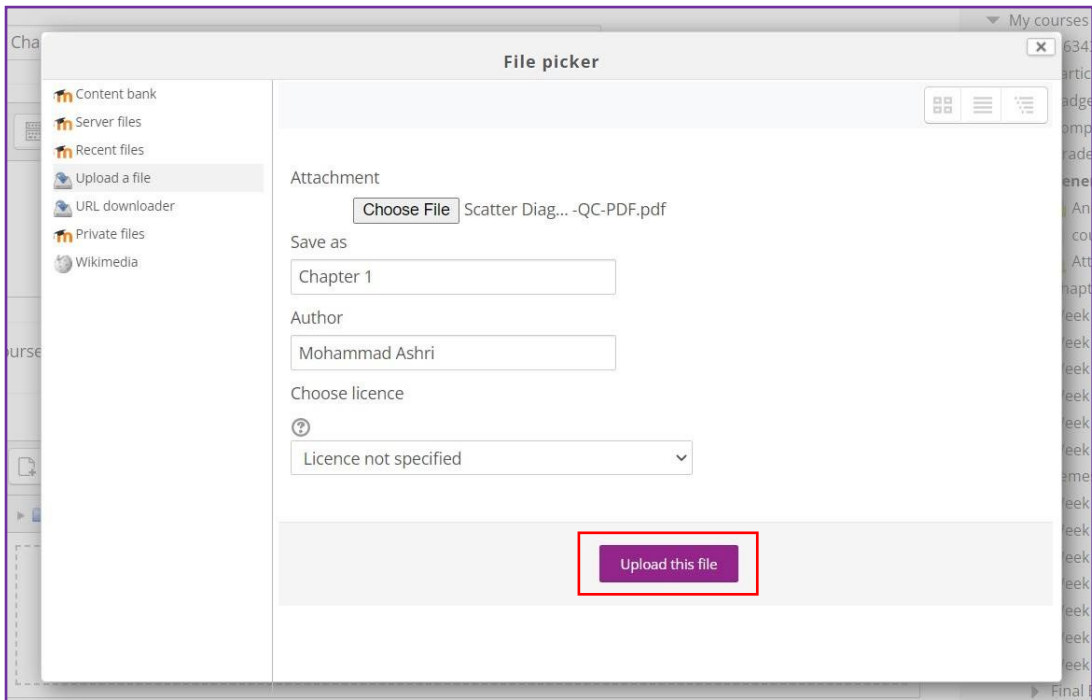


You can drag and drop files here to add them.

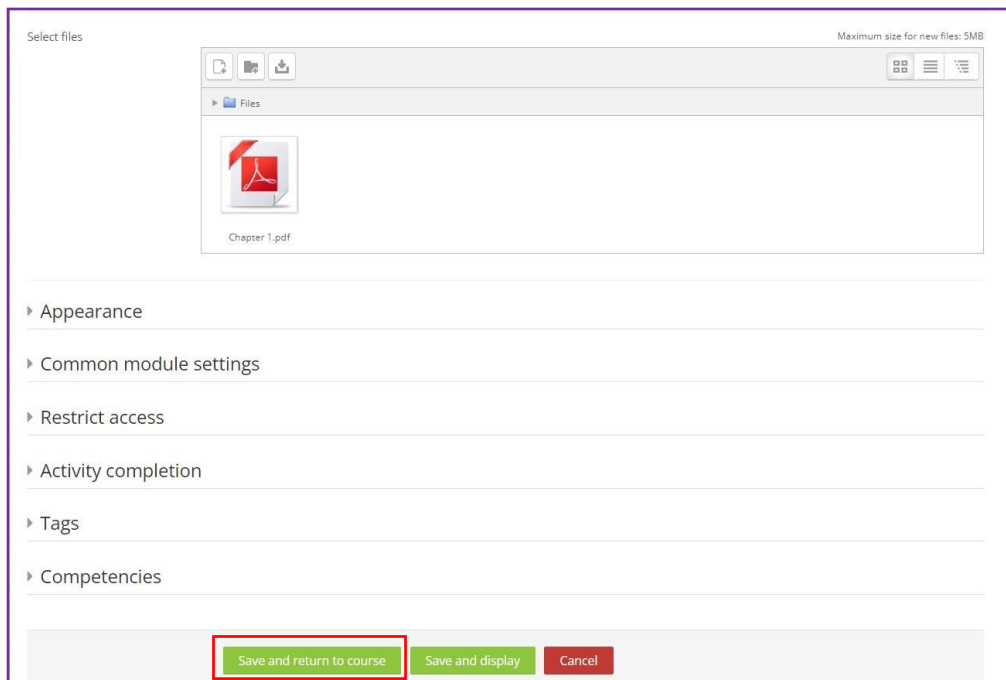


6.2 Proceed to add the selected file by click **choose file** button. **Upload file** once its ready.

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

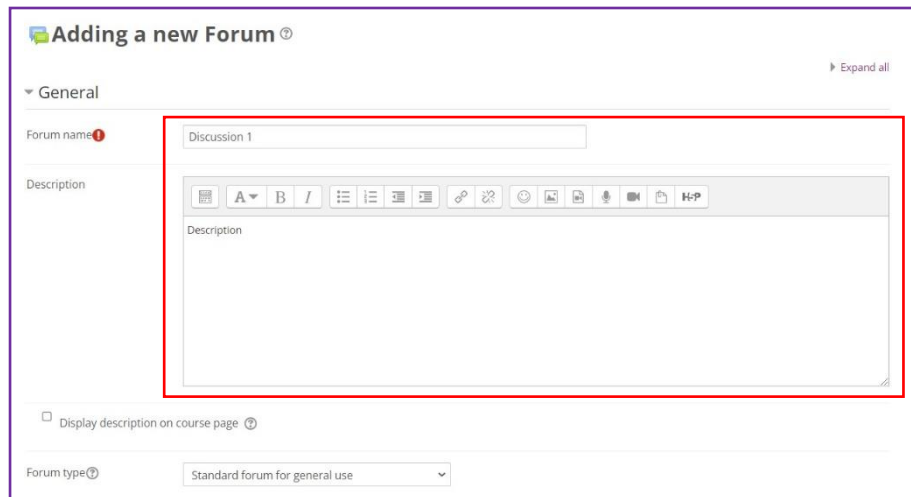


6.3 Click on **Save and return to course** button.



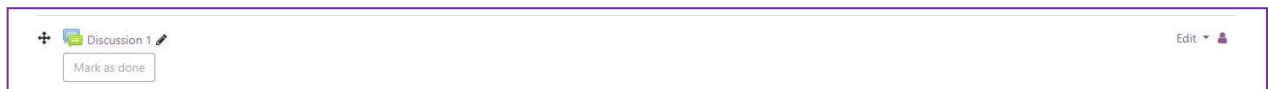
7.0 Forum

7.1 Add new forum by input forum name and description.



The screenshot shows the 'Adding a new Forum' interface. The title is 'Adding a new Forum' with a help icon. There is an 'Expand all' link in the top right. The 'General' section is expanded. The 'Forum name' field contains 'Discussion 1'. The 'Description' field is a rich text editor with a toolbar containing icons for bold, italic, underline, list, link, unlink, image, video, audio, and help. Below the description field is a checkbox for 'Display description on course page'. At the bottom, the 'Forum type' dropdown is set to 'Standard forum for general use'.

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



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 ▾

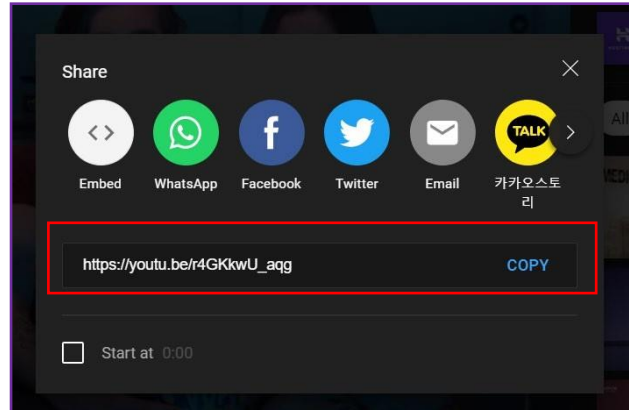
Show more...

- ▶ 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

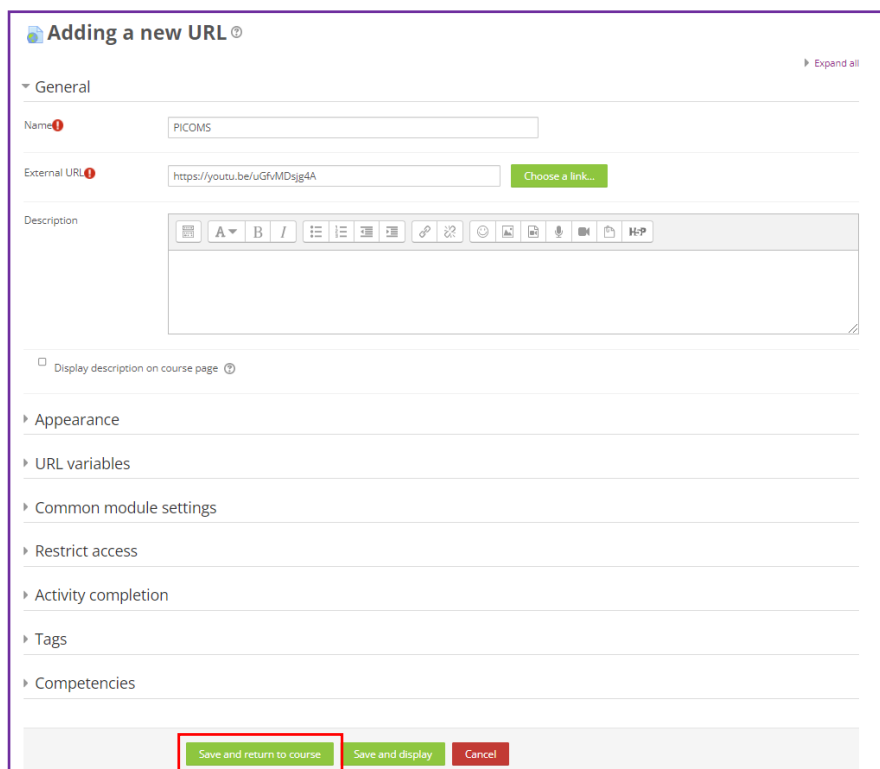
9.0 URL

9.1 Copy the link



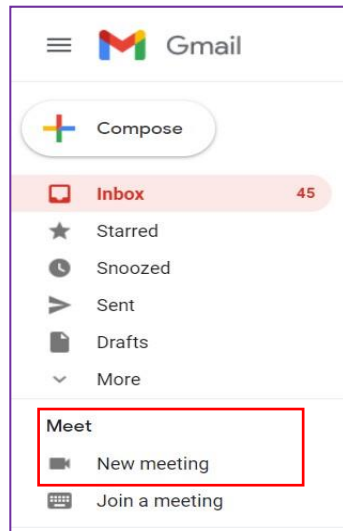
9.2 Add the link by inserting it to **External URL**.

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

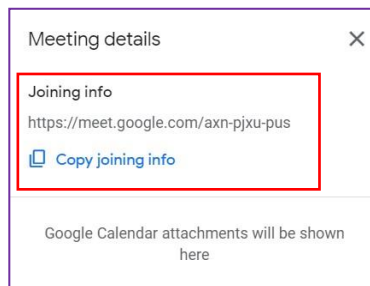
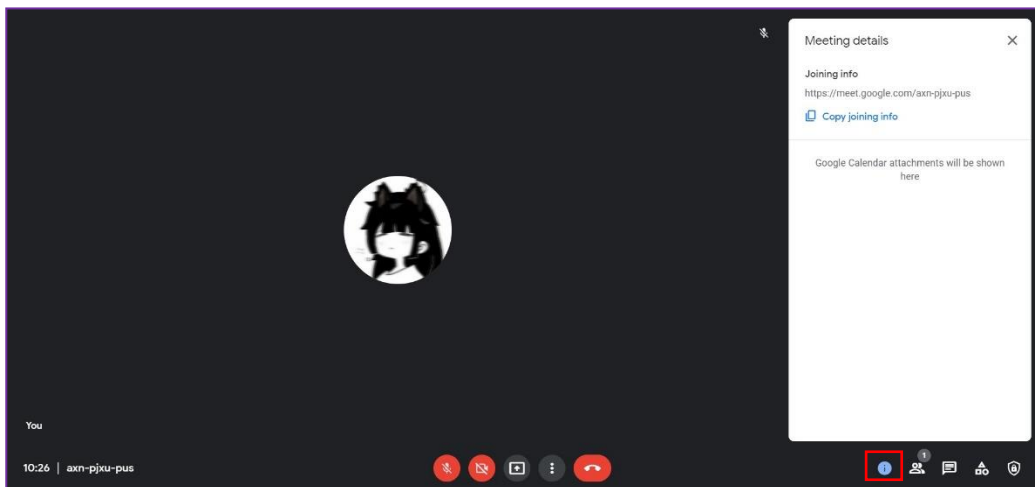
A screenshot of a web form titled "Adding a new URL". The form has a "General" section with fields for "Name" (containing "PICOMS"), "External URL" (containing "https://youtu.be/u/GfVMDsjg4A"), and "Description" (with a rich text editor toolbar). Below the "Description" field is a checkbox "Display description on course page". There are several expandable sections: "Appearance", "URL variables", "Common module settings", "Restrict access", "Activity completion", "Tags", and "Competencies". At the bottom, there are three buttons: "Save and return to course" (highlighted with a red box), "Save and display", and "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**.



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

Adding a new Google Meet™ for Moodle Expand all

General

Room name: MPU 33221

Description

Display description on course page

Event date: 9 December 2021 from 00:00 to 00:00

Recurrence of the event date

Room url

Room url: <https://meet.google.com/hhq-ceon-pdu>

Notification

Common module settings

Restrict access

Activity completion

Tags

Competencies

11.0 Logout

11.1 Click on logout menu to logout from the account.

