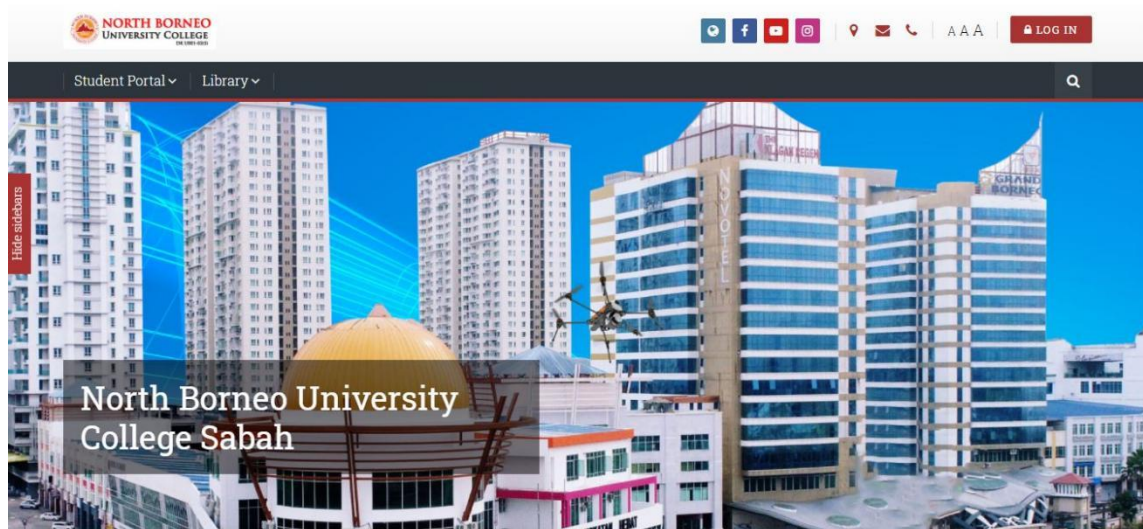




NORTH BORNEO
UNIVERSITY COLLEGE
DK U001-02(S)



NBUC LMS

Quick Start Guide

for Students

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Getting Started in NBUCLMS

1.1 Getting to NBUCLMS

You can get to the Workforce Continuing Education NBUCLMS site three ways:

- Go to NBUCLMS page directly at <https://lms.nbuc.edu.my/>
- Search for North Borneo University College in any website, and you will find the link of NBUCLMS immediately.

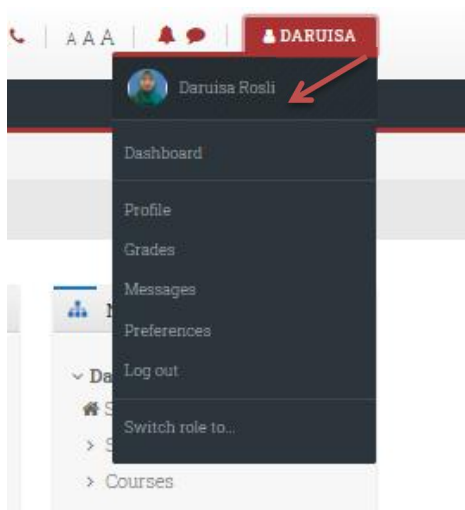
1.2 Logging in to NBUCLMS

- Click the **Log in** link in the upper right corner of the [NBUCLMS homepage](#).
- Enter your student Id as a username (example: 2021.8.EC06.0001) and password .
- After login, users can edit the profile and other settings such as upload photo, update email address, password, first name, second name and others applicable. But the username cannot be changed as it has been set by an authentication plugin.
- By default, the login detail are set to:

Username: your student ID (example: 2021.8.EC06.0001)

Password: your IC number (without -)

In the User menu you can view and edit your own profile settings. You can access the User menu by clicking on your name in the upper right corner of Moodle. Your profile settings are valid for the entire University, not just one course area.



Important !!

- Edit your own profile information &
- Add your own profile picture

1.3 Finding Your Courses

Once you are logged into NBUCLMS, you will be taken to the **Dashboard** where you will have three ways to access your course(s).

- On the upper side, you will find My Courses (Fig 1).
- Under the block of Navigation, you will also find **My courses** (Fig 1).
- Under the Course overview, a list of your courses will appear. (Fig 2)

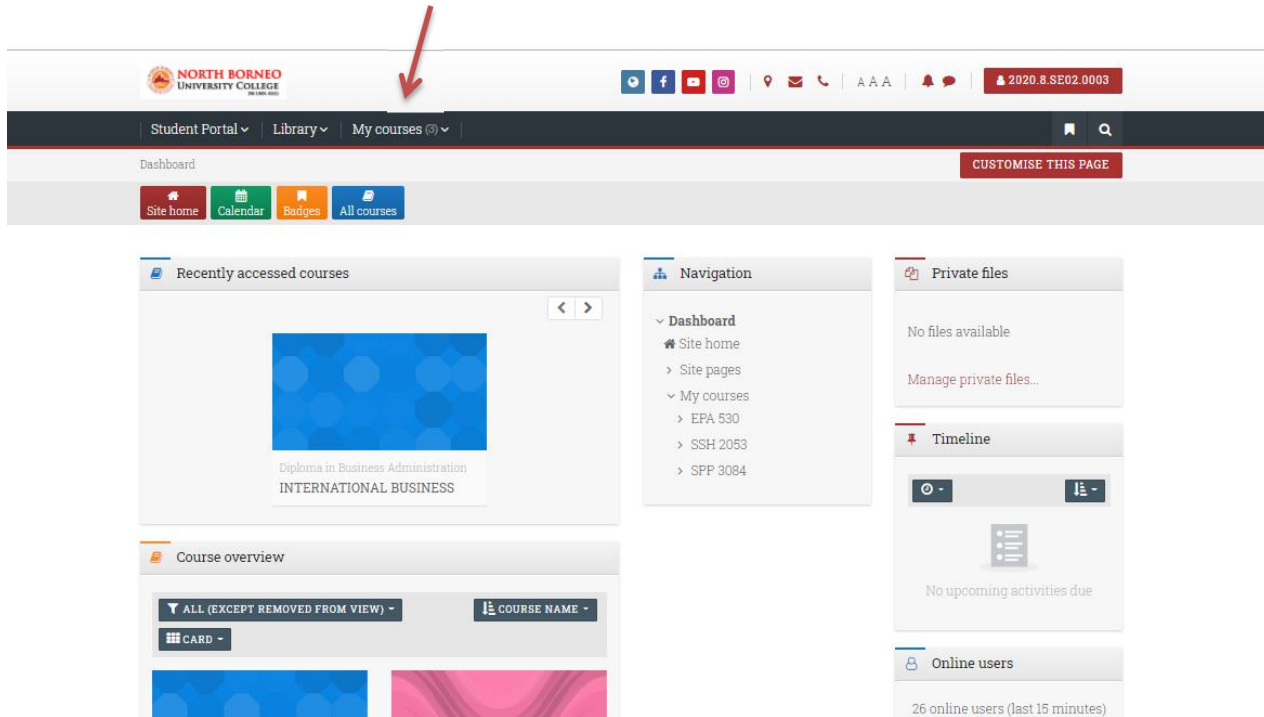


Fig 1. My Course links on top side of website and in the Navigation block

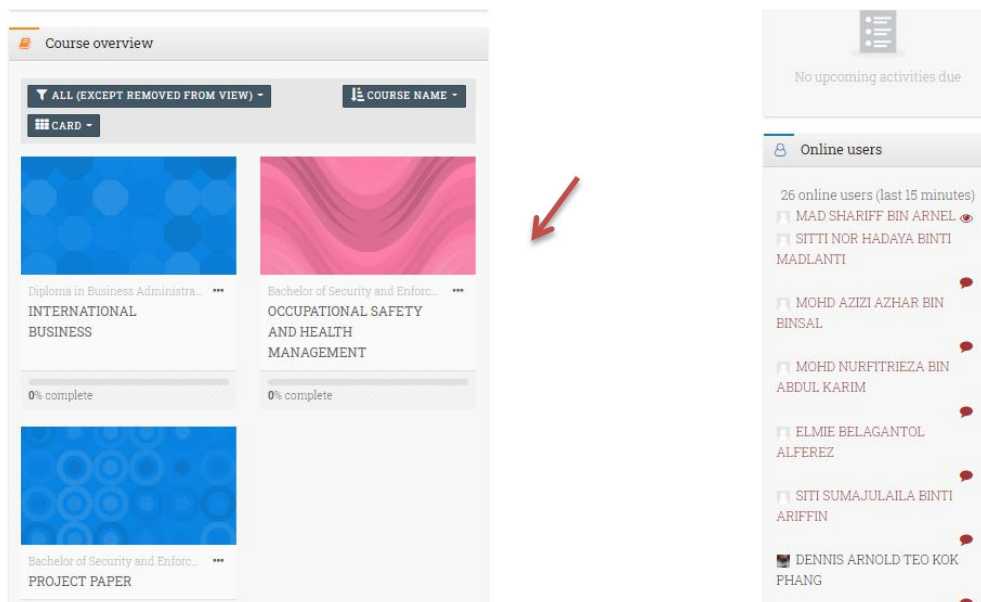


Fig 2. Course overview

1.4 Understanding your Dashboard

- In Course Overview, you may view your courses as a Card, List, or Summary (fig 3).
- If a teacher has enabled progress tracking for a course, it will appear as a segment on the My Courses Overview page. Fig 3. shows what percentage of the activities involved in monitoring progress in NBUC LMS have been done. Note. Even if you say you have taken 100% of the course, it does not necessarily mean that the course has been completed: the teacher may not have defined all the required course assignments and exams to track progress.
- To filter and view courses, click the **All** button under Course overview and make a selection from the dropdown menu (fig 5).
- Organize the contents of your Dashboard by clicking the **Customize this page** button in the upper right corner of the screen underneath your name and then drag and drop the content blocks around the page using the double arrow icons (fig 6).
- When you are finished, click the **Stop customizing this page** button, or **Reset page to default** button in the upper right-hand corner of the screen (fig 6).

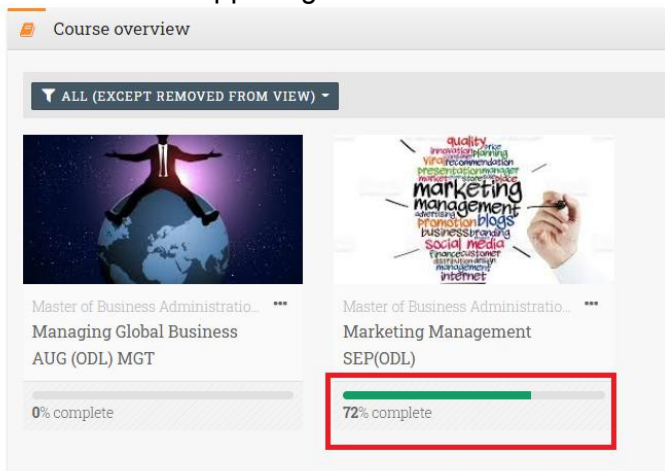


Fig 3. Tracking progress

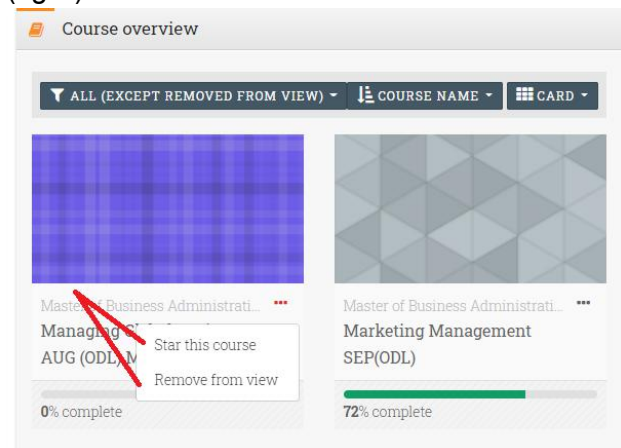


Fig 4. Star or remove from view.

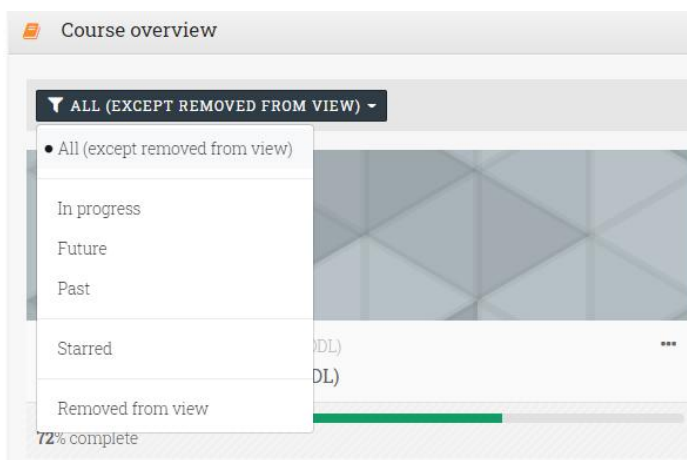


Fig 5. Filter and view your courses.

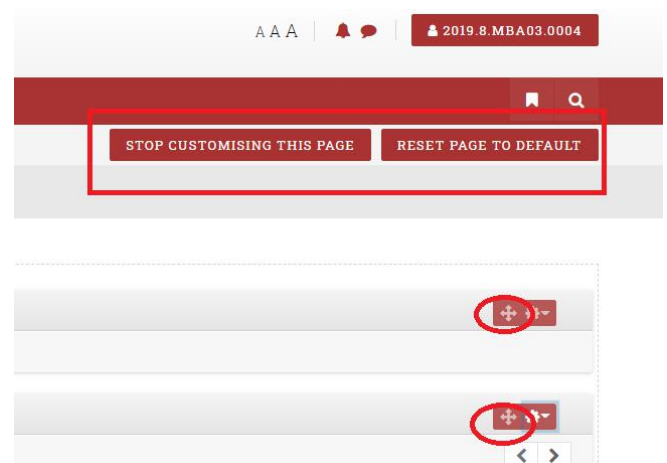


Fig 6. Use the double arrow icons to drag and drop sections around the page.

1.5 Student Portal

I/ Course Registration Process

HEA	Issue the date and memo of the implementation of online registration for the information of students.
KP	Prepare a subject registration form for students to fill in the course information to be registered.
DEAN	Confirm each student's Subject Registration Form and give it to the student for reference.
STUDENT	Register subject from LMS (Student Portal) *Student need to alert about the date of course registration

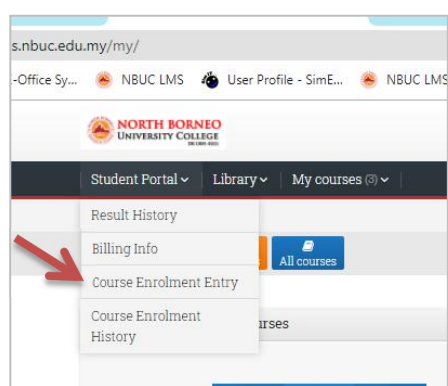
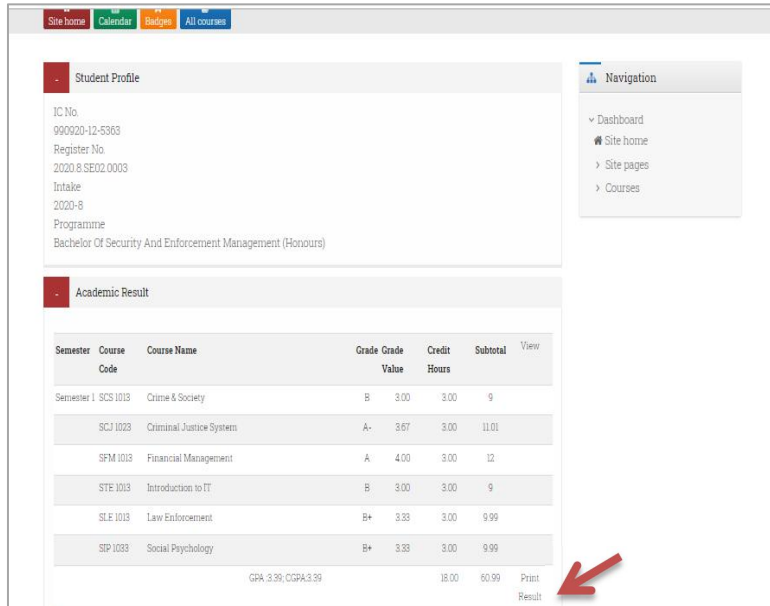


Fig 7. Click Student Portal, choose "course Enrolment entry"

- Student need to tick all subject are taken
- After that, click enrol to submit

Select	No.	Course Code	Course Name	Credit Hours	Class Code	Lecturer	Schedule
<input type="checkbox"/>	1	SCS 1013	Crime & Society	3	2021.8.SCS 1013	Ansidah Arhan	WED : 14:00:00 ~ 17:00:00 (ONLINE)
<input type="checkbox"/>	2	SLE 1013	Law Enforcement	3	2021.8.SLE 1013	Kristie Cleophas	FRI : 08:00:00 ~ 11:00:00 (ONLINE)
<input type="checkbox"/>	3	STE 1013	Introduction to IT	3	2021.8.STE 1013	Danment Edward	TUE : 14:00:00 ~ 17:00:00 (ONLINE)
<input type="checkbox"/>	4	SIC 1023	Criminology	3	2021.8.SIC 1023	Martin Luguh	MON : 11:00:00 ~ 14:00:00 (ONLINE)
<input type="checkbox"/>	5	MPU 3113	Hubungan Etnik	3	2021.8.MPU 3113	Azerah Badin	WED : 11:00:00 ~ 14:00:00 (ONLINE)

II/ Examinations Result



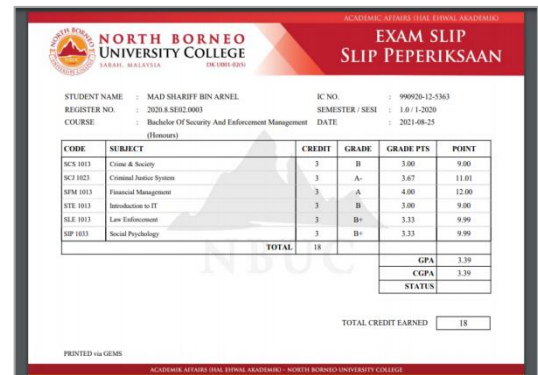
Student Profile

IC No.
990920-12-5363
Register No.
2020.8.SE02.0003
Intake
2020-8
Programme
Bachelor Of Security And Enforcement Management (Honours)

Academic Result

Semester	Course Code	Course Name	Grade	Grade Value	Credit Hours	Subtotal	View
Semester 1	SCS 1013	Crime & Society	B	3.00	3.00	9	
	SCJ 1023	Criminal Justice System	A-	3.67	3.00	11.01	
	SFM 1013	Financial Management	A	4.00	3.00	12	
	STE 1013	Introduction to IT	B	3.00	3.00	9	
	SLE 1013	Law Enforcement	B+	3.33	3.00	9.99	
	SIP 1033	Social Psychology	B+	3.33	3.00	9.99	
GPA 3.39; CGPA 3.39						18.00	60.99
							Print Result

Fig 8. to view the examination result, click "print result"



NORTH BORNEO UNIVERSITY COLLEGE
SARAWAK, MALAYSIA
(EN 1985-1987)

EXAM SLIP
SLIP PEPERIKSAAN

STUDENT NAME : MAD SHARIFF BIN ARNEL IC No. : 990920-12-5363
REGISTER NO. : 2020.8.SE02.0003 SEMESTER / SESE : 1.8 / 1-2020
COURSE : Bachelor Of Security And Enforcement Management (Honours) DATE : 2021-08-25

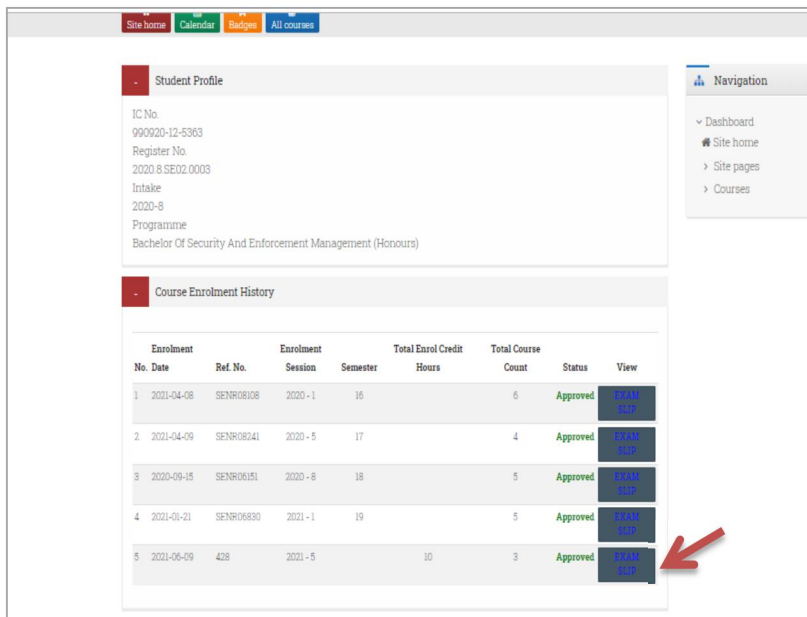
CODE	SUBJECT	CREDIT	GRADE	GRADE PTS	POINT
SCS 1013	Crime & Society	3	B	3.00	9.00
SCJ 1023	Criminal Justice System	3	A-	3.67	11.01
SFM 1013	Financial Management	3	A	4.00	12.00
STE 1013	Introduction to IT	3	B	3.00	9.00
SLE 1013	Law Enforcement	3	B+	3.33	9.99
SIP 1033	Social Psychology	3	B+	3.33	9.99
TOTAL		18			

GPA 3.39
CGPA 3.39
STATUS

TOTAL CREDIT EARNED 18

PRINTED via GEMS

II/ Examination Slip



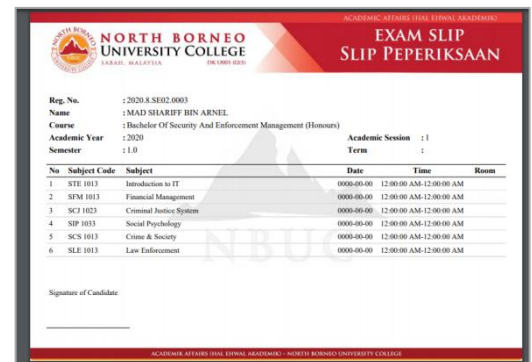
Student Profile

IC No.
990920-12-5363
Register No.
2020.8.SE02.0003
Intake
2020-8
Programme
Bachelor Of Security And Enforcement Management (Honours)

Course Enrolment History

Enrolment No.	Date	Ref. No.	Enrolment Session	Semester	Total Enrol Credit Hours	Total Course Count	Status	View
1	2021-04-08	SENRO8108	2020 - 1	16	6	Approved	exam slip	
2	2021-04-09	SENRO8241	2020 - 5	17	4	Approved	exam slip	
3	2020-09-15	SENRO8151	2020 - 8	18	5	Approved	exam slip	
4	2021-01-21	SENRO6830	2021 - 1	19	5	Approved	exam slip	
5	2021-06-09	428	2021 - 5	10	3	Approved	exam slip	

Fig 9. To view the exam slip, click "exam slip"



NORTH BORNEO UNIVERSITY COLLEGE
SARAWAK, MALAYSIA
(EN 1985-1987)

EXAM SLIP
SLIP PEPERIKSAAN

Reg. No. : 2020.8.SE02.0003
Name : MAD SHARIFF BIN ARNEL
Course : Bachelor Of Security And Enforcement Management (Honours)
Academic Year : 2020 Academic Session : 1
Semester : 1.8 Term : 1

No	Subject Code	Subject	Date	Time	Room
1	STE 1013	Introduction to IT	0000-00-00	12:00:00 AM-12:00:00 AM	
2	SFM 1013	Financial Management	0000-00-00	12:00:00 AM-12:00:00 AM	
3	SCJ 1023	Criminal Justice System	0000-00-00	12:00:00 AM-12:00:00 AM	
4	SIP 1033	Social Psychology	0000-00-00	12:00:00 AM-12:00:00 AM	
5	SCS 1013	Crime & Society	0000-00-00	12:00:00 AM-12:00:00 AM	
6	SLE 1013	Law Enforcement	0000-00-00	12:00:00 AM-12:00:00 AM	

Signature of Candidate: _____

ACADEMIC AFFAIRS (REAL EXAM) AKADEMIK - NORTH BORNEO UNIVERSITY COLLEGE

Taking a Course in NBUCLMS

2.1 The Course Layout

Each course that is offered in NBUCLMS will look slightly different from one another depending on how the instructors set up the features, but all courses function in the same way. Click on the link to the course you want to access. Once you are in your course, you will see there are three sections to each course page:

- The **Course Management** on the left side contains a link to grades and each section of the course which may be listed as Topics or by Week (fig 7). In the Course Management, it contains information of the course (Fig. 9)
- The center section of the page is where the course content is located. It will be presented with text, links, activities, forums, quizzes, assignments, pages, books, images, and/or videos (fig 8).
- The right side of the page are blocks that the instructors can customize to contain various types of information such as Activities, links to outside resources, Upcoming events, Latest news, contact information, and/or Search forums.

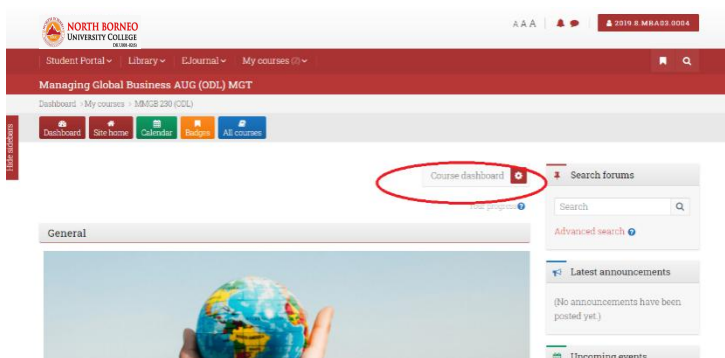


Fig 10. Course Management

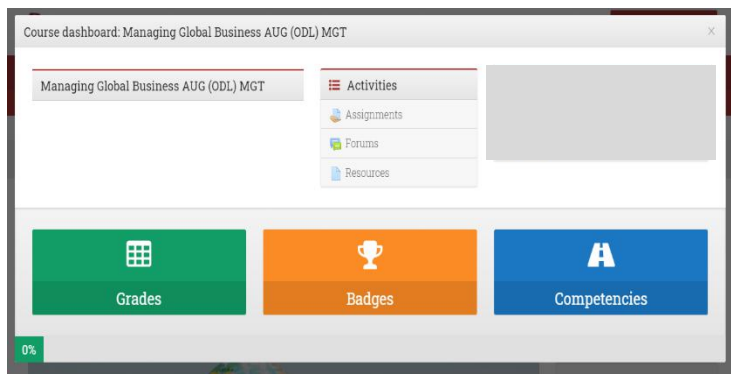


Fig 12. A Course Management contains

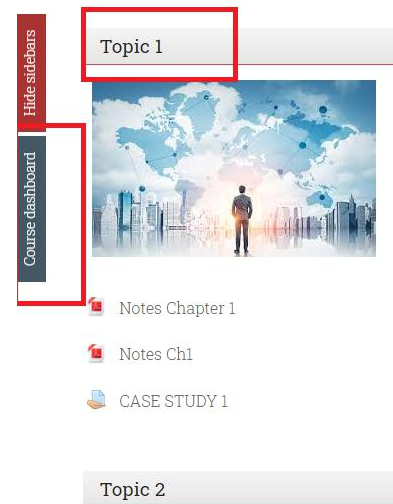


Fig 11. Topic section of a course

2.2 Enrolling on a Course

NBUCLMS has two main ways to register for the course areas, i.e. entry

1. Manual enrollment by lecturer

Once you have registered for your course, lecturer will enroll student manually in the courses. If your name has been misplacing, inform your lecturer personally.

2. Self-registration with enrollment key given by respective lecturer.

If you have received the name or short name of the course, first log in to Moodle and use the Search function (top right) to search the course (fig 10). When you find the right course, click on its name. If required, enter the enrollment key you received. After that, you should be directly in the course area. If you cannot find the course, please ask your teacher for instructions.

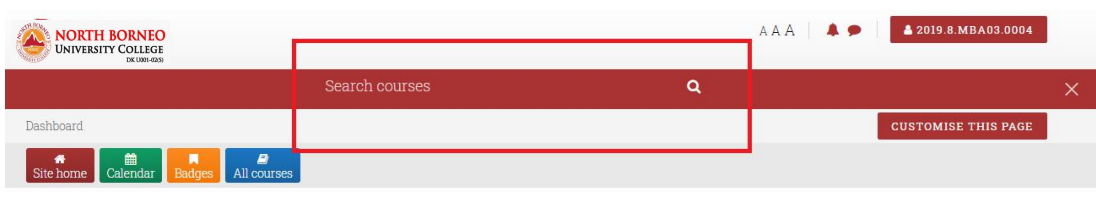


Fig 13. Search for the courses

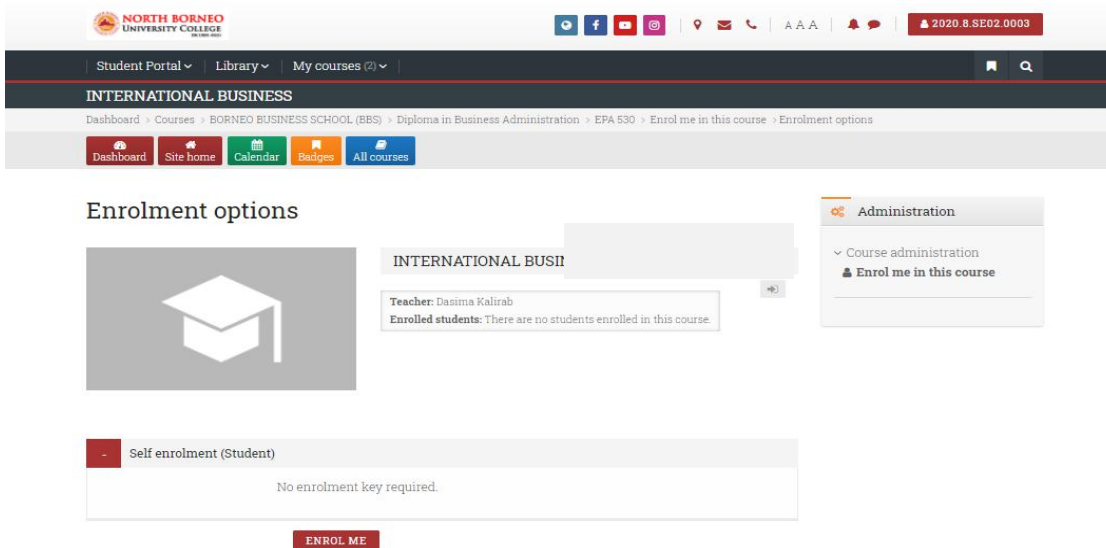


Fig 14. Self-Enrollment by student

2.3 Taking a Quiz or Exam

1. Click on the link to the quiz you are attempting. Quizzes and exams are denoted by an icon with a piece of paper with a red check mark on top.
2. Click on the **Attempt quiz now** button.
3. Answer the quiz question and click the **Next page** button in the lower right corner to continue to the next question, or the **Previous page** button to return to previous questions.
4. If you aren't sure about an answer, you may click the **Flag question** link on the left of the screen to set a reminder to return to that question before you submit for a final grade (fig 12).
5. In the **Quiz navigation** block, questions that have been answered will be filled halfway with gray shading and Flagged questions will have a red triangle in the upper right corner (fig 12).

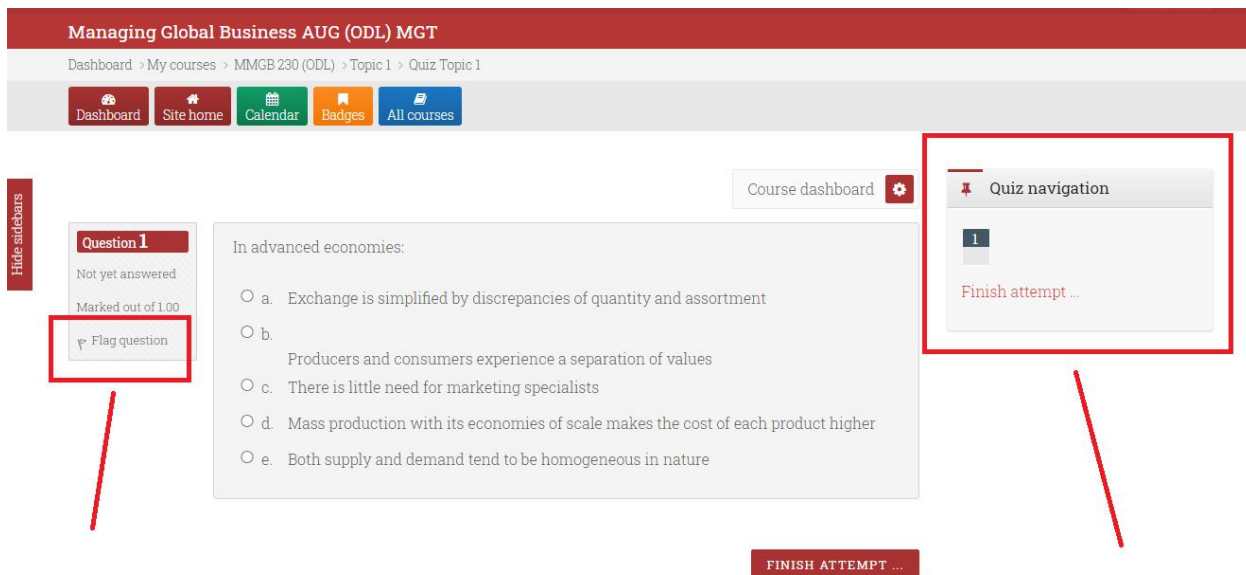


Fig 15. Flag question button and Quiz navigation block showing flagged and completed questions.

6. Once you have completed the quiz click the **Finish attempt** button.
7. Click the **Submit all and finish** button or **Return to attempt**
8. Click the **Submit all and finish button** or **Cancel** button in the Confirmation pop-out box.
9. Review your answers on the Summary screen and click **Finish review** to receive your grade.
10. Click **Re-attempt quiz** button if this option is available and you would like another attempt.

2.4 Using Forums

1. To start a post in a discussion forum, click the link to the discussion topic (fig 13).
2. Click the **Add a new discussion topic** button (fig 14).
3. Write your post and scroll down to click the **Post to forum** button.
4. Click the **Subscribe** radio icons to unsubscribe to individual threads and turn off notifications when a new thread is posted (fig 14).
5. Alternatively, you can click the **Gear menu** icon in the upper right corner of the screen to adjust form subscription settings (fig 14).
6. To **Star** a post, click the star icon to the left of the user's name or click the ellipses next to the Subscribe icon (fig 15).
7. To reply to a post click the title of the discussion from the Discussion list and click **Reply**. Click **Submit** when completed.

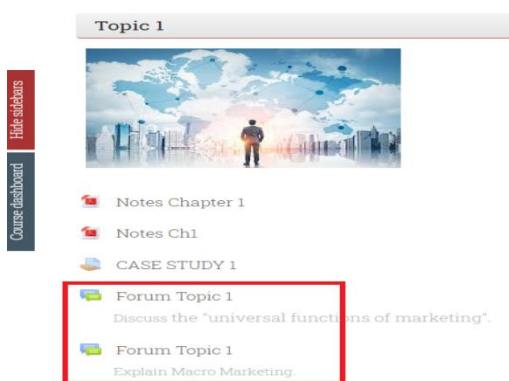


Fig 16. Link to a Discussion forum



Fig 17. Add a new discussion topic button

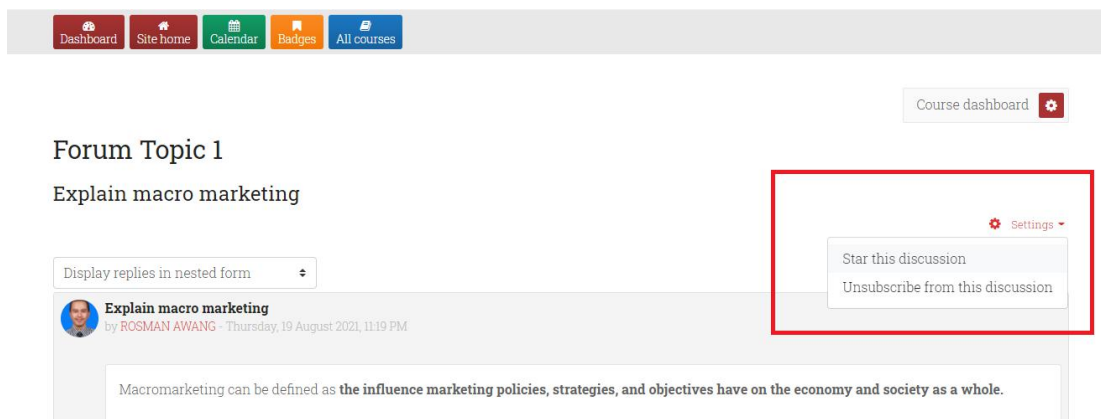


Fig 18. Submission of forum

2.5 Submitting an Assignment

There are two ways to submit written assignments in NBUCLMS depending on how your instructor has set up the assignment:

- **Online text:** You can type your assignment directly into the *Text editor* and submit for grading.
- **File submissions:** You can upload files of any type your instructor requests and include a note to your teacher in the text editor before submitting the assignment.

To begin an assignment submission, click the link to the assignment, then click the **Add submission** button. To submit a text assignment, simply type in the text box and click the **Save changes** button when you are finished.

To submit a file:

1. Click the **Add File icon** in the upper left corner of the file submissions box or drag and drop the file into File submission box (fig 16).
2. Click the **Upload a file** link in the File picker box then click the **Choose file** button (fig 17) and select the file to upload, click **Open**, then click the **Upload this file** button and click **Save changes** (fig 17).
3. You then have the option to **Edit submission**, **Remove submission** or **Submit the assignment** (fig 18).
4. Click the **Continue** button for final submission or Cancel to start over (fig 19).

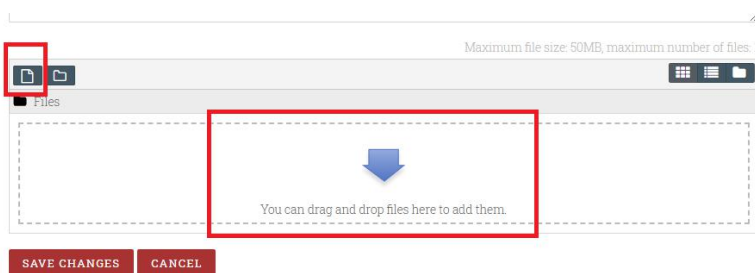


Fig 19. Click the Add file icon or drag and drop a file to upload.

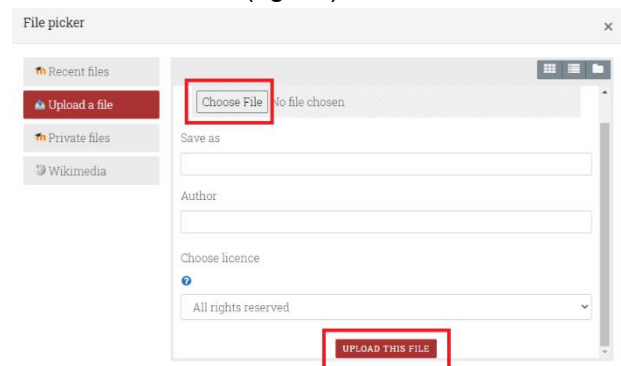


Fig 20. Click Upload a file link and then the Choose File button.

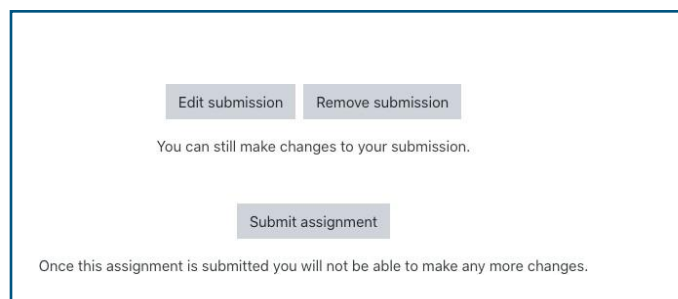


Fig 21. Edit, Remove, and Submit assignment buttons.

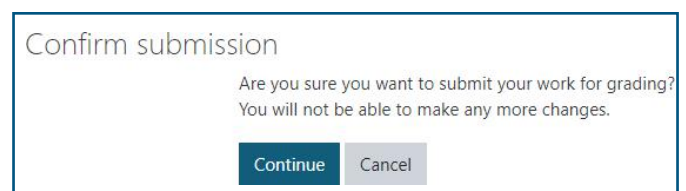


Fig 22. Continue for final submission or Cancel to start over.

2.6 Viewing your Grades

In order to check your grades, you will need to locate the **Course Management** on the top or left side of the screen.

1. **The course activities**, just click the activity name and you should see your grade for this activity.(fig 20)
2. **The Completion Progress block** (if this block is in use in the Moodle course). In this block you can see the activities in this Moodle course and when you click the activity name you can see your grade for this activity.
3. Click the **User report** link which lists individual assignments and their grades (fig 21)

Note: Some grades may be hidden by your instructor, in which case they will not be included in the overall average. Additionally, if a grade is given a scale value rather than a numerical one, it will be listed as either Complete or Incomplete. The grade Range is the range between the lowest and highest grade you can make, not the actual grade awarded for an assignment.

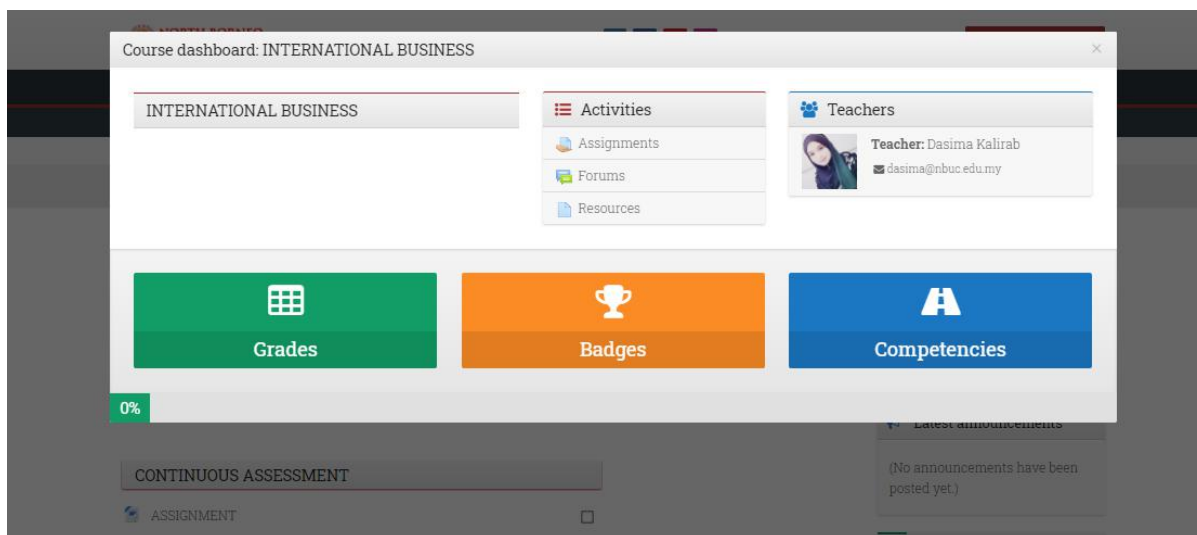


Fig 23. Choose Course Management to view grades

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Managing Global Business AUG (ODL) MGT						
CASE STUDY 1	-	-	0-100	-	-	-
ASSIGNMENT 1	-	-	0-100	-	-	-
ASSIGNMENT 2	-	-	0-100	-	-	-
CASE STUDY 2	-	-	0-100	-	-	-
Course total	-	-	0-1010	-	-	-

Fig 24. Click User report link to view grade details.

2.7 Activity Completion

This feature allows you to easily keep track of your course progress. Activity Completion allows for a check mark to be placed in the box when an activity is considered complete. If the lines of the box are dashed, then the check mark will be added automatically once all parts of the activity are completed. If the box is a solid line, then a check mark can be added manually by clicking on the box (fig 22).

Note: Contact your instructor if you feel you have completed the activity requirements but do not have a check mark in the dashed box.

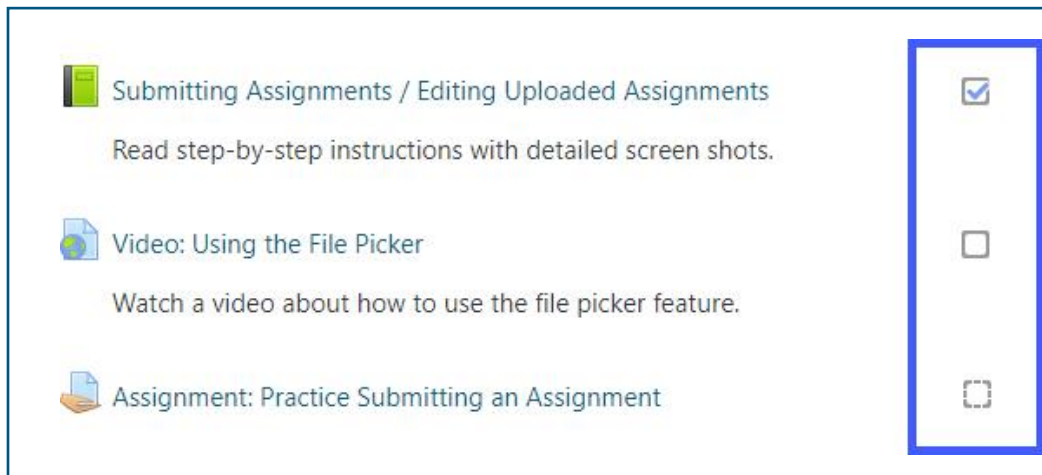


Fig 25. Automatic and manual activity boxes shown with solid and dashed lines next to activities and resources in a course.

2.8 Using NBUCLMS Messaging

This feature allows teachers and students to send and receive private messages in NBUCLMS. To access messaging click the **message cloud icon** in the upper right corner of the NBUCLMS screen next to your name.

- A number at the top of the screen reflects the number of people who have sent new messages.
- Clicking the icon displays the messaging drawer, divided into starred messages, group messages and personal messages.
- Contacts and contact requests may be accessed from the Contacts link.
- A star may be added by clicking the ellipses icon when viewing a message.
- You may update your notification preferences by clicking the **gear menu icon** in the messaging drawer next to the search box.

2.9 Logging into Google Meet

NBUCLMS now has Google/Zoom Meet integration

Click the **Google Meet/Zoom Connection** link (fig 23).
Then you can join the online class immediately.

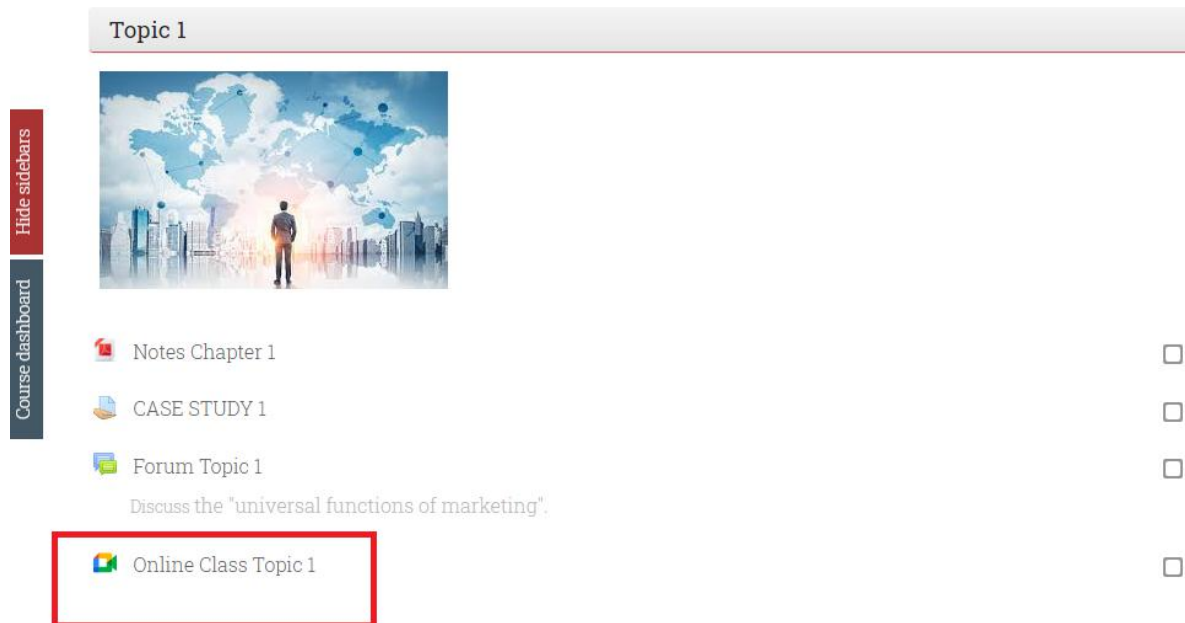


Fig 26. Connect to Google Meet/Zoom Online Class

*Never stop
learning, because
life never stops
teaching.*

© LIN PERNILLE

**Thank you.
All the best and good luck on your
class**