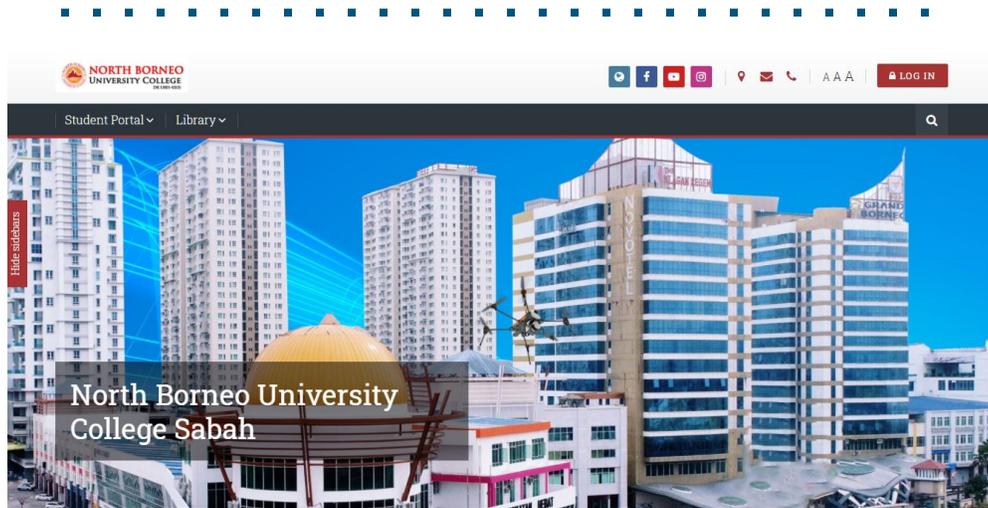




NORTH BORNEO
UNIVERSITY COLLEGE
DK U001-02(S)



NBUC LMS

Quick Start Guide

for Teacher

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“LMS (Learning Management System)” - is a fun word - and so is teaching with it! At least, when you know how to work with the platform or, if nothing else, have an idea of what happens after you click a certain button. If you are a teacher who is new to LMS and you're looking to explore the platform's capabilities, this guide is for you.

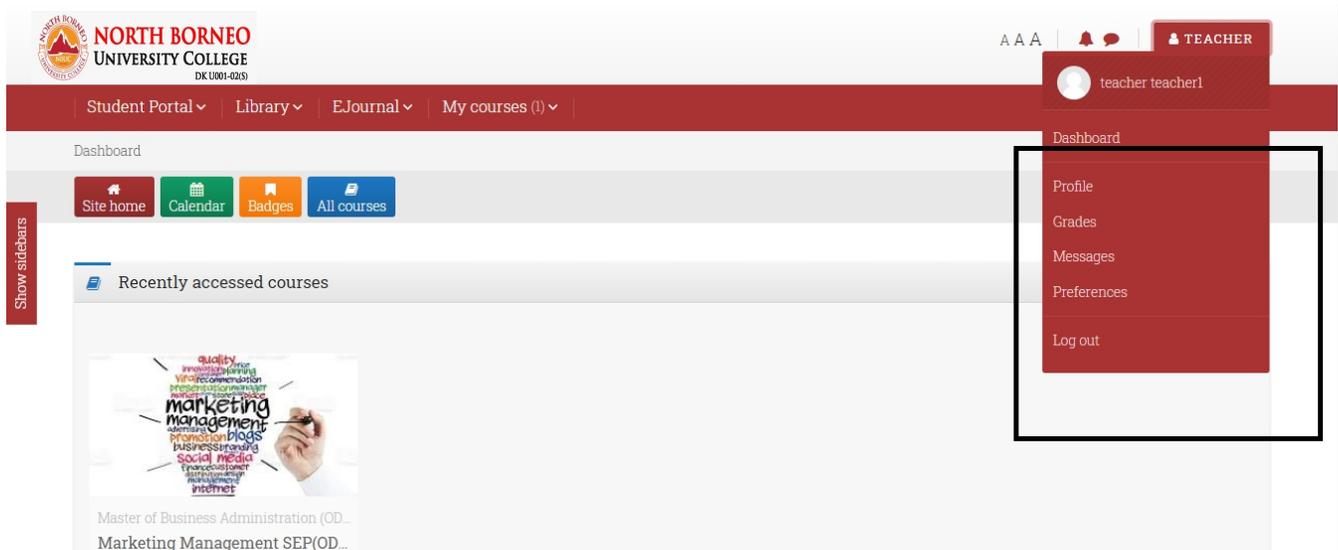
This guide covers the basics of getting started with LMS and some of the main everyday tasks you'll need to do as a teacher. You'll learn how to create courses and tests for LMS and how to invite learners, provide them with assignments, and track their results.

We've also included some useful links so you can dive even deeper into certain topics, if necessary.

Learn how to use NBUCLMS for Teaching

1.1 Customizing Your Teacher Profile

- Your teacher profile is available to your learners and colleagues, so it's a good opportunity to introduce yourself, prove that you're a human being and not a chatbot, and earn some trust from the students. After clicking Profile in the upper right corner, you'll get to your personal page where you can edit personal information, add a photo (compulsory) and create an introduction. Click Edit Profile to do this.
- There, you can enter some text about yourself (or record a video introduction, if you like), place a photo, and leave additional contact information. And profile photo is a must.



The screenshot shows the NBUCLMS interface for a teacher. At the top left is the North Borneo University College logo and name. The top navigation bar includes links for Student Portal, Library, EJournal, and My courses. A user profile dropdown menu is open in the top right corner, showing the user's name 'teacher teacher1' and a list of options: Dashboard, Profile, Grades, Messages, Preferences, and Log out. The 'Profile' option is highlighted with a black box. Below the navigation bar, there is a dashboard area with buttons for Site home, Calendar, Badges, and All courses. A section titled 'Recently accessed courses' displays a course card for 'Marketing Management SEP(OD...' with a word cloud image.

1.2 Creating an eLearning Course

- By default, Moodle doesn't allow Teachers (meaning the role in the system) to add new courses. Here, we must make a quick remark about user roles in Moodle.
- There are five major standard user types in NBUCLMS:
 - Administrator – Main host (Technical and LMS coordinator)
 - Course creator – Create new course (HEA)
 - Teacher – Can add and edit content and activities within a course
 - Non-editing Teacher – Visiting teacher, only view courses
 - Student – Can access available courses.
- So, if you're a teacher, you'll need to contact your admin and ask them for username and password, enrollment and editing of the course.

The screenshot displays the North Borneo University College Student Portal. At the top, the university logo and name are visible, along with user information 'SALAMIAH'. The navigation bar includes 'Student Portal', 'Library', 'EJournal', and 'My courses (8)'. The dashboard area contains several key components: a 'Recently accessed courses' section, a 'Calendar' for August 2021, and a 'Course overview' section. The 'Course overview' section shows a grid of course cards, including 'Performance Management and Reward Systems AU...' (0% complete) and 'Managing Organizational Development and Change...' (34% complete). A 'Navigation' sidebar on the right provides access to 'Dashboard', 'Site home', 'Site pages', 'My courses', and a list of specific courses. At the bottom right, an 'Upcoming events' block indicates a 'Tutorial/Quiz is due' tomorrow at 12:00 AM.

- After login, you will see your Dashboard, and the following contents
 - **Recently accessed courses**
 - **Course Overview** - The course overview block enables students to check their course progress.
 - **Calendar** - The Calendar block displays a small version of the current month's calendar. Events and due dates are color-coded to distinguish course events from all activities in the courses.
 - **Navigation** - Includes My home, Site pages, Current Course and My courses.
 - **Upcoming events** - The Upcoming events that listed in the course activities with due dates and manually created calendar events that will happen within the next twenty days.

Within these course shells, we can do almost anything: create new units or delete them, add quizzes and resources, or set up a gradebook. To start developing course content, click on the gear icon, Course Management, and choose Turn Editing on. You can click Hide sidebars to hide the left side block and your view will be wider.

1.3 Adding Activities and Resources

In NBUCLMS language, activities are the ways students interact with a course. Quizzes, glossaries, forums, and assignments are all generally called ‘activities. Resources are items that you can use to augment training. They can be documents or presentations, or even an external web page such as certain video from YouTube. To add an activity or a resource, turn on the editing mode by clicking the gear icon in the upper right.

When editing is enabled, there’s a **+Add an activity or resource** icon after each section of a course. Click it, and you’ll see a pop-up window with the list of all available options and their descriptions. There are 14 type of activities and 7 types of resources.

1.4 How to add Quiz

- Choose a section where you'd like to add a quiz, click **+Add an activity or resource**, and choose Quiz in the pop-up window. After doing this, you get quiz settings menu.
- Fill in the name of the quiz. Then you can click **Save** and return to course since Name is the only field required for creating a shell for a quiz. However, feel free to explore other settings in this menu. For example, you can set the frames for assessment or limit the number of attempts allowed.
- The next step is to fill this empty quiz shell with some questions. Click **Edit quiz** and, in a new window, click **Add** → **+ a new question**.

The screenshot displays the Moodle interface for editing a quiz. The page title is "Editing quiz: Quiz Topic 1". The breadcrumb trail indicates the user is in the "Edit quiz" section of "Quiz Topic 1" within the "MBMM 130 (ODL)" course. The interface includes a navigation bar with utility buttons and a main content area with quiz settings. The "Add" dropdown menu is highlighted, showing options to add a new question, from a question bank, or a random question.

In default, there are 15 types of questions you can use, such as multiple choice, matching, and drag and drop. Choose the type you'd like to use and click Add.

1.5 How to add an assignment

Creating assignments is a feature that you'll likely use very often as a teacher. With its help, you can ask your students to submit their homework and check how well the unit is being digested and provide feedback.

Just like with quizzes, choose the section where you'd like to add the activities click **+Add an activity or resource**, and choose **Assignment** in the pop-up window.

In a new window, give the assignment a name and specify what you expect your students to do in a description field.

Adding a new Assignment to Week 1

[Expand all](#)

General

Assignment name !

Description

↵
A
B
I
🔧
☰
☰
☰
☰
🔗
🔗

Please submit your answer by pdf

☐ Display description on course page [?](#)

There are also a number of useful settings that are worth playing with. We'll mention just a few basic ones.

Availability

In this section, you can set time frames for submitting assignments or set a reminder to check students' work before a certain date for yourself.

Submission types

In this section, you'll need to specify in what format you expect the students to submit their work.

Availability

Allow submissions from ?  Enable

Due date ?  Enable

Cut-off date ?  Enable

Remind me to grade by ?  Enable

Always show description ?

Submission types

Submission types Online text ? File submissions ?

Maximum number of uploaded files ?

Maximum submission size ?

Accepted file types ? No selection

1.6 How to add Google Meet

Creating Online Class by Google Meet is new option we have in the LMS.

The Google Meet™ allows the teacher, without having to leave LMS, to create a Google Meet room and make available to the students the recordings of the room saved in Google Drive.

The best way to open a Google Meet and give your students access to it is:

1. Create the Google Meet.
2. Copy and paste the URL for the Meet into your Moodle classroom.
3. Hide the URL you made in #2 until you are ready to meet, then show the URL and enter it immediately.

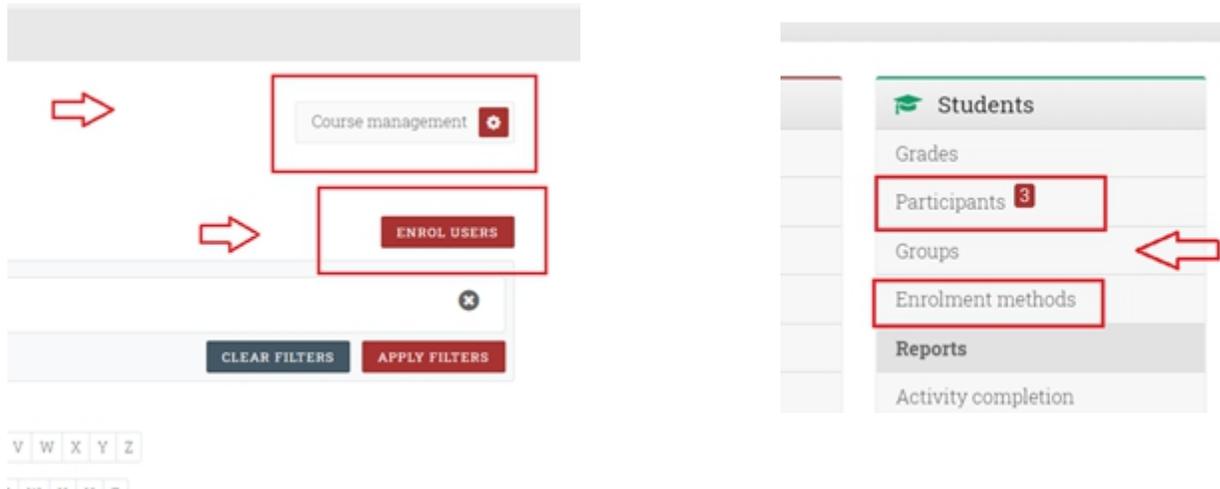
1.7 Switching temporarily to another role

The switch roles feature allows a user to switch temporarily to another role from the user menu 'Switch role' so that they can see what the course would look like to someone with that role.

Switching roles is not perfect because you remain the same user, and your user may not have things like grades, which will make some student views look different than a real student might see. To get an 100% accurate view, the best thing to do is create a test student account and enrol it in your course. It is useful to have this logged-in on another browser so you can quickly switch back and forth.

Managing Learners

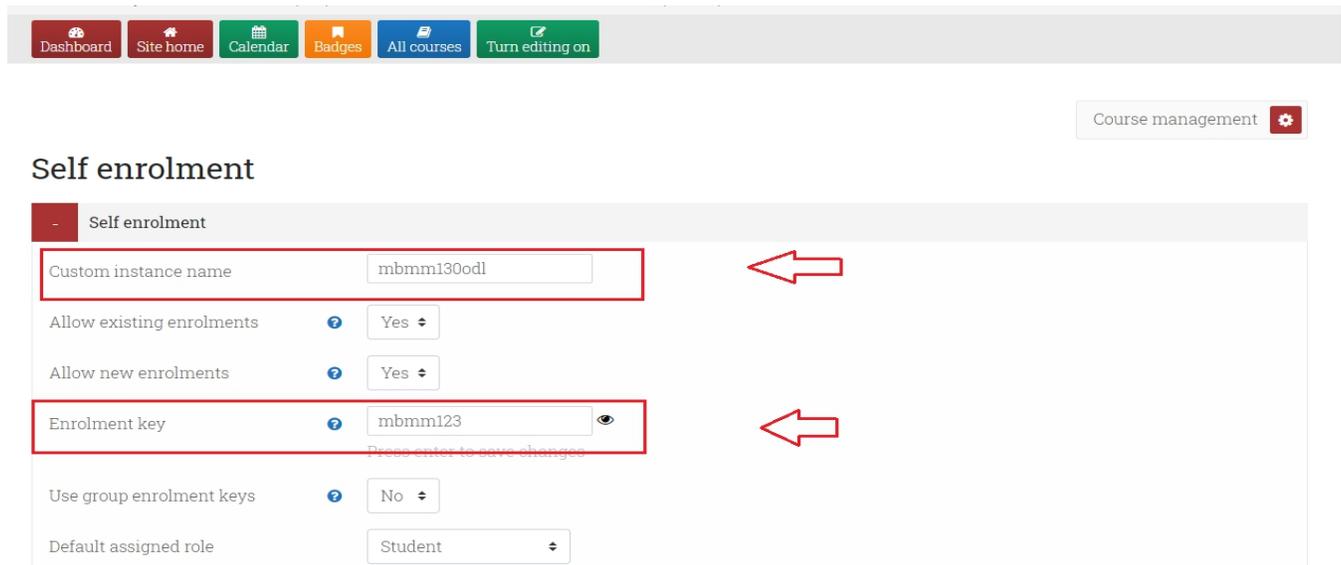
Now, when your course is ready, it's time to invite some learners to explore the content. First, let's set up the enrolment methods. Within a course, choose the Participants tab in the left menu, then click a gear icon in the upper right and select Enrolment methods from a drop-down menu.



There are two enrolment methods available:

- Manual enrolment
- Self-enrolment

By default, the only option enabled is manual enrolment. If you'd like to activate self-enrolment or guest access, click the eye icon. If you also click the gear icon next to the eye, you'll be able to set up some additional settings such as enrolment duration, enrollment password, or a maximum number of users.



2.1 How to enroll students on a course

To enroll students on your course, choose the Participants tab in the left menu. From there, enroll users in the upper right area and then, in a pop-up window, select users or groups of users from the drop-down lists. When you have finished, enroll selected users and cohorts.

Enrol users

Enrolment options

Select users

- STEPHEN RAJKUMAR A/L ALEX RAJAKUMAR Alex stephen.rajkumar@bakerhughes.com
- RONNY ANAK SAGING Saging ronnysaging73@gmail.com
- TAN CHEE YONG . 2021.8.phd01.0001@geomatika.edu.my Tan Chee Shin tcs@gmail.com

tan ch

Assign role

Student

SHOW MORE...

ENROL USERS CANCEL

2.2 How to create groups

For more convenience, you can also divide the enrolled users into groups. It's especially useful when you have different classes that study the same course, or there's another teacher assigned to this course, so you would like to split the learners.

To create a group, click on the gear icon in the upper right and select Groups from the drop-down menu. In a new window, scroll down the page and click Create group. After that, name the group, set a picture, and enable group messaging if you like, and click Save changes. Again, in a new window, select the group from the list and click Add/remove users from the right

Course management: Marketing Management SEP(ODL)

- Activities
 - Assignments
 - Forums
 - Quizzes
 - Resources
- Question bank
 - Question bank
 - Question category
 - Import
 - Export
- Course
 - Turn editing off
 - Edit course settings
 - Course completion
 - Competencies
- Students
 - Grades
 - Participants 3
 - Groups
 - Enrolment methods

2.3 How to message students

In LMS, you can communicate with your learners and colleagues, just like in Whatsapp. In the upper ribbon, there's a bubble icon that opens the list of your contacts.

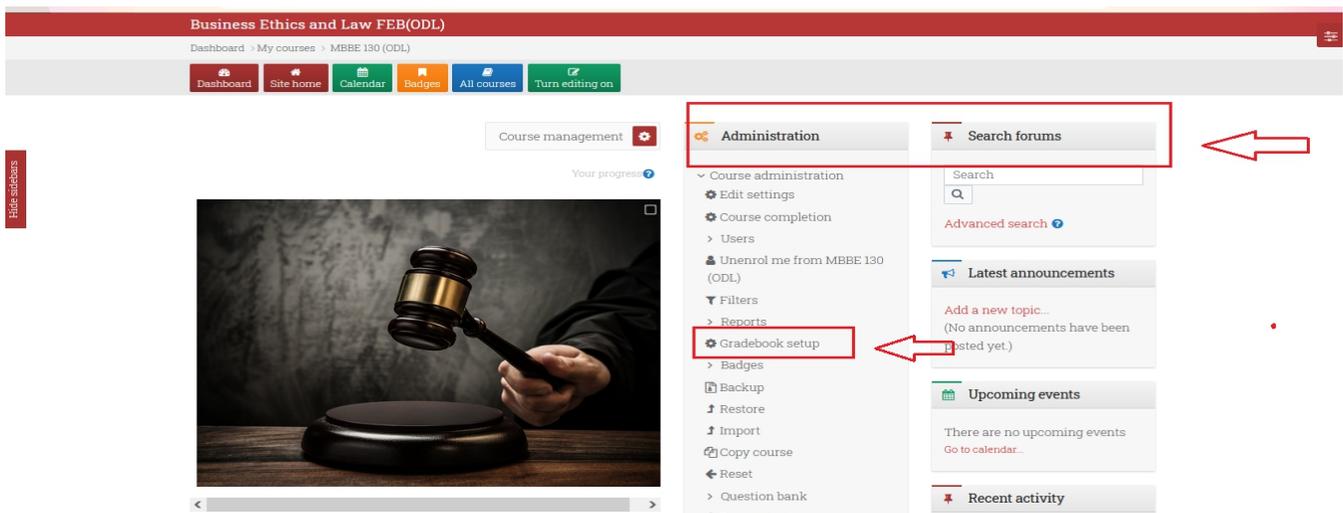


You can send private messages to users as well as group messages, which a very convenient feature when you need to quickly discuss something, inform, or share an insight. And you can set the notification at edit profile and notification preference.

2.4 How to set up gradebook

A gradebook is a LMS feature that helps you collect scores for graded activities from your course. With its help, you can collect and view marks and manually enter grades for offline activities.

To set up a gradebook for a course, click on the gear icon in the upper right and select Gradebook setup. On a new page, you'll see the full list of graded items for the course.



For each item, there's a **Weights column**. The bigger the number, the more important the grade for performing this task (more on that in a minute). For now, let's make gradebook items look more organized and divide activities into categories. Scroll down the page and click **Add category**. In the demo course we use, there are three types of graded items, so we can create three categories for them:

1. Assignment
2. Quiz
3. Simulation.

In your course, you can create any number of graded item types and as many categories as you need. After clicking **Add category**, give each created category a name and click Save changes.

Now, move the items to their category by clicking the arrow icon on the left of the item's name.

Now, when your items are organized, it's easier to assign the weights to each category. Let's say, we believe Assignment to be the most important category, so we'd like to give it the largest weights. For example, it's 50. We tick a checkbox for Assignment and enter 50.

All the other weights are automatically adjusted, so the sum is 100, but you can define weights for the rest of the categories too — in our example, we put 30 and 20 for Quiz and Simulation correspondingly.

If you like, you can also manually define weights for each item within a category.

When everything is ready, click **Save Changes** in the left bottom.

Course management 

Warning: Activity deletion in progress! Some grades are about to be removed. 

Gradebook setup 

Gradebook setup

Name	Weights 	Max grade	Actions
 Marketing Management SEP(ODL)	-	-	Edit 
  ARTICLE REVIEW: Consumer behaviour analysis and services Victoria K. Wells a & Gordon R. Foxall	<input type="checkbox"/> 8.197	100.00	Edit 
  TUTORIAL 1	<input type="checkbox"/> 8.197	100.00	Edit 
  TUTORIAL 7	<input type="checkbox"/> 8.197	100.00	Edit 
  TUTORIAL 2	<input type="checkbox"/> 8.197	100.00	Edit 
  TUTORIAL 9	<input type="checkbox"/> 8.197	100.00	Edit 
  TUTORIAL 4	<input type="checkbox"/> 8.197	100.00	Edit 
  TUTORIAL 3	<input type="checkbox"/> 8.197	100.00	Edit 

2.5 How to grade learners' assignments

This guide is designed for teachers or non-editing teachers that will be entering grades for students. Grades can be entered in multiple locations in Moodle. It will depend on what you are grading where the best place is to enter the grades. There are advantages to each area. Entering grades from the Assignment has the advantage that it will send a notification to the student when the grade is submitted. This will not happen when the grade is edited from the grader report or single view screen.

Before starting

If you want to hide grades and feedback from students until a provisional date, then you will need to either hide the grades in the Grader Report or alternatively use **Marking Workflow**. Otherwise, grades will display to students as you save them one by one.

Grading from the Assignment page

If grading an assignment that has the student submit items to Moodle (file/online text etc.), the best place to enter grades is from the assignment itself. From the assignment, click on **View/Grade All Submissions**.

INDIVIDUAL ASSIGNMENT

MBBM130 Individual Assignment.pdf5 August 2019, 11:58 AM

Grading summary

Hidden from students	No
Participants	1
Submitted	1
Needs grading	1
Due date	Friday, 20 August 2021, 12:00 AM
Time remaining	Assignment is due

[VIEW ALL SUBMISSIONS](#) [GRADE](#)

On the following page, you will see where you can edit grades/add feedback and review the students' work. At the top of the page is a dropdown list. Here you have the option to download all student submissions. This is very useful if the students have submitted essays or other files.

INDIVIDUAL ASSIGNMENT

Grading action

First name

Surname

<input type="checkbox"/>	User	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feed com
<input type="checkbox"/>		ROSMAN AWANG	2019.8.mba03.0004@geomatika.edu.my	Submitted for grading	GRADE	Edit	Tuesday, 10 September 2019, 2:24 PM	Assignment MBMM130 Student ID 2019.8.mba03.0004.docx	10 September 2019, 2:24 PM	-	Comments (0)

Finding the submissions that are ready to be graded

The table of students can be sorted by clicking on the column headings. If you click on the Status column title twice, it will put all of the assignments that need to be graded at the top of the page.

INDIVIDUAL ASSIGNMENT

Grading action

First name

Surname

<input type="checkbox"/>	User	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feed com
<input type="checkbox"/>		ROSMAN AWANG	2019.8.mba03.0004@geomatika.edu.my	Submitted for grading	GRADE	Edit	Tuesday, 10 September 2019, 2:24 PM	Assignment MBMM130 Student ID 2019.8.mba03.0004.docx	10 September 2019, 2:24 PM	-	Comments (0)

With selected...

Lock submissions

GO

Entering grades

Then use the pencil icon in the Grade column or click on Edit and Edit Grade to get the grading page for that particular student. On the following page, you can enter a grade, enter feedback, and select whether to notify the student or not. When finished, be sure to click on Save. The Save and Show Next Button will save the grade for this student and move to the grading page for the next student.

2.6 Activity Completion

Completion tracking enables the teacher to set completion criteria in a specific activity's settings. A tick appears against the activity when the student meets the criteria, which might be viewing a resource or obtaining a particular mark for an assignment or quiz. Activity completion can be configured so that students are able to manually mark resources and activities as completed.

Applying completion tracking to resources and activities Once completion tracking is enabled on the module, any new resources or activities added to the module will have completion tracking switched on. Any resources or activities already on the module can have completion tracking enabled individually. Completion tracking criteria for resources is based purely on whether that resource has been viewed (clicked on), whereas activities (such as quizzes) can also include grade-based criteria and further actions on the part of the student. Setting completion tracking on resources:

1. With editing turned on, choose an item from the add a resource dropdown menu.
2. Scroll down to the activity completion section
3. There are three options available (1 – see Figure 2 overleaf):
 - a. Do not indicate activity completion disable completion tracking for this resource.
 - b. Students can manually mark the activity as completed adds a checkbox for students to use.
 - c. Show activity as complete when conditions are met marks the activity as complete automatically when criteria are met.

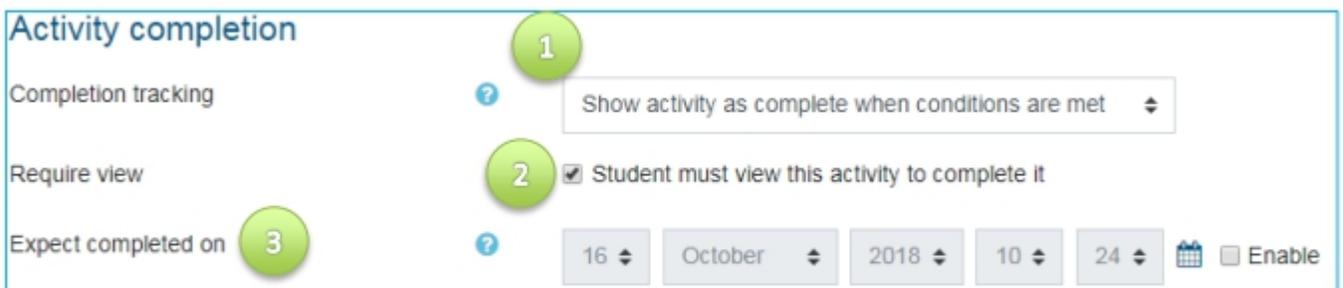


Figure 2 - Activity completion options on resources (such as files to view)

Activity completion

Completion tracking ?

Require view Student must view this activity to complete it

Require grade Student must receive a grade to complete this activity ?

Require passing grade ? Require passing grade Or all available attempts completed

Expect completed on ? Enable

Figure 3 - Setting completion tracking on activities

	Announcements from your tutor	<input checked="" type="checkbox"/>
	Prior Knowledge assessment	<input checked="" type="checkbox"/>
	Factual recall test	<input checked="" type="checkbox"/>
	Course chat	<input type="checkbox"/>

Student view

First name / Surname	Announcements from your tutor	Prior Knowledge assessment	Factual recall test	Course chat
Frances Banks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mark Ellis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Brian Franklin	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Barbara Gardner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Amanda Hamilton	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Joshua Knight	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
George Lopez	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Anthony Ramirez	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Donna Taylor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Brenda Vasquez	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Teacher view

2.7 Removing learners from course

How to unenroll a single user from a Moodle course:

1. Click on the Administration (gear) icon and select “Users” > “Enrolled users” to view the current enrollment
2. Click the Unenroll (trash bin) icon to the far right of the appropriate user to unenroll a single user

How to unenroll multiple users at once:

1. Click the checkboxes to the left of all users to be unenrolled
2. Click to expand the “With selected users...” drop down menu
3. Select “Delete selected user enrollments” under “Manual enrollments” or “Self enrollment” as appropriate.

The screenshot displays the Moodle course management interface for 'Enrolled users'. A table lists users with their names, email addresses, roles, group assignments, and enrollment dates. A dropdown menu is open over the table, showing options for actions on selected users. The 'Delete selected user enrolments' option is highlighted under both 'Manual enrolments' and 'Self enrolment' sections. A red box highlights this option in both sections. The 'With selected users...' dropdown is also visible at the bottom of the menu.

<input checked="" type="checkbox"/>		Cecilia Cecilia	cecilia@yahoo.com	Student	No groups	82 days 3 hours	Active	ⓘ	⚙️	🗑️
<input checked="" type="checkbox"/>		Tan Chee Shin	tcs@gmail.com	Student	No groups	123 days 21 hours	Active	ⓘ	⚙️	🗑️
<input checked="" type="checkbox"/>		Mohd Fakhran	06.ma01.0029@geomatika.edu.my	Student	No groups	67 days 5 hours	Active	ⓘ	⚙️	🗑️
<input type="checkbox"/>		Jakatha a/p B	06.ma01.0026@geomatika.edu.my	Student	No groups	108 days	Active	ⓘ	⚙️	🗑️
<input type="checkbox"/>		Mohd Farid Bi	frd@yahoo.com	Student	No groups	143 days 21 hours	Active	ⓘ	⚙️	🗑️
<input type="checkbox"/>		Kenny Hii Shi	06.ma01.0028@geomatika.edu.my	Student	No groups	53 days 19 hours	Active	ⓘ	⚙️	🗑️
<input type="checkbox"/>		mia kulal	sally1@gmail.com	Teacher	No groups	10 days 4 hours	Active	ⓘ	⚙️	🗑️
<input type="checkbox"/>		Salamiah Mu	miah@geomatika.edu.my	Teacher	No groups	6 secs	Active	ⓘ	⚙️	🗑️
<input type="checkbox"/>		Rames a/l Tha	06.ma01.0027@geomatika.edu.my	Student	No groups	107 days 6 hours	Active	ⓘ	⚙️	🗑️
<input type="checkbox"/>		RONNY ANAK	ysaging73@gmail.com	Student	No groups	80 days 2 hours	Active	ⓘ	⚙️	🗑️
<input type="checkbox"/>		Mohd Ehkran	yna.pm@gmail.com	Student	No groups	135 days 17 hours	Active	ⓘ	⚙️	🗑️

With selected users... Choose...

ENROL USERS

2.8 Reset course (Completion of Courses)

Reset course

This allows you to empty a course of user data, while retaining the activities and other settings. Please be warned when choosing items, you will delete your chosen user data from this course forever!

You can select which user data to remove at a granular level under the categories of General, Roles, Gradebook, Groups and Activity data.

Note: Only users with the reset course capability (by default managers and teachers) can reset a course. And please avoid deleting notes and course contents.

2.9 Others

Badges

Badges can be awarded either manually or using activity completion settings in a course and are a popular way to motivate students. Students may be awarded badges at different stages of the course for different levels of progress.

Course reports

Several Course reports are available to the teacher in their course to help them track the progress of their students. In addition to the activity and course completion reports mentioned above (which are only available if these settings are enabled) there are also activity reports, participation reports and general course logs. Type of reports:

1. Activity completion
2. Course completion
3. Logs
4. Live logs
5. Course participation
6. Activities

Analytics

The Analytics feature, in Moodle 3.4 onwards, provides detailed descriptive and prescriptive reports to support learners at risk.

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

© LIN PERNILLE

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