i-Learn HANDBOOK

Universiti Teknologi MARA

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2nd Edition 2008

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It is my honour to congratulate i-Learn Centre on the 2nd edition of i-Learn Handbook publication. It is with utmost pride to witness the progress of i-Learn Centre. It has been proven that through sheer hardwork and total commitment that i-Learn Centre progresses towards the establishment of dynamic and effective e-Learning system for students. I-Learn Version 2.0 has been launched and it is a proof of dynamic development of the system. This initiative has definitely benefitted students and staff. It is my hope that i-Learn can provide full learning system for the Institute of Education Development (InED) to cater all distance learning students soonest. It is hoped that i-Learn will lead e-learning application and support the University’s mission towards 200,000 enrolment.
E-learning has and will continuously change the approach of teaching and learning in institutions of higher education nationwide. The main objective of e-learning is to improve the flexibility of obtaining knowledge besides the traditional lecture concept. However, it does not mean that the implementation of e-learning is to replace or disregard lecture room or lecturers but it serves to strengthen the teaching and learning process by utilising technology. This also means that e-learning will not only change traditional learning system to online version, but also add values to learning experience as well as supporting new approaches in teaching and learning in institutions of higher education.

Realising the importance of e-learning, UiTM has set up the i-Learn Centre that is responsible in carrying out the development of e-learning in UiTM. Besides ensuring ICT infrastructure of e-learning and continuous training to lecturers so as to strengthen their skills in using the portal, the production of this handbook is one of the initiatives taken by i-Learn Centre to help lecturers as well as students to be able to use e-learning effectively.

Here I would like to express my appreciation to the Deputy Vice Chancellor of Academic Affairs Division of UiTM for the views and continuous support. Appreciation also goes to all the committee members for their contribution in preparing this handbook. May this handbook be a complete and useful guideline to support and ensure the success of e-learning in UiTM.
The success of e-Learning application depends not only on the information structure and the Learning Management System (LMS) but also on the content fulfillment to be uploaded and downloaded. Dependency on the system and the info structure does not cater to the successful teaching and learning process without the distribution and accessed information or the module.

This handbook is prepared for lecturers in UiTM as a guideline to use e-learning technology in the teaching and learning process.

The e-learning concept in the university’s context means the members of University use e-learning as a platform to equip, enrich and improve the teaching and learning process.

Therefore, the production of this handbook is one of our initiatives that is hoped to fulfill the needs of the university in using e-Learning.
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INTRODUCTION to i-Learn CENTRE
i-Learn Centre (i-LeC)
(i-Learn Centre is the official name for UiTM e-learning system)

Academic Affairs Division
Level 5, Menara Sultan Abdul Aziz Shah
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40450 Shah Alam, Selangor

The belief in the potential of information and communication technology in enhancing the process of teaching and learning.

To establish UiTM as a university based on intelligence and academic excellence through e-Learning.

To enhance the quality of professionalism of UiTM staff through e-Learning.
**OBJECTIVES | MOTTO | LOGO**

**Objectives**
- To provide reliable e-Learning facilities and services for academic staff and students.
- To facilitate the operation of the Learning Management System (LMS) and Learning Content Management System.
- To carry out research, development and commercialisation of quality system and coursewares.
- To facilitate and equip academic staff with e-Learning competence through continuous e-Learning programmes.
- To facilitate the coordination of UiTM e-Learning infrastructure facilities in all faculties and branches.

**Motto**
“Knowledge Sharing @ a Click“
OBJECTIVES OF THE UNIVERSITY e-LEARNING

- e-Learning, as a platform to equip, enrich and improve teaching and learning process, aims to:
  - support teaching and learning process parallel with the students expansion to 200,000.
  - add value to teaching and learning process.
  - enhance the quality and effectiveness of teaching and learning process.
  - facilitate the course information access.
  - add the sources of information and reference.

- To empower the use of e-learning technology which aims to:
  - increase the skill of technology use.
  - create the knowledge sharing culture.

- To protect copyright and intellectual property which aims to:
  - ensure the university right related with creation, licensing and usage are protected.
  - clarify issues related copyright and intellectual property.

- To protect quality assurance which aims to:
  - the protection of quality assurance is ensured.
  - ensure the quality assurance meets the practice and international standard.
  - market the products (system and material) that are commercial of value.
ROLE OF FACULTY MEMBER

- Staff must use e-learning to equip, enrich and improve teaching process so as to:
  - enhance the quality and effectiveness of teaching.
  - facilitate the course information access.
  - add the sources of information and references.
  - help in enhancing career development.

- Staff must be empowered to use e-learning technology, so as to:
  - increase the skill of using e-Learning technology.
  - create the knowledge sharing culture.

- Copyright and staff intellectual property related to system and course materials are clarified, so as to:
  - ensure the staff’s rights in relation to creation, licensing and usage are protected.
USER GUIDE

to i-LEARN SYSTEM
Introduction

There are 4 principal users:

**System Administrator**
The System Administrator is responsible for the smooth running of the system and has wide priority in handling it. He has a relationship with other users in all types of operation.

**Course Manager**
The Course Manager is responsible to manage some functions of the system such as to register course management and register community management. Besides, he also plays a role as an instructor.

**Instructor**
The Instructor is responsible to manage the course materials and additional materials for each course. He has limited priority in the system and can assume the role of a course manager if priority is given.

**Students**
The students are system users where they have limited and controlled priority in this system. The main objective they use this system is to improve knowledge acquisition and information in the courses that they have registered in.
Procedures in Handling i-Learn System

1. Appointment

1.1 System Administrator

- Selection and appointment of System Administrator must be made by i-Learn Centre, Academic Affairs Division.
- System Administrator should document any changes in the system.
- Abuse of this policy will cause the privilege of a System Administrator to be withdrawn.
- The withdrawal of privilege has to obtain the approval of i-Learn Centre.

1.2 Course Manager/Created

- Selection and appointment of Course Manager must be made by the faculty and i-Learn Centre, Academic Affairs Division.
- Course Manager should document and report any changes in the system to i-Learn Centre.
- Abuse of this policy will cause the privilege of a Course Manager to be withdrawn.
- The withdrawal of privilege has to obtain the approval of i-Learn Centre.
2. Registration

2.1 Official i-Learn system portal

- User may access i-Learn system through official i-Learn system portal:
  [http://i-learn.uitm.edu.my](http://i-learn.uitm.edu.my)

2.2 Registration of Instructor / Lecturer

- Registration of instructor into the system should be made manually either through official i-Learn system portal or through the assistance of the System Administrator.

Notes:
- Users are required to put their username and password to access the i-Learn system. They can change their password in i-Learn System for safety precaution.
- Users need to contact the System Administrator by sending New Tickets to Helpdesk’s system in the i-Learn Portal. The System Administrator will then contact the stated users through email or telephone line to update the status of their problems.
- If the users forget their username or password, the System Administrator will reset the password upon receiving the report. After receiving feedback, users are required to type their username into both username and password columns. Then, they can change their password again.
3. Handling Home Page System
   - The main menu display system is different according to user’s category. There are 4 main menu systems; Home, i-Library, Site map, Help and myEmail.

   - The main menu display system is shown as follow:

   ![Main Menu Display System](image)

   **Note:**
   - The users of the Instructor and Student category can only utilise the menu shown in the above figure. Meanwhile, users from System Administrator and Course Manager/Creator category are provided with an additional menu, which is System Admin menu to manage the system.
3.1 Operating the Home Page

- Following are the home page display systems that comprise MyCorner and Quick Links display.

- **Profile**
  - Update user’s information

- **Password**
  - Change the password

- **myCourse**
  - List of user’s course for the semester

- **i-Discuss**
  - Forum column is linked with Group

- **Remove**
  - Please click at button ‘x’ to remove course

- **Planner**
  - Personal planning schedule

- **Enroll Course**
  - Add Course

- **Announcement**
  - Announcement column for related course

- **myDrawer**
  - Personal storage column is linked with Group
3.1.1 **MYCORNER**
- It is the information user’s display which consists of Profile, Password, Planner and Enrol Course menu.
- User will only see the menu based on their category. The Instructor, System Administrator and Course Manager are able to see all menus.

2.1.2 **Quick Links**
- **Quick Links** are links to several system divisions of myCourse, Announcement, i-Discuss and myDrawer. Users categorised as Instructor will be provided with additional feature to remove course (Remove).
- Users are able to quickly access and update the course content using the myCourse link. The Instructor can add the course that he/she teaches at menu Enrol Course in MYCORNER menu.
- **Announcement** link is used to inform users about new information of the course. There is also Announcement for group that can be accessed through Group menu.
- **i-Discuss** link is used to inform new topic in forum that involves the group in related courses only.
- **myDrawer** link is used to inform the display of file/document’s list that involves the group in related course.
- **Remove** menu is used to remove the listed course.

**Notes:**
- No Post: means no new file/document is accepted on that day.
- 1 post: means there is new file/document posted.
### 3.2 Operating myCourse Page

- **MYTOOLS** and **MYCOURSE** menus are displayed on the left side of this course. The users can manage their courses based on their needs by using these menus.
- Below is the display of myCourse page contents:

**MYTOOLS**
- Course Information
- Course Summary
- Announcement
- Course Content
- Support Materials
- Assignment/Project
- Assessment
- Course Forum
- Group
- Glossary
- References
- myDrawer
- Control Panel

**MYCOURSE**
- Course Information - Course information’s display
- Course Summary - Simple course information
- Announcement - Latest announcement on information of the course
- Course Content - Course content column
- Support Materials - Column for support materials
- Assignment/Project - List of student’s assignment/project given by lecturer
- Assessment - List of assessments like quiz and test
- Course Forum - Display of list of course forum
- Group - Special column for registered group in a course
- Glossary - List of terms with definitions
- References - References display
- myDrawer - Personal storage column for related course
- Control Panel - Instructor’s control panel for handling of and managing system functions

Quick link to user’s registered course code.
Notes:
- **Course Information** and **Course Summary** menus are only for display. All information in both menus is handled by the System Administrator.
- **Announcement, Course Content, Support Materials, Assignment/Project and Assessment** menu are handled by the Instructor through **Control Panel**.
- **Course Forum, Group, Glossary, References** and **myDrawer** menu can be used by the Instructors and Students to discuss, communicate and sending files.
- In **Group** menu, there are several system functions; **Announcement, i-Discuss, myDrawer, Members** and **Monitoring i-Discuss** that is only enrolled by registered groups of that course.
- **Control Panel** menu is only for the Instructor to manage his content area ( Acent, Content, Material, Assignment, Ref, Glossary) Assessment, MyCOurse Tools and Setting.

4. **General Guide**

4.1 **Content Management of the System**

- Size of uploaded file should not exceed 100MB. The file which exceeded 100MB needs to be uploaded using zipped format.
- All files should be scanned by virus scanner. You are responsible for any damage caused by the uploaded files.
- Any files transmission and appendix need to be ensured can be displayed perfectly by web browser (Browser).
- Avoid sending file that needs the plug-in or programme display which does not follow standard system. Internal forum content in **MyCourse** and **Group** will be erased before the start of a new semester.
- Preliminary information will be issued before forum contents are erased.
4.2 Message/Data/Information Transmission

**Property**
- Refer to UiTM Policy.

**Privacy**
- All messages/data/information which have been sent are open and can be read by all users. Avoid writing personal information.

**Confidential and Proprietary Information**
- Avoid sending or exposing the proprietary, confidential, secret or limited information.

**Responsibility**
- Comments sent by lecturers are considered to be their personal views and must not be regarded as the organisation or other person’s views.

4.3 Technical support

- Any problems should be referred to Help Desk menu in i-Learn Portal.
- Operation hours is Monday to Friday from 8 am to 5 pm.
- Should there be any query or difficulty, contact 03-5543 5780 or email, sitisapura@salam.uitm.edu.my.

4.4 Ethics in Using the System

- Welcome all!
- Ensure all users from various background, age, race, religion, citizenship, gender and belief feel appreciated.
- Avoid using language that promotes hatred, prejudice and racism.
- Avoid words that can humiliate or offend others.
Learning Disorder
- Avoid anything that can complicate learning process.
- Message/information which intends to provoke anger or irrelevant responses is strictly prohibited.
- Avoid message/information which is irrelevant to the topic of discussion, unclear or confusing, repetitive, invective, abusive, contain negative criticisms or words that contain anger. Those messages will be removed by the System Administrator.

Impersonation and Forgery
- Do not impersonate to attract students.
- You are not allowed to modify other people’s documents.
- Users are not allowed to send any documents using other names.

Language Use
- Users shall at all times observe the use of proper language when online. Users are prohibited from using vulgar and indecent language during the interaction.

Pornographic Materials
- The use of pornographic materials is strictly prohibited.

Disagreement
- You may not agree with someone’s thought. At this point of time, you are encouraged to ask and challenge the ideas which does not necessarily mean to attack someone. Therefore, there is no need to use hatred, incitement or insult.

Advertising
- You are not allowed to promote yourself or any products using this page. However, you can share your experience or talk about any products which is related to your discussion in the course. The discussion must be positive and neutral. Scam, chain letter, advertisement and other commercial activities are strictly banned.
HANDLING COURSE CONTENT in i-LEARN SYSTEM
Procedure in Handling Course Content

Introduction
The management and preparation of course content are very important to meet the needs of students in the prepared courses. This handbook provides useful information for the Instructor to manage and prepare course content through the i-Learn system.

1. Using Control Panel

- Instructor must uses menus provided in Control Panel to manage information, teaching materials, assignment and assessment related to the course that they teach.
- Any changes in course content have to be made in Control Panel.
- Following is the Control Panel display:

![Control Panel Display](image)

- **Content Areas**
  - Column to manage course content
- **Assessment**
  - Column to manage assessment
- **myCourse Tools**
  - Column to manage several system functions
2. Using Content Areas

2.1 Announcement

Dear valued students,

Kindly note that there will be two (2) sessions for revision and review/discussion on Quiz 1, Test 1 and Test 2 results and answers. Each of you need to attend only one of these sessions. They are replicate classes.

Date: 24th Oct 2007 25th October 2007
Time: 11.00 am - 12.30pm 11.00am - 12.30pm

- Instructor can add announcement and edit the display option for the course. Students can view the announcement once posted. The announcement can be edited and removed respectively.

2.2 Manage Course Content

- Through Course Content, the Instructor can manage and prepare course content respectively.
- Following is an example of the course folder in Course Content:

2.2.1 Creating folder – Create Folder

- Add folder means to create place/space to store your data and to ease data handling.
- You are required to make your own folder first.
Below is the standard to name the folder:
(LECTURER’S FULL NAME) – (SHAH ALAM/BRANCH)
Example: MOHD NOR MAMAT – SHAH ALAM
NURHANIZAH – SRI ISKANDAR
Lecturer is required to put course content information in the folder for easy recognition and to show uniformity.

**Name of Title**
Please choose the list of title

**Description**
Insert suitable explanation

Always show folder?
. Yes . No

Determine to show the folder permanently or with restriction to start & stop display.
Types of Document

- You can insert the documents in the forms of text, spreadsheet, slide presentation, graphic file, video clip and interactive simulation. This file format can be used to create or enrich teaching materials.
- The common format that has been used are:

<table>
<thead>
<tr>
<th>Extension</th>
<th>Types of files</th>
</tr>
</thead>
<tbody>
<tr>
<td>.doc, .pdf, .txt, .wpd</td>
<td>Text</td>
</tr>
<tr>
<td>.gif, .jpg, .jpeg, .jif, .mpg, .mpeg, .tiff, .wmf</td>
<td>Graphic/Image</td>
</tr>
<tr>
<td>.aiff, .au, .mpe, .ra, .swa, .wav, .wma, .wmv</td>
<td>Audio / Media</td>
</tr>
<tr>
<td>.avi, .mov, .ram</td>
<td>Video</td>
</tr>
<tr>
<td>.aam, .asf, .swf</td>
<td>Multimedia</td>
</tr>
<tr>
<td>.exe</td>
<td>Executable</td>
</tr>
<tr>
<td>.html, .htm</td>
<td>Web site</td>
</tr>
<tr>
<td>.mov, .qt</td>
<td>Movie</td>
</tr>
<tr>
<td>.ppt, .pps</td>
<td>Slide Presentation</td>
</tr>
<tr>
<td>.xls</td>
<td>Spread Sheet</td>
</tr>
</tbody>
</table>

Note:
- Instructor can create other folders in his/her own folder so as to systematically manage the file/document.
- e.g.: In folder MOHD NOR MAMAT – SHAH ALAM there is the course content folder, CHAPTER 1, CHAPTER 2 and so on. The same steps are used as above to build these folders.
2.1.2 Inserting course content using **Upload Files**

- **Add Content** is used to insert file/document into **Course Content** by making the file/document appendix.
- Users can directly access the file either with open or save to disk options.

![Course Content - Add Folder](image)

- **Name of Title**
  Please choose list of title

- **Or, Specify your own name**
  Or, Specify your own name

- **Description**
  Insert the suitable explanation

- **File to attach**
  Please click browse to choose the file to be attached (if necessary)

- **Name of Link to File**
  Please insert file link's name (if necessary)

- **URL**
  Please insert web's link

- **Always show folder?**
  - Yes
  - No

  Determine to show the folder permanently or with restriction to start & stop display.
The display after *Upload Files*:

2.2.3 **Show Archives**

Show the list of files and total records of titles, type, author, date created, status, course ID in myCourse. The records can be modified by clicking ‘edit’.
2.3 Managing Support Material

- All support materials should be put in Support Material area in Control Panel and they are not allowed to be put in other area such as reading materials, exam questions, motivational materials, tips and etc.
- Instructor will see the List of Support Material display by just clicking Support Material menu.

- The steps to prepare Support Material are the same with the steps in preparing Course Content.
- Through Control Panel, you have to choose Support Material in Content Areas.
2.4 Managing Assignment/Project

- The steps to upload assignment questions or project titles have to follow the existing template format.
- Instructor is responsible for all assignments that have been uploaded such as total marks, date of submission, the format and the method to submit the assignment.
- By clicking Assignment/Project menu in Control Panel, Instructor will see the List of Assignment/Project.

- The steps to prepare Assignment/Project are the same with the steps in preparing Course Content.
- Through Control Panel, you have to choose Assignment/Project in Content Areas.
3. Managing the use of Assessment

- There are 3 menus in the column, Assessment Manager, Question Bank and Progress Report.
- The assessment that is fully done online involves question preparation, time determination, calculation etc. Assessment can be done in various format:
  i. Fill In The Blank
  ii. Multiple Answer
  iii. Multiple Choice
  iv. True/False
  v. Ordering
  vi. Short Essay
- The steps to prepare Assessment are the same with the procedure in preparing Course Content. For instance, when naming the assessment that has been done, make sure you use your own name, Shah Alam/Branch and the name of assessment, such as:
  
  Janudin Sardi - Shah Alam - Test 1

Notes:
- The assessment questions are confidential and they are under the instructor’s responsibility.
- The questions can be uploaded in PDF or other forms but the system cannot give the calculation facility.
- The system only accepts data inserted using the available facility. For example, the use of .xls file (Microsoft Excel), the system cannot make automatic calculation.
- Instructor can determine the total number of tests, type and number of questions, date and duration of test to be done.
2.5 Managing References

- Instructor can add new references (information about textbook, article, URL, etc) for the students to review.
- By clicking Add New References, the Instructor has to provide the information about Name of title, the URL to the references, description and references visibility option.

Instructor can view, edit or remove the posted references respectively.

2.6 Managing Glossary

Instructor can provide an alphabetical list of technical terms in some specialised fields of knowledge, usually published as an appendix to a text on that field.
3.1 Managing the use of *Assessment Manager*

- Preparation of the questions begin by clicking the *Assessment Manager* menu as shown in the figure below:

  - Click *Assessment Manager*
  - Click *Add Quiz/Exam* for new questions

  - Complete the needed information for new assessment, then click *Submit*:

  - **Name**
    Name – Branch – Quiz/Test
    Example: Janudin Sardi - Shah Alam - Test 1
  - **Description**
    Explanation about quiz/test that will be done
  - **Instruction**
    Instruction for quiz/test that will be done
Choosing the format of questions:

1. There are 6 types of questions. After choosing one type of question, please click Submit. Take Multiple Choice question as an example:

   - **Difficulty Level** - Difficulty Level
   - **Question** - Insert questions
   - **File to attach** - Attachment file such as graphic file
   - **Name of link to file** - Link to file that contains the questions
   - **Answer** - Answer for each exam question
   - **Points** - Point for each assessment question
   - **Incorrect response** - Response for wrong answer
   - **Correct response** - Response for correct answer

   Choose one of the type of question

   Click Save when done
ii. Don’t forget to save your file!

iii. After saving the file, Assessment Builder will appear.

iv. You can click Add Item menu to add the new questions. Add Question to Assessment’s display will appear again. You can choose the same or different types of questions. In an assessment question file, you can combine various types of questions.

v. When all questions have been set, you have to ensure that these questions could be seen and could be answered by students. This preparation is done by clicking the Set Availability menu.
Make Available
Click Yes if you want the quiz/test to be viewed and answered by students and if not, click No.

General Announcement
Click Yes if announcement about quiz/test is announced to students in Announcement.

Set Password
Set password at question set if necessary.

Set Date
Determine the beginning and ending date and time of the quiz/test to be available in the portal.

Set Time
The duration allocated for students to answer the questions.

Set Availability

Allow multiple attempts
Allow students to answer the set of questions repeatedly.

Click Random Question Order to allow each student to have different sequence of the questions as to avoid students from copying.

Click Show Total Result to allow students to see their marks when the time is up.

Click Submit when it is confirmed.

Click Feedback Enabled to display the response for each correct and wrong answer. Feedback Enabled will only be active if Show Detailed Result and Reveal Correct Answer are activated.

Click Reveal Correct Answer to display the correct answer for each question. Reveal Correct Answer will only be active if Show Detailed Result is activated.

Click Show Detailed Result to display the result of each question to student.
3.2 Managing Progress Report

- **myCourse Progress Report** contains 3 types of report; Spread Sheet View, Report by User and Report by Item.
- The following is **myCourse Progress Report** page:

### myCourse Progress Report

<table>
<thead>
<tr>
<th>Progress Report Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spread Sheet View</strong></td>
</tr>
<tr>
<td>&gt;&gt; Your standard 'Progress Report' view is located here. You can add, modify and remove 'Progress Report' entries, including 'Assessment' results.</td>
</tr>
<tr>
<td><strong>Report by User</strong></td>
</tr>
<tr>
<td>&gt;&gt; Use this area to find a specific user. You can view statistics and 'Assessment' results, and modify and update scores for a user.</td>
</tr>
<tr>
<td><strong>Report by Item</strong></td>
</tr>
<tr>
<td>&gt;&gt; Use this area to view information about a specific 'Progress Report' item.</td>
</tr>
</tbody>
</table>

- **Spread Sheet View** page

  - **Spread Sheet View** menu allows you to change, add the number of students with their marks by clicking **Add Item**.
  - **Modify Item** menu is a menu to change assessment (Quiz/Test) in terms of marks and the types of assessments.
  - **Remove Item** menu is used to remove any unnecessary assessment (Quiz/Test).

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID</th>
<th>Ujian 1 (2007-01-28 10:03:08)</th>
<th>Total Points</th>
<th>Weight Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUHAMMAD TAUPIK BIN ZAINOOR</td>
<td>2004625663</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>SYED MOHAMAD NAZEM BIN SYED AHMAD</td>
<td>2005656421</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>ZULKIPLI BIN MOHD NAPIAH</td>
<td>2005656501</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
</tbody>
</table>
3.3 Managing Question Bank

- This page displays the assessment sets that have been gathered in the system.

Note:
- The addition method of quiz/test in this page is the same as the method to manage the Assessment Manager.
HANDLING COMMON TOOLS in i-LEARN SYSTEM
1. **Handling Course Forum**

   - This forum page is the discussion area for users who registered in this course.
   - Users can add the forum and new topic, or add new topic in the existing forum.

   - **Click Add Forum** to add new forum.
   - **Click forum title** to see the list of topics.
   - **Click topic** to see the content.
   - **Click Add New Topic** to add new topic.
2. **Forum Monitoring**

- Instructor can monitor whichever forum by providing input as follows:-
  1) *Type of forum*
  2) *Forum title*
  3) *Keyword*
     - could be Username/Fullname/StudentID/StaffID/IC Number.
  4) *Course Role*

  *Forum monitoring enables the instructor to identify active/passive user in the forum.*

2. **Forum Management**

- Instructor has the authority to remove any unnecessary or inactive Forum or group from the system as desired by clicking Delete button.
4. Handling Forum

- Group in any particular course is a group that has been migrated from ISIS system.
- If you are still without a group, you can manage yourself into a listed group.
- Instructor has the authority to manage his/her set of Students in a group. New group can be created by clicking Add Group Room.

**Group : ASB1AC**

- Announcement
- i-Discuss
- MyDrawer
- Members
- Monitoring i-Discuss

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**Notes:**

- All menus in **Group** (Announcement, i-Discuss, Group Forum, MyDrawer, et) will work only with members in that same group.
- If there is new file/document posted in **i-Discuss** and **myDrawer**, user will be informed to **Quick Links**, example : 1 Post.
2.6 Handling Glossary

- Glossary functions to facilitate student to find the definition of difficult terms related to the course.
- Instructor as well as student can insert new terms through this page and they can share the information.
- Only the Instructor can edit and delete the terms in Glossary through Control Panel.
- Below is the display of Glossary page:

Click Add New Word Definition to generate a new word

Insert the new word in Word column

Explanation related to that word must be clear, simple and easy to be understood by student. Insert your explanation in Description column

You can insert comment in Comment column if needed

Apply term to Courses
You can choose to display the word in any related course based on needs

Click Submit when you are done to insert the word.
2.5 Handling References

References are served as a place where all reference materials are gathered.
- Instructor can insert references such as name of Web link, name of book, magazine, etc. Only Instructor is given the priority to edit and delete References through Control Panel.
- Student also can insert the materials to promote sharing of information.

Below is the display of References page:

- **Name of Title**
  - Title

- **URL**
  - Please state the related link.
  - Example: http://www.uitm.edu.my

- **Description**
  - Explanation about the references

- **Make the References Visible**
  - Choice whether to display the link to student

- **Launch Item in External Window**
  - Choice to display references either in or out of window system

Click **Add New** Link at that page

Add New References page will display

Click **Submit** when confirm to add new link
5. **Handling myDrawer**

- **myDrawer** functions as personal storage either for storing, sending or accepting data from other users.
- For example, the submission of student’s assignment to lecturer and direct course notes to student.
- myDrawer also exists in Group to ease the handling of data with its own members only.
- Below is the display of myDrawer page:

![Image of myDrawer page]

- Click **Send File** to send file.
- Choose **Directory** to choose list of file receiver.
- Click **Browse** to download the file that wants to be sent.
Conclusion

To ensure the success of the implementation of e-Learning in UiTM, concerted efforts must be taken to prepare the infrastructure, system management, training, system and course content development and research. All these must adhere to the international standards and practices. Such effort is focused to optimise the potential of e-Learning on enhancing the quality of teaching and learning in UiTM. This UiTM e-Learning Guidebook (Instructor’s/Staff’s Version) is one of the initiatives towards achieving the objectives.

Any feedbacks and views are most welcomed. Thank you to all who have contributed in producing this handbook. All the best!

Acknowledgements:

Prof. Dr. Hj. Mustaffa Mohamed Zain
Deputy Vice Chancellor (Academic and Internationalisation)

Assoc. Prof. Dr. Faizah Darus
Director of Academic Development,
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Assoc. Prof. Dr. Posiah Mohd Isa
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The Ease and Power of e-Learning

We Provide, You Use and We Enhance...

We Think, We Act and We Serve

We don’t just wait and see, but we learn, explore and discover

The Ease and Power of e-Learning