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1. **Login**

Open your internet explorer, and in the URL field, key in [http://elearning.nilai.edu.my/moodle/login/index.php](http://elearning.nilai.edu.my/moodle/login/index.php). Key in your ID and default password to 1st time login as shown in **figure 1.1**
2. Change Password

User required to change password for the 1st login. Click on user name to change password as in figure 1.2 and type on column current password “default password & new password”. Then click on button save changes as in figure 1.3 & figure 1.4
3. Manage Course

User will manage this Moodle by the courses. User must click subject to get in as in figure 1.5.
4. Menu

4.1 Participant / student list for subject

User must click participants as shown in figure 1.6 for view all student lists in the subject.

![AM2113 Propeller](image-url)
4.1.1 Lecturers can view and communicate with all registered participants for this subject as shown in figure 1.7. Lecturers also can make sure all students enrolled into the Moodle. Lecturers also need to use this option to delete all the participants / students after the end of semester.
4.1.2 Lecturers can unenroll student/students who are not registered for the subject or can communicate with student by message / forum as shown figure 1.8.
4.2. Administration key

4.2.1 Turn Editing On

“Turn Editing On” button to activate editing features like “Move, Update, Delete, Hide” and also in Social Activities column box, User can add on the features on “Add a resource & Add An activity” as shown below figure 1.9, 1.10, 1.11 & 1.12.

Before Turn Editing On figure 1.9

After Turn Editing On figure 1.10

Resource icon figure 1.11

Activity icon figure 1.12
4.2.2 Setting
For the setting, lecturers can access edit course subject and Moodle format as shown in figure 1.13. (for easy access, lecturer can advice to set in “social format”) and save the setting. Lecturers can set own setting for the subject.

![Figure 1.13: Edit course settings](image)

4.2.2.1 Create Keyword for the subject
Lectures must create keyword for every subject to ensure all participants/students are registered for that subject at “Enrolment key” and set “Allow guests who have the key” for column “Guest access” as show in figure 1.14

![Figure 1.14: Availability settings](image)
4.2.3 Assign Roles

For the assign roles, lecture can enroll non-editing teacher / students / guest / for the subject with assigning the roles for them as shown in figure 1.15. Lecture can chose students from the “potential user” list and transfer to “existing user” list as shown in figure 1.16 & figure 1.17.
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Assign roles

Current context: Course AM2113 Propeller
Role to assign: Student

Search results (2277):
- HENI (Student), n060109@students.nilaik.edu.my
- AARON CHEE YEE KEEH (Student), n0001579@students.nilaik.edu.my
- AMARON LAU YI EMUN (Student), n0001155@students.nilaik.edu.my
- AMARON NICHOLAS AI, PETER BROOKE (Student), n0000523@students.nilaik.edu.my
- AMARON OOI KH ENG OOK (Student), n0000327@students.nilaik.edu.my
- AMARON YEOW HAI PO (Student), n0000391@students.nilaik.edu.my
- ABANG SHAFIQ BIN ABADH ZAINAL ABDIN (Student), n0001709@students.nilaik.edu.my
- ABANG ATIQ BIN ABD. HARMAN (Student), n0001231@students.nilaik.edu.my
- ABANG AZIZ BIN UMAR (Student), n0001560@students.nilaik.edu.my
- ABUL KHALIFA MOHAMMED ABULLA (Student), n0000540@students.nilaik.edu.my
- ABUL KHALIFA MOHAMMED ABULRAH (Student), n00001407@students.nilaik.edu.my
- ABUL RABIYAH MOHAMMED (Student), n00002254@students.nilaik.edu.my
- ABUL REHMANH (Student), n00002214@students.nilaik.edu.my
- ABUL SMAD AL AHMAD KHALDA (Student), n00000609@students.nilaik.edu.my
- ABUL FAZ BIN ABULLAS (Student), n00912005@students.nilaik.edu.my
- ABUL FAZ BIN ABULLAS (Student), n00912005@students.nilaik.edu.my
- ABUL FAZ BIN ABULLAS (Student), n00912005@students.nilaik.edu.my
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- ABUL FAZ BIN ABULLAS (Student), n00912005@students.nilaik.edu.my
- ABUL FAZ BIN ABULLAS (Student), n00912005@students.nilaik.edu.my

You are logged in as Lecture or - Text (Guest)
4.2.4 Groups

Lecturers can create group and add members to communicate between groups as shown in figure 1.19 & 1.20.

- No groups - There are no sub groups, everyone is part of one big community
- Separate groups - Each group can only see their own group, others are invisible.
- A visible group - Each group works in their own group, but can also see other groups. (The other groups’ work is read-only.)
4.2.5 Import
Lecturers can import same groups & user from the other subjects taught by the same lecturer as shown in figure 1.21.

![Import activities from another course](image)

figure 1.21

4.2.6 Reset
Lecturers can use this reset option to empty a course of user data, while retaining the activities and other settings as shown in figure 1.22.

![Reset course](image)

figure 1.22
4.2.7 Reports
Lecturer can use this option to view log files & activity reports as shown in figure 1.23.

4.2.8 Questions
Lecture can view or create questions in question bank as shown in figure 1.24.
4.2.9 Scales  
Lecturer can create New Custom Scales to be used in a course for any grading activities as shown in figure 1.25.

![figure 1.25](image)

4.2.10 Files  
Lecture can upload the material/notes into the folders to access information about student’s taking this subject as shown in figure 1.26. Lecture can create folders to upload material as shown in figure 1.27 & figure 1.28

![figure 1.26](image)

![figure 1.27](image)

![figure 1.28](image)
4.4.2 Lecturer can upload material/notes into new folder or can create another folder inside new folder as shown in **figure 1.29 & figure 1.30**

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
<th>Modified</th>
<th>Action</th>
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<td>Make a folder</td>
<td>Special</td>
<td>Essential</td>
<td>Upload or remove</td>
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**figure 1.29**

4.2.10 Grades
Lecturers can set and give the grade for the subject to students as shown in **figure 1.31**

**Figure 1.31**
5.0 Create Assignments Segment
Lecture needs to click on “Turn Editing On” to add on features or edit the setting and at the column “Add an activity” choose “Upload a single file” from Assignments title as shown in figure 1.32.

figure 1.32
5.1 Lecturer needs to key in the details about the assignment and setting as shown in figure 1.33. Lecturer can view all the assignments uploaded by student by clicking the icon “View submitted assignments” and the assignments link will be in front page of subject at “social Activities” column as shown in figure 1.34, 1.35 & 1.36.

![Figure 1.33](Image)
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Social forum - latest topics
(There are no discussion topics yet in this forum)

figure 1.34

Mid semester Project

Available from Monday, 19 February 2014, 00:00 AM
Due on Monday, 24 February 2014, 00:00 AM

figure 1.35
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figure 1.36
6.0 Disable / Enable forum
Lecturer can hide / be active / create the Forum link as shown in **figure 1.37 & 1.38**
figure 1.38