

**LEARNING
MANAGEMENT SYSTEM
(LMS)
[MOODLE 3.11]
USER MANUAL: STUDENT
VERSION 3.0**

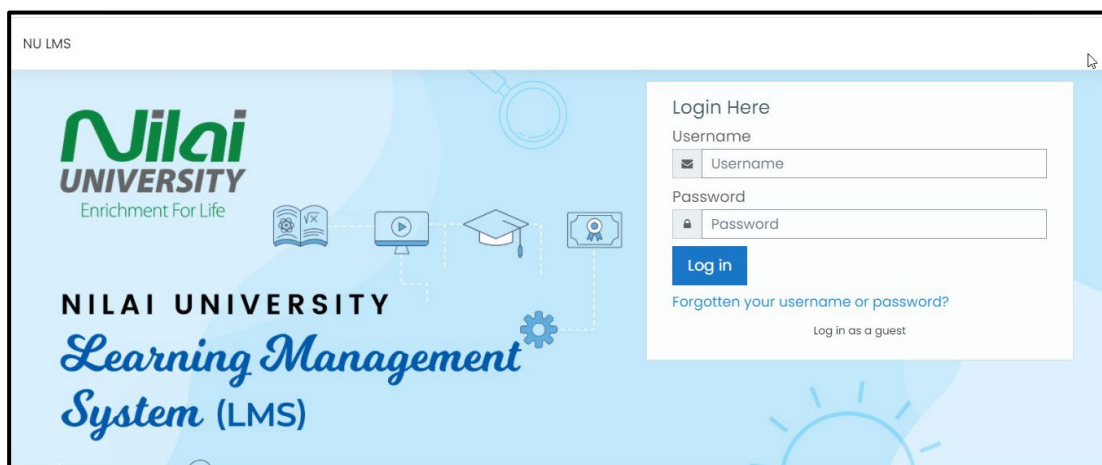
TABLE OF CONTENTS

NO	TOPICS	PAGES
1	How to Access Nilai University LMS?	1
	• URL	1
	• Login	1
	• Change Password	2
	• Forgot Password	3
2	Dashboard	4
3	Course	5
	• View Course	5
	• View and Download Course Materials	6
	• Upload Assignment	7
	• Turnitin Assignment	8
	• Submit Turnitin Assignment	8
	• View Turnitin Assignment Submission	9
4	IT Support	10

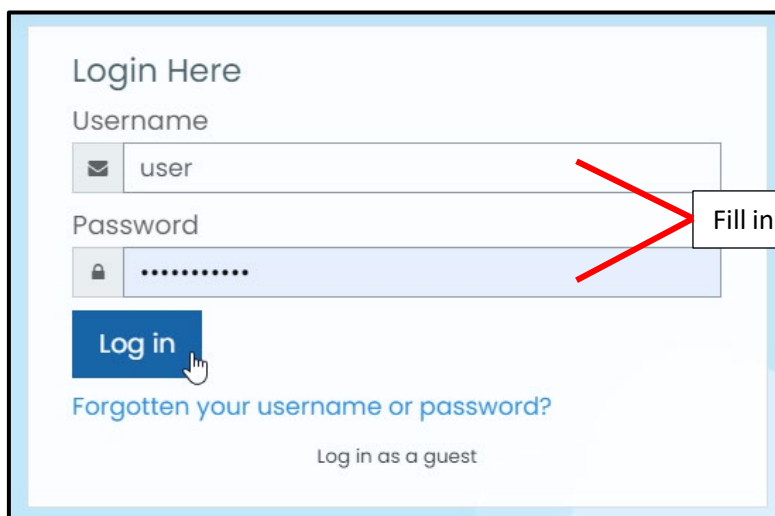
❖ How to Access Nilai University LMS?

➤ URL

<http://numoodle.nilai.edu.my>



➤ Login

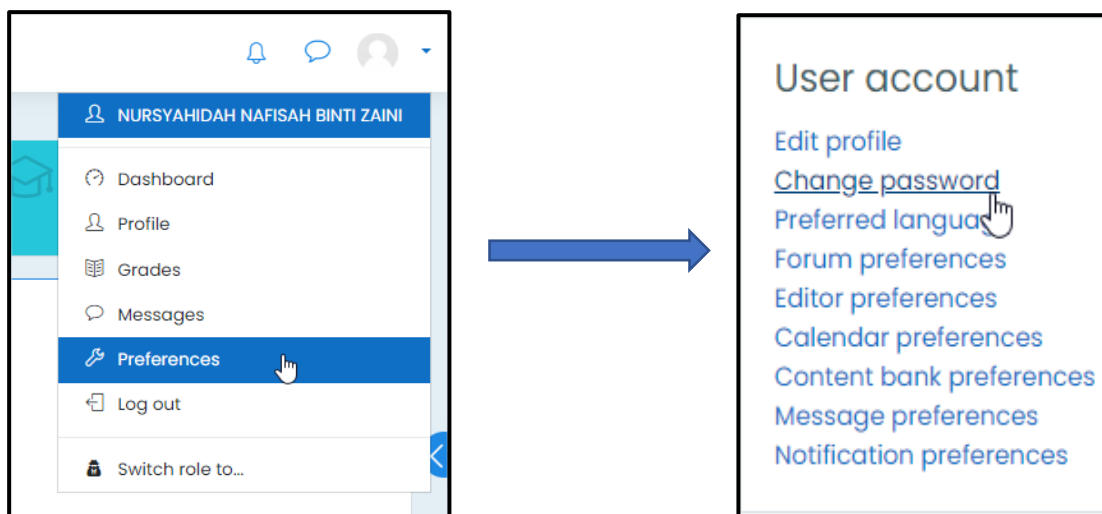


Fill in your username and password.

First time login:-
Username: n<studentid>
Default Password: student@123

➤ Change Password

Navigation: Preferences > Change password



The 'Change password' form contains the following fields and elements:

- Username:** syahidah
- Password Requirements:** The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #
- Current password:** Input field with a red required field icon (Ⓢ).
- New password:** Input field with a red required field icon (Ⓢ).
- New password (again):** Input field with a red required field icon (Ⓢ).
- Buttons:** 'Save changes' (blue) and 'Cancel' (grey).
- Footer:** There are required fields in this form marked Ⓢ.

A red box highlights the three password input fields. A text box to the right of the fields contains the following instructions:

Fill in your current password and enter new password.
Kindly ensure you follow the password requirement.

➤ Forget Password

Login Here

Username

Password

Log in

Forgotten your username or password?

Log in as a guest

Search by username

Username

Search

Search by email address

Email address

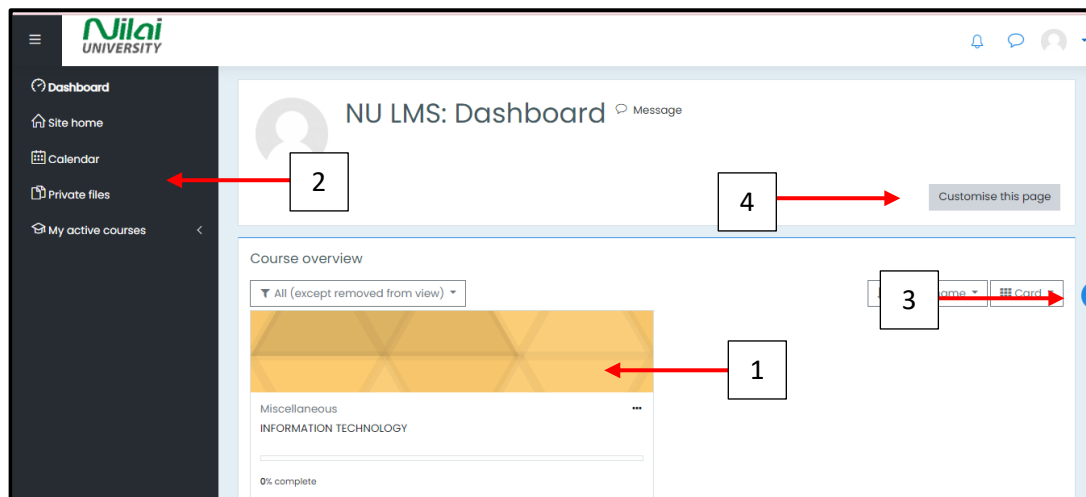
Search

Fill in your username **or** *email address.
*Kindly use official Nilai University email
(nxxxxxxxx@students.nilai.edu.my)

An email will be sent to your email.
Kindly follow the instruction in the email.

❖ Dashboard

User can view the dashboard after login into Moodle. Dashboard display all courses enrolled for current semester.

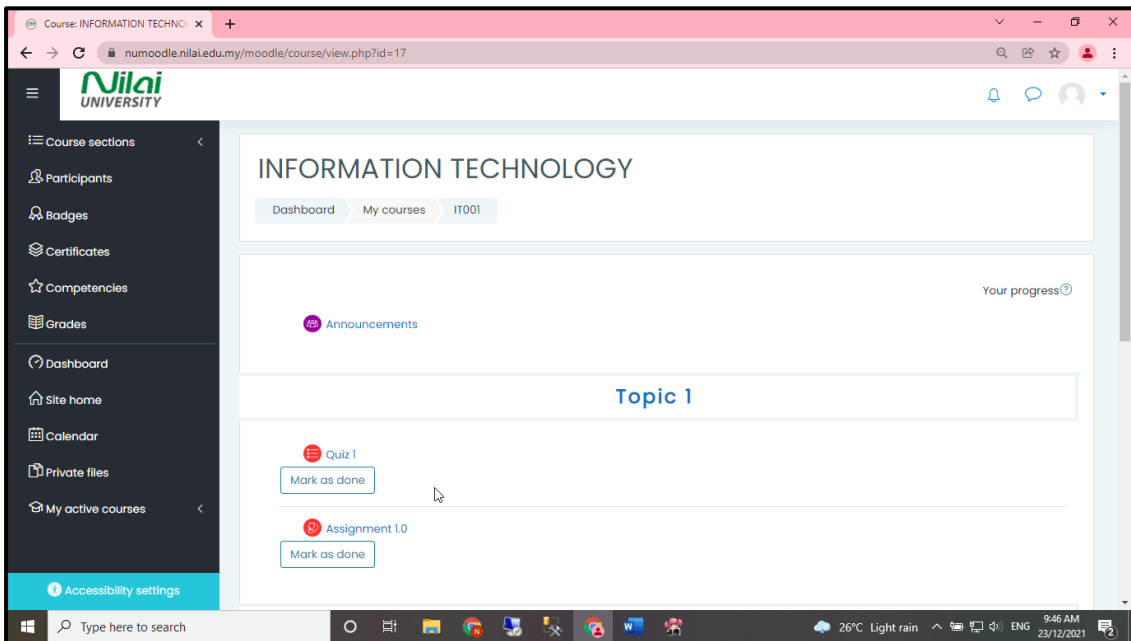
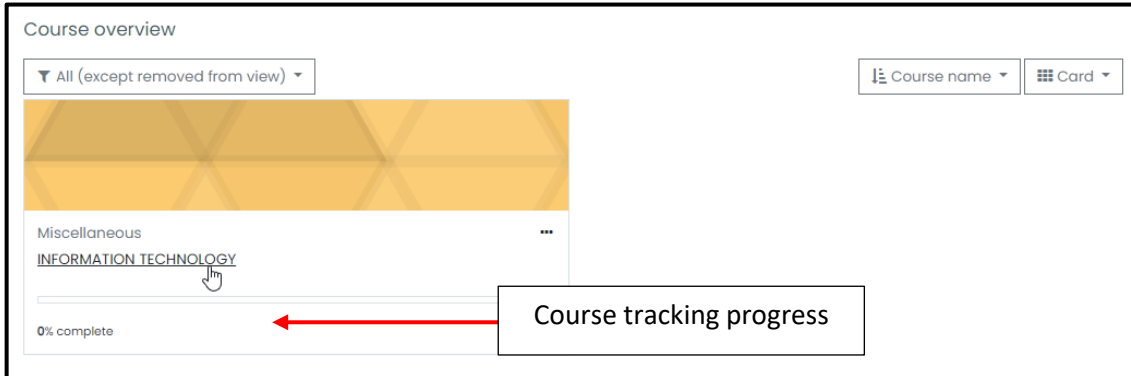


- 1-List of enrolled courses
- 2-Navigation Menu
- 3-Show/Hide Blocks
- 4-Customize page

❖ Course

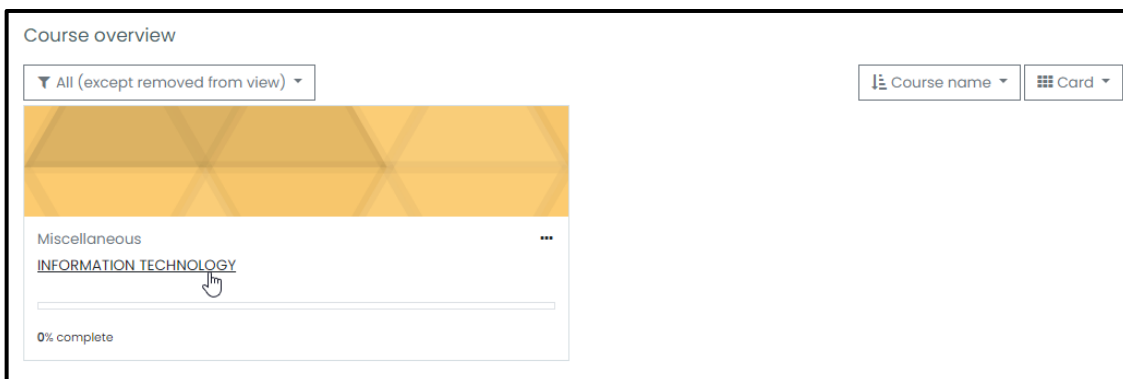
➤ View Course

Select course and click on the course title.

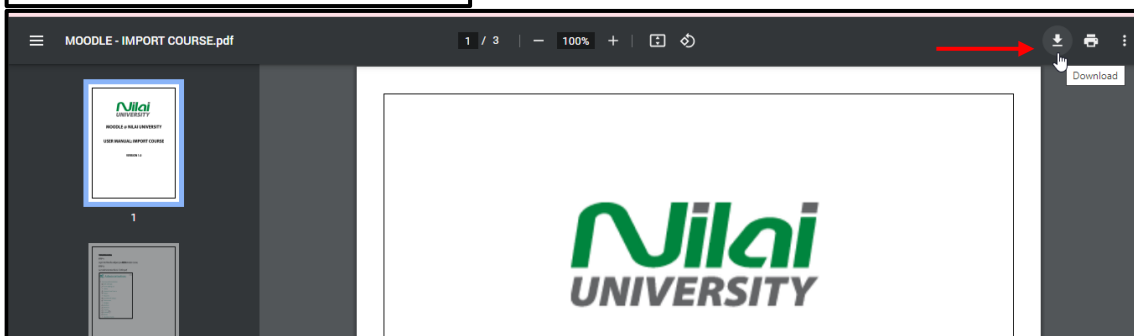
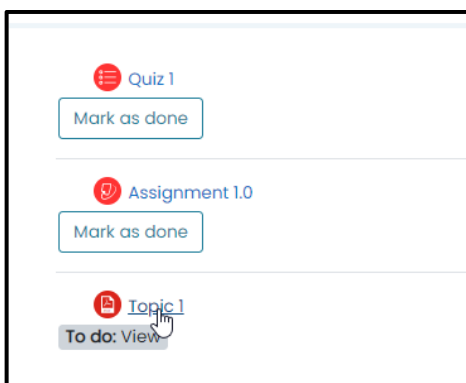


➤ View and Download Course Materials

Step 1: Open the course you want to the materials.



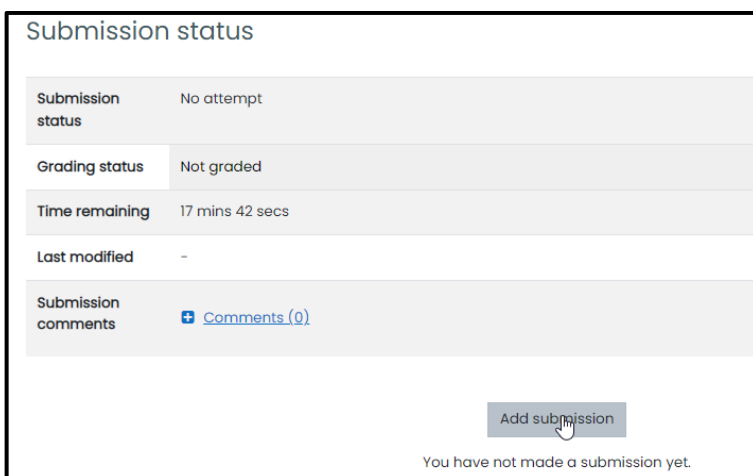
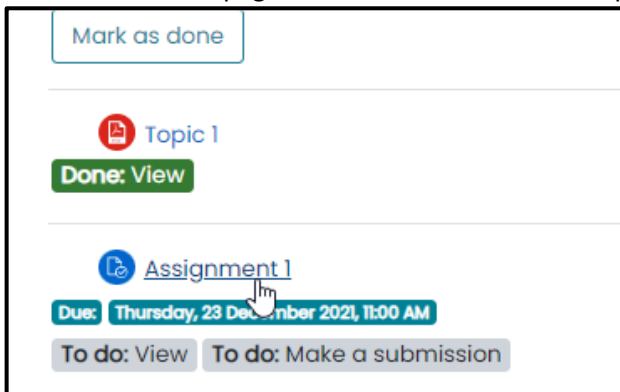
Step 2: Click on the materials available in the course. Click the download button if you want so download and save the file.



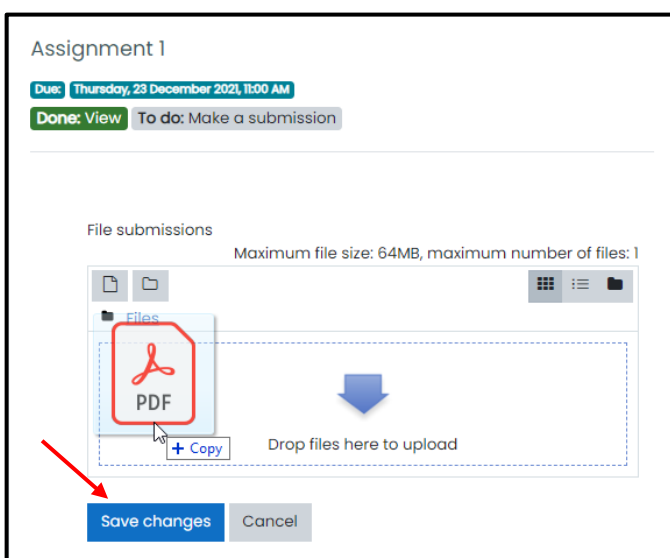
➤ Upload Assignment

Step 1: Open the course you want to the materials.

Step 2: Click on the assignment link you want to submit. System will display assignment submission status page. Click 'Add Submission' to upload your assignment.



Step 3: Drag and drop the assignment into the box. Click 'Save changes' when done.



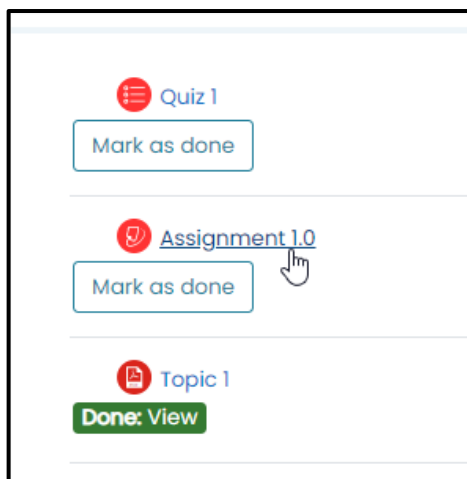
➤ Turnitin Assignment

Users can submit their Turnitin assignment into Moodle. Turnitin will automatically generate originality report for the assignment.

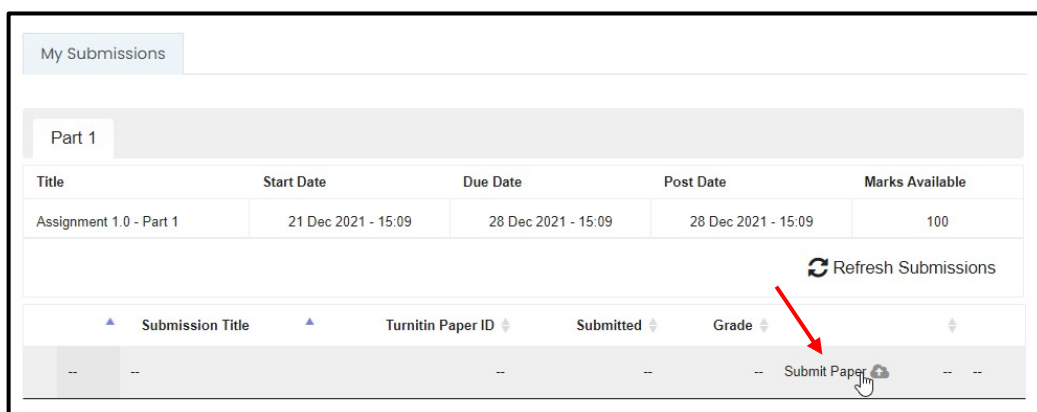
Submit Turnitin Assignment

Step 1: Click the course from the Dashboard.

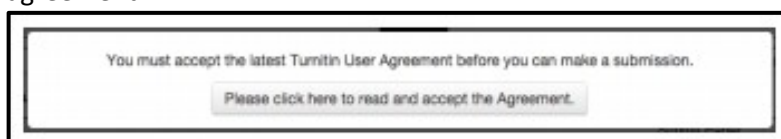
Step 2: Select the Turnitin Assignment.



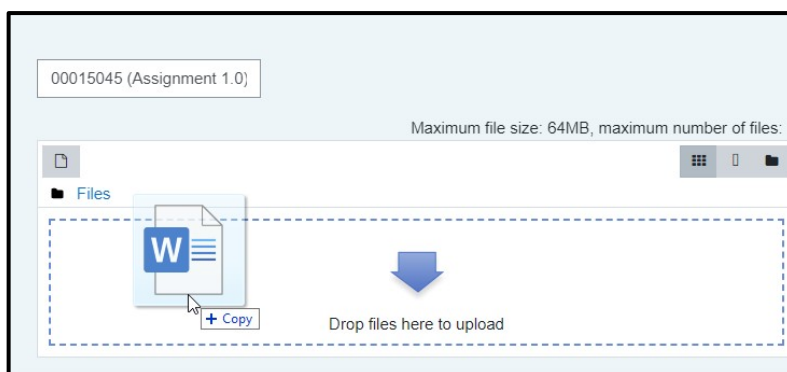
Step 3: Click on the submission icon to submit the assignment.



Step 4: Students must accept the latest Turnitin User Agreement before you can make a submission. Click on 'Please click here to read and accept the Agreement' to read the agreement.



Step 5: Drag and drop the assignment into the box. Click 'Save changes' when done.



View Turnitin Assignment Submission

Once a submission has been made to a Turnitin assignment, the submission inbox will contain the submitted paper. If the lecturer has allowed students to view the Originality Report for their paper, a percentage icon will appear once the report has been generated. If the lecturer used GradeMark to grade the paper, then once the post date passes, students will see a pencil icon that will open GradeMark when clicked.

My Submissions				
Part 1				
Title	Start Date	Due Date	Post Date	Marks Available
Assignment 1.0 - Part 1	21 Dec 2021 - 15:09	28 Dec 2021 - 15:09	28 Dec 2021 - 15:09	100
Refresh Submissions				
Submission Title	Turnitin Paper ID	Submitted	Grade	
View Digital Receipt 00015045 (Assignment 1.0)	1734578374	21/12/21, 15:47	--	--

The My Submissions tab contains the following columns:

- **Submission Title:** contains the title of the paper submitted and the status of the submission
- **Submitted:** contains the date and time of the submission
- **Similarity (if enable by lecturer):** contains the Originality Report icon for the submission which displays the percentage of text within the paper that matches content in the Turnitin databases.
- **Grade:** contains the grade received for the paper and the GradeMark icon. Clicking on the GradeMark icon opens up the graded paper in GradeMark. After the post date of the assignment both the grade for the paper and GradeMark will be available to view.

Title	Start Date	Due Date	Post Date	Marks Available
Assignment 1.0 - Part 1	21 Dec 2021 - 15:09	28 Dec 2021 - 15:09	28 Dec 2021 - 15:09	100
Refresh Submissions				
Submission Title	Turnitin Paper ID	Submitted	Grade	
View Digital Receipt 00015045 (Assignment 1.0)	1734578374	21/12/21, 15:47	100%	--

User can view similarity %, if the lecturer enable it in the setting

➤ IT Support

A graphic for the IT Helpdesk. It features a central blue icon of a person wearing a headset, enclosed in a circle. Surrounding this icon are four blue labels: 'office365' (top-left), 'moodle' (top-right), 'msteam' (bottom-left), and 'cms' (bottom-right). Below the icon is a blue box containing the text 'NEED HELP?' with two red curved arrows pointing towards it. A dashed blue line separates this from the text 'IT HELPDESK' in a bold, italicized font. Below that, the email address 'ithelpdesk@nilai.edu.my' is displayed.