UTHM
Universiti Tun Hussein Onn Malaysia

UTHM LMS - AUTHORODL GUIDE

for Academic Staff

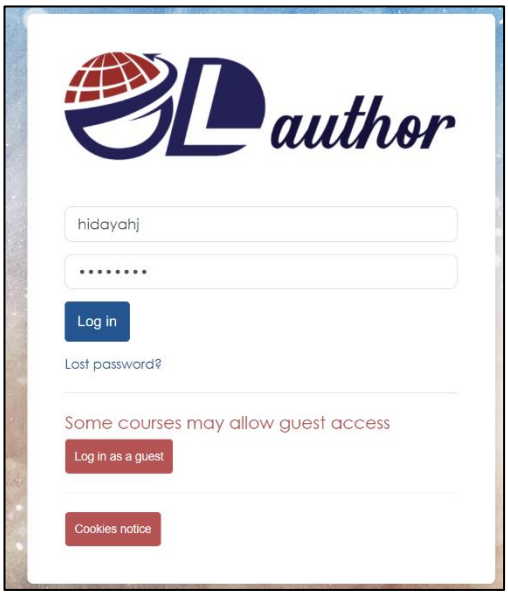
eLearning author

by Centre for Virtual Learning UTHM

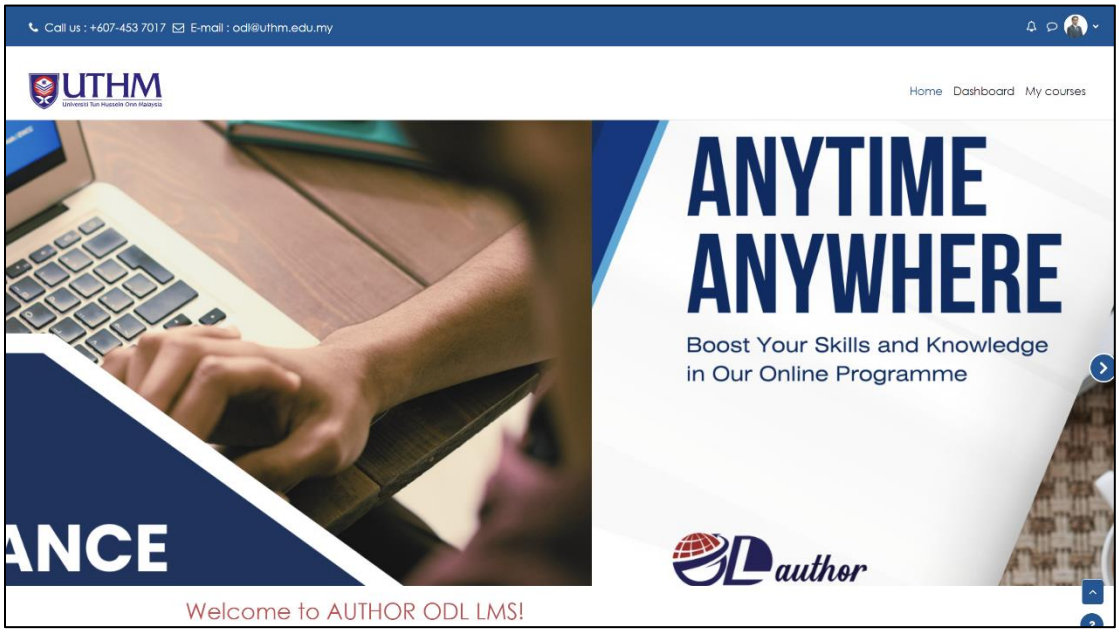
UTHM LMS - AuthorODL Guide for Academic Staff

Hemmy Abd Jalal
Noorhidayah Jaafar
Centre for Virtual Learning,
Universiti Tun Hussein Onn Malaysia (UTHM).
2024.

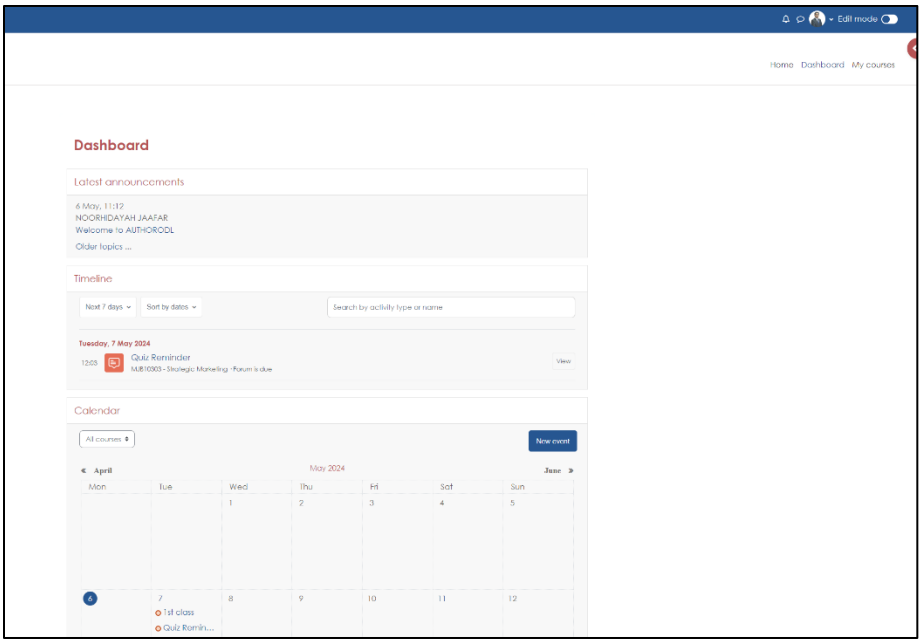
1. **Logging In and Navigating**:
    i. Open a browser and search this URL address: https://authorodl.uthm.edu.my/
    ii. **Enter Log in credentials**: Use your assigned username [email ID] and password to log in to the AuthorODL platform.
    iii. Click Log in.



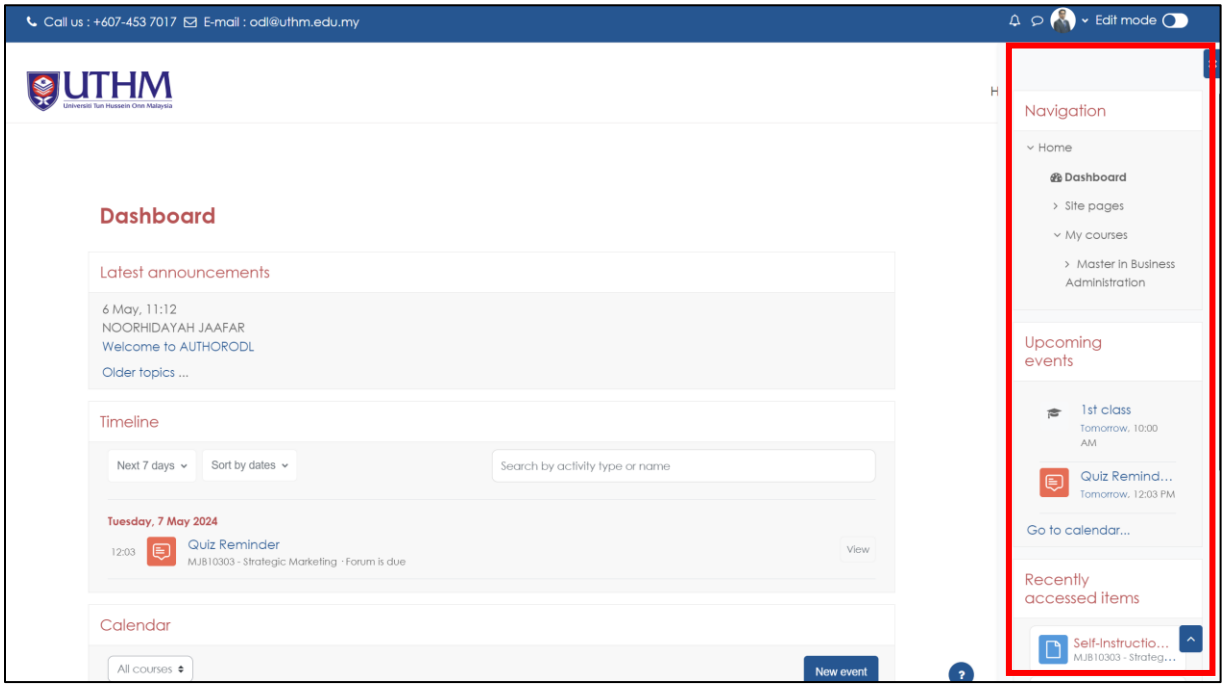
    iv. **Home**: After successfully login, you'll see your homepage



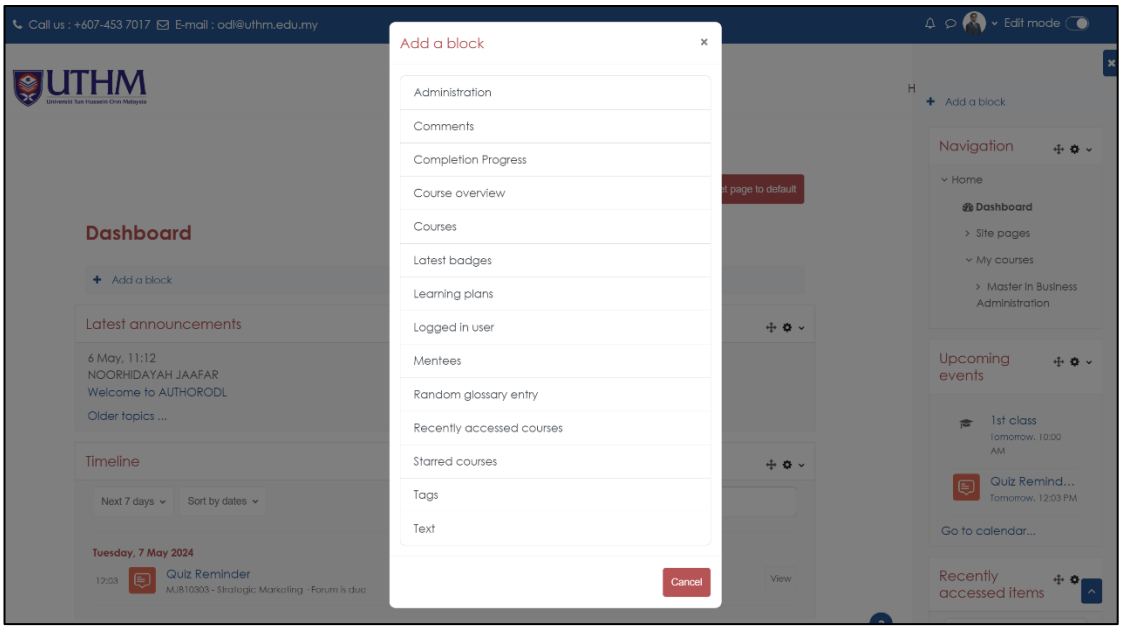
    v. **Dashboard:** Next to Home is Dashboard, you'll find announcements, important dates and general information



vi. At the right sidebar at Dashboard page, you'll see the block information about the **course upcoming events**, **navigations**, **online users** and many more.

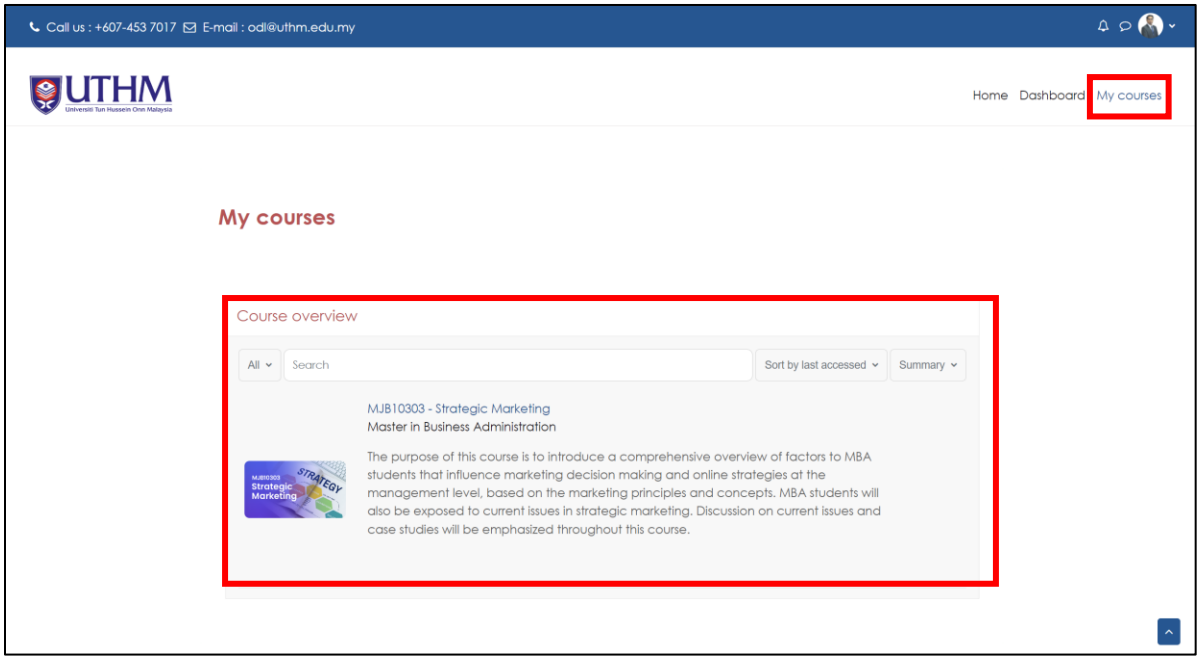


vii. **Turn Editing On**: In **Dashboard** page, you can add any block depending on what information that you want to know by turning edit mode on. You'll usually find an "**Edit**" button or a similar option at the top-right corner of your course page.

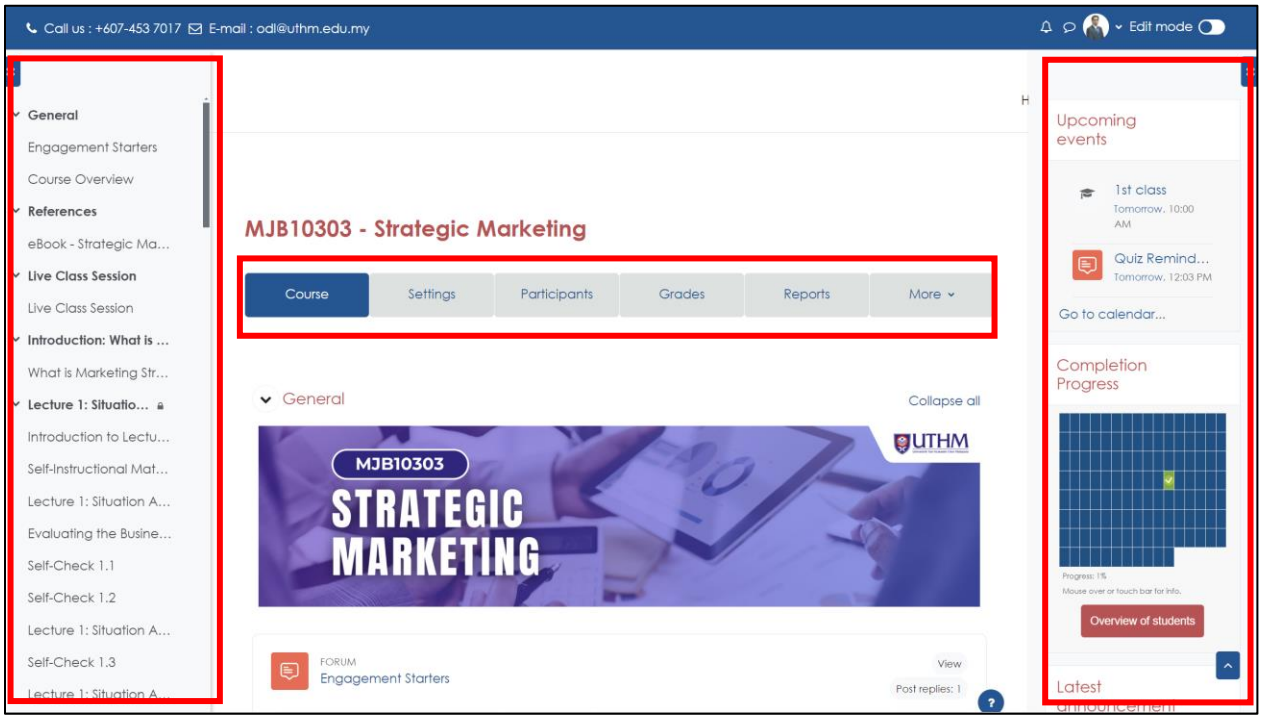


viii. **My Course: Next** to Dashboard is My Course. Navigate to your courses from there.

ix. **Course Overview**: Click on **My Course** and explore the course overview to find your course. Click on a course to access its content.

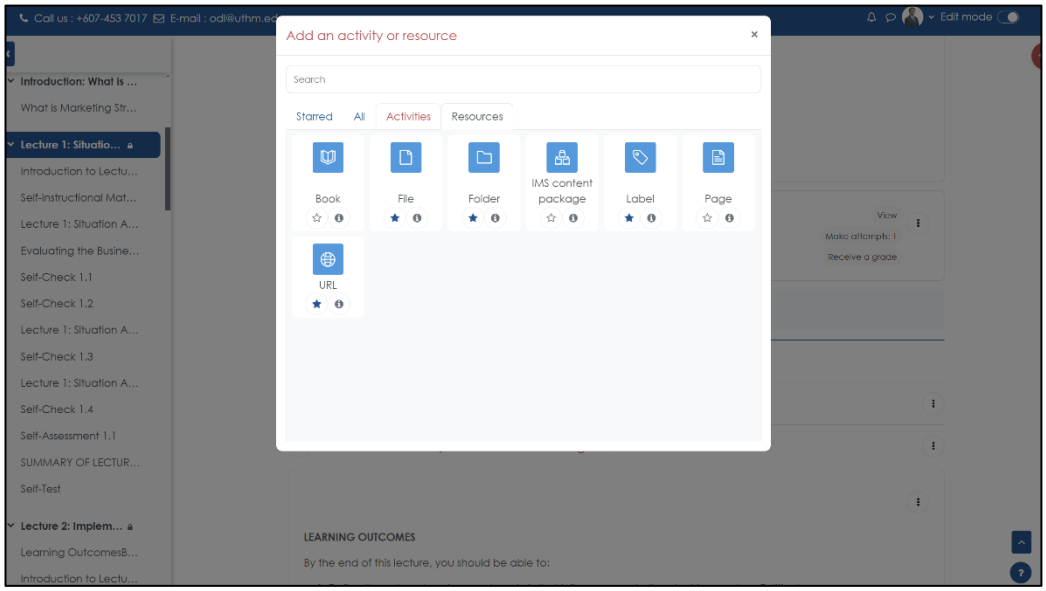


2. Course Pages:
    i. After clicking on a course, you'll see this page.
    ii. Course Home: Start with the course home page. Here, you'll find **course content, settings, participants, grades, reports** and **more**. At the left side of the page, there is a **course index**, while at the right side there is a **block drawer.**



    iii. **Course**: this is where all modules or topics will appear. Each module contains learning materials, assignments, and quizzes. To customize, click **Edit Mode** to turn it on.
        a. **Add Resources:**
            - Click on the section where you want to add a resource
            - Click on "Add an activity or resource" link.

- Choose the type of resource you want to add (e.g., File, URL, Page, etc.).

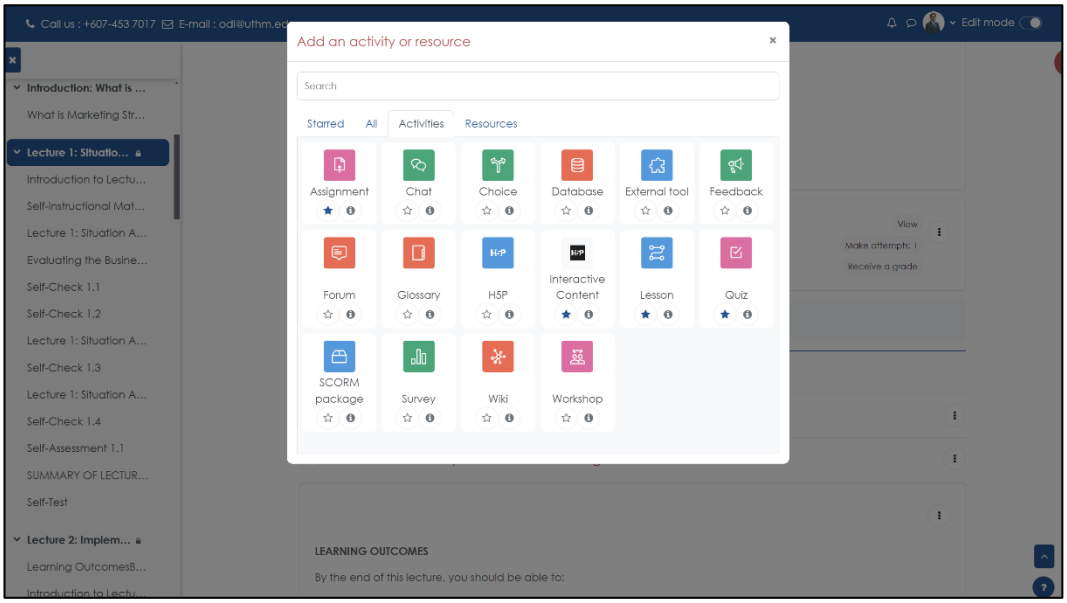


- Follow the prompts to upload your resource.

b. Create Activities:

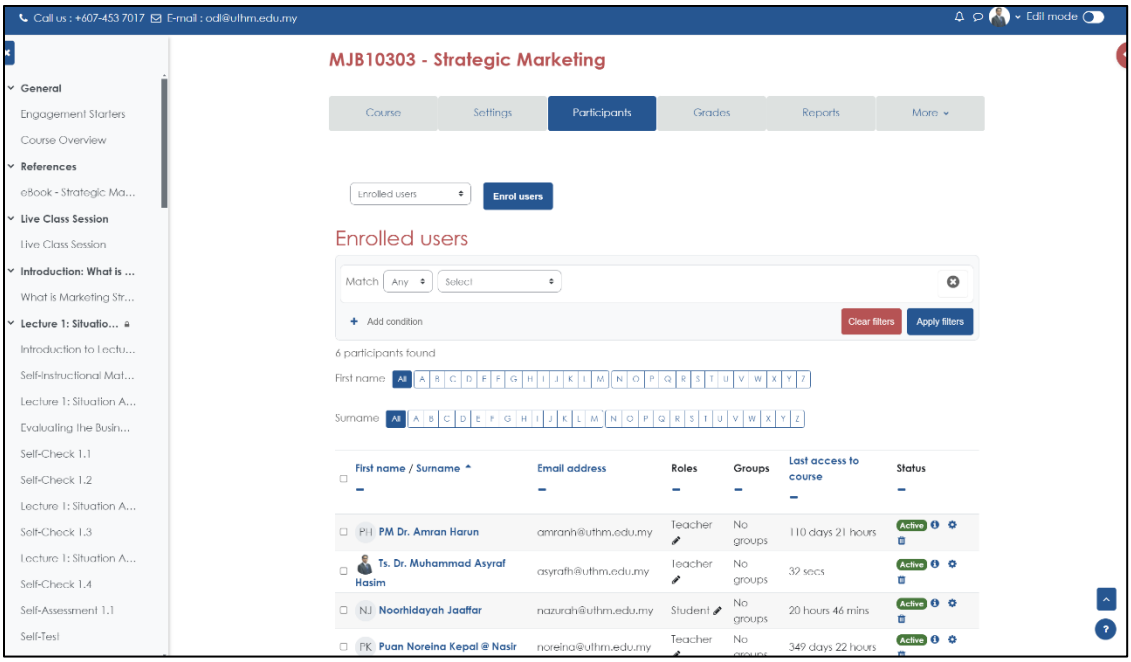
- Similarly, click on the section where you want to add an activity.
- Click on "Add an activity or resource" link.

- Choose the type of activity you want to create (e.g., Quiz, Assignment, Forum, etc.). Follow the prompts to set up your activity

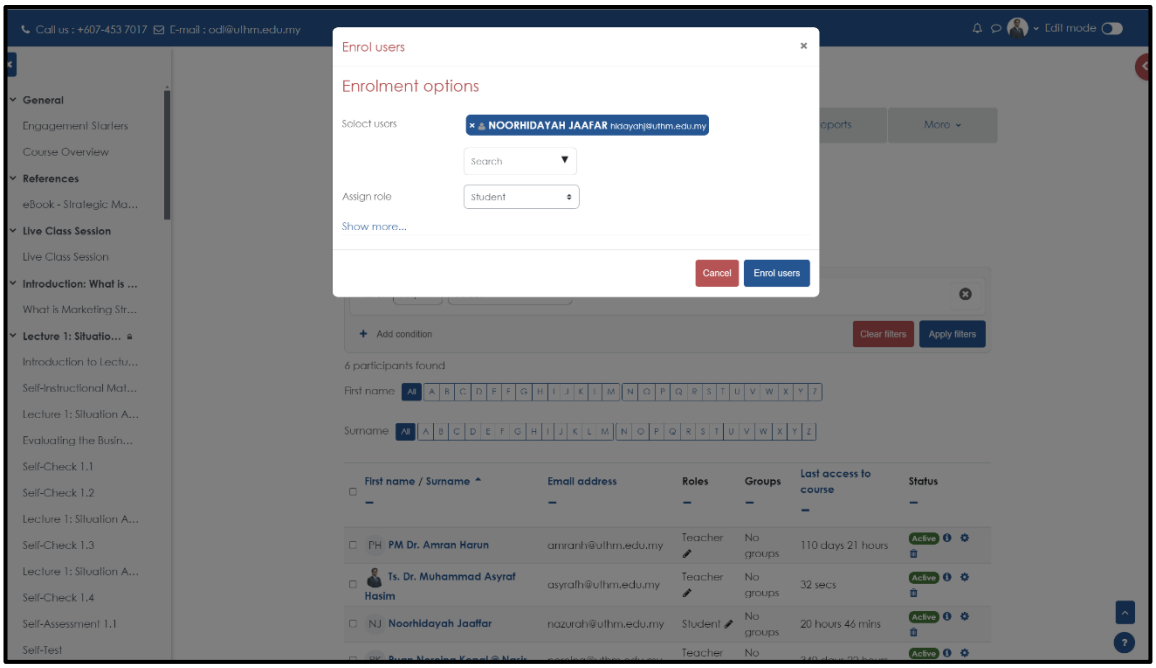


c. Manage Participants

- You can manage participants by clicking on the "Participants" tab
- View the list of participants and manage roles from there.

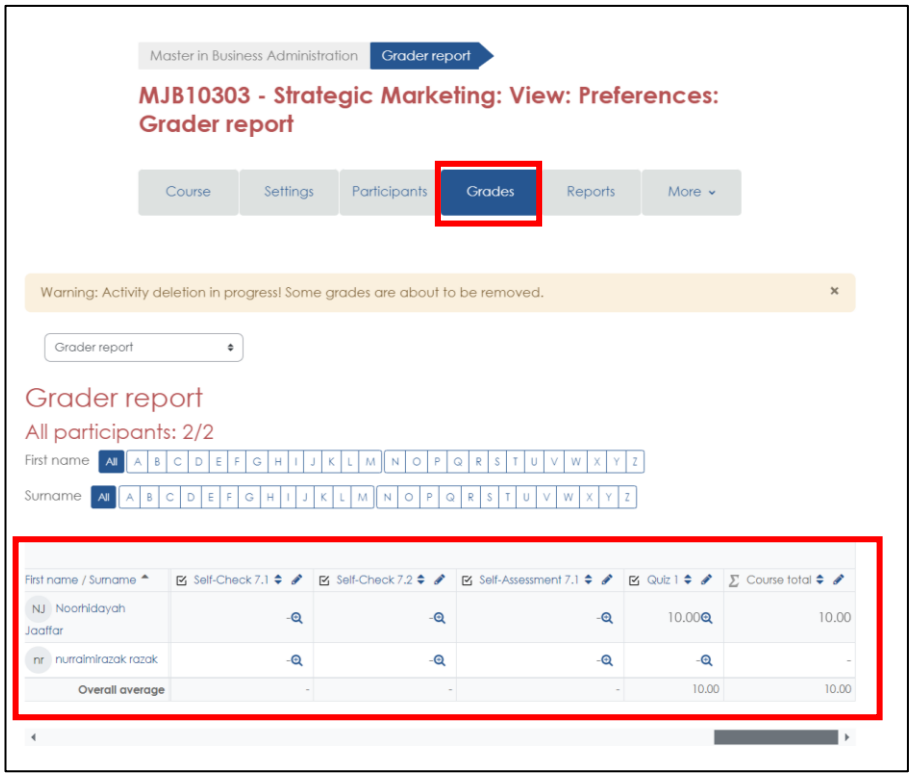


- You can add/enroll user by clicking **Enroll users** button. Search name and assign role as student or non-editing teacher.

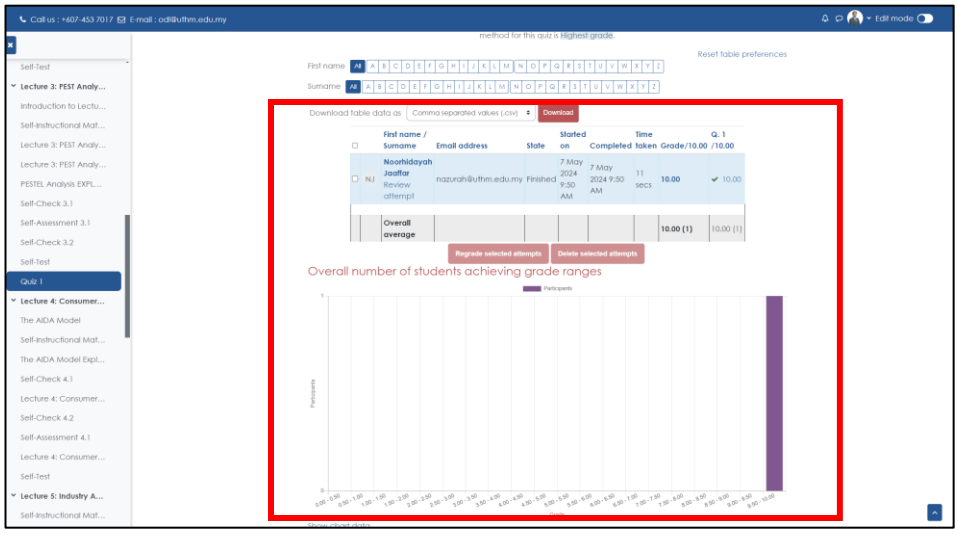


d. Grade Assignments and Quizzes

- You can manage/view your student's grade by clicking on the "Grades" tab

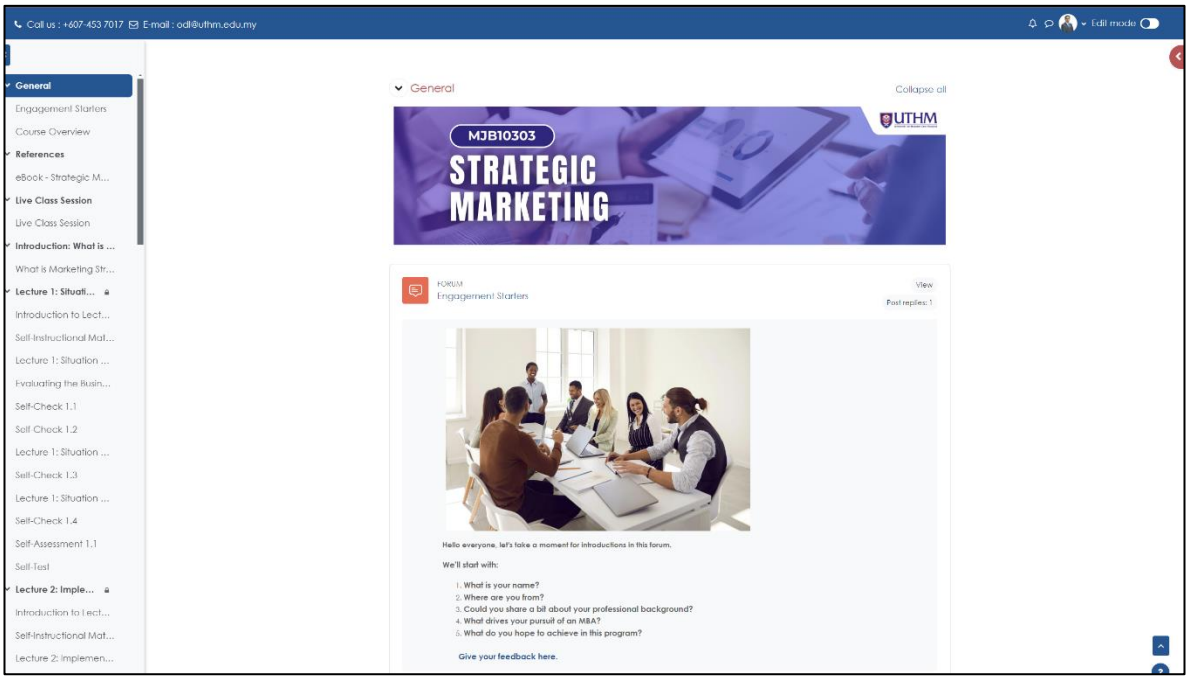


- You can also manage/view students' grade by clicking on the assignment link.

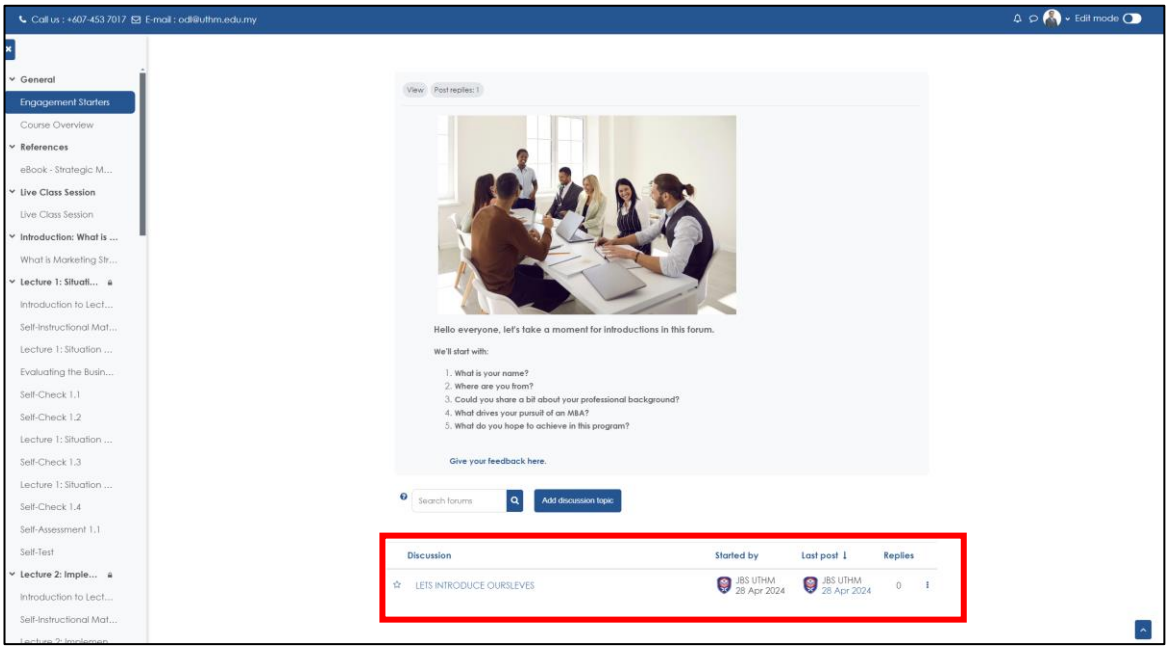


e. Communicate with Students

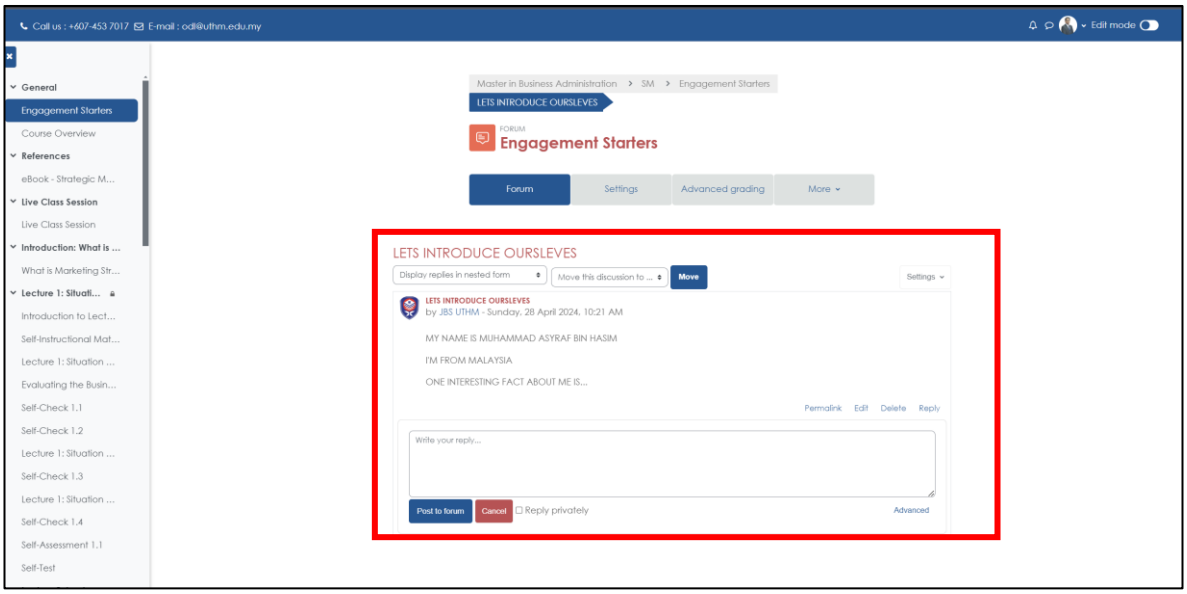
- You can send messages to individual students or groups of students by creating a forum.



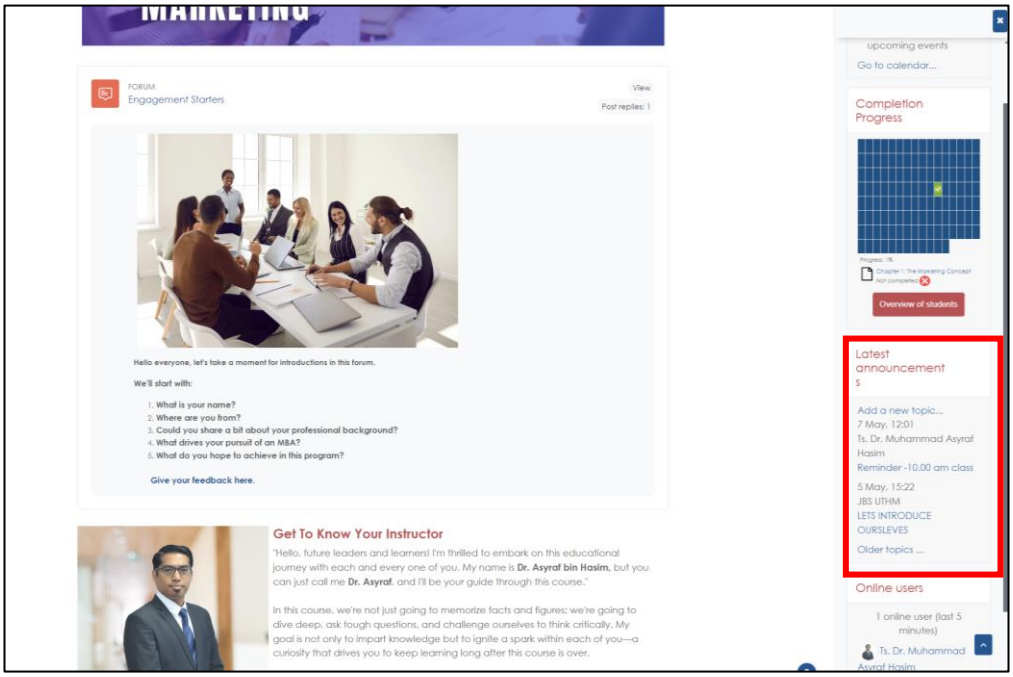
- Use forums for class discussions and announcements for important information.
- Click on the text link.



- It will show a discussion page. Click **Reply** to communicate.



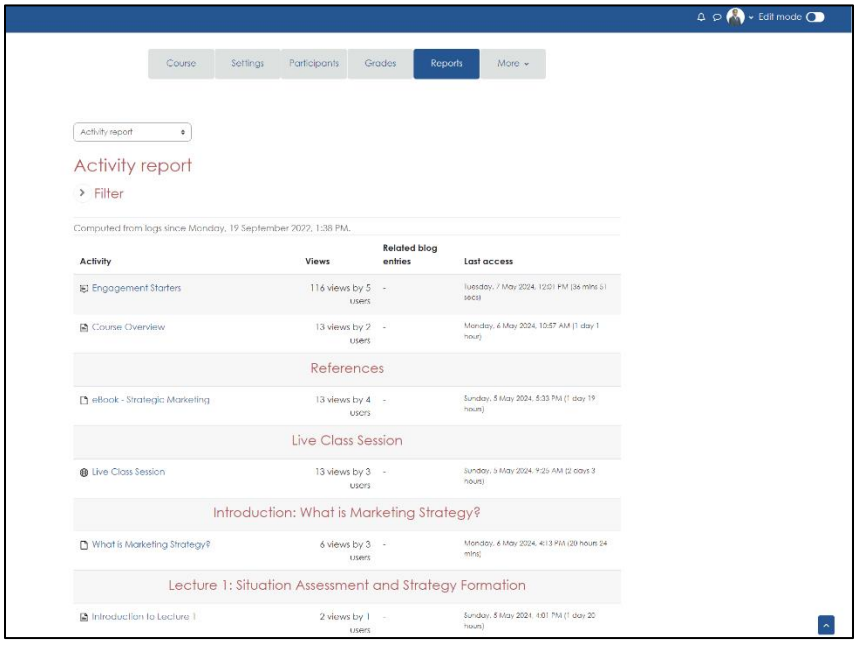
- This forum also can appear at the right-side bar (block drawer) in Latest Announcement block.



f. Monitor Student Progress

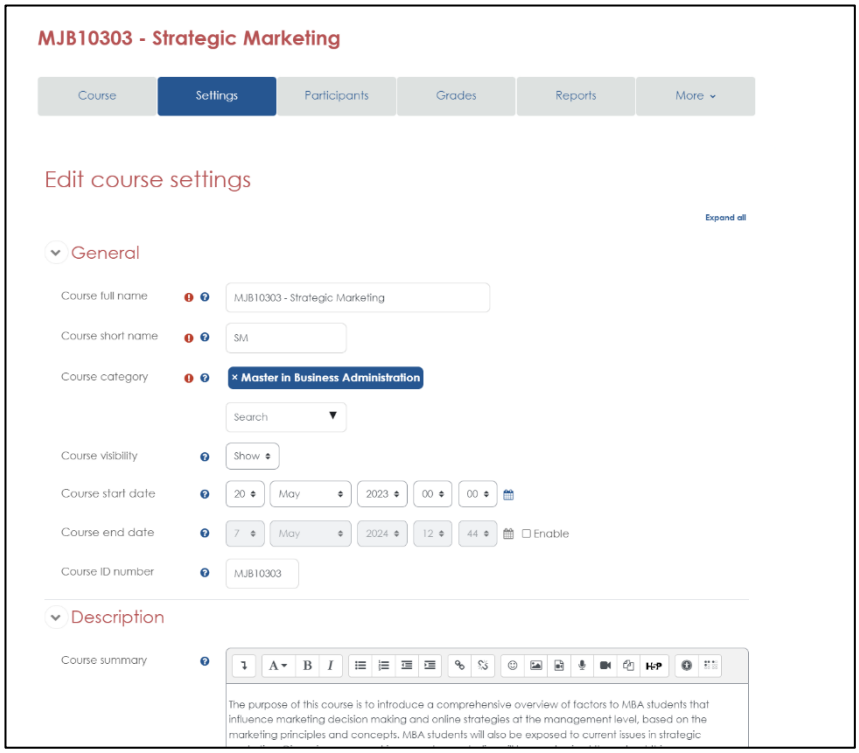
- View **activity reports** and **logs** to monitor student progress by clicking on the **Reports** tab.

- Track which resources and activities students are accessing and how they are performing.



g. Customize Course Settings

- Customize your course settings by clicking on the **Settings** tab.
- Customize enrollment methods, course format, appearance, etc.



3. Technical Tips:

i. **Browser Compatibility**: Use a compatible browser (e.g., Chrome, Firefox) for the best experience.

ii. **Clear Cache**: If you encounter issues, try clearing your browser cache. Go to browser settings and search and delete cache.

4. Seek Support and Resources

If you facing technical issues or need assistance, please contact Centre for Virtual Learning, UTHM (Mr.Hemmy – hemmy@uthm.edu.my / Ms. Noorhidayah – hidayahj@uthm.edu.my).

eLauthor
Centre for Virtual Learning
UTHM