

UTHM LMS - AUTHORODL GUIDE

for Academic Staff



by



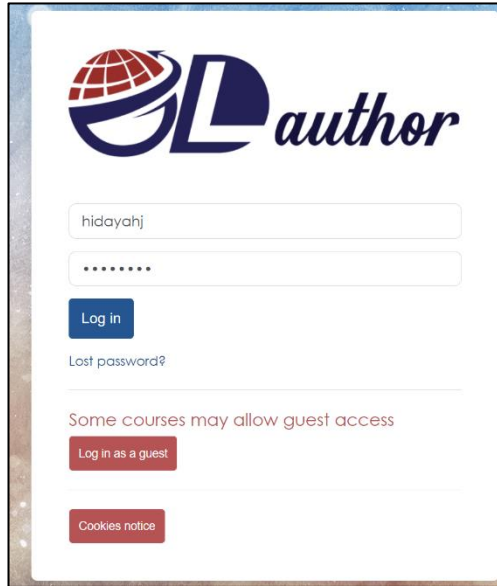
Centre for
Virtual Learning
UTHM

UTHM LMS - AuthorODL Guide for Academic Staff

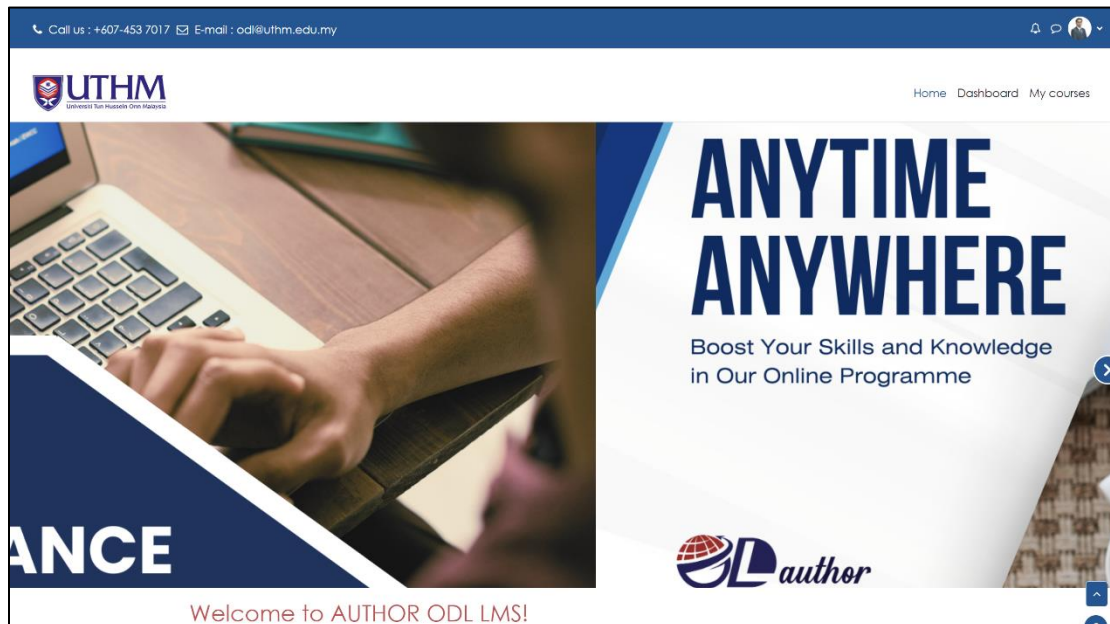
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Noorhidayah Jaafar
Centre for Virtual Learning,
Universiti Tun Hussein Onn Malaysia (UTHM).
2024.

1. **Logging In and Navigating:**

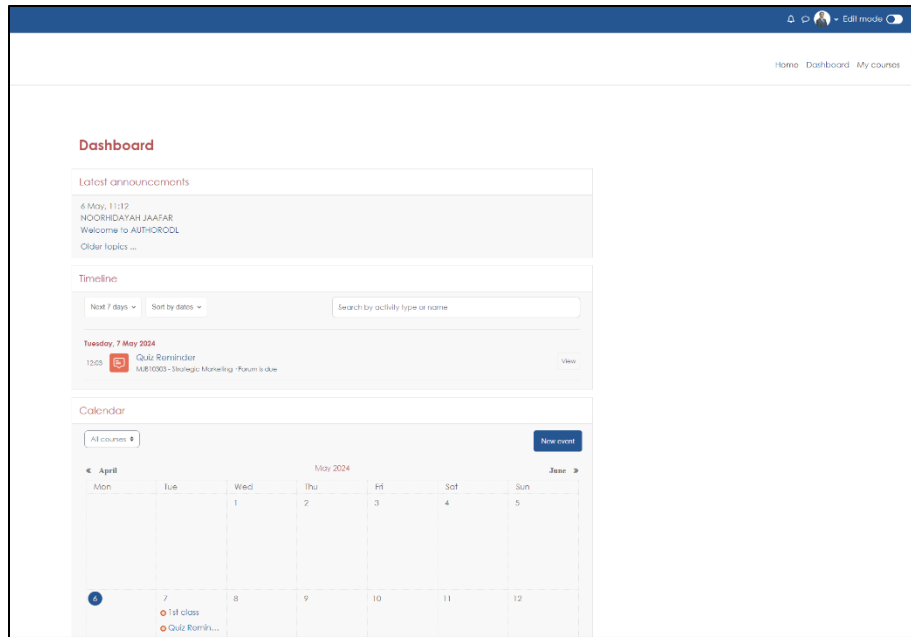
- i. Open a browser and search this URL address: <https://authorodl.uthm.edu.my/>
- ii. **Enter Log in credentials:** Use your assigned username [email ID] and password to log in to the AuthorODL platform.
- iii. Click Log in.



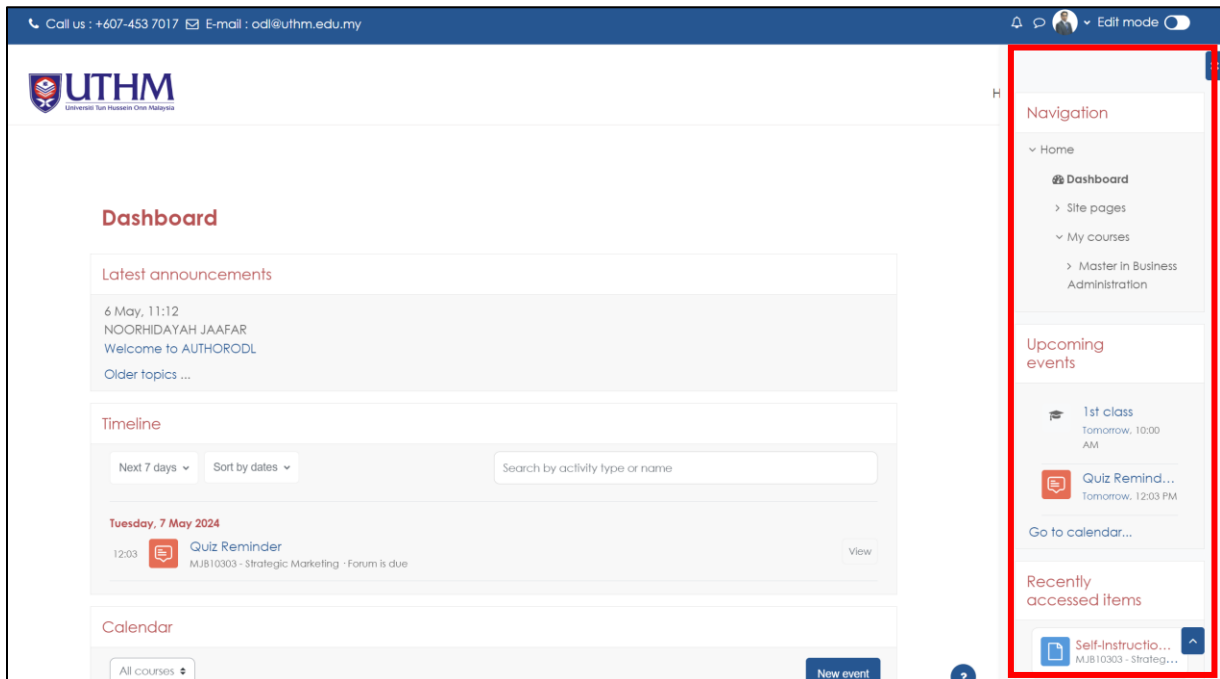
- iv. **Home:** After successfully login, you'll see your homepage



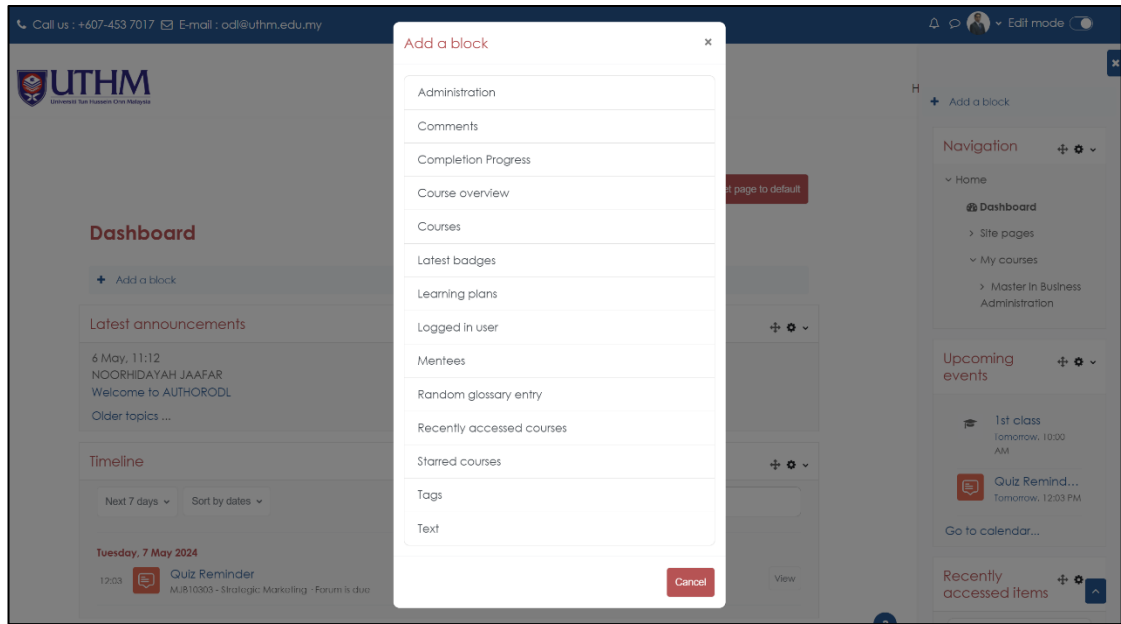
- v. **Dashboard:** Next to Home is Dashboard, you'll find announcements, important dates and general information



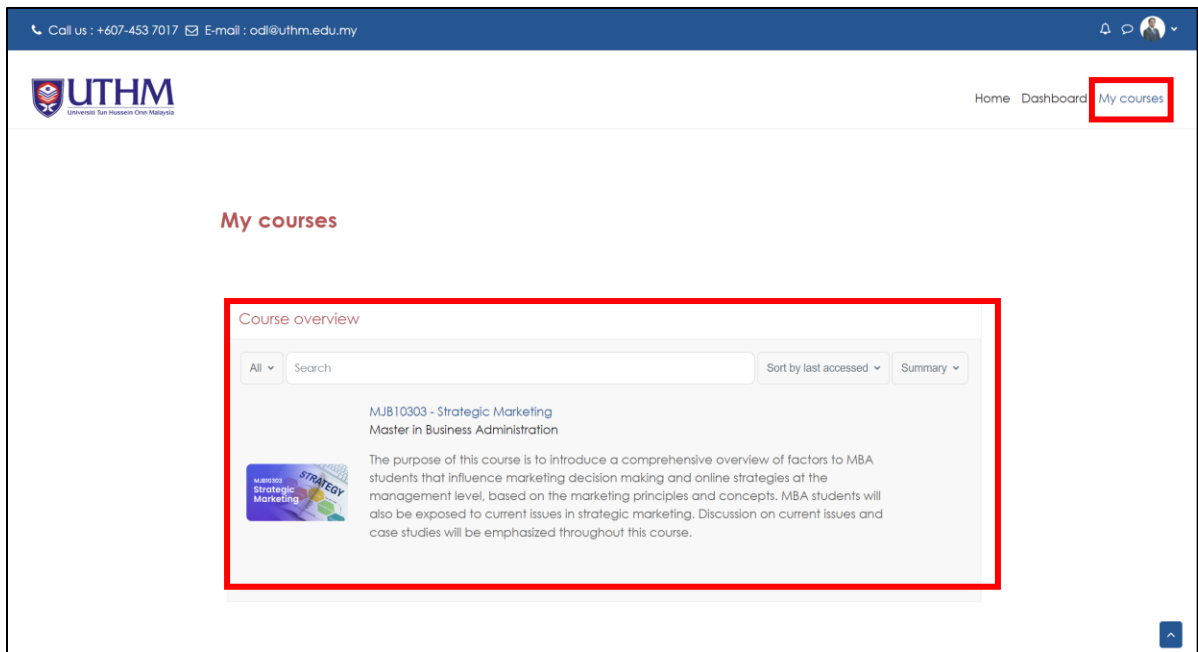
- vi. At the right sidebar at Dashboard page, you'll see the block information about the **course upcoming events, navigations, online users** and many more.



- 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.

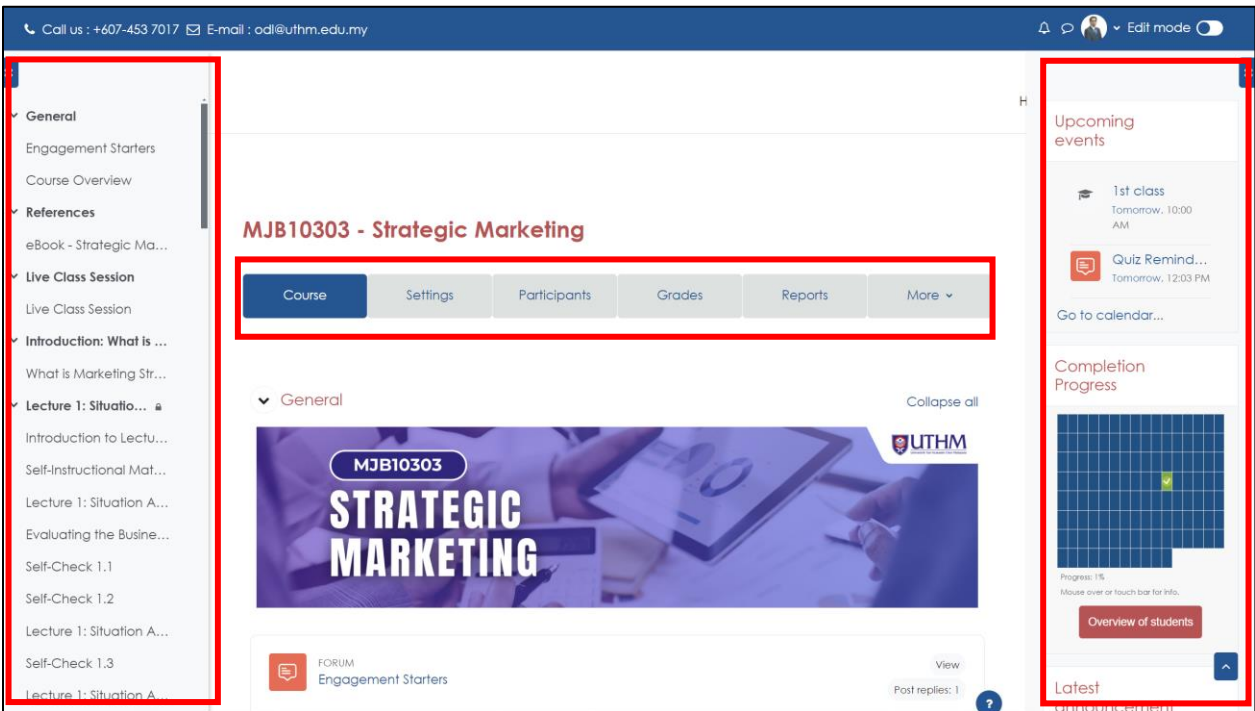


- viii. **My Course: Next** to Dashboard is My Course. Navigate to your courses from there.
- ix. **Course Overview:** Click on **My Course** and explore the course overview to find your course. Click on a course to access its content.



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**.



The screenshot shows the course page for MJB10303 - Strategic Marketing. The page is divided into three main sections:

- Left Sidebar (Course Index):** A vertical list of course sections including General, References, Live Class Session, and Introduction: What is... with sub-items like Engagement Starters, Course Overview, eBook - Strategic Ma..., Live Class Session, What Is Marketing Str..., Lecture 1: Situatio..., Introduction to Lectu..., Self-Instructional Mat..., Lecture 1: Situation A..., Evaluating the Busine..., Self-Check 1.1, Self-Check 1.2, Lecture 1: Situation A..., Self-Check 1.3, and Lecture 1: Situation A...
- Central Content Area:** Features a navigation bar with tabs for Course, Settings, Participants, Grades, Reports, and More. Below this is a banner for 'STRATEGIC MARKETING' with the LTHM logo and a 'FORUM Engagement Starters' section.
- Right Sidebar (Block Drawer):** Contains 'Upcoming events' (1st class Tomorrow, 10:00 AM; Quiz Remind... Tomorrow, 12:03 PM) and 'Completion Progress' (Progress: 1% with a grid visualization and an 'Overview of students' button).

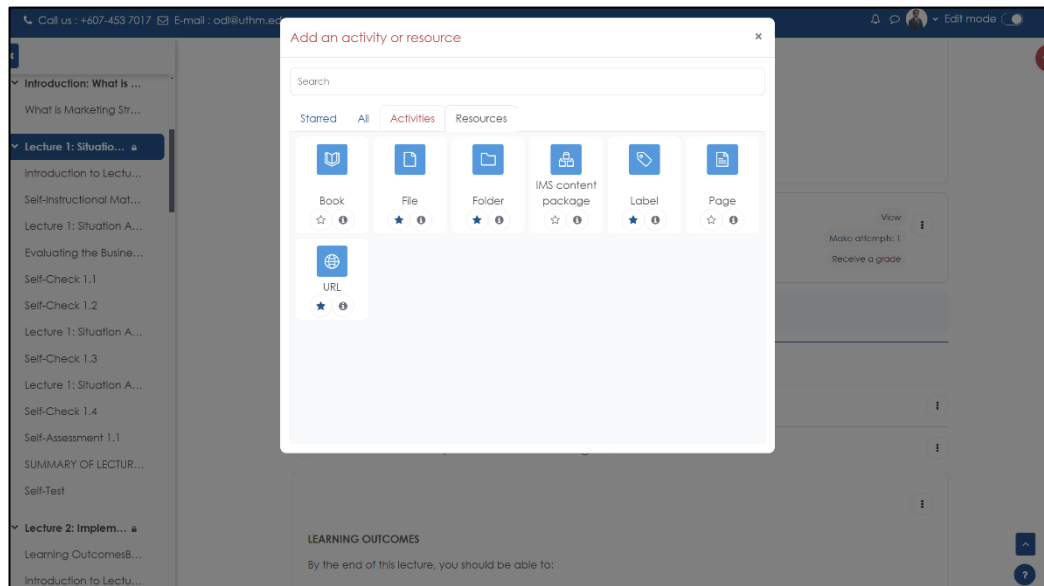
- iii. **Course:** this is where all modules or topics will appear. Each module contains learning materials, assignments, and quizzes. To customize, click **Edit Mode** to turn it on.

a. Add Resources:

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



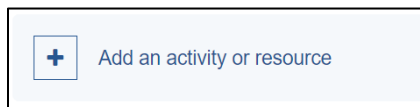
- Choose the type of resource you want to add (e.g., File, URL, Page, etc.).



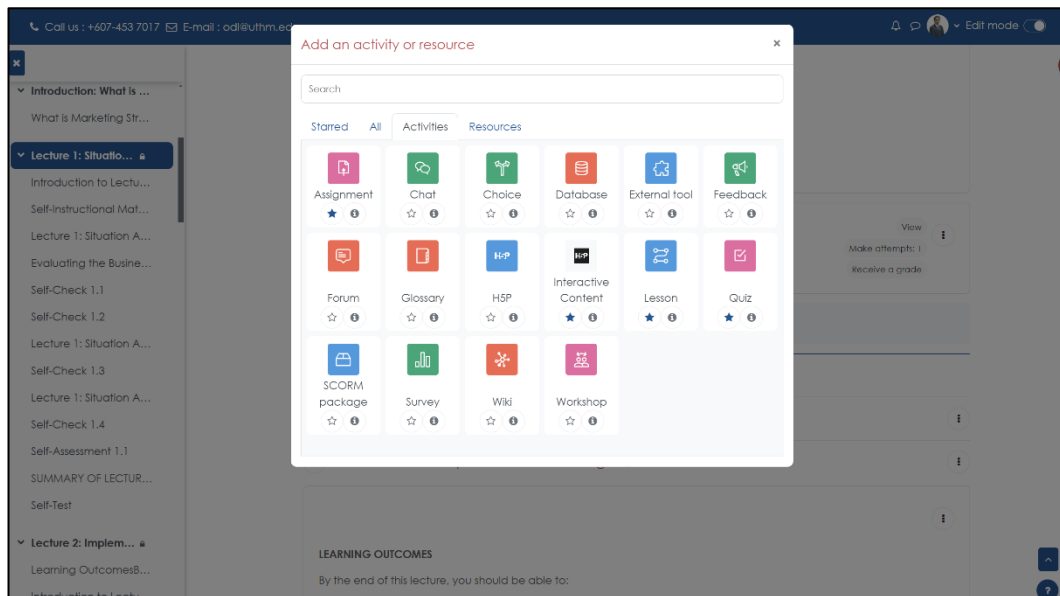
- Follow the prompts to upload your resource.

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.

Call us : +607-453 7017 E-mail : od@ulhm.edu.my

MJB10303 - Strategic Marketing

Course Settings **Participants** Grades Reports More

Enrolled users **Enrol users**

Match Any Select

+ Add condition Clear filters Apply filters

6 participants found

First name: [A] [B] [C] [D] [E] [F] [G] [H] [I] [J] [K] [L] [M] [N] [O] [P] [Q] [R] [S] [T] [U] [V] [W] [X] [Y] [Z]

Surname: [A] [B] [C] [D] [E] [F] [G] [H] [I] [J] [K] [L] [M] [N] [O] [P] [Q] [R] [S] [T] [U] [V] [W] [X] [Y] [Z]

First name / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/> PM Dr. Amran Harun	amranh@ulhm.edu.my	Teacher	No groups	110 days 21 hours	Active
<input type="checkbox"/> Ts. Dr. Muhammad Asyraf Hasim	asyrafh@ulhm.edu.my	Teacher	No groups	32 secs	Active
<input type="checkbox"/> NJ Noorhidayah Jaafar	nazurah@ulhm.edu.my	Student	No groups	20 hours 46 mins	Active
<input type="checkbox"/> PK Puan Noreina Kepala @ Nasir	noreina@ulhm.edu.my	Teacher	No groups	349 days 22 hours	Active

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

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Enrol users

Enrolment options

Select users:

Search: [v]

Assign role:

Show more...

Cancel Enrol users

+ Add condition Clear filters Apply filters

6 participants found

First name: [A] [B] [C] [D] [E] [F] [G] [H] [I] [J] [K] [L] [M] [N] [O] [P] [Q] [R] [S] [T] [U] [V] [W] [X] [Y] [Z]

Surname: [A] [B] [C] [D] [E] [F] [G] [H] [I] [J] [K] [L] [M] [N] [O] [P] [Q] [R] [S] [T] [U] [V] [W] [X] [Y] [Z]

First name / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/> PH PM Dr. Amran Harun	amranh@ulhm.edu.my	Teacher	No groups	110 days 21 hours	Active
<input type="checkbox"/> Ts. Dr. Muhammad Asyraf Hasim	asyrafh@ulhm.edu.my	Teacher	No groups	32 secs	Active
<input type="checkbox"/> NJ Noorhidayah Jaafar	nazurah@ulhm.edu.my	Student	No groups	20 hours 46 mins	Active
<input type="checkbox"/> PK Puan Noreina Kepala @ Nasir	noreina@ulhm.edu.my	Teacher	No groups	349 days 22 hours	Active

d. Grade Assignments and Quizzes

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

Master in Business Administration Grader report

MJB10303 - Strategic Marketing: View: Preferences: Grader report

Course Settings Participants **Grades** Reports More ▾

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

Grader report ▾

Grader report

All participants: 2/2

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name / Surname	Self-Check 7.1	Self-Check 7.2	Self-Assessment 7.1	Quiz 1	Course total
NJ Noorhidayah Jaaffar	-	-	-	10.00	10.00
nr nuraimirazak razak	-	-	-	-	-
Overall average	-	-	-	10.00	10.00

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

QUIZ Quiz 1

Mark as done

method for this quiz is highest grade

Reset table preferences

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Download table data as: Comma separated values (csv) Download

First name / Surname	Email address	State	Started on	Completed taken	Time	Grade /10.00
Noorhidayah Jaaffar	nazarah@buffm.edu.my	Review attempt	7 May 2024 9:30 AM	7 May 2024 9:30 AM	11 secs	10.00 ✓
Overall average						10.00 (1) / 10.00 (1)

Regrade selected attempts Delete selected attempts

Overall number of students achieving grade ranges

Participants

10.00

e. Communicate with Students

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

The screenshot shows a Blackboard forum interface. At the top, there's a header with contact information: 'Call us : +607-453 7017' and 'E-mail : od@uthm.edu.my'. Below this is a navigation menu on the left with categories like 'General', 'References', 'Live Class Session', and 'Introduction: What is...'. The main content area features a banner for 'MJB10303 STRATEGIC MARKETING' with the UTHM logo. Below the banner is a forum post titled 'Engagement Starters' with a 'View' link and 'Post replies: 1'. The post includes an image of a group of people in a meeting and a text prompt: 'Hello everyone, let's take a moment for introductions in this forum. We'll start with: 1. What is your name? 2. Where are you from? 3. Could you share a bit about your professional background? 4. What drives your pursuit of an MBA? 5. What do you hope to achieve in this program? Give your feedback here.'

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

This screenshot shows the same forum page as above, but with the 'Engagement Starters' forum post selected. The post content is visible, including the same meeting image and introductory text. Below the post, there are search and 'Add discussion topic' buttons. At the bottom, a table lists forum discussions, with the first entry highlighted by a red box:

Discussion	Started by	Last post	Replies
LETS INTRODUCE OURSELVES	JBS UTHM 28 Apr 2024	JBS UTHM 28 Apr 2024	0 1

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

The screenshot shows a web interface for a forum. At the top, there's a navigation bar with 'Call us : +607-453 7017' and 'E-mail : ocd@uifm.edu.my'. Below that, a breadcrumb trail reads 'Master in Business Administration > SM > Engagement Starters'. The main heading is 'LET'S INTRODUCE OURSELVES' with a 'FORUM' icon. There are buttons for 'Forum', 'Settings', 'Advanced grading', and 'More'. A red box highlights a specific forum post titled 'LET'S INTRODUCE OURSELVES' by 'JBS UTHM' from 'Sunday, 28 April 2024, 10:21 AM'. The post content reads: 'MY NAME IS MUHAMMAD ASYRAF BIN HASIM', 'I'M FROM MALAYSIA', and 'ONE INTERESTING FACT ABOUT ME IS...'. Below the post is a 'Write your reply...' text area with a 'Post to forum' button, a 'Cancel' button, and a 'Reply privately' checkbox. There are also 'Permalink', 'Edit', 'Delete', and 'Reply' links.

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

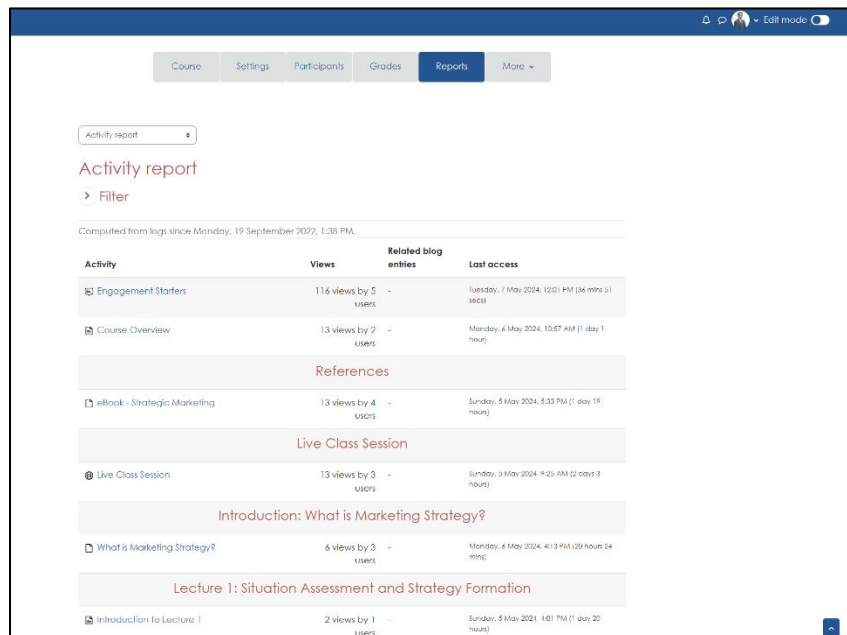
The screenshot shows a course page layout. On the left, there's a 'MARKETING' header. The main content area features a 'FORUM Engagement Starters' block with a 'View' button and 'Post replies: 1'. Below this is a photo of a group of people in a meeting. The text below the photo says: 'Hello everyone, let's take a moment for introductions in this forum. We'll start with: 1. What is your name? 2. Where are you from? 3. Could you share a bit about your professional background? 4. What drives your pursuit of an MBA? 5. What do you hope to achieve in this program? Give your feedback here.' Below that is a 'Get To Know Your Instructor' section with a photo of Dr. Asyraf bin Hasim and a welcome message. On the right side, there's a 'block drawer' containing several widgets: 'upcoming events', 'Completion Progress' (with a grid), 'Latest announcement' (highlighted with a red box), and 'Online users'. The 'Latest announcement' block shows a title '5', a date '7 May, 12:01', the author 'Ts. Dr. Muhammad Asyraf Hasim', and a reminder 'Reminder -10.00 am class 5 May, 15:22 JBS UTHM LETS INTRODUCE OURSELVES Older topics ...'.

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.

MJB10303 - Strategic Marketing

Course Settings Participants Grades Reports More ▾

Edit course settings

Expand all

General

Course full name ⓘ ⓘ MJB10303 - Strategic Marketing

Course short name ⓘ ⓘ SM

Course category ⓘ ⓘ Master in Business Administration

Search ▾

Course visibility ⓘ ⓘ Show ▾

Course start date ⓘ ⓘ 20 May 2023 00:00 📅

Course end date ⓘ ⓘ 7 May 2024 12:44 📅 Enable

Course ID number ⓘ ⓘ MJB10303

Description

Course summary ⓘ

The purpose of this course is to introduce a comprehensive overview of factors to MBA students that influence marketing decision making and online strategies at the management level, based on the marketing principles and concepts. MBA students will also be exposed to current issues in strategic

3. Technical Tips:

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

