



UTHM LMS - AUTHOR ODL GUIDE

for Academic Staff

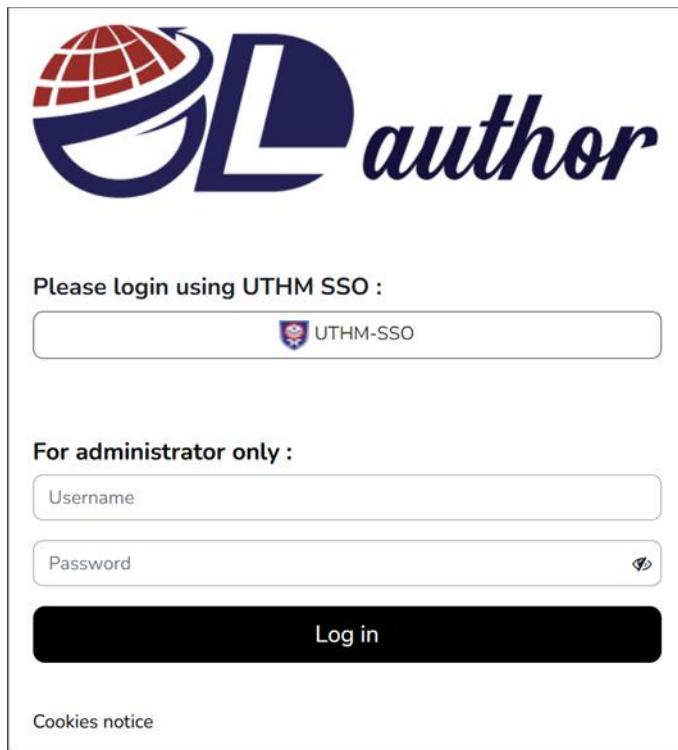


UTHM LMS - AuthorODL Guide for Academic Staff

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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. Choose **Please login using UTHM SSO.**
- iii. Click **UTHM SSO** button.

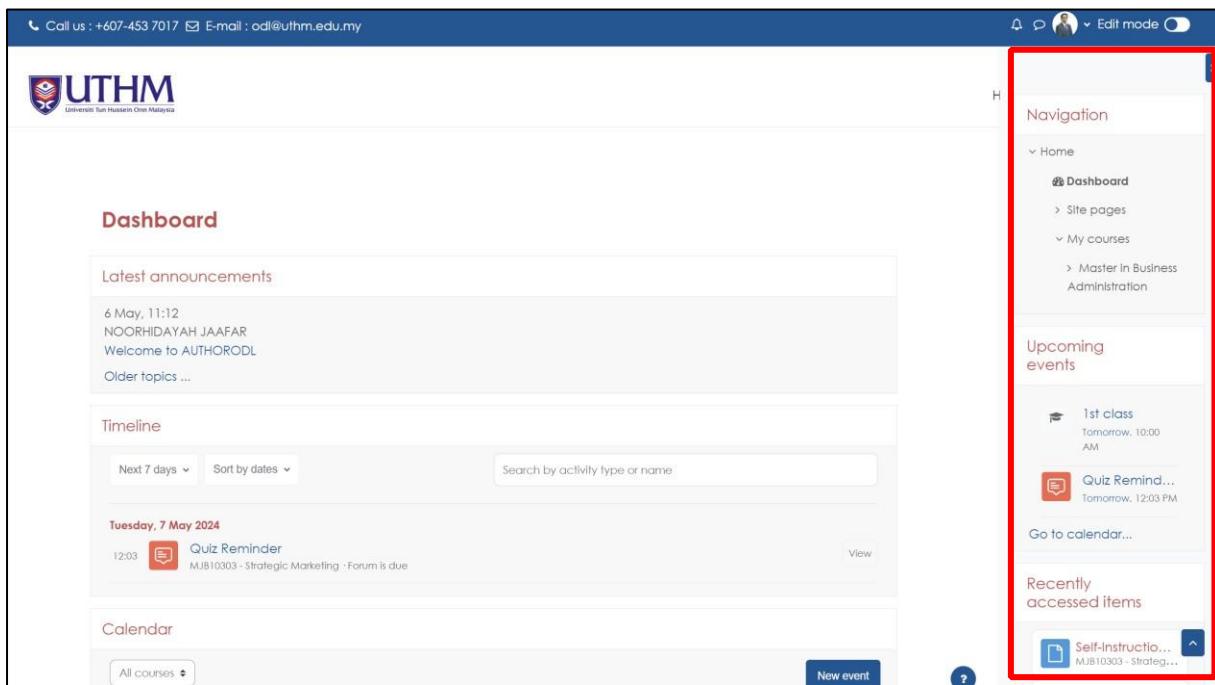


- iv. After click, you will **be redirected to SSO UTHM page.**
- v. **Enter Log in credentials:** Use your username and password (same with TCIS)
- vi. **Click Sign In and get 6-digit code from your authenticator.**
- vii. **Click Sign In.**

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

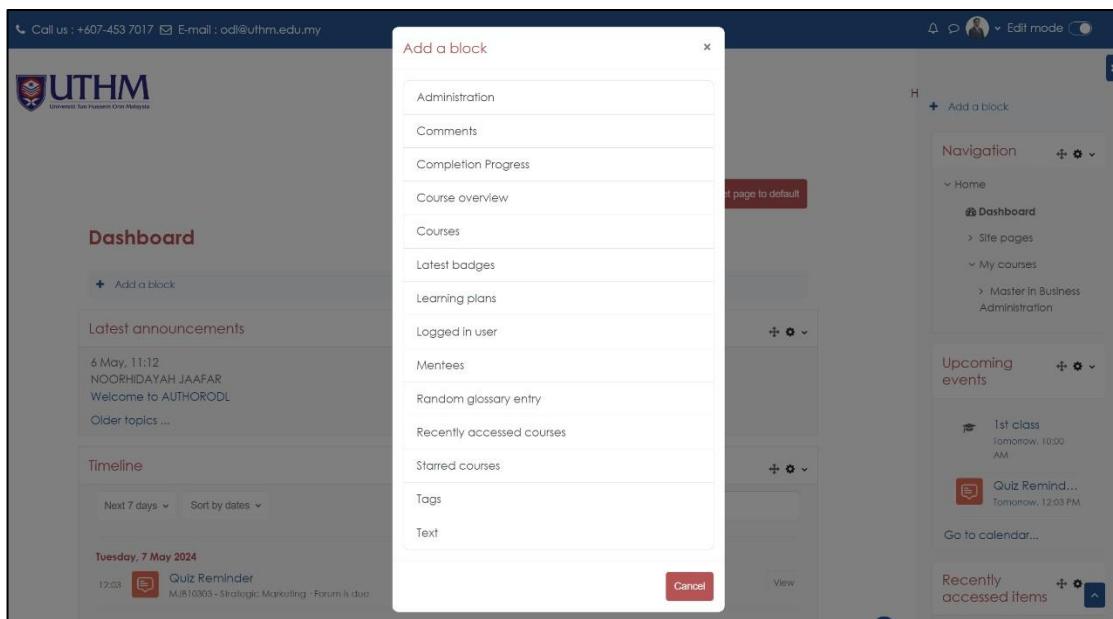
ix. **Dashboard:** Next to Home is Dashboard, you'll find announcements, important dates and general information

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



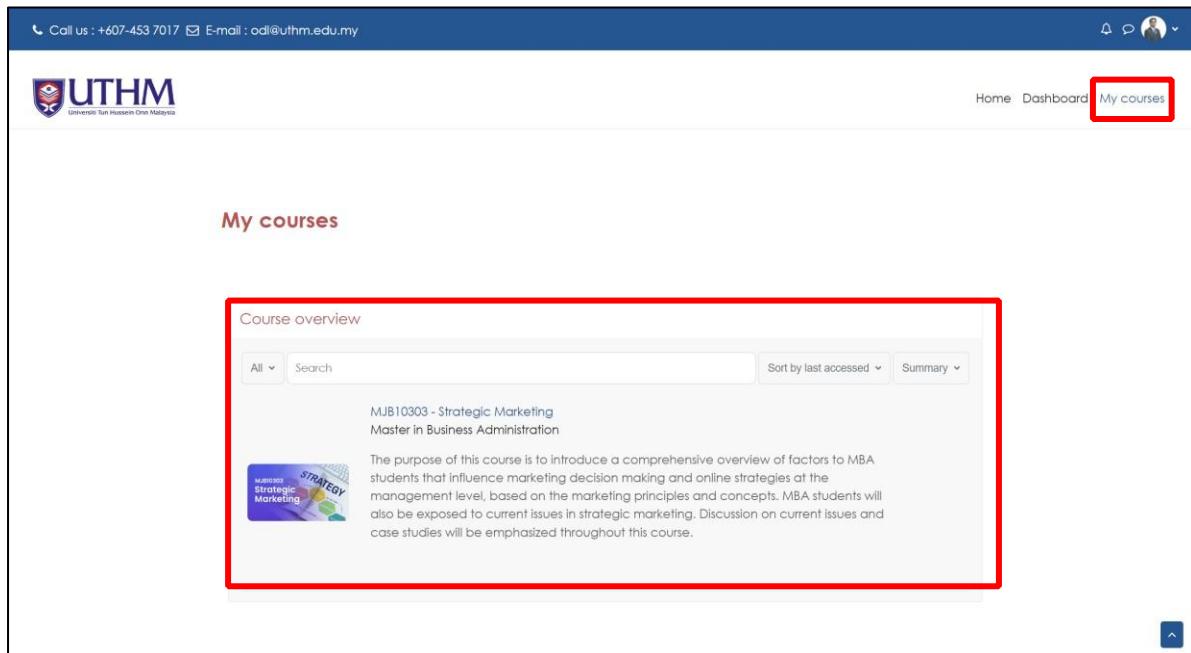
The screenshot shows the Moodle dashboard for UTHM. At the top, there is a header with a phone icon, the text 'Call us : +607-453 7017 E-mail : odl@uthm.edu.my', and a user profile icon with 'Edit mode' checked. The main content area has a 'Dashboard' title. On the left, there are 'Latest announcements' and 'Timeline' sections. On the right, there is a 'Navigation' block with sections for 'Home', 'Site pages', 'My courses' (which includes 'Master in Business Administration'), and 'Upcoming events' (listing '1st class' and 'Quiz Remind...'). Below these are 'Recently accessed items' and a 'Go to calendar...' link. A red box highlights the 'Navigation' block.

xi. **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.



The screenshot shows the Moodle dashboard with the 'Edit mode' option checked. A modal window titled 'Add a block' is open, listing various block options: Administration, Comments, Completion Progress, Course overview, Courses, Latest badges, Learning plans, Logged in user, Mentees, Random glossary entry, Recently accessed courses, Starred courses, Tags, and Text. In the background, the dashboard shows 'Latest announcements' (including a 'Quiz Reminder' for MUR10303 - Strategic Marketing), 'Timeline' (listing 'Tuesday, 7 May 2024' with a 'Quiz Reminder' for MUR10303 - Strategic Marketing), and the 'Navigation' block on the right. A red box highlights the 'Add a block' button in the modal.

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



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UTHM
Universiti Tun Hussein Onn Malaysia

Home Dashboard My courses

My courses

Course overview

All Search Sort by last accessed Summary

MJB10303 - Strategic Marketing
Master in Business Administration



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 marketing. Discussion on current issues and case studies will be emphasized throughout this course.

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.

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General

Engagement Starters

Course Overview

References

eBook - Strategic Ma...

Live Class Session

Live Class Session

Introduction: What is ...

What is Marketing Str...

Lecture 1: Situatio... 1

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

Lecture 1: Situation A...

MJB10303 - Strategic Marketing

Course Settings Participants Grades Reports More

General

STRATEGIC MARKETING

UTHM

FORUM Engagement Starters

View Post replies: 1

Upcoming events

1st class Tomorrow, 10:00 AM

Quiz Remind... Tomorrow, 12:03 PM

Go to calendar...

Completion Progress

Progress: 1% Mouse over or touch bar for info.

Overview of students

Latest announcement

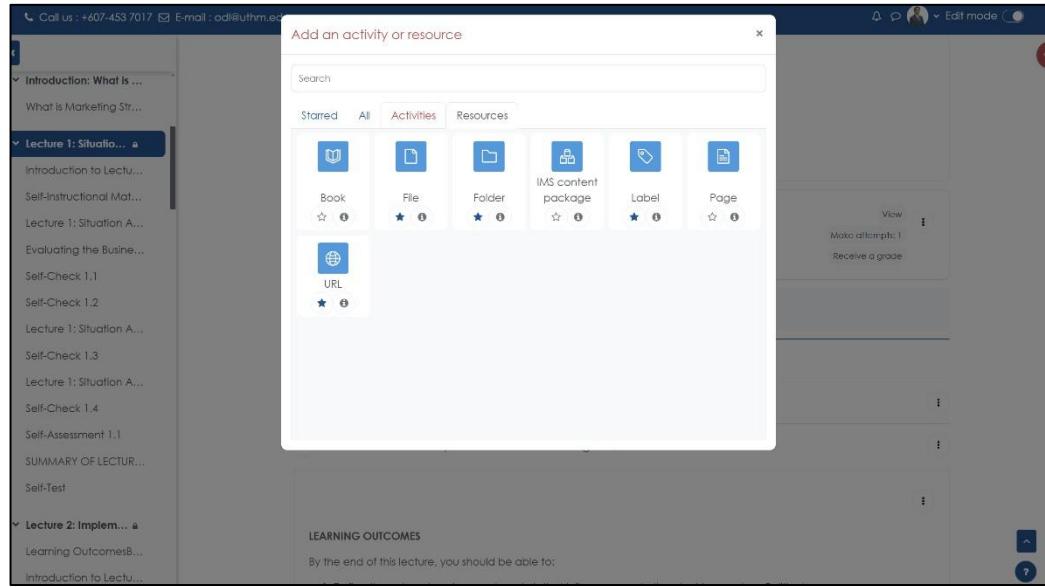
iii. **Course:** this is where all modules or topics will appear. Each module contains learning materials, assignments, and quizzes. To customize, click **Edit Mode** to turn it on.

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.

First name / Surname	Email address	Roles	Groups	Last access to course	Status
PM Dr. Amran Harun	amranh@uthm.edu.my	Teacher	No groups	110 days 21 hours	Active
Ts. Dr. Muhammad Asyraf Hasim	asyrath@uthm.edu.my	Teacher	No groups	39 secs	Active
NJ Noorhidayah Jaaffar	nazurah@uthm.edu.my	Student	No groups	20 hours 46 mins	Active
PK Puan Noreina Kepd @ Nasir	noreina@uthm.edu.my	Teacher	No groups	349 days 22 hours	Active

 There are also navigation buttons for 'Enrolled users' (dropdown), 'Enrol users' (button), 'Clear filters' (button), and 'Apply filters' (button)."/>

- 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: NOORHIDAYAH JAAFAR nozurah@ulthm.edu.my

Assign role: Student

Show more...

Cancel Enrol users

+ Add condition

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
PM Dr. Amran Harun	amranih@ulthm.edu.my	Teacher	No groups	110 days 21 hours	Active
Ts. Dr. Muhammad Asyraf Hasim	asyrafh@ulthm.edu.my	Teacher	No groups	32 secs	Active
NJ Noorhidayah Jaaffar	nozurah@ulthm.edu.my	Student	No groups	20 hours 46 mins	Active
Dr. Nurulmirazak Razak	nurulmirazak@ulthm.edu.my	Teacher	No groups	2 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

All participants: 2/2

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 nurulmirazak 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

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method for this quiz is Highest grade.

First name: **AB** | **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: **NU** | **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	Time	Completed token	Grade/10.00 /10.00
Noorhidayah Jafar	nooruzah@uthm.edu.my	Finished	2024 9:30 9:50 AM	11 secs	10.00	10.00
					Overall average	10.00 (1) 10.00 (1)

Grade selected attempt Delete selected attempt

Overall number of students achieving grade ranges

Percentages

0.00-1.00 1.00-1.99 2.00-2.99 3.00-3.99 4.00-4.99 5.00-5.99 6.00-6.99 7.00-7.99 8.00-8.99 9.00-9.99 10.00-10.99

e. Communicate with Students

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

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General

Engagement Starters Course Overview

References eBook - Strategic M...

Live Class Session Live Class Session

Introduction: What is ... What is Marketing Str...

Lecture 1: Situat... Introduction to Lect...

Self-Instructional Mat...

Lecture 1: Situation ... Evaluating the Brain...

Self-Check 1.1

Self Check 1.2

Lecture 1: Situation ... Self-Check 1.3

Lecture 1: Situation ... Self-Check 1.4

Self-Assessment 1.1

Self Test

Lecture 2: Imple... Introduction to Lect...

Self-Instructional Mat...

Lecture 2: Implemen...

General

MJBI0303 STRATEGIC MARKETING

FORUM Engagement Starters

View Post replies: 1

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.

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Evaluating the Busin...

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Self-Check 1.2

Lecture 1: Situation ...

Self-Check 1.3

Lecture 1: Situation ...

Self-Check 1.4

Self-Assessment 1.1

Self-Test

Lecture 2: Imple...

Introduction to Lect...

Self-Instructional Mat...

Lecture 2: Implemen...

View Post replies

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Give your feedback here.

Search forums Add discussion topic

Discussion	Started by	Last post 1	Replies
LET'S INTRODUCE OURSELVES	BS UTHM	BS UTHM 28 Apr 2024	0

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

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Self-Check 1.3

Lecture 1: Situation ...

Self-Check 1.4

Self-Assessment 1.1

Self-Test

Master in Business Administration > SM > Engagement Starters

LET'S INTRODUCE OURSELVES

FORUM Engagement Starters

Forum Settings Advanced grading More

LET'S INTRODUCE OURSELVES

Display replies in nested form Move this discussion to ... Settings

by BS UTHM - Sunday, 28 April 2024, 10:21 AM

MY NAME IS MUHAMMAD ASYRAF BIN HASIM

I'M FROM MALAYSIA

ONE INTERESTING FACT ABOUT ME IS...

Permalink Edit Delete Reply

Write your reply...

Reply privately Advanced

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

The screenshot shows a learning management system interface. On the left, a forum titled 'Engagement Starters' is displayed, featuring a group of people in a meeting. The right side shows a 'Completion Progress' grid and a 'Latest announcement' section. A red box highlights the 'Latest announcement' section.

FORUM
Engagement Starters

View
Post replies: 1

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.

Get To Know Your Instructor

"Hello, future leaders and learners! I'm thrilled to embark on this educational journey with each and every one of you. My name is **Dr. Asyraf bin Hasim**, but you can just call me **Dr. Asyraf**, and I'll be your guide through this course."

In this course, we're not just going to memorize facts and figures; we're going to dive deep, ask tough questions, and challenge ourselves to think critically. My goal is not only to impart knowledge but to ignite a spark within each of you—a curiosity that drives you to keep learning long after this course is over.

Completion Progress

Progress: 1%

Chapter 1: The Marketing Concept
Not complete

Overview of students

Latest announcement

Add a new topic...
7 May, 12:01
Ts. Dr. Muhammad Asyraf Hasim
Reminder - 10.00 am class

5 May, 15:22
JBS UTHM
LET'S INTRODUCE OURSELVES

Older topics ...

Online users

1 online user (last 5 minutes)

Ts. Dr. Muhammad Asyraf Hasim

f. Monitor Student Progress

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

The screenshot shows the 'Reports' tab selected in a navigation bar. Below it, a 'Competency breakdown' section is visible.

MJB10303 - Strategic Marketing

Course Settings Participants Grades Reports More ▾

Reports

Competency breakdown
Logs
Live logs
Activity report
Course participation
Activity completion

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

Activity	Views	Related blog entries	Last access
Engagement Starters	116 views by 5 users	-	Tuesday, 7 May 2024, 12:01 PM (36 min 61 seconds)
Course Overview	13 views by 2 users	-	Monday, 6 May 2024, 10:57 AM (1 day 1 hour)
References			
eBook - Strategic Marketing	13 views by 4 users	-	Sunday, 5 May 2024, 5:33 PM (1 day 19 hours)
Live Class Session			
Live Class Session	13 views by 3 users	-	Sunday, 5 May 2024, 9:20 AM (2 days 3 hours)
Introduction: What is Marketing Strategy?			
What is Marketing Strategy?	6 views by 3 users	-	Monday, 6 May 2024, 4:13 PM (20 hours 41 minutes)
Lecture 1: Situation Assessment and Strategy Formation			
Introduction to Lecture 1	2 views by 1 users	-	Sunday, 5 May 2021, 1:01 PM (1 day 20 hours)

g. Customize Course Settings

- Customize your course settings by clicking on the **Settings** tab.
- Customize enrolment 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

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:

- 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 are 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).

