

# UTHM LMS - AUTHORODL GUIDE

for Academic Staff



by



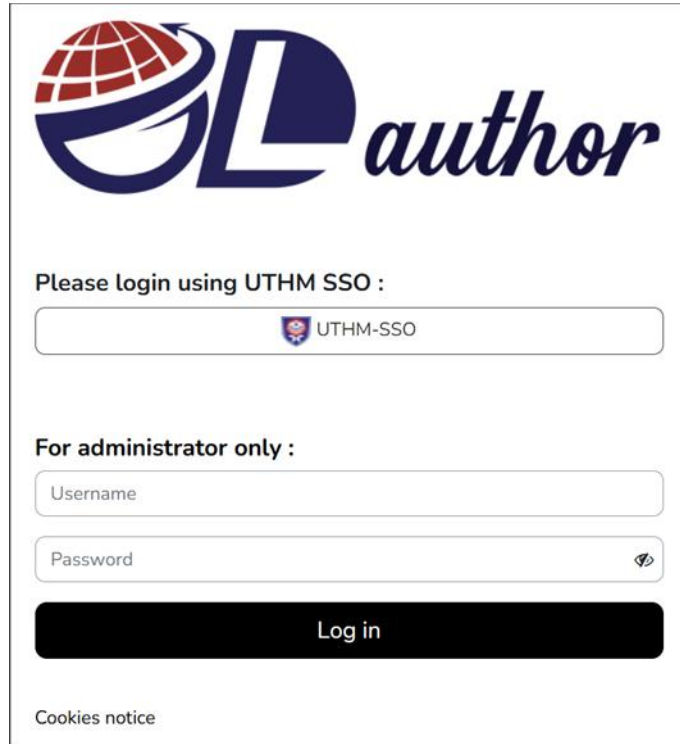
Centre for  
Virtual Learning  
UTHM

# 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.



Please login using UTHM SSO :

UTHM-SSO

For administrator only :

Username

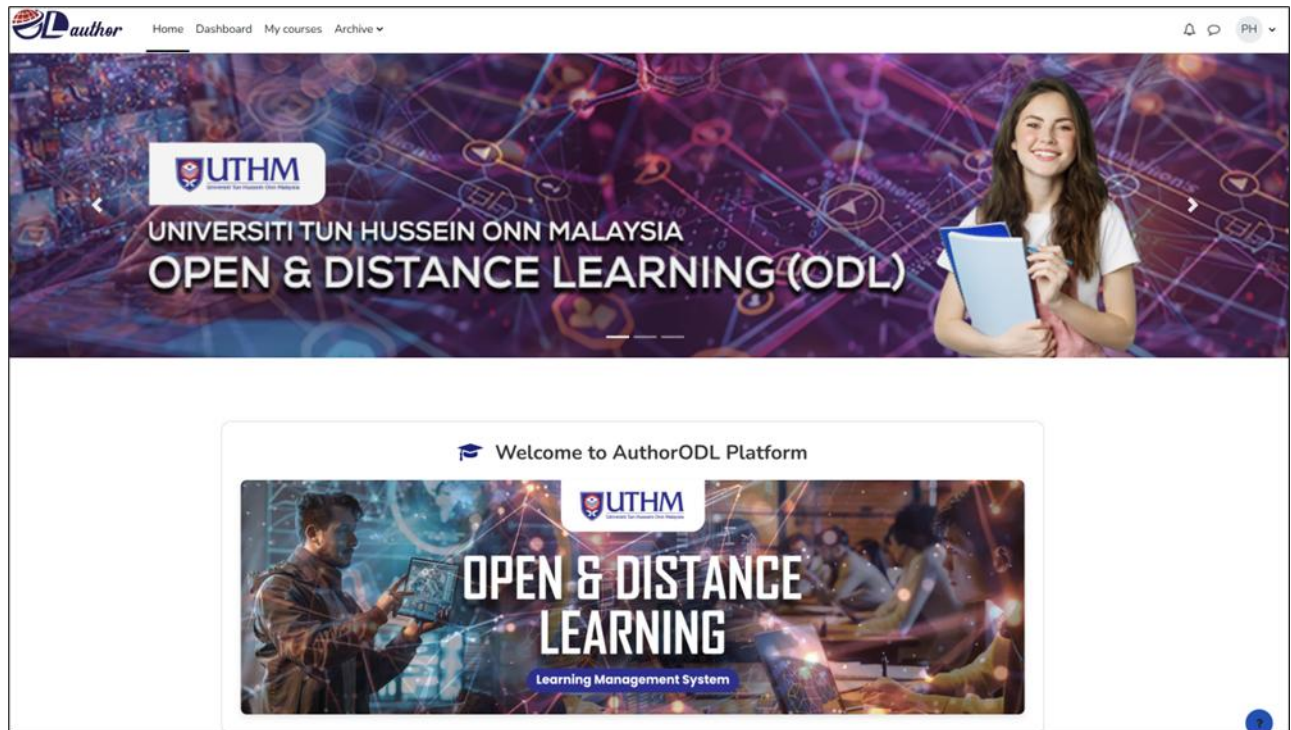
Password

Log in

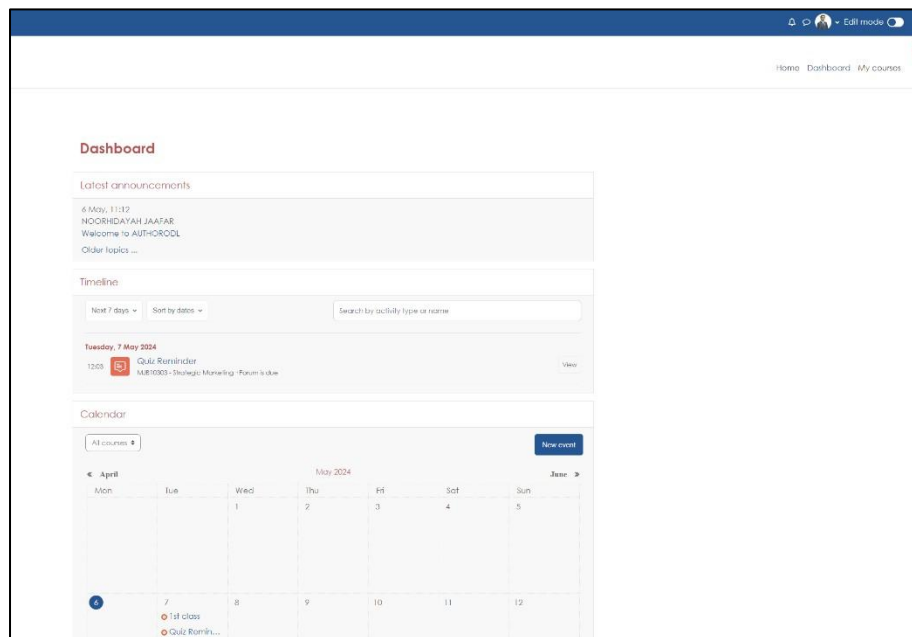
[Cookies notice](#)

- 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**.

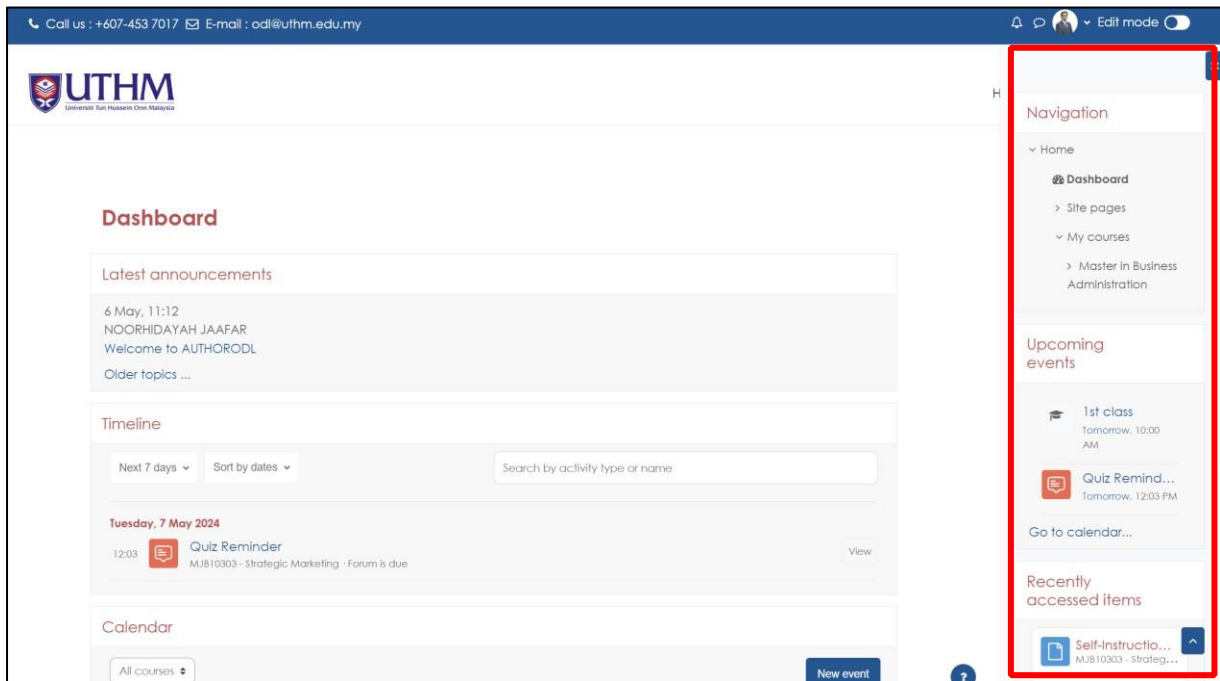
viii. **Home:** After successfully login, you'll see your homepage



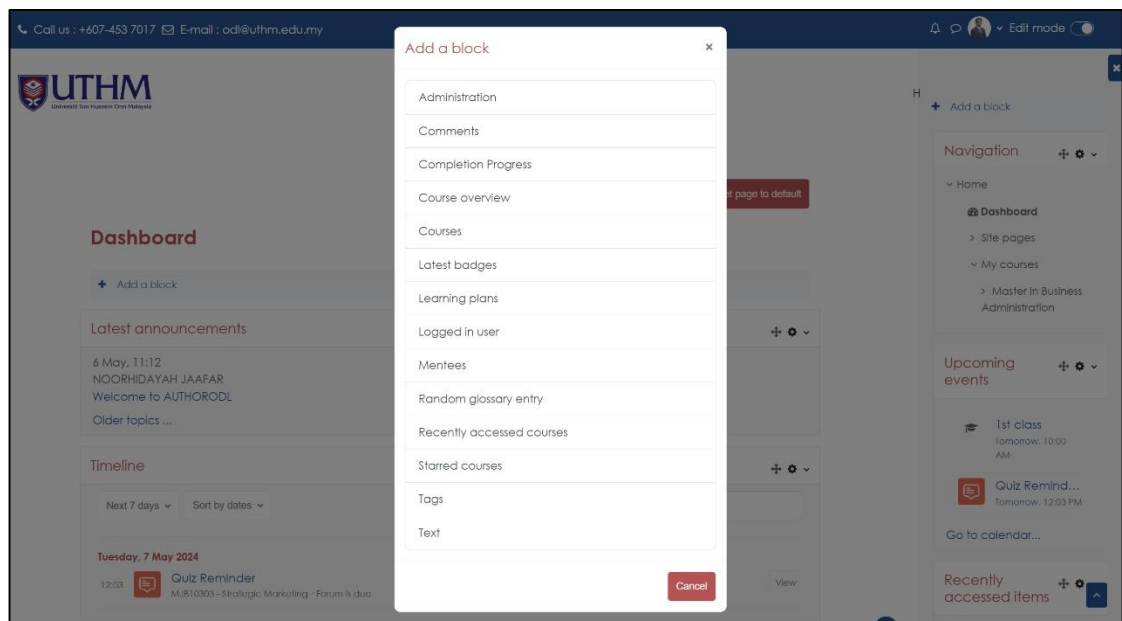
ix. **Dashboard:** Next to Home is Dashboard, you'll find announcements, important dates and general information



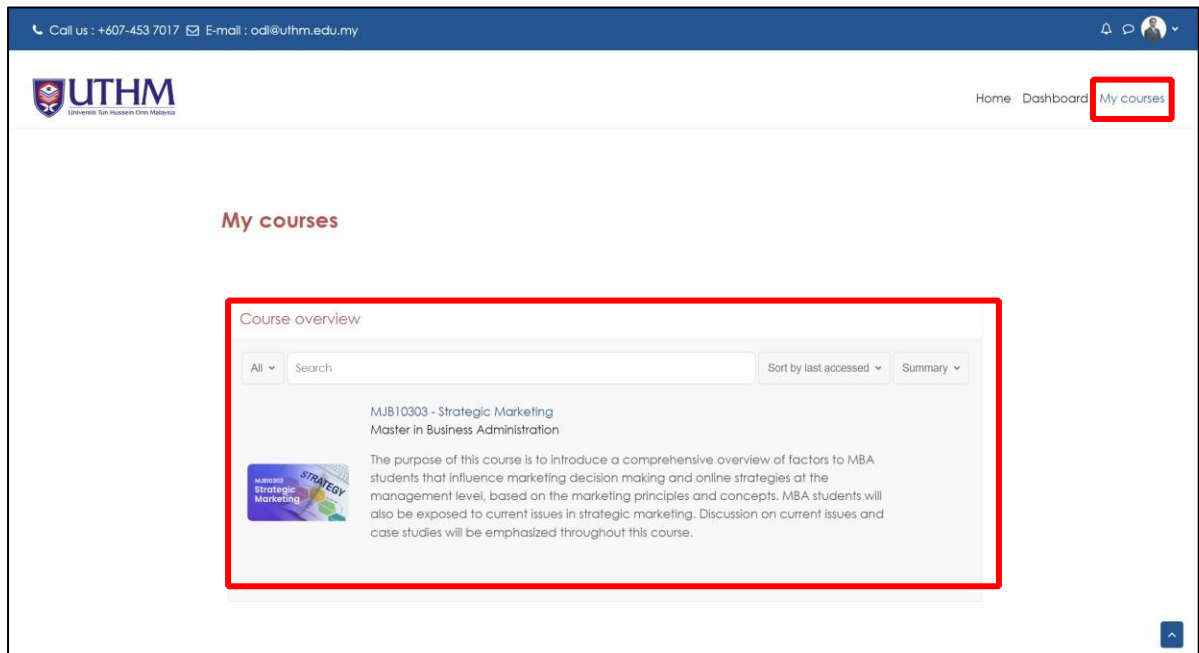
x. At the right sidebar at Dashboard page, you'll see the block information about the **course upcoming events, navigations, online users** and many more.



- 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.



- 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.



## 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.

Call us : +607-453 7017 E-mail : odl@uthm.edu.my

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...

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

MJB10303

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

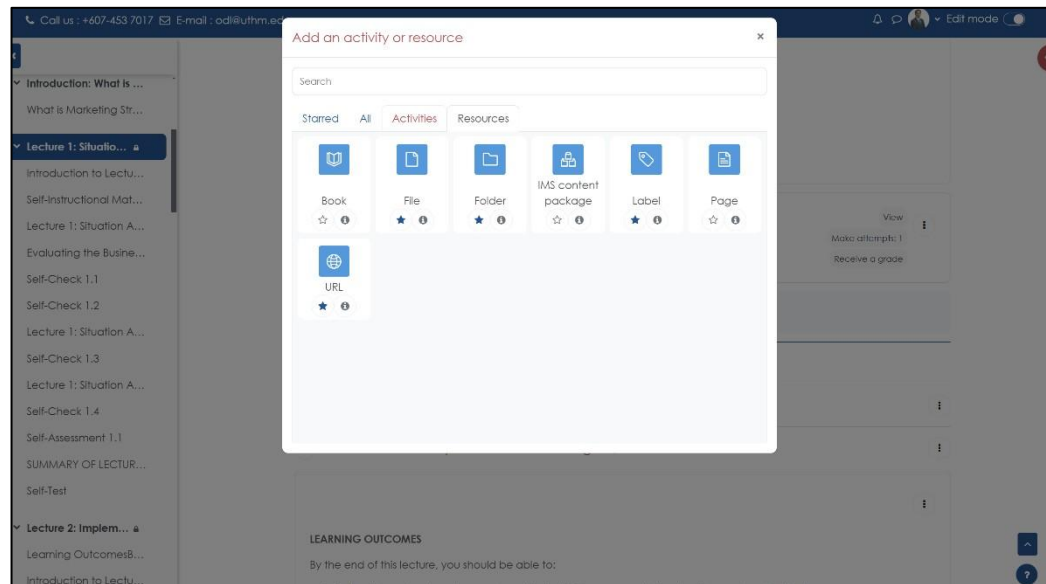
iii. **Course:** this is where all modules or topics will appear. Each module contains learning materials, assignments, and quizzes. To customize, click **Edit Mode** to turn it on.

**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.

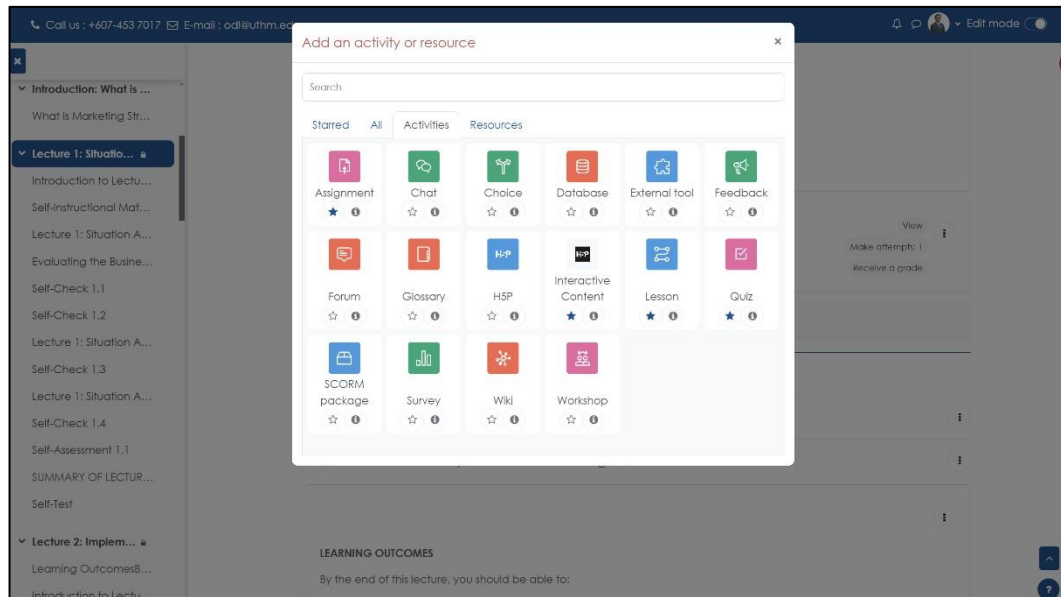
#### b. Create Activities:

- 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.

**MJB10303 - Strategic Marketing**

Course Settings **Participants** Grades Reports More

Unenrolled users Enroll users

Enrolled users

Match: Any Select

+ Add condition Clear filters Apply filters

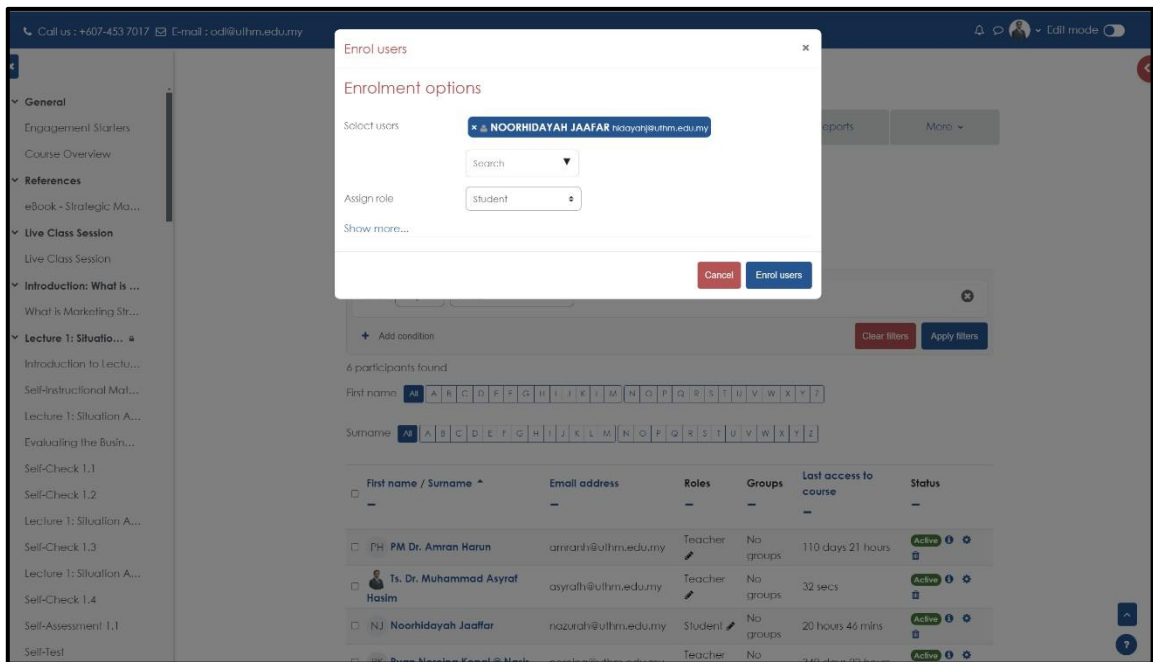
6 participants found

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@uthm.edu.my	Teacher	No groups	110 days 21 hours	Active
<input type="checkbox"/>	Ts. Dr. Muhammad Asyraf Hasim	asyraht@uthm.edu.my	Teacher	No groups	32 secs	Active
<input type="checkbox"/>	Noorhidayah Jaafar	nazurah@uthm.edu.my	Student	No groups	20 hours 46 mins	Active
<input type="checkbox"/>	Puan Noreina Kepai @ Nasir	noreina@uthm.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.



#### 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: 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

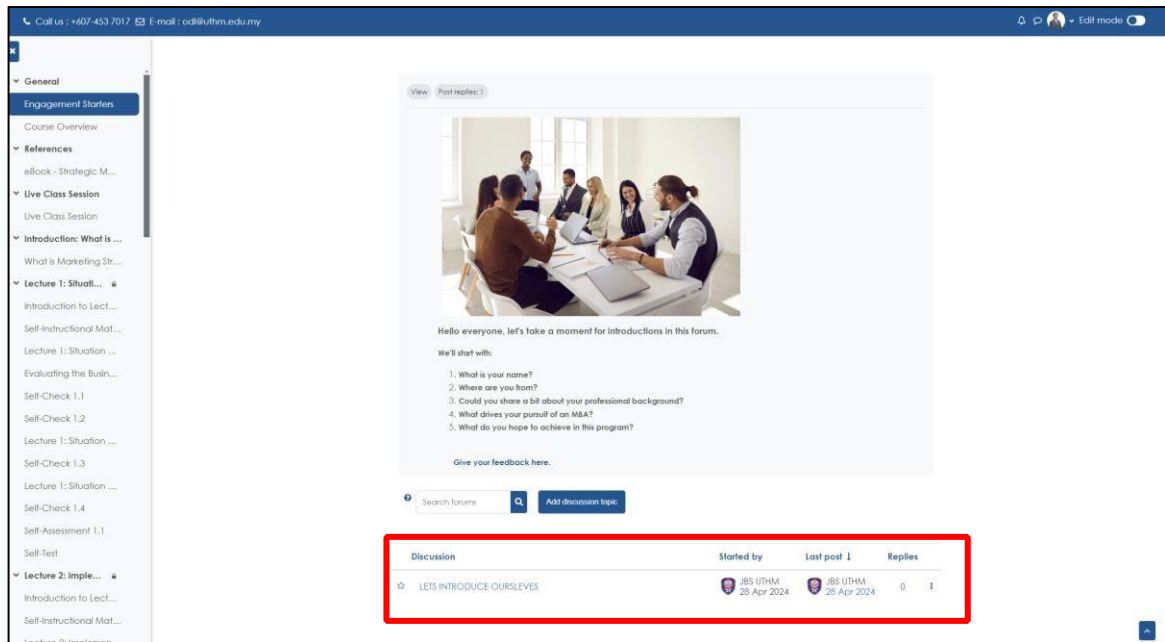
Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

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 nuralmirazak razak	-	-	-	-	-
Overall average	-	-	-	10.00	10.00

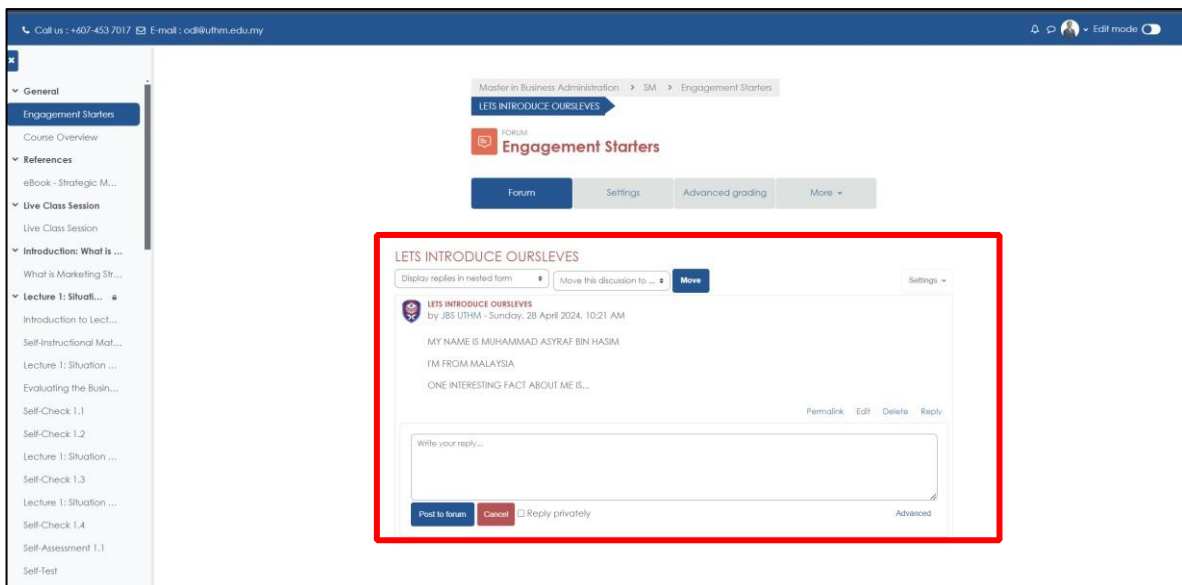
- You can also manage/view students' grade by clicking on the assignment link.



- 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.

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.](#)



Get To Know Your Instructor

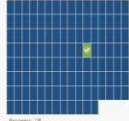
"Hello, future leaders and learners! I'm thrilled to embark on this educational journey with each and every one of you. My name is **Dr. Asyraf bin Hasim**, but you can just call me **Dr. Asyraf**, and I'll be your guide through this course."

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.

upcoming events

Go to calendar...

Completion Progress



Progress: 1%

Chapter 1: The Marketing Concept  
Not completed

[Overview of students](#)

Latest announcement

5

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.

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 report

> Filter

Computed from logs since Monday, 19 September 2022, 1:38 PM.

Activity	Views	Related blog entities	Last access
Engagement Starters	116 views by 5 users	-	Sunday, 7 May 2024, 12:01 PM (36 mins ago)
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, 5:25 PM (1 day 19 hours)
Live Class Session			
Live Class Session	13 views by 3 users	-	Sunday, 5 May 2024, 9:25 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 24 mins)
Lecture 1: Situation Assessment and Strategy Formation			
Introduction to Lecture 1	2 views by 1 user	-	Sunday, 5 May 2024, 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.



