UTHM
Universiti Tun Hussein Onn Malaysia

UTHM LMS - AUTHORODL GUIDE

for Students

by Centre for Virtual Learning UTHM

UTHM LMS - AuthorODL Guide for Students

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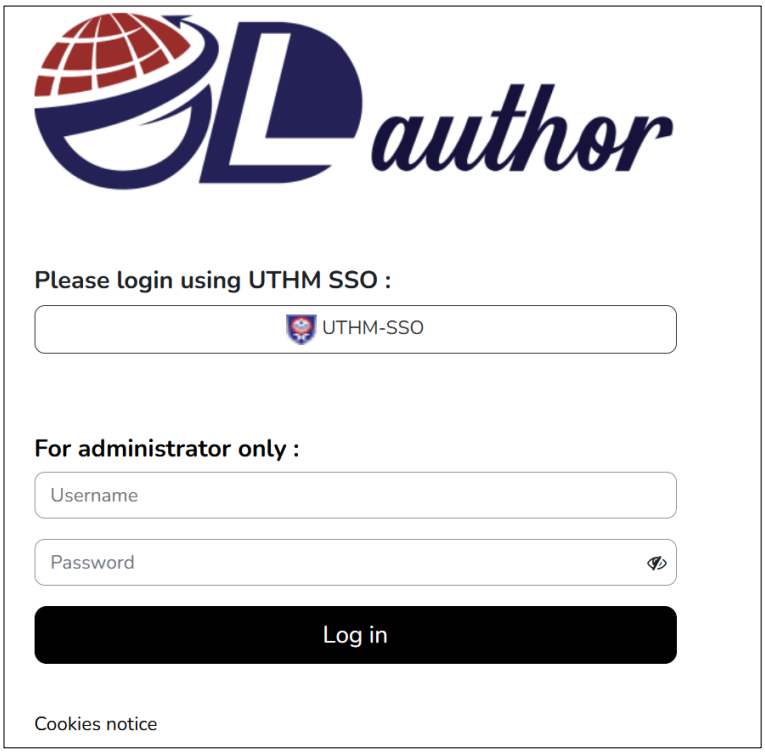
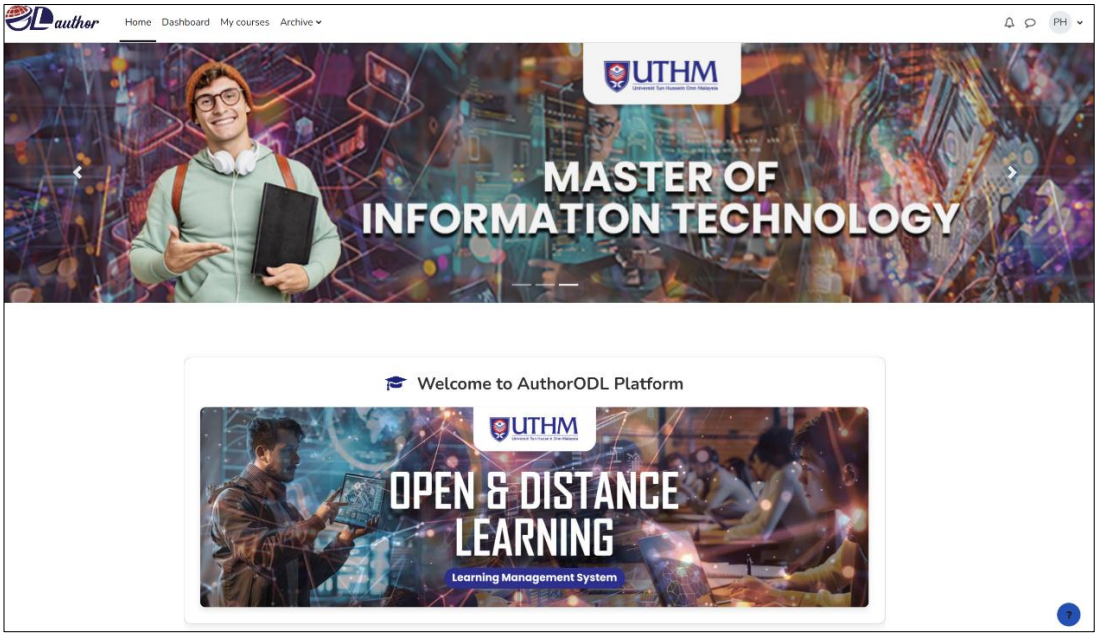
1. **Logging In and Navigating:**
    i. Open a browser and search this URL address: https://authorodl.uthm.edu.my/
    ii. Choose **Please login using UTHM SSO**.
    iii. Click **UTHM SSO** button.

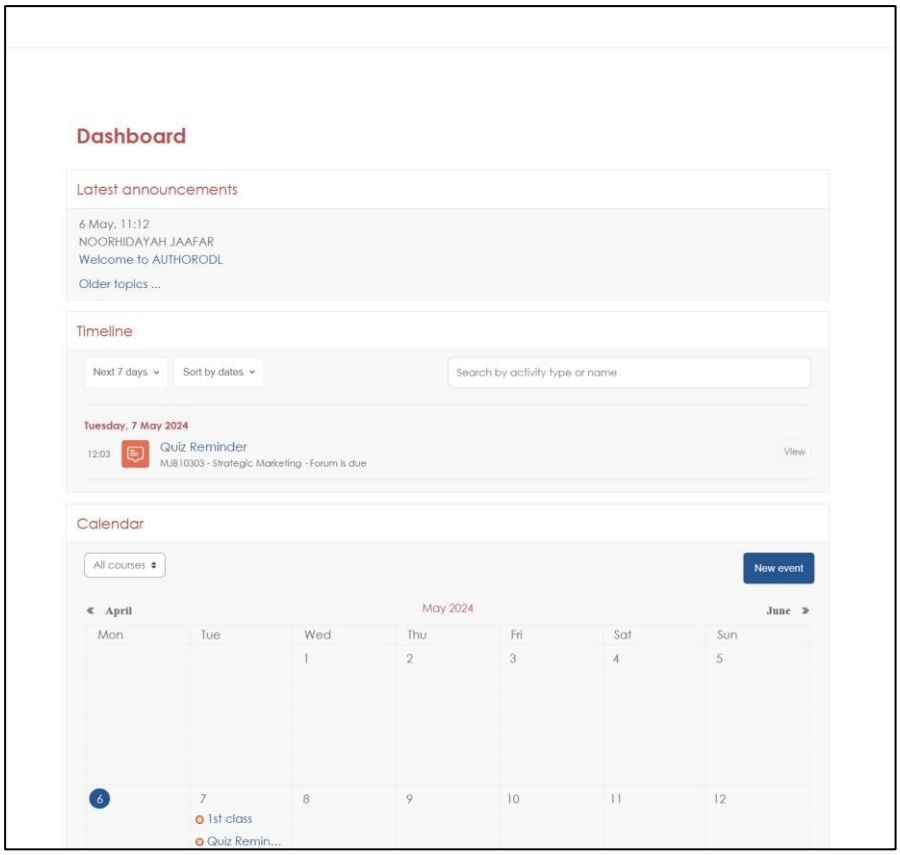


    iv. After click, you will **be redirected to SSO UTHM page**.
    v. Enter **Log in credentials**: Use your assigned username [Matric Number] and password (same with SMAP).
    vi. Click **Sign In** and **get 6-digit code from your authenticator**.
    vii. Click **Sign In**.

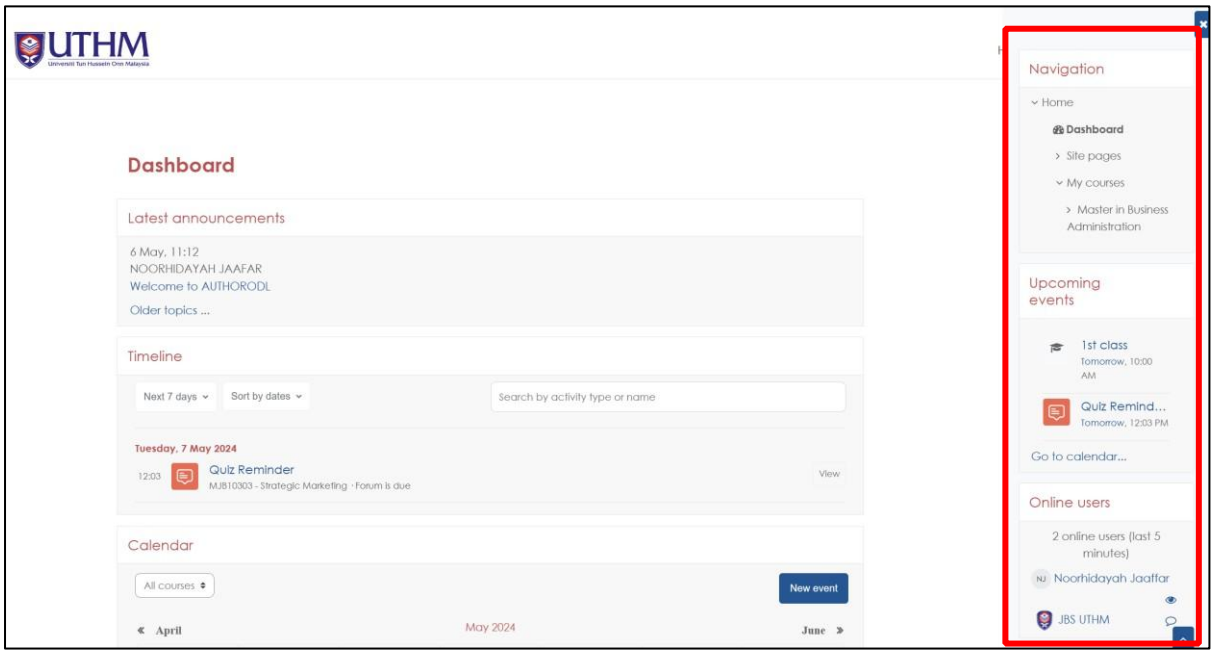
viii. **Home**: After successfully logging in, you'll see your home page.



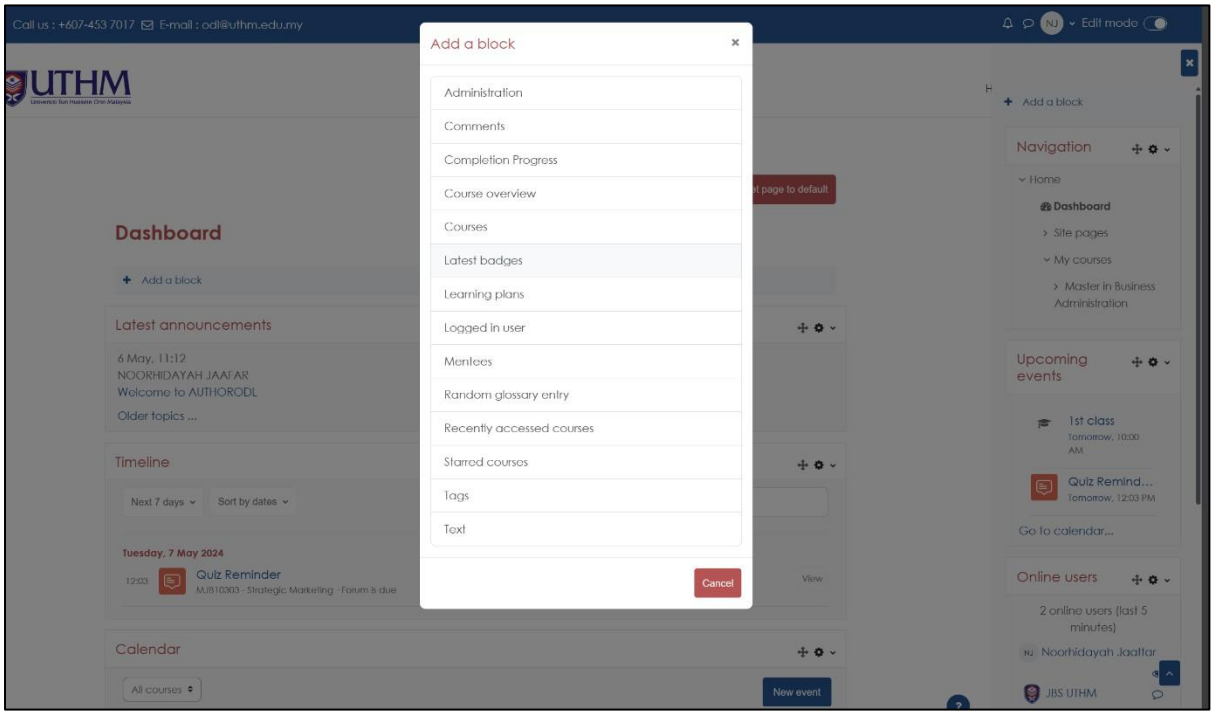
ix. **Dashboard**: Next to Home is Dashboard, you'll find announcements, important dates, and general information.



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

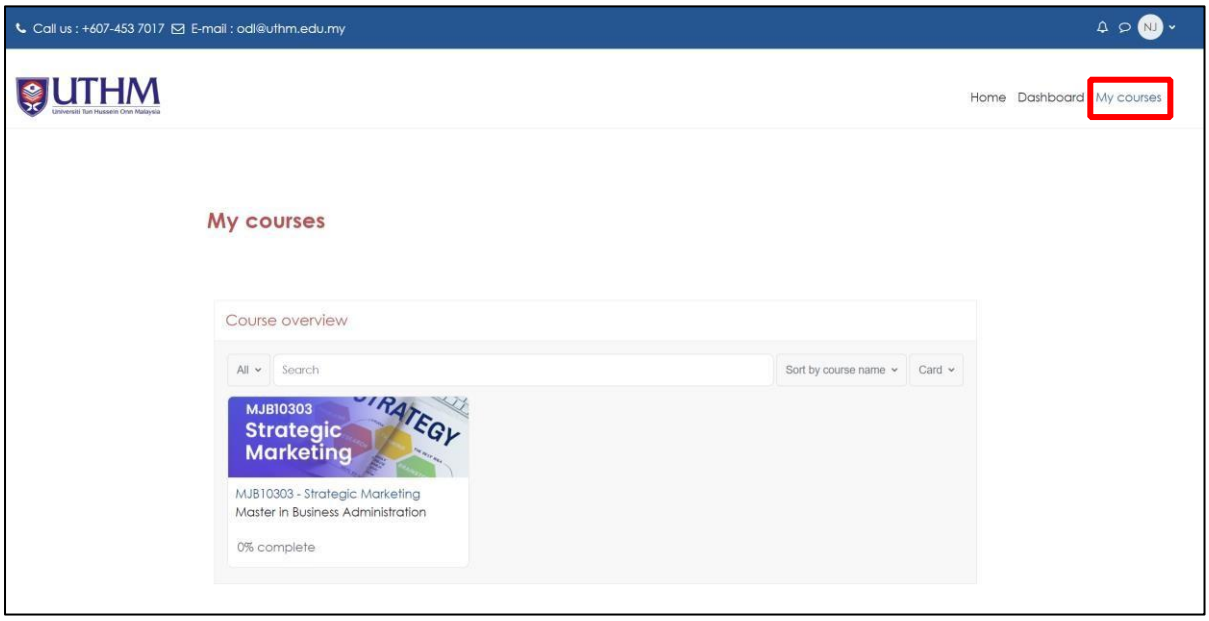


xi. And you can add anything block depending on what information that you want to know by turning edit mode on.



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

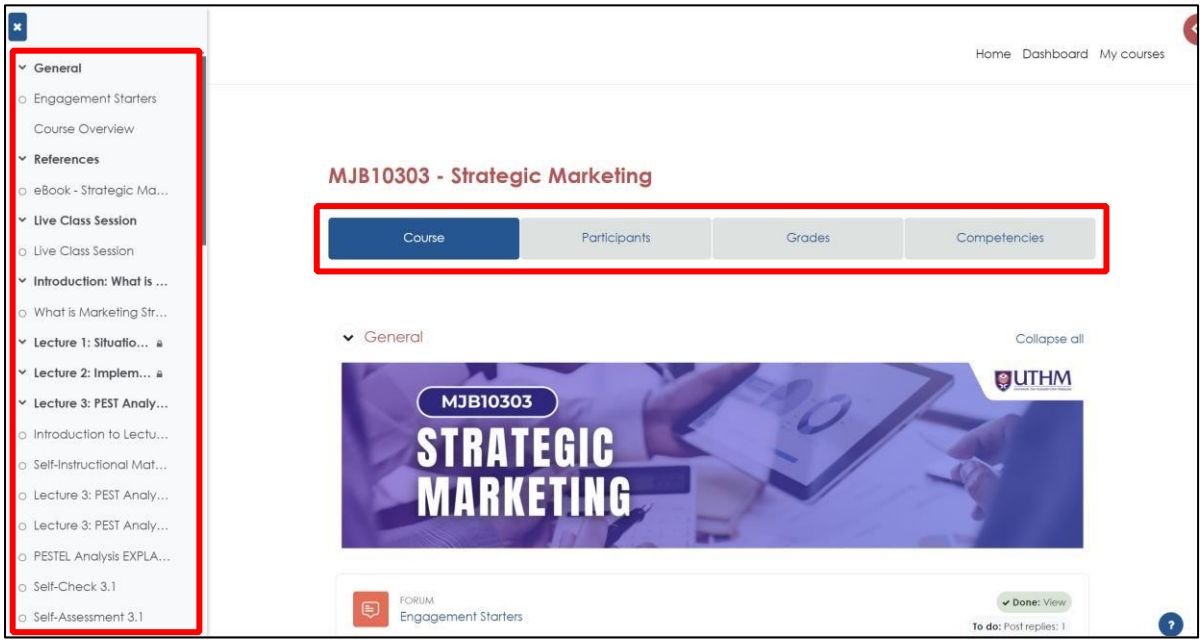
xiii. **Course Overview**: Click on **My Course** and explore the course overview to find your enrolled courses. Click on a course to access its content.



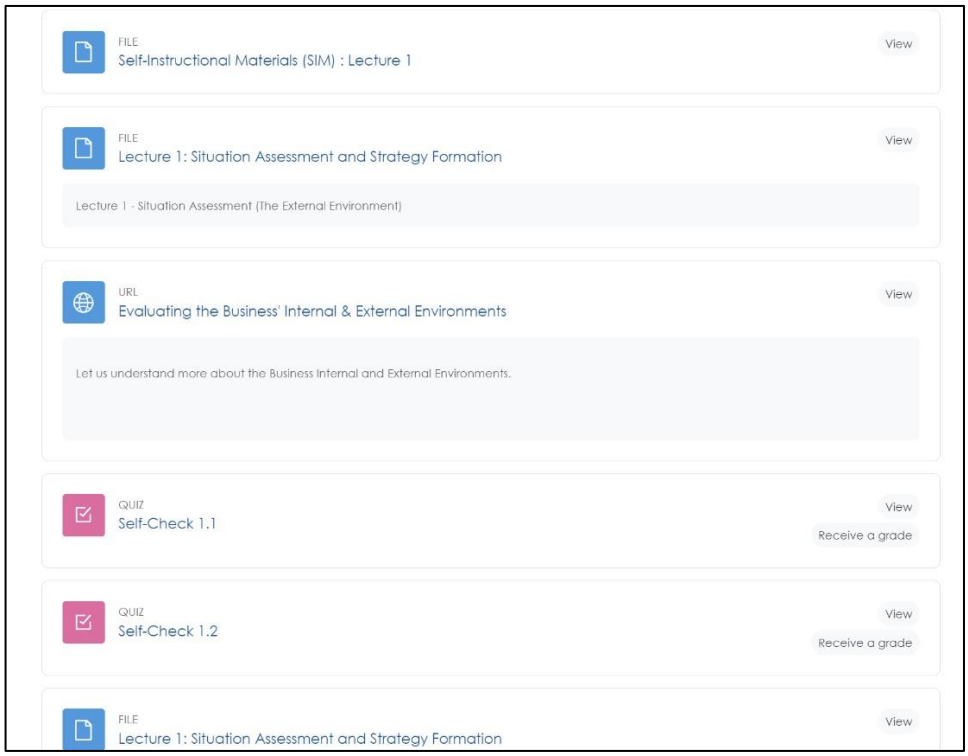
2. Course Pages:

i. After click on a course, you'll see this page

ii. Course Home: Start with the course home page. Here, you'll find **course content**, **participants**, and your **grades** for the course. At the left side of the page, there is also **a course index**.

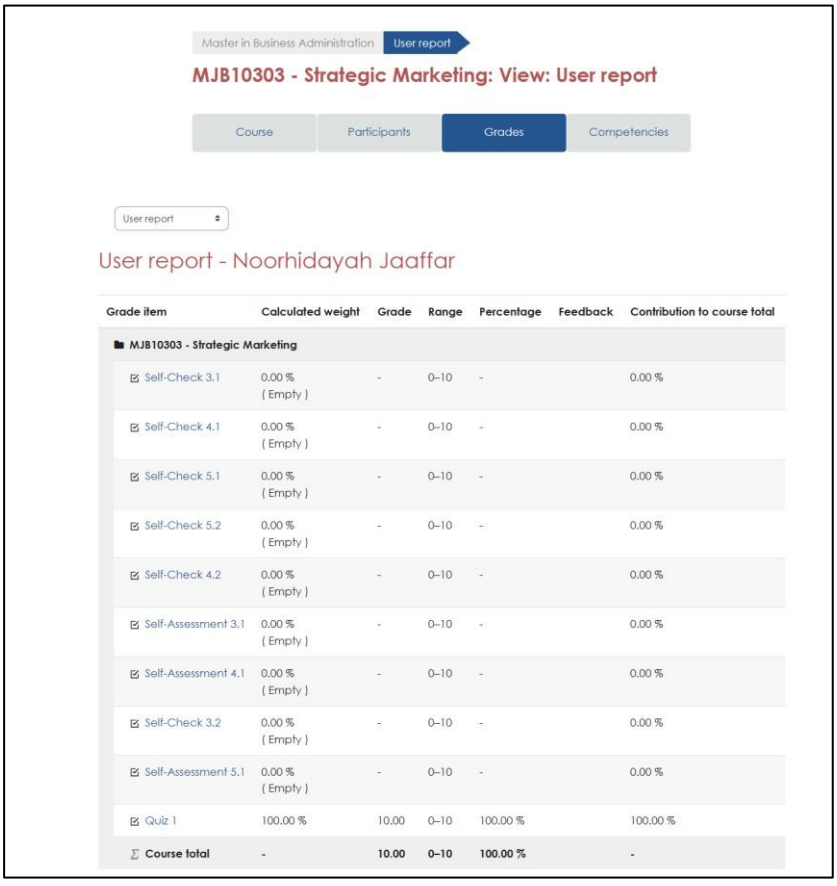


iii. **Course:** In a course content, you'll see all modules or topics. Each module contains learning materials, assignments, and quizzes



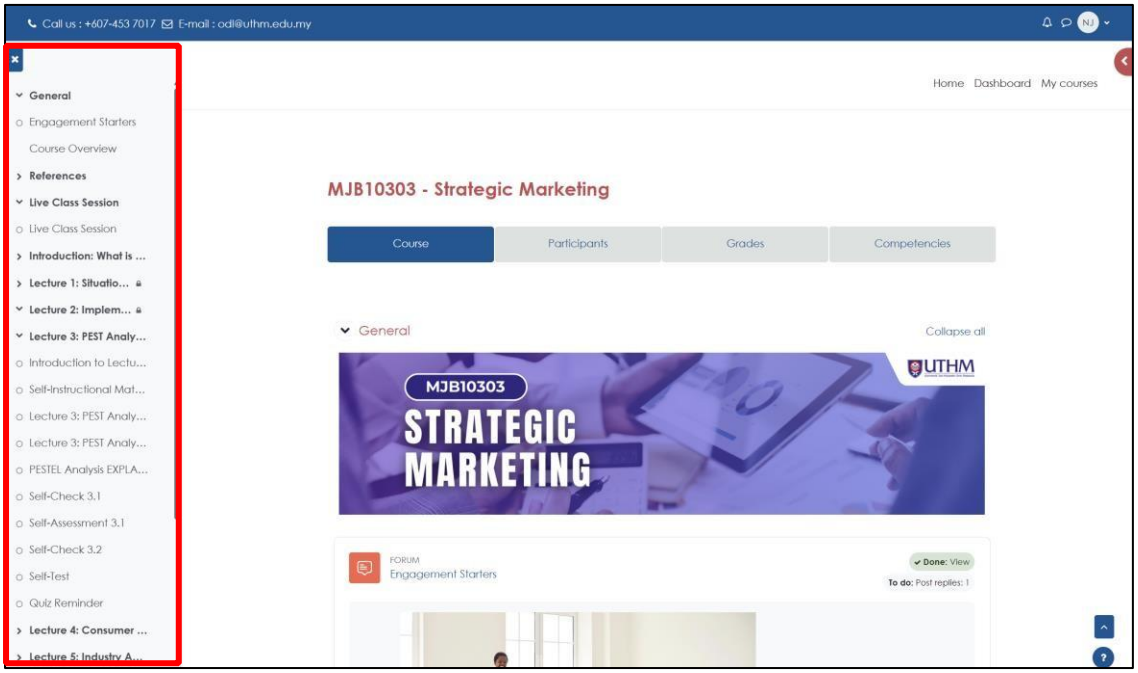
iv. **Participants**: you'll see the list of all participants that enrol in this course.

v. **Grades**: you'll see your grades for quiz/exams.

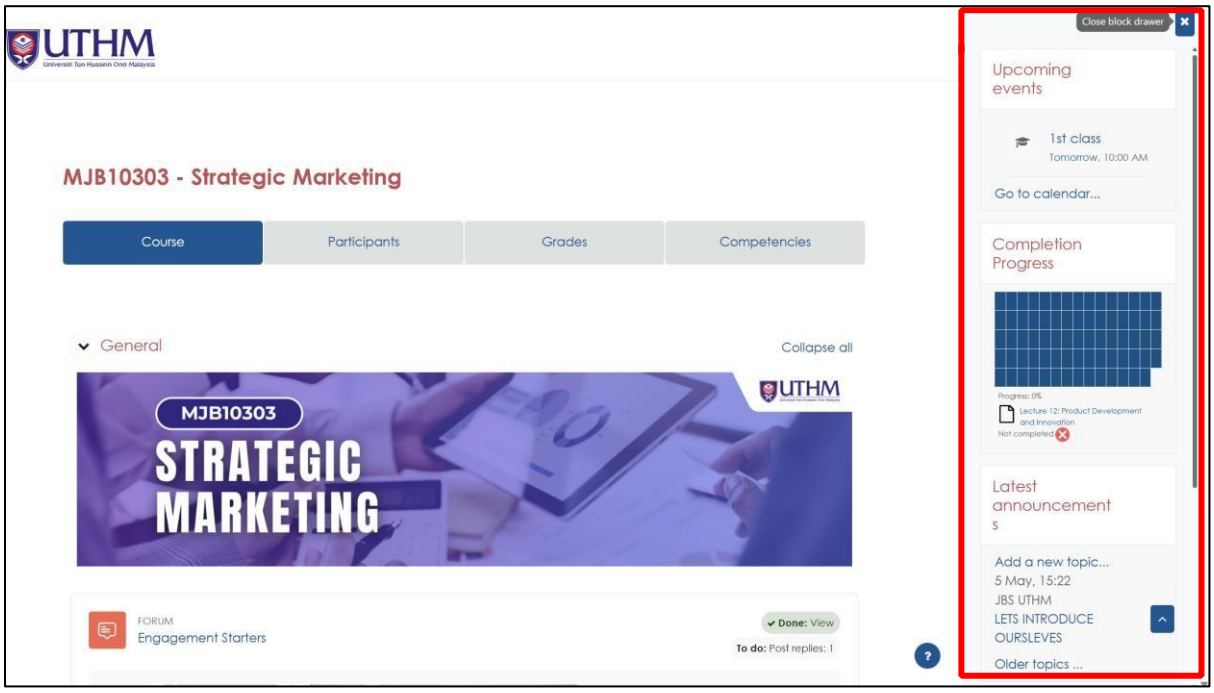


Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
MJB10303 - Strategic Marketing						
Self-Check 3.1	0.00 % (Empty)	-	0–10	-		0.00 %
Self-Check 4.1	0.00 % (Empty)	-	0–10	-		0.00 %
Self-Check 5.1	0.00 % (Empty)	-	0–10	-		0.00 %
Self-Check 5.2	0.00 % (Empty)	-	0–10	-		0.00 %
Self-Check 4.2	0.00 % (Empty)	-	0–10	-		0.00 %
Self-Assessment 3.1	0.00 % (Empty)	-	0–10	-		0.00 %
Self-Assessment 4.1	0.00 % (Empty)	-	0–10	-		0.00 %
Self-Check 3.2	0.00 % (Empty)	-	0–10	-		0.00 %
Self-Assessment 5.1	0.00 % (Empty)	-	0–10	-		0.00 %
Quiz 1	100.00 %	10.00	0–10	100.00 %		100.00 %
Course total	-	**10.00**	**0–10**	**100.00 %**		-

vi. **Course Index**: Use the left sidebar to navigate between different sections of the course.

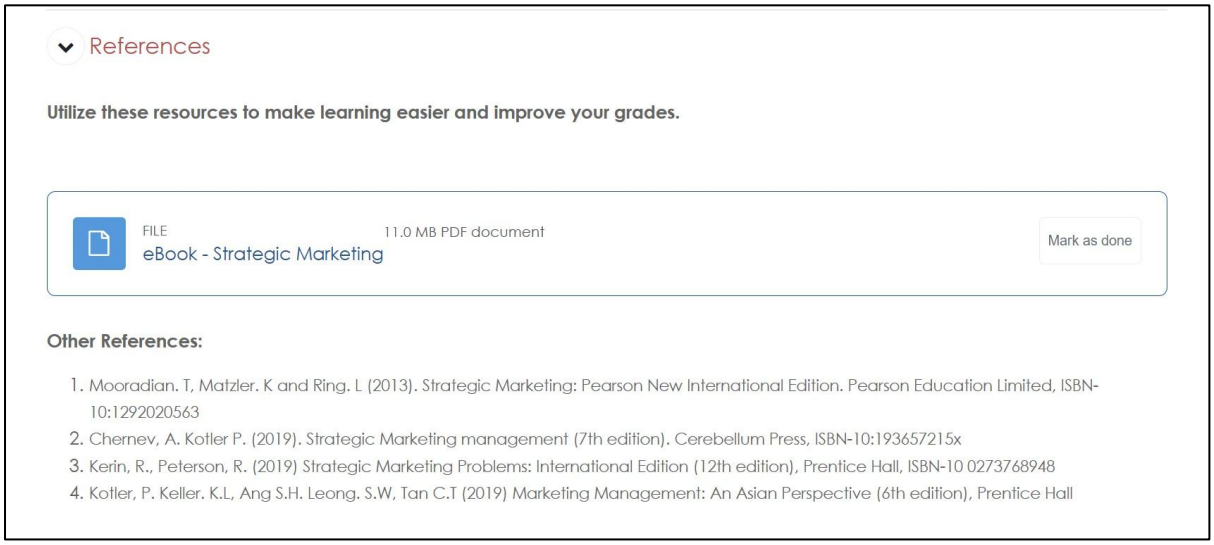


vii. **Block Drawer**: Located at right sidebar, you'll see the block information about the **course upcoming events**, **announcements**, **course completion progress** and many more.



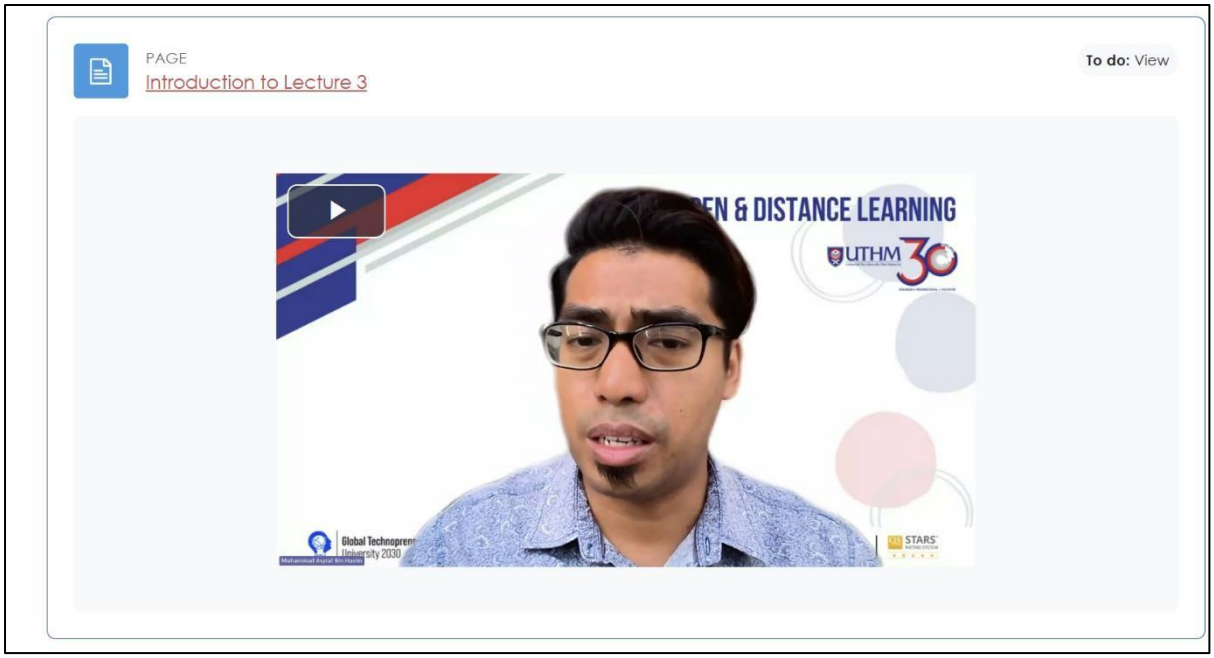
3. Accessing Content:

i. **Resources**: Look for resources such as PDFs, videos, links, and interactive content. These are usually available within modules.



ii. **Readings**: Read any assigned materials carefully. Some courses may have textbooks or additional readings.

iii. **Lectures and Presentations:** Access recorded lectures or presentations if available.



4. **Assignments and Assessments:**
   i. **Submission Guidelines**: Follow specific instructions for submitting assignments. Check deadlines and file formats.
   ii. **Quizzes and Exams**: Take quizzes and exams within the specified time frame. Review your answers before submitting.
   iii. Click the quiz link.

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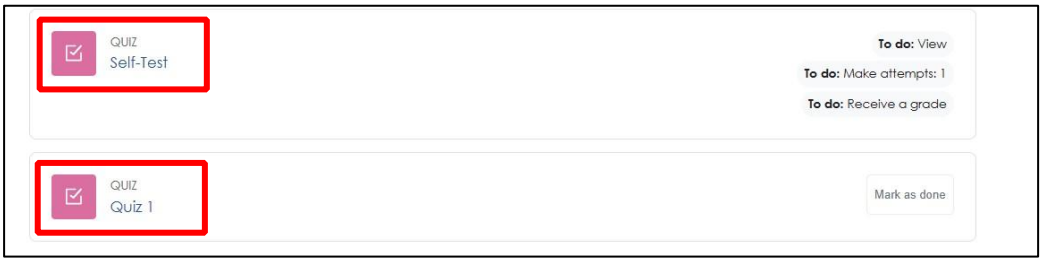
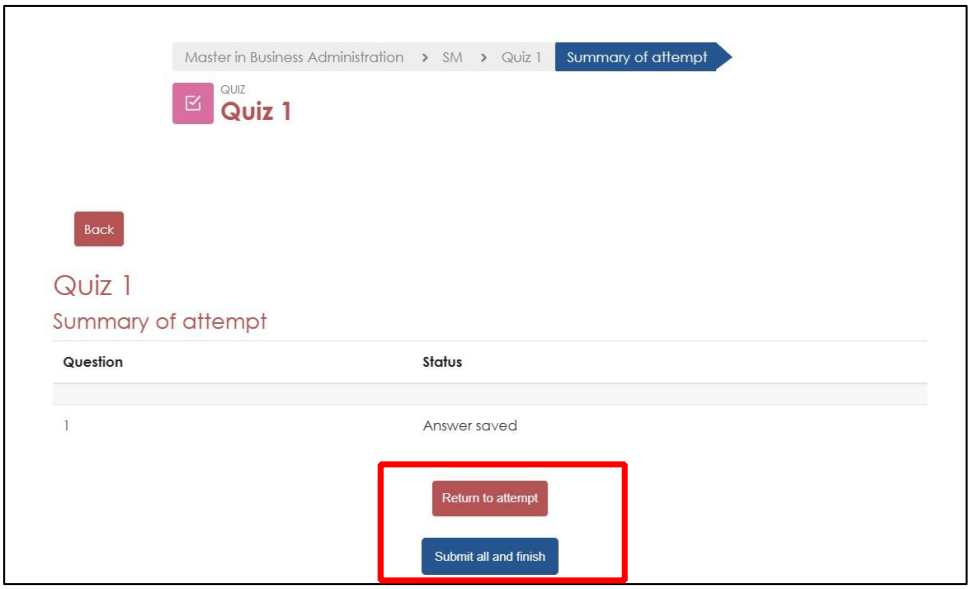
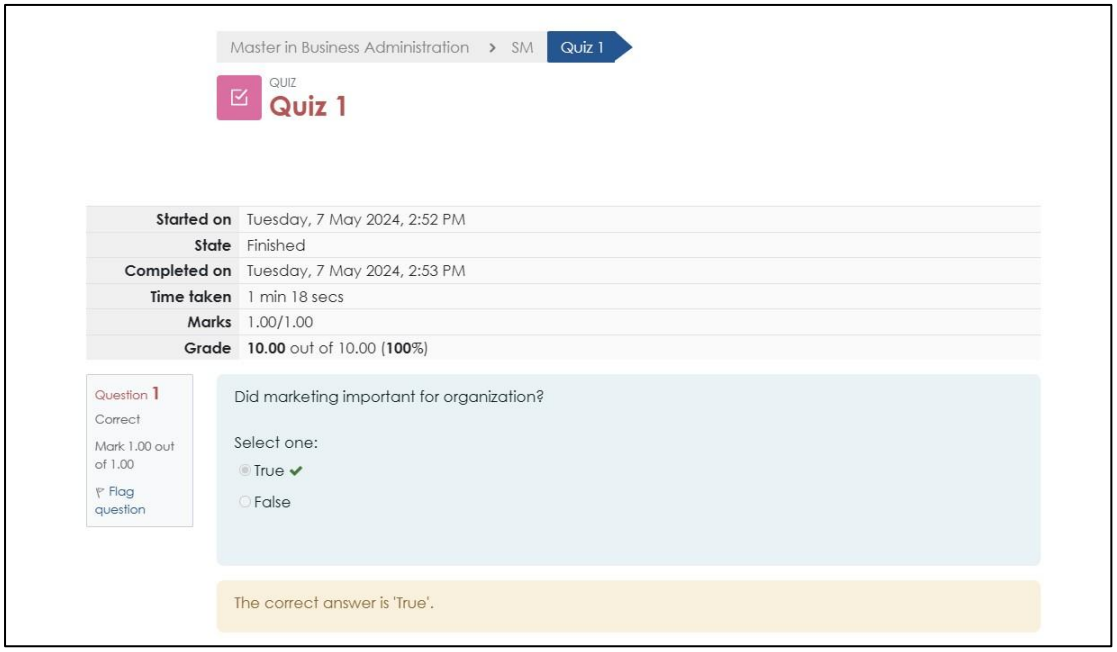


   iv. Answer quiz and click **Finish Attempt** after finish answer it.

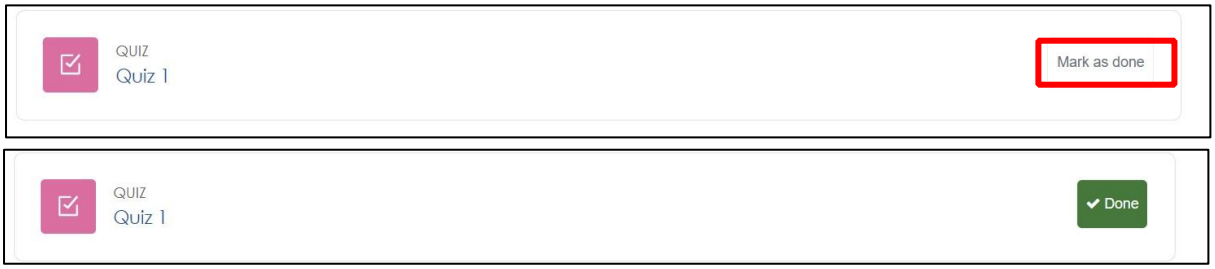
   v. Click **Submit all and finish** if there is no change answer. If you want to change the answer, click on **Return to attempt**.



vi. After successfully submitting the answer, the result page will appear.

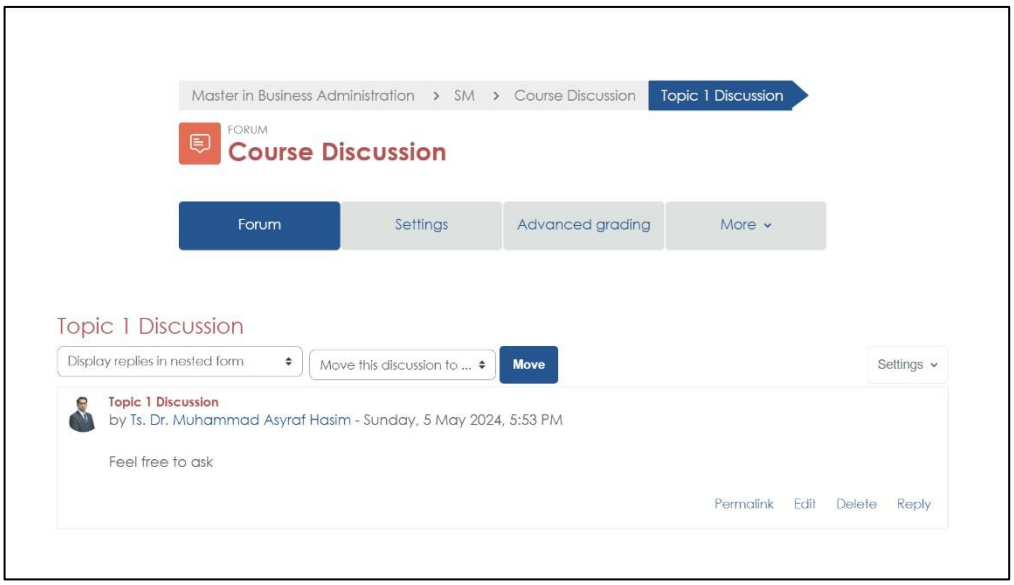


vii. **Mark as done** when you already take quiz (if have this option)



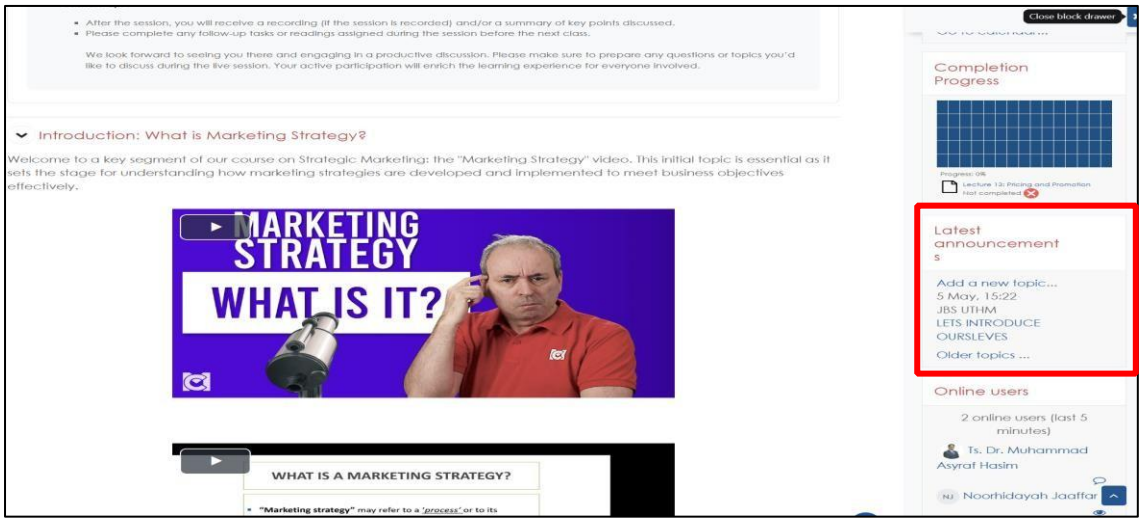
viii. **Feedback**: Check for feedback on your assignments and assessments.

5. **Participating in Discussions:**
    i. **Forums**: Click **Forum** link to open the discussion. Click **Reply** to engage in discussion forums related to course topics. Be respectful and contribute thoughtfully.

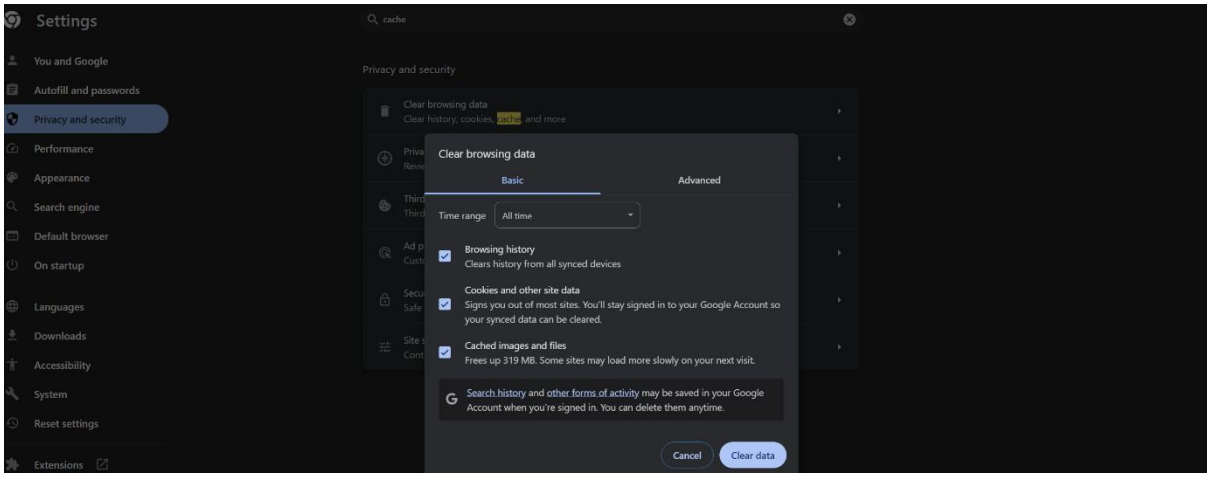


    ii. **Netiquette**: Follow netiquette rules—use proper language, avoid all caps, and cite sources when necessary.
    iii. **Replying**: Reply to your peers' posts to foster meaningful discussions.

6. **Notifications and Announcements:**
    i. **Notifications**: Enable notifications to stay informed about course updates, new content, and deadlines.
    ii. **Announcements**: Read course announcements regularly. Lecturers may share important information here.



7. **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 cache.



8. **Privacy and Academic Integrity:**
    i. **Privacy**: Respect the privacy of other students. Do not share their personal information.
    ii. **Plagiarism**: Avoid plagiarism by citing sources properly. Use original work and give credit to the author.

9. **Seek Help:**
    i. **Support**: If you facing technical issues or need assistance, contact Centre for Virtual Learning, UTHM (Mr.Hemmy – hemmy@uthm.edu.my / Ms. Noorhidayah – hidayahj@uthm.edu.my)

ii. **Course-Specific Questions**: Reach out to your course instructor or teaching assistants for subject-related queries.

End.

author
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