



ULEARN 1.0 MANUAL PENGGUNA (PENSYARAH)

PUSAT SUMBER DAN TEKNOLOGI PENGAJARAN UTEM

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1. LOGIN KE PORTAL ULEARN

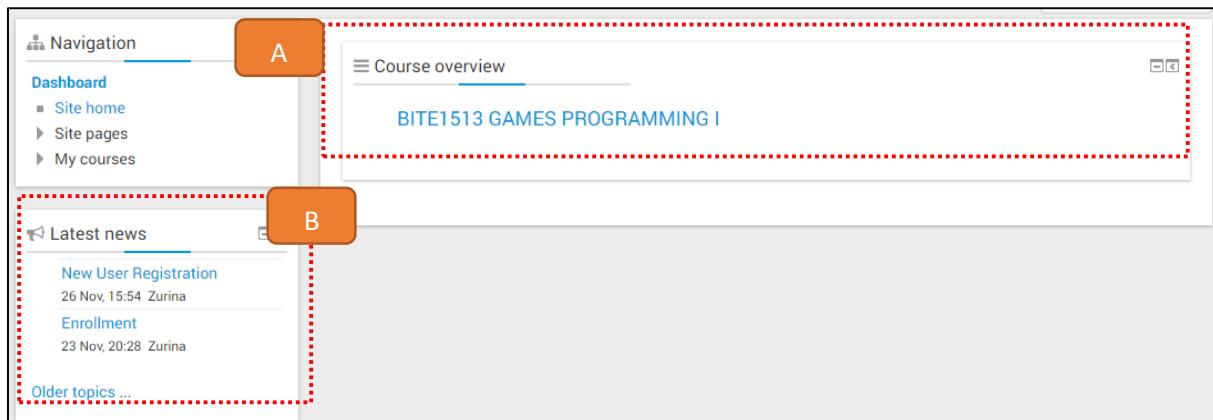
- Pergi ke URL - <http://ulearn.utem.edu.my>
- Portal ULearn akan dibuka seperti paparan di bawah.



- a) Klik pada **Log in (A)**.
- b) Gunakan **email UTeM (B)** untuk login ke ULearn.

2. MELIHAT KURSUS ANDA

Ini adalah antaramuka hadapan selepas login ke ULearn. Semua pengumuman yang dibuat oleh fakulti akan terpapar di platform homepage. Di bawah block “*Course Overview*”, akan memaparkan senarai kursus yang diajar oleh anda. Klik pada subjek kursus yang dikehendaki untuk pergi ke ruangan kursus tersebut.



- Course Overview** – Memaparkan senarai kursus diajar oleh pensyarah. Klik pada kursus tersebut untuk pergi ke ruangan kursus tersebut.
- Latest news** – Memaparkan semua pengumuman/ berita.

Sila hubungi admin fakulti jika kursus yang dikehendaki tidak tersenarai. Admin fakulti bertanggungjawab untuk mewujudkan kursus pensyarah dan menjadikan pensyarah tersebut sebagai pengurus kursus tersebut.

Bagaimana pun, sesetengah kes (bergantung kepada admin fakulti), pada permulaan semester, pensyarah tersebut dikehendaki untuk *enroll* kursus sendiri sebelum dijadikan sebagai pengurus kursus tersebut.

- a) Pilih senarai kursus anda. (Klik **Dashboard > Course**)

The screenshot shows the Moodle dashboard. On the left, there is a navigation bar with 'Dashboard' (highlighted with a red dashed box) and 'Courses' (highlighted with a red dashed box). Below these are 'Site home' and 'Site pages'. To the right, under 'Course overview', it says 'No course information to show.'

- b) Buat carian kod kursus anda.

The screenshot shows a search results page for 'BITE1513'. The search term 'BITE1513' is highlighted with a red dashed box. Below the search bar, there is a 'Expand all' link. The search results list three faculty categories: 'Faculty of Electronics and Computer Engineering', 'Faculty of Electrical Engineering', and 'Faculty of Information and Communication Technology'.

- c) Klik pada kursus anda

The screenshot shows a search results page for 'BITE1513 GAMES PROGRAMMING I'. The search term 'BITE1513 GAMES PROGRAMMING I' is highlighted with a red dashed box. Below the search bar, it shows 'Lecturer: ZURINA BINTI SA'AYA' and 'Lecturer: Pusat Sumber dan Teknologi Pengajaran UTeM'. The category is listed as 'Category: Faculty of Information and Communication Technology'.

- d) Klik **Enrol Me**

The screenshot shows a self-enrollment form for 'BITE1513 GAMES PROGRAMMING I'. It is titled 'Self enrolment (Student)'. A message says 'No enrolment key required.' Below this, there is a blue button labeled 'Enrol me' with a red dashed box around it, and an orange button labeled 'D1'.

Pada permulaan, anda akan *enroll* sebagai normal user iaitu status student. Selepas itu, anda dikehendaki meminta kebenaran dari admin fakulti untuk mengubah status student kepada pengurus kursus untuk kursus yang dikehendaki (sila nyatakan kod kursus, nama dan no. staf). Apabila menjadi pengurus kursus, anda diberi kebenaran untuk mengawal kursus tersebut.

3. MEMASUKKAN MAKLUMAT AM KURSUS

3.1. Memasukkan Topic Outline/ Course Outline

- a. Klik pada **Turn editing on (A)**.



- b. Klik pada ikon **Edit summary (B1)** pada block **Topic Outline (B2)**

A screenshot of the "Topic Outline" block settings. On the left, the block content shows a welcome message. On the right, there is a settings panel with a "Turn editing off" button at the top. Below it are sections for "latest news", "Add a new topic...", and "Welcome". The "Edit summary" icon (B1) is highlighted with a red dotted box. The entire "Topic Outline" block is also highlighted with a red dotted box.

- c. Masukkan maklumat (**C1**) yang dikehendaki dan klik **save changes (C2)**.

A screenshot of the "Summary of Topic Outline" edit dialog. It shows a "General" section with a "Section name" field containing "Topic Outline" and a "Use default section name" checkbox. Below the field is a rich text editor toolbar. The main content area contains a welcome message. The "Section name" field (C1) is highlighted with a red dotted box. The "Save changes" button (C2) is highlighted with a red dotted box.

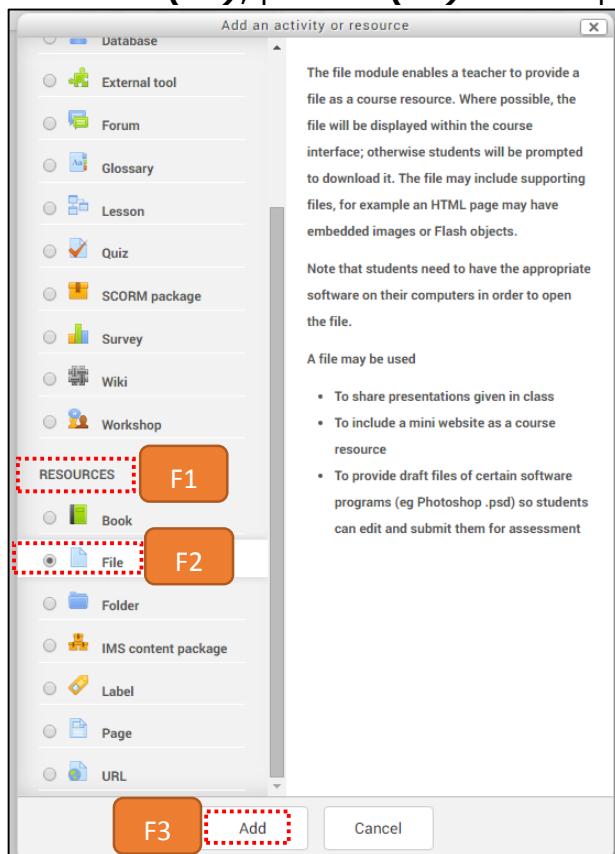
- d. Berikut adalah contoh paparan maklumat.

A screenshot of the published Topic Outline block content. It displays the same welcome message and "Topic Outline" title as the previous screenshots.

- e. Untuk memasukkan “**Course Outline**” pula, klik pada “**Add an activity or resource (E1)**”.

*Digalakkan *Course Outline* ditukar kepada format PDF berbanding format MS Word.

- f. Akan keluar pop-up *Add an activity and resource*. Pergi ke bahagian **resources(F1)**, pilih **File(F2)** dan klik pada **Add(F3)**.



g. Pada bahagian **General (G1)**, sila masukkan **maklumat (G2)** yang dikehendaki.

G1

Name* Course Outline ~ iStudio

Description Course outline bagi kursus iStudio 2015

Display description on course page

G2

h. Pada bahagian **Content**, sila masukkan **file Course Outline**. Untuk mengurus file yang lebih sistematik, anda boleh membuat folder. Klik ikon **create folder(H1) > namakan folder(H2) > klik "create folder(H3)"**.

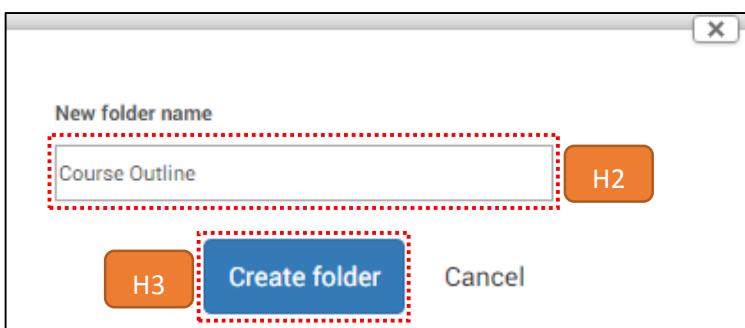
Content

Select files

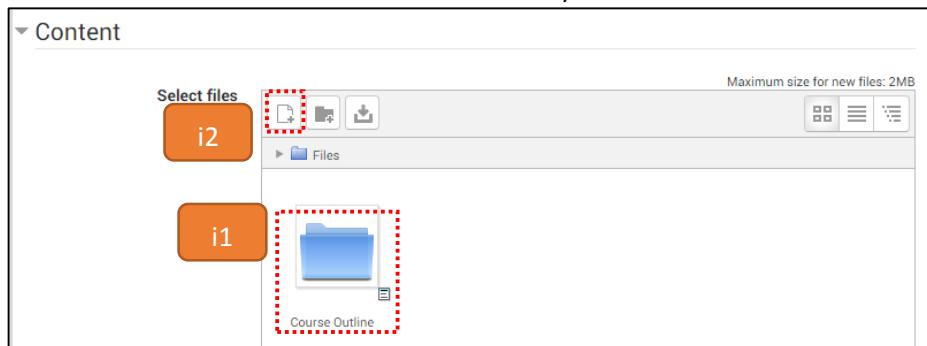
Maximum size for new files: 2MB

H1

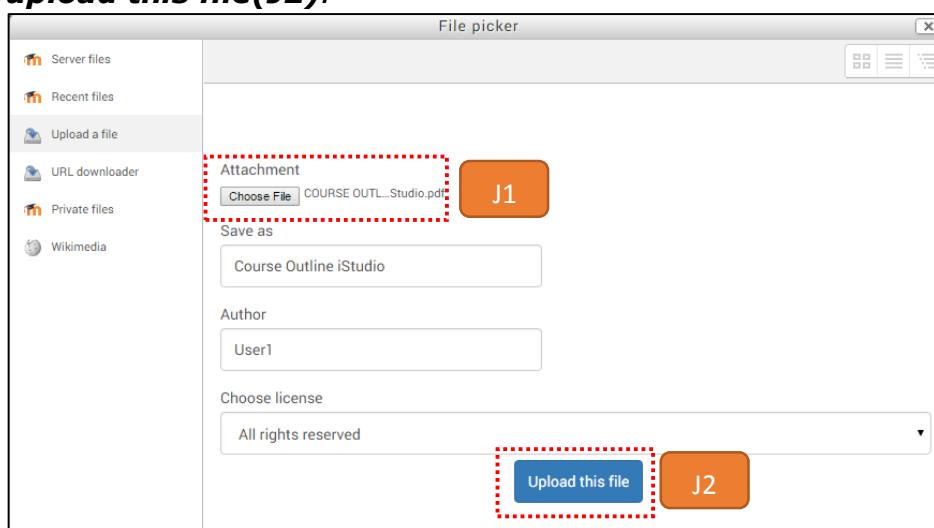
You can drag and drop files here to add them.



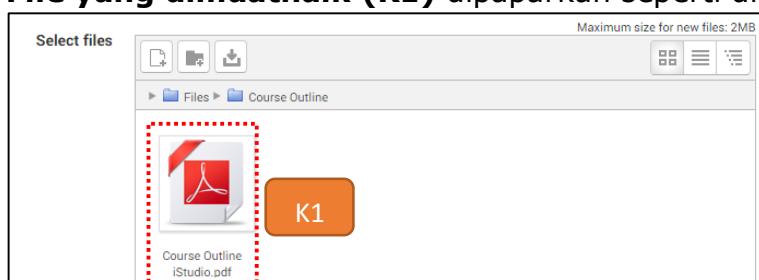
- i. **Folder yang baru wujud (i1)** dipapar seperti bawah. Kemudian klik folder tersebut untuk masuk kedalam folder, kemudian klik ikon  **Add(i2)**



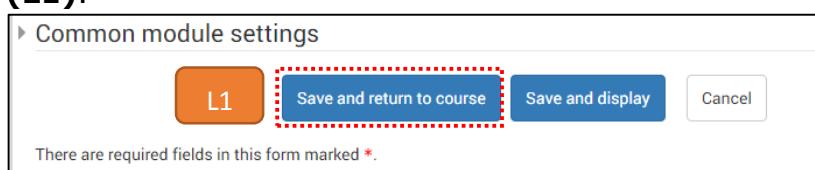
- j. Klik **Choose File (J1)**, kemudian pilih file di dalam computer. Selepas itu, klik **upload this file(J2)**.



- k. **File yang dimuatnaik (K1)** dipaparkan seperti di bawah.



- l. Pada bahagian **Common module settings**, klik **Save and return to course (L1)**.



m. Berikut merupakan paparan setelah **maklumat disimpan (M1)**.

Topic Outline

Selamat Datang ke Kursus iStudio PSTP

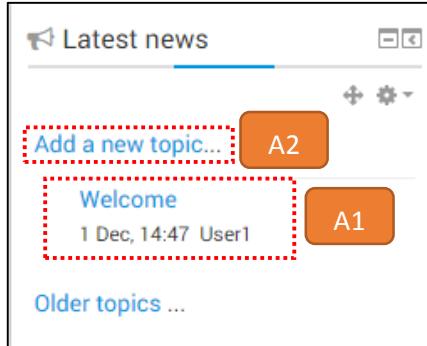
Kursus ini membincangkan mengenai rakaman di bilik iStudio. Selepas selesai kursus ini, pengguna lebih bersedia sebelum dan semasa melakukan rakaman di bilik iStudio.

News forum Edit

Course Outline ~ iStudio M1 Edit + Add an activity or resource

3.2. Membuat Hebah (Announcement) Menggunakan News / Forum

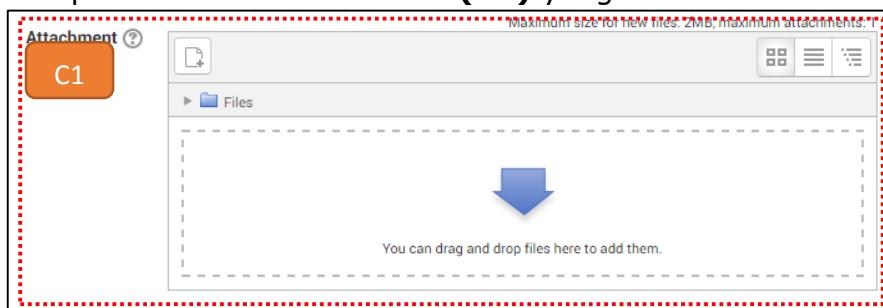
- a. Pada bahagian **Latest news** memaparkan **pengumuman (A1)**. Klik pada **Add a new topic (A2)**.



- b. Pada bahagian **Your new discussion topic (B1)**, masukkan maklumat yang perlu.

The screenshot shows the 'Your new discussion topic' form. It includes fields for 'Subject*' (containing 'Week 4 - Reminder') and 'Message*' (containing 'Prepare Quiz 1' and '- Topik week 1 - 4'). A red dashed box highlights the entire form area, and an orange box highlights the 'Subject*' field.

- c. Jika perlu sertakan **dokumen (C1)** yang berkaitan.



- d. Apabila selesai mengisi maklumat pengumuman, klik **Post to forum (D1)**.



- e. Berikut paparan **hebahan (E1)** yang telah dimasukkan.

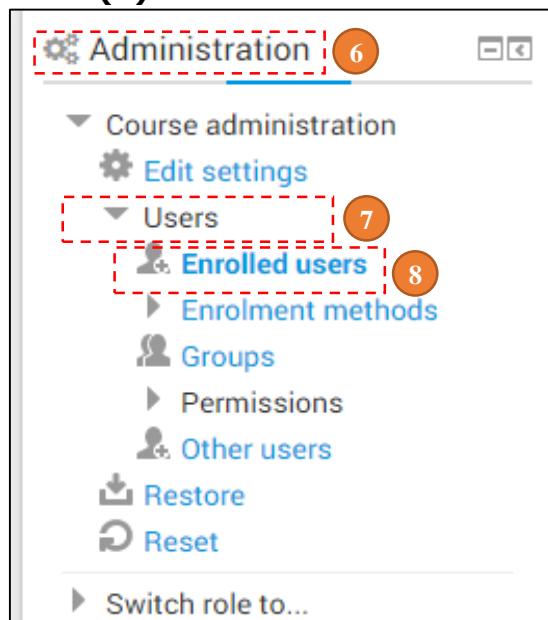
The screenshot shows a forum interface with a header 'Latest news' and a button 'Add a new topic...'. Below this, there is a list of topics. The first topic, 'Week 1 - Remider' posted on '4 Dec, 17:24 User1', is highlighted with a red dashed box. To the right of this box is an orange button with the text 'E1'. Other topics listed include 'Welcome' posted on '1 Dec, 14:47 User1' and a link 'Older topics ...'.

4. MENDAFTAR KURSUS UNTUK PENSYARAH/PELAJAR

4.1. Mendaftar Kursus untuk Pensyarah/Pelajar Secara Manual

Pensyarah boleh mendaftar Pelajar mereka secara manual.

- i. Pada **Courses Administration block (6)** → **Users (7)** → **Enrolled users (8)**.



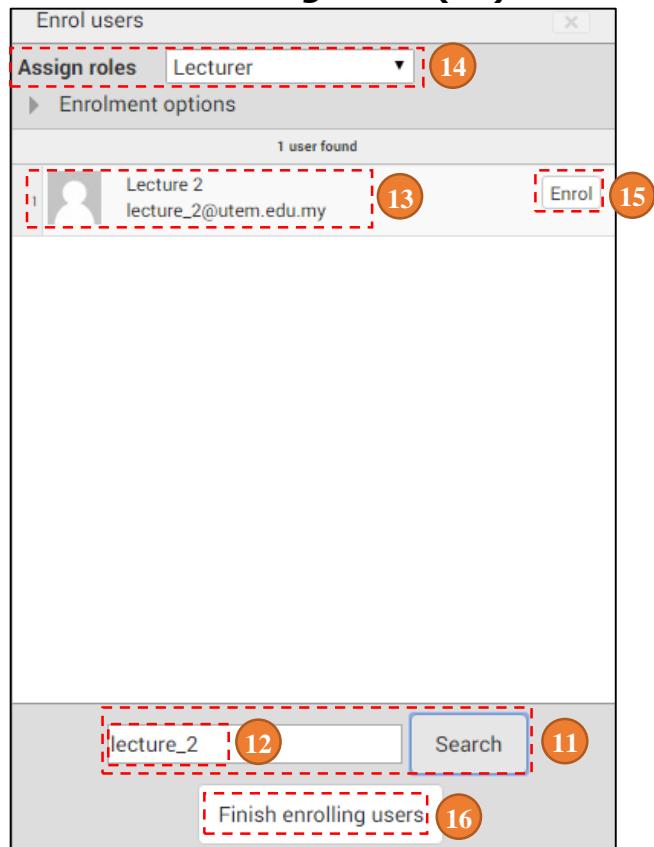
- ii. **Senarai pengguna dan jawatan (9)** didalam kursus tersebut. Untuk tambah pengguna secara manual seperti pensyarah kedalam kursus ini, pergi klik **enrol users(10)**.

The screenshot shows the 'Enrolled users' page. At the top, there is a search bar and filter buttons for 'Enrolment methods', 'Role', and 'Status'. Below the header, there is a table with columns: 'First name / Surname / Email address', 'Last access to course', 'Roles', 'Groups', and 'Enrolment methods'. Two users are listed:

First name / Surname / Email address	Last access to course	Roles	Groups	Enrolment methods
student 1 student_1@student.utem.edu.my	Never	Student X	X	Manual enrolments from Wednesday, 20 January 2016, 12:00 AM X
Lecture 1 lecture_1@utem.edu.my	Never	Lecturer X Faculty Manager	X	Manual enrolments from Wednesday, 20 January 2016, 12:00 AM X

At the bottom right of the table, there is a large 'Enrol users' button. A number 9 is placed over the first user's row, and a number 10 is placed over the 'Enrol users' button.

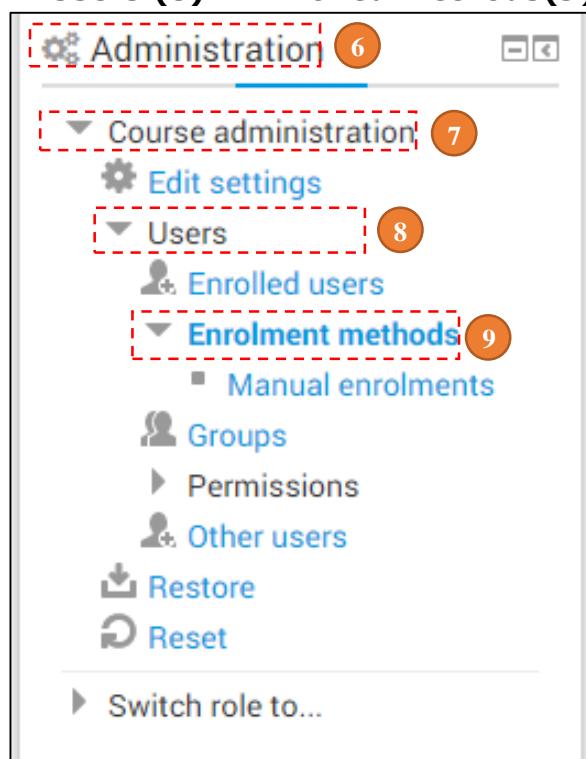
- iii. Pada bahagian **search(11)**, buat carian berdasarkan **id email UTeM atau nama penuh (12)** dan tekan **search(11)**. Nama pengguna tersebut akan dipaparkan (13). Kemudian pilih jawatan(14) dan klik **Enrol(14)** pengguna tersebut. Apabila selesai mendaftar pengguna, klik **Finish enrolling users (16)**.



4.2. Mendaftar Kursus untuk Pensyarah/Pelajar Secara Daftar sendiri

Pelajar boleh mendaftar sendiri kursus yang ditawarkan kepada mereka.

- i. Pada **Courses Administration block (6)**, **Course administration(7)** → **Users (8)** → **Enrolled methods(9)**.



- ii. Jika **Self enrolment(Student) (10)** tiada dalam senarai, pergi **Add method (11)** → **Self enrolment(12)**.

The screenshot shows the 'Enrolment methods' page. It lists existing methods: 'Manual enrolments' and 'Guest access'. A new method, 'Self enrolment (Student)', is highlighted with a red dashed box and numbered 10. Below it, a red dashed box surrounds the 'Add method' button (numbered 11) and its dropdown menu (numbered 12). The dropdown menu shows 'Choose...' and 'Self enrolment'.

Name	Users	Up/Down	Edit
Manual enrolments	0	↓	X ☰ + *
Guest access	0	↑ ↓	
10 Self enrolment (Student)	0	↑	X ☰ *

- iii. Pada tetapan ***Self enrolment(13)***, biar kepada tetapan awal. Klik **Add method(14)**

Self enrolment

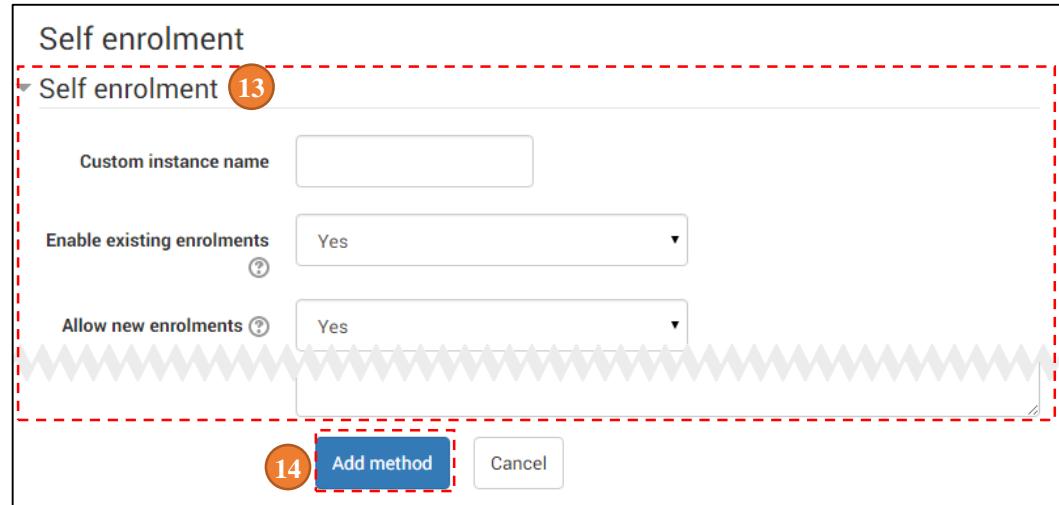
Self enrolment **13**

Custom instance name

Enable existing enrolments **Yes**

Allow new enrolments **Yes**

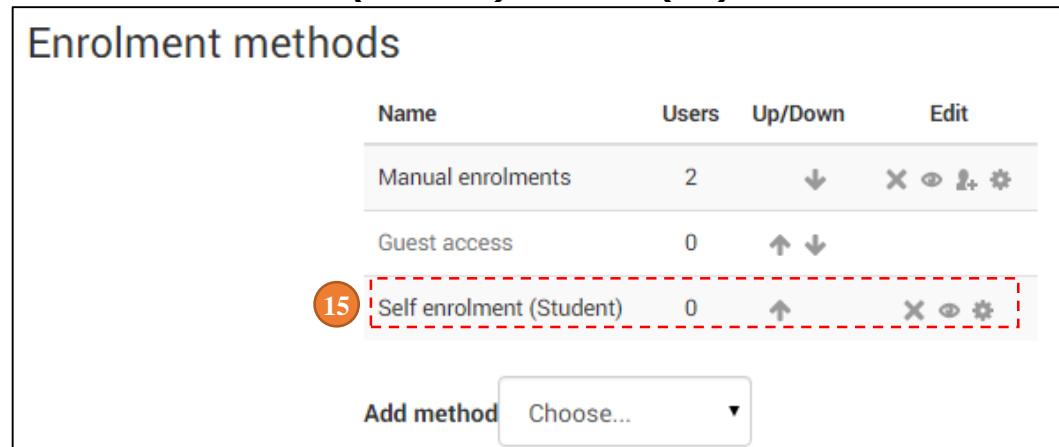
14 Add method Cancel



- iv. Maka ***Self enrolment (Student) method (15)*** disenaraikan.

Name	Users	Up/Down	Edit
Manual enrolments	2	↓	X ⌂ + ⚙
Guest access	0	↑ ↓	
15 Self enrolment (Student)	0	↑	X ⌂ + ⚙

Add method Choose... ▾



- v. **Paparan pelajar** untuk mendaftar kursus secara sendiri.

Enrolment options

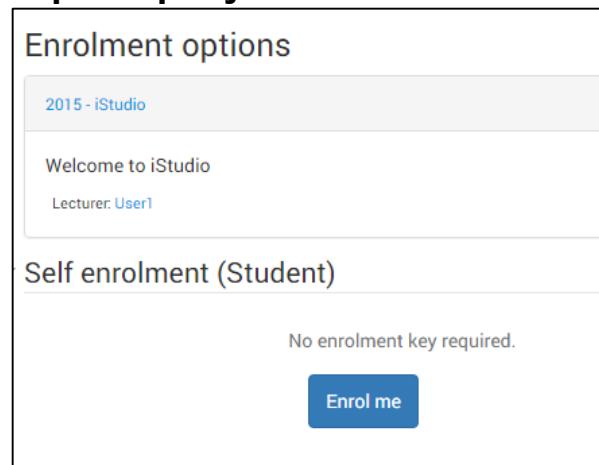
2015 - iStudio

Welcome to iStudio
Lecturer: User1

Self enrolment (Student)

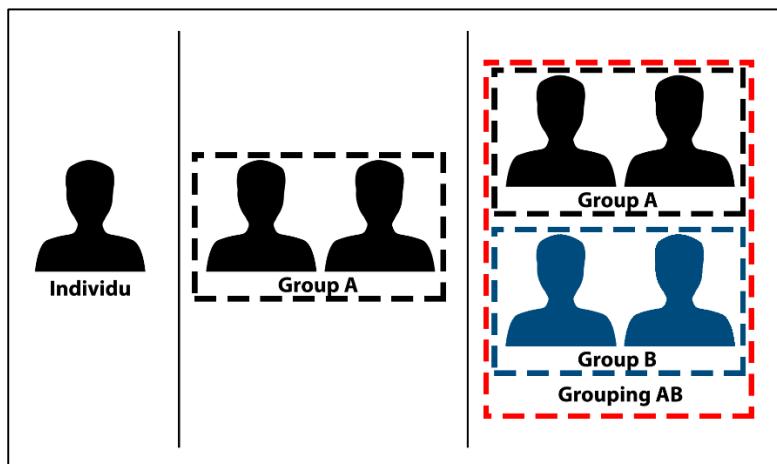
No enrolment key required.

Enrol me



5. GROUP DAN GROUPING

Pengguna yang berdaftar didalam kursus tersebut boleh dibahagikan beberapa **kumpulan/group**. Semua pengguna seperti pelajar, pensyarah boleh daftarkan satu atau lebih kumpulan. Manakala **grouping** terdiri satu atau lebih kumpulan bergabung bersama untuk melakukan aktiviti. Setiap group/grouping didalam kursus tersebut boleh mempunyai aktiviti yang berbeza seperti Assignment, kuiz, forum dan aktiviti lain-lain. Selain itu, fungsi group/grouping didalam kursus ini memudahkan pensyarah mengawal dan memantau pelajar berdasarkan kumpulan yang diwujudkan.



Terdapat 2 cara mendaftar pelajar kedalam kumpulan/group iaitu secara **daftar manual** atau **daftar sendiri**. Sebelum memasukkan pelajar kedalam kumpulan, pihak fakulti manager/pensyarah perlu mewujudkan group didalam kursus tersebut.

5.1. Mewujudkan Group

Terdapat 3 jenis untuk mewujudkan Group iaitu **Create group(5)**, **Auto-create groups(6)** dan **Import groups(7)**.

The screenshot shows the Moodle course administration interface with the following numbered steps:

1. Administration tab
2. Course administration section
3. Users section, Enrolled users sub-section
4. Groups section
5. Create group button
6. Auto-create groups button
7. Import groups button

On the right side of the interface, there are two boxes labeled "Senarai ahli group" (List of group members) with arrows pointing to them:

- A box labeled "Senarai group" containing "S2G1 (1)" and "S2G2 (0)".
- A box labeled "Members of: S2G1 (1)" containing "Student student 1 -".

5.1.1. Create group

- Create group*(5) digunakan untuk mencipta Group **satu per satu** yang lebih terperinci.
- Pada **Courses Administration block** (1), pergi ke **Course administration(2)** → **Users(3)** → **Group(4)** → **Create group** (5)
- Tetapan Create Group**

General	
Group name	Nama Group. Contoh : S2G1
Group ID number	-
Group description	Penerangan group. *Jika perlu
Enrolment key	-
Hide picture	*Jika perlu
New picture	*Jika perlu

5.1.2. Auto-create groups

- Auto-create groups*(6) digunakan untuk mewujudkan satu atau lebih Group secara **automatik**
- Pada **Courses Administration block** (1), pergi ke **Course administration(2)** → **Users(3)** → **Group(4)** → **Auto-create groups** (6)
- Tetapan Create Group**

General	
Naming scheme	Skema nama group :- <ul style="list-style-type: none">• Simbol @ - untuk urutan huruf. Cth: Group @ = Group A, Group B• Simbol # - untuk urutan nombor Cth: Group # = Group 1, Group 2
Auto create based on	Number of group
Group/member count	Bilangan group. Contoh : 3
Group members	
Select members with role	Student
Select members from grouping	None
Select member from group	None
Allocate members	No allocation
Prevent last small group	Tidak tanda
Ignore users in group	Tidak tanda
Grouping	
Grouping og auto-created groups	New gropuing
Grouping name	All

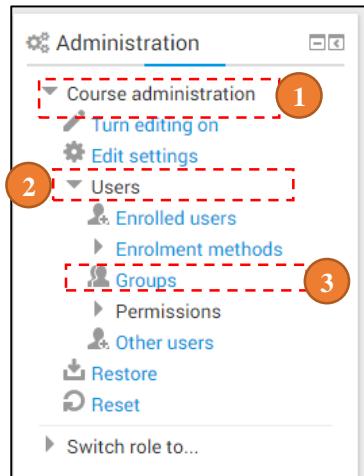
5.1.3. Import groups

- Import groups*(7) merupakan kaedah yang cepat dan senang jika melibatkan banyak group secara terperinci ingin diwujudkan dengan mautnaik maklumat group dalam bentuk format CSV.
- Pada **Courses Administration block** (1), pergi ke **Course administration(2)** → **Users(3)** → **Group(4)** → **Import groups** (7)
- Contoh Group dalam format CSV:-**

groupname	description
BITM_S2G1	BITM S2G1
BITM_S2G2	BITM S2G2
BITD_S1G1	BITD S1G1

5.2. Daftar Group Manual

- i. Pada *course administration block*(1), pergi *Users*(2) → *Group*(3).



- ii. Pilih **group(4)** → **Add/remove users(5)**

The screenshot shows the 'Groups' page for the 'BITM2213 Groups' category. On the left, under 'Groups:', the 'S2G1 (1)' group is selected and highlighted with a red dashed box, circled with number 4. On the right, under 'Members of: S2G1 (1)', the 'student 1 -' user is listed. Below the member list, the 'Add/remove users' button is highlighted with a red dashed box and circled with number 5.

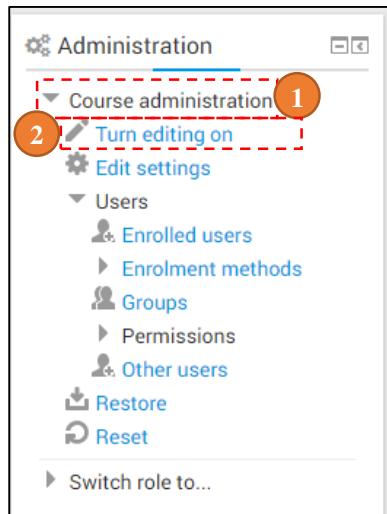
- iii. Pada **potential members(6)**, pilih pengguna seperti pelajar atau pensyarah yang ingin masuk kedalam group tersebut. Kemudian tekan **Add(7)**.

The screenshot shows the 'Add/remove users' dialog for the 'S2G1' group. In the 'Group members' section, the 'student 1' user is listed. In the 'Potential members' section, several users are listed: 'Student (1) student 2 (student_2@gr...', 'Lecturer (1)', and 'User1 (muhamad.azmi.zai...'. The 'student 2' user is highlighted with a red dashed box and circled with number 6. In the 'Selected user's membership:' section, the 'student 2' user is listed. The 'Add' button is highlighted with a red dashed box and circled with number 7.

5.3. Daftar Group Sendiri

Pelajar boleh mendaftar group sendiri. Tetapan untuk pelajar mendaftar group sendiri seperti dibawah.

- i. Pada **course administration block(1)**, pergi **Turn editing on(2)**.



- ii. Pada bahagian **section courses(3)**, pilih **add an activity or resource(4)**

The screenshot shows a course section titled 'Selamat Datang ke Kursus iStudio PSTP'. Below the title is a text box containing information about the course. At the bottom right of the section, there is a toolbar with icons for 'Course Outline ~ iStudio' and 'Edit'. A red dashed box surrounds the 'Topic Outline' section, and number 3 is placed over the 'Topic Outline' link. Number 4 is placed over the '+ Add an activity or resource' button.

- iii. Pada bahagian **activities(5)**, pilih **Group choice(6) → add(7)**

The screenshot shows the 'Add an activity or resource' dialog box. On the left is a list of activities with a red dashed box around it, and number 5 is placed over the 'ACTIVITIES' heading. The 'Group choice' option is highlighted with a red circle, and number 6 is placed over it. At the bottom right of the dialog box is a 'Cancel' button and a red circle with number 7 pointing to an 'Add' button.

- iv. Tetapan untuk aktiviti **group choice**:

General	
Group choice name	Nama tajuk. Cth : Pilih group anda
Description	*Jika perlu
Miscellaneous setting	
Allow enrollment to multiple groups	Tidak tanda – pilih satu group sahaja Tanda – pilih banyak group
Publish results	Always show result to student
Privacy of results	Publish full result, showing names and their choices
Allow choice to be updated	No – jika tidak perlu kemaskini pilihan Yes – Jika perlu kemaskini pilihan
Show column for unanswered	No
Limit the number of responses allowed	Disable – Jika tiada had peserta dalam group
General limitation	Masukkan had peserta dalam satu group
Group	
Group	Pilih group
Sort group by	Name

v. **Pandangan dari Pelajar**

- a) Pada bahagian section kursus, pelajar pilih aktiviti **Group Choice(8)**

Topic Outline

Selamat Datang ke Kursus iStudio PSTP

Kursus ini membincangkan mengenai rakaman di bilik iStudio. Selepas selesai kursus ini, pengguna lebih bersedia sebelum dan semasa melakukan rakaman di bilik iStudio.

 Course Outline ~ iStudio
 News forum
Pilih group anda 8

- b) Pelajar akan **memilih group(9)** dan tekan **save my choice(10)**.

Choice	Group Show descriptions	Members	Group members Hide
<input type="radio"/> S2G1 <input checked="" type="radio"/> S2G2 <input type="radio"/> S2G3	Save my choice 10	1	II, Student 1
		0	
		0	

5.4. Mewujudkan Grouping

- a) Pada *Courses Administration block* (1), pergi ke *Course administration(2)* → *Users(3)* → *Group(4)* → tab *Groupings(5)* → *Create grouping(6)*

The screenshot shows the Moodle course administration interface. On the left, under 'Course administration' in the sidebar, 'Groups' is selected (numbered 4). The main area shows a table titled 'Groupings' with one entry: 'ALL' which contains 'BITM_S1G1, BITM_S1G2, BITS_S1G1, BITS_S1G2'. A button labeled 'Create grouping' is highlighted with a red dashed box and numbered 6. At the top right, the tabs 'Groups', 'Groupings', and 'Overview' are visible, with 'Groupings' being the active tab (numbered 5).

- b) Tetapan halaman **Grouping**:

Grouping name	Nama grouping. Contoh : BITM
Groping ID number	-
Grouping description	Penerangan grouping. Contoh: Grouping BITM

5.5. Mendaftar ahli group kedalam Grouping

- a) Pada *Courses Administration block* (1), pergi ke *Course administration(2)* → *Users(3)* → *Group(4)* → tab *Groupings* → *Show groups in grouping* (6)

The screenshot shows the Moodle course administration interface. Under 'Groups' in the sidebar (numbered 4), there are two entries: 'ALL' and 'BITM'. The 'BITM' entry has a red dashed box around it and is numbered 6. The main area shows a table titled 'Groupings' with two rows. The first row for 'ALL' contains 'BITM_S1G1, BITM_S1G2, BITS_S1G1, BITS_S1G2'. The second row for 'BITM' contains 'None'. A red dashed box surrounds the 'Edit' icon for the 'BITM' row.

- b) Pilih *group(7)* → *Add(8)*

The screenshot shows the 'Add/remove groups' dialog for the 'BITM' grouping. It has two main sections: 'Existing members:' (0) and 'Potential members:' (4). The 'Potential members:' section lists 'BITM_S1G1', 'BITM_S1G2', 'BITS_S1G1', and 'BITS_S1G2', each enclosed in a red dashed box and numbered 7. Below this is a 'Remove' button. To the left is an 'Add' button, also enclosed in a red dashed box and numbered 8. At the bottom is a 'Back to groupings' button.

5.6. Memaparkan Maklumat Group dan Grouping

Maklumat mengenai Group dan Grouping boleh dipaparkan dalam format ringkas iaitu senarai ahli setiap Group dan Grouping didalam kursus tersebut.

- a) Pada *Courses Administration block* (1), pergi ke *Course administration*(2) → *Users*(3) → *Group*(4) → tab *Overview*(5)

The screenshot shows the Moodle Course administration interface. On the left, under 'Groups' (4), the 'Groups Overview' tab is selected (5). The main area displays the 'iStudio2015 Overview' page with two sections: 'ALL' and 'BITM'. In the 'ALL' section, there are four groups: BITM_S1G1, BITM_S1G2, BITS_S1G1, and BITS_S1G2, each with their respective group members listed. In the 'BITM' section, there are two groups: BITM_S1G1 and BITM_S1G2, also with their group members listed. Below these sections is a category labeled '[Not in a grouping]' which contains no groups.

5.7. Mewujudkan Aktiviti berdasarkan Group/Grouping

The screenshot shows the 'Common module settings' dialog box. It includes fields for 'Visible' (set to 'Show'), 'ID number', 'Group mode' (set to 'Separate groups'), and 'Grouping' (set to 'ALL'). A red dashed box highlights the 'Common module settings' section. A red circle with the number '1' is placed near the bottom right corner of the dialog box.

- a) Pada **Setting aktiviti**, pergi **Common module settings**(1). Tetapan sepeti dibawah:

Visible	Show
ID number	-
Group mode	None – Mode group tidak dipaparkan Separate – Ahli dalam kumpulan tidak boleh melihat / masuk aktiviti kumpulan lain. Visible – Ahli kumpulan boleh melihat aktiviti kumpulan lain.
Grouping	Pilih grouping yang boleh masuk ke dalam aktiviti tersebut.

6. MENYEDIAKAN DAN MENGURUS BAHAN PEMBELAJARAN

6.1. Menambah Ruangan Topik Baru

- Untuk menambah topik baru, klik ikon **increase the number of section (A1)**.

Topic Outline

Selamat Datang ke Kursus iStudio PSTP

Kursus ini membincangkan mengenai rakaman di bilik iStudio. Selesa...
selesai kursus ini, pengguna lebih bersedia sebelum dan semasa melakukan
rakaman di bilik iStudio.

Course Outline ~ iStudio Edit

News forum Edit

+ Add an activity or resource

A1

- Ruangan topik baru (B1)** bertambah. Untuk mengurus topik baru, klik ikon **Edit summary (B2)**

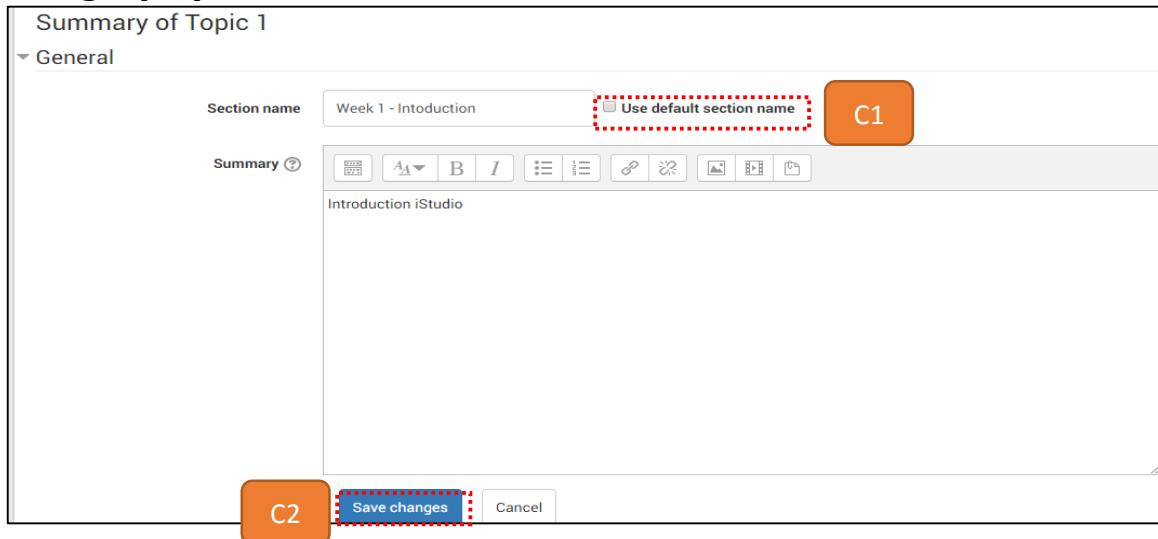
B1

Topic 1

B2

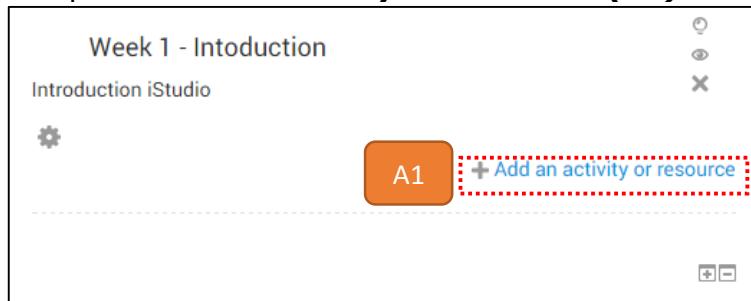
+ Add an activity or resource

- c. Untuk namakan **Topic 1** kepada nama yang dikehendaki, **untick pada use default section name (C1)**. Setelah selesai mengisi maklumat, klik **Save change (C2)**.

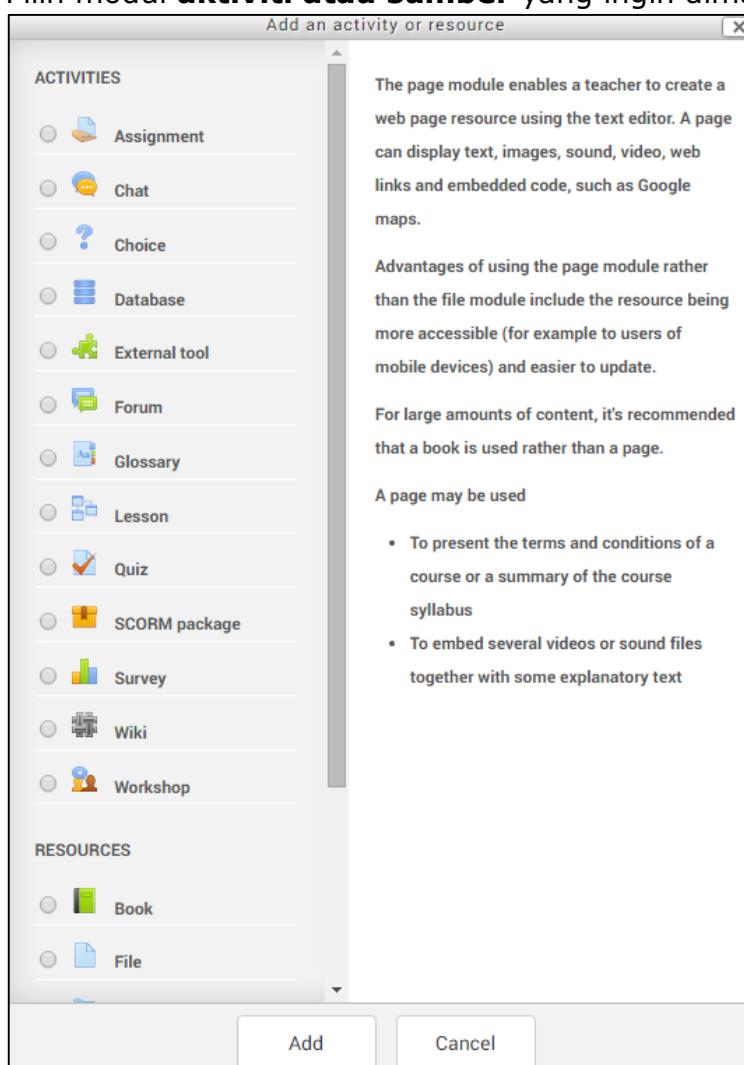


6.2. Menambah Aktiviti Dan Sumber Didalam Topik

- a. Klik pada **Add an activity or resource (A1)**.



- b. Pilih modul **aktiviti atau sumber** yang ingin dimasukkan.

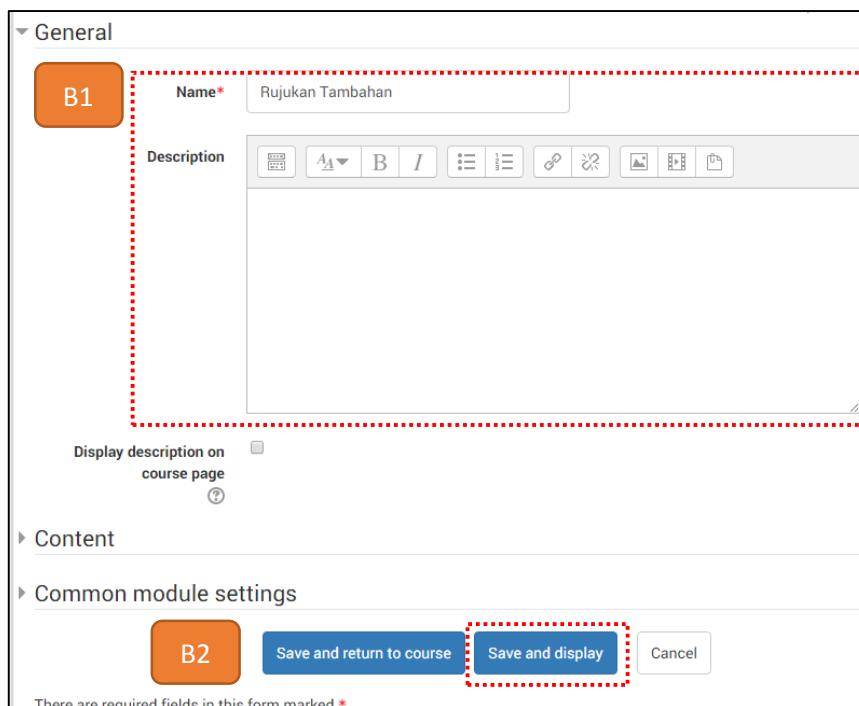


6.3. Mencipta Folder

- a. Folder digunakan untuk mengurus file lebih sistematik dan teratur. Untuk mewujudkan folder di dalam topik, pilih ikon  **Folder (A1)** dan klik **Add (A2)**.



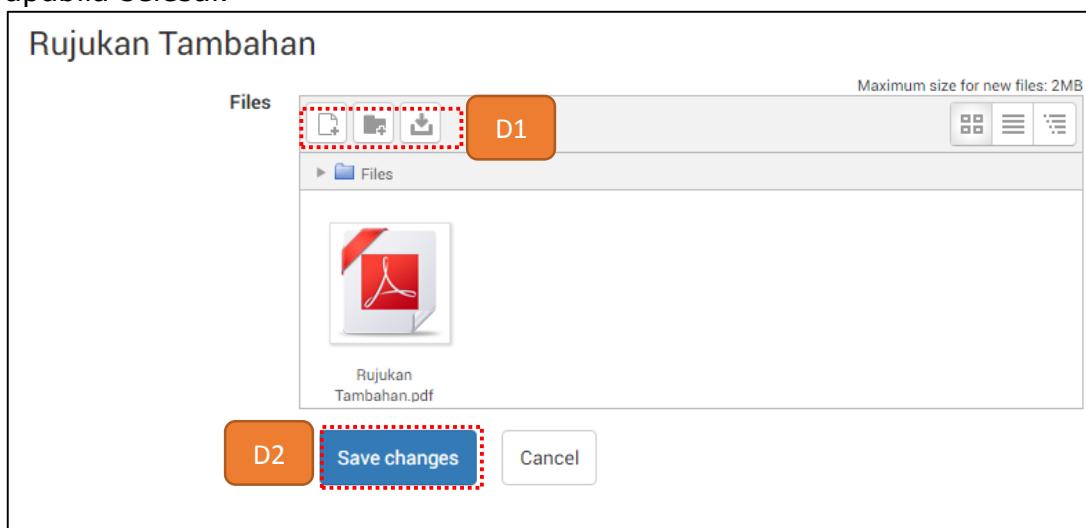
- b. Masukkan **nama folder (B1)** dan klik **Save and display (B2)** apabila selesai.



- c. Klik **Edit (C1)** untuk tambah file didalam folder tersebut.



- d. Pilih fail (**D1**) yang hendak dimasukkan dan klik **save changes** (**D2**) apabila selesai.

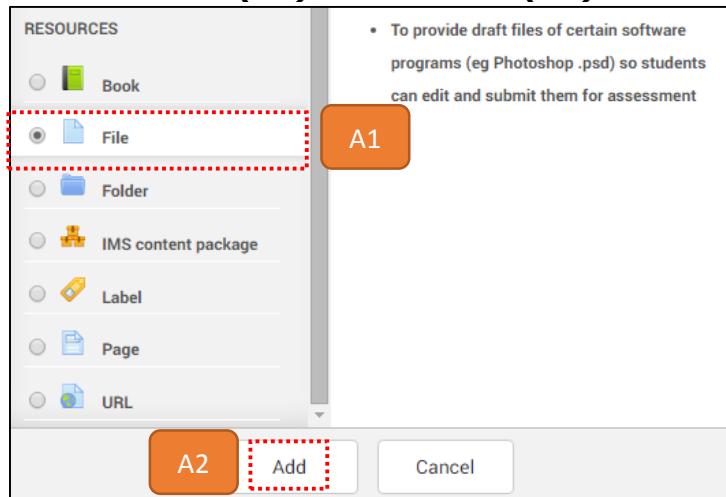


- e. Kelihatan **dokumen** (**E1**) telah dimasukkan ke dalam folder tersebut.



6.4. Memasukkan File/Dokumen

- a. Pilih modul **File (A1)** dan klik **Add (A2)**.



- b. Masukkan maklumat dokumen (B1).

The screenshot shows a file creation dialog. The 'General' tab is selected. The 'Name*' field is highlighted with a red dotted box and labeled B1. Below it is a rich text editor toolbar. A red dotted box highlights the entire 'Name*' field and its associated row.

- c. Muatnaik dokumen (C1) dan klik **Save and return to course (C2)** apabila selesai.

The screenshot shows a content dialog. The 'Content' tab is selected. The 'Select files' area is highlighted with a red dotted box and labeled C1. At the bottom are three buttons: C2 (highlighted), Save and return to course (highlighted with a red dotted box), Save and display, and Cancel. A note at the bottom states: 'There are required fields in this form marked *.'

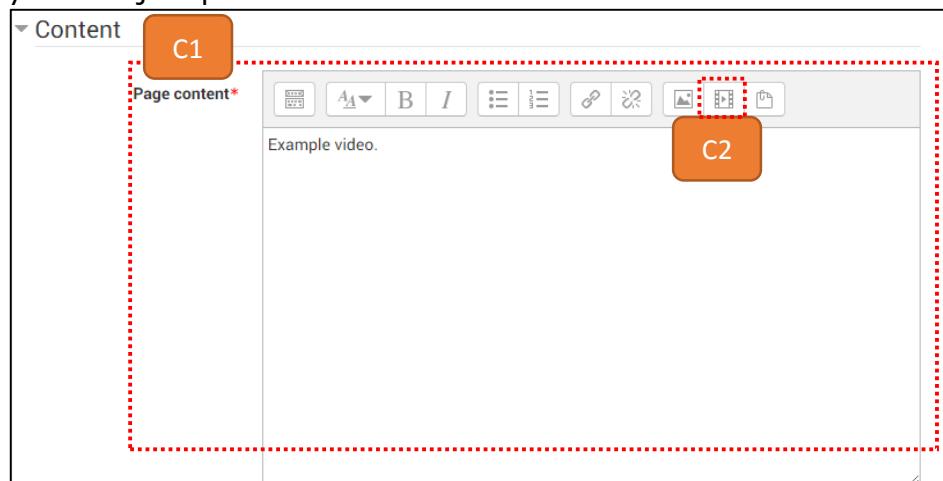
- d. **Senarai dokumen (D1)** dipaparkan seperti dibawah.

6.5. Mewujudkan Page Dan Memasukkan Media Seperti Youtube

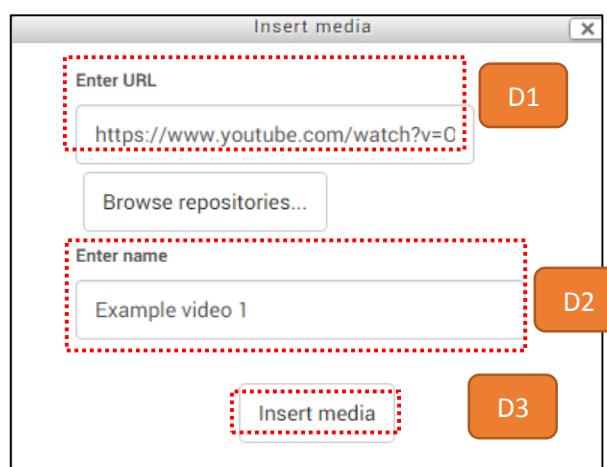
- a. Pilih modul **Page (A1)** dan klik **add(A2)**.

- b. Masukkan maklumat (B1).

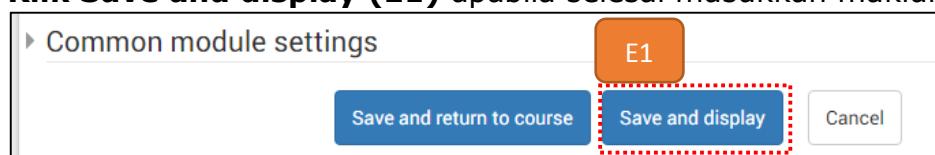
- c. Masukkan **isi kandungan page (C1)** dan **masukkan video (C2)** dari youtube jika perlu.



- d. Masukkan **url video dari youtube (D1)**, **namakan video (D2)** tersebut dan klik **insert media (D3)** jika selesai.



- e. **Klik Save and display (E1)** apabila selesai masukkan maklumat.



f. **Paparan page** setelah diwujudkan.

Introduction

Example video

Smart Presentation System iStudio make Perfect Smart Class for Flipped Class

-TAMAT-

Sila hubungi pihak admin fakulti jika terdapat pertanyaan atau masalah yang timbul.