

Manual Pengguna Learning Management System (LMS) Pensyarah

A. Log masuk kali pertama

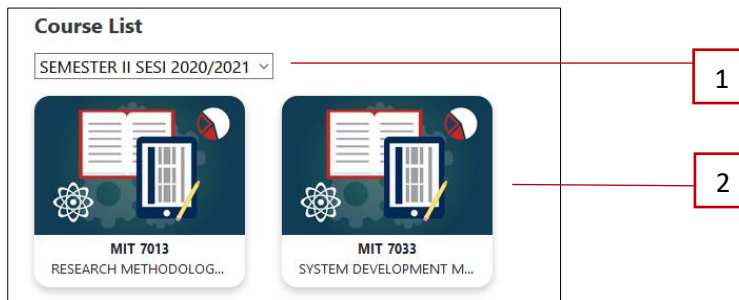
- Sila log masuk <http://lms.usas.edu.my/>

- Sila gunakan No. Staf sebagai *username* dan No. Kad Pengenalan tanpa simbol '-' sebagai *password* (contoh : 000102082222).
- Klik 'Log In' atau tekan 'Enter'.

B. Kemaskini Maklumat Peribadi

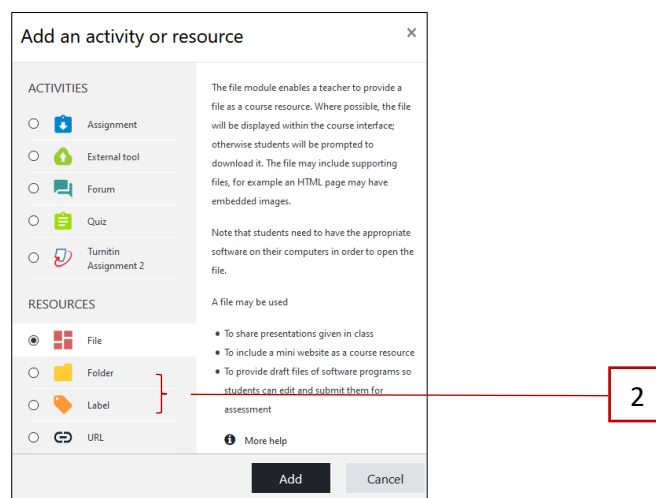
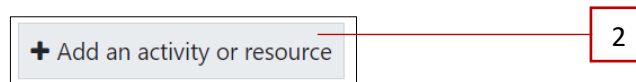
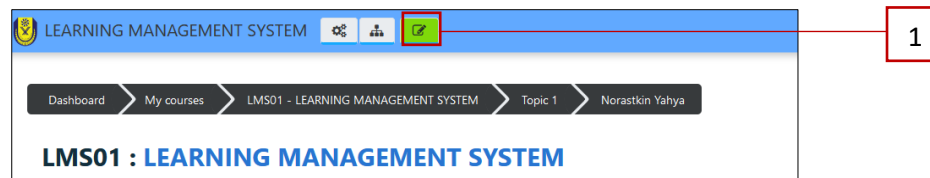
- Klik butang ▼
- Klik 'Profile'
- Kemaskini alamat emel.
- Klik 'Update Profile'.

C. Capaian Kursus

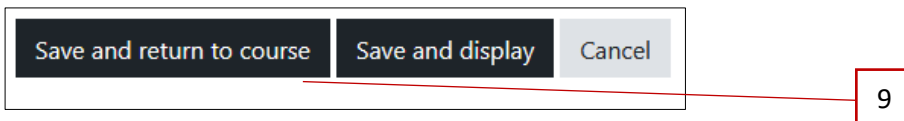
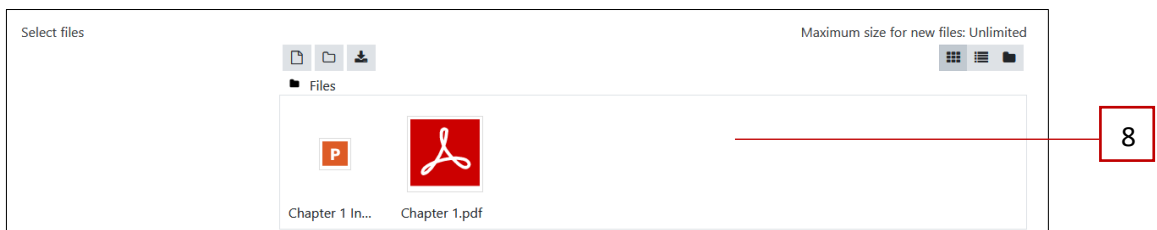
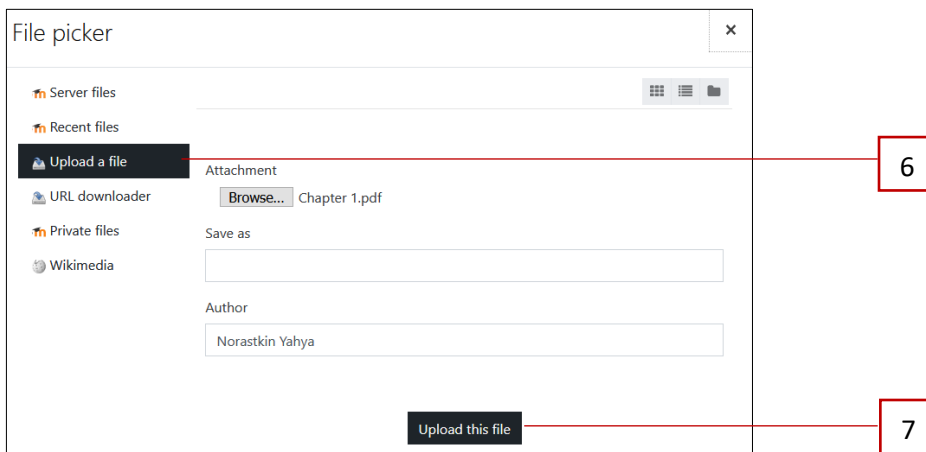
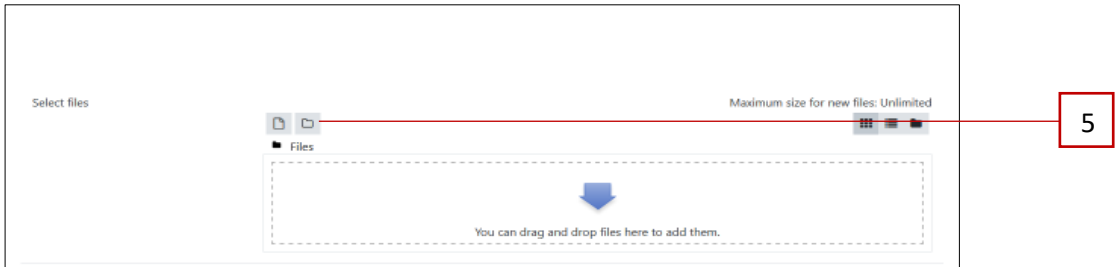
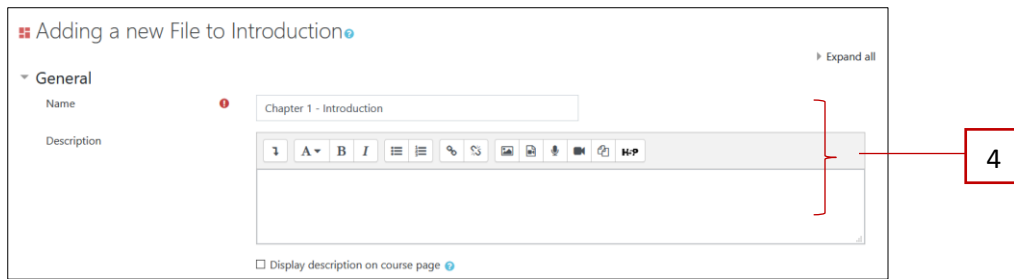


1. Pilih sesi akademik.
2. Pilih kursus.

D. Nota Kuliah



1. Di paparan hapadan kursus, klik butang 'Turn Edit On'.
2. Klik 'Add activity or resource'.
3. Pilih untuk muat naik 'File' jika untuk muat naik satu fail atau 'Folder' untuk muat naik lebih dari satu fail.



4. Lengkapi ruangan ini.
5. Pilih untuk muat naik fail atau folder.
6. Klik 'Upload a file' dan 'Browse' untuk pilih fail yang perlu dimuat naik.
7. Klik 'Upload this file'.
8. Paparan fail yang akan dimuat naik ke dalam kursus.
9. Klik 'Save and return to course' untuk melihat paparan fail yang telah dimuat naik.

E. Kuiz/Peperiksaan

- Pada paparan kursus, klik 'Add activity or resource'.

Add an activity or resource

ACTIVITIES

- Assignment
- External tool
- Forum
- Quiz
- Turnitin Assignment 2

RESOURCES

- File
- Folder
- Label
- URL

The quiz activity enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical.

The teacher can allow the quiz to be attempted multiple times, with the questions shuffled or randomly selected from the question bank. A time limit may be set.

Each attempt is marked automatically, with the exception of essay questions, and the grade is recorded in the gradebook.

The teacher can choose when and if hints, feedback and correct answers are shown to students.

Quizzes may be used

- As course exams
- As mini-tests for reading assignments, or at

Add **Cancel**

1

Adding a new Quiz to Introduction

General

Name: Quiz Chapter 1

Description: [Text area]

Display description on course page

Timing

Open the quiz: 24 January 2021 21:53 [Enable]

Close the quiz: 25 January 2021 21:53 [Enable]

Time limit: 0 minutes [Enable]

When time expires: Open attempts are submitted automatically

Grade

Layout

Question behaviour

Review options

Tags

Competencies

Save and return to course **Save and display** **Cancel**

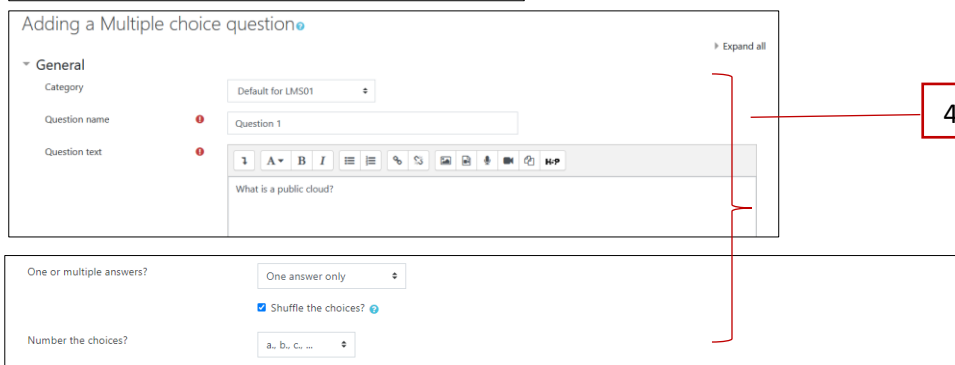
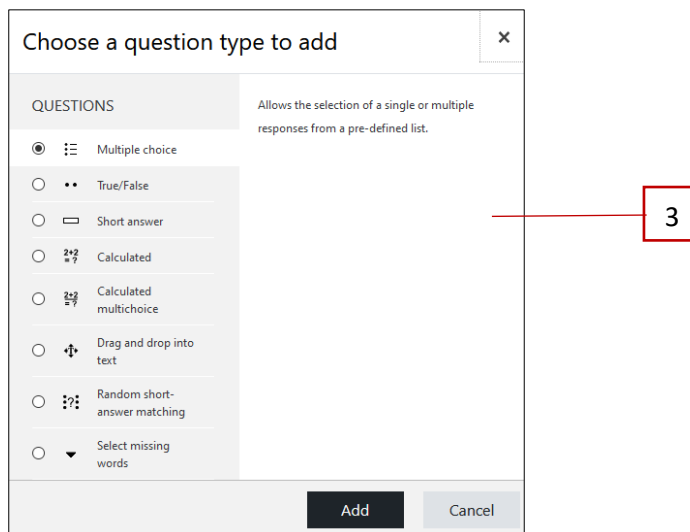
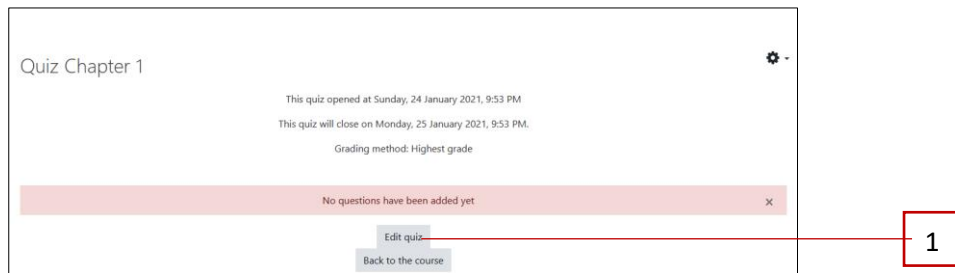
2

3

4

1. Pilih 'Quiz' dan klik butang 'Add'.
2. Lengkapi maklumat seperti nama kuiz dan penerangan.
3. Pilih jika perlu membuat sekatan masa menjawab kuiz.
4. Klik 'Save and return to course'.

- Bina soalan untuk kuiz.



1. Klik kuiz pada paparan kursus dan klik 'Edit quiz'.
2. Klik 'Add' dan pilih 'new question' atau pilih 'question bank' atau 'random question'.
3. Pilih jenis soalan.
4. Lengkapi ruang maklumat soalan.

5. Buat pilihan jawaban dan grade.
6. Klik 'Save changes'.

F. Tugas

- Pada paparan kursus, Klik 'Add activity or resources'.

1. Pilih 'Assignment' dan klik 'Add'.
2. Lengkapi maklumat assignment.
3. Pilih tarikh mula dan akhir beserta kaedah penghantaran assignment.
4. Klik 'Save and return to course'.

G. Turnitin

- Pada paparan kursus, klik 'Add activity or resource'.

1. Pilih 'Turnitin Assignment 2' dan klik 'Add'.

Adding a new Turnitin Assignment 2 to Introduction Expand all

General

Turnitin Assignment Name Assignment 2

Summary

What is an LMS?

Display description on course page

Submission Type File Upload

Assignment Part 1

Name Part 1

Start Date 24 January 2021 21:40

Due Date 31 January 2021 21:40

Post Date 31 January 2021 21:40

Max Marks 100

Originality Report Options

GradeMark Options

Common module settings

Restrict access

Activity completion

Tags

Competencies

Save and return to course Save and display Cancel

There are required fields in this form marked !.

2

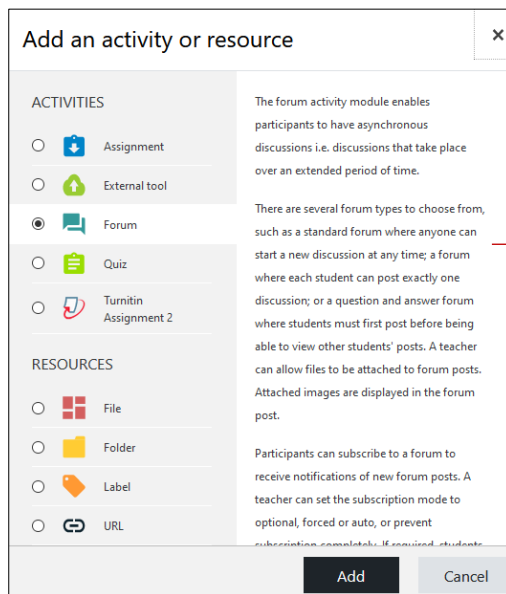
3

4

2. Lengkapi maklumat tugasan.
3. Pilih tarikh mula dan akhrit tugasan.
4. Klik 'Save and return to course'.

H. Forum

- Pada paparan kursus, klik 'Add activity or resource'.



Add an activity or resource

ACTIVITIES

- Assignment
- External tool
- Forum
- Quiz
- Turnitin Assignment 2

RESOURCES

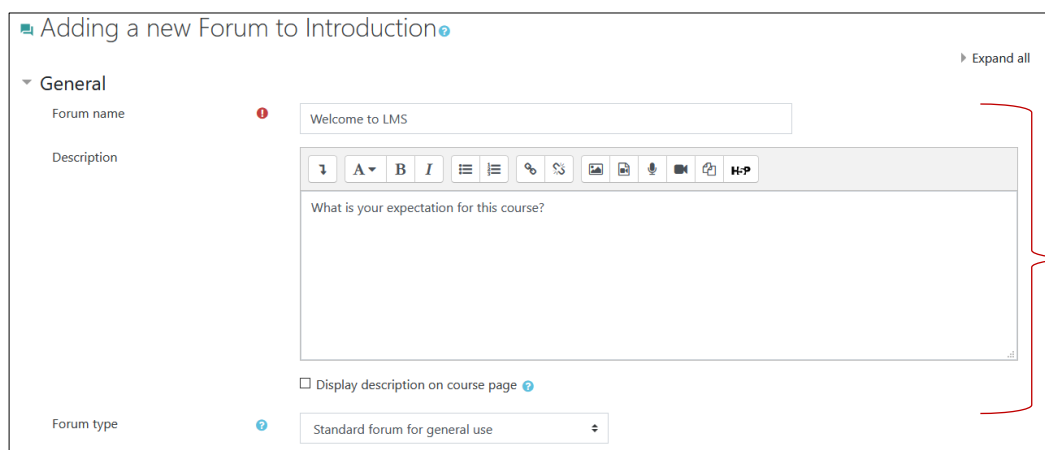
- File
- Folder
- Label
- URL

The forum activity module enables participants to have asynchronous discussions i.e. discussions that take place over an extended period of time.

There are several forum types to choose from, such as a standard forum where anyone can start a new discussion at any time; a forum where each student can post exactly one discussion; or a question and answer forum where students must first post before being able to view other students' posts. A teacher can allow files to be attached to forum posts. Attached images are displayed in the forum post.

Participants can subscribe to a forum to receive notifications of new forum posts. A teacher can set the subscription mode to optional, forced or auto, or prevent subscription completely. If required, students

Add **Cancel**



Adding a new Forum to Introduction

General

Forum name: Welcome to LMS

Description: What is your expectation for this course?

Display description on course page

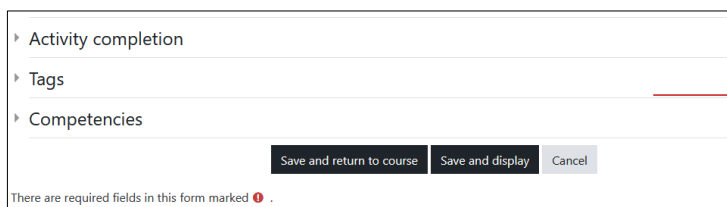
Forum type: Standard forum for general use



Availability

Due date: 24 January 2021 21:29 Enable

Cut-off date: 27 January 2021 21:29 Enable



Activity completion

Tags

Competencies

Save and return to course **Save and display** **Cancel**

There are required fields in this form marked .

1. Pilih forum dan klik 'Add'.
2. Lengkapi maklumat berkaitan forum.
3. Tarikh forum boleh diakses oleh pelajar.
4. Klik 'Save and return to course'.

I. Reset Kata Laluan

- Di paparan hadapan LMS, klik '*Forgot Password*'.

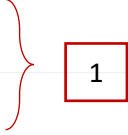
To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

Search by username

Username

Search by email address

Email address



1. Masukkan emel atau username bagi LMS dan klik '*Search*'. Emel reset katalaluan akan diberikan kepada pengguna dan ikuti arahan yang diberikan.

J. Bantuan Teknikal

Jika terdapat sebarang masalah, sila hubungi 05-7732 256 / 05-7732 601 atau 019 – 570 0267 (WhatsApp).