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SULTAN IDRIS
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SULTAN IDRIS EDUCATION UNIVERSITY

USER MANUAL

for

Massive Open Online Courses (MOOC)

Module Educators

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Universiti Pendidikan Sultan Idris

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User Manual



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Massive Open Online Courses UPSI (MOOC UPSI)

1.0 Login to MOOC UPSI

- 1.1 Open up web browser and enter the UPSIMOOC website address in the browser's address bar. (<https://mooc.upsi.edu.my/>)
- 1.2 UPSIMOOC main page will be displayed and click Login/Register label at the top-right of the screen.

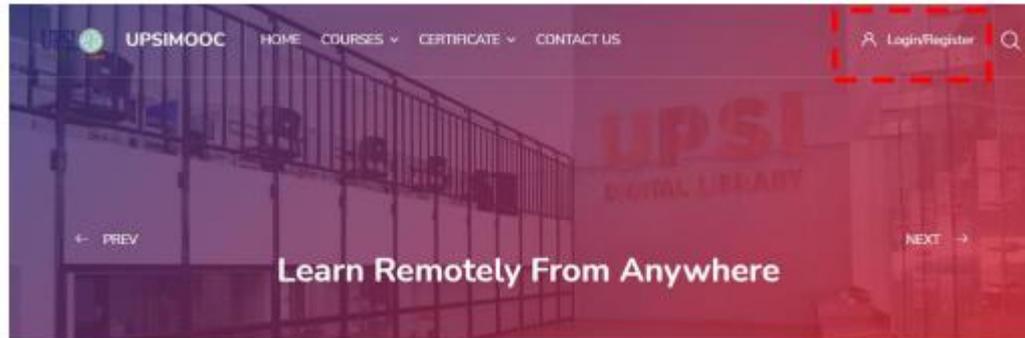


Figure 1 – MOOC Platform

- 1.3 Login to your account pop-up window will be opened.
- 1.4 Choose Log in using your account on Google. Choose UPSI email account.

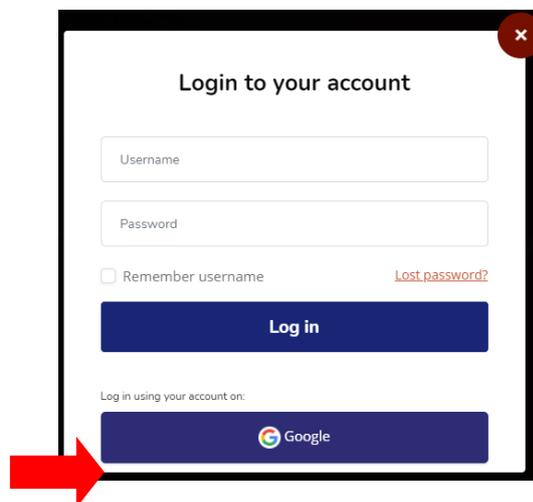


Figure 2 – Login pop-up window

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1.5 User dashboard will be displayed.

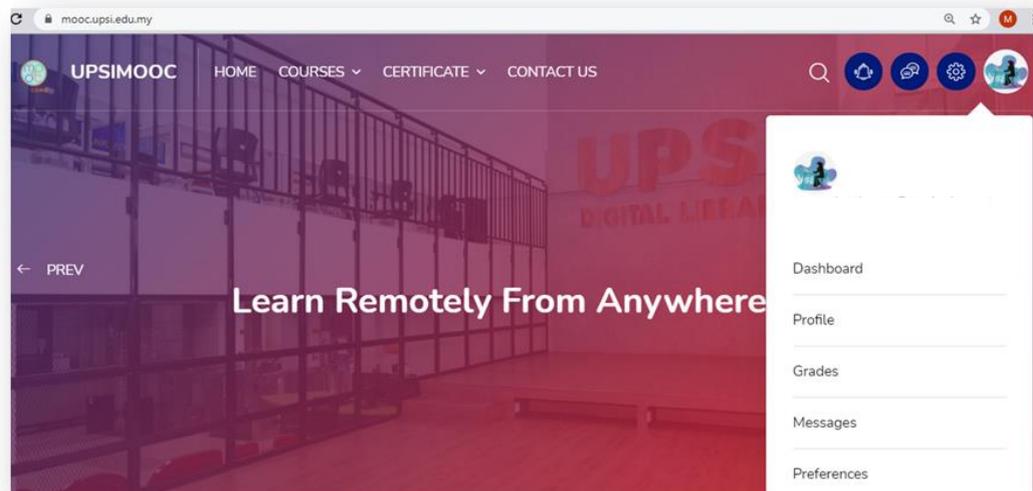


Figure 3 – User Dashboard

2.0 Update User Profile

- 2.1 Login to UPSIMOOC website. Refer item **1.0 Login to MOOC UPSI**.
- 2.2 Click on the user profile picture at the top-right of the screen. User menu will be expanded.
- 2.3 On the UPSIMOOC user menu, select **Profile**.

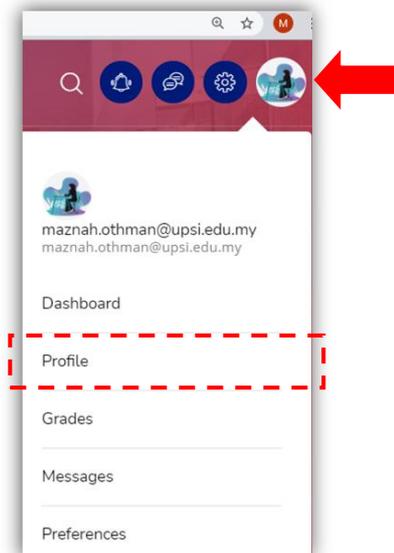


Figure 4 – User Menu

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2.4 User menu will be expanded.

2.5 On the user menu, select **Profile**. **Profile** page will be displayed.

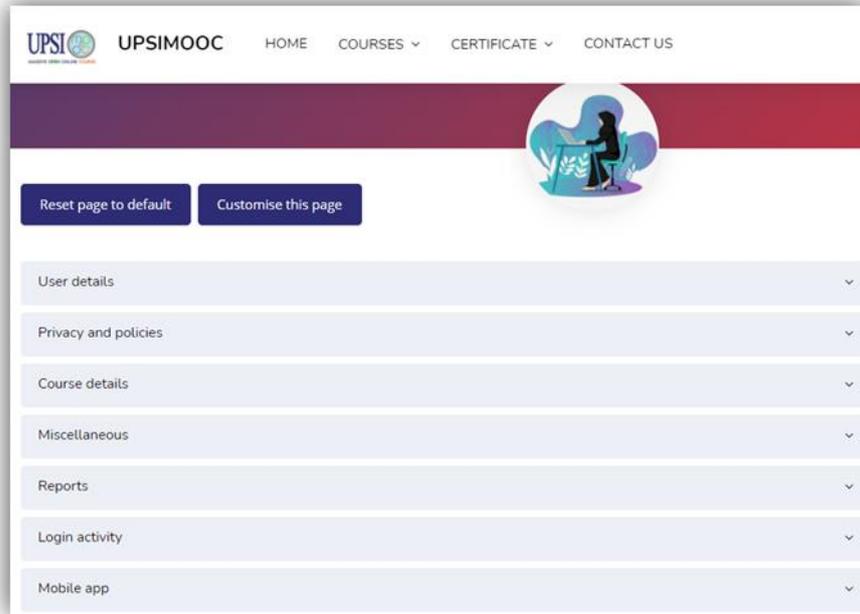


Figure 5 – User Profile page

2.6 Under **User Details** section, click **Edit Profile**.

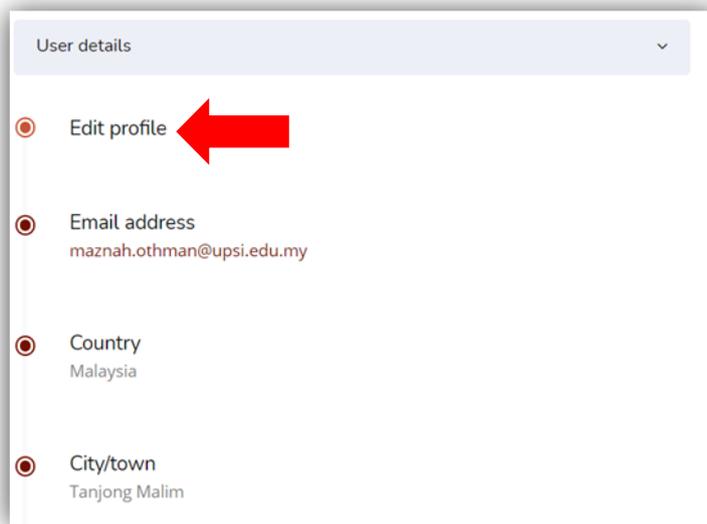


Figure 6: User Details section.

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2.7 The **Edit Profile** page will be opened.

Figure 7: Edit Profile page

2.8 On the **Edit profile** page, please update the following settings:

- **General** section: **First name, Surname & Email address**
- **User picture** section: Upload user profile picture in **New picture** option.
- **Optional** section: Enter a valid **ID number** (E.g. UPSI staff ID / Student ID) & **Institution** name.

2.9 Click **Update Profile** button to save all changes or **Cancel** button to cancel the changes.

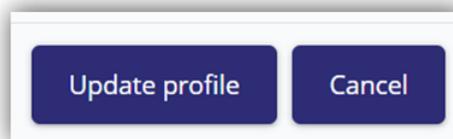


Figure 8 – Update Profile button

3.0 Configuring Course Homepage

3.1.1 View Course Home page

- Login to UPSIMOOC website. Refer item **1.0 Login to MOOC UPSI**.
- On main page, click on **Courses** main menu.
- Select the desirable course (e.g. **TLAS**).

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d) The course page (e.g. **TLAS**) will be opened.

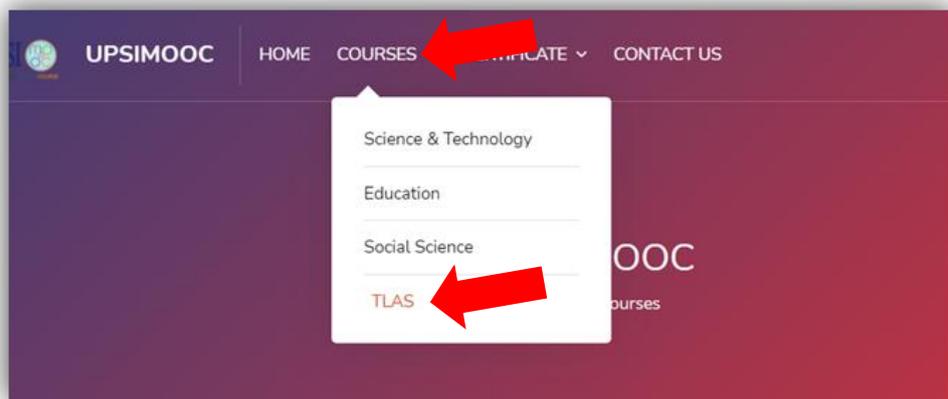


Figure 9 – Course option list in user main menu

e) To view the desired course, select the course thumbnail.

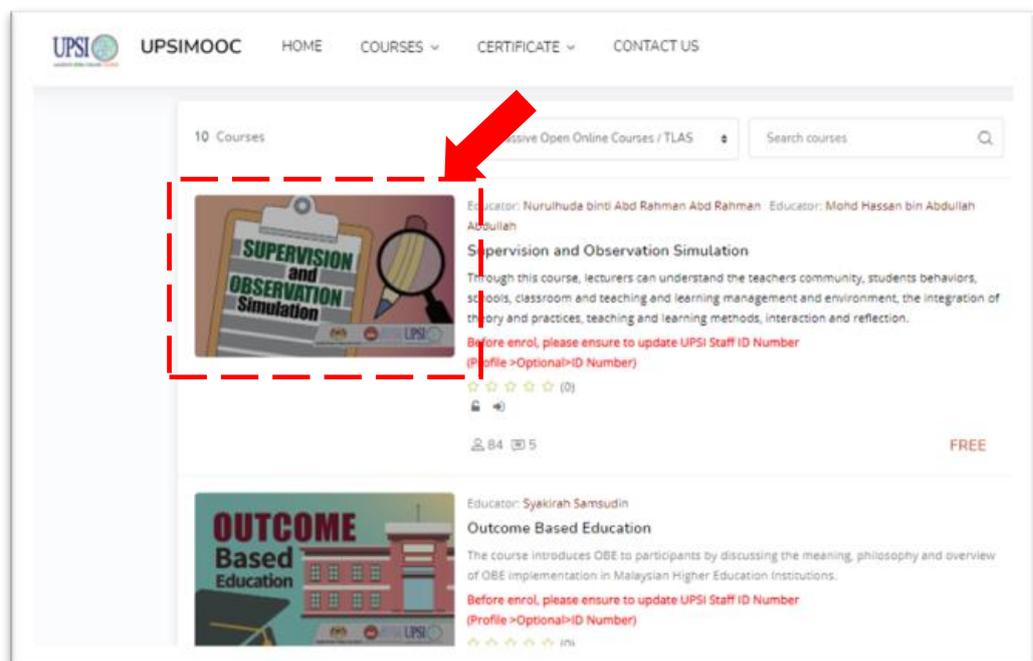


Figure 10: Course thumbnails

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f) Course homepage will be displayed.

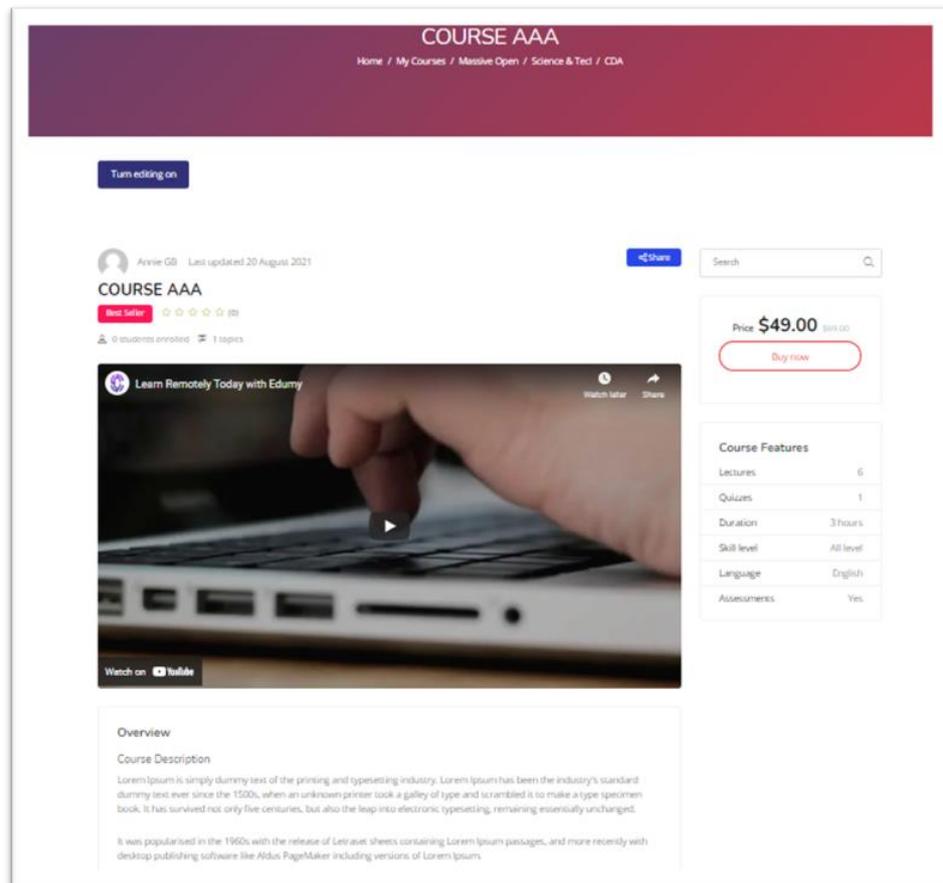


Figure 11: Course homepage

3.1.2 Turn on Page Editing Mode

a) To start configuring course homepage and developing course content, click on **Turn editing on** button (top-left corner) to switch to edit mode.



Figure 12 – Turn editing on button

3.1.3 Configuring Course Homepage Blocks

a) 3 blocks are available to be configured on course homepage.

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- i. Course Intro block (top-sidebar-right)
- ii. Users block (sidebar-right)
- iii. Course Overview block (above content)

b) Before start on the configuration, please view course homepage (refer item 3.1.1 **View Course Home page**) and turn on the editing mode (refer item 3.1.2 **Turn on Page Editing Mode**)

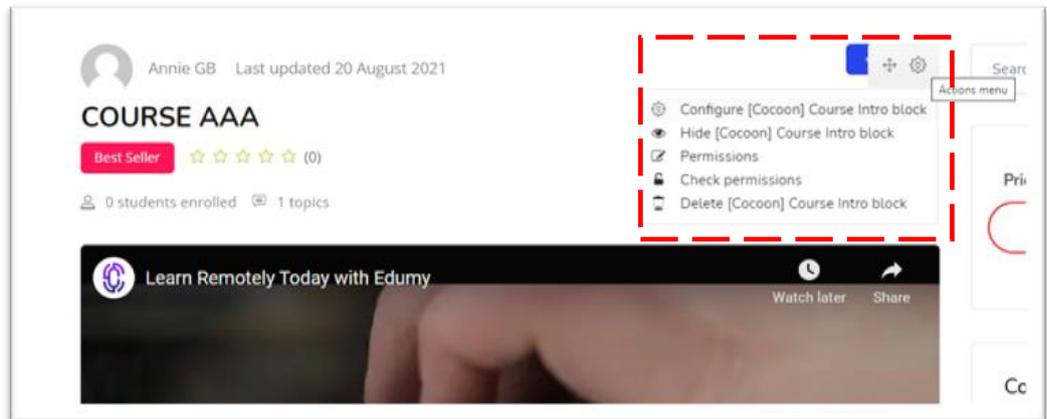


Figure 13 - A [Cocoon] Course Intro block

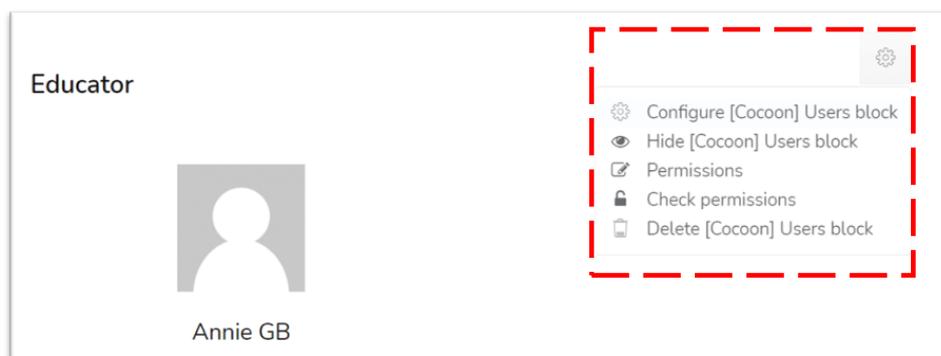


Figure 14 - A [Cocoon] User block

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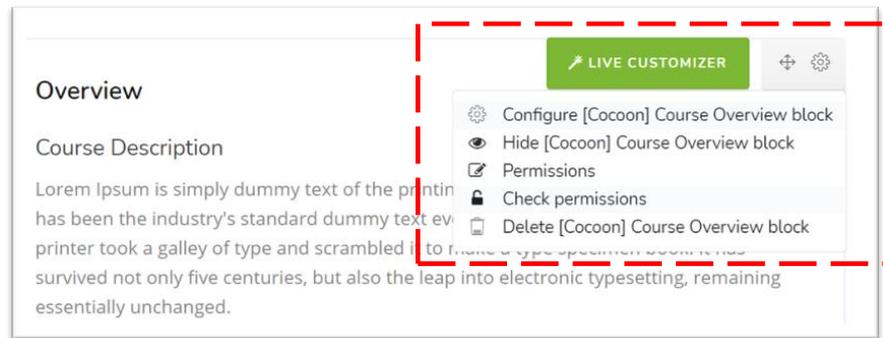


Figure 15 - A [Cocoon] Course Overview block

3.1.3.1 Configure a [Cocoon] Course Intro block

- Course Intro block is a block to display site admin profile setting.
- Turn on the editing mode (refer item **3.1.2 Turn on Page Editing Mode**).
- To configure course intro block, click the gear icon and choose **Configure [Cocoon] Course Intro** block.

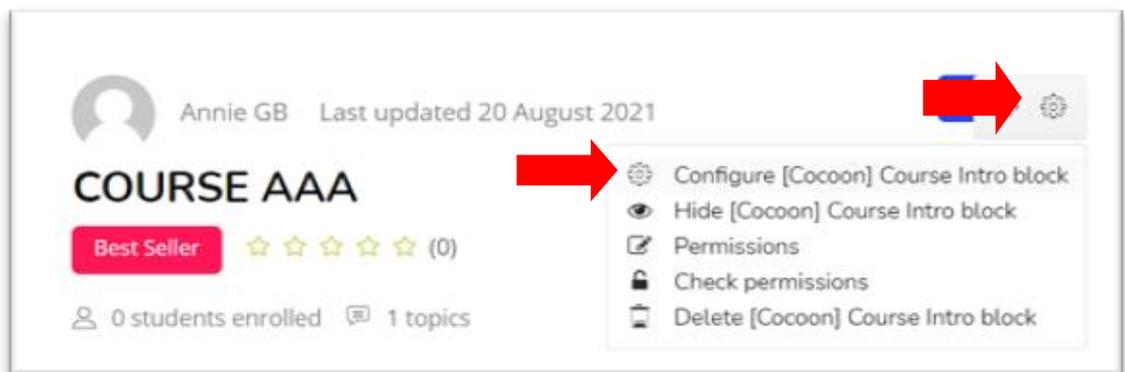


Figure 16: Gear icon for Configuring a [Cocoon] Course Intro Block

- Configuring a [Cocoon] Course Intro block page will be displayed.

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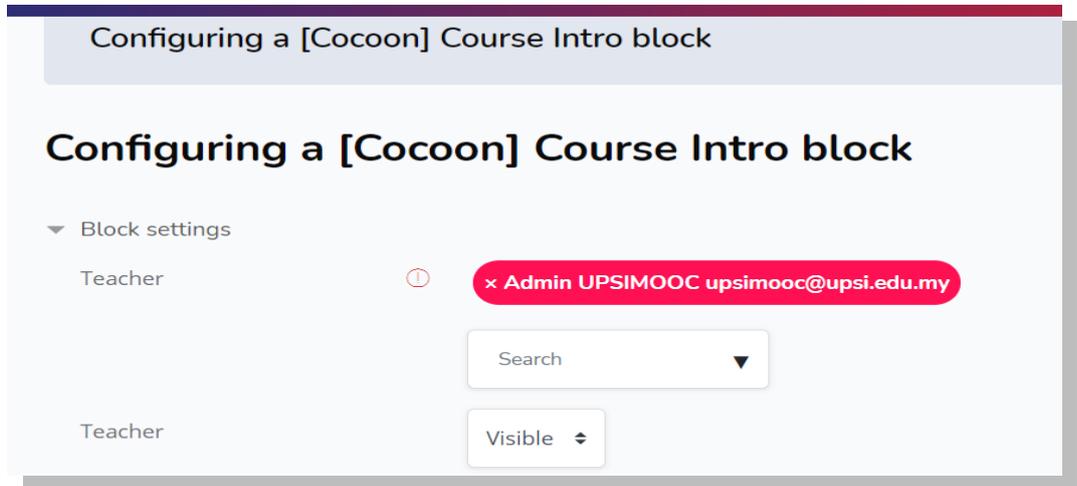


Figure 17: Configuring a [Cocoon] Course Intro Block page

- e) Select **Teacher** as **Admin UPSIMOOC** from the **Search** dropdown list (default).

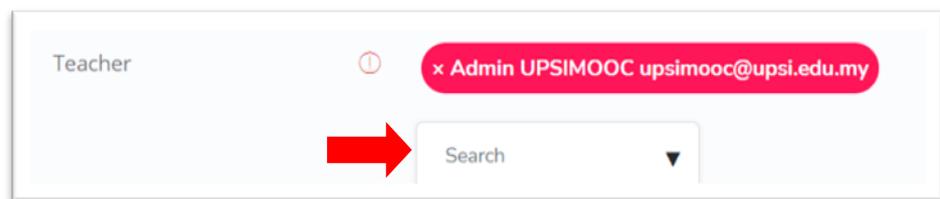


Figure 18: Default value for Teacher's name

- f) Set default value for **Accent** field as 'Best Seller' and provide course introduction video link in the **Video Embed URL** text field.

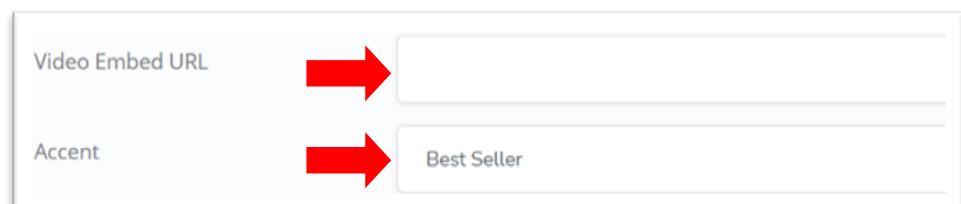


Figure 19: Accent and Video Embed URL fields

- g) Click on **Save Changes** button once all information is completed or **Cancel** to cancel changes and return to course homepage

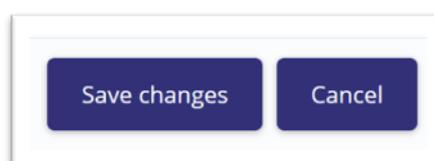


Figure 20: Save Changes button

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3.1.3.2 Configure a [Cocoon] Course User block

- Users block is a block to display educator profile on course homepage.
- Turn on the editing mode (refer item 3.1.2 Turn on Page Editing Mode).
- To configure user block, click gear icon and choose **Configure [Cocoon] Users block**.

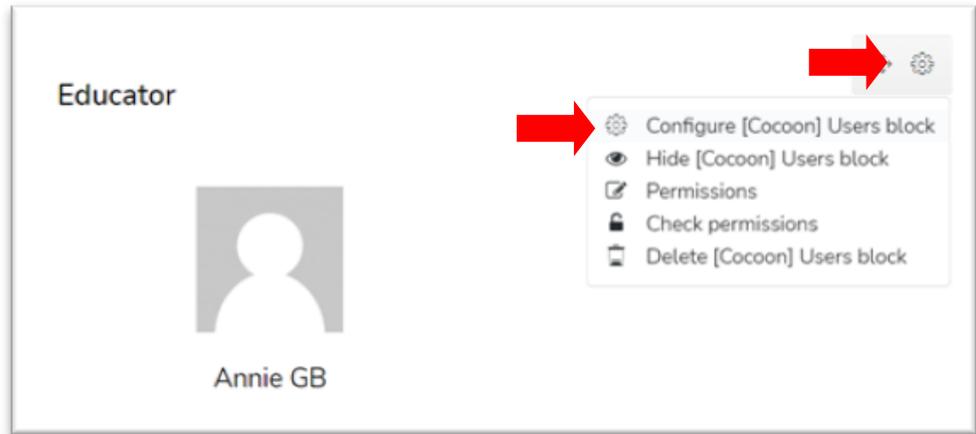


Figure 21: Gear icon to Configure [Cocoon] Course Users Block

- Configuring a [Cocoon] Users block** page will be displayed.
- By default, set **Title** as 'Educator' and select educator's name from the **Search** dropdown list.

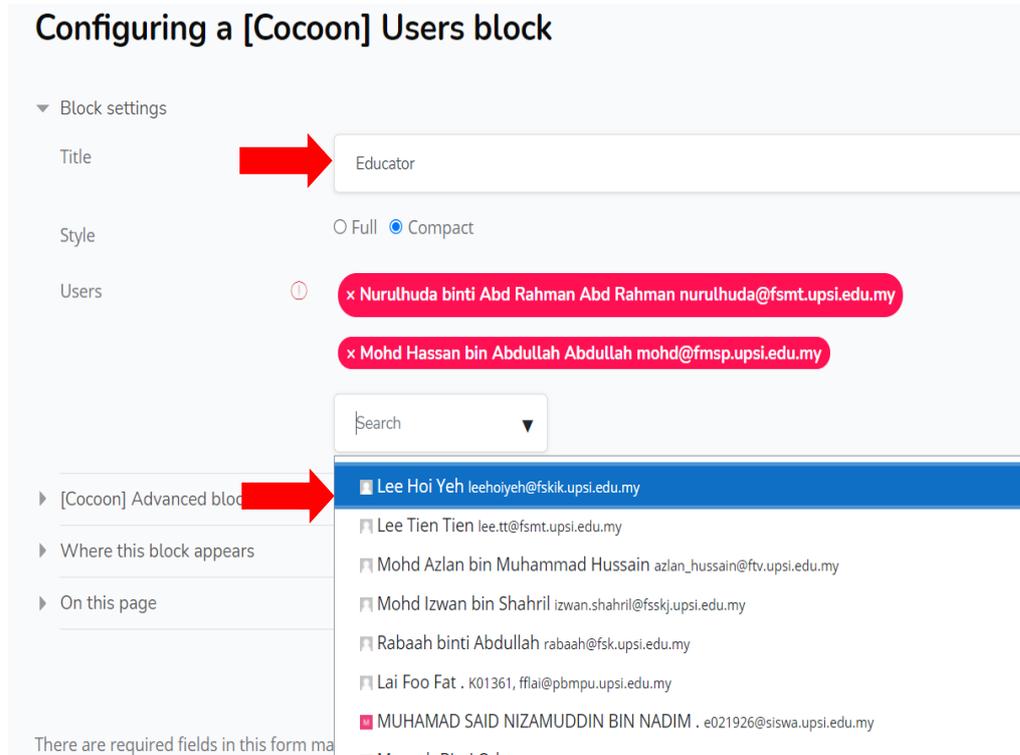


Figure 22: Configuring a [Cocoon] Users block page

- f) Click on **Save Changes** button once all information is completed or **Cancel** to cancel the changes and return to course homepage.

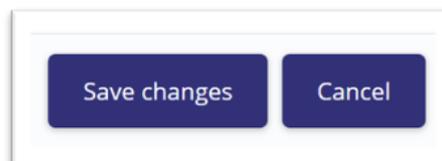


Figure 23: Save Changes button

3.1.3.3 Configure a [Cocoon] Overview block

- Course Overview block is a block to display course information.
- Turn on the editing mode (refer item **3.1.2 Turn on Page Editing Mode**).
- To configure the content of course overview block, click gear icon and choose **Configure [Cocoon] Course Overview block**.

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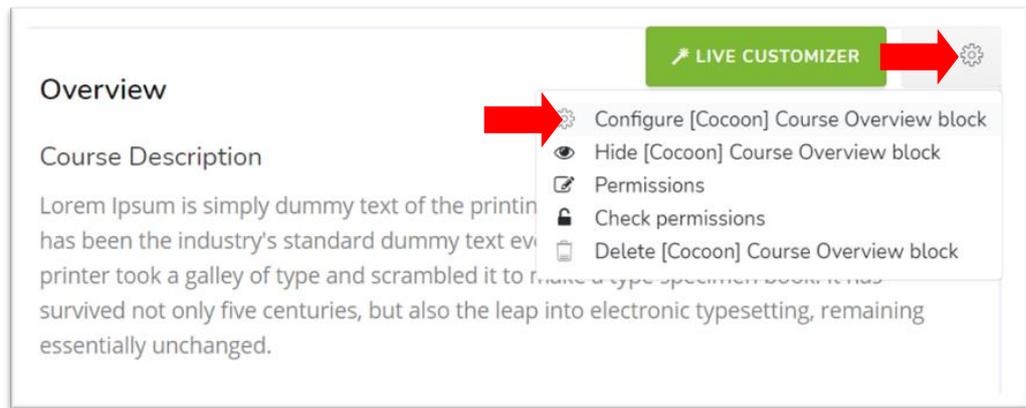


Figure 24: Gear icon to Configure [Cocoon] Course Overview block.

- d) **Configure a [Cocoon] Course Overview block** page will be displayed.
- e) Set **Title** as 'Overview' and edit course description in **Body** text editor.

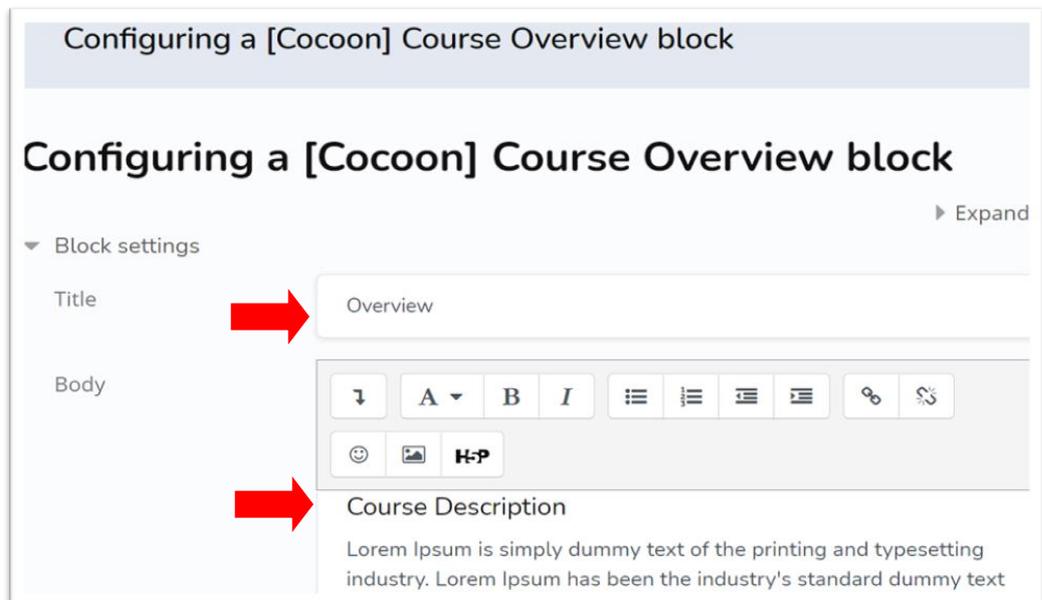


Figure 25: Title field and Body text editor

- f) Click on **Save Changes** button once all information is completed or **Cancel** to cancel the changes and return to course homepage.

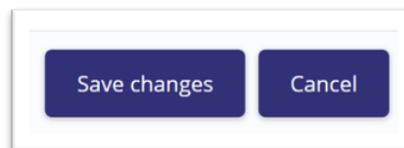


Figure 26: Save Changes button

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3.1.4 Configure Course Content

- a) **Course content** is an area where an educator will add resources and activities for learners to complete.
- b) 2 main sections in **Course Content** are **General** and **Topic 1**. Educator can add more topic sections and that they can give titles to.

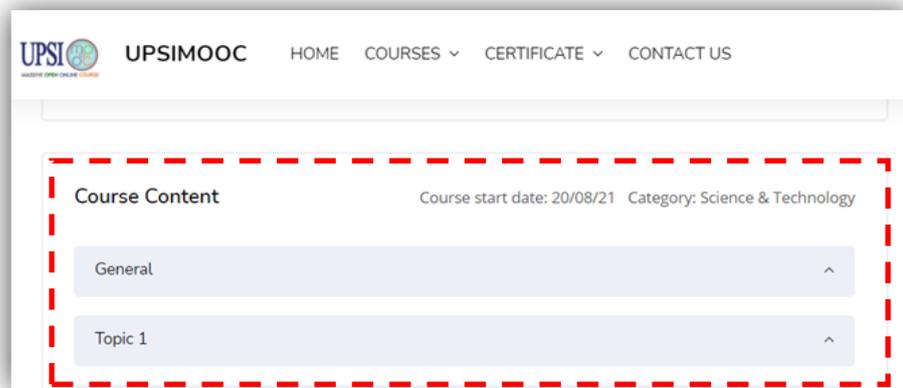


Figure 27: Course Content

3.1.4.1 General Section

- a) This section is to facilitate two-way discussion between educator and learners. **Forum** and **Announcement** are listed below this section.
- b) Turn on the editing mode (refer item **3.1.2 Turn on Page Editing Mode**)

3.1.4.2 Set up a Forum

(1) Add New Forum

- a) On the course homepage, in **General** section, click an **Add an activity or resource** link.

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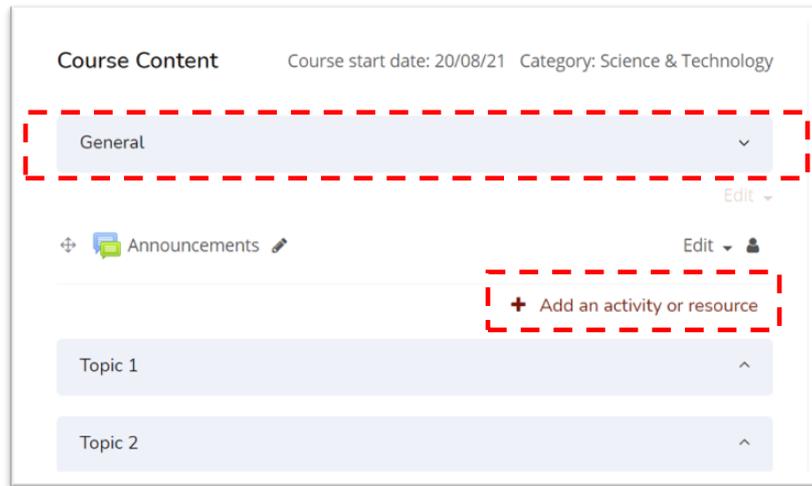


Figure 28: General Section in Course Homepage

b) Activity chooser will be opened and from the activity chooser, click on **Forum** icon.

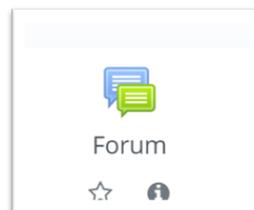


Figure 29: Forum Icon

c) **Adding a new Forum** page will be opened.

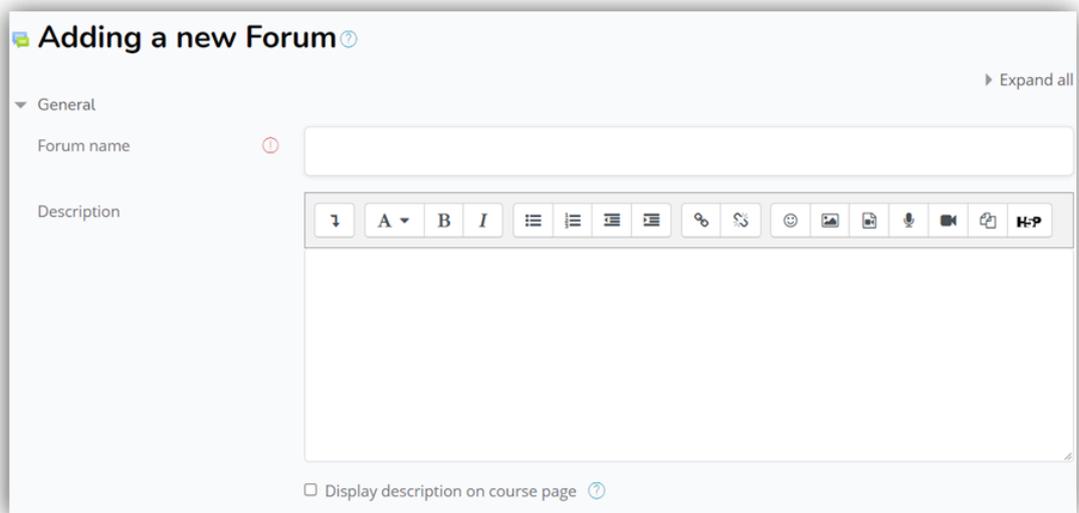


Figure 30: Adding a new Forum page

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- d) On the Forum page, configure settings for the forum.
- **Forum name** (required): use something unique that clearly identifies this forum from other course activities.
 - **Description**: set description with default value. The default is ‘Forum will be automatically tick as **completed**, once **learner reply to forum**’.
 - **Display description on course page**: tick on the checkbox to display the description underneath the assignment link on course homepage.
 - **Forum type**: select a forum type from the drop-down menu. The default is **Standard forum for general use**

Figure 31: Forum setting page

- e) Click **Save and return to course** to save all changes or **Cancel** to return to course homepage.

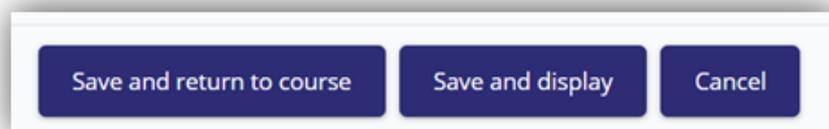


Figure 32: Save and return to course button

- f) New created forum icon will be listed in the **General** section.

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(2) Update Forum Setting

- a) Turn on the editing mode (refer item **3.1.2 Turn on Page Editing Mode**)
- b) To update the current forum setting, click **Edit** link and choose **Edit Settings**.

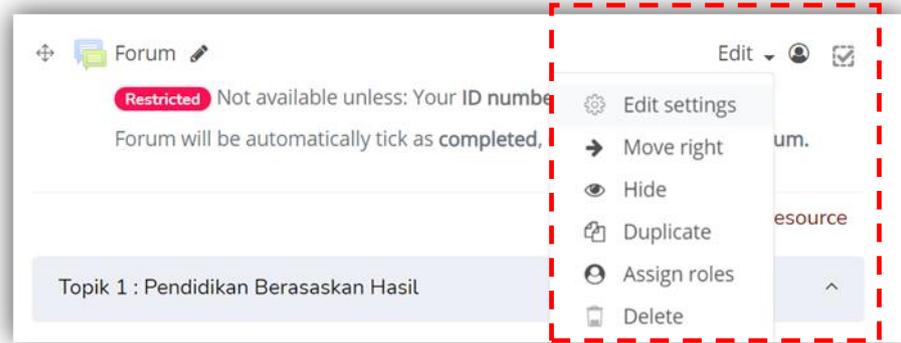


Figure 33: Edit link to update Forum

- c) Refer item **3.1.4.2 (I)(d)** to proceed.

(3) Add a New Discussion Topic to a Forum

- a) Learners may be able to add topics as soon as the activity is available, or the educator may need to initiate the discussion by posting a topic. For example, educators must post a question to a Q & A forum before students can post.
- b) Turn on the editing mode (refer item **3.1.2 Turn on Page Editing Mode**)
- c) On course homepage, **General** section, click **Forum** icon.

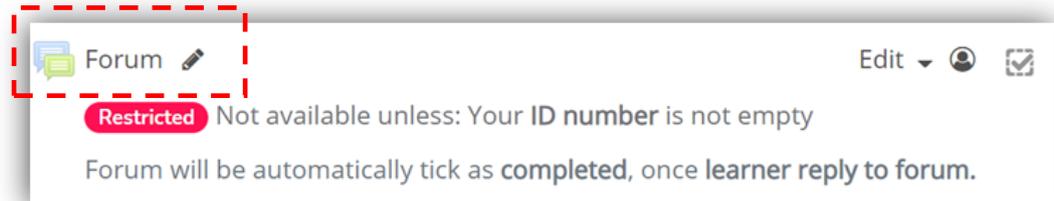


Figure 34: Forum icon in General section

- d) **New Discussion Topic** page will be opened.
- e) A message “**There are no discussion topics yet in this forum**” will be seen if no topics or post have been added.

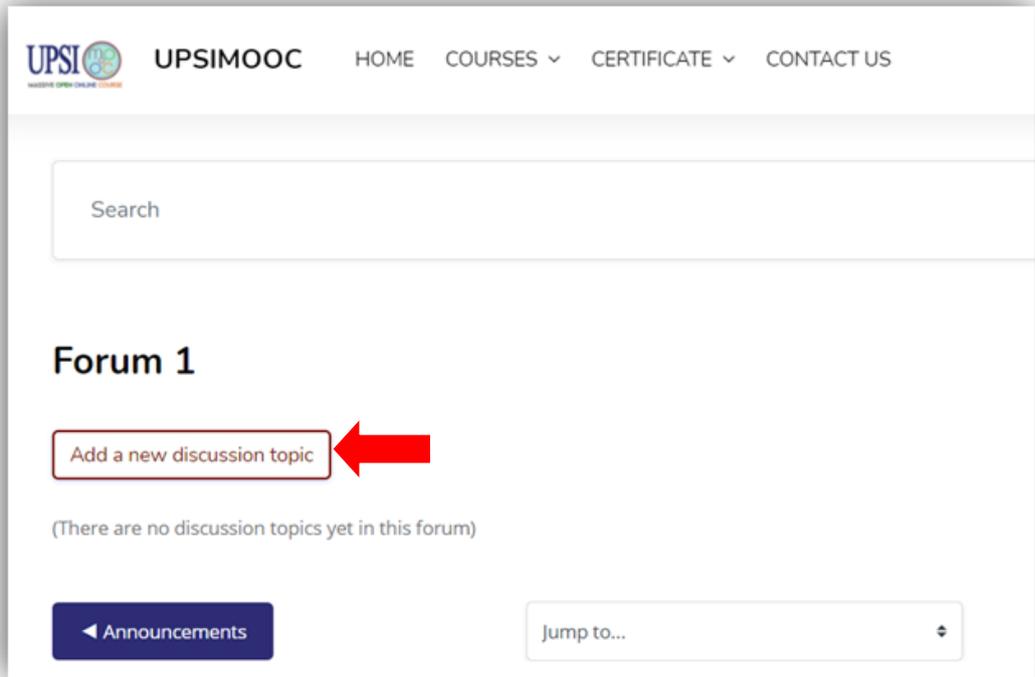


Figure 35: New Discussion Topic page when no posts have been added.

- f) Forum description that provided earlier (refer item 3.1.4.2 (I)(d)) will be shown in the page.

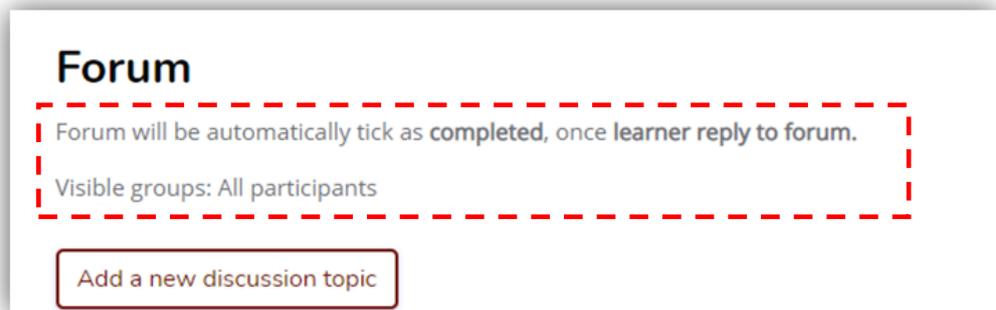


Figure 36: Forum description

- g) Click **Add a new discussion topic** button.

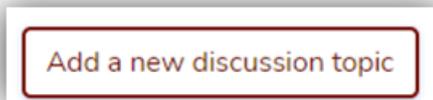


Figure 37: Add a new discussion topic button

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- h) New discussion topic section will be opened.
- i) Enter a subject and message (both required).

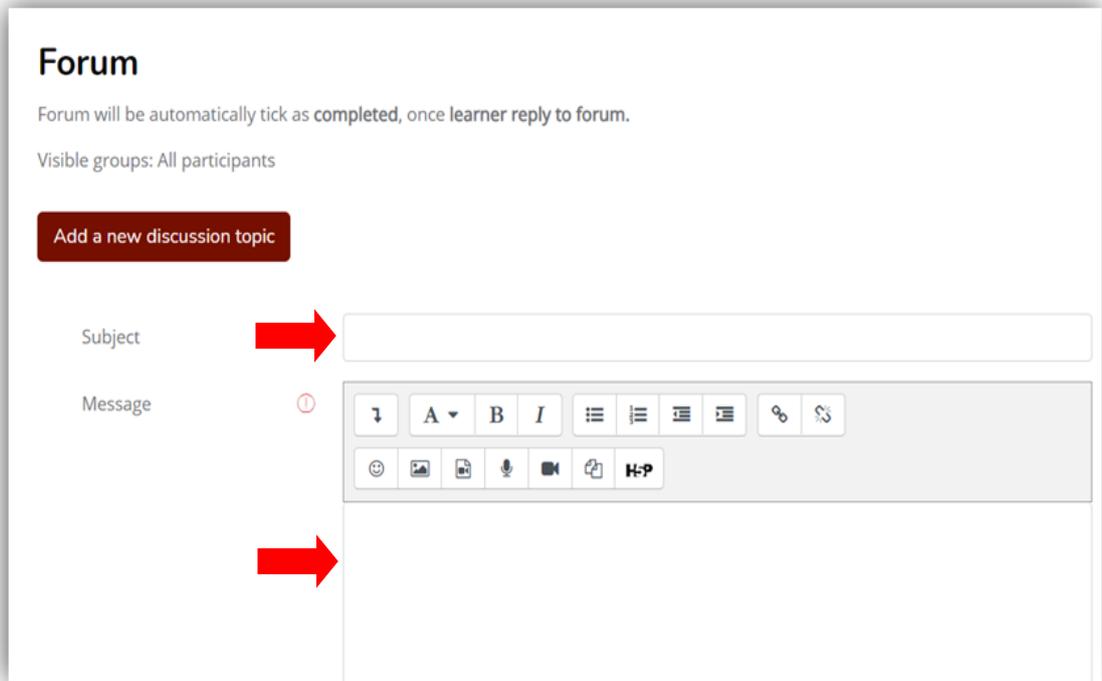


Figure 38: New discussion topic section

- j) To have more setting options, click **Advanced** link to open the **Your new discussion topic** page.

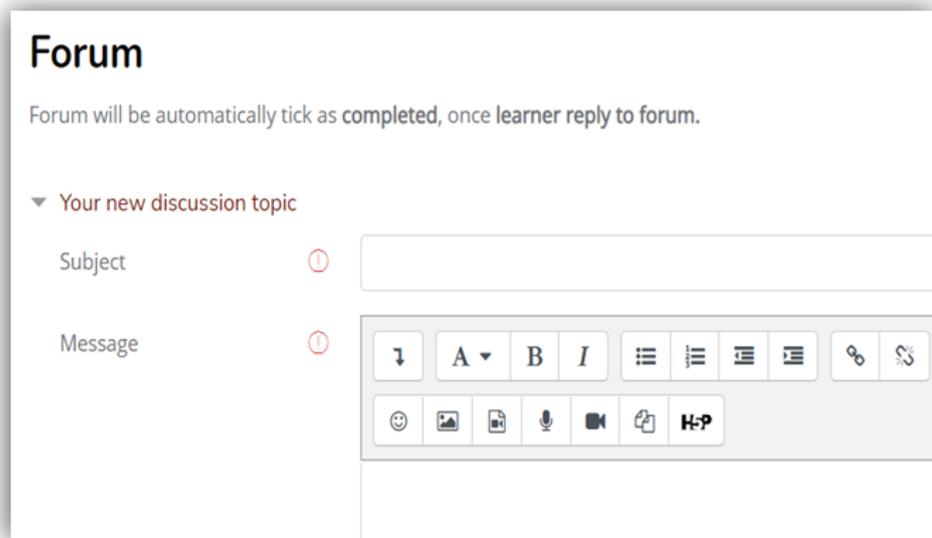


Figure 39: Your new discussion topic page

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- k) Optionally educators can select any remaining options for the post on the **Your new discussion topic page**. The options are:
- **Discussion subscription:** to receive notifications of new post to that discussion
 - **Add attachment:** to attach one or more files to a forum post
 - **Pinned:** Pinned discussions will appear at the top of the forum
 - Send forum post notifications with no editing-time delay option
- l) Click **Post to forum** button to post the message.



Figure 40: Post to forum button

- m) All of the discussion topics will be listed in a table on **Forum** page

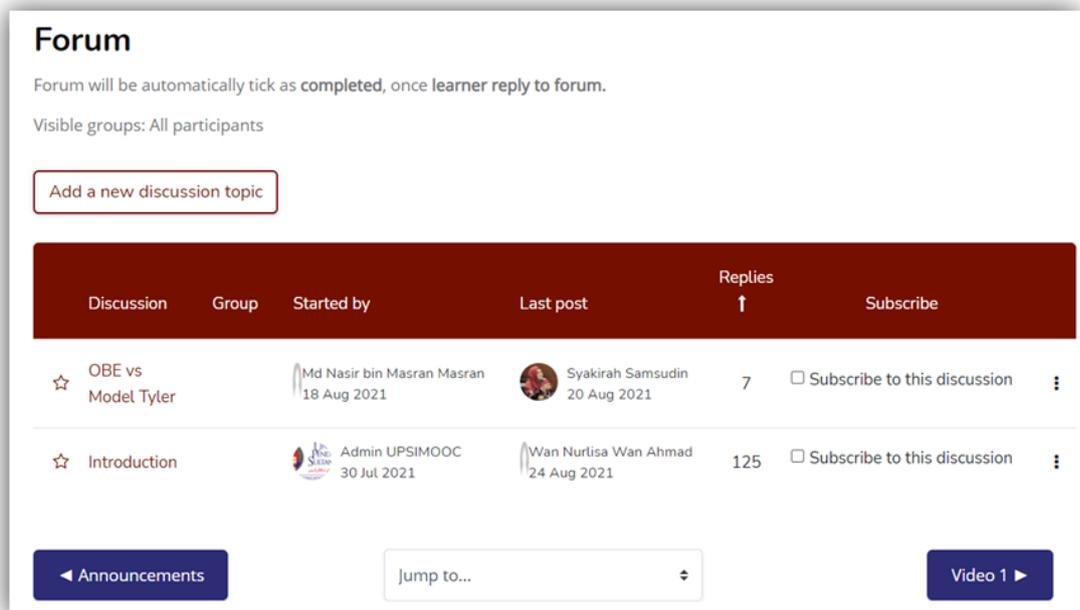


Figure 41: List of discussion topics

- n) Once replies have been made, click the link in **Discussion** column to view replies or add additional replies to the thread.

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Discussion	Group	Started by	Last post	Replies
☆ OBE vs Model Tyler		Md Nasir bin Masran Masran 18 Aug 2021	 Syakirah Samsudin 20 Aug 2021	7
☆ Introduction		 Admin UPSIMOOC 30 Jul 2021	 Wan Nurlisa Wan Ahmad 24 Aug 2021	125

Figure 42: Discussion topic links

3.1.4.3 Topic 1 Section

- Topic sections are used to organise and present course content. Activities and resources are listed below this section
- By default, topic's title is "**Topik 1**" for the titles that is running sequentially.

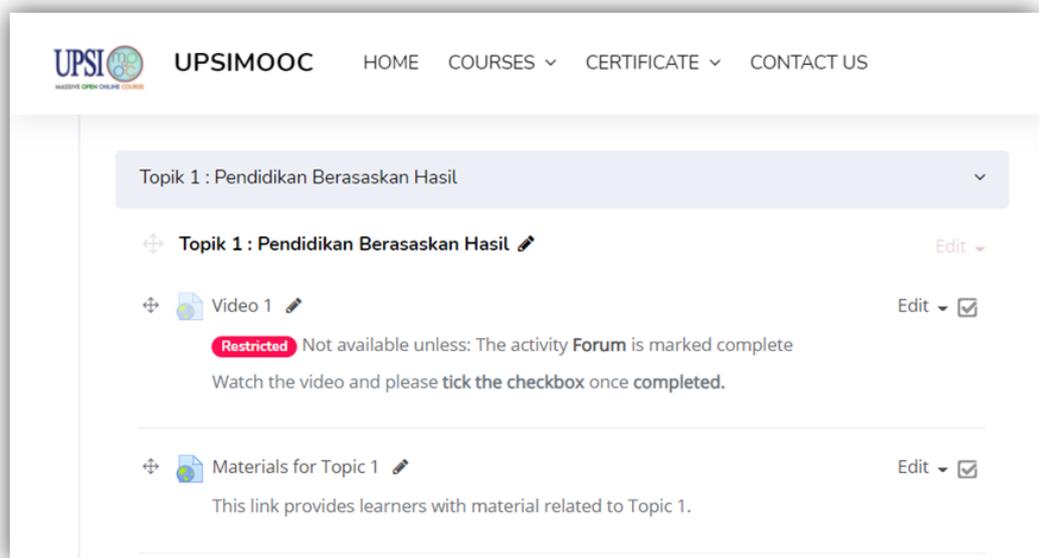


Figure 43: Topic sections

(1) Update Summary of Topic 1/Topik 1

- Turn on the editing mode (refer item **3.1.2 Turn on Page Editing Mode**).
- On course homepage, under Course Content, click **[topic name]** section.
- [topic name]** label is listed below **[topic name]** section.
- Click **Edit** link at the right side of the label and choose **Edit. topic**

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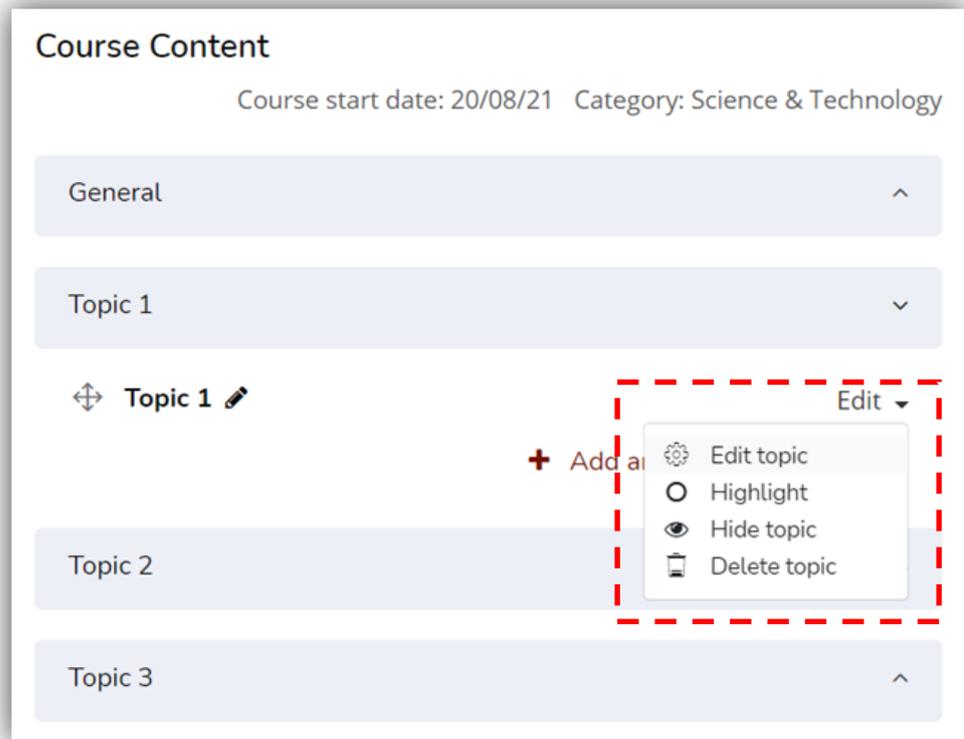


Figure 44: Edit link in Topic section

e) Summary of topic 1 page is displayed.

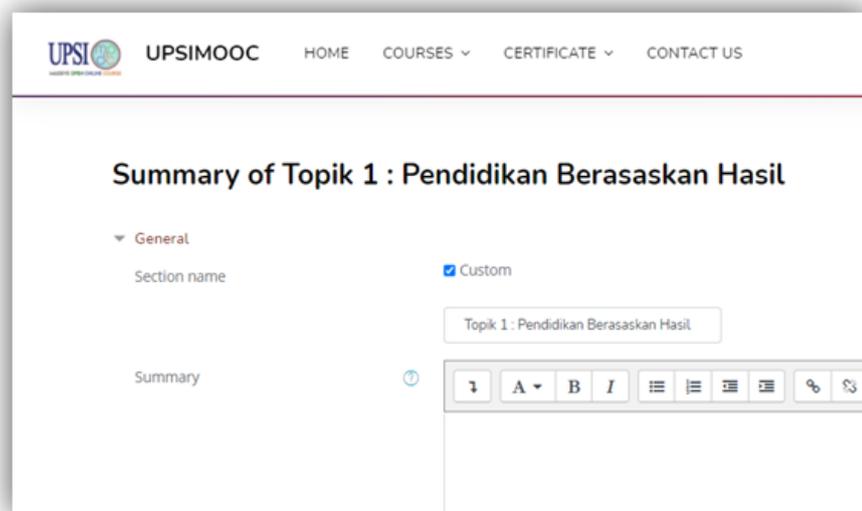


Figure 45: Summary of [topic name] page

f) **Summary of [topic name] page** is displayed.

g) Tick on the **Custom** checkbox and update topic's name.

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- h) Enter topic's summary in the text editor (optional).
- i) Click **Save changes** to save all changes or **Cancel** to return to course homepage.

(2) Add/Edit Activities in Topic 1/Topik 1

(i) Embedding media to course content:

- a) Educator can use embed code found on Google Drive or other sharing sites to embed media by adding the URL resource to course home page. (Please contact UPSI MOOC administrator for assistance.)
- b) On the course home page, go to the topic where the new resource or activity to be placed. E.g. **Topik 1**
- c) Click **Add an activity or recourse** link.

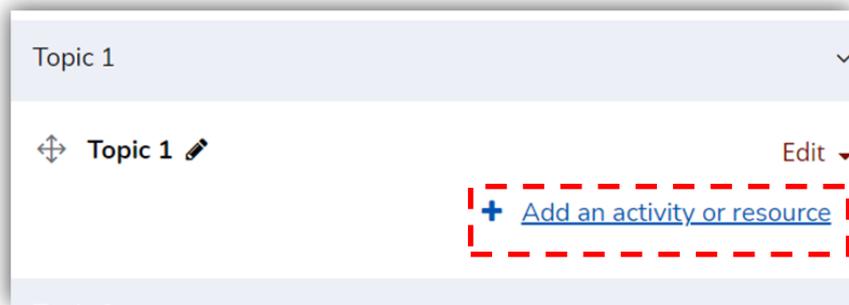


Figure 46: Add an activity or resource link

- d) Choose 'URL (weblink)' from the list of **'Resources'** and click the **'Add'** button.

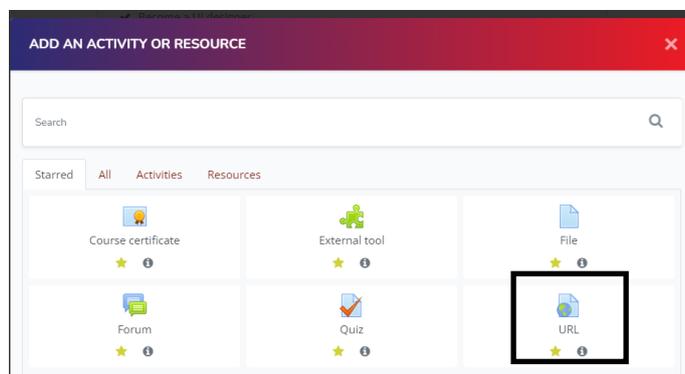


Figure 47: URL (weblink) icon

- e) **Adding a new URL to Topic 1 page** will be opened.

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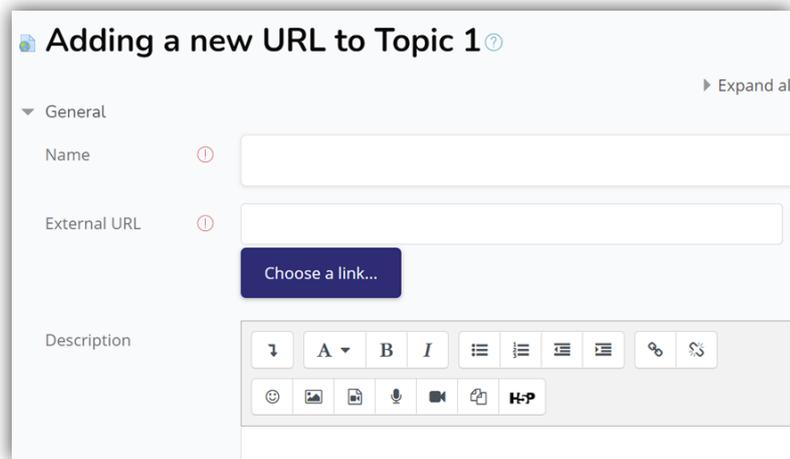


Figure 48: Adding a new URL to Topic 1 page

f) On the **Adding a new URL to Topic 1** page, configure the following settings.

g) **General** section settings:

- **Name** (required): use something unique that clearly identifies this activity from other course activities. E.g. **Video 1**.
- **External URL**: type/paste the URL into the 'External URL' field.
- **Description**: By default, type in 'Watch the video and please **tick the checkbox** once **completed**.' in the description text area
- **Display description on course page**: tick on the checkbox to display the description underneath the activity link on course homepage.

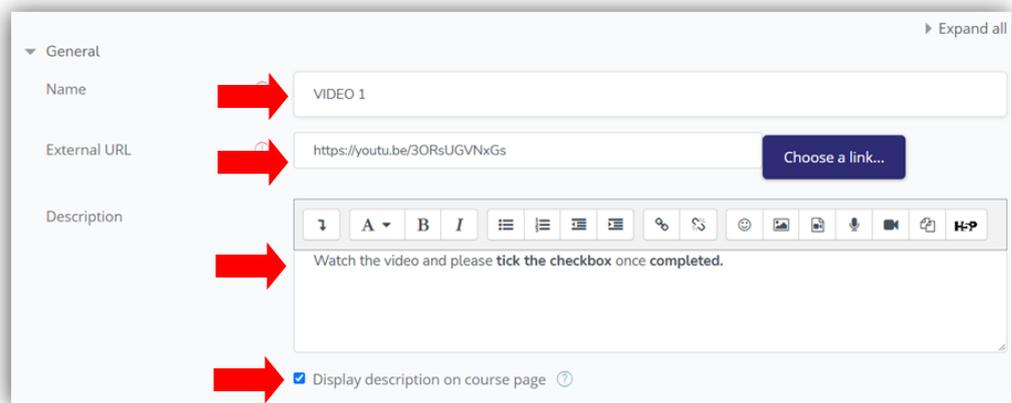


Figure 49: Setting in Adding a new URL to Topic 1 page

h) Setting URL **Appearance**:

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- Scroll down the page, click **Appearance**, parameter setup fields will be expanded.
- Configure only **Display** setting.
- Choose **In pop-up**. By default, URL's open in a new window. Learners can access and use the URL, close it and return easily to their original course home page

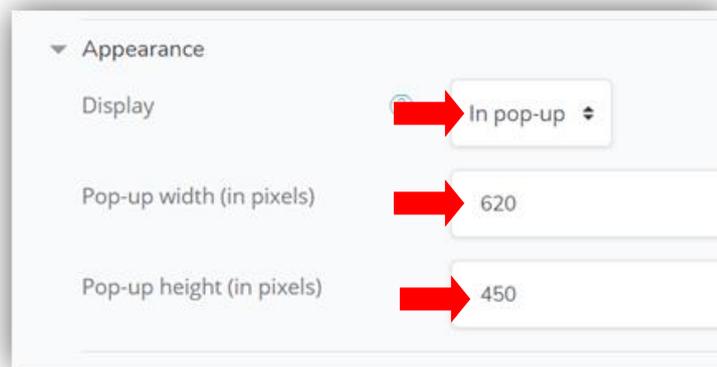


Figure 50: Appearance Setting in Adding a new URL to Topic 1 page

i) **Restrict Access** to an Activity or Resource

- The restrict access feature enables educator to restrict the availability of any activity or even a course section according to certain conditions such as dates, grade obtained, group or activity completion.
- This feature applies to all activities and resources.
- Scroll down the page, in the **Restrict Access** section of the settings page, click the **Add restriction** button.

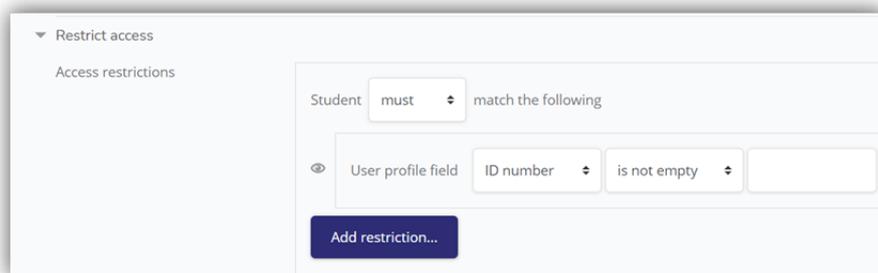


Figure 51: Restrict Access section

- A choice of conditions appears.

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- Click **Activity completion** button. These settings help educator ensure that learners view certain resources or complete certain activities before moving on to next activity.



Figure 52: Activity completion button

- A choice of activities or resources appears. Choose one previous activity educator might want learners to go through before proceed with the topic.

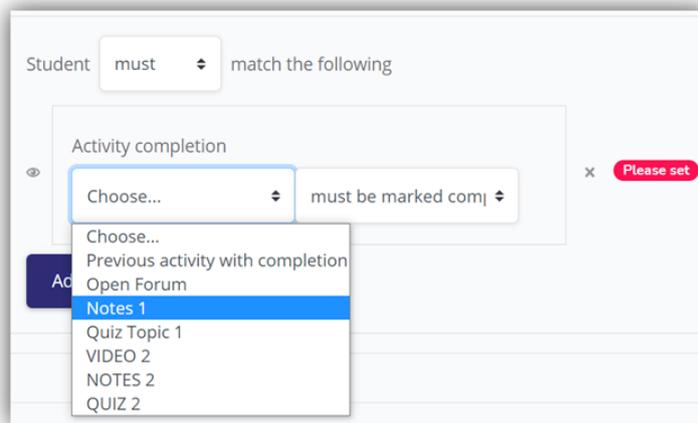


Figure 53: A choice of activities or resources

- Click **Save and return course** or **Save and display** to save all settings or click **Cancel** to return to course homepage.

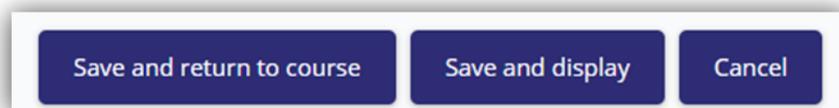


Figure 54: Save and cancel buttons

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(ii) Creating a quiz

- a) Turn on the editing mode (refer item **3.1.2 Turn on Page Editing Mode**).
- b) On the course homepage, in the relevant section (e.g. **Topik 1**), click **Add an activity or resource link**.

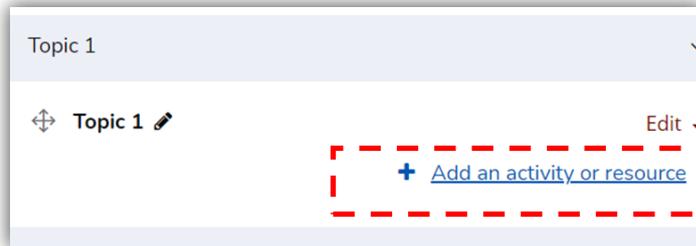


Figure 55: Add an activity or resource link

- c) Choose **'URL (weblink)'** from the list of **'Resources'** and click the **'Add'** button.

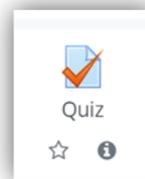


Figure 56: Quiz icon

- d) **Adding a new Quiz to Topic 1** page will be opened.

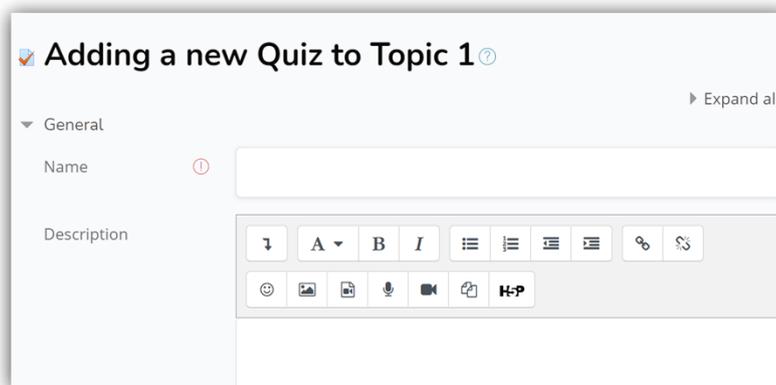


Figure 57: Adding a new Quiz to Topic 1 page

- e) On the **Adding a new Quiz to Topic 1** page, configure settings in the **General** section.

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- **Name (required):** use something unique that clearly identifies this activity from other course activities. E.g. **Quiz 1**.
- **Description:** By default, type in **'Right click on the link and choose 'Open Link in new tab.'** Quiz will be automatically tick as **completed**, once achieved pass grade.'
- **Display description on course page:** tick on the checkbox to display the description underneath the activity link on course homepage.

The screenshot shows a 'General' settings panel for a quiz. The 'Name' field is labeled 'Quiz Topic 1'. The 'Description' field contains the text: 'Right click on the link and choose 'Open Link in new tab. Quiz will be automatically tick as completed, once achieved pass grade.' Below the description field, there is a checkbox labeled 'Display description on course page' which is checked. Three red arrows point to the Name field, the Description field, and the checkbox respectively.

Figure 58: Name and Description fields

(iii) Setting Quiz Behaviour

- Scroll down the page, in the **Grade** section of the settings page, click the **Grade category** button.
- Select the **Grade category** within the Gradebook where you want this assignment to belong. By default, set it as **Uncategorized**.
- Set **Attempts allowed** as **Unlimited** and **Grading Method** as **Highest grade**.

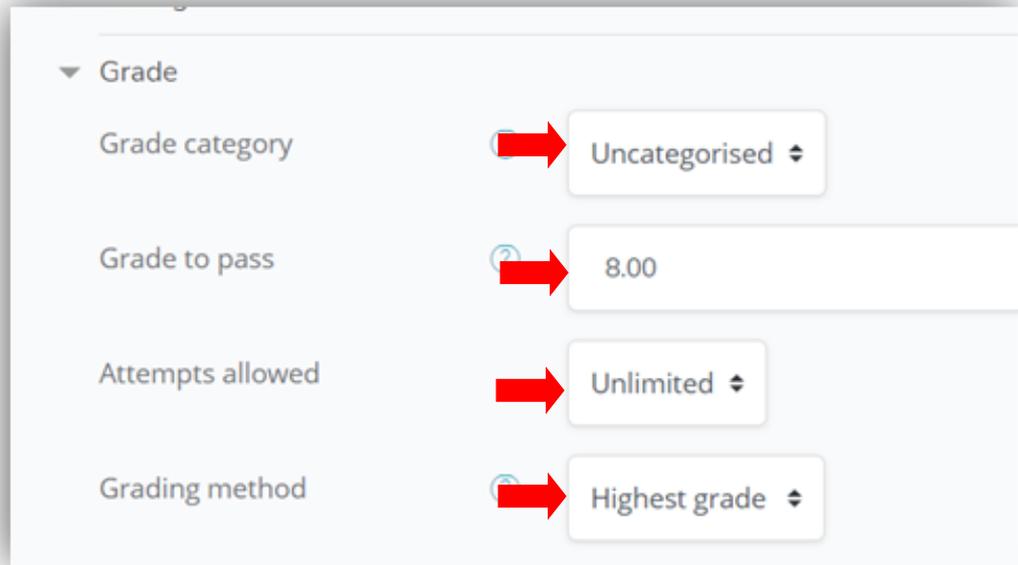


Figure 59: Grade category setting options

d) In the **Layout** section:

- Select whether the **Question order** should be randomised, and where **New page** breaks to fall. By default, set it to **Every 5 questions**.
- Click **Show more/Show less** and select, at **Navigation method**, whether to set learners to answer questions sequentially. By default, choose **Free**.

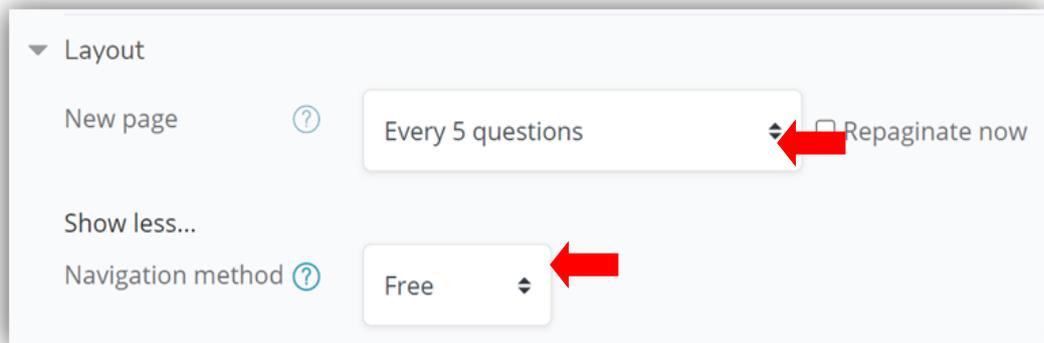


Figure 60: Layout setting options.

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- e) In the **Question behaviour** section:
- **Shuffle within questions:** select whether educator wants multiple choice or matched question options randomised. By default, set as **Yes**.
 - **How questions behave: Deferred feedback** (learners must submit entire quiz before they see any grade or feedback).
- f) **Interactive with multiple tries** (learners submit each question and get immediate feedback as they progress through the quiz) are the most common choices.
- g) To set up multiple attempts, click **Show more/Show less**.
- h) Select **Each attempt builds on the last**. This option allows:
- new quiz attempt to contain the results of the previous attempt.
 - several attempts to complete a quiz.

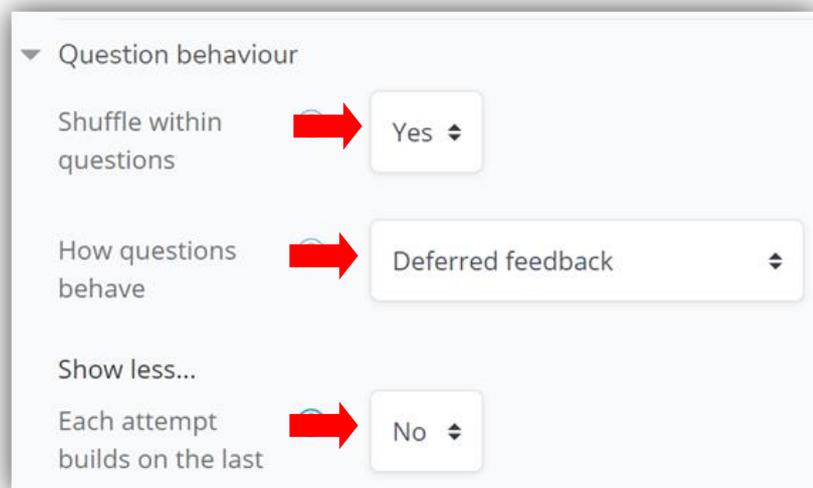


Figure 61: Question behaviour setting options.

- i) Under **Review options**, select checkboxes that meet the quiz requirements. This setting allowed learners to see when they view their attempt or report at various stages.
- i) By default, under Immediately after the attempt option, tick on **The attempt, Whether correct, Marks, Specific feedback** and **Overall feedback**.
- j) By default, under **Later**, while the quiz is still open option, tick on **The attempt, Marks** and **Overall feedback**.

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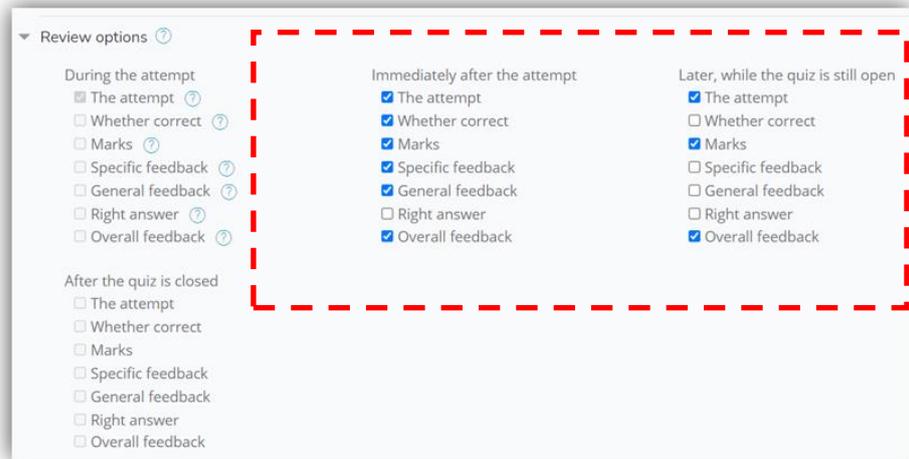


Figure 62: Review options setting.

- k) In the **Appearance** section, make choices about how the quiz to be displayed:
- Select whether to **Show the user's picture** during the attempt, and on the review screen, to make it easier to check that they are logged in as themselves in an invigilated exam.
 - **Decimal places in grades** to display to the learners for the quiz.
 - **Decimal places in grades** to display to the learners for individual questions in the quiz.
- l) Click **Show more** and select whether to display the normal blocks during the learner's quiz attempt.

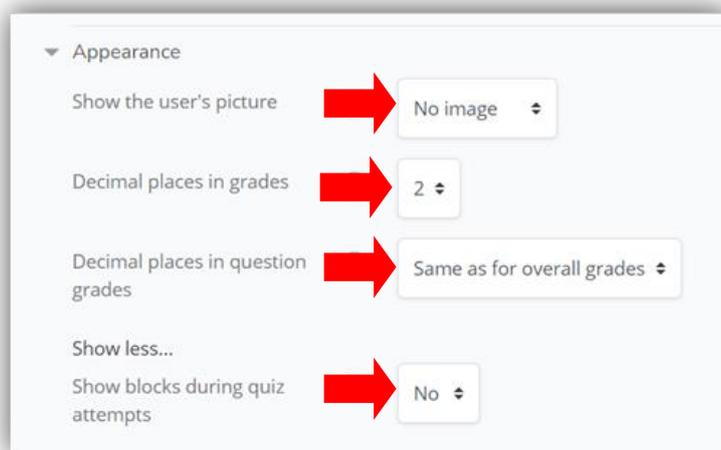


Figure 63: Appearance setting

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- m) Under **Extra restrictions on attempts**:
- **Require password is to set password** for learners to access a quiz.
 - The **Require network address** setting is for proctored quizzes, to ensure that only learners in a certain room can gain access to the quiz. Obtain the IP addresses for all rooms in which the quiz will be taken, and enter them in this field, separated by commas.
 - Enable and select whether want to set up the 2 levels of **Enforced delay**.
- n) Click **Show more** and select whether to set up **Browser security** and restrict learners' view and activity further (read the relevant help text ).

Figure 64: Extra restrictions on attempts setting options.

- o) **Overall feedback**: Enter the **Feedback** text the learners will automatically see, depending on which range of scores they fall within, as defined by the grades or percentages in the **Grade boundary** fields.

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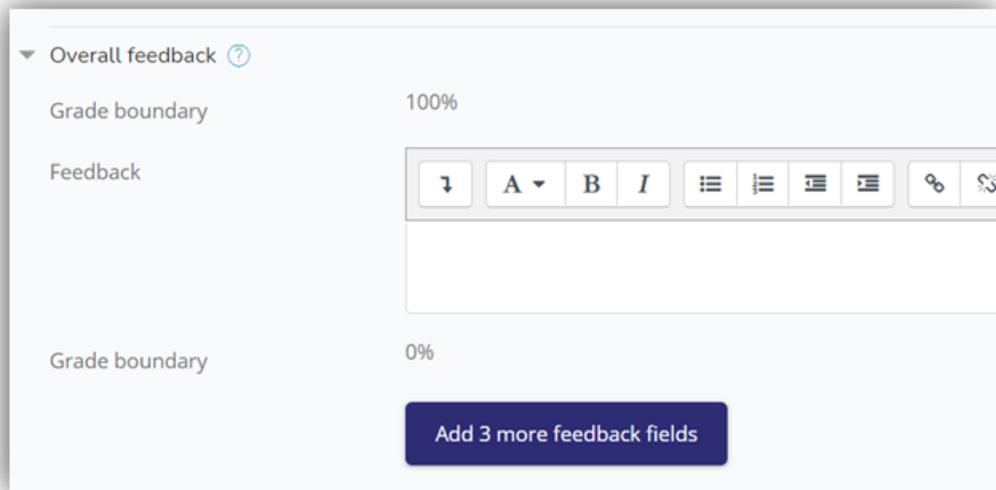


Figure 65: Overall feedback setting options.

- p) Read the relevant help text  to set up other setting options.
- q) Click **Save and return to course** or **Save and display** to save all settings or click **Cancel** to return to course homepage.

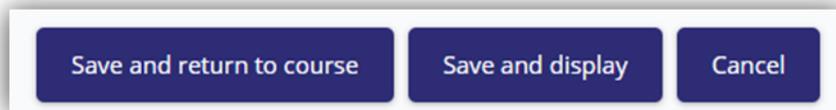


Figure 66: Save and cancel buttons

(iv) Edit Quiz Setting

- a) Turn on the editing mode (refer item 3.1.2 Turn on Page Editing Mode).
- b) On course homepage, under Course Content, click **[topic name]** section (e.g. **Topik 1**)
- c) Quiz activity label is listed in **Topik 1** section.
- d) Click the quiz's name. e.g. **Quiz Topic 1**.
- e) Click **Edit** button at the right side of the **Quiz Topic 1** label and choose **Edit setting**.

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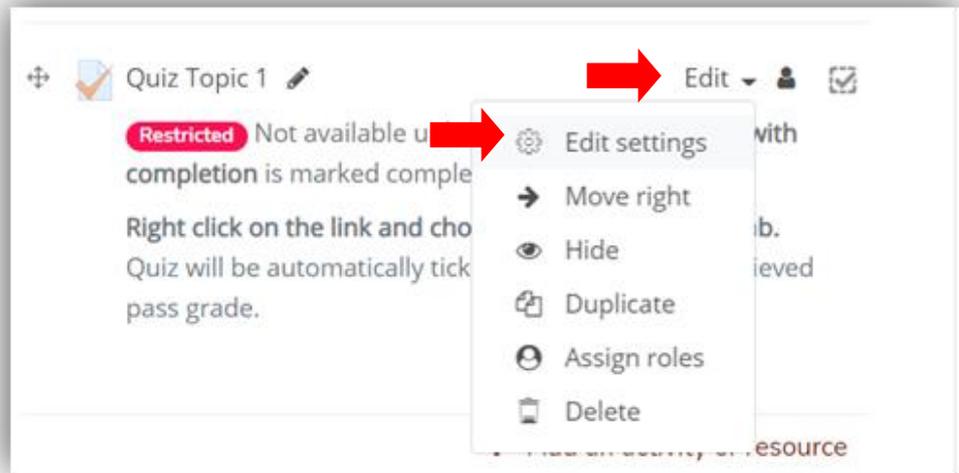


Figure 67: Edit Quiz setting button

- f) **Updating Quiz in [topic name]** page will be displayed.
- g) Refer item **3.1.4.1 (2) (iii) Setting Quiz Behaviour** to update the setting.

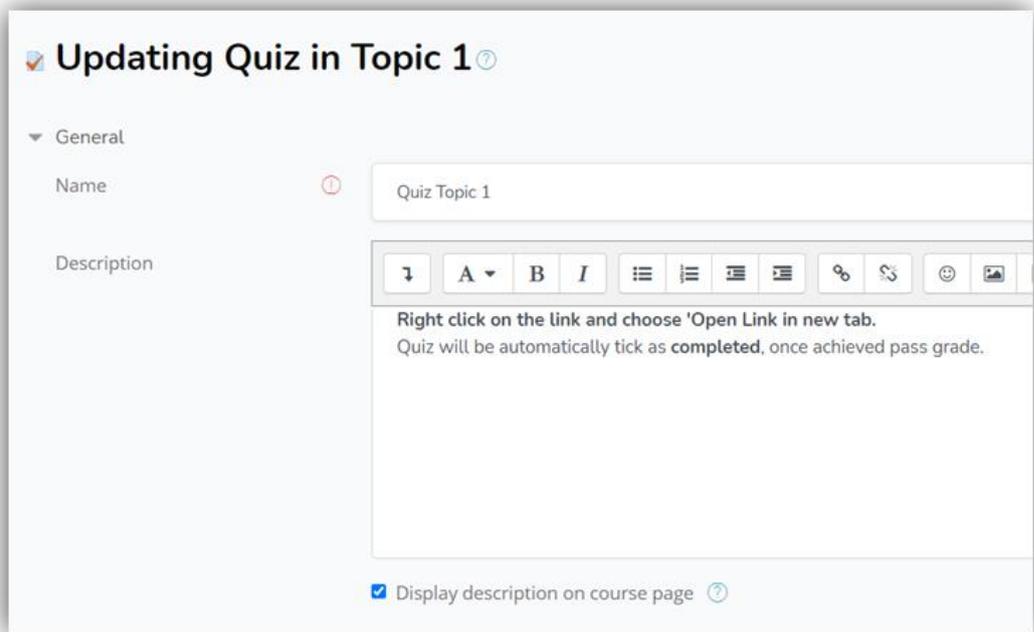


Figure 68: Updating Quiz in Topic 1 page

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(v) **Add New Question to a Quiz**

- a) Turn on the editing mode (refer item **3.1.2 Turn on Page Editing Mode**).
- b) On course homepage, under **Course Content**, click topic section (e.g **Topic 1**).
- c) Quiz activity label is listed in **Topik 1** section.
- d) Click the quiz's name (e.g. **Quiz 1**).



Figure 69: Quiz 1 label in Topic 1 section.

- e) The **Quiz 1** page will be displayed with a red message **“No questions have been added yet.”**
- f) If the quiz already contains questions, they will be listed here.

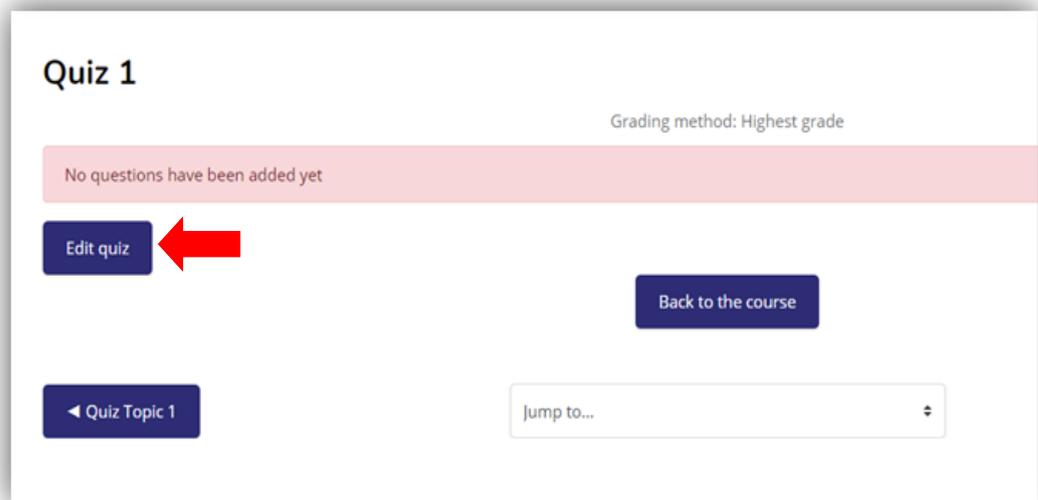


Figure 70: Quiz 1 page.

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(vi) **Edit a Quiz Question**

- a) Click **Edit Quiz** button underneath the red message to open **Editing quiz: Quiz 1** page or click **Back to the course** to return to the course homepage.

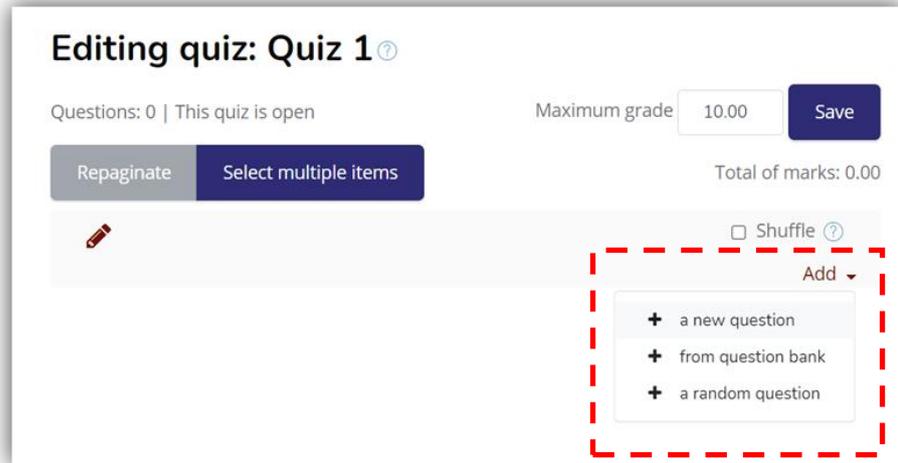


Figure 71: Editing quiz: Quiz 1 page.

- b) Click **Add** (at far right) and from the drop-down menu, select **+ a new question**.
- c) The **Choose a question type to add** pop-up window will be opened.
- d) In the **Choose a question type to add** pop-up window, select a **question type** and click **Add**.
- e) The **Adding a question** page will be opened.
- Note:** A description of each question type is available in the right column of the **Adding a question** window. The description appears automatically once you choose the question type.

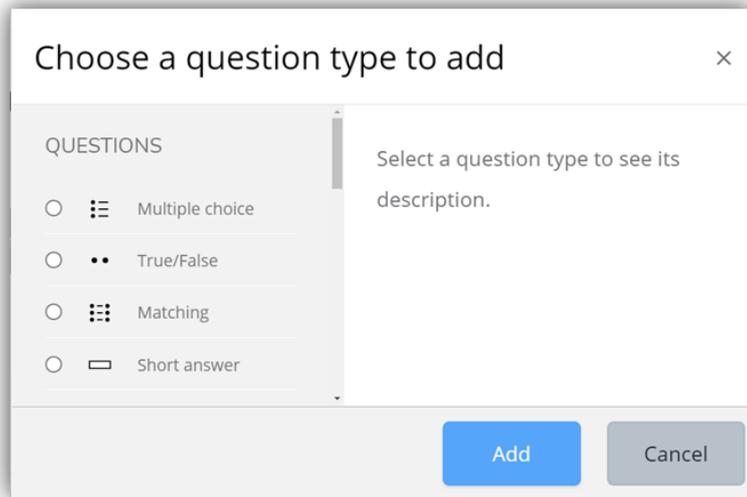


Figure 72: Choose a question type to add pop-up window.

- f) Click **Add** button to proceed. The **Adding question page** will be opened or click **Cancel** button to return to previous step.
- g) On the **Adding a [question type]** page, configure settings in the **General** section.
 - Enter a **Question name** (learners do not see it).
 - Enter a **Question text** (learners do see this)
 - Set a **value** for the **Default mark** field (maximum points for the question)

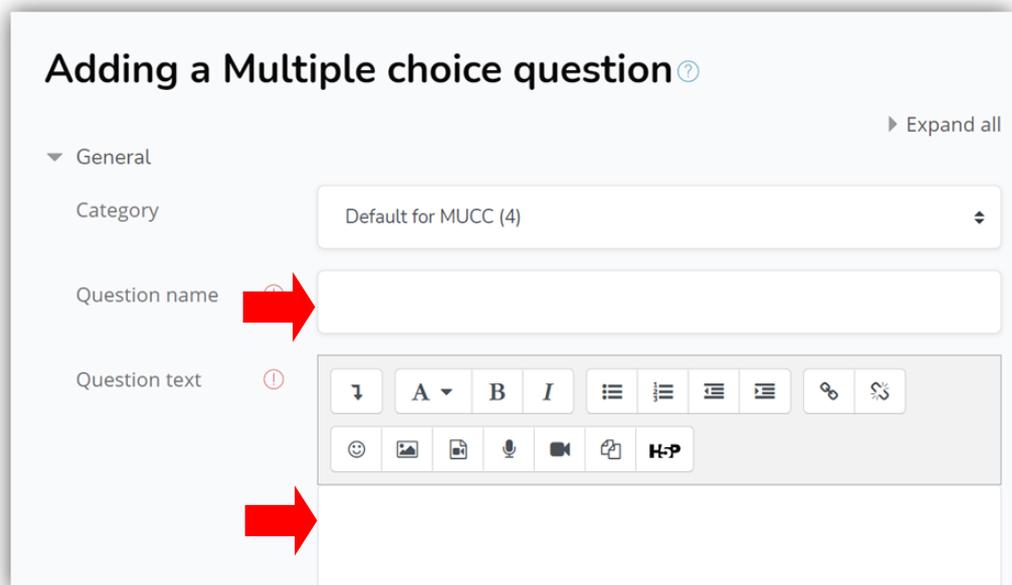


Figure 73: Adding question page (e.g. Multiple-choice question)

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Figure 74: Default mark field.

- h) On the **Adding a [question type]** page, configure the question according to the question type.
- i) Click **Save changes**. You will be returned to the **Editing quiz** page and the new question will be listed.
- j) Click **Cancel** to cancel the editing and will be returned to the **Editing quiz** page.

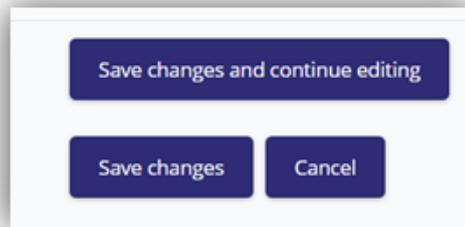


Figure 75: Save and Cancel button in Adding a [question type] page

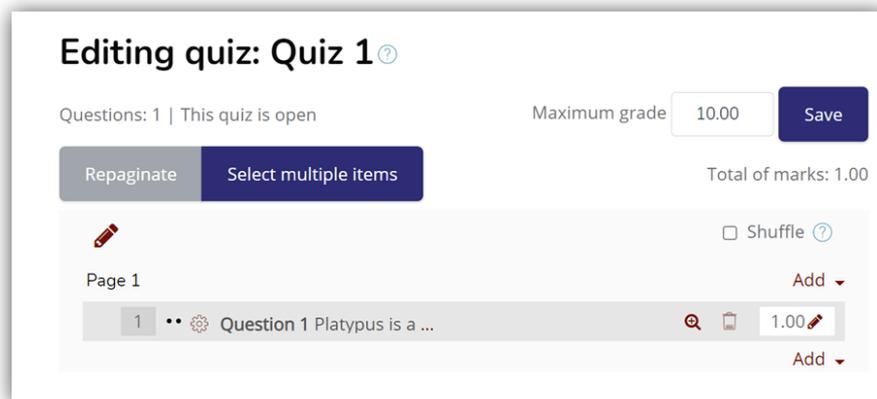


Figure 76: List of question

- k) To preview the question click the preview icon (). The question will be opened in a pop-up window.

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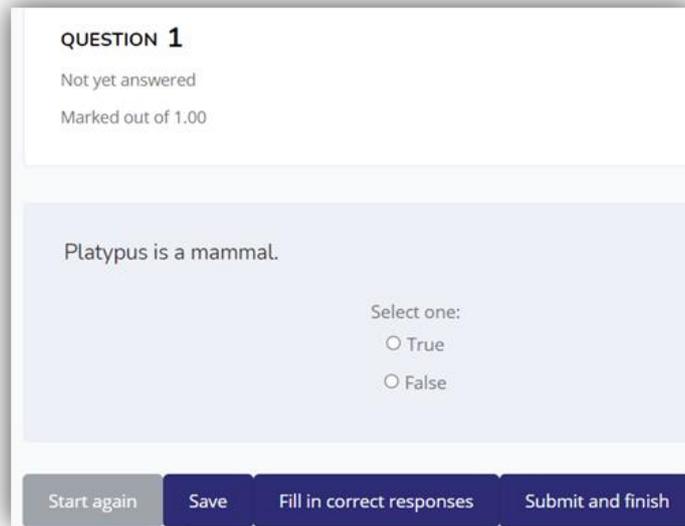


Figure 77: Question 1 pop-up window

l) To delete the question, click the delete icon ().

(vii) Add or Remove Page Breaks

- a) By default, a new page will be created for each question.
- b) To change this default for the quiz, see the **New Page** options under the **Layout** heading of the **Configure Quiz Options** page.
- c) Refer item **3.1.4.1 (2) (iii) (d) In the Layout section.**
- d) Page breaks or combine pages can be added after adding questions to a quiz.
- e) On course homepage, under **Course Content**, click topic section (**e.g. Topic 1**).
- f) Quiz activity label is listed in **[topic name]** section.
- g) Click the quiz name (**e.g. Quiz 1**).
- h) The **Quiz 1** page will be opened.

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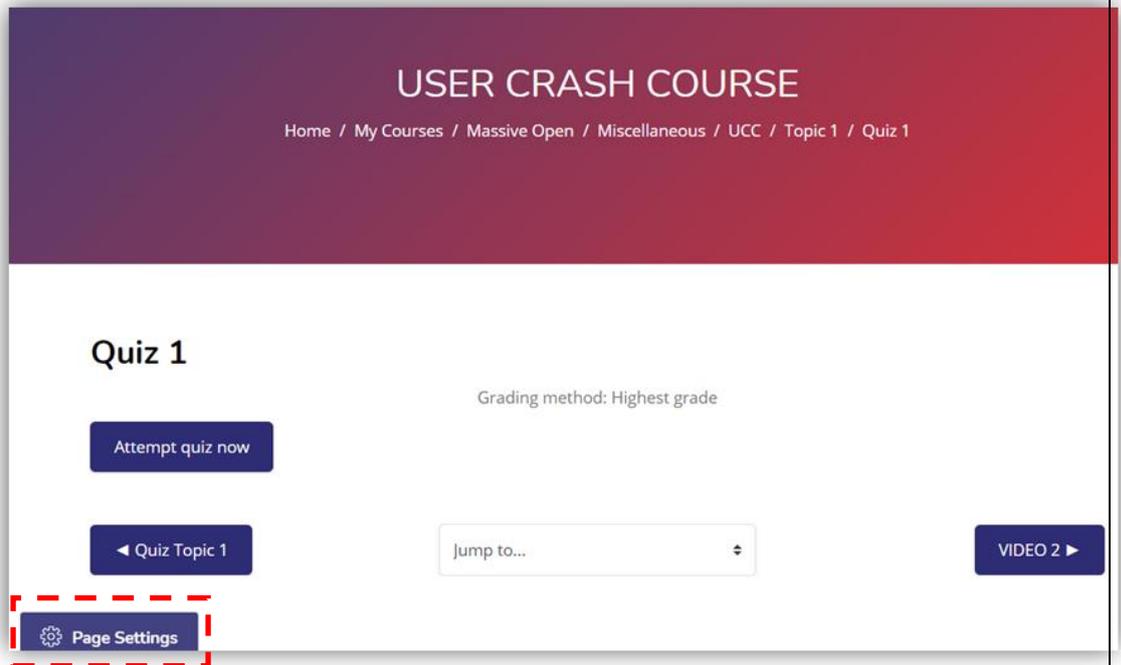


Figure 78: The Quiz 1 page

- i) On the **Quiz 1** page, select the **Page Settings** floating button at the left-side of the page.
- j) From the drop-down list, select **Edit quiz**.
- k) The **Editing quiz: [quiz name]** page will be opened.
- l) From the drop-down list, select **Edit quiz**. The **Editing quiz: [quiz name]** page will be opened.

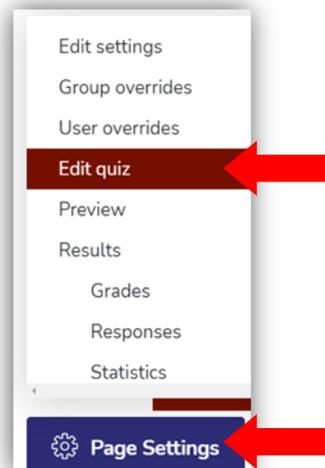


Figure 79: Page Settings floating button

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m) On the **Editing quiz: [quiz name]** page:

- **Remove page break** icon (): click this icon to combine adjacent questions on a quiz page. The questions will appear on the same page in the quiz.
- **Add page break** icon (): click the **Add page break** icon to add a page break between two questions. . Refresh current page. A new page will be added below that question.
- To repaginate the entire quiz and set the number of questions per page, click **Repaginate** (at top).
- No saving is necessarily.

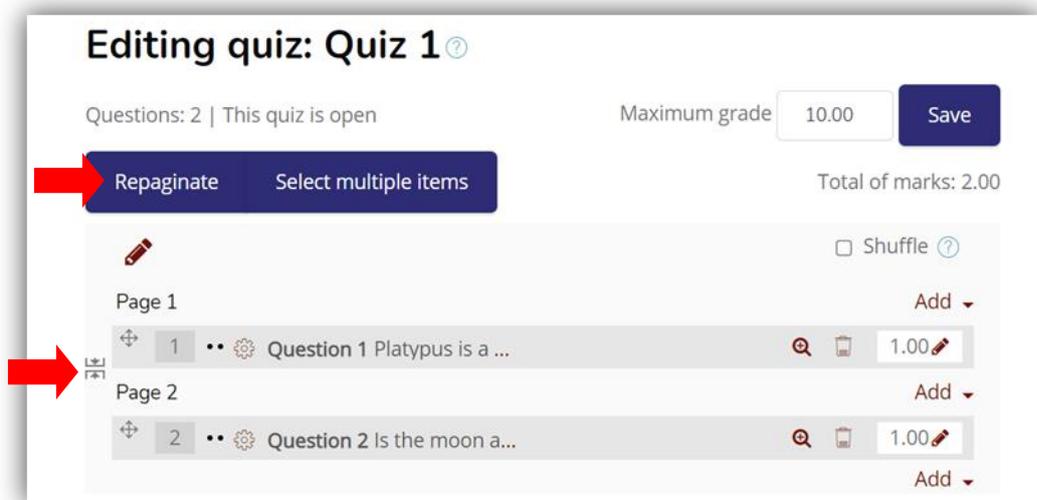


Figure 80: Editing quiz: [quiz name] page

(viii) Shuffle Questions for Each Attempt

- Educator is allowing to randomize the order of questions within a quiz page.
- Turn on the editing mode (refer item **3.1.2 Turn on Page Editing Mode**).
- On course homepage, under **Course Content**, Open **Quiz 1** page or the desirable quiz.
- On the **Editing quiz** page, for the section to shuffle, select the **Shuffle** checkbox in right column.

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- If all questions are on one page, the **Shuffle** checkbox at the top of the question list will shuffle all questions.
- If questions are on multiple pages, a **Shuffle** checkbox appears for each page. Select the **Shuffle** checkbox to shuffle questions on that page.

(ix) Reconfigure Quiz Questions

a) Once questions have been added to a quiz, on the **Editing quiz** page educator can rearrange, remove, and edit points for questions:

- To move a question to another page, or change the question order (if shuffle is not selected), drag a question by its **Move** icon () (at left).
- To change the question settings, click the **Configure** icon () (to left of question name).
- To preview the question click the **Preview** icon () (at right). The question will open in a pop-up window.
- To delete a question click the **Delete** icon () (at right). This will remove the question from the quiz, but it will still be saved in the *Question bank*.
- To edit the maximum value for the question, click the **Edit maximum mark** icon () (at far right), enter a new value and press **enter/return** on keyboard. No saving is necessary.

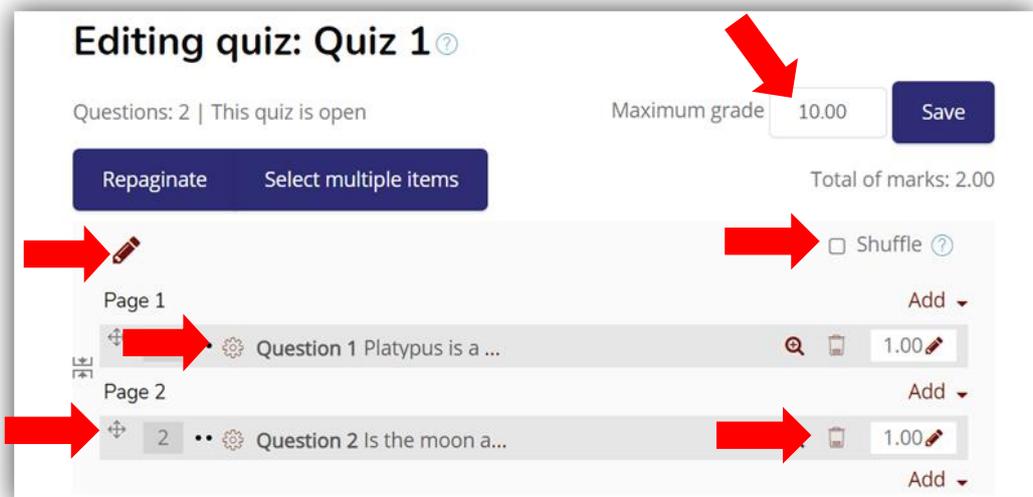


Figure 81: Editing options on Editing quiz: [quiz name] page

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3.1.3.1 Add More Topic Sections

- Open the desirable course homepage.
- Turn on the editing mode (refer item **3.1.2 Turn on Page Editing Mode**).
- Scroll to the bottom of the page and, below the last section, look for **+ Add topics**.

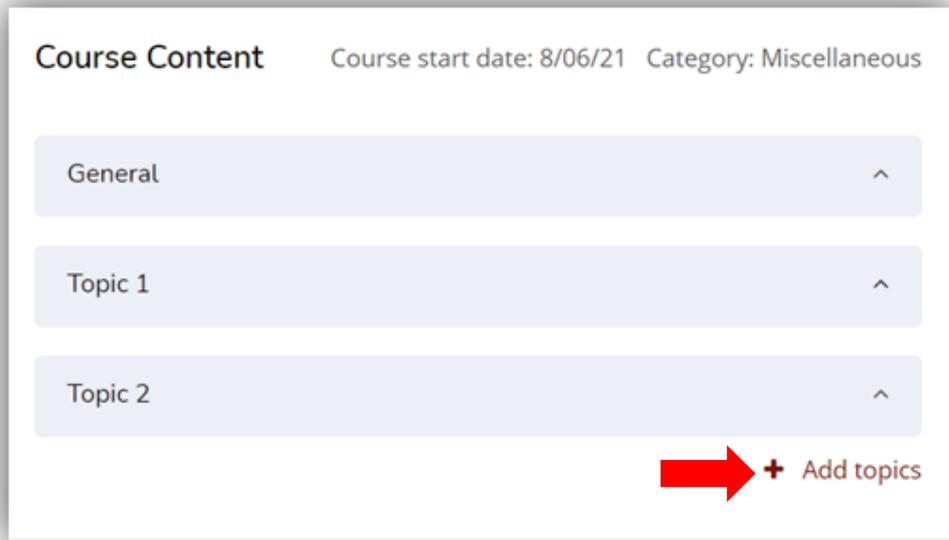


Figure 82: Add topics link on course homepage

- Click **+ Add topics**. The **Add topics** pop-up will be appeared

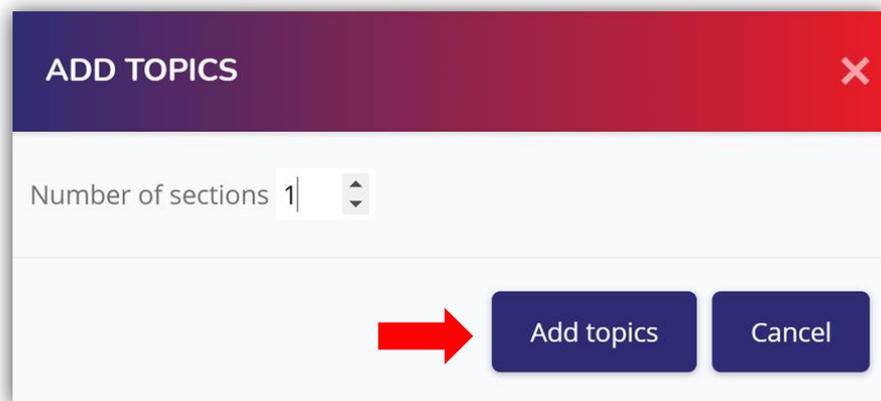


Figure 83: Add topics pop-up window

- Click **+ Add topics**. A new topic will be created sequentially at the bottom of the page.

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4.0 Log out from MOOCUPSI

- a) On the course homepage, click user profile image at the very top right of the screen.
- b) From the drop-down menu, click **Log out**.

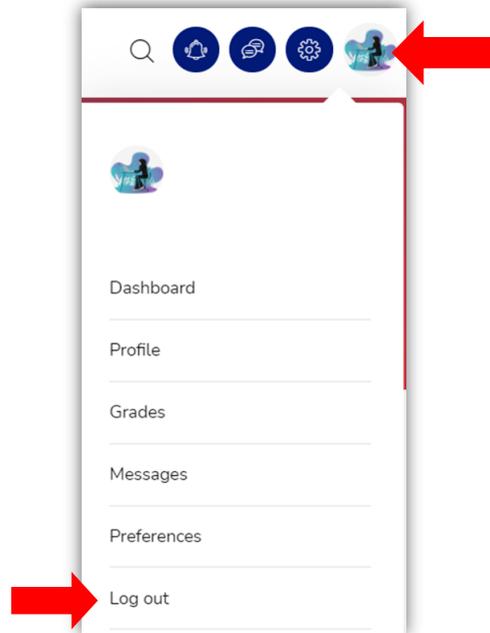


Figure 84: Log out from the UPSIMOOC website.

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