

USER MANUAL

for

Massive Open Online Courses (MOOC)

Module Educators

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Universiti Pendidikan Sultan Idris

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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. (<u>https://mooc.upsi.edu.my/</u>)
- 1.2 UPSIMOOC main page will be displayed and click Login/Register label at the topright 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.

Username	
Password	
Remember username	Lost password?
Log in	
.og in using your account on:	
G Google	2

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



- 2.4 User menu will be expanded.
- 2.5 On the user menu, select **Profile**. **Profile** page will be displayed.

UPSIMOOC HOME COURSES - CERTIFICATE - CONTACT US	
Reset page to default Customise this page	
User details	~
Privacy and policies	~
Course details	~
Miscellaneous	~
Reports	~
Login activity	~
Mobile app	~

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.

General		▶ Expa
Username	0	maznah.othman@upsi.edu.my
Choose an authentication method	0	OAuth 2
		Suspended account
		The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #
New password	0	Click to enter text <i>#</i>
		۲
		□ Force password change ⑦
First name	0	Maznah Binti Othman

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

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



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





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.

Last	updated 21 July 2022	≪ Share
Best Seller 승 ☆ ☆ ☆ ☆ (0)		

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

- a) Course Intro block is a block to display site admin profile setting.
- b) Turn on the editing mode (refer item **3.1.2 Turn on Page Editing Mode**).
- c) 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

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

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Configuring a	Cocoon] Course Intro bloc	k
Configuring	a [Cocoon] Course	Intro block
 Block settings 		
Teacher	C × Admin UPSIMOO	C upsimooc@upsi.edu.my
	Search	•

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

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

Teacher	× Admin UPSIMOOC upsimooc@upsi.edu.my
	Search 🔻

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.

Video Embed URL		
Accent	Best Seller	

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



3.1.3.2 Configure a [Cocoon] Course User block

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



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

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

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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

- a) Course Overview block is a block to display course information.
- b) Turn on the editing mode (refer item 3.1.2 Turn on Page Editing Mode).
- c) 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.

Configuring a [Cocoon] Course Overview block Configuring a [Cocoon] Course Overview block Expand Block settings Title Overview Body 00 53 1 A B := 1= -- \odot -H-P **Course Description** Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text

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



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.

	HOME COURSES ~ CERTIFICATE ~ CONTACT	US
Course Content	Course start date: 20/08/21 Category: :	Science & Technology
General		^
Topic 1		^

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.

SUAN SULUI	UNIVE	RSITI
	PENDID	IKAN
	JULTAN	DRIS
1911	نديديقن سلطان ادريس	اونيۇرسىتى ۋ
SULTAN IDRIS	EDUCATION UNIT	VERSITY

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Course Content	Course start date: 20/08/21	Category: Science & Technology	
General		Ý	-
		Edit 🚽	
🕁 🦷 Announcements 🛛	· _	Edit 🚽 🛔	
	L	+ Add an activity or resource	
Topic 1		^	
Торіс 2		^	

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.



- 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

Forum name	Forum														
Description	1	A •	в	I	:=]≡	ī		%	\$3	٢		Ĩ	С	H
	Forum	will be	autor	natical	lly tick	as cor	nplete	ed, ond	e lear	ner rej	oly to f	forum			
	 ✓ Display	y descri	iption	on co	urse p	bage	0								

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.



(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.

	Forum 🖋 Restricted Not available unless Forum will be automatically tic	s: Your ID number is no k as completed , once le	t empty arner repl	Edit 👻 🚇 y to forum.			
	Figure 34: Forum icon in General section						
d)	New Discussion Topic p	age will be opened.					
e)	e) A message "There are no discussion topics yet in this forum" will be seen if no topics or post have been added.						
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JPSI 🛞	UPSIMOOC	HOME	COURSES ~	CERTIFICATE ~	CONTACT US	
Sear	ch					
Forur	n 1					
Forur Add a n	n 1 ew discussion topic		I			
Forur Add a n (There are	n 1 ew discussion topic	s yet in this fo	prum)			

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

Forum	ically tick as completed once learner reply to forum
Visible groups: All parti	cipants
Add a new discussio Subject Message	

Figure 38: New discussion topic section

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

Your new discuss	ion topic	
Subject	\bigcirc	
Message	٥	1 A ▼ B I III III III IIII IIII IIIII IIIIIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII



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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
- I) 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

	e groups. An participa					
Add	d a new discussion to	ppic				
	Discussion Gro	up Started by	Last post	Replies †	Subscribe	
☆	OBE vs Model Tyler	Md Nasir bin Mas 18 Aug 2021	ran Masran 🚯 Syakirah Samsudir 20 Aug 2021	7	□ Subscribe to this discussion	
습	Introduction	Admin UPS 30 Jul 2021	IMOOC Wan Nurlisa Wan Ahma 24 Aug 2021	^d 125	□ Subscribe to this discussion	

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 1
☆	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

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

	UPSIMOOC HO	ME COURSES ~	CERTIFICATE ~	CONTACT US	
т	opik 1 : Pendidikan Berasasl	an Hasil			~
4	Topik 1 : Pendidikan Be	asaskan Hasil 🖋			Edit 🚽
4	 Video 1 Restricted Not availa Watch the video and 	le unless: The activit lease tick the checkt	y Forum is marked co ox once completed.	mplete	Edit 👻 📝
¢	• 🔊 Materials for Topic 1 This link provides lea	ø	lated to Topic 1.		Edit 👻 🐼

Figure 43: Topic sections

- (1) Update Summary of Topic 1/Topik 1
 - 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.
 - c) [topic name] label is listed below [topic name] section.
 - d) Click Edit link at the right side of the label and choose Edit. topic



Course Cont	tent	
	Course start date: 20/08/21	1 Category: Science & Technology
General		^
Topic 1		~
🗘 Topic 1	ø	Edit 🗸
	+	Add al Edit topic O Highlight Hida topic
Topic 2		Delete topic
Topic 3		^

Figure 44: Edit link in Topic section

e) Summary of topic 1 page is displayed.

	IE COURSI	S ~ CERTIFICATE ~	CONTACT US
Summary of Topi	k 1 : Pe	ndidikan Bera	saskan Hasil
▼ General			
Section name		Custom	
		Topik 1 : Pendidikan Beras	askan Hasil
Summary	٢	Image: A marked black A marked black	

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).
- 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.

Topic 1	~
🕀 Topic 1 🖋	Edit 🗸
	 Add an activity or resource

Figure 46: Add an activity or resource link

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

ADD AN ACTIVITY OR RESOURCE		×
Search		Q
Starred All Activities Resource	tes	
Course certificate	External tool	File
Forum	Quiz	URL ★ 3

Figure 47: URL (weblink) icon

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



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Adding a new URL to Topic 1 $^{\circ}$						
▼ General		▶ Expand al				
Name	1					
External URL	0	Choose a link				
Description		1 A ▼ B I III III III III III III III III III IIII IIIII IIIII IIIII IIIIII IIIIII IIIIIIIIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII				

Figure 48: Adding a new URL to Topic 1 page

- On the Adding a new URL to Topic 1 page, configure the following settings. f)
- General section settings: g)
 - 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

Display	-	
		in bob-ob
Pop-up width (i	n pixels)	620
	- ac ==>c	
Pop-up height ((in pixels)	450

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.

▼ Restrict access	
Access restrictions	Student must match the following
	User profile field ID number is not empty
	Add restriction

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.

Stude	ent must	
	Activity completion	
0	Choose	X Please set
A	Choose Previous activity with completion Open Forum	
_	Notes 1	
	Quiz Topic 1 VIDEO 2 NOTES 2 QUIZ 2	

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.





(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.

Topic 1	~
🕂 Topic 1 🖋	Edit - Add an activity or resource

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.

✓ Adding a new Quiz to Topic 1 [®]						
▼ General			Expand all			
Name	0					
Description			<u>\$</u>			
		© I III III III III IIII IIII IIII III				

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.' 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.

F	General	
l	Name	Quiz Topic 1
	Description	Image: A region of the link and choose 'Open Link in new tab. Quiz will be automatically tick as completed, once achieved pass grade.
L		☑ Display description on course page ⑦

Figure 58: Name and Description fields

(iii) Setting Quiz Behaviour

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

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Grade	
Grade category	Uncategorised 🗢
Grade to pass	8.00
Attempts allowed	Unlimited 🗢
Grading method	

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**.

▼ Layout		
New page 🕜	Every 5 questions	Repaginate now
Show less		
Navigation method ၇	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.

 Question behaviour 		
Shuffle within questions	Yes 🗢	
How questions behave	Deferred feedback	\$
Show less		
Each attempt builds on the last	No 🗢	

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.





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.
- Click Show more and select whether to display the normal blocks during the I) 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 ⁽¹⁾).

Require password	0	Click to enter text 🖋
		۲
Show less		
Require network address	0	
Enforced delay between 1st and 2nd attempts	0	0 minutes 🗢 🗆 Enable
Enforced delay between later attempts	0	0 minutes 🗢 🗆 Enable
Browser security	0	None
Allow quiz to be attempted	0	No ¢

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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Overall feedback (?)	
Grade boundary	100%
Feedback	
Grade boundary	0%
Grade boundary	0%

Figure 65: Overall feedback setting options.

- p) Read the relevant help text (1) 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.

Save and return to course	Save and display	Cancel

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.

r General													
Name	0	Qui	z Topic 1										
Description		1	A •	в	I	:=	i=	_		90	5	0	
		Rig Qui	ht click o z will be a	n the l automa	ink and atically	d choo tick as	se 'Oj comj	oen Li oletec	i nk in r 1, once	new ta achiev	<mark>b.</mark> /ed pas	ss grad	de.

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(v) Add New Question to a Quiz

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- 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).

🕀 🏹 Quiz 1 🖋	Edit 🚽 🛔 📝
'	 Add an activity or resource

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.

	Gradi	ng method: Highe	st grade	
No questions have been added yet				
Edit quiz		Back to the cours	se	
✓ Quiz Topic 1	Jump to			•
	Figure 70: Quiz 1 page.			
	Figure 70: Quiz 1 page.			
	Figure 70: Quiz 1 page. User Manual			
SYSTEM NAME	Figure 70: Quiz 1 page. User Manual MODULE NAME	FORMAT	REVISION	PAC

(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.

Editing o	uiz: Quiz 1 🛛			
Questions: 0 Th	is quiz is open	Maximum grade	10.00	Save
Repaginate	Select multiple items		Total of	marks: 0.00
ø			🗆 Shu	uffle 🕜
				Add 🚽
		+ a	a new questic	n
		+ f	rom question	bank
		+ a	a random que	stion

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.

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Choose	a question ty	vpe to add	×
QUESTIONS	5	Select a question type to see its	
O ∷ ≣ Mu	ultiple choice	description.	
0 •• Tru	ue/False		
О 👪 Ма	atching		
O 🗖 Sho	ort answer		
	•	Add Can	cel

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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Default mark	U	1

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

	Editing quiz: Qu	iz 1⊘			
	Questions: 1 This quiz is open	Maximun	n grade 10.0	00 Save	
	Repaginate Select mult	iple items	То	otal of marks: 1.0	0
	es.		(🗆 Shuffle 🥐	
	Page 1			Add 🗸	
	1 •• 🕸 Question 1	Platypus is a	Q	1.00 🏈	
				Add 🗸	
k)	Fig To preview the question of opened in a pop-up windo	gure 76: List of question lick the preview icon (ow.	€). ⊤	he questic	n will be
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Not yet answered		
Marked out of 1.00		
Platypus is a mam	mal.	
	Select one:	
	O True	
	O False	

Figure 77: Question 1 pop-up window

I) 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.

	PENDIC	ERSITI DIKAN
Tage 1	SULTAN ديديقن سلطان ادريس	DRIS اونيزرسيتي قن
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	USER CRASH Home / My Courses / Massive Open / Mis	TCOURSE scellaneous / UCC / Topic 1	/ Quiz 1
Quiz 1	Grading method: H	lighest grade	
Attempt quiz now		<mark>-</mark>	
◄ Quiz Topic 1	Jump to	\$	VID

Figure 78: The Quiz 1 page

- 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.
- From the drop-down list, select Edit quiz. The Editing quiz: [quiz name] page will be opened.



Figure 79: Page Settings floating button



- 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).
- Editing quiz: Quiz 10 Maximum grade Questions: 2 | This quiz is open 10.00 Save Select multiple items Repaginate Total of marks: 2.00 □ Shuffle ⑦ 1 Page 1 Add -1 •• 😳 Question 1 Platypus is a ... Q 📋 1.00 🖋 Page 2 Add -2 •• 🛞 Question 2 Is the moon a... Q 📋 1.00 🖋 Add -
- No saving is nessarily.

Figure 80: Editing quiz: [quiz name] page

(viii) Shuffle Questions for Each Attempt

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



- 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



3.1.3.1 Add More Topic Sections

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

Course Content	Course start date: 8/06/21	Category: Miscellaneous
General		^
Topic 1		^
Topic 2		^
		+ Add topics

Figure 82: Add topics link on course homepage

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

ADD TOPICS				×
Number of sections 1	÷			
		Add top	pics Cano	el

Figure 83: Add topics pop-up window

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



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**.

Q		\$ \$ \$	
VE			
Dashboard	ł		
Profile			
Grades			1
Messages			
Preference	2S		
Log out			

Figure 84: Log out from the UPSIMOOC website.

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