

# **Manual Kerja Penyelaras Bagi Sistem eLearn**

1.

Setelah login dalam sistem eLearn, klik pada kursus yang akan dikemaskini

The screenshot shows the eLearn@INSTUN interface. At the top, there's a logo for 'eLearn @ INSTUN' and the text 'SISTEM ELEARN INSTUN Initiatives in Teaching and Learning'. Below that, it says 'INSTITUT TANAH DAN UKUR NEGARA KEMENTERIAN SUMBER ASLI DAN ALAM SEKITAR'. The main navigation bar includes 'eLearn @ INSTUN', 'INSTUN AKSES', 'English (en) ▾', 'Search courses', and a 'Go' button. The 'My courses' section lists four courses:

- TM02/18 KURSUS PENGHASILAN MONTAJ MENGGUNAKAN MICROSOFT POWERPOINT 2016
- TM06/18 KURSUS LEARN STEP BY STEP WEB DEVELOPMENT (PHP FRAMEWORK-JOOMLA) BILANGAN 1
- TM07/18 KURSUS SISTEM PERMOHONAN KEBENARAN PINDAHMILIK DAN GADAIAN TANAH (E-CONSENT)
- TM22/18 KURSUS PENGHASILAN MONTAJ MENGGUNAKAN MICROSOFT POWERPOINT 2016 BILANGAN 2

A red arrow points from the text above to the fourth course in the list.

2. Paparan seperti di bawah akan dipaparkan.

The screenshot shows the Moodle course administration page for 'TM07/18'. The left sidebar has a 'KURSUS SISTEM PERMO...' header and a 'Home > TM07/18' link. A green box highlights the text 'Klik pada "Enrolment Method"'. The right sidebar contains two main sections: 'NAVIGATION' and 'ADMINISTRATION'. The 'NAVIGATION' section includes links for Home, Dashboard, Site pages, My courses (with sub-links for TM02/18, TM06/18, TM07/18), Participants, Badges, Competencies, Grades, General, TM22/18, TM02/17, TM14/17, TM23/17, TM02/17, TM03/17, TM06/17, and More... The 'ADMINISTRATION' section includes Course administration (with sub-links for Edit settings, Turn editing on, Course completion, and Users), Enrolled users, and Enrolment methods. A red arrow points from the 'Enrolment methods' link in the 'ADMINISTRATION' section towards the bottom right.

3.

klik simbol **setting** pada  
“*Self enrolment* (Peserta  
Kursus)”

KURSUS SISTEM PERMO... INSTUN TAKSES English (en) ▾

Home > TM07/18 > Users > Enrolment methods

### Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	1	↓	trash eye gear
Guest access	0	↑ ↓	trash eye gear
Self enrolment (Peserta Kursus)	0	↑	trash eye gear

Add method Choose... ▾

4.

▼ Self enrolment

Custom instance name

Allow existing enrolments  Yes

Allow new enrolments  Yes

Enrolment key  Click to enter text

Use group enrolment keys  Yes

Default assigned role

Enrolment duration  days  Enable

1. Masukkan **enrolment key** (mengikut keperluan penyelaras)  
Boleh abaikan bahagian ini jika tidak mahu peserta terikat dengan key

**2. Tick pada “Enable”**

The screenshot shows a configuration page for a course. At the top, there are two date pickers: 'Start date' set to 3 April 2018 at 00:00, and 'End date' set to 4 April 2018 at 16:30. Both dates have a red arrow pointing to them from the instruction '2. Tick pada “Enable”'. Below these are fields for 'Unenrol inactive after' (set to 'Never'), 'Max enrolled users' (set to 0), 'Only cohort members' (set to 'No'), and two message-related fields: 'Send course welcome message' (set to 'From the') and 'Custom welcome message'. A large green box contains the instruction '3. Masukkan tarikh mula dan tarikh akhir peserta boleh mendaftar sendiri dalam kursus.' In the bottom right corner of the form area, there are 'Save changes' and 'Cancel' buttons.

**3. Masukkan tarikh mula dan tarikh akhir peserta boleh mendaftar sendiri dalam kursus.**

**4. klik “save changes”.**

5.

The screenshot shows a list of enrolment methods for a course. The methods listed are 'Manual enrolments' (1 user), 'Guest access' (0 users), and 'Self enrolment (Peserta Kursus)' (0 users). Each method has an 'Edit' button next to it. Above the list, a red arrow points to the 'KURSUS SISTEM PERMO...' header, which is highlighted with a green box. Below the header, the breadcrumb navigation shows 'Home > TM07/18 > Users > Enrolment methods'. A large green box contains the instruction 'klik pada kod kursus untuk kembali kepada paparan asal kursus'.

**klik pada kod kursus untuk kembali kepada paparan asal kursus**

Name	Users	Up/Down	Edit
Manual enrolments	1	↓	
Guest access	0	↑ ↓	
Self enrolment (Peserta Kursus)	0	↑	

Add method Choose... ▾

6. Paparan seperti dibawah akan dipaparkan.

The screenshot shows a Moodle course navigation interface. At the top, there's a blue header bar with the text "KURSUS SISTEM PERMO..." and "INSTUN TAKSES English (en) •". On the right side of the header, there are user icons and a dropdown menu for "Nurul Fazrin". Below the header, a breadcrumb navigation bar shows "Home > TM07/18".

The main content area has a green header "NAVIGATION" containing a tree view of course categories:

- Home
  - Dashboard
  - Site pages
- My courses
  - TM02/18
  - TM06/18
  - TM07/18
    - Participants
    - Badges
    - Competencies
    - Grades
  - TM22/18
  - TM02/17
  - TM14/17
  - TM23/17
  - TM02/17
  - TM03/17
  - TM06/17
- More...

To the right of the navigation tree, there's an "ADMINISTRATION" section with a tree view:

- Course administration
  - Edit settings
  - Turn editing on

A red arrow points from a callout box labeled "Klik pada ‘Turn editing on’" to the "Turn editing on" option in the administration tree.

7.

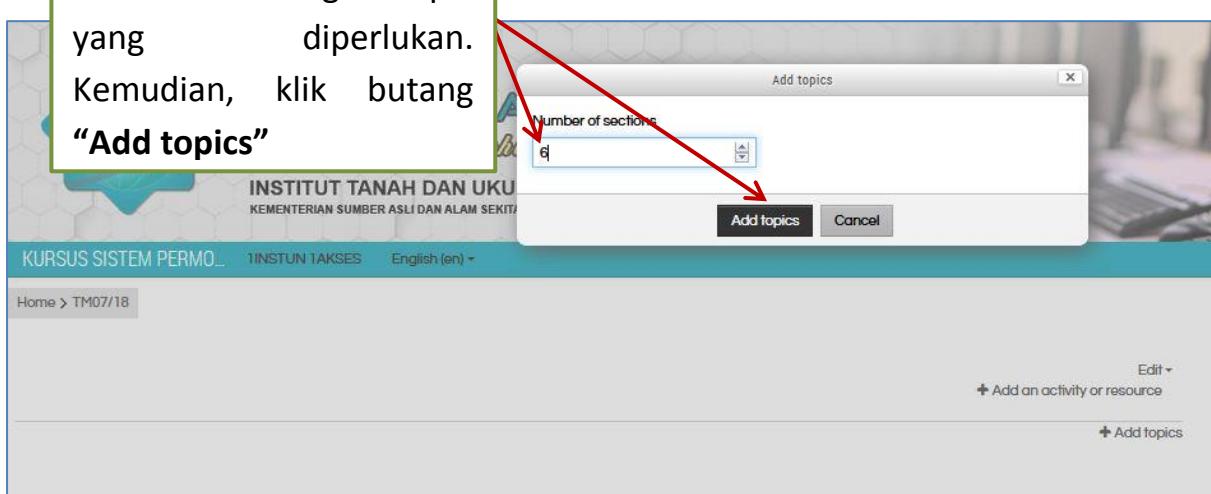
The screenshot shows a Moodle course activity creation page. At the top, there's a blue header bar with the text "KURSUS SISTEM PERMO..." and "INSTUN TAKSES English (en) •". On the right side of the header, there are user icons and a dropdown menu for "Nurul Fazrin". Below the header, a breadcrumb navigation bar shows "Home > TM07/18".

The main content area has a green header "NAVIGATION" containing a tree view of course categories, identical to the one in the previous screenshot.

In the center, there's a form for adding a new activity or resource. A red arrow points from a callout box labeled "klik ‘Add topics’" to the "Add topics" button in the form.

The form includes a dropdown menu labeled "Edit" and a button labeled "Add an activity or resource".

8. Masukkan bilangan topik yang diperlukan. Kemudian, klik butang “Add topics”



9. Paparan seperti di bawah akan dipaparkan.

KURSUS SISTEM PERMO...

Home > TM07/18

Untuk mengubah nama topic, klik pada simbol pensel.

+ Topic 1 

+ Topic 2 

+ Topic 3 

+ Topic 4 

+ Topic 5 

+ Topic 6 

Edit ▾  
+ Add an activity or resource

+ Add topics

10.

KURSUS SISTEM PERMO...

Home > TM07/18

Masukkan tajuk nota yang sesuai kemudian tekan “ENTER”

Escape to cancel, Enter when finished

+ PENGENALAN 

Edit ▾  
+ Add an activity or resource

Edit ▾  
+ Add an activity or resource

11. Tajuk telah dikemaskini seperti paparan di bawah.

Kemudian, klik pada “Add activity or resource”.

The screenshot shows a Moodle course interface. At the top, there's a navigation bar with "KURSUS SISTEM PERMO..." and "INSTUN TAKSES". Below it, a breadcrumb trail says "Home > TM07/18". On the left, there are two course modules: "+ PENGENALAN" and "+ Topic 2". On the right, there are three "Edit" buttons with the text "+ Add an activity or resource". A green callout box with the instruction "Kemudian, klik pada “Add activity or resource”." is positioned above the middle "Edit" button, and a red arrow points from this box to the button.

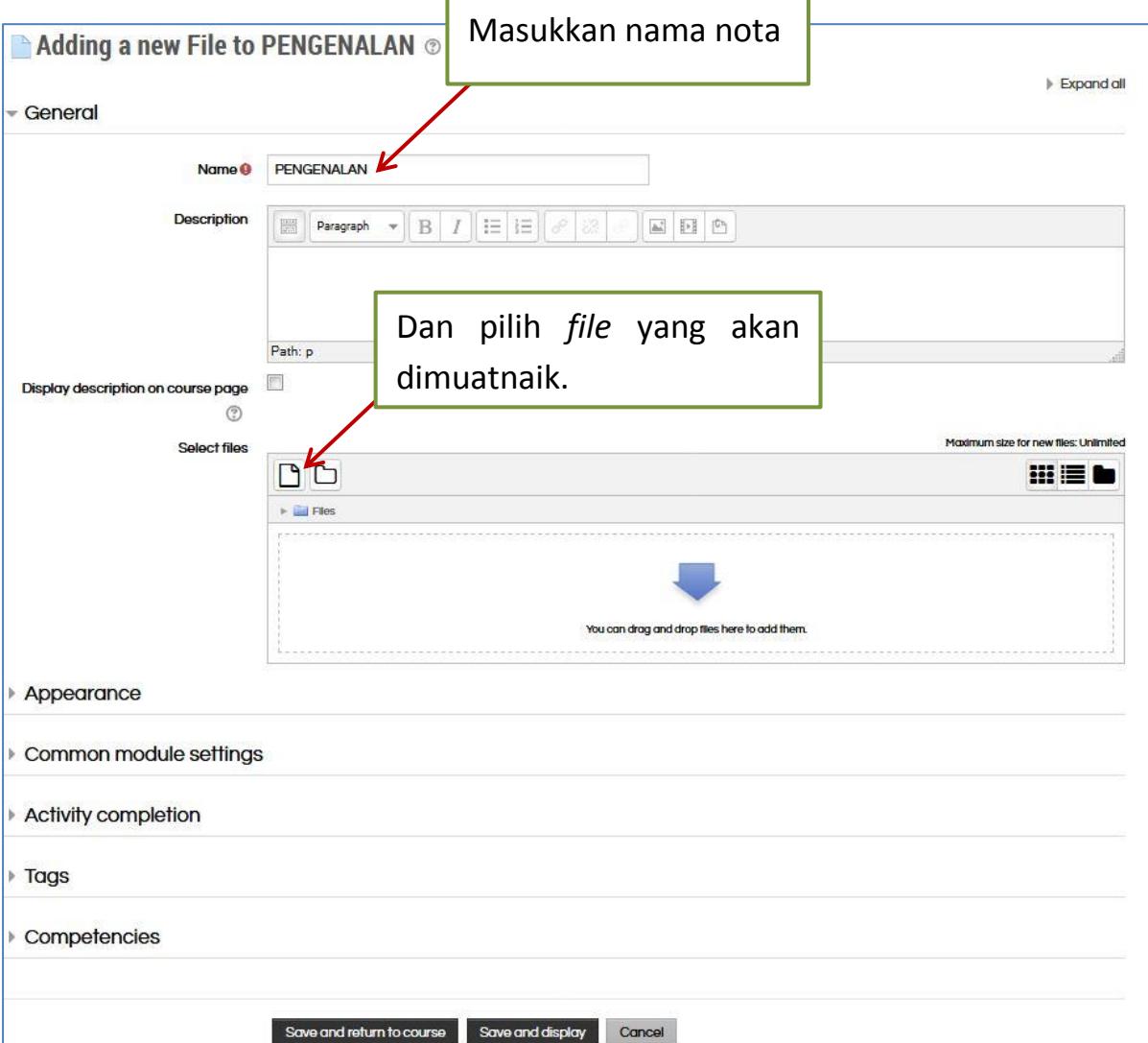
\*\*Pastikan perkara ini dilakukan setiap kali memasukkan nota kerana sistem akan mengira bahan yang dimuatnaik sahaja untuk rekod laporan.

12.

Pilih jenis nota yang akan dimuatnaik. Contoh di bawah adalah jenis *file*. Kemudian klik **Add**.

The screenshot shows the "Add an activity or resource" dialog box. On the left, there are two sections: "ACTIVITIES" and "RESOURCES". Under "ACTIVITIES", several options like Chat, Choice, Database, etc., are listed. Under "RESOURCES", the "File" option is selected, indicated by a red arrow. The main area contains a description of the file module and a list of uses. At the bottom, there are "Add" and "Cancel" buttons. A green callout box with the instruction "Pilih jenis nota yang akan dimuatnaik. Contoh di bawah adalah jenis *file*. Kemudian klik **Add**." is positioned over the "File" option, and a red arrow points from this box to the "File" icon in the list.

13.

A screenshot of the Moodle 'Adding a new File' dialog box. The title bar says 'Adding a new File to PENGENALAN'. The main area has a green box labeled 'Masukkan nama nota' with a red arrow pointing to the 'Name' field containing 'PENGENALAN'. Below it is a rich text editor toolbar. A green box labeled 'Dan pilih file yang akan dimuatnaik.' contains a red arrow pointing to the 'Select files' section, which shows a file browser with a folder icon and a file icon. A blue arrow points down to a dashed box where files can be dragged and dropped, with the text 'You can drag and drop files here to add them.' A red arrow also points to the 'Save and display' button at the bottom. The sidebar on the left lists categories like General, Appearance, Common module settings, Activity completion, Tags, and Competencies. At the bottom are buttons for Save and return to course, Save and display (highlighted), and Cancel.

Masukkan nama nota

PENGENALAN

Dan pilih file yang akan dimuatnaik.

Select files

You can drag and drop files here to add them.

Save and return to course Save and display Cancel

14. Paparan seperti di bawah akan dipaparkan.

Adding a new File to PENGENALAN

Name: PENGENALAN

Description:

Path: p

Display description on course page

Select files

HTSI\_Pengenalan.pdf

Maximum size for new files: Unlimited

ACTIONS

klik "Save and return to course"

Save and return to course Save and display Cancel

15.

KURSUS SISTEM PERMO...

Home > TM07/18

+ PENGENALAN

+ PENGENALAN

+ Topic 2

Nota telah berjaya dimuatnaik