Basic Guide to e-Learning Platform (Student)

Basic guide in managing course for student in e-Learning platform

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Introduction

Login

Our e-learning platform has been designed responsively so you can access our e-Learning platform through https://epembelajaran.umt.edu.my on your phone or tablet as well as laptop or desktop

- Open an up-to-date web browser and type https://epembelajaran.umt.edu.my
- Select which platform you want to access
- Click login
- Click login using Staff / Student
- you will be forwarded to University Identity Provider
- Put your username and password
- Click Login

Update your preference

has a number of features and functions to keep you up-to-date with activity on your modules. You can manage these notifications from your **Preferences** page.

1. You access the User menu from the top right of any Moodle page by selecting the drop-down arrow next to your Profile picture

user menu opened and Preferences highlighted

2. Select **Preferences**.

Now you can set the following:

- **Preferred language:** Set a language for the Moodle interface. Changing your preferred language will only affect the Moodle interface and not the actual module content.
- **Calendar preferences:** Set how the Moodle Calendar displays.
- **Message preferences:** Stop non-contacts from messaging you and manage your notifications for Moodle messages.
- **Notification preferences**: Manage notifications from activities and updates across your Moodle modules. Some options are locked, e.g. **assignment** notifications.
- **Forum preferences:** Set up an email digest from the Moodle forums, more on this below.

Forum
Forums are used on Moodle to enable online discussion and collaboration and to keep you to date with changes and key updates to your modules. When users are subscribed to a Forum they receive an email copy of posts to their City email. While this is great feature to keep you up-to-date with module discussions, some students can be overwhelmed by receiving lots of email posts. Students can set-up a daily digest for forum posts. This means that Forum posts will be collated into one email that is received at the end of each day.

Set up Forum digest

1. You access the User menu from the top right of any Moodle page by selecting the drop-down arrow next to your Profile picture
2. Select **Preferences**.
3. On the page that opens, select **Forum preferences**.
4. Open the **Email digest type** menu, select **Complete (daily email with full posts)** or **Subjects (daily email with subjects only)**
5. Scroll to end of page and **Save changes**.

Forum digest preferences

Online Quiz Proctoring and Safe Exam Browser

Online Quiz Proctoring and Safe Exam Browser Requirement

General device requirements for online assessment

- Student must use either a **laptop or desktop** to sit for their online quiz. Chromebooks, tablets, and mobile phones can't be used to sit for online quizzes
- Students won't be able to use dual monitors when sitting in a supervised online quiz.
- Students must have a **webcam** (except for Safe Exam Browser, SEB).
- Students must ensure **enough battery life** and a **stable internet connection** for the duration of their online quiz.

Types of supervised online quizzes that can be conducted in UMT

1. Using Safe Exam Browser (SEB) – UMT in-house system

Recommended _minimum_ hardware and software requirements.

Hardware Type	Laptop or Desktop
Operating System	Windows and MacOS
RAM	4GB
Internet Connection	1MBps

2. Online Quiz Proctoring – UMT in-house system

Online Quiz Proctoring recommended _minimum_ requirement.

Hardware Type	Laptop or Desktop
Operating System	Windows and MacOS
RAM	4GB
Internet Connection	1MBps
Webcam	External or Integrated webcam
Browser	Google Chrome

Microphone	External or Integrated microphone

3. ULearn Proctoring – External vendor system

Ulearn Proctoring recommended _minimum_ requirement.

Hardware Type	Laptop or Desktop
Operating System	Windows and MacOS
RAM	4GB
Internet Connection	1MBps
Webcam	External or Integrated webcam
Browser	Google Chrome
Microphone	External or Integrated microphone

4. Computer Lab / In-Class Bring Your Own Device (BYOD) Supervised Online Quiz

In the Computer Lab, students can use the computer provided in the computer lab. For the student who is using their laptop devices, please ensure the device power is connected to the power source or has a minimum recommended device battery life and a stable internet connection before starting the online quiz.

Hardware Type	Laptop, Desktop, Chromebook, iPad, Tablet
Operating System	Windows, MacOS, Apple, Android
RAM	4GB
Internet Connection	1MBps
Browser	Google Chrome
Device battery life	8 hours under normal use

Prepare your device for Safe Exam Browser

To avoid problems during your quiz online using a safe exam browser, you may need to change the sleep and region settings

Windows
Sleep settings 1. Click the **Start** menu, then search for *Power & sleep settings*. 2. Under *On battery power, turn off after,* select *1 hour*. Region settings If you have a Windows laptop, set your region to the location where you'll be sitting your online quiz 1. Click the **Start** menu, then search for *Region settings*. 2. Under *Country or region*, select the location.

macOS
1. Click the Apple icon > **System Preferences** > **Energy Saver** > **Battery**. 2. Turn off *Enable Power Nap while on battery power*. 3. Under *Turn display off after*, select *1 hour*.

Install Safe Exam Browser (Once for each devices)

Devices you can't use with Safe Exam Browser

Safe Exam Browser can't be installed on the following devices:

- smartphones: this includes iPhones, Android devices, and any other mobile OS devices
- iPads
- Chromebooks.

Antivirus software

Some antivirus software may not allow Safe Exam Browser to lock down the computer.

Incompatible software

The following antivirus software will need to be temporarily disabled or uninstalled when using Safe Exam Browser:

- 360 Total Security
- ESET Nod32 Antivirus Internet security
- Kaspersky Internet Security.

Compatible software

For a list of compatible antivirus software, see the Safe Exam Browser FAQ.

You only need to download and install the latest version of Safe Exam Browser for your device once for each device:

- Safe Exam Browser for Windows

- Safe Exam Browser for macOS.

Starting the Quiz using Safe Exam Browser (Each time want to start the quiz)

You only need to install Safe Exam Browser once, but you also need to follow the instruction below each time you are going to sit for online quiz that uses Safe Exam Browser

Step 1:

Open the quiz web page in Google Chrome and close down any other open applications on your device.

Step 2:

Click on the download configuration

Step 3:

Once you download configuration file, double-click the configuration file to open

Step 4:

Safe Exam Browser will be automatically launched.

Step 5:

Click at login using MyNemo ID, insert username and password

Step 6:

Safe exam browser will automatically open your exam according to the configuration file setting that you have downloaded.