



# **HELP Student e-Learning Portal**

## **Complete Guide**

### **For Lecturers / Staff / Coordinators**

**No training workshop(s) will be conducted as this complete guide will be the training material. All you need is to READ and FOLLOW the guidelines.**

**Version 1.1**

**Last updated as at 08 January 2014**

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## A. Notice

Dear Lecturers / Staff / Coordinators,

First of all, I would like to thank you for using e-Learning. I am sure that e-Learning has eased your delivery of notes and assignments to the students and this can be further be improved.

It has been 10 years since we used e-Learning. It has not been upgraded until recently. In order to provide better services and security, I decided to upgrade the system. A series of changes will take place and your patience are much appreciated.

As you have noticed, I have implemented the new e-Learning since beginning of January 2014. In order to facilitate a smoother implementation, I have separated the implementation into several phases:

Phase	Start	End
1	January 2014	February 2014
2	March 2014	April 2014
3	May 2014	June 2014
4	July 2014	August 2014

The e-Learning web address remains unchanged @ <http://elearning.help.edu.my>.

This guide focuses mainly on the new e-Learning (with graphic examples) and not for the old e-Learning.

Thank you.

Gilbert Ooi Sin Cheak

Manager, Centre for e-Learning

## B. Old e-Learning

The old e-Learning will still be under commission to serve the departments that have yet to be migrated. Once the implementation exercise is completed, the old e-Learning will be decommissioned. The expected duration will be in January 2015.

### B.1 Login

1. Check list @ <http://elearning.help.edu.my/front/?pg=dept>.
2. If your department is **NOT** in the list, proceed to 4.
3. If your department is **IN** the list, proceed to the section C.
4. Login via <http://elearning.help.edu.my>, see Figure 1 (middle content).
5. Alternatively, login @ <http://elearning2.help.edu.my/ace/login/index.php>.
6. Use your username and password that you have created in **the** old e-Learning.
7. If you are a new lecturer / staff / coordinator, create your own account @ <http://elearning2.help.edu.my/ace/login/signup.php>.

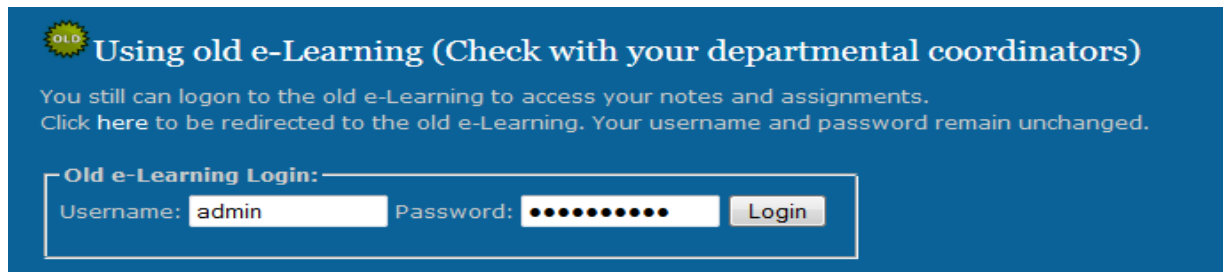


Figure 1

## C. New e-Learning

### C.1 Liaison Person

Detail	Liaison Person	When	Template
Communication on any matters not listed below	Coordinators / Lecturers	Any time	-
Creating lecturers' accounts	Coordinators	Any time if any updates	Yes
Deleting lecturers' accounts	Coordinators	Any time if any updates	Yes
Creating folders	Coordinators	1 week before semester starts	Yes

### C.2 Login

Note: Accounts which are inactive for 240 days will be suspended.

1. Login via <http://elearning.help.edu.my> in front page, see Figure 2 (top right) and Figure 3 (middle content).
2. Username: email ID (eg. hello.world@help.edu.my) which is hello.world.
3. Password: email ID (eg. hello.world) for first time login. You will be forced to change password.

Username:  Password:

Figure 2

**NEW** Using new e-Learning (Click here to check if your department is involved)  
 For those students and lecturers who are in the department involved, kindly login using your new account. If not please proceed to use the old e-Learning.

**New e-Learning Login:**  
 Username:  Password:

Figure 3

### C.3 Folder Settings, Activities and Resources

You must be given the administrative (teacher) rights to the folder(s) to be able to do anything discussed in this section.



### C.3.1 Folder Settings

Folder's default settings

Detail	Lecturers	Students
Purge from the folder	No unless advised	120 days (17 weeks) from the date the students enroll into this folder
Reuse folder	(see Administration Block)	-
Enrolment methods	Manual enrolment (assigned by Administrator)	Self-enrolment with enrolment key

#### C.3.1.1 Administration Block (Left Menu)

You can configure the settings of the folder.

1. **Turn editing on** – To be used to create activities and resources. (see Activities and Resources).
2. **Edit settings** – Edit details of the folder.
  - i. Click “Edit settings”.
    - a. In “General” tab
      - You may change the “Course full name” but with upper cases in specific format, eg. ACC101 ACCOUNTING 101 (2014).
      - You may change the “Course start date”.
    - b. In “Course format” tab
      - You may change the layout “Format” to “Topics format”. Default is “Weekly format”.
      - You may change the “Number of section”. Default is 14 meaning 14 weeks.
  - ii. Click “Save changes”.
3. **Users** – Edit settings on enrolment.
  - a. Enrolled users – You can view your students who are enrolled to the folder.
    - i. Click  to manually un-enrol students (automatic – 120 days to purge).
  - b. Enrolment methods
    - i. Self enrolment (Students)
      1. Click  to set the enrolment key.
      2. Type in your enrolment key in “Enrolment Key” field.
      3. Click “Save changes”.
      4. Inform your students the enrolment key.

#### C.3.2 Adding Activities and Resources

Steps 1 – 5 are the same for all activities and resources.

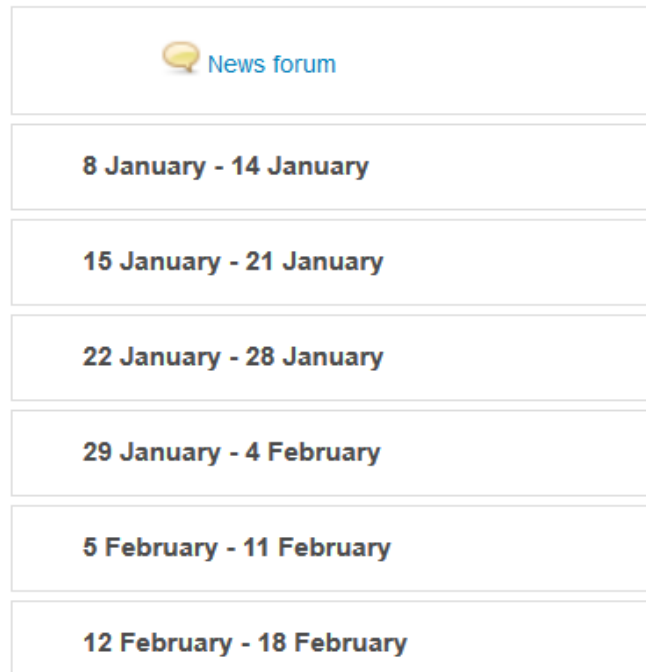
1. Click “My courses” (left menu under Navigation Block).

[Home](#) ► [My home](#)

Course overview

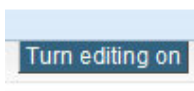
**EXAMPLE**

2. Choose and click on a folder.

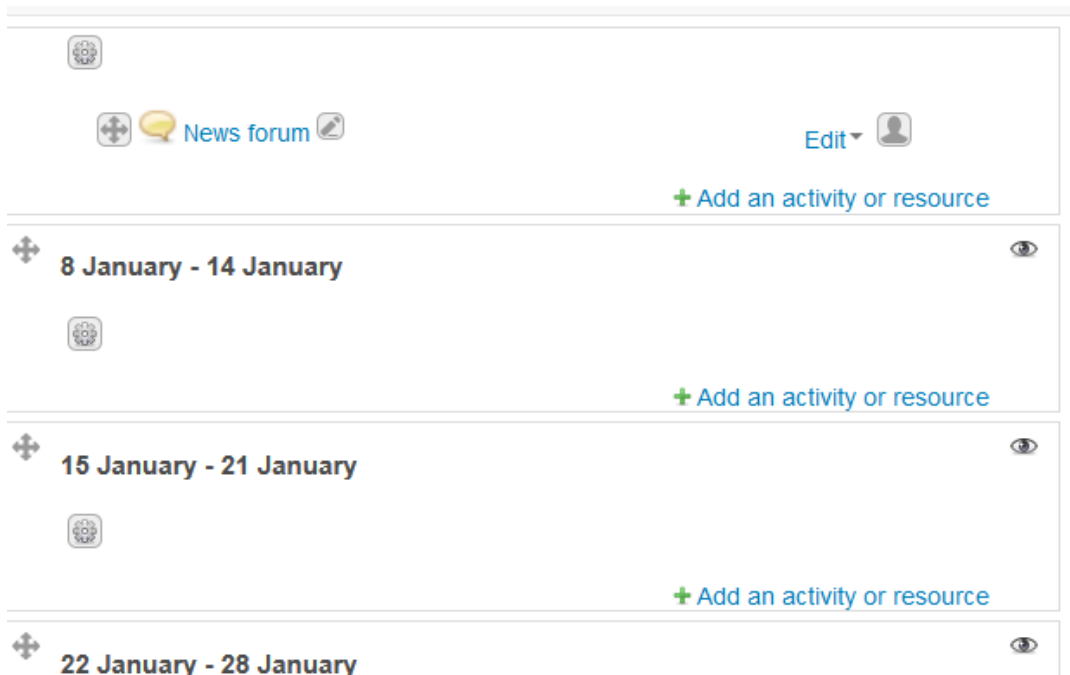


The screenshot shows a course overview page. At the top, there is a 'News forum' folder represented by a speech bubble icon. Below it, a list of dates is displayed in a vertical column, each date range is enclosed in a light gray box with a thin border. The dates are: 8 January - 14 January, 15 January - 21 January, 22 January - 28 January, 29 January - 4 February, 5 February - 11 February, and 12 February - 18 February.

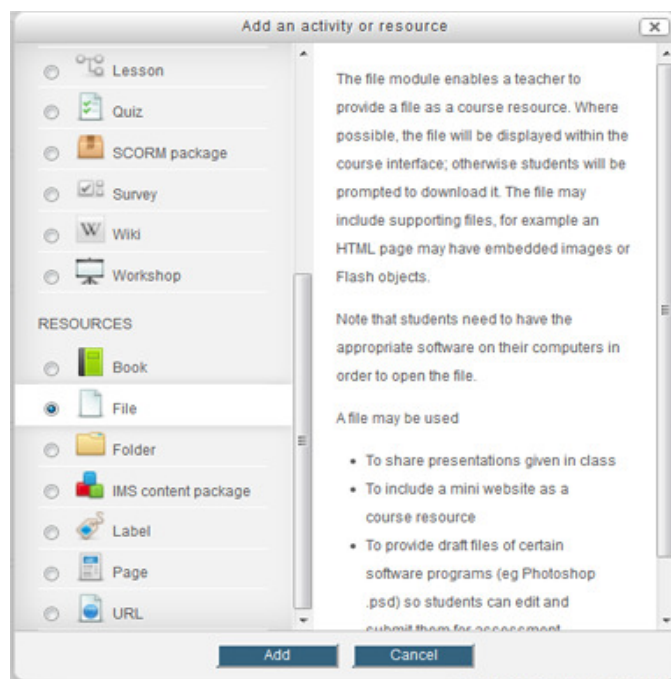
3. Click "Turn editing on" (left menu under Administration) or Click the button on top right corner.



4. Click on “Add activity or resource”.



5. A popup “Add an activity or resource” will appear as shown below.





### **C.3.2.1**      *Files*

The file module enables a teacher to provide a file as a course resource.

Note: Maximum file size limit is **8MB**.

1. Browse and select “File” and click “Add”.
  - a. Key in the details of the file.
    - i. Name (compulsory): Any name that is meaningful for your students.
    - ii. Description (compulsory): Describe the file.
    - iii. Under “Content” → “Select files”, drag and drop the file in the box. (See **Note**).
    - iv. Click “Save and display”.
    - v. Click “Turn editing off”.

### **C.3.2.2**      *Folders*

The folder module enables a teacher to display a number of related files inside a single folder, reducing scrolling on the course page.

Note: Maximum file size limit is **8MB**.

1. Browse and select “Folder” and click “Add”.
  - a. Key in the details of the folder.
    - vi. Name (compulsory): Any name that is meaningful for your students
    - vii. Description (compulsory): Describe the folder.
    - viii. Under “Content” → “Files”, drag and drop the file in the box. (See **Note**).
    - ix. Click “Save and display”.
    - x. Click “Turn editing off”.

### **C.3.2.3**      *URLs*

The URL module enables a teacher to provide a web link as a course resource. Anything that is freely available online, such as documents or images, can be linked.

1. Browse and select “URL” and click “Add”.
  - a. Key in the details of the URL.
    - xi. Name (compulsory): Any name that is meaningful for your students
    - xii. Description (compulsory): Describe the web link.
    - xiii. Type in the external URL.
    - xiv. Click “Save and display”.
    - xv. Click “Turn editing off”.

### C.3.2.4 Pages

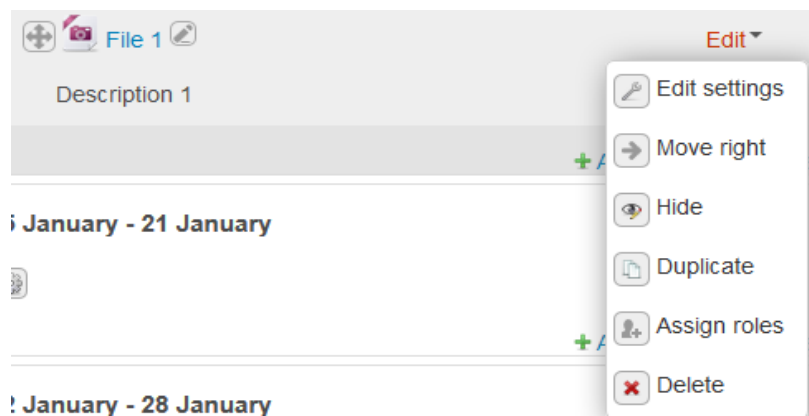
The page module enables a teacher to create a web page resource using the text editor. A page can display text, images, sound, video, web links and embedded code, such as Google maps.

1. Browse and select “Page” and click “Add”.
  - a. Key in the details of the page.
    - xvi. Name (compulsory): Any name that is meaningful for your students
    - xvii. Description (compulsory): Describe the page.
    - xviii. Page content (compulsory): Embedded HTML page
    - xix. Click “Save and display”.
    - xx. Click “Turn editing off”.

### C.3.3 Editing, Hiding, Duplicating and Deleting Activities and Resources

Repeat steps 1 – 3 in Section C.3.2.

1. Click “Edit”.



2. Click “Edit settings” to edit activities and resources.
3. Click “Hide” to hide activities and resources.
4. Click “Duplicate” to duplicate activities and resources.
5. Click “Delete” to delete activities and resources.

**Good luck and stay HAPPY**

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