E-LEARNING PLATFORM

The following document will guide you on how to use UP E-Learning Platform effectively.

User Manual
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0. Menu Composition

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<th>2Depth</th>
<th>3Depth</th>
<th>4Depth</th>
</tr>
</thead>
<tbody>
<tr>
<td>START-UP</td>
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<td></td>
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</tr>
<tr>
<td></td>
<td>Login</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lost password</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Main Page</td>
<td></td>
<td></td>
</tr>
<tr>
<td>My profile setting</td>
<td>Edit profile</td>
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<td></td>
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<tr>
<td></td>
<td>Change password</td>
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<tr>
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<td>Messaging</td>
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<td></td>
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<td>My Dashboard</td>
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<tr>
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<td>Profile</td>
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<td>Calendar</td>
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<td>Messages</td>
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<td>Private files</td>
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<tr>
<td>My Courses</td>
<td>Manage course module and course content</td>
<td>Assignment Activity</td>
<td></td>
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<tr>
<td></td>
<td>Manage Activity or Resource</td>
<td>Quiz Activity</td>
<td></td>
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<tr>
<td></td>
<td>Assignment Activity</td>
<td>File Resource</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Administration</td>
<td>Course Administration</td>
<td>Grade</td>
</tr>
</tbody>
</table>
1. START-UP

Address: http://elearning.puthisastra.edu.kh

1.1. Login

+ Item description

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username</td>
<td>Input user email</td>
</tr>
<tr>
<td>Password</td>
<td>Input user password</td>
</tr>
</tbody>
</table>

+ Work procedures

1. Input user email and password and click “Log in” button.
   Then, it goes to the Main Page after login.

2. Click “Lost password?” button to go to the find lost password page.
1.2. Lost password

**Route:** Login Page > Lost password?

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search by username</td>
<td>Input username</td>
</tr>
<tr>
<td>Search by email address</td>
<td>input user email</td>
</tr>
</tbody>
</table>

**Work procedures**

1. Input Username or Email address in textbox and click “Search” button. Then, it goes to the information page after search.

2. Click “Continue” button.

3. Go to your email to confirm. Then click link in your email to change password.
1.3. Main Page

+ Item Description

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) User profile picture</td>
<td>Display username with profile picture</td>
</tr>
<tr>
<td>(2) Administration</td>
<td>Display user administration page (Edit profile, Change password, Messaging)</td>
</tr>
<tr>
<td>(3) Menu</td>
<td>Display user dashboard and courses available</td>
</tr>
<tr>
<td>(4) My Courses</td>
<td>Display available courses of user</td>
</tr>
<tr>
<td>(5) Logout</td>
<td>Display logout button.</td>
</tr>
</tbody>
</table>

+ Work procedures

1. (1) Click on **profile picture**. Then it goes to the user information page.
2. (2) Click “**My profile setting**” to display user administration menu.
3. (3) Click “**Home**” to go to Main Page.
4. (4) Click on course title that you want My Courses List to go to course detail.
5. (5) Click “**Logout**”. Then it goes to Login page.
2. My profile setting

2.1. Edit profile

Route: Home > My profile settings > Edit profile.
+ Work procedures

1. Input user profile information, then click "Update profile" button.
2. Then, it show a User Profile page.

2.2. Change Password

Route: Home > My profile settings > Change password.

![Change password form]

+ Work procedures

1. Input User current password.
2. Then, input new password.
3. Then, input new password again.
4. Then, Click "Save changes" button.
5. Then, click "Continue" button.
2.3. Messaging

Page description: This page use to configure notification methods for incoming messages.

Route: Home > My profile settings > Messaging.

+ Work procedures

1. Check option that you want to notification methods for incoming messages
2. Then, click "Update profile" button.
3. My Dashboard

3.1. Profile

Page description: This page display user profile.

Route: Home > My Dashboard > Profile.

AN BOREAK

Personal Data

Name: An Boreak  
Gender: Male  
Marital Status: Married  
Telephone: 092827528  
E-mail: aboreak@puthsiastra.edu.kh  
Address: Sangkot Tuol Sangkhe, Khan Russei Keo, Phnom Penh, Cambodia.

Education

2007 - 2011: University of Puthisatra  
Majored in Database & Programming

2004 - 2007: Pursat High School

2001 - 2004: Pursat Secondary School

1995 - 2001: Prey Ney Primary School

Qualification

- Microsoft Visual Studio® .NET ( C#.NET )
- Java Programming (NetBeans, JCreator)
- Microsoft SQL Server
- Internet Programming

Country: Cambodia  
City/town: Pursat  
Skype ID: an.boreak

Course profiles: Windows Application Development (An Boreak)

First access: Thursday, 27 February 2014, 3:22 PM (7 days 1 hour)

Last access: Thursday, 6 March 2014, 4:32 PM (5 secs)

3.2. Calendar

Page description: This page use to create, display and export event.

Route: Home > My Dashboard > Calendar.
+ New event

**Route:** Home > My Dashboard > Calendar > Click “**New event**” button.

+ Work procedures

1. Input event information.
2. Then, click “**Save changes**” button.
3. Then, it display the event list.
+ Manage event

**Page description:** This page use to Add, Edit and Delete events.

![Upcoming events](image)

**New event**

**Export calendar**

+ Work procedures

1. (1) Click “**New event**” button.
2. (2) Click button [ ] to edit event.
   Click button [x] to delete event.
3. (3) Click button “**Export calendar**” to export event.

3.3. Messages

**Page description:** This page use to send and received message.

**Route:** Home > My Dashboard > Messages > Click on Contact name.
+ Work procedures

1. Chose message option from “Message navigation” drop-down list.
2. Then, click on contact name that you want to send message.
   **Note**
   a. Click icon + to add contact.
   b. Click icon to block contact.
   c. Click icon to show message history.
   d. Click icon √ to remove contact.
3. Type your message, then click button “Send message”.

3.4. Private files

**Page description:** This page use to store private file of user.

**Route:** Home > My Dashboard > Private file.

---

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Add file" /></td>
<td>Use to add file for upload</td>
</tr>
<tr>
<td><img src="image" alt="Create folder" /></td>
<td>Use to create folder</td>
</tr>
<tr>
<td><img src="image" alt="Display folder as icons" /></td>
<td>Use to Display folder or file as icons</td>
</tr>
<tr>
<td><img src="image" alt="Display folder as details" /></td>
<td>Use to Display folder or file as details</td>
</tr>
<tr>
<td><img src="image" alt="Display folder as tree" /></td>
<td>Use to Display folder or file as tree</td>
</tr>
<tr>
<td><img src="image" alt="Files" /></td>
<td>Display path of folder or file.</td>
</tr>
</tbody>
</table>

+ Work procedures

1. Click button Add file or Create folder or drag and drop file to upload area.
2. Then, click button “Save changes”.

---
4. My Course

**Page description:** This menu or block use to display available course of user.

**Work procedures**

1. Click on **course title** to display or manage course. (Ex: Windows Application Development)
2. Then, it goes to course page. (Show in picture below)
+ Item description

1. (1) Use to **edit** course module or content
2. (2) Display **Course module**
3. (3) Display **Course content**
4. (4) Display link to **News Forum**
5. (5) Course page menu

4.1. Manage **Course module** and **Course content**

+ Work procedures

1. Click button [ ] to manage course module and course content.
2. Then, it will show some icon in this page. *(See icon information below)*

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Icon" /></td>
<td>Use to <strong>move</strong> section or course module</td>
</tr>
<tr>
<td><img src="image2.png" alt="Icon" /></td>
<td>Use to <strong>marker</strong> section or course module</td>
</tr>
<tr>
<td><img src="image3.png" alt="Icon" /></td>
<td>Use to <strong>hide</strong> section or course module</td>
</tr>
<tr>
<td><img src="image4.png" alt="Icon" /></td>
<td>Use to <strong>edit</strong> course module title and course content</td>
</tr>
</tbody>
</table>

3. Then click icon [ ] to edit course module and course content.
4. Then it goes to course editor page. *(See with picture below)*
5. Input your course information, then click button "**Save change**".
4.2. Manage Activity or Resource

**Page description:** This module uses to create activity or resource such as Assignment, Quiz, Forum, Wiki, Glossary, Lesson, Survey, Workshop, Book, File, Folder, Page, URL,...etc.

**Route:** Go in to course > click > click “Add an activity or resource” on section or module of course.

4.2.1. Assignment Activity

✔ Create Assignment Activity

**Activity description:** This activity is used to create assignment for student.

**Route:** Click “Add an activity or resource” of course section > click “Assignment” option > click “Add”.

+ **Work procedures**

1. Input assignment information.  *(Show with picture below)*

2. Then click button “Save and return to course” or “Save and display”
Scoring Assignment To Student

Activity description: This activity is use to add score (assignment) to student.

Route: Click on assignment title that you created > click “View/grade all submission” > click 

Grade

Grade out of 100

Work procedures

1. Input score in textbox. (Show with picture above)
2. Then, click “Save changes” button.
4.2.2. Quiz Activity

- Add Blank Quiz

Activity description: The quiz activity enables a teacher to create quizzes comprising questions of various types, including multiple-choice, matching, short-answer.. . . etc.

Route: Click “Add an activity or resource” of course section > click “Quiz” option > click “Add”.

+ Work procedures

1. Input quiz information. (Show with picture below)

2. Then click button “Save and display”
Add Question to Quiz

**Route:** after created blank quiz > click button “Edit quiz” > click button “Add a question...”

+ **Work procedures**

1. Choose a question type that you want to add. (Ex: True/False)
2. Then click button “Next”
3. Then, it goes to question edit page.
4. Then, input question information. (Show in picture below)
5. Then, click button “Save changes”.

---

![Editing quiz: Quiz 1](image)

The basic ideas of quiz-making
Total of marks: 0.00 | Questions: 0 | This quiz is open
Maximum grade: **100.00**

Save

Shuffle questions has been set, so some actions relating to pages are not available. To change the shuffle option, Update this Quiz.

Page 1

Empty page

Add a question ... Add a random question ...

---

**General**

![General settings](image)

**Current category**
- Default for ICT-XX-AN-BOREAK (1) [ ]
  - Use this category

**Save in category**
- Default for ICT-XX-AN-BOREAK (1)

**Question name**
- Question1

**Question text**
- In C#, a function needs to be defined using the static keyword, so that it can be called from the Main function.
- Path: p > span

**Default mark**
- 10

**Correct answer**
- True
## Add Multiple choice

**Route:** Click “Multiple choice” > click button “Next” > Input question information > click “Save changes”

<table>
<thead>
<tr>
<th>Category</th>
<th>Default for ICT-XXX-AN-BOREAK (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question name*</td>
<td>Question2</td>
</tr>
<tr>
<td>Question text*</td>
<td></td>
</tr>
<tr>
<td>Default mark*</td>
<td>10</td>
</tr>
<tr>
<td>One or multiple answers?</td>
<td>One answer only</td>
</tr>
<tr>
<td>Shuffle the choices?</td>
<td>√</td>
</tr>
<tr>
<td>Number the choices?</td>
<td>a, b, c, ...</td>
</tr>
</tbody>
</table>

### Answers

<table>
<thead>
<tr>
<th>Choice 1</th>
<th>Grade</th>
<th>Incorrect answer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>None</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Choice 2</th>
<th>Grade</th>
<th>Correct answer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4.3. Administration

4.3.1. Course Administration

View Grade

Route: On “Administration” Menu > click “Course administration” > click “Grades”.

![Grader report](image)

Export Grade

1. Click on drop down button at the top of Grade report table, then click “Excel spreadsheet”.
2. Then, click button “Submit”.
3. Then, click button “Download”.
The End