



Polytechnic University of the Philippines
OPEN UNIVERSITY SYSTEM

EMABINI LEARNING PORTAL
Guide for Course Specialists





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Preface

This guide describes how to use the PUP Open University Learning Management System (LMS) through the eMabini Learning portal. It is intended for the Course Specialists as they explore the technology as an alternative delivery system of education. The information in this guide assumes familiarity with Moodle concepts as an eLearning platform and it focuses on its functionalities. Learning Management System provides an avenue for the course specialists to create an online courseware where students can access their lessons anytime of the day. It offers opportunities for rich interaction and collaboration between course specialist and students, which in turn may lead to growing knowledge, insight, and creativity of the OU Community.



I. Getting Started

❖ Logging in to the eMabini Learning Portal

- Type in the address bar <http://emabini.pup.edu.ph/> as shown in Figure 1.

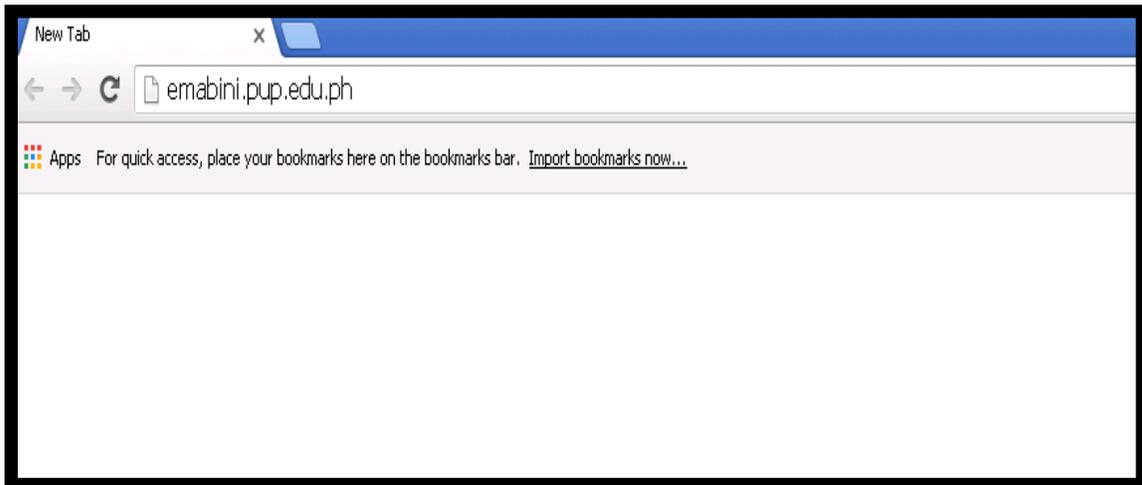


Figure 1: Address Bar

When the Open University Learning Management System (OULMS) **Main Page displayed**, look for the “**Log in**” button at the upper right corner of the page. Click this button then type the **Username** and **Password** as shown in Figure 2 and Figure 3.

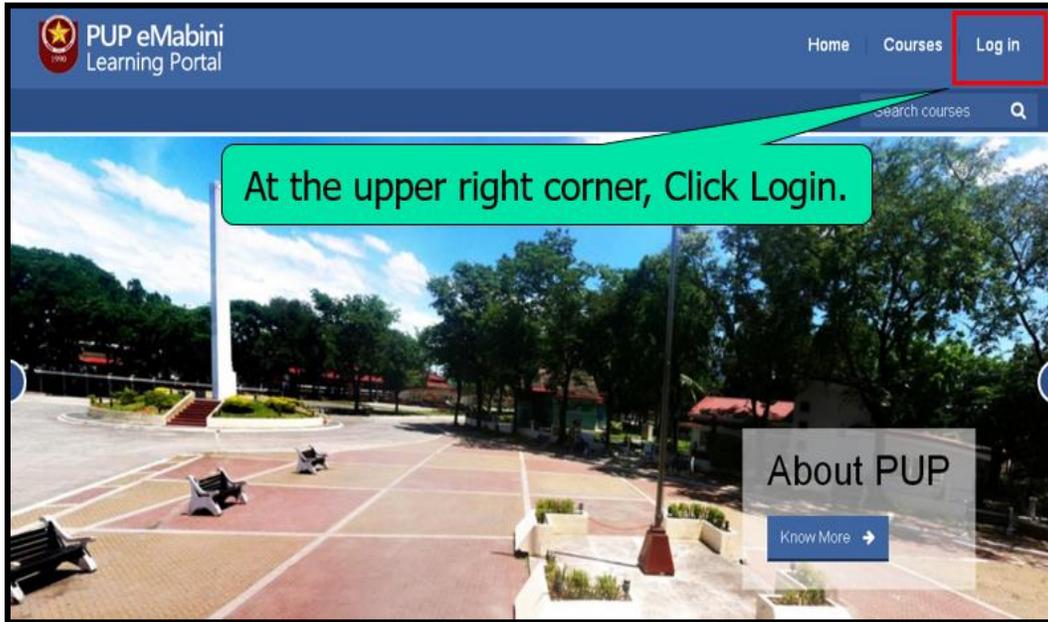


Figure 2: OULMS Main Page

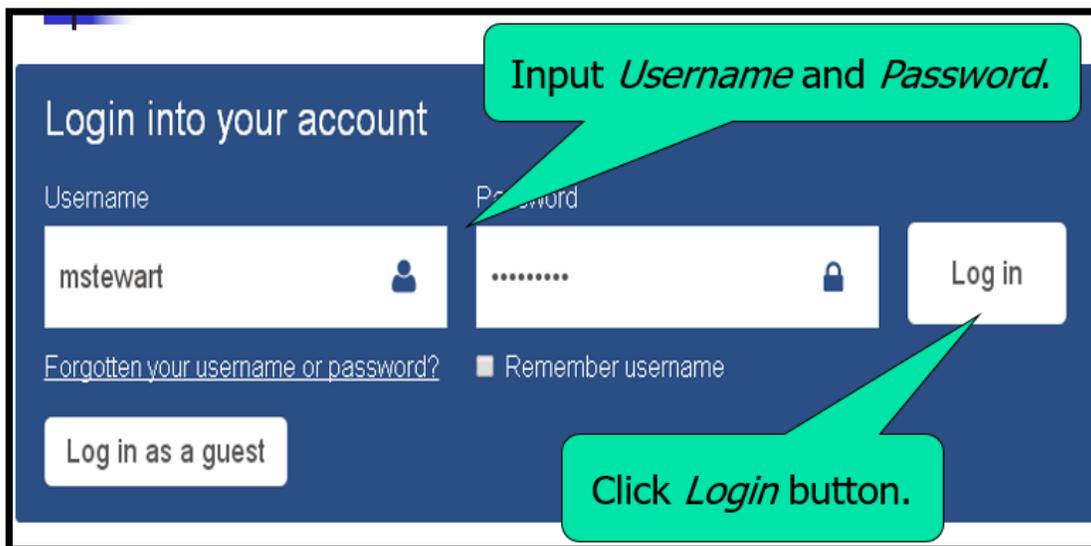


Figure 3: OULMS Login Page

Note: For **Course Specialist** the Username is the first letter of the Given Name+ his full Last name (ex. mstewart). See Figure 4 and Figure 5. Meanwhile, Figure 5 depicts how to input the password.

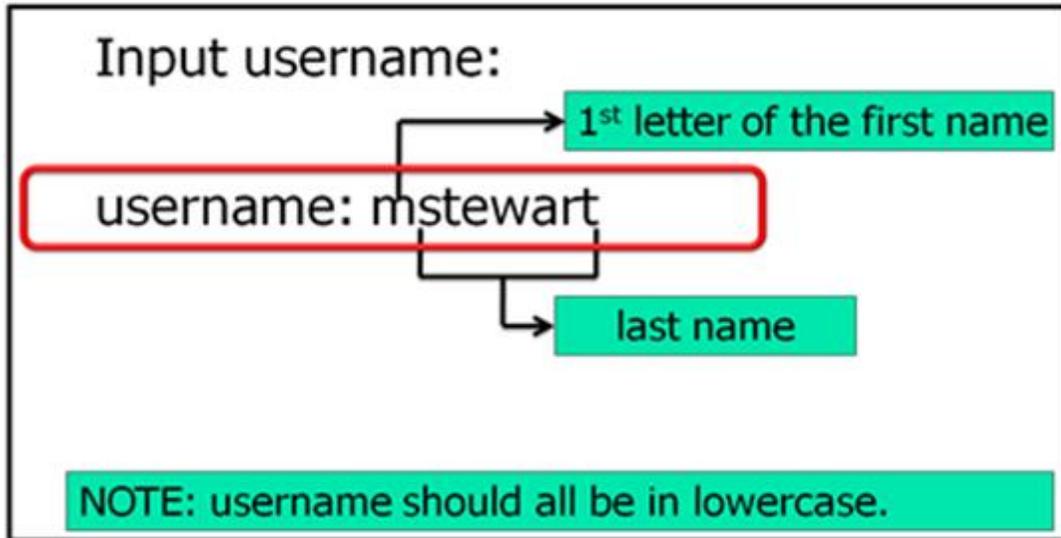


Figure 4: How to Input Username

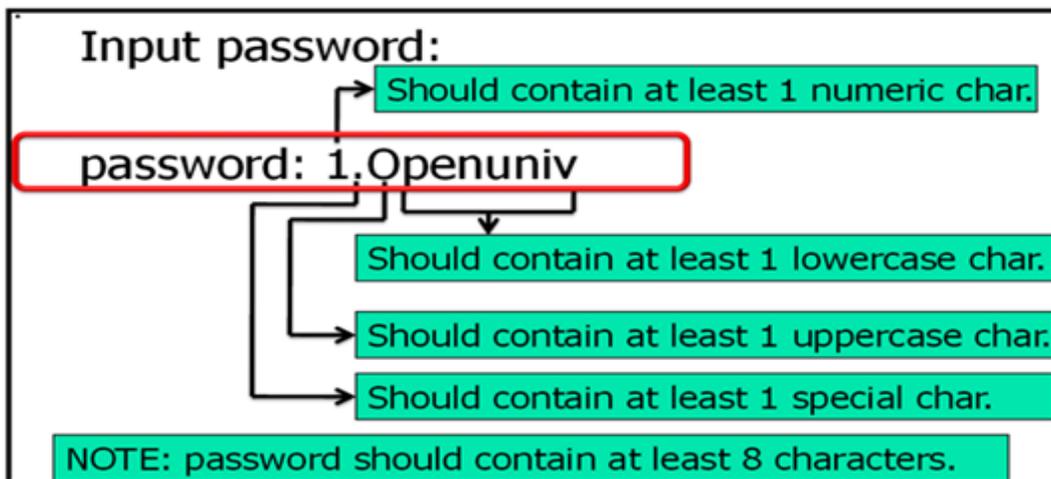
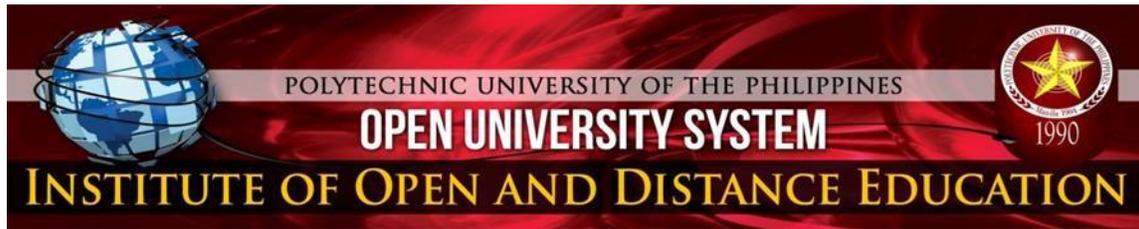


Figure 5: How to Input Password

“Congratulations! You already successfully logged into the system. Now, you may explore your **Home Page** or **Dashboard**.”



II. The eMabini Learning Portal Screen Environment

❖ Home Page

- If the user entered the correct Username and Password, the system will direct him to his personal **Dashboard** called “**Home Page**” as shown in Figure 6. This page displays the list of courses being handled by the Course Specialist which are located in the center of the page.

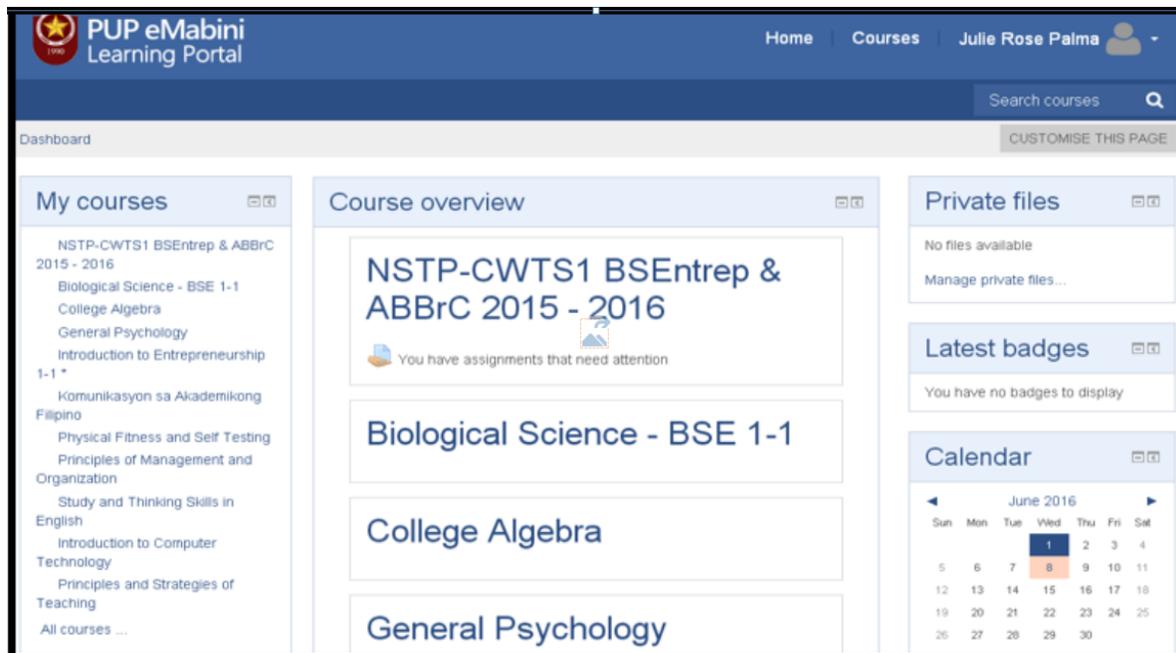


Figure 6: User's Home Page

➤ **Opening a Course**

- To open a course, double click the **Course Name** (ie., Introduction to Computer Technology). It will direct you inside the course where you can see, edit, or add the course activities or resources (lesson) for the students (see **Figure 7a**).

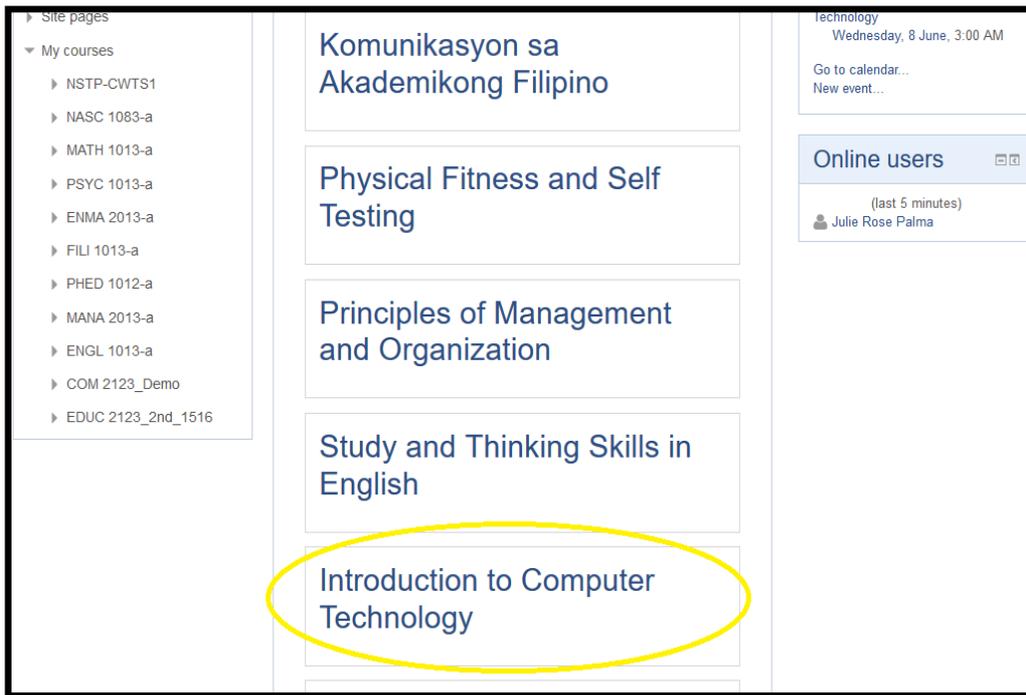


Figure 7a: Opening a course

➤ **To edit a course section:**

- **Turn editing on** - Click the edit icon after the section title (See Figure 7b).

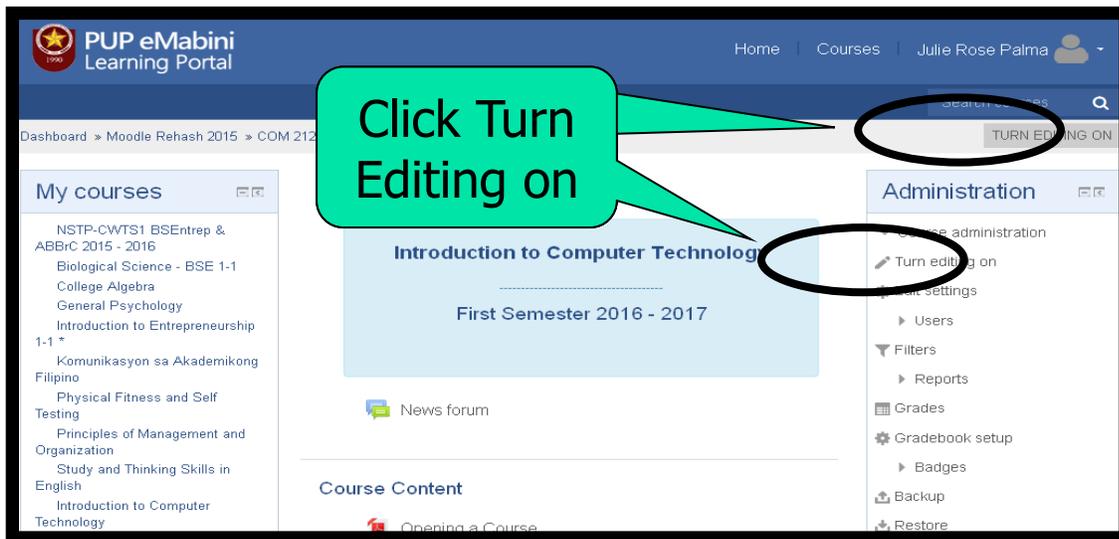


Figure 7b: Turning Editing on

➤ **Standard Course Format**

- ❖ **Weekly format**- course is organized **week by week**, with a clear **start date** and a **finish date**. Moodle will create a section for each week of your course. You can **add content on Forums, Quizzes**, and so on in the section for each week.
- **Enrolling Students** - The OUMLS Office will enroll the students in the portal. In case the student cannot log in to the portal, please advise the student to contact the OULMS Office.

Note: Please prepare student master list of your class with updated email account then submit a copy to OULMS office for portal validation.

- **Number of weeks/topics** - This setting is only used by the '**weekly**' and '**topics**' course formats. In the '**weekly**' format, it specifies the number of weeks that the course will run for, starting from the course starting date. In the '**topics**' format, it specifies the number of topics in the course. Both of these translate to the number of "**boxes**" down the middle of the course page.

III. Adding Resource

To add an activity in a certain course, double click the Course name then turn **Activity Chooser** on. (See **Figure 8**.)

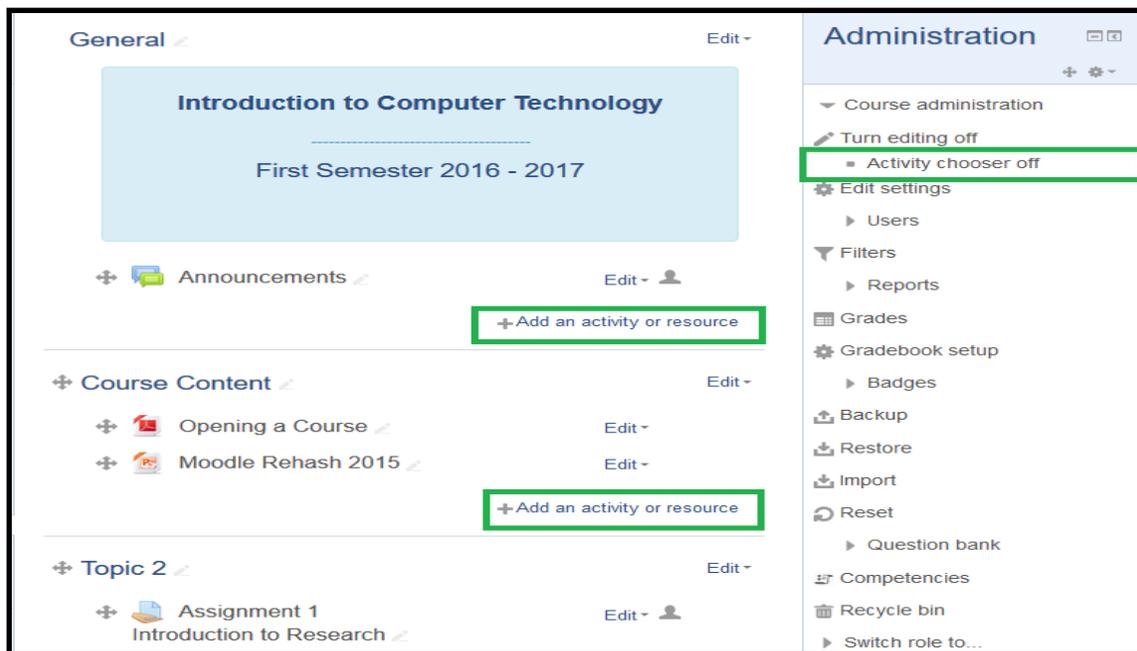


Figure 8: Activity Chooser On/Off

- ❖ **Adding a Resource** - A resource is an item or learning materials that a teacher can use to support learning, such as a file or link. To add a resource, click the drop-down menu **Add a resource** and choose a specific type of resource you want to upload. **See Figure 9.**

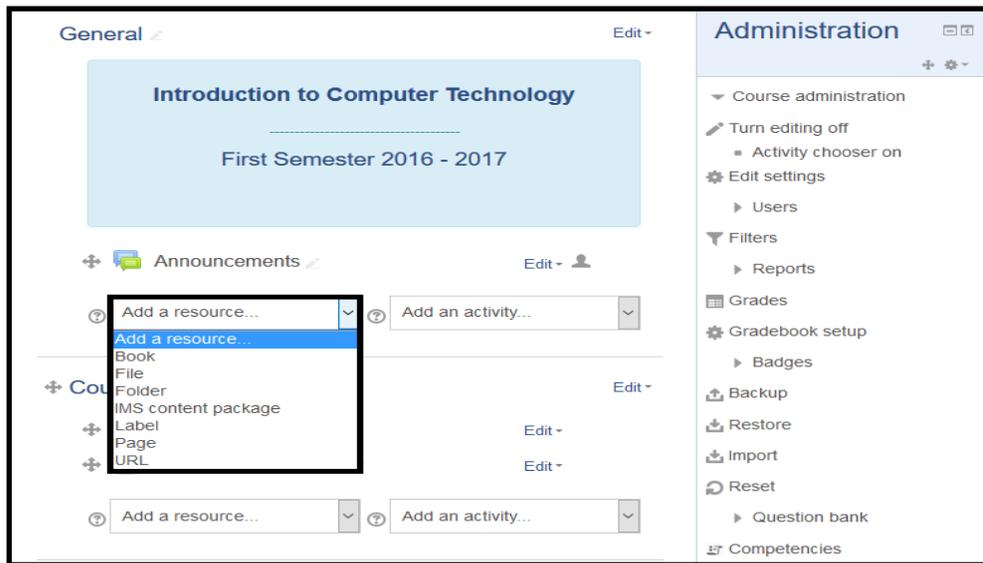


Figure 9: Adding a Resource

❖ **Adding a File**

➤ To add a file to your course:

1. Select file from the **Add a resource** dropdown menu.
2. Enter a link name and a description (which may be required or optional according to the admin settings, see Figure 10).
3. Either drag and drop a file into the box with an arrow or click the **Add** button to open the File picker menu in order to choose a file from your computer or a repository.
4. Select display and other options as required (see Figure 10).
5. Click the button **Save and display** at the bottom of the page.

Figure 10: Adding a new File

IV. Adding Activities

An **activity** is a general name for a group of features in a Moodle course. Usually, an activity is something that a student will do that interacts with other students and or the teacher. To add an activity, click the drop-down menu **Add an Activity** and choose a specific type of activity you want to upload as shown in Figure 11.



Figure 11: Adding an Activity

- ❖ **Adding an Assignment** - To add a new Assignment activity to your course. Click the drop-down menu **Add an activity** and select **Assignment** (see Figure 12).

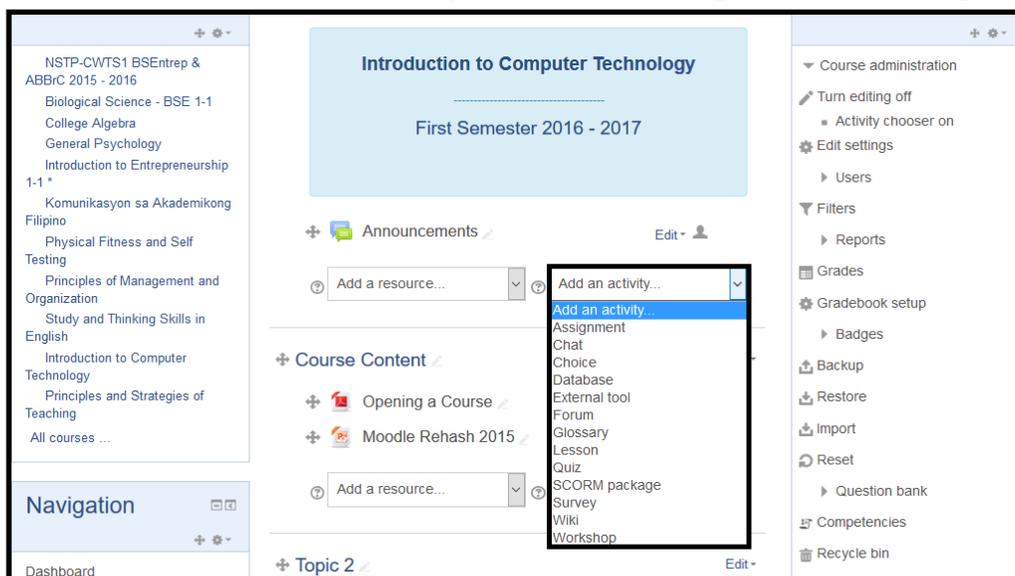


Figure 12: Adding an Assignment

❖ **General Settings**

This setting allows Course Specialist to give name (see **Figure 13**) and add description to the assignment (see **Figure 14**).

The screenshot shows a web interface for adding a new assignment. The title is "Adding a new Assignment to Topic 2". Under the "General" tab, there is a text input field for "Assignment name" containing the text "ction to Computer Technology". Below it is a rich text editor for "Description" with a toolbar containing icons for text color, bold, italic, bulleted list, and numbered list. At the bottom left, there is a checkbox labeled "Display description on course page" which is currently unchecked. A callout box points to the "Assignment name" field with the text: "The title entered here will be the name that Learners see in the course content area. Learners will click on this name to view the details of the assignment and, if applicable, submit their work."

Figure 13: Naming Assignment

Adding a new Assignment to Topic 1

General

Assignment name: Assignment 1 Introduction to F

Description:

Introduction to Research

Read the Research Seminar 1 ebook pp. 1-18

Answer the following questions

1. Give three definitions of research other than cited in the module. Cite the authors and the references.
2. Compare further scientific method and method or research. How is scientific approach used in knowledge generation?

Display description on course page

Figure 14: Description of the Assignment

❖ **Assignment Settings**

- **The Assignment settings section** allows you to determine the assignment characteristics, due dates, when students will be able to submit etc. See Figure 15.

Availability

Allow submissions from: 3 June 2016 00:00 Enable

Due date: 10 June 2016 00:00 Enable

Cut-off date: 3 June 2016 13:10 Enable

Always show description

▼ Submission types

Submission types Online text ? File submissions ?

Word limit ? Enable

Maximum number of uploaded files ?

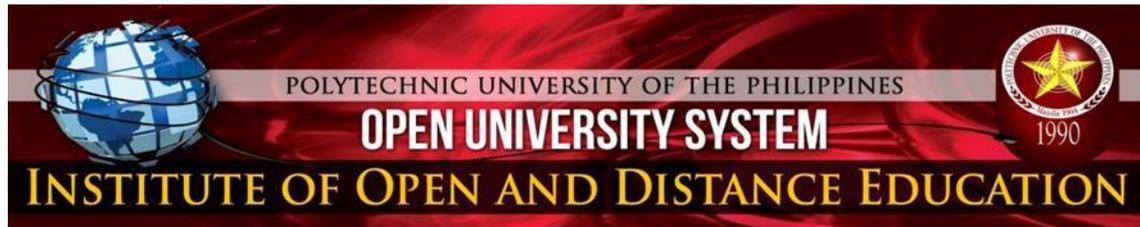
Maximum submission size ?

Figure 15: Assignment Settings

- **Allow a submission from-** setting prevents students from submitting their assignment before the shown date. This option allows a teacher to set a day, month, year, and time (24-hour clock) from which learners can begin to submit their assignments.
- **Due date-** setting establishes when the assignment is due. Submissions will still be allowed after this date, but any assignments submitted after these dates are marked as late. This option allows a teacher to set a day, month, year, and time (24-hour clock) before which learners must submit their assignment.
- **Cut-off date-** is the date beyond which students will not be able to send in their assignment as the button for doing so will no longer be displayed.
- **Allow Show Description-** This setting is used in conjunction with the Allow submissions from setting. If it is set to Yes, the assignment Description will be visible to students before the Allow submissions from date. If it is set to No, the assignment Description will be hidden from students until the Allow submissions from date, only the assignment Name will be displayed (as shown in Figure 15).



- **Require Students Click Submit Button-** The submit button allows students to upload draft versions of the assignment until such time as they are ready to submit. It allows students to keep a draft version of their assignment on the system until submission. Once they click the submit button, they indicate to the teacher that they have finished working on the assignment.
- **Require that students accept the Submission statement-** An administrator can define a "Submission statement", i.e., a statement where students promise the work is their own and which they must agree to before submitting their work.
- **Notification to Graders-** you are able to choose whether graders receive email notifications whenever a student submits an assignment (early, on time and late) or whether graders only receive email notifications whenever a student submits an assignment late.
- **Student submits in Groups-** If this box is ticked, then students are able to collaborate on an assignment. This might involve for example, working in the same online text area, or one student uploading an MS PowerPoint which another student downloads, improves and re-uploads to the common assignment area.
- **Group Mode-** When course group mode is turned on, the group mode can be one of three levels: No groups, Separate groups, or Visible groups.
- **Visible-** Choose whether to Show or Hide the assignment from learner view. A hidden assignment will be displayed grayed out on the main course page for those with teacher, creator, manager, or admin type roles but invisible to students/learners.
- **ID Number-**Setting an ID number provides a way of identifying the assignment for grade calculation purposes. If the activity is not included in any grade calculation, then the ID number field can be left blank.



❖ **Feedback and Submission Setting**

- **Online Text-** If set to Yes learners are able to compose and edit text on screen using the standard Moodle HTML Editor.
- **Maximum Submission Files-** This setting specifies the maximum size per file of each of the files that the students can upload as part of their submission.
- **Submission Comments-** If enabled, students may leave comments into a text area associated with the assignment.
- **Feedback settings** allow you to determine the type of feedback you will provide to students.

❖ **Grade Setting**

- Specify the maximum grade or Scale to be applied to the assignment. If you will not be giving a grade for the assignment, choose No Grade.

❖ **Reviewing an Assignment**

- Teachers can **leave feedback comments** and **upload files**, such as marked-up student submissions, documents with comments or spoken audio feedback.
- Assignments can be graded using a numerical or **custom scale** or an advanced grading method such as a **rubric**.
- Final grades are recorded in the **grade book**.



In case the course Specialist cannot access the system, he may coordinate with the LMS Office. Tutorial Class is also conducted every Wednesday.

Contact Us

Who should I contact if I have questions about the LMS?

If you have any questions that have not been clearly answered in this guide, please contact and email:

5335-1787 local 203

emabini@pup.edu.ph

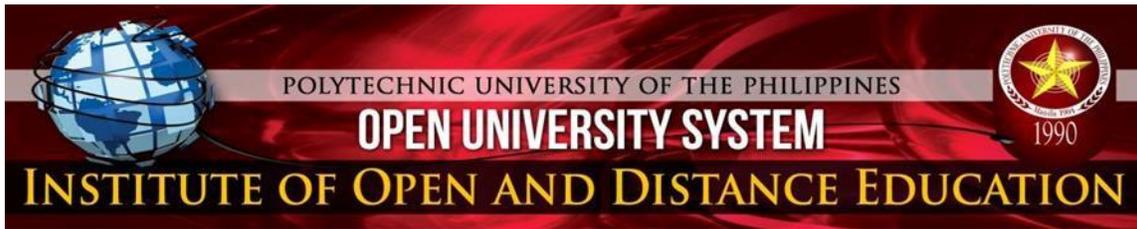
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