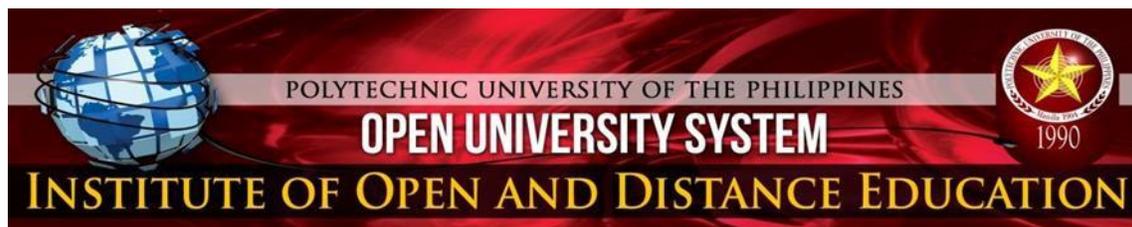




Polytechnic University of the Philippines  
**OPEN UNIVERSITY SYSTEM**

**EMABINI LEARNING PORTAL**  
**Frequently Asked Question**





## Table of Contents

### Access Requirements

Introduction	3
How do I access the Learning Portal?	4
What is my username? How to input my username?	4
What is my Password?	4
What can I do if I have forgotten my username and password for the e-Mabini Portal?	5
When can I access the LMS?	5
Who can access the LMS?	5
What if I forget to log out?	5
I can't log in to e-Mabini Portal, what do I do?	6
I have enrolled my subjects/course in SIS, but the subjects/course is not on my portal? What should I do?	6
What kind of e-Learning courses can I find in the LMS?	6
How can I get help while I'm using the LMS?	6
What other support document is available to help me use the LMS	6
Is there a Moodle mobile app?	6

### Support

eMabini Learning Portal User Manual Guide	7
Contact Information	15

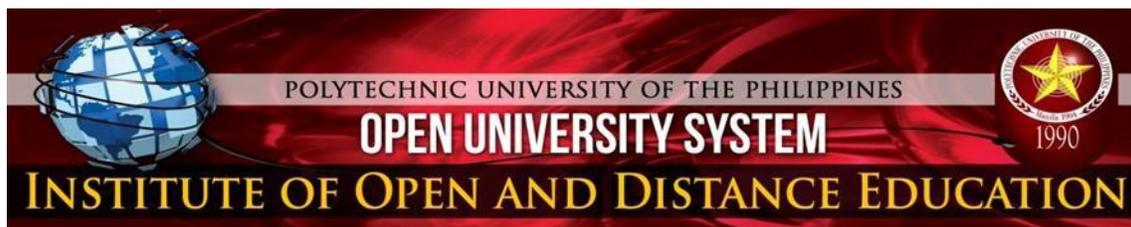


## **Introduction**

Learning Management System (LMS) or digital classroom, PUP Open University System is using Modular Object-Oriented Dynamic Learning Environment (MOODLE) as the campus official LMS to manage and promote online learning. The multi-generational learners can enjoy the personal and spontaneous learning as they complete the courses without sacrificing their time for work and family.

The learners have several choices on ways to comprehend the lessons that are presented in the virtual learning environment, and it provides an affordable and portable education for all. Users can do massive range of things from: viewing course content, activities, assignments, quizzes, forum, downloading course materials, deliver lessons and manage discussion. Learning Management System is focused on teaching and learning.

This FAQ provide student support in less the time. The purpose of the eMabini Learning Portal FAQ is generally to provide information on the frequent questions or concerns in the utilization of the LMS at their own pace and time. The format is a useful means to organize information and text consisting of questions derived from the actual student inquiries on their challenges and concerns in real-time answer.



The following questions and answer are intended to guide students access in the eMabini Learning Portal to maximize its benefit and utilization.

## 1. How do I access the Learning Portal?

- Type the URL [www.emabini.pup.edu.ph](http://www.emabini.pup.edu.ph) or Go to the PUP Website [pup.edu.ph](http://pup.edu.ph), at the menu bar go to Academic, Open University click the link under online learning “e-Mabini Learning Portal”. At the upper right corner, click Login here, input username and password and click Login button.

## 2. What is my username? How to input my username?

- Your username is your College Student ID as seen in your Official Registration Card or SIS Account.

### 2.1 How to input my username?

- Your username and password are created by the OULMS office, to input username: Student Number all in lowercase, No Hyphen as reflected in the official Registration Card. **(ex.202112345mn0)** username should all be in lowercase.

## 3. What is my Password?

- The default password is: **1.Openuniv**  
The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

**Note:** *Student and Course Specialists may change their password, attach their photo, and update their profile once they tried accessing it.*



**4. What can I do if I have forgotten my username and password for the e-Mabini Portal?**

- If you have forgotten your password, click on “Forgot Password”? and then enter your username. An email will be sent to you with instruction on how to reset your password. If you do not receive an email **call 5335-1787 local 203** or email [emabini@pup.edu.ph](mailto:emabini@pup.edu.ph) for assistance with login problems.

**5. When Can I access the LMS?**

- You can access the LMS anytime anywhere such as your workplace or yourhome.

**6. Who can access the LMS?**

- The LMS will be available to Program Chair, Chief of LMS, Course Specialists, Administrator, and currently enrolled Students.

**7. What if I forget to log out?**

- For security purposes, we advise that you always log out of the system afteryou finish your session. If you have forgotten to log out, the system will automatically log you out after 45-60 minutes of inactivity. The inactivity is determined by the system or server.

**8. I can't log in to e-Mabini Portal, what do I do?**

- You may contact the Learning Management Section at **5335-1787 local 203**and [emabini@pup.edu.ph](mailto:emabini@pup.edu.ph) for the assistance with log in problems.



**9. I have enrolled my subjects/course in SIS, but the subjects/course is not on my portal? What should I do?**

- Please highlight the missing subject, present screenshot of the official enrolled subject reflected in the SIS as attachment, then submit through [emabini@pup.edu.ph](mailto:emabini@pup.edu.ph) for updating of your portal.

**10. What kind of e-Learning courses can I find in the LMS?**

- If you entered the correct Username and Password, the system will direct you to your personal dashboard. This page displays your list of enrolled courses which are located at the center of the page. To open a course, double click the Course Name (ex. General Psychology) It will direct you inside the course where you can see the course activities.

**11. How can I get help while I'm using the LMS?**

- Send a message to the LMS Administrator via the LMS Support email.

**12. What other support document is available to help me use the LMS?**

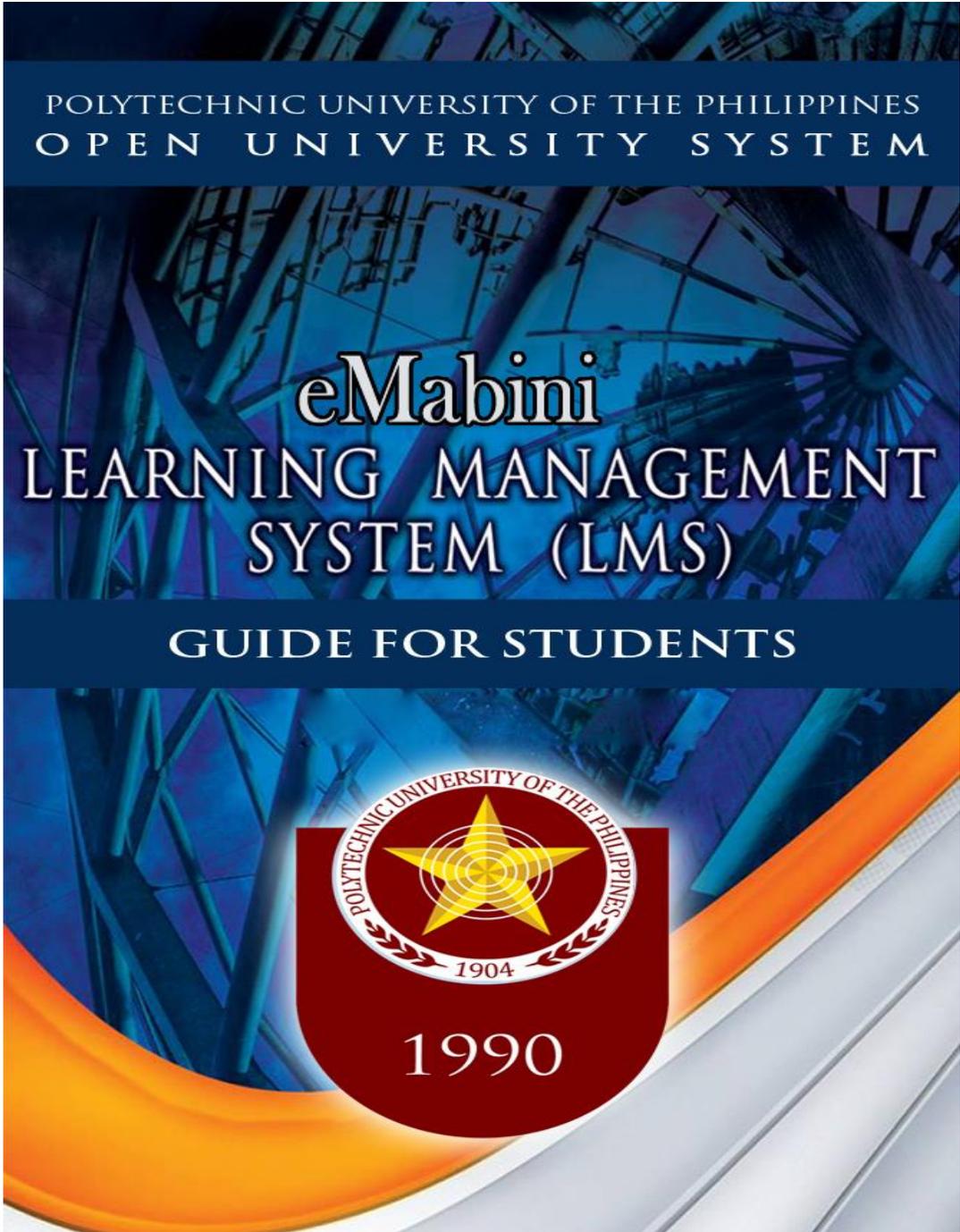
- You can refer to the LMS User Guide document to help you in using the LMS.

**13. Is there a Moodle mobile app?**

- Yes, the Moodle app is available for Android and IOS devices. Once downloaded provide the site address, input your username, password and click add.



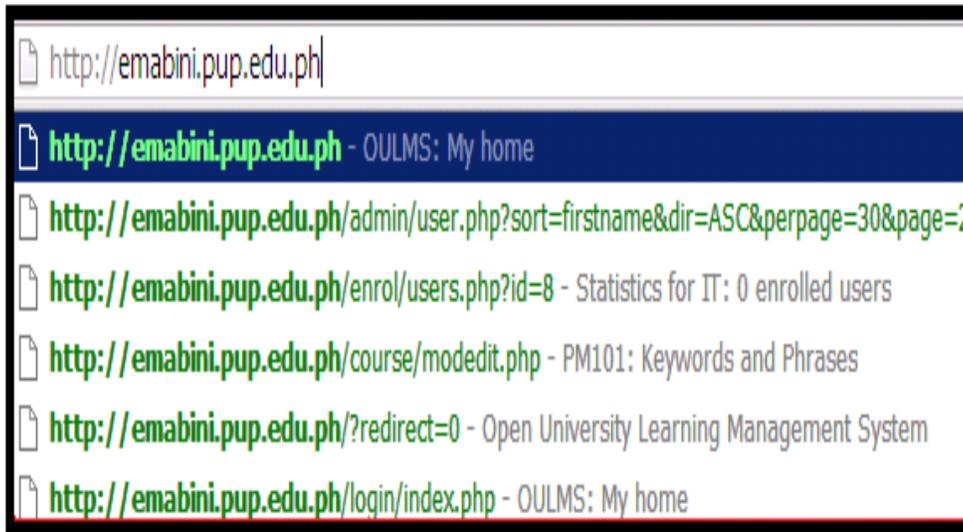
**eMabini Learning Portal Cover**





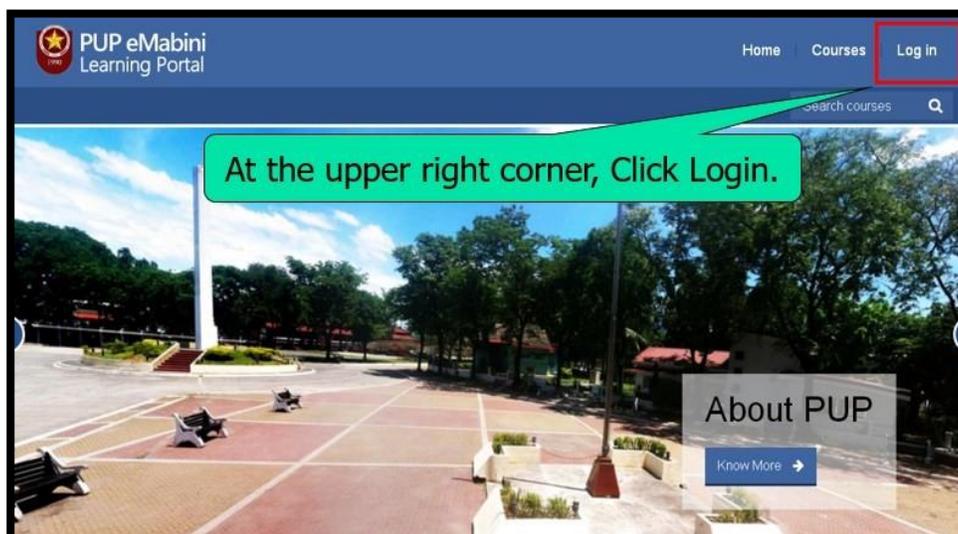
### ◆ Getting Started

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



**Figure 1: Address Bar**

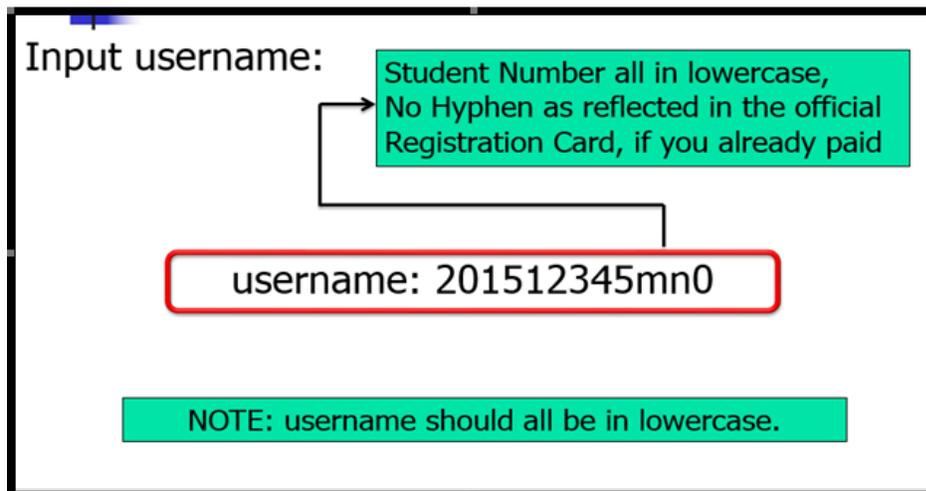
When the Open University Learning Management System (OULMS) **Main Page is displayed**, look for the “**Welcome Login here!**” Button at the upper right corner of the page. Click the button then type the Username and Password as shown in Figure 2.



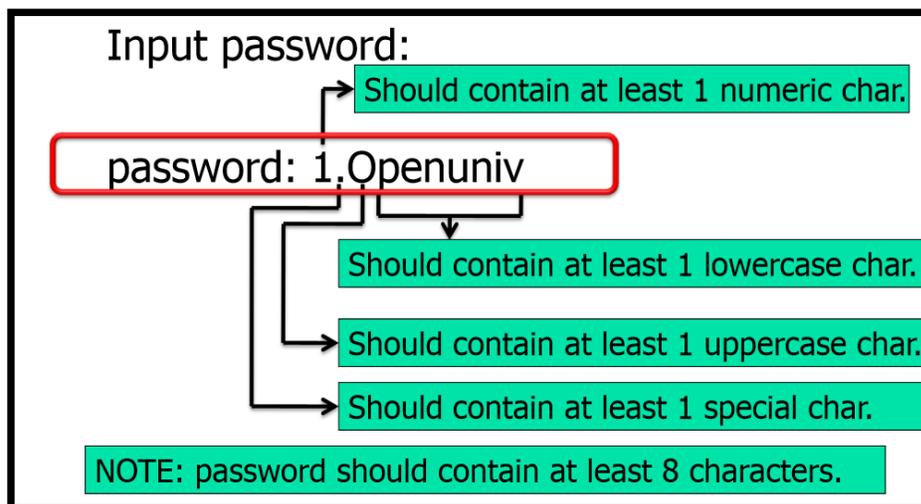
**Figure 2: OULMS Main Page**

**Note:**

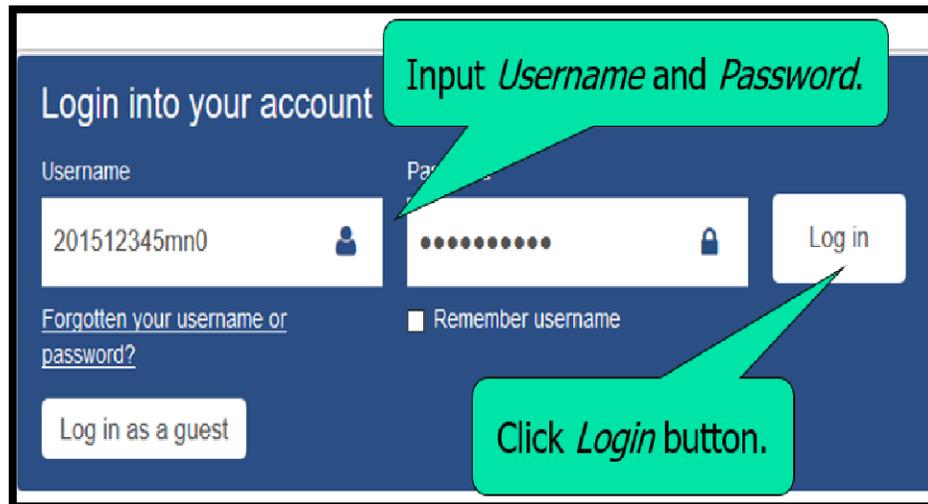
If you are a **New Student**, your username is the Student Number in small letters excluding hyphen (ex. 201512345mn0). However, if you are an **Old student** you may use your Last name + First 5 digits of your Student No.(ex.stewart12345). If you are a **Non-SIS old student**, you may use the first letter of your Given Name + your full Last name (ex.bstewart). See Figure 3 and Figure 5. Meanwhile, Figure 4 depicts how to input the password.



**Figure 3: How to Input Username**



**Figure 4: How to Input Password**



**Figure 5: OULMS Login Page**

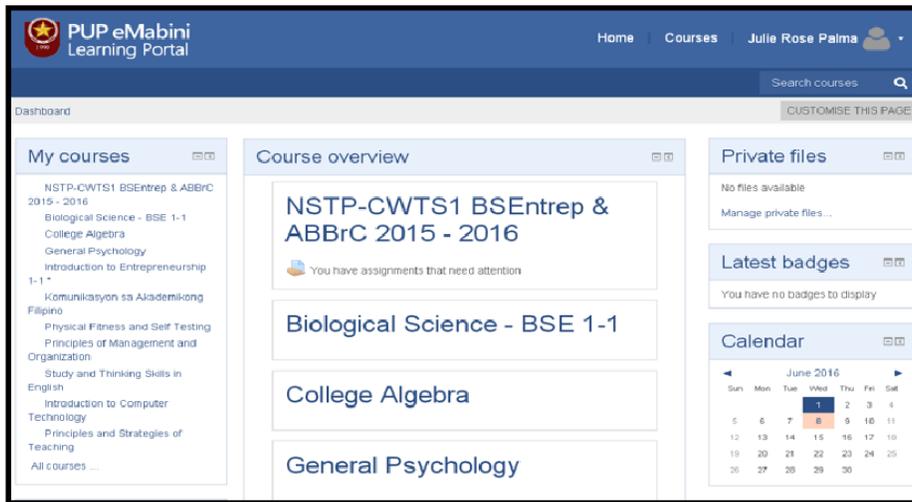
In case you cannot access the system, you may contact your Course Specialist or coordinate with the OULMS Office @ **ICTC Phase II Jose De Venecia Room Ground Floor, Trunkline: 5335-1787 or 5335-1777 loc 203. Email: [emabini.@pup.edu.ph](mailto:emabini.@pup.edu.ph)**

Congratulations! You have successfully logged into the system. Now, you may explore your **Home Page**.



## The eMabini Learning Portal Screen Environment

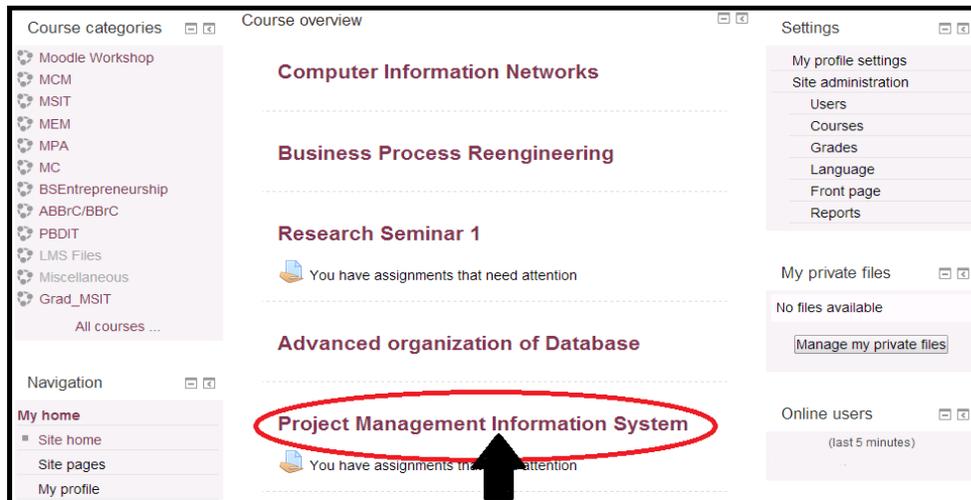
If you entered the correct Username and Password, the system will direct you to your personal dashboard called **My Home** as shown in Figure 6. This page displays your list of enrolled courses which are located at the center of the page.



**Figure 6: OULMS List of Enrolled Courses**

### ◆ Opening a Course

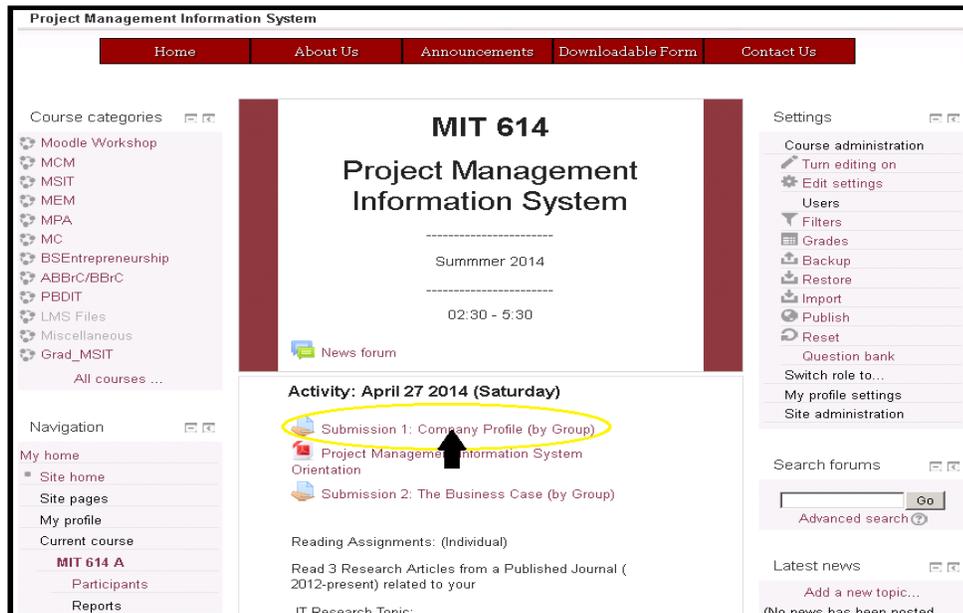
- To open a course, double click the **Course Name** (ex. Project Management. See Figure 7). It will direct you inside the course where you can see the course activities.



**Figure 7: Topic to Open**

◆ **Opening an Activity or a Resource**

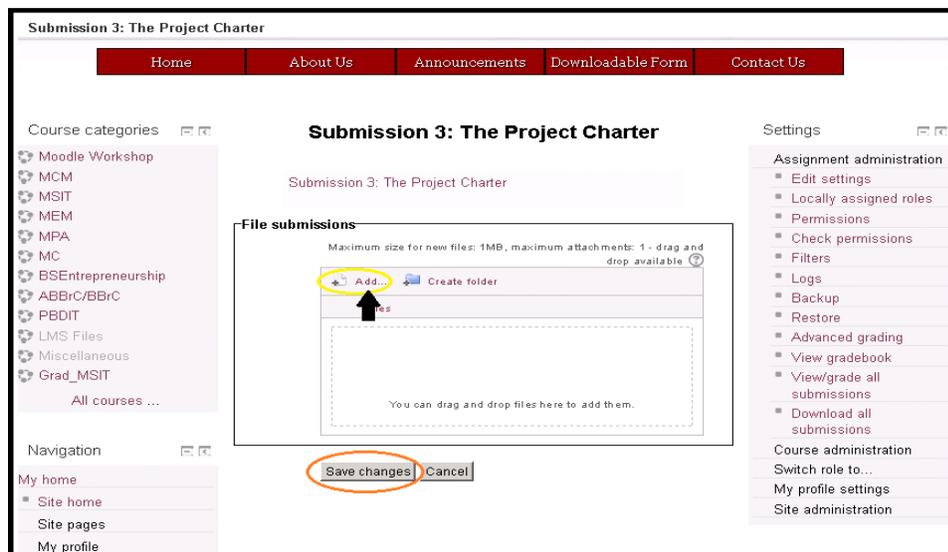
- To open an activity or a resource, double click the **Activity/Resource Name**. See Figure 8.



**Figure 8: Activity: Assignment to Submit**

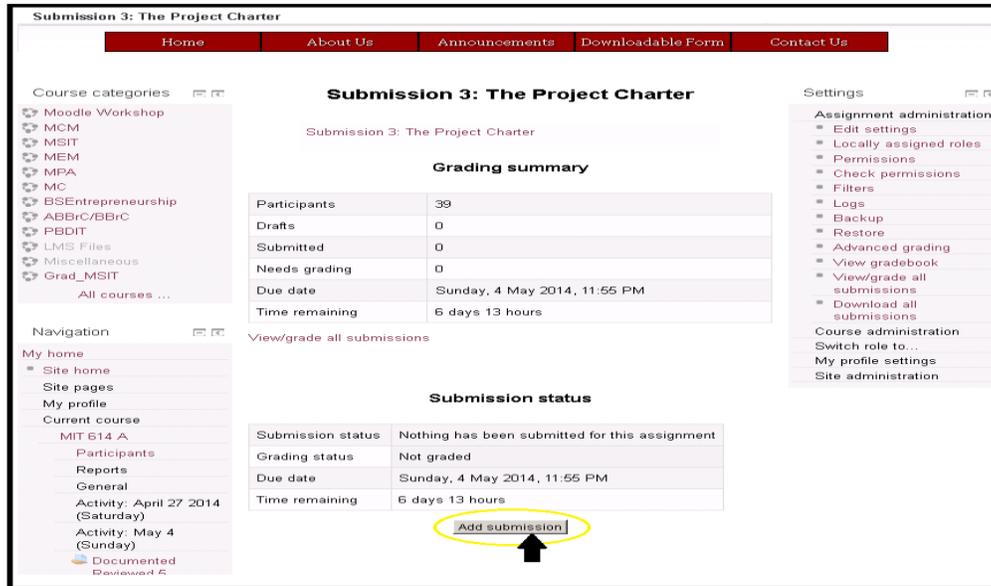
◆ **Submitting an Assignment**

- To submit an assignment, double click the **Assignment Name** then click the **Add Submission**. See Figure 9.



**Figure 9: How to Submit Assignment**

You can click the **Add** button to add the file or simply drag and drop the file. If done, click **Save Changes**. See Figure 10.



**Submission 3: The Project Charter**

Home | About Us | Announcements | Downloadable Form | Contact Us

Course categories: Moodle Workshop, MCM, MSIT, MEM, MPA, MC, BSEntrepreneurship, ABBrC/BBrC, PBDIT, LMS Files, Miscellaneous, Grad\_MSIT, All courses ...

Navigation: My home, Site home, Site pages, My profile, Current course: MIT 614 A, Participants, Reports, General, Activity: April 27 2014 (Saturday), Activity: May 4 (Sunday), Documented, Devised 5

**Submission 3: The Project Charter**

Submission 3: The Project Charter

**Grading summary**

Participants	39
Drafts	0
Submitted	0
Needs grading	0
Due date	Sunday, 4 May 2014, 11:55 PM
Time remaining	6 days 13 hours

View/grade all submissions

**Submission status**

Submission status	Nothing has been submitted for this assignment
Grading status	Not graded
Due date	Sunday, 4 May 2014, 11:55 PM
Time remaining	6 days 13 hours

**Add submission**

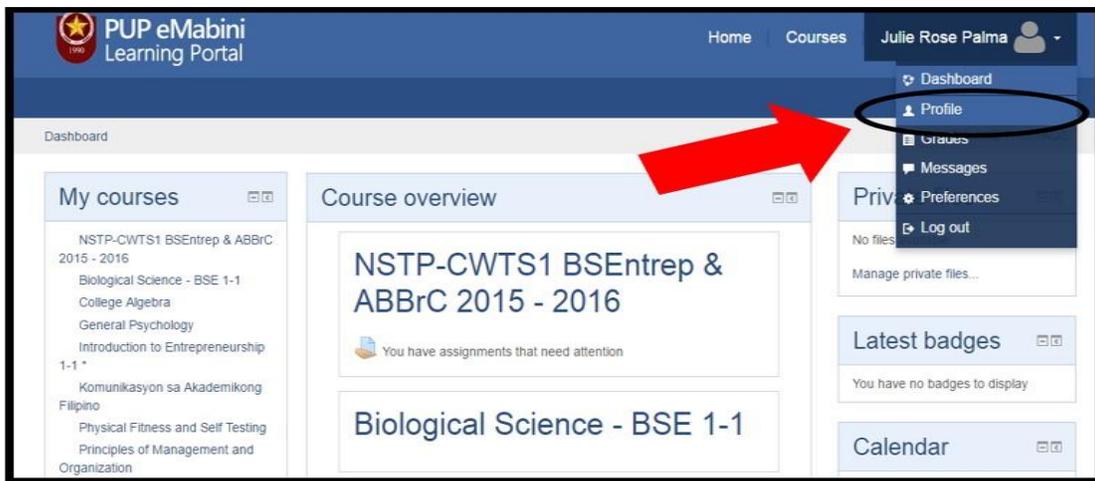
Settings: Assignment administration, Edit settings, Locally assigned roles, Permissions, Check permissions, Filters, Logs, Backup, Restore, Advanced grading, View gradebook, View/grade all submissions, Download all submissions, Course administration, Switch role to..., My profile settings, Site administration

**Figure 10: File Submission**

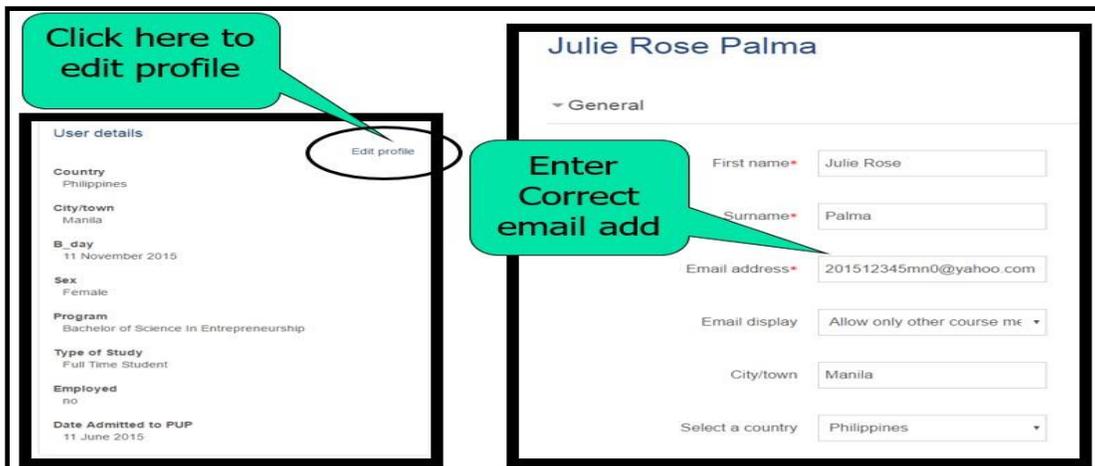
◆ **Editing Profile**

- Your username and password are created by the OULMS office, if you wish to change your username and password, click **My Profile** then click **Edit Profile**. See Figure 11 and 12.

**My Profile** then click **Edit Profile**



**Figure 11: My Profile**



**Figure 12: Profile Settings**

## 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](mailto:emabini@pup.edu.ph)

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