

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

PUP

EMABINI LEARNING PORTAL Frequently Asked Question

THE



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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 <u>www.emabini.pup.edu.ph</u> or Go to the PUP Website *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 OfficialRegistration 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: **1.0penuniv**

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 nonalphanumeric 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 <u>emabini@pup.edu.ph</u> 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 <u>emabini@pup.edu.ph</u> for the assistance with log in problems.



- 9. I have enrolled my subjects/course in SIS, but the subjects/course is not onmy 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 <u>emabini@pup.edu.ph</u> 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 andclick add.



eMabini Learning Portal Cover





• Getting Started

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

http://emabini.pup.edu.ph

http://emabini.pup.edu.ph - OULMS: My home

http://emabini.pup.edu.ph/admin/user.php?sort=firstname&dir=ASC&perpage=30&page=2

http://emabini.pup.edu.ph/enrol/users.php?id=8 - Statistics for IT: 0 enrolled users

http://emabini.pup.edu.ph/course/modedit.php - PM101: Keywords and Phrases

http://emabini.pup.edu.ph/?redirect=0 - Open University Learning Management System

http://emabini.pup.edu.ph/login/index.php - OULMS: My home

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 <u>New Student</u>, your username is the Student Number in small letters excluding hyphen (ex. 201512345mn0). However, if you are an <u>Old student</u> you may use your Last name + First 5 digits of your Student No.(ex.stewart12345). If you are a <u>Non-SIS old</u> <u>student</u>, 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: <u>emabini.@pup.edu.ph</u>

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.

PUP eMabini Learning Portal	Hor	ne Cou	rses 🛛 Julie Rose Palma 📥 🔸
			Search courses Q
Dashboard			CUSTOMISE THIS PAGE
My courses	Course overview		Private files
NSTP-CWTS1 BSEntrep & ABBrC 2015 - 2016 Biological Science - BSE 1-1 College Algebra General Psychology Introduction to Entrepreneurship 1-1* Komunikasyon sa Alademikong Filipino Physical Piness and Self Testing Principles of Management and Organization Study and Thinking Skills in English Introduction to Computer Technology Principles and Strategies of Teaching All courses	NSTP-CWTS1 BSEntrep & ABBrC 2015 - 2016		No files available Manage private files
	Vou have assignments that need attention		Latest badges In Image States and Image
	Biological Science - BSE 1-1		Calendar 🔤
	College Algebra		June 2016 Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 5 7 8 10 11 12 13 14
	General Psychology		19 20 21 22 23 24 25 26 27 28 29 50

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.

Course categories	Course overview	Settings	- <
Moodle Workshop	O survey to a lack survey the ar Nie to survey	My profile settings	
SP MCM	Computer Information Networks	Site administration	
SP MSIT		Users	
S MEM		Courses	
💱 MPA	Business Process Reengineering	Grades	
S MC	Busilioss Freedos Reengilicening	Language	
BSEntrepreneurship		Front page	
ABBrC/BBrC		Reports	
PBDIT	Research Seminar 1		
LMS Files			
S Miscellaneous	You have assignments that need attention	My private files	- <
Grad_MSIT		No files available	
All courses	Advanced organization of Database	Manage my private	files
Navigation			
My home	Project Management Information System	Online users	- <
Site home		(last 5 minutes)	
Site pages	Site pages Vou have assignments the attention		
My profile			
	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.

Submission 3: The Project C	harter	
Home	About Us Announcements Downloadable Form	Contact Us
Course categories E C Moodle Workshop MCM MSIT MEM MPA MPA BSEntrepreneurship ABBrC/RBrC PBDIT LMS Files	Submission 3: The Project Charter Submission 3: The Project Charter File submissions Maximum size for new files: 1MB, maximum attachments: 1 - drag and drop available The submissions Create folder	Settings C Assignment administration E Edit settings E Locally assigned roles Permissions Check permissions Filters Logs Backup Restore Advanced grading
Miscellaneous Grad_MSIT All courses Navigation My home Site pages	You can drag and drop files here to add them. Bave changes Cancel	 View gradebook View/grade all submissions Download all submissions Course administration Switch role to My profile settings Site administration

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 C	Charter		
Home	About Us	Announcements Downloadable Form	Contact Us
Course categories 🛛 🖃 📧	Subm	ission 3: The Project Charter	Settings 🖂 🖛
 Moodle Workshop MCM MSIT 	Submission	3: The Project Charter	Assignment administration = Edit settings = Locally assigned roles
MEM MPA MC		Grading summary	 Permissions Check permissions Filters
😨 BSEntrepreneurship	Participants	39	= Logs
ABBrC/BBrC	Drafts	0	 Backup
CP PBDIT	Submitted		Restore
Miscellaneous	Submitted	0	 Advanced grading View gradebook
Grad_MSIT	Needs grading	0	 View/grade all
All courses	Due date	Sunday, 4 May 2014, 11:55 PM	submissions
	Time remaining	6 days 13 hours	 Download all submissions
Navigation 🗉 📧	View/grade all submi:	ssions	Course administration
My home			Switch role to
 Site home 			Rite administration
Site pages			Site administration
My profile		Submission status	
Current course			
MIT 614 A	Submission status	Nothing has been submitted for this assignment	
Participants	Grading status	Not graded	
Reports	Due date	Sunday 4 May 2014 11:55 PM	
General	Ede date	Sonday, 4 may 2014, 11:551 m	
Activity: April 27 2014 (Saturday)	Time remaining	6 days 13 hours	
Activity: May 4 (Sunday)		Add submission	
Documented Reviewed 5		-	

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

Click here to edit profile	Julie Rose Palma		
User details	General		
Country Philippines	Enter First name*	Julie Rose	
City/town Manila	email add	Palma	
B_day 11 November 2015	Email address*	201512345mn0@yahoo.com	
Female Program	Email display	Allow only other course ma	
Bachelor of Science In Entrepreneurship Type of Study Full Time Student	Email display	They only cher course ne -	
Employed no	City/town	Manila	
Date Admitted to PUP 11 June 2015	Select a country	Philippines •	

Figure 12: Profile Settings







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