

LEARNING MANAGEMENT SYSTEM (LMS) GUIDELINE FOR STUDENTS



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What is MAHSA E-Learning Management System (LMS)?

Best wishes and welcome to MAHSA University!

- LMS is a web based learning management system which allows you access to learning materials and activities related to your studies from any **location with internet access**.
- LMS providing a platform for e-learning and it helps the various educators considerably in conceptualizing the various courses, course structures and curriculum thus facilitating interaction with online students.



What are advantages of LMS?

- Available for 24 x 7, Anytime, Anywhere.
- Simplicity – use **one username and password** to access to different modules.
- Enhance the learning experience.
- Connect with lecturers and your peers.



Which browser is supported for LMS?

Google
Chrome

Mozilla Firefox

Microsoft Edge/Internet
Explorer 11

Safari/Opera

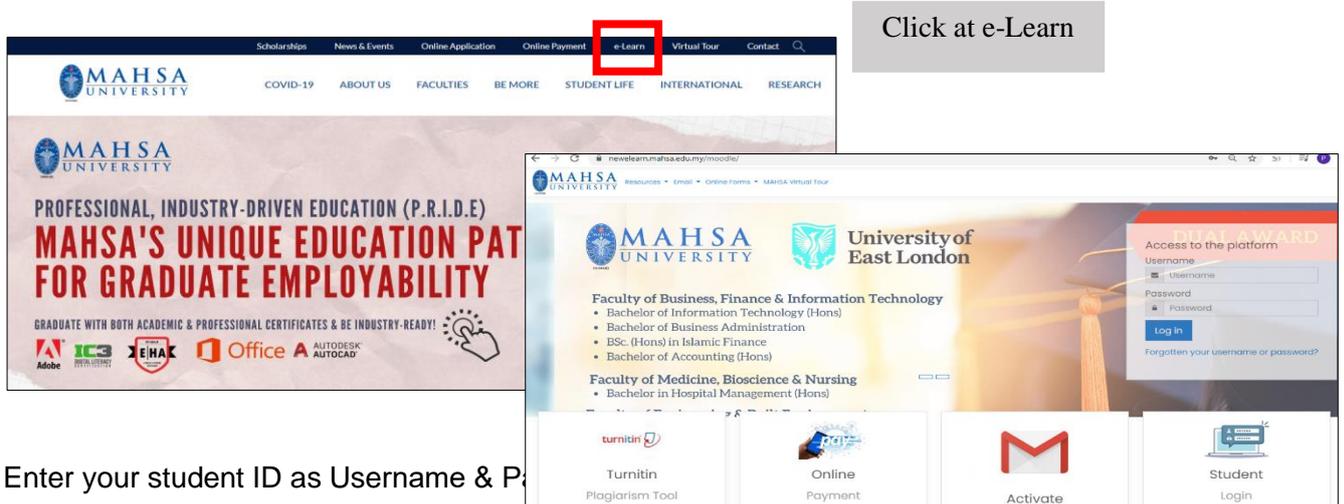


💡 How to access LMS? 💡

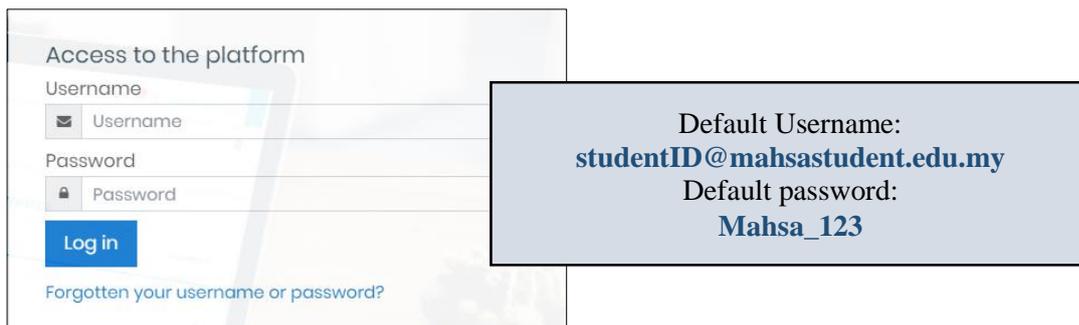
1 Open web browser <https://newelearn.mahsa.edu.my/moodle/>

Or

Open web browser <https://mahsa.edu.my/> and click at e-Learn.

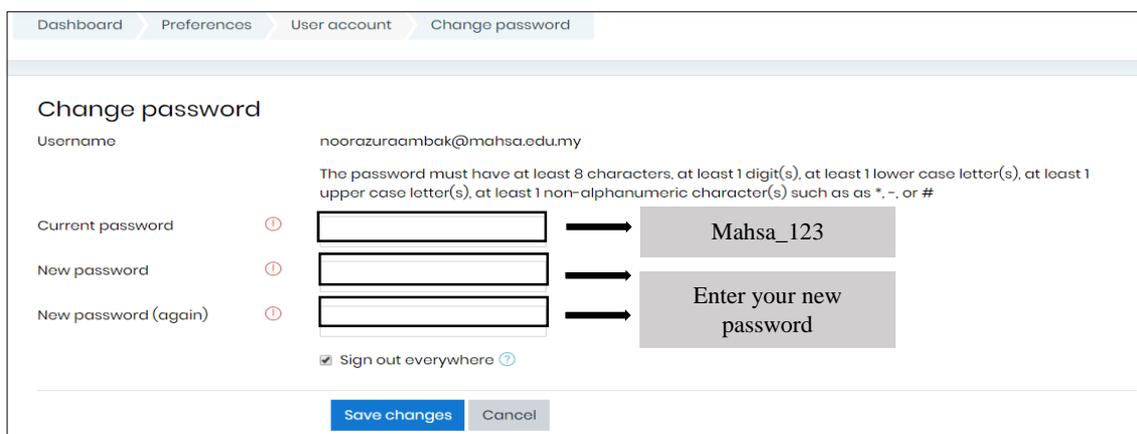


2 Enter your student ID as Username & P



If you are new student, enter default username & default password.

3 Once login by using default username and password, change password immediately.



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)



What I'm supposed to do if I forgot my password?



1

Access to the platform

Username

Password

[Log in](#)

[Forgotten your username or password?](#)

Click this link

2

MAHSA NEW E-Learning System

[Home](#) > [Log in](#) > [Forgotten password](#)

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

Search by username

Username

[Search](#)

Search by email address

Email address

[Search](#)

Key in your username or Gmail then click 'Search'.

3

MAHSA NEW E-Learning System

[Home](#) > [Log in](#) > [Forgotten password](#)

If you supplied a correct username or email address then an email should have been sent to you.

It contains easy instructions to confirm and complete this password change. If you continue to have difficulty, please contact the site administrator.

[Continue](#)

Check your email (default MAHSA email which is same as your LMS ID – mahsastudent.edu.my by going to gmail.com)

4

Hi Noorazura,

A password reset was requested for your account 'noorazuraambak@mahsa.edu.my' at MAHSA E-Learning System.

To confirm this request, and set a new password for your account, please go to the following web address:

http://110.4.40.157/moodle/login/forgot_password.php?token=WYYJg5LaxE1zDwwhYfGQAXTx1cFnnN3
(This link is valid for 30 minutes from the time this reset was first requested)

If this password reset was not requested by you, no action is needed.

If you need help, please contact the site administrator,

LMS Administrator MAHSA University
lms@mahsa.edu.my

Click at given link in the email

5

Please enter your new password below, then save changes.

Set password

Username

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) such as *, -, or #

New password

New password (again)

These are required fields in this form marked *

Set your new password & click 'Save changes'.

Once you retrieved password, you can successfully access Mahsa Learning Management System (LMS).

💡 What information can I get in LMS? 💡

Once you logging into MAHSA LMS, you can see layout as shown below. You able to get all studies related information from this site. For example, important notices, latest timetable, Syllabus synopsis and study schedules, Learning materials, Online quizzes, Online examination, Assignment & submission, side references, online library and etc.

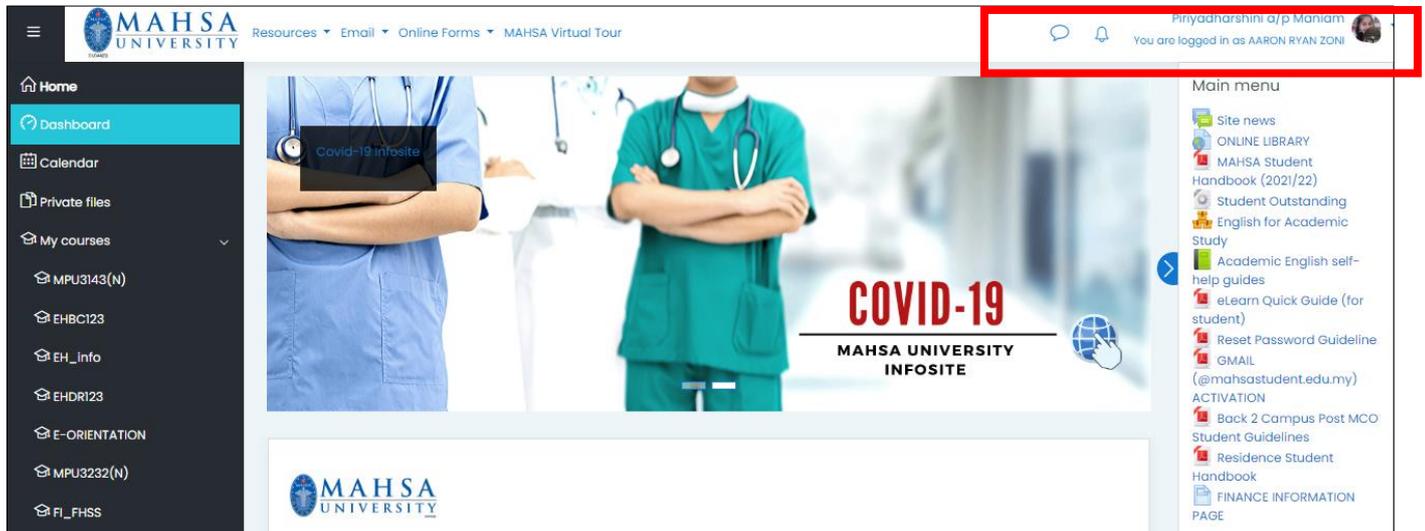
The screenshot shows the MAHSA LMS dashboard with several callout boxes pointing to specific features:

- Home:** Points to the Home icon in the top left navigation bar.
- List of courses:** Points to the 'My courses' section in the left sidebar, which lists various programs like MPU3143(N), EHBC123, and E-ORIENTATION.
- Profile setting:** Points to the user profile icon in the top right corner.
- Site news:** Points to the 'Site news' link in the main menu.
- Online Library:** Points to the 'ONLINE LIBRARY' link in the main menu.
- Calendar:** Points to the calendar widget in the right sidebar.
- Courses:** Points to the 'My courses' section in the right sidebar.

The dashboard content includes a COVID-19 banner, a 'Dual Award' site news article, and a 'Tuition and Hostel Fees Notification'.

💡 How to Navigate LMS? 💡

- 1 Once you logging into LMS, you will see your name, message box and notification bell at top right side.



- 2 Then, two blocks on right side and left side. The right side is shows main menu and left side is shows dashboard. If you prefer larger screen, you can hide these blocks by clicking  for right side &  left side.





How to Edit My Profile?



- 1 From the User menu (top-right, your name and profile picture), select Profile. Your Profile page opens.

1. Click at profile icon & choose profile.

2. Click at setting icon.

3. Click at edit profile.

4. Click the Add button. This will take you to "file picker" where you can upload a file or you can drag and drop a photo from your computer. Once selected, click Update profile at the bottom of the page.

5. Once selected, click Update profile at the bottom of the page.

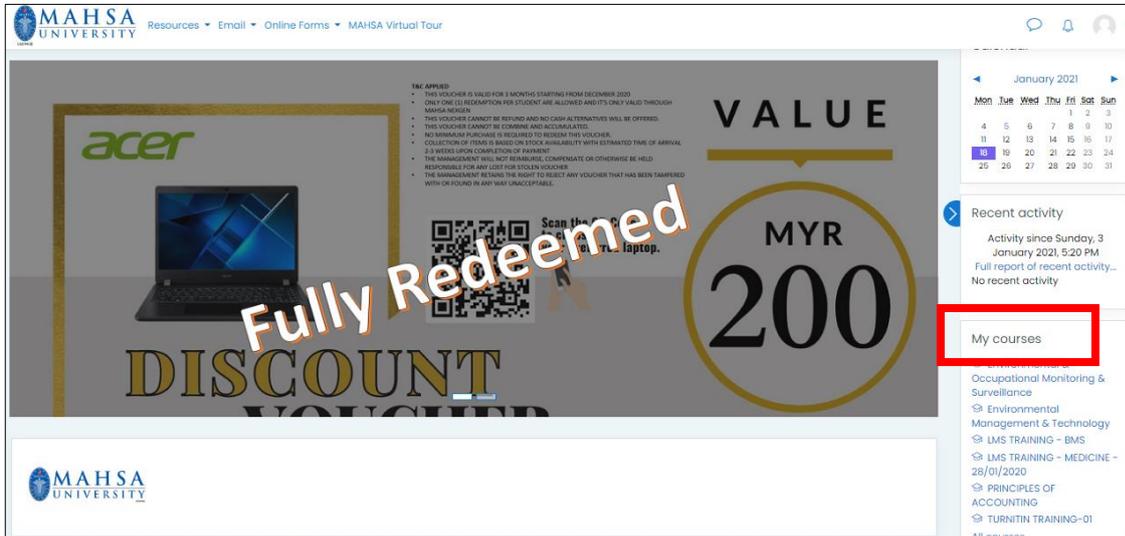
- 2 You can upload your picture that represents you so that the image will appear when post comments in forum.

5. Once selected, click Update profile at the bottom of the page.

How to Access a Course?

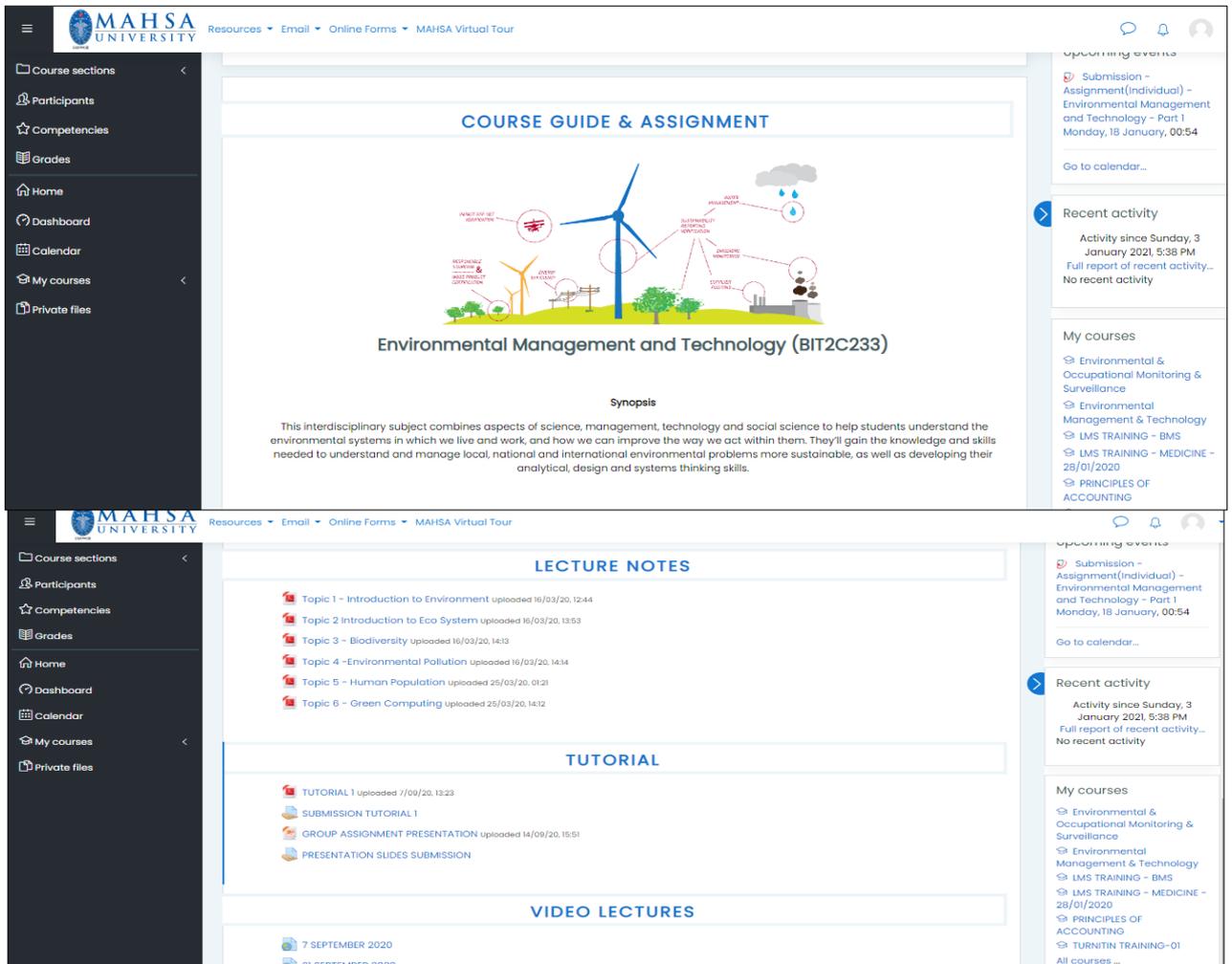
1

To access a course in Moodle, look at 'My courses' at right bottom & then, click at course that you needed for study.



2

Here the sample layout of course homepage.



3

Course content

The course content is located in the middle of the screen and consists of course section. The first section usually has general information about the course. The following course sections are usually containing with some activities and resources. The activities and resources are something that a student will do that interacts with other students and or the lecturer. Your lecturer may include a number of activities and resources such as:

Activities	Resources
 <p>Assignment Used to submit your assignment to your lecturer.</p>	 <p>Book Books allow lecturer to create multi-page resources with a book-like format and table of contents. Multimedia may be embedded and books may be printed entirely or by chapter.</p>
 <p>Attendance Used to record your class attendance.</p>	 <p>File All types of files can be uploaded and accessed through Moodle, but the students' needs to have the correct software to be able to open them.</p>
 <p>Chat Its allows you to have a real-time synchronous discussion</p>	 <p>Folder The folder allows a lecturer to display several course files together. The files may be of different types and they may be uploaded in one go, as a zipped folder which is then unzipped, or they may be added one at a time to an empty folder on the course page.</p>
 <p>Content Pages It's designed for add content in courses by your lecturer.</p>	 <p>Page A page resource creates a link to a screen that displays the content created by your lecturer.</p>
 <p>Forum Allows you to have asynchronous discussions.</p>	 <p>URL Lecturer will use the URL resource to provide you with web links for research, saving the your time and effort in manually typing out the address.</p>
 <p>Quiz Students need to attempt the quiz which set by your lecturer.</p>	
 <p>Survey For gathering data from students to help lecturer learn about their class and reflect on their own teaching.</p>	
 <p>Turnitin Assignment Used to check assignment against plagiarism.</p>	
 <p>Questionnaire You may to answer a set of questions which set by your lecturer.</p>	

How to submit an assignment?

1 Click at assignment which created by your lecturer. Then, click "Add submission".

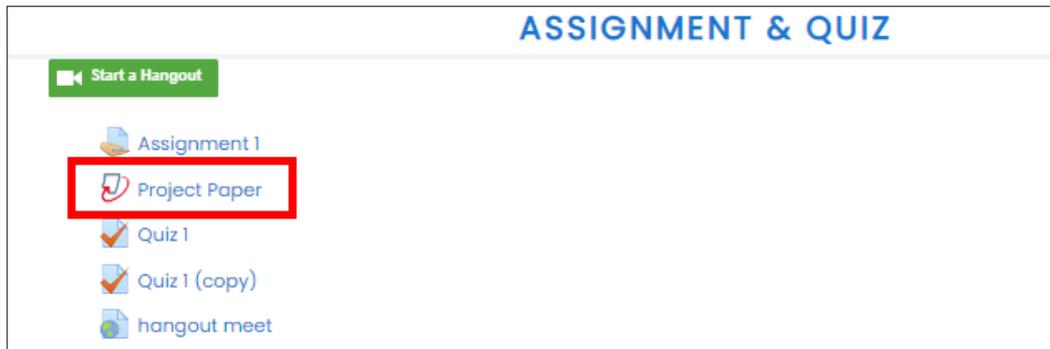
2 Upload your assignment at provided space.



How to submit an assignment through Turnitin?



- 1 Click at Turnitin assignment which created by your lecturer.



- 2 Click at 'Submit Paper'.

My Submissions

Part 1

Title	Start Date	Due Date	Post Date	Marks Available
Project Paper - Part 1	30 Jan 2020 - 15:40	6 Feb 2021 - 15:40	6 Feb 2021 - 15:40	100

Refresh Submissions

Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade
--	--	--	--	--

Submit Paper

- 3 Enter your Submission title. Upload your assignment at provided space.

1. Naming your file.

2. Drop your file

3. Once you uploaded, click 'Add Submission'.

The first screenshot shows the 'Submit Paper' form with an empty 'Submission Title' field. A red box highlights the field, and a callout box says '1. Naming your file.' Below it, the 'File to Submit' area is empty, with a callout box saying '2. Drop your file'.

The second screenshot shows the 'File to Submit' area with a file icon and the text 'COMPARIS...'. A callout box says '3. Once you uploaded, click 'Add Submission'.'

The third screenshot shows the 'Add Submission' button highlighted in blue.

- 4 The turnitin submission summary page will be displayed confirming your assignment has been submitted.

The screenshot shows the 'My Submissions' page in Turnitin. It features a table with columns for Title, Start Date, Due Date, Post Date, and Marks Available. Below the table, there are columns for Submission Title, Turnitin Paper ID, Submitted, Similarity, and Grade. A 'View Digital Receipt' button is visible next to the submission title 'Assignment 2'. A 'Download file' button is also present. Callouts point to the 'View Digital Receipt' button, the submission title 'Assignment 2', the 'Submitted' date and time '6/01/21, 14:36', and the 'Similarity' percentage '38%'.

Title	Start Date	Due Date	Post Date	Marks Available
Project Paper - Part 1	30 Jan 2020 - 15:40	6 Feb 2021 - 15:40	6 Feb 2021 - 15:40	100

Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade
Assignment 2	1483586310	6/01/21, 14:36	38%	--

- 5 You may click originality report to check plagiarism. It will help improve writing and prevent plagiarism

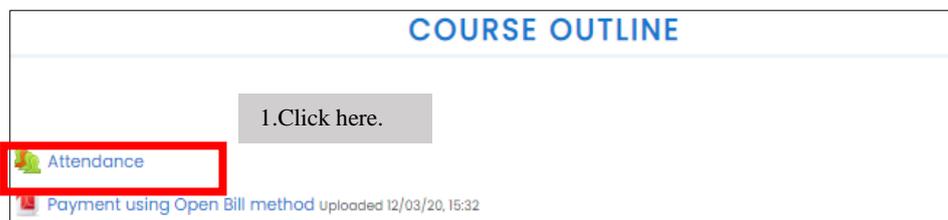
The screenshot shows the 'feedback studio' interface for 'Student 001 | Assignment 2'. It displays a text snippet with a similarity score of 26% highlighted in pink. The text reads: 'Ms Aishah, a 55-year-old right-handed teacher is a known type-2 diabetic and hypertensive for the last 5 years on medications. She develops headache, falls down and cannot move her right limbs. On examination she is conscious, her BP is 200/120'. A sidebar on the right shows a score of 38 and a filter icon.

💡 How to mark self-attendance? 💡

There are two methods to mark your own attendance at LMS.

- (i) Directly mark under attendance link at course page
- (ii) QR code

1 Click at Attendance which created by your lecturer.



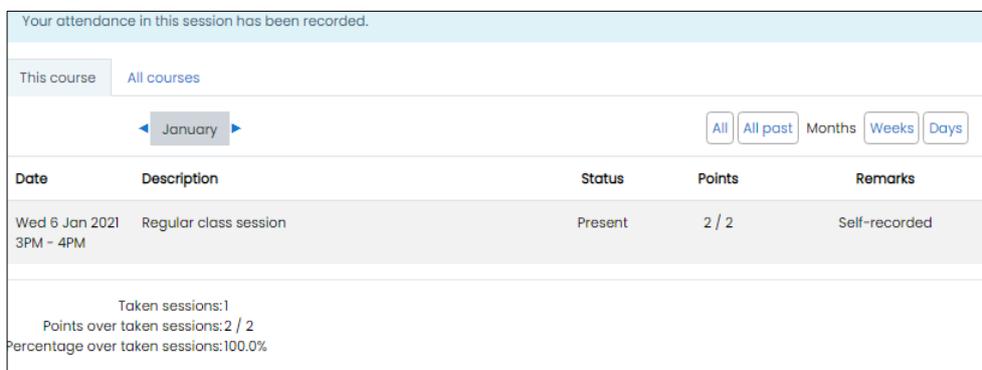
2 Once it opens, click at 'Submit attendance'.



3 Mark at 'Present' & click 'save changes'.
If your lecturer set a password, you must fill in the password for the session.



4 Your attendance will be displayed confirming your attendance has been recorded.



How to mark attendance via QR Code?

- 1 If your lecturer shares or display QR Code to mark self-attendance, scan it with a mobile device. By scanning the code, you will be taken directly to the page where to record your attendance.



1. Scan it.

Sample QR Code

▼ [6 January 2021 3PM](#)

Student 001:
 Present
 Late
 Excused
 Absent

There are required fields in this form marked ⓘ.

You will be directly at attendance page.

- 3 Mark at 'Present' & click 'save changes'.
If your lecturer set a password, you must fill in the password for the session.

▼ [7 January 2021 9PM](#)

Password ⓘ

Student 001:
 Present
 Late
 Excused
 Absent

There are required fields in this form marked ⓘ.

3. Choose 'Present'

4. Click 'Save changes'.

- 4 Your attendance will be displayed confirming your attendance has been recorded.

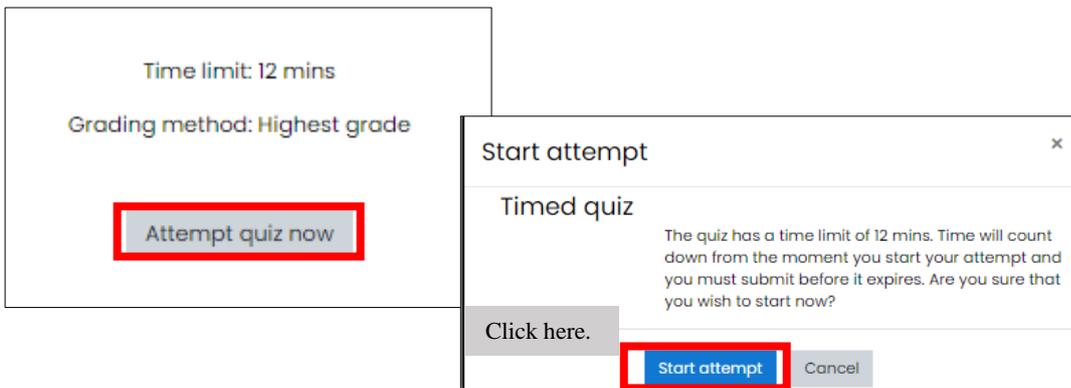
Your attendance in this session has been recorded.				
This course		All courses		
◀ January ▶		<input type="button" value="All"/> <input type="button" value="All past"/> Months <input type="button" value="Weeks"/> <input type="button" value="Days"/>		
Date	Description	Status	Points	Remarks
Wed 6 Jan 2021 3PM - 4PM	Regular class session	Present	2 / 2	Self-recorded
Taken sessions: 1 Points over taken sessions: 2 / 2 Percentage over taken sessions: 100.0%				

💡 How to attempt Online Examination & Quizzes? 💡

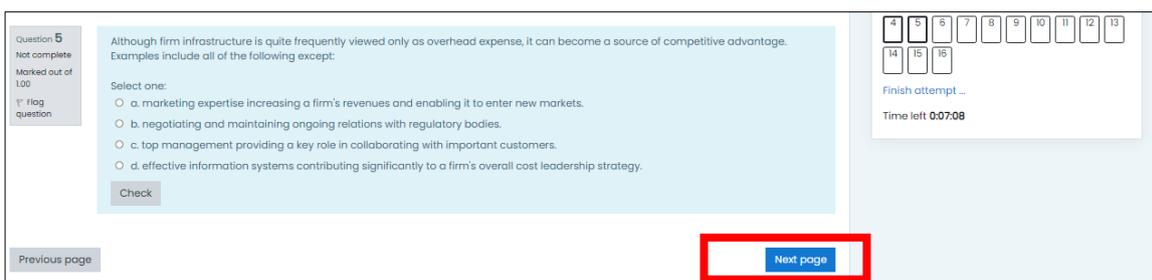
- 1 Click on the quiz link on the course homepage and read the information to check you're in the right quiz.



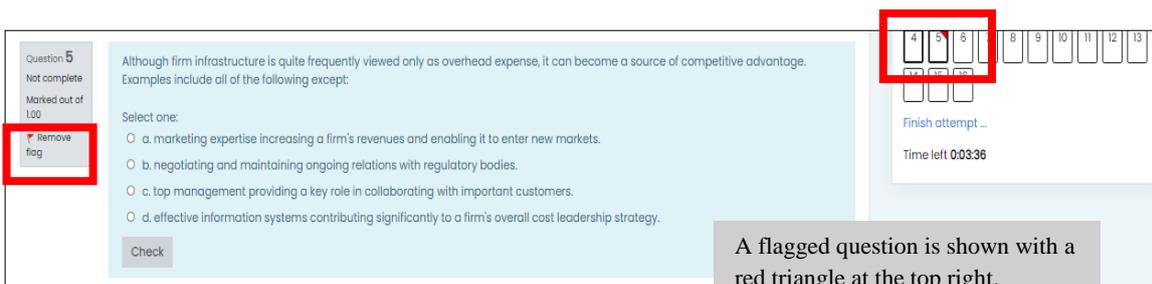
- 2 Click on "Attempt quiz now" button & click 'start attempt'.



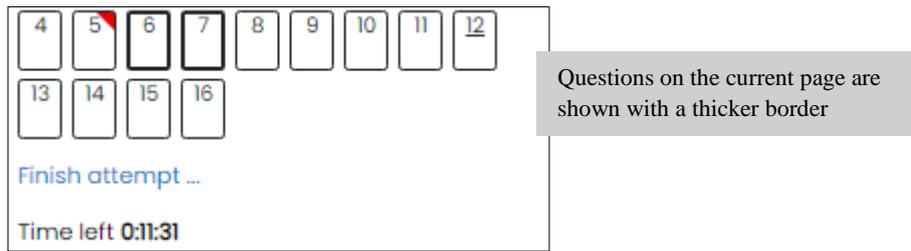
- 3 Click on the "Next" button at the bottom of the page to see the next page of questions.



- 4 Click on the "flag" in the box next to the question to put a temporary marker on it.

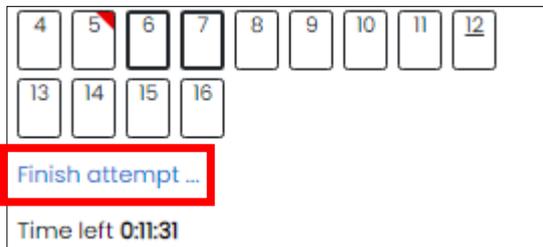


5 Notice the Quiz navigation block. You can use it to jump to any question.



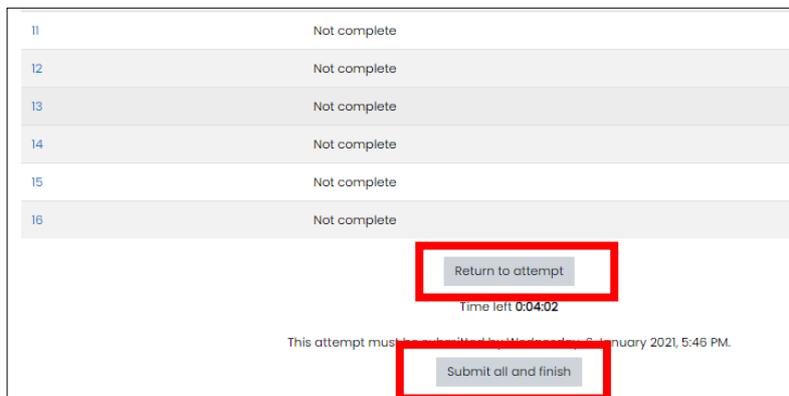
The screenshot shows a navigation block with two rows of question numbers: 4, 5, 6, 7, 8, 9, 10, 11, 12 in the first row, and 13, 14, 15, 16 in the second row. Questions 6 and 7 are highlighted with a thicker border. Below the numbers is a link "Finish attempt ..." and a timer "Time left 0:11:31". A grey callout box on the right contains the text: "Questions on the current page are shown with a thicker border".

6 To finish the exam,click "Finish attempt" in the navigation block.



The screenshot shows the same navigation block as in step 5. The link "Finish attempt ..." is highlighted with a red rectangular box. The timer "Time left 0:11:31" is visible at the bottom.

- 7
- You may click on any question page number or "Return to attempt" to go back to the quiz.
 - You may click on "Submit all and finish" to have your quiz scored. A warning will pop up telling you you can no longer change your answers.



The screenshot shows a progress summary table with six rows, each representing a question number (11-16) and its status ("Not complete"). Below the table are two buttons: "Return to attempt" and "Submit all and finish", both highlighted with red rectangular boxes. A timer "Time left 0:04:02" is positioned between the two buttons. Below the buttons, there is a warning message: "This attempt must be completed by Wednesday, 6 January 2021, 5:46 PM."

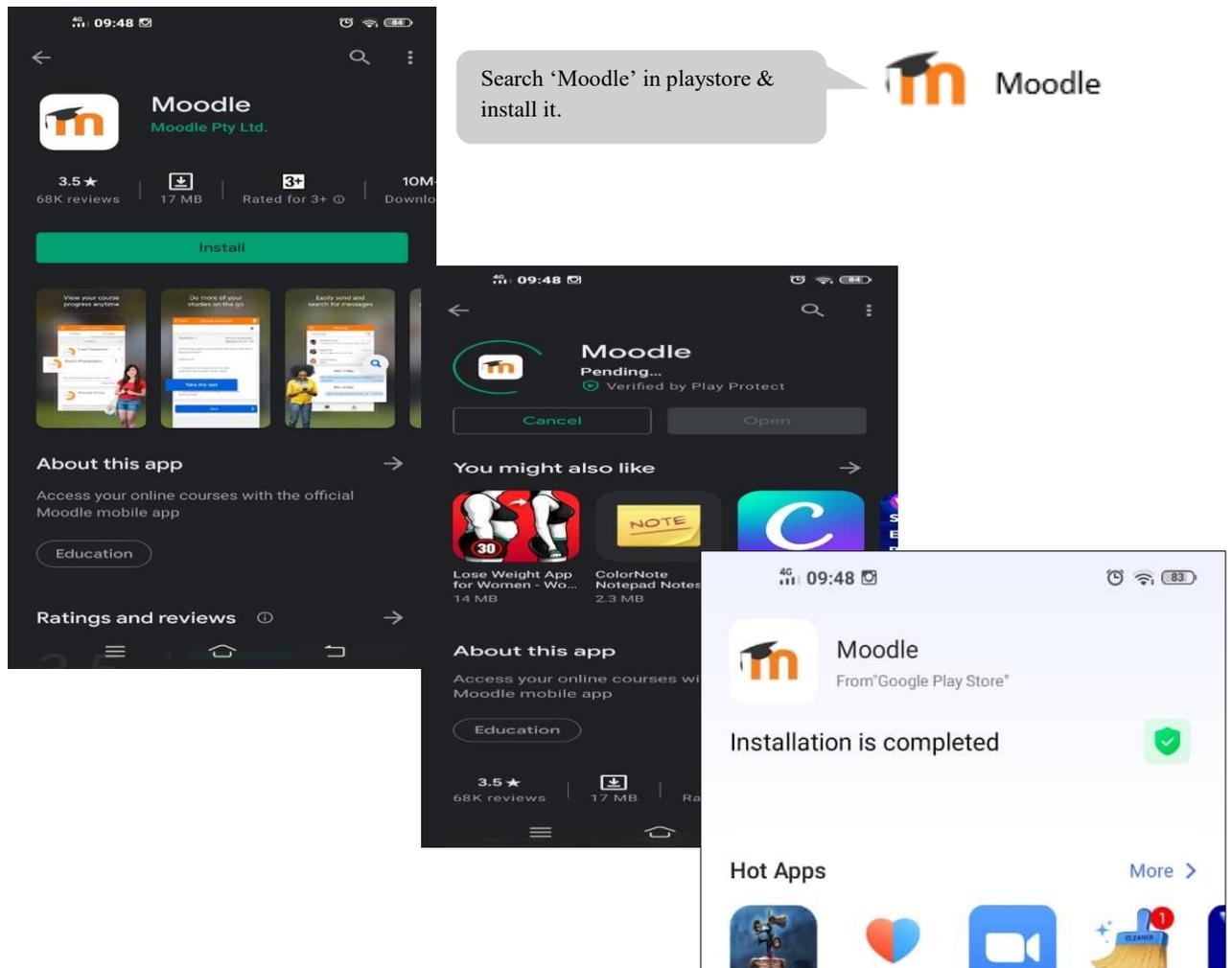
11	Not complete
12	Not complete
13	Not complete
14	Not complete
15	Not complete
16	Not complete



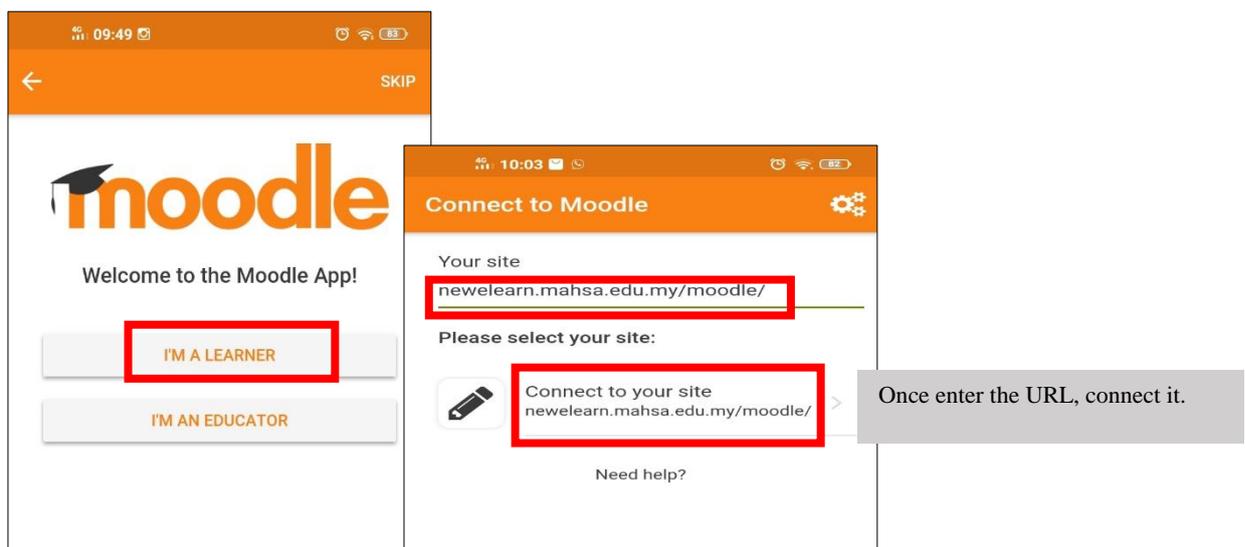
How use LMS in Mobile Apps?



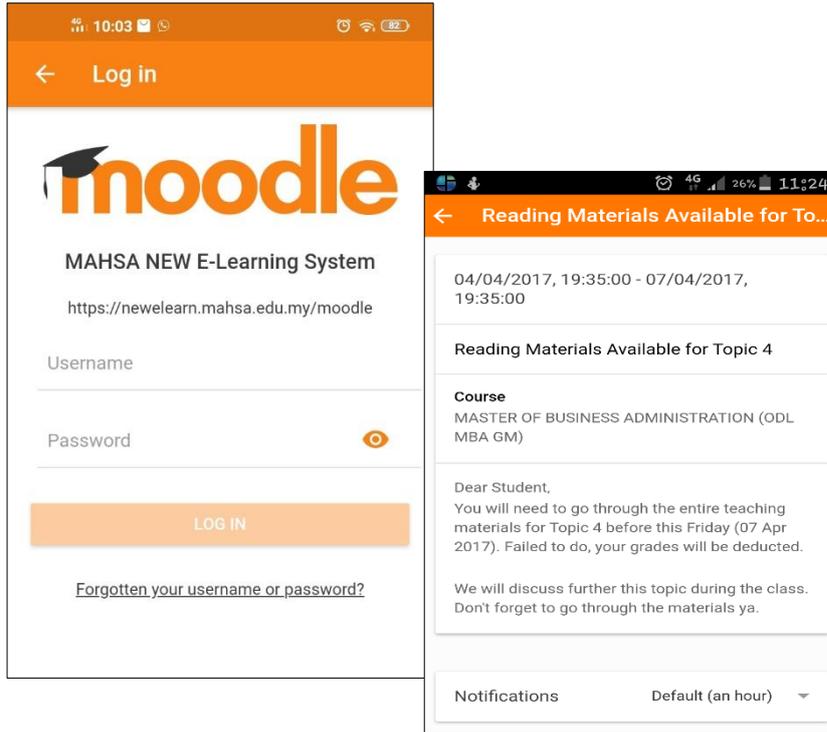
- 1 Download and install the app on your mobile device either from iTunes (for iOS) or Google Play (for Android) and see your **Moodle** server from a whole new perspective.



- 2 Click 'I'm a Learner' & enter newelearn.mahsa.edu.my/moodle/ at space provided.



3 Enter username & password to access the LMS. Once login, you can successfully access LMS in your mobile.



With Moodle Mobile, the official mobile app for Moodle, you can:

- Browse the content of your courses, even when offline
- Receive instant notifications of messages and other events
- Quickly find and contact other people in your courses
- Track your progress, mark tasks as complete and browse your learning plans
- Calendar notifications push to your phone

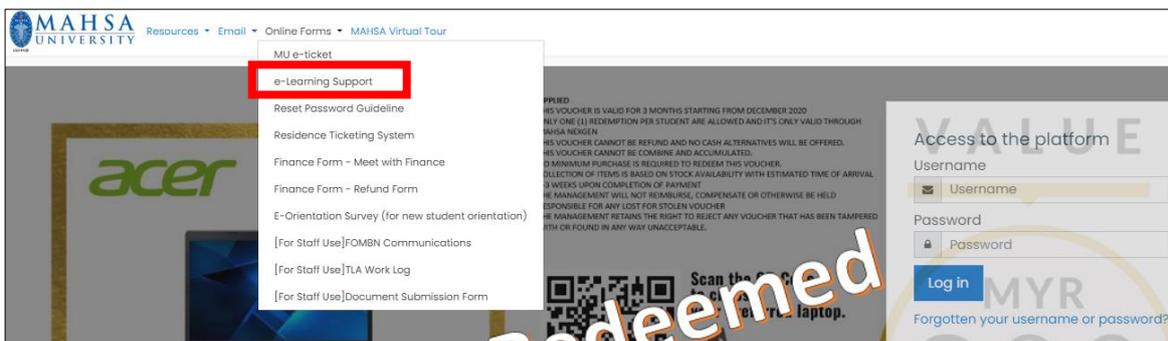


How can I contact LMS Support Team?

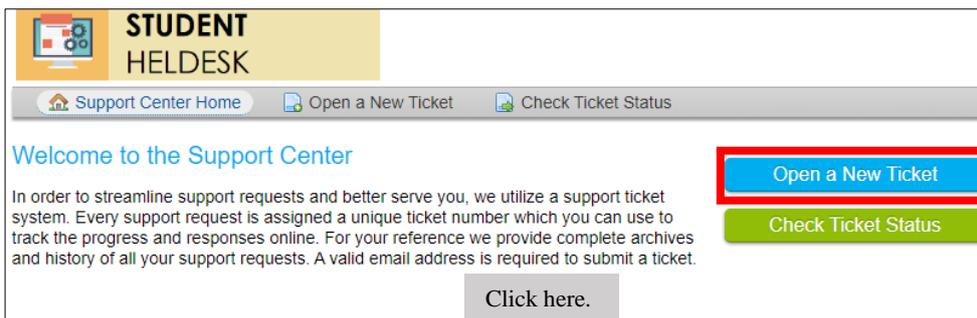
You can contact LMS Support Team via:

- i. Email to lms@mahsa.edu.my
- ii. Online Forms

- 1 Go to LMS website : <https://newelearn.mahsa.edu.my/moodle/>.
Then, go to Online Forms & click at eLearning Support



- 2 Click at 'Open a new ticket'.



- 3 Fillup your details here & submit the ticket.

The screenshot shows the 'Open a New Ticket' form. The form is titled 'Open a New Ticket' and includes a sub-header 'Contact Details'. The form fields are as follows:

- Name ***: Text input field.
- Phone Number ***: Text input field.
- Student ID ***: Text input field with a placeholder '(ex - fts19010001)'.
- Email ***: Text input field.
- Programme ***: Dropdown menu with a 'Select' option.
- Intake ***: Text input field with a placeholder 'Intake(mm/yy) - 09/19'.
- Please select Category**: Dropdown menu with 'Learning Management System' selected.