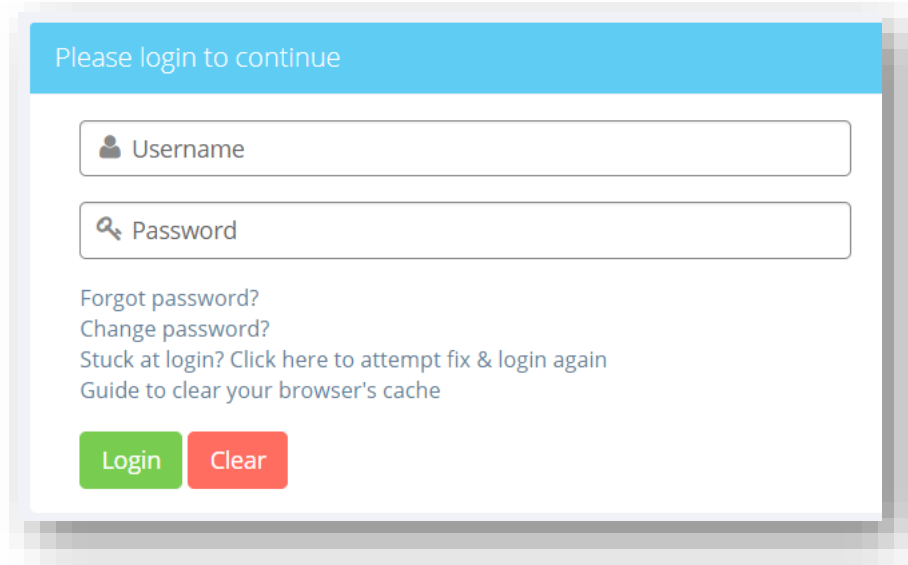
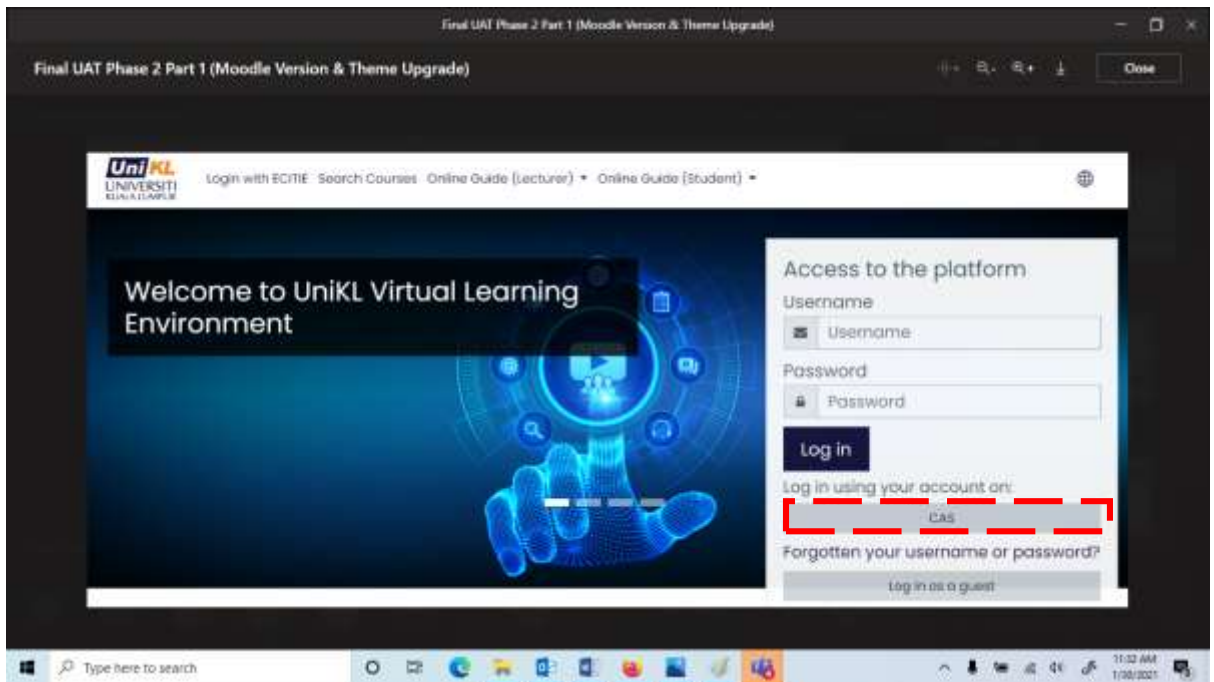


UniKL VIRTUAL LEARNING ENVIRONMENT

NEW THEME QUICK GUIDELINE

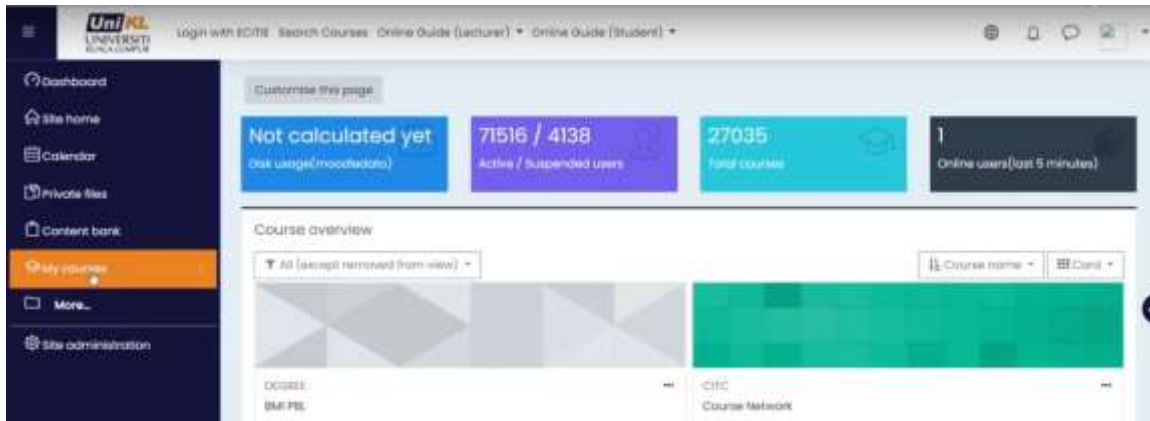
HOW TO LOGIN

1. Use web browser such as Mozilla Firefox or Google Chrome
2. Go to vle.unikl.edu.my
3. Click **CAS** to login.

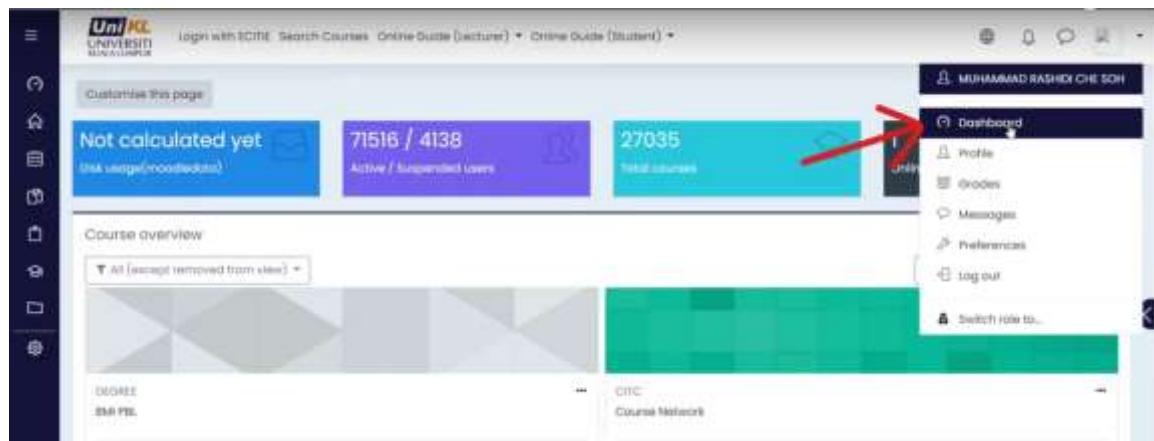


Note: By clicking **Login**, you will be brought to the **Dashboard** page.

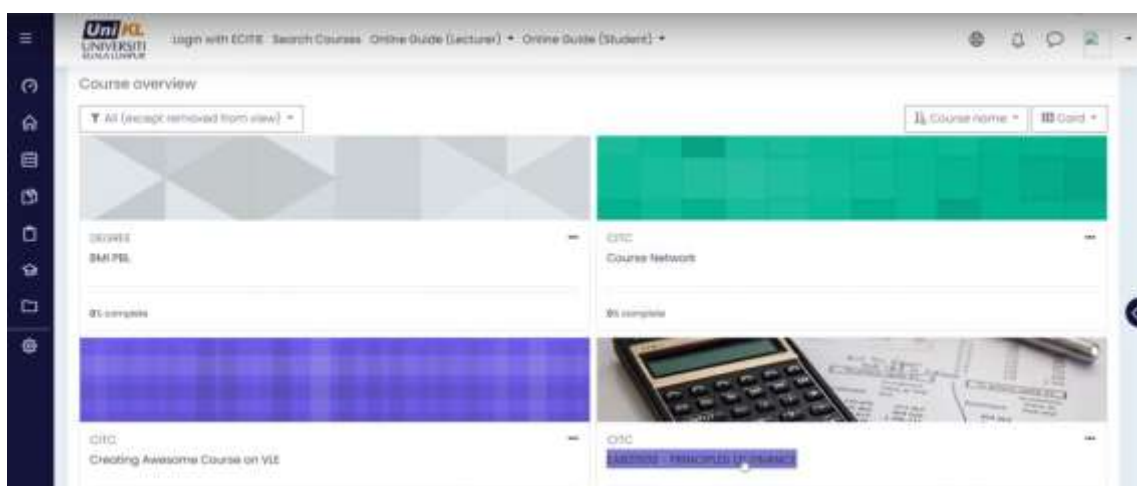
DASHBOARD PAGE



- The **Dashboard** is a customisable page which provides users with details of their progress and upcoming deadlines.
- **Course overview** block allows students and teachers to easily track required activities and filter courses.
- Quick access to **Dashboard** is also available from the user menu on the top right of the screen once logged in:



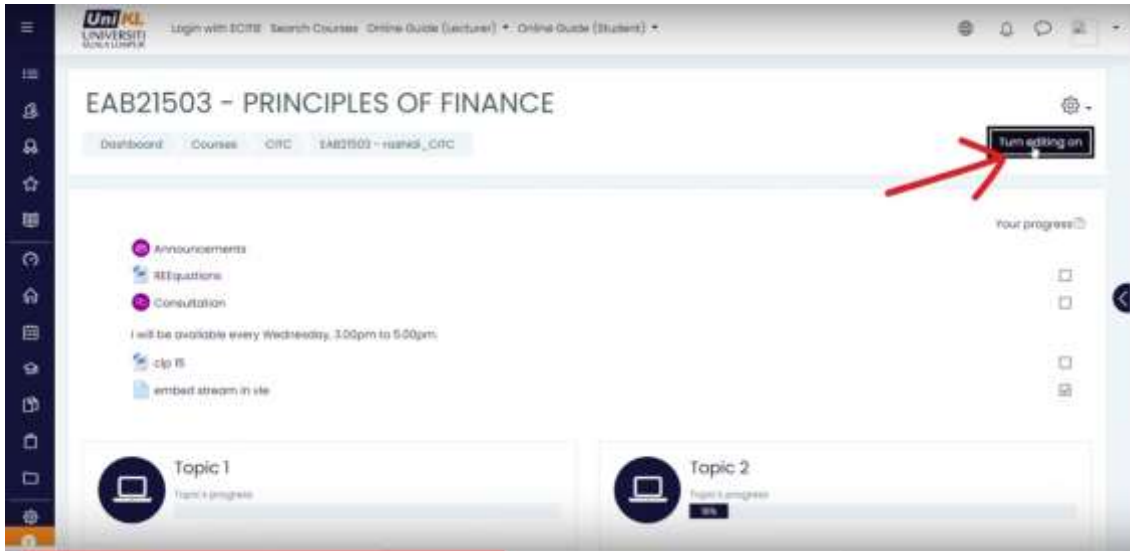
COURSE PAGE



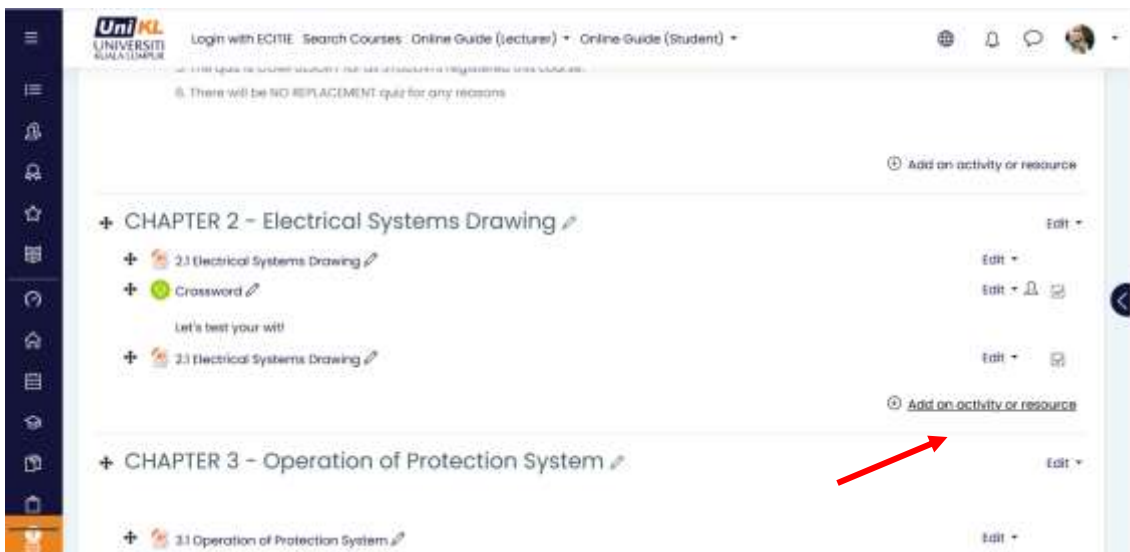
- A **course** is a space on VLE where lecturers can add learning materials for their students.
- A lecturer may have one more than one course (subject to number of courses assigned in ECITIE)

HOW TO ADD AN ACTIVITY OR RESOURCE

1. Click **Turn editing on** on the top right.



2. Go the related section/topic, then click **Add an activity or resource**



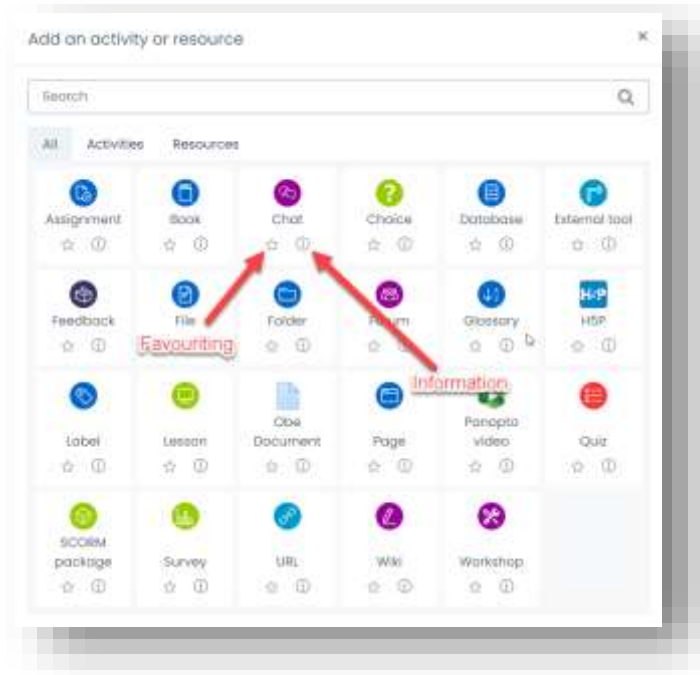
Note: Each item has:



a star icon to set as FAVOURITE



an information icon leading to more information and documentation

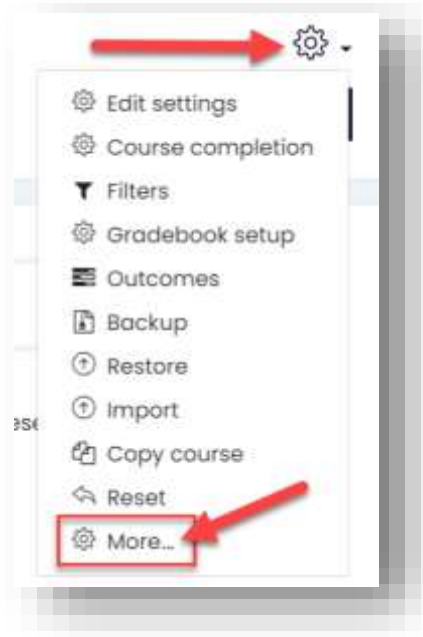


The activity chooser has tabs for different views:

- **Starred** - any activity or resource you star as a favorite or frequently used activity
- **All** - all Activities and Resources together
- **Activities** - only Activities
- **Resources** - only Resources

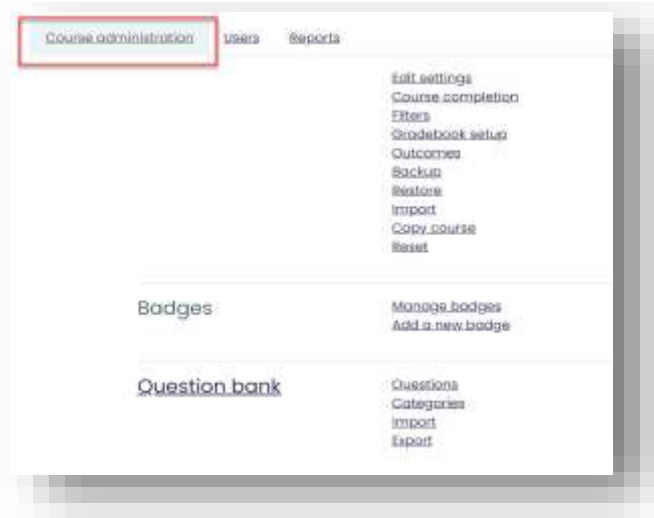
HOW TO ADMINISTER A COURSE (COURSE ADMINISTRATION)

1. Click the gear button on the top right of the course page to view the **course administration** menu.

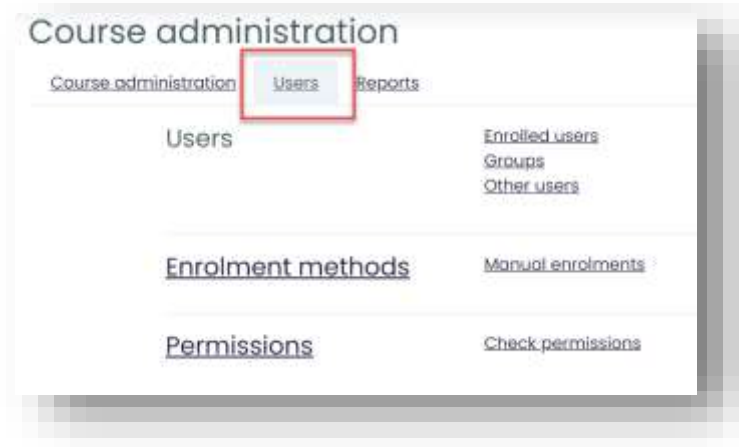


2. Click **More** to see THREE DIFFERENT OPTIONS:

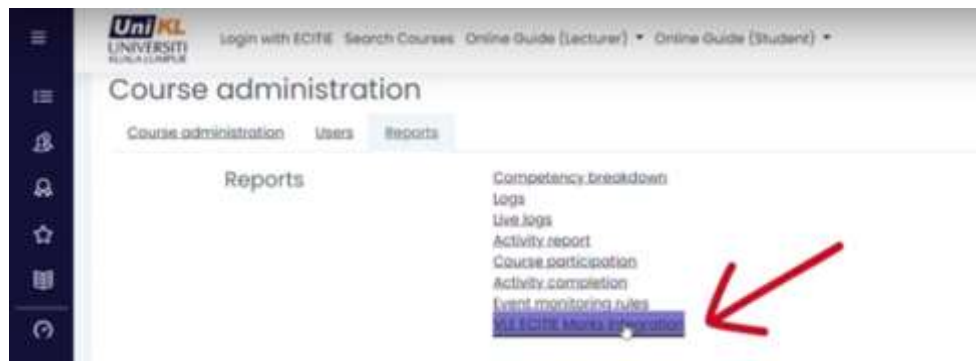
- **Course administration**
 - **Manage courses**
 - **Manage Badges**
 - **Question Bank**



- **Users**
 - **View enrolment and Create Groups**



- **Reports**
 - **View Course Reports**
 - **VLE ECITIE MARKS INTEGRATION**



For more information:

Please contact Institute E-Learning Coordinator or email us at inquiry.citc@unikl.edu.my

The video guideline can be found here: <https://youtu.be/VA3MHJwkeYw>