

MODULE

COURSE AND USER SETTING

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After completing this module, you should be able to:

- Log on to the Open Distance Learning (ODL) Learning Management System
- Edit your profile

A. INTRODUCTION

The ODL system provides tools for instructors to upload their course materials as well as to plan learning activities for their students. However, before you can do all these, you must be logged on to the system using a set of valid username and password. This module will explain to you how to log on, to change your password and to update your profile.

B. LOGGING ON

All users of must login to the system using the academic computing ID (ACID) username. If you do not know your ACID, please check at the url: <http://acid.utm.my/>

1. By using a web browser such as *Mozilla firefox* or *Internet Explorer*, type in the ODL web address: <http://odl.utm.my> . You will see a screen as shown below.



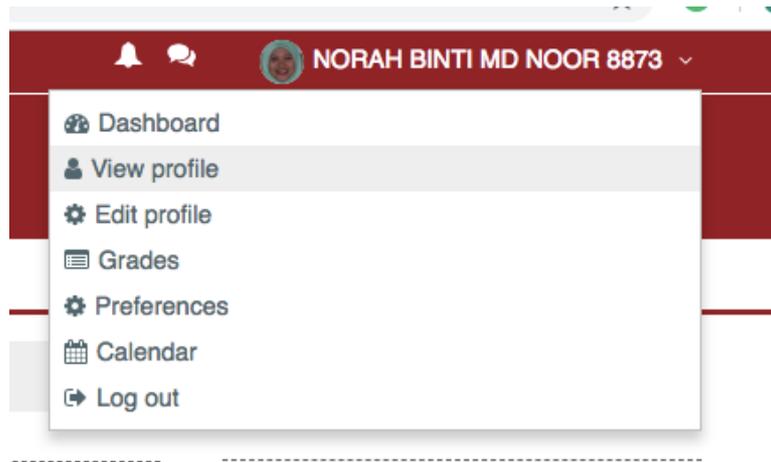
3. Click on the "login" button in the upper-right corner of the ODL page. You could also click on your course name. Either of these actions will bring you to the following login screen:

The image shows a login form with a white background and a black border. At the top center is the text "Log in" in red. Below it are two input fields: "Username" and "Password". Under the "Password" field is a checkbox labeled "Remember username". Below the checkbox is a red button with the text "LOG IN" in white. Below the button is a link: "Forgotten your username or password?". Below the link is the text "Cookies must be enabled in your browser" with a small icon. Below that is the text "Some courses may allow guest access". At the bottom is a red button with the text "LOG IN AS A GUEST" in white.

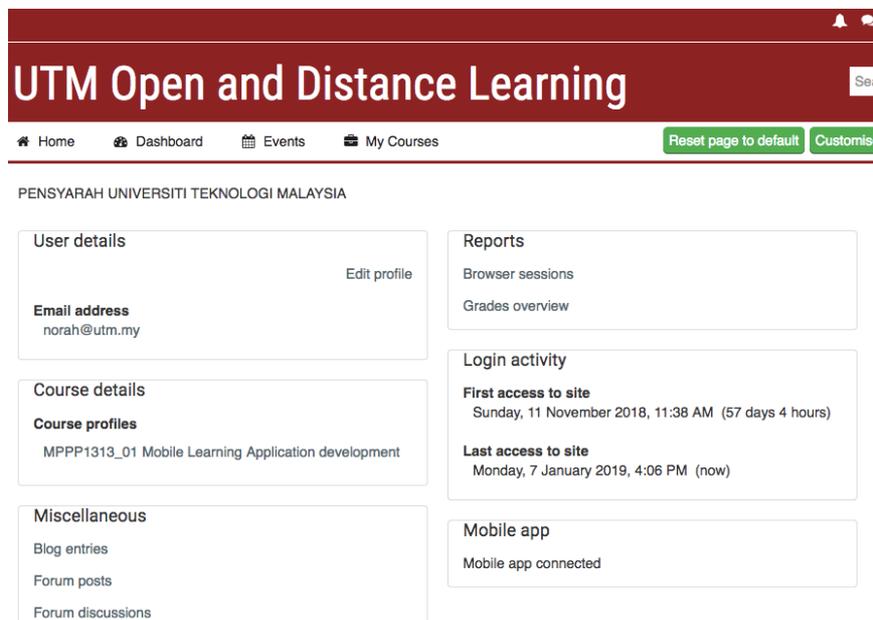
4. Fill in your "Username" and "Password," and click on "Login". This will take you into the system.

C. UPDATING YOUR PROFILE

Once you have successfully logged in to the system, you will find yourself back at the main page. If you look at the upper-right corner, you'll see that the "Login" link has changed. It now says "You are logged in as your name" and it is highlighted as a clickable link. Click on your name and a few submenu will be listed.

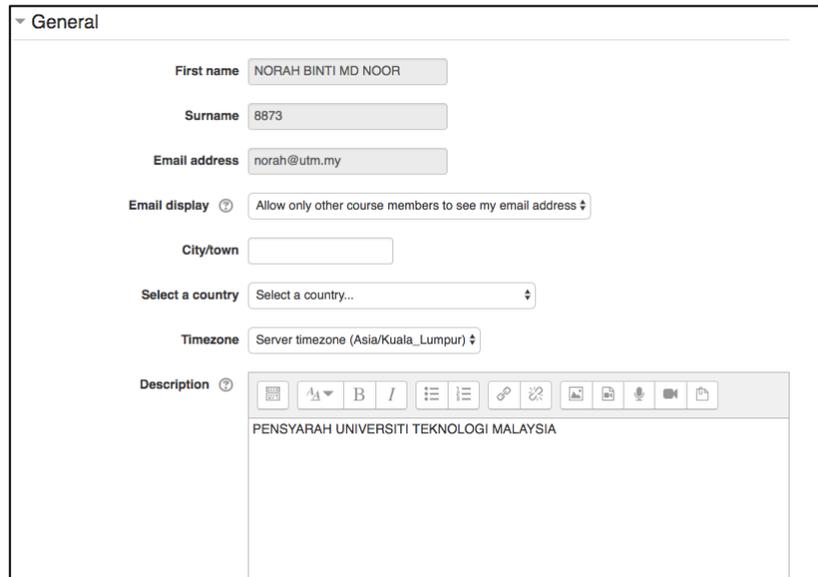


If you choose “View Profile” from the drop down menu, the system will then present you with your personal profile page, like the one shown below. You’ll see your profile summary such as User Details, Course details and your login activity.



To edit your profile:

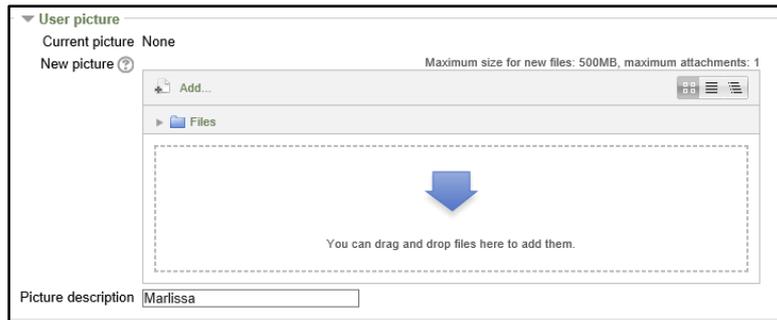
1. Select the "Edit profile" link under "User Details settings". The edit profile page will look like the following. Options with a red star next to them are required fields; they must contain some data in order for you to submit the form.
2. You cannot change the first name (which is your full name) and surname (your staff number) and your email address. You can, however, edit other fields such as: Email display option, City/Town, Country and write a brief description about yourself.



The screenshot shows a 'General' profile editing form. It contains the following fields and options:

- First name:** NORAH BINTI MD NOOR
- Surname:** 8873
- Email address:** norah@utm.my
- Email display:** Allow only other course members to see my email address (with a red star icon)
- City/town:** (empty text box)
- Select a country:** Select a country... (dropdown menu)
- Timezone:** Server timezone (Asia/Kuala_Lumpur) (dropdown menu)
- Description:** (Rich text editor with a toolbar containing icons for bold, italic, list, link, image, video, and audio) containing the text: PENSYARAH UNIVERSITI TEKNOLOGI MALAYSIA

3. You can also upload your picture which will appear by your postings in the forums, in your profile, and on the "Participant" page. First, you have to convert the picture you want to use into a JPG or PNG file format.



4. Drag and drop your picture file into the area.
5. Enter a description of your picture.
6. When you're done, click the "Update profile" button at the bottom of the page.