

MOOC MIGRATION MANUAL

UNIT SUMBER PENGAJARAN DAN PEMBELAJARAN
JABATAN TEKNOLOGI PENGAJARAN, PEMBELAJARAN DAN INOVASI iNED UiTM

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INTRODUCTION

In line of becoming a vanguard in e-learning, Universiti Teknologi MARA (UiTM) have developed a new MOOC platform known as MOOC.UiTM (until further notice). To proliferate the use of MOOC in UiTM, it is decided that all MOOC's developed in Open Learning to be migrated to the new platform.

Hence, this manual is created to assist MOOC developers to migrate MOOC's that was developed in Open Learning to the new platform MOOC.UiTM.



TERMINOLOGY

1) COURSE SUMMARY:

The page students will see once they join the course. There are two version of Course Summary; 1) Content extracted from AIMS, and 2) Content inserted by developers. The former version can only be viewed by students that registered the course, meanwhile, the latter is for students outside of UiTM or UiTM students who did not formally register the course.

MOOC developers will be given an access to COURSE SETTING (refer the red box) which allows the developers to edit the content of the COURSE SUMMARY.

The screenshot displays the 'Course Summary' page for 'Construction Health And Safety' on the MOOC platform. The page includes a navigation menu on the left with the following items: Course Summary, Announcement, Course Content, Cont. Assessment, Learning Activities, Course Forum, Group, OBE-CDL (RP), and Course Setting (highlighted with a red box). The main content area shows the course name, MOOC title, and a note that no introductory video is currently available. It also features statistics for the resource person (AZIZAN B ABDUL ...), total instructors (6), and total students (61). The course description is visible at the bottom, detailing the focus on health, safety, and environmental protection in construction.

2) LEARNING ACTIVITIES:

Learning Activities refers to course content. It is divided into 3 types of content; 1) Introduction, 2) Learning Activities, and 3) Conclusion. If the content is developed as Introduction or Conclusion, there is no need to include Topic Learning Outcomes. However, if the content is regards as a Learning Activities, it is **COMPULSORY** to include a minimum of TWO topic learning outcomes.

Learning activities can be inserted by clicking the +LEARNING ACTIVITIES button (refer the red box).

The screenshot displays the 'Learning Activities' page for the 'CONSTRUCTION LAW' course. The page is divided into two tabs: 'Course Learning Activities' and 'MOOC Learning Activities'. The 'MOOC Learning Activities' tab is active, showing a list of activities. Each activity has a plus sign on the left and 'Edit' and 'Delete' buttons on the right. A red box highlights the '+ Learning Activities' button in the top right corner of the main content area.

Activity Name	Edit	Delete
+ HOME	Edit	Delete
+ LAW OF CONTRACT - INTRODUCTION	Edit	Delete
+ LAW OF CONTRACT - OFFER	Edit	Delete
+ LAW OF CONTRACT - ACCEPTANCE	Edit	Delete
+ LAW OF CONTRACT - INTENTION	Edit	Delete
+ LAW OF CONTRACT - CONSIDERATION	Edit	Delete
+ LAW OF CONTRACT - CERTAINTY	Edit	Delete
+ LAW OF CONTRACT - LEGAL CAPACITY	Edit	Delete

3) POSTS

A post is where your content will be placed at. It is situated in the Learning Activities.

← LEARNING ACTIVITIES OR TOPIC 1

– LAW OF CONTRACT - INTRODUCTION Edit Delete

At the end of each module, students are urged to conduct a **self-reflection** to measure your level of understanding on each topic.

This course will be referring to the Malaysian Contract Act 1950 and similar acts.

At the end of the topic, you will be able to:

1. DEFINE contract law and elements of contract
2. DISTINGUISH elements of contract and terms of contract

Save Sort Post +Post

WHAT IS CONTRACT? TYPES OF CONTRACT ELEMENTS OF CONTRACT DISCUSSION EXERCISE READING MATERIALS AND REFERENCES

← POSTS OR SUB TOPICS

A post can be categorized either;

- Content; May be in the form of TEXT, YOUTUBE VIDEO, PDF/PPT/WORD/EXCEL FILE, AUDIO OR IMAGES
- Assessment: Referring to MARKED ASSESSMENT
- Additional Materials: Refers to REFERENCES, LINKS or OTHER MATERIALS for references.
- Activity: May be in the form of DISCUSSION, QUIZ, UNMARKED TEST, etc.
- Feedback: Refers to SURVEY distributed to the students. Usually placed in Conclusion or Introduction.
- Teaching Video: Applies to ORIGINAL VIDEO, videos created by developers himself/herself.

*Each post may constitute of 1 -2 category/type. Example; Content + Activity or Content + Teaching Video

At the end of each module, students are urged to conduct a **self-reflection** to measure your level of understanding on each topic.

This course will be referring to the Malaysian Contract Act 1950 and similar acts.

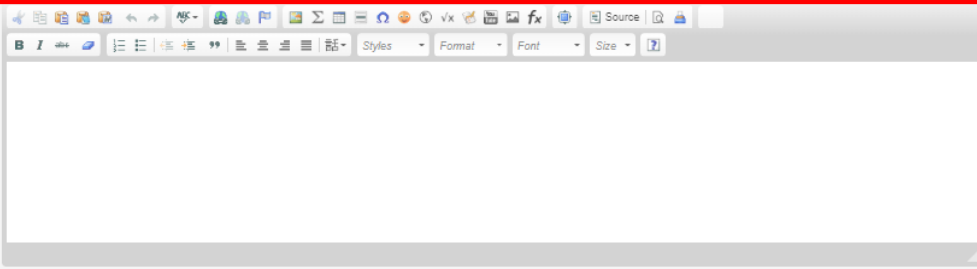
At the end of the topic, you will be able to:

1. DEFINE contract law and elements of contract
2. DISTINGUISH elements of contract and terms of contract

Title

- Type
- | | |
|---|---|
| <input type="checkbox"/> Content | <input type="checkbox"/> Activity |
| <input type="checkbox"/> Assessment | <input type="checkbox"/> Feedback |
| <input type="checkbox"/> Additional Materials | <input type="checkbox"/> Teaching Video |

Editor



Attachment No file chosen

Tagging

PRE MIGRATION

Create a folder in the desktop and name the file as > course code (e.g. BCM563)



ACC116



ADE605



LAW277



MAT285

Create course email (Gmail/ yahoo)

Save the email address and password

Example

email : constructionlaw.uitm@gmail.com

password : constlaw@563

*optional but highly recommended to ease course planning and management

Create account for

a) h5p.org : <https://h5p.org/>

b) issuu : <https://issuu.com/>

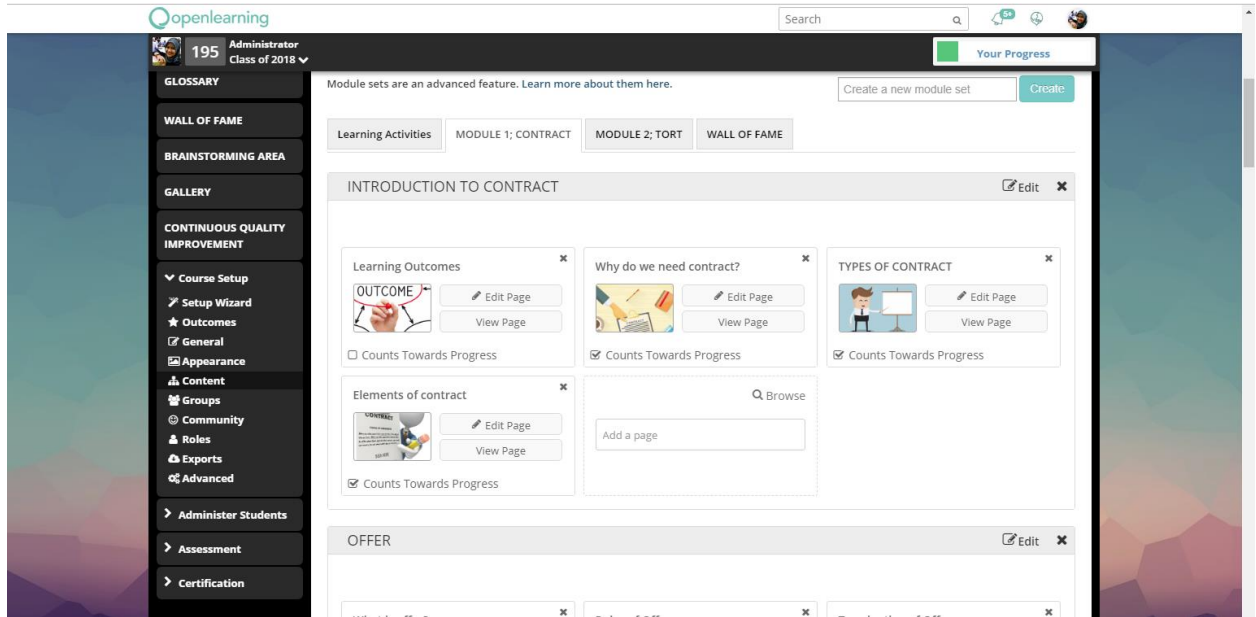
c) YouTube

*use the same login id and password as the email you have created

Copy and run the open learning URL provided in the list

a) Login open learning

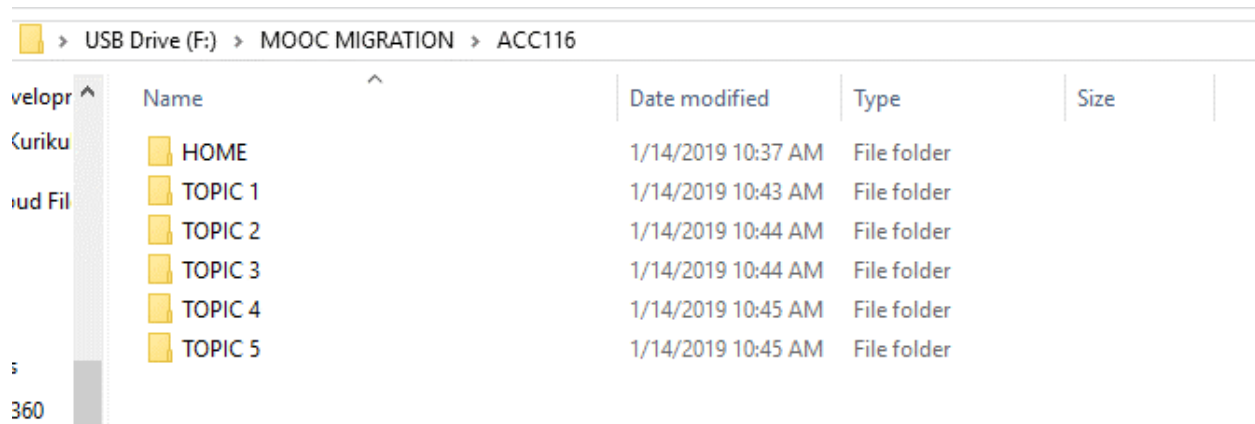
b) Click **COURSE SETUP > CONTENT**



Create folders based on the number of chapters/modules in the learning activities

Example BCM563> Home

BCM563> Chapter 1/ Chapter 2 etc.



*This will ensure ALL content (images/files/videos/audios) are safely stored.

Sign in to ; <http://mooc.uitm.edu.my/v3/home/>

id : <STAFF ID>

password : <iSTAFF PORTAL PASSWORD>

Inbox x UiTM MOOC Platform x +
https://mooc.uitm.edu.my/v3/home/
Apps Google Universiti Teknologi i OpenLearning: Teach YouTube Dashboard Yahoo iNED Integrated Syst i-learn.uitm.edu.my/ Google Scholar Facebook Other bookmarks

Sign u Sign in

UiTM MOOC
MASSIVE OPEN ONLINE COURSES
Universiti Teknologi MARA
UNIVERSITI TEKNOLOGI MARA

MOOC

MASSIVE OPEN ONLINE COURSE

What is MOOCs ?
A Massive Open Online Course (MOOC) is a model for delivering learning content online to any person who wants to take a course, with no limit on attendance.
[READ MORE](#)

What do you want to learn ?
[LEARN HERE](#)

Search ... LOG IN SIGN UP

iNED

LOG IN

Username

Password

[LOG IN](#)

Don't have an account? [Sign Up](#)

Contact Us
Technology Unit iNED : 03 - 5544 8369 / 03 - 5544 8174

Click MYMOOCS > SEARCH FOR DESIRED COURSE NAME > VIEW > COURSE SETTING > EDIT COURSE

The screenshot displays the 'Courses List' page in a web application. The user is logged in as Siti Suhaidah Binti Sahab. The interface shows a list of courses under the 'myMOOCS' tab. The 'Auditing 1' course is highlighted with a red circle, and its 'VIEW' button is also circled in red. A notification banner at the top indicates that a maximum of 15 courses can be joined. The courses listed include 'Auditing 1' (201 Students), 'Construction Technology I' (124 Students), 'Information And Communication Technology' (121 Students), and 'Construction Technology II' (25 Students).

Click COURSE SETTING > EDIT COURSE

Fill COURSE INFORMATION, you can COPY (ctrl + c) and PASTE (ctrl+v) from open learning

The screenshot displays the 'Edit Course' page for the 'AUDITING 1' course. The 'MOOC Status' is set to 'Offline'. The 'Courses Name' field contains 'AUDITING 1'. The 'Course Description' field is empty. The 'Cluster' is set to 'Business & Management', 'Effort' is '3 hours per week', 'Course Level' is 'Select Course Level', and 'Course Language' is 'Select Course Language'. The 'Transferable Skills' field is empty. The 'Promotional Video (URL)' and 'Introductory Video (URL)' fields are empty.

- i. MOOC Status:
Change it to Online once migration is complete
- ii. Course Description:
Describe what the course is about and who is it for. If you already have it in OL MOOC, you may copy and paste it in the editor.
*you may refer to OL MOOC (**COURSE SETUP > GENERAL > COURSE LANDING PAGE**)
- iii. Cluster:
Select the cluster the MOOC belongs to.
- iv. Effort:
Hours students should spend each week for him/her to complete their MOOC course.
- v. Course Level:
Select either; beginner/ intermediate/ expert
- vi. Course Language:
Select the language that will be used in the MOOC
- vii. Transferrable Skills:
Type in skills students will get if they complete the MOOC
- viii. Promotional Video:
Paste the URL
*you may refer to OL MOOC (**COURSE SETUP > GENERAL > PROMOTIONAL VIDEO**)

- ix. Introductory Video:
Paste the URL

The screenshot shows the 'AUDITING 1' course settings page. The 'Pre-Requirement Course ?' section has 'Yes' and 'No' buttons. Below it is the 'Course Syllabus (optional)' section with a '+ Add Topic' button and an 'Actions' button. The syllabus editor contains a 'Topic:' field with a dropdown set to '1' and an 'Enter Topic' input, and a 'Sub Topic:' field with an 'Enter SubTopic' input. The 'Assessment Breakdown' section includes 'Continuous Assessment (optional)' and 'Final Assessment (optional)' sliders, both currently set to 0.00%. Below these are 'Details of Continuous Assessment (optional)' with a '+ Add Details' button. A table for 'Assessment Type' is shown with columns for 'Assessment Type', 'Assessment Description', '% of Total Mark', 'CLO', and 'Action'. The table contains one row with 'Enter Assessment Type', 'Enter Assessment Description', '0', and 'Enter CLO Tag'. At the bottom is a 'Reading List' section.

- x. Pre- requisite Course:
Select YES or NO. If the selection is YES, state the pre-requisite code
- xi. Course Syllabus:
The syllabus was automatically extracted from AIMS. Fill in the editor if the MOOC have a different set of topics.
- xii. Assessment Breakdown:
The information was extracted from Aims, However, you are required to fill in the information for MOOC students.

The screenshot shows the 'AUDITING 1' course settings page, specifically the 'Reading List' section. It features four text input areas: 'Recommended Text (optional)', 'Reference Book Resources (optional)', 'Article/Paper List (optional)', and 'Other References (optional)', each with a 2000-character limit. Below these is the 'Frequently Asked Questions (FAQ) * mandatory at least 1 faq' section with a '+ Add FAQ' button and an 'Actions' button. The FAQ editor contains a 'Question:' field with a dropdown set to '1' and an 'Enter Question' input, and an 'Answers:' field with an 'Enter Answer' input. At the bottom is the 'Group/Class Setup' section with a '+ New Group/Class' button.

xiii. Reading List

Information automatically extracted from AIMS, you may add more if needed.

xiv. Frequently Asked Questions

Mandatory to be filled, advisable to include FAQ such as:

- a) Who should enroll the course?
- b) Will I have access to the instructor if I have questions?
- c) How do I get more information about a course?
- d) Why should I register in MOOC List?
- e) Which class should I enlist on?
- f) Who does all the grading in a MOOC?
- g) What time zone applies to the deadlines in this class?
- h) Will I need any special software/ book/ tools for this class?
- i) Can I Get Credit at My University If I Take a MOOC?

xv. Group Class Setup

Technically, the list of classes will be extracted from SIMS, however you can assign facilitators to a specific class

Click SUBMIT

The screenshot shows a web browser window with the URL https://mooc.uitm.edu.my/v3/courses/edit_course/AUD589. The interface includes a navigation sidebar on the left with options like 'Course Summary', 'Announcement', 'Course Content', 'Cont. Assessment', 'Learning Activities', 'Course Forum', 'Group', 'OBE-CDL (RP)', and 'Course Setting'. The main content area displays a table of course entries:

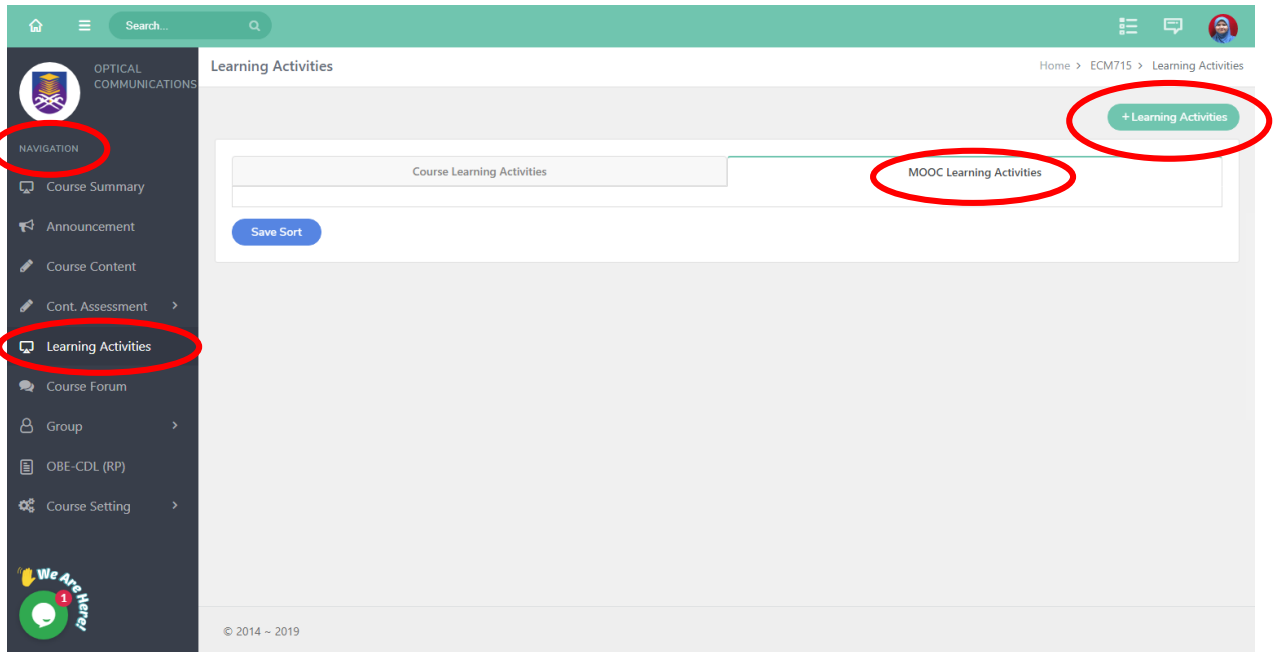
Course ID	Count	Action
AC2204R	0	Eye icon
AC2205A	0	Eye icon
AC2205A	0	Eye icon
KAC2204A	1	Eye icon
MAC2204A	0	Eye icon
MAC2204A	4	Eye icon
MAC2204A	18	Eye icon
MAC2204A	0	Eye icon
MAC2204B	0	Eye icon
MAC2204B	21	Eye icon

Below the table, it says 'Showing 21 to 30 of 41 entries'. At the bottom right, there is a 'Submit' button circled in red. The footer of the page indicates '© 2014 ~ 2019'.

*Make sure to click submit to ensure retention of information

Create learning activities in myMOOC

NAVIGATION > LEARNING ACTIVITIES > MOOC LEARNING ACTIVITIES > +LEARNING ACTIVITIES



MIGRATING HOMEPAGE

Create learning activities for HOMEPAGE

The screenshot shows the 'Create Learning Activities' page. On the left is a dark navigation sidebar with the 'OPTICAL COMMUNICATIONS' logo and a 'NAVIGATION' menu containing items like 'Course Summary', 'Announcement', 'Course Content', 'Cont. Assessment', 'Learning Activities', 'Course Forum', 'Group', 'OBE-CDL (RP)', and 'Course Setting'. The main area has a green header with a search bar and user profile. Below the header, the page title is 'Create Learning Activities' and the breadcrumb is 'Home > ECM715 > Learning Activities > Create'. The form contains:

- Title:** A text input field with the placeholder 'Enter title, subject or chapter'.
- Category:** Three radio buttons: 'Introduction', 'Learning Activities', and 'Conclusion'.
- Description:** A rich text editor with a toolbar (bold, italic, underline, link, etc.) and a large text area. The word count at the bottom right is 'Words: 0'.
- Learning Activities:** Two radio buttons: 'Mooc' (selected) and 'Course'.

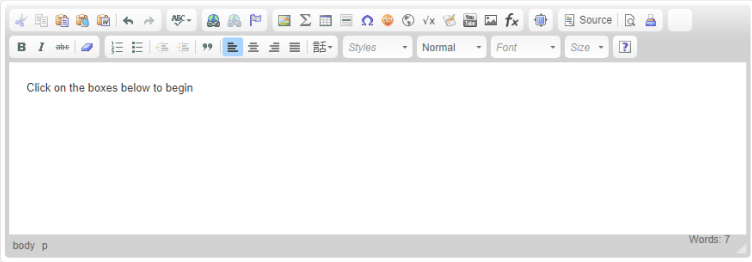
 At the bottom right of the form are 'Submit' and 'Cancel' buttons. The footer shows '© 2014 ~ 2019'.

- i. Title
Type; HOMEPAGE or HOME or GETTING STARTED
- ii. Category
Select Introduction
- iii. Description
Add description (if required)
- iv. Learning Activities
Select MOOC

Click **SUBMIT**

Title: GETTING STARTED

Category: Introduction | Learning Activities | Conclusion

Description: 

Learning Activities: Mooc Course

Divide your OL HOMEPAGE into sections to determine number of posts to create

View Edit Settings

Courses > Information-And-Communication-Technology-In-Construction

Homepage

WELCOME TO
INFORMATION AND COMMUNICATION TECHNOLOGY IN CONSTRUCTION
COURSE

WELCOME

The role of the computer as a **SUPPORT TOOL** in professional engineering and appropriate information technology have significant potential to make the profession more **EFFECTIVE** and **EFFICIENT**. If professionals do not work to such improvements, the business will be operated by other organizations who have achieved new levels of performance by adoption of a new strong information technology strategy (Bhattacharya, 2001).

Hence, this course will allow learners to understand the use of **INFORMATION AND COMMUNICATION TECHNOLOGY** in enhancing efficiency of the construction project and the industry as a whole.

This course comprises of **2 MODULES**

Overview of ICT in Construction Industry


Application Software for Construction Project

The course should be completed within **5 WEEKS** time. However, you may complete it on your own phase.

We welcome **EVERYONE** who are interested to learn more on how ICT can be used in the construction industry.

I.C.E B.R.E.A.K.I.N.G

Introduce yourself in the **COMMENT SECTION** below and tell us any software you've used before.



no tags

SITI SUHAIDAH SAHAB · 2 months ago · 10 people like this · Like · Subscribe · History · Sub-Pages

ICE
BREAKING

The original content was divided into 2 sections;
1. WELCOME! and 2. ICE BREAKING

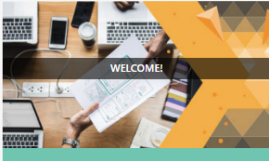

Learning Activities Home > BCM432 > Learning Activities

+ Learning Activities

Course Learning Activities MOOC Learning Activities

- HOME Edit Delete

Save Sort Post + Post

- MODULE 1: INTRODUCTION Edit Delete
- MODULE 1: ICT SUPPORT TECHNOLOGIES IN CONSTRUCTION Edit Delete
- MODULE 1: COMPUTER APPLICATIONS IN CONSTRUCTION Edit Delete
- MODULE 2: MICROSOFT WORD Edit Delete
- MODULE 2: MICROSOFT EXCEL Edit Delete
- MODULE 2: MICROSOFT PROJECT Edit Delete
- MODULE 2: PRESENTATION SOFTWARE APPLICATION Edit Delete

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Create POSTS

Click on the **LEARNING ACTIVITY (EG. + GETTING STARTED)** > **CLICK POST**

Learning Activities Home > ECM715 > Learning Activities

✓ The new learning activities has been saved ✕

+ Learning Activities

Course Learning Activities	MOOC Learning Activities
+ GETTING STARTED	Edit Delete

Save Sort

© 2014 - 2019

Learning Activities Home > ECM715 > Learning Activities

✓ The new learning activities has been saved ✕

+ Learning Activities

Course Learning Activities	MOOC Learning Activities
+ GETTING STARTED Click on the boxes below to begin	Edit Delete + Post

Save Sort

© 2014 - 2019

Fill in the 1st Topic/ welcoming address > SUBMIT

Course Learning Activities

MOOC Learning Activities

- GETTING STARTED Edit Delete

Click on the boxes below to begin

Title:

Type:

Content Activity

Assessment Feedback

Additional Materials Teaching Video

Editor:

Attachment: No file chosen

Tagging: Add

Cancel Submit + Post

- i. Title
 - ii. Type; WELCOME
 - iii. Editor
 - iv. Attachment
 - v. Tagging
- Insert tagging if required

Title:

Type:

Content Activity

Assessment Feedback

Additional Materials Teaching Video

Editor:

Current File: No file attachment

Attachment: No file chosen

Tagging: Add

Cancel Submit

END PRODUCT

HOME
WELCOME!

WELCOME TO INFORMATION AND COMMUNICATION TECHNOLOGY IN CONSTRUCTION COURSE



The role of the computer as a **SUPPORT TOOL** in professional engineering and appropriate information technology has significant potential to make the profession more **EFFECTIVE** and **EFFICIENT**. If professionals do not work to such improvements, the business will be operated by other organizations who have achieved new levels of performance by the adoption of a new strong information technology strategy (Bhattacharya, 2001).

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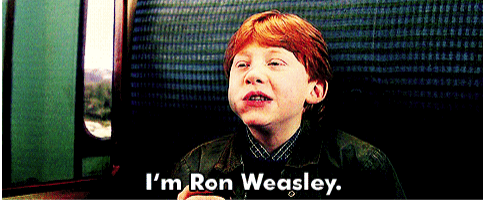
File Attachment : No file attaches

Create 2nd/ 3rd/ 4th POST > click +post

HOME
ICE BREAKING

I.C.E B.R.E.A.K.I.N.G

Introduce yourself in the **COMMENT SECTION** below and tell us any software you've used before.



File Attachment : No file attaches

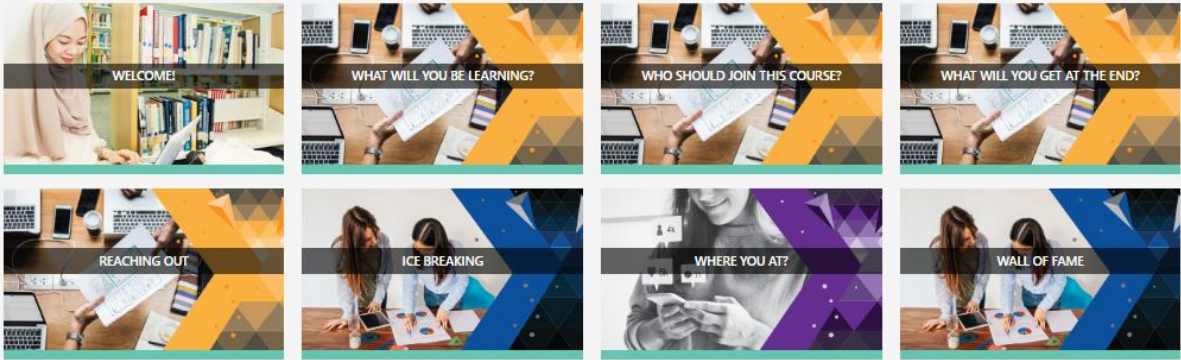
For ICE Breaking your post type should be > ACTIVITIES

Other examples of HOMEPAGE

EXAMPLE 1

+ HOME Edit Delete

Save Sort Post +Post



WELCOME!

WHAT WILL YOU BE LEARNING?

WHO SHOULD JOIN THIS COURSE?

WHAT WILL YOU GET AT THE END?

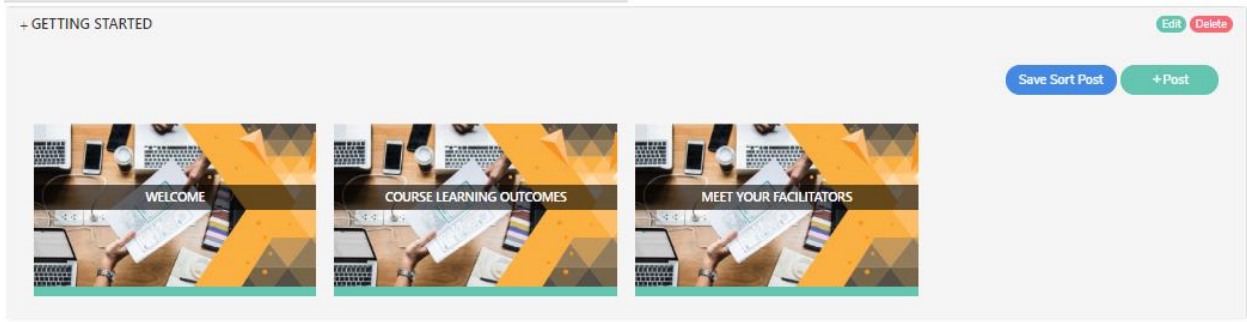
REACHING OUT

ICE BREAKING

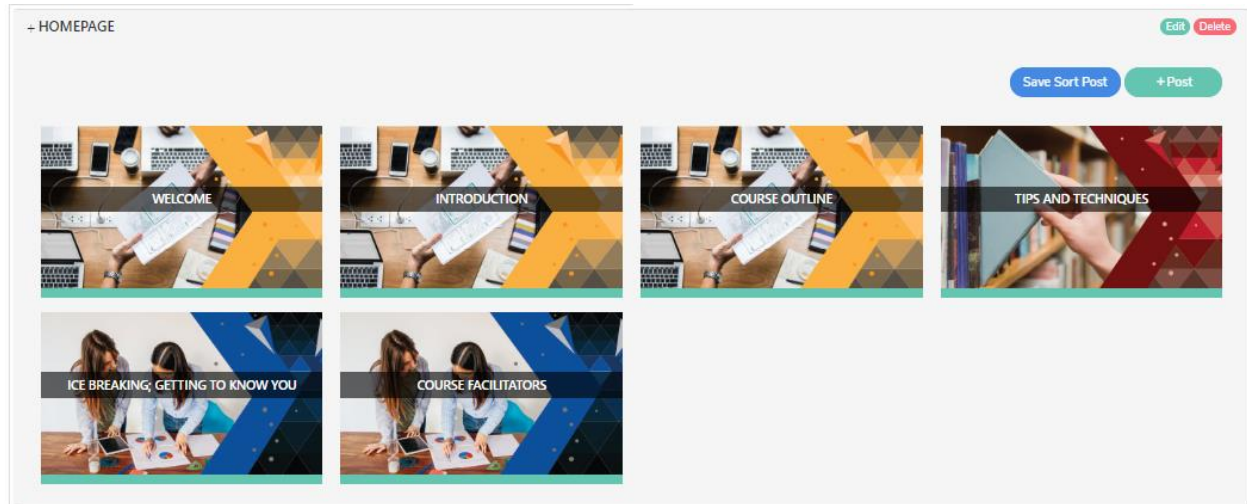
WHERE YOU AT?

WALL OF FAME

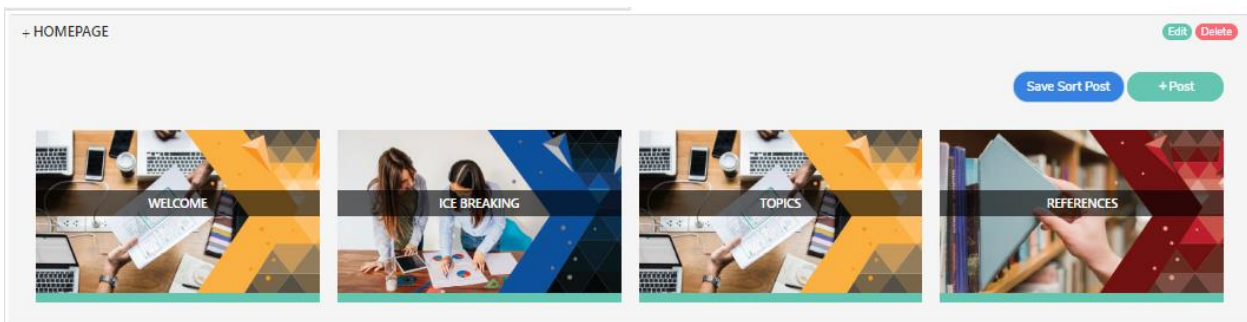
EXAMPLE 2



EXAMPLE 3



EXAMPLE 4



MIGRATING CONTENT

Open OL MOOC > COURSE SETUP > CONTENT

Identify the number of topics (Learning Activities) and subtopics (Posts) to create.

The screenshot shows the Open Learning (OL) course setup interface. The left sidebar contains a menu with the following items: ADDITIONAL MATERIAL, GLOSSARY, WALL OF FAME, BRAINSTORMING AREA, GALLERY, CONTINUOUS QUALITY IMPROVEMENT, Course Setup (expanded), Setup wizard, Outcomes, General, Appearance, Content (highlighted in red), Groups, Community, Roles, Exports, and Advanced. The main content area displays 'INTRODUCTION TO CONTRACT' with several sub-topics: 'Learning Outcomes', 'Why do we need contract?', 'TYPES OF CONTRACT', and 'Elements of contract'. Each sub-topic has 'Edit Page' and 'View Page' buttons. The 'View Page' buttons are highlighted in red.

*To ease migration, advisable to **VIEW PAGE** of each sub topics.

The screenshot shows the Open Learning (OL) course setup interface with red arrows pointing to the 'View Page' buttons of the sub-topics. The browser tabs at the top show 'Learning Outcomes - Constr...', 'Why Do We Need Contract?', 'Types Of Contract - Constr...', and 'Elements Of Contract - Constr...'. The 'View Page' buttons for 'Learning Outcomes', 'Why do we need contract?', and 'TYPES OF CONTRACT' are highlighted in red.

Create Learning Activities in MOOC.UiTM

The screenshot shows the MOOC.UiTM interface for the 'CONSTRUCTION LAW' course. The left sidebar contains navigation options: Course Summary, Announcement, Course Content, Cont. Assessment, Learning Activities (selected), Course Forum, Group, OBE-CDL (RP), and Course Setting. The main content area displays 'MOOC Learning Activities' for the 'LAW OF CONTRACT - INTRODUCTION' topic. It includes a description, learning outcomes, and a grid of activity cards: 'WHAT IS CONTRACT?', 'TYPES OF CONTRACT', 'ELEMENTS OF CONTRACT', 'DISCUSSION', 'EXERCISE', and 'READING MATERIALS AND REFERENCES'. A '+ Learning Activities' button is circled in red in the top right corner.

CLICK +LEARNING ACTIVITIES > TYPE TITLE > SELECT TYPE (LEARNING ACTIVITIES) > INSERT DESCRIPTION (IF REQUIRED) > INSERT TOPIC LEARNING OUTCOMES > SELECT MOOC > SUBMIT

The screenshot shows the 'Create Learning Activities' form with the following numbered steps:

- 1**: Title field containing 'LAW OF CONTRACT, INTRODUCTION'.
- 2**: Category dropdown menu with 'Introduction', 'Learning Activities', and 'Conclusion' options.
- 3**: Description text area with a rich text editor toolbar.
- 4**: Topic Learning Outcomes list with five items:
 1. DEFINE contract law and elements of contract
 2. DISTINGUISH elements of contract and terms of contract
 3. ILLUSTRATE elements of contract and its rules
 4. EXPLAIN cases in relation to contract
 5. APPLY elements of contract in relation to construction industry
- 5**: Learning Activities field with '#Moooc' and '@Course' tags.
- 6**: Submit and Cancel buttons at the bottom right.

VIEW

CONSTRUCTION LAW

NAVIGATION

- Course Summary
- Announcement
- Course Content
- Cont. Assessment
- Learning Activities
- Course Forum
- Group
- OBE-CDL (RP)
- Course Setting

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At the end of the topic, you will be able to:

1. DISTINGUISH elements of contract and terms of contract
2. ILLUSTRATE elements of contract and its rules
3. EXPLAIN cases in relation to contract
4. DEFINE contract law and elements of contract
5. APPLY elements of contract in relation to construction industry

+ Post

Create Post

CLICK ON **DESIRED LEARNING ACTIVITIES (EXAMPLE; +LAW OF CONTRACT; INTRODUCTION) > +POST > INSERT TITLE > SELECT POST TYPE > INSERT CONTENT > SUBMIT**

CONSTRUCTION LAW

NAVIGATION

- Course Summary
- Announcement
- Course Content
- Cont. Assessment
- Learning Activities
- Course Forum
- Group
- OBE-CDL (RP)
- Course Setting

© 2014 – 2019

At the end of the topic, you will be able to:

1. DISTINGUISH elements of contract and terms of contract
2. ILLUSTRATE elements of contract and its rules
3. EXPLAIN cases in relation to contract
4. DEFINE contract law and elements of contract
5. APPLY elements of contract in relation to construction industry

Title:

Type: Content Activity Assessment Additional Materials Teaching Videos

Editor:

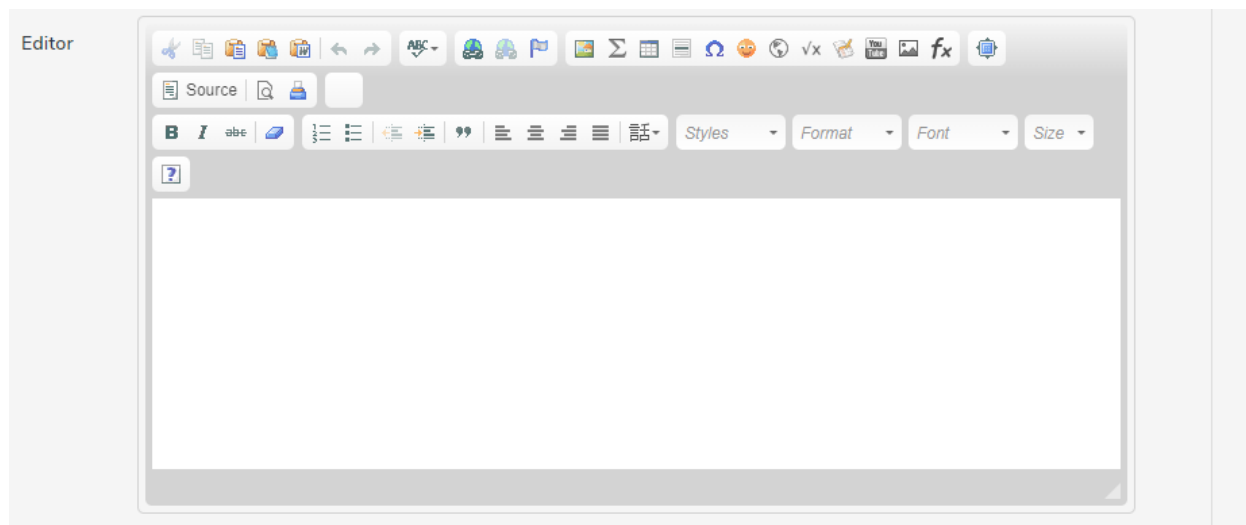
Attachment: No file chosen

Tagging:




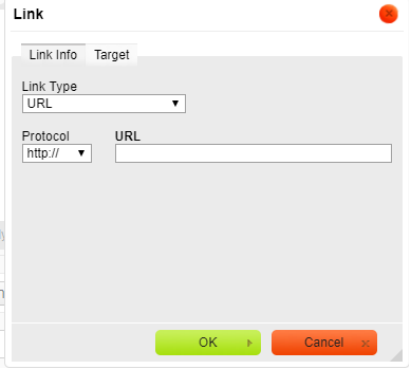

+ Post

Copying content to MOOC.UiTM

The editor frame will hold your course content.



Features in EDITOR FRAME



FEATURE	IMAGES	NOTES
1) CUT; PASTE; COPY; PASTE AS PLAIN TEXT; PASTE FROM WORD; UNDO AND REDO		<p>*To expedite migration process use KEYBOARD SHORTCUT KEY</p> <p>SELECT ALL : CTRL + A COPY : CTRL + C PASTE : CTRL + V CUT : CTRL + X UNDO : CTRL + Z REDO : CTRL + Y</p>
2) SPELL CHECK		<p>This feature allows developer to conduct spell check while typing.</p>
3) LINK AND UNLINK; ANCHOR		<p>Insert Link</p> 
4) IMAGE		<p>Use to paste images obtain directly from websites/google.</p>

5) MATH

Image Properties

URL

Alternative Text

Width Height  

Alignment
 None Left Center Right

Captioned image

OK Cancel

Use to insert LaTeX/Mathematics

Mathematics in TeX

Write your TeX here
 $x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$

[TeX documentation](#)

OK Cancel

6) TABLE

Create table

Table Properties

Rows **Width**

Columns **Height**

Headers **Cell spacing**

Border size **Cell padding**

Alignment

Caption

Summary

OK Cancel

7) INSERT HORIZONTAL LINE

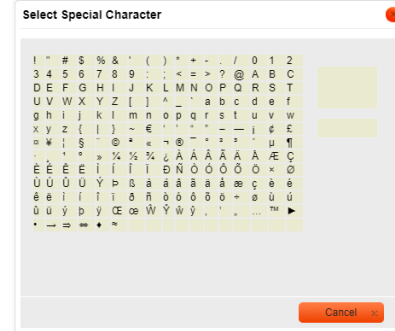
8) INSERT SPECIAL CHARACTERS

9) SMILEY

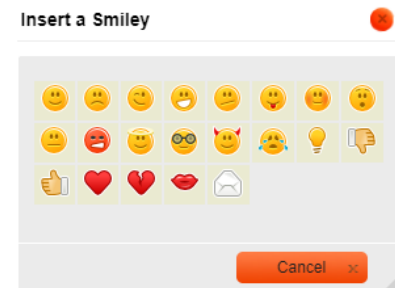
10) IFRAME

Create a horizontal line suitable to show separation between one topic to another

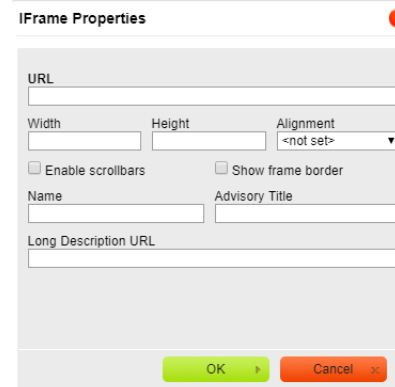
Insert basic special characters

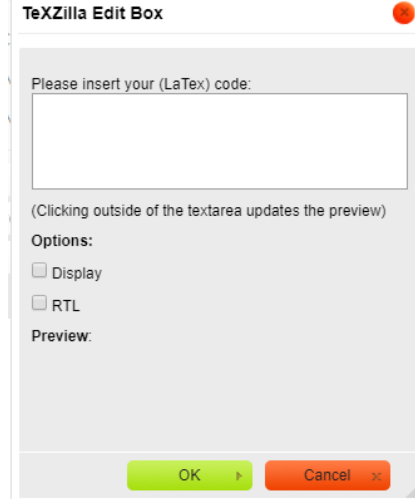


Insert emoticons

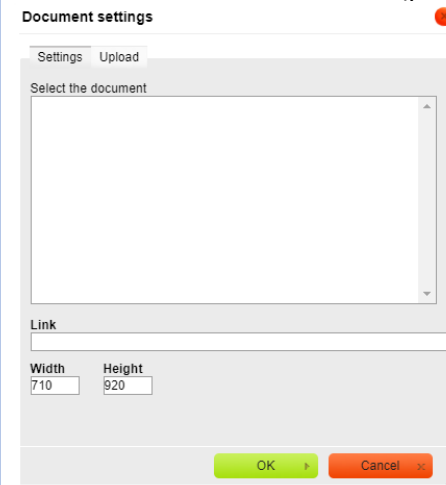


Embed websites/ videos in your editor

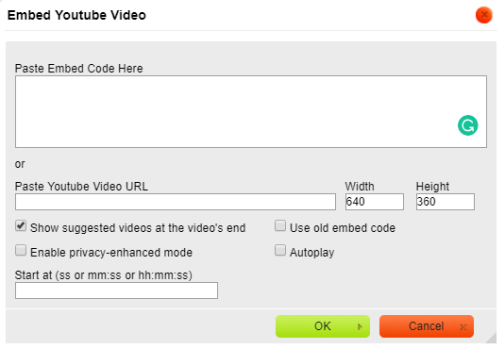
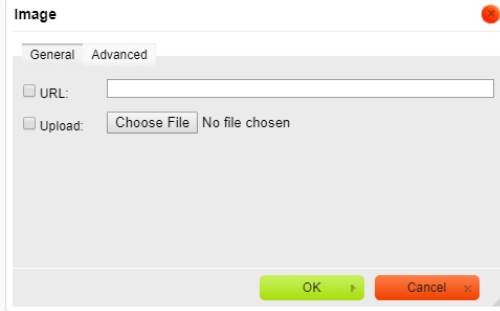
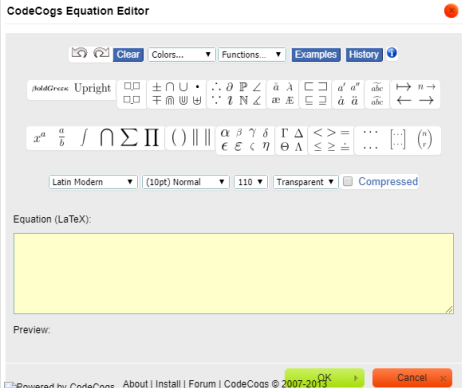



11) INSERT MATHML**12) DOCUMENT**

Insert link for the documents (pdf/pptx/exe/wrd)

**13) YOUTUBE**

Insert URL for the video that you would like to include in your content

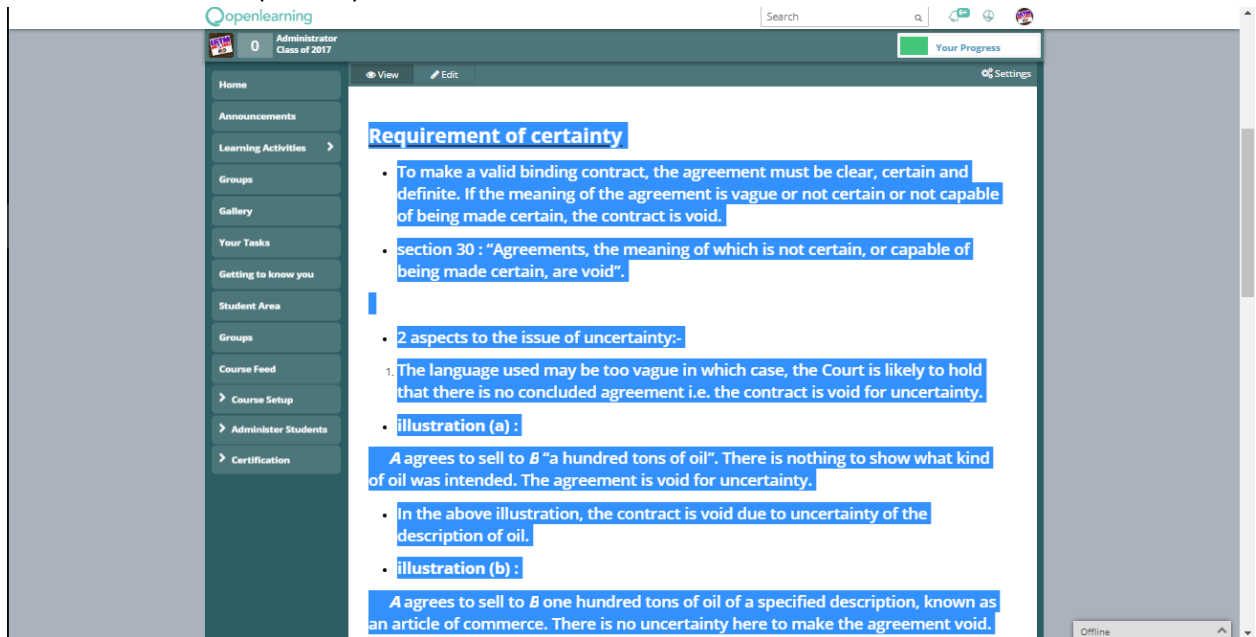
		
14) IMAGE		<p>Upload an image from your file to editor</p> 
15) INSERT EQUATION		<p>Create your equation</p> 
16) MAXIMIZE		<p>If the editor frame is too small, maximize the view by clicking the maximize feature</p>

17) SOURCE		Use to embed files/websites using the embed code
18) PREVIEW		To view the content
19) PRINT		Print the content that you have created.
20) BASIC EDITOR	WORS	

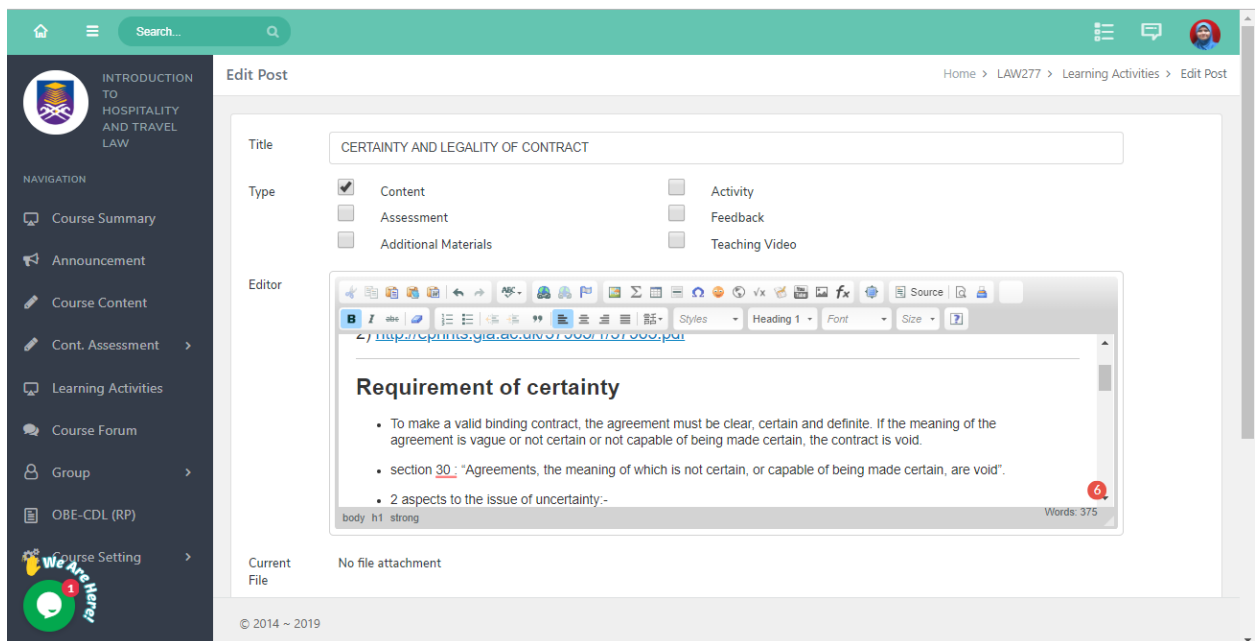
Migrating text

Text from OL can be migrated just by COPY and PASTE to MOOC.UiTM

1) COPY text from OL (Ctrl +C)



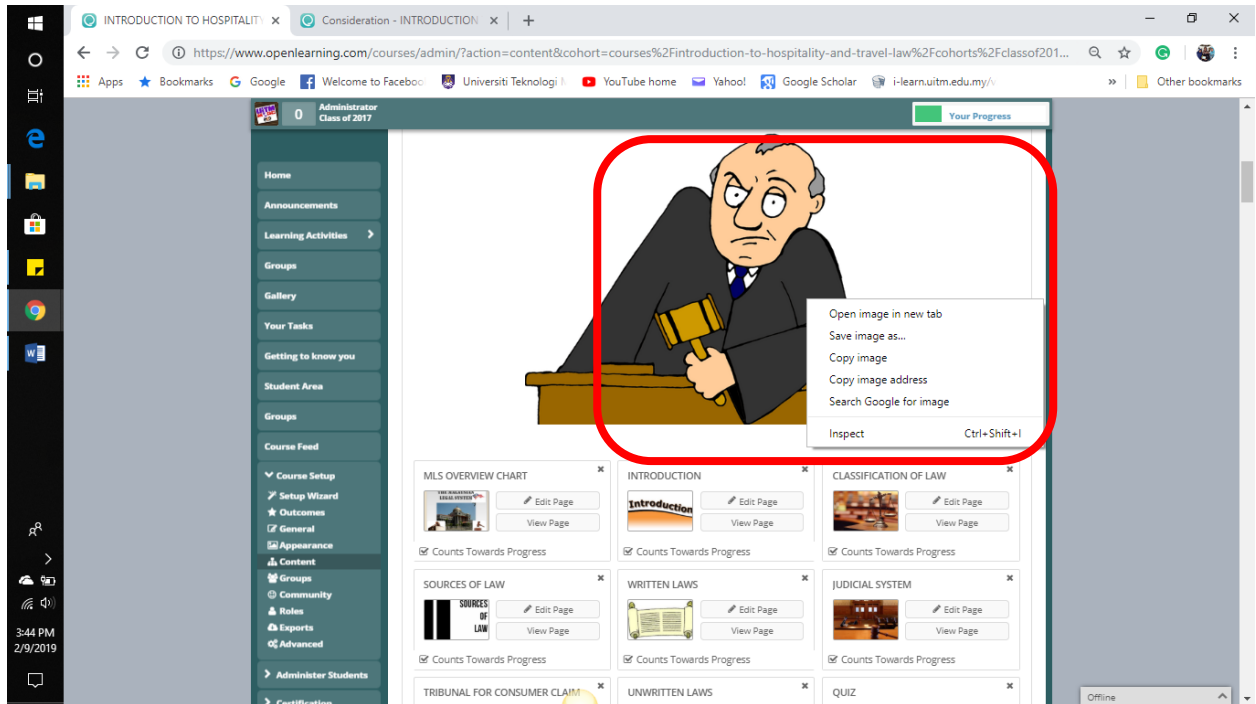
2) Paste text to MOOC.UiTM (Ctrl +V)

3) Click **SUBMIT/ SAVE** button

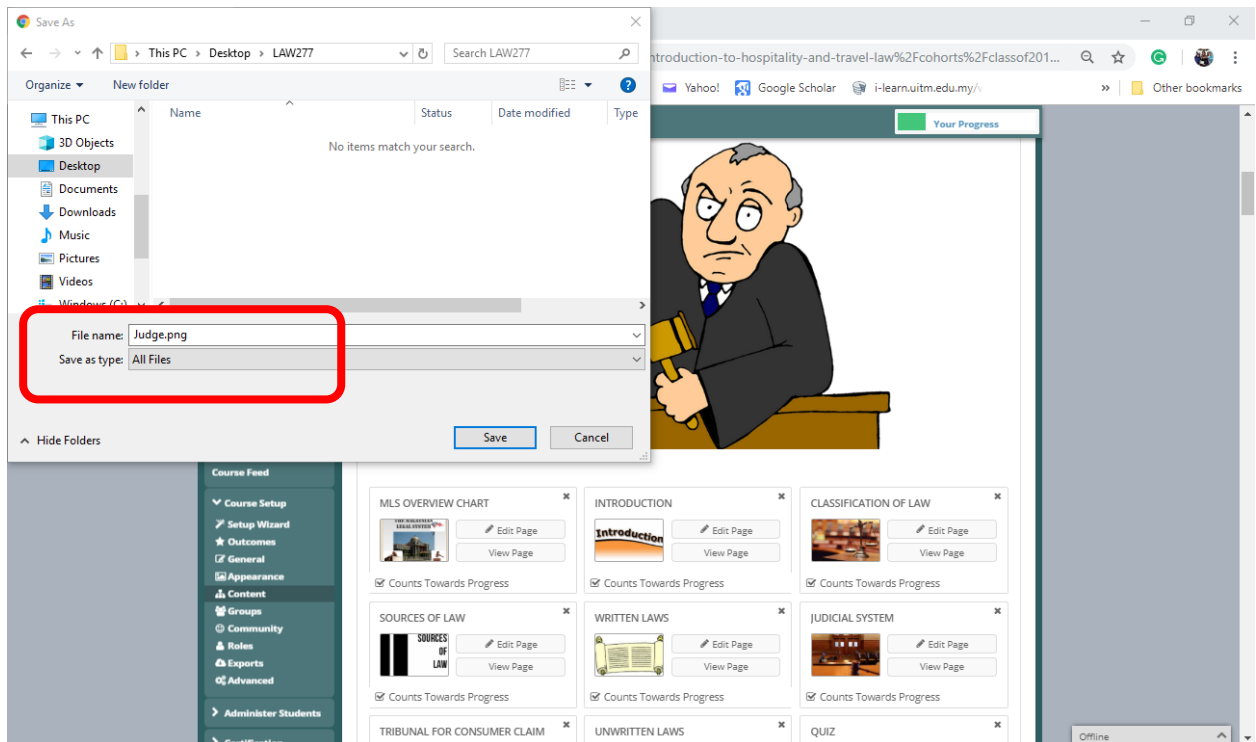
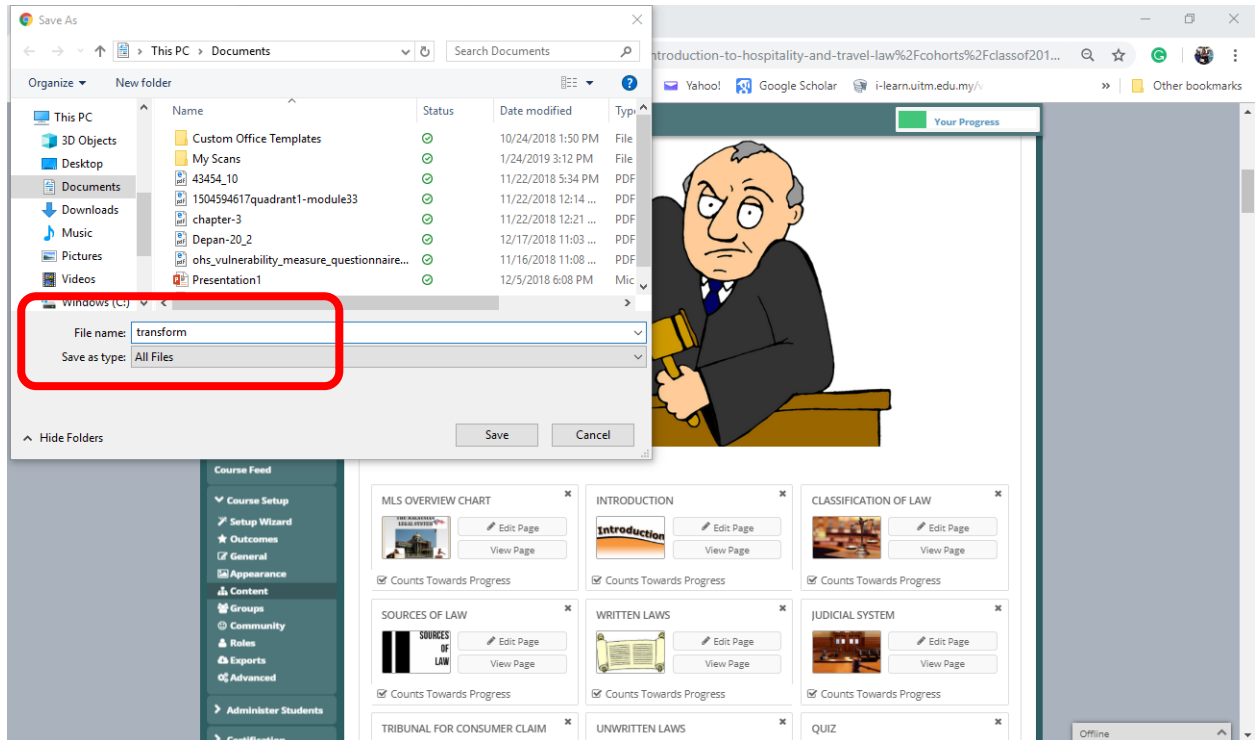
Migrating Images

Images cannot be Copied and Paste from OL to MOOC.UiTM

1) Right **CLICK + SAVE AS** selected image



- 2) If the image is saved as TRANSFORM > ALL FILES, you are required to RENAME AND ADD (.PNG) before downloading.



3) Upload the image to MOOC.UiTM

IMAGE > CHOOSE FILE > SELECT FILE > OK

The screenshot shows the 'Edit Learning Activities' interface for the course 'INTRODUCTION TO HOSPITALITY AND TRAVEL LAW'. The title of the activity is 'CHAPTER 1 - MALAYSIAN LEGAL SYSTEM'. An 'Image' dialog box is open, allowing the user to upload a file. The 'Upload' section is checked, and the 'Choose File' button is highlighted with a red box. The selected file is 'JUDGE.PNG'. The 'OK' button is also highlighted with a red box. The background shows the course content, including a description of the legal system and a list of learning outcomes.

END PRODUCT

The screenshot shows the 'END PRODUCT' of the learning activity. The main content area displays the title 'OF LAW IN MALAYSIA AND JURISDICTION OF MALAYSIAN COURTS.' and a large illustration of a judge sitting at a desk, holding a gavel. Below the illustration, the learning outcomes are listed:

1. ILLUSTRATE JURISDICTIONS OF BOTH THE SUPERIOR AND SUBORDINATE COURTS IN MALAYSIA.
2. EXPLAIN TYPES OF LAWS.

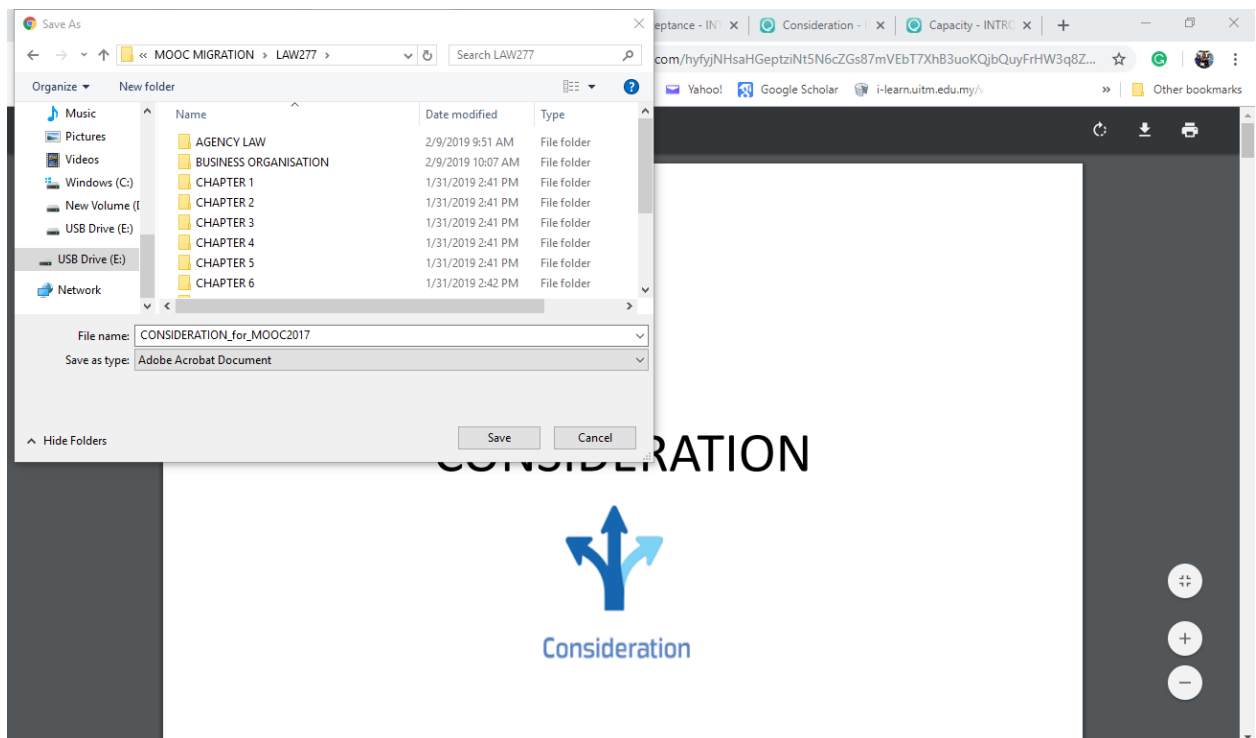
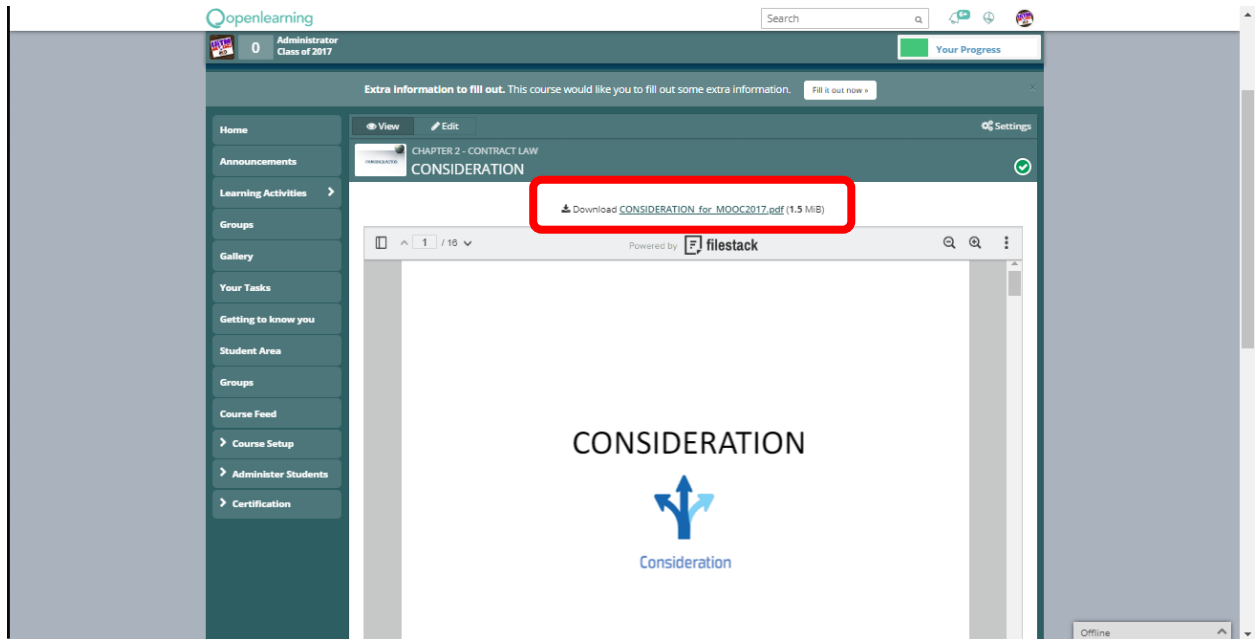
The page also includes a navigation menu on the left and a footer with the copyright notice '© 2014 ~ 2019'.

Migrating Files

Files can be placed in the form of **ATTACHMENT** or **EMBED THE FILE IN FRAME EDITOR**

ATTACH FILES

1) Download file



2) Open desired topic

The screenshot shows the 'Edit Post' interface for a course titled 'INTRODUCTION TO HOSPITALITY AND TRAVEL LAW'. The title of the post is 'CONSIDERATION'. Under the 'Type' section, the 'Content' checkbox is checked, while 'Assessment', 'Additional Materials', 'Activity', 'Feedback', and 'Teaching Video' are unchecked. The editor area is currently empty. Below the editor, the 'Current File' section indicates 'No file attachment'. The 'Attachment' section has a 'Choose Files' button and the text 'No file chosen'. There is also a 'Tagging' section with an input field and an 'Add' button. The interface includes a navigation menu on the left and a search bar at the top.

3) Attach File

ATTACHMENT > CHOOSE FILE > SELECT FILE > OPEN

This screenshot illustrates the file attachment process. On the left, a Windows File Explorer window is open to the 'CONTRACT LAW' folder. It displays a list of files with columns for Name, Date modified, and Type. The file 'CONSIDERATION_for_MOOC2017' (PDF File) is selected. The 'File name' field at the bottom of the explorer shows 'CONSIDERATION_for_MOOC2017'. On the right, the 'Edit Post' interface is shown with the 'Attachment' section updated to 'CONSIDERATION_for_MOOC2017.pdf'. The 'Current File' section still shows 'No file attachment'. The 'Tagging' section remains empty.

Name	Date modified	Type
CAPACITY	2/9/2019 10:34 AM	PDF File
CONSIDERATION_for_MOOC2017	2/9/2019 9:41 AM	PDF File
DISCHARGE	2/9/2019 10:37 AM	PDF File
FREE CONSENT	2/9/2019 10:37 AM	MP4 File
free_consent	2/9/2019 10:36 AM	PDF File
INTENTION	2/9/2019 10:35 AM	PDF File
law_acceptance	2/9/2019 9:40 AM	WMV File
MOOC_on_ACCEPTANCE	2/9/2019 9:40 AM	PDF File
MOOC_on_ITT	2/9/2019 9:39 AM	PDF File
MOOC_on_ITT	2/9/2019 9:38 AM	Microsoft PowerPoint
MOOC_on_OFFER_till_comm.aliyah	2/9/2019 9:38 AM	PDF File
REMEDIES_4_br_of_k	2/9/2019 10:38 AM	PDF File

INTRODUCTION TO HOSPITALITY AND TRAVEL LAW

NAVIGATION

- Course Summary
- Announcement
- Course Content
- Cont. Assessment
- Learning Activities
- Course Forum
- Group
- OBE-CDL (RP)
- Course Setting

© We Are Arah

Home > LAW277 > Learning Activities > Edit Post

Edit Post

Title: CONSIDERATION

Type:

- Content
- Activity
- Assessment
- Feedback
- Additional Materials
- Teaching Video

Editor

Current File: No file attachment

Attachment: CONSIDERATION_for_MOOC2017.pdf

Tagging:

© 2014 ~ 2019

4) Submit / Save

INTRODUCTION TO HOSPITALITY AND TRAVEL LAW

NAVIGATION

- Course Summary
- Announcement
- Course Content
- Cont. Assessment
- Learning Activities
- Course Forum
- Group
- OBE-CDL (RP)
- Course Setting

© We Are Arah

Home > LAW277 > Learning Activities > View

Learning Activities

✓ The post has been saved.

« 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 »

CHAPTER 2 - CONTRACT LAW

CONSIDERATION

File Attachment: CONSIDERATION_for_MOOC2017.pdf

Created: SITI SUHAIDAH BINTI SAHAB 1 second ago

Comments

© 2014 ~ 2019

Embed Files

MOOC.UiTM does not have a file preview feature. However, this can be achieved through 3rd party tools.

Listed are some tools you can opt for:

- i. ISSUU
- ii. Youblisher
- iii. Flipsnack

1) Create an Account for any of the tools (this manual will be using ISSUU)

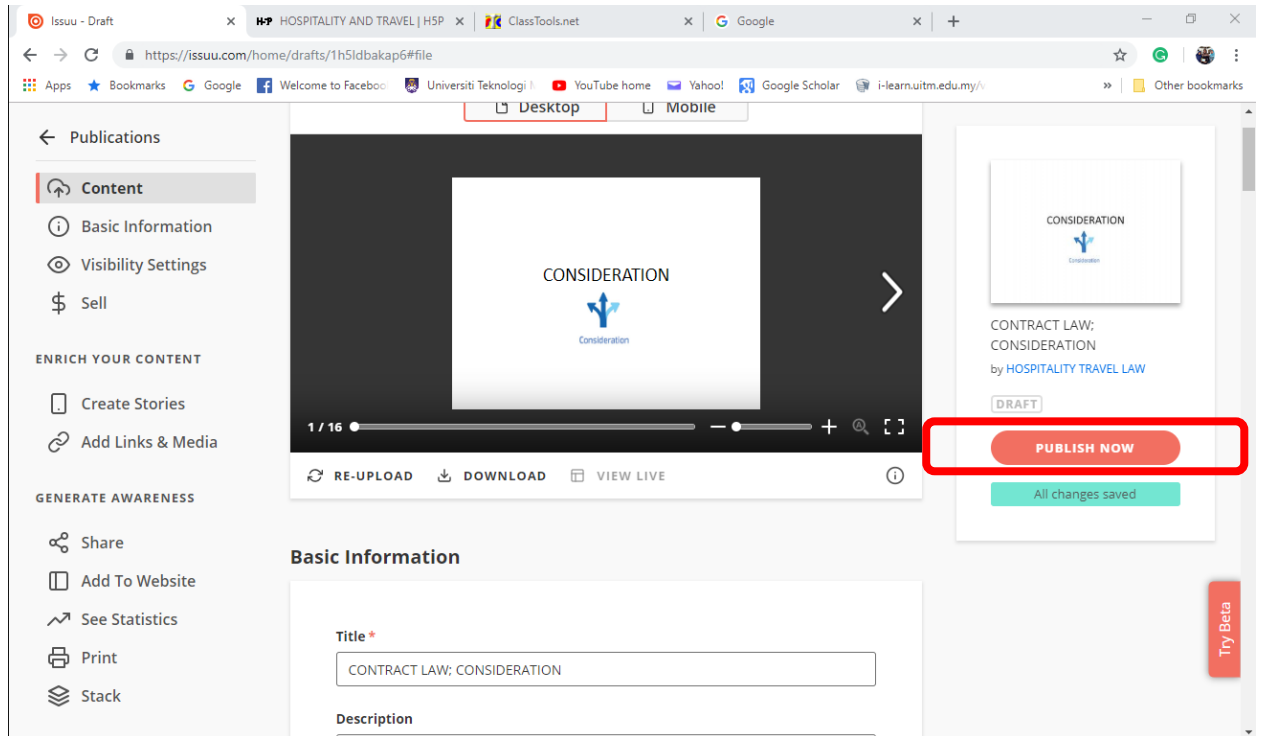
The screenshot shows the Issuu publisher dashboard for a user named 'HOSPITALITY TRAVEL LAW'. The dashboard includes a navigation menu on the left with options like 'Publisher Home', 'Publications', 'Statistics', 'Sales', 'Collaborate', 'Facebook App', and 'Help & Support'. The main content area features three promotional cards: 'NEW Publisher Navigation', 'NEW Creator Hub: Solutions', and 'WEBINAR Let's Build Stories!'. At the bottom, a large message states 'Your publication looks great.' The browser's address bar shows the URL 'https://issuu.com/home/publisher'.

2) Upload file (only PDF file can be uploaded here)

SELECT FILE TO UPLOAD > TYPE IN TITLE > WAIT UNTIL CONVERTING PROCESS COMPLETES > PUBLISH NOW

The screenshot shows the Issuu Draft editor interface. The browser address bar displays <https://issuu.com/home/drafts/new#file>. The left sidebar contains navigation options: Publications, Content, Basic Information, Visibility Settings, Sell, ENRICH YOUR CONTENT (Create Stories, Add Links & Media), and GENERATE AWARENESS (Share, Add To Website, See Statistics, Print). The main content area features a 'Desktop' and 'Mobile' view selector. A large dashed box contains a cloud upload icon and the text 'Drop file here to upload'. Below this is a red button labeled 'SELECT FILE TO UPLOAD' and the text 'UPLOAD MULTIPLE FILES AT ONCE'. To the right, a 'DRAFT' card shows 'Untitled by HOSPITALITY TRAVEL LAW' and a 'PUBLISH NOW' button. A 'Try Beta' badge is visible on the right edge.

The screenshot shows the Issuu Draft editor during the file validation process. The browser address bar displays <https://issuu.com/home/drafts/1h5ldbakp6#file>. The left sidebar is identical to the previous screenshot. The main content area shows a progress bar with stages: Uploading, Registering, Validating (highlighted in green), and Converting. A circular icon with a shield and document symbol is next to the text 'Validating file'. Below this, it says 'CONSIDERATIO...MOOC2017.pdf | 1.51MB | 16 pages' and 'We're making sure that your file can be transformed into the Issuu format. Feel free to work on your draft in the meantime.' At the bottom of this section are buttons for 'RE-UPLOAD', 'DOWNLOAD', and 'VIEW LIVE'. The 'Basic Information' section has a 'Title' field highlighted with a red box, containing the text 'CONTRACT LAW: CONSIDERATION'. Below it is a 'Description' field. To the right, the 'DRAFT' card now shows 'CONTRACT LAW; CONSIDERATION by HOSPITALITY TRAVEL LAW' and a 'PUBLISH NOW' button. A green button at the bottom of the draft card says 'All changes saved'. A 'Try Beta' badge is visible on the right edge.



3) Copy Embed code

CLICK VIEW LIVE > SHARE > COPY EMBED CODE

The screenshot shows the Issuu 'Draft' interface for a publication titled "CONSIDERATION". The "VIEW LIVE" button is highlighted with a red box. The interface includes a navigation menu on the left, a central video player, and a right-hand sidebar with "APPLY CHANGES" and "REVIEW CHANGES" buttons.

The screenshot shows the Issuu 'Draft' interface for a publication titled "CONTRACT LAW; CONSIDERATION". The "COPY EMBED CODE" option is selected, and the embed code is highlighted with a red box. The interface includes a navigation menu on the left, a central video player, and a right-hand sidebar with "APPLY CHANGES" and "REVIEW CHANGES" buttons.

4) Embed file to MOOC.UiTM

SELECT DESIRED TOPIC > SOURCE > PASTE EMBED CODE (CTRL+V) > SOURCE

The screenshot shows the MOOC.UiTM editor interface. The title is 'CONSIDERATION'. The 'Type' section has 'Content' checked. The 'Editor' toolbar has the 'Source' button highlighted with a red box. The editor area contains the following embed code: `<iframe src="/anonymous/embed.html?u=hospitalitytravel&id=consideration_for_mooc2017" style="border:none;width:100%;height:600px;" allowfullscreen></iframe>`. The 'Current File' section shows 'No file attachment'. The 'Attachment' section has a 'Choose Files' button and 'No file chosen'. The 'Tagging' section has an 'Add' button.

5) Resize iframe

DOUBLE CLICK iframe > WIDTH 1000 & HEIGHT 600 > ENABLE SCROLL BAR > OK

The screenshot shows the MOOC.UiTM editor interface with the 'Iframe Properties' dialog box open. The 'Width' and 'Height' fields are highlighted with a red box. The 'URL' field contains the same embed code as in the previous screenshot. The 'Alignment' dropdown is set to '<not set>'. The 'Name' and 'Advisory Title' fields are empty. The 'Long Description URL' field is empty. The 'OK' and 'Cancel' buttons are visible at the bottom of the dialog box.

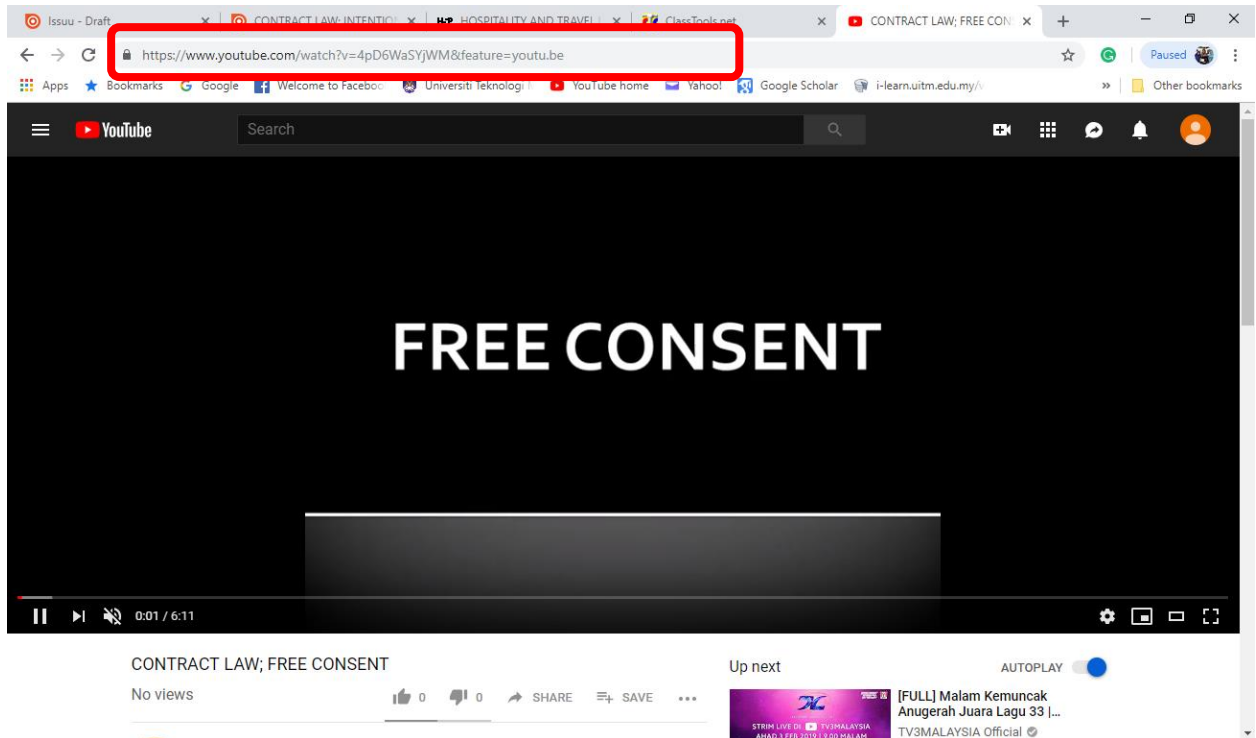
6) Submit or Save

The screenshot displays a MOOC interface for the course "INTRODUCTION TO HOSPITALITY AND TRAVEL LAW". The navigation menu on the left includes: Course Summary, Announcement, Course Content, Cont. Assessment, Learning Activities, Course Forum, Group, OBE-CDL (RP), and Course Setting. The main content area shows "CHAPTER 2 - CONTRACT LAW" with a slide titled "CONSIDERATION". The slide features the word "CONSIDERATION" at the top, a blue logo with two upward-pointing arrows in the center, and the word "Consideration" below it. The slide is part of a 16-slide presentation, as indicated by the "1 / 16" indicator. The interface also includes a search bar, a notification "The post has been saved.", and a "Back to Learning Activities" button. The footer of the slide area shows "Powered by ISSUU" and "Publish for free".

Migrating Video

MOOC.UiTM only allows videos from YouTube to be uploaded into the frame editor. Therefore, it is advisable for developers to create a YouTube channel.

1) Copy URL of the desired YouTube video



- 2) Open MOOC.UiTM> Select desired topic
YOUTUBE > PASTE YOUTUBE URL > RESIZE 1000 x 600 > OK

https://mooc.uitm.edu.my/v3/Le... x +

https://mooc.uitm.edu.my/v3/LearningActivities/postedit/5c5e3066-95f4-4d40-b3ab-27180a001856/LAW277

Search...

INTRODUCTION TO HOSPITALITY AND TRAVEL LAW

NAVIGATION

- Course Summary
- Announcement
- Course Content
- Cont. Assessment >
- Learning Activities
- Course Forum
- Group >
- OBE-CDL (RP)
- Course Setting >

Home > LAW277 > Learning Activities > Edit Post

Edit Post

Title: FREE CONSENT

Type:

- Content
- Activity
- Assessment
- Feedback
- Additional Materials
- Teaching Video

Editor

Current File: No file attachment

© 2014 ~ 2019

https://mooc.uitm.edu.my/v3/Le... x +

https://mooc.uitm.edu.my/v3/LearningActivities/postedit/5c5e3066-95f4-4d40-b3ab-27180a001856/LAW277

Search...

INTRODUCTION TO HOSPITALITY AND TRAVEL LAW

NAVIGATION

- Course Summary
- Announcement
- Course Content
- Cont. Assessment >
- Learning Activities
- Course Forum
- Group >
- OBE-CDL (RP)
- Course Setting >

Home > LAW277 > Learning Activities > Edit Post

Edit Post

Title: FREE CONSENT

Type:

- Content
- Activity
- Assessment
- Feedback
- Additional Materials
- Teaching Video

Embed Youtube Video

Paste Embed Code Here

Paste Youtube Video URL: <https://www.youtube.com/watch?v=4pD6WaSjYWM&feature=youtu.be>

Width: 640

Height: 360

Enable privacy-enhanced mode

Autoplay

Start at (ss or mm:ss or hh:mm:ss)

OK Cancel

Current File: No file attachment

© 2014 ~ 2019

3) Submit or Save

The screenshot displays a MOOC interface for 'INTRODUCTION TO HOSPITALITY AND TRAVEL LAW'. The main content area shows a video player for 'CHAPTER 2 - CONTRACT LAW FREE CONSENT'. The video content is a flowchart diagram illustrating the elements and exceptions of fraud. The diagram shows 'FRAUD' (with a red prohibition sign) leading to 'elements' which include 'representation/ statement made to deceive or induce.' and 'Relied on in making a contract'. These elements lead to 'void'. 'FRAUD' also leads to 'EXCEPTIONS', which include 'silence' (with a sad face icon), 'Under duty to speak' (with a play button icon), and 'When silence equal to speech'. 'EXCEPTIONS' also leads to 'Fiduciary relation Eg: father & daughter' and 'Uberrimae fide. Eg insurance'. The video player interface includes a search bar, a progress bar, and navigation buttons like 'Back to Learning Activities' and 'Edit Activity'.

Migrating Links

Similar to text, migration of LINKS from OL to MOOC.UiTM can be done by **COPY and PASTE**.

MIGRATING QUIZZES/ ACTIVITY

Quizzes/ Activity have to be redesign in a 3rd party tools. Recommended Tools are;

i. H5p.org

Requires developer to sign up. It is easy to use and provide a polish and professional look. It offers not only quiz maker but also presentation and games.



ii. Classtools.net

Does not require registration, however one must include a code upon saving any quiz/activity. It is important to save the URL for each activity as it is nearly impossible to search the activity in classtools.

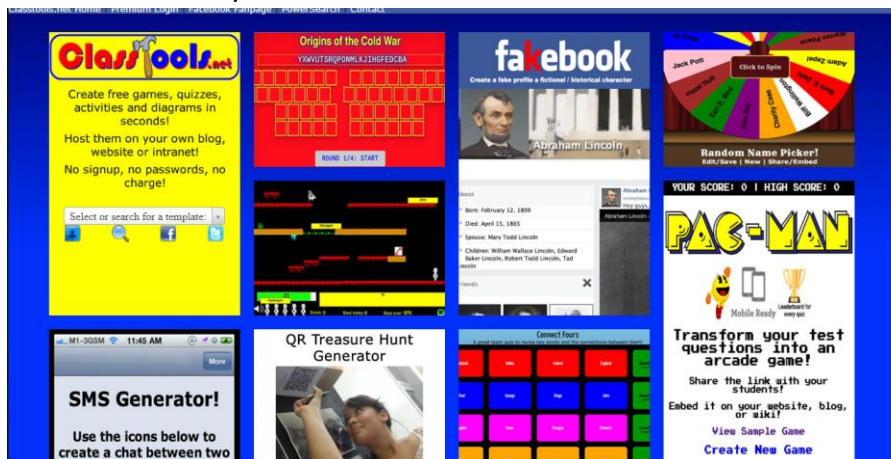


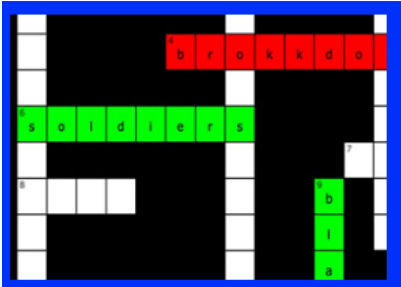







Table below shows the tools equivalent to quiz widget in OL

OL QUIZ WIDGET	TOOLS	TYPE
Category Matching	CLASSTOOLS.NET	DUSTBIN GAME GENERATOR <i>Limited to max 4 categories only</i> 
	H5P.ORG	DRAG AND DROP <i>Requires to create image of categories</i>  Drag and Drop Create drag and drop tasks with images
Crossword Puzzle	CLASSTOOLS.NET	CROSSWORD GENERATOR <i>Simple crossword puzzle maker</i> 
Fill in the blanks	H5P.ORG	FILL IN THE BLANKS

		 <p>Fill in the Blanks</p> <p>Create a task with missing words in a text</p>
<p>Match it <i>Both Classtools and H5P did not have this feature.</i></p>	<p>CLASSTOOLS.NET</p>	<p>DRAG AND DROP QUIZ MAKER</p> 
	<p>H5P.ORG</p>	<p>DRAG THE WORDS</p>  <p>Drag the Words</p> <p>Create text-based drag and drop tasks</p>
<p>Multiple Choice</p>	<p>H5P.ORG</p>	<p>MULTIPLE CHOICE</p>  <p>Multiple Choice</p> <p>Create flexible multiple choice questions</p>

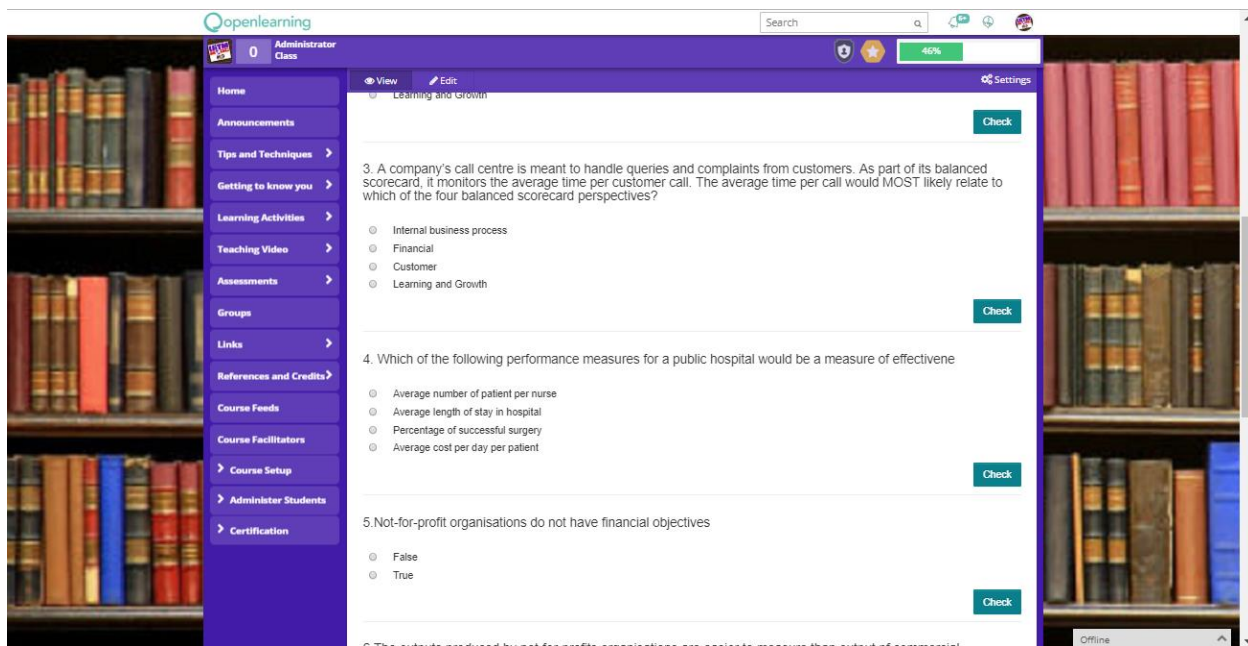
		<p>SINGLE CHOICE SET</p>  <p>Single Choice Set</p> <p>Create questions with one correct answer</p>
Short Answer	H5P.ORG	<p>ESSAY</p>  <p>Essay</p> <p>Create essay with instant feedback</p>
Random Selector	CLASSTOOLS.NET	<p>FRUIT MACHINE</p>  <p>RADOM NAME PICKER</p> 

Checklist	H5P.ORG	QUESTIONNAIRE
		 <p data-bbox="1019 432 1219 466">Questionnaire</p> <p data-bbox="987 489 1252 552">Create a questionnaire to receive feedback</p>

Migrating multiple question with multiple question styles

To migrate several questions with different styles (example; multiple choice and true/false) it is advisable to use QUESTION SET in H5P.org

- 1) This set comprises of several multiple choice questions and 2 true/false questions.



The screenshot displays the H5P Question Set interface. It features a purple sidebar with navigation options like Home, Announcements, and Assessments. The main content area shows a list of questions with radio button options and 'Check' buttons for each. The questions are:

3. A company's call centre is meant to handle queries and complaints from customers. As part of its balanced scorecard, it monitors the average time per customer call. The average time per call would MOST likely relate to which of the four balanced scorecard perspectives?
 - Internal business process
 - Financial
 - Customer
 - Learning and Growth
4. Which of the following performance measures for a public hospital would be a measure of effectiveness?
 - Average number of patient per nurse
 - Average length of stay in hospital
 - Percentage of successful surgery
 - Average cost per day per patient
5. Not-for-profit organisations do not have financial objectives
 - False
 - True
6. The outputs produced by not for profits organisations are easier to measure than output of commercial.

2) LOGIN TO H5P.ORG > MY ACCOUNT > QUESTION SET



Quiz (Question Set)

Create a sequence of various question types

3) Fill in the information

Tutorial Example Copy Paste & Replace

Title * Metadata

Used for searching, reports and copyright information

MODULE 5; QUIZ 5

▶ Quiz introduction

Background image

An optional background image for the Question set.
Note: To avoid abuse, H5P.org has limited file size on uploads to 16 MB. To use larger images you must [Install H5P](#) on your web site.

+ Add

Progress indicator *

Question set progress indicator style.

Dots ▾

Pass percentage *

Percentage of Total score required for passing the quiz.

50

Questions *

Textual Default

feedback

- 4) Select question type; **MULTIPLE CHOICE, DRAG AND DROP, FILL IN THE BLANKS, MARK THE WORDS, DRAG TEXT OR TRUE FALSE QUESTION**

50

Questions *

1. Question

+ ADD QUESTION

Question type *

Library for this question.

Copy Paste

Disable backwards navigation
This option will only allow you to move forward in Question Set

Randomize questions
Enable to randomize the order of questions on display.

Number of questions to be shown:
Create a randomized batch of questions from the total.

Finished

Settings for "Check", "Show solution" and "Retry"

Text overrides and translations

- 5) Fill in the question and answer by following the instruction provided

Questions *

1. Multiple Choice

2. Multiple Choice

3. Multiple Choice

4. Multiple Choice

5. True/False Quest...

6. True/False Quest...

+ ADD QUESTION

Question type *

Library for this question.

Multiple Choice

Copy Paste & Replace

Title * Metadata

Used for searching, reports and copyright information

Untitled Multiple Choice

Media

Question *

In the Fitzgerald and Moon model of performance measurement in services businesses, which one of the following dimensions of performance reflects past results or achievements rather than a determinant for future performance?

Available options *

Resource Utilisation

Text *

feedback

6) Check the setting and **CLICK SAVE**

Disable backwards navigation
This option will only allow you to move forward in Question Set

Randomize questions
Enable to randomize the order of questions on display.

Number of questions to be shown:
Create a randomized batch of questions from the total.

▶ Finished

▶ Settings for "Check", "Show solution" and "Retry"

▶ Text overrides and translations

Tags
 Organize your content with tags

H5P Options

- Display buttons (download, embed and copyright)
- Download button
- Embed button
- Copyright button

feedback

7) Click **EMBED > COPY EMBED CODE**

MODULE 5; QUIZ 5

View Edit

Clone content

Submitted by plan control pe... on Thu, 01/31/2019 - 06:38

In the Fitzgerald and Moon model of performance measurement in services businesses, which one of the following dimensions of performance reflects past results or achievements rather than a determinant for future performance?

Standards

Competitiveness

Flexibility

Resource Utilisation

New to H5P? Read the [installation guide](#) to get H5P on your own site.

In the Fitzgerald and Moon model of performance measurement in services businesses, which one of the following dimensions of performance reflects past results or achievements rather than a determinant for future performance?

Resource Utilisation

Standards

Flexibility

Competitiveness

Embed

`<iframe src="https://h5p.org/h5p/emt`

Size: x px

New to H5P? Read the [installation guide](#) to get H5P on your own site.

<p>Navigation</p> <ul style="list-style-type: none"> Home Examples & Downloads Documentation Goals & Roadmap Forum 	<p>Connect with H5P</p> <ul style="list-style-type: none"> Facebook Twitter GitHub Contact Form 	<p>About</p> <p>H5P is an open source community driven project. Join the Community and help us create richer online experiences!</p> <p>Project Licensing Information</p> <p>About the Project</p>
---	---	--

8) PASTE embed code at **MOOC.UiTM** using **SOURCE > SUBMIT/SAVE**

PLANNING, CONTROL AND PERFORMANCE MEASUREMENT

NAVIGATION

- Course Summary
- Announcement
- Course Content
- Cont. Assessment
- Learning Activities
- Course Forum
- Group
- OBE-CDL (RP)
- Course Setting

Home > MGT816 > Learning Activities > Edit Post

Edit Post

Title: QUIZ

Type:

- Content
- Assessment
- Additional Materials
- Activity
- Feedback
- Teaching Video

Editor:


```
<2>Answer ALL questions</2>
<br>
<br>
<iframe allowfullscreen="allowfullscreen" frameborder="0" height="361" src="https://h5p.org/h5p/embed/419926" width="642"></iframe>
```

Current File: No file attachment

Attachment: Choose Files | No file chosen

Tagging: A keyword or term assigned. Add

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9) END PRODUCT

PLANNING, CONTROL AND PERFORMANCE MEASUREMENT

NAVIGATION

- Course Summary
- Announcement
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- Cont. Assessment
- Learning Activities
- Course Forum
- Group
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- Course Setting

Home > MGT816 > Learning Activities > View

Learning Activities

The post has been saved.

1 2 3 4 5 6 7 8 9 10

Back to Learning Activities Edit Activity

MODULE 5 PERFORMANCE MANAGEMENT QUIZ

Answer ALL questions

The labour turnover is generally associated with which perspective of performance in a balanced scorecard?

- Financial
- Learning and Growth
- Internal business process
- Customer

Check

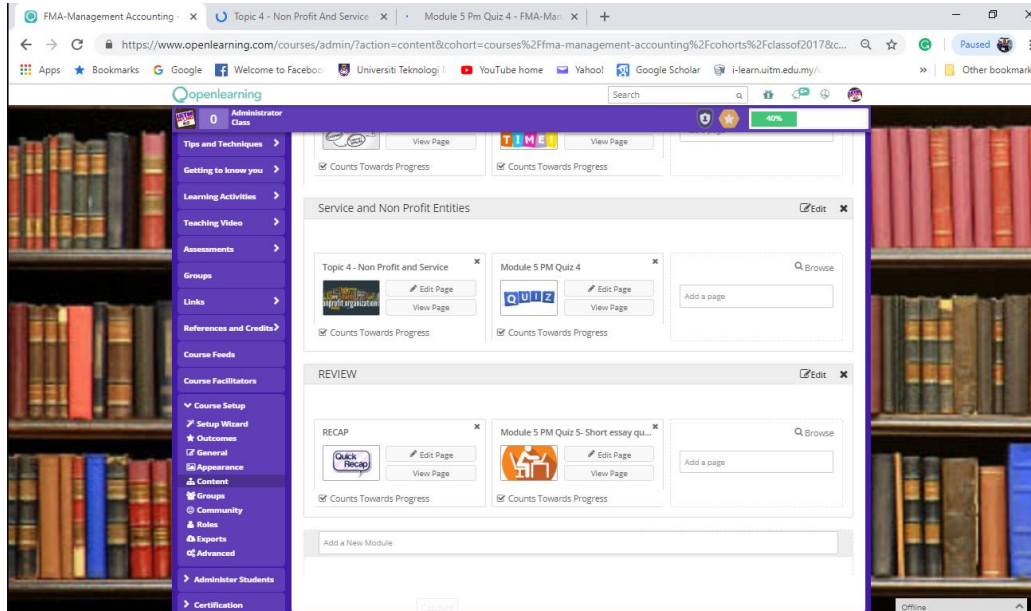
Download Embed

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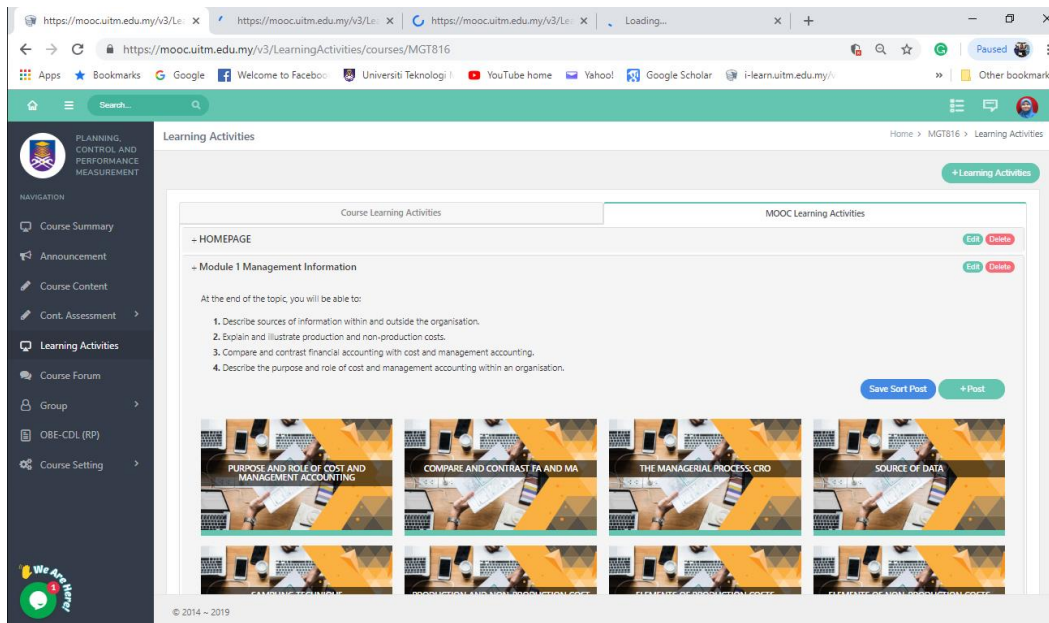
TIPS AND TRICKS

To ease migration process, use 3 separate browsers;

1) OL



2) MOOC.UiTM



3) 3rd Party Tools

Create Interactive content

H5P.org provides a free service for trying out H5P before installing it on your own site or signing up for H5P.com. Be aware that all test content created on H5P.org is publicly available.

Select content type

Create Content Upload Paste

Search for Content Types

All Content Types (39 results)

Show: Recently Used First Newest First A to Z

- Quiz (Question Set)**
Create a sequence of various question types [Details](#)
- Fill in the Blanks**
Create a task with missing words in a text [Details](#)
- Drag the Words**
Create text-based drag and drop tasks [Details](#)
- Single Choice Set** [Details](#)

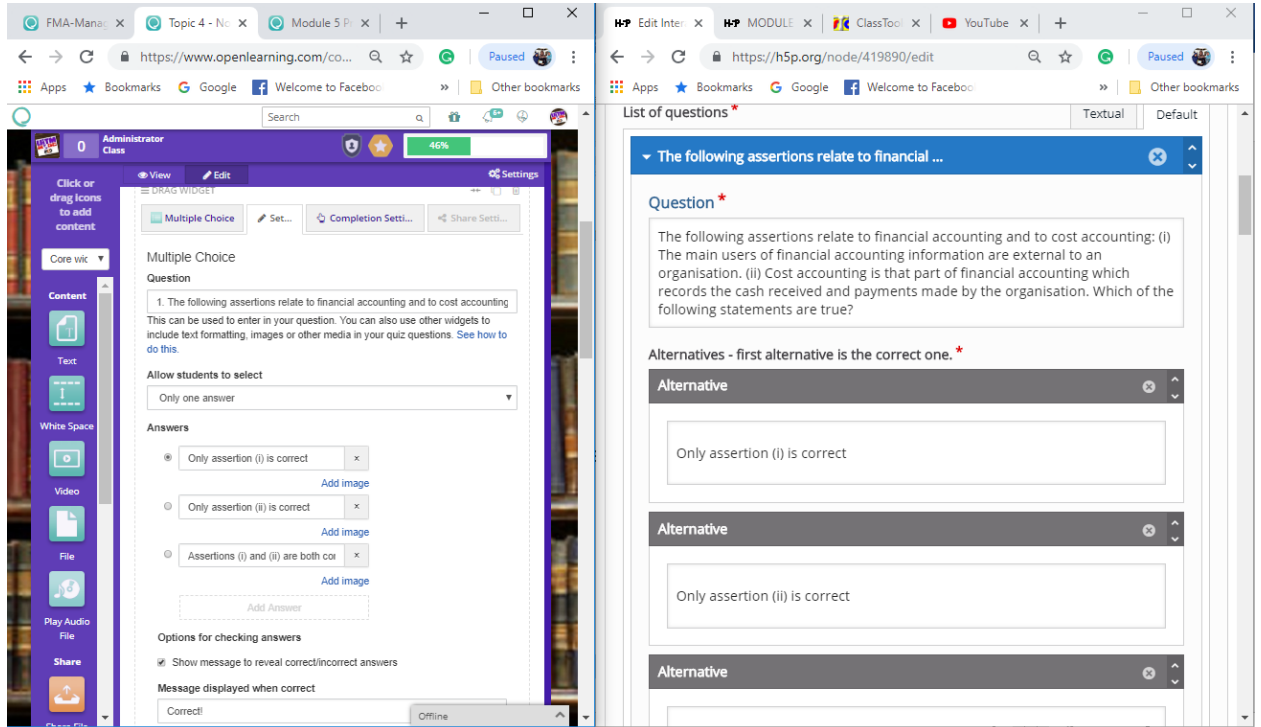
Align your browser side by side

Left browser: <https://www.openlearning.com/>

Right browser: <https://mooc.uitm.edu.my/v3/LearningActivitie...>

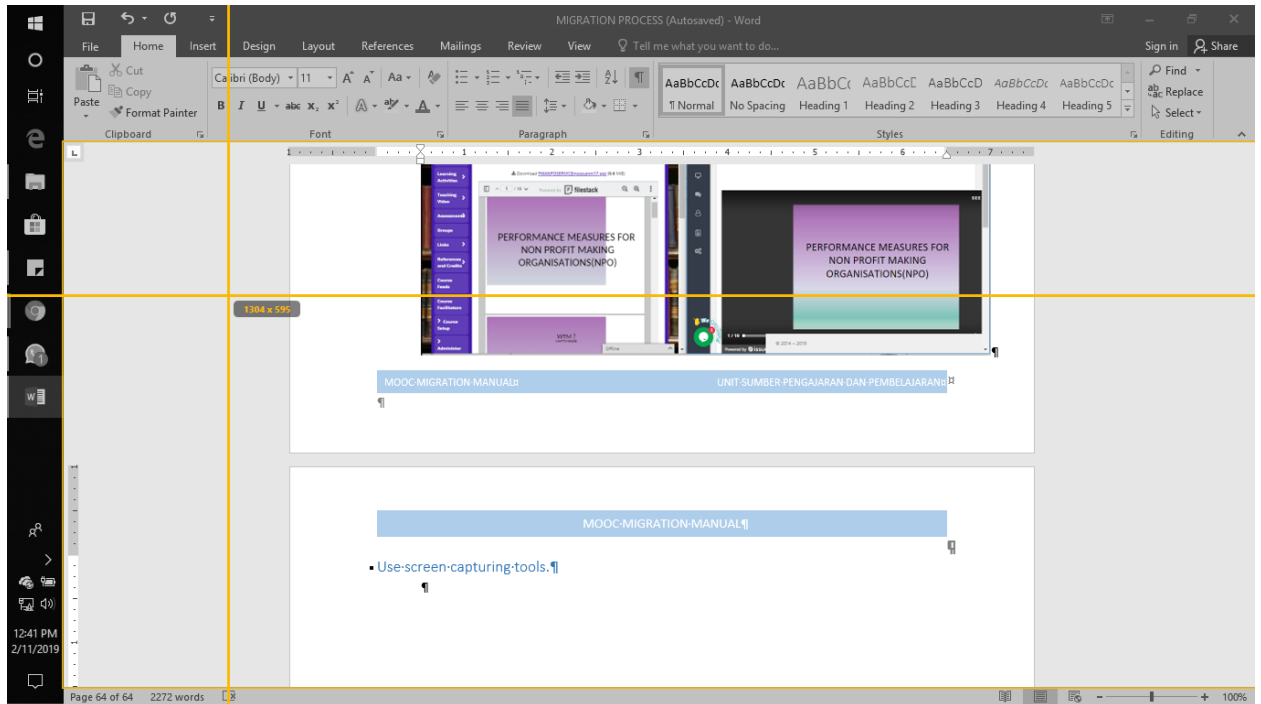
Slide content: **PERFORMANCE MEASURES FOR NON PROFIT MAKING ORGANISATIONS(NPO)**

MOOC MIGRATION MANUAL



Use screen capturing tools.

JING



Use keyboard shortcut keys.

BASIC SHORTCUT KEYS	
Alt + F	File menu options in current program
Alt + E	Edit options in current program
F1	Universal help (for all programs)
Ctrl + A	Select all text
Ctrl + X	Cut selected item
Shift + Del	Cut selected item
Ctrl + C	Copy selected item
Ctrl + Ins	Copy selected item
Ctrl + V	Paste
Shift + Ins	Paste
Home	Go to beginning of current line
Ctrl + Home	Go to beginning of document
End	Go to end of current line
Ctrl + End	Go to end of document
Shift + Home	Highlight from current position to beginning of line
Shift + End	Highlight from current position to end of line
Ctrl + ←	Move one word to the left at a time
Ctrl + →	Move one word to the right at a time

BEST OF LUCK