



UTeM

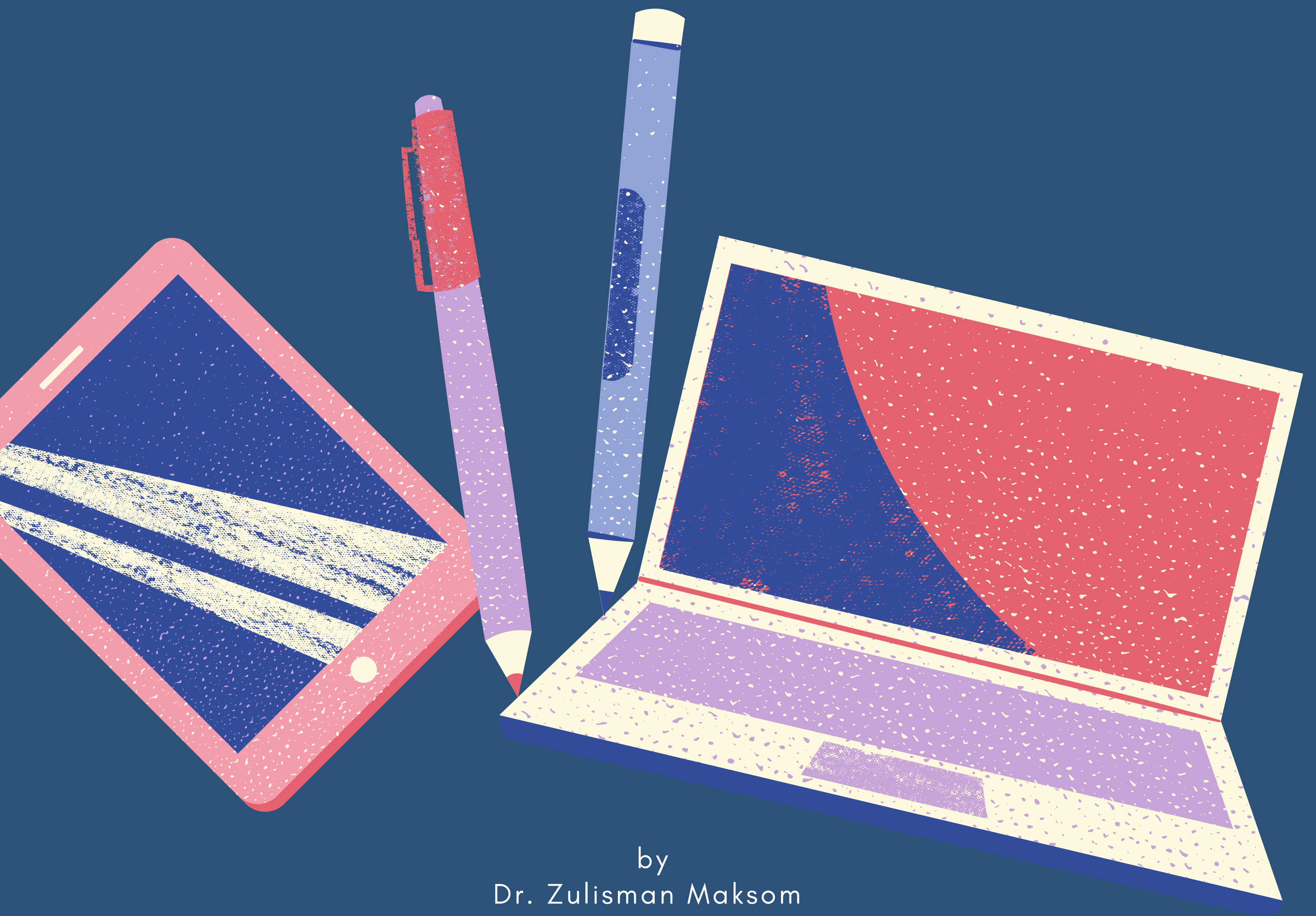
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UNIVERSITI TEKNIKAL MALAYSIA MELAKA

UCreds Manual

Your Manual SIM Curation

v1.2 (updated 20 March 2023)



by

Dr. Zulisman Maksom

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UCREDS GUIDEBOOK BY DR. ZULISMAN MAKSOM

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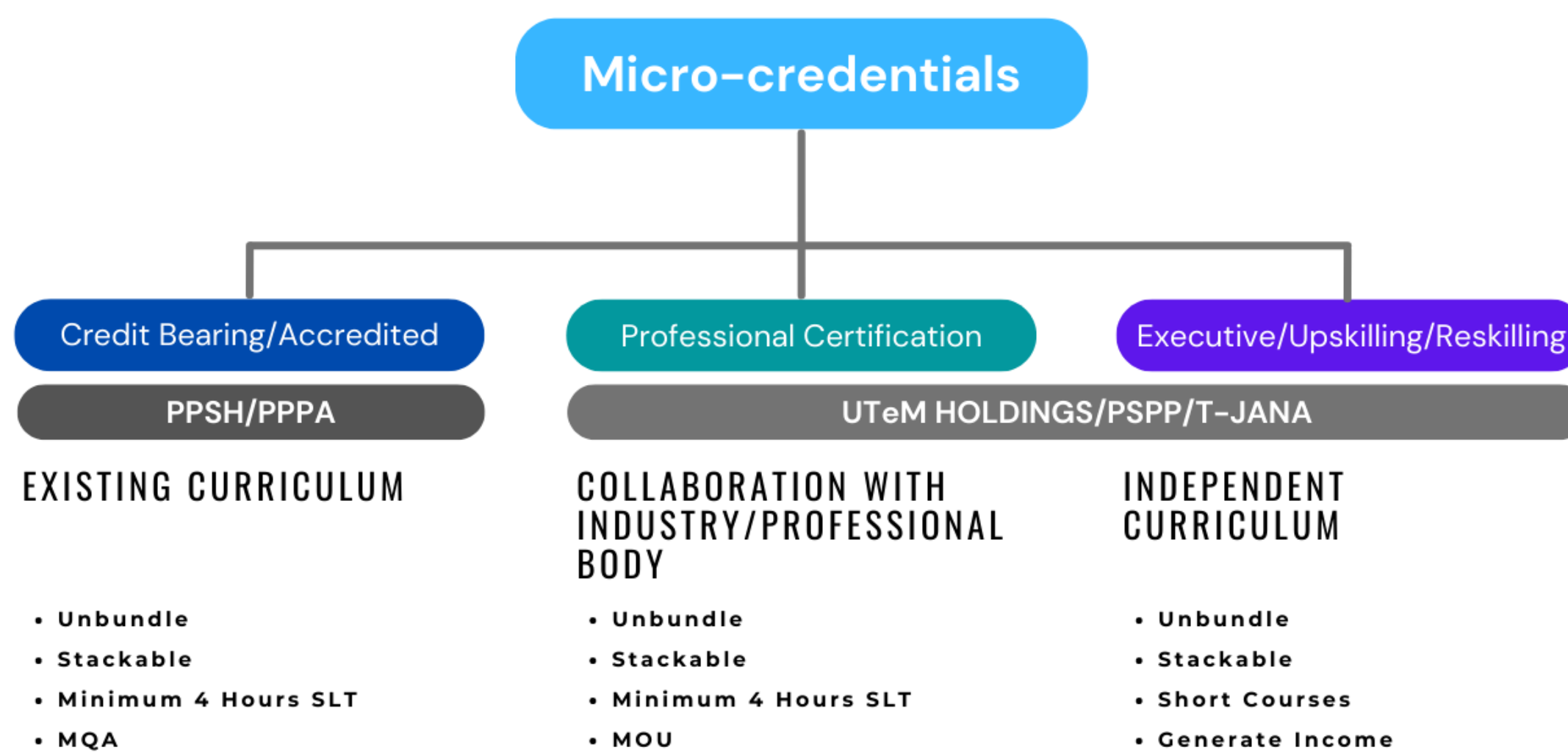
01

UTeM MC Structure

WHAT AND HOW

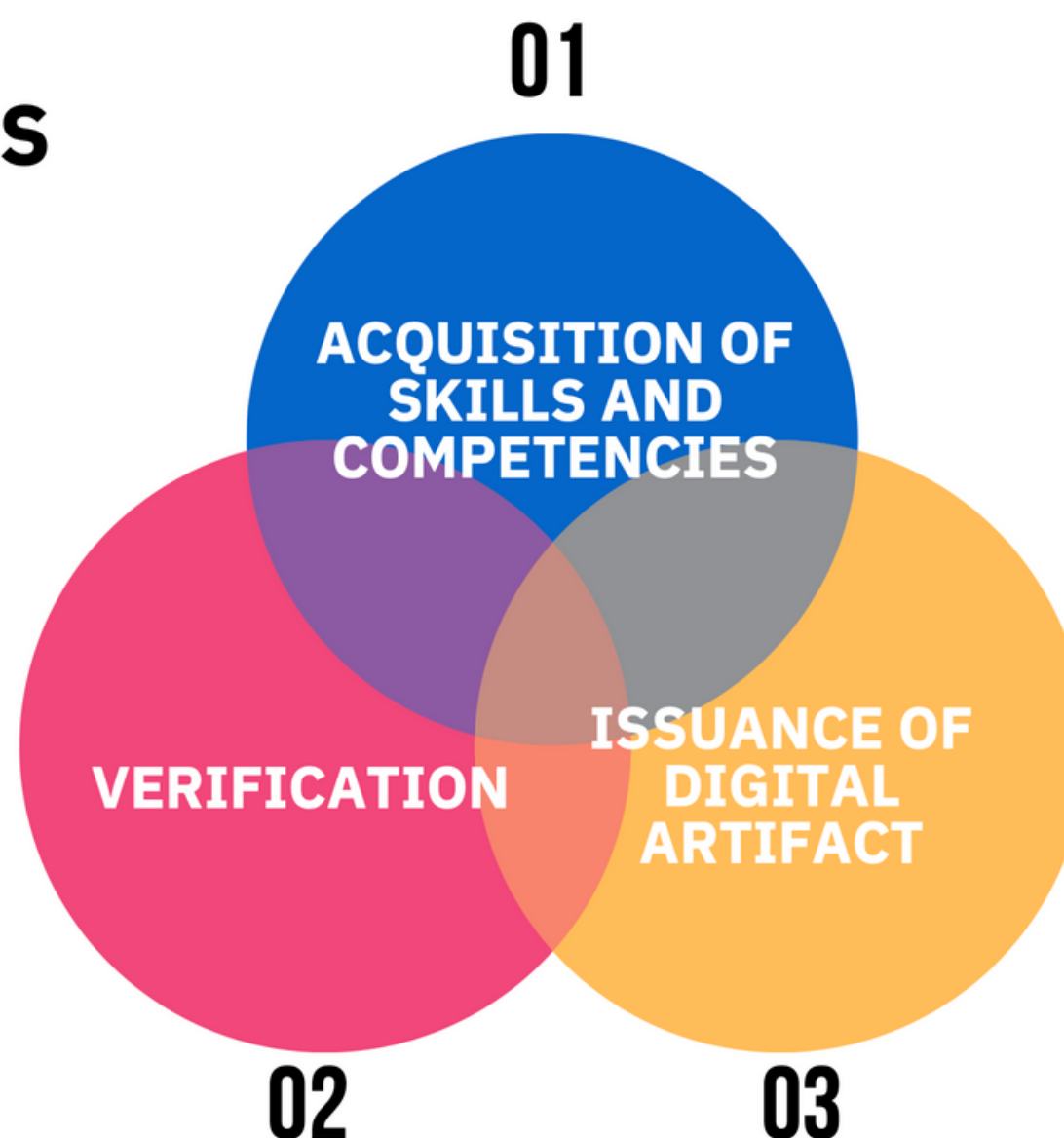
UTeM's micro-credentials are divided into 3 categories which are:

- Credit-bearing or accredited - This type of MC is designed from the unbundling process of the current curriculum.
- Professional Certification - This type of MC is designed from professional certification courses and usually endorsed by the industrial partner
- Executive/Upskilling/Reskilling - This type of MC is designed from any core knowledge which helps the learner to upskill or reskill.



COMMON ATTRIBUTES

- 01** the acquisition of small units of learning, skills or competencies, which have a distinct value in the workforce or for professional needs
- 02** verification by a recognised and trusted issuing authority (such as an educational institution or industry body)
- 03** the issuance of a digital artefact, such as a digital badge, as an alternative to a traditional attestation of learning, such as a formal transcript.



BEFORE MC DESIGN

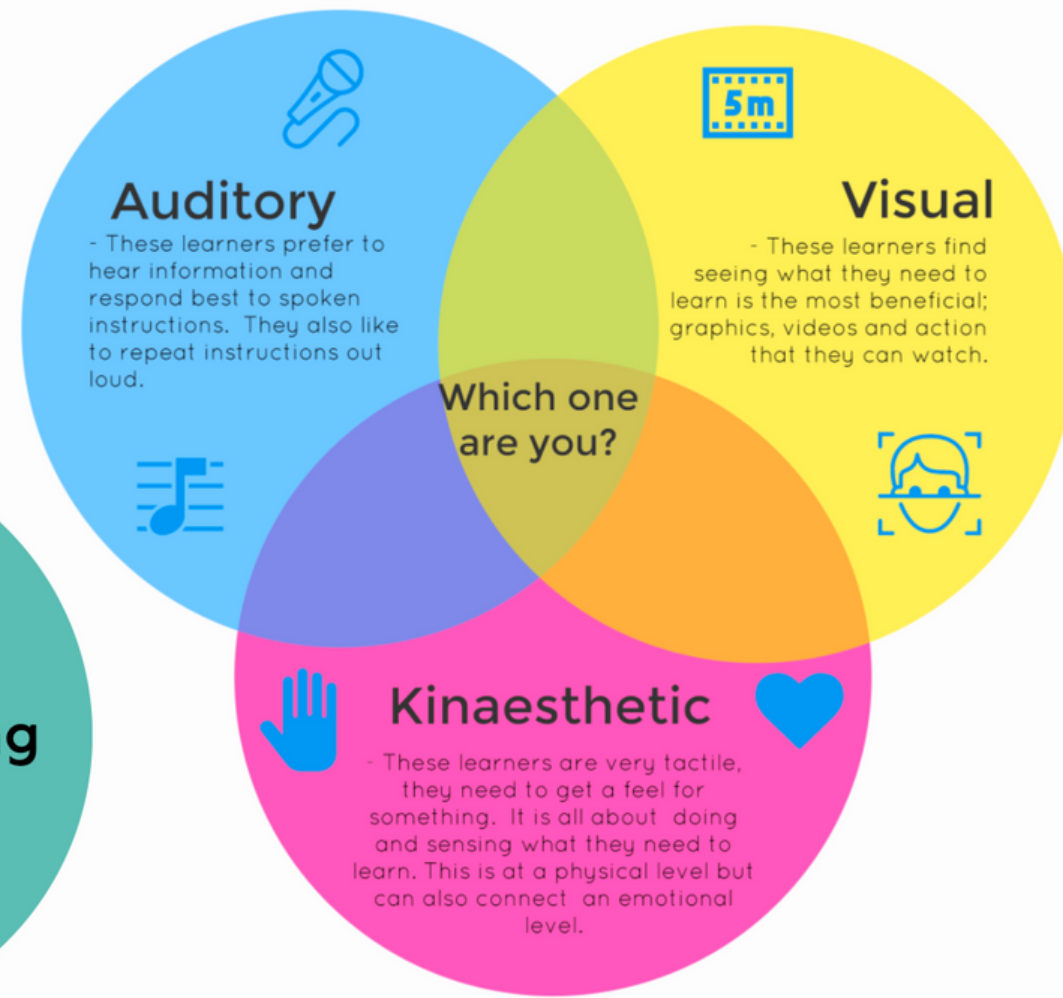
VARK

Understanding the learner and their learning style is a piece of essential knowledge. One style fits all is a dangerous assumption in providing learning design.



3 TYPES OF LEARNER

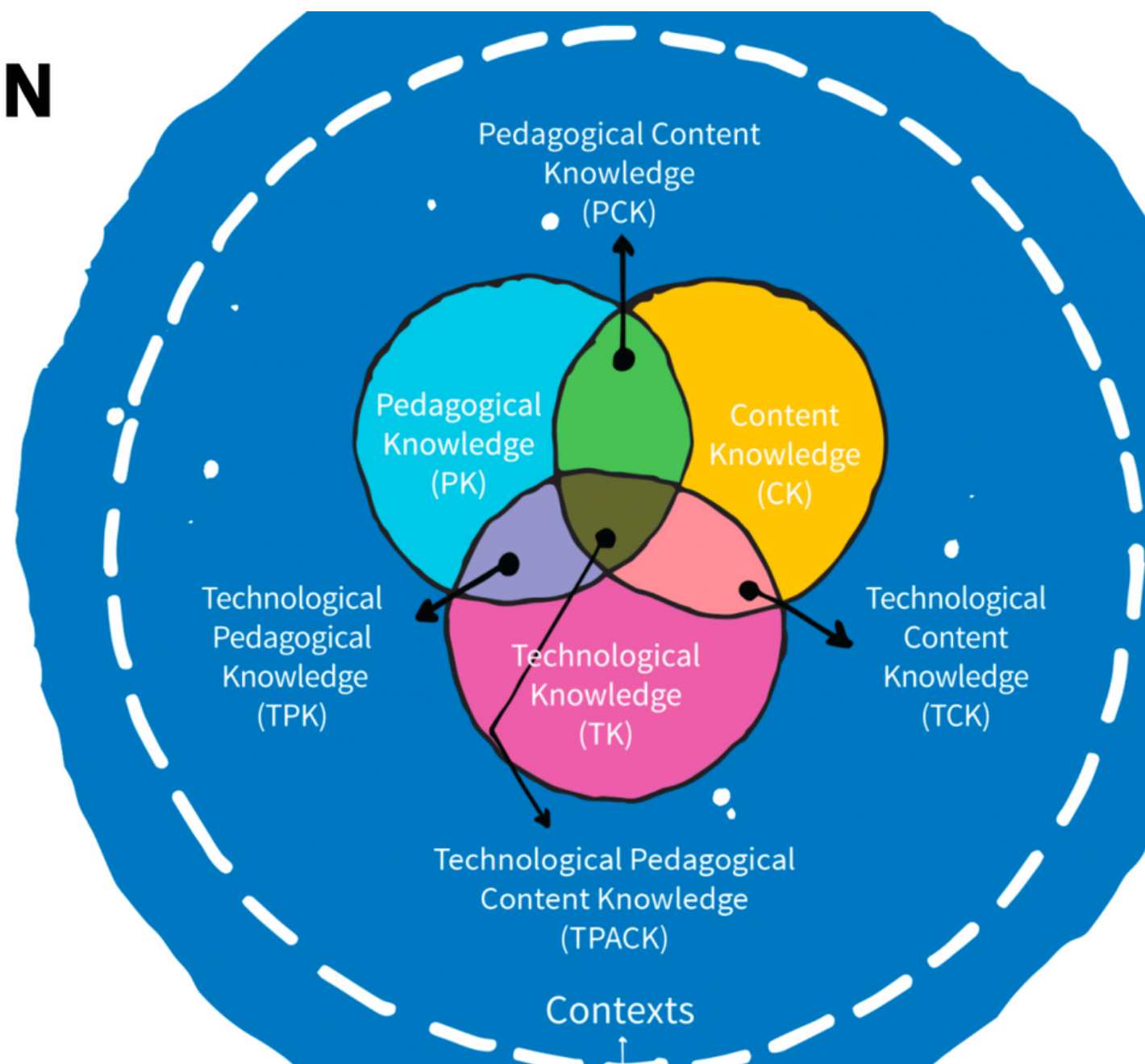
Effective Learning for Everyone



BEFORE MC DESIGN

TPACK

Describes the kinds of knowledge required by teachers for the successful integration of technology in teaching. It suggests that teachers need to know about the intersections of technology, pedagogy, and content.



02

What is UTeM UCreds

A SIMPLE DESCRIPTION

UTeM UCreds is a platform developed as a Bespoke learning platform that consists of Micro-credentials, Mooc, and ODL. It is a 3 in one platform to provide an in one or one-stop centre for online content delivery for any courses or programmes that are being offered online.

This is a platform for any non-credit or credit bearing courses offered in this platform. Our platform was designed to be a simple and easy learning path to allow you to get going in no time without worrying about all the unnecessary processes.

WWW.UCREDS.UTEM.EDU.MY

03

The Look and Feel

WHERE AND WHAT

Simple yet functional is the key to our UCreds Platform. Our platform delivers high-quality learning design and user experience to assist the user and developer to concentrate more on content curation and creation rather than spending unnecessary time in technical issues of the platform.

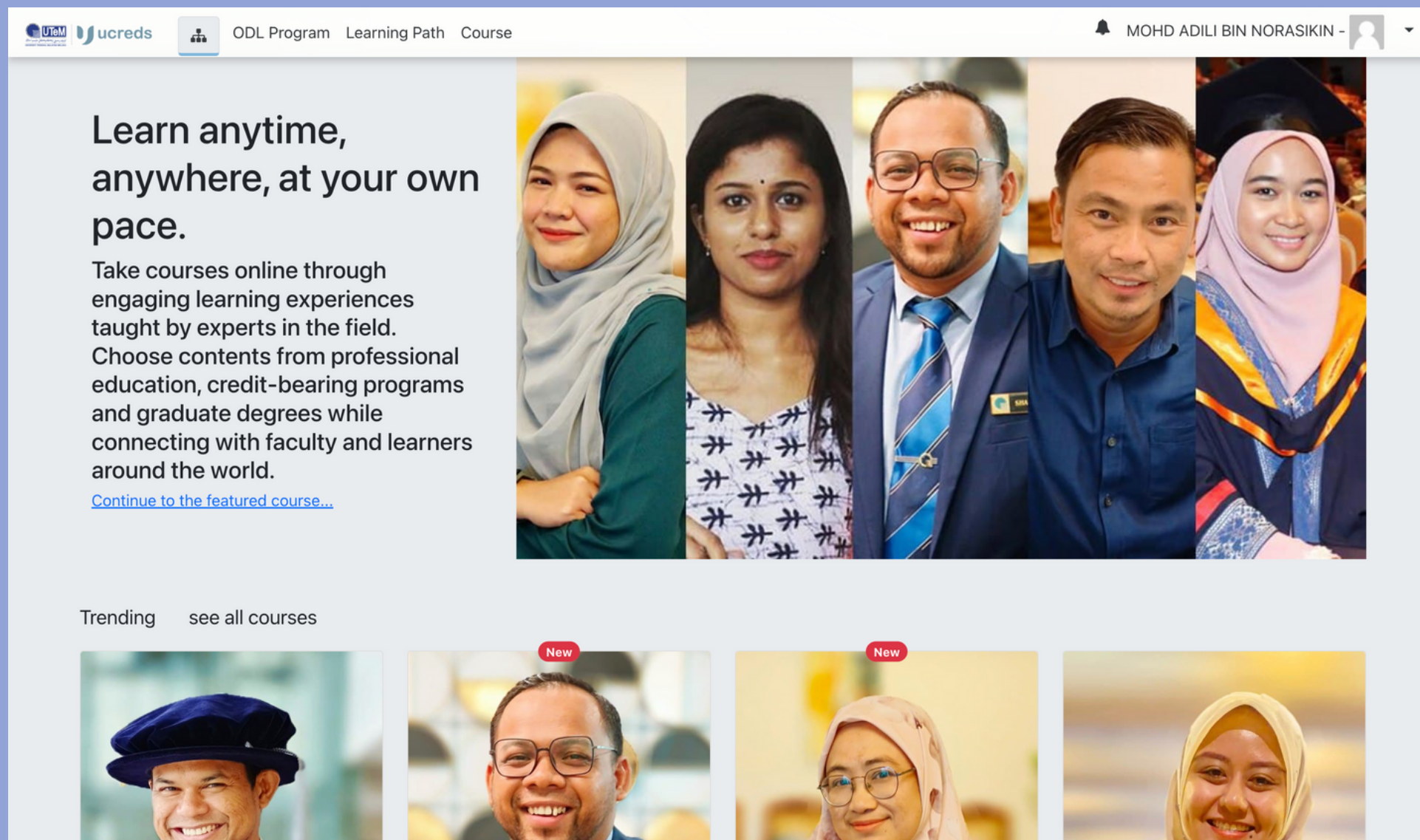


Figure 1: The UCreds front page

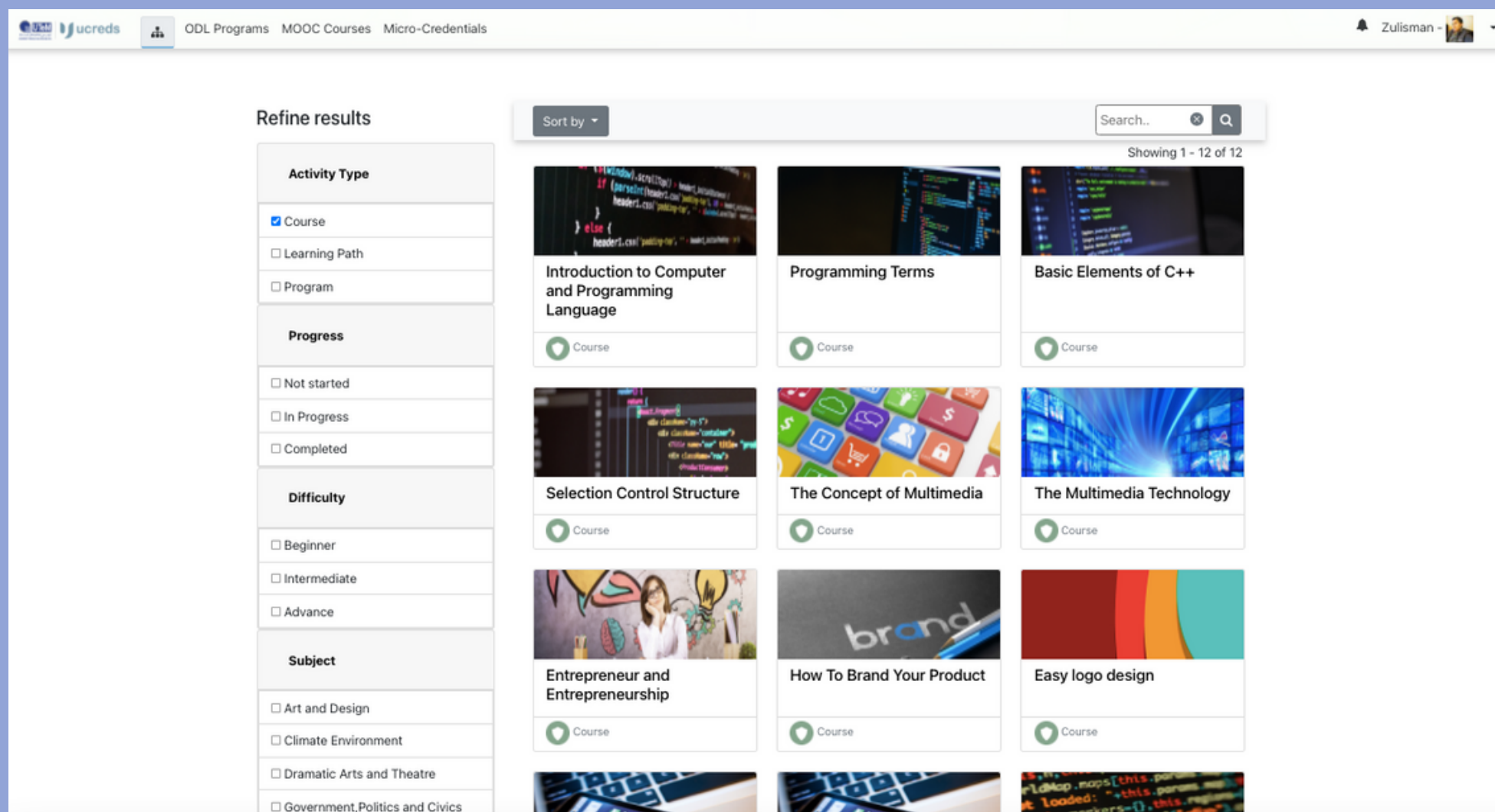


Figure 2: UCreds filter page.

FILTER PAGE





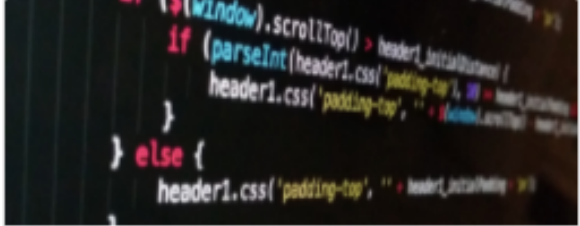







As a user or (Self Instructional Materials) SIM developer, you will be able to search or filter the content based on the **Filtering menu** on the left side of UCreds page. This filtering provides easy navigation to search for any particular courses based on filter selections. It will speed up your searching process and put more time on enrolling to the content.

ICON IDENTIFIER

Each of the content can be easily identified and distinguished based on the small badges below the course tiles as shown below.

Sort by ▾Search..

Showing 1 - 21 of 23

 <p>Multimedia System</p> <p> Learning Path</p>	 <p>Programming Technique</p> <p> Learning Path</p>	 <p>Introduction to Computer and Programming Language</p> <p> Course</p>
 <p>Programming Terms</p> <p> Course</p>	 <p>Basic Elements of C++</p> <p> Course</p>	 <p>Mandarin</p> <p> Learning Path</p>

This identifier will be automatically created when you choose what types of content you want to develop. The definition of the content identifier is elaborate as below:



Any content indicated with the above icon means that this content is a **single unit content** that can be declared as micro. It can be derived from either **credit-bearing** or **non-credit-bearing** micro-credentials. Once users/students completed this course a certificate of completion and badges will be awarded.



Any content indicated with the above icon means that this content consists of a planned **learning path** where the small unit of micro-credentials is stacked to form a larger unit that can be transformed into a single Massive Open Online Course (MOOC). Once users/students have completed this course, a certificate of recognition and badges will be awarded for credit-bearing or credit transfer purposes.



Any content indicated with the above icon means that it is an **Open and Distance Learning (ODL) program**. The program can be for undergraduate or postgraduate programs offered through Open and Distance Learning. Upon completing this program, a degree will be awarded to the student.

04

Finding a Course Name

Finding the right name for your MC courses can be a daunting task. What important is to choose the right name that reflects the learning outcome, skills, and knowledge that the learner will acquire. Your MC name should be catchy enough to attract the targeted learner. Below is some example to guide you in choosing the most appropriate name for your course:

1. Introduction to Programming Technique

- Basic Programming Technique in no time
- Basic Programming as Easy as 123
- Your first coding
- Learn to code in 4 hours
-

2. Business Proposition

- Getting your business proposition right
- Why you need to know a business proposition
- Simple business proposition for beginner
-

3. Korea

- Speaking Korean like a native
- Korea for non-native speaker
- Speak Korean like a Korean
- Korean language for everyday use
-

4. Automotive Engineering

- Basic car maintenance
- Changing your car tire
- What do you know about your car
- Basic troubleshooting of your car

LEARNING OUTCOME

Learning outcomes may also include professional and academic skills and any resulting certifications.

Dos

- Use the same format for each learning objective.
- Clearly state what they will be able to do after completing each objective.

Dont's

- Don't misrepresent what can be achieved.
- Do not use ambiguous language.
- Do not use vague goals that cannot be objectively measured.

05

Writing a Course Description

Whether creating an online course for a corporate library or selling it online, it's critical to provide an accurate course outline and description. It's easy to fall into the trap of writing dry course descriptions that 'tick all the boxes.' But if you want to captivate, create excitement and curiosity, and ultimately make students want to take or purchase your courses, you'll need to write a course description that leaves your prospects eager to sign up.

What Is a Course Description?

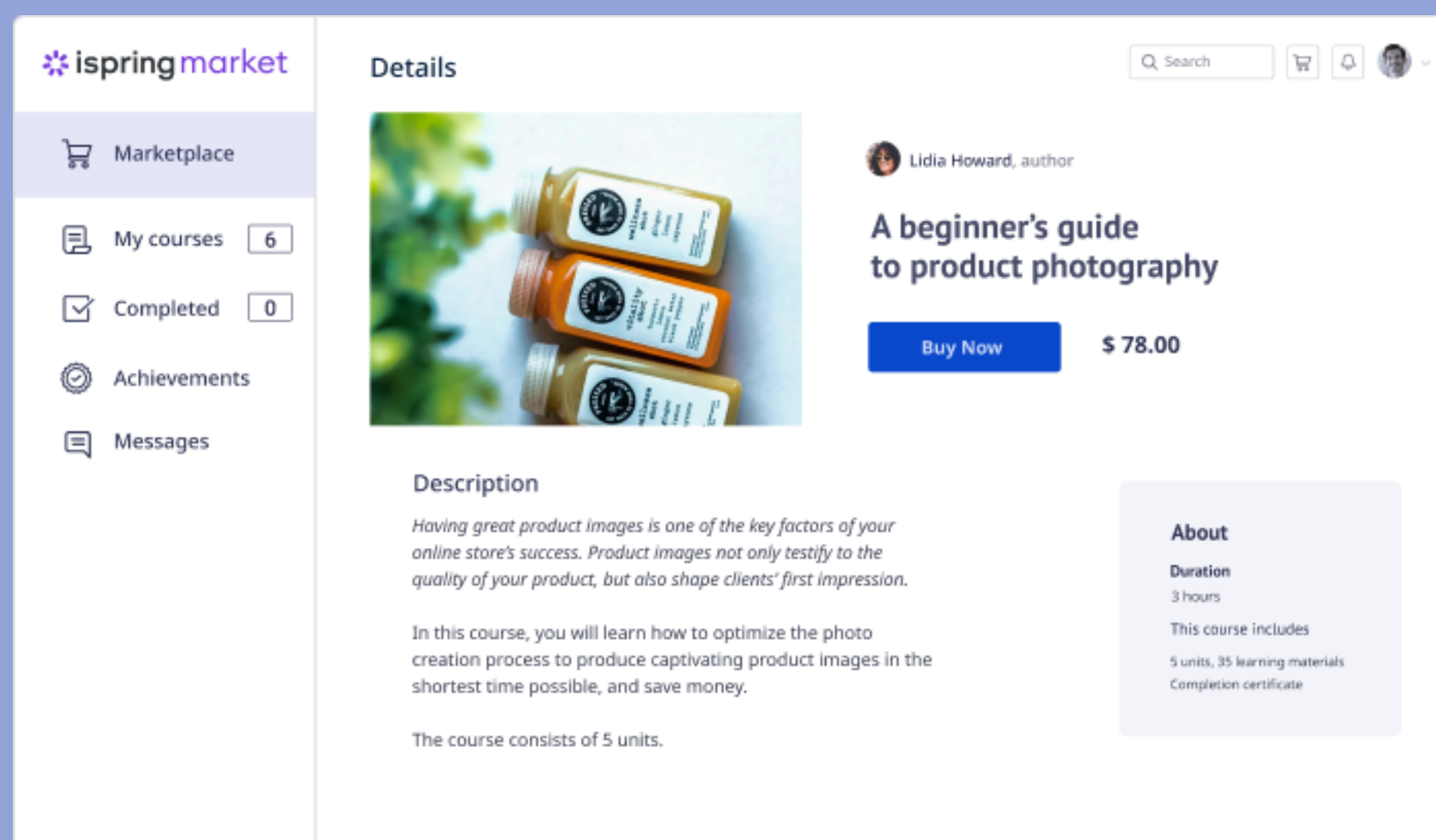
A course description can be defined succinctly as 'all the relevant details of your course.'

This is a simplistic description and rather open-ended, but there is a reason for that. There are many types of online courses that target a variety of levels of competence and types of customers/employees.

For example, a general interest course on 'how to knit a jumper will probably not have the same course description format, tone, and writing style as an online degree program from a recognized institution of higher education, but they will have similar types of information.

So, it will be helpful to break down the course description into specific areas of content – some of these would be considered 'mandatory,' while others can be included or left out as needed.

For example, if you're going to place your course on a course selling platform like iSpring Market to sell it online, you will be asked to add a course topic, course format, an author's bio, and some other information to 'build out' your course description. As a result, your marketplace with a course might look something like this:



The screenshot shows the iSpring Market interface. On the left is a navigation menu with 'Marketplace', 'My courses' (6), 'Completed' (0), 'Achievements', and 'Messages'. The main content area is titled 'Details' and features a search bar, shopping cart, and user profile icons. The course title is 'A beginner's guide to product photography' by Lidia Howard, with a 'Buy Now' button for \$78.00. Below the title is a 'Description' section with a paragraph about product images and a paragraph about the course content. To the right is an 'About' box with 'Duration: 3 hours' and 'This course includes: 5 units, 35 learning materials, Completion certificate'. The background image shows three jars of jam.

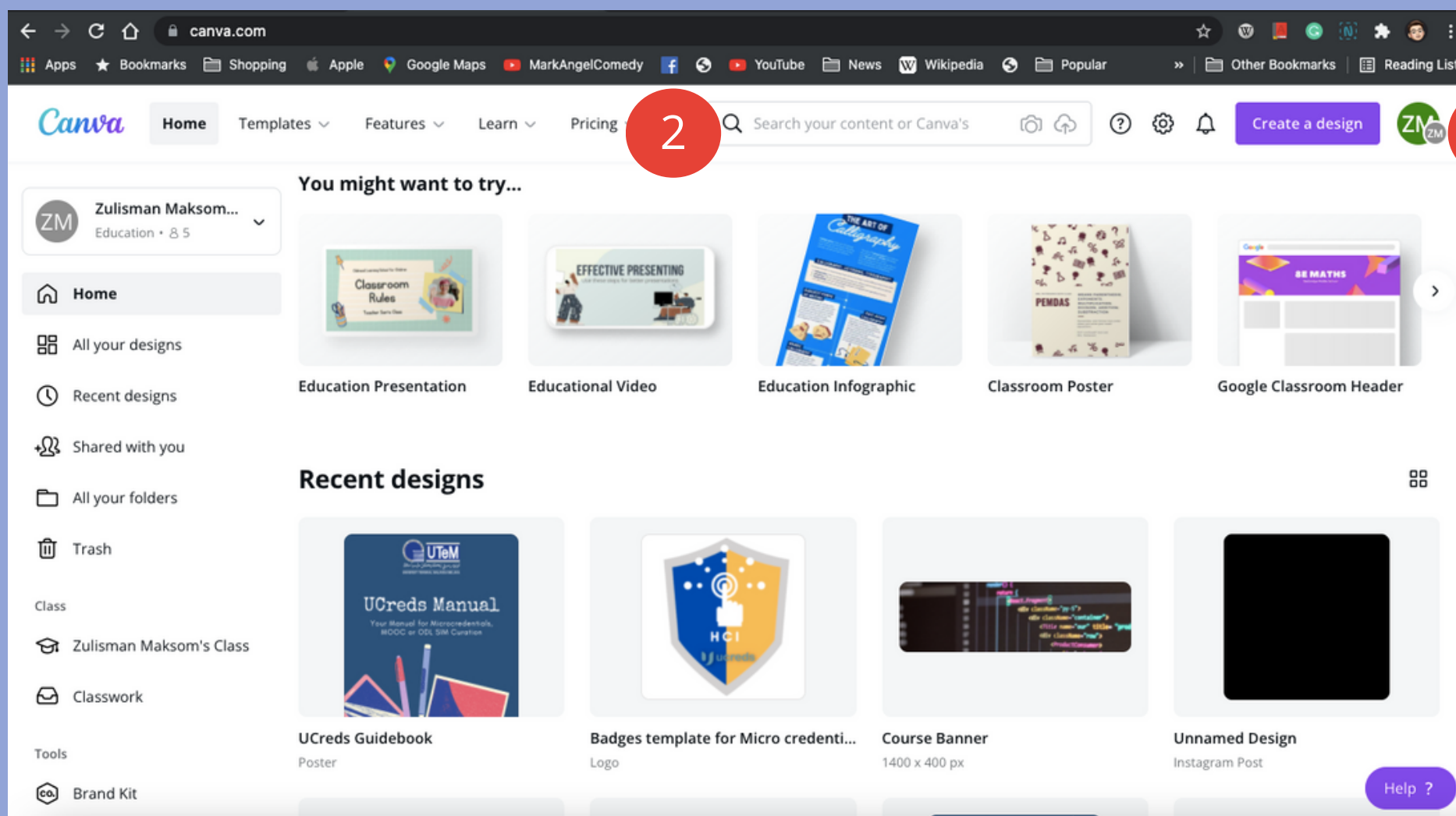
06

Banner and Badges

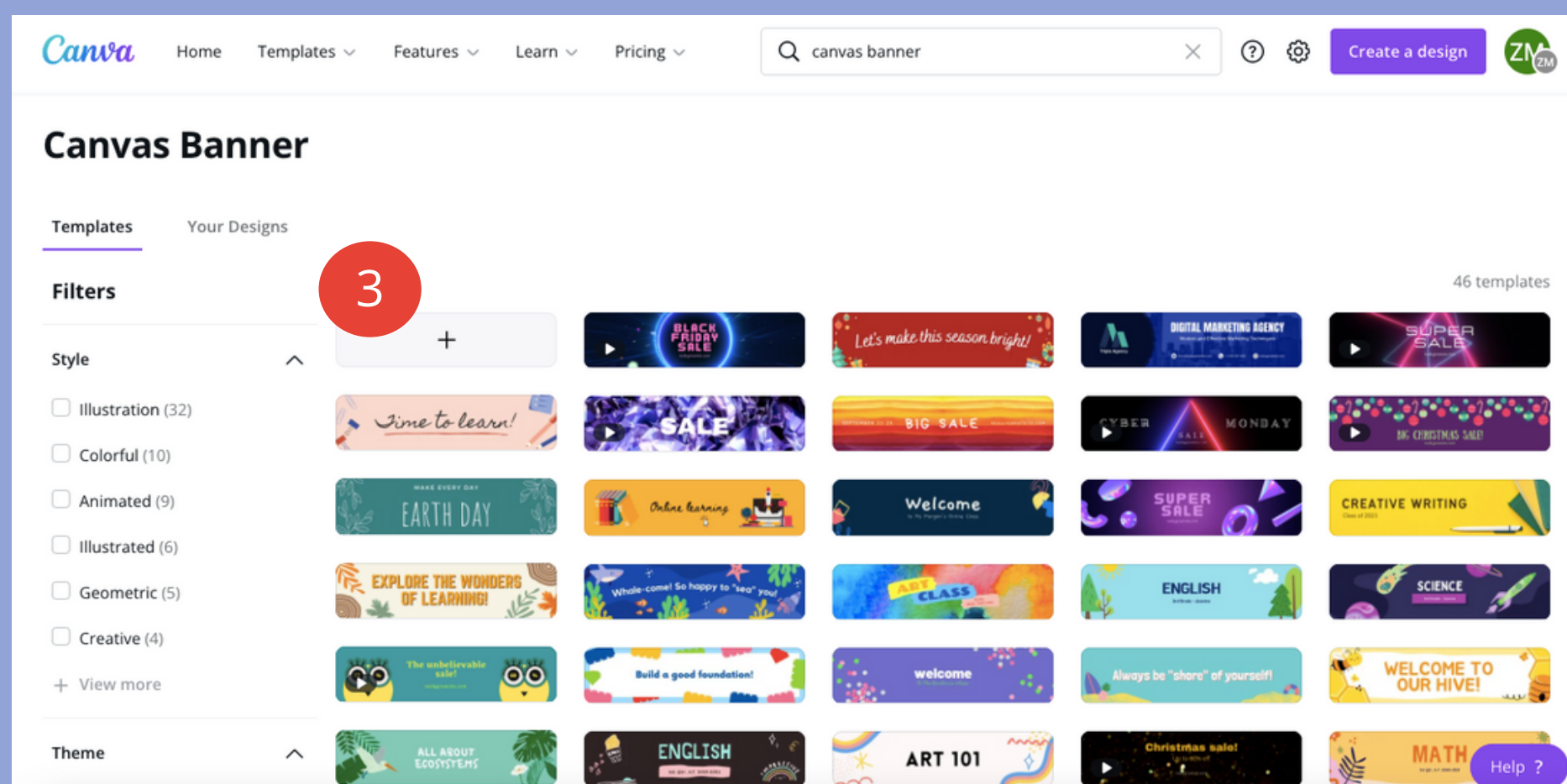
Designing a banner for your course is important as the content of your course. The visual for your banner must evoke the interest of the user to enroll on your course page. The best place to find good images without copyright issues is to browse through www.pixabay.com. The most ideal option is to have your own images. With the advancement of smartphones, you should be able to capture high-quality and good images.

DESIGNING BANNER FOR YOUR COURSE

Let begin by signing up to www.canva.com. If you are an educator use your educational email to get more benefit from canva.

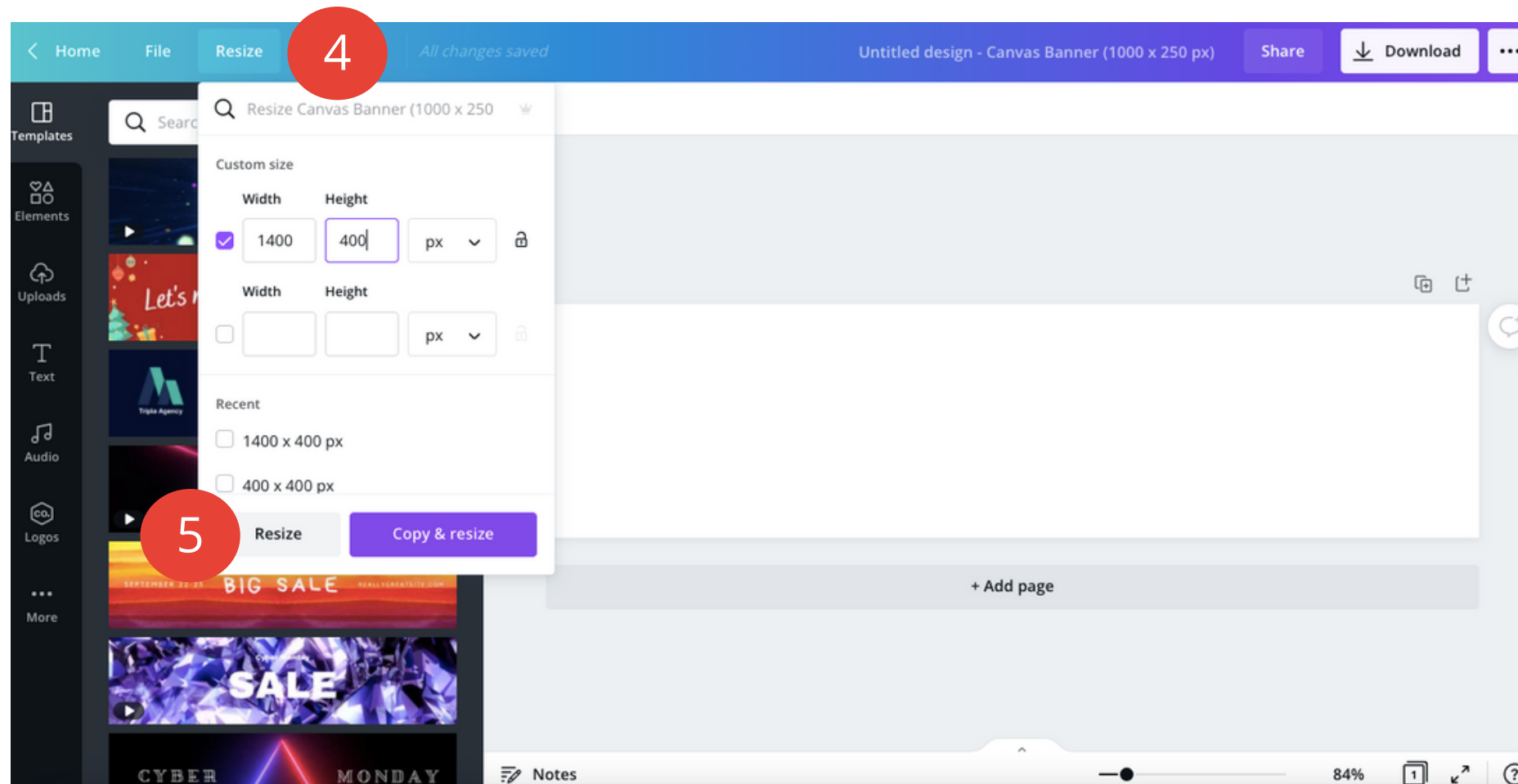


1 Sign up to canva using your educational email to unlock more features.



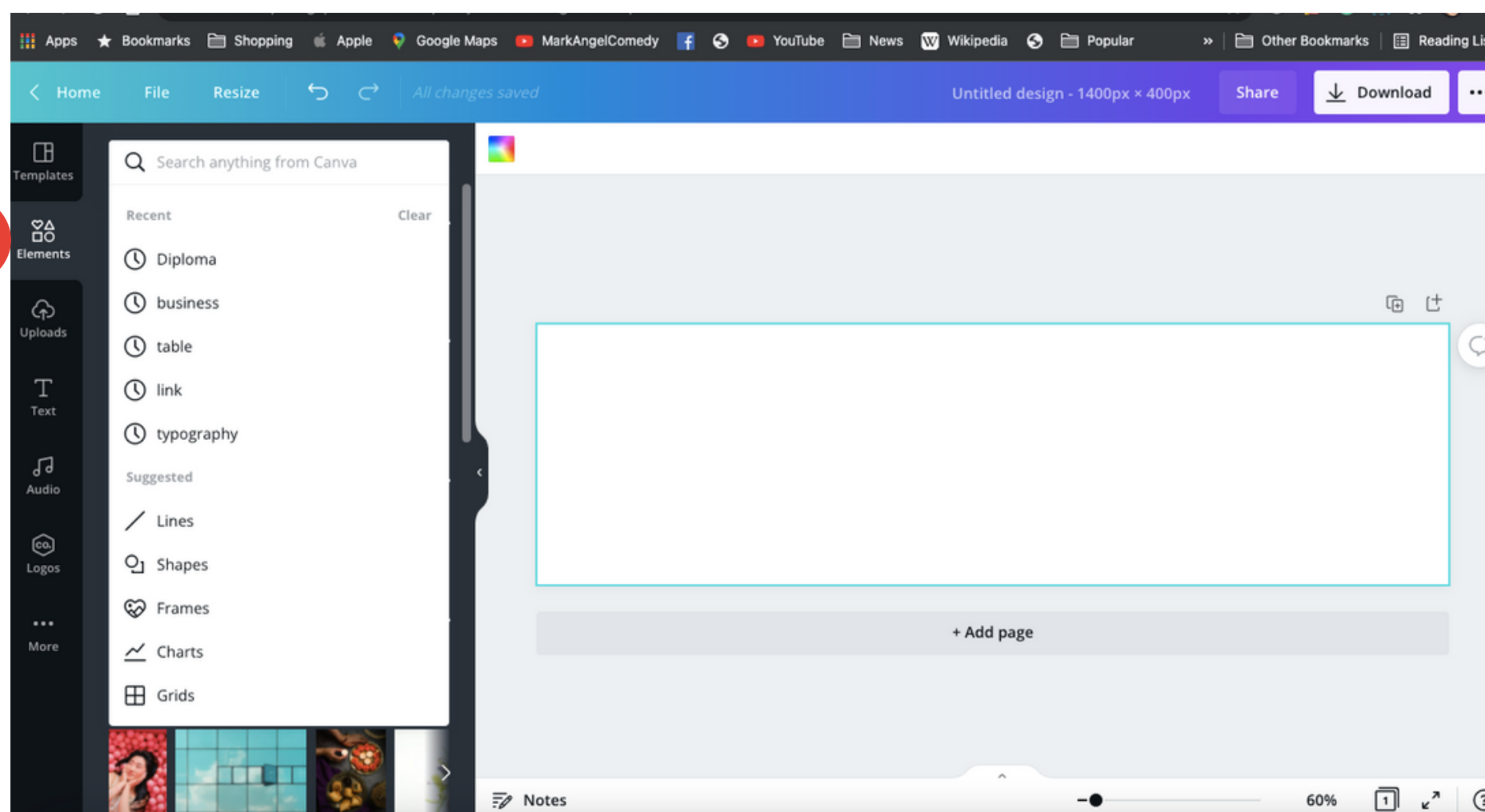
2 In search field type Canvas banner and press Enter

3 Press blank template.

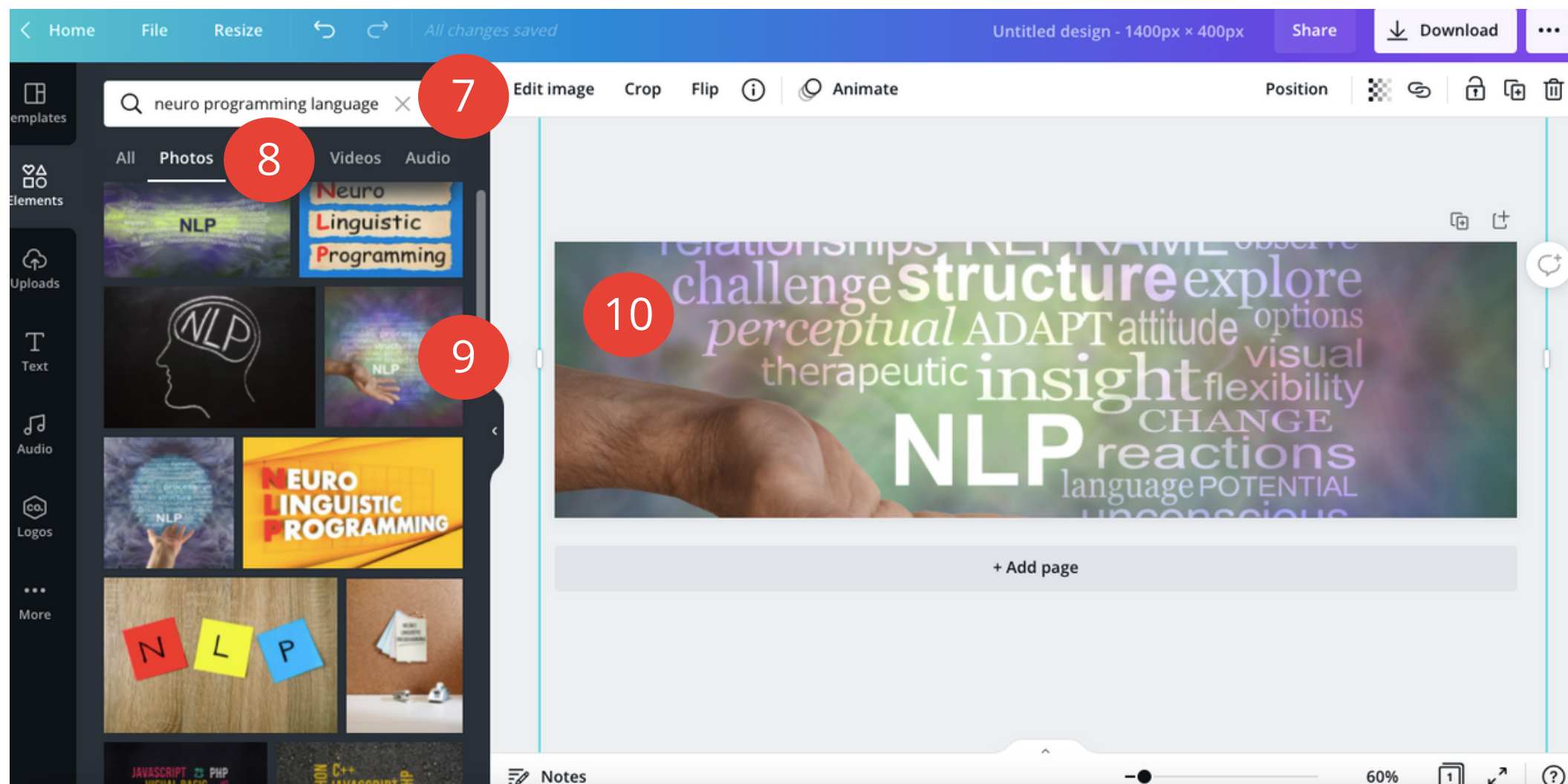


4 Press **Resize** from the menu bar and change the canvas size to **1400px X 400px**

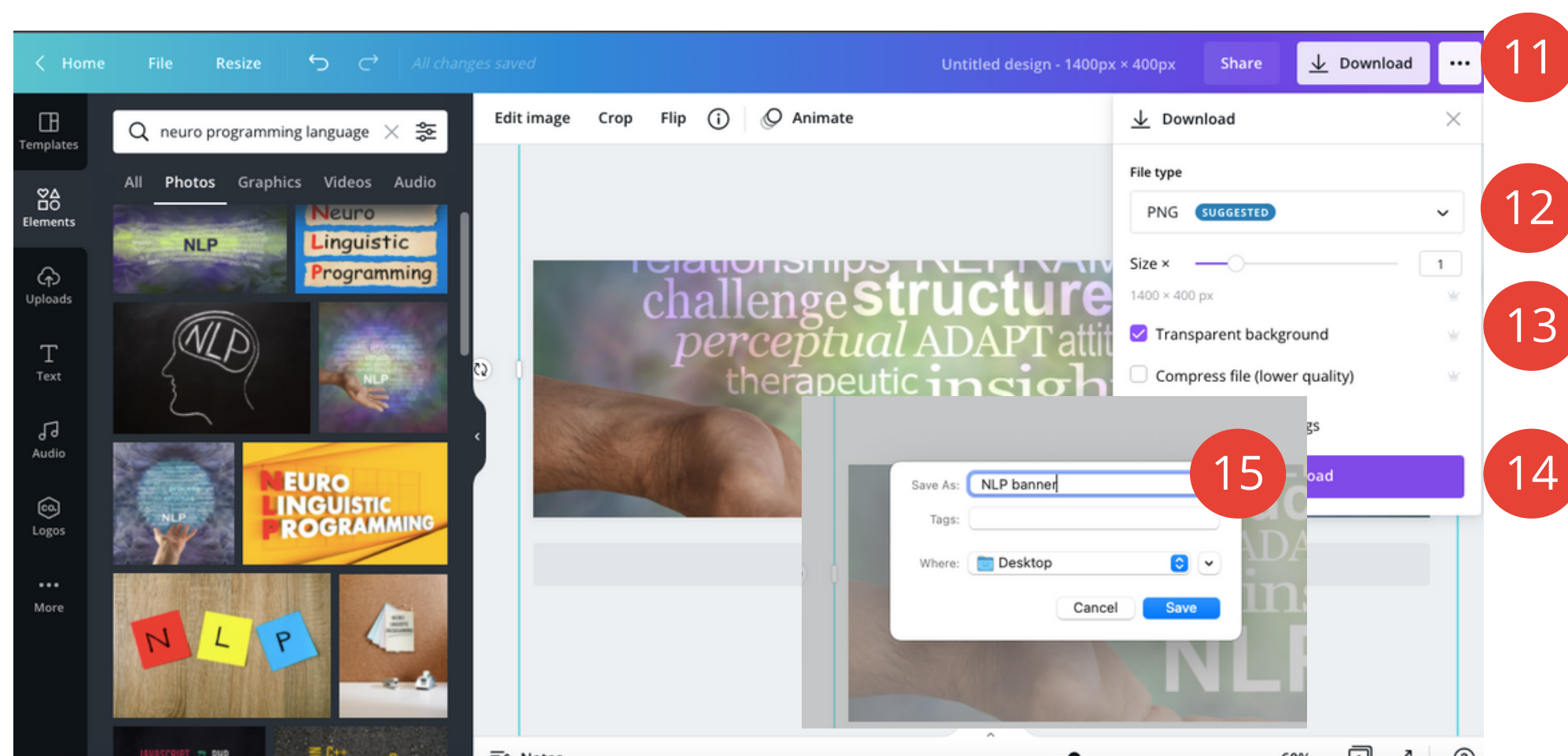
5 Press **Resize** button to confirm.



6 Click **Elements** menu on the left and type any keyword to search for images.



- 7 Type any keyword in the search field then press **Enter**.
- 8 Select Photos tabbing as indicated if you want to search only specific elements
- 9 Choose the photos that you like and click once. Once you click the photo it will automatically place in your blank canvas.
- 10 Resize the image based on the canvas size.



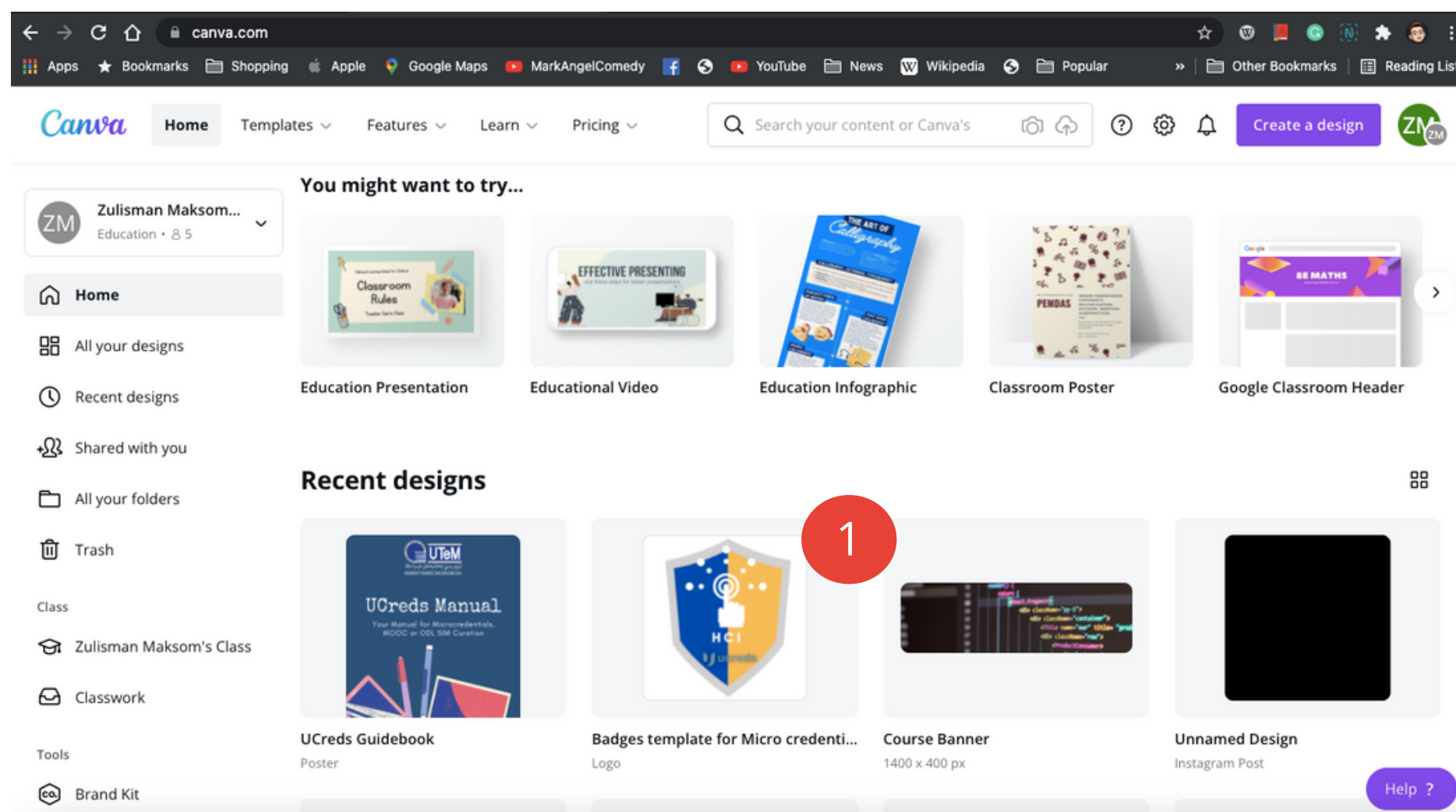
- 11 Select Download menu. Pull down option will be shown.
- 12 Select PNG file format
- 13 Tick the Background Transparent checkbox
- 14 Press Download button and wait for a few second.
- 15 Once the pop up windows appear name your file and save. Make sure you remember where you save your file.

DESIGNING BADGE

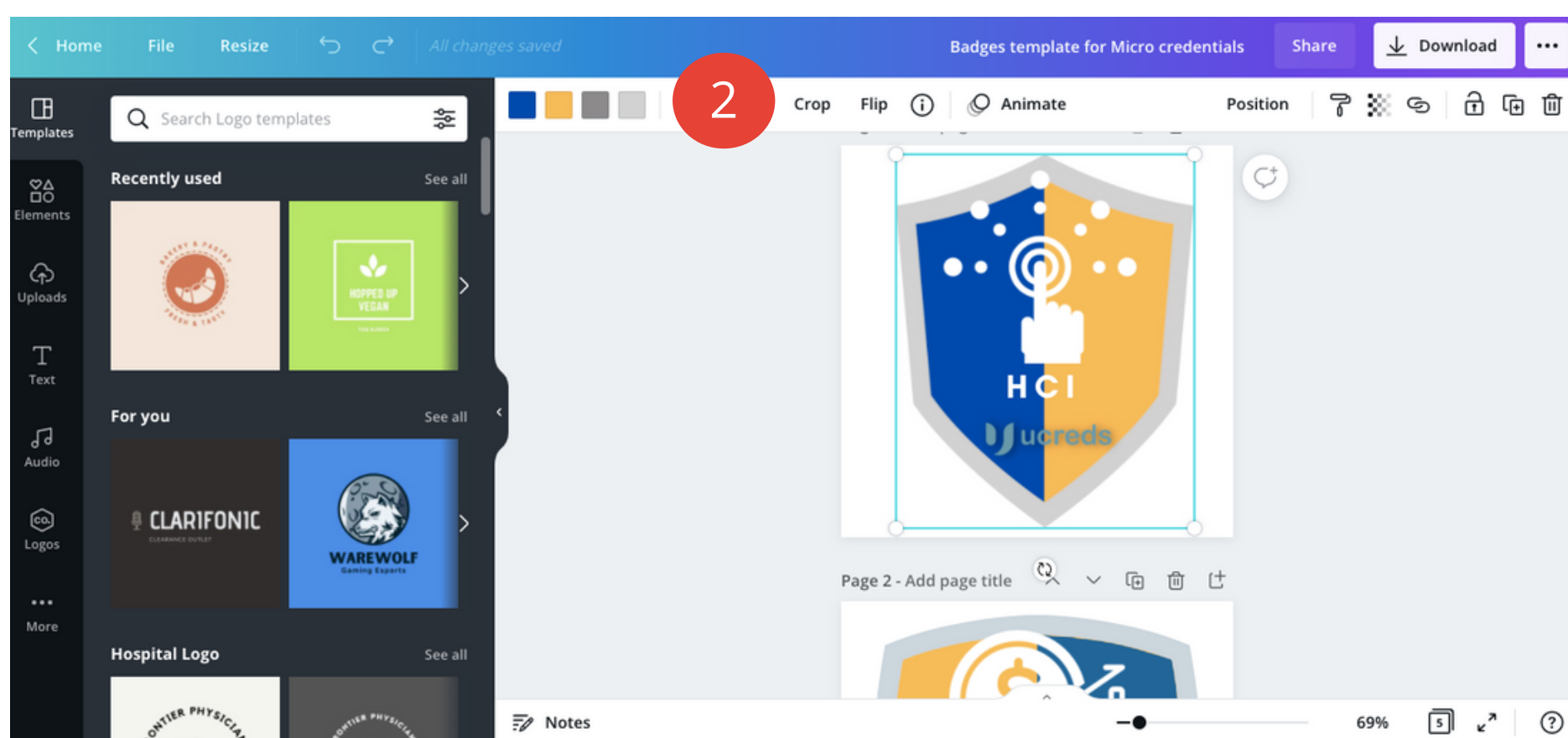
Designing your own badges allows you to personalize and create visual attraction to your course page. To maintain the quality a set of badges shapes is provided. You are not allowed to change the shape of the badge or create your own. You can customize your badges based on the badges given. You might change the color, add shapes, etc within the template given. Your badges are also created at www.canva.com.

The link to the badges template is:

<https://www.canva.com/design/DAEtbzOkuiw/fmjtQRDfxeVuHoXG3VkwZA/edit>



1 Predefine badges can be change.



2 To change the color of your badges click on the main image of the badge. Select color as indicated

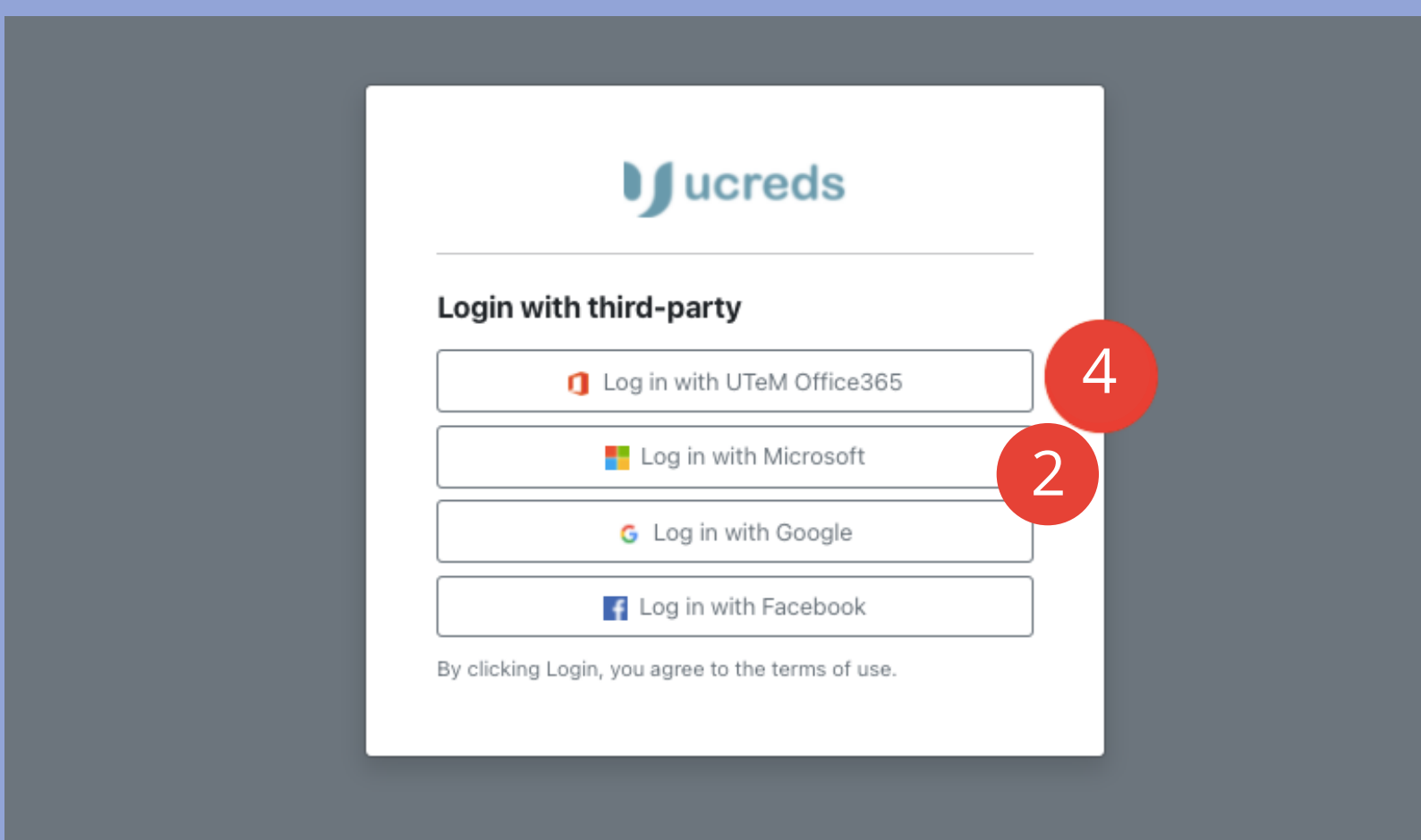
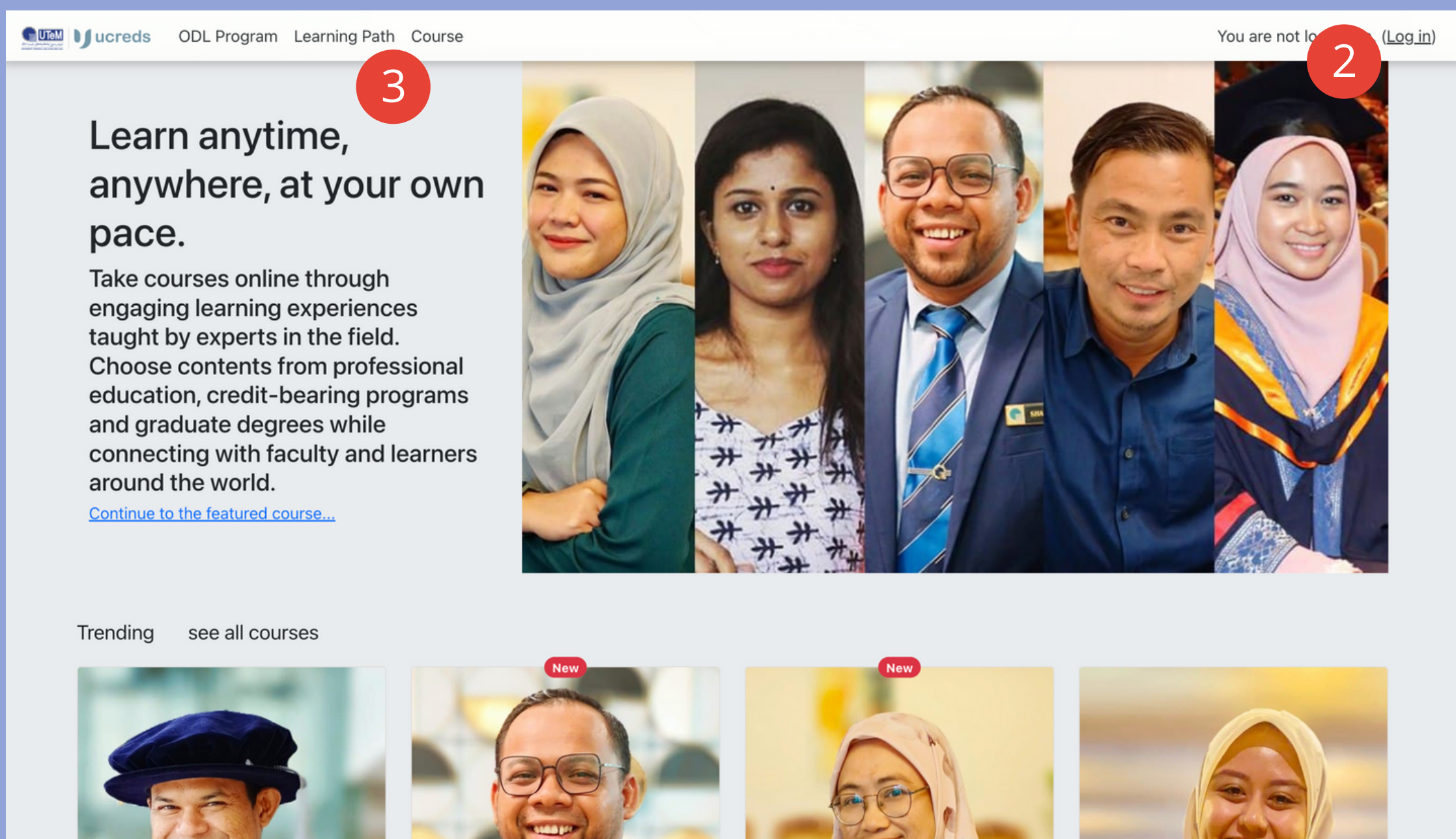
To save your badge follow the step as how you save your banner.

07

Setting Up Course Page

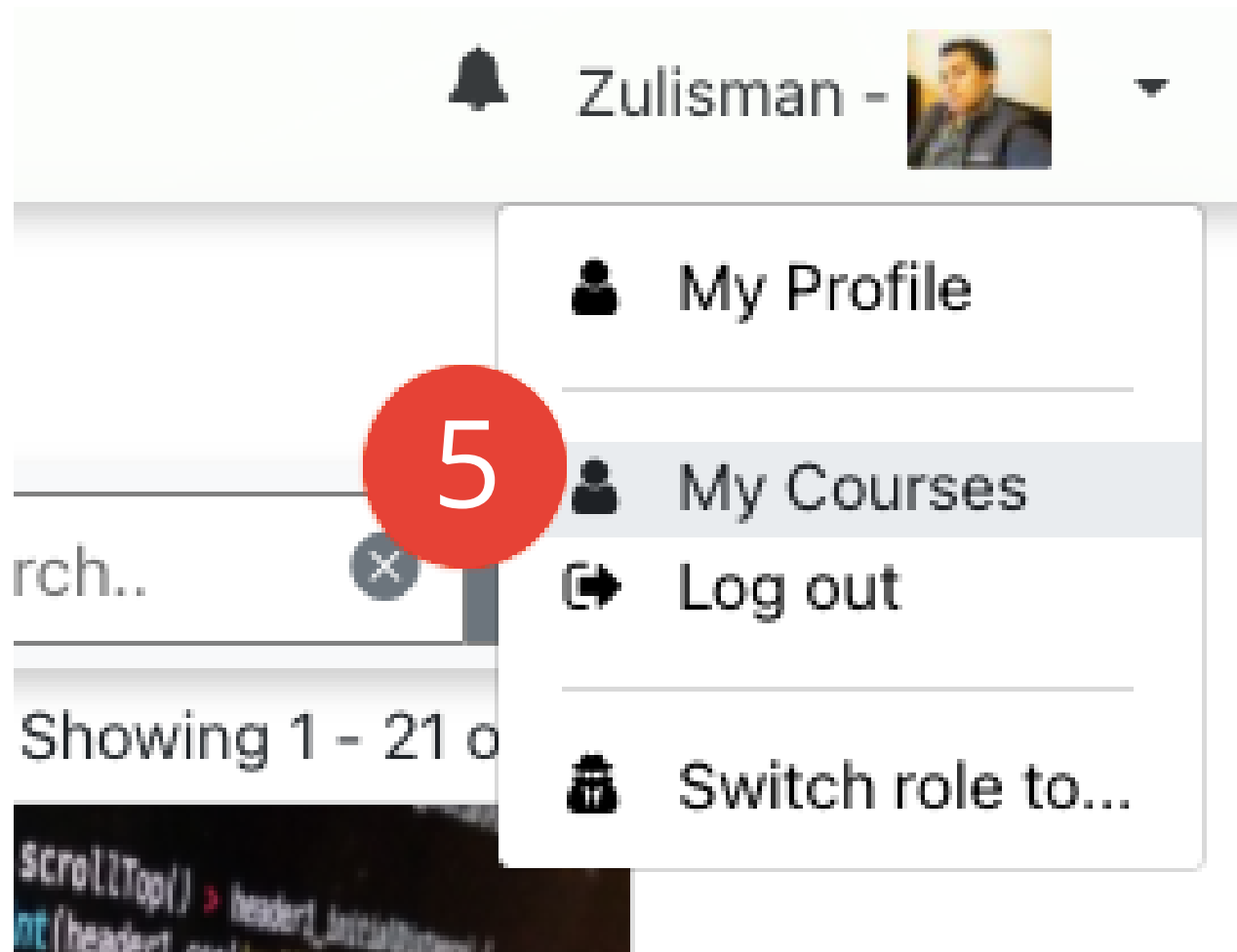
STEP BY STEP GUIDE

- 1 Go to the website address: **ucreds.utem.edu.my**
(Note: the website address could be changed later but for now, just use this address to access Ucreds page.)
- 2 As UTeM staff, click log in and log in with UTeM Office 365 using UTeM email account.
- 3 Once inside the UCredits page, you can choose either ODL Programs, MOOC Courses or Micro-Credentials. Each of those selection will list the available programs/courses/micro-credentials contents that have been created earlier. Click on MOOC Courses.

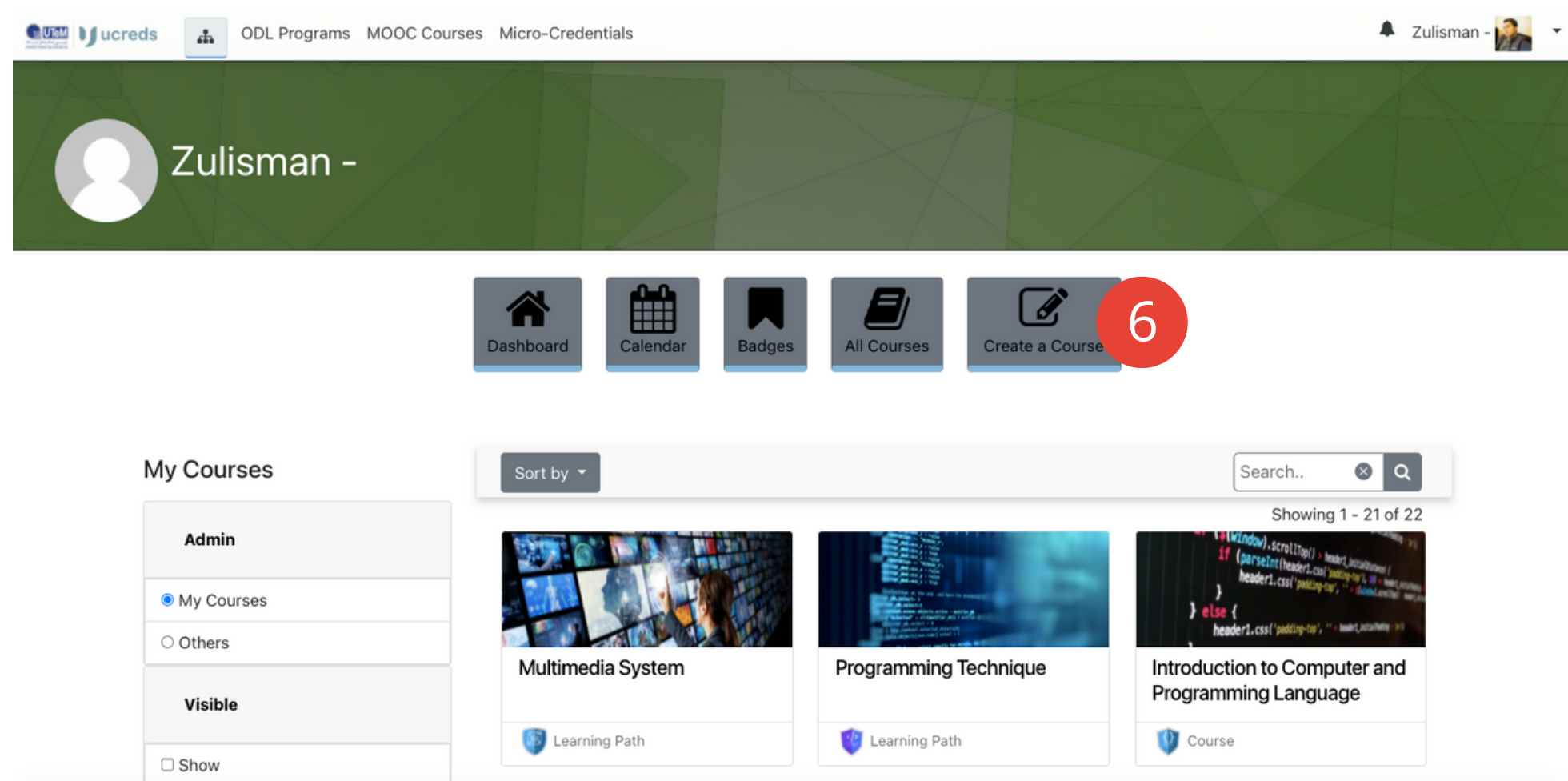


- 4 There is multiple login option provided. If you are UTeM staff, use your 365 login as you normally do with other systems. If you have your personal Microsoft account, Google or Facebook you can log in using those option.

CREATING A COURSE



5 To start creating your course, click your profile and choose My Courses option



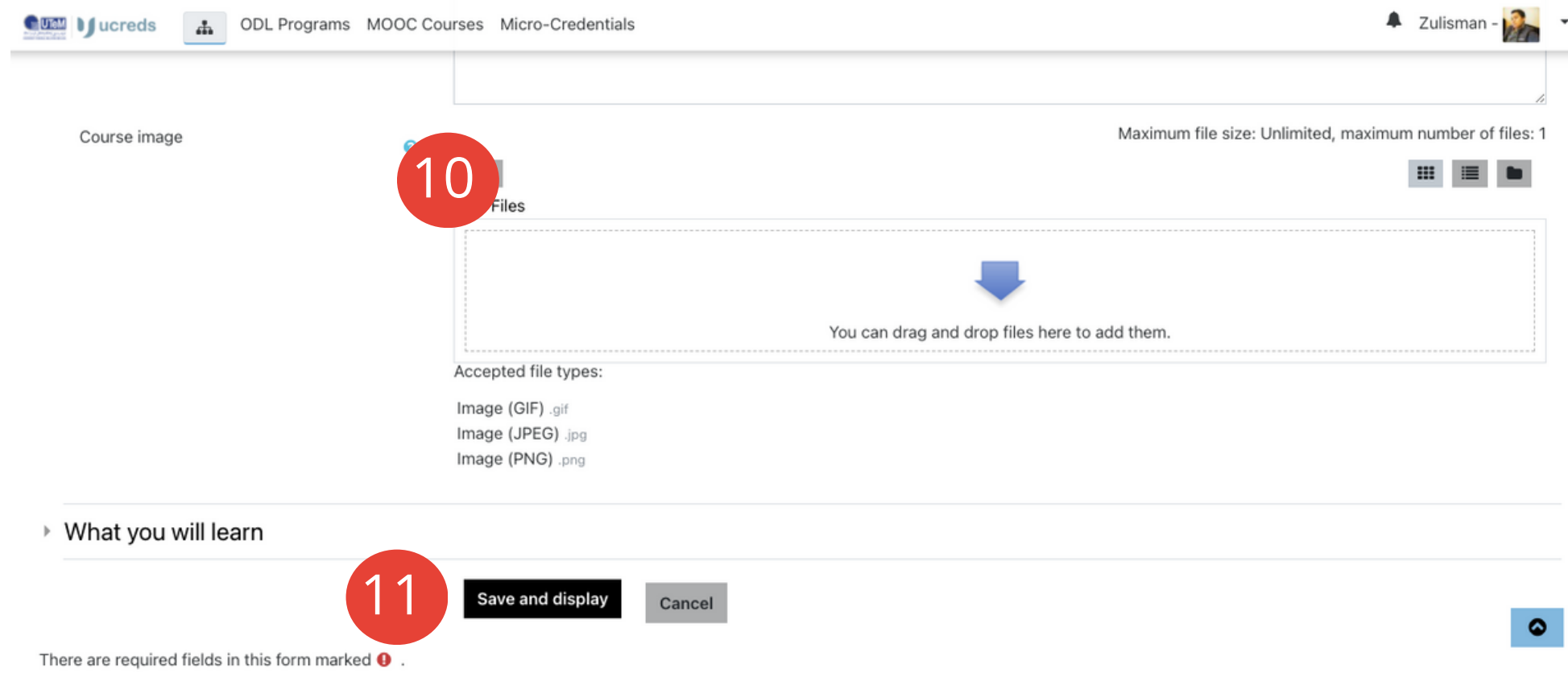
6 Next, click **Create a Course** button as shown above

A screenshot of the 'Add a new course' form. The form is titled 'MC8' and has a section for 'General' settings. The fields are: 'Course full name' (with a red circle containing the number 7), 'Course short name', 'Course category' (with a dropdown menu showing 'Miscellaneous' and a red circle containing the number 8), 'Course visibility' (with a dropdown menu showing 'Hide' and a red circle containing the number 9), 'Course start date' (with a date picker showing '3 December 2021 00:00'), and 'Course end date' (with a date picker showing '2 December 2021 12:16' and an 'Enable' checkbox). There is an 'Expand all' link on the right.

7 Type your course full name. Remember the **TIPS**: If you are creating an ODL Program then the name should be the program name such as Masters of Business Administration etc.

8 Type in the short course name. It depends on what content you want to create. If it is micro-credentials it should start with **MC-XXXXX**, if it is **MOOC** or **Learning Path** then it should start with **MO-XXXX** and if it is a program it should start with **OD-XXXXX**

9 Leave the Course Visibility "**Hide**" throughout your development. This will prevent your incomplete course visible to the public.



10 This step requires you to design your header using Canva with the given template.



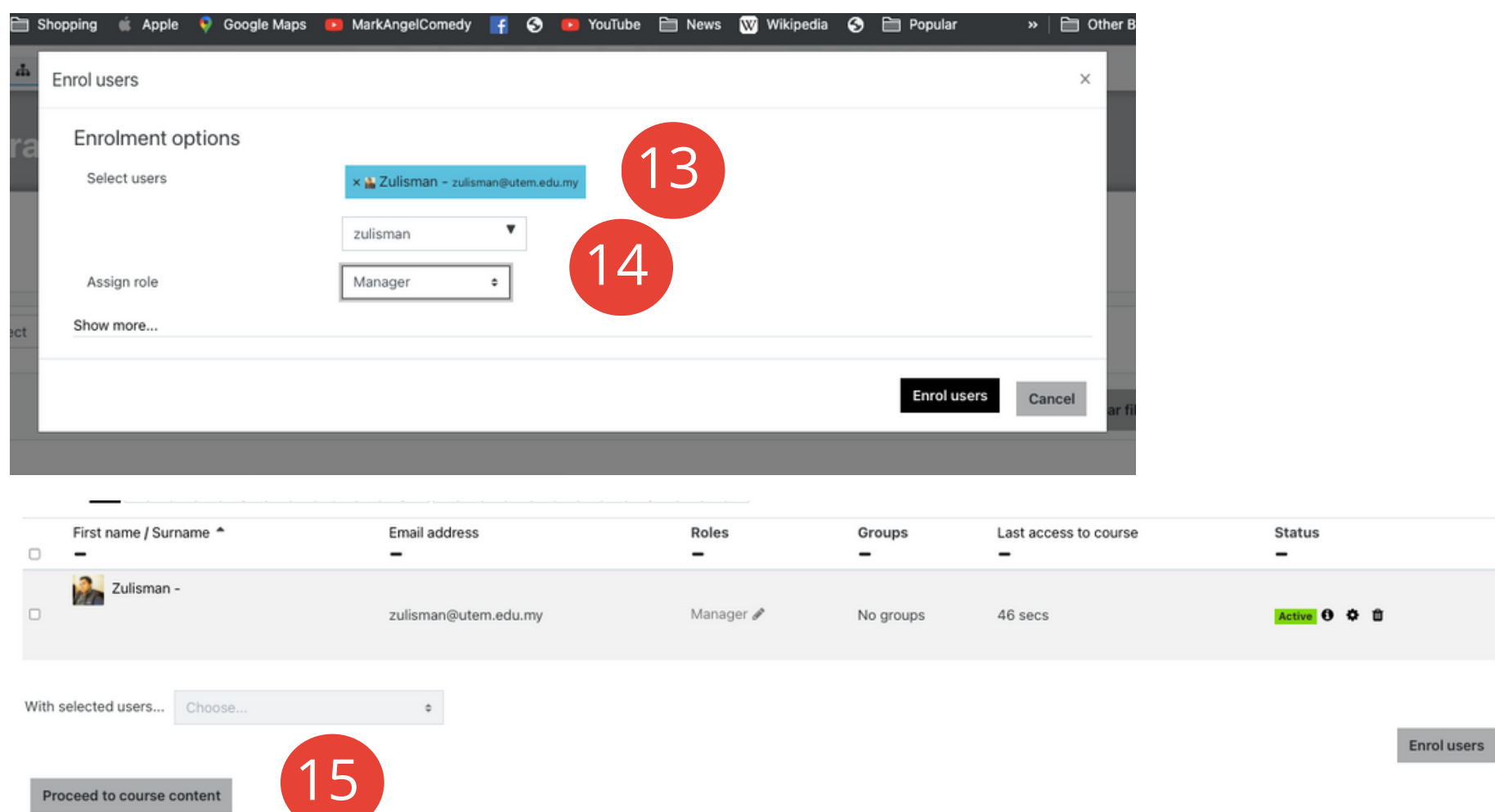
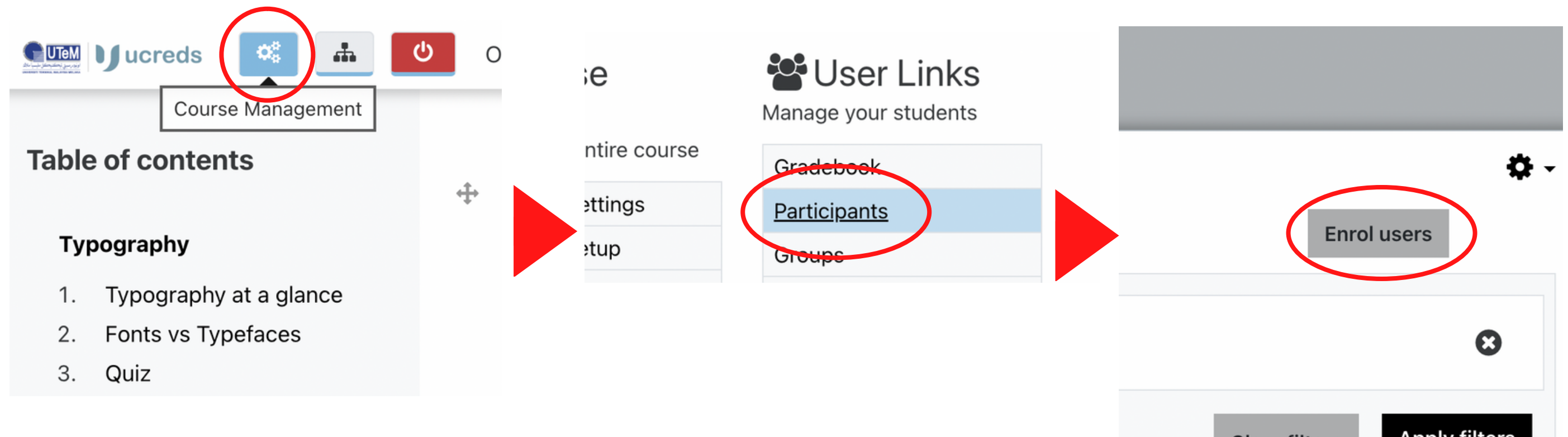
This is an example of course banner created in canva.com. **TIPS:** Your banner can be designed to reflect your course but do not compound strictly to conventional design elements. You can be as creative as it can be as long as the basic rules such as the size is met.

11 Press **Save and Display**

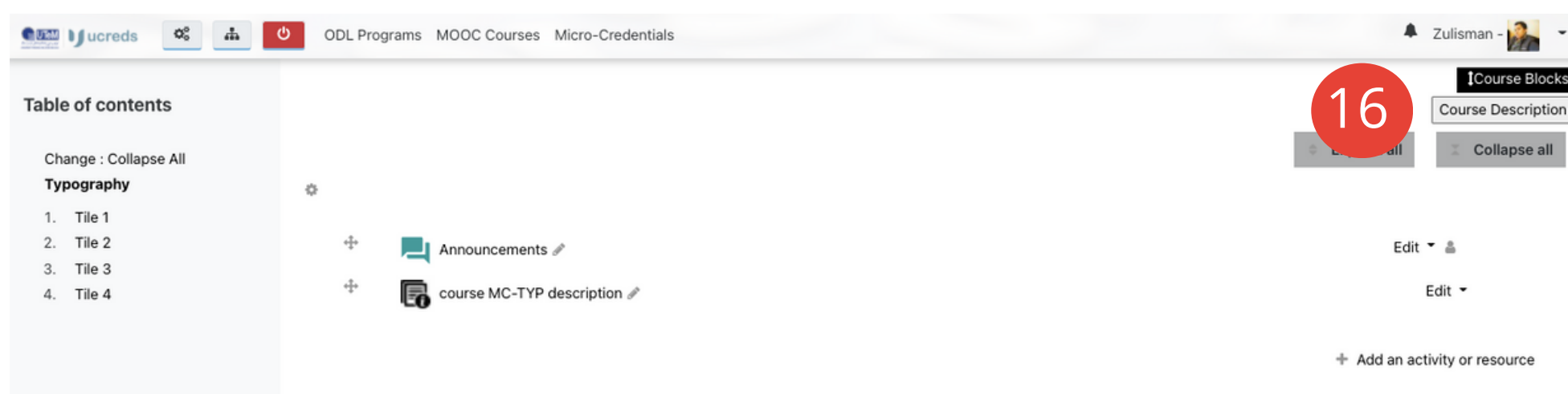


ENROLL YOURSELF OR OTHERS AS INSTRUCTOR AND EDIT THE COURSE DESCRIPTION

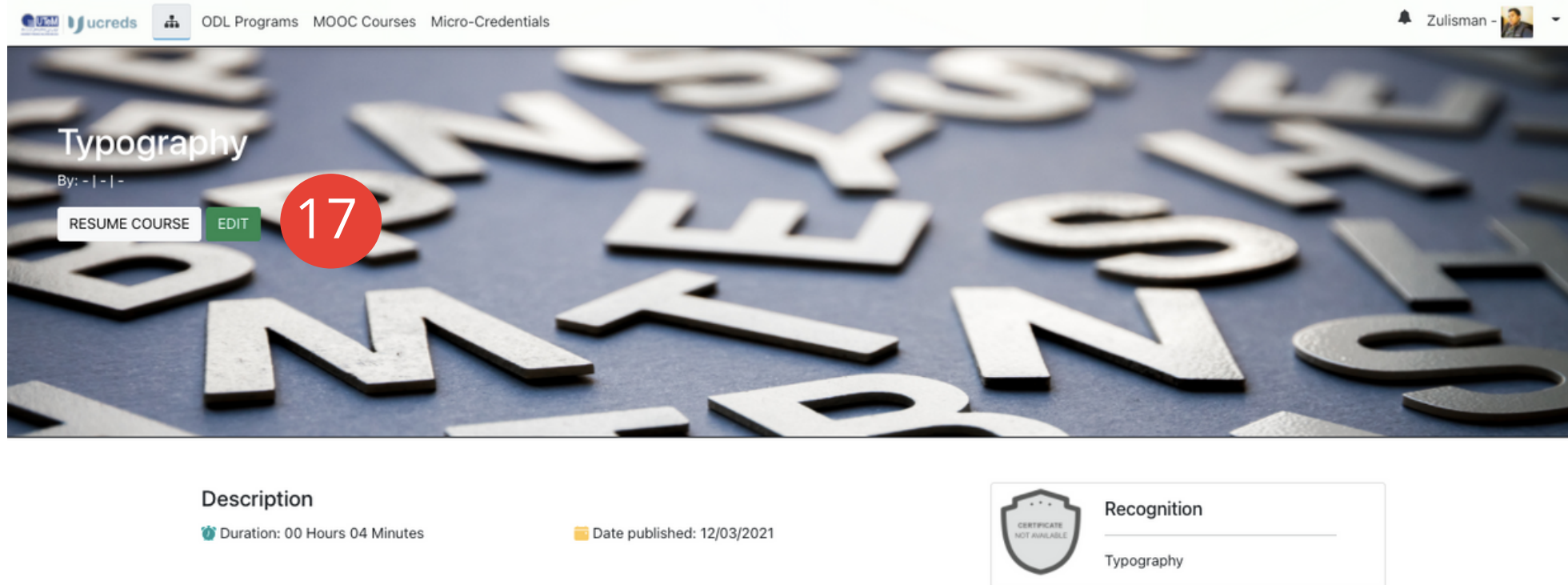
- 12** The next step is to enroll the user. This will include enrolling yourself and other team to the course page you just created. This will enable you to see your course page in your profile under My Courses Menu. Go to Course Management > Participants > Enrol User



- 13** Search the name.
- 14** Set the role. As a developer you have 2 roles to choose from. Either as a course manager or as a teacher
- 15** Press Proceed to course content.



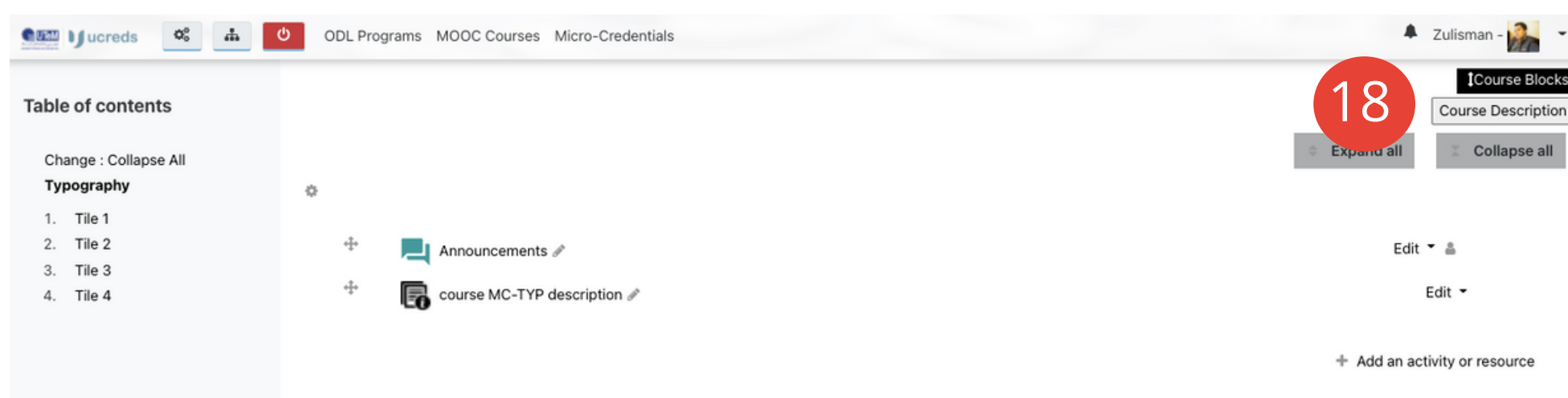
- 16** Press **Course Description**. By clicking this button you are ready to modify your course description.



Once you have created your course, you will be redirected to your course page overview. At this stage, key in the affiliation, course description, learning objective or outcomes, and recognition badges still empty.

Add all those information based on **Course Mapping** (created during Workshop 1).

17 Press **EDIT** button (green button) as shown above.



18 Press **Course Description** button as shown above.

19 Fill in all the necessary information. All information is mandatory except Video. The promo video can be inserted later once it is ready.

20 Type will determine what content you will declared as. Course usually use for **single course** such as microcredentials courses. **Learning Path** is courses with **stackable function** and **Program** to determine the level such as Diploma, Degree or Master.

21 Level for **Type** determines the difficulty level for Course and Learning Path only. If you select Program from Type then the selection of Diploma, Degree or Master will appear instead. It is shown above in number.

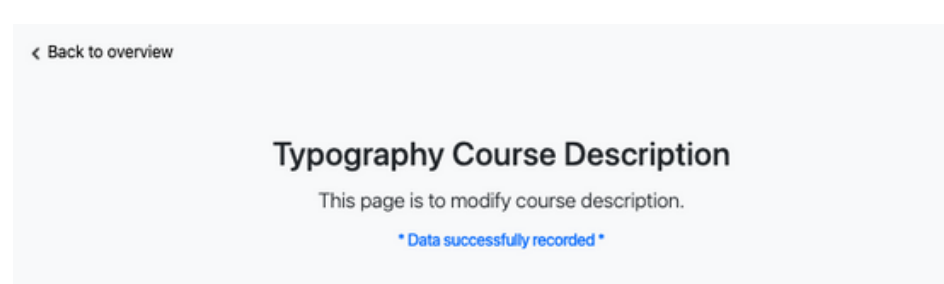
22 Apply **Instructional Practice**. This is optional You can select more than one option.

23 Please choose what category your course fall under.

24 Duration will changed based on Type condition that you set.

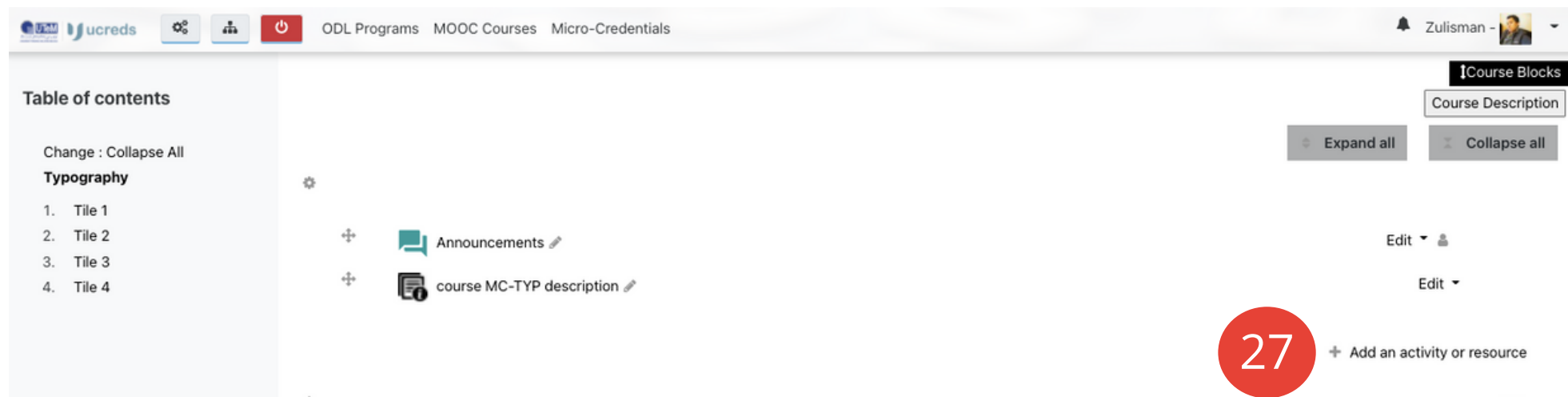
25 Set the **Price Details**. You can set it as Free or priced your course accordingly.

26 Press **Submit** button to confirmed your entry. Submit confirmation as below. Then press Back to Overview.

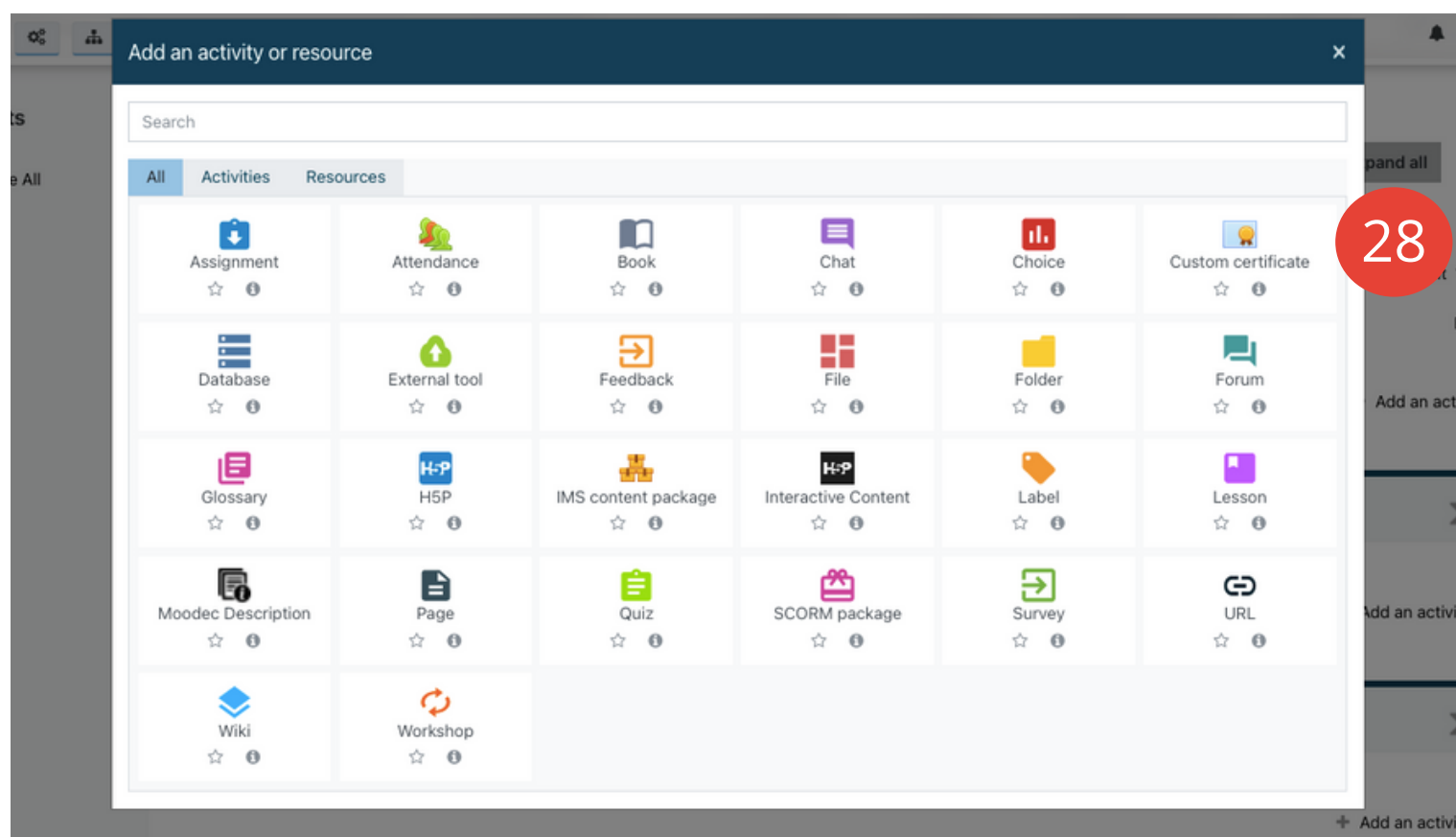


ADDING CERTIFICATE AND BADGES TO YOUR COURSE

Once the above step is completed press the edit button again from your course overview and you will be directed to the below page.



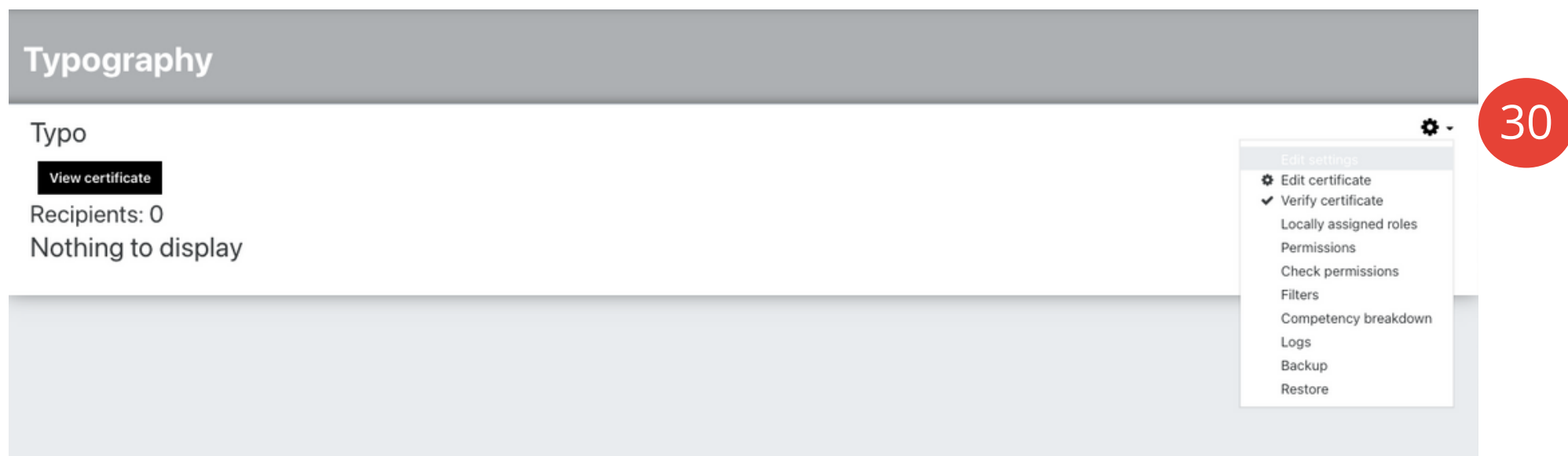
27 Click Add an activity or course as indicated



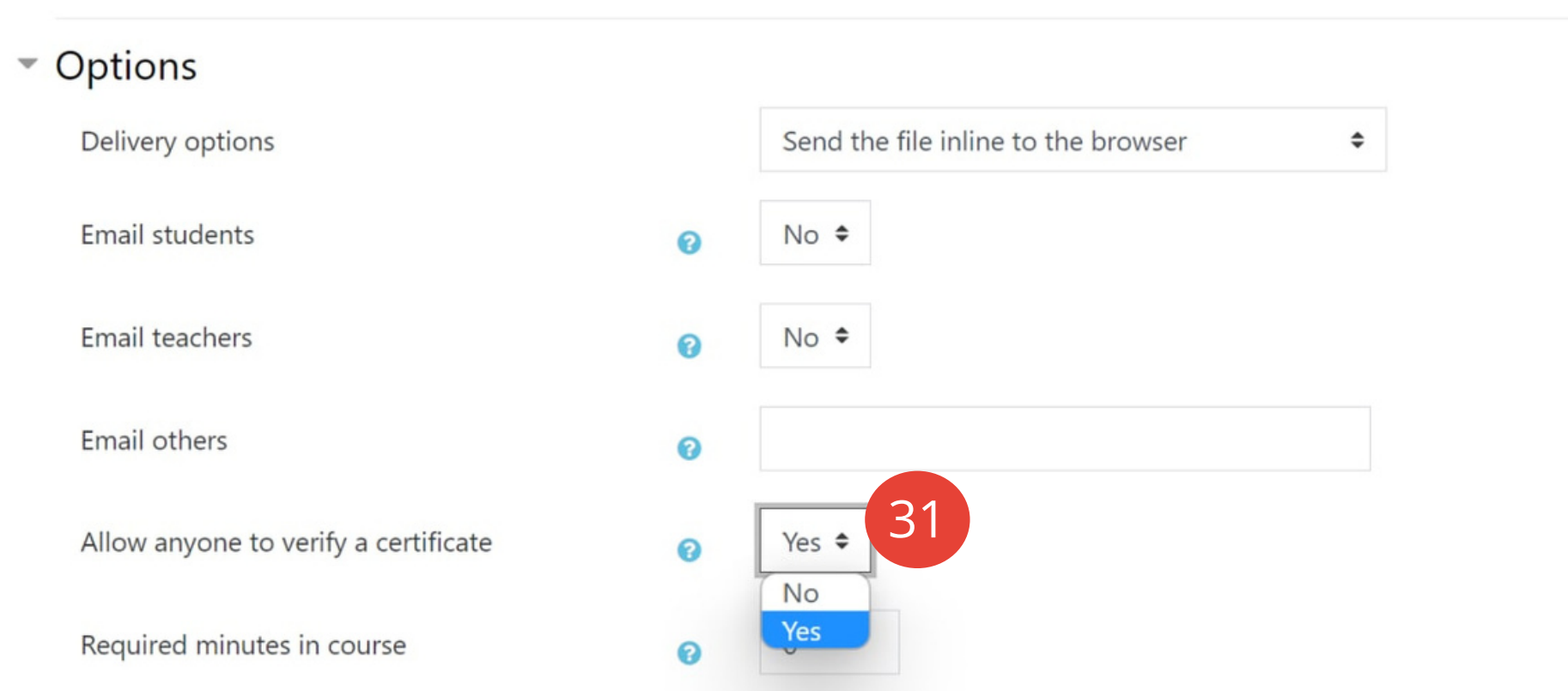
28 Choose **Custom Certificate**.

29 Give the name to your certificate. You can name it similar to your course name. e.g Typography in this case. Press **Save and Display** button.

Once you press the Save and Display button you will be directed to the below page. This step is to add customized badges that you have created in canva.com earlier and download it as .png file.



30 Press the setting button as indicated and a pull-down menu appears. Choose the Edit certificate option.



31 Set yes in the "Allow anyone to verify a certificate". This is important since it will allow anyone to verify your certificate online without having to login into the platform

There are required fields in this form marked **i** .

▼ **Load template**

Manage templates

✓ Certificate - v1 - 2021
Certificate - v2 - 2022
Certificate MC 2022 - v1

Load

32

Scroll down and press the **Load** button. This is to enable the custom certificate and badges uploaded to your course. Press the Continue button as below. Choose the latest template for either MC or Learning Path or ODL Program

Confirm

Are you sure you wish to load this template? This will remove any existing pages and elements for this certificate.

Continue **Cancel**

Once the above process is completed. A menu section as shown below appears.

Elements

Name	Type	Actions
Background image	bgimage	
Badge image	image	
Date	date	
QR code	qrcode	
Code	code	
Course name	coursename	
Verified Certificate Issued	text	
Valid Certificate Code	text	
Student name	studentname	

Reposition elements

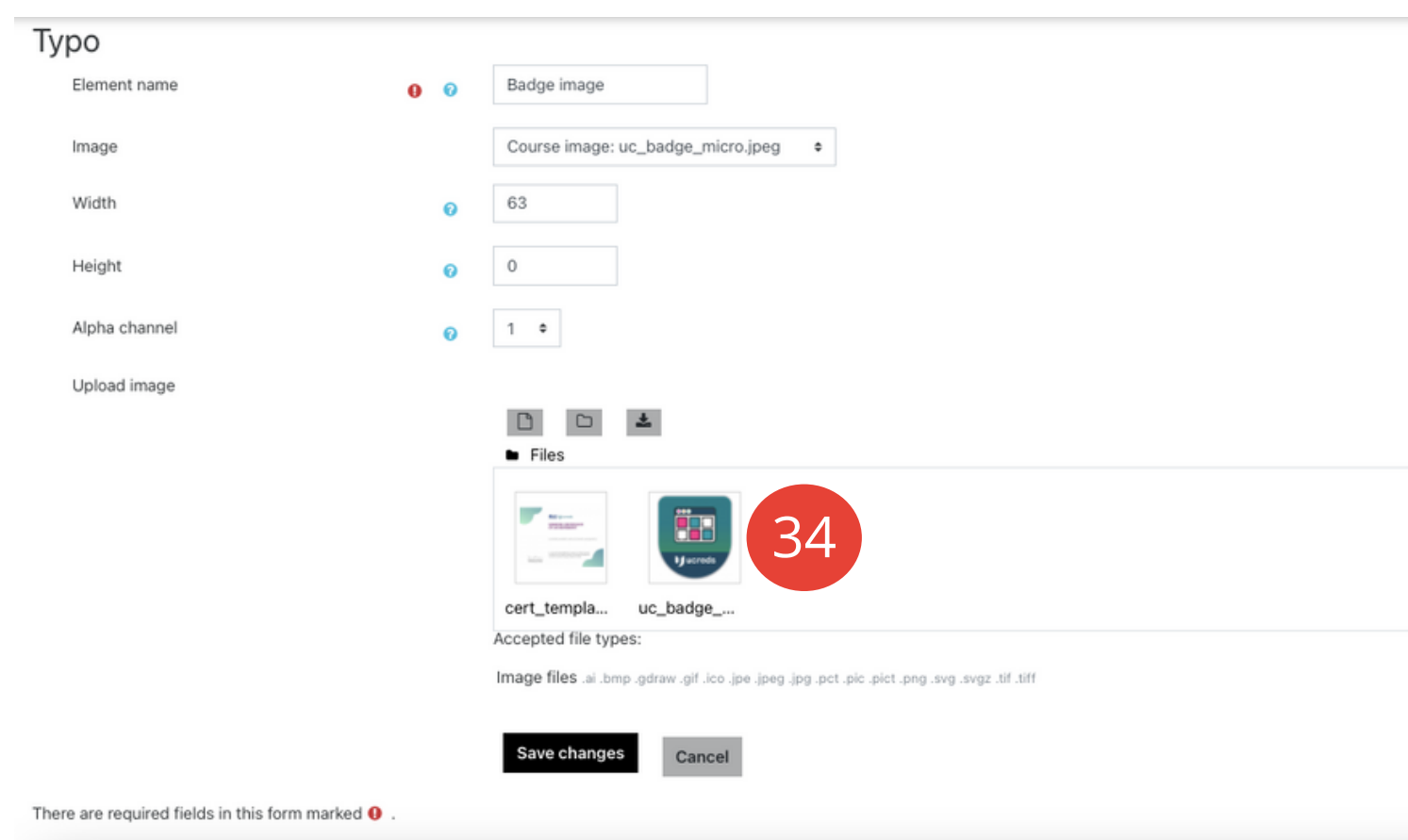
Background image **Add element**

Save changes **Save changes and preview**

33

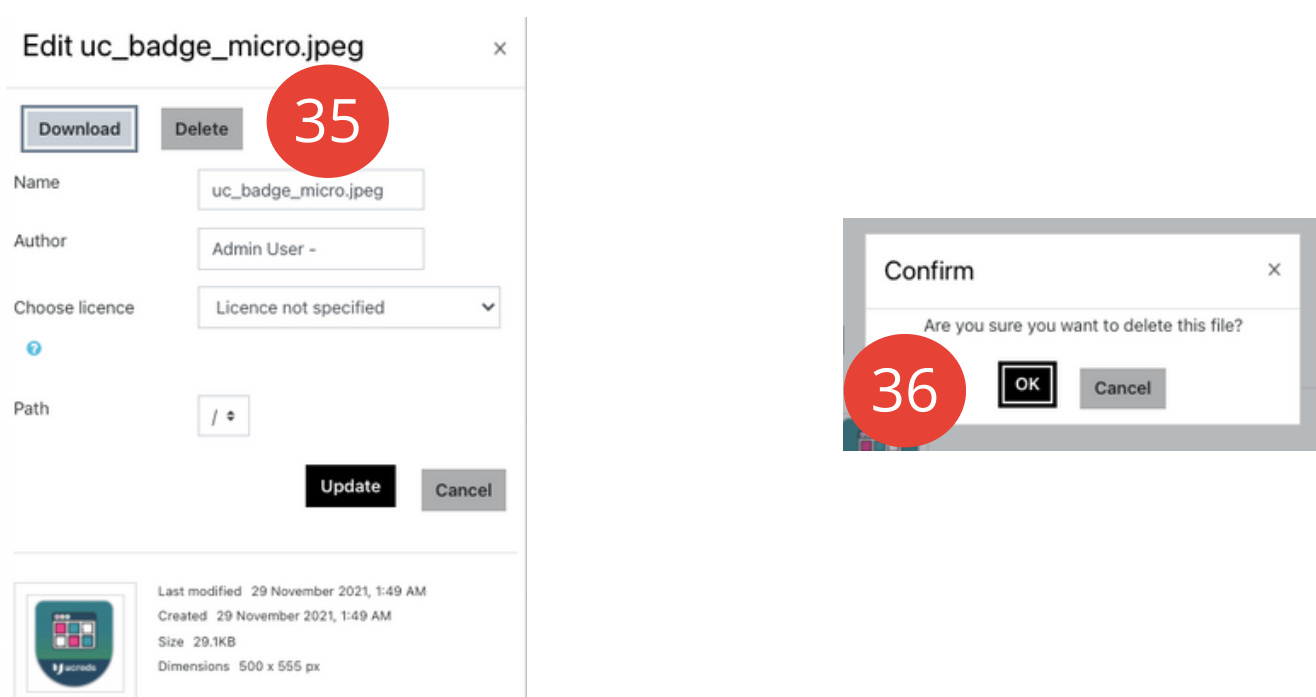
Find Badge Image from the list as indicated. Click on the setting indicated with cogwheels icon.

The next step is to change the default badge to the one that you created for your course. Make sure your badge is ready (refer to creating badge using Canva steps). Only one badge per course is allowed. You can come back to this setting at any time if you want to change your badge later on. The process will be similar.



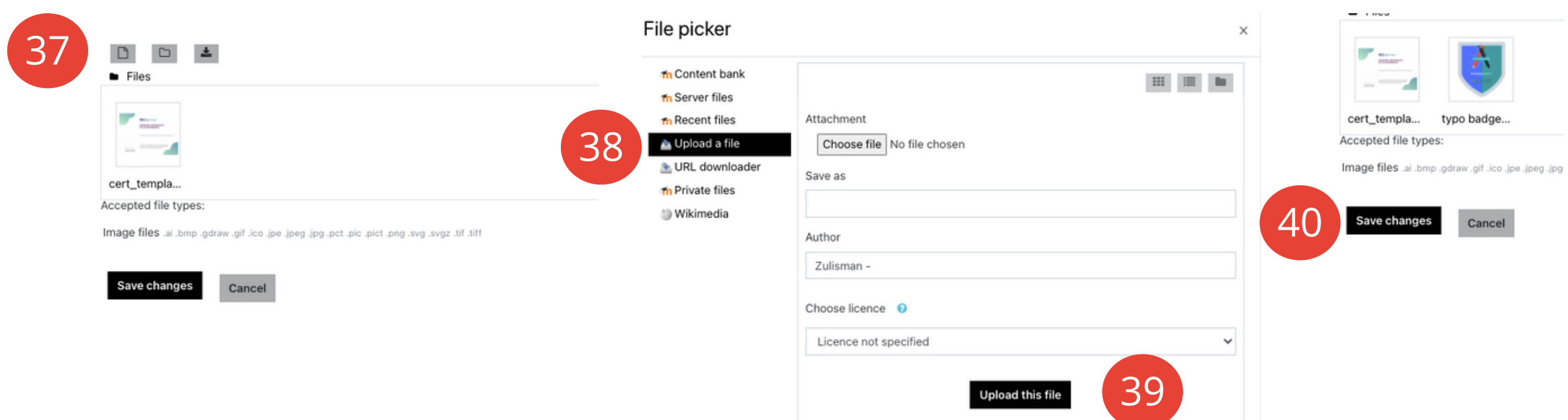
You will delete the default badges as shown above and replace it with the new one.

34 Click on the badge image as indicated.



35 Press the **Delete** button to remove the default badge.

36 To confirm your action by pressing the **OK** button as indicated.







37 Press the first icon as indicated.

38 Pop-up menu will appear. Select **Upload a file** > **Choose file** and locate your badge.


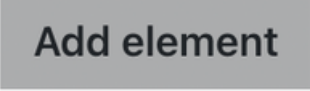
39 Press **Upload this file** button.

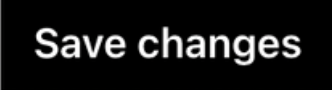
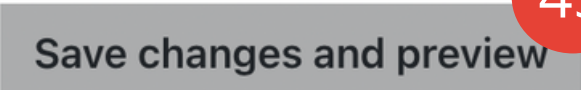
40 Press **Save changes**.


45 Check the certificate by clicking the button > Save and Preview

Student name  studentname   

Reposition elements

Background image  

There are required fields in this form marked  .

▼ Load template

46 Here is an example of a certificate in the preview



Creating Content

STEP BY STEP GUIDE

Once we have done with the course setup, we will begin with creating our content. Creating content can be a tedious job. It requires a different set of skills such as basic instructional design, learning design, basic video shooting, video editing, content mapping, and so on.

To achieve the highest quality content we need to visualize differently when designing learning design. Anything that has been delivered manually through face 2 face will be totally different when we want to deliver the content online. SIM (Self Instructional Material) is a core component in online content. The SIM developer must understand to transform and redefine the conventional method into a totally different method altogether.

Online content only can be considered successful when the user is able to follow your course content with less intervention from you. The user must be able to be a self-directed learner most of the time.

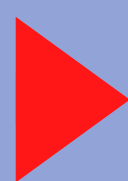
Engagement, interaction, and active participation from the user are the key success to in your course.

Let begin.

1. CAPTURE USER ATTENTION

Choosing the right title or topic for your course is essential. The title or topic name capture the attention of the user for them to make a decision whether to enroll in your course or not. The below example can be used as a guide for you to start.

Programming
Technique



Programming
Made Easy

BEFORE

AFTER

The screenshot shows a course management interface. On the left, there is a 'Table of contents' sidebar with a 'Change: Collapse All' button and a list of items: 'Typography', '1. Tile 1', '2. Tile 2', '3. Tile 3', and '4. Tile 4'. A red circle with the number 1 is placed over the 'Table of contents' header. In the main content area, there is a list of activities: 'Announcements', 'course MC-TYP description', and 'Typo'. Below these, there are two 'Tile' entries: 'Tile 1' and 'Tile 2'. A red circle with the number 1 is placed over the 'Tile 1' entry. To the right of the 'Tile 1' entry, there is a '+ Add an activity or resource' button, which is highlighted with a red circle with the number 2. The interface also includes 'Edit' buttons for each activity and a user profile 'Zulisman' in the top right corner.

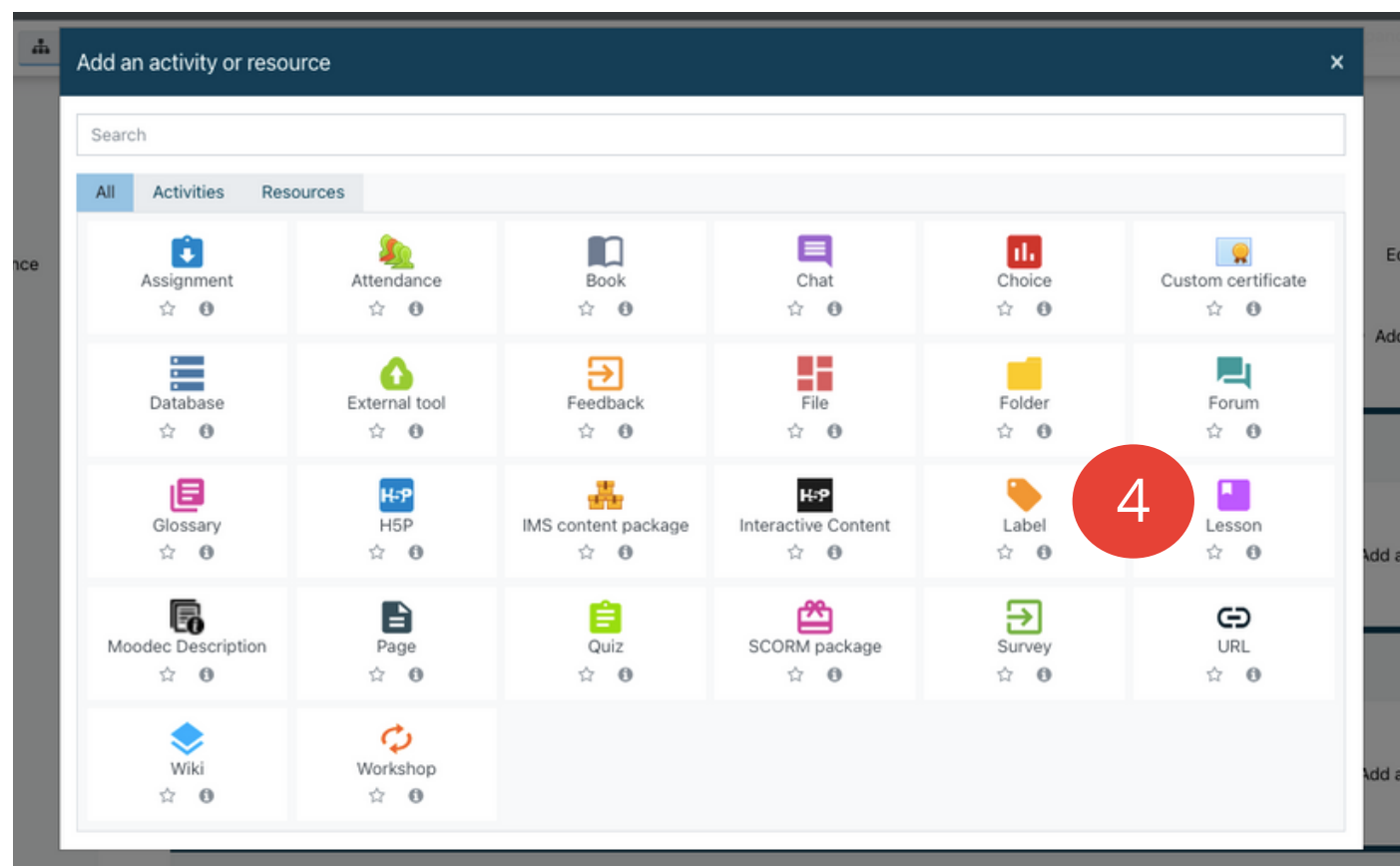
1 This is where you begin to curate your learning design with all instructional required. Each topic is separated with tile number as indicated above. The tile name can be change and replaced with you own title. Once you changed it will automatically reflected on the Table of Contents on the left.

2 Add activity or resources link is for you to start adding various content such as text, images, video, audio, assessment and etc.

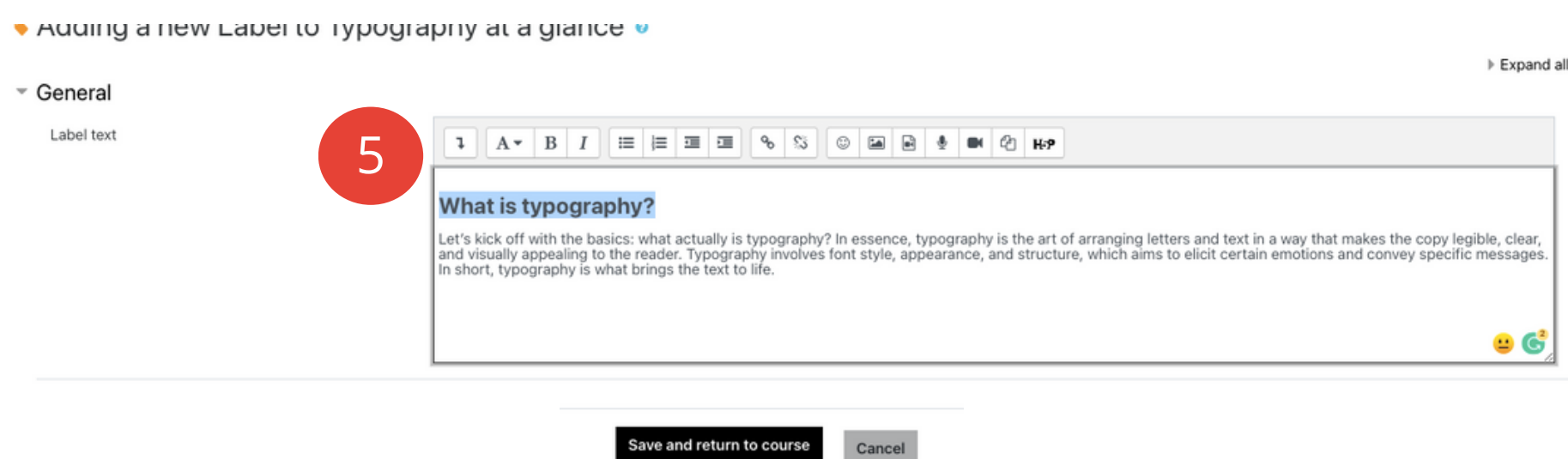


Above is an example of adding topics in your course.

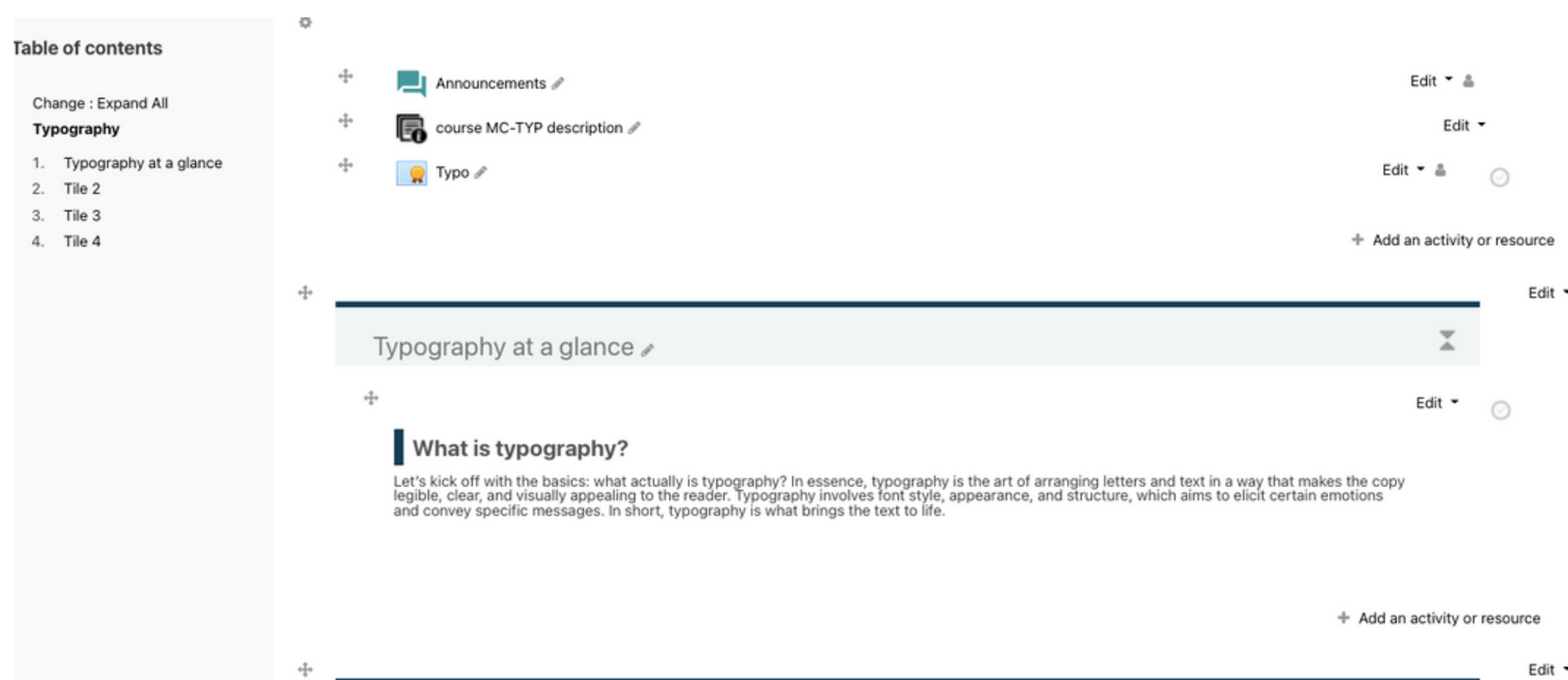
3 Now we will add our first content. Click the Add an activity or resources as indicated.



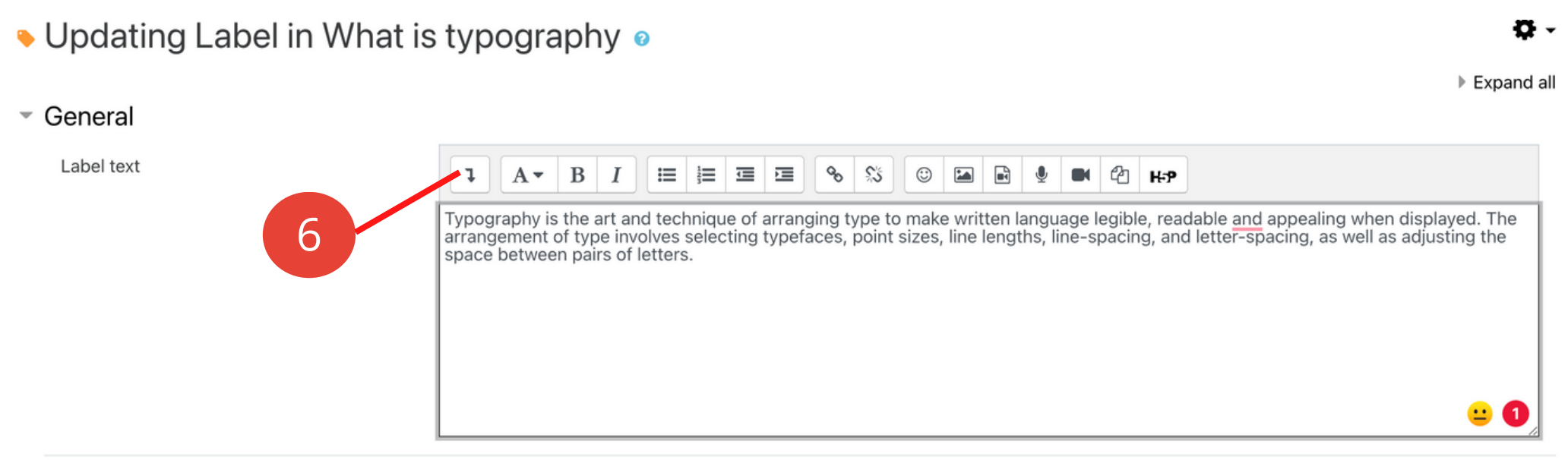
4 Choose Label from the list. It is important to have a bit of introduction text or any paragraph to start your content. It is not appropriate to start your content with a video or hyperlink or slides. A set of paragraph can be considered as a greeting to the user. They should know what to expect and anticipate throughout the course.



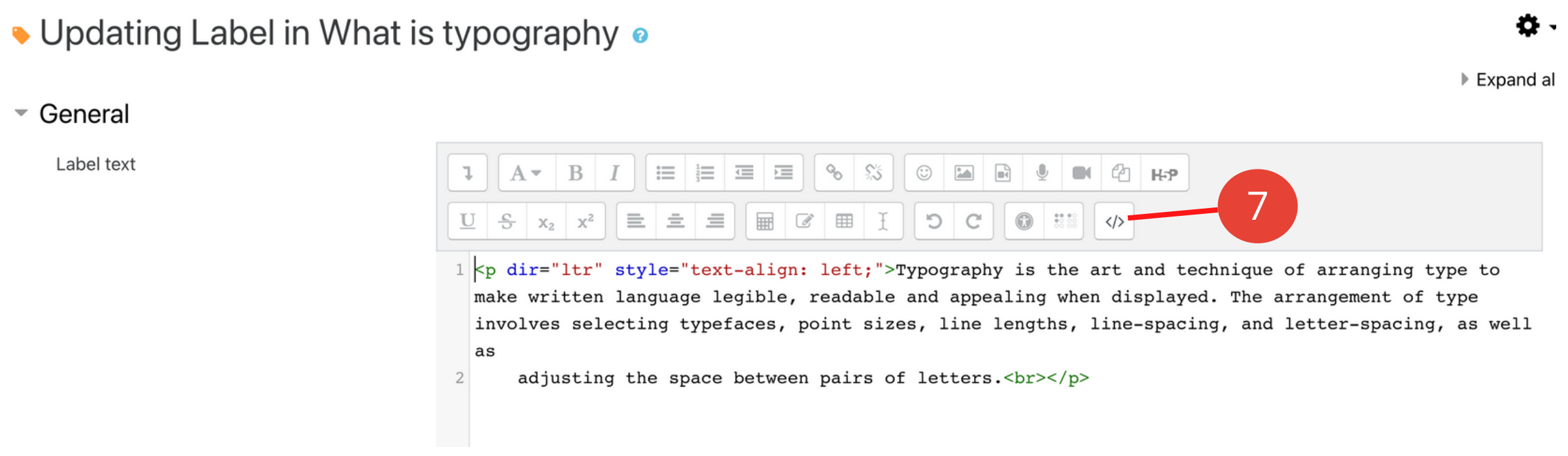
5 You can type directly or paste any text resources from your own materials that you have designed. You can adjust the header size to medium, Please make sure do not adjust the text too much with different styles as it will create distraction and complexity. Make it simple. Remember the size of the header you use. Once you are done press Save and return to the course button.



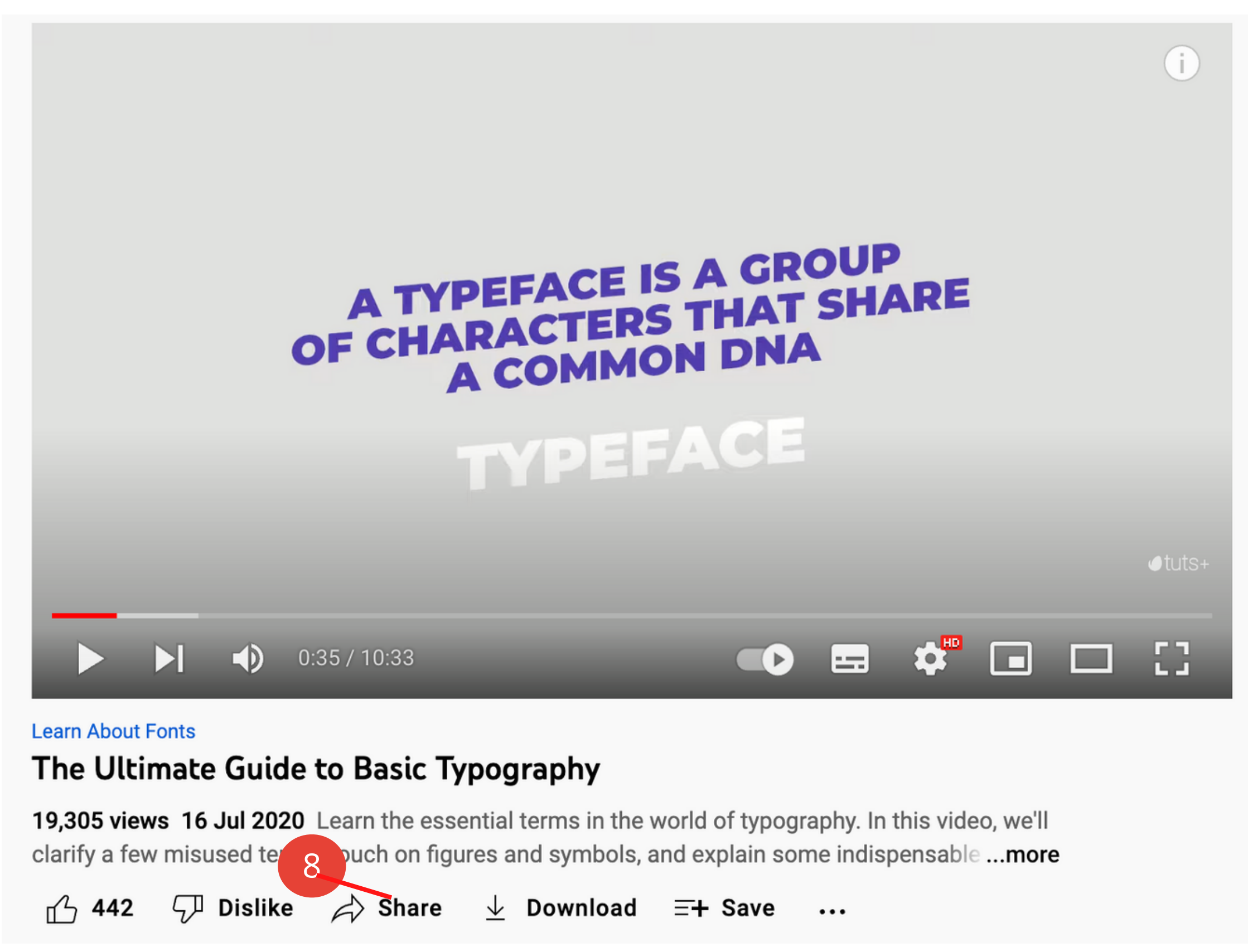
6 While in label editing, you can embed a video from any online video-sharing platform that provides embed code (e.g. YouTube). Press the show more button.



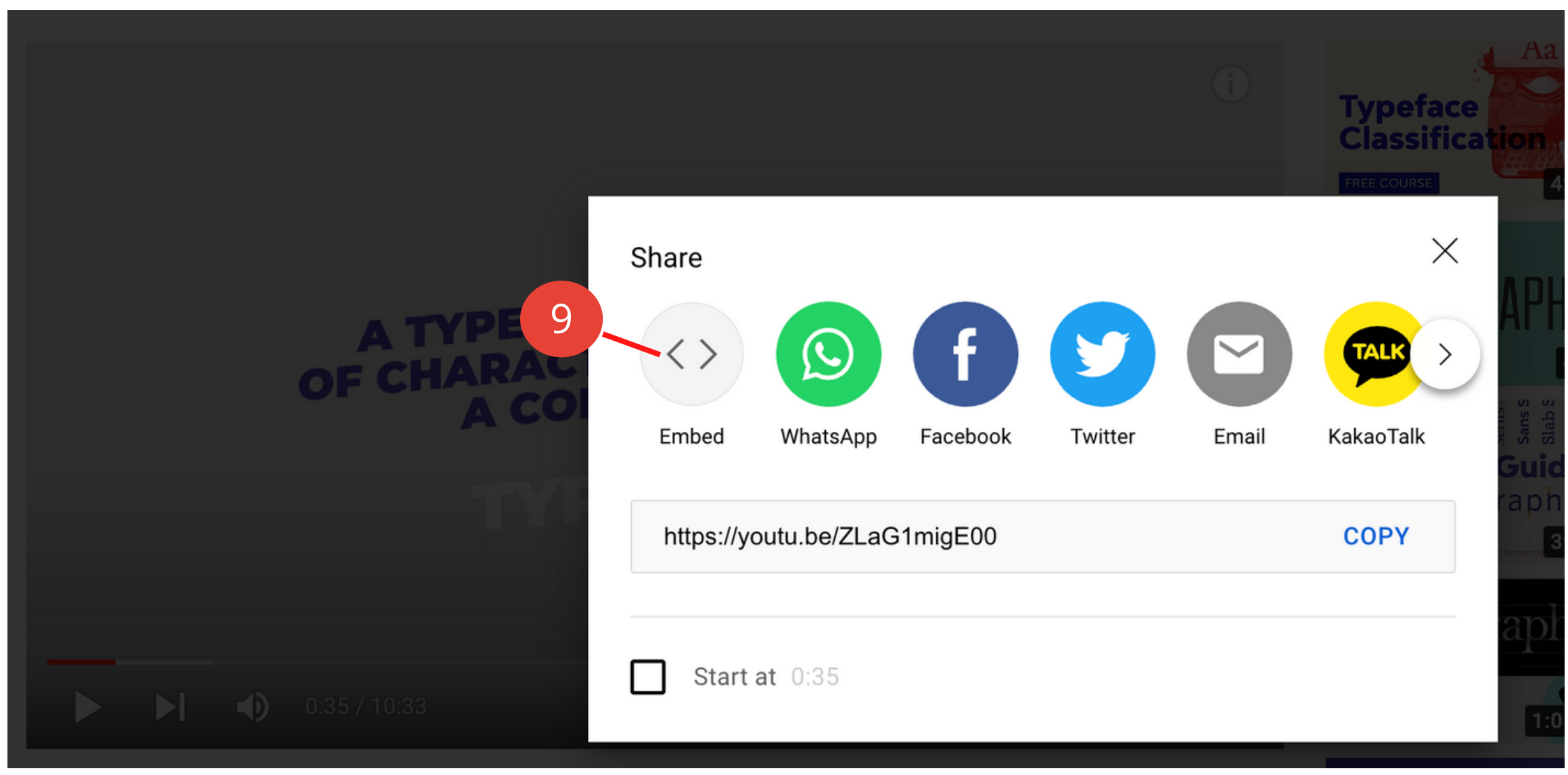
7 Then toggle on the HTML button to display the HTML code



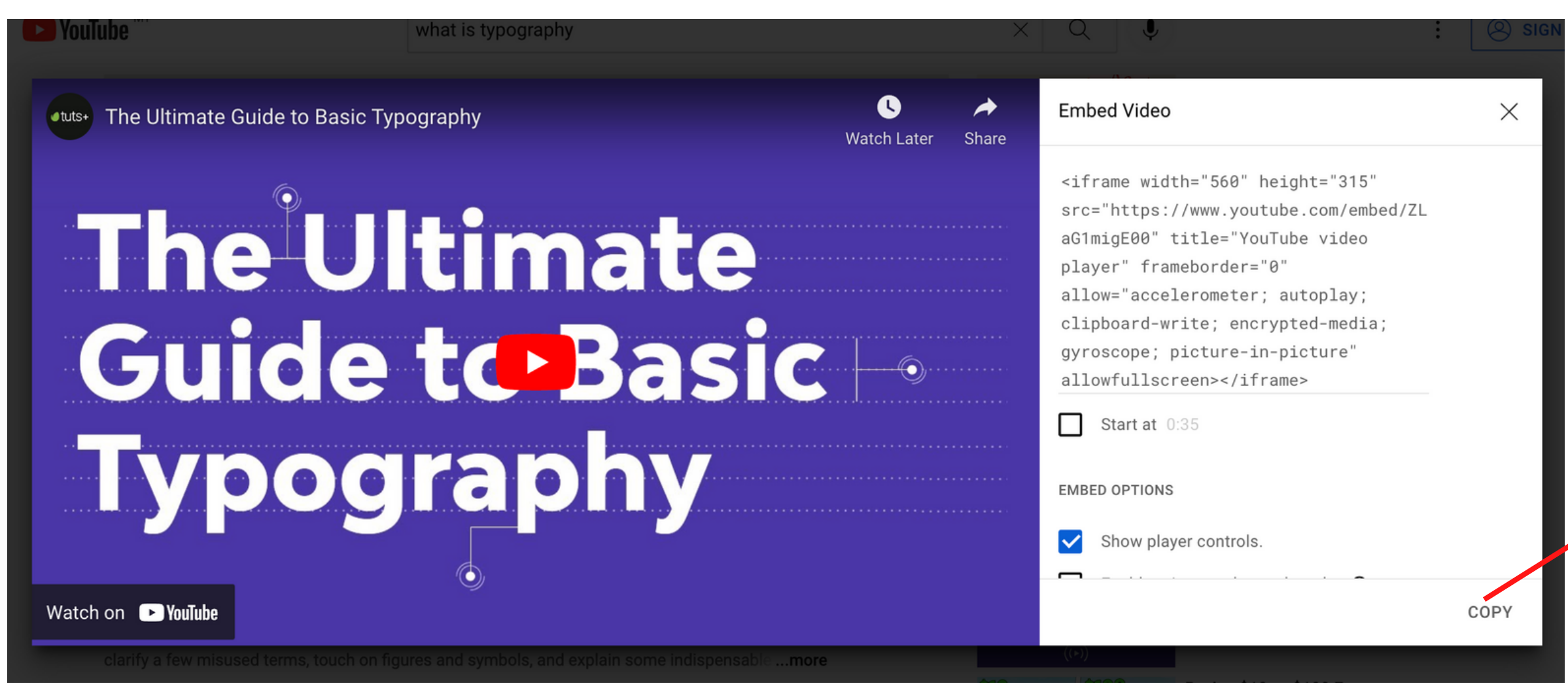
8 Find a video in the video-sharing platform (e.g. YouTube) and find the embed code. Click the sharing button under the youtube video.



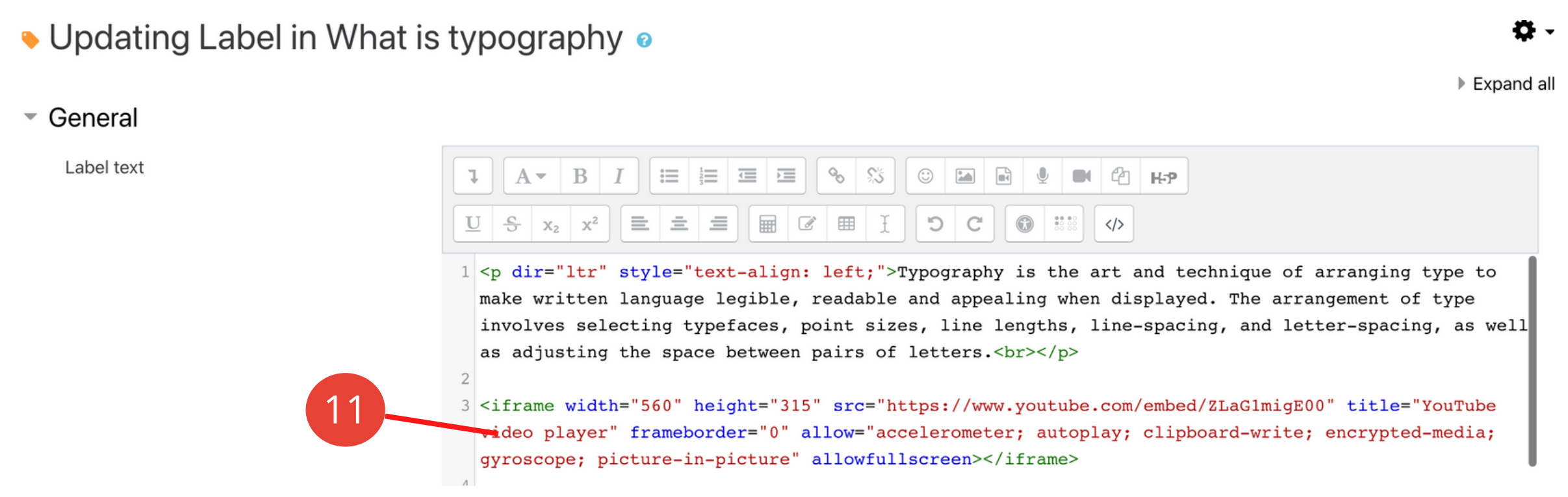
9 Find embed button to display the embed code for the video



10 Copy the embed code



11 Paste the embed code in the HTML code for the label.



What is typography

Typography is the art and technique of arranging type to make written language legible, readable and appealing when displayed. The arrangement of type involves selecting typefaces, point sizes, line lengths, line-spacing, and letter-spacing, as well as adjusting the space between pairs of letters. ✔



Once you return to your course page keep adding more elements in the same section if needed or start creating a new section and repeat the above process Make sure all the resources belong to you and are not taken from any unauthorized sources. Treat all resources from the web as a copyright resource. The University and the system administrator will be liable and responsible for any legal dispute arising from your negligence. They are resources available online such as www.pixabay.com which provides free licensing. Make sure you read the copyright statement of that particular resource before using it.

AWARDING A DIGITAL CERTIFICATE

Digital certificate proves that your students completed and achieved the highest quality in the course. You are not allowed to change the template of the digital certificate. You are only allowed to change the badges on the certificate.

- 1 Set activity completion for each activity that will be counted as course completion. For example Quiz. Go to Edit Settings > Activity Completion

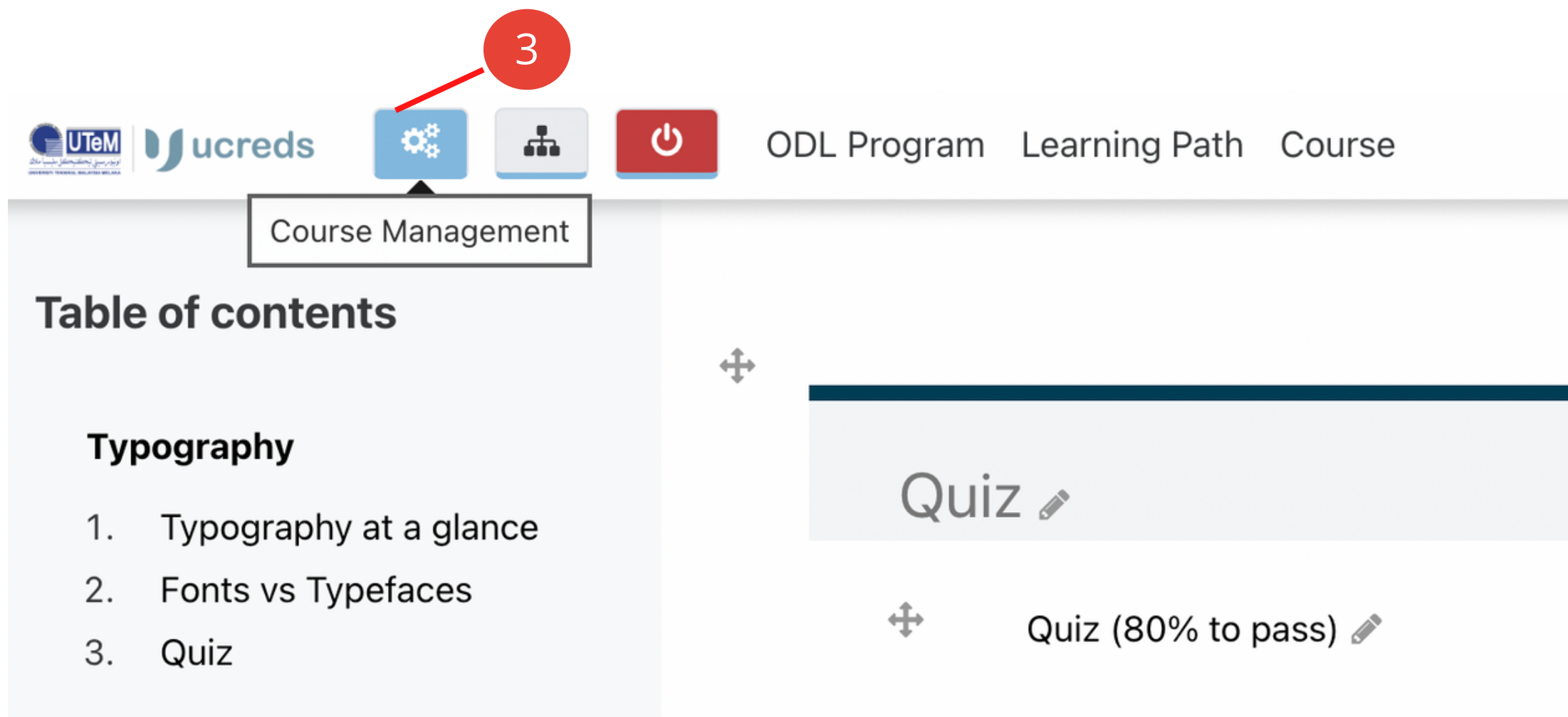
The screenshot shows the LMS interface for editing a quiz. At the top, there is a header for the quiz and a context menu with options: Edit settings, Move right, Hide, Duplicate, Assign roles, and Delete. A red circle with the number '1' is placed over the 'Edit settings' option. Below the quiz content, there is a section titled 'Activity completion' with the following settings:

- Completion tracking: Show activity as complete when conditions are met
- Require view: Student must view this activity to complete it
- Require grade: Student must receive a grade to complete this activity
- Require passing grade: Require passing grade

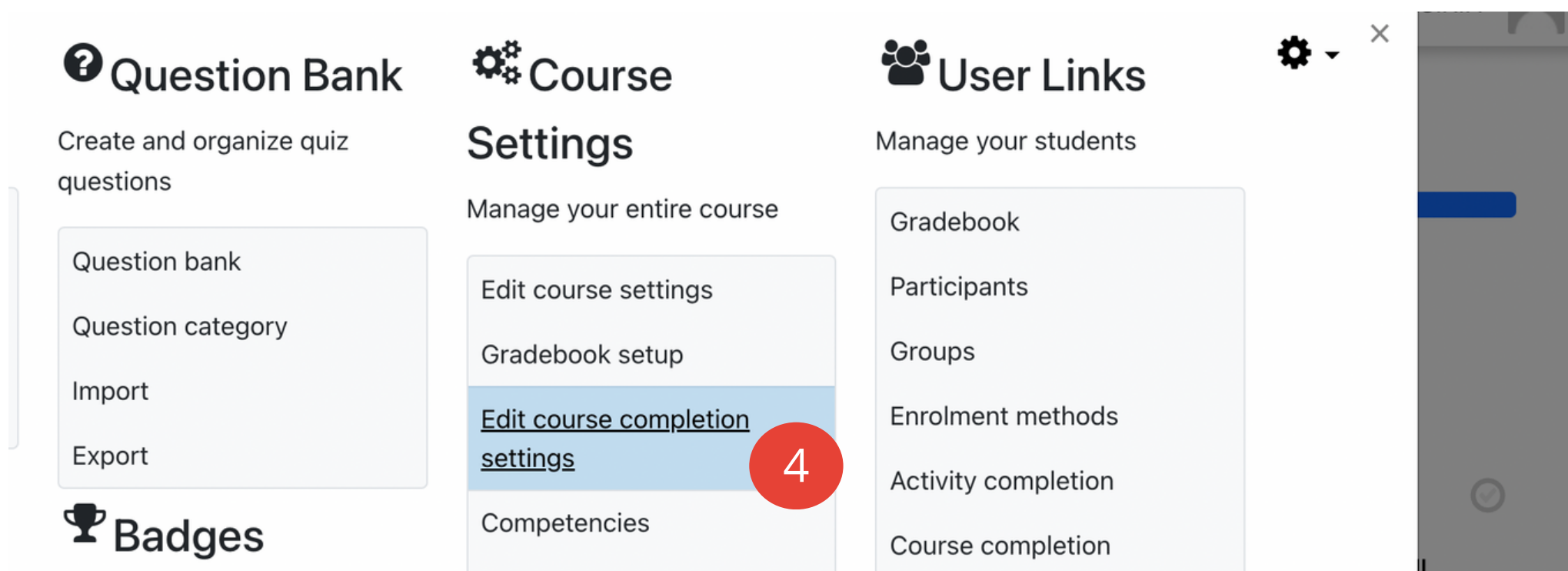
- 2 Once set, please make sure the tick signed appeared next to the activity

The screenshot shows the LMS interface for a quiz titled 'Typography'. The quiz is set to 'Quiz (80% to pass)'. The question text is: 'A serif is a decorative line or taper added to the beginning and/or end of a letter's stem, which creates small horizontal and vertical planes within a word.' The options are 'True' and 'False'. A red circle with the number '2' is placed over the 'Check' button.

3 Go to Course Management



4 Choose Edit Course Completion Settings



5 Tick the activities that will contribute the course completion, for example a quiz.

▼ Condition: Activity completion

Select all/none

- Custom certificate - Typo
- Label - What is typography?Let's kick off with the basics:...
- Label - Fonts and TypefacesWhen talking about typography, ...
- Label - The main difference between these two terms is tha...

5 Interactive Content - Quiz (80% to pass)

6

To test the certificate, try to enroll for example your google account as a student in the course and complete the quiz. Go to Course Management > Participants > Enrol User. If your google account is not listed in the enrollment list, you should login to ucreds using your google account first, so your account data will be registered in ucreds.

Activities
View All Activities in Course
Custom certificates
Forums

Question Bank
Create and organize quiz questions
Question bank
Question category

Course Settings
Manage your entire course
Edit course settings
Gradebook setup

User Links
Manage your students
Gradebook
Participants
Groups

Typography

Participants

Enrol users

Match Any Select

Add condition Apply filters

7

Once you completed the course, a badge will pop-up on the screen.

Table of contents

1. Typography at a glance
2. Fonts vs Typefaces
3. Quiz

Quiz (80%)

A set of letters... to the beginning and/or end of a... and vertical planes within a...

You got 1 of 1 points

1/1

Congratulations!
You earned:

Typography
Back to overview

8

The certificate and transcript can be found at the profile page

Learn anytime, anywhere, at your own pace. Take courses online

Dr. Mohd Adili Norasikin

- My Profile
- My Courses
- Log out

Profile

Completed View transcripts

- Advanced Animation**
Completed on: 02/11/2022
[View details and certificate](#)
- Play With Colors**
Completed on: 08/23/2022
[View details and certificate](#)
- Typography**
Completed on: 11/10/2022
[View details and certificate](#)

Smartphone: Beautiful photo in no time

9

Here is the sample of the certificate.

Certificate

1 / 1 | 68%

UTeM **ucreds**
UNIVERSITI TEKNIKAL MALAYSIA MELAKA

CERTIFICATE OF COMPLETION

MOHD ADILI BIN NORASIKIN -

For the successful completion of
Typography

Issued on: 10 November 2022
Certificate Code: BDqKzRQp0I

MC

Registrar
Registrar UTeM

10

Here is the sample of the transcript.

transcript.php | 1 / 1 | 61% | [Icons]

UTeM | ucreds | Transcript | **Dr. Mohd Adili Norasikin** | are.dily@gmail.com

Badge	Course	Duration	Valid certificate code	Status
[Badge icon]	Advanced Animation	03h : 00m	QIRuXUcawI	Completed: 02/11/2022
[Badge icon]	Play With Colors	02h : 00m	YB3mOO1AqJ	Completed: 08/23/2022
[Badge icon]	Typography	02h : 00m	Ot0G7Hij4X	Completed: 11/10/2022
[Badge icon]	Smartphone: Beautiful photo in no time This course	04h : 00m	y4RxmvuwAU	Completed: 08/23/2022

Page 1 of 1 | 10.11.2022

11

You can check students that completed the course from the Course Management > Course Completion

Quiz Bank
Manage quiz

Course Settings
Manage your entire course

- Edit course settings
- Gradebook setup
- Edit course completion settings
- Competencies
- Course administration
- Copy course

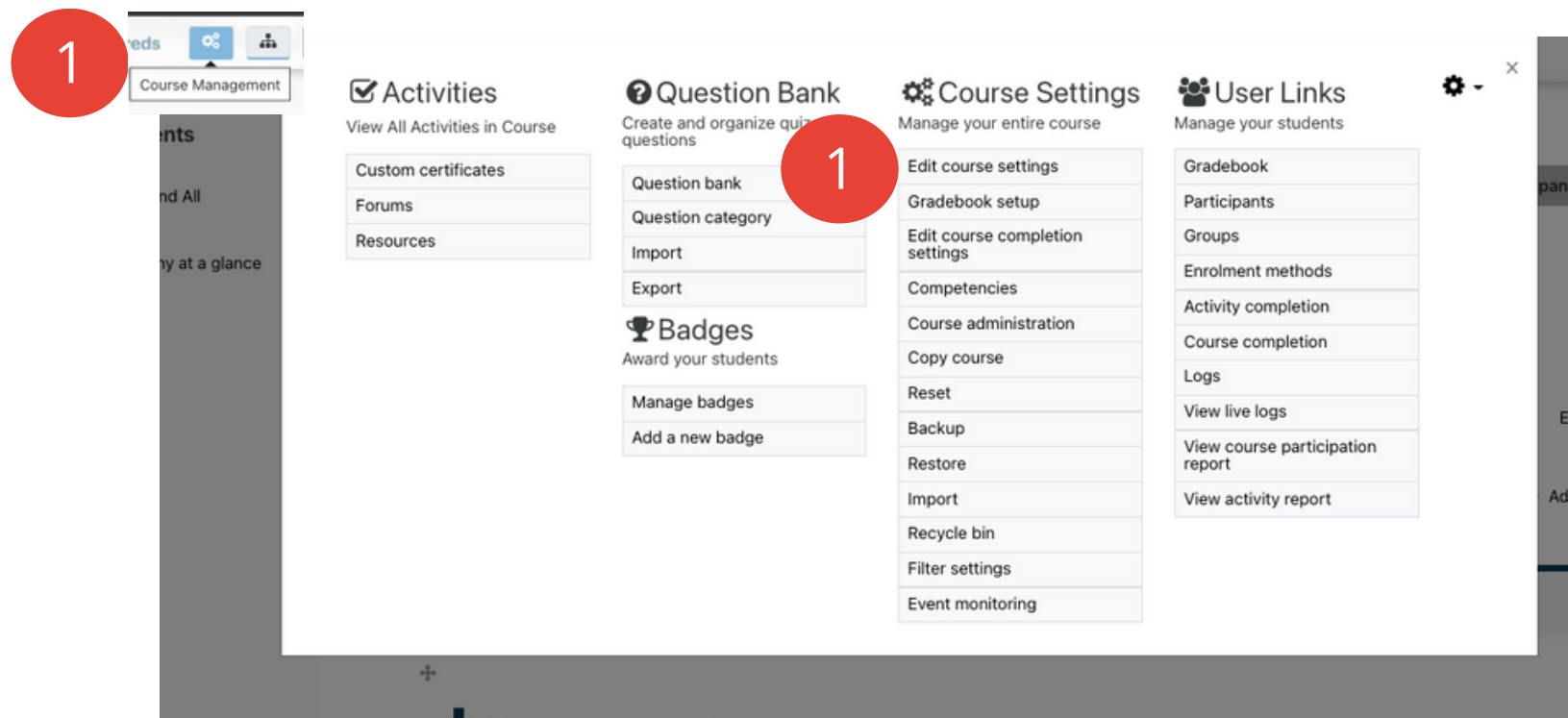
User Links
Manage your students

- Gradebook
- Participants
- Groups
- Enrolment methods
- Activity completion
- Course completion**
- Logs

Criteria group			Activities	Course
Aggregation method			All	All
Criteria			Quiz (80% to pass)	Course complete
First name / Surname	Email address	Department	<input type="checkbox"/>	<input type="checkbox"/>
Dr. Mohd Adili Norasikin	are.dily@gmail.com		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Download in spreadsheet format \(UTF-8 .csv\)](#)
[Download in Excel-compatible format \(.csv\)](#)

OPEN YOUR COURSE TO PUBLIC

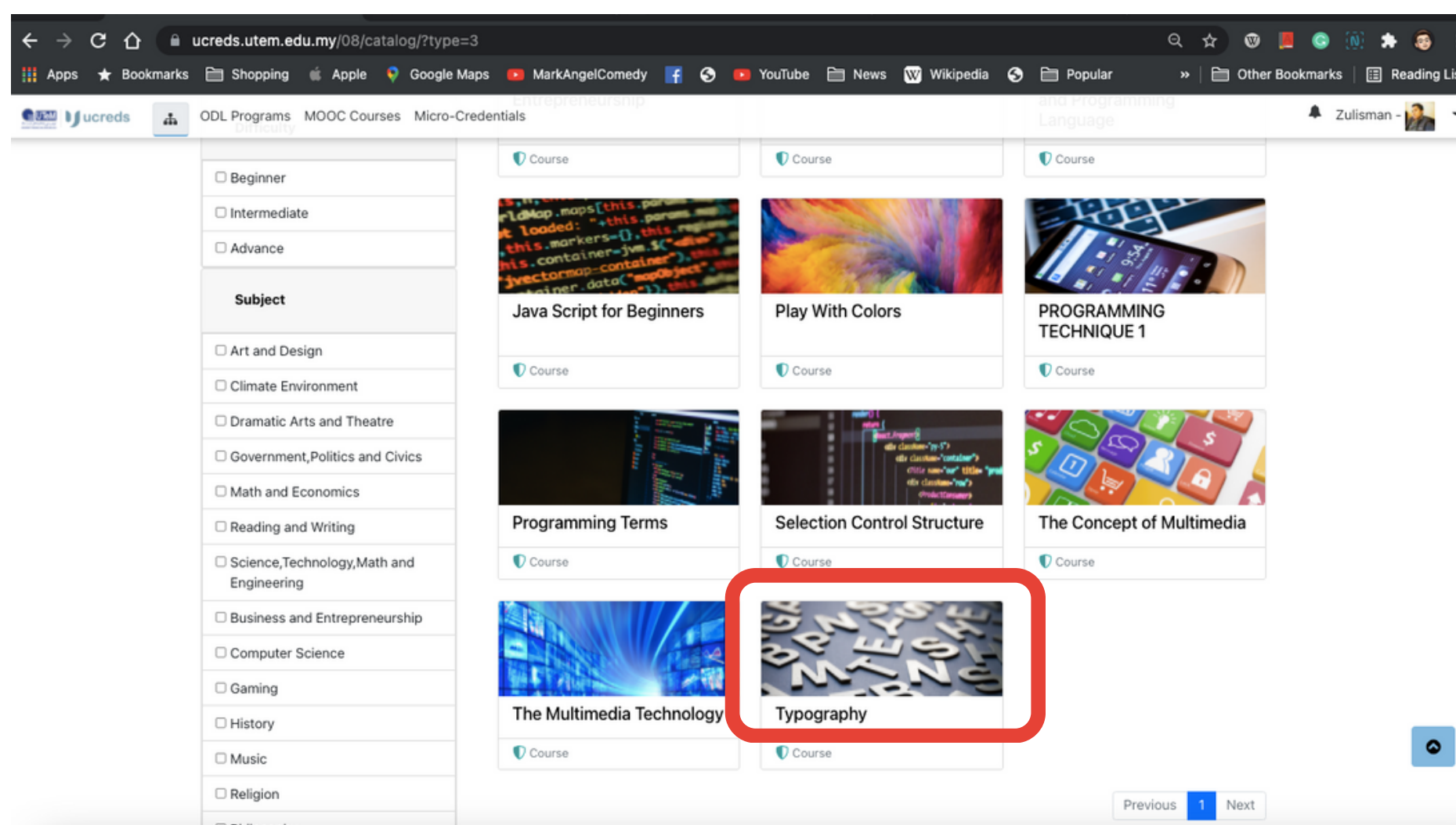


2 By default, your course that you created is hidden from the public. This is to prevent your incomplete course from appearing in a public. Once your course is complete, you need to change the setting of your course and make it visible. Press the double cogwheels icon at the right top of the nav bar. A pop-up window will appear.

3 Choose 'Edit course setting' under the course setting.

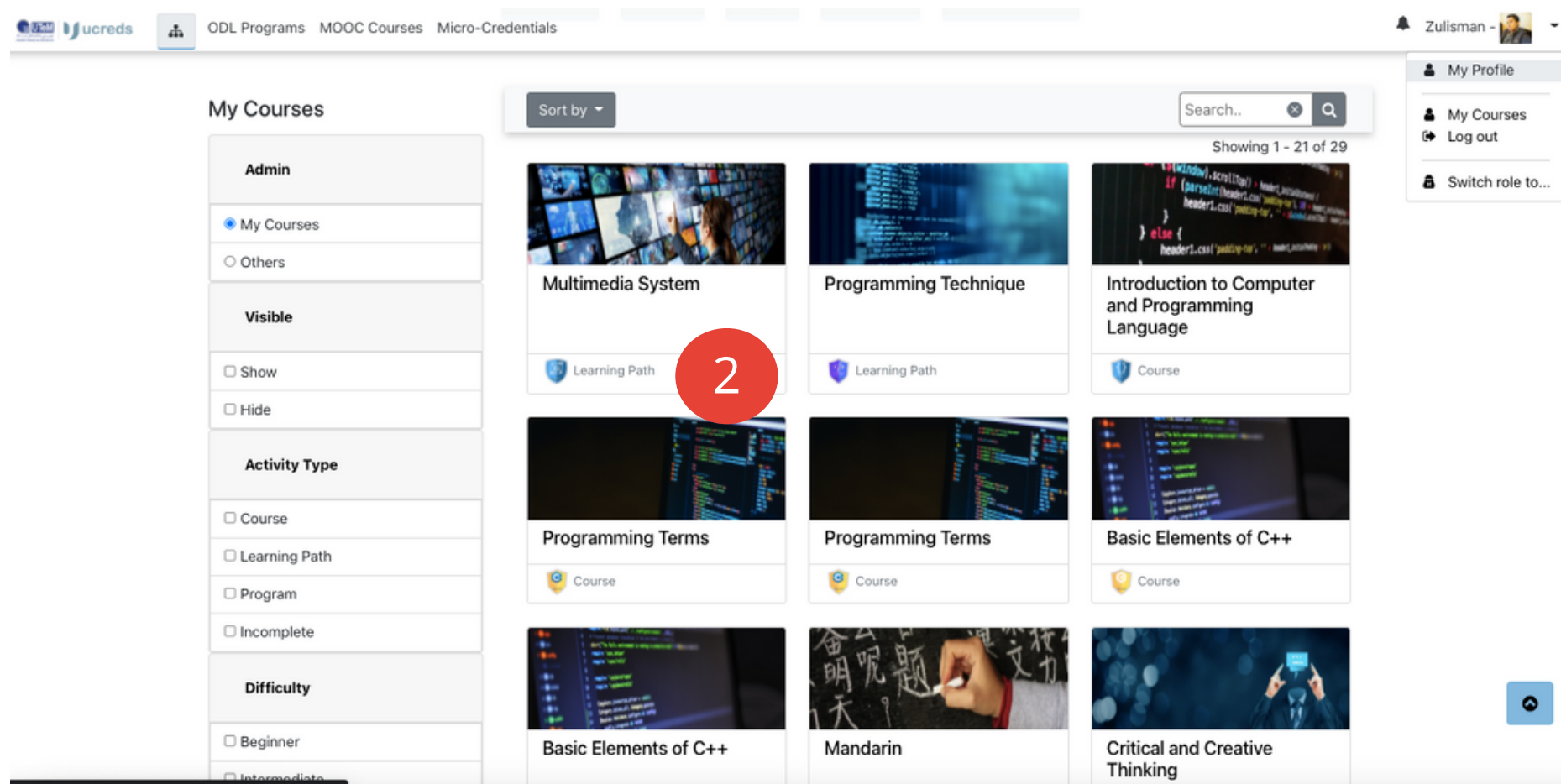
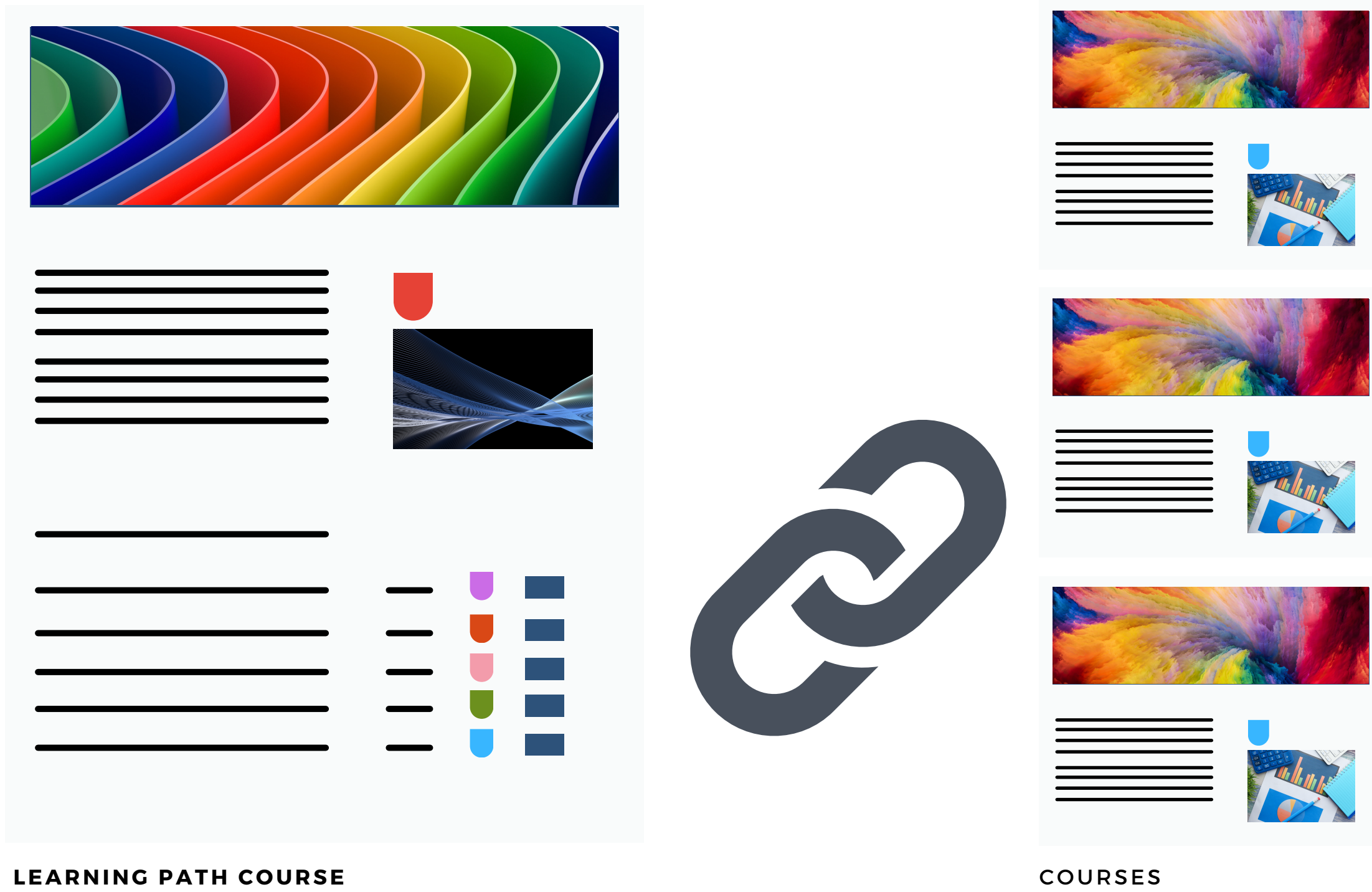


4 Choose 'Show' from the pull-down option. Once done, press 'save and display' at the bottom of the page. You can check whether your course is already available in the menu as shown below.



LINKING YOUR LEARNING PATH

If you are creating a course with a learning path or stackable features you need to link the courses to their parent course. Only courses that have been declared as Learning Path will allow this process. The diagram is as follow:

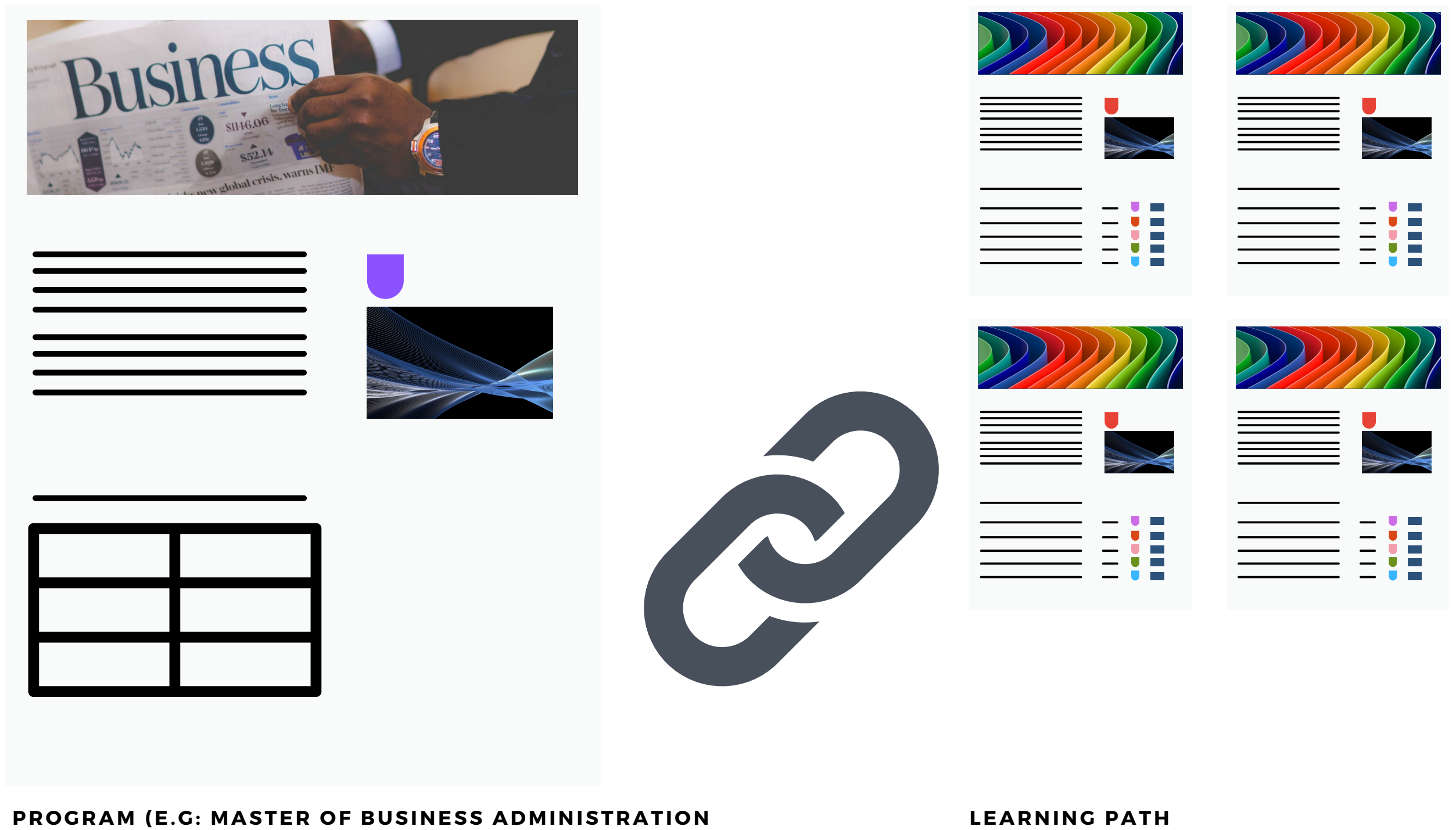


1 Go to your profile and choose My Course Option. You will be presented with all courses.

2 Find the courses with Learning Path tag at the bottom. Click on that course.

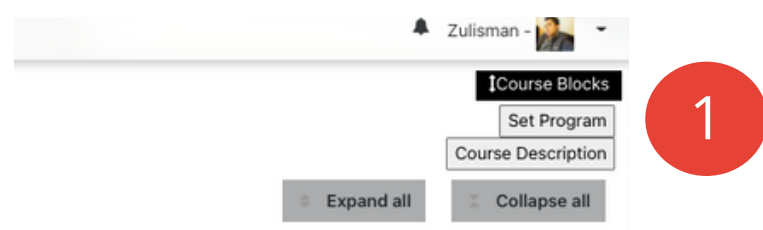
LINKING YOUR PROGRAM

If you are creating a program such as a degree or master you need to do the linking to all related courses. This will allow your program to be mapped with courses related to your program. The linking process is almost similar to linking the learning path except in the program you need to link only the learning path and to a specific semester. The diagram is as follow:

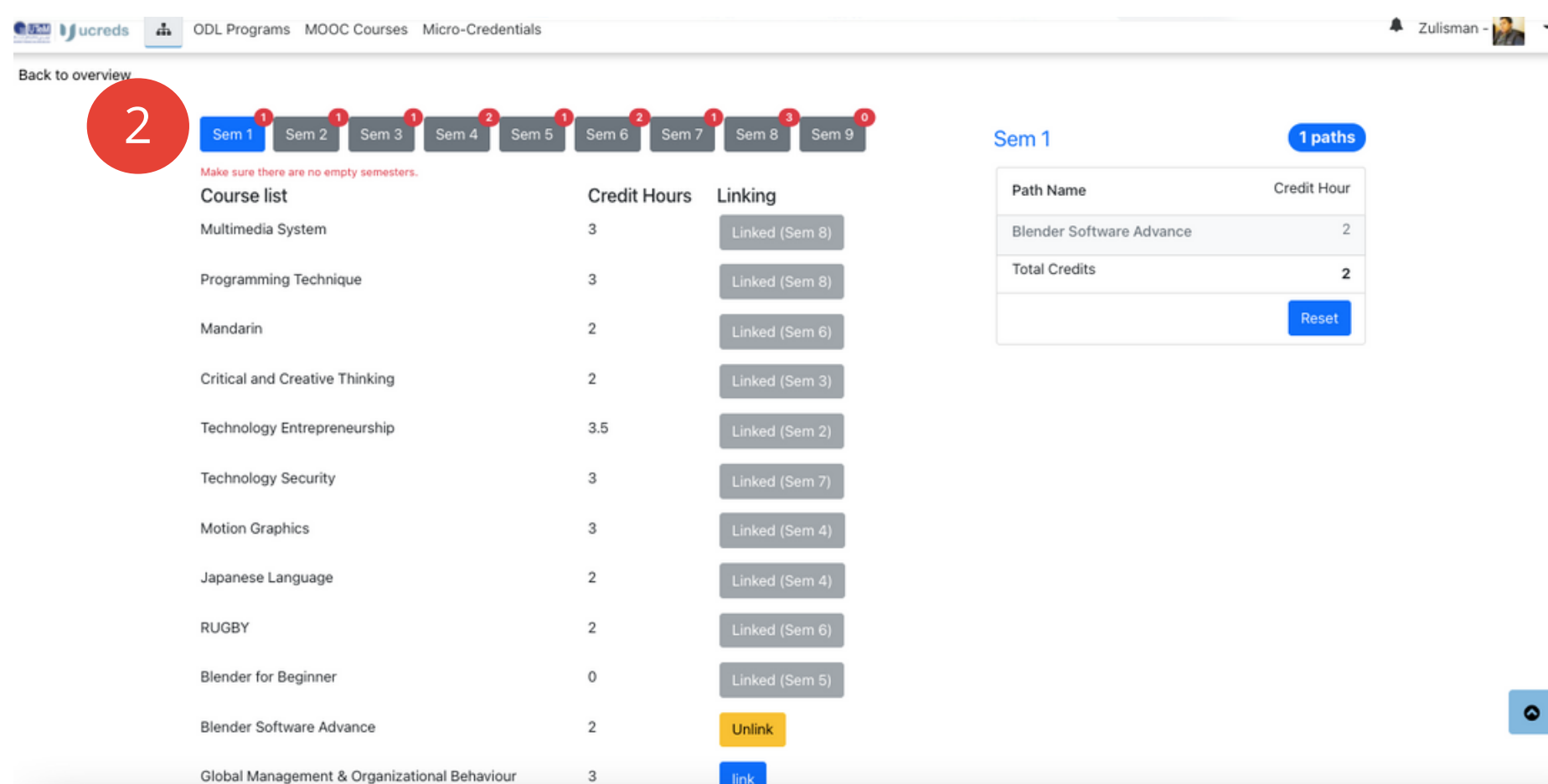


PROGRAM (E.G: MASTER OF BUSINESS ADMINISTRATION)

LEARNING PATH



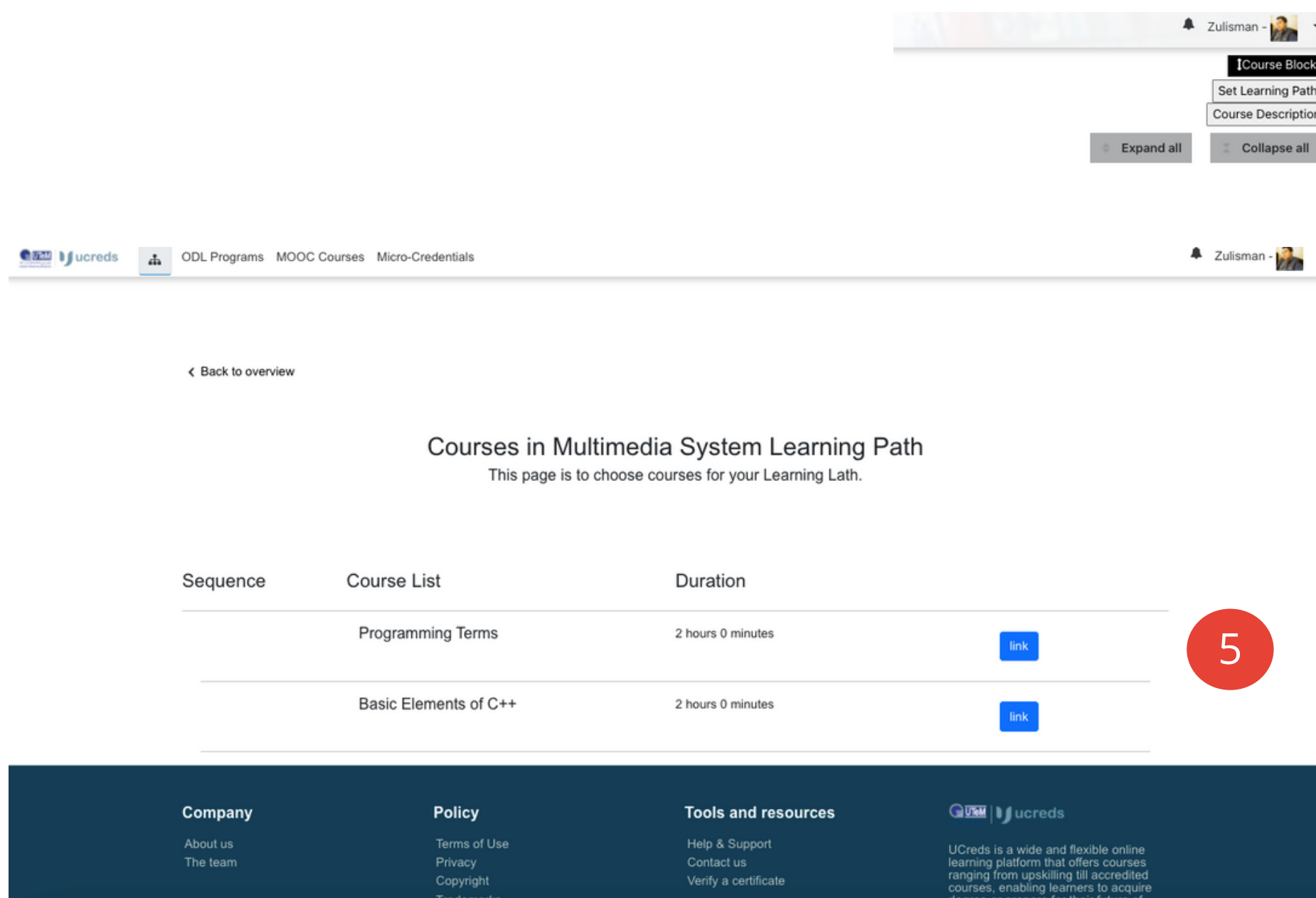
1 In the Program editing mode similar to the Learning Path courses, choose Set Program.



2 To start linking the Program you need to choose which semester that particular course will appear. Clicking on the semester button will bring you to each semester that has been set earlier. The bubble appear above the semester tabbing indicate how many Learning Path courses you already linked to it. It can be change any time. But once the Learning Path is linked to certain semester it cannot be link again in other semester. basically you need to unlink first then relink.



3 Click on the green Edit button below your course name.



4 Click on the Set Learning Path menu as indicated

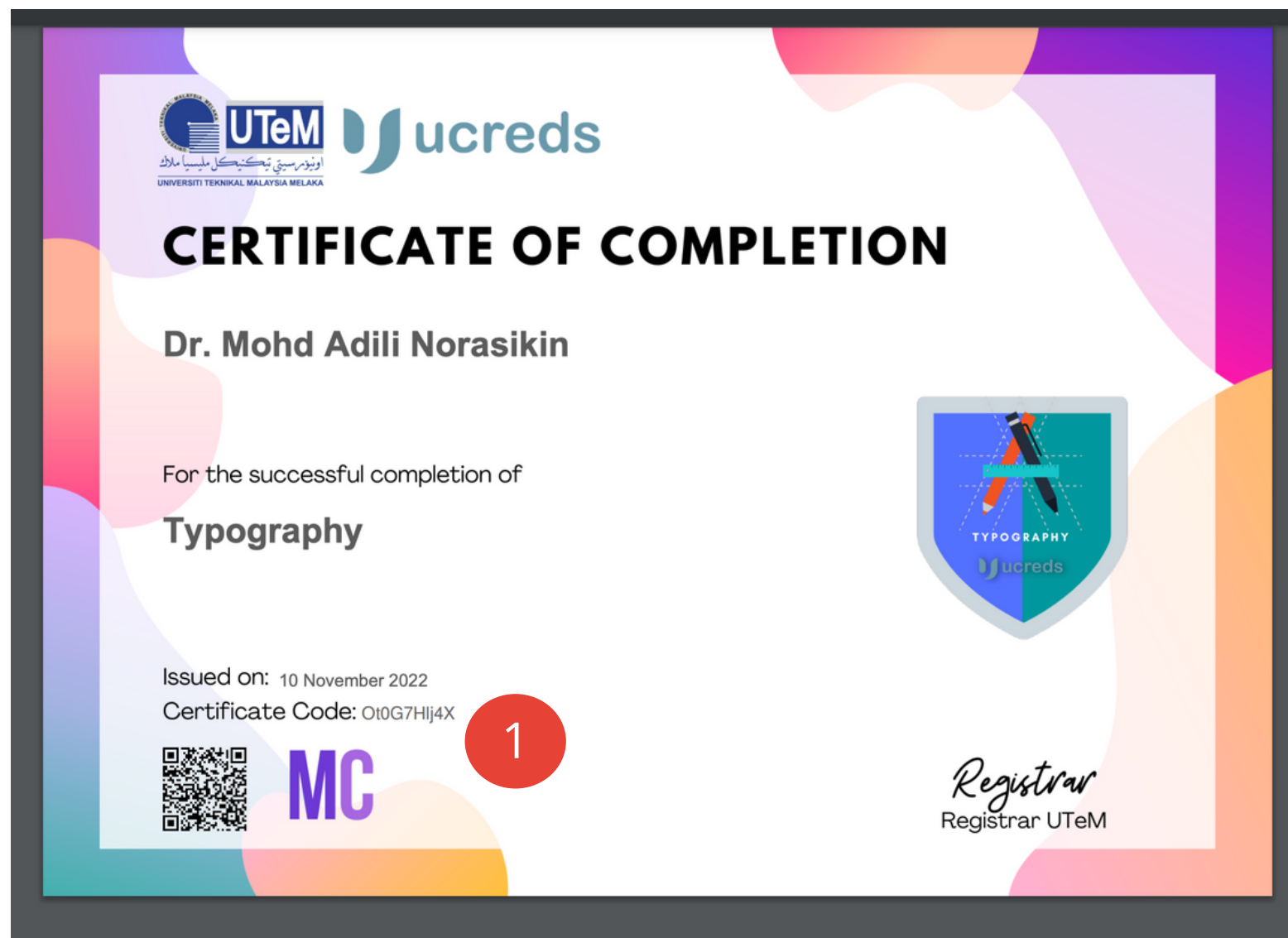
5 Then you will be directed to link page where a list of available courses appear in a row. Before you start linking your courses make sure you already know the sequence which course will appear first or last. If at any time you wrongly linked the courses you can always press unlink button. But if you wrongly sequenced your courses you need to rearrange the linking again.

CHECK A VERIFIED CERTIFICATE

The digital certificate obtained from the platform can be verified by anyone who has the digital certificate code or the QR code of the certificate. Anyone can verify the certificate without having to log in to the platform.

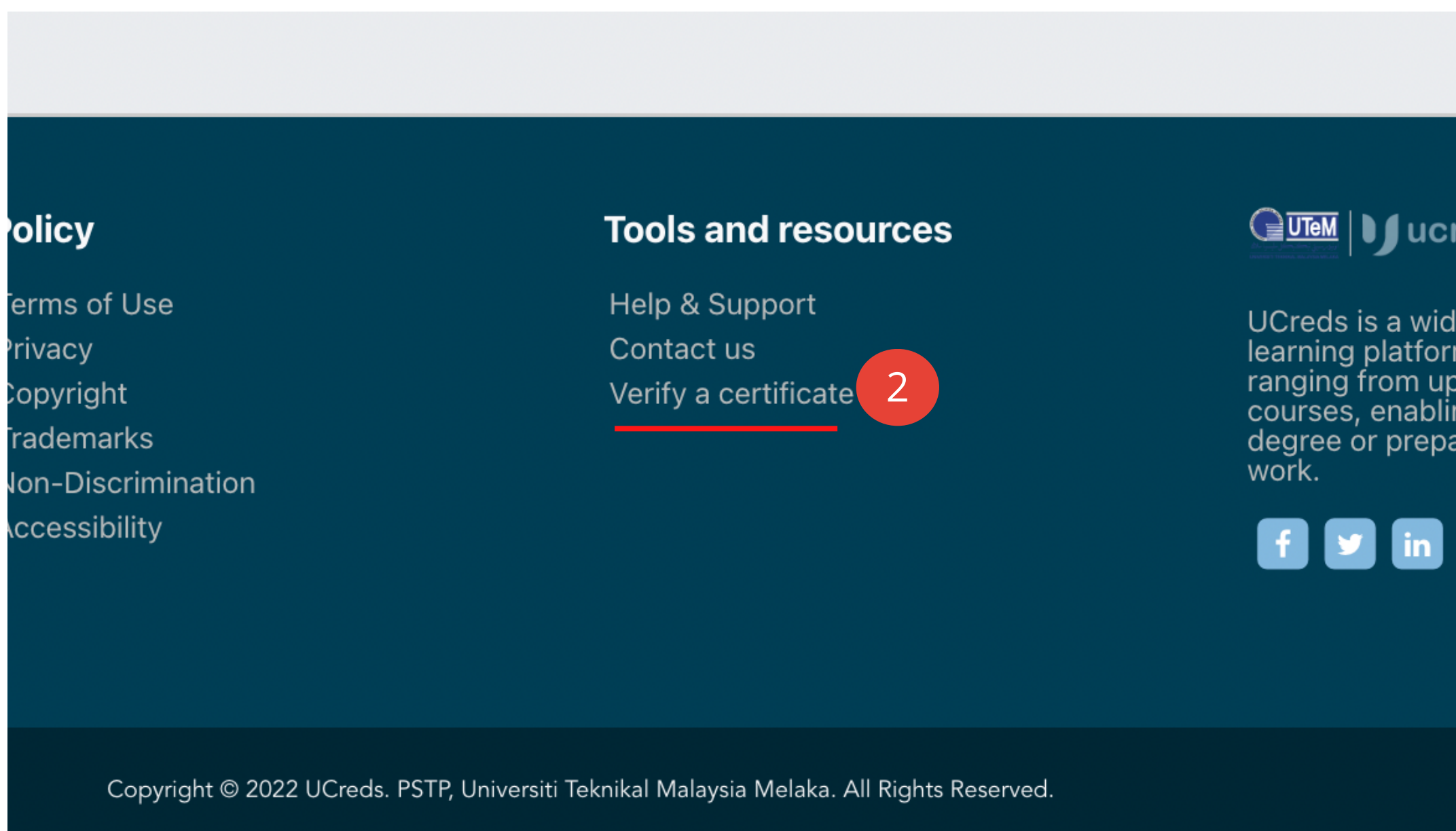
1

Find the code of the certificate or scan the QR code on the certificate using a smartphone.



2

Find "Verify a certificate" link in UCreds platform footer (<https://ucreds.utem.edu.my/>)



3

Insert the code number and press "Verify" button. If you are scanning the code using a QR code, this verification code will be inserted automatically.

4

Here is the sample of a verified certificate

Verified 4



Nombor Siri	5fxwyZCTxA
Kod Kursus	MC4-JAV2
Nama Pelajar	Admin PSTP -
Email	m*****.azmi@u***.e**.m*
No. kad pengenalan	1***56
Nama Modul	Java Script for Beginners 3
Hasil Pembelajaran Mikro/ Sub-Kompetensi	Upon completing this course you will be able to: 1. Differentiate between type and typography 2. Apply the theory of typography in your work
Tahap Lencana	Beginner
Bahasa Pengantar	English
Jam pembelajaran	05 Hours 30 Minutes
Jenis Penaksiran	*Kuiz
Gred	*A
Pengesahan Oleh	Untuk pengesahan, sila hubungi Bahagian Pengurusan Akademik, U

Thank You

PSTP
PUSAT SUMBER & TEKNOLOGI PENGAJARAN

by

Dr. Zulisman Maksom
Ts. Dr. Ahmad Shaarizan Shaarani
Dr. Mohd Adili Bin Norasikin
Dr. Safiza Suhana Kamal Baharin
Dr. Nur Zareen Zulkarnain

Designed by
Fathiah
Jija
Zulmas
Azmi