



UNIVERSITI
GEOMATIKA
MALAYSIA
DU059(W)

My Geo LMS

Quick Start Guide

for Students

CONTENTS

Getting Started in	2
1.1 Getting to GeoLMS	2
1.2 Logging in to GeoLMS	2
1.3 Finding Your Courses	3
1.4 Understanding your Dashboard	4
Taking a Course in	5
2.1 The Course Layout	5
2.2 Enrolling on A course	6
2.3 Taking a Quiz or Exam	7
2.4 Using Forums	8
2.5 Submitting an Assignment	9
2.6 Viewing your Grades	10
2.7 Activity Completion	11
2.8 Using GeoLMS Messaging	11
2.9 Logging in to Google Meet Class	12

Getting Started in GeoLMS

1.1 Getting to GeoLMS

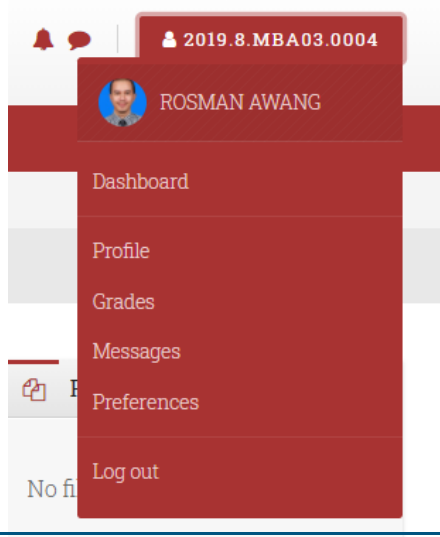
You can get to the Workforce Continuing Education GeoLMS site three ways:

- Go to GeoLMS page directly at <http://lms.geomatika.edu.my/>
- Search for Geomatika lms in any website, and you will find the link of UGM LMS immediately

1.2 Logging in to GeoLMS

- Click the **Log in** link in the upper right corner of the [GeoLMS homepage](#).
- Enter your student Id as a username (example: 2021.2.bba05.0001) and password
- After login, users can edit the profile and other settings such as upload photo, update email address, password, first name, second name and others applicable. But the username cannot be changed as it has been set by an authentication plugin.
- By default, the login detail are set to:
Username: your student ID (example: 2021.2. bba06.0001)
Password: 123456 (force new password may be changed)

In the User menu you can view and edit your own profile settings. You can access the User menu by clicking on your name in the upper right corner of Moodle. Your profile settings are valid for the entire University, not just one course area.



Important !!
• Edit your own profile information &
• Add your own profile picture

1.3 Finding Your Courses

Once you are logged into GeoLMS, you will be taken to the **Dashboard** where you will have three ways to access your course(s).

- On the upper side, you will find My Courses (Fig 1).
- Under the block of Navigation, you will also find **My courses** (Fig 1).
- Under the Course overview, a list of your courses will appear. (Fig 2)

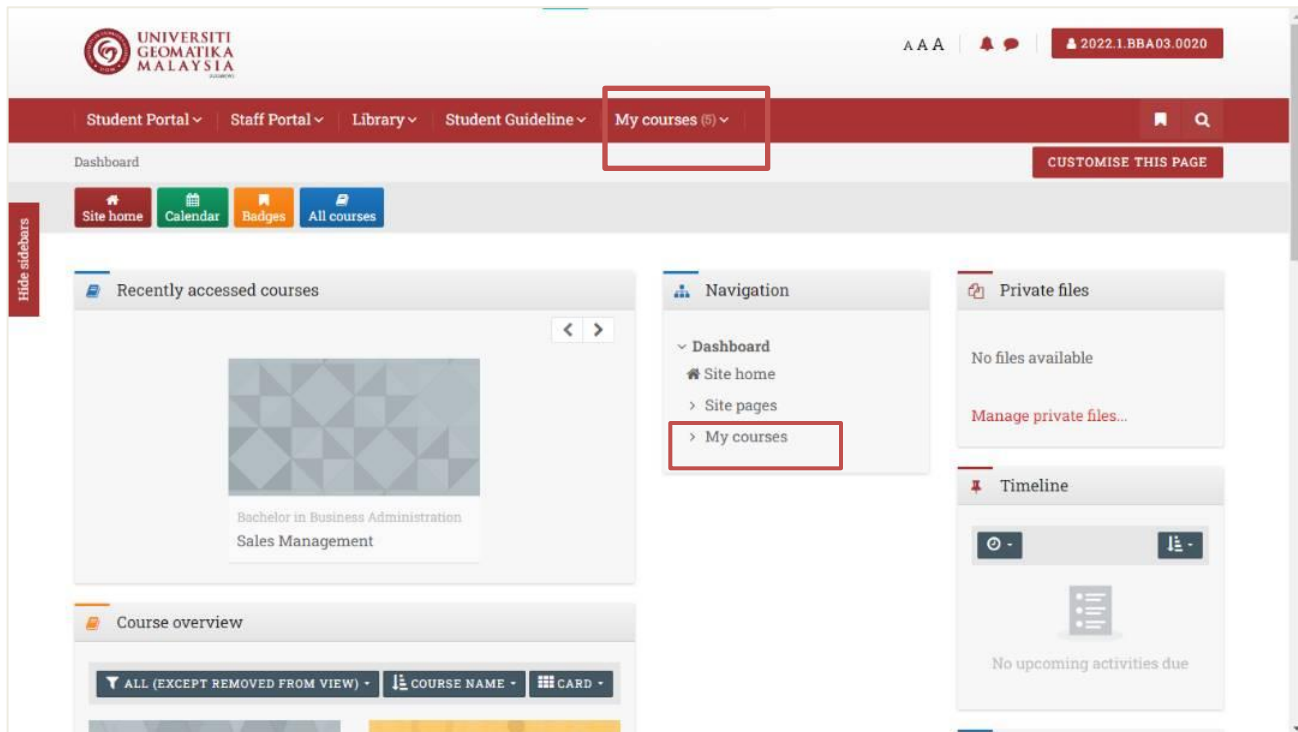


Fig 1. My Course links on top side of website and in the Navigation block

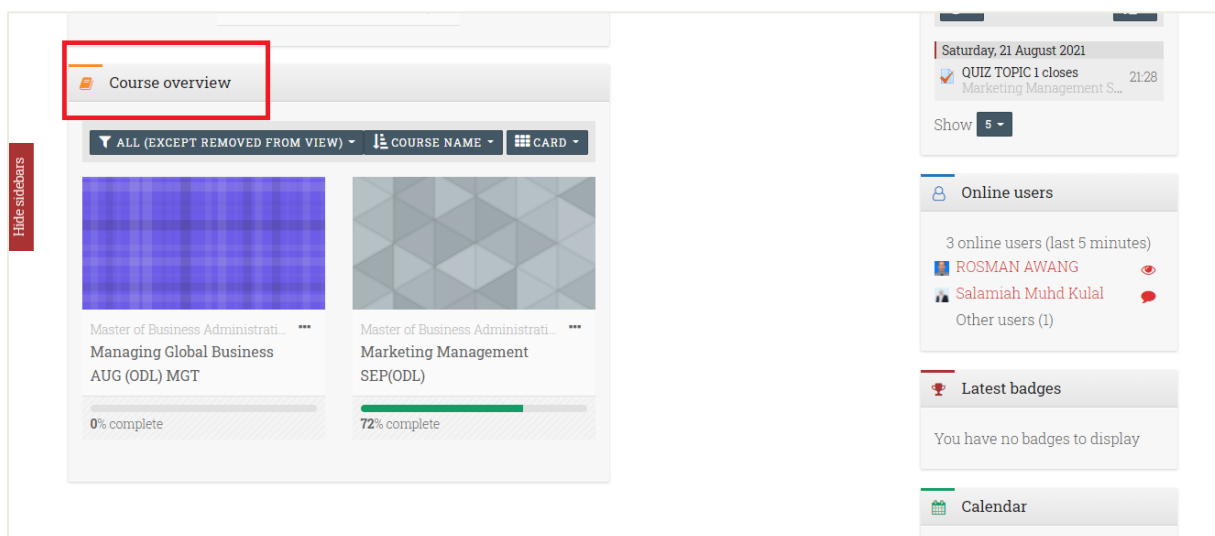


Fig 2. Course overview

1.4 Understanding your Dashboard

- In Course Overview, you may view your courses as a Card, List, or Summary (fig 3).
- Fig 3. shows what percentage of the activities involved in monitoring progress in Geo LMS have been done. Note. Even if you say you have taken 100% of the course, it does not necessarily mean that the course has been completed: the teacher may not have defined all the required course assignments and exams to track progress.
- To filter and view courses, click the **All** button under Course overview and make a selection from the dropdown menu (fig 5).
- Organize the contents of your Dashboard by clicking the **Customize this page** button in the upper right corner of the screen underneath your name and then drag and drop the content blocks around the page using the double arrow icons (fig 6).
- When you are finished, click the **Stop customizing this page** button, or **Reset page to default** button in the upper right-hand corner of the screen (fig 6).

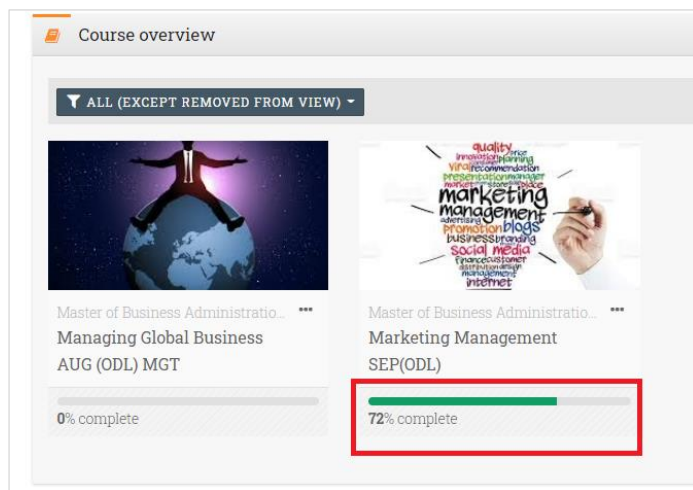


Fig 3. Tracking progress

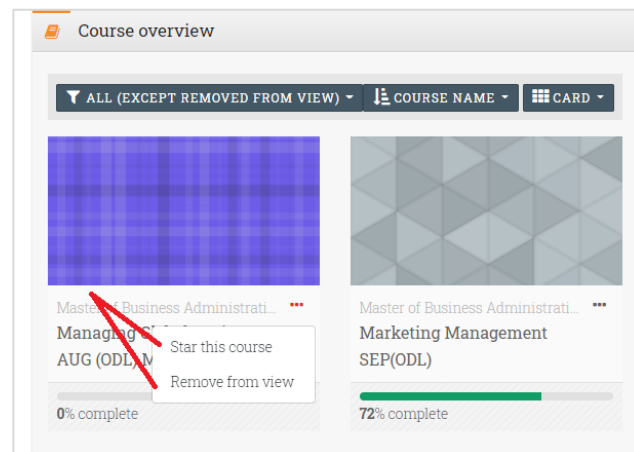


Fig 4. Star or remove from view.

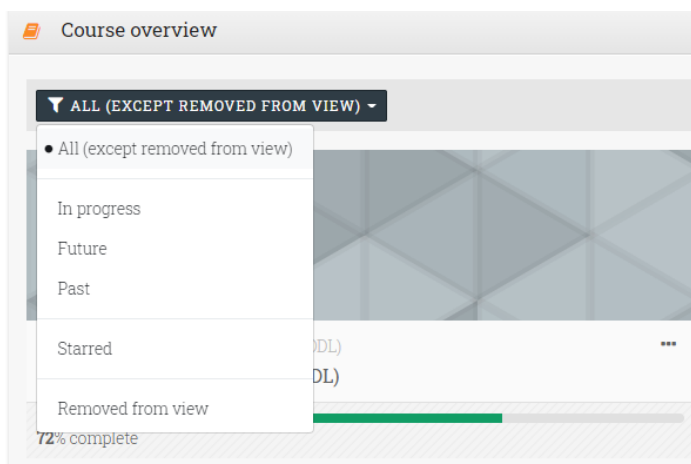


Fig 5. Filter and view your courses.

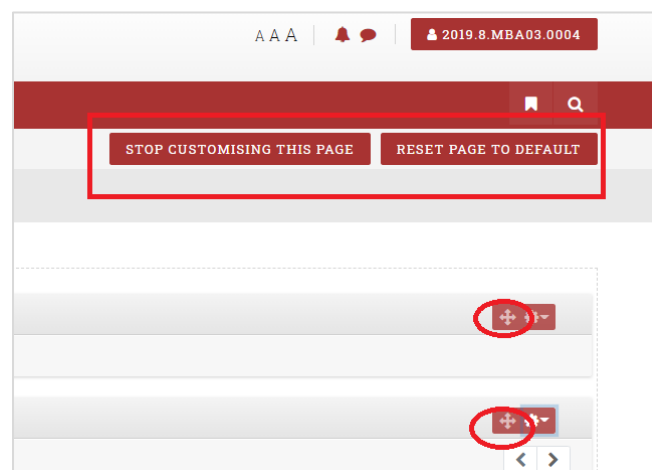


Fig 6. Use the double arrow icons to drag and drop sections around the page.

Taking a Course in GeoLMS

2.1 The Course Layout

Each course that is offered in GeoLMS will look slightly different from one another depending on how the instructors set up the features, but all courses function in the same way. Click on the link to the course you want to access. Once you are in your course, you will see there are three sections to each course page:

- The **Course Management** on the left side contains a link to grades and each section of the course which may be listed as Topics or by Week (fig 7). In the Course Management, it contains information of the course (Fig. 9)
- The center section of the page is where the course content is located. It will be presented with text, links, activities, forums, quizzes, assignments, pages, books, images, and/or videos (fig 8).
- The right side of the page are blocks that the instructors can customize to contain various types of information such as Activities, links to outside resources, Upcoming events, Latest news, contact information, and/or Search forums.

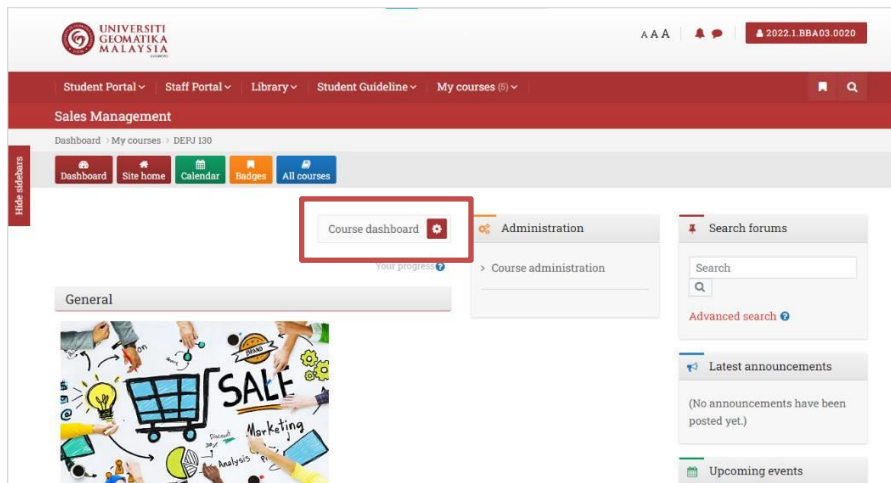


Fig 7. Course Management



Fig 8. Topic section of a course

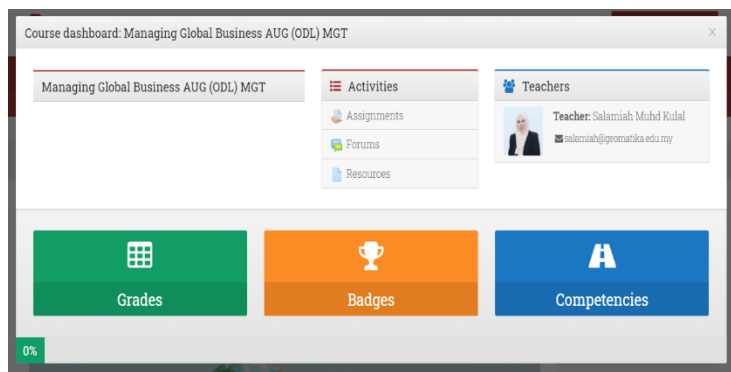


Fig 9. A Course Management contains

2.2 Enrolling on a Course

Geo LMS has two main ways to register for the course areas, i.e. entry

1. Manual enrollment by lecturer

Once you have registered for your course, lecturer will enroll student manually in the courses. If your name has been misplacing, inform your lecturer personally.

2. Self-registration with enrollment key given by respective lecturer.

If you have received the name or short name of the course, first log in to Moodle and use the Search function (top right) to search the course (fig 10). When you find the right course, click on its name. If required, enter the enrollment key you received. After that, you should be directly in the course area. If you cannot find the course, please ask your teacher for instructions.

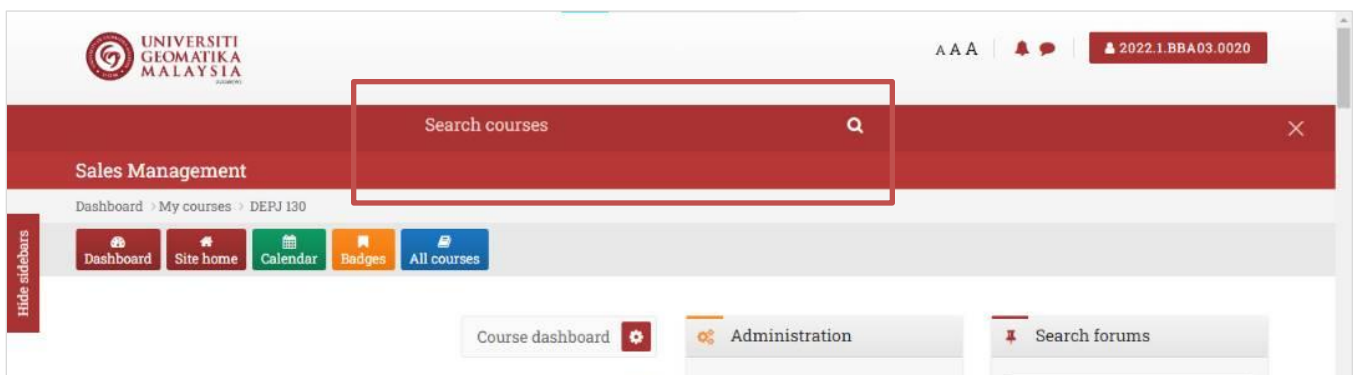


Fig 10. Search for the courses

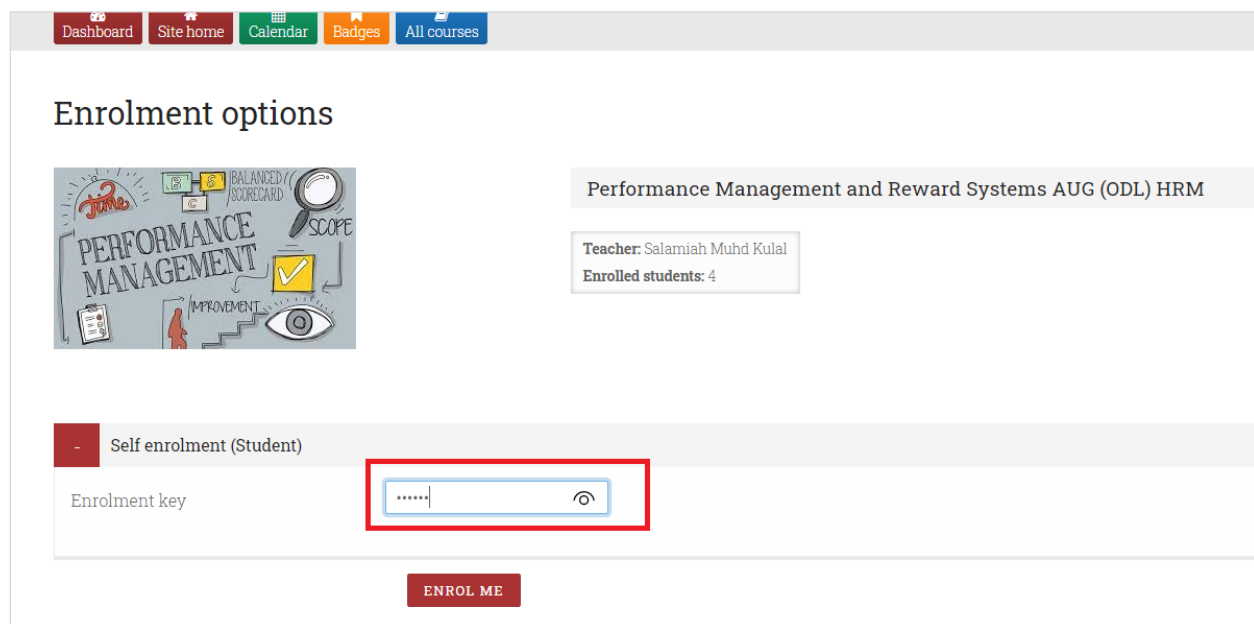


Fig 11. Self-Enrollment with enrollment key given by lecturer

2.3 Taking a Quiz or Exam

1. Click on the link to the quiz you are attempting. Quizzes and exams are denoted by an icon with a piece of paper with a red check mark on top.
2. Click on the **Attempt quiz now** button.
3. Answer the quiz question and click the **Next page** button in the lower right corner to continue to the next question, or the **Previous page** button to return to previous questions.
4. If you aren't sure about an answer, you may click the **Flag question** link on the left of the screen to set a reminder to return to that question before you submit for a final grade (fig 12).
5. In the **Quiz navigation** block, questions that have been answered will be filled halfway with gray shading and Flagged questions will have a red triangle in the upper right corner (fig 12).

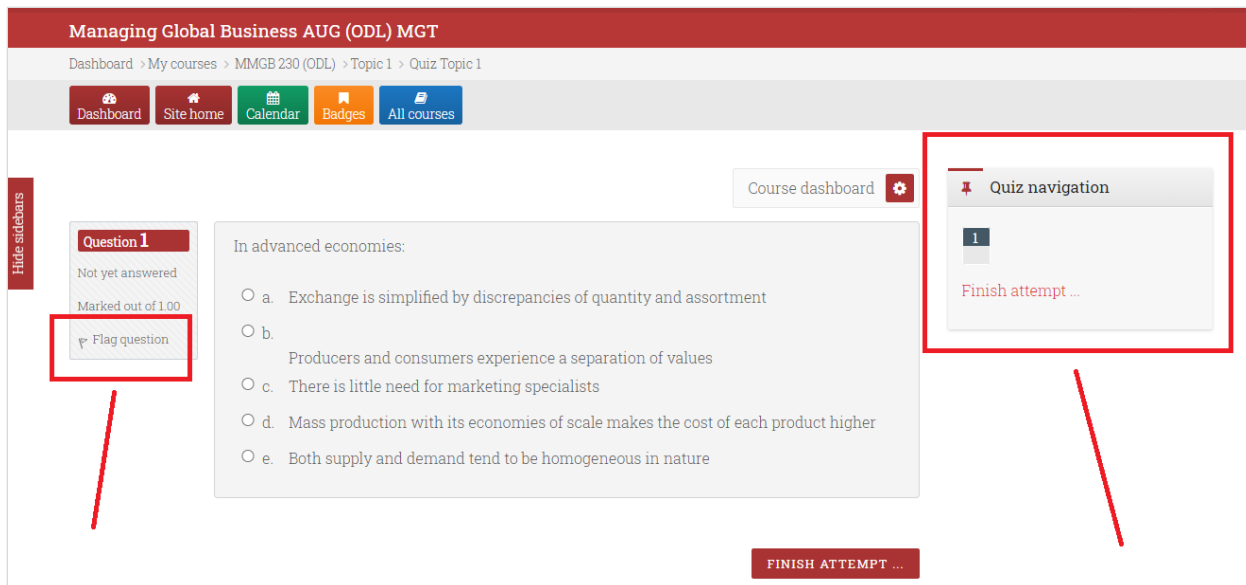


Fig 12. Flag question button and Quiz navigation block showing flagged and completed questions.

6. Once you have completed the quiz click the **Finish attempt** button.
7. Click the **Submit all and finish** button or **Return to attempt**
8. Click the **Submit all and finish button** or **Cancel** button in the Confirmation pop-out box.
9. Review your answers on the Summary screen and click **Finish review** to receive your grade.
10. Click **Re-attempt quiz** button if this option is available and you would like another attempt.

2.4 Using Forums

1. To start a post in a discussion forum, click the link to the discussion topic (fig 13).
2. Click the **Add a new discussion topic** button (fig 14).
3. Write your post and scroll down to click the **Post to forum** button.
4. Alternatively, you can click the **Gear menu** icon in the upper right corner of the screen to adjust form subscription settings (fig 14).
5. To **Star** a post, click the star icon to the left of the user's name or click the ellipses next to the Subscribe icon (fig 15).
6. To reply to a post click the title of the discussion from the Discussion list and click **Reply**. Click **Submit** when completed.

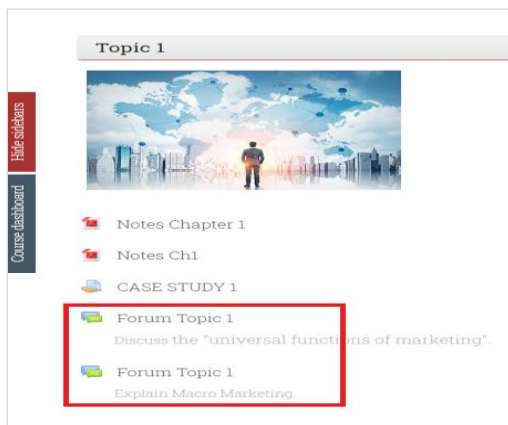


Fig 13. Link to a Discussion forum



Fig 14. Add a new discussion topic button

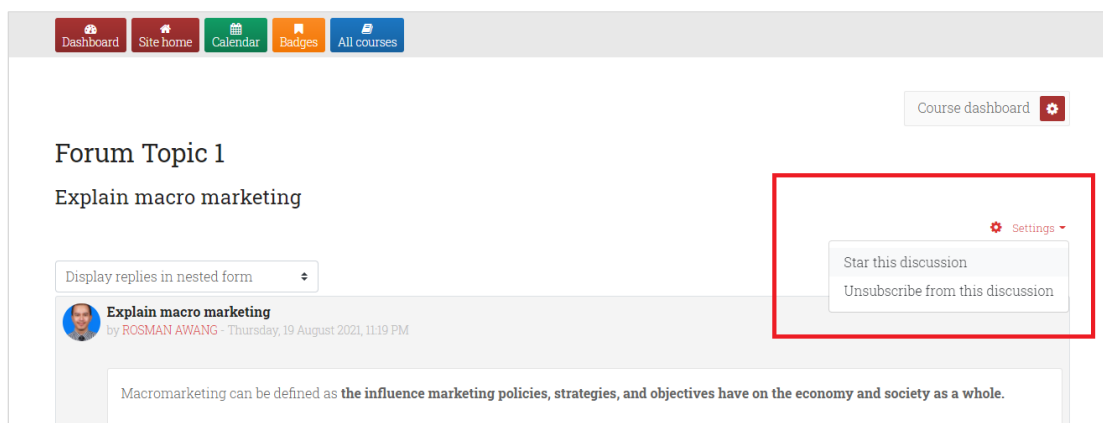


Fig 15. Submission of forum

2.5 Submitting an Assignment

There are two ways to submit written assignments in GeoLMS depending on how your instructor has set up the assignment:

- **Online text:** You can type your assignment directly into the *Text editor* and submit for grading.
- **File submissions:** You can upload files of any type your instructor requests and include a note to your teacher in the text editor before submitting the assignment.

To begin an assignment submission, click the link to the assignment, then click the **Add submission** button. To submit a text assignment, simply type in the text box and click the **Save changes** button when you are finished.

To submit a file:

1. Click the **Add File icon** in the upper left corner of the file submissions box or drag and drop the file into File submission box (fig 16).
2. Click the **Upload a file** link in the File picker box then click the **Choose file** button (fig 17) and select the file to upload, click **Open**, then click the **Upload this file** button and click **Save changes** (fig 17).
3. You then have the option to **Edit submission**, **Remove submission** or **Submit the assignment** (fig 18).
4. Click the **Continue** button for final submission or Cancel to start over (fig 19).

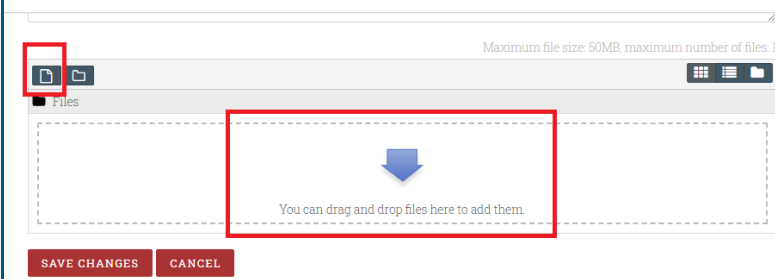


Fig 16. Click the Add file icon or drag and drop a file to upload.

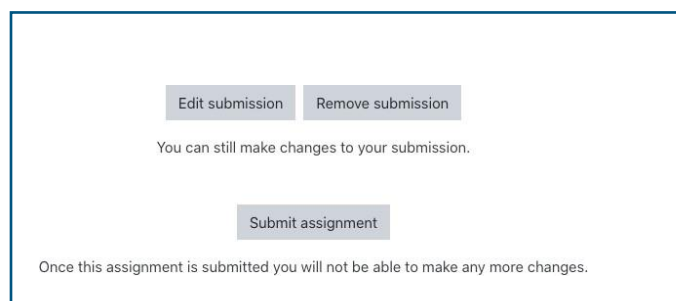


Fig 18. Edit, Remove, and Submit assignment buttons.

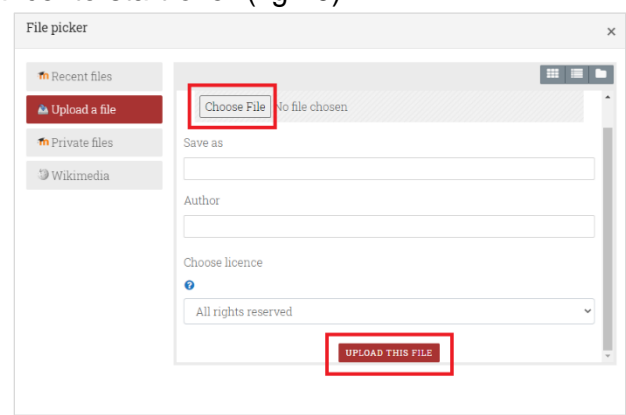


Fig 17. Click Upload a file link and then the Choose File button.

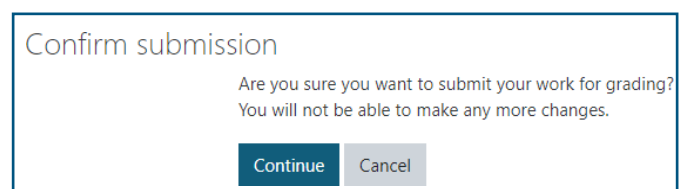


Fig 19. Continue for final submission or Cancel to start over.

2.6 Viewing your Grades

In order to check your grades, you will need to locate the **Course Management** on the top or left side of the screen.

1. **The course activities**, just click the activity name and you should see your grade for this activity. (fig 20)
2. **The Completion Progress block** (if this block is in use in the Moodle course). In this block you can see the activities in this Moodle course and when you click the activity name you can see your grade for this activity.
3. Click the **User report** link which lists individual assignments and their grades (fig 21)

Note: Some grades may be hidden by your instructor, in which case they will not be included in the overall average. Additionally, if a grade is given a scale value rather than a numerical one, it will be listed as either Complete or Incomplete. The grade Range is the range between the lowest and highest grade you can make, not the actual grade awarded for an assignment.

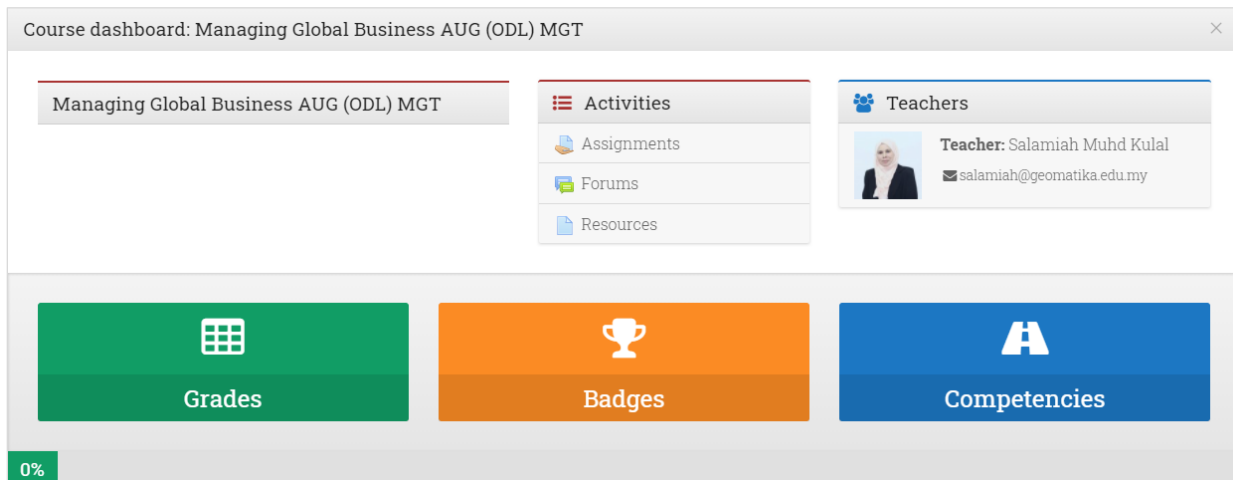
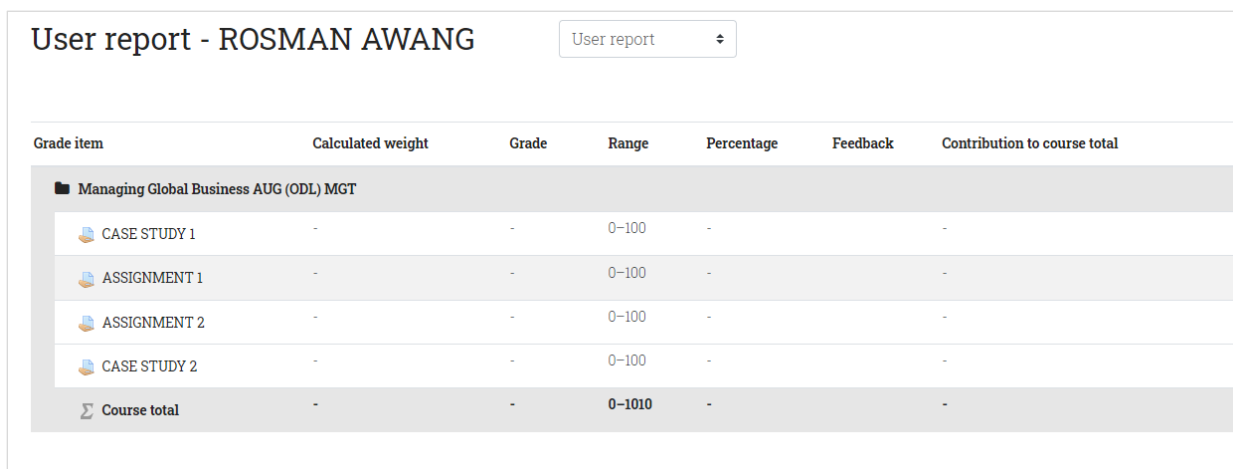


Fig 20. Choose Course Management to view grades



Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Managing Global Business AUG (ODL) MGT						
CASE STUDY 1	-	-	0-100	-	-	-
ASSIGNMENT 1	-	-	0-100	-	-	-
ASSIGNMENT 2	-	-	0-100	-	-	-
CASE STUDY 2	-	-	0-100	-	-	-
Course total	-	-	0-1010	-	-	-

Fig 21. Click User report link to view grade details.

2.7 Activity Completion

This feature allows you to easily keep track of your course progress. Activity Completion allows for a check mark to be placed in the box when an activity is considered complete. If the lines of the box are dashed, then the check mark will be added automatically once all parts of the activity are completed. If the box is a solid line, then a check mark can be added manually by clicking on the box (fig 22).

Note: Contact your instructor if you feel you have completed the activity requirements but do not have a check mark in the dashed box.

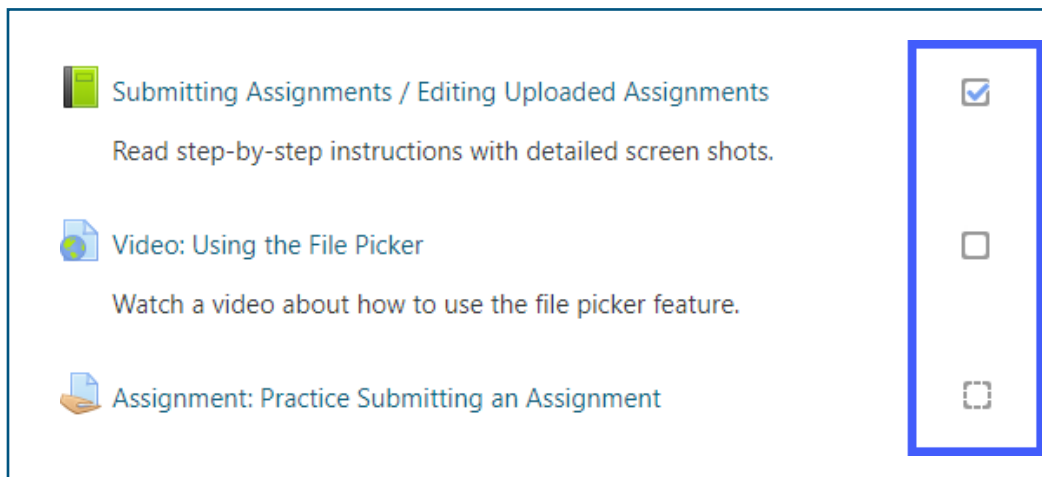


Fig 22. Automatic and manual activity boxes shown with solid and dashed lines next to activities and resources in a course.

2.8 Using GeoLMS Messaging

This feature allows teachers and students to send and receive private messages in GeoLMS. To access messaging click the **message cloud icon** in the upper right corner of the GeoLMS screen next to your name.

- A number at the top of the screen reflects the number of people who have sent new messages.
- Clicking the icon displays the messaging drawer, divided into starred messages, group messages and personal messages.
- Contacts and contact requests may be accessed from the Contacts link.
- A star may be added by clicking the ellipses icon when viewing a message.
- You may update your notification preferences by clicking the **gear menu icon** in the messaging drawer next to the search box.

2.9 Logging into Google Meet

GeoLMS now has Google Meet integration.

Click the **Google Meet Connection** link (fig 23). Then you can join the online class immediately.

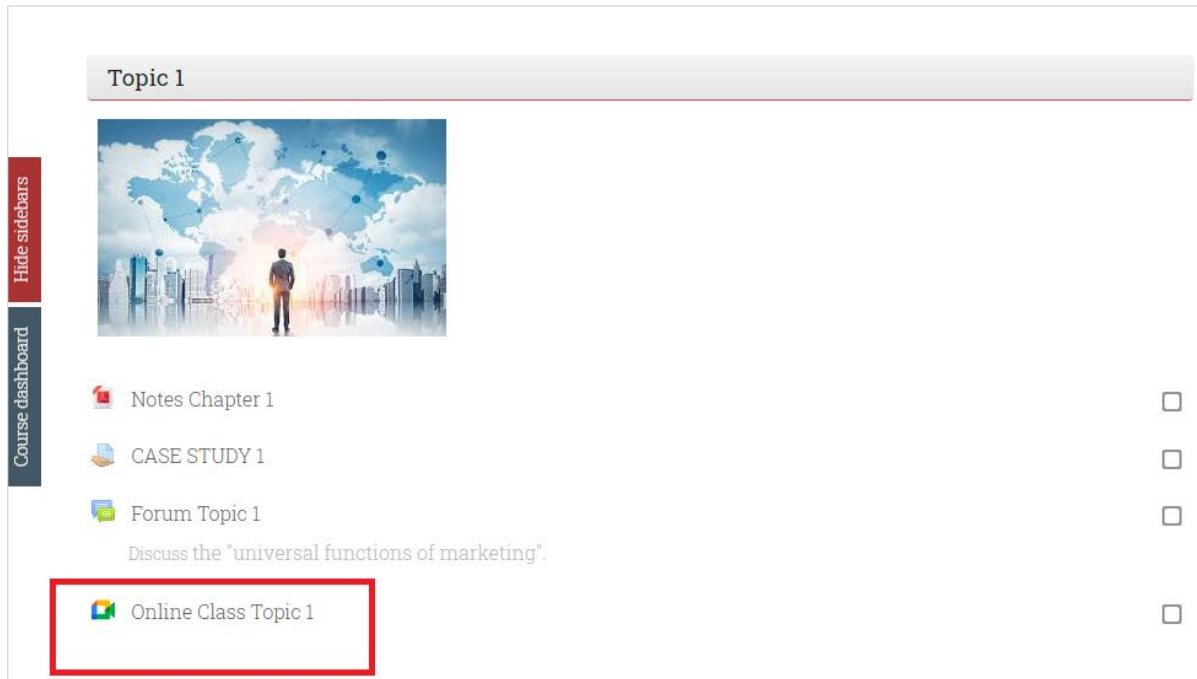


Fig 23. Connect to Google Meet Online Class

*Never stop
learning, because
life never stops
teaching.*

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