





iTEL

HOME

DASHBOARD

MY COURSES



# Add or Remove Lecturer in iTeL

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## Welcome to iTEL@UMS

iTEL@UMS Interactive, Innovative, Technology-enabled Learning, the UMS learning management system is part of the digital learning and teaching space initiative. iTEL@UMS was developed with the joint efforts of the Department of Information Technology and Communication (JTMK), and the Centre for e-Learning (PEP).

## Faculty of Business, Economics and Accountancy (FBEA)



**UMS**  
UNIVERSITI MALAYSIA SABAH



# Step 1: Log in to ITeL UMS

The screenshot shows the ITeL UMS dashboard interface. The browser's address bar at the top contains the URL `itel.ums.edu.my/my/`, which is highlighted with a red box. A yellow box highlights the full URL `https://itel.ums.edu.my/my/` with a red arrow pointing to the address bar. The dashboard header includes the ITEL logo and navigation links for HOME, DASHBOARD, and MY COURSES. On the left, a 'Start' sidebar lists options like Profile, Grades, Calendar, Private files, Reports, Preferences, and Log out. The main content area features a 'Dashboard' section with four primary cards: 'Communicate Messages', 'Your Profile Profile', 'Preferences Settings', and 'Performance Grades'. Below these are buttons for 'Reset page to default' and 'Stop customising this page', followed by an 'Add a block' input field. A 'Timeline' section includes filters for 'Next 7 days' and 'Sort by dates', and a search box labeled 'Search by activity type or name' with a red arrow pointing to it. At the bottom, an 'EDIT MODE' toggle switch is highlighted with a red box. A large yellow box with the text 'Edit Mode ON' is overlaid on the bottom left of the dashboard area. The right sidebar shows 'Recently accessed items' with a list of documents and a 'Show more items' button.

# Step 2: Click My courses

The screenshot shows a user interface for a learning management system. At the top, a blue navigation bar contains the ITEL logo and menu items: HOME, DASHBOARD, and MY COURSES. The 'MY COURSES' item is highlighted with a red box and an arrow. To the right of the navigation bar are icons for language (UK flag), refresh, notifications, chat, settings, and a user profile. On the left, a 'Start' sidebar lists: Profile, Grades, Calendar, Private files, Reports, Preferences, and Log out. The main content area is titled 'My courses' and includes a breadcrumb trail: Dashboard / Site pages / My courses. Below the title are four action cards: 'Communicate Messages' (teal), 'Your Profile Profile' (pink), 'Preferences Settings' (teal), and 'Performance Grades' (yellow). A search bar and filters (All, Sort by course name) are present. The first course card is highlighted with a red box and an arrow. It features a cover image for 'INTERNATIONAL MARKETING' by Dr. Azma Binti Bahlin. The course details are: Faculty of Business, Economics and Accountancy (FBEA), course code BA21103 PEMASARAN ANTARABANGSA [2-2022/2023], and a 'Published' status. A snippet of the course description is visible below the card.

# Step 3: Select Course

## BA21103 PEMASARAN ANTARABANGSA [2-2022/2023]

[Dashboard](#) / [My Courses](#) / [BA21103 \[2-...](#)

Turn editing off

Course

Settings

Participants

Grades

Reports

More ▾

Course Content

Category: Fakulti Perniagaan, Ekonomi dan Perakaunan

# Step 4: Click participant

The screenshot shows a Moodle course interface for 'BA21103 PEMASARAN ANTARABANGSA [2-2022/2023]'. The top navigation bar includes 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. The 'Participants' tab is highlighted with a red box and a red arrow. Below the navigation bar, there are 'Enrolled users' and 'Enrol users' buttons. The 'Enrolled users' section includes a search filter with 'Match Any' and 'Select' dropdowns, and 'Clear filters' and 'Apply filters' buttons. Below the search filter, it says '55 participants found'. There are two rows of filters for 'First name' and 'Surname', each with an 'All' button and a grid of letters A-Z. At the bottom of the page, there is a blue bar with a red box around the 'EDIT MODE' toggle, which is currently turned on. A red arrow points to this toggle.

# Step 5: Click Enrollments

ITEL HOME DASHBOARD MY COURSES

BA21103 PEMASARAN ANTARABANGSA [2-2022/2023] Dashboard / My courses / BA21103 [2-... / Participants / Enrolment ... / Users / Enrolment ...

Course Settings **Participants** Grades Reports More ▾

Enrolment methods ▾

**Enrolment methods**

Step 5: Click Enrollments  
Dropdown menu select  
"Enrollment method"

Name	Users	Up/Down	Edit
Self enrolment (Student)	54	↓	🗑️ 👁️ ⚙️
Manual enrolments	1	↑ ↓	🗑️ 👁️ 👤 ⚙️
Guest access	0	↑	🗑️ 👁️ ⚙️

# Step 6: Manual Enrollments

ITEL HOME DASHBOARD MY COURSES

BA21103 PEMASARAN ANTARABANGSA [2-2022/2023] Dashboard / My courses / BA21103 [2-... / Participants / Enrolment ... / Users / Enrolment ...

Course Settings **Participants** Grades Reports More ▾

Enrolment methods ▾

**Step 6: Click "Manual Enrollments" Click Setting**

**Enrolment methods**

Name	Users	Up/Down	Edit
Self enrolment (Student)	54	↓	🗑️ 👁️ ⚙️
<b>Manual enrolments</b>	1	↑ ↓	🗑️ 👁️ 👤 <b>⚙️</b>
Guest access	0	↑	🗑️ 👁️ ⚙️



# Step 7: Manual Enrollments

**Manual enrolments**

▼ **Manual enrolments**

Enable manual enrolments  Yes

Default role **Teacher**

Default enrolment duration  days  Enable

Notify before enrolment expires

Notification threshold  days

Warning: You are enrolled into this course through this enrolment method, changes may affect your access to this course.

**Save changes** Cancel

**Step 7: Click drop down menu "default role" Select teacher and Save Change**

# Step 8: Add Lecturer

Start

- Profile
- Grades
- Calendar
- Private files
- Reports
- Preferences
- Switch role to...
- Log out

ITEL HOME DASHBOARD MY COURSES

BA21103 PEMASARAN ANTARABANGSA [2-2022/2023] Dashboard / My courses / BA21103 [2-... / Participants / Enrolment ... / Users / Enrolment ...

Course Settings **Participants** Grades Reports More

Enrolment methods

### Enrolment methods

Name	Users	Up/Down	Edit
Self enrolment (Student)	54	↓	🗑️ 👁️ ⚙️
Manual enrolments	1	↑ ↓	🗑️ 👁️ 👤 + ⚙️

Step 8: Click icon people +

# Step 8: Add Lecturer

**Manual enrolments**

Enrolled users

Enrolled users (1)  
NOR AZMA BINTI RAHLIN Dr. (norazma.rahlin, norazma.rahlin@ums.edu.my)

Not enrolled users

Too many users (12253) to show  
Please use the search

Assign role  
Teacher

Enrolment duration  
Unlimited

Starting from  
Now (27/03/23, 13:05)

Search [ ] Clear Search options ▶

Search [ ] Clear

**Step 8: Click Assign role, change it to teacher**  
- Select enrolled user (second instructor may enrol as student, then course coordinator change role to teacher)  
- Add user