

*User Guide Manual  
for Lecturers*

# **SPeCTRUM PLATFORM**

**Lecturers  
beginner's guide  
using SPeCTRUM  
Platform**



# SPeCTRUM PLATFORM

SPeCTRUM Student Powered e-Collaboration Transforming UM

Home Dashboard My courses Site administration

Recently accessed items

- Academic Calendar Big Data Analytics and Appli...
- Tutorial Week 5: Data Re... Information Management Sy...
- Senarai Rujukan Prinsip dan Amali Penterjem...

Show more items

WELCOME ODL STUDENTS!

We are happy you are all here! Let us make this new academic year special with a relentless thirst for knowledge.

Wish you all success!

Completion Progress

NOW

How to use the ODL Platform? Completed

Overview of students

Available courses

- Introduction to ODL SPeCTRUM Teaching and Learning Structure
- KQX7002D Project Management

**Student Powered e-Collaboration Transforming UM** or **SPeCTRUM** is the official Learning Management System used by the students and lecturers of Universiti Malaya. It is a Moodle-based system providing learning activities, tools and collaborative spaces for students engagement.

This guide helps lecturers understand SPeCTRUM's features, which use Moodle as its Learning Management System (LMS), making it easier to create, manage, and share course materials, engage with students, and track their progress. SPeCTRUM is here to support your teaching journey anytime, anywhere.



Link: [spectrum.um.edu.my](https://spectrum.um.edu.my)



Link: [odl.um.edu.my](https://odl.um.edu.my)



Link: [ocw.um.edu.my](https://ocw.um.edu.my)



Link: [atrium.um.edu.my](https://atrium.um.edu.my)

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## INTRODUCTION

***Welcome, lecturers!***

**FROM DIGITAL LEARNING  
DIVISION, BPD, ASPD**

The Digital Learning Division (Bahagian Pembelajaran Digital, BPD), under the Academic Strategic Planning Department (ASPD) at Universiti Malaya, is dedicated to advancing digital education initiatives. Its core focus includes the development of online courses, microcredentials, and other digital learning programs aimed at enhancing the university's digital learning ecosystem.

BPD's mission is to strengthen the university's digital learning capabilities by supporting faculty members in adopting and integrating digital technologies into their teaching practices. Additionally, the division explores the integration of artificial intelligence (AI) into digital learning environments, studying its potential to enhance personalized learning, streamline administrative tasks, and foster innovative teaching methods.

In this guide, we aim to provide basic step-by-step instructions to help you navigate the platform's fundamental features. Whether you are uploading course materials or monitoring student engagement, this manual is designed as a practical reference to support your efforts.

As educators, your expertise is essential in shaping meaningful learning experiences for your students. We hope this guide provides you with the confidence to explore the platform and address your teaching needs efficiently. Should you require further assistance, additional resources and support are available to enhance your experience.



# 1.0 TECHNICAL REQUIREMENTS

Here are several technical requirements for the devices that you will use:



## Basic Computer Hardware

Recommended minimum requirement:  
Processor Speed of 2.0GHz 4GB of RAM



## Mobile Devices

Allow you to receive tweets, email, instant messages, and updates on your social network. Help you download MP3 or MP4 files of the lectures.



## Microphone/Speakers/Headset

It is worthwhile to invest in a good headset so you can listen clearly and privately. A microphone lets you participate in class meetings via Zoom, Google Meet, etc.



# 2.0 HOW TO LOG INTO THE SPECTRUM PLATFORM?

The following are the steps to log into the SPECTRUM platform:

## STEP 1

Go to any SPeCTRUM platform website address.

You will see the front page of the platform. (this is ODL SPeCTRUM).

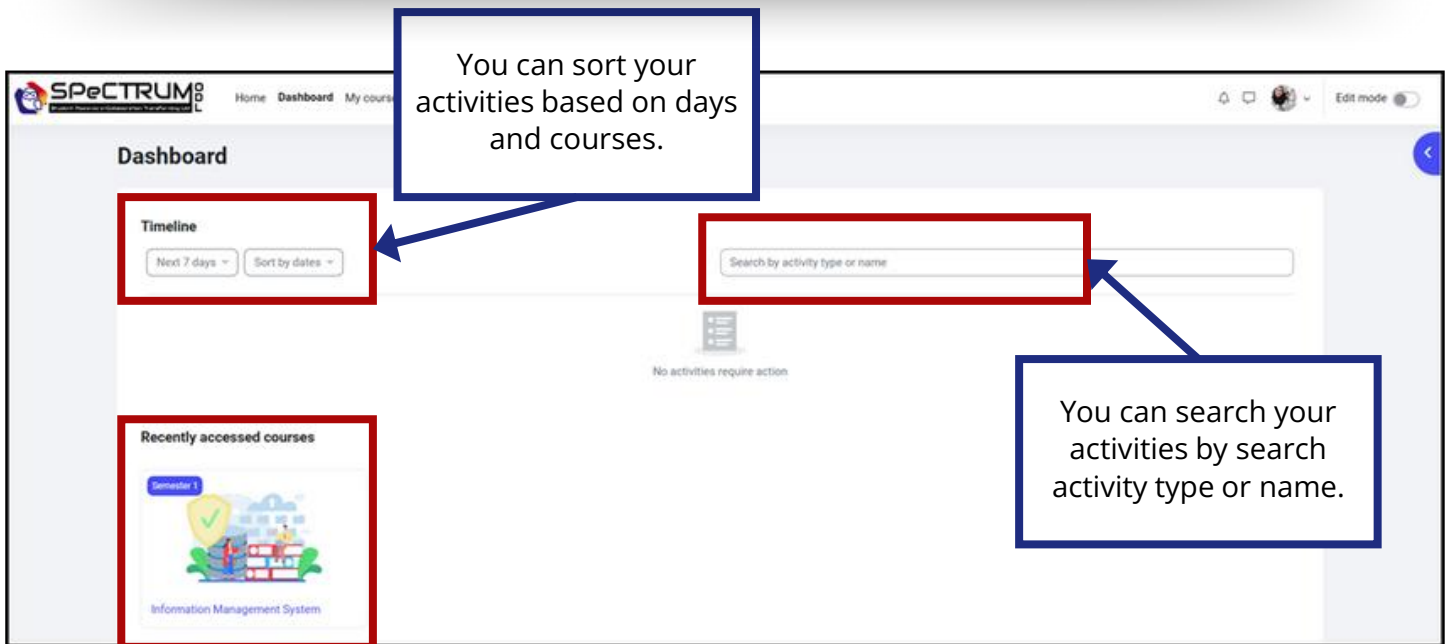


### Staff Login Instructions for SPeCTRUM:

1. Open your web browser and go to the SPeCTRUM login page.
2. Enter your staff login credentials in the format:  
<staffUsername>@365.um.edu.my
3. Example: If your username is "john,": john@365.um.edu.my
4. Type your password in the provided field.
5. Click "Login" to access the platform.

## STEP 2

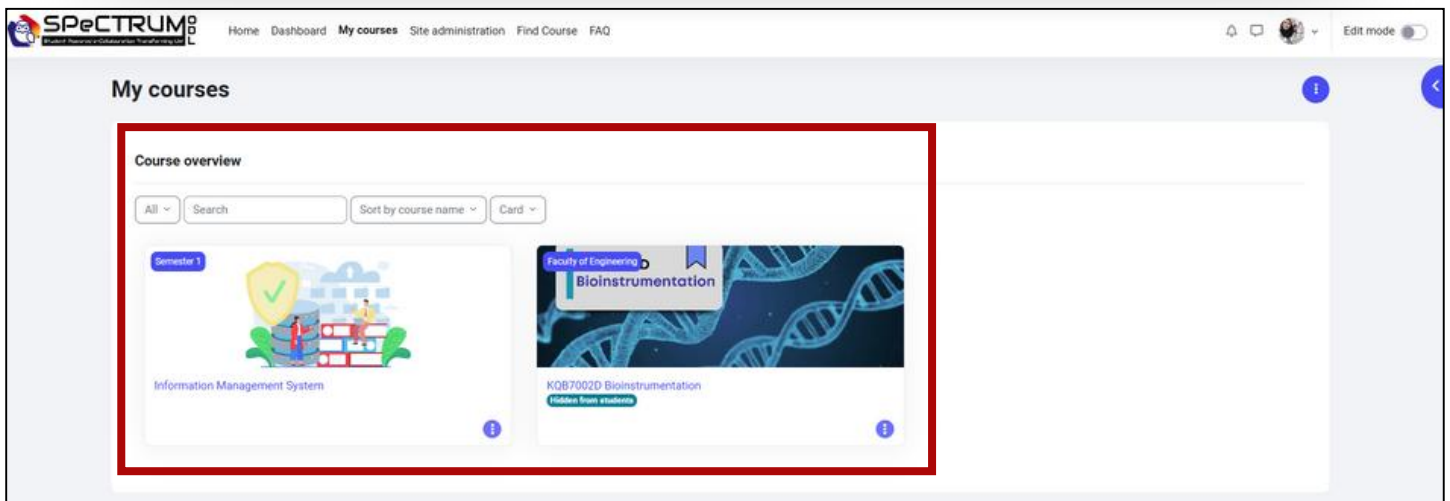
Once you log in, you are directed to a page called dashboard. On the dashboard section, you will see your timeline and recently accessed courses. The timeline summarizes all your activities. The dashboard features a single-view calendar, helping teachers and students manage schedules efficiently. Prominently displayed, it provides an at-a-glance overview of key dates and deadlines.



The screenshot shows the 'Dashboard' page. A blue box with an arrow pointing to the 'Sort by dates' dropdown in the 'Timeline' section contains the text: "You can sort your activities based on days and courses." Another blue box with an arrow pointing to the search input field in the 'Timeline' section contains the text: "You can search your activities by search activity type or name." A red box highlights the 'Timeline' section, which includes a 'Next 7 days' dropdown and the search field. Another red box highlights the 'Recently accessed courses' section, which shows a card for 'Information Management System' under 'Semester 1'.

**STEP 3**

Choose any of the courses that you want to access by clicking on the course name.

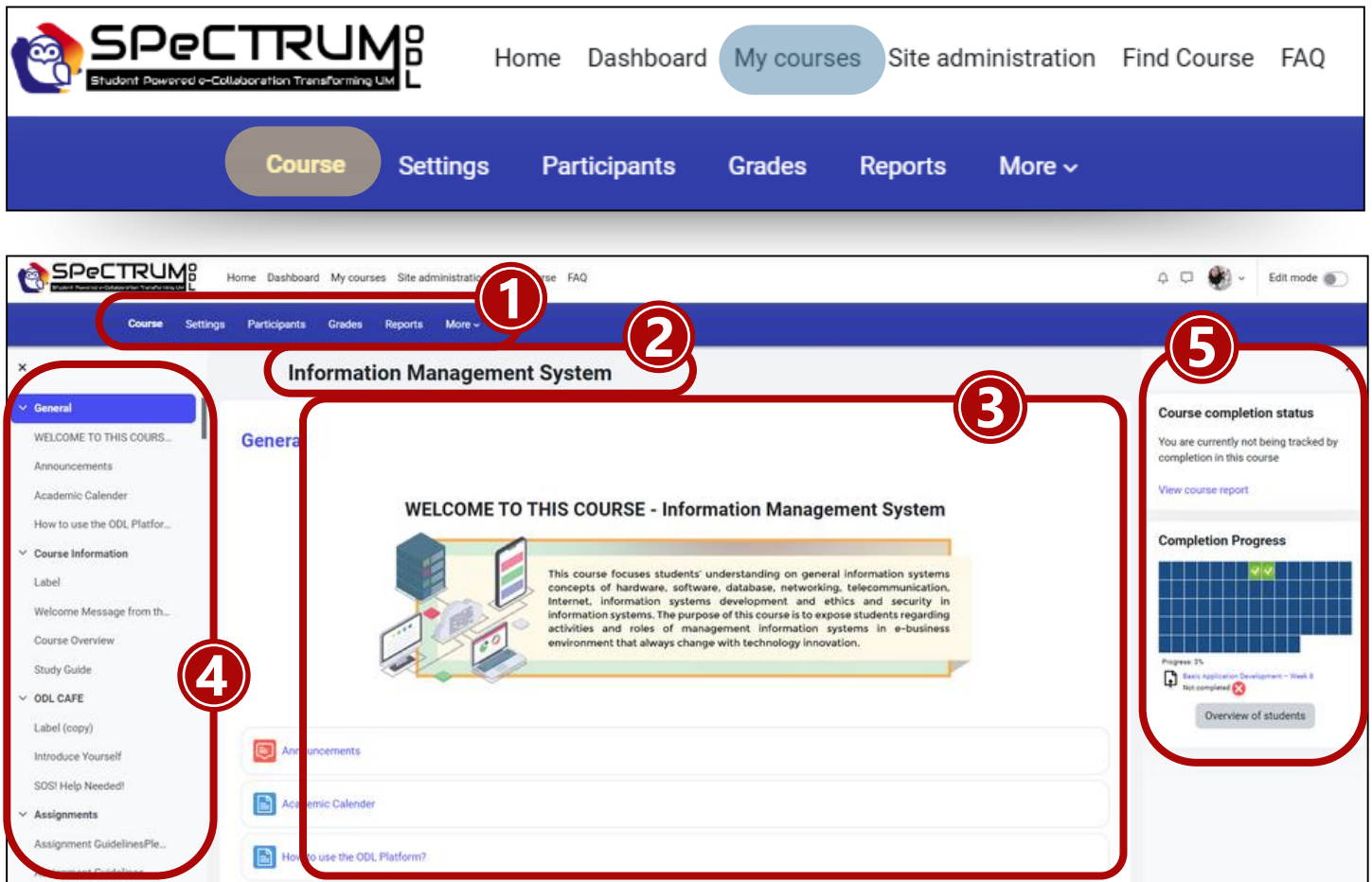


The screenshot shows the 'My courses' page. A red box highlights the 'Course overview' section, which includes a search bar, a 'Sort by course name' dropdown, and a 'Card' dropdown. Below these are two course cards: 'Information Management System' (Semester 1) and 'K087002D Bioinstrumentation' (Faculty of Engineering). The 'Bioinstrumentation' card has a 'Hidden from students' tag.

# 3.0 SPECTRUM PLATFORM FEATURES

## 3.1 SPECTRUM PLATFORM FEATURES: COURSE PAGE

There are several features on the SPECTRUM Platform. The following are the indicators for each item on the course page:



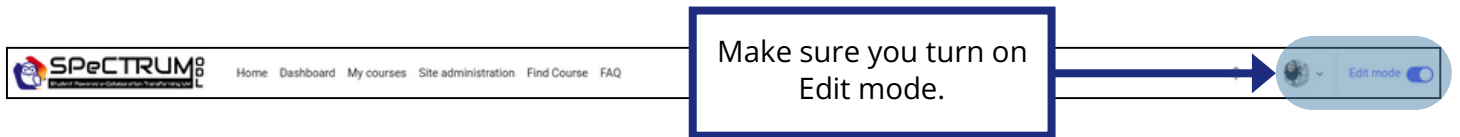
### Indicators:

1. Clickable tab buttons for Course, Grade and Competencies.
2. Course name
3. Learning materials
4. Course index
5. Block drawer

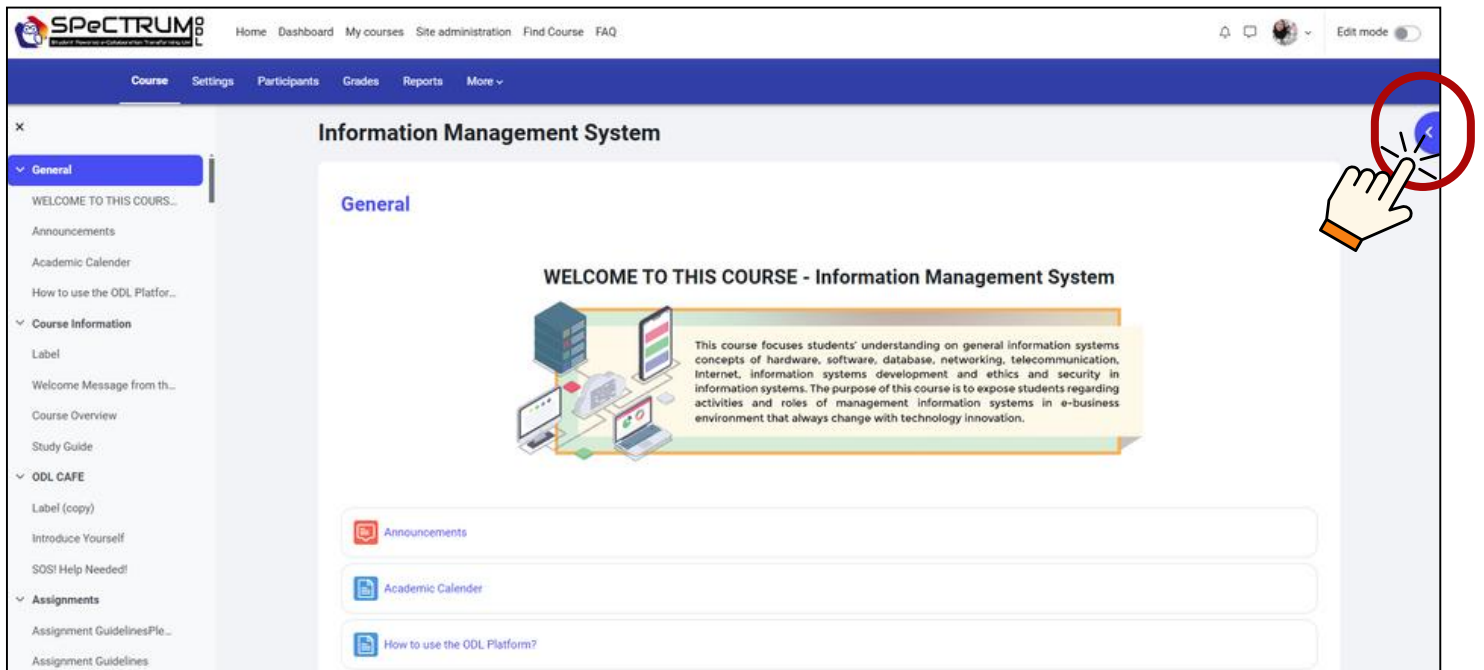


## 3.2 SPECTRUM PLATFORM FEATURES: COURSE COMPLETION STATUS

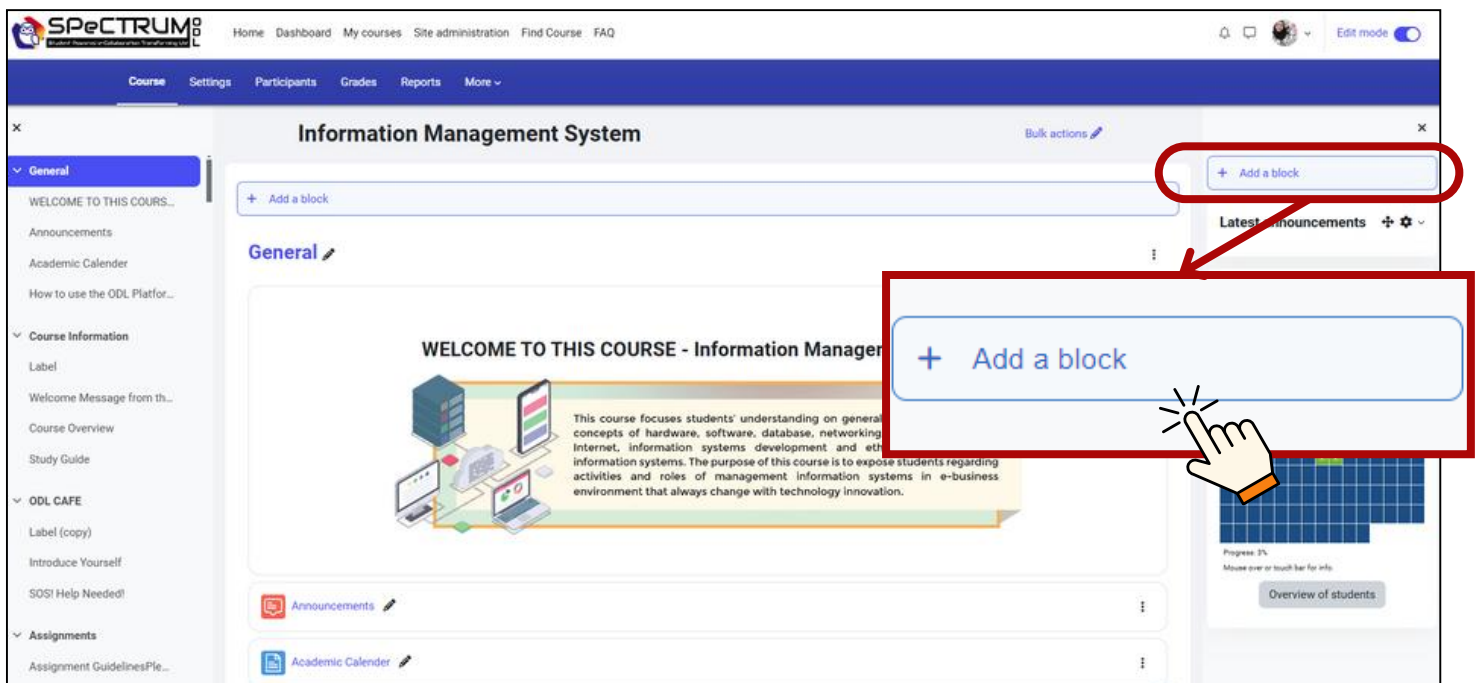
You can track your students' course completion by referring to the following steps:



**STEP 1** Open block drawer located at the right side of the page.

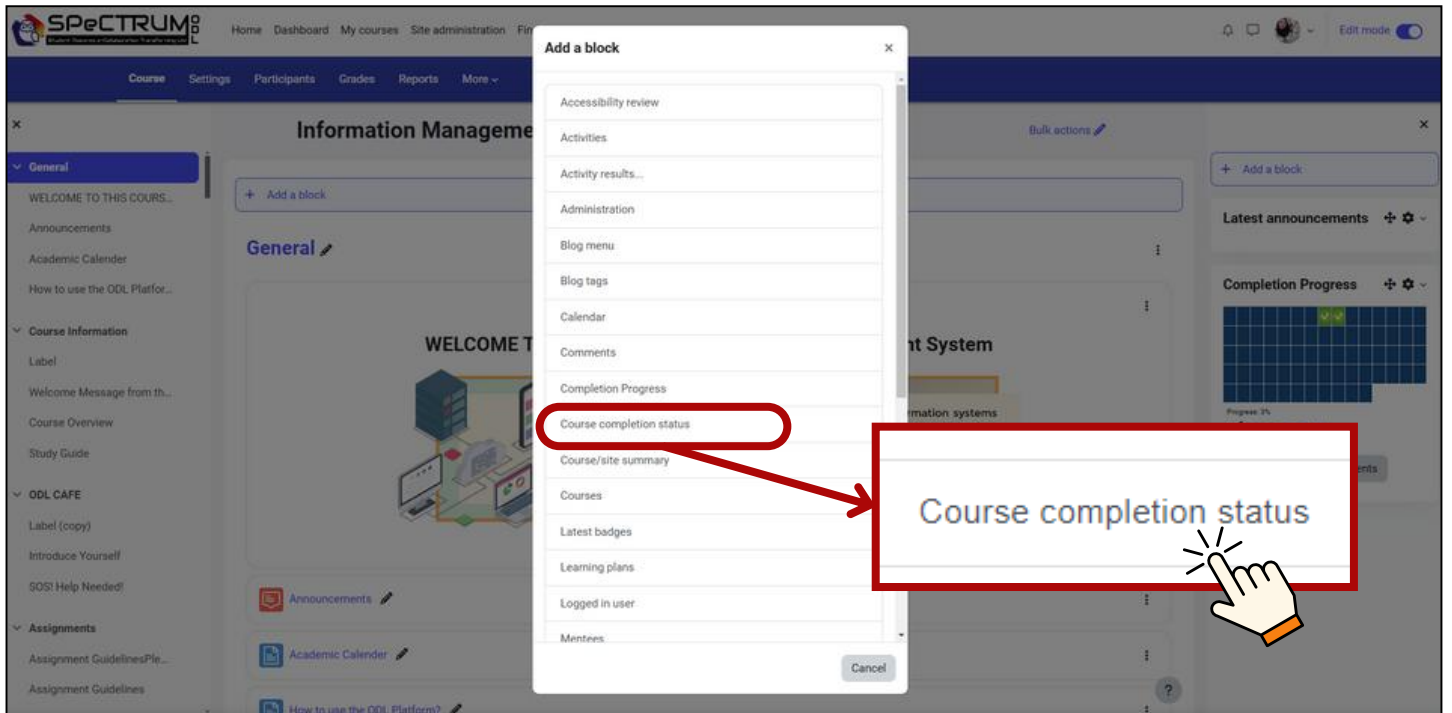


**STEP 2** Click on 'Add a block' button.



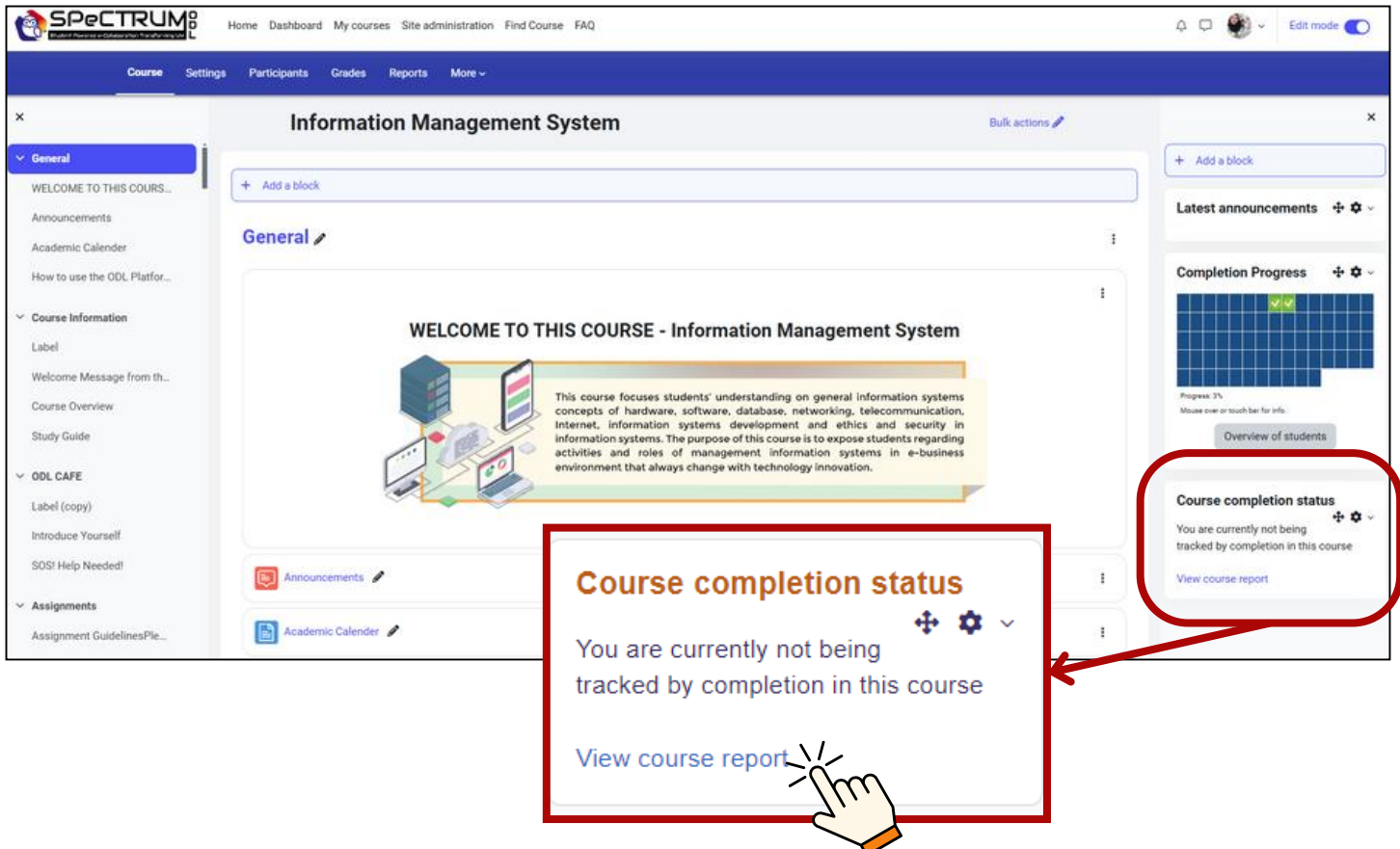
### STEP 3

Then, on the Add a block pop up menu, select Course completion status.



### STEP 4

Now the Course completion status is added to the block. Click on View course report to look at the student's status.



Separate groups All participants

All participants: 13

First name: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Criteria group		Activities														Course	
Aggregation method		All														All	
Criteria		About this course	Historical overview of ...	Learning materials for this...	Advice and Resources: ...	Tasks to complete	Module 1 quick check	The historical background	Learning materials for this...	Tasks to complete	Module 2 quick check	Learning materials for this...	Tasks to complete	Module 3 quick check	Final summative quiz	End of course summative ...	Course complete
First name / Last name	Email address																
Frances Banks	francesbanks231@example.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mark Ellis	markellis267@example.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brian Franklin	brianfrankl228@example.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barbara Gardner	barbaragardner249@example.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amy George	amygeorge302@example.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amy Gonzalez	amygonzalez284@example.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## STEP 5

You may now see your students' course completion status.

### Completion Status:



**Empty box:** Activity not complete.



#### Blue tick:

Activity completed and no passing grade applies. For example: passing grade does not apply to this activity type, or passing grade has not been set as part of the activity's completion criteria.



#### Green tick:

Completed, activity has passing grade which was achieved.

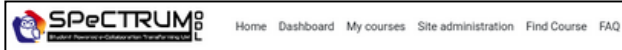


#### Red cross:

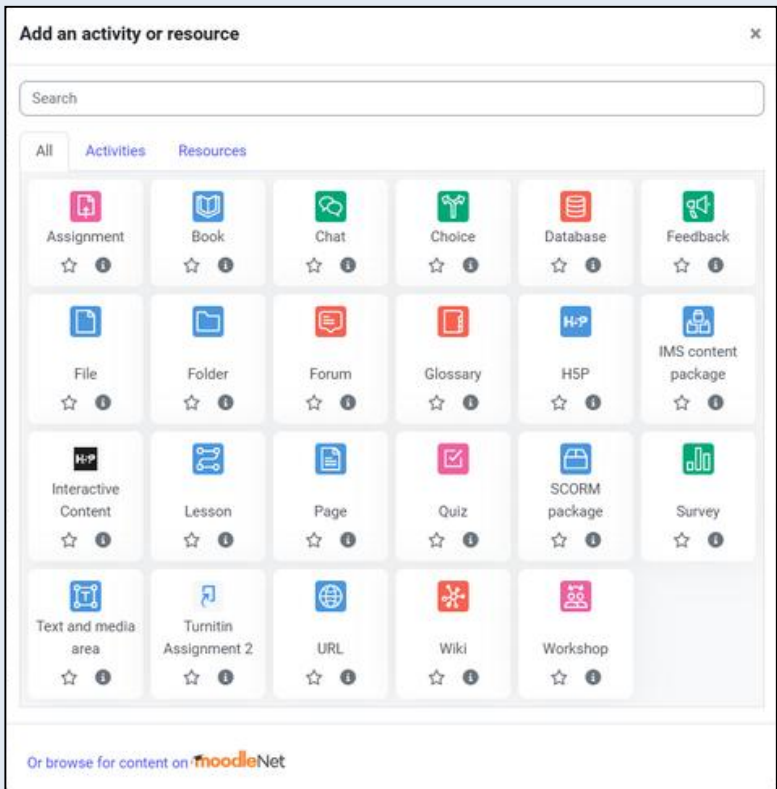
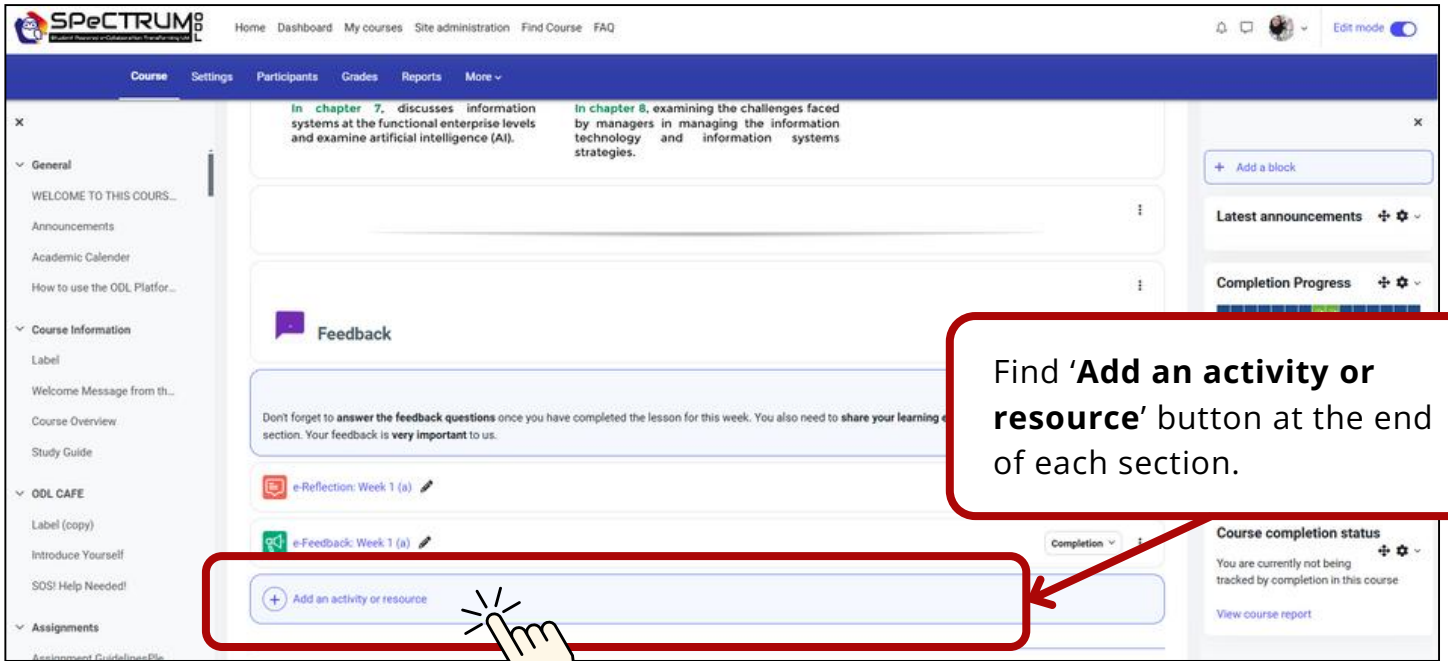
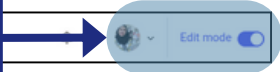
Activity not completed and completion not possible. For example: all quiz attempts have been used without achieving the passing grade.

# 4.0 Uploading & managing course materials

## 4.1 ADD ACTIVITIES & RESOURCES



Make sure you turn on Edit mode.



**Add activities or resources** window will appear, allowing you to upload or add your learning materials by selecting the appropriate option from the list.

1. Click on the item you wish to add and then click "**Add**".
2. Fill in the required fields, such as the name, description, and any specific settings for the activity or resource.
3. Adjust visibility, availability, or restrictions if necessary.
4. Once configured, click "**Save and return to course**" or "**Save and display**" to finalize your changes.

Overview of essential activities and resources in SPeCTRUM that lecturers should know about when designing their courses:

## Essential Activities in Moodle

### 1. Assignment

- Collect and grade student work (e.g., essays, projects).
- Supports file uploads and text entry directly into Moodle.

### 2. Quiz

- Create various types of assessments
- Includes advanced options like timing, randomization, and feedback.

3. **Forum:** Facilitate online discussions, peer collaboration, and Q&A.

### 4. H5P Interactive Content

- Add rich, interactive activities such as quizzes, videos, or games
- Enhances student engagement.

## Essential Resources in Moodle

**1.File:** Upload files such as PDFs, Word documents, presentations, or images for students to access.

**2.Page:** Create a webpage for presenting text, images, videos, or embedded content.

**3.URL:** Link to external websites, videos, or online resources to complement your course.

**4.Label:** Add descriptive text or multimedia to sections, making your course visually appealing and organized.

**5.Folder:** Group multiple files into a single resource, reducing clutter in the course layout.



- Combine activities and resources strategically. For example, use an H5P interactive video with embedded questions followed by a forum discussion to deepen engagement.
- Use completion tracking to ensure students interact with key resources and activities.



## 4.2 ADD RESTRICTION

The Add Restriction allows lecturers to set conditions that control access to specific activities or resources. This feature helps in personalizing the learning experience and managing how and when students can interact with the content.

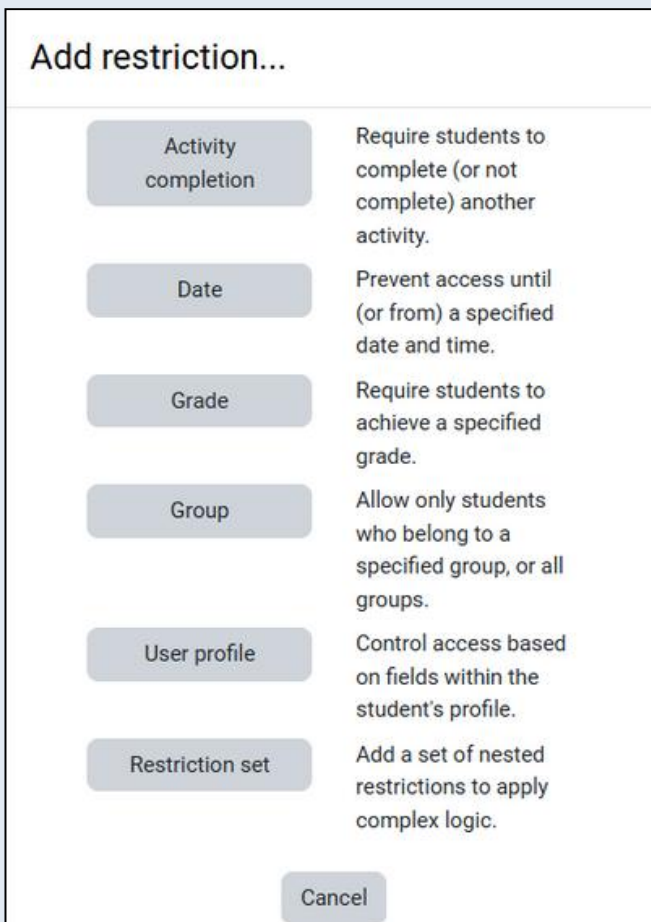
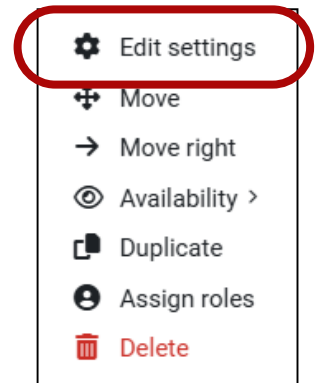
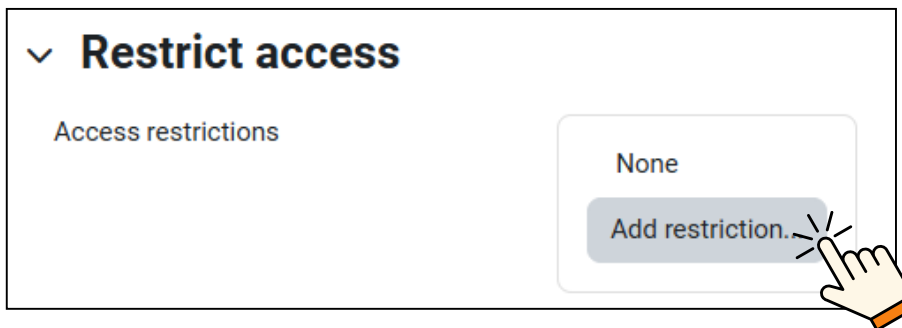
### STEP 1

Go to any resource that you have uploaded. Find three overlapped dots at the right hand side and click on it. Choose Edit Setting.



### STEP 2

Click on Add restriction at the Restrict access menu.



Functions of Add Restriction:

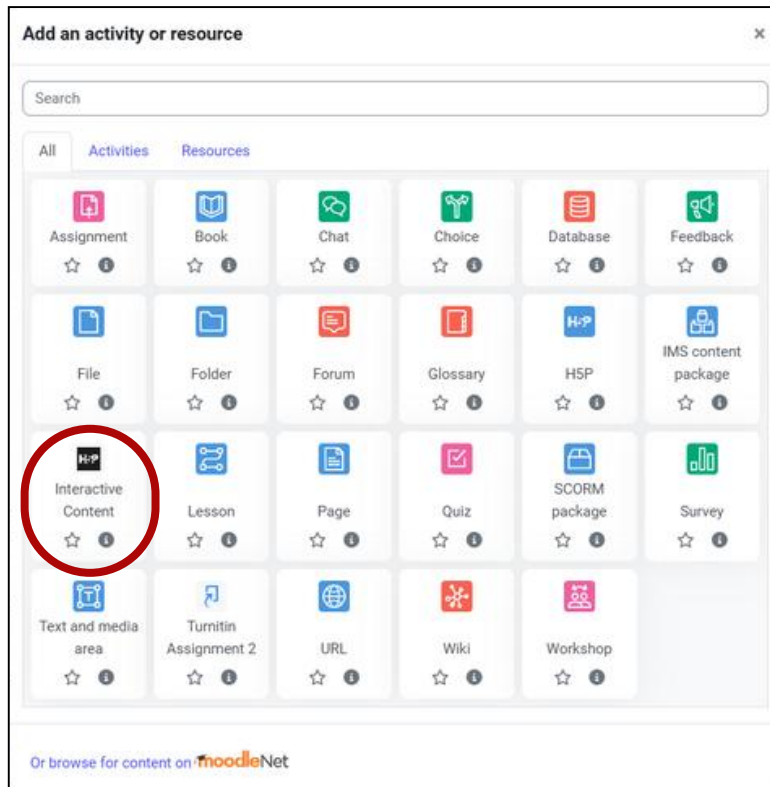
- 1. Time-based Access:** Restrict access until a specific date or time, or limit it to a set duration.
- 2. Activity Completion:** Require students to complete another activity before accessing the restricted content.
- 3. Grade Requirements:** Allow access only if students meet a certain grade threshold in a previous activity.
- 4. Group or User Restrictions:** Make content accessible only to specific groups or individuals.
- 5. Profile-based Restrictions:** Set conditions based on user profile fields, such as role or enrollment status.

This feature is useful for managing the flow of course content and tailoring the learning experience to students' progress and needs.

# 5.0 CREATING INTERACTIVE ACTIVITIES

## CREATING INTERACTIVE ACTIVITIES USING H5P

H5P is a tool integrated into Moodle that allows lecturers to create engaging, interactive activities directly within the SPeCTRUM platform. These activities can enhance student engagement and improve learning outcomes by providing dynamic and interactive content.

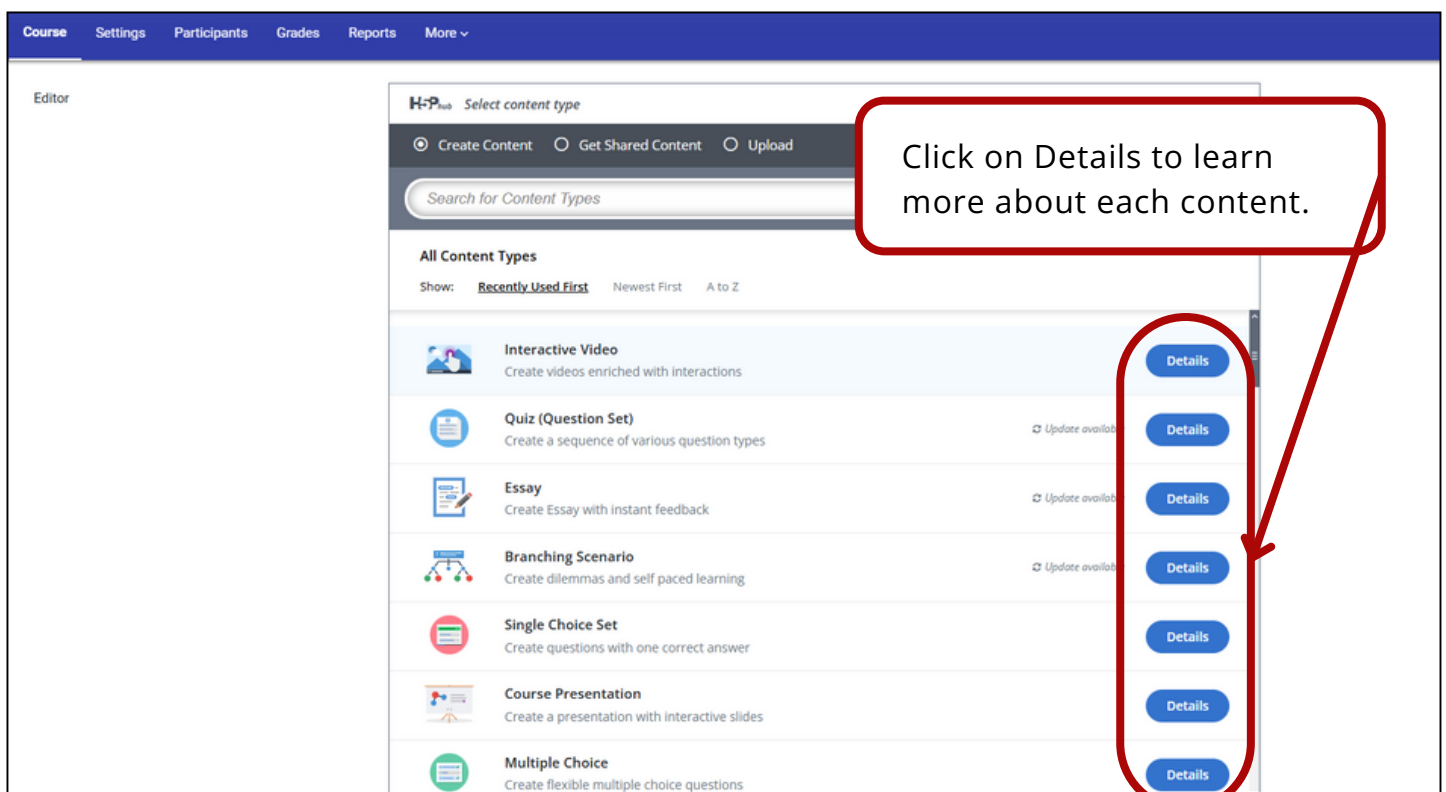


### STEP 1

Click on H5P Interactive Content (icon in black colored).

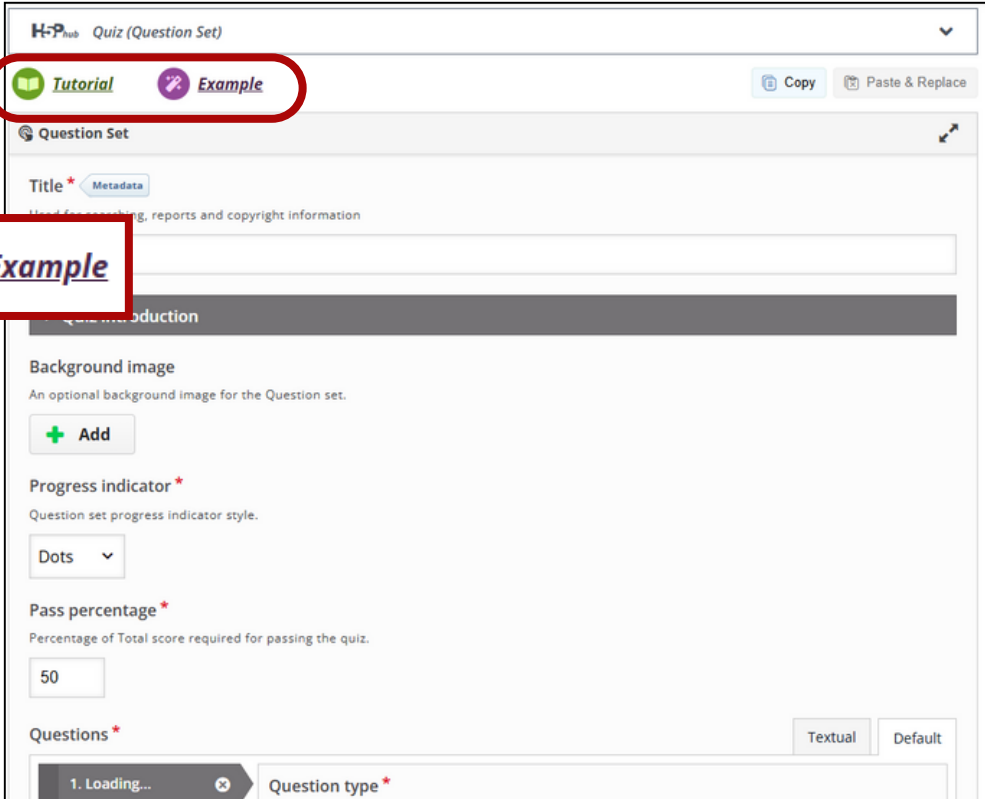
### STEP 2

In the H5P editor, browse the available content types, such as quizzes, drag-and-drop activities, interactive videos, timelines, or flashcards.



### STEP 3

Fill in the details and add your content (e.g., questions, images, videos). Use the editor to adjust settings and preview the activity to ensure it works as intended.



**Tips:** Click on Tutorial or Example and you will go to the official H5P website for more detailed guides and examples.

### STEP 4

Once satisfied, click Save and Return to Course or Save and Display to review how students will see it. This saving instruction also applied to any activities or resources you add in your courses.



# 6.0 CHANGE COURSE VIEW SETTING

## CHANGING YOUR ROLE TO STUDENT IN SPECTRUM

To view your course as a student and ensure the content appears as intended, follow these steps:

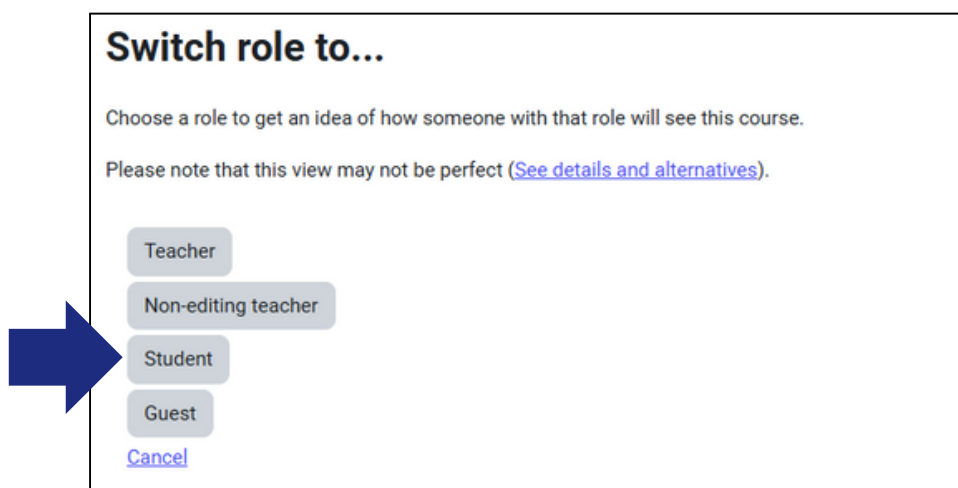


### STEP 1

Click on your profile picture or name in the top-right corner of the screen. Select Switch role to... from the dropdown menu.

### STEP 2

From the list of available roles, click on Student to view the course from a student's perspective. Explore the course content, activities, and resources to ensure everything displays and functions as expected for students.



To revert to your lecturer role, click on your profile again and select 'Return to my normal role'.

# 7.0 Learn more: Additional resources and support

For further guidance on using SPeCTRUM and enhancing your course, explore the following resources. These resources provide detailed documentation, community support, and tutorials to help you make the most of the platform:

## Official Moodle Resources

1. Moodle Documentation: <https://docs.moodle.org>  
Access general and archived Moodle guides and resources.
2. Moodle Community Forums: <https://moodle.org/mod/forum/>  
Join discussions with other Moodle users and developers.
3. Moodle YouTube Channel: <https://www.youtube.com/user/moodlehq>  
Watch video tutorials and updates about Moodle.

## Official H5P Resources

1. H5P Official Website: <https://h5p.org/>  
Access tutorials, examples, and documentation for creating interactive content.
2. H5P Documentation: <https://h5p.org/documentation>  
Explore detailed guides for using and customizing H5P content types.

## Additional Resources

1. Shares articles on teaching strategies, course design, and online learning tips:  
<https://www.facultyfocus>
2. Learn how to create visually appealing course materials and presentations:  
<https://www.canva.com/designschool/>
3. Training of Trainers (ToT) for SPeCTRUM (2024): [PART 1](#) & [PART 2](#)
4. ASPD Open & Distance Learning tutorial: [Video playlist](#)

## Contact us for support:

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**2024**