

# ELP User Manual

for Lecturer

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Note: This user manual is a newly written document; the coverage of knowledge is still limited. Your suggestions are welcomed.

## 0. Preface

New Era University College (NEUC) Electronic Learning Portal (ELP) is a platform provided by New Era University College. This platform is available for both NEUC, as well as the New Era Institute of Vocational & Continuing Education (NEIVCE). Fulltime and part-time Lecturer from both institutes can share courseware to students, collecting student assignments and performing any other class activities using this portal.

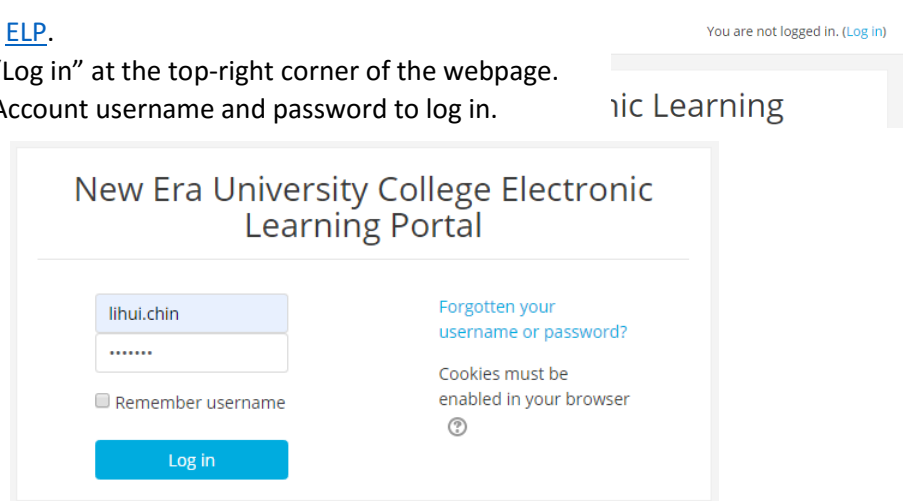
## 1. Login

ELP utilize the eAccount for lecturers and students for the authentication.

For details for eAccount, please refer to [here](#) or the document distributed to you by the HR department.

Steps to log in:

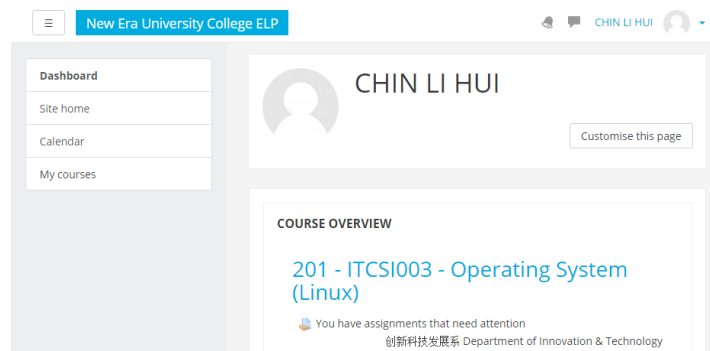
1. Head over to [ELP](#).
2. Click on the “Log in” at the top-right corner of the webpage.
3. Enter your eAccount username and password to log in.



## 2. Enrolment of Lecturer

All Lecturer will be auto-assigned into their courses before the start of each semester; therefore, the Lecturer does not need to do extra enrolment jobs.

All your courses will be listed on the dashboard page after login.



### 3. Enrolment of Student

Every student of the course should enrol themselves into the courses each semester.

The default enrolment code for each course is the course code of the course in uppercase letters. For example, the course has a course code of “ITCSI003”, the enrolment code will be “ITCSI003”.

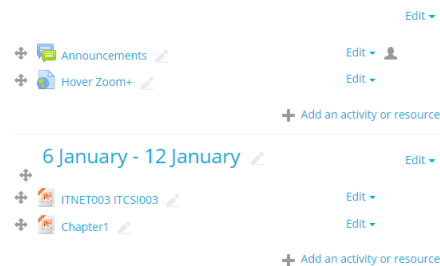
The Lecturer may change the enrolment code to prevent other students from enrolling themselves into your course. Make sure to distribute the modified code to all the intended students.

### 4. Upload Courseware

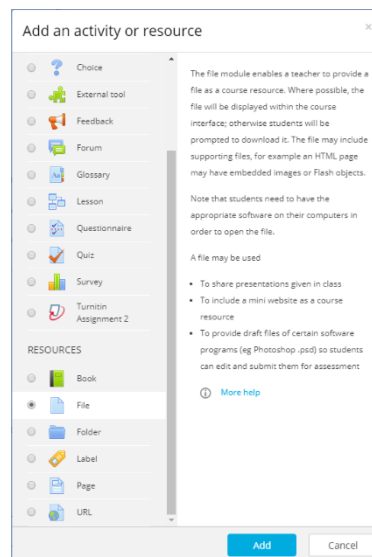
To make any changes to the course, first, click on the “⚙️” icon at the top-right corner of the page, and select the “Turn editing on” item from the dropdown menu.



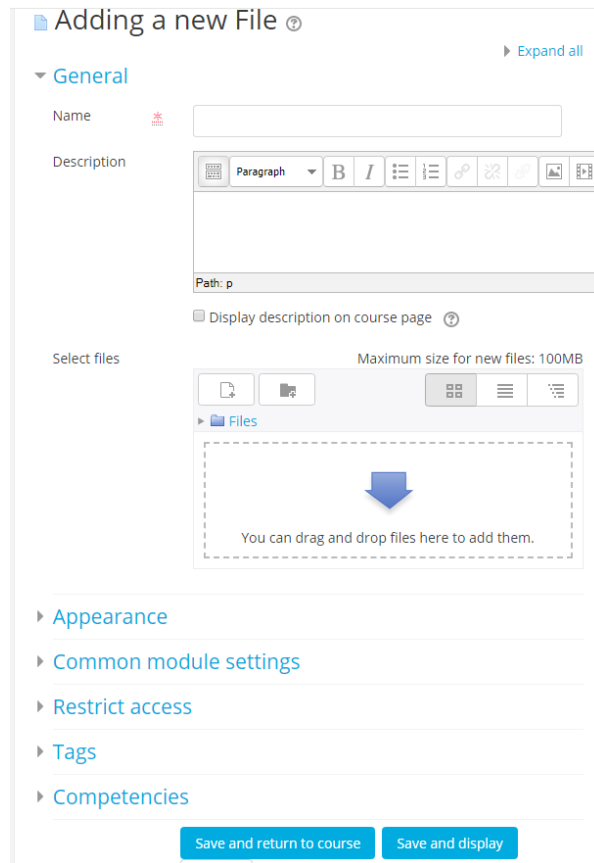
A link of “Add an activity or resource” will appear at the right-bottom corner of each section.



Click on the “Add an activity or resource”, a list of activities and resources will popup, double-click the “File” at the Resource section to upload your courseware.

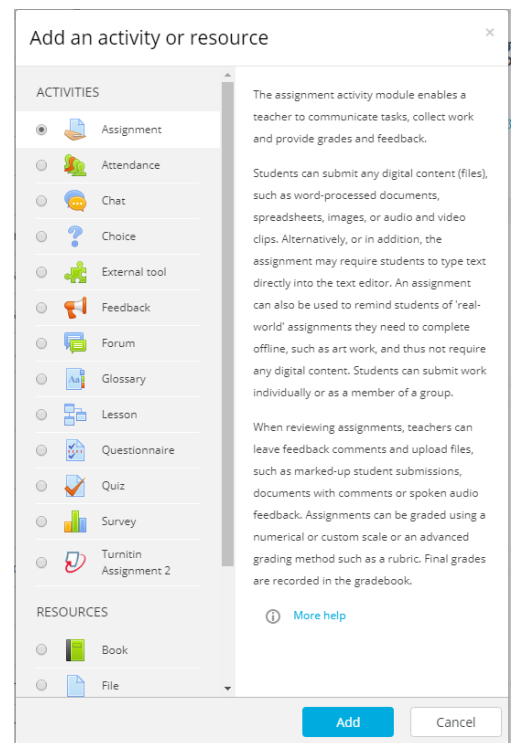


Enter a name for the courseware you want to upload and drag-and-drop the file into the upload area, finally click the “Save” button at the bottom to save the uploads.



## 5. Collect Assignment


To collect the assignment in the form of softcopy, create an “Assignment” activity from the “Add an activity or resource” menu.



Give a name to the assignment activity; you may supply additional materials for the student by uploading them at the “Additional files” section, you may also specify the due date and the cut-off date for the particular assignment.

Please note the ELP has a limitation of 50MB per student per assignment.

Additional files Maximum size for new files: 100MB



You can drag and drop files here to add them.

**Availability**

Allow submissions from  Enable

Due date  Enable

Cut-off date  Enable

Always show description ?

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**Submission types**

Submission types  Online text ?  File submissions ?

Word limit  Enable

Maximum number of uploaded files 1

Maximum submission size Activity upload limit (50MB)

You may also turn-on the plagiarism checking at the “Turnitin plagiarism plugin settings” section.

Finally, click the “Save” button at the bottom of the page to create the assignment.

## 6. Contact

For any technical issues, please contact the Computer Centre.

For any eAccount issues, please contact the HR department.

Computer Centre: [cc@newera.edu.my](mailto:cc@newera.edu.my)

HR department: [hr@newera.edu.my](mailto:hr@newera.edu.my)