UMPSA
UNIVERSITI MALAYSIA PAHANG AL-SULTAN ABDULLAH

UMPSA GEMILANG 2002-2027

FLEXMC UMPSA
FLEXIBLE LEARNING & MICRO-CREDENTIAL CENTER

KALAM New Theme: Teaching & Course Management Guide



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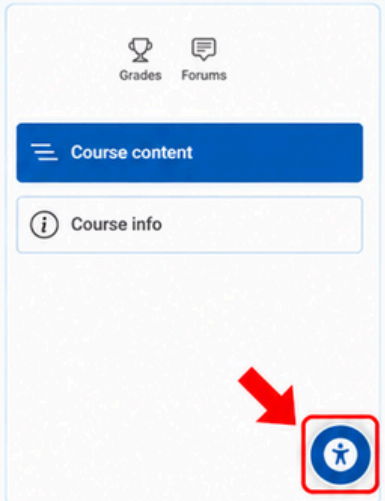
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1 Accessibility Features in KALAM



Quick guide to the function of each feature in the Accessibility Toolkit

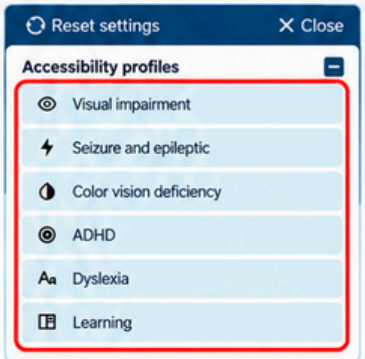
1 Open the Accessibility Toolkit



Click the accessibility button to open the toolkit and personalise the learning interface.

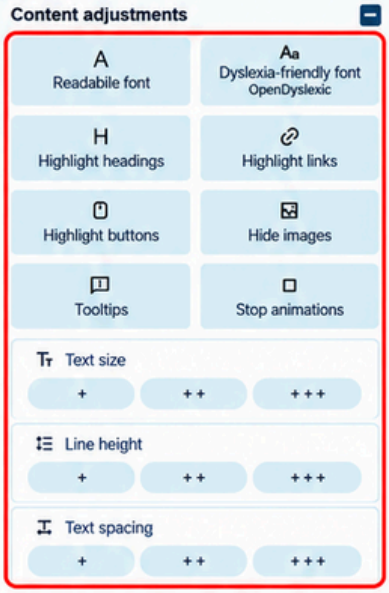
Use **Reset settings** to return to default preferences.

2 Accessibility Profiles



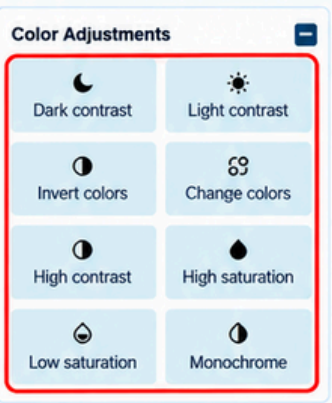
- **Visual impairment** – improves readability and visibility.
- **Seizure and epileptic** – reduces motion and flashing effects.
- **Color vision deficiency** – adjusts colours for better distinction.
- **ADHD** – supports focus with simplified visual presentation.
- **Dyslexia** – applies easier-to-read text settings.
- **Learning** – helps improve clarity and comprehension.

3 Content Adjustments



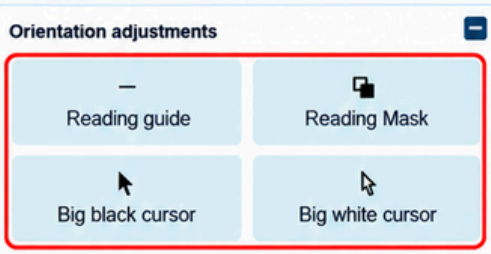
- **Readable font** – switches to a clearer font.
- **Dyslexia-friendly font** – uses OpenDyslexic style.
- **Highlight headings** – makes headings stand out.
- **Highlight links** – makes hyperlinks easier to identify.
- **Highlight buttons** – emphasizes clickable buttons.
- **Hide images** – removes images to reduce distraction.
- **Tooltips** – adds quick hints or supporting labels.
- **Stop animations** – disables moving elements.
- **Text size** – increases text size.
- **Line height** – increases space between lines.
- **Text spacing** – increases spacing between letters/words.

4 Color Adjustments



- **Dark contrast** – dark display for readability.
- **Light contrast** – bright high-visibility display.
- **Invert colors** – reverses screen colours.
- **Change colors** – customises colour scheme.
- **High contrast** – stronger distinction between text and background.
- **High saturation** – intensifies colours.
- **Low saturation** – softens colours.
- **Monochrome** – shows content in grayscale.

5 Orientation Adjustments



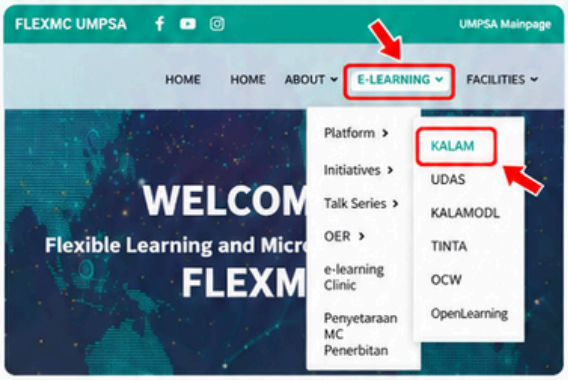
- **Reading guide** – adds a horizontal guide for reading lines.
- **Reading mask** – dims surrounding content to improve focus.
- **Big black cursor** – larger dark mouse pointer.
- **Big white cursor** – larger light mouse pointer.

Best use | Better readability | Better focus | Better navigation | Personalised learning experience

2 How to Backup from Archive in KALAM

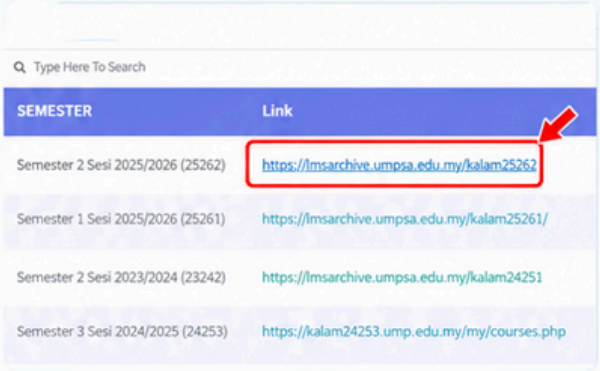


1 Open FLEXMC Website



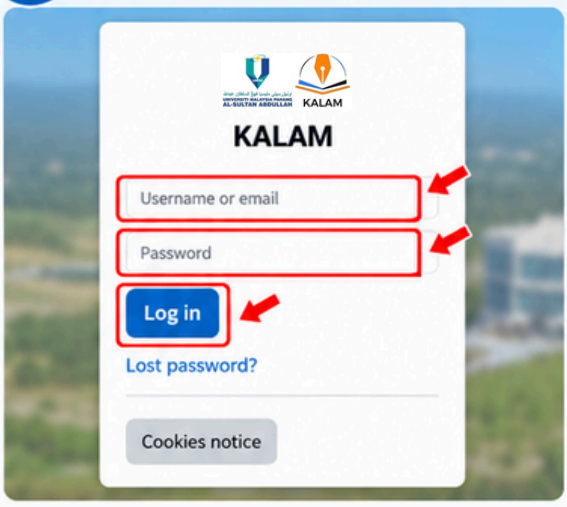
Go to FLEXMC UMPSA website and open **E-LEARNING > Platform > KALAM**.

2 Open LMS Archive



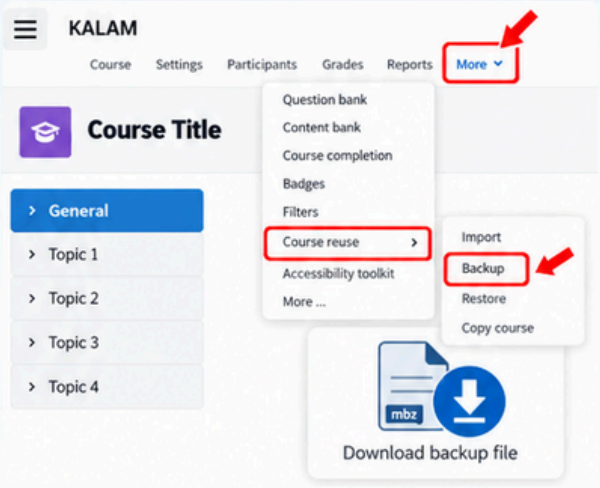
On the KALAM archive page, choose the required semester and **click the archive link**.

3 Log In to KALAM Archive



Sign in using your account credentials to access the archived KALAM site.

4 Back Up Your Archived Course



Open your course, choose **More > Course reuse > Backup**, follow the backup steps, then download the backup file for safekeeping.

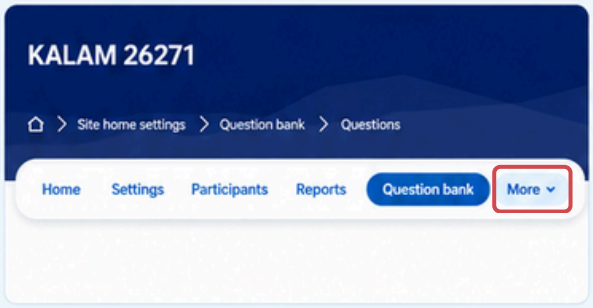
3 How to Restore your Course in KALAM



Follow these steps to restore a course from a backup file (.mbz)

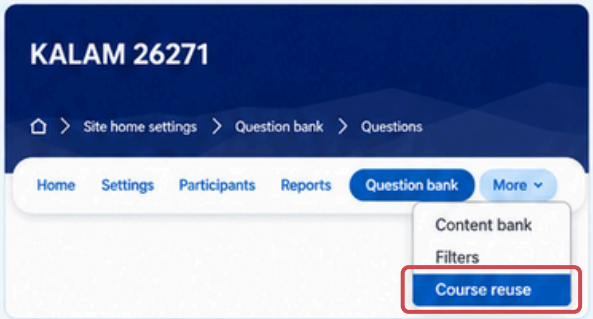
1 Open your course

Go to the course where you want to restore content.



2 Open Course Reuse

Click "More" and select "Course reuse".



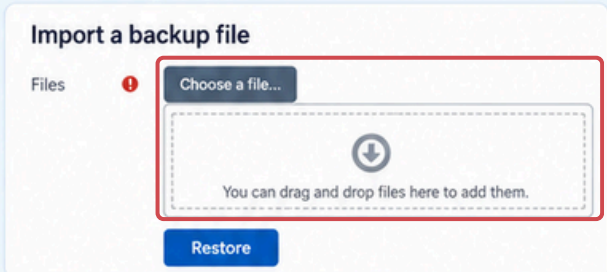
3 Choose Restore

On the Course reuse page, open the dropdown and select "Restore".



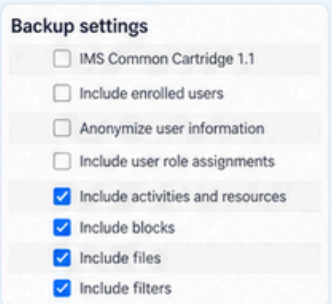
4 Upload backup file

Click "Choose a file" or drag and drop your .mbz file into the upload box.



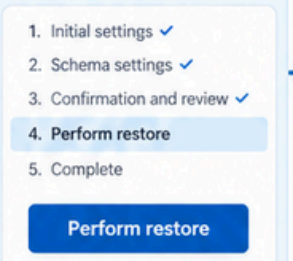
5 Restore settings

Review the restore settings. Keep the default options if suitable, then click "Next".



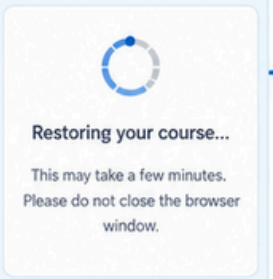
6 Review and confirm

Check the schema settings and confirmation page, then click "Perform restore".



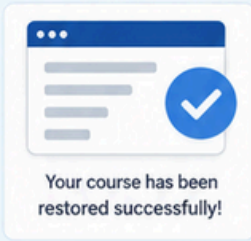
7 Wait for the process to finish

Allow KALAM to complete the restore.



8 Check your course

Open the restored course and verify that activities, files, and settings appear correctly.



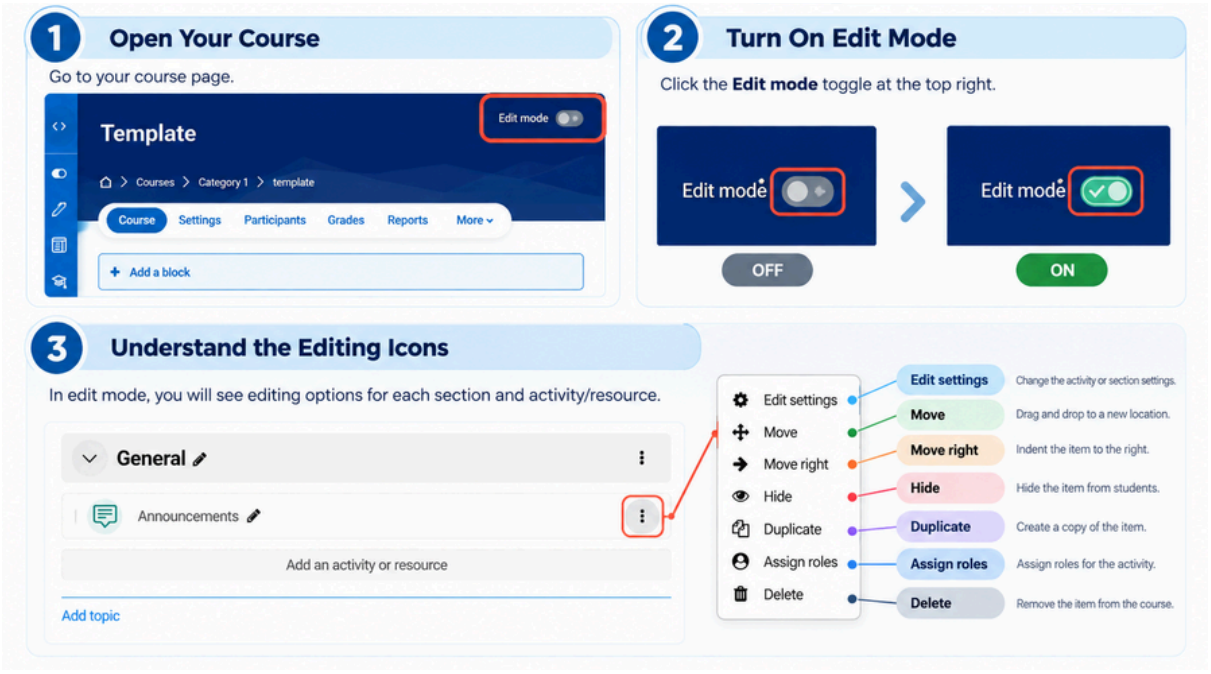
Important Notes

1. Use a valid Moodle/KALAM backup file (.mbz).
2. Large files may take longer to restore.
3. Check course content after the restore is complete.
4. Do not include enrolled users if restoring for a new semester.

4 How to Turn On Edit Mode in KALAM



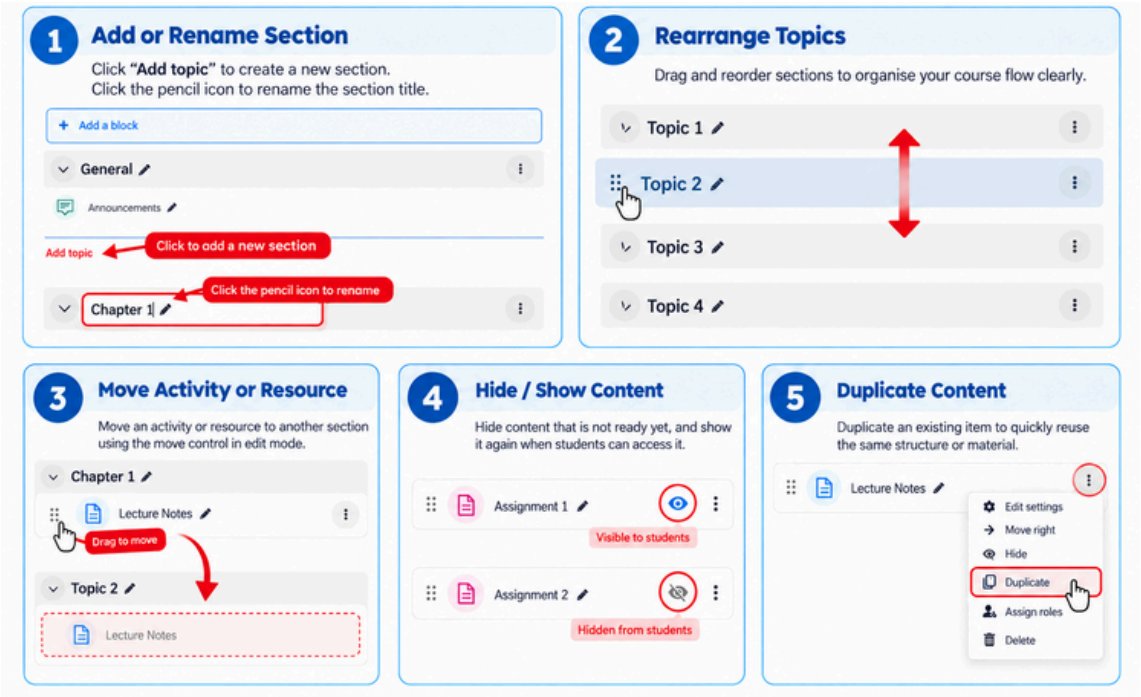
Edit mode allows you to add, edit, move, hide or delete activities and resources in your course



5 How to Organise Course Content in KALAM



Quick guide for lecturers to manage and arrange course content



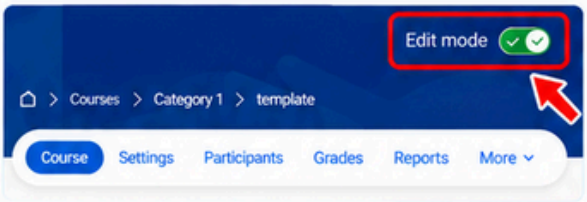
6 How to Add Activities in KALAM



Quick guide for lecturers to add activities and resources in KALAM.

1 Open Your Course

Go to the course where you want to add new content. Make sure **Edit mode** is turned on.



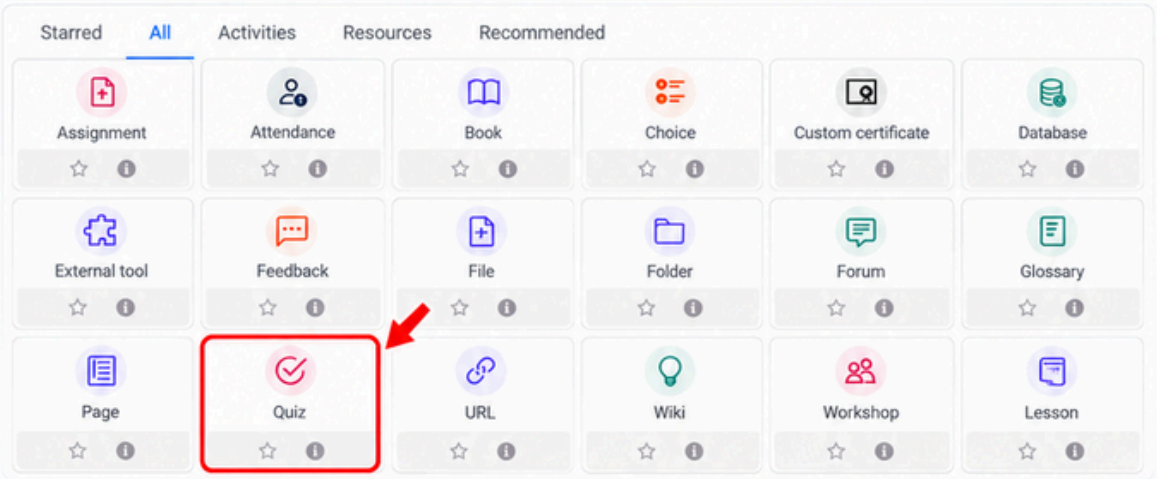
2 Choose the Section

Find the topic or section where you want to add the activity or resource. Click **"Add an activity or resource"**.



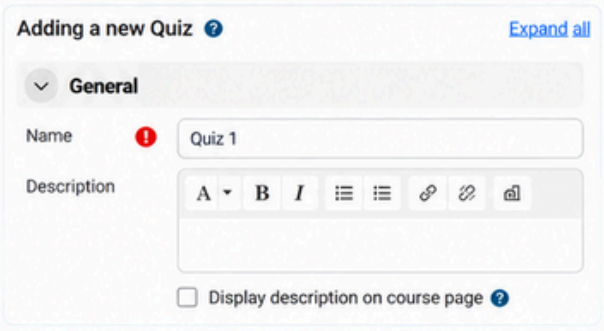
3 Select an Activity or Resource

The activity chooser will open. Browse or search, then click the activity or resource you want to add.



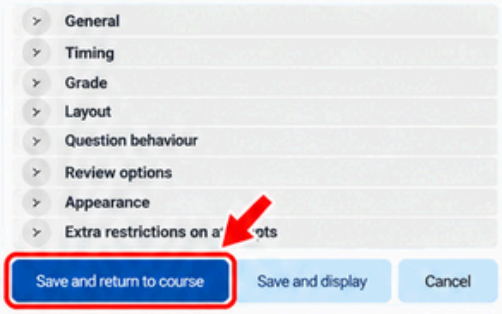
4 Configure the Activity

Complete the settings for the selected activity or resource.



5 Save and Display

After completing the settings, click **"Save and return to course"** or **"Save and display"**.

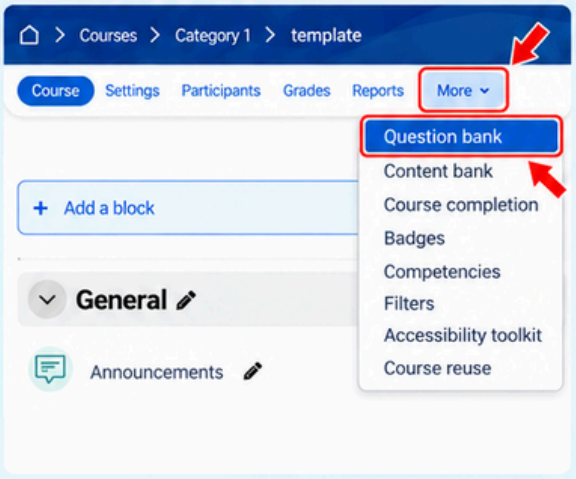


7 How to Manage Question Bank in KALAM



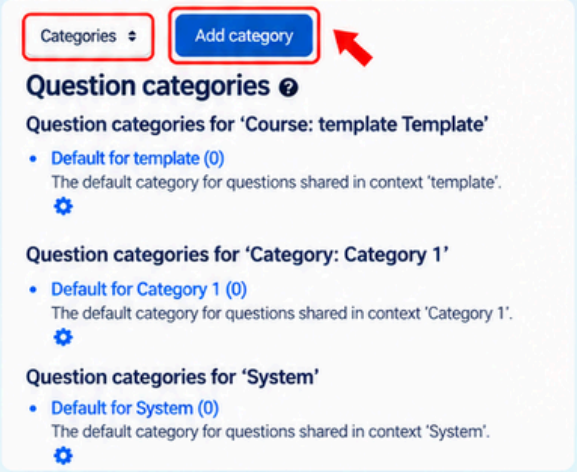
1 Open Question Bank

From your course page, click **More** and select **Question bank**.



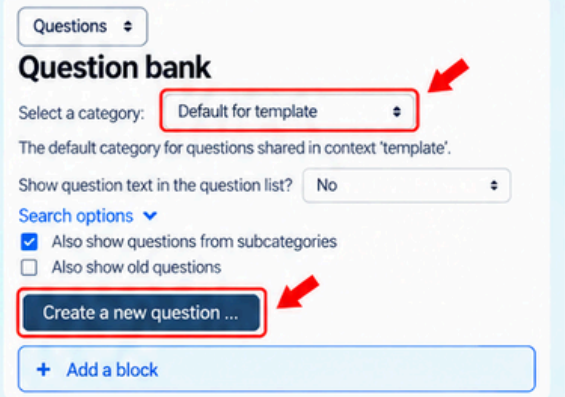
2 Create Category

Go to **Question categories** and click **Add category**.



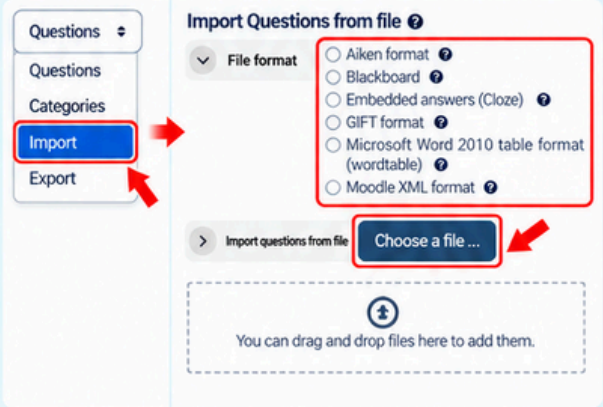
3 Add Questions

Create questions and save them into the selected category.



4 Import Questions

Choose **Import**, select a file format and upload your file.



5 Organise and Reuse Questions

- Move questions between categories to keep them organised.
- Reuse saved questions later when creating quizzes in your course.



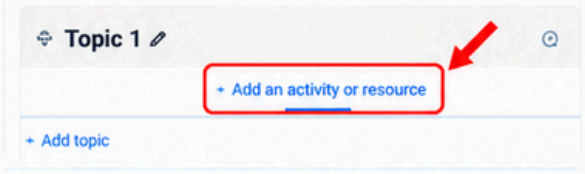


8 How to Create & Manage Assignment in KALAM

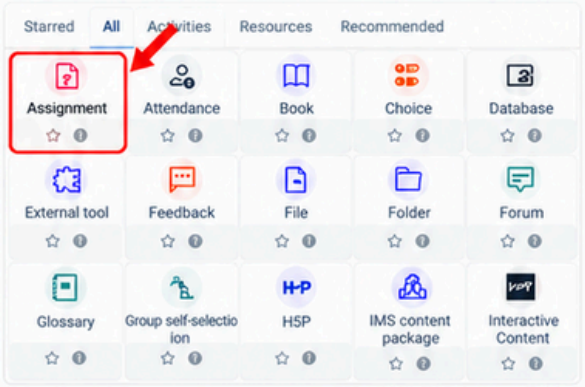


1 Create an Assignment

1. In your course, click **Add an activity or resource** in the selected topic or section.

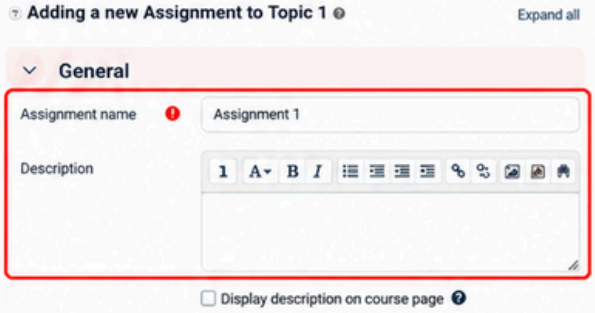


2. Select **Assignment** from the activity list.



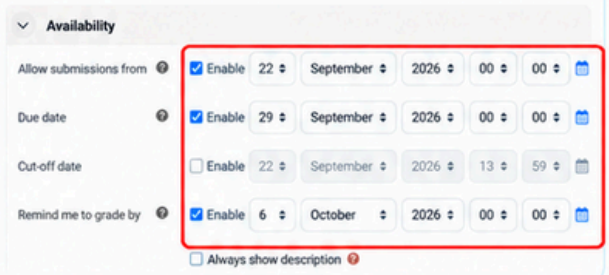
2 Basic Settings

Enter the **assignment name** and description.



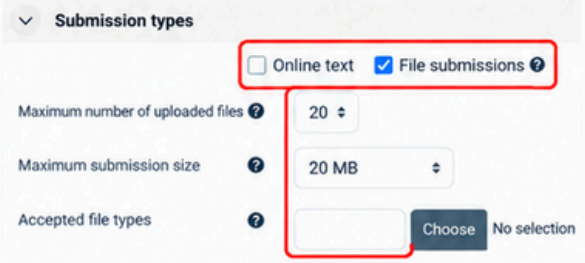
3 Set Submission Date

Go to **Availability** and set the dates.



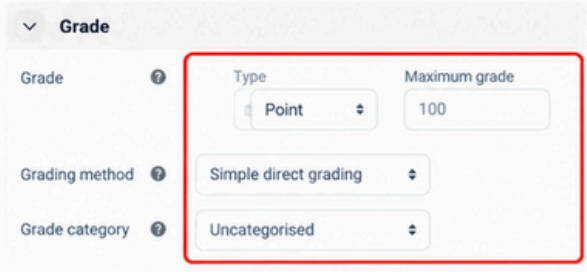
4 Set File Type / Size

Go to **Submission types** and set the allowed file type and size.



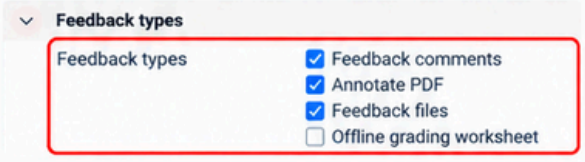
5 Grade Submission

Go to **Grade** and set the grading method and maximum grade.



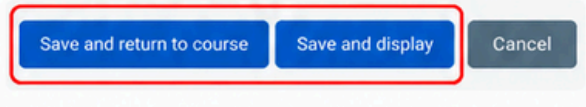
6 Give Feedback

Go to **Feedback types** and choose the feedback options.



7 Save and Display

Scroll down and click **"Save and return to course"** or **"Save and display"**.

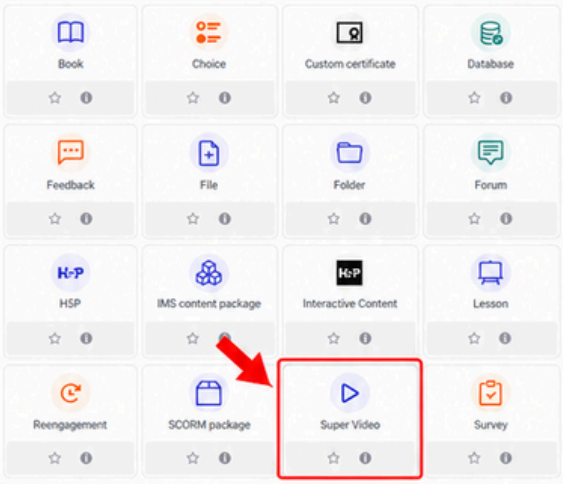


9 How to Embed Super Video in KALAM



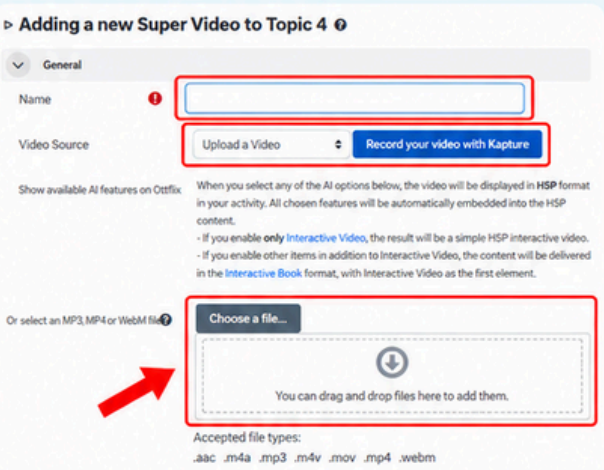
1 Create Super Video

In your course, click **Add an activity or resource**, then select **Super Video**.



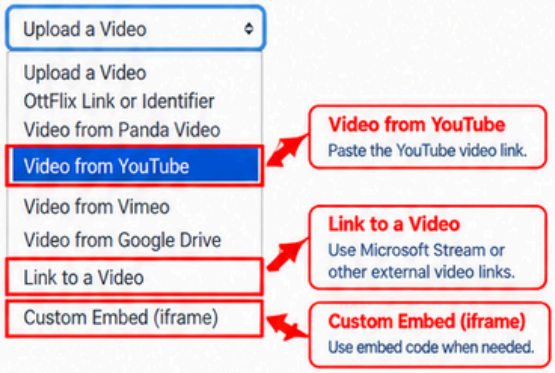
2 Enter Basic Settings

Fill in the video title under **Name**.



3 Choose Video Source

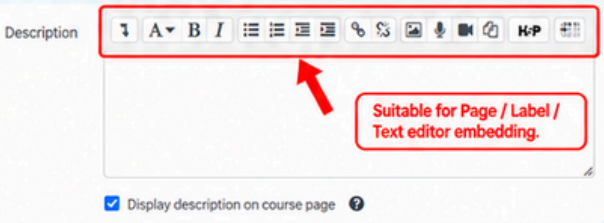
Select the source that matches your video.



Other available options:
Upload a Video, OttFlix Link or Identifier, Video from Panda Video, Video from Vimeo, Video from Google Drive.

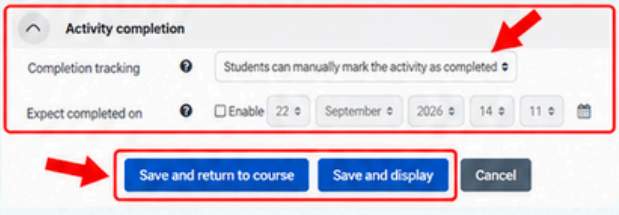
4 Add Description or Embed in Text Editor

You may add supporting information in the Description box, and you can also embed video content inside Page, Label or the Text editor when needed.



5 Activity Completion and Save

Set Activity completion if required, then click **Save and return to course** or **Save and display**.



Common video use

YouTube
Share videos from YouTube.

Microsoft Stream / external video
Use Microsoft Stream or other external video links.

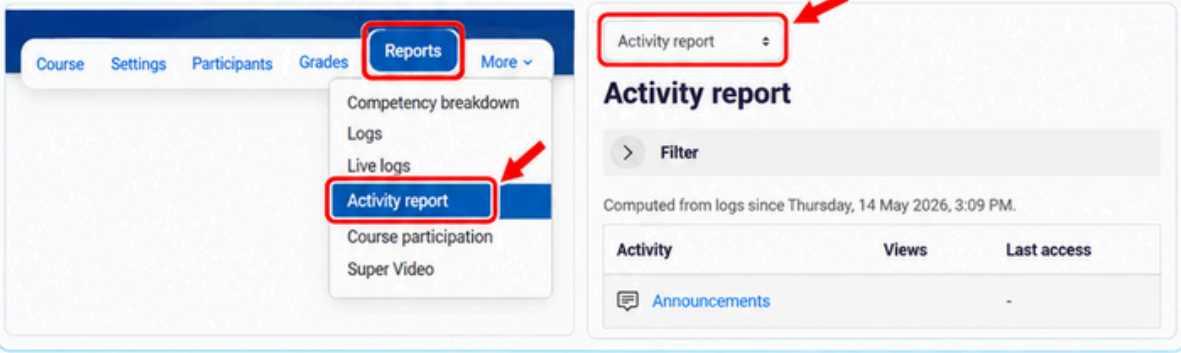
Page / Label / Text editor
Embed video content in Page, Label or the Text editor when needed.

10 How to Check Student Progress in KALAM



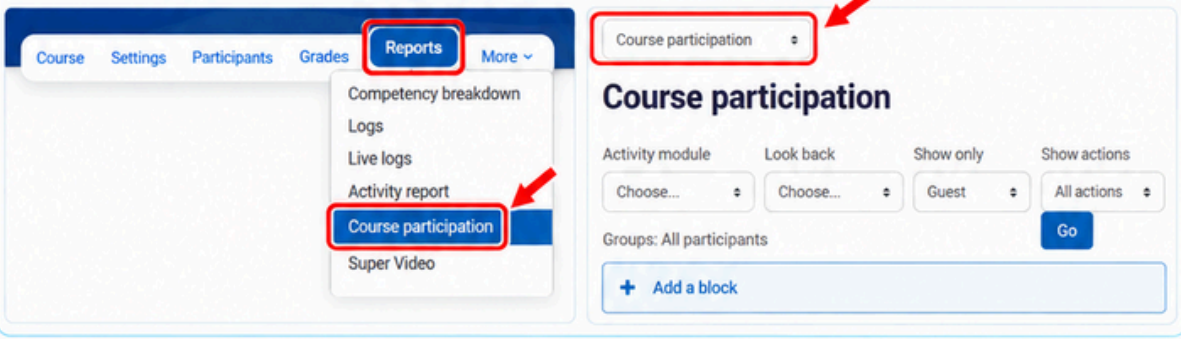
1 Activity completion report

Click **Reports** and select **Activity report.**



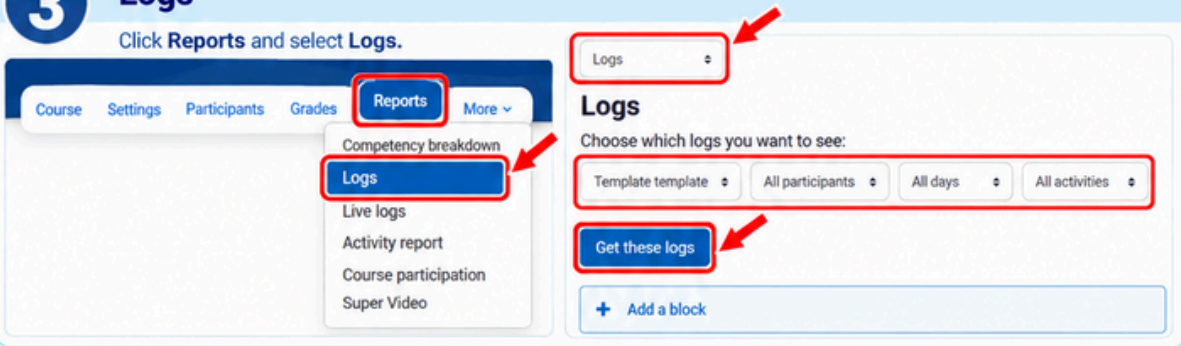
2 Course participation

Click **Reports** and select **Course participation.**



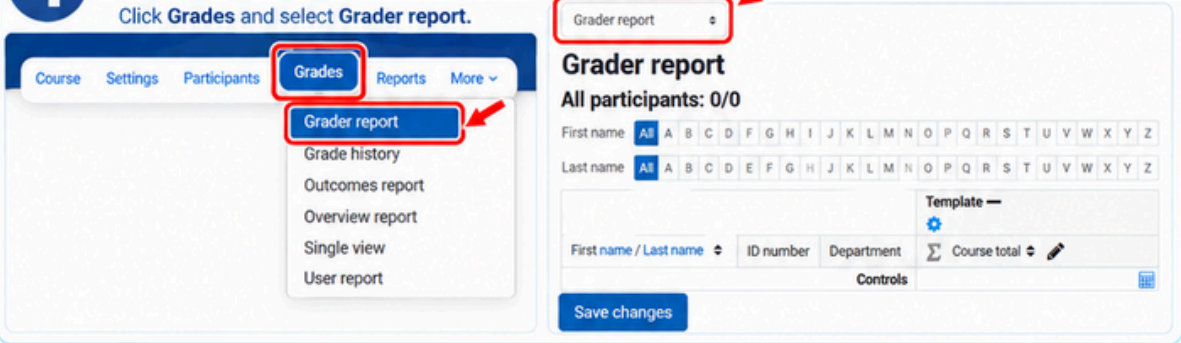
3 Logs

Click **Reports** and select **Logs.**



4 Grade report

Click **Grades** and select **Grader report.**



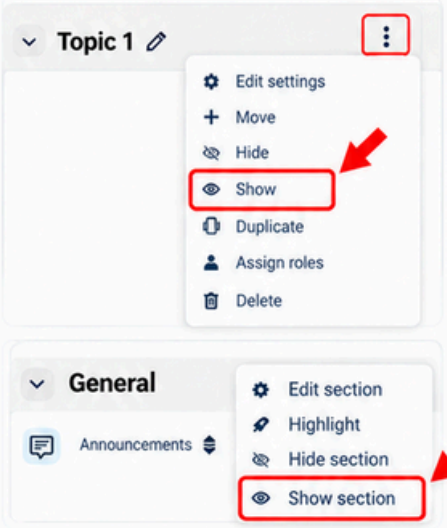
11 How to Troubleshoot Common Issues



1 Students Cannot See Learning Materials

Issue
Students cannot see the learning materials (pages, files, videos, etc.) in the course.

What to check
- Edit mode
- Activity visibility (Show/Hide)
- Section visibility
- Restrict access settings

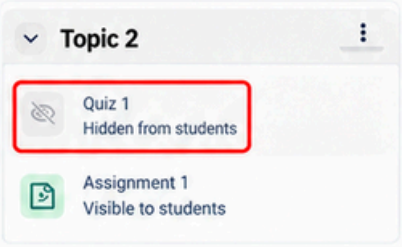


Solution
1. Turn on **Edit mode** (if needed).
2. Click ⋮ on the activity and select **Show.**
3. Make sure the **section** that contains the material is also set to **Show** (not hidden).
4. Check **Restrict access** (remove or adjust if needed).

2 Activity is Still Hidden

Issue
The activity is still hidden from students.

What to check
- Visibility status
- Hidden from students icon
- Whether the activity or section is hidden

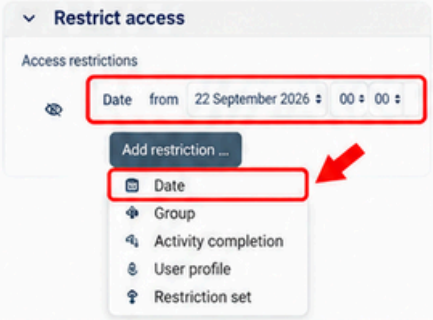


Solution
1. Look for the hidden icon on the activity.
2. Click ⋮ and select **Show.**
3. If the whole section is hidden, click **Show section.**
4. **Save and return to course.**

3 Restrict Access is Incorrectly Set

Issue
Students cannot access the activity due to restrict access settings that are incorrectly configured.

What to check
- Restrict access conditions (date, grade, group, activity completion, etc.)



Solution
1. Go to **Edit settings** of the activity.
2. Check all **restrict access** conditions (date, grade, group, activity completion).
3. Remove or edit the incorrect condition.
4. Click **Save and return to course.**

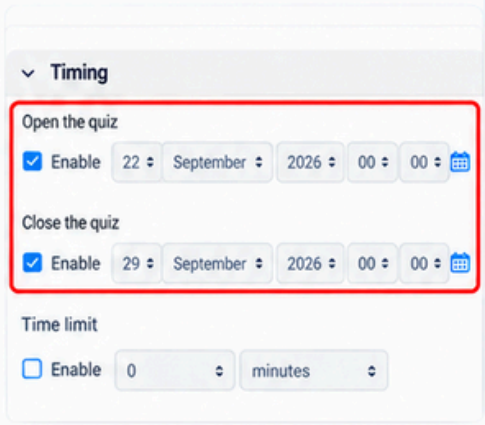
11 How to Troubleshoot Common Issues



4 Quiz Cannot Be Accessed

Issue
Students are unable to access the quiz.

What to check
- Quiz timing (open/close date)
- Restrict access settings
- Quiz visibility
- Same section or activity is hidden

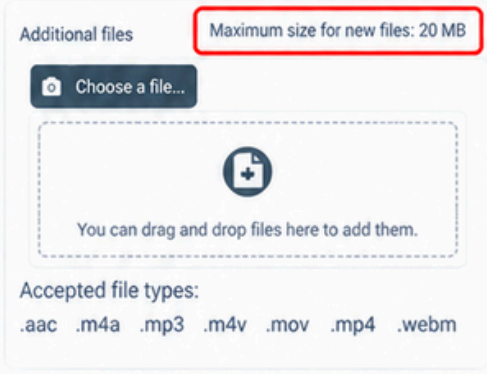


Solution
1. Check and make sure the quiz **Open and Close dates** are correct and the quiz is open.
2. Ensure there are no **restrict access** conditions (or edit if needed).
3. Make sure the quiz is **visible (Show)**.
4. Click **Save and return to course.**

5 File is Too Large

Issue
File cannot be uploaded due to file size being too large.

What to check
- Maximum file size limit
- Accepted file types
- Type of activity (Assignment, File, Label, etc.)

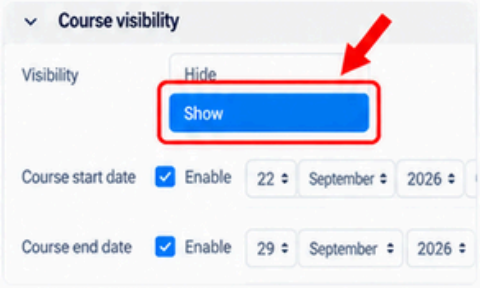


Solution
1. Check the maximum file size limit.
2. Compress the file to a smaller size.
3. Use an accepted file type.
4. For large videos, use Super Video, YouTube or external video (URL) instead of uploading directly.

6 Course is Not Visible to Students

Issue
The course is not visible or cannot be found by students.

What to check
- Course visibility settings settings
- Course start and end date
- Enrolment method and student enrolment status



Solution
1. Go to **Settings** (gear icon).
2. Under **Course visibility**, select **Show.**
3. Check the course start and end date.
4. Ensure students are enrolled in the course.

Quick Check (When students cannot access)
1. Visibility (Show / Hide)
2. Restrict Access (Date, grade, group, etc.)
3. Dates (Open / Close)
4. Activity Settings (Quiz, File, etc.)
5. Course Settings (Course visibility)

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