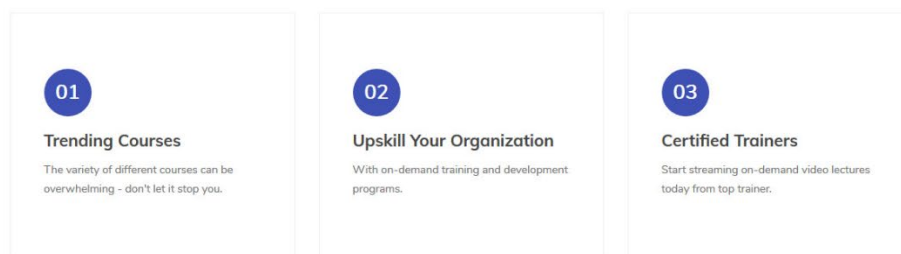
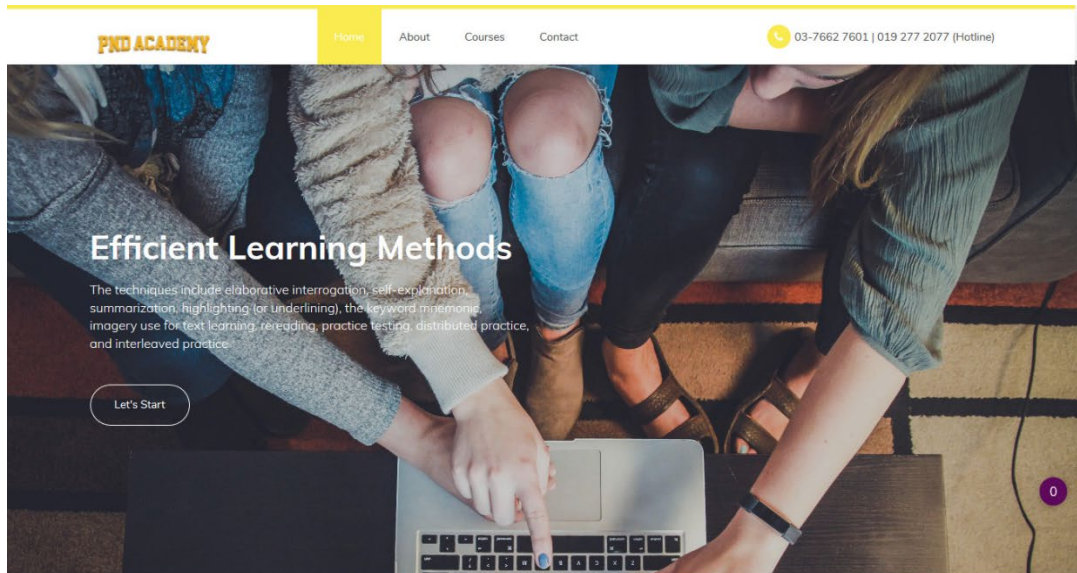


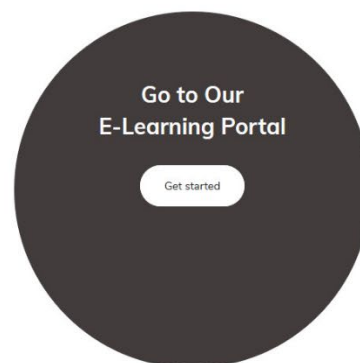
User's Guide for Creating Content

- 1) Go to pndacademy.my. Scroll down to Go to Our E-Learning Portal on the right side and Click 'Get started' button, it will redirect to <http://pndacademy.my/chamilo/index.php>

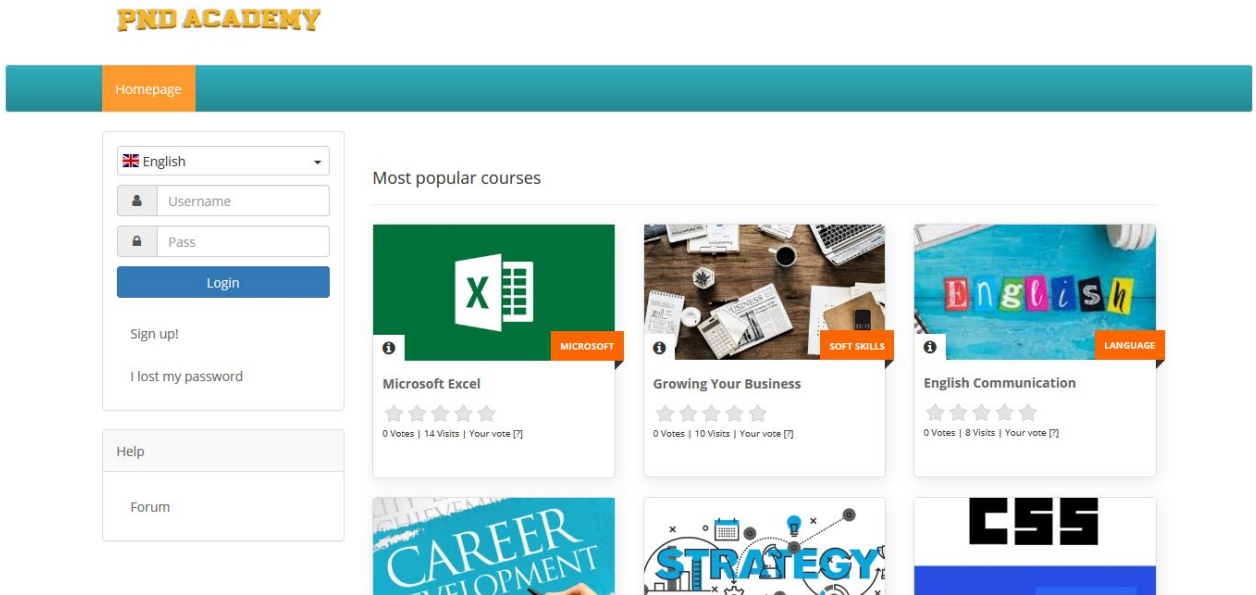


Start your journey to a better life with online practical courses

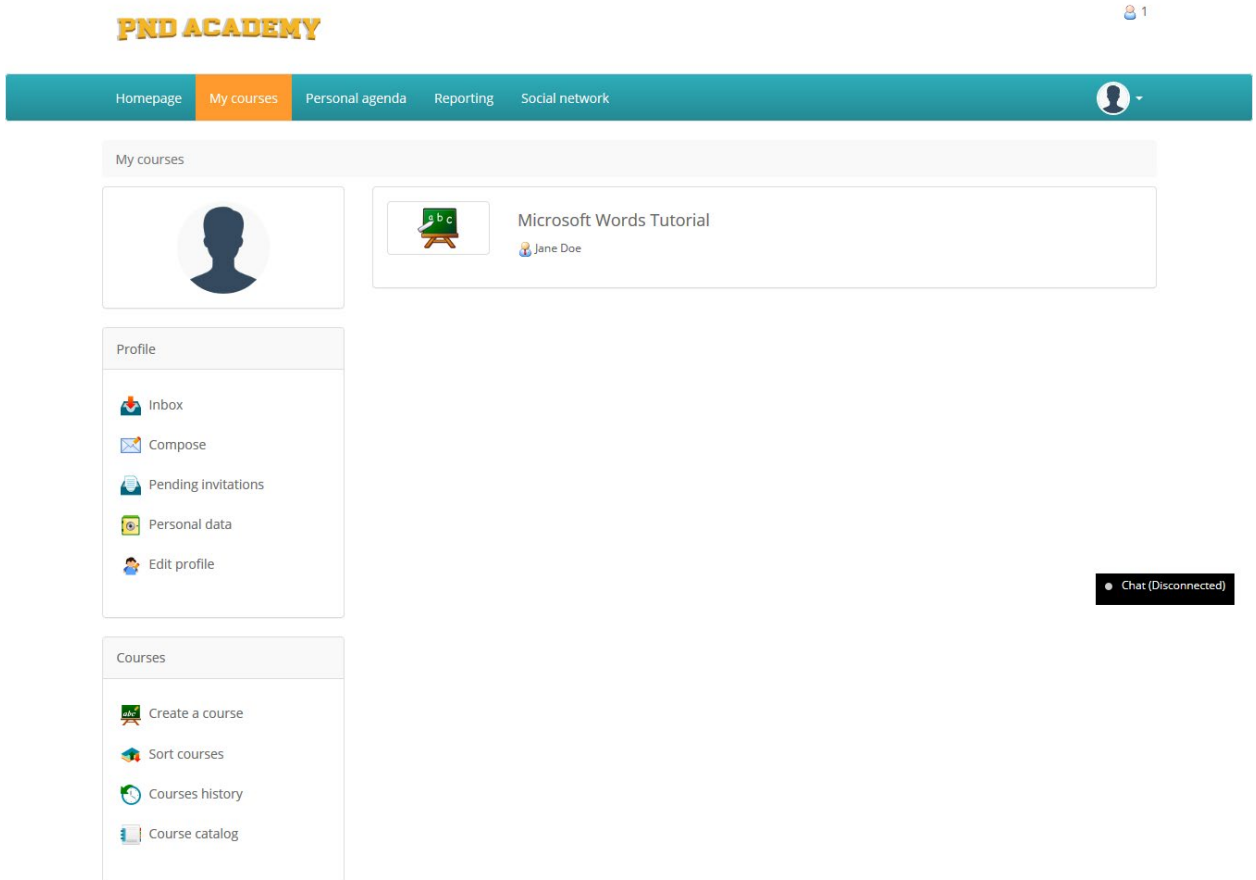
- Trusted content**
Apply what you learn with self-paced quizzes and hands-on projects.
- Reasonable Price**
Choose from many options at a breakthrough price. Learn at your own pace, 100% online



2) Enter username and password for login (If an account just created, need to wait for approval before can login)



3) Scroll down to Courses on the left side and click 'Create a course'



4) Enter all details, course name, category & code

PND ACADEMY 1

Homepage My courses Personal agenda Reporting Social network User Profile

My courses / Add a new course

Once you click on "Create a course", a course is created with a section for Tests, Project based learning, Assessments, Courses, Dropbox, Agenda and much more. Logging in as teacher provides you with editing privileges for this course.

Add a new course

*** Course name**
e.g. *Innovation management*

Category

Course code
Only letters (a-z) and numbers (0-9)

Language

Fill with demo content

Course template
Pick a course as template for this new course

* Required field











Chat (Disconnected) 0

Powered by PND Academy © 2020

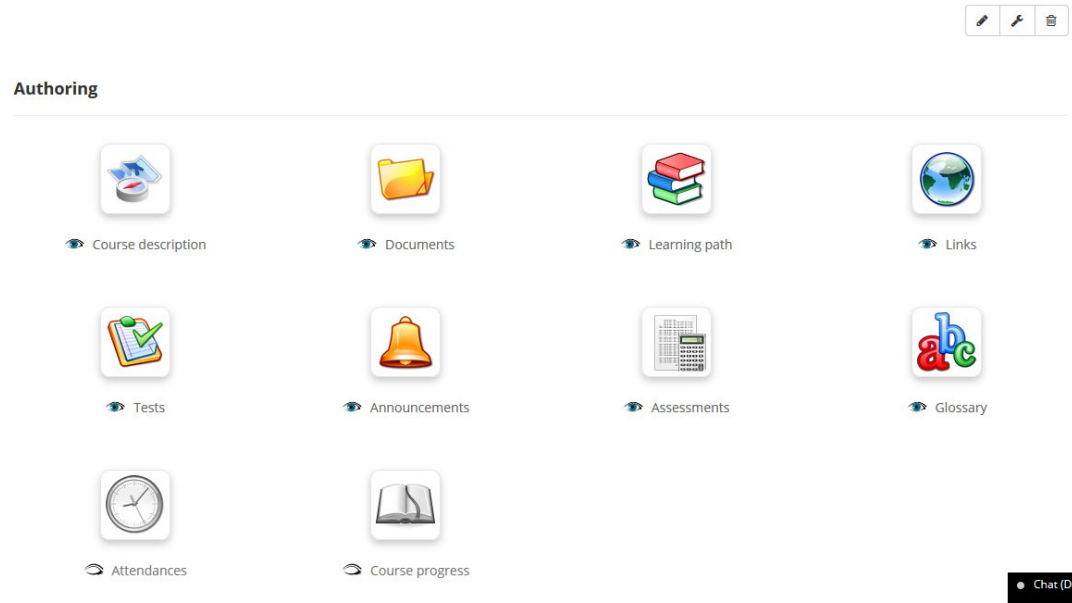
5) Add introduction detail the intro box, course description and course objectives need to write in Course Description tab.

The screenshot shows the PND Academy user interface. At the top, the logo "PND ACADEMY" is on the left, and user profile icons are on the right. A teal navigation bar contains "Homepage", "My courses" (highlighted), "Personal agenda", "Reporting", and "Social network". Below this is a "Microsoft Words Tutorial" editor window with a "Switch to student view" button. The editor's toolbar includes options for Styles, Format, Font, Size, Bold, Italic, Underline, Text color, Background color, and Source. The main text area is empty, with a red "iFRAME" placeholder in the center. A "Words: 152" counter is at the bottom right of the editor. A "Save intro text" button is located below the editor. On the right side of the page, there is a "Chat (Disconnected)" button with a "0" notification badge.

Authoring

-  Course description
-  Documents
-  Learning path
-  Links
-  Tests
-  Announcements
-  Assessments
-  Glossary
-  Attendances
-  Course progress

6) The icon can be customized (can skip) by clicking the setting icon, in the middle icon on the upper right.



The screenshot displays an 'Authoring' interface with a grid of icons for course management. In the top right corner, there are three small icons: a pencil, a wrench, and a trash can. The main area contains the following icons and labels:

- Course description (Icon: document with arrows)
- Documents (Icon: folder)
- Learning path (Icon: stack of books)
- Links (Icon: globe)
- Tests (Icon: document with checkmark)
- Announcements (Icon: bell)
- Assessments (Icon: document with grid)
- Glossary (Icon: letters a, b, c)
- Attendances (Icon: clock)
- Course progress (Icon: sailboat)

In the bottom right corner, there is a chat notification bubble that says 'Chat (Disconnected)' with a purple circle containing the number '1' next to it.

- 7) Click on Learning Path to start writing content. Fill the title and it will show this page. Manually create the document under 'Create a new document' tab. Can also insert picture, video, video from YouTube, flash and audio inside the document. For uploading document or other item, click the 'Upload' tab.

The screenshot displays the PND Academy Learning Path interface. At the top, the navigation bar includes 'Homepage', 'My courses', 'Personal agenda', 'Reporting', and 'Social network'. The breadcrumb trail shows 'Microsoft Words Tutorial / Learning paths / Chapter 1 / Add learning object or activity'. A 'Switch to student view' button is located in the top right. Below the breadcrumb, there are icons for navigation and editing, and a 'Prerequisites options' dropdown. The main content area is divided into two columns. The left column shows a tree view with 'Chapter 1' and 'Session 1'. Below this, there are two options: 'Blank template' and 'Course title' (with a sub-option 'Course title with a logo'). The right column features a blue instruction box: 'Click on the [Learner view] button to see your learning path'. Below this is a row of icons representing various content types. A tabbed interface has 'Files', 'Create a new document', 'Create read-out text', and 'Upload'. The 'Create a new document' tab is active, showing a form with fields for 'Current folder' (set to 'Chapter 1'), 'Title', 'Parent' (set to 'Chapter 1'), and 'Position' (set to 'After Session 1'). A blue button at the bottom of the form says 'Add this document to the course'. A 'Chat (Disconnected)' button is also visible. Below the form is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, text color, background color, link, unlink, and source. The editor is currently empty, and the status bar at the bottom right indicates 'Words: 2'. The footer of the page shows 'Trainer : Jane Doe' on the left and 'Powered by PND Academy © 2020' on the right.