



Content Capital Sdn. Bhd.

EPSA End User Manual

Institut Tadbiran Awam Negara (INTAN)

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1. Getting Started

To use EPSA®, all you need is :

1. A flash enabled Internet browser.
2. A stable Internet connection. Recommended minimum speed is 1MB.
3. A registered user account. Please note that EPSA® can only be registered by official government servants of Malaysia.

To start using EPSA® , launch any of the Internet browser;
IE, FireFox, Chrome, or Safari.



2. Front Page

1. Open an Internet browser and key in the EPSA® ALMP URL (<http://almp.epsa.intan.my>) onto the browser address bar.
2. The front portal page will appear as shown below



2.1 Contact EPISA

This front page also shows the contact number users can call or email with regards to the EPISA® system.



3. Login

To login into EPSA®

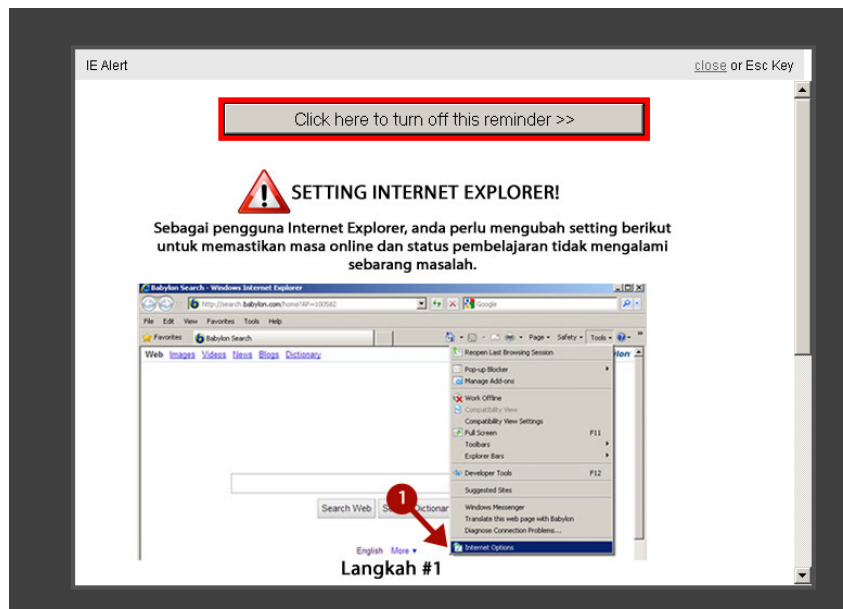
1. Enter you username and password.
2. If you have entered a wrong login credentials, the system will prompt you to try again.

NOTE: Access to EPSA® is ONLY for registered EPSA® users.

3.1 Internet Explorer Setting Alert

If you are using Internet Explorer as your web browser, you will be prompted with a popup as shown below. The popup will show you how to change settings to Internet explorer.

Caution! Ignoring this setting while using Internet Explorer will cause inaccurate learning time and overall online time.



This popup will appear every time you logged in, except if you click on 'Click Here to turn off this reminder >>' button.



4. Dashboard

Upon successful login, users will be presented with the EPSA® dashboard as shown below:

The screenshot displays the EPSA dashboard interface. At the top left, there are logos for the Malaysian Ministry of Education and EPSA, followed by the text "E-Pembelajaran Sektor Awam (EPSA)". On the top right, a welcome message reads "Welcome!, Wan Adli" with the date and time "22/10/2012 12:46" and a language dropdown set to "English". Navigation links for "User Profile" and "Logout" are also present. Below this is a green navigation bar with "My Courses", "Feedback", and "Help Link". The main content area features an "E-Learning" section with a search bar and two course listings: "ALMP - Mandatory Courses" and "ALMP - Optional courses", both showing "Progress: 0%" and "Not started". To the right is a user profile card for "Wan Adli" with email "wanadli@epsa.intan.my". A footer bar at the bottom states "Powered by EPSA®".

The dashboard shows

1. The list of content titles the user is subscribed to
2. User personal profile
3. User overall learning progress


4.1 Personal Profile

The **Personal Profile** portlet on the right hand side shows your

1. Username
2. Fullname
3. Email address
4. The department you belong to (if any)

The screenshot shows the "Personal Profile" portlet. It features a placeholder for a user profile picture on the left. To the right, the following information is displayed: "Name: EPSA Administrator", "Department", and "Email: admin@epsa.gov.my".

To edit any of the information, click on the


 [User Profile](#) link at the top right of the screen and you will see a screen as shown below.



User Profile: Administrator

Administrator

Username	epsaadmin
Fullname	Administrator
Email	admin@epsa.gov.my



[Avatar](#) [Change password](#) [Edit](#)

Community

Administrator's activity

Forum post: 0
Uploaded files: 0
Member since: 00/00/0000

Who have seen this profile: *This profile has not received visits yet*

To change your profile picture or avatar

1. Click on the 'Avatar' link below your profile picture.
2. The system will display a file upload field and instructions for the image.
3. After selecting your new image file, click on 'Save Changes'.

To change display name

1. Click on 'Edit'
2. A form with all the necessary fields will be displayed.
3. After making changes, click on the 'Save Changes' button.



5. Starting the Courses

From the list of titles in the dashboard

1. Click on the desired course
2. The screen will now bring you to the course announcement page.

The screenshot shows the EPSA e-learning dashboard. At the top, there are navigation links for 'My Courses', 'Feedback', and 'Help Link'. The user is logged in as 'ALMP Test User' on '23/10/2012 00:28'. The dashboard displays a welcome message for the 'Advance Leadership and Management Programme (ALMP)' and a list of course documents. A table shows the progress of the course documents:

Objects	Completed	Failed
7	0	0

3. Click on the 'Course Documents' link on the left-hand side menu to view the list of coursewares that you will need to complete.
4. After clicking on the link, you will see a listing of courseware like this

The screenshot shows a list of courseware items. The status of each course is indicated by a colored circle: green for 'Completed', orange for 'In progress', yellow for 'Started', grey for 'Not started', and red for 'Failed'. The list includes:

- 001: Effective Leadership (In progress)
- 002: Economic Management (E-Book) (In progress)
- 003: Corporate Finance (Not started)
- 004: Introduction to Public Policy Process and Outcome Based Approach (Not started)
- 005: Strategic Management (Not started)
- 006: Crisis Management (Not started)
- 007: Negotiation Skill (Not started)

5. Click on the course name to begin your lesson. The system will then display the course content with the lesson navigation menu on the left hand side and the content presentation on the right.



The screenshot shows the 'Effective Leadership' course interface. At the top left, there is a legend for lesson status: 'Completed' (blue icon), 'Incomplete' (orange icon), 'Not attempted' (grey icon), 'Pass' (green icon), and 'Fail' (red icon). Below the legend is a 'Menu' section with a list of course topics, each with a status icon. The main content area features a green field with silhouettes of people, and a large spotlight effect on a central figure. At the bottom, there is a control bar with 'English' language selection, a progress indicator for 'Introduction' (1/3), and navigation buttons (back, play, forward, refresh).

6. Please note the lesson status indicators as shown on the legend located at the top left hand side corner. You are required to go through the lesson until the status is changed to 'Completed'. As for your assessment, you are required to take the quiz and obtain a 'Pass'.
7. You do not have to sit for the entire lesson in one sitting. You may choose to stop and continue the lesson whenever you wish. To close the lesson, simply click on the 'Close' button located at the top right corner of the screen.
8. The course status will be indicated with an icon next to the course name.



9. The overall progress and statistics of the course can be viewed by clicking on the 'View' icon.
10. The statistics page will show you the detailed progress of your lesson in the course.



Effective Leadership

Name	Status	Score	Max score	Last access date	Elapsed time	Attempts	
Course Description	completed			22/10/2012 17:00	00:00:03	1	
Introduction To Leadership	incomplete			23/10/2012 08:21	00:00:15	5	History
Attributes Of Effective Leadership	incomplete			22/10/2012 17:00	00:00:08	1	
Leadership And Motivational Theories	incomplete			22/10/2012 17:00	00:00:01	1	
Leadership Styles	incomplete			22/10/2012 17:00	00:00:02	1	
Nurturing And Sustaining Followers	not attempted					0	
Components to Enhance Leadership Effectiveness	not attempted					0	
Summary Effective Leadership	completed			23/10/2012 08:21	00:00:01	1	
Assessment Effective Leadership	passed	80	100	23/10/2012 08:23	00:03:12	3	History
Acknowledgement	completed			22/10/2012 17:00	00:00:02	1	
Total Elapsed Time:					00:03:44		

11. Users are required to obtain a passing mark in the mandatory course assessment but not necessarily complete the course. Passing marks are 50 and above.
12. The course summary box located at the bottom left of the screen shows the overall view of the course.

Online users		
0		
Objects	Completed	Failed
9	0	0
Progress		
<input type="text"/>		

6. Logout

Please DO NOT FORGET to logout from the system when not in use to prevent unauthorised access into your account.

The logout button is located on the top right corner of the screen.

Welcome!, EPSA Administrator
 22/10/2012 11:49
 English ▾

User Profile
 Logout



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