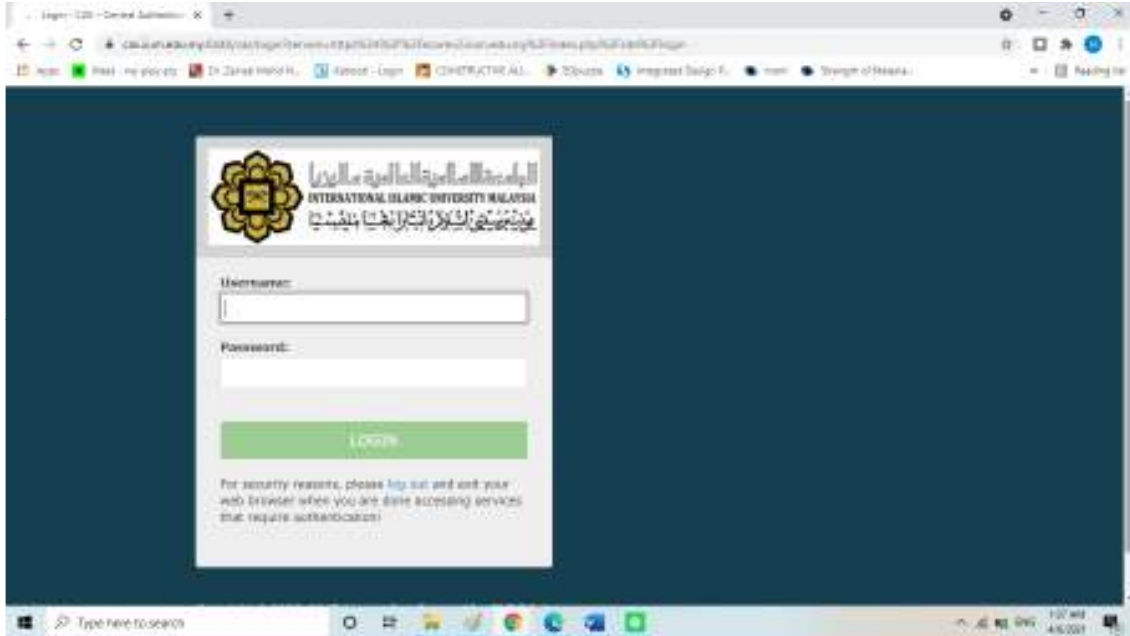


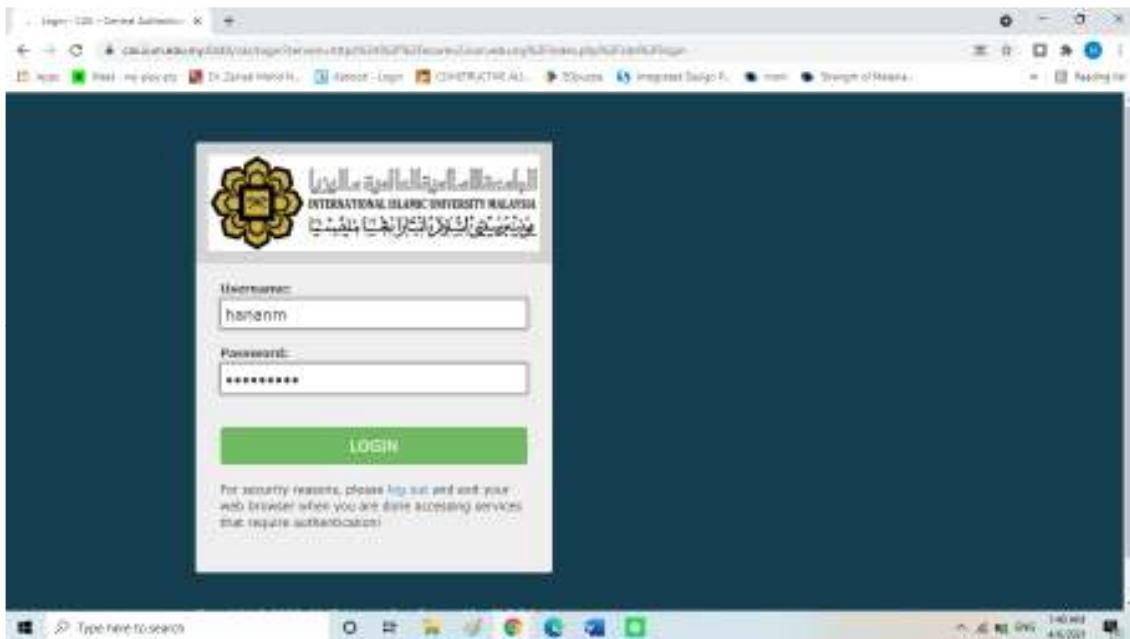
## ECURE VERSION 2 MANUAL

### HOW TO LOG INTO ECURE VERSION 2

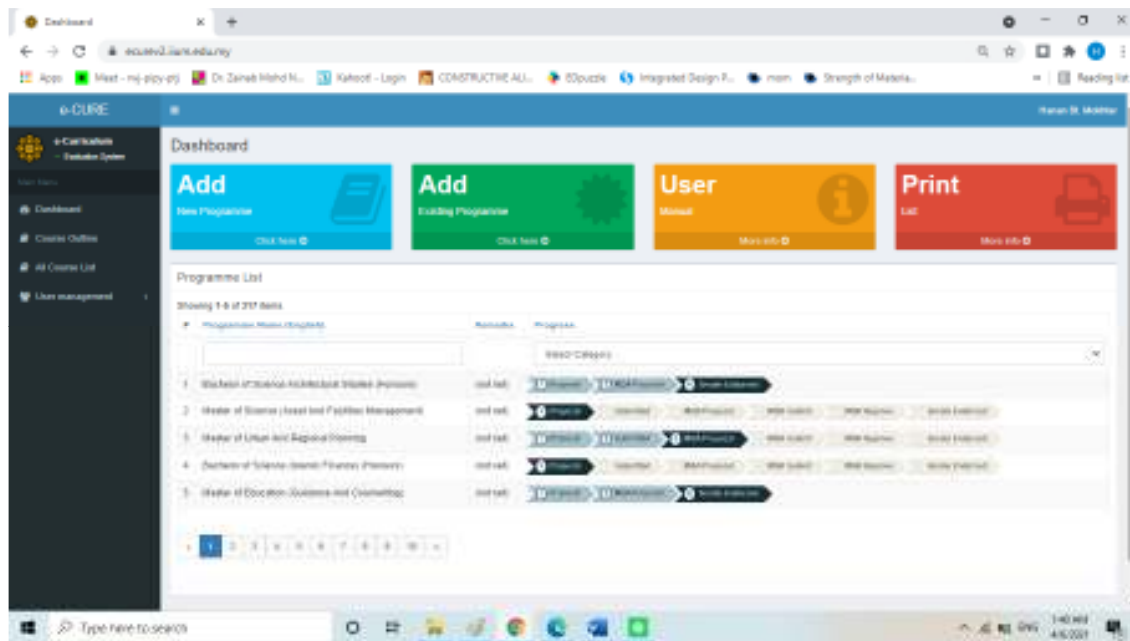
1. Open a web browser and type “ecurev2.iium.edu.my” into the search tab and enter. You will arrive to the page below:



2. Enter the username and password of your IIUM email address and click “LOGIN”



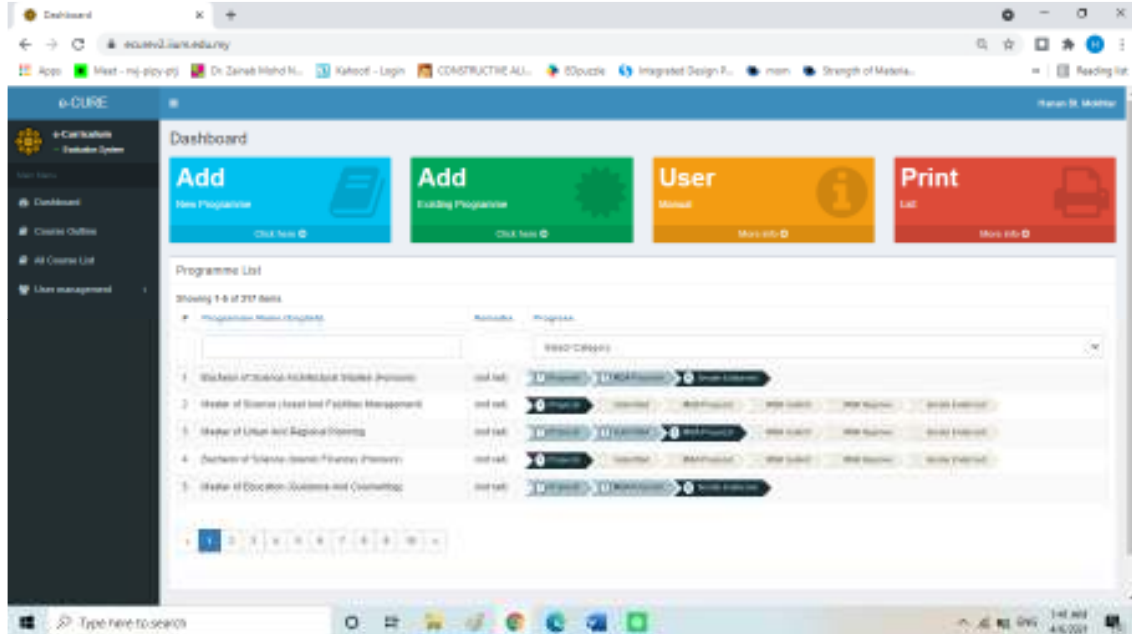
3. You have arrived at your dashboard.



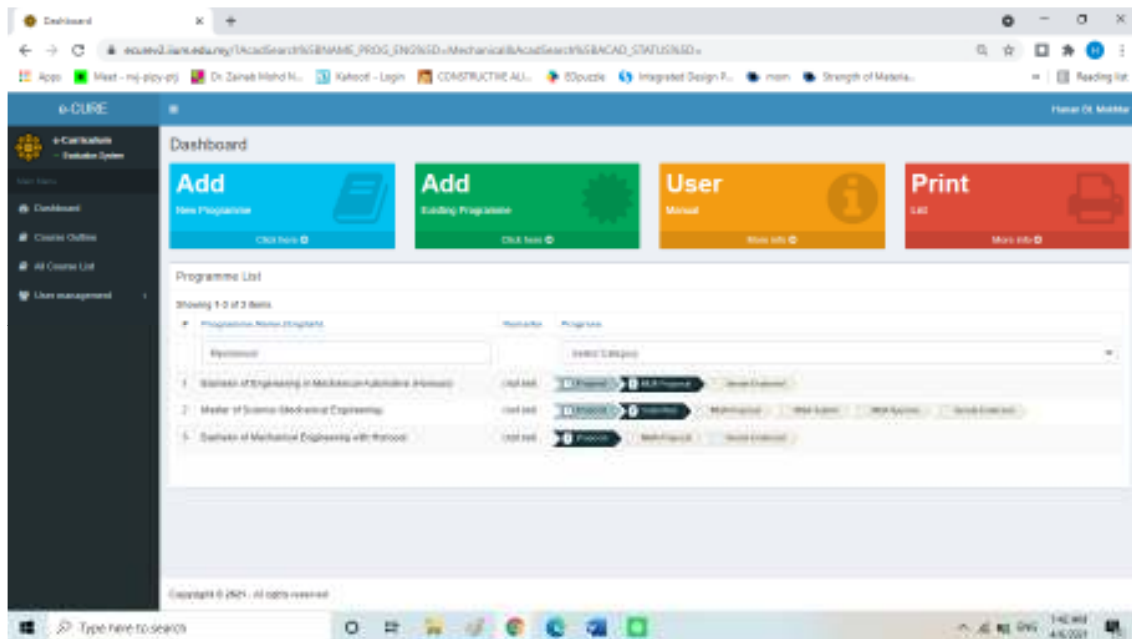
## HOW TO SETUP YOUR PROGRAMME

**\*\*NOTE: YOU CAN ONLY DO THIS IF YOU HAVE BEEN ASSIGNED AS PROGRAMME COORDINATOR IN ECUREV2**

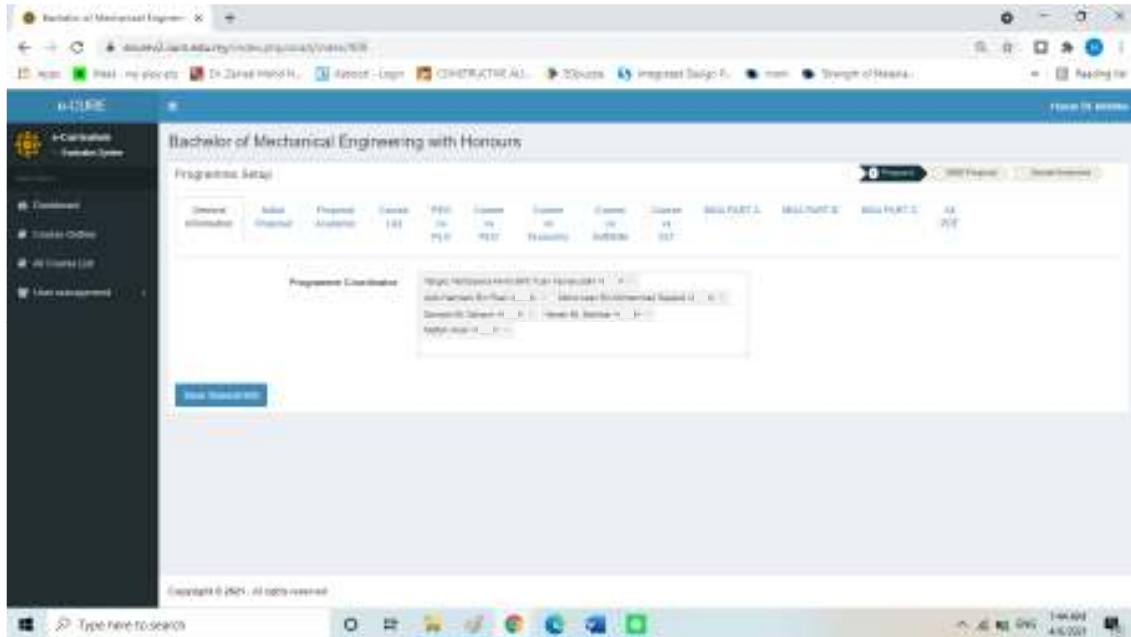
1. Log into ecure version 2 to see your dashboard



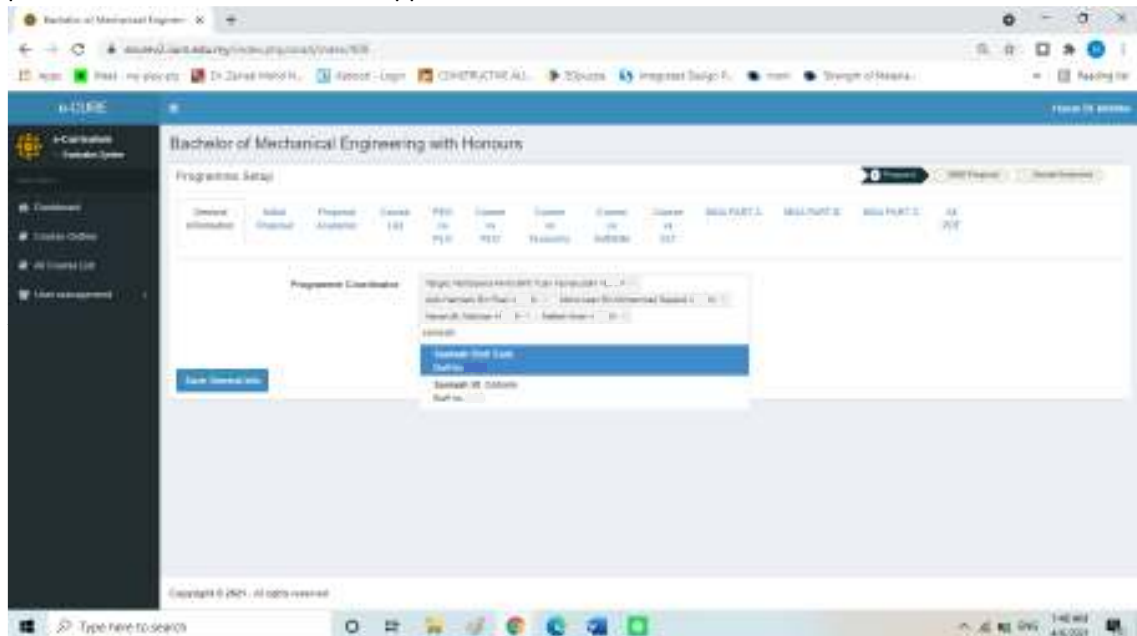
2. Click at "Programme Name (English)" and enter your programme name to search for it.



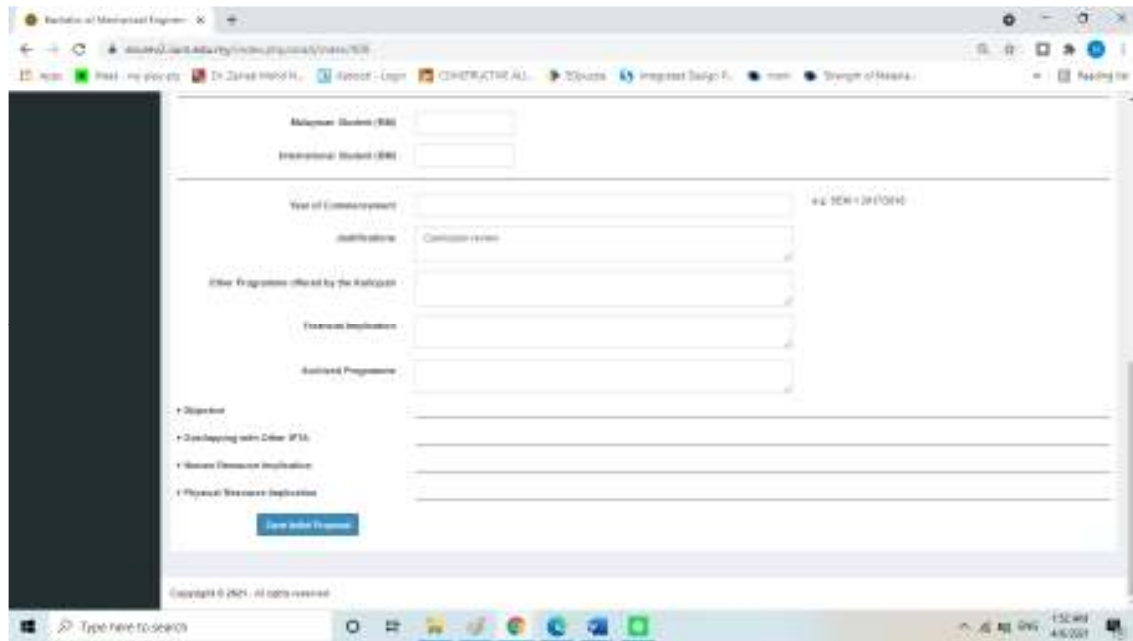
- Once your programme has been shortlisted, click on “MQA Proposal” and you will arrive at your “Programme Setup” page.



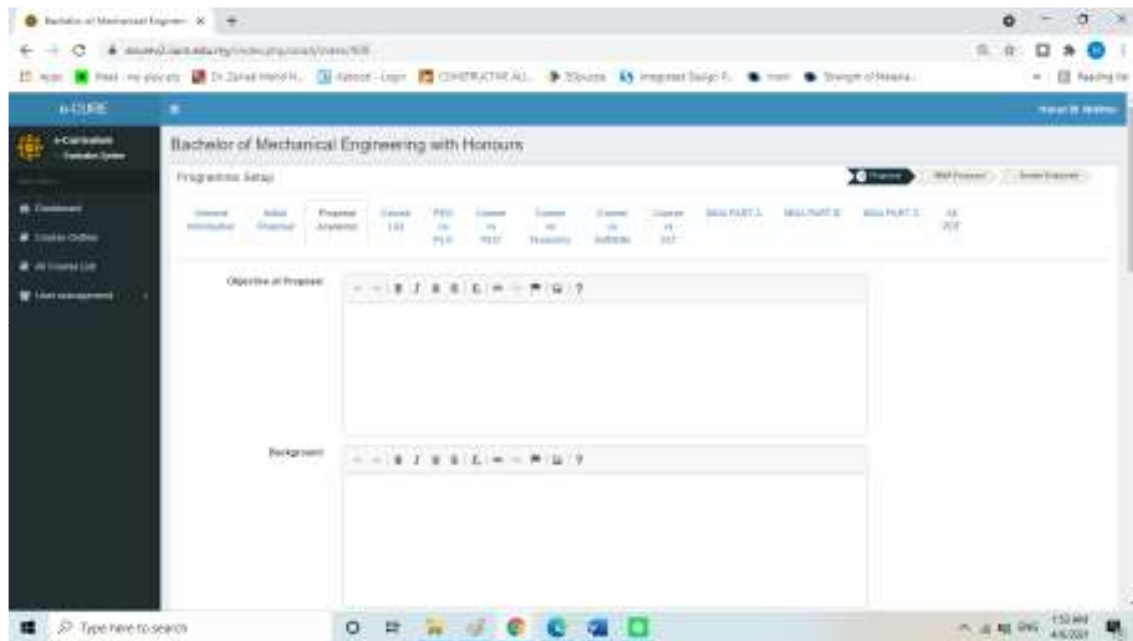
- The first tab “General Information” shows the persons who are able to edit the programme setup. To add a name, click the “Programme Coordinator” box, and type the name of the person to add. His/her name will appear with others. Click on the correct one.





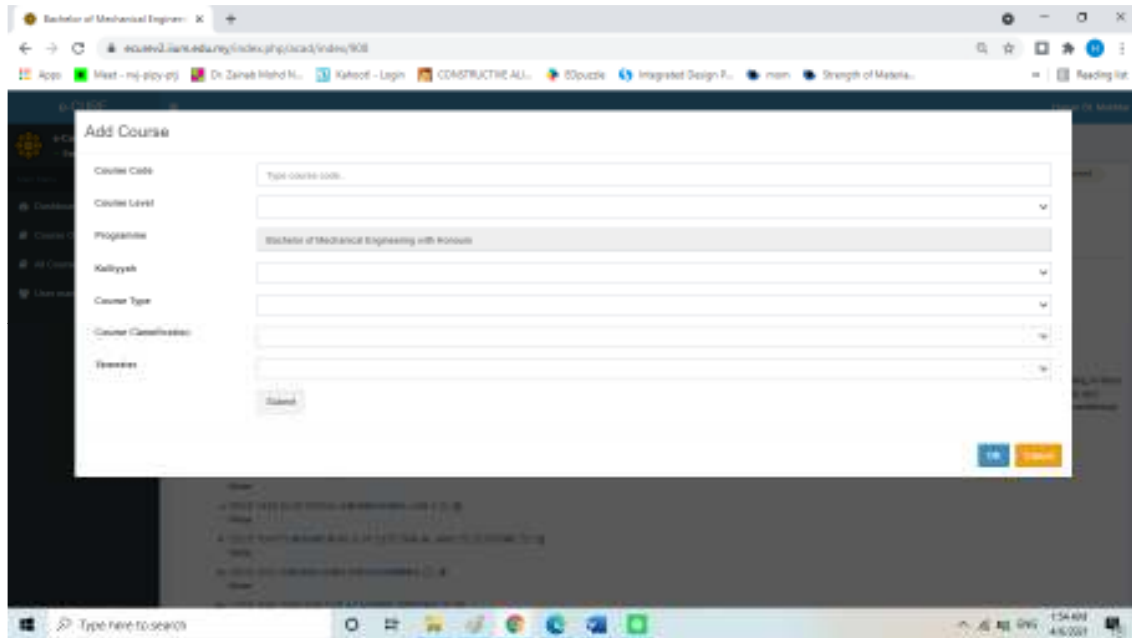


7. The next tab is "Proposal Academic". You may input all the required information in this section and press "Save Proposal Academic" at the bottom of the page.

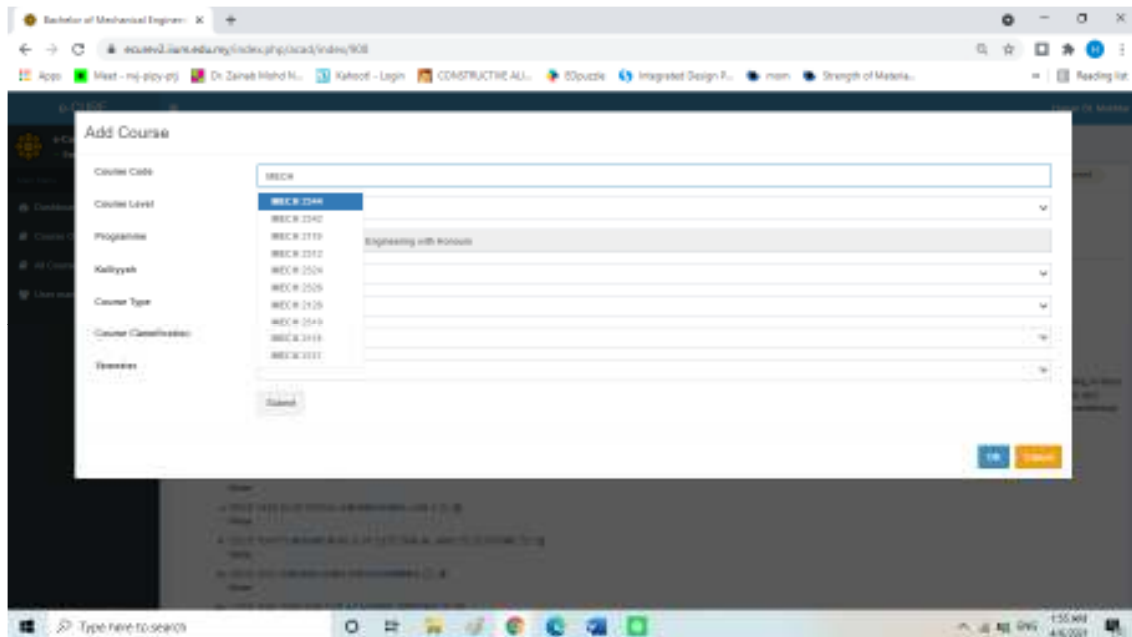




9. Press “Add Course”.

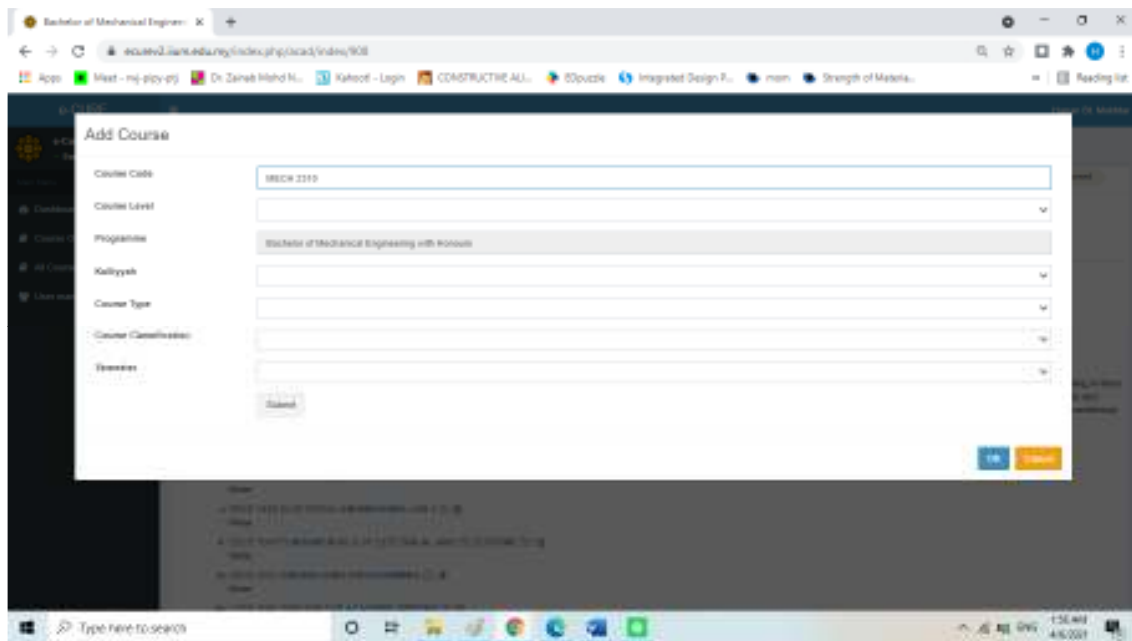


10. Enter course code and select from the drop down menu.

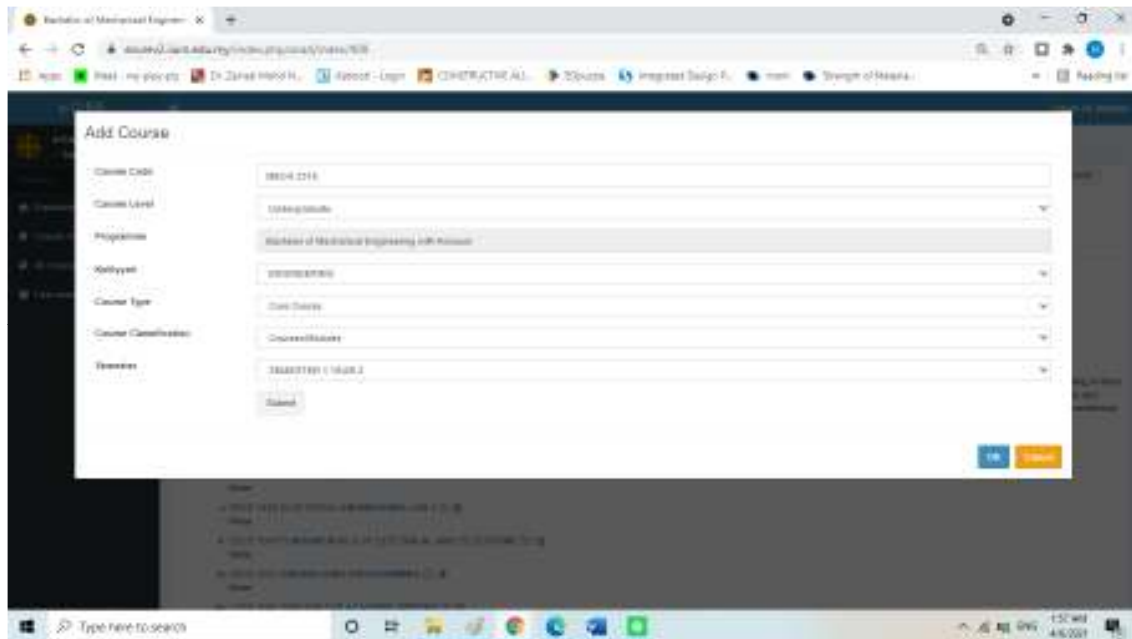




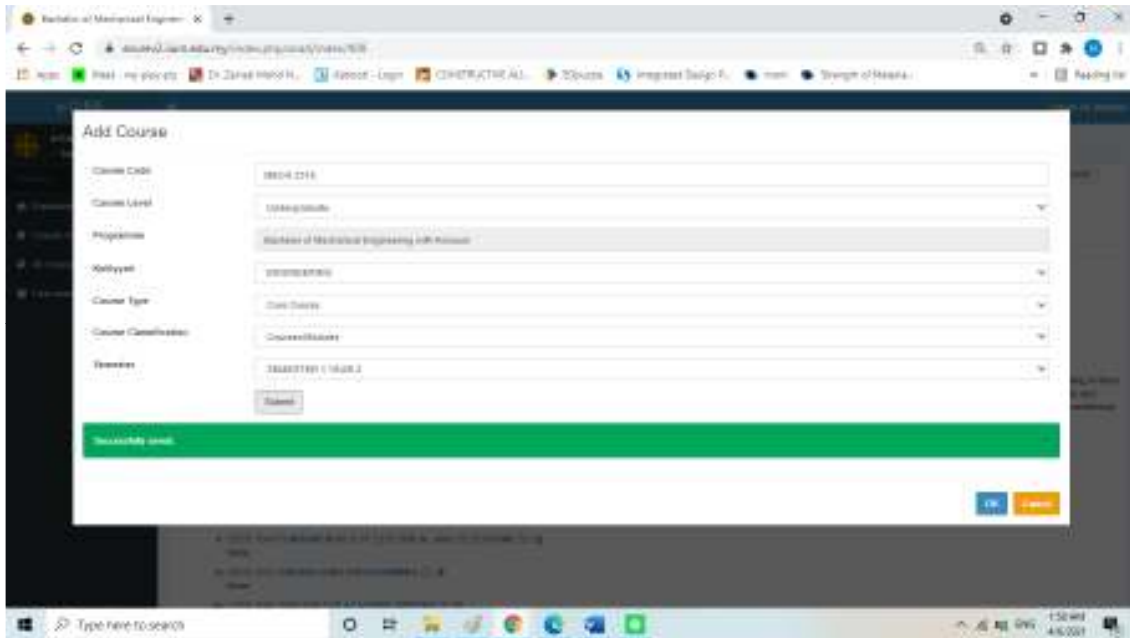
11. Enter the required information.



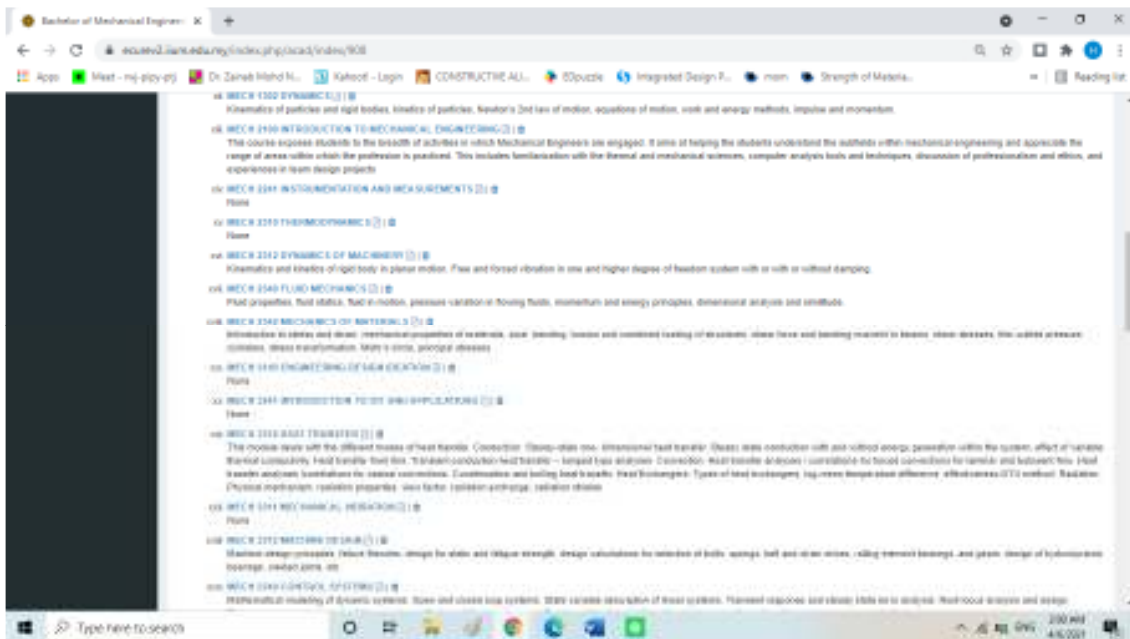
12. Press "Submit".



13. A notification will appear to indicate that the course has been successfully saved.



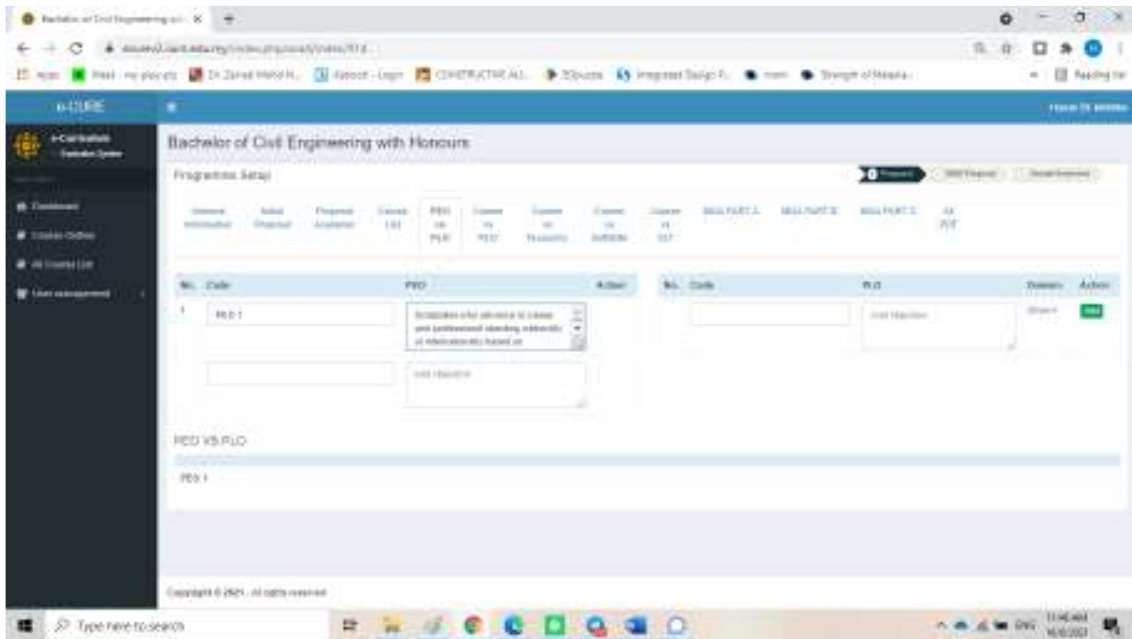
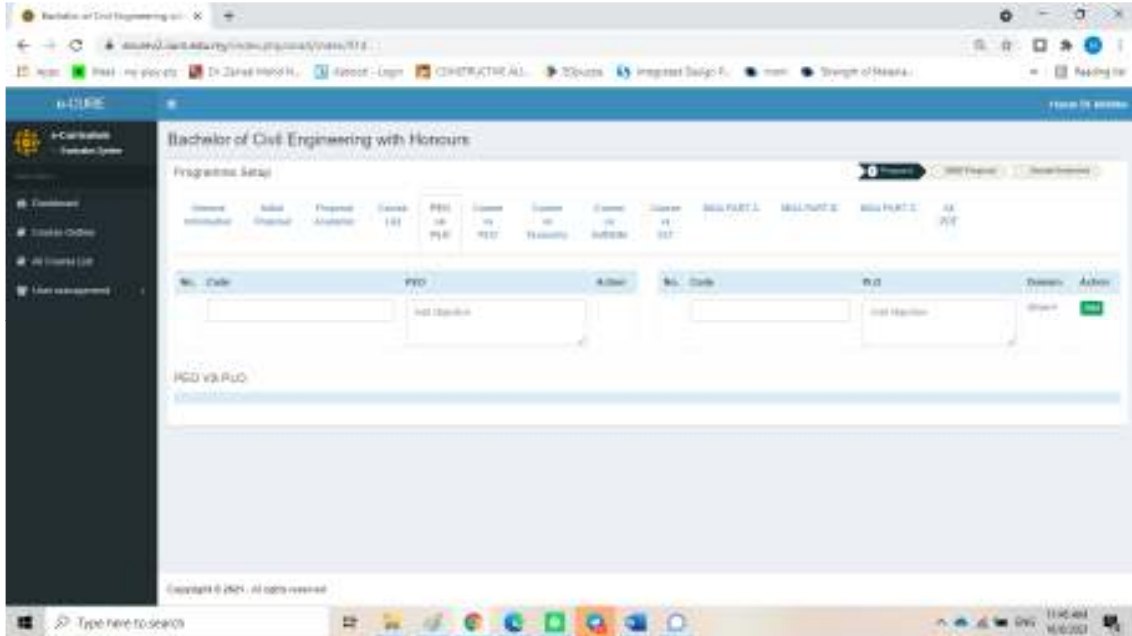
14. Repeat steps 10 to 12 to add more courses. Click “OK” if you are done. The courses added will appear on the page.

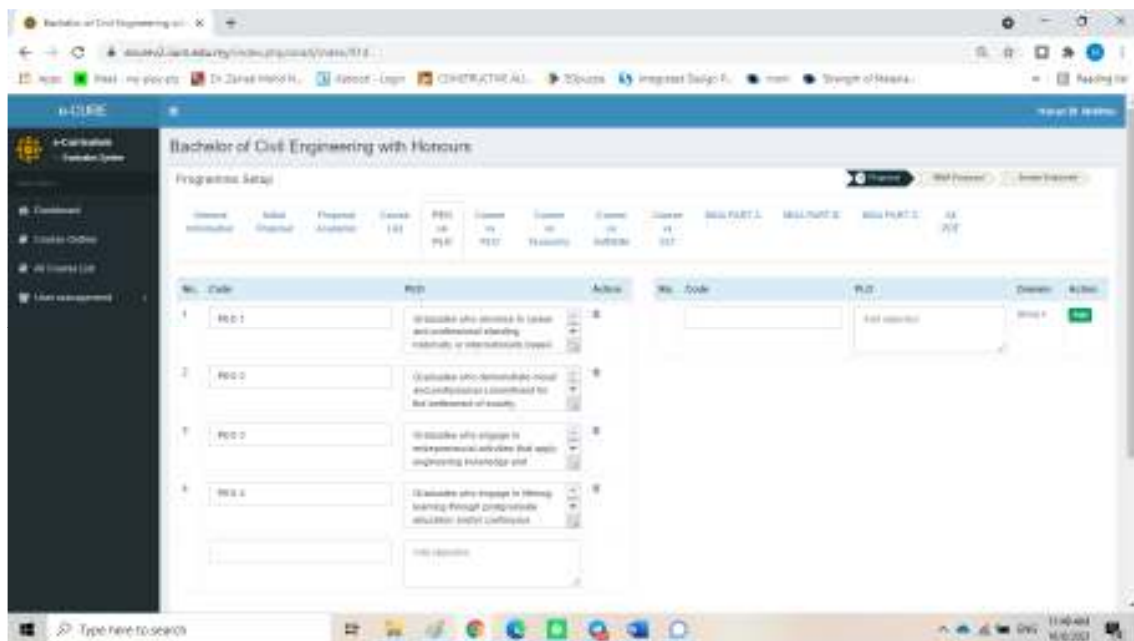
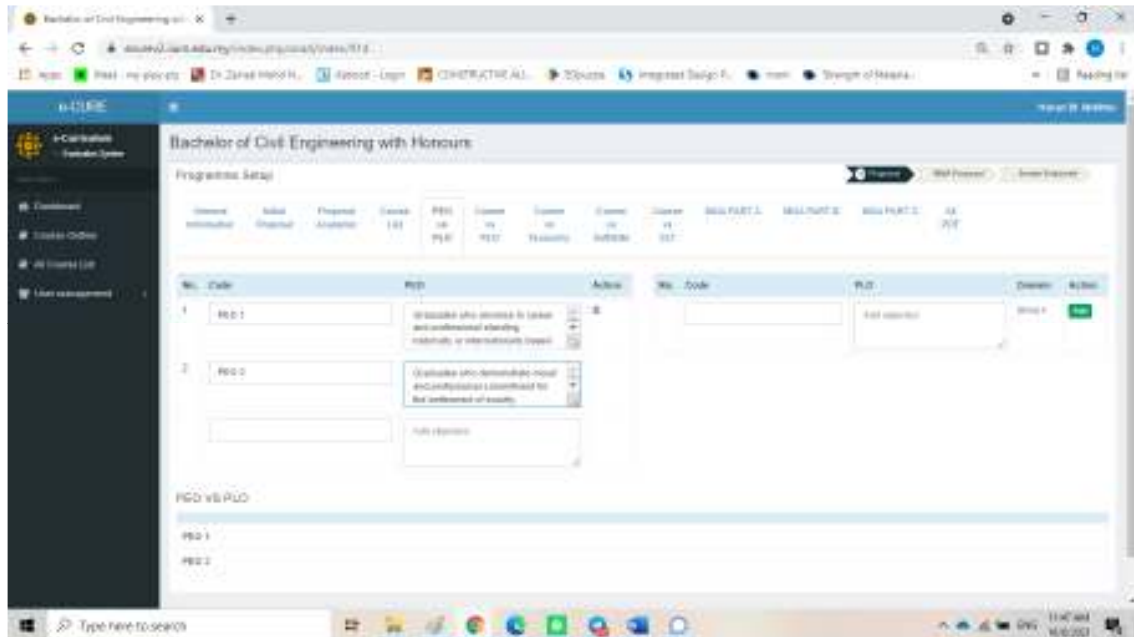




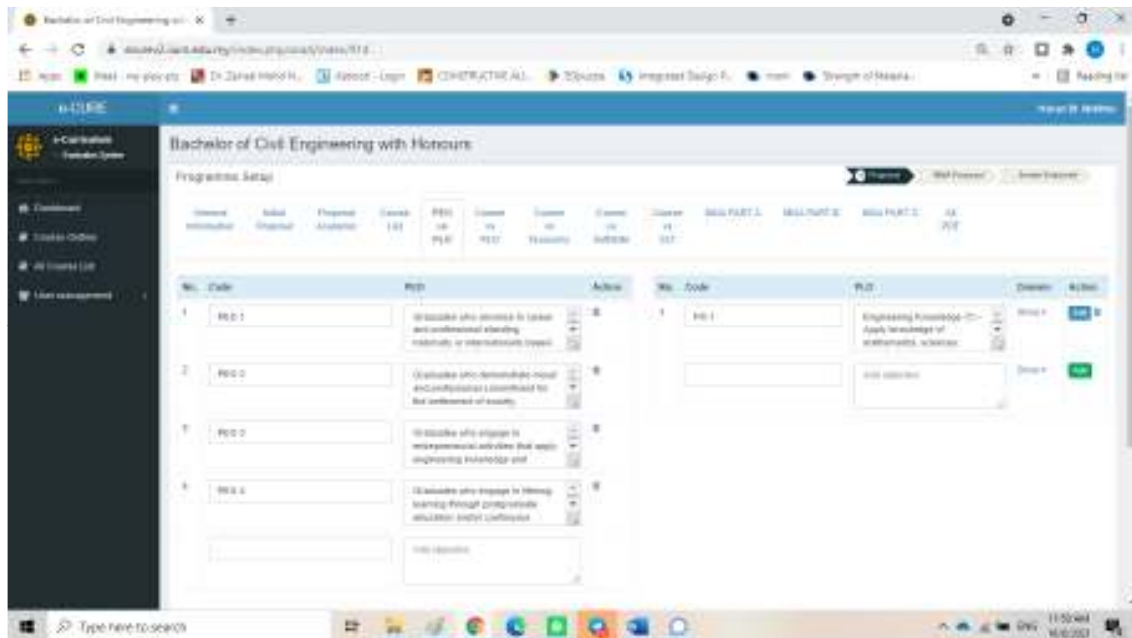
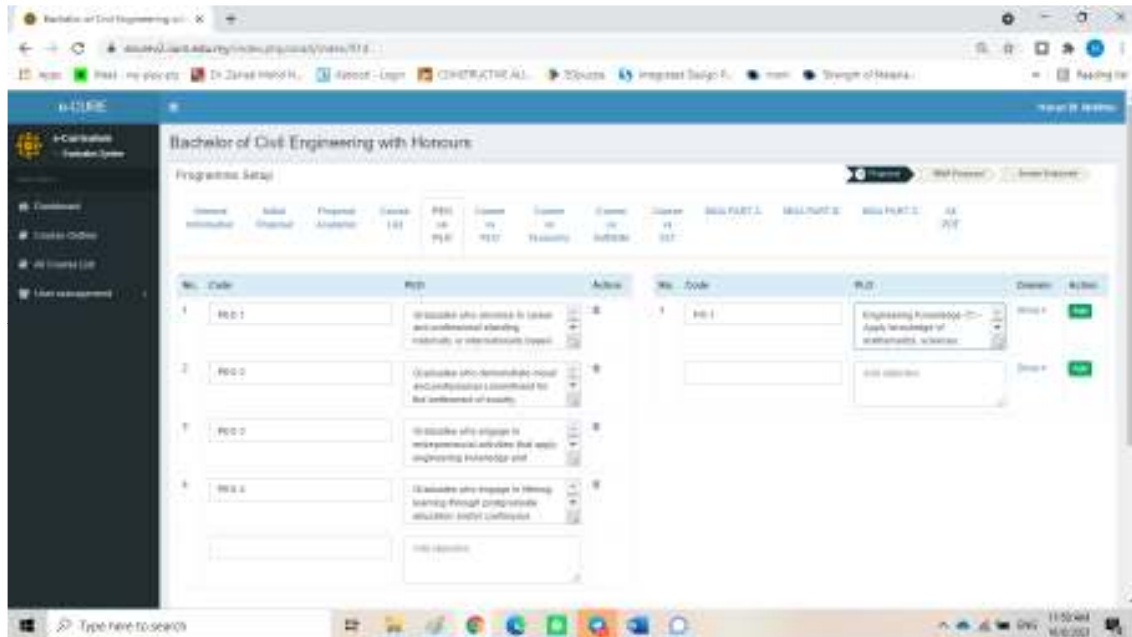


19. The next tab of “PEO vs PLO” is where PEO (Programme Education Objective) and PLO (Programme Learning Outcome) are entered into the system. To enter the PEO, type in the PEO and additional boxes will appear to add more PEOs. Continue until you have completely entered all the PEOs. The PEOs are autosaved.



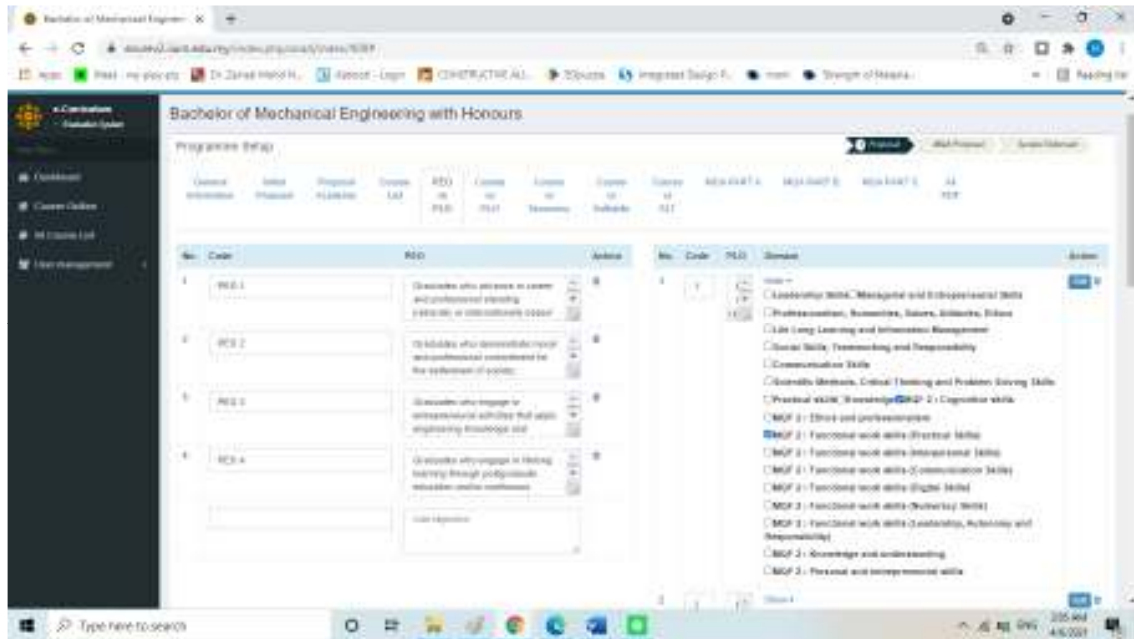
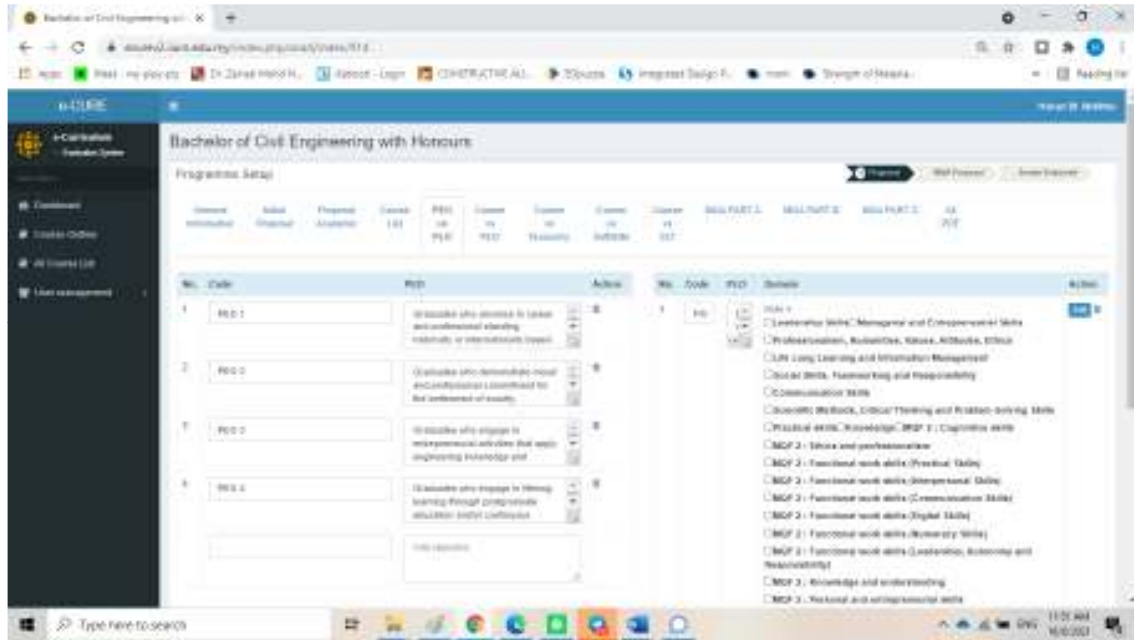


20. Next is to enter the PLO. Type in the PLO and press “Add”. The button will change to “Edit”.





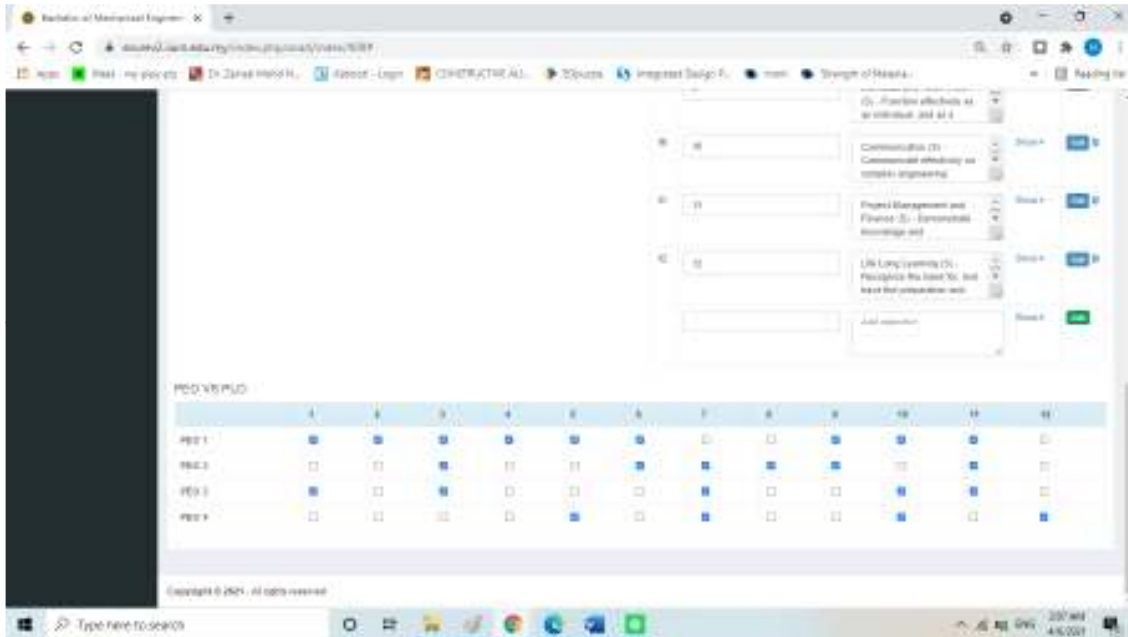
21. To complete the PLO entry, the MQF domain has to be identified. To do this, click “Show” to tick the appropriate MQF domain. (\*Note: This may be done later)



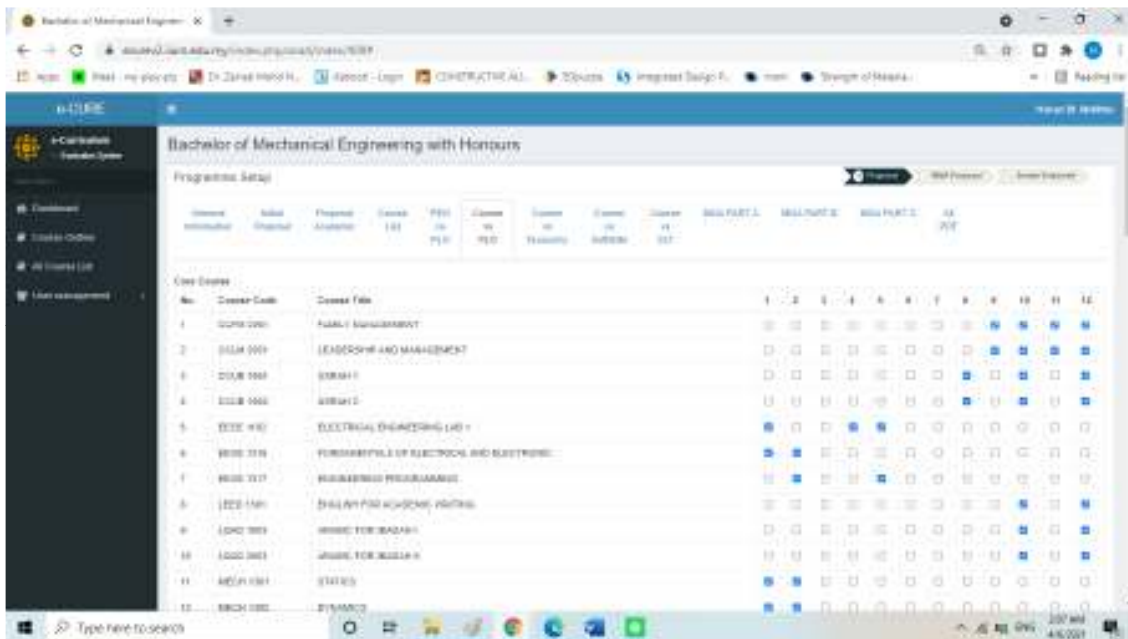
22. To complete the PLO entry, repeat steps 20 and 21.



23. At the bottom of the page, the PEOs and PLOs will appear in a table. The mapping is done by ticking the appropriate relationship as agreed at the Kulliyah. (This part is autosaved)

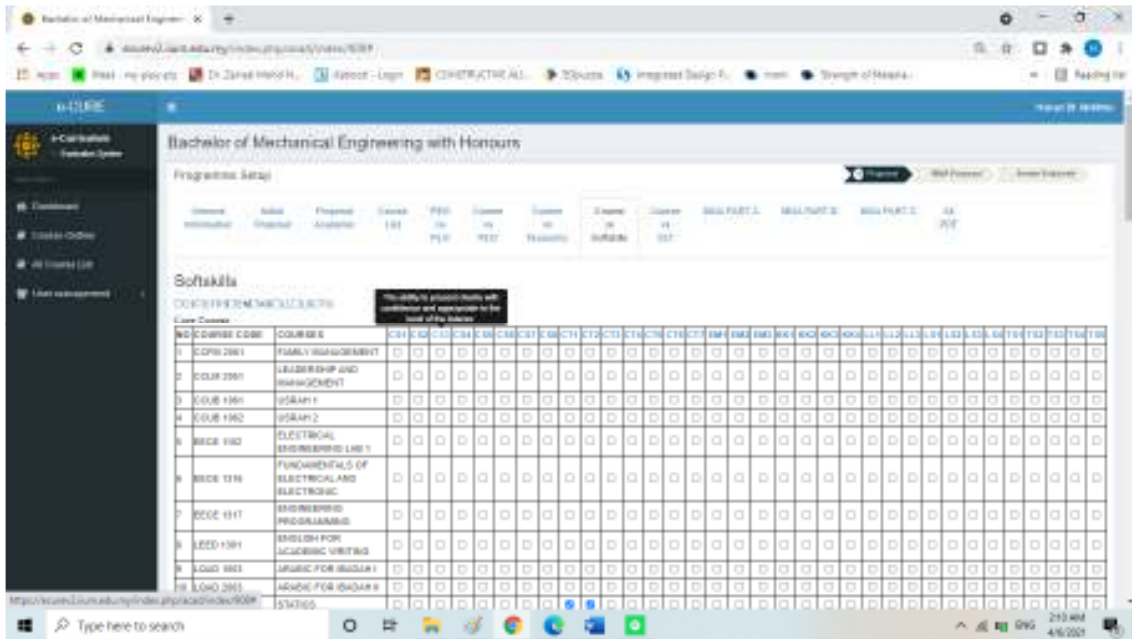
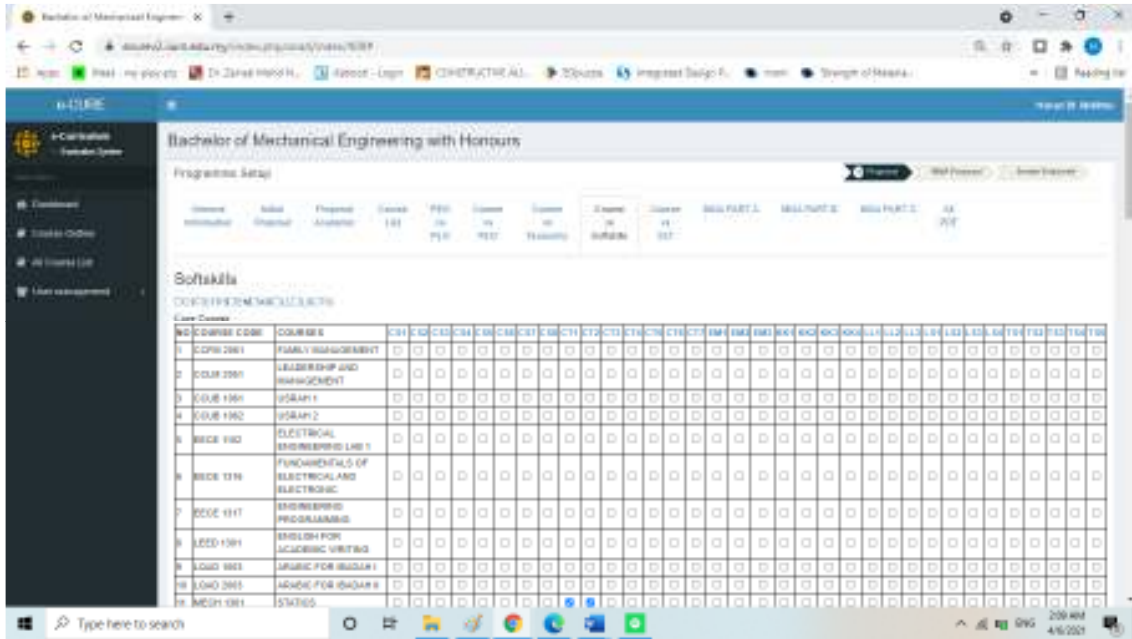


24. At the Course vs PLO tab, map all the relevant PLOs to the courses. (This part is autosaved)

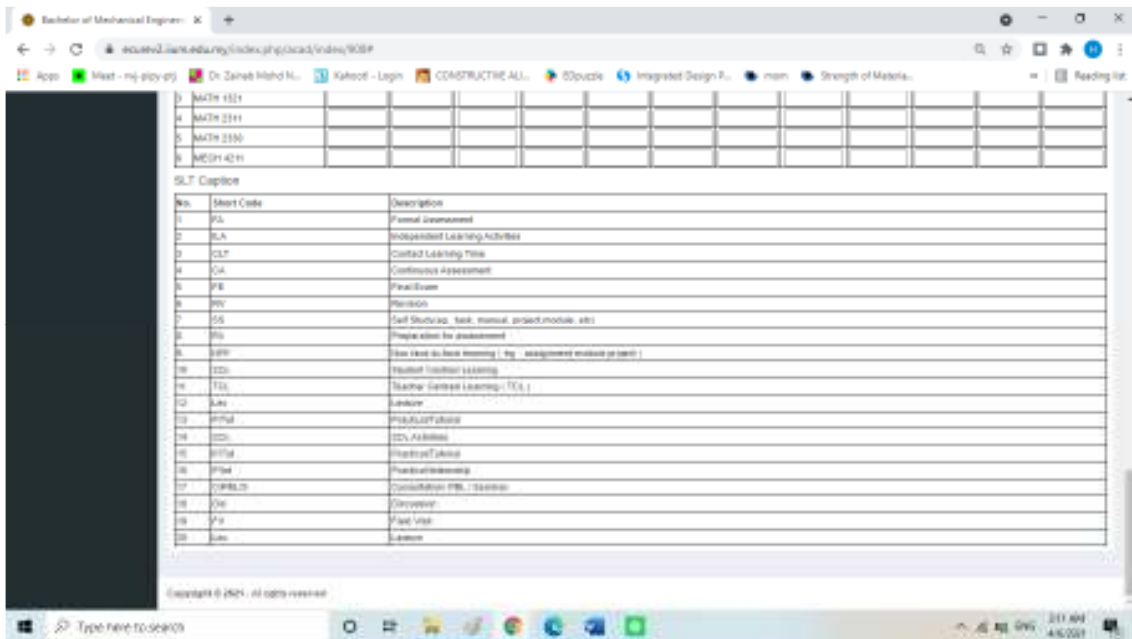
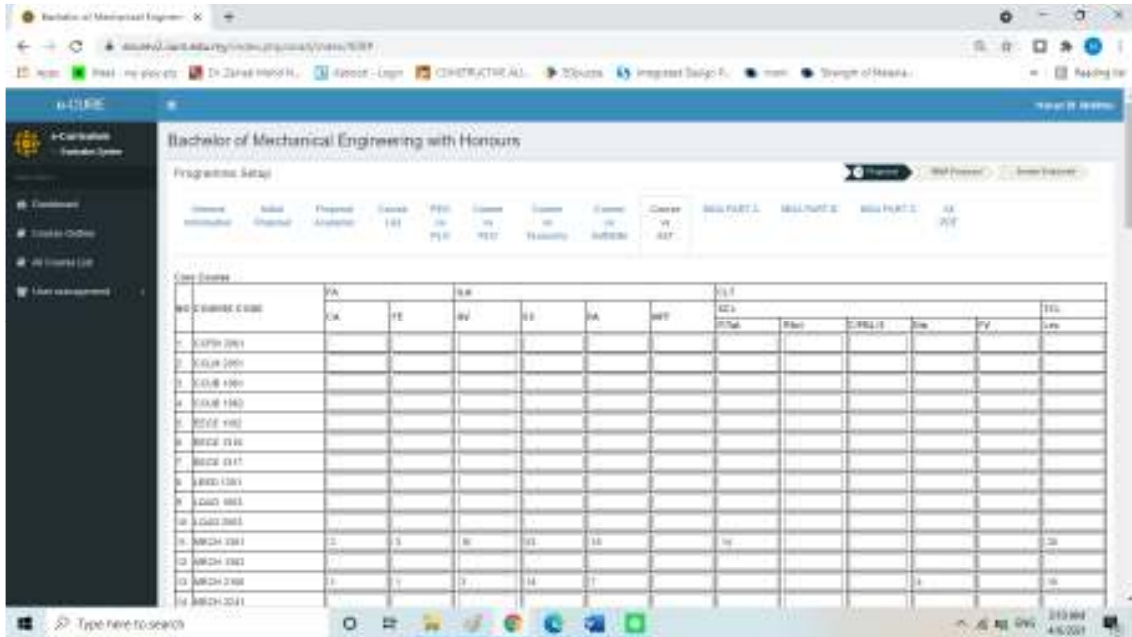




26. In the Course vs Softskills tab, map the courses to the relevant Softskills. To see the definition of each Softskill level, let your mouse hover over the Softskill level. (This part is autosaved)



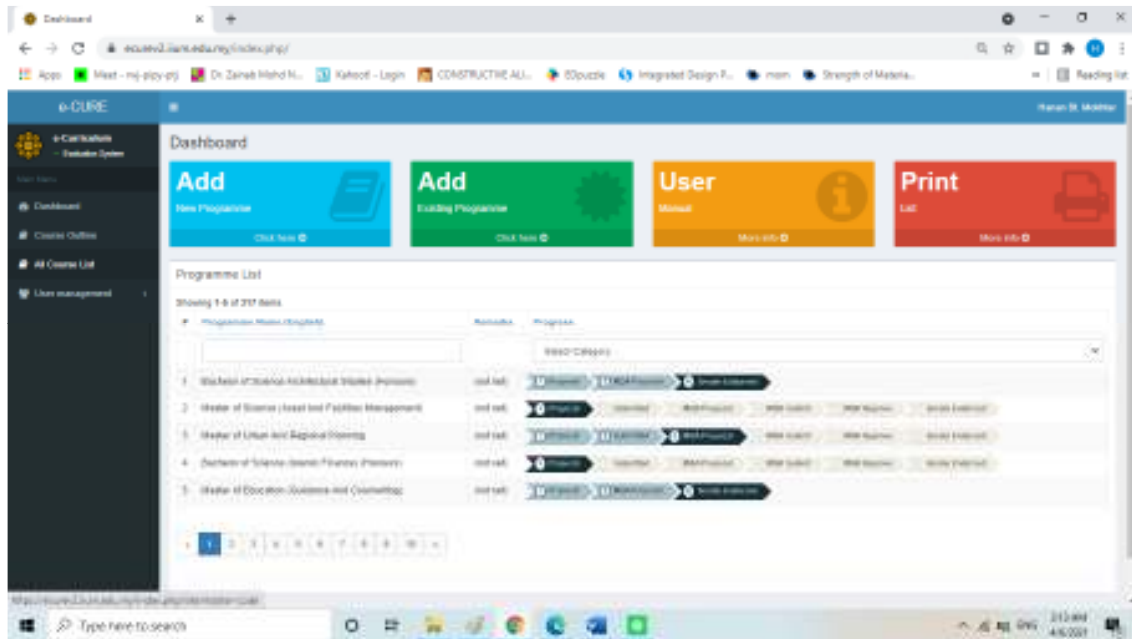
27. The last tab to enter is the Course vs SLT. Key in the hours spent as required by the course. The SLT caption description can be found at the bottom of the page. (This part is autosaved)



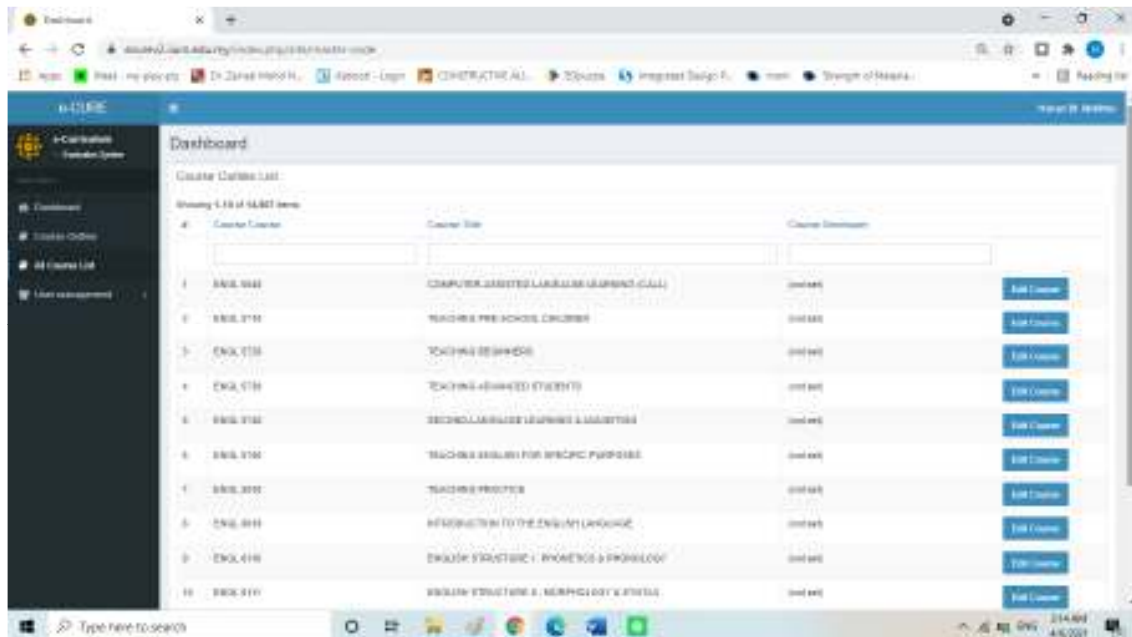
28. END OF PROGRAMME SETUP

## HOW TO ASSIGN COURSE DEVELOPER

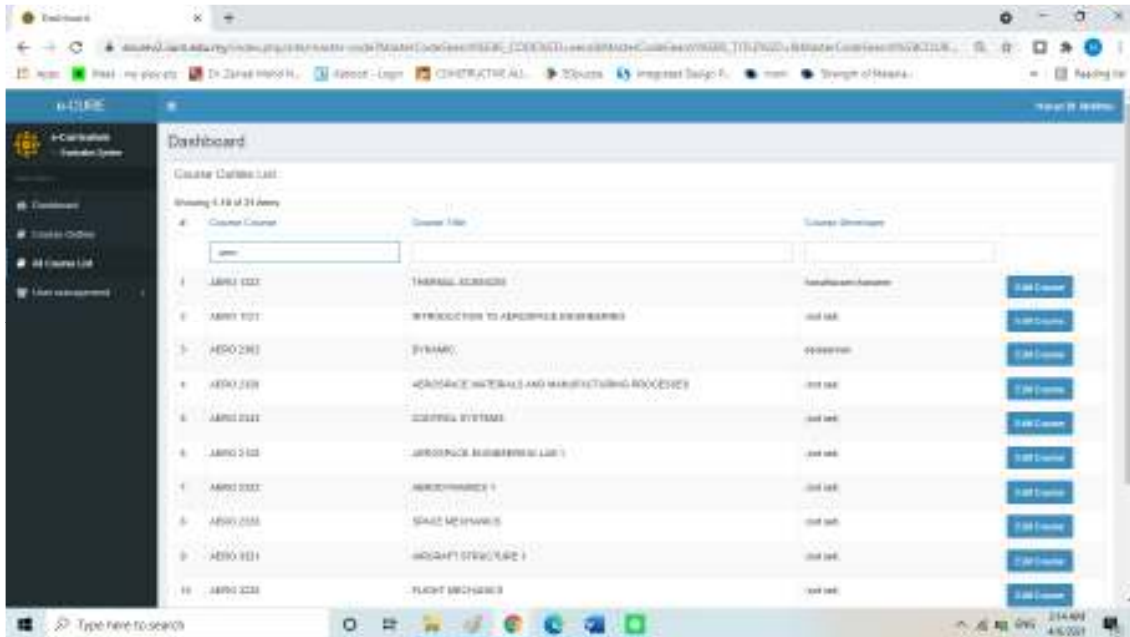
1. Log into ECure Version 2 to arrive at the Dashboard. Click on “All Course List” at the menu on the left side of the page.



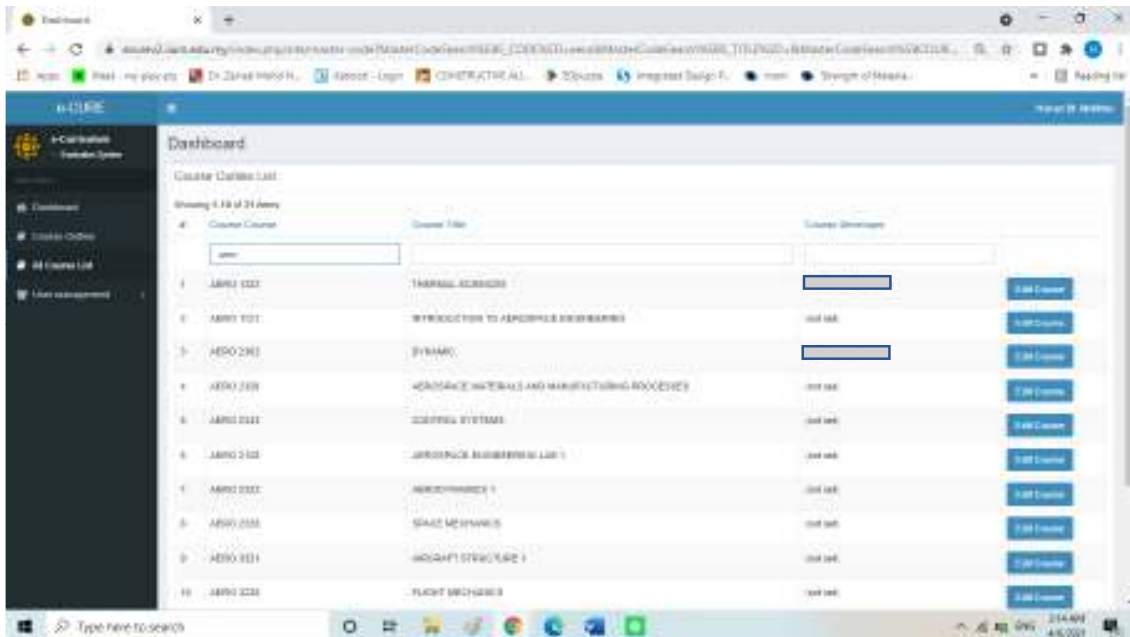
2. You will then arrive at the “Course Outline List” page.



3. Search for the desired course by typing in either the course code or course title.

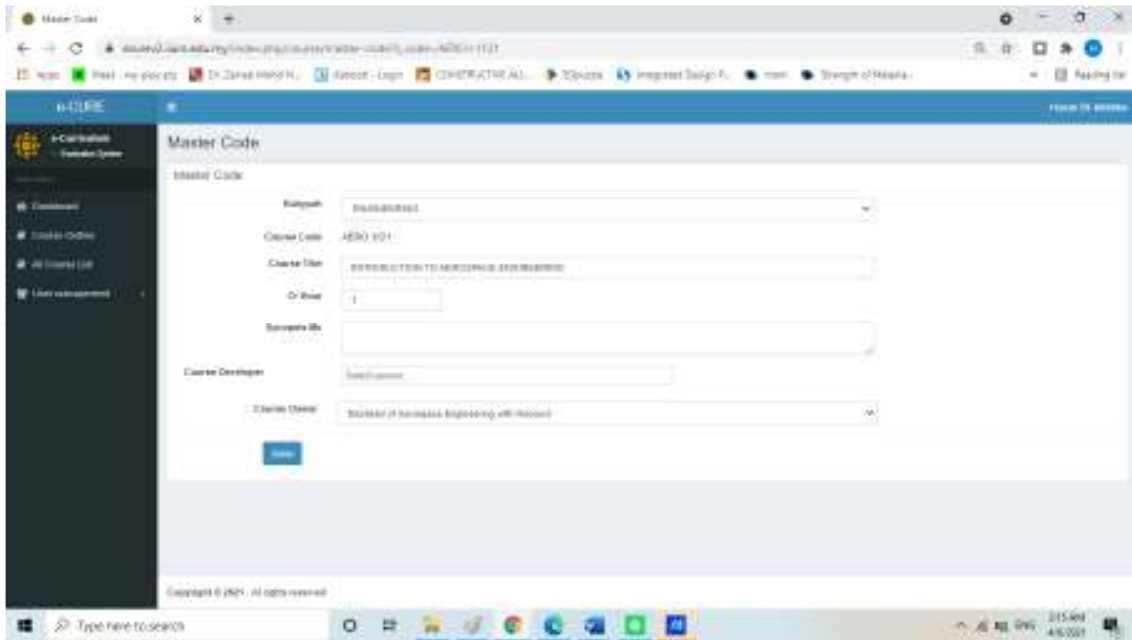


4. Once the course appears after searching. Click the “Edit Course” button on the right of the desired course.

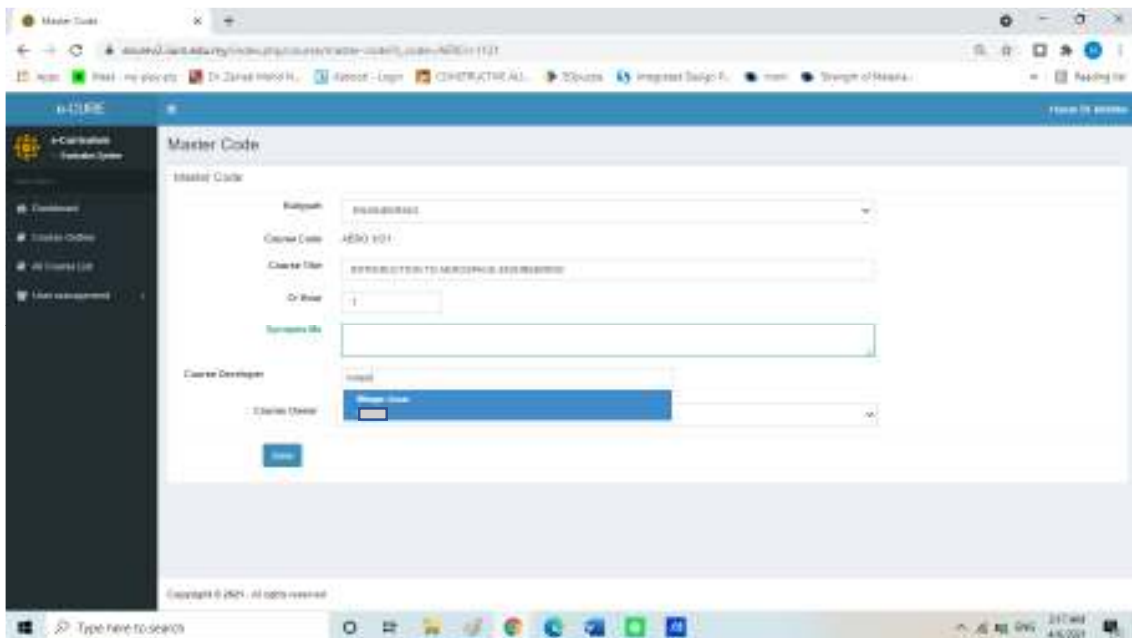




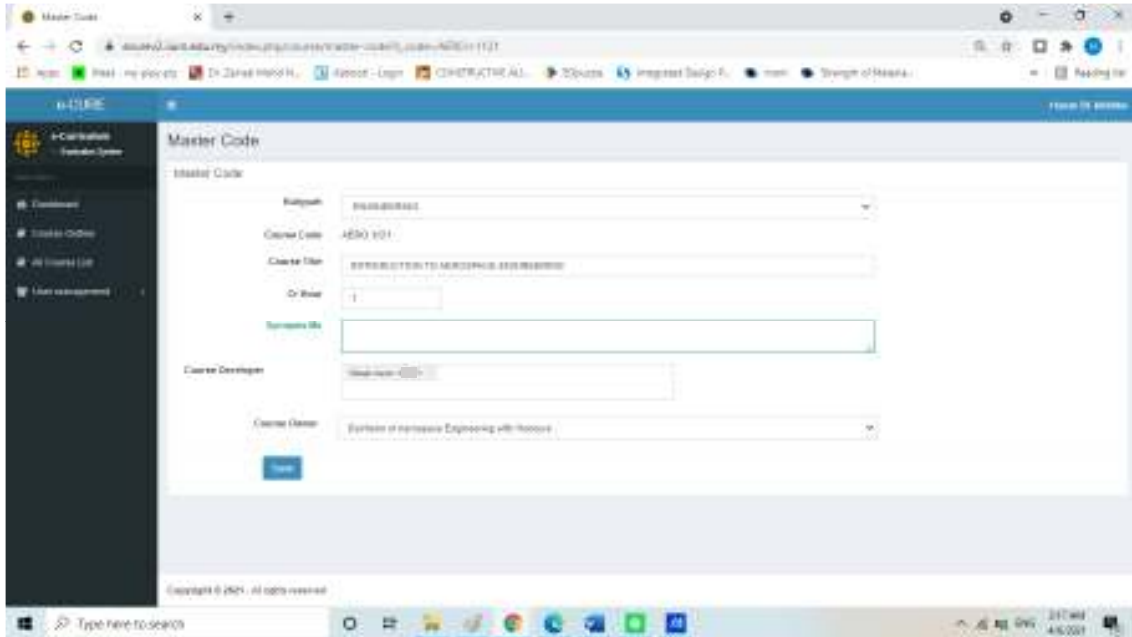
5. You will arrive at the “Master Code” page, where you may enter the course synopsis.



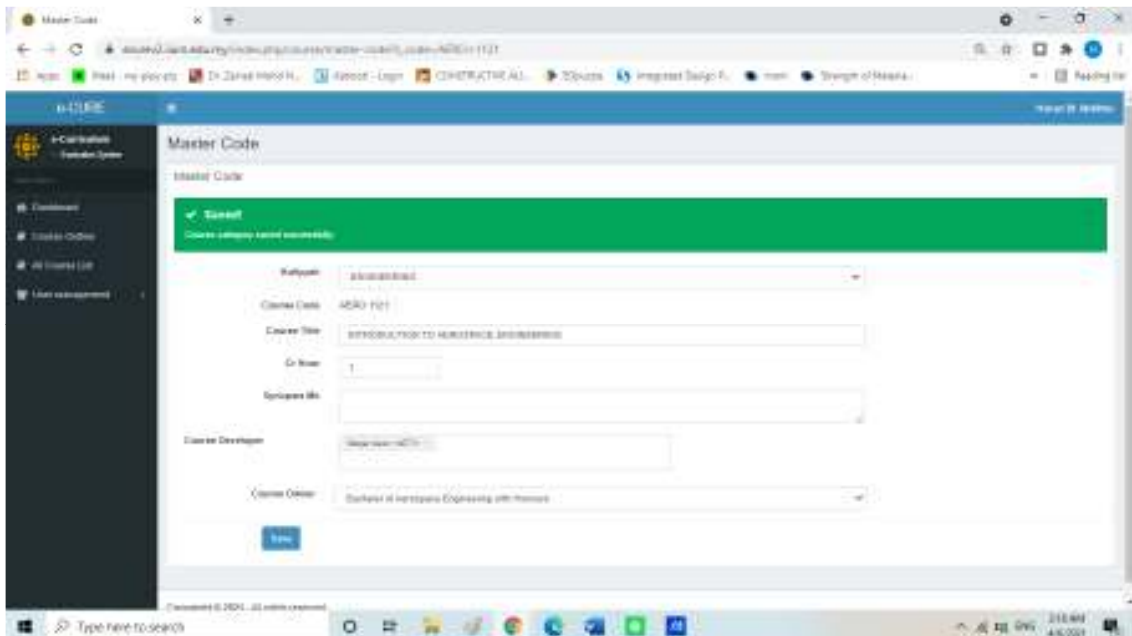
6. To enter the course developer name, type the name of the lecturer and a drop down menu will appear.



7. Select the course developer name from the drop down name choice and it will appear in the Course Developer box. Click the blue “Save” button.



8. Once the information is saved, a green notification box appears.



9. To assign course developers for other subjects, repeat steps 1 to 8.



