# CREATING A MANUAL FOR ADDING MEMBERS ON THE GENERAL EDUCATION COURSES WEBSITE WITH MOODLE SYSTEM

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#### **ABSTRACT**

The objectives of this research are 1) to prepare a manual for adding a list of members on the course website, General Education for students and 2) gaining knowledge and understanding in the process of adding members to the list on the course website, General Education and can be applied effectively. The sample group is 300 personnel in charge of the course website, General Education Course.

The results show that the overall satisfaction is at a high level. In terms of the booklet design of the manual is at 4.56 levels or 91.11 percent, which is the highest level of satisfaction. Content is at 4.49 level or 89.81 percent, with a high level of satisfaction. For the introduction of the manual take advantage is at 4.58 levels or 91.67%, which is the highest level of satisfaction.

Keywords: Learning Management System, General Education, Moodle

## **INTRODUCTION**

The Office of General Education and Innovative Electronic Learning, Suan Sunandha Rajabhat University is support department (General Education), Suan Sunandha Rajabhat University, which is responsible for providing general education subjects for bachelor's degree. Presently, the Office of General Education and Innovative Electronic Learning has established a learning model by setting up a class schedule specifying the date, time and place in each semester, so the students attend the classes as stated correctly. Therefore, online learning has been conducted by applying the Moodle system, which can manage and control the online learning of each subject. In addition, bringing a list of members or a list of registered students to the course website General Education subjects use the .CSV file format to import member lists or student lists into the online learning for each subject.

In order to comply with the spread of the COVID-19 situation, online learning is suitable for the current situation. Therefore, Suan Sunandha Rajabhat University has a policy to provide online learning to prevent the spread of the COVID-19 and focus on social distancing. Consequently, online learning is an important part that will allow learning activities to continue in the current situation. Therefore, online learning is managed to be effective,

interesting and flawless. The research studies on online learning management with teachers, teaching assistants (Teacher Assistant) and administrators.

#### **OBJECTIVES**

- 1) To prepare a manual for adding a list of members on the course website, General Education for students.
- 2) Gaining knowledge and understanding in the process of adding members to the list on the course website.

#### LITERATURE REVIEW

Online learning has many meanings and definitions as mentioned below;

Anat Rattanathirakul (2010:15) has given the meaning is learning through electronic media whether it is Radio Broadcast, Television, CD-ROM / DVD-ROM (CD-ROM / DVD-ROM), Intranet, Extranet, Internet, Satellite Broadcast, mobile phone, PDA or other wireless devices where students can learn to develop themselves at their leisure anywhere, anytime through the website in the form of multimedia. Whether it's text, audio, animation and video, and users can interact like sitting in a normal classroom. This is truly reducing the educational gap and enabling everyone to learn equally 24 hours a day.

Amornthep Thepwichit and Thanomporn Laohacharatsaeng (2002:1) have defined the meaning of online learning as learning in any manner that uses content transmission via electronic devices whether it is a computer network, the Internet, an intranet, an extranet or via a television signal or a satellite. The information content may be in learning form, such as computer assisted instruction, web-based instruction, online learning, distance learning via satellite or it may be in a way that is not very widespread, such as video on-demand, etc. However, presently, most people when talking about E-Learning refers to learning content or information designed for teaching or training which uses web technology to transmit content and course management technology. Course, (2009:1) has given the meaning of Online learning is a learning management via the internet by using in conjunction with multimedia content with the learning management system (LMS). Therefore, students and teachers use as a means of communicating with each other, with important components such as system management, part of the content or course management tools to support manage learning, interaction, and the learning process. There is no learning limitation in distance, time and place, which responds well to the interests and abilities of the learners.

Pairoj Teeranathanakul, Paiboon Kiatkomol and Seksan Yampinit (2003:11) have given the meaning of Online learning is the conduct of education or learning with technology, electronic or digital, both in terms of learning educational services and education management to meet the needs of borderless education with unconditional of time and place. It is to arrange education in response to the needs of the individual. Including education by learners is important. It can be a study place in the classroom, at home or anywhere using a Stand Alone computer or Network, Intranet or Internet as necessary and appropriate.

Supachai Sukhanin and Kornkanok Wongpanich (2003:1) have defined the meaning of online learning that looks like distance learning. It is online and can use learning materials in

the form of computers, the Internet, intranets, extranets, TVs, satellites, CD-ROMs or other electronic devices.

The National Science and Technology Development Agency (2002:1) has given the meaning of online learning is all kinds of learning by using electronic devices as a medium to connect between learners and teachers, or may be called the teaching process through computers or machines used. Electronic media such as video equipment, satellite system, internet system. Currently, the use of E-learning is an educational system that mainly uses Internet, technology to connect to various supplementary resources. From the meanings and definitions above, it can be summarized as follows: learning through electronic media, whether in any form, as a means of communication between learners and distant teachers enable students to learn anytime, anywhere. Including, responding to the interests and abilities of the learners.

#### **METHODOLOGY**

The sample is 300 personnel who administer the course website General Education. Variables are the satisfaction

## **RESULTS**

The results show that in term of handbook, the overall satisfaction level is the highest 4.56, representing 91.11 percent. As for the content in the handbook, the satisfaction level is high as 4.49, representing 89.81 percent. For the utilization of the manual, the satisfaction is the highest level equal to 4.58, representing 91.67 percent. For all three aspects of satisfaction, it is found that the overall satisfaction is the highest equal to 4.54, representing 90.86 percent.

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