

Philippine School of Business Administration-Manila E-learning System

NAVIGATION KIT



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PSBA Manila E-learning System Navigation Kit

Welcome to the PSBA E-learning System. This document will guide you on how to navigate the Portal for the first time. Following is the step-by-step procedure:

I. Account Acquisition and Logging In

In order to use the E-learning System, you must be an enrolled student in PSBA-Manila. Your username will correspond to your student number and a password will be generated for you. You will also require a valid working email address.

Step 1. Acquiring an Account

- 1.1. Send an email to the E-learning System Coordinator, xtremu@psba.edu with your full name and email address to be used in the E-learning System.
- 1.2. Wait for one to two (1-2) working days for an email with your account details. Check your spam mail box if it does not appear in your inbox.
- 1.3. Go to <https://psbaelearning.psba.edu/> and log-in to the Portal (see Section 2).

Step 2. Logging in to the Portal

- 2.1. At the E-learning System Home Page at <https://psbaelearning.psba.edu/>, click on the “Log in” link at the top right of the page. You will be redirected to the Log in form.
- 2.2. Input your given **USERNAME** and **PASSWORD** at their respective fields.
- 2.3. Click on the “Log in” button to log in.

The image shows two screenshots of the PSBA E-learning System. The top screenshot is the home page, which has a dark blue header with the text “-learning System” and a search bar. In the top right corner, it says “You are not logged in. (Log in)”. A red box labeled “2.1” points to the “(Log in)” link. Below the header is a banner image of graduates. The bottom screenshot is the login page, titled “Log in”, with the URL “psbaelearning.psba.edu/login/index.php”. It contains a “Username” field with the text “mba1234 or dba1234”, a “Password” field with masked characters, a “Remember username” checkbox, a “Log in” button, a “Forgotten your username or password?” link, a “Cookies must be enabled in your browser” message, and a “Log in as a guest” button. Red boxes and arrows indicate the steps: box “2.2” encompasses the username and password fields; box “2.3” encompasses the “Log in” button; and box “3.2” points to the “Forgotten your username or password?” link.

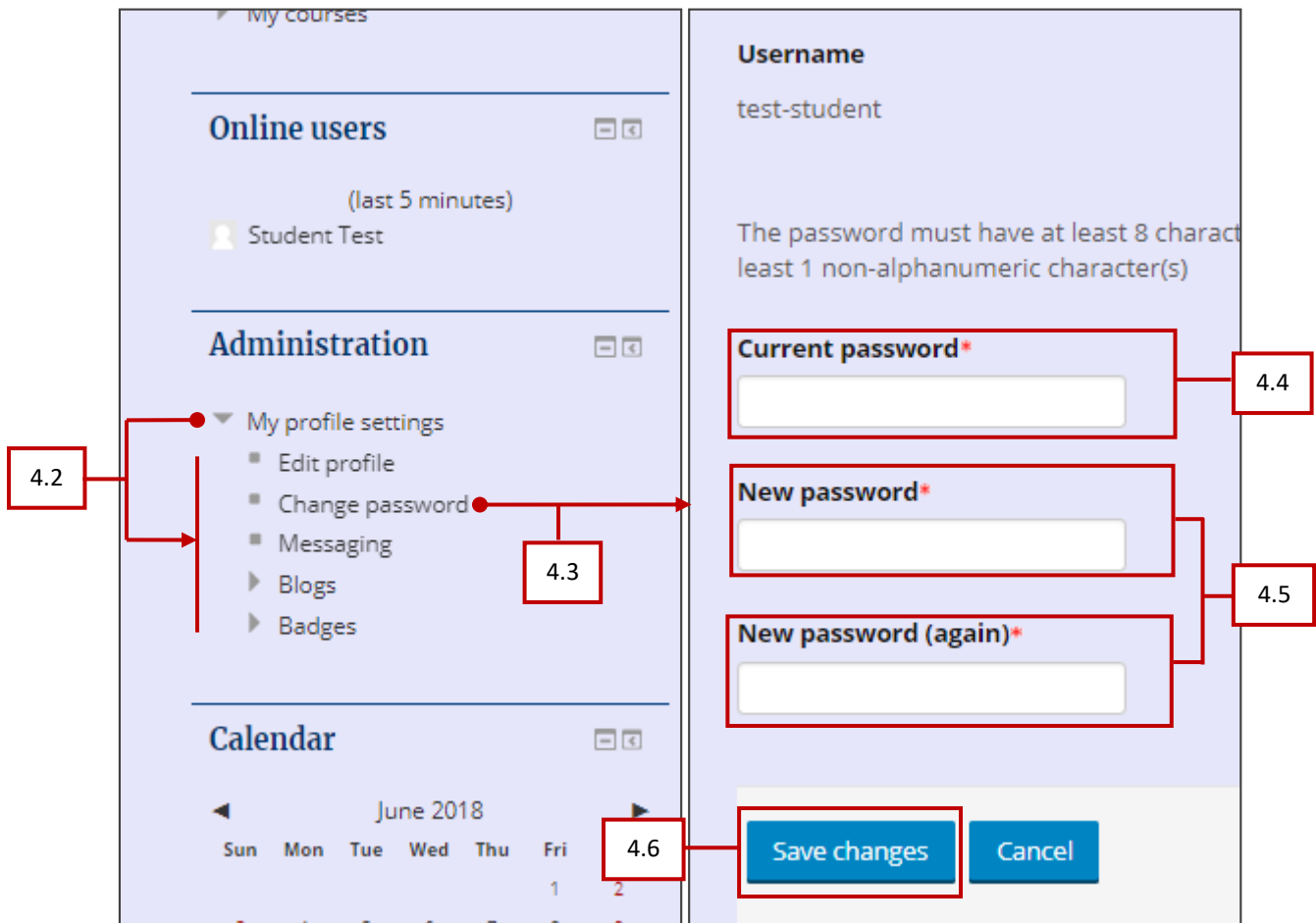
Step 3. Forgotten Username or Password

- 3.1. If you forgot your username or password, go to the Log in form (see 2.1).
- 3.2. Click on the “Forgotten your username or password?” link.
- 3.3. Input your email address under “Search by email address”.
- 3.4. Click the corresponding “Search” button.
- 3.5. An email will be sent to you with a password reset link and a reminder on your username. Check your spam mail box if it does not appear in your inbox.
- 3.6. Click on the password reset link and follow the instructions on that page.

The screenshot shows a web interface for password recovery. At the top, a breadcrumb trail includes 'Log in' and 'Forgotten password'. The main content area has two sections: 'Search by username' and 'Search by email address'. The 'Search by email address' section contains an 'Email address' label, a text input field, and a blue 'Search' button. A red box labeled '3.3' points to the input field, and another red box labeled '3.4' points to the 'Search' button. A partial instruction 'To reset find you how to g' is visible in the top right corner.

Step 4. Changing your Password

- 4.1. When you log in for the first time, it is recommended to change your password.
- 4.2. Find and click “My profile settings” in the Left Sidebar.
- 4.3. Click on “Change Password”. You will be redirected to the Change Password page.
- 4.4. Input your Current password in its respective field.
- 4.5. Input your New password in the respective fields.
Note: Your new password must have at least 8 characters, at least 1 digit, at least 1 lowercase letter, at least 1 uppercase letter, and at least 1 symbol.
- 4.6. Click on “Save changes”.



II. Navigating the Portal

Now that you have access to the E-learning System, you can start using its features. You will be manually enrolled to your subjects upon verification by the E-learning System coordinator.

Take some time to familiarize yourself with the Portal. The following are steps in using some of the most commonly used functions of the Portal:

Step 5. The E-learning System Home Page

- 5.1. The Home Page is first page you will see upon logging in. From here, you can access the other pages of the Portal, including your enrolled course pages.
- 5.2. The left side of the page is called the **Left Sidebar**. Its subsections are listed below:
 - 5.2.1. **My Courses** subsection will contain a link to your enrolled courses. See Section 7 for more information.
 - 5.2.2. **Navigation** subsection contains quick links to various pages of the Portal.
 - 5.2.3. **Online users** subsection lists down users who are currently logged in and active in the portal for the last 5 minutes.
 - 5.2.4. **Administration** subsection has links to your course preferences when inside a course page and links to your profile settings.
 - 5.2.5. **Calendar** subsection shows a calendar of events for your enrolled course activities.
 - 5.2.6. **Upcoming events** subsection shows upcoming events for your enrolled courses.
- 5.3. The right side of the page contains the **Main Section** with information about the Portal as well as site news.

Make sure to read the news regularly for announcements and important information regarding the E-learning System.
- 5.4. You can search for courses using the provided “Search courses” forms found in the Main Section.

Vision

To be an institution of world class education for the youth of our country.

Mission

To realize our commitment of training the youth to achieve their role of leadership in their community and profession.

5.2 **My courses**

- Electronic Resources for MBA, DBA, and MBA with Specialization in DRM
- Damage, Loss and Need Assessment (DLNA)
- Crisis Management
- All courses ...

5.2.1 **Navigation**

Home

- My home
- Site pages
- My profile
- My courses

5.2.2 **Online users**

(last 5 minutes)

- Student Test
- Karen Joy Sanchez

5.2.3 **Administration**

- My profile settings

5.2.4 **Calendar**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

5.2.5 **Upcoming events**

- Assignment 1
Damage, Loss and Need Assessment (DLNA)
Thursday, 5 July, 12:00 AM
- Assignment 1
Crisis Management
Thursday, 5 July, 12:00 AM
- Go to calendar...
- New event...

The PSBA e-learning system is created to uphold the commitment of the school in providing world class education to the youth through Blended Mode of Teaching (20% Online, 80% face-to-face). Teachers and students can have both online and lecture type of teaching and learning experiences.

For students who have online courses/subjects, please secure your **username and password** from your respective professors.

Graduate Program

Find below the curriculum of Graduate Programs offered by PSBA-Manila delivered through Blended Mode of Teaching.

- Doctor in Business Administration (DBA)
- Master in Business Administration (MBA)
- Master in Business Administration (MBA) Specialization in Disaster Risk Management (DRM)
- Master in Business Administration (MBA) Field of Concentration: Fiscal Administration

Site news

Subscribe to this forum

PSBA-Manila e-learning System

by GSB PSBA - Saturday, 30 June 2018, 11:37 AM

Welcome to Philippine School of Business Administration e-learning system. Experience the blended learning approach where students can have both online and face to face learning activities.

For inquiries, email us at inggo@psba.edu.

(Edited by Ramon Espinosa - original submission Thursday, 15 February 2018, 4:30 PM)

Search courses

Go

Step 6. Accessing Courses

- 6.1. To access a course, click on its link at the My Courses subsection.
- 6.2. Each Course page will have its own News and News forum at the top of its Main Section. Make sure to check this section regularly for all your enrolled courses.
- 6.3. Latest news items are also available at the top of the Left Sidebar in a course page.
- 6.4. The grades of your activities are available in the Administration subsection under “Course administration” of the Left Sidebar in a course page.
- 6.5. The Main Section of a course page will usually have its own subsections at the discretion of the Professor for organizational purposes.
- 6.6. Current Activities (i.e., assignments, forums), and Resources (i.e., files, web links) are shown in the Main Section of a course page.
- 6.7. To return to the Home Page, click on the “My home” link under Navigation.

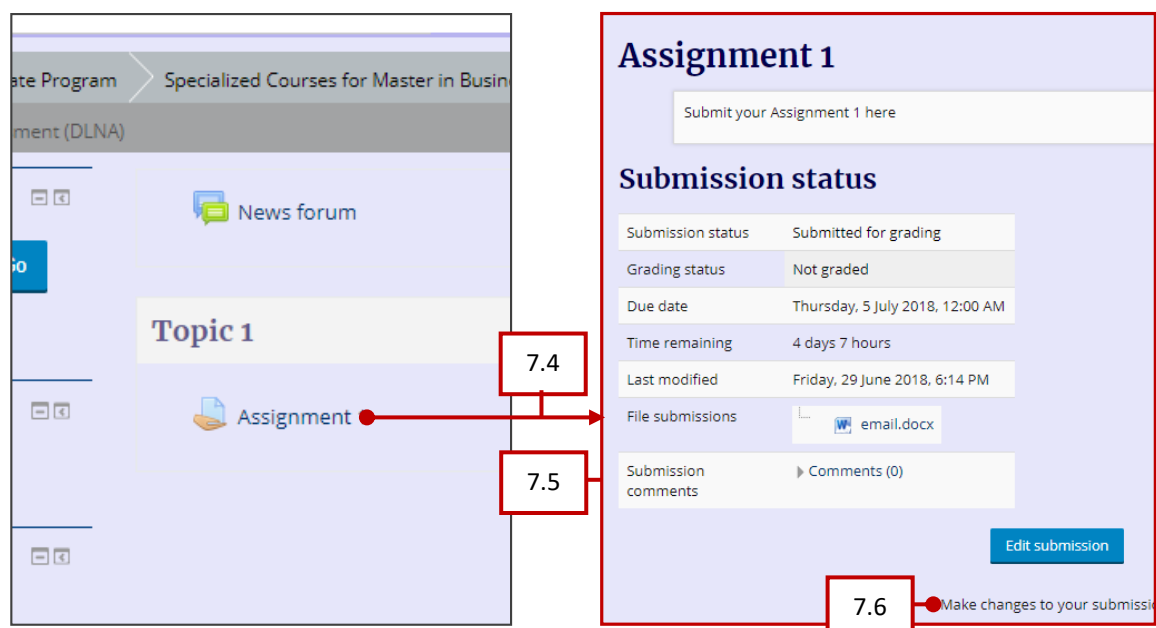
The screenshot displays the PSBA-Manila E-learning System interface. The top navigation bar shows 'My courses', 'Graduate Program', and 'GSB Digital Resources'. The left sidebar contains several sections: 'Latest news' (6.3) with a note that no news has been posted yet; 'Upcoming events' (none listed); 'Recent activity' (last activity on Saturday, 30 June 2018, 2:24 PM); 'Navigation' (6.7) with links to Home, My home, Site pages, My profile, and Current course; and 'Administration' (6.4) with links to Course administration and Grades. The main content area is titled 'Electronic Resources for Graduate School of Business (GSB) Program (MBA, DBA and MBA with specialization in DRM)'. It features a 'News forum' (6.2) with a red dot indicating activity. Below this is a section titled 'MBA Electronic Materials' (6.4) which lists various PDF documents for download, including 'Advanced Communication Skills', 'Effective Communication Skills', 'Fundamentals of communication, PR and leadership', 'Investigation Skills for Managers', 'Marketing Communications', 'Where You May Get it Wrong When Writing English', 'Advanced Macroeconomics', 'Econometrics', 'Microeconomics Exercises', 'Practical Guide To Contemporary Economics', and 'Simplified Principles of Microeconomics'. A red box (6.5) highlights the 'Communication Skills Development, MBA' section, which lists the first six documents. The interface is designed with a light blue background and a sidebar on the left.

Step 7. Resources and Activities

- 7.1. To view a Resource, click on its link at the main section of the course page.
- 7.2. For file Resources, a pop-up window will appear. For web links, you will be redirected to a new page.
Note: Make sure to disable your pop-up blocker when using the E-learning System.
- 7.3. To save the Resource, right click on the pop-up window and click Save, or press CTRL + S. This may vary depending on your browser and its settings.



- 7.4. To participate in an Activity, click on its link and you will be redirected the Activity page.
- 7.5. This page will have the details of the activity, including its due date and your grade for this activity. Follow your Professor's given instructions and those given in this page.
- 7.6. You can make changes to your Activity submissions as long as it is still within the Activity period.



III. Troubleshooting

Browser Compatibility

- 7.7. Make sure you are using a compatible browser when using the E-learning System. It is recommended you use one of the following browsers:
 - 7.7.1. Latest version of Google Chrome version 67 or higher
 - 7.7.2. Latest version of Firefox version 60 or higher.
- 7.8. The following browsers are **not** recommended to be used:
 - 7.8.1. Internet Explorer.(use Microsoft Edge 42 or higher)
 - 7.8.2. Safari.
- 7.9. Keep your browsers up-to-date. Your operating system might also affect your experience with the Portal, so it is recommended to keep your operating system up-to-date as well.

Account or Course Problems

- 7.10. If you are having problems accessing your account, try to reset your password as a first step. See Section 3 for more details.
- 7.11. For missing Activities (i.e. assignments, quizzes, forums), confirm that you are still allowed to participate in the activity with your Professor. It is possible that the activity has already been past due or the Professor has removed the Activity from the portal.
- 7.12. For missing Resources (i.e. files, web links, videos), please confirm with your Professor first when a specific resource will be available.

Other Problems

- 7.13. For other problems or if the above issues persist, send an email to the E-learning System coordinator at xtremu@psba.edu with the problem details.
- 7.14. You can also visit the GSB Lounge and look for the e-Learning Coordinator from Monday to Saturday from 11:00 am to 5:00 pm. Bring your laptop if possible to assess if the problem is with-in your machine.

For more information, inquiries, comments and suggestions, please contact the ICT Department.

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