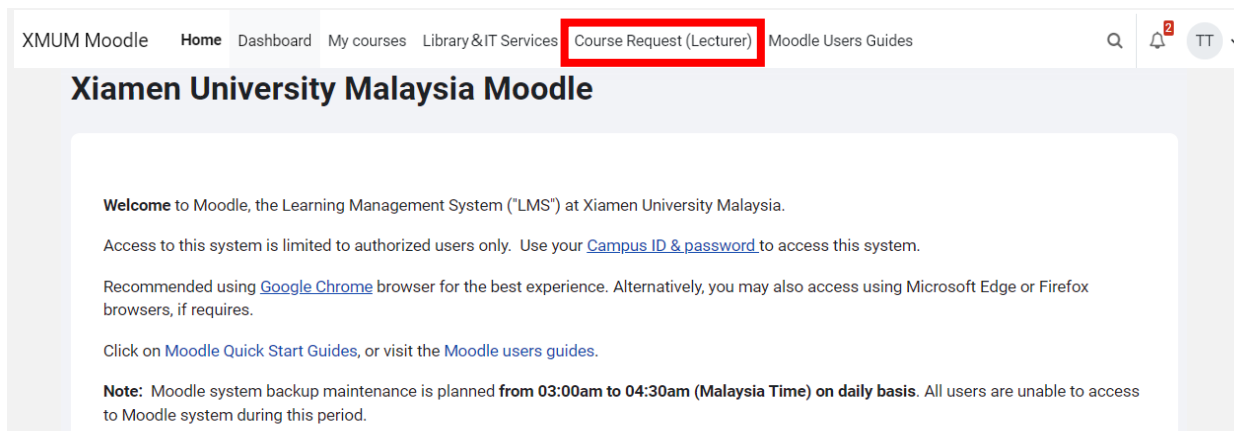
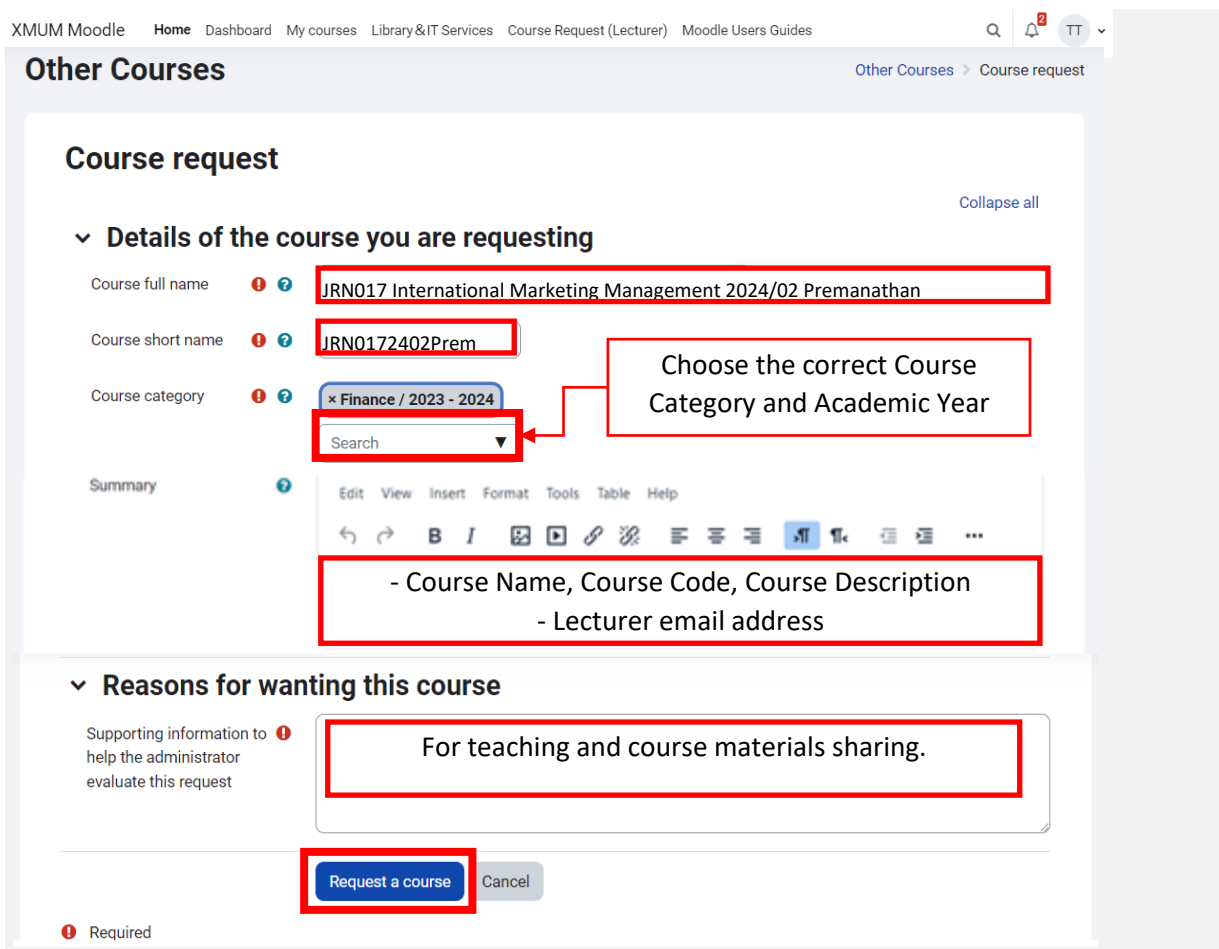


## Lecturer Course Request

1. At Home page, choose the **Course Request (Lecturer)** as below.



2. Enter the following course request information accordingly.



XMUM Moodle Home Dashboard My courses Library & IT Services Course Request (Lecturer) Moodle Users Guides

### Other Courses

Other Courses > Course request

#### Course request

[Collapse all](#)

▼ **Details of the course you are requesting**

Course full name ⓘ ⓘ **JRN017 International Marketing Management 2024/02 Premanathan**

Course short name ⓘ ⓘ **JRN0172402Prem**

Course category ⓘ ⓘ **Finance / 2023 - 2024**

Search ▼

Summary ⓘ

Choose the correct Course Category and Academic Year

- Course Name, Course Code, Course Description  
- Lecturer email address

▼ **Reasons for wanting this course**

Supporting information to help the administrator evaluate this request ⓘ

**For teaching and course materials sharing.**

**Request a course** Cancel

ⓘ Required

3. **Course Request Setting:**

- **Course full name** as Course Code Course Name YYYY/MM Lecturer Name (or Campus ID).  
Example: JRN017 International Marketing Management 2024/02 2220011  
JRN017 International Marketing Management 2024/02 Premanathan
- **Course short name** as Short Name for the course (Not course code).



Example: JRN0172402Prem

- **Course Category as** Choose the correct Course Category and academic year.  
Example: Economics 2023 - 2024
- **Summary as** Course Summary and Useful Info for students.  
Example: Include Course Summary, Lecturer Name and Course timeline
- **Reasons for wanting this course as** to justify for teaching and academic purposes.  
Example: For teaching and course materials sharing purposes.
- **Leave no space in front or behind the course name.**

**Note: Recommendation by OAA** - The suggested way to set the Course full name is to ensure both lecturers and students are able to differentiate from one course to the others. Besides that, the checker can easily identify the lecturer of the course thru the course full name set. If lecturers find that the suggested way is not suitable for their courses, they could change the course full name as "Course Code Course Name YYYY/MM Campus ID" (or Lecturer Name).