

# OPEN & DISTANCE LEARNING

ODL Guideline for Learners

ODL Unit © 2023



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# 01 Welcome Learners

We are delighted to have you as part of DRB-HICOM University of Automotive Malaysia (DRBHU) community.

This guideline serves as your roadmap to a successful ODL program experience and this guideline should be read together with DRBHU Student Handbook 2018.

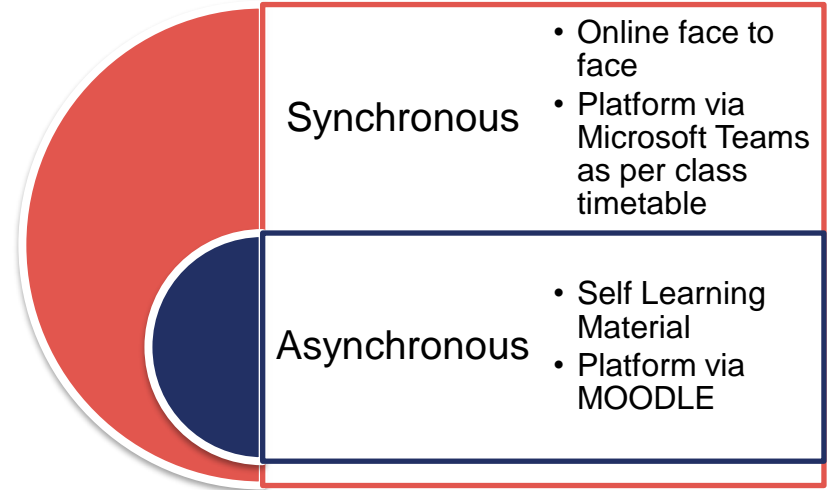
Embrace the flexibility and seize the opportunities that ODL offers. We're here to support you throughout your learning journey. Wishing you a fulfilling and inspiring academic experience!



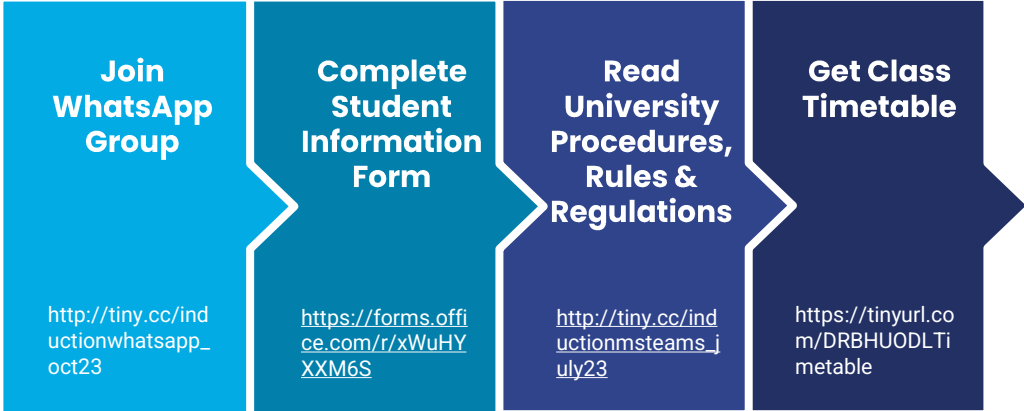
## 02 What is Open Distance Learning

ODL, short for Open Distance Learning, refers to the provision of FLEXIBLE education opportunities in terms of ACCESS and MULTIPLE MODES of knowledge acquisition. With ODL courses, you become part of an online learning community, connecting with classmates and educators virtually.

At DRBHU, the ODL learning comprises of Synchronous (Online Face-to-Face Tutorial) & Asynchronous (Non Face-to-Face Independent Learning) activities.



# 03 Becoming an ODL Learners

<p><b>Admission Registration</b> (virtually/ online)</p>	<p>Upon receiving this 'WELCOME' email, learners will be given DRBHU email address and password. Learner are required to follow the steps as in the attached pre-arrival guideline for new student.</p>
<p>Hostel Registration (physically/ face-to-face)</p>	
<p>Induction Programme (online face-to-face)</p>	<p>Person in charge: Ms Syazwani Rijaluddin (09-4242432) Ms Nor Izni Mohd Sham (09-4242435)</p>
<p>Class Commence</p>	

# 03 Becoming an ODL Learners

<p>Admission Registration (virtually/ online)</p>	<p>Learners who intend to stay in the university hostel, must come for hostel registration during the time given below.</p>				
<p><b>Hostel Registration (physically/ face-to-face)</b></p>	<p>Monday – Friday 8.30am – 5.00pm</p>				
<p>Induction Programme (online face-to-face)</p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><u>Tower 1</u> Mr Mohamad Haikal Imran Mohamed Zukini Phone No: 09-4242644</p> </td> <td style="width: 50%; vertical-align: top;"> <p><u>Tower 2 (Female Students)</u> Ms Sharifah Khyailhasma Syed Ahmad Phone No: 09-4242686</p> </td> </tr> <tr> <td colspan="2" style="vertical-align: top; padding-top: 10px;"> <p><u>Tower 3 (Male Students)</u> Mr Mohd Nur Irsyaduddin Ismail Phone No: 09-4242685</p> </td> </tr> </table>	<p><u>Tower 1</u> Mr Mohamad Haikal Imran Mohamed Zukini Phone No: 09-4242644</p>	<p><u>Tower 2 (Female Students)</u> Ms Sharifah Khyailhasma Syed Ahmad Phone No: 09-4242686</p>	<p><u>Tower 3 (Male Students)</u> Mr Mohd Nur Irsyaduddin Ismail Phone No: 09-4242685</p>	
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<p><u>Tower 3 (Male Students)</u> Mr Mohd Nur Irsyaduddin Ismail Phone No: 09-4242685</p>					
<p>Class Commence</p>	<p>Learners to adhere the Hostel Rules and Regulations as per stated in DRBHU Student Handbook 2018.</p>				

# 03 Becoming an ODL Learners

<p>Admission Registration (virtually/ online)</p>	<p>First-time ODL learners are required to complete the induction programme. The online orientation helps to familiarise learners with the University services, facilities, programme briefing, Moodle environment and so on.</p>
<p>Hostel Registration (physically/ face-to-face)</p>	<p>This programme is organised by the Student Affairs Centre and the any information will be announced in the Whatsapp group.</p>
<p><b>Induction Programme (online face-to-face)</b></p>	<div data-bbox="840 590 1626 740" style="background-color: #1a3d54; color: white; padding: 10px;"> <p>Person in charge:            Ms. Nurul Aini Binti Othman (09-4242593)            Mr Muhammad Zakuan Ab Rahman (09-4242687)            Ms Nurul Syazwani Che Mat Roplan (09-4242693)</p> </div> <p>As an ODL learners, you are required to comply with the rules and regulations as stated in DRBHU Student Handbook 2018.</p>
<p>Class Commence</p>	<p>Online Induction Link : <a href="http://tiny.cc/inductionmsteams_oct23">http://tiny.cc/inductionmsteams_oct23</a>            Pre-recorded Induction Videos: <a href="http://tiny.cc/inductionmsteams_oct23">http://tiny.cc/inductionmsteams_oct23</a></p>

# 03 Becoming an ODL Learners

Admission Registration (virtually/ online)	The ODL class shall start based on the timetable given every early of semester. The timetable is subject to change.  <div data-bbox="794 550 1582 670" style="background-color: #1a3d54; color: white; padding: 10px; text-align: center;">Person in charge: Ms Siti Mariam Ismail (09-4242671) Mr Mohd Fikri Fauzi (09-4242441)</div> Link to ODL Timetable: <a href="https://tinyurl.com/DRBHUODLTimetable">https://tinyurl.com/DRBHUODLTimetable</a>
Hostel Registration (physically/ face-to-face)	
Induction Programme (online face-to-face)	
<b>Class Commence</b>	





# 05 Hardware & Software Requirements

## 4.1 What hardware you should have?

### Stable Internet

Ensure reliable connectivity for uninterrupted online classes and access to course materials.

### Device Choice

Use Mobiles, iPads, Laptops, or Desktops. For a better experience, prefer Laptop/Tablet/Desktop.




### Audio & video

Engage well with good audio and video capabilities.  
Enhance experience with headphones/earphones.



# 05 Hardware & Software Requirements

Our ODL activities take place on these platforms:

 <b>Microsoft 365</b>	<p>Learner will receive DRBHU email account. This account will be the official communication channel between the University and you.</p> <p>Link: <a href="https://portal.office.com/">https://portal.office.com/</a></p>
 <b>MOODLE</b>	
 <b>Microsoft Teams</b>	

# 05 Hardware & Software Requirements

Our ODL activities take place on these platforms:



Learner will utilize MOODLE as a learning platform. On every course, you will go through seven (7) section.

1. Getting Started
2. Get to know your educator
3. Tell me about you
4. About the course
5. Assessment
6. Topics
7. ODL Survey

By completing all section will be considered as your attendance. Link: <https://lms.dhu.edu.my/>

# 05 Hardware & Software Requirements

Our ODL activities take place on these platforms:



All face-to-face tutorial sessions will be conducted online via Microsoft Teams, 3 to 5 times per course.

Link: <https://teams.microsoft.com/>

# 06 Navigating MOODLE

How to access to the MOODLE? Here are the steps:

## Step 1

Login into the system using OFFICE365 LOGIN

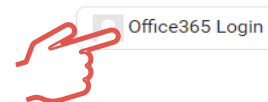
## Step 2

Click on My Courses to view all your enrol courses and the progress

## Step 3

Click on the course name to view and start learning!

Sign in with



The DRB-HICOM University Learning Management System (Moodle) offers an environment for students to get the academic support they need through a variety of lecture notes, online quizzes, assignment, forum and announcement.

**Welcome to DRB-HICOM  
University Moodle!**

Enter your DRBHU email and password.

Example;

Username: 1021xxxxx@student.dhu.edu.my

Password: xxxxxxxx

# 06 Navigating LMS

How to access to the MOODLE? Here are the steps;

## Step 1

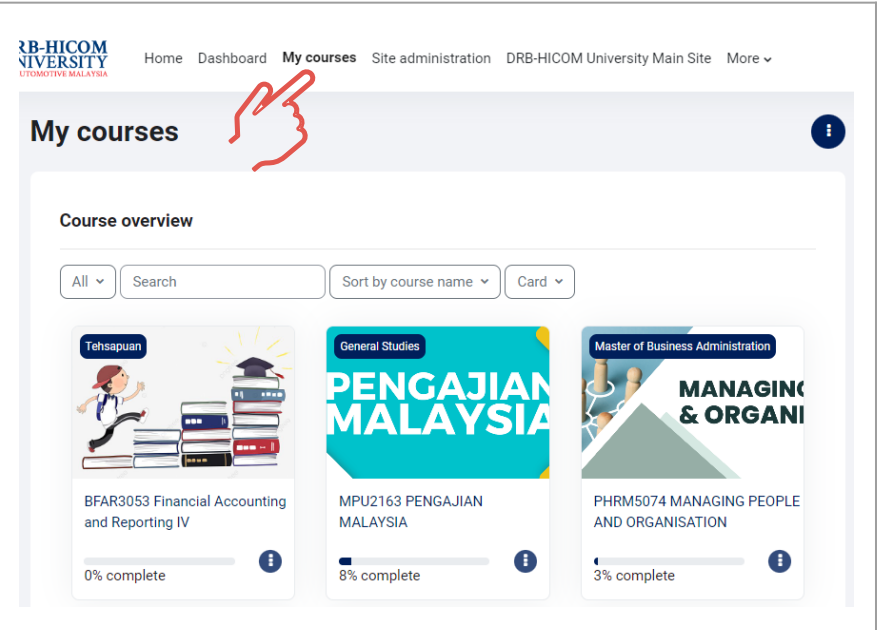
Login into the system using OFFICE365 LOGIN

## Step 2

Click on My Courses to view all your enrol courses and the progress

## Step 3

Click on the course name to view and start learning!



The screenshot shows the Moodle interface for DRB-HICOM University. At the top, there is a navigation menu with 'Home', 'Dashboard', 'My courses', 'Site administration', 'DRB-HICOM University Main Site', and 'More'. The 'My courses' link is highlighted with a red hand icon. Below the menu, the 'My courses' section is titled 'Course overview'. It includes a search bar and filters for 'All', 'Search', 'Sort by course name', and 'Card'. Three course cards are displayed:

- Tehsapan**: BFAR3053 Financial Accounting and Reporting IV, 0% complete.
- General Studies**: MPU2163 PENGAJIAN MALAYSIA, 8% complete.
- Master of Business Administration**: PHRM5074 MANAGING PEOPLE AND ORGANISATION, 3% complete.

# 06 Navigating LMS

How to access to the MOODLE? Here are the steps;

## Step 1

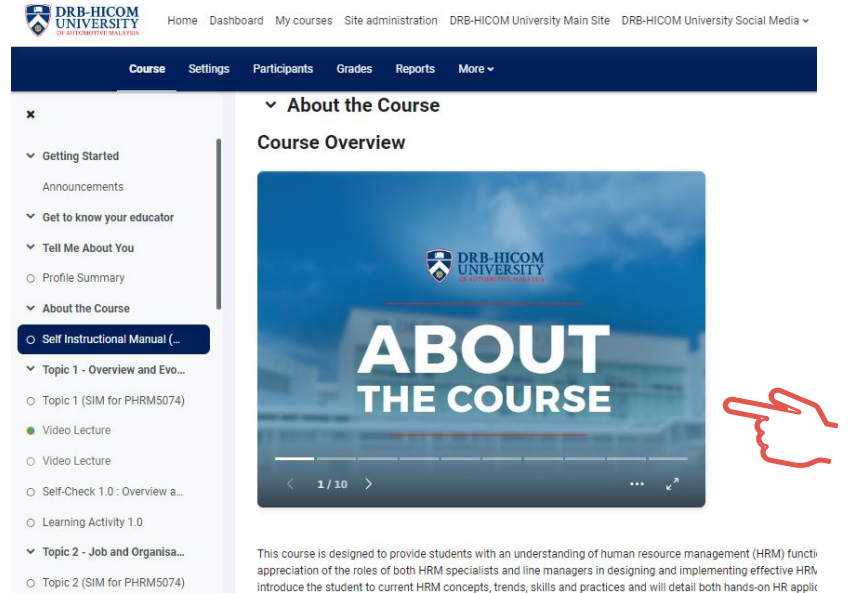
Login into the system using OFFICE365 LOGIN

## Step 2

Click on My Courses to view all your enrol courses and the progress

## Step 3

Click on the course name to view and start learning!



The screenshot shows the Moodle interface for a course. At the top, there is a navigation bar with links for Home, Dashboard, My courses, Site administration, DRB-HICOM University Main Site, and DRB-HICOM University Social Media. Below this is a dark blue header with 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. The main content area is titled 'About the Course' and 'Course Overview'. On the left, a sidebar menu lists various course sections, with 'Self Instructional Manual (...)' selected and highlighted in blue. The main content area features a video player with the title 'ABOUT THE COURSE' and a red hand icon pointing to it. Below the video player, there is a brief description of the course: 'This course is designed to provide students with an understanding of human resource management (HRM) function, appreciation of the roles of both HRM specialists and line managers in designing and implementing effective HRM, introduce the student to current HRM concepts, trends, skills and practices and will detail both hands-on HR applic'.



# 06 Need Technical Support?



Please contact our technical support via email if you need assistance for the following issue:

- DRBHU email account – [itd@dhu.edu.my](mailto:itd@dhu.edu.my)
- MOODLE – [fikri@dhu.edu.my](mailto:fikri@dhu.edu.my)

We are available to assist from:

Monday – Friday

8:30 a.m. – 5:30 p.m.

\*except for public holiday.

# 07 Other Support & Services



Please contact our support team via email if you need assistance for the following issue:

- Registry Office – [registry@dhu.edu.my](mailto:registry@dhu.edu.my)
- Student Affairs Centre – [sac@dhu.edu.my](mailto:sac@dhu.edu.my)
- Scholarship Unit - [scholarship@dhu.edu.my](mailto:scholarship@dhu.edu.my)
- Marketing - [enquiries@dhu.edu.my](mailto:enquiries@dhu.edu.my)
- Bursary – [bursary@dhu.edu.my](mailto:bursary@dhu.edu.my)
- Library – [library@dhu.edu.my](mailto:library@dhu.edu.my)

We are available to assist from:

Monday – Friday  
8:30 a.m. – 5:30 p.m.

\*except for public holiday.



**For more information, contact us via:**

**Website: <https://www.en.dhuautomotive.edu.my>**

**Email : [odl@dhu.edu.my](mailto:odl@dhu.edu.my)**

**Direct Line : 09-4242671**

