DRB-HICOM UNIVERSITY OF AUTOMOTIVE MALAYSIA

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.

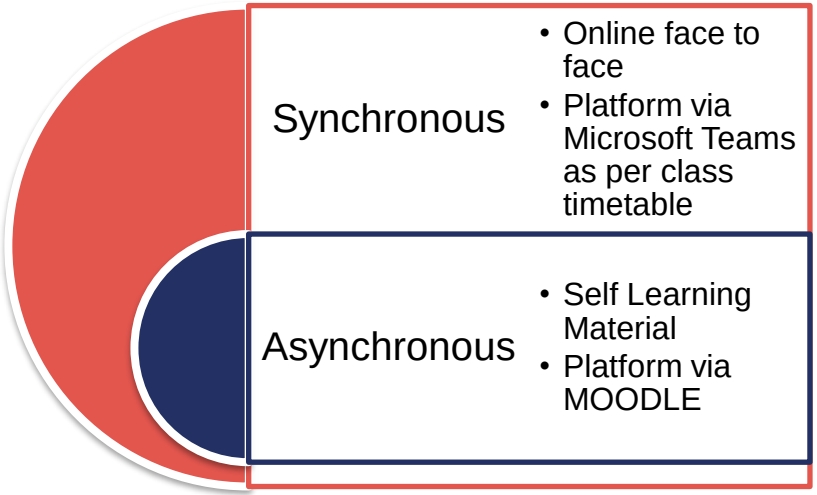
This guideline serves as your roadmap to a successful ODL program experience and this guideline should be read together with DRBHU Student Handbook 2018.

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

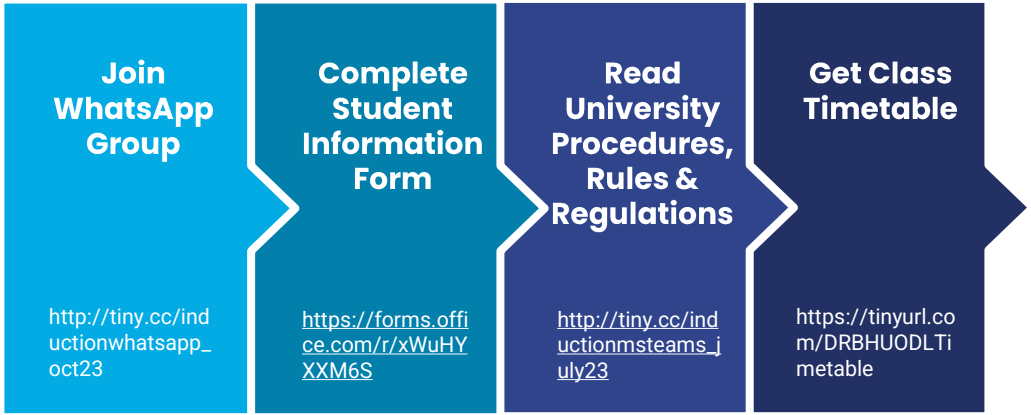
ODL, short for Open Distance Learning, refers to the provision of FLEXIBLE education opportunities in terms of ACCESS and MULTIPLE MODES of knowledge acquisition. With ODL courses, you become part of an online learning community, connecting with classmates and educators virtually.

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

Admission Registration (virtually/ online)	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.
Hostel Registration (physically/ face-to-face)	
Induction Programme (online face-to-face)	
Class Commence	Person in charge: Ms Syazwani Rijaluddin (09-4242432) Ms Nor Izni Mohd Sham (09-4242435)



03 Becoming an ODL Learners

Admission Registration (virtually/ online)	Learners who intend to stay in the university hostel, must come for hostel registration during the time given below.
Hostel Registration (physically/ face-to-face)	Monday – Friday 8.30am – 5.00pm Tower 1 Mr Mohamad Haikal Imran Mohamed Zukini Phone No: 09-4242644 Tower 2 (Female Students) Ms Sharifah Khyaillahasma Syed Ahmad Phone No: 09-4242686 Tower 3 (Male Students) Mr Mohd Nur Irsyaduddin Ismail Phone No: 09-4242685
Induction Programme (online face-to-face)	
Class Commence	Learners to adhere the Hostel Rules and Regulations as per stated in DRBHU Student Handbook 2018.

03 Becoming an ODL Learners

Admission Registration (virtually/ online)	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. This programme is organised by the Student Affairs Centre and the any information will be announced in the Whatsapp group. 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) As an ODL learners, you are required to comply with the rules and regulations as stated in DRBHU Student Handbook 2018. Online Induction Link : http://tiny.cc/inductionmsteams_oct23 Pre-recorded Induction Videos: http://tiny.cc/inductionmsteams_oct23
Hostel Registration (physically/ face-to-face)	
Induction Programme (online face-to-face)	
Class Commence	

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. Person in charge: Ms Siti Mariam Ismail (09-4242671) Mr Mohd Fikri Fauzi (09-4242441) Link to ODL Timetable: https://tinyurl.com/DRBHUODLTimetable
Hostel Registration (physically/ face-to-face)	
Induction Programme (online face-to-face)	
Class Commence	

04 Skills as ODL Learners

What skills you should have?

Basic computer skills

- Moodle skills (download notes, upload assignment, submit quizzes, respond to a forum post)
- Email skills (send, open and reply)
- Word processor and slide presentation skills

Time Management and Self Discipline

- Make use of calendar and set reminder
- Stay disciplined and focused to complete tasks on time, avoiding delays.

Good Study Habits

- Check you DHU email account once a day
- Don’t leave assignments until last day
- Dedicate at least 3 hours per week to study
- Do all learning activities and seek feedback from educators
- Communicate frequently with your educators and peers
- Reach out when you need help

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:

Microsoft 365

MOODLE

Microsoft Teams

Learner will receive DRBHU email account. This account will be the official communication channel between the University and you.

Link: https://portal.office.com/

05 Hardware & Software Requirements

Our ODL activities take place on these platforms:

Microsoft 365

MOODLE

Microsoft Teams

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/

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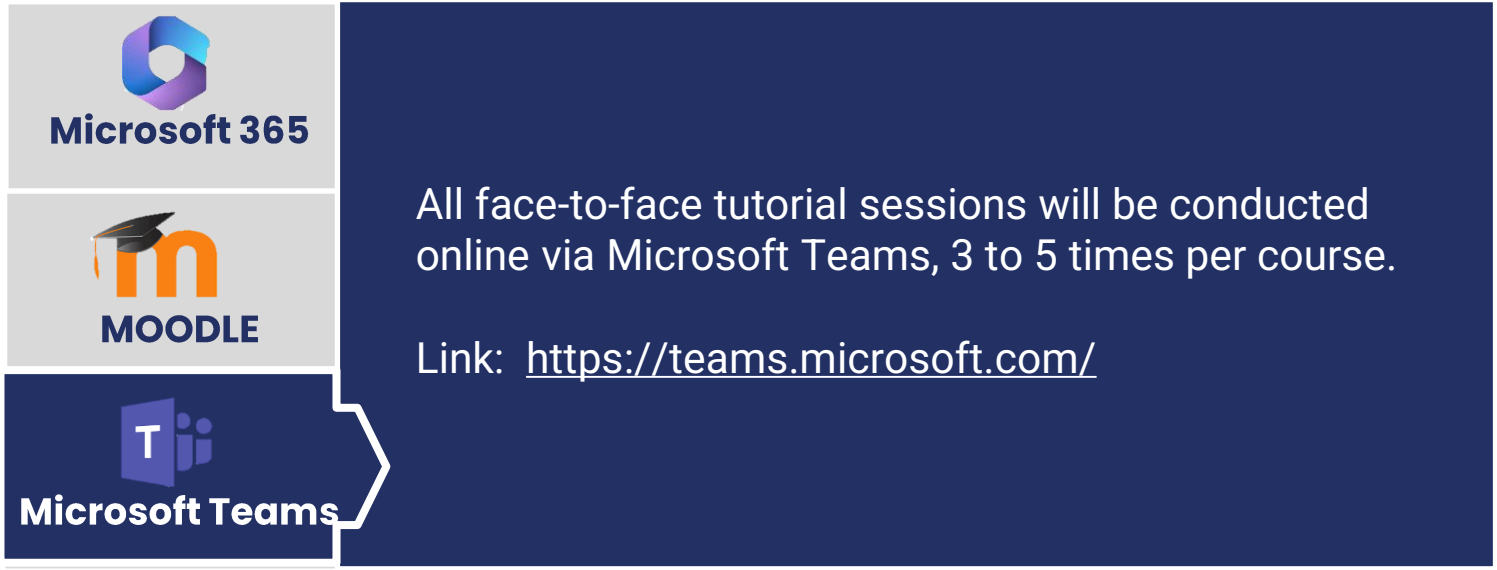


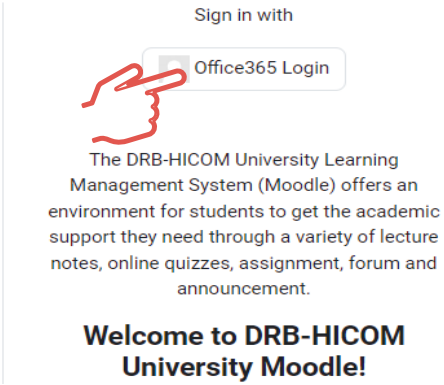
06 Navigating MOODLE

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!



Enter your DRBHU email and password.
Example;
Username: 1021xxxxx@student.dhu.edu.my
Password: xxxxxxxx

06 Navigating LMS

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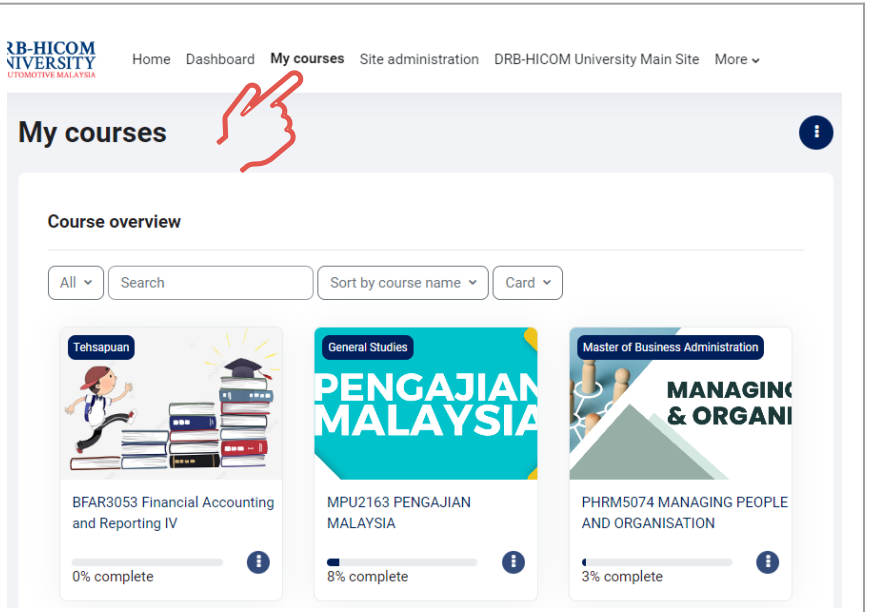

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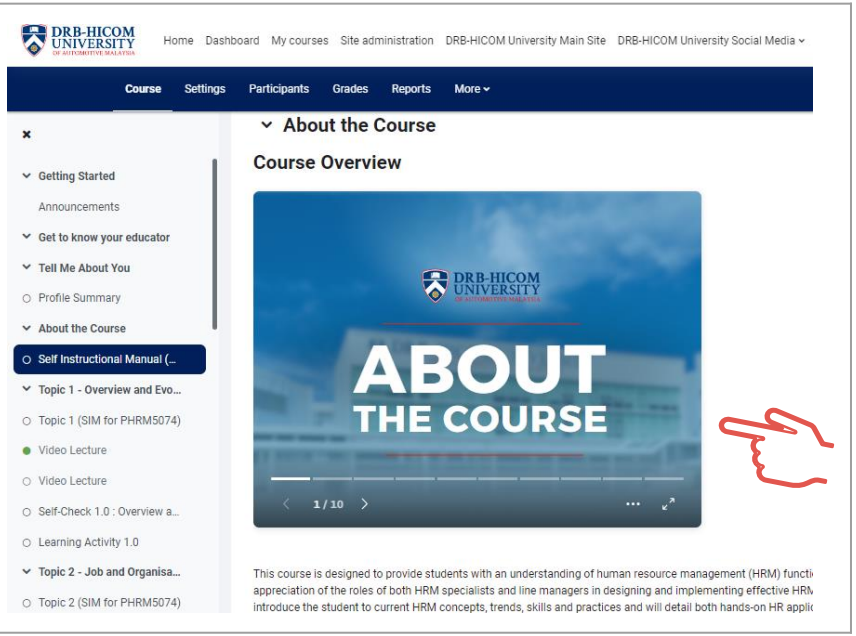

06 Need Technical Support?

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

- DRBHU email account – itd@dhu.edu.my
- MOODLE – 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
- Student Affairs Centre – sac@dhu.edu.my
- Scholarship Unit - scholarship@dhu.edu.my
- Marketing - enquiries@dhu.edu.my
- Bursary – bursary@dhu.edu.my
- Library – 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

Direct Line : 09-4242671