

MEMORANDUM

No: ODLUNIT/01/2024

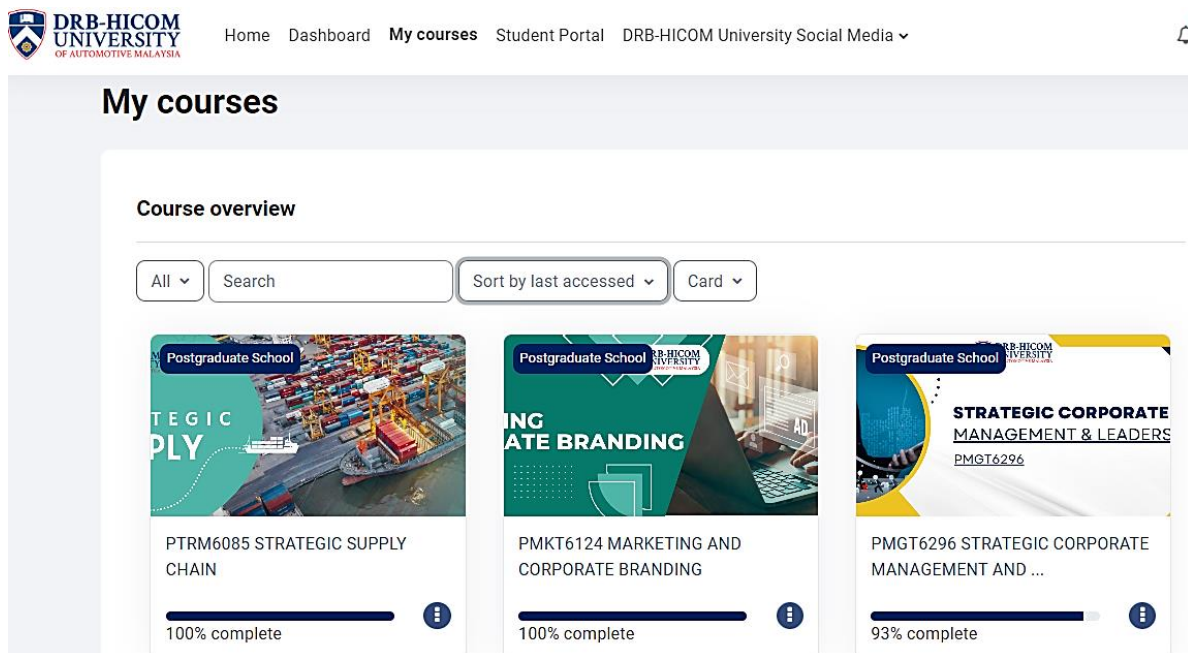
TO : All ODL Learners, DRB-HICOM University of Automotive Malaysia
FROM : Mdm. Norlianah binti Mohd Shah, ODL Coordinator
Cc : All Staff, DRB-HICOM University of Automotive Malaysia
DATE : 12th August 2024
SUBJECT : **MANDATORY COMPLETION OF LMS ACTIVITIES FOR ODL LEARNERS**

Assalamualaikum & Good Day to All ODL Learners,

This memo serves as a reminder of the importance of completing all activities within the Learning Management System (LMS) or Moodle for your respective courses.

To successfully meet the course requirements, it is imperative that you complete every section from 'Getting Started' to the 'ODL Survey' with a 100% completion rate by the end of each semester. Please be aware that your LMS completion rate will be recorded as your attendance.

1. Screenshot of 'My Courses' list shown the percentage of completion.



DRB-HICOM UNIVERSITY OF AUTOMOTIVE MALAYSIA Home Dashboard **My courses** Student Portal DRB-HICOM University Social Media

My courses

Course overview

All Search Sort by last accessed Card

Course ID	Course Name	Completion Rate
PTRM6085	STRATEGIC SUPPLY CHAIN	100% complete
PMKT6124	MARKETING AND CORPORATE BRANDING	100% complete
PMGT6296	STRATEGIC CORPORATE MANAGEMENT AND ...	93% complete

2. Screenshot of sections to be completed in a course.

The screenshot displays the course interface for DRB-HICOM University of Automotive Malaysia. The top navigation bar includes 'Home', 'Dashboard', 'My courses', 'Student Portal', and 'DRB-HICOM University Social Media'. Below this, a dark blue bar contains 'Course', 'Participants', and 'Competencies'. The left sidebar menu, highlighted with a red border, lists the following sections: 'Getting Started', 'About the Course', 'Class Link', 'Class Material', 'Discussion & Activity', 'Class Recording', 'Assessment', 'TOPIC 1 - UNDERSTANDI...', 'TOPIC 2 - CAPTURING M...', 'TOPIC 3 - CONNECTING ...', 'TOPIC 4 - BUILDING STR...', 'TOPIC 5 - CREATING VAL...', 'TOPIC 6 - DELIVERING VA...', 'TOPIC 7 - COMMUNICATI...', and 'ODL Survey'. The main content area features an 'Announcements' section with a red speech bubble icon. Below it, a 'Getting Started' section is expanded, showing a document icon and the text 'How to Complete this Course'. At the bottom of this section is a blue banner with the text '7 WEEKS TO COMPLETE' and the university logo.

If you encounter any difficulties or require further clarification, please do not hesitate to contact the apelcentre@dhu.edu.my (attention: ODL Unit).

Your cooperation and adherence to these guidelines are highly appreciated.

Thank you for your attention to this matter.

Best regards,

MDM. NORLIANAH BINTI MOHD SHAH

ODL COORDINATOR

DRB-HICOM UNIVERSITY OF AUTOMOTIVE MALAYSIA