

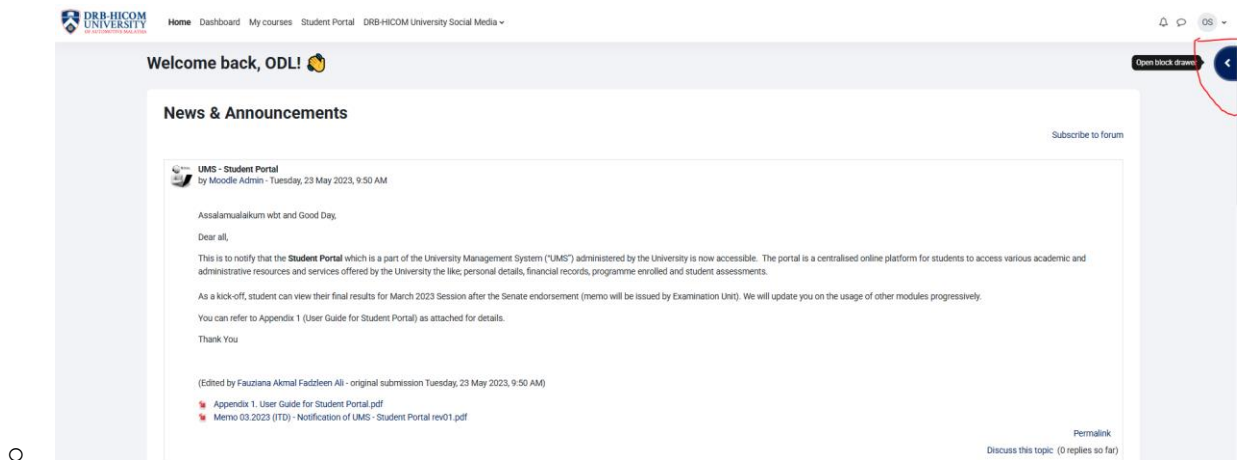
FAQ for Learners

How do I access LMS/Moodle?

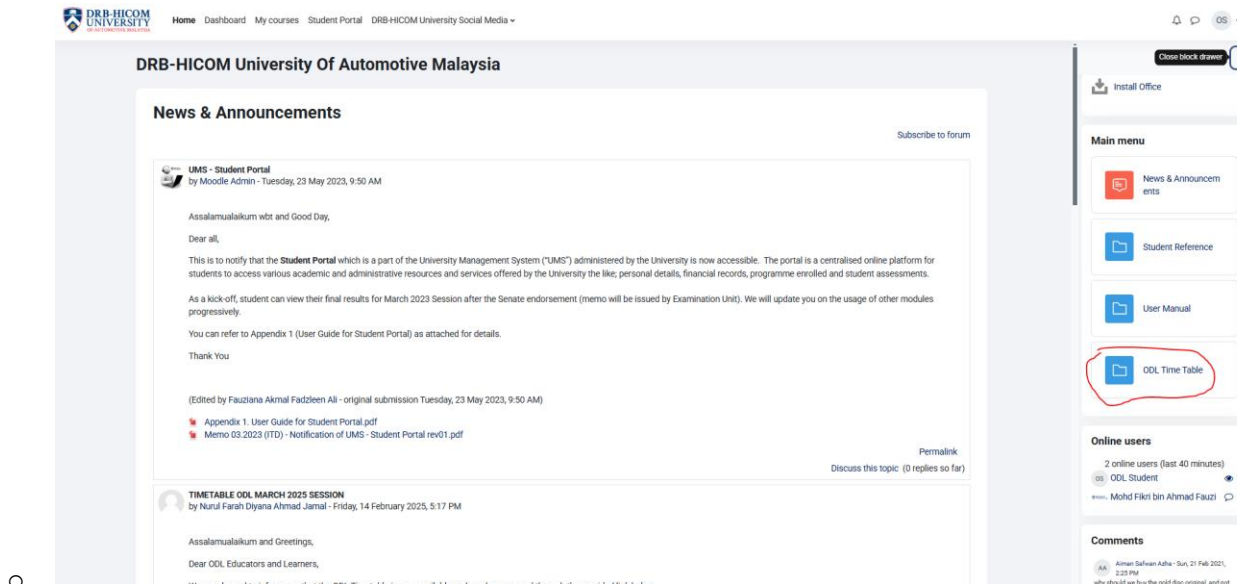
- Go to the website: <https://lms.dhu.edu.my/>.
- Click on the login button at the top right corner.
- Use your student email and the password provided in your welcome email.
- For first-time logins, follow the security setup steps.

How do I find my timetable?

- Click on the navigation tab on the right side to open the navigation tray.

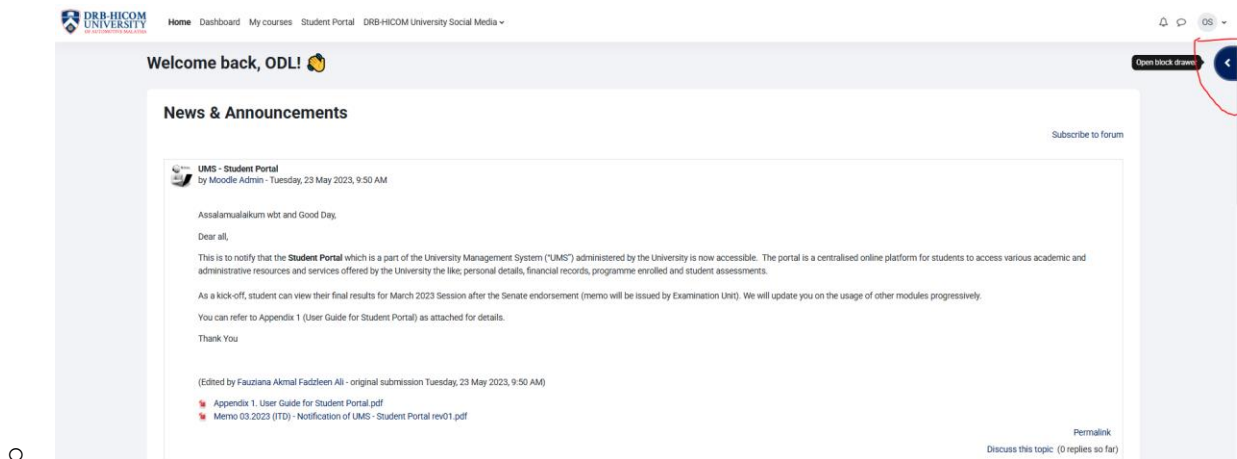


- Scroll down and click on "ODL Time Table".

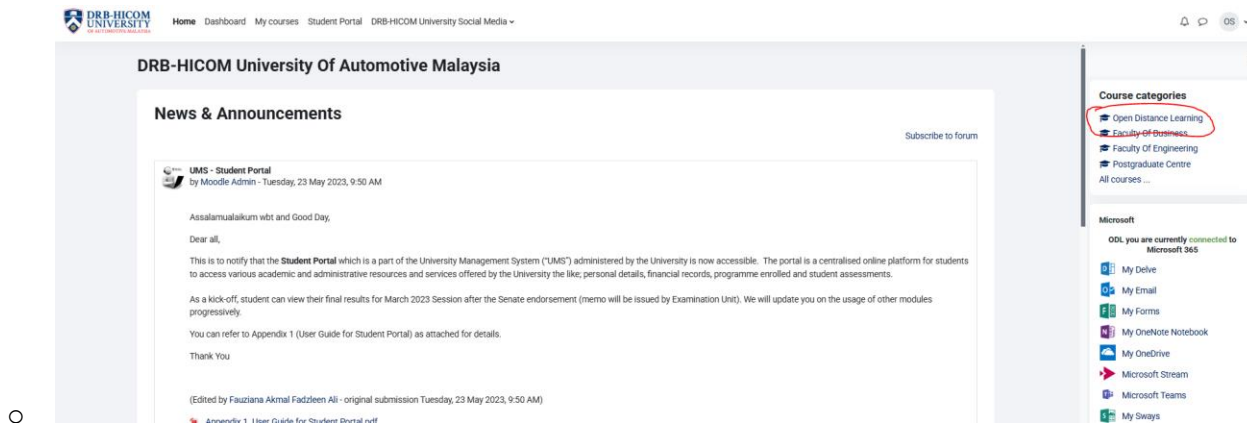


How do I enroll in a class?

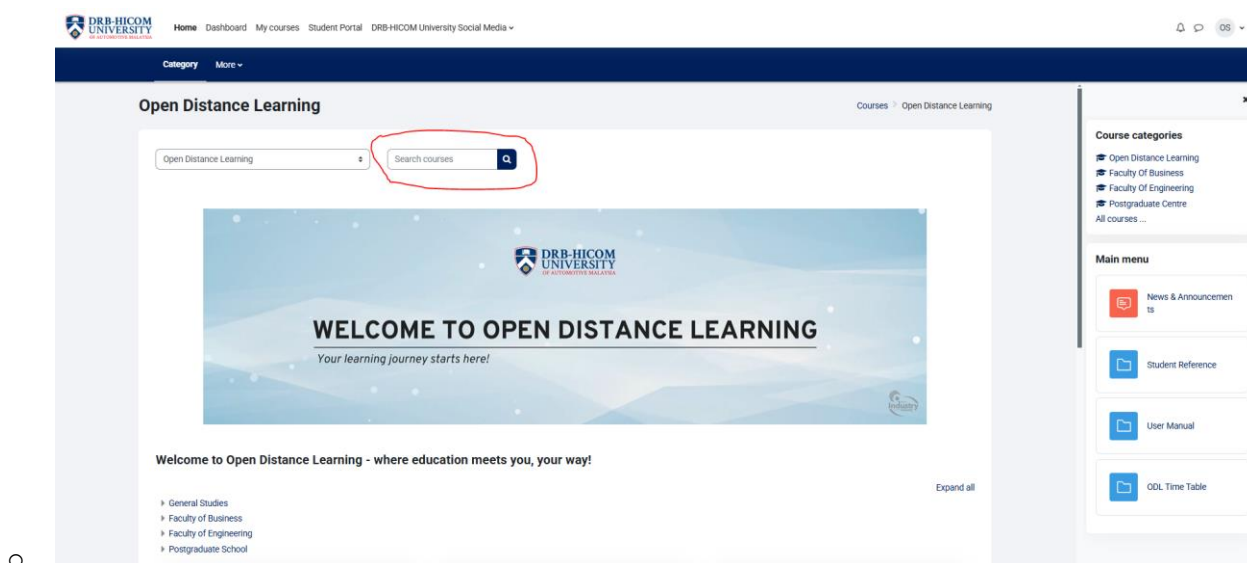
- Click on the navigation tab on the right side to open the navigation tray.



- Click on "Open Distance Learning".



- In the "Search Courses" box, type the name of your desired subject and click the search icon.



- On the results page, click on the desired subject to open the enrollment page.
- Click on "Enrol me" to enroll in the subject.

The screenshot displays the 'ABCD123 LMS Course Briefing' page. At the top, the navigation bar includes 'Home', 'Dashboard', 'My courses', 'Student Portal', and 'DRB-HICOM University Social Media'. The main content area is titled 'Enrolment options' and features a 'Self enrolment (Student)' section. This section includes a red circle around the 'Enrol me' button, indicating the action to be taken. Below the button, it states 'No enrolment key required.' To the left of the enrolment options, there is a course brief box with the following details: 'ABCD123 LMS Course Briefing', 'Credit Value: 999', 'SLT Hours: 999', and 'Topics: 999'. The right sidebar contains 'Course categories' (Open Distance Learning, Faculty Of Business, Faculty Of Engineering, Postgraduate Centre) and a 'Main menu' with links to 'News & Announcements', 'Student Reference', 'User Manual', and 'ODL Time Table'. The footer provides contact information, social media links, and mobile app download instructions for Google Play and the App Store. It also notes that the user is logged in as 'ODL Student' and provides a 'Log out' link. The footer text at the bottom reads 'DRB-HICOM University Learning Management System (Moodle) support by Pukunui Malaysia'.

How do I make a post in the forum?

- Click on the forum title.

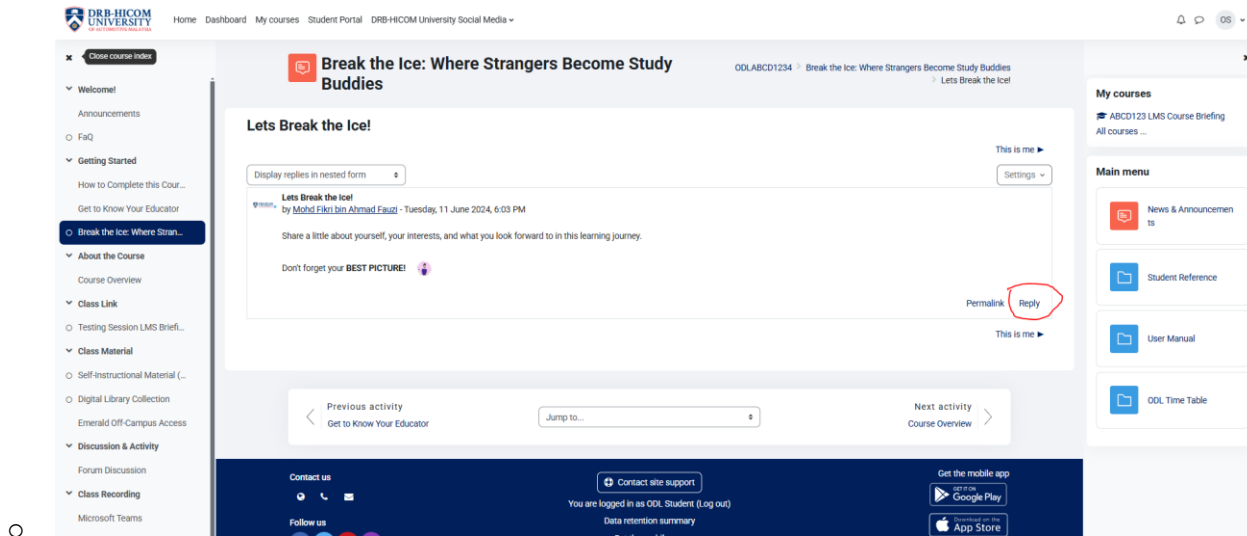
The screenshot shows the DRB-HICOM University LMS interface. The top navigation bar includes 'Home', 'Dashboard', 'My courses', 'Student Portal', and 'DRB-HICOM University Social Media'. The main content area is titled 'Get to Know Your Educator' and features a video player. Below the video, the forum title 'Break the Ice: Where Strangers Become Study Buddies' is circled in red. The right sidebar contains 'My courses', 'Main menu', and 'Navigation' sections.

- Click on the discussion title.

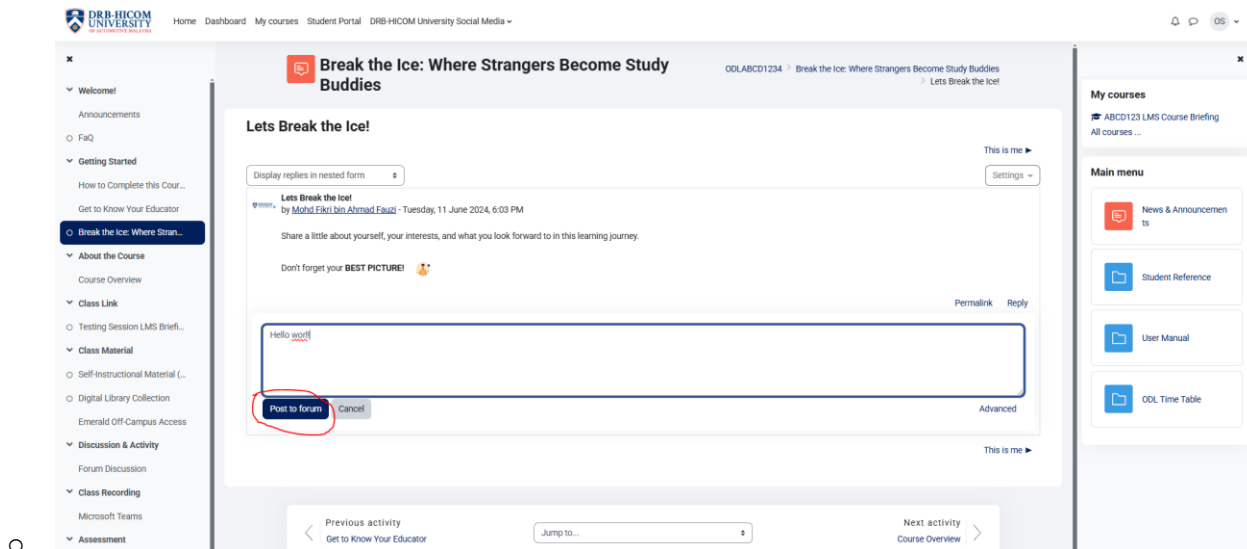
The screenshot shows the DRB-HICOM University LMS forum page. The forum title is 'Break the Ice: Where Strangers Become Study Buddies'. The main content area contains a search bar, an 'Add discussion topic' button, and a list of discussions. The discussion title 'Let's Break the Ice!' is circled in red. The right sidebar contains 'My courses', 'Main menu', and 'Navigation' sections.

Discussion	Started by	Last post	Replies	Subscribe
This is me	Hong Soon Pang 25 Oct 2024	Hong Soon Pang 25 Oct 2024	0	🔇
Let's Break the Ice!	Mohd Fikri bin A... 11 Jun 2024	Mohd Fikri bin A... 11 Jun 2024	0	🔇

- Click on "Reply".



- Type your message in the reply box.
- Click post to forum.



How do I add an attachment to my forum post?

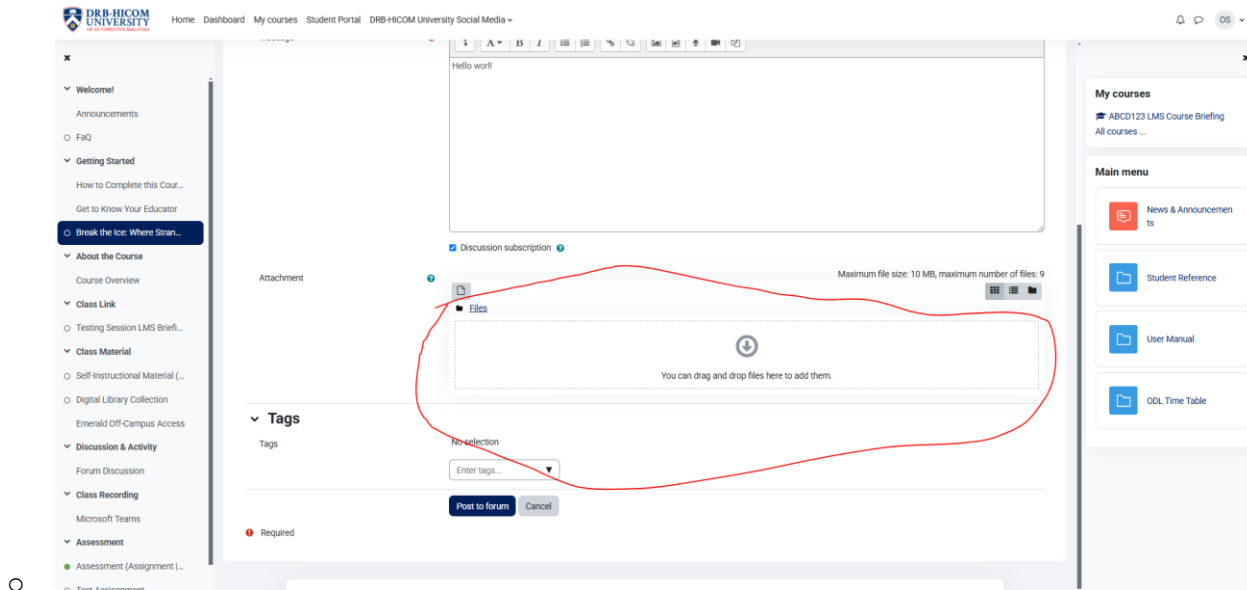
- Click on “Reply”

The screenshot shows a forum interface for a course titled "Break the Ice: Where Strangers Become Study Buddies". The forum post is titled "Lets Break the Ice!" and is by "Mohd Fikri bin Ahmad Fauzi". The post content says "Share a little about yourself, your interests, and what you look forward to in this learning journey. Don't forget your BEST PICTURE!". A red circle highlights the "Reply" button in the bottom right corner of the post area.

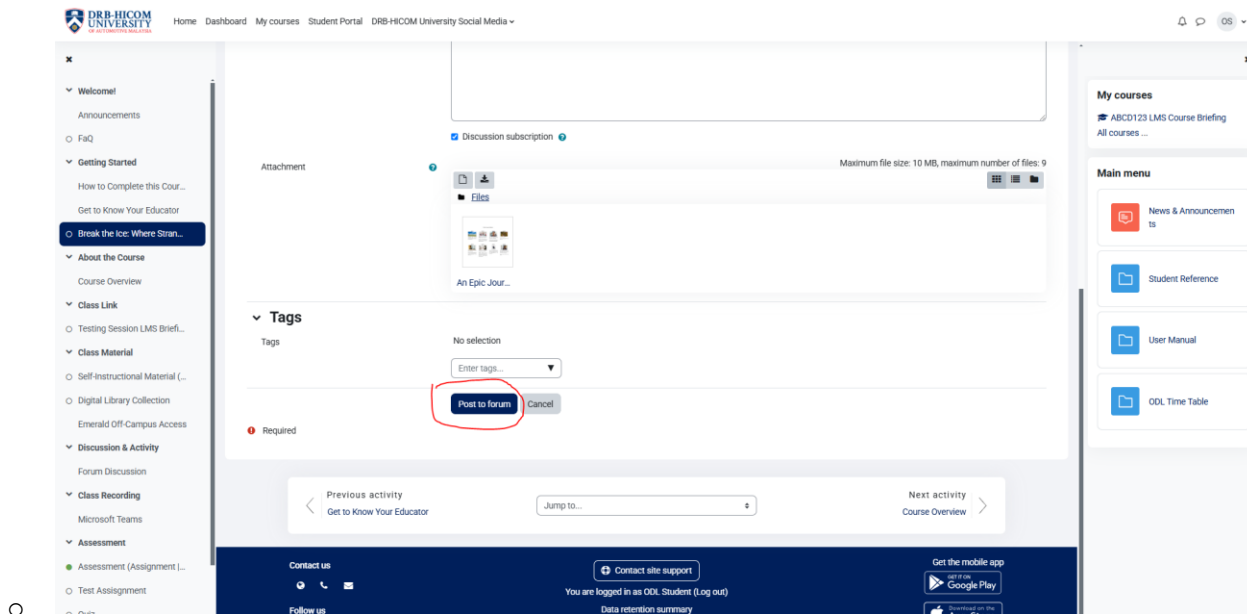
- Click on “Advanced”

The screenshot shows the same forum interface, but with the "Advanced" button highlighted. The "Advanced" button is located at the bottom right of the post's text input area, next to the "Post to forum" and "Cancel" buttons. A red circle highlights the "Advanced" button.

- Drag and drop your file into the specified box.



- Click on "Post to forum" to finish your posting.



How do I view recorded sessions?

- On the subject page, scroll down to the "Class Recording" section.

The screenshot shows a course page on the DRB-HICOM University LMS. The page is divided into several sections:

- Forum Discussion:** A section titled "Forum Discussion" with a sub-header "Explore diverse perspectives: Expand your understanding by encountering different viewpoints and engaging in respectful dialogue."
- Class Recording:** A section titled "Class Recording" with a sub-header "Master the key points: This video recaps all the essential concepts from class. Watch to solidify your understanding." Below this is a button labeled "Recordings for Session" with a "Click to watch" link. This section is highlighted with a red circle.
- Assessment:** A section titled "Assessment" with a sub-header "Dive deeper: Don't just skim the surface! This assignment invites you to explore and truly grasp the concepts. Go beyond the expected." Below this is a section titled "ASSESSMENT METHOD" with a list of items: "Forum/Tutorial Discussion", "Case Study/Assignment", and "Final Assessment".

The left sidebar contains a navigation menu with the following items:

- Welcome!
- Announcements
- FAQ
- Getting Started
- How to Complete this Cour...
- Get to Know Your Educator
- Break the Ice: Where Stran...
- About the Course
- Course Overview
- Class Link
- Testing Session LMS Brief...
- Class Material
- Self-instructional Material (...)
- Digital Library Collection
- Emerald Off-Campus Access
- Discussion & Activity
- Forum Discussion
- Class Recording** (highlighted)

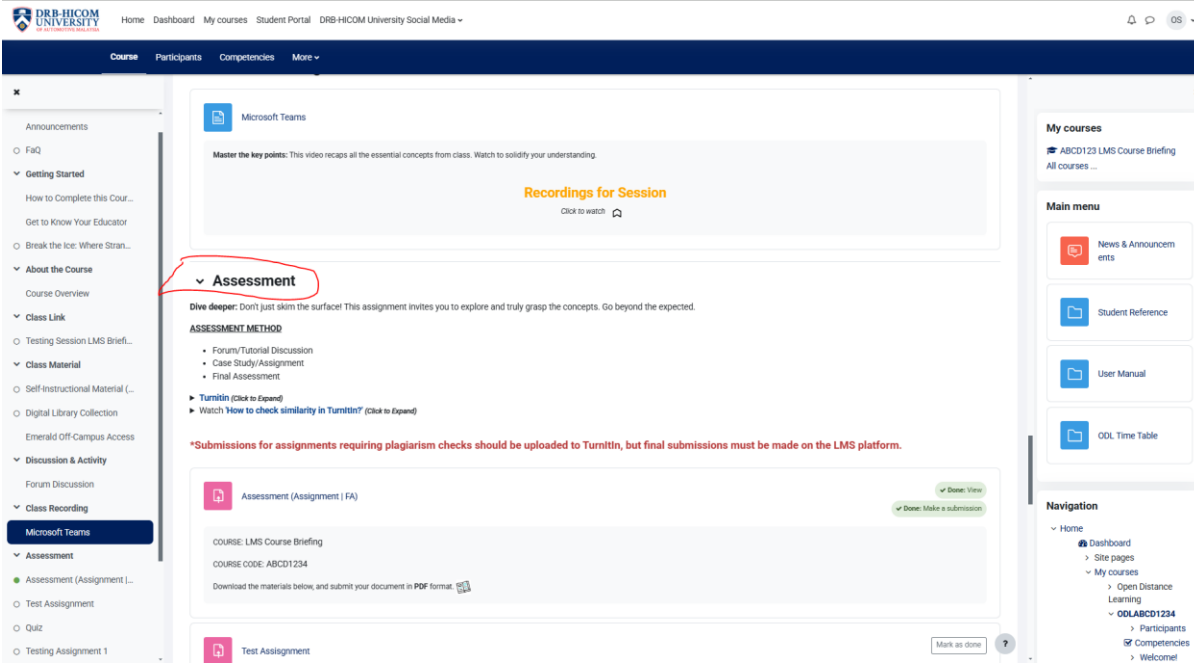
The right sidebar contains the following sections:

- My courses:** ABCD123 LMS Course Briefing, All courses ...
- Main menu:** News & Announcements, Student Reference, User Manual, ODL Time Table
- Navigation:** Home, Dashboard

- Click on the hyperlink to view the recording.

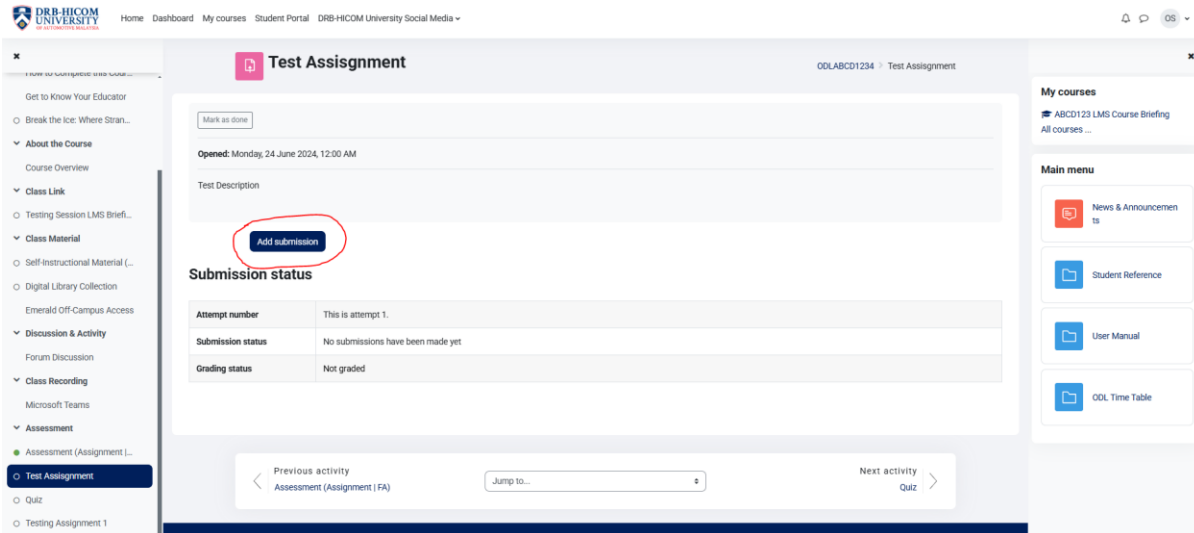
How do I submit an assignment?

- Scroll down to the "Assessment" section and click on the assignment title.



The screenshot shows the DRB-HICOM University LMS interface. The left sidebar contains a navigation menu with categories like 'Announcements', 'Getting Started', 'About the Course', 'Class Link', 'Class Material', 'Discussion & Activity', 'Class Recording', 'Microsoft Teams', and 'Assessment'. The 'Assessment' section is expanded, and the 'Assessment (Assignment | FA)' item is highlighted. The main content area displays a video player for 'Recordings for Session' and a section titled 'Assessment (Assignment | FA)' with details such as 'COURSE: LMS Course Briefing' and 'COURSE CODE: ABCD1234'. A red circle highlights the 'Assessment' section header in the sidebar.

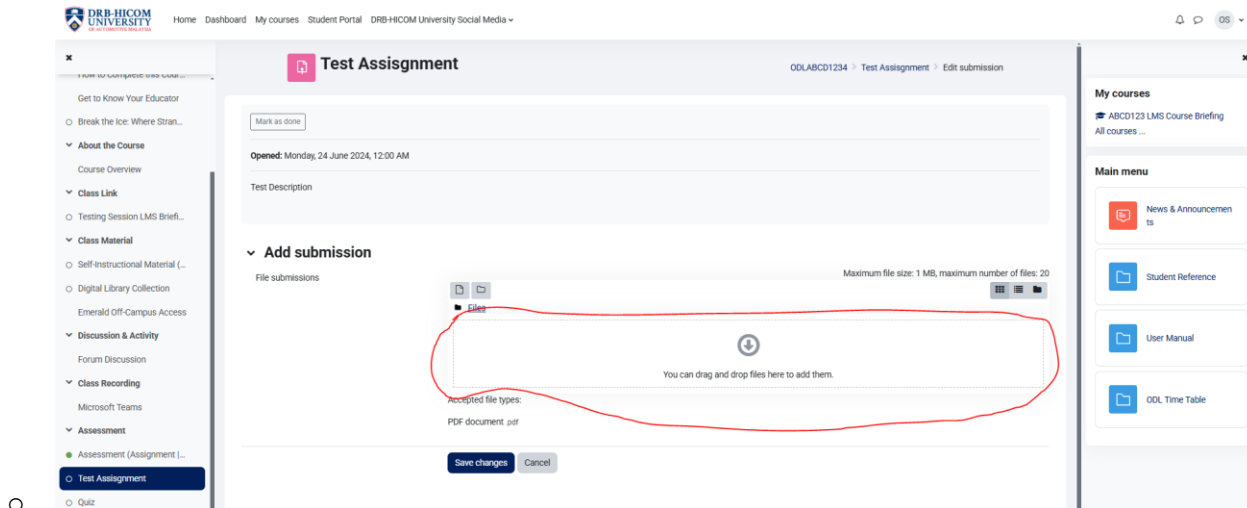
- Click on the "Add submission" button.



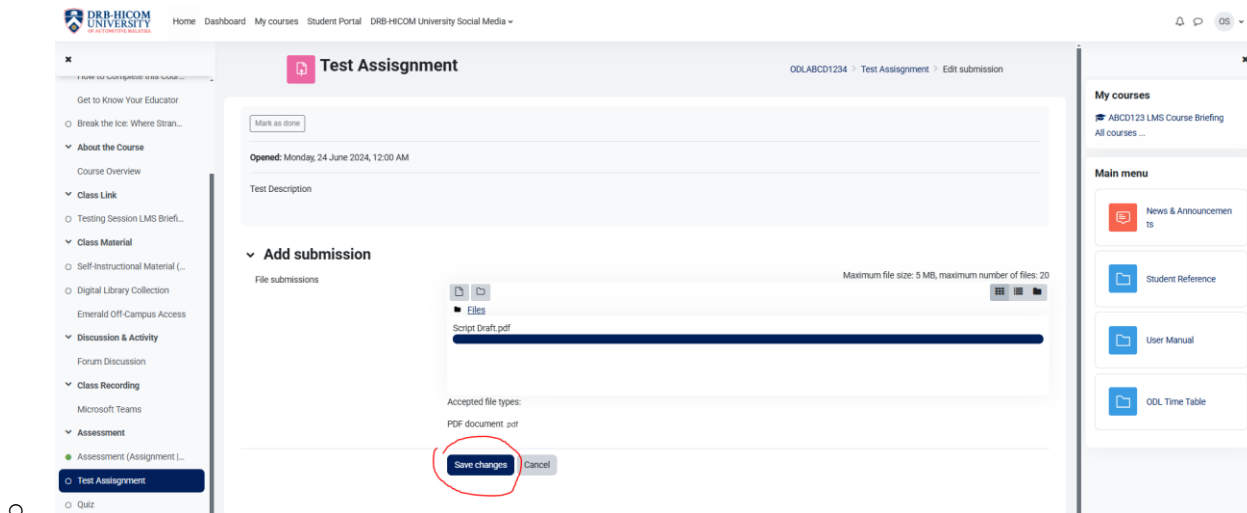
The screenshot shows the 'Test Assignment' page for course 'ODLABCD1234'. The page includes a 'Mark as done' button, the opening date 'Monday, 24 June 2024, 12:00 AM', and a 'Test Description' field. A table titled 'Submission status' shows the current attempt number, submission status, and grading status. A red circle highlights the 'Add submission' button. The bottom navigation bar shows 'Previous activity' as 'Assessment (Assignment | FA)' and 'Next activity' as 'Quiz'.

Attempt number	This is attempt 1.
Submission status	No submissions have been made yet
Grading status	Not graded

- Drag and drop your file (in PDF or the specified format) into the section.



- Click on "Save changes".



- Click on "Submit assignment" to proceed. To change the file, click on "Edit submission".

The screenshot shows the 'Test Assignment' page in the DRB-HICOM University LMS. The page title is 'Test Assignment' and the course ID is 'ODLABCD1234'. The submission status is 'Draft (not submitted)'. The 'Submit assignment' button is circled in red. The submission status table is as follows:

Attempt number	This is attempt 1.
Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Sunday, 16 February 2025, 10:53 AM
File submissions	Script Draft.pdf 16 February 2025, 10:53 AM
Submission comments	Comments (0)

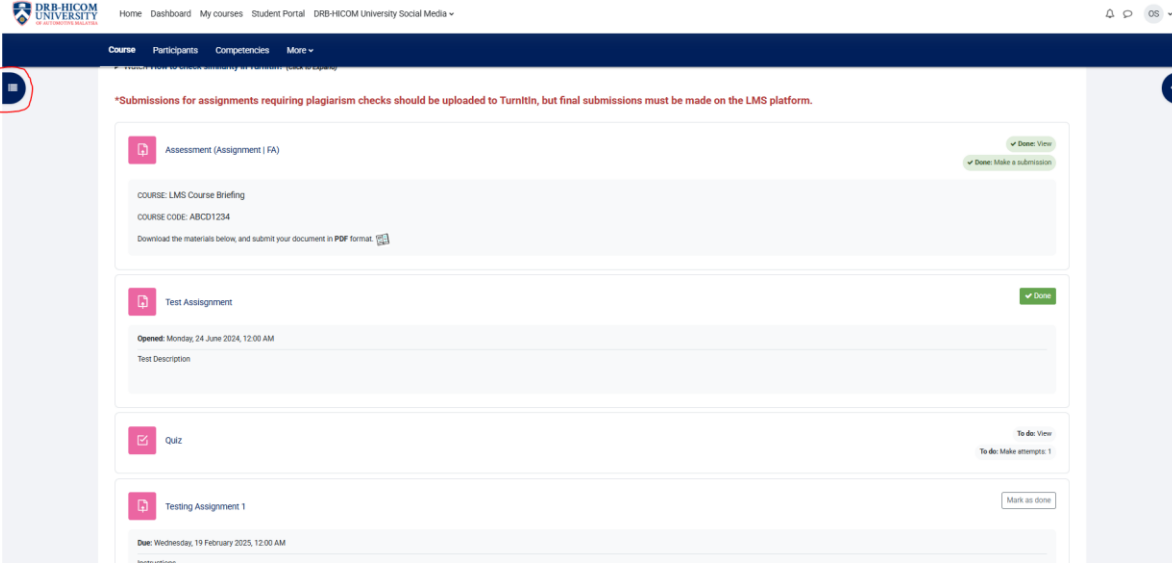
- Ensure your submission status turns green and shows "Submitted for grading".

The screenshot shows the 'Test Assignment' page in the DRB-HICOM University LMS. The submission status is now 'Submitted for grading', which is highlighted in green. The 'Submit assignment' button is circled in red. The submission status table is as follows:

Attempt number	This is attempt 1.
Submission status	Submitted for grading
Grading status	Not graded
Last modified	Sunday, 16 February 2025, 10:55 AM
File submissions	Script Draft.pdf 16 February 2025, 10:53 AM
Submission comments	Comments (0)

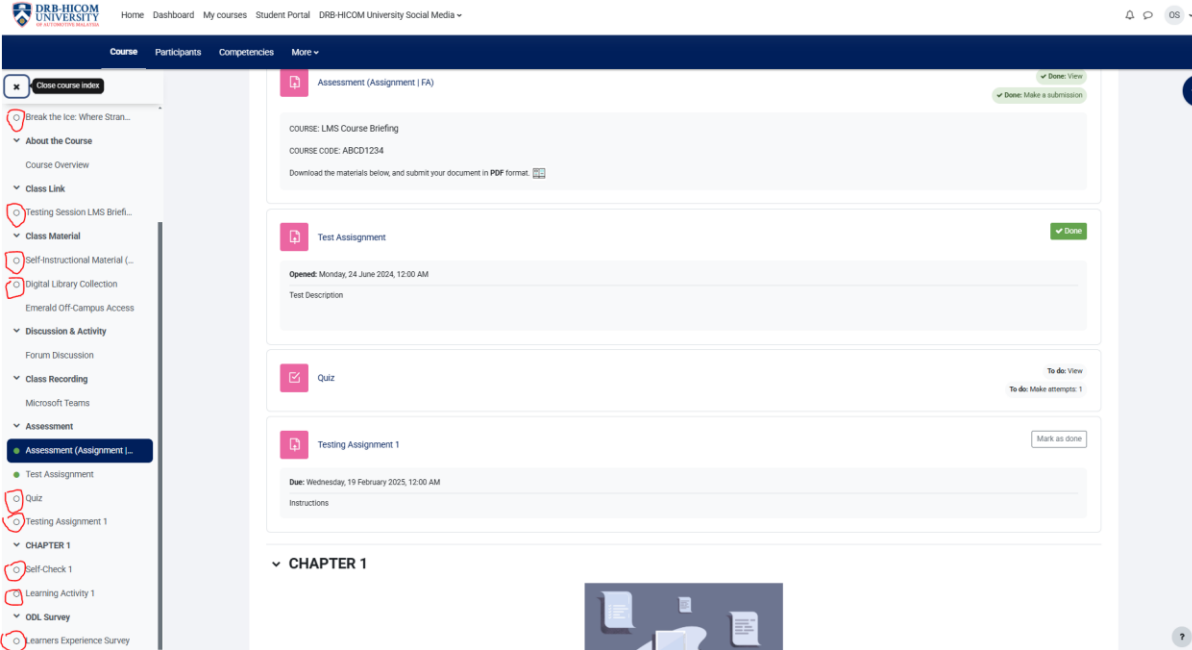
How do I monitor my progress?

- On the subject page, click on the right navigation tab to expand the tray.



The screenshot shows the DRB-HICOM University LMS interface. At the top, there is a navigation bar with 'Home', 'Dashboard', 'My courses', 'Student Portal', and 'DRB-HICOM University Social Media'. Below this is a course navigation menu with 'Course', 'Participants', 'Competencies', and 'More'. A red circle highlights a blue navigation tab on the right side of the page. The main content area displays a list of course activities: 'Assessment (Assignment | FA)', 'Test Assignment', 'Quiz', and 'Testing Assignment 1'. Each activity has a status indicator (a white dot) and a 'Done' button. A red asterisked note at the top states: '*Submissions for assignments requiring plagiarism checks should be uploaded to Turnitin, but final submissions must be made on the LMS platform.'

- Make sure all the white dots have turned green.

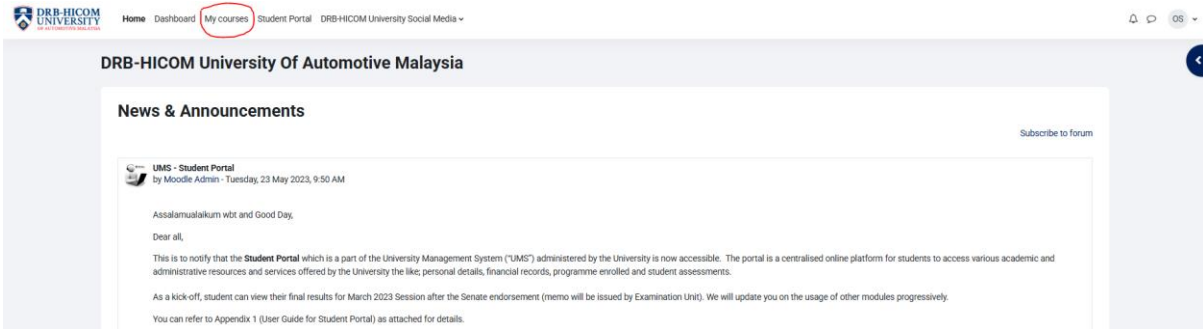


This screenshot shows the same LMS course page as the previous one, but with the navigation tray expanded on the left side. The tray contains a 'Close course index' button and a list of course items, each with a status indicator (a white dot) and a 'Done' button. The items include 'Break the Ice: Where Stran...', 'About the Course', 'Class Link', 'Testing Session LMS Brief...', 'Class Material', 'Self-Instructional Material (...)', 'Digital Library Collection', 'Emerald Off-Campus Access', 'Discussion & Activity', 'Forum Discussion', 'Class Recording', 'Microsoft Teams', 'Assessment', 'Assessment (Assignment | FA)', 'Test Assignment', 'Quiz', 'Testing Assignment 1', 'CHAPTER 1', 'Self-Check 1', 'Learning Activity 1', 'ODL Survey', and 'Learners Experience Survey'. The 'Assessment (Assignment | FA)' item is highlighted in blue. The main content area on the right shows the same list of course activities as in the previous screenshot, but now the status indicators are green, indicating that the process is complete.

- Click on any title that is not green to complete the process.

How do I find my enrolled courses?

- Click on "My courses" on the top navigation bar.



- You will see a list of all the courses you have enrolled in.

How do I join a tutorial session on Microsoft Teams?

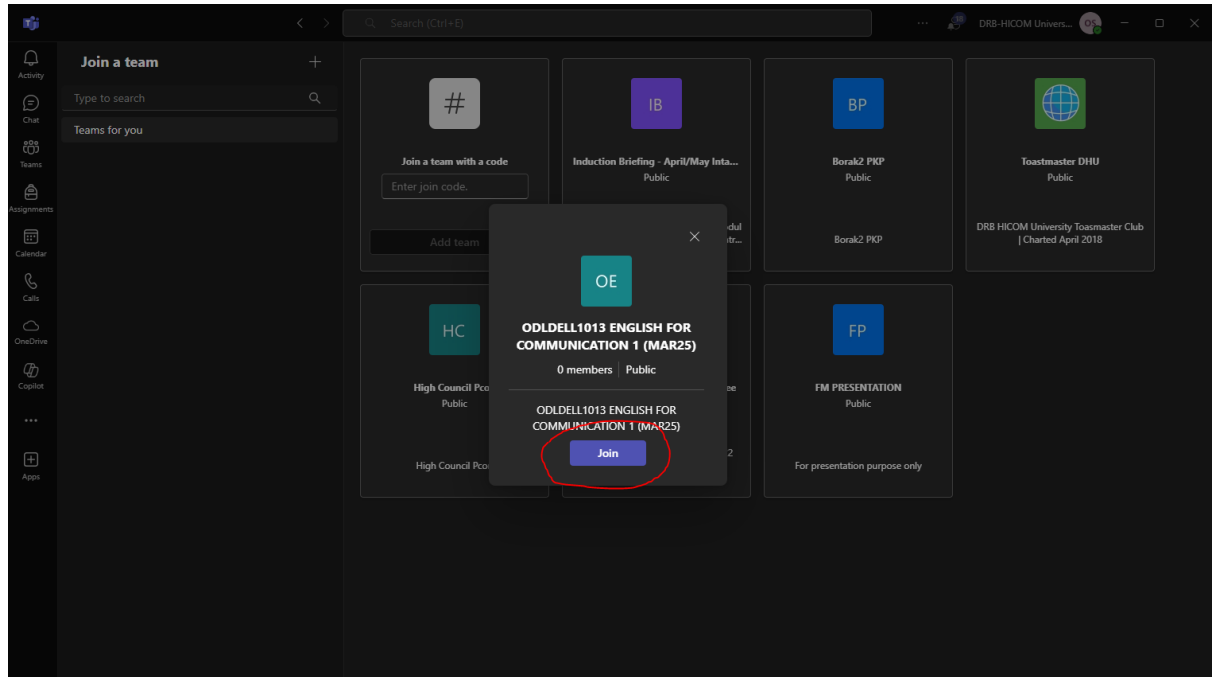
- Open Microsoft Teams on your device and log in with your student ID.
- Open your downloaded timetable and click on the channel link at the bottom.

6	SATURDAY	29/03/2025									
	SUNDAY	30/03/2025									
7	SATURDAY	05/04/2025									
	SUNDAY	06/04/2025									
8	SATURDAY	12/04/2025	DELL1013 ENGLISH FOR COMMUNICATION 1	DCMP1023 FUNDAMENTAL OF PYTHON PROGRAMMING	MPU2252 THINKING SKILL IN DIGITAL AGE						
	SUNDAY	13/04/2025	SECS1014 SPECIAL ENHANCEMENT COURSE OF MATHEMATICS	MPU2173 PENGHAYATAN ETIKA DAN PERADABAN							
9	SATURDAY	19/04/2025									
	SUNDAY	20/04/2025									
10	SATURDAY	26/04/2025	DELL1013 ENGLISH FOR COMMUNICATION 1	DCMP1023 FUNDAMENTAL OF PYTHON PROGRAMMING	MPU2252 THINKING SKILL IN DIGITAL AGE						
	SUNDAY	27/04/2025	SECS1014 SPECIAL ENHANCEMENT COURSE OF MATHEMATICS	MPU2173 PENGHAYATAN ETIKA DAN PERADABAN							
11	SATURDAY	03/05/2025									
	SUNDAY	04/05/2025									
12	SATURDAY	10/05/2025									
	SUNDAY	11/05/2025									

NO	COURSE CODE	COURSE NAME	LECTURER	CONTACT NO
1	DELL1013	ENGLISH FOR COMMUNICATION 1	MOHD FAUZI BIN ABDUL HAMID	019-9835900
2	MPU2252	THINKING SKILL IN DIGITAL AGE	SURAYA BINTI MAT RANI	012-6483964
3	DCMP1023	FUNDAMENTAL OF PYTHON PROGRAMMING	Ts. HISHAM BIN ARIFFIN	019-414 3434
4	MPU2173	PENGHAYATAN ETIKA DAN PERADABAN (MALAYSIAN)	SHAIFATUL DIANA BINTI BAHAROM	019-4312421
5	SECS1014	SPECIAL ENHANCEMENT COURSE OF SCIENCE	Ts. NAZARIN BIN NORDIN	019-9151975

COURSE NAME	CHANNEL LINK
ENGLISH FOR COMMUNICATION 1	QDLDELL1013 ENGLISH FOR COMMUNICATION 1 (MAR25)
THINKING SKILL IN DIGITAL AGE	QDLMPU2252 THINKING SKILL IN DIGITAL AGE (MAR25)
FUNDAMENTAL OF PYTHON PROGRAMMING	QDLDCMP1023/QDLBCMP3033 PYTHON PROGRAMMING (MAR25)
PENGHAYATAN ETIKA DAN PERADABAN (MALAYSIAN)	QDLMPU2173/QDLMMPU3153 PENGHAYATAN ETIKA & PERADABAN (MAR25)
SPECIAL ENHANCEMENT COURSE OF SCIENCE	QDLSECS1014 SPECIAL ENHANCEMENT COURSE OF SCIENCE (MAR25)

- For first-time use, click on the "Join" button in the pop-up.



- Once you have joined, you will see scheduled meetings.
- Click on "Join" to join the session when it is time.

