



Manual Pengguna

Peranan :
Trainer

ISI KANDUNGAN

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A. Login

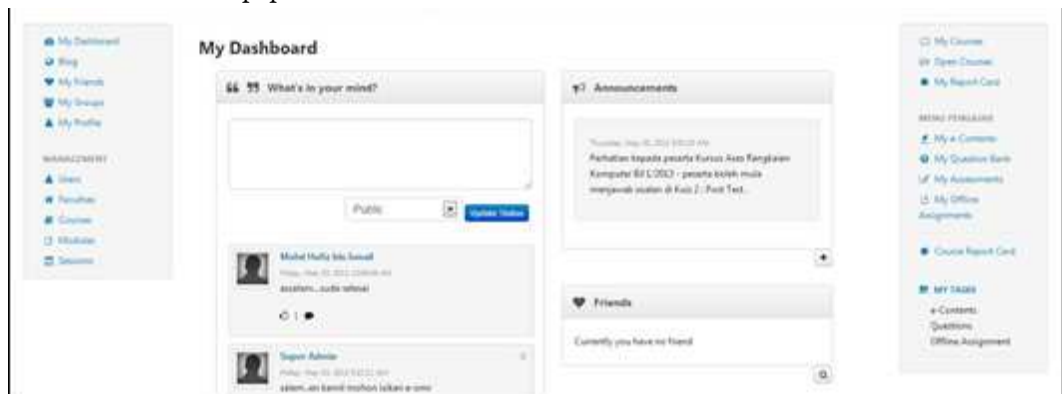
1. Buka *browser* Internet Explorer.
2. Taipkan <https://lms.tnbilsas.com.my> diruangan alamat pada browser.



3. Masukkan *Username* dan *Password* diruangan yang disediakan.

A screenshot of a login form. It features two input fields: "Username" and "Password". Below the "Password" field is a blue "Login" button. Underneath the button is a link that says "Forgot password?".

4. Skrin Utama akan dipaparkan.



B. e-Kandungan

1. Klik *My e-Contents* untuk melihat senarai e-Kandungan.

The screenshot shows the 'My Dashboard' page. On the left is a 'MANAGEMENT' sidebar with links like 'Users', 'Units', 'Courses', 'Modules', and 'Business Events'. The main content area has sections for 'What's in your mind?', 'Announcements' (with a message from Ahmad Zharif Bin Rosli), and 'Friends'. On the right is a vertical menu with 'My e-Contents' highlighted in red. Other menu items include 'My Courses', 'Course Synopsis', 'My Report Card', 'TRAINER MENU', 'REPORT MENU', and 'MY TASKS'.

2. Skrin berikut akan dipaparkan.

The screenshot shows the 'My e-Contents' page. It features a search bar and a table with 8 entries. The table columns are Course, Modul, Title, Version, and Status. Below the table are buttons for 'Delete Selected' and 'Add New', and a pagination bar showing 'Showing 1 to 8 of 8 entries'.

Course	Modul	Title	Version	Status
Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Ict	Ict Dalam Konteks Pentadbiran Percukaian	data ujian	1.0	PUBLISHED
Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Ict	Ict Dalam Konteks Pentadbiran Percukaian	Ujian	1.0	PUBLISHED
Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Ict	Ict Dalam Konteks Pentadbiran Percukaian	ujian 2	1.0	PUBLISHED
Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Kewangan	Pengenalan Proses Bayaran Balik Hasil Lhdnm	testing ppt	1.0	PUBLISHED
Kursus Asas Perkhidmatan (Kap) Gred 41- Modul Percukaian Individu: Penggajian	Pendapatan Lain - Sewa	Test	1	PUBLISHED
Kursus Test	Module Test	Test content	1	PUBLISHED

3. Klik *Add New* untuk menambah e-Kandungan.

Home / e-Content

My e-Contents

10 records per page Search:

<input type="checkbox"/>	Course	Modul	Title	Version	Status	
<input type="checkbox"/>	Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Ict	Ict Dalam Konteks Pentadbiran Percukaian	data ujian	1.0	PUBLISHED	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Ict	Ict Dalam Konteks Pentadbiran Percukaian	Ujian	1.0	PUBLISHED	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Ict	Ict Dalam Konteks Pentadbiran Percukaian	ujian 2	1.0	PUBLISHED	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Kewangan	Pengenalan Proses Bayaran Balik Hasil Lhdnm	testing ppt	1.0	PUBLISHED	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Percukaian Individu: Penggajian	Pendapatan Lain - Sewa	Test	1	PUBLISHED	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Kursus Test	Module Test	Test content	1	PUBLISHED	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Delete Selected **Add New**

Showing 1 to 8 of 8 entries -- First -- Previous 1 Next -- Last --

4. Skrin berikut akan dipaparkan.

Create e-Content

Unit *	Select a Unit <input type="text"/>
Course *	Select a Course <input type="text"/>
Modul *	Select a Module <input type="text"/>
Title *	<input type="text"/>
Description	<input type="text"/>
Approver *	Select an Approver <input type="text"/>
e-Content File *	Select File <input type="text"/>



5. Sila isikan maklumat-maklumat seperti Unit, Course, Module, Title, Description, Reviewer, Approver dan muat naik e-Kandungan. Medan bertanda (*) wajib diisi. Setelah selesai mengisi maklumat-maklumat yang diperlukan, tekan butang *Save as Draft*, *Submit for Approval* atau *Submit for Reviewer*. Sekiranya anda ingin *Submit for Approval*, anda tidak perlu memilih Reviewer.

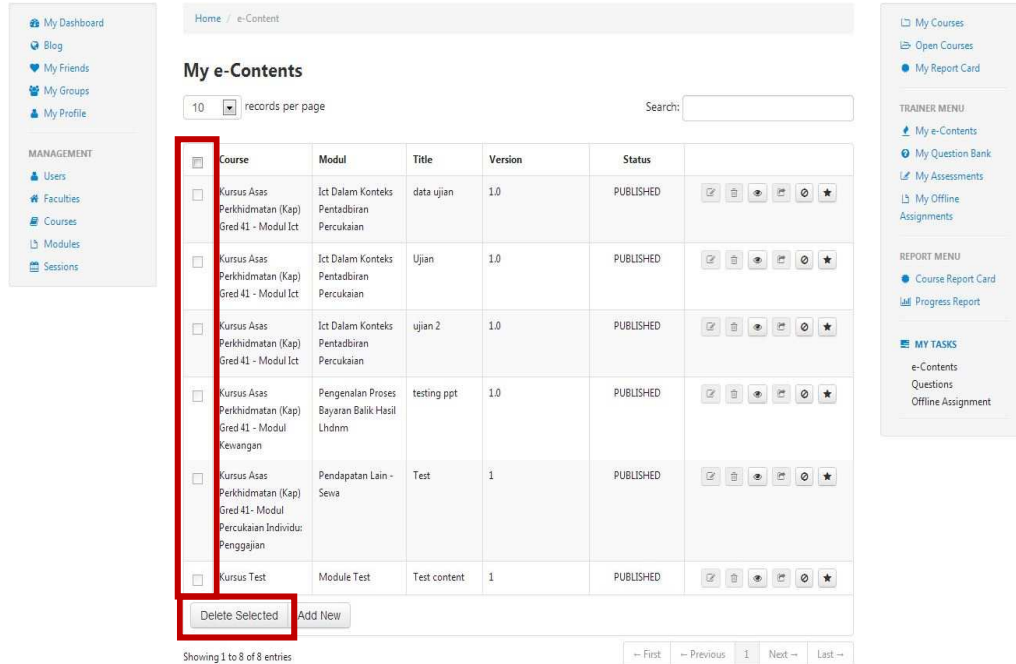
Create e-Content

Unit *	Select a Unit
Course *	Select a Course
Modul *	Select a Module
Title *	<input type="text"/>
Description	<input type="text"/>
Approver *	Select an Approver
e-Content File *	Select File
<input type="button" value="← Back to List"/> <input type="button" value="Reset"/> <input type="button" value="Submit for Approval"/> <input type="button" value="Save as Draft"/>	

6. Mesej Berjaya akan dipaparkan. Gambarajah di bawah adalah untuk *Save as Draft* dan *Submit for Approval*.

e-Content has been saved as draft successfully	<input type="button" value="OK"/>
The e-Content has been submitted for approval successfully	<input type="button" value="OK"/>































7. Klik  untuk mengubah maklumat e-kandungan. Klik  untuk membuang e-kandungan. Anda boleh *delete* lebih daripada satu dengan *tick* di *checkbox* dan tekan butang *Delete Selected*.



Home / e-Content

My e-Contents

10 records per page Search:

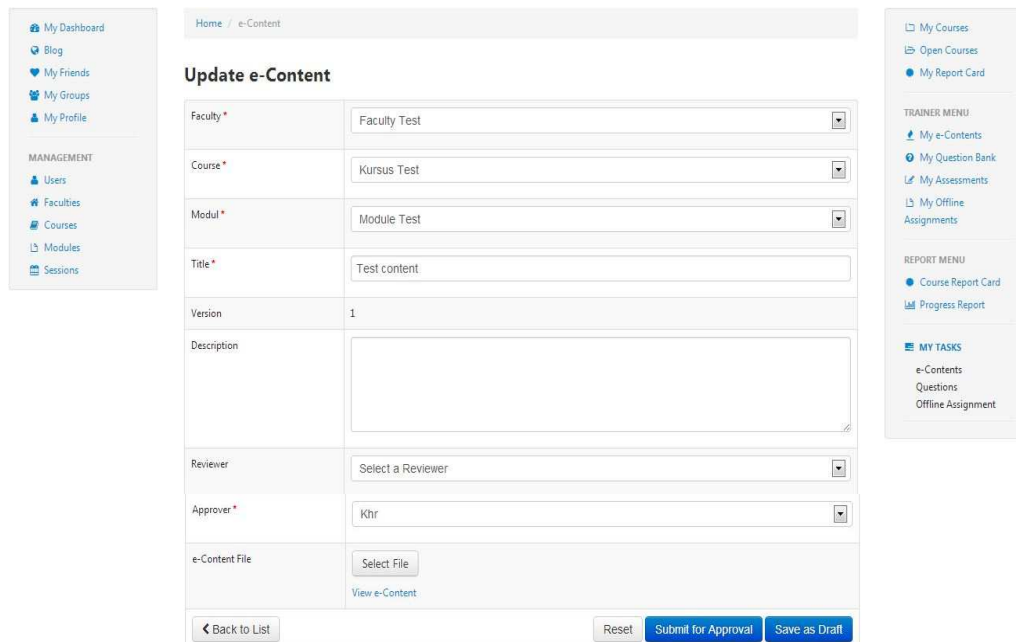
<input type="checkbox"/>	Course	Modul	Title	Version	Status	
<input type="checkbox"/>	Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Ict	Ict Dalam Konteks Pentadbiran Percukaian	data ujian	1.0	PUBLISHED	<input type="checkbox"/>     
<input type="checkbox"/>	Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Ict	Ict Dalam Konteks Pentadbiran Percukaian	Ujian	1.0	PUBLISHED	<input type="checkbox"/>     
<input type="checkbox"/>	Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Ict	Ict Dalam Konteks Pentadbiran Percukaian	ujian 2	1.0	PUBLISHED	<input type="checkbox"/>     
<input type="checkbox"/>	Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Kewangan	Pengenalan Proses Bayaran Balik Hasil Lhdnm	testing ppt	1.0	PUBLISHED	<input type="checkbox"/>     
<input type="checkbox"/>	Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Percukaian Individu: Penggajian	Pendapatan Lain - Sewa	Test	1	PUBLISHED	<input type="checkbox"/>     
<input type="checkbox"/>	Kursus Test	Module Test	Test content	1	PUBLISHED	<input type="checkbox"/>     

Delete Selected Add New

Showing 1 to 8 of 8 entries

First Previous 1 Next Last

8. Sekiranya butang  ditekan, skrin berikut akan dipaparkan.



Home / e-Content

Update e-Content

Faculty * Faculty Test

Course * Kursus Test

Modul * Module Test

Title * Test content

Version 1

Description

Reviewer Select a Reviewer

Approver * Khr

e-Content File Select File View e-Content

Back to List Reset Submit for Approval Save as Draft

9. Sila ubah maklumat yang anda mahu dan tekan butang *Save as Draft* atau *Submit for Approval*. Sekiranya butang *Submit for Approval* ditekan, anda tidak boleh mengubah lagi maklumat.

The screenshot shows the 'Update e-Content' form with the following fields and values:



- Faculty*: Faculty Test
- Course*: Kursus Test
- Modul*: Module Test
- Title*: Test content
- Version: 1
- Description: (Empty text area)
- Reviewer: Select a Reviewer
- Approver*: Khr
- e-Content File: Select File, View e-Content

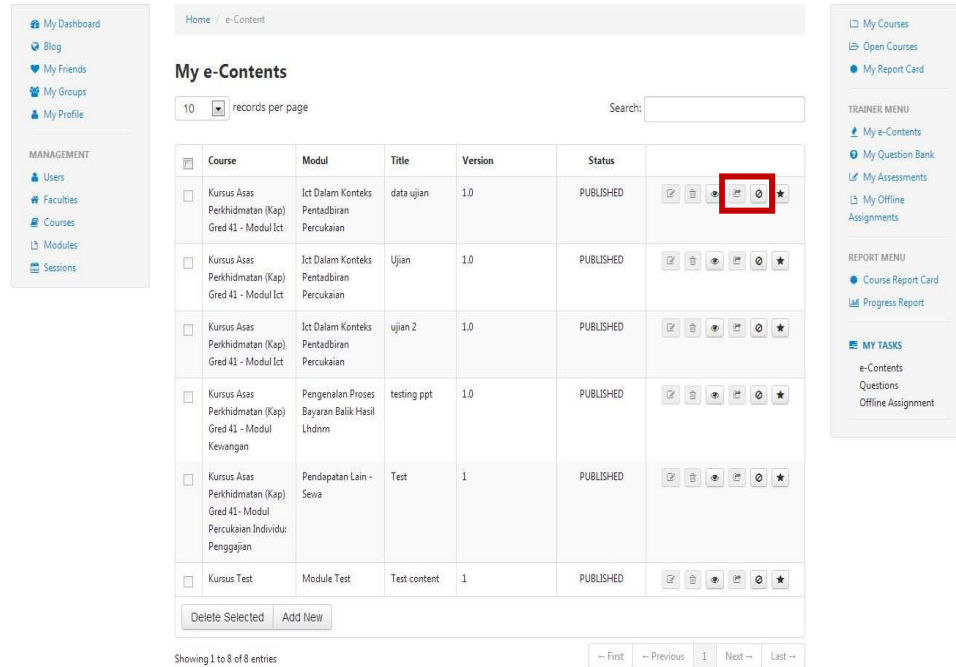
At the bottom of the form, there are four buttons: 'Back to List', 'Reset', 'Submit for Approval', and 'Save as Draft'. The 'Submit for Approval' and 'Save as Draft' buttons are highlighted with a red box.

10. Mesej Berjaya akan dipaparkan.

The first screenshot shows a success message: "e-Content has been saved as draft successfully" with an "OK" button.

The second screenshot shows a success message: "The e-Content has been submitted for approval successfully" with an "OK" button.































11. Klik  untuk *publish* e-Kandungan anda. Untuk *unpublish*, sila klik .



Home / e-Content

My e-Contents


10 records per page Search:

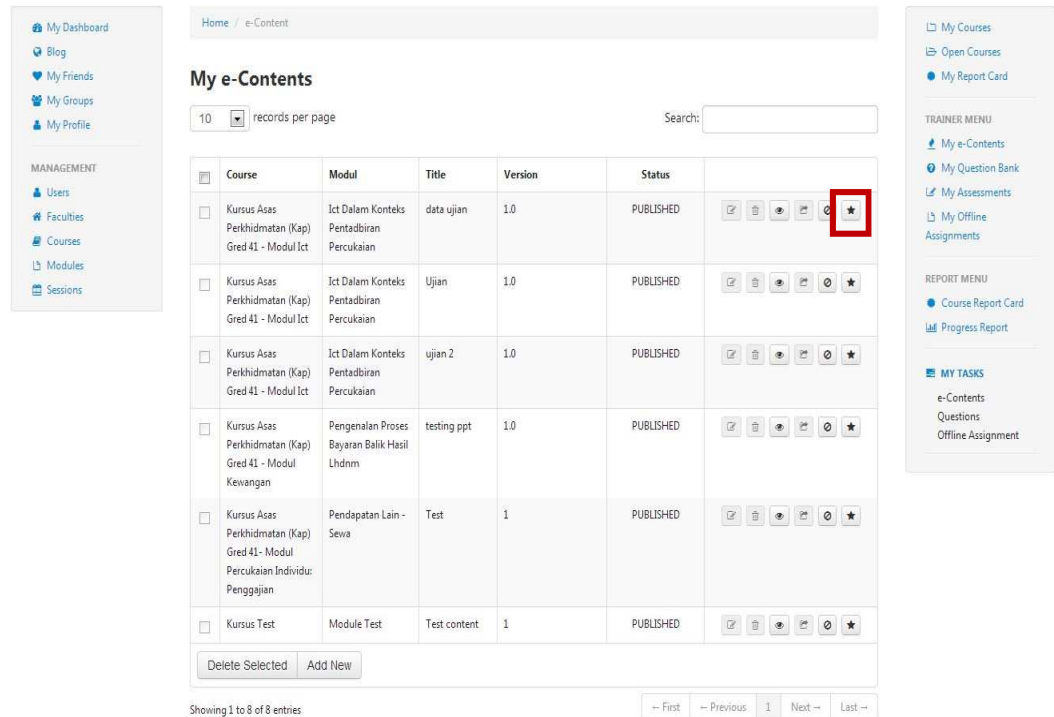
Course	Modul	Title	Version	Status	
<input type="checkbox"/> Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Ict Percukaian	Ict Dalam Konteks Pentadbiran Percukaian	data ujian	1.0	PUBLISHED	    
<input type="checkbox"/> Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Ict Percukaian	Ict Dalam Konteks Pentadbiran Percukaian	Ujian	1.0	PUBLISHED	    
<input type="checkbox"/> Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Ict Percukaian	Ict Dalam Konteks Pentadbiran Percukaian	ujian 2	1.0	PUBLISHED	    
<input type="checkbox"/> Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Kewangan	Pengenalan Proses Bayaran Balik Hasil Lhdnm	testing ppt	1.0	PUBLISHED	    
<input type="checkbox"/> Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Percukaian Individu: Penggajian	Pendapatan Lain - Sewa	Test	1	PUBLISHED	    
<input type="checkbox"/> Kursus Test	Module Test	Test content	1	PUBLISHED	    

Delete Selected Add New

Showing 1 to 8 of 8 entries

First Previous 1 Next Last































12. Klik  untuk tambah versi.



Home / e-Content

My e-Contents

10 records per page Search:

Course	Modul	Title	Version	Status	
<input type="checkbox"/> Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Ict Percukaian	Ict Dalam Konteks Pentadbiran Percukaian	data ujian	1.0	PUBLISHED	    
<input type="checkbox"/> Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Ict Percukaian	Ict Dalam Konteks Pentadbiran Percukaian	Ujian	1.0	PUBLISHED	    
<input type="checkbox"/> Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Ict Percukaian	Ict Dalam Konteks Pentadbiran Percukaian	ujian 2	1.0	PUBLISHED	    
<input type="checkbox"/> Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Kewangan	Pengenalan Proses Bayaran Balik Hasil Lhdnm	testing ppt	1.0	PUBLISHED	    
<input type="checkbox"/> Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Percukaian Individu: Penggajian	Pendapatan Lain - Sewa	Test	1	PUBLISHED	    
<input type="checkbox"/> Kursus Test	Module Test	Test content	1	PUBLISHED	    

Delete Selected Add New

Showing 1 to 8 of 8 entries

First Previous 1 Next Last

13. Skrin berikut akan dipaparkan.

Home / e-Content

Add Version

Faculty	Faculty Test
Course	Kursus Test
Modul	Module Test
Title	Test content
Description	<input type="text"/>
Reviewer	Select a Reviewer
Approver *	Select an Approver
e-Content File *	Select File

[← Back to List](#) [Reset](#) [Submit for Approval](#) [Save as Draft](#)

14. Isi maklumat seperti *Reviewer*, *Approver* dan *e-Content File*. Medan bertanda (*) wajib diisi.

Home / e-Content

Add Version


Faculty	Faculty Test
Course	Kursus Test
Modul	Module Test
Title	Test content
Description	<input type="text"/>
Reviewer	Select a Reviewer
Approver *	Select an Approver
e-Content File *	Select File





[← Back to List](#) [Reset](#) [Submit for Approval](#) [Save as Draft](#)

15. Setelah selesai isi,,tekan butang *Submit for Approval* atau *Save as Draft*.

16. Mesej Berjaya akan dipaparkan. Gambarajah di bawah adalah untuk *Save as Draft* dan *Submit for Approval*.



17. Klik  untuk melihat maklumat-maklumat e-Kandungan.

Course	Modul	Title	Version	Status	Action
Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Kewangan	Tatacara Perolehan	test upload	1.0	PENDING APPROVAL	
Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Ict	Ict Dalam Konteks Pentadbiran Percukaian	data ujian	1.0	PENDING APPROVAL	
Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Ict	Ict Dalam Konteks Pentadbiran Percukaian	Ujian	1.0	DRAFT	
Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Ict	Ict Dalam Konteks Pentadbiran Percukaian	ujian 2	1.0	DRAFT	

18. Skrin berikut akan dipaparkan.

The screenshot shows the 'Ujian (Version 1.0)' page. On the left is a navigation menu with 'MANAGEMENT' items: My Dashboard, Blog, My Friends, My Groups, My Profile, Users, Faculties, Courses, Modules, and Sessions. The main content area contains a table with the following data:

Faculty	Pusat Latihan Dan Pembangunan Ict
Course	Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Ict
Modul	Ict Dalam Konteks Pentadbiran Percukaian
Owner	Super Admin
Reviewer	-
Approver	Wan Zulkifli Bin Wan Ali
Status	DRAFT

At the bottom right of the table area is a blue button labeled 'View e-Content'. On the right side of the page is a sidebar menu with sections: 'My Courses', 'Open Courses', 'My Report Card', 'TRAINER MENU' (My e-Contents, My Question Bank, My Assessments, My Offline Assignments), 'REPORT MENU' (Course Report Card, Progress Report), and 'MY TASKS' (e-Contents, Questions, Offline Assignment).

19. Anda boleh melihat e-Kandungan dengan menekan butang *View e-Content*.

This screenshot is identical to the previous one, but the 'View e-Content' button at the bottom right of the table area is highlighted with a red rectangular box to draw attention to it.

C. My Question Bank

20. Klik *My Question Bank* untuk melihat senarai soalan.

The screenshot shows the 'My Dashboard' page. On the left is a navigation menu with options like 'My Dashboard', 'Blog', 'My Friends', 'My Groups', and 'My Profile'. The main content area is divided into sections: 'What's in your mind?' with a text input and 'Update Status' button; 'Announcements' with a message from Ahmad Zharif Bin Rosli; and 'Friends' showing 'Currently you have no friend'. On the right sidebar, the 'My Question Bank' link is highlighted with a red box.

21. Skrin berikut akan dipaparkan.

The screenshot shows the 'My Questions' page. It features a table with the following data:

Course	Module	Question Text	Status
Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Ict	Kawalan Dan Keselamatan Maklumat	1 + 1 = 3	DRAFT
Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Ict	Kawalan Dan Keselamatan Maklumat	12 + 1	DRAFT

Below the table are buttons for 'Delete Selected' and 'Add New'. The page also includes a search bar and pagination controls.

22. Klik *Add New* untuk menambah soalan.

This screenshot is identical to the previous one, but the 'Add New' button at the bottom of the table is highlighted with a red box.

23. Skrin berikut akan dipaparkan.



The screenshot displays the 'Create Question' page. On the left, a sidebar menu includes 'My Dashboard', 'Blog', 'My Friends', 'My Groups', 'My Profile', and a 'MANAGEMENT' section with 'Users', 'Faculties', 'Courses', 'Modules', and 'Sessions'. The main content area has a breadcrumb 'Home / Question' and a title 'Create Question'. It features four dropdown menus: 'Faculty *' (Select a Faculty), 'Course *' (Select a Course), 'Module *' (Select a Module), and 'Question Type *' (Select a question type). Below these is a 'Question Text *' field with a rich text editor toolbar containing icons for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, undo, redo, and a text input field. The editor area shows 'body p'. At the bottom, there is a 'Correct Answer *' field and three buttons: 'Back to List', 'Reset', and 'Save as Draft'.

24. Sila isikan maklumat-maklumat seperti *Unit, Course, Module, Question Type, Question Text, dan Correct Answer*. *Question Type* ada 3 jenis iaitu *Drag & Drop, Objective* dan *True or False*. Untuk jenis *Drag & Drop* ialah soalan jenis tarik dan lepas. Untuk jenis *Objective* pula ialah soalan A, B, C dan D. Manakala jenis *True or False* ialah soalan betul atau salah. Medan bertanda (*) wajib diisi. Setelah selesai mengisi maklumat-maklumat yang diperlukan, tekan butang *Save as Draft*.

The screenshot shows the 'Create Question' interface. On the left is a sidebar with navigation links: My Dashboard, Blog, My Friends, My Groups, My Profile, and a MANAGEMENT section with Users, Faculties, Courses, Modules, and Sessions. The main content area is titled 'Create Question' and contains several dropdown menus: Faculty (Select a Faculty), Course (Select a Course), Module (Select a Module), and Question Type (Select a question type). Below these is a large text area for 'Question Text' with a rich text editor toolbar. At the bottom, there is a 'Correct Answer' field and three buttons: 'Back to List', 'Reset', and 'Save as Draft'. On the right side, there are two vertical menus: 'TRAINER MENU' with links to My e-Contents, My Question Bank, My Assessments, and My Offline Assignments; and 'REPORT MENU' with links to Course Report Card and Progress Report. A 'MY TASKS' section at the bottom right lists e-Contents, Questions, and Offline Assignment.

25. Mesej Berjaya akan dipaparkan. Gambarajah di bawah adalah untuk *Save as Draft*.




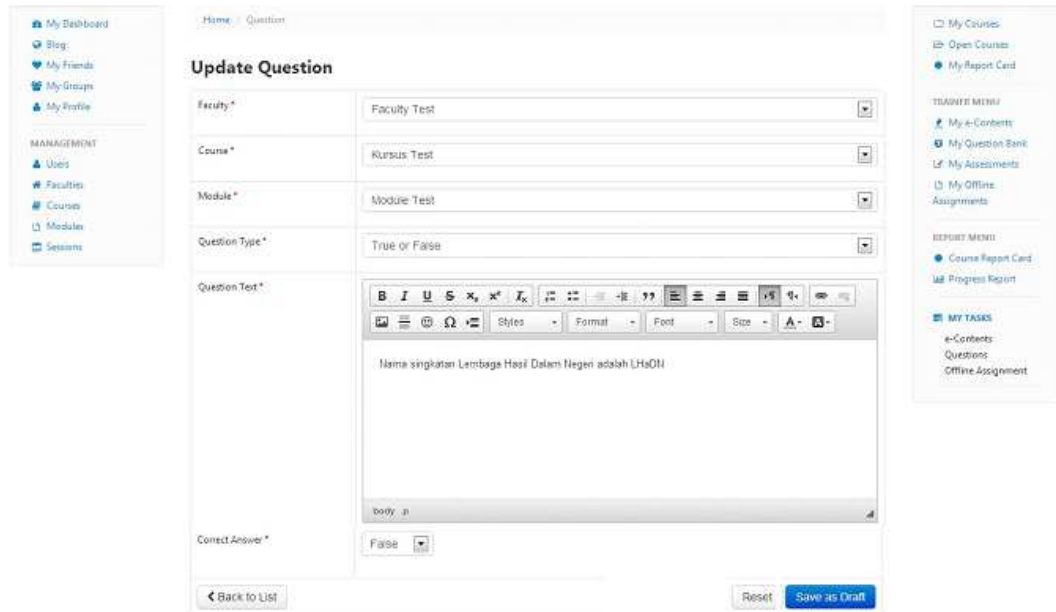
26. Klik  untuk mengubah maklumat soalan. Klik  untuk membuang soalan. Anda boleh *delete* lebih daripada satu dengan *tick* di *checkbox* dan tekan butang *Delete Selected*.

The screenshot shows the "My Questions" interface. It features a table with columns for Course, Module, Question Text, and Status. Two rows of questions are visible, both with checkboxes in the first column. A red box highlights the checkboxes and the "Delete Selected" button below the table. The "Add New" button is also visible. The interface includes a sidebar with navigation options and a right-hand menu.

Course	Module	Question Text	Status
<input type="checkbox"/> Kursus Asas Perkhidmatan (Kap) Sred 41 - Modul Ict	Kawalan Dan Keselamatan Maklumat	1 + 1 = 3	DRAFT
<input type="checkbox"/> Kursus Asas Perkhidmatan (Kap)	Kawalan Dan Keselamatan Maklumat	12 + 1	DRAFT

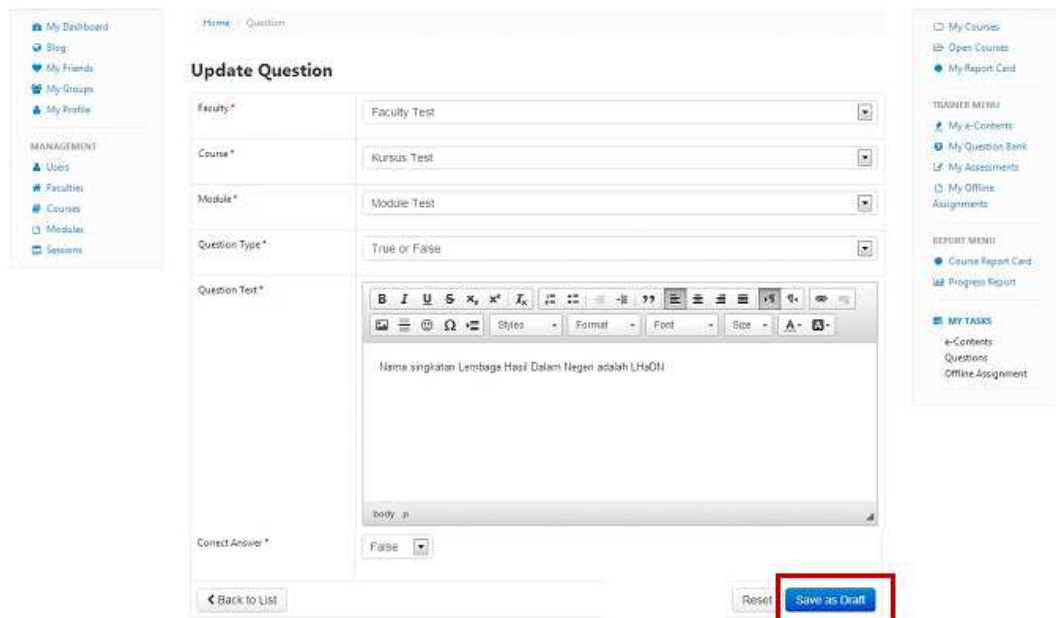
Showing 1 to 2 of 2 entries

27. Sekiranya butang  ditekan, skrin berikut akan dipaparkan.



The screenshot shows the 'Update Question' interface. On the left is a navigation menu with 'My Dashboard', 'Blog', 'My Friends', 'My Groups', 'My Profile', and a 'MANAGEMENT' section containing 'Users', 'Faculties', 'Courses', 'Modules', and 'Sessions'. The main form has the following fields: Faculty* (Faculty Test), Course* (Kursus Test), Module* (Module Test), Question Type* (True or False), Question Text* (containing the text 'Nama singkatan Lembaga Hasil Dalam Negeri adalah LHDN' and a rich text editor toolbar), and Correct Answer* (False). At the bottom right, the 'Save as Draft' button is highlighted with a blue background.



28. Sila ubah maklumat yang anda mahu dan tekan butang *Save as Draft*.

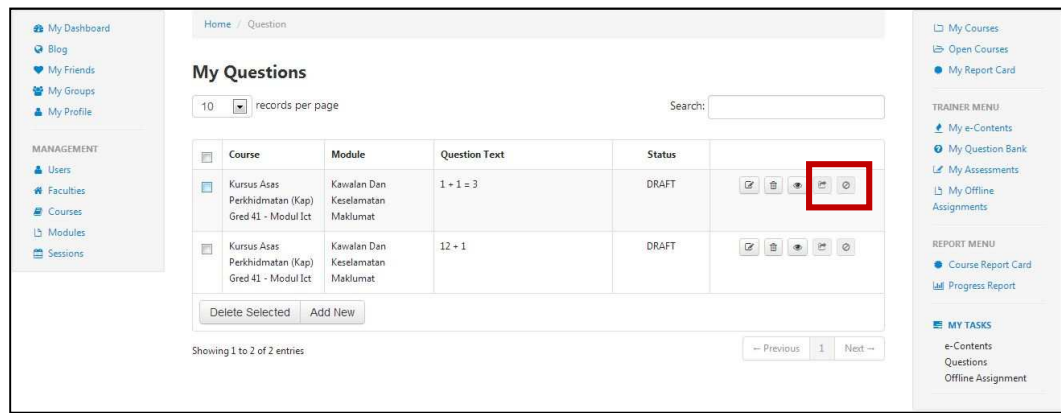



This screenshot is identical to the one above, showing the 'Update Question' form. The only difference is that the 'Save as Draft' button at the bottom right is enclosed in a red rectangular box, indicating it should be clicked.

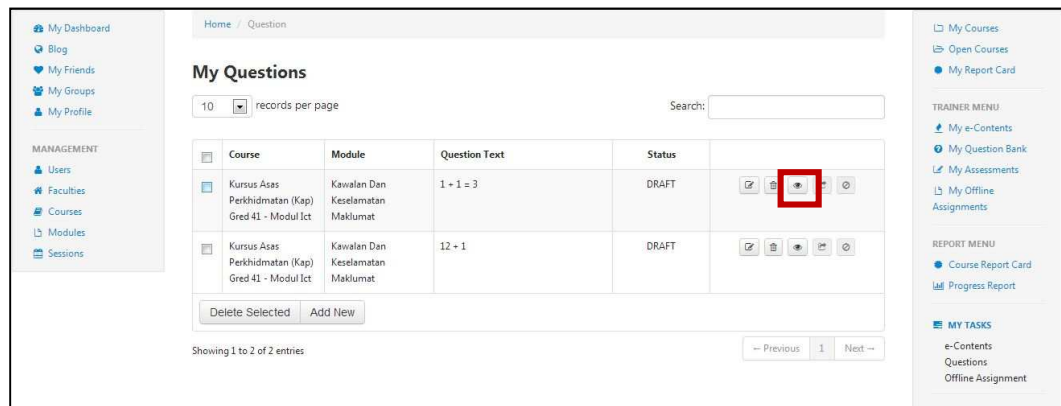
29. Mesej Berjaya akan dipaparkan.



30. Klik  untuk *publish* soalan anda.. Untuk *unpublish*, sila klik .



31. Klik  untuk melihat maklumat-maklumat soalan.



32. Skrin di bawah akan dipaparkan.

The screenshot displays the 'Question Details' interface. On the left is a navigation menu with categories like 'My Dashboard', 'MANAGEMENT', and 'MY TASKS'. The main content area is titled 'Question Details' and contains a table with the following information:

Faculty	Faculty Test
Course	Kursus Test
Module	Module Test
Owner	Super Admin
Reviewer	-
Approver	KHR
Status	DRAFT

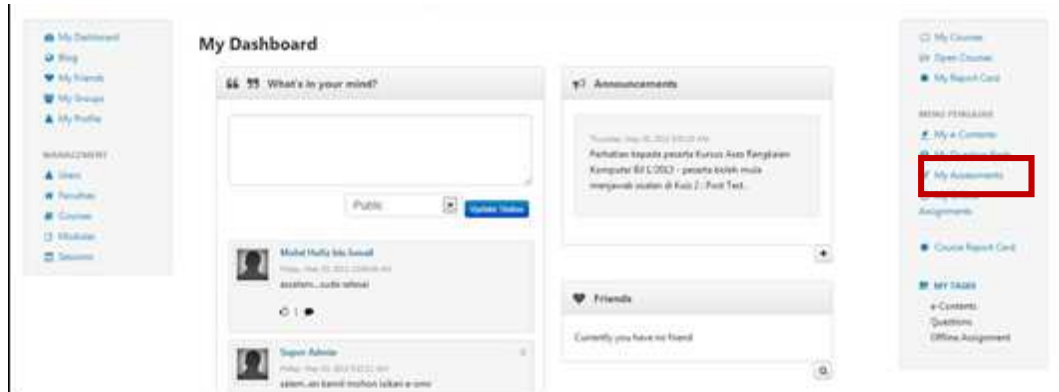
Below the table, there are two text input fields:

- Question Text:** Singa ada 4 kaki. Betul atau Salah?
- Correct Answer:** True

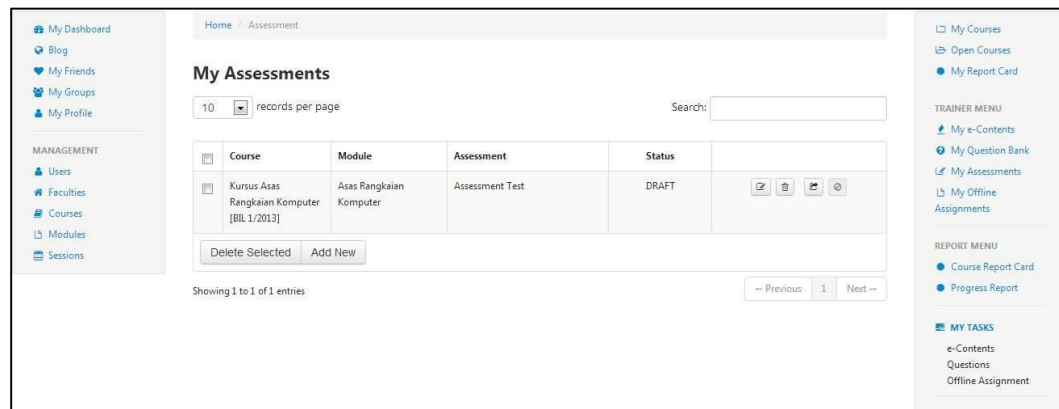
On the right side, there are additional menu options under 'TRAINER MENU' and 'REPORT MENU'.

D.Ujian (Assessment)

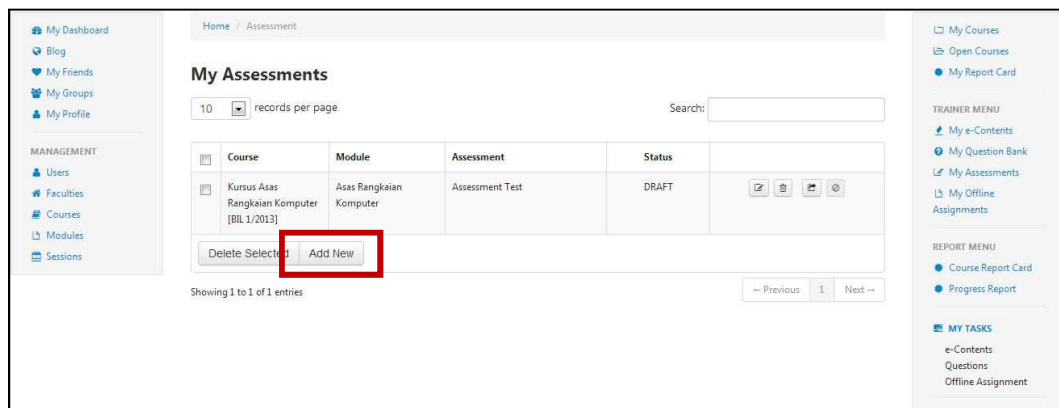
33. Klik *My Assessments* untuk melihat senarai ujian.



34. Skrin berikut akan dipaparkan.



35. Klik *Add New* untuk menambah ujian.



36. Skrin berikut akan dipaparkan.

Home / Assessment

Create New Assessment

Faculty *	Select a Faculty
Course *	Select a Course
Course Session *	Select a Session
Module *	Select a Module
Assessment Title *	<input type="text"/>
Assessment Type *	Select Assessment Type
Duration of Assessment *	<input type="text"/> minutes
No of Repetitions *	<input type="text" value="1"/>
No of Questions to Use *	<input type="text"/>
No of Questions to Answer *	<input type="text"/>
Shuffle Questions	<input checked="" type="radio"/> Yes <input type="radio"/> No
Shuffle Answers	<input checked="" type="radio"/> Yes <input type="radio"/> No
Display Result	<input checked="" type="radio"/> Yes <input type="radio"/> No
Publish Date *	<input type="text"/> x <input type="text"/>
Unpublish Date *	<input type="text"/> x <input type="text"/>

[← Back to List](#) [Reset](#) [Create](#)

MANAGEMENT

- My Dashboard
- Blog
- My Friends
- My Groups
- My Profile

TRAINER MENU

- My e-Contents
- My Question Bank
- My Assessments
- My Offline Assignments

REPORT MENU

- Course Report Card
- Progress Report

MY TASKS

- e-Contents
- Questions
- Offline Assignment

37. Sila isikan maklumat-maklumat seperti *Faculty*, *Course*, *Course Session*, *Module*, *Assessment Title*, *Assessment Type*, *Duration of Assessment*, *No of Repetition*, *No of Question* dan lain-lain lagi. Sekiranya *Module* yang anda hendak pilih tiada, ini bermakna anda belum *Assign Trainer* di modul tersebut. Medan bertanda (*) wajib diisi. Setelah selesai mengisi maklumat-maklumat yang diperlukan, tekan butang *Create*.

The screenshot shows the 'Create New Assessment' form. The form is titled 'Create New Assessment' and is located at 'Home / Assessment'. The form contains the following fields and options:

- Faculty ***: Select a Faculty (dropdown)
- Course ***: Select a Course (dropdown)
- Course Session ***: Select a Session (dropdown)
- Module ***: Select a Module (dropdown)
- Assessment Title ***: Text input field
- Assessment Type ***: Select Assessment Type (dropdown)
- Duration of Assessment ***: Text input field followed by 'minutes'
- No of Repetitions ***: Text input field with '1' entered
- No of Questions to Use ***: Text input field
- No of Questions to Answer ***: Text input field
- Shuffle Questions**: Radio buttons for Yes (selected) and No
- Shuffle Answers**: Radio buttons for Yes (selected) and No
- Display Result**: Radio buttons for Yes (selected) and No
- Publish Date ***: Date picker with 'x' and 'calendar' icons
- Unpublish Date ***: Date picker with 'x' and 'calendar' icons

At the bottom of the form, there are three buttons: 'Back to List', 'Reset', and 'Create'.

38. Mesej berjaya akan dipaparkan.



39. Selepas menekan butang *OK* (Rujuk gambarajah diatas). Anda perlu memilih soalan pula. Sekiranya anda belum *create* soalan. Anda perlu *create* soalan dahulu. Soalan-soalan tersebut akan dipaparkan selepas anda menekan butang *Select Question Automatically* atau *Select Question Manually*.

The screenshot shows the 'Create New Assessment' form with the following fields and values:

Field	Value
Faculty *	Pusat Latihan Dan Pembangunan Ict
Course *	Kursus Asas Rangkaian Komputer
Course Session *	BIL 1/2013
Module *	Asas Rangkaian Komputer
Assessment Title *	Assessment Test
Assessment Type *	Exam
Duration of Assessment *	2 minutes
No of Repetitions *	1
No of Questions to Use *	2
No of Questions to Answer *	2
Shuffle Questions	<input checked="" type="radio"/> Yes <input type="radio"/> No
Shuffle Answers	<input checked="" type="radio"/> Yes <input type="radio"/> No
Display Result	<input checked="" type="radio"/> Yes <input type="radio"/> No
Publish Date *	20-May-2013 00:00
Unpublish Date *	30-May-2013 00:45

At the bottom of the form, two buttons are highlighted with a red box:

- Select Questions Manually
- Select Questions Automatically

Other navigation buttons include 'Back to List', 'Reset', and 'Save'.

40. Sekiranya anda menekan butang *Select Question Automatically*, skrin berikut akan dipaparkan. Ini bermaksud soalan telah dipilah secara *automatic*.

Home / Assessment

Create New Assessment

Faculty *	Faculty Test
Course *	Kursus Test
Course Session *	BIL 1/2013
Module *	Module Test
Assessment Title *	Ujian
Assessment Type *	Exercise
Duration of Assessment *	30 minutes
No of Repetitions *	1
No of Questions to Use *	2
No of Questions to Answer *	2
Shuffle Questions	<input checked="" type="radio"/> Yes <input type="radio"/> No
Shuffle Answers	<input checked="" type="radio"/> Yes <input type="radio"/> No
Display Result	<input checked="" type="radio"/> Yes <input type="radio"/> No
Publish Date *	17-June-2013 01:05
Unpublish Date *	27-June-2013 18:59

Name singkatan Lembaga Hasil Dalam Negeri adalah LHDN

Rusa ada 4 kaki. Betul atau salah?

My Dashboard
Blog
My Friends
My Groups
My Profile

MANAGEMENT
Users
Faculties
Courses
Modules
Sessions

My Courses
Open Courses
My Report Card

TRAINER MENU
My e-Contents
My Question Bank
My Assessments
My Offline Assignments

REPORT MENU
Course Report Card
Progress Report

MY TASKS
e-Contents
Questions
Offline Assignment

41. Tekan butang *Save* untuk menyimpan soalan.

Home / Assessment

Create New Assessment

Faculty *	Faculty Test
Course *	Kursus Test
Course Session *	BIL 1/2013
Module *	Module Test
Assessment Title *	Ujian
Assessment Type *	Exercise
Duration of Assessment *	30 minutes
No of Repetitions *	1
No of Questions to Use *	2
No of Questions to Answer *	2
Shuffle Questions	<input checked="" type="radio"/> Yes <input type="radio"/> No
Shuffle Answers	<input checked="" type="radio"/> Yes <input type="radio"/> No
Display Result	<input checked="" type="radio"/> Yes <input type="radio"/> No
Publish Date *	17-June-2013 01:05
Unpublish Date *	27-June-2013 18:59

[Select Questions Manually](#) [Select Questions Automatically](#)

Nama singkatan Lembaga Hasil Dalam Negeri adalah LHDN

Rusa ada 4 kaki. Betul atau salah?

[Back to List](#) [Reset](#) [Save](#)

My Dashboard
Blog
My Friends
My Groups
My Profile

MANAGEMENT
Users
Faculties
Courses
Modules
Sessions

My Courses
Open Courses
My Report Card



TRAINER MENU
My e-Contents
My Question Bank
My Assessments
My Offline Assignments





REPORT MENU
Course Report Card
Progress Report

MY TASKS
e-Contents
Questions
Offline Assignment

42. Sekiranya anda menekan butang *Select Question Manually*, skrin berikut akan dipaparkan.

43. Tekan butang  untuk memilih soalan.

44. Klik  untuk mengubah maklumat ujian. Klik  untuk membuang ujian. Anda boleh *delete* lebih daripada satu dengan *tick* di *checkbox* dan tekan butang *Delete Selected*.

Course	Module	Assessment	Status	Actions	
<input type="checkbox"/>	Kursus Asas Rangkaian Komputer	Asas Rangkaian Komputer	Assessment Test	DRAFT	<input type="checkbox"/>    

Showing 1 to 1 of 1 entries

45. Sekiranya butang  ditekan, skrin berikut akan dipaparkan.

My Dashboard

- My Dashboard
- Blog
- My Friends
- My Groups
- My Profile

MANAGEMENT

- Users
- Faculties
- Courses
- Modules
- Sessions

Home / Assessment

Create New Assessment

Faculty *	Faculty Test
Course *	Kursus Test
Course Session *	BIL 1/2013
Module *	Module Test
Assessment Title *	Ujian
Assessment Type *	Exercise
Duration of Assessment *	30 minutes
No of Repitions *	1
No of Questions to Use *	2
No of Questions to Answer *	2
Shuffle Questions	<input checked="" type="radio"/> Yes <input type="radio"/> No
Shuffle Answers	<input checked="" type="radio"/> Yes <input type="radio"/> No
Display Result	<input checked="" type="radio"/> Yes <input type="radio"/> No
Publish Date *	17-June-2013 01:05
Unpublish Date *	27-June-2013 18:59

Select Questions Manually
Select Questions Automaticaly

Nama singkatan Lembaga Hasil Dalam Negeri adalah LHDN

Rusa ada 4 kaki. Betul atau salah?

Back to List
Reset
Save

My Courses

- Open Courses
- My Report Card

TRAINER MENU

- My e-Contents
- My Question Bank
- My Assessments
- My Offline Assignments

REPORT MENU

- Course Report Card
- Progress Report

MY TASKS

- e-Contents
- Questions
- Offline Assignment

46. Sila ubah maklumat yang anda mahu dan tekan butang *Save*.

The screenshot shows the 'Create New Assessment' form with the following fields and values:

- Faculty: Faculty Test
- Course: Kursus Test
- Course Session: BIL 1/2013
- Module: Module Test
- Assessment Title: Ujian
- Assessment Type: Exercise
- Duration of Assessment: 30 minutes
- No of Repetitions: 1
- No of Questions to Use: 2
- No of Questions to Answer: 2
- Shuffle Questions: Yes (selected)
- Shuffle Answers: Yes (selected)
- Display Result: Yes (selected)
- Publish Date: 17-June-2013 01:05
- Unpublish Date: 27-June-2013 18:59



Buttons: Select Questions Manually, Select Questions Automatically, Back to List, Reset, Save (highlighted).

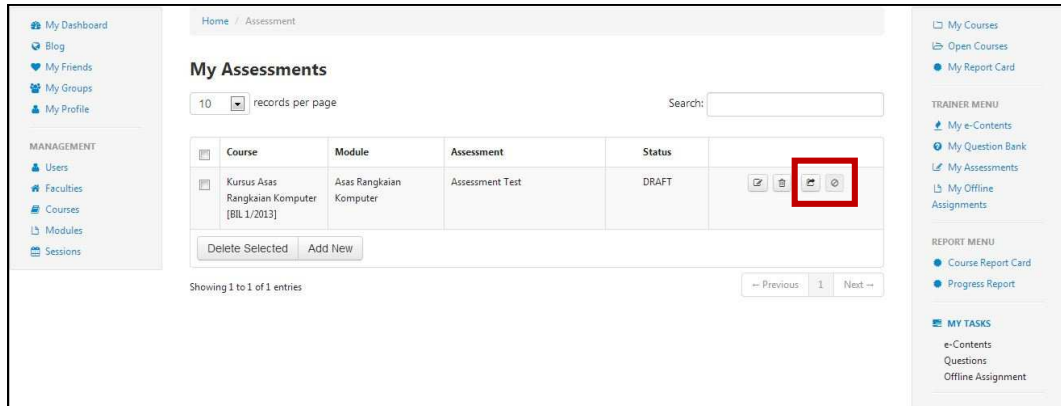
Example questions in the form:

- Nama singkatan Lembaga Hasil Dalam Negeri adalah LHDN
- Rusa ada 4 kaki. Betul atau salah?




47. Mesej berjaya akan dipaparkan.



48. Klik  untuk *publish* ujian anda. Untuk *unpublish*, sila klik .



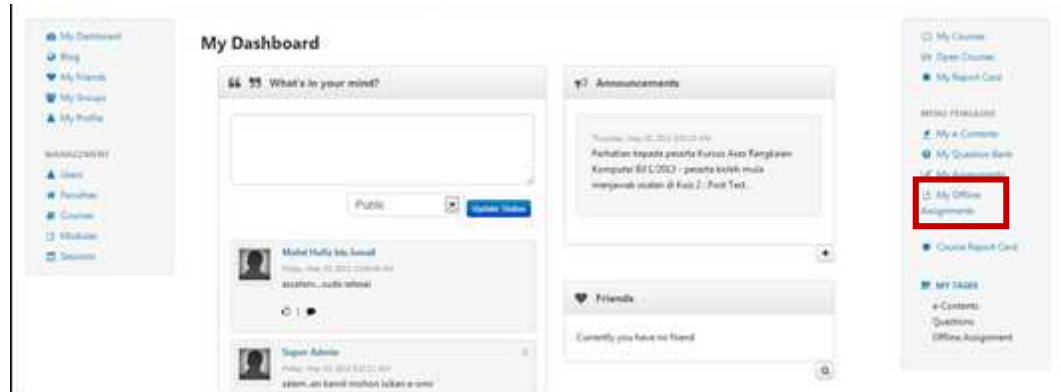
The screenshot displays the 'My Assessments' interface. On the left is a navigation menu with categories like 'MANAGEMENT' and 'MY TASKS'. The main content area features a table with the following data:

Course	Module	Assessment	Status	
Kursus Asas Rangkaian Komputer [BIL 1/2013]	Asas Rangkaian Komputer	Assessment Test	DRAFT	  

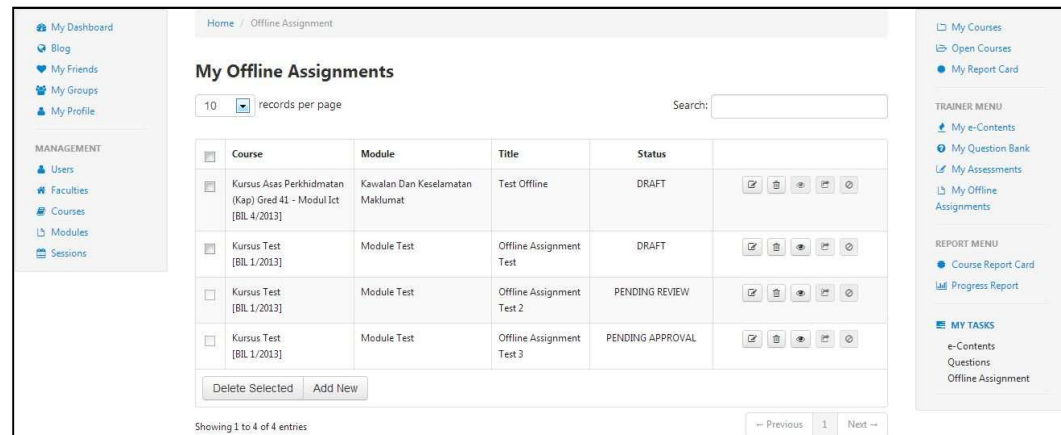
Below the table are buttons for 'Delete Selected' and 'Add New'. At the bottom, it indicates 'Showing 1 to 1 of 1 entries' and includes pagination controls for 'Previous', '1', and 'Next'.

E. Tugas Luar Talian

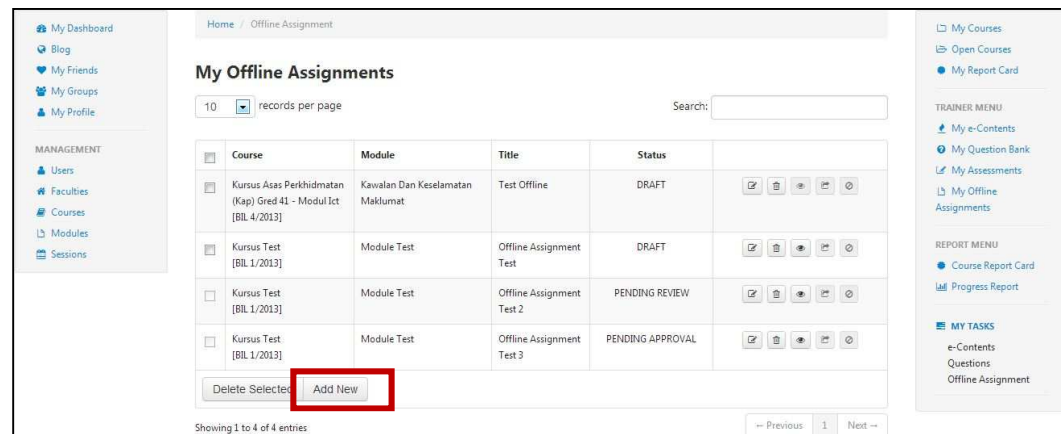
49. Klik *My Offline Assignments* untuk melihat senarai tugas luar talian.



50. Skrin berikut akan dipaparkan.



51. Klik *Add New* untuk menambah tugas luar talian.



52. Skrin berikut akan dipaparkan.

The screenshot shows the 'Create Offline Assignment' form. On the left is a navigation menu with 'My Dashboard', 'Blog', 'My Friends', 'My Groups', 'My Profile', and a 'MANAGEMENT' section containing 'Users', 'Faculties', 'Courses', 'Modules', and 'Sessions'. The main form has the following fields:

- Faculty * (Dropdown: Select a Faculty)
- Course * (Dropdown: Select a Course)
- Course Session * (Dropdown: Select a Session)
- Module * (Dropdown: Select a Module)
- Title * (Text input)
- Description (Text area)
- Reviewer (Dropdown: Select a Reviewer)
- Approver * (Dropdown: Select an Approver)
- Offline Assignment File * (File selection button: Select File*)



At the bottom of the form are buttons: '< Back to List', 'Reset', 'Submit for Approval', and 'Save as Draft'. On the right side, there are three menu sections: 'My Courses' (My Courses, Open Courses, My Report Card), 'TRAINER MENU' (My e-Contents, My Question Bank, My Assessments, My Offline Assignments), and 'REPORT MENU' (Course Report Card, Progress Report). Below these is a 'MY TASKS' section with 'e-Contents', 'Questions', and 'Offline Assignment'.

53. Sila isikan maklumat-maklumat seperti *Faculty*, *Course*, *Course Session*, *Module*, *Title*, *Description*, *Reviewer*, *Approver* dan muat naik tugasan luar talian. Medan bertanda (*) wajib diisi. Setelah selesai mengisi maklumat-maklumat yang diperlukan, tekan butang *Save as Draft*, *Submit for Approval* atau *Submit for Reviewer*. Sekiranya anda ingin *Submit for Approval*, anda tidak perlu memilih *Reviewer*.

This screenshot is identical to the one above, showing the 'Create Offline Assignment' form with the same fields and navigation elements.

54. Mesej berjaya akan dipaparkan. Gambarajah di bawah adalah untuk *Save as Draft*, *Submit for Reviewer* dan *Submit for Approval*.




55. Klik  untuk mengubah maklumat tugasan luar talian. Klik  untuk membuang tugasan luar talian. Anda boleh *delete* lebih daripada satu dengan *tick* di *checkbox* dan tekan butang *Delete Selected*.

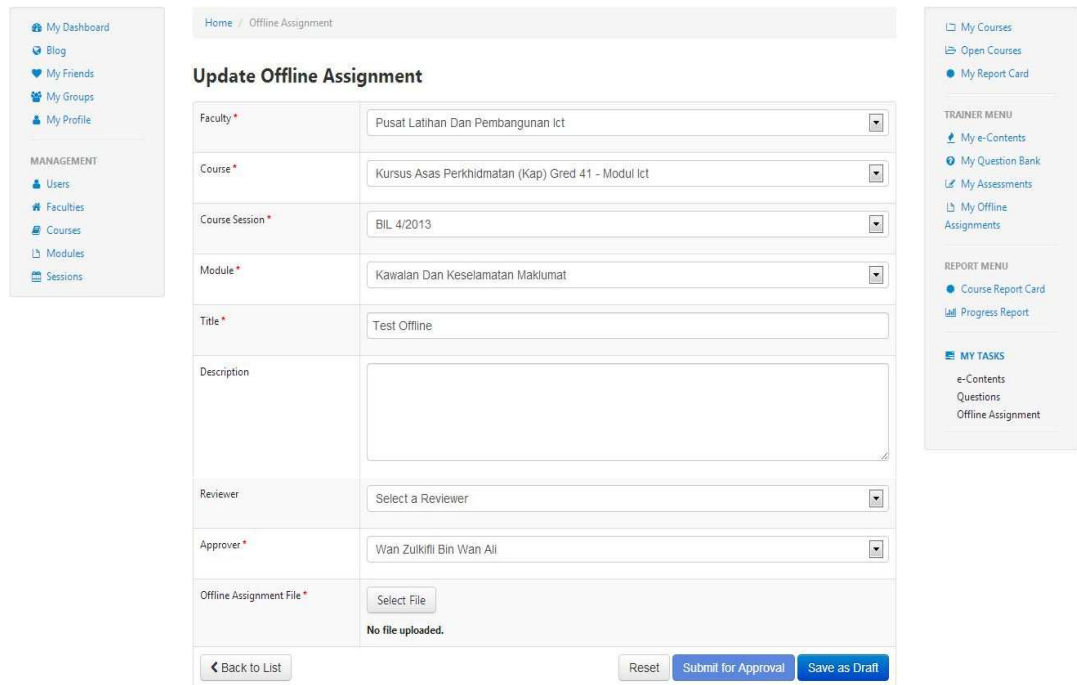
The screenshot shows the 'My Offline Assignments' page. A table lists assignments with checkboxes in the first column. A red box highlights the checkboxes and the 'Delete Selected' button below the table.

Course	Module	Title	Status		
<input type="checkbox"/>	Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Ict [BIL 4/2013]	Kawalan Dan Keselamatan Maklumat	Test Offline	DRAFT	<input type="checkbox"/>
<input type="checkbox"/>	Kursus Test [BIL 1/2013]	Module Test	Offline Assignment Test	DRAFT	<input type="checkbox"/>
<input type="checkbox"/>	Kursus Test [BIL 1/2013]	Module Test	Offline Assignment Test 2	PENDING REVIEW	<input type="checkbox"/>
<input type="checkbox"/>	Kursus Test [BIL 1/2013]	Module Test	Offline Assignment Test 3	PENDING APPROVAL	<input type="checkbox"/>

Buttons: **Delete Selected** (highlighted), **Add New**

Showing 1 to 4 of 4 entries

56. Sekiranya butang  ditekan, skrin berikut akan dipaparkan.

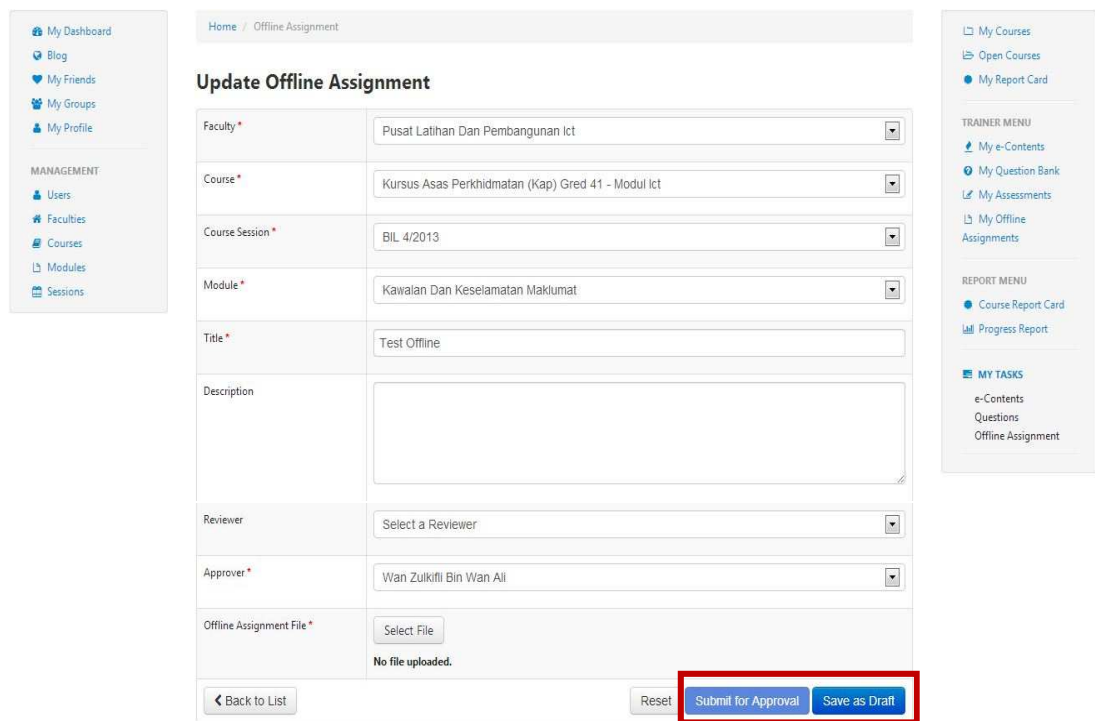


The screenshot shows the 'Update Offline Assignment' form. The form fields are as follows:

- Faculty: Pusat Latihan Dan Pembangunan Ict
- Course: Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Ict
- Course Session: BIL 4/2013
- Module: Kawalan Dan Keselamatan Maklumat
- Title: Test Offline
- Description: (Empty text area)
- Reviewer: Select a Reviewer
- Approver: Wan Zulkifli Bin Wan Ali
- Offline Assignment File: Select File (No file uploaded.)

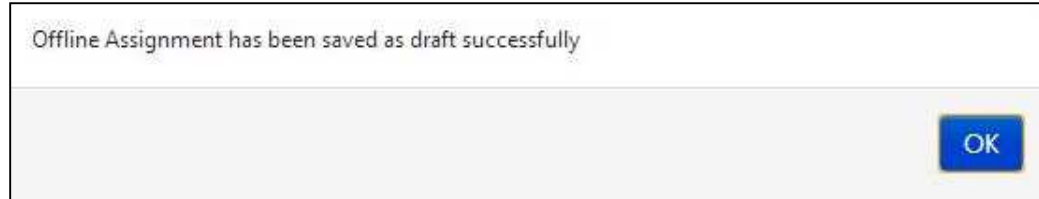
At the bottom of the form, there are four buttons: 'Back to List', 'Reset', 'Submit for Approval', and 'Save as Draft'. The 'Save as Draft' button is highlighted with a red box.



57. Sila ubah maklumat yang anda mahu dan tekan butang *Save as Draft* atau *Submit for Approval*. Sekiranya butang *Submit for Approval* ditekan, anda tidak boleh mengubah lagi maklumat.



The screenshot shows the 'Update Offline Assignment' form, identical to the one in the previous step. The 'Submit for Approval' button is highlighted with a red box.

58. Mesej berjaya akan dipaparkan.



59. Klik  untuk *publish* tugas luar talian anda.. Untuk *unpublish*, sila klik .

Home / Offline Assignment

My Offline Assignments

10 records per page Search:

Course	Module	Title	Status		
<input type="checkbox"/>	Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Ict [BIL 4/2013]	Kawalan Dan Keselamatan Maklumat	Test Offline	DRAFT	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Kursus Test [BIL 1/2013]	Module Test	Offline Assignment Test	DRAFT	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Kursus Test [BIL 1/2013]	Module Test	Offline Assignment Test 2	PENDING REVIEW	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Kursus Test [BIL 1/2013]	Module Test	Offline Assignment Test 3	PENDING APPROVAL	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Delete Selected Add New


Showing 1 to 4 of 4 entries -- Previous 1 Next --

MANAGEMENT
Users
Faculties
Courses
Modules
Sessions

TRAINER MENU
My e-Contents
My Question Bank
My Assessments
My Offline Assignments

REPORT MENU
Course Report Card
Progress Report

MY TASKS
e-Contents
Questions
Offline Assignment

60. Klik  untuk melihat maklumat-maklumat tugas luar talian.

Home / Offline Assignment

My Offline Assignments

10 records per page Search:

Course	Module	Title	Status		
<input type="checkbox"/>	Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Ict [BIL 4/2013]	Kawalan Dan Keselamatan Maklumat	Test Offline	DRAFT	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Kursus Test [BIL 1/2013]	Module Test	Offline Assignment Test	DRAFT	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Kursus Test [BIL 1/2013]	Module Test	Offline Assignment Test 2	PENDING REVIEW	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Kursus Test [BIL 1/2013]	Module Test	Offline Assignment Test 3	PENDING APPROVAL	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Delete Selected Add New

Showing 1 to 4 of 4 entries -- Previous 1 Next --

MANAGEMENT
Users
Faculties
Courses
Modules
Sessions

TRAINER MENU
My e-Contents
My Question Bank
My Assessments
My Offline Assignments

REPORT MENU
Course Report Card
Progress Report

MY TASKS
e-Contents
Questions
Offline Assignment

61. Skrin dibawah akan dipaparkan.

The screenshot shows the 'Offline' assignment page. The main content area contains a table with the following details:

Faculty	Faculty Test
Course	Kursus Test
Session	BIL 1/2013
Module	Module Test
Owner	Super Admin
Reviewer	-
Approver	Khr
Status	PUBLISHED
Offline Assignment File / Trainer	View File Khr Insert Mark

At the bottom of the table, there are two buttons: '< Back to List' and 'View Offline Assignment'.

62. Untuk melihat tugas yang sudah dihantar oleh peserta, klik *View File*.

This screenshot is identical to the previous one, but a red rectangular box highlights the 'View File' button in the 'Offline Assignment File / Trainer' row of the table.

63. Untuk memberi markah kepada peserta, klik *Insert Mark*.

This screenshot is identical to the previous ones, but a red rectangular box highlights the 'Insert Mark' button in the 'Offline Assignment File / Trainer' row of the table.

64. Skrin berikut akan dipaparkan.



The screenshot shows a dialog box titled "Insert Mark". It features a close button (X) in the top right corner. The main area contains two input fields: "Mark *" with the value "0" and "Remark". At the bottom right, there are two buttons: "Submit" (blue) and "Close" (grey).

65. Isikan maklumat yang diperlukan seperti *Mark* dan *Remark*. Medan bertanda (*) wajib diisi.



This screenshot is identical to the previous one, showing the "Insert Mark" dialog box with the "Mark *" field containing "0" and the "Remark" field empty. The "Submit" and "Close" buttons are visible at the bottom right.

66. Selepas selesai isi, tekan butang *Submit*.



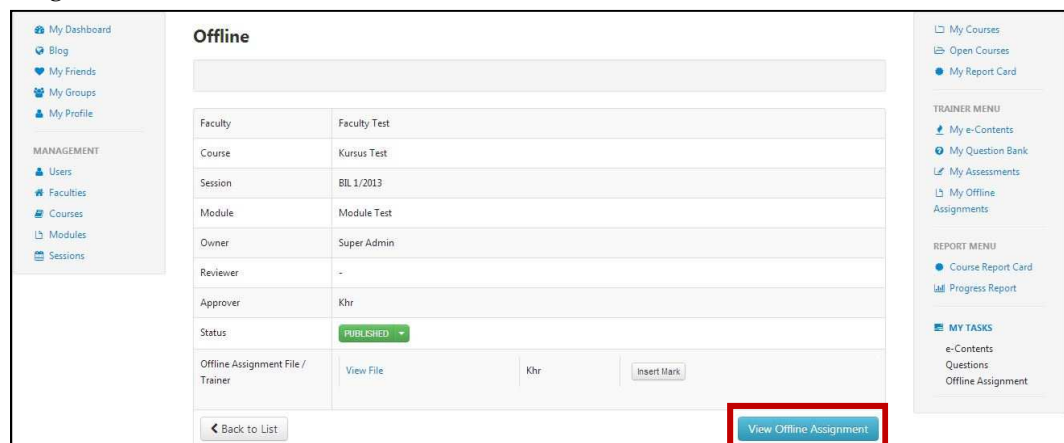
Mark *	0
Remark	

Submit Close

67. Mesej berjaya akan dipaparkan.



68. Anda boleh melihat tugas luar talian dengan menekan butang *View Offline Assignment*.

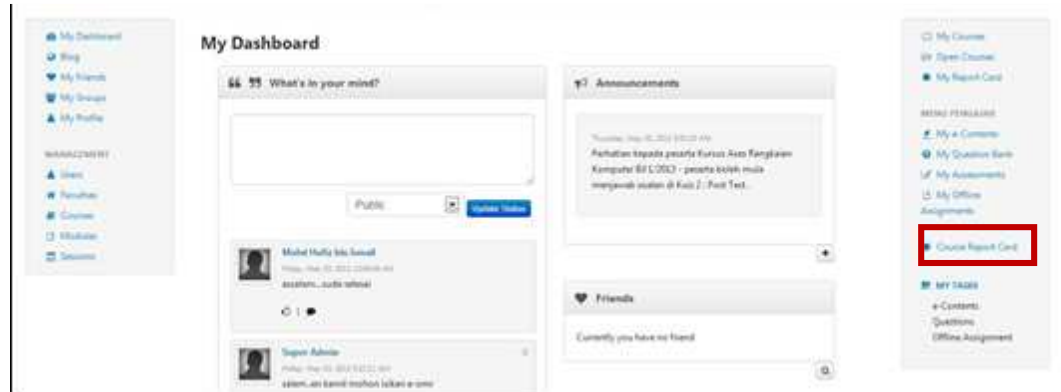


Faculty	Faculty Test
Course	Kursus Test
Session	BIL 1/2013
Module	Module Test
Owner	Super Admin
Reviewer	-
Approver	Khr
Status	PUBLISHED
Offline Assignment File / Trainer	View File Khr Insert Mark

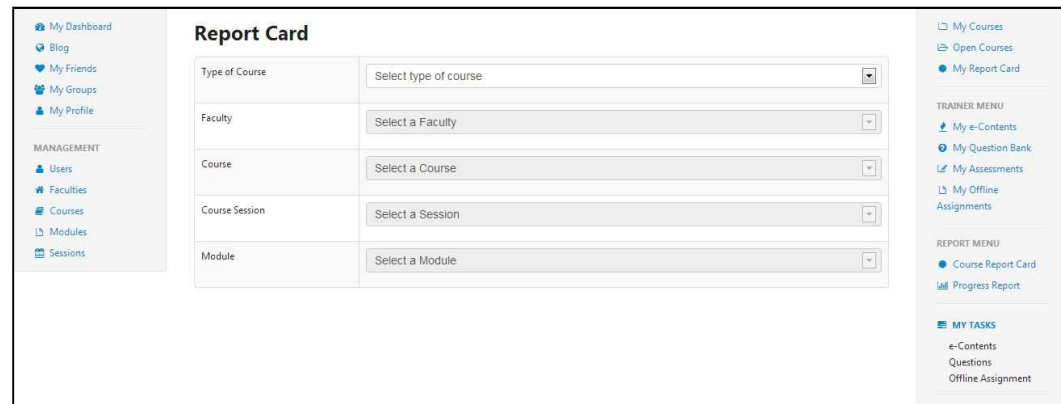
Back to List View Offline Assignment

F. Kad Laporan Kursus

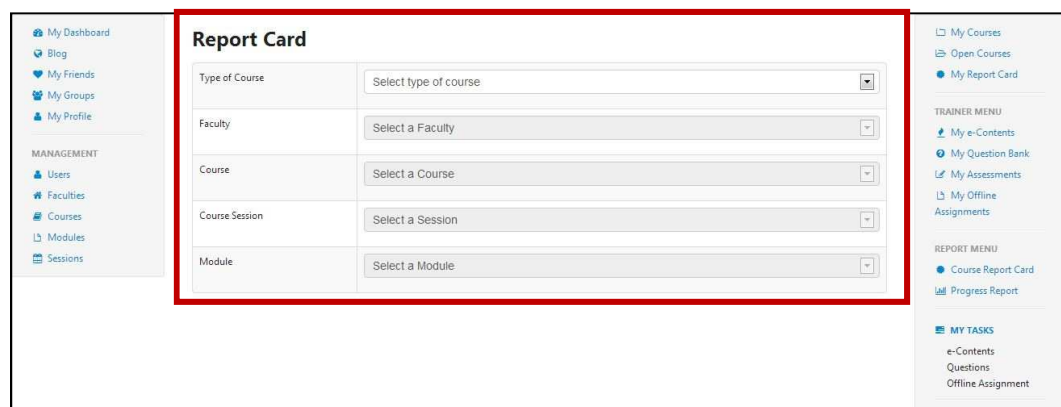
69. Klik *Course Report Card* untuk melihat kad laporan.



70. Skrin berikut akan dipaparkan.



71. Pilih *Type of Course*, *Faculty*, *Course*, *Course Session* dan *Module*.



72. Sekiranya anda memilih sehingga *Course Session*, kad laporan akan dipaparkan mengikut sesi. Gambarajah di bawah adalah contoh.

The screenshot shows the 'Report Card' interface with the following filters and data:

- Type of Course: KURSUS KEMAHIRAN
- Faculty: Faculty Test
- Course: Kursus Test
- Course Session: BIL 1/2013
- Module: Select a Module

TRAINEE	Module Test	Final Exam	Total
KHR	0.00 %	0%	0.00 %
Noraishah Binti Mokhdzar	0.00 %	0%	0.00 %
Azinda Putri Binti Azman	0.00 %	0%	0.00 %
Noorharwanie Binti Mohamed Nor	0.00 %	0%	0.00 %

73. Sekiranya anda memilih sehingga *Module*, kad laporan akan dipaparkan mengikut modul. Gambarajah di bawah adalah contoh.

The screenshot shows the 'Report Card' interface with the following filters and data:

- Type of Course: KURSUS KEMAHIRAN
- Faculty: Faculty Test
- Course: Kursus Test
- Course Session: BIL 1/2013
- Module: Select a Module

TRAINEE	Module Test	Final Exam	Total
KHR	0.00 %	0%	0.00 %
Noraishah Binti Mokhdzar	0.00 %	0%	0.00 %
Azinda Putri Binti Azman	0.00 %	0%	0.00 %
Noorharwanie Binti Mohamed Nor	0.00 %	0%	0.00 %

74. Sekiranya anda adalah *Admin Peperiksaan*, anda boleh beri markah untuk setiap peserta. Gambarajah dibawah adalah contoh.

Report Card

Type of Course: KURSUS WAJIB - ASAS GRED 41
 Faculty: Faculty Test
 Course: Kursus Test
 Course Session: BIL 1/2013
 Module: Select a Module

Excel PDF Search: _____

TRAINEE	Module Test	Kedatangan (Maximum 5%)	Final Exam	Total
Admin Fakulti	0.00 %	0 %	0 %	0.00 %
Admin Hep	0.00 %	0 %	0 %	0.00 %
Admini Peperiksaan	0.00 %	0 %	0 %	0.00 %
Director	0.00 %	0 %	0 %	0.00 %
Khr	0.00 %	0 %	0 %	0.00 %
Super Admin	0.00 %	0 %	0 %	0.00 %
System Admin	0.00 %	0 %	0 %	0.00 %
Trainer	0.00 %	0 %	0 %	0.00 %

Showing 1 to 8 of 8 entries

Save

75. Isikan markah diruangan yang disediakan dan tekan butang *Save*.

Report Card

Type of Course: KURSUS WAJIB - ASAS GRED 41
 Faculty: Faculty Test
 Course: Kursus Test
 Course Session: BIL 1/2013
 Module: Select a Module

Excel PDF Search: _____

TRAINEE	Module Test	Kedatangan (Maximum 5%)	Final Exam	Total
Admin Fakulti	0.00 %	0 %	0 %	0.00 %
Admin Hep	0.00 %	0 %	0 %	0.00 %
Admini Peperiksaan	0.00 %	0 %	0 %	0.00 %
Director	0.00 %	0 %	0 %	0.00 %
Khr	0.00 %	0 %	0 %	0.00 %
Super Admin	0.00 %	0 %	0 %	0.00 %
System Admin	0.00 %	0 %	0 %	0.00 %
Trainer	0.00 %	0 %	0 %	0.00 %

Showing 1 to 8 of 8 entries

Save

76. Mesej berjaya akan dipaparkan.



77. Untuk *export* ke *Excel*, klik pada butang *Excel* manakala untuk simpan sebagai *PDF*, klik butang *PDF*.

The screenshot shows the "Report Card" interface. On the left is a navigation menu with items like "My Dashboard", "Blog", "My Friends", "My Groups", "My Profile", "MANAGEMENT", "Users", "Faculties", "Courses", "Modules", and "Sessions". The main content area is titled "Report Card" and contains a form with the following fields:

- Type of Course: KURSUS WAJIB - ASAS GRED 41
- Faculty: Faculty Test
- Course: Kursus Test
- Course Session: BIL 1/2013
- Module: Select a Module

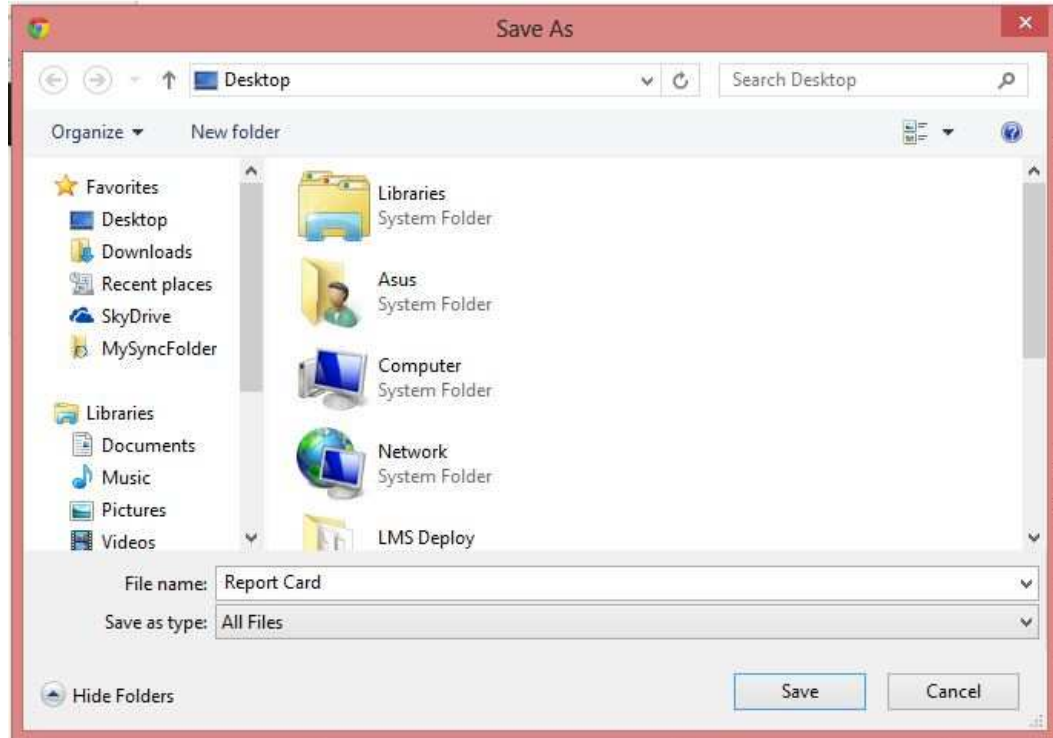
Below the form are two buttons: "Excel" and "PDF", both highlighted with a red box. To the right of these buttons is a search field. Below the buttons is a table with the following data:

TRAINEE	Module Test	Kedatangan (Maximum 5%)	Final Exam	Total
Admin Fakulti	0.00 %	0 %	0 %	0.00 %
Admin Hep	0.00 %	0 %	0 %	0.00 %
Admini Peperiksaan	0.00 %	0 %	0 %	0.00 %
Director	0.00 %	0 %	0 %	0.00 %
Khr	0.00 %	0 %	0 %	0.00 %
Super Admin	0.00 %	0 %	0 %	0.00 %
System Admin	0.00 %	0 %	0 %	0.00 %
Trainer	0.00 %	0 %	0 %	0.00 %

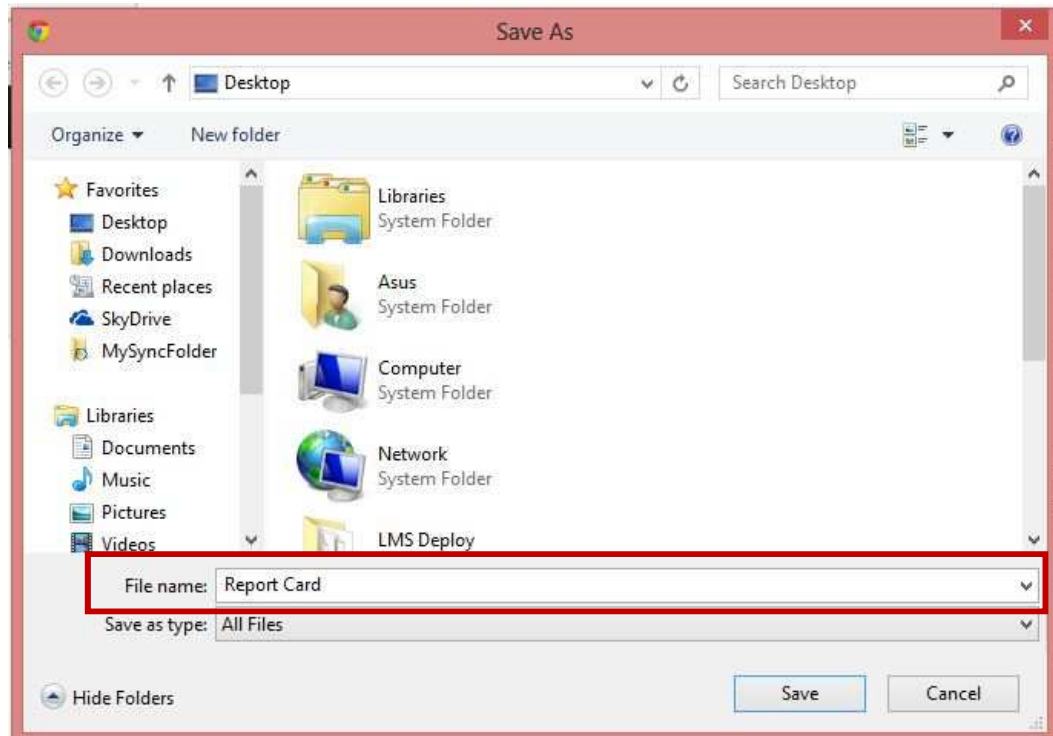
Below the table, it says "Showing 1 to 8 of 8 entries". At the bottom right, there are navigation buttons: "-- First", "-- Previous", "1", "Next --", "Last --", and a "Save" button.

On the right side of the interface, there is a sidebar menu with sections: "My Courses", "Open Courses", "My Report Card", "TRAINER MENU", "My e-Contents", "My Question Bank", "My Assessments", "My Offline Assignments", "REPORT MENU", "Course Report Card", "Progress Report", and "MY TASKS", "e-Contents", "Questions", "Offline Assignment".

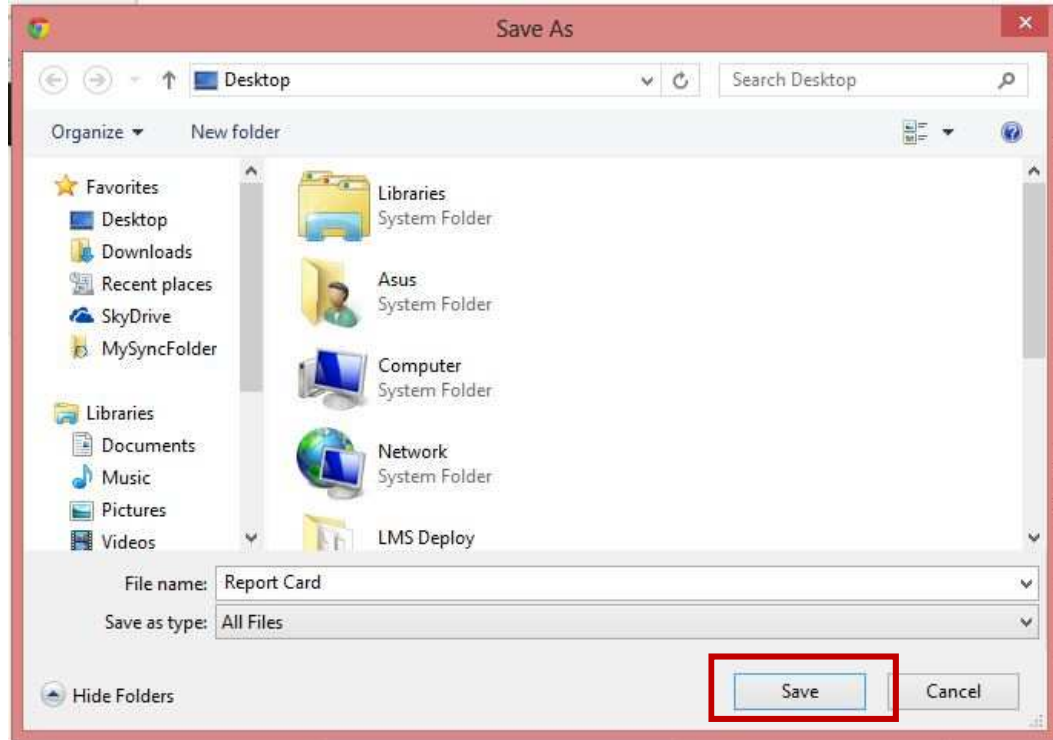
78. Sekiranya butang *Excel* atau *PDF* ditekan, skrin berikut akan dipaparkan.



79. Pilih lokasi dan namakan file tersebut jika anda mahu.



80. Tekan butan *Save* untuk simpan.





Manual Pengguna

Peranan :
Trainee

ISI KANDUNGAN

A. LOGIN	3
B. PAPAR E-KANDUNGAN ERROR! BOOKMARK NOT DEFINED.	

A. Login

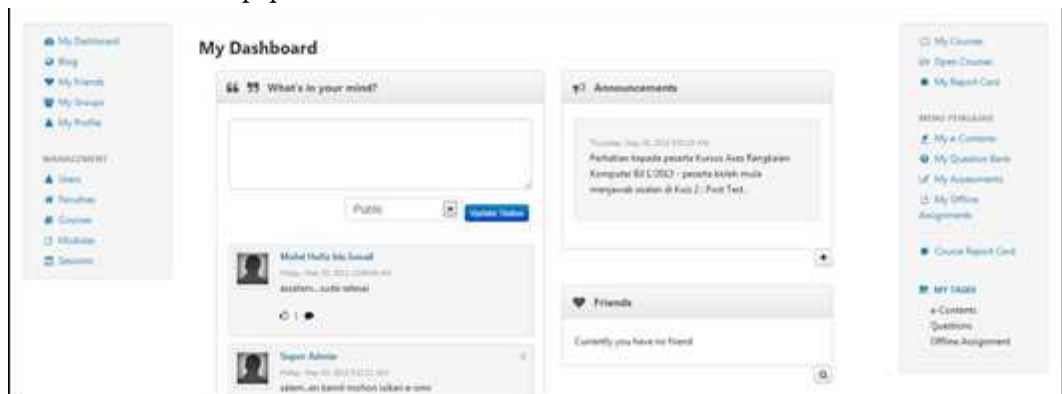
1. Buka *browser* Internet Explorer.
2. Taipkan <https://lms.tnbilsas.com.my> diruangan alamat pada browser.



3. Masukkan *Username* dan *Password* diruangan yang disediakan.

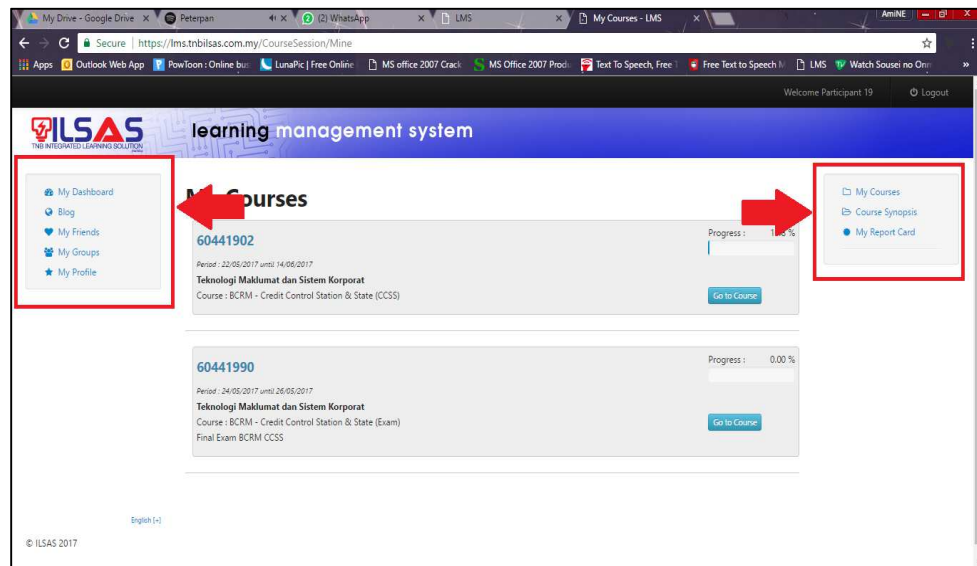
A screenshot of a login form. It features two input fields: "Username" and "Password". Below the "Password" field is a blue "Login" button. Underneath the button is a link that says "Forgot password?".

4. Skrin Utama akan dipaparkan.

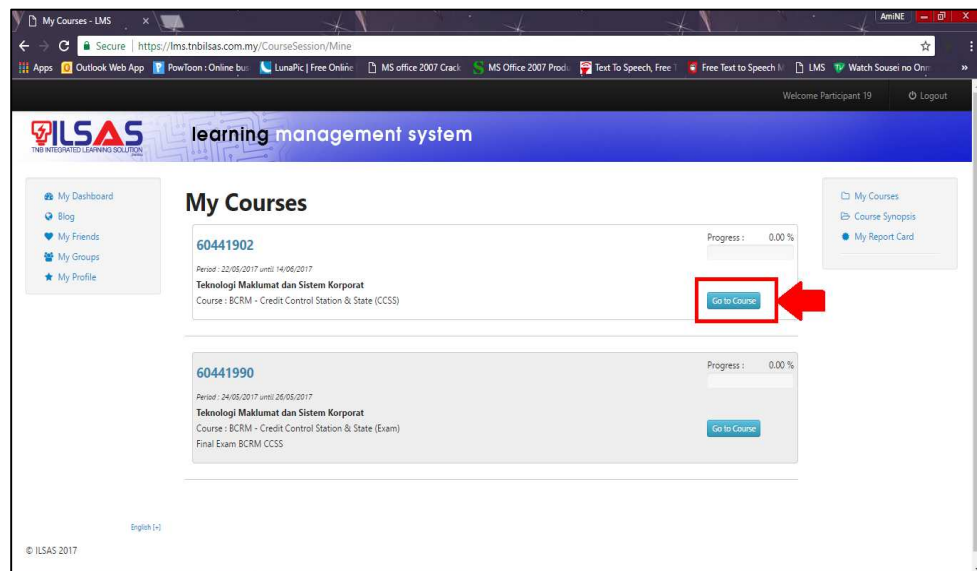


B. Papar e-kandungan

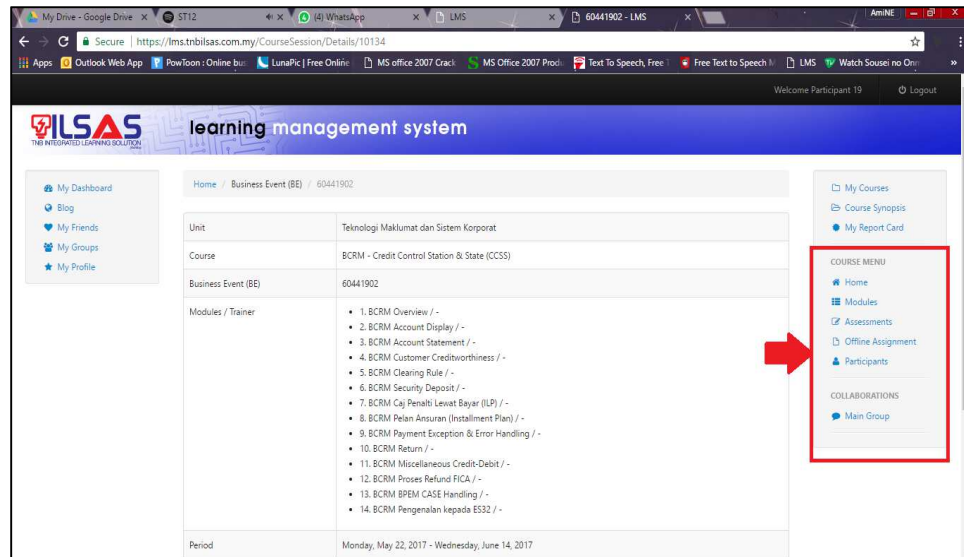
5. Paparan Dashbord Trainee dipaparkan. Di bahagian menu sebelah kiri terdapat My dashboard, Blog, My Friends, My Groups, dan My Profiles. Di bahagian menu sebelah kanan terdapat My Courses, Course Synopsis, dan My Report Card.
- 6.



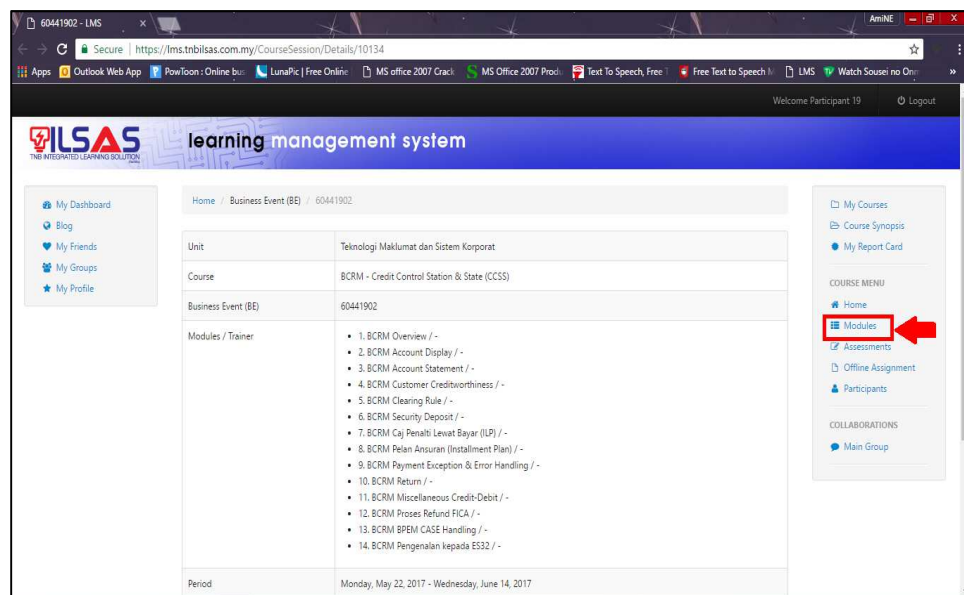
7. Klik button Go to Course



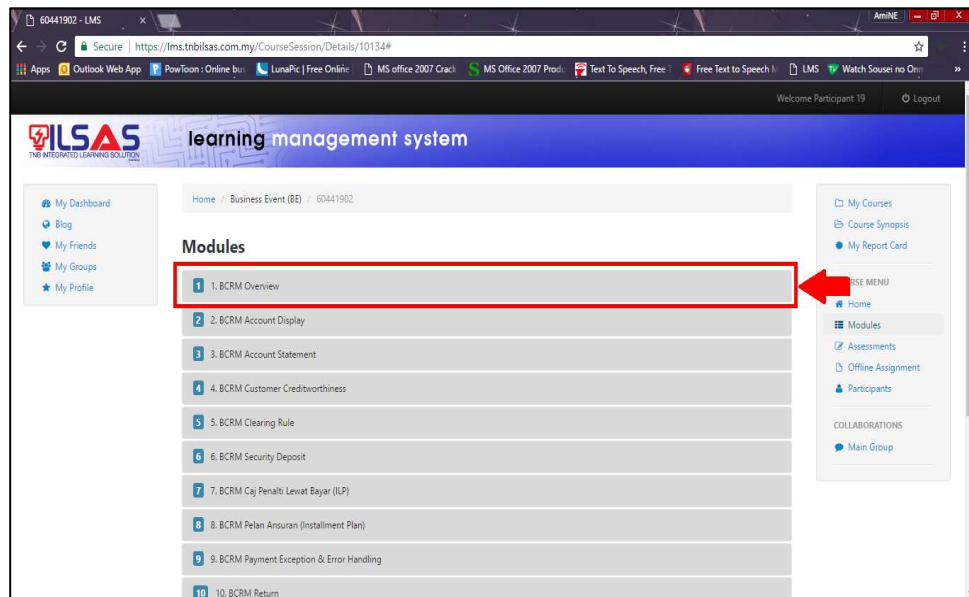
8. Setelah button Go to Course di tekan, pilihan menu di sebelah kanan terdapat Course Menu dan Collaborations. Di bawah Course Menu terdapat Home, Modules, Assessments, Offline Assignment, dan Participants. Di bawah Collaborations terdapat Main Group.



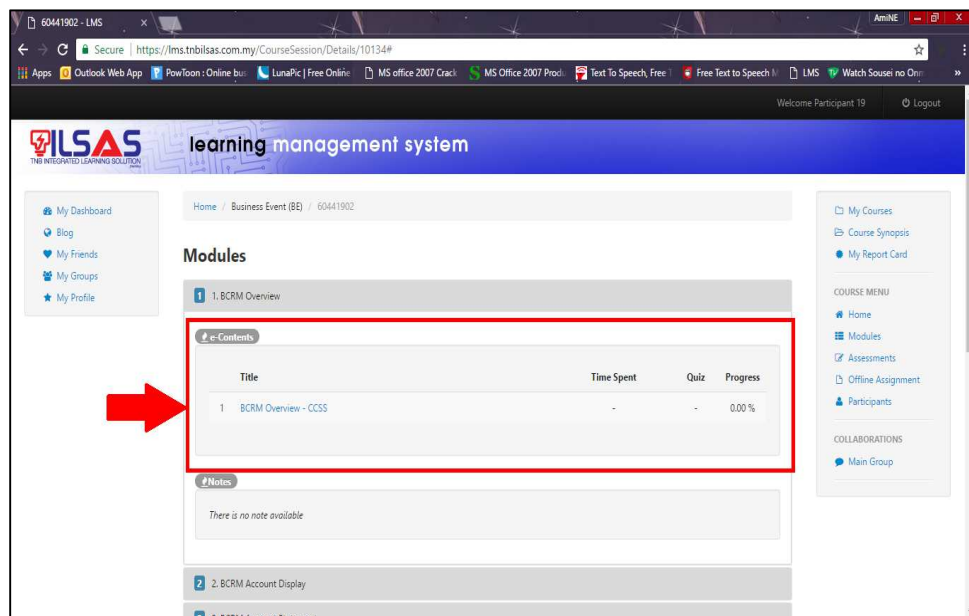
9. Klik button Modules



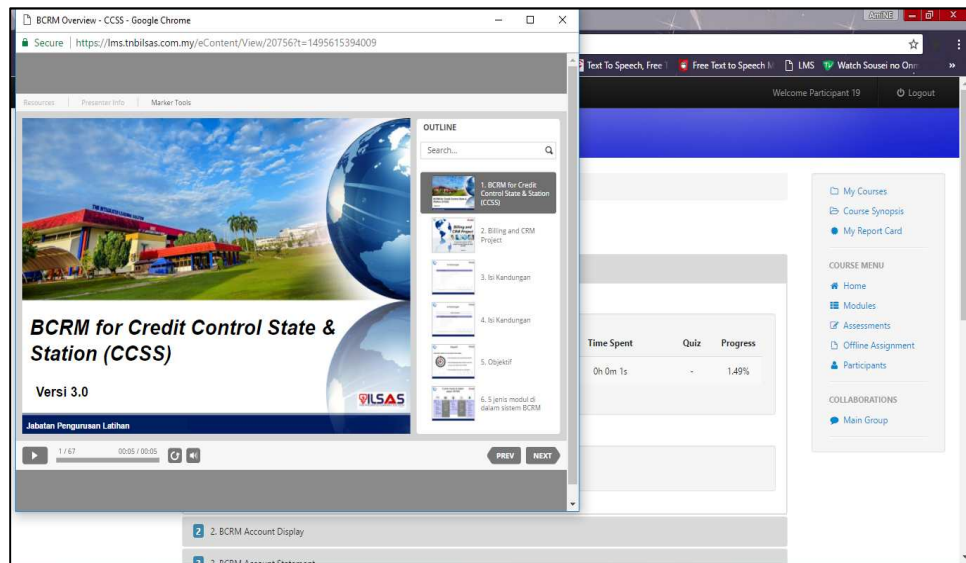
10. Pilih module anda



11. Klik pada Title di bahagian e-content



12. E-content anda akan dipaparkan





Manual Pengguna

Peranan :
Super Admin

ISI KANDUNGAN

A. LOGIN	3
B. CAWANGAN	4
C. PENGGUNA.....	7
D. PENGGUNA BARU.....	14
E. KUMPULAN PENGGUNA.....	16
F. SESI KURSUS.....	18
G. SESI KURSUS (<i>VIEW</i>).....	23
H. UNIT LATIHAN.....	56

A. Login

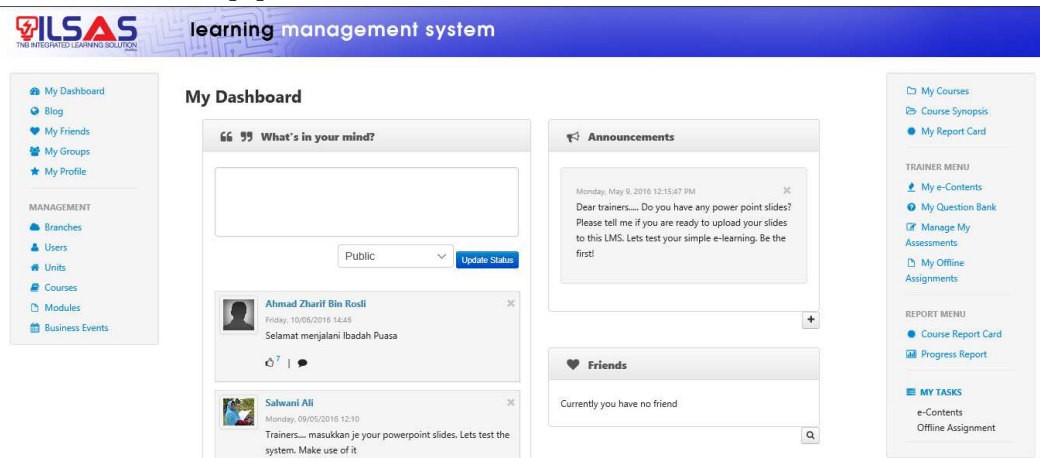
1. Buka *browser* Internet Explorer.
2. Taipkan <https://lms.tnbilsas.com.my> diruangan alamat pada browser.



3. Masukkan *Username* dan *Password* diruangan yang disediakan.

A screenshot of a login form. It features two input fields: "Username" and "Password". Below the "Password" field is a blue "Login" button. Underneath the button is a link that says "Forgot password?".

4. Skrin Utama akan dipaparkan.

A screenshot of the ILSAS learning management system dashboard. The header includes the ILSAS logo and the text "learning management system". The main content area is titled "My Dashboard" and contains several widgets: "What's in your mind?" with a status update for Ahmad Zharif Bin Rosdi, "Announcements" with a message about uploading powerpoint slides, and "Friends" which shows "Currently you have no friend". On the left side, there is a navigation menu with options like "My Dashboard", "Blog", "My Friends", "My Groups", "My Profile", and "MANAGEMENT" (Branches, Users, Units, Courses, Modules, Business Events). On the right side, there are additional menus for "My Courses", "Trainer Menu", "Report Menu", and "My Tasks".

B. Cawangan

1. Klik *Unit* untuk melihat senarai cawangan.

2. Skrin berikut akan dipaparkan.

<input type="checkbox"/>	Branch	Branch Code		
<input type="checkbox"/>	Cawangan Malim Nawar	MN		
<input type="checkbox"/>	Cawangan Utama - Bangi	BANGI		
<input type="checkbox"/>	Johor Technical Institute	JTECH		
<input type="checkbox"/>	Peserta Luar TNB	NON-TNB		
<input type="checkbox"/>	Peserta TNB	TNB		

3. Klik *Add New* untuk menambah cawangan.

The screenshot shows the 'List of Branches' page. On the left is a navigation menu with 'MANAGEMENT' items: My Dashboard, Blog, My Friends, My Groups, My Profile, Branches, Users, Units, Courses, Modules, and Business Events. The main content area has a breadcrumb 'Home / Branch', a title 'List of Branches', and a search bar. Below is a table with columns for Branch, Branch Code, and actions. The table lists five branches: Cawangan Malim Nawar (MN), Cawangan Utama - Bangi (BANGI), Johor Technical Institute (JTECH), Peserta Luar TNB (NON-TNB), and Peserta TNB (TNB). At the bottom of the table, the 'Add New' button is highlighted with a red box. The page also shows 'Showing 1 to 5 of 5 entries' and pagination controls.

4. Skrin berikut akan dipaparkan.

The screenshot shows the 'Create Branch' form. It has two input fields: 'Branch Code *' with the value 'IBNG' and 'Branch Name *' with the value 'ILSAS BANGI'. Below the fields are buttons for '< Back to List', 'Reset', and 'Create New'. The navigation menu and sidebars are the same as in the previous screenshot.



5. Sila isikan maklumat-maklumat seperti *Branch Code* dan *Branch Name*. Medan bertanda (*) wajib diisi. Setelah selesai isi, tekan butang *Create New*.

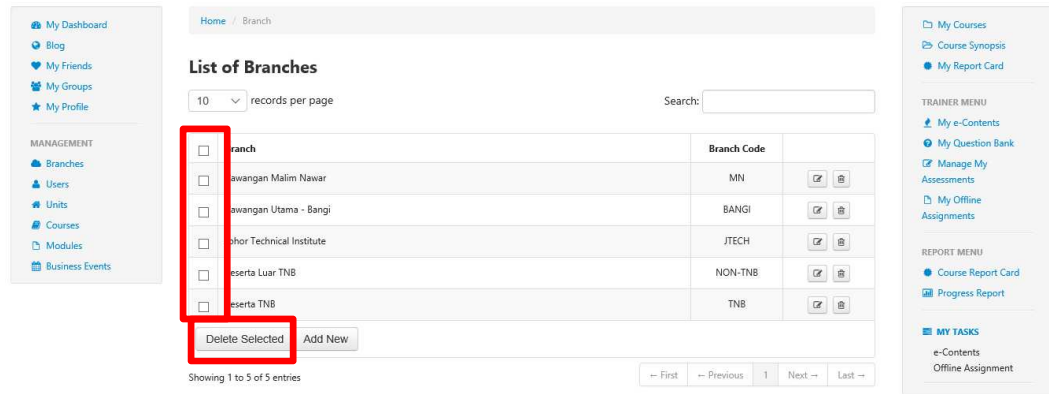
Create Branch

This is a close-up of the 'Create Branch' form. It shows the 'Branch Code *' field containing 'IBNG' and the 'Branch Name *' field containing 'ILSAS BANGI'. At the bottom, there are three buttons: '< Back to List', 'Reset', and 'Create New'.

6. Mesej berjaya akan dipaparkan.

The screenshot shows a success message box with the text 'Faculty has been created successfully' and a blue 'OK' button in the bottom right corner.













7. Klik  untuk mengubah maklumat cawangan. Klik  untuk membuang cawangan. Anda boleh *delete* lebih daripada satu dengan *tick* di *checkbox* dan tekan butang *Delete Selected*.



Home / Branch

List of Branches

10 records per page Search:

<input type="checkbox"/>	Branch	Branch Code		
<input checked="" type="checkbox"/>	awangan Malim Nawar	MN		
<input checked="" type="checkbox"/>	awangan Utama - Bangi	BANGI		
<input checked="" type="checkbox"/>	Johor Technical Institute	JTECH		
<input checked="" type="checkbox"/>	peserta Luar TNB	NON-TNB		
<input checked="" type="checkbox"/>	peserta TNB	TNB		

Showing 1 to 5 of 5 entries

← First ← Previous 1 Next → Last →

8. Sekiranya butang  ditekan, skrin berikut akan dipaparkan.

Edit Branch

Branch Code *	<input type="text" value="IBNG"/>
Branch Name *	<input type="text" value="ILSAS BANGI"/>

9. Sila ubah maklumat yang anda mahu dan tekan butang *Save*.

Edit Branch

Branch Code *	<input type="text" value="IBNG"/>
Branch Name *	<input type="text" value="ILSAS BANGI"/>

10. Mesej berjaya akan dipaparkan.

Faculty has been updated successfully

C. Pengguna

11. Klik *Users* untuk melihat senarai pengguna.

12. Skrin berikut akan dipaparkan.

Username	Name	New IC Number	Branch	Email
620101036078	'Adilah Binti Ismail	620101036078	Pusat Pemprosesan	adilah_ismail@hasil.gov.my
840813086369	'Ammar Yasir Bin Ibrahim	840813086369	Cawangan Jalan Duta	
540511015771	A Karim Bin A Bakar	540511015771	Cawangan Johor Bahru	a.karim@hasil.gov.my
571010087074	A'anun Binti Abdullah	571010087074	Cawangan Wangsa Maju	aanun@hasil.gov.my
590329085322	A'isah Binti Ideris	590329085322	Pusat Pemprosesan	aisah.i@hasil.gov.my
630330115123	A. Azmi Bin Mohamad	630330115123	Cawangan Klang	a.azmi@hasil.gov.my
690213065133	A. Khalil Fadzil Bin Lebai Abdul Mustalib	690213065133	Cawangan Siasatan Kota Bharu	a.khalilfadzi@hasil.gov.my
570504115173	Ab Aziz Bin Abas	570504115173	Cawangan Siasatan Putrajaya	ab_azizabas@hasil.gov.my

13. Klik *Add New* untuk menambah pengguna.

The screenshot shows the 'List of Users' interface. On the left is a navigation menu with 'MANAGEMENT' items: My Dashboard, Blog, My Friends, My Groups, My Profile, Users, Faculties, Courses, Modules, and Sessions. The main content area has a breadcrumb 'Home / User' and tabs for 'List of Users', 'List of New Users', and 'User Groups'. Below the tabs, there's a 'records per page' dropdown set to '10' and a search box. A table lists users with columns: Username, Name, New IC Number, Branch, and Email. Each row has action icons (edit, delete, refresh). At the bottom of the table, there are 'Delete Selected' and 'Add New' buttons. The 'Add New' button is highlighted with a red box. Below the table, it says 'Showing 1 to 10 of 11,035 entries' and a pagination control with links for First, Previous, 1, 2, 3, 4, 5, Next, and Last.

	Username	Name	New IC Number	Branch	Email	
<input type="checkbox"/>	620101036078	'Adilah Binti Ismail	620101036078	Pusat Pemprosesan	adilah_ismail@hasil.gov.my	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	840813086369	'Ammar Yasir Bin Ibrahim	840813086369	Cawangan Jalan Duta		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	540511015771	A Karim Bin A Bakar	540511015771	Cawangan Johor Bahru	a.karim@hasil.gov.my	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	571010087074	A'anun Binti Abdullah	571010087074	Cawangan Wangsa Maju	aanun@hasil.gov.my	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	590329085322	A'isah Binti Ideris	590329085322	Pusat Pemprosesan	aisah.i@hasil.gov.my	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	630330115123	A. Azmi Bin Mohamad	630330115123	Cawangan Klang	a.azmi@hasil.gov.my	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	690213065133	A. Khalif Fadzli Bin Lebai Abdul Mustalib	690213065133	Cawangan Siasatan Kota Bharu	a.khalifadzl@hasil.gov.my	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	570504115173	Ab Aziz Bin Abas	570504115173	Cawangan Siasatan Putrajaya	ab_azizabas@hasil.gov.my	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

14. Skrin berikut akan dipaparkan.

The screenshot shows the 'Add New User' form. The left navigation menu is the same as in the previous screenshot. The main content area has the same breadcrumb and tabs. The form contains the following fields: Title (text input), Name* (text input), Staff ID (text input with a search button 'Search in Active Directory'), New IC Number (text input with radio buttons for 'New IC Number', 'Military ID', 'PoliceID', and 'Passport'), Old IC Number (text input), Username (text input with value '10023113'), Password* (text input), and Branch (dropdown menu with 'Select a branch'). The right navigation menu is also visible, showing 'My Courses', 'Open Courses', 'My Report Card', 'TRAINER MENU', 'My e-Contents', 'My Question Bank', 'Manage My Assessments', 'My Offline Assignments', 'REPORT MENU', 'Course Report Card', 'Progress Report', 'MY TASKS', 'e-Contents', and 'Offline Assignment'.

15. Untuk daftar Pengguna yang sedia ada di dalam *Active Directory*, sila masukkan maklumat *Staff ID* dan tekan butang *Search in Active Directory*.

List of Users List of New Users User Groups

Title	<input type="text"/>
Name *	<input type="text"/>
Staff ID	<input type="text" value="10023113"/> <input type="button" value="Search in Active Directory"/>
New IC Number	<input type="text"/> <input checked="" type="radio"/> New IC Number <input type="radio"/> Military ID <input type="radio"/> PoliceID <input type="radio"/> Passport
Old IC Number	<input type="text"/>
Username	<input type="text" value="10023113"/>
Password *	<input type="text"/>

16. Jika maklumat Pengguna ada di dalam *Active Directory*, semua maklumat asas berikut akan terisi secara automatik.

List of Users List of New Users User Groups

Title	<input type="text"/>
Name *	<input type="text" value="Abd Walid Abd Samad"/>
Staff ID	<input type="text" value="10023113"/> <input type="button" value="Search in Active Directory"/>
New IC Number	<input type="text"/> <input checked="" type="radio"/> New IC Number <input type="radio"/> Military ID <input type="radio"/> PoliceID <input type="radio"/> Passport
Old IC Number	<input type="text"/>
Username	<input type="text" value="10023113"/>
Password *	<input type="text" value="*****"/>
Branch	<input type="text" value="Select a branch"/>
Select a job	<input type="text" value="Select a job"/>
Email *	<input type="text" value="walid@tnb.com.my"/>

17. Jika maklumat Pengguna tiada di dalam *Active Directory*, sila isikan maklumat-maklumat seperti *Title*, *Name*, *New IC Number*, *Old IC Number*, *Password*, *Branch*, *Select a Job*, *Staff ID*, *Email*, *User Groups* dan *Status*. Medan bertanda (*) wajib diisi. Setelah selesai isi, tekan butang *Create New*.




The screenshot shows a web application interface for creating a new user. The main content area is titled 'Home / User' and contains a form with the following fields:

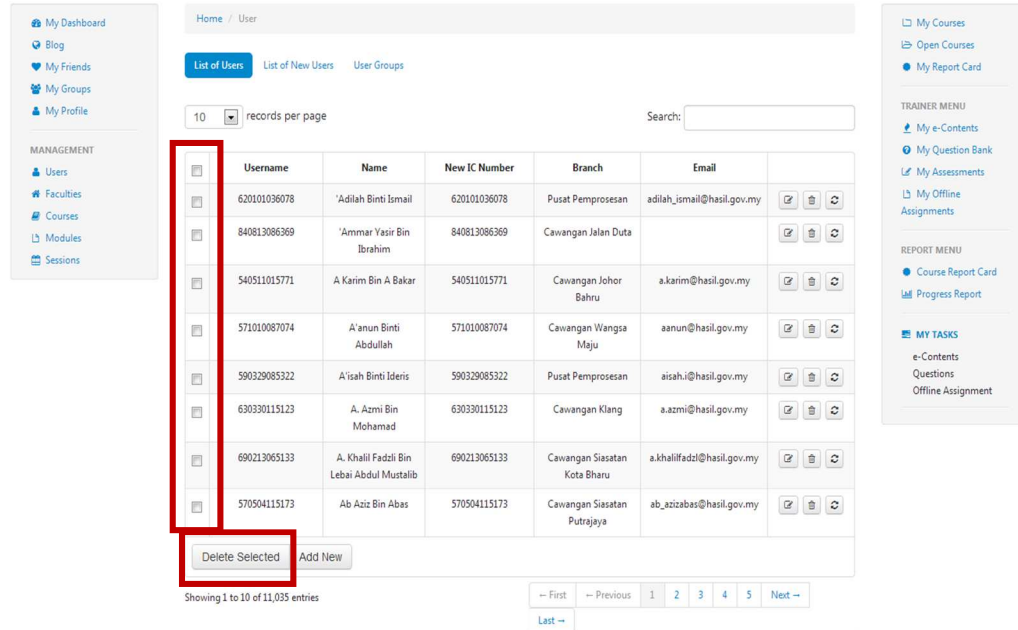
- Title
- Name *
- New IC Number *
 - New IC Number
 - Military ID
 - PoliceID
 - Passport
- Old IC Number
- Username
- Password *
- Branch (dropdown menu)
- Select a job (dropdown menu)
- Staff ID
- Email *
- User Groups * (dropdown menu)
- Status * (dropdown menu, currently set to ACTIVE)

At the bottom of the form, there are three buttons: 'Back to List', 'Reset', and 'Create New'. The 'Create New' button is highlighted with a red rectangular box.

18. Mesej berjaya akan dipaparkan.



19. Klik  untuk mengubah maklumat pengguna. Klik  untuk reset sesi pengguna. Klik  untuk membuang pengguna. Anda boleh *delete* lebih daripada satu dengan *tick* di *checkbox* dan tekan butang *Delete Selected*.



Home / User

List of Users List of New Users User Groups


10 records per page Search:

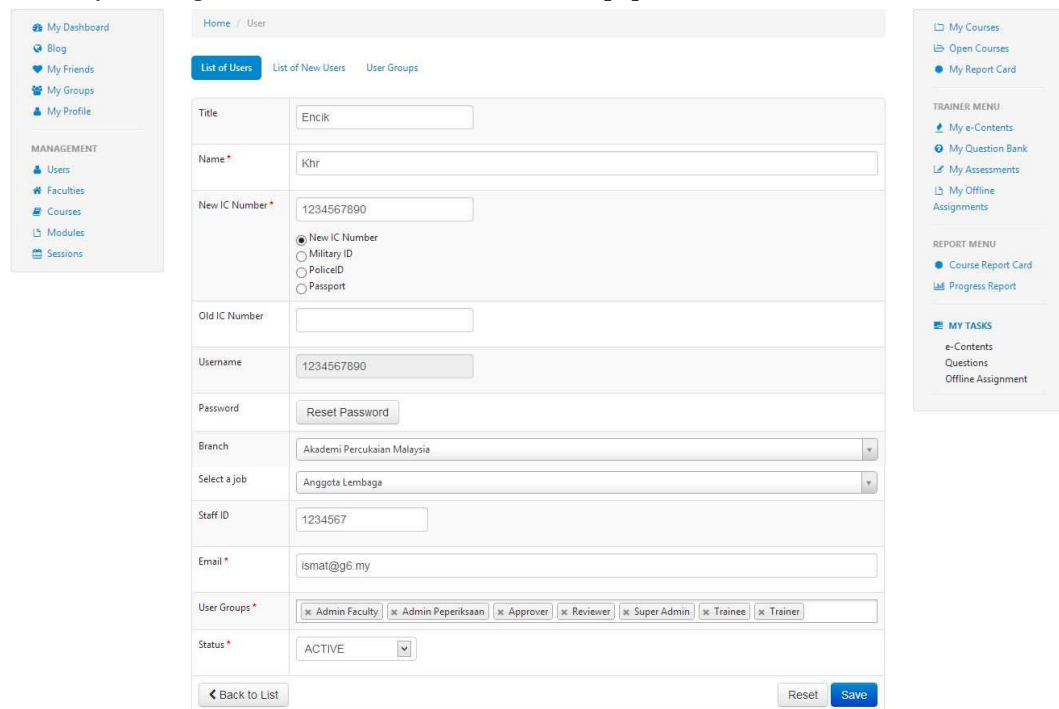
<input type="checkbox"/>	Username	Name	New IC Number	Branch	Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	620101036078	'Adilah Binti Ismail	620101036078	Pusat Pemprosesan	adilah_ismail@hasil.gov.my	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	840813086369	'Ammar Yasir Bin Ibrahim	840813086369	Cawangan Jalan Duta		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	540511015771	A Karim Bin A Bakar	540511015771	Cawangan Johor Bahru	a.karim@hasil.gov.my	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	571010087074	A'anun Binti Abdullah	571010087074	Cawangan Wangsa Maju	aanun@hasil.gov.my	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	590329085322	A'isah Binti Ideris	590329085322	Pusat Pemprosesan	aisah.i@hasil.gov.my	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	630330115123	A. Azmi Bin Mohamed	630330115123	Cawangan Klang	a.azmi@hasil.gov.my	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	690213065133	A. Khalil Fadzli Bin Lebai Abdul Mustalib	690213065133	Cawangan Siasatan Kota Bharu	a.khalilfadli@hasil.gov.my	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	570504115173	Ab Aziz Bin Abas	570504115173	Cawangan Siasatan Putrajaya	ab_azizabas@hasil.gov.my	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Delete Selected Add New

Showing 1 to 10 of 11,035 entries

-- First -- Previous 1 2 3 4 5 Next -- Last --

20. Sekiranya butang  ditekan, skrin berikut akan dipaparkan.



Home / User

List of Users List of New Users User Groups

Title

Name*

New IC Number*

New IC Number
 Military ID
 PoliceID
 Passport

Old IC Number

Username

Password

Branch

Select a job

Staff ID

Email*

User Groups*

Status*

21. Sila ubah maklumat yang anda mahu dan tekan butang *Save*.

The screenshot displays a user management interface. On the left is a navigation menu with sections like 'My Dashboard', 'MANAGEMENT', 'TRAINER MENU', 'REPORT MENU', and 'MY TASKS'. The main content area shows a form for editing a user profile. The form fields include:

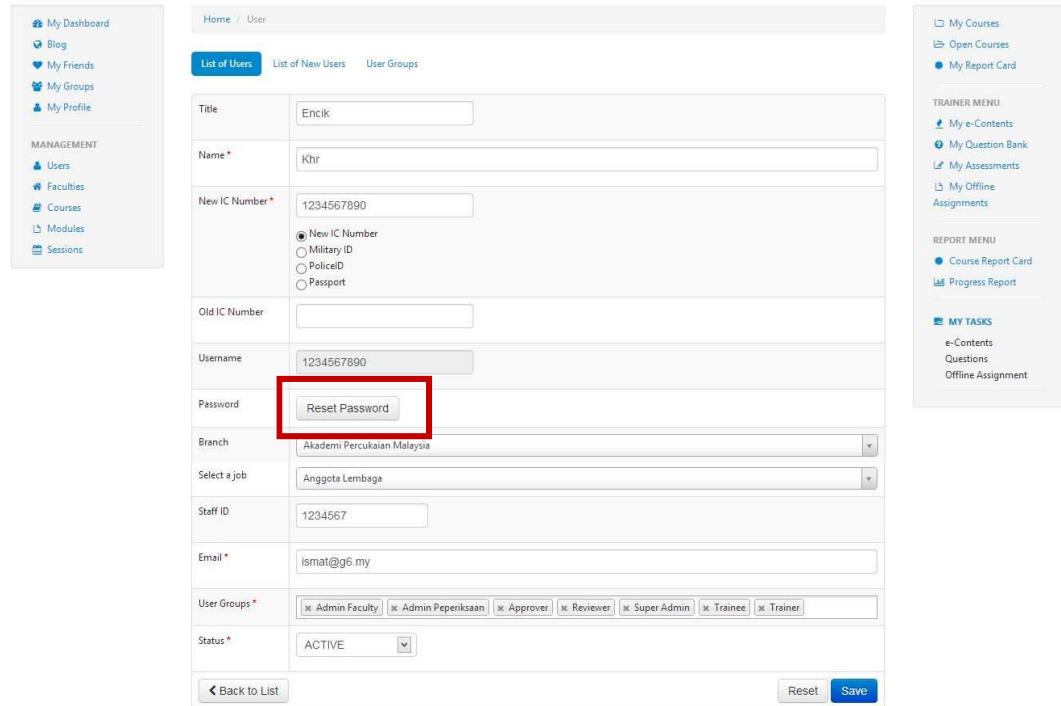
- Title: Encik
- Name*: Khr
- New IC Number*: 1234567890 (with radio buttons for New IC Number, Military ID, PoliceID, and Passport)
- Old IC Number: (empty)
- Username: 1234567890
- Password: (with a 'Reset Password' button)
- Branch: Akademi Percukalan Malaysia
- Select a job: Anggota Lembaga
- Staff ID: 1234567
- Email*: ismat@g6.my
- User Groups*: (with checkboxes for Approver, Reviewer, Super Admin, Trainee, and Trainer)
- Status*: ACTIVE

At the bottom of the form, there are buttons for 'Back to List', 'Reset', and 'Save'. The 'Save' button is highlighted with a red rectangular box.

22. Mesej berjaya akan dipaparkan.



23. Untuk reset katalaluan pengguna, klik *Reset Password*.



The screenshot displays a user management form with the following fields and options:

- Title: Encik
- Name*: Khir
- New IC Number*: 1234567890
 - New IC Number
 - Military ID
 - PoliceID
 - Passport
- Old IC Number: [Empty]
- Username: 1234567890
- Password: [Empty] (with a **Reset Password** button highlighted in red)
- Branch: Akademi Percubaan Malaysia
- Select a job: Anggota Lembaga
- Staff ID: 1234567
- Email*: ismat@g6.my
- User Groups*: Admin Faculty Admin Peperiksaan Approver Reviewer Super Admin Trainee Trainer
- Status*: ACTIVE

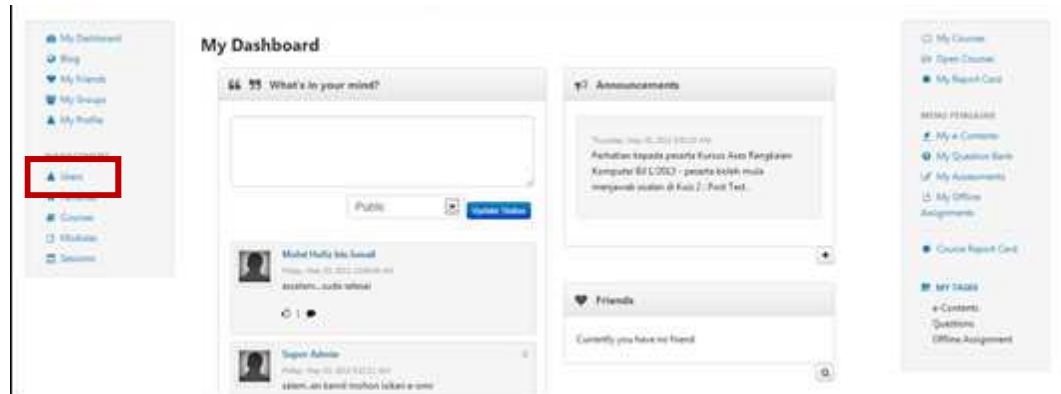
Navigation and Action buttons: < Back to List, Reset, Save

24. Mesej berjaya akan dipaparkan.



D. Pengguna Baru

1. Klik *Users* untuk melihat senarai pengguna.



2. Skrin berikut akan dipaparkan.

The screenshot displays the 'List of Users' page. The breadcrumb is 'Home / User'. There are tabs for 'List of Users', 'List of New Users', and 'User Groups'. The 'List of Users' tab is active. Below the tabs, there is a 'records per page' dropdown set to '10' and a search box. The main content is a table with columns: Username, Name, New IC Number, Branch, and Email. Each row has a checkbox and three action icons (edit, delete, refresh). At the bottom, there are buttons for 'Delete Selected' and 'Add New', and a pagination control showing 'Showing 1 to 10 of 11,035 entries'.




Username	Name	New IC Number	Branch	Email
620101036078	'Adilah Binti Ismail	620101036078	Pusat Pemprosesan	adilah_ismail@hasil.gov.my
840813086369	'Ammar Yasir Bin Ibrahim	840813086369	Cawangan Jalan Duta	
540511015771	A Karim Bin A Bakar	540511015771	Cawangan Johor Bahru	a.karim@hasil.gov.my
571010087074	A'anun Binti Abdullah	571010087074	Cawangan Wangsa Maju	aanun@hasil.gov.my
590329085322	A'isah Binti Ideris	590329085322	Pusat Pemprosesan	aisah.i@hasil.gov.my
630330115123	A. Azmi Bin Mohamad	630330115123	Cawangan Klang	a.azmi@hasil.gov.my
690213065133	A. Khalil Fadzli Bin Lebai Abdul Mustalib	690213065133	Cawangan Siasatan Kota Bharu	a.khalilfadzi@hasil.gov.my
570504115173	Ab Aziz Bin Abas	570504115173	Cawangan Siasatan Putrajaya	ab_azizabas@hasil.gov.my

3. Klik *List of New Users* untuk melihat pengguna baru dan senarai berikut akan dipaparkan.

Home / New User




List of Users **List of New Users** User Groups

10 records per page Search:

Name	New IC Number	Email	
Muhammad Abu	937467484757	a@yahoo.com	  

Showing 1 to 1 of 1 entries





← First ← Previous 1 Next → Last →

4. Klik  untuk melihat maklumat-maklumat pengguna. Klik  untuk *approve* pengguna dan pengguna tersebut boleh login. Klik  untuk *reject* pengguna.

Home / New User

List of Users **List of New Users** User Groups

10 records per page Search:

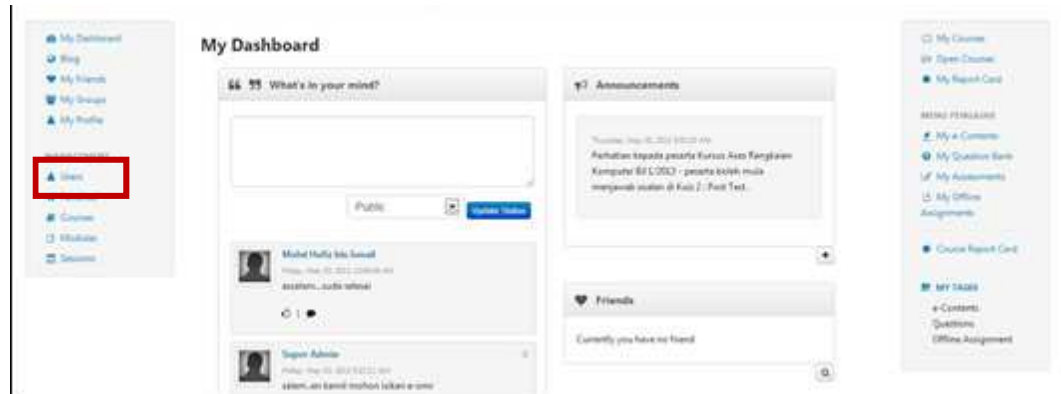
Name	New IC Number	Email	
Muhammad Abu	937467484757	a@yahoo.com	   

Showing 1 to 1 of 1 entries

← First ← Previous 1 Next → Last →

E. Kumpulan Pengguna

1. Klik *Users* untuk melihat senarai pengguna.



2. Skrin berikut akan dipaparkan.

The screenshot displays the 'List of Users' page. The page has a breadcrumb 'Home / User' and navigation tabs for 'List of Users', 'List of New Users', and 'User Groups'. Below the navigation is a search bar and a 'records per page' dropdown set to '10'. The main content is a table with columns for Username, Name, New IC Number, Branch, and Email. Each row includes a checkbox and three action icons (edit, delete, refresh). At the bottom, there are buttons for 'Delete Selected' and 'Add New', and a pagination control showing 'Showing 1 to 10 of 11,035 entries'.

Username	Name	New IC Number	Branch	Email
620101036078	'Adilah Binti Ismail	620101036078	Pusat Pemprosesan	adilah_ismail@hasil.gov.my
840813086369	'Ammar Yasir Bin Ibrahim	840813086369	Cawangan Jalan Duta	
540511015771	A Karim Bin A Bakar	540511015771	Cawangan Johor Bahru	a.karim@hasil.gov.my
571010087074	A'anun Binti Abdullah	571010087074	Cawangan Wangsa Maju	aanun@hasil.gov.my
590329085322	A'isah Binti Ideris	590329085322	Pusat Pemprosesan	aisah.i@hasil.gov.my
630330115123	A. Azmi Bin Mohamad	630330115123	Cawangan Klang	a.azmi@hasil.gov.my
690213065133	A. Khalil Fadzli Bin Lebai Abdul Mustalib	690213065133	Cawangan Siasatan Kota Bharu	a.khalilfadzi@hasil.gov.my
570504115173	Ab Aziz Bin Abas	570504115173	Cawangan Siasatan Putrajaya	ab_azizabas@hasil.gov.my

3. Klik *User Groups* untuk melihat kumpulan pengguna dan senarai berikut akan dipaparkan.

Home / User

List of Users List of New Users **User Groups**

Super Admin Director Admin Faculty Admin HEP Admin Peperiksaan Reviewer Approver Trainer

10 records per page Search:

	Name	New IC Number	Branch	Email	
<input type="checkbox"/>	Norshahidah Binti Hj Lateh @ Hj Abd Latiff	720406026004	Bahagian Aplikasi Automasi Pejabat	shahidah@hasil.gov.my	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Rahimah Binti Abdul Latiff	630801065354	Bahagian Aplikasi Automasi Pejabat	rahimah@hasil.gov.my	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Salmah Binti Kasim	591112025542	Jabatan Undang-Undang	salmahk@hasil.gov.my	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Super Admin	1234567890	Akademi Percukaian Malaysia	a@yahoo.com	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	System Admin	admin1234	Akademi Percukaian Malaysia	admin@abc.com	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Wan Zulkifli Bin Wan Ali	720717115063	Pusat Latihan & Pembangunan ICT	wanzul@hasil.gov.my	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Zuraidah Bt. Mohamed Zin	580701036000	Pusat Latihan Undang- Undang	zuraidah@hasil.gov.my	<input type="checkbox"/> <input type="checkbox"/>

Delete Selected Add New

Showing 11 to 17 of 17 entries

— First — Previous 1 2 Next — Last —

4. Anda boleh *Edit* dan *Delete* pengguna sama seperti di *List of User*.

Home / User

List of Users List of New Users **User Groups**

Super Admin Director Admin Faculty Admin HEP Admin Peperiksaan Reviewer Approver Trainer

10 records per page Search:

	Name	New IC Number	Branch	Email	
<input type="checkbox"/>	Norshahidah Binti Hj Lateh @ Hj Abd Latiff	720406026004	Bahagian Aplikasi Automasi Pejabat	shahidah@hasil.gov.my	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Rahimah Binti Abdul Latiff	630801065354	Bahagian Aplikasi Automasi Pejabat	rahimah@hasil.gov.my	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Salmah Binti Kasim	591112025542	Jabatan Undang-Undang	salmahk@hasil.gov.my	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Super Admin	1234567890	Akademi Percukaian Malaysia	a@yahoo.com	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	System Admin	admin1234	Akademi Percukaian Malaysia	admin@abc.com	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Wan Zulkifli Bin Wan Ali	720717115063	Pusat Latihan & Pembangunan ICT	wanzul@hasil.gov.my	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Zuraidah Bt. Mohamed Zin	580701036000	Pusat Latihan Undang- Undang	zuraidah@hasil.gov.my	<input type="checkbox"/> <input type="checkbox"/>

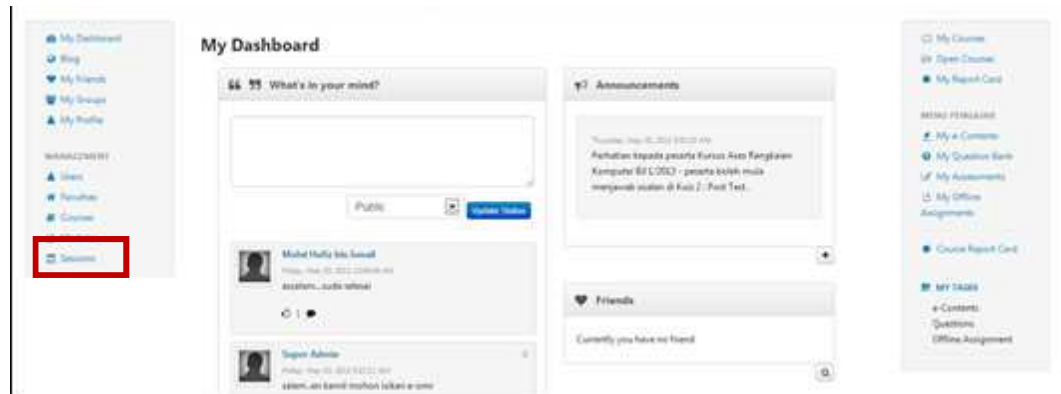
Delete Selected Add New

Showing 11 to 17 of 17 entries

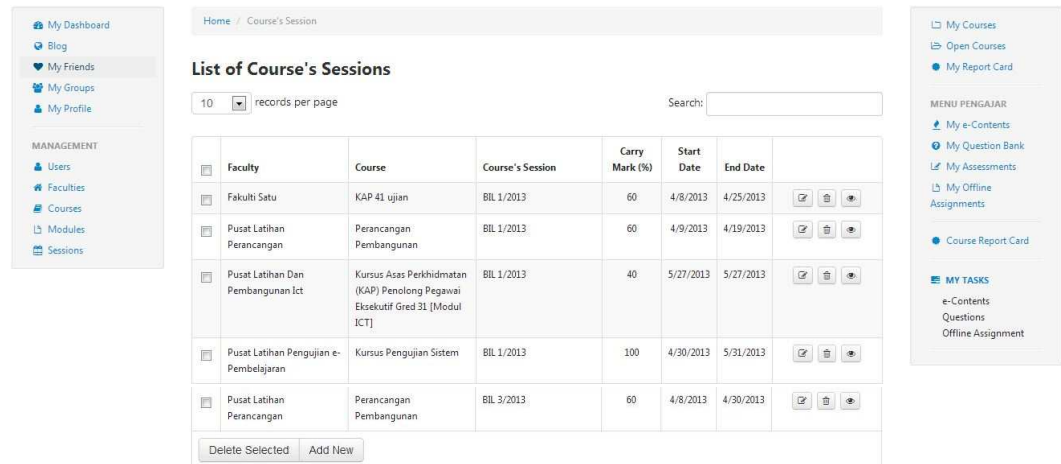
— First — Previous 1 2 Next — Last —

F. Sesi Kursus

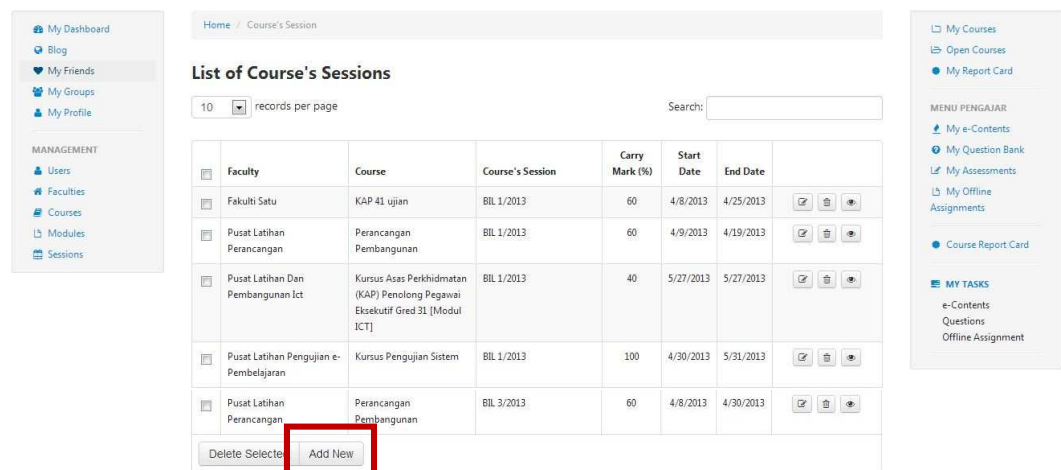
25. Klik *Sessions* untuk melihat senarai sesi kursus.



26. Skrin berikut akan dipaparkan.



27. Klik *Add New* untuk menambah sesi kursus.



28. Skrin berikut akan dipaparkan.

The screenshot shows the 'Create Course's Session' form. It features a left sidebar with navigation links like 'My Dashboard', 'Blog', 'My Friends', 'My Groups', 'My Profile', and 'MANAGEMENT' (Users, Faculties, Courses, Modules, Sessions). The main form area has the following fields:

- Faculty ***: Select a Faculty (dropdown)
- Course ***: Select a Course (dropdown)
- Course's Session Name ***: Semester (dropdown: 1) and Year (dropdown: 2013)
- Carry Mark (%) ***: A table with columns for 'Assessments', 'Offline Assignment', and 'TOTAL', each with a percentage input field (currently 0%). Below this table is an 'Add Criteria' button.
- Start Date - End Date ***: A date range input field.



At the bottom of the form, there are three buttons: 'Back to List', 'Reset', and 'Create New'.

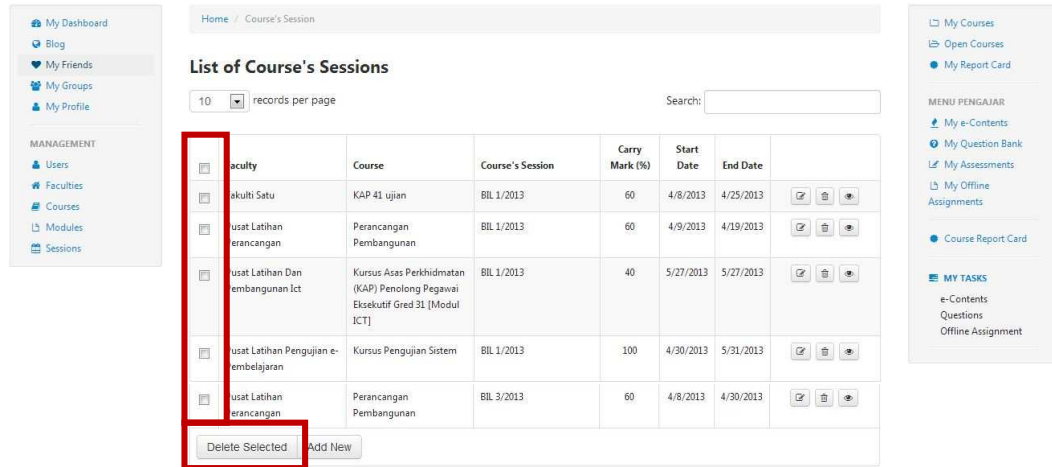
29. Sila isikan maklumat-maklumat seperti *Faculty*, *Course*, *Course Session Name*, *Carry Mark* dan *Start Date – End Date*. *Add Criteria* adalah untuk memberi markah selain daripada *Assessment* dan *Offline Assignment*. Contohnya seperti markah kehadiran dan sebagainya. Medan bertanda (*) wajib diisi. Setelah selesai isi, tekan butang *Create New*.

This screenshot is identical to the one above, showing the 'Create Course's Session' form with its various input fields and navigation buttons.

30. Mesej berjaya akan dipaparkan.



31. Klik  untuk mengubah maklumat module. Klik  untuk membuang module. Anda boleh *delete* lebih daripada satu dengan *tick* di *checkbox* dan tekan butang *Delete Selected*.




Home / Course's Session

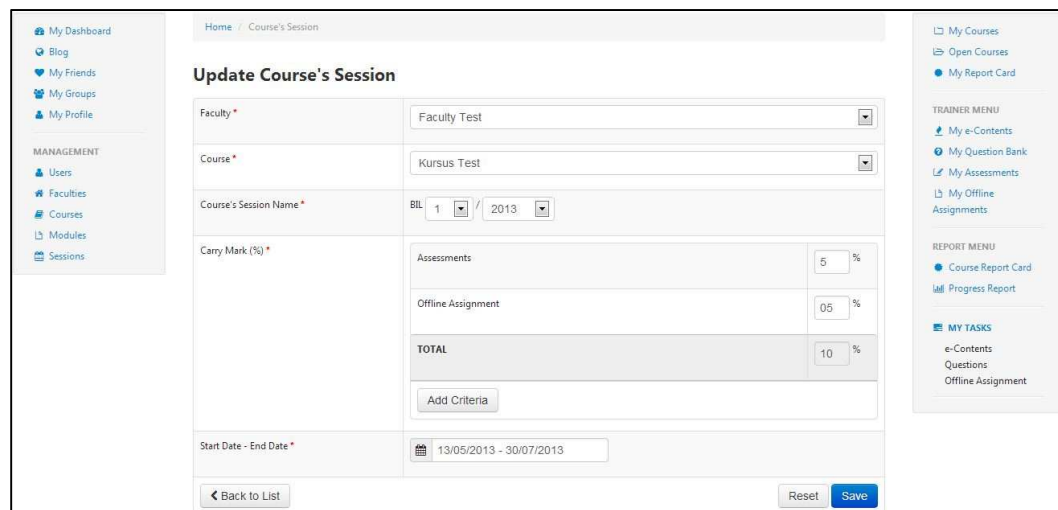
List of Course's Sessions

10 records per page Search:

<input type="checkbox"/>	Faculty	Course	Course's Session	Carry Mark (%)	Start Date	End Date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	akulti Satu	KAP 41 ujian	BIL 1/2013	60	4/8/2013	4/25/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	usat Latihan Perancangan	Perancangan Pembangunan	BIL 1/2013	60	4/9/2013	4/19/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	usat Latihan Dan pembangunan Ict	Kursus Asas Perkhidmatan (KAP) Penolong Pegawai Eksekutif Gred 31 [Modul ICT]	BIL 1/2013	40	5/27/2013	5/27/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	usat Latihan Pengujian e- pembelajaran	Kursus Pengujian Sistem	BIL 1/2013	100	4/30/2013	5/31/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	usat Latihan Perancangan	Perancangan Pembangunan	BIL 3/2013	60	4/8/2013	4/30/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Delete Selected Add New

32. Sekiranya butang  ditekan, skrin berikut akan dipaparkan.



Home / Course's Session

Update Course's Session

Faculty * Faculty Test

Course * Kursus Test

Course's Session Name * BIL 1 / 2013

Carry Mark (%) *

Assessments	5 %
Offline Assignment	05 %
TOTAL	10 %

Add Criteria


Start Date - End Date * 13/05/2013 - 30/07/2013

Back to List Reset Save

33. Sila ubah maklumat yang anda mahu dan tekan butang *Save*.

34. Mesej berjaya akan dipaparkan.



35. *Klik*  untuk melihat maklumat-maklumat sesi kursus.

Faculty	Course	Course's Session	Carry Mark (%)	Start Date	End Date	
Fakulti Satu	KAP 41 ujian	BIL 1/2013	60	4/8/2013	4/25/2013	
Pusat Latihan Perancangan	Perancangan Pembangunan	BIL 1/2013	60	4/9/2013	4/19/2013	
Pusat Latihan Dan Pembangunan Ict	Kursus Asas Perkhidmatan (KAP) Penolong Pegawai Eksekutif Gred 31 [Modul ICT]	BIL 1/2013	40	5/27/2013	5/27/2013	
Pusat Latihan Pengujian e-Pembelajaran	Kursus Pengujian Sistem	BIL 1/2013	100	4/30/2013	5/31/2013	

36. Skrin berikut akan dipaparkan.

The screenshot displays a web application interface for course management. The main content area shows details for a course session titled "BIL 1/2013". The details are organized into a table-like structure:

Faculty	Faculty Test	
Course	Kursus Test	
Course's Session	BIL 1/2013	
Modules / Trainer	• Module Test / -	
Period	Monday, May 13, 2013 - Tuesday, May 28, 2013	
Carry Mark (%)	Assessments	5 %
	Offline Assignment	5 %
	TOTAL	10 %

The interface includes a left sidebar with navigation options: My Dashboard, Blog, My Friends, My Groups, My Profile, MANAGEMENT (Users, Faculties, Courses, Modules, Sessions), COURSE MENU (Home, Modules, Assessments, Offline Assignment, Participants), and COLLABORATIONS (Main Group). The right sidebar contains "MENU PENGAJAR" (My Courses, Open Courses, My Report Card) and "MY TASKS" (e-Contents, Questions, Offline Assignment).

G.Sesi Kursus (*View*)

1. Modul (*Module*)

a. Klik *Modules* untuk melihat senarai modul.

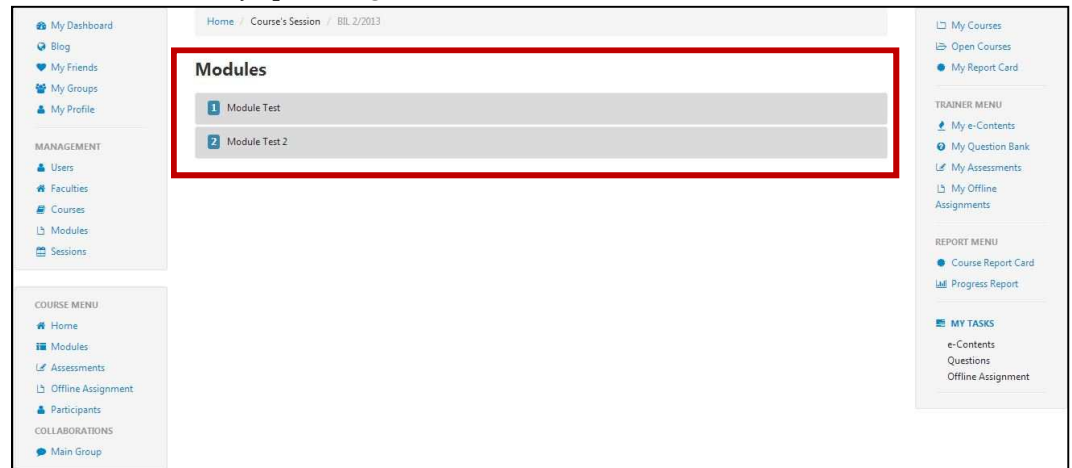
Home / Course's Session / BIL 1/2013		
Faculty	Faculty Test	
Course	Kursus Test	
Course's Session	BIL 1/2013	
Modules / Trainer	• Module Test / -	
Period	Monday, May 13, 2013 - Tuesday, May 28, 2013	
Carry Mark (%)	Assessments	5 %
	Offline Assignment	5 %
	TOTAL	10 %


b. Skrin berikut akan dipaparkan.

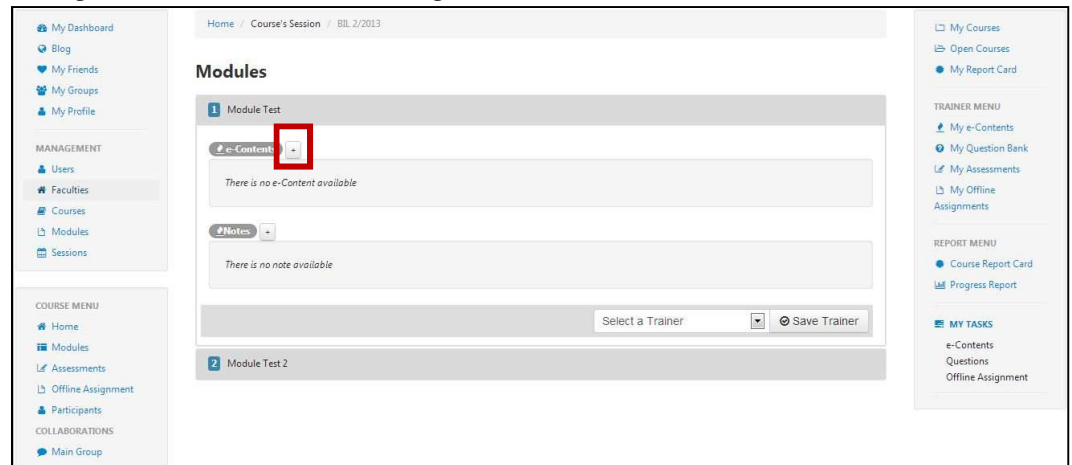
Modules

- 1 Module Test
- 2 Module Test 2

- c. Anda boleh menyusun modul – modul dengan *drag & drop* mengikut kemahuan anda. Contohnya anda mahu item nombor 2 menjadi item nombor 1, anda hanya perlu *drag* item nombor 2 ke item nombor 1.




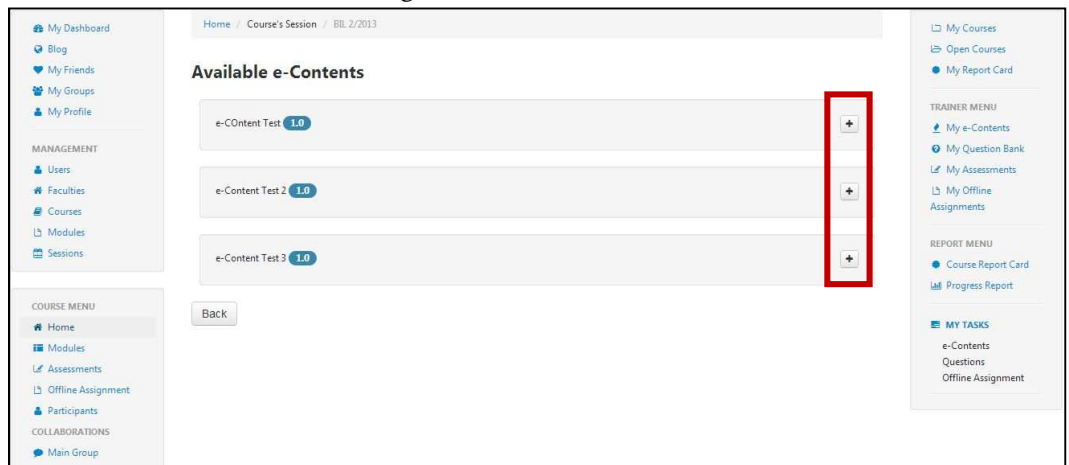
- d. Sekiranya tiada e-Kandungan atau nota seperti gambarajah dibawah, Klik butang  untuk menambah kandungan.




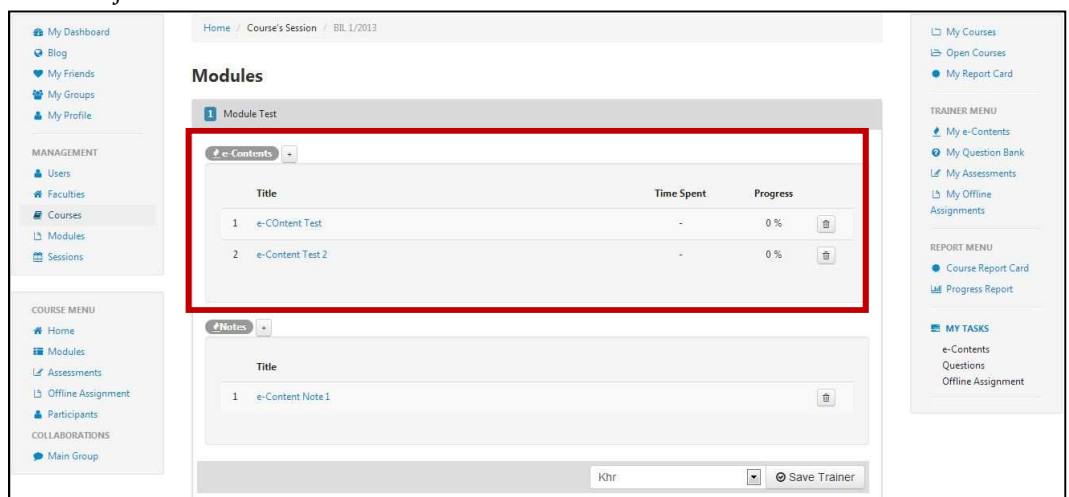
e. Skrin berikut akan dipaparkan.



f. Klik  untuk menambah kandungan.



g. Setelah klik butang , senarai e-Kandungan akan dikemaskini. Gambarajah di bawah adalah contoh.



	Title	Time Spent	Progress
1	e-Content Test	-	0 %
2	e-Content Test 2	-	0 %

	Title
1	e-Content Note 1

- h. Untuk *Notes*, sila ulangi item d – g

The screenshot shows the 'Modules' section of the LMS. The 'Notes' dropdown menu is highlighted with a red box, indicating that there are no notes available for this module. The interface includes a sidebar with navigation options like 'My Dashboard', 'Blog', 'My Friends', 'My Groups', and 'My Profile'. The main content area shows 'Module Test' with 'e-Contents' and 'Notes' sections, both indicating 'There is no e-Content available' and 'There is no note available' respectively. A 'Select a Trainer' dropdown and a 'Save Trainer' button are visible at the bottom of the module section.

- i. Untuk menetapkan *trainer* pada sesuatu modul, klik pada *Select a Trainer* dan pilih *trainer* seperti gambarajah dibawah.

The screenshot shows the 'Modules' section of the LMS. The 'Select a Trainer' dropdown menu is highlighted with a red box, indicating the step to select a trainer for the module. The interface is identical to the previous screenshot, but the focus is on the 'Select a Trainer' dropdown and the 'Save Trainer' button.

- j. Selepas selesai memilih, tekan butang *Save Trainer*.

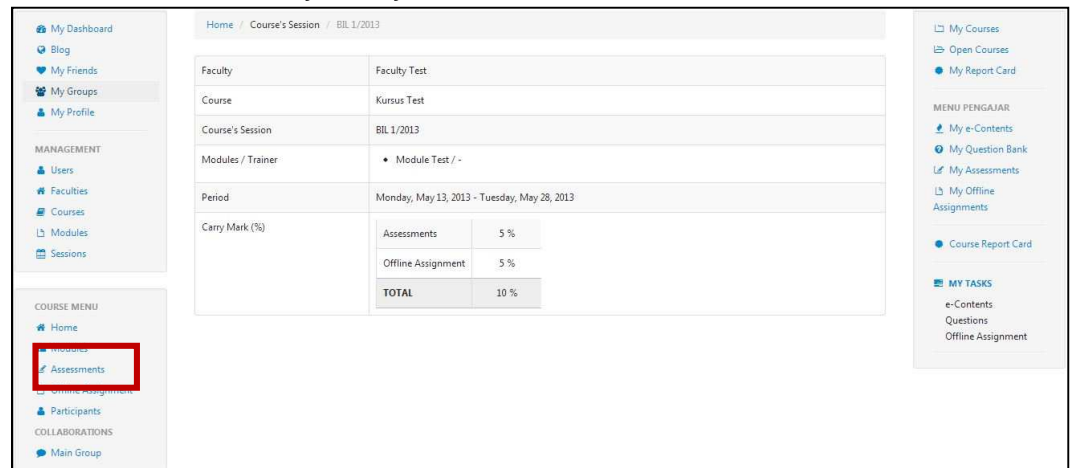
The screenshot shows the 'Modules' section of the LMS. The 'Save Trainer' button is highlighted with a red box, indicating the final step to save the selected trainer. The interface is identical to the previous screenshots, but the focus is on the 'Save Trainer' button.

- k. Mesej berjaya akan dipaparkan.

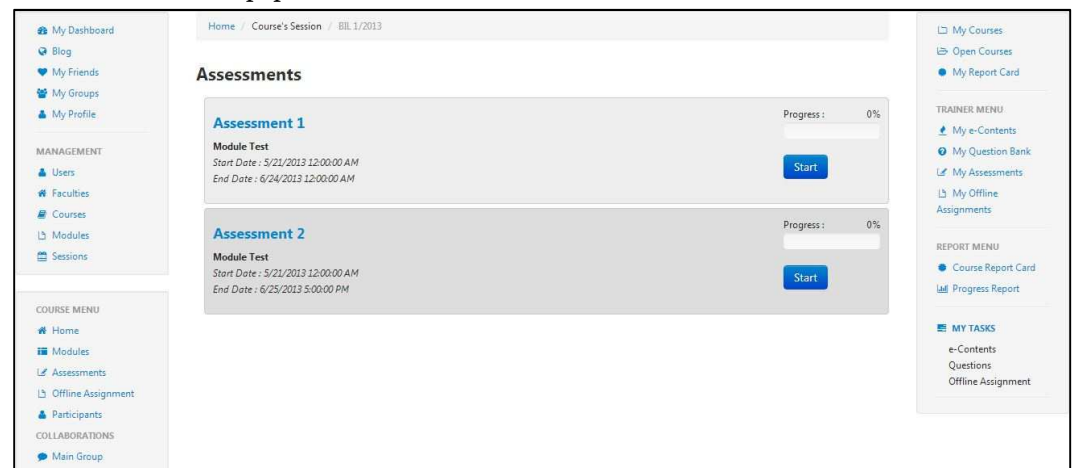


2. Ujian (*Assessment*)

- a. Klik *Assessment* untuk menjawab ujian.



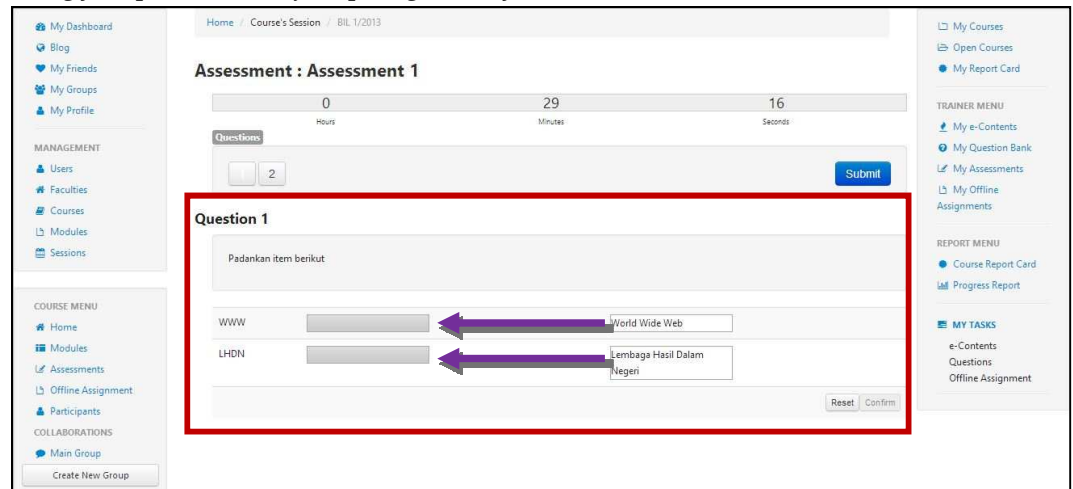
- b. Skrin berikut akan dipaparkan.



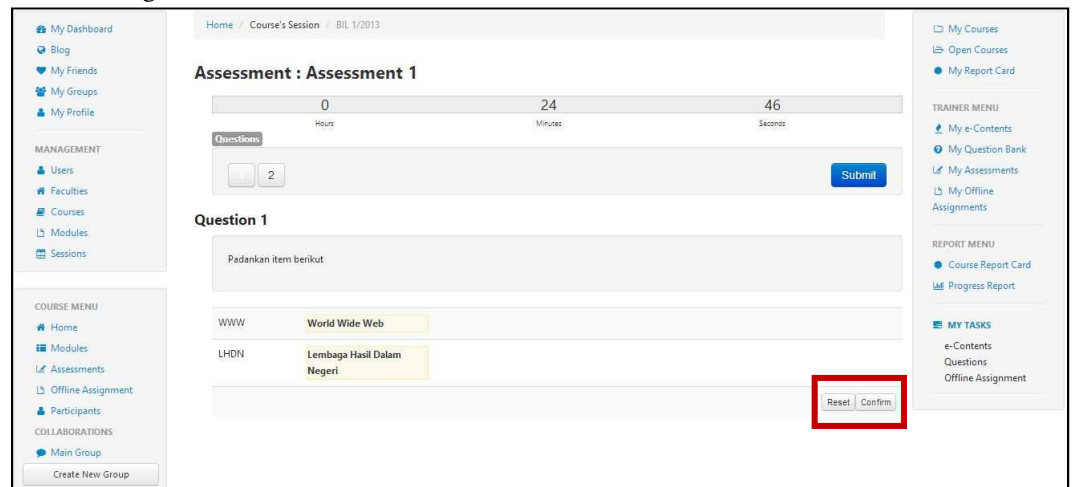
- c. Untuk mengambil ujian, klik *Start*.

- d. Skrin untuk menjawab soalan akan dipaparkan. Gambarajah di bawah adalah contoh.

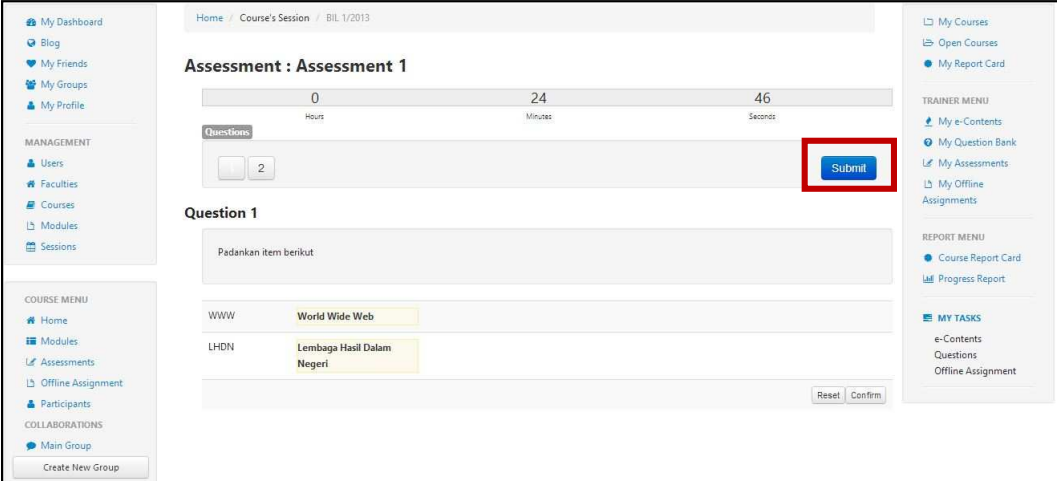
- e. Untuk soalan *Drag & Drop*, anda hanya perlu pilih jawapan dan *drag* di ruang jawapan. Contohnya seperti gambarajah di bawah.



- f. Selepas selesai menjawab, tekan butang *Confirm*. Sekiranya anda tidak menekan butang *Confirm*, jawapan tidak akan disimpan. Ini hanya untuk soalan *Drag & Drop*. Soalan selain daripada *Drag & Drop* tidak perlu menekan butang *Confirm*. Untuk menjawab semula soalan *Drag & Drop* tekan butang *Reset*.



- g. Setelah selesai menjawab kesemua soalan. Tekan *Submit*.

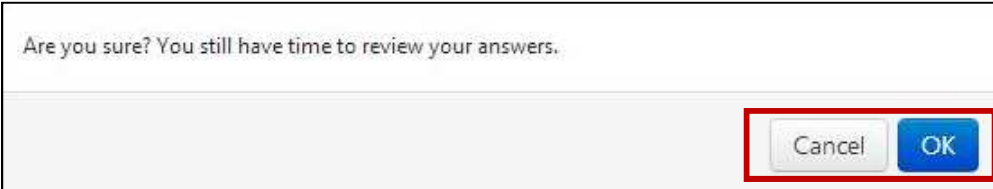


The screenshot shows the assessment interface. At the top, there is a breadcrumb trail: Home / Course's Session / BIL 1/2013. Below this, the title is "Assessment : Assessment 1". A progress bar shows 0 Hours, 24 Minutes, and 46 Seconds. A "Questions" section shows a count of 2. A blue "Submit" button is highlighted with a red box. Below the "Submit" button, there is a "Question 1" section with the text "Padankan item berikut". A table with two rows is shown:

WWW	World Wide Web
LHDN	Lembaga Hasil Dalam Negeri


At the bottom right of the question area, there are "Reset" and "Confirm" buttons. The left sidebar contains navigation options like "My Dashboard", "Blog", "My Friends", "My Groups", "My Profile", "MANAGEMENT", "COURSE MENU", "COLLABORATIONS", and "Create New Group". The right sidebar contains "My Courses", "Open Courses", "My Report Card", "TRAINER MENU", "REPORT MENU", and "MY TASKS".

- h. Sekiranya anda masih mempunyai masa untuk menjawab, mesej berikut akan dipaparkan. Tekan *OK* untuk teruskan. Tekan *Cancel* untuk semak semula jawapan.



The screenshot shows a confirmation dialog box with the text: "Are you sure? You still have time to review your answers." At the bottom right, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a red box.

- i. Mesej berjaya berserta keputusan akan dipaparkan.



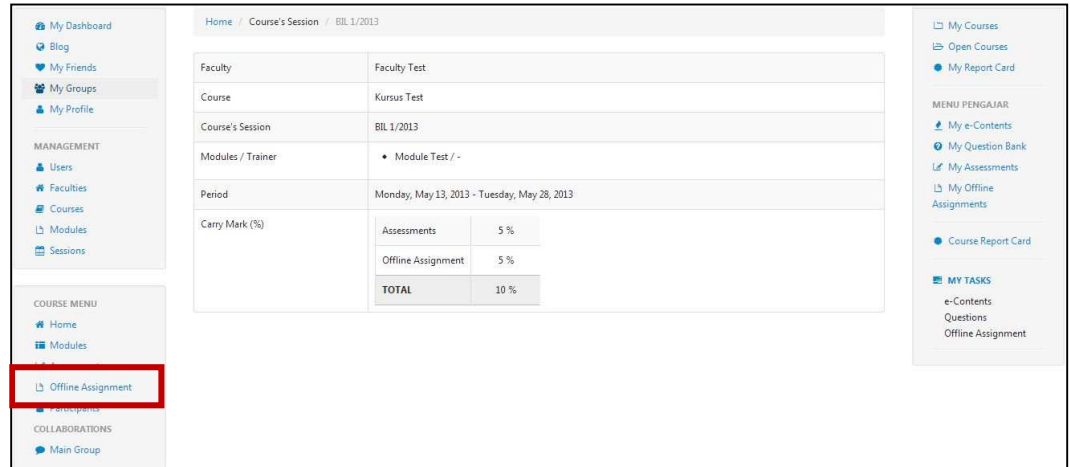
The screenshot shows a success message dialog box with the text: "Assessment submitted successfully" and "Your result is 1 / 2". At the bottom right, there is a blue "OK" button.

- j. Anda boleh melihat semula jawapan yang betul dengan menekan butang *View*.

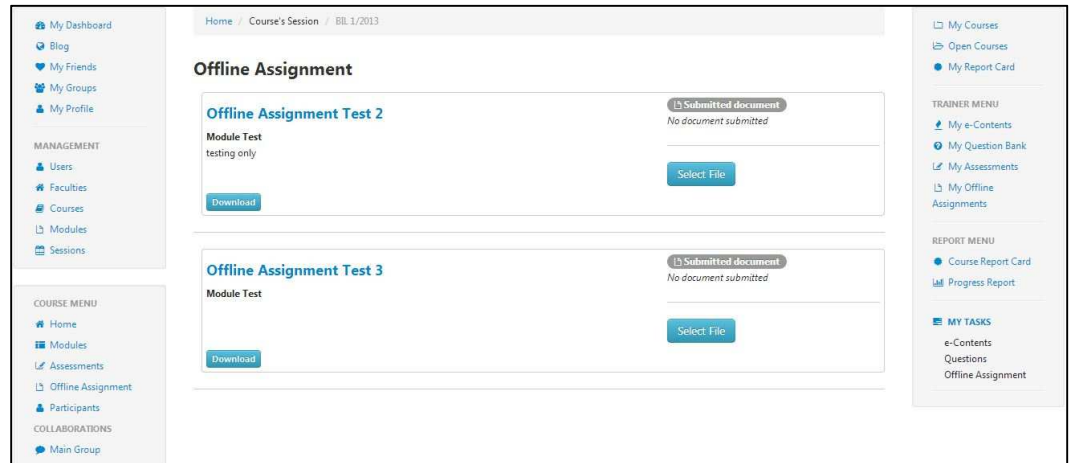


3. Tugas Luar Talian (*Offline Assignment*)

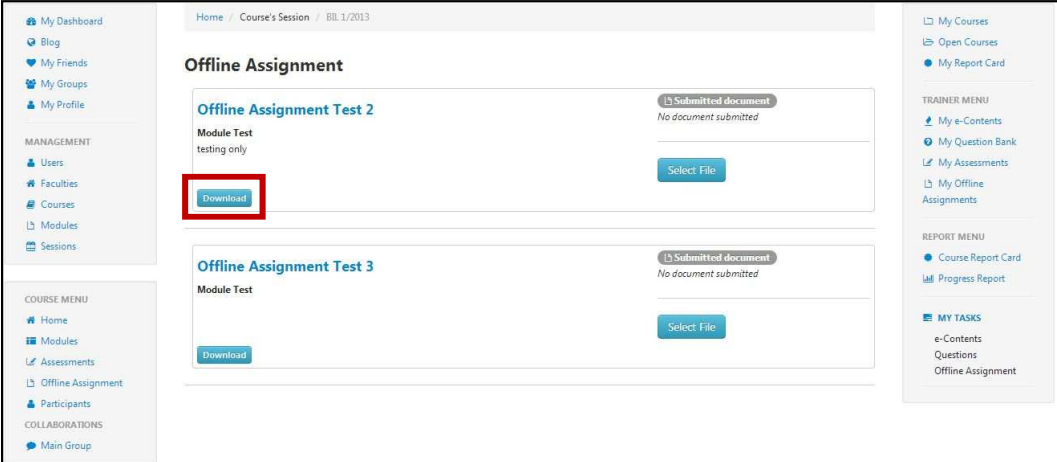
- a. Klik *Offline Assignment* untuk melihat tugas luar talian.



- b. Skrin berikut akan dipaparkan.

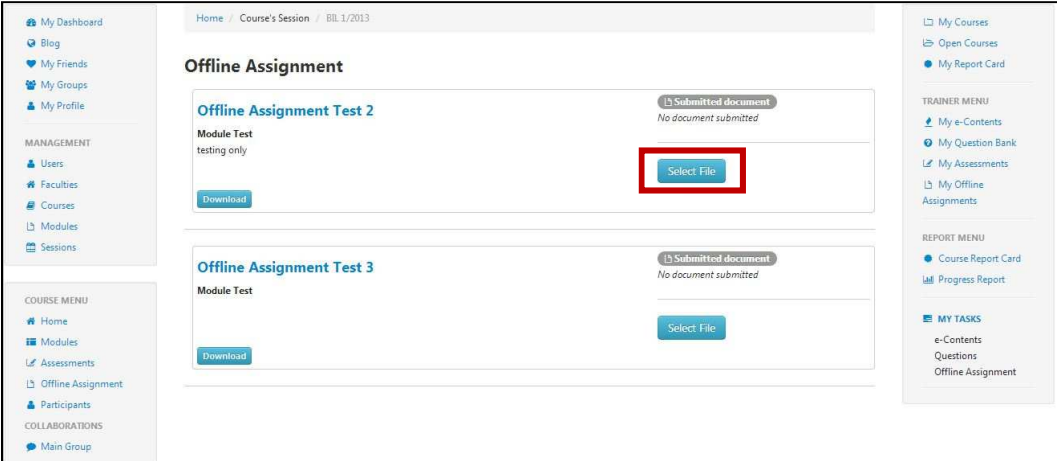


- c. Tekan *Download* untuk muat turun tugas luar talian.



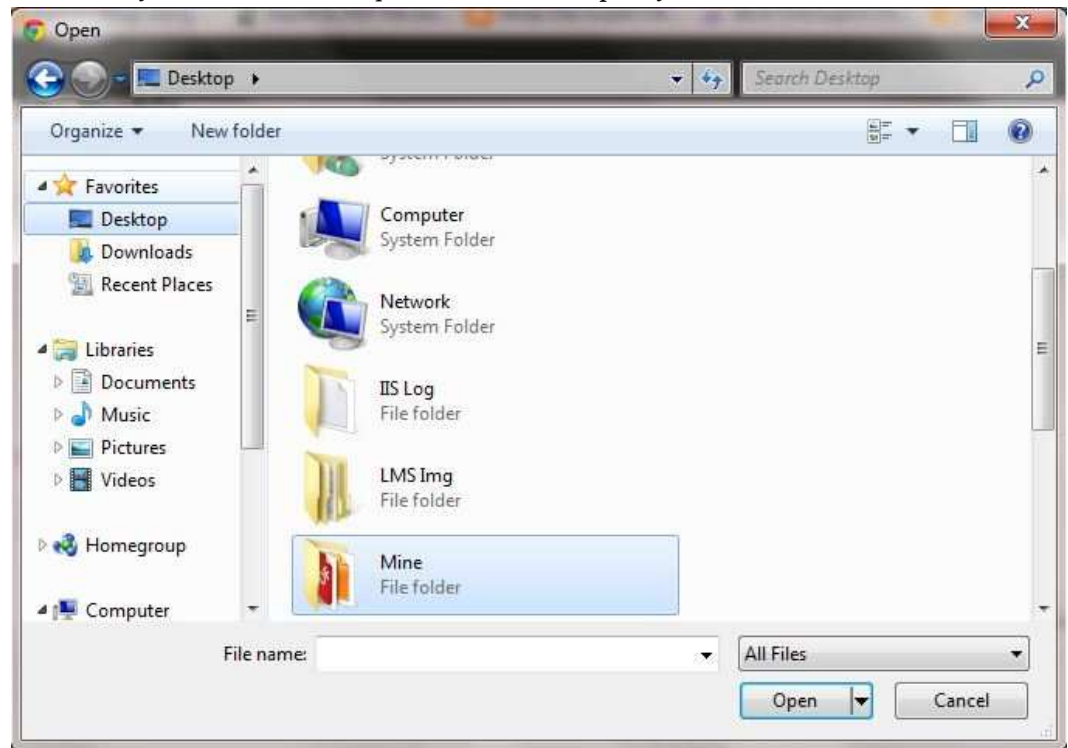
The screenshot displays the 'Offline Assignment' interface. The main content area is titled 'Offline Assignment' and contains two assignment cards. The first card is for 'Offline Assignment Test 2' (Module Test, testing only). It shows a 'Submitted document' status with 'No document submitted' and a 'Select File' button. A red box highlights the 'Download' button located below the assignment title. The second card is for 'Offline Assignment Test 3' (Module Test), also showing 'Submitted document' status and a 'Select File' button. The interface includes a left sidebar with navigation options like 'My Dashboard', 'Blog', 'My Friends', 'My Groups', 'My Profile', 'MANAGEMENT' (Users, Faculties, Courses, Modules, Sessions), and 'COURSE MENU' (Home, Modules, Assessments, Offline Assignment, Participants). The right sidebar contains 'My Courses', 'Open Courses', 'My Report Card', 'TRAINER MENU' (My e-Contents, My Question Bank, My Assessments, My Offline Assignments), 'REPORT MENU' (Course Report Card, Progress Report), and 'MY TASKS' (e-Contents, Questions, Offline Assignment).

- d. Untuk muat naik jawapan, klik *Select File*.

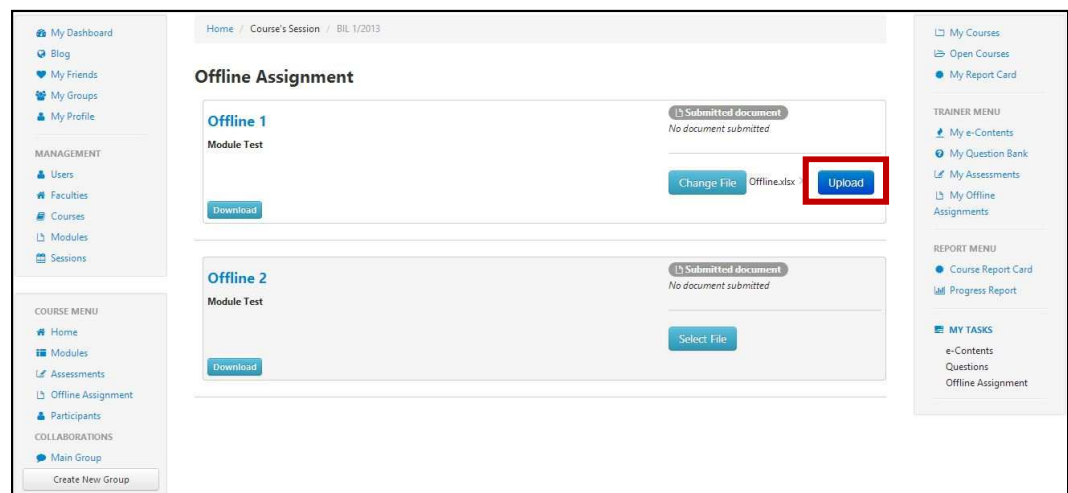


This screenshot is identical to the one above, showing the 'Offline Assignment' page. In this instance, a red box highlights the 'Select File' button for 'Offline Assignment Test 2', indicating the action to upload an answer. The rest of the interface, including the navigation menus and assignment cards, remains the same.

- e. Pilih lokasi *file* anda dan tekan *Open* atau *double click* pada *file* tersebut.



- f. Tekan *Upload* untuk muat naik jawapan dan tunggu sehingga proses muat naik selesai.



g. Skrin berikut akan dipaparkan.

4. Peserta (*Participant*)

a. Klik *Participants* untuk melihat senarai peserta-peserta yang terlibat.

Faculty	Faculty Test	
Course	Kursus Test	
Course's Session	BILL 1/2013	
Modules / Trainer	• Module Test / -	
Period	Monday, May 13, 2013 - Tuesday, May 28, 2013	
Carry Mark (%)	Assessments	5 %
	Offline Assignment	5 %
	TOTAL	10 %

b. Skrin berikut akan dipaparkan.

	Full Name	Branch	
<input type="checkbox"/>	Azlinda Putri Binti Azman	Bahagian Aplikasi Automasi Pejabat	<input type="checkbox"/>
<input type="checkbox"/>	Khr	Akademi Percukaian Malaysia	<input type="checkbox"/>
<input type="checkbox"/>	Noorhanwanie Binti Mohamed Nor	Bahagian Aplikasi Automasi Pejabat	<input type="checkbox"/>
<input type="checkbox"/>	Noraisah Binti Mokhdzar	Bahagian Aplikasi Automasi Pejabat	<input type="checkbox"/>
<input type="checkbox"/>	Super Admin	Akademi Percukaian Malaysia	<input type="checkbox"/>

- c. Untuk menambah peserta baru, sila klik *Enroll New Trainees*.

Participants

10 records per page

Search:

	Full Name	Branch	
<input type="checkbox"/>	Azlinda Putri Binti Azman	Bahagian Aplikasi Automasi Pejabat	<input type="checkbox"/>
<input type="checkbox"/>	Khr	Akademi Percukaian Malaysia	<input type="checkbox"/>
<input type="checkbox"/>	Noorharwanie Binti Mohamed Nor	Bahagian Aplikasi Automasi Pejabat	<input type="checkbox"/>
<input type="checkbox"/>	Noraishah Binti Mokhdzar	Bahagian Aplikasi Automasi Pejabat	<input type="checkbox"/>
<input type="checkbox"/>	Super Admin	Akademi Percukaian Malaysia	<input type="checkbox"/>

Unenroll Selected **Enroll New Trainees** Copy Trainees

Showing 1 to 5 of 5 entries

~ Previous 1 Next ~

- d. Skrin berikut akan dipaparkan.

Enrolment

Search

Search Results :

Enrol Trainees to Session Close

- e. Isikan nama peserta di ruang carian.

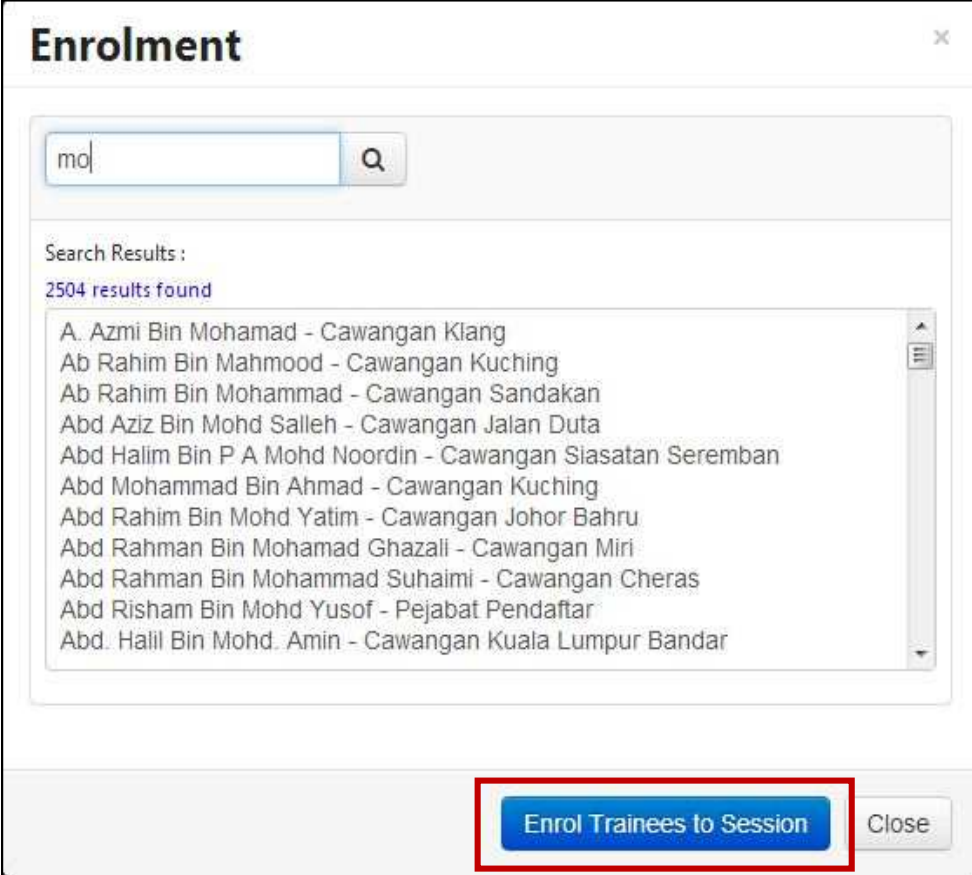
Enrolment

Search

Search Results :

Enrol Trainees to Session Close

- f. Pilih peserta yang anda mahu dan tekan butang *Enrol Trainees to Session*



The screenshot shows a dialog box titled "Enrolment" with a search bar containing "mo" and a magnifying glass icon. Below the search bar, it says "Search Results : 2504 results found". A list of names and branches is displayed, including "A. Azmi Bin Mohamad - Cawangan Klang", "Ab Rahim Bin Mahmood - Cawangan Kuching", "Ab Rahim Bin Mohammad - Cawangan Sandakan", "Abd Aziz Bin Mohd Salleh - Cawangan Jalan Duta", "Abd Halim Bin P A Mohd Noordin - Cawangan Siasatan Seremban", "Abd Mohammad Bin Ahmad - Cawangan Kuching", "Abd Rahim Bin Mohd Yatim - Cawangan Johor Bahru", "Abd Rahman Bin Mohamad Ghazali - Cawangan Miri", "Abd Rahman Bin Mohammad Suhaimi - Cawangan Cheras", "Abd Risham Bin Mohd Yusof - Pejabat Pendaftaran", and "Abd. Halil Bin Mohd. Amin - Cawangan Kuala Lumpur Bandar". At the bottom right, there is a blue button labeled "Enrol Trainees to Session" which is highlighted with a red rectangle, and a "Close" button next to it.

- g. Mesej berjaya akan dipaparkan. Tekan *OK* untuk teruskan. Senarai peserta akan dikemaskini.



The screenshot shows a dialog box with the text "Enrolment Successful" and a blue "OK" button at the bottom right.

- h. Anda boleh masukkan peserta yang ada ke dalam sesi kursus yang lain dengan menekan butang *Copy Trainees*.

Amaran: *Copy Trainees* hanya digunakan sekiranya anda ingin memasukkan peserta ke sesi lain yang tiada peserta lagi. Sekiranya sesi yang anda pilih ada peserta, peserta yang lama akan *delete*.

The screenshot shows the 'Participants' page for 'BIL 1/2013'. The table lists the following participants:

Full Name	Branch
Azlinda Putri Binti Azman	Bahagian Aplikasi Automasi Pejabat
Khr	Akademi Percukaian Malaysia
Noorhanwani Binti Mohamed Nor	Bahagian Aplikasi Automasi Pejabat
Noraisah Binti Mokhdzar	Bahagian Aplikasi Automasi Pejabat
Super Admin	Akademi Percukaian Malaysia

Below the table, the 'Copy Trainees' button is highlighted with a red box. The page also shows a search bar, a records per page dropdown (set to 10), and navigation buttons for 'Previous' and 'Next'.

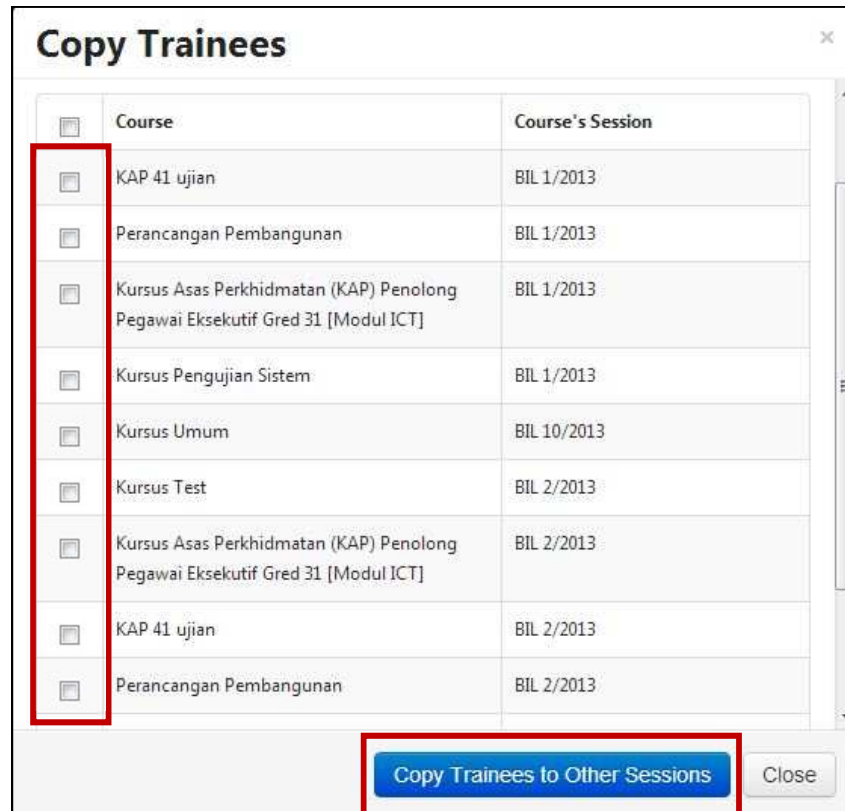
- i. Skrin berikut akan dipaparkan.

The 'Copy Trainees' dialog box displays the following data:

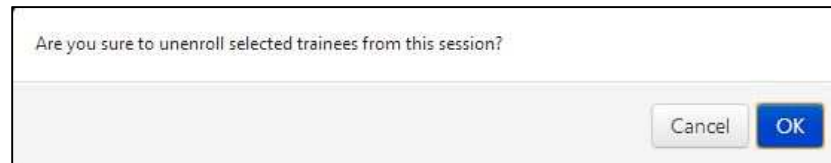
Course	Course's Session
KAP 41 ujian	BIL 1/2013
Perancangan Pembangunan	BIL 1/2013
Kursus Asas Perkhidmatan (KAP) Penolong Pegawai Eksekutif Gred 31 [Modul ICT]	BIL 1/2013
Kursus Pengujian Sistem	BIL 1/2013
Kursus Umum	BIL 10/2013
Kursus Test	BIL 2/2013
Kursus Asas Perkhidmatan (KAP) Penolong Pegawai Eksekutif Gred 31 [Modul ICT]	BIL 2/2013
KAP 41 ujian	BIL 2/2013
Perancangan Pembangunan	BIL 2/2013

At the bottom of the dialog box, there are two buttons: 'Copy Trainees to Other Sessions' and 'Close'.

- j. Pilih sesi kursus yang anda mahu dan *tick*. Selepas itu tekan butang *Copy Trainees to Other Sessions*.



- k. Mesej *confirmation* akan dipaparkan. Tekan *OK* untuk teruskan.

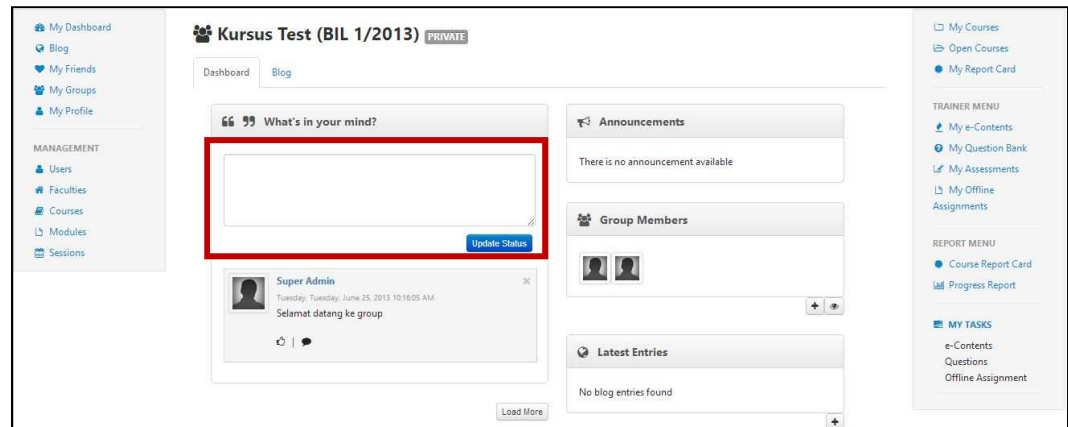


- l. Mesej berjaya akan dipaparkan.

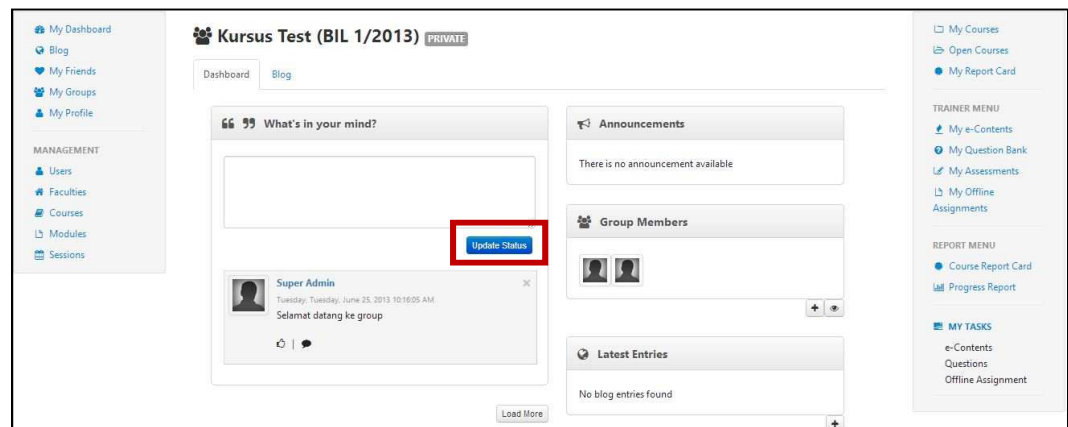


5. Main Group

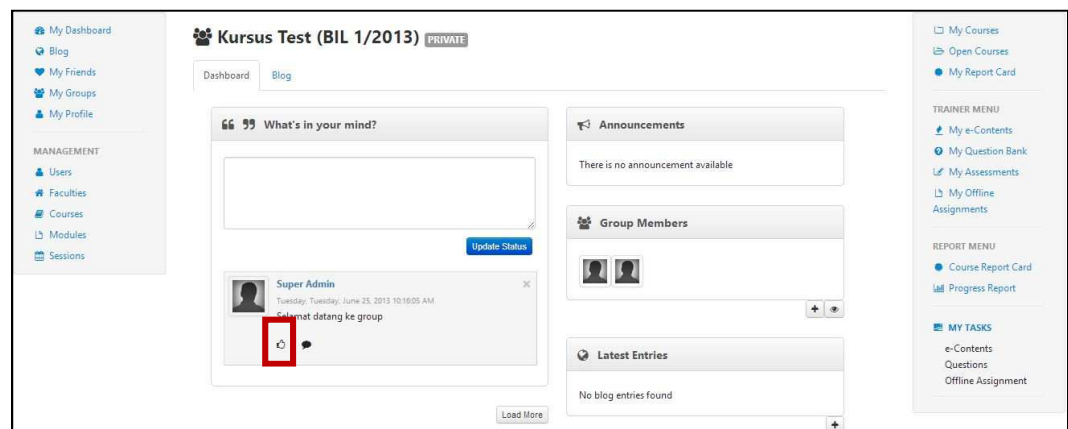
- a. Untuk menghantar status, sila ke ruangan seperti gambarajah di bawah.




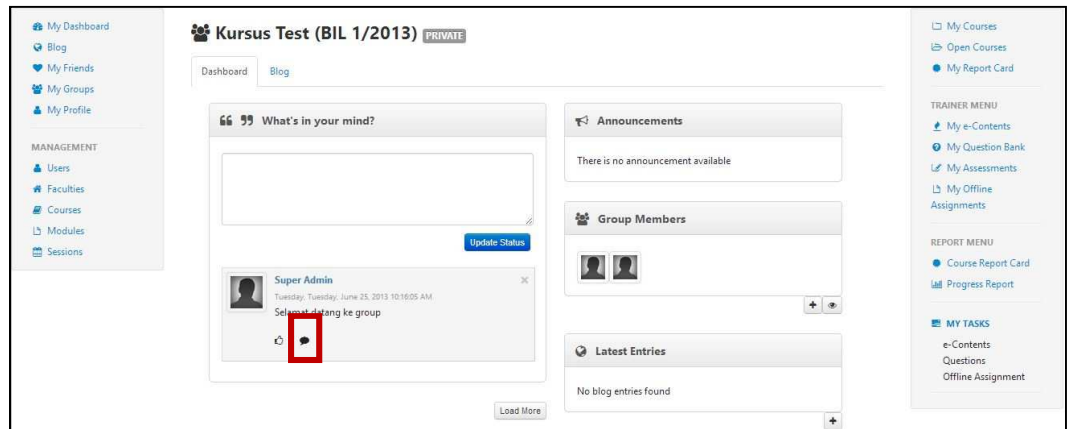
- b. Isikan ruang berkenaan dan klik *Update Status*.



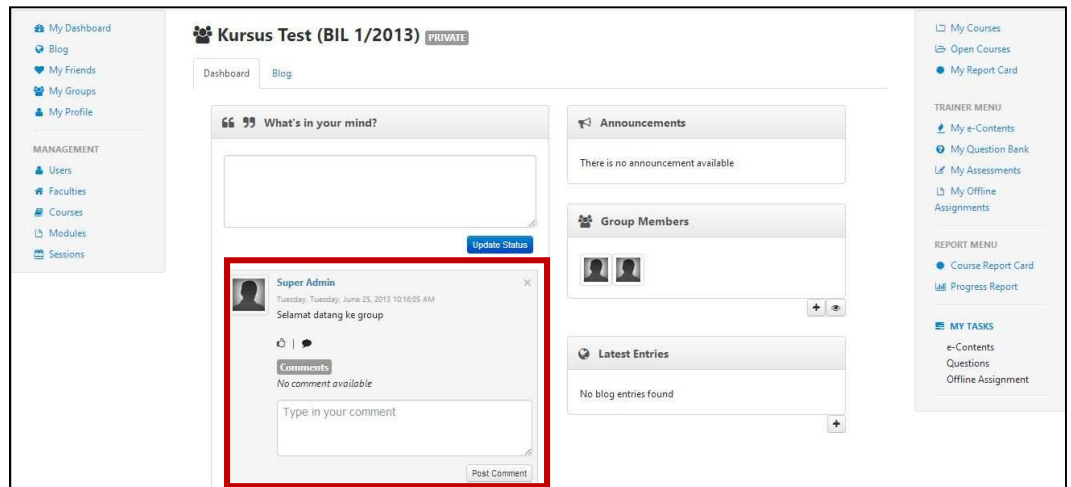
- c. Klik  untuk *Like* komen pengguna



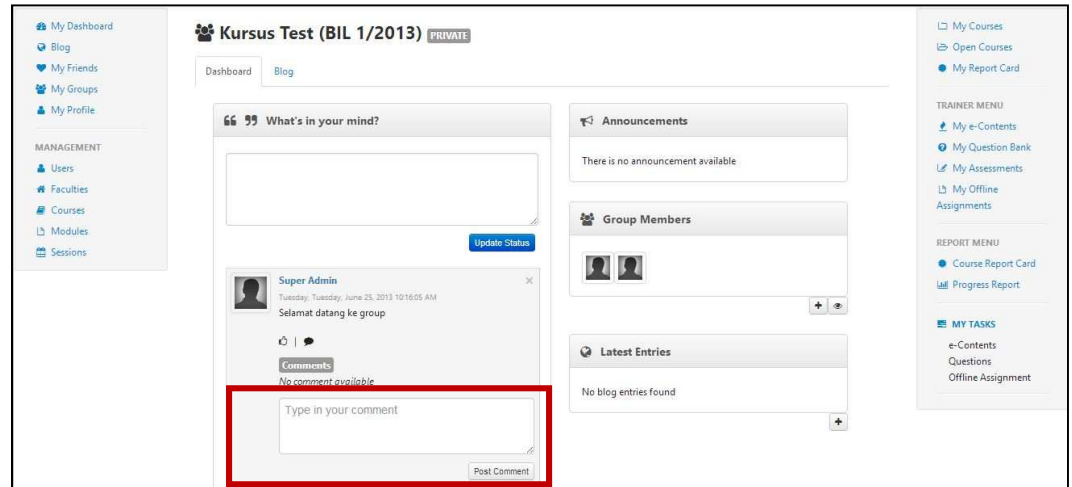
d. Klik  untuk menghantar komen.



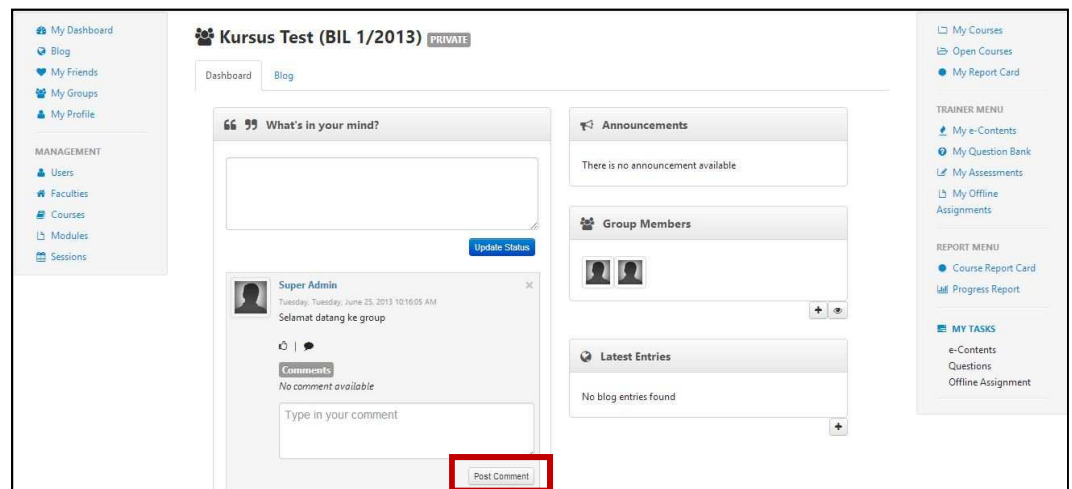
e. Skrin berikut akan dipaparkan.



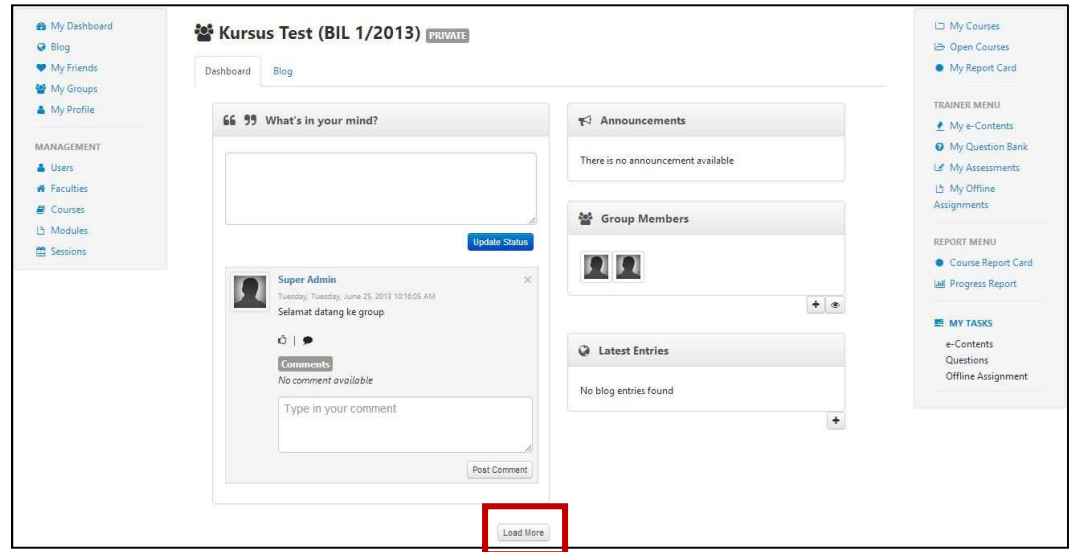
- f. Untuk menghantar komen, sila isi di ruangan yang disediakan seperti gambarajah dibawah.




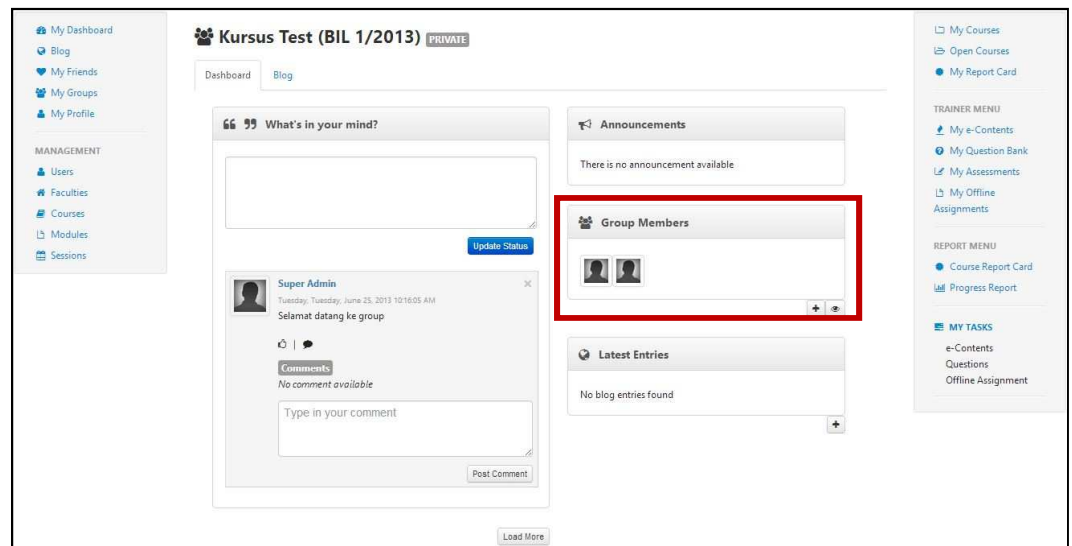
- g. Tekan butang *Post Comment* untuk menghantar komen.



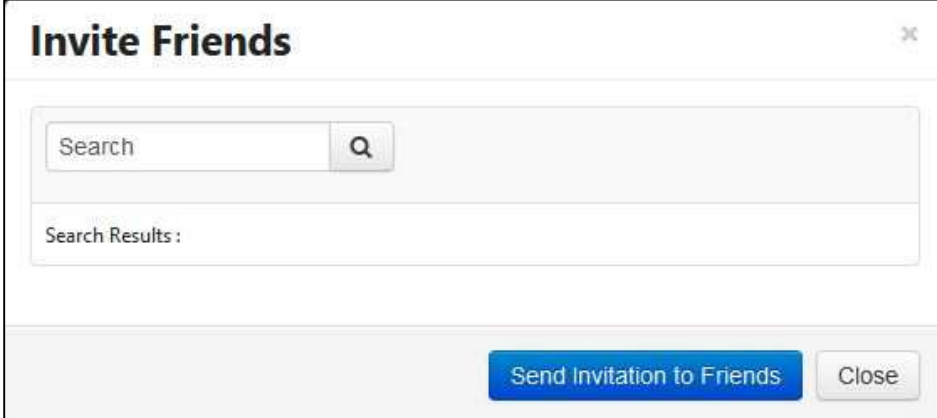
- h. Tekan tombol *Load More* untuk melihat status-status yang lepas.



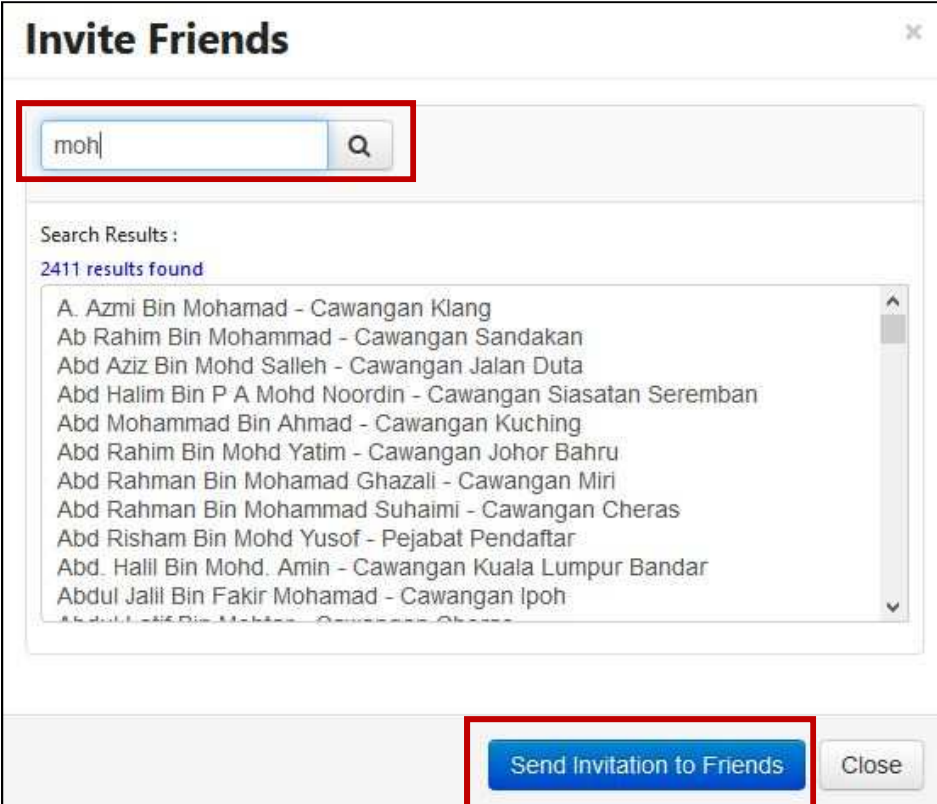
- i. Untuk menambah rakan, cari *Group Members Widget*. Klik  untuk mencari rakan. Butang  hanya aka nada sekiranya anda pemilik kumpulan tersebut.



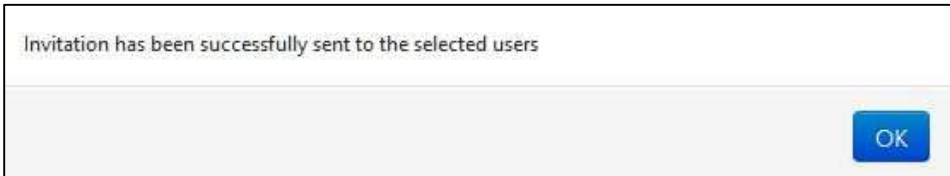
- j. Selepas anda menekan butang  , Skrin berikut akan dipaparkan.




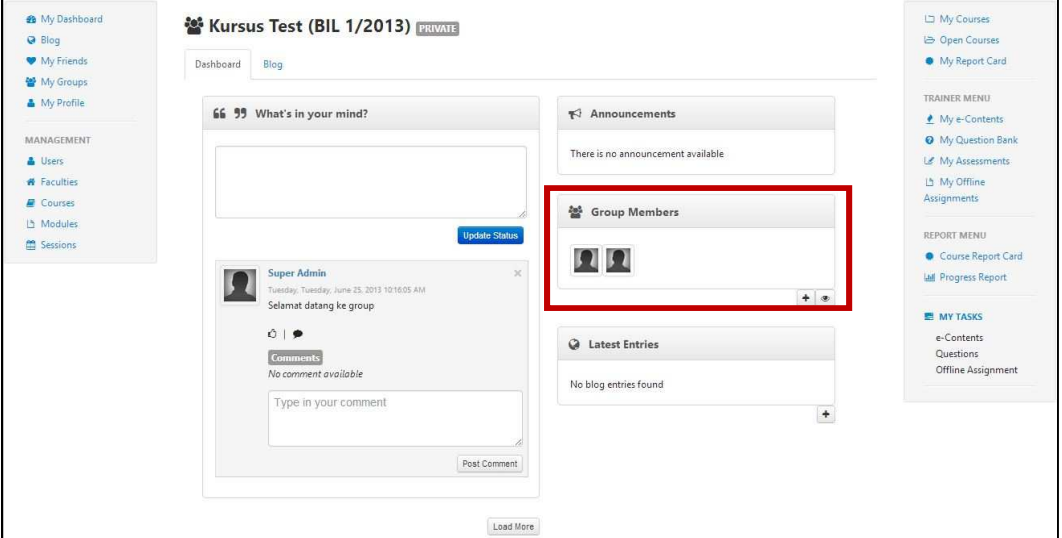
- k. Masukkan nama di ruangan carian. Pilih nama dan klik butang *Send Invitation to Friends*.



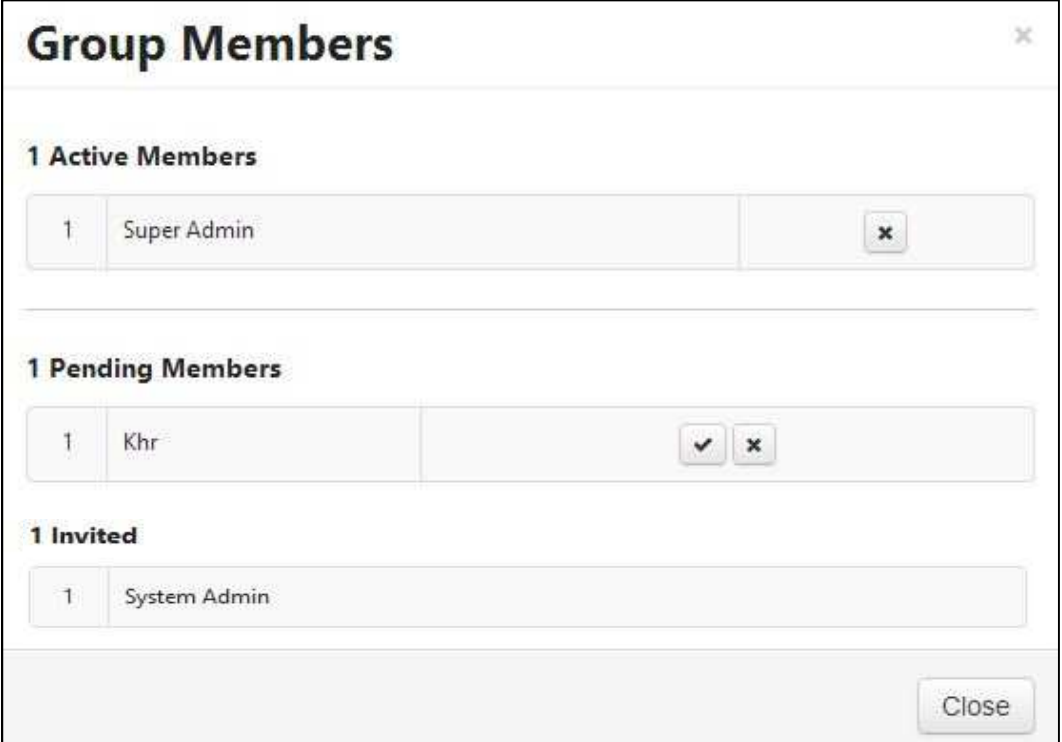
- l. Mesej berjaya akan dipaparkan.



- m. Klik  untuk melihat senarai rakans yang *active*, *pending* dan *invited*.



- n. Skrin berikut akan dipaparkan.



Category	Member Name	Status	Action
1 Active Members	Super Admin	Active	Remove (X)
1 Pending Members	Khr	Pending	Approve (✓) / Remove (X)
1 Invited	System Admin	Invited	

- o. Untuk *Remove* atau *Reject*, klik . Untuk *accept* klik .

Group Members

1 Active Members

1	Super Admin	<input type="checkbox"/>
---	-------------	--------------------------

1 Pending Members

1	Khr	<input type="checkbox"/> <input type="checkbox"/>
---	-----	---

1 Invited

1	System Admin	
---	--------------	--

Close

- p. Untuk menambah entri baru, cari *Latest Entries Widget*. Klik untuk menambah entri baru.

Kursus Test (BIL 1/2013) PRIVATE

Dashboard Blog

What's in your mind?

Announcements

Group Members

Latest Entries

My Dashboard
Blog
My Friends
My Groups
My Profile

MANAGEMENT
Users
Faculties
Courses
Modules
Sessions

TRAINER MENU
My e-Contents
My Question Bank
My Assessments
My Offline Assignments

REPORT MENU
Course Report Card
Progress Report

MY TASKS
e-Contents
Questions
Offline Assignment

6. Create New Group

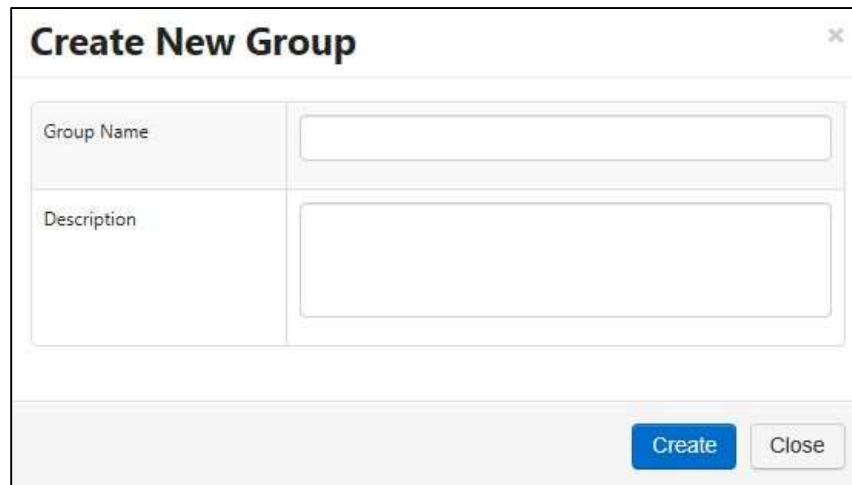
- a. Butang *Create New Group* hanya akan ada sekiranya anda adalah *trainer* untuk *Faculty* tersebut. Contohnya seperti gambarajah dibawah.

The screenshot displays a web application interface. On the left, there is a navigation menu with categories: My Dashboard, Blog, My Friends, My Groups, My Profile, MANAGEMENT (Users, Faculties, Courses, Modules, Sessions), COURSE MENU (Home, Modules, Assessments, Offline Assignment, Participants), and COLLABORATIONS (Trainer Group). The 'Trainer Group' sub-menu is expanded, and the 'Create New Group' button is highlighted with a red rectangle. The main content area shows a 'Course's Session' page for 'BIL 1/2013' with details for Faculty (Faculty Test), Course (Kursus Test), and a table for 'Carry Mark (%)' showing 5% for Assessments, 05% for Offline Assignment, and a TOTAL of 10%. On the right, there are sidebars for 'My Courses', 'TRAINER MENU', 'REPORT MENU', and 'MY TASKS'.

- b. Klik butang *Create New Group* untuk menambah kumpulan baru.

This screenshot is identical to the one above, showing the same web application interface. The 'Trainer Group' sub-menu is expanded, and the 'Create New Group' button is highlighted with a red rectangle. The main content area and sidebars are the same as in the previous image.

- c. Skrin berikut akan dipaparkan. Isikan maklumat yang diperlukan.



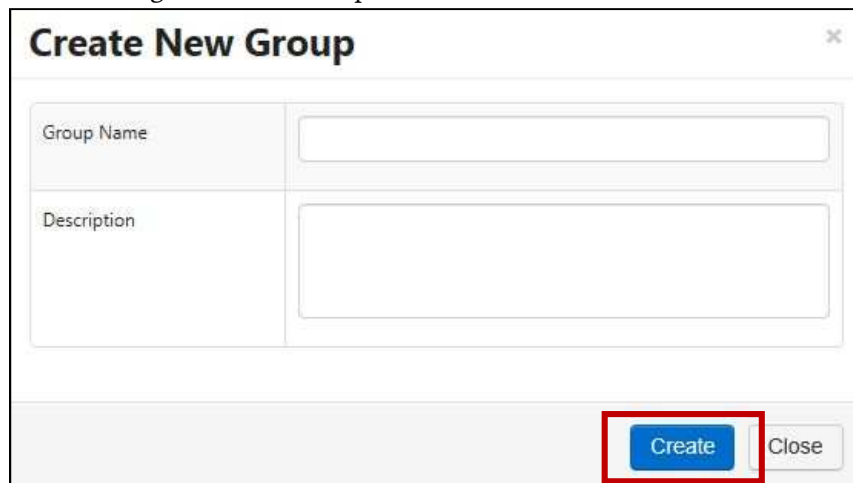
Create New Group [X]

Group Name []

Description []

[Create] [Close]

- d. Tekan butang *Create* untuk simpan.



Create New Group [X]

Group Name []

Description []

[Create] [Close]

- e. Mesej berjaya akan dipaparkan.



You have created a new group successfully

[OK]

f. Menu kursus akan dikemaskini.

The screenshot shows the 'Course's Session' page for 'BIL 1/2013'. The left sidebar contains a 'COURSE MENU' section, which is highlighted with a red box. The main content area displays course details and a table of carry marks.


Faculty	Faculty Test	
Course	Kursus Test	
Course's Session	BIL 1/2013	
Modules / Trainer	• Module Test / -	
Period	Monday, May 13, 2013 - Tuesday, July 30, 2013	
Carry Mark (%)	Assessments	5 %
	Offline Assignment	05 %
	TOTAL	10 %

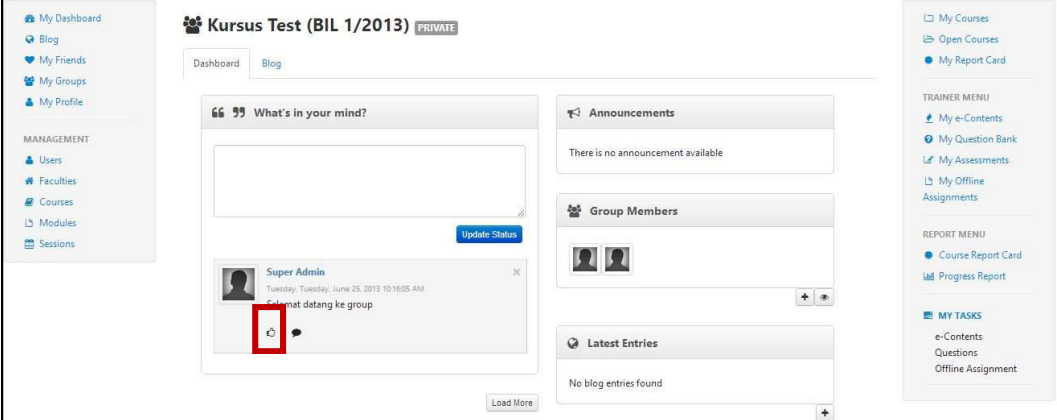
g. Untuk menghantar status, sila ke ruangan seperti gambarajah di bawah.

The screenshot shows the 'Kursus Test (BIL 1/2013) PRIVATE' page. The 'Blog' tab is active, and the 'What's in your mind?' section is highlighted with a red box. The 'Update Status' button is also visible.


h. Isikan ruang berkenaan dan klik *Update Status*.

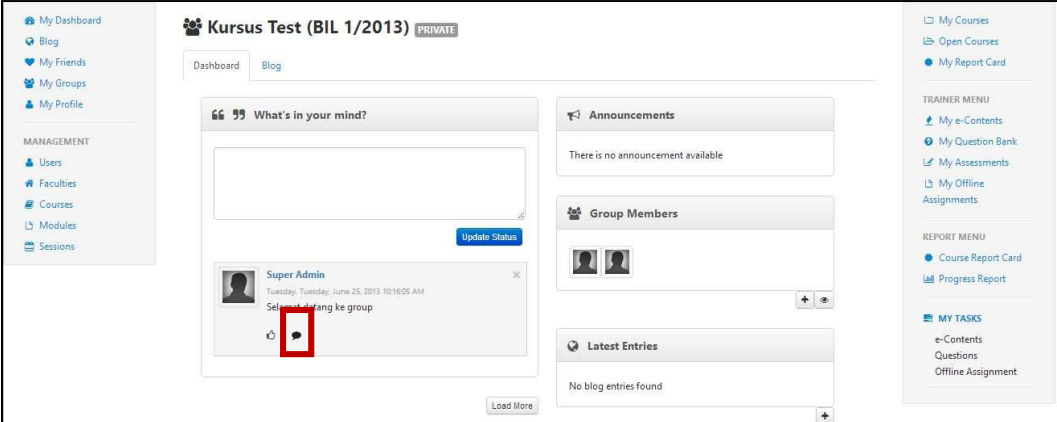
This screenshot is identical to the previous one, but the 'Update Status' button is highlighted with a red box, indicating the next step in the process.

- i. Klik  untuk *Like* komen pengguna



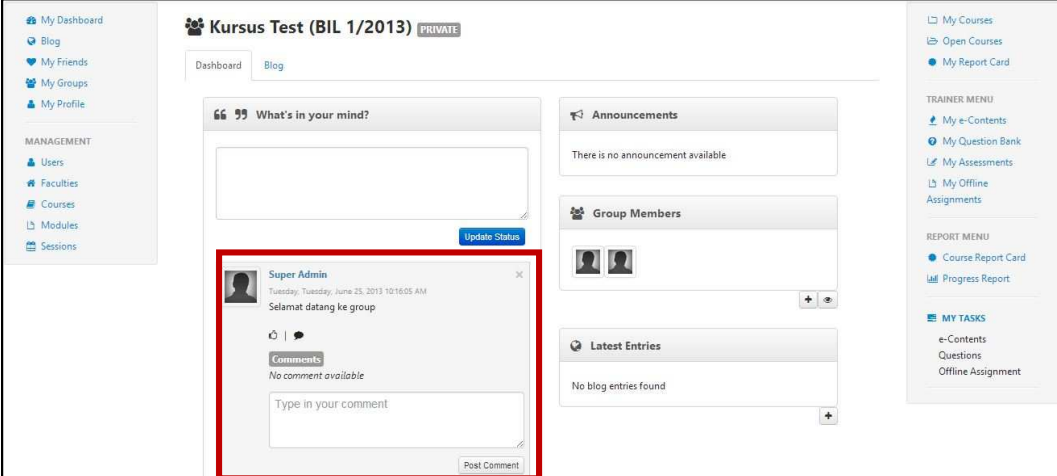
The screenshot shows the LMS interface for a course titled "Kursus Test (BIL 1/2013)". The main content area displays a post by "Super Admin" with the text "Selamat datang ke group". A red box highlights the Like button (a thumbs-up icon) located below the post. The interface includes a left sidebar with navigation options like "My Dashboard", "Blog", and "My Friends", and a right sidebar with "My Courses", "My Report Card", and "MY TASKS".

- j. Klik  untuk menghantar komen.



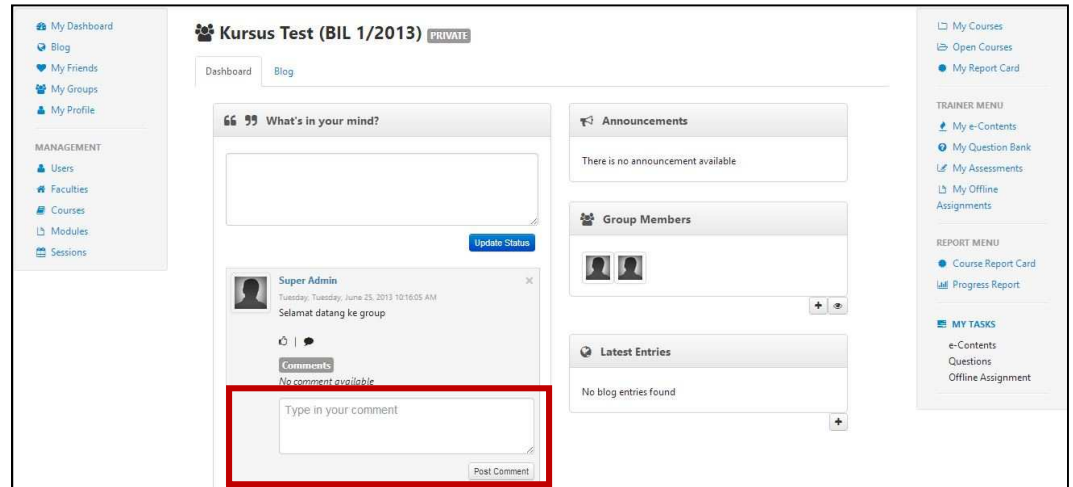
The screenshot shows the LMS interface for the same course. The main content area displays the same post by "Super Admin". A red box highlights the Comment button (a speech bubble icon) located below the post. The interface layout is consistent with the previous screenshot.

- k. Skrin berikut akan dipaparkan.

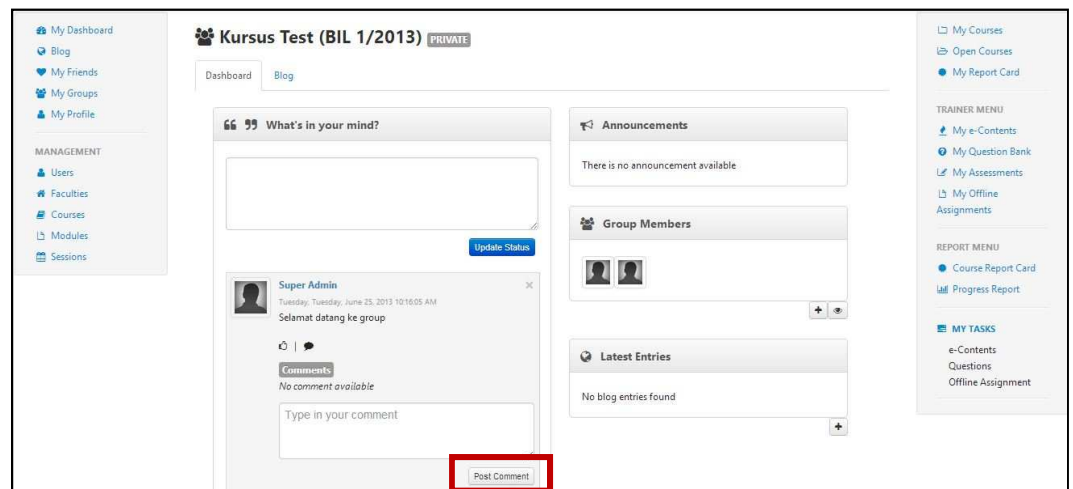


The screenshot shows the LMS interface with the comment form for the post by "Super Admin" expanded. A red box highlights the comment form area, which includes a "Comments" section with the text "No comment available", a text input field labeled "Type in your comment", and a "Post Comment" button. The rest of the interface remains the same as in the previous screenshots.

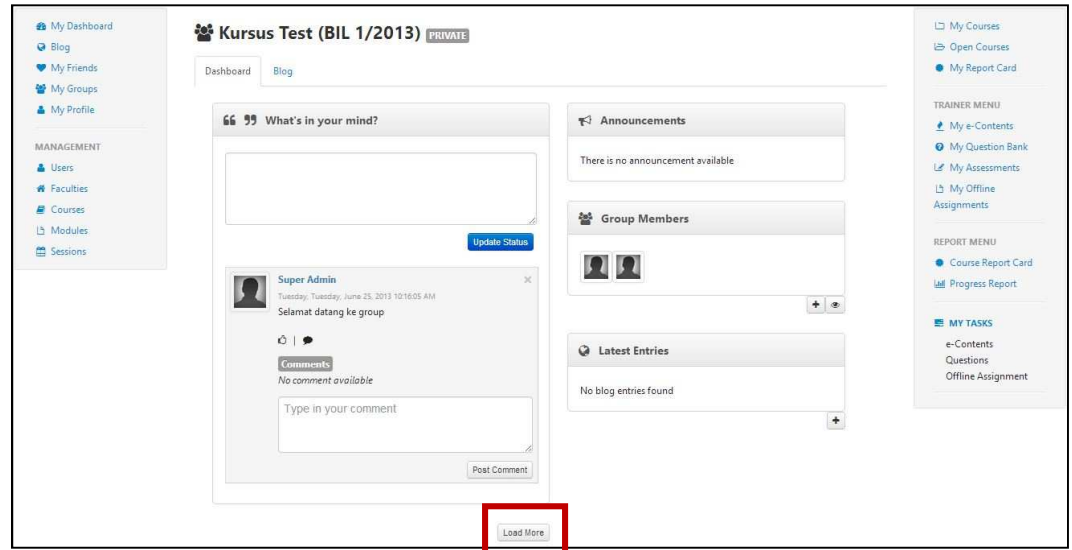
1. Untuk menghantar komen, sila isi di ruangan yang disediakan seperti gambarajah dibawah.




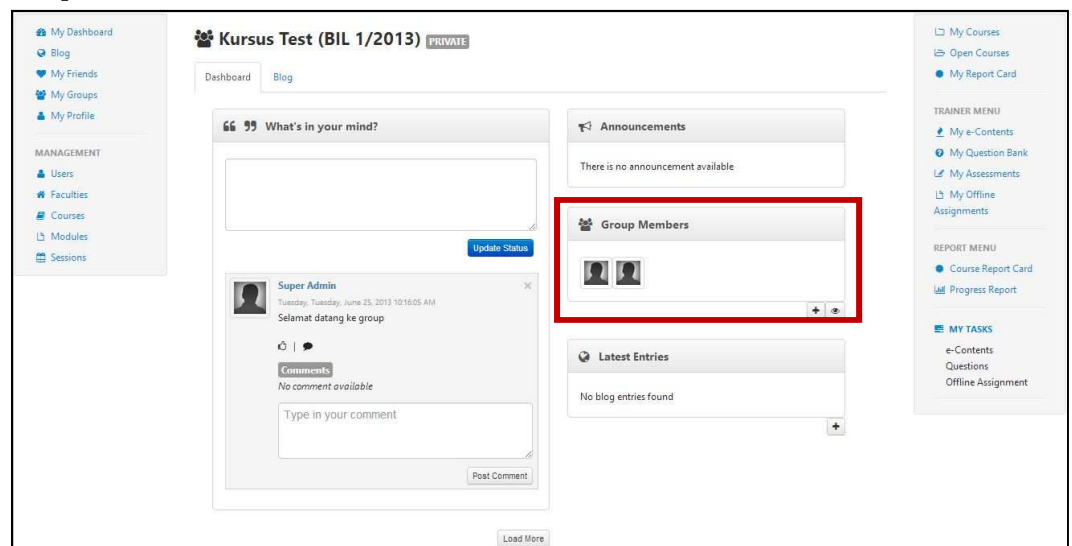
- m. Tekan butang *Post Comment* untuk menghantar komen.



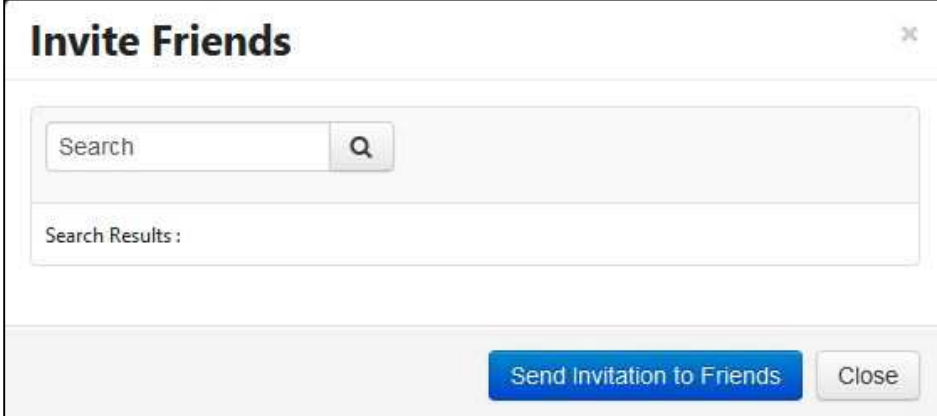
- n. Tekan butang *Load More* untuk melihat status-status yang lepas.



- o. Untuk menambah rakan, cari *Group Members Widget*. Klik  untuk mencari rakan. Butang  hanya aka nada sekiranya anda pemilik kumpulan tersebut.



- p. Selepas anda menekan butang  , Skrin berikut akan dipaparkan.

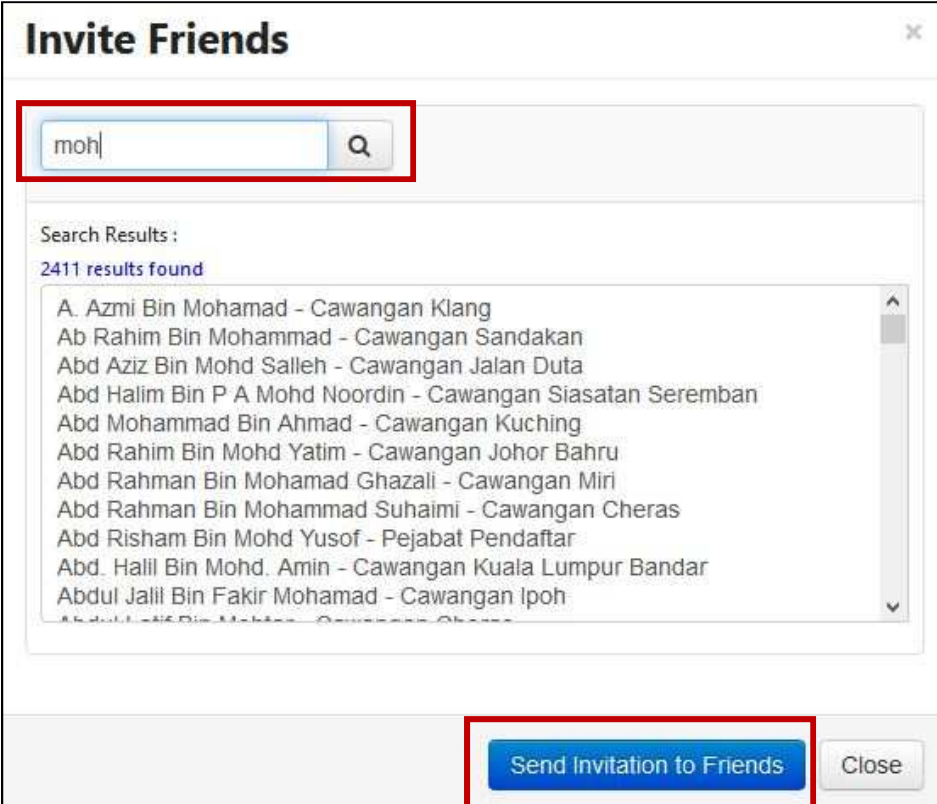


Invite Friends

Search

Search Results :

- q. Masukkan nama di ruangan carian. Pilih nama dan klik butang *Send Invitation to Friends*.



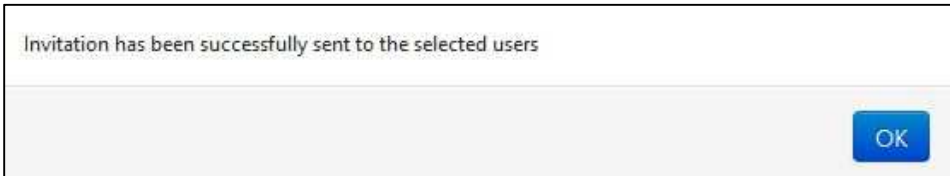
Invite Friends

Search Results :


2411 results found

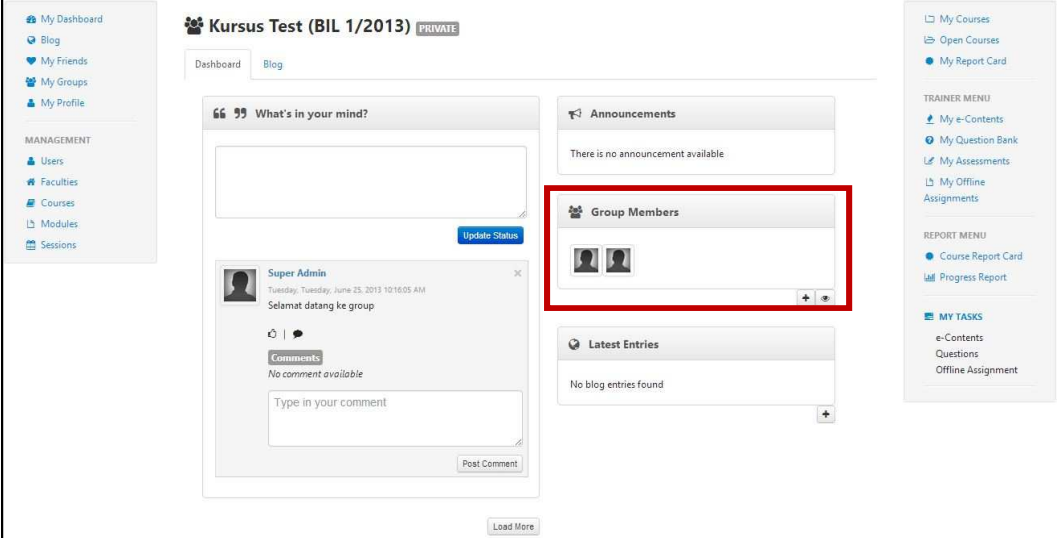
- A. Azmi Bin Mohamad - Cawangan Klang
- Ab Rahim Bin Mohammad - Cawangan Sandakan
- Abd Aziz Bin Mohd Salleh - Cawangan Jalan Duta
- Abd Halim Bin P A Mohd Noordin - Cawangan Siasatan Seremban
- Abd Mohammad Bin Ahmad - Cawangan Kuching
- Abd Rahim Bin Mohd Yatim - Cawangan Johor Bahru
- Abd Rahman Bin Mohamad Ghazali - Cawangan Miri
- Abd Rahman Bin Mohammad Suhaimi - Cawangan Cheras
- Abd Risham Bin Mohd Yusof - Pejabat Pendaftaran
- Abd. Halil Bin Mohd. Amin - Cawangan Kuala Lumpur Bandar
- Abdul Jalil Bin Fakir Mohamad - Cawangan Ipoh

- r. Mesej berjaya akan dipaparkan.

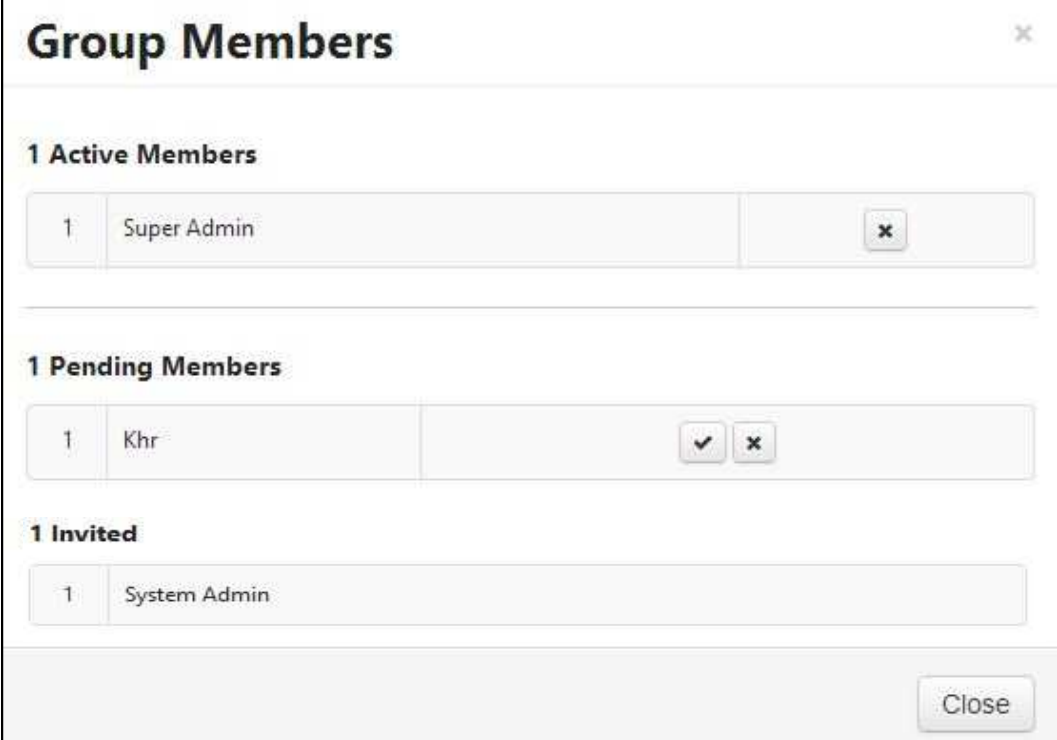


Invitation has been successfully sent to the selected users



- s. Klik  untuk melihat senarai rakans yang *active*, *pending* dan *invited*.

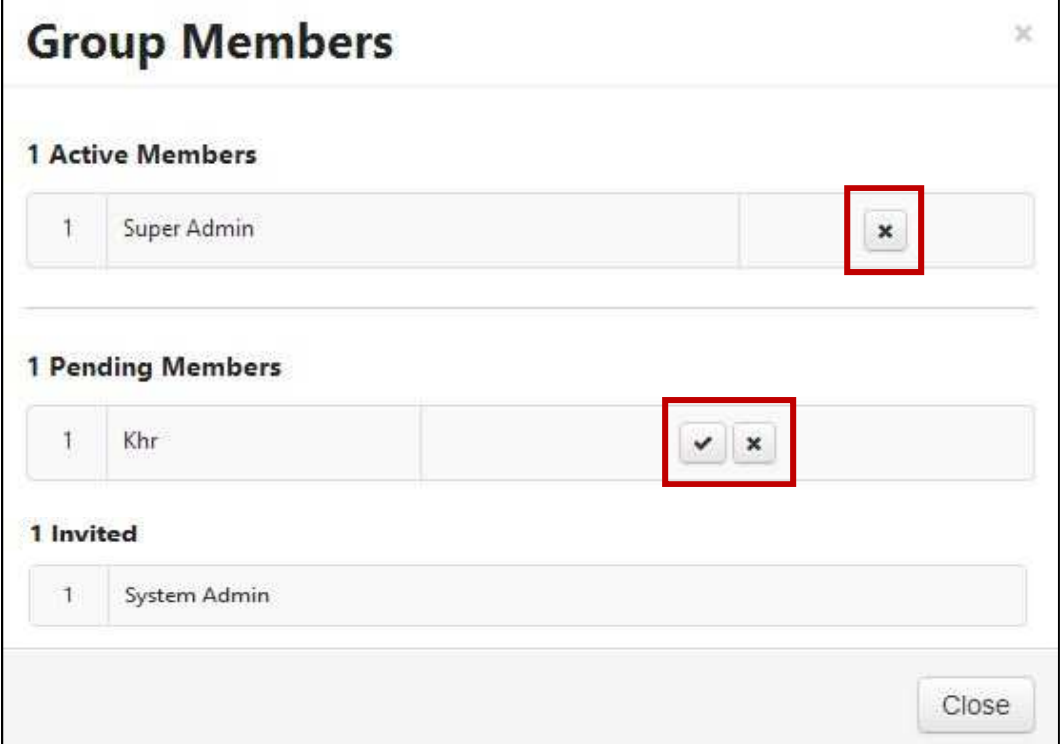



- t. Skrin berikut akan dipaparkan.

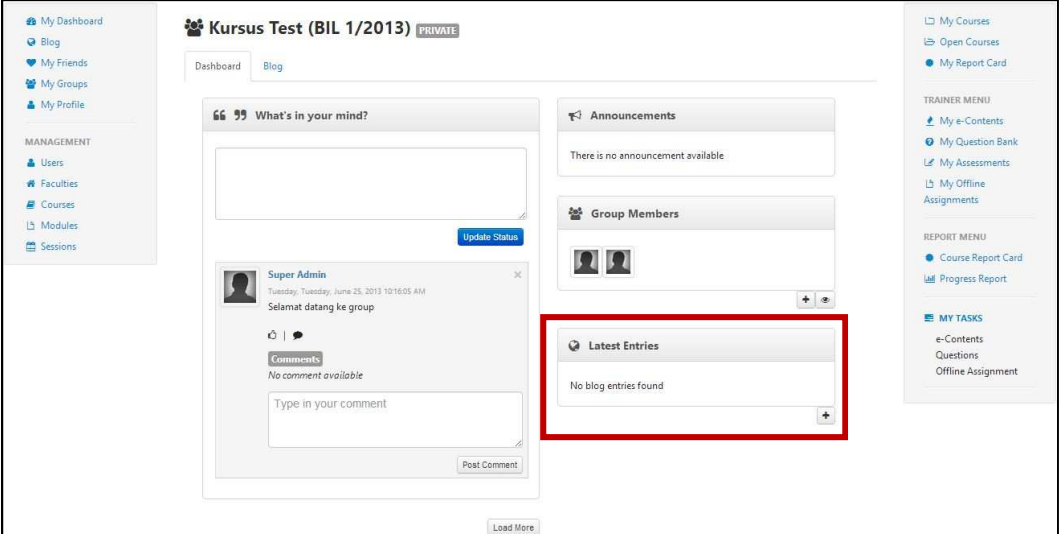


Group Members		
1 Active Members		
1	Super Admin	X
1 Pending Members		
1	Khr	✓ X
1 Invited		
1	System Admin	
Close		

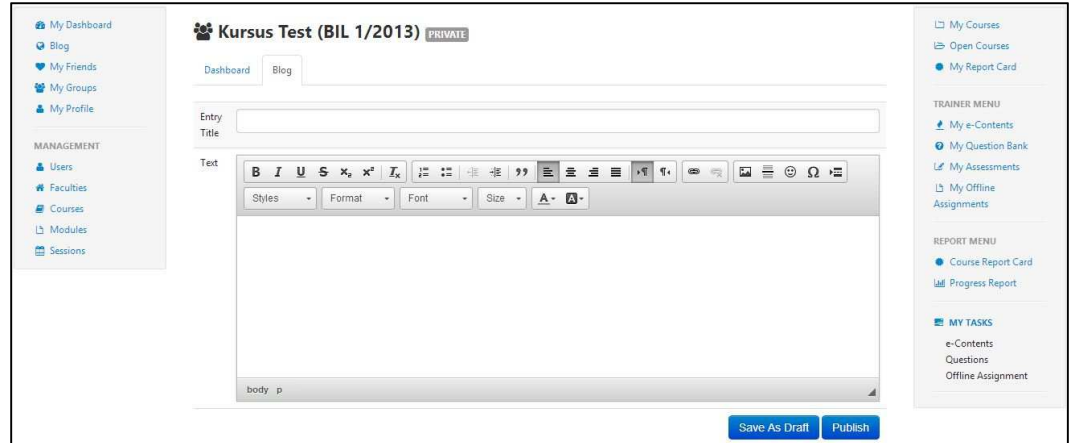
- u. Untuk *Remove* atau *Reject*, klik . Untuk *accept* klik .



- v. Untuk menambah entri baru, cari *Latest Entries Widget*. Klik  untuk menambah entri baru.

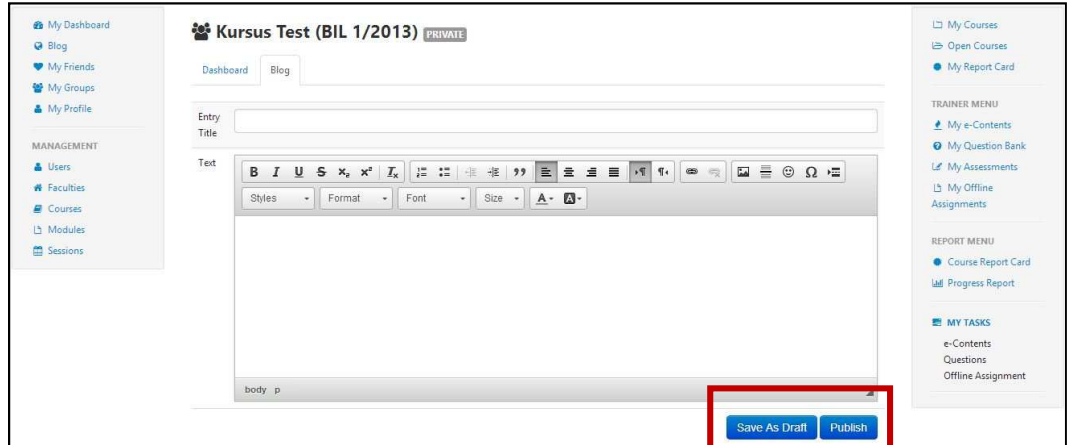


- w. Skrin berikut akan dipaparkan. Sila isikan maklumat yang diperlukan.



The screenshot shows a web interface for creating a blog entry. The title is "Kursus Test (BIL 1/2013)" with a "PRIVATE" status. There are tabs for "Dashboard" and "Blog". Below the title is an "Entry Title" field and a "Text" editor with a rich text toolbar. At the bottom right, there are two buttons: "Save As Draft" and "Publish".

- x. Setelah selesai isi, klik *Save as Draft* atau *Publish*.



This screenshot is identical to the previous one, but a red rectangular box highlights the "Save As Draft" and "Publish" buttons at the bottom right of the text editor area.

- y. Mesej berjaya akan dipaparkan.

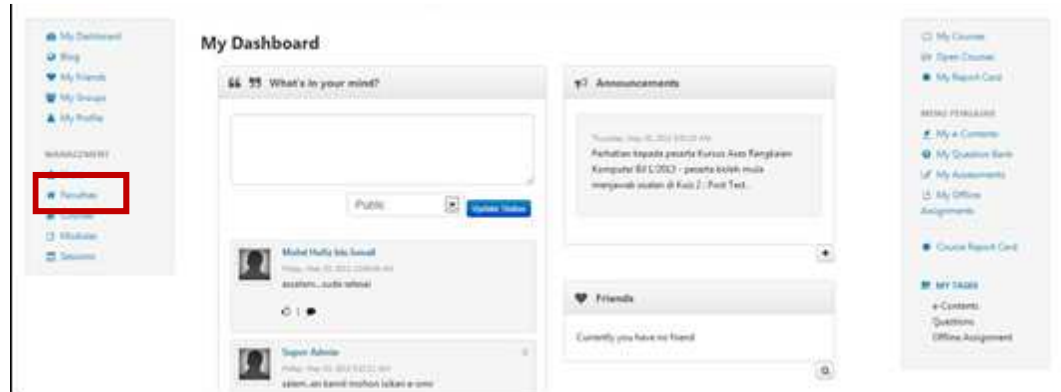


The first screenshot shows a success message: "Blog entry has been saved as draft successfully" with an "OK" button in the bottom right corner.

The second screenshot shows a success message: "Blog entry has been published successfully" with an "OK" button in the bottom right corner.

H. Unit Latihan

37. Klik *Unit* untuk melihat senarai pusat latihan.



38. Skrin berikut akan dipaparkan.

Home / Faculty

List of Faculties

10 records per page Search:

Faculty	Faculty Code	Faculty Director		
<input type="checkbox"/> Pusat Latihan Dan Pembangunan Ict	ICT	Rosnani Binti Bariman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pusat Latihan Pengujian e-Pembelajaran	PLPEP	Director	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Jabatan Kewangan / Jabatan Pungutan Hasil	KEW	Mohd Salleh Bin Bakar	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Jabatan Undang-undang	JUU	Salmah Binti Kasim	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pusat Latihan Pengurusan	PLP	Fuad Bin Salihin @ Md. Ayob	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pusat Latihan Akaun Dan Audit	PLA	Jamilah Binti Haji Hashim	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pusat Latihan Undang-undang	PLU	Adzhar Bin Sulaiman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pusat Latihan Perancangan	PLPC	Ammar Bin Johari	<input type="checkbox"/>	<input type="checkbox"/>

Delete Selected Add New

39. Klik *Add New* untuk menambah unit latihan.

Home / Faculty

List of Faculties

10 records per page Search:

Faculty	Faculty Code	Faculty Director		
<input type="checkbox"/> Pusat Latihan Dan Pembangunan Ict	ICT	Rosnani Binti Bariman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pusat Latihan Pengujian e-Pembelajaran	PLPEP	Director	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Jabatan Kewangan / Jabatan Pungutan Hasil	KEW	Mohd Salleh Bin Bakar	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Jabatan Undang-undang	JUU	Salmah Binti Kasim	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pusat Latihan Pengurusan	PLP	Fuad Bin Salihin @ Md. Ayob	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pusat Latihan Akaun Dan Audit	PLA	Jamilah Binti Haji Hashim	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pusat Latihan Undang-undang	PLU	Adzhar Bin Sulaiman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pusat Latihan Perancangan	PLPC	Ammar Bin Johari	<input type="checkbox"/>	<input type="checkbox"/>

Delete Selected **Add New**

40. Skrin berikut akan dipaparkan.

Home / Faculty

Create Faculty

Faculty Name *

Faculty Code *

Faculty Director *
Select a Director

Faculty Approvers *
Select Approvers

Faculty Reviewers *
Select Reviewers

Faculty Trainers *
Select Trainers

Faculty Administrators *
Select Administrators

[← Back to List](#) [Reset](#) [Create New](#)

41. Sila isikan maklumat-maklumat seperti *Unit Name*, *Unit Code*, *Unit Director*, *Unit Approvers*, *Unit Reviewers*, *Unit Trainers* dan *Unit Administrator*. Medan bertanda (*) wajib diisi. Setelah selesai isi, tekan butang *Create New*.



Create Faculty

Faculty Name *	<input type="text"/>
Faculty Code *	<input type="text"/>
Faculty Director *	Select a Director ▼
Faculty Approvers *	Select Approvers
Faculty Reviewers *	Select Reviewers
Faculty Trainers *	Select Trainers
Faculty Administrators *	Select Administrators

← Back to List
Reset
Create New

42. Mesej berjaya akan dipaparkan.



43. Klik  untuk mengubah maklumat pusat latihan. Klik  untuk membuang pusat latihan. Anda boleh *delete* lebih daripada satu dengan *tick* di *checkbox* dan tekan butang *Delete Selected*.

- My Dashboard
- Blog
- My Friends
- My Groups
- My Profile

MANAGEMENT

- Users
- Faculties
- Courses
- Modules
- Sessions

Home / Faculty

List of Faculties

10 records per page Search:

Faculty	Faculty Code	Faculty Director	
<input type="checkbox"/>	Pusat Latihan Dan Pembangunan ICT	Rosnani Binti Bariman	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Pusat Latihan Pengujian e-Pembelajaran	Director	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Jabatan Kewangan / Jabatan Pungutan Hasil	Mohd Salleh Bin Bakar	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Jabatan Undang-undang	Salmah Binti Kasim	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Pusat Latihan Pengurusan	Fuad Bin Salihin @ Md. Ayob	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Pusat Latihan Akaun Dan Audit	Jamilah Binti Haji Hashim	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Pusat Latihan Undang-undang	Adzhar Bin Sulaiman	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Pusat Latihan Perancangan	Ammar Bin Johari	<input type="checkbox"/> <input type="checkbox"/>

Delete Selected
Add New

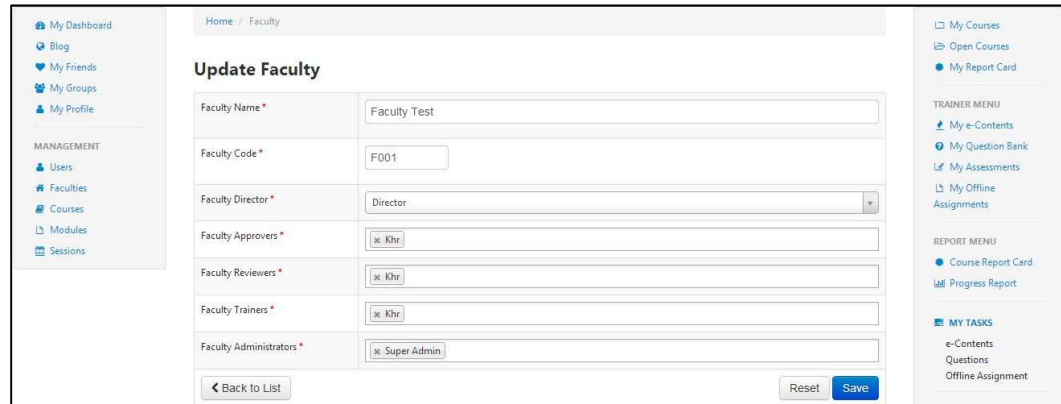
MENU PENGAJAR

- My e-Contents
- My Question Bank
- My Assessments
- My Offline Assignments
- Course Report Card

MY TASKS

- e-Contents
- Questions
- Offline Assignment

44. Sekiranya butang  ditekan, skrin berikut akan dipaparkan.



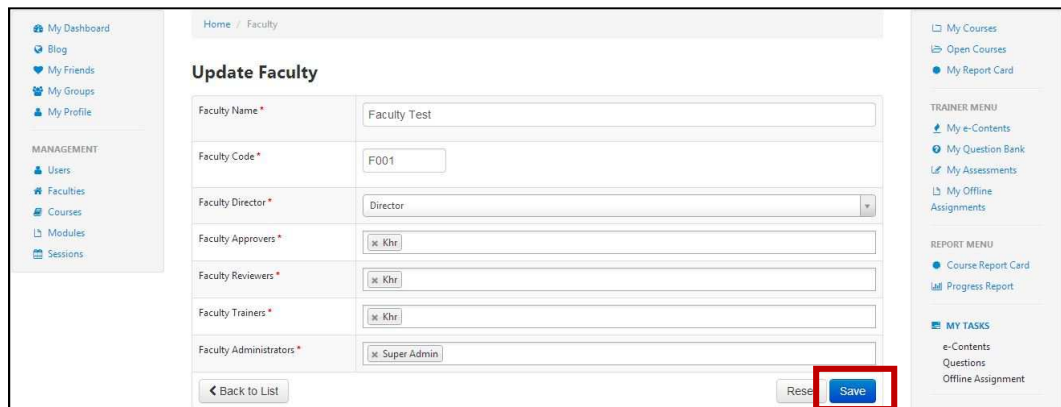
Home / Faculty

Update Faculty

Faculty Name *	Faculty Test
Faculty Code *	F001
Faculty Director *	Director
Faculty Approvers *	Khr
Faculty Reviewers *	Khr
Faculty Trainers *	Khr
Faculty Administrators *	Super Admin

[← Back to List](#) [Reset](#) [Save](#)

45. Sila ubah maklumat yang anda mahu dan tekan butang *Save*.



Home / Faculty

Update Faculty

Faculty Name *	Faculty Test
Faculty Code *	F001
Faculty Director *	Director
Faculty Approvers *	Khr
Faculty Reviewers *	Khr
Faculty Trainers *	Khr
Faculty Administrators *	Super Admin

[← Back to List](#) [Reset](#) [Save](#)

46. Mesej berjaya akan dipaparkan.





Manual Pengguna

Peranan :
Reviewer

ISI KANDUNGAN

A. LOGIN	3
B. MY TASK.....	4

A. Login

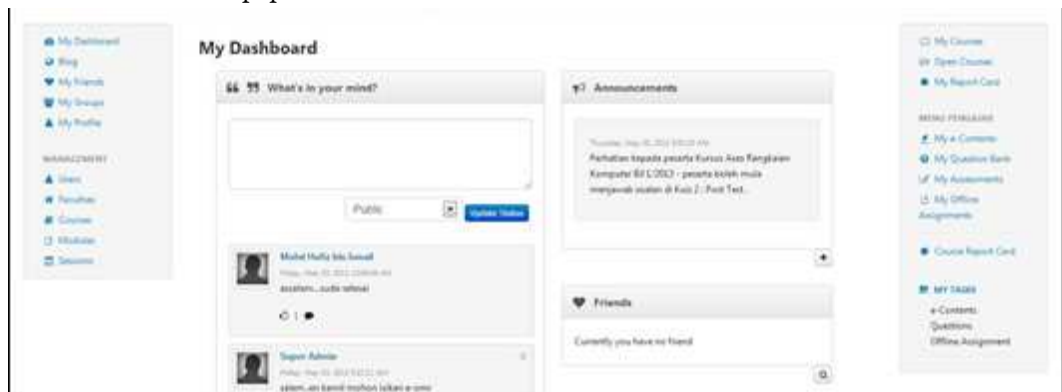
1. Buka *browser* Internet Explorer.
2. Taipkan <https://lms.tnbilsas.com.my> diruangan alamat pada browser.



3. Masukkan *Username* dan *Password* diruangan yang disediakan.

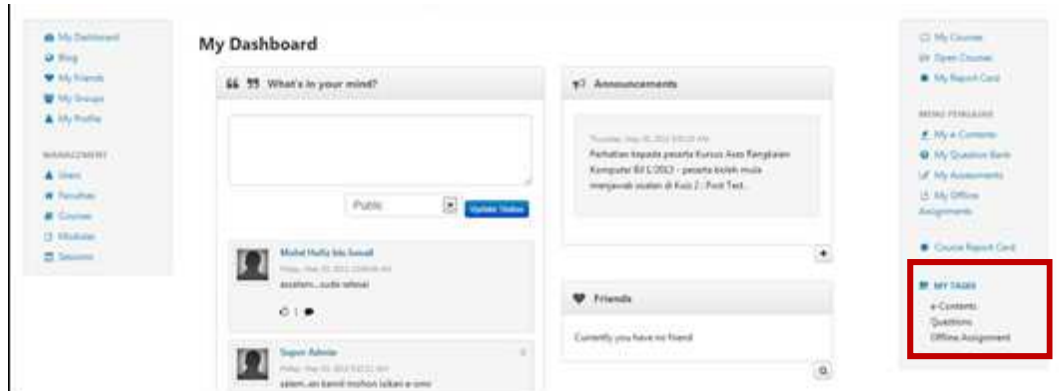
A screenshot of a login form. It features two input fields: "Username" and "Password". Below the "Password" field is a blue "Login" button. Underneath the button is a link that says "Forgot password?".

4. Skrin Utama akan dipaparkan.

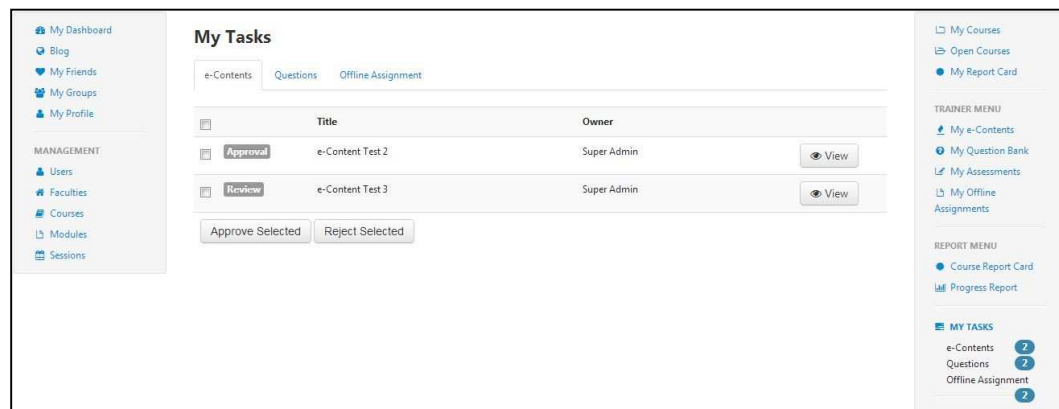


B. My Task

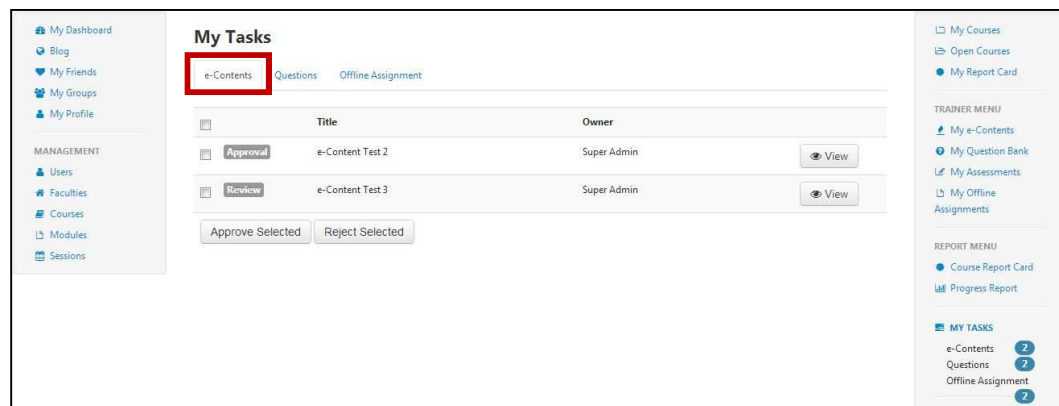
1. Klik *My Task* untuk melihat senarai e-Kandungan, Soalan dan Tugas Luar Talian yang perlu di *approve* atau *reject*.



2. Skrin berikut akan dipaparkan.



3. Klik *e-Content Tab* untuk melihat senarai e-Kandungan.



4. *Approval* bermaksud kandungan tersebut untuk di *approve*, manakala *Review* pula untuk di *review*.

The screenshot shows the 'My Tasks' interface. On the left is a navigation menu with categories like 'MANAGEMENT' and 'MY TASKS'. The main area has tabs for 'e-Contents', 'Questions', and 'Offline Assignment'. Below the tabs is a table with columns 'Title' and 'Owner'. Two rows are visible: 'e-Content Test 2' and 'e-Content Test 3', both owned by 'Super Admin'. Each row has an 'Approval' button and a 'View' button. The 'Approval' buttons are highlighted with a red box. Below the table are 'Approve Selected' and 'Reject Selected' buttons. On the right, there are sidebars for 'My Courses', 'TRAINER MENU', 'REPORT MENU', and 'MY TASKS' with sub-items and counts.

5. Klik *View* untuk melihat maklumat kandungan.

This screenshot is similar to the previous one, showing the 'My Tasks' page. In this view, the 'View' buttons for 'e-Content Test 2' and 'e-Content Test 3' are highlighted with a red box. The 'Approval' buttons are no longer highlighted.

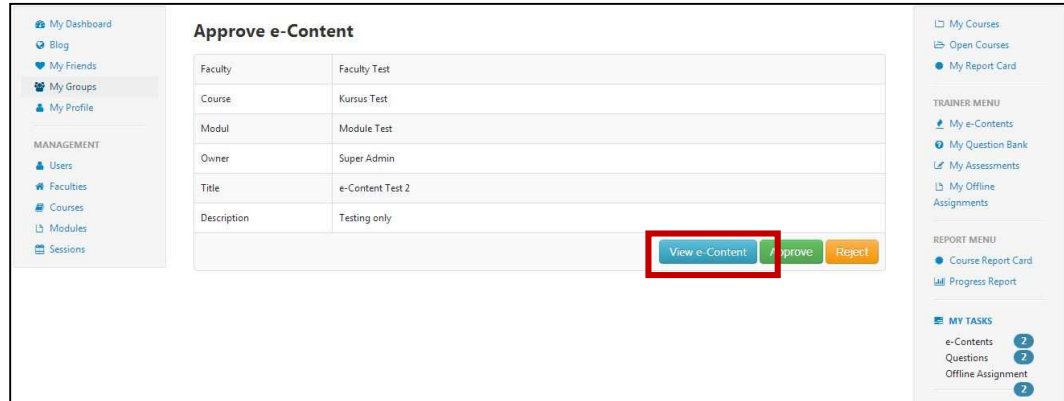
6. Gambarajah di bawah adalah contoh skrin untuk *Approval* dan *review*.

The screenshot shows the 'Approve e-Content' page. It features a table with the following data:

Faculty	Faculty Test
Course	Kursus Test
Modul	Module Test
Owner	Super Admin
Title	e-Content Test 2
Description	Testing only

At the bottom of the table are three buttons: 'View e-Content' (blue), 'Approve' (green), and 'Reject' (orange). The page layout includes the same navigation and sidebars as the previous screenshots.

7. Klik *View e-Content* untuk melihat kandungan.

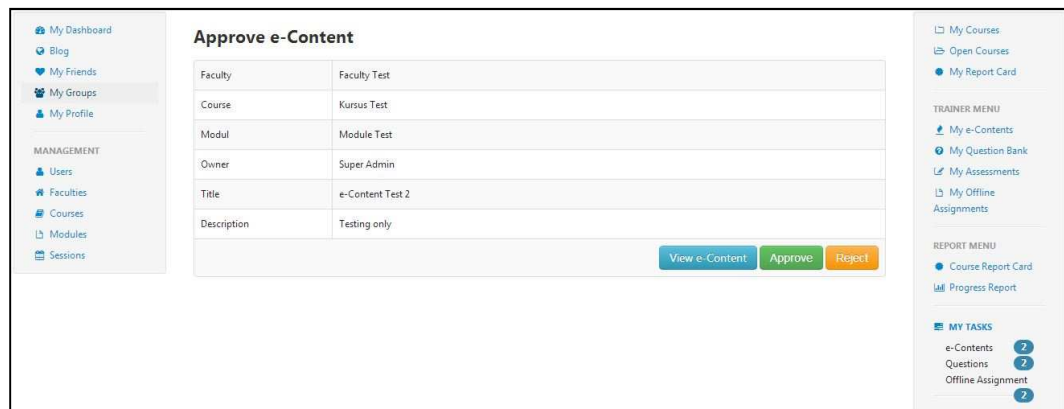


The screenshot shows the 'Approve e-Content' interface. On the left is a navigation menu with categories like 'My Dashboard', 'MANAGEMENT', 'TRAINER MENU', 'REPORT MENU', and 'MY TASKS'. The main area contains a table with the following data:

Faculty	Faculty Test
Course	Kursus Test
Modul	Module Test
Owner	Super Admin
Title	e-Content Test 2
Description	Testing only

At the bottom right of the table, there are three buttons: 'View e-Content' (highlighted with a red box), 'Approve', and 'Reject'.

8. Klik *Approve* untuk *approve* kandungan tersebut. *Reject* pula untuk *reject* kandungan.



The screenshot shows the 'Approve e-Content' interface, identical to the previous one. In this view, the 'Approve' button is highlighted with a green box.

9. Sekiranya butang *Approve* dan *Reject* ditekan, skrin berikut akan dipaparkan.

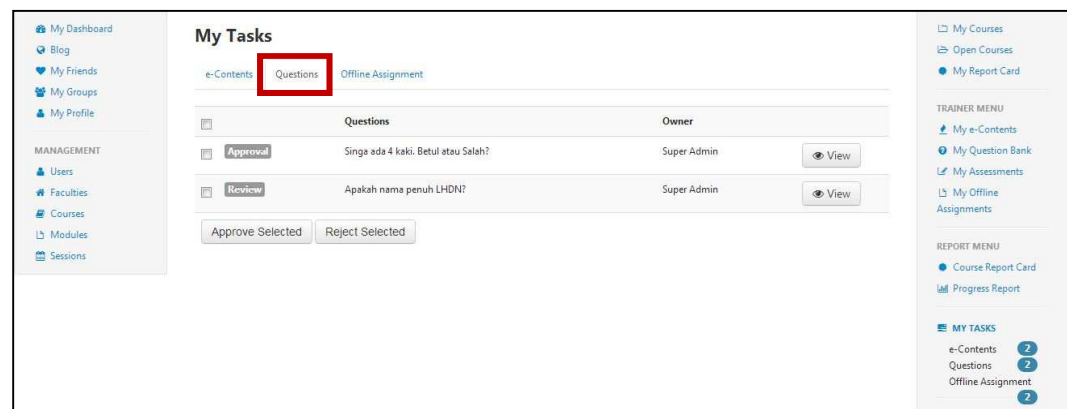


The screenshot shows a modal dialog box with the title 'Please insert your comment for the content'. It contains a text input field and two buttons at the bottom: 'Cancel' and 'OK'.

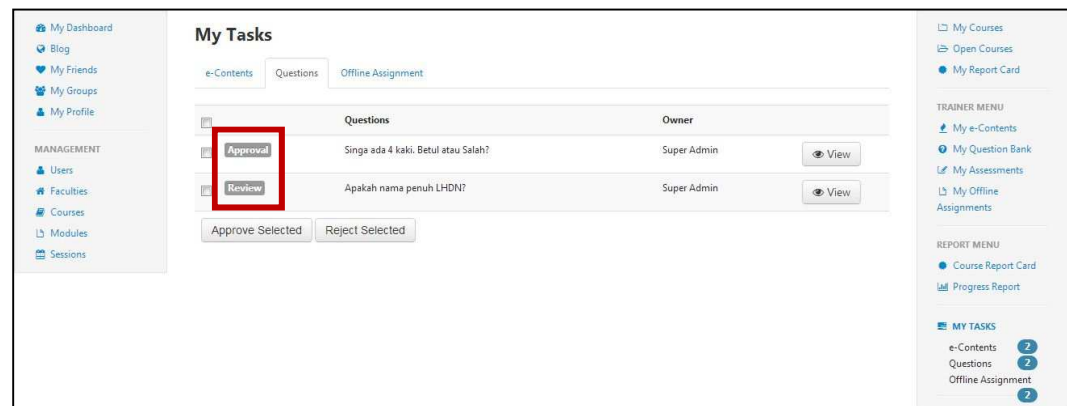
10. Masukkan sebarang komen dan tekan butang *OK*. Jika anda tidak mahu berikan komen, tekan *OK*. Tekan *Cancel* untuk batal.



11. Klik *Question Tab* untuk melihat senarai soalan.



12. *Approval* bermaksud soalan tersebut untuk di *approve*, manakala *Review* pula untuk di *review*.



13. Klik *View* untuk melihat maklumat soalan.

The screenshot shows the 'My Tasks' page with a table of questions. The table has columns for 'Approval', 'Questions', and 'Owner'. Two rows are visible:

Approval	Questions	Owner
Approval	Singa ada 4 kaki. Betul atau Salah?	Super Admin
Review	Apakah nama penuh LHDN?	Super Admin

Below the table are buttons for 'Approve Selected' and 'Reject Selected'. A red box highlights the 'View' buttons for each row.

14. Gambarajah di bawah adalah contoh skrin untuk *Approval* dan *Review*.

The screenshot shows the 'Approve Question' page. It displays the question text, the correct answer, and a table of metadata:

Question Text
Singa ada 4 kaki. Betul atau Salah?

Correct Answer
True

Faculty	Faculty Test
Course	Kursus Test
Module	Module Test
Owner	Super Admin

At the bottom right, there are 'Approve' and 'Reject' buttons.

15. Klik *Approve* untuk *approve* soalan tersebut. *Reject* pula untuk *reject* soalan.

This screenshot is identical to the previous one, showing the 'Approve Question' page. A red box highlights the 'Approve' button at the bottom right.

16. Sekiranya butang *Approve* dan *Reject* ditekan, skrin berikut akan dipaparkan.



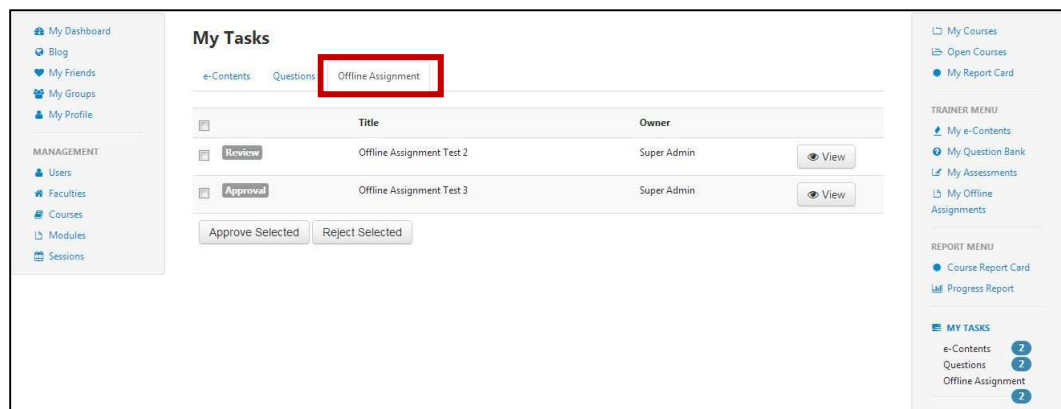
A dialog box titled "Please insert any comment" with a close button (X) in the top right corner. It features a text input field with a cursor. At the bottom right, there are two buttons: "Cancel" and "OK".

17. Masukkan sebarang komen dan tekan butang *OK*. Jika anda tidak mahu berikan komen, tekan *OK*. Tekan *Cancel* untuk batal.



A dialog box titled "Please insert any comment" with a close button (X) in the top right corner. It features a text input field with a cursor. At the bottom right, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a red rectangular border.

18. Klik *offline Assignment Tab* untuk melihat senarai tugas luar talian.



The screenshot shows the "My Tasks" dashboard. The "Offline Assignment" tab is selected and highlighted with a red box. The dashboard includes a sidebar with navigation options, a main content area with a table of tasks, and a right-hand sidebar with additional menu items.

	Title	Owner	
<input type="checkbox"/>	Offline Assignment Test 2	Super Admin	<input type="button" value="View"/>
<input type="checkbox"/>	Offline Assignment Test 3	Super Admin	<input type="button" value="View"/>

Buttons: Approve Selected, Reject Selected

19. *Approval* bermaksud kandungan tersebut untuk di *approve*, manakala *Review* pula untuk di *review*.

The screenshot shows the 'My Tasks' interface. A table lists tasks with columns for 'Title' and 'Owner'. Two tasks are visible: 'Offline Assignment Test 2' and 'Offline Assignment Test 3', both owned by 'Super Admin'. Each task row has a 'Review' button and a 'View' button. The 'Review' button for the first task and the 'Approval' button for the second task are highlighted with a red box. Below the table are buttons for 'Approve Selected' and 'Reject Selected'.

	Title	Owner	
<input type="checkbox"/>	Offline Assignment Test 2	Super Admin	<input type="button" value="View"/>
<input type="checkbox"/>	Offline Assignment Test 3	Super Admin	<input type="button" value="View"/>

20. Klik *View* untuk melihat maklumat tugasan luar talian.

This screenshot is similar to the previous one, showing the 'My Tasks' table. In this instance, the 'View' buttons for both 'Offline Assignment Test 2' and 'Offline Assignment Test 3' are highlighted with a red box.

21. Gambarajah di bawah adalah contoh skrin untuk *Approval* dan *review*.

The screenshot shows the 'Offline Assignment Review' page. It displays a table with details for a specific task. At the bottom right, there are buttons for 'View Offline Assignment', 'Approve', and 'Reject'.

Faculty	Faculty Test
Course	Kursus Test
Session	BIL 1/2013
Module	Module Test
Owner	Super Admin
Offline Assignment	Offline Assignment Test 2
Description	testing only

22. Klik *View Offline Assignment* untuk melihat kandungan tugas.

The screenshot shows the 'Offline Assignment Review' page. On the left is a navigation menu with 'MANAGEMENT' items: Users, Faculties, Courses, Modules, and Sessions. The main content area contains a table with the following data:

Faculty	Faculty Test
Course	Kursus Test
Session	BIL 1/2013
Module	Module Test
Owner	Super Admin
Offline Assignment	Offline Assignment Test 2
Description	testing only

Below the table are three buttons: 'View Offline Assignment' (highlighted with a red box), 'Approve', and 'Reject'. On the right side, there are sidebars for 'My Courses', 'TRAINER MENU', 'REPORT MENU', and 'MY TASKS'.

23. Klik *Approve* untuk *approve* tugas tersebut. *Reject* pula untuk *reject* tugas.

This screenshot is identical to the previous one, showing the 'Offline Assignment Review' page. In this instance, the 'Approve' button is highlighted with a red box, indicating the next step in the process.

24. Sekiranya butang *Approve* dan *Reject* ditekan, skrin berikut akan dipaparkan.

The screenshot shows a modal dialog box with the title 'Please insert your comment for the offline assignment'. It features a text input field for entering a comment. At the bottom right, there are two buttons: 'Cancel' and 'OK'.

25. Masukkan sebarang komen dan tekan butang *OK*. Jika anda tidak mahu berikan komen, tekan *OK*. Tekan *Cancel* untuk batal.



Please insert your comment for the offline assignment ✕

Cancel OK



Manual Pengguna

Peranan :
Approver

ISI KANDUNGAN

A. LOGIN	3
B. MY TASK.....	4

A. Login

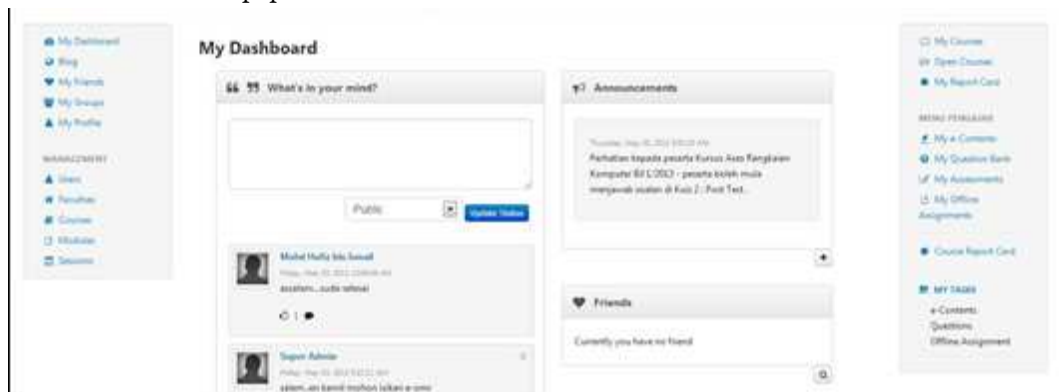
1. Buka *browser* Internet Explorer.
2. Taipkan <https://lms.tnbilsas.com.my> diruangan alamat pada browser.



3. Masukkan *Username* dan *Password* diruangan yang disediakan.

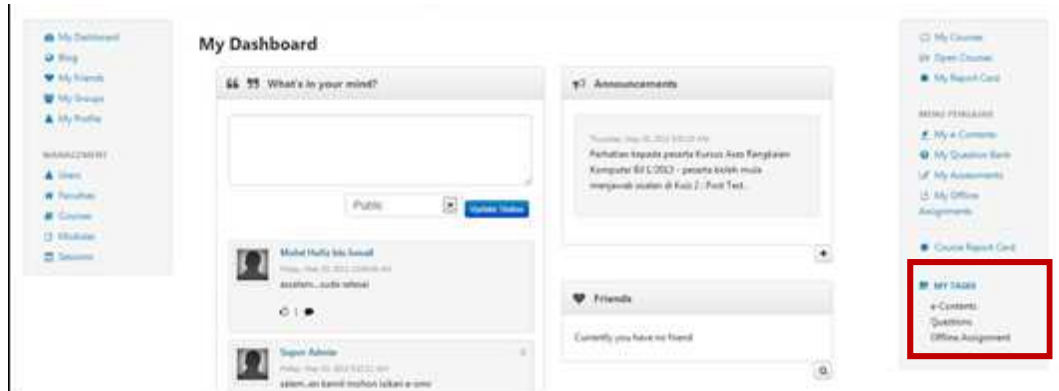
A screenshot of a login form. It features two input fields: 'Username' and 'Password'. Below the password field is a blue 'Login' button and a link that says 'Forgot password?'. The form is set against a light gray background.

4. Skrin Utama akan dipaparkan.

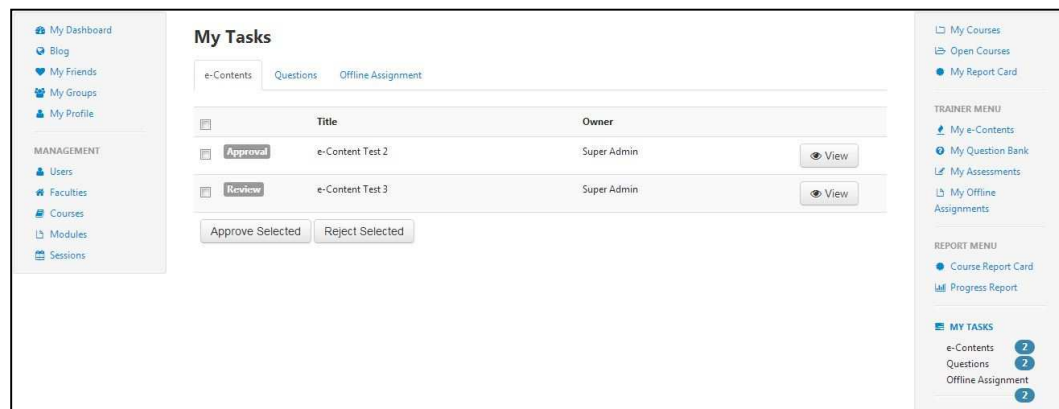


B. My Task

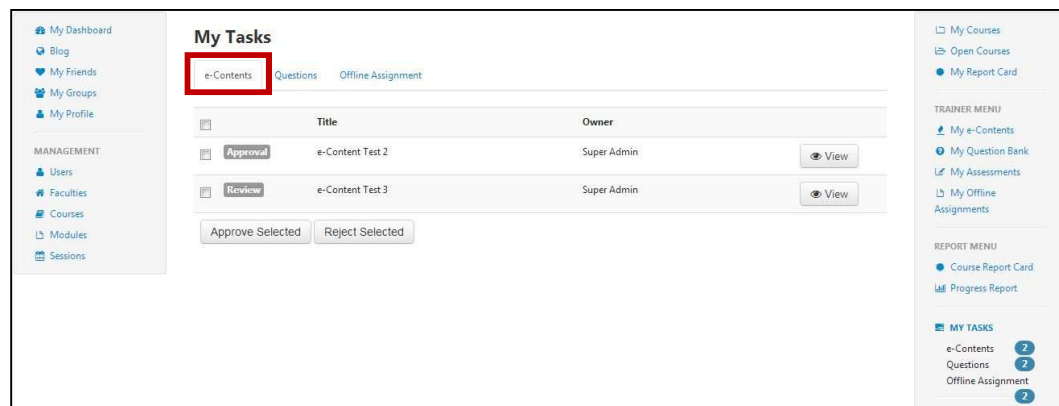
1. Klik *My Task* untuk melihat senarai e-Kandungan, Soalan dan Tugas Luar Talian yang perlu di *approve* atau *reject*.



2. Skrin berikut akan dipaparkan.



3. Klik *e-Content Tab* untuk melihat senarai e-Kandungan.



4. *Approval* bermaksud kandungan tersebut untuk di *approve*, manakala *Review* pula untuk di *review*.

The screenshot shows the 'My Tasks' interface. A table lists tasks with columns for 'Title' and 'Owner'. Two tasks are visible: 'e-Content Test 2' and 'e-Content Test 3', both owned by 'Super Admin'. Each task row has an 'Approval' button and a 'View' button. The 'Approval' buttons for both tasks are highlighted with a red box. Below the table are buttons for 'Approve Selected' and 'Reject Selected'. The right sidebar shows a 'MY TASKS' summary with counts for 'e-Contents', 'Questions', and 'Offline Assignment'.

	Title	Owner	
<input type="checkbox"/>	e-Content Test 2	Super Admin	<input type="button" value="View"/>
<input type="checkbox"/>	e-Content Test 3	Super Admin	<input type="button" value="View"/>

5. Klik *View* untuk melihat maklumat kandungan.

This screenshot is similar to the previous one, but the 'View' buttons for both tasks are highlighted with a red box. The 'Approval' buttons are no longer highlighted.

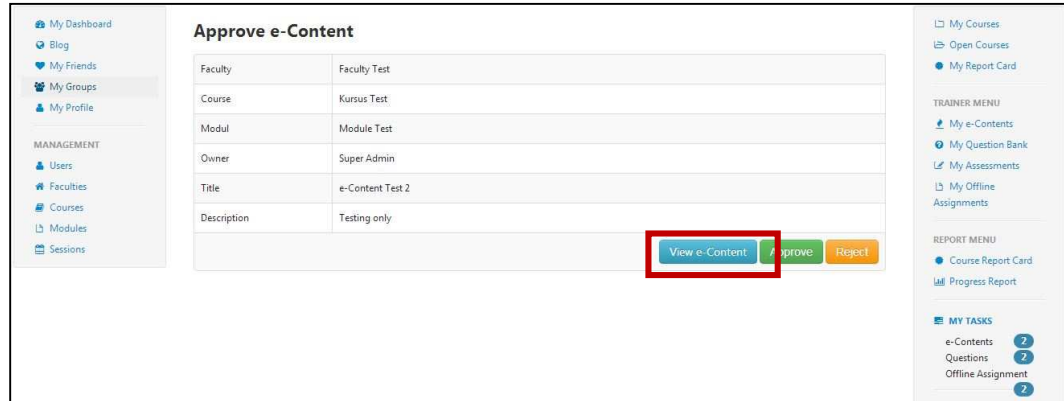
	Title	Owner	
<input type="checkbox"/>	e-Content Test 2	Super Admin	<input type="button" value="View"/>
<input type="checkbox"/>	e-Content Test 3	Super Admin	<input type="button" value="View"/>

6. Gambarajah di bawah adalah contoh skrin untuk *Approval* dan *review*.

The screenshot shows the 'Approve e-Content' page. It features a table with details for a specific task. At the bottom right, there are three buttons: 'View e-Content', 'Approve', and 'Reject'.

Faculty	Faculty Test
Course	Kursus Test
Modul	Module Test
Owner	Super Admin
Title	e-Content Test 2
Description	Testing only

7. Klik *View e-Content* untuk melihat kandungan.

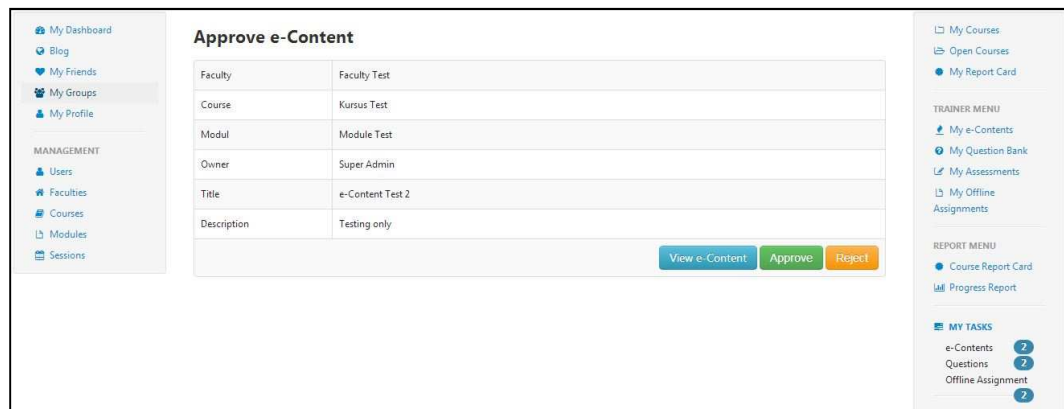


The screenshot shows the 'Approve e-Content' interface. On the left is a navigation menu with 'My Groups' selected. The main area contains a table with the following data:

Faculty	Faculty Test
Course	Kursus Test
Modul	Module Test
Owner	Super Admin
Title	e-Content Test 2
Description	Testing only

At the bottom right of the table, there are three buttons: 'View e-Content' (highlighted with a red box), 'Approve', and 'Reject'. The right sidebar contains various menu items and a 'MY TASKS' section with counts for 'e-Contents', 'Questions', and 'Offline Assignment'.

8. Klik *Approve* untuk *approve* kandungan tersebut. *Reject* pula untuk *reject* kandungan.



This screenshot is identical to the previous one, but the 'Approve' button is highlighted with a green box instead of the 'View e-Content' button.

9. Sekiranya butang *Approve* dan *Reject* ditekan, skrin berikut akan dipaparkan.



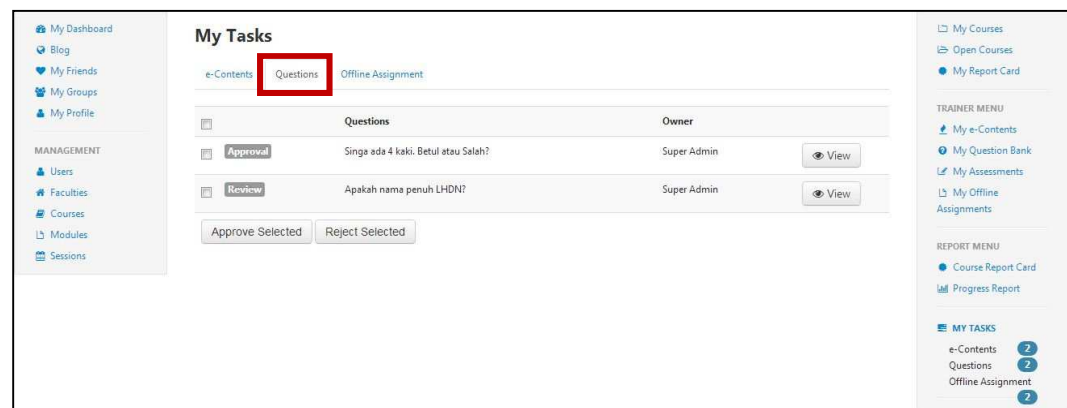
The screenshot shows a modal dialog box with the title 'Please insert your comment for the content'. It features a text input field and two buttons at the bottom: 'Cancel' and 'OK'.

10. Masukkan sebarang komen dan tekan butang *OK*. Jika anda tidak mahu berikan komen, tekan *OK*. Tekan *Cancel* untuk batal.



The screenshot shows a dialog box titled "Please insert your comment for the content" with a close button (X) in the top right corner. Below the title is a text input field. At the bottom right of the dialog, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a red border.

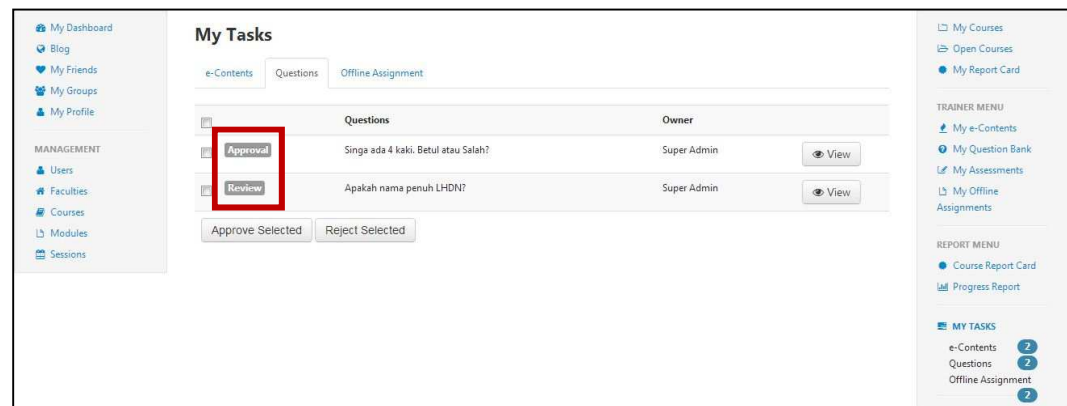
11. Klik *Question Tab* untuk melihat senarai soalan.



The screenshot shows the "My Tasks" page. The "Questions" tab is selected and highlighted with a red box. The page displays a table of questions with columns for "Questions" and "Owner". The "Approval" and "Review" buttons are visible below the table. The "Approval" button is highlighted with a red box.

Questions	Owner
Singa ada 4 kaki. Betul atau Salah?	Super Admin
Apakah nama penuh LHDN?	Super Admin

12. *Approval* bermaksud soalan tersebut untuk di *approve*, manakala *Review* pula untuk di *review*.



The screenshot shows the "My Tasks" page. The "Approval" button is highlighted with a red box. The page displays a table of questions with columns for "Questions" and "Owner". The "Approval" and "Review" buttons are visible below the table. The "Approval" button is highlighted with a red box.

Questions	Owner
Singa ada 4 kaki. Betul atau Salah?	Super Admin
Apakah nama penuh LHDN?	Super Admin

13. Klik *View* untuk melihat maklumat soalan.

The screenshot shows the 'My Tasks' interface. On the left is a navigation menu with categories like 'My Dashboard', 'MANAGEMENT', 'TRAINER MENU', 'REPORT MENU', and 'MY TASKS'. The main content area is titled 'My Tasks' and has tabs for 'e-Contents', 'Questions', and 'Offline Assignment'. Below the tabs is a table with columns for 'Approval', 'Questions', and 'Owner'. Two rows are visible: one with 'Approval' status and the question 'Singa ada 4 kaki. Betul atau Salah?' owned by 'Super Admin', and another with 'Review' status and the question 'Apakah nama penuh LHDN?' also owned by 'Super Admin'. Each row has a 'View' button, which is highlighted with a red rectangular box. Below the table are buttons for 'Approve Selected' and 'Reject Selected'.

14. Gambarajah di bawah adalah contoh skrin untuk *Approval* dan *Review*.

The screenshot shows the 'Approve Question' page. The left navigation menu is the same as in the previous screenshot. The main content area is titled 'Approve Question'. It contains a 'Question Text' field with the text 'Singa ada 4 kaki. Betul atau Salah?'. Below it is a 'Correct Answer' field with the text 'True'. At the bottom right, there are two buttons: 'Approve' (green) and 'Reject' (orange). A table below the answer field shows metadata for the question:

Faculty	Faculty Test
Course	Kursus Test
Module	Module Test
Owner	Super Admin

15. Klik *Approve* untuk *approve* soalan tersebut. *Reject* pula untuk *reject* soalan.

This screenshot is identical to the previous one, showing the 'Approve Question' page. The 'Approve' button (green) is highlighted with a red rectangular box, indicating the action to be taken.

16. Sekiranya butang *Approve* dan *Reject* ditekan, skrin berikut akan dipaparkan.



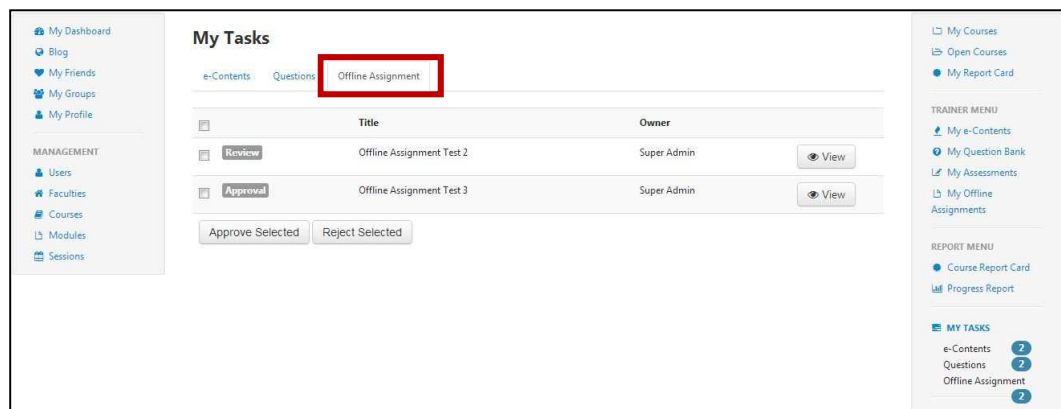
A dialog box titled "Please insert any comment" with a close button (X) in the top right corner. It features a text input field with a cursor. At the bottom right, there are two buttons: "Cancel" and "OK".

17. Masukkan sebarang komen dan tekan butang *OK*. Jika anda tidak mahu berikan komen, tekan *OK*. Tekan *Cancel* untuk batal.



A dialog box titled "Please insert any comment" with a close button (X) in the top right corner. It features a text input field with a cursor. At the bottom right, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a red rectangular border.

18. Klik *offline Assignment Tab* untuk melihat senarai tugas luar talian.



The screenshot shows the "My Tasks" dashboard. The "Offline Assignment" tab is selected and highlighted with a red rectangular border. The dashboard includes a left sidebar with navigation options like "My Dashboard", "Blog", "My Friends", "My Groups", "My Profile", "MANAGEMENT", "Users", "Faculties", "Courses", "Modules", and "Sessions". The main content area displays a table with columns for "Title" and "Owner". The table lists two tasks: "Offline Assignment Test 2" and "Offline Assignment Test 3", both owned by "Super Admin". Each task has a "View" button. Below the table are buttons for "Approve Selected" and "Reject Selected". The right sidebar contains "TRAINER MENU" (My Courses, Open Courses, My Report Card), "REPORT MENU" (Course Report Card, Progress Report), and "MY TASKS" (e-Contents, Questions, Offline Assignment, each with a notification badge).

	Title	Owner	
<input type="checkbox"/>	Offline Assignment Test 2	Super Admin	<input type="button" value="View"/>
<input type="checkbox"/>	Offline Assignment Test 3	Super Admin	<input type="button" value="View"/>

19. *Approval* bermaksud kandungan tersebut untuk di *approve*, manakala *Review* pula untuk di *review*.

The screenshot shows the 'My Tasks' interface. At the top, there are tabs for 'e-Contents', 'Questions', and 'Offline Assignment'. Below the tabs is a table with columns for 'Title' and 'Owner'. Two rows are visible:

	Title	Owner	
<input type="checkbox"/>	Offline Assignment Test 2	Super Admin	<input type="button" value="View"/>
<input type="checkbox"/>	Offline Assignment Test 3	Super Admin	<input type="button" value="View"/>

Below the table are buttons for 'Approve Selected' and 'Reject Selected'. The 'Review' button for the first row and the 'Approval' button for the second row are highlighted with a red box.

20. Klik *View* untuk melihat maklumat tugasan luar talian.

This screenshot is similar to the previous one, showing the 'My Tasks' page. In this view, the 'View' buttons for both rows in the table are highlighted with a red box.

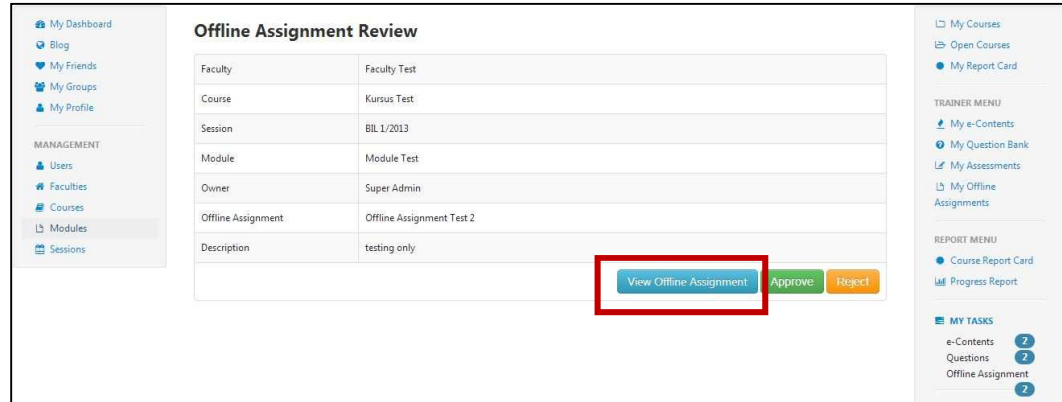
21. Gambarajah di bawah adalah contoh skrin untuk *Approval* dan *review*.

The screenshot shows the 'Offline Assignment Review' page. It features a table with the following details:

Faculty	Faculty Test
Course	Kursus Test
Session	BIL 1/2013
Module	Module Test
Owner	Super Admin
Offline Assignment	Offline Assignment Test 2
Description	testing only

At the bottom right of the table, there are three buttons: 'View Offline Assignment' (blue), 'Approve' (green), and 'Reject' (orange).

22. Klik *View Offline Assignment* untuk melihat kandungan tugas.

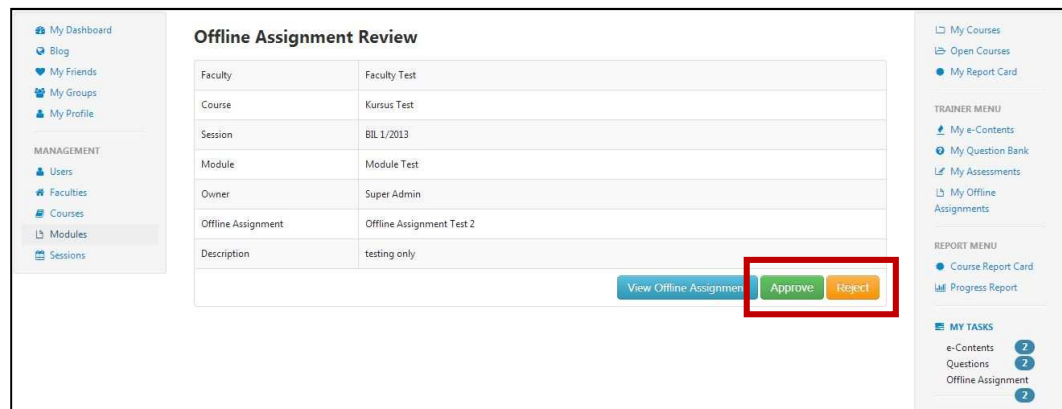


Offline Assignment Review

Faculty	Faculty Test
Course	Kursus Test
Session	BIL 1/2013
Module	Module Test
Owner	Super Admin
Offline Assignment	Offline Assignment Test 2
Description	testing only

[View Offline Assignment](#) [Approve](#) [Reject](#)

23. Klik *Approve* untuk *approve* tugas tersebut. *Reject* pula untuk *reject* tugas.



Offline Assignment Review

Faculty	Faculty Test
Course	Kursus Test
Session	BIL 1/2013
Module	Module Test
Owner	Super Admin
Offline Assignment	Offline Assignment Test 2
Description	testing only

[View Offline Assignment](#) [Approve](#) [Reject](#)

24. Sekiranya butang *Approve* dan *Reject* ditekan, skrin berikut akan dipaparkan.



Please insert your comment for the offline assignment

[Cancel](#) [OK](#)

25. Masukkan sebarang komen dan tekan butang *OK*. Jika anda tidak mahu berikan komen, tekan *OK*. Tekan *Cancel* untuk batal.



Please insert your comment for the offline assignment ×

Cancel OK



Manual Pengguna

Peranan :
Admin Peperiksaan

ISI KANDUNGAN

A. LOGIN	3
B. KAD LAPORAN KURSUS.....	4
C. KAD LAPORAN (<i>PROGRESS REPORT CARD</i>).....	10

A. Login

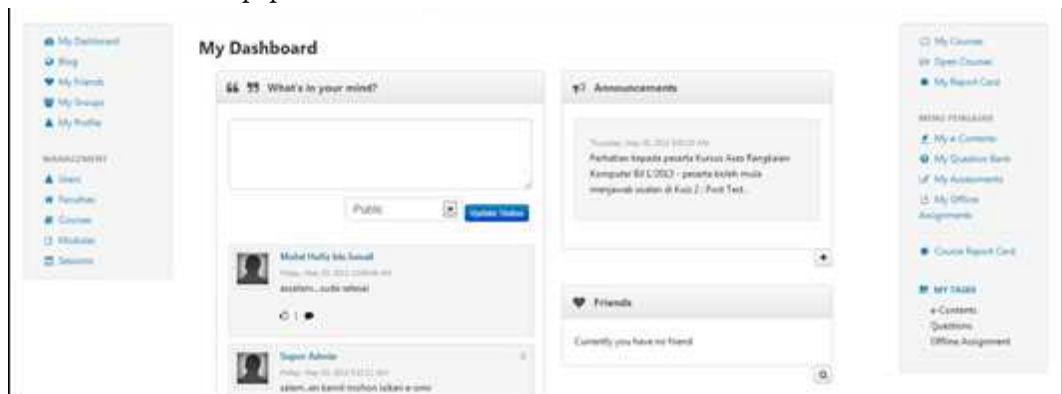
1. Buka *browser* Internet Explorer.
2. Taipkan <https://lms.tnbilsas.com.my> diruangan alamat pada browser.



3. Masukkan *Username* dan *Password* diruangan yang disediakan.

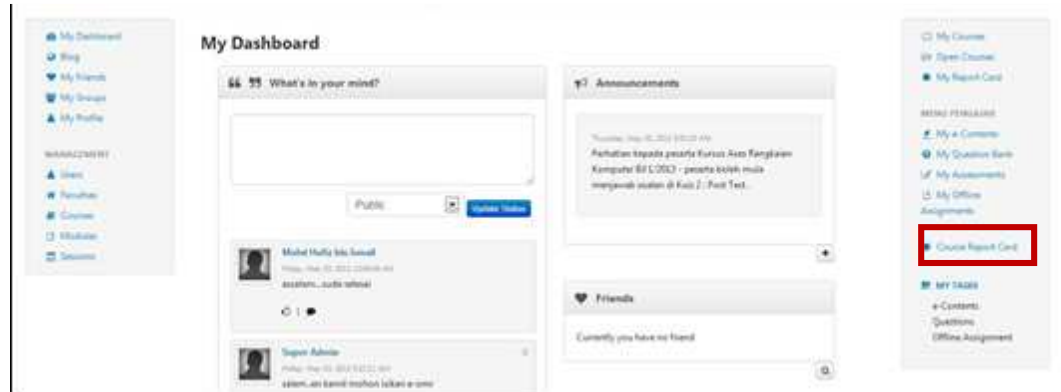
A screenshot of a login form. It features two input fields: "Username" and "Password". Below the "Password" field is a blue "Login" button. Underneath the button is a link that says "Forgot password?".

4. Skrin Utama akan dipaparkan.

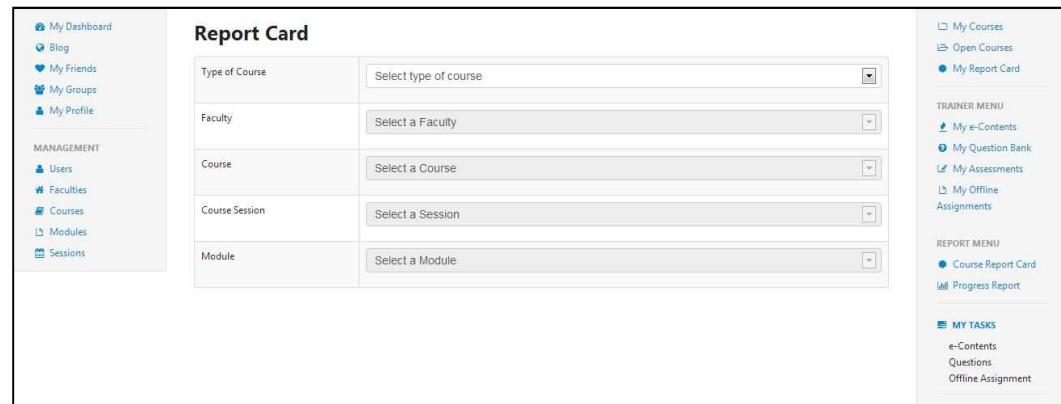


B. Kad Laporan Kursus

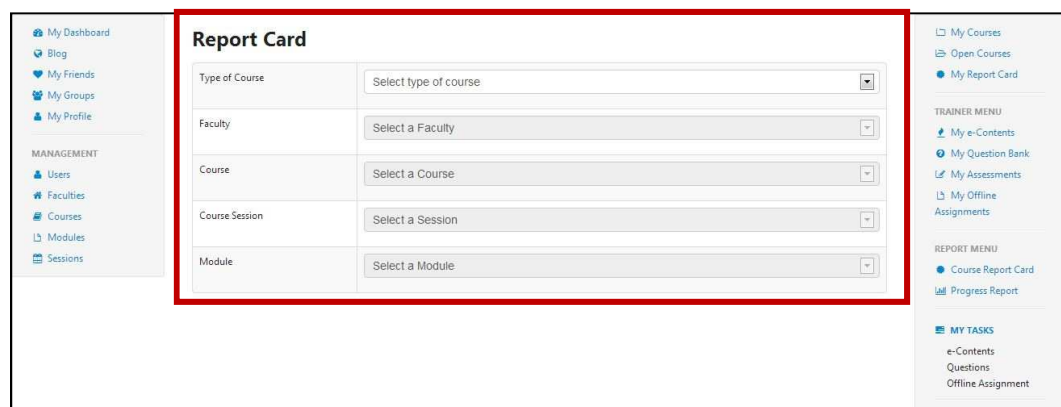
1. Klik *Course Report Card* untuk melihat kad laporan.



2. Skrin berikut akan dipaparkan.



3. Pilih *Type of Course*, *Faculty*, *Course*, *Course Session* dan *Module*.



4. Sekiranya anda memilih sehingga *Course Session*, kad laporan akan dipaparkan mengikut sesi. Gambarajah di bawah adalah contoh.

The screenshot shows the 'Report Card' interface with the following filters and data:

- Type of Course: KURSUS KEMAHIRAN
- Faculty: Faculty Test
- Course: Kursus Test
- Course Session: BIL 1/2013
- Module: Select a Module

TRAINEE	Module Test	Final Exam	Total
KHR	0.00 %	0%	0.00 %
Noraishah Binti Mokhdzar	0.00 %	0%	0.00 %
Azinda Putri Binti Azman	0.00 %	0%	0.00 %
Noorharwanie Binti Mohamed Nor	0.00 %	0%	0.00 %

5. Sekiranya anda memilih sehingga *Module*, kad laporan akan dipaparkan mengikut modul. Gambarajah di bawah adalah contoh.

The screenshot shows the 'Report Card' interface with the following filters and data:

- Type of Course: KURSUS KEMAHIRAN
- Faculty: Faculty Test
- Course: Kursus Test
- Course Session: BIL 1/2013
- Module: Select a Module

TRAINEE	Module Test	Final Exam	Total
KHR	0.00 %	0%	0.00 %
Noraishah Binti Mokhdzar	0.00 %	0%	0.00 %
Azinda Putri Binti Azman	0.00 %	0%	0.00 %
Noorharwanie Binti Mohamed Nor	0.00 %	0%	0.00 %

6. Sekiranya anda adalah *Admin Peperiksaan*, anda boleh beri markah untuk setiap peserta. Gambarajah dibawah adalah contoh.

My Dashboard
Blog
My Friends
My Groups
My Profile

MANAGEMENT
Users
Faculties
Courses
Modules
Sessions

Report Card

Type of Course: KURSUS WAJIB - ASAS GRED 41

Faculty: Faculty Test

Course: Kursus Test

Course Session: BIL 1/2013

Module: Select a Module

Excel PDF Search:

TRINEE	Module Test	Kedatangan (Maximum 5%)	Final Exam	Total
Admin Fakulti	0.00 %	0 %	0 %	0.00 %
Admin Hep	0.00 %	0 %	0 %	0.00 %
Admini Peperiksaan	0.00 %	0 %	0 %	0.00 %
Director	0.00 %	0 %	0 %	0.00 %
Khr	0.00 %	0 %	0 %	0.00 %
Super Admin	0.00 %	0 %	0 %	0.00 %
System Admin	0.00 %	0 %	0 %	0.00 %
Trainer	0.00 %	0 %	0 %	0.00 %

Showing 1 to 8 of 8 entries

-- First -- Previous 1 Next -- Last --

Save

My Courses
Open Courses
My Report Card

TRAINER MENU
My e-Contents
My Question Bank
My Assessments
My Offline Assignments

REPORT MENU
Course Report Card
Progress Report

MY TASKS
e-Contents
Questions
Offline Assignment

7. Isikan markah diruangan yang disediakan dan tekan butang *Save*.

My Dashboard
Blog
My Friends
My Groups
My Profile

MANAGEMENT
Users
Faculties
Courses
Modules
Sessions

Report Card

Type of Course: KURSUS WAJIB - ASAS GRED 41

Faculty: Faculty Test

Course: Kursus Test

Course Session: BIL 1/2013

Module: Select a Module

Excel PDF Search:

TRINEE	Module Test	Kedatangan (Maximum 5%)	Final Exam	Total
Admin Fakulti	0.00 %	0 %	0 %	0.00 %
Admin Hep	0.00 %	0 %	0 %	0.00 %
Admini Peperiksaan	0.00 %	0 %	0 %	0.00 %
Director	0.00 %	0 %	0 %	0.00 %
Khr	0.00 %	0 %	0 %	0.00 %
Super Admin	0.00 %	0 %	0 %	0.00 %
System Admin	0.00 %	0 %	0 %	0.00 %
Trainer	0.00 %	0 %	0 %	0.00 %

Showing 1 to 8 of 8 entries

-- First -- Previous 1 Next -- Last --

Save

My Courses
Open Courses
My Report Card

TRAINER MENU
My e-Contents
My Question Bank
My Assessments
My Offline Assignments

REPORT MENU
Course Report Card
Progress Report

MY TASKS
e-Contents
Questions
Offline Assignment

8. Mesej berjaya akan dipaparkan.



9. Untuk *export* ke *Excel*, klik pada butang *Excel* manakala untuk simpan sebagai *PDF*, klik butang *PDF*.

The screenshot shows the "Report Card" interface. On the left is a navigation menu with items like "My Dashboard", "Blog", "My Friends", "My Groups", "My Profile", "MANAGEMENT", "Users", "Faculties", "Courses", "Modules", and "Sessions". The main content area is titled "Report Card" and contains a form with the following fields:

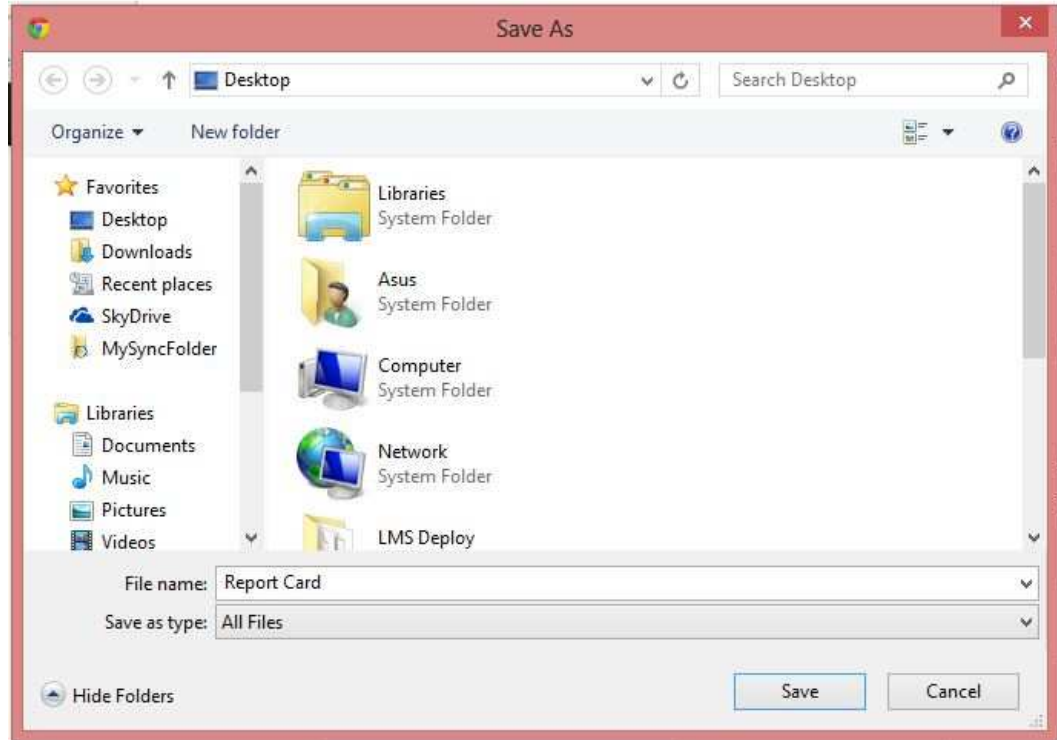
- Type of Course: KURSUS WAJIB - ASAS GRED 41
- Faculty: Faculty Test
- Course: Kursus Test
- Course Session: BIL 1/2013
- Module: Select a Module

Below the form, there are two buttons: "Excel" and "PDF", which are highlighted with a red box. To the right of these buttons is a search field. Below the search field is a table with the following data:

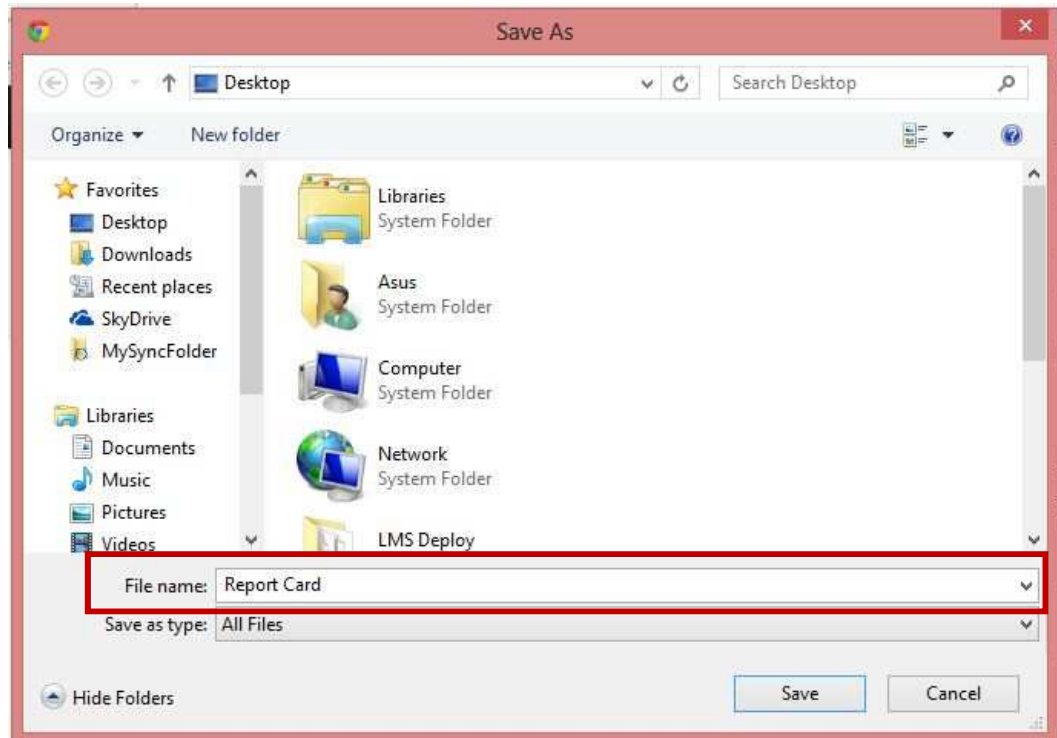
TRAINEE	Module Test	Kedatangan (Maximum 5%)	Final Exam	Total
Admin Fakulti	0.00 %	0 %	0 %	0.00 %
Admin Hep	0.00 %	0 %	0 %	0.00 %
Admini Peperiksaan	0.00 %	0 %	0 %	0.00 %
Director	0.00 %	0 %	0 %	0.00 %
Khr	0.00 %	0 %	0 %	0.00 %
Super Admin	0.00 %	0 %	0 %	0.00 %
System Admin	0.00 %	0 %	0 %	0.00 %
Trainer	0.00 %	0 %	0 %	0.00 %

At the bottom of the table, it says "Showing 1 to 8 of 8 entries". Below the table are navigation buttons: "-- First", "-- Previous", "1", "Next --", and "Last --". At the bottom right of the interface, there is a "Save" button. On the right side of the interface, there is a sidebar menu with sections: "My Courses", "Open Courses", "My Report Card", "TRAINER MENU", "My e-Contents", "My Question Bank", "My Assessments", "My Offline Assignments", "REPORT MENU", "Course Report Card", "Progress Report", and "MY TASKS", "e-Contents", "Questions", "Offline Assignment".

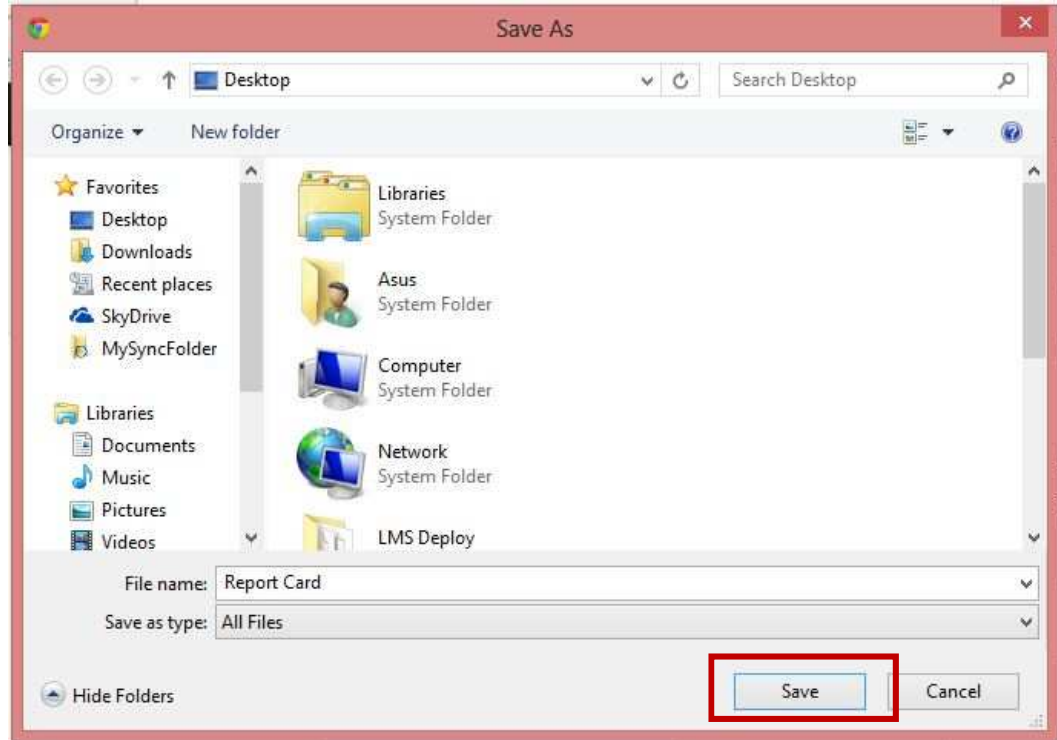
10. Sekiranya butang *Excel* atau *PDF* ditekan, skrin berikut akan dipaparkan.



11. Pilih lokasi dan namakan file tersebut jika anda mahu.

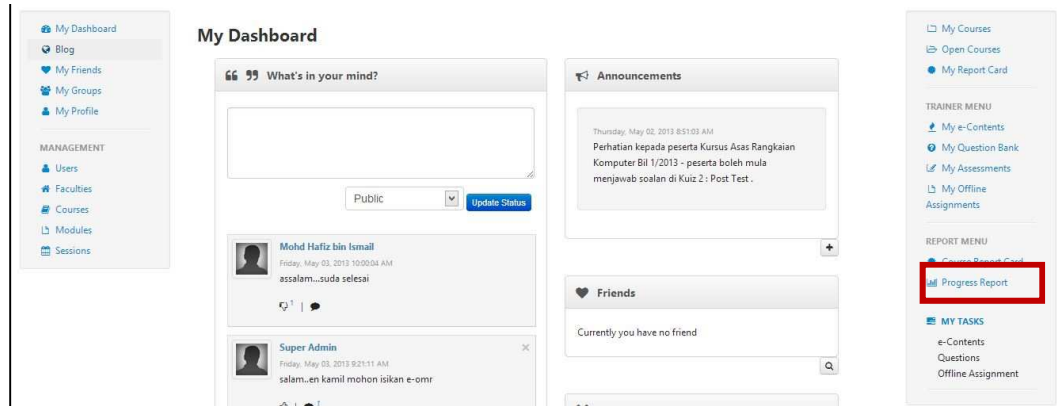


12. Tekan butan *Save* untuk simpan.



C. Kad Laporan (*Progress Report Card*)

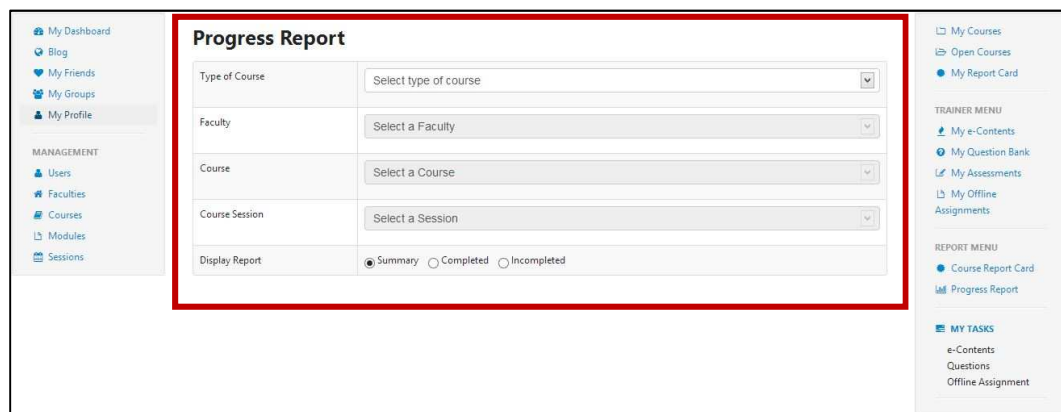
13. Klik *Progress Report* untuk melihat kad laporan.



14. Skrin berikut akan dipaparkan.



15. Pilih *Type of Course*, *Faculty*, *Course*, *Course Session* dan *Display Report*.





Manual Pengguna

Peranan :
Admin HEP

ISI KANDUNGAN

A. LOGIN	3
B. CAWANGAN	4
C. UNIT LATIHAN.....	7
D. PENGGUNA.....	11
E. PENGGUNA BARU.....	18
F. KUMPULAN PENGGUNA.....	20
G. SESI KURSUS.....	22
H. SESI KURSUS (<i>VIEW</i>).....	27

A. Login

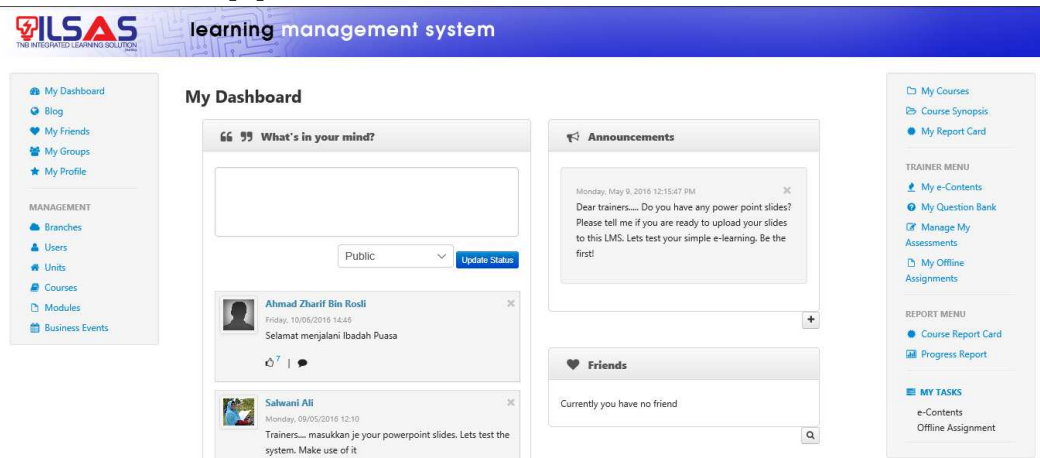
1. Buka *browser* Internet Explorer.
2. Taipkan <https://lms.tnbilsas.com.my> diruangan alamat pada browser.



3. Masukkan *Username* dan *Password* diruangan yang disediakan.

A screenshot of a login form. It features two input fields: "Username" and "Password". Below the "Password" field is a blue "Login" button. Underneath the button is a link that says "Forgot password?".

4. Skrin Utama akan dipaparkan.

A screenshot of the ILSAS learning management system dashboard. The header includes the ILSAS logo and the text "learning management system". The main content area is titled "My Dashboard" and contains several widgets: "What's in your mind?" with a status update field, "Announcements" with a message about uploading powerpoint slides, and "Friends" which currently shows no friends. On the left side, there is a navigation menu with options like "My Dashboard", "Blog", "My Friends", "My Groups", "My Profile", and "MANAGEMENT" (Branches, Users, Units, Courses, Modules, Business Events). On the right side, there are additional menus for "My Courses", "Trainer Menu", "Report Menu", and "My Tasks".

B. Cawangan

1. Klik *Unit* untuk melihat senarai cawangan.

2. Skrin berikut akan dipaparkan.

<input type="checkbox"/>	Branch	Branch Code		
<input type="checkbox"/>	Cawangan Malim Nawar	MN		
<input type="checkbox"/>	Cawangan Utama - Bangi	BANGI		
<input type="checkbox"/>	Johor Technical Institute	JTECH		
<input type="checkbox"/>	Peserta Luar TNB	NON-TNB		
<input type="checkbox"/>	Peserta TNB	TNB		

Showing 1 to 5 of 5 entries

3. Klik *Add New* untuk menambah cawangan.

The screenshot shows the 'List of Branches' interface. On the left is a navigation menu with 'MANAGEMENT' items: My Dashboard, Blog, My Friends, My Groups, My Profile, Branches, Users, Units, Courses, Modules, and Business Events. The main content area has a breadcrumb 'Home / Branch', a title 'List of Branches', and a search bar. Below is a table with columns for Branch, Branch Code, and actions. The table lists five branches: Cawangan Malim Nawar (MN), Cawangan Utama - Bangi (BANGI), Johor Technical Institute (JTECH), Peserta Luar TNB (NON-TNB), and Peserta TNB (TNB). At the bottom of the table, the 'Add New' button is highlighted with a red box. The page also shows pagination controls and a right-hand sidebar with 'My Courses', 'Trainer Menu', 'Report Menu', and 'My Tasks'.

4. Skrin berikut akan dipaparkan.

The screenshot shows the 'Create Branch' form. It has two input fields: 'Branch Code *' with the value 'IBNG' and 'Branch Name *' with the value 'ILSAS BANGI'. Below the fields are buttons for 'Back to List', 'Reset', and 'Create New'. The interface is consistent with the previous screenshot, showing the same navigation menu and sidebar.



5. Sila isikan maklumat-maklumat seperti *Branch Code* dan *Branch Name*. Medan bertanda (*) wajib diisi. Setelah selesai isi, tekan butang *Create New*.

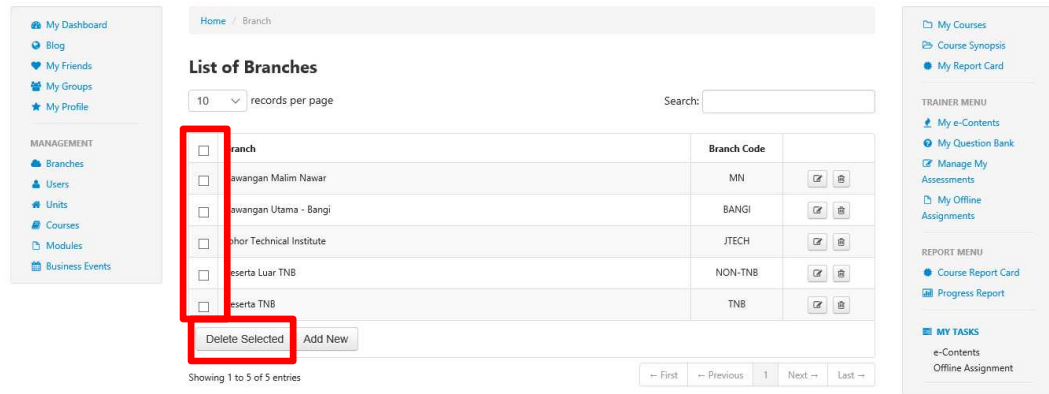
Create Branch

This is a close-up of the 'Create Branch' form. It shows the 'Branch Code *' field containing 'IBNG' and the 'Branch Name *' field containing 'ILSAS BANGI'. At the bottom, there are three buttons: 'Back to List', 'Reset', and 'Create New'.

6. Mesej berjaya akan dipaparkan.

The screenshot shows a success message box with the text 'Faculty has been created successfully' and a blue 'OK' button in the bottom right corner.













7. Klik  untuk mengubah maklumat cawangan. Klik  untuk membuang cawangan. Anda boleh *delete* lebih daripada satu dengan *tick* di *checkbox* dan tekan butang *Delete Selected*.



Home / Branch


List of Branches

10 records per page Search:

<input type="checkbox"/>	Branch	Branch Code		
<input type="checkbox"/>	awangan Malim Nawar	MN		
<input checked="" type="checkbox"/>	awangan Utama - Bangi	BANGI		
<input checked="" type="checkbox"/>	phor Technical Institute	JTECH		
<input checked="" type="checkbox"/>	eserta Luar TNB	NON-TNB		
<input checked="" type="checkbox"/>	eserta TNB	TNB		

Showing 1 to 5 of 5 entries

← First ← Previous 1 Next → Last →

8. Sekiranya butang  ditekan, skrin berikut akan dipaparkan.

Edit Branch

Branch Code *	<input type="text" value="IBNG"/>
Branch Name *	<input type="text" value="ILSAS BANGI"/>

9. Sila ubah maklumat yang anda mahu dan tekan butang *Save*.

Edit Branch

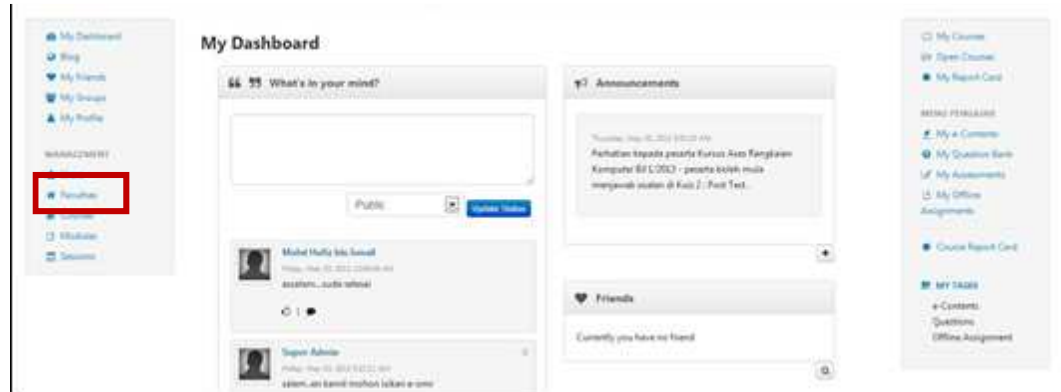
Branch Code *	<input type="text" value="IBNG"/>
Branch Name *	<input type="text" value="ILSAS BANGI"/>

10. Mesej berjaya akan dipaparkan.

Faculty has been updated successfully

C. Unit Latihan

11. Klik *Unit* untuk melihat senarai pusat latihan.



12. Skrin berikut akan dipaparkan.

Faculty	Faculty Code	Faculty Director
<input type="checkbox"/> Pusat Latihan Dan Pembangunan Ict	ICT	Rosnani Binti Bariman
<input type="checkbox"/> Pusat Latihan Pengujaan e-Pembelajaran	PLPEP	Director
<input type="checkbox"/> Jabatan Kewangan / Jabatan Pungutan Hasil	KEW	Mohd Salleh Bin Bakar
<input type="checkbox"/> Jabatan Undang-undang	JUU	Salmah Binti Kasim
<input type="checkbox"/> Pusat Latihan Pengurusan	PLP	Fuad Bin Salihin @ Md. Ayob
<input type="checkbox"/> Pusat Latihan Akaun Dan Audit	PLA	Jamilah Binti Haji Hashim
<input type="checkbox"/> Pusat Latihan Undang-undang	PLU	Adzhar Bin Sulaiman
<input type="checkbox"/> Pusat Latihan Perancangan	PLPC	Ammar Bin Johari

13. Klik *Add New* untuk menambah unit latihan.

The screenshot displays the 'List of Faculties' page. On the left is a navigation menu with 'MANAGEMENT' items: My Dashboard, Blog, My Friends, My Groups, My Profile, Users, **Faculties**, Courses, Modules, and Sessions. The main content area shows a breadcrumb 'Home / Faculty', a 'List of Faculties' title, a search bar, and a table with 10 records per page. The table has columns for Faculty, Faculty Code, and Faculty Director. At the bottom, there are 'Delete Selected' and 'Add New' buttons, with the latter highlighted by a red box. On the right is a 'MENU PENGAJAR' sidebar with options like My e-Contents, My Question Bank, My Assessments, My Offline Assignments, Course Report Card, and MY TASKS.

Faculty	Faculty Code	Faculty Director
<input type="checkbox"/> Pusat Latihan Dan Pembangunan Ict	ICT	Rosnani Binti Bariman
<input type="checkbox"/> Pusat Latihan Pengujian e-Pembelajaran	PLPEP	Director
<input type="checkbox"/> Jabatan Kewangan / Jabatan Pungutan Hasil	KEW	Mohd Salleh Bin Bakar
<input type="checkbox"/> Jabatan Undang-undang	JUU	Salmah Binti Kasim
<input type="checkbox"/> Pusat Latihan Pengurusan	PLP	Fuad Bin Salihin @ Md. Ayob
<input type="checkbox"/> Pusat Latihan Akaun Dan Audit	PLA	Jamilah Binti Haji Hashim
<input type="checkbox"/> Pusat Latihan Undang-undang	PLU	Adzhar Bin Sulaiman
<input type="checkbox"/> Pusat Latihan Perancangan	PLPC	Ammar Bin Johari

14. Skrin berikut akan dipaparkan.

The screenshot shows the 'Create Faculty' form. The left navigation menu is the same as in the previous screenshot. The main content area has a breadcrumb 'Home / Faculty' and a 'Create Faculty' title. The form contains several fields: Faculty Name (text input), Faculty Code (text input), Faculty Director (dropdown menu), Faculty Approvers (text input), Faculty Reviewers (text input), Faculty Trainers (text input), and Faculty Administrators (text input). At the bottom, there are 'Back to List', 'Reset', and 'Create New' buttons, with the latter highlighted in blue. The right sidebar is also present.

15. Sila isikan maklumat-maklumat seperti *Unit Name*, *Unit Code*, *Unit Director*, *Unit Approvers*, *Unit Reviewers*, *Unit Trainers* dan *Unit Administrator*. Medan bertanda (*) wajib diisi. Setelah selesai isi, tekan butang *Create New*.



Create Faculty

Faculty Name *	<input style="width: 90%;" type="text"/>
Faculty Code *	<input style="width: 80%;" type="text"/>
Faculty Director *	Select a Director ▼
Faculty Approvers *	Select Approvers
Faculty Reviewers *	Select Reviewers
Faculty Trainers *	Select Trainers
Faculty Administrators *	Select Administrators

← Back to List
Reset
Create New

16. Mesej berjaya akan dipaparkan.



17. Klik  untuk mengubah maklumat pusat latihan. Klik  untuk membuang pusat latihan. Anda boleh *delete* lebih daripada satu dengan *tick* di *checkbox* dan tekan butang *Delete Selected*.

- My Dashboard
- Blog
- My Friends
- My Groups
- My Profile









MANAGEMENT

- Users
- Faculties
- Courses
- Modules
- Sessions

Home / Faculty

List of Faculties

10 records per page Search:

<input type="checkbox"/>	Faculty	Faculty Code	Faculty Director	
<input type="checkbox"/>	Pusat Latihan Dan Pembangunan Id	ICT	Rosnani Binti Bariman	<input type="checkbox"/> 
<input type="checkbox"/>	Pusat Latihan Pengujian e-Pembelajaran	PLPEP	Director	<input type="checkbox"/> 
<input type="checkbox"/>	Jabatan Kewangan / Jabatan Pungutan Hasil	KEW	Mohd Salleh Bin Bakar	<input type="checkbox"/> 
<input type="checkbox"/>	Jabatan Undang-undang	JUU	Salmah Binti Kasim	<input type="checkbox"/> 
<input type="checkbox"/>	Pusat Latihan Pengurusan	PLP	Fuad Bin Salihin @ Md. Ayob	<input type="checkbox"/> 
<input type="checkbox"/>	Pusat Latihan Akaun Dan Audit	PLA	Jamilah Binti Haji Hashim	<input type="checkbox"/> 
<input type="checkbox"/>	Pusat Latihan Undang-undang	PLU	Adzhar Bin Sulaiman	<input type="checkbox"/> 
<input type="checkbox"/>	Pusat Latihan Perancangan	PLPC	Ammar Bin Johari	<input type="checkbox"/> 

Delete Selected
Add New


- My Courses
- Open Courses
- My Report Card

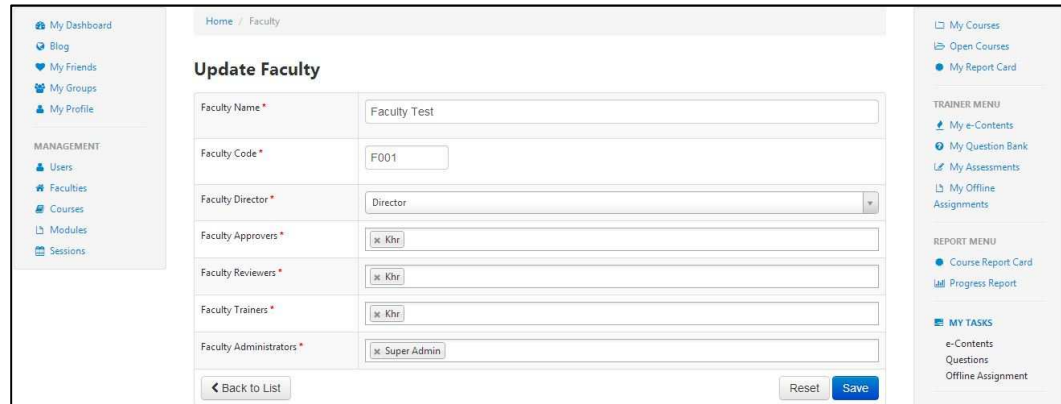
MENU PENGAJAR

- My e-Contents
- My Question Bank
- My Assessments
- My Offline Assignments

MY TASKS

- e-Contents
- Questions
- Offline Assignment

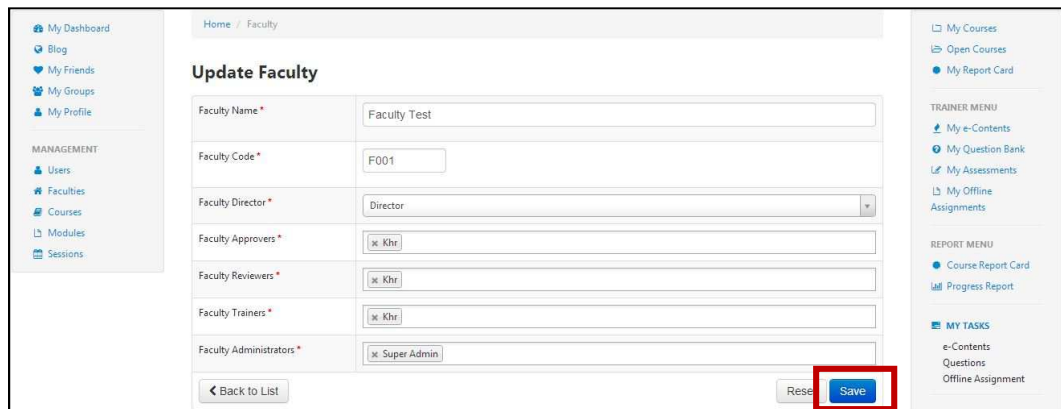
18. Sekiranya butang  ditekan, skrin berikut akan dipaparkan.



The screenshot shows the 'Update Faculty' form with the following data:

Field	Value
Faculty Name *	Faculty Test
Faculty Code *	F001
Faculty Director *	Director
Faculty Approvers *	Khr
Faculty Reviewers *	Khr
Faculty Trainers *	Khr
Faculty Administrators *	Super Admin

19. Sila ubah maklumat yang anda mahu dan tekan butang *Save*.



This screenshot is identical to the previous one, showing the 'Update Faculty' form with the 'Save' button highlighted by a red box.

20. Mesej berjaya akan dipaparkan.



D. Pengguna

21. Klik *Users* untuk melihat senarai pengguna.

The screenshot shows the 'My Dashboard' interface. On the left sidebar, under the 'MANAGEMENT' section, the 'Users' option is highlighted with a red box. The main content area is titled 'My Dashboard' and contains several sections: 'What's in your mind?' with a 'Public' dropdown and 'Update Status' button; 'Announcements' with a message from Monday, May 9, 2016; and 'Friends' which currently shows 'Currently you have no friend'.

22. Skrin berikut akan dipaparkan.

The screenshot shows the 'List of Users' page. The left sidebar has 'Users' selected. The main content area has a breadcrumb 'Home / User' and tabs for 'List of Users', 'List of New Users', and 'User Groups'. Below the tabs is a search bar and a '10 records per page' dropdown. The main content is a table with the following data:

Username	Name	New IC Number	Branch	Email	
620101036078	'Adilah Binti Ismail	620101036078	Pusat Pemprosesan	adilah_ismail@hasil.gov.my	[Icons]
840813086369	'Ammar Yasir Bin Ibrahim	840813086369	Cawangan Jalan Duta		[Icons]
540511015771	A Karim Bin A Bakar	540511015771	Cawangan Johor Bahru	a.karim@hasil.gov.my	[Icons]
571010087074	A'anun Binti Abdullah	571010087074	Cawangan Wangsa Maju	aanun@hasil.gov.my	[Icons]
590329085322	A'isah Binti Ideris	590329085322	Pusat Pemprosesan	aisah.i@hasil.gov.my	[Icons]
630330115123	A. Azmi Bin Mohamad	630330115123	Cawangan Klang	a.azmi@hasil.gov.my	[Icons]
690213065133	A. Khalil Fadzil Bin Lebai Abdul Mustalib	690213065133	Cawangan Siasatan Kota Bharu	a.khalilfadzi@hasil.gov.my	[Icons]
570504115173	Ab Aziz Bin Abas	570504115173	Cawangan Siasatan Putrajaya	ab_azizabas@hasil.gov.my	[Icons]

At the bottom of the table are buttons for 'Delete Selected' and 'Add New'. Below the table, it says 'Showing 1 to 10 of 11,035 entries'. At the bottom right, there are navigation buttons: '-- First', '-- Previous', '1', '2', '3', '4', '5', 'Next --', and 'Last --'.

23. Klik *Add New* untuk menambah pengguna.

The screenshot shows the 'List of Users' page. On the left is a navigation menu with 'MANAGEMENT' items: Users, Faculties, Courses, Modules, and Sessions. The main content area has a breadcrumb 'Home / User' and tabs for 'List of Users', 'List of New Users', and 'User Groups'. Below the tabs, there's a 'records per page' dropdown set to '10' and a search box. A table lists users with columns: Username, Name, New IC Number, Branch, and Email. Each row has three action icons (edit, delete, refresh). At the bottom of the table, there are 'Delete Selected' and 'Add New' buttons. The 'Add New' button is highlighted with a red box. Below the table, it says 'Showing 1 to 10 of 11,035 entries' and a pagination control with buttons for 'First', 'Previous', '1', '2', '3', '4', '5', 'Next', and 'Last'.

	Username	Name	New IC Number	Branch	Email	
<input type="checkbox"/>	620101036078	'Adilah Binti Ismail	620101036078	Pusat Pemprosesan	adilah_ismail@hasil.gov.my	
<input type="checkbox"/>	840813086369	'Ammar Yasir Bin Ibrahim	840813086369	Cawangan Jalan Duta		
<input type="checkbox"/>	540511015771	A Karim Bin A Bakar	540511015771	Cawangan Johor Bahru	a.karim@hasil.gov.my	
<input type="checkbox"/>	571010087074	A'anun Binti Abdullah	571010087074	Cawangan Wangsa Maju	aanun@hasil.gov.my	
<input type="checkbox"/>	590329085322	A'isah Binti Ideris	590329085322	Pusat Pemprosesan	aisah.i@hasil.gov.my	
<input type="checkbox"/>	630330115123	A. Azmi Bin Mohamad	630330115123	Cawangan Klang	a.azmi@hasil.gov.my	
<input type="checkbox"/>	690213065133	A. Khalif Fadzli Bin Lebai Abdul Mustalib	690213065133	Cawangan Siasatan Kota Bharu	a.khalifadzl@hasil.gov.my	
<input type="checkbox"/>	570504115173	Ab Aziz Bin Abas	570504115173	Cawangan Siasatan Putrajaya	ab_azizabas@hasil.gov.my	

24. Skrin berikut akan dipaparkan.

The screenshot shows the 'Add New User' form. The left navigation menu includes 'MANAGEMENT' items: Branches, Users, Units, Courses, Modules, and Business Events. The main content area has tabs for 'List of Users', 'List of New Users', and 'User Groups'. The form fields are: Title (text input), Name* (text input), Staff ID (text input with a search button 'Search in Active Directory'), New IC Number (text input with radio buttons for 'New IC Number', 'Military ID', 'PoliceID', and 'Passport'), Old IC Number (text input), Username (text input with value '10023113'), Password* (text input), and Branch (dropdown menu with 'Select a branch'). The right navigation menu includes 'My Report Card', 'TRAINER MENU' (My e-Contents, My Question Bank, Manage My Assessments, My Offline Assignments), 'REPORT MENU' (Course Report Card, Progress Report), and 'MY TASKS' (e-Contents, Offline Assignment).

25. Untuk daftar Pengguna yang sedia ada di dalam *Active Directory*, sila masukkan maklumat *Staff ID* dan tekan butang *Search in Active Directory*.

List of Users List of New Users User Groups

Title	<input type="text"/>
Name *	<input type="text"/>
Staff ID	<input type="text" value="10023113"/> <input type="button" value="Search in Active Directory"/>
New IC Number	<input type="text"/> <input checked="" type="radio"/> New IC Number <input type="radio"/> Military ID <input type="radio"/> PoliceID <input type="radio"/> Passport
Old IC Number	<input type="text"/>
Username	<input type="text" value="10023113"/>
Password *	<input type="text"/>

26. Jika maklumat Pengguna ada di dalam *Active Directory*, semua maklumat asas berikut akan terisi secara automatik.

List of Users List of New Users User Groups

Title	<input type="text"/>
Name *	<input type="text" value="Abd Walid Abd Samad"/>
Staff ID	<input type="text" value="10023113"/> <input type="button" value="Search in Active Directory"/>
New IC Number	<input type="text"/> <input checked="" type="radio"/> New IC Number <input type="radio"/> Military ID <input type="radio"/> PoliceID <input type="radio"/> Passport
Old IC Number	<input type="text"/>
Username	<input type="text" value="10023113"/>
Password *	<input type="text" value="*****"/>
Branch	<input type="text" value="Select a branch"/>
Select a job	<input type="text" value="Select a job"/>
Email *	<input type="text" value="walid@tnb.com.my"/>

27. Jika maklumat Pengguna tiada di dalam *Active Directory*, sila isikan maklumat-maklumat seperti *Title*, *Name*, *New IC Number*, *Old IC Number*, *Password*, *Branch*, *Select a Job*, *Staff ID*, *Email*, *User Groups* dan *Status*. Medan bertanda (*) wajib diisi. Setelah selesai isi, tekan butang *Create New*.




The screenshot shows a web interface for creating a new user. The page title is "Home / User". There are three tabs: "List of Users", "List of New Users", and "User Groups". The "List of New Users" tab is active. The form contains the following fields:

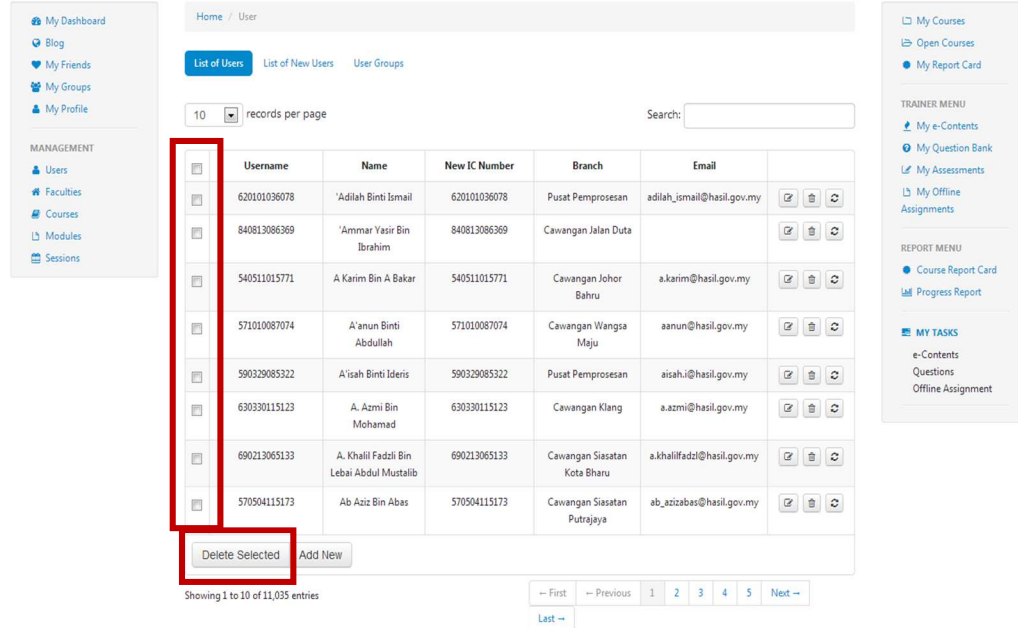
- Title
- Name *
- New IC Number *
 - New IC Number
 - Military ID
 - PoliceID
 - Passport
- Old IC Number
- Username
- Password *
- Branch (dropdown menu)
- Select a job (dropdown menu)
- Staff ID
- Email *
- User Groups * (dropdown menu)
- Status * (dropdown menu, currently set to ACTIVE)

At the bottom of the form, there are three buttons: "Back to List", "Reset", and "Create New". The "Create New" button is highlighted with a red box.

28. Mesej berjaya akan dipaparkan.




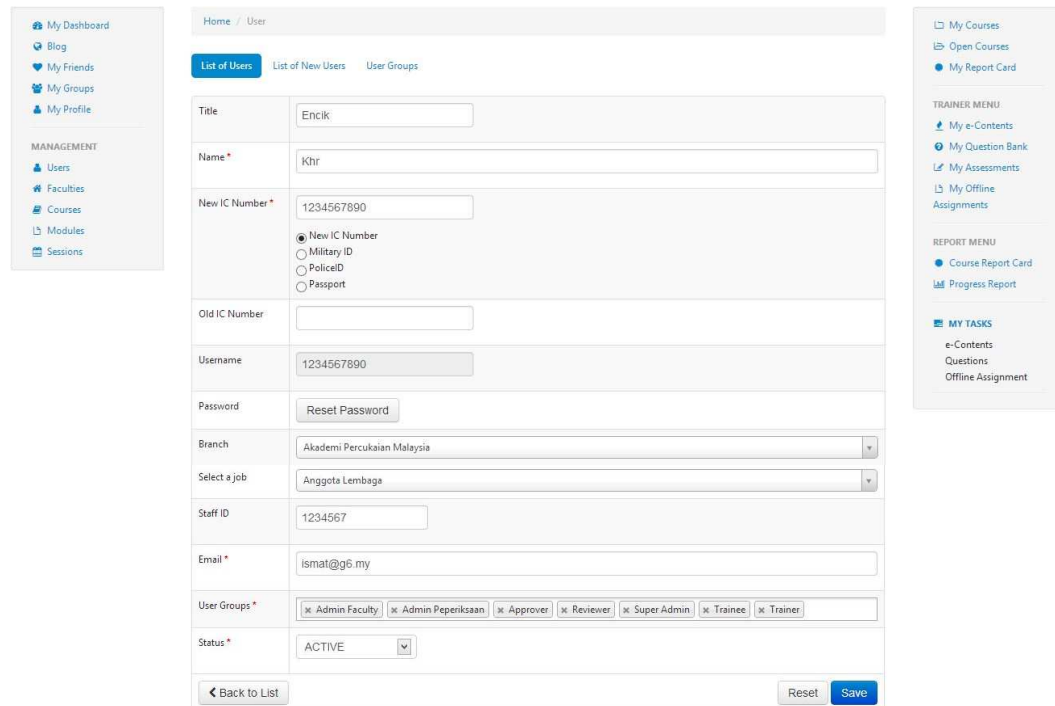
29. Klik  untuk mengubah maklumat pengguna. Klik  untuk reset sesi pengguna. Klik  untuk membuang pengguna. Anda boleh *delete* lebih daripada satu dengan *tick* di *checkbox* dan tekan butang *Delete Selected*.



The screenshot shows the 'List of Users' page. A table lists user details including Username, Name, New IC Number, Branch, and Email. Each row has a checkbox on the left and three action icons (edit, refresh, delete) on the right. A red box highlights the checkboxes and the 'Delete Selected' button at the bottom of the table. The page also includes a search bar, a 'records per page' dropdown, and navigation controls.

<input type="checkbox"/>	Username	Name	New IC Number	Branch	Email			
<input type="checkbox"/>	620101036078	'Adilah Binti Ismail	620101036078	Pusat Pemprosesan	adilah_ismail@hasil.gov.my			
<input type="checkbox"/>	840813086369	'Ammar Yasir Bin Ibrahim	840813086369	Cawangan Jalan Duta				
<input type="checkbox"/>	540511015771	A Karim Bin A Bakar	540511015771	Cawangan Johor Bahru	a.karim@hasil.gov.my			
<input type="checkbox"/>	571010087074	A'anun Binti Abdullah	571010087074	Cawangan Wangsa Maju	aanun@hasil.gov.my			
<input type="checkbox"/>	590329085322	A'isah Binti Ideris	590329085322	Pusat Pemprosesan	aisah.i@hasil.gov.my			
<input type="checkbox"/>	630330115123	A. Azmi Bin Mohamed	630330115123	Cawangan Klang	a.azmi@hasil.gov.my			
<input type="checkbox"/>	690213065133	A. Khalil Fadzli Bin Lebai Abdul Mustalib	690213065133	Cawangan Siasatan Kota Bharu	a.khalilfadli@hasil.gov.my			
<input type="checkbox"/>	570504115173	Ab Aziz Bin Abas	570504115173	Cawangan Siasatan Putrajaya	ab_azizabas@hasil.gov.my			

30. Sekiranya butang  ditekan, skrin berikut akan dipaparkan.



The screenshot shows the 'Add New User' form. It contains several input fields: Title, Name, New IC Number (with radio buttons for New IC Number, Military ID, PoliceID, and Passport), Old IC Number, Username, Password (with a 'Reset Password' button), Branch, Select a job, Staff ID, Email, User Groups (with checkboxes for Admin Faculty, Admin Peperiksaan, Approver, Reviewer, Super Admin, Trainee, and Trainer), and Status. The form has a 'Back to List' button and 'Reset' and 'Save' buttons at the bottom.

31. Sila ubah maklumat yang anda mahu dan tekan butang *Save*.

The screenshot displays a user management interface. On the left is a navigation menu with sections like 'My Dashboard', 'MANAGEMENT', 'TRAINER MENU', 'REPORT MENU', and 'MY TASKS'. The main content area shows a form for editing a user profile. The form fields include:

- Title: Encik
- Name*: Khr
- New IC Number*: 1234567890 (with radio buttons for New IC Number, Military ID, PoliceID, and Passport)
- Old IC Number: (empty)
- Username: 1234567890
- Password: (with a 'Reset Password' button)
- Branch: Akademi Percukalan Malaysia
- Select a job: Anggota Lembaga
- Staff ID: 1234567
- Email*: ismat@g6.my
- User Groups*: (with checkboxes for Approver, Reviewer, Super Admin, Trainee, and Trainer)
- Status*: ACTIVE

At the bottom of the form, there are buttons for 'Back to List', 'Reset', and 'Save'. The 'Save' button is highlighted with a red rectangular box.

32. Mesej berjaya akan dipaparkan.



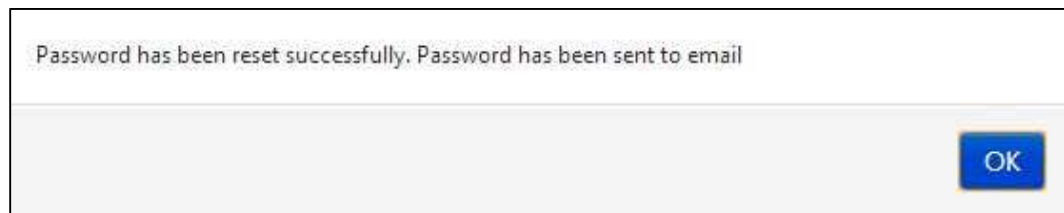
33. Untuk reset katalaluan pengguna, klik *Reset Password*.

The screenshot displays a user management form with the following fields and options:

- Title: Encik
- Name*: Khir
- New IC Number*: 1234567890
 - New IC Number
 - Military ID
 - PoliceID
 - Passport
- Old IC Number: (empty)
- Username: 1234567890
- Password: (empty) **Reset Password** (button highlighted in red)
- Branch: Akademi Percubaan Malaysia
- Select a job: Anggota Lembaga
- Staff ID: 1234567
- Email*: ismat@g6.my
- User Groups*: Admin Faculty Admin Peperiksaan Approver Reviewer Super Admin Trainee Trainer
- Status*: ACTIVE

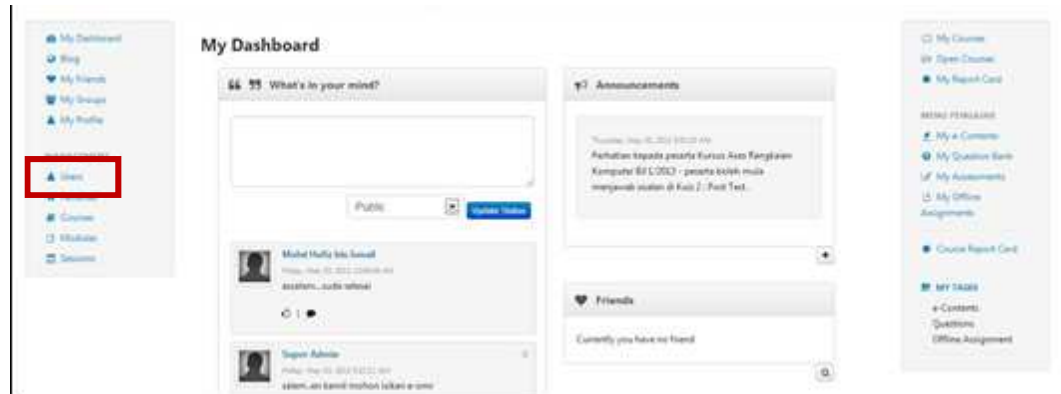
Navigation buttons: < Back to List, Reset, Save

34. Mesej berjaya akan dipaparkan.



E. Pengguna Baru

1. Klik *Users* untuk melihat senarai pengguna.



2. Skrin berikut akan dipaparkan.

The screenshot displays the 'List of Users' page. The page has a breadcrumb 'Home / User' and navigation tabs for 'List of Users', 'List of New Users', and 'User Groups'. The 'List of Users' tab is active. Below the navigation, there is a 'records per page' dropdown set to '10' and a search box. The main content is a table with columns for Username, Name, New IC Number, Branch, and Email. Each row includes a checkbox and three action icons (edit, delete, refresh). At the bottom, there are buttons for 'Delete Selected' and 'Add New', and a pagination control showing 'Showing 1 to 10 of 11,035 entries'.




Username	Name	New IC Number	Branch	Email
620101036078	'Adilah Binti Ismail	620101036078	Pusat Pemprosesan	adilah_ismail@hasil.gov.my
840813086369	'Ammar Yasir Bin Ibrahim	840813086369	Cawangan Jalan Duta	
540511015771	A Karim Bin A Bakar	540511015771	Cawangan Johor Bahru	a.karim@hasil.gov.my
571010087074	A'anun Binti Abdullah	571010087074	Cawangan Wangsa Maju	aanun@hasil.gov.my
590329085322	A'isah Binti Ideris	590329085322	Pusat Pemprosesan	aisah.i@hasil.gov.my
630330115123	A. Azmi Bin Mohamad	630330115123	Cawangan Klang	a.azmi@hasil.gov.my
690213065133	A. Khalil Fadzli Bin Lebai Abdul Mustalib	690213065133	Cawangan Siasatan Kota Bharu	a.khalilfadzi@hasil.gov.my
570504115173	Ab Aziz Bin Abas	570504115173	Cawangan Siasatan Putrajaya	ab_azizabas@hasil.gov.my

3. Klik *List of New Users* untuk melihat pengguna baru dan senarai berikut akan dipaparkan.

Home / New User




List of Users **List of New Users** User Groups

10 records per page Search:

Name	New IC Number	Email	
Muhammad Abu	937467484757	a@yahoo.com	  

Showing 1 to 1 of 1 entries




← First ← Previous 1 Next → Last →

4. Klik  untuk melihat maklumat-maklumat pengguna. Klik  untuk *approve* pengguna dan pengguna tersebut boleh login. Klik  untuk *reject* pengguna.

Home / New User

List of Users **List of New Users** User Groups

10 records per page Search:

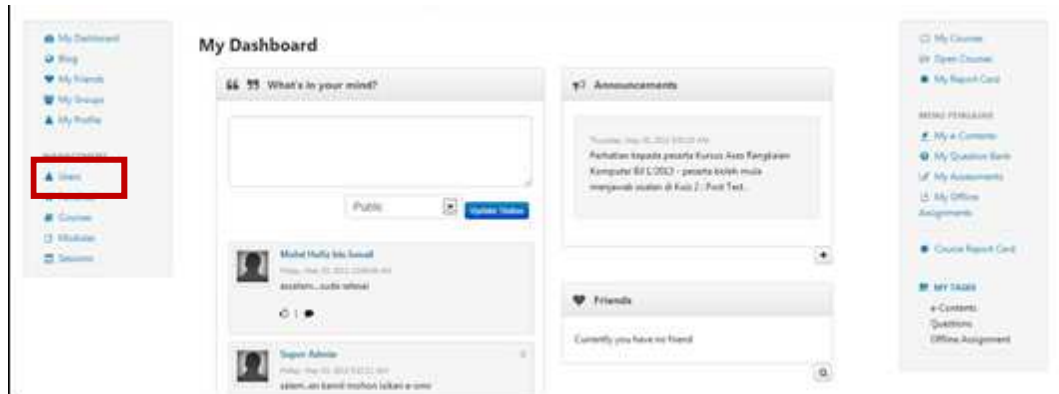
Name	New IC Number	Email	
Muhammad Abu	937467484757	a@yahoo.com	  

Showing 1 to 1 of 1 entries

← First ← Previous 1 Next → Last →

F. Kumpulan Pengguna

1. Klik *Users* untuk melihat senarai pengguna.



2. Skrin berikut akan dipaparkan.

The screenshot displays the 'List of Users' page. The page has a breadcrumb 'Home / User' and navigation links for 'List of Users', 'List of New Users', and 'User Groups'. A search bar and a 'records per page' dropdown (set to 10) are visible. The main content is a table with columns for Username, Name, New IC Number, Branch, and Email. Each row includes action icons for edit, delete, and refresh. At the bottom, there are buttons for 'Delete Selected' and 'Add New', and a pagination control showing 'Showing 1 to 10 of 11,035 entries'.

Username	Name	New IC Number	Branch	Email
620101036078	'Adilah Binti Ismail	620101036078	Pusat Pemprosesan	adilah_ismail@hasil.gov.my
840813086369	'Ammar Yasir Bin Ibrahim	840813086369	Cawangan Jalan Duta	
540511015771	A Karim Bin A Bakar	540511015771	Cawangan Johor Bahru	a.karim@hasil.gov.my
571010087074	A'anun Binti Abdullah	571010087074	Cawangan Wangsa Maju	aanun@hasil.gov.my
590329085322	A'isah Binti Ideris	590329085322	Pusat Pemprosesan	aisah.i@hasil.gov.my
630330115123	A. Azmi Bin Mohamad	630330115123	Cawangan Klang	a.azmi@hasil.gov.my
690213065133	A. Khalil Fadzli Bin Lebai Abdul Mustalib	690213065133	Cawangan Siasatan Kota Bharu	a.khalilfadzi@hasil.gov.my
570504115173	Ab Aziz Bin Abas	570504115173	Cawangan Siasatan Putrajaya	ab_azizabas@hasil.gov.my

3. Klik *User Groups* untuk melihat kumpulan pengguna dan senarai berikut akan dipaparkan.

Home / User

List of Users List of New Users **User Groups**

Super Admin Director Admin Faculty Admin HEP Admin Peperiksaan Reviewer Approver Trainer

10 records per page Search:

	Name	New IC Number	Branch	Email	
<input type="checkbox"/>	Norshahidah Binti Hj Lateh @ Hj Abd Latiff	720406026004	Bahagian Aplikasi Automasi Pejabat	shahidah@hasil.gov.my	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Rahimah Binti Abdul Latiff	630801065354	Bahagian Aplikasi Automasi Pejabat	rahimah@hasil.gov.my	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Salmah Binti Kasim	591112025542	Jabatan Undang-Undang	salmahk@hasil.gov.my	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Super Admin	1234567890	Akademi Percukaian Malaysia	a@yahoo.com	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	System Admin	admin1234	Akademi Percukaian Malaysia	admin@abc.com	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Wan Zulkifli Bin Wan Ali	720717115063	Pusat Latihan & Pembangunan ICT	wanzul@hasil.gov.my	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Zuraidah Bt. Mohamed Zin	580701036000	Pusat Latihan Undang- Undang	zuraidah@hasil.gov.my	<input type="checkbox"/> <input type="checkbox"/>

Delete Selected Add New

Showing 11 to 17 of 17 entries

– First – Previous 1 2 Next – Last –

4. Anda boleh *Edit* dan *Delete* pengguna sama seperti di *List of User*.

Home / User

List of Users List of New Users **User Groups**

Super Admin Director Admin Faculty Admin HEP Admin Peperiksaan Reviewer Approver Trainer

10 records per page Search:

	Name	New IC Number	Branch	Email	
<input type="checkbox"/>	Norshahidah Binti Hj Lateh @ Hj Abd Latiff	720406026004	Bahagian Aplikasi Automasi Pejabat	shahidah@hasil.gov.my	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Rahimah Binti Abdul Latiff	630801065354	Bahagian Aplikasi Automasi Pejabat	rahimah@hasil.gov.my	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Salmah Binti Kasim	591112025542	Jabatan Undang-Undang	salmahk@hasil.gov.my	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Super Admin	1234567890	Akademi Percukaian Malaysia	a@yahoo.com	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	System Admin	admin1234	Akademi Percukaian Malaysia	admin@abc.com	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Wan Zulkifli Bin Wan Ali	720717115063	Pusat Latihan & Pembangunan ICT	wanzul@hasil.gov.my	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Zuraidah Bt. Mohamed Zin	580701036000	Pusat Latihan Undang- Undang	zuraidah@hasil.gov.my	<input type="checkbox"/> <input type="checkbox"/>

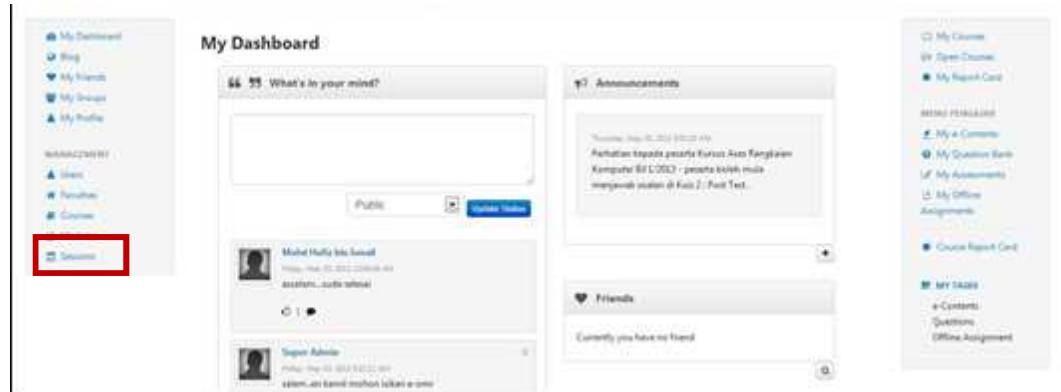
Delete Selected Add New

Showing 11 to 17 of 17 entries

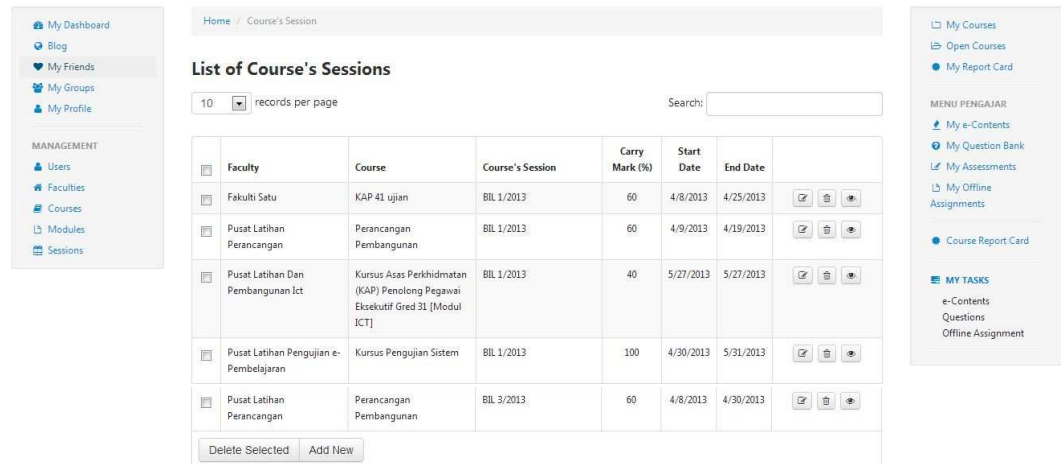
– First – Previous 1 2 Next – Last –

G.Sesi Kursus

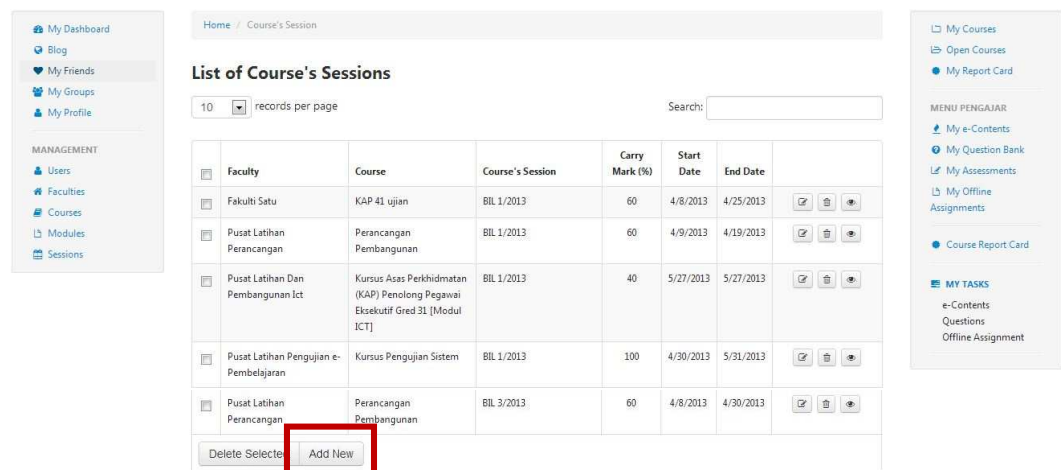
35. Klik *Sessions* untuk melihat senarai sesi kursus.



36. Skrin berikut akan dipaparkan.



37. Klik *Add New* untuk menambah sesi kursus.



38. Skrin berikut akan dipaparkan.

The screenshot shows the 'Create Course's Session' form. It features a left sidebar with navigation links like 'My Dashboard', 'Blog', 'My Friends', 'My Groups', 'My Profile', and 'MANAGEMENT' (Users, Faculties, Courses, Modules, Sessions). The main form area has the following fields:

- Faculty ***: Select a Faculty (dropdown)
- Course ***: Select a Course (dropdown)
- Course's Session Name ***: Semester (dropdown: 1) and Year (dropdown: 2013)
- Carry Mark (%) ***: A table with columns for 'Assessments', 'Offline Assignment', and 'TOTAL', each with a percentage input field (0 %).
- Start Date - End Date ***: A date range input field.



At the bottom of the form, there are buttons for 'Back to List', 'Reset', and 'Create New'. A right sidebar contains 'MENU PENGAJAR' (My e-Contents, My Question Bank, My Assessments, My Offline Assignments) and 'MY TASKS' (e-Contents, Questions, Offline Assignment).

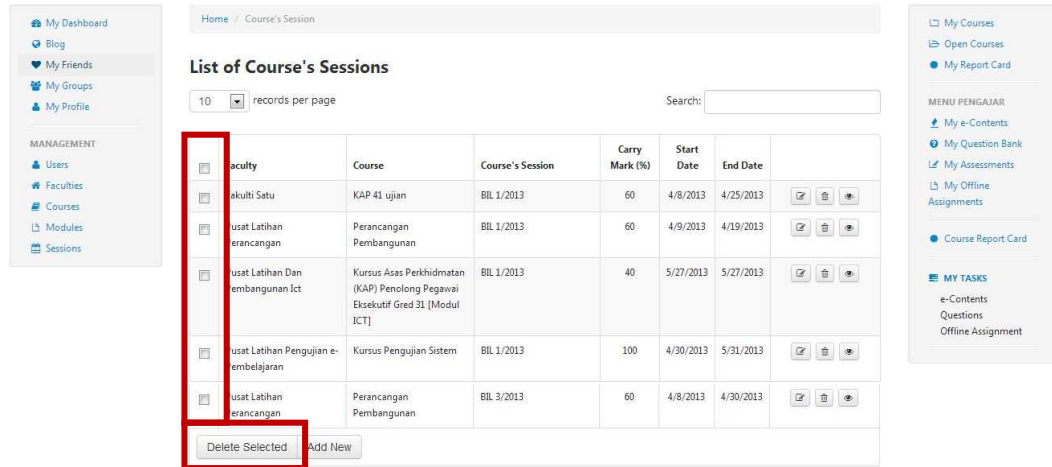
39. Sila isikan maklumat-maklumat seperti *Faculty*, *Course*, *Course Session Name*, *Carry Mark* dan *Start Date – End Date*. *Add Criteria* adalah untuk memberi markah selain daripada *Assessment* dan *Offline Assignment*. Contohnya seperti markah kehadiran dan sebagainya. Medan bertanda (*) wajib diisi. Setelah selesai isi, tekan butang *Create New*.

This screenshot is identical to the one above, showing the 'Create Course's Session' form with its various input fields and navigation options.

40. Mesej berjaya akan dipaparkan.

The screenshot shows a success message dialog box with the text "Course's session has been created successfully" and an "OK" button.

41. Klik  untuk mengubah maklumat module. Klik  untuk membuang module. Anda boleh *delete* lebih daripada satu dengan *tick* di *checkbox* dan tekan butang *Delete Selected*.




Home / Course's Session

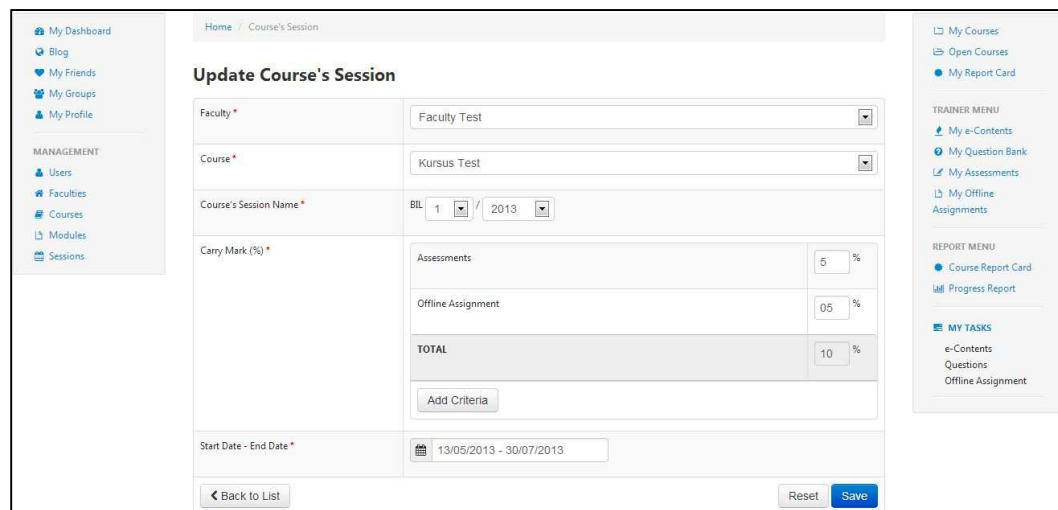
List of Course's Sessions

10 records per page Search:

<input type="checkbox"/>	Faculty	Course	Course's Session	Carry Mark (%)	Start Date	End Date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	akulti Satu	KAP 41 ujian	BIL 1/2013	60	4/8/2013	4/25/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	usat Latihan Perancangan	Perancangan Pembangunan	BIL 1/2013	60	4/9/2013	4/19/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	usat Latihan Dan pembangunan Ict	Kursus Asas Perkhidmatan (KAP) Penolong Pegawai Eksekutif Gred 31 [Modul ICT]	BIL 1/2013	40	5/27/2013	5/27/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	usat Latihan Pengujian e- pembelajaran	Kursus Pengujian Sistem	BIL 1/2013	100	4/30/2013	5/31/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	usat Latihan Perancangan	Perancangan Pembangunan	BIL 3/2013	60	4/8/2013	4/30/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Delete Selected Add New

42. Sekiranya butang  ditekan, skrin berikut akan dipaparkan.



Home / Course's Session

Update Course's Session

Faculty * Faculty Test

Course * Kursus Test

Course's Session Name * BIL 1 / 2013

Carry Mark (%) *

Assessments	5 %
Offline Assignment	05 %
TOTAL	10 %

Add Criteria

Start Date - End Date * 13/05/2013 - 30/07/2013

Back to List Reset Save

43. Sila ubah maklumat yang anda mahu dan tekan butang *Save*.

Home / Course's Session

Update Course's Session

Faculty * Faculty Test

Course * Kursus Test

Course's Session Name * BIL 1 / 2013

Carry Mark (%) *

Assessments	5 %
Offline Assignment	05 %
TOTAL	10 %

Add Criteria

Start Date - End Date * 13/05/2013 - 30/07/2013

Back to List Res **Save**

44. Mesej berjaya akan dipaparkan.













45. *Klik*  untuk melihat maklumat-maklumat sesi kursus.

Home / Course's Session

List of Course's Sessions

10 records per page Search:

Faculty	Course	Course's Session	Carry Mark (%)	Start Date	End Date	
Fakulti Satu	KAP 41 ujian	BIL 1/2013	60	4/8/2013	4/25/2013	
Pusat Latihan Perancangan	Perancangan Pembangunan	BIL 1/2013	60	4/9/2013	4/19/2013	  
Pusat Latihan Dan Pembangunan Ict	Kursus Asas Perkhidmatan (KAP) Penolong Pegawai Eksekutif Gred 31 [Modul ICT]	BIL 1/2013	40	5/27/2013	5/27/2013	  
Pusat Latihan Pengujian e-Pembelajaran	Kursus Pengujian Sistem	BIL 1/2013	100	4/30/2013	5/31/2013	  

46. Skrin berikut akan dipaparkan.

The screenshot displays a web application interface for a course session. The main content area shows a table with the following data:

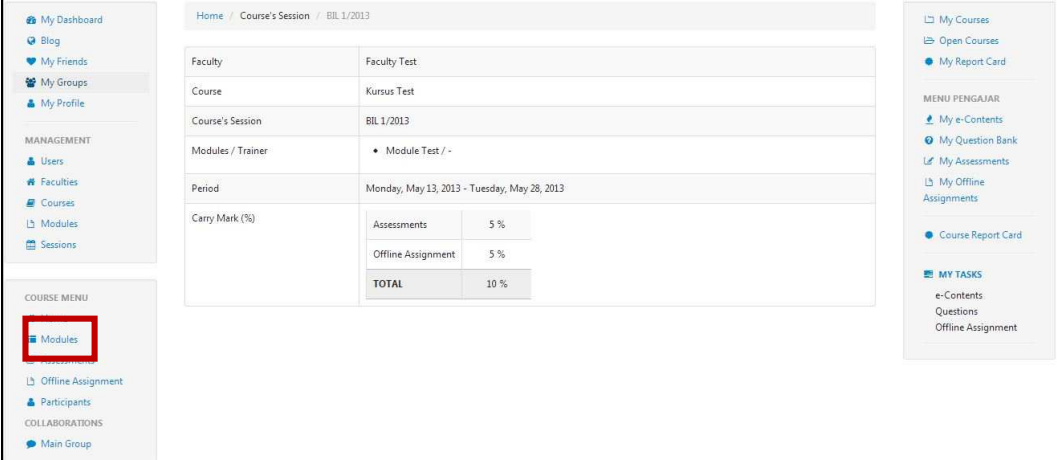
Faculty	Faculty Test	
Course	Kursus Test	
Course's Session	BIL 1/2013	
Modules / Trainer	• Module Test / -	
Period	Monday, May 13, 2013 - Tuesday, May 28, 2013	
Carry Mark (%)	Assessments	5 %
	Offline Assignment	5 %
	TOTAL	10 %

The interface includes a left sidebar with navigation options: My Dashboard, Blog, My Friends, My Groups, My Profile, MANAGEMENT (Users, Faculties, Courses, Modules, Sessions), COURSE MENU (Home, Modules, Assessments, Offline Assignment, Participants), and COLLABORATIONS (Main Group). The right sidebar contains MENU PENGAJAR (My Courses, Open Courses, My Report Card) and MY TASKS (e-Contents, Questions, Offline Assignment).

H.Sesi Kursus (*View*)

1. Modul (*Module*)

a. Klik *Modules* untuk melihat senarai modul.



Home / Course's Session / BIL 1/2013

Faculty	Faculty Test	
Course	Kursus Test	
Course's Session	BIL 1/2013	
Modules / Trainer	• Module Test / -	
Period	Monday, May 13, 2013 - Tuesday, May 28, 2013	
Carry Mark (%)	Assessments	5 %
	Offline Assignment	5 %
	TOTAL	10 %

My Dashboard
Blog
My Friends
My Groups
My Profile

MANAGEMENT
Users
Faculties
Courses
Modules
Sessions

COURSE MENU
Modules
Offline Assignment
Participants

COLLABORATIONS
Main Group

My Courses
Open Courses
My Report Card

MENU PENGAJAR
My e-Contents
My Question Bank
My Assessments
My Offline Assignments

Course Report Card

MY TASKS
e-Contents
Questions
Offline Assignment

b. Skrin berikut akan dipaparkan.



Home / Course's Session / BIL 2/2013

Modules

- Module Test
- Module Test 2

My Dashboard
Blog
My Friends
My Groups
My Profile

MANAGEMENT
Users
Faculties
Courses
Modules
Sessions

COURSE MENU
Home
Modules
Assessments
Offline Assignment
Participants

COLLABORATIONS
Main Group

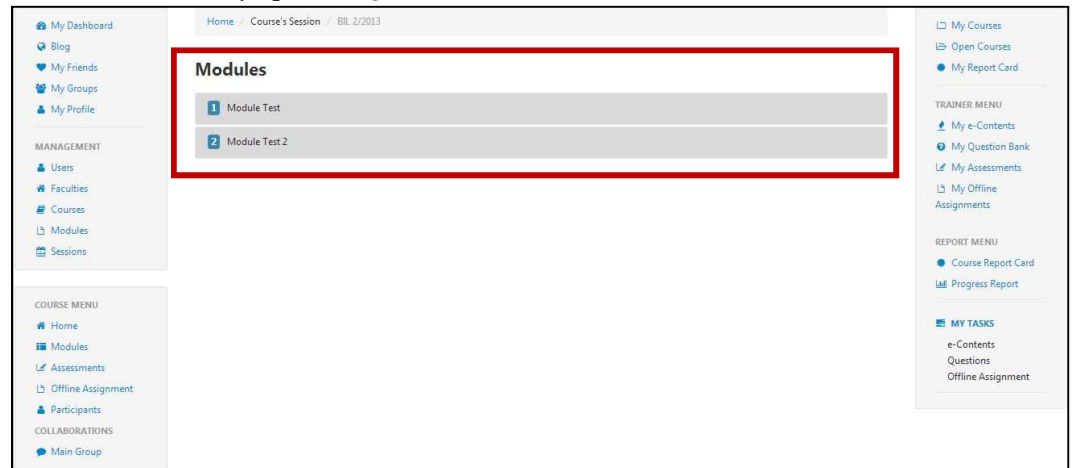
My Courses
Open Courses
My Report Card


TRAINER MENU
My e-Contents
My Question Bank
My Assessments
My Offline Assignments

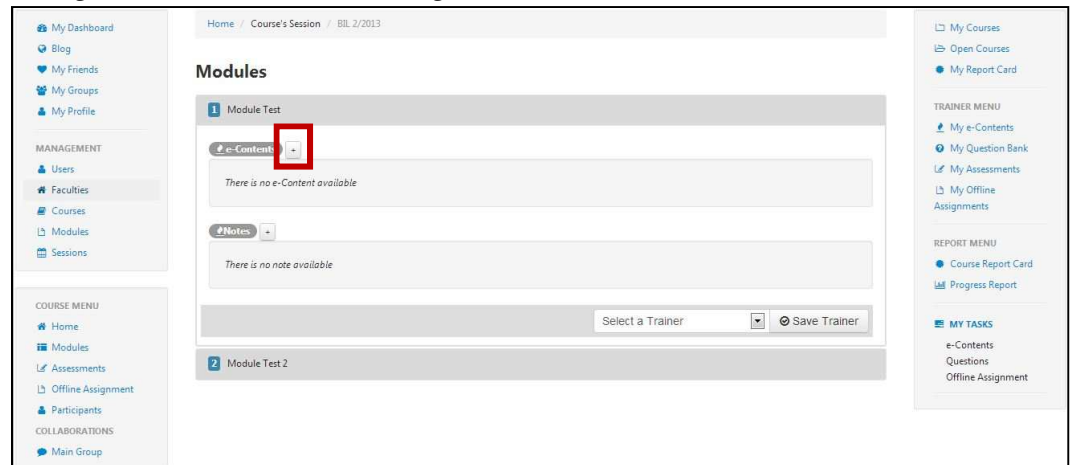
REPORT MENU
Course Report Card
Progress Report

MY TASKS
e-Contents
Questions
Offline Assignment


- c. Anda boleh menyusun modul – modul dengan *drag & drop* mengikut kemahuan anda. Contohnya anda mahu item nombor 2 menjadi item nombor 1, anda hanya perlu *drag* item nombor 2 ke item nombor 1.




- d. Sekiranya tiada e-Kandungan atau nota seperti gambarajah dibawah, Klik butang  untuk menambah kandungan.



e. Skrin berikut akan dipaparkan.

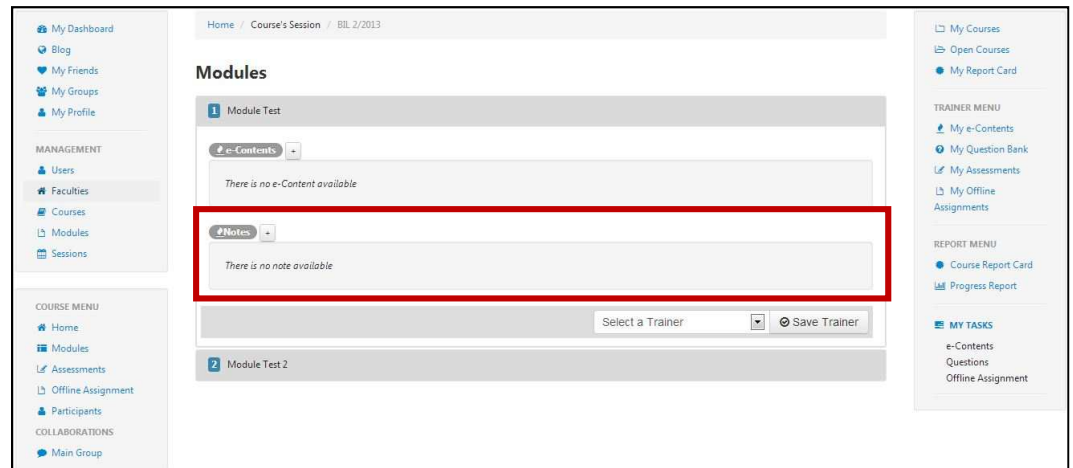
f. Klik  untuk menambah kandungan.

g. Setelah klik butang , senarai e-Kandungan akan dikemaskini. Gambarajah di bawah adalah contoh.

	Title	Time Spent	Progress
1	e-Content Test	-	0 %
2	e-Content Test 2	-	0 %

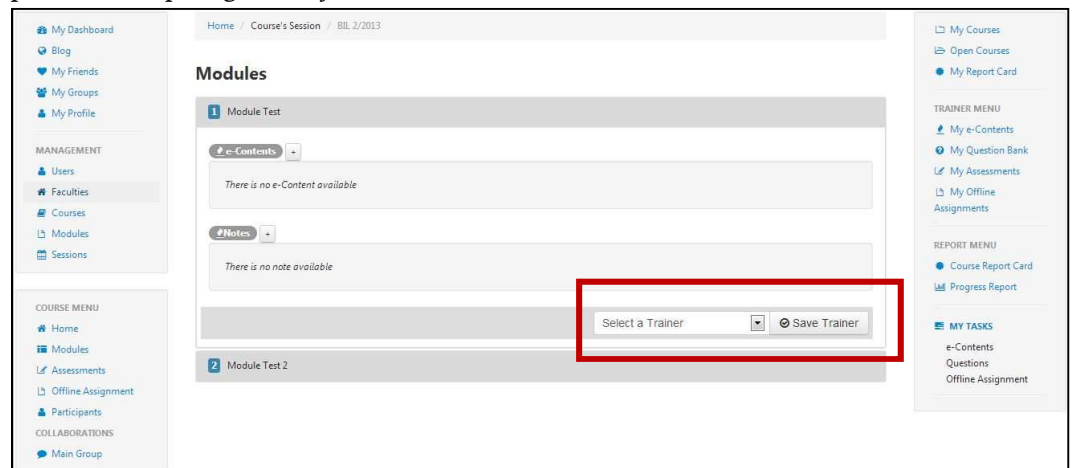
	Title
1	e-Content Note 1

- h. Untuk *Notes*, sila ulangi item d – g



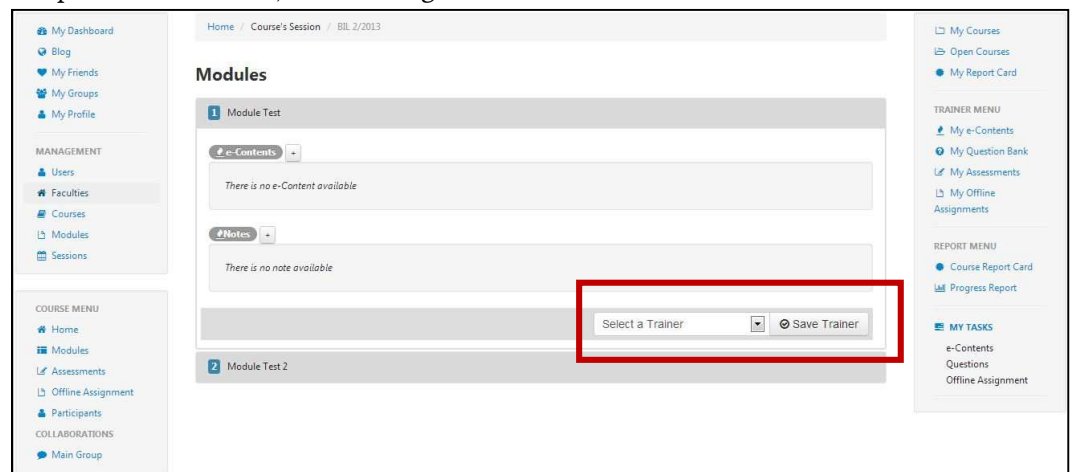
The screenshot shows the 'Modules' page in an LMS. The page has a breadcrumb trail: Home / Course's Session / BIL 2/2013. The main content area is titled 'Modules' and contains a list of modules. The first module is 'Module Test'. Below the module name, there are two tabs: 'e-Contents' and 'Notes'. The 'Notes' tab is selected and highlighted with a red box. Below the 'Notes' tab, there is a message: 'There is no note available'. At the bottom of the module card, there is a 'Select a Trainer' dropdown menu and a 'Save Trainer' button. The left sidebar contains navigation menus for 'MANAGEMENT', 'COURSE MENU', and 'COLLABORATIONS'. The right sidebar contains 'My Courses', 'TRAINER MENU', 'REPORT MENU', and 'MY TASKS'.

- i. Untuk menetapkan *trainer* pada sesuatu modul, klik pada *Select a Trainer* dan pilih *trainer* seperti gambarajah dibawah.



This screenshot is identical to the previous one, but the 'Select a Trainer' dropdown menu is highlighted with a red box. This indicates the next step in the process of assigning a trainer to the module.

- j. Selepas selesai memilih, tekan butang *Save Trainer*.



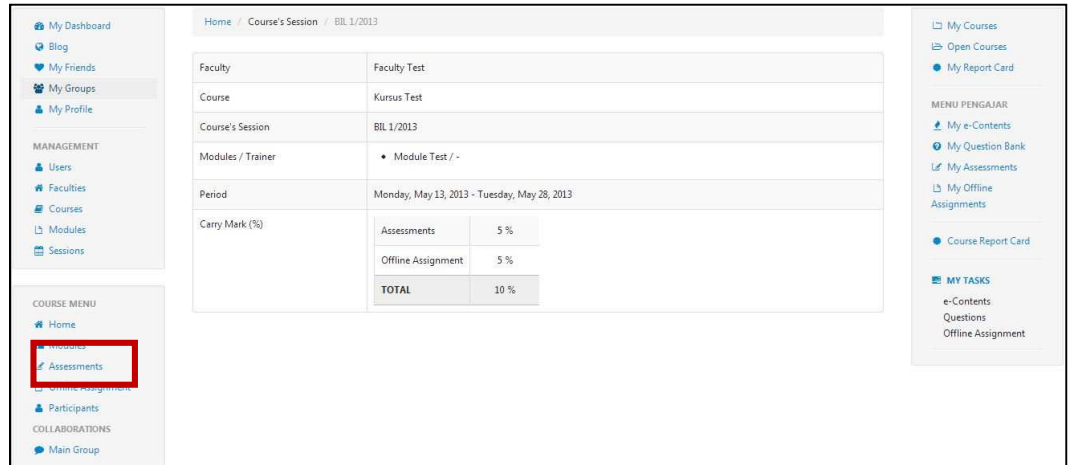
This screenshot is identical to the previous ones, but the 'Save Trainer' button is highlighted with a red box. This indicates the final step in the process of assigning a trainer to the module.

- k. Mesej berjaya akan dipaparkan.

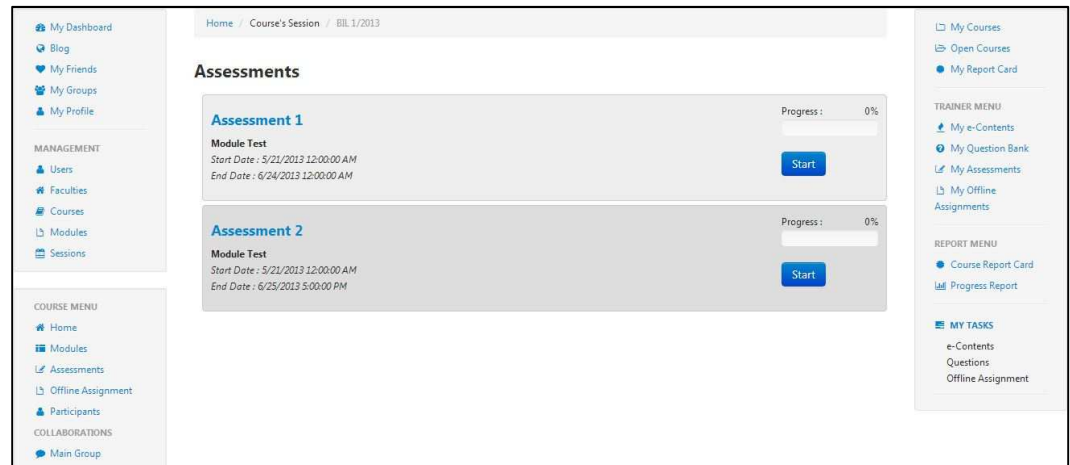


2. Ujian (*Assessment*)

- a. Klik *Assessment* untuk menjawab ujian.



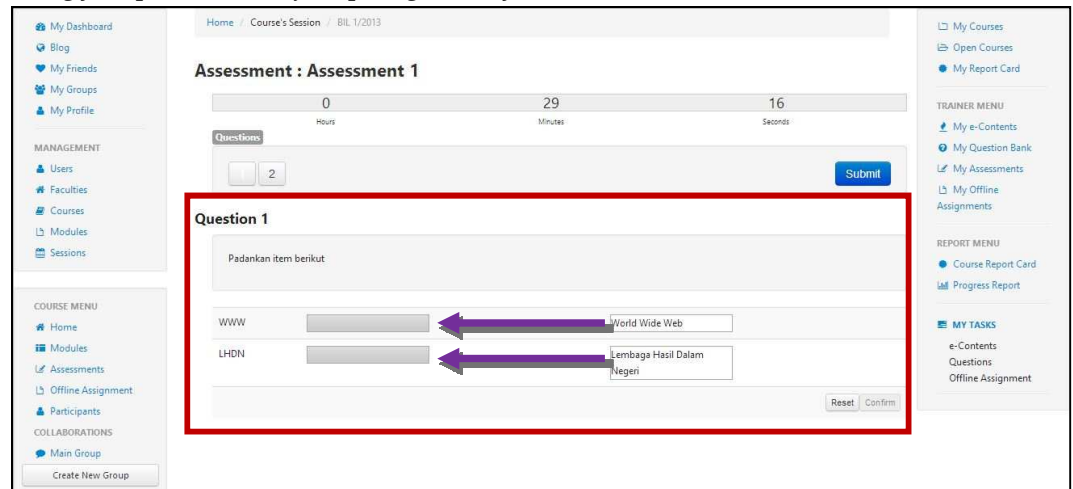
- b. Skrin berikut akan dipaparkan.



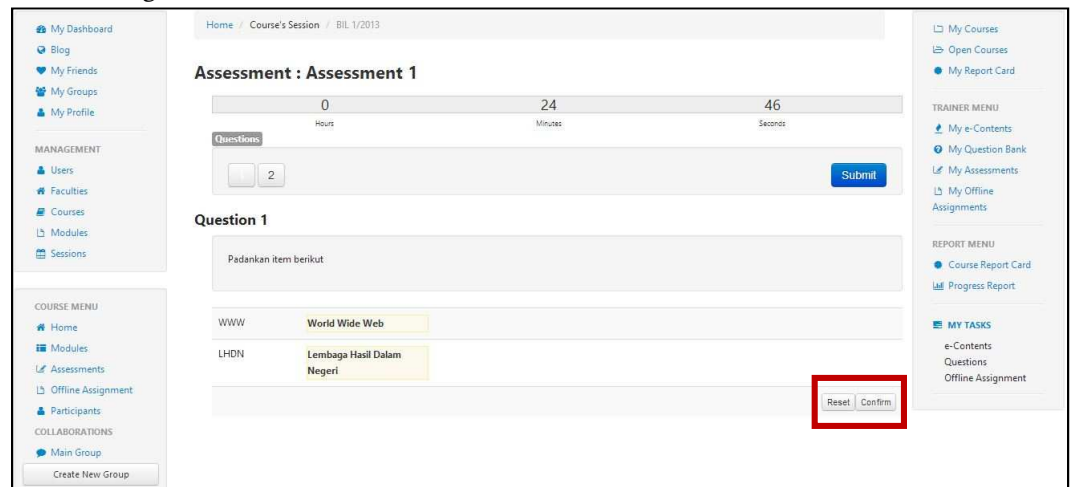
- c. Untuk mengambil ujian, klik *Start*.

- d. Skrin untuk menjawab soalan akan dipaparkan. Gambarajah di bawah adalah contoh.

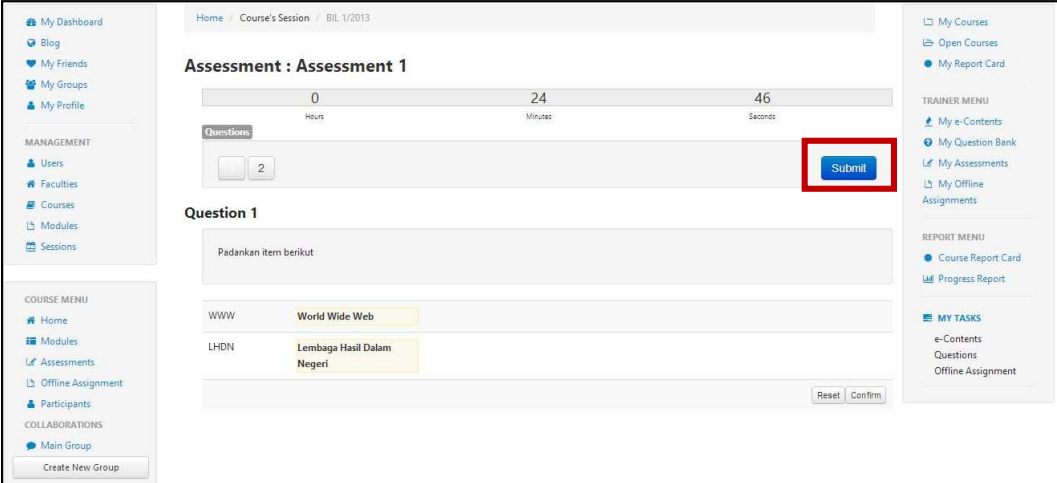
- e. Untuk soalan *Drag & Drop*, anda hanya perlu pilih jawapan dan *drag* di ruang jawapan. Contohnya seperti gambarajah di bawah.



- f. Selepas selesai menjawab, tekan butang *Confirm*. Sekiranya anda tidak menekan butang *Confirm*, jawapan tidak akan disimpan. Ini hanya untuk soalan *Drag & Drop*. Soalan selain daripada *Drag & Drop* tidak perlu menekan butang *Confirm*. Untuk menjawab semula soalan *Drag & Drop* tekan butang *Reset*.



- g. Setelah selesai menjawab kesemua soalan. Tekan *Submit*.

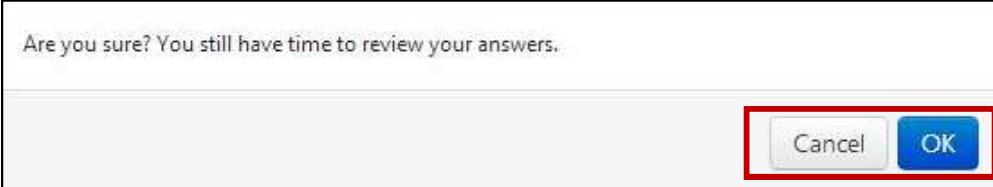


The screenshot shows the assessment interface. At the top, there is a breadcrumb trail: Home / Course's Session / BIL 1/2013. Below this, the title 'Assessment : Assessment 1' is displayed. A progress bar shows 0 Hours, 24 Minutes, and 46 Seconds. A 'Questions' section shows a count of 2. A blue 'Submit' button is highlighted with a red box. Below the progress bar, 'Question 1' is shown with the instruction 'Padankan item berikut'. A table with two rows is displayed:

WWW	World Wide Web
LHDN	Lembaga Hasil Dalam Negeri


At the bottom right of the question area, there are 'Reset' and 'Confirm' buttons. The interface includes a left sidebar with navigation options like 'My Dashboard', 'Blog', 'My Friends', 'My Groups', 'My Profile', 'MANAGEMENT', 'COURSE MENU', and 'COLLABORATIONS'. A right sidebar contains 'My Courses', 'Open Courses', 'My Report Card', 'TRAINER MENU', 'REPORT MENU', and 'MY TASKS'.

- h. Sekiranya anda masih mempunyai masa untuk menjawab, mesej berikut akan dipaparkan. Tekan *OK* untuk teruskan. Tekan *Cancel* untuk semak semula jawapan.



The screenshot shows a confirmation dialog box with the text: 'Are you sure? You still have time to review your answers.' At the bottom right, there are two buttons: 'Cancel' and 'OK'. The 'OK' button is highlighted with a red box.

- i. Mesej berjaya berserta keputusan akan dipaparkan.



The screenshot shows a success message dialog box with the text: 'Assessment submitted successfully' and 'Your result is 1 / 2'. At the bottom right, there is a blue 'OK' button.

- j. Anda boleh melihat semula jawapan yang betul dengan menekan butang *View*.

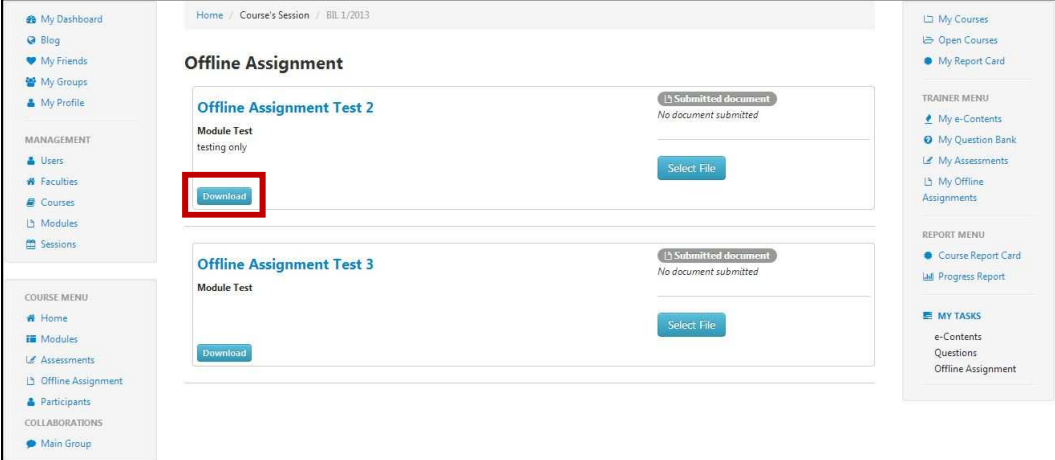
3. Tugas Luar Talian (*Offline Assignment*)

- a. Klik *Offline Assignment* untuk melihat tugas luar talian.

Faculty	Faculty Test	
Course	Kursus Test	
Course's Session	BIL 1/2013	
Modules / Trainer	• Module Test / -	
Period	Monday, May 13, 2013 - Tuesday, May 28, 2013	
Carry Mark (%)	Assessments	5 %
	Offline Assignment	5 %
	TOTAL	10 %

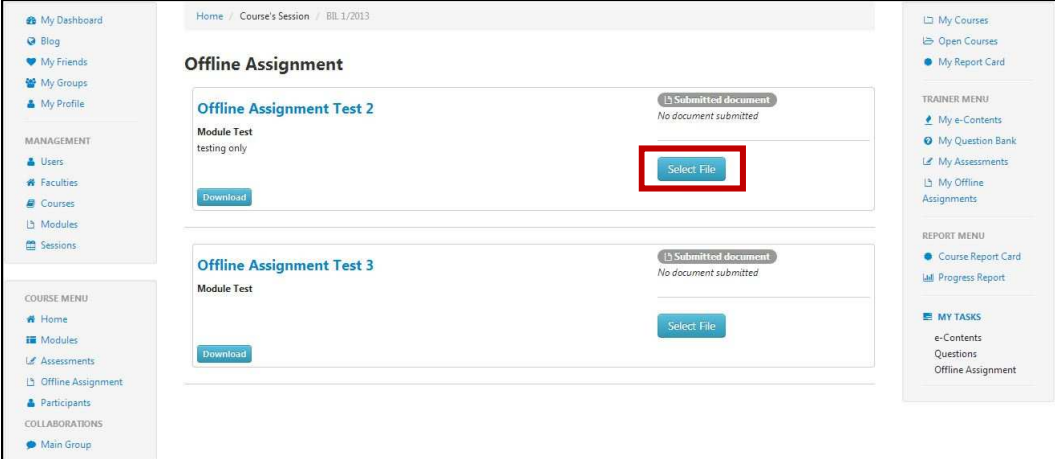
- b. Skrin berikut akan dipaparkan.

- c. Tekan *Download* untuk muat turun tugas luar talian.



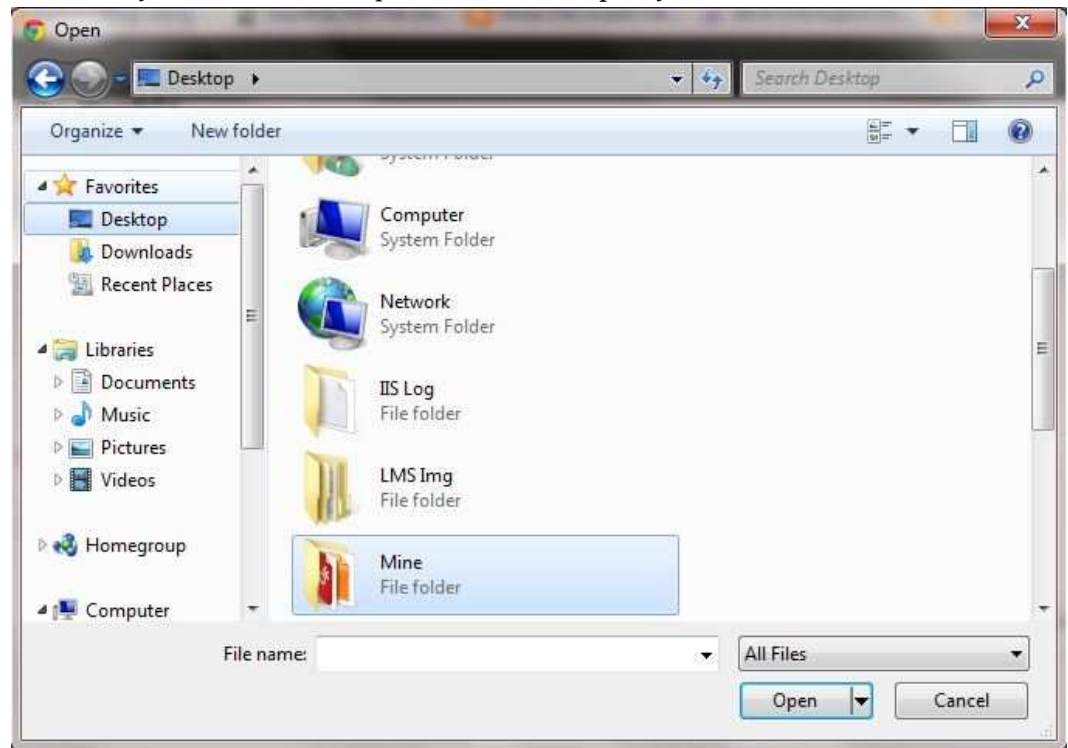
The screenshot displays the 'Offline Assignment' interface. On the left, there is a navigation menu with categories: My Dashboard, Blog, My Friends, My Groups, My Profile, MANAGEMENT (Users, Faculties, Courses, Modules, Sessions), COURSE MENU (Home, Modules, Assessments, Offline Assignment, Participants), and COLLABORATIONS (Main Group). The main content area is titled 'Offline Assignment' and shows two assignment cards. The first card, 'Offline Assignment Test 2', is for a 'Module Test' (testing only) and has a 'Submitted document' status of 'No document submitted'. A red box highlights the 'Download' button. The second card, 'Offline Assignment Test 3', is also for a 'Module Test' and has the same 'Submitted document' status, with its 'Download' button also visible. On the right side, there are three menu sections: 'My Courses' (Open Courses, My Report Card), 'TRAINER MENU' (My e-Contents, My Question Bank, My Assessments, My Offline Assignments), and 'REPORT MENU' (Course Report Card, Progress Report). At the bottom right, there is a 'MY TASKS' section with links for e-Contents, Questions, and Offline Assignment.

- d. Untuk muat naik jawapan, klik *Select File*.

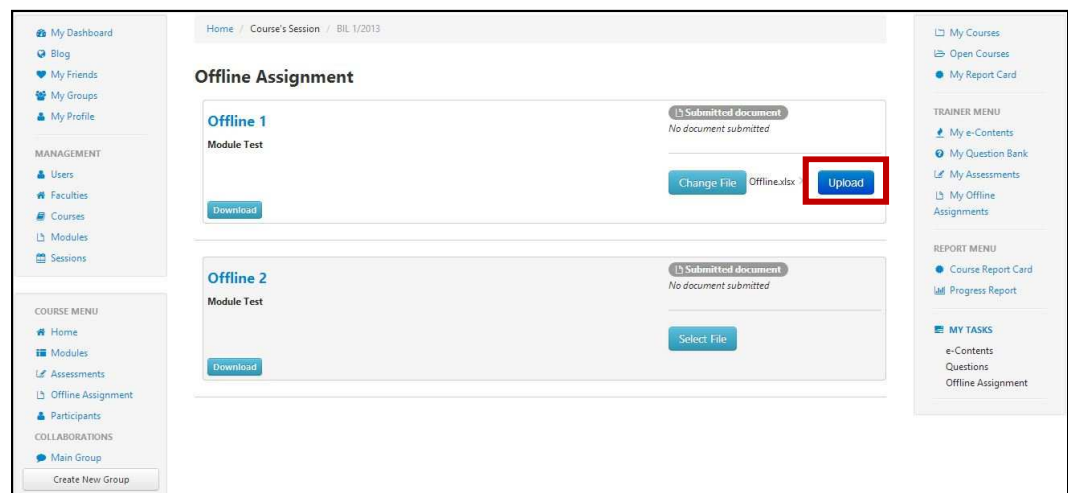


This screenshot is identical to the one above, showing the 'Offline Assignment' page. In this instance, a red box highlights the 'Select File' button for 'Offline Assignment Test 2', indicating the step for uploading an answer. The rest of the interface, including the navigation menu and other assignment cards, remains the same.

- e. Pilih lokasi *file* anda dan tekan *Open* atau *double click* pada *file* tersebut.



- f. Tekan *Upload* untuk muat naik jawapan dan tunggu sehingga proses muat naik selesai.



g. Skrin berikut akan dipaparkan.

4. Peserta (*Participant*)

a. Klik *Participants* untuk melihat senarai peserta-peserta yang terlibat.

Faculty	Faculty Test	
Course	Kursus Test	
Course's Session	BILL 1/2013	
Modules / Trainer	• Module Test / -	
Period	Monday, May 13, 2013 - Tuesday, May 28, 2013	
Carry Mark (%)	Assessments	5 %
	Offline Assignment	5 %
	TOTAL	10 %

b. Skrin berikut akan dipaparkan.

	Full Name	Branch	
<input type="checkbox"/>	Azlinda Putri Binti Azman	Bahagian Aplikasi Automasi Pejabat	<input type="checkbox"/>
<input type="checkbox"/>	Khr	Akademi Percukaian Malaysia	<input type="checkbox"/>
<input type="checkbox"/>	Noorhanwanie Binti Mohamed Nor	Bahagian Aplikasi Automasi Pejabat	<input type="checkbox"/>
<input type="checkbox"/>	Noraisah Binti Mokhdzar	Bahagian Aplikasi Automasi Pejabat	<input type="checkbox"/>
<input type="checkbox"/>	Super Admin	Akademi Percukaian Malaysia	<input type="checkbox"/>

- c. Untuk menambah peserta baru, sila klik *Enroll New Trainees*.

Participants

10 records per page

Search:

	Full Name	Branch	
<input type="checkbox"/>	Azlinda Putri Binti Azman	Bahagian Aplikasi Automasi Pejabat	<input type="checkbox"/>
<input type="checkbox"/>	Khr	Akademi Percukaian Malaysia	<input type="checkbox"/>
<input type="checkbox"/>	Noorharwanie Binti Mohamed Nor	Bahagian Aplikasi Automasi Pejabat	<input type="checkbox"/>
<input type="checkbox"/>	Noraishah Binti Mokhdzar	Bahagian Aplikasi Automasi Pejabat	<input type="checkbox"/>
<input type="checkbox"/>	Super Admin	Akademi Percukaian Malaysia	<input type="checkbox"/>

Unenroll Selected **Enroll New Trainees** Copy Trainees

Showing 1 to 5 of 5 entries

~ Previous 1 Next ~

- d. Skrin berikut akan dipaparkan.

Enrolment

Search

Search Results :

Enrol Trainees to Session Close

- e. Isikan nama peserta di ruang carian.

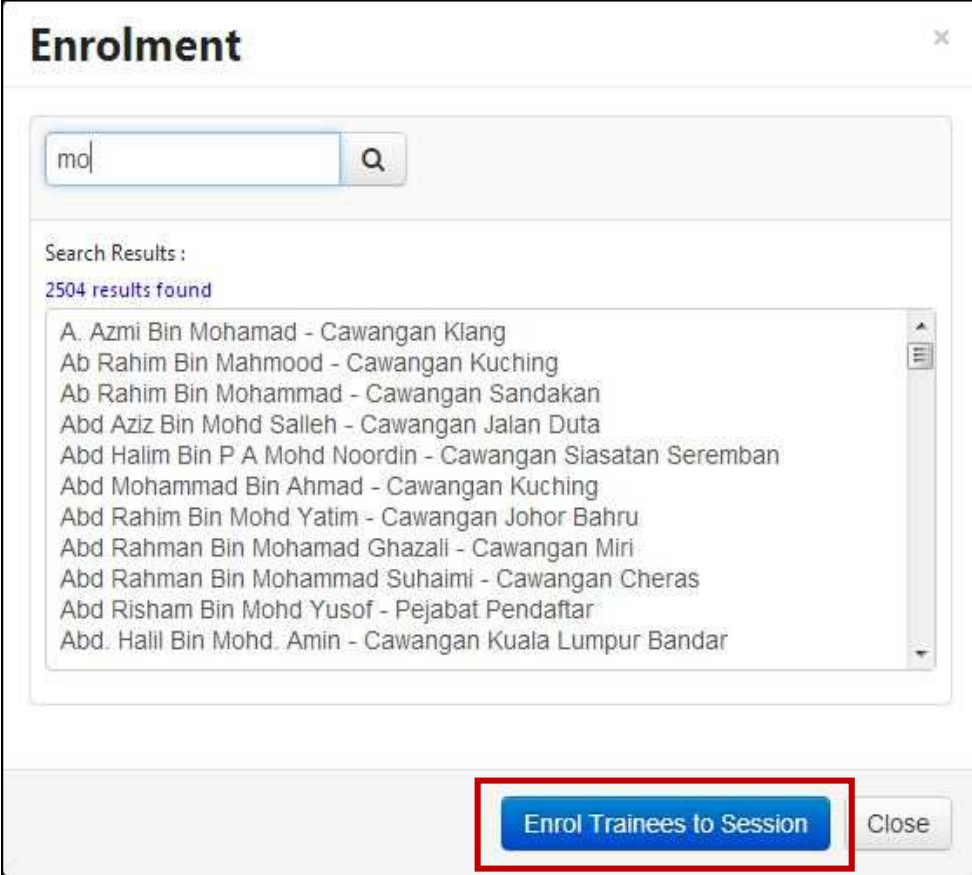
Enrolment

Search

Search Results :

Enrol Trainees to Session Close

- f. Pilih peserta yang anda mahu dan tekan butang *Enrol Trainees to Session*



The screenshot shows a dialog box titled "Enrolment" with a search bar containing "mo" and a magnifying glass icon. Below the search bar, it says "Search Results : 2504 results found". A list of names and branches is displayed, including "A. Azmi Bin Mohamad - Cawangan Klang", "Ab Rahim Bin Mahmood - Cawangan Kuching", "Ab Rahim Bin Mohammad - Cawangan Sandakan", "Abd Aziz Bin Mohd Salleh - Cawangan Jalan Duta", "Abd Halim Bin P A Mohd Noordin - Cawangan Siasatan Seremban", "Abd Mohammad Bin Ahmad - Cawangan Kuching", "Abd Rahim Bin Mohd Yatim - Cawangan Johor Bahru", "Abd Rahman Bin Mohamad Ghazali - Cawangan Miri", "Abd Rahman Bin Mohammad Suhaimi - Cawangan Cheras", "Abd Risham Bin Mohd Yusof - Pejabat Pendaftaran", and "Abd. Halil Bin Mohd. Amin - Cawangan Kuala Lumpur Bandar". At the bottom right, there is a blue button labeled "Enrol Trainees to Session" which is highlighted with a red rectangle, and a "Close" button next to it.

- g. Mesej berjaya akan dipaparkan. Tekan *OK* untuk teruskan. Senarai peserta akan dikemaskini.



The screenshot shows a dialog box with the text "Enrolment Successful" and a blue "OK" button at the bottom right.

- h. Anda boleh masukkan peserta yang ada ke dalam sesi kursus yang lain dengan menekan butang *Copy Trainees*.

Amaran: *Copy Trainees* hanya digunakan sekiranya anda ingin memasukkan peserta ke sesi lain yang tiada peserta lagi. Sekiranya sesi yang anda pilih ada peserta, peserta yang lama akan *delete*.

The screenshot shows the 'Participants' page for a course session. The table lists the following participants:

	Full Name	Branch	
<input type="checkbox"/>	Azlinda Putri Binti Azman	Bahagian Aplikasi Automasi Pejabat	
<input type="checkbox"/>	Khr	Akademi Percukaian Malaysia	
<input type="checkbox"/>	Noorhanwani Binti Mohamed Nor	Bahagian Aplikasi Automasi Pejabat	
<input type="checkbox"/>	Noraisah Binti Mokhdzar	Bahagian Aplikasi Automasi Pejabat	
<input type="checkbox"/>	Super Admin	Akademi Percukaian Malaysia	

Buttons at the bottom of the table: Unenroll Selected, Enroll New Trainees, **Copy Trainees** (highlighted), and a search field.

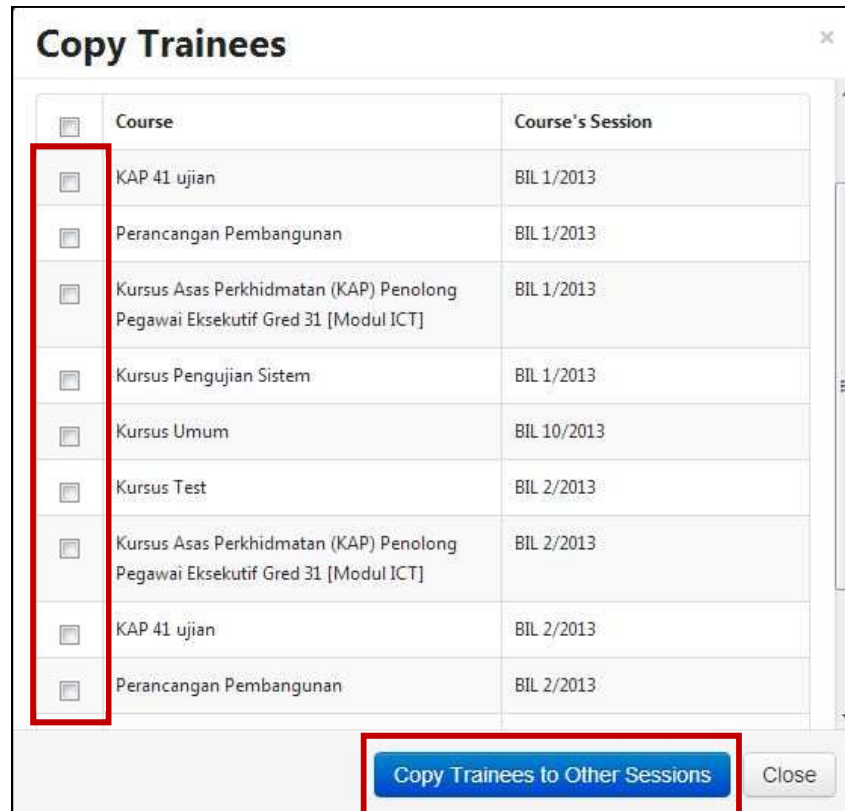
- i. Skrin berikut akan dipaparkan.

The 'Copy Trainees' dialog box displays the following data:

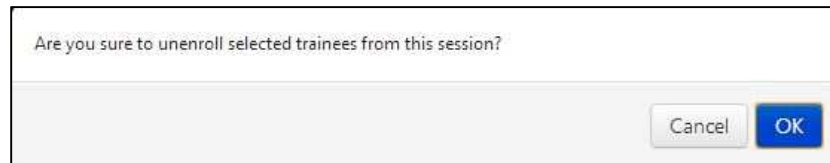
Course	Course's Session
KAP 41 ujian	BIL 1/2013
Perancangan Pembangunan	BIL 1/2013
Kursus Asas Perkhidmatan (KAP) Penolong Pegawai Eksekutif Gred 31 [Modul ICT]	BIL 1/2013
Kursus Pengujian Sistem	BIL 1/2013
Kursus Umum	BIL 10/2013
Kursus Test	BIL 2/2013
Kursus Asas Perkhidmatan (KAP) Penolong Pegawai Eksekutif Gred 31 [Modul ICT]	BIL 2/2013
KAP 41 ujian	BIL 2/2013
Perancangan Pembangunan	BIL 2/2013

Buttons at the bottom: **Copy Trainees to Other Sessions** and Close.

- j. Pilih sesi kursus yang anda mahu dan *tick*. Selepas itu tekan butang *Copy Trainees to Other Sessions*.



- k. Mesej *confirmation* akan dipaparkan. Tekan *OK* untuk teruskan.

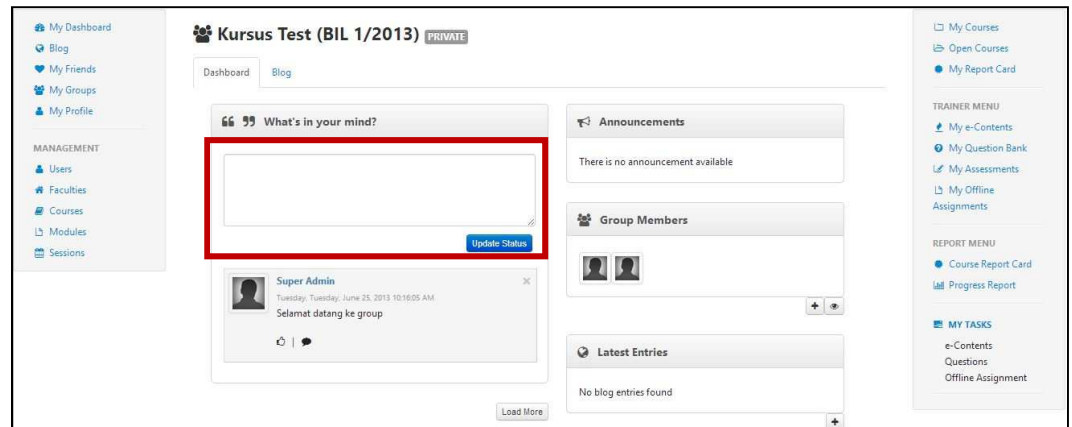


- l. Mesej berjaya akan dipaparkan.

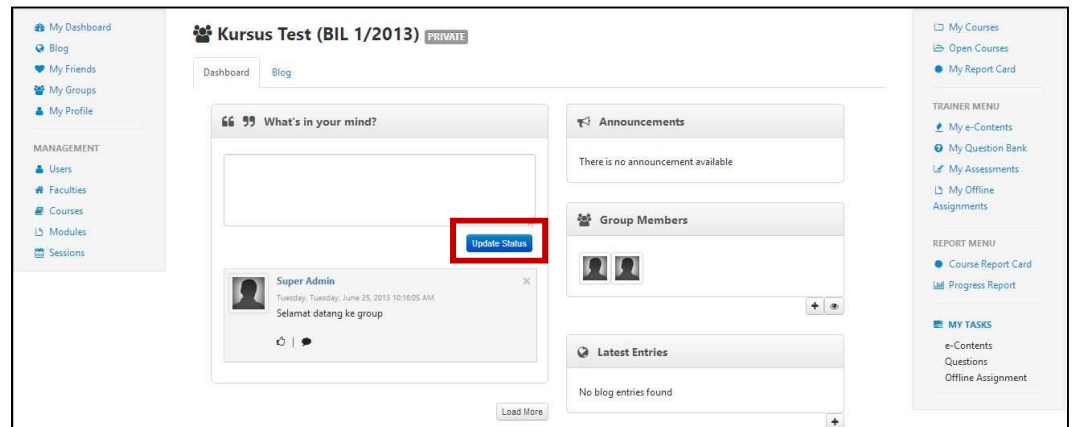


5. Main Group

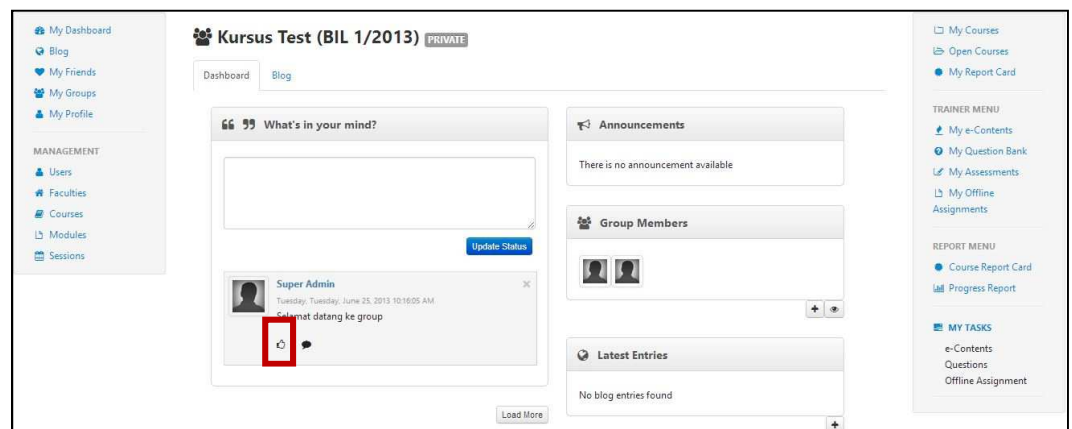
- a. Untuk menghantar status, sila ke ruangan seperti gambarajah di bawah.




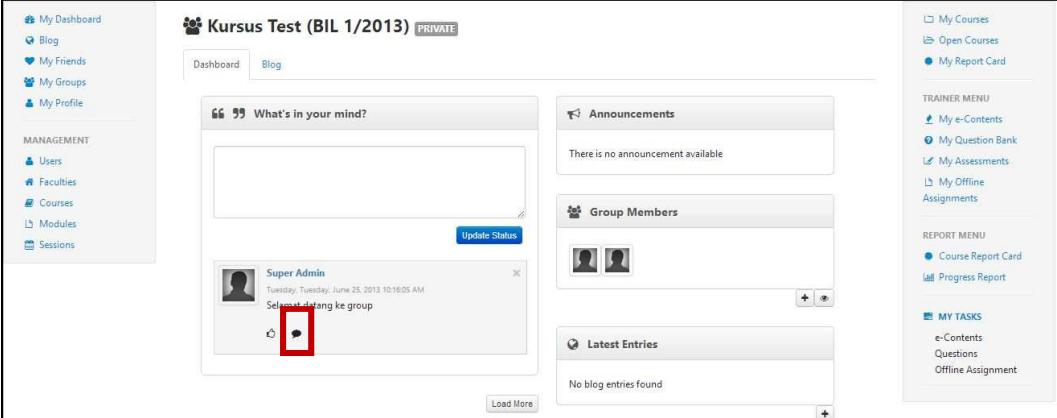
- b. Isikan ruang berkenaan dan klik *Update Status*.



- c. Klik  untuk *Like* komen pengguna

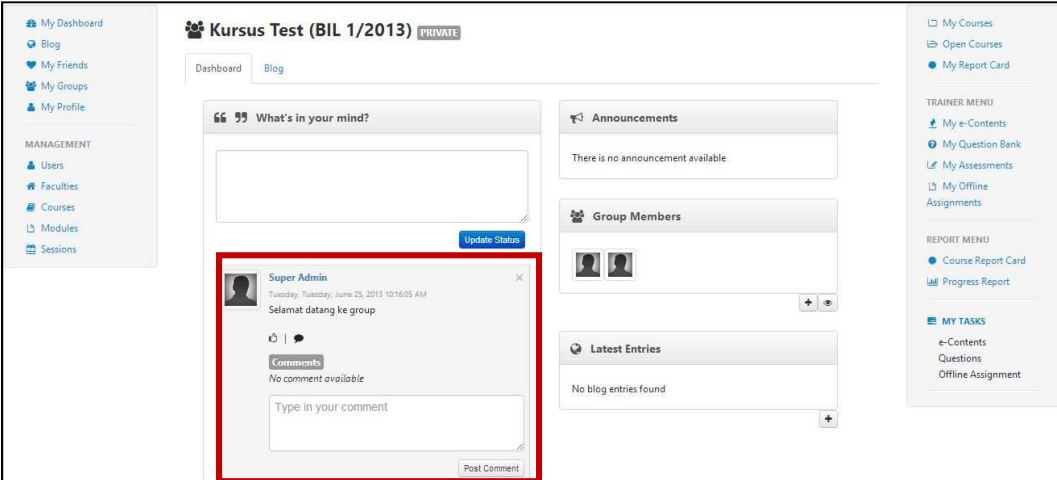


- d. Klik  untuk menghantar komen.



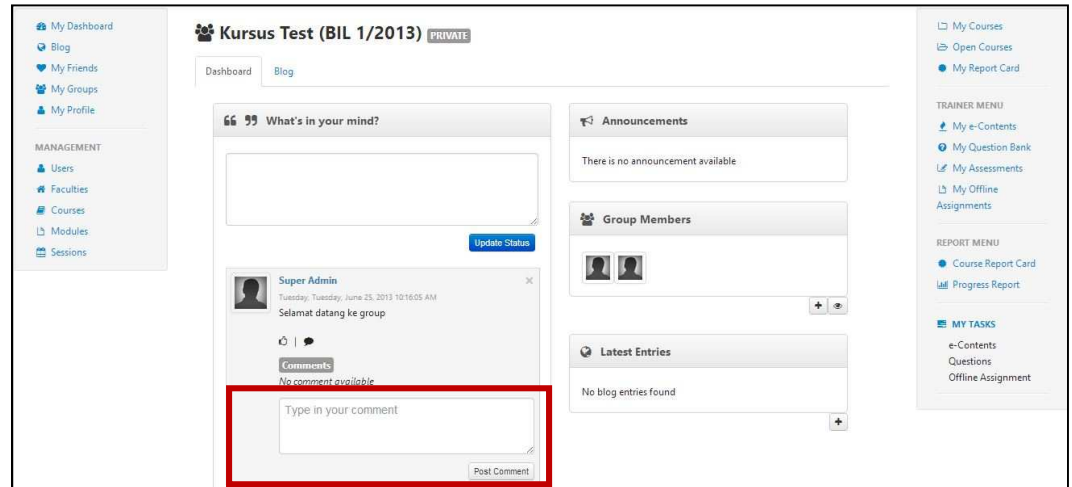
The screenshot displays the 'Kursus Test (BIL 1/2013) PRIVATE' dashboard. The main content area shows a status update titled 'What's in your mind?' by 'Super Admin' on Tuesday, June 25, 2013, at 10:16:05 AM. The status text reads 'Selamat datang ke group'. A red box highlights the comment icon (a speech bubble) located below the status update. The dashboard also features sections for 'Announcements', 'Group Members', and 'Latest Entries'. The left sidebar contains navigation links for 'My Dashboard', 'Blog', 'My Friends', 'My Groups', 'My Profile', and 'MANAGEMENT' (Users, Faculties, Courses, Modules, Sessions). The right sidebar contains 'My Courses', 'Open Courses', 'My Report Card', 'TRAINER MENU', 'REPORT MENU', and 'MY TASKS'.

- e. Skrin berikut akan dipaparkan.

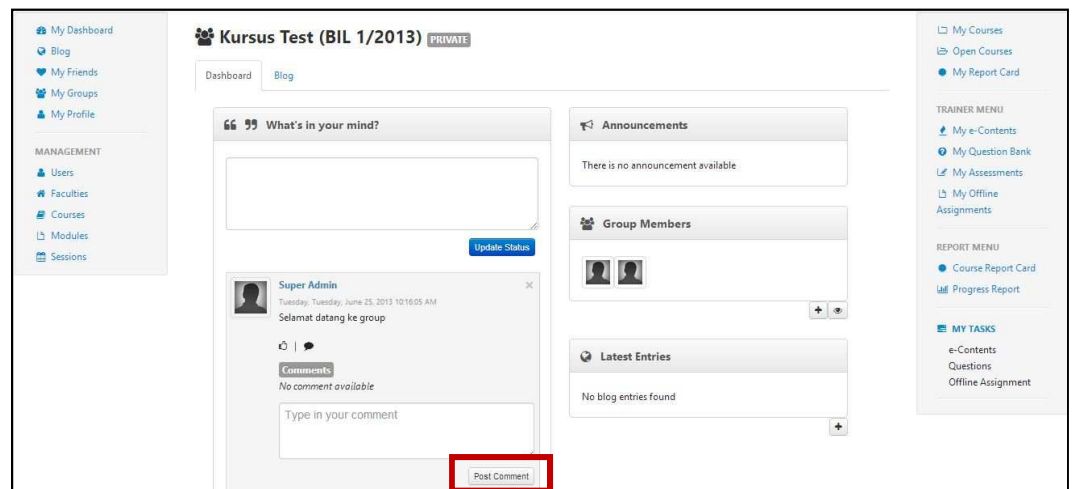


The screenshot shows the same LMS interface as in the previous image, but with the comment form for the status update expanded. A red box highlights the comment form area, which includes a 'Comments' section with the text 'No comment available', a text input field labeled 'Type in your comment', and a 'Post Comment' button. The rest of the dashboard layout remains the same.

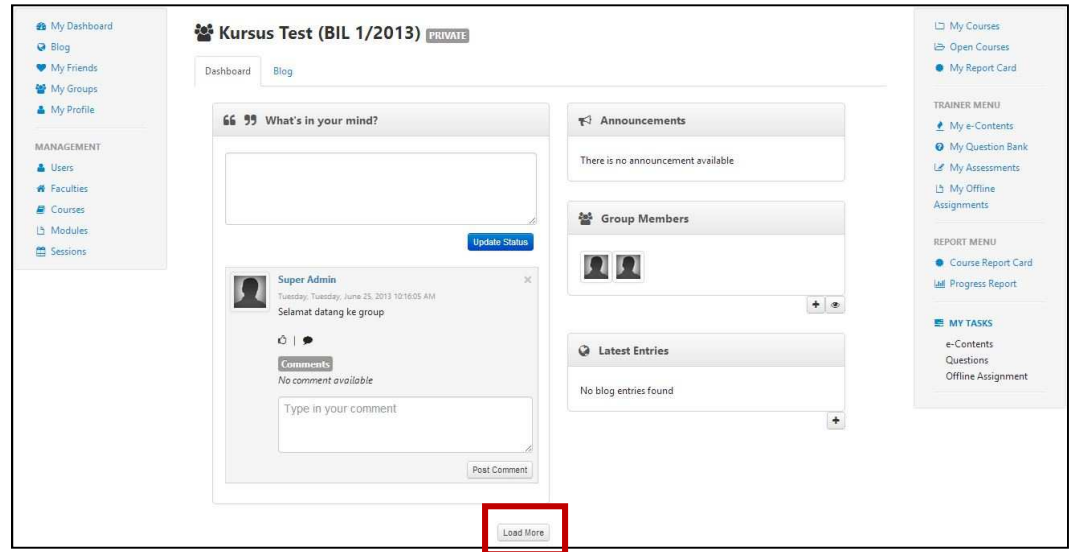
- f. Untuk menghantar komen, sila isi di ruangan yang disediakan seperti gambarajah dibawah.




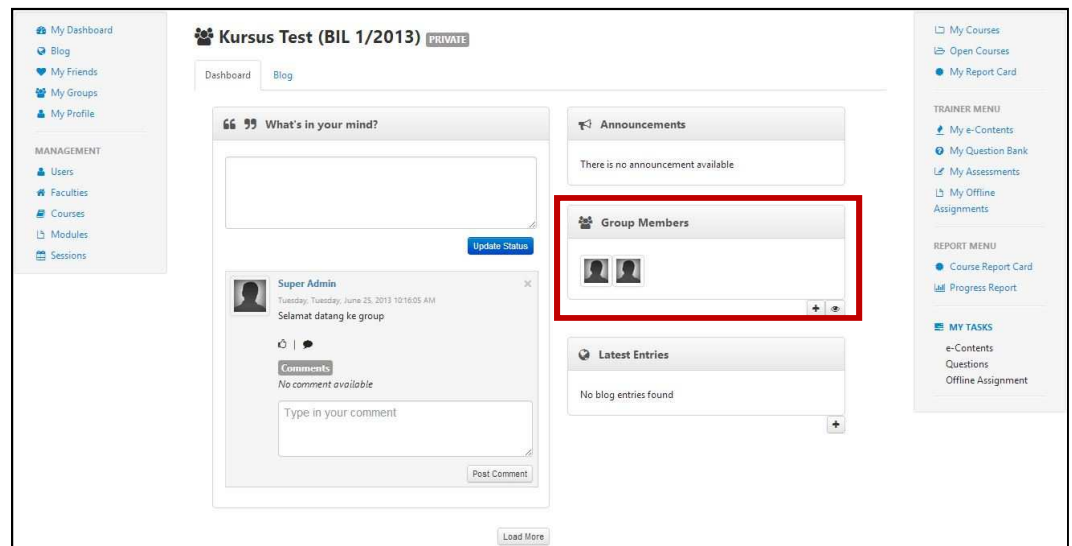
- g. Tekan butang *Post Comment* untuk menghantar komen.



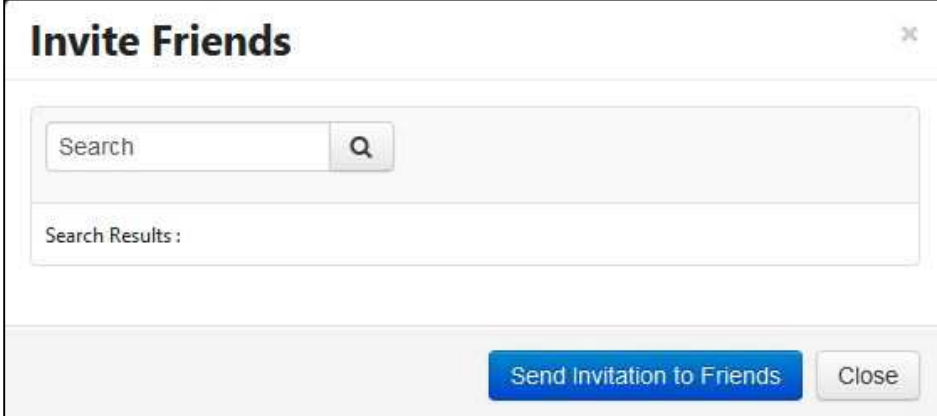
- h. Tekan tombol *Load More* untuk melihat status-status yang lepas.



- i. Untuk menambah rakan, cari *Group Members Widget*. Klik  untuk mencari rakan. Butang  hanya aka nada sekiranya anda pemilik kumpulan tersebut.



- j. Selepas anda menekan butang  , Skrin berikut akan dipaparkan.

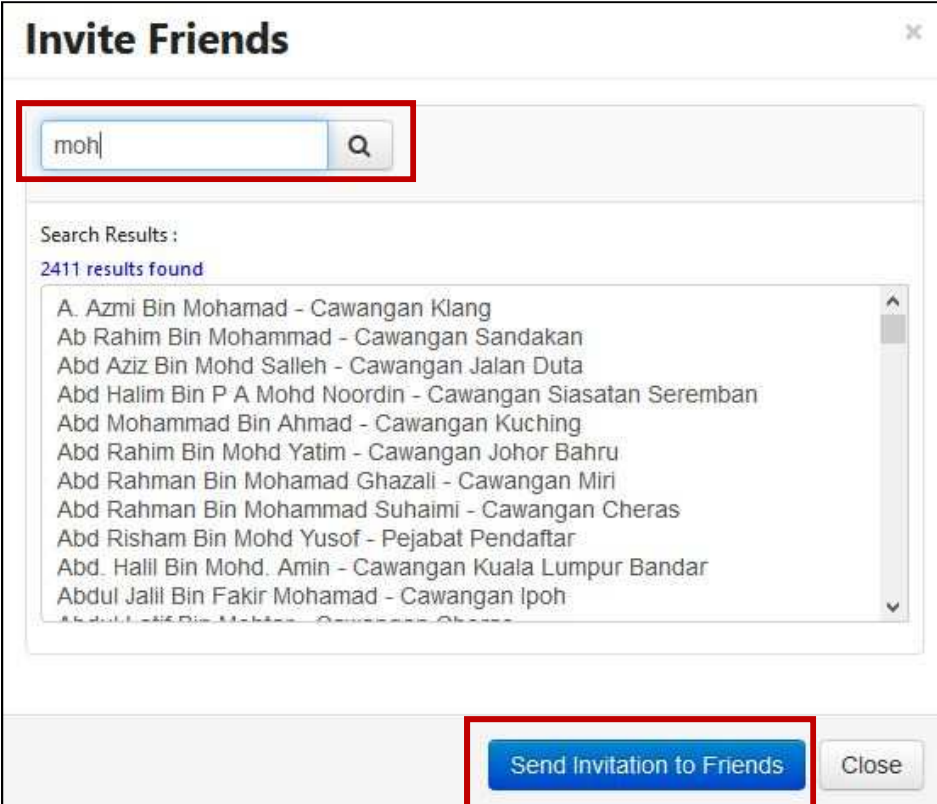


Invite Friends ✕

Search

Search Results :

- k. Masukkan nama di ruangan carian. Pilih nama dan klik butang *Send Invitation to Friends*.



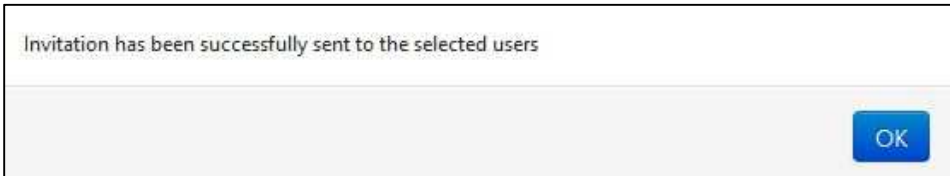
Invite Friends ✕

Search Results :


2411 results found

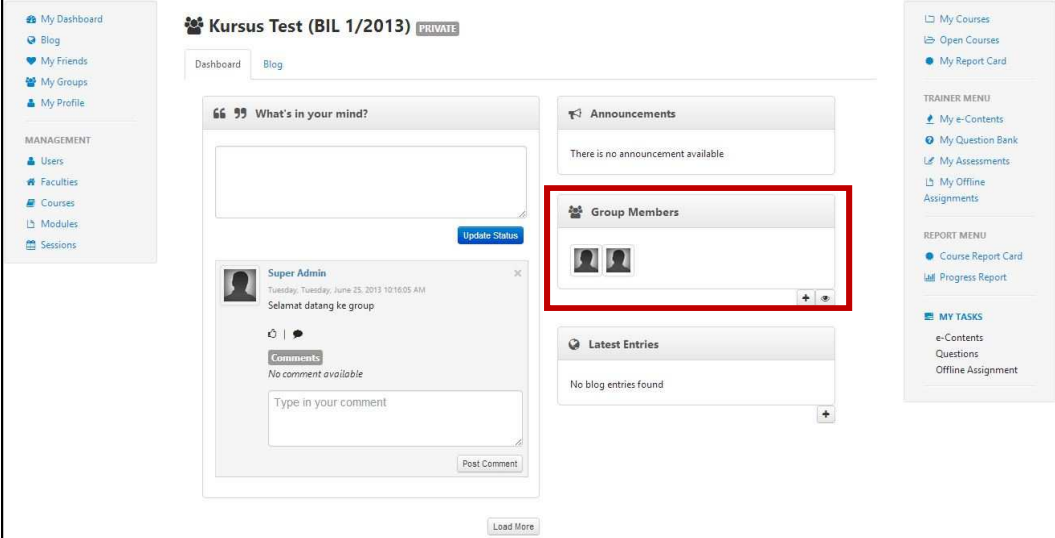
- A. Azmi Bin Mohamad - Cawangan Klang
- Ab Rahim Bin Mohammad - Cawangan Sandakan
- Abd Aziz Bin Mohd Salleh - Cawangan Jalan Duta
- Abd Halim Bin P A Mohd Noordin - Cawangan Siasatan Seremban
- Abd Mohammad Bin Ahmad - Cawangan Kuching
- Abd Rahim Bin Mohd Yatim - Cawangan Johor Bahru
- Abd Rahman Bin Mohamad Ghazali - Cawangan Miri
- Abd Rahman Bin Mohammad Suhaimi - Cawangan Cheras
- Abd Risham Bin Mohd Yusof - Pejabat Pendaftaran
- Abd. Halil Bin Mohd. Amin - Cawangan Kuala Lumpur Bandar
- Abdul Jalil Bin Fakir Mohamad - Cawangan Ipoh

- l. Mesej berjaya akan dipaparkan.

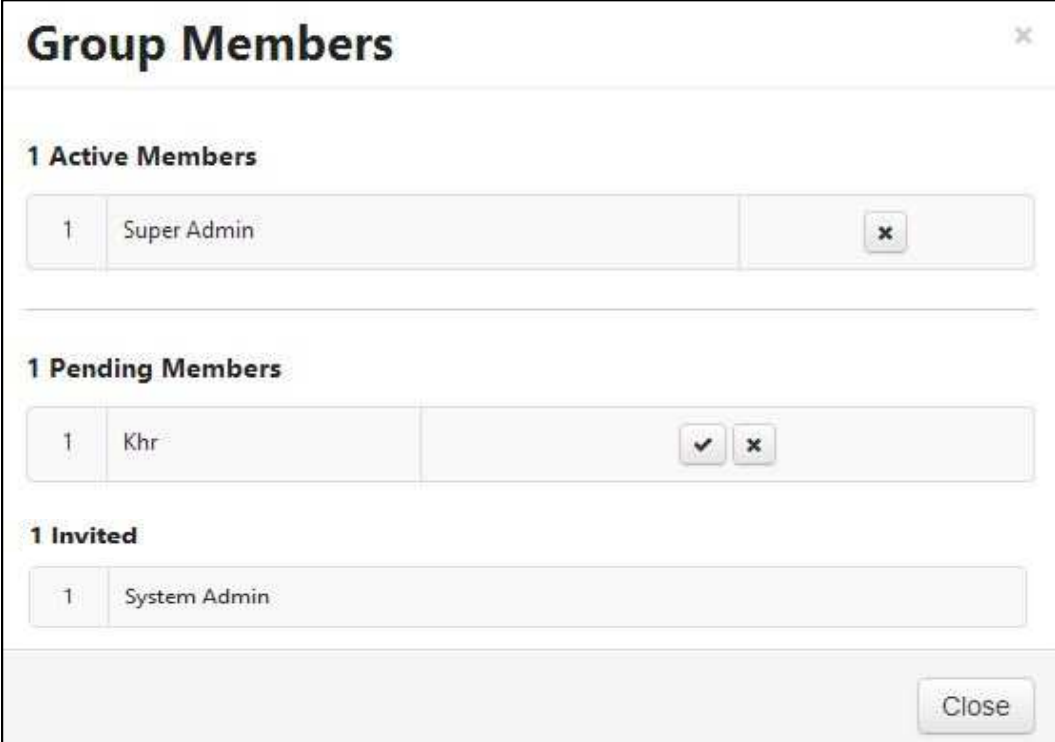


Invitation has been successfully sent to the selected users

- m. Klik  untuk melihat senarai rakans yang *active*, *pending* dan *invited*.



- n. Skrin berikut akan dipaparkan.



Group Members		
1 Active Members		
1	Super Admin	X
1 Pending Members		
1	Khr	✓ X
1 Invited		
1	System Admin	
Close		

- o. Untuk *Remove* atau *Reject*, klik . Untuk *accept* klik .

Group Members

1 Active Members

1	Super Admin	<input type="checkbox"/>
---	-------------	--------------------------

1 Pending Members

1	Khr	<input type="checkbox"/> <input type="checkbox"/>
---	-----	---

1 Invited

1	System Admin	
---	--------------	--

Close

- p. Untuk menambah entri baru, cari *Latest Entries Widget*. Klik untuk menambah entri baru.

Kursus Test (BIL 1/2013) PRIVATE

Dashboard Blog

What's in your mind?

Announcements

There is no announcement available

Group Members

Latest Entries

No blog entries found

My Dashboard
Blog
My Friends
My Groups
My Profile

MANAGEMENT
Users
Faculties
Courses
Modules
Sessions

TRAINER MENU
My e-Contents
My Question Bank
My Assessments
My Offline Assignments

REPORT MENU
Course Report Card
Progress Report

MY TASKS
e-Contents
Questions
Offline Assignment

6. Create New Group

- a. Butang *Create New Group* hanya akan ada sekiranya anda adalah *trainer* untuk *Faculty* tersebut. Contohnya seperti gambarajah dibawah.

The screenshot shows a user interface for a course session. The main content area displays details for 'Faculty Test' and 'Kursus Test' for session 'BIL 1/2013'. The 'Carry Mark (%)' table is as follows:

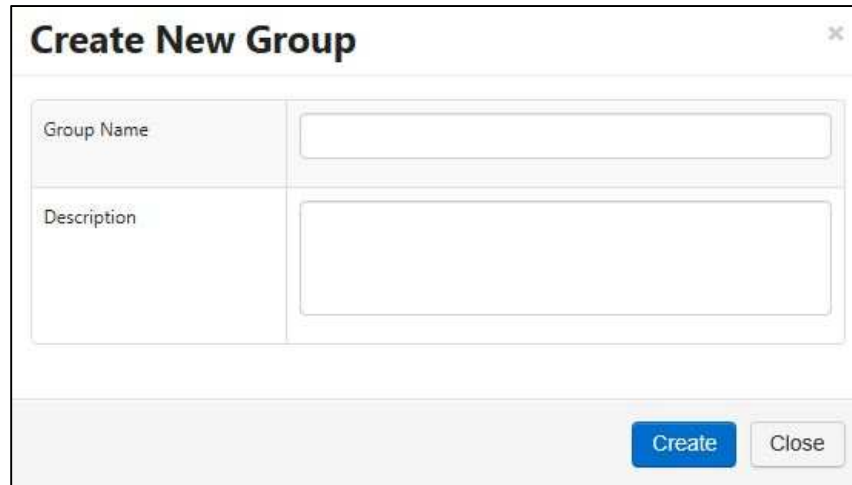
Assessments	5 %
Offline Assignment	05 %
TOTAL	10 %

The left sidebar contains navigation menus: 'My Dashboard', 'Blog', 'My Friends', 'My Groups', 'My Profile', 'MANAGEMENT' (Users, Faculties, Courses, Modules, Sessions), 'COURSE MENU' (Home, Modules, Assessments, Offline Assignment, Participants), and 'COLLABORATIONS' (Trainer Group). The 'Trainer Group' sub-menu is expanded, and the 'Create New Group' button is highlighted with a red box.

- b. Klik butang *Create New Group* untuk menambah kumpulan baru.

This screenshot is identical to the one above, showing the same course session details and the 'Create New Group' button highlighted in red in the 'Trainer Group' sub-menu.

- c. Skrin berikut akan dipaparkan. Isikan maklumat yang diperlukan.



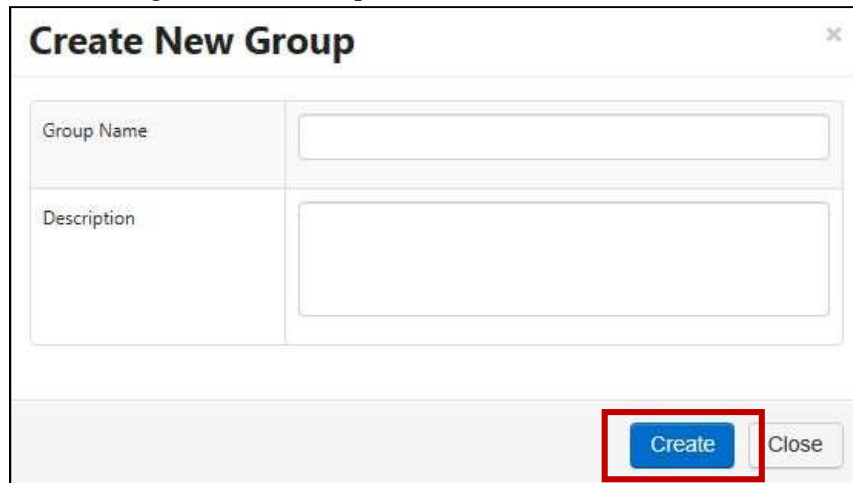
Create New Group [Close]

Group Name [Input Field]

Description [Input Field]

[Create] [Close]

- d. Tekan butang *Create* untuk simpan.



Create New Group [Close]

Group Name [Input Field]

Description [Input Field]

[Create] [Close]

- e. Mesej berjaya akan dipaparkan.



You have created a new group successfully

[OK]

f. Menu kursus akan dikemaskini.

The screenshot shows the 'Course's Session' page for 'BIL 1/2013'. The 'Course Menu' is highlighted with a red box. The menu items are:

- Home
- Modules
- Assessments
- Offline Assignment
- Participants

The main content area displays a table with the following data:


Faculty	Faculty Test	
Course	Kursus Test	
Course's Session	BIL 1/2013	
Modules / Trainer	• Module Test / -	
Period	Monday, May 13, 2013 - Tuesday, July 30, 2013	
Carry Mark (%)	Assessments	5 %
	Offline Assignment	05 %
	TOTAL	10 %

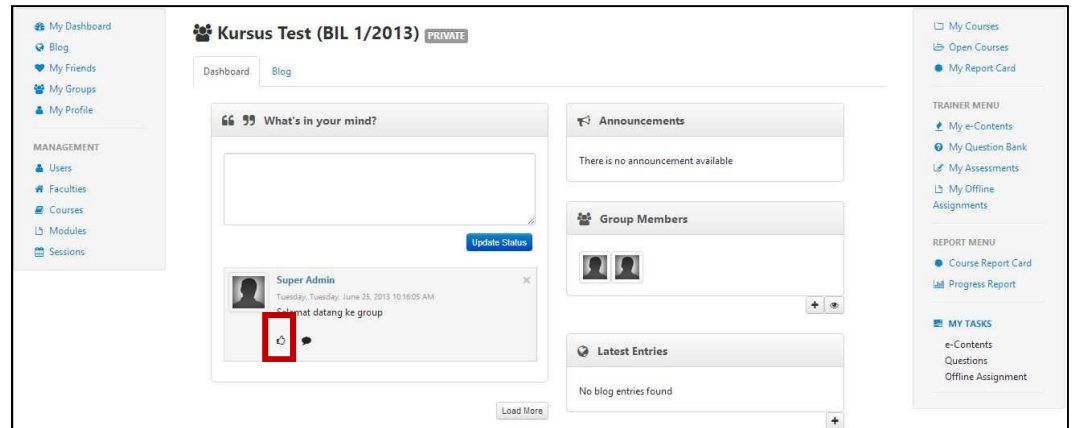
g. Untuk menghantar status, sila ke ruangan seperti gambarajah di bawah.


The screenshot shows the 'Kursus Test (BIL 1/2013) PRIVATE' page. The 'What's in your mind?' status input field is highlighted with a red box. The page includes sections for 'Announcements', 'Group Members', and 'Latest Entries'. A notification from 'Super Admin' is visible: 'Selamat datang ke group'.

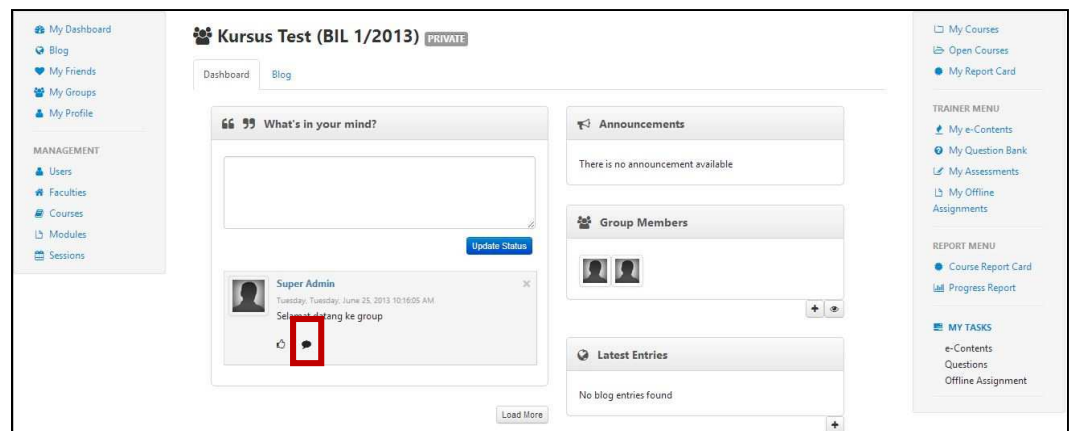
h. Isikan ruang berkenaan dan klik *Update Status*.

The screenshot shows the 'Kursus Test (BIL 1/2013) PRIVATE' page. The 'Update Status' button is highlighted with a red box. The page layout is identical to the previous screenshot, showing the status input field and the 'Update Status' button.

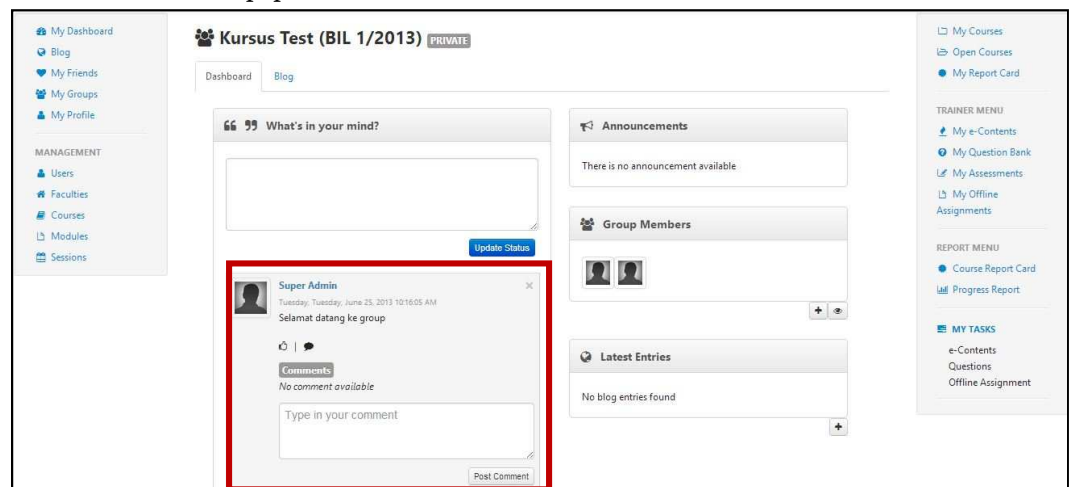
- i.  untuk *Like* komen pengguna



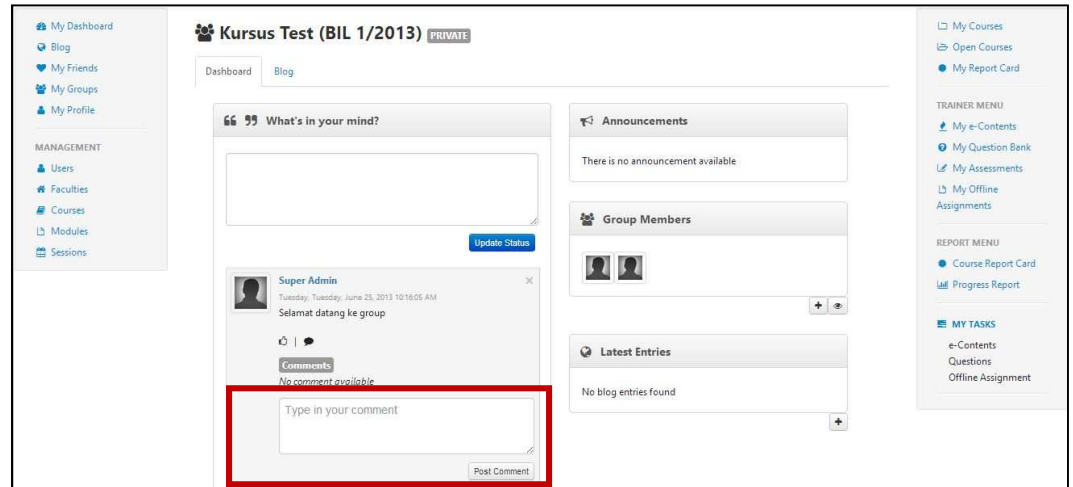
- j.  untuk menghantar komen.



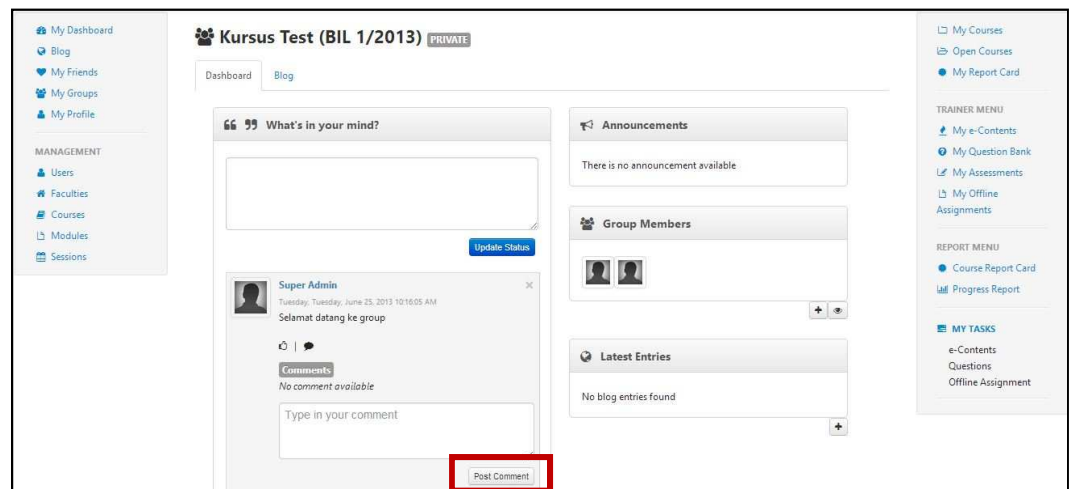
- k. Skrin berikut akan dipaparkan.



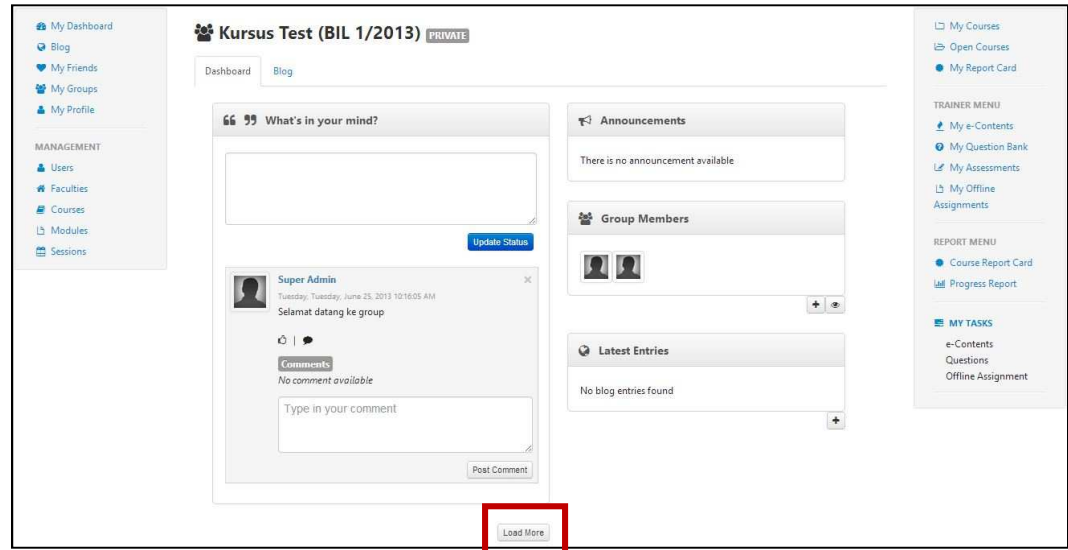
1. Untuk menghantar komen, sila isi di ruangan yang disediakan seperti gambarajah dibawah.



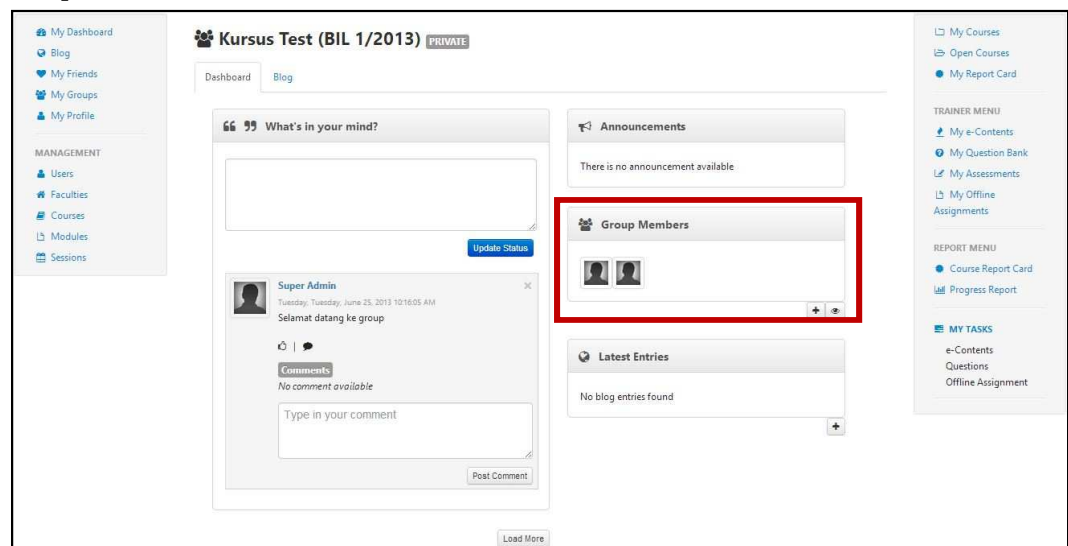
- m. Tekan butang *Post Comment* untuk menghantar komen.



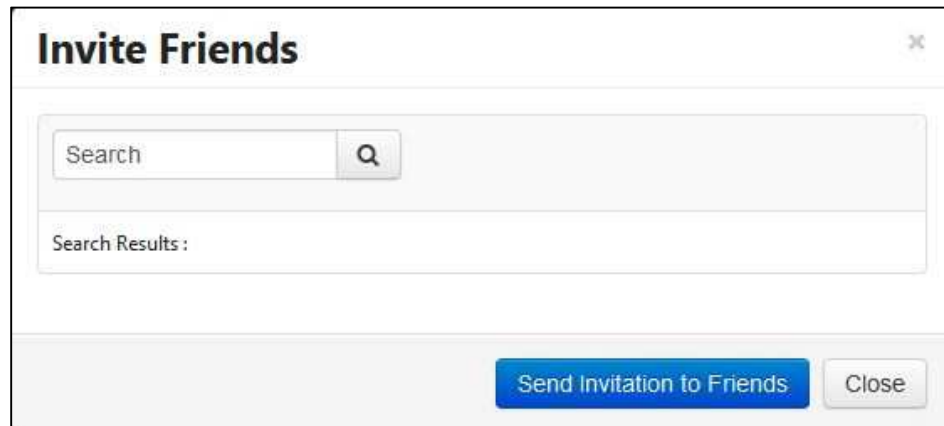
- n. Tekan tombol *Load More* untuk melihat status-status yang lepas.



- o. Untuk menambah rakan, cari *Group Members Widget*. Klik  untuk mencari rakan. Butang  hanya aka nada sekiranya anda pemilik kumpulan tersebut.



- p. Selepas anda menekan butang  , Skrin berikut akan dipaparkan.

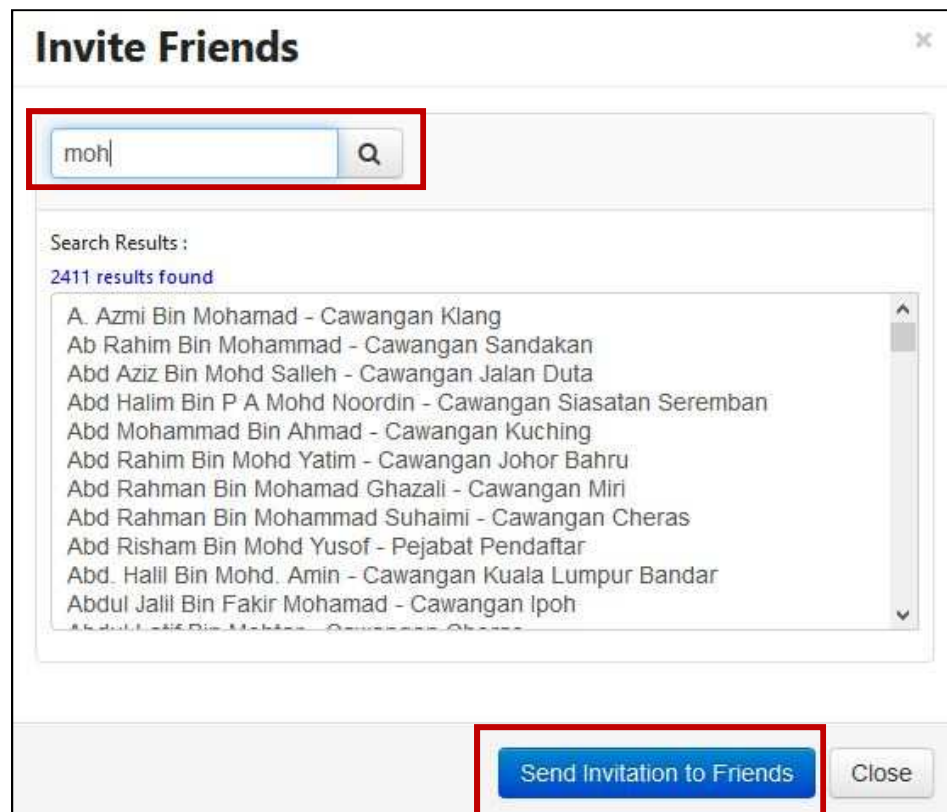


Invite Friends ✕

Search

Search Results :

- q. Masukkan nama di ruangan carian. Pilih nama dan klik butang *Send Invitation to Friends*.



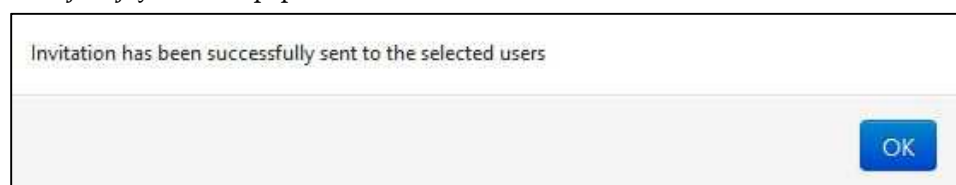
Invite Friends ✕

Search Results :


2411 results found

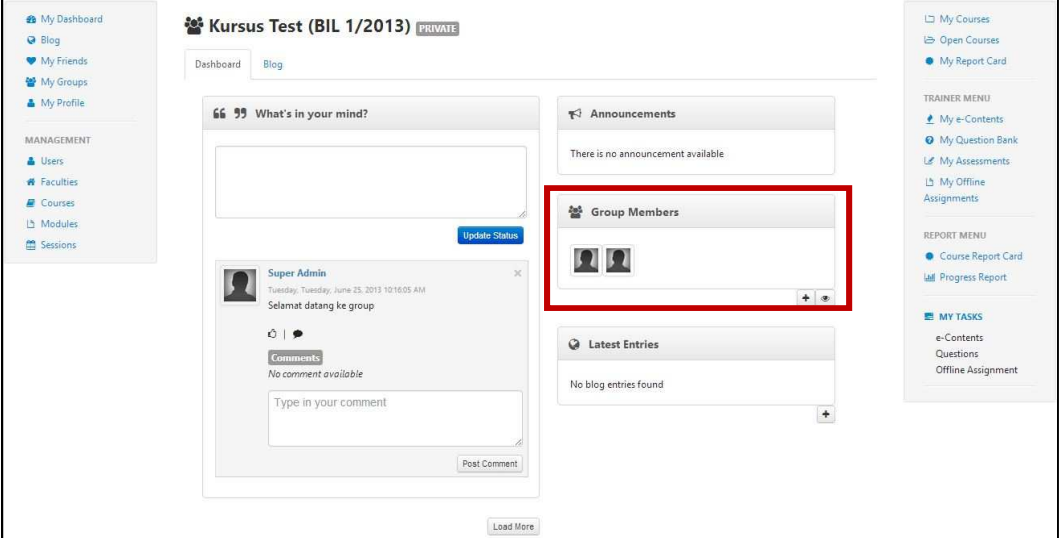
- A. Azmi Bin Mohamad - Cawangan Klang
- Ab Rahim Bin Mohammad - Cawangan Sandakan
- Abd Aziz Bin Mohd Salleh - Cawangan Jalan Duta
- Abd Halim Bin P A Mohd Noordin - Cawangan Siasatan Seremban
- Abd Mohammad Bin Ahmad - Cawangan Kuching
- Abd Rahim Bin Mohd Yatim - Cawangan Johor Bahru
- Abd Rahman Bin Mohamad Ghazali - Cawangan Miri
- Abd Rahman Bin Mohammad Suhaimi - Cawangan Cheras
- Abd Risham Bin Mohd Yusof - Pejabat Pendaftaran
- Abd. Halil Bin Mohd. Amin - Cawangan Kuala Lumpur Bandar
- Abdul Jalil Bin Fakir Mohamad - Cawangan Ipoh

- r. Mesej berjaya akan dipaparkan.

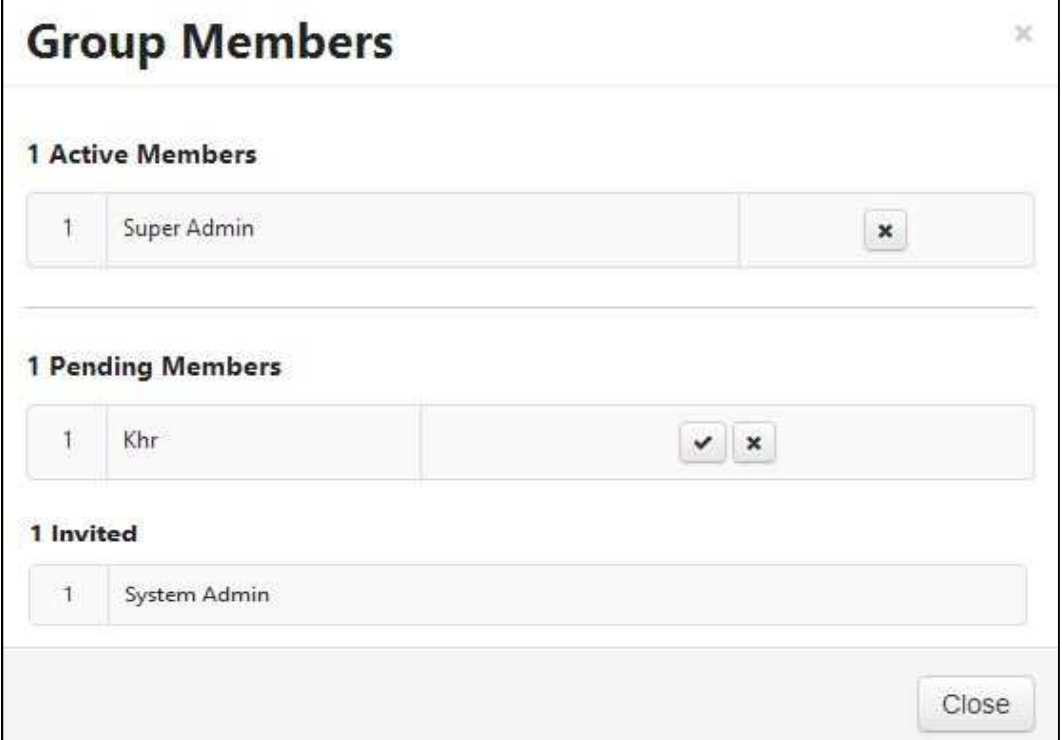




Invitation has been successfully sent to the selected users

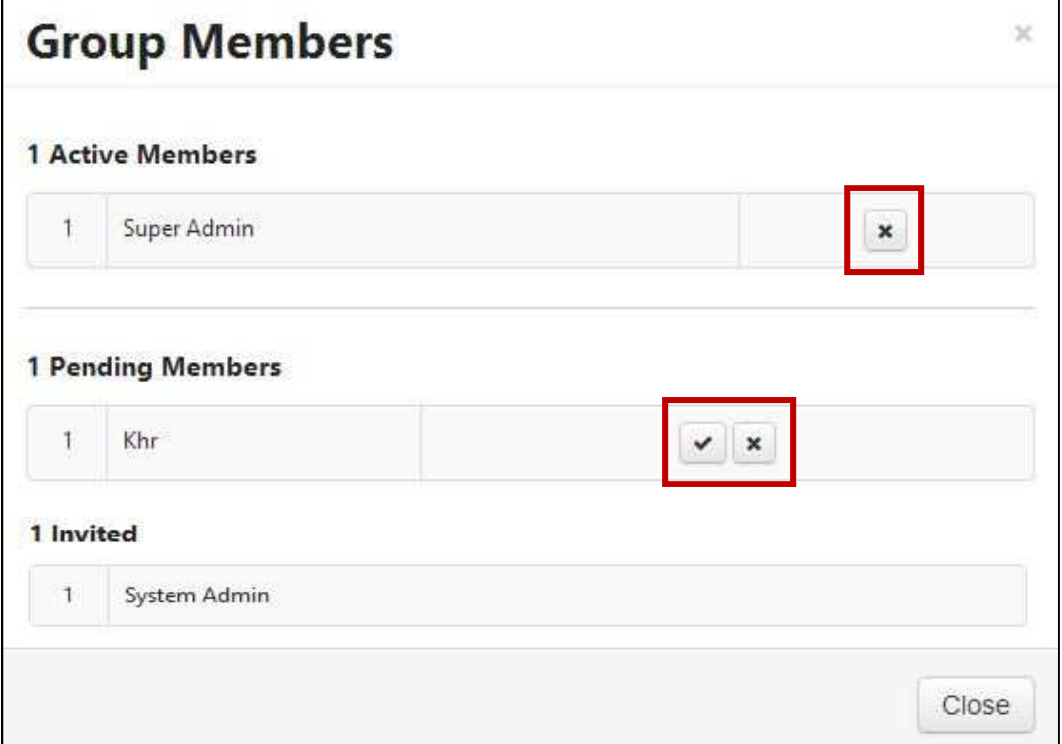
- s. Klik  untuk melihat senarai rakans yang *active*, *pending* dan *invited*.




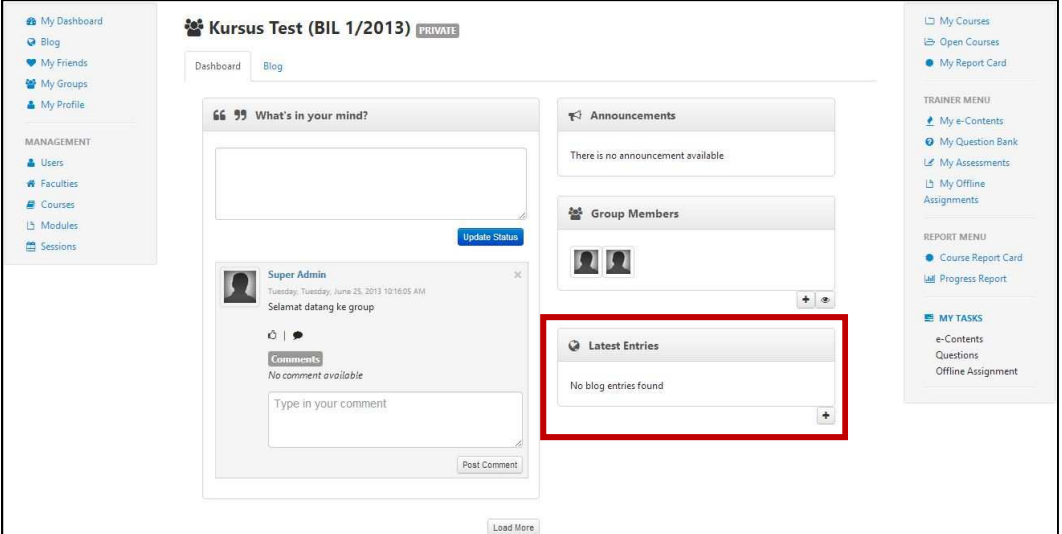
- t. Skrin berikut akan dipaparkan.



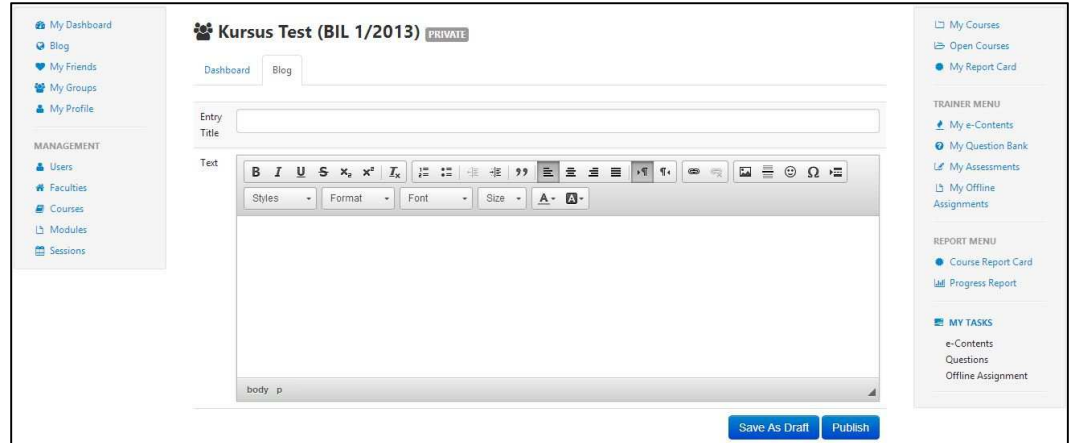
- u. Untuk *Remove* atau *Reject*, klik . Untuk *accept* klik .



- v. Untuk menambah entri baru, cari *Latest Entries Widget*. Klik  untuk menambah entri baru.

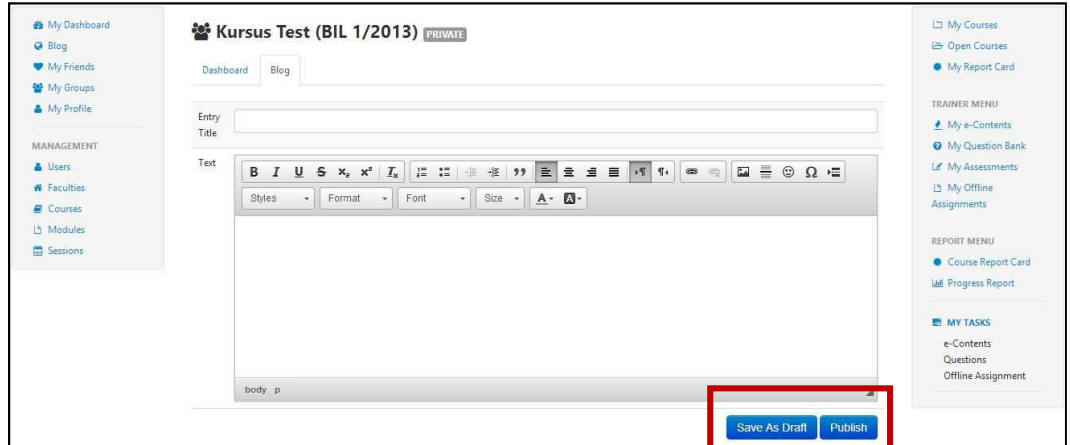


- w. Skrin berikut akan dipaparkan. Sila isikan maklumat yang diperlukan.



The screenshot shows a web interface for creating a blog entry. The title is "Kursus Test (BIL 1/2013)" with a "PRIVATE" status. There are tabs for "Dashboard" and "Blog". Below the title is an "Entry Title" field and a "Text" editor with a rich text toolbar. At the bottom right, there are two buttons: "Save As Draft" and "Publish".

- x. Setelah selesai isi, klik *Save as Draft* atau *Publish*.



This screenshot is identical to the previous one, but a red rectangular box highlights the "Save As Draft" and "Publish" buttons at the bottom right of the text editor area.

- y. Mesej berjaya akan dipaparkan.



The first screenshot shows a success message: "Blog entry has been saved as draft successfully" with an "OK" button in the bottom right corner.

The second screenshot shows a success message: "Blog entry has been published successfully" with an "OK" button in the bottom right corner.



Manual Pengguna

Peranan :

Admin Faculty

ISI KANDUNGAN

A. LOGIN	3
B. KURSUS	4
C. MODUL.....	9
D. SESI KURSUS.....	13
E. SESI KURSUS (<i>VIEW</i>).....	18
F. KAD LAPORAN KURSUS.....	51
G. KAD LAPORAN (<i>PROGRESS REPORT CARD</i>)	57

A. Login

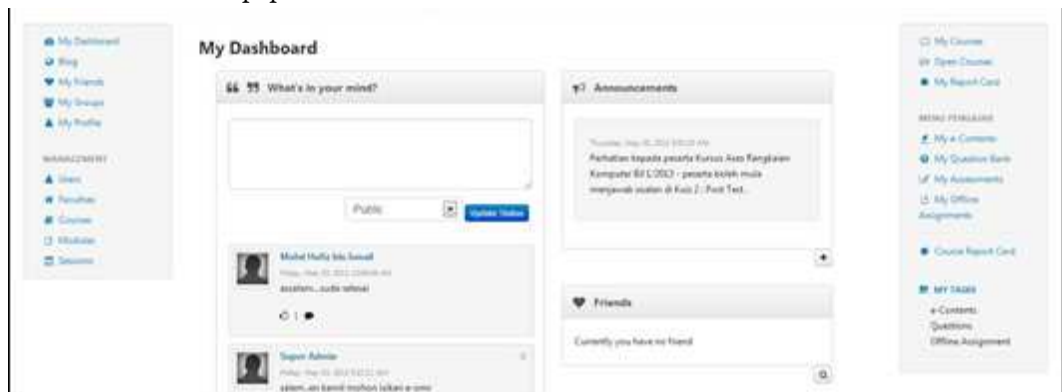
1. Buka *browser* Internet Explorer.
2. Taipkan <https://lms.tnbilsas.com.my> diruangan alamat pada browser.



3. Masukkan *Username* dan *Password* diruangan yang disediakan.

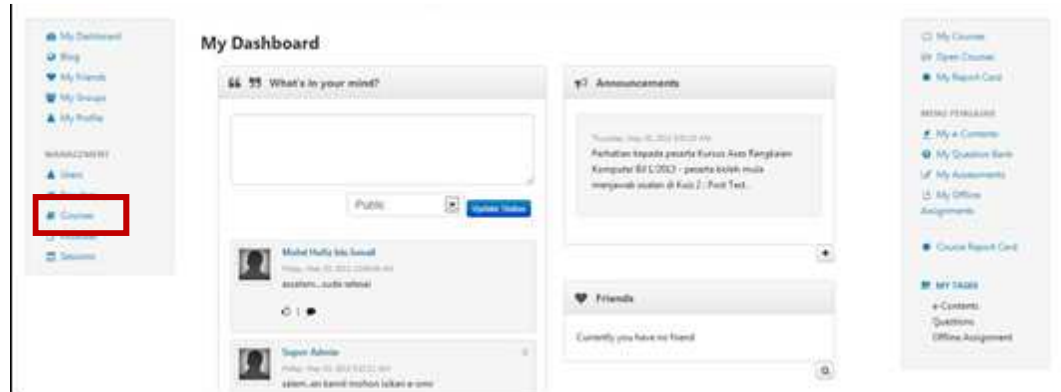
A screenshot of a login form. It features two input fields: "Username" and "Password". Below the "Password" field is a blue "Login" button. Underneath the button is a link that says "Forgot password?".

4. Skrin Utama akan dipaparkan.



B. Kursus

1. Klik *Courses* untuk melihat senarai kursus.

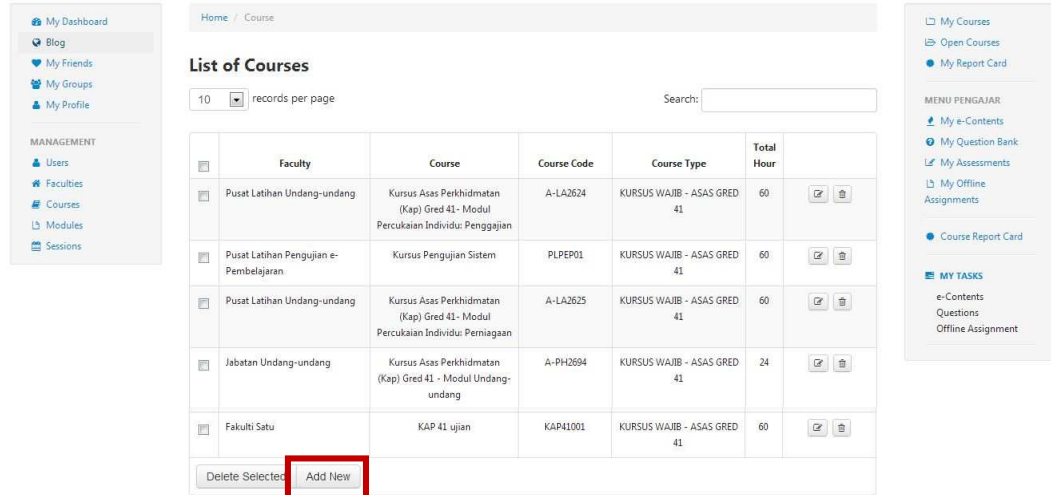


2. Skrin berikut akan dipaparkan.

The screenshot displays the 'List of Courses' page. It features a table with columns for Faculty, Course, Course Code, Course Type, and Total Hour. The table lists five courses with their respective details. Below the table are buttons for 'Delete Selected' and 'Add New'. The page also includes a search bar and a records per page selector.

Faculty	Course	Course Code	Course Type	Total Hour
Pusat Latihan Undang-undang	Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Percubaan Individu: Penggajian	A-LA2624	KURSUS WAJIB - ASAS GRED 41	60
Pusat Latihan Pengujian e-Pembelajaran	Kursus Pengujian Sistem	PLPEP01	KURSUS WAJIB - ASAS GRED 41	60
Pusat Latihan Undang-undang	Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Percubaan Individu: Pemiagaan	A-LA2625	KURSUS WAJIB - ASAS GRED 41	60
Jabatan Undang-undang	Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Undang-undang	A-PH2694	KURSUS WAJIB - ASAS GRED 41	24
Fakulti Satu	KAP 41 ujian	KAP41001	KURSUS WAJIB - ASAS GRED 41	60

3. Klik *Add New* untuk menambah kursus.



Home / Course

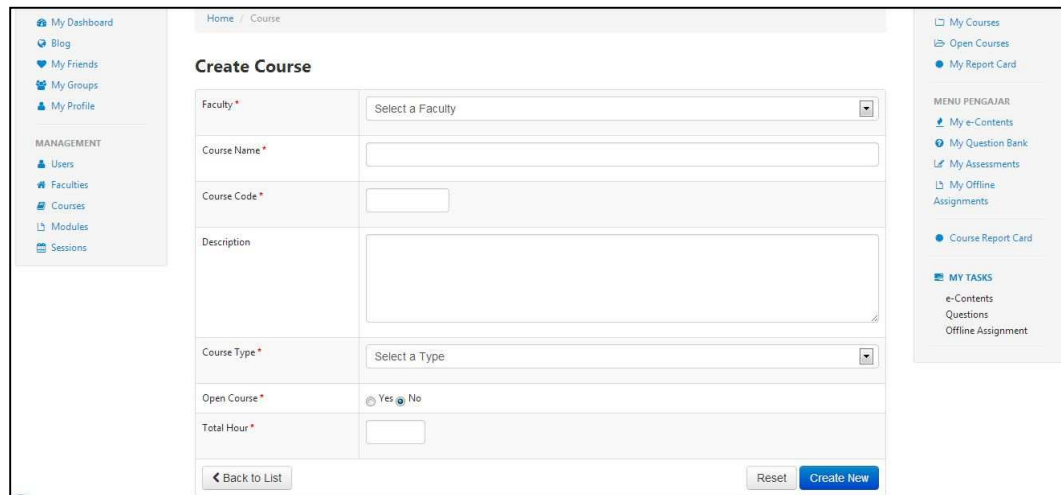
List of Courses

10 records per page Search:

	Faculty	Course	Course Code	Course Type	Total Hour	
<input type="checkbox"/>	Pusat Latihan Undang-undang	Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Percubaan Individu: Penggajian	A-LA2624	KURSUS WAJIB - ASAS GRED 41	60	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Pusat Latihan Pengujian e-Pembelajaran	Kursus Pengujian Sistem	PLPEP01	KURSUS WAJIB - ASAS GRED 41	60	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Pusat Latihan Undang-undang	Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Percubaan Individu: Perniagaan	A-LA2625	KURSUS WAJIB - ASAS GRED 41	60	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Jabatan Undang-undang	Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Undang-undang	A-PH2694	KURSUS WAJIB - ASAS GRED 41	24	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Fakulti Satu	KAP 41 ujian	KAP41001	KURSUS WAJIB - ASAS GRED 41	60	<input type="checkbox"/> <input type="checkbox"/>

Delete Selected **Add New**

4. Skrin berikut akan dipaparkan.



Home / Course

Create Course

Faculty*

Course Name*

Course Code*

Description

Course Type*

Open Course* Yes No

Total Hour*

5. Sila isikan maklumat-maklumat seperti *Faculty*, *Course Name*, *Course Code*, *Description*, *Course Type*, *Open Course* dan *Total Hour*. Sekiranya anda mahu menjadikan kursus sebagai *Open Course*, anda perlu pilih *Yes* di bahagian *Open Course*. Medan bertanda (*) wajib diisi. Setelah selesai mengisi semua maklumat, tekan butang *Create New*.



The screenshot shows a 'Create Course' form with the following fields and controls:

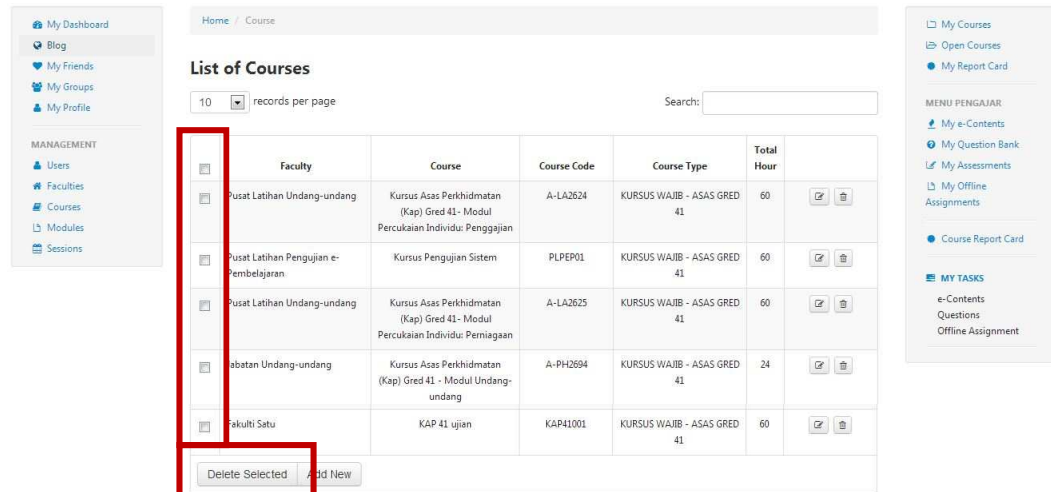
- Faculty ***: A dropdown menu with the text 'Select a Faculty'.
- Course Name ***: A text input field.
- Course Code ***: A text input field.
- Description**: A large text area for entering the course description.
- Course Type ***: A dropdown menu with the text 'Select a Type'.
- Open Course ***: A radio button group with 'Yes' and 'No' options. The 'No' option is selected. This field is highlighted with a red box.
- Total Hour ***: A text input field.
- At the bottom left: A button labeled '< Back to List'.
- At the bottom right: A 'Reset' button and a 'Create New' button. The 'Create New' button is highlighted with a red box.

6. Mesej berjaya akan dipaparkan.

The screenshot shows a success message dialog box with the following content:

- Text: 'The course has been successfully created.'
- Button: A blue 'OK' button.







7. Klik  untuk mengubah maklumat kursus. Klik  untuk membuang kursus. Anda boleh *delete* lebih daripada satu dengan *tick* di *checkbox* dan tekan butang *Delete Selected*.



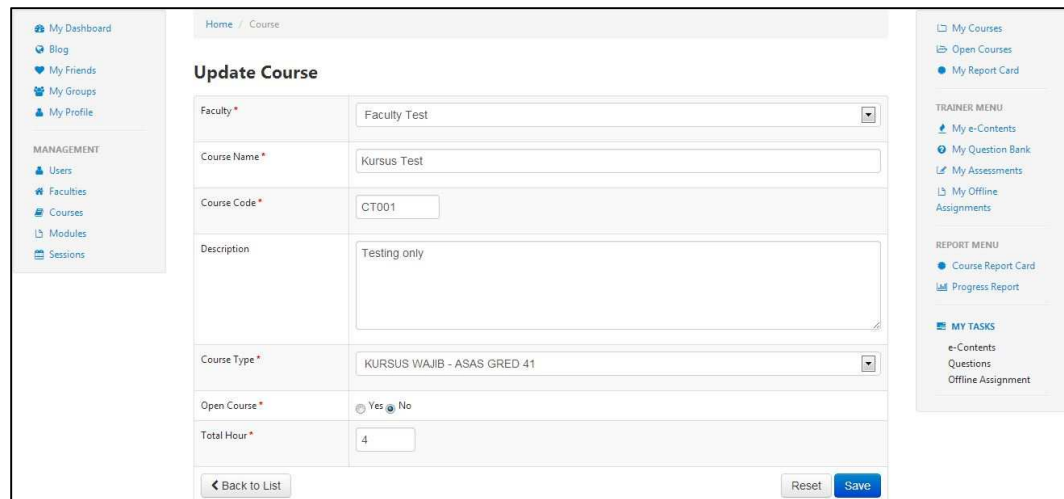
Home / Course

List of Courses

10 records per page Search:

<input type="checkbox"/>	Faculty	Course	Course Code	Course Type	Total Hour	<input type="checkbox"/>	
<input type="checkbox"/>	Pusat Latihan Undang-undang	Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Percukaian Individu: Penggajian	A-LA2624	KURSUS WAJIB - ASAS GRED 41	60	<input type="checkbox"/>	
<input type="checkbox"/>	Pusat Latihan Pengujian e-Pembelajaran	Kursus Pengujian Sistem	PLPEP01	KURSUS WAJIB - ASAS GRED 41	60	<input type="checkbox"/>	
<input type="checkbox"/>	Pusat Latihan Undang-undang	Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Percukaian Individu: Perniagaan	A-LA2625	KURSUS WAJIB - ASAS GRED 41	60	<input type="checkbox"/>	
<input type="checkbox"/>	abatan Undang-undang	Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Undang-undang	A-PH2694	KURSUS WAJIB - ASAS GRED 41	24	<input type="checkbox"/>	
<input type="checkbox"/>	akulti Satu	KAP 41 ujian	KAP41001	KURSUS WAJIB - ASAS GRED 41	60	<input type="checkbox"/>	

8. Sekiranya butang  ditekan, skrin berikut akan dipaparkan.



Home / Course

Update Course

Faculty *

Course Name *

Course Code *

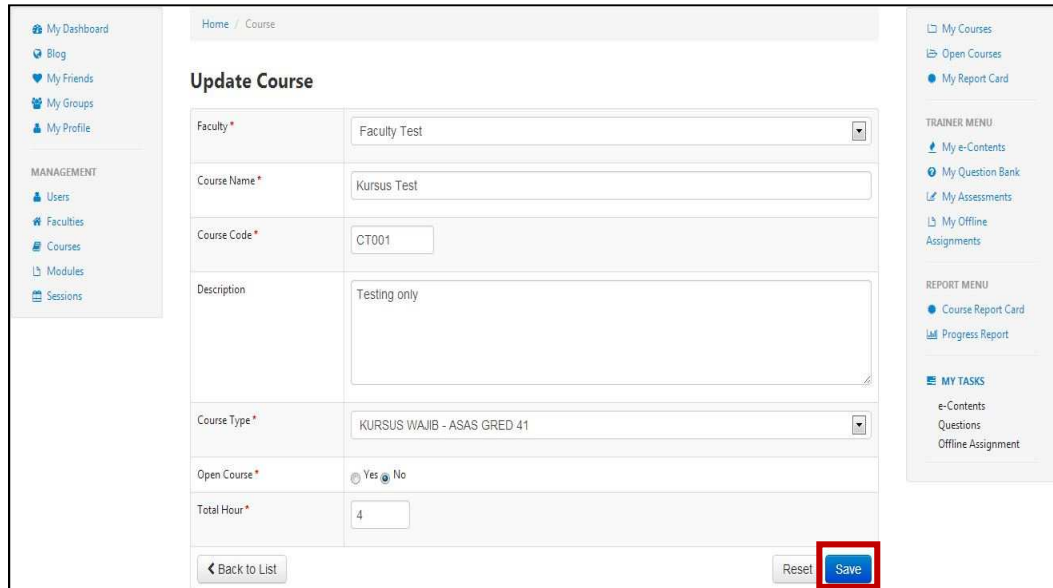
Description

Course Type *

Open Course * Yes No

Total Hour *

9. Sila ubah maklumat yang anda mahu dan tekan butang *Save*.



The screenshot shows the 'Update Course' form with the following fields and values:

Field	Value
Faculty *	Faculty Test
Course Name *	Kursus Test
Course Code *	CT001
Description	Testing only
Course Type *	KURSUS WAJIB - ASAS GRED 41
Open Course *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Total Hour *	4

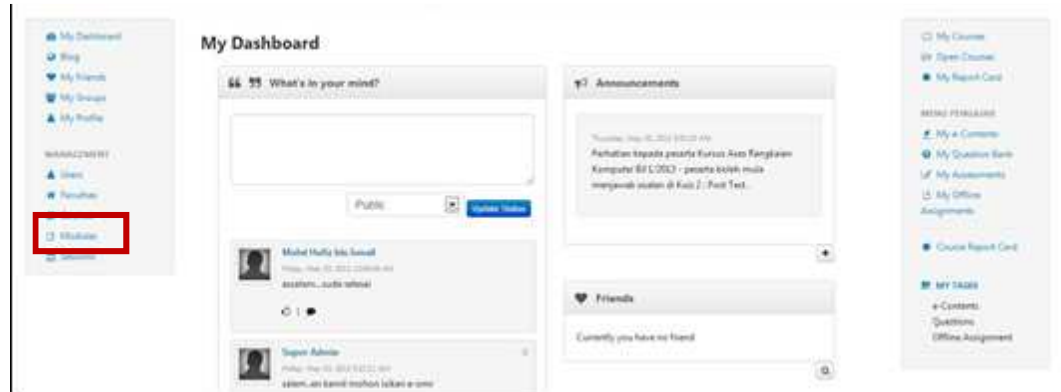
Buttons: Back to List, Reset, Save (highlighted with a red box).

10. Mesej berjaya akan dipaparkan.



C. Modul

11. Klik *Modules* untuk melihat senarai modul.



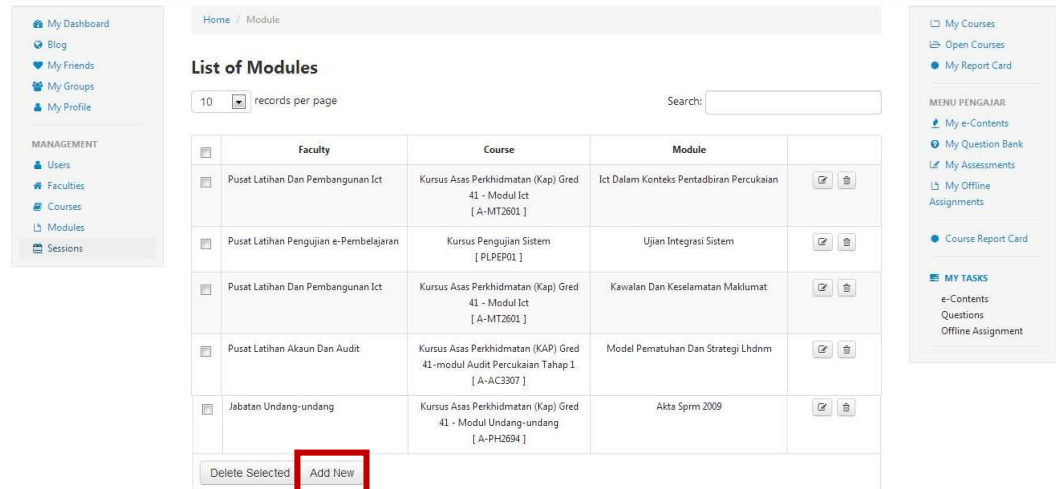
12. Skrin berikut akan dipaparkan.

The screenshot shows the 'List of Modules' page. The left sidebar has the 'Modules' link highlighted. The main content area features a table with the following data:

Faculty	Course	Module	
Pusat Latihan Dan Pembangunan Ict	Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Ict [A-MT2601]	Ict Dalam Konteks Pentadbiran Percukaian	<input type="checkbox"/> <input type="checkbox"/>
Pusat Latihan Pengujian e-Pembelajaran	Kursus Pengujian Sistem [PLPEP01]	Ujian Integrasi Sistem	<input type="checkbox"/> <input type="checkbox"/>
Pusat Latihan Dan Pembangunan Ict	Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Ict [A-MT2601]	Kawalan Dan Kezelamatan Maklumat	<input type="checkbox"/> <input type="checkbox"/>
Pusat Latihan Akaun Dan Audit	Kursus Asas Perkhidmatan (KAP) Gred 41-modul Audit Percukaian Tahap 1 [A-AC3307]	Model Pematuhan Dan Strategi Lhdnm	<input type="checkbox"/> <input type="checkbox"/>
Jabatan Undang-undang	Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Undang-undang [A-PH2694]	Akta Spm 2009	<input type="checkbox"/> <input type="checkbox"/>

At the bottom of the table, there are buttons for 'Delete Selected' and 'Add New'.

13. Klik *Add New* untuk menambah modul.



Home / Module

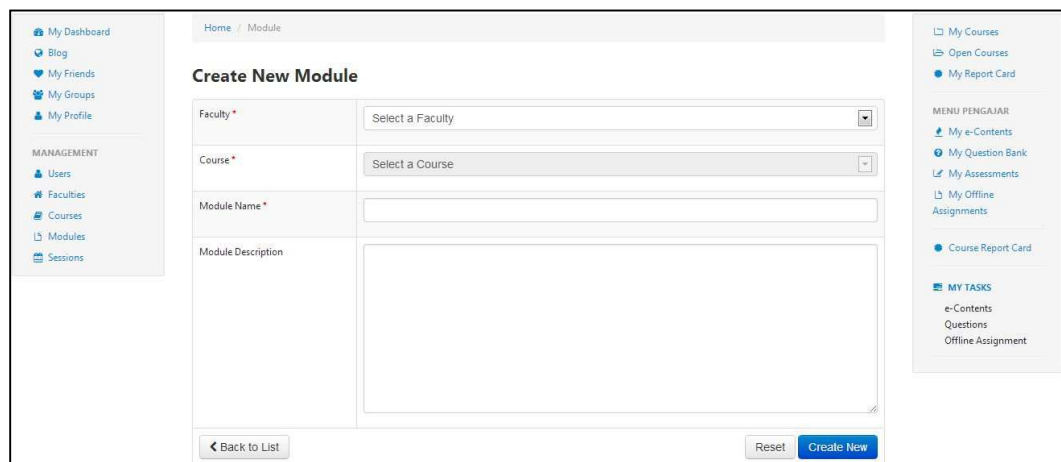
List of Modules

10 records per page Search:

	Faculty	Course	Module	
<input type="checkbox"/>	Pusat Latihan Dan Pembangunan Ict	Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Ict [A-MT2601]	Ict Dalam Konteks Pentadbiran Percukaian	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Pusat Latihan Pengujian e-Pembelajaran	Kursus Pengujian Sistem [PLPEP01]	Ujian Integrasi Sistem	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Pusat Latihan Dan Pembangunan Ict	Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Ict [A-MT2601]	Kawalan Dan Keselamatan Maklumat	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Pusat Latihan Akaun Dan Audit	Kursus Asas Perkhidmatan (KAP) Gred 41-modul Audit Percukaian Tahap 1 [A-AC3307]	Model Pematuhan Dan Strategi Lhdnm	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Jabatan Undang-undang	Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Undang-undang [A-PH2694]	Akta Sprm 2009	<input type="checkbox"/> <input type="checkbox"/>

Delete Selected **Add New**

14. Skrin berikut akan dipaparkan.



Home / Module

Create New Module

Faculty *

Course *

Module Name *

Module Description

15. Sila isikan maklumat-maklumat seperti *Faculty*, *Course*, *Module Name* dan *Module Description*. Medan bertanda (*) wajib diisi. Setelah selesai isi, tekan butang *Create New*.



Create New Module

Faculty *	<input type="text" value="Select a Faculty"/>
Course *	<input type="text" value="Select a Course"/>
Module Name *	<input type="text"/>
Module Description	<div style="border: 1px solid #ccc; height: 100px;"></div>

← Back to List
Reset Create New

16. Mesej berjaya akan dipaparkan.



17. Klik  untuk mengubah maklumat module. Klik  untuk membuang module. Anda boleh *delete* lebih daripada satu dengan *tick* di *checkbox* dan tekan butang *Delete Selected*.

- My Dashboard
- Blog
- My Friends
- My Groups
- My Profile






MANAGEMENT

- Users
- Faculties
- Courses
- Modules
- Sessions

Home / Module

List of Modules

10 records per page Search:

	Faculty	Course	Module	
<input type="checkbox"/>	usat Latihan Dan Pembangunan Ict	Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Ict [A-MT2601]	Ict Dalam Konteks Pentadbiran Percukaian	<input checked="" type="checkbox"/> 
<input type="checkbox"/>	usat Latihan Pengujian e-Pembelajaran	Kursus Pengujian Sistem [PLPEP01]	Ujian Integrasi Sistem	<input checked="" type="checkbox"/> 
<input type="checkbox"/>	usat Latihan Dan Pembangunan Ict	Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Ict [A-MT2601]	Kawalan Dan Keselamatan Maklumat	<input checked="" type="checkbox"/> 
<input type="checkbox"/>	usat Latihan Akaun Dan Audit	Kursus Asas Perkhidmatan (KAP) Gred 41-modul Audit Percukaian Tahap 1 [A-AC3307]	Model Pematuhan Dan Strategi Lhdhnm	<input checked="" type="checkbox"/> 
<input type="checkbox"/>	abatan Undang-undang	Kursus Asas Perkhidmatan (Kap) Gred 41 - Modul Undang-undang [A-PH2694]	Akta Sprm 2009	<input checked="" type="checkbox"/> 

Delete Selected
Add New


MENU PENGAJAR

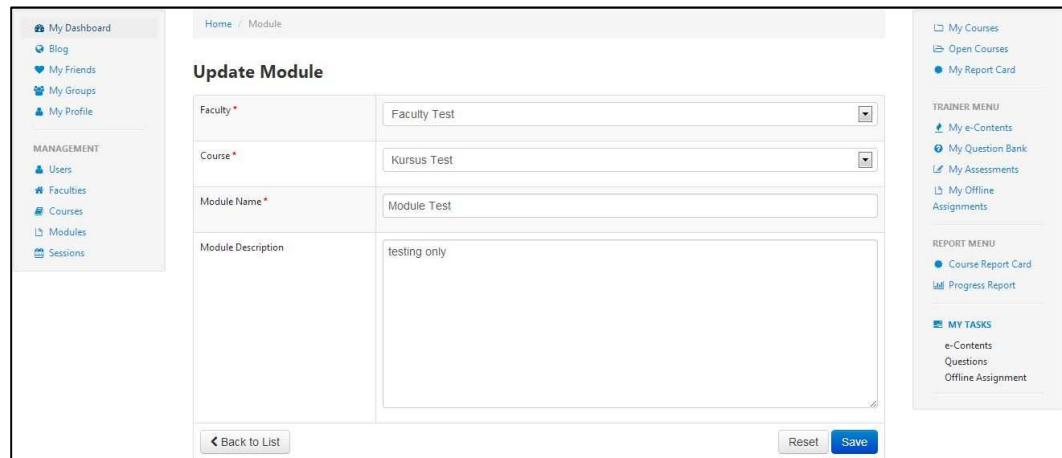
- My e-Contents
- My Question Bank
- My Assessments
- My Offline Assignments

Course Report Card

MY TASKS

- e-Contents
- Questions
- Offline Assignment

18. Sekiranya butang  ditekan, skrin berikut akan dipaparkan.

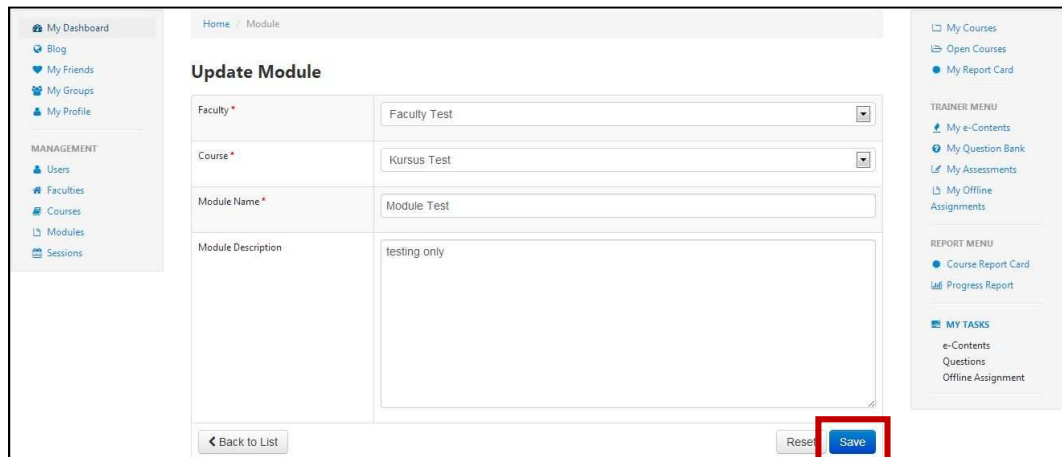


The screenshot shows the 'Update Module' form. The form fields are:

- Faculty: Faculty Test
- Course: Kursus Test
- Module Name: Module Test
- Module Description: testing only

At the bottom right of the form, there are two buttons: 'Reset' and 'Save'.

19. Sila ubah maklumat yang anda mahu dan tekan butang *Save*.



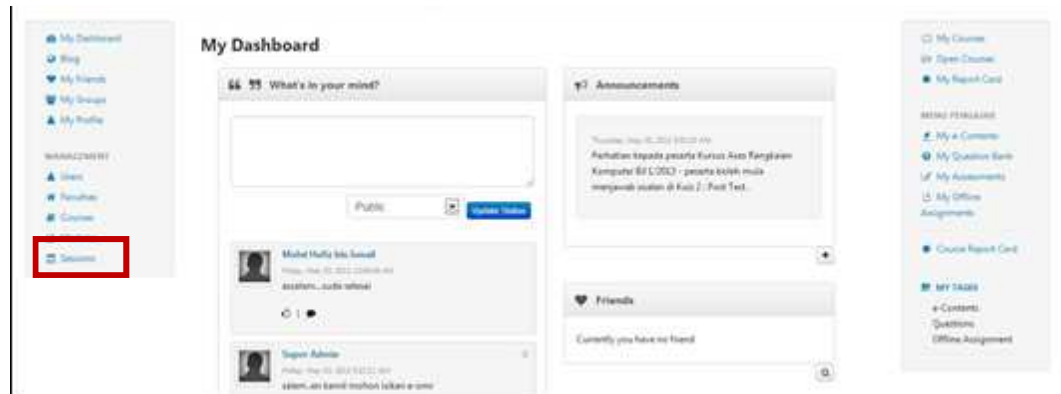
The screenshot shows the 'Update Module' form, identical to the previous one. The 'Save' button at the bottom right is highlighted with a red box.

20. Mesej berjaya akan dipaparkan.

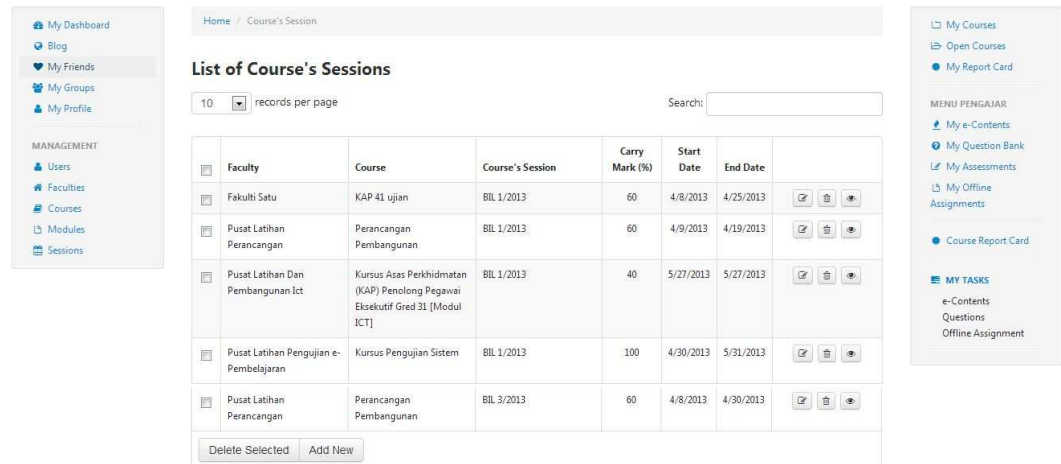


D.Sesi Kursus

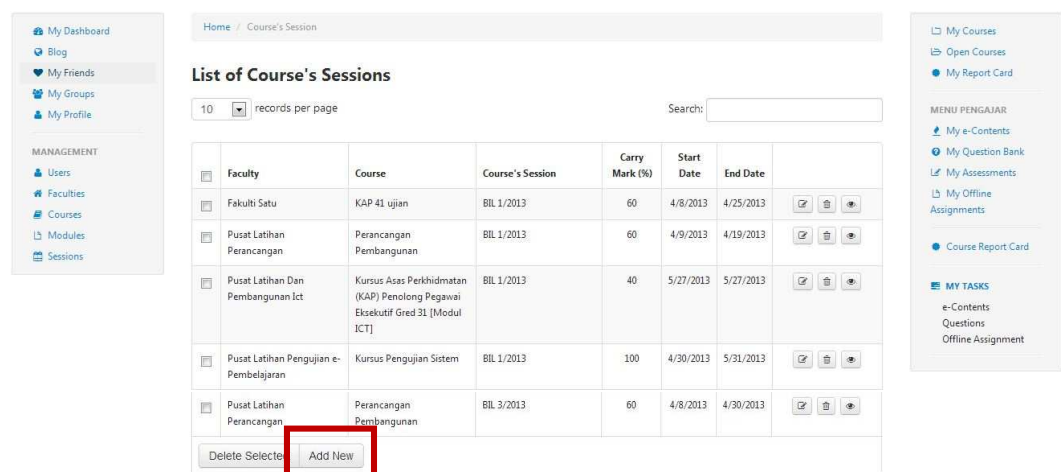
21. Klik *Sessions* untuk melihat senarai sesi kursus.



22. Skrin berikut akan dipaparkan.



23. Klik *Add New* untuk menambah sesi kursus.



24. Skrin berikut akan dipaparkan.

The screenshot shows the 'Create Course's Session' form. It has a left sidebar with navigation links like 'My Dashboard', 'Blog', 'My Friends', 'My Groups', 'My Profile', and 'MANAGEMENT' (Users, Faculties, Courses, Modules, Sessions). The main form area contains the following fields:

- Faculty ***: Select a Faculty (dropdown)
- Course ***: Select a Course (dropdown)
- Course's Session Name ***: Semester (dropdown, value: 1) and Year (dropdown, value: 2013)
- Carry Mark (%) ***: A table with three rows:

Assessments	0 %
Offline Assignment	0 %
TOTAL	0 %

 Below the table is an 'Add Criteria' button.
- Start Date - End Date ***: A date range input field.



At the bottom of the form are buttons: 'Back to List', 'Reset', and 'Create New'.

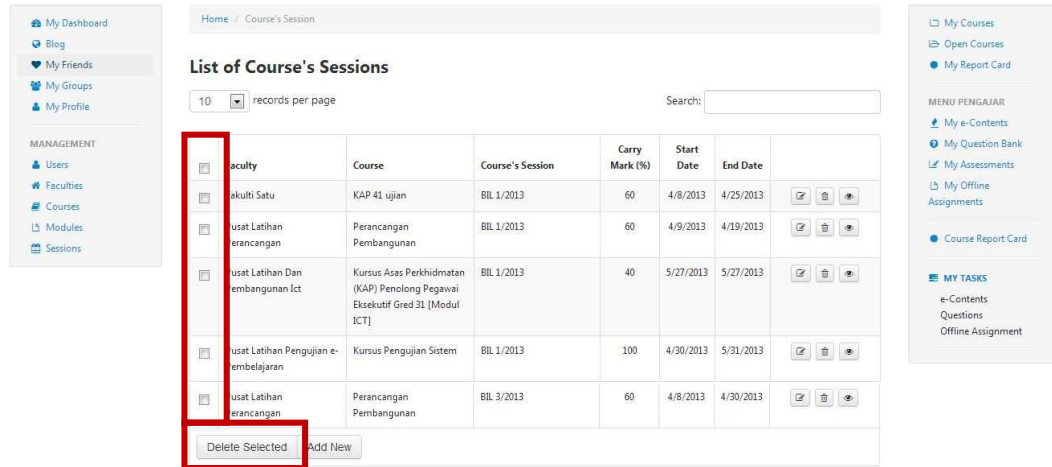
25. Sila isikan maklumat-maklumat seperti *Faculty*, *Course*, *Course Session Name*, *Carry Mark* dan *Start Date – End Date*. *Add Criteria* adalah untuk memberi markah selain daripada *Assessment* dan *Offline Assignment*. Contohnya seperti markah kehadiran dan sebagainya. Medan bertanda (*) wajib diisi. Setelah selesai isi, tekan butang *Create New*.

This is an identical screenshot of the 'Create Course's Session' form as described in the previous block, showing the form structure and fields.

26. Mesej berjaya akan dipaparkan.



27. Klik  untuk mengubah maklumat module. Klik  untuk membuang module. Anda boleh *delete* lebih daripada satu dengan *tick* di *checkbox* dan tekan butang *Delete Selected*.




Home / Course's Session

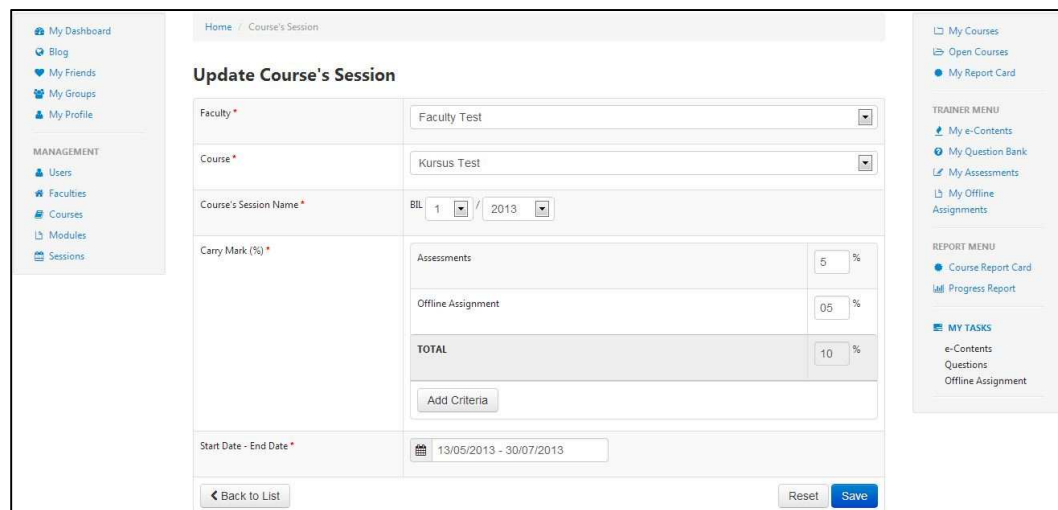
List of Course's Sessions

10 records per page Search:

<input type="checkbox"/>	Faculty	Course	Course's Session	Carry Mark (%)	Start Date	End Date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	akulti Satu	KAP 41 ujian	BIL 1/2013	60	4/8/2013	4/25/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	usat Latihan Perancangan	Perancangan Pembangunan	BIL 1/2013	60	4/9/2013	4/19/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	usat Latihan Dan pembangunan Ict	Kursus Asas Perkhidmatan (KAP) Penolong Pegawai Eksekutif Gred 31 (Modul ICT)	BIL 1/2013	40	5/27/2013	5/27/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	usat Latihan Pengujian e-mebelajaran	Kursus Pengujian Sistem	BIL 1/2013	100	4/30/2013	5/31/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	usat Latihan Perancangan	Perancangan Pembangunan	BIL 3/2013	60	4/8/2013	4/30/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Delete Selected Add New

28. Sekiranya butang  ditekan, skrin berikut akan dipaparkan.



Home / Course's Session

Update Course's Session

Faculty * Faculty Test

Course * Kursus Test

Course's Session Name * BIL 1 / 2013

Carry Mark (%) *

Assessments	5 %
Offline Assignment	05 %
TOTAL	10 %

Add Criteria

Start Date - End Date * 13/05/2013 - 30/07/2013

Back to List Reset Save

29. Sila ubah maklumat yang anda mahu dan tekan butang *Save*.

Home / Course's Session

Update Course's Session

Faculty * Faculty Test

Course * Kursus Test

Course's Session Name * BIL 1 / 2013

Carry Mark (%) *
 Assessments 5 %
 Offline Assignment 05 %
 TOTAL 10 %
 Add Criteria

Start Date - End Date * 13/05/2013 - 30/07/2013

Back to List Res **Save**

30. Mesej berjaya akan dipaparkan.













31. *Klik*  untuk melihat maklumat-maklumat sesi kursus.

Home / Course's Session

List of Course's Sessions

10 records per page Search:

Faculty	Course	Course's Session	Carry Mark (%)	Start Date	End Date	
Fakulti Satu	KAP 41 ujian	BIL 1/2013	60	4/8/2013	4/25/2013	
Pusat Latihan Perancangan	Perancangan Pembangunan	BIL 1/2013	60	4/9/2013	4/19/2013	  
Pusat Latihan Dan Pembangunan Ict	Kursus Asas Perkhidmatan (KAP) Penolong Pegawai Eksekutif Gred 31 [Modul ICT]	BIL 1/2013	40	5/27/2013	5/27/2013	  
Pusat Latihan Pengujian e-Pembelajaran	Kursus Pengujian Sistem	BIL 1/2013	100	4/30/2013	5/31/2013	  

32. Skrin berikut akan dipaparkan.

The screenshot displays a web application interface for a course session. The main content area shows a table with the following data:

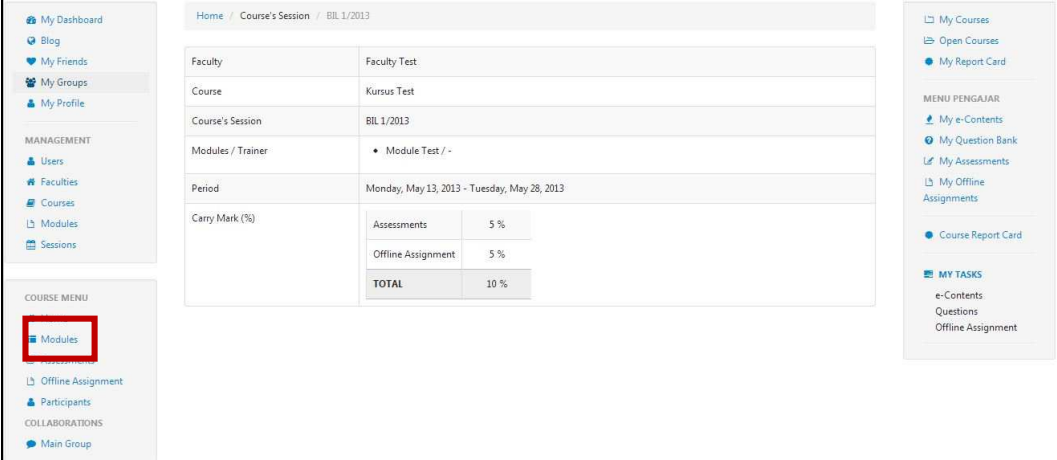
Faculty	Faculty Test	
Course	Kursus Test	
Course's Session	BIL 1/2013	
Modules / Trainer	• Module Test / -	
Period	Monday, May 13, 2013 - Tuesday, May 28, 2013	
Carry Mark (%)	Assessments	5 %
	Offline Assignment	5 %
	TOTAL	10 %

The interface includes a left sidebar with navigation options: My Dashboard, Blog, My Friends, My Groups, My Profile, MANAGEMENT (Users, Faculties, Courses, Modules, Sessions), COURSE MENU (Home, Modules, Assessments, Offline Assignment, Participants), and COLLABORATIONS (Main Group). The right sidebar contains MENU PENGAJAR (My Courses, Open Courses, My Report Card) and MY TASKS (e-Contents, Questions, Offline Assignment).

E. Sesi Kursus (*View*)

1. Modul (*Module*)

a. Klik *Modules* untuk melihat senarai modul.



The screenshot shows the 'Course's Session' view for 'BIL 1/2013'. The main content area displays a table with the following data:

Faculty	Faculty Test	
Course	Kursus Test	
Course's Session	BIL 1/2013	
Modules / Trainer	• Module Test / -	
Period	Monday, May 13, 2013 - Tuesday, May 28, 2013	
Carry Mark (%)	Assessments	5 %
	Offline Assignment	5 %
	TOTAL	10 %

The left sidebar menu has 'Modules' highlighted with a red box. The right sidebar contains various navigation options like 'My Courses', 'MENU PENGAJAR', and 'MY TASKS'.

b. Skrin berikut akan dipaparkan.

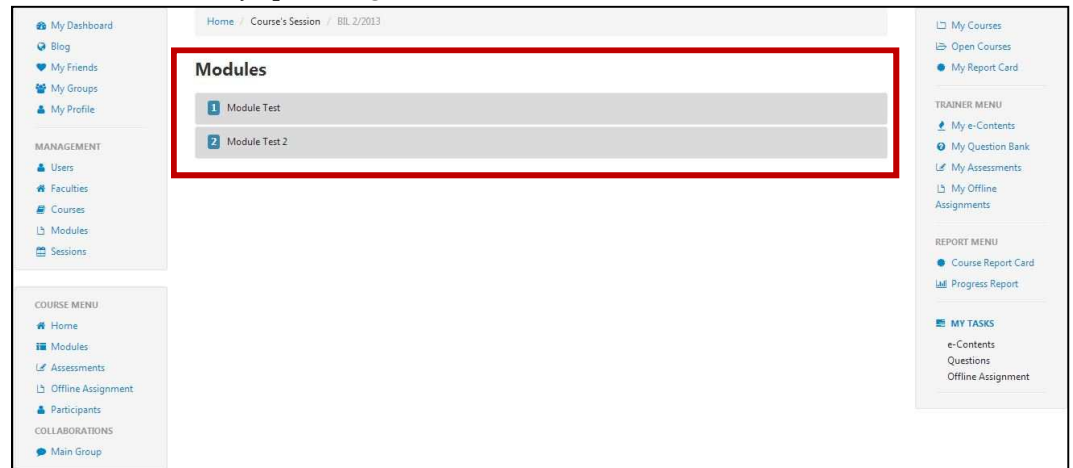



The screenshot shows the 'Modules' view for 'BIL 2/2013'. The main content area displays a list of modules:

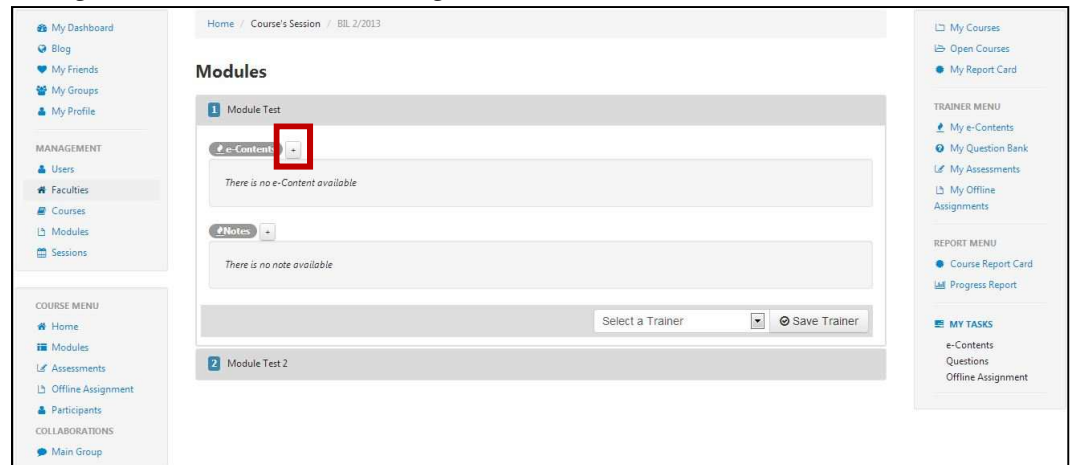
- 1 Module Test
- 2 Module Test 2

The left sidebar menu has 'Modules' selected. The right sidebar contains navigation options like 'My Courses', 'TRAINER MENU', and 'REPORT MENU'.

- c. Anda boleh menyusun modul – modul dengan *drag & drop* mengikut kemahuan anda. Contohnya anda mahu item nombor 2 menjadi item nombor 1, anda hanya perlu *drag* item nombor 2 ke item nombor 1.




- d. Sekiranya tiada e-Kandungan atau nota seperti gambarajah dibawah, Klik butang  untuk menambah kandungan.



e. Skrin berikut akan dipaparkan.

f. Klik  untuk menambah kandungan.

g. Setelah klik butang , senarai e-Kandungan akan dikemaskini. Gambarajah di bawah adalah contoh.

	Title	Time Spent	Progress
1	e-Content Test	-	0 %
2	e-Content Test 2	-	0 %

- h. Untuk *Notes*, sila ulangi item d – g

The screenshot shows the 'Modules' page in an LMS. The page has a breadcrumb trail: Home / Course's Session / BIL 2/2013. The main content area is titled 'Modules' and contains two sections: '1 Module Test' and '2 Module Test 2'. Under '1 Module Test', there are two tabs: 'e-Contents' and 'Notes'. Both tabs show a message: 'There is no e-Content available' and 'There is no note available' respectively. A red box highlights these two tabs. Below the tabs, there is a 'Select a Trainer' dropdown menu and a 'Save Trainer' button. The left sidebar contains navigation menus for 'MANAGEMENT', 'COURSE MENU', and 'COLLABORATIONS'. The right sidebar contains 'My Courses', 'TRAINER MENU', 'REPORT MENU', and 'MY TASKS'.

- i. Untuk menetapkan *trainer* pada sesuatu modul, klik pada *Select a Trainer* dan pilih *trainer* seperti gambarajah dibawah.

This screenshot is identical to the previous one, but the red box highlights the 'Select a Trainer' dropdown menu and the 'Save Trainer' button, indicating the next step in the process.

- j. Selepas selesai memilih, tekan butang *Save Trainer*.

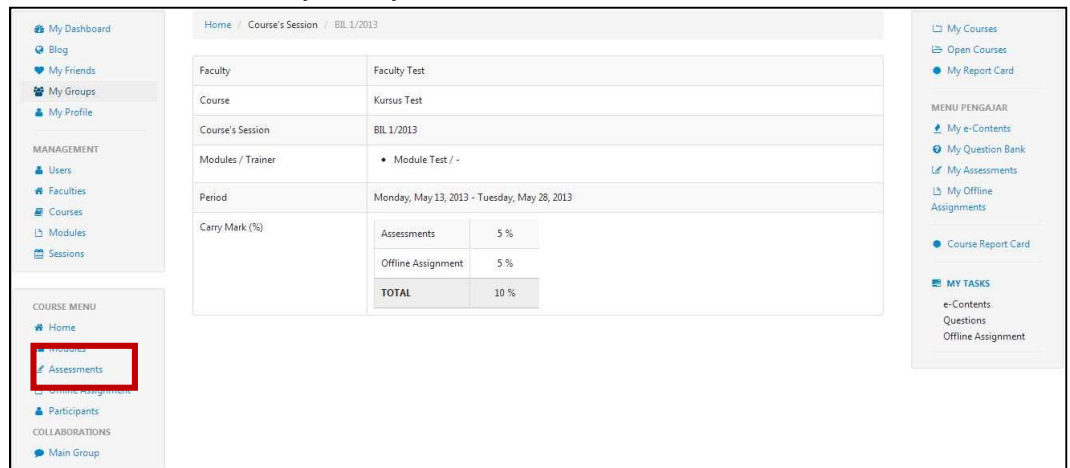
This screenshot is identical to the previous ones, but the red box highlights only the 'Save Trainer' button, indicating the final step in the process.

- k. Mesej berjaya akan dipaparkan.

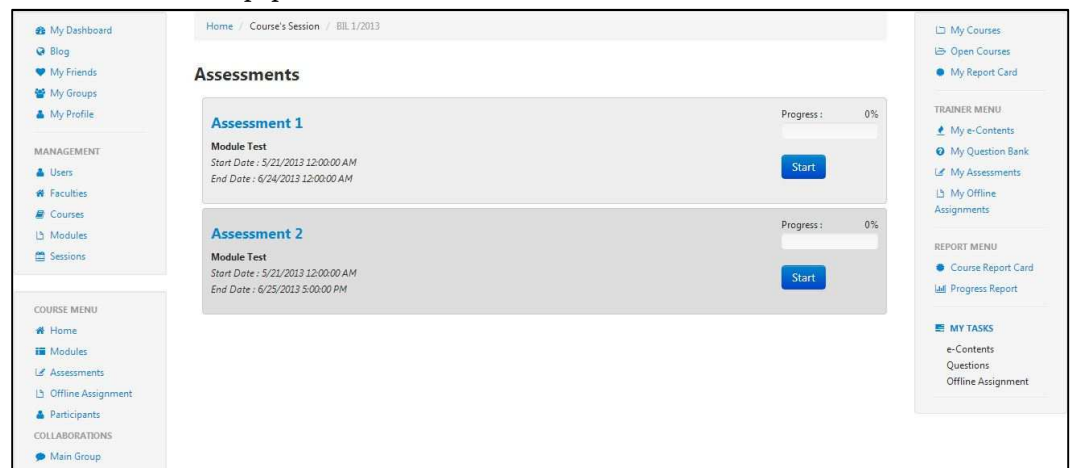


2. Ujian (*Assessment*)

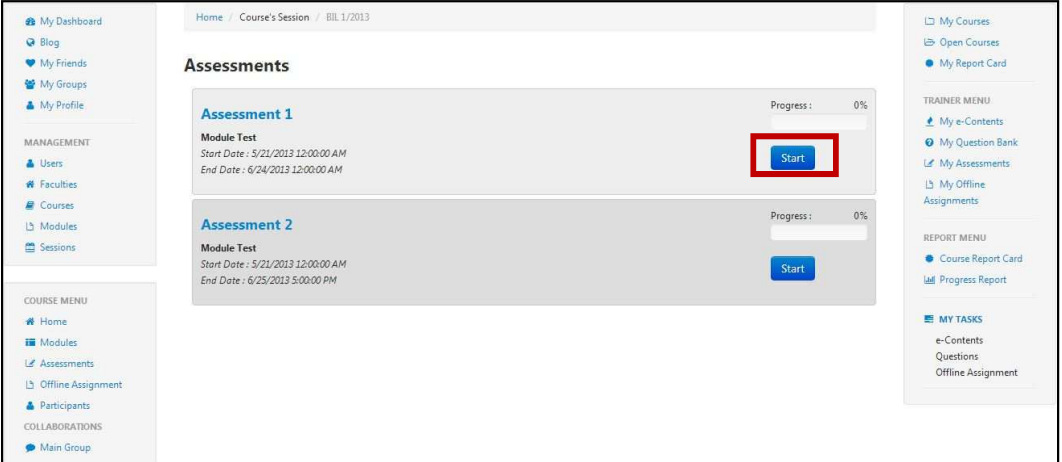
- a. Klik *Assessment* untuk menjawab ujian.



- b. Skrin berikut akan dipaparkan.



c. Untuk mengambil ujian, klik *Start*.



Home / Course's Session / BIL 1/2013

Assessments

Assessment 1 Progress : 0%

Module Test
Start Date : 5/21/2013 12:00:00 AM
End Date : 6/24/2013 12:00:00 AM

Start

Assessment 2 Progress : 0%

Module Test
Start Date : 5/21/2013 12:00:00 AM
End Date : 6/25/2013 5:00:00 PM

Start

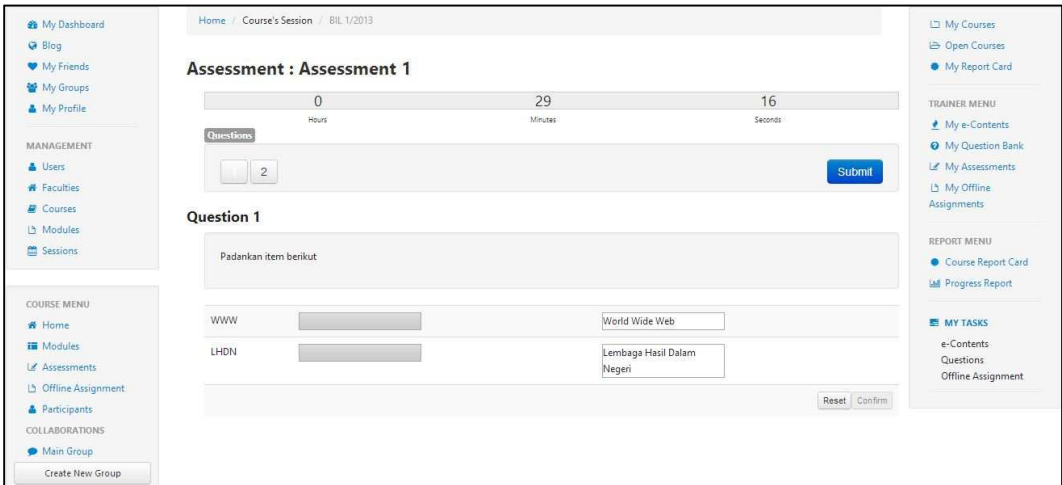
My Courses
Open Courses
My Report Card

TRAINER MENU
My e-Contents
My Question Bank
My Assessments
My Offline Assignments

REPORT MENU
Course Report Card
Progress Report

MY TASKS
e-Contents
Questions
Offline Assignment

d. Skrin untuk menjawab soalan akan dipaparkan. Gambarajah di bawah adalah contoh.



Home / Course's Session / BIL 1/2013

Assessment : Assessment 1

0 Hours 29 Minutes 16 Seconds

Questions

1 2 **Submit**

Question 1

Padankan item berikut

WWW World Wide Web

LHDN Lembaga Hasil Dalam Negeri

Reset Confirm

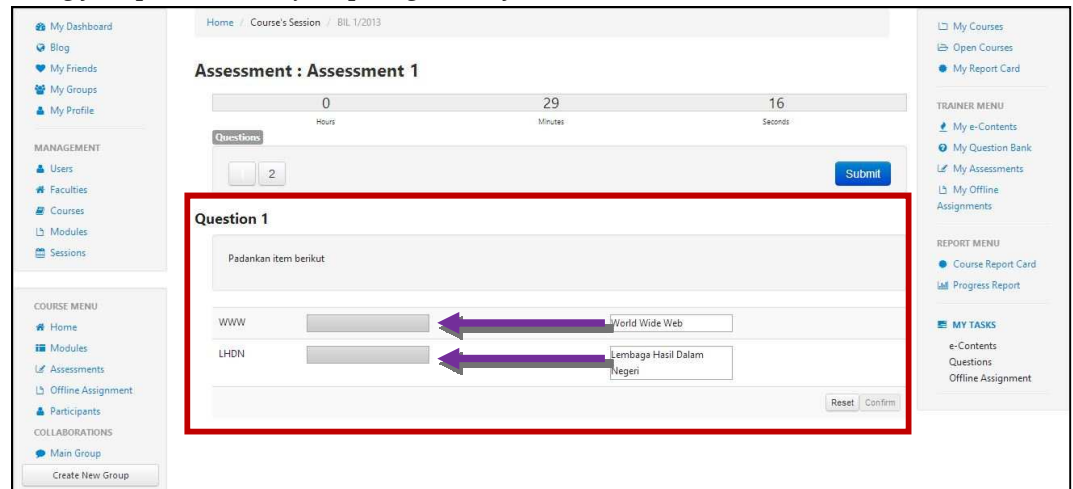
My Courses
Open Courses
My Report Card

TRAINER MENU
My e-Contents
My Question Bank
My Assessments
My Offline Assignments

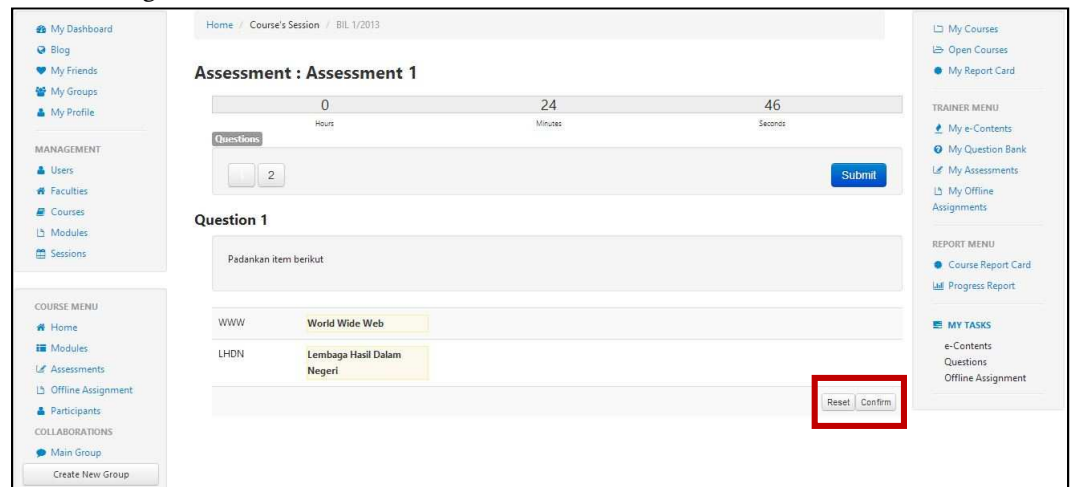
REPORT MENU
Course Report Card
Progress Report

MY TASKS
e-Contents
Questions
Offline Assignment

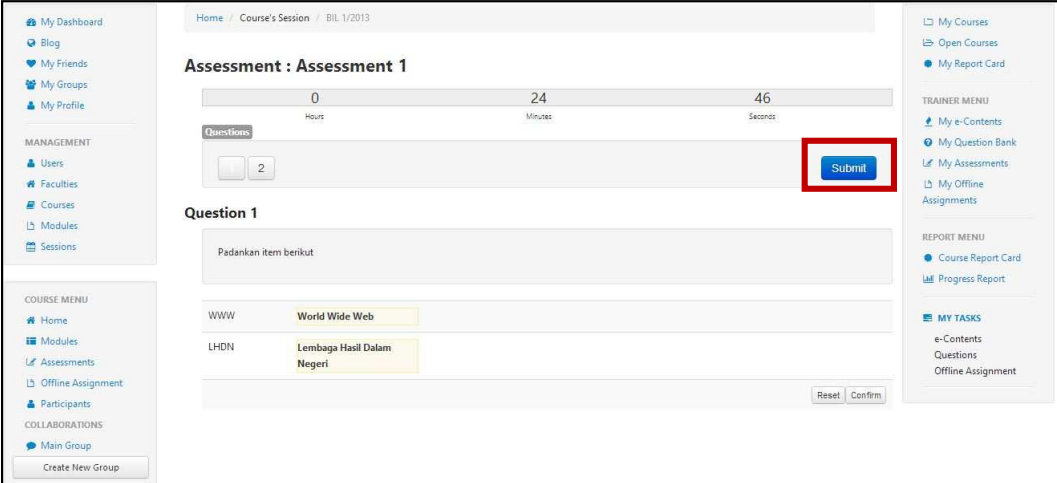
- e. Untuk soalan *Drag & Drop*, anda hanya perlu pilih jawapan dan *drag* di ruang jawapan. Contohnya seperti gambarajah di bawah.



- f. Selepas selesai menjawab, tekan butang *Confirm*. Sekiranya anda tidak menekan butang *Confirm*, jawapan tidak akan disimpan. Ini hanya untuk soalan *Drag & Drop*. Soalan selain daripada *Drag & Drop* tidak perlu menekan butang *Confirm*. Untuk menjawab semula soalan *Drag & Drop* tekan butang *Reset*.



- g. Setelah selesai menjawab kesemua soalan. Tekan *Submit*.

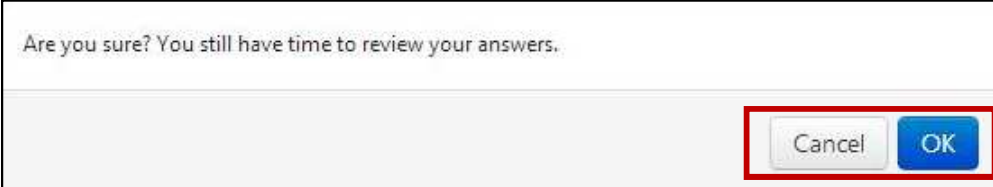


The screenshot shows the assessment interface. At the top, there is a breadcrumb trail: Home / Course's Session / BIL 1/2013. Below this, the title 'Assessment : Assessment 1' is displayed. A progress bar shows 0 Hours, 24 Minutes, and 46 Seconds. A 'Questions' section shows a count of 2. A blue 'Submit' button is highlighted with a red box. Below the progress bar, 'Question 1' is shown with the instruction 'Padankan item berikut'. A table with two rows is displayed:

WWW	World Wide Web
LHDN	Lembaga Hasil Dalam Negeri

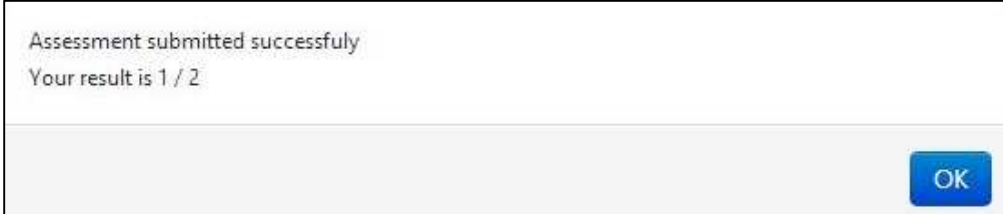
At the bottom right of the question area, there are 'Reset' and 'Confirm' buttons. The interface includes a left sidebar with navigation options like 'My Dashboard', 'Blog', 'My Friends', 'My Groups', 'My Profile', 'MANAGEMENT', 'COURSE MENU', and 'COLLABORATIONS'. A right sidebar contains 'My Courses', 'Open Courses', 'My Report Card', 'TRAINER MENU', 'REPORT MENU', and 'MY TASKS'.

- h. Sekiranya anda masih mempunyai masa untuk menjawab, mesej berikut akan dipaparkan. Tekan *OK* untuk teruskan. Tekan *Cancel* untuk semak semula jawapan.



The screenshot shows a confirmation dialog box with the text: 'Are you sure? You still have time to review your answers.' At the bottom right, there are two buttons: 'Cancel' and 'OK'. The 'OK' button is highlighted with a red box.

- i. Mesej berjaya berserta keputusan akan dipaparkan.



The screenshot shows a success message dialog box with the text: 'Assessment submitted successfully' and 'Your result is 1 / 2'. At the bottom right, there is a blue 'OK' button.

- j. Anda boleh melihat semula jawapan yang betul dengan menekan butang *View*.

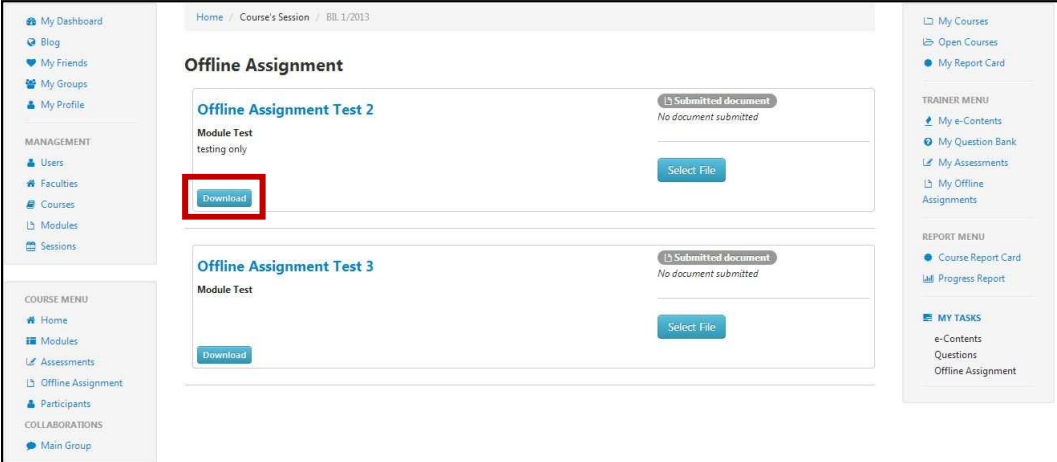
3. Tugas Luar Talian (*Offline Assignment*)

- a. Klik *Offline Assignment* untuk melihat tugas luar talian.

Faculty	Faculty Test	
Course	Kursus Test	
Course's Session	BIL 1/2013	
Modules / Trainer	• Module Test / -	
Period	Monday, May 13, 2013 - Tuesday, May 28, 2013	
Carry Mark (%)	Assessments	5 %
	Offline Assignment	5 %
	TOTAL	10 %

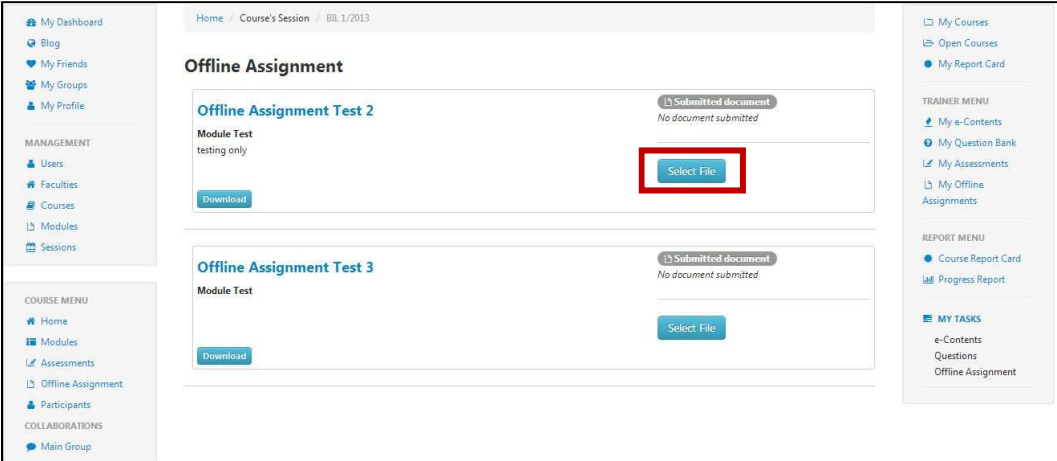
- b. Skrin berikut akan dipaparkan.

- c. Tekan *Download* untuk muat turun tugas luar talian.



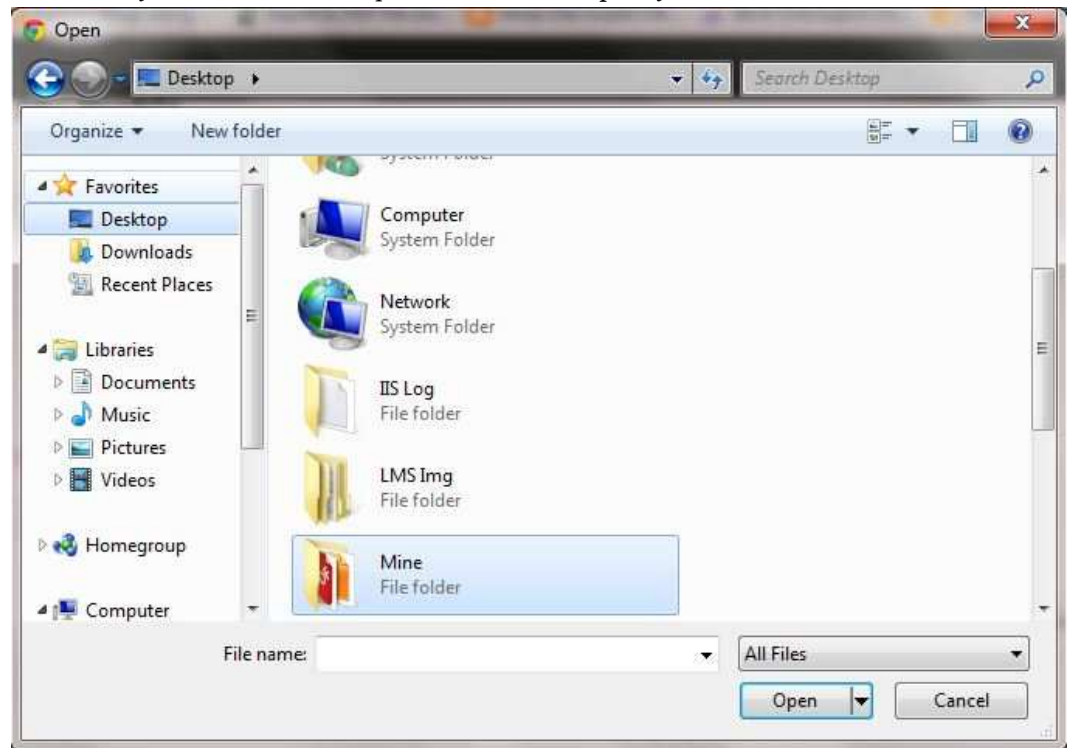
The screenshot displays the 'Offline Assignment' interface. On the left, there is a navigation menu with sections: 'My Dashboard', 'MANAGEMENT' (Users, Faculties, Courses, Sessions), 'COURSE MENU' (Home, Modules, Assessments, Offline Assignment, Participants), and 'COLLABORATIONS' (Main Group). The main content area shows two assignment cards. The first card, 'Offline Assignment Test 2', is for a 'Module Test' (testing only) and has a 'Submitted document' status of 'No document submitted'. A red box highlights the 'Download' button. The second card, 'Offline Assignment Test 3', also has a 'Submitted document' status of 'No document submitted' and a 'Select File' button. The right sidebar contains 'My Courses', 'Open Courses', 'My Report Card', 'TRAINER MENU' (My e-Contents, My Question Bank, My Assessments, My Offline Assignments), 'REPORT MENU' (Course Report Card, Progress Report), and 'MY TASKS' (e-Contents, Questions, Offline Assignment).

- d. Untuk muat naik jawapan, klik *Select File*.

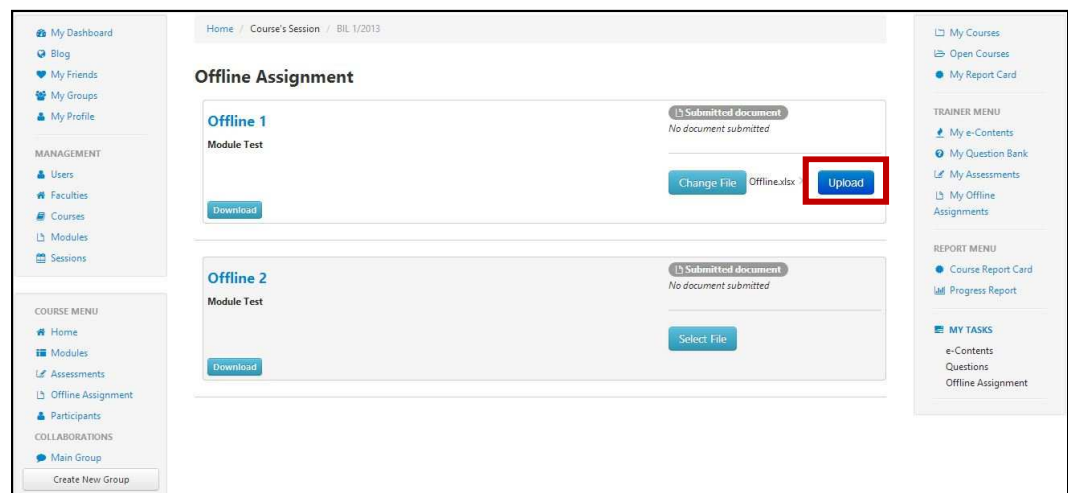


This screenshot is identical to the one above, showing the 'Offline Assignment' page. In this instance, a red box highlights the 'Select File' button on the 'Offline Assignment Test 2' card, indicating the action to upload an answer.

- e. Pilih lokasi *file* anda dan tekan *Open* atau *double click* pada *file* tersebut.



- f. Tekan *Upload* untuk muat naik jawapan dan tunggu sehingga proses muat naik selesai.



g. Skrin berikut akan dipaparkan.

4. Peserta (*Participant*)

a. Klik *Participants* untuk melihat senarai peserta-peserta yang terlibat.

Faculty	Faculty Test	
Course	Kursus Test	
Course's Session	BILL 1/2013	
Modules / Trainer	• Module Test / -	
Period	Monday, May 13, 2013 - Tuesday, May 28, 2013	
Carry Mark (%)	Assessments	5 %
	Offline Assignment	5 %
	TOTAL	10 %

b. Skrin berikut akan dipaparkan.

	Full Name	Branch	
<input type="checkbox"/>	Azlinda Putri Binti Azman	Bahagian Aplikasi Automasi Pejabat	<input type="checkbox"/>
<input type="checkbox"/>	Khr	Akademi Percukaian Malaysia	<input type="checkbox"/>
<input type="checkbox"/>	Noorhanwanie Binti Mohamed Nor	Bahagian Aplikasi Automasi Pejabat	<input type="checkbox"/>
<input type="checkbox"/>	Noraisah Binti Mokhdzar	Bahagian Aplikasi Automasi Pejabat	<input type="checkbox"/>
<input type="checkbox"/>	Super Admin	Akademi Percukaian Malaysia	<input type="checkbox"/>

- c. Untuk menambah peserta baru, sila klik *Enroll New Trainees*.

The screenshot displays the 'Participants' management interface. At the top, there is a breadcrumb trail: Home / Course's Session / BIL 1/2013. Below this, a search bar and a dropdown menu for 'records per page' (set to 10) are visible. The main content area contains a table with the following data:

	Full Name	Branch	
<input type="checkbox"/>	Azlinda Putri Binti Azman	Bahagian Aplikasi Automasi Pejabat	<input type="checkbox"/>
<input type="checkbox"/>	Khr	Akademi Percukaian Malaysia	<input type="checkbox"/>
<input type="checkbox"/>	Noorharwanie Binti Mohamed Nor	Bahagian Aplikasi Automasi Pejabat	<input type="checkbox"/>
<input type="checkbox"/>	Noraisiah Binti Mokhdzar	Bahagian Aplikasi Automasi Pejabat	<input type="checkbox"/>
<input type="checkbox"/>	Super Admin	Akademi Percukaian Malaysia	<input type="checkbox"/>

Below the table, there are three buttons: 'Unenroll Selected', 'Enroll New Trainees' (highlighted with a red box), and 'Copy Trainees'. The page also shows a sidebar with navigation menus and a search bar at the top.

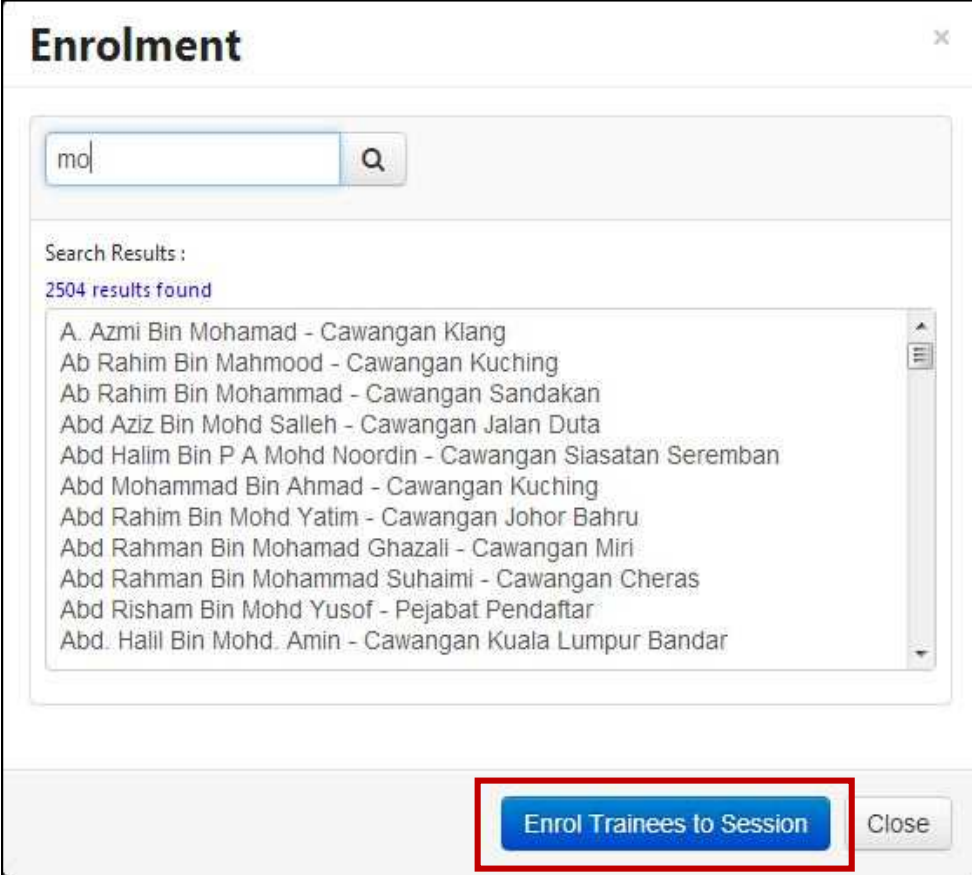
- d. Skrin berikut akan dipaparkan.

The screenshot shows the 'Enrolment' modal window. It features a search bar with the placeholder text 'Search' and a magnifying glass icon. Below the search bar, there is a section labeled 'Search Results :'. At the bottom of the modal, there are two buttons: 'Enrol Trainees to Session' (in blue) and 'Close'.

- e. Isikan nama peserta di ruang carian.

The screenshot shows the 'Enrolment' modal window, identical to the previous one, but with the search bar highlighted by a red rectangle. The search bar contains the placeholder text 'Search' and a magnifying glass icon. The rest of the modal is identical to the previous screenshot.

- f. Pilih peserta yang anda mahu dan tekan butang *Enrol Trainees to Session*



The screenshot shows a dialog box titled "Enrolment" with a search bar containing "mo" and a magnifying glass icon. Below the search bar, it says "Search Results : 2504 results found". A list of names and branches is displayed, including "A. Azmi Bin Mohamad - Cawangan Klang", "Ab Rahim Bin Mahmood - Cawangan Kuching", "Ab Rahim Bin Mohammad - Cawangan Sandakan", "Abd Aziz Bin Mohd Salleh - Cawangan Jalan Duta", "Abd Halim Bin P A Mohd Noordin - Cawangan Siasatan Seremban", "Abd Mohammad Bin Ahmad - Cawangan Kuching", "Abd Rahim Bin Mohd Yatim - Cawangan Johor Bahru", "Abd Rahman Bin Mohamad Ghazali - Cawangan Miri", "Abd Rahman Bin Mohammad Suhaimi - Cawangan Cheras", "Abd Risham Bin Mohd Yusof - Pejabat Pendaftaran", and "Abd. Halil Bin Mohd. Amin - Cawangan Kuala Lumpur Bandar". At the bottom right, there is a blue button labeled "Enrol Trainees to Session" which is highlighted with a red rectangle, and a "Close" button next to it.

- g. Mesej berjaya akan dipaparkan. Tekan *OK* untuk teruskan. Senarai peserta akan dikemaskini.



The screenshot shows a simple dialog box with the text "Enrolment Successful" and a blue "OK" button at the bottom right.

- h. Anda boleh masukkan peserta yang ada ke dalam sesi kursus yang lain dengan menekan butang *Copy Trainees*.

Amaran: *Copy Trainees* hanya digunakan sekiranya anda ingin memasukkan peserta ke sesi lain yang tiada peserta lagi. Sekiranya sesi yang anda pilih ada peserta, peserta yang lama akan *delete*.

The screenshot shows the 'Participants' page for a course session. The table lists the following participants:

	Full Name	Branch	
<input type="checkbox"/>	Azlinda Putri Binti Azman	Bahagian Aplikasi Automasi Pejabat	
<input type="checkbox"/>	Khr	Akademi Percukaian Malaysia	
<input type="checkbox"/>	Noorhanwani Binti Mohamed Nor	Bahagian Aplikasi Automasi Pejabat	
<input type="checkbox"/>	Noraisah Binti Mokhdzar	Bahagian Aplikasi Automasi Pejabat	
<input type="checkbox"/>	Super Admin	Akademi Percukaian Malaysia	

Below the table, there are buttons: 'Unenroll Selected', 'Enroll New Trainees', and 'Copy Trainees' (highlighted with a red box). The page also shows a search bar and a 'records per page' dropdown set to 10.

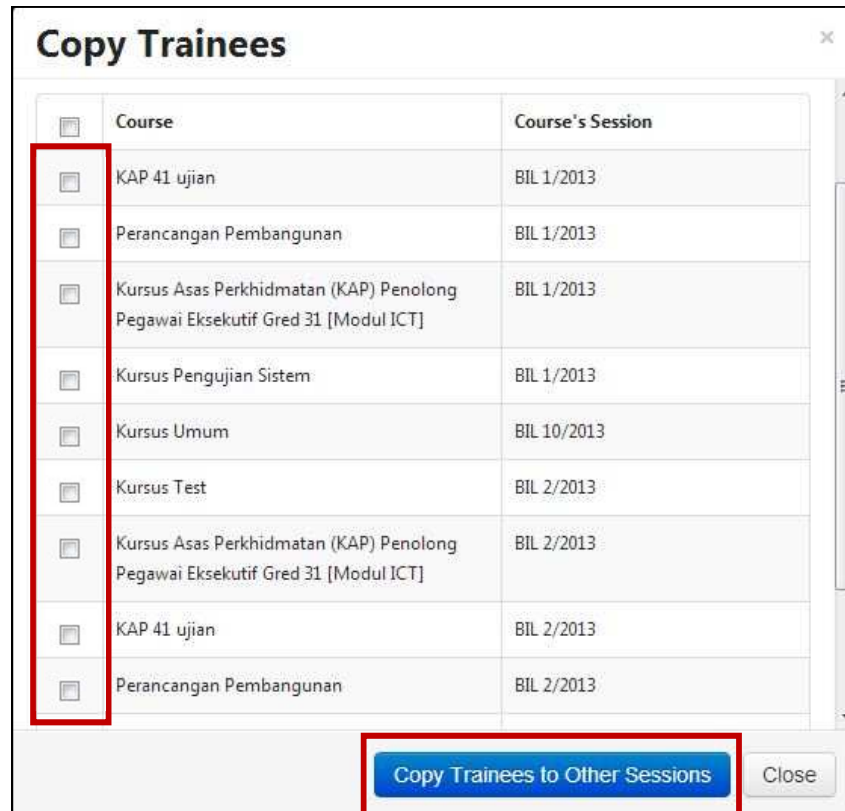
- i. Skrin berikut akan dipaparkan.

The 'Copy Trainees' dialog box displays the following data:

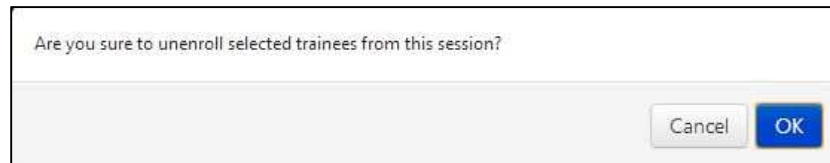
Course	Course's Session
KAP 41 ujian	BIL 1/2013
Perancangan Pembangunan	BIL 1/2013
Kursus Asas Perkhidmatan (KAP) Penolong Pegawai Eksekutif Gred 31 [Modul ICT]	BIL 1/2013
Kursus Pengujian Sistem	BIL 1/2013
Kursus Umum	BIL 10/2013
Kursus Test	BIL 2/2013
Kursus Asas Perkhidmatan (KAP) Penolong Pegawai Eksekutif Gred 31 [Modul ICT]	BIL 2/2013
KAP 41 ujian	BIL 2/2013
Perancangan Pembangunan	BIL 2/2013

At the bottom of the dialog box, there are two buttons: 'Copy Trainees to Other Sessions' and 'Close'.

- j. Pilih sesi kursus yang anda mahu dan *tick*. Selepas itu tekan butang *Copy Trainees to Other Sessions*.



- k. Mesej *confirmation* akan dipaparkan. Tekan *OK* untuk teruskan.

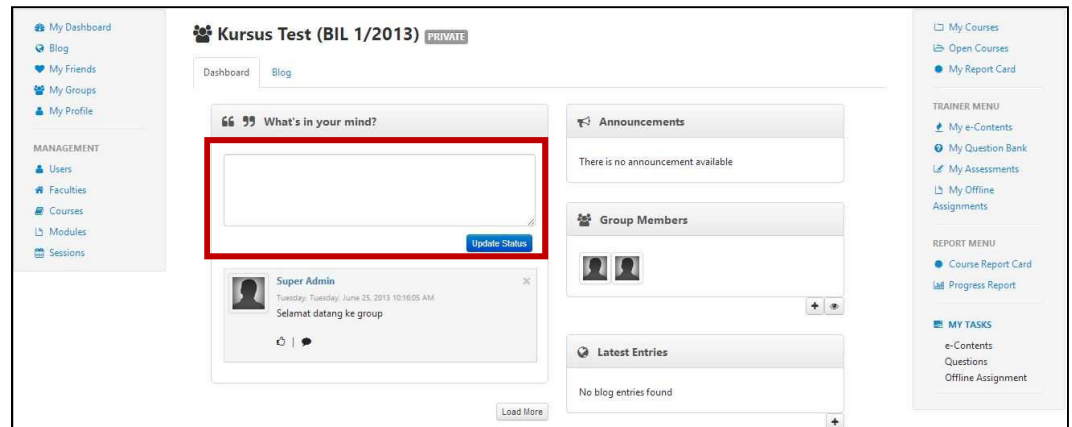


- l. Mesej berjaya akan dipaparkan.

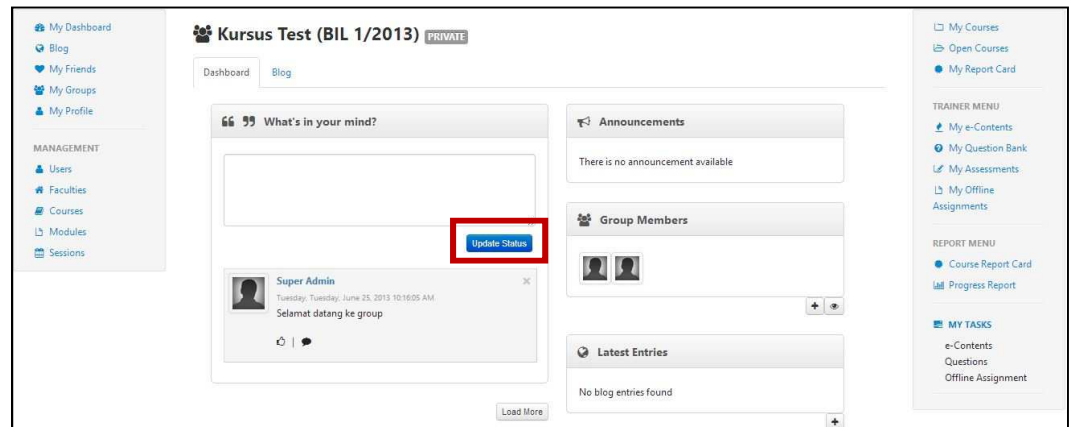


5. Main Group

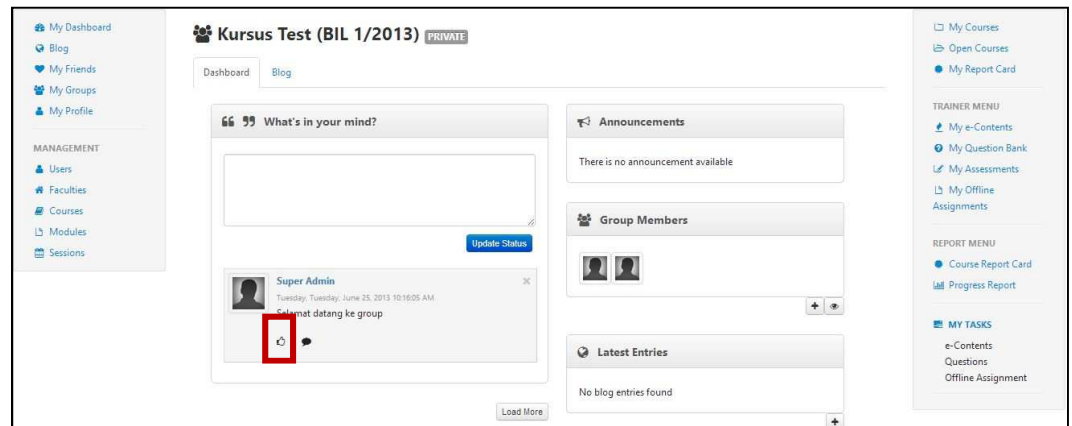
- a. Untuk menghantar status, sila ke ruangan seperti gambarajah di bawah.




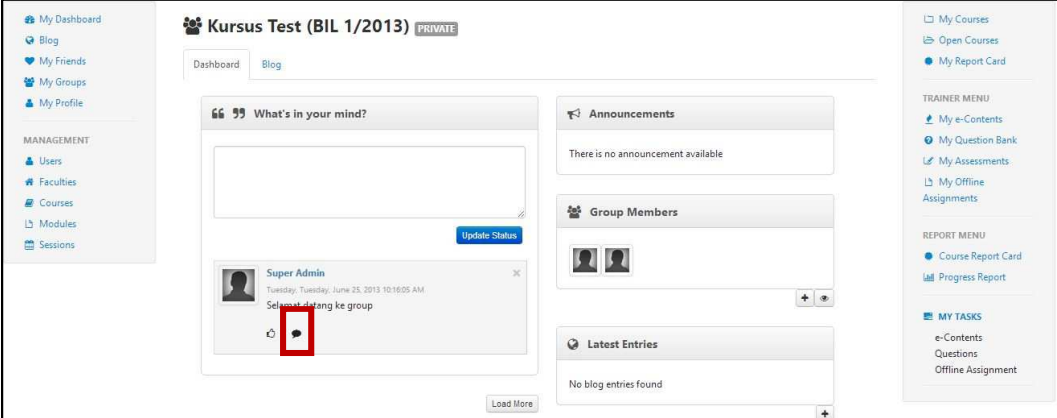
- b. Isikan ruang berkenaan dan klik *Update Status*.



- c. Klik  untuk *Like* komen pengguna

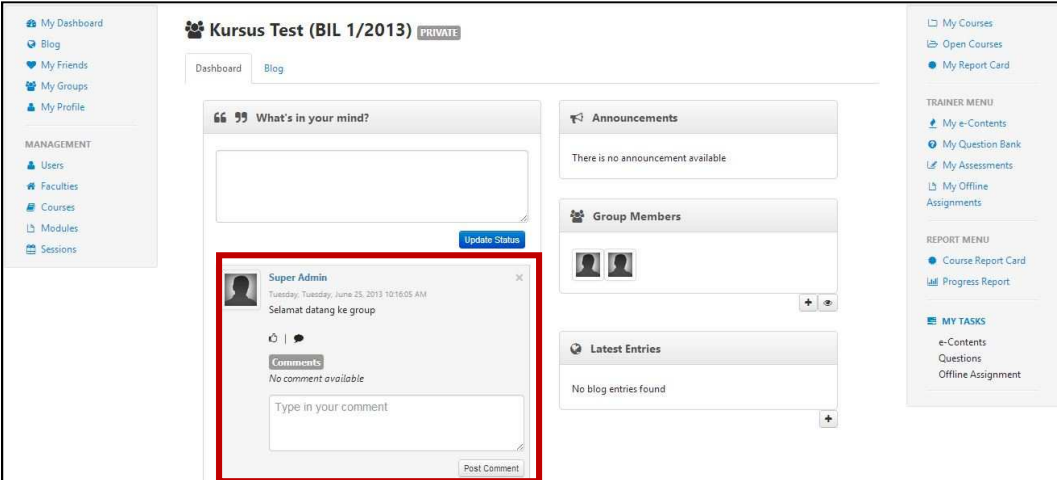


- d. Klik  untuk menghantar komen.



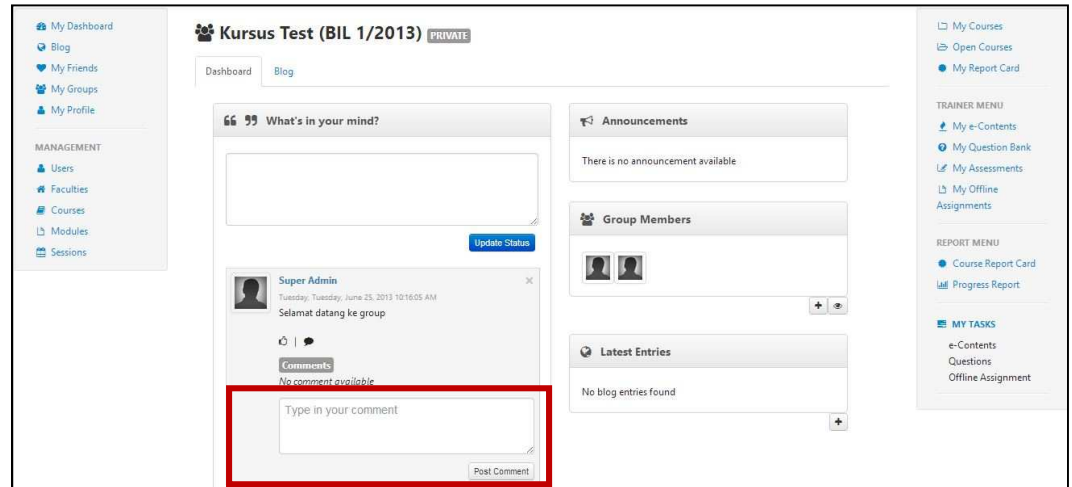
The screenshot shows the 'Kursus Test (BIL 1/2013) PRIVATE' dashboard. The main content area displays a status update from 'Super Admin' with the text 'Selamat datang ke group'. A red box highlights the comment icon (a speech bubble) located below the status update. The dashboard includes a left sidebar with navigation options like 'My Dashboard', 'Blog', and 'MANAGEMENT'. The right sidebar contains sections for 'My Courses', 'TRAINER MENU', 'REPORT MENU', and 'MY TASKS'.

- e. Skrin berikut akan dipaparkan.

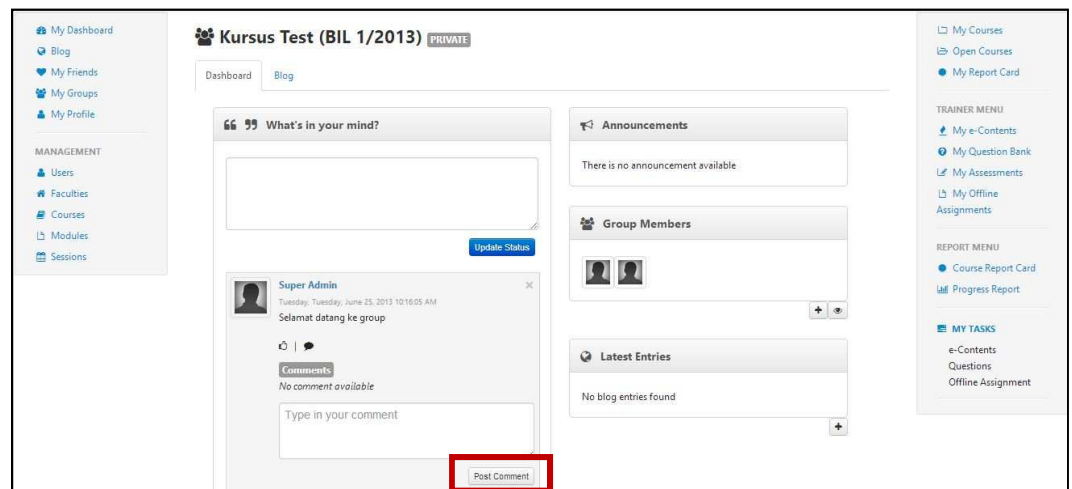


The screenshot shows the same dashboard as in (d), but with the comment form expanded. A red box highlights the comment form area, which includes a 'Comments' section with the text 'No comment available', a text input field labeled 'Type in your comment', and a 'Post Comment' button. The rest of the dashboard layout remains the same.

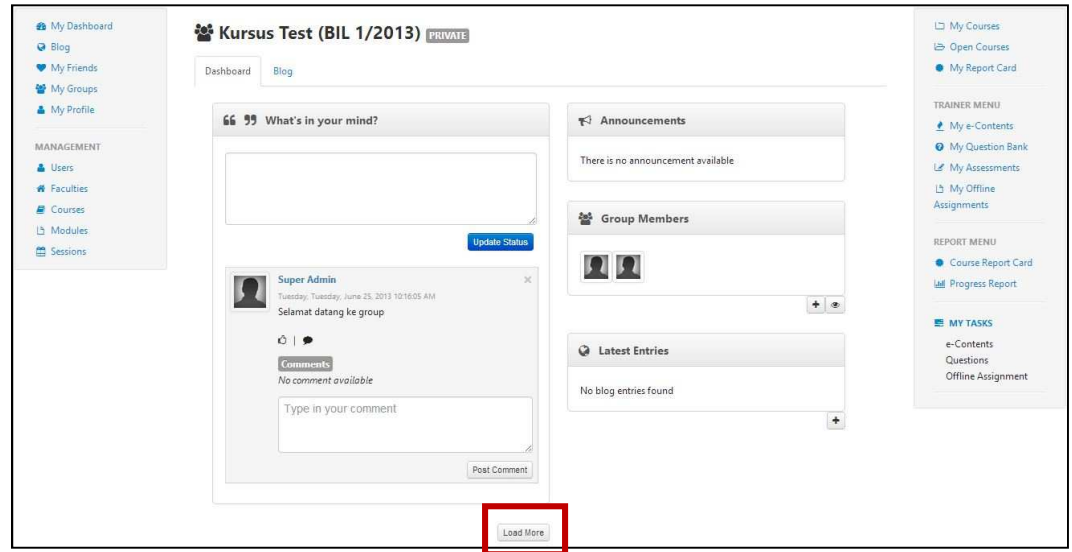
- f. Untuk menghantar komen, sila isi di ruangan yang disediakan seperti gambarajah dibawah.



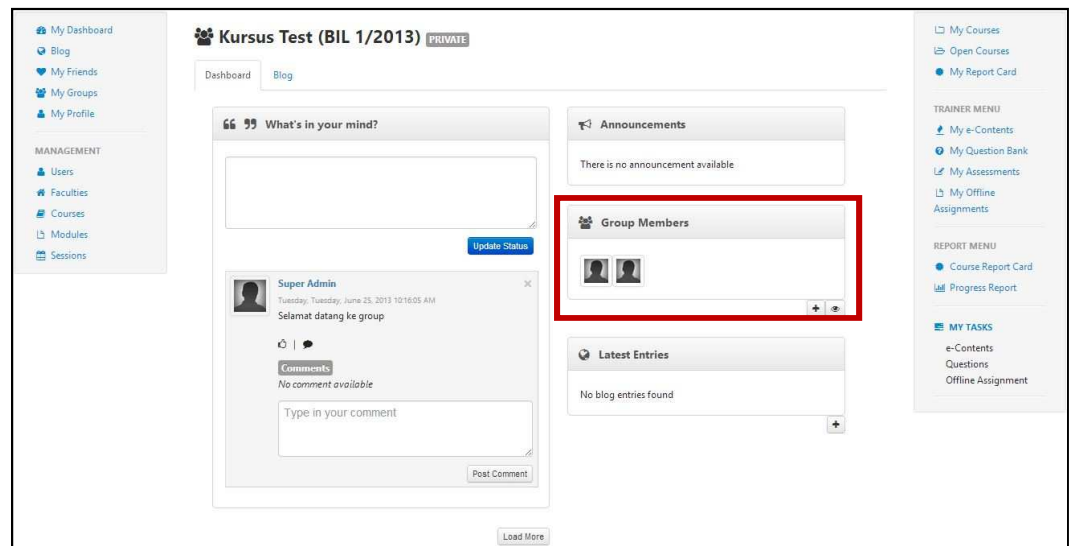
- g. Tekan butang *Post Comment* untuk menghantar komen.



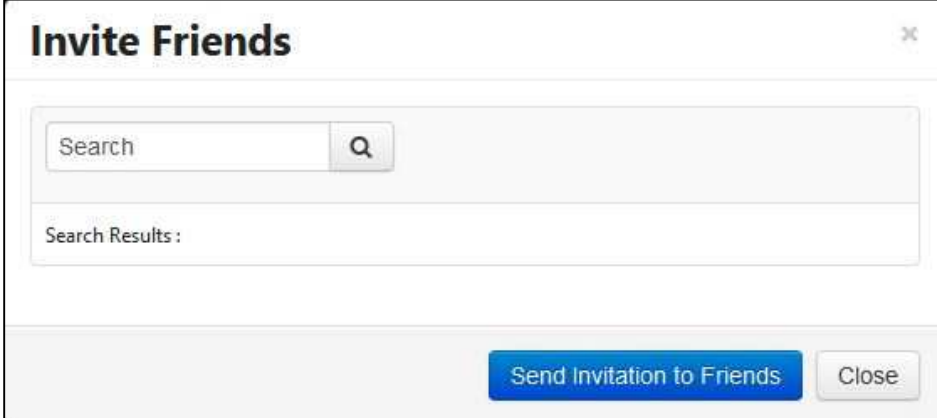
- h. Tekan tombol *Load More* untuk melihat status-status yang lepas.



- i. Untuk menambah rakan, cari *Group Members Widget*. Klik  untuk mencari rakan. Butang  hanya aka nada sekiranya anda pemilik kumpulan tersebut.



- j. Selepas anda menekan butang , Skrin berikut akan dipaparkan.

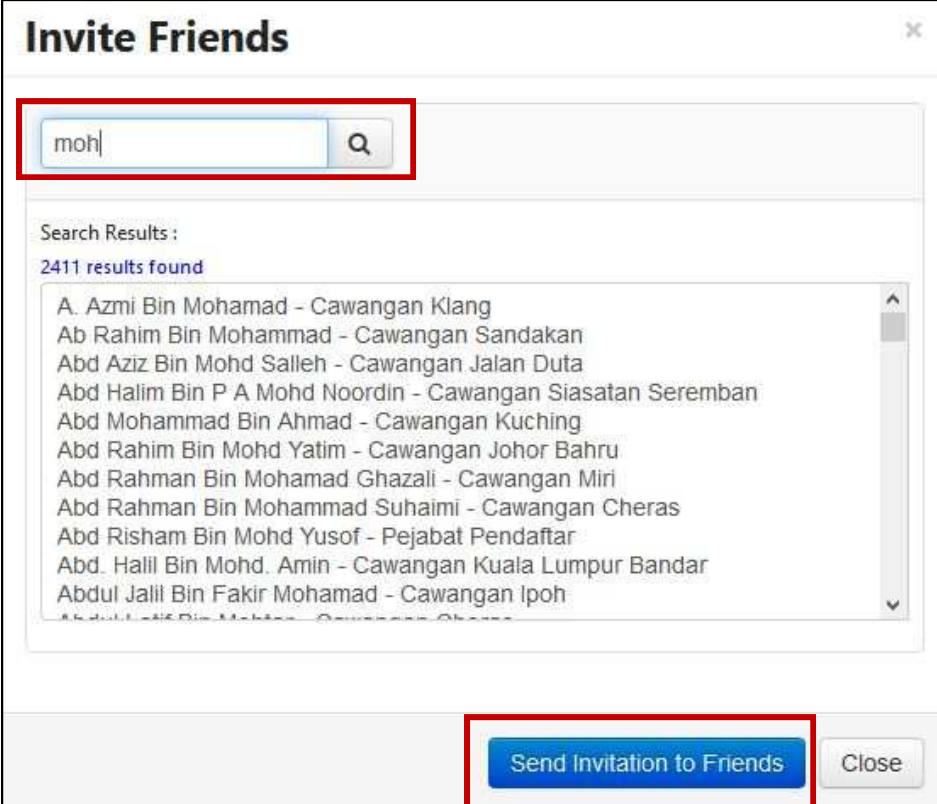


Invite Friends ✕

Search

Search Results :

- k. Masukkan nama di ruangan carian. Pilih nama dan klik butang *Send Invitation to Friends*.



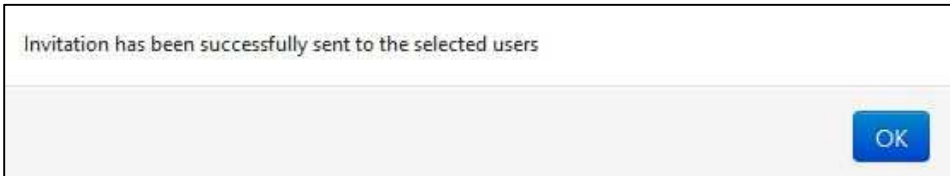
Invite Friends ✕

Search Results :


2411 results found

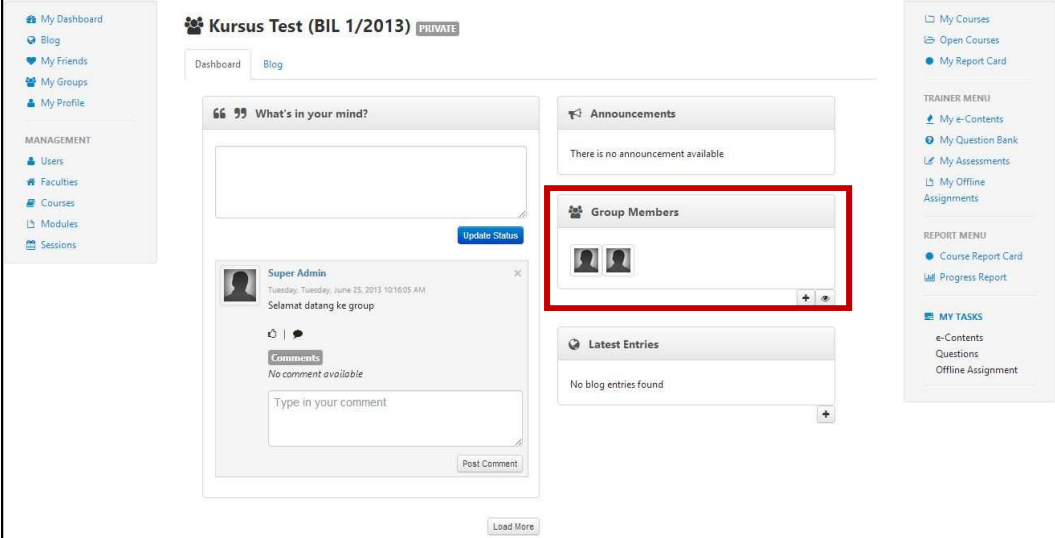
- A. Azmi Bin Mohamad - Cawangan Klang
- Ab Rahim Bin Mohammad - Cawangan Sandakan
- Abd Aziz Bin Mohd Salleh - Cawangan Jalan Duta
- Abd Halim Bin P A Mohd Noordin - Cawangan Siasatan Seremban
- Abd Mohammad Bin Ahmad - Cawangan Kuching
- Abd Rahim Bin Mohd Yatim - Cawangan Johor Bahru
- Abd Rahman Bin Mohamad Ghazali - Cawangan Miri
- Abd Rahman Bin Mohammad Suhaimi - Cawangan Cheras
- Abd Risham Bin Mohd Yusof - Pejabat Pendaftaran
- Abd. Halil Bin Mohd. Amin - Cawangan Kuala Lumpur Bandar
- Abdul Jalil Bin Fakir Mohamad - Cawangan Ipoh

- l. Mesej berjaya akan dipaparkan.

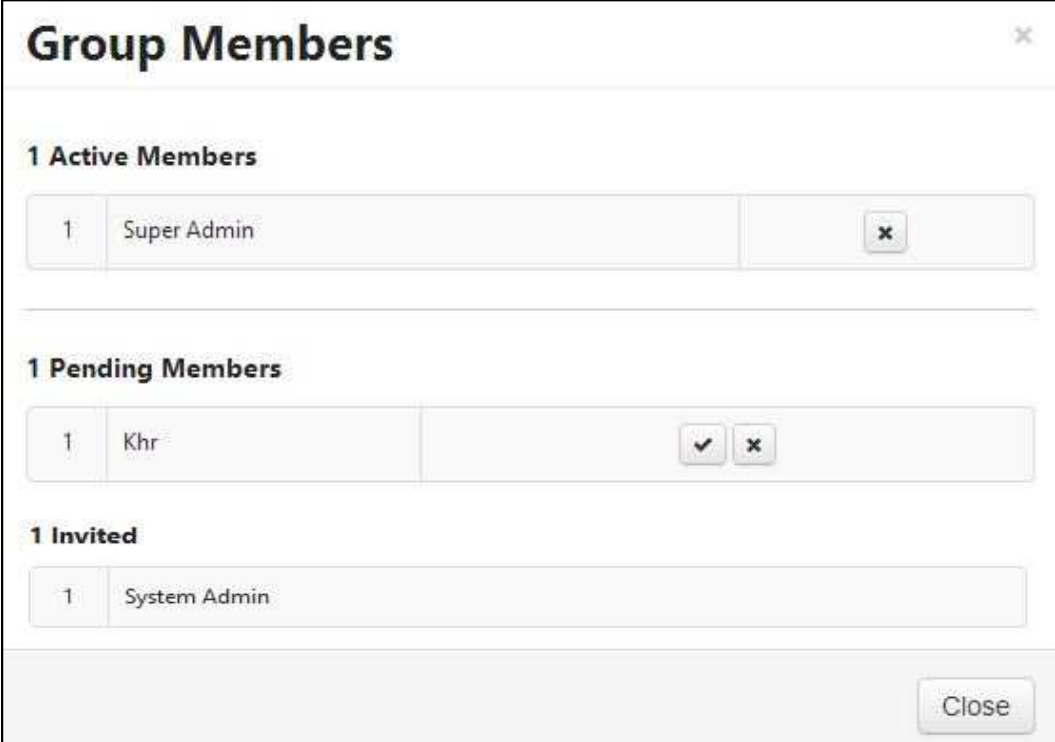


Invitation has been successfully sent to the selected users

- m. Klik  untuk melihat senarai rakans yang *active*, *pending* dan *invited*.



- n. Skrin berikut akan dipaparkan.



- o. Untuk *Remove* atau *Reject*, klik . Untuk *accept* klik .

Group Members

1 Active Members

1	Super Admin	<input type="checkbox"/>
---	-------------	--------------------------

1 Pending Members

1	Khr	<input type="checkbox"/> <input type="checkbox"/>
---	-----	---

1 Invited

1	System Admin	
---	--------------	--

Close

- p. Untuk menambah entri baru, cari *Latest Entries Widget*. Klik untuk menambah entri baru.

Kursus Test (BIL 1/2013) PRIVATE

Dashboard Blog

What's in your mind?

Announcements

There is no announcement available

Group Members

Latest Entries

No blog entries found

My Dashboard
Blog
My Friends
My Groups
My Profile

MANAGEMENT
Users
Faculties
Courses
Modules
Sessions

TRAINER MENU
My e-Contents
My Question Bank
My Assessments
My Offline Assignments

REPORT MENU
Course Report Card
Progress Report

MY TASKS
e-Contents
Questions
Offline Assignment

6. Create New Group

- a. Butang *Create New Group* hanya akan ada sekiranya anda adalah *trainer* untuk *Faculty* tersebut. Contohnya seperti gambarajah dibawah.

The screenshot shows a user interface with a sidebar on the left and a main content area. The sidebar contains several menu sections: 'My Dashboard', 'MANAGEMENT', 'COURSE MENU', and 'COLLABORATIONS'. The 'COLLABORATIONS' section is expanded, showing a 'Trainer Group' sub-menu with a 'Create New Group' button highlighted by a red rectangle. The main content area displays a table with the following data:

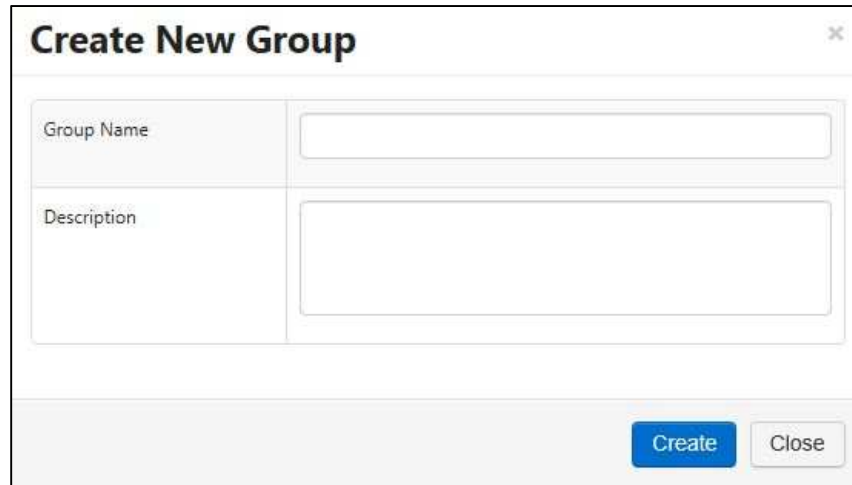
Faculty	Faculty Test	
Course	Kursus Test	
Course's Session	BIL 1/2013	
Modules / Trainer	• Module Test / -	
Period	Monday, May 13, 2013 - Tuesday, July 30, 2013	
Carry Mark (%)	Assessments	5 %
	Offline Assignment	05 %
	TOTAL	10 %

- b. Klik butang *Create New Group* untuk menambah kumpulan baru.

This screenshot is identical to the one above, showing the same user interface with the 'Create New Group' button highlighted in red. The main content area displays the same table with the following data:

Faculty	Faculty Test	
Course	Kursus Test	
Course's Session	BIL 1/2013	
Modules / Trainer	• Module Test / -	
Period	Monday, May 13, 2013 - Tuesday, July 30, 2013	
Carry Mark (%)	Assessments	5 %
	Offline Assignment	05 %
	TOTAL	10 %

- c. Skrin berikut akan dipaparkan. Isikan maklumat yang diperlukan.



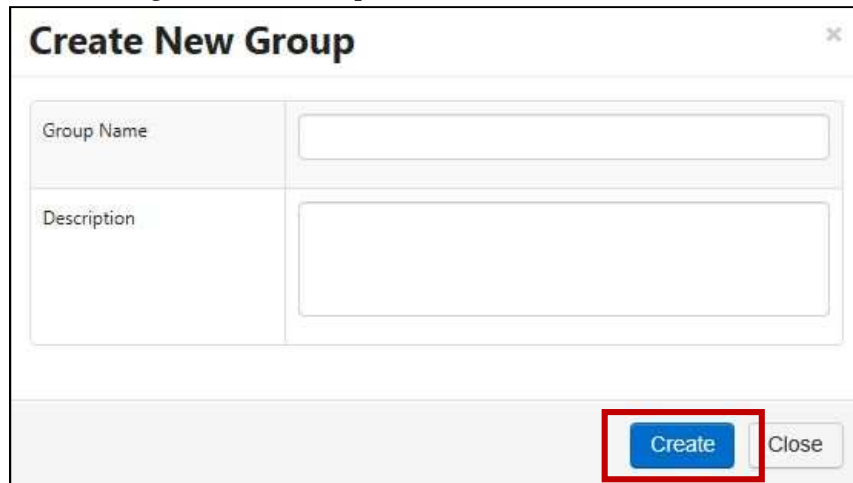
Create New Group [X]

Group Name []

Description []

[Create] [Close]

- d. Tekan butang *Create* untuk simpan.



Create New Group [X]

Group Name []

Description []

[Create] [Close]

- e. Mesej berjaya akan dipaparkan.



You have created a new group successfully

[OK]

f. Menu kursus akan dikemaskini.

The screenshot shows the 'Course's Session' page for 'BIL 1/2013'. The left sidebar contains a 'COURSE MENU' section, which is highlighted with a red box. The main content area displays a table with course details and a 'Carry Mark (%)' table.


Faculty	Faculty Test	
Course	Kursus Test	
Course's Session	BIL 1/2013	
Modules / Trainer	• Module Test / -	
Period	Monday, May 13, 2013 - Tuesday, July 30, 2013	
Carry Mark (%)	Assessments	5 %
	Offline Assignment	05 %
	TOTAL	10 %

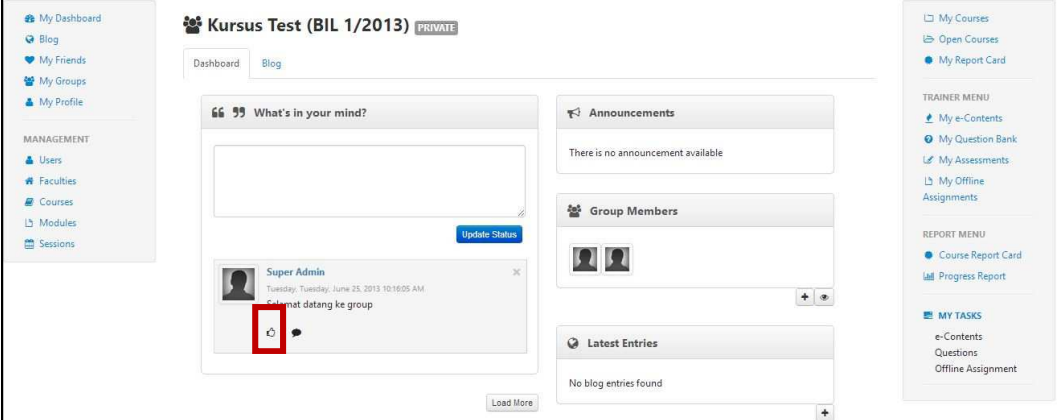
g. Untuk menghantar status, sila ke ruangan seperti gambarajah di bawah.

The screenshot shows the 'Kursus Test (BIL 1/2013) PRIVATE' page. The 'Blog' tab is active. A red box highlights the 'What's in your mind?' input field, which is currently empty. Below the input field is an 'Update Status' button. A notification from 'Super Admin' is visible below the input field.


h. Isikan ruang berkenaan dan klik *Update Status*.

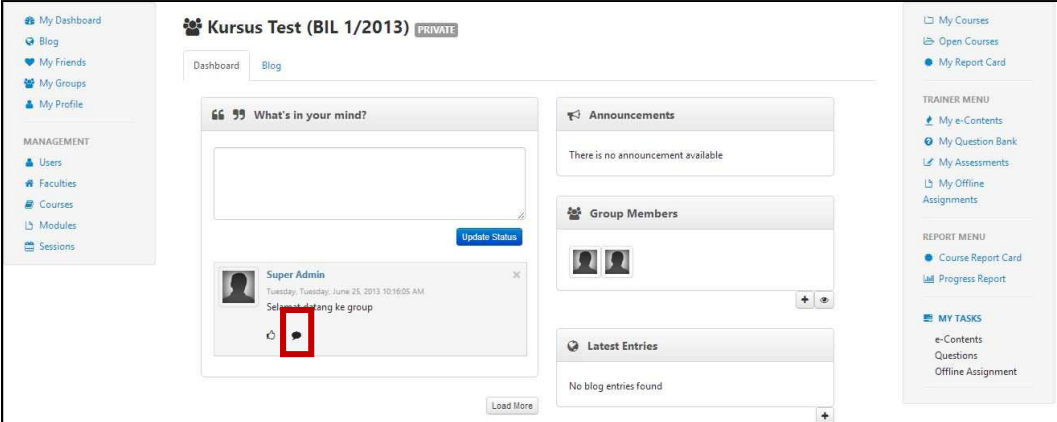
This screenshot is identical to the previous one, but the 'Update Status' button is now highlighted with a red box, indicating the next step in the process.

- i. Klik  untuk *Like* komen pengguna



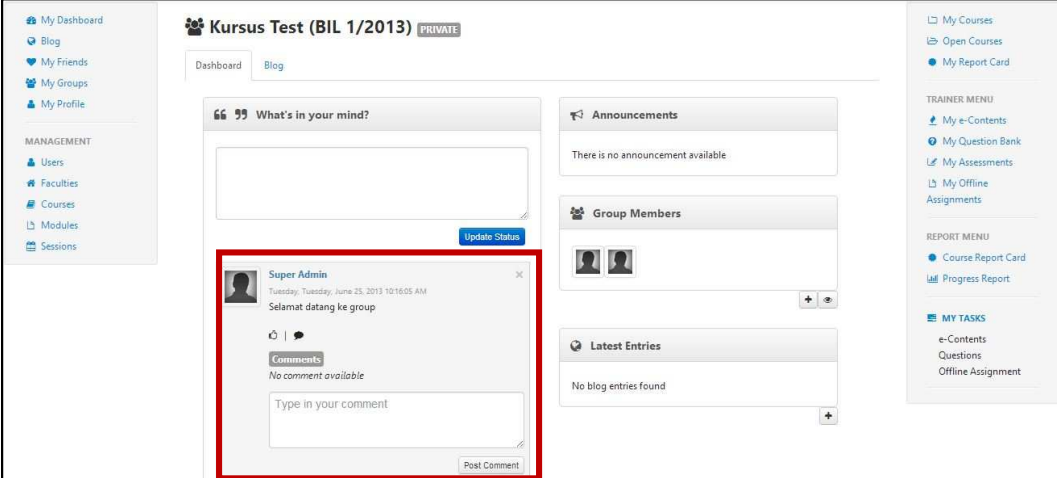
The screenshot shows the 'Kursus Test (BIL 1/2013) PRIVATE' dashboard. The main content area displays a post titled 'What's in your mind?' by 'Super Admin' with the text 'Selamat datang ke group'. A red box highlights the Like button (a thumbs-up icon) located below the post. The interface includes a left sidebar with navigation options like 'My Dashboard', 'Blog', and 'My Friends', and a right sidebar with 'My Courses', 'Trainer Menu', and 'My Tasks'.

- j. Klik  untuk menghantar komen.



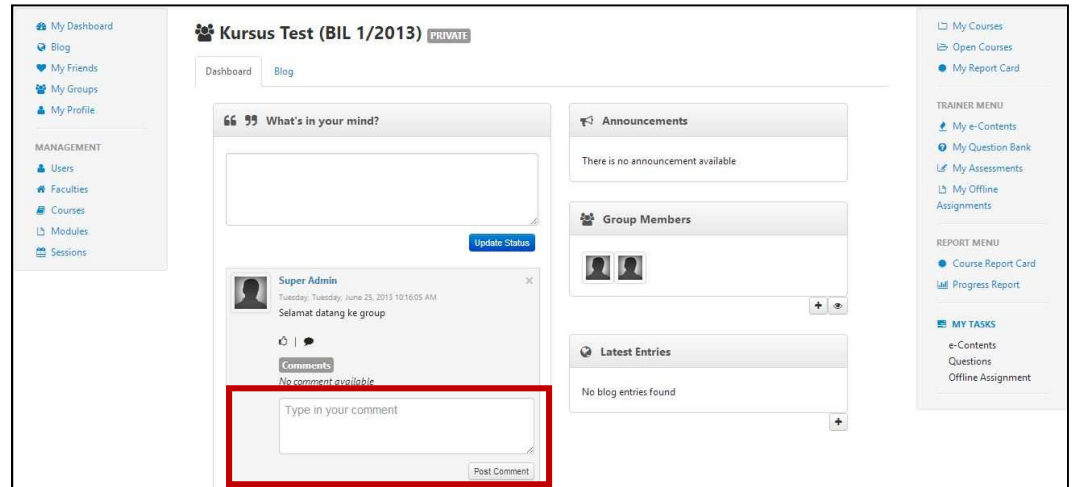
This screenshot is identical to the previous one, but the red box now highlights the Comment button (a speech bubble icon) located below the post. The rest of the interface remains the same.

- k. Skrin berikut akan dipaparkan.

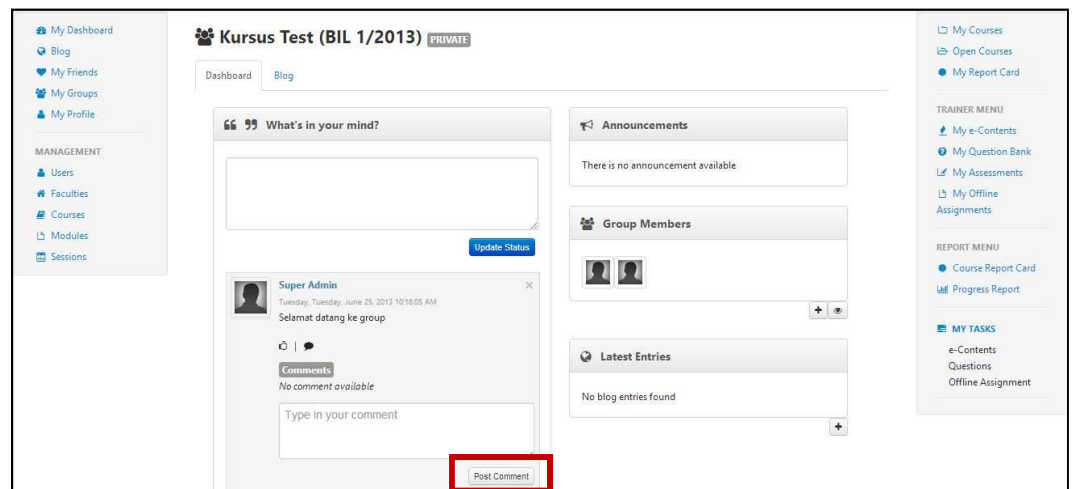


The screenshot shows the comment input form for the post by 'Super Admin'. A red box highlights the entire comment area, which includes a 'Comments' section with 'No comment available', a text input field labeled 'Type in your comment', and a 'Post Comment' button at the bottom right. The rest of the interface is consistent with the previous screenshots.

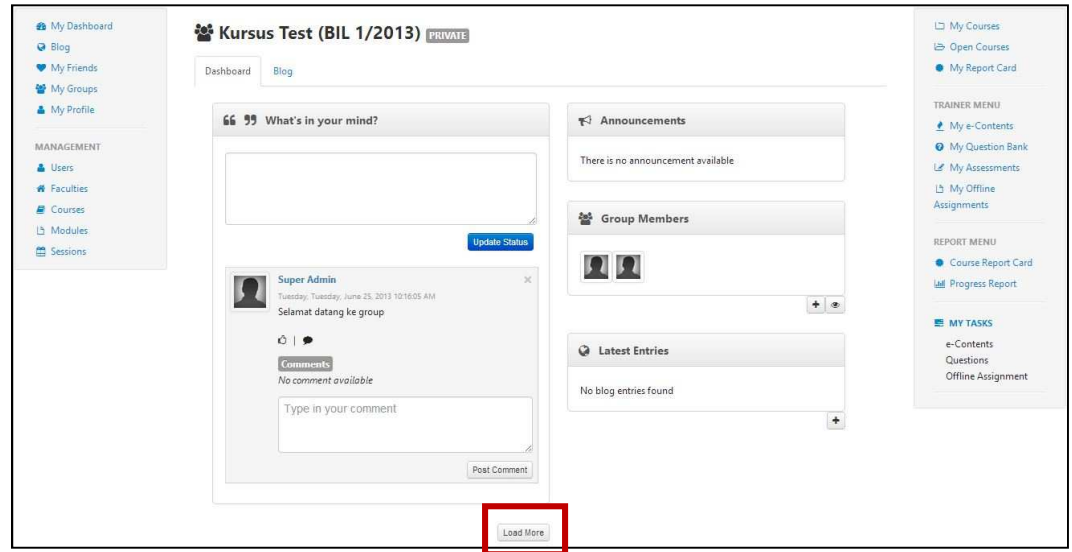
1. Untuk menghantar komen, sila isi di ruangan yang disediakan seperti gambarajah dibawah.




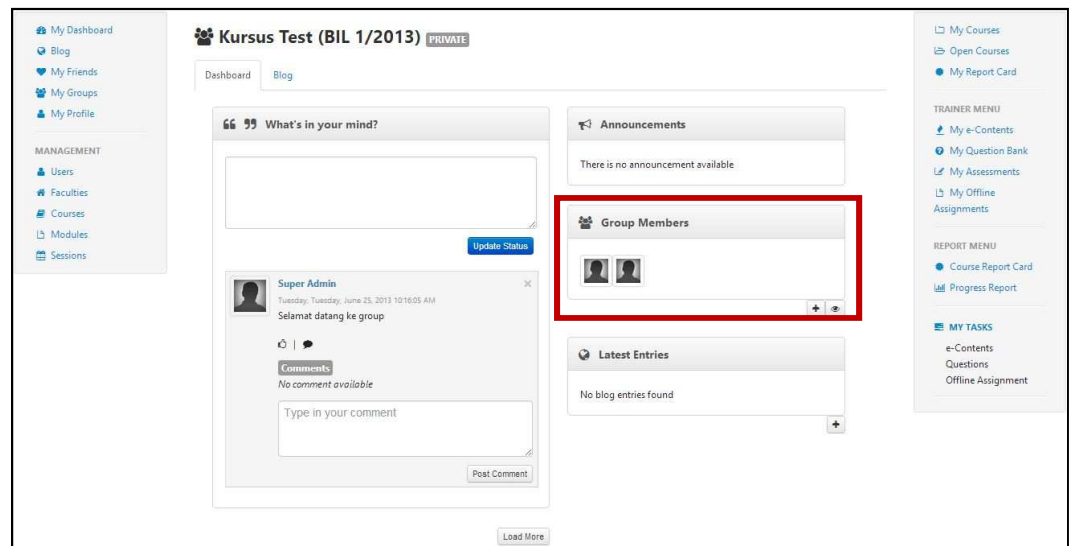
- m. Tekan butang *Post Comment* untuk menghantar komen.



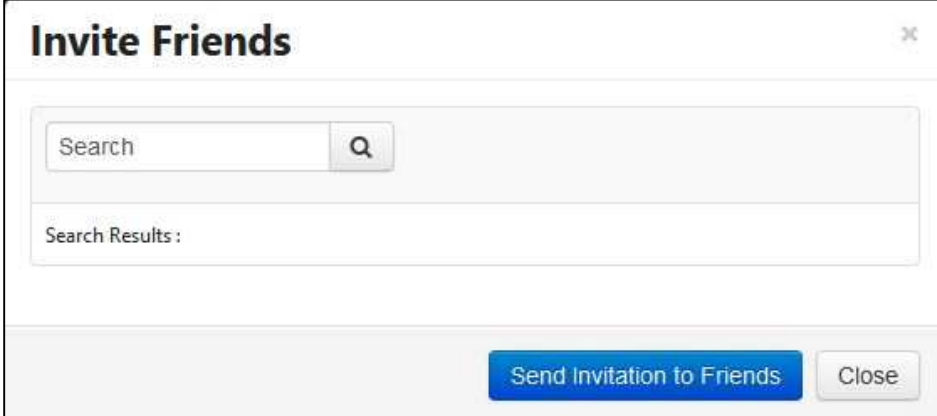
- n. Tekan tombol *Load More* untuk melihat status-status yang lepas.



- o. Untuk menambah rakan, cari *Group Members Widget*. Klik  untuk mencari rakan. Butang  hanya aka nada sekiranya anda pemilik kumpulan tersebut.



- p. Selepas anda menekan butang , Skrin berikut akan dipaparkan.

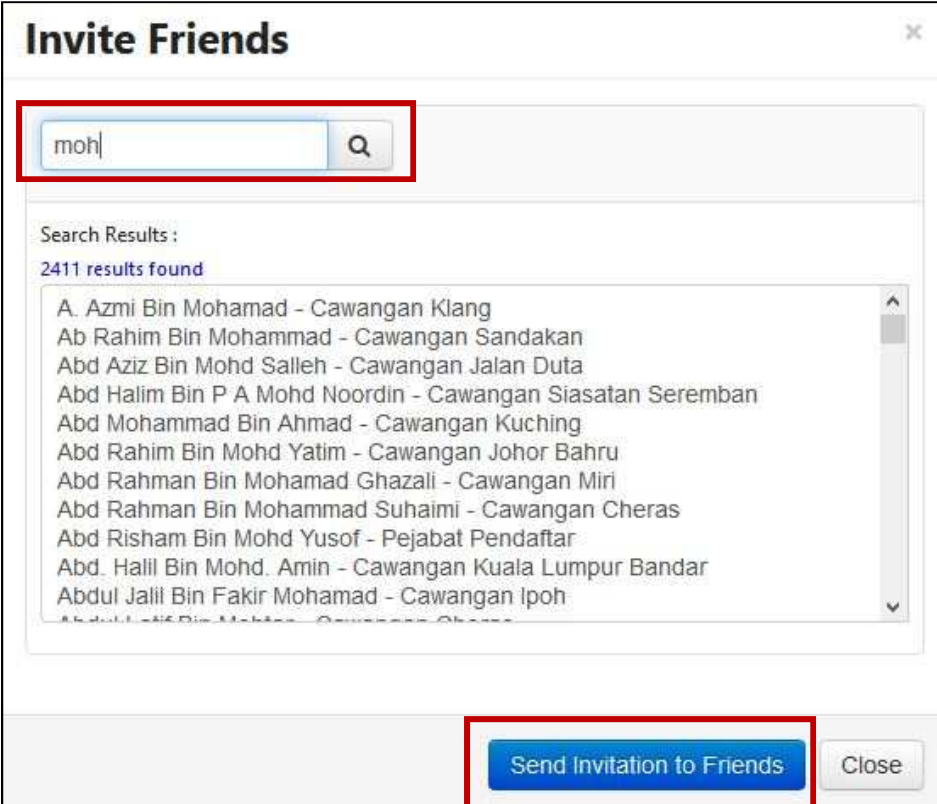


Invite Friends ✕

Search

Search Results :

- q. Masukkan nama di ruangan carian. Pilih nama dan klik butang *Send Invitation to Friends*.



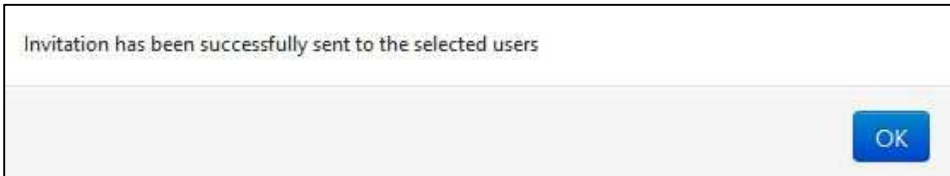
Invite Friends ✕

Search Results :


2411 results found

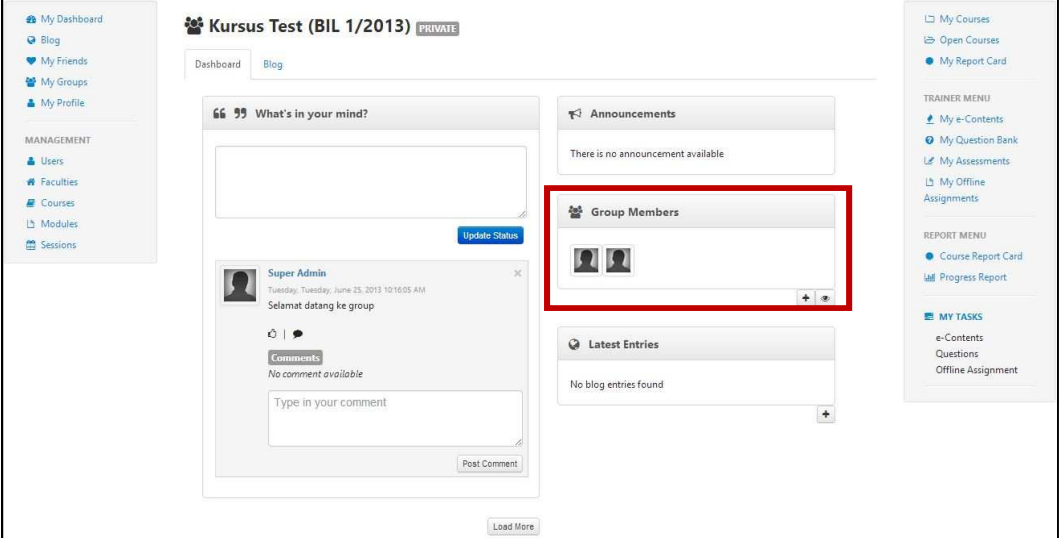
- A. Azmi Bin Mohamad - Cawangan Klang
- Ab Rahim Bin Mohammad - Cawangan Sandakan
- Abd Aziz Bin Mohd Salleh - Cawangan Jalan Duta
- Abd Halim Bin P A Mohd Noordin - Cawangan Siasatan Seremban
- Abd Mohammad Bin Ahmad - Cawangan Kuching
- Abd Rahim Bin Mohd Yatim - Cawangan Johor Bahru
- Abd Rahman Bin Mohamad Ghazali - Cawangan Miri
- Abd Rahman Bin Mohammad Suhaimi - Cawangan Cheras
- Abd Risham Bin Mohd Yusof - Pejabat Pendaftaran
- Abd. Halil Bin Mohd. Amin - Cawangan Kuala Lumpur Bandar
- Abdul Jalil Bin Fakir Mohamad - Cawangan Ipoh

- r. Mesej berjaya akan dipaparkan.

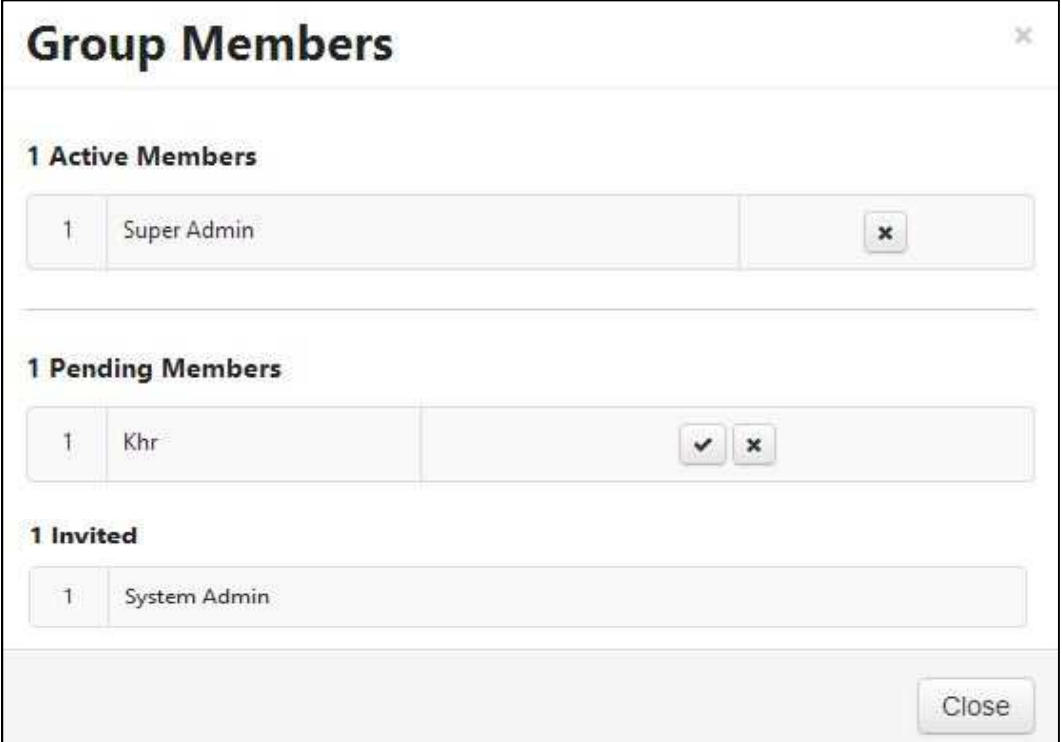


Invitation has been successfully sent to the selected users

- s. Klik  untuk melihat senarai rakans yang *active*, *pending* dan *invited*.



- t. Skrin berikut akan dipaparkan.



- u. Untuk *Remove* atau *Reject*, klik . Untuk *accept* klik .

Group Members

1 Active Members

1	Super Admin	<input type="checkbox"/>
---	-------------	--------------------------

1 Pending Members

1	Khr	<input type="checkbox"/> <input type="checkbox"/>
---	-----	---

1 Invited

1	System Admin	
---	--------------	--

Close

- v. Untuk menambah entri baru, cari *Latest Entries Widget*. Klik untuk menambah entri baru.

Kursus Test (BIL 1/2013) PRIVATE

Dashboard Blog

What's in your mind?

Announcements

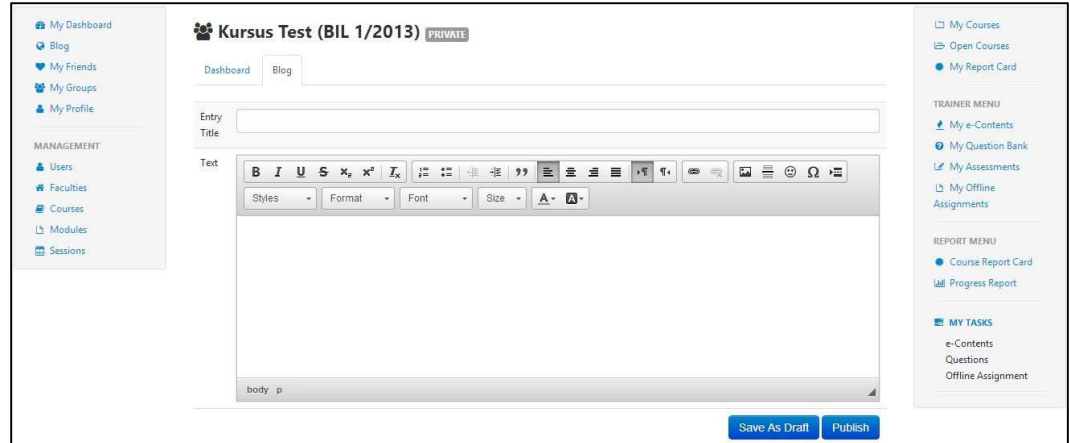
There is no announcement available

Group Members

Latest Entries

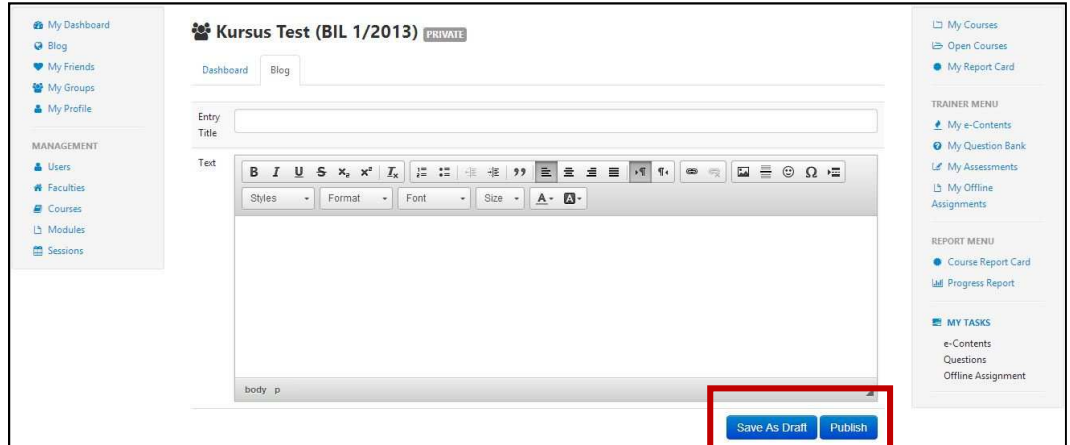
No blog entries found

- w. Skrin berikut akan dipaparkan. Sila isikan maklumat yang diperlukan.



The screenshot shows a web interface for creating a blog entry. The page title is "Kursus Test (BIL 1/2013) PRIVATE". There are tabs for "Dashboard" and "Blog". Below the tabs is an "Entry Title" field. A "Text" editor follows, featuring a rich text toolbar with options for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, image, and video. Below the toolbar is a large text area. At the bottom right, there are two buttons: "Save As Draft" and "Publish".

- x. Setelah selesai isi, klik *Save as Draft* atau *Publish*.



This screenshot is identical to the previous one, showing the blog entry creation interface. A red rectangular box highlights the "Save As Draft" and "Publish" buttons at the bottom right of the text editor area.

- y. Mesej berjaya akan dipaparkan.



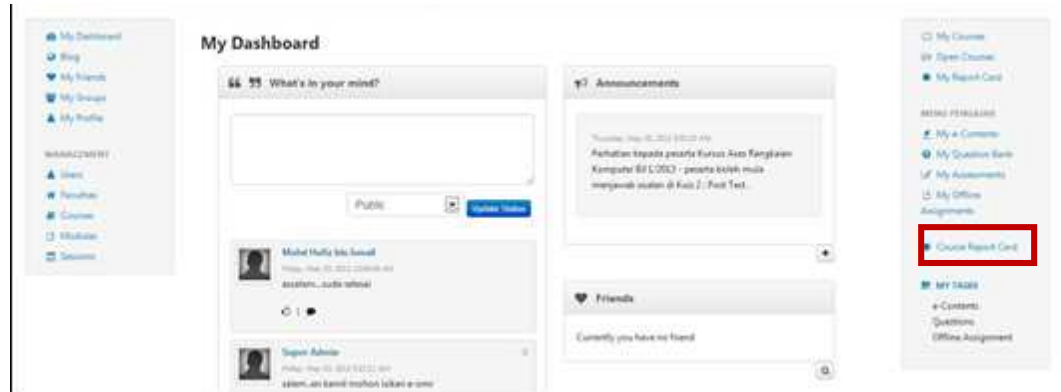
The screenshot shows a success message in a light gray box: "Blog entry has been saved as draft successfully". In the bottom right corner of the message box, there is a blue button with the text "OK".



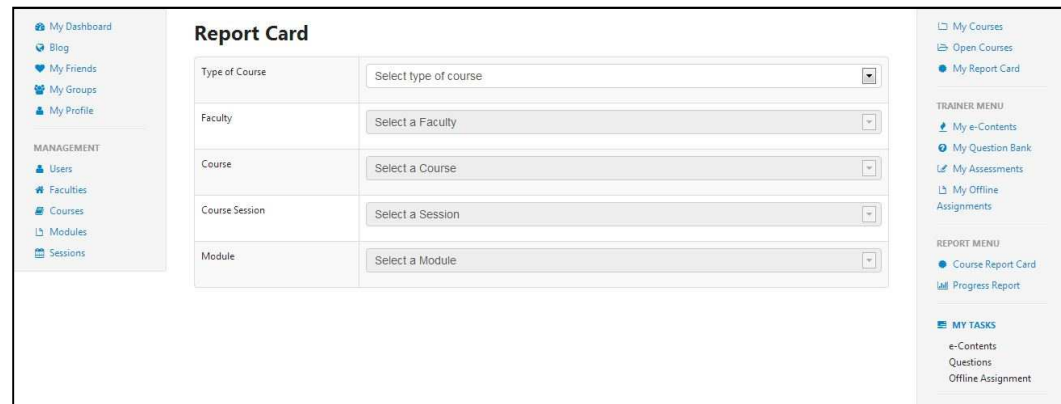
The screenshot shows a success message in a light gray box: "Blog entry has been published successfully". In the bottom right corner of the message box, there is a blue button with the text "OK".

F. Kad Laporan Kursus

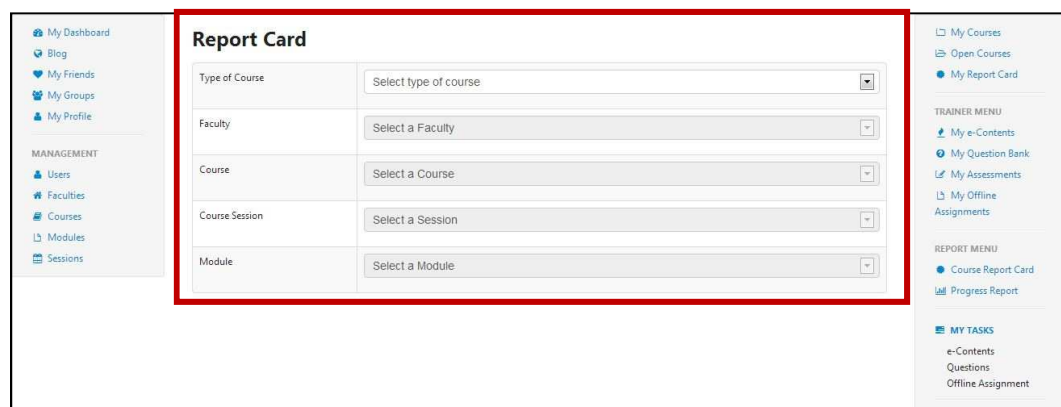
33. Klik *Course Report Card* untuk melihat kad laporan.



34. Skrin berikut akan dipaparkan.



35. Pilih *Type of Course*, *Faculty*, *Course*, *Course Session* dan *Module*.



36. Sekiranya anda memilih sehingga *Course Session*, kad laporan akan dipaparkan mengikut sesi. Gambarajah di bawah adalah contoh.

The screenshot shows the 'Report Card' interface with the following filters and data:

- Type of Course: KURSUS KEMAHIRAN
- Faculty: Faculty Test
- Course: Kursus Test
- Course Session: BIL 1/2013
- Module: Select a Module

TRAINEE	Module Test	Final Exam	Total
KHR	0.00 %	0%	0.00 %
Noraishah Binti Mokhdzar	0.00 %	0%	0.00 %
Azinda Putri Binti Azman	0.00 %	0%	0.00 %
Noorharwanie Binti Mohamed Nor	0.00 %	0%	0.00 %

37. Sekiranya anda memilih sehingga *Module*, kad laporan akan dipaparkan mengikut modul. Gambarajah di bawah adalah contoh.

The screenshot shows the 'Report Card' interface with the following filters and data:

- Type of Course: KURSUS KEMAHIRAN
- Faculty: Faculty Test
- Course: Kursus Test
- Course Session: BIL 1/2013
- Module: Select a Module

TRAINEE	Module Test	Final Exam	Total
KHR	0.00 %	0%	0.00 %
Noraishah Binti Mokhdzar	0.00 %	0%	0.00 %
Azinda Putri Binti Azman	0.00 %	0%	0.00 %
Noorharwanie Binti Mohamed Nor	0.00 %	0%	0.00 %

38. Sekiranya anda adalah *Admin Peperiksaan*, anda boleh beri markah untuk setiap peserta. Gambarajah dibawah adalah contoh.

Report Card

Type of Course: KURSUS WAJIB - ASAS GRED 41
 Faculty: Faculty Test
 Course: Kursus Test
 Course Session: BIL 1/2013
 Module: Select a Module

Excel PDF Search: _____

TRAINEE	Module Test	Kedatangan (Maximum 5%)	Final Exam	Total
Admin Fakulti	0.00 %	0 %	0 %	0.00 %
Admin Hep	0.00 %	0 %	0 %	0.00 %
Admini Peperiksaan	0.00 %	0 %	0 %	0.00 %
Director	0.00 %	0 %	0 %	0.00 %
Khr	0.00 %	0 %	0 %	0.00 %
Super Admin	0.00 %	0 %	0 %	0.00 %
System Admin	0.00 %	0 %	0 %	0.00 %
Trainer	0.00 %	0 %	0 %	0.00 %

Showing 1 to 8 of 8 entries

Save

39. Isikan markah diruangan yang disediakan dan tekan butang *Save*.

Report Card

Type of Course: KURSUS WAJIB - ASAS GRED 41
 Faculty: Faculty Test
 Course: Kursus Test
 Course Session: BIL 1/2013
 Module: Select a Module

Excel PDF Search: _____

TRAINEE	Module Test	Kedatangan (Maximum 5%)	Final Exam	Total
Admin Fakulti	0.00 %	0 %	0 %	0.00 %
Admin Hep	0.00 %	0 %	0 %	0.00 %
Admini Peperiksaan	0.00 %	0 %	0 %	0.00 %
Director	0.00 %	0 %	0 %	0.00 %
Khr	0.00 %	0 %	0 %	0.00 %
Super Admin	0.00 %	0 %	0 %	0.00 %
System Admin	0.00 %	0 %	0 %	0.00 %
Trainer	0.00 %	0 %	0 %	0.00 %

Showing 1 to 8 of 8 entries

Save

40. Mesej berjaya akan dipaparkan.



41. Untuk *export* ke *Excel*, klik pada butang *Excel* manakala untuk simpan sebagai *PDF*, klik butang *PDF*.

The screenshot shows the "Report Card" interface. On the left is a navigation menu with items like "My Dashboard", "Blog", "My Friends", "My Groups", "My Profile", "MANAGEMENT", "Users", "Faculties", "Courses", "Modules", and "Sessions". The main content area is titled "Report Card" and contains a form with the following fields:

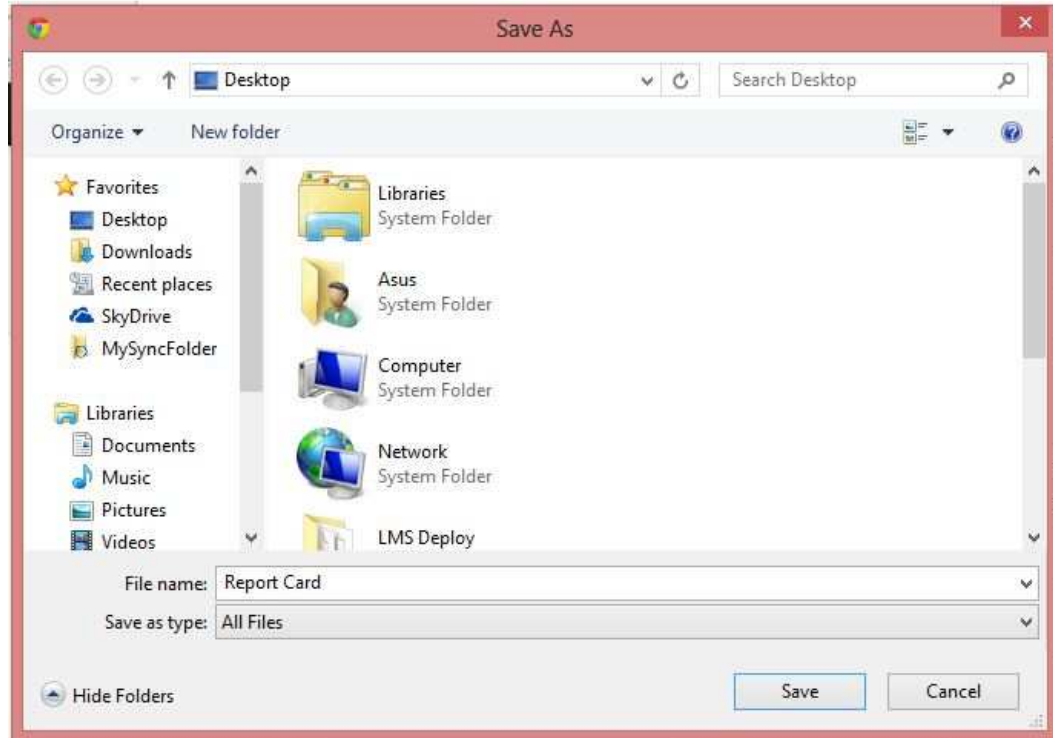
- Type of Course: KURSUS WAJIB - ASAS GRED 41
- Faculty: Faculty Test
- Course: Kursus Test
- Course Session: BIL 1/2013
- Module: Select a Module

Below the form, there are two buttons: "Excel" and "PDF", both of which are highlighted with a red box. To the right of these buttons is a search field. Below the buttons is a table with the following data:

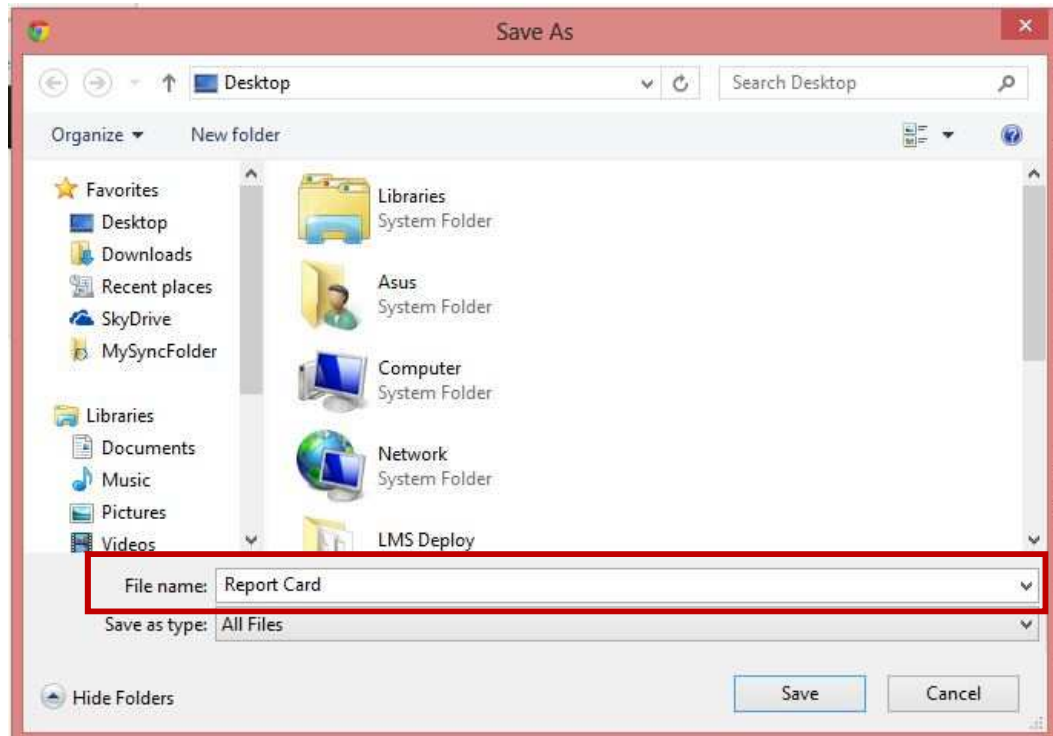
TRAINEE	Module Test	Kedatangan (Maximum 5%)	Final Exam	Total
Admin Fakulti	0.00 %	0 %	0 %	0.00 %
Admin Hep	0.00 %	0 %	0 %	0.00 %
Admini Peperiksaan	0.00 %	0 %	0 %	0.00 %
Director	0.00 %	0 %	0 %	0.00 %
Khr	0.00 %	0 %	0 %	0.00 %
Super Admin	0.00 %	0 %	0 %	0.00 %
System Admin	0.00 %	0 %	0 %	0.00 %
Trainer	0.00 %	0 %	0 %	0.00 %

At the bottom of the table, it says "Showing 1 to 8 of 8 entries". Below the table are navigation buttons: "-- First", "-- Previous", "1", "Next --", and "Last --". At the bottom right of the interface, there is a "Save" button. On the right side of the interface, there is a sidebar menu with sections: "My Courses", "Open Courses", "My Report Card", "TRAINER MENU", "My e-Contents", "My Question Bank", "My Assessments", "My Offline Assignments", "REPORT MENU", "Course Report Card", "Progress Report", and "MY TASKS", "e-Contents", "Questions", "Offline Assignment".

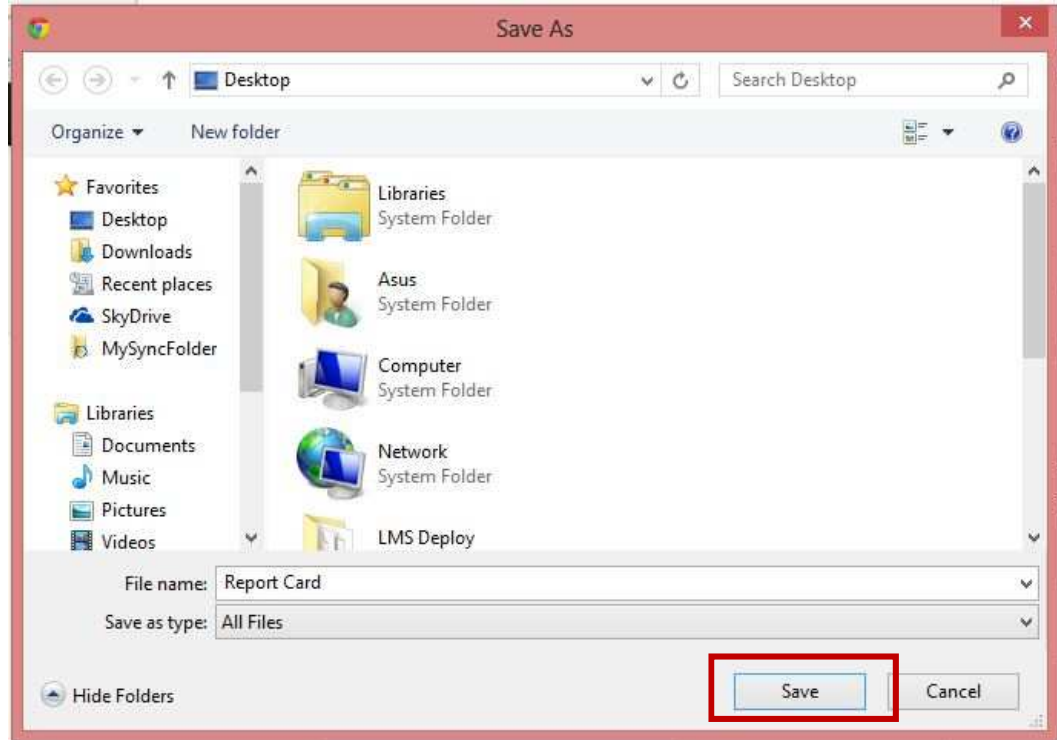
42. Sekiranya butang *Excel* atau *PDF* ditekan, skrin berikut akan dipaparkan.



43. Pilih lokasi dan namakan file tersebut jika anda mahu.

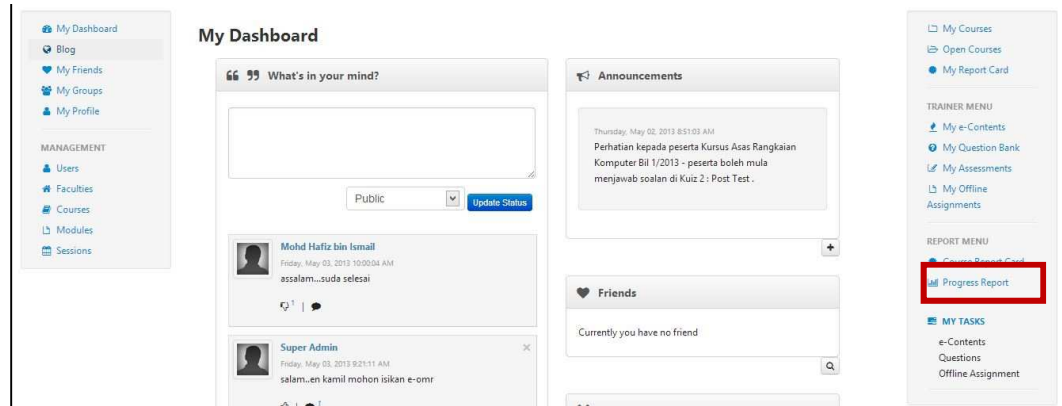


44. Tekan butan *Save* untuk simpan.



G.Kad Laporan (*Progress Report Card*)

45. Klik *Progress Report* untuk melihat kad laporan.



46. Skrin berikut akan dipaparkan.



47. Pilih *Type of Course*, *Faculty*, *Course*, *Course Session* dan *Display Report*.

