



# **HELP Learning Management System**

## **(HLMS)**

### **Student Manual**

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## **1.0 NOTIFICATION & ACCESS**

### **1.1 Receiving Registration Confirmation**

- Upon registration in the LMS, check your email for a notification confirming your registration.
- You will be granted access to relevant subjects in the LMS upon enrolment via Registry / NewMyPride.

### **1.2 Troubleshooting and Support**

- If you encounter any of these issues, you can contact the following contact person:

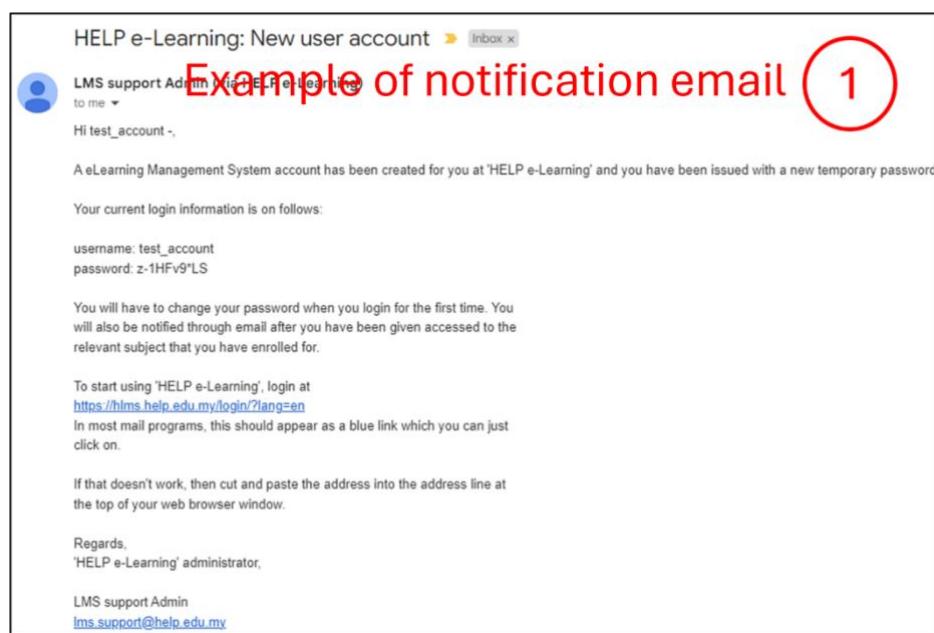
<b>Details</b>	<b>Liaison Person</b>
Course Materials	Program Coordinator
Course Registration	Program coordinator
Reset Password	lms.support@help.edu.my
Login Issue	lms.support@help.edu.my

## 2.0 ACCESS TO LMS

### 2.1 New User

#### Step 1: Check Your Email

- Email Notification: First-time users will receive an email notification containing an auto-generated password (Refer Figure 2.1)



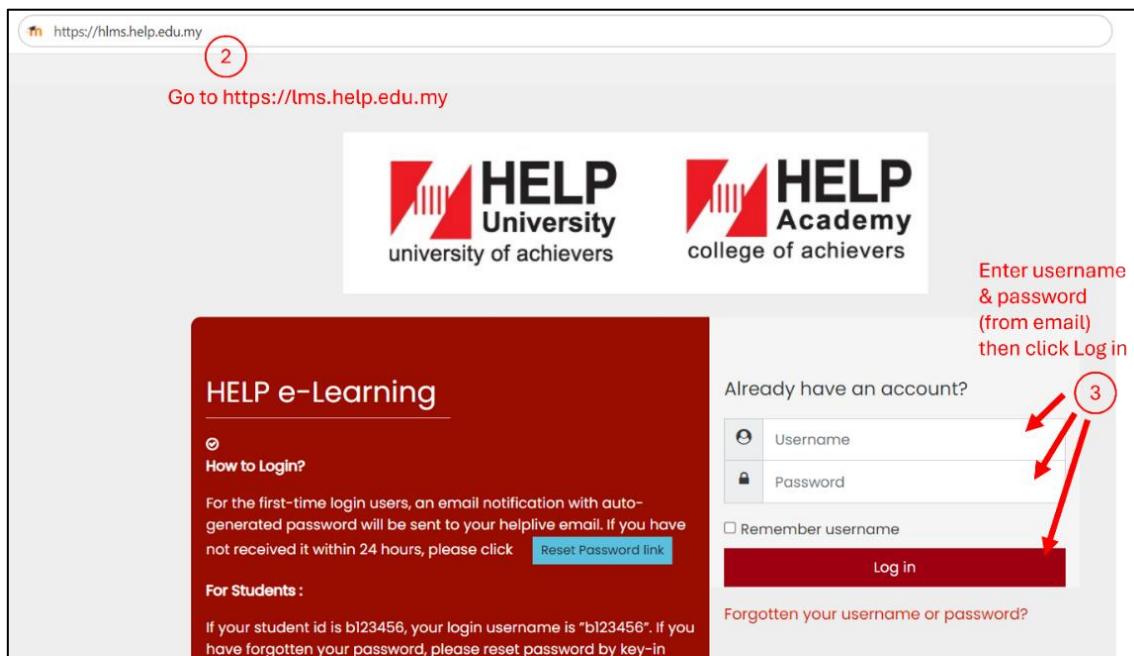
(Figure 2.1)

## Step 2: Access the LMS Portal

- Visit the Website: Go to <https://lms.help.edu.my> (refer Figure 2.2)

## Step 3: Login to Your Account

- Enter Username: Use your student ID in lowercase (e.g., b123456) as the username.
- Enter Password: Use the auto-generated password provided in the email notification, then click Log in.



(Figure 2.2)

#### Step 4: Change Your Password

- Update Password: Change your password after successfully logging in for the first time to ensure your account's security (refer Figure 2.3)

You must change your password to proceed.

Change password

Username: shakespeare

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as \*, -, or #  
Passwords can be reused after 3 changes

Current password:  (4) Update password then click Save changes

New password:

New password (again):

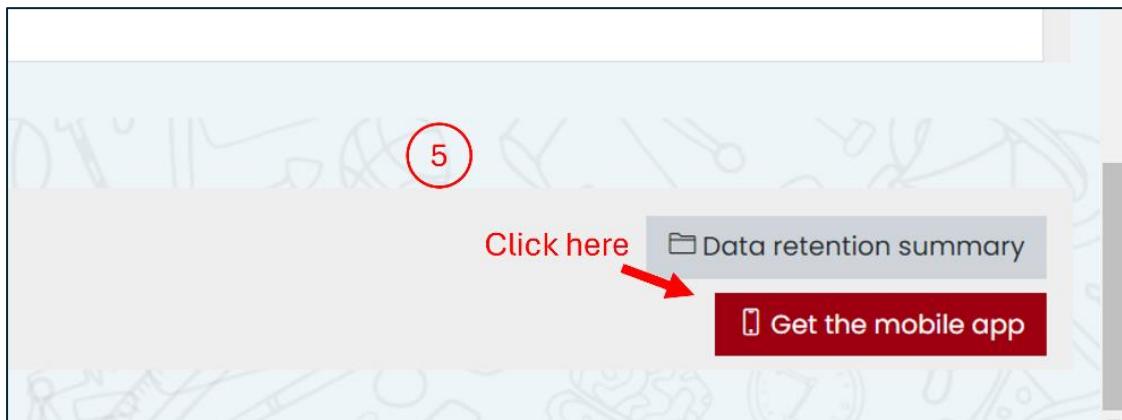
**Save changes**

There are required fields in this form marked ○.

(Figure 2.3)

#### Step 5: Access moodle app (mobile app) – **optional**

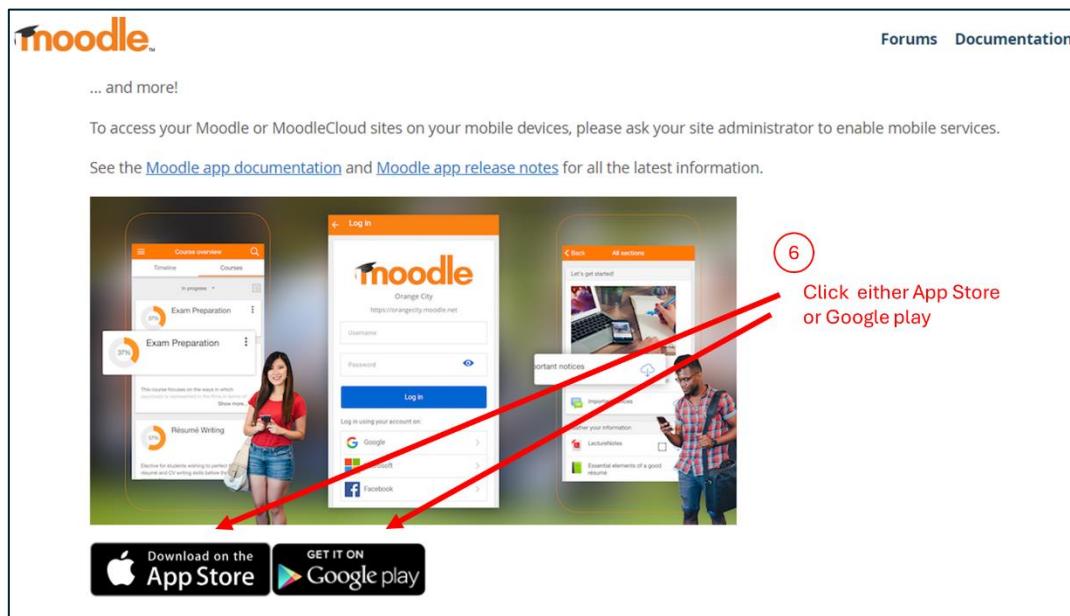
- If you wish to access the HLMS via mobile app, download the app.
- Click the link at the footer of every HLMS page (refer Figure 2.4).
- To download the app, follow Step 6



(Figure 2.4)

## Step 6: Download Moodle app (mobile app) - optional

- As a continuation from Step 5, choose to download via app store or google play (refer Figure 2.5)
- Follow further installation instructions to install the app on your phone.



(Figure 2.5)

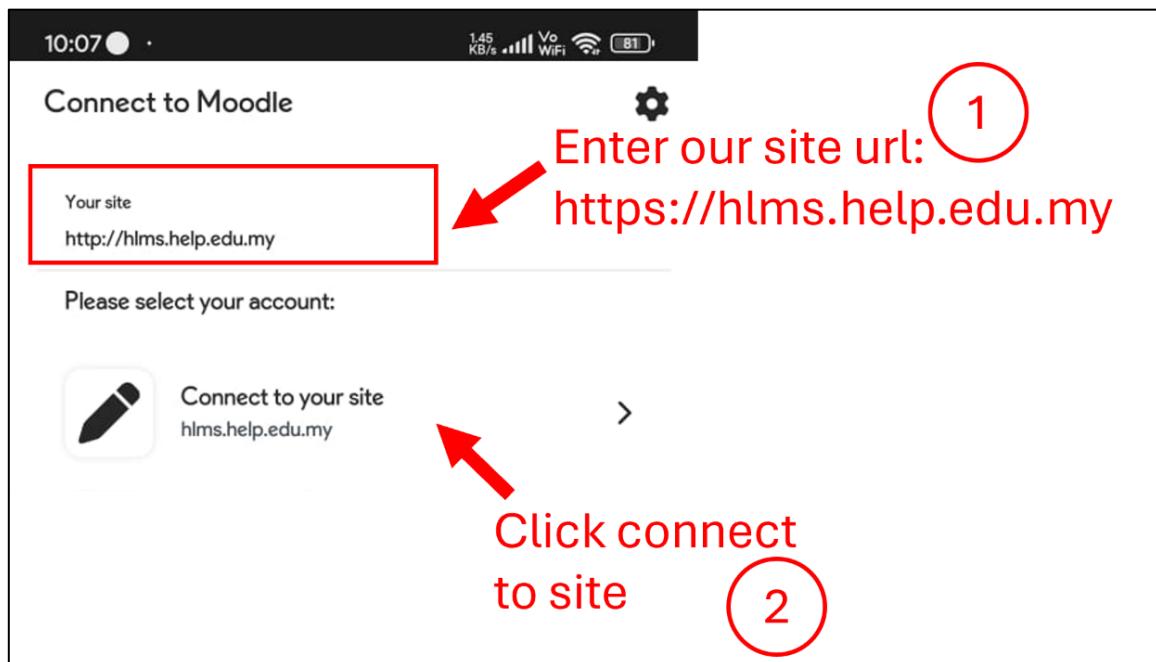
## 2.2 Access HLMS using Moodle App

### Step 1: Open the Mobile App

- Once the installation is finished, open the mobile app.
- In the 'Your site' field, enter <https://hlms.help.edu.my>.

### Step 2: Connect to your site

- Click 'Connect to your site'.



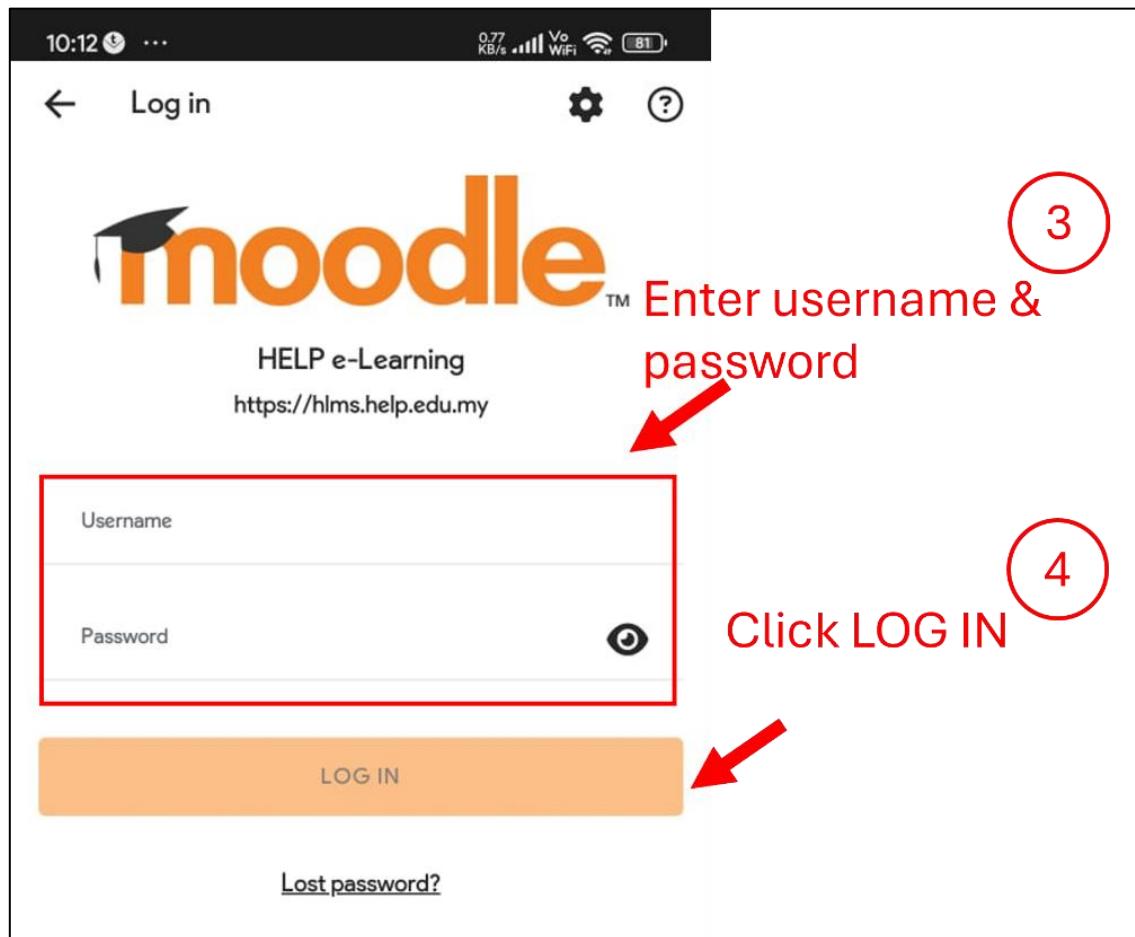
(Figure 2.6)

### Step 3: Access the app

- On the login page, enter your username (student ID in lowercase) and password.

### Step 4: Log in

- Click 'LOG IN'.

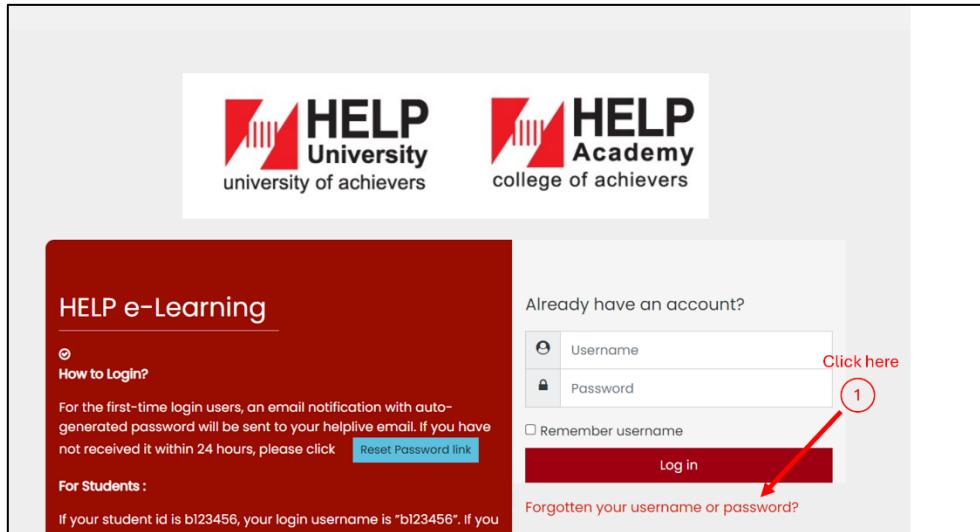


(Figure 2.7)

### 3.0 PASSWORD RECOVERY

#### 3.1 Forgotten Password (For Web)

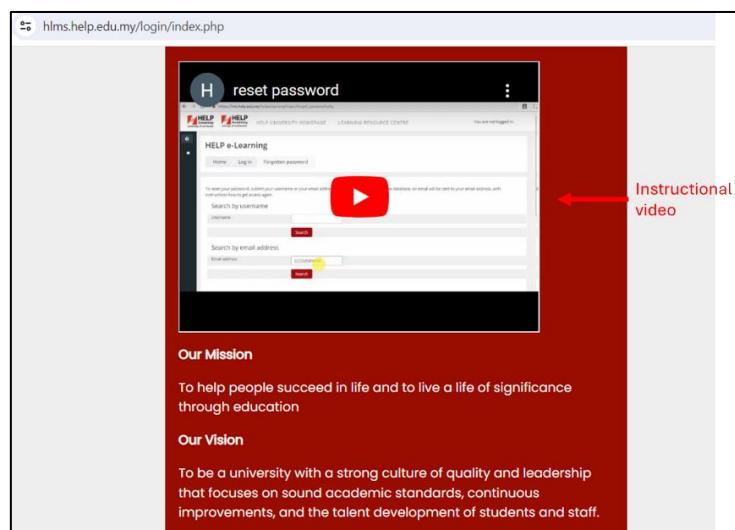
**Step 1:** Click 'Forgotten your username or password' (refer Figure 3.1)



(Figure 3.1)

- For web interface, there is also an instructional video located at the bottom of the page for your kind perusal (refer Figure 3.2) or you can watch it by clicking link below:

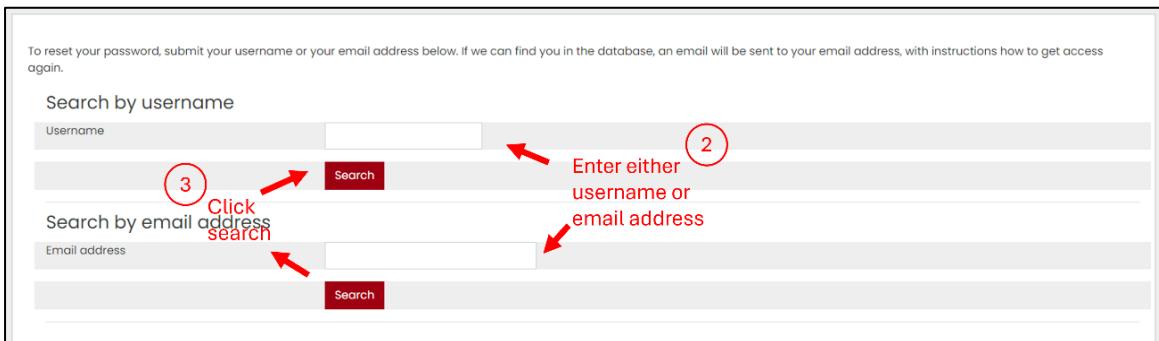
<https://youtu.be/BeUYxEa7Fcw>



(Figure 3.2)

**Step 2:** Enter either ‘Username’ or ‘Email address’ (refer Figure 3.3)

**Step 3:** Click ‘Search’ (refer Figure 3.3)



To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

Search by username

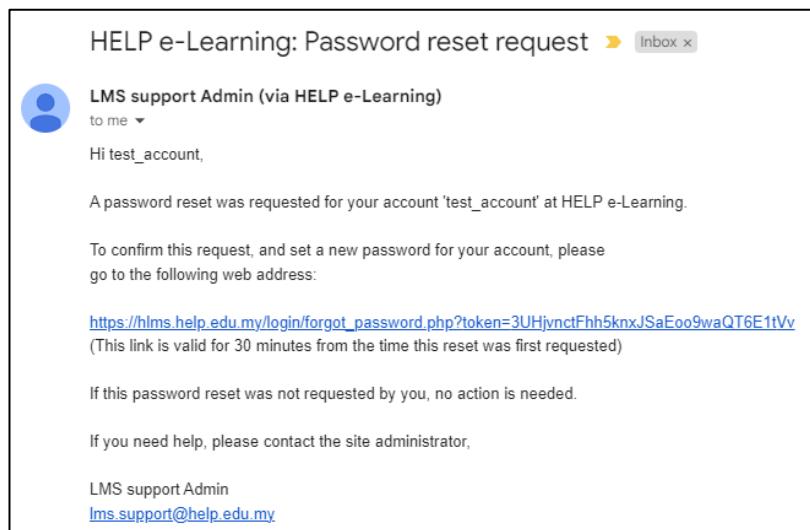
Username  Search (2)

Search by email address  Search (3) Click search

Email address  Search

(Figure 3.3)

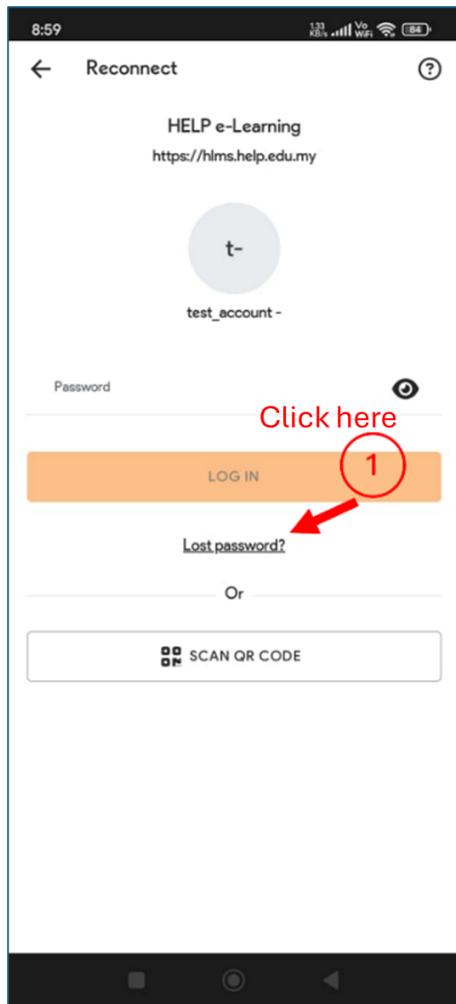
- You will receive an email similar to the one shown in Figure 3.4. Follow the instructions in the email to complete the process.
- If you do not receive the email in your inbox, please check your SPAM/Junk mail folder.
- Remember to reset your password within 60 minutes.
- If you still encounter login issues, kindly contact [lms.support@help.edu.my](mailto:lms.support@help.edu.my).
- By following these steps, you should be able to reset your password and regain access to your account.



(Figure 3.4)

### 3.2 Forgotten Password (Moodle App)

**Step 1:** Click 'Lost password' (refer Figure 3.5)

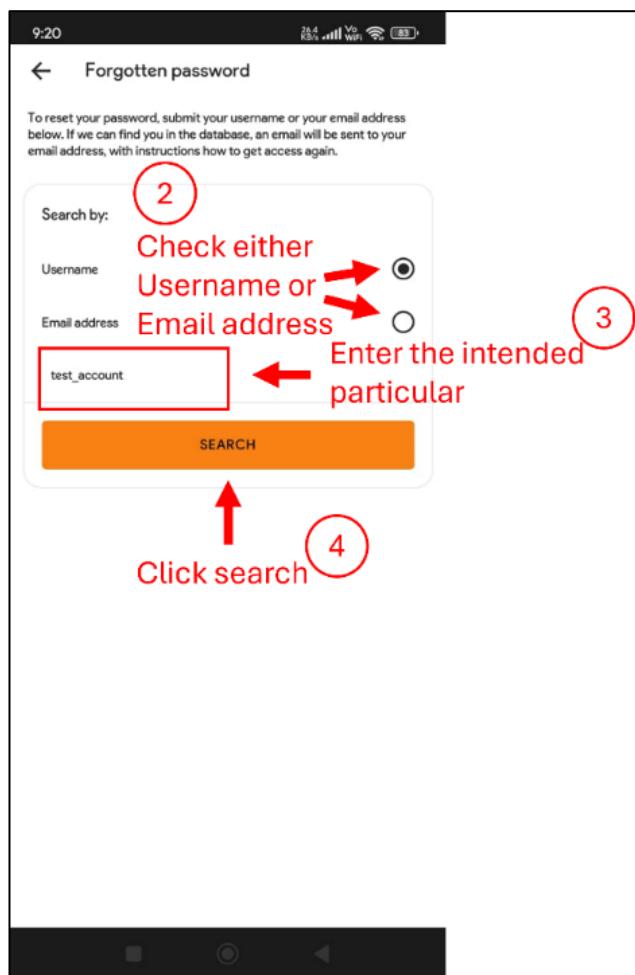


(Figure 3.5)

**Step 2:** Check the option ‘Username’ or ‘Email address’ (refer Figure 3.6)

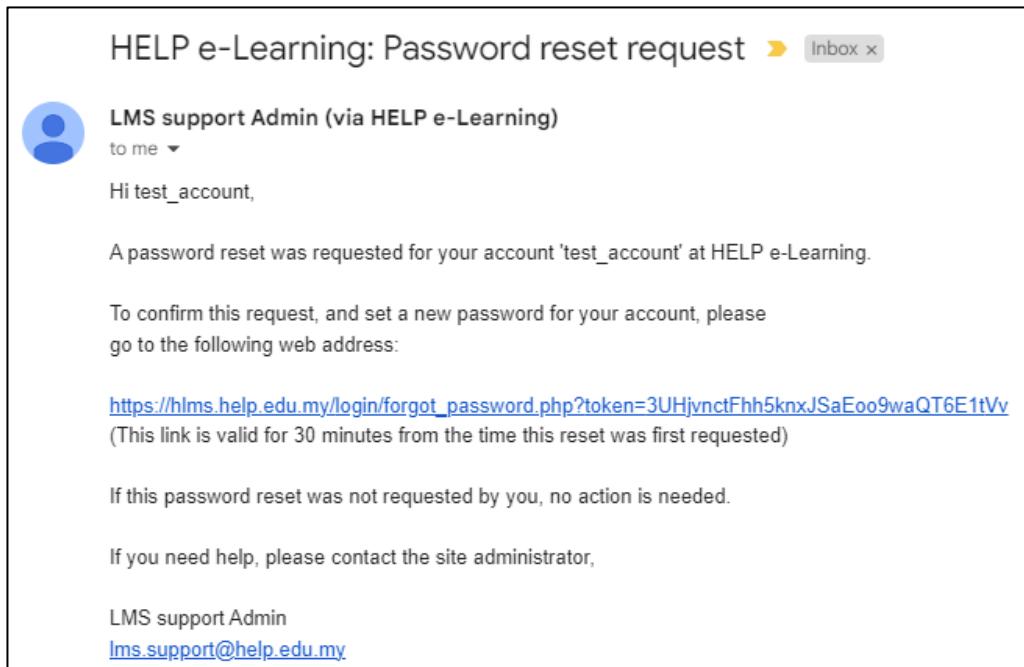
**Step 3:** Enter the appropriate information (refer Figure 3.6)

**Step 4:** Click ‘SEARCH’ (refer Figure 3.6)



(Figure 3.6)

- You will receive an email similar to the one shown in Figure 3.7. Follow the instructions in the email to complete the process.
- If you do not receive the email in your inbox, please check your SPAM/Junk mail folder.
- Remember to reset your password within 60 minutes.
- If you still encounter login issues, kindly contact [lms.support@help.edu.my](mailto:lms.support@help.edu.my).
- By following these steps, you should be able to reset your password and regain access to your account.

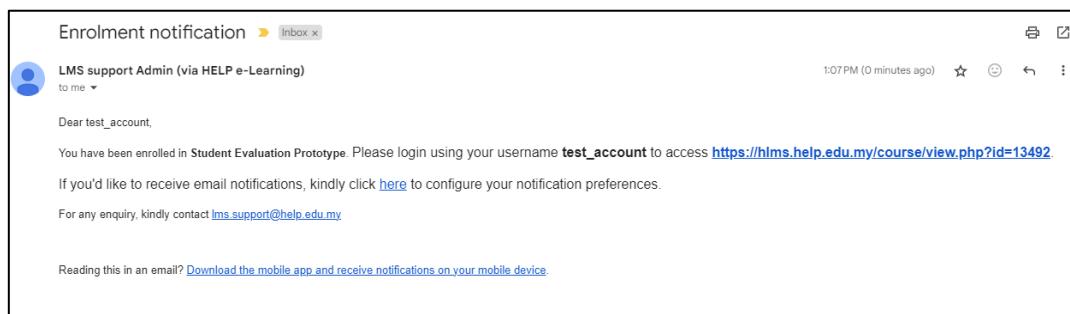


(Figure 3.7)

## 4.0 ENROLMENT

### 4.1 Email Notification of User Registration and Programme-Subject Access

- Once you enrol in a subject via NewMyPride or Registry, you will receive an email notification regarding your access to course materials. Access to the subject page is not immediate upon enrolment. Please allow 24 hours for access to be granted. Refer Figure 4.1 for sample of email notification



(Figure 4.1)

### 4.2 Self-Enrolment

- Some courses in the HLMS require self-enrolment. You must find and enroll on these courses yourself.

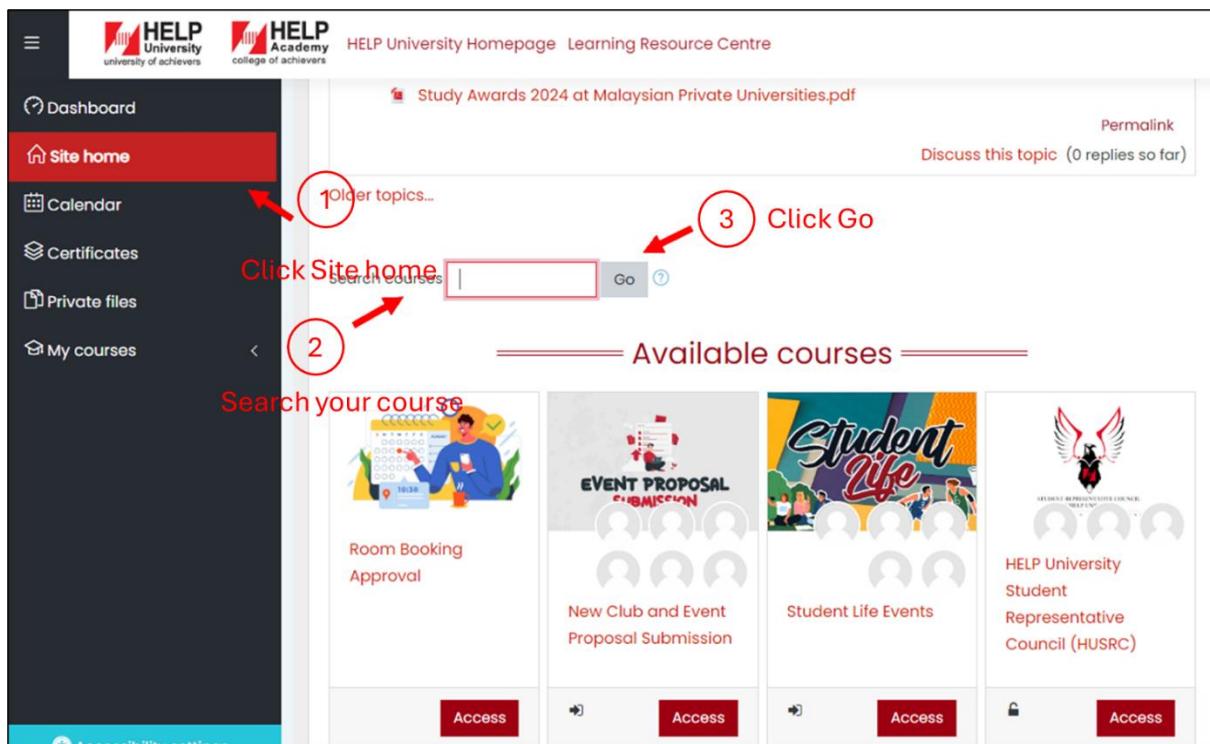
#### 4.2.1 Finding the Course (Web)

**Navigate to Site Home (refer Figure 4.2)**

**Step 1:** On the left-hand side of the screen, click “Site home.”

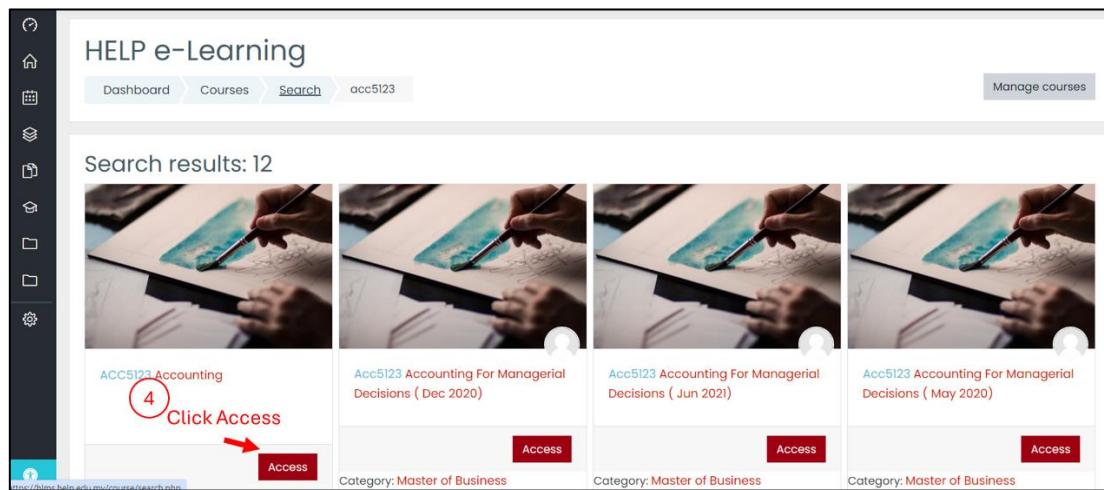
**Step 2:** Scroll down to the ‘Search course’ section then enter the name of the course you're searching for.

**Step 3:** Click ‘Go.’



(Figure 4.2)

**Step 4:** Once the course appears in your search results then click ‘Access’ for immediate enrolment (refer Figure 4.3)



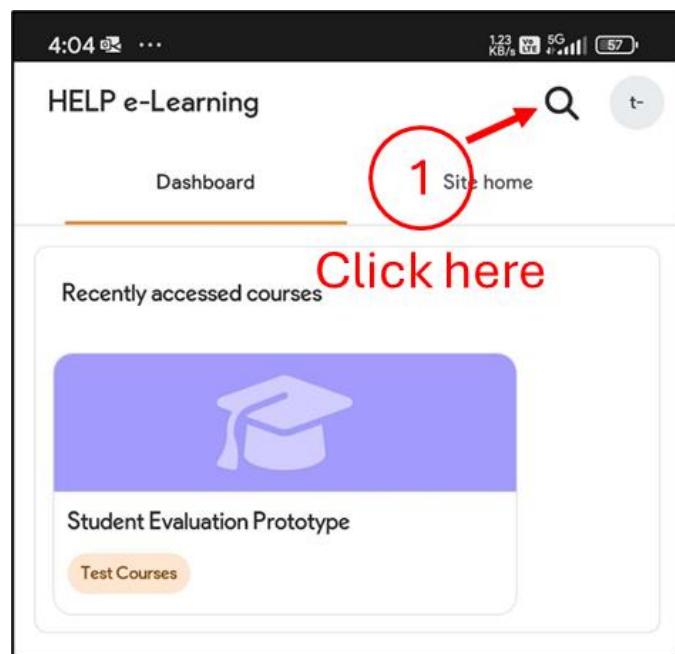
The screenshot shows the HELP e-Learning search results page. The search term 'acc5123' is entered in the search bar. The results are displayed in a grid format with four cards per row. The first card, 'ACC5123 Accounting', has a red circle around the 'Access' button with the text '4 Click Access' and a red arrow pointing to it. The other three cards in the row are 'Acc5123 Accounting For Managerial Decisions ( Dec 2020)', 'Acc5123 Accounting For Managerial Decisions ( Jun 2021)', and 'Acc5123 Accounting For Managerial Decisions ( May 2020)'. Each card includes a small profile picture and a 'Category: Master of Business' label. The sidebar on the left contains various icons for navigation.

(Figure 4.3)

#### 4.2.2 Finding the Course (Moodle App)

##### Open the Search (refer Figure 4.4)

**Step 1:** At the top of the page, click the search icon (magnifying glass).

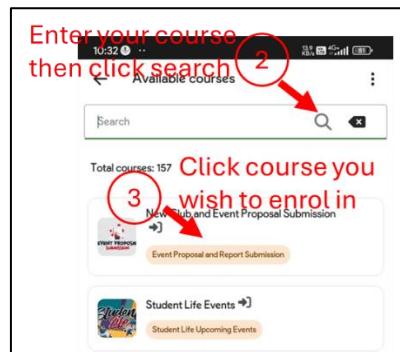


(Figure 4.4)

## Search for the Course (refer Figure 4.5)

**Step 2:** On the ‘Available courses’ page, enter the name of the course you are searching for and click the search icon (magnifying glass).

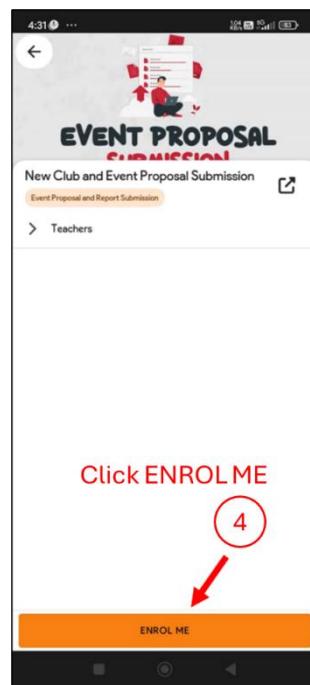
**Step 3:** Click on the course you wish to enrol in.



(Figure 4.5)

## Enrol in the Course (refer Figure 4.6)

**Step 4:** Click ‘ENROL ME’ for immediate enrolment.

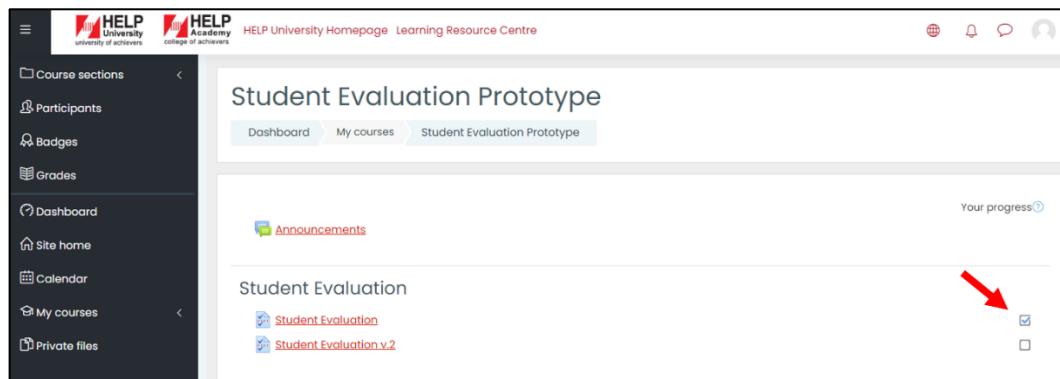


(Figure 4.6)

## 5.0 UNDERSTANDING THE COURSE AND ITS FEATURES

### 5.1 EASY PROGRESS ACCESS

To keep track of your progress in the course, you can easily access an overview by visiting the course page. Here, you'll find checkboxes next to each piece of content. These checkboxes indicate whether you have viewed or completed the content (refer Figure 4.7).



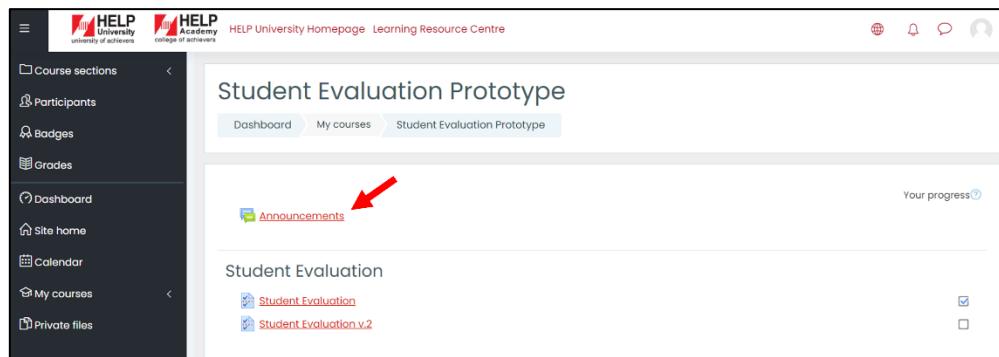
(Figure 4.7)

## 5.2 FORUM

Your course includes forum sections where you can post new discussions or reply to existing posts. Each forum section is typically named according to the topics it covers. Refer Figure 4.8 (Forum Icon), Figure 4.9 (web) & Figure 5.0 (Moodle App)

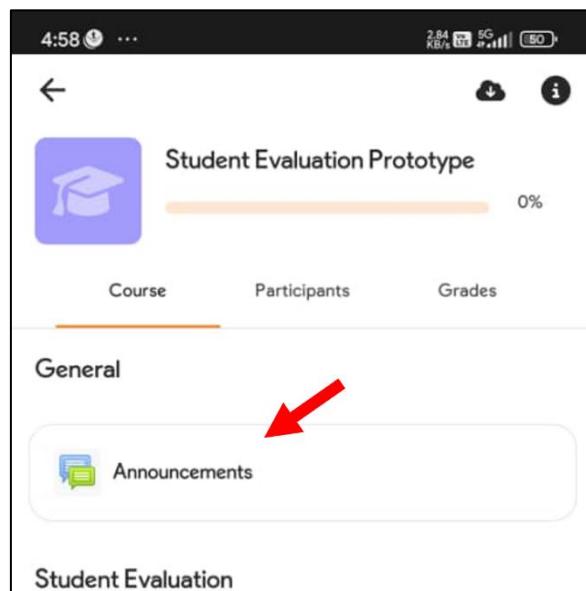


(Figure 4.8)



The screenshot shows a Moodle course page for 'Student Evaluation Prototype'. The left sidebar contains links for 'Course sections', 'Participants', 'Badges', 'Grades', 'Dashboard', 'Site home', 'Calendar', 'My courses', and 'Private files'. The main content area shows the course title and a 'Student Evaluation' section with links for 'Student Evaluation' and 'Student Evaluation.v2'. A red arrow points to the 'Announcements' link in this section.

(Figure 4.9)



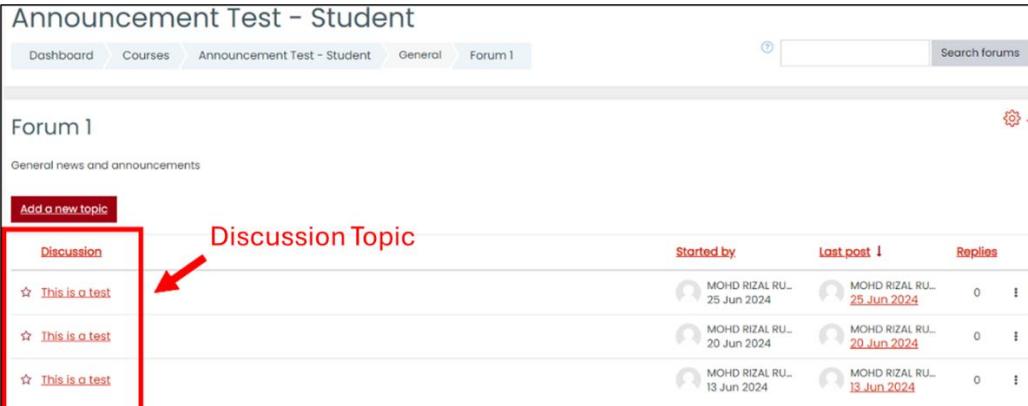
The screenshot shows a Moodle course page for 'Student Evaluation Prototype' on a mobile device. The top bar shows the time as 4:58 and battery level at 50%. The course title is 'Student Evaluation Prototype' with a 0% completion bar. Below the title are tabs for 'Course', 'Participants', and 'Grades', with 'Course' being the active tab. The 'General' section contains a box with a 'Announcements' link, which is highlighted with a red arrow. Below this is a 'Student Evaluation' section.

(Figure 5.0)

### 5.2.1 Forum (web)

#### Locate Forum Discussion Topics

- When you click on the Forum, you will be greeted with the discussion topics as shown below (Refer Figure 5.1).



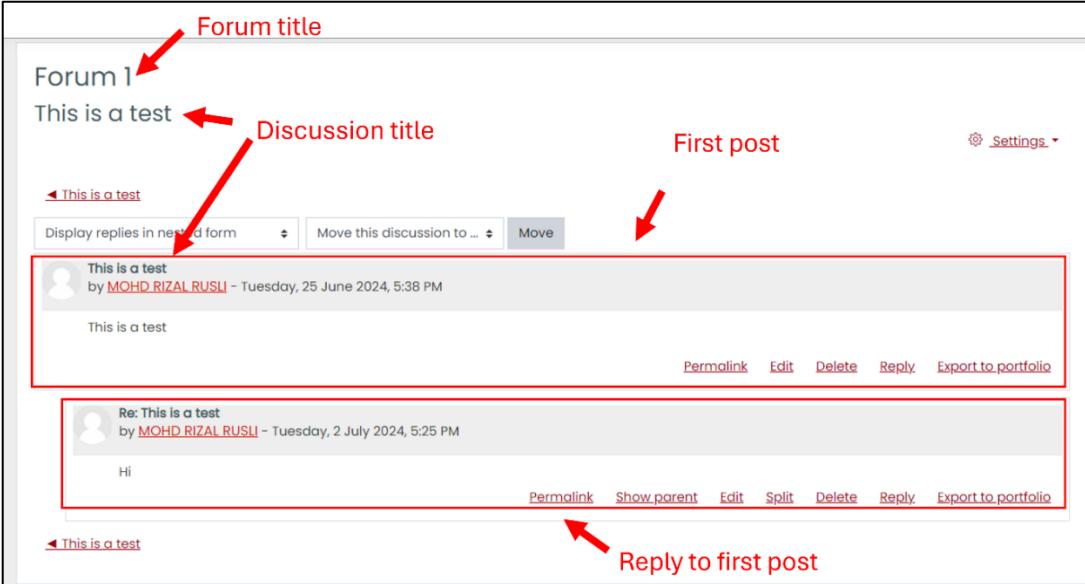
The screenshot shows a forum titled 'Forum 1' under the heading 'General news and announcements'. A red box highlights the 'Discussion' section, and a red arrow points to the first topic, 'This is a test'. The table below lists three topics, each with a user icon, the topic name, the date it was started, the date of the last post, and the number of replies.

Discussion	Started by	Last post	Replies
☆ This is a test	MOHD RIZAL RU... 25 Jun 2024	MOHD RIZAL RU... 25 Jun 2024	0
☆ This is a test	MOHD RIZAL RU... 20 Jun 2024	MOHD RIZAL RU... 20 Jun 2024	0
☆ This is a test	MOHD RIZAL RU... 13 Jun 2024	MOHD RIZAL RU... 13 Jun 2024	0

(Figure 5.1)

#### Discussion Title

- Click on any of the discussion topics to view the posts by students and instructor. The details as shown below (refer Figure 5.2).

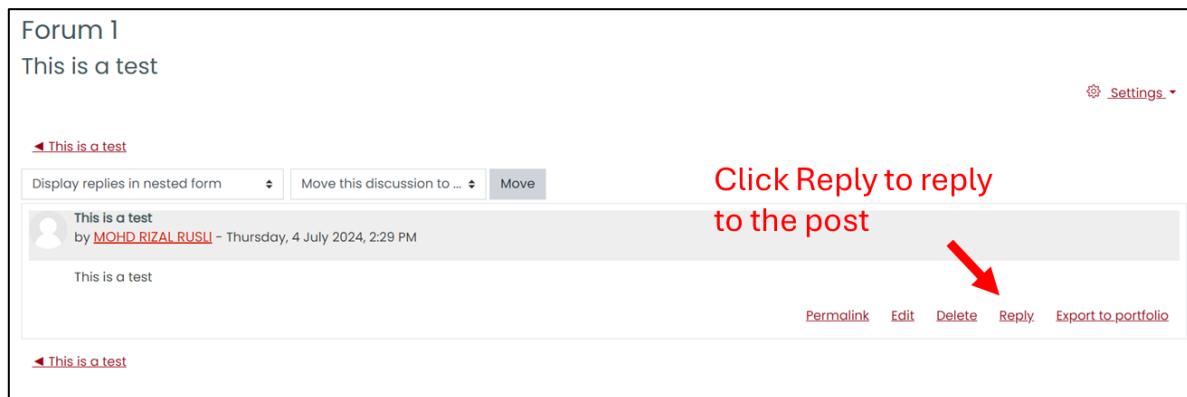


The screenshot shows a discussion titled 'This is a test' within the 'Forum 1' category. A red box highlights the discussion title, and a red arrow points to the first post, which is also highlighted. The first post is by 'MOHD RIZAL RUSLI' on 'Tuesday, 25 June 2024, 5:38 PM'. A red arrow points to the reply section, which contains a reply from the same user on 'Tuesday, 2 July 2024, 5:25 PM'. The reply text is 'Hi'.

(Figure 5.2)

## Reply to Discussion Topics

- Click on 'Reply' when you want to reply to a post (Refer Figure 5.3).



Forum 1

This is a test

[Settings](#)

[This is a test](#)

Display replies in nested form ▾ Move this discussion to ... ▾ Move

This is a test  
by MOHD RIZAL RUSLI - Thursday, 4 July 2024, 2:29 PM

This is a test

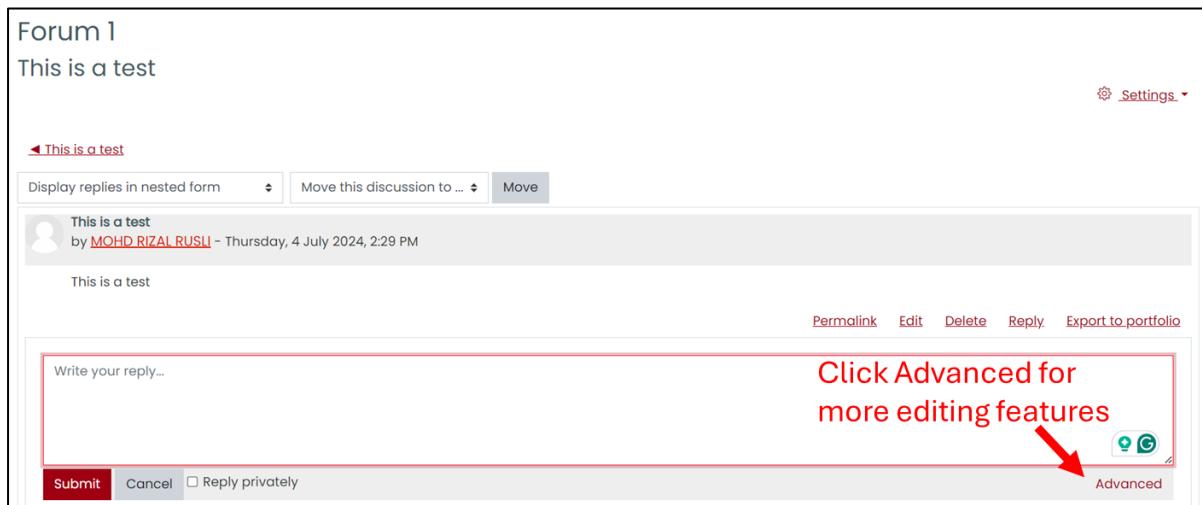
Permalink Edit Delete Reply Export to portfolio

[This is a test](#)

A red arrow points to the 'Reply' button in the post footer.

(Figure 5.3)

- When you click on 'Reply', a box will appear as shown below. You may click on 'Advanced' for more editing features (Refer Figure 5.4)



Forum 1

This is a test

[Settings](#)

[This is a test](#)

Display replies in nested form ▾ Move this discussion to ... ▾ Move

This is a test  
by MOHD RIZAL RUSLI - Thursday, 4 July 2024, 2:29 PM

This is a test

Permalink Edit Delete Reply Export to portfolio

Write your reply...

Submit Cancel  Reply privately

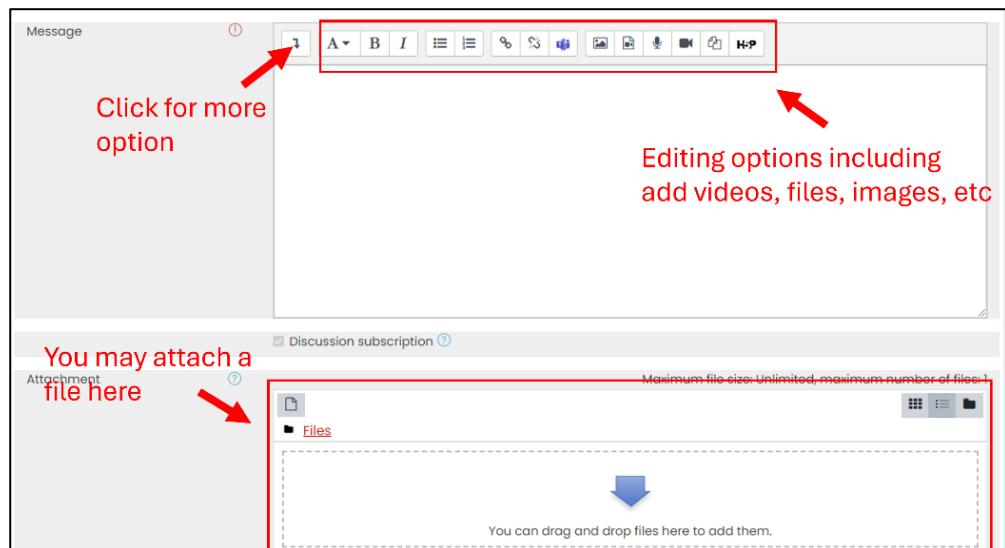
Click Advanced for more editing features

Advanced

(Figure 5.4)

## Advanced Discussion Topic Reply

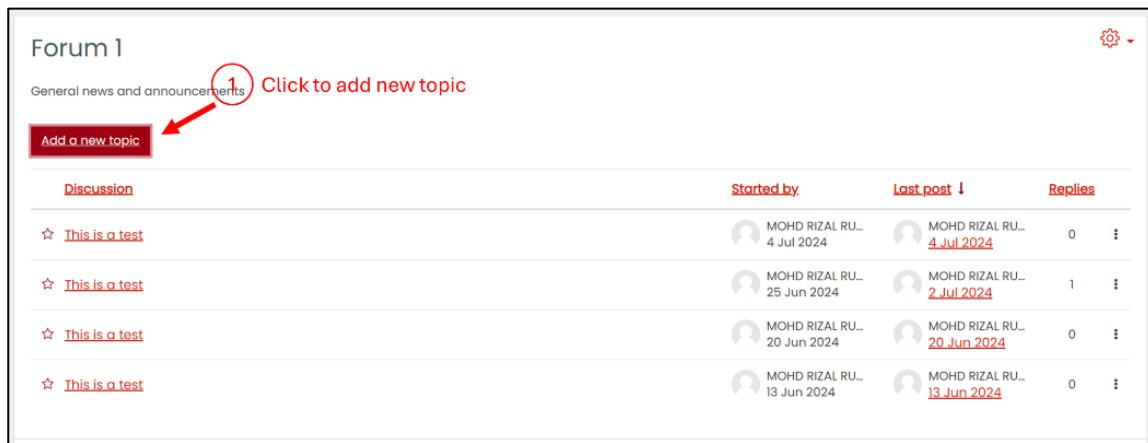
More editing features are shown below



(Figure 5.5)

## Add New Discussion Topic

**Step 1:** Create a new discussion topic (Refer Figure 5.6)



(Figure 5.6)

**Step 2:** Enter a discussion title or subject (Refer Figure 5.7).

**Step 3:** Enter your first post for a new discussion. (Refer Figure 5.7).

**Step 4:** Click ‘Post to forum’ (Refer Figure 5.7).

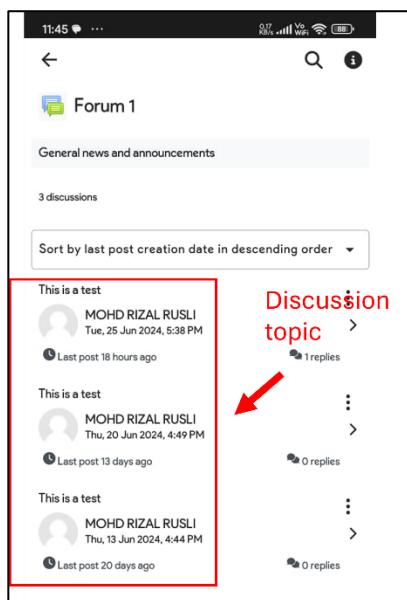
The screenshot shows a 'Add a new topic' form. At the top, there is a 'Subject' field with a red circle containing a question mark and a 'Message' rich text editor with a red circle containing a question mark. Below these are two red annotations: '2 Enter your subject' pointing to the subject field, and '3 Enter your new post' pointing to the message editor. In the center, there is a text area with the placeholder 'Click to post forum' and a red circle containing a question mark. Below this is a red annotation '4' with a red arrow pointing to the 'Post to forum' button. At the bottom of the form, there are 'Post to forum', 'Cancel', and 'Advanced' buttons, and a note: 'There are required fields in this form marked ⓘ'.

(Figure 5.7)

### 5.2.2 Forum (Moodle App)

#### Locate Forum Discussion Topics

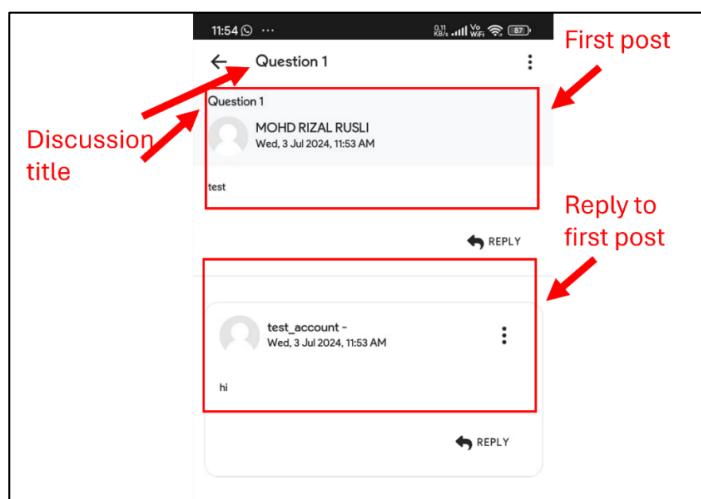
- When you click on the Forum, you will Refer the discussion topics as shown below (refer Figure 5.8).



(Figure 5.8)

#### Discussion Title

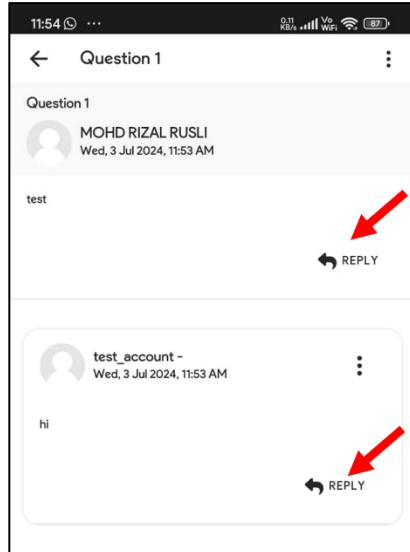
- Click on any of the discussion topics to view the posts by students and instructor (refer Figure 5.9).



(Figure 5.9)

## Reply to Discussion Topics

- Click on 'Reply' when you want to reply to a post (refer Figure 5.10).



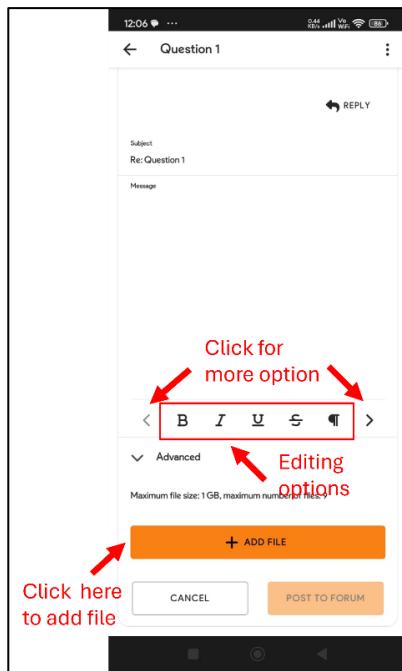
(Figure 5.10)

- When you click on 'Reply', a box will appear as shown below. You may click on 'Advanced' for more editing features (refer Figure 5.11)



(Figure 5.11)

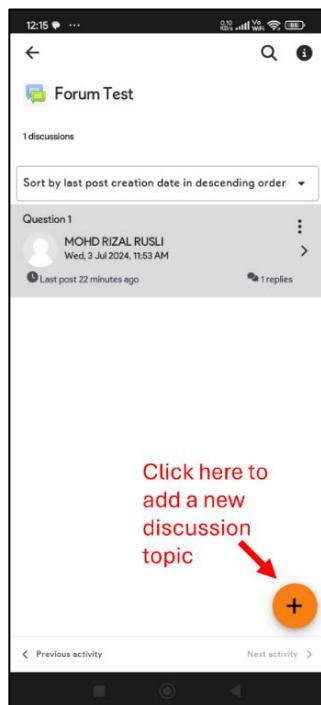
- Advanced Discussion Topic Reply (refer Figure 5.12)



(Figure 5.12)

## Add New Discussion Topic

**Step 1:** Create a new discussion topic (refer Figure 5.13).

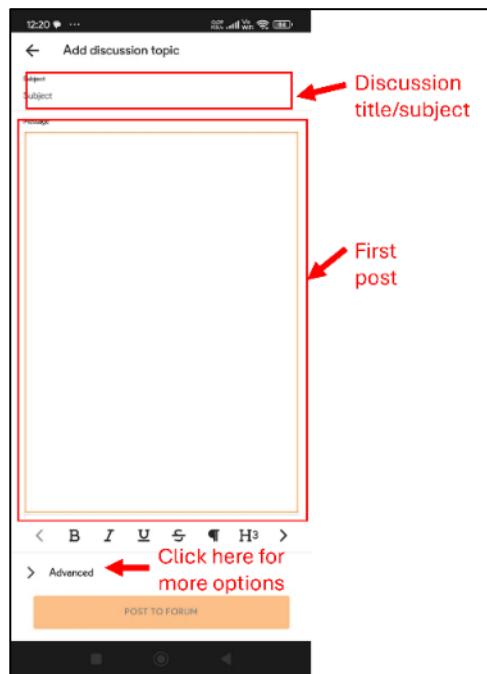


(Figure 5.13)

**Step 2:** Enter a discussion title or subject (Refer Figure 5.14).

**Step 3:** Enter your first post for a new discussion. (Refer Figure 5.14).

**Step 4:** Click ‘Post to forum’ (Refer Figure 5.14).



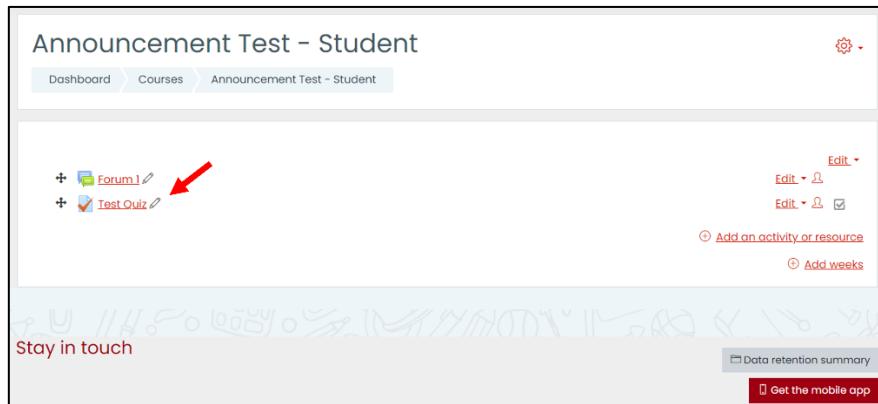
(Figure 5.

### 5.3 QUIZ

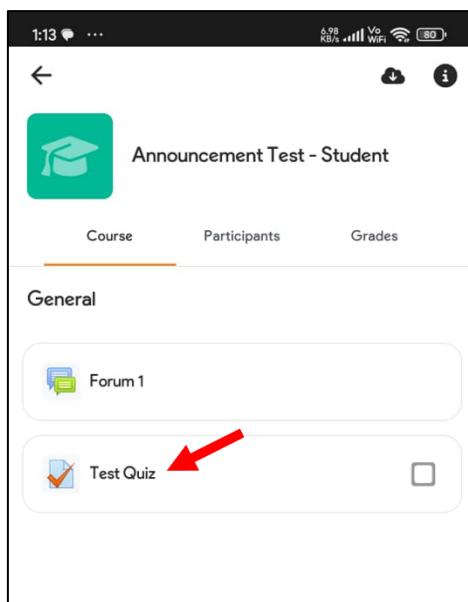
Quizzes may be used for tests, examinations, practice, or self-assessment  
-Refer Figure 5.15 (Quiz Icon), Figure 5.16 (web) & Figure 5.17 (Moodle App)



(Figure 5.15)

A screenshot of the Moodle web interface. The page title is 'Announcement Test - Student'. Below the title, there are two items: 'Forum 1' and 'Test Quiz'. A red arrow points to the 'Test Quiz' item. On the right side of the page, there are several buttons: 'Edit', 'Edit weeks', 'Add on activity or resource', and 'Add weeks'. At the bottom of the page, there are links for 'Data retention summary' and 'Get the mobile app'.

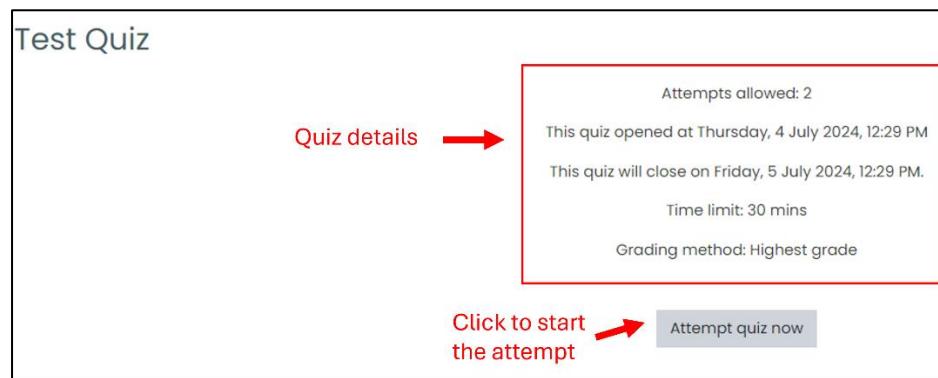
(Figure 5.16)

A screenshot of the Moodle mobile app interface. The page title is 'Announcement Test - Student'. Below the title, there are two items: 'Forum 1' and 'Test Quiz'. A red arrow points to the 'Test Quiz' item. At the top of the screen, there are icons for time (1:13), signal strength, battery, and a back arrow. Below the items, there are tabs for 'Course', 'Participants', and 'Grades'. The 'Course' tab is selected. The 'General' section is expanded, showing the 'Forum 1' and 'Test Quiz' items.

(Figure 5.17)

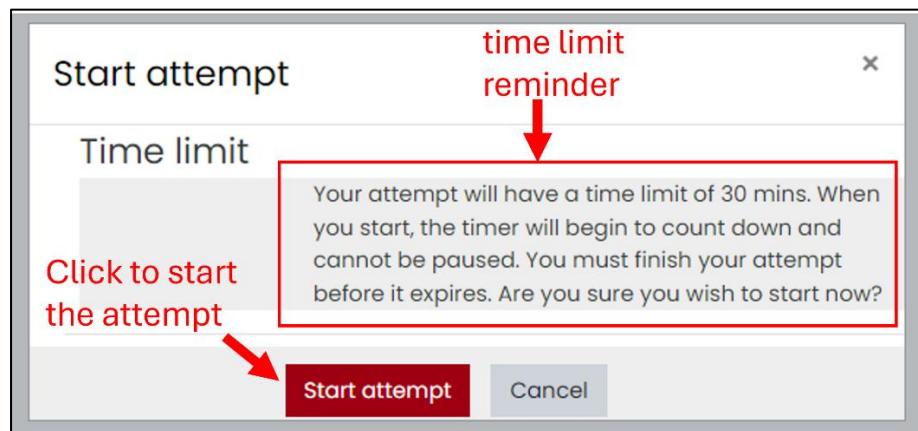
### 5.3.1 Quiz (web)

- After you click on the Quiz activity, you will be taken to the Quiz details page, where you can find all the information related to the quiz. To start the attempt, click on 'Attempt quiz now' (refer Figure 5.18).



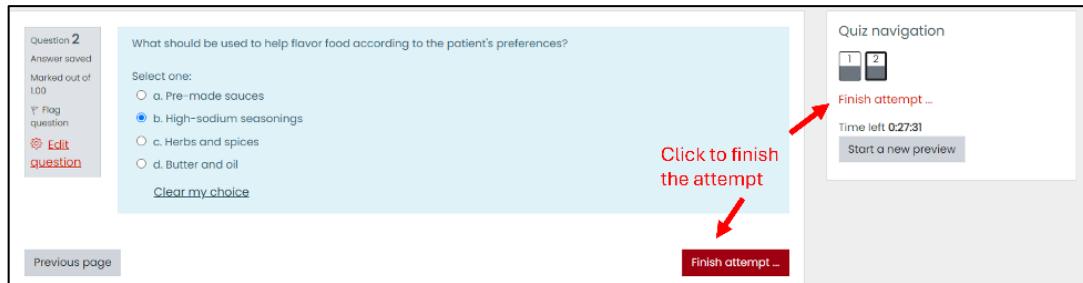
(Figure 5.18)

- If the quiz has a time limit, you will be prompted with the reminder. You must finish the quiz within the stipulated time. Once you start, the timer cannot be paused. Click 'Start attempt' to proceed (refer Figure 5.19)



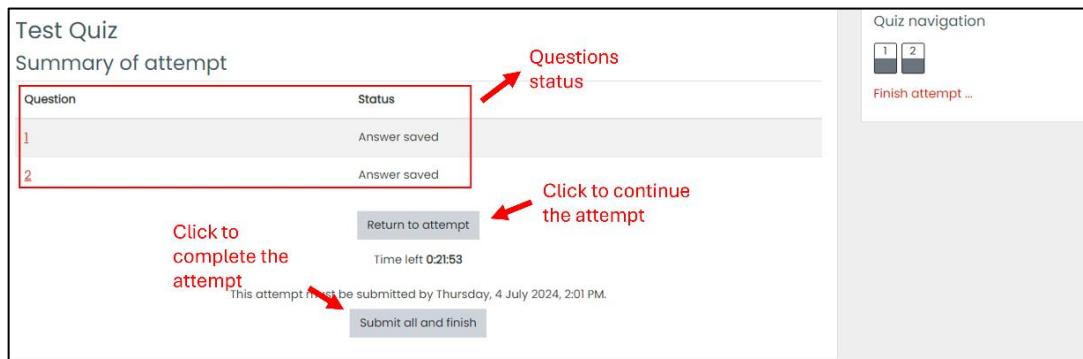
(Figure 5.19)

- Answer all the questions. Once finished click 'Finish attempt' (refer Figure 7.0).



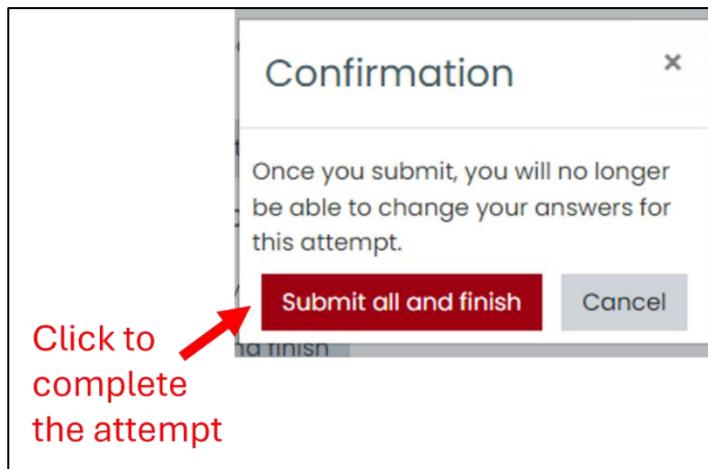
(Figure 5.20)

- You can review your attempt on the 'Summary of attempt' page. Verify the status of all questions.
- If you wish to continue with the attempt, click 'Return to attempt'.
- To complete the attempt, click 'Submit all and finish'. A confirmation window will appear (refer Figure 5.21).



(Figure 5.21)

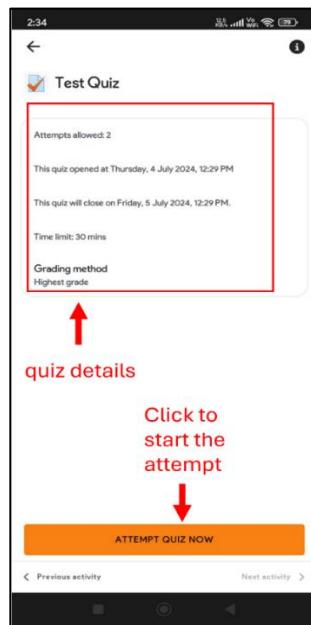
- Click 'Submit all and finish' to proceed (Refer Figure 5.22).



(Figure 5.22)

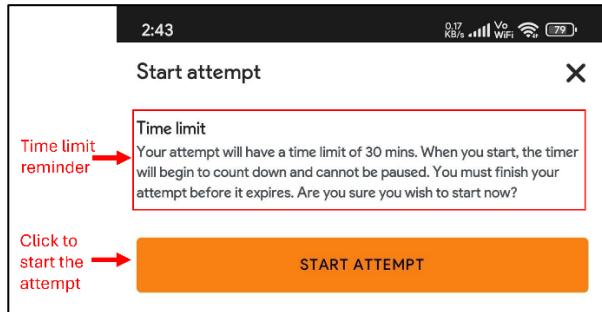
### 5.3.2 Quiz (Moodle App)

- After you click on the Quiz activity, you will be taken to the Quiz details page, where you can find all the information related to the quiz. To start the attempt, click on 'Attempt quiz now' (refer 5.23).



(Figure 5.23)

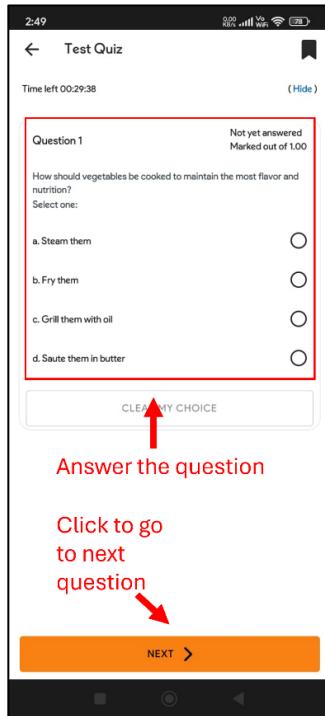
- If the quiz has a time limit, you will be prompted with the reminder. You must finish the quiz within the stipulated time. Once you start, the timer cannot be paused. Click ‘Start attempt’ to proceed. (Refer Figure 5.24)



(Figure 5.24)

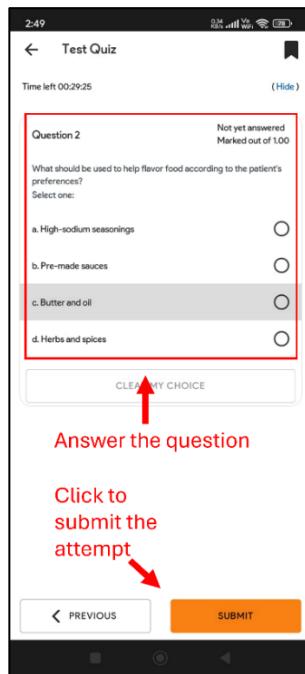
## Quiz page

- You are now on the quiz page, answer the question. Click next to go next question (refer Figure 5.25).



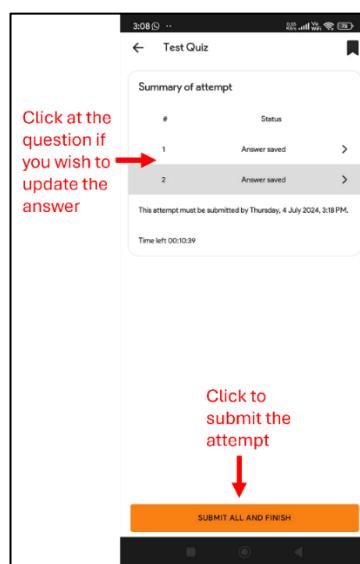
(Figure 5.25)

- Once finished click 'Submit' (Refer Figure 5.26)



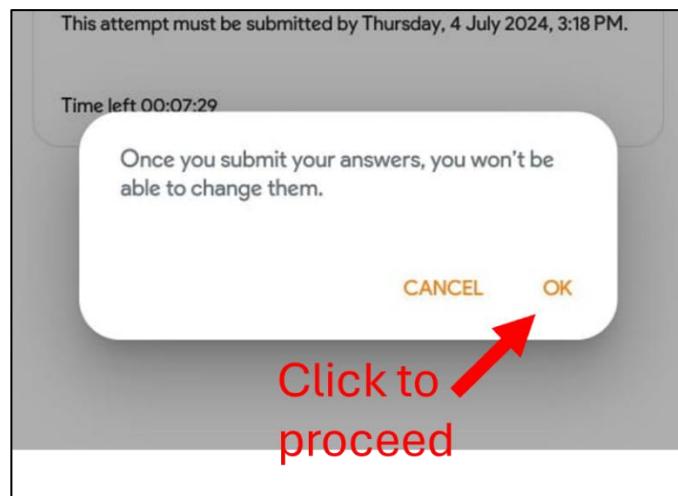
(Figure 5.26)

- You can review your attempt on the 'Summary of attempt' page. Verify the status of all questions. Click at question if you wish to change the answer.
- To complete the attempt, click 'SUBMIT ALL AND FINISH' (refer Figure 5.27).



(Figure 5.27)

- A confirmation window will appear. Click 'OK' to proceed (Refer Figure 5.28).



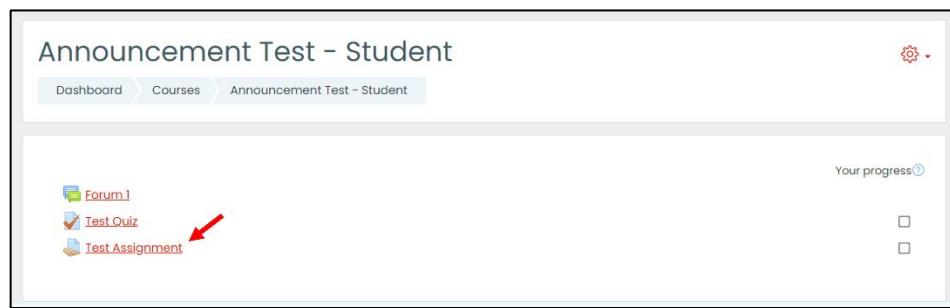
(Figure 5.2

## 5.4 ASSIGNMENT

Students can submit any digital content (files), such as word-processed documents, spreadsheets, Figures, or audio and video clips, depending on the assignment activity setup and requirements. - Refer Figure 5.29 (Assignment Icon), Figure 5.30 (web) & Figure 5.31 (Moodle App).



(Figure 5.29)



Announcement Test - Student

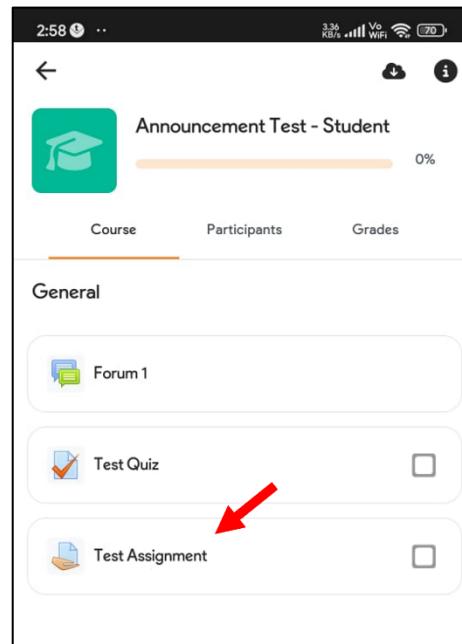
Forum 1

Test Quiz

Test Assignment

Your progress

(Figure 5.30)



2:58 3.36 KB/s 3G WiFi 70%

Announcement Test - Student

0%

Course Participants Grades

General

Forum 1

Test Quiz

Test Assignment

(Figure 5.31)

#### 5.4.1 Assignment (web)

- After you click on the Assignment activity, you will be greeted with the Assignment submission status page. Click 'Add Submission' to start the assignment submission (Refer Figure 5.32).

Test Assignment

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Wednesday, 10 July 2024, 12:00 AM
Time remaining	6 days 8 hours
Last modified	-
Submission comments	<a href="#">+ Comments (0)</a>

Add submission

You have not made a submission yet.

(Figure 5.32)

- On the assignment submission page, click on the area within the dotted lines to upload a file (Refer Figure 5.33) or you can drag & drop your file to the dotted lines area.

Test Assignment

File submissions

Maximum file size: 1GB, maximum number of files: 20

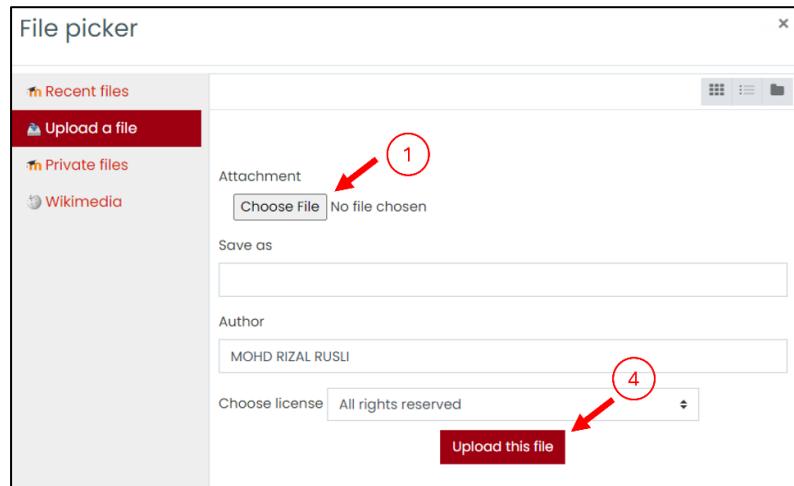
Files

You can drag and drop files here to add them.

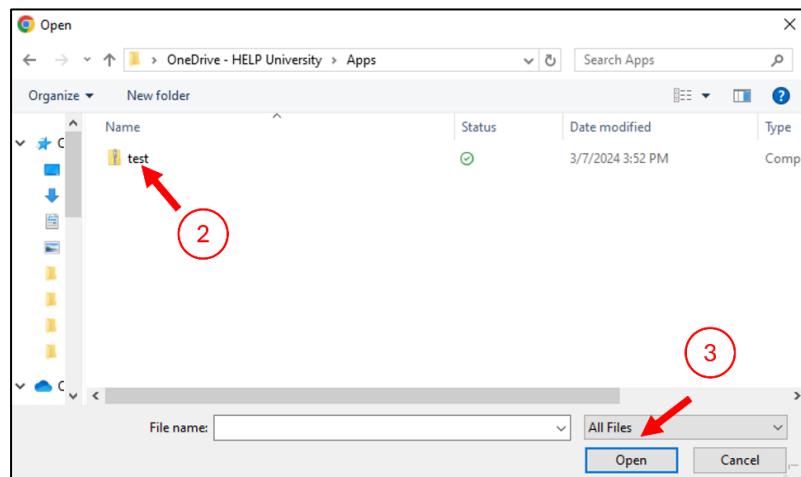
Save changes Cancel

(Figure 5.33)

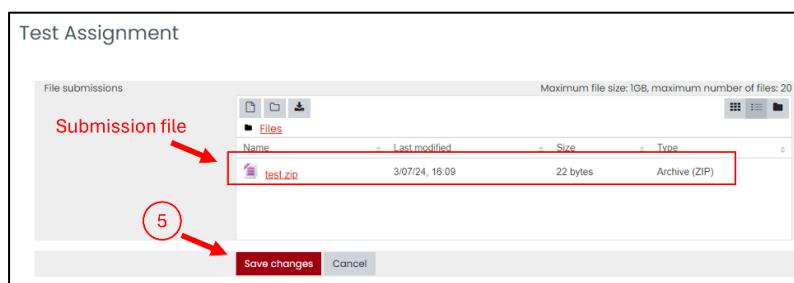
- In the File Picker window, click 'Choose File' (Refer Figure 5.34). Another window will open (Refer Figure 5.34); select your submission file and then click 'Open'. To upload, click 'Upload this file' (Refer Figure 5.35). Click 'Save changes' to submit (Refer Figure 5.36)



(Figure 5.34)

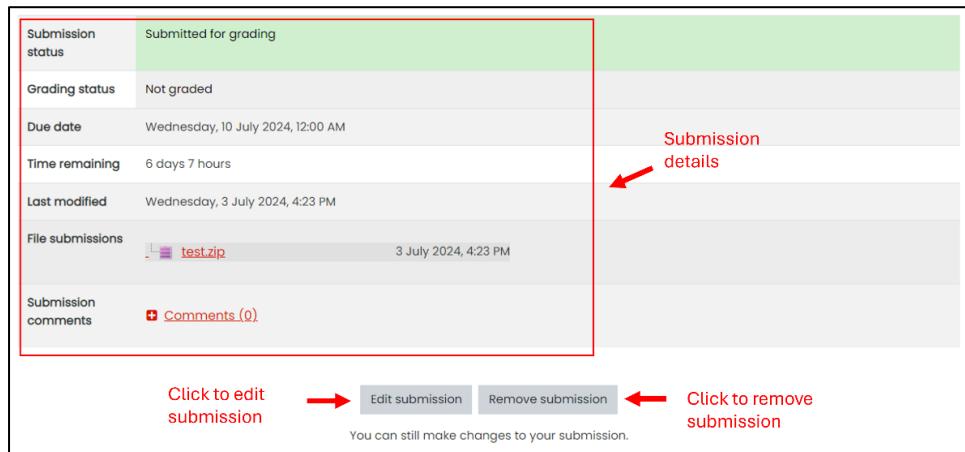


(Figure 5.35)



(Figure 5.36)

- Once submitted, you will be able to Refer the submission details. You can edit your submission until the due date. This means you can upload a new or updated document only before the assignment's due date (refer Figure 5.37).



Submission status: Submitted for grading

Grading status: Not graded

Due date: Wednesday, 10 July 2024, 12:00 AM

Time remaining: 6 days 7 hours

Last modified: Wednesday, 3 July 2024, 4:23 PM

File submissions: test.zip (3 July 2024, 4:23 PM)

Submission comments: + Comments (0)

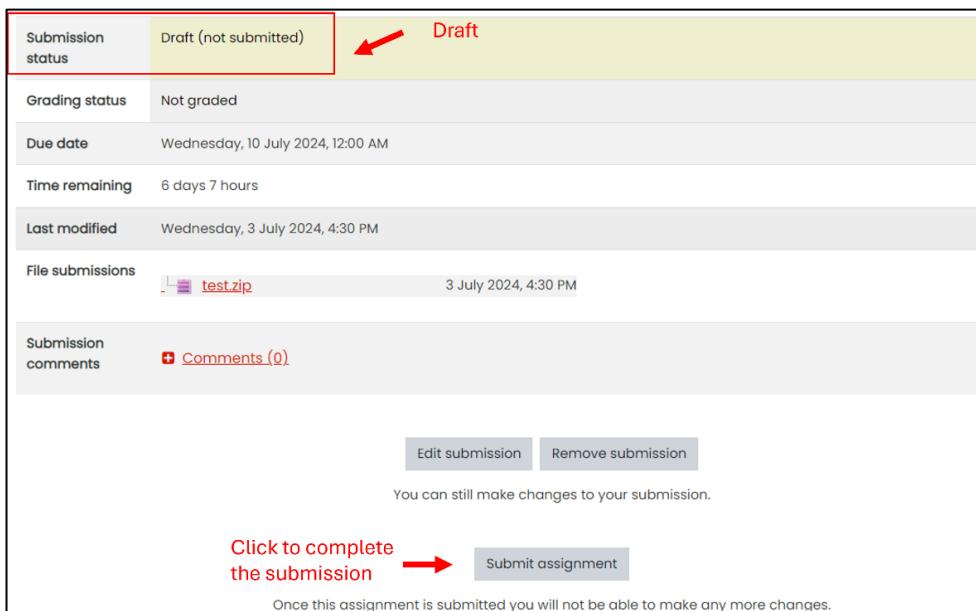
**Submission details**

**Click to edit submission** → **Edit submission** **Remove submission** ← **Click to remove submission**

You can still make changes to your submission.

(Figure 5.37)

- Your submission is incomplete if the status still shows 'Draft (not submitted)'. Click 'Submit assignment' to complete the submission (refer Figure 5.38).



Submission status: Draft (not submitted)

Grading status: Not graded

Due date: Wednesday, 10 July 2024, 12:00 AM

Time remaining: 6 days 7 hours

Last modified: Wednesday, 3 July 2024, 4:30 PM

File submissions: test.zip (3 July 2024, 4:30 PM)

Submission comments: + Comments (0)

**Draft**

**Edit submission** **Remove submission**

You can still make changes to your submission.

**Click to complete the submission** → **Submit assignment**

Once this assignment is submitted you will not be able to make any more changes.

(Figure 5.38)

- For some assignments, you must accept the submission statement before you can confirm the submission. Check the statement, then click ‘Continue’ (refer Figure 5.39)

(Figure 5.39)

- Your assignment submission is successful ONLY if ‘Submitted for grading’ is shown in your submission status. (Refer Figure 5.40)

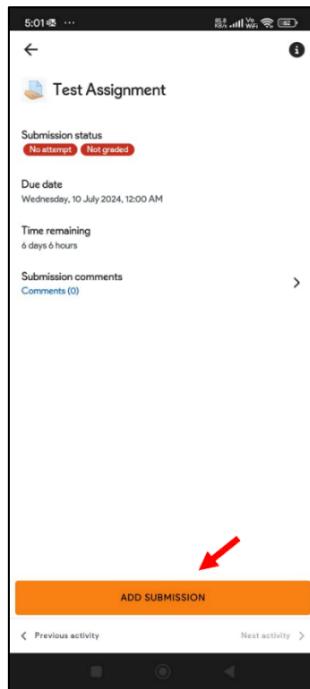
Submission status	
Submission status	Submitted for grading
Grading status	Not graded
Due date	Wednesday, 10 July 2024, 12:00 AM
Time remaining	6 days 7 hours
Last modified	Wednesday, 3 July 2024, 4:51 PM
File submissions	<a href="#">test.zip</a> 3 July 2024, 4:30 PM
Submission comments	<a href="#">Comments (0)</a>

(Figure 5.40)

### 5.4.2 Assignment (Moodle App)

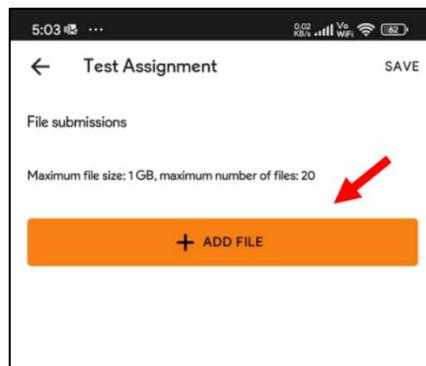
#### Assignment submission

- After you click on the Assignment activity, you will be greeted with the Assignment submission status page. Click ‘Add Submission’ to start the assignment submission (refer Figure 5.41).



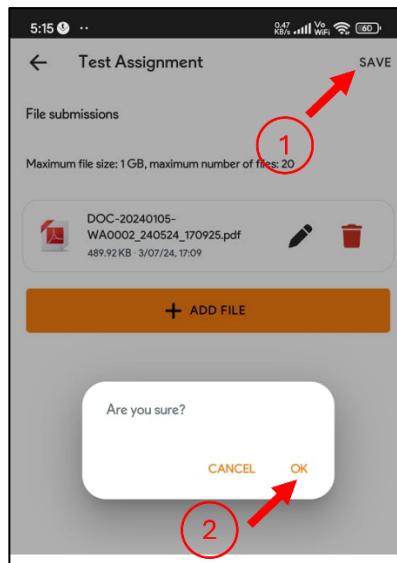
(Figure 5.41)

- Click ‘ADD FILE’ then choose your submission file from your phone storage. Then click ‘Save’ (refer Figure 5.42).



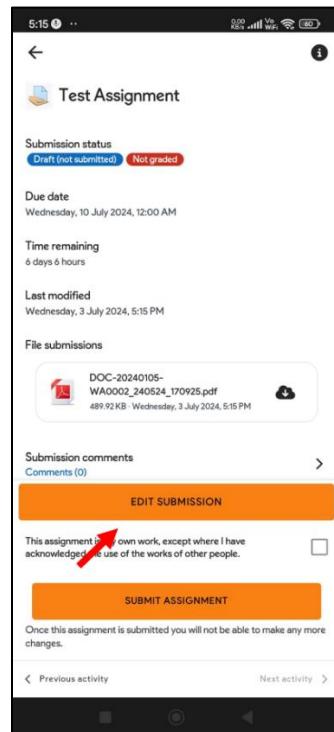
(Figure 5.42)

- Click ‘Save’ then “OK” to confirm your submission. (Refer Figure 5.43)



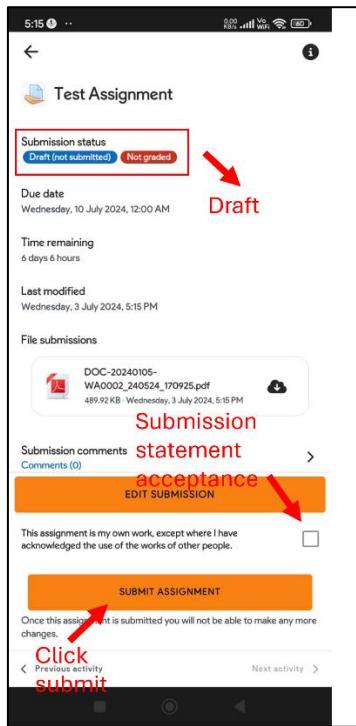
(Figure 5.43)

- Once submitted, you will be able to Refer the submission details. You can edit your submission until the due date. This means you can upload a new or updated document only before the assignment's due date (refer Figure 5.44).



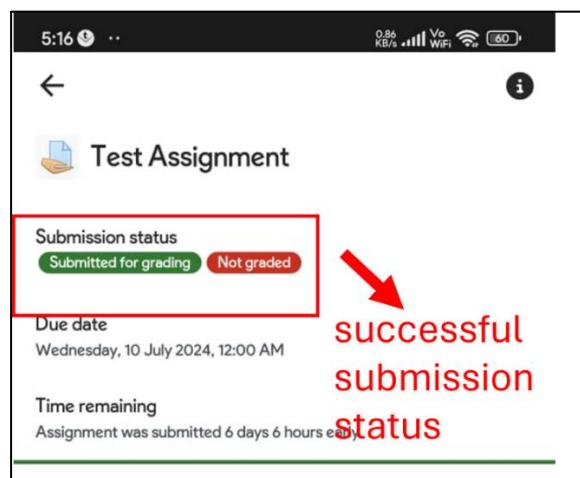
(Figure 5.44)

- For some assignments, you must accept the submission statement before you can confirm the submission. Check the statement. Your submission is incomplete if the status still shows ‘Draft (not submitted)’. Click ‘Submit assignment’ to complete the submission (refer Figure 5.45).



(Figure 5.45)

- Your assignment submission is successful ONLY if ‘Submitted for grading’ is shown in your submission status. (Refer Figure 5.46)



(Figure 5.46)

## 5.5 TURNITIN

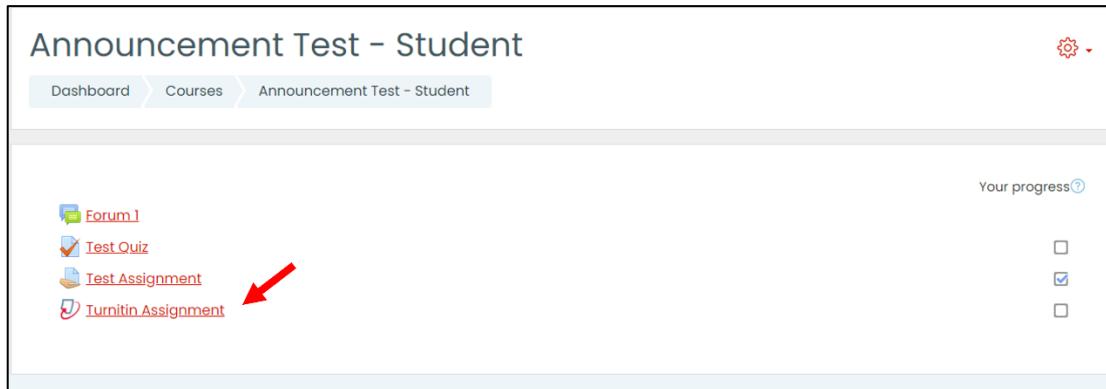
Turnitin generates a similarity report highlighting any matched text, which helps educators assess the authenticity of the submission – Refer Figure 5.47 (Turnitin Icon) & Figure 5.48.



(Figure 5.47)

## Accessing Turnitin

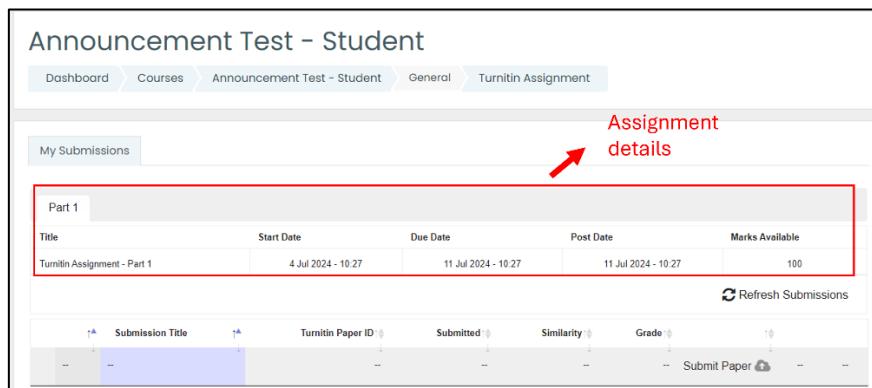
- Click Turnitin assignment



The screenshot shows a student view of an announcement test. The navigation bar at the top includes 'Dashboard', 'Courses', and 'Announcement Test - Student'. Below the navigation, there is a list of activities: 'Forum 1' (green icon), 'Test Quiz' (checkmark icon), 'Test Assignment' (document icon), and 'Turnitin Assignment' (red circular arrow icon). A red arrow points to the 'Turnitin Assignment' link.

(Figure 5.48)

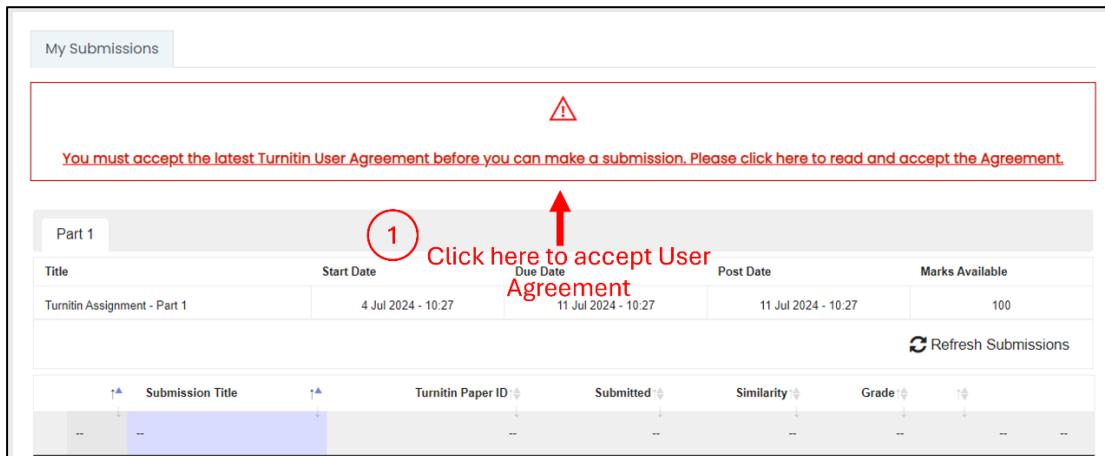
- After clicking on the Turnitin Assignment activity, you will be directed to the Turnitin 'My Submission' page. Here, you will find all the information related to the assignment, including the title, start date, and due date (refer Figure 5.49).



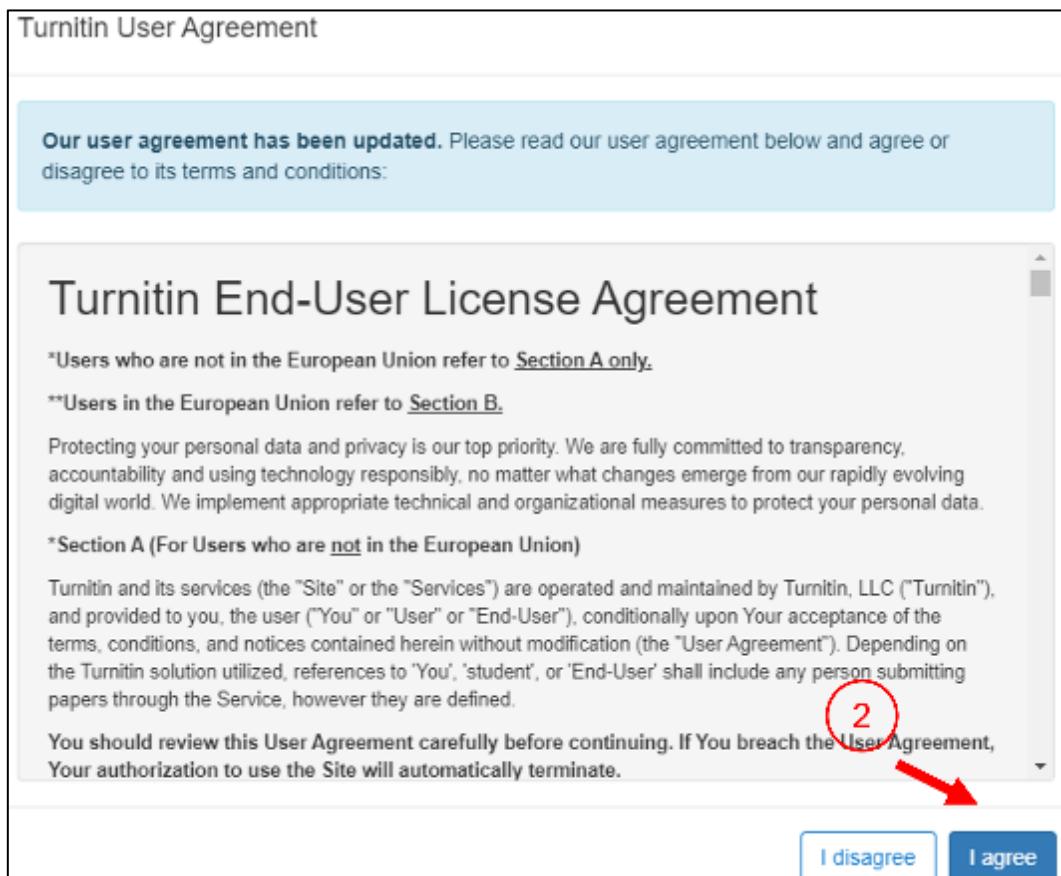
The screenshot shows the 'Turnitin Assignment' page within the 'Announcement Test - Student' context. The navigation bar includes 'Dashboard', 'Courses', 'Announcement Test - Student', 'General', and 'Turnitin Assignment'. The main content area is titled 'My Submissions' and shows a table for 'Part 1'. The table has columns: Title, Start Date, Due Date, Post Date, and Marks Available. A single row is present with the title 'Turnitin Assignment - Part 1', start date '4 Jul 2024 - 10:27', due date '11 Jul 2024 - 10:27', post date '11 Jul 2024 - 10:27', and marks available '100'. A red box highlights the 'Assignment details' section, and a red arrow points to the 'Assignment details' label.

(Figure 5.49)

- This step is mandatory for students submitting to Turnitin for the **first time**. Click on box to accept the 'Turnitin User Agreement' (refer Figure 5.50) then click 'I agree' to proceed (refer Figure 5.51).



(Figure 5.50)



(Figure 5.51)

- To submit the assignment, click the 'Submit Paper' (Refer Figure 5.52). This will open the Submit Paper window (refer Figure 5.53). Enter the submission title, add the file, and then click 'Add Submission'. A Digital Receipt pop-up will open showing the Turnitin submission id and Submission extract to the assignment (refer Figure 5.54).

Part 1					Marks Available
Title	Start Date	Due Date	Post Date		Marks Available
Turnitin Assignment - Part 1	4 Jul 2024 - 10:27	11 Jul 2024 - 10:27	11 Jul 2024 - 10:27		100
Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade	
--	--	--	--	--	--

(Figure 5.52)

Submit Paper

Submission Title

File to Submit

Drag & drop the file here or click add file

Add Submission

(Figure 5.53)

Your submission has successfully been uploaded to Turnitin.

Digital Receipt

Turnitin submission id: 2412331759

Submission extract:

A wiki (/'wɪki/ ① WI-kee) is a form of online hypertext publication that is collaboratively edited and managed by its own audience directly through a web browser. A typical wiki contains multiple pages that can either be edited by the public or limited to use within an organization for maintaining its internal knowledge base. Wikis are enabled by wiki software, otherwise known as wiki engines. A wiki engine, being a form of a content management system, differs from other web-based systems such as blog software or static site generators, in that the content is created without any defined owner or leader, and wikis have little inherent structure, allowing structure to emerge according to the needs of the users. [1] Wiki engines usually allow content to be written using a simplified markup language and sometimes edited with the help of a rich-text editor. [2] There are dozens of different wiki engines in use, both standalone and part of other software, such as bug tracking systems. Some wiki engines are free and open-source, whereas others are proprietary. Some permit control over different functions (levels of access); for example, editing rights may permit changing, adding, or removing material. Others may permit access without enforcing access control. Further rules may be imposed to organize content. There are hundreds of thousands of wikis in use, both public and private, including wikis functioning as knowledge management resources, note-taking tools, community websites, and intranets. Ward Cunningham, the developer of the first wiki software, WikiWikiWeb, originally described wiki as "the simplest online database that could possibly work". [3] "Wiki" (pronounced [wɪki] [note 1]) is a Hawaiian word meaning "quick". [4][5][6] The online encyclopedia project Wikipedia is the most popular wiki-based website, as well being one of the most popular websites on the entire internet, having been ranked consistently as such since at least 2007. [7] Wikipedia is not a single wiki but rather a collection of hundreds of wikis, with each one pertaining to a specific language. The English-language Wikipedia has the largest collection of articles, standing at 6,826,299 as of May 2024. [8]

(Figure 5.54)

- Similarity Index is available in Submission Inbox area (refer Figure 5.55)  
Click the ‘Similarity Index’ or ‘Submission Title’ to view the Similarity Index Report. The Feedback Studio will open in another tab (refer Figure 5.56)

My Submissions

Part 1

Title	Start Date	Due Date	Post Date	Marks Available
Turnitin Assignment - Part 1	4 Jul 2024 - 10:27	11 Jul 2024 - 10:27	11 Jul 2024 - 10:27	100
	Submission Title	Turnitin Paper ID	Submitted	Similarity
	test	2412331759	4/07/24, 11:32	100%
				Grade
				Submit Paper

Click here to view Similarity Index Report

(Figure 5.55)

- To download the Similarity Index Report, click on the ‘Download’ button, then click ‘Current View’.

feedback studio

MOHD RIZAL RUSLI | test

1 A wiki (/'wɪki/ <sup>1</sup> Wi-kee) is a form of o  
2

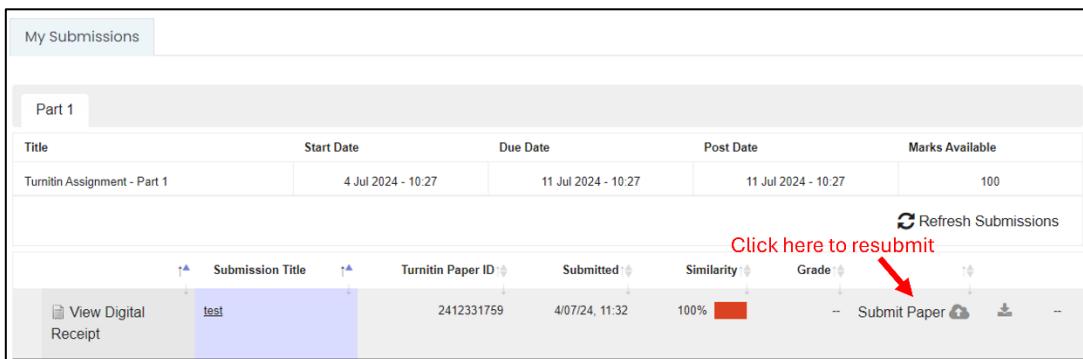
Download

1 Current View  
2 Digital Receipt  
Originally Submitted File

(Figure 5.56)

- If your lecturer permits, you can resubmit & overwrite previous submissions until the due date and time. Click the ‘Submit Paper’ icon to initiate the resubmission process (Refer Figure 5.57).

**Note: The Similarity Report will be generated instantly for the first three resubmissions (actual time will depend on the file size). For subsequent resubmissions, Turnitin will require an additional twenty-four-hour delay to generate the similarity report.**

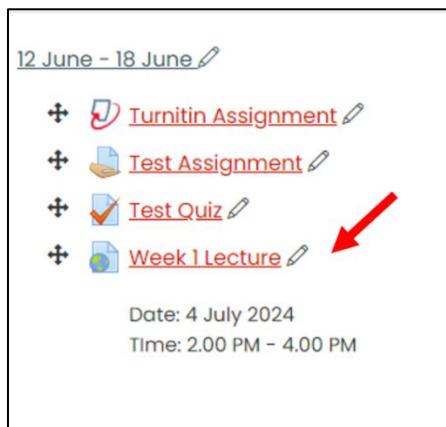


The screenshot shows the Turnitin 'My Submissions' interface. At the top, there is a header 'My Submissions' and a sub-header 'Part 1'. Below this is a table with columns: Title, Start Date, Due Date, Post Date, and Marks Available. The table row for 'Turnitin Assignment - Part 1' shows the following details: Title 'Turnitin Assignment - Part 1', Start Date '4 Jul 2024 - 10:27', Due Date '11 Jul 2024 - 10:27', Post Date '11 Jul 2024 - 10:27', and Marks Available '100'. To the right of the table is a 'Refresh Submissions' button. Below the table, there is a row with columns: Submission Title, Turnitin Paper ID, Submitted, Similarity, Grade, and a 'Submit Paper' button. The 'Submission Title' column contains 'test'. The 'Turnitin Paper ID' column contains '2412331759'. The 'Submitted' column shows '4/07/24, 11:32'. The 'Similarity' column shows '100%' with a red progress bar. The 'Grade' column shows a red minus sign. The 'Submit Paper' button is highlighted with a red arrow pointing to it. A red box also highlights the 'Click here to resubmit' text above the 'Submit Paper' button.

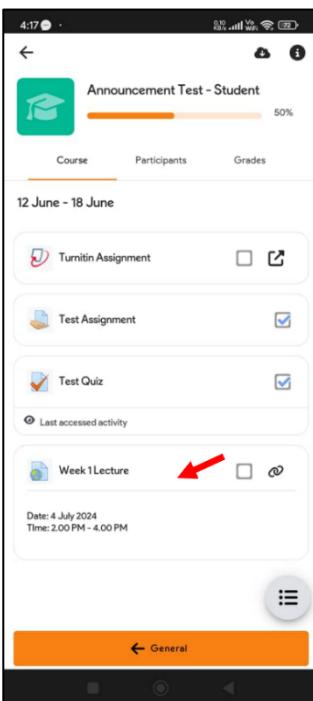
(Figure 5.57)

## 5.6 ONLINE CLASS (MICROSOFT TEAMS)

- If your online class is conducted via Microsoft Teams, please ensure you have access to your HELPLIVE email. If you have issues with signing into your HELPLIVE email, kindly contact <mailto:helpdesk@helplive.edu.my> for assistance.
- Click on the link provided as shown below to join online classes conducted via Microsoft Teams (refer Figure 5.58 & Figure 5.59).

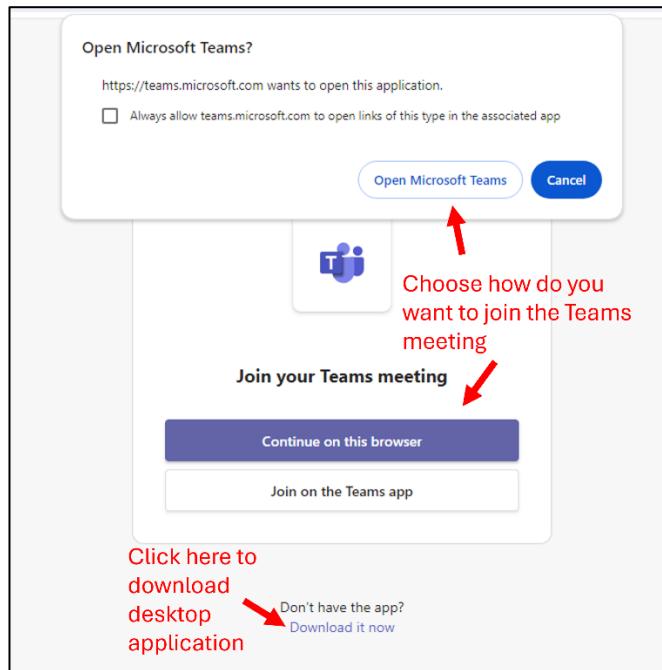


(Figure 5.58)



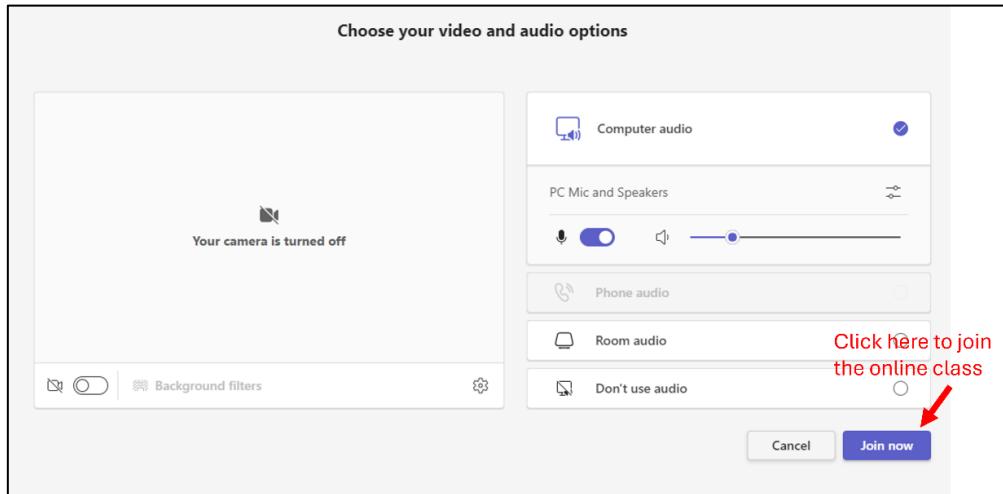
(Figure 5.59)

- Once you clicked the link you greeted with the following page. (Refer Figure 5.60). Choose how do you want to join your Teams meeting. You are advised to install the Microsoft Teams desktop application for a smoother experience.

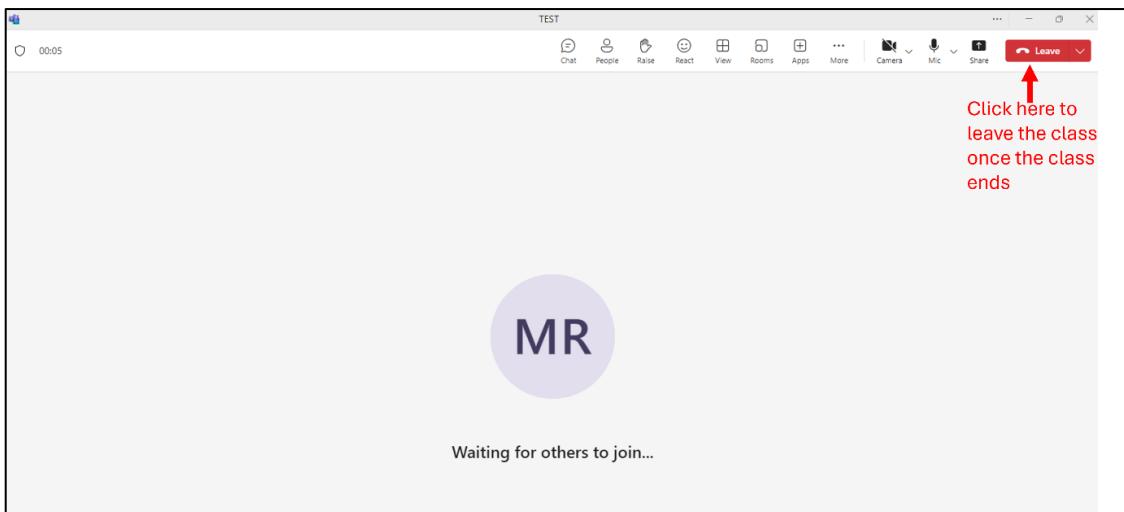


(Figure 5.60)

- Click 'Join now' to join the online class.(Refer Figure 5.61 & Figure 5.62)



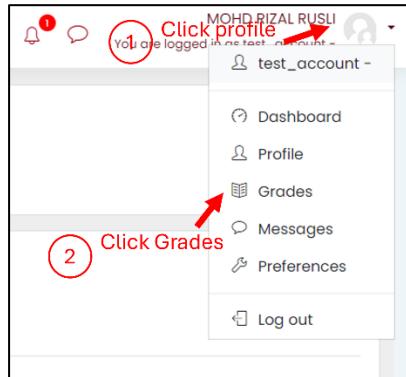
(Figure 5.61)



(Figure 5.62)

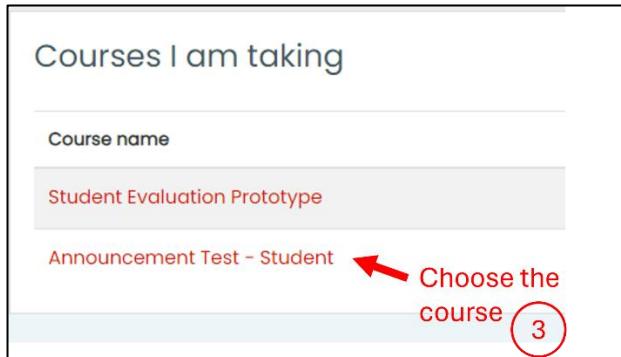
## 5.7 GRADES

- Expand your profile menu at the top right. Click on 'Grades,'(Refer Figure 5.63)



(Figure 5.63)

- Select the course (refer Figure 5.64).



(Figure 5.64)

- Now you can Refer your grade for that course (refer Figure 5.65). It is important to note that the grades here differ from those in your MYpride account, as these grades reflect only the assessments or quizzes you have attempted within the HLMS.

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
4 Announcement Test - Student						
Test Quiz	-	5.00	0-10	50.00 %	-	
Test Assignment	-	70.00	0-100	70.00 %	-	
Turnitin Assignment	47.62 %	-	0-100	-	0.00 %	
Course total	-	-	0-210	-	-	

(Figure 5.65)