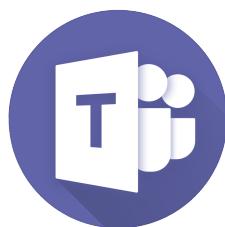


MODUL RiNGKAS E-LEARNiNg

SiRi 1



PENILAIAN SECARA ATAS TALIAN
POLITEKNIK MERSING
EDiSi PELAJAR



MICROSOFT TEAMS

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JAWATANKUASA

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PENGENALAN

Modul Ringkas E-Learning Siri 1 ini disediakan bagi menyediakan langkah-langkah mudah dalam melaksanakan penilaian alternatif secara atas talian (PAlt) bagi menggantikan peperiksaan akhir semester. Selain daripada itu, modul ini juga boleh digunakan oleh pensyarah dan pelajar yang ingin menjalankan penilaian lain seperti kuiz dan ujian secara atas talian.

Melalui modul ini, pensyarah dan pelajar akan mendapatkan maklumat yang jelas berkenaan dengan penggunaan Microsoft Teams bermula dengan pendaftaran akaun sehingga proses pensyarah menanda skrip jawapan pelajar.

OBJEKTIF

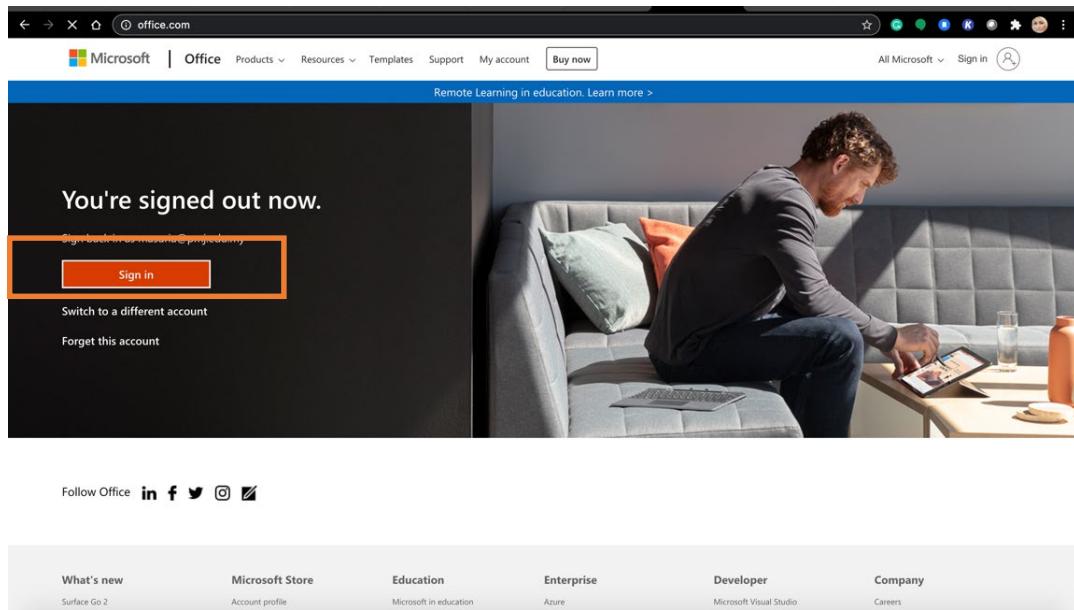
Modul Ringkas E-Learning Siri 1 ini disediakan bagi mencapai objektif berikut:

- 1.0 Menjadi rujukan kepada pensyarah dan pelajar dalam melaksanakan Penilaian Alternatif (PAlt).
- 2.0 Membantu pengurusan perlaksanaan Penilaian Alternatif secara atas talian.

1.1 LOGIN TEAMS

1.1.1 MENGGUNAKAN PC/ LAPTOP

1. Layari [office.com](https://www.office.com).



Rajah 1: Paparan office.com

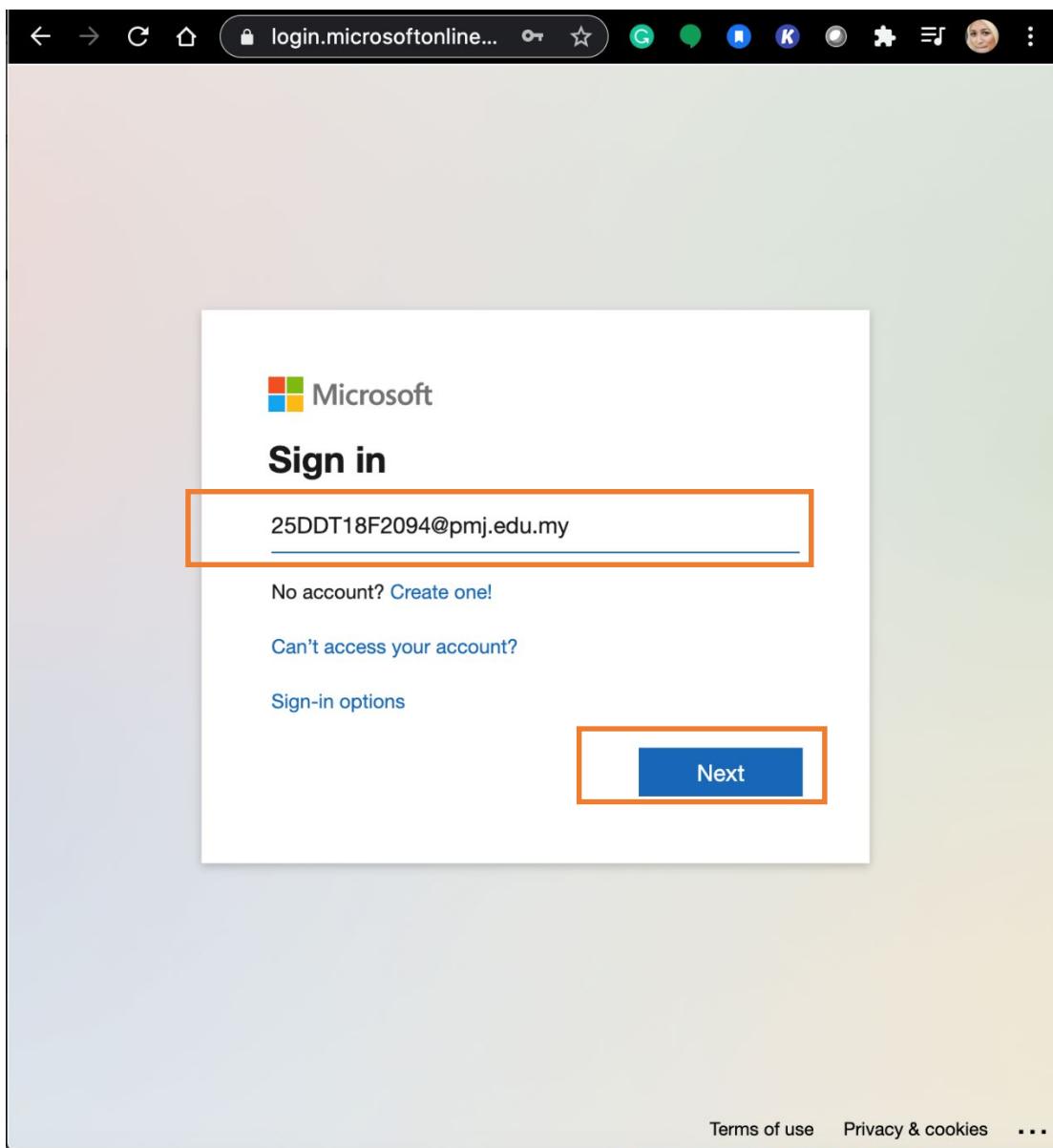
2. **Sign in** menggunakan kata nama dan kata laluan yang diberikan oleh institusi.

Contoh :

Katanama pelajar: 25DDT18F1234@pmj.edu.my

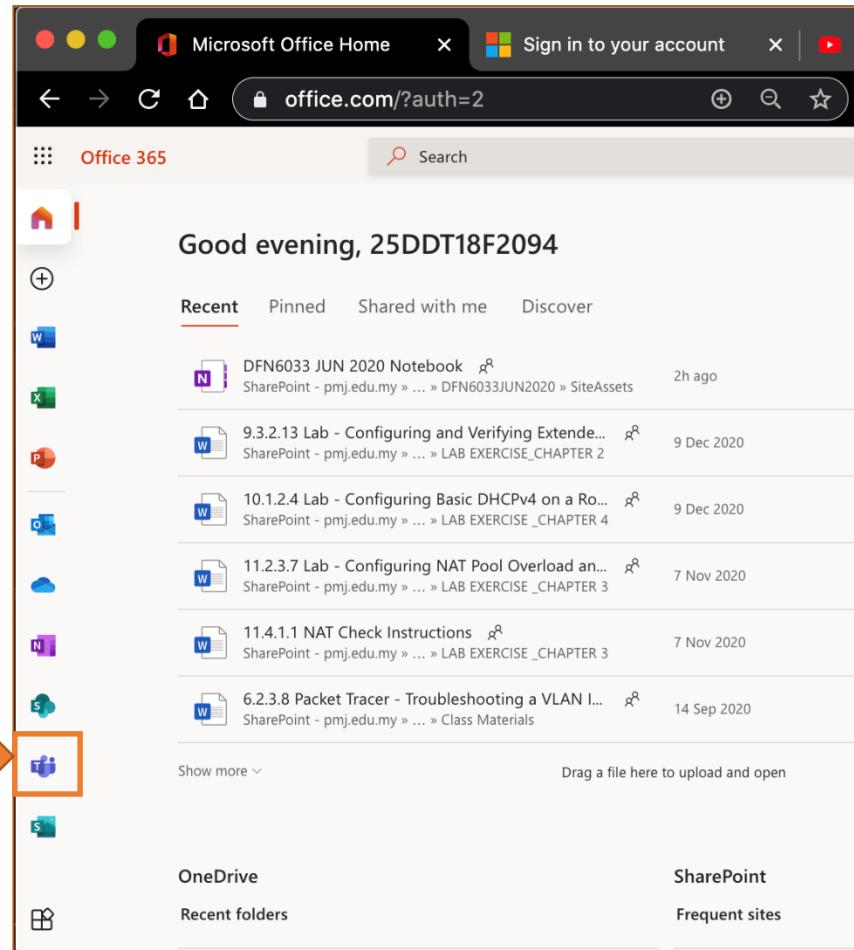
Katalaluan: (diberi oleh Institusi masing-masing).

Klik Next



Rajah 2: *Sign-in*

3. Klik ikon Teams.

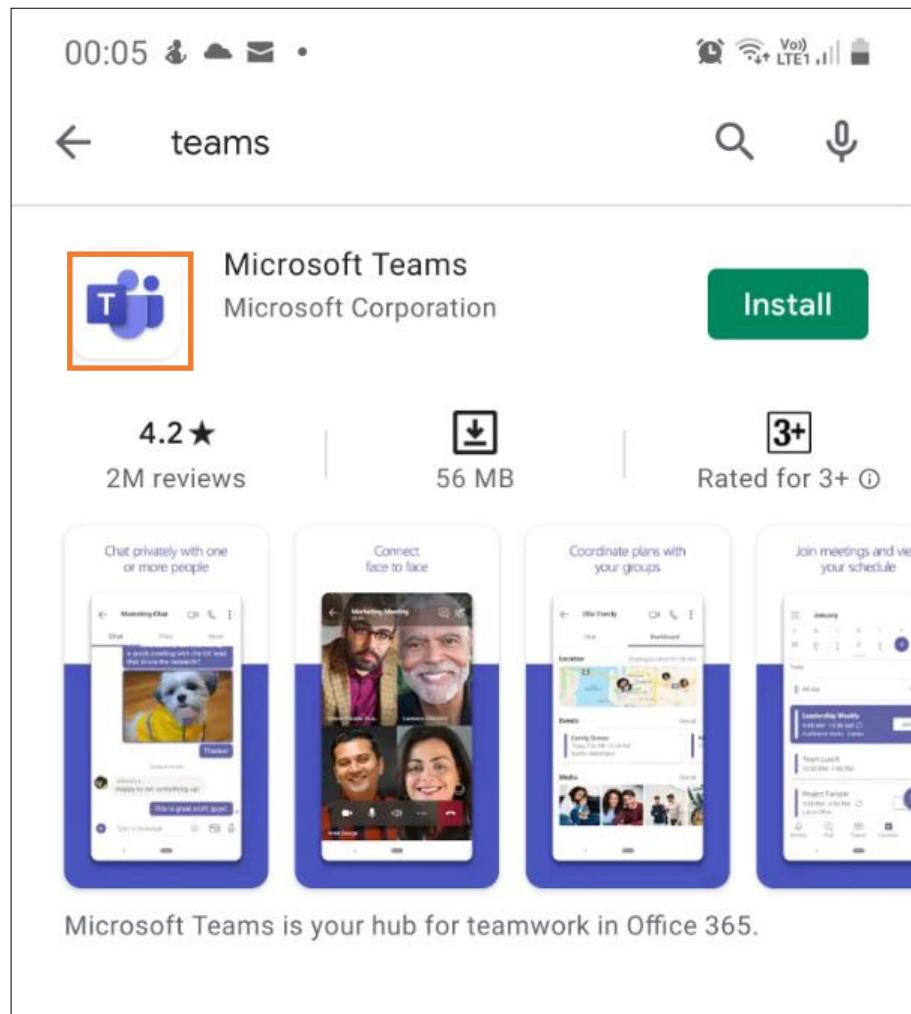


Rajah 3: Klik Aplikasi *Teams*

1.1 LOGIN TEAMS

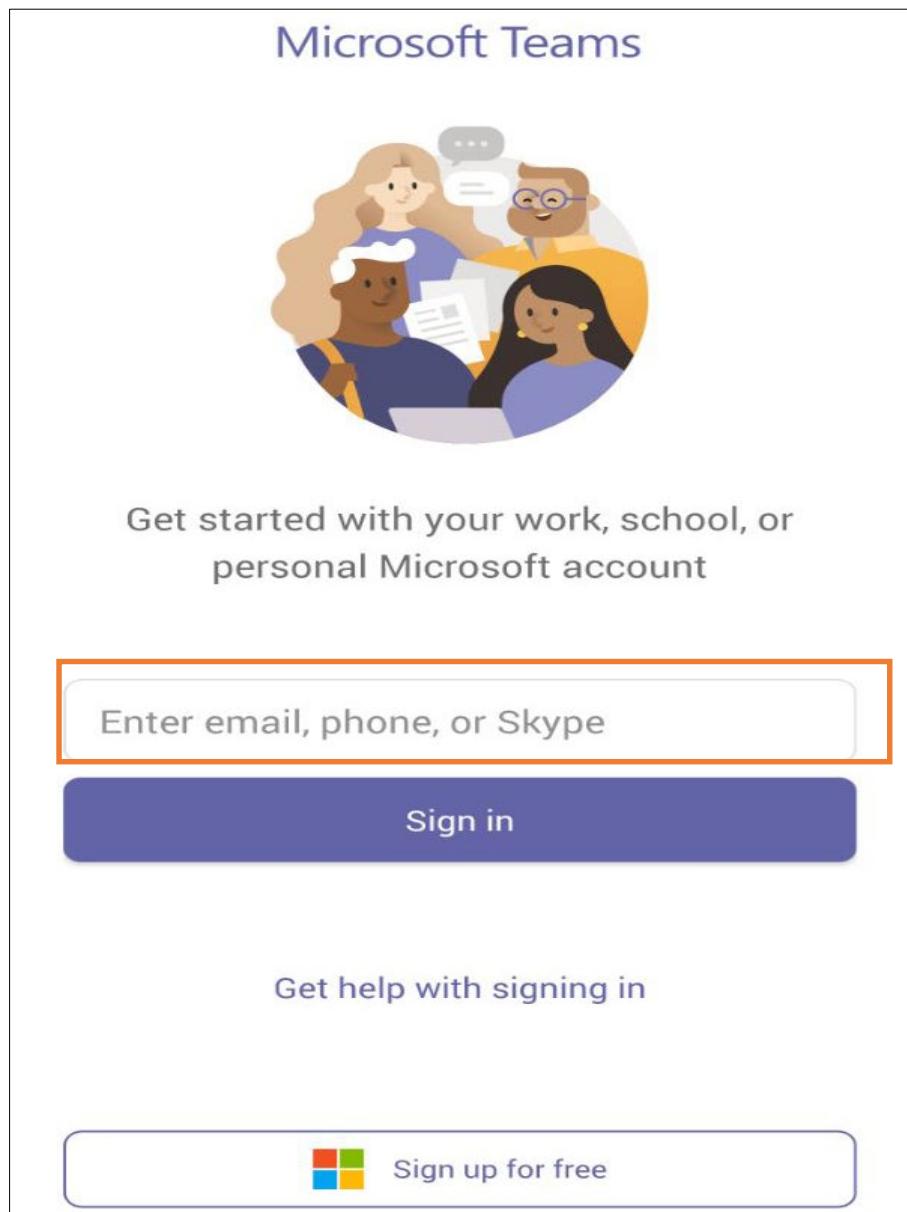
1.1.2 MENGGUNAKAN TELEFON PINTAR

1. Muat turun aplikasi Microsoft Teams



Rajah 4: Muat turun aplikasi

2. **Sign -in** menggunakan kata nama dan kata laluan yang diberikan oleh institusi

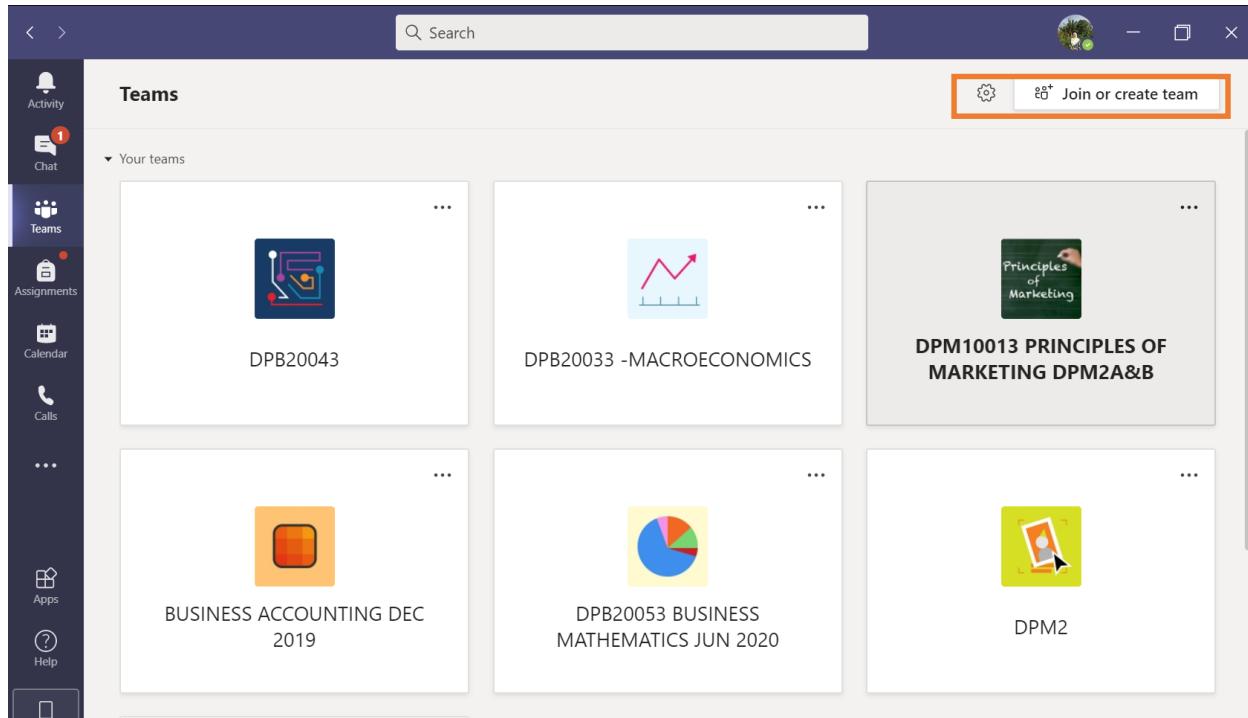


Rajah 5 : *Sign in*

1.2 JOIN TEAMS MENGGUNAKAN CODE

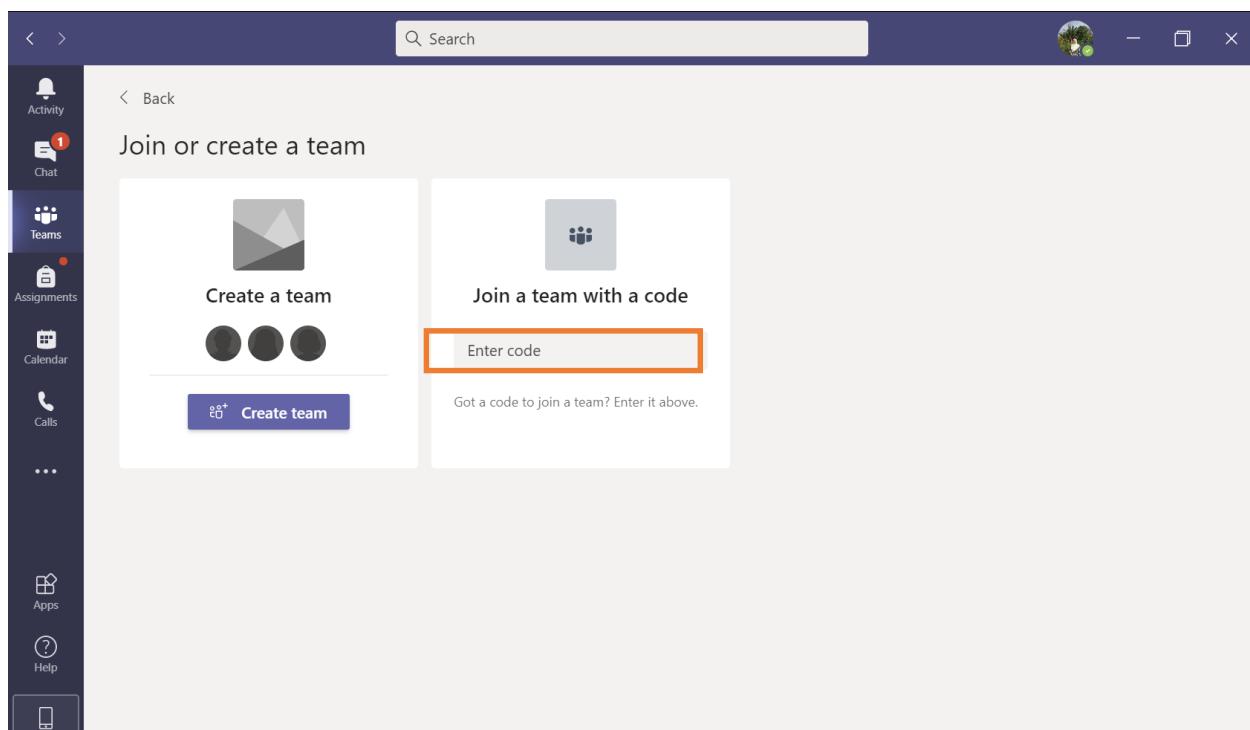
1.2.1 DI PC/ LAPTOP

1. Klik “Join or create team”



Rajah 6: *Join or create team*

2. Kunci masuk code yang diberikan oleh pensyarah di ruangan “Enter code”

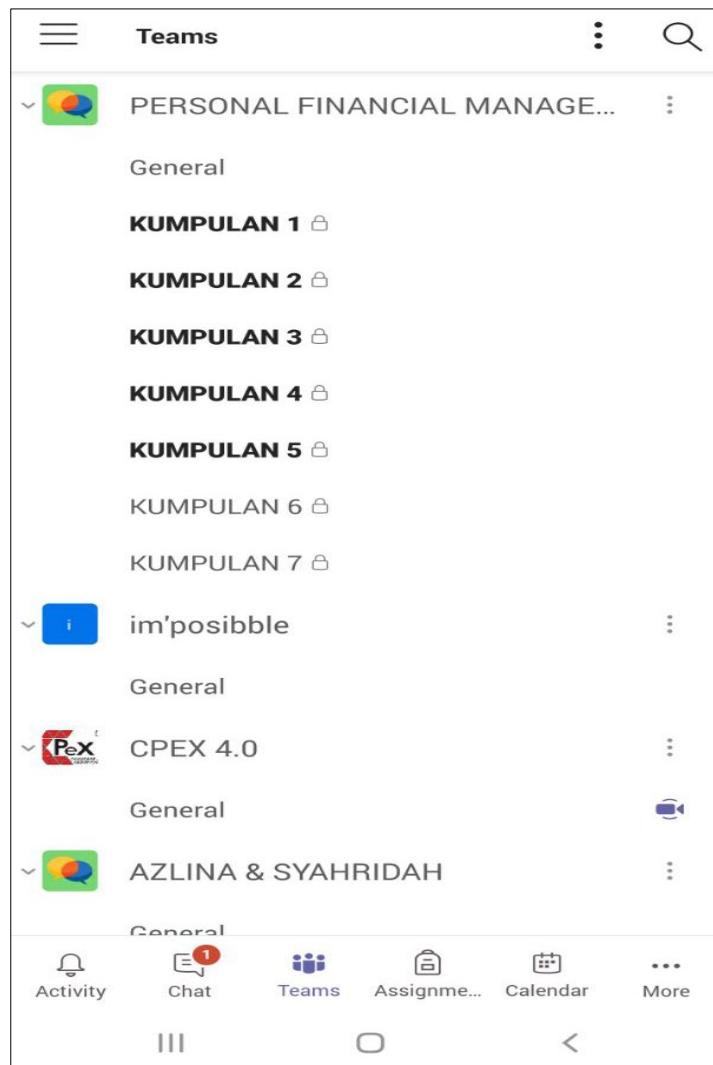


Rajah 7: *Enter code*

1.2 JOIN TEAMS MENGGUNAKAN CODE

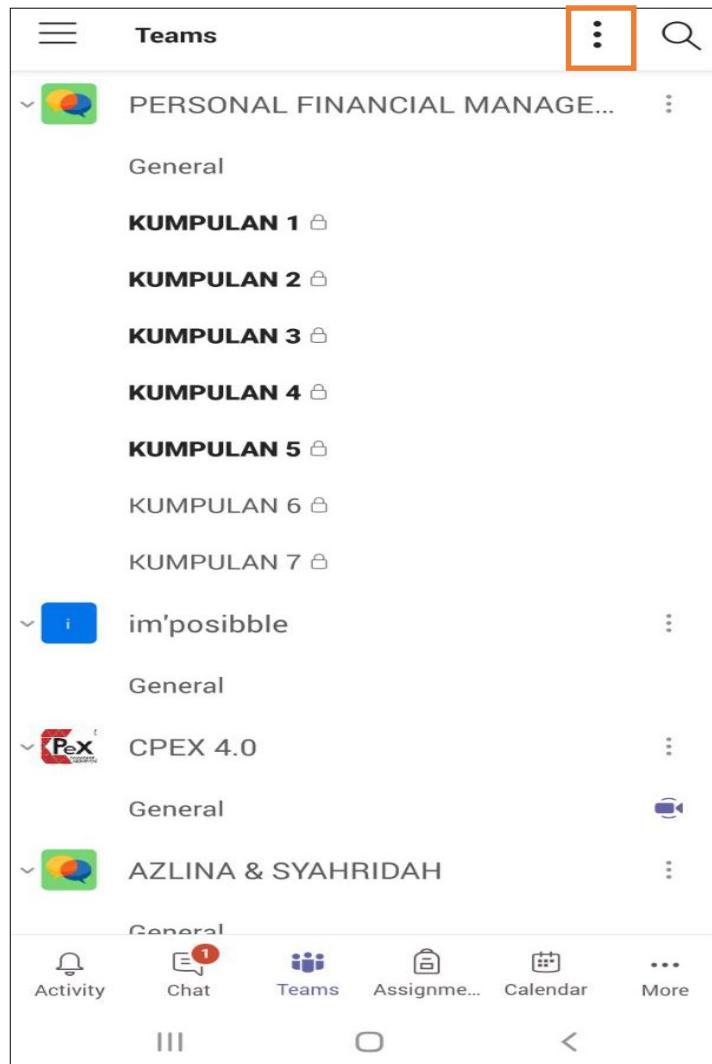
1.2.1 DI TELEFON PINTAR

1. Klik menu Teams di bahagian bawah.



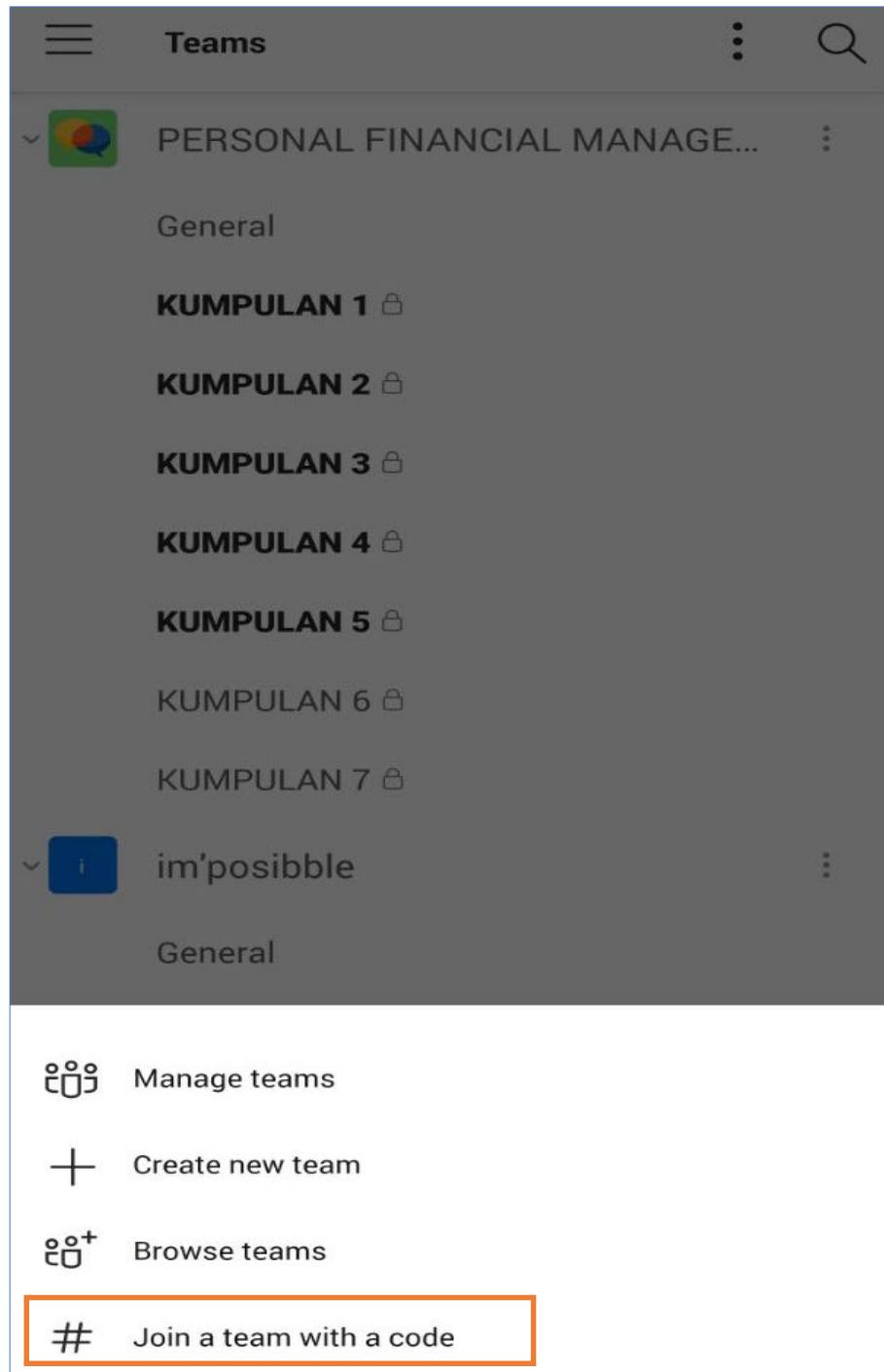
Rajah 8 : Teams

2. Klik “3 dots” di penjuru atas kanan.



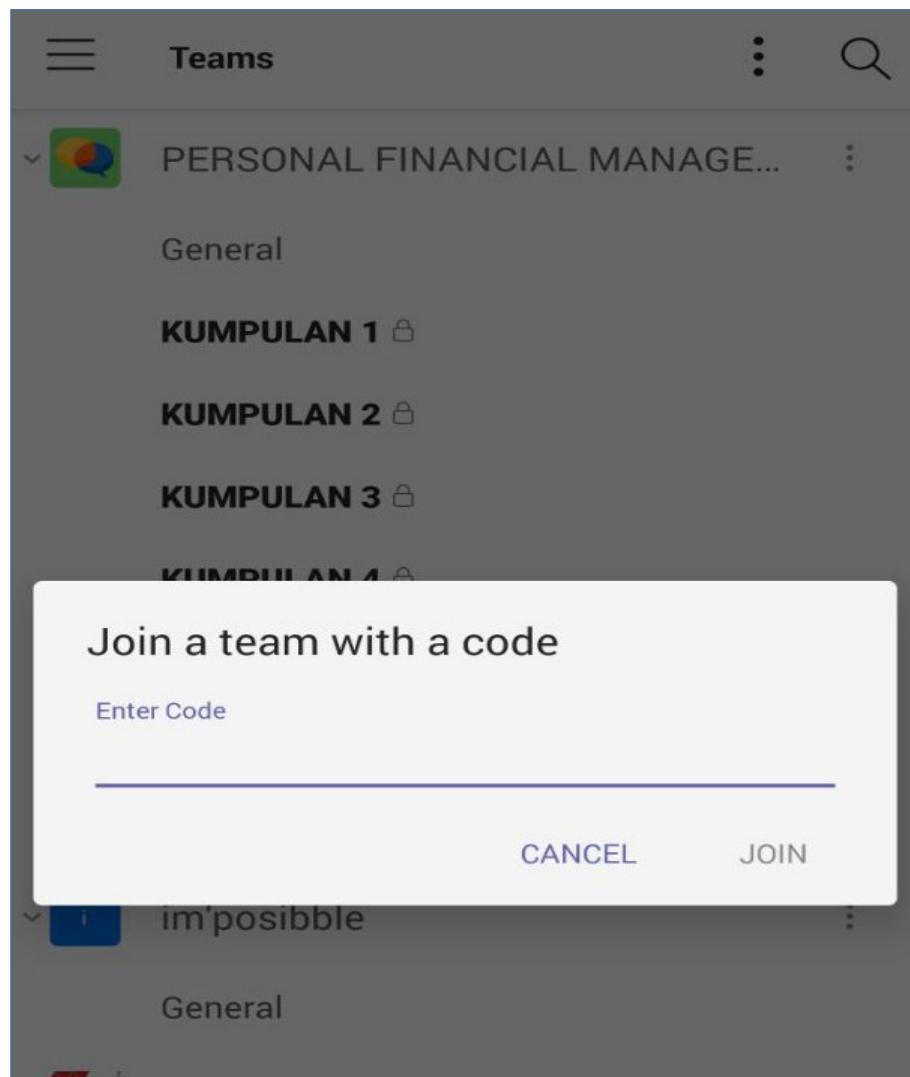
Rajah 9 : Teams

3. Klik “*Join a team with a code*”



Rajah 10 : *Join Teams*

4. Kunci masuk **code** yang diberikan oleh pensyarah di ruangan “**Enter Code**”



Rajah 11 : *Enter Code*

1.3 JOIN TEAMS MENGGUNAKAN LINK

1. Pelajar hanya perlu klik pada link yang akan diberikan oleh pensyarah. Pelajar akan dibawa kepada team yang berkenaan secara automatik.

<https://teams.microsoft.com/l/team/19%3a9249480cad7e4a50b650eebe2da09bd1%40thread.tacv2/conversations?groupId=cf4f3eab-7ff6-48c3-bdb2-c308bb78ae60&tenantId=785666d8-0fef-4ec7-9d58-b7319b196ec1>

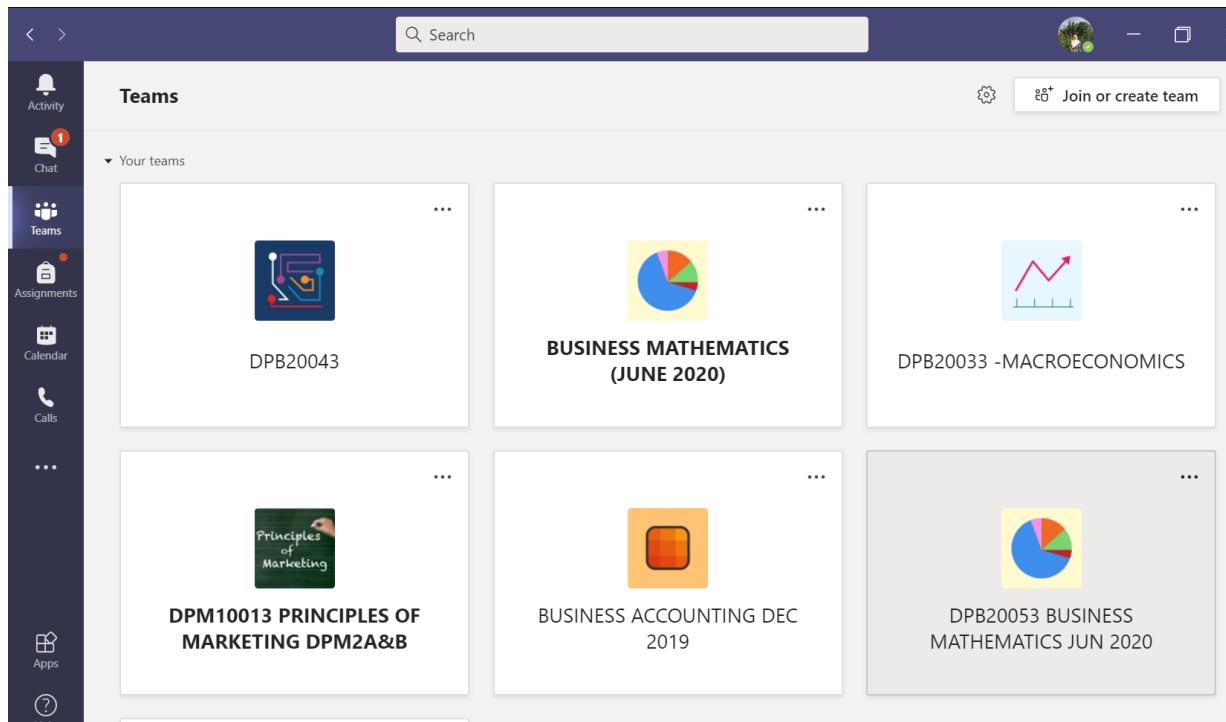
Rajah 12 : Contoh link untuk join team

2. Langkah ini boleh digunakan pada web ataupun telefon pintar masing-masing (sekiranya menggunakan telefon pintar, perlu muat turun aplikasi terlebih dahulu).

1.4 JOIN MEETING

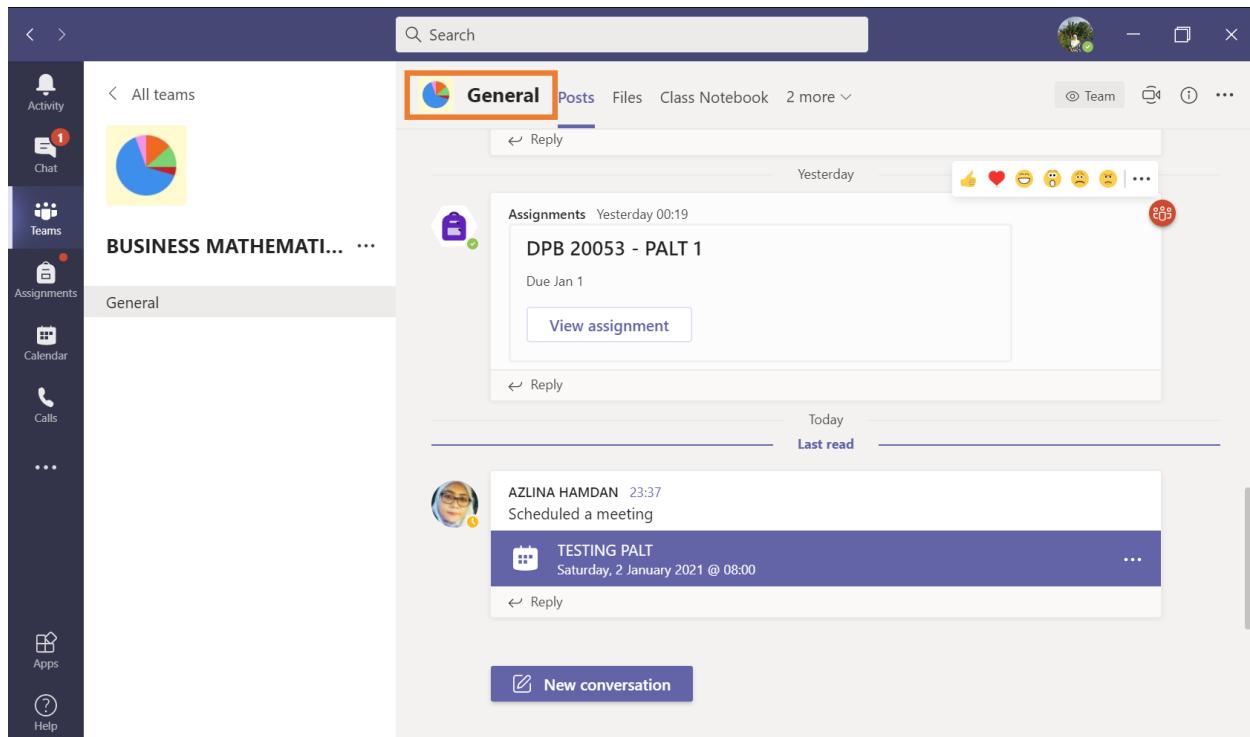
1.4.1 MENGGUNAKAN PC/ LAPTOP

1. Klik pada team yang berkenaan dengan PALT.



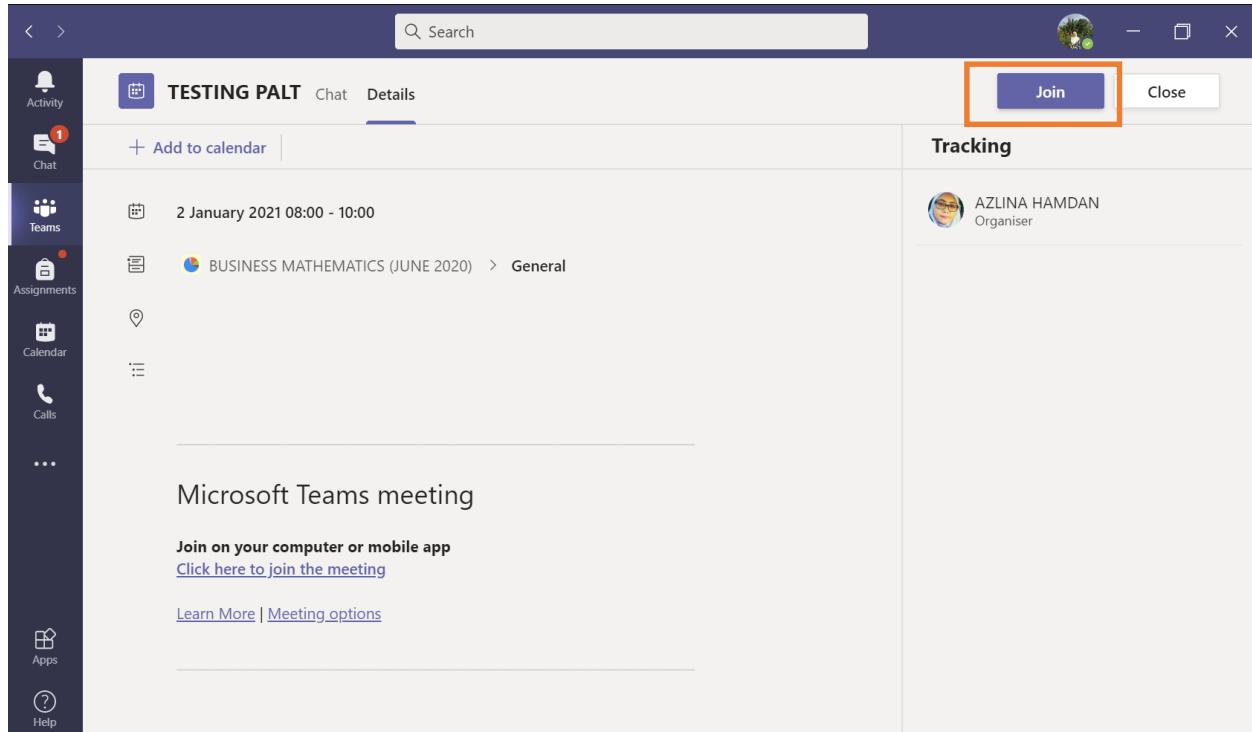
Rajah 13 : Paparan Team

2. Klik **General**. Klik pada kotak berwarna “purple” yang terdapat nama *meeting*. Tarikh dan masa *meeting* akan dipaparkan.



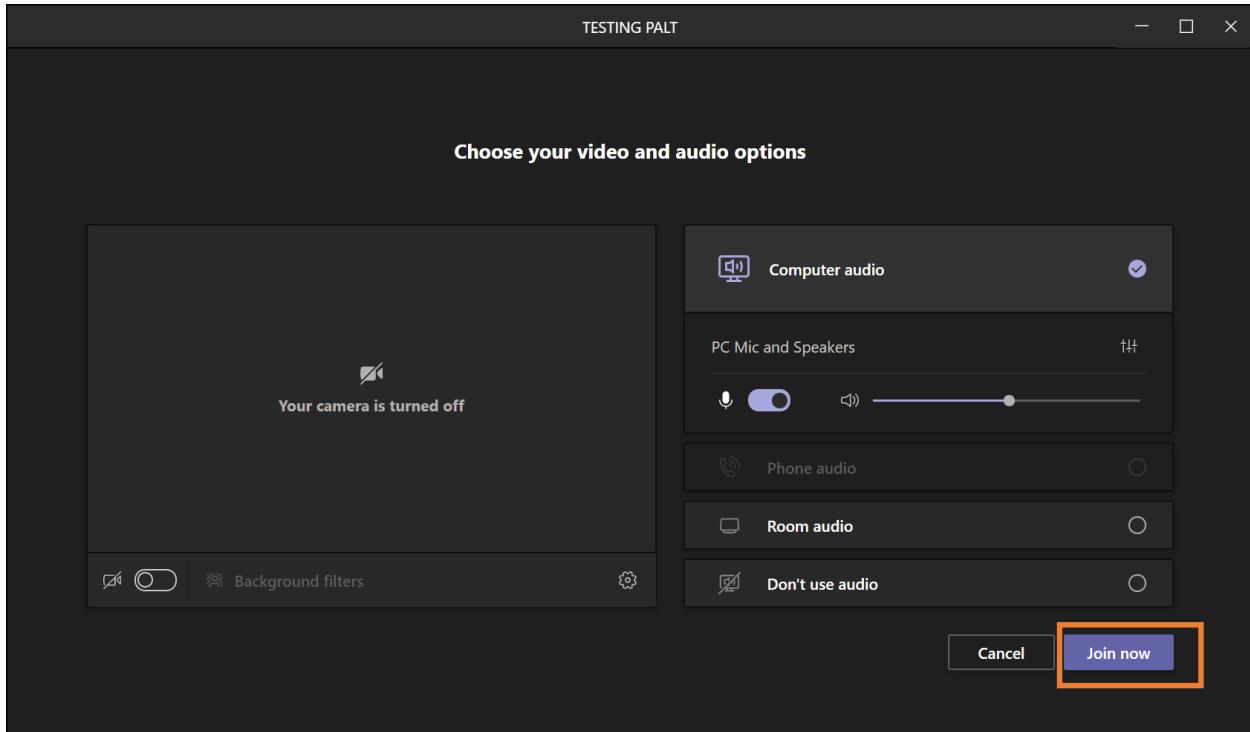
Rajah 14 : Paparan *meeting* pada menu *General*

3. Klik **Join**



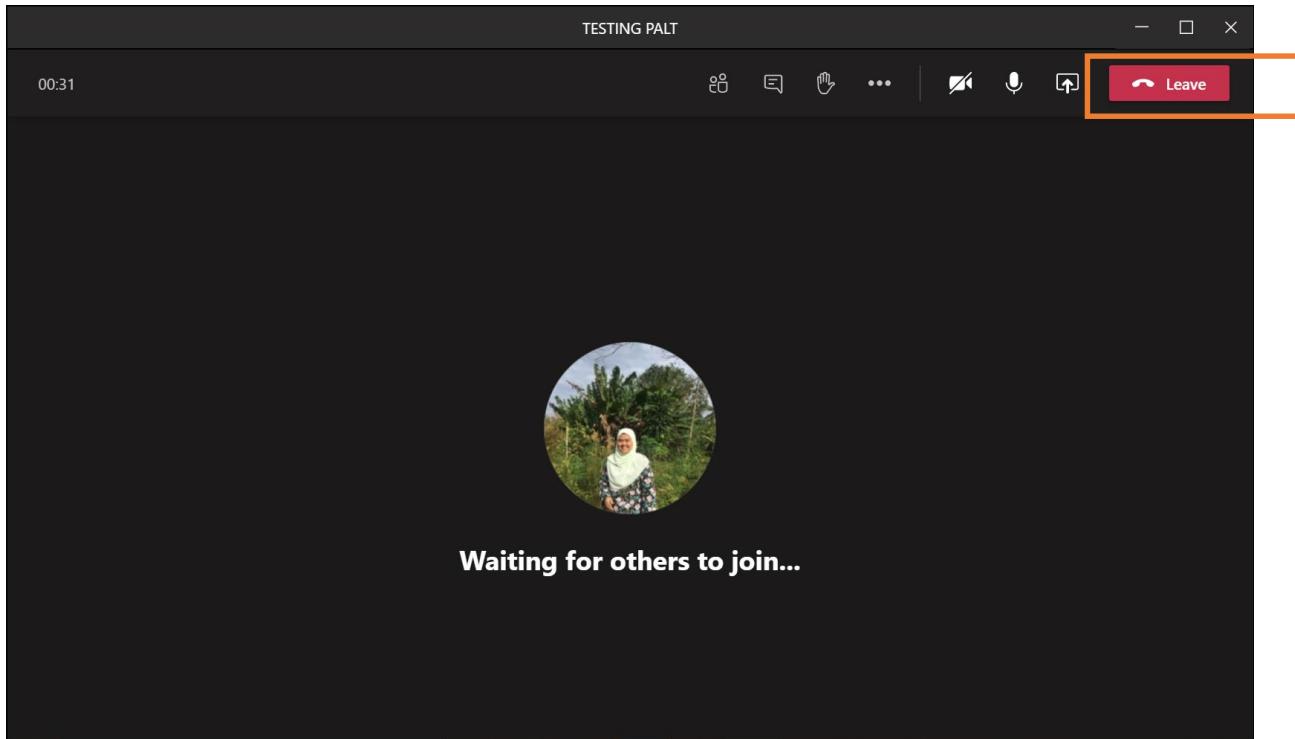
Rajah 15 : *Join*

4. Turn on camera dan klik “**Join now**”.



Rajah 16 : *Join now*

5. Selesai *meeting*, klik “**Leave**”

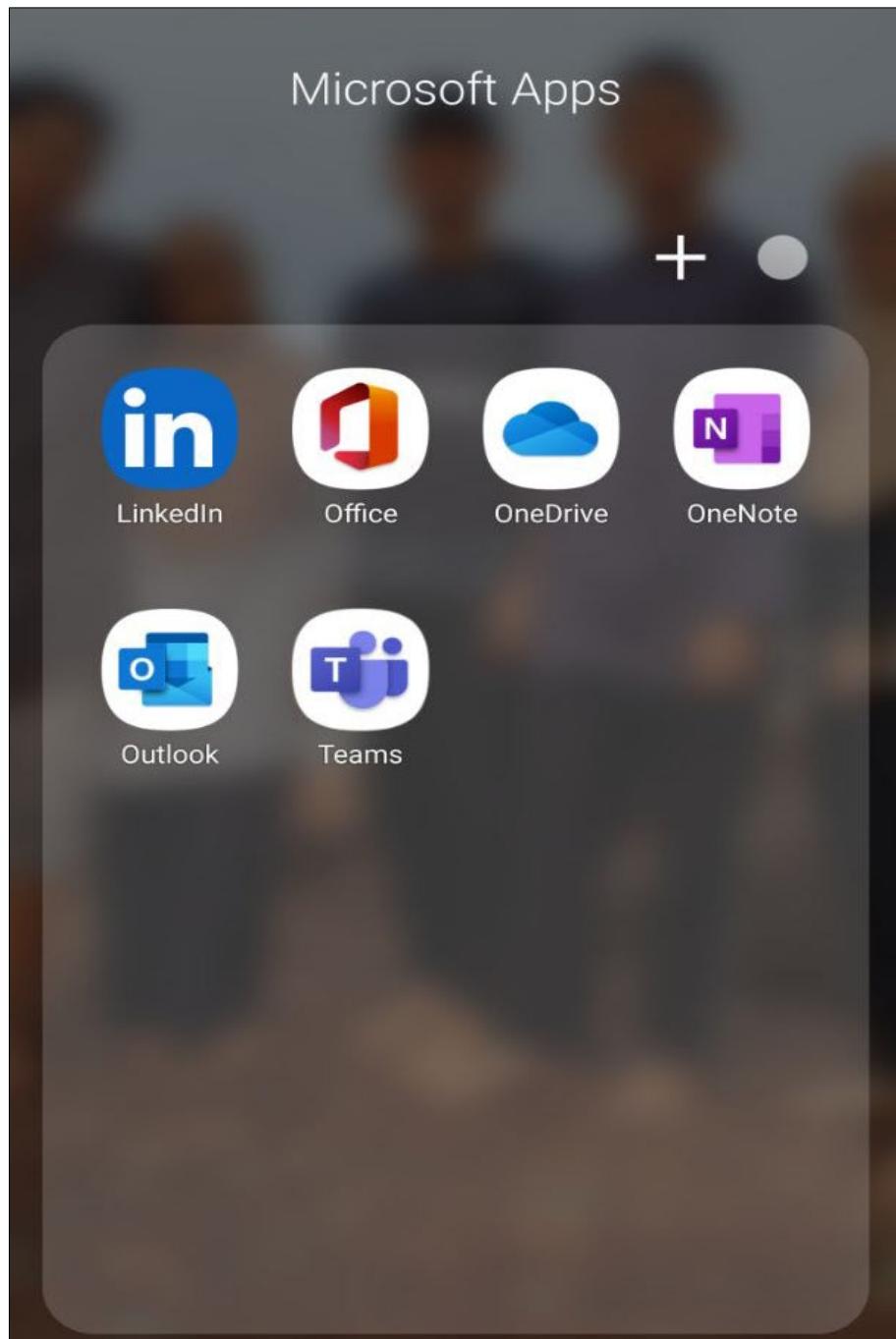


Rajah 17 : *Leave meeting*

1.4 JOIN MEETING

1.4.2 MENGGUNAKAN TELEFON PINTAR

1. Klik ikon aplikasi Teams



Rajah 18 : Ikon Teams

2. Klik **General** pada Team yang berkenaan.

The screenshot shows the Microsoft Teams application interface. At the top, there's a header with three horizontal lines on the left, the word "Teams" in the center, and a search icon on the right. Below the header, there's a list of teams, each represented by a small icon and a team name. To the right of each team name are three vertical dots, which likely provide more options for managing the team. The teams listed are:

- AZLINA & SYAHRIDAH
- JPRIAN
- BUSINESS MATH DEC 2019
- BUSINESS MATHEMATICS (JUNE...
- BUSINESS ACCOUNTING (JUNE ...
- BUSINESS ACCOUNTING DEC 2019

Under the JPRIAN team, there are two channels listed: "General" and "DPM 1A". Under the BUSINESS ACCOUNTING (JUNE ...) team, there are two channels listed: "General" and "DPM 1B". Under the BUSINESS ACCOUNTING DEC 2019 team, there is one channel listed: "General".

At the bottom of the screen, there's a navigation bar with several icons: Activity (bell), Chat (speech bubble with a red '1'), Teams (people icon), Assignme... (document icon), Calendar (calendar icon), and More (three dots). The "Chat" icon has a red circle with the number '1' on it, indicating a new message.

Rajah 19 : Pilih Team

3. Klik nama *meeting* yang berkaitan dengan PALT pada kotak yang berwarna “purple”. Tarikh dan masa *meeting* akan dipaparkan di sini.

The screenshot shows a Moodle General forum page for the course "BUSINESS MATHEMATICS (JUN...)".

At the top, there are navigation icons: a back arrow, a pencil icon, a reply icon, and a more options icon.

Below the header, there are three tabs: "POSTS" (selected), "FILES", and "MORE".

A "Reply" button is visible below the tabs.

The main content area displays a post titled "Assignments" by "DPB 20053 - PALT 1". The post was created on "31 Dec 2020, 00:19". A "View assignment" button is present.

Below the assignment post, there is another "Reply" button.

A horizontal line separates the posts from the "Last read" section.

In the "Last read" section, there is a message from "AZLINA HAMDAN" dated "1 Jan, 23:37". The message content is "Scheduled a meeting".

Below this message, there is a purple box containing a calendar icon and the text "TESTING PALT Today @ 08:00". This box is highlighted with an orange border.

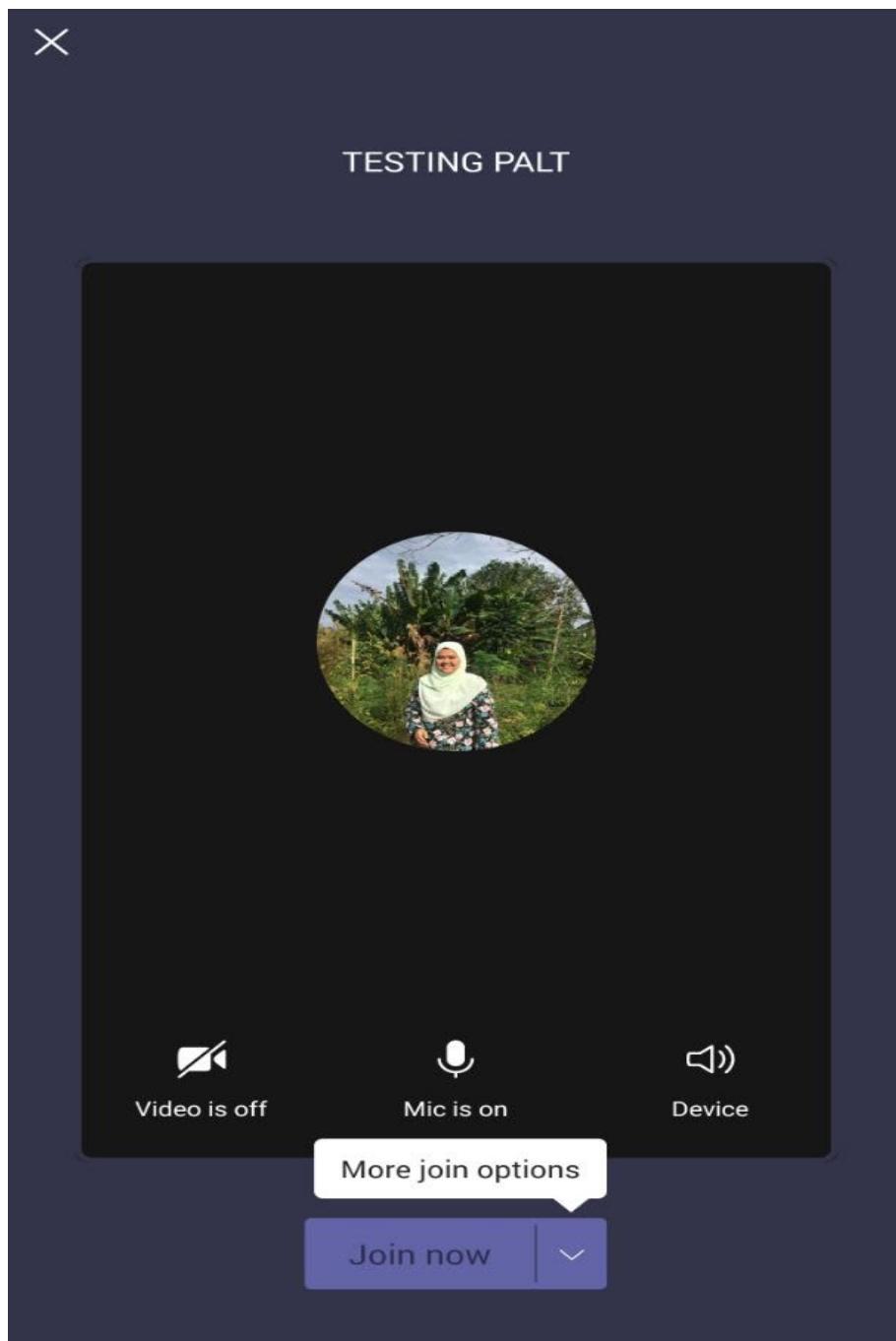
Rajah 20 : Pilih meeting

4. Klik “**Join**”

The screenshot shows a Microsoft Teams meeting invite card. At the top, it displays the title "TESTING PALT" and the subtitle "BUSINESS MATHEMATICS (JUNE 2020)..." with a back arrow icon. Below the title, there are two tabs: "CHAT" and "DETAILS", with "DETAILS" being the active tab. The main content area contains the meeting details: "TESTING PALT", "Sat Jan 02, 2021", "08:00–10:00", and a "Share meeting invite" link. At the bottom, there are two buttons: "Join" (which is highlighted with an orange border) and "Add to calendar". Below these buttons, there is a section titled "Microsoft Teams meeting" with options to "Join on your computer or mobile app", "Click here to join the meeting", "Learn More", and "Meeting options". A "See more" link is also present.

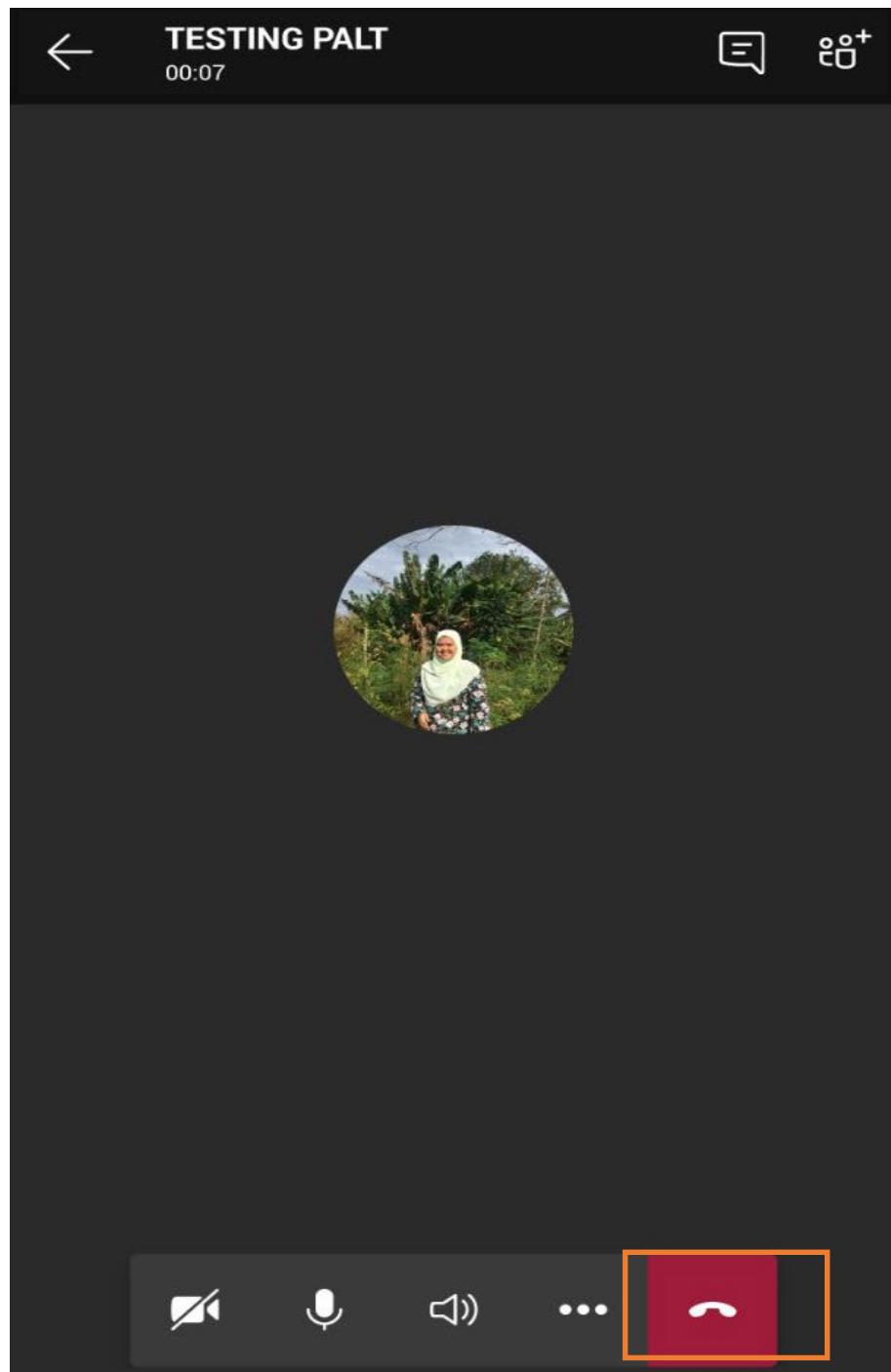
Rajah 21 : *Join meeting*

5. *Turn on camera dan mic.* Klik “Join now”.



Rajah 22 : *Join now*

6. Selesai meeting, klik ikon ***hang up***.

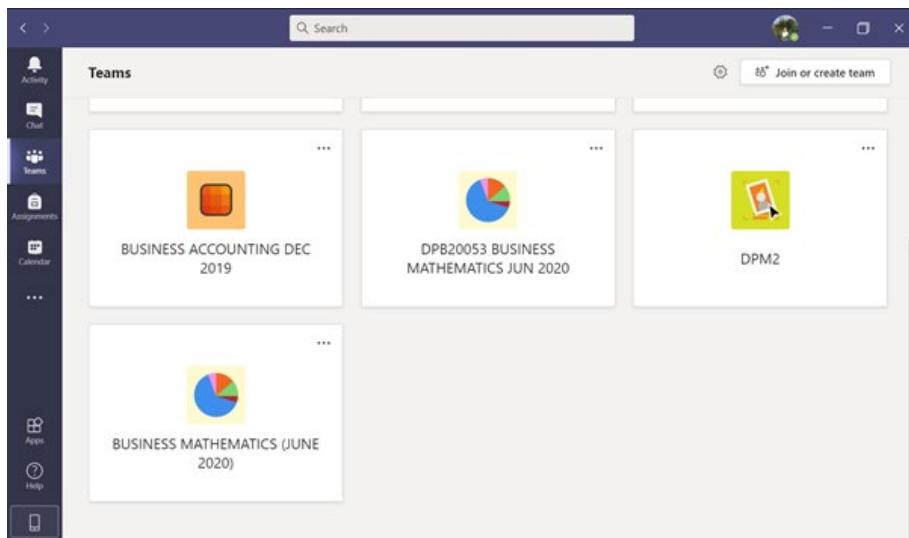


Rajah 23 : *Hang up*

1.5 MUAT TURUN SOALAN PALT

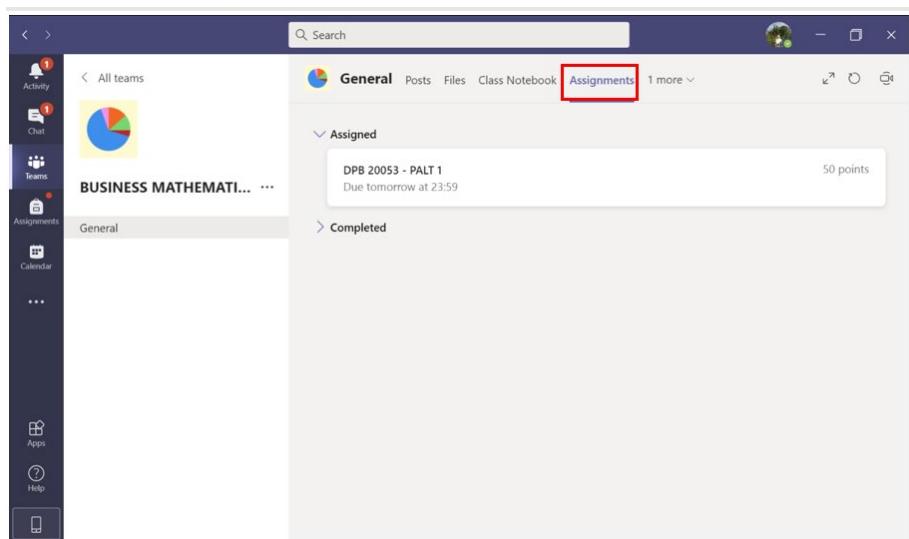
1.5.1 MENGGUNAKAN PC/ LAPTOP

1. Klik Team bagi kursus yang berkaitan dengan PAlt yang akan dijalankan.



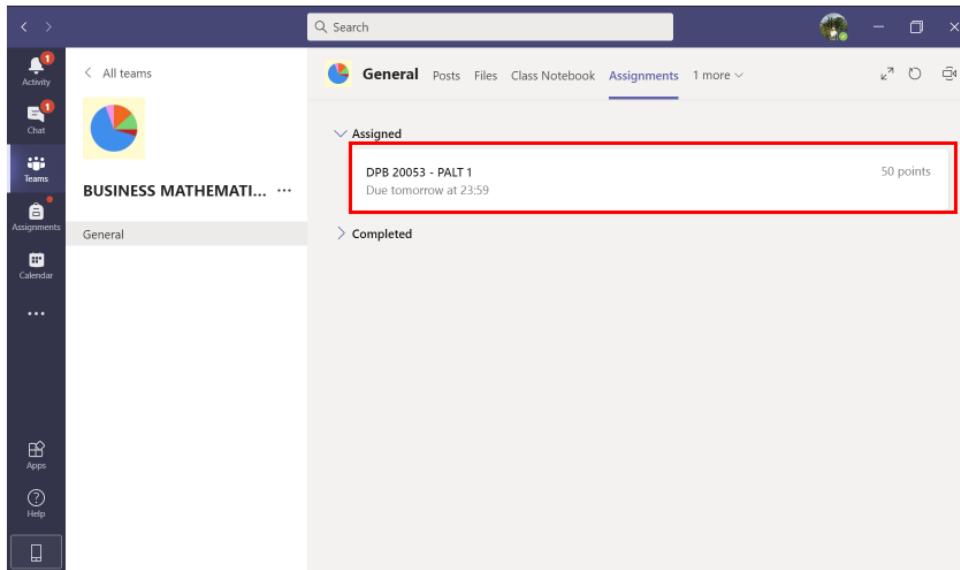
Rajah 24 : Klik Team

2. Klik Menu **Assignments**.



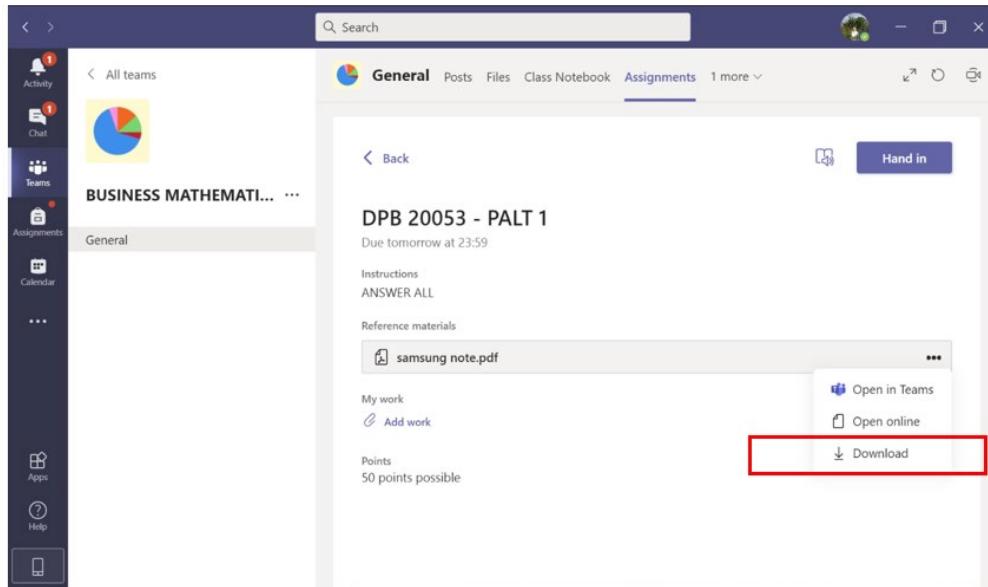
Rajah 25: Assignment

3. Klik pada tajuk PAIt di bawah menu **Assigned**



Rajah 26: *Assigned*

4. Klik “3 dots” dan pilih **Download** untuk muat turun soalan PAIt.

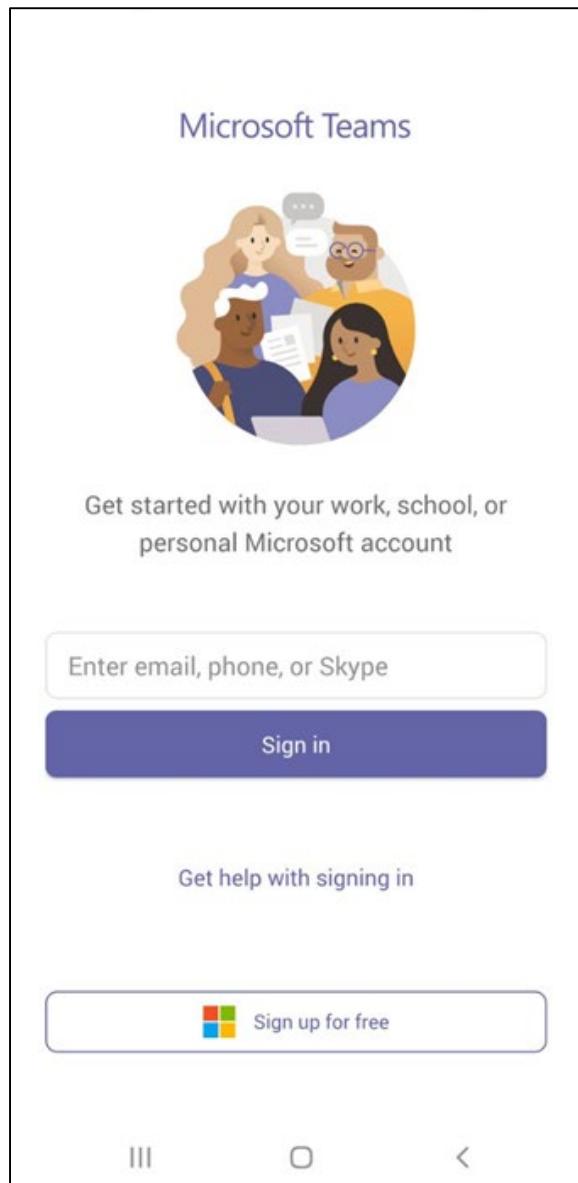


Rajah 27: *Download*

1.5 MUAT TURUN SOALAN PALT

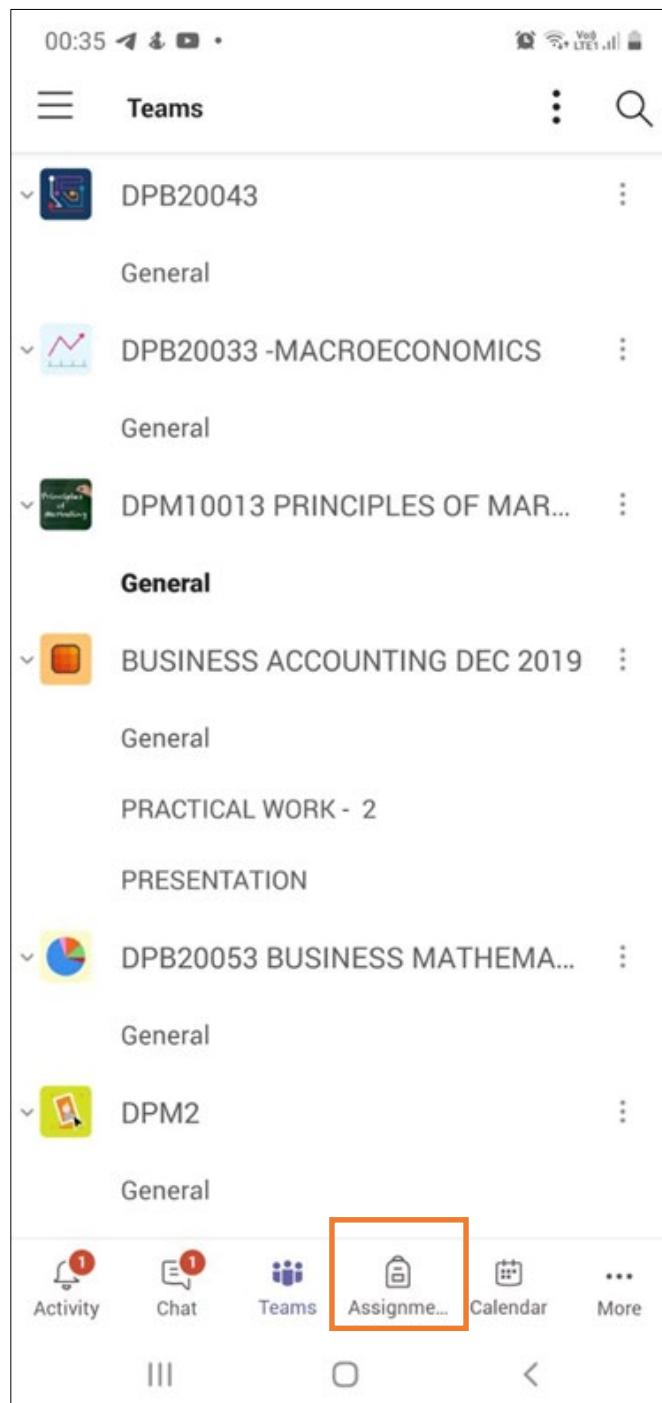
1.5.2 MENGGUNAKAN TELEFON PINTAR

1. *Sign in* Microsoft Teams



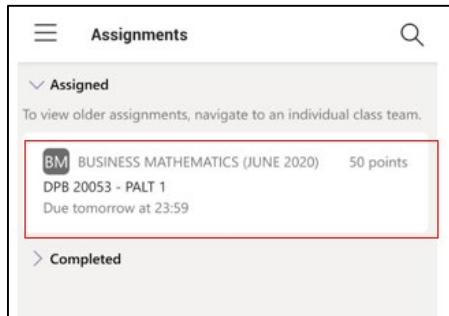
Rajah 28: *Sign in*

2. Klik **Assignments**



Rajah 29: **Assignments**

3. Klik pada tajuk PALT di bawah menu **Assigned**.



Rajah 30: *Pilih soalan*

4. Klik pada file di bawah menu **Reference materials** untuk muat turun soalan.

The screenshot shows a mobile application interface for managing assignments. At the top, there's a back arrow, the course name 'BUSINESS MATHEMATICS (JUNE ...)', and a 'HAND IN' button. Below it, the assignment title is 'DPB 20053 - PALT 1' with a due date of 'Due tomorrow at 23:59'. Under 'Instructions', it says 'ANSWER ALL'. A 'Reference materials' section is shown with a red box highlighting a PDF file named 'samsung note.pdf'. Below this, there's a 'My work' section with an 'Add work' button, and a 'Points' section stating '50 points possible'. At the bottom, there's an 'Immersive Reader' button.

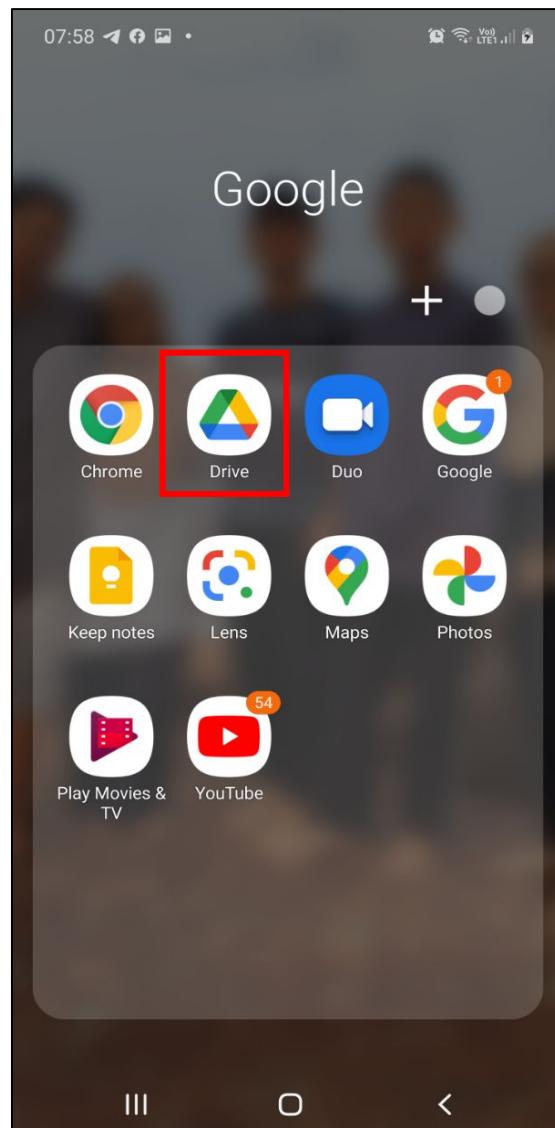
Rajah 31: Muat turun Soalan

1.6 IMBAS (SCAN) JAWAPAN

- Jawapan **MESTI** dimuat naik dalam bentuk pdf.
- Setiap helaian perlu dituliskan **nama, no pendaftaran dan nombor bilangan mukasurat**.
- Pelajar digalakkan untuk imbas jawapan menggunakan telefon pintar masing-masing menggunakan salah satu daripada kaedah berikut :

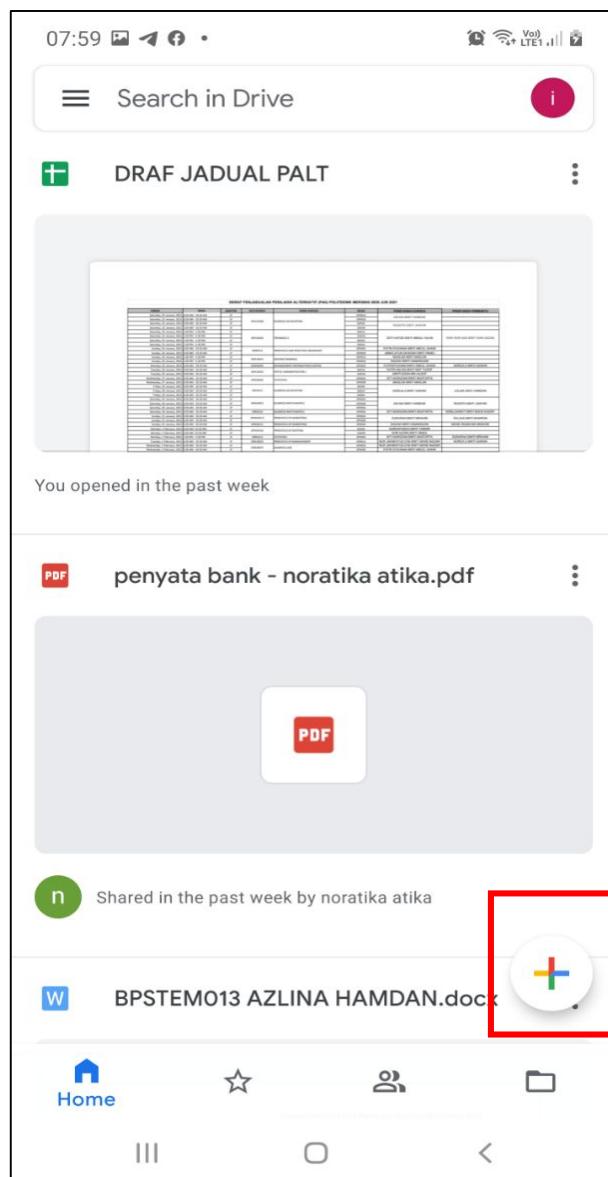
1.6.1 GOOGLE DRIVE

1. *Install aplikasi Google Drive dan login menggunakan gmail account. Klik ikon Drive.*



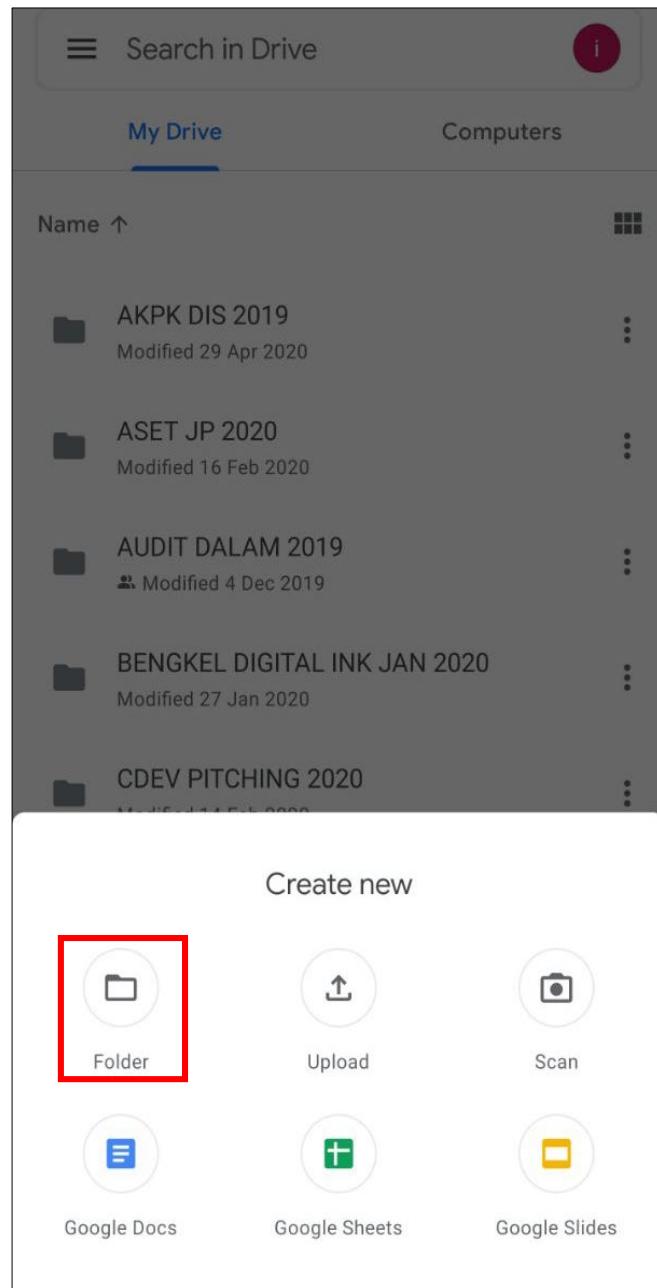
Rajah 32: *Google Drive*

2. Klik tanda tambah di penjuru kanan bawah.



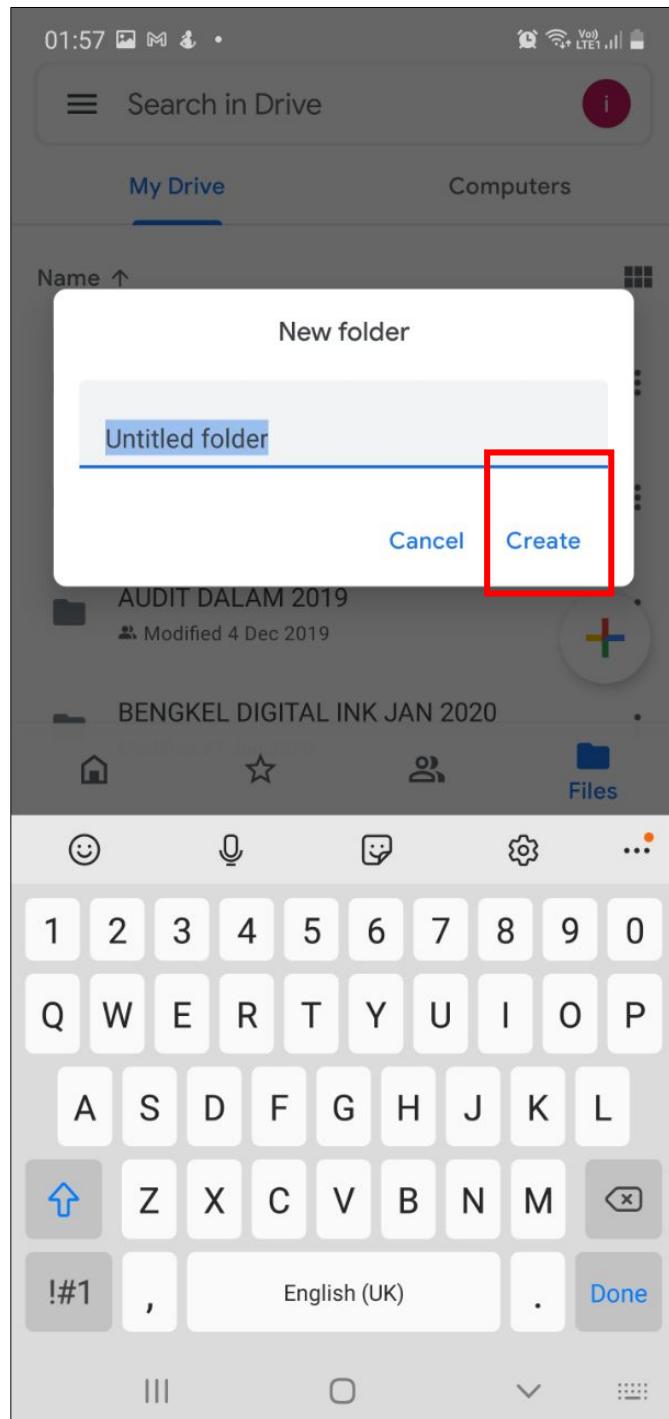
Rajah 33 : Tanda (+)

3. Klik **Folder**.



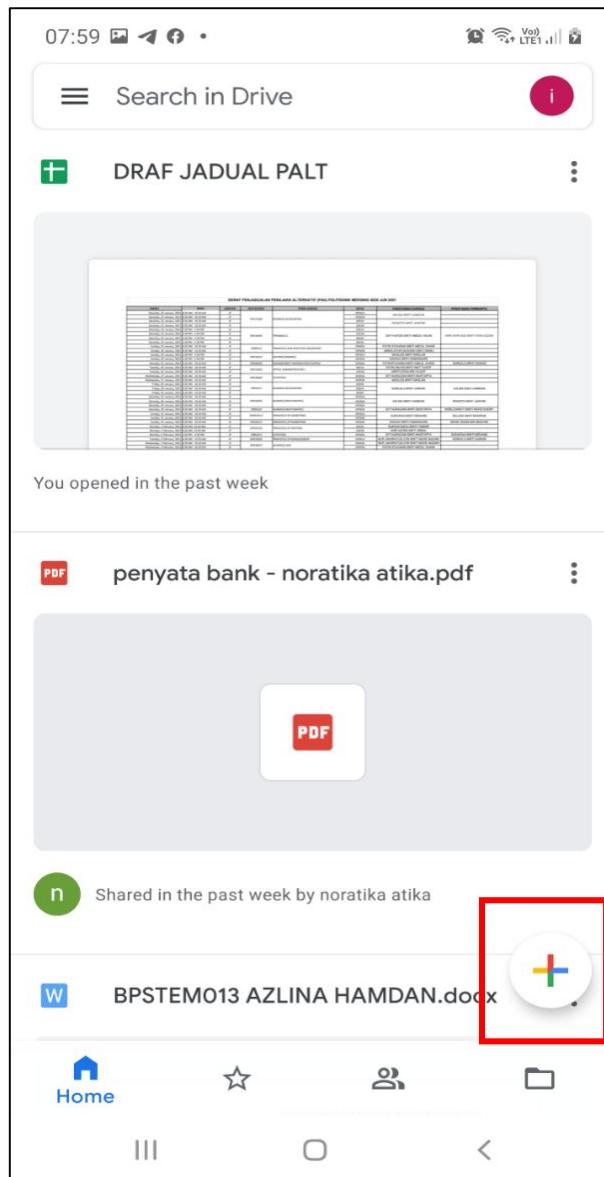
Rajah 34 : *Create folder*

4. Cipta **Folder** sebagai lokasi untuk **save** jawapan yang telah discan. Klik **Create**.



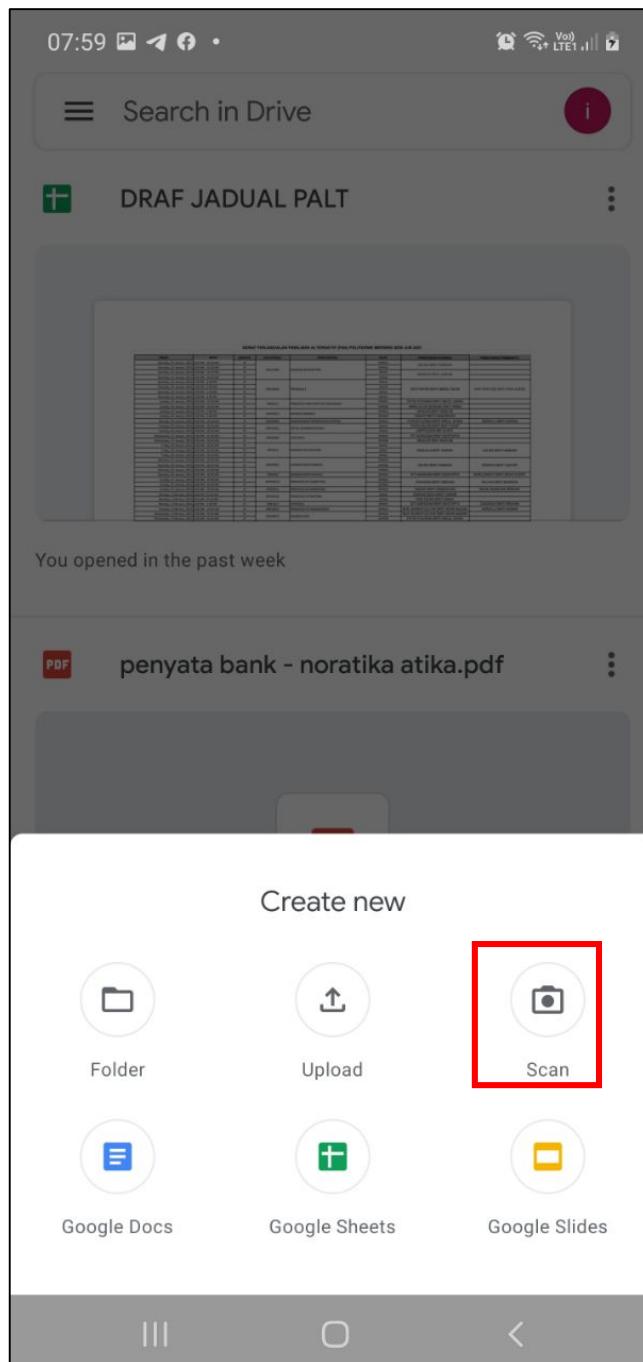
Rajah 35 : Namakan folder

5. Klik tanda tambah (+) di penjuru kanan bawah



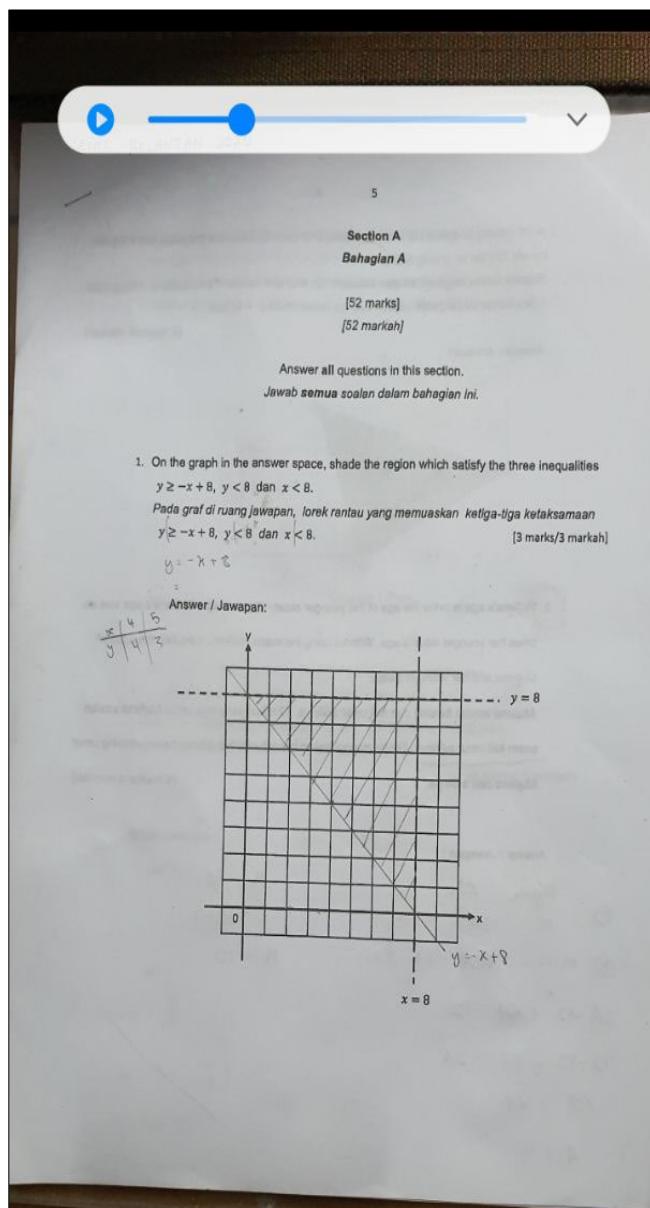
Rajah 36: Tanda Tambah (+)

6. Klik menu **Scan**.



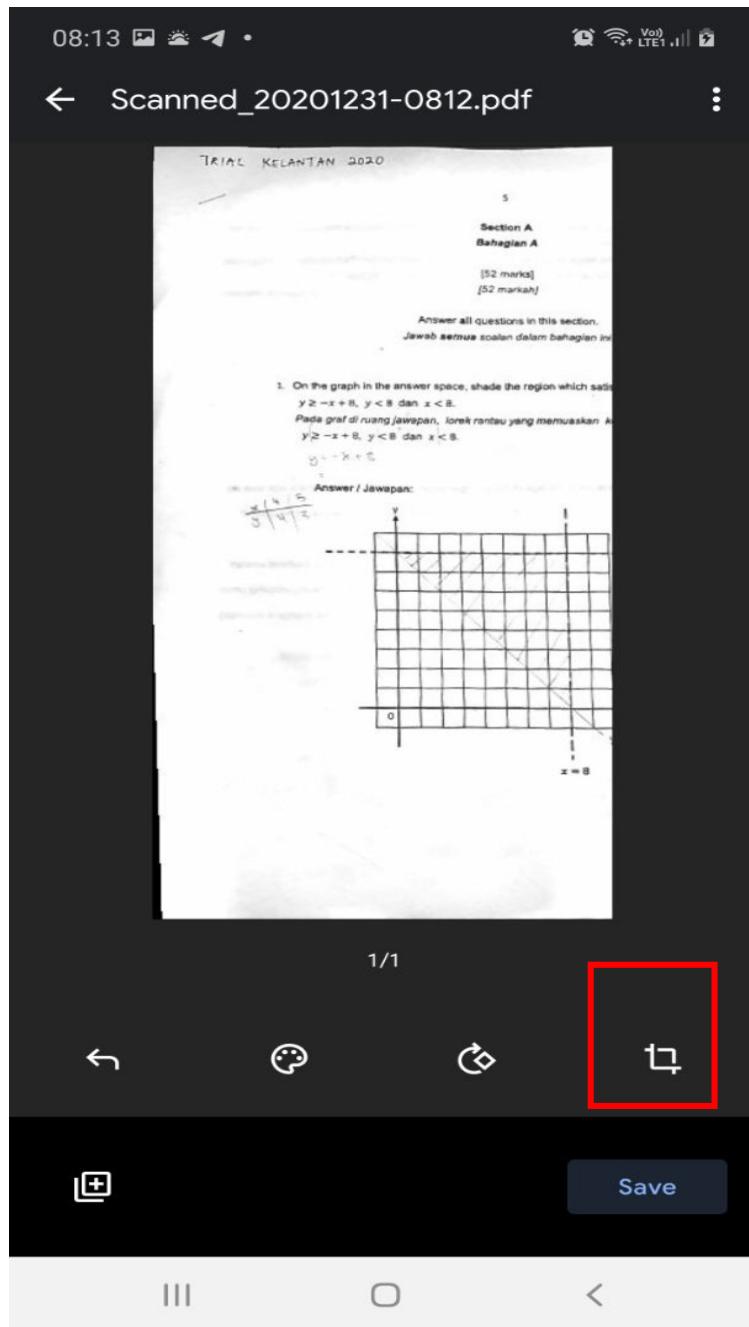
Rajah 37: Pilih Scan

7. Ambil gambar jawapan.



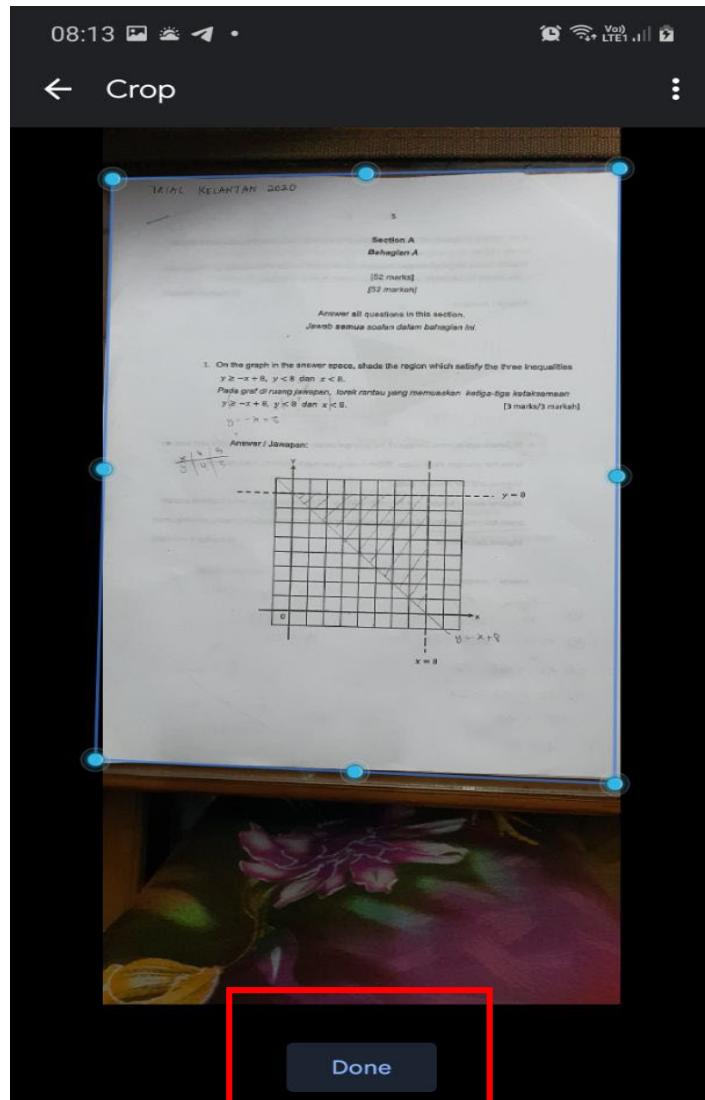
Rajah 38: Gambar jawapan

8. Klik ikon **Crop**.



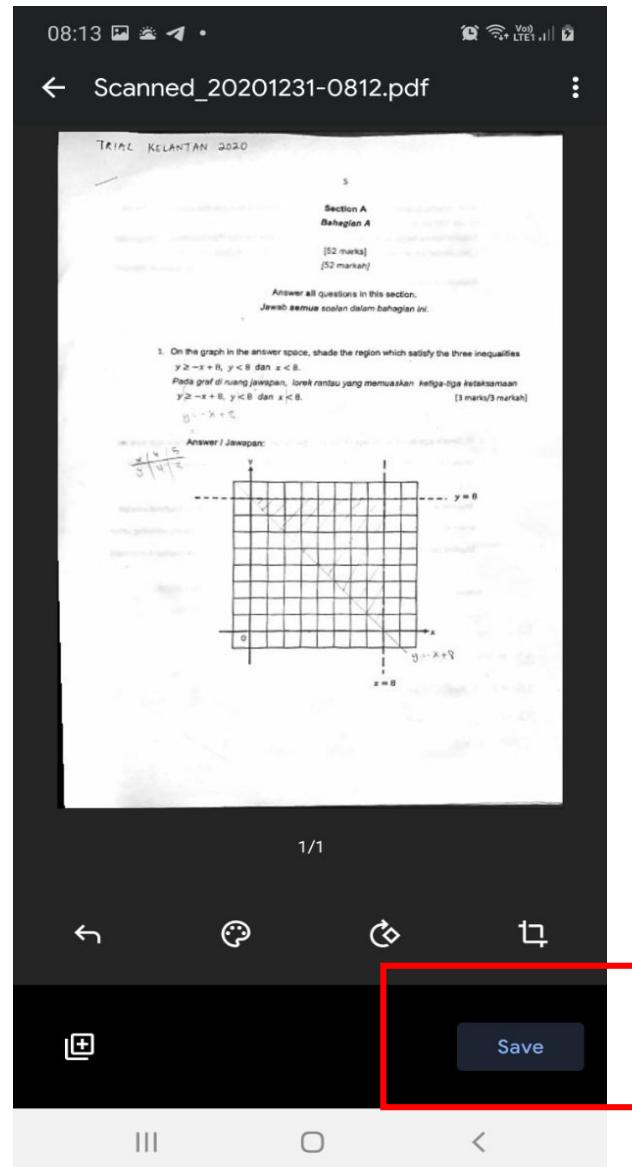
Rajah 39: Cropped

9. Selesai proses **crop**, klik **Done**.



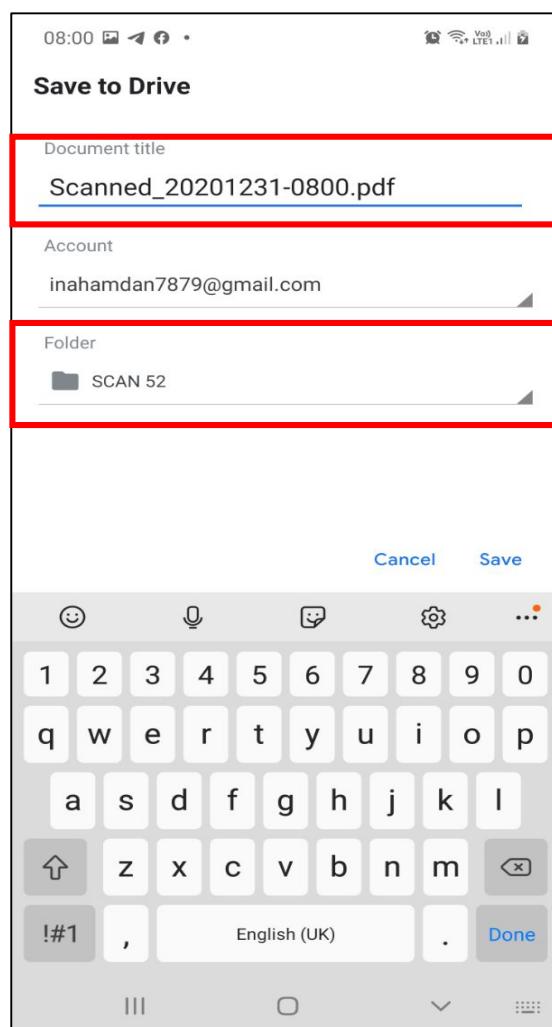
Rajah 40: Done

10. Klik **Save**.



Rajah 41: Save

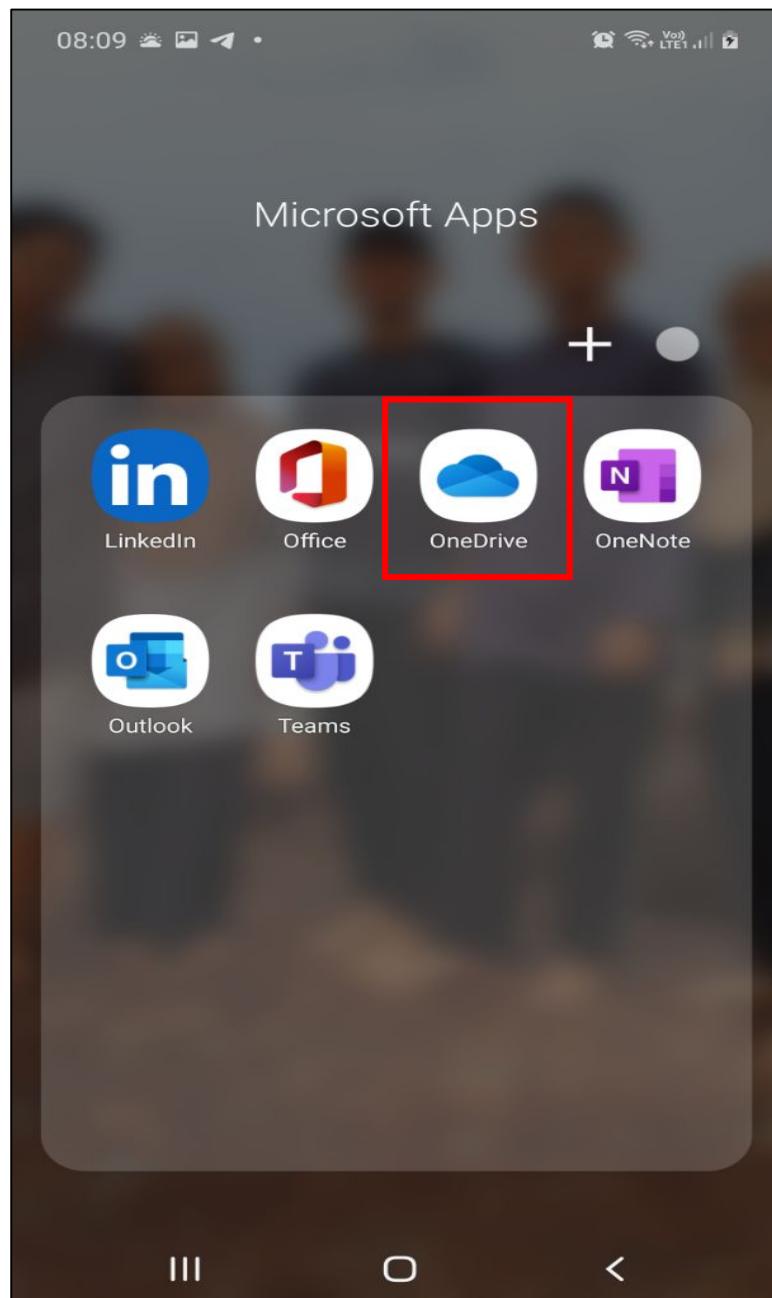
11. Namakan fail dan pilih *folder* yang telah dicipta sebelum ini.



Rajah 42: Save di folder.

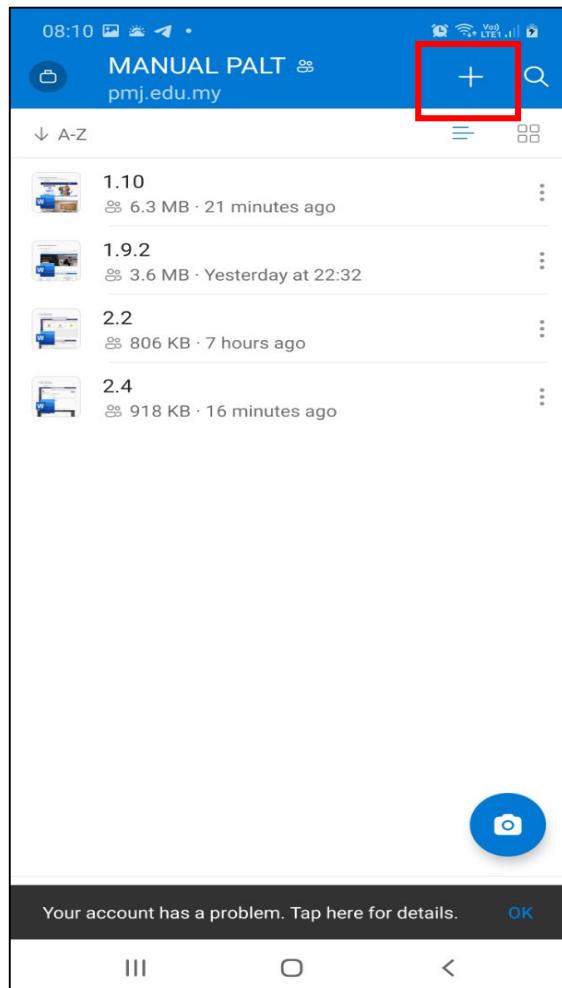
1.6.2 ONEDRIVE

1. *Install* aplikasi Microsoft OneDrive Drive. Klik ikon OneDrive dan *login* menggunakan ID Office 365 yang diberikan oleh institusi.



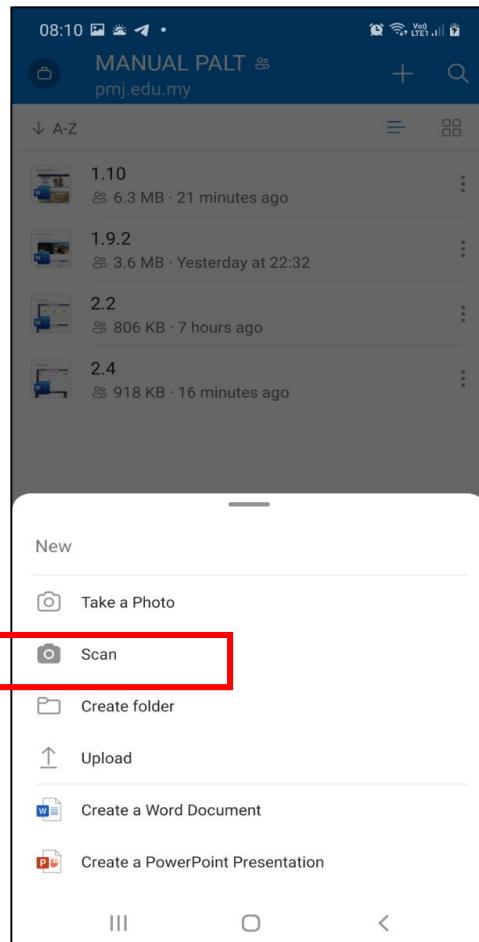
Rajah 43: Ikon OneDrive

2. Klik tanda tambah (+) di penjuru atas kanan



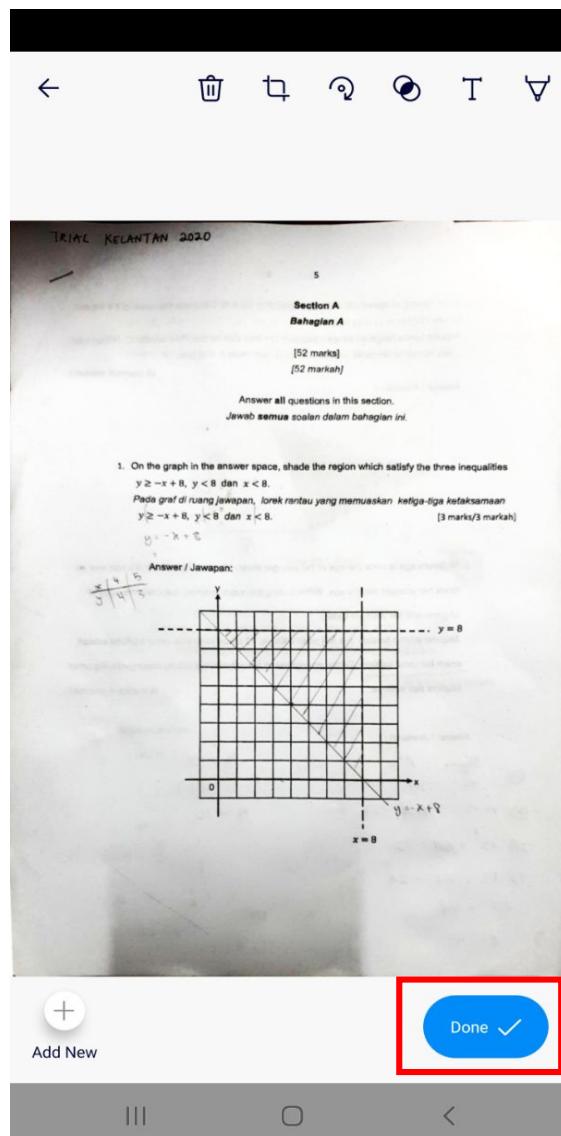
Rajah 44: Tanda tambah (+)

3. Klik **Scan**.



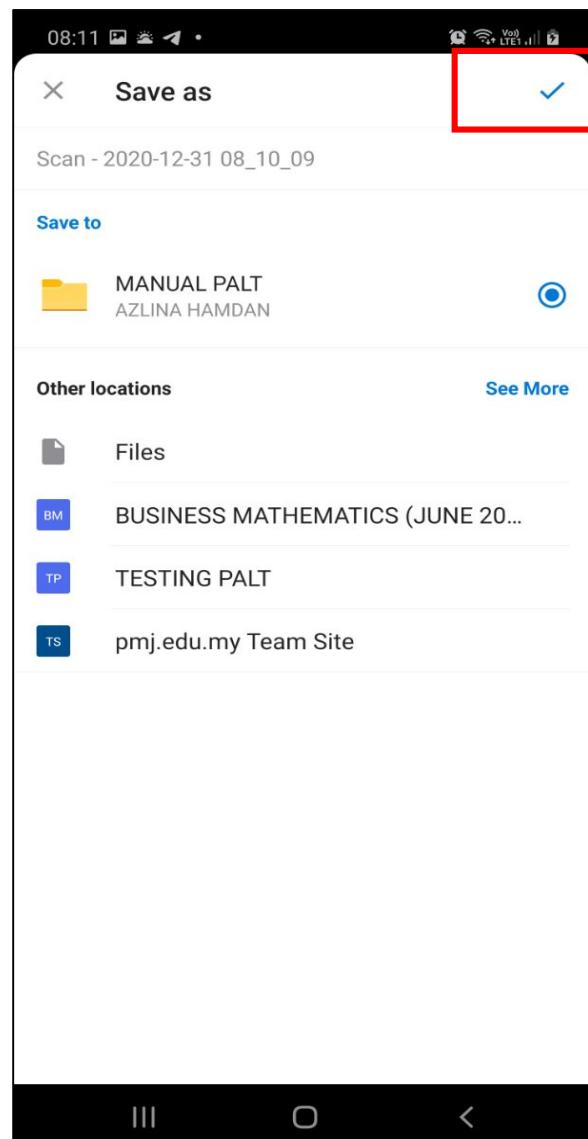
Rajah 45: Scan

4. Ambil gambar jawapan dan klik **Done**



Rajah 46: Done

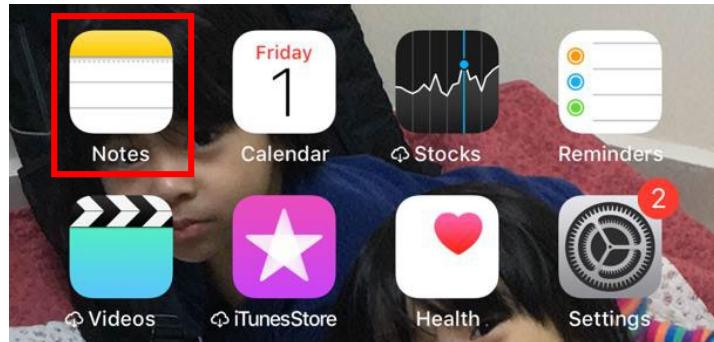
5. **Save as** jawapan yang telah diimbas dan pilih lokasi untuk simpan. Kemudian klik ikon “right” di penjuru atas kanan



Rajah 47: Right icon

1.6.3 IPHONE SCANNER

1. Buka aplikasi **Notes** di handpone



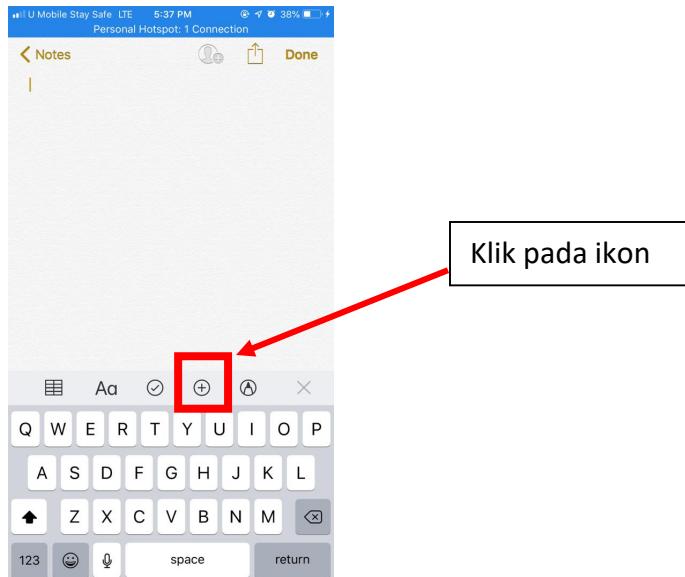
Rajah 48: *Notes*

2. Klik pada ikon



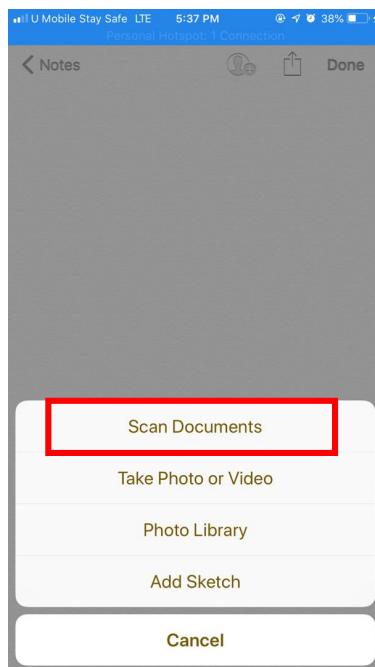
Rajah 49: *New notes*

3. Klik pada ikon 



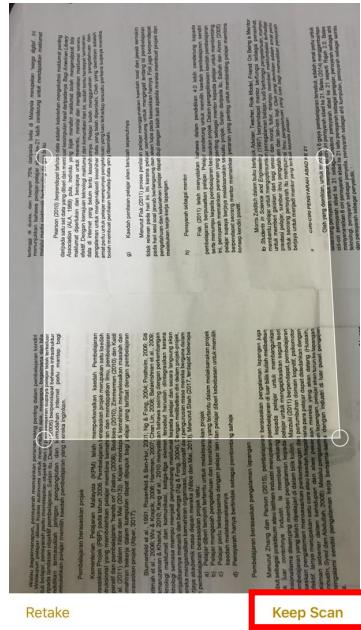
Rajah 50: Add

4. Pilih **Scan Documents**



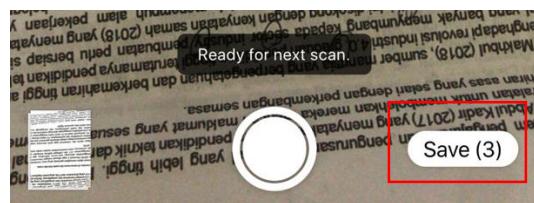
Rajah 51: Scan documents

5. **Scan** jawapan, **crop** gambar jika perlu dan klik pada **keep scan** selepas crop.



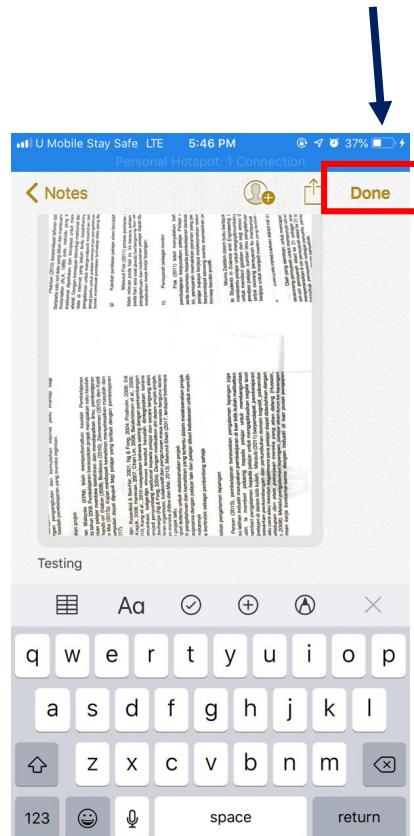
Rajah 52: Crop dan keep scan

6. Setelah selesai *scan* semua helaian, klik pada ikon **Save**



Rajah 53: Save

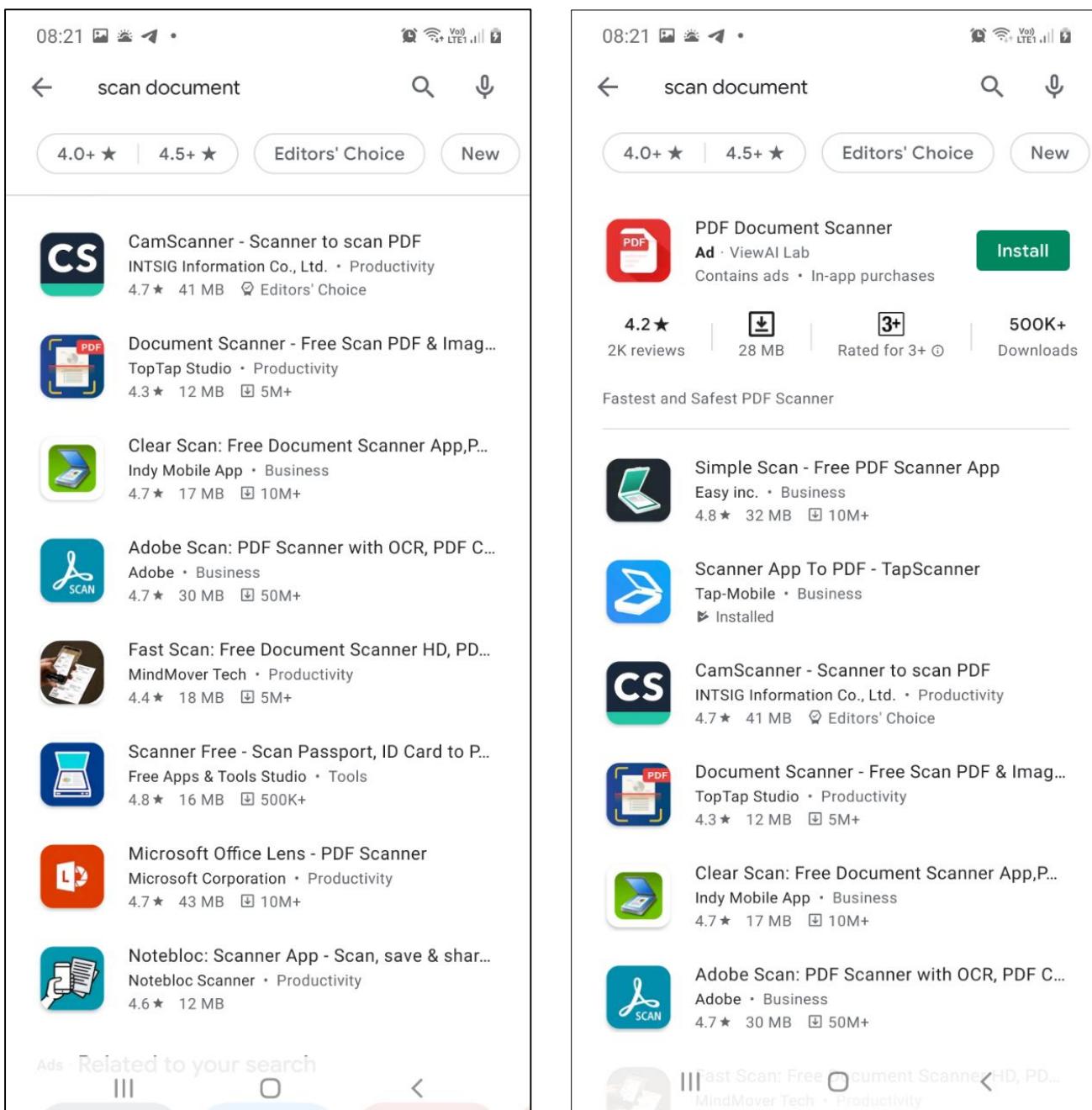
7. Namakan fail bagi dokumen yang telah siap di imbas dan klik **Done**



Rajah 54: *Done*

1.6.4 APLIKASI SCANNER LAIN

1. *Install* mana-mana aplikasi *scanner* melalui *Playstore* atau *Appstore*.

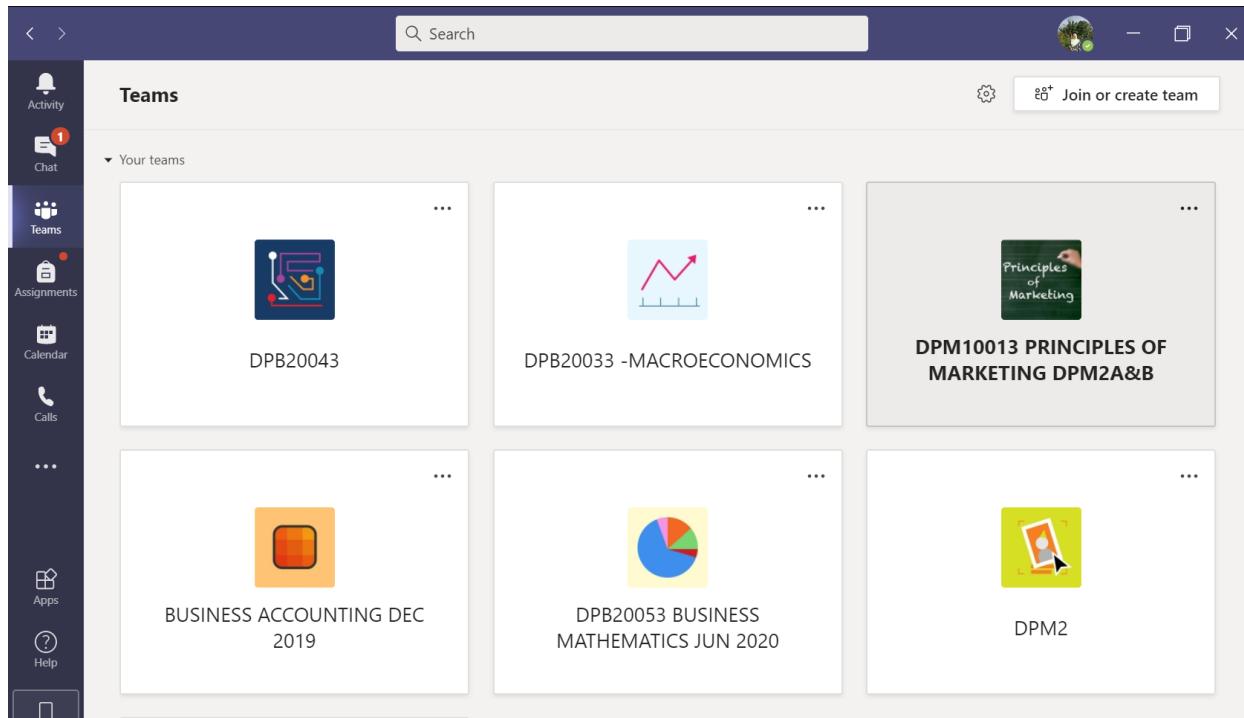


Rajah 55: Aplikasi scanner

1.7 MUAT NAIK JAWAPAN

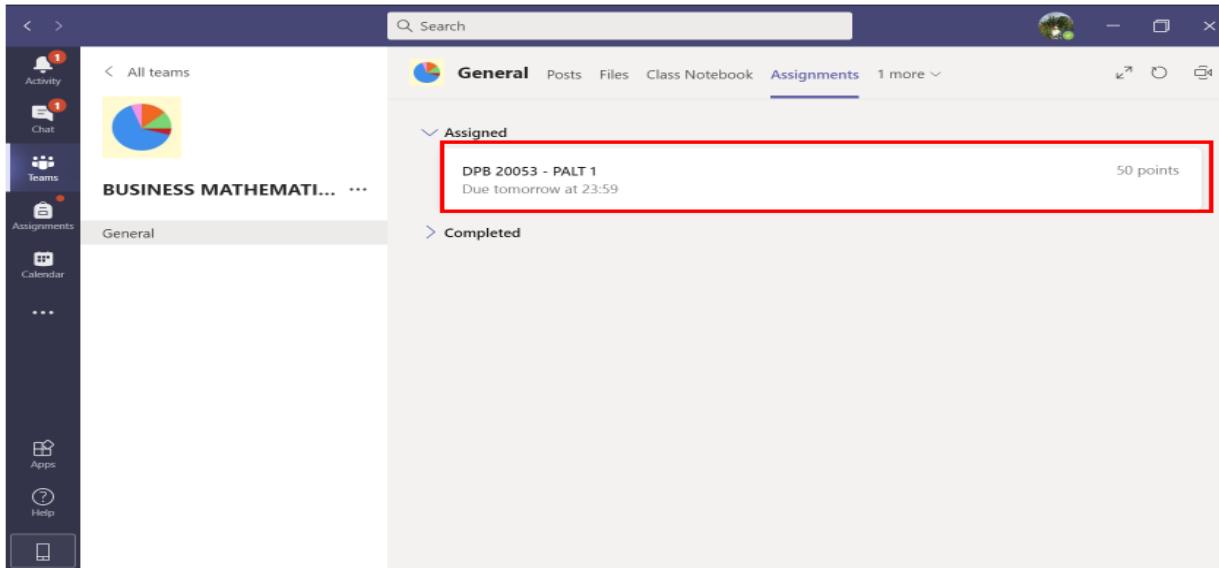
1.7.1 MENGGUNAKAN PC/ LAPTOP

1. Klik pada Team yang berkenaan.



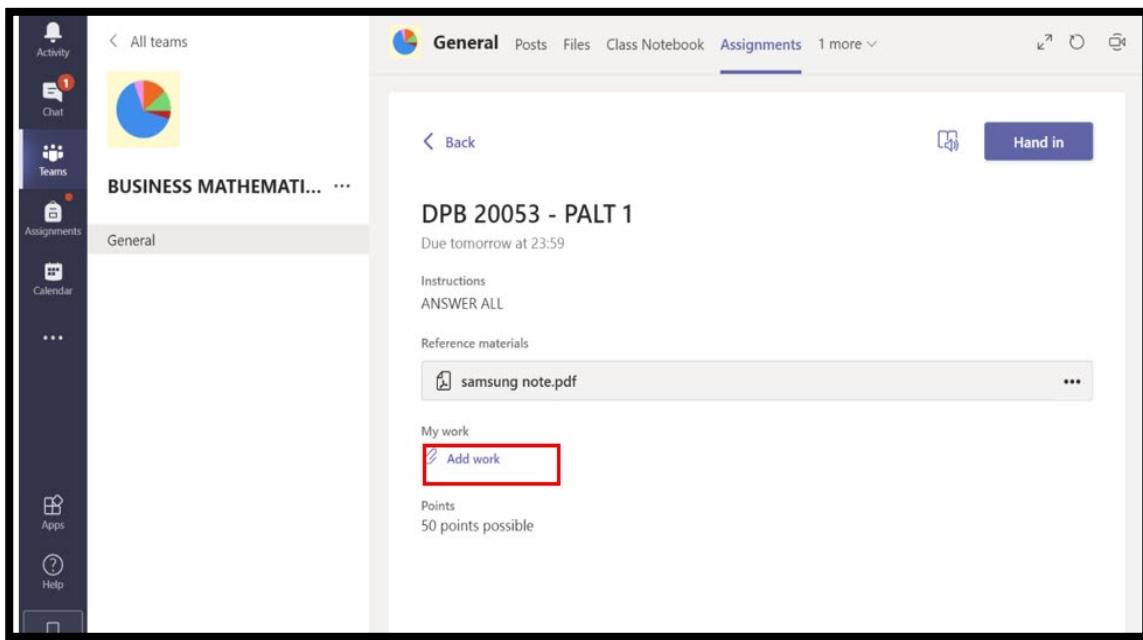
Rajah 56: Team

2. Klik **Assignments** dan pilih soalan pada menu **Assigned**.



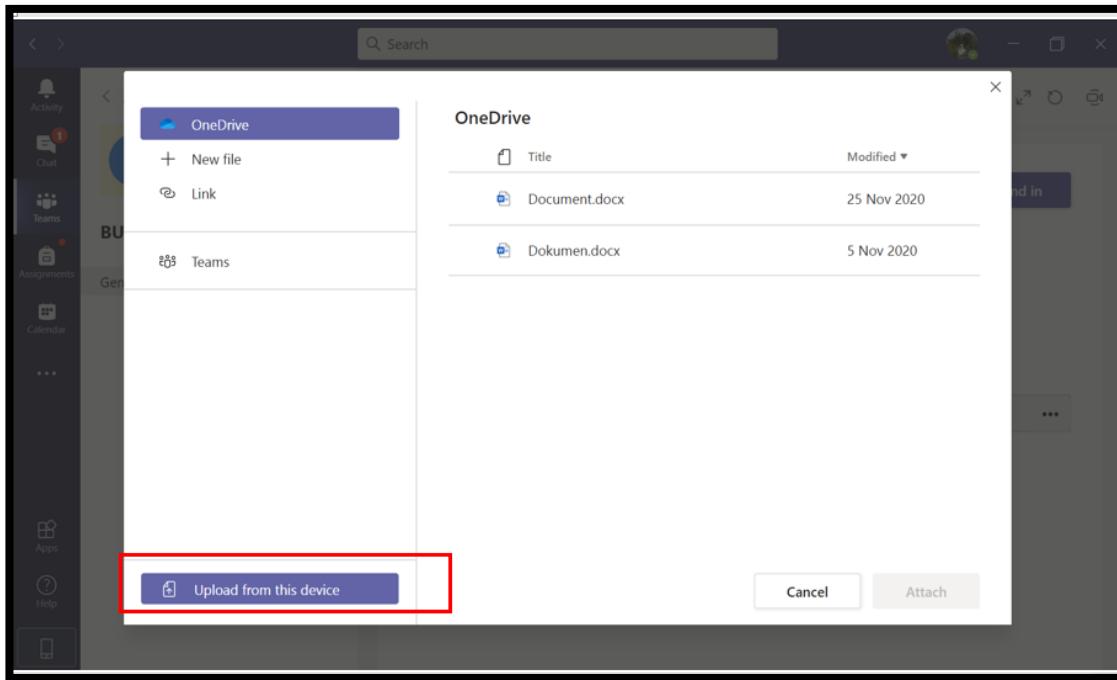
Rajah 57: Soalan

3. Klik **Add Work**



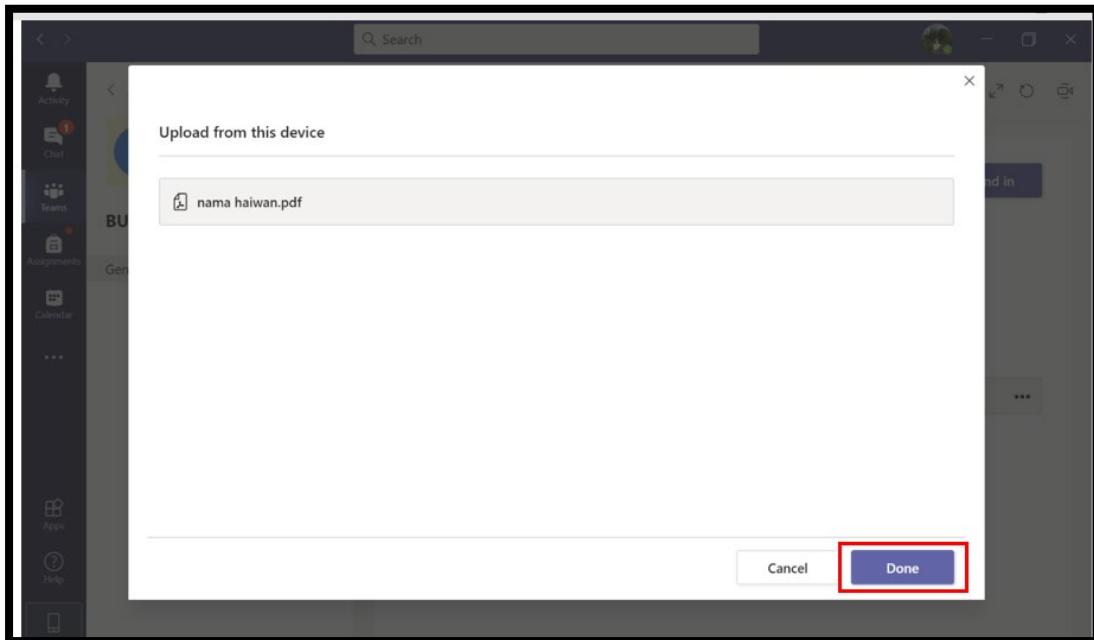
Rajah 58: Add work

4. Klik **Upload from the device** dan pilih fail jawapan yang telah di pdf kan.



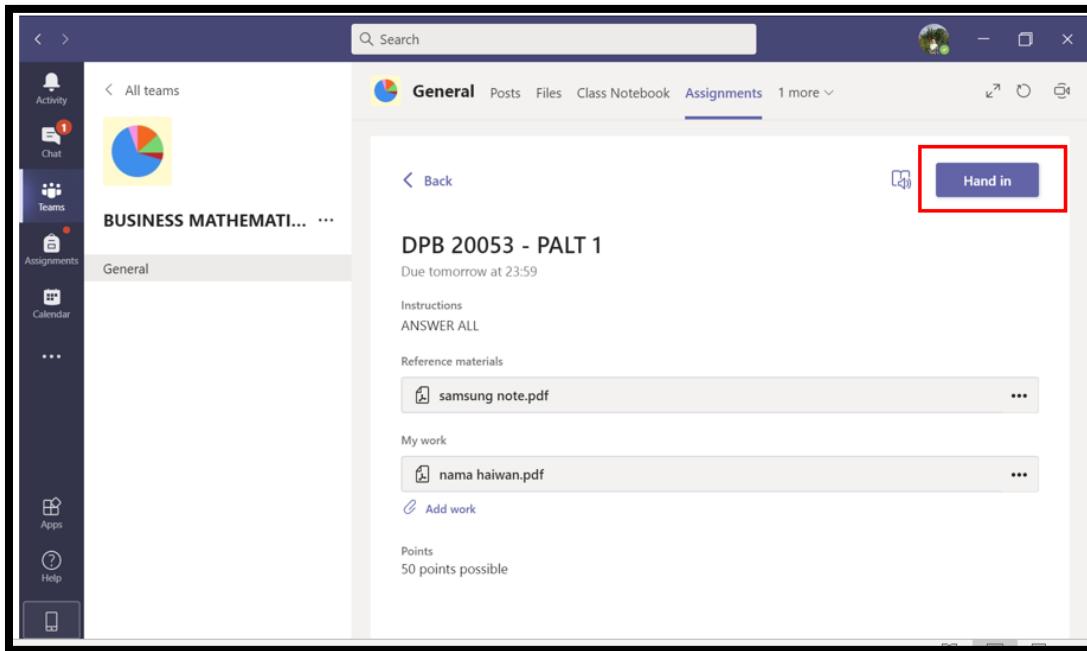
Rajah 59: *Upload Work.*

5. Click **Done**



Rajah 60: *Upload Work.*

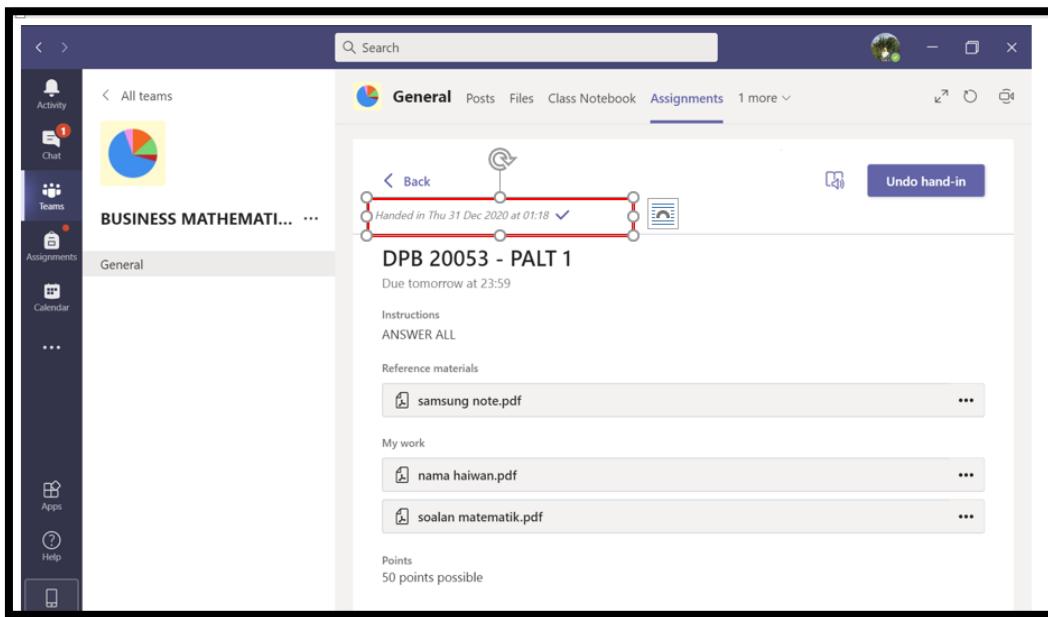
6. Klik **Hand In/ Turn In**. Pelajar **WAJIB** klik **Hand In/ Turn In** bagi membolehkan jawapan dilihat oleh pensyarah.



Rajah 61: *Hand in*

7. Sekiranya fail jawapan pelajar lebih daripada 1, ulang **Langkah 3 – Langkah 5** dan kemudian barulah klik **Hand In/ Turn In**.

8. Selepas selesai muat naik semua jawapan, tarikh dan masa pelajar **Hand in/turn in** akan dipaparkan.

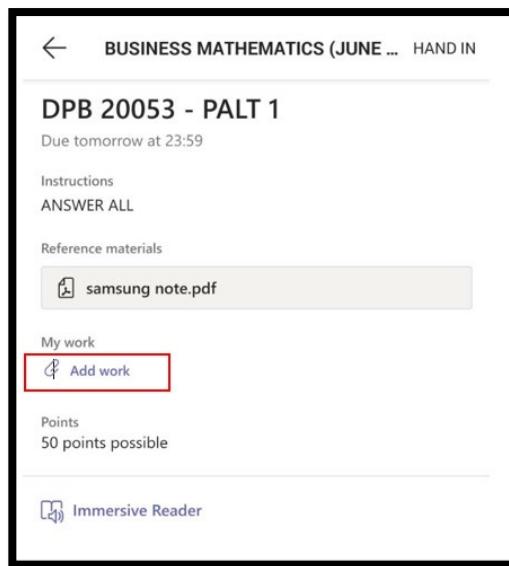


Rajah 62: *Hand in*

1.7 MUAT NAIK JAWAPAN

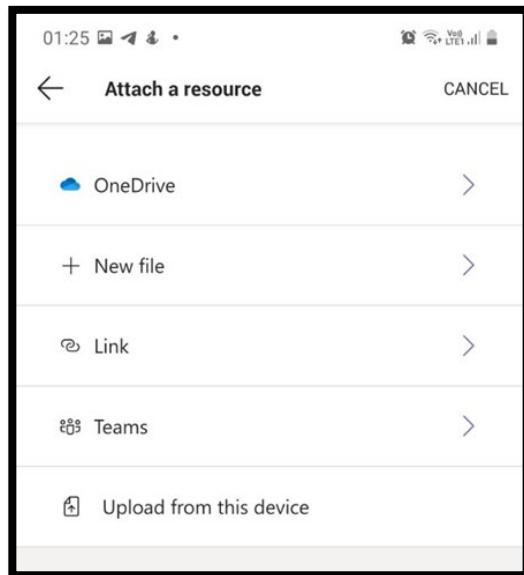
1.7.2 MENGGUNAKAN TELEFON PINTAR

1. Dari pada aplikasi Teams, klik **Assignment** dan pilih soalan di bawah menu **Assigned**. Klik **Add work**



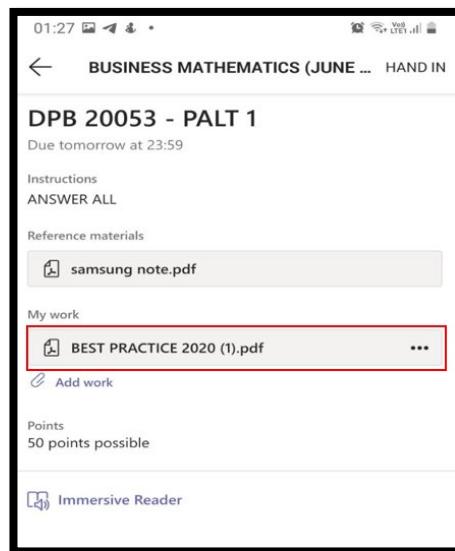
Rajah 63: *Add work*

2. Cari lokasi fail pdf yang disimpan.



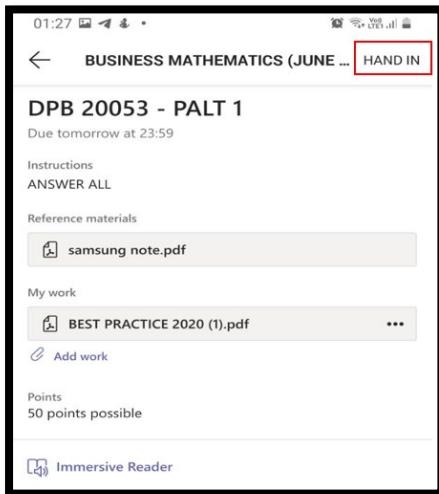
Rajah 64: Cari file pdf

3. Fail jawapan yang dipilih akan tertera selepas dimuat naik.



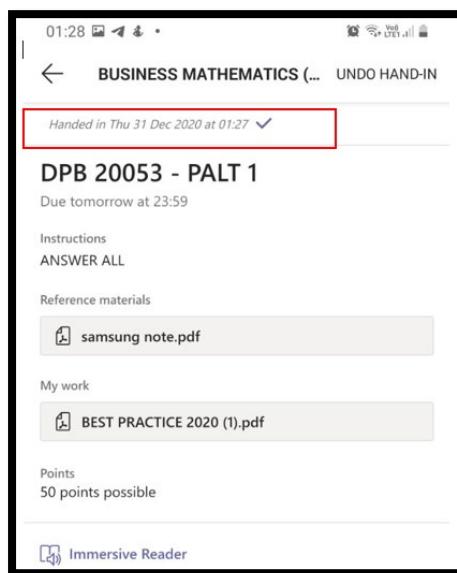
Rajah 65: Display Work.

4. Pelajar **WAJIB** click **Hand In/ Turn In** bagi membolehkan jawapan dilihat oleh pensyarah



Rajah 66: *Hand In*

5. Sekiranya fail jawapan pelajar lebih daripada 1, ulang **Langkah 1 – Langkah 4** dan kemudian barulah click **Hand In/ Turn In**
6. Selepas selesai muat naik semua jawapan, tarikh dan masa pelajar **Hand in/ Turn in** akan dipaparkan.



Rajah 67: *Handed-in*.

DENGAN KERJASAMA

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