

Moodle User Guide for New Users / *Panduan Pengguna Moodle untuk Pengguna Baharu (Learning Management System-LMS)*

Welcome to Vision College's Moodle platform! This guide will help you get started and make the most out of your online learning experience. Follow these steps to navigate and use the Moodle website effectively.

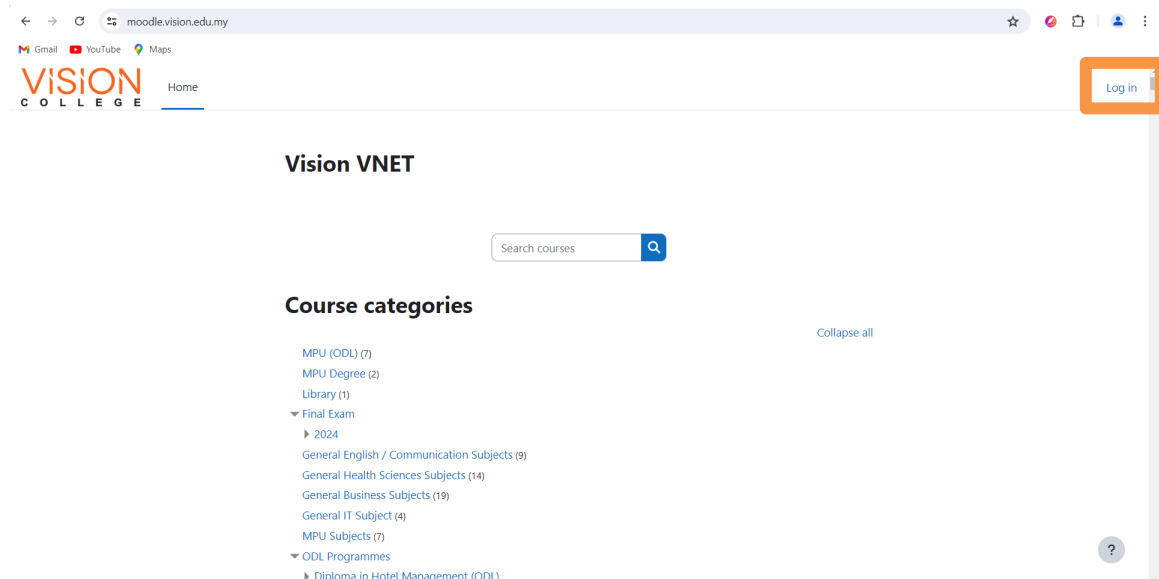
Selamat datang ke platform Moodle Kolej Vision! Panduan ini akan membantu anda memulakan dan memanfaatkan pengalaman pembelajaran dalam talian anda sepenuhnya. Ikuti langkah-langkah ini untuk menavigasi dan menggunakan laman web Moodle dengan berkesan.

1. Accessing Moodle / Mengakses Moodle

Open your web browser and go to <https://moodle.vision.edu.my/>.
Buka pelayar web anda dan pergi ke <https://moodle.vision.edu.my/>.

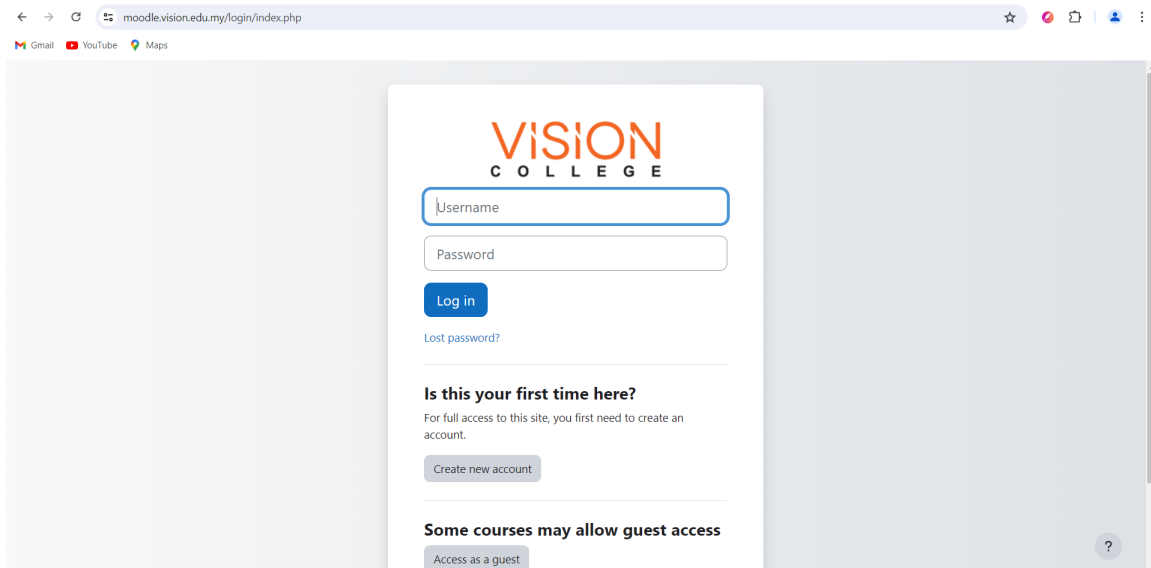
Klik pada butang 'Log in'.

Click on the 'Log in' button.



The screenshot shows the Moodle VNET homepage. At the top left, there is a navigation bar with the Vision College logo and a 'Home' link. On the right side of the navigation bar, the 'Log in' button is highlighted with an orange box. Below the navigation bar, the main content area features a search bar labeled 'Search courses' and a section titled 'Course categories'. The 'Course categories' section lists various course types and their counts, including MPU (ODL) (7), MPU Degree (2), Library (1), Final Exam (2024), General English / Communication Subjects (9), General Health Sciences Subjects (14), General Business Subjects (19), General IT Subject (4), MPU Subjects (7), and ODL Programmes (Diploma in Hotel Management (ODL)). A 'Collapse all' link is visible on the right side of the course categories list.

Enter your username and password provided by Vision College.
Masukkan nama pengguna dan kata laluan yang diberikan oleh Kolej Vision.



The screenshot shows a web browser window with the URL `moodle.vision.edu.my/login/index.php`. The page features the Vision College logo at the top. Below the logo is a login form with two input fields: "Username" and "Password". A blue "Log in" button is positioned below the password field. Underneath the button is a link for "Lost password?". A section titled "Is this your first time here?" provides instructions for new users and includes a "Create new account" button. At the bottom, a section titled "Some courses may allow guest access" includes an "Access as a guest" button. The browser's address bar and navigation icons are visible at the top.

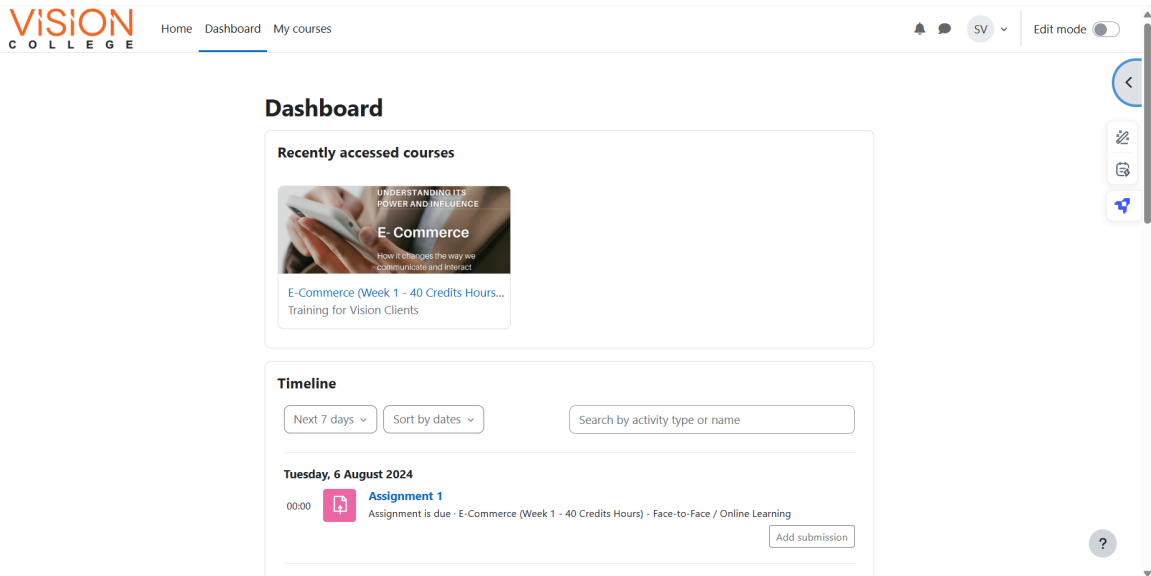
2. Navigating the Dashboard / Menavigasi Papan Pemuka

Dashboard: Once logged in, you will land on your dashboard. Here, you can see an overview of your courses, upcoming events, and recent activities.

Navigation Block: On the top side, use the navigation block to access different sections like Home, Site Pages, My Courses, and more.

Papan Pemuka: Setelah log masuk, anda akan tiba di papan pemuka anda. Di sini, anda dapat melihat gambaran keseluruhan kursus anda, acara yang akan datang, dan aktiviti terkini.

Blok Navigasi: Di sebelah atas, gunakan blok navigasi untuk mengakses bahagian yang berbeza seperti Laman Utama, Laman, Kursus Saya, dan banyak lagi.



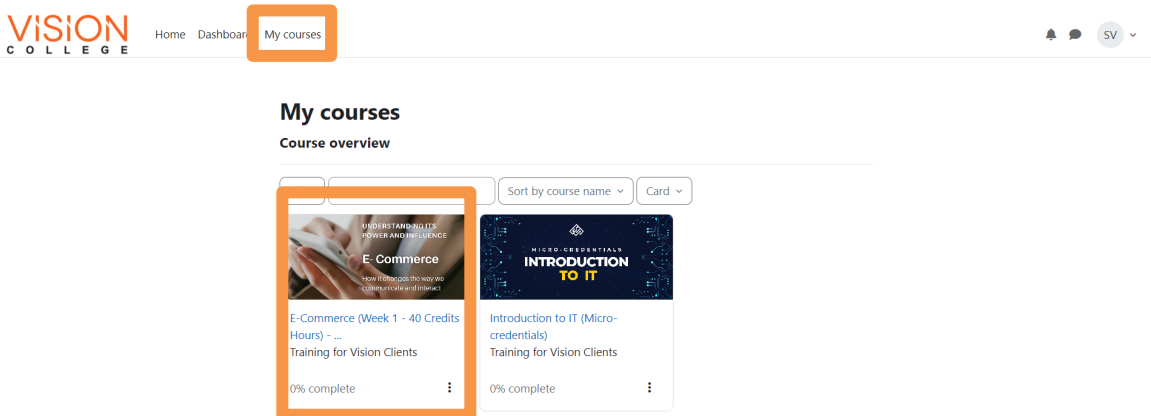
3. Accessing Your Courses / Mengakses Kursus Anda

My Courses: Click on 'My Courses' from the navigation block to see the list of courses you are enrolled in.

Course Page: Click on the course name to access the course page. Here you will find the course materials, assignments, quizzes, forums, and other resources.

Kursus Saya: Klik pada 'My Courses' dari blok navigasi untuk melihat senarai kursus yang anda daftarkan.

Halaman Kursus: Klik pada nama kursus untuk mengakses halaman kursus. Di sini anda akan menemui bahan kursus, tugasan, kuiz, forum, dan sumber lain.

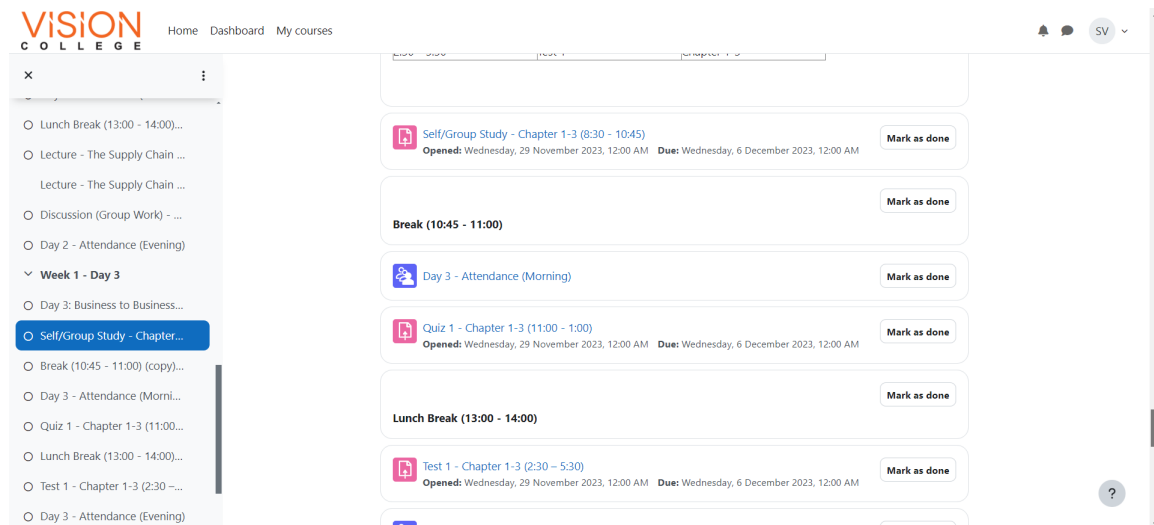


4. Understanding the Course Page / Memahami Halaman Kursus

Sections and Topics: Courses are divided into sections or topics. Each section may contain resources (documents, videos, links) and activities (assignments, quizzes, forums).

Course Announcements: Check the announcements forum regularly for important updates from your instructor.

Bahagian dan Topik: Kursus dibahagikan kepada bahagian atau topik. Setiap bahagian mungkin mengandungi sumber (dokumen, video, pautan) dan aktiviti (tugasan, kuiz, forum). Pengumuman Kursus: Periksa forum pengumuman secara berkala untuk kemas kini penting daripada pengajar anda.



The screenshot shows the VISION COLLEGE LMS interface. The top navigation bar includes 'Home', 'Dashboard', and 'My courses'. A sidebar on the left lists course activities, with 'Self/Group Study - Chapter...' selected. The main content area displays a schedule for Chapter 1-3, including items like 'Self/Group Study - Chapter 1-3 (8:30 - 10:45)', 'Break (10:45 - 11:00)', 'Day 3 - Attendance (Morning)', 'Quiz 1 - Chapter 1-3 (11:00 - 1:00)', 'Lunch Break (13:00 - 14:00)', and 'Test 1 - Chapter 1-3 (2:30 - 5:30)'. Each item has a 'Mark as done' button. The interface also shows a notification bell, a chat icon, and a user profile 'SV' in the top right corner.

5. Participating in Activities / Menyertai Aktiviti

Assignments: Click on the assignment link, read the instructions, and submit your work before the deadline. You can upload files directly or type your submission online.

Quizzes: Click on the quiz link, read the instructions, and start the quiz. Make sure to save your answers as you go along.

Forums: Participate in discussion forums by posting replies or starting new discussions. Engage with your peers and instructors to enhance your learning experience.

Tugasan: Klik pada pautan tugasan, baca arahan, dan serahkan kerja anda sebelum tarikh akhir. Anda boleh memuat naik fail secara langsung atau menaip penyerahan anda dalam talian.

Kuiz: Klik pada pautan kuiz, baca arahan, dan mulakan kuiz. Pastikan anda menyimpan jawapan anda semasa anda menjawab.

Forum: Sertai forum perbincangan dengan membalas kiriman atau memulakan perbincangan baru. Berinteraksilah dengan rakan-rakan dan pengajar anda untuk meningkatkan pengalaman pembelajaran.

The screenshot shows the Moodle interface for a course. At the top left is the 'VISION COLLEGE' logo. Navigation links include 'Home', 'Dashboard', and 'My courses'. A user profile 'SV' is visible in the top right. A search bar contains 'x'. A sidebar menu is expanded to 'Week 1 - Day 1', listing several activities. The main content area shows a list of activities: 'Lecture - History and Definition of E-Commerce - 1 (8:30 A.M. - 9:30 A.M.)' and 'Reading Assignment - Evolution of E-Commerce (9:30 A.M. - 10:15 A.M.)'. The second activity is highlighted with an orange box. Each activity has a 'Mark as done' button.

6. Viewing Grades / Melihat Gred

Grades: Access your grades by clicking on the 'Grades' link in the navigation block or within the course page. Here you can see your scores for various activities and feedback from your instructors.

Gred: Akses gred anda dengan mengklik pada pautan 'Gred' di blok navigasi atau dalam halaman kursus. Di sini anda boleh melihat skor anda untuk pelbagai aktiviti dan maklum balas daripada pengajar anda.

The screenshot shows the Moodle interface for a course. At the top left is the 'VISION COLLEGE' logo. Navigation links include 'Home', 'Dashboard', and 'My courses'. A user profile 'SV' is visible in the top right. A sidebar menu is expanded to 'Week 1 - Day 1', listing several activities. The main content area shows the course title 'E-Commerce (Week 1 - 40 Credits Hours) - Face-to-Face / Online Learning'. Below the title are tabs for 'Course', 'Participants', 'Grades', and 'Competencies'. The 'Grades' tab is highlighted with an orange box. Below the tabs is a 'User report' section. A 'Student Vision' section is visible, followed by a table of grade items.

Grade Item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
E-Commerce (Week 1 - 40 Credits Hours) - Face-to-Face / Online Learning						
ASSIGNMENT Reading Assignment - Evolution of E-Commerce (9:30 A.M. - 10:15 A.M.)	-	-	0-10	-	-	-

7. Logging Out / Log Keluar



Log Out: Always log out after you have finished using Moodle to protect your account. Click on your name in the top right corner and select 'Log out'.

Log Keluar: Sentiasa log keluar selepas anda selesai menggunakan Moodle untuk melindungi akaun anda. Klik pada nama anda di sudut kanan atas dan pilih 'Log keluar'.

My courses

Course overview

All Search Sort by course name Card

 <p>E-Commerce (Week 1 - 40 Credits Hours) - ... Training for Vision Clients</p> <p>0% complete</p>	 <p>Introduction to IT (Micro-credentials) Training for Vision Clients</p> <p>0% complete</p>
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Profile
Grades
Calendar
Messages
Private files
Reports
Preferences

Log out

8. Additional Help / Bantuan Tambahan

If you need further assistance, please contact Vision College's librarian at level 2 for help with username and password/login issues, or reach out to your lecturers for guidance on the general and detailed use of Moodle.

Jika anda memerlukan bantuan tambahan, sila hubungi pustakawan Kolej Vision untuk bantuan mengenai nama pengguna dan kata laluan/masalah log masuk, atau hubungi pensyarah anda untuk panduan mengenai penggunaan umum dan terperinci Moodle.

Tips for Success / Petua untuk Kejayaan

Regularly check your course pages and email for updates.

Engage actively in forums and group activities.

Meet deadlines for assignments and quizzes.

Reach out to your instructors and peers if you need help or clarification.

Kerap periksa halaman kursus dan e-mel anda untuk kemas kini.

Sertailah secara aktif dalam forum dan aktiviti kumpulan.

Patuhi tarikh akhir untuk tugas dan kuiz.

Hubungi pengajar dan rakan anda jika anda memerlukan bantuan atau penjelasan.

We hope this guide helps you navigate our Moodle platform smoothly. Happy learning!

Kami berharap panduan ini membantu anda menavigasi platform Moodle kami dengan lancar. Selamat belajar!