

WELCOME!

e-Learning PICOMS!

STUDENT MANUAL !

• Login

- 1. Log in to PICOMS e-Learning website by click on Login.
- 2. Login to the account
- 3. Student have to login by using **username (student email)** and **password (Picoms@123).** Next, click on Login button.

** Keep in mind that student compulsory to change the password!



Change Password

4. Click on drop-down menu beside your profile photo. Then, click on preferences to change the password.



5. Click Change password.

User account	Blogs	
Edit profile	Blog preferences	
Change password	External blogs	
Preferred language	Register an external blog	
Forum preferences		
Editor preferences		
Calendar preferences		
Content bank preferences		
Message preferences		
Notification preferences		
Badges		
Manage badges		
0 0		

6. Students are required to change the default password provided. Click on the **Save changes** button to update password.

Change password	
Username	ad01@student.picoms.edu.my
	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 #
Current password	
New password	
New password (again)()	
Sign out everywhere	0
	Save changes Cancel

• Forget Password

7.Click on "Forget your username or password?".

	ad01@student.pico	6	•••••	>
	Forge	otten y	your username or	password?
-	_			
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8.Click on button Search.

e-Learning	Utama	Manual 🕶	٩
		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 b	oy userna	ame	
Username		ad01@student.picoms.edu.my	
		Search	
Search b	oy email a	address	
Email addres	SS		
		Search	

9. Click on button Continue.

e-Learning Utama Manual +	٩
If you supplied a correct username or unique email address then an email should have been sent to you.	
It contains easy instructions to confirm and complete this password change. If you continue to have difficulty, please contact the site administrator.	
Continue	

• Enroll Courses

10. The following screen will be displayed.

11. Click on access button of the course you want to enroll.

Search courses	Q	Ravigation
Available courses		Home Dashboard Site pages My courses BBM6343 MPU2222/01/SEPT21
BBM6343 Introduction to IT (Mohammad Ashri)	(၉) Professional English G2	
Click to enter this course	Click to enter this course	
Professional English G1	Professional English G3	
Click to enter this course	Click to enter this course	
ريه Financial Management	رکِ ^ه Sociology	

12. Click **enroll me** button.

rolment options		Ravigation
Professional English G2 Feacher: Miss Khadijah Ummira Muhammad Helmi AK0174	PROFESSIONAL ENGLISH MPU 2222 (Miss Ummira) Enrolment key	Home Dashboard Site pages My courses BBM6343 MPU2222/01/SEPT21 Courses Fakulti Sains Sosial dan Asasi
	Enrol me	 FSSA (SEPTEMBER 2021) MPU2222/02/SEPT21 MPU3222/03/SEPT21 MPU3322/SEPT21 MPU332/SEPT21 MPU2243/SEPT21 FSSA (DEC 2021)

13. Then, the page will be directed to the course page.

Home > My courses > MPU2222/01/SEPT21		۰
Google Meet Link		Ravigation
Google Meet Link - DMA DOT DML SEP 21 / APRIL 21 / DEC 20 Class schedule: Monday (11.00 am - 1.00 pm) Wednesday (9.00 am - 11.00 am)	Mark as done	Home Dashboard Site pages My courses BBM6343 MPU2222/01/SEPT21 Participants Badges Competencies
WEEK 1 Public Speaking Presentation		Gorades Google Meet Link WEEK 1 WEEK 2 WEEK 3 WEEK 4 WEFK 5
WEEK 2		 Cuti Pertengahan Semester WEEK 6
 Resume Writing / Cover Letter Cover Letter Cover Letter CLASS RECORDING - RESUME 	Mark as done	 WEEK 7 REVISION WEEK Peperiksaan Akhir
In-Class Activity 3 / Job Advertisement	Opened: Tuesday, 16 November 2021, 12:00 AM Due: Tuesday, 23 November 2021, 12:00 AM Mark as done	Course administration

14. Click on the course to view the course content.

Home > Dashboard Manual >		Customise this page
* Recently accessed courses	Ravigation	* Timeline
 BOOS PERSON AND AND AND AND AND AND AND AND AND AN	Home Dashboard Site pages My courses BBM6343 MPU2222/01/SEPT21	Image: Second state sta
* Course overview		No files available Manage private files
All (except removed from view) It Course name It Card		Conline users 2 online users (last 5 minutes) Siti MA Siti AKH BINTI SABRI PTO180

15. Student can access to other features by click on the Navigation menu.

Home > My courses > MPU2222/01/SEPT21	г	\$
Google Meet Link		havigation
Google Meet Link - DMA DOT DML SEP 21 / APRIL 21 / DEC 20 Class schedule: Monday (11.00 am - 1.00 pm) Wednesday (9.00 am - 11.00 am)	Mark as done	Home Dashboard Site pages My courses BBM6343 BM03433 Put2222/01/SEPT21 Participants Badges
WEEK 1 Public Speaking Presentation		Competencies Grades Google Meet Link WEEK 1 WEEK 2 WEEK 3 WEEK 4 WEEK 5
WEEK 2 Resume Writing / Cover Letter Cover Letter		 Cuti Pertengahan Semester WEEK 6 WEEK 7 REVISION WEEK Peperiksaan Akhir
CLASS RECORDING - RESUME	Mark as done Opened: Tuesday, 16 November 2021, 12:00 AM Due: Tuesday, 23 November 2021, 12:00 AM Mark as done	Course administration

• Attendance

16. Click on Attendance.

WEEK 0	
Meeting & Minutes of Meeting Attendance Minutes of Meeting - In Class Activity 5	Mark as done Opened: Wednesday, 10 November 2021, 12:00 AM Due: Sunday, 21 November 2021, 11:59 PM Mark as done
WEEK 7	
😤 Report Writing	
🕅 Business Etiquette	
Attendance	Mark as done
Linutes of Meeting	Opened: Tuesday, 16 November 2021, 9:00 AM Due: Tuesday, 16 November 2021, 5:00 PM Mark as done
TEST 2 Please complete this test within 45 minutes.	Opened: Saturday, 13 November 2021, 10:15 AM Closed: Saturday, 13 November 2021, 11:00 AM то do: View
Attendance - 17 Nov 2021	Mark as done

17. Attendance will be display on the next page.

Attenda	ance		
DMA DOT DML S	EPTEMBER 2021 / APRIL 2021 / DECEMBER 2021		
This course	All courses All sessions		
	November	All All past Months	Weeks Days
Date	Description	Status Points	Remarks
Fri 12 Nov 2021 3AM - 5AM	DMA DOT DML SEPTEMBER 2021 / APRIL 2021 / DECEMBER 2020	? ?/2	
	Taken sessions: 0		
Points over	taken sessions: 0 / 0		
Percentage over	taken sessions: 0.0%		

• Assignment

18. Click on Assignment for submission.

Chapter 1	
Slide Chapter 1	✓ Done Opened: Sunday, 14 November 2021, 12:00 AM Due: Sunday, 21 November 2021, 12:00 AM Mark as done

19. Student must be aware with the due date that has been set by lecturer. Click on **Add submission** to proceed.

Assignment 1				
Decription Submission s	Opened: Sunday, 14 November 2021, 12:00 AM Due: Sunday, 21 November 2021, 12:00 AM Mark as done			
Submission status	No attempt			
Grading status	Not graded			
Time remaining	Assignment is overdue by: 17 days 11 hours			
Last modified	-			
Submission comments	Comments (0)			
	Add submission You have not made a submission yet.			

20. Click the file icon to upload the file and click on **Save changes**.

Assignment 1	
Decription	Opened: Sunday, 14 November 2021, 12:00 AM Due: Sunday, 21 November 2021, 12:00 AM Mark as done
File submissions	Maximum file size: 5MB, maximum number of files: 20
	You can drag and drop files here to add them.
	Save changes Cancel

• Quiz

21. Click on Testing.

🎉 Attendance - 17 Nov 2021	Mark as done
🌉 Attendance - 15 Nov 2021	
Vesting Please answer all the questions	Opened: Wednesday, 17 November 2021, 9:49 AM Closed: Wednesday, 17 November 2021, 10:30 AM Mark as done
REVISION WEEK	
TEST 2	Opened: Wednesday, 24 November 2021, 2:30 PM Closed: Wednesday, 24 November 2021, 3:30 PM Mark as done
Attendance	Mark as done
Peperiksaan Akhir	
FINAL EXAMINATION	Opened: Monday, 29 November 2021, 10:00 AM Closed: Monday, 29 November 2021, 11:00 AM
🌆 Attendance	

22. Click button **Back to the course** after finish the test

Testing	
Please answer all the questions	Opened: Wednesday, 17 November 2021, 9:49 AM Closed: Wednesday, 17 November 2021, 10:30 AM Mark as done
Grading method: Highest grade	
Back to the course	

• Logout

21. Click on logout menu to logout from the account.

