

WELCOME!

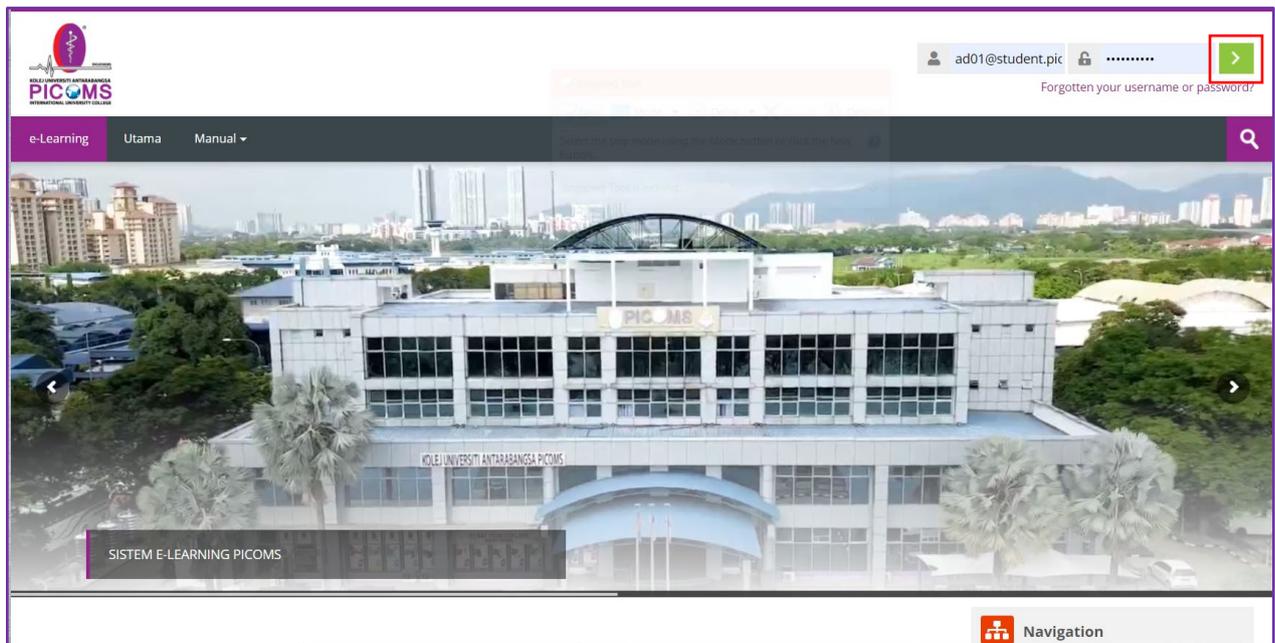
e-Learning
PICOMS!

STUDENT MANUAL !

- **Login**

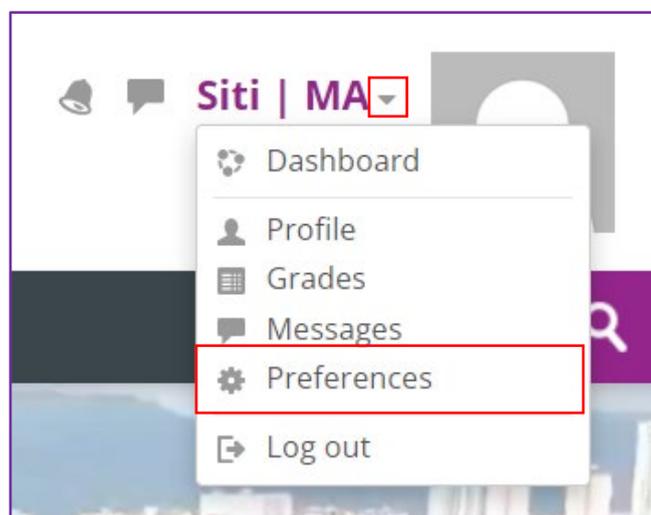
1. Log in to PICOMS e-Learning website by click on **Login**.
2. Login to the account
3. Student have to login by using **username (student email)** and **password (Picoms@123)**. Next, click on Login button.

**** 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**.

Preferences

User account

- Edit profile
- Change password**
- Preferred language
- Forum preferences
- Editor preferences
- Calendar preferences
- Content bank preferences
- Message preferences
- Notification preferences

Blogs

- Blog preferences
- External blogs
- Register an external blog

Badges

- Manage badges
- Badge preferences
- Backpack settings

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 !

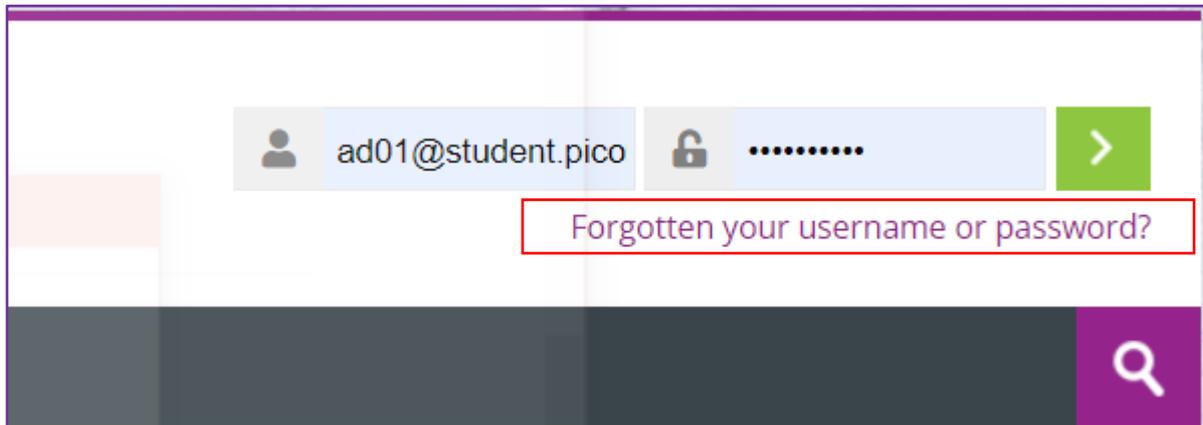
New password !

New password (again) !

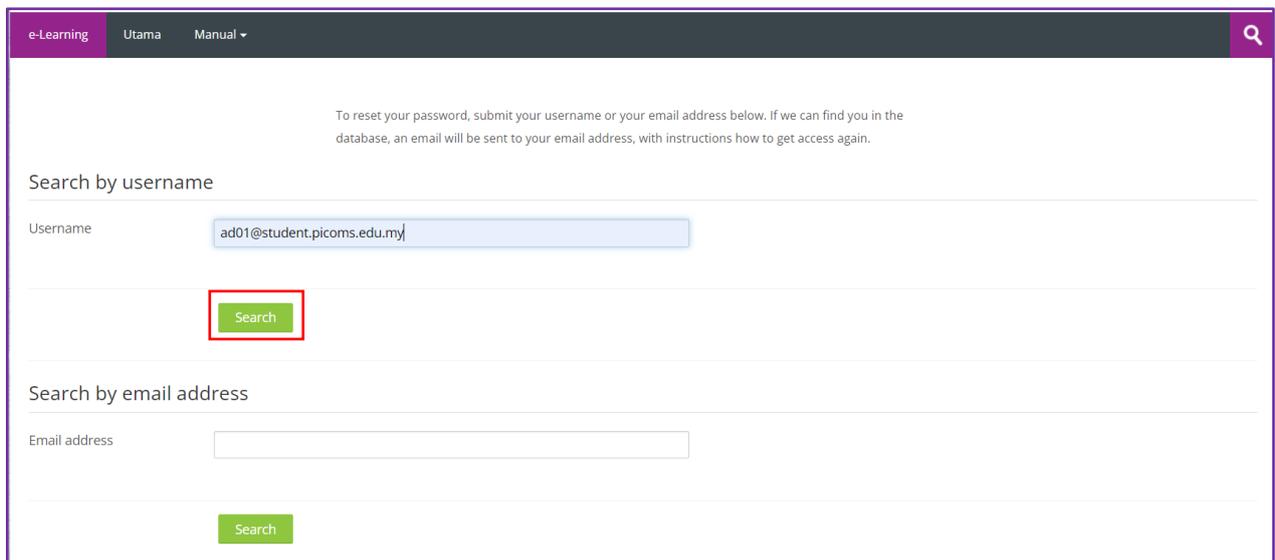
Sign out everywhere ?

- **Forget Password**

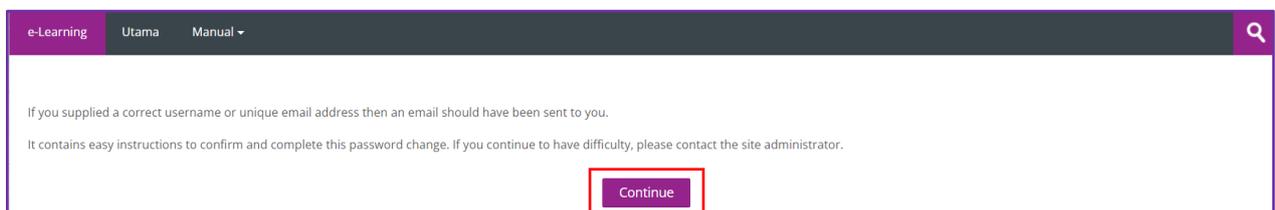
7. Click on "Forget your username or password?".



8. Click on button Search.



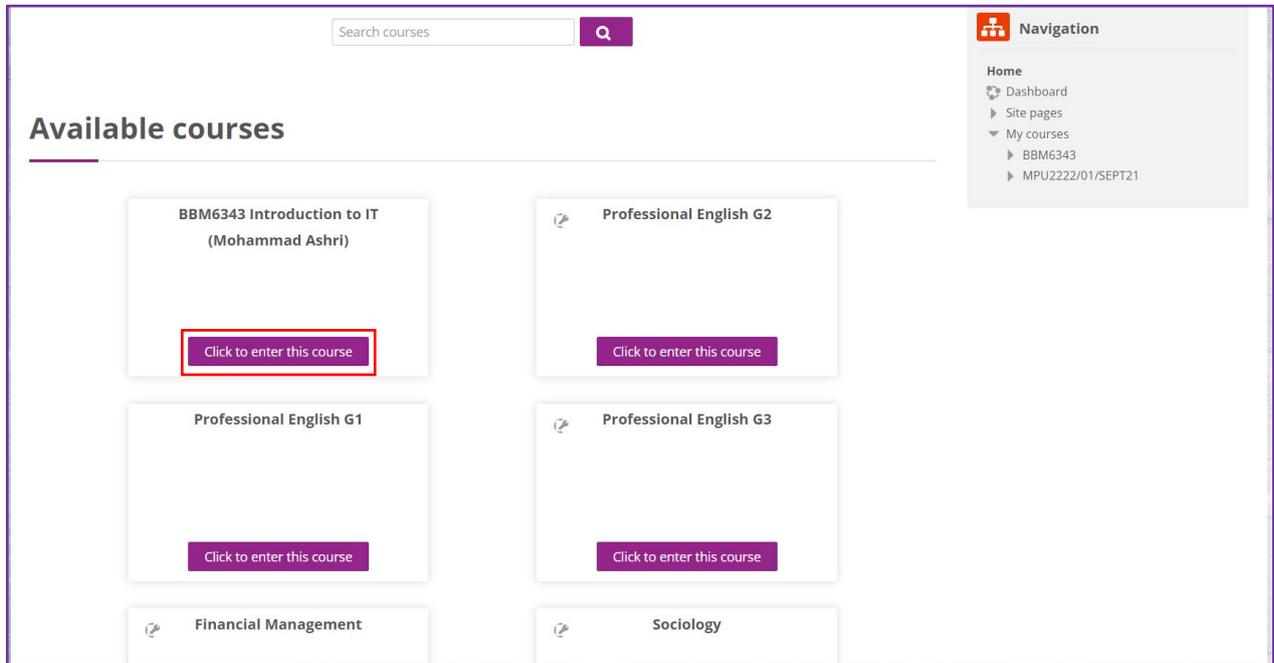
9. Click on button Continue.



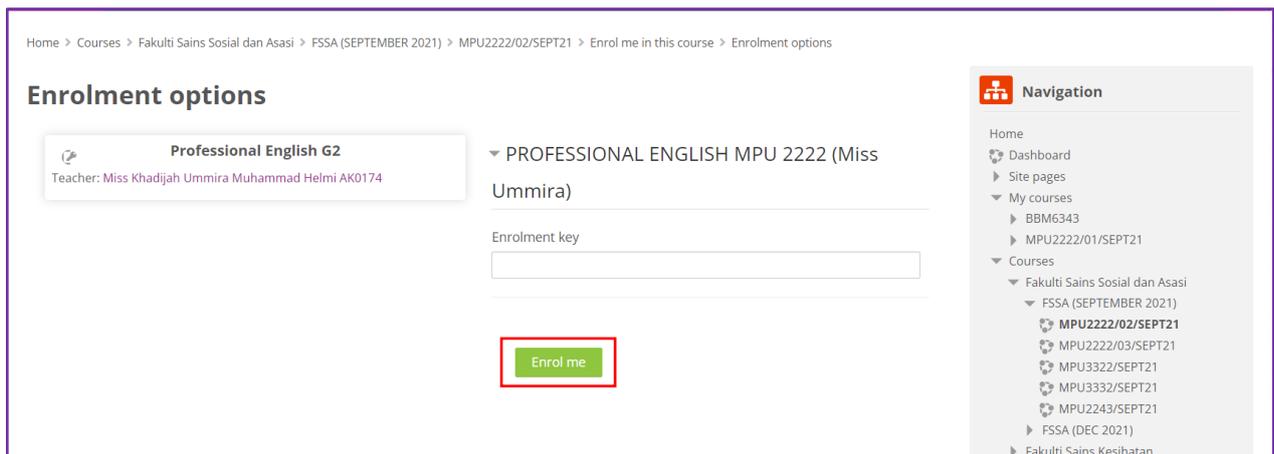
- **Enroll Courses**

10. The following screen will be displayed.

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



12. Click **enroll me** button.



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

Home > My courses > MPU2222/01/SEPT21

Google Meet Link

Google Meet Link - DMA DOT DML SEP 21 / APRIL 21 / DEC 20 Mark as done

Class schedule:
Monday (11.00 am - 1.00 pm)
Wednesday (9.00 am - 11.00 am)

WEEK 1

- Public Speaking
- Presentation

WEEK 2

- Resume Writing / Cover Letter
- Cover Letter
- CLASS RECORDING - RESUME Mark as done
- In-Class Activity 3 / Job Advertisement

Navigation

- Home
- Dashboard
- Site pages
- My courses
 - BBM6343
 - MPU2222/01/SEPT21
 - Participants
 - Badges
 - Competencies
 - Grades
 - Google Meet Link
 - WEEK 1
 - WEEK 2
 - WEEK 3
 - WEEK 4
 - WEEK 5
 - Cuti Pertengahan Semester
 - WEEK 6
 - WEEK 7
 - REVISION WEEK
 - Peperiksaan Akhir

Administration

- Course administration

Opened: Tuesday, 16 November 2021, 12:00 AM
Due: Tuesday, 23 November 2021, 12:00 AM Mark as done

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

Home > Dashboard

Recently accessed courses

- Google Meet Link
- Professional English G1** (highlighted with a red box)

Navigation

- Home
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- Site pages
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 - BBM6343
 - MPU2222/01/SEPT21

Timeline

No upcoming activities due

Private files

No files available

Online users

2 online users (last 5 minutes)

- Siti | MA
- SITI AISAH BINTI SABRI PT0180

Course overview

All (except removed from view) | Course name | Card

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

The screenshot shows a course page for 'MPU2222/01/SEPT21'. The main content area is titled 'Google Meet Link' and includes a class schedule for Monday and Wednesday. It is divided into 'WEEK 1' and 'WEEK 2' sections, each containing various activities like 'Public Speaking', 'Presentation', 'Resume Writing / Cover Letter', and 'CLASS RECORDING - RESUME'. At the bottom, there are 'Opened' and 'Due' dates and a 'Mark as done' button. On the right side, a 'Navigation' menu is highlighted with a red box, listing options such as 'Home', 'Dashboard', 'Site pages', 'My courses', 'BBM6343', 'MPU2222/01/SEPT21', 'Participants', 'Badges', 'Competencies', 'Grades', 'Google Meet Link', 'WEEK 1-7', 'Cuti Pertengahan Semester', 'REVISION WEEK', and 'Peperiksaan Akhir'. Below the navigation menu is an 'Administration' section with a 'Course administration' option.

Home > My courses > MPU2222/01/SEPT21

Google Meet Link

Google Meet Link - DMA DOT DML SEP 21 / APRIL 21 / DEC 20 Mark as done

Class schedule:
Monday (11.00 am - 1.00 pm)
Wednesday (9.00 am - 11.00 am)

WEEK 1

- Public Speaking
- Presentation

WEEK 2

- Resume Writing / Cover Letter
- Cover Letter
- CLASS RECORDING - RESUME Mark as done
- In-Class Activity 3 / Job Advertisement

Navigation

- Home
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 - WEEK 1
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 - WEEK 3
 - WEEK 4
 - WEEK 5
 - Cuti Pertengahan Semester
 - WEEK 6
 - WEEK 7
 - REVISION WEEK
 - Peperiksaan Akhir

Administration

- Course administration

Opened: Tuesday, 16 November 2021, 12:00 AM
Due: Tuesday, 23 November 2021, 12:00 AM Mark as done

- **Attendance**

16. Click on **Attendance**.

WEEK 6

-  Meeting & Minutes of Meeting
-  Attendance Mark as done
-  Minutes of Meeting - In Class Activity 5

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
-  Minutes of Meeting
-  TEST 2
Please complete this test within 45 minutes.
-  Attendance - 17 Nov 2021 Mark as done

Opened: Tuesday, 16 November 2021, 9:00 AM
Due: Tuesday, 16 November 2021, 5:00 PM

Mark as done

Opened: Saturday, 13 November 2021, 10:15 AM
Closed: Saturday, 13 November 2021, 11:00 AM

To do: View

17. Attendance will be display on the next page.

Attendance

DMA DOT DML SEPTEMBER 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	

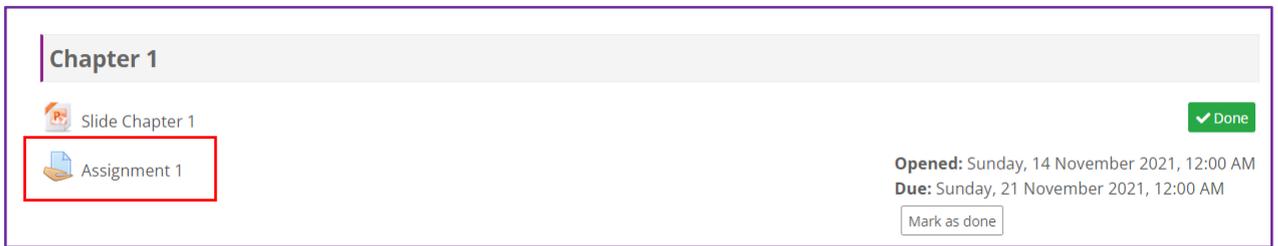
Taken sessions: 0

Points over taken sessions: 0 / 0

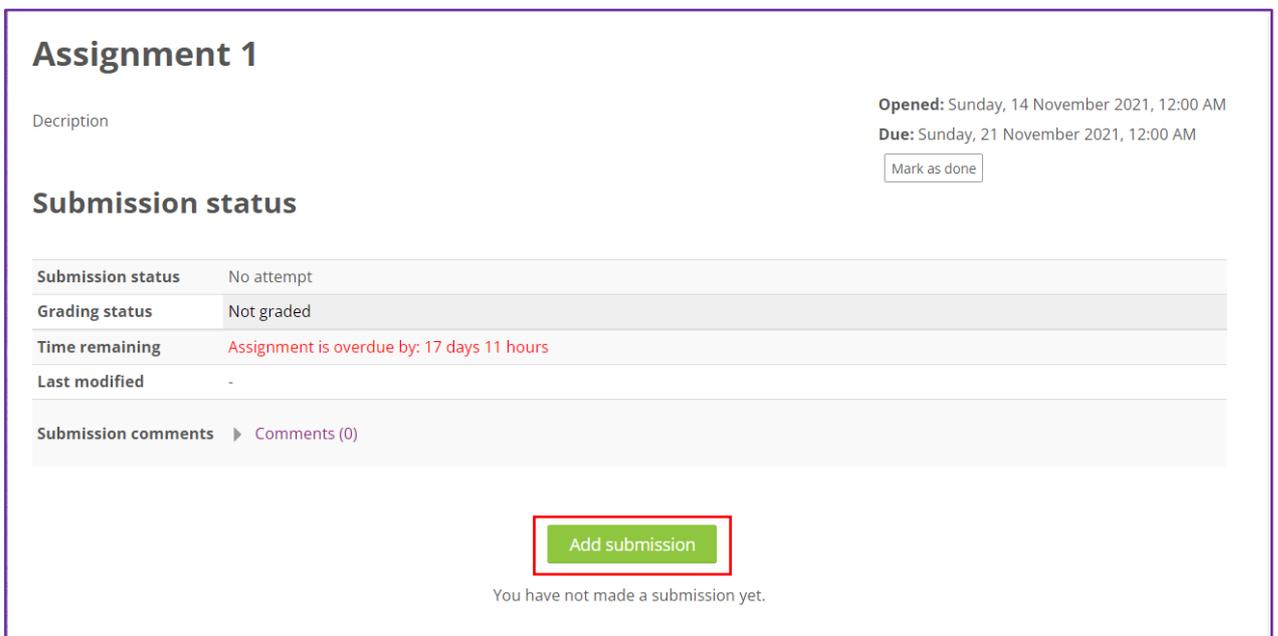
Percentage over taken sessions: 0.0%

- **Assignment**

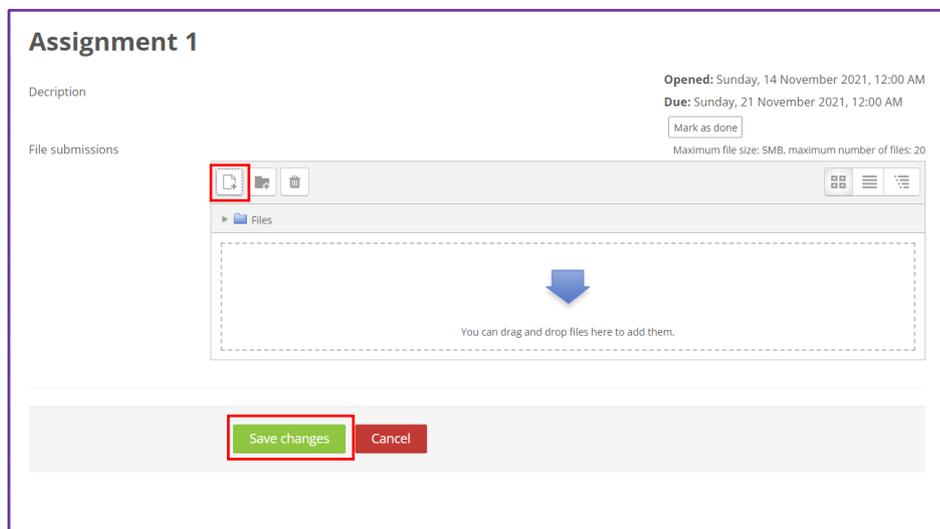
18. Click on **Assignment** for submission.



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



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



- **Quiz**

21. Click on **Testing**.

 Attendance - 17 Nov 2021 Mark as done

 Attendance - 15 Nov 2021

 **Testing** **Opened:** Wednesday, 17 November 2021, 9:49 AM
Closed: Wednesday, 17 November 2021, 10:30 AM

Please answer all the questions 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

Time limit: 30 mins
Grading method: Highest grade

Back to the course

- **Logout**

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

