Quick Reference Guide for Students
Using APU's Digital Learning Platform for Online Learning

A. Pre-class Preparation:

1. Ensure you have a stable internet connection.
2. Ensure you are able to log into APSpace, Moodle, Student Email and Microsoft Teams.
3. Log in to your Microsoft Teams account (Eg: TP123456@mail.apu.edu.my) .
4. Ensure you are in the appropriate Microsoft Teams Group for your corresponding Classes. You will receive an invitation link from your lecturers. Please check your e-mails for the link.
5. Classes will be shown as an Event in Microsoft Teams. Please ensure you are aware of the timings and the updates by your Lecturer. All classes will be following your timetables as scheduled (Malaysian time – GMT +8)

B. Joining the Livestream (Online Class) in Microsoft Teams

1. At the scheduled time (GMT +8), go to the Microsoft Teams Group for your Class, and be attentive to any new Threads or Posts by your Lecturer.
2. Join the Live session when it has started, and follow along with your Lecturer.
3. Your attendance will be taken "live" using APSpace (QR).

C. Opening Moodle

1. Using APSpace:
a. Head over to APSpace (https://apspace.apu.edu.my) or using your Mobile.
b. Head to the "More" tab in the bottom
c. Look for "Moodle" or simple search "Moodle" in the search bar within the Page.
d. Click on Moodle and you will be automatically redirected to Moodle.

2. Using a Web Browser:
a. Head over to Moodle (https://lms2.apiit.edu.my/).
b. You will be required to log into Moddle using your APKey.
c. Once logged in, you may use Moodle for your Course Materials.

Can I view the recording after the Stream has ended?

Yes. Online Learning will take place in Malaysian time zone (GMT +8). You are required to attend the session based on the above time zone and in line with your usual published Timetable.

NOTE: You can also view the Stream as a recording which will be uploaded by your Lecturer in your Microsoft Teams Group or inside your Class folder in Moodle.

Your attendance for the Class will then be taken after the Stream via Moodle when you open the Class Folder and watch the Stream.

How do I upload my Assignment?

1. Log in to your Moodle account.
2. Navigate to your Class folder, you will see "Add Submission" if there are any submission slots open.
3. Start uploading your Assignment with the required criteria as specified by your Lecturer. Your Lecturer will advise you on the deadline of submission.

Need Technical Assistance? Introducing the VIRTUAL HELP CENTRE

Great news! We have setup a **Virtual Help Centre** to provide you with technical and application support during the **Restricted Movement Order from 18th March 2020**.

Please contact the **Virtual Help Centre at +603-8992 5050 or send an email to assist@apu.edu.my** immediately.

Virtual Help Center Operation Hours:

Monday to Friday

8:00 AM to 09:30 PM

A helpdesk ticket will be created spontaneously whenever you call or email us. You may check the helpdesk status or add comments/respond to your existing ticket. If we need to guide you through remotely – including screen sharing – you will receive a Microsoft Teams call or telephone call from our support team.

We have also enhanced our Knowledge Base (on APSPace) to serve your online learning experience.

If you have **any of the issues listed below,** please contact the Virtual Help Centre immediately:

1. **On-campus Wi-Fi Internet Connection**
2. **Issues related to APKey (Moodle, APSpace, Teams)**
3. **Unable to use tools or facilities provided APU**
4. **Microsoft Office 365 or Helpdesk system**

Tools you should use during e-learning:

- APSpace (web and mobile app)
- Attendix (taking attendance)
- Knowledge Base (web)
- Microsoft Teams (desktop and mobile app)
- Moodle (web)

Meanwhile, do you have any questions? Do visit the Knowledge Base to find the answers you may need: http://kb.sites.apiit.edu.my/.

Last Updated: 17th March 2020