Tutorial on how to Register and Set Up E-Learning

1. Open https://e-learning.my and click Register Now Menu.



2. Fill up all informations.

CHREEK LUBE	HOME ALL COURSES	COURSE CATEGORY	CONTACT US	Q
Registering for this site is easy. Just fill in the field	ds below, and we'll get a new ac	count set up for you in no ti	me.	Type Keywords
ACCOUNT DETAILS				SEARCH
Username (required)				
				COURSE
Email Address (required)				
Choose a Password (required)	Confirm Pas	sword (required)		Å
PROFILE DETAILS Name (required)				- Image Enhancement Online Learning
THIS FIELD CAN BE SEEN BY: EVERYONE CHANGE				Apply to enrol
Location				CAREER CUBE
Student Location This Field Can be seen by everyone change Bio				
R 7 11 66 444 14 14	~	¢ A V	Visual Te	ext

3. Verify CAPTCHA and click COMPETE SIGN UP



4. Check your email after this notification appear on the screen.

HOME / REGISTER Register	
ACTIVATE YOUR ACCOUNT	Type Keywords
You have successfully created your account! To begin using this site you will need to activate your account via the email we have just sent to your address.	SEARCH

5. Click the **link** given and then click the **activate button** to activate the account.

	[E-Learning Malaysia - Career Cube] Activate your account Indox ×					
•	Root User root@localhost <u>via</u> e- to me ▼	7:06 PM (10 minutes ago)	☆ ♠	:		
		E-Learning Malaysia - Career Co	ube			
		Hi syifazul,				
		Thanks for registering!				
		To complete the activation of your account, go to the following link: <u>https:</u> learning.my/activate-2/3hWklq5hucXO7ozPdlXUxWH7ngCoKRCx/				

Activate y	our Account
Please provide a	valid activation key.
Activation Key:	3hWklq5hucXO7ozPdlXUxV
Activate] <>

6. Click **home** button, scroll down and click the **course**.

HOME ALL COURSES	COURSE CATEGORY	CONTACT US	۹
HOME COU	ALL COURSES COURSE CATEGORY CONTACT US ISOURCE INFORMATION INFORMATION INFORMATION Best courses from best Instructors on the worlds favorite site INFORMATION I	s q 15	SYIFA
	Apply to enroll ★★★★★★ 월16		

7. Click Apply For Course button.

CAREER CUBE	OME ALL COURSES	COURSE CATEGORY	CONTACT US	Q	_	SYIFA
HOME MEMBERS ACTIVITY						
This online course exposes graduates with the ethical and customize their appearance in various work, task and soc are dealing with the parties involved.	professional appearance al situations. Participants	e of the corporate world. P s will be able to give a conv	articipants will learn I incing perception if t	now to hey	Apply for Cours 186 SEATS LEFT	e T
Module 1 : Introduction				+	60 DAYS 200 SEATS	©
Module 2: Building Professional Look				+	COURSE CERTIFICATE	Ex
Module 3 - Building Professional Behavio	ır			+	f ≇ G in	
Module 4: Basic Communication at Workp	lace			+		
One step to finish course				+		JLED

8. Click Message Us on Facebook button and send to us your email.



9. You may need to wait for a few minutes for the instructor to approve you. Then, reload/refresh your chrome until **Start Course button appear.** Click the Start Course button to start your learning.

CAREER CUBE	HOME ALL COURSES COURSE CATEGORY	CONTACT US Q	SYIFA
17 STU	JOENTS		
HOME MEMBERS ACTIVITY			ひ
This online course exposes graduates with the ethical customize their appearance in various work, task and are dealing with the parties involved.	and professional appearance of the corporate world. Par social situations. Participants will be able to give a convir	ticipants will learn how to cing perception if they	START COURSE
Module 1 : Introduction		59 DAYS 200 SEA	TS L
Module 2: Building Professional Look		COURSI	
Module 3 - Building Professional Behav	iour	+ *	⊌ G in
Module 4: Basic Communication at Wor	kplace	+ 17 :	STUDENTS ENROLLED
One step to finish course		+	

10. You **must** watch the video or read all the contents in the modules and click MARK THIS UNIT COMPLETE BUTTON.

Image Enhancement Online Learning Time Remaining : 59 Days	÷	● ^{© 10 MINUTES} Unit 1 – How this course works?	INSTRUCTOR
		How this course works? - Module 1 - Unit 1 Elearnin	
Module 1 : Introduction —		•Enhance your image	
Unit 1 – How this course works?		Improve your	
Unit 2 – The importance of professional image		Interaction	
Quiz 1		• Increase your confidence	
Module 2: Building Professional Look +		your confidence at different workplace situation > YouThbe	
Module 3 - Building Professional Behaviour		Unit 1- How this course works	1 111 (1 -1000)
Module 4: Basic Communication at Workplace +		Assalamualaikum and a very good day. Welcome to this online course for Image Enhan Learning. To ensure you fully benefit from this Course, you need to have with you the workbook sp this Course.	cement Online
One step to finish course +	*	MARK THIS UNIT COMPLETE	

11. To proceed to the next modules, you need to click **NEXT UNIT** button.



12. Click **ASK QUESTION** and click **Post Question** if you want to ask any question about the content in the unit. Instructor will reply to your question as soon as possible. Other users may see your question and reply them too, however, please make sure the answers you want to know are true/valid answers.

Image Enhancement Online Learning Time Remaining : 59 Days	Asnaw Segak 7 HOURS AGO Macam mana nak jadikan video high res? 1st time pakai sistem mcm ni.	REPLY
Module 1 : Introduction —	fazil tamziz 7 HOURS AGO Please explain more	REPLY
Unit 1 – How this course works?		
Unit 2 – The importance of professional image	Hi how are you?	
Quiz 1		REPLY
Module 2: Building Professional Look		
Module 3 - Building Professional Behaviour	Post Question Cancel	
Module 4: Basic Communication at Workplace +		

13. At the end of the modules 1, 3 and 4 will has 1 quiz, meanwhile in module 2 will have 2 quizzes. Click **PROCEED TO QUIZ** button until a reminder appears.

Image Enhancement Online Learning Time Remaining : 59 Days	← Image Is The Projection of Personal Branding and Reputation 3 Important Areas of Image Appearance Behaviour Communication	
Module 1 : Introduction _	DISCUSSION	
Unit 1 – How this course works?	fazii tamziz 11 HOURS AGO Where do you get this fact?	
Unit 2 – The importance of professional image		REPLY
Quiz 1	NUR MASTURA MANSOR 11 HOURS AGO try reply, nak tengok keluar apa	
Module 2: Building Professional Look +		REPLY
Module 3 - Building Professional Behaviour +	Nik Akmal 11 HOURS AGO On what research or based that your refer for this 1st impression?	REPLY
Module 4: Basic Communication at Workplace +	ASK QUESTION	
One step to finish course		
	< PREVIOUS UNIT	PROCEED TO QUIZ

14. From this reminder, it is important to know that you **need to answer those quizzes in 20 minutes** and **cannot leave your computer** while taking the quizzes.

Module 1 : Introduction	- ^	6	20 MINUTES		\bigcirc
Unit 1 – How this course works?	0	Qu	uiz 1		20:00
Unit 2 – The importance of professional image	0				
Quiz 1	•			DEMINDER!	
Module 2: Building Professional Look	+			CAREER CUBE	
Module 3 - Building Professional Behaviour	+			This quiz should be answere within 20 minutes.	
Module 4: Basic Communication at Workplace	+			please do not leave y ing this quiz.	
Last step to complete the course	+				
BACK TO COURSE					
REVIEW COURSE					
FINISH COURSE					
		< PREVIOUS UNIT		START QUIZ	

15. Click Start Quiz button to start the quiz.



16. Click **Submit Quiz** button after answering all questions.

Module 1 : Introduction -	. ^	🖶 🛛 20 minutes	\frown
Unit 1 – How this course works?	~	Quiz 1	19:10
Unit 2 – The importance of professional image			Progress:2/2
Quiz 1			
Module 2: Building Professional Look		How many seconds does it takes for other person to decide whether to like you or otherwise?	Ø1
		○ 3 seconds	
Module 3 - Building Professional Benaviour		7 seconds 15 seconds	
Module 4: Basic Communication at Workplace		30 seconds	
Last step to complete the course		will impact your personal branding and personal reputation.	Ø1
		Professional image	
BACK TO COURSE		 Financial management 	
		Public presentation	
REVIEW COURSE		Social media posting	
FINISH COURSE			
	< PREVIOUS	UNIT SUBMIT QUIZ SAVE QUIZ PROGRESS	

17. You need to repeat step 10 until 16 for the next modules.

18. When you are already at the final assessment, do remind that this questions should be answered within 1 hour. Please do not leave your laptop or computer while taking this quiz. Click START QUIZ button and you may begin to answer them.

Time Remaining : 59 Days	← Unit 2 : Final Assessment	60:00
Module 1 : Introduction +		
Module 2: Building Professional Look	-REMINDERI	
Module 3 - Building Professional Behaviour	This quiz should be answered CAREER CUBE	
Module 4: Basic Communication at Workplace +	Please do not leave your laptop or computer	
One step to finish course -	Willio	
Unit 1: It's A Wrap 🥑		
Unit 2 : Final Asessment		
BACK TO COURSE		
REVIEW COURSE		

19. Click **Finish Course** button after completed the final assessment.



20. Click **view certificate** if you want to view or download the certificate. Click **Finish Course** if you want to go back to the course.



21. Click **Post Review** to submit a review. Click **Message Us on Facebook** if you have any problems with the e-learning.

Write a Review	200 SEATS to COURSE CERTIFICATE E
Review Title	f 🏼 G in
 Review Rating: ★★★★★	17 STUDENTS ENROLLED
good	
POST REVIEW	Message Us on Facebook

22. To view your result, click **your name** on the upper right and then click **Courses**.

CAREER CUBE Graduates Career Advancement Center	HOME ALL COURSES	COURSE CATEGORY	CONTACT US	Q	₽	SYIFA
N (C	17 STUDENTS				Syifa 0 VIEW PRO © LOGOUT	FILE
HOME MEMBERS ACTIVITY			13		DASHBOARD	0
				$\leq >$	COURSES	A
COURSE EVALUATED					STATS	4
			an ann ann a			
CONGRATULATIONS ! YOU'VE SUCCESSFUL	Y PASSED THE COURSE AND EARNED TO	HE COURSE COMPLETION CERT	IFICATE ! VIEW CERTIFI	CATE	GROUPS	
YOU'VE OBTAINED 63/100 IN COURSE IMAGE	ENHANCEMENT ONLINE LEARNING				SETTINGS	*
		_	200 SEATS	21		
vvrite a Review	Write a Review			COURSE CERTIFICATE	Ex	
Review Title					f ¥ G in	
bagus						
Review Rating: 🚖 🚖 🚖 🚖 🚖					17 STUDENTS ENR	OLLED

23. Click **RESULTS** to know your scores per quizzes.

HOME ALL COURSES COURSE CATEGORY CONTACT US	Q		SYIFA	
DASHBOARD COURSES 3 ACTIVITY PROFILE NOTIFICATIONS 17 MESSAGES 9 FRI	IENDS 0	GROUPS 0	SETTINGS	
MY COURSES RESULTS STATS				
QUIZ RESULTS				
☑ Quiz 2.1	3/6	SUBMITTED 26 MINUTES, 44 SECONDS AGO	V RESULTS AVAILABLE	
Quiz 4	3/3	SUBMITTED 22 MINUTES, 25 SECONDS AGO	VRESULTS AVAILABLE	
Quiz 3	2/4	SUBMITTED 23 MINUTES, 51 SECONDS AGO	VAILABLE	
Quiz 2	5 / 8	SUBMITTED 29 MINUTES, 47 SECONDS AGO	VAILABLE	
Quiz 1	2/2	SUBMITTED 33 MINUTES, 9 SECONDS AGO	VRESULTS AVAILABLE	
VIEWING 1 OUT OF 2			1 2	

24. Click **STATS**. Here you may view/download certificate, review the course, know your overall scores and view details of the scores.

MY COURSES RESULTS STATS	TO VIEW DETAILS OF SCORES
Image Enhancement Online Learning AVERAGE PERCENTAGE : 25	TO REVIEW THE COURSE FOR COURSE F