ABOUT THIS STUDENT MANUAL


This handy user manual will guide you to use the CIDOS in your learning successfully. CIDOS is a web-based solution designed specifically for efficient and effective control over curriculum document inventory, teaching and learning (T&L) materials, and knowledge sharing. It is a tool that supports the T&L via the Internet between lecturers and students.

CIDOS will help you;

- reach curriculum document.
- access T&L materials anytime and anywhere through internet connection.
- engage with different learning styles and unique educational environment.
- improved collaboration and interactivity among friends and lecturers.
- monitor your learning progress effectively.

This user manual only use example of resources and activities as a guidance to use CIDOS easily. The real one depends on your lecturers.

Wishing you the very best!
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1. **ACCESSING CIDOS**

2. **LOG IN**

1. Fill in the **Username** and **Password**.

2. Click on the login button.

3. Click on polytechnic LMS icon (e.g. **LMS PUO** for Ungku Omar Polytechnic).

   You will be redirected to CIDOS e-Learning main page.

4. Click on the department at the **Course categories** section.
5. Choose the sub-categories by clicking the course code and course name.

6. Click on lecturer platform to enter the main page.
7. If the enrollment key is needed, get it from the lecturer first. Then fill the key.

8. Click Enrol me in this course button.

9. The main page will be displayed.
3. ACCESS A RESOURCE

Resources: note/additional note/linked website provided by the lecturer to give an information about the taught lessons.

1. Click the link to view or download a note or link to other available note.

2. It can be downloaded such as pdf file, PowerPoint and Word by click the links.
NOTE:

1) CIDOS icons

<table>
<thead>
<tr>
<th>ICON</th>
<th>TYPE</th>
<th>INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>📁</td>
<td><strong>Resources</strong></td>
<td>Plain text note or website link.</td>
</tr>
<tr>
<td>📡</td>
<td><strong>Resources</strong></td>
<td>File can be downloading (e.g. word, PowerPoint, adobe reader).</td>
</tr>
<tr>
<td>📚</td>
<td><strong>Resources</strong></td>
<td>Directory to course files.</td>
</tr>
<tr>
<td>🌐</td>
<td><strong>Resources</strong></td>
<td>Website or learning object link.</td>
</tr>
<tr>
<td>📋</td>
<td><strong>Assignment</strong></td>
<td>Require to prepare uploading work. Typical assignments – e.g. essay, project, report and so on – also include assignment grading.</td>
</tr>
<tr>
<td>🗓</td>
<td><strong>Chat</strong></td>
<td>Allows having a real-time synchronous discussion via the web. Useful way to get a different understanding of each other and the topic being discussed.</td>
</tr>
<tr>
<td>📖</td>
<td><strong>Database</strong></td>
<td>Allows building, displaying and searching a bank of record entries about any conceivable topic.</td>
</tr>
<tr>
<td>🗣</td>
<td><strong>Forum</strong></td>
<td>Allows discussion to take place.</td>
</tr>
<tr>
<td>🤔</td>
<td><strong>Quiz</strong></td>
<td>Question e.g. essay, matching, multiple choice, short answer and true/false. Also include assignment grading.</td>
</tr>
<tr>
<td>📜</td>
<td><strong>Feedback</strong></td>
<td>A customized survey or evaluation.</td>
</tr>
</tbody>
</table>

2) Moving To Next Section (at the page header)

1. Click the link to go to previous page (the mouse over link will be underlined). Or,
2. **Jump to…** dropdown list - quick access to other resources/activities.
4. **ACCESS AN ACTIVITY**

Activity - Assignment, Chat, Database, Forum, Feedback and Quiz. Example as below:

<table>
<thead>
<tr>
<th>2</th>
<th>13 - 19 December 2010 : Week 2 - Chapter 1b Open Office Intro</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td>Assignment 1</td>
</tr>
<tr>
<td><strong>A</strong></td>
<td>Assignment 2</td>
</tr>
<tr>
<td><strong>A</strong></td>
<td>Assignment 3</td>
</tr>
<tr>
<td><strong>A</strong></td>
<td>Assignment 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3</th>
<th>20 - 26 December 2010 : Week 3 - Chapter 1c Open Office Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>📋 Chat Room - Spreadsheet Features</td>
<td></td>
</tr>
<tr>
<td>📚 Database F1039 DNS1B</td>
<td></td>
</tr>
<tr>
<td>📝 Forum - The Advantages &amp; Disadvantages of OpenOffice Software</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4</th>
<th>27 December 2010 - 2 January 2011 : Week 4 - Chapter 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️ Quiz 1</td>
<td></td>
</tr>
<tr>
<td>🔄 Feedback - Teaching &amp; Learning Evaluation</td>
<td></td>
</tr>
<tr>
<td>✔️ Quiz B1009 Mathematics</td>
<td></td>
</tr>
</tbody>
</table>

4.1 **Assignment**

There are **4 types** of assignment:

A) Upload multiple files.
B) Online text.
C) Offline activity.
D) Upload a single file.
A) Assignment – Upload Multiple Files

Allows the student to upload one or more files in any format depends on the assignment’s requirements.

4.1.1 Submit an Assignment

1. Click Assignment 1.

2. Read the question. There is also assignment’s available date and due date.

3. To upload the answer file, click Browse button.

4. After the file is selected, click Upload this file button.

5. The selected files will be displayed on the page (click to delete a file).

6. If there any other files to upload, repeat step 3 - 4.
7. Click **Send for marking** button to submit the files.

8. Click **Yes** button to proceed.

9. The submitted assignment can’t be change or update.

### Final submission for assignment marking

Once the assignment is sent for marking, you will no longer be able to delete or attach file(s). Do you want to continue?

8. [Yes] [No]

### Submission

- 01DIP08F2005_Assignment_1.docx
- 01DIP08F2005_Assignment_1A.docx

**Assignment was already submitted for marking and can not be updated**

### 4.1.2 Checking Grade

*Lecturer will inform about the assignment or it can be check regularly at CIDOS whether it already marked or not. If it has been marked, the student will see the grade and the comment.*

1. Click **Assignment 1**.

2. The lecturer’s feedback and grade will be displayed.

   **Assignment 1:** Instruction
   Explain the different levels of PC connections to the internet

   Available from: Monday, 21 February 2011, 08:00 AM
   Due date: Monday, 4 March 2011, 05:00 PM

   Picture of HAIZAM BT MOHAMAD: Thursday, 24 March 2011, 10:32 AM
   **(Comment:)** very good listen keep a good world

   **Submission feedback**

   **Submission**

   - 01DIP08F2005_Assignment_1.docx
   - 01DIP08F2005_Assignment_1A.docx

   **Assignment was already submitted for marking and can not be updated**
B) Assignment – Online Text

Students can edit a text using the normal editing tools and write directly on the Cидос platform.

4.1.3 Submit an Assignment

1. Click Assignment 2.

2. Read the question and click Edit my submission button.

3. Write the answer in the provided section.

4. Click Save changes button at the bottom of the page.

There are a lot of application software for example Microsoft Word, Microsoft PowerPoint, Microsoft Access, Microsoft Excel and Microsoft Publisher. It is always been used in the education matters.
5. The answer will be displayed on the assignment page.

6. Repeat step 2 - 4 to edit the answer.

4.1.4 Checking Grade

Lecturer will inform about the assignment or it can be check regularly at CIDOS whether it already marked or not. If it has been marked, the student will see the grade and the comment.

1. Click Assignment 2.

2. The lecturer’s feedback and the grade will be displayed.

Feedback from the Lecturer

Picture of HAZAM BT MOHAMAD

HAZAM BT MOHAMAD
Thursday, 24 March 2011, 11:32 AM
Grade: 80 / 100

Too short explanation. Put more related information.
C) Assignment – Upload a Single File

Allows the student to upload one file only in any format depends on the assignment’s requirements.

4.1.5 Submit an Assignment

1. Click Assignment 3.

2. Read the question carefully.

3. Click Browse button to select the answer file.

4. Click Upload this file button.

5. Click Continue button to proceed.

6. Repeat steps 3 - 5 to change the file. The old file will be replaced by the new uploaded file.
4.1.6 Checking Grade

Lecturer will inform about the assignment or it can be check regularly at CIDOS whether it already marked or not. If it has been marked, the student will see the grade and the comment.

1. Click Assignment 3.

2. The lecturer’s feedback and the grade will be displayed.

Instruction: Explain step by step how to upload a sing a file

Available from Thursday, 24 February 2011, 12:00 PM
Due date: Monday, 7 March 2011, 12:00 PM

Feedback from the Lecturer

Picture of HAZAM BT. MOHAMAD
HAZAM BT. MOHAMAD
Thursday, 24 March 2011, 11:59 AM
Grade: 80 / 100

Please follow the provided assignment guidance and marking scheme to answer the question properly
**D) Assignment – Offline Activity**

This is useful when the assignment is performed outside the CIDOS. It could be something elsewhere on the web or face-to-face. Students can see a description of the assignment, but can’t upload files or anything and grading works normally.

### 4.1.7 Submit an Assignment

1. Click **Assignment 4**.

2. Read only the assignment description.

   **Instruction:** Describe how offline activity will help you in manage your course page.

   Available from Thursday, 24 February 2011, 02:25 PM
   Due date: Thursday, 3 March 2011, 02:25 PM

### 4.1.8 Checking Grade

Lecturer will inform about the assignment or it can be check regularly at CIDOS whether it already marked or not. If it has been marked, the student will see the grade and the comment.

1. The grade still can be viewed thru online. Click **Assignment 4**.

2. The grade as below.

   **Instruction:** Describe how offline activity will help you in manage your course page.

   Feedback from the Lecturer

   Picture of HAIZAM BT MOHAMAD
   HAIZAM BT MOHAMAD
   Thursday, 24 March 2011, 12:10 PM
   Grade: 95 / 100
   Congrat, keep a GOOD work!
4.2 Chat

Allow a real-time discussion via the web. This is a useful way to get a different understanding of each other and the topic being discussed.

1. Click Chat Room.

2. Click on the link Click here to enter the chat now.

3. The chat room will be displayed.
4. To end the chat room, click ✗ then it will go to previous page.

5. Click View past chat sessions - view previous chat room comment/activity.

6. Click See this session.

7. It will display all the chat room history.

8. Click Continue button to go to previous page.
4.3 Database

Allow build, display and search a bank of record entries.

1. Click Database F1039 DNS1B.

2. Click the dropdown list to change the view setting then click Save settings button.

3. Click View Single tab to view only 1 record on the page.

4. Click Next to move to other records.
5. Click Add entry tab to add new record. Fill ID No, Name, Gender and Address.

6. Click Save and view button to finish.

7. The new record will automatically appear in the list.

8. Click to edit the record and to delete the record.
4.4 Forum

Students and lecturers can exchange ideas by posting comments.

1. Click Forum.

2. Click either Discussion topic or Replies to join the forum.

3. Click Reply to enter the forum.

4. Write your comment then click Post to forum button.

5. The submitted post can be Edit, Delete or Reply.
4.5 Feedback

A survey to give a feedback for certain required information.

1. Click Feedback.

2. Click Answer the questions....

3. Fill the blanks and click Submit Your Answers button.

4. Click Continue button. The feedback just for once.
4.6 Quiz

Types of Quiz - Essay, Matching, Multiple Choice, True/False and Short Answer.

1. Click Quiz 1.

2. Click Attempt quiz now button.

3. Answer all questions and click Submit all and finish button.
4. An information message box will appear and click OK button to proceed the submission.

5. Click Continue button to view the mark.

6. The mark and grade will be displayed. Click Continue to go to previous page.
5. GRADE OF ACTIVITY

1. Click Grades at Administration block on the left of the main page.

2. Click Uncategorised.

3. The marks for all activities that have been done will be displayed specifically.

<table>
<thead>
<tr>
<th>uncategorised Grades</th>
<th>Assignment 1</th>
<th>Assignment 2</th>
<th>Assignment 3</th>
<th>Assignment 4</th>
<th>Quiz 1</th>
<th>Quiz 2</th>
<th>Mathematics</th>
<th>Total</th>
<th>Stats</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100 Raw %</td>
<td>100 Raw %</td>
<td>100 Raw %</td>
<td>100 Raw %</td>
<td>10 Raw %</td>
<td>10 Raw %</td>
<td>10 Raw %</td>
<td>10 Raw %</td>
<td>420 Percent</td>
</tr>
<tr>
<td></td>
<td>92</td>
<td>80</td>
<td>80</td>
<td>60</td>
<td>60</td>
<td>95</td>
<td>95</td>
<td>3.30</td>
<td>0 % 330 78.57%</td>
</tr>
</tbody>
</table>
6. CURRICULUM EVALUATION

This survey gather information on the perception towards the Course General Information, Course Objectives and the acquirement of Learning Outcomes among polytechnic students as prescribed by the respective programme of studies in Polytechnics.

This survey is meant for the purpose of reviewing syllabus implemented in Polytechnics. The findings will be used for improving the curriculum for the respective programmes offered in Polytechnics.

2. Login to CIDOS by filling the username and password.
3. Click Curriculum Evaluation.
4. Click Kajian Persepsi Kurikulum Politeknik.
5. Search and click the program.

6. Read the instruction and click the course.

7. Click Answer the questions....
8. The evaluation form will be displayed. Read the instruction carefully.

9. Answer the questions then click **Submit Your Answers** button.

10. Now the evaluation form already submitted. Click **Continue** button to evaluate other courses.
APPRECIATION

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POLYTECHNIC EDUCATION DEPARTMENT
MINISTRY OF HIGHER EDUCATION

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