Revised 2nd November 2020

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Welcome to City University.

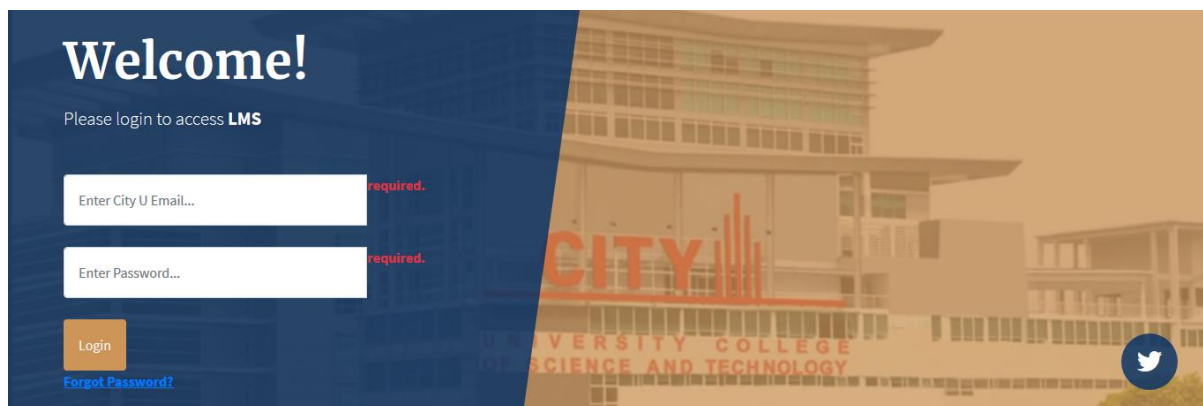Greetings and a warm welcome to City University Malaysia.

At here, we are advocating transformative teaching and learning through technology as a bold and visionary initiative to produce better learning outcomes. We believe such transformation in teaching and learning practices can provide you a valuable and awesome learning experience at City University Malaysia.

This guide on how to use City U Learning Management System (CITY U LMS) will provide you with a step-by-step information in accessing some of the more commonly used learning tools.

CITY U LMS support features such as online course content, online quizzes and assessment, virtual collaboration and interaction, assignment submission, discussion forums and online class. Our online class system allows lectures to be recorded automatically with audio, visual, presentation slides, and other module related content which is then made available to students digitally. In this way, we the lectures is made available for students after class. Student able to skimmed through the entire lecture as they desire, hence enabling them to learn in a self-directed and personalized manner, anytime and anywhere.

ACCESSING CITY U LMS
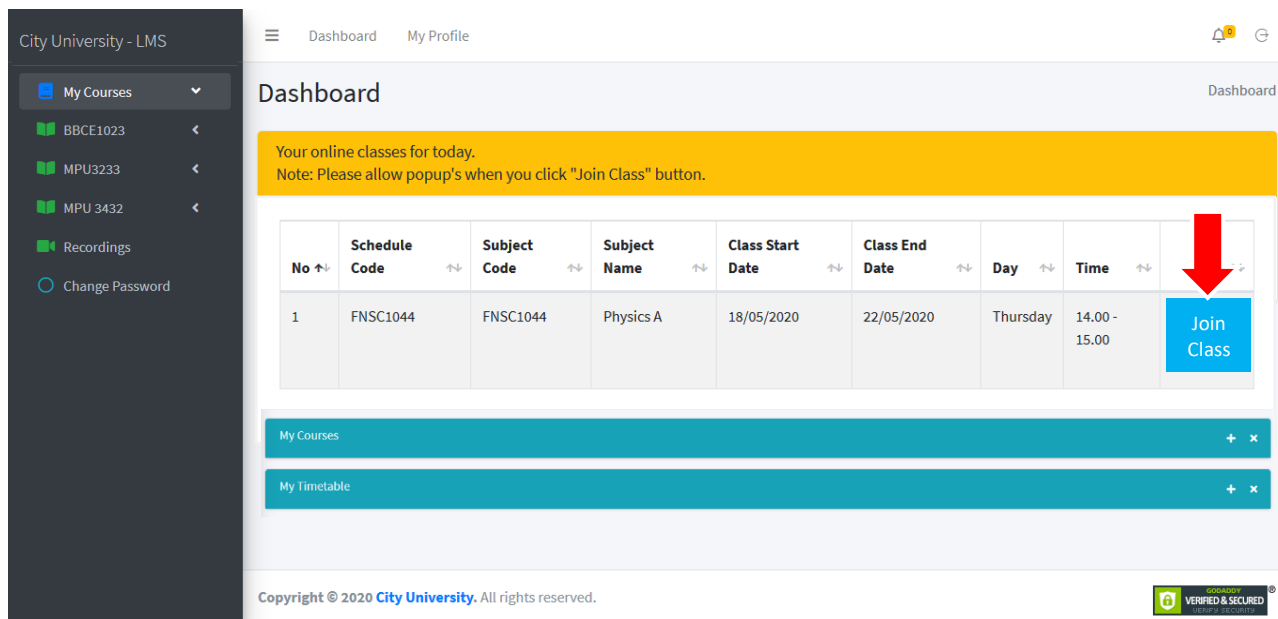
1. Go to www.cityulms.com

2. To login:

    a. Enter your credentials : YourStudentID@student-city.edu.my
        (*example: 201601020005@student-city.edu.my*)

    b. Enter Password: city2020 (*temporary password*)

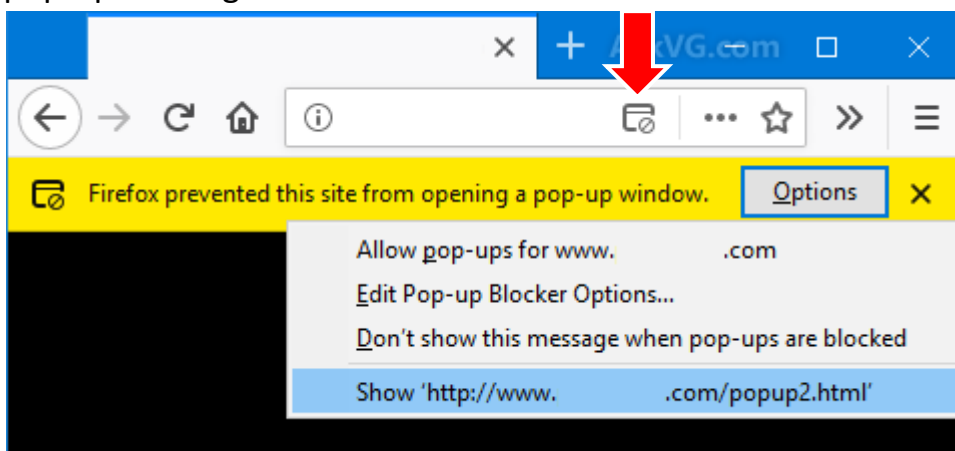**Congratulations! Now let us walk you through on how to attend your classes online.**

We highly recommend you to use Firefox or Chrome browser. (Latest version)

1. After login, the landing page will be your dashboard. Here, you will able to see your class schedule <u>once your teacher has initiate the class</u>. Click on JOIN CLASS.
   Best time to JOIN CLASS is 5 minutes prior to your schedule class timetable. After 15 minutes of the schedule class, you will not be allow to join.
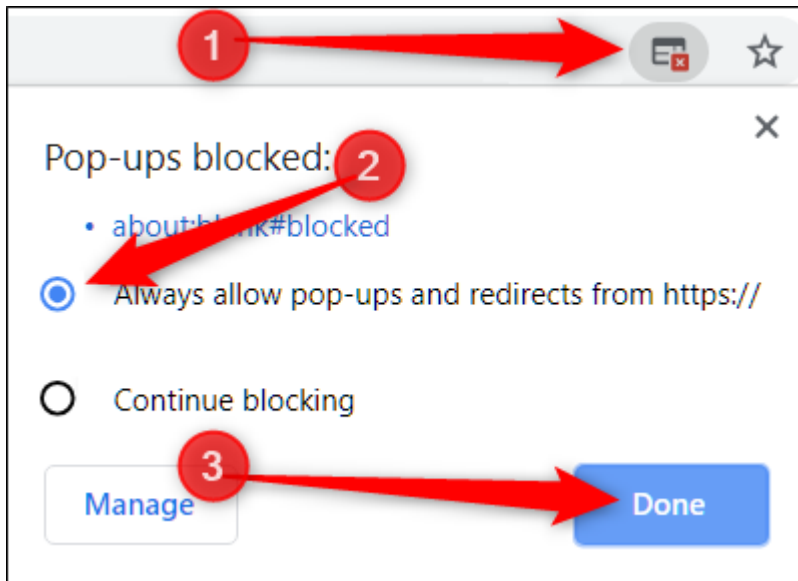

2. check at the top right of your browser to allow pop-ups.

   Allow pop-ups setting for Firefox browser:

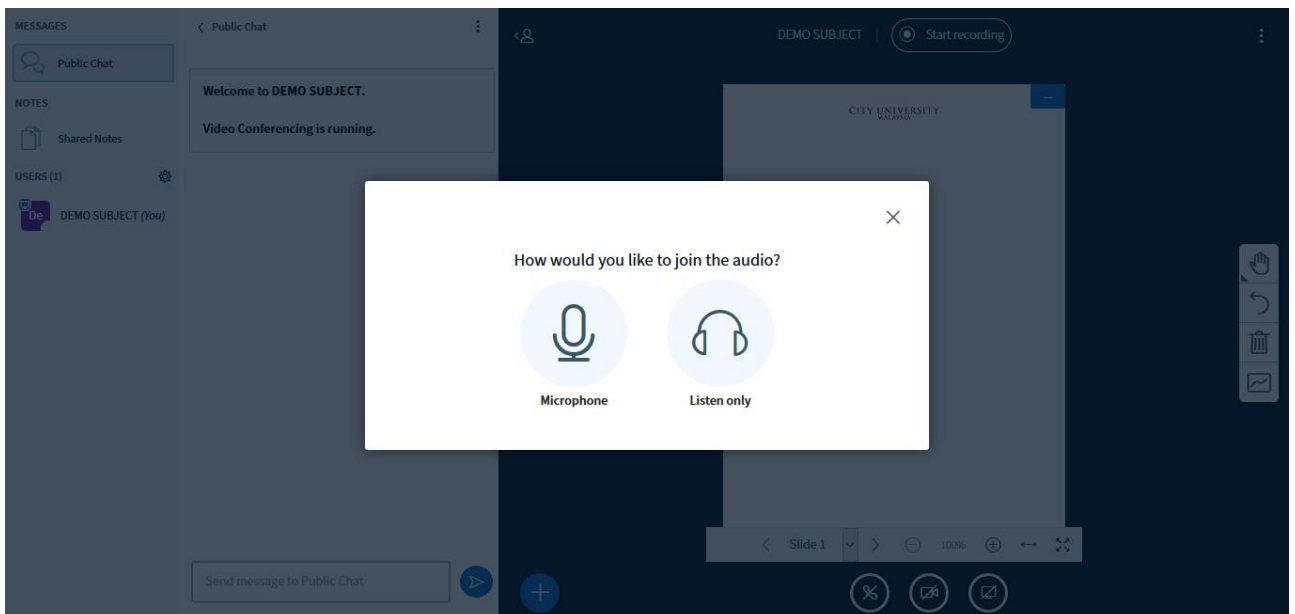   Please select ⦿ Allow Pop-ups (*the 1ˢᵗ option*)
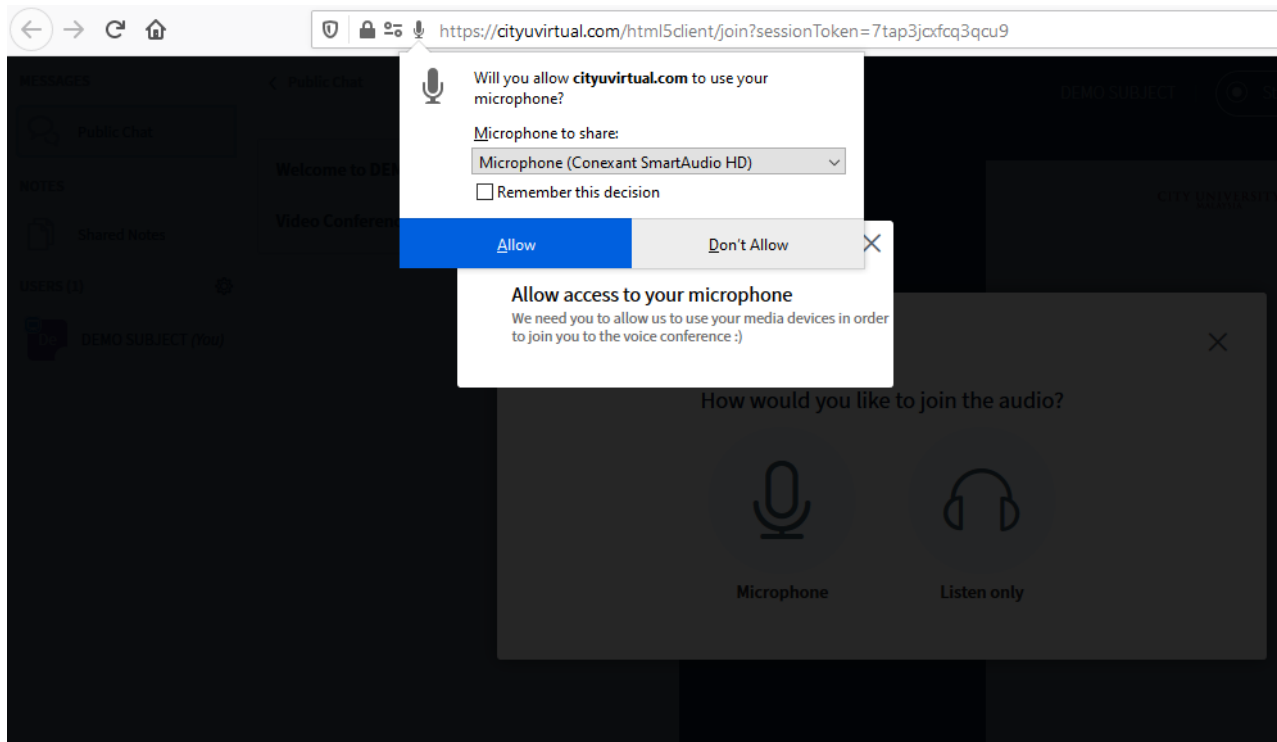
Allow pop-ups setting for Chrome browser:

Please select ⊙ Always allow pop-ups

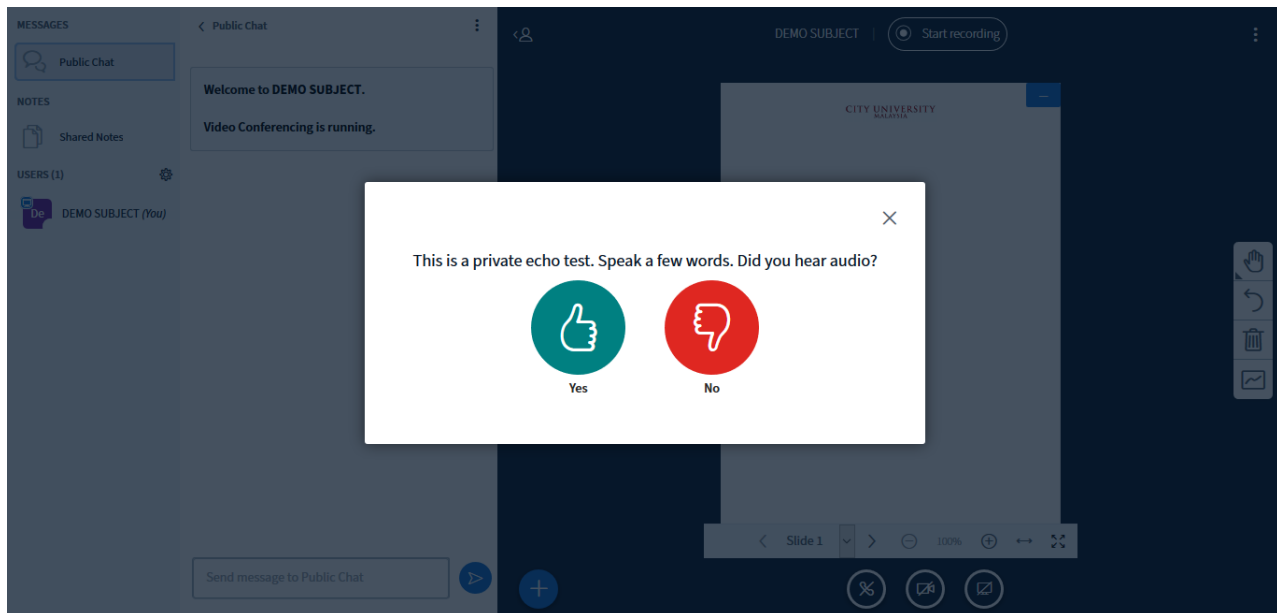**Next, we will walk you through on the Online Class interface.**

1. The Online Class pop-ups will show as below. If you have microphone connected to your device, you can choose Microphone. Otherwise, you choose Listen only.
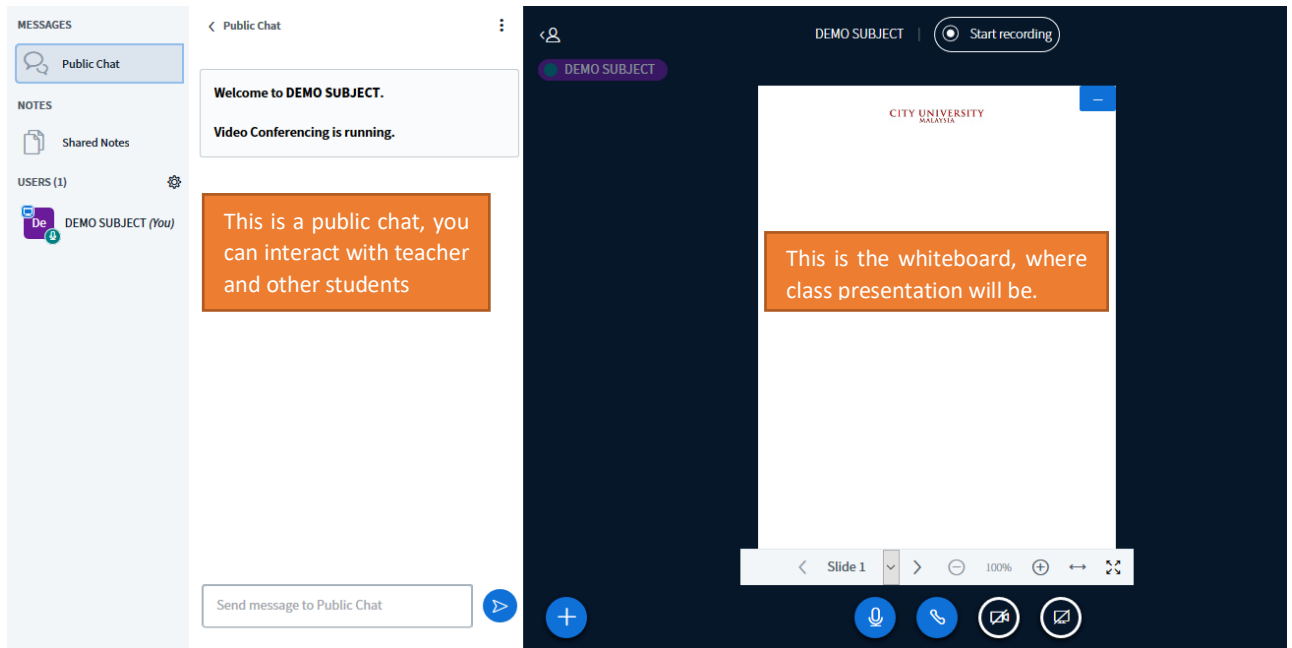
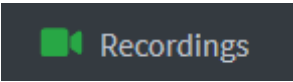2. If you choose Microphone, you will need to Allow microphone share.

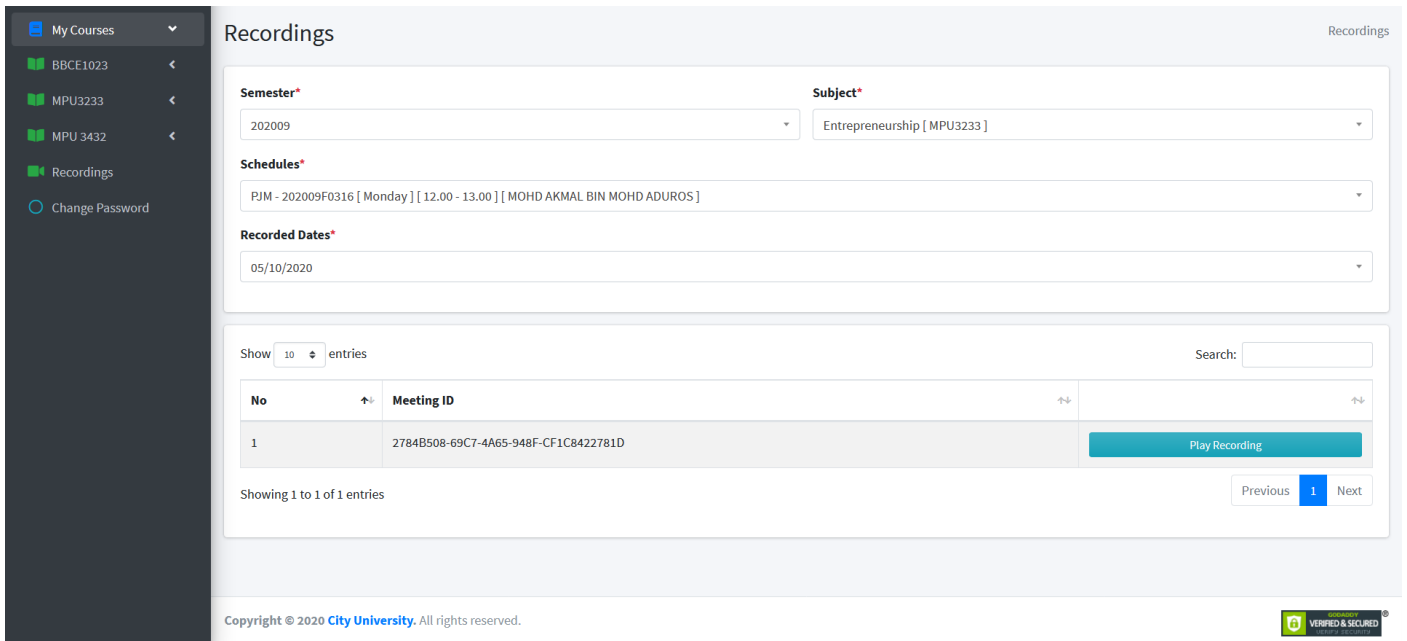3. This is echo test. If you can hear the audio clearly, click Yes to proceed.

4. This is your Online Class Interface.

Viewing your recorded online class session.

Open the menu on your left side and click on [Recordings] buttons.
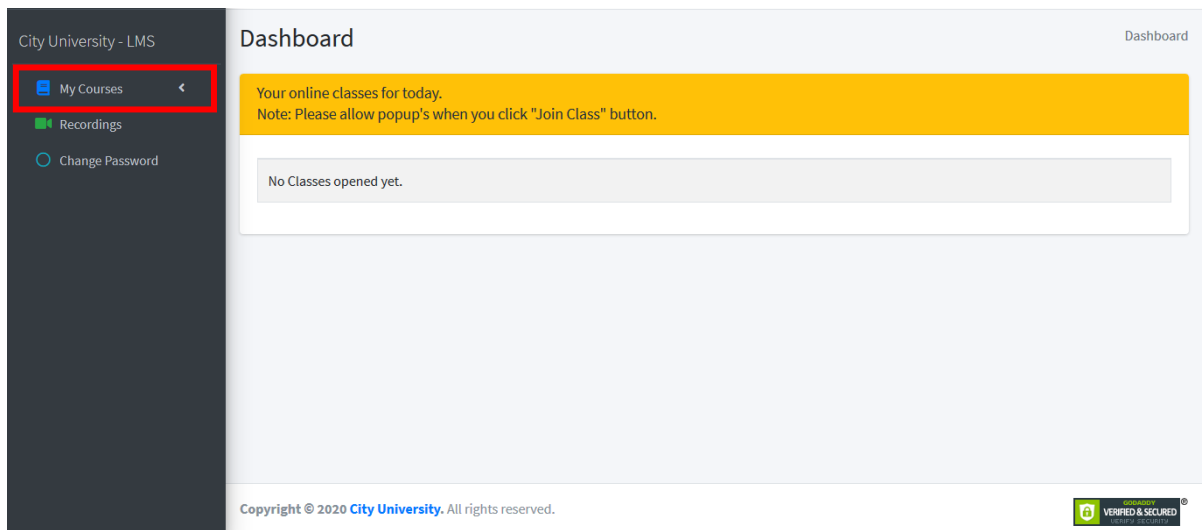
    i.   Choose your current semester

    ii.   Choose your subject

   iii.   Choose your class schedule

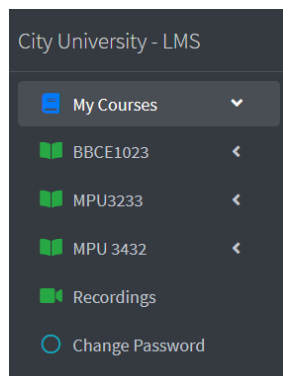   iv.   Choose the available dates

    v.   Click on Play Recording

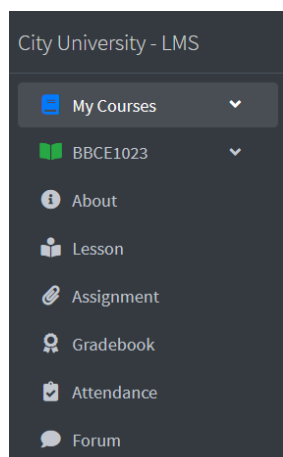## **Let's check where you can view all your learning material on the LMS.**

1. On the LMS landing page, click on My Courses (located at your left panel)

2. List of your enrolled subject will appear. Choose and click you subject

3. Under each course, you will see all the features in teaching & learning.

The following section will guide you through each of the teaching & learning features available in CITY U LMS.

About Page

A detail of your lecturer and you can read the Objective and Synopsis to the subject.

Lesson Page

Select the lesson you wish to access and click on [Learn] button. Your lectures note and other resources will be available on the next page.

Assignment Page

You can find all the assignment questions posted by your lecturer here. Please adhere to the submission date. The red bottom red bar will remain until you have submitted your assignment.

Viewing your assignment question.

1. Click on the **Download Assignment** and save it to your device.

To upload your assignment

1. Click on the Browse... button
2. Select your file
3. Click Upload Assignment

Gradebook Page

Subject: Principles of Macroeconomics   [BBCE1023]

Sidebar

- My Courses
- BBCE1023
  - About
  - Lesson
  - Assignment
  - Gradebook
  - Attendance
  - Forum
- MPU3233
- MPU 3432
- Recordings
- Change Password

Gradebook

No	Assessment Type	Marks
1	Assessment 1	0.00 / 20.00
2	Assessment 2	0.00 / 20.00

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Attendance Page

Subject: Principles of Macroeconomics   [BBCE1023]

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- My Courses
- BBCE1023
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Attendance

Total Classes in LMS	Present	Absent	Percentage
6	6	0	100 %

No	Classcode	Date	Status
1	202009F0352	08/10/2020	Present
2	202009F0352	08/10/2020	Present
3	202009F0352	15/10/2020	Present
4	202009F0352	15/10/2020	Present
5	202009F0352	22/10/2020	Present
6	202009F0352	22/10/2020	Present

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Forum Page

Here is where you can view all the forum posting by your lecturer. You can also post your reply, and read your friends posting.

Subject: Introduction to Journalism [BLMC1033]

Forum View

Show 10 entries   Search:

No	Created Date	Title	Started By	Total Students	Total Posts	Last Posted	
1	06/10/2020	Welcome class to September Semester	MOHAMAD AFIFI BIN YAHAYA	19	3	23/10/2020	View
2	06/10/2020	Introduction to Journalism	MOHAMAD AFIFI BIN YAHAYA	19	16	13/10/2020	View
3	13/10/2020	Week 2 - Intro To Journalism	MOHAMAD AFIFI BIN YAHAYA	25	17	15/10/2020	View
4	27/10/2020	Week 4 - Basic News Writing	MOHAMAD AFIFI BIN YAHAYA	27	6	29/10/2020	View

Showing 1 to 4 of 4 entries   Previous 1 Next

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Sidebar navigation:
- My Courses
- BCOM1093
- BLCC1033
- BLMC1033
- About
- Lesson
- Assignment
- Gradebook
- Attendance
- Forum
- Recordings
- Change Password

Posting a reply

1. Click on the **View** to read the forum discussion.
2. Type in your response in the text editor and click **Post Reply**

Discussion Board : Introduction to Journalism

◉ Oldest to Newest ○ Newest to Oldest

06/10/2020

MOHAMAD AFIFI BIN YAHAYA opened for discussion.   👥 19 members

Hi students,

My name is Mohd Afifi. I am your lecturer for Introduction to Journalism.

1. Please introduce yourself - your name and where you come from?
2. Why you choose Mass Comm?
3. What do you know about Journalism.

Your Post*

Source Sans Pro

Post Reply

What happens if you forgot your password?

If you have changed your password and you forgot, kindly email your respective Program Coordinator with the subject title >> Reset LMS Password [YourStudentID]. We will do our best and revert back to you within 24hours.

Thank you for your time 'walking' with us through the newly implemented Learning Management System. Hope you have a very wonderful learning experience with City University.

For additional help, you can contact our City University LMS Support by emailing to lms.support@city.edu.my