

TLEN Indu Biz LMS

User Guide

Step-by-Step Guide with Screenshots

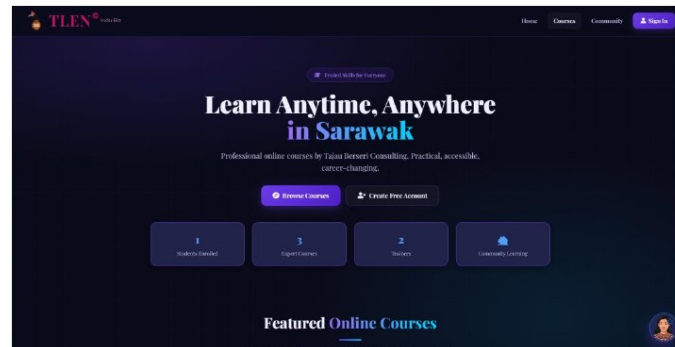
Terjemahan Bahasa Melayu / Malay Translation

TLEN Indu Biz LMS

Panduan Pengguna

Panduan Langkah demi Langkah dengan Tangkapan Skrin

Section 1 – Homepage



Step 1: Open your web browser and navigate to the TLEN Indu Biz | Online Learning Platform website.

Step 2: The homepage displays the tagline 'Learn Anytime, Anywhere in Sarawak' and shows platform statistics: Students Enrolled, Expert Courses, Trainers, and HRDC Claimable status.

Step 3: Two main action buttons are available: Browse Courses (to explore available courses) and Create Free Account (to register a new account).

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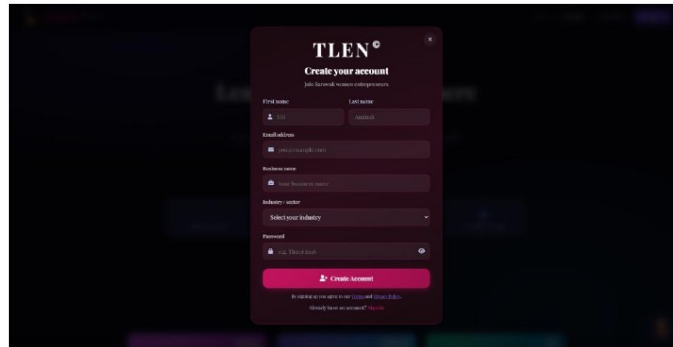
Bahagian 1 – Laman Utama

Langkah 1: Buka pelayar web anda dan navigasi ke laman web TLEN Indu Biz | Platform Pembelajaran Dalam Talian.

Langkah 2: Laman utama memaparkan slogan 'Learn Anytime, Anywhere in Sarawak' dan menunjukkan statistik platform: Pelajar Berdaftar, Kursus Pakar, Jurulatih, dan status Tuntutan HRDC.

Langkah 3: Dua butang tindakan utama tersedia: Browse Courses (untuk meneroka kursus yang ada) dan Create Free Account (untuk mendaftar akaun baharu).

Section 2 – Creating an Account

A screenshot of a mobile application interface for 'TLEN'. The screen displays a 'Create your account' form. At the top, the TLEN logo is visible. Below it, the text 'Create your account' and 'Join Us and start your business' are shown. The form contains several input fields: 'First name' and 'Last name' (with a 'Switch' button), 'Email address', 'Business name', and 'Industry - sector' (a dropdown menu). There is also a 'Password' field with an eye icon to toggle visibility. At the bottom of the form is a pink button labeled 'Create Account'. Below the button, there is a small line of text: 'By clicking on our site, you agree to our Terms and Privacy Policy. Already have an account? Login'.

Step 1: Click the 'Create Free Account' button on the homepage. A registration form will appear.

Step 2: Fill in your First Name and Last Name (e.g., Siti, Aminah).

Step 3: Enter your Email Address in the email field.

Step 4: Enter your Business Name and select your Industry / Sector from the dropdown.

Step 5: Create a secure password (e.g., Tlen@2026). Click the eye icon to show or hide the password.

Step 6: Click 'Create Account' to complete registration. By signing up, you agree to the Terms and Privacy Policy.

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Bahagian 2 – Mencipta Akaun

Langkah 1: Klik butang 'Create Free Account' pada laman utama. Borang pendaftaran akan muncul.

Langkah 2: Isikan Nama Pertama dan Nama Akhir anda (cth., Siti, Aminah).

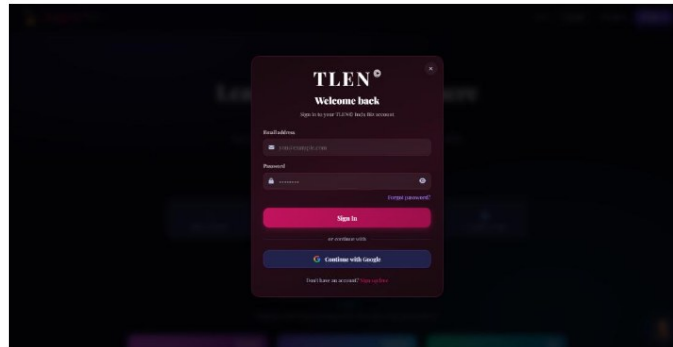
Langkah 3: Masukkan Alamat E-mel anda dalam medan e-mel.

Langkah 4: Masukkan Nama Perniagaan anda dan pilih Industri / Sektor anda daripada senarai jantai bawah.

Langkah 5: Cipta kata laluan yang selamat (cth., Tlen@2026). Klik ikon mata untuk menunjukkan atau menyembunyikan kata laluan.

Langkah 6: Klik 'Create Account' untuk melengkapkan pendaftaran. Dengan mendaftar, anda bersetuju dengan Terma dan Dasar Privasi.

Section 3 – Signing In



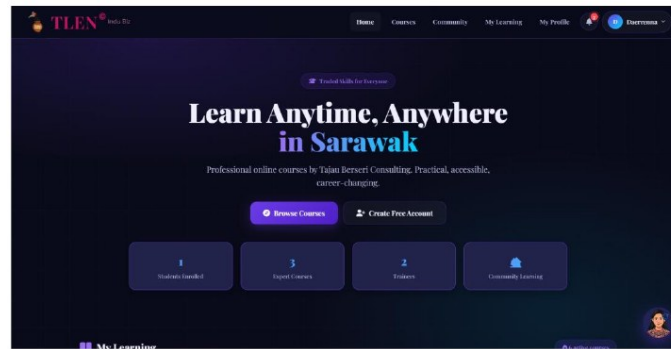
- Step 1:** Click 'Sign In' or the 'Already have an account? Sign in' link on the registration form.
- Step 2:** The 'Welcome back' login modal will appear. Enter your registered Email Address.
- Step 3:** Enter your Password. Click the eye icon to toggle password visibility.
- Step 4:** Click the 'Sign In' button to log in to your account.
- Step 5:** Alternatively, click 'Continue with Google' to sign in using your Google account.
- Step 6:** If you have forgotten your password, click 'Forgot password?' to initiate a password reset.

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Bahagian 3 – Log Masuk

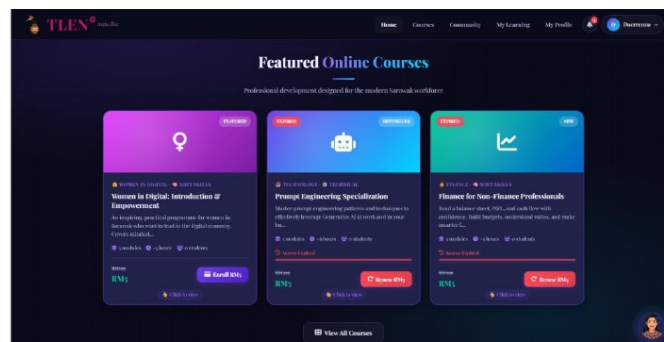
- Langkah 1: Klik 'Sign In' atau pautan 'Already have an account? Sign in' pada borang pendaftaran.
- Langkah 2: Modal log masuk 'Welcome back' akan muncul. Masukkan Alamat E-mel berdaftar anda.
- Langkah 3: Masukkan Kata Laluan anda. Klik ikon mata untuk togol keterlihatan kata laluan.
- Langkah 4: Klik butang 'Sign In' untuk log masuk ke akaun anda.
- Langkah 5: Sebagai alternatif, klik 'Continue with Google' untuk log masuk menggunakan akaun Google anda.
- Langkah 6: Jika anda terlupa kata laluan, klik 'Forgot password?' untuk memulakan penetapan semula kata laluan.

Section 4 – Navigating the Platform After Login



Step 1: After signing in, the full navigation bar appears at the top showing: Home, Courses, Community, My Learning, My Profile, a notification bell, and your account name.

Step 2: The homepage now reflects updated platform statistics. You can click 'Browse Courses' to explore available courses.



Step 3: Scroll down to the Featured Online Courses section to see highlighted courses (e.g., Women in Digital, Prompt Engineering Specialisation, Finance for Non-Finance Professionals).

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Bahagian 4 – Menavigasi Platform Selepas Log Masuk

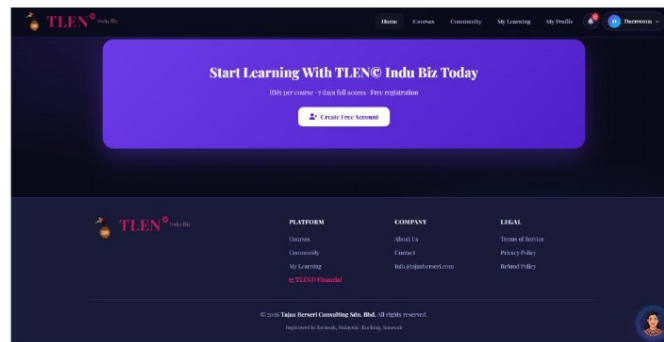
Langkah 1: Selepas log masuk, bar navigasi penuh muncul di bahagian atas menunjukkan: Home, Courses, Community, My Learning, My Profile, loceng pemberitahuan, dan nama akaun anda.

Langkah 2: Laman utama kini mencerminkan statistik platform yang dikemas kini. Anda boleh klik 'Browse Courses' untuk meneroka kursus yang tersedia.

Langkah 3: Tatal ke bawah ke bahagian Featured Online Courses untuk melihat kursus yang diserlahkan (cth., Women in Digital, Prompt Engineering Specialisation, Finance for Non-Finance Professionals).

Step 4: Each course card shows the course title, category tags, a short description, number of modules, duration, and price.

Step 5: Click 'Enrol RM5' on any course card to enrol, or 'Click to view' to see full course details.



Step 6: Continue scrolling to reach the bottom of the page. A banner reads 'Start Learning With TLEN Indu Biz Today – RM5 per course. 7 days full access. Free registration.'

Step 7: The footer section contains platform links (Courses, Community, My Learning), company info (About Us, Contact, info email), and legal pages (Terms of Service, Privacy Policy, Refund Policy).

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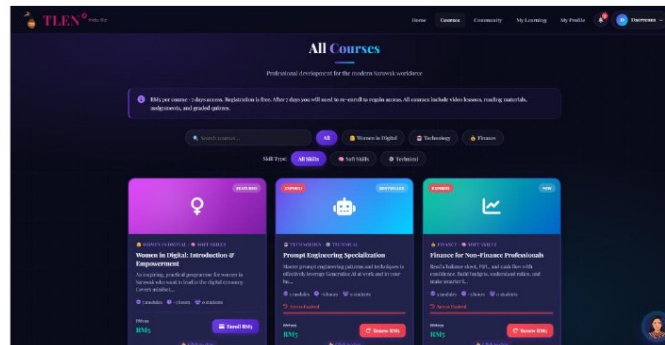
Langkah 4: Setiap kad kursus menunjukkan tajuk kursus, tag kategori, penerangan ringkas, bilangan modul, tempoh, dan harga.

Langkah 5: Klik 'Enrol RM5' pada mana-mana kad kursus untuk mendaftar, atau 'Click to view' untuk melihat butiran kursus penuh.

Langkah 6: Teruskan menatal untuk mencapai bahagian bawah halaman. Sepanduk berbunyi 'Start Learning With TLEN Indu Biz Today – RM5 per course. 7 days full access. Free registration.'

Langkah 7: Bahagian pengaki mengandungi pautan platform (Courses, Community, My Learning), maklumat syarikat (About Us, Contact, e-mel info), dan halaman undang-undang (Terms of Service, Privacy Policy, Refund Policy).

Section 5 – Browsing All Courses



Step 1: Click 'Courses' in the top navigation bar to open the All Courses page.

Step 2: A blue notice explains the access policy: courses are RM5 per course with 7 days full access. After 7 days, re-enrolment is required. All courses include video lessons, reading materials, assignments, and graded quizzes.

Step 3: Use the Search bar to search for courses by keyword.

Step 4: Filter by category using the tab buttons (All, Women in Digital, Technology, Finance) or by Skill Type (All Skills, Soft Skills, Technical).

Step 5: Browse course cards which display the course title, category tags, description, module count, duration, and price.

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Bahagian 5 – Melayari Semua Kursus

Langkah 1: Klik 'Courses' dalam bar navigasi atas untuk membuka halaman All Courses.

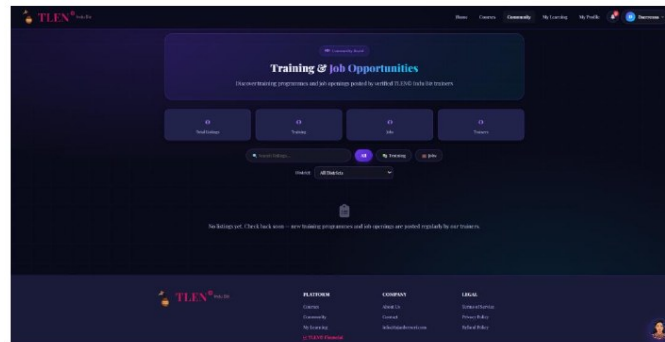
Langkah 2: Notis biru menerangkan dasar akses: kursus berharga RM5 setiap kursus dengan akses penuh 7 hari. Selepas 7 hari, pendaftaran semula diperlukan. Semua kursus termasuk pelajaran video, bahan bacaan, tugasan, dan kuiz bergred.

Langkah 3: Gunakan bar Carian untuk mencari kursus mengikut kata kunci.

Langkah 4: Tapis mengikut kategori menggunakan butang tab (All, Women in Digital, Technology, Finance) atau mengikut Jenis Kemahiran (All Skills, Soft Skills, Technical).

Langkah 5: Layari kad kursus yang memaparkan tajuk kursus, tag kategori, penerangan, bilangan modul, tempoh, dan harga.

Section 6 – Community Board



Step 1: Click 'Community' in the top navigation bar to open the Community Board.

Step 2: The board is titled 'Training & Job Opportunities' and shows listings posted by verified TLEN Indu Biz trainers.

Step 3: At the top, summary statistics show the total number of Listings, Training programmes, Jobs, and Trainers.

Step 4: Use the search bar or filter by District and listing type (All, Training, Jobs) to find relevant opportunities in your area.

Step 5: If no listings have been posted yet, a message will inform you that new programmes and job openings are added regularly.

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Bahagian 6 – Papan Komuniti

Langkah 1: Klik 'Community' dalam bar navigasi atas untuk membuka Papan Komuniti.

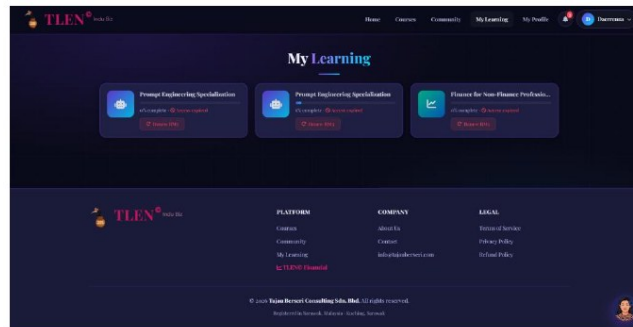
Langkah 2: Papan bertajuk 'Training & Job Opportunities' dan menunjukkan senarai yang disiarkan oleh jurulatih TLEN Indu Biz yang disahkan.

Langkah 3: Di bahagian atas, statistik ringkasan menunjukkan jumlah bilangan Senarai, program Latihan, Pekerjaan, dan Jurulatih.

Langkah 4: Gunakan bar carian atau tapis mengikut Daerah dan jenis senarai (All, Training, Jobs) untuk mencari peluang yang berkaitan di kawasan anda.

Langkah 5: Jika tiada senarai telah disiarkan lagi, mesej akan memaklumkan anda bahawa program baharu dan kekosongan pekerjaan ditambah secara berkala.

Section 7 – My Learning



Step 1: Click 'My Learning' in the top navigation bar to view all your enrolled courses.

Step 2: Each course card displays the course name, an icon, your completion percentage (e.g., 0% complete), and the number of days remaining in your access period (e.g., 6 days left).

Step 3: Click the 'Continue' button on any course to resume learning from where you last stopped.

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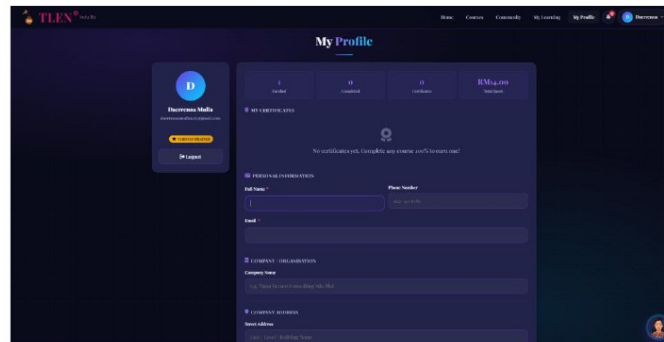
Bahagian 7 – Pembelajaran Saya

Langkah 1: Klik 'My Learning' dalam bar navigasi atas untuk melihat semua kursus yang anda daftar.

Langkah 2: Setiap kad kursus memaparkan nama kursus, ikon, peratusan penyediaan anda (cth., 0% selesai), dan bilangan hari yang tinggal dalam tempoh akses anda (cth., 6 hari lagi).

Langkah 3: Klik butang 'Continue' pada mana-mana kursus untuk meneruskan pembelajaran dari tempat anda berhenti terakhir kali.

Section 8 – My Profile

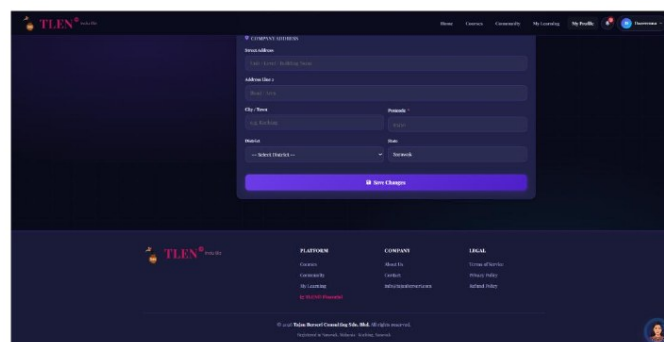


Step 1: Click your name or avatar in the top-right corner to open the user dropdown menu, then click 'My Profile'.

Step 2: Your profile page shows four key stats at the top: number of courses Enrolled, Completed, Certificates earned, and Total Amount Spent.

Step 3: Under 'My Certificates,' your earned certificates will appear here. Complete any course 100% to earn a certificate.

Step 4: Fill in your Personal Information: Full Name, Email Address, and Phone Number.



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Bahagian 8 – Profil Saya

Langkah 1: Klik nama atau avatar anda di sudut kanan atas untuk membuka menu jantai bawah pengguna, kemudian klik 'My Profile'.

Langkah 2: Halaman profil anda menunjukkan empat statistik utama di bahagian atas: bilangan kursus Berdaftar, Selesai, Sijil diperolehi, dan Jumlah Wang Dibelanjakan.

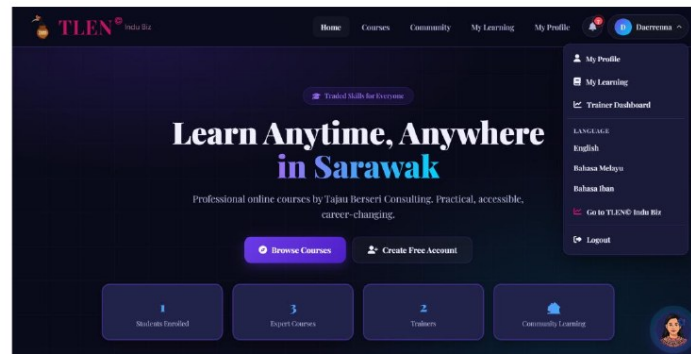
Langkah 3: Di bawah 'My Certificates,' sijil yang anda peroleh akan muncul di sini. Selesaikan mana-mana kursus 100% untuk mendapat sijil.

Langkah 4: Isikan Maklumat Peribadi anda: Nama Penuh, Alamat E-mel, dan Nombor Telefon.

Step 5: Scroll down to the Company / Organisation section. Enter your Company Name.

Step 6: Under Company Address, fill in your Street Address (Unit/Level/Building Name), Address Line 2 (Road/Area), City/Town, Postcode, District (select from dropdown), and State.

Step 7: Click the 'Save Changes' button to save all your profile updates.



Step 8: The user dropdown menu (click your name/avatar, top-right) shows different options depending on your account role.

Step 9: Admin users see: My Profile, My Learning, Admin Dashboard, Language selector (English / Bahasa Melayu / Bahasa Iban), and Logout.

Step 10: Standard users see: My Profile, My Learning, Become a Trainer, Language selector, and Logout.

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Langkah 5: Tatal ke bawah ke bahagian Syarikat / Organisasi. Masukkan Nama Syarikat anda.

Langkah 6: Di bawah Alamat Syarikat, isikan Alamat Jalan (Unit/Aras>Nama Bangunan), Baris Alamat 2 (Jalan/Kawasan), Bandar, Poskod, Daerah (pilih dari senarai jantai bawah), dan Negeri.

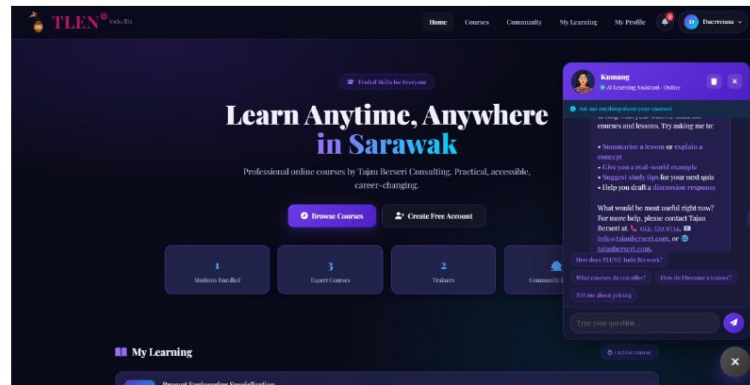
Langkah 7: Klik butang 'Save Changes' untuk menyimpan semua kemas kini profil anda.

Langkah 8: Menu jantai bawah pengguna (klik nama/avatar anda, kanan atas) menunjukkan pilihan berbeza bergantung pada peranan akaun anda.

Langkah 9: Pengguna Admin melihat: My Profile, My Learning, Admin Dashboard, pemilihan Bahasa (English / Bahasa Melayu / Bahasa Iban), dan Logout.

Langkah 10: Pengguna Biasa melihat: My Profile, My Learning, Become a Trainer, pemilihan Bahasa, dan Logout.

Section 9 – AI Learning Assistant (Kumang)



Step 1: Look for the Kumang AI chatbot icon at the bottom-right corner of any page and click it to open the chat window.

Step 2: Kumang will greet you: 'Hi [Name]! I'm Kumang, your learning assistant. I can help you understand lessons, summarise concepts, give examples, or answer questions about your courses.'

Step 3: Click one of the suggested prompt buttons (e.g., 'How does TLEN Indu Biz work?', 'What courses do you offer?', 'How do I become a trainer?', 'Tell me about pricing') or type your own question in the text box.

Step 4: Press the send button to submit your question and receive a response.

Step 5: To clear the conversation, click the icon. To close the Kumang window, click x.

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Bahagian 9 – Pembantu Pembelajaran AI (Kumang)

Langkah 1: Cari ikon chatbot AI Kumang di sudut kanan bawah mana-mana halaman dan kliknya untuk membuka tettingkap sembang.

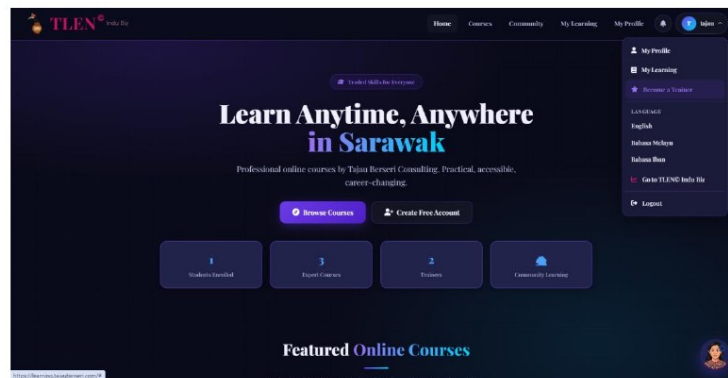
Langkah 2: Kumang akan menyambut anda: 'Hi [Nama]! Saya Kumang, pembantu pembelajaran anda. Saya boleh membantu anda memahami pelajaran, merumuskan konsep, memberi contoh, atau menjawab soalan tentang kursus anda.'

Langkah 3: Klik salah satu butang gesaan yang dicadangkan (cth., 'How does TLEN Indu Biz work?', 'What courses do you offer?', 'How do I become a trainer?', 'Tell me about pricing') atau taip soalan anda sendiri dalam kotak teks.

Langkah 4: Tekan butang hantar untuk menghantar soalan anda dan menerima respons.

Langkah 5: Untuk mengosongkan perbualan, klik ikon tersebut. Untuk menutup tettingkap Kumang, klik x.

Section 10 – Becoming a Trainer



Step 1: Click your name/avatar in the top-right corner. As a standard (non-admin) user, you will see a 'Become a Trainer' option in the dropdown menu.

Step 2: Click 'Become a Trainer' to open the trainer registration form.

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Bahagian 10 – Menjadi Jurulatih

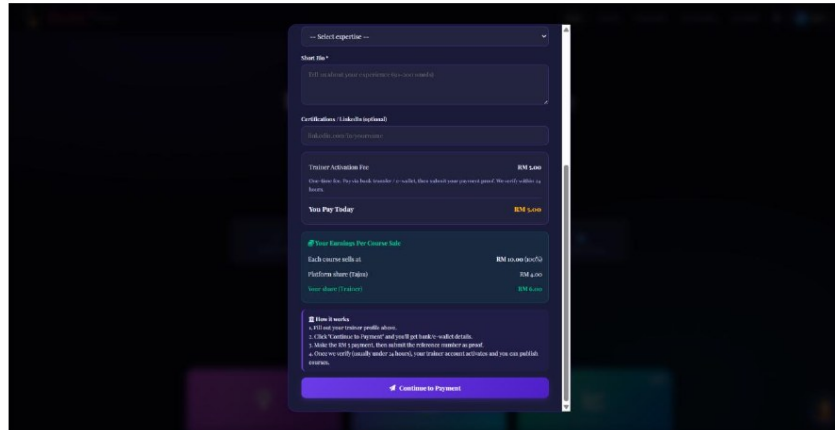
Langkah 1: Klik nama/avatar anda di sudut kanan atas. Sebagai pengguna biasa (bukan admin), anda akan melihat pilihan 'Become a Trainer' dalam menu junta bawah.

Langkah 2: Klik 'Become a Trainer' untuk membuka borang pendaftaran jurulatih.

Step 3: The 'Become a TLEN Indu Biz Trainer' form opens. Review the Trainer Requirements: you must be a registered user, must complete the trainer profile, pay a one-time RM10 activation fee, and your listings will be reviewed before publishing.

Step 4: Fill in the trainer form: Full Name, Phone number, Email address, Area of Expertise (select from dropdown), and Short Bio (50–200 words about your experience and qualifications).

Step 5: Optionally, add your Certifications / LinkedIn profile URL in the provided field.



Step 6: Scroll down to review the fee and earnings summary. The Trainer Activation Fee is RM10 (one-time payment).

Step 7: Your Earnings Per Course Sale: each course sells at RM5 – platform share (Tajau) is RM2, your trainer share is RM3.

Step 8: Read the 'How it works' instructions: (1) Fill trainer profile, (2) Click 'Continue to Payment' for bank/e-wallet details, (3) Make RM10 payment and submit reference number(REF123456), (4) Admin verifies within 24 hours and activates your account, (5) you got the notification that your course is already verified

Step 9: Click 'Continue to Payment' to proceed.

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Langkah 3: Borang 'Become a TLEN Indu Biz Trainer' dibuka. Semak Keperluan Jurulatih: anda mesti pengguna berdaftar, mesti melengkapkan profil jurulatih, bayar yuran pengaktifan RM10 sekali sahaja, dan senarai anda akan disemak sebelum diterbitkan.

Langkah 4: Isikan borang jurulatih: Nama Penuh, Nombor Telefon, Alamat E-mel, Bidang Kepakaran (pilih dari senarai juntai bawah), dan Bio Ringkas (50–200 patah perkataan tentang pengalaman dan kelayakan anda).

Langkah 5: Secara pilihan, tambah URL Sijil / profil LinkedIn anda dalam medan yang disediakan.

Langkah 6: Tatal ke bawah untuk menyemak ringkasan yuran dan pendapatan. Yuran Pengaktifan Jurulatih ialah RM10 (bayaran sekali sahaja).

Langkah 7: Pendapatan Anda Setiap Jualan Kursus: setiap kursus dijual pada RM5 – bahagian platform (Tajau) ialah RM2, bahagian jurulatih anda ialah RM3.

Langkah 8: Baca arahan 'How it works': (1) Isi profil jurulatih, (2) Klik 'Continue to Payment' untuk butiran bank/e-dompet, (3) Buat bayaran RM10 dan hantar nombor rujukan (REF123456), (4) Admin mengesahkan dalam masa 24 jam dan mengaktifkan akaun anda, (5) anda mendapat pemberitahuan bahawa kursus anda telah disahkan.

Langkah 9: Klik 'Continue to Payment' untuk meneruskan.

Step 10: On the 'Submit Payment Proof' page, select your Payment Method from the dropdown (bank transfer or e-wallet).

Step 11: Enter the Reference / Transaction ID from your payment receipt.

Step 12: Confirm the Amount Paid (RM10.00) and enter the Date Paid.

Step 13: Add any optional Notes (e.g., which account you paid from).

Step 14: Click 'Submit for Verification.' The admin will review within 24 hours and your trainer account will be activated automatically once verified.

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Langkah 10: Pada halaman 'Submit Payment Proof', pilih Kaedah Pembayaran anda dari senarai jantai bawah (pindahan bank atau e-dompet).

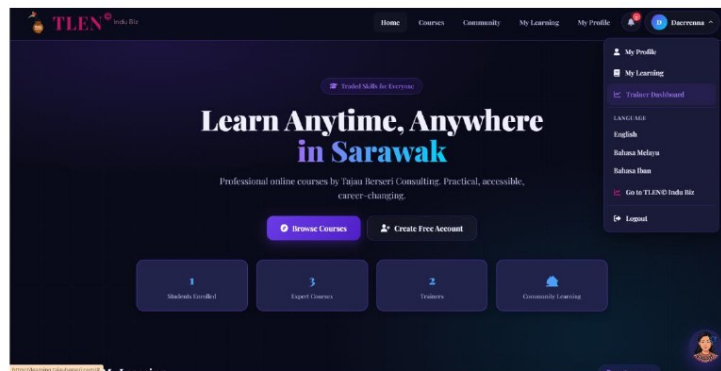
Langkah 11: Masukkan ID Rujukan / Transaksi dari resit pembayaran anda.

Langkah 12: Sahkan Jumlah Dibayar (RM10.00) dan masukkan Tarikh Bayaran.

Langkah 13: Tambah sebarang Nota pilihan (cth., akaun mana yang anda bayar).

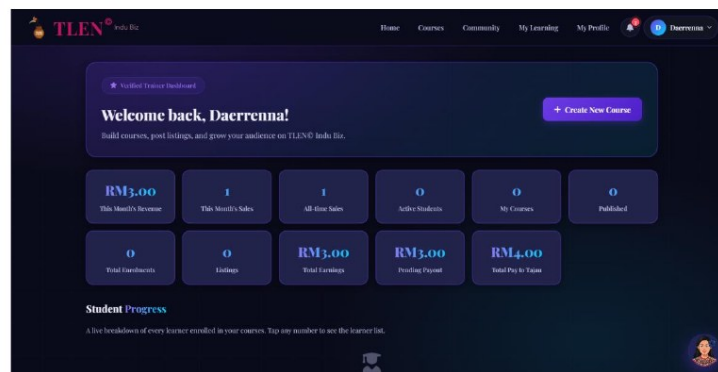
Langkah 14: Klik 'Submit for Verification.' Admin akan menyemak dalam masa 24 jam dan akaun jurulatih anda akan diaktifkan secara automatik setelah disahkan.

Section 11 – Trainer Dashboard Overview



Step 1: Once your trainer account is activated, click your name/avatar in the top-right corner.

Step 2: The dropdown menu now includes a 'Trainer Dashboard' option. Click it to access your trainer overview.



Step 3: The Trainer Dashboard greets you by name with 'Welcome back, [Name]!'

Step 4: The top row of stats shows: This Month's Revenue (RM), This Month's Sales, All-Time Sales, Active Students, My Courses count, and Published courses count.

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Bahagian 11 – Gambaran Keseluruhan Papan Pemuka Jurulatih

Langkah 1: Setelah akaun jurulatih anda diaktifkan, klik nama/avatar anda di sudut kanan atas.

Langkah 2: Menu jantai bawah kini termasuk pilihan 'Trainer Dashboard'. Kliknya untuk mengakses gambaran keseluruhan jurulatih anda.

Langkah 3: Papan Pemuka Jurulatih menyambut anda dengan nama 'Welcome back, [Nama]!'

Langkah 4: Baris statistik atas menunjukkan: Hasil Bulan Ini (RM), Jualan Bulan Ini, Jualan Sepanjang Masa, Pelajar Aktif, bilangan Kursus Saya, dan bilangan kursus Diterbitkan.

Step 5: Below the stats, the Student Progress table lists all learners enrolled in your courses with their Not Started / Started / Completed counts.

Step 6: Further down, Training Revenue by Month and Recent Transactions are displayed for financial tracking.

Step 7: Click 'Create New Course' (top-right button) to start building a new course.

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Langkah 5: Di bawah statistik, jadual Kemajuan Pelajar menyenaraikan semua pelajar yang mendaftar dalam kursus anda dengan bilangan Belum Mula / Dimulakan / Selesai mereka.

Langkah 6: Lebih jauh ke bawah, Hasil Latihan mengikut Bulan dan Transaksi Terkini dipaparkan untuk penjejakan kewangan.

Langkah 7: Klik 'Create New Course' (butang kanan atas) untuk mula membina kursus baharu.

Section 12 – Creating a New Course

Step 1: On the 'Create a New Course' page, fill in the Course Details panel on the left: Course Title, Short Description (e.g., 'A 2-sentence course description that appears below the title'), Category (e.g., Technology), and Skill Type (e.g., Technical).

Step 2: Set the Price (RM) for your course (the platform default is RM5). You may also set an Original Price (RM) to show a 'was' price for marketing purposes.

Step 3: Enter the Duration (e.g., ~2 hours) and an Icon name to represent your course visually.

Step 4: On the right side, a Live Preview shows exactly how your course card will appear to learners. Check it as you fill in the details.

Step 5: Use the 'Save Draft' button to save progress, or 'Submit for Review' when ready to submit to the admin team.

Terjemahan Bahasa Melayu / Malay Translation

Bahagian 12 – Mencipta Kursus Baharu

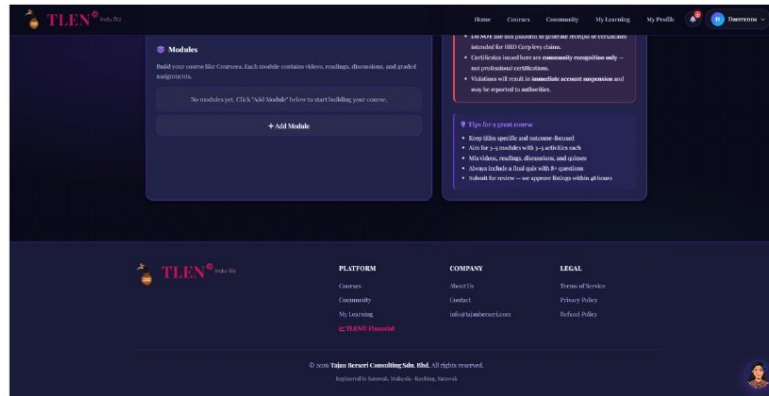
Langkah 1: Pada halaman 'Create a New Course', isikan panel Butiran Kursus di sebelah kiri: Tajuk Kursus, Penerangan Ringkas (cth., 'Penerangan kursus 2 ayat yang muncul di bawah tajuk'), Kategori (cth., Technology), dan Jenis Kemahiran (cth., Technical).

Langkah 2: Tetapkan Harga (RM) untuk kursus anda (lalai platform ialah RM5). Anda juga boleh menetapkan Harga Asal (RM) untuk menunjukkan harga 'dahulu' bagi tujuan pemasaran.

Langkah 3: Masukkan Tempoh (cth., ~2 jam) dan nama Ikon untuk mewakili kursus anda secara visual.

Langkah 4: Di sebelah kanan, Pratonton Langsung menunjukkan dengan tepat bagaimana kad kursus anda akan muncul kepada pelajar. Semaklah semasa anda mengisi butiran.

Langkah 5: Gunakan butang 'Save Draft' untuk menyimpan kemajuan, atau 'Submit for Review' apabila bersedia untuk menghantar kepada pasukan admin.



Step 6: Scroll down to the Modules section of the course editor.

Step 7: Click '+ Add Module' to create your first module (a module is a chapter or section of your course content).

Step 8: Inside each module, you can add different types of learning activities by clicking the corresponding button (Video, Reading, Discussion, Graded MCQ Assignment, Module Quiz).

Step 9: Build out all modules and activities, then click 'Submit for Review.' The Tajau Berseri admin will review and approve before the course goes live.

Terjemahan Bahasa Melayu / Malay Translation

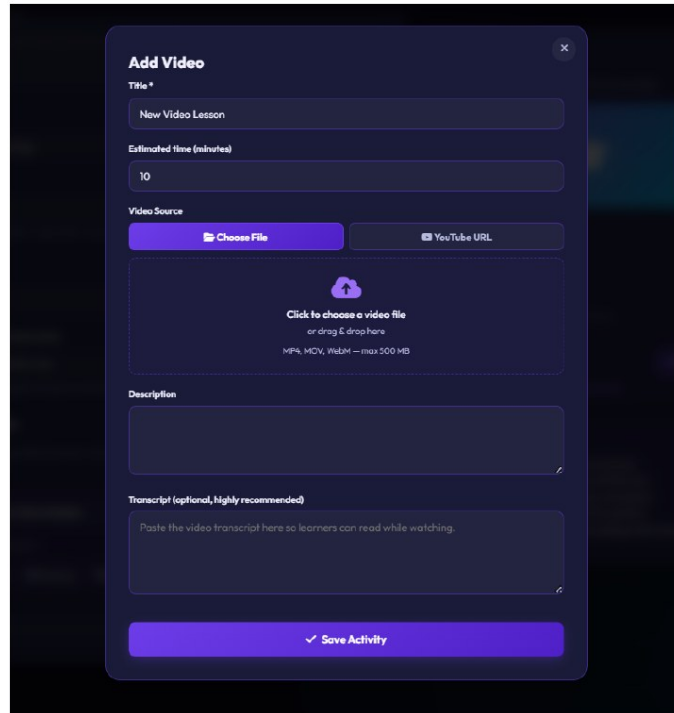
Langkah 6: Tatal ke bawah ke bahagian Modul dalam editor kursus.

Langkah 7: Klik '+ Add Module' untuk mencipta modul pertama anda (modul ialah bab atau bahagian kandungan kursus anda).

Langkah 8: Dalam setiap modul, anda boleh menambah pelbagai jenis aktiviti pembelajaran dengan mengklik butang yang sepadan (Video, Reading, Discussion, Graded MCQ Assignment, Module Quiz).

Langkah 9: Bina semua modul dan aktiviti, kemudian klik 'Submit for Review.' Admin Tajau Berseri akan menyemak dan meluluskan sebelum kursus disiarkan secara langsung.

Section 13 – Adding Course Activities

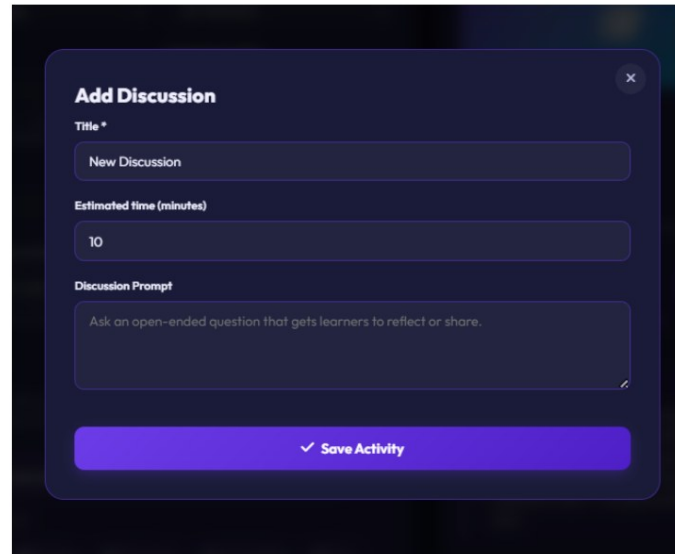


Step 1: Add Video: In the 'Add Video' dialog, enter the video Title and Estimated Time (minutes). Choose your video source, upload a file (MP4, MOV, or WebM, max 500 MB) by clicking 'Choose File,' or switch to 'YouTube URL' and paste a link. Add an optional Description and Transcript (paste a text transcript to help learners follow along). Click 'Save Activity.'

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Bahagian 13 – Menambah Aktiviti Kursus

Langkah 1: Tambah Video: Dalam dialog 'Add Video', masukkan Tajuk video dan Masa Anggaran (minit). Pilih sumber video anda, muat naik fail (MP4, MOV, atau WebM, maks 500 MB) dengan mengklik 'Choose File,' atau tukar ke 'YouTube URL' dan tampal pautan. Tambah Penerangan dan Transkrip pilihan (tampal transkrip teks untuk membantu pelajar mengikuti). Klik 'Save Activity.'



Add Discussion

Title *

New Discussion

Estimated time (minutes)

10

Discussion Prompt

Ask an open-ended question that gets learners to reflect or share.

✓ Save Activity

Step 2: Add Discussion: In the 'Add Discussion' dialog, enter the Title and Estimated Time. Write a Discussion Prompt, an open-ended question that encourages learners to reflect or share their experience. Click 'Save Activity.'

Terjemahan Bahasa Melayu / Malay Translation

Langkah 2: Tambah Perbincangan: Dalam dialog 'Add Discussion', masukkan Tajuk dan Masa Anggaran. Tulis Gesaan Perbincangan, soalan terbuka yang menggalakkan pelajar untuk merenung atau berkongsi pengalaman mereka. Klik 'Save Activity.'

Add Reading ✕

Title *

New Reading

Estimated time (minutes)

10

Lesson Content

Just type your lesson — no HTML needed. Press Enter twice to start a new paragraph. Use a blank line to separate sections.

Type your lesson here...

Start a new paragraph by pressing Enter twice.

Example:

This is the first section of your lesson.

This is the second section.

✓ Save Activity

Step 3: Add Reading: In the 'Add Reading' dialog, enter the Title and Estimated Time. Type your Lesson Content directly into the text box. Press Enter twice to start a new paragraph. Click 'Save Activity.'

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Langkah 3: Tambah Bacaan: Dalam dialog 'Add Reading', masukkan Tajuk dan Masa Anggaran. Taip Kandungan Pelajaran anda terus ke dalam kotak teks. Tekan Enter dua kali untuk memulakan perenggan baharu. Klik 'Save Activity.'

Add Graded MCQ Assignment

Title *

Graded Assignment

Estimated time (minutes)

10

Pass Mark (%)

80

Multiple Choice Questions

Each question has 4 options. Pick the correct one with its radio button.

Question 1

Enter your question

☒ Option A

☐ Option B

☐ Option C

☐ Option D

+ Add Question

✓ Save Activity

Step 4: Add Graded MCQ Assignment: Enter the Title, Estimated Time, and Pass Mark percentage (default 80%). Under Multiple Choice Questions, write each question and provide 4 answer options (A–D). Click the radio button next to the correct answer. Click '+ Add Question' to add more questions. Click 'Save Activity' when done.

Terjemahan Bahasa Melayu / Malay Translation

Langkah 4: Tambah Tugas MCQ Bergred: Masukkan Tajuk, Masa Anggaran, dan peratusan Markah Lulus (lalai 80%). Di bawah Soalan Pelbagai Pilihan, tulis setiap soalan dan sediakan 4 pilihan jawapan (A–D). Klik butang radio di sebelah jawapan yang betul. Klik '+ Add Question' untuk menambah lebih banyak soalan. Klik 'Save Activity' apabila selesai.

Add Module Quiz

Title *

Module Quiz

Estimated time (minutes)

10

Pass Mark (%)

80

Multiple Choice Questions

Each question has 4 options. Pick the correct one with its radio button.

Question 1

Enter your question

☒ Option A

☐ Option B

☐ Option C

☐ Option D

+ Add Question

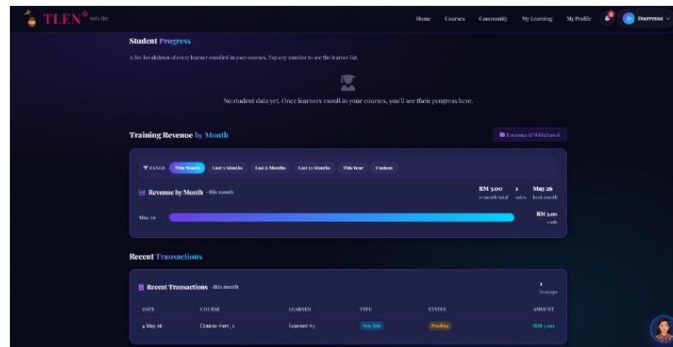
✓ Save Activity

Step 5: Add Module Quiz: Enter the Title, Estimated Time, and Pass Mark percentage (default 80%). Add quiz questions with 4 options each and select the correct answer for each question using the radio button. Click '+ Add Question' to add more questions. Click 'Save Activity' when done.

Terjemahan Bahasa Melayu / Malay Translation

Langkah 5: Tambah Kuiz Modul: Masukkan Tajuk, Masa Anggaran, dan peratusan Markah Lulus (lalai 80%). Tambah soalan kuiz dengan 4 pilihan masing-masing dan pilih jawapan yang betul untuk setiap soalan menggunakan butang radio. Klik '+ Add Question' untuk menambah lebih banyak soalan. Klik 'Save Activity' apabila selesai.

Section 14 – Managing Your Courses and Listings



Step 1: From the Trainer Dashboard, scroll down to the Training Revenue by Month chart. Use the date filter buttons (This Month, Last 3 Months, Last 6 Months, Last 12 Months, This Year, Custom) to adjust the time period displayed.

Step 2: The Recent Transactions section shows all payments received for your courses with transaction details.

Step 3: Scroll further down to the My Courses section to see all courses you have created.

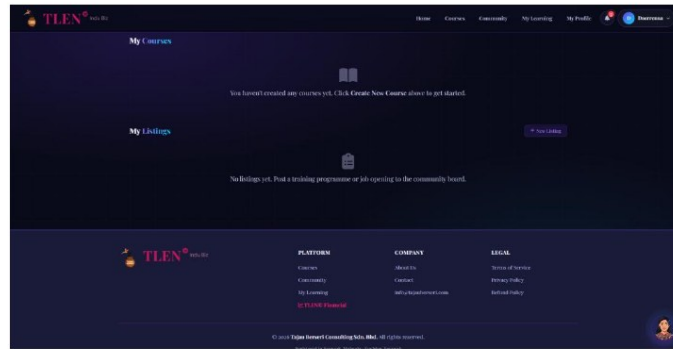
Terjemahan Bahasa Melayu / Malay Translation

Bahagian 14 – Mengurus Kursus dan Senarai Anda

Langkah 1: Dari Papan Pemuka Jurulatih,atal ke bawah ke carta Hasil Latihan mengikut Bulan. Gunakan butang penapis tarikh (This Month, Last 3 Months, Last 6 Months, Last 12 Months, This Year, Custom) untuk melaraskan tempoh masa yang dipaparkan.

Langkah 2: Bahagian Transaksi Terkini menunjukkan semua bayaran yang diterima untuk kursus anda dengan butiran transaksi.

Langkah 3: Tatal lebih jauh ke bawah ke bahagian My Courses untuk melihat semua kursus yang telah anda cipta.



Step 4: Each course in My Courses shows the course name, number of modules, duration, price, and current status (e.g., Pending (awaiting admin review)).

Step 5: Click the 'Edit' button next to any course to modify its details, modules, or activities.

Step 6: Click the red delete icon to remove a course (use with caution).

Step 7: Under My Listings, click '+ New Listing' to post a training programme or job opening on the Community Board for learners to see.

Terjemahan Bahasa Melayu / Malay Translation

Langkah 4: Setiap kursus dalam My Courses menunjukkan nama kursus, bilangan modul, tempoh, harga, dan status semasa (cth., Pending (menunggu semakan admin)).

Langkah 5: Klik butang 'Edit' di sebelah mana-mana kursus untuk mengubah suai butiran, modul, atau aktiviti.

Langkah 6: Klik ikon padam merah untuk membuang kursus (guna dengan berhati-hati).

Langkah 7: Di bawah My Listings, klik '+ New Listing' untuk menyiarkan program latihan atau kekosongan pekerjaan pada Papan Komuniti untuk dilihat oleh pelajar.