



IMPORTANT ANNOUNCEMENT: COMMENCEMENT OF NEXT IEP INTAKE – 5TH MAY 2020 30th April 2020

Dear Students,

As you are aware, the Malaysian Government has declared the extension of the Movement Control Order (MCO) until 12th May 2020, to deal with the COVID-19 situation. It is however highly likely that it would take some time for conditions to normalise even after the lifting of the MCO, which has every possibility of being further extended.

More than 7,800 APU students have already been successfully attending their classes through Online Learning for the past 6 weeks, and this is expected to continue in the foreseeable future.

Taking this into consideration, to ensure that your studies are not further disrupted, we have decided to begin the next intake (F2005) through e-Learning - Online Classes starting on 5th May 2020 for all APLC students.

The classes will be delivered via remote online learning method - specifically using Microsoft Teams platform. In addition to this, Online English Learning (OEL) will continue as normal and will be guided by your respective teachers in the second week of the intake. It will follow the predefined deadline as conducted previously.

QUICK REFERENCE GUIDE FOR STUDENTS USING APLC'S DIGITAL LEARNING PLATFORM FOR ONLINE LEARNING

Please look at the steps below:

A. PRE-CLASS PREPARATION:

1. Check your class timetable attached in this email.
2. Ensure you have a stable internet connection.
3. Ensure you have downloaded Microsoft Teams application (on phone or laptop) or you may go to the website directly at <https://teams.microsoft.com/>.

4. You DO NOT have to create a new account. You may log in to Microsoft Teams account using the same username and password for APSpace or Student Email (Eg: TP123456@mail.apu.edu.my).

5. After you log in, you will receive an invitation link from your teacher. Ensure you are in the appropriate Microsoft Teams Group for your corresponding classes.

6. Classes will be shown as an Event in Microsoft Teams. Please ensure you are aware of the timings and the updates by your teacher. All classes will be following your timetable as scheduled.

B. JOINING THE LIVESTREAM (ONLINE CLASS) IN MICROSOFT TEAMS

1. Dress Code while being online - do be in decent casual attire.

2. Ensure you are logged in at least 15 minutes before the class starts.

3. At the scheduled time, go to the Microsoft Teams Group for your class, and be attentive to any new posts by your teacher.

4. Join the Live session when it has started and follow along with your teacher.

5. Your attendance will be taken "live" during the online class.

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

Virtual Help Centre Operation Hours:

Monday to Friday - 8:00am to 9:30pm

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

1. Issues related to APKey (APSpace, Teams)
2. Unable to use the Online tools or facilities
3. Microsoft Office 365 or Helpdesk system

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

• TIPS on Digital Learning

<http://www.apu.edu.my/digital-online-learning-tips>

- **Guidelines on Digital Learning**

http://www.apu.edu.my/sites/default/files/quick_reference_guide_for_students_digital_learning_17032020.pdf

- **FAQ on Covid-19 and also Digital Learning**

<http://www.apu.edu.my/covid-19-frequently-asked-questions-fags-current-students>

You may contact our APLC teachers or APLC administrative support for any assistance:

- Mr. Afiq - eizal.afiq@apu.edu.my
- Mr. Khairi - khairi.f@apu.edu.my
- Ms. Nisha - nishawathy.krisnan@apu.edu.my

You may also contact our Student Services Counsellors for any assistance:

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|-------------------|--------------|--|
| • Ms. Lee Jia Yi | 011-16599248 | lee.jiayi@apu.edu.my |
| • Mr. Dennis Lau | 012-2246003 | dennis.lau@apu.edu.my |
| • Mr. Abdul Qahar | 011-28462770 | abdul.qahar@apu.edu.my |

We thank you for your patience in these difficult times, and all of us are truly excited to meet you on campus soon.

Please Stay Safe, Stay Home and Stay Healthy.

Asia Pacific Language Centre (APLC)