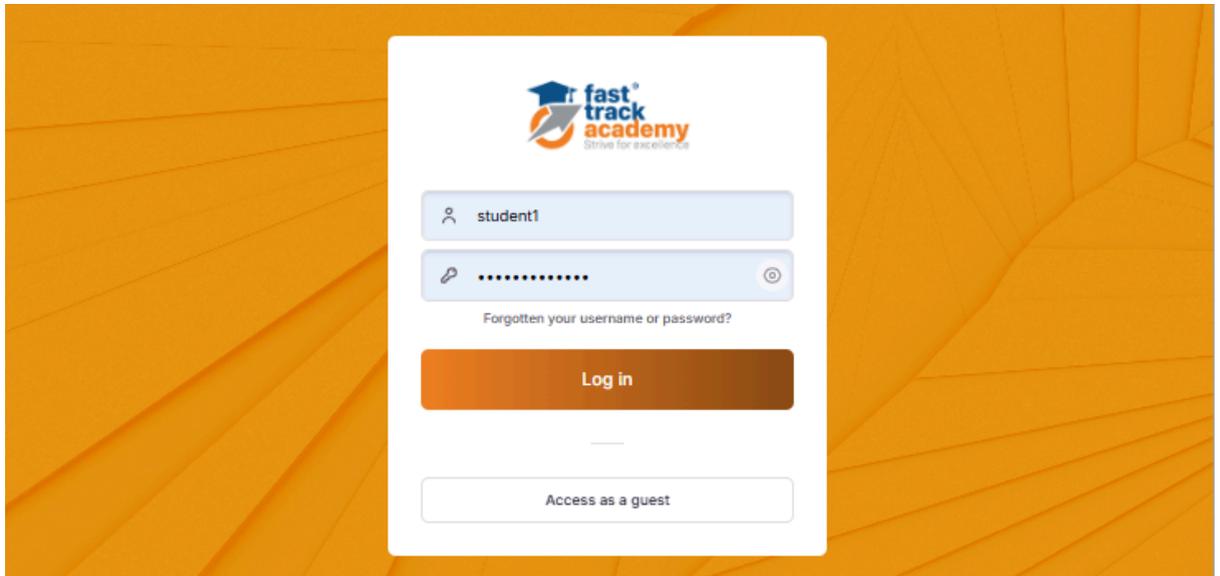


PANDUAN PELAJAR : ISI KEHADIRAN DALAM PORTAL FTA

Isi kandungan panduan :	<u>1.0 Panduan isi kehadiran secara scan QR</u>
	<u>2.0 Panduan isi kehadiran melalui link</u>
	<u>3.0 Mengisi kehadiran secara sendiri (manual)</u>

1.0 Panduan isi kehadiran secara scan QR.

- 1.1 Pelajar boleh **scan QR code** atau **klik link** yang diberikan oleh cikgu setelah kelas online Zoom bermula.
- 1.2 Setelah QR **berjaya di scan**, log masuk akaun anda ke portal fast track academy.



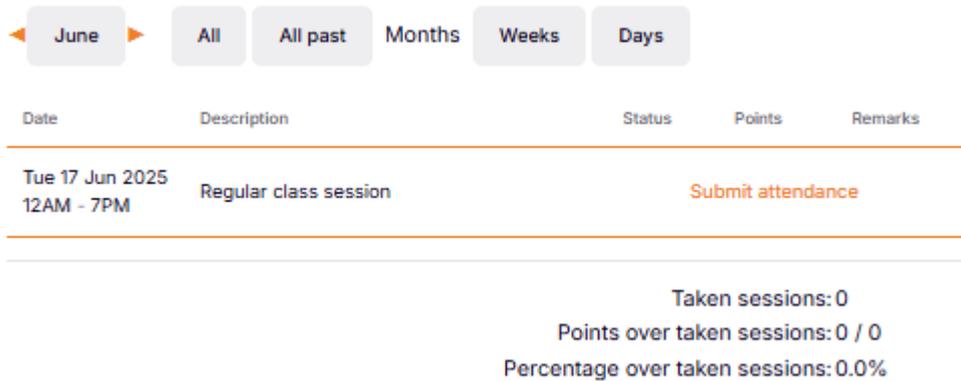
- 1.3 Kehadiran akan diambil secara automatik jika pelajar **berjaya scan** QR code.

Date	Description	Status	Points	Remarks
Tue 8 Apr 2025 8PM - 10PM	Regular class session	Present	2 / 2	Self-recorded
Tue 8 Apr 2025 8PM - 9PM	Regular class session			Submit attendance

Taken sessions: 1
 Points over taken sessions: 2 / 2
 Percentage over taken sessions: 100.0%

2.0 Panduan isi kehadiran melalui link.

2.1 Jika attendance tidak mempunyai password, pelajar boleh terus klik submit attendance setelah klik link yang cikgu berikan.

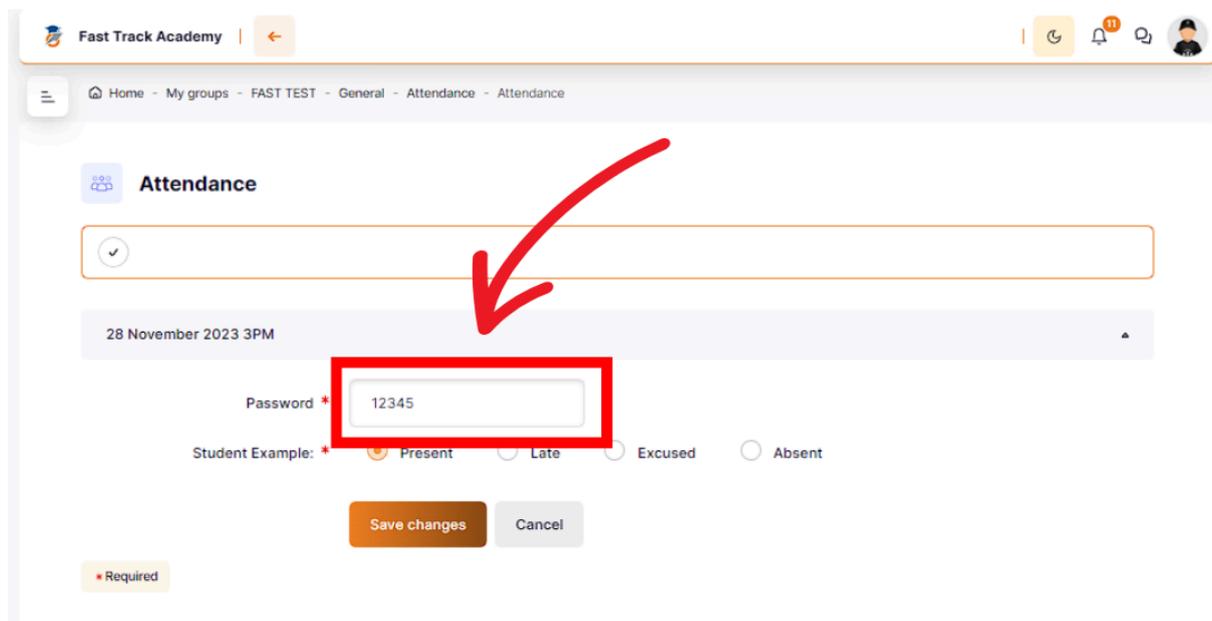


The screenshot shows a navigation bar with 'June', 'All', 'All past', 'Months', 'Weeks', and 'Days'. Below is a table with columns: Date, Description, Status, Points, Remarks. A row shows 'Tue 17 Jun 2025 12AM - 7PM' for a 'Regular class session' with a 'Submit attendance' button. Summary statistics at the bottom indicate: Taken sessions: 0, Points over taken sessions: 0 / 0, and Percentage over taken sessions: 0.0%.

Date	Description	Status	Points	Remarks
Tue 17 Jun 2025 12AM - 7PM	Regular class session			Submit attendance

Taken sessions: 0
Points over taken sessions: 0 / 0
Percentage over taken sessions: 0.0%

2.2 Jika attendance mempunyai password, pelajar perlu masukkan password terlebih dahulu dan klik save changes.



The screenshot shows the 'Attendance' form in the Fast Track Academy system. A red arrow points to the 'Password' field, which contains '12345'. Below the password field are radio buttons for 'Student Example' with options: Present (selected), Late, Excused, and Absent. 'Save changes' and 'Cancel' buttons are at the bottom. A 'Required' label is also visible.

Fast Track Academy | Home - My groups - FAST TEST - General - Attendance - Attendance

Attendance

28 November 2023 3PM

Password * 12345

Student Example: * Present Late Excused Absent

Save changes Cancel

* Required

2.3 Pastikan ada notifikasi memberitahu bahwa attendance berjaya direkod.

 **Attendance**

Your attendance in this session has been recorded.  



This course All courses All sessions

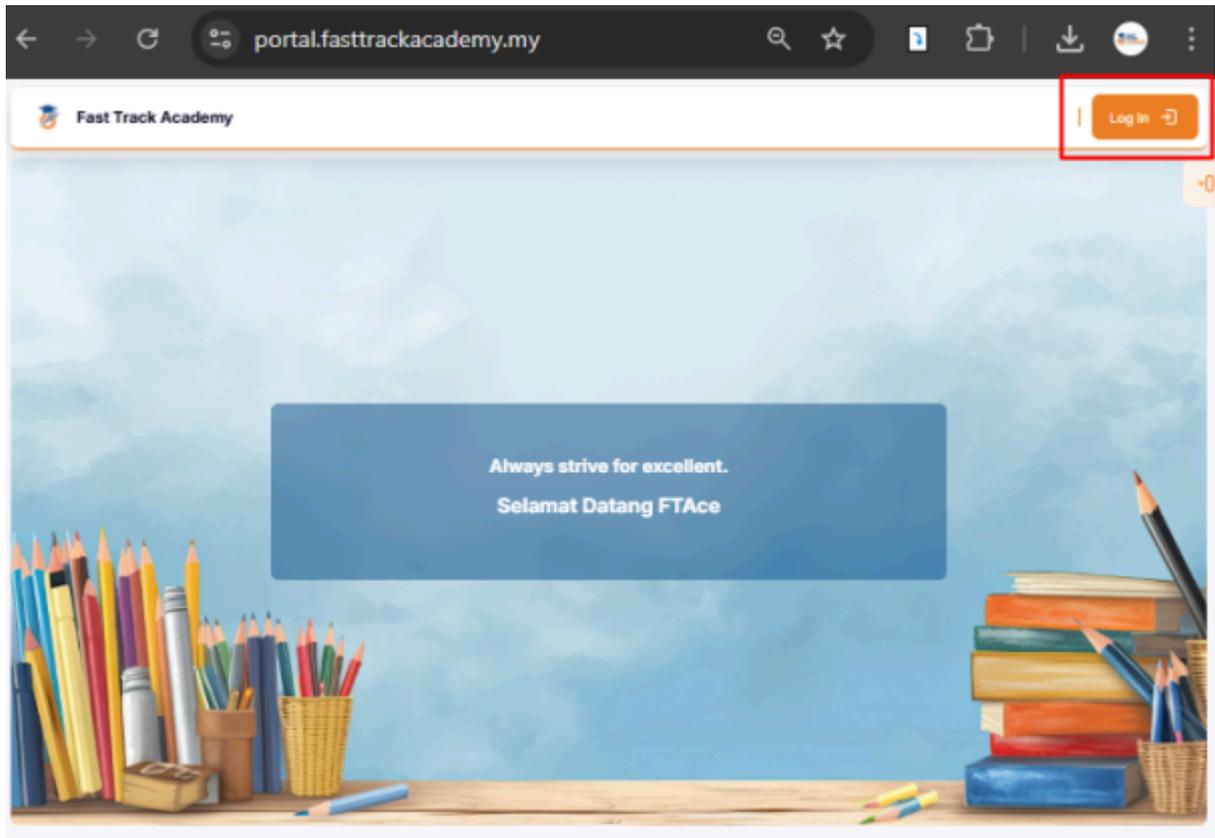
◀ April ▶ All All past Months Weeks Days

Date	Description	Status	Points	Remarks
Tue 8 Apr 2025 8PM - 10PM	Regular class session	Present	2 / 2	Self-recorded
Tue 8 Apr 2025 8PM - 9PM	Regular class session			Submit attendance

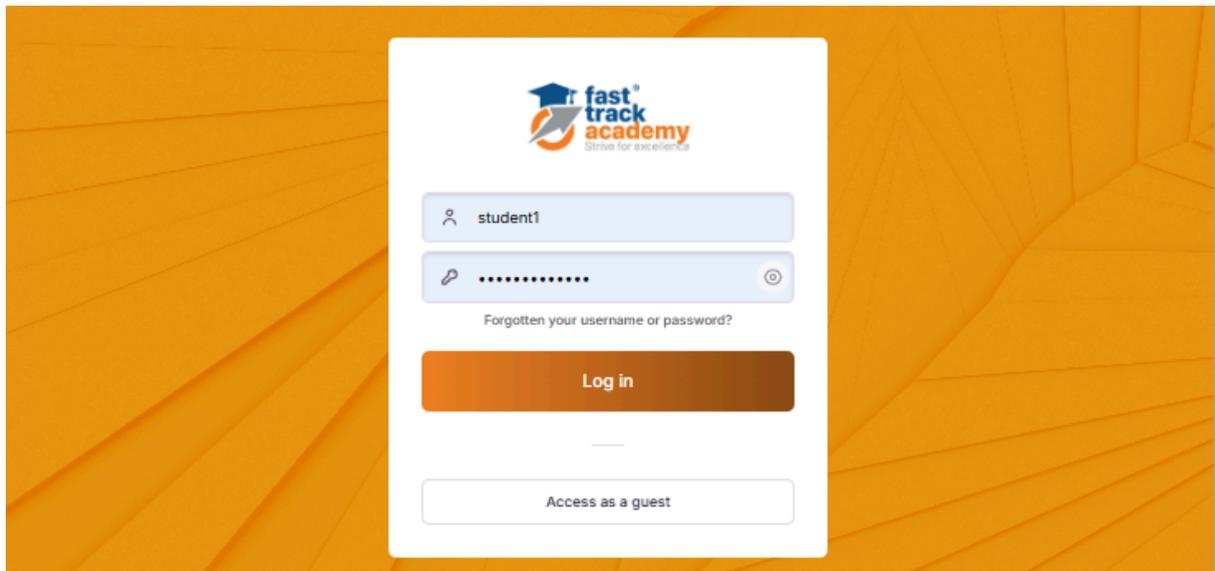
Taken sessions:1
Points over taken sessions:2 / 2
Percentage over taken sessions:100.0%

3.0 Mengisi kehadiran secara sendiri (manual)

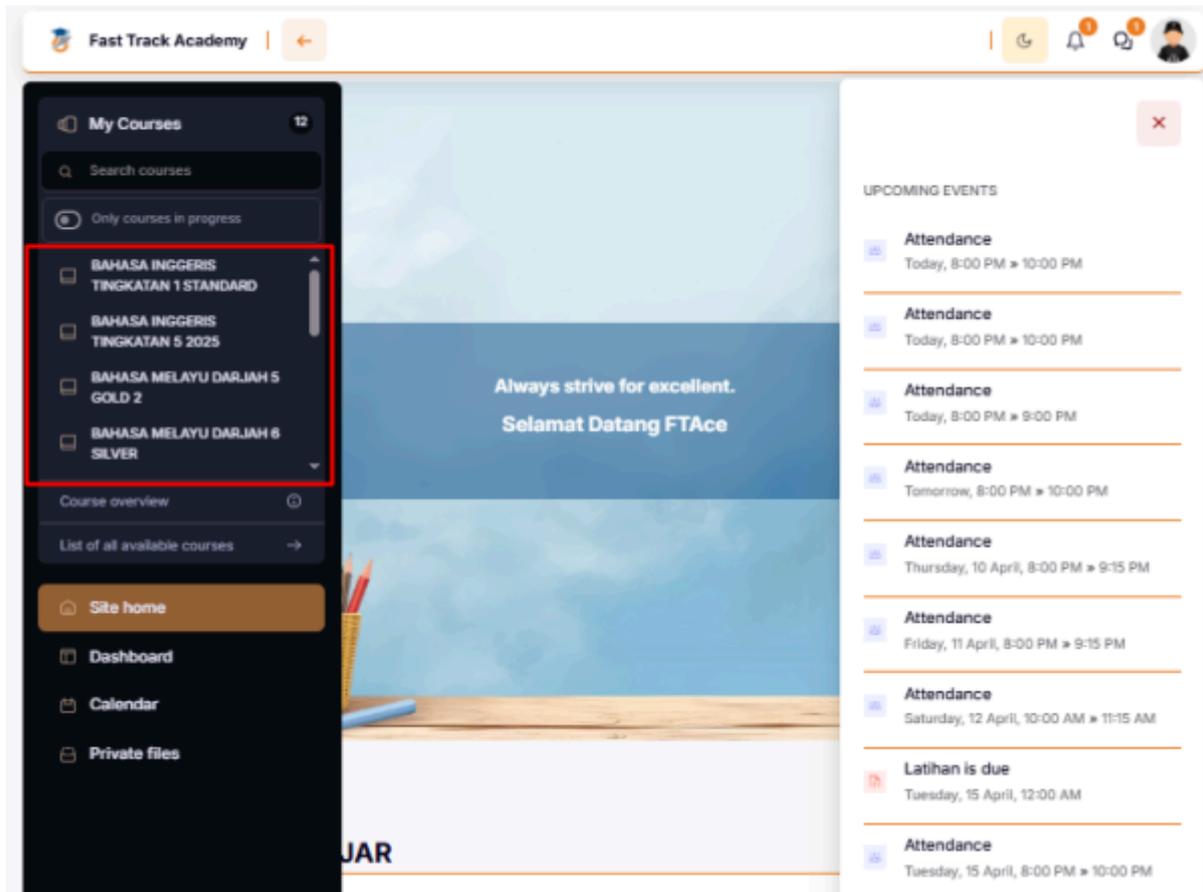
3.1 Log masuk akaun anda ke dalam portal.



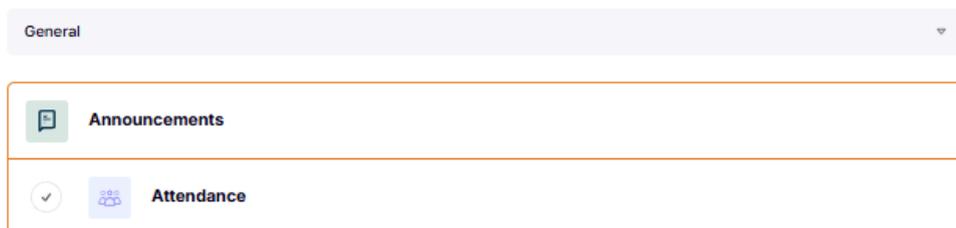
3.2 Isikan maklumat username dan password anda.



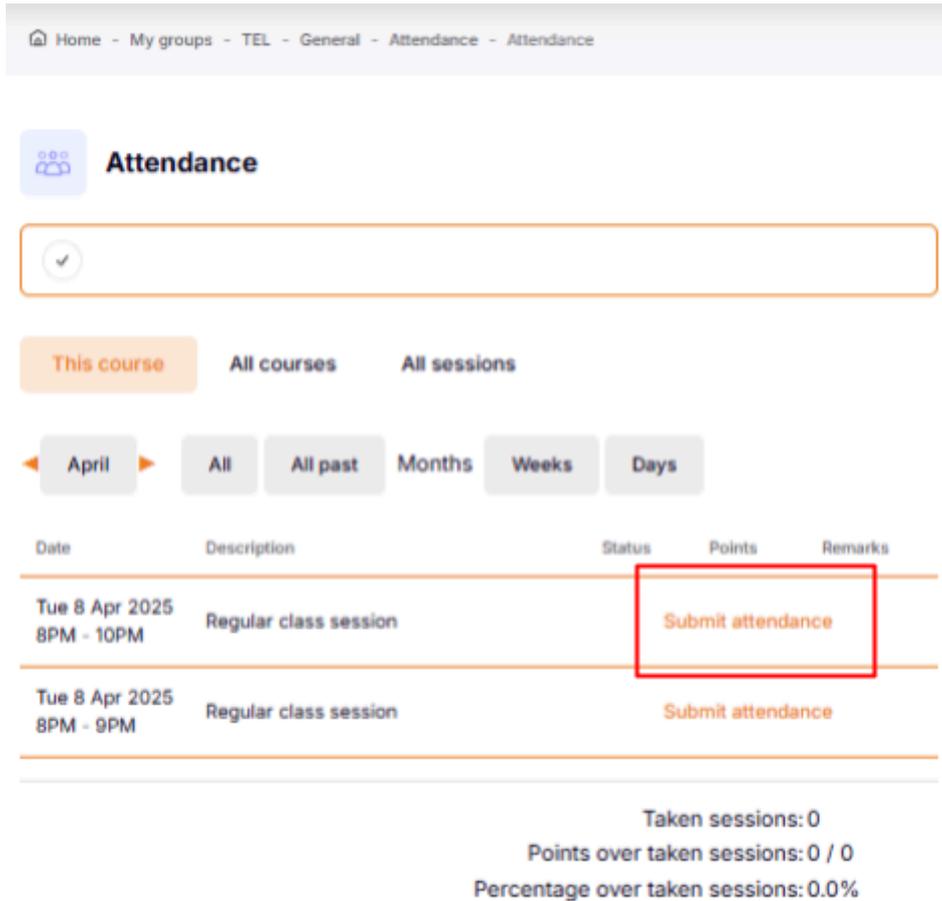
3.3 Pilih course pada My Courses lalu klik pada attendance.



3.4 Klik pada attendance



3.5 Klik pada submit attendance.



Home - My groups - TEL - General - Attendance - Attendance

Attendance

✓

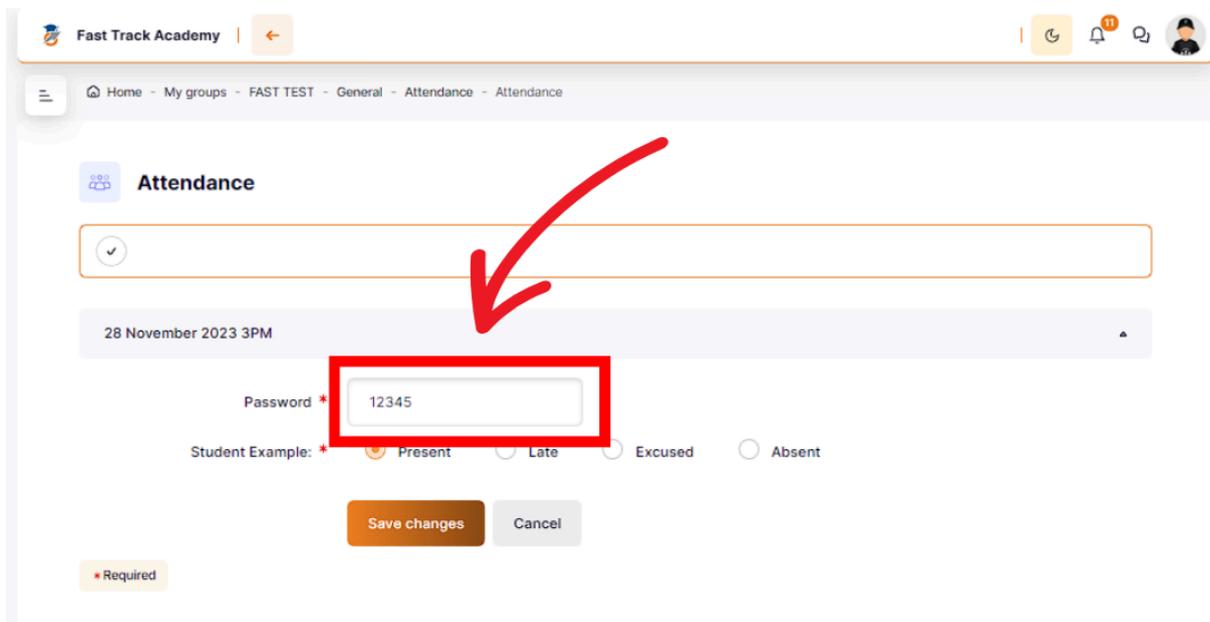
This course All courses All sessions

April All All past Months Weeks Days

Date	Description	Status	Points	Remarks
Tue 8 Apr 2025 8PM - 10PM	Regular class session	Submit attendance		
Tue 8 Apr 2025 8PM - 9PM	Regular class session	Submit attendance		

Taken sessions: 0
Points over taken sessions: 0 / 0
Percentage over taken sessions: 0.0%

3.5 Masukkan password yang diberikan oleh cikgu di ruang "Password" dan klik "Save changes".



Fast Track Academy | ←

Home - My groups - FAST TEST - General - Attendance - Attendance

Attendance

✓

28 November 2023 3PM

Password + 12345

Student Example: + Present Late Excused Absent

Save changes Cancel

Required

3.6 Pastikan ada notifikasi memberitahu bahwa attendance berjaya direkod.

 **Attendance**

Your attendance in this session has been recorded.  



This course All courses All sessions

◀ April ▶ All All past Months Weeks Days

Date	Description	Status	Points	Remarks
Tue 8 Apr 2025 8PM - 10PM	Regular class session	Present	2 / 2	Self-recorded
Tue 8 Apr 2025 8PM - 9PM	Regular class session			Submit attendance

Taken sessions:1
Points over taken sessions:2 / 2
Percentage over taken sessions:100.0%