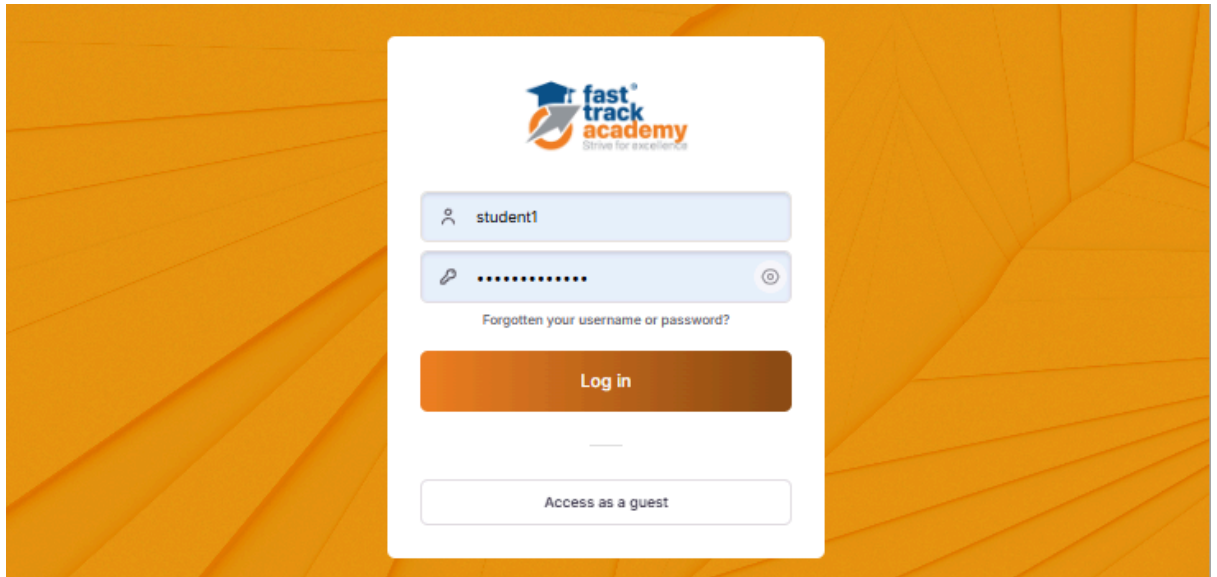



# PANDUAN PELAJAR MENGAMBIL KEHADIRAN DALAM PORTAL FTA

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



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

 **Attendance**

Your attendance in this session has been recorded. ✕

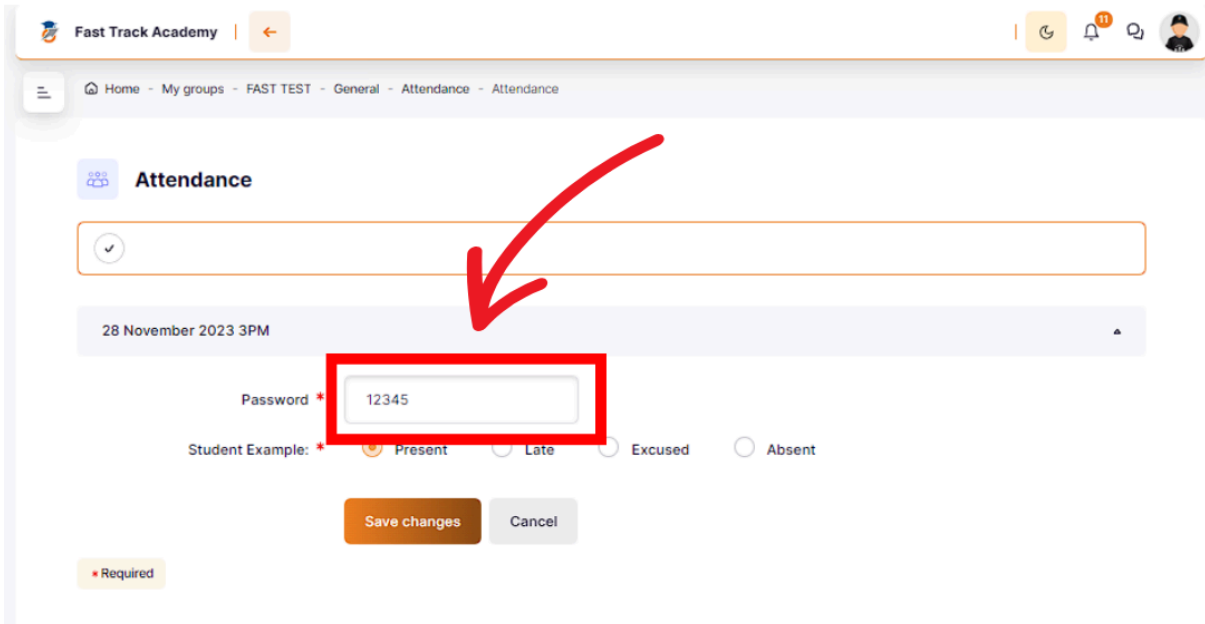
**This course**   All courses   All sessions

◀ 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			<a href="#">Submit attendance</a>

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

4. Jika pelajar klik link yang cikgu berikan, pelajar perlu masukkan password, lalu klik save changes.



Fast Track Academy | <

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

### Attendance

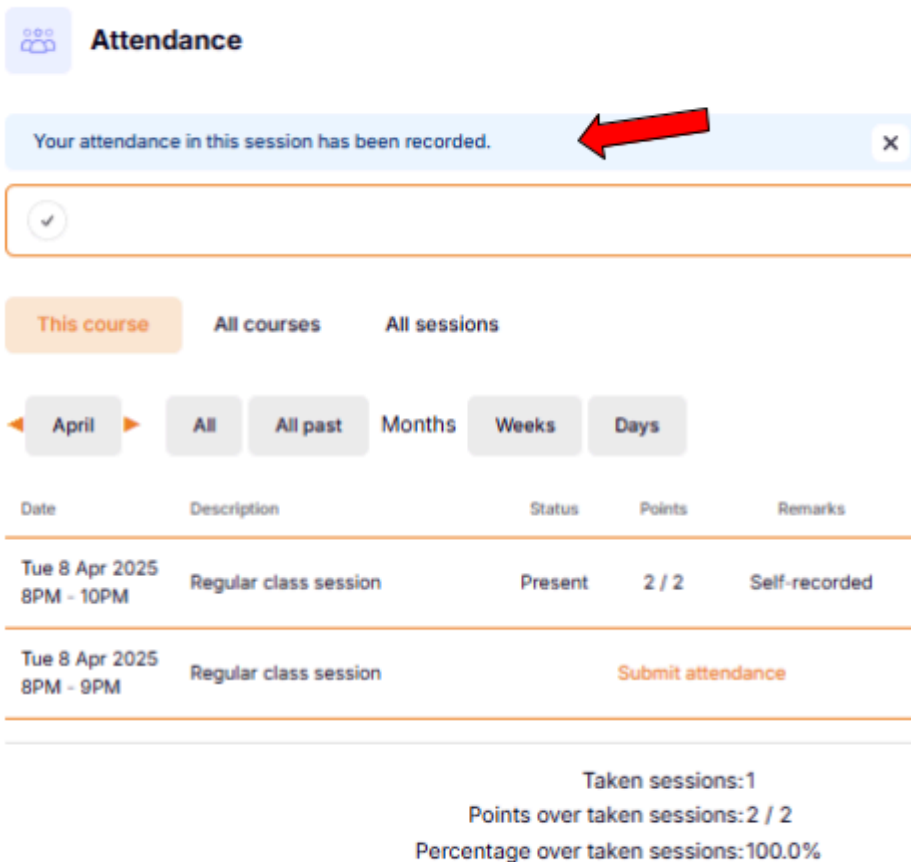
28 November 2023 3PM

Password \* 12345

Student Example: \*  Present  Late  Excused  Absent

\* Required

5. Pastikan ada notifikasi memberitahu bahawa attendance berjaya direkod.



### Attendance

Your attendance in this session has been recorded. X

This course All courses All sessions

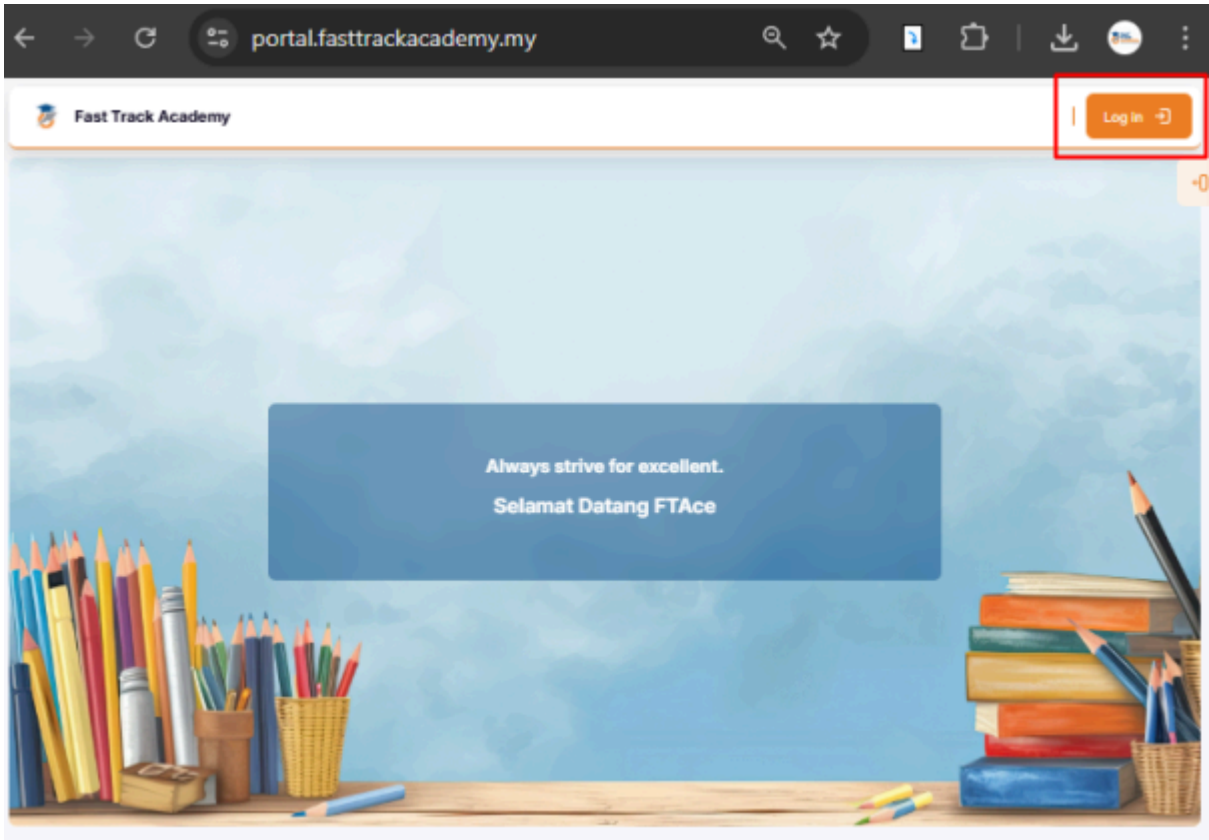
April All All past Months Weeks Days

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			<a href="#">Submit attendance</a>

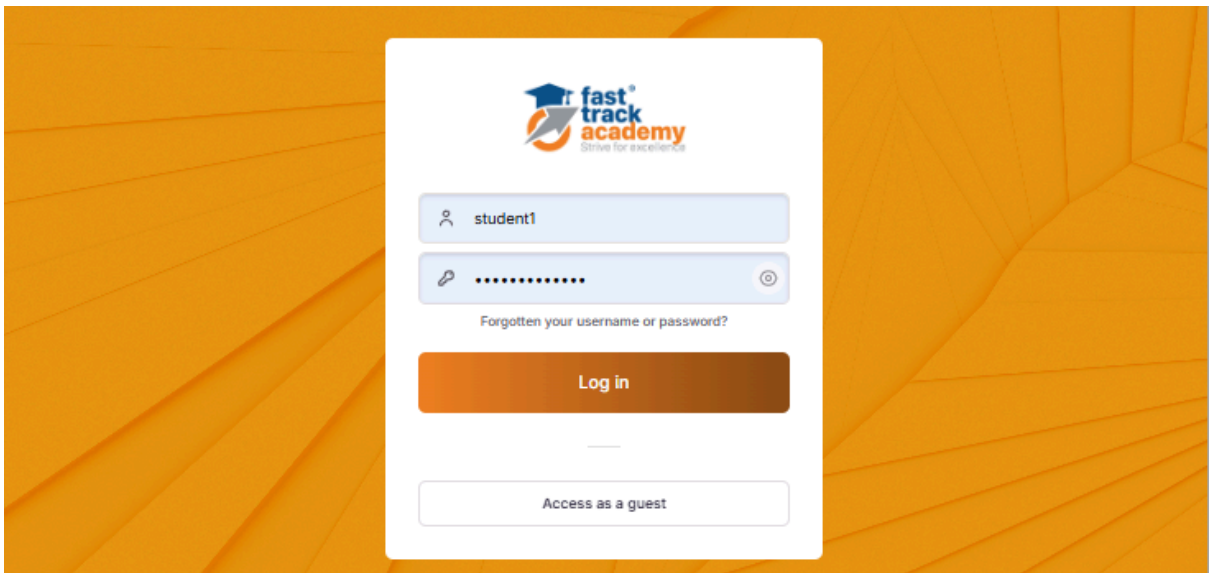
Taken sessions: 1  
Points over taken sessions: 2 / 2  
Percentage over taken sessions: 100.0%

## Mengisi kehadiran secara sendiri (manual)

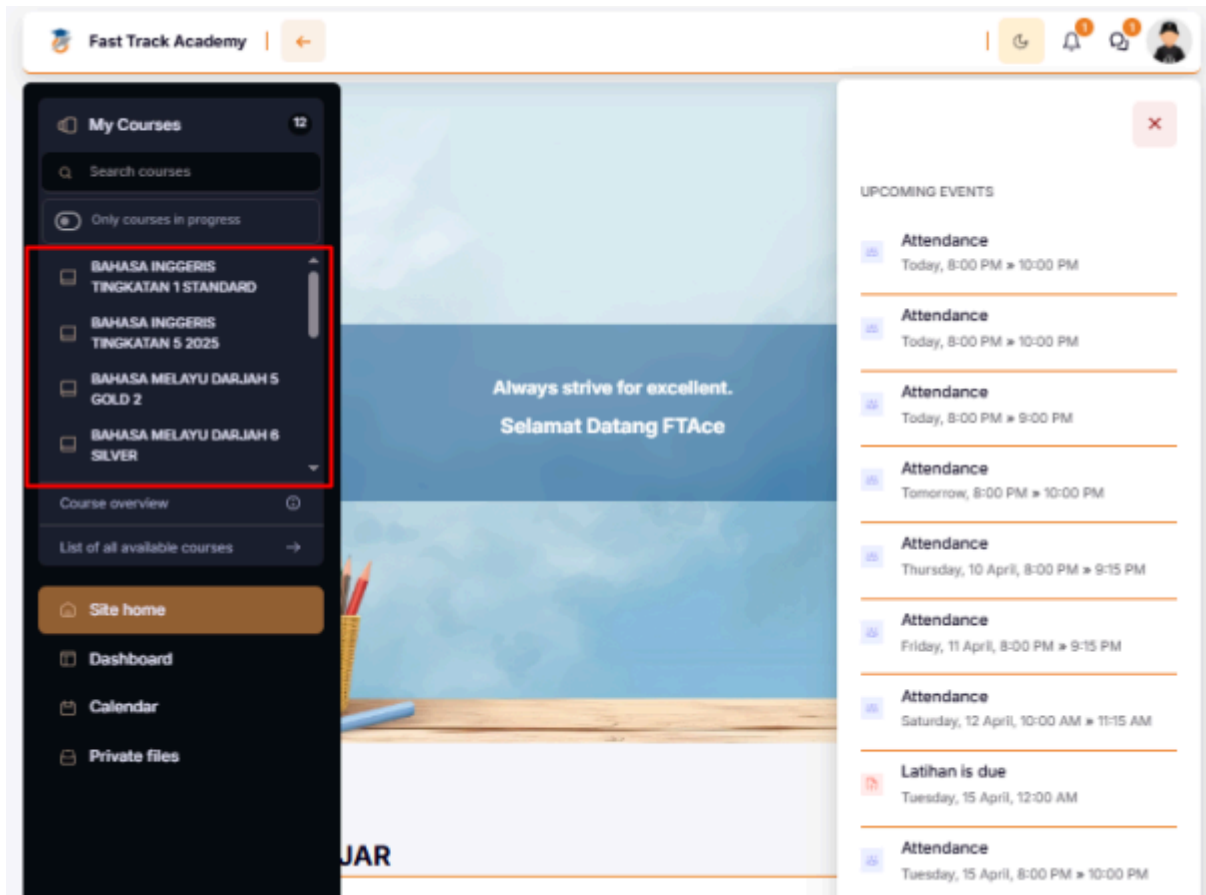
1. Log masuk akaun anda ke dalam portal.



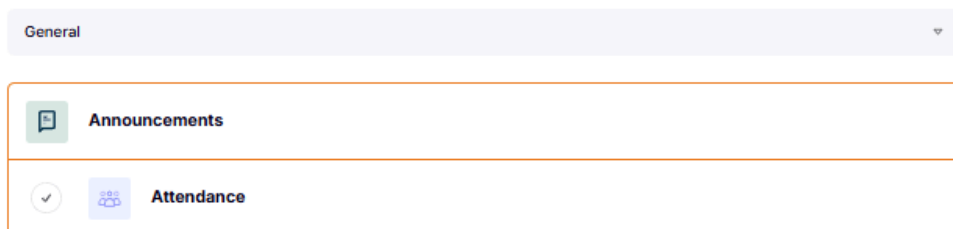
2. Isikan maklumat username dan password anda.



3. Pilih course pada My Courses lalu klik pada attendance.



4. Klik pada attendance



### 3. 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%

### 4. 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

5. 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		<a href="#">Submit attendance</a>	

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