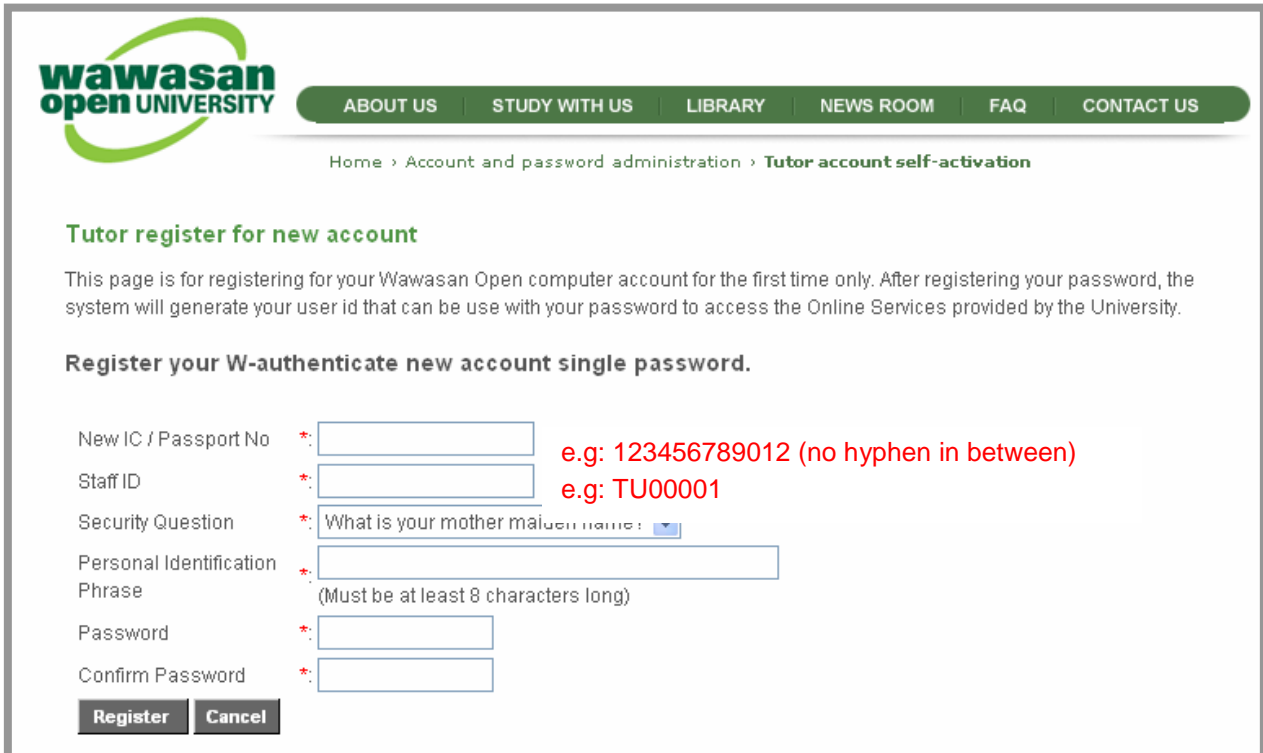


WOU Tutors Online Account Self-Activation Instructional Sheet

For **new WOU tutors**, this instructional sheet provides you the step-by-step procedure to self-activate your tutor online account via WOU website:-
(URL – http://www.wou.edu.my/study_ss_tutor_register.aspx).



The screenshot shows the Wawasan Open University website's registration page. At the top left is the university logo. A green navigation bar contains links for ABOUT US, STUDY WITH US, LIBRARY, NEWS ROOM, FAQ, and CONTACT US. Below the navigation bar is a breadcrumb trail: Home > Account and password administration > Tutor account self-activation. The main heading is "Tutor register for new account". A paragraph explains that this page is for first-time registration and that a user ID will be generated. Below this is the instruction "Register your W-authenticate new account single password." The form includes several fields: "New IC / Passport No" with a red asterisk and a text box; "Staff ID" with a red asterisk and a text box; "Security Question" with a red asterisk and a dropdown menu showing "What is your mother maiden name"; "Personal Identification Phrase" with a red asterisk, a text box, and a note "(Must be at least 8 characters long)"; "Password" with a red asterisk and a text box; and "Confirm Password" with a red asterisk and a text box. At the bottom of the form are two buttons: "Register" and "Cancel". To the right of the "New IC / Passport No" and "Staff ID" fields, there are examples: "e.g: 123456789012 (no hyphen in between)" and "e.g: TU00001".

A message will be displayed to indicate that you have successfully activated your tutor online account. The message will state your User ID & E-mail address that allows you to access all the other Online Services such as:-

1. Tutor email (<https://tutor.wou.edu.my>)
 - Required one working day after your self-activation.
2. Digital Library (e-journals) (http://www.wou.edu.my/library/finding_mydigitallibrary.aspx)
 - Can immediately access after activation.
3. Learning Management System (WawasanLearn) (<https://lms.wou.edu.my>)
 - Accessibility to WawasanLearn will be announced in the WawasanLearn website once the activation is ready.

Tutors, who do not know their Tutor ID number, please contact your respective Regional Office.

Kindly write to us at itsupport@wou.edu.my if you faced any difficulties in activating your online login account.

~ Thank you ~

WOU Tutors Telephone Counseling Hours Instructional Sheet

All activated tutors are to provide a brief introduction of themselves as well as their Telephone Counseling Hours @ *WawasanLearn*. Kindly list down 3 time slots when you will be available for telephone counselling support, so that your students will be able to contact you whenever they encounter any academic difficulties in understanding the course materials, exercises or completing their assignments.

This instructional sheet provides you the step-by-step procedure to display your telephone counseling hours via *WawasanLearn* (URL – <https://lms.wou.edu.my>).

Step 1: Go to <https://lms.wou.edu.my>

Step 2: Log in by entering your username and password

The screenshot shows the WawasanLearn website interface. At the top left is the logo for Wawasan Open University, with the tagline 'the people's university'. The main header area contains the text 'WawasanLearn' and a language selection dropdown set to 'English (en)'. On the right, there is a small image of a building and the text 'You are not logged in. (L)'. The central content area is titled 'Latest Announcements' and lists several items, including 'RESIDENTIAL SCHOOL (SUMMER SCHOOL) - CEMBA PROGRAMME', 'Re-enrolment for July 2008 Semester - Degree', and 'Examination Timetable - July 2008 Semester'. On the left side, there is a 'Login' section with a red circle around the 'Username' and 'Password' fields and the 'Login' button. A red arrow points from the text 'LOGIN HERE' to this section. Below the login section is a 'Main Menu' with links for 'Site news', 'Errata Form', and 'TMA Extension Form (T-EX)'. On the right side, there is a 'Latest News' section with a list of news items, including '4 Mar, 15:56 Marnisyia' and '14 Feb, 10:20 Marnisyia'.

Step 3: Click on a course that you will be tutoring and click on “**Announcement from Tutor**” forum

The screenshot shows the course page for 'WUC121: BASIC COMPUTING AND THE INTERNET'. The page title is 'WUC121: BASIC COMPUTING AND THE INTERNET' in large blue letters. Below the title is a quote: “People begin to become successful the minute they decide to be” Harvey Mackey. The page is divided into several sections. On the left, there is a sidebar with 'Activities' (Forums, Quizzes, Resources) and 'My courses' (Microeconomics (BBM101), Principles and Practice of Management (BBM121), Principles of Marketing (BBM131), Macroeconomics (BBM201), Computing I (TCC101), Bahasa Kebangsaan A (WLA101), Basic Computing and The Internet (WUC121), All courses ...). The main content area is titled 'Topic outline' and contains the following sections: 'ANNOUNCEMENTS' with links for 'Welcoming Letter from Course Coordinator', 'Announcements from Course Coordinator', 'Past Year Exam Paper', and 'Announcements from Tutor' (circled in red); 'ONLINE FORUM' with links for 'Public Forum', 'General Group Discussion', and 'Tutorial 1'. On the right side, there is a 'Latest News' section (No news has been posted yet), an 'Upcoming Events' section (There are no upcoming events), a 'Calendar' section (April 2008) with a calendar grid showing the 7th of April highlighted, and a 'Section Links' section (1 2).

Step 4: Click on “Add a new Discussion Topic”

Wawasan LMS > WUC121 > Forums > Announcements from Tutor

Separate groups: 4NET4

This forum allows everyone to choi
Everyone ca

Students may find the latest announcements, materials and information from their tutor here.

(There are no discussion topics yet in this forum)

Step 5: Fill in the subject as “About Your Tutor” and the details as in the figure below:

Your new discussion topic

Subject* About Your Tutor

Message* ?

Trebuchet 1 (8 pt) Lang **B** *I* U ~~S~~ x_2 x^2

Computing 1 Tutor: Miss Sharon Alice
Email: saw1@tutor.wou.edu.my
Contact Number: 017-1234568
Available Time: 7pm-9pm Mon, Wed, Fri

Education Background
MSc Universiti Sains Malaysia (2004-2006)
BCompSc (Hons) Universiti Malaya (2000)

Work Experience
IT Manager, General Hospital, Penang (1995-now)
Experience in developing and implementing hospital information system (HIS)

Lecturer, Disted College Penang
Lecturer for BSc. (Hons) Computing Program
Lecturer for BSc. (Hons) Electric and Electronic Engineering Program

Teaching Experience
Part-Time Lecturer, Disted College (2000-2008)

Path: body

Format ? HTML format

Subscription ? I don't want email copies of posts to this forum


Attachment (Max size: 2MB) ?

There are required fields in this form marked*

Step 6: Click on “**Post to Forum**”. Your information is now posted. You have 30 minutes to edit the posting.

Wawasan LMS ▶ WUC121 ▶ Forums ▶ Announcements from Tutor ▶ About Your Tutor

Display replies in nested form

**About Your Tutor**
by sharon - Tuesday, 8 April 2008, 09:57 AM

Computing 1 Tutor: Miss Sharon Alice
Email: saw1@tutor.wou.edu.my
Contact Number: 017-1234568
Available Time: 7pm-9pm Mon, Wed, Fri

Your telephone tutoring information

Education Background
MSc Universiti Sains Malaysia (2004-2006)
BCompSc (Hons) Universiti Malaya (2000)

Work Experience
IT Manager, General Hospital, Penang (1995-now)
Experience in developing and implementing hospital information system (HIS)

Lecturer, Disted College Penang
Lecturer for BSc. (Hons) Computing Program
Lecturer for BSc. (Hons) Electric and Electronic Engineering Program

Teaching Experience
Part-Time Lecturer, Disted College (2000-2008)
Lecturing for Engineering courses

Mark unread | **Edit** | Delete | Reply

You have 30 minutes to edit the posting using this edit button

Kindly write to us at marsyitahismail@wou.edu.my if you face any difficulties in posting your telephone tutoring information

~ Thank you ~