

myTIMeS and ReWIND *Guide*

myTIMeS

Taylor's Integrated e-Learning System



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myTIMeS and ReWIND User Guide

Introduction

Greeting and a warm welcome to Taylor's University & Taylor's College.

At Taylor's, we are advocating transformative teaching and learning through technology as a bold and visionary initiative to produce better learning outcomes. We believe such transformation in teaching and learning practices can provide the students with a valuable and awesome learning experience. As part of the initiative, myTIMeS (Taylor's Integrated e-Learning System) and ReWIND (Lecture Capture System) have been introduced to support the teaching and learning at Taylor's.

This guide will provide you with step-by-step information on some of the common online learning activities offered through myTIMeS and ReWIND.



myTIMeS is Taylor's Learning Management System (LMS) which serves as a one-stop center for online learning activities. Other than sharing class content, myTIMeS also supports features for online module content such as online quizzes, assessment, assignment submission, wikis, discussion forums and promotes virtual collaboration and interaction among students. Through myTIMeS students will have access to learning anytime and anywhere.

myTIMeS marks the transformation from traditional classroom teaching to blended learning to create a more interactive and autonomous learning environment at Taylor's University & Taylor's College.



ReWIND is a lecture capture system that allows lectures to be recorded automatically with audio, visual, presentation slides, and other module-related content which is then made available to students digitally after class.

It offers an exciting opportunity to deliver module content in new ways. Students are now able to fast-forward, rewind or skip to segments they desire, hence enabling them to learn in a self-directed and personalized manner, anytime and anywhere.

Accessing myTIMeS

You can access myTIMeS through a web browser on any internet-connected computer or download the myTIMeS mobile app.

Web Browser

For best result, myTIMeS and ReWIND are best viewed with:

- i. Google Chrome
 - ii. Mozilla Firefox
 - iii. Microsoft Edge
 - iv. Safari
1. To access myTIMeS, open a web browser and enter myTIMeS URL which is <https://mytimes.taylors.edu.my>, and click on Log in.

myTIMeS Home Dashboard My Courses User Guide More

Search Log in

WELCOME myTIMeS

Taylor's Integrated e-Learning System

Tailored for Excellence

- 24/7 online access to resources and course materials
- Interactive and engaging learning activities
- Promote personalized and collaborative learning

About myTIMeS

myTIMeS is Taylor's University's interactive Learning Management System (LMS) that is designed specifically to support the delivery of teaching, learning materials and activities that enables learning activities to be delivered through one stop center that offers users the convenience of 24/7 anytime, anywhere access.

Interactive Multimedia Content

myTIMeS provides a number of interactive activities including forums, wikis, quizzes, surveys, chat and peer-to-peer activities that will enable learners to share resources, work and learn together. Its learning content offers a mix of media including text, images, audio, video and interactive learning objects which will engage learners in their learning.

New Features

myTIMeS is currently running on Moodle 4.1 (LTS) which brings a lot of improvements including users' UI/UX experience, streamlined navigation, less scrolling more learning, better course management editing and more!

2. Click on Taylor's Microsoft Account

myTIMeS Taylor's Integrated e-Learning System

Log in using your account on:

Taylor's Microsoft Account

Login with your myTIMeS account

Username

Password

Log in

Lost password?

Cookies notice

3. Enter your **Taylor's Student email** and click **Next**



Sign in

ela.helpdesk@taylors.edu.my

No account? [Create one!](#)

[Can't access your account?](#)

[Back](#) [Next](#)

4. Enter your **password** and click **Sign in**.



← ela.helpdesk@taylors.edu.my

Enter password

.....|

[Forgot my password](#)

[Sign in](#)

Welcome to Taylor's Education.

5. After entering your credentials, you'll be prompted for **Multi Factor Authentication (MFA)**. Depending on your MFA setup, this could be a text message, phone call, or authentication app notification.
6. Follow the instructions on screen to complete the MFA process.
7. You will be redirected to the dashboard interface after log in successfully.

Mobile App

You can also access your modules in myTIMES and learn while you are on the go with Taylor's myTIMES Mobile. Download the app from Google Play or Apple Store.

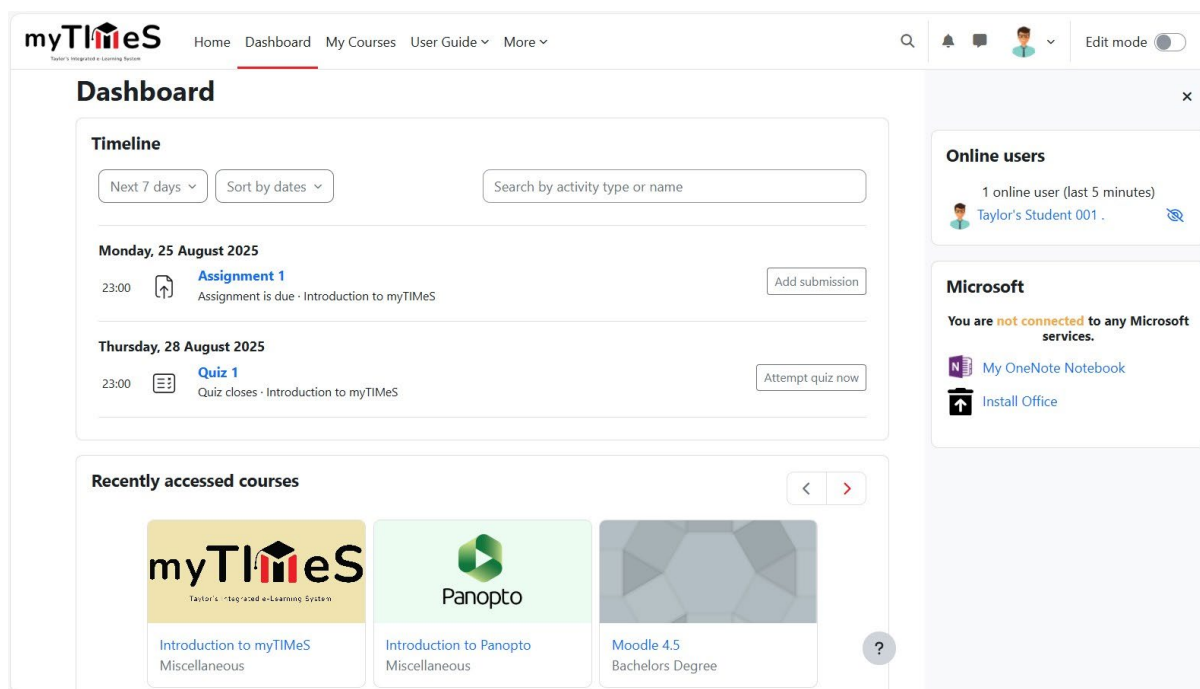


Note: Taylor's myTIMeS Mobile app provides streamlined access to notifications and quick access to module content. However, for optimal functionality, including support for features like ReWIND videos or Completion Progress blocks, it is recommended that students access myTIMeS via a web browser, preferably Chrome or Firefox.

Dashboard

Once logged in to myTIMeS, Dashboard is the first landing page that you will see. The Dashboard is a customisable page for providing users with details of their progress and upcoming deadlines. The default Dashboard includes **Timeline**, **Recently accessed courses (if have)**, **Course overviews**, **Latest announcements** and **Calendar**.

There is also a **Block drawer** on the right site of the Dashboard that include **Recently accessed items** block.



The screenshot displays the myTIMeS Dashboard interface. At the top, there is a navigation bar with the myTIMeS logo and links for Home, Dashboard, My Courses, User Guide, and More. A search bar and a user profile icon are also present. The main content area is titled "Dashboard" and features a "Timeline" section with filters for "Next 7 days" and "Sort by dates". The timeline shows two upcoming events: "Assignment 1" due on Monday, 25 August 2025, and "Quiz 1" on Thursday, 28 August 2025. Below the timeline is a "Recently accessed courses" section with three course cards: "Introduction to myTIMeS", "Introduction to Panopto", and "Moodle 4.5". On the right side, there is a "Block drawer" containing three blocks: "Online users" showing 1 online user, "Microsoft" services, and "My OneNote Notebook".

You can customise the Dashboard by adding or removing blocks and changing block positions.

1. Toggle on the 'Edit Mode' switch located at the top right.
2. Click “Reset page to default” to revert the dashboard back to the original blocks.
3. Click the icons that next to the block to reposition the blocks.

The screenshot shows the myTImeS dashboard interface. A blue box at the top right points to the 'Edit mode' toggle switch, labeled '1. Toggle on the 'Edit Mode:'. Another blue box points to the 'Reset page to default' button, labeled '2. Revert the dashboard back to original'. A third blue box points to the repositioning icons (plus, minus, and list) next to the 'Timeline' block, labeled '3. Reposition the block'.

- **Timeline**

This block provides a detailed view of the Timeline section. It includes a search bar labeled 'Search by activity type or name' and a 'Call-to-action' button labeled 'Add submission'. A blue box highlights the search bar with the text: 'Searchable and Filterable timeline makes finding what you need quick and easy, saving you time and keeping you on track.' The timeline lists activities for 'Monday, 25 August 2025' and 'Thursday, 28 August 2025', each with a time slot and an action button like 'Attempt quiz now'.

The Timeline block provides an overview of deadlines for the activities in the modules for which you are enrolled during that semester. The action buttons next to the activity allow you to easily navigate to the activity to complete the task.

Note: For 'Overdue' activities, the dashboard will only display the deadline for a maximum of 2 weeks.

- **Recently accessed courses**

The Recently accessed courses block displays the modules you have most recently accessed.

Course overviews provides visibility into all your enrolled modules through several display options, including All, In Progress, Future, Past, Starred, or Remove from View.

Latest announcement serves as a vital communication channel, prominently displaying crucial updates such as myTImeS maintenance alerts, OMR opening time, university events and others.

Calendar shows all the due dates of the assignments, exams, and quizzes for your modules. Please note that your lecturer needs to set the due date for the activity in the activity settings for it to show in the calendar. You can also add your own entries and notes to the calendar.

My Courses

The screenshot displays the 'My Courses' interface. At the top, the navigation menu includes 'Home', 'Dashboard', 'My Courses' (which is highlighted with a red rectangular box), 'User Guide', and 'More'. Below the navigation bar, the page title 'My courses' is followed by the sub-header 'Course overview'. A blue callout box with the text 'To search specific enrolled modules' has an arrow pointing to the search input field. The search bar is part of a filter row that also includes a dropdown for 'In progress', a dropdown for 'Sort by course name', and a 'Card' view selector. Two course cards are visible: 'Introduction to myTImeS' showing '16% complete' and 'Introduction to Panopto' showing '0% complete'. Each card has a vertical ellipsis menu icon. At the bottom left, there is a 'Show 12' dropdown menu.

My courses page displays the Course overview block to provides visibility into all your enrolled modules through several display options, including All, In Progress, Future, Past, Starred, or Remove from View.

In Progress – Displays your currently registered semester modules.

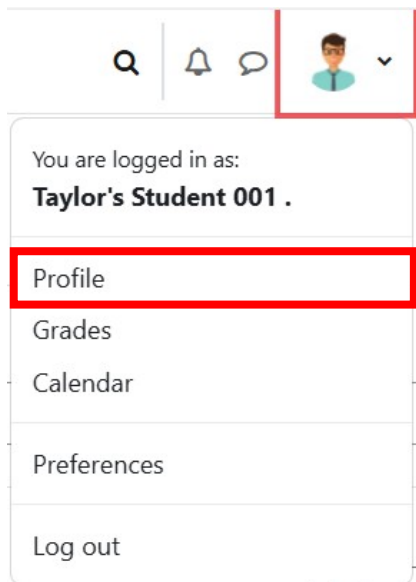
Future – Displays your registered modules with future commencement date.

Past – Displays your registered module from previous semester.

In addition to these display options, a search feature has been added to enable users to find specific enrolled modules efficiently. This search functionality can be particularly useful for locating a particular module without the need to manually scroll through the entire list.

Profile Setting

You can review your user profile after logging into myTIMeS by clicking on the profile picture in the top-right corner, then selecting "Profile" from the drop-down menu.



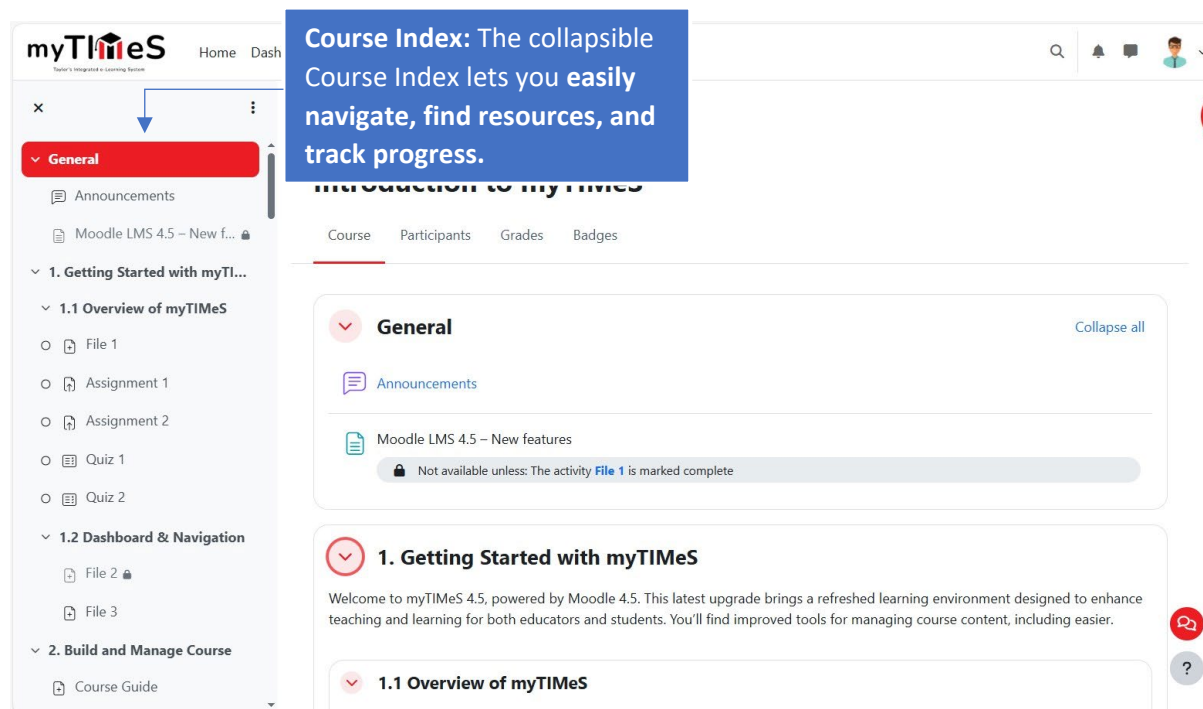
You can change your user settings under the user menu.

- **Profile** for changing general information e.g., contact information
- **Preferences** for changing user, notifications, and calendar preferences.

Module Homepage

To access a module in myTIMeS, click on the module's name in either your Dashboard or My Courses. This action will redirect you to the main page of the respective module.

Once you are on the module page, you can access the course content, including digital resources and learning activities. The appearance of the Course page may vary depending on the lecturer or tutor; however, rest assured that the functionality remains very similar.



The activity and resource icons have been redesigned to be smaller and less dominant, with colours chosen to be more easily distinguishable for users with colour vision deficiency.

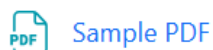
Icon	Function
	Resources
	Interactive content
	Assessment
	Communication
	Collaboration

1. Announcement

[Announcements](#)

Check this section for any updates or announcement related to your modules.

2. Content



Lecturers can upload resources in a variety of formats. The Greenish-blue colour icon by side of the resource title indicates what type of content it is. Each file type now has its own icons. You simply click on the title of a resource to open or download it.

3. Activity

Your lecturer may include several activities in the module, The most common myTIMeS activities include:

Icon	Activity Name	Description
	Forum	The forum activity module enables participants to have asynchronous discussions i.e. discussions that take place over an extended period of time.
	Quiz	The quiz activity enables a lecturer to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical.
	Assignment	The assignment activity module enables a lecturer to communicate tasks, collect work and provide grades and feedback.
	Turnitin	Turnitin is used to check your assignment against plagiarism. Turnitin creates a similarity report that shows what percentage of your work is original as opposed to quoted, or even present without proper citation(plagiarized).
	H5P	H5P is an abbreviation for HTML5 Package - interactive content such as presentations, videos and other multimedia, questions, quizzes, games and more.

Introduction to myTImeS Activities

The section that follows will guide you on the common learning activities that your lecturer may use in the module.

Submitting an Assignment

You may be required to submit several assignments throughout a term/semester. To ensure that you receive proper credit for your assignments, please follow all instructions given to you by your lecturer to submit an assignment.

Submitting a File

1. Write your work in a word processor, e.g., Microsoft Word, and convert it to PDF (recommended). Click on the assignment title in your current module.
2. Click on the assignment title to view the assignment details.



Assignment 1

3. Click “**Add submission**” to submit your assignment.

Add submission

Submission status

Submission status	No submissions have been made yet
Grading status	Not graded
Time remaining	3 days 11 hours remaining
Last modified	-
Submission comments	> Comments (0)

4. Select your file to upload, or you can simply drag and drop the file into the center to initiate the upload.

▼ Add submission

☐ This submission is my own work, except where I have acknowledged the use of the works of other people. ⓘ

File submissions




Maximum file size: 50 MB, maximum number of files: 20







You can drag and drop files here to add them.

[Save changes](#) [Cancel](#)

Note: Before submitting the assignment, you have the option to edit your submission. If you need to remove an uploaded file, click on the file icon, and in the pop-up window, select "Delete" to complete the action.

5. Click **"Save changes"** to submit your assignment after uploading the file.

Note: If your lecturer requires you to click the submit button, you will see the **"Submit Assignment"** button after clicking Save changes.

[Submit assignment](#) ⓘ

[Edit submission](#)

[Remove submission](#)

Submission status

Submission status	Draft (not submitted)
Grading status	Not graded
Time remaining	3 days 8 hours remaining
Last modified	Friday, 22 August 2025, 2:03 PM
File submissions	 Assignment1_Taylors_student001.pdf 22 August 2025, 2:03 PM
Submission comments	> Comments (0)

Read the words on the screen, then tick the checkbox, and click **"Continue"** to confirm your submission. Once confirmed, you won't be able to edit the submission.

Confirm submission

☐ This submission is my own work, except where I have acknowledged the use of the works of other people. !

- You are required to agree to this statement before you can submit.

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

Continue

Cancel

Submitting Online Text

1. Start by clicking “Add submission”.
2. In the “Online Text” box, enter (or copy and paste) your answer.

v

Add submission

Online text

Edit View Insert Format Tools Table Help

↶ ↷ **B** *I* A ↕ ...

p
0 words

Save changes
Cancel

3. Click “Save changes” to submit.

Your submission status will change from “Draft” to “**Submitted for grading**” after your assignment has been submitted to the lecturer for grading.

Submitting Assignments via Turnitin

Turnitin is a plagiarism detection application tool. Turnitin’s Originality Check helps you avoid plagiarism by checking your writing for citation mistakes or inappropriate copying of somebody else’s work.

Take note that Turnitin is not an assignment repository application. You may be required to print out or download the originality report and submit it together with your assignment.

1. Write your work in a word processor, e.g., Microsoft Word and convert it to PDF (recommended).

- Click on the Turnitin assignment title in your current module.



- Click on **"Submit Paper"**.

My Submissions

Part 1

Title	Start Date	Due Date	Post Date	Marks Available
Turnitin Assignment - Part 1	2 Jan 2025 - 10:00	1 Jan 2026 - 23:59	3 Jan 2025 - 10:00	100

[Refresh Submissions](#)

Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade	Overall Grade	
--	--	--	--	--	--	Submit Paper

- Enter your **Submission title**.

Submit Paper

Submission Type File Upload

Submission Title

File to Submit Maximum file size: 50 MB, maximum number of files: 1

Files

You can drag and drop files here to add them.

Add Submission

Required

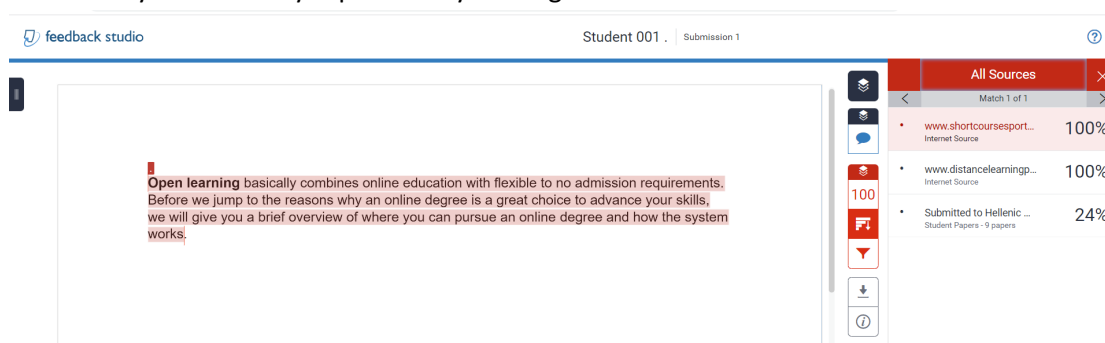
- Choose the file to upload.
- Click **"Add Submission"**.
- Click **"Submit Paper"** to submit.
- The Turnitin Submission page will be displayed confirming your assignment has been submitted.

My Submissions				
Part 1				
Title	Start Date	Due Date	Post Date	Marks Available
Turnitin Assignment - Part 1	2 Jan 2025 - 10:00	1 Jan 2026 - 23:59	3 Jan 2025 - 10:00	100
Refresh Submissions				
Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade
View Digital Receipt My submission	2733303336	22/08/25, 14:18	26%	--/100
Submit Paper				

10. The possible similarity index percentages ranges are linked to a corresponding colour.

Blue	No matching text
Green	One word to 24% matching text
Yellow	25-49% matching text
Orange	50-74% matching text
Red	75-100% matching text

11. Click on the similarity index percentages will open the similarity report as below. You can download your similarity report file by clicking the  icon.



Quiz

Follow these recommendations when taking a test or quiz in myTIMES.

- Plan your test-taking in myTIMES carefully. Note the closing date and time as well as the time limit for the quiz. The test will automatically close at whichever time comes first, even if you have not reached the other time limit. For example, if you have a test that closes at 10pm, the test WILL CLOSE AND KICK YOU OUT AT 10PM regardless of how much time you have left to complete your test.
- The speed of your computer as well as your connection will determine how quickly the test is displayed and answers are saved and/or submitted. If taking a timed test, be sure to save and submit your test several minutes before the timer runs out.

Attempting Quizz

1. Click on the quiz in the current module.



2. Click on the **Attempt quiz** button and then on **Start attempt** to confirm that you want to start the quiz.

Quiz 1

Start attempt
×

Done: View

To do: Receive a grade

Opened: Thursday, 31 July 2025, 11:00 PM

Closes: Thursday, 28 August 2025, 11:00 PM

Time limit

Your attempt will have a time limit of 30 mins. When you start, the timer will begin to count down and cannot be paused. You must finish your attempt before it expires. Are you sure you wish to start now?

Attempt quiz

Start attempt

Cancel

Grading method: Highest grade

3. Take note of any special instructions, including the time limit (if applicable).
4. Select or enter the best answer to the questions.

Note: Your lecturer can set the quiz to display all questions on one page or to display them one at a time. If the questions appear one at a time, use the Next button (or click on a page number) to move from one question to another.

5. If you are not sure about the answer, you can flag the question first and come back to the question later. Click the **Flag question** icon if you would like to flag a question. Once you flag a question, the question number will be marked with a red indicator.

Question 1

Not yet answered

Marked out of 1.00

Flag question

Arrange the following steps in the correct order for a typical software development and production release process.

Maintenance and Support

Testing and Debugging

Deployment to Production

Requirement Gathering & Analysis

Development / Coding

Design & Architecture

Quiz navigation

1

Finish attempt ...

6. You can go back to the questions you have flagged and review them from the Summary of attempts page after the last question but before submitting the quiz.

Summary of attempt

Question	Status
1	Answer saved

Return to attempt

Time left 0:25:14

Hide

This attempt must be submitted by Friday, 22 August 2025, 2:55 PM.

Submit all and finish

7. When you have attempted all the questions, click on **Submit all and finish** to confirm your submission.

Discussion Forum

Forums are the most versatile activity in myTIMeS. Forums is a tool for communication (announcements), online discussion and collaboration that allows students and lecturers to exchange ideas by posting comments in a thread. Files such as images and media maybe included in forum posts.

Students can access the forum by clicking the icon on the module page.



Meet and Greet

Participating in a forum discussion

1. Start a new topic by clicking "**Add discussion topic**" button.

Add discussion topic

2. Add a title into the **Subject** field and write your message into the **Message** field.
3. Click "**Advance**" if you want to upload a file.

Subject !

Message !

Edit View Insert Format Tools Table Help

↶ ↷ **B** *I* A ...

0 words

Post to forum
Cancel
Advanced

Attachment ? Maximum file size: 500 KB, maximum number of files: 9

Files

You can drag and drop files here to add them.

4. Click **"Post to forum"** to publish your post. You will have 30 minutes to edit your post after posting.
5. If you wish to receive emails for every post made in the forum, toggle on the **Subscribe** button next to the discussion topic.

?

Q
Add discussion topic
Subscribe to forum

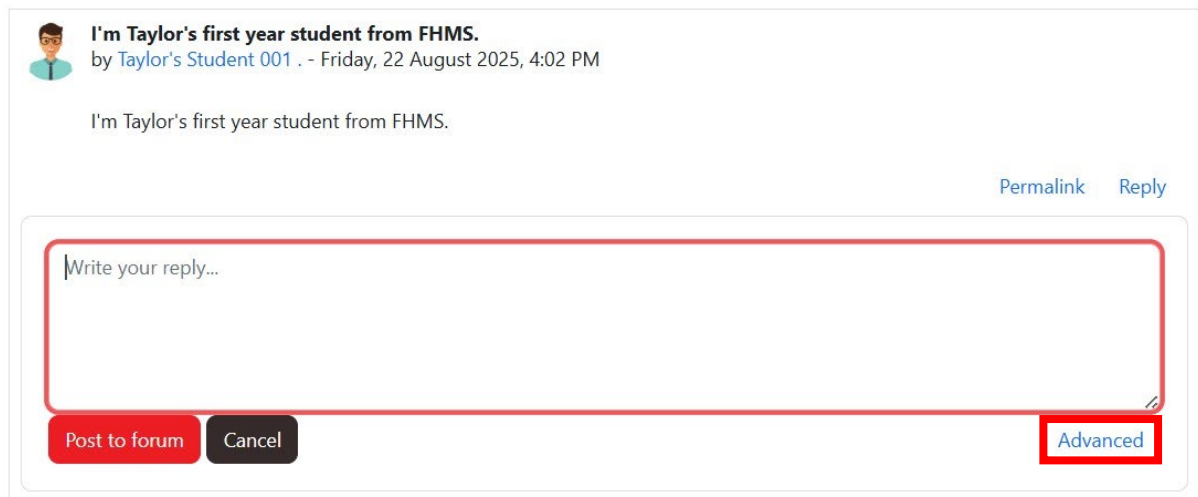
Discussion	Started by	Last post ↓	Replies	Subscribe
☆ I'm Taylor's first year student from FHMS.	Taylor's Student ... 22 Aug 2025	Taylor's Student ... 22 Aug 2025	0	☐

Replying to a forum topic

1. After entering the forum page, click on the name of the topic.

2. You can reply to a post by clicking “**Reply**” once you are in the original message. The reply box appears inline, to allow you to respond quickly. Write your message into the text box field and click “**Submit**” to reply.

Note: If a more detailed reply is needed, for example, needing the editing toolbar or attachment box, clicking **Advanced** will display the full version.



The screenshot shows a forum post and its reply interface. The post is titled "I'm Taylor's first year student from FHMS." by "Taylor's Student 001" on Friday, 22 August 2025, at 4:02 PM. Below the post, there are links for "Permalink" and "Reply". The reply interface is a large text box with the placeholder text "Write your reply...". Below the text box, there are three buttons: "Post to forum" (red), "Cancel" (dark grey), and "Advanced" (blue, highlighted with a red box).

6. You can edit your posts for 30 minutes after publishing them. After that, they can no longer be edited. If there later is a need to edit or delete posts, please contact your teacher.

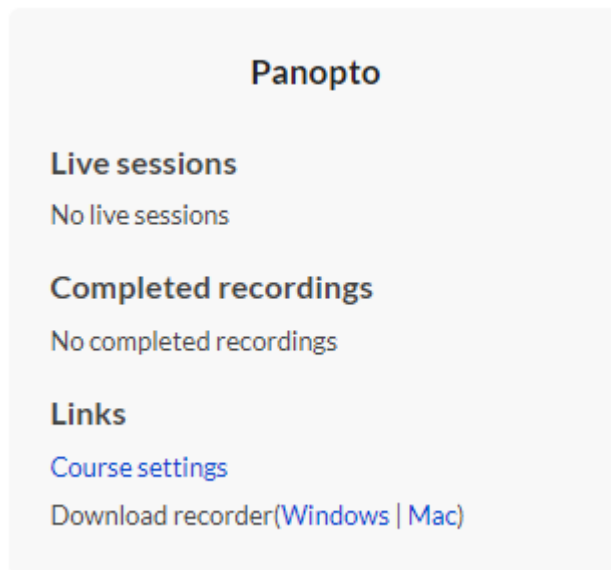
ReWIND

Accessing recorded lecture

Classes conducted in all lecture theatres will be recorded and uploaded onto myTImeS automatically after the class.

There are several ways you can access the video recording in your module.

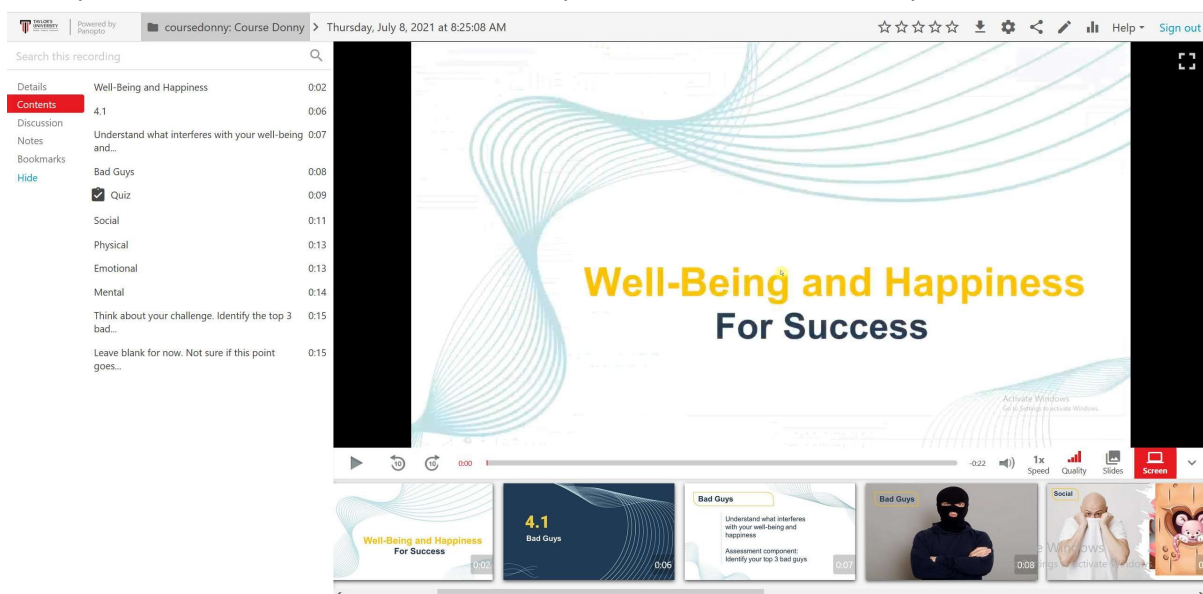
1. Panopto Block



2. Panopto Link



Once you clicked the video link, it will redirect you to the lecture video that you would like to watch.



These features are available on the full Panopto player.

1. **Search this recording** - Type in any search keyword here to find any text in the PowerPoint or spoken words.
2. **Contents** - This will list the slide title of each slide.
3. **Discussion** - This is a place which you can have a discussion between your lecturer and course mates of this module.
4. **Notes** - This is a personal notepad. You can use this to record notes which are important to you.
5. **Bookmarks** - You can bookmark any position in the video timeline.
6. **Speed** - Just like YouTube, video playback speed can be slowed down or speed up. The audio will be pitched correctly by Panopto.
7. **Quality** - By default, video quality is automatically selected based on your Internet connection. You can override this setting manually.
8. **Select secondary source** – Slide, Screen, camera. If there are multiple secondary sources, click on these buttons to change the source.
9. **Download video** (only if your lecturer enabled it).

In-video quiz

Panopto allows lecturers to embed in-video quiz to test your level of understanding of the topic. This in- video quiz function will only appear if the video is played back using the web browser or Panopto mobile app. So, it is important to view the video at least once on these platforms, to check if there is any embedded in-video quiz.

The screenshot displays the Panopto player interface for a video titled 'Gluconeogenesis 221121'. The video is by 'Bin Seng Low'. A quiz overlay is active, asking: 'Gluconeogenesis is 100% reversal of glycolysis processes.' with options 'True' and 'False'. The 'Contents' sidebar on the left lists several quiz points at various timestamps (7:51, 10:05, 18:17, 30:32, 43:14). The video player shows a diagram of the gluconeogenesis pathway, with a red arrow indicating the direction of flow. The video progress bar shows the current position at 7:51 out of 44:02. The player controls include play/pause, previous, next, speed (1x), and quality settings.

Download Video

Important: The ability to download content from Panopto is at the discretion of your lecturer. If you cannot download a video, please make a request to your lecturer.

When you see the download button at the **top right** of the screen, click on it to download the video.

If there is no download button, this recording has not been made available for download. Please contact your lecturer.



Help ▾

Sign out

Logging Out

When you are done working in myTIMeS, you should log out. This is especially important if you are working on a shared or public computer.

To log out:

1. Click on your profile picture at the top right menu, and then select **Log out**.
2. As an added precaution, close the browser.

Frequently Asked Questions

	Question	Action
1	One of the modules that I have registered does not appear in myTIMeS?	Please check if the module already appears on your timetable in Taylor's Mobile app. • If <u>yes</u>, please wait for the next day to reflect to in myTIMeS or you may contact e-Learning Academy @ ela.helpdesk@taylors.edu.my • If <u>no</u>, please contact Campus Central @ campuscentral@taylors.edu.my.
2	I have submitted my assignment via Turnitin, but the similarity report is still pending / not generated?	For the first 3 submissions, the report will be generated within 30 minutes depending on the number of words submitted. However, for the fourth and subsequent submission, it will require 24 hours delay generating the originality report. Please contact e-Learning Academy ela.helpdesk@taylors.edu.my if you have any issue with the Turnitin submission.
3	How can I change the default email address in myTIMeS?	You cannot change the default email set in myTIMeS (i.e. your Taylor's student email), but you can divert the email notifications to your personal email with the following steps. i. Click on your profile picture at the top right menu. ii. Go to Preferences > Notification preferences iii. Click on the gear icon next to "Email" in the table header and enter the alternative and click on Save Changes.

4	My previous semester modules are still available in myTIMeS even after the end of my semester. Why do this happen?	Your previous semester modules will be available up to 60 days after the semester ends; in case you need to access the modules for re-sit exam or other purposes.
5	Why can I not access previous semester modules?	After the semester ends, the completed modules will be scheduled for archiving for record-keeping and auditing purposes. If you need to access the previous semester modules to retrieve the contents, please write to e-Learning Academy ela.helpdesk@taylors.edu.my with your student ID, study semester, module name, and lecturer name, and we will open access for you to retrieve the contents for up to one month.