

myTIMeS and ReWIND *Guide*

myTIMeS

Taylor's Integrated e-Learning System



Contents

Introduction	3
Accessing myTIMeS.....	4
Web Browser	4
Mobile App.....	5
Dashboard	6
My Courses.....	8
Profile Setting.....	9
Course Homepage.....	10
Introduction to myTIMeS Activities	12
Submitting an Assignment	12
Submitting a File	12
Submitting Online Text	14
Submitting Assignments via Turnitin	15
Quiz	17
Attempting Quizz	18
Discussion Forum	19
Participating in a forum discussion	19
Replying to a forum topic.....	21
ReWIND.....	22
Accessing recorded lecture.....	22
In-video quiz.....	23
Download Video.....	23
Logging Out	24
Frequently Asked Questions	24

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

Hi, Welcome to Taylor's Integrated e-Learning System

Log in using your account on:

Taylor's Microsoft Account

If you do not have a Taylor's Microsoft ID, login using username and password provided to you.


Username

Password

Forgot your password?

Log in

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



Sign in


meiling.yun@sd.taylors.edu.my

No account? [Create one!](#)

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

Next

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



← meiling.yun@sd.taylors.edu.my

Enter password

Password

[Forgotten 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 myTIMeS Mobile App. Download myTIMeS mobile 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)**, **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, links to Home, Dashboard, My Courses, User Guide, and More, a search bar, and user profile icons. Below the navigation bar, a welcome message reads "Welcome back, Taylor's Student!". The main content area is divided into several sections:

- Timeline:** This section shows a list of assignments. It includes filters for "All", "Sort by dates", and a search bar. The assignments are listed by date:
 - Saturday, 20 January 2024:** Tutorial 1 (Introduction to myTIMeS - Assignment is due) with an "Add submission" button.
 - Sunday, 21 January 2024:** Tutorial 2 (Introduction to myTIMeS - Assignment is due) with an "Add submission" button.
- Recently accessed items:** This section lists items accessed recently:
 - Site announcements (Taylor's Integrated e-Learning Sy...)
 - Ai Tutor Assistance - Walter (Introduction to myTIMeS)
 - Essay (Introduction to myTIMeS)
 A "Show more items" button is located below the list.
- Online users:** This section shows "1 online user (last 5 minutes)" and lists "Taylor's Student .".
- Recently accessed courses:** This section displays two course cards:
 - myTIMeS:** Miscellaneous, Introduction to myTIMeS, with a "View Course" button.
 - Panopto:** Miscellaneous, Introduction to Panopto, with a "View Course" button.

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 the icons that next to the block to reposition the blocks.

- Click “Reset page to default” to revert the dashboard back to the original blocks.

The screenshot shows the myTimeS dashboard interface. At the top, there is a navigation bar with links: Home, Dashboard, My Courses, User Guide, and More. A search bar and user profile are also present. The dashboard is divided into several sections: a 'FULL-WIDTH TOP' block, a 'BOX CONTENT TOP' block, a 'Timeline' section, and a 'Recently accessed items' sidebar. Annotations with blue boxes and arrows indicate the following steps:

- 1. Toggle on the 'Edit Mode':** Points to the edit mode toggle in the top right corner.
- 2. Reposition the block:** Points to the repositioning handles (up, down, left, right arrows) on the 'BOX CONTENT TOP' block.
- 3. Revert the dashboard back to original:** Points to the 'Reset page to default' button located below the 'BOX CONTENT TOP' block.

The 'Timeline' section shows a list of activities for Saturday, 20 January 2024, including 'Tutorial 1' with a due date and an 'Add submission' button. The 'Recently accessed items' sidebar lists 'Site announcements', 'AI Tutor Assistance - Walter', and 'Essay'. The 'Online users' section shows '1 online user (last 5 minutes)'.

- Timeline**

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.

This image provides a detailed view of the Timeline block. It shows a list of activities for Saturday, 20 January 2024 and Sunday, 21 January 2024. Each activity entry includes a date, a title (e.g., 'Tutorial 1', 'Tutorial 2'), a description (e.g., 'Introduction to myTimeS - Assignment is due'), and a time (e.g., '00:00'). An 'Add submission' button is located next to each activity. Annotations with blue boxes and arrows highlight the following features:

- Searchable and Filterable timeline:** Points to the search bar and filter dropdowns at the top of the timeline section.
- Call-to-action:** Points to the 'Add submission' button next to an activity.

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

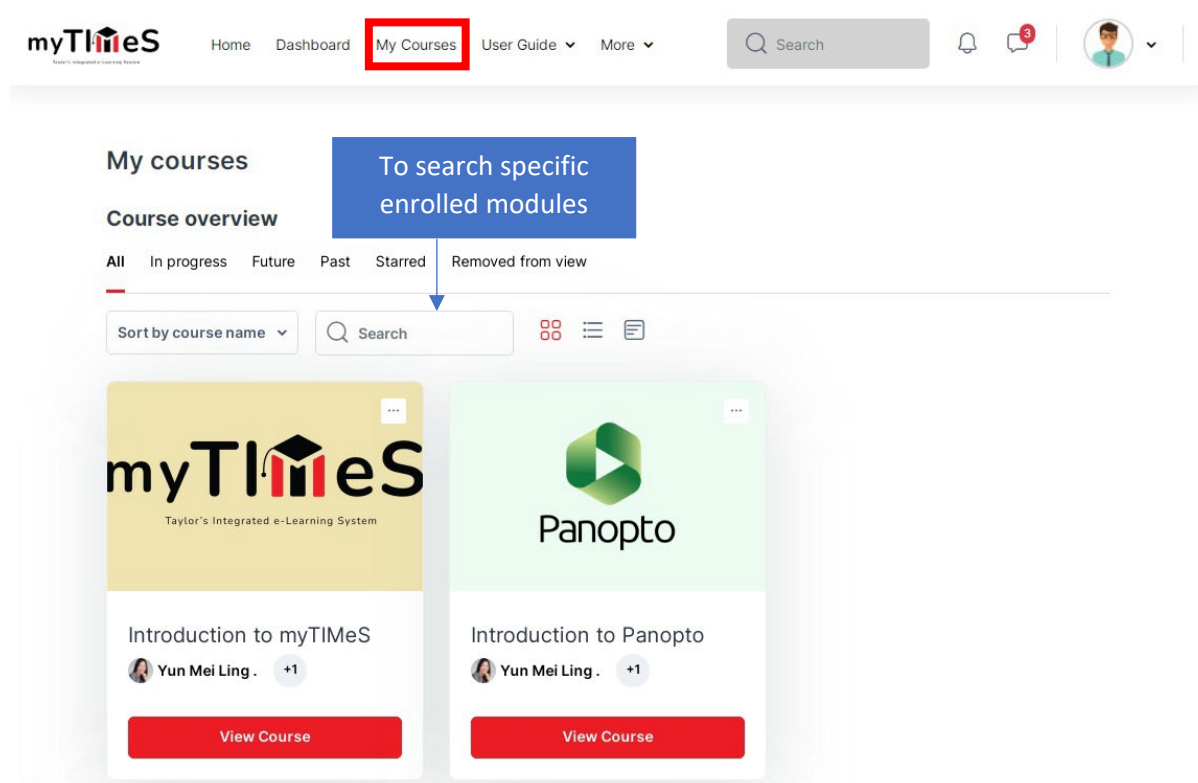
- Recently accessed courses**

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

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



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.

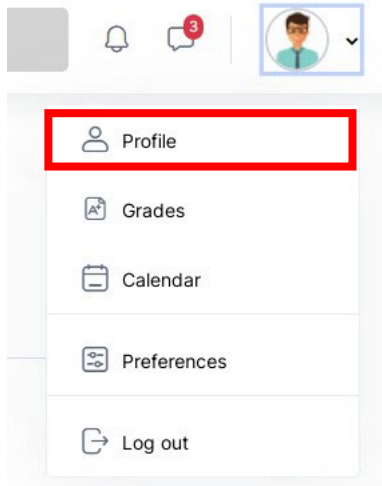
Future – Displays your registered modules with future commencement date.

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.

Course Homepage

To access a module in myTIMeS, click on the **"View Course"** button located under 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 icon for resources and activities in myTIMeS have been color-coded to indicate their functions within the modules. This makes it easier for you to quickly identify and access the specific type of activity you're looking for.

Icon Colour	Function
 Blue	Content
 Pink	Assessment
 Red	Communication
 Green	Collaboration

1. Announcement



Forum

Announcements

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

2. Content



File

Sample Resource

Lecturers can upload resources in a variety of formats. The blue colour icon by side of the resource title indicates what type of content it is. You simply click on the title (or icon) 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

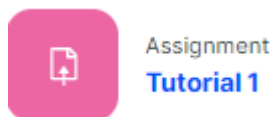
The section that follows will guide you on the common learning activities that your lecturer may use in the module.

Submitting an Assignment

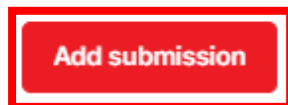
You may be required to submit several assignments throughout a term/semester. To ensure that you receive proper credit for your assignments, please follow all instructions given to you by your lecturer to submit an assignment.

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.



3. Click **"Add submission"** to submit your assignment.




Submission status

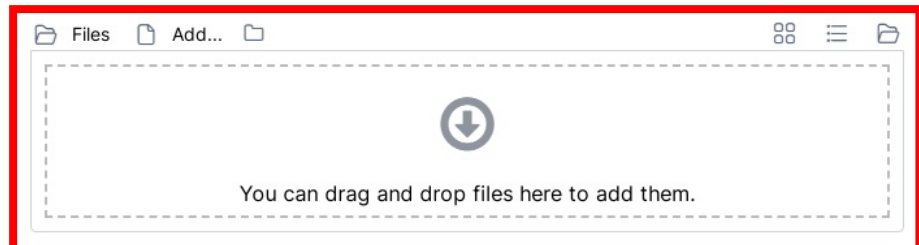
Submission status	No submissions have been made yet
Grading status	Not graded
Time remaining	5 days 9 hours remaining
Last modified	-
Submission comments	► Comments (0)

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

Add submission

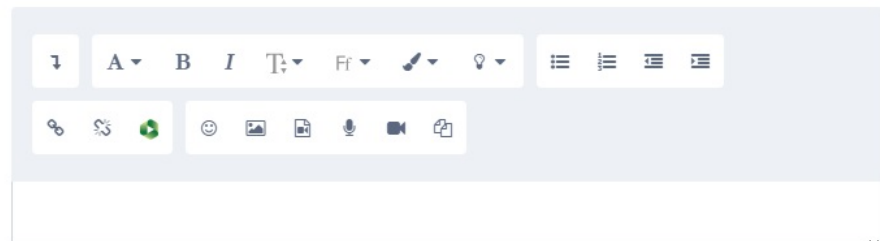
☐ This submission is my own work, except where I have acknowledged the use of the works of other people. 

File submissions



Maximum file size: 20 MB, maximum number of files: 1

Online text



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	6 days 8 hours remaining
Last modified	Monday, 22 January 2024, 1:49 PM
File submissions	<div> <div>Assignment + Turnitin.docx</div> <div>22 January 2024, 1:49 PM</div> </div>
Submission comments	<div> <div>Comments (0)</div> </div>

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.

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

Continue

Cancel

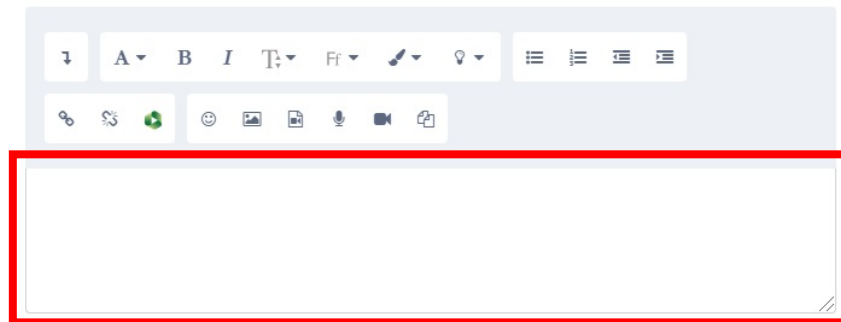
Submitting Online Text

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

Add submission

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

Online text



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).
2. Click on the Turnitin assignment title in your current module.



3. Click on **“Submit Paper”**.

My Submissions

Part 1

Title	Start Date	Due Date	Post Date	Marks Available
Turnitin Assignment - Part 1	22 Jan 2024 - 14:17	29 Jan 2024 - 00:00	29 Jan 2024 - 00:00	100

Refresh Submissions

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

4. Enter your **Submission title.**

Submit Paper

Submission Type ? File Upload

Submission Title ! ?

File to Submit ?

Files Add...

You can drag and drop files here to add them.

Maximum file size: 100 MB, maximum number of files: 1


Add Submission

- 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	22 Jan 2024 - 14:17	29 Jan 2024 - 00:00	29 Jan 2024 - 00:00	100
Refresh Submissions				
Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade
View Digital Receipt My submission	2275696449	22/01/24, 14:34	10%	--
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.

feedback studio Student 001 Submission 1

Open learning basically combines online education with flexible to no admission requirements. Before we jump to the reasons why an online degree is a great choice to advance your skills, we will give you a brief overview of where you can pursue an online degree and how the system works.

All Sources Match 1 of 1

- www.shortcoursesport... Internet Source 100%
- www.distancelearningp... Internet Source 100%
- Submitted to Hellenic ... Student Papers - 9 papers 24%

100

Download

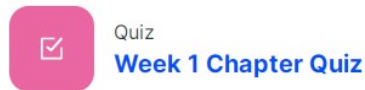
Quiz

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

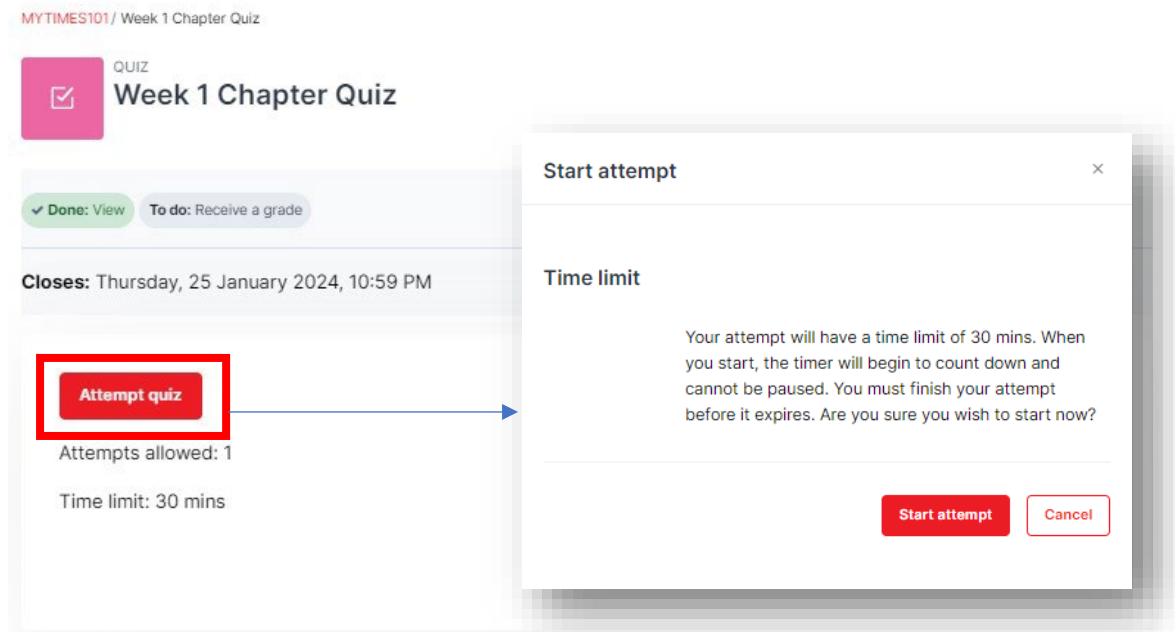
- Plan your test-taking in myTIMES carefully. Note the closing date and time as well as the time limit for the quiz. The test will automatically close at whichever time comes first, even if you have not reached the other time limit. For example, if you have a test that closes at 10pm, the test WILL CLOSE 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.



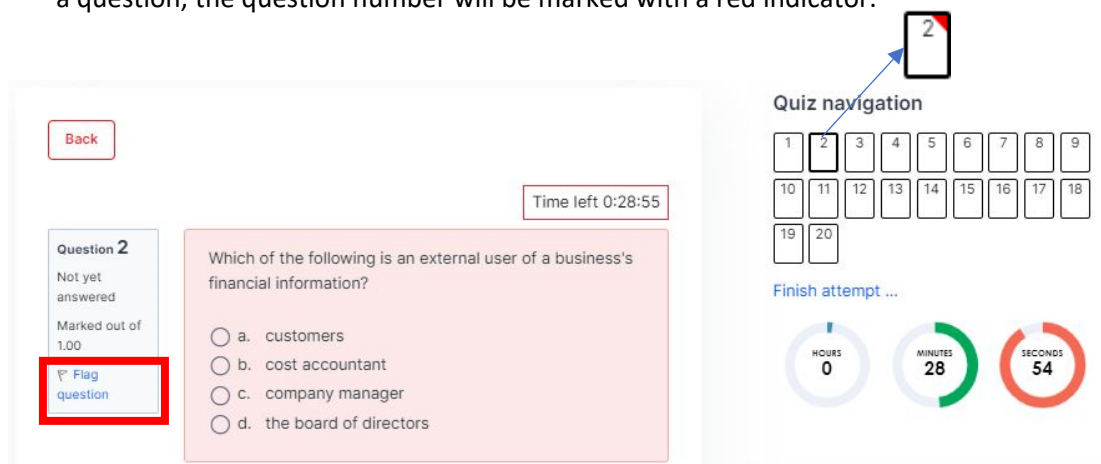
2. Click on the **Attempt quiz** button and then on **Start attempt** to confirm that you want to start the quiz.



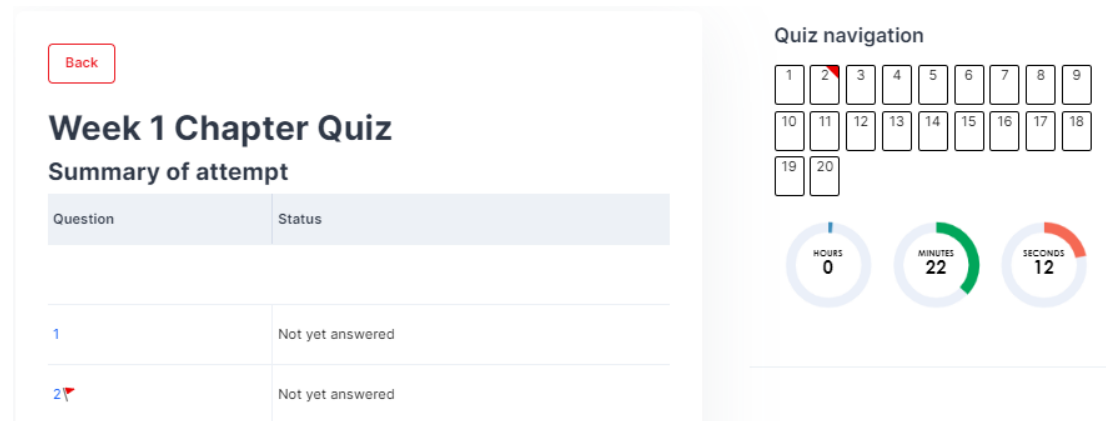
3. Take note of any special instructions, including the time limit (if applicable).
4. Select or enter the best answer to the questions.

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.



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.



Week 1 Chapter Quiz
Summary of attempt

Question	Status
1	Not yet answered
2	Not yet answered

Quiz navigation

1 2 3 4 5 6 7 8 9

10 11 12 13 14 15 16 17 18

19 20

HOURS 0 MINUTES 22 SECONDS 12

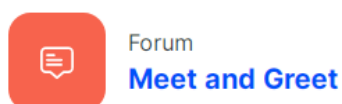
7. When you have attempted all the questions, click on **Submit all and finish** to confirm your submission.

Submit all and finish

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.



Participating in a forum discussion

1. Start a new topic by clicking **"Add a new 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 ⓘ

Attachment ⓘ

Post to forum Cancel **Advanced**



Files Add...

You can drag and drop files here to add them.

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

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.

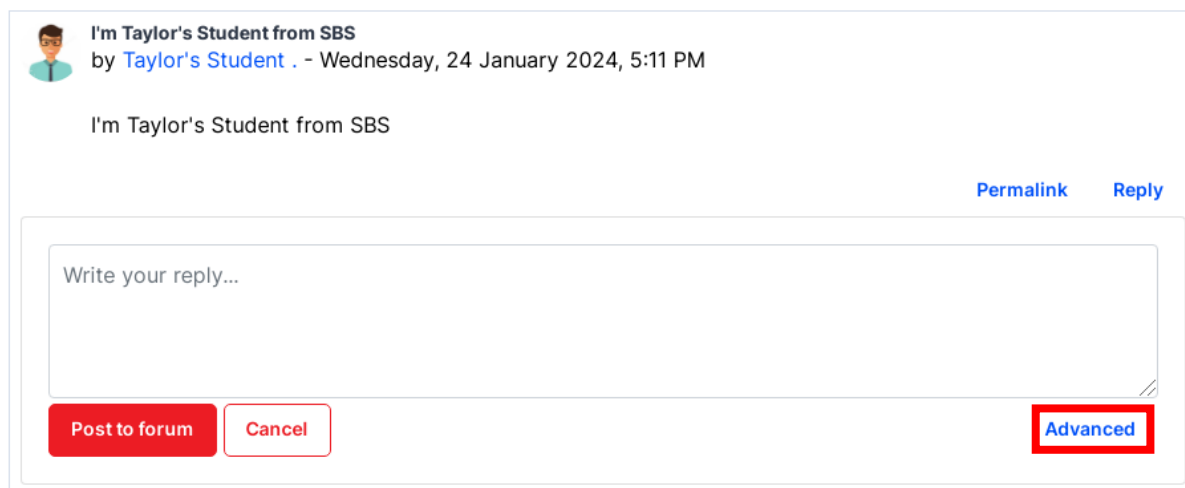
Search forums Add discussion topic Subscribe to forum

	Discussion	Started by	Last post ↓	Replies	Subscribe
☆	I'm Taylor's Student from SBS	 Taylor's Stude... 24 Jan 2024	 Taylor's Stude... 24 Jan 2024	0	<input type="checkbox"/>

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 a reply box. The post is by 'Taylor's Student' and says 'I'm Taylor's Student from SBS'. Below the post is a reply box with the placeholder text 'Write your reply...'. At the bottom of the reply box are three buttons: 'Post to forum' (red), 'Cancel' (white with red border), and 'Advanced' (blue with red border). The 'Advanced' button is highlighted with a red rectangle.

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.

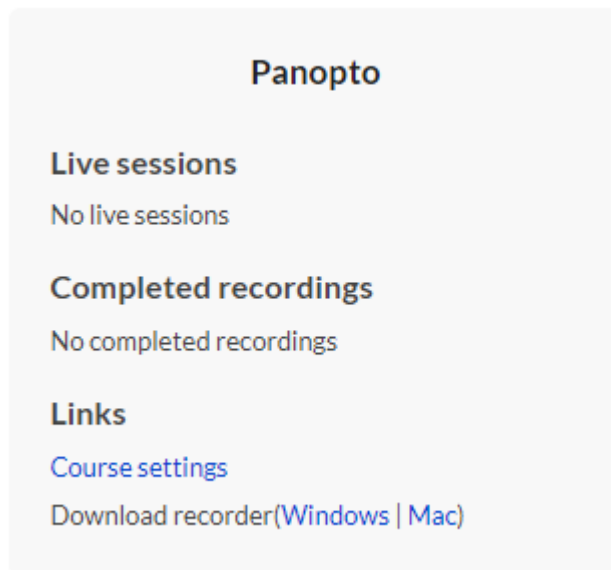
ReWIND

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.

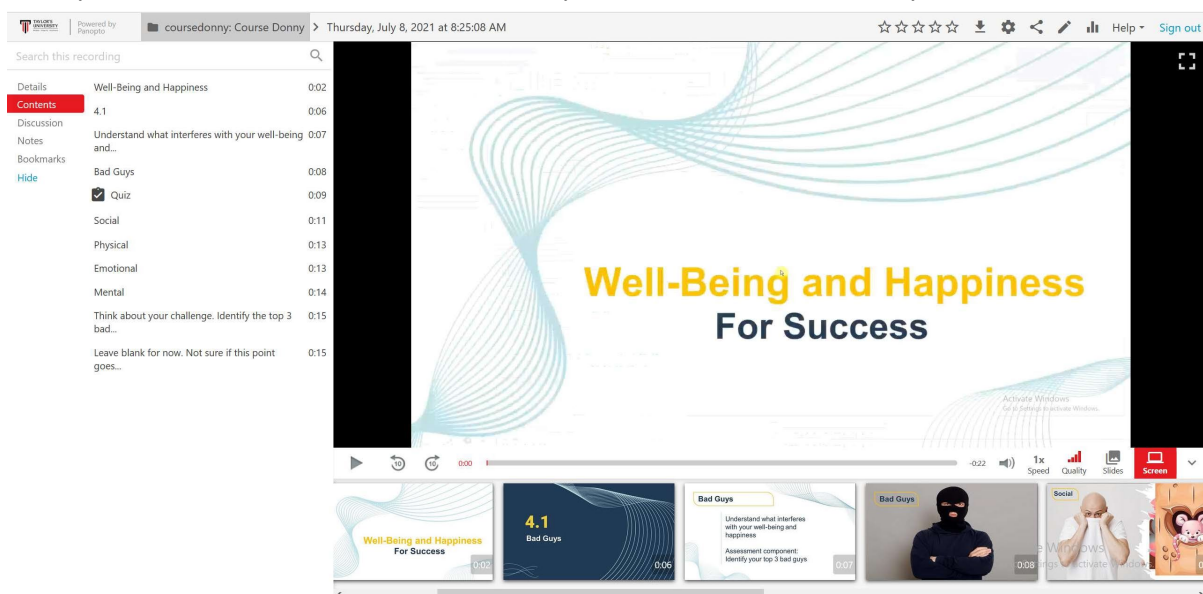
1. Panopto Block



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 'True' and 'False' options. 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 interface includes standard video controls like play, pause, and volume, as well as settings for speed and quality.

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.



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?	<p>Please check if the module already appears on your timetable in Taylor's Mobile app.</p> <ul style="list-style-type: none"> • 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?	<p>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.</p> <p>Please contact e-Learning Academy ela.helpdesk@taylors.edu.my if you have any issue with the Turnitin submission.</p>
3	How can I change the default email address in myTIMeS?	<p>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.</p> <ol style="list-style-type: none"> 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.