

## Platforms

### Virtual face to face classes

- Conduct as per schedule
  - using Google Meet
- <https://meet.google.com>



### Virtual Classroom

- Announcements
  - Class Interactions
  - Notes, assignments posting
  - Using Google classroom
- <https://classroom.google.com>



### Timetable

- Using Google calendar
- <https://classroom.google.com>



## How to Access?

### Method 1:

Ensure your Gmail address registered with graduate school office or student service department.

Timetable will be create & send invitation to your Gmail. You can join the class by clicking the "Join with Google Meet" stated in email.

### Method 2:

- Sign in to [www.google.com](http://www.google.com)
- Click on the 9 dots icon



- Click on "Calendar 31"
- Click on particular class schedule
- Click on "Join with Google Meet"

## Online Supports

### Postgraduate

- Ms. Norra, Registrar  
[Norrabiatal@ftms.edu.my](mailto:Norrabiatal@ftms.edu.my)
- Ms. Nur Asyikin, Student Services Executive  
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### Undergraduate

- Ms. Norra, Registrar  
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- Mr. Norazwan, Assistant Registrar  
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- Mr. Harris, Student Services Manager  
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- Ms. Dayang, Education Counsellor  
[Dayang@ftms.edu.my](mailto:Dayang@ftms.edu.my)

### Diploma / Foundation / Certificate / Others

- Mr. Kumar, Assistant Registrar  
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- Ms. Ranita, Assistant Registrar  
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- Mr. Fakrizal, Student Services Executive  
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## Important Notes!

1. Need to **Turn off your microphone** while joining, unmute only when you would like to ask question.
2. Use **hands-free or headset** to ensure the conference quality.
3. Use chat box wisely, **no personal chat!**
4. Do **not** press "present now" unless approved by lecturer.
5. Join class **early**.

## Tutorial Videos



<https://www.youtube.com/watch?v=ftEhUczklI>

