SEGi University Group

SEGiSphere

STUDENT'S GUIDELINE

What is SEGiSphere?

- An online incentive, reward and loyalty programme for SEGi students' benefit.
- Offers different modules pertaining to education, leisure and social.
- Provides single sign on capabilities to the existing LMS, E-Library and SEGian Apps.

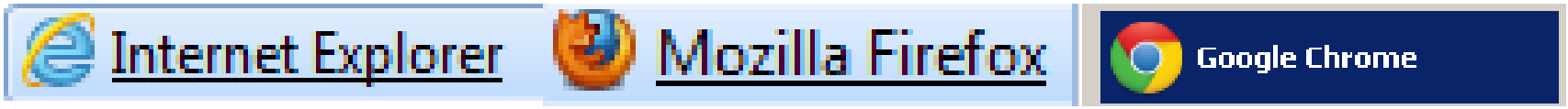
What is SEGiSphere?

Modules in SEGiSphere:

- LMS
- E-Library
- Turn-it-in
- SEGian Apps
- PDF Editor
- Private Messaging
- Academic Software
- i-Mentoring
- Mini Games Online
- Market Place
- Online Results

What do you need to access SEGiSphere?

- SEGiSphere user ID and password
- A computer with internet access;
  - When in the campus, staff can connect to the internet from any computer attached or laptop.
  - Outside campus, staff should connect to the internet via a subscription to an Internet Service Provider.
- Supported browsers : Internet Explorer (7.0 and above), FireFox, Mozilla, Google Chrome



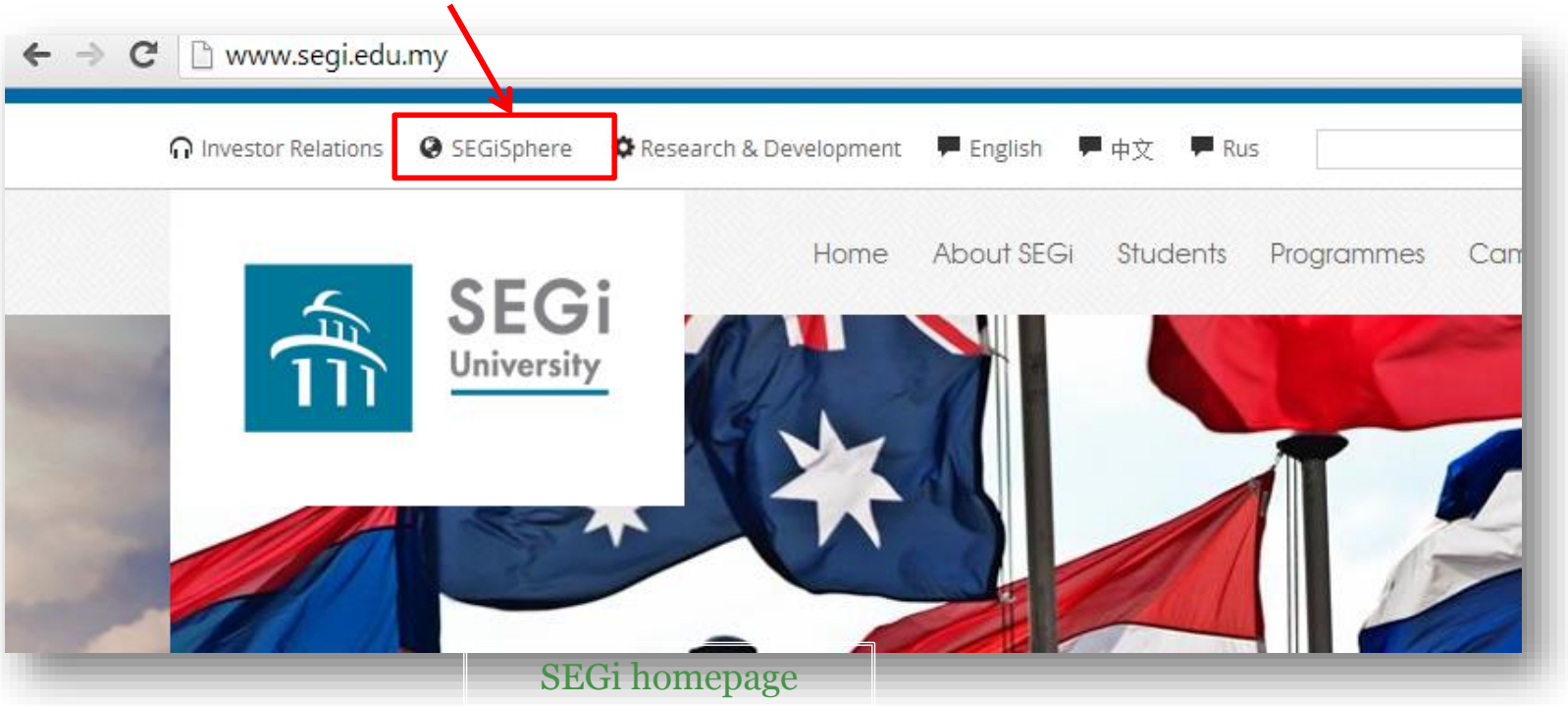
How to Access?

How to Access?

- To access your SEGiSphere for the first time:

➢ Having connected to the Internet, point your browser to http://www.segi.edu.my/

➢ Then click on SEGiSphere link.



SEGi homepage

How to Access?

- Or directly point your browser to http://www.mysegi.my

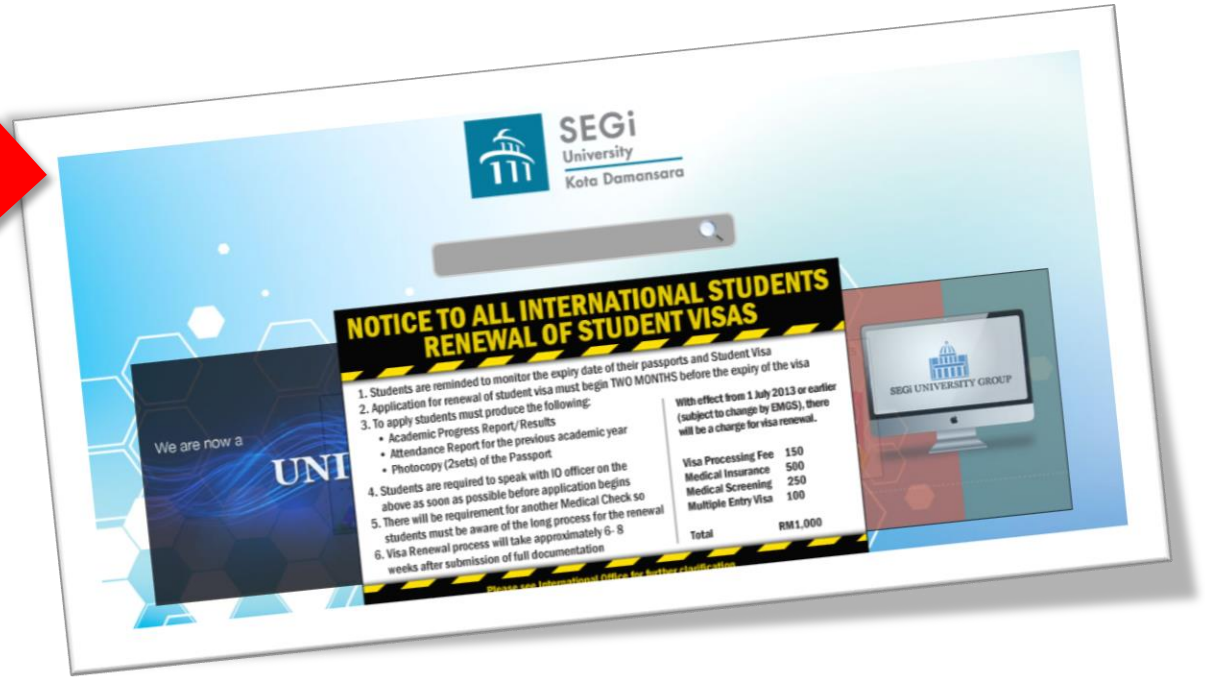
SEGiSphere Homepage

SEGi University Group

Last updated: 3 April 2014

E-Noticeboard

Choose your centre.

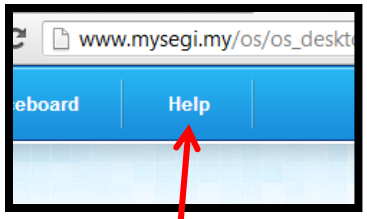


SEGi University notice board

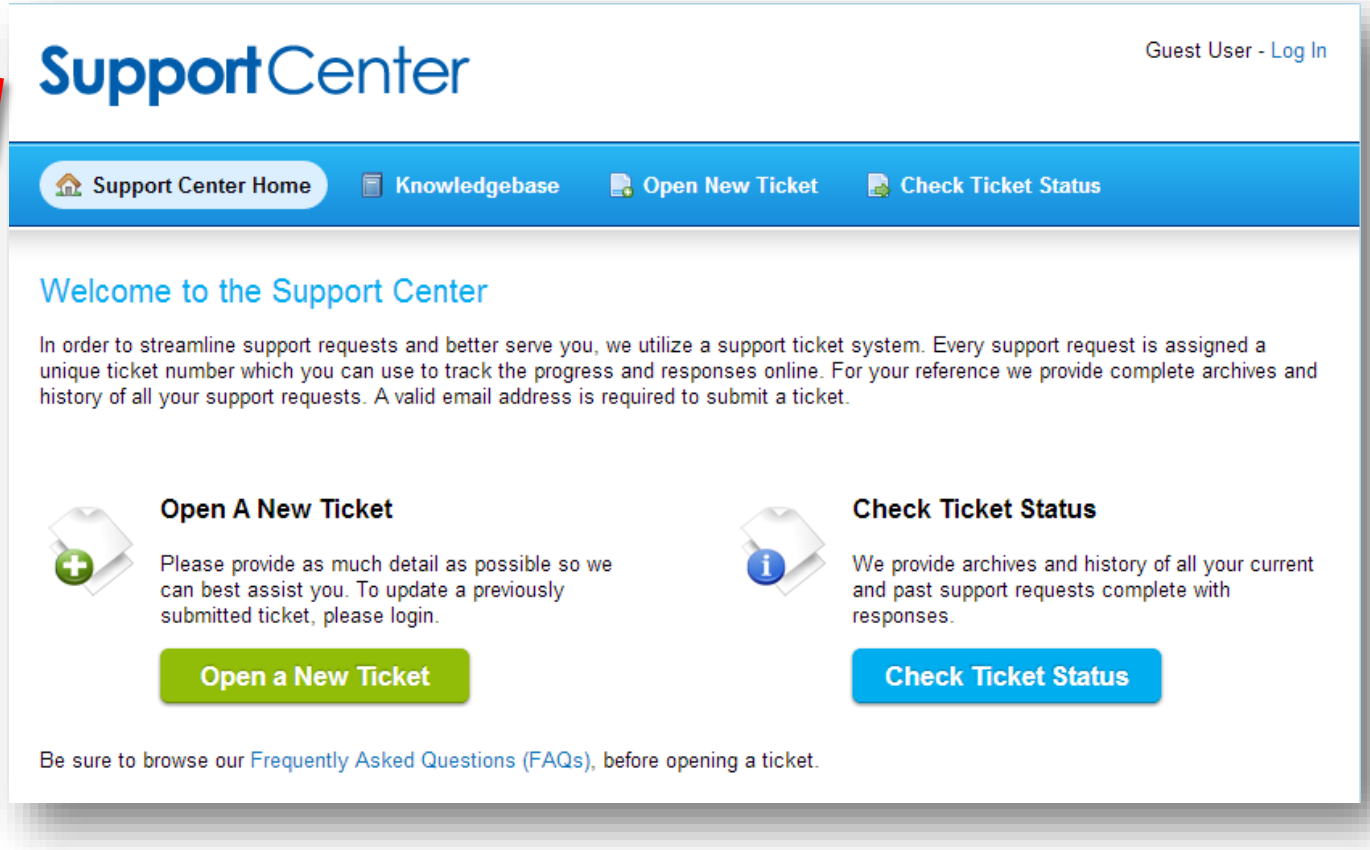
SEGi University Group

Last updated: 3 April 2014

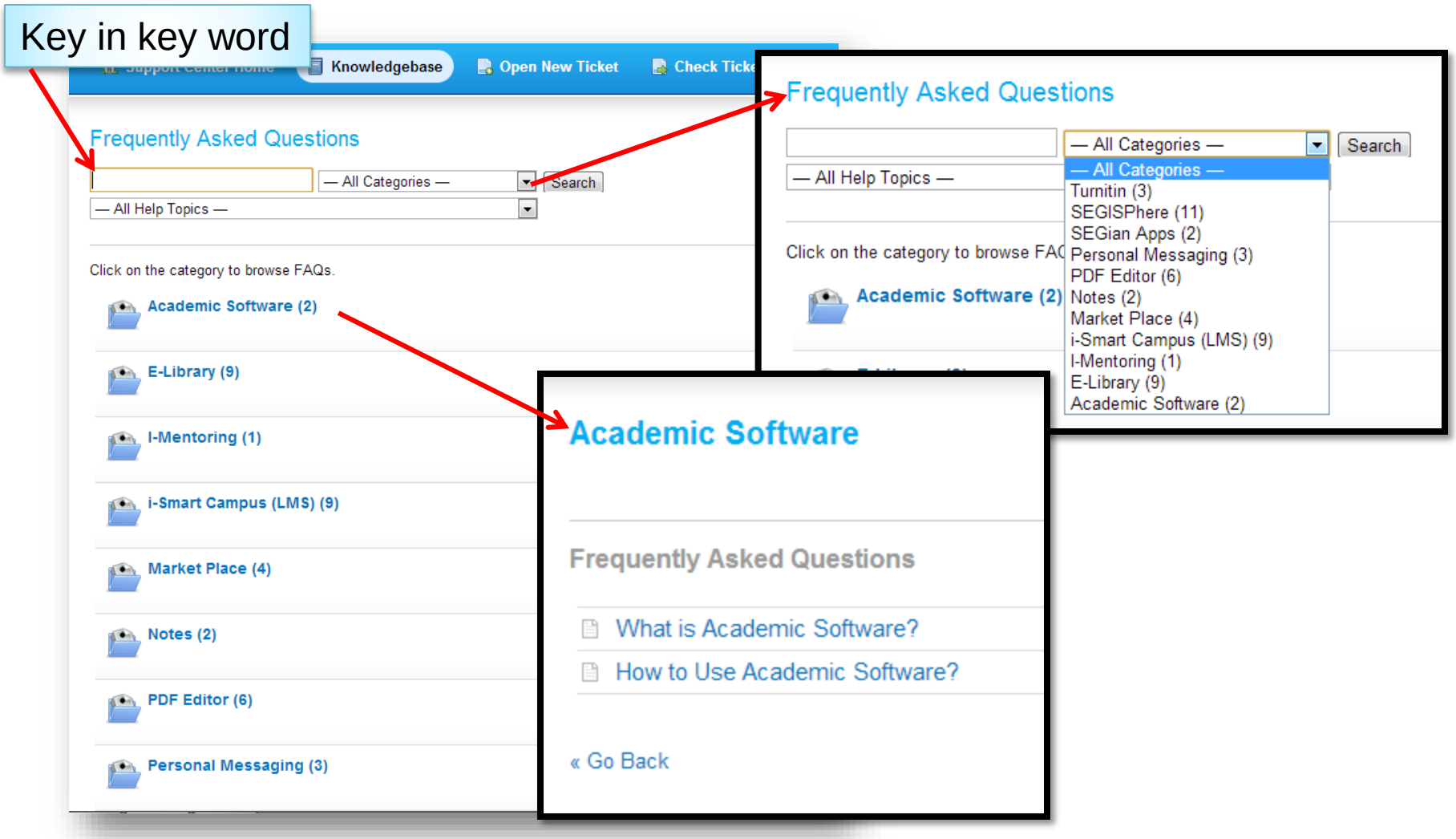
Help



Click Help button



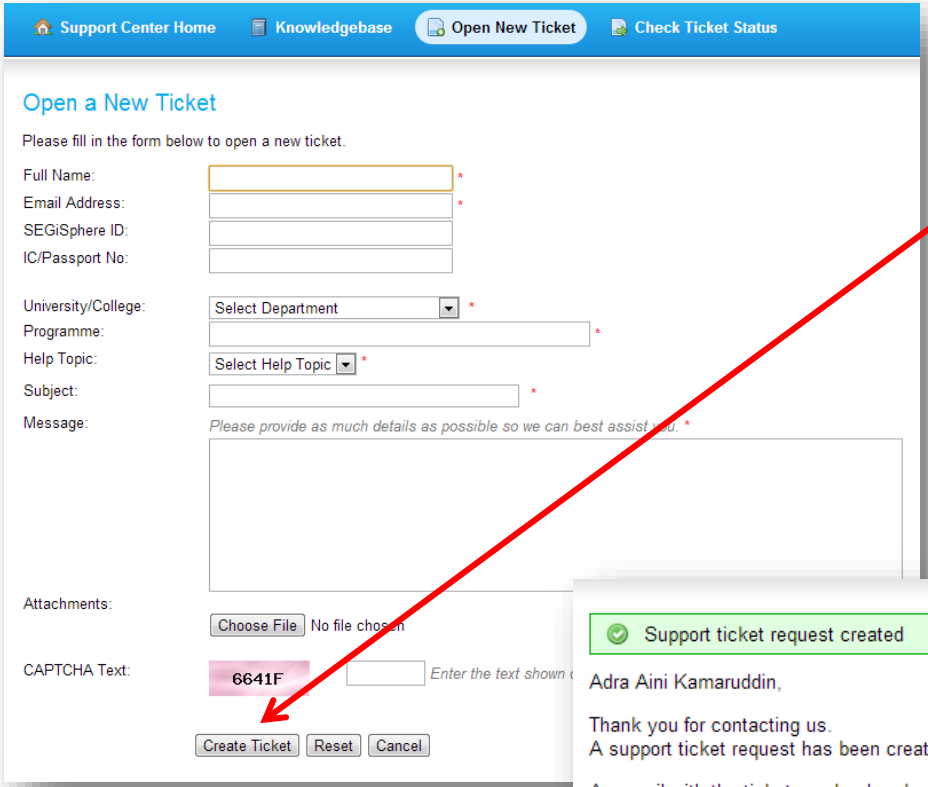
Help > Knowledgebase



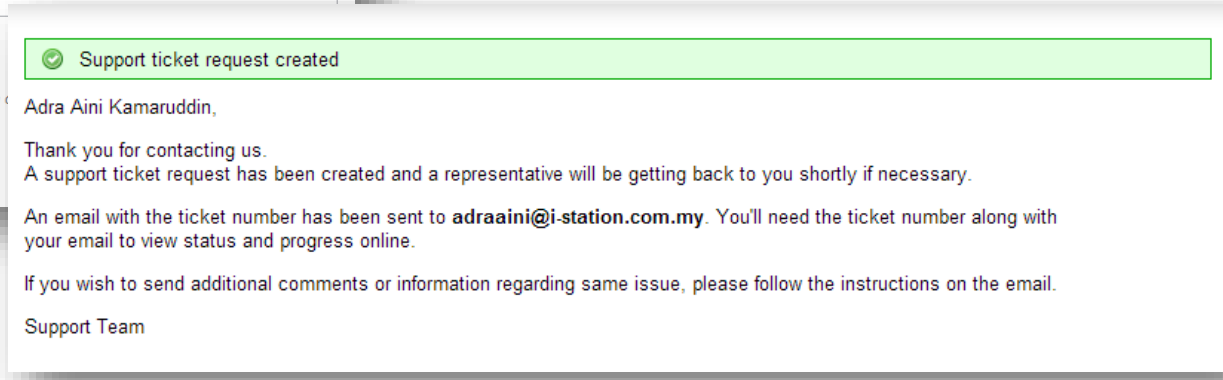
SEGi University Group

Last updated: 3 April 2014

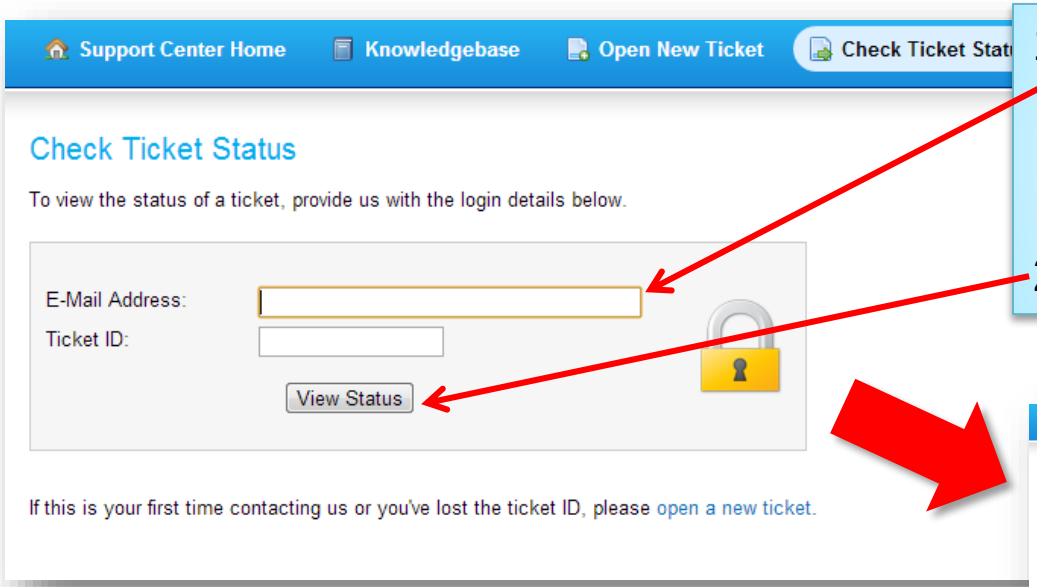
Help > Open New Ticket



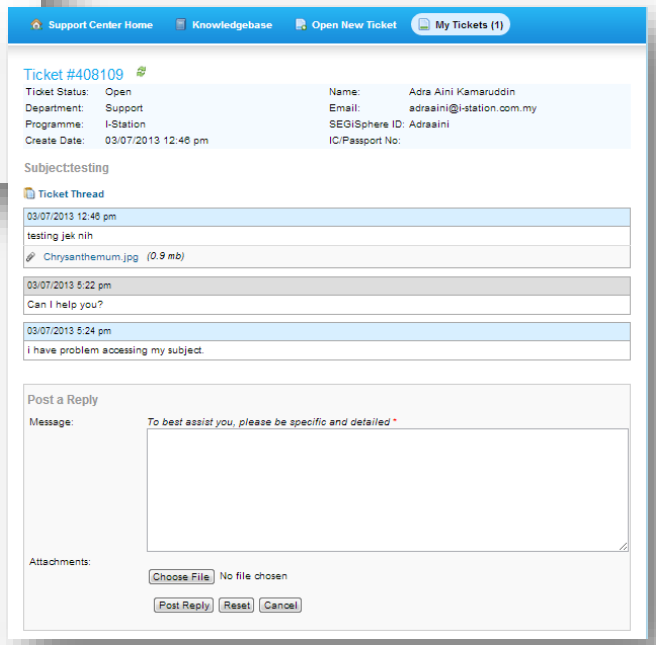
1. Fill in the form
2. Add print screen if necessary
3. Click Create Ticket button.
4. Once successful, you will see a notification as shown below.
5. You will receive an email with ticket ID to view the status & progress.



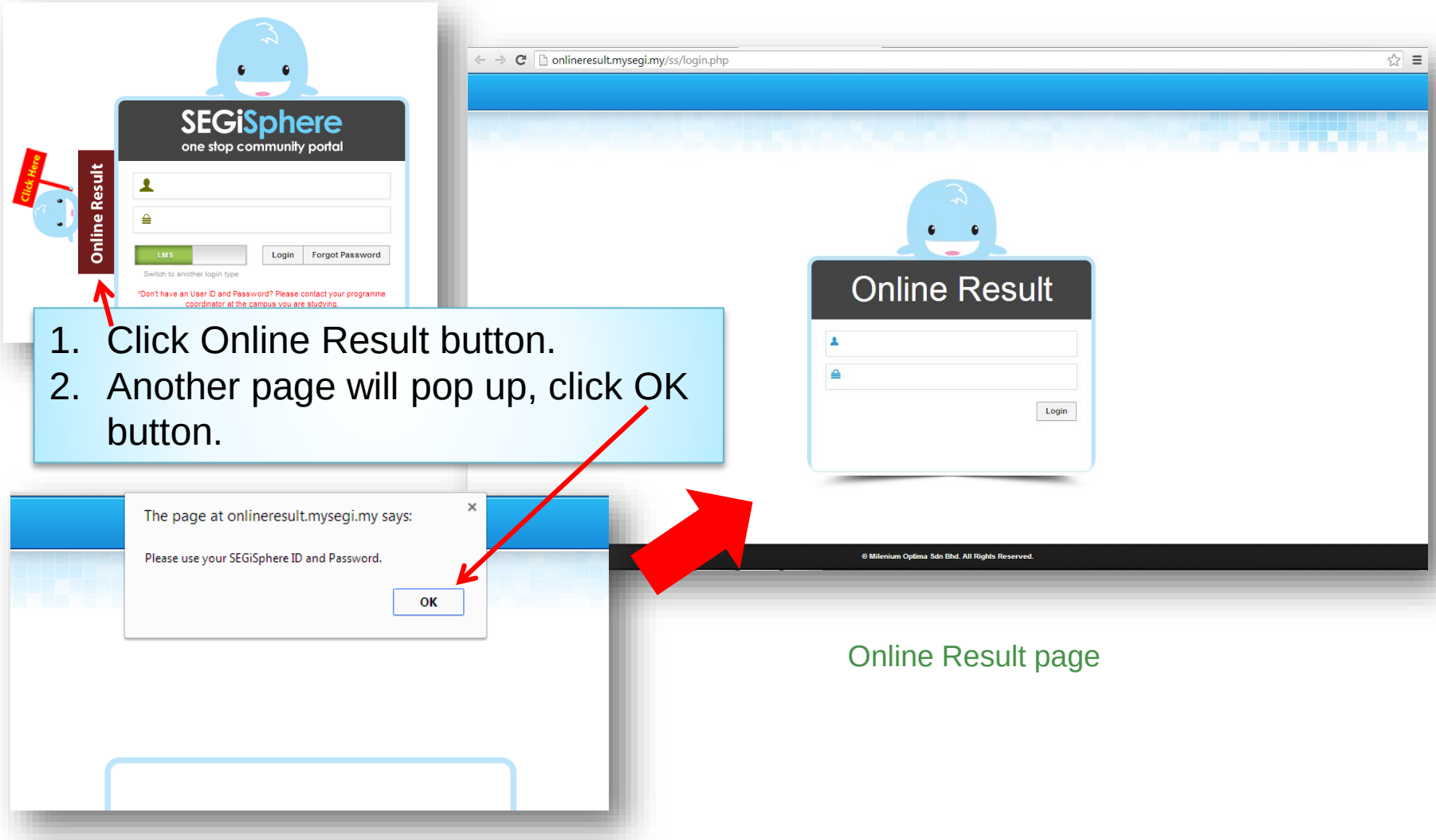
Help > Check Ticket Status



1. To check status of a ticket, key in your:
   - Email address
   - Ticket ID (sent by email)
2. Click View Status button.

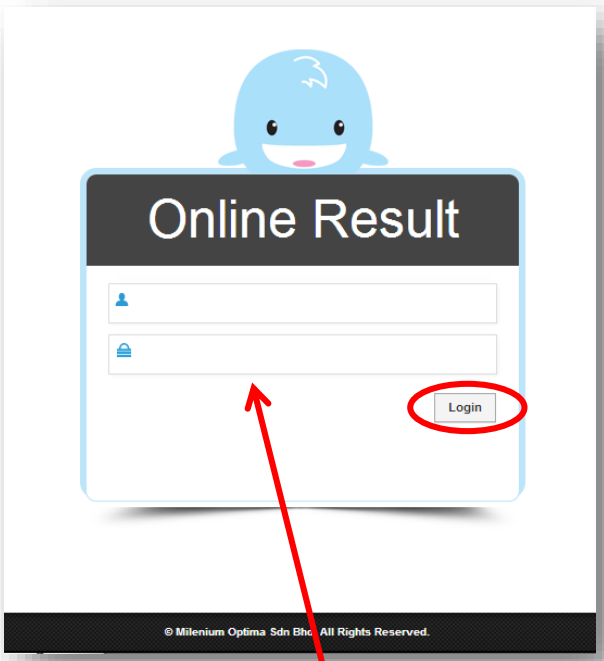


Online Result



Online Result page

Online Result > Login



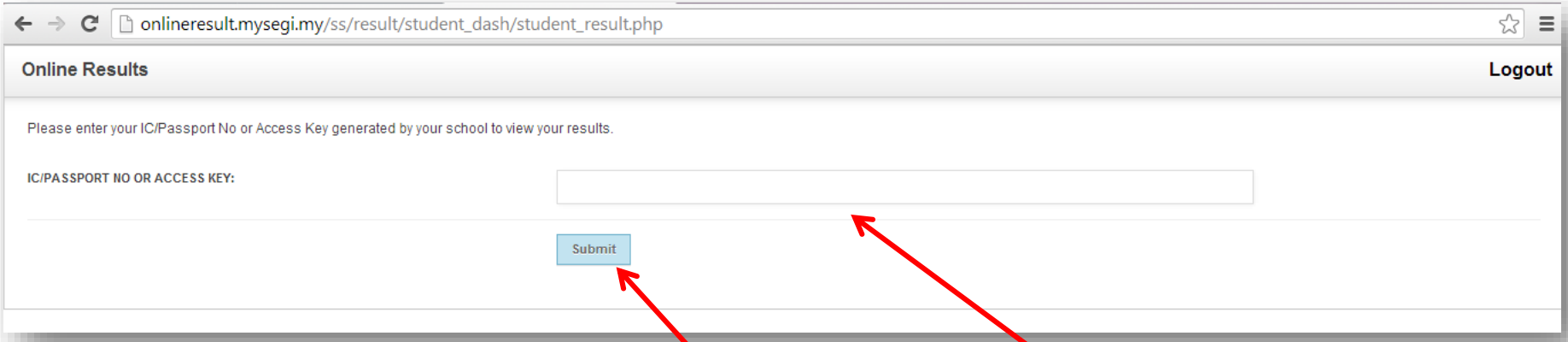
1. Enter your User ID & Password.
2. Click Login button.

If you got below message, maybe:

THERE IS NO RESULT TO DISPLAY. PLEASE CONTACT E-RESOURCES DEPARTMENT

- you have problem with your fees, OR
- the result still not available

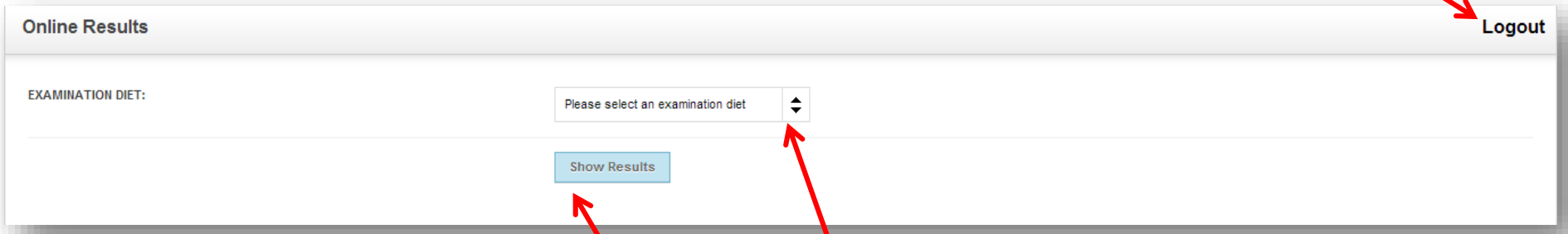
Online Result > View Result



1. Enter your IC / Passport or Access Key(generated by your school).
2. Click Submit button.

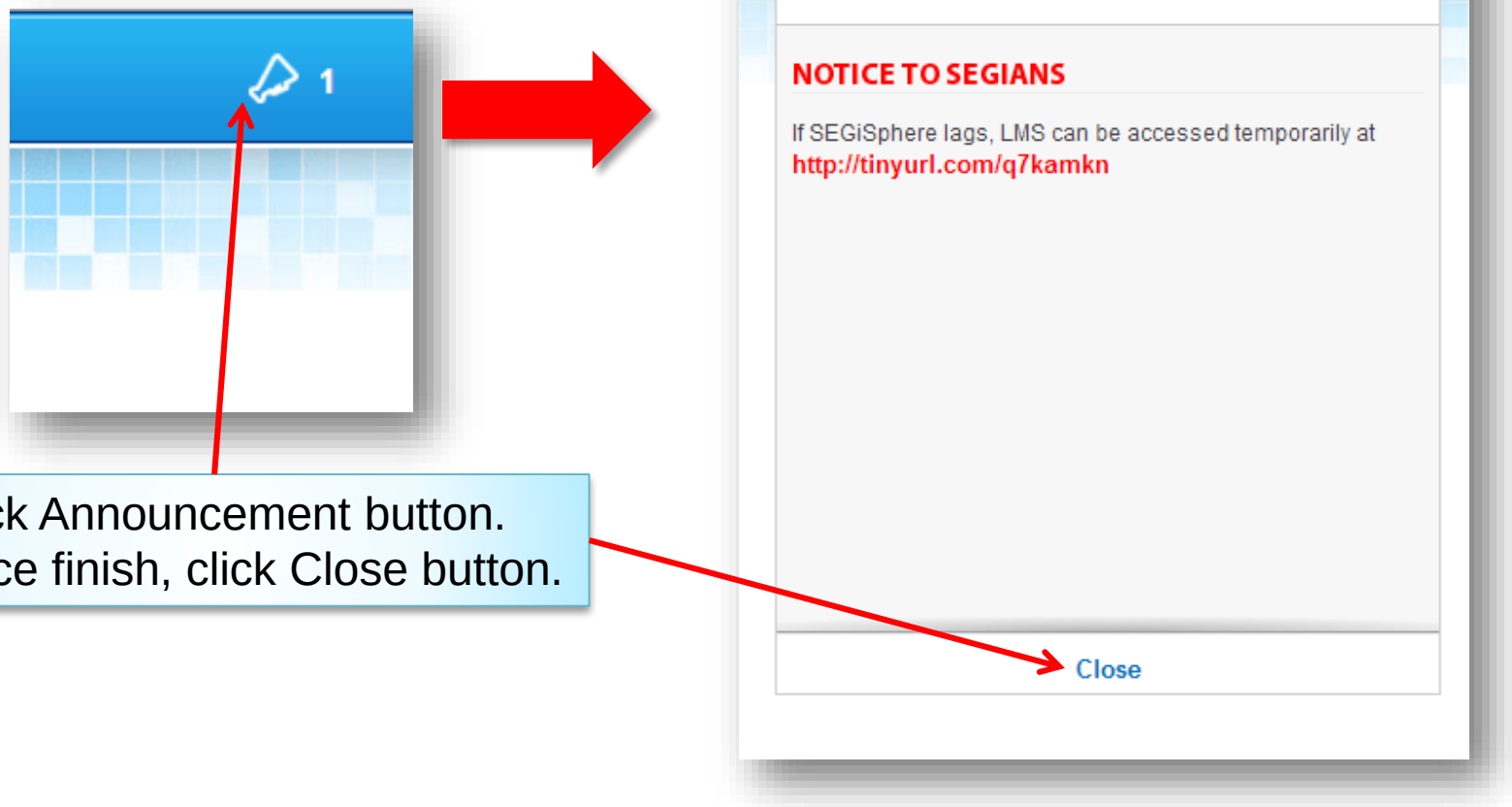
Online Result > View Result

Click Logout button to log out from Online Result page.



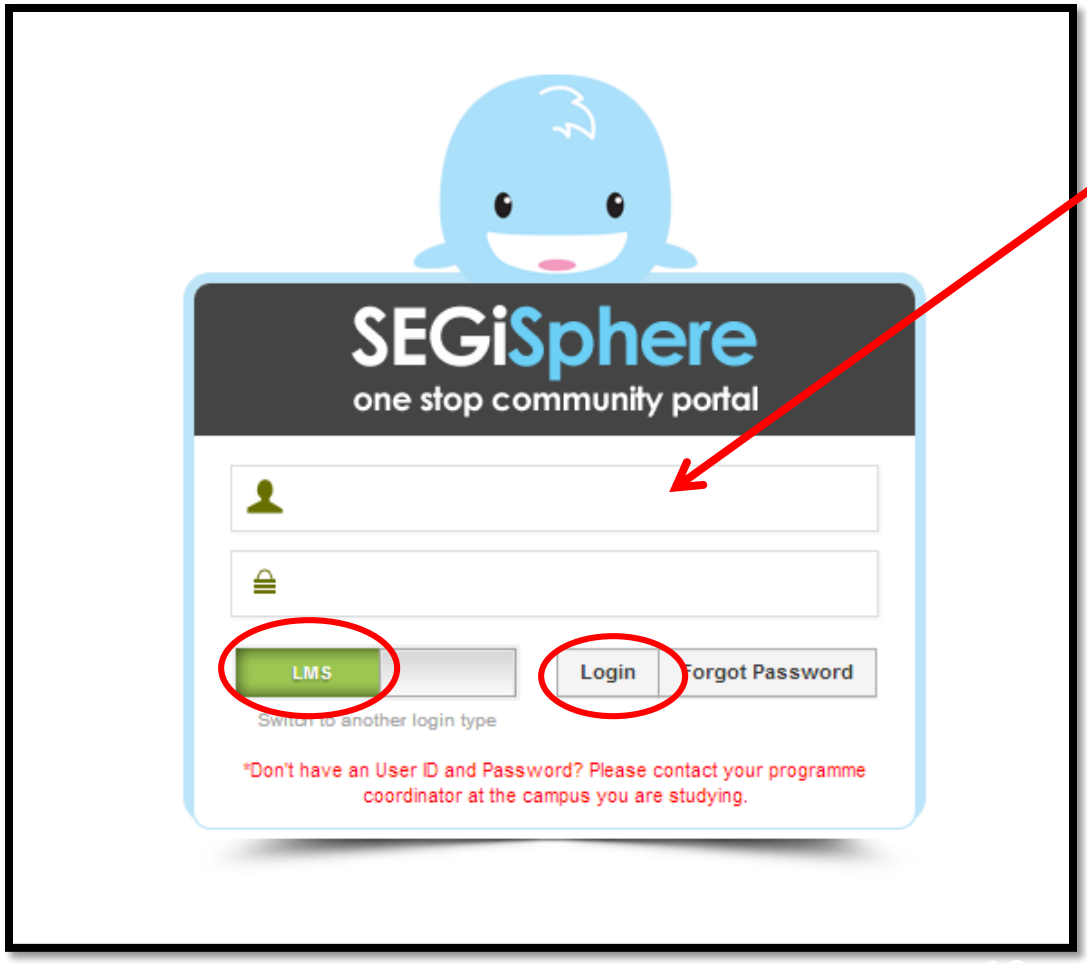
1. Select examination diet.
2. Click Show Results button.
3. The result will show underneath.

Announcement



1. Click Announcement button.
2. Once finish, click Close button.

How to Log in?



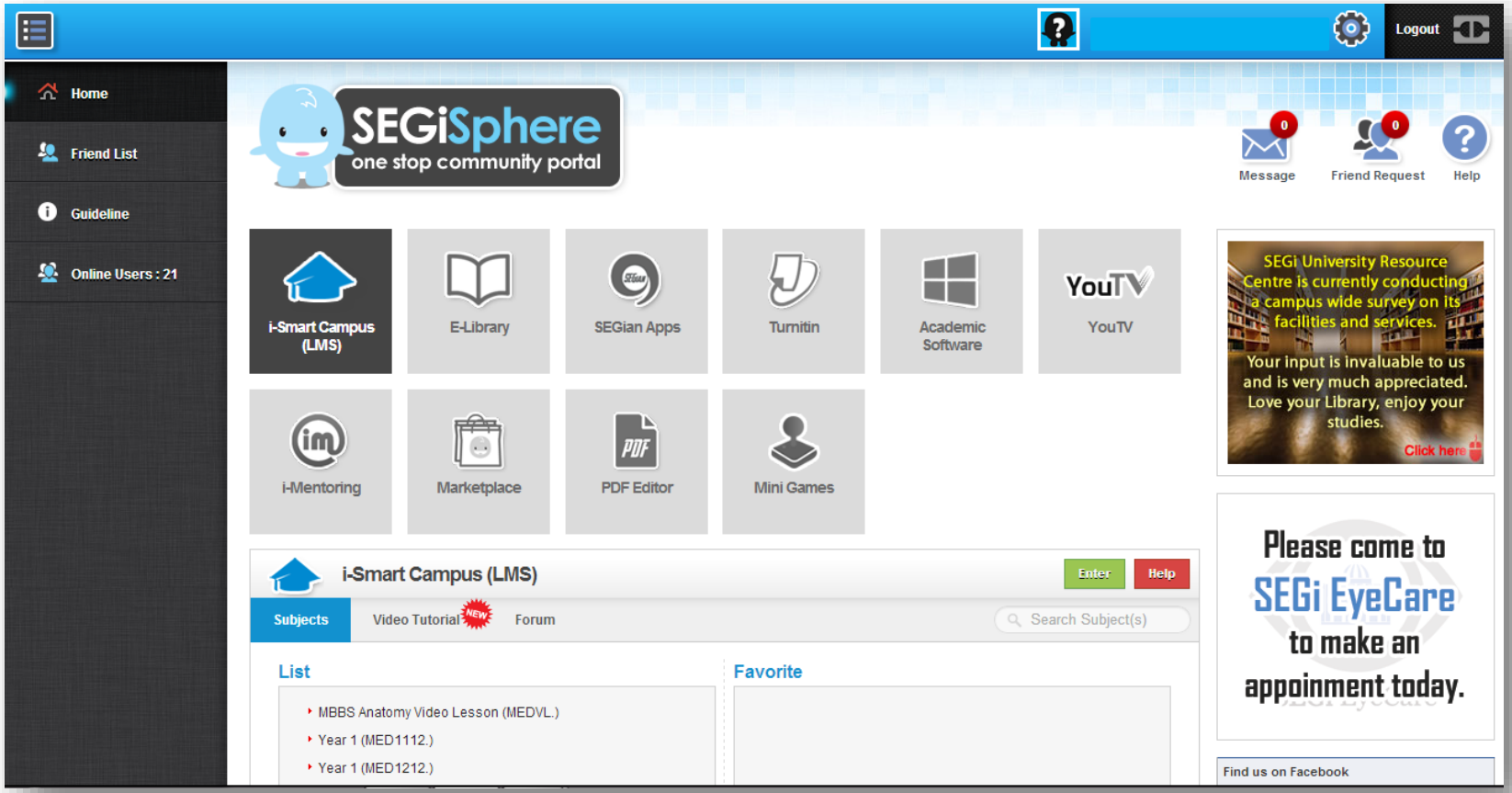
- Enter your User ID & Password.
- Choose LMS, then click Login to begin.

Slide ALTERNATE button if you using your alternate ID to login.

SEGi University Group

Last updated: 3 April 2014

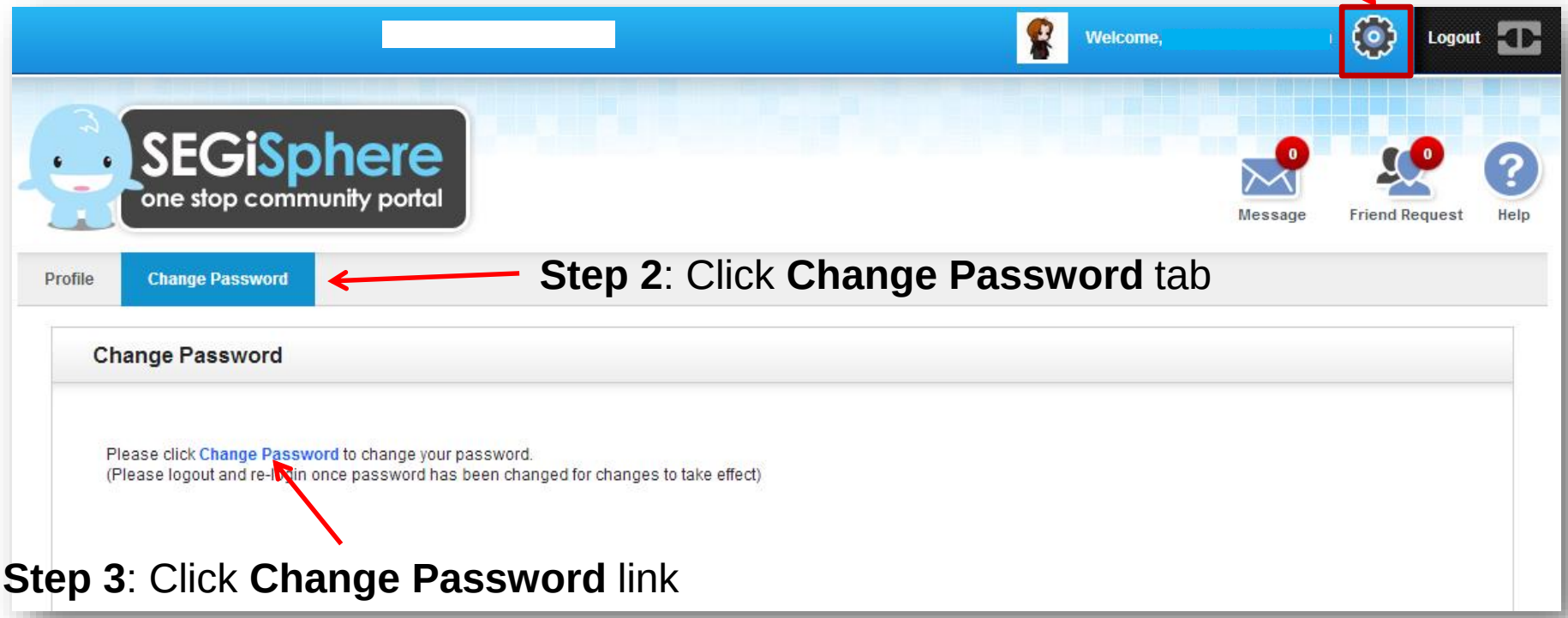
Upon successful login



Change Password

To Change Password

Step 1: Click **Profile Setting**



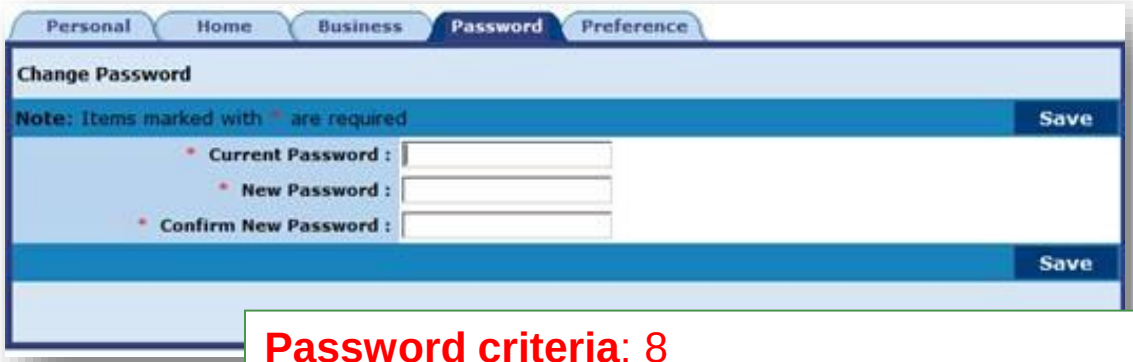
Step 2: Click **Change Password** tab

Step 3: Click **Change Password** link

To Change Password

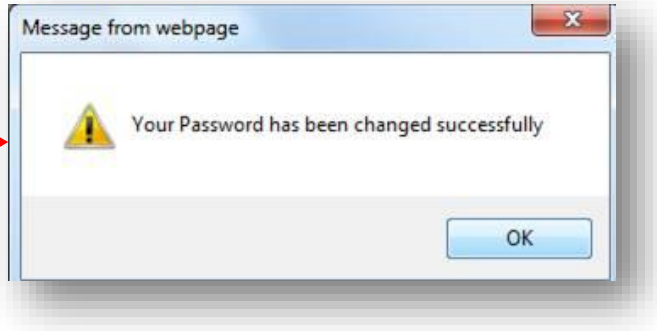
Step 4:

- I-smart Campus page will appears.
- Enter current password, new password and confirm the new password as below screen.
- Then click **Save** button.



Password criteria: 8 characters (combinations alphabet & numeric, alphabet or numeric only)

Step 5: Pop up message box will appears. Click **OK** to proceed.



To Change Password

Step 6: Logout and re-login once password been changed for changes to take effect.

a. Logout from i-smart campus page, by clicking Logout button.

b. **Logout from SEGiSphere** by clicking Logout button.

To Change Password

Step 7: Re-login using your new password. The steps are as previous.

SEGi University Group

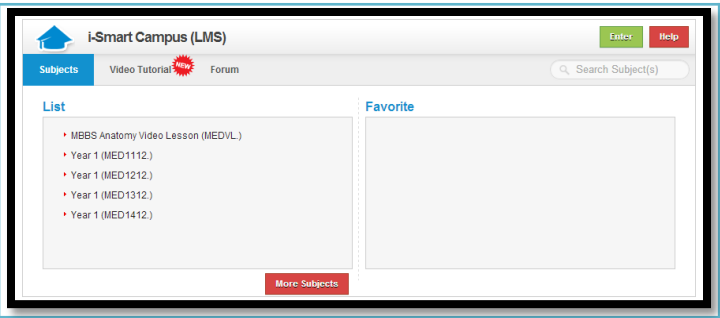
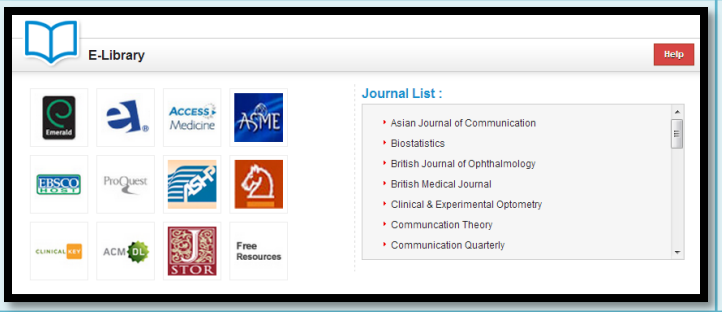
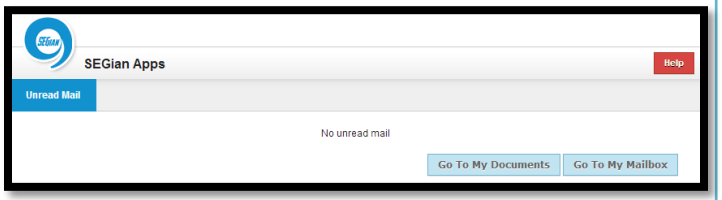
Last updated: 3 April 2014

Modules in SEGiSphere

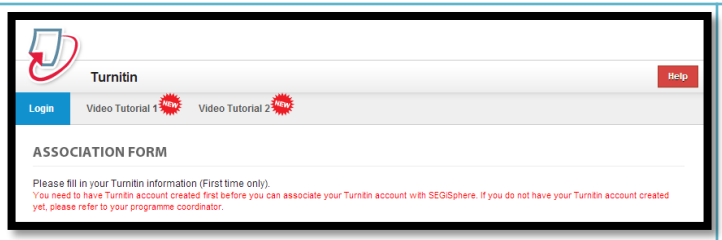
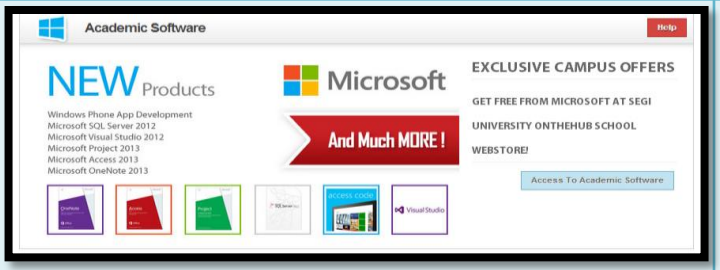
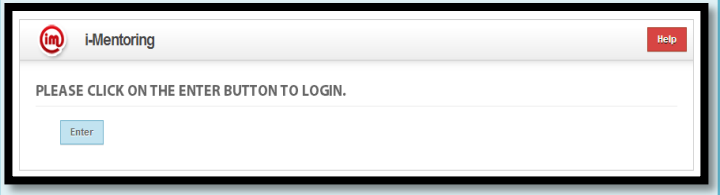
Modules in SEGiSphere

Click on each icon, the particular module will appear underneath.

Modules in SEGiSphere

i-Smart Campus (LMS)		To access Knowledge Centre & Learning Aids
E-Library		Contains online databases and journals that are completely free
SEGian Apps		Alternative email

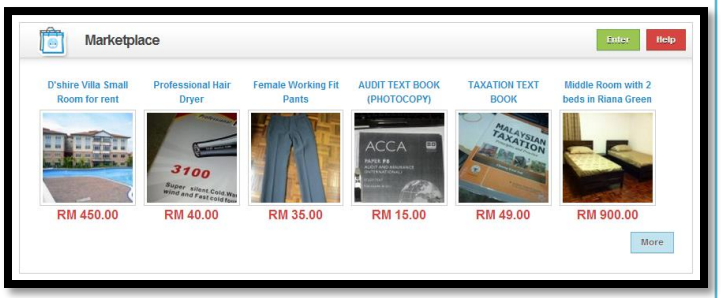
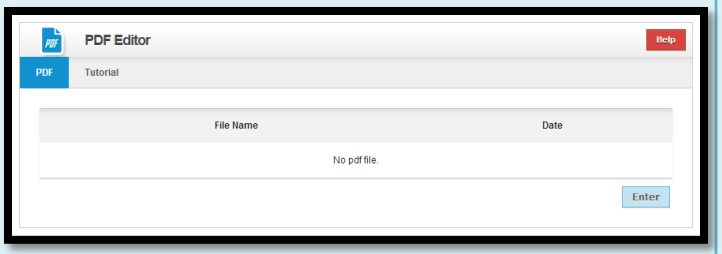
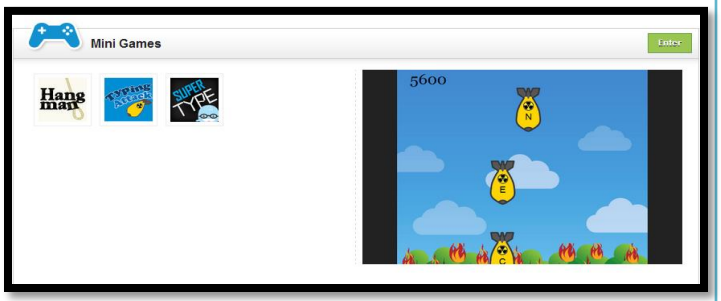
Modules in SEGiSphere

Turnitin		To access the Plagiarism web site.
Academic Software		To download Microsoft product
YouTV		To watch video streaming lecture with teaching slides (available for certain subjects only)
i-Mentoring		Mentor-Mentee Module (for more details, do refer to Programme Coordinator)

SEGi University Group

Last updated: 3 April 2014

Modules in SEGiSphere

Marketplace		Place to buy or sell your items online
PDF Editor		Online PDF editor
Mini Games		Play mini games

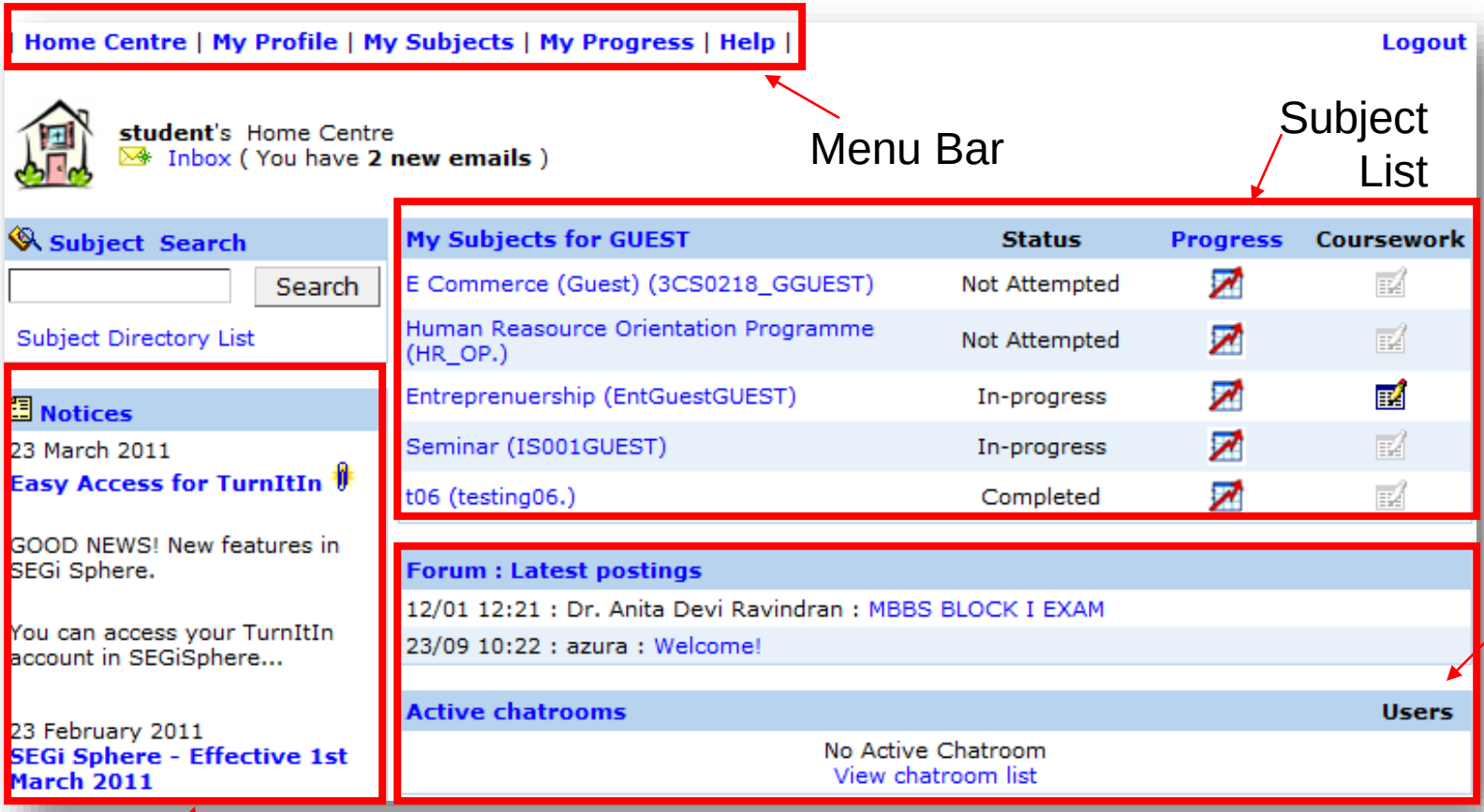
SEGi University Group

Last updated: 3 April 2014

i-Smart Campus (LMS)

What you can access?

- My Subject contains links to subject in which course you are enrolled.
- Notices allows you to read announcements, exam timetable etc.
- Use the Mail icon on the toolbar to access the Mail tool for all of your units.
- My Profile allows you to edit your personal details
- Weekly Notes, lecture slides, tutorial questions, coursework, key topics, past year questions, etc.



Notices

Note for Subject List – by default can view 5 subjects (click My Subjects to view more).

Note: FORUM for course/subject discussion.

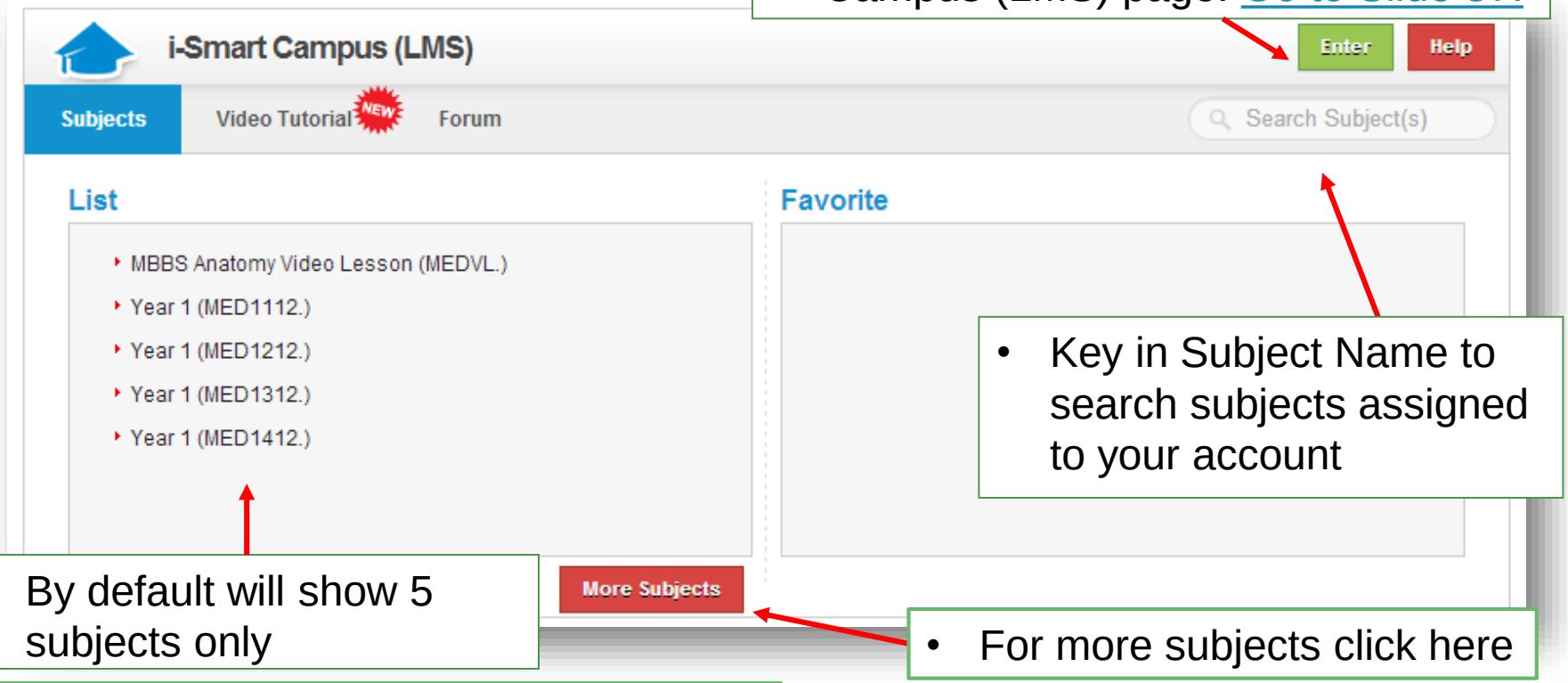
SEGi University Group

Last updated: 3 April 2014

My Subjects

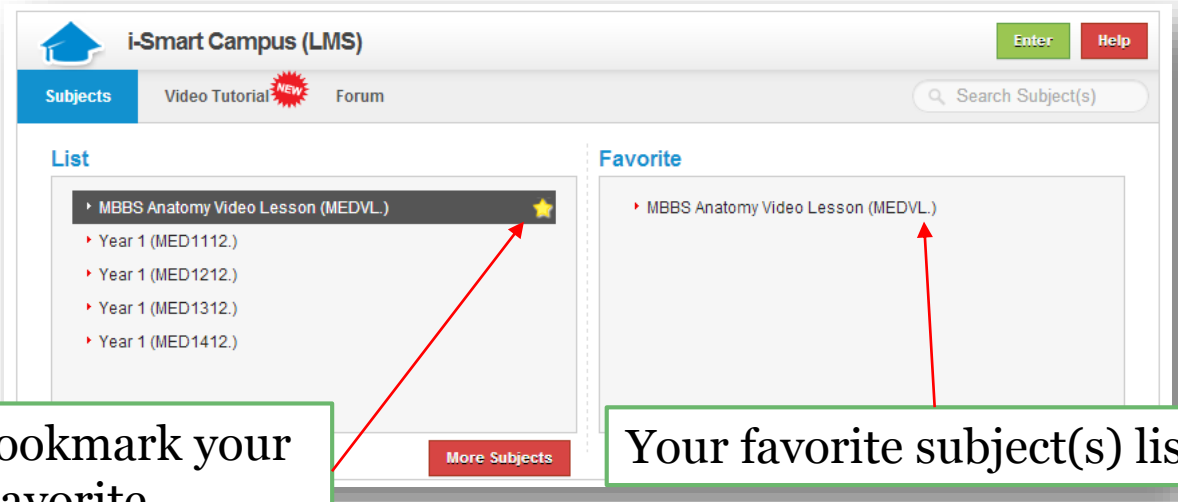
From SEGiSphere

- Click Enter button to go to i-Smart Campus (LMS) page. Go to Slide 37.



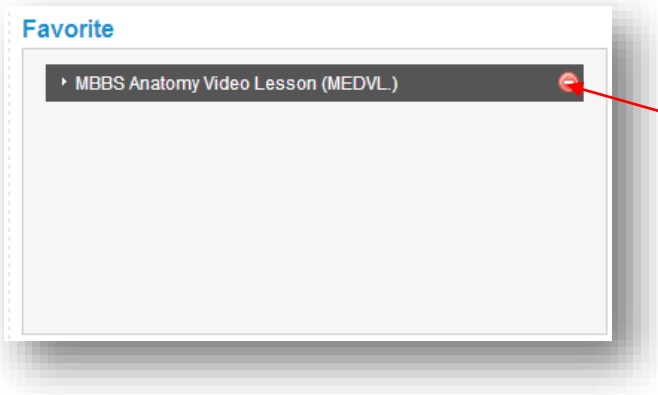
- Key in Subject Name to search subjects assigned to your account
- By default will show 5 subjects only
- For more subjects click here
- To view, click Subject Name to access your learning aids. It will direct you to the class. Go to Slide 40.

From SEGiSphere > Favorite Subjects



Click Star to bookmark your subject(s) as Favorite.

Your favorite subject(s) list.

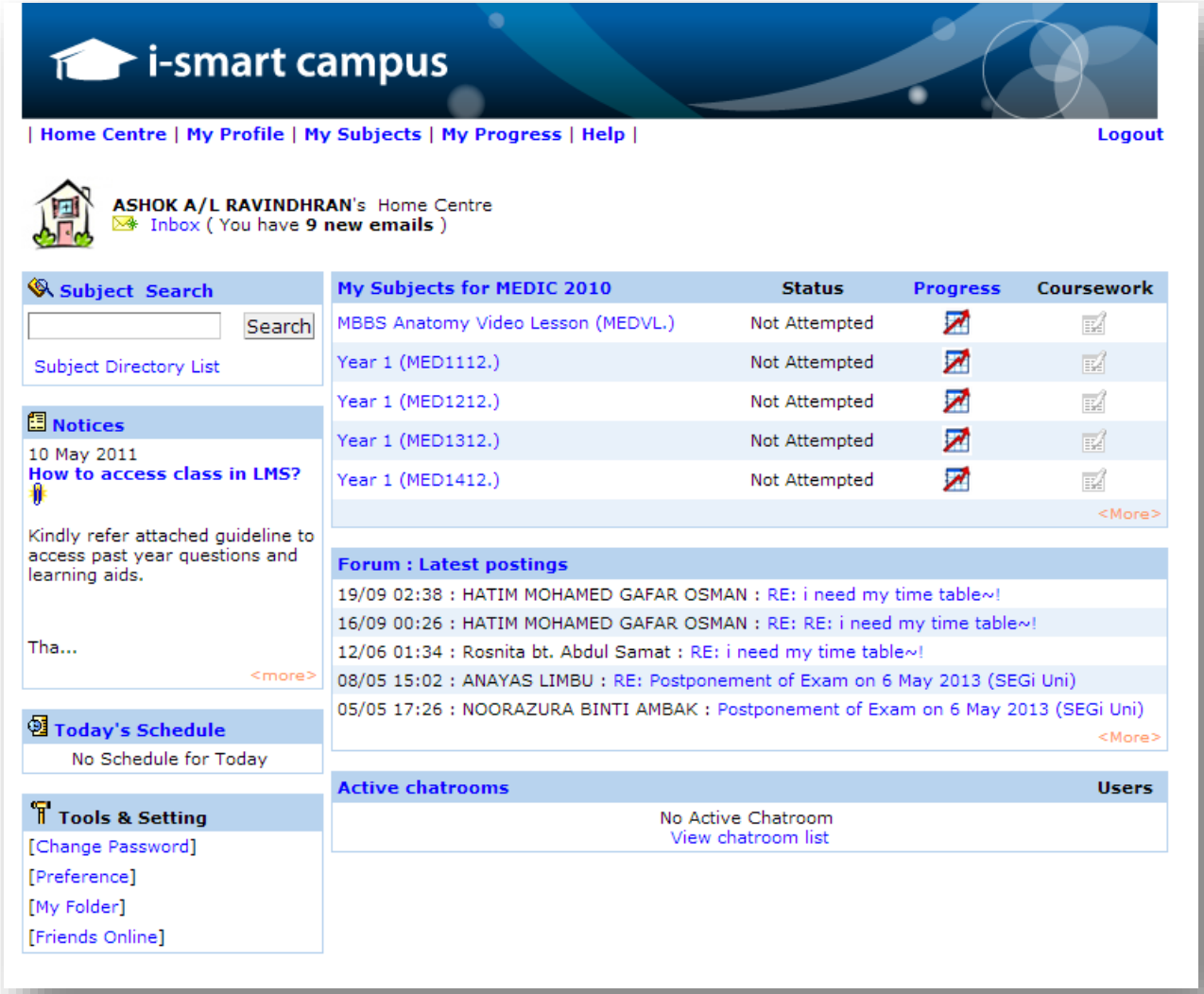


To remove, just click on Minus icon.

SEGi University Group

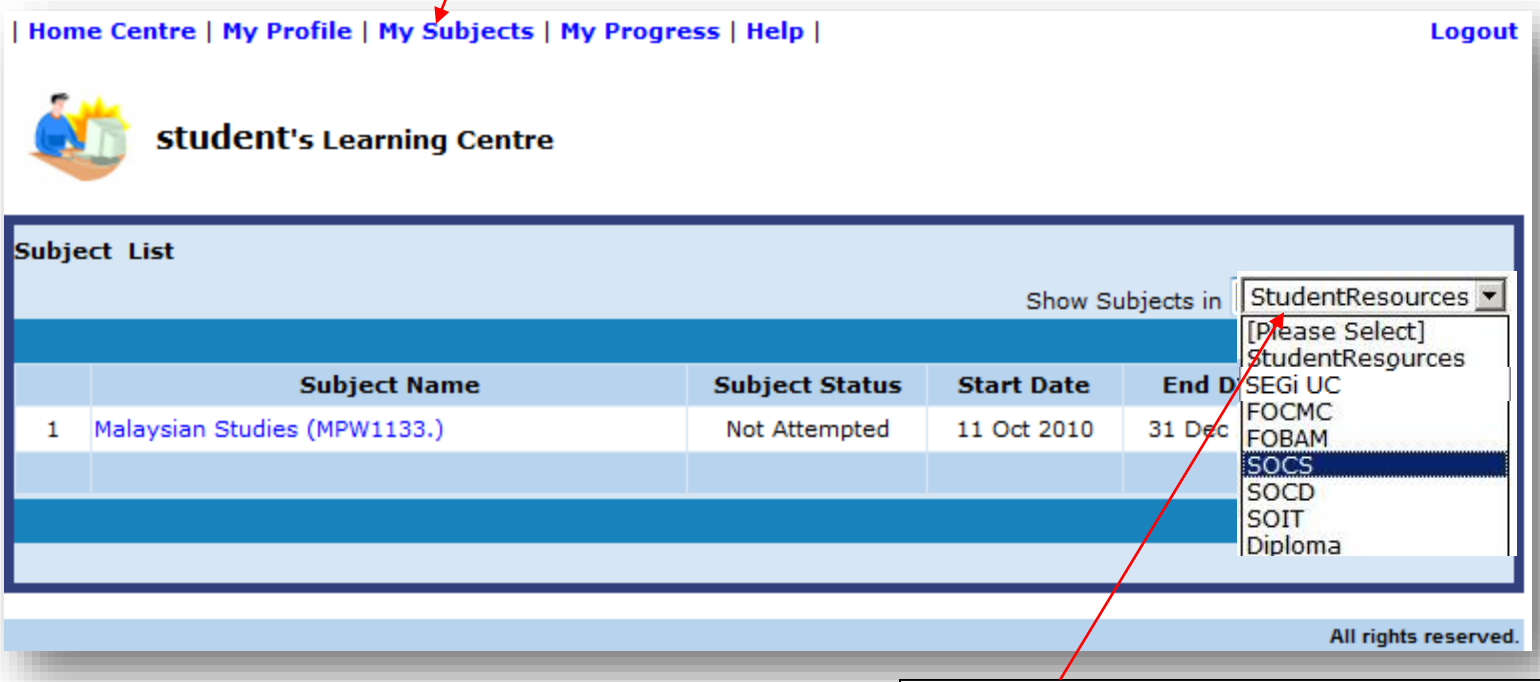
Last updated: 3 April 2014

i-Smart Campus



i-Smart Campus

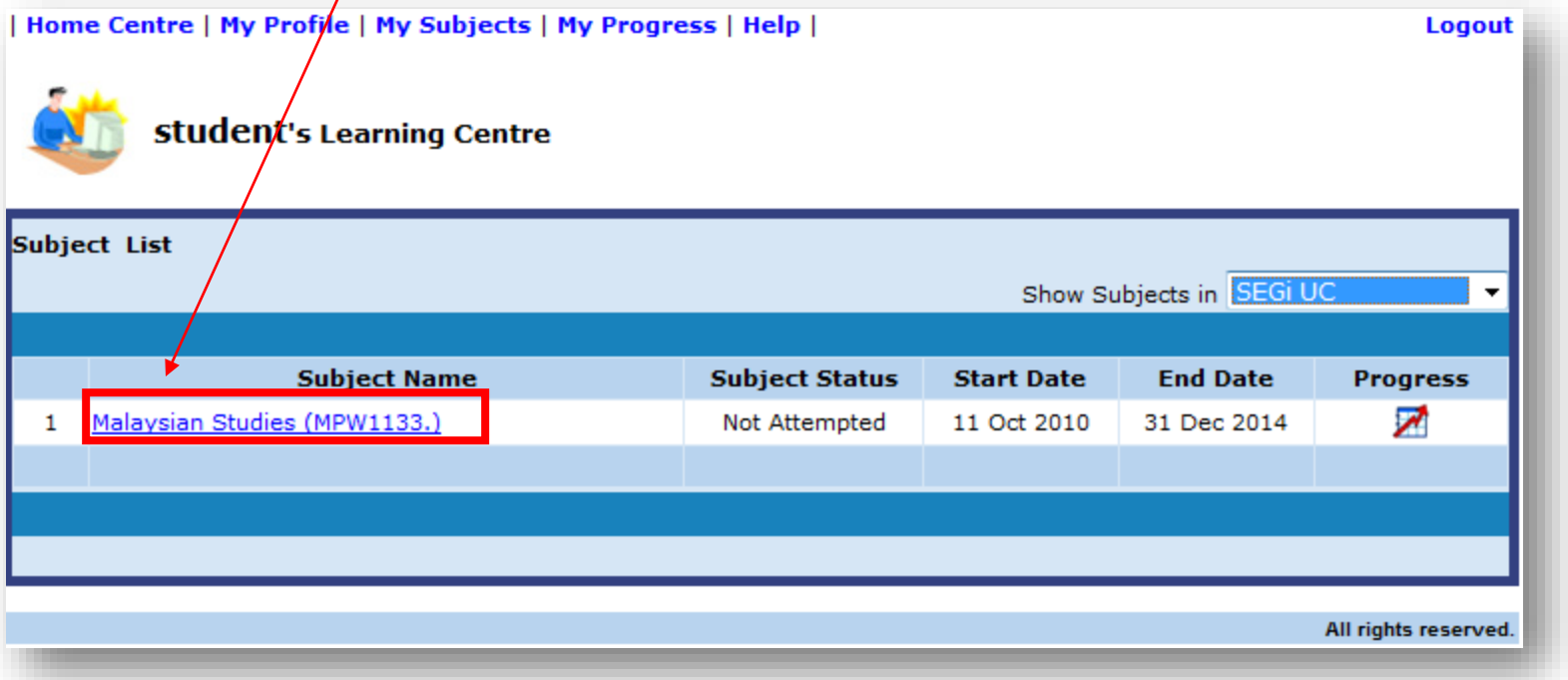
1. Click My Subjects



2. Click Drop Down Menu and select the class name

Note: Refer to course coordinator to get the class name

Click to view the course materials.



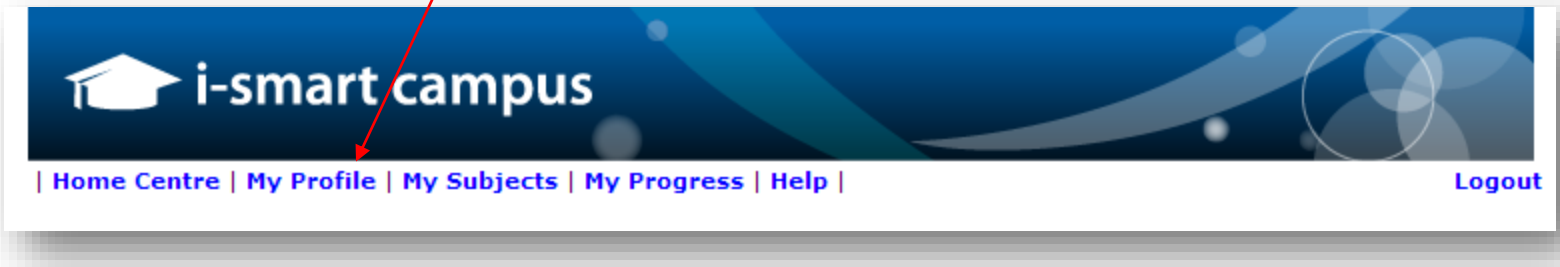
Click to view

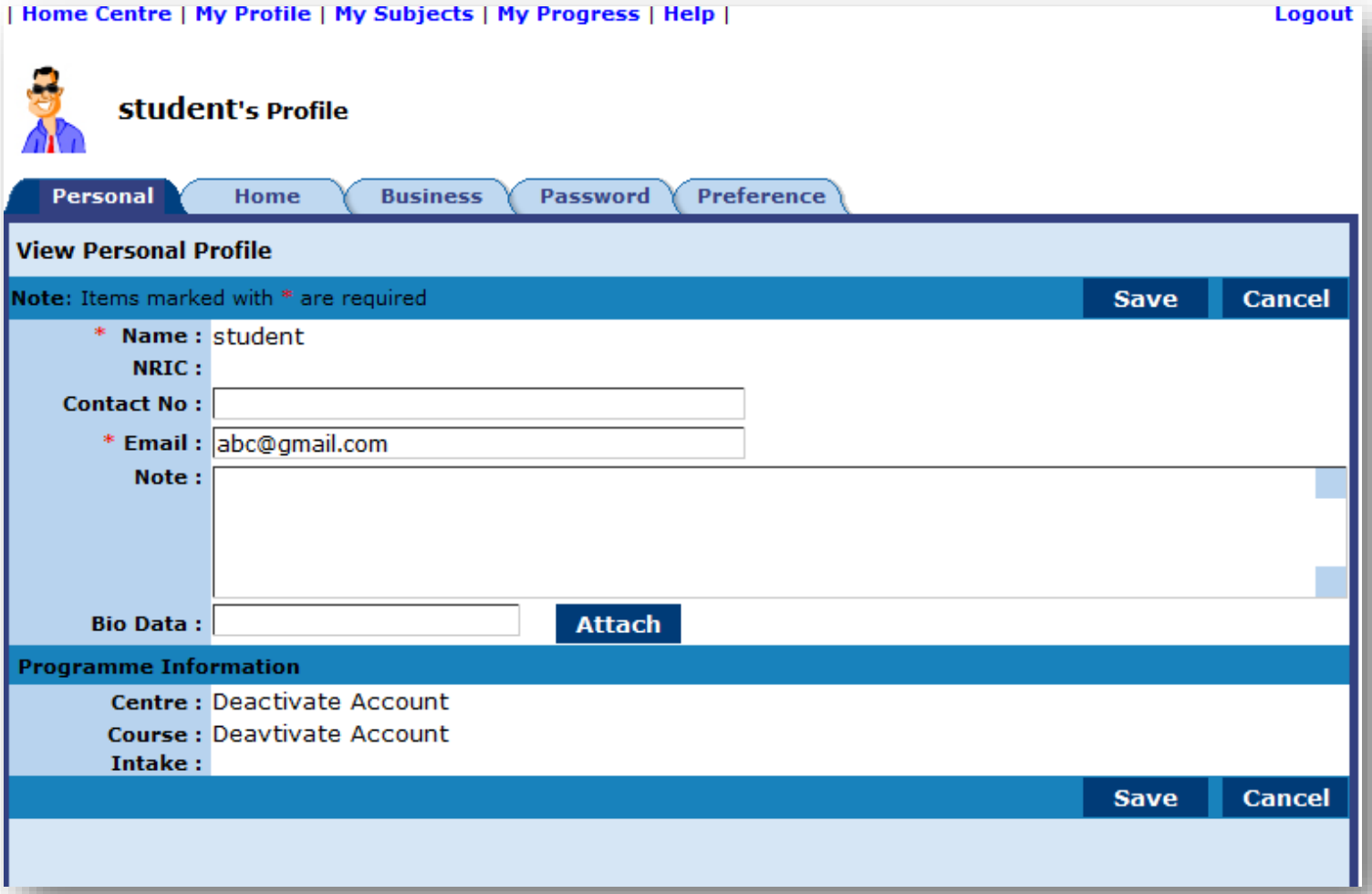
Click to download

Subject Info

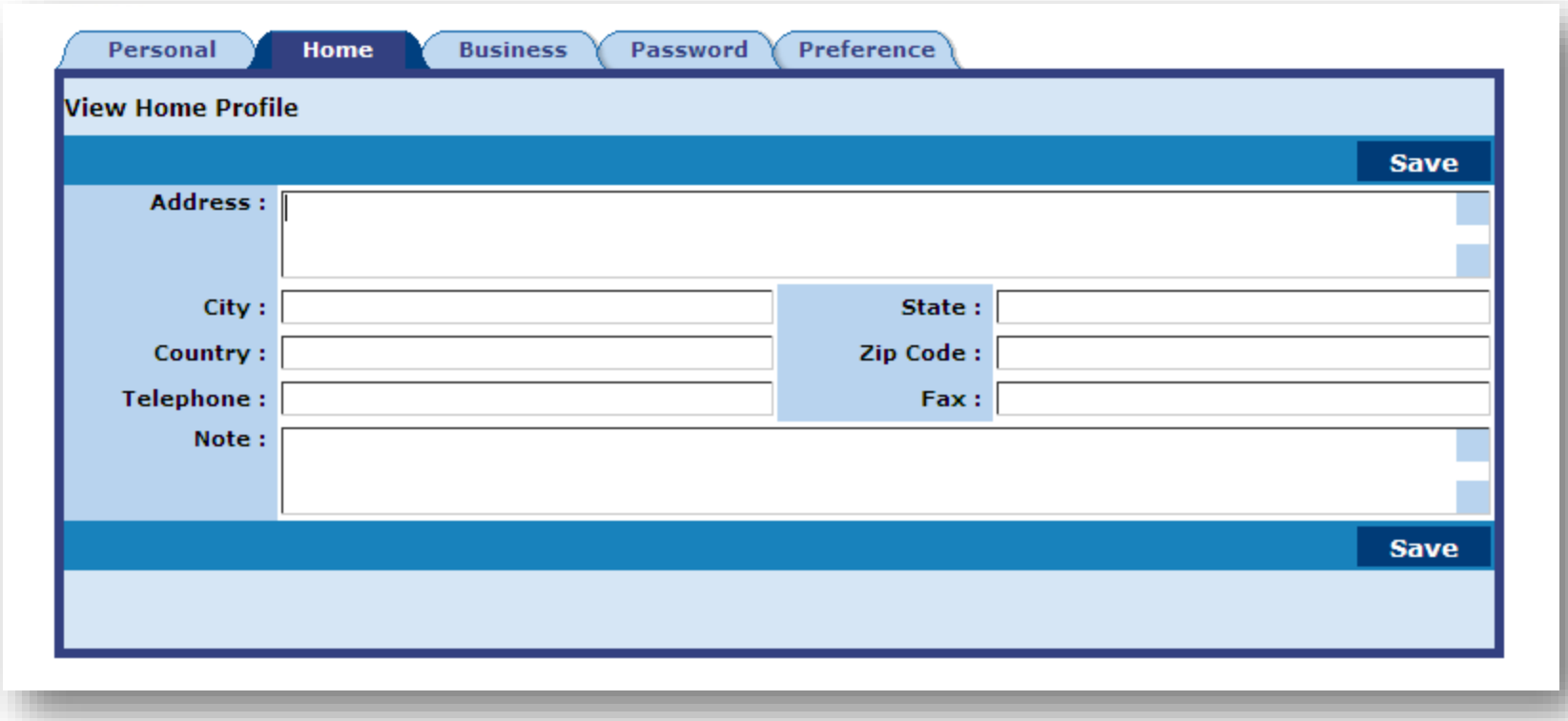
My Profile

Click My Profile

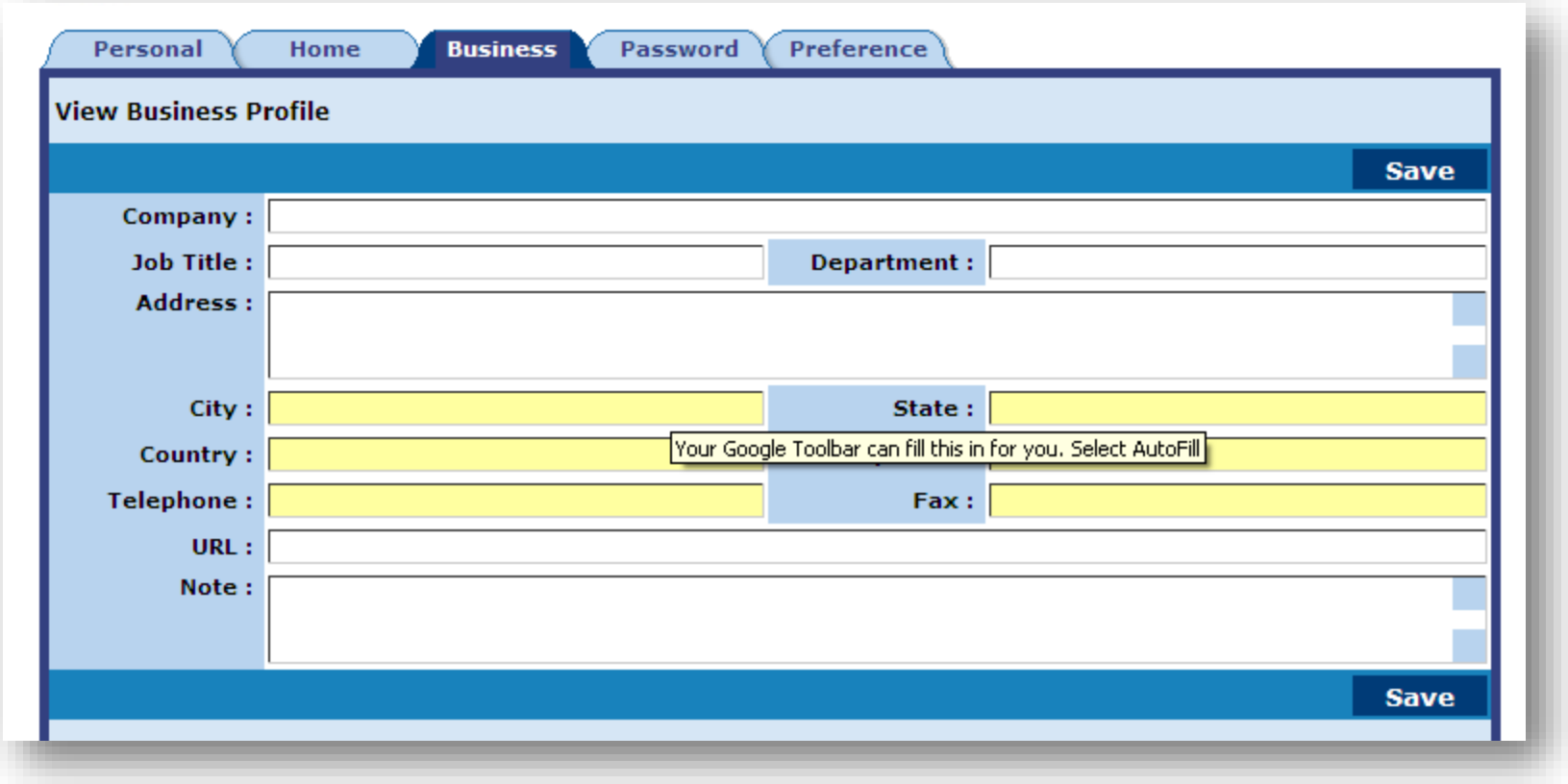




Fill in your personal details.



Fill in your personal details.



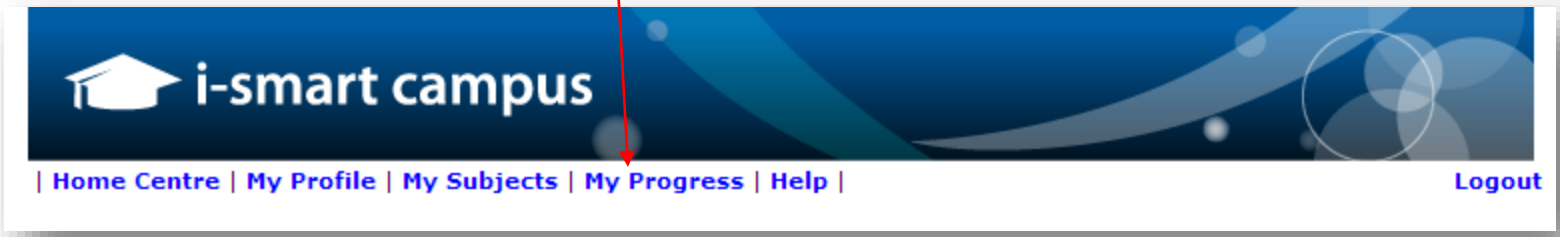
Fill in your personal details.

SEGi University Group

Last updated: 3 April 2014

My Progress

Click My Progress



SEGi University Group

Last updated: 3 April 2014

Progress

Student Name : LAU MUN HOE

My Progress

Below shows the summary reports of all the courses. Click on the hyperlink to view details of the course.

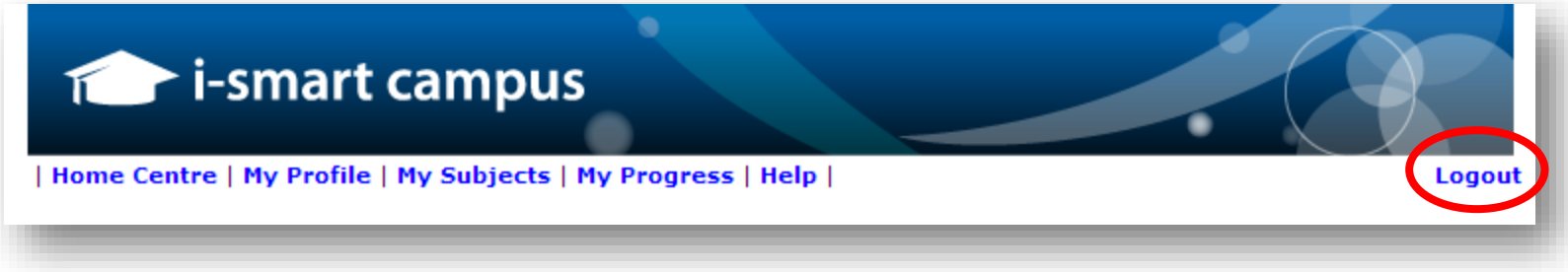
[Learning History]

Subject Name	Status	Duration (hh:mm)	Last Visit	No. of Visit	Coursework
Bahasa Malaysia (LAN1001SEGI)	Not attempted	00:00	-	0	N.A
Business Communication (DIA/DIBA/DIM) (1LAL0903SEGI)	Not attempted	00:00	-	0	N.A
Business Law (3LAW0908SEGI)	Not attempted	00:00	23 Jun 2008 4:39:27 PM	4	N.A
Business Mathematics (3MSC0104SEGI)	Not attempted	00:00	-	0	N.A
Business Statistics (3MSC0105SEGI)	Not attempted	00:00	-	0	N.A
Cost Accounting (1ACC0807SEGI)	Not attempted	00:00	-	0	N.A
E-Commerce (3SMK0809SEGI)	Not attempted	00:00	03 Dec 2007 9:24:53 PM	27	N.A
Financial Accounting I (1ACC0802SEGI)	Not attempted	00:00	-	0	N.A
Financial Accounting II (3ACC0803SEGI)	Not attempted	00:00	-	0	N.A
General Language Training / English 1 (DIM-1LAL0910) (2LAL0905SEGI)	Not attempted	00:00	23 Jun 2008 4:42:41 PM	1	N.A
Organisational Behaviour (3BES0902SEGI)	Not attempted	00:00	28 Jan 2008 5:22:6 PM	10	N.A
Pre-Academic Language Training / English II (DIM-3LAL0911) (3LAL0906SEGI)	Not attempted	00:00	-	0	N.A
Principles of Marketing (3SMK0808SEGI)	Not attempted	00:00	31 May 2007 0:12:47 PM	26	N.A

0 N.A
1 N.A
0 N.A
0 N.A
0 N.A
0 N.A
33 N.A
0 N.A
1 N.A
1 N.A

Ending the Session

- You can log out from LMS by selecting **Log Out** from the menu bar at the top of your screen.



SEGi University Group

Last updated: 3 April 2014

E-Library

E-Library

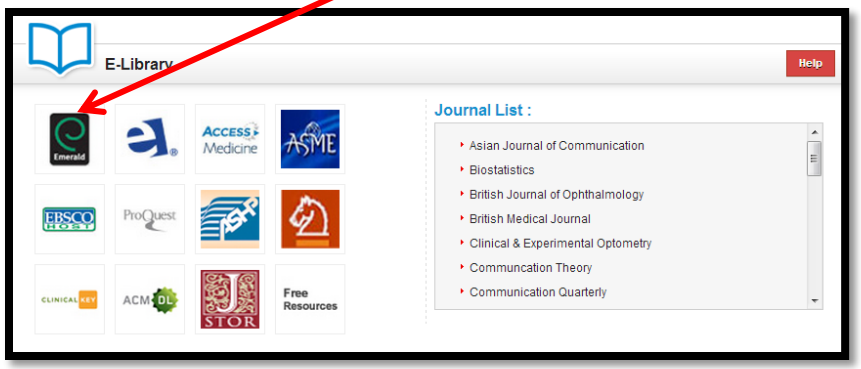
- The online reference and resource module of the portal, providing students with access online databases and journals free of charge.
- Among the databases are available to the students are:
  - ASME
  - Emerald
  - EBSCO
  - Ebrary
  - Springerlink

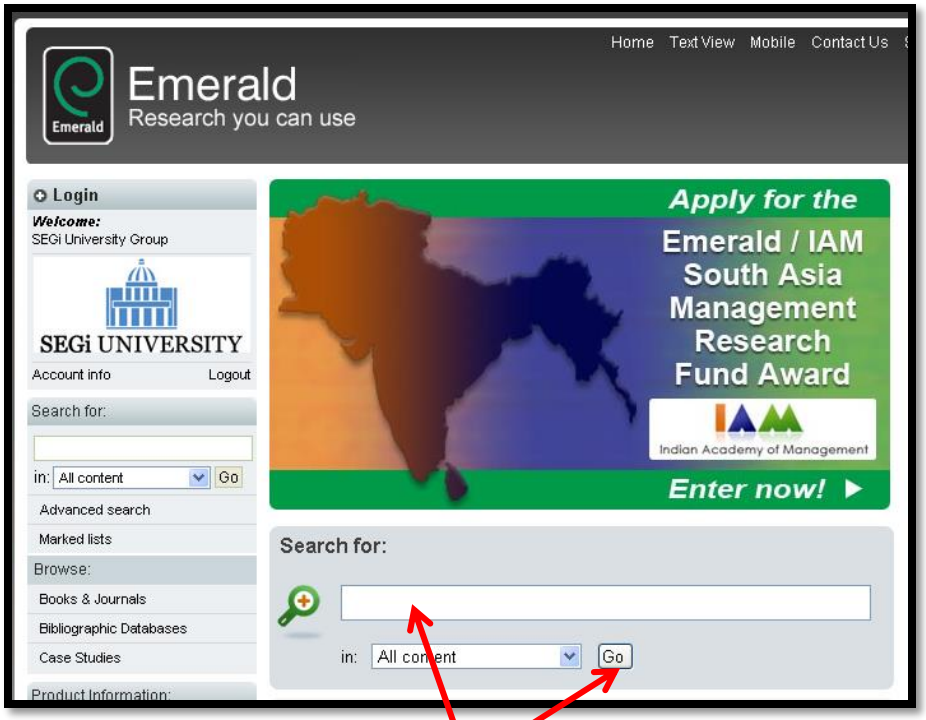
SEGi University Group

Last updated: 3 April 2014

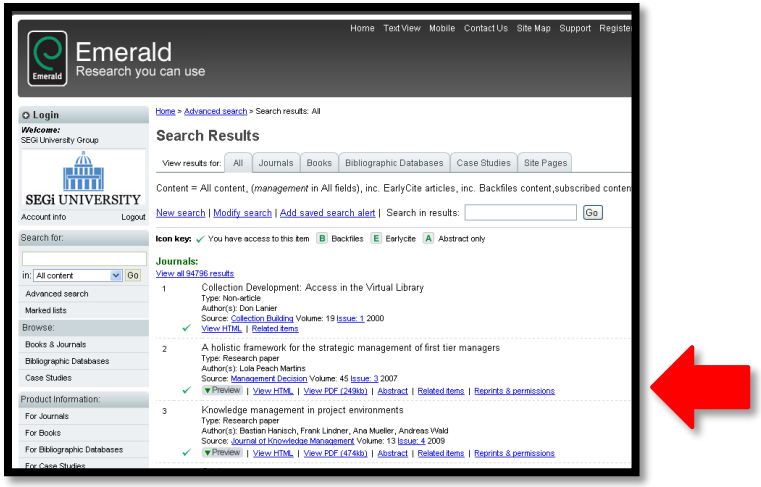
E-Library

1. Click to go to Emerald web site.





2. Enter the keywords and click GO button.



3. Choose the journal.

SEGi University Group

Last updated: 3 April 2014

SEGian Apps

SEGian Apps

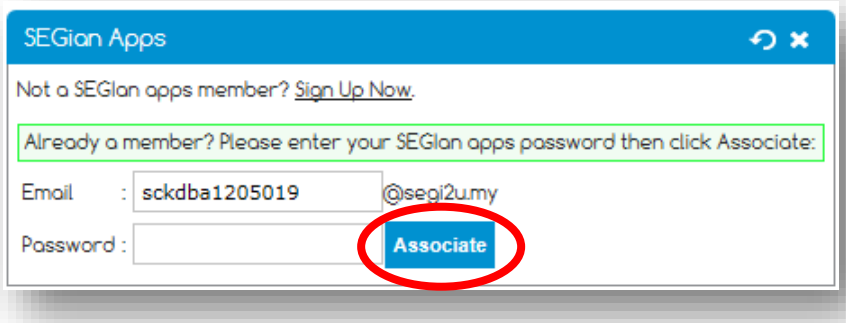
- An alternative email to students
- Student can manage, read, compose and send email messages from their central University account from inside the system.
- This provide students with a separate email by which to communicate with lecturers and fellow students on study related matters.

Sign Up and Associate with SEGiSphere

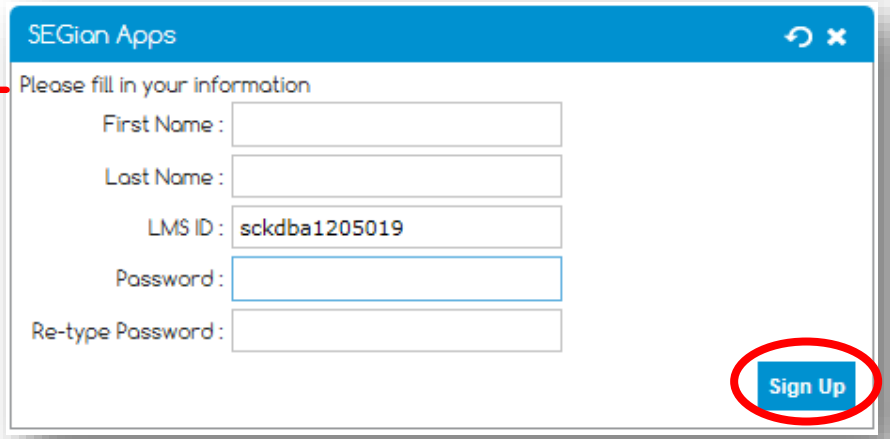
1. For first time, click Sign Up Now.

   OR

   For existing user, enter your current password and click Associate.



2. Fill in your information:
   - First Name
   - Last Name
   - Password
   - Re-type Password
3. Click Sign Up button
4. Confirmation email and password send to your mailbox (refer to email address been entered to SEGiSphere)



SEGi University Group

Last updated: 3 April 2014

Turnitin

Turnitin

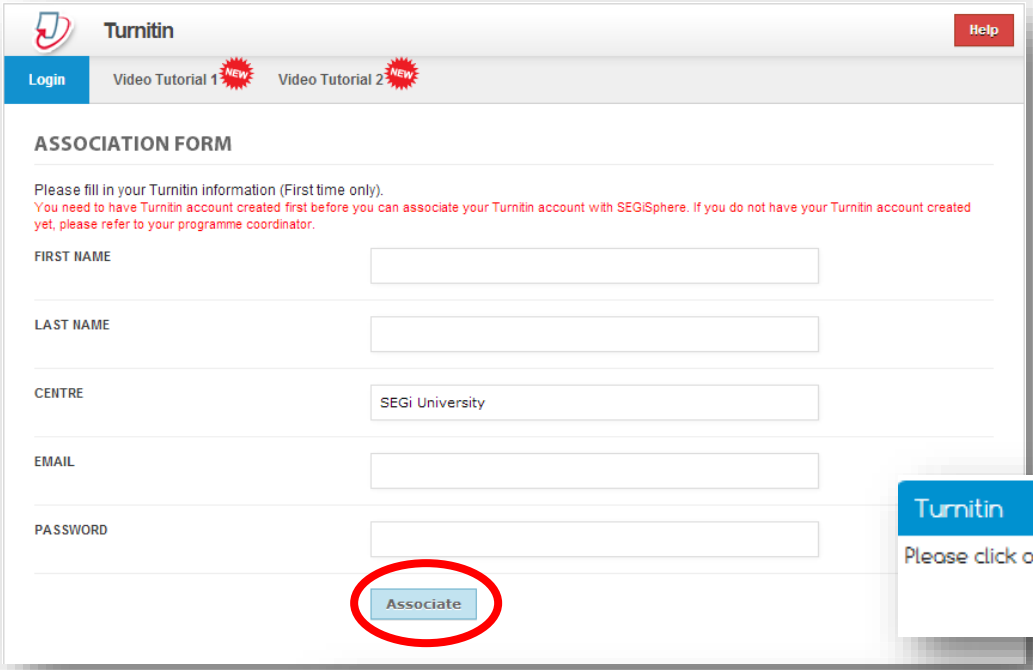
- Aims to avoid plagiarism and ensure academic integrity by checking for unoriginal content.
- Compares submitted papers to several databases for content matching.
- Can also be used in formative assessment to help student how to avoid plagiarism and improve their writing.

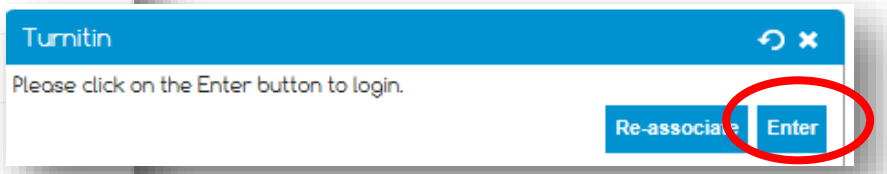
SEGi University Group

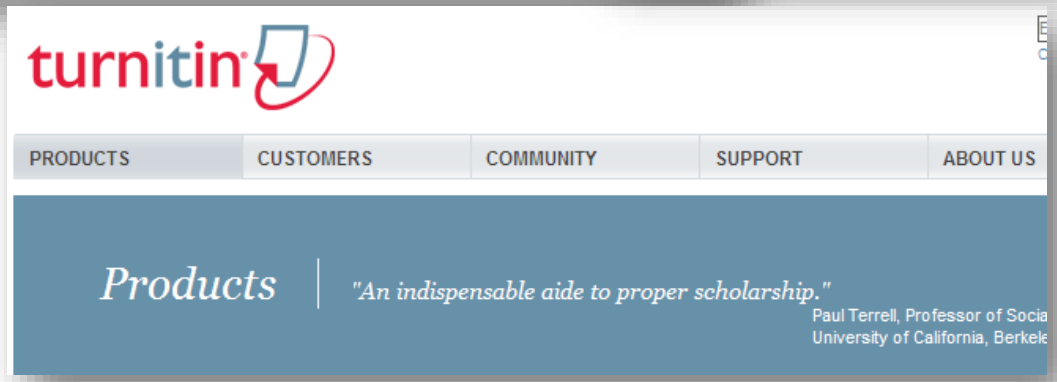
Last updated: 3 April 2014

Login to Turnitin

1. For 1st time login, please refer to your programme coordinator to create your Turnitin account.
2. Then, fill up your info to associate with SEGiSphere.
3. Click Associate button.
4. Click Enter button to enter Turnitin webpage.







SEGi University Group

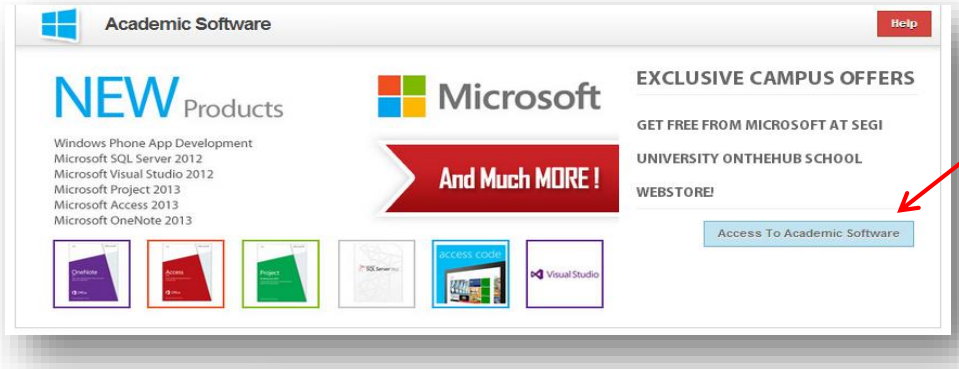
Last updated: 3 April 2014

Academic Software

Academic Software

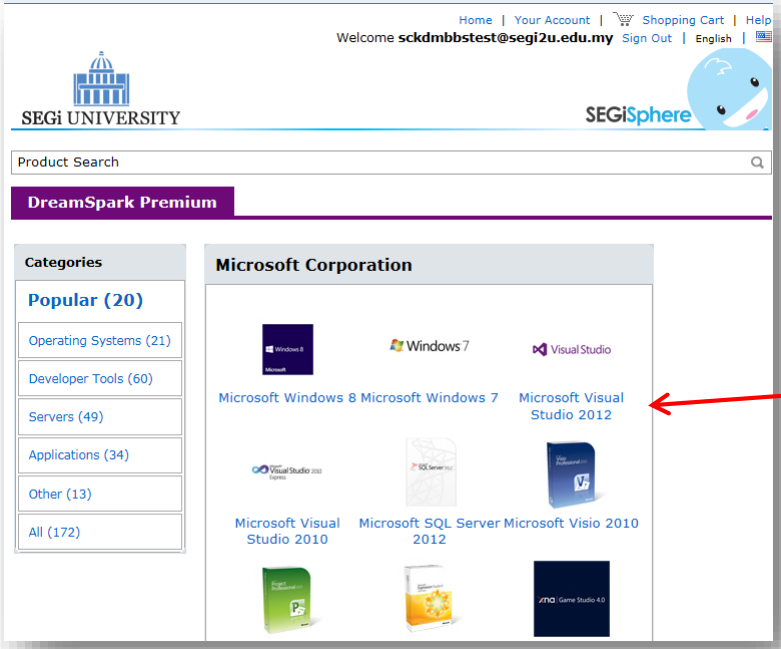
- In every student's SEGiSphere shopping cart, a catalog of Microsoft software is available for download.
- This software also available for individual to download at a fee.

One-time free download



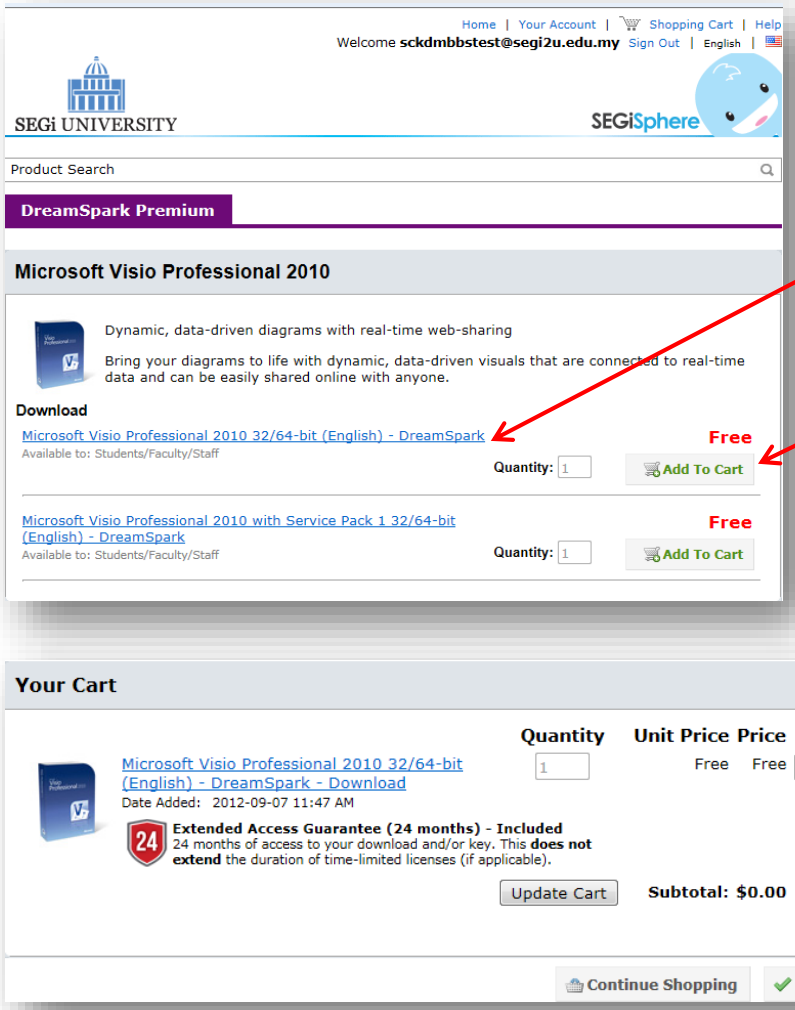
Click Access to Academic Software

New site page will appear.



Click on the interest product

One-time free download

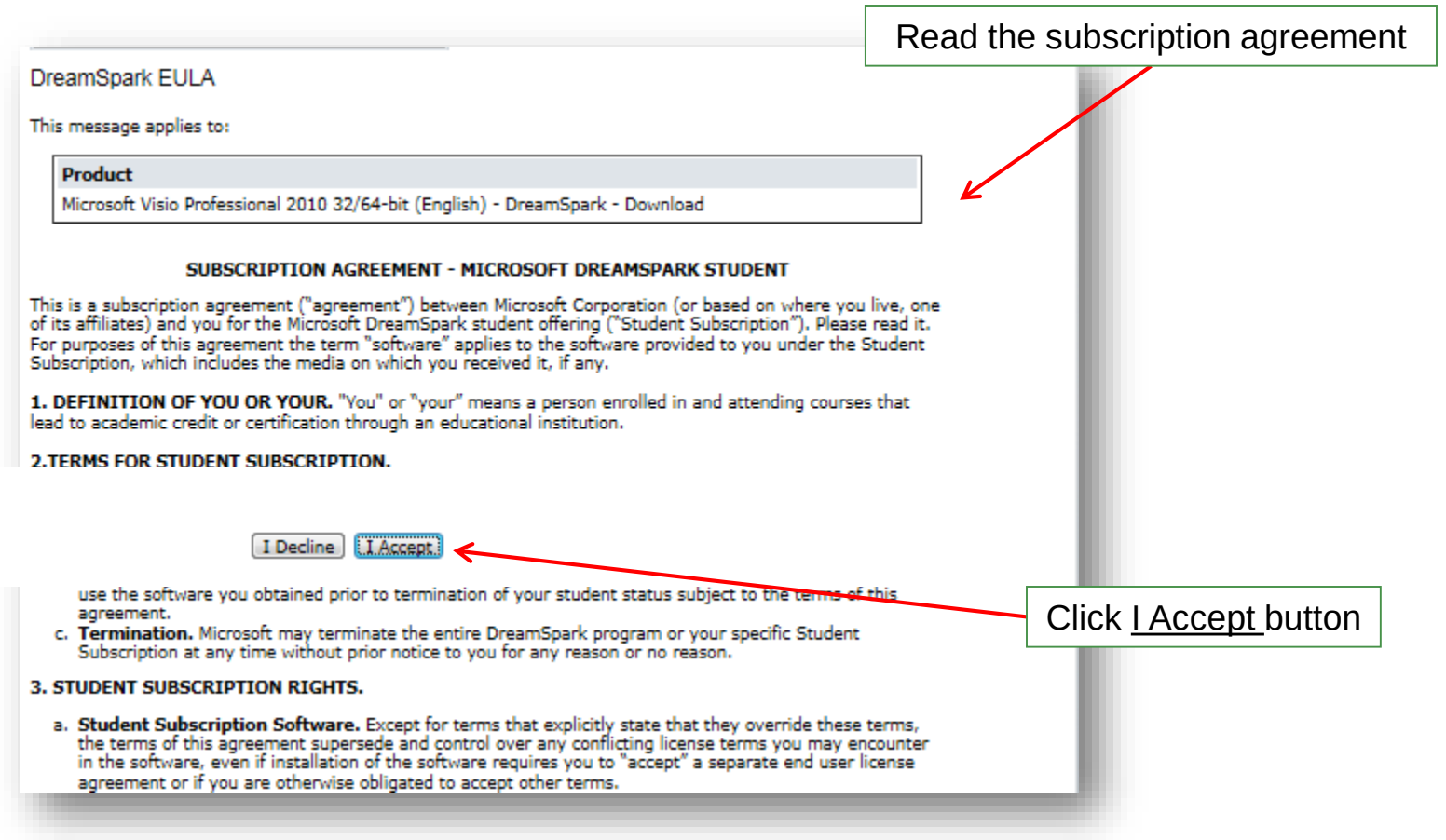


Choose the correct version

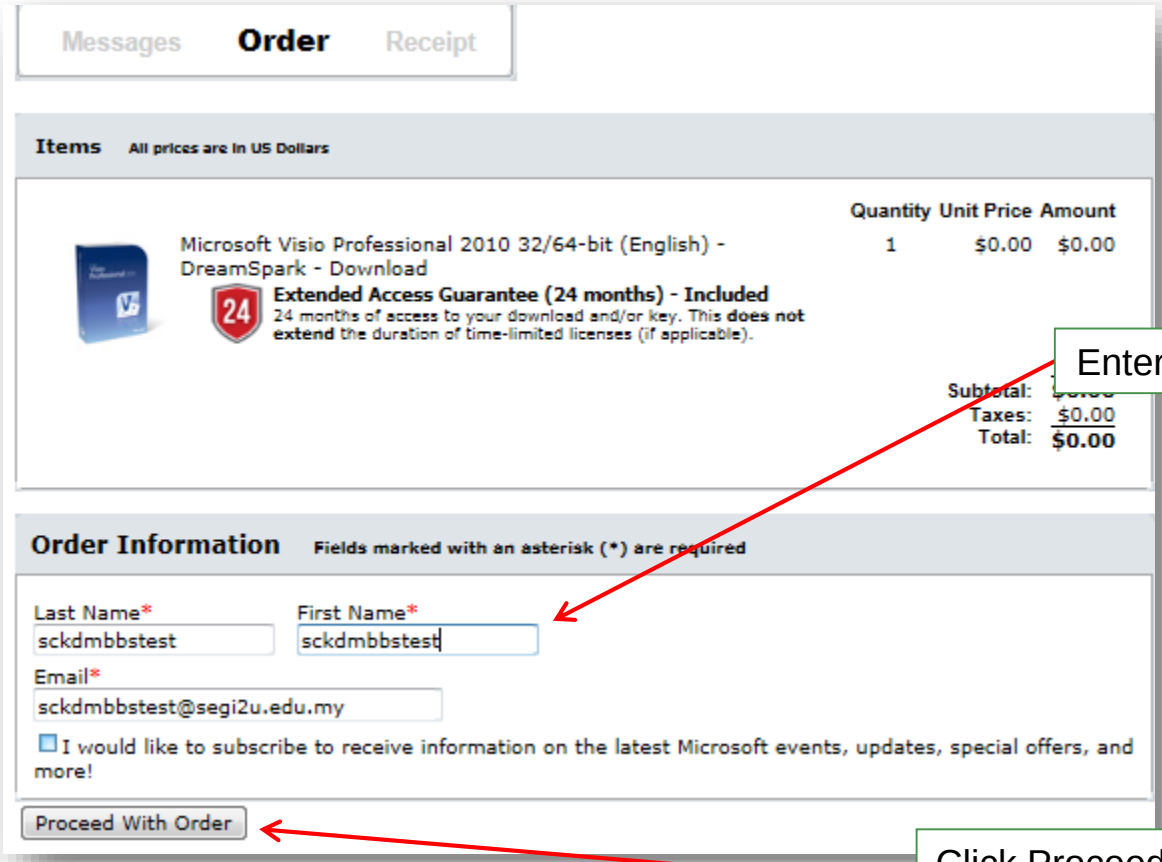
Click Add to Cart button

Click Check Out button

One-time free download



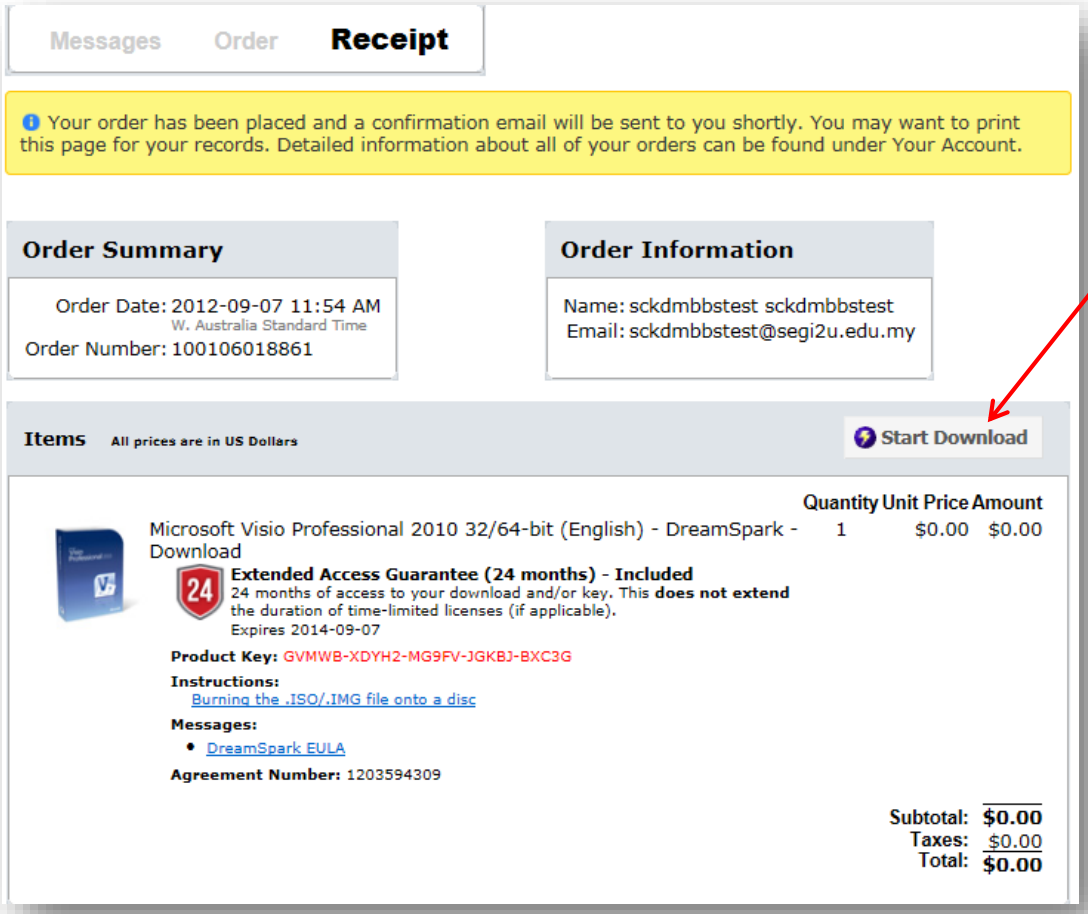
One-time free download



Enter Order Information details

Click Proceed with Order button to proceed the order

One-time free download



Click Start Download button to download the software

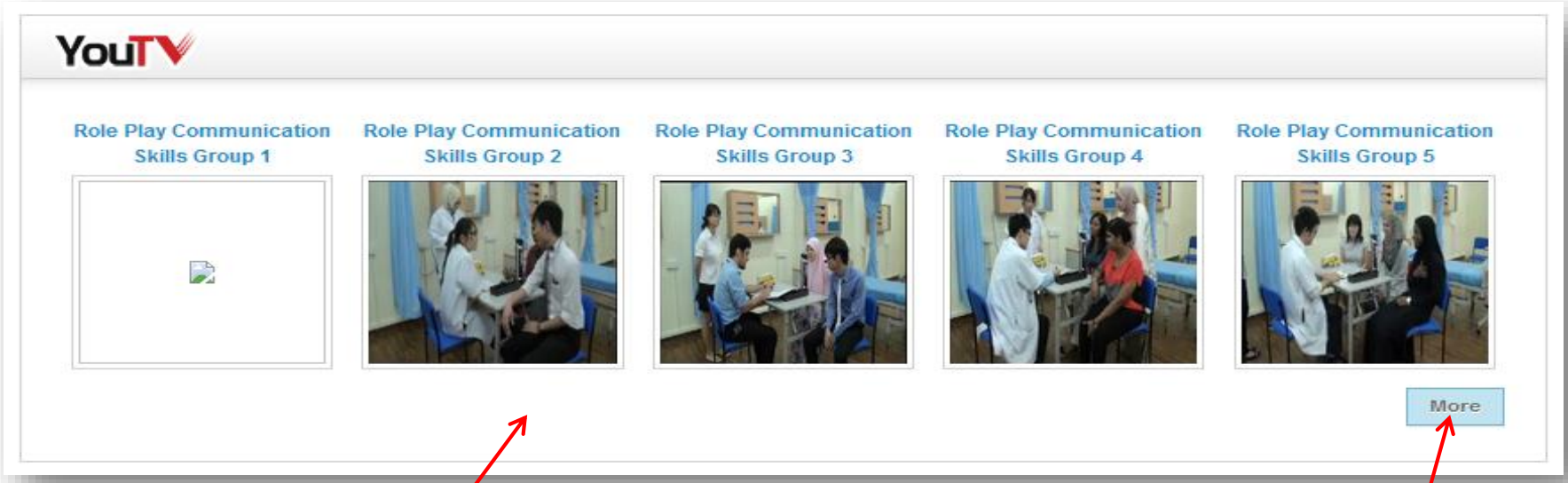
Note: Every products only can order 1 time only. If you lost the copy or failed to download, do refer back to order history and re download the same copy Valid License/key for the only apply to 1 pc.

YouTV

YouTV

- Available for certain subjects.
- It shows a video of the lecturer speaking and at same time shown high-resolution PowerPoint slide images.
- To improves the student's educational experience by providing an additional resource for the student's study toolkit.

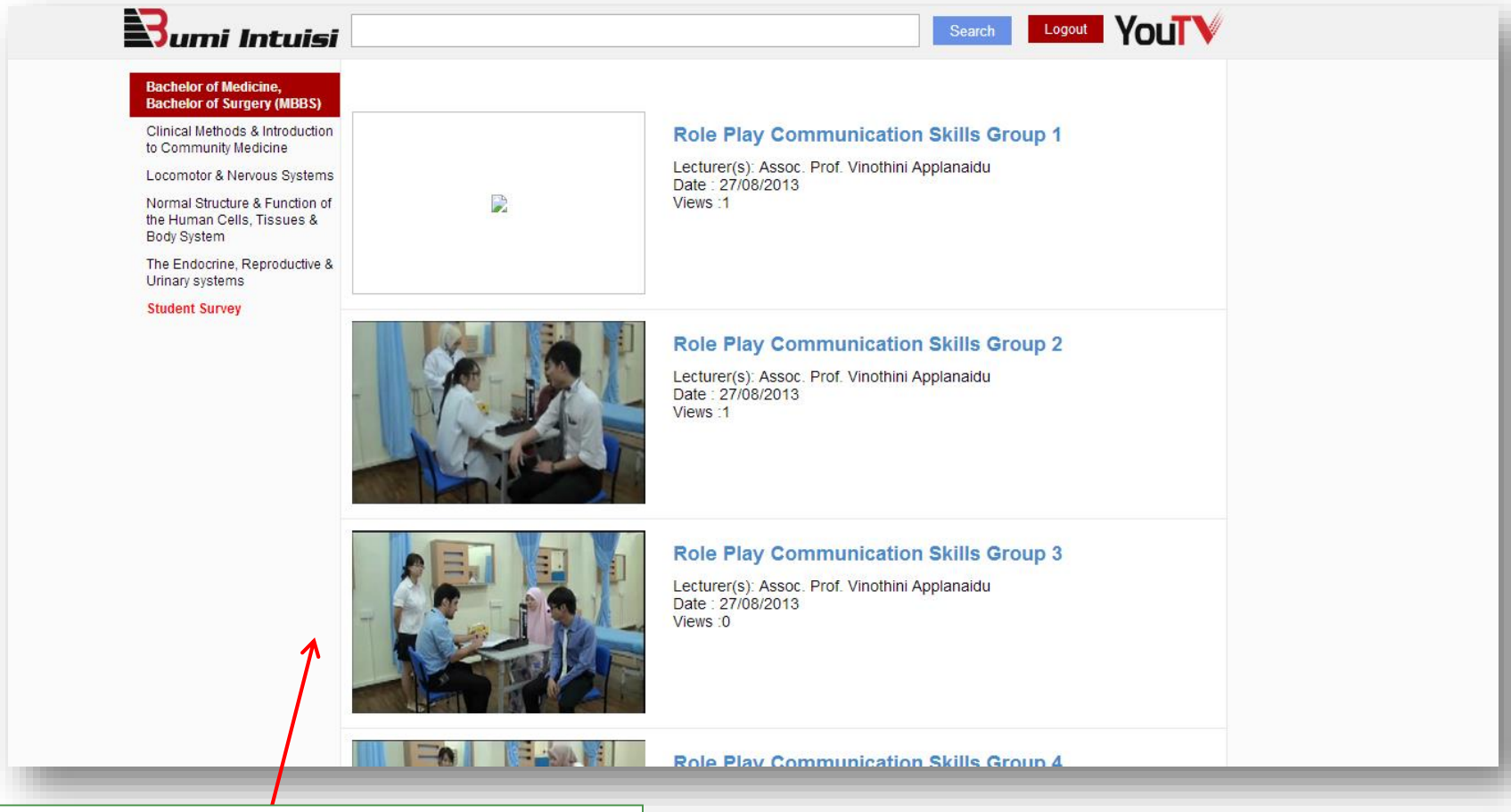
YouTV



Click on the video to watch the video.

For more click More button.

YouTV

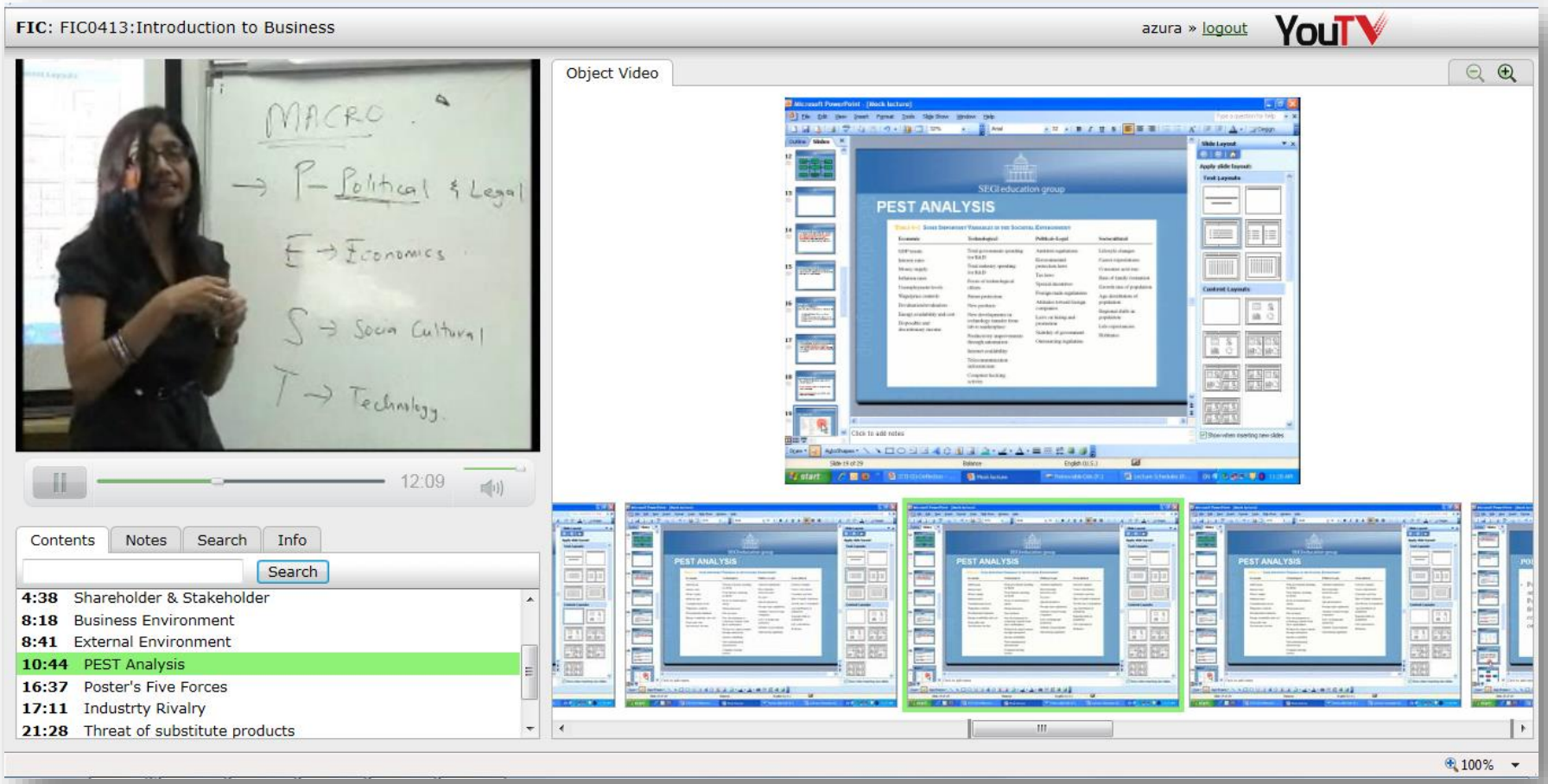


Click on the video to watch the video.

SEGi University Group

Last updated: 3 April 2014

YouTV



SEGi University Group

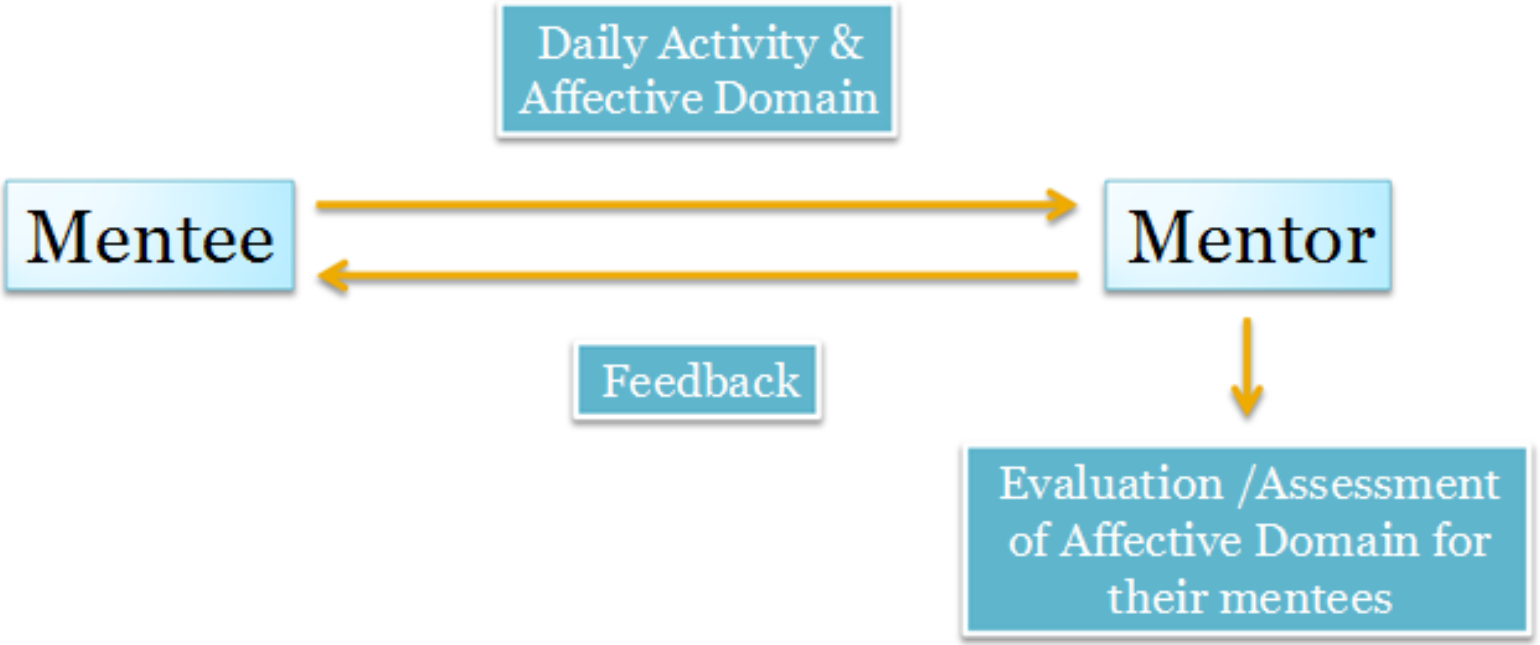
Last updated: 3 April 2014

i-Mentoring

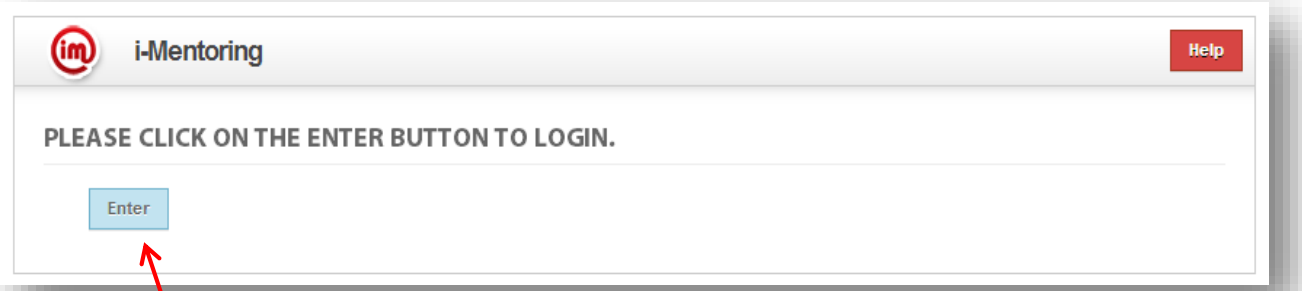
i-Mentoring

- Mentoring is a relationship between a mentor (lecturer) & mentees (small group of 6-10 students)
- Based on encouragement, constructive comments, openness, mutual trust, respect and a willingness to learn & share
- A component of student support mechanism of the University
- Mentors are expected to conduct weekly formal meeting sessions with their mentees during Reflection Sessions
- For time being, used by FOM student's only.

How the System Works?



i-Mentoring

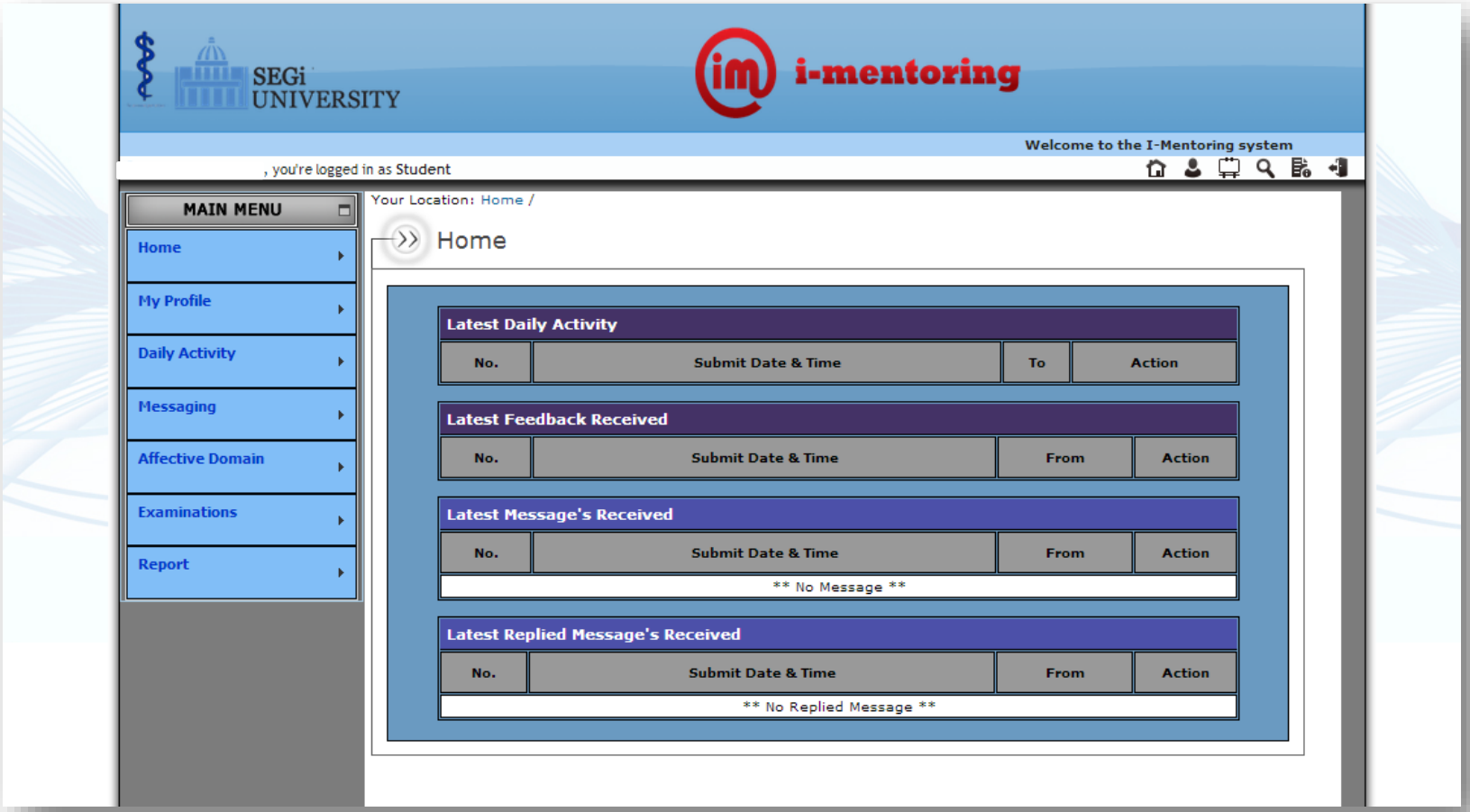


Click Enter to login to i-Mentoring.
Another page will appear

SEGi University Group

Last updated: 3 April 2014

i-Mentoring



SEGi University Group

Last updated: 3 April 2014

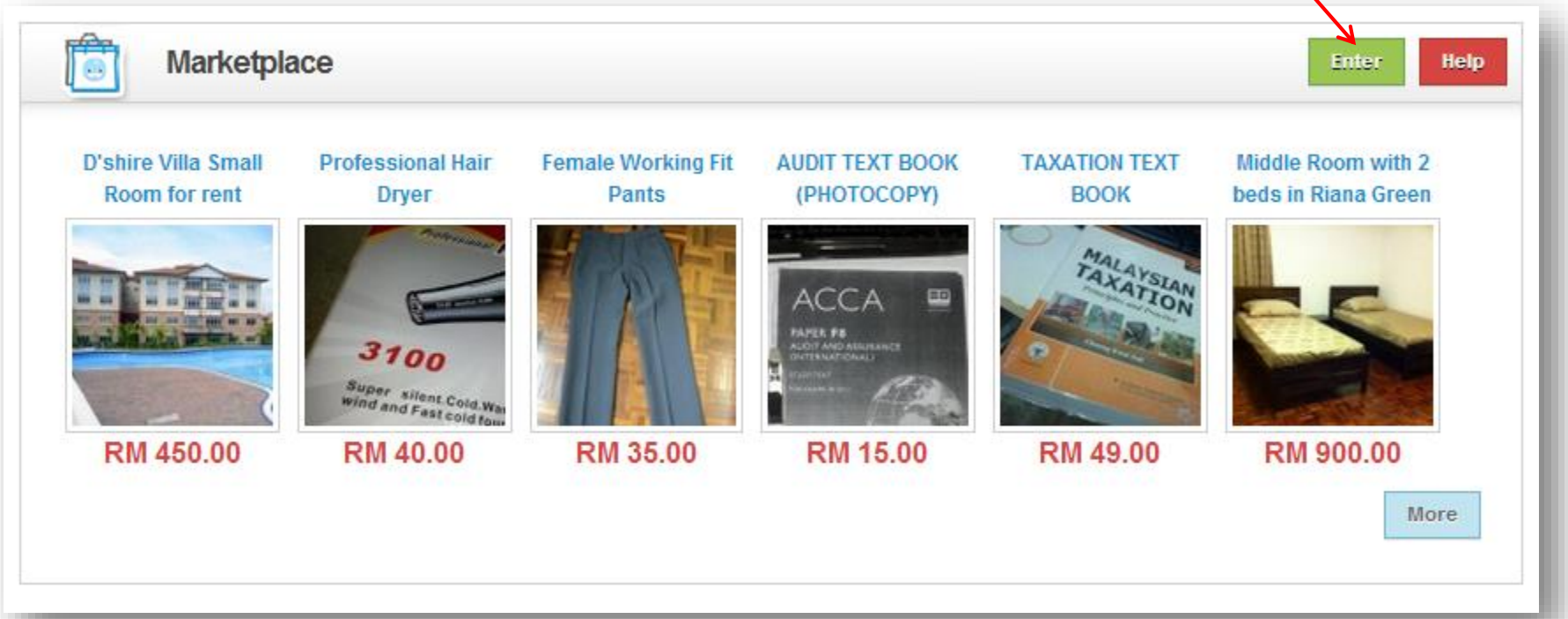
Marketplace

Marketplace

- Students can shop at the E-Store and get discounted prices from trusted merchants OR take part in Auctions and enjoy great savings
- Students can also post their own advertisement within the SEGi community for free
- Items readily available include books, computers, phones, apartment rooms for rent and much more

Marketplace

Click Enter to login to Marketplace.
Another page will appear



SEGi University Group

Last updated: 3 April 2014

PDF Editor

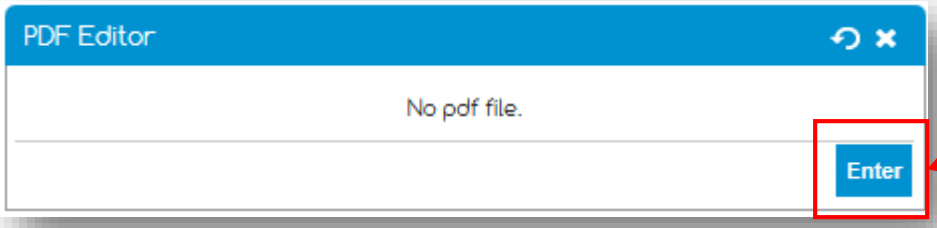
Edit PDF files online

- Open, navigate and print any PDF file
- Create, add and save comments directly in the PDF file
- Add "sticky note" comments or highlight text
- Delete, insert, extract and re-order pages
- Save files directly to the system of to your computer (up to 5Mb limit on the system)

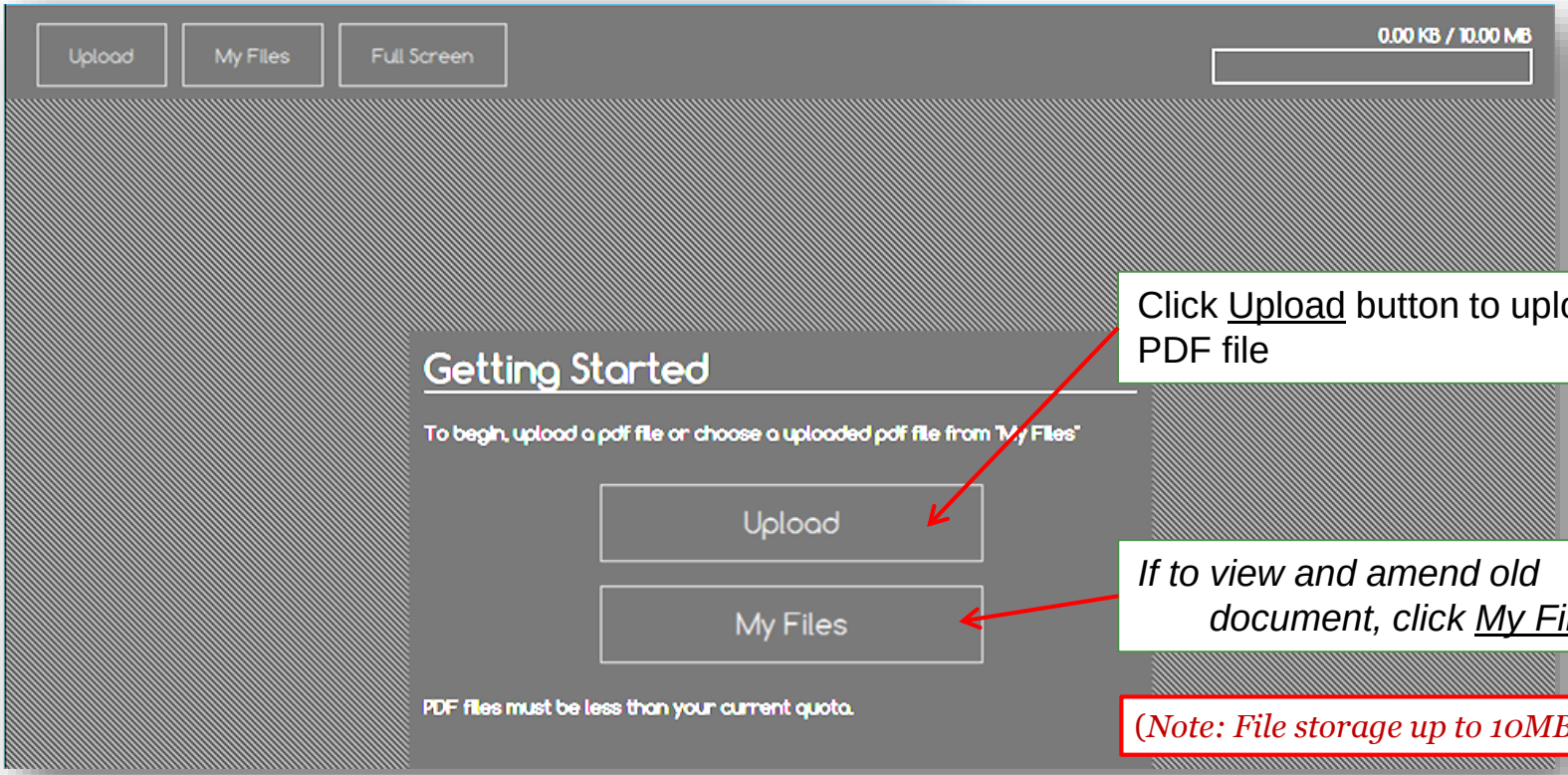
SEGi University Group

Last updated: 3 April 2014

Login to PDF Editor



Click Enter button to access PDF editor page.



Click Upload button to upload PDF file

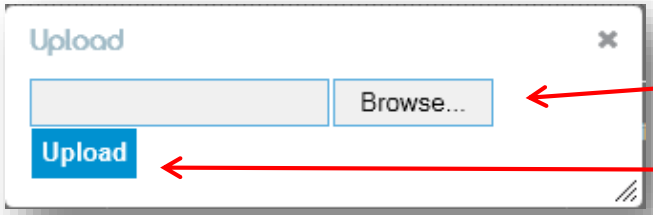
If to view and amend old document, click My Files.

(Note: File storage up to 10MB only)

SEGi University Group

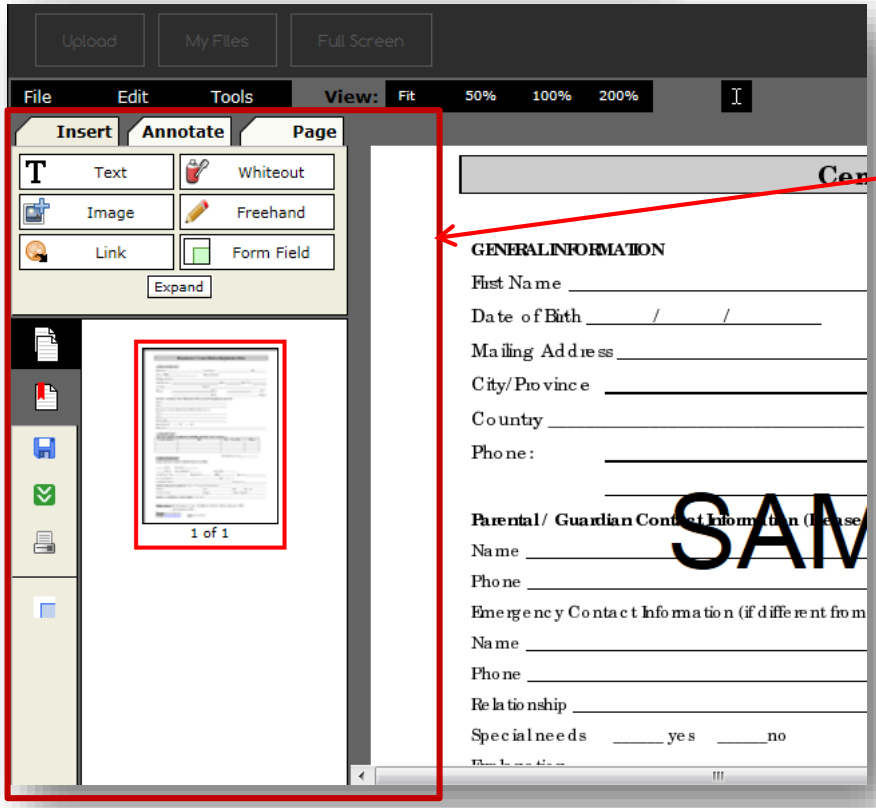
Last updated: 3 April 2014

Using PDF Editor



Click Browse button

Click Upload button



Choose PDF tool features to be inserted in document

Features:

- Annotate PDF Documents
- Create New PDF Forms
- Edit PDF Files
- Fill Out PDF Forms
- Save & Print PDF Files
- View PDF Files Online

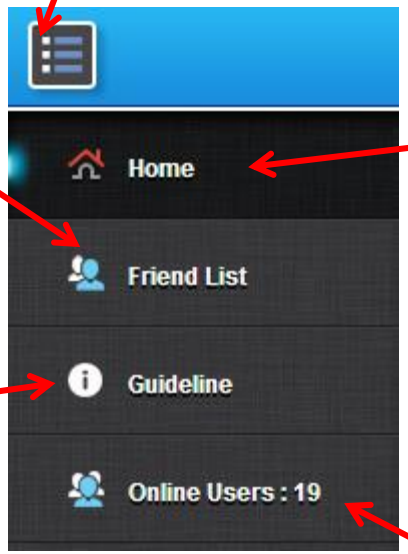
Mini Games

Mini Games

- Students have access to a range of mini games
- Students can be utilized by students as a way to improve their typing skills typing and language skills or just take a moment to relax

Others

Menu bar



Click here to hide / show menu bar

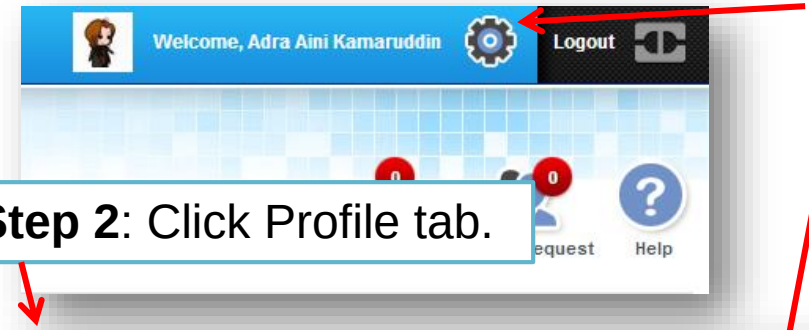
Go to Home page.

Your friend list in SEGiSphere.

Download SEGiSphere guideline here.

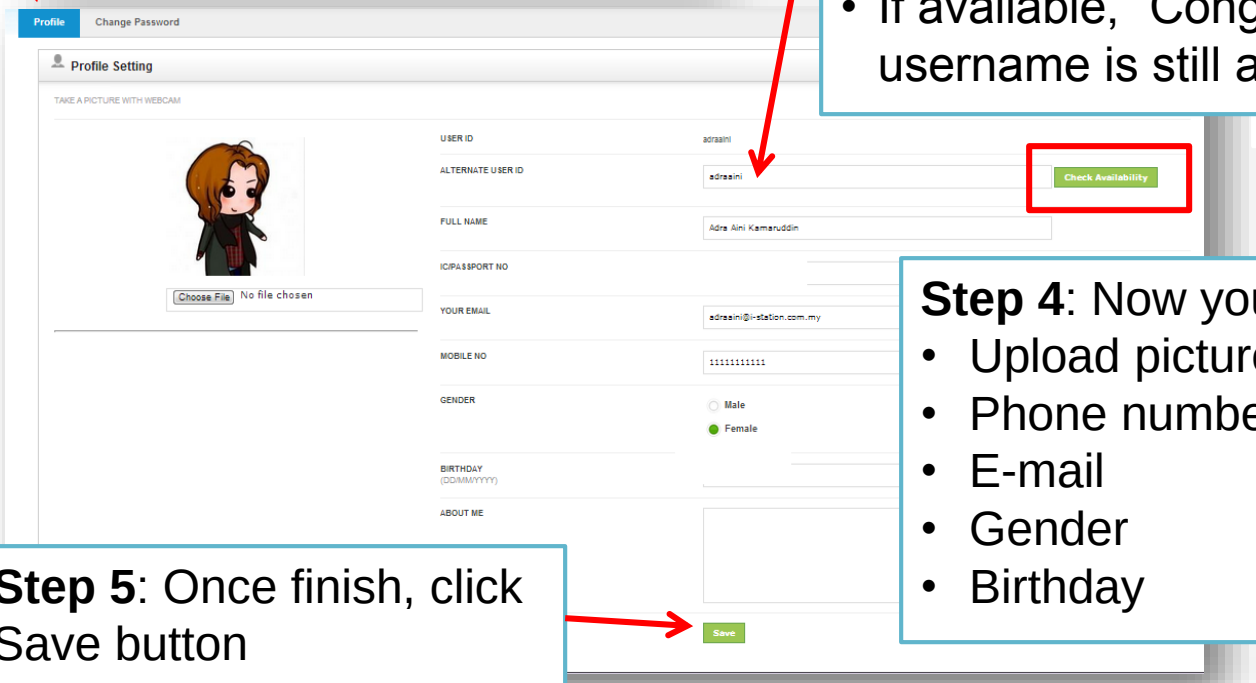
Show number online user.

Create Alternate User ID & Update Profile



Step 1: Click Profile Setting button.

Step 2: Click Profile tab.



Step 3:

- Key in your alternate name in the text field.
- Then click Check Availability.
- If available, “Congratulations, this username is still available.” will appear.

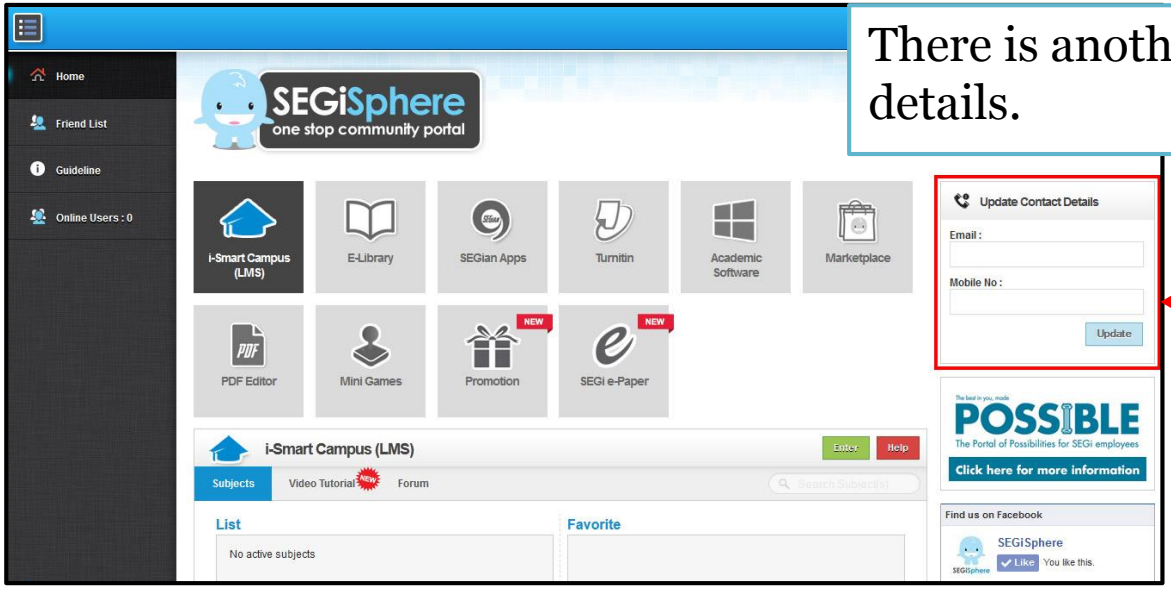
Step 4: Now you can update your profile.

- Upload picture
- Phone number
- E-mail
- Gender
- Birthday

Step 5: Once finish, click Save button

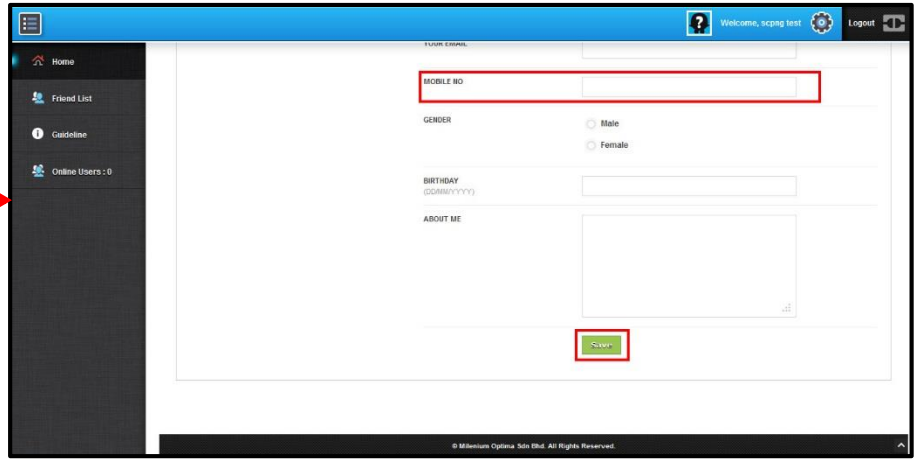
Updating Contact Details

There is another way to update contact details.



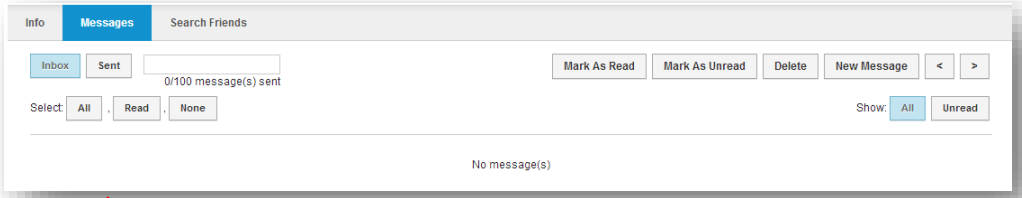
Step 1: Click Update Contact Details.

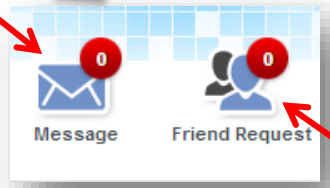
Step 2: Update Contact Details at the Profile Page.



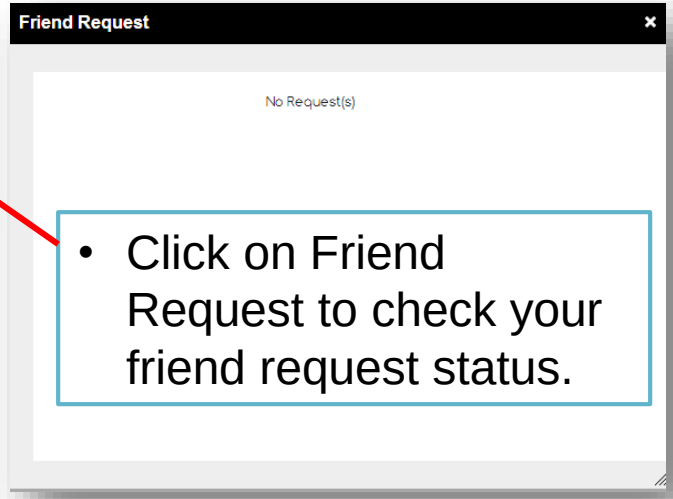
Message, Search Friends & Friend Request

- You can read and write new message by click Message button.
- Message tab will appear as shown.

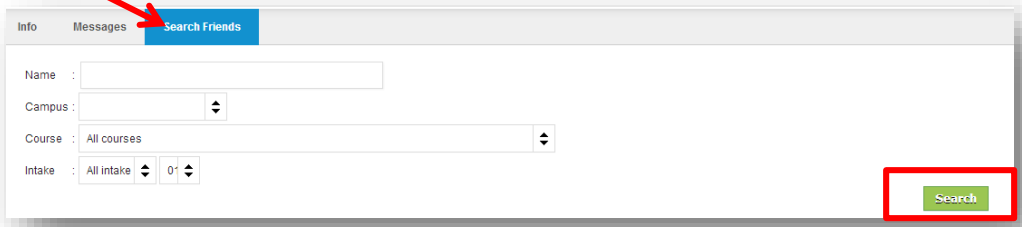




- To search friends, click Search Friends tab.
- Key in your friend name.
- You can narrow down the search by complete the details.
- Click Search button.

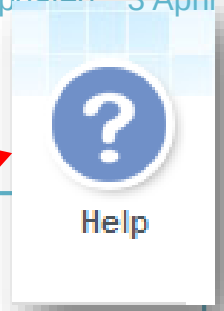


- Click on Friend Request to check your friend request status.



Note: You can send messages to those in your SEGiSphere friend list only.

Help



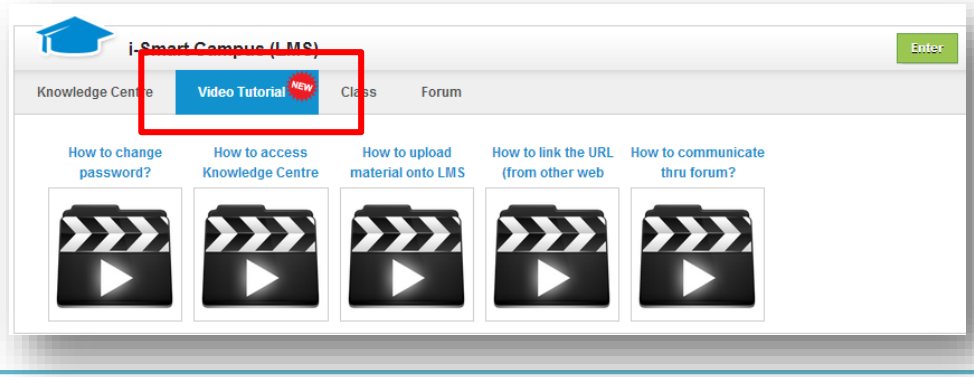
- To get help, you can click on Help button as shown.
- It will redirect you to Support Centre page. (refer slide 10 : SEGiSphere Homepage > Support Centre)

OR

- Click on Help button for each module (available for some module).

OR

- Get help from Video Tutorial (available for some module).



Thank You

Any problem please go to www.mysegi.my and click Help.

☺