

Guide for Activity Report

Panduan untuk Laporan Aktiviti

The purpose of this document is to provide a guide on the type of information required in the reports for RDD's newsletter, annual report, and other publications.

Tujuan dokumen ini adalah untuk menyediakan panduan bagi jenis maklumat yang diperlukan dalam laporan untuk bahan berita RDD, laporan tahunan, dan penerbitan lain.

ITEM JENIS	INFORMATION MAKLUMAT		NOTES NOTA
Name of event Nama acara / program	Program Advokasi Jelajah Myskool di SSTMI		
Date & Time Tarikh & Masa	Tarikh :22 Julai 2016 Masa :9.00 Pagi – 12.30 Tengahari		
Location Lokasi	Dewan Sekolah Sukan Tunku Mahkota Ismail		
Purpose Tujuan	Memberi pendedahan awal kepada para pelajar mengenai keselamatan internet disamping memperkenalkan penggunaan Dashboard iaitu My Skool kepada pihak sekolah.		
Details of recipients Butiran Penerima	BIL	NAMA	NO KAD PENGENALAN
	1	DANISH IMAN BIN MOHD KAMARULZAMAN	010130-10-1299
	2	MUHAMAD HAZIQ BIN KAMARULZAMAN	010410-05-0211
	3	AIDIL FIRDAUS BIN MUHAD RAZALI	010103-01-0551
	4	W.AHMAD AKIF SALIHIN BIN W.MANZRUL	010325-11-0259
	5	MUHD SYAMIR BIN ZAKARIA	030917-16-0055
	6	FAIZNIZAM BIN ANN ROSLY	020313-11-0189
	7	M.ZAHIRUDDIN HAQEEM BIN M.ZAID	010117-11-0449
	8	M.AFFIQ BIN MOHD FADZLI	010210-14-0693
	9	MUHAMMAD NAZMI MOHD YUSOF	010722096-0275
	10	MUHAMAD KHAIRUL ZULHILMI BIN SHARUDIN	010213-03-0377
	11	MUHAMMAD ILHAM BIN MOHAMAD RAZALI	020614-04-0065
	12	SYAMIL BIN MARHAIM	030711-10-0321
	13	AHMAD IZZAT SAFUAN BIN OMAR	030213-03-1095

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	14	KASIM BIN DAUD	031010-02-0921	
	15	MOHAMMAD HAIKAL AZEEM BIN ROZAINI	031618-10-0327	
	16	MUHAMMAD IZZAT BIN RAZALI	010424-02-0021	
	17	MUHAMMAD AIMAN ADEEB BIN AFANDI	010430-10-0247	
	18	MOHAMAD RAFAIZUL BIN MOHAMAD SAINI	030624-14-1125	
	19	CHE NUR AQILRULLAH	030731-11-0199	
	20	MOHD THAQIF BIN MOHD HISHAM	020211-10-1089	
	21	MOHD SHAMIR RIZMI BIN MOHD SAMSUL	020510-10-0465	
	22	IMAN NUR KAMIL BIN MUHAMAD HATA	010318-07-0295	
	23	MUHAMAD IDHAM BIN MOHAMAD RAZALI	010211-10-0239	
	24	MUHAMMAD IDHAM BIN ROSLI	030128-14-0051	
	25	MOHAMAD SHAHRUL BIN MOHAMAD TARMIZI	030410-01-1771	
	26	MUHAMAD FAIZAL BIN A.LATIFF	030114-01-1769	
	27	MUHAMMAD AFZAN HAKIM BIN MOHD FAUZAN	020715-10-2069	
	28	MUHAMAD ALIFF AQHARNI BIN YUZAIDI	030802-07-0113	
	29	MUHAMMAD FARHAN FITRI BIN MUHAMAD RASIDI	031109-02-0657	
	30	MUHAMMAD FALIQ AJMAL BIN PERMIN	020417-06-0681	
	31	MUHAMAD RAFIQ HAKIMI BIN HAMSAN	020309-01-1997	
	32	MUHAMMAD NUR AIDIEL NAJMI BIN MOHD SALMI	030113-11-0669	
	33	ARIF ISKANDAR BIN AZHAR	010101-14-0635	
	34	NOR SAIFUL AIMAN BIN NOR AZMAN	030710-08-0381	
	35	MUHAMMAD AMIRUL AIMAN BIN ARIFFIN	020219-04-0057	
	36	AHMAD NASHARUWILLAH BIN MOHD NAWI	021022-11-0597	
	37	NOOR AMAR HAFIZI BIN SULEIMAN	020608-05-0195	
	38	AHAMD AKMAL BIN AHMADAIB	020313-08-0901	
	39	MUHAMAD KHAIRUL ISHMAL BIN MOHD NOOR	010228-02-0243	

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	40	MOHD HAIRRIE BIN RAMLEE	020810-12-0871	
	41	MUHAMMAD FAKHRUL IZZAT BIN NAZRI	020302-05-0207	
	42	MOHAMAD ALIF AIMAAN BIN MUHAMAD YUSOF	021103-06-0499	
	43	MOHAMMAD HARIZ HAKIMI BIN ABD KASAH	030920-10-1005	
	44	IRFAN BIN ABD JALAL	010805-01-1145	
	45	MUHAMMAD FADIL BIN ABDULLAH	010419-10-1919	
	46	MUHAMMAD HIEDDAYAT BIN ZULKIFLI	010420-01-0045	
	47	MUHAMMAD IRFAN FAIZ BIN MOHD SHAHRUDIN	010327-14-0339	
	48	MUHAMMAD NOOR EZUWAN BIN MARHAKIM	010204-14-0427	
	49	MUHAMAD AIDIL BIN AZUAN	010225-04-0185	
	50	MUHAMMAD NUR FAISOL BIN ARSAAD	010226-02-0741	
	51	ADIB ISMAIL BIN ADNAN	010830-01-0347	
	52	SHUZAIMAN BIN SHUKERI	010507-03-0815	
	53	MOHD SHAH RIDZUAN	011009-12-0919	
	54	KHAIRUL DANIAL BIN KAMARUL BAHRI	030410-11-0227	
	55	MUHAMMAD ZUL AQIL IKRAM	031215-08-0067	
	56	MUHAMMAD NUR HAFIZ BIN ZAMREE	031111-05-0249	
	57	MUHAMAD RUSYDI ARSHAD	030426-11-0279	
	58	SITI NUR LIYANA BINTI AMNURUDDIN	010618-14-1112	
	59	NUR SYAZA AFIQAH BINTI SAFAWI	010624-03-0064	
	60	NUR ILLYA MAISARAH BINTI MOHAMAD ZULKIFLI	011025-05-0148	
	61	NURIN NATASHA BINTI KOHANI	010423-01-1174	
	62	NURUL AIN SYAZWANIE BINRI AZLAN	010509-01-0746	
	63	ARIFATUL SOFIA BINRI AMIRRAHIMIN	010213-02-0080	
	64	HONG HUI XIN	010318-01-0620	
	65	EIVY AIFERA JUSTINE MALINTAU	010926-12-0700	

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	66	AILIA SHAZRIQ BINTI ISHAFARI	020225-08-0258	
	67	ANIS HUMAIRA BINTI SAIFUL NIZAM	020520-01-0156	
	68	NURFATIAH IZZANI BINTI ABDULLAH	010605-08-0066	
	69	WAN NURSYAFIKA SHAHIRA WAN HASHIM	010316-03-1030	
	70	FATHIYAH SYAZLIYANA SAMSUDIN	010615-01-0336	
	71	THILAGAVATHI A/P RAJASOORAH	020622-08-0788	
	72	LAVANESWARY A/P PATRAMANATHAN	040101-08-0414	
	73	PADHMALOSHINI A/P JAYASEELAN	020530-01-1152	
	74	ZARITH AMIERA BINTI KHIR AZMAN	010103-01-0850	
	75	NUR FATIN AFRINA BINTI FAIROS	020217-14-0644	
	76	SITI MAISARAH BINTI AFFANDI	020109-06-0436	
	77	DHIYA ALFINA BINTI ZAINURI	020515-13-0348	
	78	ARFAH NADIRAH BINTI MOHAMAD ZAWAWI	020731-11-0472	
	79	DAYANGKU SITI AISYAH BINTI AG JAMAL	020130-12-0878	
	80	IRSHA NORSALWANI BINTI ROSLAN	020815-03-1122	
	81	AINSYAH MAISYARAH BINTI NAZIRON	020325-03-0952	
	82	NUR ANISA KARTIKA BINTI ABD RAHMAN	020220-01-0242	
	83	NOOR MASTURA BINTI NORMAN	030720-12-0244	
	84	INSYIRAH NUR THALIA BINTI ITHNIN	030418-06-0340	
	85	PUTRI NUR ARISSA SOFEA BINTI ABDU RANI	030903-08-0652	
	86	NUR RUBI'ATUL ALIA BINTI OTHMAN	020417-02-0284	
	87	SITI NUR ZULAIFHA BINTI OSMAN	020131-01-0216	
	88	SYARIFAH NURAI SYAH UM AIRAH BINTI SYED YUSOFF	020407-08-0558	
	89	SUHA IMANINA BINTI AHMAD FARHAN	021215-01-0728	
	90	NUR AFIQAH NAJWAN BINTI MOHD AFANDI	030924-01-1074	
	91	ARIFATUN NAJIBAH BINTI NAJIB	030525-01-1288	

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Details of contribution Butir-butir berkaitan dengan aktiviti	Tiada																																																																									

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Benefits of the contribution Kebaikan / kelebihan aktiviti	• Memberi penekanan kepada pelajar agar berwaspada, bertanggungjawab dan mengutamakan keselamatan semasa melayari internet. • Memberi penerangan mengenai jenayah siber • Pelajar menghasilkan video berkaitan KDB menggunakan kreativiti masing-masing	
Name of VIP Nama VIP	Tiada	
Name of guest VIP Nama tetamu daripada VIP	Tiada	
Main execution Pelaksanaan aktiviti utama	• Taklimat pengenalan Pusat Internet 1 Malaysia • Taklimat Dashboard (MySkool) • Taklimat Klik Dengan Bijak (KDB) • Taklimat Keselamatan Internet dan tayangan video berkaitan. • Taklimat asas fotografi • Taklimat asas pengambilan video • Pelajar dibahagikan dalam kumpulan dan ditugaskan untuk membuat video 15saat berkaitan KDB dan aktiviti membuat menara tertinggi	
Supporting activities Aktiviti Sokongan	Tiada	
Other participants Peserta Lain	Tiada	
Photo caption Keterangan gambar	 <i>Antara rakaman video yang dihasilkan oleh pelajar SSTMI</i>	<i>Make sure to match photos with caption</i> <i>Pastikan gambar sepadan dengan keterangan</i>

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	 <i>Pelajar sedang berbincang untuk menyiapkan tugas menghasilkan video dan Menara tertinggi</i>  <i>Pelajar sedang membina menara tertinggi menggunakan surat khabar</i>	
Photo caption names Keterangan gambar berserta nama	Tiada	
Translation Terjemahan	Tiada	
Supporting	Tiada	Enclose as

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documents Dokumen Sokongan		<i>attachment Sebagai lampiran</i>

PLEASE SUBMIT YOUR WRITTEN REPORT & PHOTOS BASED ON THIS GUIDE TO THE
CONTENT APPLICATION DEVELOPMENT DEPARTMENT WITHIN ONE WEEK OF THE
EVENT

SILA KEMUKAKAN LAPORAN BERTULIS & GAMBAR-GAMBAR BERLANDASKAN
PANDUAN YANG DIBERIKAN DAN HANTAR KE JABATAN PEMBANGUNAN APLIKASI
KANDUNGAN DALAM TEMPOH SEMINGGU SELEPAS ACARA / PROGRAM
BERLANGSUNG