

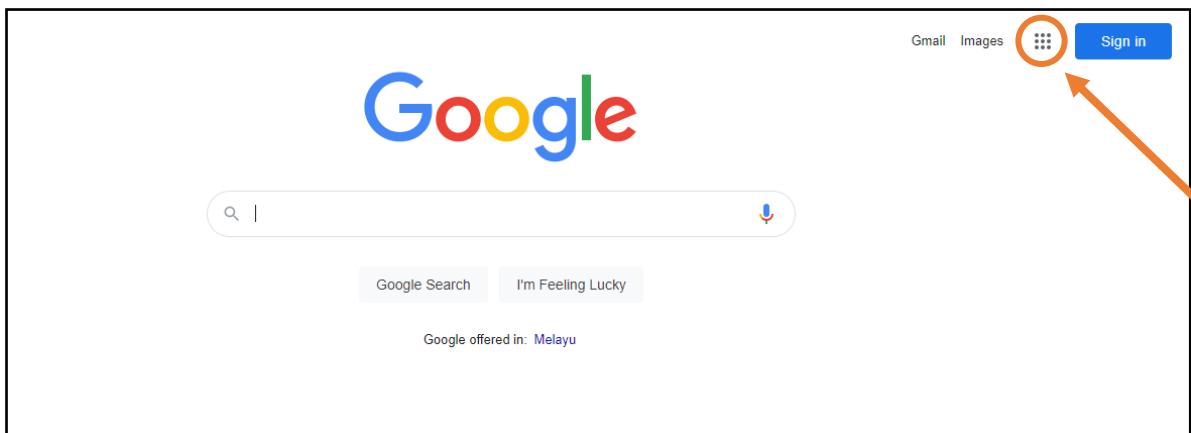


## SURUHANJAYA PERKHIDMATAN PENDIDIKAN

### PANDUAN MEMUAT NAIK DOKUMEN TEMU DUGA KE GOOGLE DRIVE

1. Setiap calon perlu memiliki dan menggunakan akaun e-mel Gmail milik masing – masing.
2. Berikut adalah panduan memuat naik dokumen ke dalam Google Drive;
  - (a) Layari laman web Google di [www.google.com](http://www.google.com);

- (b) Klik pada ikon A small icon consisting of a 3x3 grid of nine dots, representing the Google Drive interface.



(c) Pilih dan klik pada ikon “Drive”

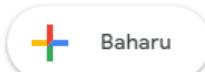


Drive

The screenshot shows the Google search homepage. At the top right, there are links for Gmail, Images, and Sign in. Below the Google logo is a search bar with a microphone icon. Underneath the search bar are buttons for Google Search and I'm Feeling Lucky. A note says "Google offered in: Melayu". To the right of the search area is a grid of icons for various Google services: Account, Search, Maps, YouTube, Play, News, Gmail, Meet, Contacts, Drive, Calendar, and Translate. The "Drive" icon is circled in orange, and an orange arrow points from it towards the "New" button on the Google Drive interface below.

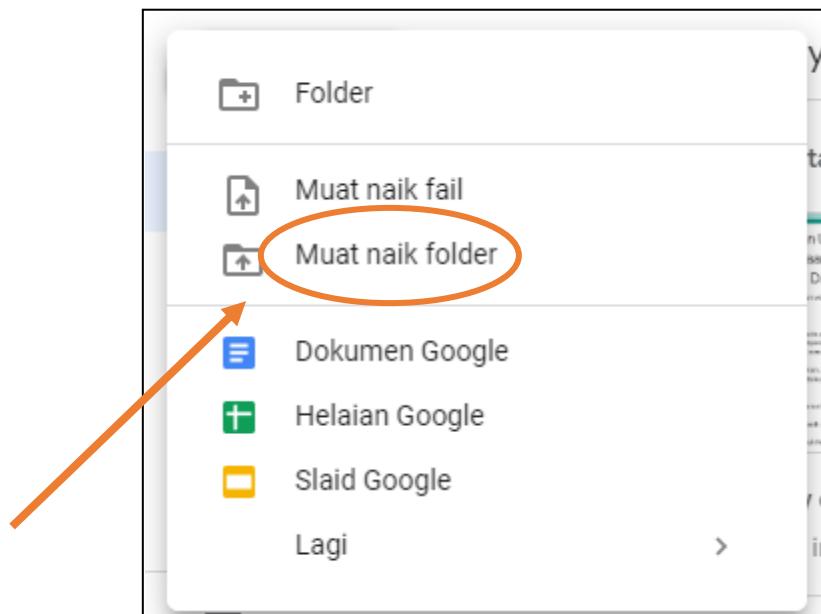
(d) Sign in akaun Gmail;

(e) Klik pada ikon “Baharu”

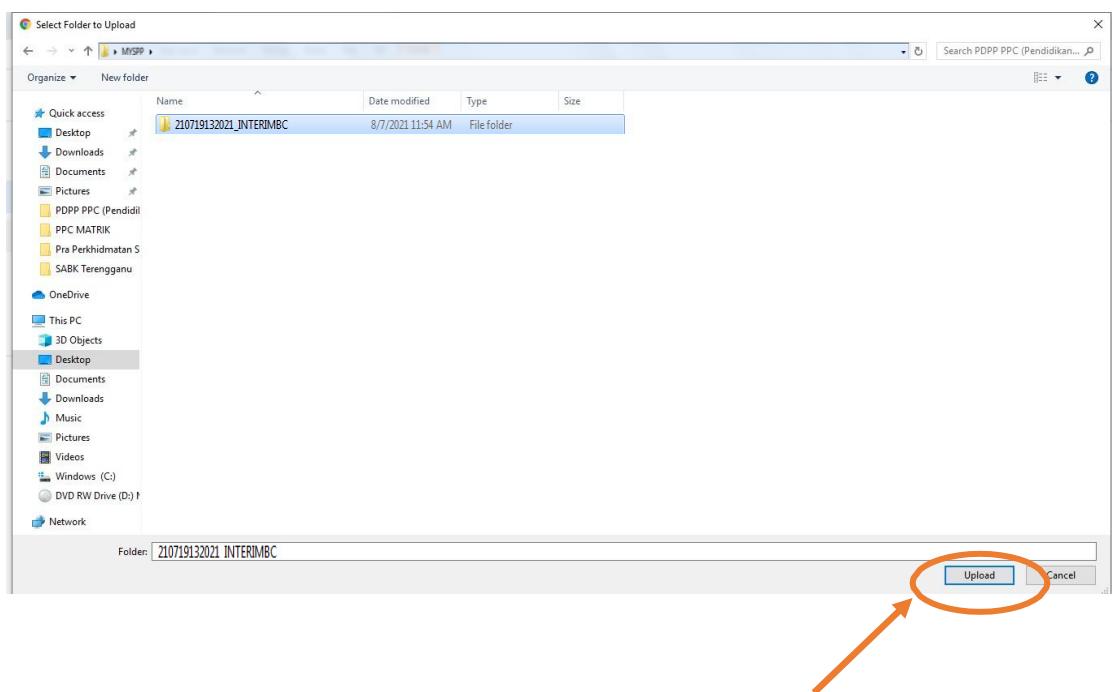


The screenshot shows the Google Drive interface. On the left is a sidebar with a "Drive" icon, a "Baharu" button (which is circled in orange and has an orange arrow pointing to it), and other options like "Dikongsi dengan saya", "Terbaru", "Berbintang", "Sampah", and "Storan". The main area shows a search bar, a "Drive Saya" dropdown, and a "Akses Pantas" section with files like "Copy of Tinjauan Untuk Me...", "done.mp4", "JADUAL TEMUDUGA", and "JADUAL". Below this is a "Folder" section with "4march", "Curriculum Presentation ...", "LAB 2 NADHIRAH", "scratch nadhirah", "SketchUp Nadhirah", and "test technico". At the bottom left, there's a "Fail" button. At the bottom right, there's a "Nama" button with an upward arrow. The entire interface is framed by a black border.

(f) Klik pada “Muat naik folder”;

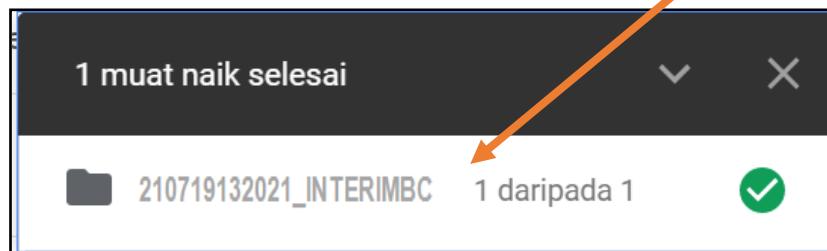


(g) Pilih “Folder” yang telah disimpan dokumen yang diimbas dan klik pada ikon “Upload”;



- (h) Maklumat di bawah akan dipaparkan sekiranya “Folder” telah selesai dimuat naik;

<No.KadPengenalan\_Nama  
SingkatanOpsyen>

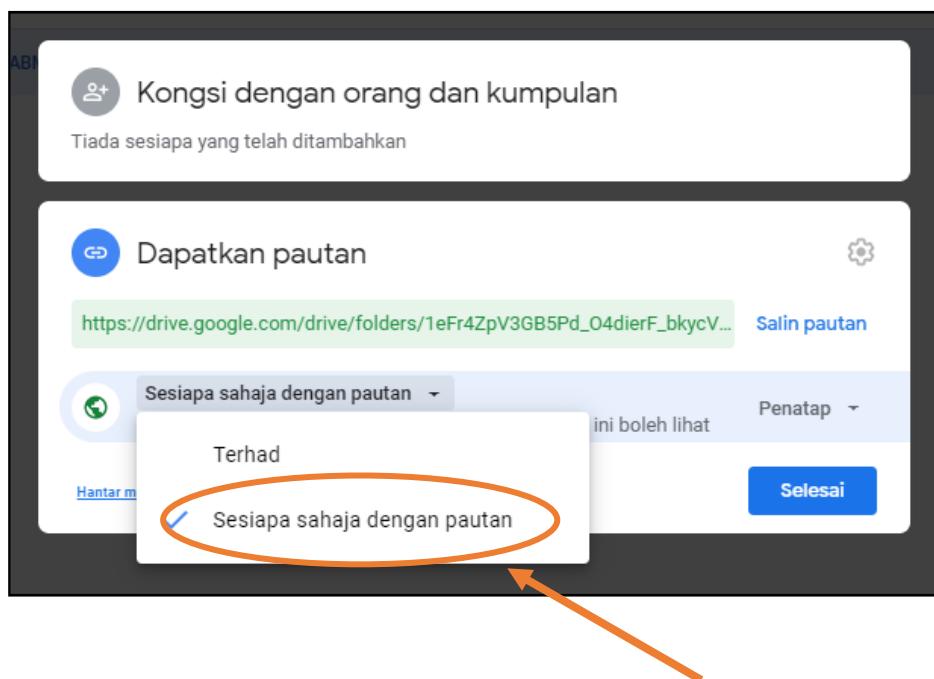


- (i) Pilih “folder” tersebut dan klik pada ikon

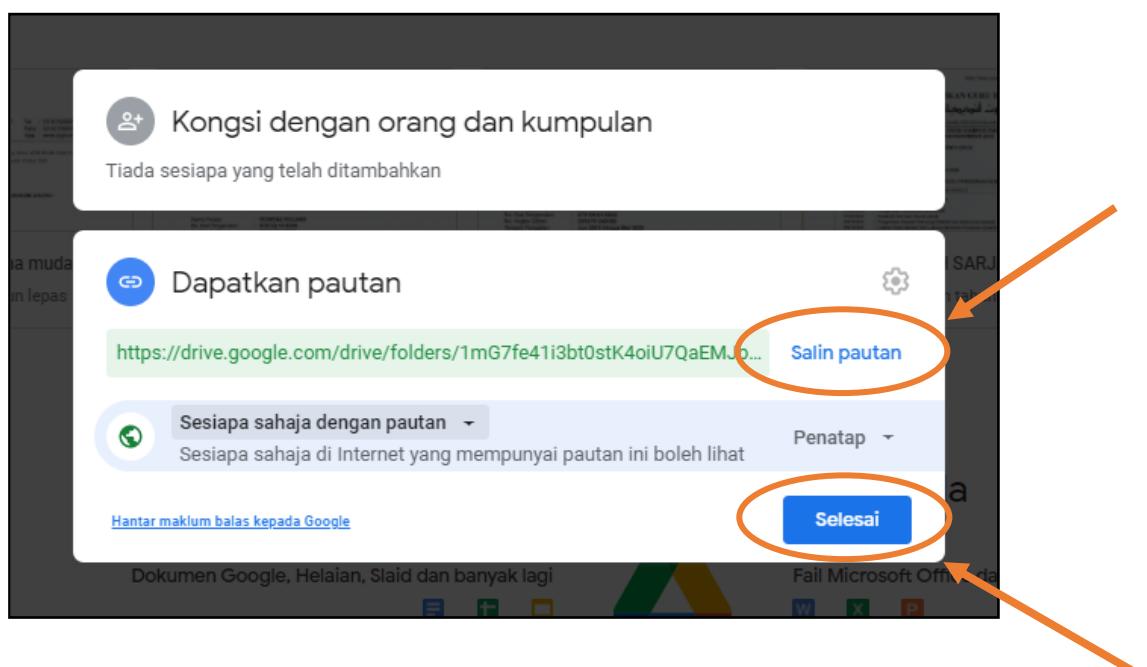


A screenshot of the Google Drive web interface. On the left, there's a sidebar with options like "Baharu", "Drive Saya", "Dikongsi dengan saya", "Terbaru", "Berbintang", "Sampah", and "Storan". The main area shows a list of files and folders. One folder named "210719132021\_INTERIMBC" is highlighted with an orange box. To the right of the folder list, there's a toolbar with icons for sharing, creating, deleting, and more. A second orange circle highlights the sharing icon in this toolbar. An orange arrow points from the text "Pilih “folder” tersebut dan klik pada ikon" to the sharing icon in the toolbar.

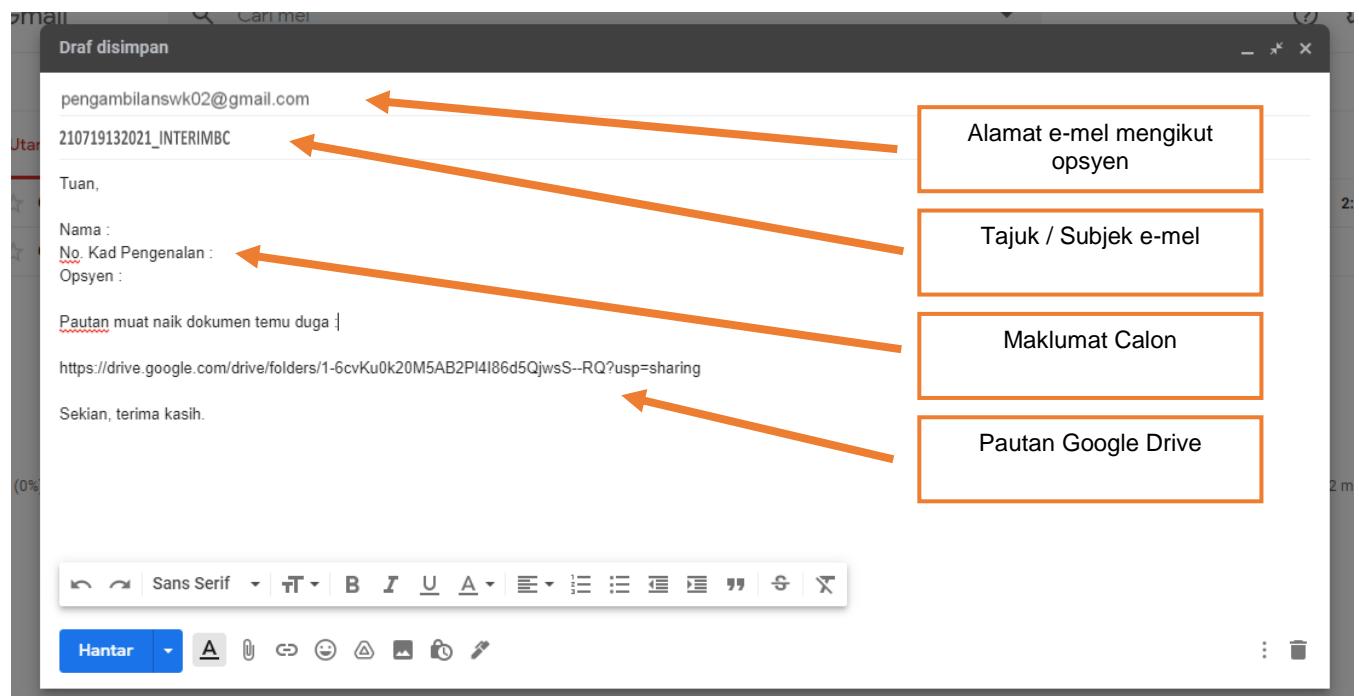
- (j) Pilih “Sesiapa sahaja dengan pautan”;



- (k) Klik “Salin pautan” dan klik “Selesai”



- (l) Calon dikehendaki menghantar pautan tersebut kepada urus setia yang telah ditetapkan melalui akaun e-mel masing-masing.



3. Pautan maklumat bagi Senarai Semak Panggilan Temu Duga perlu dikemukakan melalui e-mel kepada urus setia **pada 19 Julai 2021 (Isnin) sebelum jam 5.00 petang** dengan subjek <No. Kad Pengenalan\_SingkatanNamaOpsyen> ke alamat e-mel yang ditetapkan mengikut opsyen.

OPSYEN	SINGKATAN NAMA OPSYEN	ALAMAT E-MEL (@gmail.com)
ASAS SAINS KOMPUTER	INTERIMSNSKOMP	pengambilanswk01
BAHASA CINA	INTERIMBC	pengambilanswk02
BAHASA IBAN	INTERIMIBAN	pengambilanswk03
BAHASA INGGERIS	INTERIMBI	pengambilanswk04
BAHASA MELAYU	INTERIMBM	pengambilanswk05
BIMBINGAN DAN KAUNSELING	INTERIMBDK	pengambilanswk06
BINAAN BANGUNAN	INTERIMBB	pengambilanswk07
BIOLOGI	INTERIMBIO	pengambilanswk08
EKONOMI	INTERIMEKO	pengambilanswk09
EKONOMI RUMAH TANGGA	INTERIMERT	pengambilanswk10
GEOGRAFI	INTERIMGEO	pengambilanswk11
KATERING	INTERIMKATER	pengambilanswk12
KESUSAstERAAN MELAYU	INTERIMKM	pengambilanswk13
KIMIA	INTERIMKIM	pengambilanswk14
MATEMATIK	INTERIMMATE	pengambilanswk15
PENDIDIKAN AWAL KANAK-KANAK	INTERIMPAKK	pengambilanswk16
PENDIDIKAN ISLAM	INTERIMPI	pengambilanswk17
PENDIDIKAN JASMANI	INTERIMPJ	pengambilanswk18
PENDIDIKAN KHAS	INTERIMPK	pengambilanswk19
PENDIDIKAN MORAL	INTERIMMORAL	pengambilanswk20
PENDIDIKAN MUZIK	INTERIMMZ	pengambilanswk21
PENDIDIKAN SAINS SUKAN	INTERIMSNSSUK	pengambilanswk22
PENDIDIKAN SENI	INTERIMPS	pengambilanswk23
PENDIDIKAN SENI VISUAL	INTERIMPSV	pengambilanswk24

PENGAJIAN MALAYSIA	INTERIMPM	pengambilanswk25
PENGURUSAN PERNIAGAAN	INTERIMPP	pengambilanswk26
PERAKAUNAN	INTERIMAKAUN	pengambilanswk27
REKA BENTUK & TEKNOLOGI	INTERIMRBT	pengambilanswk28
SAINS	INTERIMSNS	pengambilanswk29
SAINS PERTANIAN	INTERIMSP	pengambilanswk30
SEJARAH	INTERIMSEJ	pengambilanswk31
TEKNOLOGI MAKLUMAT	INTERIMTM	pengambilanswk32