

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	KELAS MEREKACIPTA POSTER DAKWAH DIGITAL KLIK DENGAN BIJAK																																		
Date & Time Tarikh & Masa	17 September 2016																																		
Location Lokasi	Pusat Internet 1Malaysia Taman Mutiara 1																																		
Purpose Tujuan	Kelas merekacipta poster dakwah digital klik dengan bijak adalah sempena Pertandingan Poster Kreatif Dakwah Digital Klik Dengan Bijak.																																		
Details of recipients Butiran Penerima	<table border="1"> <thead> <tr> <th style="text-align: center;">No</th> <th style="text-align: center;">Nama Peserta</th> <th style="text-align: center;">No K/P</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">IMAN AKHTAR THAQIF</td> <td style="text-align: center;">040208060165</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">MUHAMMAD ZAHIRUL HAQ</td> <td style="text-align: center;">040901060059</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">MOHD SAFIYUDIN BIN ABD LATIB</td> <td style="text-align: center;">990517036299</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">M.ZAHIRUDDIN BIN ZAMRI</td> <td style="text-align: center;">060901060057</td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">MUHD ALIF MUHAIMIN BIN MOHD EBNI</td> <td style="text-align: center;">050813060189</td> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">MUHAMMAD SHAHIZAM B YAHYA</td> <td style="text-align: center;">030805101747</td> </tr> <tr> <td style="text-align: center;">7</td> <td style="text-align: center;">RAJA MOHD AMIRUL HAIKAL B RAJA SAIFULNIZAR</td> <td style="text-align: center;">030819060253</td> </tr> <tr> <td style="text-align: center;">8</td> <td style="text-align: center;">NUR NAYLI FARZANA</td> <td style="text-align: center;">040123060684</td> </tr> <tr> <td style="text-align: center;">9</td> <td style="text-align: center;">MUHAMMAD IZZARUL HAQEEMI BIN S RAMLY</td> <td style="text-align: center;">050818011343</td> </tr> <tr> <td style="text-align: center;">10</td> <td style="text-align: center;">NUUR AIRIN NAJWA</td> <td style="text-align: center;">060910130854</td> </tr> </tbody> </table>	No	Nama Peserta	No K/P	1	IMAN AKHTAR THAQIF	040208060165	2	MUHAMMAD ZAHIRUL HAQ	040901060059	3	MOHD SAFIYUDIN BIN ABD LATIB	990517036299	4	M.ZAHIRUDDIN BIN ZAMRI	060901060057	5	MUHD ALIF MUHAIMIN BIN MOHD EBNI	050813060189	6	MUHAMMAD SHAHIZAM B YAHYA	030805101747	7	RAJA MOHD AMIRUL HAIKAL B RAJA SAIFULNIZAR	030819060253	8	NUR NAYLI FARZANA	040123060684	9	MUHAMMAD IZZARUL HAQEEMI BIN S RAMLY	050818011343	10	NUUR AIRIN NAJWA	060910130854	
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Details of contribution Butir-butir berkaitan dengan aktiviti	Kelas disertai oleh 10 orang peserta yang terdiri daripada pelajar sekolah. Diadakan pada 17 september 2016 dari jam 3ptg sehingga 5ptg.	
Benefits of the contribution Kebaikan / kelebihan aktiviti	<ol style="list-style-type: none"> 1. Meningkatkan kemahiran dan literasi penggunaan ICT 2. Memberi kesedaran dan pendedahan tentang etika, tanggungjawab dan penggunaan internet yang positif berlandaskan nilai-nilai islam. 3. Mewujudkan platform dakwah digital yang kreatif yang mampu menghebahkan mesej program KDB dengan lebih pantas dan meluas. 	
Name of VIP Nama VIP	TIADA	
Name of guest VIP Nama tetamu daripada VIP	TIADA	
Main execution Pelaksanaan aktiviti utama	<ol style="list-style-type: none"> 1. Merekacipta poster dakwah menggunakan Microsoft publisher 	
Supporting activities Aktiviti Sokongan	Klik dengan bijak	
Other participants Peserta Lain	TIADA	

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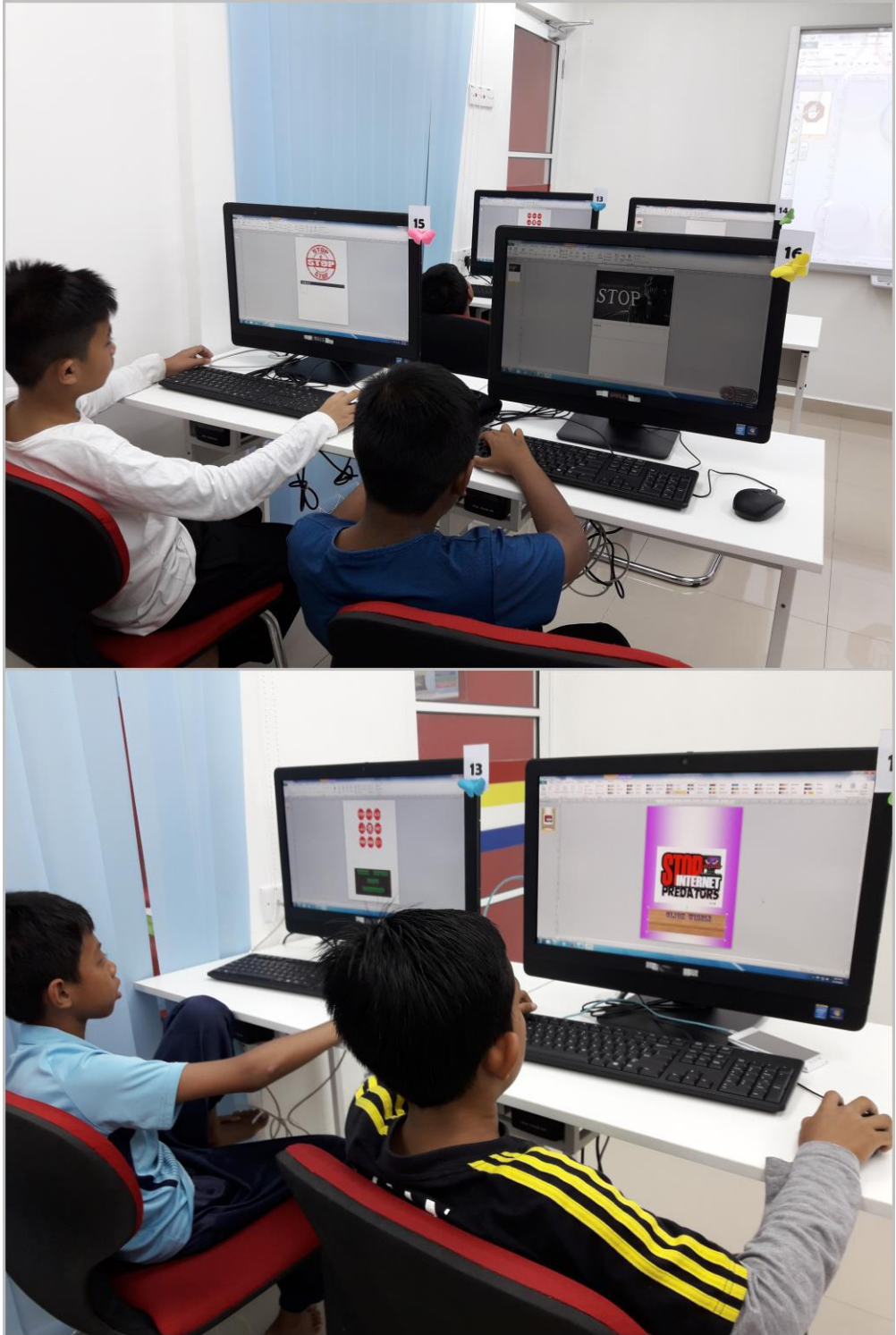
Photo caption
Keterangan gambar



Pn Nadiah sedang mengajar peserta untuk merecipta poster



Suasana dalam bilik training

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	 <p>The image consists of two photographs showing students in a computer lab. In the top photograph, two students are seated at desks. The student on the left is wearing a white long-sleeved shirt and is looking at a monitor displaying a red circular logo with the word 'STOP' inside. The student on the right is wearing a blue t-shirt and is looking at a monitor displaying the word 'STOP' in large white letters on a black background. In the bottom photograph, two students are seated at desks. The student on the left is wearing a light blue t-shirt and is looking at a monitor displaying a grid of red dots. The student on the right is wearing a black t-shirt with yellow stripes on the sleeves and is looking at a monitor displaying a purple and pink poster with the text 'STOP' and 'PREDATORS'. Both photographs have small numbered tags (15 and 13) on the monitors.</p>	

Para peserta sedang mencipta poster dakwah mengikut kreativiti tersendiri


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Photo caption names Keterangan gambar berserta nama	TIADA	
Translation Terjemahan	TIADA	
Supporting documents Dokumen Sokongan	 <p style="text-align: center;">Poster pertandingan</p>	

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