



培南独立中学

SEKOLAH MENENGAH POI LAM (SUWA)

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Certificate Number : 601596

针对新常态问题 FAQ FOR NEW NORM

1. 问：学生使用培南 Google Classroom 户口，如何登录？

Q: How do students log in to their respective accounts to access Google Classroom?

答：学生可以浏览培南资讯网主页下方，按“PLHS Gmail & Classroom 全校学生登录——培南 google 户口教程”，即可看见说明。

A: Students can download the quick start manual on the PLHS Gmail & Classroom available on the school's website.
2. 问：如果学生使用 Google Classroom 时，偶到电脑问题，应该怎样处理？

Q: What should you do in the scenario of encountering difficulties while using Google Classroom?

答：首先联络班导师或该科目的科任处理，如果老师不能处理，班导师或该科目的科任才联络行政电脑处处理。

A: Students should refer to the respective subject or class teacher for assistance. In the event of technical glitches kindly contact the computer administration staff for support.
3. 问：如果学生 iTemp 卡有问题？

Q: What should you do in case there is an issue with the iTemp card?

答：可以到行政电脑处处理。

A: Refer to the Computer Administration department for any issue correspond to the iTemp card.
4. 问：学生 iTemp 卡遗失，应该怎样处理？

Q: What should you do if your iTemp card is lost?

答：首先学生必须去财务处缴付 RM10，然后拿收据到行政电脑处填写补印 iTemp 卡表格，学生可放学之后或明天拿收据到教务处领取 iTemp 卡。

A: Students who had their iTemp card lost due to their negligence should pay RM10 to the Treasury department for its replacement. Students are then required to bring the receipt to the Computer Administration for verification and fill-up the form. The iTemp card should be ready for collection after school or the day after.
5. 问：老师使用 ZOOM 软件时，若有问题，应该怎样处理？

Q: What should the teacher do if you encounter a problem setting up Zoom?

答：老师可先检查 ZOOM 的 Link 是否正确？再检查输入 Login 的户口是否正确，如果 Login 没有问题，可以再检查 Schedule 的 Start 日期和时间设定是否正确，必须确认更新 ZOOM 软件是最新版本。如果还是有问题，请联络行政电脑处帮忙。

A: In this scenario, ensure that the Zoom link used for sharing is valid and you have login to the correct Zoom account. Revise the scheduled date and time set for the meeting, make sure it's configured correctly. Make sure that the zoom application installed is updated to the latest version available. Kindly contact the Computer Administration staff for assistance should the issue persist.



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6. 问：家长如何在培南官网下载入学试表格？

Q: How can parents download the entrance exam registration form from the school website?

答：家长可点使用以下链接下载入学试表格。或 Scan QR Code 填写入学试表格。

A: Parents can use the link to download the entrance exam registration form or scan the QR code to fill up the entrance exam registration form

链接 Link : [http://poilam.edu.my/pdf/enroll/2022/Registration_Form_For_1st_Entrance_Test_2022_\(Local_Student\).pdf](http://poilam.edu.my/pdf/enroll/2022/Registration_Form_For_1st_Entrance_Test_2022_(Local_Student).pdf)



入学试表格

Exam registration form

7. 问：家长如何在培南官网下载注册表格？

Q: How can parents download the enrolment form from the school website?

答：家长可以浏览培南网址: <http://poilam.edu.my>，在官网右边寻找注册表格的标语，然后按这个标语下载注册表格。

A: Parents can check the official Poi Lam High School website (<http://poilam.edu.my>) , search for “Enrolment Form” click on the icon to download the enrolment form.

8. 问：家长如何知道有关招生资料？

Q: How can parents find out more information about student recruitment?

答：家长可以浏览培南官网，在官网右边寻找怡保培南独中课程的标语，然后按这个标语进入有关招生资料。

A: Parents can check the official Poi Lam High School website, search for “Poi Lam High School courses” and click on the word to get more information about student recruitment.

9. 问：家长若要更改学生资料，例如：中/英文姓名、电话或地址，如何处理？

Q: If parents want to amend student information i.e. Chinese/English Name, Phone no. or address, what should they do?

答：家长需要写一封信证明给班导师，班导师把这一封信交给行政电脑处更改学生资料。

A: Parents need to send a letter of verification to class teachers, the class teacher will send the letter to the Computer Admin Department to amend the student’s information.

10. 问：家长若有问题询问？怎样留言？

Q: How should parents leave a comment for inquiries?

答：家长可以浏览培南留言板留言，网址是 <http://poilam.edu.my/MessageBoard.asp>

A: Parents can head to the comment board and leave a comment, link is <http://poilam.edu.my/MessageBoard.asp>