

PutraBLAST

BLENDED LEARNING ASSISTIVE SYSTEM AND TECHNOLOGY

User Manual

For

Student

Updated by 24 July 2023

Made by
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1. INTRODUCTION

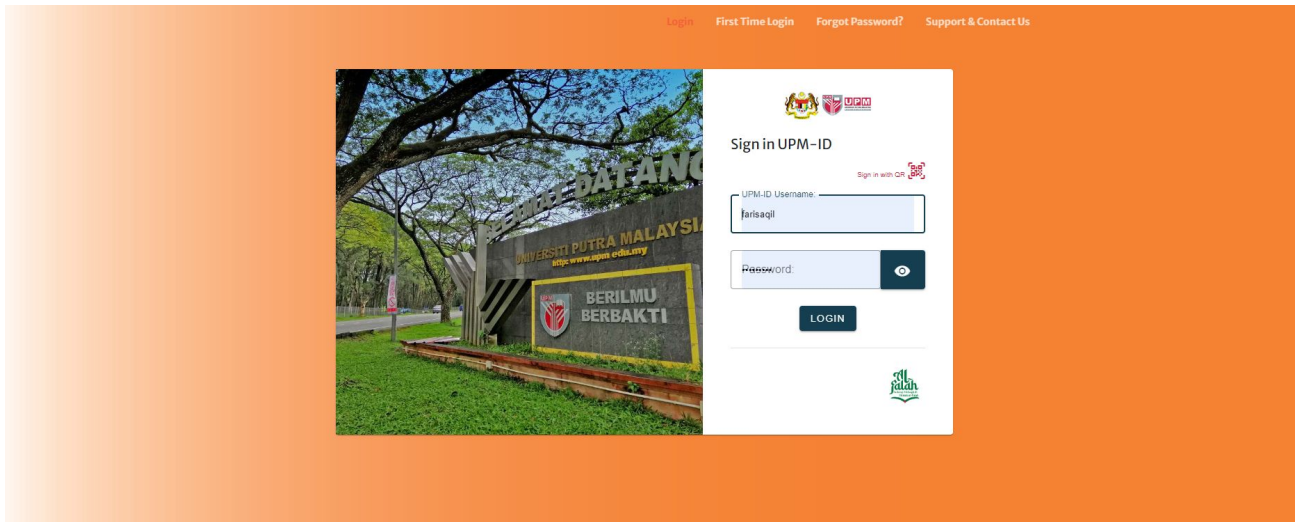
In 2015, UPM's LMS are given a new breath which is called Putra Blended Learning System and Assistive Technology or PutraBLAST. PutraBLAST was developed internally in collaboration with the Centre for Development of Information and Communication (IDEC) UPM by using Moodle platform. Moodle is a popular platform and best seen nowadays in implementing online learning. In addition to user-friendly and easy to use, it is also free to use, and can be improved according to university needs.

PutraBLAST or Putra Blended Learning Assistive System & Technology is an info structure management and delivery of learning content, teaching and learning evaluation, progress tracking and monitoring of the learning process in UPM. The system is expected to meet the requirements of integration with a variety of the latest technologies can be easily reached.

2. Access to PutraBLAST Portal

LOGIN UPMID

All users are required to use **UPMID to log into the PutraBLAST** platform.



all information about UPM ID, such as how to register, how to reset the password and so on can be found at:

<https://upm-id-portal.upm.edu.my/sso/login>

Support

Self Help FAQ (Malay)
Self Help FAQ (English)

Inquiry regarding PutraBLAST

>> Please contact: **03-9769 6136** (Open weekdays except for public holidays/weekend from 9.00 am until 12.30 pm, continue at 2.00 pm until 5.00 pm)

>> If you have any issues regarding the content or profile in Putra Blast, please email to **putrablast_admin@upm.edu.my** (All inquiries will be answered not later than 3 working days)

iDEC Helpdesk

Tel : 03-97691990 (Mon - Thu : 8.30am - 12.30pm, 2.30pm - 4.30pm | Fri : 8.30am - 12.30pm, 2.45pm - 4.30pm).

Email : **idec_helpdesk@upm.edu.my** || Tel: **+603 97691990**

3. UPM ID Registration

All students are required to register with UPMID before they can use PutraBLAST. If you are logging into PutraBLAST for the first time, **please activate your UPMID**.

To activate your UPMID, surf the following link and follow the instruction

Please visit:

<https://upmid03c.upm.edu.my/student/public/ActivateUser?>

If you have **forgotten your password**, please follow the provided instructions at the following link.

Please visit:

<https://upmid01c.upm.edu.my/student/public/ForgottenPassword?>

When you successfully resetting your password, you can regain access to your account and continue using the system or application as usual.

4. Page View After Successfully Login

4.1 Dashboard

Includes various course information that students have taken. The information is such as course code name, course name, course completion percentage, calendar, timeline and others.

The screenshot displays the PutraBLAST dashboard interface. At the top, there is a header with the UPM PutraBLAST logo, navigation icons for Settings, Search, and Admin Nazmi, and a 'PutraBLAST V4 Training' button. The main dashboard area has a dark blue header with the word 'Dashboard' and a 'Customise this page' button. Below this, the dashboard is divided into several sections:

- Course overview:** Features a search bar with 'All' and 'Search' options, and sorting options for 'Sort by course name' and 'Card'. Below this is a grid of course cards. The first card is for 'KURSUS 1' from 'FAKULTI BIOTEKNOLOGI DAN SA...', showing '0% complete'.
- Navigation:** A sidebar menu with options: 'Dashboard', 'Site home', 'Site pages', 'My courses', and 'KURSUS 1'.
- PutraBLAST Helpdesk:** Provides contact information for inquiries, including email (putrablast_admin@upm.edu.my), telephone (03-9769 6136), and operating hours. It also includes a WhatsApp application contact.
- Calendar:** Shows a monthly calendar for July 2023, with the 20th highlighted. It includes a 'Full calendar' link and options to 'Import or export calendars'.
- Timeline:** Displays a 'Next 7 days' view, sorted by dates. It shows an activity for 'Monday, 24 July 2023' at '00:00' titled 'Assignment 1' with a 'Grade 1' button. The description states 'Assignment is due to be graded - KURSUS 1'.
- BLAST Archiving System:** Lists various semesters for archiving, such as 'Semester 2 [2020/2021]', 'Semester 3 [2020/2021]', 'Semester 1 [2021/2022]', 'Semester 2 [2021/2022]', 'Semester 3 [2021/2022]', and 'Semester 1 [2022/2023]'.
- Online users:** Shows '1 online user (last 5 minutes)'.

4. Page View After Successfully Login

4.2 Sidebar

There are two sidebars on the left and right. First on the right there is information such as Navigation, Calendar, PutraBLAST helpdesk info and PutraBLAST archiving list. While on the left there is a course overview and timeline. Timeline are very important for students to ensure assignments are delivered on time.

Left

The left sidebar contains two main sections: **Course overview** and **Timeline**.

Course overview: Features a search bar with a dropdown menu set to 'All', a search input field, and buttons for 'Sort by course name' and 'Card'. Below this is a course card for 'KURSUS 1' from 'FAKULTI BIOTEKNOLOGI DAN SA...', showing '0% complete' and a menu icon.

Timeline: Includes filters for 'Next 7 days' and 'Sort by dates', and a search box for 'Search by activity type or name'. A specific activity is shown for 'Monday, 24 July 2023' at '00:00', titled 'Assignment 1' with the note 'Assignment is due to be graded · KURSUS 1' and a 'Grade 1' button.

Right

The right sidebar contains five main sections: **Navigation**, **Calendar**, **PutraBLAST Helpdesk**, **BLAST Archiving System**, and **Online users**.

Navigation: Lists 'Dashboard' (with 'Site home' and 'Site pages' sub-items), and 'My courses' (with 'KURSUS 1' sub-item).

Calendar: Shows a monthly view for July 2023, with the 20th highlighted. Includes a 'Full calendar · Import or export calendars' link.

PutraBLAST Helpdesk: Provides contact information: 'Email: putrablast_admin@upm.edu.my', 'Tel. No.: 03-9769 6136', and operating hours '(Open weekdays except for public holidays/weekend from 9.00 am until 12.30 pm, continue at 2.00 pm until 5.00 pm)'. It also states '(All inquiries will be answered not later than 3 working days)' and provides an inquiry email 'idec_ictsupport@upm.edu.my' and a WhatsApp number '03-9769 1990'.

BLAST Archiving System: Lists 'In Campus Program (Bachelor and Master)' with links for 'Semester 2 [2020/2021]', 'Semester 3 [2020/2021]', 'Semester 1 [2021/2022]', 'Semester 2 [2021/2022]', 'Semester 3 [2021/2022]', and 'Semester 1 [2022/2023]'.

Online users: Shows '1 online user (last 5 minutes)' with a user card for 'A. Admin Nazmi'.

4. Page View After Successfully Login

4.3 Header

The menu button and notifications can be found in the header. Students can see a notification if there is a new assignment in their course. In addition they can interact with other students or lecturers via message.








1 Button menu

- Open button menu by click **6 dots on beside PutraBLAST logo**



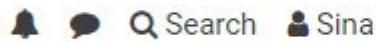
- Table below show the description of function button menu

Button	Description
 My courses	<ul style="list-style-type: none">• To see course that student apply
 Dashboard	<ul style="list-style-type: none">• Go back the default dashboard includes a Timeline, Calendar and from the Block drawer, the Recently accessed items block
 Site home	<ul style="list-style-type: none">• Go to the home page
 All courses	<ul style="list-style-type: none">• To see all courses, also can filter by cluster
 Calendar	<ul style="list-style-type: none">• Create an event by setting calendar

4. Page View After Successfully Login

2

Top menu



PutraBLAST V4 Training



Notification button:



Message button:



Search button:



Icon button:

Notification

- Notifications alert teachers, students and other users about events in Moodle such as new forum posts, assignments needing grading or badges awarded.
- New notifications are highlighted with a number in the notifications menu at the top of the screen:

