PutraBLAST
BLENDED LEARNING ASSISTIVE SYSTEM AND TECHNOLOGY

User Manual

For

Faculty Admin

Updated by 3 Oktober 2023

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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.

1. INTRODUCTION

1.1 WHAT IS BLASTARC?

BLAST Archiving System or BLASTarc aims to facilitate access to files / content of the course in the current and previous semesters. Academic staffs are able to download and execute a backup for these files / content of the course. This would be beneficial for academic staffs with multiple groups for the same course OR for academic staffs that teach the same course every semester / year.

2. BLENDED LEARNING

Blended Learning (BL) is formal learning where teaching and delivery of content is conducted online. Blended Learning refers to a course that has a mixture of online learning mode and learning mode on a face-to-face learning site with 30% - 79% of course content and activities conducted online either to support (pembelajaran teradun sokongan, PTS) or replace (pembelajaran teradun Gantian, PTG) face-to-face learning (E-learning Guidelines for Malaysian HEIs, 2014).

Blended learning (BL) at UPM has been readily practiced since 2015 using the UPM Learning Management System, PutraBLAST through the supported blended learning mode (PTS) which involves the use of technology to support the delivery of learning. PTS is monitored based on the provision of a minimum of 7 content elements, 3 activity elements and 2 assessment elements in the course at PutraBLAST.

Replacement blended learning (PTG) is the implementation of virtual lectures instead of face-to-face lectures with a maximum duration of virtual lecture hours (JKM) of 7 weeks or 50% of the total face-to-face lecture hours (JJBK). PTG enables online delivery of lectures in synchronous or asynchronous mode. The implementation of PTG through a minimum number of learning items (content, activities and assessment) based on the choice of percentage (30% to 50%) from JJBK and must achieve at least one course learning outcome. From semester 2-2022/2023, the implementation of PTG is based on self-instructional materials (SIM). The SIM guide has been developed (https://cadelead.upm.edu.my/e_pembelajaran_upm/self_instructional_materials_sim-14530) and has been widely distributed to academics via email and website.
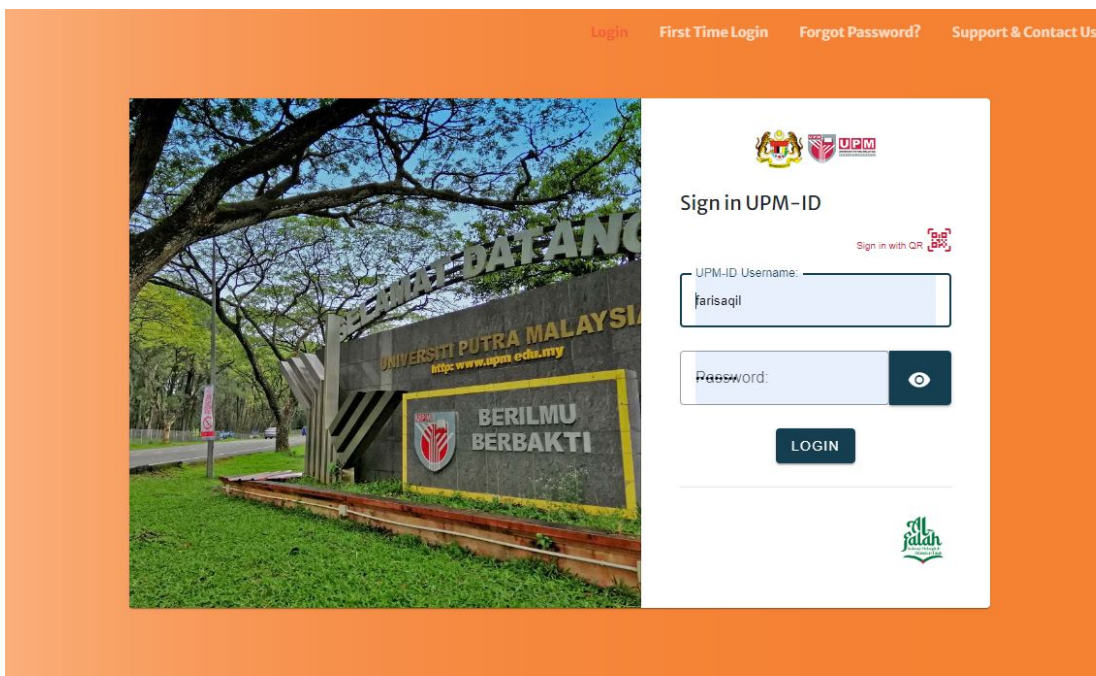
Scan this qr code to download SIM guideline

3. Access to the PutraBLAST Portal

The PutraBLAST system can be reached through the following URL:

Note: Please visit http://learninghub.upm.edu.my/ to get the latest access/link

> All administrators are required to log in using UPMID before being able to use PutraBLAST.

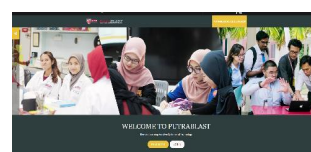***On Campus***   ***Diploma***   ***Foundation Studies***   ***Medical***

MAster Medical   ***Executive***   ***Trimester***

4   Display After successful login

① **Dashboard view**

② **Sidebar:**

There are two sidebars on the left and right. On the left side there is information such as course list, PutraBLAST help desk info and PutraBLAST archive list. While on the right side there is a timeline, calendar and online users.

However, there are two bars that need to be taken care of namely the ***Navigation bar, Blended Learning Achievement Report bar*** and ***BlastArc***.

5. Course List Review

The course, lecturer and student data found in PutraBLAST is the latest data taken from the Student Information System (SMP) and the Internet Graduate Information Management System (iGIMS).

> **!** Any information changes implemented in SMP or iGIMS will take 24 hours to be updated to PutraBLAST.

➔ To review a course, click on Course on the ***Navigation*** Block to start reviewing the course list.

➔ Then type the ***COURSE CODE*** in the Search course column and click Go.

6. Course Search View

1   Full course name and course code along with lecture group number

2   Course synopsis generated directly from eSMP for pre-graduate programs and iGIMS for graduate programs

3   The name of the academic officer who is registered as an instructor of the course as in eSMP and iGIMS

4   The name of the department that runs the course.

7. Lecturer and Student data review

The course, lecturer and student data found in PutraBLAST is the latest data taken from the Student Information System (SMP) and the Internet Graduate Information Management System (iGIMS).

> **!** Any information changes implemented in SMP or iGIMS will take 24 hours to be updated to PutraBLAST.

To check the lecturer's name and the list of students click on Participants on the Navigation Block to check the list of lecturers and students.

8. Review of Reports/Logs

To check lecturer and student logs click on **Course administration** -> **Reports** -> **Logs**.
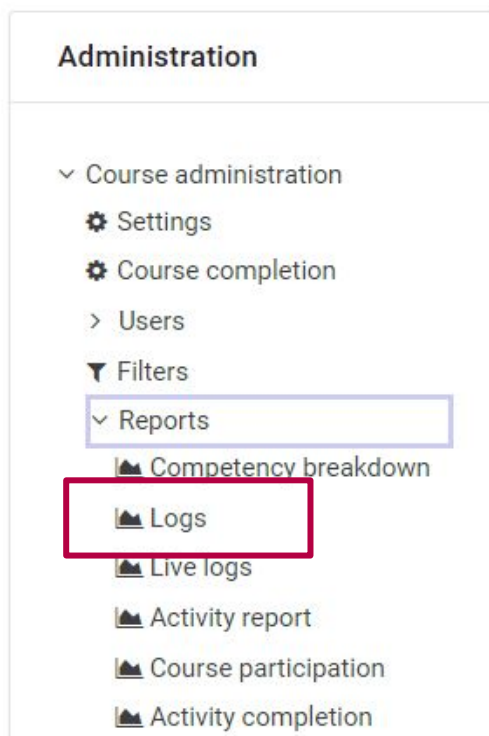
Administrators can check logs if there are complaints about attendance or assignment submission

9. Solution Steps Related to Data Problems

If the administrator receives complaints from lecturers and students encounter problems in their PutraBLAST accounts, the following are the steps that can be taken to overcome the problem:

1 **There Are No Courses In The Putrablast Account**

1. Review with the Division of Academic Administration (BA) for pre-graduate, diploma, pre-diploma and foundation programs (eSMP).

2. Check with the School of Graduate Studies (SGS) for graduate programs (iGIMS).

3. If the course is confirmed to be in eSMP or iGIMS, please inform the Teaching and Learning Innovation Division (putrablast_admin@upm.edu.my) or directly to SPICT to update the course list.

4. If a new course is updated (at eSMP/iGIMS) on the same day, the course list will be updated on PutraBLAST within 24 hours.

2   # NAMES OF STUDENTS AND LECTURERS ARE NOT REGISTERED IN PutraBLAST
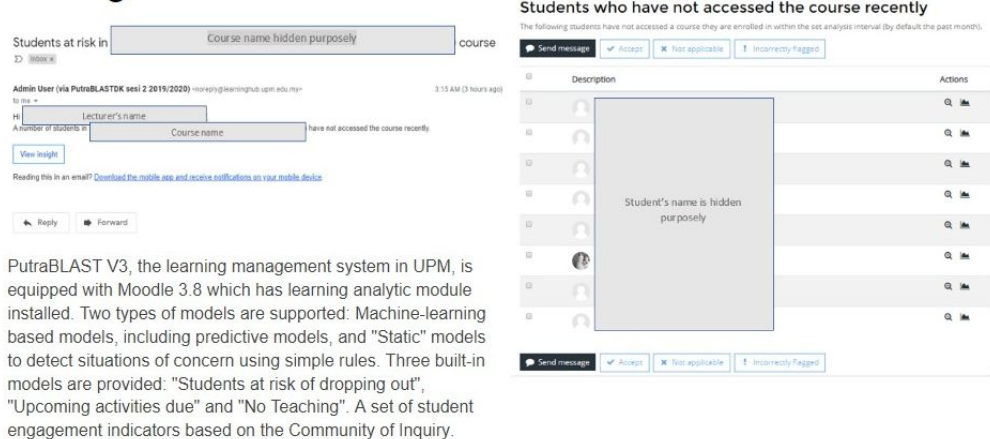
1. Check the names of lecturers and students with the Department of Academic Administration (BA) for pre-graduate, diploma, pre-diploma and foundation programs (eSMP).

2. Check lecturer names with the School of Graduate Studies for graduate programs (iGIMS).

3. If the names of the lecturers and students have been registered in eSMP or iGIMS, please inform the Teaching and Learning Innovation Division (IPP), CADe and include the registration slip for updating the course list.

4. For graduate students facing UPM-ID problems, please cooperate to check the activity status at the SGS Management Office for more information. (usually during exam week)

3 STUDENTS AT RISK

1. **Reason**: Students have not opened/Log-in PutraBLAST for a long time

2. **Answer**: The "student risk" notification/email received is a notification automatically generated by the PutraBLAST system. Does not cause any problems to the PutraBLAST account or the course.

4 UNABLE TO ACCESS PutraBLAST (ERROR 404 / Different Layout)

1. Lecturers and students are advised to delete the cache on the browser (refer to the [link here](#)),

2. or (if still not finished) please use another browser or device.

10. Online Survey Collaborative and Report (OSCaR) module
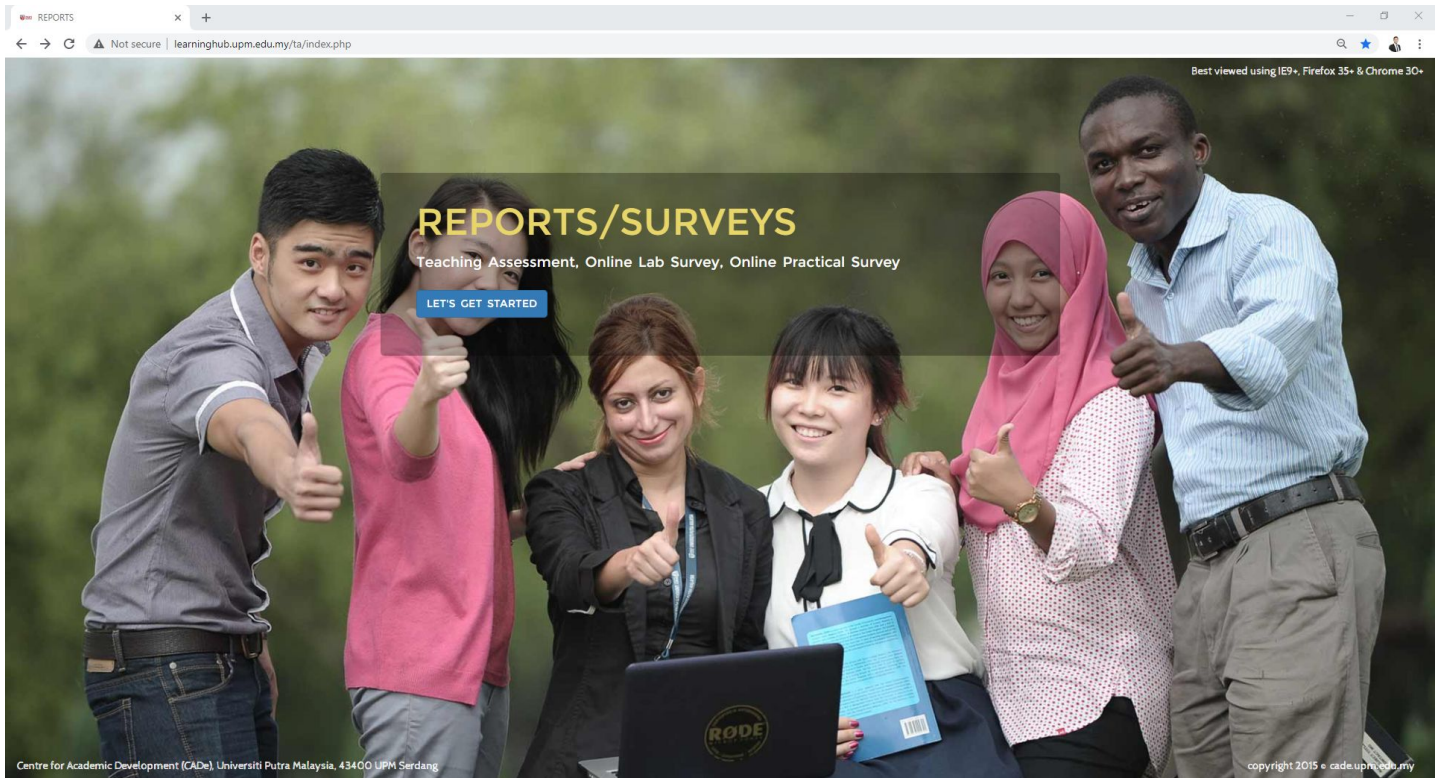
Blended Learning	Teaching Assessment	Online Practical Survey	Online Lab Survey

The OSCaR system can be reached via the following URL:

http://learninghub.upm.edu.my/ta/index.php

To login, enter Putra's Username and Password (UPMID)

11. Blended Learning (BL)

Blended Learning (BL) refers to courses that have a mixture of online and face-to-face learning approaches with 30-79% of course content, activities and assessment conducted online either supporting or replacing face-to-face learning as contained in National e-Learning Policy 1.0 (DePAN, 2014) and (Sloan Consortium, 2010).

> **!**   Blended Learning Achievement Report

BL achievement target at UPM in 2022:
70% of active courses at UPM achieve BL status.
(In line with the target of Phase 3 (2021-2025) of the National eLearning Policy 2.0.)

> **!**   Be informed that ONLY active courses in On-Campus Programs (Masters and Bachelors) and Diploma Programs are taken into account for BL achievements so far

The achievement of BL UPM status takes into account the implementation of PTS and PTG. By using BL, academic staff not only make teaching and learning more interactive and effective, but the implementation of BL in the classroom also provides the following benefits:

➔ Students' personal learning experiences increase engagement and motivation
➔ Support student-centered learning
➔ Maximize the use of face-to-face learning
➔ Promoting the flipped classroom

DOWNLOAD REFERENCE MATERIALS ON BLENDED LEARNING

https://cade.upm.edu.my/upload/dokumen/20221003103910[Slaid]_Pembelajaran_Teradun_Gantian_(PTG)_-_September_2022.pdf

12. Blended Learning Report Category (BL)

Click on Blended Learning [XX] as an example Blended Learning [In-Campus] as an example the following page will be displayed.

The display of the bl achievement report is divided into three (3), namely:
I) achievement of the course group (course group)
Ii) lecturer's achievements
Iii) course achievement

13. Course-Group Achievement Report (BL).

This report is intended to display course achievements by lecture group. Click on Course Group and the following page will be displayed

BL REPORT : COURSE-GROUP

CATEGORY [1] ose Entity ▾   [2] TER ON :: Choose Semester ▾

PTJ :: Choose PTJ ▾

[↥] [↻]

[3] [🖫]

DETAILS FOR BL REPORT (COURSE-GROUP)

CATEGORY   In-Campus   [4]   [5] TER SESSION   2019/2020-2

DATE PROCESS   01-09-2020

NO.	ACADEMIC PTJ	TOTAL COURSE-GROUP	BL STATUS COURSE	BL STATUS (%)
1	FAKULTI BIOTEKNOLOGI DAN SAINS BIOMOLEKUL	[6]	[7]	[8]
	TOTAL	72	49	68.06 %

! **This BL Achievement Report will be generated DAILY. Accordingly, faculty administrators are requested to check from time to time the list of courses in this BL Achievement Report so that it is always updated.**

[1]	Academic Category	[5]	Semester Session
[2]	Semester Options	[6]	Total Comp. Active Course
[3]	Download a Copy of the Report	[7]	Total Comp. Courses Achieve BL Status
[4]	Date of update	[8]	Percent Fri. Comp. Courses Achieve BL Status

Course-Group Achievement Report (BL).

REPORT FOR PTJ BL STATUS (COURSE-GROUP)

FACULTY: FAKULTI BIOTEKNOLOGI DAN SAINS BIOMOLEKUL

SEMESTER SESSION: 2019/2020-1

DATE PROCESS: 03-09-2020

NO.	COURSE INFO	LECTURER * minimun requirement	INFO (1)*	CONTENT / RESOURCES (7)*	ACTIVITIES (3)*	ASSESSMENT (2)*	STATUS
1	BCH3000-1 PRINSIP BIOKIMIA/PRINCIPLES OF BIOCHEMISTRY	DR. NUR ADEELA BINTI YASID	✓	20	1	5	✗
2	BCH3001-1 BIOKIMIA KOMPREHENSIF I/COMPREHENSIVE BIOCHEMISTRY I	DR. ZETTY NORHANA BINTI BALIA YUSOF / DR. SHAFINAZ BINTI ABD GANI	✓	50	12	6	✓

| 17 | BCH4304-1 BIOKIMIA MAKANAN/FOOD BIOCHEMISTRY | DR. MOHD BADRIN HANIZAM BIN ABDUL RAHIM / PROF. MADYA DR. USWATUN HASANAH BINTI ZAIDAN | ✓ | 28 | 10 | 2 | ✓ |

Content / Resources (28): File (0), Page (0), Url (2), Scorm (0), Folder (0), Imscp (0), Resourc (26), Book (0) — TOTAL (28)

Activities (10): Chat (2), Choice (0), Data (0), Feedbac (0), Glossar (0), Choiceg (0), Lesson (0), Questio (0), Survey (0), Wiki (0), Forum (8), Lti (0) — TOTAL (10)

Assessment (2): Quiz (0), Assign (2), Worksho (0), Turniti (0) — TOTAL (2)

Click [💾] to download a copy of the report

If the course reaches BL **status**, a ✓ mark will be given in the Status column. Whereas if the course does not reach BL **status**, an X will be given in the Status column.

To get more details of the type of course Content/Resources, Course Activities or Course Assessments that are uploaded and implemented in the course, click on the displayed number and the following page will be displayed:

Here are the steps that need to be implemented in order to see the list of courses by ACADEMIC CATEGORIES:

1. Choose SMP-DK for the Pre-Graduate Program / Choose SGS for the Graduate Program
2. Select Semester Session By default, the default view is the most recent semester
3. Click for the next process
4. Click to download a copy of the report

Course-Group Achievement Report (BL).

Content (*Kandungan*)	Activity (*Aktiviti*)	*Assessment (Penaksiran)*
File	Chat	Quiz
Folder	Feedback	Assignment
Page	Choice	Workshop
URL	Survey	
SCORM	Forum	
IMS content package	Glossary	
	Database	
	Wiki	
	Lesson	
	Book	
	External tool	
	H5P Interactive Content	

14. Achievement Report (BL) Course

This report is intended to display course achievements by lecture group. Click on Course and the following page will be displayed

1	Academic Category	
2	Semester Options	
3	Download a Copy of the Report	
4	Date of update	
5	Semester Session	
6	Total Courses	
7	Total Courses Achieve BL Status	
8	Percent Fri. Courses Achieve BL Status	

! **This BL Achievement Report will be generated DAILY. Accordingly, faculty administrators are requested to check from time to time the list of courses in this BL Achievement Report so that it is always updated.**

Achievement Report (BL)
Course

Click on the FACULTY NAME, and the following page will be displayed. In general, the display provided includes all courses from both Master's and Bachelor's programs.

REPORT FOR PTJ BL STATUS (COURSE)

FACULTY	FAKULTI BIOTEKNOLOGI DAN SAINS BIOMOLEKUL	SEMESTER SESSION	2019/2020-1
DATE PROCESS	03-09-2020	NEXT PROCESS DATE	18-09-2020

NO.	COURSE INFO	GROUP	GROUP BL STATUS	BL STATUS
1	BCH3000 (PRINSIP BIOKIMIA/PRINCIPLES OF BIOCHEMISTRY)	1	✖	✖
2	BCH3001 (BIOKIMIA KOMPREHENSIF I/COMPREHENSIVE BIOCHEMISTRY I)	1	✔	✔
		2	✔	

Click [H] to download a copy of the report

If the course reaches BL status, a ✓ mark will be given in the Status column. Whereas if the course does not reach BL status, an X will be given in the Status column.

15. Achievement Report (BL) Course Exempted

> **!** Note: Exemption of courses from blended learning achievements CAN ONLY BE GRANTED to the following courses:
>
> A.   Courses in the foundation program
> B.   Courses in the pre-diploma program
> C.   Courses in the executive program
> D.   Courses in the distance program
> E.   Final Year Project
> F.   Industrial/Clinical Training
> G.   Seminar
> H.   Scientific Project
> I.   Latest Topic
> J.   Special Topic
> K.   Forest Camp
> L.   Professional training
> M.   Courses under the Center for Co-Curriculum and Student Development
> N.   Courses under the School of Graduate Studies
> O.   Courses under the Language Competence Development Center

Achievement Report (BL)
Course Exempted

Here are the steps that need to be implemented to add to the list of courses that need to be excluded from the BL calculation.

1. Select an Academic Category; In-Campus, Medic or Diploma
2. Select Faculty Name
3. Select Course Name
4. Type additional information on the Note (eg: Special Topic)
5. Press the + Button to add a course to the list of courses to be excluded

16. Achievement Report (BL)
REGISTRATION FOR PTG

This report is intended to display course achievements by lecture group. Click on Course and the following page will be displayed

1	Entity (eSMP & iGIMS)	4	Course name & Credit hours (auto generated)
2	Semester Options		
3	Choice of course code	5	Choice of JJBK

! **This BL Achievement Report will be generated DAILY. Accordingly, faculty administrators are requested to check from time to time the list of courses in this BL Achievement Report so that it is always updated.**

Achievement Report (BL)
REGISTRATION FOR PTG

LIST OF PTG

NO.	FACULTY	NUMBER OF PTG COURSE
1.	FAKULTI BAHASA MODEN DAN KOMUNIKASI	0
2.	FAKULTI BIOTEKNOLOGI DAN SAINS BIOMOLEKUL	0
3.	FAKULTI EKOLOGI MANUSIA	0
4.	FAKULTI KEJURUTERAAN	1
5.	FAKULTI KEMANUSIAAN PENGURUSAN DAN SAINS	4
6.	FAKULTI PENGAJIAN PENDIDIKAN	4
7.	FAKULTI PERHUTANAN DAN ALAM SEKITAR	19
8.	FAKULTI PERTANIAN	0
9.	FAKULTI PERUBATAN DAN SAINS KESIHATAN	0
10.	FAKULTI PERUBATAN VETERINAR	2
11.	FAKULTI REKABENTUK DAN SENIBINA	0
12.	FAKULTI SAINS	0

LIST OF PTG FOR FAKULTI PERHUTANAN DAN ALAM SEKITAR

◀◀ BACK

Carian | Cari | PER PAGE 10 | << < 1 ∨ > >> JUMLAH REKOD 19

NO.	COURSE CODE	COURSE NAME	CREDIT HOUR	SEMESTER	ENTITY	JJBK	ACTION
1.	EMG3001-1	MANUSIA DAN ALAM SEKITAR (MAN AND ENVIRONMENT)	3	2022/2023-1	SMP-DK	42	
2.	EMG3010-1	PENGURUSAN KUALITI ALAM SEKITAR (ENVIRONMENTAL QUALITY MANAGEMENT)	3	2022/2023-1	SMP-DK	42	
3.	EMG3401-1	MASYARAKAT, ETIKA DAN ALAM SEKITAR (SOCIETY ETHICS AND THE ENVIRONMENT)	3	2022/2023-1	SMP-DK	42	
4.	EMG3503-1	PENGENALAN KEPADA UNDANG-UNDANG ALAM SEKITAR (INTRODUCTION TO ENVIRONMENTAL LAW)	3	2022/2023-1	SMP-DK	42	
5.	EMG4202-1	PERANCANGAN PENGANGKUTAN (TRANSPORT PLANNING)	3	2022/2023-1	SMP-DK	28	

17. COURSE SYNOPSIS (Info) NOT AVAILABLE

1. Conduct synopsis review with the Division of Academic Administration (BA) for pre-graduate, diploma, pre-diploma and foundation programs (eSMP).

2. Conduct synopsis review with the School of Graduate Studies (SGS) for graduate programs (iGIMS).

18. Teaching Assessment System (TA)

1 Click the menu **Teaching Assessment > Reports**

2 Select **Semester Session**

3 Select **Round – 2**

4 Select **Type of Assessment:**

- Problem Based Learning
- Preclinical
- Generic 3
- Clinical
- Master of Medicine
- M.B.A

5 Select **Entity:**

- Graduate Studies
- Bachelor
- Medical
- Agricultural Science Foundation

Excluded courses

Seminars, Industrial Training, Bachelor's Dissertation/Final Year Scientific Project
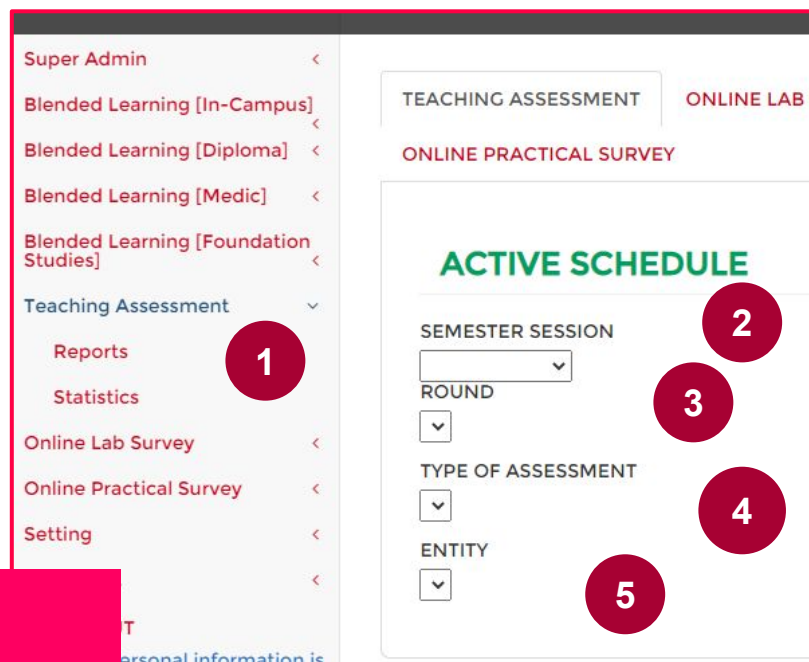
Teaching assessment monitoring

➢ The system administrator needs to monitor the teaching evaluation status throughout the evaluation period

➢ Monitoring needs to be done through the system to ensure:

1. All evaluation data (courses, lecturers and students) are accurate)
2. All courses are evaluated by students
3. The percentage of respondents for each course is at least 30% (this percentage is subject to faculty/university regulations)

Reports (active assessment)

Teaching Assessment System (TA)

Teaching evaluation report

➢ Teaching evaluation reports are generated by the system automatically as soon as the evaluation period ends
➢ The report can be downloaded in .pdf format
➢ Course teaching evaluation reports are CONFIDENTIAL

1   Click the menu **Teaching Assessment › Statistics**

2   Select **Semester Session** and **Round**

3   Select **Type of Assessment and Entity**

Overall respondents

1   Click the faculty name for a detailed report by course

2   Click **SUMMARY REPORT** for the overall report by item

Overall achievement - by items

Sidebar:

- Super Admin
- Blended Learning [In-Campus]
- Blended Learning [Diploma]
- Blended Learning [Medic]
- Blended Learning [Foundation Studies]
- Teaching Assessment
- Online Lab Survey
- Online Practical Survey
- Setting
- Setting BL
- LOG OUT

Student's personal information is confidential. Any complaints regarding information security should report to cade_survey@upm.edu.my

Inquiry regarding TEACHING ASSESSMENT, please contact:
Phone No.:
(Open weekdays **except** public holidays/weekend from 9:00AM - 12:30PM, 2:00PM - 4:30PM)
Email : cade_survey@upm.edu.my
learninghub.upm.edu.my/ta/action.do

REPORT: TEACHING ASSESSMENT (NORMAL)

CATEGORY	BACHELOR			SEMESTER SESSION	2019/2020-2

FAKULTI BAHASA MODEN DAN KOMUNIKASI   NO. OF ANSWERED 6597   MEAN 4.67

NO.	QUESTION	1	2	3	4	5	MEAN
A.	**PLANNING / PERANCANGAN**						
1	The lecturer clearly explains the course information in the beginning of the semester. *Pensyarah menerangkan maklumat kursus dengan jelas pada awal semester*	47	44	241	1194	5071	4.70
B.	**DELIVERY / PENYAMPAIAN**						
2	The lecturer clearly explains the learning outcomes. *Pensyarah menerangkan hasil pembelajaran dengan jelas.*	44	60	273	1297	4923	4.67
3	The lecturer clearly explains the teaching content. *Pensyarah menerangkan isi pengajaran dengan jelas.*	48	71	301	1257	4920	4.66
4	The lecturer gives me opportunities to express my opinions. *Pensyarah memberi saya peluang untuk mengemukakan pendapat.*	45	53	288	1181	5030	4.68

DOWNLOAD

19. Online Practical Survey (OPS)

CADe-Lead provides a platform for the evaluation of farm practice services through the **Online Practical Survey** (OPS) system that can be operated by the University Agricultural Park.

<div style="background:#7B5CB8;color:white;padding:8px">

System Administrator Actions

</div>

1. Plan the date and period of implementation.
2. Inform students to make an assessment within the specified period
3. Update employee data. Data updating can be done through the following menu (OSCaR Module):
   A. **Setting › Update Lab/Field** to update the information (name) of the assessed farm; and
   B. **Settings › Assign Course with Lab/Field & Demo** for setting the course with the responsible officer.

Statistic

Student's personal information is confidential. Any complaints regarding information security should report to cade_survey@upm.edu.my

Inquiry regarding TEACHING ASSESSMENT, please contact:
Phone No.:
(Open weekdays **except** public holidays/weekend from 9:00AM – 12:30PM, 2:00PM – 4:30PM)
Email : cade_survey@upm.edu.my

STATISTICS

DOWNLOAD

CATEGORY
BACHELOR
SEMESTER SESSION
2019/2020-2
ROUND
2

A. RESPONDENTS STATISTICS

RESPONDENTS PERCENTAGE	NO. OF COURSE GROUP
11-30	3
TOTAL	3

Student's personal information is confidential. Any complaints regarding information security should report to cade_survey@upm.edu.my

Inquiry regarding TEACHING ASSESSMENT, please contact:
Phone No.:

B. ACHIEVEMENT STATISTICS

MEAN
ACHIEVEMENT
LAB MEAN
DEMO MEAN

-
Tidak Menjawab

< 3.50
Tidak Memuaskan

3.50 - 3.99
Memuaskan

4.00 - 4.49
Baik

4.50 - 5.00
Cemerlang
3
3

TOTAL
3
3

20. Helpdesk
PutraLearningHub,OScaR (BL & TA)

SPICT

Any problems related to Putra Learning Hub (PutraBlast, Blended Learning, Teaching Assessment) and must be submitted through SPICT (http://www.spict.upm.edu.my/)
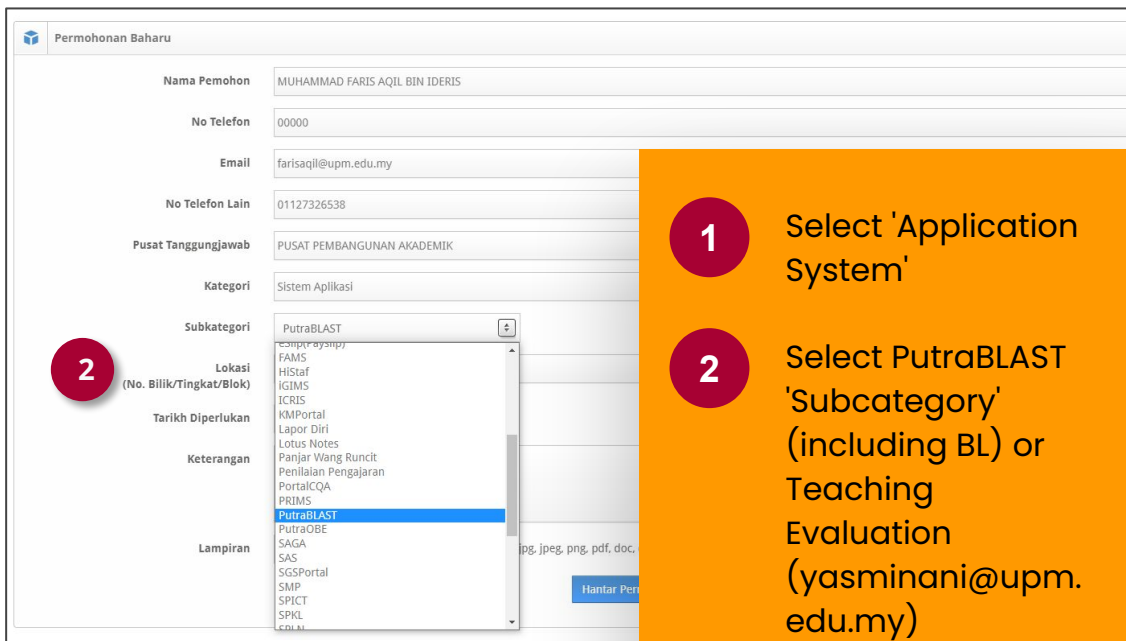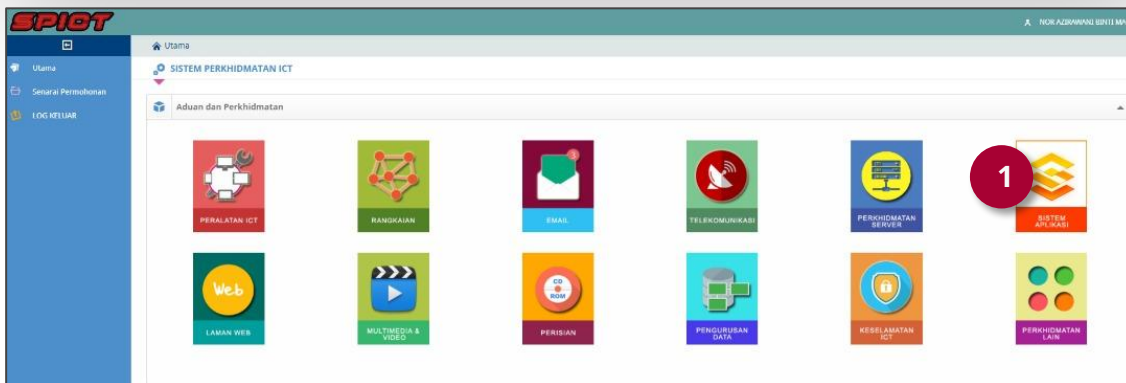
1. Select 'Application System'

2. Select PutraBLAST 'Subcategory' (including BL) or Teaching Evaluation (yasminani@upm.edu.my)