

# PutraBLAST

**BLENDED LEARNING ASSISTIVE SYSTEM AND TECHNOLOGY**

User Manual

For

# Faculty Admin

Updated by 3 Oktober 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.

## **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](https://cadelead.upm.edu.my/e_pembelajaran_upm/self_instructional_materials_sim-14530)) and has been widely distributed to academics via email and website.



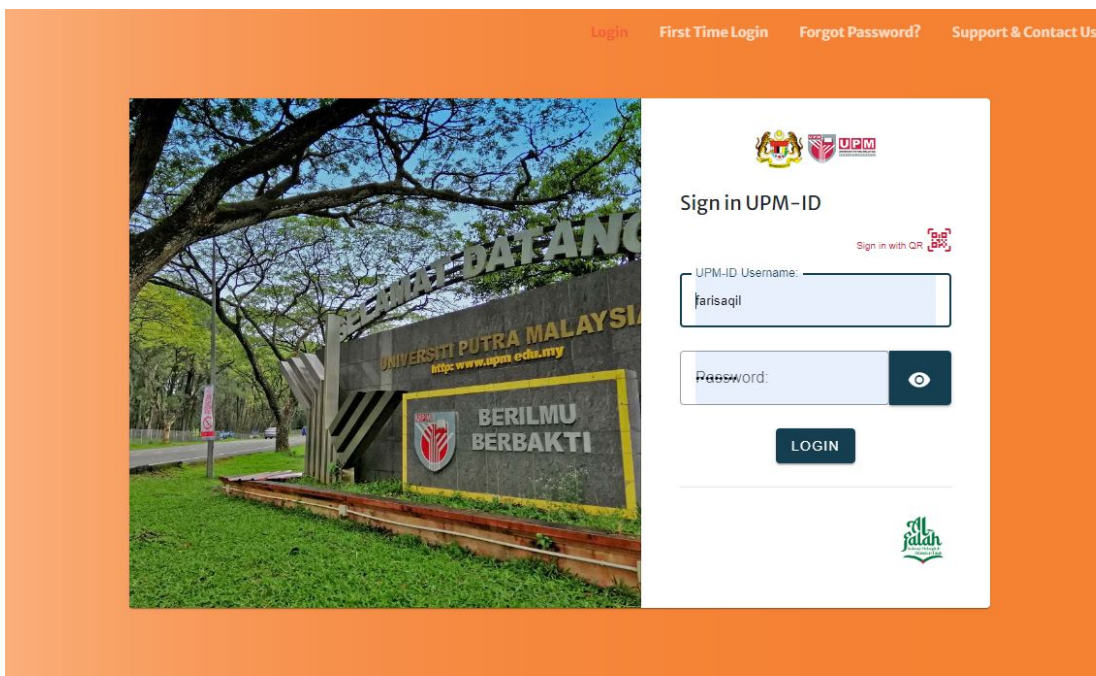
Scan this qr code to download SIM guideline

### 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**



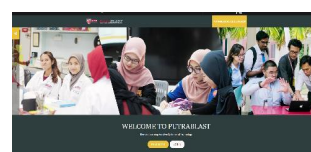
**Medical**



**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**.

**Dashboard** Customise this page

Dashboard

### 1 Timeline

Next 7 days ▾ Sort by dates ▾ Search by activity type or name

No activities require action

### 2 PutraBLAST Helpdesk

Inquiry regarding PutraBLAST please contact:  
Email: [putrablast\\_admin@upm.edu.my](mailto:putrablast_admin@upm.edu.my)  
Tel. No.: 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)

(All inquiries will be answered not later than 3 working days)

Inquiry regarding UPM-ID/student ID/student email please contact:  
Whatsapp application on 03-9769 1990 and email [idec\\_ictsupport@upm.edu.my](mailto:idec_ictsupport@upm.edu.my)

### Navigation

- Dashboard
  - Site home
  - Site pages
- My courses
  - DATA ANALYTICS
  - KURSUS 21
  - KURSUS 1

### Online users

2 online users (last 5 minutes)

- fa farhan azmi
- A Admin Nazmi

### BLAST Archiving System

In Campus Program (Bachelor and Master)

- [Semester 2 \[2020/2021\]](#)
- [Semester 3 \[2020/2021\]](#)

### Calendar

All courses ▾ New event

June July 2023 August

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
Assi...						
24	25	26	27	28	29	30

### 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.

The screenshot displays the PutraBLAST interface. At the top, a 'Navigation' block is visible with a dropdown menu containing: Dashboard, Site home, Site pages, My courses, DATA ANALYTICS, KURSUS 21, and KURSUS 1. Below this, a 'Course categories' section lists various faculties and courses with checkboxes. A search bar labeled 'Search courses' is highlighted with a red box. The main content area shows a list of courses, including 'BACKUP & RESTORE COURSE', 'DATA ANALYTICS', and 'KURSUS 1', each with a course card featuring a graduation cap icon and course details.



## 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.

The screenshot displays the course search interface for 'DATA ANALYTICS'. The course title is highlighted with a red circle '1'. The course code 'Latihan PutraBlast V4' is highlighted with a red circle '4'. The instructor's name 'DR. KHAIRUL AZHAR BIN KASMIRAN' is highlighted with a red circle '3'. The course synopsis is highlighted with a red circle '2'. The 'Enrolment options' section is highlighted with a red circle '4'. The interface includes a navigation bar with 'Settings', 'Search', and 'Admin Farhan' options. The course details show 323 students, last updated in July 2023, and a red 'Enrol now' button. The course includes forums, quizzes, and resources. Social sharing options for Twitter, Facebook, and LinkedIn are also visible.

## 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.

The screenshot displays the 'Participants' page on the left and the 'Navigation' block on the right. The 'Participants' page includes a search bar, a filter for 'All', and a table of participants. The 'Navigation' block shows a menu with 'Participants' highlighted in a red box.

**Participants**  
No filters applied  
Search keyword or select filter ▼  
Number of participants: 23  
First name: All A B C D E F G H I J K L M N O P Q R S  
Surname: All A B C D E F G H I J K L M N O P Q R S T  
« 1 2

First name ^ / Surname	Roles	Groups	Last access to course
NURUL NABILAH BINTI SALAHUDIN .	Student	No groups	29 days 3 hours
PROF. MADYA DR. NURFADHLINA BINTI MOHD SHAREF .	Teacher	No groups	7 days 19 hours
SYED FAISAL BIN SYED RAMLI .	Student	No groups	29 days 3 hours

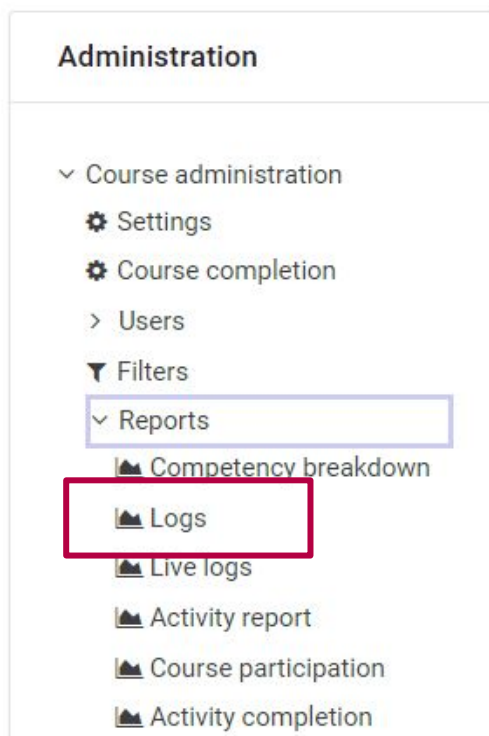
« 1 2

**Navigation**

- Dashboard
  - Site home
  - Site pages
- My courses
  - DATA ANALYTICS**
    - Participants**
    - Badges
    - Competencies
    - Grades

### 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

Today, 12 October 2022

Get these logs

[more] All participants

View All sources All events

Time	User full name	Affected user	Event context	Component	Event name	Description	Origin	IP address
12 October 2022, 8:37 PM	YANTHIAH P. GNANAVELAN	-	File: Course Outline	File	Course module viewed	The user with id '6126' viewed the 'resource' activity with course module id '18651'.	web	[redacted]
12 October 2022, [redacted]	[redacted]	-	File: Course Outline	File	Course module viewed	The user with id '3521' viewed the 'resource' activity with course module id '18651'.	web	[redacted]
12 October 2022, [redacted]	ZHENG DANNE	-	File: Course Outline	File	Course module viewed	The user with id '11206' viewed the 'resource' activity with course module id '18651'.	web	[redacted]
12 October 2022, [redacted]	ZHENG DANNE	-	File: Course Outline	File	Course module viewed	The user with id '11206' viewed the 'resource' activity with course module id '18651'.	web	[redacted]
12 October 2022, 9:56 AM	SHANG TUANTUAN	-	File: Course Outline	File	Course module viewed	The user with id '11130' viewed the 'resource' activity with course module id '18651'.	web	[redacted]
12 October 2022, 9:56 AM	[redacted]	-	File: Course Outline	File	Course module viewed	The user with id '6461' viewed the 'resource' activity with course module id '18651'.	web	[redacted]

Download table data as

Comma separated values (.csv)

Download

## **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:



### **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**

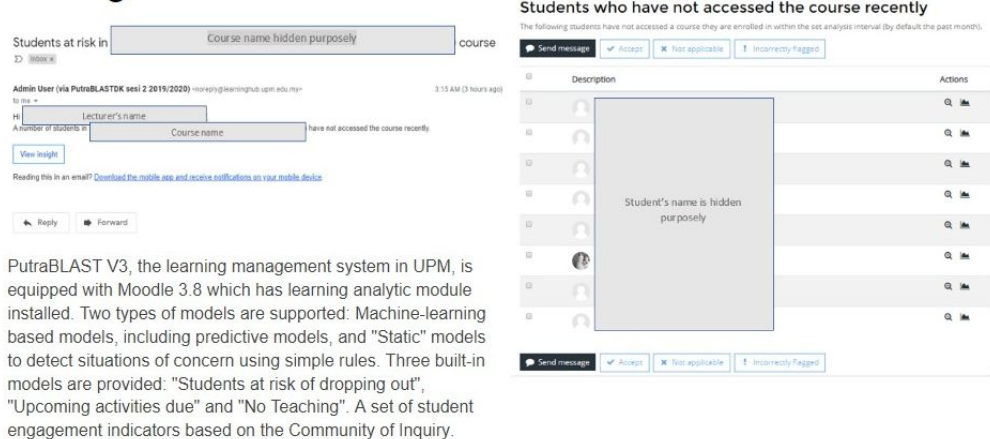
1. Check the names of lecturers and students with the Department of Academic Administration (BA) for pre-graduate, diploma, pre-diploma and foundation programs (eSMP).
2. Check lecturer names with the School of Graduate Studies for graduate programs (iGIMS).
3. If the names of the lecturers and students 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.

### Implementation of Student at risk prediction in UPM using Moodle 3.8



The screenshot displays a Moodle 3.8 interface. On the left, a notification titled "Students at risk in [Course name hidden purposely] course" is shown. The notification body includes: "Admin User (via PutraBLASTDK sesi 2 2019/2020) <no-reply@learninghub.upm.edu.my> 3:15 AM (3 hours ago)", "Hi [Lecturer's name]", and "A number of students in [Course name] have not accessed the course recently." Below the notification are buttons for "View insight", "Reply", and "Forward".

On the right, a table titled "Students who have not accessed the course recently" is visible. The table has columns for "Description" and "Actions". The "Description" column contains a large grey box with the text "Student's name is hidden purposely". The "Actions" column contains icons for search and delete. At the bottom of the table are buttons for "Send message", "Accept", "Not applicable", and "Incorrectly flagged".

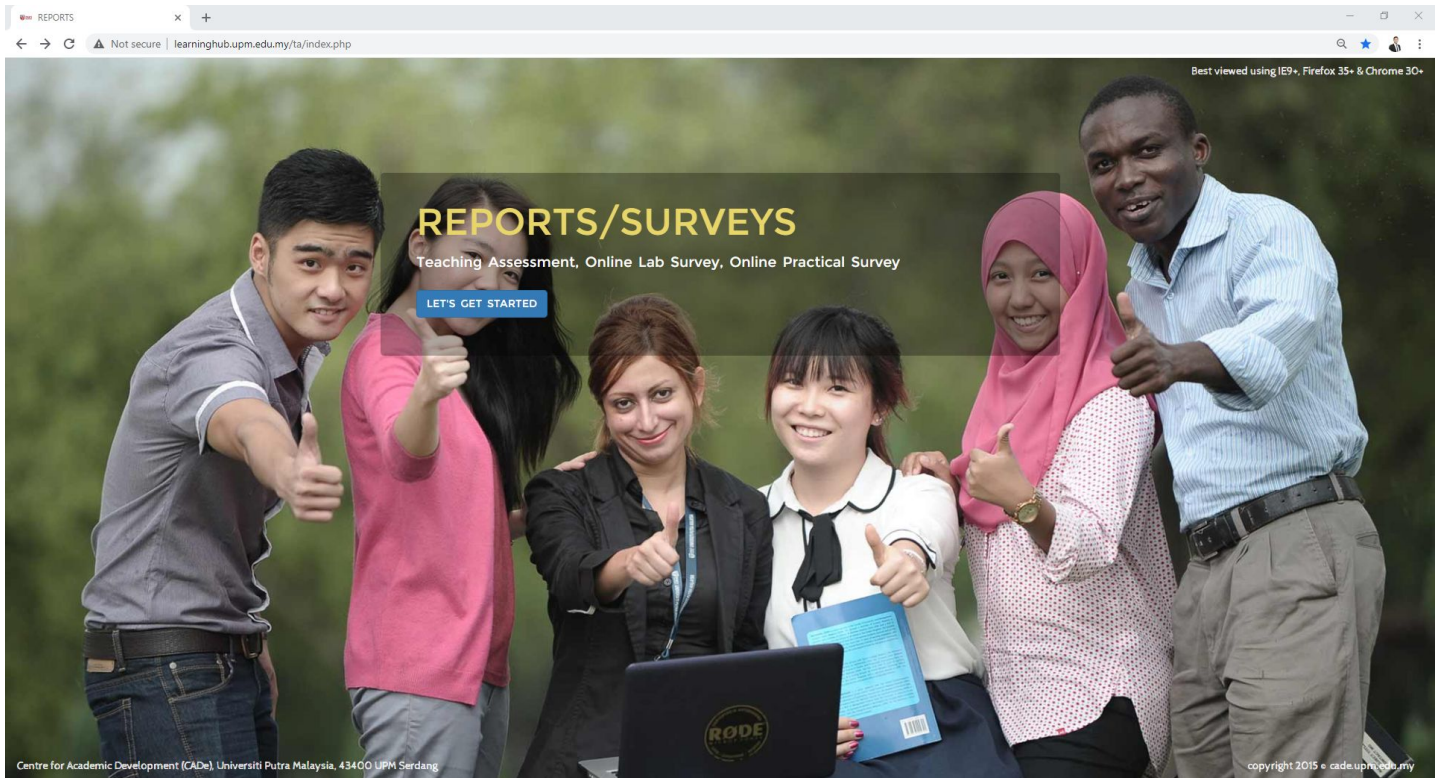
Below the screenshot, a paragraph explains: "PutraBLAST V3, the learning management system in UPM, is equipped with Moodle 3.8 which has learning analytic module installed. Two types of models are supported: Machine-learning based models, including predictive models, and "Static" models to detect situations of concern using simple rules. Three built-in models are provided: "Students at risk of dropping out", "Upcoming activities due" and "No Teaching". A set of student engagement indicators based on the Community of Inquiry."

### 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)

A screenshot of the UPM Application login form. At the top left is a logo consisting of a globe and a server stack. To the right of the logo, the text reads 'UPM Application' and 'UPM application.'. Below this is the instruction 'Enter your UPM-ID and Password'. There are two input fields: 'UPM-ID:' followed by a text box, and 'Password:' followed by a text box. At the bottom, there are two buttons: a green 'LOGIN' button and a grey 'CLEAR' button.

## 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](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)  
li) lecturer's achievements  
lii) 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 Choose Entity 1

PTJ :: Choose PTJ

↑
↺

SEMESTER SESSION :: Choose Semester 2

3

#### DETAILS FOR BL REPORT (COURSE-GROUP)

CATEGORY In-Campus 4

DATE PROCESS 01-09-2020

SEMESTER SESSION 2019/2020-2 5

NO.	ACADEMIC PTJ	TOTAL COURSE-GROUP	BL STATUS COURSE	BL STATUS (%)
1	<u>FAKULTI BIOTEKNOLOGI DAN SAINS BIOMOLEKUL</u>	6	7	8
<b>TOTAL</b>		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.**

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

18

## Course-Group Achievement Report (BL).

REPORT FOR PTJ BL STATUS (COURSE-GROUP) <span style="float: right;">H</span>							
FACULTY	FAKULTI BIOTEKNOLOGI DAN SAINS BIOMOLEKUL			SEMESTER SESSION	2019/2020-1		
DATE PROCESS	03-09-2020						
NO.	COURSE INFO	LECTURER	INFO	CONTENT / RESOURCES	ACTIVITIES	ASSESSMENT	STATUS
		* minimum requirement	(1)*	(7)*	(3)*	(2)*	
1	BCH3000-1 PRINSIP BOKIMIA/PRINCIPLES OF BIOCHEMISTRY	DR. NUR ADEELA BINTI YASID	✓	20	1	5	✗
2	BCH3001-1 BOKIMIA KOMPREHENSIF I/COMPREHENSIVE BIOCHEMISTRY I	DR. ZETTY NORHANA BINTI BALIA YUSOF DR. SHAFINAZ BINTI ABD GANI	✓	50	12	6	✓
17	BCH4304-1 BOKIMIA MAKANAN/FOOD BIOCHEMISTRY	DR. MOHD BADRIN HANIZAM BIN ABDUL RAHIM PROF. MADYA DR. USWATUN HASANAH BINTI ZAIDAN	✓	28	10	2	✓

<ul style="list-style-type: none"> <li>File (0)</li> <li>Page (0)</li> <li>Uri (2)</li> <li>Scorm (0)</li> <li>Folder (0)</li> <li>Imscp (0)</li> <li>Resourc (26)</li> <li>Book (0)</li> </ul> <p style="text-align: center; background-color: #fff9c4; margin: 0;">TOTAL (28)</p>	<ul style="list-style-type: none"> <li>Chat (2)</li> <li>Choice (0)</li> <li>Data (0)</li> <li>Feedbac (0)</li> <li>Glossar (0)</li> <li>Choiceg (0)</li> <li>Lesson (0)</li> <li>Questio (0)</li> <li>Survey (0)</li> <li>Wiki (0)</li> <li>Forum (8)</li> <li>Lti (0)</li> </ul> <p style="text-align: center; background-color: #fff9c4; margin: 0;">TOTAL (10)</p>	<ul style="list-style-type: none"> <li>Quiz (0)</li> <li>Assign (2)</li> <li>Worksho (0)</li> <li>Turniti (0)</li> </ul> <p style="text-align: center; background-color: #fff9c4; margin: 0;">TOTAL (2)</p>
---	--	---

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 ✗ 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

#### BL REPORT : COURSE

CATEGORY :: Choose Entity ▾

PTJ :: Choose PTJ ▾

↑
↺

SEMESTER SESSION :: Choose Semester ▾

#### DETAILS FOR BL REPORT (COURSE)

CATEGORY In-Campus

DATE PROCESS 03-09-2020

SEMESTER SESSION 2019/2020-2

NO.	PTJ	COURSE		
		TOTAL	BL STATUS	BL STATUS (%)
1	<a href="#">FAKULTI BIOTEKNOLOGI DAN SAINS BIOMOLEKUL</a>	64	49	76.56%
<b>TOTAL</b>		64	49	76.56%


- 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  to download a copy of the report

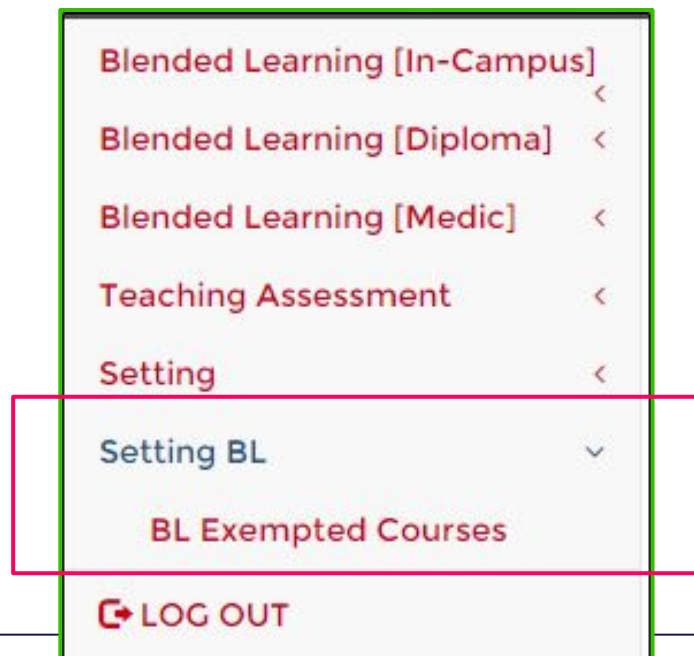
If the course reaches BL status, a ✔ mark will be given in the Status column. Whereas if the course does not reach BL status, an ✘ will be given in the Status column.

## 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

### BLENDED LEARNING EXEMPTED COURSE

CATEGORY

FACULTY

COURSE

NOTE

### LIST OF EXEMPTED COURSES

NO.	FACULTY & COURSE INFO	NOTE	ACTION
1	FAKULTI SAINS PERTANIAN DAN MAKANAN AFS2001 PROGRAM BUKU HIJAU(GREEN BOOK PROGRAMME)	No Descriptions	<input type="button" value="✎"/> <input type="button" value="🗑"/>

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

The screenshot shows a web form titled "REGISTRATION FOR PTG". At the top, there is a blue box with the text "ITS TIME!". Below this, the form contains several fields: "ENTITY" with a dropdown menu labeled ":: Choose Entity" (callout 1); "SEMESTER SESSION" with a dropdown menu labeled ":: Choose Semester" (callout 2); "COURSE CODE" with a dropdown menu (callout 3); "COURSE NAME" and "CREDIT HOUR" both with dashes "-" (callout 4); and "JJBK" with radio buttons for "28JJBK", "36JJBK", "42JJBK", and "56JJBK" (callout 5). A "Save" button is located at the bottom of the form.

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

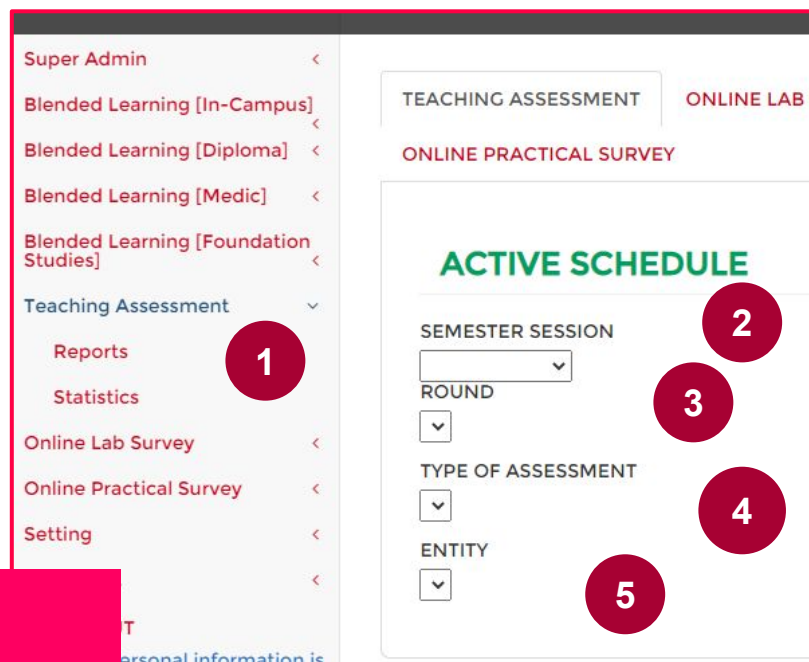
- Problem Based Learning
- Preclinical
- Generic 3
- Clinical
- Master of Medicine
- M.B.A

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)

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](mailto: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](mailto:cade_survey@upm.edu.my)

Inquiry regarding TEACHING ASSESSMENT, please contact:  
Phone No.: 03 9769 6135 / 03 9769 2080  
(Open weekdays except public holidays/weekend from 9:00AM - 12:30PM, 2:00PM - 4:30PM)  
Email : [cade\\_survey@upm.edu.my](mailto:cade_survey@upm.edu.my)

Inquiry regarding ONLINE LAB/PRACTICAL SURVEY, please contact:  
Phone No.: 03 9769 2079  
(Open weekdays except public holidays/weekend from 9:00AM - 12:30PM, 2:00PM - 4:30PM)  
Email : [norazirawan1@upm.edu.my](mailto:norazirawan1@upm.edu.my)

SEMESTER SESSION  
2019/2020-2  
ROUND  
2  
TYPE OF ASSESSMENT  
Teaching Assessment-Pre Clinical  
ENTITY  
MEDICAL  
CATEGORY : MEDICAL SESSION SEMESTER : 2019/2020-2

**MDR3006-1**  
SISTEM KARDIOVASKULAR (CARDIOVASCULAR SYSTEM)  
JOHNSON A/L STANSLAS  
(Total number of students: 109)  
ANSWERED : 0 (0%)  
UNANSWERED : [click me](#)  
[Transfer PTJ](#)

**MDR3006-1**  
SISTEM KARDIOVASKULAR (CARDIOVASCULAR SYSTEM)  
SHARIDA BINTI FAKURAZI  
(Total number of students: 109)  
ANSWERED : 0 (0%)  
UNANSWERED : [click me](#)  
[Transfer PTJ](#)

**MDR3006-1**  
SISTEM KARDIOVASKULAR (CARDIOVASCULAR SYSTEM)  
RAZANA BINTI MOHD ALI  
(Total number of students: 109)  
ANSWERED : 0 (0%)  
UNANSWERED : [click me](#)  
[Transfer PTJ](#)

**MDR3006-1**  
SISTEM KARDIOVASKULAR (CARDIOVASCULAR SYSTEM)  
CHE NORMA BINTI MAT TAIB

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

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Email : [cade\\_survey@upm.edu.my](mailto:cade_survey@upm.edu.my)

Inquiry regarding TEACHING ASSESSMENT, please contact:  
Phone No.: 03 9769 6135 / 03 9769 2080  
(Open weekdays except public holidays/weekend from 9:00AM - 12:30PM, 2:00PM - 4:30PM)  
Email : [cade\\_survey@upm.edu.my](mailto:cade_survey@upm.edu.my)

**MDR3006-1**  
SISTEM KARDIOVASKULAR (CARDIOVASCULAR SYSTEM)  
CHE NORMA BINTI MAT TAIB  
(Total number of students: 109)  
ANSWERED : 0 (0%)  
UNANSWERED : [click me](#)  
[Transfer PTJ](#)

**MDR3006-1**  
SISTEM KARDIOVASKULAR (CARDIOVASCULAR SYSTEM)  
MOHAMAD TAUFIK HIDAYAT BIN BAHARULDIN  
(Total number of students: 109)  
ANSWERED : 0 (0%)  
UNANSWERED : [click me](#)  
[Transfer PTJ](#)

**MDR3006-1**  
SISTEM KARDIOVASKULAR (CARDIOVASCULAR SYSTEM)  
MAIZATON ATMADINI BINTI ABDULLAH  
(Total number of students: 109)  
ANSWERED : 0 (0%)  
UNANSWERED : [click me](#)  
[Transfer PTJ](#)

**MDR3006-1**  
SISTEM KARDIOVASKULAR (CARDIOVASCULAR SYSTEM)  
RAFIDAH BINTI HOD  
(Total number of students: 109)  
ANSWERED : 0 (0%)  
UNANSWERED : [click me](#)  
[Transfer PTJ](#)

# 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

The screenshot displays the 'SCHEDULE' section of the TA system. The sidebar on the left shows the navigation menu with 'Teaching Assessment > Statistics' selected (1). The main content area shows a table with three rows of teaching evaluation reports (2, 3). Each row includes the report number, semester and round, start and end dates, and the assessment type and entity.

NO.	SEMESTER & ROUND	PROGRAMME
1	2019/2020-2 Round 2 START DATE : 07-08-2020 12:00 AM END DATE : 31-10-2020	Teaching Assessment-MASTERMEDIK • GRADUATE STUDIES
2	2019/2020-2 Round 2 START DATE : 02-09-2020 12:00 AM END DATE : 18-10-2020	Teaching Assessment-Pre Clinical • MEDICAL
3	2019/2020-2 Round 2 START DATE : 29-06-2020 12:00 AM END DATE : 09-08-2020 GENERATE DATE : 10-08-2020	Teaching Assessment-Generic 3 • BACHELOR • GRADUATE STUDIES

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

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

3 Select **Type of Assessment and Entity**

### Overall respondents

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 [ade\\_survey@upm.edu.my](mailto:ade_survey@upm.edu.my)

Inquiry regarding TEACHING ASSESSMENT, please contact:  
Phone No.:  
Open weekdays **except** public holidays/weekend from 9:00AM - 2:30PM, 2:00PM - 4:30PM)

### TEACHING ASSESSMENT (TA) STATISTICS

#### STATISTICS FAKULTI BAHASA MODEN DAN KOMUNIKASI

[Download](#)

CATEGORY: BACHELOR

SEMESTER SESSION: 2019/2020-2      ROUND: 2

#### A. RESPONDENTS STATISTICS

RESPONENTS PERCENTAGE	NO. OF COURSE GROUP
31-50	4
51-70	21
71-100	162
<b>TOTAL</b>	<b>187</b>

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

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Inquiry regarding TEACHING ASSESSMENT, please contact:  
Phone No.:  
Open weekdays **except** public holidays/weekend from 9:00AM - 2:30PM, 2:00PM - 4:30PM)

RESPONENTS PERCENTAGE	ACHIEVEMENT	NO. OF COURSE GROUP
< 3.50	Tidak Memuaskan	1
3.50 - 3.99	Memuaskan	8
4.00 - 4.49	Baik	28
4.50 - 5.00	Cemerlang	150
<b>TOTAL</b>		<b>187</b>

#### C. OVERALL STATISTICS ( TEACHING ASSESSMENT-GENERIC 3 )

NO.	FACULTY.	TOTAL COURSES	TOTAL RESPONDENTS	TOTAL ANSWERED	% ANSWERED	MIN
1	<b>1</b> FAKULTI BAHASA MODEN DAN KOMUNIKASI	187	7657	6597	86%	4.67
2	<b>2</b> SUMMARY REPORT					

- 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

- 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 [itade\\_survey@upm.edu.my](mailto:itade_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:** [itade\\_survey@upm.edu.my](mailto:itade_survey@upm.edu.my)  
[learninghub@upm.edu.my](mailto:learninghub@upm.edu.my)/ta/action.do

DOWNLOAD

**REPORT: TEACHING ASSESSMENT (NORMAL)**

CATEGORY **BACHELOR**

FAKULTI BAHASA MODEN DAN KOMUNIKASI

SEMESTER SESSION **2019/2020-2**

NO. OF ANSWERED  
MEAN 6597  
4.67

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



## 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.

### System Administrator Actions

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.

a

Setting

- Update Lab/Field
- Assign Course with Lab/Field & Demo

#### UPDATE LABORATORY/FIELD

FACULTY

LABORATORY/FIELD

STATUS

#### ASSIGNING COURSE WITH LAB/FIELD & DEMONSTRATOR

FACULTY

SEMESTER SESSION

COURSE

LAB/FIELD

STAFF NAME

#### LIST OF ASSIGNED COURSE

FACULTY FAKULTI BIOTEKNOLOGI DAN SAINS BIOMOLEKUL

SEMESTER SESSION

TYPE ONLINE LAB SURVEY

NO.	COURSE CODE/NAME	LAB/FIELD	STAFF NAME	ACTION
1	(BCH3002-1) BIOKIMIA KOMPREHENSIF II			<input type="button" value="⊙"/>
2	(BCH3003-1) KIMIA BIOLOGI			<input type="button" value="⊙"/>

b

### Statistic

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 <

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 (Open weekdays **except** public holidays/weekend from 9:00AM - 12:30PM, 2:00PM - 4:30PM)  
**Email :** [cade\\_survey@upm.edu.my](mailto:cade_survey@upm.edu.my)

## STATISTICS

DOWNLOAD

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**CATEGORY**  
BACHELOR

**SEMESTER SESSION**  
2019/2020-2

**ROUND**  
2

### A. RESPONDENTS STATISTICS

RESPONDENTS PERCENTAGE	NO. OF COURSE GROUP
11-30	3
<b>TOTAL</b>	<b>3</b>

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](mailto:cade_survey@upm.edu.my)

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

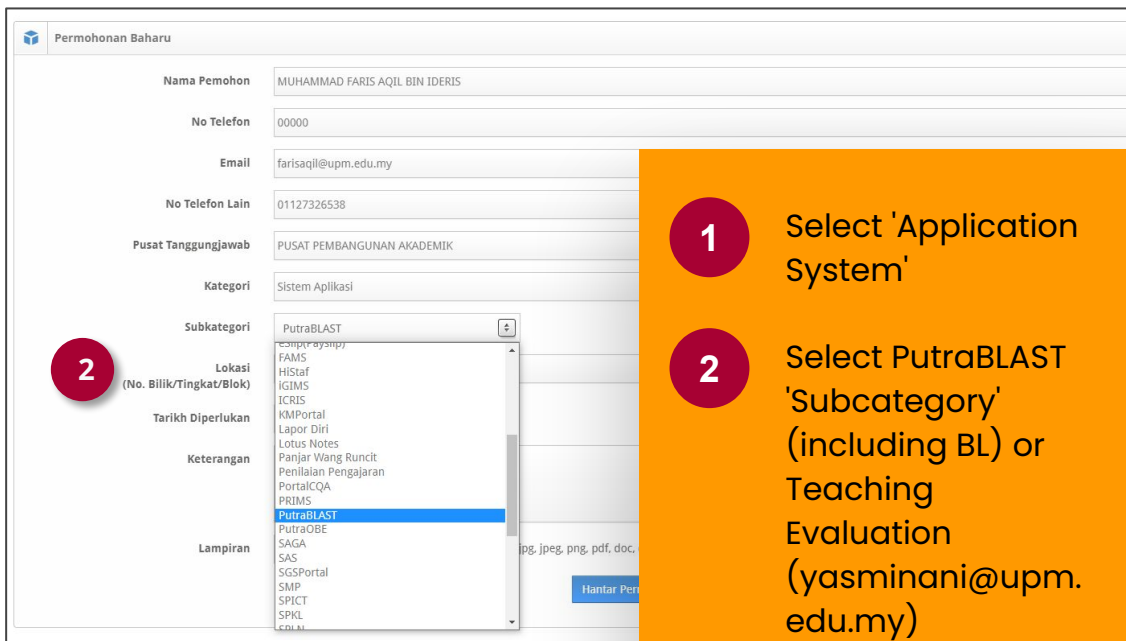
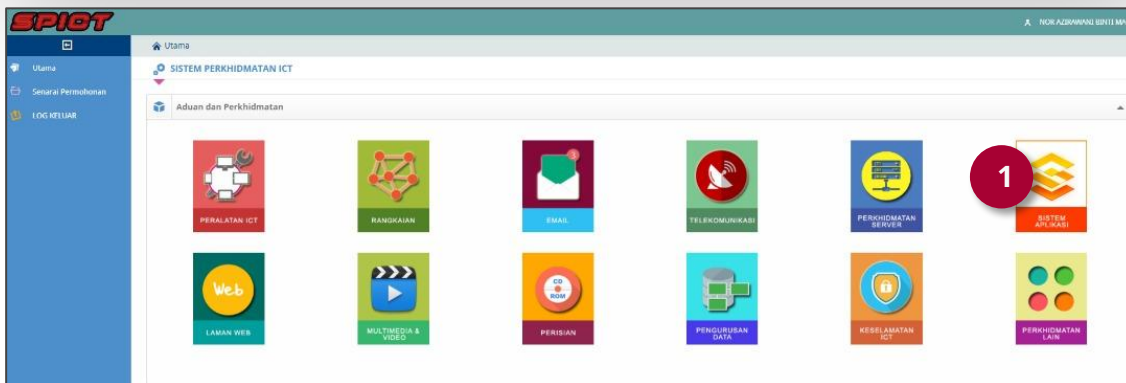
### B. ACHIEVEMENT STATISTICS

<b>MEAN ACHIEVEMENT</b> 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 <span style="color: red;">3</span> <span style="color: red;">3</span>
<b>TOTAL</b> <span style="color: red;">3</span> <span style="color: red;">3</span>

## 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)