

**HEBAHAN PPQ BIL. 2/2023 (177) : HEBAHAN PENGUATKUASAAAN PENGGUNAAN SISTEM COSPRO (COURSE FILE) DAN EDARAN MANUAL PENGGUNA**

1 message

Pusat Pengurusan Kualiti Universiti &lt;ppq@umk.edu.my&gt;

6 February 2023 at 11:50

To: Info Rasmi Universiti Malaysia Kelantan &lt;rasmi@groups.umk.edu.my&gt;

Cc: "Profesor Dato' Dr. Razli Bin Che Razak" <razlicr@umk.edu.my>, "Profesor Dr. Nik Maheran Binti Nik Muhammad" <nikmaheran@umk.edu.my>, "Dr. Hasnita Binti Che Harun" <hasnita@umk.edu.my>, "Prof. Madya Dr. Noorul Azwin Binti Md Nasir" <azwin@umk.edu.my>, "Dr. Nor Diyana Bt Mustapa" <diyana.m@umk.edu.my>, "Profesor Madya Ts. Dr. Zailani Bin Abdullah" <zailania@umk.edu.my>, "Prof. Madya Dr. Seri Intan Binti Mokhtar" <intan@umk.edu.my>, Prof Madya Dr Muhammad Azwadi Bin Sulaiman <azwadi@umk.edu.my>, "Prof. Madya Ts. Dr. Mohamad Faiz Bin Mohd Amin" <mohamadfaiz@umk.edu.my>, "Dr. Roslizawati Binti Che Aziz" <roslizawati@umk.edu.my>, "Dr. Mohd Farhan Hanif Bin Reduan" <farhan.h@umk.edu.my>, "Dr. Hasyiya Karimah Binti Adli" <hasyiya@umk.edu.my>, "Prof. Madya Dr Mohammad Rusdi bin Mohd Nasir" <rusdi.mn@umk.edu.my>, "Dr. Hanisa Binti Hassan" <hanisa@umk.edu.my>, "Dr. Burhan Bin Che Daud" <burhan@umk.edu.my>, Pusat Pengurusan Kualiti <ppq@groups.umk.edu.my>



Assalamualaikum w.b.t dan Selamat Sejahtera.

YBhg. Prof. Dato' / Prof. / Prof. Madya / Dr./ Tuan / Puan,

**HEBAHAN PPQ BIL. 2/2023 (177) : HEBAHAN PENGUATKUASAAAN PENGGUNAAN SISTEM COSPRO (COURSE FILE) DAN EDARAN MANUAL PENGGUNA**

Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Sukacita dimaklumkan bahawa Pusat Pengurusan Kualiti Universiti (PPQ) bersama Pusat Komputeran & Informatik (CCI) dan Pusat Kecemerlangan & Pembangunan Akademik (PKPA) telah membangunkan Sistem CosPro (Course File) untuk kegunaan entiti akademik bagi pengisian Fail Kursus secara dalam talian. Sistem ini diwujudkan sebagai satu platform pengisian Fail Kursus secara dalam talian yang lebih mudah, selamat dan mesra pengguna. Penggunaan sistem ini akan memudahkan staf akademik untuk menyediakan Fail Kursus sekaligus dapat meningkatkan mutu dan jaminan kualiti program akademik di UMK.

3. Untuk rekod, penggunaan sistem ini telah mendapat kelulusan Mesyuarat Senat Bil. 2/2022 (Kali Ke-143) yang telah bersidang pada 29 Mac 2022 dan Sesi Penerangan Pelaksanaan Sistem, Jadual Spesifikasi Ujian (JSU) dan Scheme of Work (SOW) kepada Dekan telah diadakan pada 06 November 2022 dan dipengerusikan oleh YBhg. Timbalan Naib Canselor (Akademik & Antarabangsa).

4. Sehubungan itu, **Sistem CosPro (Course File) akan berkuatkuasa bermula Semester I Sesi Akademik 2022/2023**. Untuk makluman juga, beberapa penambahbaikan Fail Kursus telah dilakukan seperti berikut:

- Bilangan item Fail Kursus asal mengandungi 21 item dipinda kepada 17 item;
- Kandungan Fail Kursus telah ditambahbaik dengan mengandungi SoW dan JSU untuk memenuhi keperluan Lawatan Penilaian Akreditasi Penuh oleh Agensi Kelayakan Malaysia (MQA), Badan Profesional terlibat dan Audit SIRIM MS ISO 9001:2015; dan
- Pengiraan Analisis Course Learning Outcome (CLO) dihasilkan oleh sistem.

5. Bersama-sama ini dimajukan Manual Pengguna Sistem CosPro (Course File) untuk rujukan dan perhatian selanjutnya. Sesi taklimat penerangan penggunaan sistem ini akan dimaklumkan dalam masa terdekat.

Sebarang pertanyaan berhubung perkara ini bolehlah berhubung dengan YBrs. Dr. Nor Diyana binti Mustapa (Ketua Bahagian, Jaminan Kualiti Akademik); 011-1085 9544, Puan Rosazura binti Safian (Penolong Pendaftar); 09 - 779 7533 dan Puan Nur Hafiza binti Tengku Mohd Zahid (Penolong Pegawai Tadbir); 09 - 779 7536. Segala perhatian dan kerjasama yang diberikan amatlah dihargai dan didahului dengan ucapan terima kasih.

Sekian.

**"ALLAH DITAATI, RAJA DISANJUNGI, RAKYAT DIKASIHI"  
"BERKHIDMAT UNTUK NEGARA"**

Saya yang menjalankan amanah,

**NUR HAFIZA BINTI TENGKU MOHD ZAHID**  
b.p Pengarah  
Pusat Pengurusan Kualiti Universiti (PPQ)  
Pejabat Naib Canselor  
Universiti Malaysia Kelantan  
16300 |Bachok, Kelantan| Malaysia  
Tel: 09 - 779 7530 |  
Email: [ppq@umk.edu.my](mailto:ppq@umk.edu.my)



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**MANUAL PENGGUNA SISTEM COSPRO (COURSE FILE).pdf**  
3896K



UNIVERSITI  
MALAYSIA  
KELANTAN



# MANUAL PENGGUNA SISTEM COSPRO (COURSE FILE)

Pusat Pengurusan Kualiti Universiti (PPQ)  
Universiti Malaysia Kelantan (UMK)  
2023

# COURSE FILE

1

Pensyarah melayari <https://portal.umk.edu.my/> dan masukkan *username* dan *password* atau boleh ke portal melalui eCommunity.

2

Klik pada *My Course* -> *Listing*.

The screenshot shows the UMK portal dashboard. The top navigation bar includes the logo 'portal.umk.edu.my' and 'UNIVERSITI MALAYSIA KELANTAN'. The main content area displays a 'Good Evening' greeting, a 'JAM LATIHAN' (0) and 'CUTI REHAT' (25) summary, and a 'NEW FEATURE ADDED' section. The left sidebar contains a menu with categories: ANALYTIC, PERSONAL, EDUHUB MANAGEMENT, and HELP & SUPPORT. The 'My Course' menu item is highlighted with a yellow box, and its sub-item 'Listing' is also highlighted. The URL at the bottom of the browser is 'https://portal.umk.edu.my/dashboard/mycourse/list'.

portal.umk.edu.my  
UNIVERSITI MALAYSIA KELANTAN

System Apps ▾

Good Evening, [Redacted]

JAM LATIHAN  
0  
0 LATIHAN  
Min Keperluan : 24

CUTI REHAT  
25  
BAKI CUTI  
Cuti yang diluluskan : 0

NEW FEATURE ADDED  
COURSE FILE ADDED TO MY COURSE  
STUDENT LIST ADDED TO MY COURSE  
LECTURER TIMETABLE ADDED TO CLASS ATTENDANCE -> UPCOMING  
MARK DISTRIBUTION,DETAIL,ANLYSIS ADDED TO MY COURSE  
BLENDED TO ALL PROGRAM ADDED TO BLENDED ANALYTIC  
If you want to request any feature/idea/comment please email to hakimi.my@umk.edu.my

DEGREE SEMESTER  
202220231

ASASI SEMESTER  
ASASI22231

PRA SEMESTER

15 Januari 2023  
SESI PERJUMPAAN YBHG.PROF DATO' NAIB CANCELOR BERSAMA STAF FAKULTI PENGAJIAN BAHASA DAN PEMBANGUNAN INSAN  
READ MORE

ANALYTIC  
Blended Analytic

PERSONAL  
Home  
My Course ▾  
Listing  
Class Attendance >  
Mark Entry >  
Training >

EDUHUB MANAGEMENT  
Postgraduate  
UMKCEE

HELP & SUPPORT  
Documentation >

https://portal.umk.edu.my/dashboard/mycourse/list

# COURSE FILE

The screenshot shows the portal interface for the University of Malaysia Kelantan (UMK). The top navigation bar includes the logo, 'System Apps', and filters for 'PROGRAM LEVEL' and 'SEMESTER'. The main content area displays two course cards. The first card is for 'BAHAN BINAAN I' (SGD1314) and the second is for 'KOMUNIKASI SENIREKA I (DRAFTING)' (SGD1333). Both cards show a 'DEGREE' label, a '202220231' semester tag, and a set of buttons for 'Student List', 'Student Attendance', 'Student Mark', 'Student Evaluation', 'Blended', and 'Course File (CosPro)'. The 'Course File (CosPro)' button in the first card is highlighted with a yellow box. Below the buttons, there are four data boxes: 'Credit Hour', 'Total Group', 'Total Lecturer', and 'Total Students'. The 'Course File (CosPro)' button in the second card is also visible.

Course ID	Credit Hour	Total Group	Total Lecturer	Total Students
SGD1314	4	1	3	41
SGD1333	3	1	3	41

**3** Klik pada *Course File (CosPro)* untuk kursus yang berkenaan.

# ITEM 1: TABLE 4

1 Klik pada ① untuk **Table 4**.

2 Muatnaik **Table 4** yang telah **disemak dan disahkan** dalam **format excel**.

3 Klik pada **4IR (HIEPs, Keusahawanan dan Future Ready Curriculum (FRC))** di **Extra Detail** dan pilih elemen dan sub-elemen sekiranya berkaitan.

**Nota:** Pemilihan sub-elemen boleh melebihi satu bagi setiap elemen.

The screenshot shows the 'portal.umk.edu.my' interface for 'UNIVERSITI MALAYSIA KELANTAN'. The page title is 'Course File : SGD1314 - 202220231' and the semester is '202220231'. The main content area is titled 'Table 4' and features a breadcrumb trail with 17 numbered steps. Step 1 is highlighted with a red circle and a red arrow pointing to the 'Table 4' link. Below the breadcrumb trail, there is a message: 'Please upload an endorsed Table 4 in excel format. Click [Here](#) to download template.' Below this message is a table with columns: 'Files', 'Date Uploaded', 'Upload By', 'Status', and 'Remark'. The table is currently empty. Below the table is a dashed box containing the text: 'Drop files here or click to upload. Only original Table 4 file (\*.xlsx) will be accepted.' Below this is an 'Extra Detail' section with a toggle for '4IR' and four input fields for 'HIEPS', 'KEUSAHAWANAN', and 'FRC'. The '4IR' toggle is currently turned on. The 'HIEPS', 'KEUSAHAWANAN', and 'FRC' input fields are empty. The '4IR' input field is also empty.

# ITEM 2: TEACHING PLAN (SCHEME OF WORK, SoW)

1 Klik pada 2 untuk **Teaching Plan (Scheme of Work, SoW)**.

2 Muatnaik **Scheme of Work (SoW)** yang telah **disemak dan disahkan** dalam **format excel**.

The screenshot shows the UMK portal interface. The header includes the logo 'portal.umk.edu.my' and 'UNIVERSITI MALAYSIA KELANTAN'. The course information is 'Course File : SGD1314 - 202220231' and 'SEMESTER 202220231'. The main content area is titled 'Teaching Plan (Scheme of Work, SoW)' and features a progress indicator with 17 steps. Step 2 is highlighted with a red circle and a yellow box. Below the progress indicator, there is a text prompt: 'Please upload an endorsed Scheme of Work (SoW) in excel format. Click [Here](#) to download template.' Below this is a table with columns: Files, Date Uploaded, Upload By, Status, and Remark. At the bottom, there is a dashed box for file upload with the text: 'Drop files here or click to upload. Only original SoW (\*.xlsm) will be accepted.'

# ITEM 2: TEACHING PLAN (SCHEME OF WORK, SoW) (sambungan)

3

Pastikan nama pentaksiran, cara penulisan nama pentaksiran (ejaan dan jarak) serta pemberat markah adalah sama antara:

**SoW** di *Course Assessment Plan* -> *Assessment Method & Weight %*

dan

**eTadbir** di *Teaching Planning* -> *Assessment Planning* -> *Distribution & Final %*

COURSE ASSESSMENT PLAN										
No.	CLO	PLO	Assessment Method	Weight (%)	Specific Task and Related PLO Attribute	SLT (Assessment)			Total SLT	Types of Assessment
						Implementation		Preparation		
						Physical	Online			
			MIDTERM	20	Students are required to answer 40 multiple choice questions that cover chapter 1 to 5. It assesses student's understanding on the related topics.		1	6.2	7.2	Continuous Assessment
2	CLO2	PLO2	REPORT	20	This is a group assignment that need students to choose a case study and study about materials and finishes of the selected buildings.			7.2	7.2	Continuous Assessment
3	CLO3	PLO5	PRESENTATION	10	This is a group assignment that need students to present their findings on the selected materials that cover the properties, advantages and disadvantages.		0.6	3	3.6	Continuous Assessment
4	CLO1	PLO1	FINAL EXAM	50	Students are required to answer short and long essay questions that cover chapter 6 to 9. Final exam assesses students understanding on the characteristics, properties, advantages, disadvantages and application of the materials and finishes.	3		15	18	Final Examination
5									0	
6									0	
									100	
									SUB-TOTAL SLT (ASSESSMENT):	36

SoW



TEACHING PLANNING

Programme : DEGREE  
 Semester : 202220231  
 Course : SGD1314 [Lecturer] Submit

BAHAN BINAAN I

eTadbir

You allow to view only.

Assessment Plan

Distribution	Assessment Category	Total Mark	Final %	Week
MIDTERM	TEST	20	20	
REPORT	ASSIGNMENT/ PROJECT	20	20	
PRESENTATION	PRESENTATION/ ATTENDANCE	20	10	
FINAL EXAM	FINAL EXAM	100	50	
			100	

## ITEM 2: TEACHING PLAN (SCHEME OF WORK, SoW) (sambungan)

4 Sekiranya SoW berjaya disimpan, *status all* adalah OK.

portal .umk.edu.my  
UNIVERSITI MALAYSIA KELANTAN

System Apps ▾

Course File : SGD1314 -  
202220231

SEMESTER 202220231 ▾

### Teaching Plan (Scheme of Work, SoW)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

Please upload an endorsed Scheme of Work (SoW) in excel format. Click [Here](#) to download template.

Files	Date Uploaded	Upload By	Status	Remark	
<a href="#">PDF AAT10103 SOW&amp;CAP_05102022.xlsx</a>	30 Jan 2023	00185A	New		

Detail From SoW Upload	Status
File Exist and can be read	OK
Course Code	OK
Number of CLO	3
Checking Group Distribution with Oracle	Checking group: CI PRESENTATION: FOUND ASSIGNMENT: FOUND MIDTERM: FOUND FINAL EXAM: FOUND
Status All	OK

Drop files here or click to upload.  
Only original SoW (\*.xlsm) will be accepted

## ITEM 2: TEACHING PLAN (SCHEME OF WORK, SoW) (sambungan)

**5** Sekiranya SoW **tidak berjaya** disimpan, *status all* adalah SoW *failed, please reupload*.  
Sila **semak** nama pentaksiran, cara penulisan nama pentaksiran (ejaan dan jarak) serta pemberat markah supaya selari antara SoW dan eTadbir.

**7** Muatnaik semula SoW yang telah ditambahbaik.

The screenshot displays the 'portal.umk.edu.my' interface for 'UNIVERSITI MALAYSIA KELANTAN'. The main content area is titled 'Teaching Plan (Scheme of Work, SoW)' for 'Course File : SGD1314 - 202220231' and 'SEMESTER 202220231'. A progress bar at the top shows steps 1 through 17, with step 2 highlighted. A callout box labeled '6' points to a red square delete icon in the table below. Another callout box labeled '7' points to a dashed upload area at the bottom. A third callout box labeled '5' points to the 'Status All' row in the table.

Please upload an endorsed Scheme of Work (SoW) in excel format. Click [Here](#) to download template.

Files	Date Uploaded	Upload By	Status	Remark
PDF_AAT10103 SOW&CAP_05102022.xlsx	30 Jan 2023	00185A	New	

Detail From SoW Upload	Status
File Exist and can be read	OK
Course Code	OK
Number of CLO	3
Checking Group Distribution with Oracle	Checking group : C1 PRESENTATION : FOUND ASSIGNMENT : <b>ERROR: This Distribution not found in SoW, Please rework the SoW to match.</b> MIDTERM : FOUND FINAL EXAM : FOUND
Status All	SoW failed, please reupload

Drop files here or click to upload.  
Only original SoW (\*.xlsm) will be accepted

# ITEM 3: COPY OF APPOINTMENT LETTER AS COURSE LECTURER

portal .umk.edu.my  
UNIVERSITI MALAYSIA KELANTAN

System Apps ▾

Course File : SGD1314 -  
202220231

SEMESTER 202220231

Copy of Appointment Letter as Course Lecturer

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

Please upload copy of appointment letter as course lecturer.

Additional Links (Google Drive, DropBox, OneDrive and etc)

LINK  Submit

Links	Tarikh	Insert By
-------	--------	-----------

Additional Files

File	Tarikh	Upload By
------	--------	-----------

1 Klik pada 3 untuk Surat Pelantikan Sebagai Pengajar Kursus.

2 Muatnaik pautan yang mengandungi Surat Pelantikan Sebagai Pengajar Kursus di *Additional Links*.  
  
ATAU  
  
Muatnaik Surat Pelantikan Sebagai Pengajar Kursus di *Additional Files*.

# ITEM 4: TIMETABLE FOR INDIVIDUAL TEACHING CLASSES

1 Klik pada ④ untuk **Jadual Kelas Pengajaran Individu.**

2 Jadual Kelas Pengajaran Individu **diambil daripada sistem portal.**

portal .umk.edu.my  
UNIVERSITI MALAYSIA KELANTAN

System Apps ▾

Course File : SGD1314 - 202220231

SEMESTER 202220231 ▾

ANALYTIC

- Blended Analytic

PERSONAL

- Home
- My Course ▾
  - Listing
- Class Attendance >
- Mark Entry >
- Training >

EDUHUB MANAGEMENT

- Postgraduate
- UMKCEE

HELP & SUPPORT

- Documentation

Timetable for Individual Teaching Classes

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬ ⑭ ⑮ ⑯ ⑰

ID	Name
01723A	NABILA

# ITEM 5: TEACHING MATERIALS

1 Klik pada 5 untuk **Bahan Pengajaran**.

2 Bahan Pengajaran **diambil daripada eCampus** melalui *resource* dan *activity*.

3 Sekiranya ada penambahan platform lain untuk bahan pengajaran:  
**Muatnaik** Bahan Pengajaran sama ada di *Additional Links* **ATAU** *Additional Files*.

portal .umk.edu.my  
UNIVERSITI MALAYSIA KELANTAN

System Apps ▾  
Course File : SGD1314 -  
202220231 SEMESTER 202220231

Teaching Materials

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

Groups : Lec 1

TYPE	DETAIL
forum	Announcement
resource	Lecture 1: Introduction
resource	Lecture 2: Concrete
resource	Lecture 3: Wood I
resource	Lecture 4: Wood II
forum	Discussion

Additional Links (Google Drive, DropBox, OneDrive and etc)

LINK

Links	Tarikh	Insert By
-------	--------	-----------

Additional Files

File	Tarikh	Upload By
------	--------	-----------

# ITEM 6: COPIES OF CONTINUOUS ASSESSMENT MATERIALS AND RUBRIC/MARKING SCHEME (ASSIGNMENT, QUIZ, TEST ETC)

1

Klik pada ⑥ untuk **Salinan Bahan Pentaksiran Berterusan dan Rubrik/ Skema Pemarkahan (Tugasan, Kuiz, Ujian dll)**.

2

Salinan Bahan Pentaksiran Berterusan akan diambil daripada eCampus melalui *assign* dan *quiz*.

Arahan tugasan perlu disertakan dengan **rubrik**. Manakala untuk soalan kuiz/ ujian perlu disertakan dengan **skema pemarkahan**.

3

Sekiranya menggunakan platform lain untuk bahan pentaksiran:

**Muatnaik** Salinan Bahan Pentaksiran Berterusan dan Rubrik/ Skema Pemarkahan di *Additional Links* **ATAU** *Additional Files*.

portal.umk.edu.my  
UNIVERSITI MALAYSIA KELANTAN

System Apps

Course File : SGD1314 - 202220231

SEMESTER 202220231

Copies of Continuous Assessment Materials and Rubric/Marking Scheme (Assignment, Quiz, Test etc)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

Groups : Lec 1

TYPE	DETAIL
assign	REPORT
quiz	MIDTERM
assign	PRESENTATION

Additional Links (Google Drive, DropBox, OneDrive and etc)

LINK  Submit

Links	Tarikh	Insert By
-------	--------	-----------

Additional Files

File  Tarikh  Upload By

# ITEM 7: COPIES OF FINAL EXAMINATION/ FINAL ASSESSMENT

1

Klik pada **7** untuk **Salinan Bahan Pentaksiran Akhir (Peperiksaan Akhir/ Penilaian Akhir)**.

2

**Muatnaik Salinan Bahan Pentaksiran Akhir mengikut jenis pentaksiran** sama ada **Peperiksaan Akhir** atau **Penilaian Akhir**:

Untuk **Peperiksaan Akhir**, muatnaik:

- Kertas Soalan
- Skema Pemarkahan
- Borang Saringan Peperiksaan
  - Borang Saringan Peperiksaan BPA
  - Borang Saringan Peperiksaan Fakulti (jika ada)

Untuk **Penilaian Akhir**:

- Penilaian akhir akan **diambil daripada eCampus** sekiranya arahan dan rubrik penilaian akhir dimuatnaik di eCampus.

Nama dokumen perlu mempunyai **perkataan 'akhir'** atau **'final'** di eCampus untuk sistem *capture* sebagai penilaian akhir.

- Sekiranya menggunakan platform lain, **muatnaik item-item** berikut sama ada di *Additional Links* atau *Additional Files*:
  - Arahan tugasan/ projek/ yang berkaitan
  - Rubrik

portal.umk.edu.my  
UNIVERSITI MALAYSIA KELANTAN

System Apps

Course File : SGD1314 -  
202220231

SEMESTER 202220231

Copies of Final Examination/ Final Assessment

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

Final Examination

Set 1

Question Paper

Marking Scheme

Examination Vetting Form

File Tarikh Upload By

File Tarikh Upload By

File Tarikh Upload By

Set 2

Question Paper

Marking Scheme

Examination Vetting Form

File Tarikh Upload By

File Tarikh Upload By

File Tarikh Upload By

Final Assessment (Bukan Peperiksaan Akhir)

Groups : Lec 1

TYPE DETAIL

Additional Links (Google Drive, DropBox, OneDrive and etc)

LINK Submit

Links Tarikh Insert By

Additional Files

File Tarikh Upload By

# ITEM 8: TEST SPECIFICATION TABLE (JADUAL SPESIFIKASI UJIAN, JSU)

1 Klik pada 8 untuk **Jadual Spesifikasi Ujian (JSU)**.

2 Muatnaik **Jadual Spesifikasi Ujian (JSU)** dalam format excel.

portal.umk.edu.my  
UNIVERSITI MALAYSIA KELANTAN

System Apps

Course File : SGD1314 -  
202220231

SEMESTER 202220231

Test Specification Table (Jadual Spesifikasi Ujian, JSU)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

Please upload JSU in excel format. Click [Here](#) to download template.

Files	Date Uploaded	Upload By	Status	Remark
-------	---------------	-----------	--------	--------

Drop files here or click to upload.  
Only original JSU (\*.xlsm) will be accepted

# ITEM 9: CLASS ATTENDANCE RECORD (LECTURE, TUTORIAL, STUDIO ETC)

1 Klik pada 9 untuk **Rekod Kehadiran Kelas (Kuliah, Tutorial, Studio dll).**

2 Rekod Kehadiran Kelas **diambil** daripada sistem kehadiran (portal).

3 Sekiranya ada maklumat tambahan rekod kehadiran:  
**Muatnaik** Rekod Kehadiran Kelas di *Additional Links* **ATAU** *Additional Files*.

portal .umk.edu.my  
UNIVERSITI MALAYSIA KELANTAN

System Apps ▾

Course File : SGD1314 - 202220231

SEMESTER 202220231

ANALYTIC

- Blended Analytic

PERSONAL

- Home
- My Course ▾
  - Listing
- Class Attendance >
- Mark Entry >
- Training >

EQUIPMENT MANAGEMENT

- Postgraduate
- UMKCEE

Class Attendance Record (Lecture, Tutorial, Studio etc)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

NOR DIYANA BINTI MUSTAPA (01723A)

TYPE	GROUP NAME	OVERALL REPORT
B	Lab 1	<a href="#">Report</a>
L	Lec 1	<a href="#">Report</a>

Additional Links (Google Drive, DropBox, OneDrive and etc)

LINK

Links	Tarikh	Insert By
-------	--------	-----------

Additional Files

File	Tarikh	Upload By
------	--------	-----------

# ITEM 10: RECORD OF RECEIPT OF STUDENT'S ASSIGNMENT

portal.umk.edu.my  
UNIVERSITI MALAYSIA KELANTAN

ANALYTIC  
Blended Analytic

PERSONAL  
Home  
My Course  
Listing  
Class Attendance  
Mark Entry  
Training

EDUHUB MANAGEMENT  
Postgraduate  
UMKCEE

System Apps  
Course File : SGD1314 -  
202220231  
SEMESTER 202220231

Record of Receipt of Student's Assignment

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

Groups : Lec 1

TYPE	DETAIL
assign	REPORT
quiz	MIDTERM
assign	PRESENTATION

Additional Links (Google Drive, DropBox, OneDrive and etc)

LINK  Submit

Links	Tarikh	Insert By
-------	--------	-----------

Additional Files

File	Tarikh	Upload By
------	--------	-----------

1

Klik pada 10 untuk **Rekod Penerimaan Tugas Pelajar**.

2

Rekod Penerimaan Tugas Pelajar **ditarik daripada eCampus** melalui *assign* dan *quiz*.

3

Sekiranya tidak diambil daripada eCampus/ terdapat platform lain digunakan untuk rekod penerimaan tugas pelajar:

**Muatnaik Borang Rekod Penerimaan Tugas Pelajar (FK05)** sama ada di *Additional Links* **ATAU** *Additional Files*.

# ITEM 11: COPY OF CONTINUOUS ASSESSMENT SCRIPT (ASSIGNMENT, PROJECT, QUIZ, TEST ETC)

1

Klik pada **11** untuk **Salinan Hasil Pentaksiran Berterusan (Tugasan, Kuiz, Ujian dll)**.

2

**Muatnaik Salinan Hasil Pentaksiran Berterusan yang terbaik, sederhana dan terendah yang telah disemak** mengikut tugasan/ projek/ kuiz.

**Nota:** Nama tugasan diambil daripada eCampus.

3

Sekiranya terdapat platform lain digunakan untuk hasil pentaksiran berterusan:

**Muatnaik pautan** Salinan Hasil Pentaksiran Berterusan yang **terbaik, sederhana dan terendah yang telah disemak** mengikut tugasan/ projek/ kuiz.

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System Apps ▾  
Course File : SGD1314 – 202220231  
SEMESTER 202220231

ANALYTIC  
Blended Analytic

PERSONAL  
Home  
My Course  
Listing  
Class Attendance  
Mark Entry  
Training

ANALYTIC  
Blended Analytic

Copy of Continuous Assessment Script (Assignment, Project, Quiz, Test etc)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

Please upload copies of continuous assessment scripts (checked) by assignments/ projects/ quiz/ test according to best, moderate and lowest categories.

Groups : Lec 1

TYPE OF ASSIGNMENT : ASSIGN  
REPORT

Best	Moderate	Lowest
File Tarikh Upload By	File Tarikh Upload By	File Tarikh Upload By

TYPE OF ASSIGNMENT : QUIZ  
MIDTERM

Best	Moderate	Lowest
File Tarikh Upload By	File Tarikh Upload By	File Tarikh Upload By

TYPE OF ASSIGNMENT : ASSIGN  
PRESENTATION

Best	Moderate	Lowest
File Tarikh Upload By	File Tarikh Upload By	File Tarikh Upload By

Additional Links (Google Drive, DropBox, OneDrive and etc)

LINK

Links	Tarikh	Insert By
-------	--------	-----------

# ITEM 12: COPY OF FINAL EXAMINATION ANSWER SCRIPT AND FINAL ASSESSMENT SCRIPT

The screenshot shows the UMK portal interface. The sidebar on the left contains navigation options: ANALYTIC (Blended Analytic), PERSONAL (Home, My Course, Listing, Class Attendance, Mark Entry, Training), EDUHUB MANAGEMENT (Postgraduate, UMKCEE), and HELP & SUPPORT. The main header displays 'System Apps', 'Course File : SGD1314 - 202220231', and 'SEMESTER 202220231'. The central content area is titled 'Copy of Final Examination Answer Script and Final Assessment Script' and features a progress indicator with 17 steps, where step 12 is highlighted. Below the progress indicator, there is a text instruction: 'Please upload copies of final examination answer script (checked) or final assessment script (checked) according to best (3 copies), moderate (3 copies) and lowest (3 copies) categories.' This instruction is followed by three upload sections labeled 'Best', 'Moderate', and 'Lowest', each with a table for 'File', 'Tarikh', and 'Upload By' and a cloud upload icon. At the bottom, there is an 'Additional Links (Google Drive, DropBox, OneDrive and etc)' section with a 'LINK' input field and a 'Submit' button.

1

Klik pada (12) untuk **Salinan Skrip Jawapan Pentaksiran Akhir (Peperiksaan Akhir/ Penilaian Akhir)**.

2

**Muatnaik tiga (3)** Salinan Hasil Pentaksiran Akhir (Peperiksaan Akhir/ Penilaian Akhir) bagi setiap kategori **terbaik, sederhana dan terendah yang telah disemak**.

3

Sekiranya terdapat platform lain digunakan untuk hasil pentaksiran akhir:

**Muatnaik pautan** yang mengandungi tiga (3) Salinan Hasil Pentaksiran Akhir bagi setiap kategori **terbaik, sederhana dan terendah yang telah disemak** di *Additional Links*.

# ITEM 13: RECORD OF STUDENT'S MEDICAL CHECK-UP/ CLASS EXEMPTION

1 Klik pada 13 untuk **Rekod Cuti Sakit/ Pelepasan Ketidakhadiran Kelas.**

2 **Muatnaik** Rekod Cuti Sakit/ Pelepasan Hadir Kuliah/ Surat Amaran Ketidakhadiran di *Additional Links* **ATAU** *Additional Files*.

The screenshot displays the UMK portal interface for the course 'SGD1314 - 202220231'. The main content area is titled 'Record of Student's Medical Check-up/ Class Exemption'. A breadcrumb trail at the top shows steps 1 through 17, with step 13 highlighted. Below the breadcrumb trail, there is a section for 'Additional Links (Google Drive, DropBox, OneDrive and etc)' with a 'LINK' input field and a 'Submit' button. Below this is a table with columns 'Links', 'Tarikh', and 'Insert By'. The 'Additional Files' section features an upload icon and a table with columns 'File', 'Tarikh', and 'Upload By'.

# ITEM 14: STUDENT'S ACHIEVEMENT RESULTS

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System Apps ▾

Course File : SGD1314 - 202220231

SEMESTER 202220231 ▾

ANALYTIC

Blended Analytic

PERSONAL

Home

My Course ▾

• Listing

Class Attendance >

Mark Entry >

Training >

EDUHUB MANAGEMENT

Postgraduate

UMKCEL

Student's Achievement Results

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

Please upload an endorsed student's achievement results (result detail and grade analysis).

Additional Links (Google Drive, DropBox, OneDrive and etc)

LINK

Links	Tarikh	Insert By
-------	--------	-----------

Additional Files

File	Tarikh	Upload By
------	--------	-----------

1

Klik pada 14 untuk Keputusan Pencapaian Pelajar.

2

Muatnaik Keputusan Pencapaian Pelajar (*result detail dan grade analysis*) yang telah **disemak dan disahkan di Additional Links ATAU Additional Files**.

# ITEM 15: EVALUATION RESULTS OF COURSE AND TEACHING BY STUDENTS

1 Klik pada 15 untuk Keputusan Penilaian Kursus dan Pengajaran oleh Pelajar.

2 Keputusan Penilaian Kursus dan Pengajaran diambil daripada sistem portal.

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Course File : SGD1314 – 202220231

SEMESTER 202220231 ▾

Evaluation Results of Course and Teaching by Students

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

NOR DIYANA BINTI MUSTAPA (01723A)

GROUP NAME	EVALUATION REPORT
Lec1	<a href="#">Report</a>

# ITEM 16: RESULTS OF COURSE LEARNING OUTCOME (CLO)

## Results of Course Learning Outcome (CLO)



### KEPUTUSAN PENCAPAIAN HASIL PEMBELAJARAN KURSUS (CLO) SEMESTER 202220231 :: SGD1314

#### EVALUATION OF CO ACHIEVEMENT FOR SGD1314

#	Matrik	Name	CLO1			CLO2		CLO3		CLO1	GRAND TOTAL 100%
			MIDTERM (20%)	ASSIGNMENT (20%)	TOTAL(40%)	ASSIGNMENT (20%)	TOTAL(20%)	PRESENTATION (10%)	TOTAL(10%)		
1	XXX	XXXXXX	19.25	19.25	9	9	28.25				
2	XXX	XXXXXX	14.5	14.5	7.5	7.5	22				
3	XXX	XXXXXX	14.25	14.25	8	8	22.25				
4	XXX	XXXXXX	10.75	10.75	7.5	7.5	18.25				
5	XXX	XXXXXX	12.5	12.5	7.5	7.5	20				
73			16	16	0	0	16				
74			14.5	14.5	7.5	7.5	22				
75			10.25	10.25	9	9	19.25				
76			10.5	10.5	7.5	7.5	18				
77			10	10	8	8	18				
78			9.25	9.25	7.5	7.5	16.75				
79			14.5	14.5	7.5	7.5	22				
80			10	10	9	9	19				
CLO				CLO1		CLO2		CLO3		CLO1	
AVERAGE				7.51		13.91					
STUDENT ACHIEVEMENT				0.00		3.01		1.39			
ACHIEVEMENT ANALYSIS				VERY POOR		VERY GOOD		POOR			
GRAND TOTAL											
CLO				CLO2		CLO3		CLO1			
AVERAGE				0.00		7.51		13.91			
STUDENT ACHIEVEMENT				0.00		3.01		1.39			
ACHIEVEMENT ANALYSIS				VERY POOR		VERY GOOD		POOR			

1

Klik pada (16) untuk Keputusan Pencapaian Hasil Pembelajaran Kursus (Course Learning Outcome, CLO).

2

Pengiraan Keputusan Pencapaian CLO dihasilkan oleh sistem setelah markah dimasukkan di portal/ eTadbir dan SoW berjaya disimpan di item 2.

# ITEM 17: PLAN FOR COURSE IMPROVEMENT

1

Klik pada 17 untuk Rancangan Penambahbaikan Kursus.

2

Cadangkan penambahbaikan yang perlu dilakukan untuk setiap CLO.

3

Sekiranya ada maklumat tambahan untuk penambahbaikan:

**Muatnaik** maklumat tambahan untuk penambahbaikan di *Additional Links* **ATAU** *Additional Files*.

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System Apps

Course File : SGD1314 –  
202220231

SEMESTER 202220231

### Plan for Course Improvement

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

CLO	Detail	Student Achievement (SEMESTER SEPTEMBER SESI 2022/2023)	Analysis of achievement (List contribution factors leading to current achievement)	Plan for Course Improvement (Next Semester have not been set up yet.)
CLO1	XXXX	0.79	VERY POOR	aaaaafadfd
CLO2	XXXX	2.96	GOOD	testff
CLO3	XXXX	3.01	VERY GOOD	hahaha222

Additional Links (Google Drive, DropBox, OneDrive and etc)

LINK

Links Tarikh Insert By

Additional Files

**Sebarang pertanyaan boleh hubungi:**

**Pusat Pengurusan Kualiti Universiti (PPQ)**

atau

**Pusat Komputeran dan Informatik (CCI)**

En. Ahmad Hakimi Mohd Yasim

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Universiti Malaysia Kelantan (UMK)

2023