

HEBAHAN PPQ BIL. 3/2023 (178) : EDARAN MANUAL PENGGUNA SISTEM COSPRO (COURSE FILE) VERSI BAHASA INGGERIS

1 message

Pusat Pengurusan Kualiti Universiti <ppq@umk.edu.my>

26 February 2023 at 15:54

To: Info Rasmi Universiti Malaysia Kelantan <rasmi@groups.umk.edu.my>

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>, Pusat Pengurusan Kualiti <ppq@groups.umk.edu.my>

UNIVERSITI MALAYSIA KELANTAN
BACHOK 16300
KELANTAN

Assalamualaikum w.b.t dan Selamat Sejahtera.

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

HEBAHAN PPQ BIL. 3/2023 (178) : EDARAN MANUAL PENGGUNA SISTEM COSPRO (COURSE FILE) VERSI BAHASA INGGERIS

Dengan segala hormatnya perkara di atas adalah dirujuk dan emel Hebahan Penguatkuasaan Penggunaan Sistem CosPro (Course File) bertarikh 06 Februari 2023 adalah berkaitan.

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. Bersama-sama ini dimajukan Manual Pengguna Sistem CosPro (Course File) dalam **versi Bahasa Inggeris** untuk rujukan dan perhatian selanjutnya. Sesi taklimat penerangan penggunaan sistem ini akan diadakan pada 07 Mac 2023 (Selasa).

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"
"MALAYSIA MADANI"
"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





UNIVERSITI
MALAYSIA
KELANTAN



USER MANUAL COSPRO SYSTEM (COURSE FILE)

Center for University Quality Management (PPQ)
Universiti Malaysia Kelantan (UMK)
2023

COURSE FILE

1

Lecturers need to browse to <https://portal.umk.edu.my/> and key in their username and password or access the portal through eCommunity.

2

Click on 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'. A dark sidebar on the left contains a menu with categories: ANALYTIC (Blended Analytic), PERSONAL (Home, My Course, Listing, Class Attendance, Mark Entry, Training), EDUHUB MANAGEMENT (Postgraduate, UMKCEE), and HELP & SUPPORT (Documentation). The main content area features a 'Good Evening,' greeting, a 'JAM LATIHAN' card showing 0 exercises, a 'CUTI REHAT' card showing 25 days remaining, and a 'NEW FEATURE ADDED' section with a list of updates and contact information. A news item for 'SESI PERJUMPAAN YBHG. PROF DATO' NAIB CANCELOK BERSAMA STAF FAKULTI PENGAJIAN BAHASA DAN PEMBANGUNAN INSAN' is also visible. The URL at the bottom is 'https://portal.umk.edu.my/dashboard/mycourse/list'.

COURSE FILE

The screenshot shows the UMK portal interface. On the left is a dark sidebar with navigation options: ANALYTIC (Blended Analytic), PERSONAL (Home, My Course, Listing, Class Attendance, Mark Entry, Training), EDUHUB MANAGEMENT (Postgraduate, UMKCEE), and HELP & SUPPORT (Documentation). The main content area has a blue header with 'System Apps' and dropdowns for 'PROGRAM LEVEL' and 'SEMESTER', both currently set to 'Nothing selected'. Below the header, two course cards are displayed for the 202220231 semester. The first card is for 'BAHAN BINAAN I' (SGD1314) with 4 credit hours, 1 total group, 3 total lecturers, and 41 total students. The second card is for 'KOMUNIKASI SENIREKA I (DRAFTING)' (SGD1333) with 3 credit hours, 1 total group, 3 total lecturers, and 41 total students. Both cards have buttons for 'Student List', 'Student Attendance', 'Student Mark', 'Student Evaluation', 'Blended', and 'Course File (CosPro)'. The 'Course File (CosPro)' button for the first course is highlighted with a yellow box, and a yellow arrow points to it from a callout box on the right.

3 Click on Course File (CosPro) for the respective course.

ITEM 1: TABLE 4

1 Click on ① for **Table 4**.

2 Upload **Table 4** that has been reviewed and endorsed in excel format.

3 Click on **4IR (HIEPs, Entrepreneurship and Future Ready Curriculum (FRC))** in Extra Detail and select the relevant elements and sub-elements.

Note: Selection of sub-elements can exceed one for each element.

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 steps 1 through 17. Step 1 is highlighted with a yellow box. 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. A yellow box highlights the 'Drop files here or click to upload.' area, with a note: 'Only original Table 4 file (*.xlsm) will be accepted.' Below the table is an 'Extra Detail' section with a form containing four rows: 4IR, HIEPS, KEUSAHAWANAN, and FRC. A yellow box highlights the 4IR, HIEPS, and KEUSAHAWANAN rows. The left navigation menu includes sections: ANALYTIC (Blended Analytic), PERSONAL (Home, My course, Listing, Class Attendance, Mark Entry, Training), EDUHUB MANAGEMENT (Postgraduate, UMKCEE), and HELP & SUPPORT (Documentation).

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

1 Click on 2 for Teaching Plan (Scheme of Work, SoW).

2 Upload the Scheme of Work (SoW) that has been reviewed and endorsed in excel format.

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
-------	---------------	-----------	--------	--------

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

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

3

Ensure that the **assessment name, assessment name writing format (spelling and spacing) and marks weightage are consistent** between:

SoW in Course Assessment Plan -> Assessment Method & Weight %

and

eTadbir in 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

You allow to view only.

eTadbir

- Objectives
- Synopsis / Outcome
- References
- Assessment Planning
- Topic / Subtopic to Delivery
- Regulation

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) (continuation)

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	
PDF AAT10103 SOW&CAP_05102022.xlsx	30 Jan 2023	00185A	New		

Detail From SoW Upload

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

4

If the SoW is **successfully** saved, the **Status All** will appear as OK.

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

5 If the SoW **fails** to be saved, the **Status All** will appear as SoW failed, please reupload.

Please **check** the assessment name, assessment name writing format (spelling and spacing) and marks weightage are **consistent** between SoW and eTadbir.

7 **Reupload** the revised version of SoW.

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
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 : ERROR: This Distribution not found in SoW, Please rework the SoW to match. MIDTERM : FOUND FINAL EXAM : FOUND

Status All SoW failed, please reupload

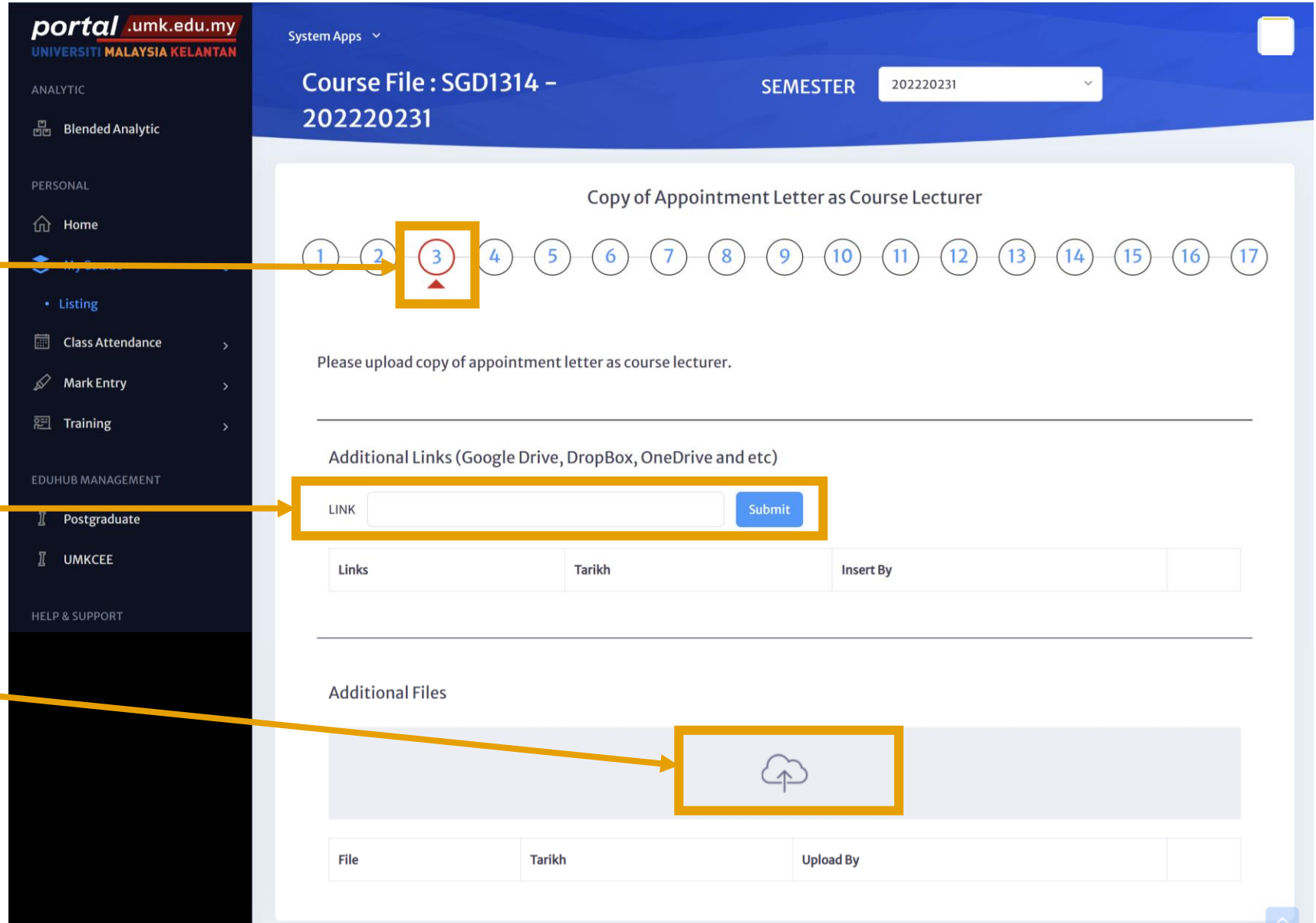
Drop files here or click to upload.
Only original SoW (*.xlsm) will be accepted

6 Click delete.

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



1 Click on 3 for Appointment Letter as Course Lecturer.

2 Upload the link to access the Appointment Letter as Course Lecturer in Additional Links.

OR

Upload the Appointment Letter as Course Lecturer in Additional Files.

ITEM 4: TIMETABLE FOR INDIVIDUAL TEACHING CLASSES

1 Click on 4 for Individual Teaching Class Timetable.

2 The Individual Teaching Class Timetable is extracted from the portal system.

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 Click on 5 for Teaching Materials.

2 Teaching materials are extracted from eCampus through resources and activities.

3 If there are additional platforms for teaching materials:
Upload Teaching Materials either in Additional Links **OR** 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 Click on 6 for **Copies of Continuous Assessment Materials and Rubric/ Marking Scheme (Assignment, Quiz, Test etc)**.

2 Copies of Continuous Assessment Materials are **extracted from eCampus** through assign dan quiz.

Assignment instruction must be included with a **rubric**. Meanwhile, quiz/test questions must be included with a **marking scheme**.

3 If other platforms are used for assessment materials:

Upload Copies of Continuous Assessment Materials and Rubric/ Marking Scheme either in Additional Links **OR** 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

Click on **7** for **Copies of Final Assessment Materials (Final Exam/ Final Assessment)**.

2

Upload Copies of Final Assessment Materials **according to the type of assessment**, either **Final Exam** or **Final Assessment**:

For **Final Exam**, upload:

- a) Question Paper
- b) Marking Scheme
- c) Examination Vetting Form
 - i) BPA Examination Vetting Form
 - ii) Faculty Examination Vetting Form (if available)

For **Final Assessment**:

- a) Final assessment **will be extracted from eCampus** if the final assessment instructions and rubric are uploaded on eCampus.

The document name must contain the **word “final” or “akhir”** in eCampus for the system to capture it as the final assessment.
- b) If using other platforms, **upload the following items** either in Additional Links or Additional Files:
 - i) Instructions for assignment/project related to the final assessment
 - ii) Rubric

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

File Tarikh Upload By

Marking Scheme

File Tarikh Upload By

Examination Vetting Form

File Tarikh Upload By

Set 2

Question Paper

File Tarikh Upload By

Marking Scheme

File Tarikh Upload By

Examination Vetting Form

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 Click on 8 for Test Specification Table (JSU).

2 Upload the Test Specification Table (JSU) in excel format.

The screenshot shows the UMK portal interface. The header includes the logo 'portal.umk.edu.my' and 'UNIVERSITI MALAYSIA KELANTAN'. The main content area is titled 'Course File : SGD1314 - 202220231' and 'SEMESTER 202220231'. A navigation bar contains 17 numbered tabs, with tab '8' highlighted in a yellow box. Below the tabs, there is a text prompt: 'Please upload JSU in excel format. Click [Here](#) to download template.' A table with columns 'Files', 'Date Uploaded', 'Upload By', 'Status', and 'Remark' is visible. Below the table is a dashed box containing the text: 'Drop files here or click to upload. Only original JSU (*.xlsm) will be accepted'. A yellow box highlights this upload area, and a yellow arrow points from the instruction box '2' to it.

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

1 Click on 9 for **Class Attendance Record (Lecture, Tutorial, Studio etc)**.

2 Class Attendance Record is extracted from the attendance system (portal).

3 If there is additional attendance record information:
Upload Class Attendance Record in Additional Links **OR** Additional Files.

portal.umk.edu.my
UNIVERSITI MALAYSIA KELANTAN

System Apps

Course File : SGD1314 - 202220231

SEMESTER 202220231

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	Report
L	Lec 1	Report

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

LINK

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

Additional Files

File	Tarikh	Upload By
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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

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

Additional Files

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

1

Click on 10 for **Record of Receipt of Student's Assignment**.

2

Record of Receipt of Student's Assignment is **extracted from eCampus** through assign dan quiz.

3

If not extracted from eCampus/ other platforms are used to record student assignment submissions:

Upload the Student Assignment Submission Record Form (FK05), either in Additional Links **OR** Additional Files.

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

1 Click on 11 for **Copy of Continues Assessment Script (Assignment, Quiz, Test etc.)**.

2 Upload a copy of **best, moderate and lowest** continuous assessment that has been marked according to assignments/projects/quizzes.
Note: Assessment name is extracted from eCampus.

3 If other platforms are used for continuous assessment results:
Upload the link to copies of **best, moderate and lowest** continuous assessment that has been marked according to assignments/ projects/ quizzes.

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

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

portal .umk.edu.my
UNIVERSITI MALAYSIA KELANTAN

ANALYTIC
Blended Analytic

PERSONAL
Home
My Course
Listing
Class Attendance
Mark Entry
Training

EDUHUB MANAGEMENT
Postgraduate
UMKCEE

HELP & SUPPORT

System Apps
Course File : SGD1314 – 202220231
SEMESTER 202220231

Copy of Final Examination Answer Script and Final Assessment Script

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

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.

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	
-------	--------	-----------	--

1

Click on **12** for **Copy of Final Assessment Answer Script (Final Exam/ Final Assessment)**.

2

Upload three (3) copies of Final Assessment Results (Final Exam/ Final Assessment) that has been reviewed for each category of **best, moderate and lowest**.

3

If there is another platform used for final assessment results:
Upload a link to access the three (3) copies of final assessment results that have been reviewed for each category of **best, moderate and lowest** in Additional Links.

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

1 Click on 13 for Record of Student's Medical Check-up/ Class Exemption.

2 Upload the Record of Student's Medical Check-up/ Class Exemption/ Warning Letter for Absence in Additional Links OR Additional Files.

portal.umk.edu.my
UNIVERSITI MALAYSIA KELANTAN

System Apps

Course File : SGD1314 -
202220231

SEMESTER 202220231

Record of Student's Medical Check-up/ Class Exemption

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

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

LINK Submit

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

Additional Files

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

ITEM 14: STUDENT'S ACHIEVEMENT RESULTS

portal .umk.edu.my
UNIVERSITI MALAYSIA KELANTAN

System Apps ▾

Course File : SGD1314 – 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 Click on 14 for Student Achievement Results.

2 Upload the Student Achievement Results (result detail and grade analysis) that have been reviewed and endorsed in Additional Links OR Additional Files.

ITEM 15: EVALUATION RESULTS OF COURSE AND TEACHING BY STUDENTS

1 Click on 15 for **Course and Teaching Evaluation Results by Students**.

2 The Course and Teaching Evaluation Results **are extracted from the portal system**.

portal.umk.edu.my
UNIVERSITI MALAYSIA KELANTAN

System Apps ▾

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	Report

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		CLO4	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		CLO4	
AVERAGE			7.51			13.91					
STUDENT ACHIEVEMENT			0.00			3.01		1.39			
ACHIEVEMENT ANALYSIS			VERY POOR			VERY GOOD		POOR			
GRAND TOTAL			CLO2			CLO3		CLO4			
AVERAGE			0.00			7.51		13.91			
STUDENT ACHIEVEMENT			0.00			3.01		1.39			
ACHIEVEMENT ANALYSIS			VERY POOR			VERY GOOD		POOR			

1

Click on **16** for **Results of Course Learning Outcome (CLO)**.

2

The calculation for CLO Achievement is generated by the system after the marks are entered in the portal/ eTadbir and the SOW is successfully saved in item 2 .

ITEM 17: PLAN FOR COURSE IMPROVEMENT

1 Click on 17 for **Plan for Course Improvement**.

2 **Suggest** the necessary improvements for each CLO.

3 If there is additional information for improvement:
Upload the additional information for improvement in Additional Links **OR** Additional Files.

portal .umk.edu.my
UNIVERSITI MALAYSIA KELANTAN

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	Analysis of achievement	Plan for Course Improvement
		202220231 (SEMESTER SEPTEMBER SESI 2022/2023)	(List contribution factors leading to current achievement)	Not Available (Next Semester have not been set up yet.)
CLO1	XXXX	0.79	VERY POOR	aaaaaffadfd
CLO2	XXXX	2.96	GOOD	testfff
CLO3	XXXX	3.01	VERY GOOD	hahaha222

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

LINK

Links	Tarikh	Insert By
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Additional Files

For any inquiries, please contact:

Centre for University Quality Management (PPQ)

or

Centre of Computing and Informatic (CCI)

En. Ahmad Hakimi Mohd Yasim

hakimi.my@umk.edu.my

+6017-921 7886

Center for University Quality Management (PPQ)

Universiti Malaysia Kelantan (UMK)

2023