



HEBAHAN PPQ BIL. 30/2024 (235) : HEBAHAN PENGUATKUASAAN PENGGUNAAN SISTEM COSPRO (COURSE FILE) UNTUK PROGRAM AKADEMIK PERINGKAT PASCASISWAZAH DAN EDARAN MANUAL PENGGUNA

1 message

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

6 October 2024 at 12:44

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

Cc: "Prof. Dato' Dr. Razli Bin Che Razak" <razlicr@umk.edu.my>, "Prof. Dr. Huzili bin Hussin" <huzili@umk.edu.my>, "Prof. Dr. Balakrishnan A/L Parasuraman" <balakrishnan@umk.edu.my>, "Profesor Madya Ts. Dr. Zailani Bin Abdullah" <zailania@umk.edu.my>, "Prof. Madya Dr. Raja Iskandar Bin Raja Halid" <rajaiskandar@umk.edu.my>, "Prof. Madya Dr. Kamarulzaman Bin Abdul Ghani" <kamarulzaman@umk.edu.my>, "Prof. Madya Dr. Noorshella Binti Che Nawi" <norshella@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. Dato' Prof. / Prof. / Prof. Madya / Dr./ Tuan / Puan,

HEBAHAN PPQ BIL. 30/2024 (235) : HEBAHAN PENGUATKUASAAN PENGGUNAAN SISTEM COSPRO (COURSE FILE) UNTUK PROGRAM AKADEMIK PERINGKAT PASCASISWAZAH DAN EDARAN MANUAL PENGGUNA

Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Seperti yang telah sedia maklum, Sistem CosPro (Course File) telah digunakan bagi menggantikan pengisian Fail Kursus secara manual. Penggunaan sistem ini akan memudahkan staf akademik untuk menyediakan Fail Kursus sekaligus dapat meningkatkan mutu dan jaminan kualiti program akademik di UMK. Secara rasminya penggunaan sistem ini telah digunakan untuk program akademik prasiswazah berkuatkuasa Semester 1 Sesi Akademik 2022/ 2023 (Rujuk Hebahan PPQ BIL. 2/2023 (177) : HEBAHAN PENGUATKUASAAN PENGGUNAAN SISTEM COSPRO (COURSE FILE) DAN EDARAN MANUAL PENGGUNA pada 6 Februari 2023)

3. Sehubungan itu, sukacita dimaklumkan Sistem CosPro (Course File) telah sedia digunakan untuk program akademik **peringkat pascasiswazah**. Penggunaan Sistem CosPro (Course File) bagi program akademik peringkat pascasiswazah ini akan berkuatkuasa bermula **Semester I Sesi Akademik 2024/2025**.

4. Walaubagaimanapun, bagi penyediaan fail kursus untuk semester II Sesi Akademik 2023/ 2024, penggunaan Sistem CosPro (Course File) adalah digalakkan. Bagi Item 15 (Keputusan Penilaian Kursus dan Pengajaran oleh Pelajar), laporan perlu dimuatnaik secara manual ke Item 15 CosPro (Course File) sekiranya PTj akademik menggunakan platform selain Portal Capsule untuk proses penilaian tersebut memandangkan ia hanya sedia digunakan baru-baru ini.

5. Bersama-sama ini dimajukan **Manual Pengguna Sistem CosPro (Course File)** untuk rujukan dan perhatian selanjutnya.

Sebarang pertanyaan berhubung perkara ini bolehlah berhubung dengan YBr. Prof. Madya Dr. Noorul Azwin binti Md Nasir (Timbalan Pengarah Jaminan Kualiti Akademik); 011-1232 2342, YBr. Dr. Nor Diyana binti Mustapa (Ketua Bahagian Jaminan Kualiti Akademik); 011-1087 4500, 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.

**"ISLAM MEMBIMBING, RAJA MEMIMPIN, NEGERI DIBERKATI"
"MALAYSIA MADANI"
"BERKHIDMAT UNTUK NEGARA"**

Saya yang menjalankan amanah,

**(ROSAZURA BINTI SAFIAN)
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**



 **USER MANUAL COSPRO (COURSEFILE) - English Version 2024.pdf**
4722K



UNIVERSITI
MALAYSIA
KELANTAN



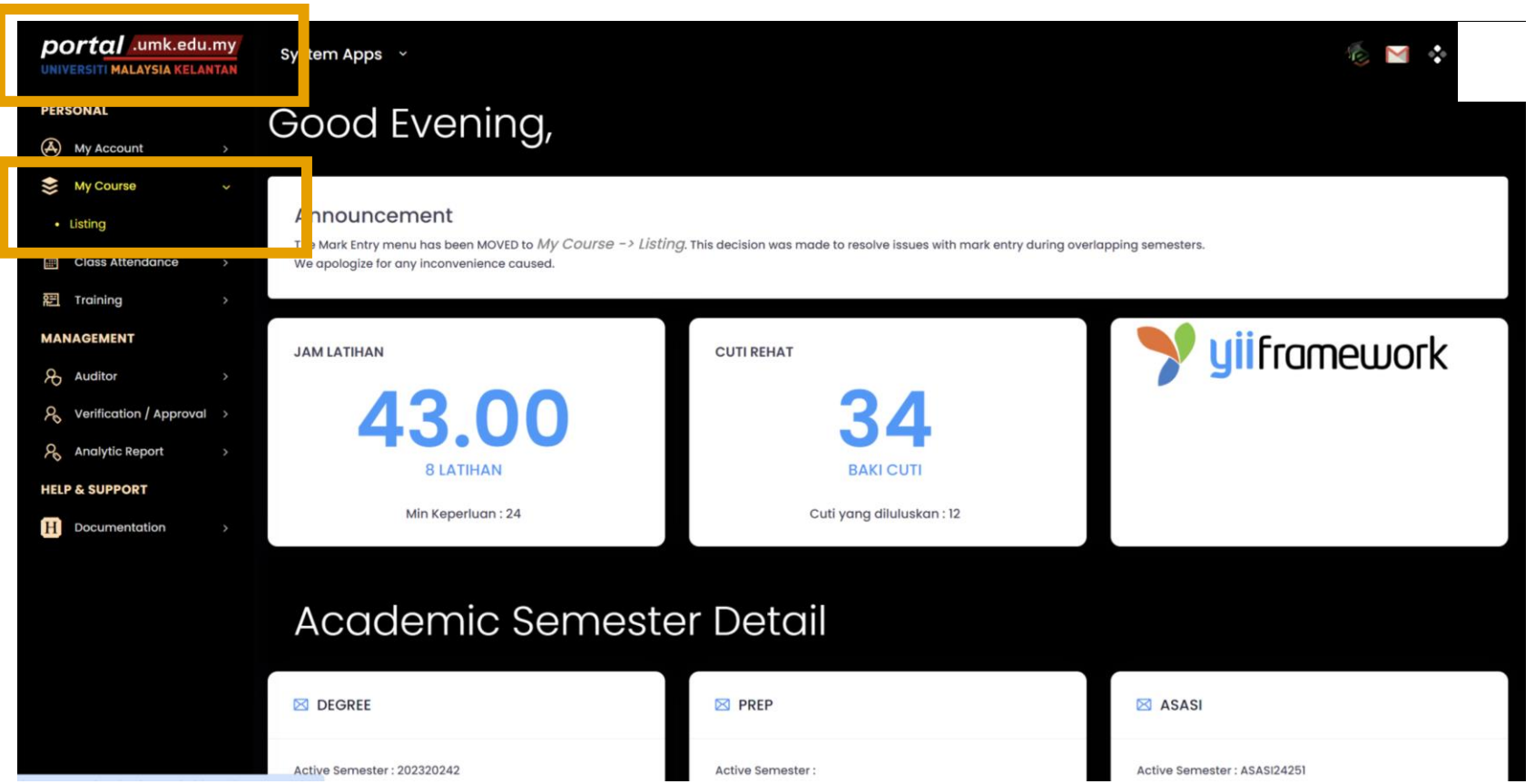
USER MANUAL COSPRO SYSTEM (COURSE FILE)

Center for University Quality Management (PPQ)
Universiti Malaysia Kelantan (UMK)
2024

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.



COURSE FILE

The screenshot shows the 'portal.umk.edu.my' interface for 'UNIVERSITI MALAYSIA KELANTAN'. The top navigation bar includes 'System Apps' and filters for 'PROGRAM LEVEL' (DEGREE) and 'SEMESTER' (202320242). A left sidebar lists categories: PERSONAL (My Account, My Course, Listing, Class Attendance, Training), MANAGEMENT (Auditor, Verification / Approval, Analytic Report), and HELP & SUPPORT (Documentation). The main content area displays two course cards. The first card, for course 'SGD1344' (STUDIO REKABENTUK SENIBINA DALAMAN II), features a 'MENU' section with buttons for Teaching Plan, Student List, Attendance, Evaluation, Blended, and CosPro. The 'CosPro' button is highlighted with a yellow box. Below the menu is a 'MARK ENTRY' section with buttons for Student Mark, Release Mark, Special Grade, and View Grade. A 'COURSE INFO' section shows Faculty (FSE), Credit Hour (4), Total Group (1), Total Lecturer (3), and Total Students (38). The second card, for course 'SGD4363' (KAJIAN TOPIKAL), also has a 'MENU' section with buttons for Teaching Plan, Student List, Attendance, Evaluation, Blended, and CosPro.

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

GENERAL INFORMATION FOR ALL ITEM

1

Please click on the ***Kriteria Audit*** to comply with the audit criteria for each item

2

Slide right to turn on the **Item Not Related** function.

For example, if the subject has no Final Assessment, then the Item Not Related function at the Item 7 Copies of Final Assessment can be turned on

The screenshot displays a course management interface for Course SGD4363, Semester 202320242. The interface includes a sidebar menu with sections: PERSONAL (My Account, My Course), MANAGEMENT (Auditor, Verification / Approval, Analytic Report), and HELP & SUPPORT (Documentation). The main content area shows 'Kriteria Audit' (highlighted with a yellow box) and a 'Copies of Final Assessment' progress bar with 17 items. Item 7 is highlighted with a red circle and a red triangle below it. Below the progress bar, there is a toggle switch for 'ITEM NOT RELATED (TIDAK BERKAITAN):' (highlighted with a yellow box), which is currently turned on. Below the toggle, the text reads 'Item ini tidak berkaitan dengan kursus'. At the top right, there are dropdown menus for 'SEMESTER' and '202320242'. On the far right, there are status indicators: 'Audit Sesi 1 belum bermula' and 'Audit Sesi 2 (Audit Susulan) belum bermula'.

ITEM 1: TABLE 4

1 Click on ① for Table 4.

2 Upload Table 4 that has been reviewed and endorsed in pdf format/ Table 4 has been uploaded automatically based on the previous semester

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.

portal .umk.edu.my
UNIVERSITI MALAYSIA KELANTAN

System Apps

PERSONAL

- My Account
- My Course
- Listing
- Class Attendance
- Training

MANAGEMENT

- Auditor
- Verification / Approval
- Analytic Report

HELP & SUPPORT

- Documentation

Course SGD4363
Semester 202320242

SEMESTER 202320242

Kriteria Audit

Table 4

Audit Sesi 1 belum bermula
Audit Sesi 2 (Audit Susulan) belum bermula

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

ITEM NOT RELATED (TIDAK BERKAITAN):

Please upload an endorsed Table 4 in pdf format. Click [Here](#) to download template.

Files 2	Date Uploaded	Upload By	Status	Remark
PDF table4_template-SGD4363 kajian topikai.pdf	17 Sep 2023	01703A	New	

Drop files here or click to upload.
Only original Table 4 file (*.pdf) will be accepted

Extra Detail

- 4IR
- HIEPS
- KEUSAHAWANAN
- FRC

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

PERSONAL

- My Account
- My Course
 - Listing
- Class Attendance
- Training

MANAGEMENT

- Auditor
- Verification / Approval
- Analytic Report

HELP & SUPPORT

- Documentation

Course SGD1344
Semester 202320242

SEMESTER 202320242

Kriteria Audit

Teaching Plan (Scheme of Work, SoW)

Audit Sesi 1 belum bermula
Audit Sesi 2 (Audit Susulan) belum bermula

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

ITEM NOT RELATED (TIDAK BERKAITAN):

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

Files	Date Uploaded	Upload By	Status	Remark
File not Found				

Drop files here or click to upload.
Only original SoW (*.xism) 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

Capsule in Teaching Planning -> Academic -> Teaching Planning -> My Teaching Planning -> Assessment Planning -> Distribution & Final %

Capsule

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			
1	CLO1	PLO2	RESEARCH PROPOSAL	20	Perform basic understanding of the research planning process, including formulating research questions, setting objectives, designing methodologies, and conducting data collection.	1		6.2	7.2	Continuous Assessment
2	CLO2	PLO9	REPORT DRAFT	20	Demonstrate critical thinking skills in analyzing research data, interpreting results, and addressing potential limitations and implications of the study.	1		13.4	14.4	Continuous Assessment
3	CLO3	PLO8	FINAL REPORT	40	Organize the thesis report logically, with a well-defined structure, including an introduction, literature review, methodology, results, discussion, and conclusion sections.	1		9.8	10.8	Continuous Assessment
4	CLO3	PLO8	PRESENTATION	20	Effectively communicate complex research concepts to diverse audiences, including experts in the field and non-specialists.	1		2.6	3.6	Continuous Assessment
5								0	0	
6								0	0	
7								0	0	
8								0	0	
SUB-TOTAL SLT (ASSESSMENT):									36	

The screenshot shows the 'Myteaching Plan Settings' interface. The 'Assessment Planning' section is active. The table below shows the distribution of assessments:

#	Distribution	Assessment Category	Total Mark	Final %	Week	Actions
1	FINAL REPORT	CONTINUOUS ASSESSEMENT	40	40	14	Edit Delete
2	PRESENTATION	CONTINUOUS ASSESSEMENT	20	20	14	Edit Delete
3	REPORT DRAFT	CONTINUOUS ASSESSEMENT	20	20	6	Edit Delete
4	RESEARCH PROPOSAL	CONTINUOUS ASSESSEMENT	20	20	3	Edit Delete

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

portal.umk.edu.my
UNIVERSITI MALAYSIA KELANTAN

Kriteria Audit

Teaching Plan (Scheme of Work, SoW)

Audit Sesi 1 belum bermula
Audit Sesi 2 (Audit Susulan) belum bermula

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

ITEM NOT RELATED (TIDAK BERKAITAN):

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

Files	Date Uploaded	Upload By	Status	Remark
PDF SoW SGD4383 Kajian Topikal.xlsx	05 Aug 2024	01723A	New	

Detail From SoW Upload	Status
File Exist and can be read	OK
Course Code	OK
Number of CLO	3
Number of Distribution in Oracle	4
Number of Distribution in SoW	4 ... OK
Checking Group Distribution with Oracle Distribution will be compare to Detail Distribution	Checking group : Lec1 PRESENTATION CLO 3 : FOUND RESEARCH PROPOSAL CLO 1 : FOUND REPORT DRAFT CLO 2 : FOUND FINAL REPORT CLO 3 : FOUND
Status All	OK

Drop files here or click to upload.
Only original SoW (*.xism) 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)

portal.umk.edu.my
UNIVERSITI MALAYSIA KELANTAN

Kriteria Audit

Audit Sesi 1 belum bermula
Audit Sesi 2 (Audit Susulan) belum bermula

Teaching Plan (Scheme of Work, SoW)

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

ITEM NOT RELATED (TIDAK BERKAITAN):

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

Files	Date Uploaded	Upload By	Status	Remark	
PDF SoW SGD4363 Kajian Topikal.xlsx	05 Aug 2024	01723A	New		

Detail From SoW Upload

	Status
File Exist and can be read	OK
Course Code	OK
Number of CLO	3
Number of Distribution in Oracle	4
Number of Distribution in SoW	4 OK
Checking Group Distribution with Oracle Distribution will be compare to Detail Distribution	Checking group : Lec1 PRESENTATION CLO 3 : FOUND RESEARCH PROPOSAL CLO 1 : FOUND REPORT DRAFT CLO 2 : FOUND FINAL REPORT CLO 3 : ERROR: This Distribution is not found in SoW, Please rework the SoW to match.
Status All	SoW failed, please reupload

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

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 Capsule.

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

6 Click delete.

ITEM 3: COPY OF APPOINTMENT LETTER AS COURSE LECTURER

portal .umk.edu.my
UNIVERSITI MALAYSIA KELANTAN

Course SGD4363
Semester 202320242

SEMESTER 202320242

PERSONAL

- My Account
- My Course
 - Listing
- Class Attendance
- Training

MANAGEMENT

- Auditor
- Verification / Approval
- Analytic Report

HELP & SUPPORT

- Documentation

Kriteria Audit

Appointment Letter as Course Lecturer

Audit Sesi 1 belum bermula
Audit Sesi 2 (Audit Susulan) belum bermula

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

ITEM NOT RELATED (TIDAK BERKAITAN):

ID	Name
01703A	
01723A	

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

LINK

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

1 Click on 3 for Appointment Letter as Course Lecturer.

2 Appointment Letter is automatically generated.

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.

PERSONAL

- My Account >
- My Course >
 - Listing
 - Class Attendance >
 - Training >
- MANAGEMENT
 - Auditor >
 - Verification / Approval >
 - Analytic Report >
- HELP & SUPPORT
 - Documentation >

Course SGD4363
Semester 202320242

SEMESTER 202320242

Kriteria Audit

Audit Sesi 1 belum bermula
Audit Sesi 2 (Audit Susulan) belum bermula

Timetable for Individual Teaching Classes

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

ITEM NOT RELATED (TIDAK BERKAITAN):

NABILA

ID	Name
01703A	
01723A	

ITEM 5: TEACHING MATERIALS

portal.umk.edu.my
UNIVERSITI MALAYSIA KELANTAN

Kriteria Audit

Audit Sesi 1 belum bermula
Audit Sesi 2 (Audit Susulan) belum bermula

Teaching Materials

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

ITEM NOT RELATED (TIDAK BERKAITAN):

GROUP : LAB - Lab1
FUNGSI TAGS ECAMPUS (teaching_material):

TYPE	DETAIL
resource	LECTURE 3 - RESEARCH METHODOLOGY
resource	LECTURE 0 - INTRODUCTION
resource	LECTURE 1 - RESEARCH BACKGROUND
resource	LECTURE 4 - ANALYSIS AND FINDINGS
resource	LECTURE 2 - CHAPTER 2 LITERATURE REVIEW
resource	LECTURE 5 - DISCUSSION AND CONCLUSION
resource	LECTURE 6 - DISCUSSION OF FINDINGS
resource	LECTURE 7 - REFERENCES
resource	LECTURE 7- APPENDICES

GROUP : LEC - Lec1
FUNGSI TAGS ECAMPUS (teaching_material):

TYPE	DETAIL
------	--------

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

LINK

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

Additional Files

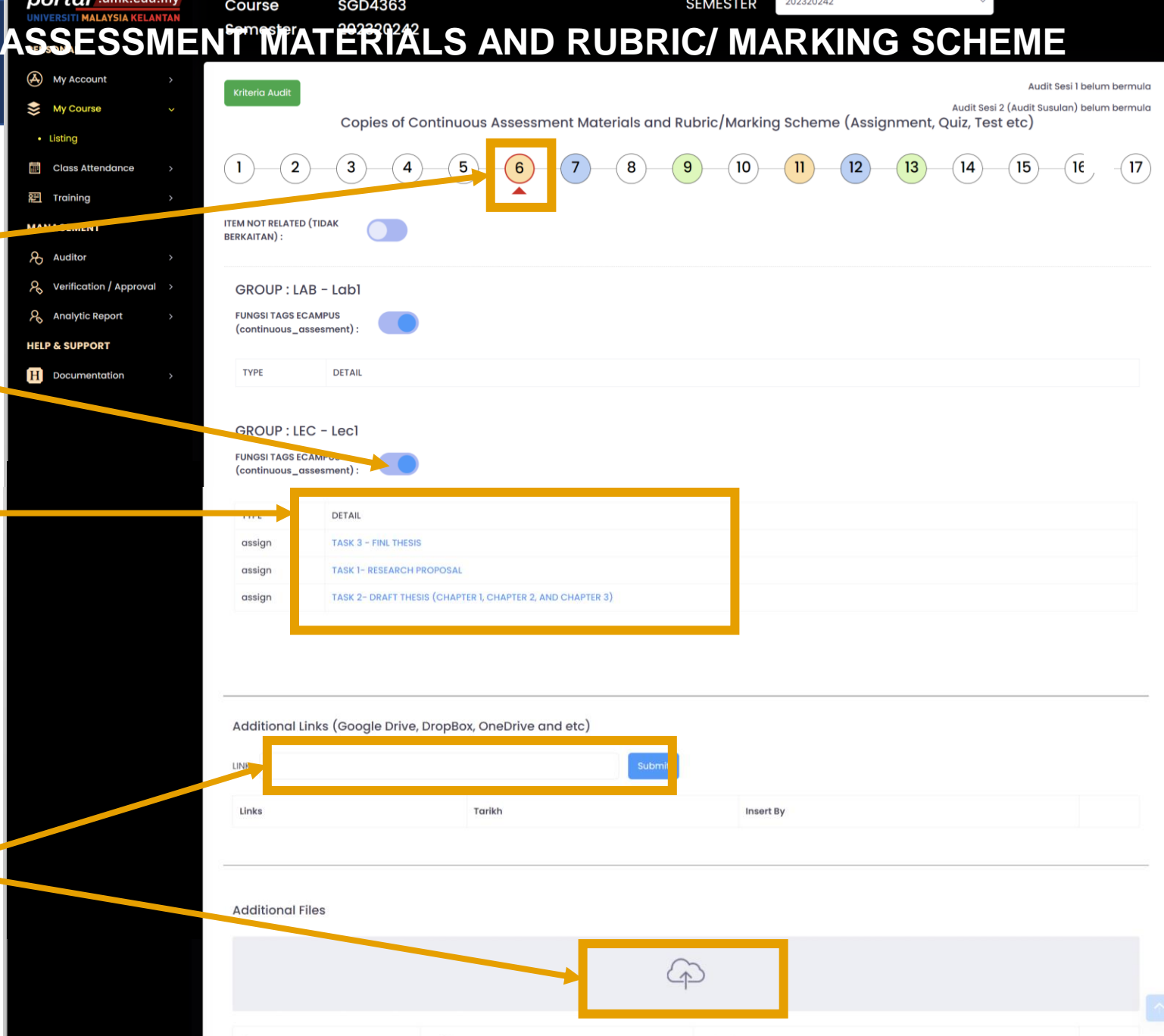
File	Tarikh	Upload By
------	--------	-----------

1 Click on 5 for Teaching Materials.

2 Please slide right to turn on the **Tags** function (refer **eCampus Tags manual**).
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.

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

Please slide right to turn on the **Tags** function (refer **eCampus Tags manual**).

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**.

ITEM 7: COPIES OF FINAL ASSESSMENT

1 Click on 7 for **Copies of Final Assessment**

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

2 For **Final Examination**, upload:

- Question Paper
- Marking Scheme
- Examination Vetting Form
 - BPA Examination Vetting Form
 - Faculty Examination Vetting Form (if available)

For **Final Evaluation**:

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

Please slide right to turn on the **Tags** function if the final evaluation has been tagged on eCampus (refer **eCampus Tags manual**).

- If using other platforms, **upload the following items** either in Additional Links or Additional Files:
 - Instructions for assignment/project related to the final assessment
 - Rubric

portal .umk.edu.my
UNIVERSITI MALAYSIA KELANTAN

PERSONAL
My Account
My Course
Listing
Class Attendance
Training

MANAGEMENT
Auditor
Verification / Approval
Analytic Report
Documentation

PERSONAL
My Account
My Course
Listing
Class Attendance
Training

MANAGEMENT
Auditor
Verification / Approval
Analytic Report
Documentation

Kriteria Audit

Audit Sesi 1 belum bermula
Audit Sesi 2 (Audit Susulan) belum bermula

Copies of Final Assessment

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

ITEM NOT RELATED (TIDAK BERKAITAN):

Final Examination Set 1

Question Paper

File	Tarikh	Upload By
[Upload Area]		

Marking Scheme

File	Tarikh	Upload By
[Upload Area]		

Examination Vetting Form

File	Tarikh	Upload By
[Upload Area]		

EXAM GANTIAN:

Final Evaluation (Other than Final Examination)

Groups : Lab1

FUNGSI TAGS ECAMPUS (final_assessment):

TYPE: DETAIL

Groups : Lec1

FUNGSI TAGS ECAMPUS (final_assessment):

TYPE: DETAIL

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

LINK: [Input Field] [Submit]

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

Additional Files

[Upload Area]		
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 a web application interface for uploading a Test Specification Table (JSU). The interface includes a sidebar menu with sections: PERSONAL (My Account, My Course, Listing, Class Attendance, Training), MANAGEMENT (Auditor, Verification / Approval, Analytic Report), and HELP & SUPPORT (Documentation). The main content area displays course information (Course: SGD4363, Semester: 202320242) and a progress bar with 17 items. Item 8 is highlighted with a red circle and a yellow box. Below the progress bar, there is a section for uploading the JSU in excel format. The upload area contains a table header with columns: Files, Date Uploaded, Upload By, Status, and Remark. Below the table header is a drop zone for files with the text: "Drop files here or click to upload. Only original JSU (*.xism) will be accepted".

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

portal.umk.edu.my
UNIVERSITI MALAYSIA KELANTAN

Course SGD4363
Semester 202320242

SEMESTER 202320242

PERSONAL

- My Account
- My Course
- Listing
- Class Attendance
- Training

MANAGEMENT

- Auditor
- Verification / Approval
- Analytic Report

HELP & SUPPORT

- Documentation

Kriteria Audit

Class Attendance Record (Lecture, Tutorial, Studio etc)

Audit Sesi 1 belum bermula
Audit Sesi 2 (Audit Susulan) belum bermula

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

ITEM NOT RELATED (TIDAK BERKAITAN):

TYPE	GROUP NAME	OVERALL REPORT
B	Lab1	Report
B	Lec1	Report
L	Lec1	Report

TYPE	GROUP NAME	OVERALL REPORT
B	Lab1	Report
B	Lec1	Report

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

LINK

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

Additional Files

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.

ITEM 10: RECORD OF RECEIPT OF STUDENT'S ASSIGNMENT

PERSONAL

- My Account
- My Course
 - Listing
- Class Attendance
- MANAGEMENT
 - Auditor
 - Verification / Approval
 - Analytic Report
- HELP & SUPPORT
 - Documentation

Kriteria Audit

Record of Receipt of Student's Assignment

Audit Sesi 1 belum bermula
Audit Sesi 2 (Audit Susulan) belum bermula

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

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 NOT RELATED (TIDAK BERKAITAN):

GROUP : LAB - Lab1

TYPE	DETAIL
------	--------

GROUP : LEC - Lec1

TYPE	DETAIL
------	--------

assian TASK 3 - FINL THESIS

assign TASK 1- RESEARCH PROPOSAL

assign TASK 2- DRAFT THESIS (CHAPTER 1, CHAPTER 2, AND CHAPTER 3)

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

LINK

Submit

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

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 the **best, moderate and lowest** continuous assessment that has been marked according to assignments/projects/quizzes.

Refer to the requirement of the professional body (if applicable) for the number of copy continuous assessments to be uploaded.

Note: The 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.

The screenshot shows the 'portal.umk.edu.my' interface for course SGD4363, Semester 202320242. The 'Kriteria Audit' section displays a progress bar with 17 items, where item 11 is highlighted. Below the progress bar, there is a section for 'Copy of Continuous Assessment Script (Assignment, Project, Quiz, Test etc)'. The interface includes a table for uploading 'Best', 'Moderate', and 'Lowest' quality copies for 'TASK 3 - FINL THESIS' and 'TASK 1 - RESEARCH PROPOSAL'. The table has columns for 'File', 'Tarikh', and 'Upload By'. Below the table, there is a section for 'Additional Links (Google Drive, DropBox, OneDrive and etc)' with a 'LINK' input field and a 'Submit' button.

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

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.

The screenshot displays the 'portal.umk.edu.my' interface for 'UNIVERSITI MALAYSIA KELANTAN'. The main content area is titled 'Copy of Final Examination Answer Script and Final Assessment Script'. A navigation bar at the top shows a sequence of items from 1 to 17, with item 12 highlighted in a red circle and a yellow box. Below the navigation bar, there is a section for 'ITEM NOT RELATED (TIDAK BERKAITAN)' with a toggle switch. The main content area is divided into three columns: 'Best', 'Moderate', and 'Lowest'. Each column contains a table with headers 'File', 'Tarikh', and 'Upload By', and a large upload icon. Below these columns is a section for 'Additional Links (Google Drive, DropBox, OneDrive and etc)' with a 'LINK' input field and a 'Submit' button. The sidebar menu on the left includes sections for 'PERSONAL' (My Account, My Course), 'MANAGEMENT' (Auditor, Verification Approval, Analytic Report), and 'HELP & SUPPORT' (Documentation).

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

portal.umk.edu.my
UNIVERSITI MALAYSIA KELANTAN

Course SGD1344
Semester 202320242

SEMESTER 202320242

PERSONAL
My Account
My Course
Listing
Class Attendance
Training

MANAGEMENT
Auditor
Verification / Approval
Analytic Report

HELP & SUPPORT
Documentation

Kriteria Audit

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

Audit Sesi 1 belum bermula
Audit Sesi 2 (Audit Susulan) belum bermula

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

ITIM (MURAH) (TIDAK BERKAITAN):

TYPE	OUP NAME
B	Lec1

Date : 2024-03-17
Student ID : G23A0200
Reason : Her mom is very sick and already ask for letter from doctor in charge as an evidence. She message through whatsapp
Date : 2024-03-17
Student ID : G23A0200
Reason : Her mom is very sick and already ask for letter from doctor in charge as an evidence. She message through whatsapp
Date : 2024-03-17
Student ID : G23A0200
Reason : Her mom is very sick and already ask for a letter from doctor in charge as an evidence. She message through whatsapp
Date : 2024-03-17
Student ID : G23A0200
Reason : Her mom is very sick and already ask for a letter from doctor in charge as an evidence. She message through whatsapp
Date : 2024-03-17
Student ID : G23A0201
Reason : MC for 2days, 17/03/2024 - 18/03/2024
File : C:\Users\... \Documents\... \... \...

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

LINK Submit

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

Additional Files

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

1

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

2

Student's Medical Check-up/ Class Exemption/ Warning Letter for Absence will be extracted from SINIMO (uploaded by students and approved by lecturers) OR Extracted from the Portal (add reason function) OR Upload in Additional Links OR Additional Files.

ITEM 14: STUDENT'S ACHIEVEMENT RESULTS

portal.umk.edu.my
UNIVERSITI MALAYSIA KELANTAN

Course SGD4363
Semester 202320242

SEMESTER 202320242

PERSONAL

- My Account
- My Course
 - Listing
- Class Attendance
- Training

MANAGEMENT

- Auditor
- Verification / Approval
- Analytic Report

HELP & SUPPORT

- Documentation

Kriteria Audit

Student's Achievement Results

Audit Sesi 1 belum bermula
Audit Sesi 2 (Audit Susulan) belum bermula

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

ITEM NOT RELATED (TIDAK BERKAITAN):

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

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.

PERSONAL

- My Account
- My Course
 - Listing
- Class Attendance
- Training

MANAGEMENT

- Auditor
- Verification / Approval
- Analytic Report

HELP & SUPPORT

- Documentation

Course SGD4363
Semester 202320242

SEMESTER 202320242

Kriteria Audit

Evaluation Results of Course and Teaching by Students

Audit Sesi 1 belum bermula
Audit Sesi 2 (Audit Susulan) belum bermula

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

ITEM NOT RELATED (TIDAK BERKAITAN):

GROUP NAME	EVALUATION REPORT
Lec1	Report
GROUP NAME	EVALUATION REPORT
Lec1	Report

ITEM 16: RESULTS OF COURSE LEARNING OUTCOME (CLO)

- PERSONAL
 - My Account
 - My Course
 - Listing
 - Class Attendance
 - Training
- MANAGEMENT
 - Auditor
 - Verification / Approval
 - Analytic Report
- HELP & SUPPORT
 - Documentation

Audit Sesi 1 ... bermula
Audit Sesi 2 (Audit Susulan) belum bermula

Results of Course Learning Outcome (CLO)

ITEM NOT RELATED (TIDAK BERKAITAN):

KEPUTUSAN PENCAPAIAN HASIL PEMBELAJARAN KURSUS (CLO)

SEMESTER 202320242 :: SGD4363

EVALUATION OF CO ACHIEVEMENT FOR SGD4363 - Lec1

#	Matrik	Name	CLO1		REPORT DRAFT (20%)	CLO2		PRESENTATION (20%)	FINAL REPORT (40%)	CLO3		GRAND TOTAL 100%	
			TOTAL(20%)	ACHIEVEMENT		TOTAL(20%)	ACHIEVEMENT			TOTAL(60%)	ACHIEVEMENT		
1	C19A0708	XXX	12.7	12.7	2.54	16.3	16.3	3.26	18.8	32.4	51.2	3.41	80.2
2	G19A0028	XXXXXX	12.3	12.3	2.46	12.7	12.7	2.54	16.7	30.7	47.4	3.16	72.4
3	G19A0073	XXX	9.3	9.3	1.86	9.3	9.3	1.86	0	0	0	0.00	18.6
4	G19B0027	XXXXXX	9	9	1.80	16	16	3.20	16.3	30	46.3	3.09	71.3
5	G20A0168	XXXX	7.7	7.7	1.54	12	12	2.40	17.4	25.2	42.6	2.84	62.3
CLO						CLO1			CLO2		CLO3		
AVERAGE						10.32			13.27		44.15		
STUDENT ACHIEVEMENT						2.06			2.65		2.94		
ACHIEVEMENT ANALYSIS						GOOD			GOOD		GOOD		
GRAND TOTAL													
CLO						CLO1			CLO2		CLO3		
AVERAGE						10.32			13.27		44.15		
STUDENT ACHIEVEMENT						2.06			2.65		2.94		
ACHIEVEMENT ANALYSIS						GOOD			GOOD		GOOD		

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/ Capsule 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.

4 Upon completion of all 17 items, please choose the **Head of Department name** and click **Send for Verification**.

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

The screenshot shows the 'Plan for Course Improvement' page for course SGD4363, Semester 202320242. The interface includes a navigation menu on the left, a progress indicator at the top with 17 items, and a table for CLO details. A 'Send for Verification' button is highlighted, along with a dropdown for 'Head of Department' and a 'Submit' button for 'Additional Links'. An 'Additional Files' upload area is also visible.

CLO	Detail	Student Achievement	Analysis of achievement	Plan for Course Improvement
		202320242 (SEMESTER FEBRUARI 2023/2024)		Not Available
CLO1	Choose study related to the interior architecture aspects; design issues, technologies and technical aspects chosen by students (PLO2, C5)	2.06	GOOD	
CLO2	Prepare research writing that include design issues, literature review, data analysis and conclusion (PLO9, A4)	2.65	GOOD	
CLO3	Prepare solutions for research problems in writing form (PLO8, A5)	2.94	GOOD	

For any inquiries, please contact:

Centre for University Quality Management (PPQ)

or

Centre of Computing and Informatic (CCI)

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Center for University Quality Management (PPQ)

Universiti Malaysia Kelantan (UMK)

2023