



The logo for 'icodes' features the letters 'i', 'c', 'o', 'd', 'e', and 's'. The 'i' is blue with a red dot. The 'c' is split into red, yellow, and green segments. The remaining letters 'o', 'd', 'e', and 's' are in a light grey color.

# icodes

# User Manual

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# Introduction

Integrated Capstone Online Data Entry System (**iCODES**) is an online management system designed to manage Capstone Project, for student grouping, assessment, monitoring and reporting. Since it is a live system, and come with an interactive dashboard, monitoring the assessment process become seamless.

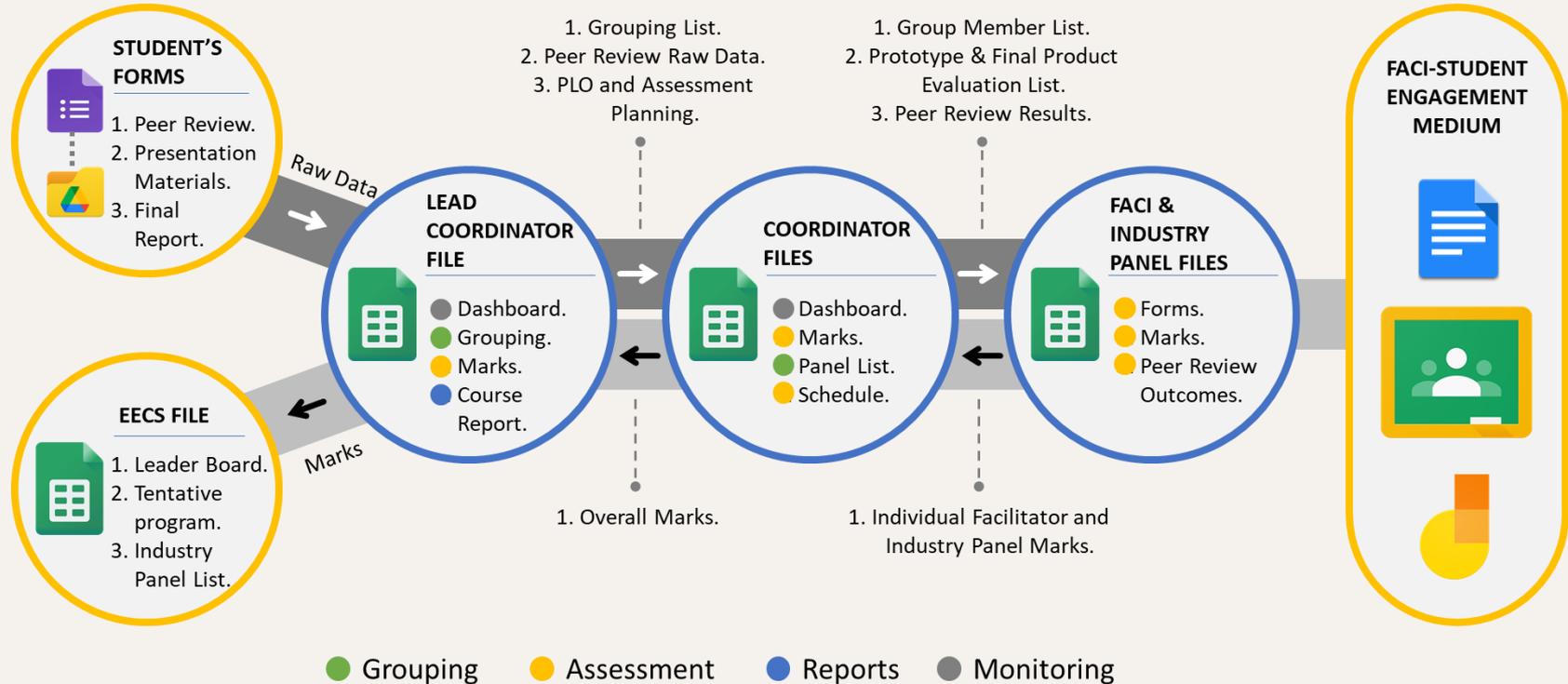
With iCODES, the scheduling & student grouping are performed automatically while the assessment & feedback are carried-out online, enabling centralized and systematic monitoring and management processes.

iCODES main architecture is the seamless live integration of the following 3 main Google Sheets files:

1. Lead Coordinator File
2. Coordinator File
3. Facilitator File

This manual is a guide on how to use and setup the above Google Sheets files.

# iCODES Google Tools Integration



# Managing Google Accounts

iCODES involve admin, coordinators, facilitators, industry panel and students as the users with different Google accounts. Below is how the status of these users for the iCODES files should be set.

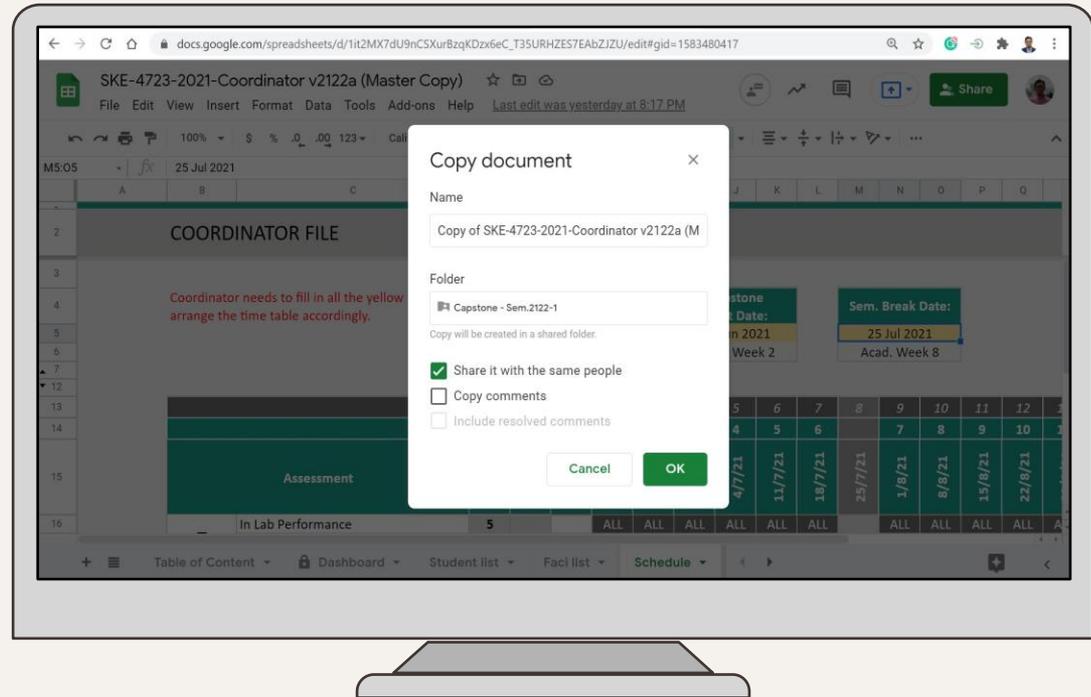
Table 2: Users Status

<b>No</b>	<b>File</b>	<b>Admin</b>	<b>Coordinator</b>	<b>Facilitator / Industry Panel</b>	<b>Student</b>
1	Master Files	Owner	-	-	-
2	Lead Coordinator file	Owner	Editor	-	-
3	Coordinator File	Editor with permission to edit protected sheets	Owner	-	-
4	Facilitator file	Editor with permission to edit protected sheets	Owner	Editor	-
5	Google Forms	Owner	Editor	-	-
6	Student Activity Form	Owner	Editor	Editor	Editor

# File Ownership and Permission

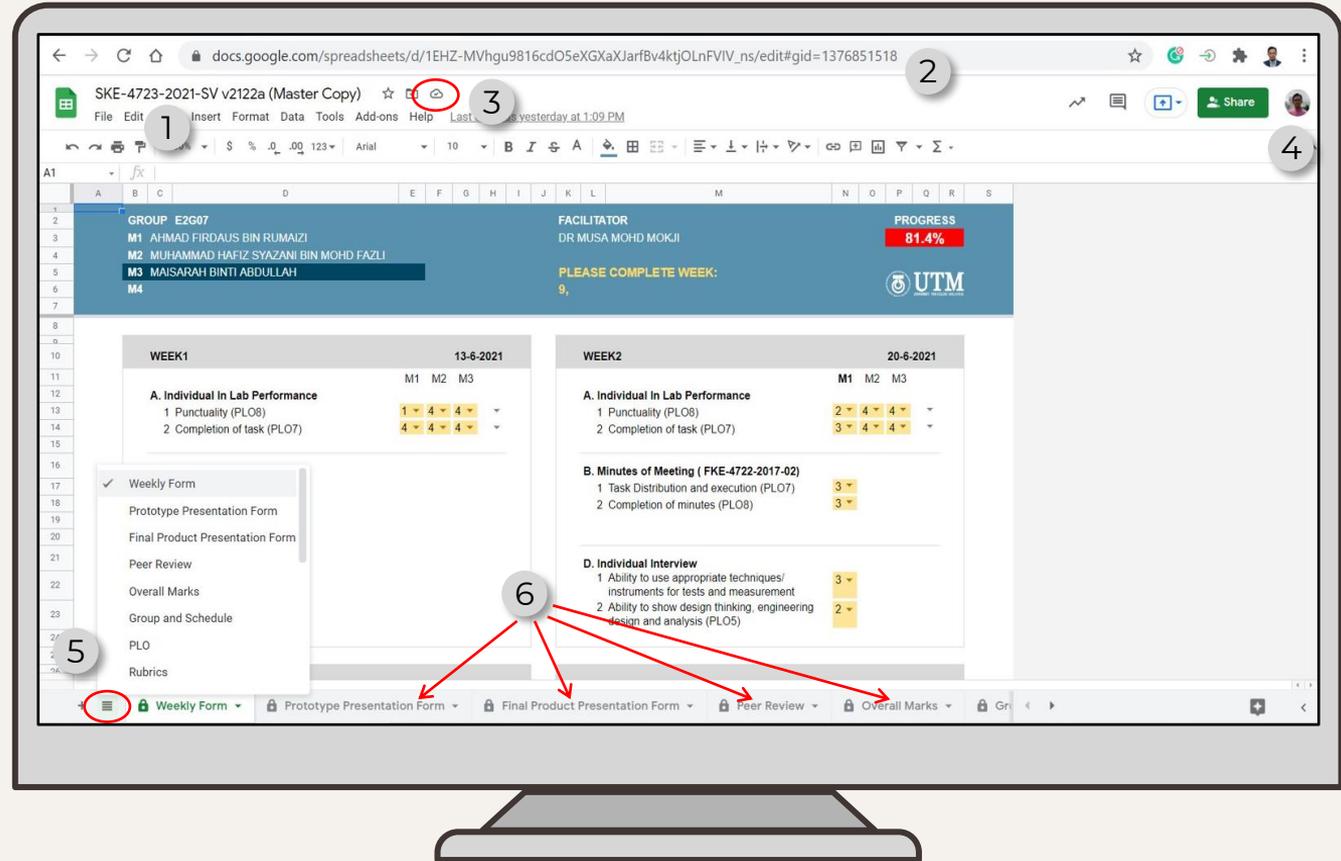
When other than the owner copied a file (especially the coordinators):

1. The ownership of the file will be changed to the one who copied. The original owner status is changed to editor.
2. The permission to edit protected sheets will be given only to the one who copied. The original owner will have the permission only to view the protected sheets.
3. To keep the original permission to edit the protected sheets, the file must be copied from within the Google Sheets apps by selecting the option 'Share it to the same people'.



# Basic Google Sheets Layout

1. Filename
2. File URL
3. Save Status
4. User
5. Sheets navigation
6. Sheets



The screenshot shows a Google Sheets spreadsheet titled "SKE-4723-2021-SV v2122a (Master Copy)". The interface includes a menu bar (1), a browser address bar with the file URL (2), a save status icon (3), and a user profile icon (4). The spreadsheet content includes a header with student names (M1, M2, M3, M4), a facilitator name (DR MUSA MOHD MOKJI), and a progress indicator (81.4%). Below this, there are two columns for "WEEK1" (13-6-2021) and "WEEK2" (20-6-2021), each containing performance data for various tasks. A sidebar menu (5) is open, showing options like "Weekly Form", "Prototype Presentation Form", "Final Product Presentation Form", "Peer Review", "Overall Marks", "Group and Schedule", "PLO", and "Rubrics". The bottom of the screen shows a navigation bar (6) with icons for each of these menu items.

# 01

# Facilitator File

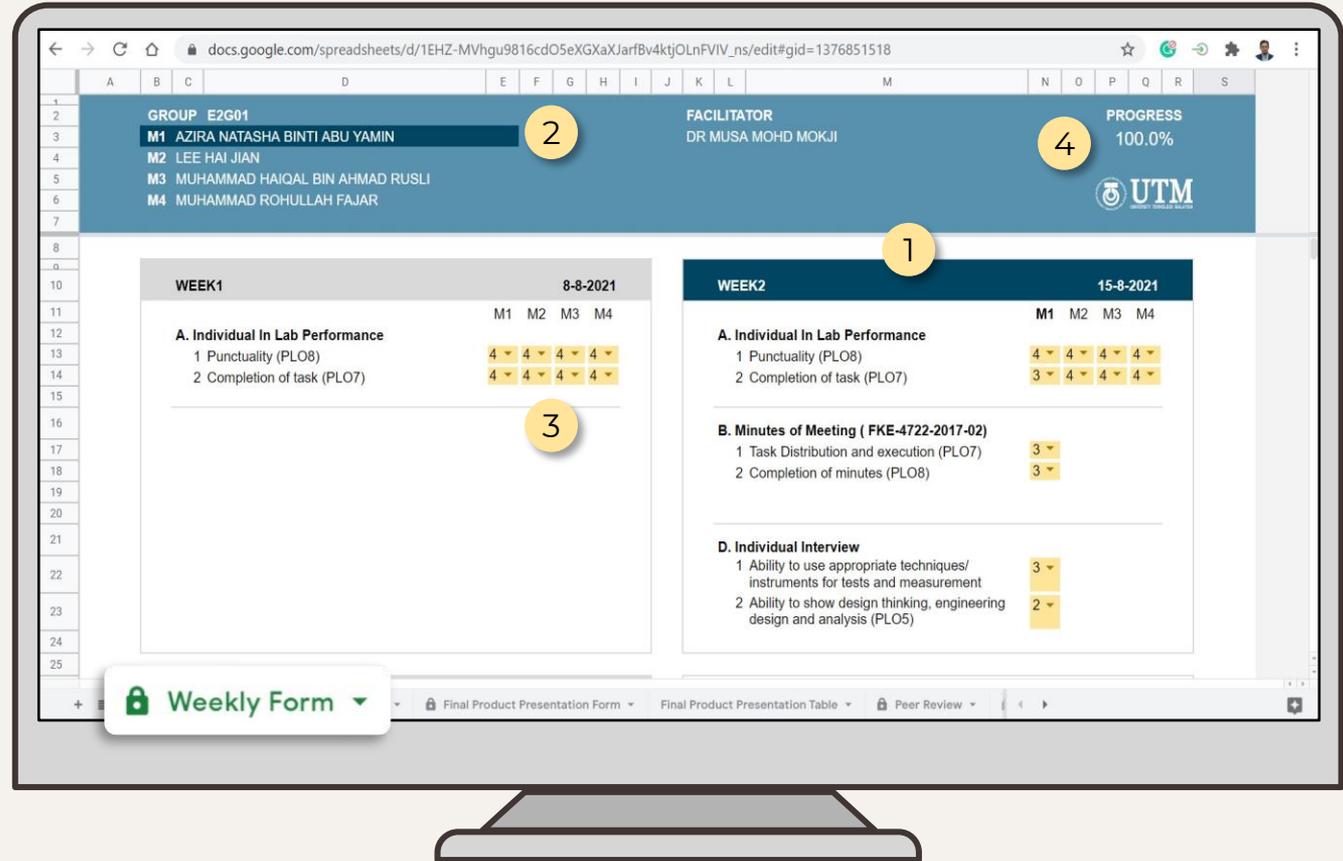
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## Accessing the Facilitator File

- Facilitator files created by the coordinator will be shared to the facilitator using the @utm.my email (or other Gmail account given to the coordinator).
- To access the facilitator file, click the link given by the coordinator, or search the file in the shared folder of your Google Drive.
- When opening the file, make sure the web browser is login with the same Google account use in sharing the file.
- Once successful accessing the file, the following tab can be found:
  1. Weekly forms
  2. Conceptual presentation form
  3. Final product presentation form
  4. Peer Review
  5. CAPSTONE Group and Schedule
  6. Marks Summary

# Weekly Forms

1. Table with the dark blue header is the current assessment week
2. Highlighted student name is the student to be individually assessed for the current week.
3. Yellow boxes is the dropdown marks.
4. Assessment progress.



The screenshot shows a Google Sheet interface with the following content:

GROUP	E2G01	FACILITATOR	DR MUSA MOHD MOKJI	PROGRESS	100.0%
M1	AZIRA NATASHA BINTI ABU YAMIN				
M2	LEE HAI JIAN				
M3	MUHAMMAD HAIQAL BIN AHMAD RUSLI				
M4	MUHAMMAD ROHULLAH FAJAR				

WEEK1	8-8-2021			
	M1	M2	M3	M4
<b>A. Individual In Lab Performance</b>				
1 Punctuality (PLO8)	4	4	4	4
2 Completion of task (PLO7)	4	4	4	4

WEEK2	15-8-2021			
	M1	M2	M3	M4
<b>A. Individual In Lab Performance</b>				
1 Punctuality (PLO8)	4	4	4	4
2 Completion of task (PLO7)	3	4	4	4
<b>B. Minutes of Meeting ( FKE-4722-2017-02)</b>				
1 Task Distribution and execution (PLO7)	3			
2 Completion of minutes (PLO8)	3			
<b>D. Individual Interview</b>				
1 Ability to use appropriate techniques/ instruments for tests and measurement	3			
2 Ability to show design thinking, engineering design and analysis (PLO5)	2			

*\*Fill in the yellow boxes only.*

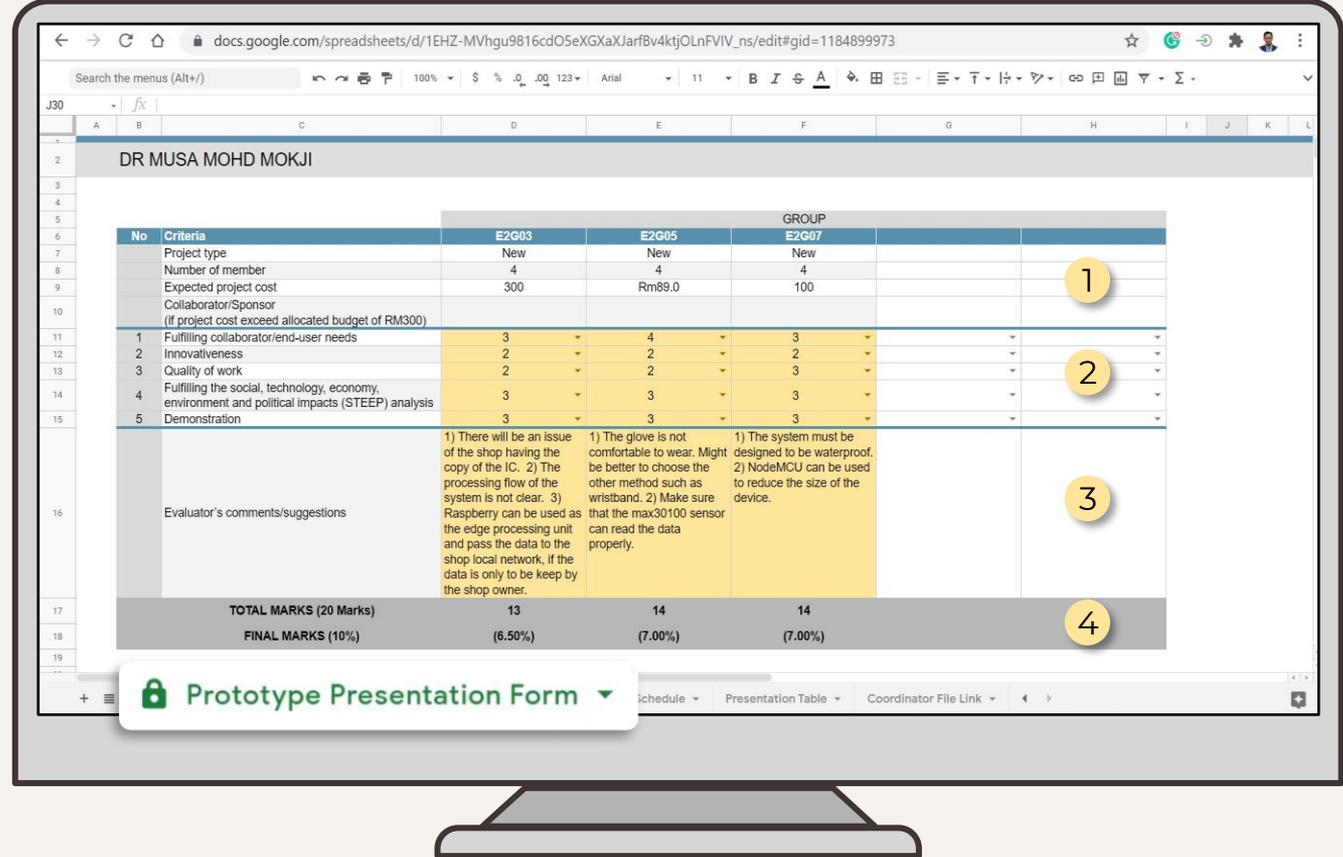
# Seminar Presentation Form

1. Project Information
2. Marks.
3. Comments
4. Total Marks

By scrolling down the page, the following items can be found:

5. Presentation marks for the supervised group.
6. Assessment rubric

\* Fill in the yellow boxes only.



DR MUSA MOHD MOKJI

No	Criteria	GROUP		
		E2G03	E2G05	E2G07
	Project type	New	New	New
	Number of member	4	4	4
	Expected project cost	300	Rm89.0	100
	Collaborator/Sponsor (if project cost exceed allocated budget of RM300)			
1	Fulfilling collaborator/end-user needs	3	4	3
2	Innovativeness	2	2	2
3	Quality of work	2	2	3
4	Fulfilling the social, technology, economy, environment and political impacts (STEEP) analysis	3	3	3
5	Demonstration	3	3	3
	Evaluator's comments/suggestions	1) There will be an issue of the shop having the copy of the IC. 2) The processing flow of the system is not clear. 3) Raspberry can be used as the edge processing unit and pass the data to the shop local network, if the data is only to be keep by the shop owner.	1) The glove is not comfortable to wear. Might be better to choose the other method such as wristband. 2) Make sure that the max30100 sensor can read the data properly.	1) The system must be designed to be waterproof. 2) NodeMCU can be used to reduce the size of the device.
<b>TOTAL MARKS (20 Marks)</b>		<b>13</b>	<b>14</b>	<b>14</b>
<b>FINAL MARKS (10%)</b>		<b>(6.50%)</b>	<b>(7.00%)</b>	<b>(7.00%)</b>

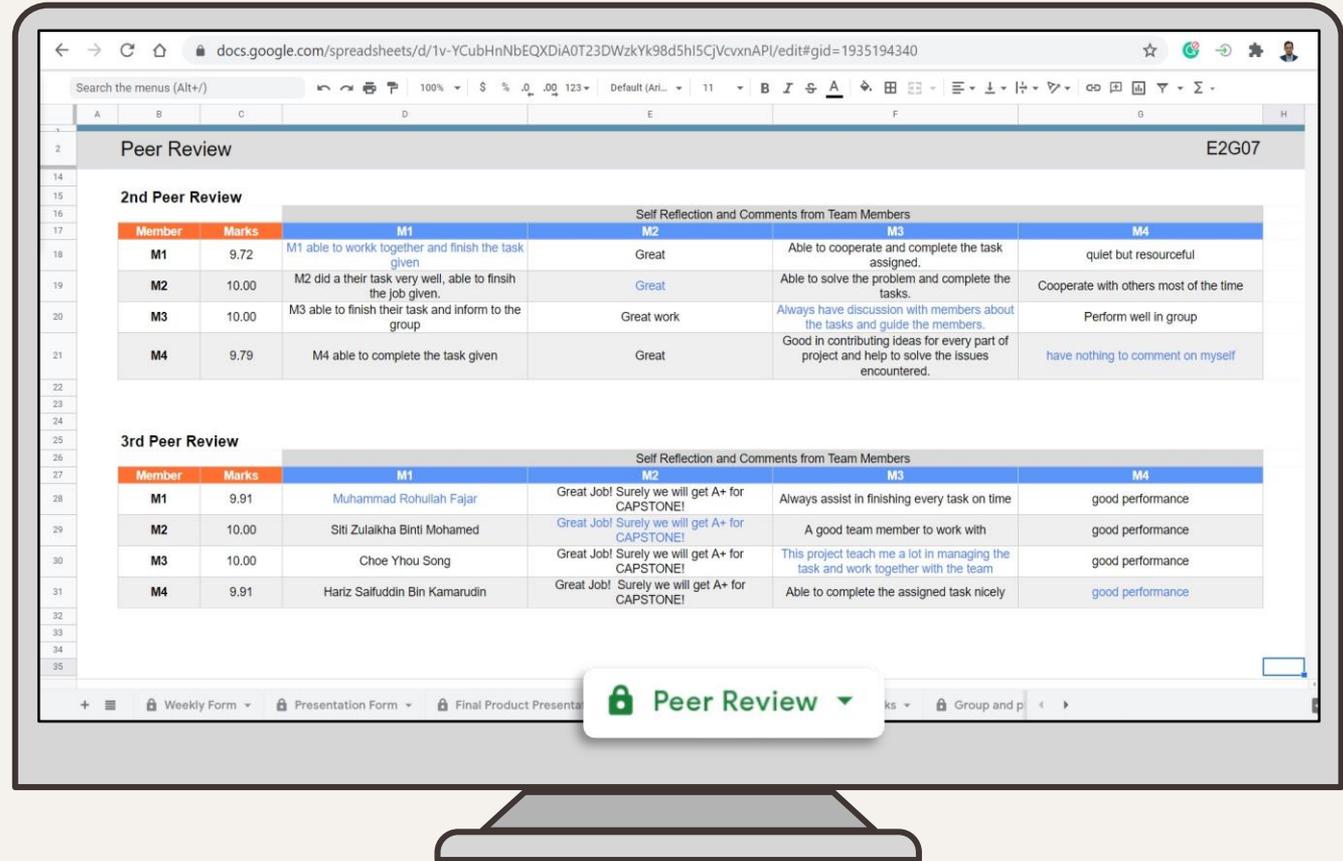
Prototype Presentation Form

# Peer Review

Peer Review sheet show the peer review results and comments of the students towards their team member.

Facilitator can use the three progressive peer review results to supervise the group.

The peer review results will be updated immediately once students completed their review.



The screenshot displays a Google Sheets spreadsheet titled "Peer Review" for group E2G07. It contains two tables for peer reviews. The first table is for the "2nd Peer Review" and the second is for the "3rd Peer Review". Both tables have columns for Member, Marks, and Self Reflection and Comments from Team Members.

2nd Peer Review					
Self Reflection and Comments from Team Members					
Member	Marks	M1	M2	M3	M4
M1	9.72	M1 able to work together and finish the task given	Great	Able to cooperate and complete the task assigned.	quiet but resourceful
M2	10.00	M2 did a their task very well, able to finish the job given.	Great	Able to solve the problem and complete the tasks.	Cooperate with others most of the time
M3	10.00	M3 able to finish their task and inform to the group	Great work	Always have discussion with members about the tasks and guide the members.	Perform well in group
M4	9.79	M4 able to complete the task given	Great	Good in contributing ideas for every part of project and help to solve the issues encountered.	have nothing to comment on myself

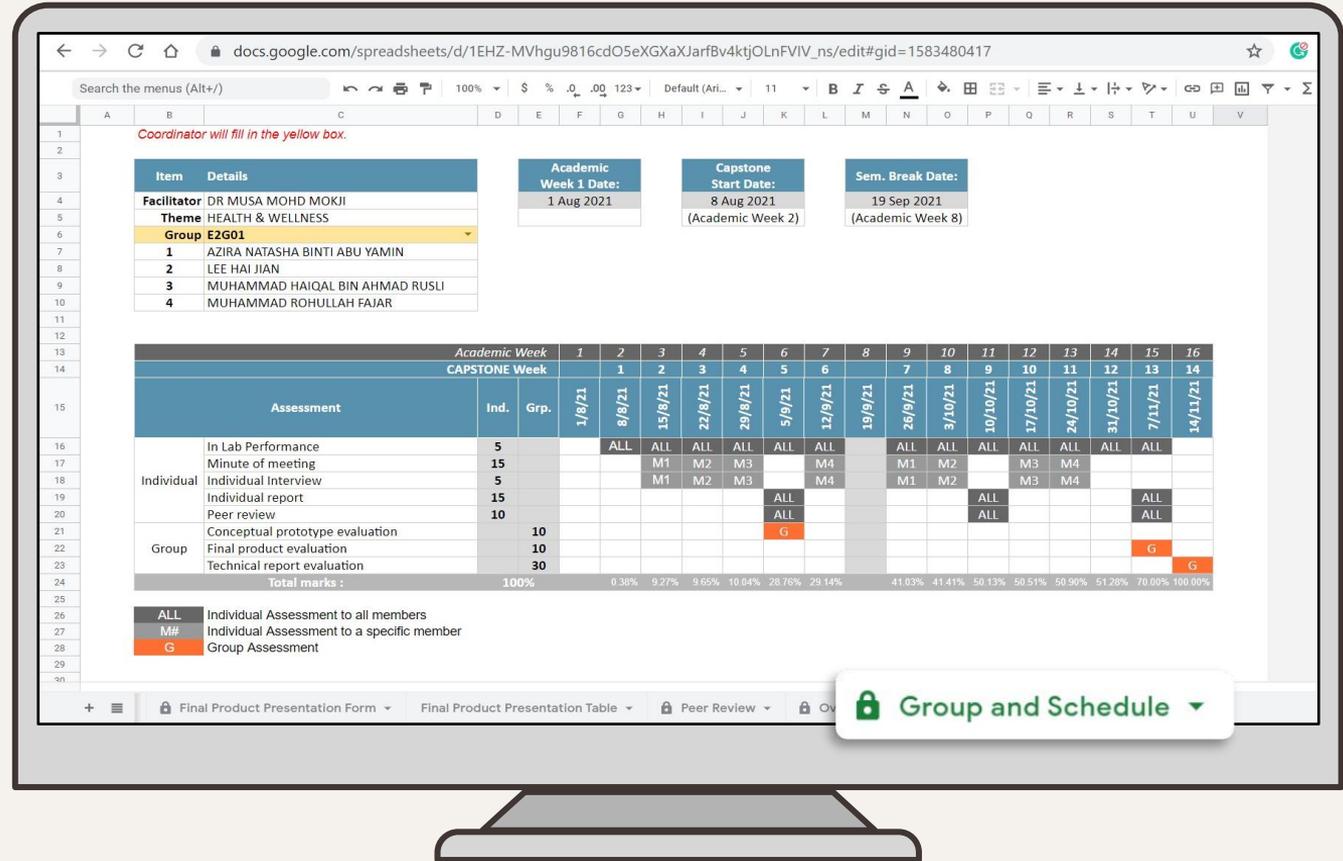
  

3rd Peer Review					
Self Reflection and Comments from Team Members					
Member	Marks	M1	M2	M3	M4
M1	9.91	Muhammad Rohullah Fajar	Great Job! Surely we will get A+ for CAPSTONE!	Always assist in finishing every task on time	good performance
M2	10.00	Siti Zulaikha Binti Mohamed	Great Job! Surely we will get A+ for CAPSTONE!	A good team member to work with	good performance
M3	10.00	Choe Yhou Song	Great Job! Surely we will get A+ for CAPSTONE!	This project teach me a lot in managing the task and work together with the team	good performance
M4	9.91	Hariz Saifuddin Bin Kamarudin	Great Job! Surely we will get A+ for CAPSTONE!	Able to complete the assigned task nicely	good performance

# Group and Assessment Schedule

This sheet has the information on the groups and the weekly assessment schedule.

Only coordinator is allowed to edit this sheet.



Coordinator will fill in the yellow box.

Item	Details
Facilitator	DR MUSA MOHD MOKII
Theme	HEALTH & WELLNESS
Group	E2G01
1	AZIRA NATASHA BINTI ABU YAMIN
2	LEE HAI JIAN
3	MUHAMMAD HAIQAL BIN AHMAD RUSLI
4	MUHAMMAD ROHULLAH FAJAR

Academic Week 1 Date:	Capstone Start Date:	Sem. Break Date:
1 Aug 2021	8 Aug 2021 (Academic Week 2)	19 Sep 2021 (Academic Week 8)

Assessment	Ind.	Grp.	1/8/21	8/8/21	15/8/21	22/8/21	29/8/21	5/9/21	12/9/21	19/9/21	26/9/21	3/10/21	10/10/21	17/10/21	24/10/21	31/10/21	7/11/21	14/11/21	
In Lab Performance	5			ALL	ALL	ALL	ALL	ALL											
Minute of meeting	15				M1	M2	M3		M4			M1	M2		M3	M4			
Individual Interview	5				M1	M2	M3		M4			M1	M2		M3	M4			
Individual report	15							ALL					ALL					ALL	
Peer review	10							ALL					ALL					ALL	
Conceptual prototype evaluation		10							G										
Final product evaluation		10																	G
Technical report evaluation		30																	G
<b>Total marks :</b>	<b>100%</b>			0.38%	9.27%	9.65%	10.04%	28.76%	29.14%		41.03%	41.41%	50.13%	50.51%	50.90%	51.28%	70.00%	100.00%	

ALL Individual Assessment to all members  
 M# Individual Assessment to a specific member  
 G Group Assessment

Final Product Presentation Form | Final Product Presentation Table | Peer Review | Group and Schedule

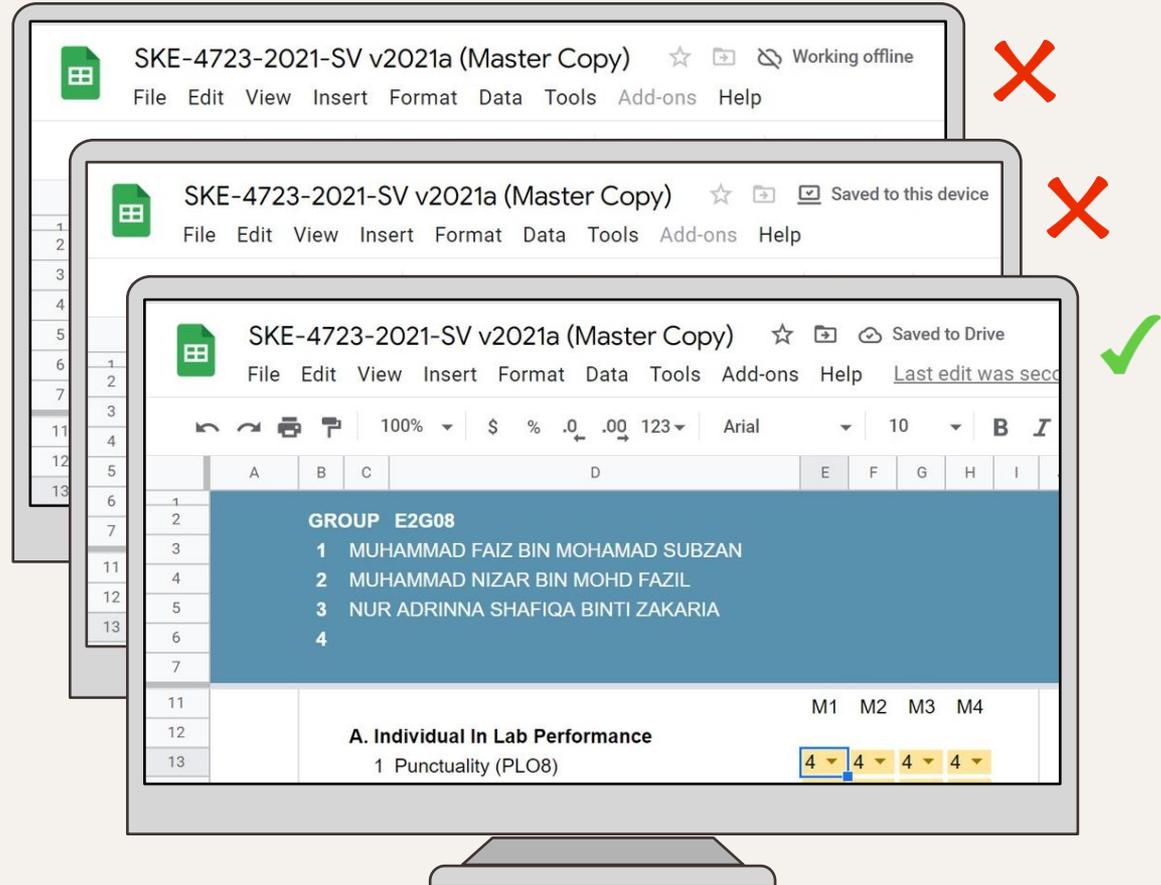
## Saving the Marks

The marks will be automatically saved to Google drive when connected to the internet, or saved to the device when not connected to the internet (need to enable offline mode).

In order the marks to reach the coordinator, connect to the internet and make sure the save status is

 Saved to Drive

No other marks submission process is needed.





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## Facilitator File Sheets List

1. Weekly Forms
2. Prototype Presentation Form
3. Final Product Presentation Form
4. Peer Reviews
5. Overall Marks
6. Group and Schedule
7. PLO
8. Assessment Rubric

### **Hidden From the Facilitator View**

9. Facilitator List
10. Student List
11. Coordinator File Link
12. Prototype Presentation table
13. Final Product Presentation Table

# 02

# Lead Coordinator File

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# Lead Coordinator File Quick Guide

## Link Coordinator Files

Set the url of the 4  
coordinator files

## Prepare Report

Write feedback, and print  
report and individual PLO

01 ——— 02 ——— 03 ——— 04

## Create File

Duplicate file, delete  
previous data, and set PLO

## Group the Student

Assign students to division  
and grouping

# Creating the Lead Coordinator File

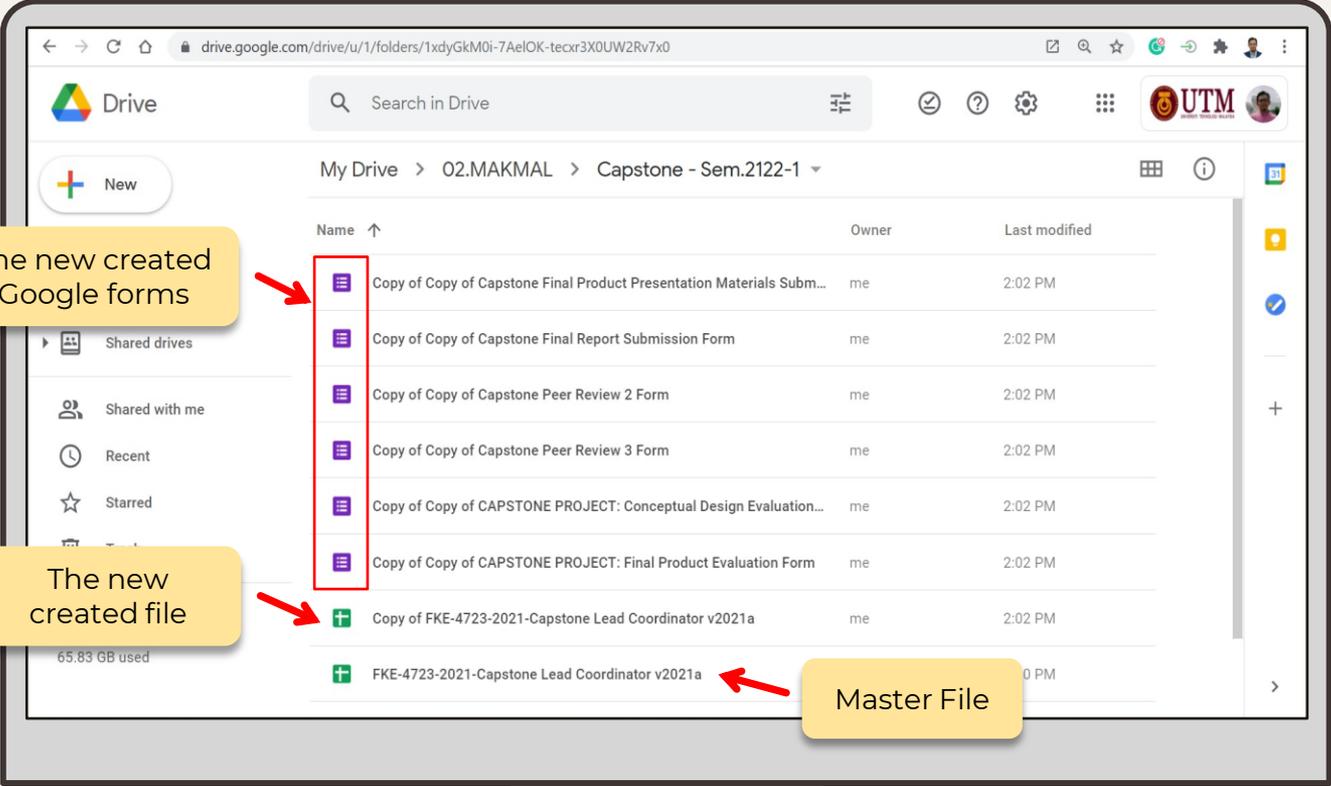
## STEP 1:

To create a new Lead Coordinator File, right click the master file and choose 'make a copy'.

Make a copy of the master file will also duplicate all the Google Forms linked to the master file (works for the owner of the files only. In this case the admin).

## STEP 2:

Rename all the new created files accordingly.



The screenshot shows a Google Drive interface with the following table of files:

Name	Owner	Last modified
Copy of Copy of Capstone Final Product Presentation Materials Subm...	me	2:02 PM
Copy of Copy of Capstone Final Report Submission Form	me	2:02 PM
Copy of Copy of Capstone Peer Review 2 Form	me	2:02 PM
Copy of Copy of Capstone Peer Review 3 Form	me	2:02 PM
Copy of Copy of CAPSTONE PROJECT: Conceptual Design Evaluation...	me	2:02 PM
Copy of Copy of CAPSTONE PROJECT: Final Product Evaluation Form	me	2:02 PM
Copy of FKE-4723-2021-Capstone Lead Coordinator v2021a	me	2:02 PM
FKE-4723-2021-Capstone Lead Coordinator v2021a		0 PM

Annotations in the image:

- A yellow callout box labeled "The new created Google forms" points to a red box highlighting the first six rows of the file list.
- A yellow callout box labeled "The new created file" points to the seventh row of the file list.
- A yellow callout box labeled "Master File" points to the eighth row of the file list.

# Google Forms Linked to the Lead Coordinator File

- iCODES has the following Google Forms linked to the Lead Coordinator File:

Table 2: Google Forms

No	Google Forms Title	Sheet Name in the Lead Coordinator File
1	Peer Review 1, 2 and 3.	Peer Review # Form Responses
2	Conceptual Prototype Presentation Information	CP Form Responses
3	Final Product Presentation Information	FP Form Responses
4	Final Product Presentation Materials Submission	FP Materials Form Responses
5	Final Report Submission	FR Form Responses

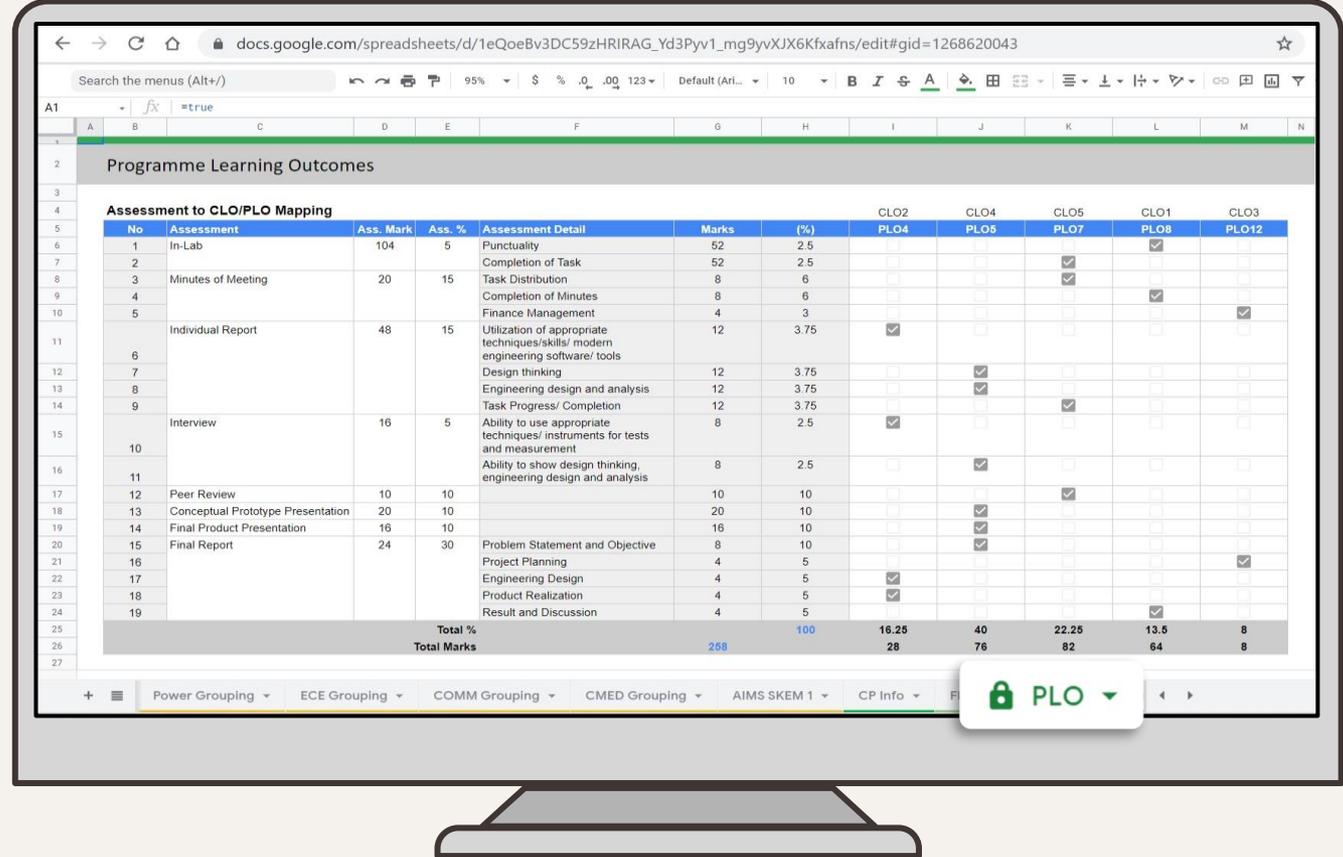
- The new created Google Forms must be updated with the new students list.
- All data (if available) in the sheets listed in Table 2 above must be deleted after the new Lead Coordinator File is created.

# Setting the Program Learning Outcomes (PLO)

## UPDATE PLO

Update the PLO if needed.

The PLO will be automatically exported to facilitator and coordinator files. Thus, do not update the PLO in the facilitator and coordinator files.



The screenshot shows a Google Spreadsheet titled "Assessment to CLO/PLO Mapping". The spreadsheet is organized as follows:

No	Assessment	Ass. Mark	Ass. %	Assessment Detail	Marks	(%)	CLO2 PLO4	CLO4 PLO5	CLO5 PLO7	CLO1 PLO8	CLO3 PLO12		
1	In-Lab	104	5	Punctuality	52	2.5				<input checked="" type="checkbox"/>			
2				Completion of Task	52	2.5				<input checked="" type="checkbox"/>			
3	Minutes of Meeting	20	15	Task Distribution	8	6			<input checked="" type="checkbox"/>				
4				Completion of Minutes	8	6			<input checked="" type="checkbox"/>				
5	Individual Report	48	15	Finance Management	4	3					<input checked="" type="checkbox"/>		
6				Utilization of appropriate techniques/skills/ modern engineering software/ tools	12	3.75	<input checked="" type="checkbox"/>						
7				Design thinking	12	3.75		<input checked="" type="checkbox"/>					
8				Engineering design and analysis	12	3.75		<input checked="" type="checkbox"/>					
9	Interview	16	5	Task Progress/ Completion	12	3.75			<input checked="" type="checkbox"/>				
10				Ability to use appropriate techniques/ instruments for tests and measurement	8	2.5	<input checked="" type="checkbox"/>						
11				Ability to show design thinking, engineering design and analysis	8	2.5		<input checked="" type="checkbox"/>					
12	Peer Review	10	10		10	10			<input checked="" type="checkbox"/>				
13	Conceptual Prototype Presentation	20	10		20	10		<input checked="" type="checkbox"/>					
14	Final Product Presentation	16	10		16	10		<input checked="" type="checkbox"/>					
15	Final Report	24	30	Problem Statement and Objective	8	10		<input checked="" type="checkbox"/>					
16				Project Planning	4	5						<input checked="" type="checkbox"/>	
17				Engineering Design	4	5			<input checked="" type="checkbox"/>				
18				Product Realization	4	5			<input checked="" type="checkbox"/>				
19				Result and Discussion	4	5				<input checked="" type="checkbox"/>			
		<b>Total %</b>				<b>100</b>	<b>16.25</b>	<b>40</b>	<b>22.25</b>	<b>13.5</b>	<b>8</b>		
		<b>Total Marks</b>			<b>258</b>		<b>28</b>	<b>76</b>	<b>82</b>	<b>64</b>	<b>8</b>		

At the bottom of the spreadsheet, there is a navigation bar with several dropdown menus: "Power Grouping", "ECE Grouping", "COMM Grouping", "CMED Grouping", "AIMS SKEM 1", "CP Info", and "PLO". The "PLO" dropdown menu is currently open, showing a green lock icon and the text "PLO".

# Linking to Coordinator Files

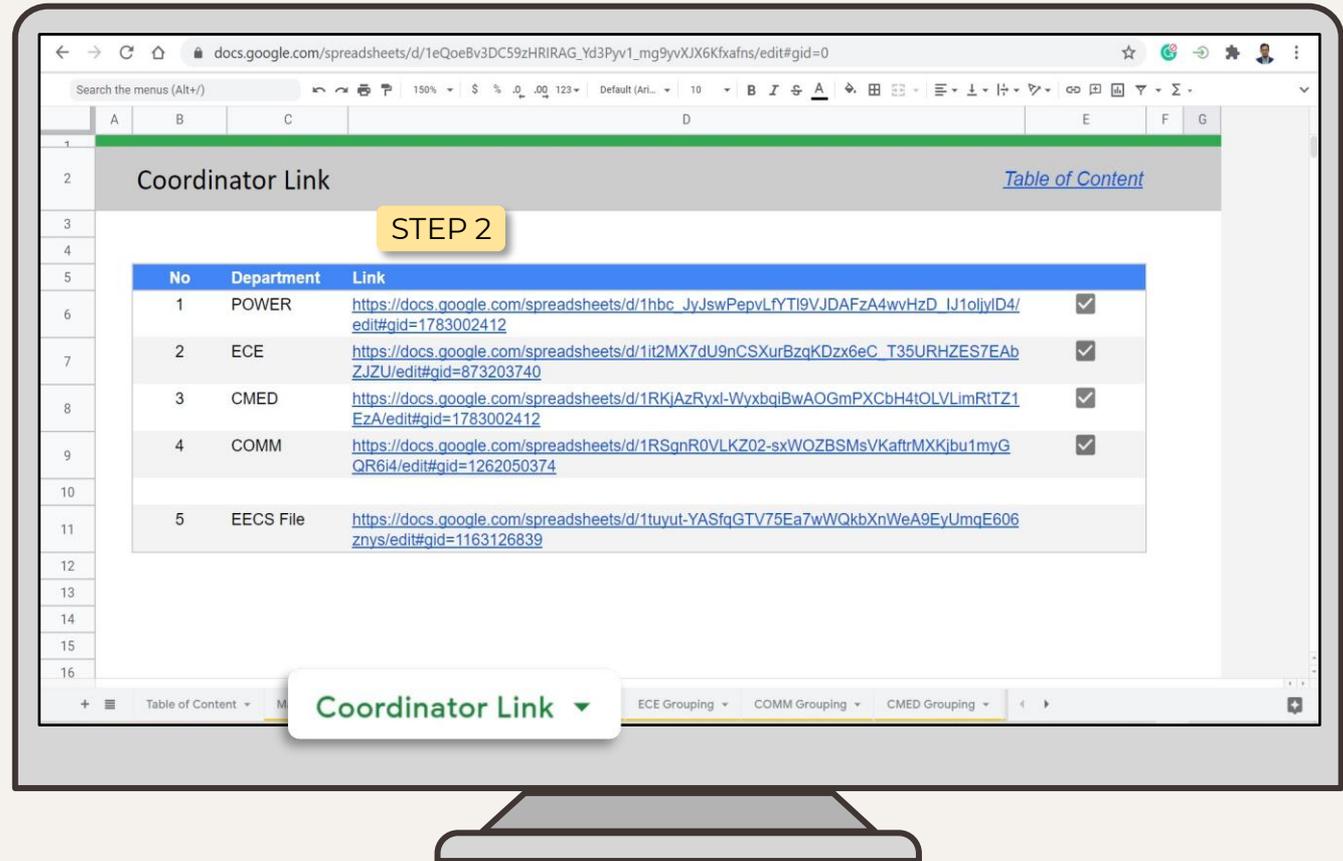
## STEP 1:

Open the Coordinator file and copy its URL.

## STEP 2:

Paste the URL in the Link column as shown in the diagram.

*\* Link to the Coordinator files are used to import marks from all divisions. These marks will be used to generate the Course Assessment Summary Report (CASR) and individual PLO. Link to EECS file is used to import the EECS leaderboard.*



The screenshot shows a Google Sheets spreadsheet with the following table:

No	Department	Link	
1	POWER	<a href="https://docs.google.com/spreadsheets/d/1hbc_JyJswPepvLYTI9VJDAFzA4wvHzD_IJ1oljviD4/edit#gid=1783002412">https://docs.google.com/spreadsheets/d/1hbc_JyJswPepvLYTI9VJDAFzA4wvHzD_IJ1oljviD4/edit#gid=1783002412</a>	<input checked="" type="checkbox"/>
2	ECE	<a href="https://docs.google.com/spreadsheets/d/1it2MX7dU9nCSXurBzqKDzx6eC_T35URHZES7EAbZJZU/edit#gid=873203740">https://docs.google.com/spreadsheets/d/1it2MX7dU9nCSXurBzqKDzx6eC_T35URHZES7EAbZJZU/edit#gid=873203740</a>	<input checked="" type="checkbox"/>
3	CMED	<a href="https://docs.google.com/spreadsheets/d/1RKjAzRyxl-WyxbqjBwAOGmPXCbH4tOLVLimRtTZ1EzA/edit#gid=1783002412">https://docs.google.com/spreadsheets/d/1RKjAzRyxl-WyxbqjBwAOGmPXCbH4tOLVLimRtTZ1EzA/edit#gid=1783002412</a>	<input checked="" type="checkbox"/>
4	COMM	<a href="https://docs.google.com/spreadsheets/d/1RSgnR0VLKZ02-sxWOZBSMsVKaftrMXKjbu1myGQR6i4/edit#gid=1262050374">https://docs.google.com/spreadsheets/d/1RSgnR0VLKZ02-sxWOZBSMsVKaftrMXKjbu1myGQR6i4/edit#gid=1262050374</a>	<input checked="" type="checkbox"/>
5	EECS File	<a href="https://docs.google.com/spreadsheets/d/1tuyut-YASfgGTV75Ea7wWQkbXnWeA9EYUmqE606znys/edit#gid=1163126839">https://docs.google.com/spreadsheets/d/1tuyut-YASfgGTV75Ea7wWQkbXnWeA9EYUmqE606znys/edit#gid=1163126839</a>	

The spreadsheet interface includes a search bar, a toolbar with various icons, and a bottom navigation bar with tabs for 'Table of Content', 'Coordinator Link', 'ECE Grouping', 'COMM Grouping', and 'CMED Grouping'. A yellow box labeled 'STEP 2' is positioned over the 'Link' column, and a white box labeled 'Coordinator Link' is positioned over the dropdown menu in the bottom navigation bar.

# Grouping Students

## 1. UPDATE AIMS LIST

### STEP 1:

To update the list, delete all names and copy the all new list from the AIMSweb.

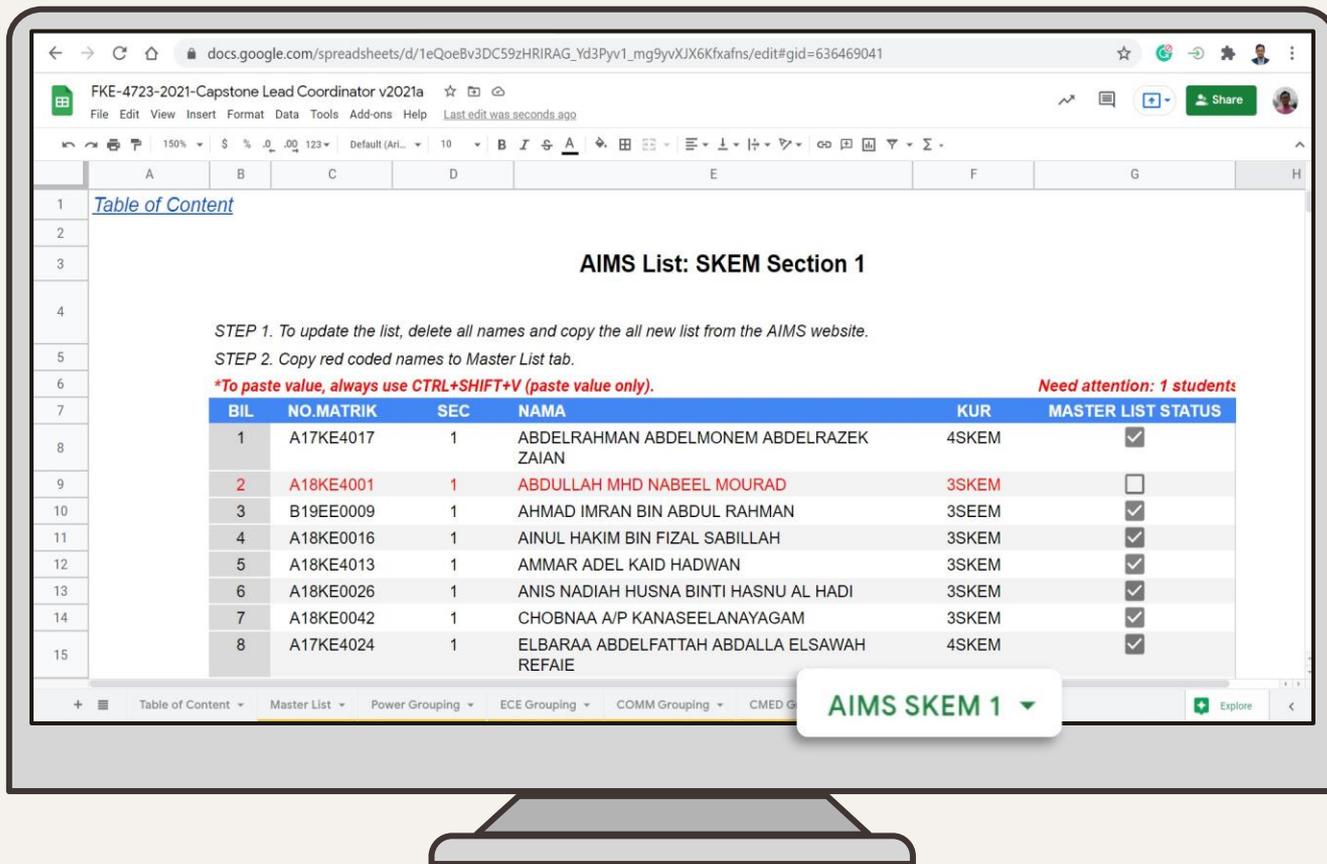
### STEP 2:

Copy the red coded names to Master List tab.

### STEP 3:

Repeat STEP 1 and STEP 2 for all Sections.

*\* Ticks on the Master List Status column indicate the students have been added to the Master List tab.*



The screenshot shows a Google Sheet with the following content:

**AIMS List: SKEM Section 1**

STEP 1. To update the list, delete all names and copy the all new list from the AIMS website.  
 STEP 2. Copy red coded names to Master List tab.  
 \*To paste value, always use CTRL+SHIFT+V (paste value only). Need attention: 1 students

BIL	NO. MATRIK	SEC	NAMA	KUR	MASTER LIST STATUS
1	A17KE4017	1	ABDELRAHMAN ABDELMONEM ABDELRAZEK ZAIAN	4SKEM	<input checked="" type="checkbox"/>
2	A18KE4001	1	ABDULLAH MHD NABEEL MOURAD	3SKEM	<input type="checkbox"/>
3	B19EE0009	1	AHMAD IMRAN BIN ABDUL RAHMAN	3SEEM	<input checked="" type="checkbox"/>
4	A18KE0016	1	AINUL HAKIM BIN FIZAL SABILLAH	3SKEM	<input checked="" type="checkbox"/>
5	A18KE4013	1	AMMAR ADEL KAID HADWAN	3SKEM	<input checked="" type="checkbox"/>
6	A18KE0026	1	ANIS NADIAH HUSNA BINTI HASNU AL HADI	3SKEM	<input checked="" type="checkbox"/>
7	A18KE0042	1	CHOBNA A/P KANASEELANAYAGAM	3SKEM	<input checked="" type="checkbox"/>
8	A17KE4024	1	ELBARAA ABDELFAHATTAH ABDALLA ELSAWAH REFAIE	4SKEM	<input checked="" type="checkbox"/>

The bottom of the sheet shows tabs: Table of Content, Master List, Power Grouping, ECE Grouping, COMM Grouping, CMED G. A callout box highlights the 'AIMS SKEM 1' tab.

# Grouping Students

## 2. ASSIGN GROUP

STEP 1:

Go to Master List sheet.

STEP 1:

Tick the checkbox to the intended division.

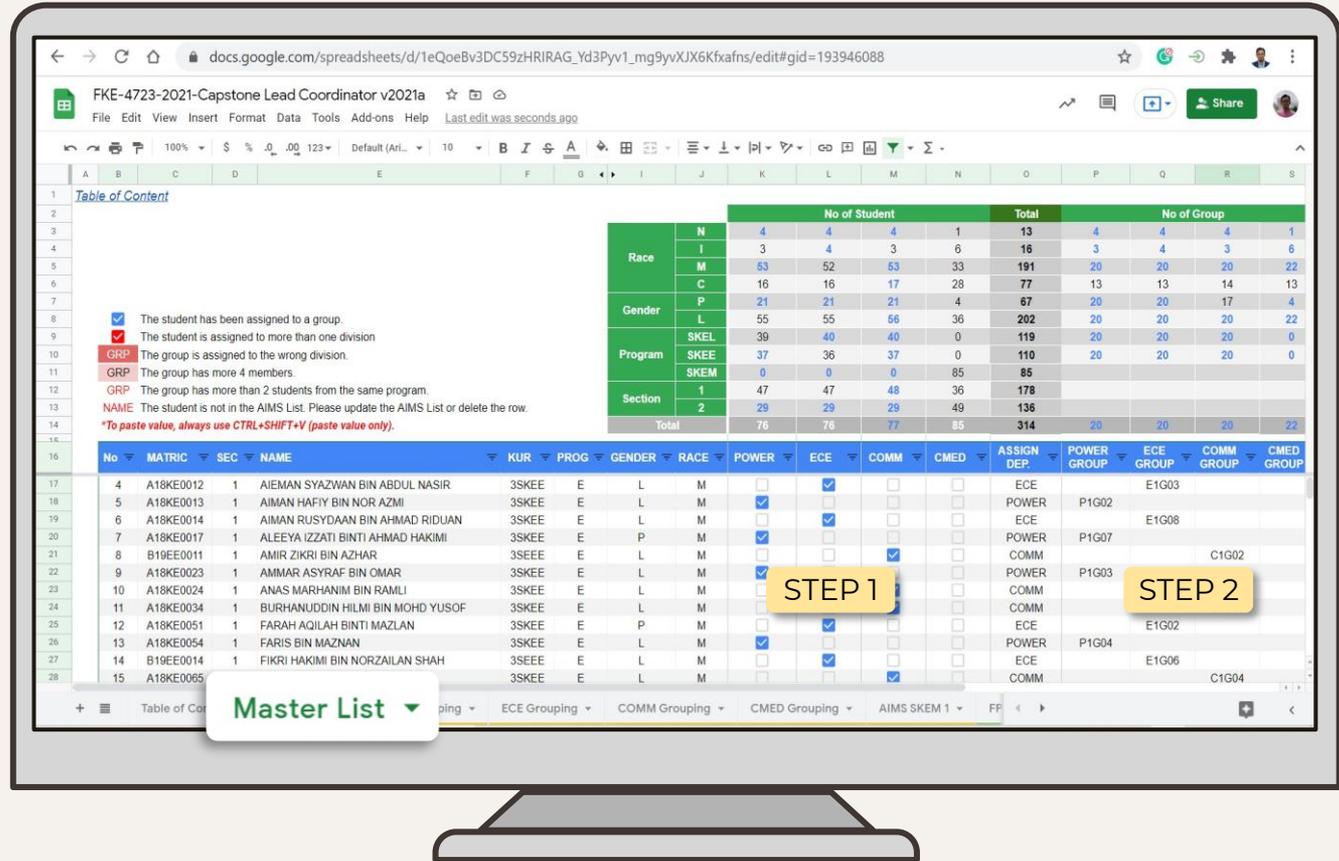
STEP 2:

Assign group name according to the division.

\* *Tips:*

1. Use the top table to balance the total students.

2. Use filter to hide unwanted data. Example: filter the non ECE students when assigning group to the ECE students.



The screenshot displays a Google Sheets spreadsheet titled 'FKE-4723-2021-Capstone Lead Coordinator v2021a'. It features two main tables:

**Table of Content (Summary Table):**

		No of Student				Total	No of Group			
Race	N	4	4	4	1	13	4	4	4	1
	I	3	4	3	6	16	3	4	3	6
	M	53	52	53	33	191	20	20	20	22
Gender	C	16	16	17	28	77	13	13	14	13
	P	21	21	21	4	67	20	20	17	4
	L	55	55	56	36	202	20	20	20	22
Program	SKEL	39	40	40	0	119	20	20	20	0
	SKEE	37	36	37	0	110	20	20	20	0
	SKEM	0	0	0	85	85				
Section	1	47	47	48	36	178				
	2	29	29	29	49	136				
Total		76	76	77	85	314	20	20	20	22

**Master List (Table):**

No	MATRIC	SEC	NAME	KUR	PROG	GENDER	RACE	POWER	ECE	COMM	CMED	ASSIGN DEP.	POWER GROUP	ECE GROUP	COMM GROUP	CMED GROUP
17	4	A18KE0012	1	AIEMAN SYAZWAN BIN ABDUL NASIR	3SKEE	E	L	M	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ECE		E1G03	
18	5	A18KE0013	1	AIMAN HAFIY BIN NOR AZMI	3SKEE	E	L	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	POWER	P1G02		
19	6	A18KE0014	1	AIMAN RUSYDAAN BIN AHMAD RIDUAN	3SKEE	E	L	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ECE		E1G08	
20	7	A18KE0017	1	ALEEYA IZZATI BINTI AHMAD HAKIMI	3SKEE	E	P	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	POWER	P1G07		
21	8	B19EE0011	1	AMIR ZIKRI BIN AZHAR	3SEEE	E	L	M	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	COMM		C1G02	
22	9	A18KE0023	1	AMMAR ASYRAF BIN OMAR	3SKEE	E	L	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	POWER	P1G03		
23	10	A18KE0024	1	ANAS MARHANIM BIN RAMLI	3SKEE	E	L	M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COMM			
24	11	A18KE0034	1	BURHANUDDIN HILMI BIN MOHD YUSOF	3SKEE	E	L	M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COMM			
25	12	A18KE0051	1	FARAH AQILAH BINTI MAZLAN	3SKEE	E	P	M	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ECE		E1G02	
26	13	A18KE0054	1	FARIS BIN MAZMAN	3SKEE	E	L	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	POWER	P1G04		
27	14	B19EE0014	1	FIKRI HAKIMI BIN NORZAILAN SHAH	3SEEE	E	L	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ECE		E1G06	
28	15	A18KE0065			3SKEE	E	L	M	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COMM		C1G04	

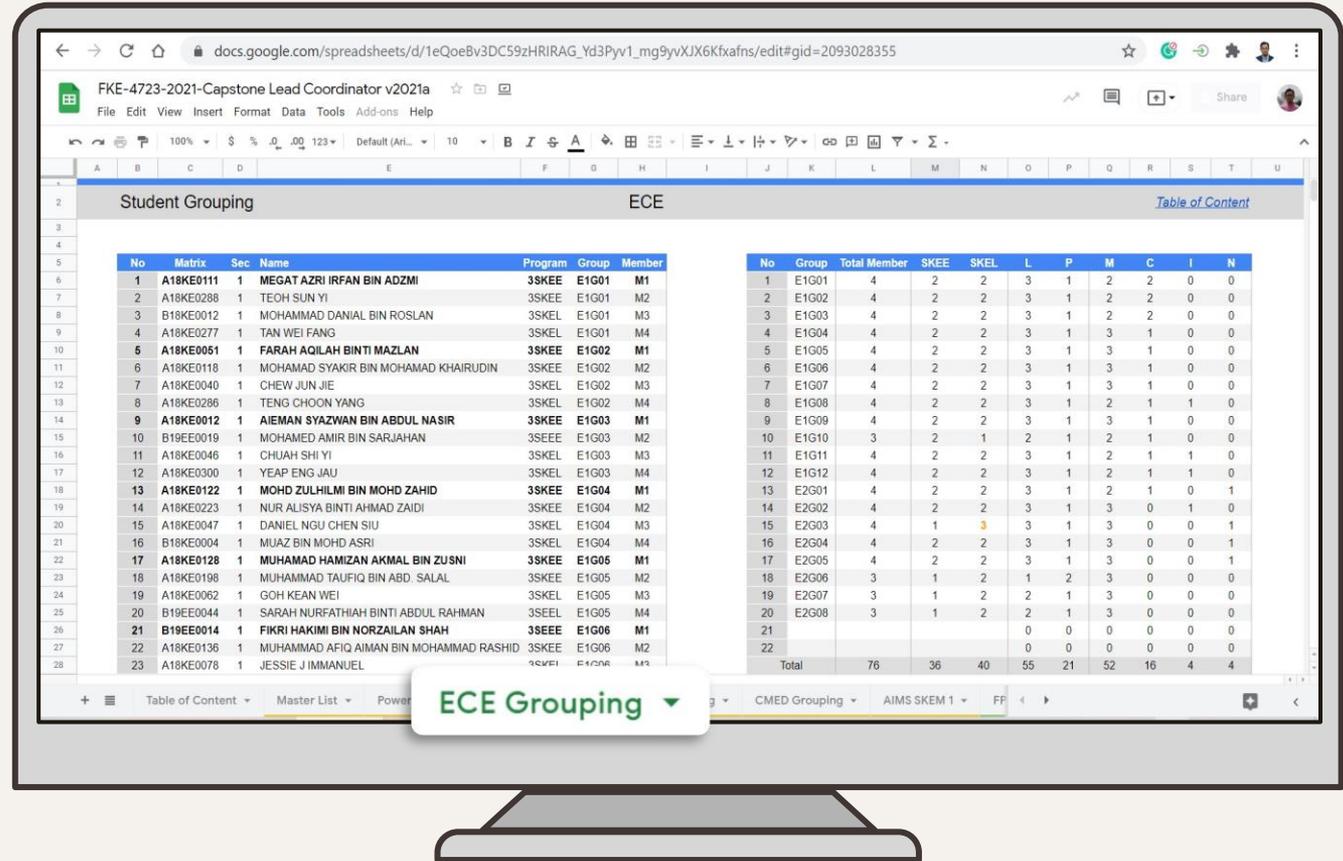
Yellow callouts indicate: **STEP 1** points to the checkboxes in the 'POWER', 'ECE', 'COMM', and 'CMED' columns. **STEP 2** points to the 'POWER GROUP', 'ECE GROUP', 'COMM GROUP', and 'CMED GROUP' columns.

# Grouping Students

## 3. THE GROUPING LIST

The grouping list for each division is generated automatically when students are assigned to a division and a group. The list will also be automatically exported to Coordinator files.

*\* Tips: The right side table can be used as a guide when assigning a group to students, to have a balance group member.*



The screenshot shows a Google Sheets spreadsheet with the following data tables:

**Table 1: Student Grouping**

No	Matrix	Sec	Name	Program	Group	Member
1	A18KE0111	1	MEGAT AZRI IRFAN BIN ADZMI	3SKEE	E1G01	M1
2	A18KE0288	1	TEOH SUN YI	3SKEE	E1G01	M2
3	B18KE0012	1	MOHAMMAD DANIAL BIN ROSLAN	3SKEE	E1G01	M3
4	A18KE0277	1	TAN WEI FANG	3SKEE	E1G01	M4
5	A18KE0051	1	FARAH AQILAH BINTI MAZLAN	3SKEE	E1G02	M1
6	A18KE0118	1	MOHAMAD SYAKIR BIN MOHAMAD KHAIRUDIN	3SKEE	E1G02	M2
7	A18KE0040	1	CHEW JUN JIE	3SKEE	E1G02	M3
8	A18KE0286	1	TENG CHOON YANG	3SKEE	E1G02	M4
9	A18KE0012	1	AIEMAN SYAZWAN BIN ABDUL NASIR	3SKEE	E1G03	M1
10	B19EE0019	1	MOHAMED AMIR BIN SARJAHAN	3SEEE	E1G03	M2
11	A18KE0046	1	CHUAH SHI YI	3SKEE	E1G03	M3
12	A18KE0300	1	YEAP ENG JAU	3SKEE	E1G03	M4
13	A18KE0122	1	MOHD ZULHILMI BIN MOHD ZAHID	3SKEE	E1G04	M1
14	A18KE0223	1	NUR ALI SYA BINTI AHMAD ZAIDI	3SKEE	E1G04	M2
15	A18KE0047	1	DANIEL NGU CHEN SIU	3SKEE	E1G04	M3
16	B18KE0004	1	MUJAZ BIN MOHD ASRI	3SKEE	E1G04	M4
17	A18KE0128	1	MUHAMMAD HAMIZAN AKMAL BIN ZUSNI	3SKEE	E1G05	M1
18	A18KE0198	1	MUHAMMAD TAUFIQ BIN ABD SALAL	3SKEE	E1G05	M2
19	A18KE0062	1	GOH KEAN WEI	3SKEE	E1G05	M3
20	B19EE0044	1	SARAH NURFATHIAH BINTI ABDUL RAHMAN	3SEEE	E1G05	M4
21	B19EE0014	1	FIKRI HAKIMI BIN NORZAILAN SHAH	3SEEE	E1G06	M1
22	A18KE0136	1	MUHAMMAD AFIQ AIMAN BIN MOHAMMAD RASHID	3SKEE	E1G06	M2
23	A18KE0078	1	JESSIE J IMMANUEL	3SKEE	E1G06	M3

**Table 2: Summary Table**

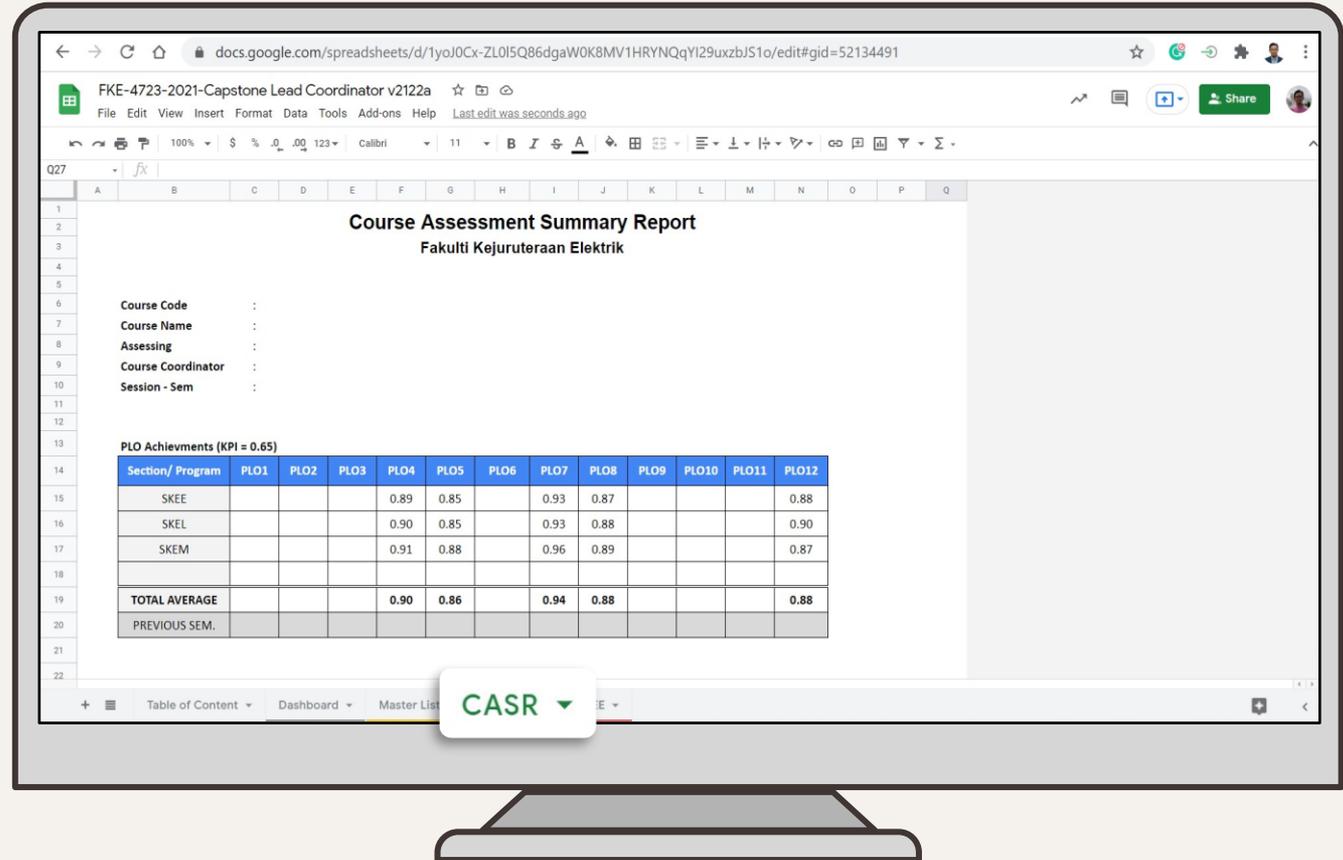
No	Group	Total Member	SKEE	SKEL	L	P	M	C	I	N
1	E1G01	4	2	2	3	1	2	2	0	0
2	E1G02	4	2	2	3	1	2	2	0	0
3	E1G03	4	2	2	3	1	2	2	0	0
4	E1G04	4	2	2	3	1	3	1	0	0
5	E1G05	4	2	2	3	1	3	1	0	0
6	E1G06	4	2	2	3	1	3	1	0	0
7	E1G07	4	2	2	3	1	3	1	0	0
8	E1G08	4	2	2	3	1	2	1	1	0
9	E1G09	4	2	2	3	1	3	1	0	0
10	E1G10	3	2	1	2	1	2	1	0	0
11	E1G11	4	2	2	3	1	2	1	1	0
12	E1G12	4	2	2	3	1	2	1	1	0
13	E2G01	4	2	2	3	1	2	1	0	1
14	E2G02	4	2	2	3	1	3	0	1	0
15	E2G03	4	1	3	3	1	3	0	0	1
16	E2G04	4	2	2	3	1	3	0	0	1
17	E2G05	4	2	2	3	1	3	0	0	1
18	E2G06	3	1	2	2	2	3	0	0	0
19	E2G07	3	1	2	2	1	3	0	0	0
20	E2G08	3	1	2	2	1	3	0	0	0
21							0	0	0	0
22							0	0	0	0
Total		76	36	40	55	21	52	16	4	4

# Preparing CASR

All the scores and analysis values for the CASR are generated automatically.

Only the following feedbacks need to be filled:

1. Modification to course
2. Nali implementation
3. Student feedback
4. PLO Reflection
5. Suggestion
6. Implemented CQI



The screenshot shows a Google Sheets spreadsheet titled "Course Assessment Summary Report" for "Fakulti Kejuruteraan Elektrik". The spreadsheet contains the following information:

**Course Details:**

- Course Code :
- Course Name :
- Assessing :
- Course Coordinator :
- Session - Sem :

**PLO Achievements (KPI = 0.65)**

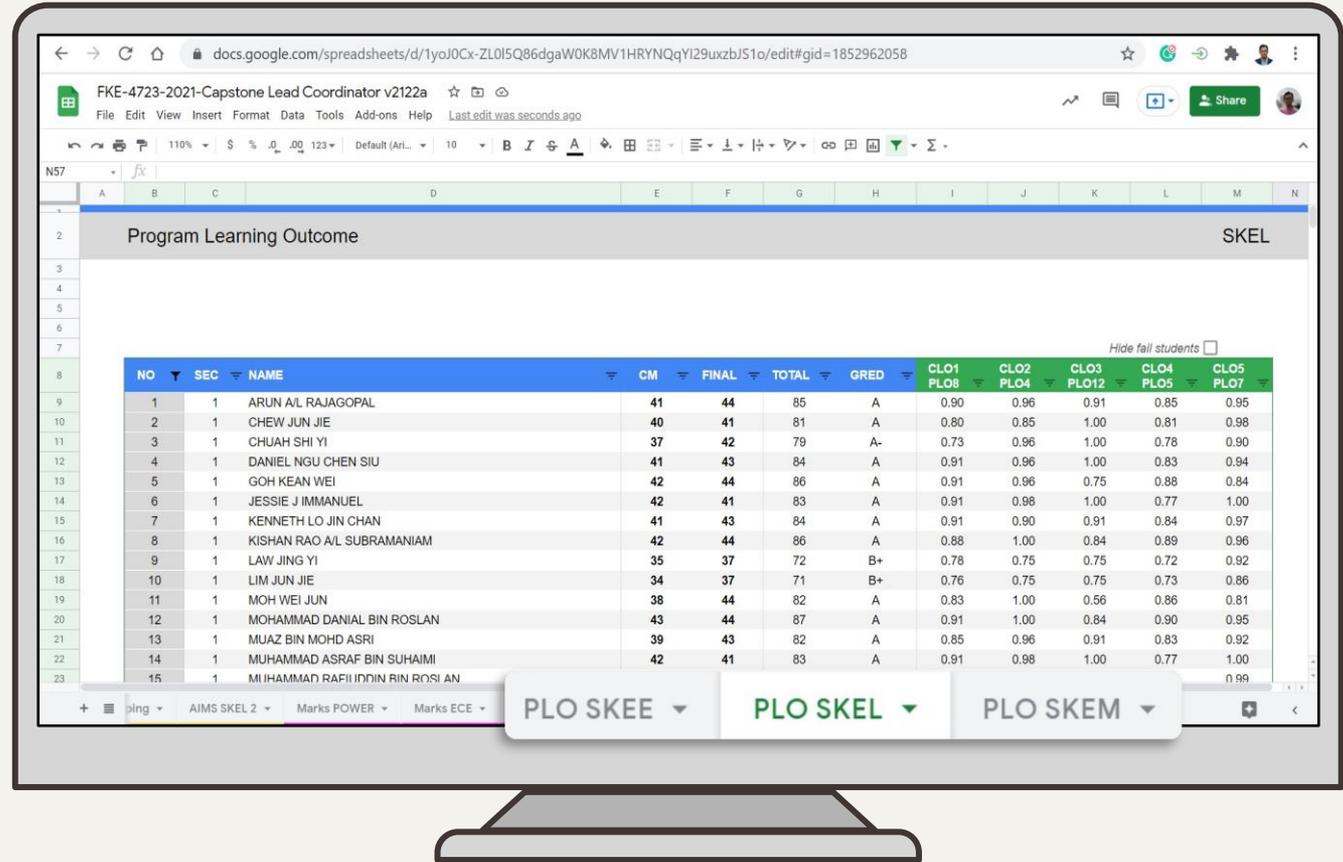
Section/ Program	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10	PLO11	PLO12
SKEE				0.89	0.85		0.93	0.87				0.88
SKEL				0.90	0.85		0.93	0.88				0.90
SKEM				0.91	0.88		0.96	0.89				0.87
<b>TOTAL AVERAGE</b>				<b>0.90</b>	<b>0.86</b>		<b>0.94</b>	<b>0.88</b>				<b>0.88</b>
PREVIOUS SEM.												

A "CASR" dropdown menu is visible at the bottom of the spreadsheet.

# Grades and PLO Scores

The grades and PLO scores are listed by program. Thus, there are three sheets for the three program (Electrical, Electronics, and Mechatronics)

There is an option to hide students that failed the course by clicking the checkbox at the top right corner of the table.



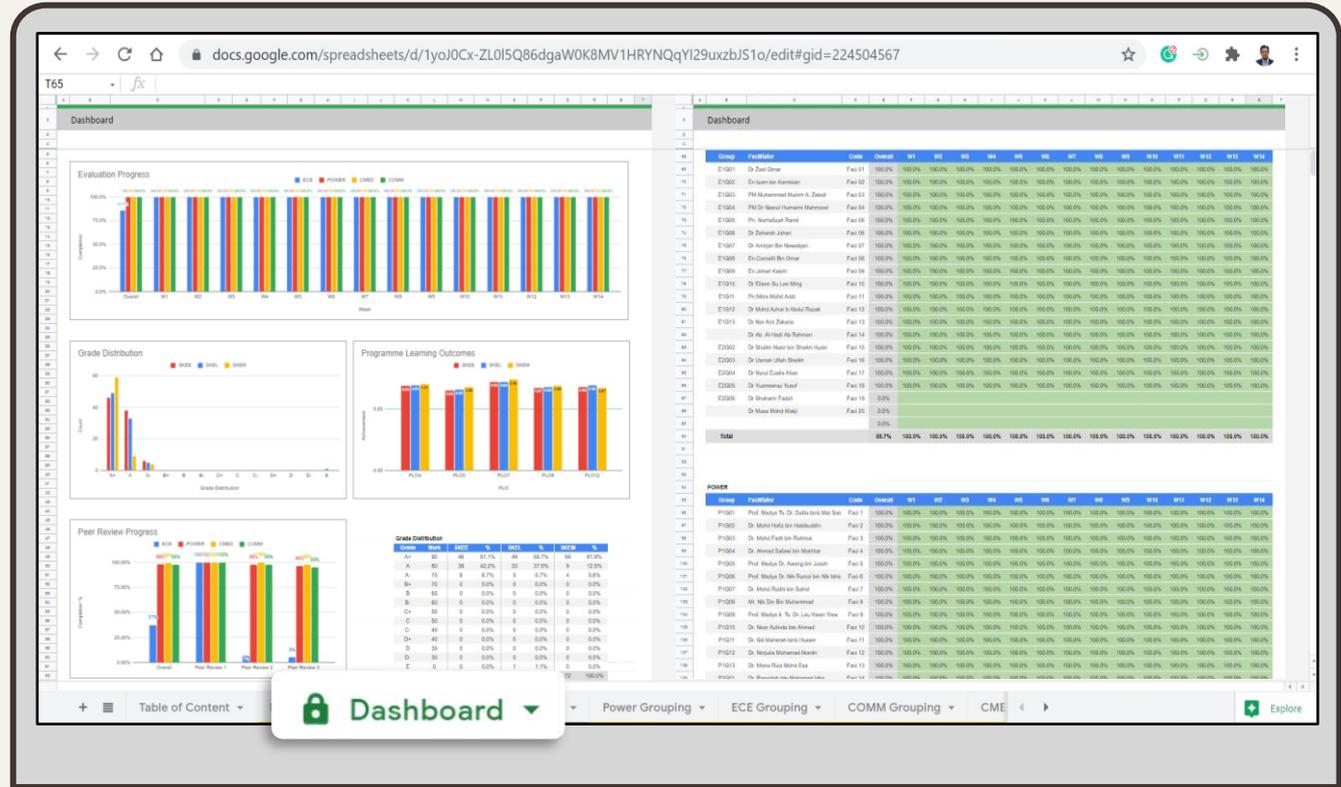
The screenshot shows a Google Sheets spreadsheet titled 'FKE-4723-2021-Capstone Lead Coordinator v2122a'. The spreadsheet displays a table of student performance data for 'Program Learning Outcome' (SKEL). The table has columns for student ID (NO), section (SEC), name (NAME), scores (CM, FINAL, TOTAL), grade (GRED), and PLO scores (CLO1 PLO8, CLO2 PLO4, CLO3 PLO12, CLO4 PLO5, CLO5 PLO7). A 'Hide fail students' checkbox is located at the top right of the table. Below the table, there are three tabs: 'PLO SKEE', 'PLO SKEL', and 'PLO SKEM'. The 'PLO SKEL' tab is currently selected.

NO	SEC	NAME	CM	FINAL	TOTAL	GRED	CLO1 PLO8	CLO2 PLO4	CLO3 PLO12	CLO4 PLO5	CLO5 PLO7
1	1	ARUN A/L RAJAGOPAL	41	44	85	A	0.90	0.96	0.91	0.85	0.95
2	1	CHEW JUN JIE	40	41	81	A	0.80	0.85	1.00	0.81	0.98
3	1	CHUAH SHI YI	37	42	79	A-	0.73	0.96	1.00	0.78	0.90
4	1	DANIEL NGU CHEN SIU	41	43	84	A	0.91	0.96	1.00	0.83	0.94
5	1	GOH KEAN WEI	42	44	86	A	0.91	0.96	0.75	0.88	0.84
6	1	JESSIE J IMMANUEL	42	41	83	A	0.91	0.98	1.00	0.77	1.00
7	1	KENNETH LO JIN CHAN	41	43	84	A	0.91	0.90	0.91	0.84	0.97
8	1	KISHAN RAO A/L SUBRAMANIAM	42	44	86	A	0.88	1.00	0.84	0.89	0.96
9	1	LAW JING YI	35	37	72	B+	0.78	0.75	0.75	0.72	0.92
10	1	LIM JUN JIE	34	37	71	B+	0.76	0.75	0.75	0.73	0.86
11	1	MOH WEI JUN	38	44	82	A	0.83	1.00	0.56	0.86	0.81
12	1	MOHAMMAD DANIAL BIN ROSLAN	43	44	87	A	0.91	1.00	0.84	0.90	0.95
13	1	MUAZ BIN MOHD ASRI	39	43	82	A	0.85	0.96	0.91	0.83	0.92
14	1	MUHAMMAD ASRAF BIN SUHAIMI	42	41	83	A	0.91	0.98	1.00	0.77	1.00
15	1	MUHAMMAD RAFI IDDIN RIN ROSLI AN									0.99

# Dashboard

The dashboard is used for monitoring the course through the following live update plots and tables

1. Evaluation progress by division
2. Grade distribution by program
3. PLO achievement by program
4. Peer review submission status



# Lead Coordinator File Sheets List

1. Dashboard
2. EECS Leaderboard
3. File Link

## **Students Grouping**

4. Main Grouping List
5. POWER Grouping List
6. ECE Grouping List
7. COMM Grouping List
8. CMED Grouping List
9. AIMS SKEL Sec.01 List
10. AIMS SKEL Sec.02 List
11. AIMS SKEE Sec.01 List
12. AIMS SKEE Sec.02 List
13. AIMS SKEM Sec.01 List
14. AIMS SKEM Sec.02 List

## **Assessment**

15. Marks POWER

16. Marks ECE
17. Marks COMM
18. Marks CMED
19. Assessment Rubric

## **Materials**

20. Conceptual Prototype Information
21. Final Product Information
22. Final Product Presentation Materials
23. Student's Final Report

## **Report**

24. CASR
25. PLO SKEE
26. PLO SKEL
27. PLO SKEM
28. PLO

## **Appendix**

29. Conceptual Prototype Form Responses
30. Final Product Form Responses
31. Final Product Presentation Form Responses
32. Final Report Form Responses
33. Peer Review 1 Form Responses
34. Peer Review 2 Form Responses
35. Peer Review 3 Form Responses

# 03

## Coordinator File

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# Coordinator File Quick Guide

## Assign Facilitator

Create facilitator files  
and link the file's url

01 ——— 02 ——— 03

### Create File

Duplicate file and set Lead  
Coordinator file url

### Prepare Seminar Schedule

Assign panels and complete  
the seminar table

# Creating Coordinator File

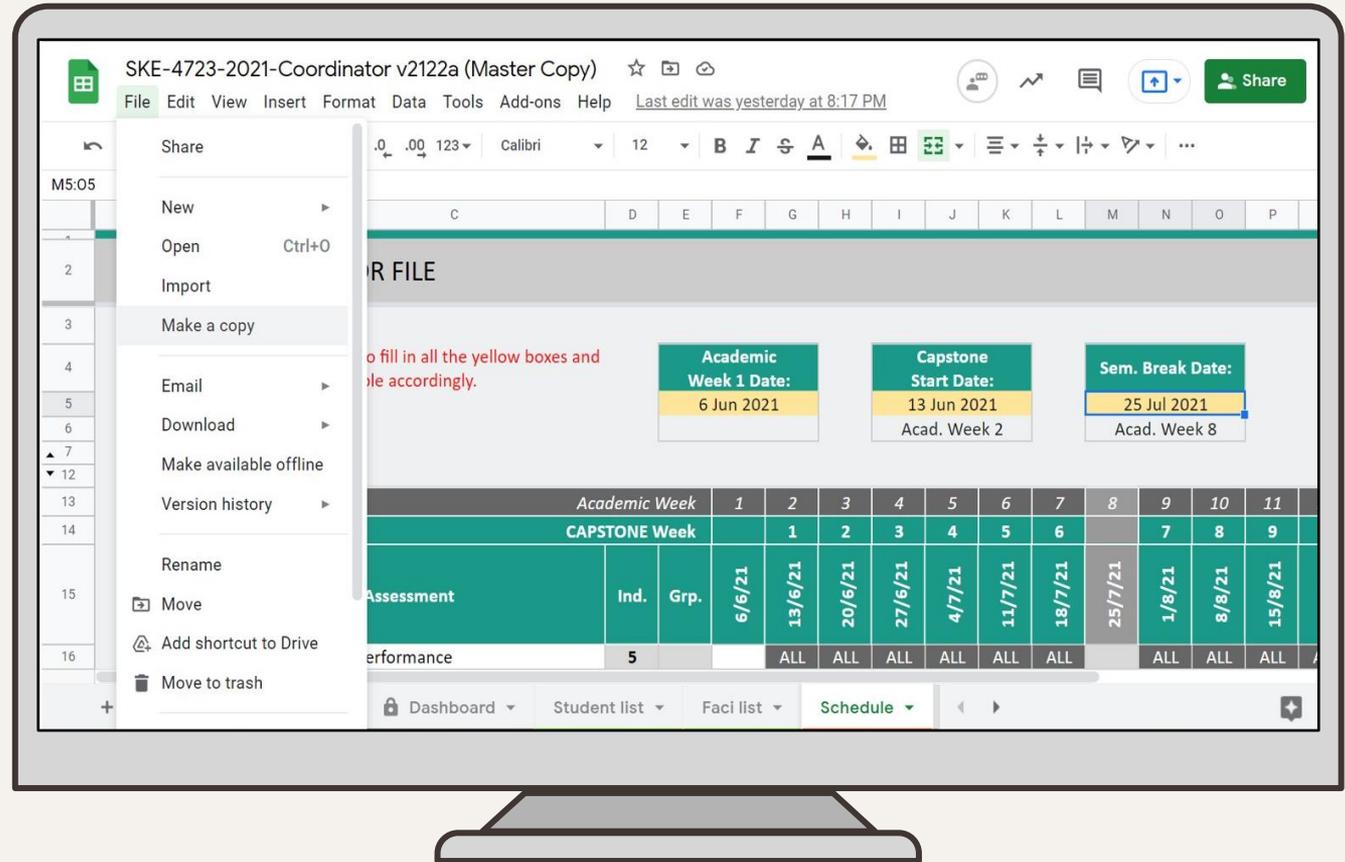
## STEP 1:

Open master file → Select File → Make a copy → choose Share it to the same people → Ok.

## STEP 2:

Open the new file → go to Dashboard sheet → choose the program from the top right dropdown menu.

*\* Copying the master file from within the Google Sheets apps, and not from the Google Drive is to keep the permission to edit the protected sheets to both the coordinator and admin.*



The screenshot shows a Google Sheet titled "SKE-4723-2021-Coordinator v2122a (Master Copy)". The interface includes a menu bar (File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help), a toolbar with various editing tools, and a dropdown menu open on the left. The dropdown menu options are: Share, New, Open (Ctrl+O), Import, Make a copy, Email, Download, Make available offline, Version history, Rename, Move, Add shortcut to Drive, and Move to trash. The main content area displays a calendar for "Academic Week 1" starting on 6 Jun 2021, with a "CAPSTONE Week" highlighted in green. Below the calendar is a table with columns for "Academic Week" (1-11) and rows for "Assessment", "Performance", and "Sem. Break Date". The "Assessment" row shows dates from 6/6/21 to 15/8/21. The "Performance" row shows a score of 5 and "ALL" for all weeks. The "Sem. Break Date" row shows a date of 25 Jul 2021 for Acad. Week 8. At the bottom, there are dropdown menus for "Dashboard", "Student list", "Faci list", and "Schedule".

# Link the Lead Coordinator File

## STEP 1:

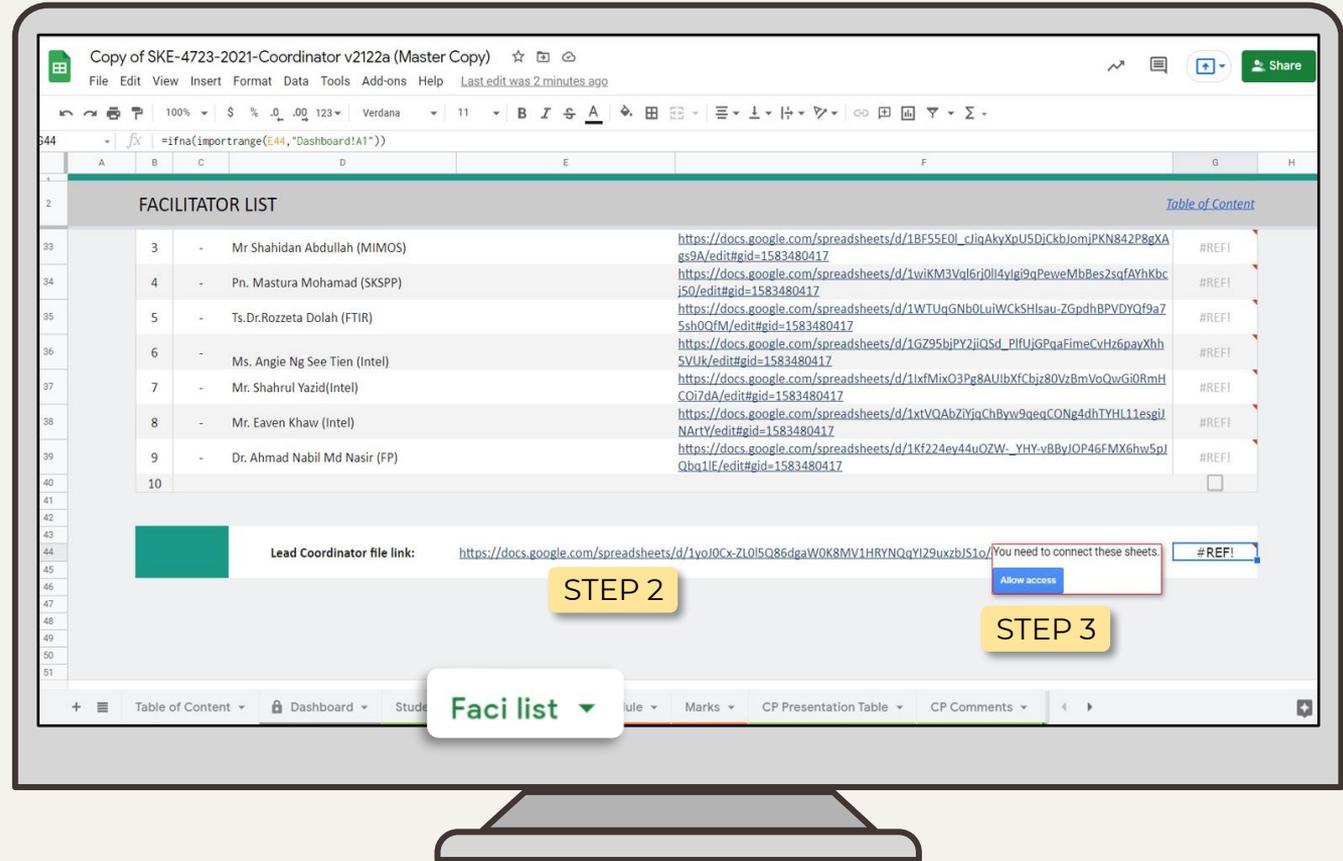
Open the Lead Coordinator file and copy its URL.

## STEP 2:

Open the Faci List sheets in the Coordinator file and paste the URL in the Lead column as shown in the diagram.

## STEP 3:

Select the cell written with #REF! → click Allow access.



The screenshot shows a Google Sheets spreadsheet titled "Copy of SKE-4723-2021-Coordinator v2122a (Master Copy)". The spreadsheet has a table with the following data:

	A	B	C	D	E	F	G	H
2	FACILITATOR LIST							
33	3	-	Mr Shahidan Abdullah (MIMOS)			<a href="https://docs.google.com/spreadsheets/d/1BF55E0L_cIqAkyXpU5DjCkbIomjPKN842P8gXAgS9A/edit#gid=1583480417">https://docs.google.com/spreadsheets/d/1BF55E0L_cIqAkyXpU5DjCkbIomjPKN842P8gXAgS9A/edit#gid=1583480417</a>	#REF!	
34	4	-	Pn. Mastura Mohamad (SKSPP)			<a href="https://docs.google.com/spreadsheets/d/1wiKM3Vql6rj0l4yIgi9qPeweMbBes2sqfAYhKbcj50/edit#gid=1583480417">https://docs.google.com/spreadsheets/d/1wiKM3Vql6rj0l4yIgi9qPeweMbBes2sqfAYhKbcj50/edit#gid=1583480417</a>	#REF!	
35	5	-	Ts.Dr.Rozeta Dolah (FTIR)			<a href="https://docs.google.com/spreadsheets/d/1WTUqGNb0LuiWCKSHsau-ZGpdhBPVQYf9a75sh0QfM/edit#gid=1583480417">https://docs.google.com/spreadsheets/d/1WTUqGNb0LuiWCKSHsau-ZGpdhBPVQYf9a75sh0QfM/edit#gid=1583480417</a>	#REF!	
36	6	-	Ms. Angie Ng See Tien (Intel)			<a href="https://docs.google.com/spreadsheets/d/1GZ95bjPY2jiQsd_PfUJGPqaFimeCVH26payXhh5VUk/edit#gid=1583480417">https://docs.google.com/spreadsheets/d/1GZ95bjPY2jiQsd_PfUJGPqaFimeCVH26payXhh5VUk/edit#gid=1583480417</a>	#REF!	
37	7	-	Mr. Shahrul Yazid(Intel)			<a href="https://docs.google.com/spreadsheets/d/1xfMixO3Pg8AUlbfXfCbjz80Vz8mVoQwGi0RmHC0i7dA/edit#gid=1583480417">https://docs.google.com/spreadsheets/d/1xfMixO3Pg8AUlbfXfCbjz80Vz8mVoQwGi0RmHC0i7dA/edit#gid=1583480417</a>	#REF!	
38	8	-	Mr. Eaven Khaw (Intel)			<a href="https://docs.google.com/spreadsheets/d/1xtVQAbZYqChByw9qeaCONg4dhTYHl11esgilNArT/edit#gid=1583480417">https://docs.google.com/spreadsheets/d/1xtVQAbZYqChByw9qeaCONg4dhTYHl11esgilNArT/edit#gid=1583480417</a>	#REF!	
39	9	-	Dr. Ahmad Nabil Md Nasir (FP)			<a href="https://docs.google.com/spreadsheets/d/1kF224ey44uOZW_YHY-vBByJOP46FMX6hw5p1Qba1fE/edit#gid=1583480417">https://docs.google.com/spreadsheets/d/1kF224ey44uOZW_YHY-vBByJOP46FMX6hw5p1Qba1fE/edit#gid=1583480417</a>	#REF!	
40	10							

Below the table, there is a section for linking the Lead Coordinator file:

Lead Coordinator file link: <https://docs.google.com/spreadsheets/d/1yoJcXi-ZlO5Q86dgaW0K8MV1HRYNqY129uxzbJS1o/>

The cell containing the URL is linked to a cell with the formula `#REF!`. A dialog box titled "You need to connect these sheets." is shown with an "Allow access" button.

Annotations on the screenshot:

- STEP 2**: A yellow box pointing to the URL in the "Lead Coordinator file link" column.
- STEP 3**: A yellow box pointing to the "#REF!" cell.

# Assigning Facilitators

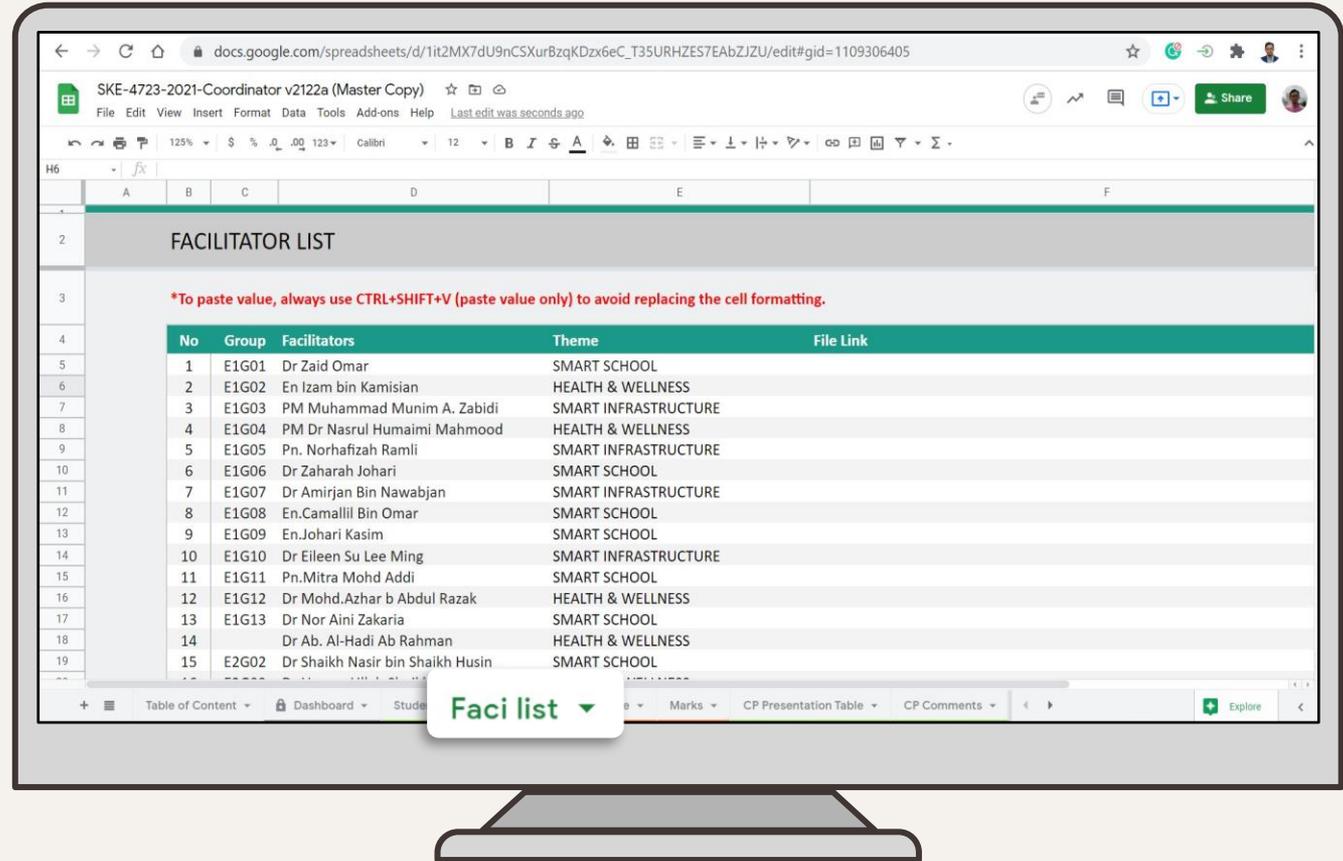
## 1. Assign Facilitator to groups

STEP 1:

Open the Faci List sheets.

STEP 2:

Fill in the group name, assigned facilitators name and theme to the respective columns.



The screenshot shows a Google Sheet titled "FACILITATOR LIST" with the following data:

No	Group	Facilitators	Theme	File Link
1	E1G01	Dr Zaid Omar	SMART SCHOOL	
2	E1G02	En Izam bin Kamisian	HEALTH & WELLNESS	
3	E1G03	PM Muhammad Munim A. Zabidi	SMART INFRASTRUCTURE	
4	E1G04	PM Dr Nasrul Humaimi Mahmood	HEALTH & WELLNESS	
5	E1G05	Pn. Norhafizah Ramli	SMART INFRASTRUCTURE	
6	E1G06	Dr Zaharah Johari	SMART SCHOOL	
7	E1G07	Dr Amirjan Bin Nawabjan	SMART INFRASTRUCTURE	
8	E1G08	En.Camallil Bin Omar	SMART SCHOOL	
9	E1G09	En.Johari Kasim	SMART SCHOOL	
10	E1G10	Dr Eileen Su Lee Ming	SMART INFRASTRUCTURE	
11	E1G11	Pn.Mitra Mohd Addi	SMART SCHOOL	
12	E1G12	Dr Mohd.Azhar b Abdul Razak	HEALTH & WELLNESS	
13	E1G13	Dr Nor Aini Zakaria	SMART SCHOOL	
14		Dr Ab. Al-Hadi Ab Rahman	HEALTH & WELLNESS	
15	E2G02	Dr Shaikh Nasir bin Shaikh Husin	SMART SCHOOL	

A red note above the table reads: **\*To paste value, always use CTRL+SHIFT+V (paste value only) to avoid replacing the cell formatting.**

A dropdown menu labeled "Faci list" is visible at the bottom of the screen.

# Assigning Facilitators

## 2. Create Facilitator File

STEP 1:

Copy the master file and rename accordingly.

STEP 2:

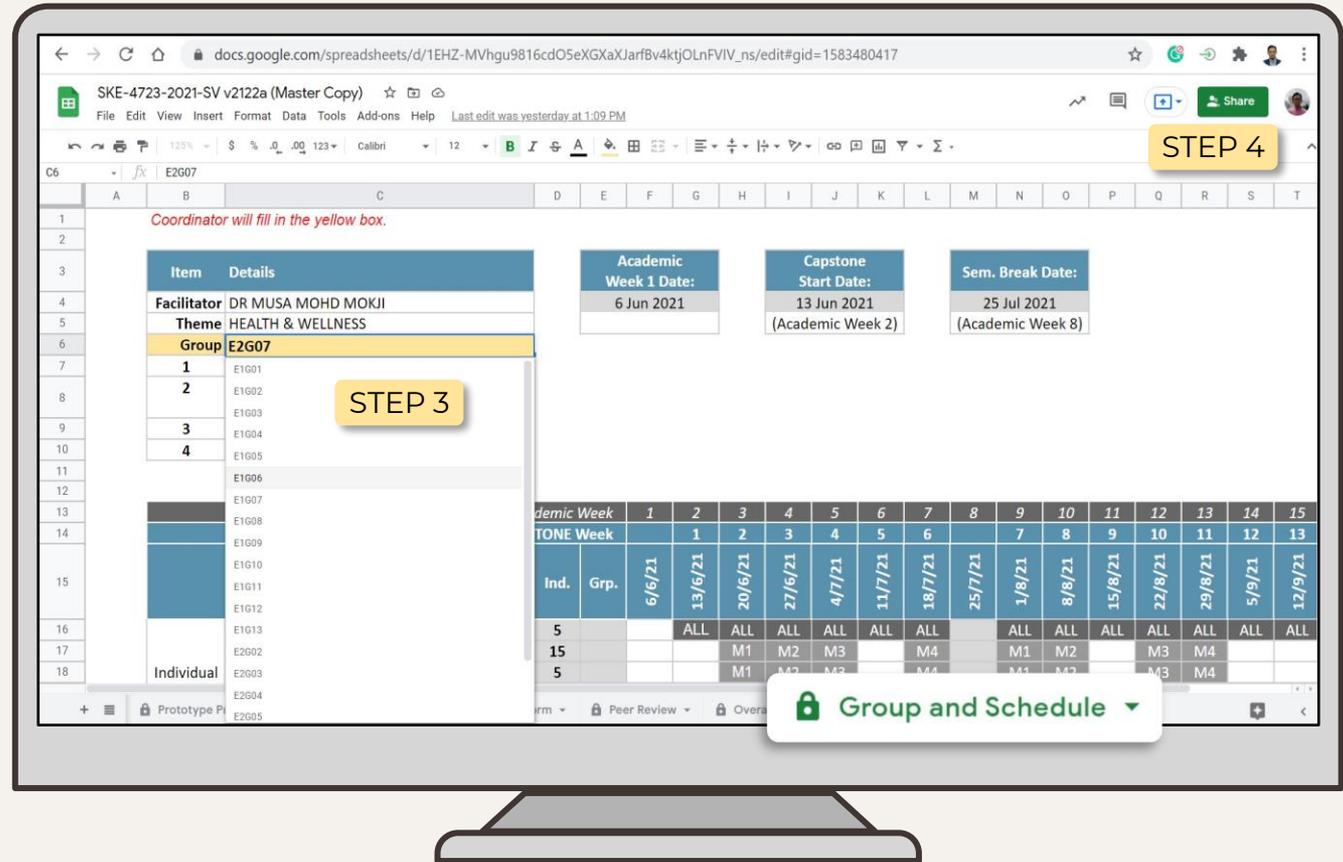
Open the new Faci file and go to Group and Schedule sheets.

STEP 3:

Click the dropdown menu on the yellow box and choose the group name for the assigned facilitator.

STEP 4:

Share the file to the assigned facilitator.



The screenshot shows a Google Sheets spreadsheet with the following data:

Item	Details
Facilitator	DR MUSA MOHD MOKJI
Theme	HEALTH & WELLNESS
Group	E2G07
1	E1G01
2	E1G02
3	E1G03
4	E1G04
	E1G05
	E1G06
	E1G07
	E1G08
	E1G09
	E1G10
	E1G11
	E1G12
	E1G13
	E2G02
	E2G03
	E2G04
	E2G05

Academic Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Academic Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Capstone Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Ind.	6/6/21	13/6/21	20/6/21	27/6/21	4/7/21	11/7/21	18/7/21	25/7/21	1/8/21	8/8/21	15/8/21	22/8/21	29/8/21	5/9/21	12/9/21
Grp.		ALL	ALL	ALL	ALL	ALL	ALL	ALL	ALL	ALL	ALL	ALL	ALL	ALL	ALL
5															
15			M1	M2	M3		M4		M1	M2		M3	M4		
5			M1	M2	M3		M4		M1	M2		M3	M4		

# Assigning Facilitators

## 3. Link the Facilitator file to the Coordinator file.

STEP 1:

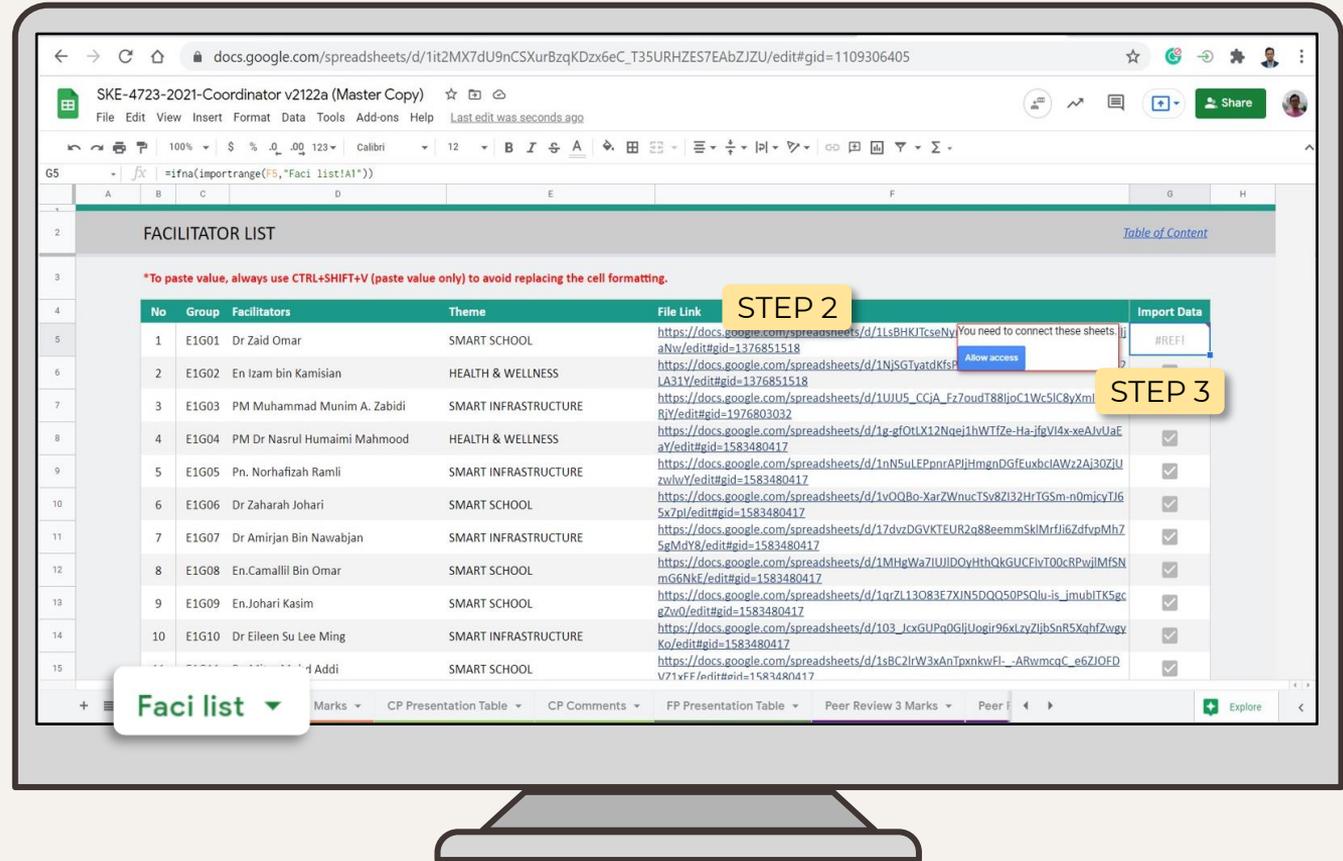
Copy the facilitator file URL.

STEP 2:

Go to Coordinator file → open Faci List sheet → paste the URL in the File Link column.

STEP 3:

Hover the cursor to the Import Data column and click Allow Permission. The linking is complete when the tick icon appears.



The screenshot shows a Google Sheets spreadsheet titled "SKE-4723-2021-Coordinator v2122a (Master Copy)". The active sheet is "FACILITATOR LIST". The table contains the following data:

No	Group	Facilitators	Theme	File Link	Import Data
1	E1G01	Dr Zaid Omar	SMART SCHOOL	<a href="https://docs.google.com/spreadsheets/d/1sBHKITcseNvUaW/edit#gid=1376851518">https://docs.google.com/spreadsheets/d/1sBHKITcseNvUaW/edit#gid=1376851518</a>	#REF!
2	E1G02	En Izam bin Kamisan	HEALTH & WELLNESS	<a href="https://docs.google.com/spreadsheets/d/1NjSGTyatdkfsfLA31Y/edit#gid=1376851518">https://docs.google.com/spreadsheets/d/1NjSGTyatdkfsfLA31Y/edit#gid=1376851518</a>	Allow access
3	E1G03	PM Muhammad Munim A. Zabidi	SMART INFRASTRUCTURE	<a href="https://docs.google.com/spreadsheets/d/1UJU5_CcJA_Fz7oudT88ljoc1Wc5lC&amp;XmI8jY/edit#gid=1976803032">https://docs.google.com/spreadsheets/d/1UJU5_CcJA_Fz7oudT88ljoc1Wc5lC&amp;XmI8jY/edit#gid=1976803032</a>	Allow access
4	E1G04	PM Dr Nasrul Humaimi Mahmood	HEALTH & WELLNESS	<a href="https://docs.google.com/spreadsheets/d/1g-gfOtlX12Nqej1hWTF7e-Ha-JfgVl4kxeAIVUaEaY/edit#gid=1583480417">https://docs.google.com/spreadsheets/d/1g-gfOtlX12Nqej1hWTF7e-Ha-JfgVl4kxeAIVUaEaY/edit#gid=1583480417</a>	Allow access
5	E1G05	Pn. Norhafizah Ramli	SMART INFRASTRUCTURE	<a href="https://docs.google.com/spreadsheets/d/1nNSulEPpnrAPjHmgnDGFuXbcIAWz2A1307IuzlvvY/edit#gid=1583480417">https://docs.google.com/spreadsheets/d/1nNSulEPpnrAPjHmgnDGFuXbcIAWz2A1307IuzlvvY/edit#gid=1583480417</a>	Allow access
6	E1G06	Dr Zaharah Johari	SMART SCHOOL	<a href="https://docs.google.com/spreadsheets/d/1vOQBo-XarZWnucTsV8Zl3ZHTGSm-n0mjcyTj65x7p/edit#gid=1583480417">https://docs.google.com/spreadsheets/d/1vOQBo-XarZWnucTsV8Zl3ZHTGSm-n0mjcyTj65x7p/edit#gid=1583480417</a>	Allow access
7	E1G07	Dr Amirjan Bin Nawabjan	SMART INFRASTRUCTURE	<a href="https://docs.google.com/spreadsheets/d/17dvzDGVKTEUR2q8eemmSkIMrfjI6ZdfvpMh75gMaY8/edit#gid=1583480417">https://docs.google.com/spreadsheets/d/17dvzDGVKTEUR2q8eemmSkIMrfjI6ZdfvpMh75gMaY8/edit#gid=1583480417</a>	Allow access
8	E1G08	En.Camallil Bin Omar	SMART SCHOOL	<a href="https://docs.google.com/spreadsheets/d/1mHgWa7lUjIDoYHhQKGUcFivT00cRPwjlMfSNmG6NkF/edit#gid=1583480417">https://docs.google.com/spreadsheets/d/1mHgWa7lUjIDoYHhQKGUcFivT00cRPwjlMfSNmG6NkF/edit#gid=1583480417</a>	Allow access
9	E1G09	En.Johari Kasim	SMART SCHOOL	<a href="https://docs.google.com/spreadsheets/d/1qrZl13083F7XIN5DQ50P5Olu-is_imubITK5gcgZv0/edit#gid=1583480417">https://docs.google.com/spreadsheets/d/1qrZl13083F7XIN5DQ50P5Olu-is_imubITK5gcgZv0/edit#gid=1583480417</a>	Allow access
10	E1G10	Dr Eileen Su Lee Ming	SMART INFRASTRUCTURE	<a href="https://docs.google.com/spreadsheets/d/103_JcxGUPa0GijUngir96xIryZjYbN85XahfZwvYKo/edit#gid=1583480417">https://docs.google.com/spreadsheets/d/103_JcxGUPa0GijUngir96xIryZjYbN85XahfZwvYKo/edit#gid=1583480417</a>	Allow access
11	E1G11	Dr. Addi	SMART SCHOOL	<a href="https://docs.google.com/spreadsheets/d/1sBC2irW3xAnTpxnkWfL-ARWmccC_e6ZIOFDV71xVFf/edit#gid=1583480417">https://docs.google.com/spreadsheets/d/1sBC2irW3xAnTpxnkWfL-ARWmccC_e6ZIOFDV71xVFf/edit#gid=1583480417</a>	Allow access

Annotations in the image include:

- STEP 1:** A yellow box highlights the 'File Link' column header.
- STEP 2:** A yellow box highlights the 'Import Data' column header.
- STEP 3:** A yellow box highlights the 'Allow access' button in the 'Import Data' column.

A dropdown menu labeled "Faci list" is visible at the bottom left of the spreadsheet.

# Preparing Seminar Presentation Schedule

## 1. Assign Session and Panel Evaluation

### STEP 1:

Type the session name in Session column.

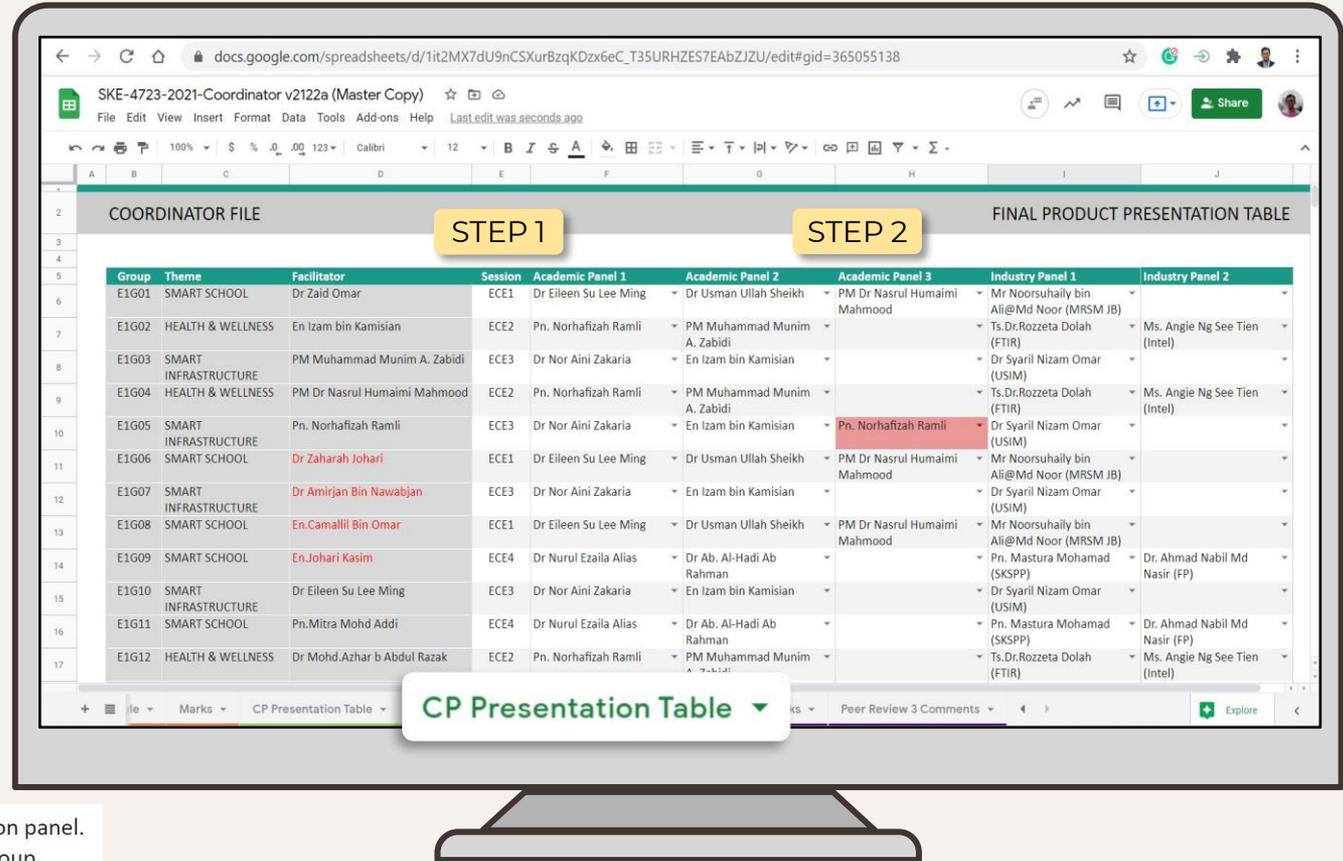
### STEP 2:

Choose academic and industry panel from the dropdown menu.

*\* Below are the two indicators as guidance to choose valid panels:*

**NAME** The faci is not assigned as presentation panel.

**NAME** The faci is assigned to his/her own group.



Group	Theme	Facilitator	Session	Academic Panel 1	Academic Panel 2	Academic Panel 3	Industry Panel 1	Industry Panel 2
E1G01	SMART SCHOOL	Dr Zaid Omar	ECE1	Dr Eileen Su Lee Ming	Dr Usman Ullah Sheikh	PM Dr Nasrul Humaimi Mahmood	Mr Noorsuhaily bin Ali@Md Noor (MRSM JB)	
E1G02	HEALTH & WELLNESS	En Izam bin Kamisian	ECE2	Pn. Norhafizah Ramli	PM Muhammad Munim A. Zabidi		Ts.Dr.Rozzeta Dolah (FTIR)	Ms. Angie Ng See Tien (Intel)
E1G03	SMART INFRASTRUCTURE	PM Muhammad Munim A. Zabidi	ECE3	Dr Nor Aini Zakaria	En Izam bin Kamisian		Dr Syaril Nizam Omar (USIM)	
E1G04	HEALTH & WELLNESS	PM Dr Nasrul Humaimi Mahmood	ECE2	Pn. Norhafizah Ramli	PM Muhammad Munim A. Zabidi		Ts.Dr.Rozzeta Dolah (FTIR)	Ms. Angie Ng See Tien (Intel)
E1G05	SMART INFRASTRUCTURE	Pn. Norhafizah Ramli	ECE3	Dr Nor Aini Zakaria	En Izam bin Kamisian	Pn. Norhafizah Ramli	Dr Syaril Nizam Omar (USIM)	
E1G06	SMART SCHOOL	Dr Zaharah Johari	ECE1	Dr Eileen Su Lee Ming	Dr Usman Ullah Sheikh	PM Dr Nasrul Humaimi Mahmood	Mr Noorsuhaily bin Ali@Md Noor (MRSM JB)	
E1G07	SMART INFRASTRUCTURE	Dr Amirjan Bin Nawabjan	ECE3	Dr Nor Aini Zakaria	En Izam bin Kamisian		Dr Syaril Nizam Omar (USIM)	
E1G08	SMART SCHOOL	En.Camallii Bin Omar	ECE1	Dr Eileen Su Lee Ming	Dr Usman Ullah Sheikh	PM Dr Nasrul Humaimi Mahmood	Mr Noorsuhaily bin Ali@Md Noor (MRSM JB)	
E1G09	SMART SCHOOL	En.Johari Kasim	ECE4	Dr Nurul Ezaila Alias	Dr Ab. Al-Hadi Ab Rahman		Pn. Mastura Mohamad (SKSPP)	Dr. Ahmad Nabil Md Nasir (FP)
E1G10	SMART INFRASTRUCTURE	Dr Eileen Su Lee Ming	ECE3	Dr Nor Aini Zakaria	En Izam bin Kamisian		Dr Syaril Nizam Omar (USIM)	
E1G11	SMART SCHOOL	Pn.Mitra Mohd Addi	ECE4	Dr Nurul Ezaila Alias	Dr Ab. Al-Hadi Ab Rahman		Pn. Mastura Mohamad (SKSPP)	Dr. Ahmad Nabil Md Nasir (FP)
E1G12	HEALTH & WELLNESS	Dr Mohd.Azhar b Abdul Razak	ECE2	Pn. Norhafizah Ramli	PM Muhammad Munim A. Zabidi		Ts.Dr.Rozzeta Dolah (FTIR)	Ms. Angie Ng See Tien (Intel)

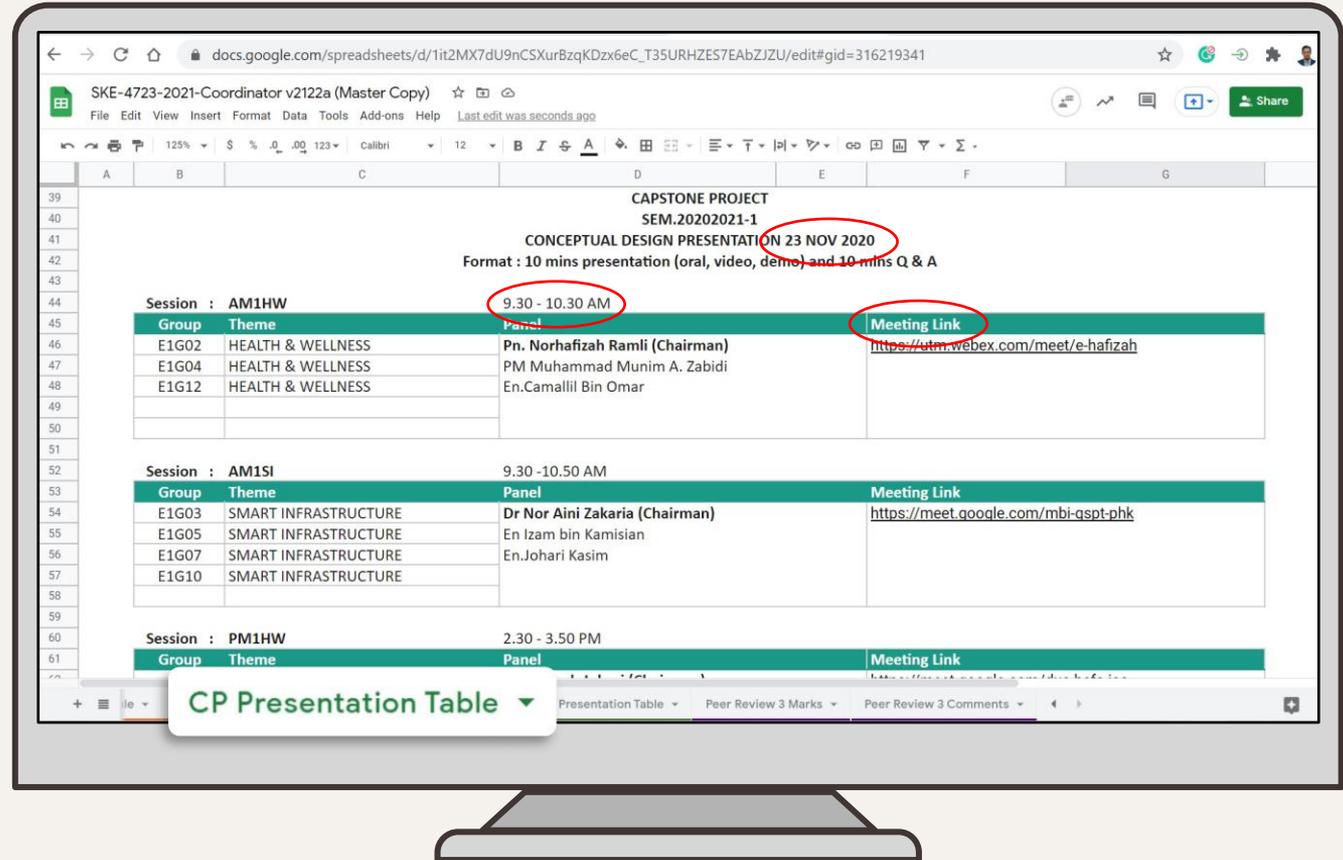
# Preparing Seminar Presentation Schedule

## 2. Complete the Auto-Generated Presentation Table

The following information are not included in the auto-generated table. Thus, need to include them manually:

- Date
- Time
- Venue/Meeting Link

*\* The auto-generated table can be found by scrolling down the Presentation Sheet.*



docs.google.com/spreadsheets/d/1it2MX7dU9nCSXurBzqKdZx6eC\_T35URHZES7EAbZJZU/edit#gid=316219341

SKE-4723-2021-Coordinator v2122a (Master Copy) ☆ 📄 ☁

File Edit View Insert Format Data Tools Add-ons Help Last edit was seconds ago

125% \$ % .0\_ .00 123 Calibri 12 B I T A

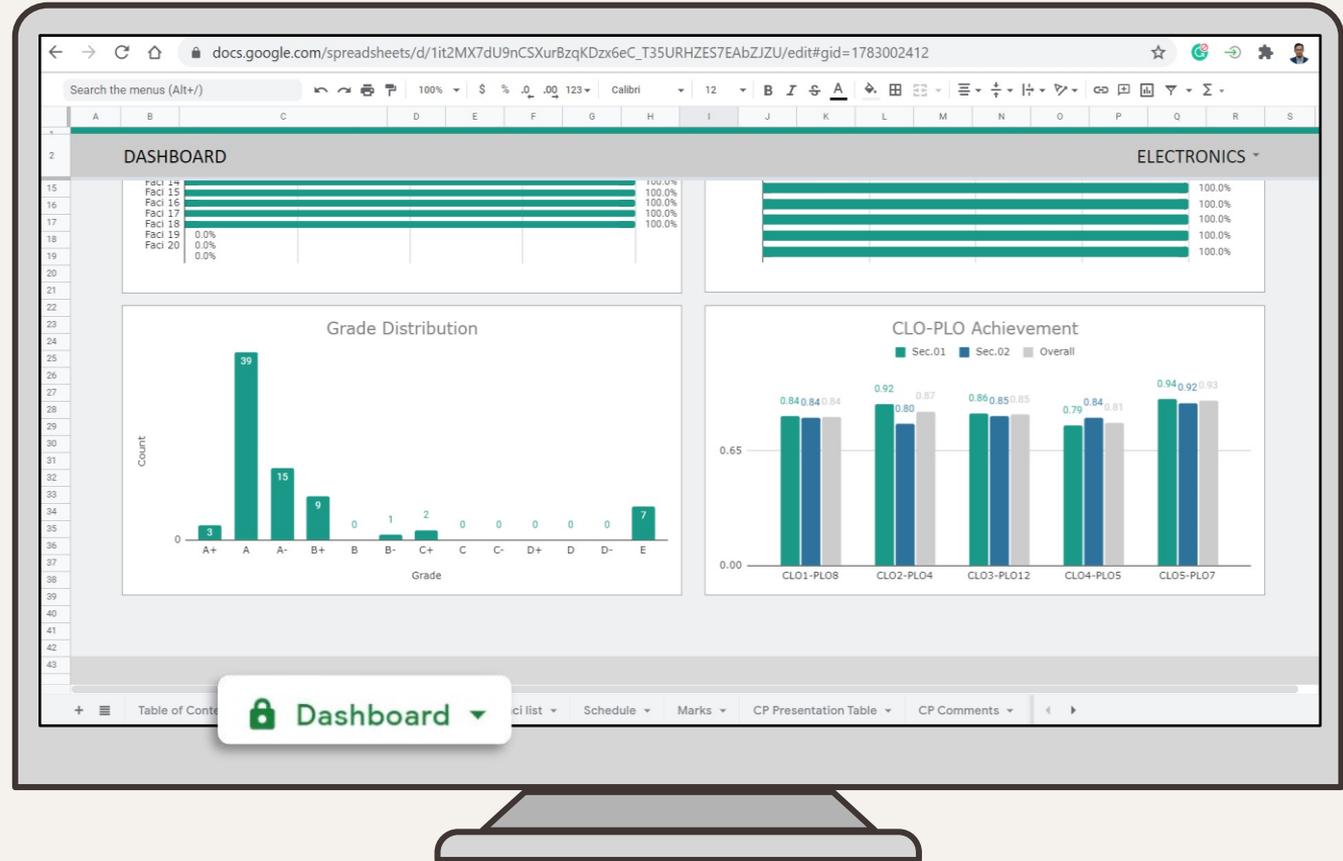
Group	Theme	Panel	Meeting Link
<b>Session : AM1HW</b> 9.30 - 10.30 AM			
E1G02	HEALTH & WELLNESS	Pn. Norhafizah Ramli (Chairman)	<a href="https://utm.webex.com/meet/e-hafizah">https://utm.webex.com/meet/e-hafizah</a>
E1G04	HEALTH & WELLNESS	PM Muhammad Munim A. Zabidi	
E1G12	HEALTH & WELLNESS	En.Camallil Bin Omar	
<b>Session : AM1SI</b> 9.30 -10.50 AM			
<b>Group Theme Panel Meeting Link</b>			
E1G03	SMART INFRASTRUCTURE	Dr Nor Aini Zakaria (Chairman)	<a href="https://meet.google.com/mbi-gspt-phk">https://meet.google.com/mbi-gspt-phk</a>
E1G05	SMART INFRASTRUCTURE	En Izam bin Kamisian	
E1G07	SMART INFRASTRUCTURE	En.Johari Kasim	
E1G10	SMART INFRASTRUCTURE		
<b>Session : PM1HW</b> 2.30 - 3.50 PM			
<b>Group Theme Panel Meeting Link</b>			

CP Presentation Table

# The Dashboard

The dashboard is used for monitoring the course through the following live update plots and tables

1. Evaluation progress.
2. Grade distribution.
3. PLO achievement.



---

# Coordinator File Sheets List

1. Dashboard

## **Grouping**

2. Student List

3. Facilitator List

## **Assessment**

4. Assessment Schedule

5. PLO

6. Overall Marks

7. Conceptual Prototype Presentation Table

8. Conceptual Prototype Presentation  
Comments

9. Final Product Presentation Table

10. Final Product Presentation Comments

11. Peer Review 1 Marks

12. Peer Review 1 Comments

13. Peer Review 2 Marks

14. Peer Review 2 Comments

15. Peer Review 3 Marks

16. Peer Review 3 Comments

## **Appendix**

17. Facilitator and Industry Panel Marks

# 04

# Student's Progressive Report

# Appendix

# Data Flow

No	Data	Flow
1	Student List	<b>LCF</b>  AIMS List → <b>LCF</b>  Master List → <b>LCF</b>  #Division Grouping → <b>CF</b>  Student List → <b>CF</b>  Marks & <b>FF</b>  Student List → <b>FF</b>  Group and Schedule → <b>FF</b>  Weekly Form.
2	Facilitator/ Panel List	<b>CF</b>  Faci List → (1) <b>CF</b>  Presentation Table. (2) <b>FF</b>  Faci List → <b>FF</b>  Group and Schedule → <b>FF</b>  Weekly Form.
3	Group List	<b>CF</b>  Faci List → <b>CF</b>  Presentation Table → <b>FF</b>  Presentation Table → <b>FF</b>  Prototype Presentation Form & Final Product Presentation Form.
4	Peer Review	<b>Google Forms</b> → <b>LCF</b>  Peer Review Form Responses → <b>CF</b>  Peer Review Responses → <b>CF</b>  Peer Review Marks & Peer Review Comments → <b>CF</b>  Marks & <b>FF</b>  Peer Review
5	Weekly Marks	<b>FF</b>  Weekly Form → <b>FF</b>  M# → <b>FF</b>  Overall Marks → <b>FF</b>  Student List → <b>CF</b>  Faci # → <b>CF</b>  Marks → <b>LCF</b>  Marks #Division → <b>LCF</b>  PLO #Program → <b>LCF</b>  CASR → <b>LCF</b>  Dashboard.
6	Conceptual Presentation Marks	<b>FF</b> (Panel) Prototype Presentation Form → <b>FF</b> (Panel) Student List → <b>CF</b>  Faci # → <b>CF</b>  Marks → (1) <b>FF</b> (Faci) Student List → <b>FF</b> (Faci) Prototype Presentation Form & Overall Marks. (2) <b>LCF</b>  Marks #Division → <b>LCF</b>  PLO #Program → <b>LCF</b>  CASR.

**LCF** - Lead Coordinator File; **CF** - Coordinator File; **FF** - Facilitator File

# Data Flow

No	Data	Flow
6	Conceptual Presentation Comments	<b>FF</b> (Panel)  <i>Prototype Presentation Form</i> → <b>CF</b>  CP Comments → <b>FF</b> (Faci)  <i>Prototype Presentation Form</i> .
7	Conceptual Presentation Info	<b>Google Forms</b> → <b>LCF</b>   <i>CP Form Responses</i> → <b>LCF</b>   <i>CP Info</i> → <b>FF</b> (Panel)  <i>Prototype Presentation Form</i> .
8	Final Product Presentation Marks	<b>FF</b> (Panel)  <i>Final Product Presentation Form</i> → <b>FF</b> (Panel)  <i>Student List</i> → <b>CF</b>   <i>Faci #</i> → <b>CF</b>   <i>Marks</i> → (1) <b>FF</b> (Faci)  <i>Student List</i> → <b>FF</b> (Faci)  <i>Final Product Presentation Form &amp; Overall Marks</i> . (2) <b>CF</b>   <i>FP Comments</i> → <b>LCF</b>   <i>EECS Leaderboard</i> → <b>ECSF</b>   <i>Leaderboard</i> . (3) <b>LCF</b>   <i>Marks #Division</i> → <b>LCF</b>   <i>PLO #Program</i> → <b>LCF</b>   <i>CASR</i> .
9	Final Product Presentation Comments	<b>FF</b> (Panel)  <i>Final Product Presentation Form</i> → <b>CF</b>  FP Comments → <b>FF</b> (Faci)  <i>Final Product Presentation Form</i> .
10	Final Product Presentation Info	<b>Google Forms</b> → <b>LCF</b>   <i>FP Form Responses</i> → <b>LCF</b>   <i>FP Info</i> → <b>FF</b> (Panel)  <i>Final Product Presentation Form</i> .
11	Final Product Presentation Material	<b>Google Forms</b> → <b>Google Drive Folder</b> & <b>LCF</b>   <i>Material Submission Form Responses</i> → <b>LCF</b>   <i>FP Materials</i> .
12	Final Report	<b>Google Forms</b> → <b>Google Drive Folder</b> & <b>LCF</b>   <i>Final Report Form Responses</i> → <b>LCF</b>   <i>Final Report</i> .

**LCF** - Lead Coordinator File; **CF** - Coordinator File; **FF** - Facilitator File