Version 2021-09

User Manual

Musa Mohd Mokji, Rashidah Arsat, Lim Cheng Siong,
Suhana Mohamed Sultan, Zulkarnain Ahmad Noorden, Khairul Hamimah Abas

School of Electrical Engineering, Faculty of Engineering, Universiti Teknologi Malaysia,
81310 UTM Johor Bahru, Johor, Malaysia

Content

Introduction 3
iCODES Google Tools Integration 4
Organizing the Google Accounts 5
iCODES Series Organization 6
Basic Google Sheets Layout 7

01. Preparing the Files

1. Quick Guide 9
2. Copy the Lecturer File Template 10
3. Set PLO Mapping in PLO Sheet 11
4. Enter CLO Statement in CAR Sheet 12
5. Customize Marks-Entry Table 13
6. Duplicate the Lecturer File for All Sections 14
7. Share the Duplicated Files to Lecturers 15
8. Copy and Share File from Google Drive 16
9. Copy the Coordinator File Template 17
10. Share Files to Coordinators 18
11. Link the Lecturer Files 19
12. Send Data to Google Slides 20

02. Using the Lecturer File

1. Accessing the File Through Link 22
2. Accessing the File Through Google Drive 23
3. Organizing the Shared File by Creating a Shortcut to Your Drive 24
4. Organizing the Shared File by Adding to Starred Folder 25
5. Home Sheet 26
6. Student List Sheet 27
7. PLO Sheet 28
8. Main Sheet 29
9. Marks-Entry Sheet 30
10. Saving the Marks 31
11. CAR Sheet 32
12. Individual PLO Sheet 33
13. PLO by Program Sheet 34

03. Using the Coordinator File

1. Home Sheet 36
2. CASR Sheet 37
3. CAR Sheet 38
4. PLO Sheet 39
5. Chart Sheet 40

Appendix

Trouble Shooting 41

Introduction

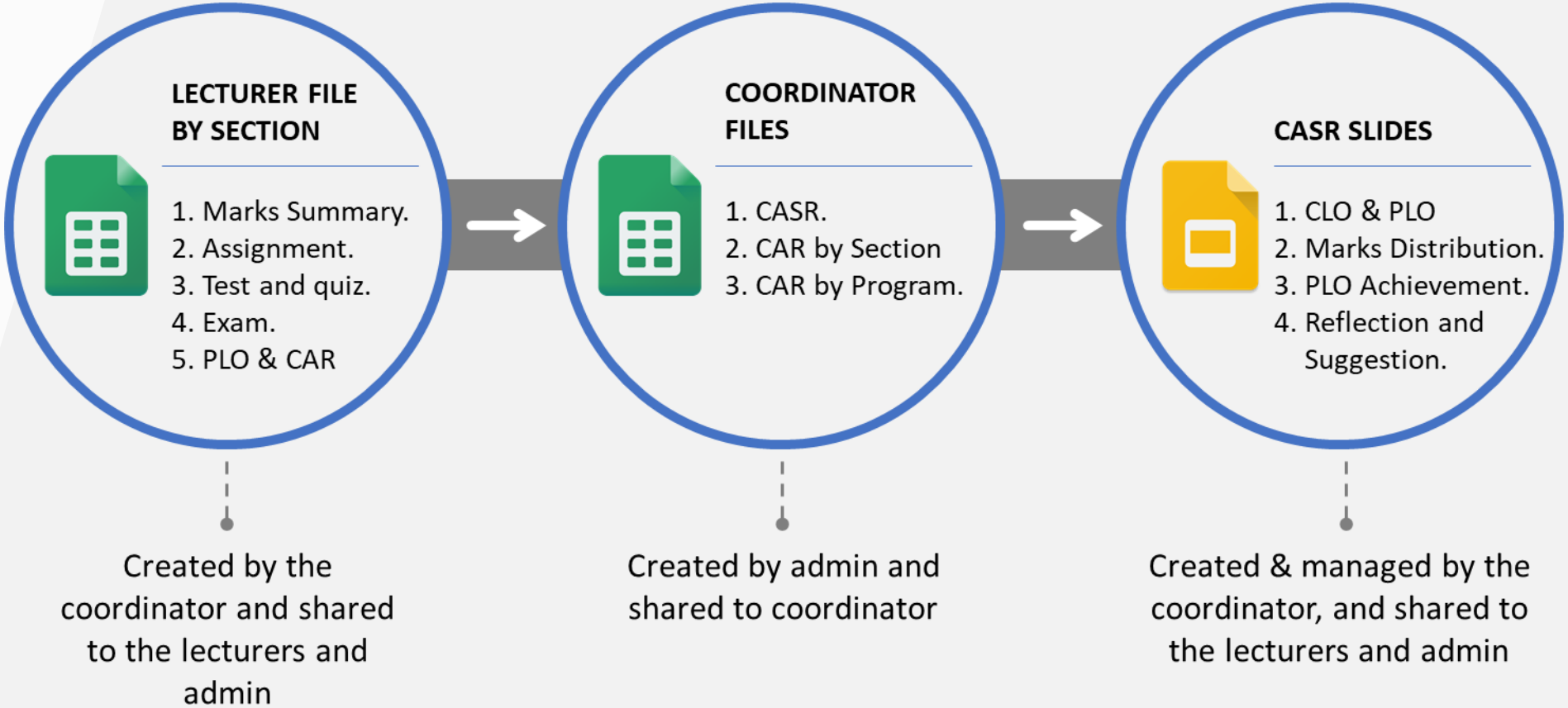
Integrated Course Online Data Entry System (**iCODES**) is an online management system designed to manage a course assessment and reporting. iCODES Common is one of the iCODES series desiged to manage common course which normally assessed with assignment, test, quiz and exam. With iCODES, all marks and reports are auto-generated in a centralized and systematic system. It is designed to effectively manage the assessment and reporting, especially those with many sections.

iCODES main architecture is the seamless live integration of the following 3 main Google Tools templates:

1. Lecturer File (Google sheets)
2. Coordinator File (Google sheets)
3. Slide Presentation File (Google slides)

This manual is a guide on how to setup and customized the above templates. Additionally, important Google Sheets formulas are described along the steps.

iCODES Google Tools Integration



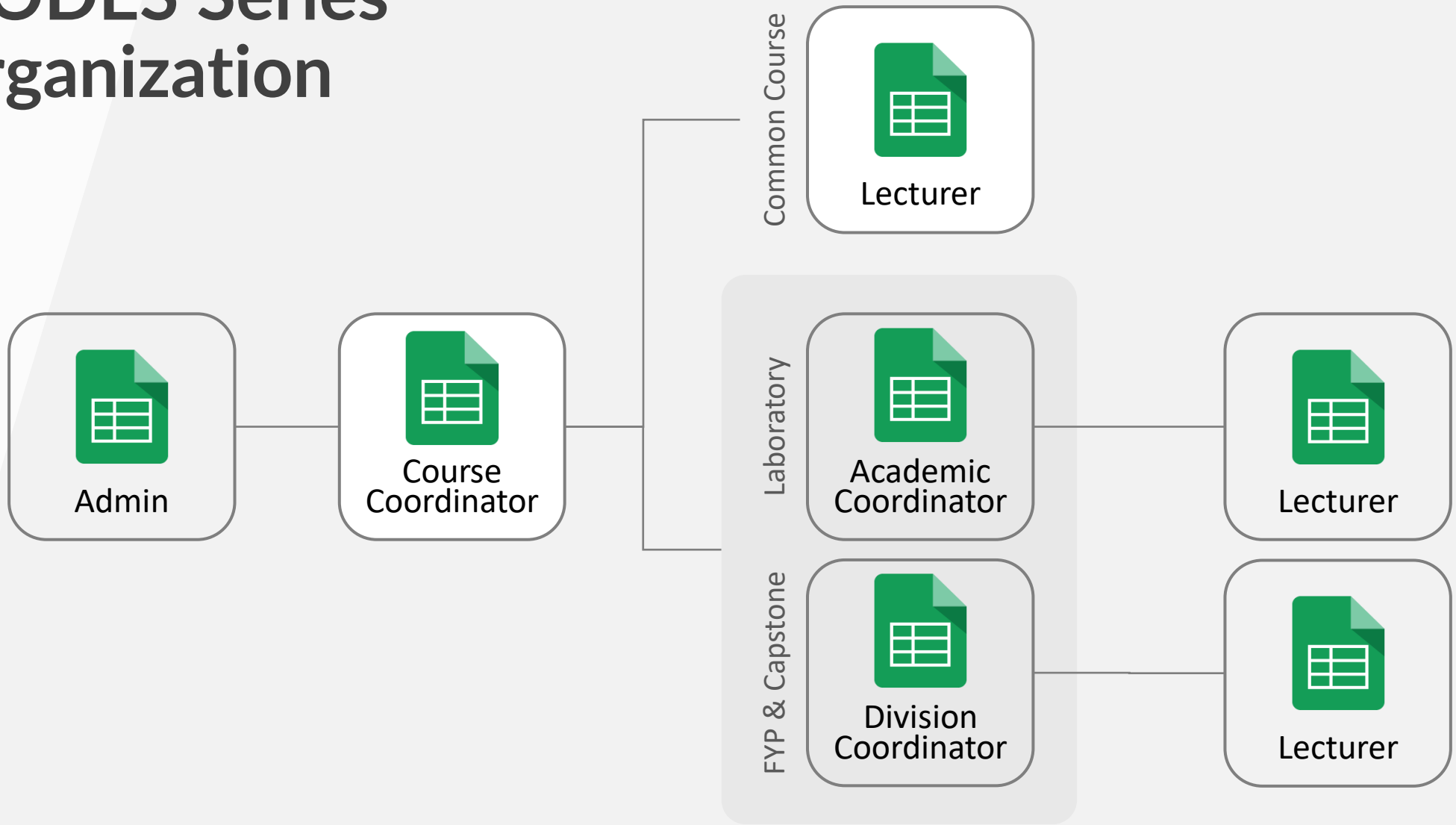
Organizing the Google Accounts

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

Table 2: Users Status

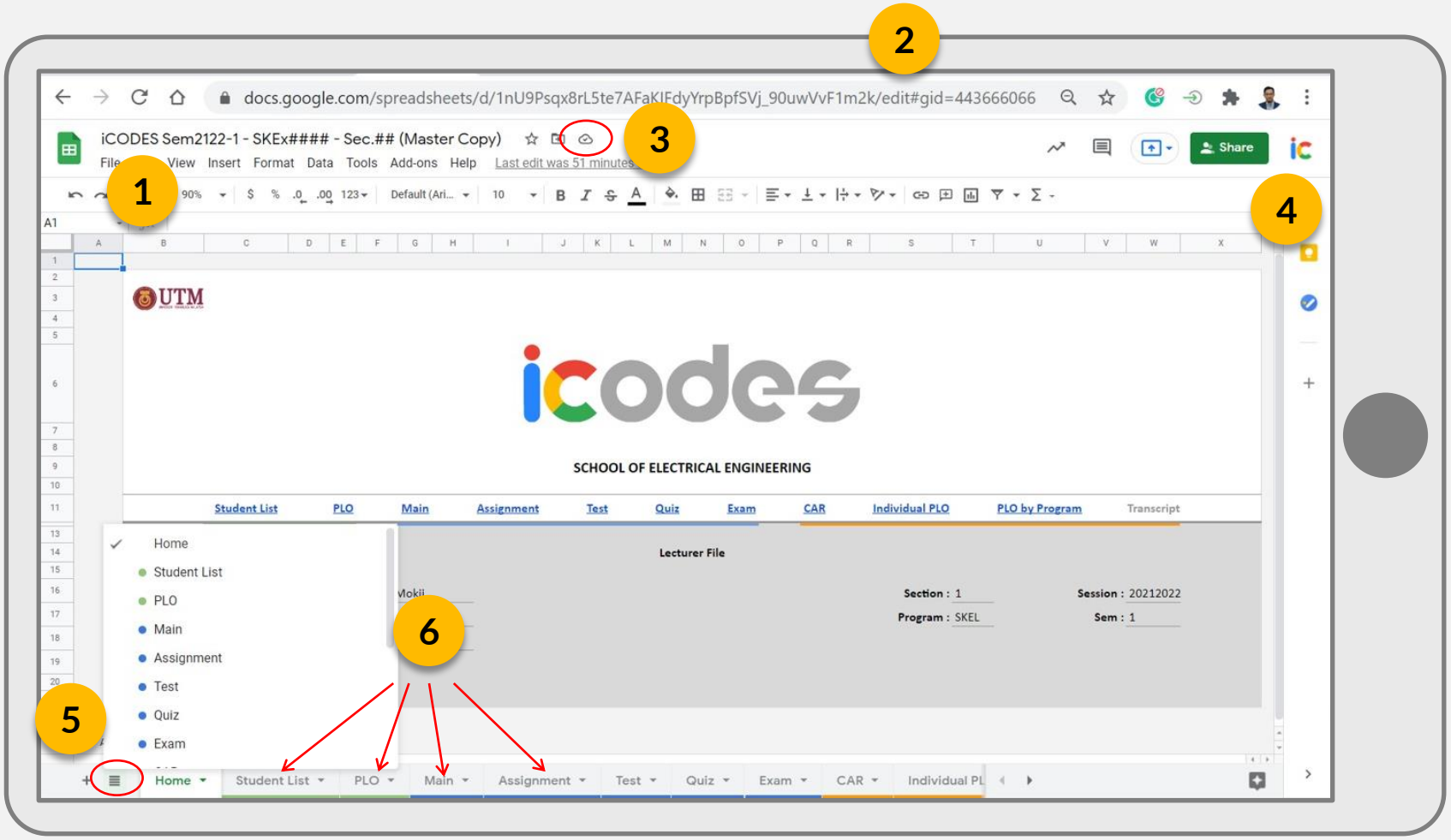
No	File	Admin	Coordinator	Lecturer
1	Master Files	Owner	-	-
2	Coordinator File	Owner	Editor	-
3	Lecturer File	Editor	Owner	Editor

iCODES Series Organization



Basic Google Sheets Layout

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



01

Preparing the Files

Quick Guide

01 **Coordinator** copy Lecturer File

02 **Coordinator** Set PLO & CLO

03 **Coordinator** customize the marks entry tables if needed

04 **Coordinator** duplicate Lecturer File for all sections & share to lecturers

05 **Admin** copy Coordinator File & share to coordinators

06 **Coordinator** link the Lecturer Files to the Coordinator File

Note: Following the sequence for some of steps above is optional.

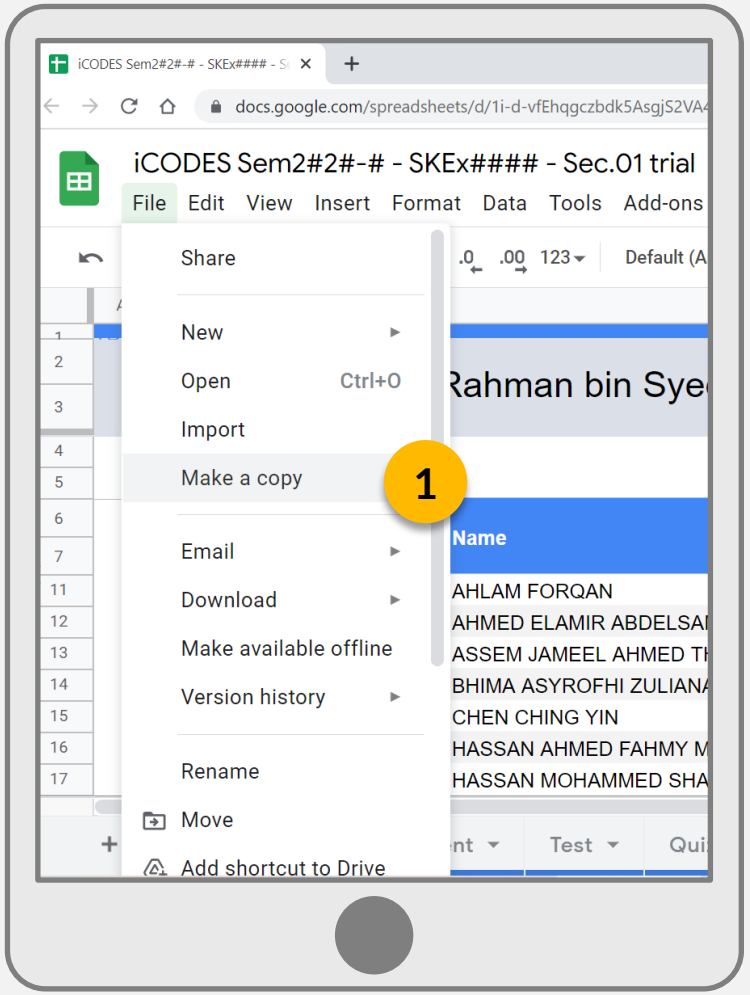
01 Copy the Lecturer File Template

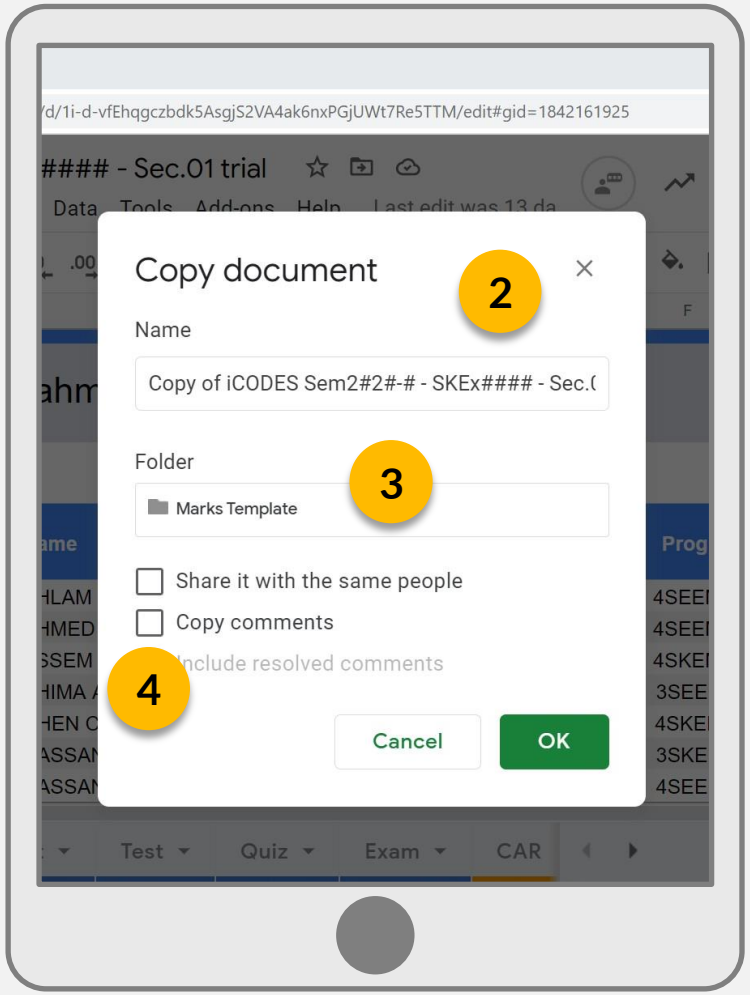
1. Open the template* → File → Make a copy.
2. Rename the file.
3. Choose destination folder.
4. Tick the other option if needed.

*Filename of the template is iCODES … - Sec.## (Master Copy).

*Admin will share the Master Copy template to coordinators.

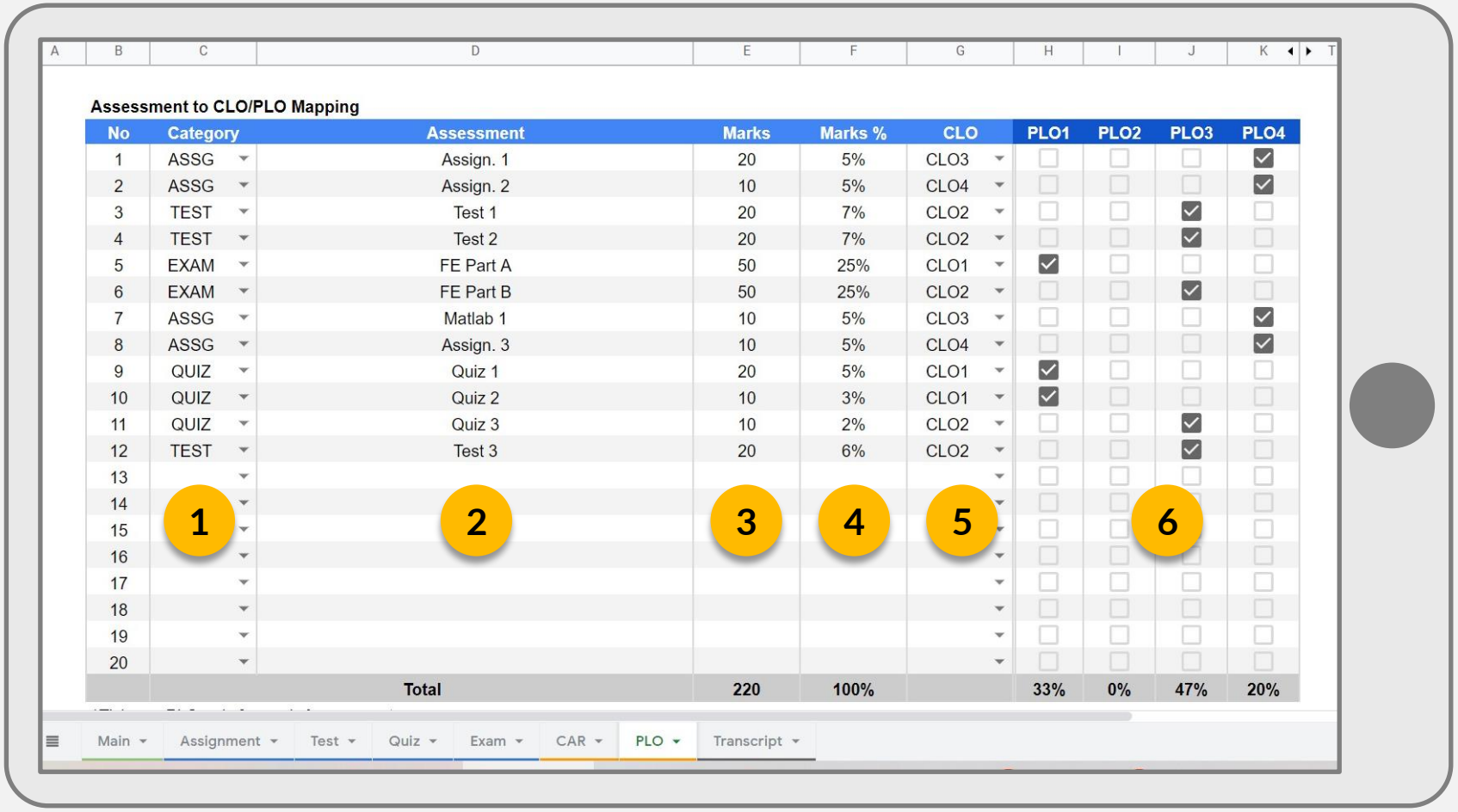
*Refer page 22 & 23 On how to open a shared file.





02 Set PLO Mapping in PLO Sheet

1. Choose category (limited to 5 items per category).
2. Enter the assessment name (limited to 20 items).
3. Enter the full mark of the assessment.
4. Enter the percentage of the assessment.
5. Choose CLO.
6. Tick one PLO.



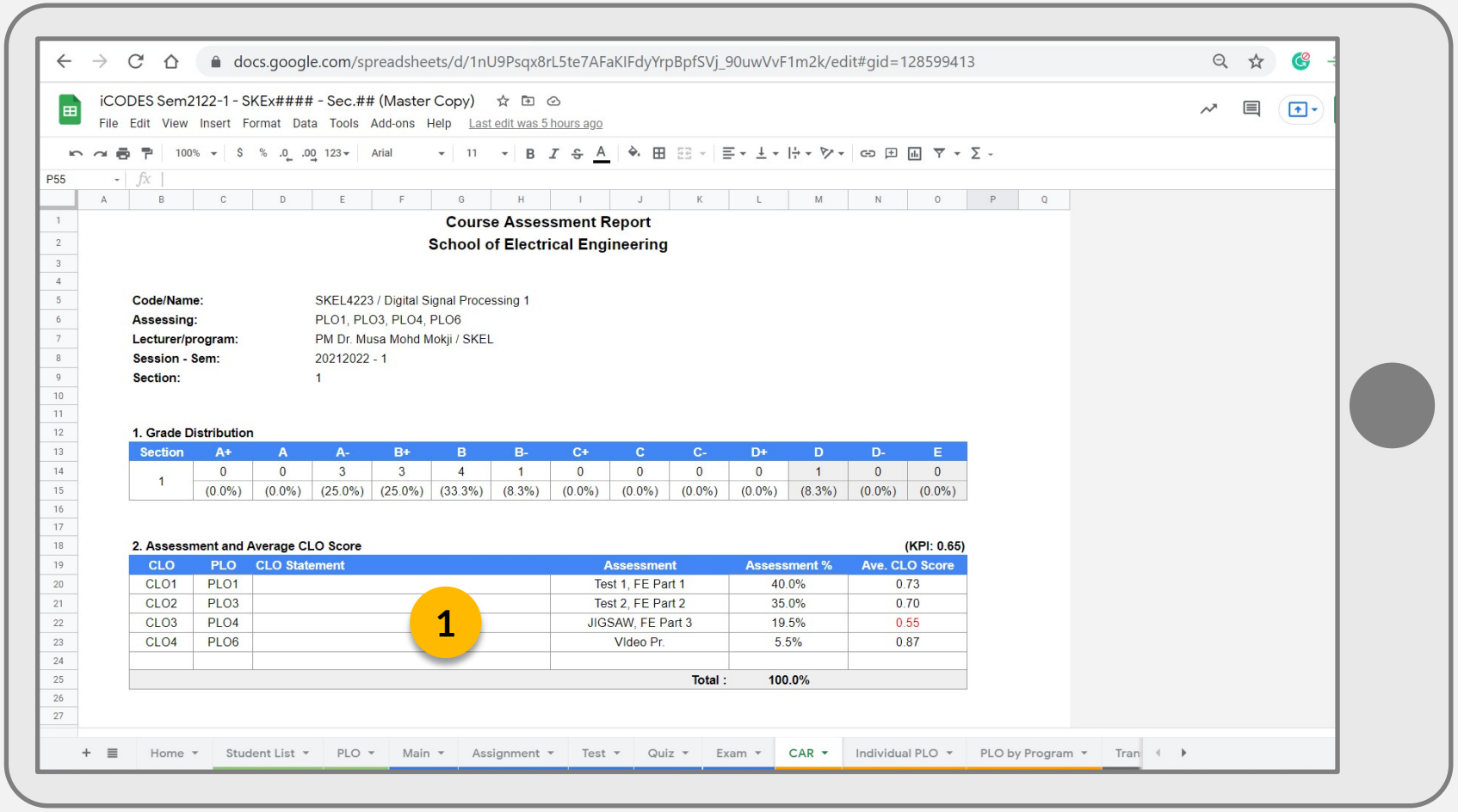
Assessment to CLO/PLO Mapping

No	Category	Assessment	Marks	Marks %	CLO	PLO1	PLO2	PLO3	PLO4
1	ASSG	Assign. 1	20	5%	CLO3	☐	☐	☐	☑
2	ASSG	Assign. 2	10	5%	CLO4	☐	☐	☐	☑
3	TEST	Test 1	20	7%	CLO2	☐	☐	☑	☐
4	TEST	Test 2	20	7%	CLO2	☐	☐	☑	☐
5	EXAM	FE Part A	50	25%	CLO1	☑	☐	☐	☐
6	EXAM	FE Part B	50	25%	CLO2	☐	☐	☑	☐
7	ASSG	Matlab 1	10	5%	CLO3	☐	☐	☐	☑
8	ASSG	Assign. 3	10	5%	CLO4	☐	☐	☐	☑
9	QUIZ	Quiz 1	20	5%	CLO1	☑	☐	☐	☐
10	QUIZ	Quiz 2	10	3%	CLO1	☑	☐	☐	☐
11	QUIZ	Quiz 3	10	2%	CLO2	☐	☐	☑	☐
12	TEST	Test 3	20	6%	CLO2	☐	☐	☑	☐
13						☐	☐	☐	☐
14						☐	☐	☐	☐
15						☐	☐	☐	☐
16						☐	☐	☐	☐
17						☐	☐	☐	☐
18						☐	☐	☐	☐
19						☐	☐	☐	☐
20						☐	☐	☐	☐
		Total	220	100%		33%	0%	47%	20%

Main | Assignment | Test | Quiz | Exam | CAR | PLO | Transcript

02 Enter CLO Statement in CAR Sheet

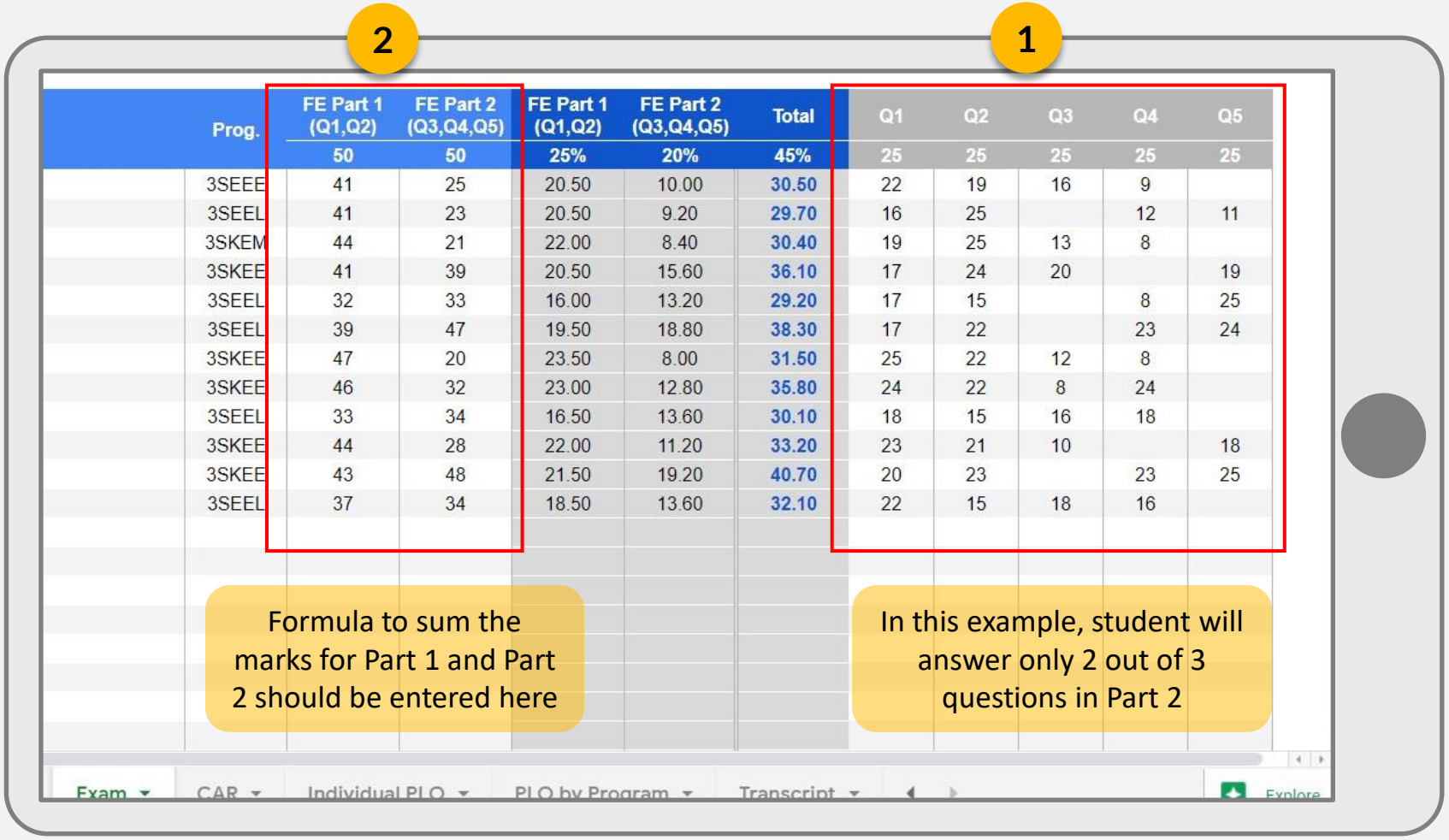
1. Enter CLO statement in table 2.
2. The CLO statement can be found from the course outline.



03 Customize Marks-Entry Table

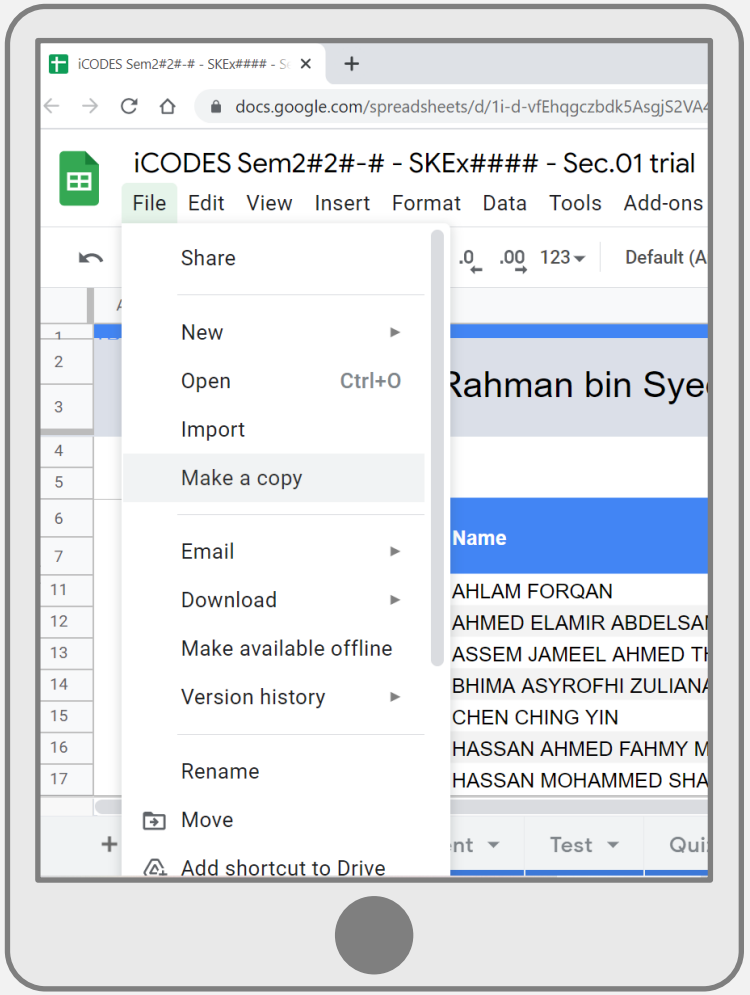
1. Add assessment sub-item in Assignment, Test, Quiz and Exam sheets when necessary or there are more than five assessment items in one category.
2. If sub-items are added to the table, the left assessment item columns should be written with formula.

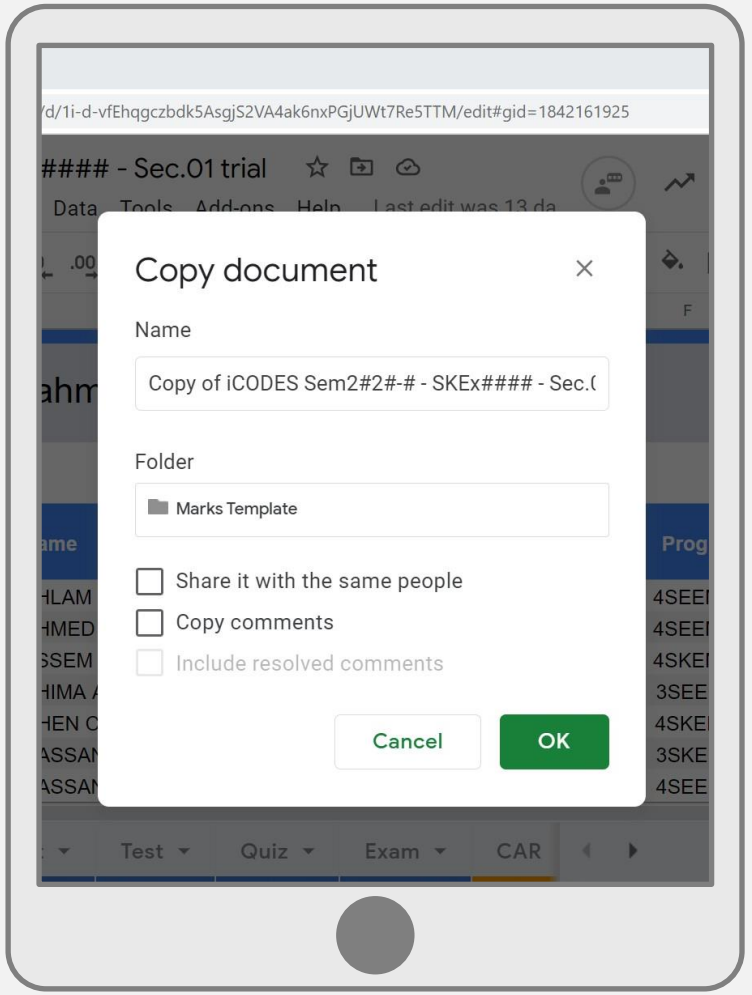
Note: If you have a separate file to record marks, and later enter the marks to iCODES Common, you can consult with us to integrate your entry-marks tables.



04 Duplicate the Lecturer File for All Sections

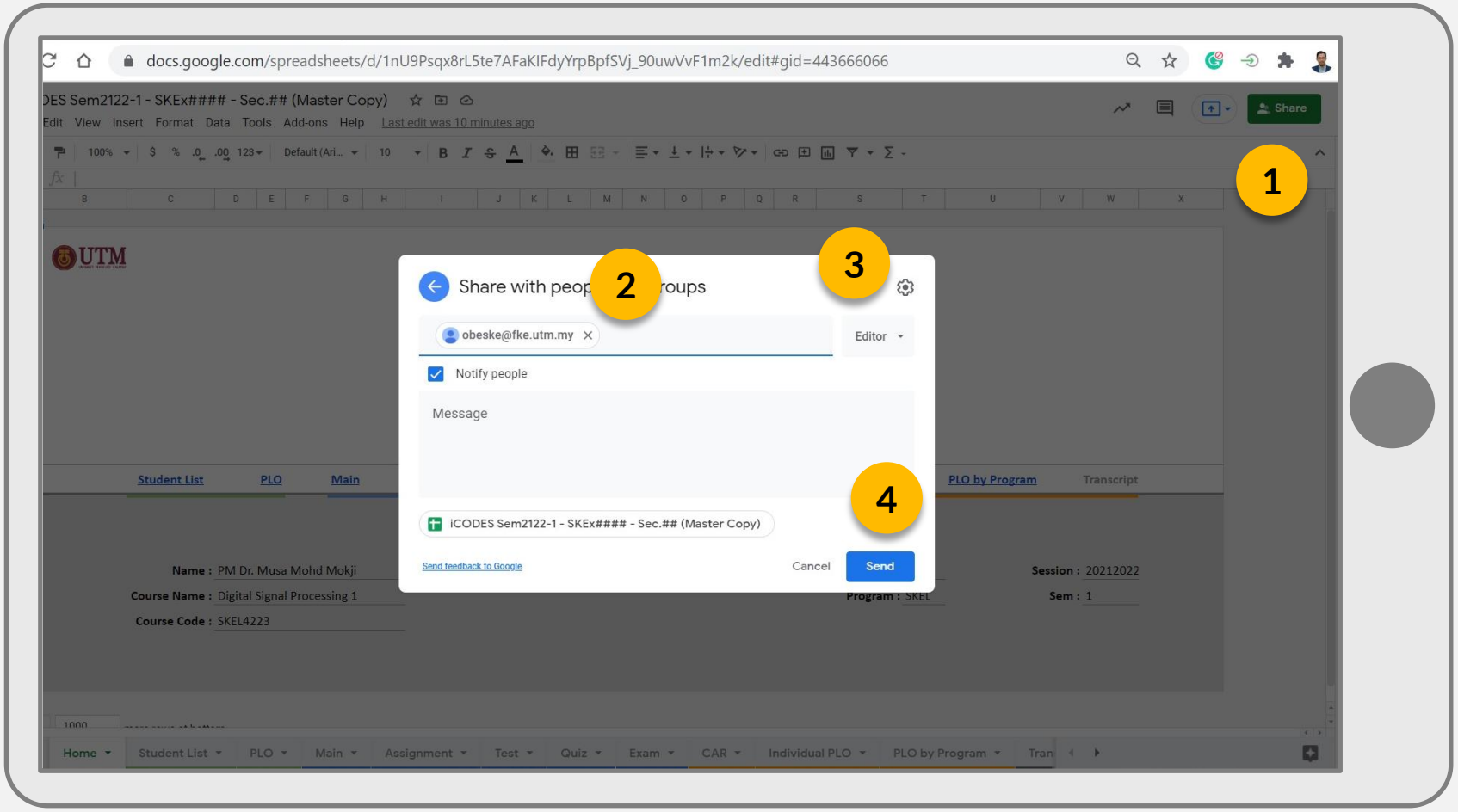
1. Open the prepared Lecturer File → File → Make a copy.
2. Rename the file by section.
3. Choose destination folder.
4. Tick the other option if needed.





04 Share the Duplicated Files to Lecturers

1. Click the green share button.
2. Enter the lecturer and the admin* email addresses**.
3. Choose access type as editor.
4. Click send.

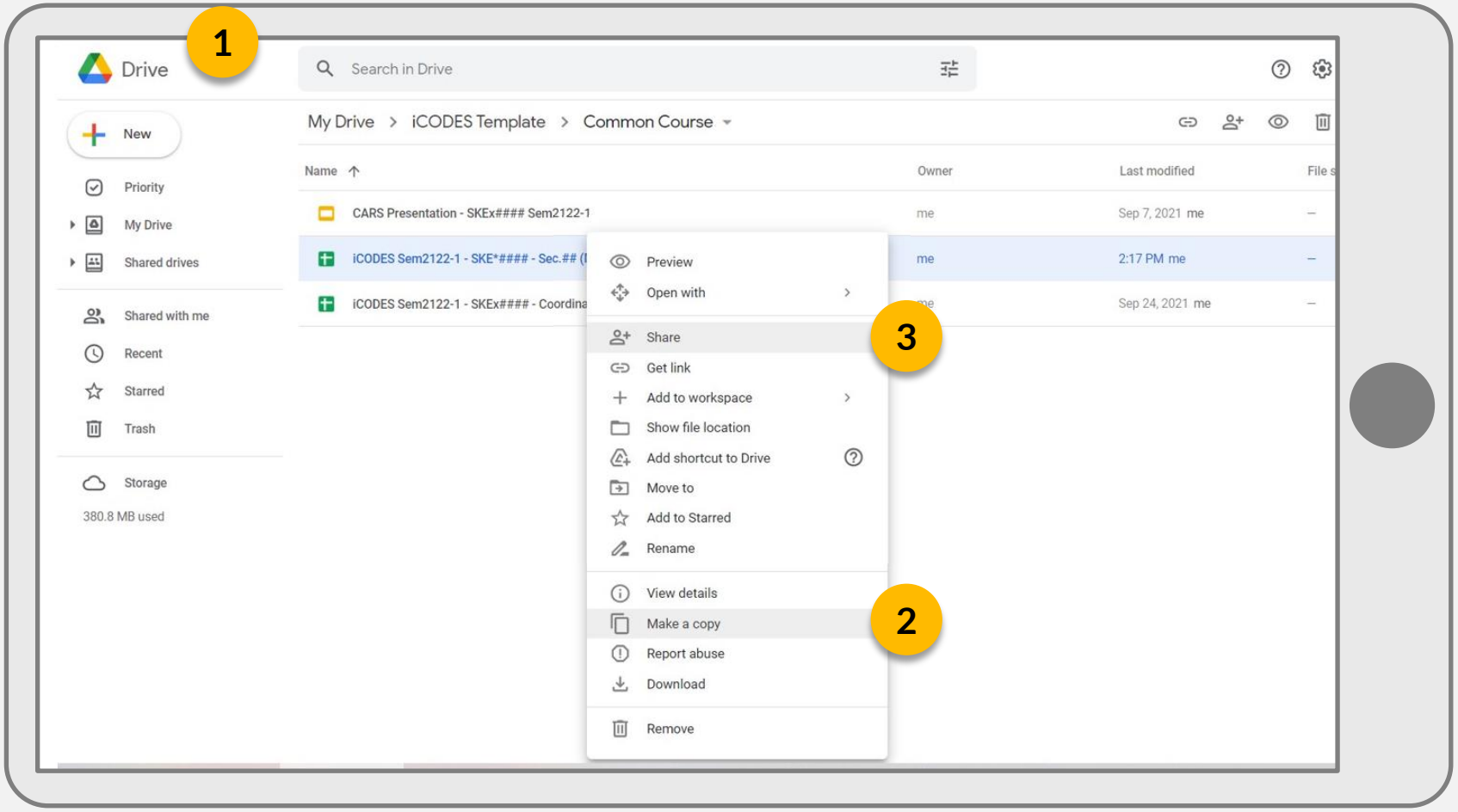


*obeske@fke.utm.my

**One file should be shared to one lecturer only.

04 Copy and Share file from Google Drive

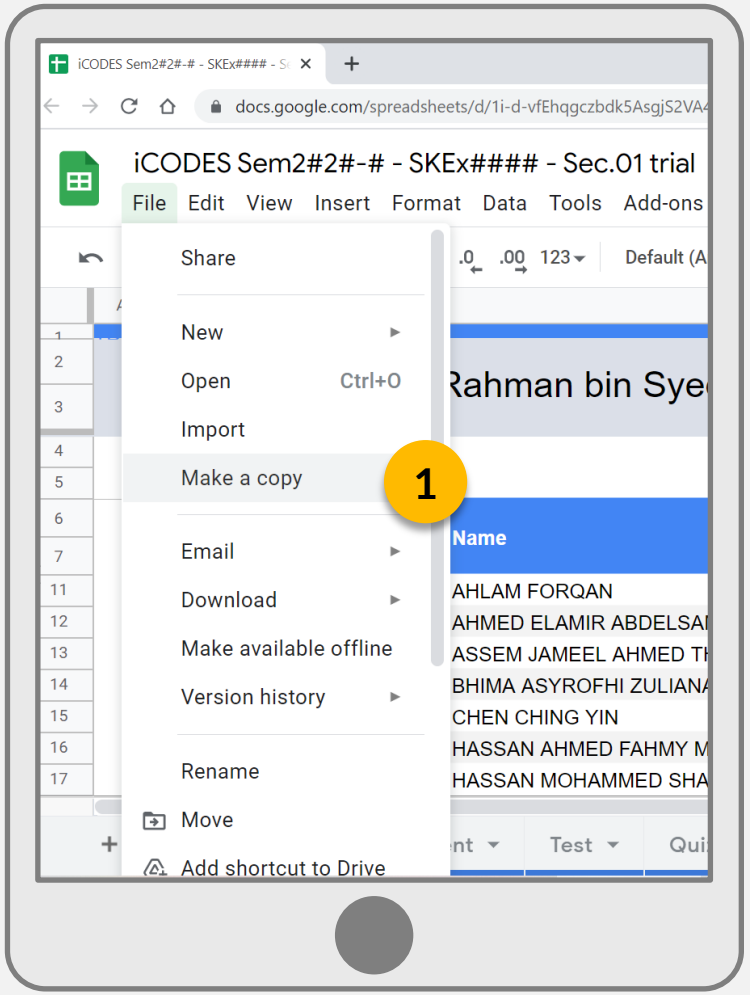
1. Instead of copy and share file from within the file itself, copy and share the file can also be done through Google Drive.
2. To copy, right click the file → choose Make a copy → rename the file.
3. To share, right click the file → choose Share → enter email address → click Done

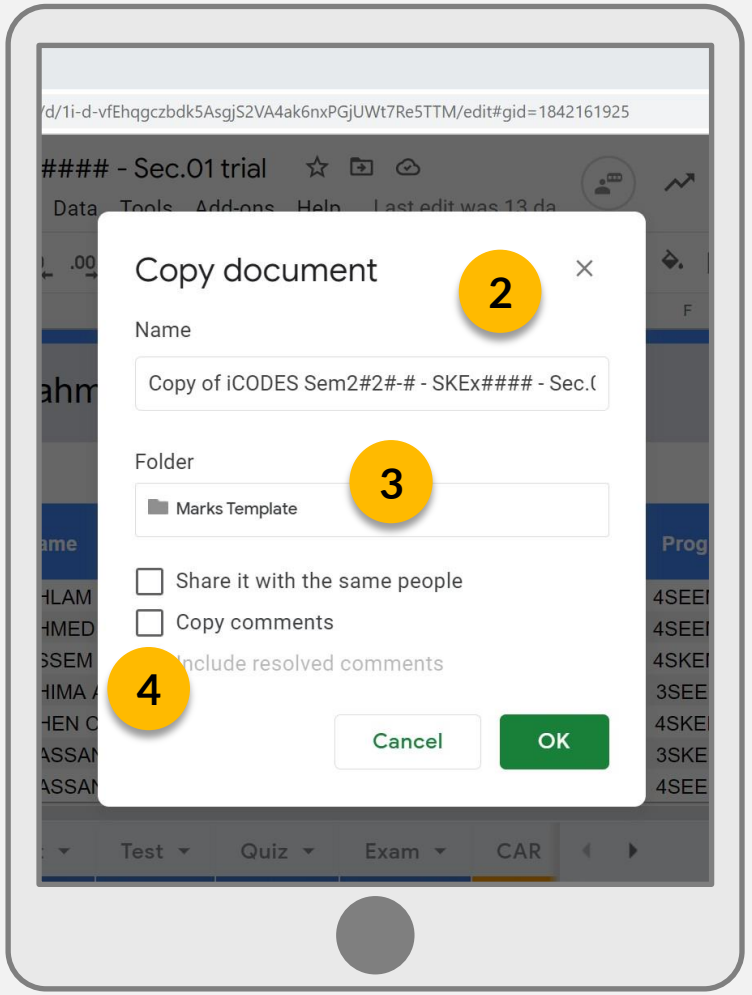


05 Copy the Coordinator File Template

1. Open the template* → File → Make a copy.
2. Rename the file.
3. Choose destination folder.
4. Tick the other option if needed.

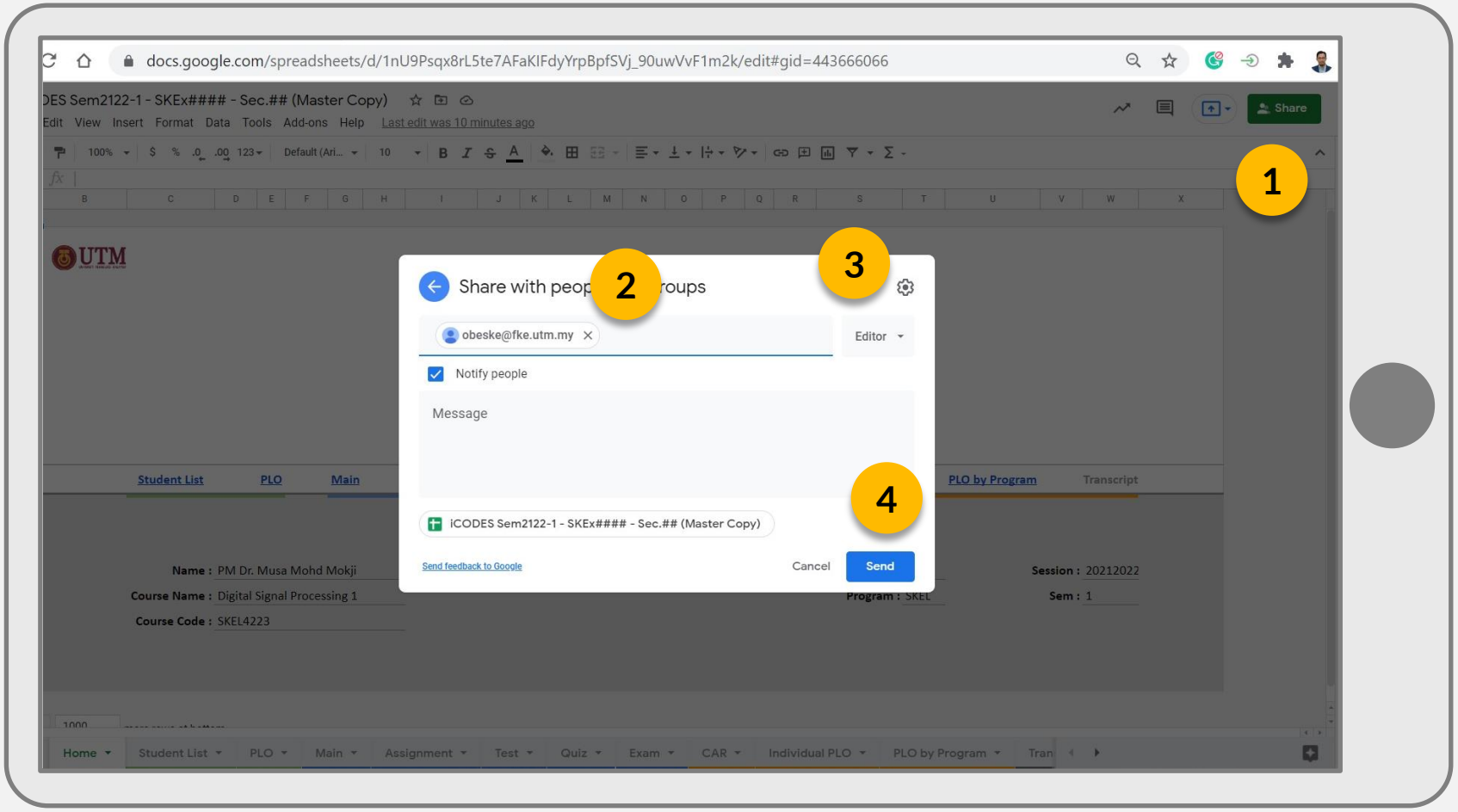
**Filename of the template is iCODES … - Coordinator (Master Copy)*





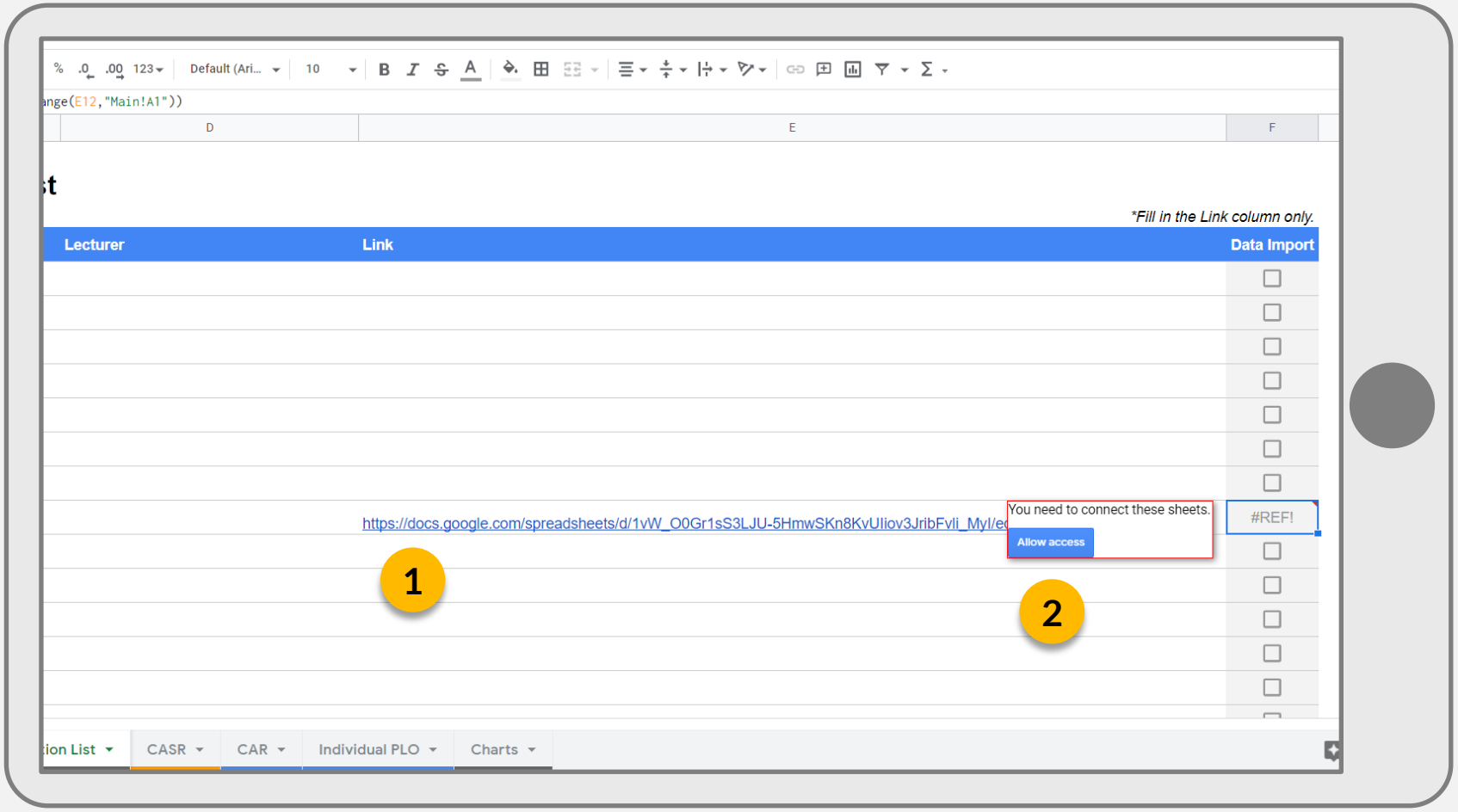
05 Share File to Coordinator

1. Click the green share button.
2. Enter the coordinator email addresses.
3. Choose access type as editor.
4. Click send.



06 Link the Lecturer Files

1. In Section List sheet, insert the Lecturer Files link into the Link column.
2. To connect the file, hover to the error cell (#REF) and click Allow access.
3. The Lecturer Files are linked when the checkbox is ticked.

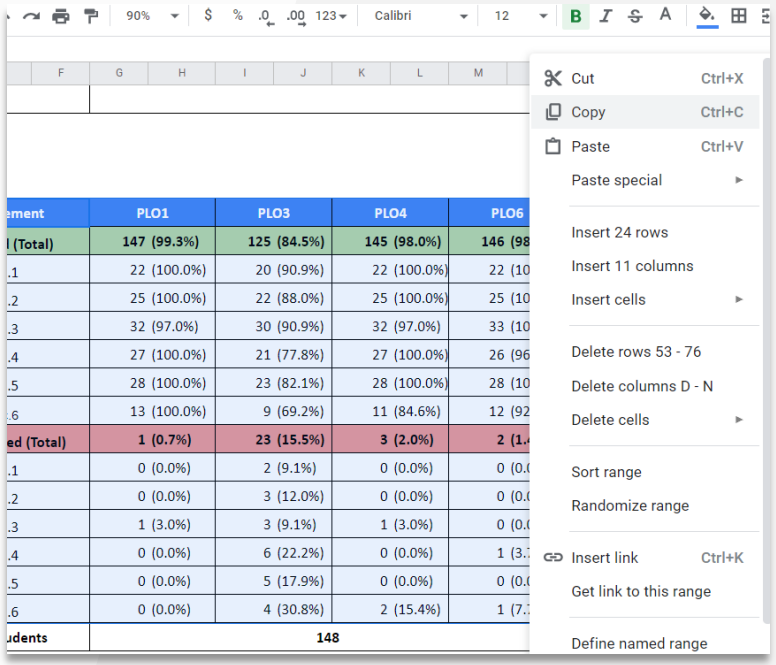


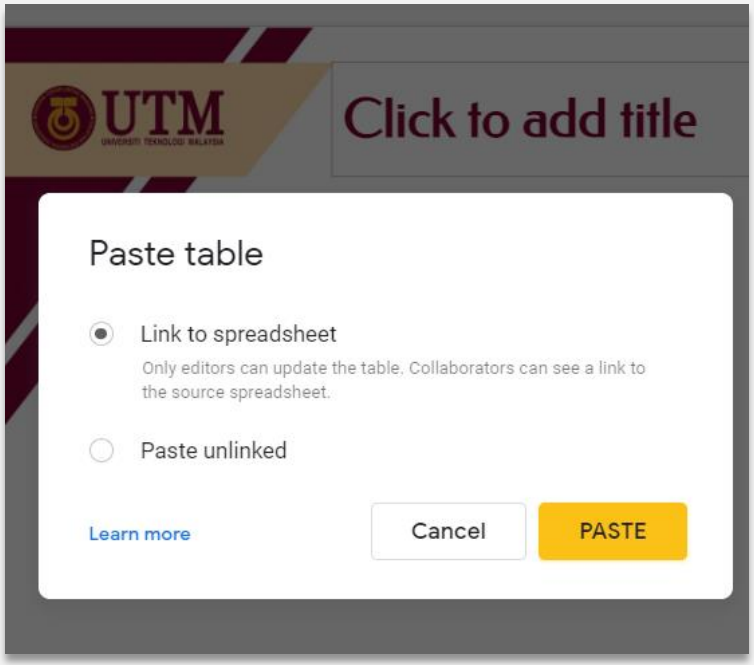
07 Transfer Data to Google Slides

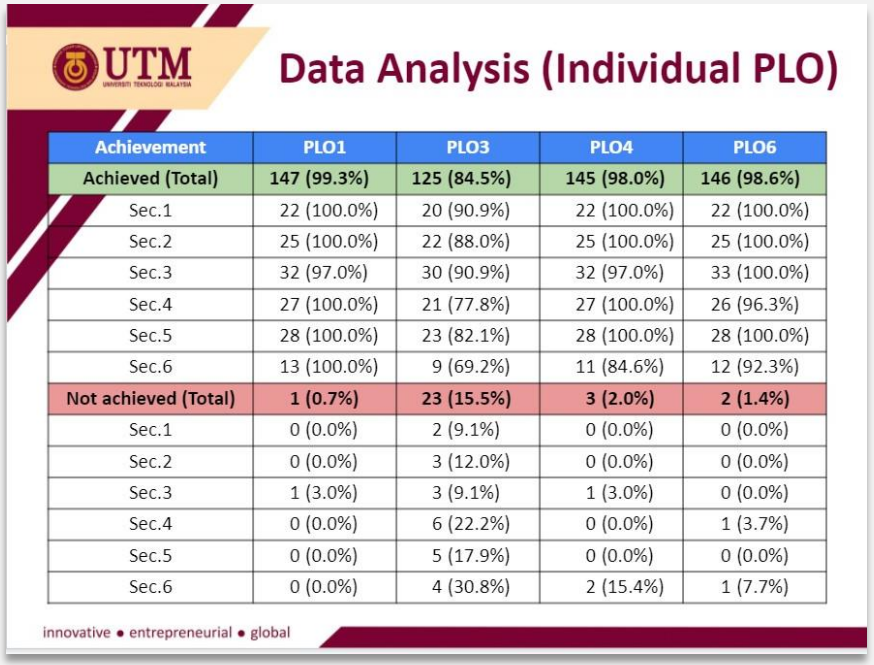
1. Select and copy table

2. Paste to Google Slides. Select Link to spreadsheet

3. Adjust the size of the table







Data Analysis (Individual PLO)

Achievement	PLO1	PLO3	PLO4	PLO6
Achieved (Total)	147 (99.3%)	125 (84.5%)	145 (98.0%)	146 (98.6%)
Sec.1	22 (100.0%)	20 (90.9%)	22 (100.0%)	22 (100.0%)
Sec.2	25 (100.0%)	22 (88.0%)	25 (100.0%)	25 (100.0%)
Sec.3	32 (97.0%)	30 (90.9%)	32 (97.0%)	33 (100.0%)
Sec.4	27 (100.0%)	21 (77.8%)	27 (100.0%)	26 (96.3%)
Sec.5	28 (100.0%)	23 (82.1%)	28 (100.0%)	28 (100.0%)
Sec.6	13 (100.0%)	9 (69.2%)	11 (84.6%)	12 (92.3%)
Not achieved (Total)	1 (0.7%)	23 (15.5%)	3 (2.0%)	2 (1.4%)
Sec.1	0 (0.0%)	2 (9.1%)	0 (0.0%)	0 (0.0%)
Sec.2	0 (0.0%)	3 (12.0%)	0 (0.0%)	0 (0.0%)
Sec.3	1 (3.0%)	3 (9.1%)	1 (3.0%)	0 (0.0%)
Sec.4	0 (0.0%)	6 (22.2%)	0 (0.0%)	1 (3.7%)
Sec.5	0 (0.0%)	5 (17.9%)	0 (0.0%)	0 (0.0%)
Sec.6	0 (0.0%)	4 (30.8%)	2 (15.4%)	1 (7.7%)

innovative • entrepreneurial • global

02

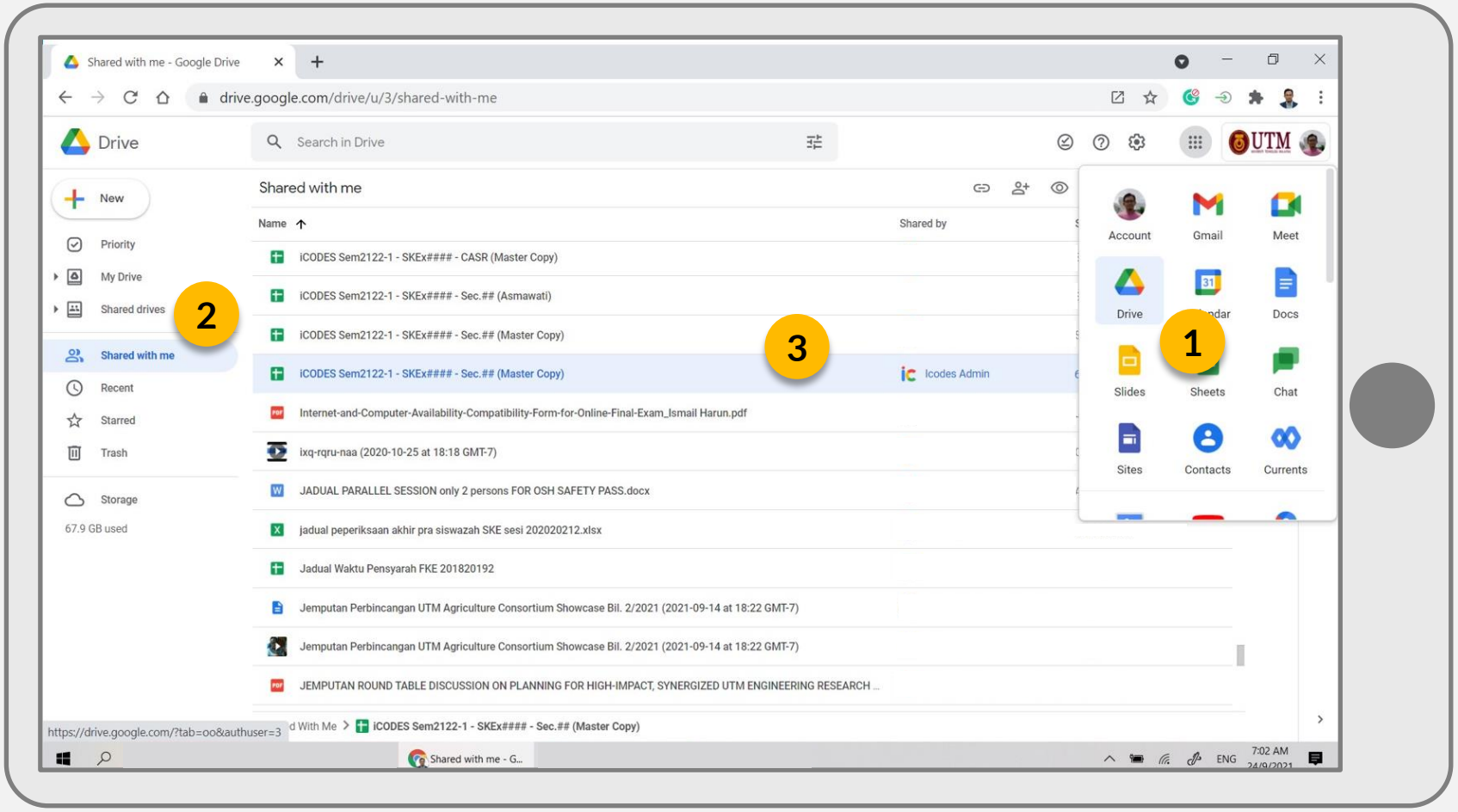
Using the Lecturer Files

08 Accessing the File Through Link

1. Lecturer File created by the coordinator will be shared to the lecturer using the @utm.my email (or other Gmail account given to the coordinator).
2. To access the Lecturer File, click the link given by the coordinator, or search the file in the shared folder of your Google Drive.
3. When opening the file, make sure the web browser is login with the same Google account use in sharing the file.

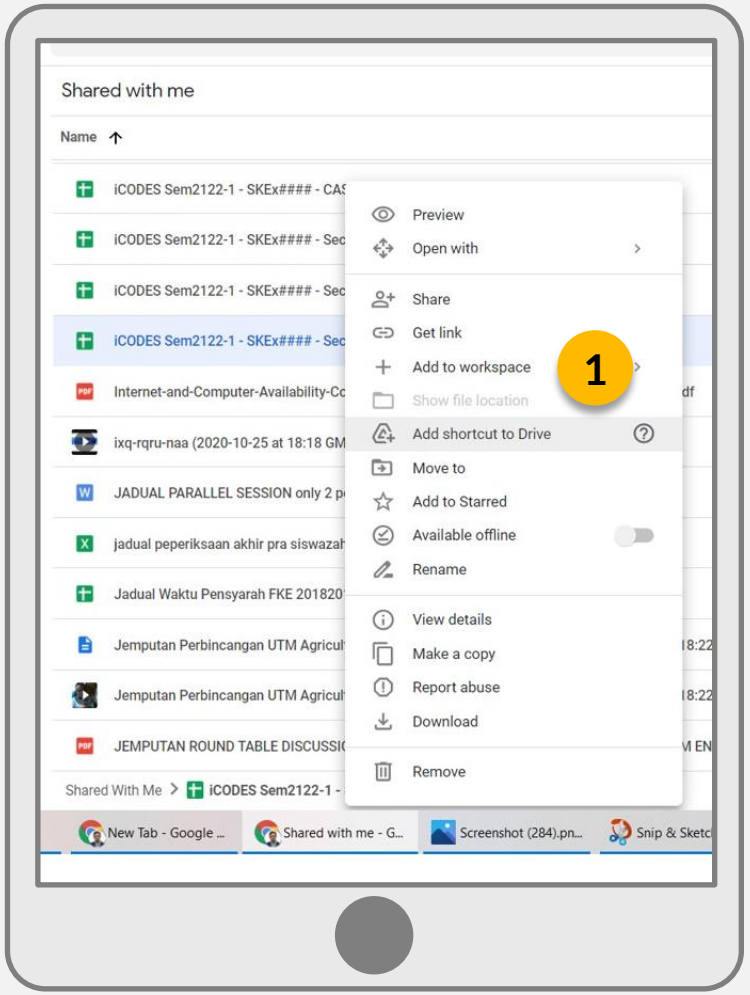
08 Accessing the File Through Google Drive

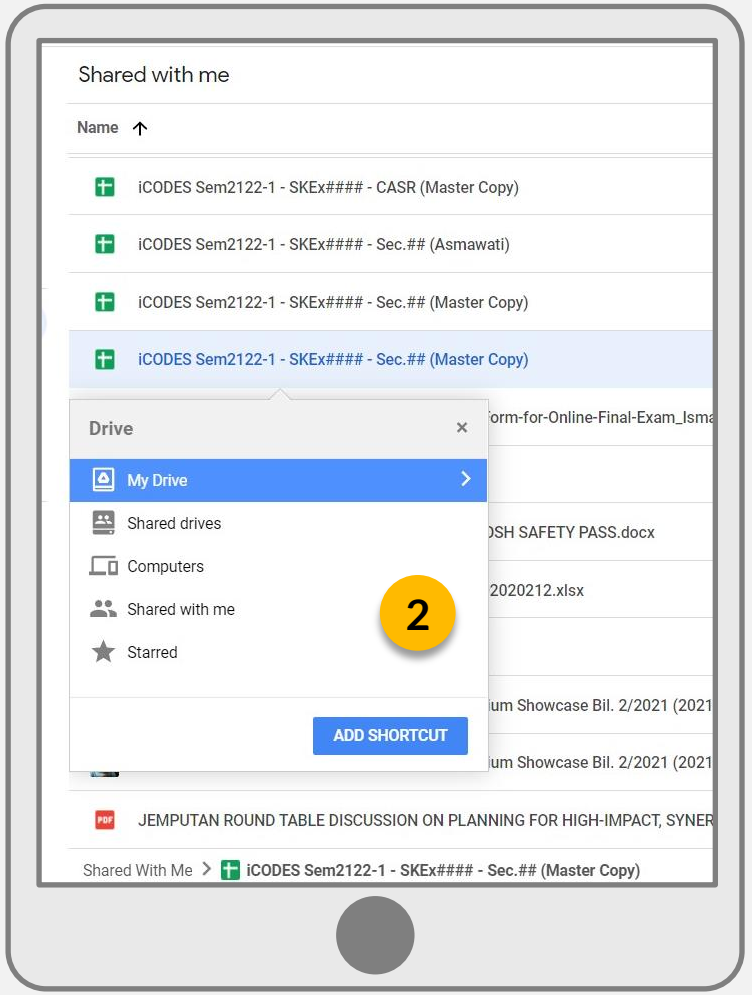
1. Open Google Drive by selecting the Drive icon from the 9 dots menu at the top right of the web browser.
2. Choose ‘Shared with me’ from the left panel.
3. Find the file and double click to open.



09 Organizing the Shared File by Creating a Shortcut to Your Drive

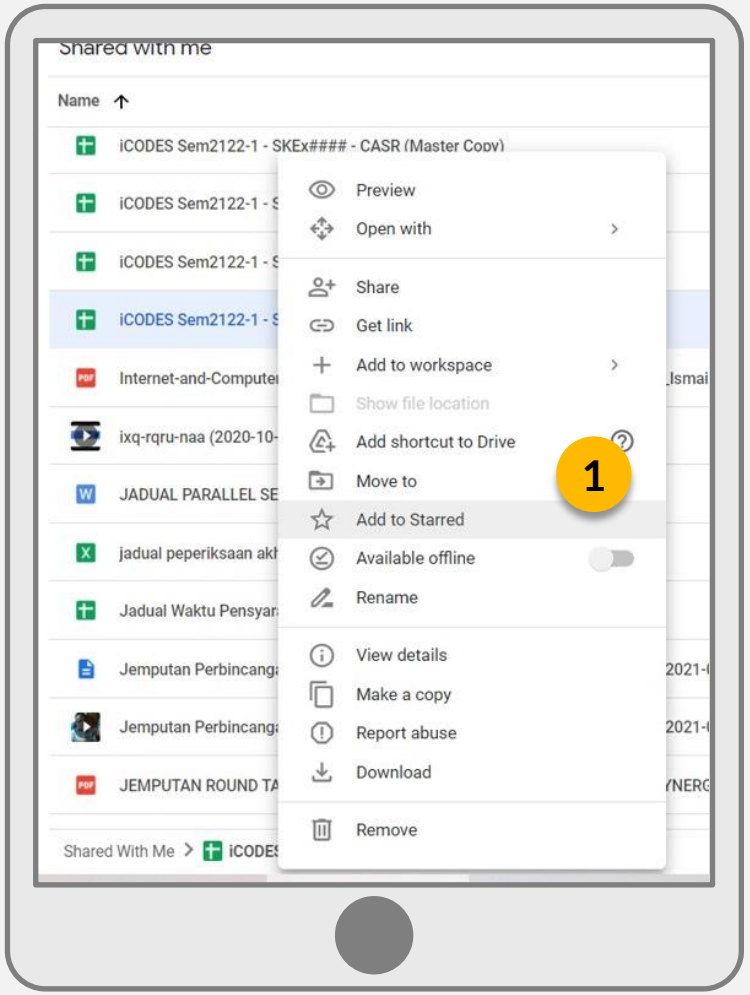
1. Right click the file → choose Add shortcut to Drive.
2. Click My Drive → navigate to a preferred folder → click ADD SHORTCUT.
3. Click to add new folder for the shortcut if necessary.

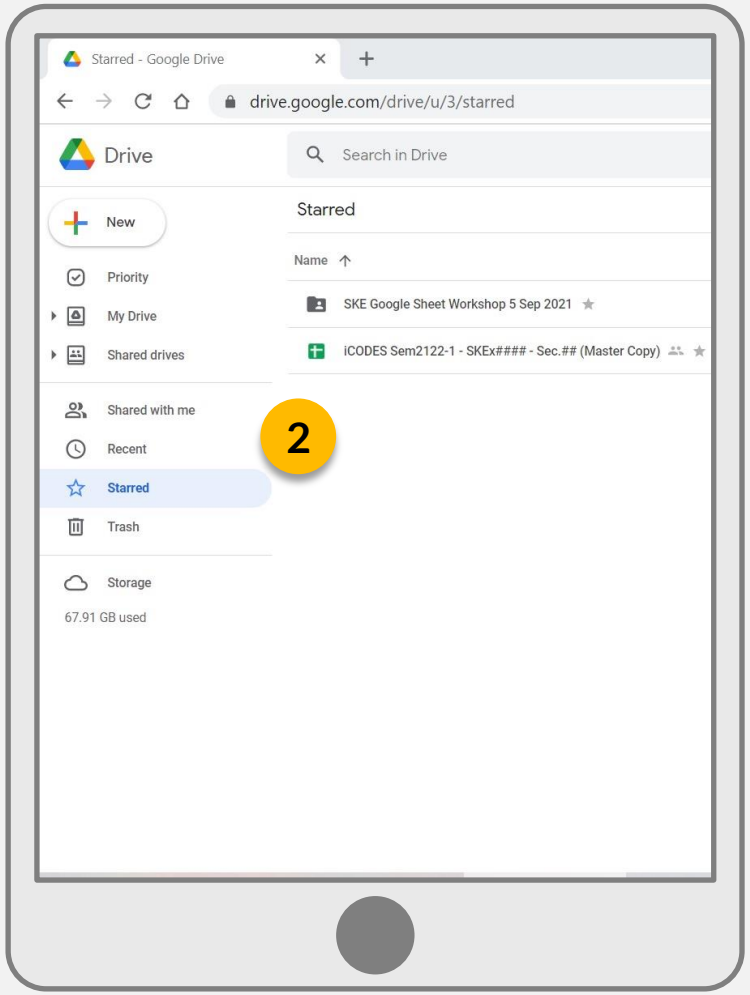




09 Organizing the Shared File by Adding to Starred Folder

1. Right click the file → choose Add to Starred.
2. The file is now added to the Starred Folder. Click the Starred folder at the left panel of the drive.

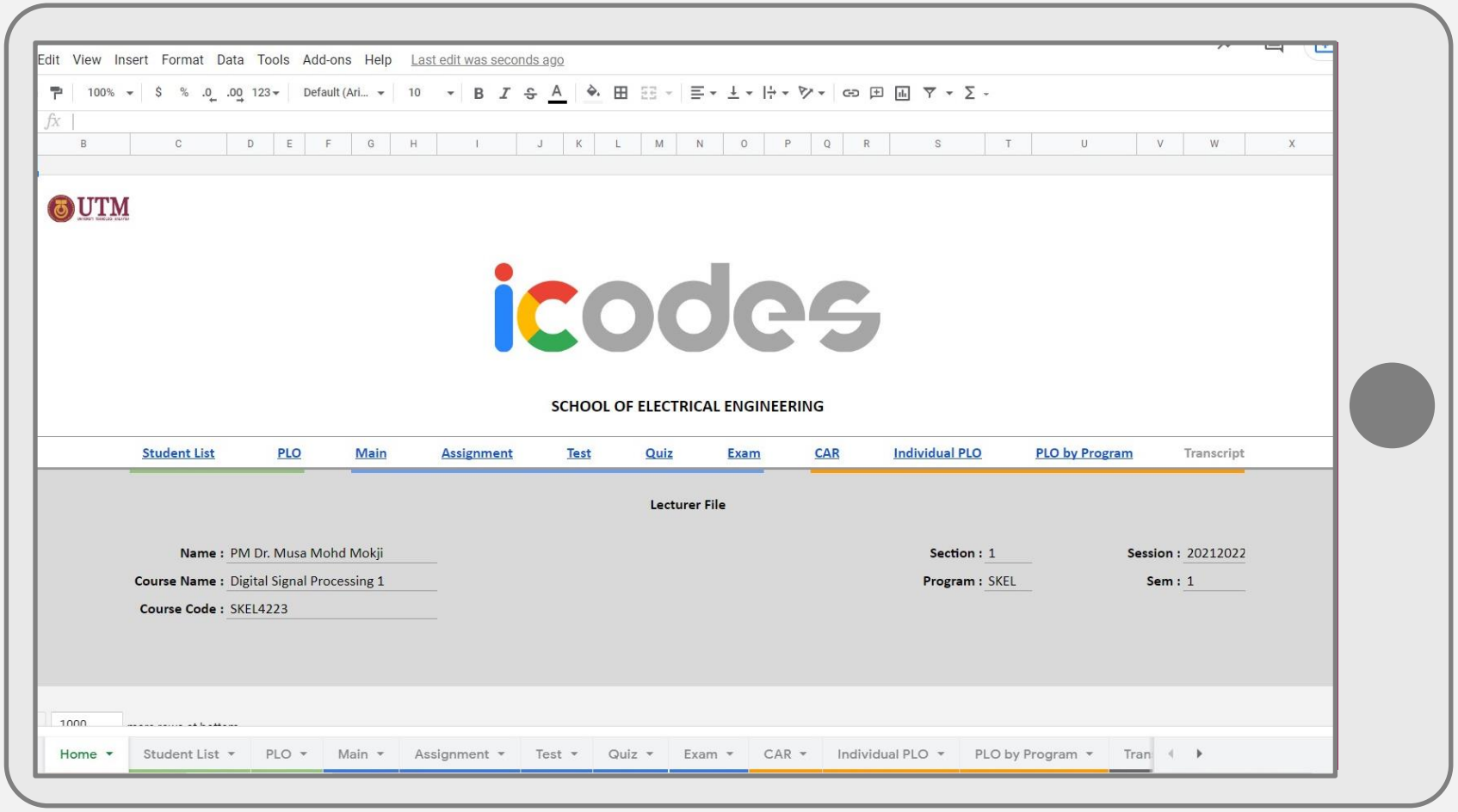




10 Home Sheet

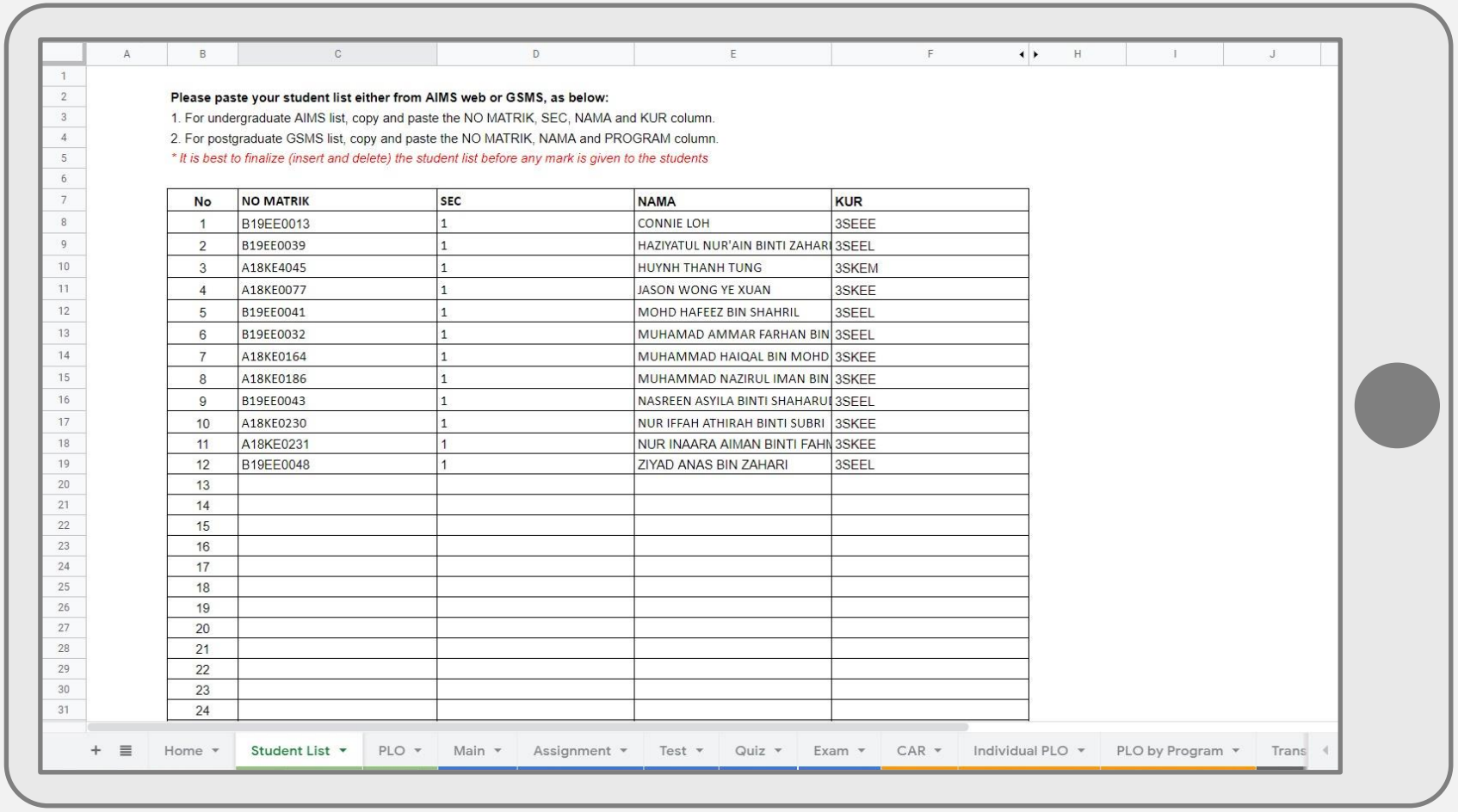
1. Enter the name, course name, course code, section, program*, session and semester.
2. Click the links to navigate to the available sheets.

**The program name will be used to set the passing marks. Make sure the program name is written correctly for undergraduate and master program.*



11 Student List Sheet

1. Download student list from AIMS or GSMS.
2. Copy and paste the downloaded list to the table.
3. Follow the paste instruction written above the table



Please paste your student list either from AIMS web or GSMS, as below:

1. For undergraduate AIMS list, copy and paste the NO MATRIK, SEC, NAMA and KUR column.
2. For postgraduate GSMS list, copy and paste the NO MATRIK, NAMA and PROGRAM column.

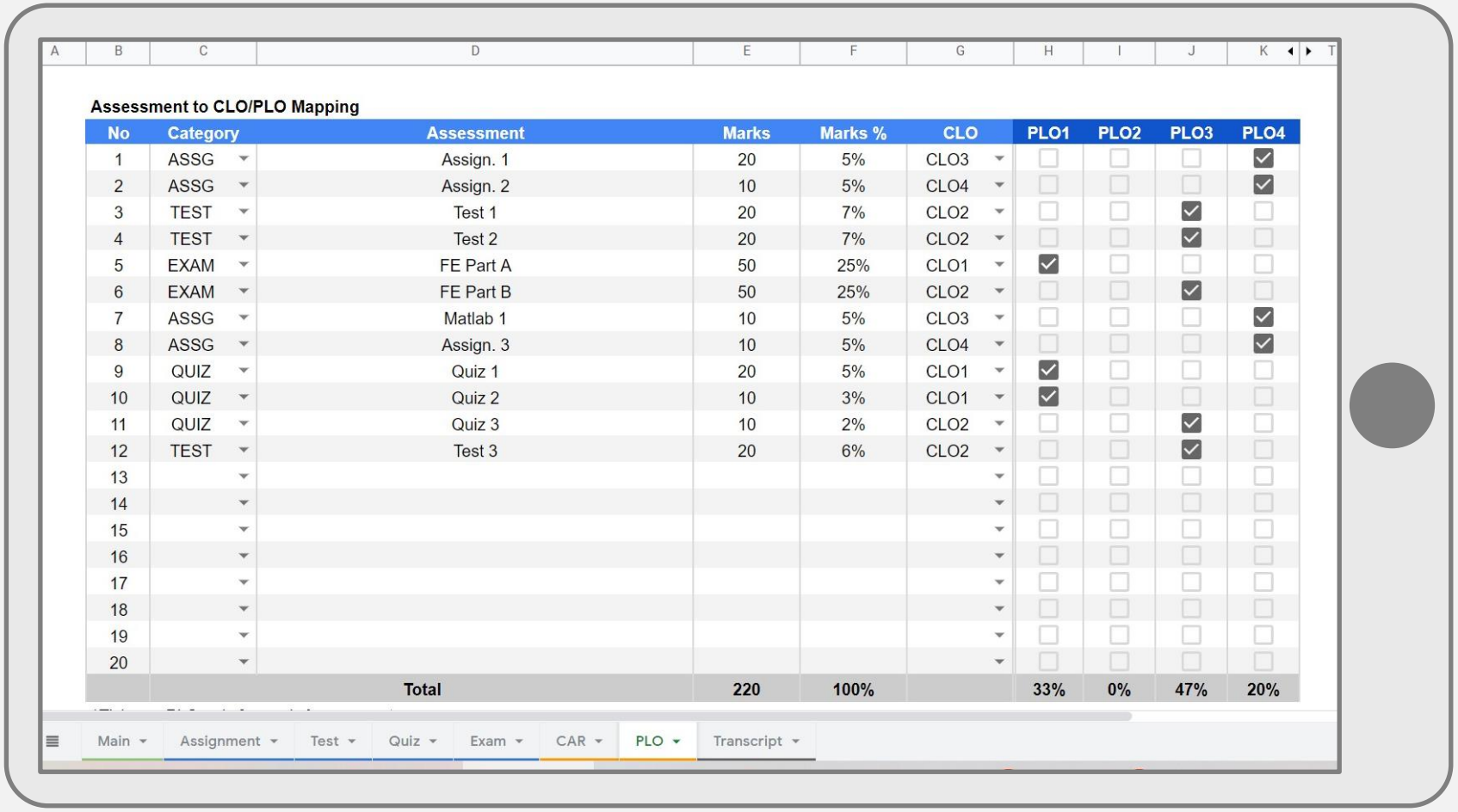
** It is best to finalize (insert and delete) the student list before any mark is given to the students*

No	NO MATRIK	SEC	NAMA	KUR
1	B19EE0013	1	CONNIE LOH	3SEEE
2	B19EE0039	1	HAZIYATUL NUR'AIN BINTI ZAHARI	3SEEL
3	A18KE4045	1	HUYNH THANH TUNG	3SKEM
4	A18KE0077	1	JASON WONG YE XUAN	3SKEE
5	B19EE0041	1	MOHD HAFEEZ BIN SHAHRIL	3SEEL
6	B19EE0032	1	MUHAMAD AMMAR FARHAN BIN	3SEEL
7	A18KE0164	1	MUHAMMAD HAIQAL BIN MOHD	3SKEE
8	A18KE0186	1	MUHAMMAD NAZIRUL IMAN BIN	3SKEE
9	B19EE0043	1	NASREEN ASYILA BINTI SHAHARUI	3SEEL
10	A18KE0230	1	NUR IFFAH ATHIRAH BINTI SUBRI	3SKEE
11	A18KE0231	1	NUR INAARA AIMAN BINTI FAHN	3SKEE
12	B19EE0048	1	ZIYAD ANAS BIN ZAHARI	3SEEL
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				

Home | Student List | PLO | Main | Assignment | Test | Quiz | Exam | CAR | Individual PLO | PLO by Program | Trans

12 PLO Sheet

1. Add or modify the assessment mapping set by the coordinator when necessary.
2. Refer to page 11 on how to setup the PLO mapping.



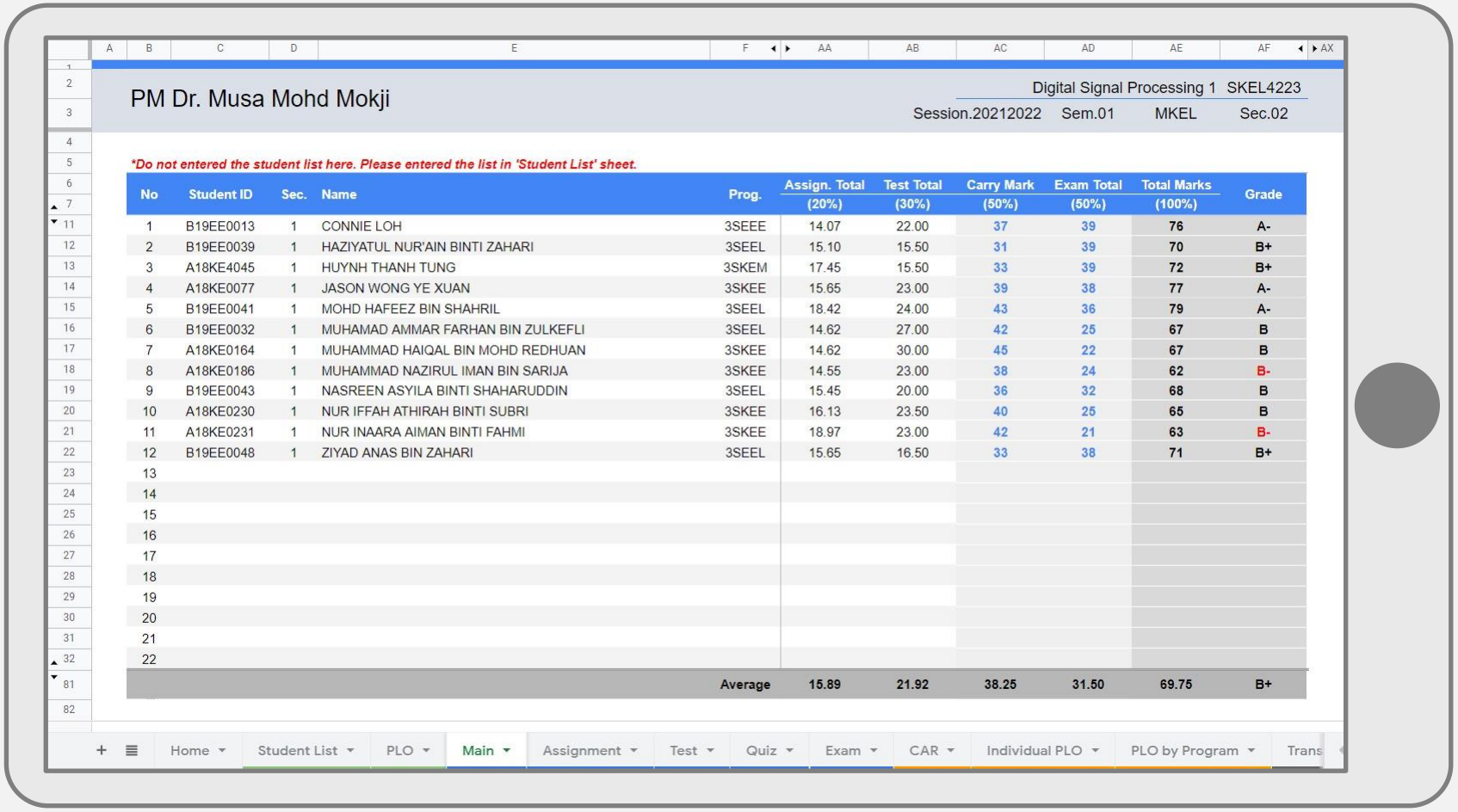
Assessment to CLO/PLO Mapping

No	Category	Assessment	Marks	Marks %	CLO	PLO1	PLO2	PLO3	PLO4
1	ASSG	Assign. 1	20	5%	CLO3	☐	☐	☐	☑
2	ASSG	Assign. 2	10	5%	CLO4	☐	☐	☐	☑
3	TEST	Test 1	20	7%	CLO2	☐	☐	☑	☐
4	TEST	Test 2	20	7%	CLO2	☐	☐	☑	☐
5	EXAM	FE Part A	50	25%	CLO1	☑	☐	☐	☐
6	EXAM	FE Part B	50	25%	CLO2	☐	☐	☑	☐
7	ASSG	Matlab 1	10	5%	CLO3	☐	☐	☐	☑
8	ASSG	Assign. 3	10	5%	CLO4	☐	☐	☐	☑
9	QUIZ	Quiz 1	20	5%	CLO1	☑	☐	☐	☐
10	QUIZ	Quiz 2	10	3%	CLO1	☑	☐	☐	☐
11	QUIZ	Quiz 3	10	2%	CLO2	☐	☐	☑	☐
12	TEST	Test 3	20	6%	CLO2	☐	☐	☑	☐
13						☐	☐	☐	☐
14						☐	☐	☐	☐
15						☐	☐	☐	☐
16						☐	☐	☐	☐
17						☐	☐	☐	☐
18						☐	☐	☐	☐
19						☐	☐	☐	☐
20						☐	☐	☐	☐
		Total	220	100%		33%	0%	47%	20%

Main | Assignment | Test | Quiz | Exam | CAR | PLO | Transcript

13 Main Sheet

1. Main sheet summarize the student's marks.
2. No need to enter any marks or details in this sheet.
3. Scroll down the sheet further, there are charts showing the student's performance.



PM Dr. Musa Mohd Mokji

Digital Signal Processing 1 SKEL4223

Session.20212022 Sem.01 MKEL Sec.02

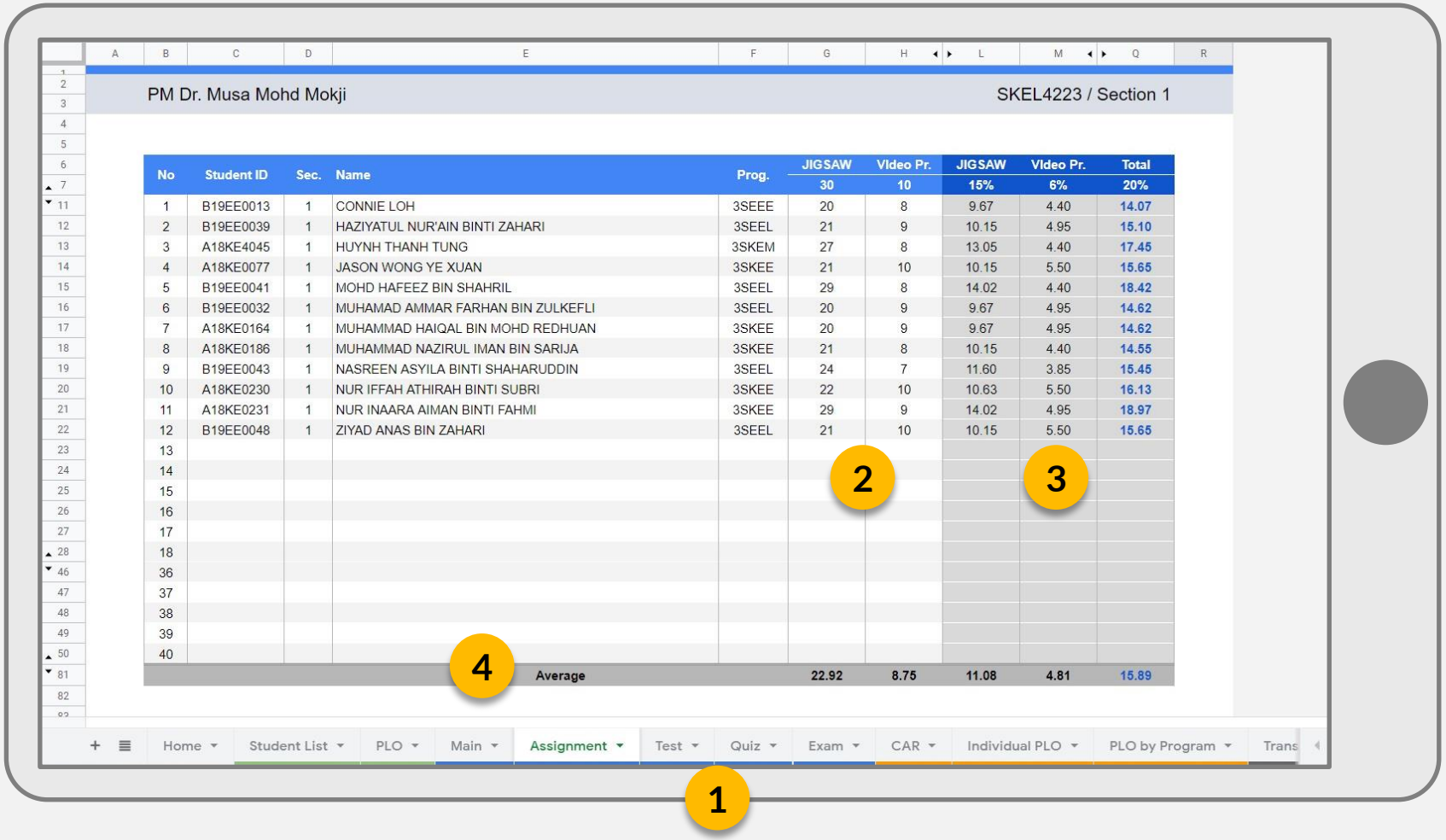
*Do not entered the student list here. Please entered the list in 'Student List' sheet.

No	Student ID	Sec.	Name	Prog.	Assign. Total (20%)	Test Total (30%)	Carry Mark (50%)	Exam Total (50%)	Total Marks (100%)	Grade
1	B19EE0013	1	CONNIE LOH	3SEEE	14.07	22.00	37	39	76	A-
2	B19EE0039	1	HAZIYATUL NUR'AIN BINTI ZAHARI	3SEEL	15.10	15.50	31	39	70	B+
3	A18KE4045	1	HUYNH THANH TUNG	3SKEM	17.45	15.50	33	39	72	B+
4	A18KE0077	1	JASON WONG YE XUAN	3SKEE	15.65	23.00	39	38	77	A-
5	B19EE0041	1	MOHD HAFEEZ BIN SHAHRIL	3SEEL	18.42	24.00	43	36	79	A-
6	B19EE0032	1	MUHAMAD AMMAR FARHAN BIN ZULKEFLI	3SEEL	14.62	27.00	42	25	67	B
7	A18KE0164	1	MUHAMMAD HAIQAL BIN MOHD REDHUAN	3SKEE	14.62	30.00	45	22	67	B
8	A18KE0186	1	MUHAMMAD NAZIRUL IMAN BIN SARIJA	3SKEE	14.55	23.00	38	24	62	B-
9	B19EE0043	1	NASREEN ASYILA BINTI SHAHARUDDIN	3SEEL	15.45	20.00	36	32	68	B
10	A18KE0230	1	NUR IFFAH ATHIRAH BINTI SUBRI	3SKEE	16.13	23.50	40	25	65	B
11	A18KE0231	1	NUR INAARA AIMAN BINTI FAHMI	3SKEE	18.97	23.00	42	21	63	B-
12	B19EE0048	1	ZIYAD ANAS BIN ZAHARI	3SEEL	15.65	16.50	33	38	71	B+
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
				Average	15.89	21.92	38.25	31.50	69.75	B+

Home | Student List | PLO | Main | Assignment | Test | Quiz | Exam | CAR | Individual PLO | PLO by Program | Trans

14 Marks-Entry Sheet

1. There are four Marks-entry sheets; Assignment, Test, Quiz and Exam.
2. Enter the marks in the white columns.
3. Marks in the grey columns are auto-calculated.
4. Average of the marks is shown at the bottom of the table.



No	Student ID	Sec.	Name	Prog.	JIGSAW	Video Pr.	JIGSAW	Video Pr.	Total
					30	10	15%	6%	20%
1	B19EE0013	1	CONNIE LOH	3SEEE	20	8	9.67	4.40	14.07
2	B19EE0039	1	HAZIYATUL NUR'AIN BINTI ZAHARI	3SEEL	21	9	10.15	4.95	15.10
3	A18KE4045	1	HUYNH THANH TUNG	3SKEM	27	8	13.05	4.40	17.45
4	A18KE0077	1	JASON WONG YE XUAN	3SKEE	21	10	10.15	5.50	15.65
5	B19EE0041	1	MOHD HAFEEZ BIN SHAHRIL	3SEEL	29	8	14.02	4.40	18.42
6	B19EE0032	1	MUHAMAD AMMAR FARHAN BIN ZULKEFLI	3SEEL	20	9	9.67	4.95	14.62
7	A18KE0164	1	MUHAMMAD HAIQAL BIN MOHD REDHUAN	3SKEE	20	9	9.67	4.95	14.62
8	A18KE0186	1	MUHAMMAD NAZIRUL IMAN BIN SARIJA	3SKEE	21	8	10.15	4.40	14.55
9	B19EE0043	1	NASREEN ASYILA BINTI SHAHARUDDIN	3SEEL	24	7	11.60	3.85	15.45
10	A18KE0230	1	NUR IFFAH ATHIRAH BINTI SUBRI	3SKEE	22	10	10.63	5.50	16.13
11	A18KE0231	1	NUR INAARA AIMAN BINTI FAHMI	3SKEE	29	9	14.02	4.95	18.97
12	B19EE0048	1	ZIYAD ANAS BIN ZAHARI	3SEEL	21	10	10.15	5.50	15.65
			Average		22.92	8.75	11.08	4.81	15.89

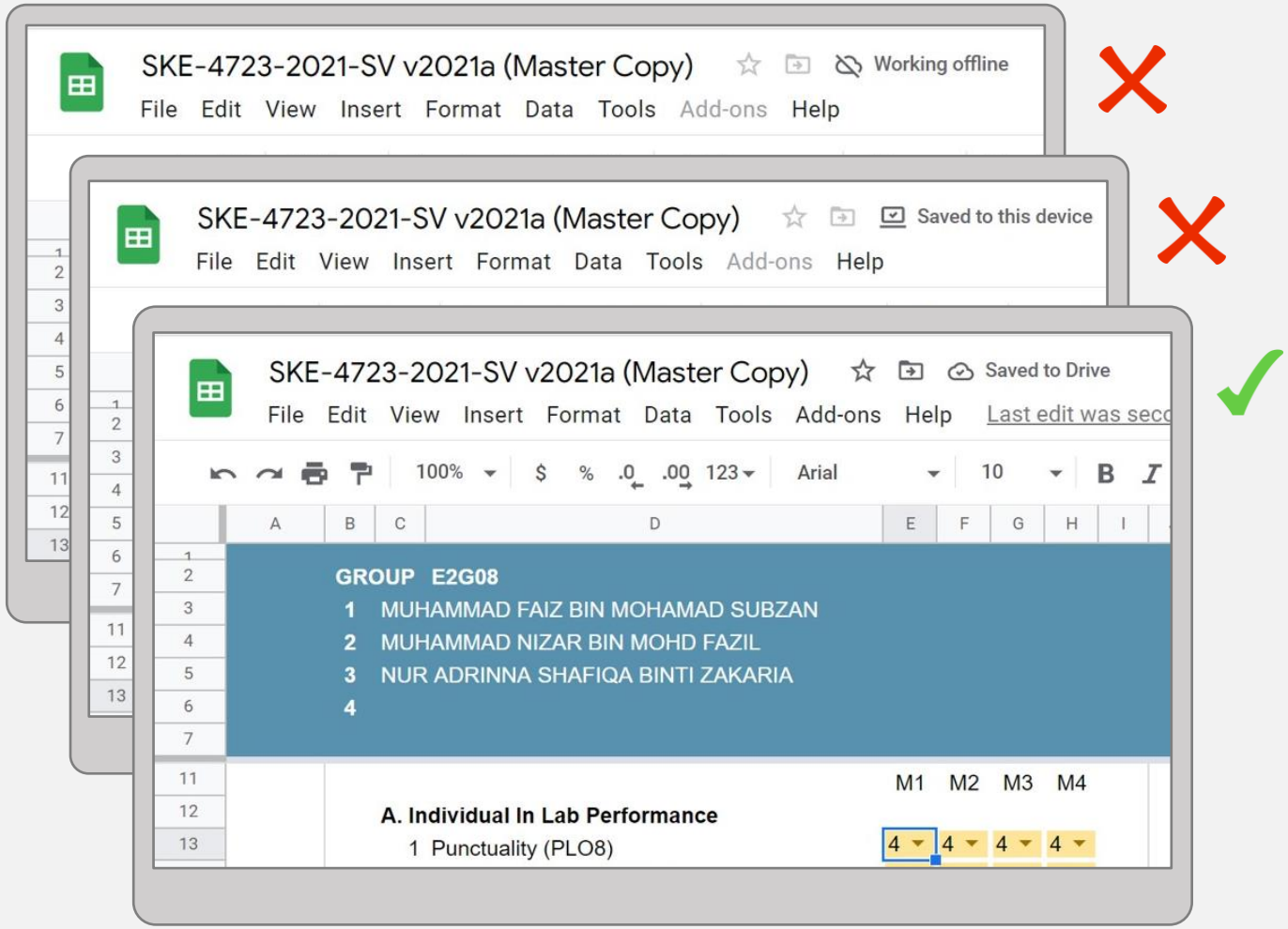
14 Saving the Marks

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

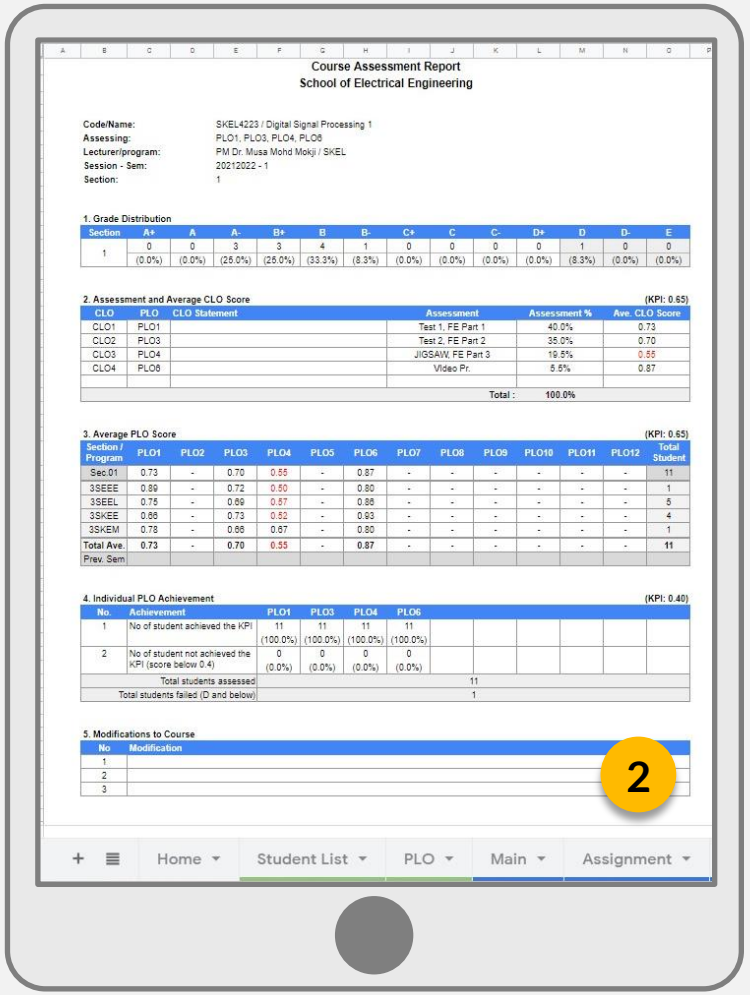
Saved to Drive

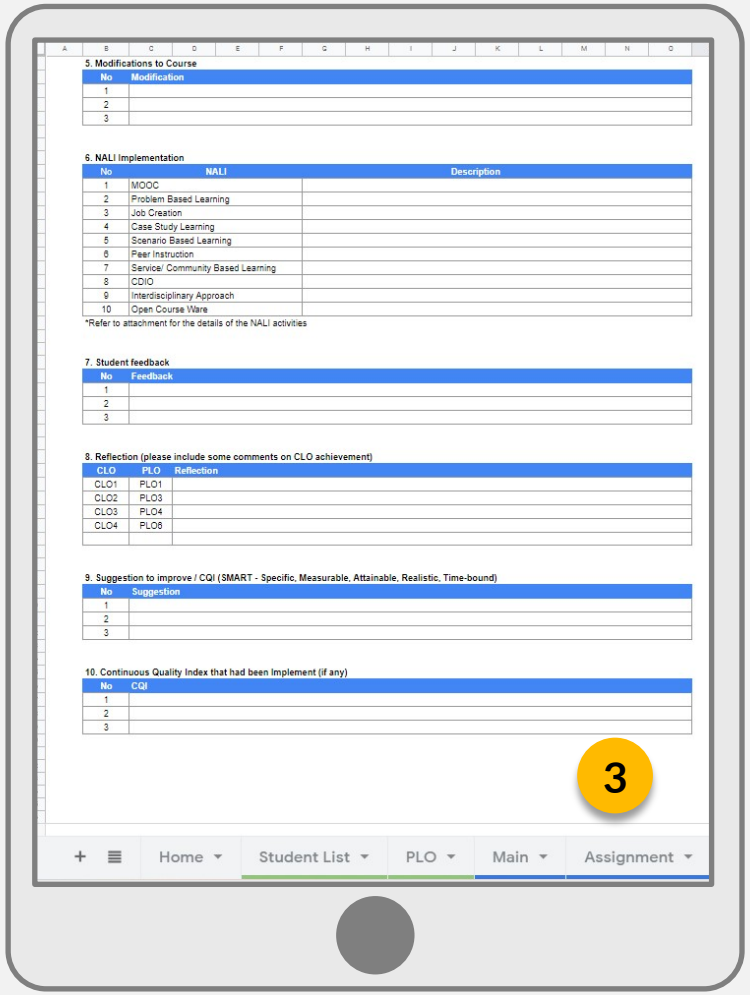
No other marks submission process is needed.



15 CAR Sheet

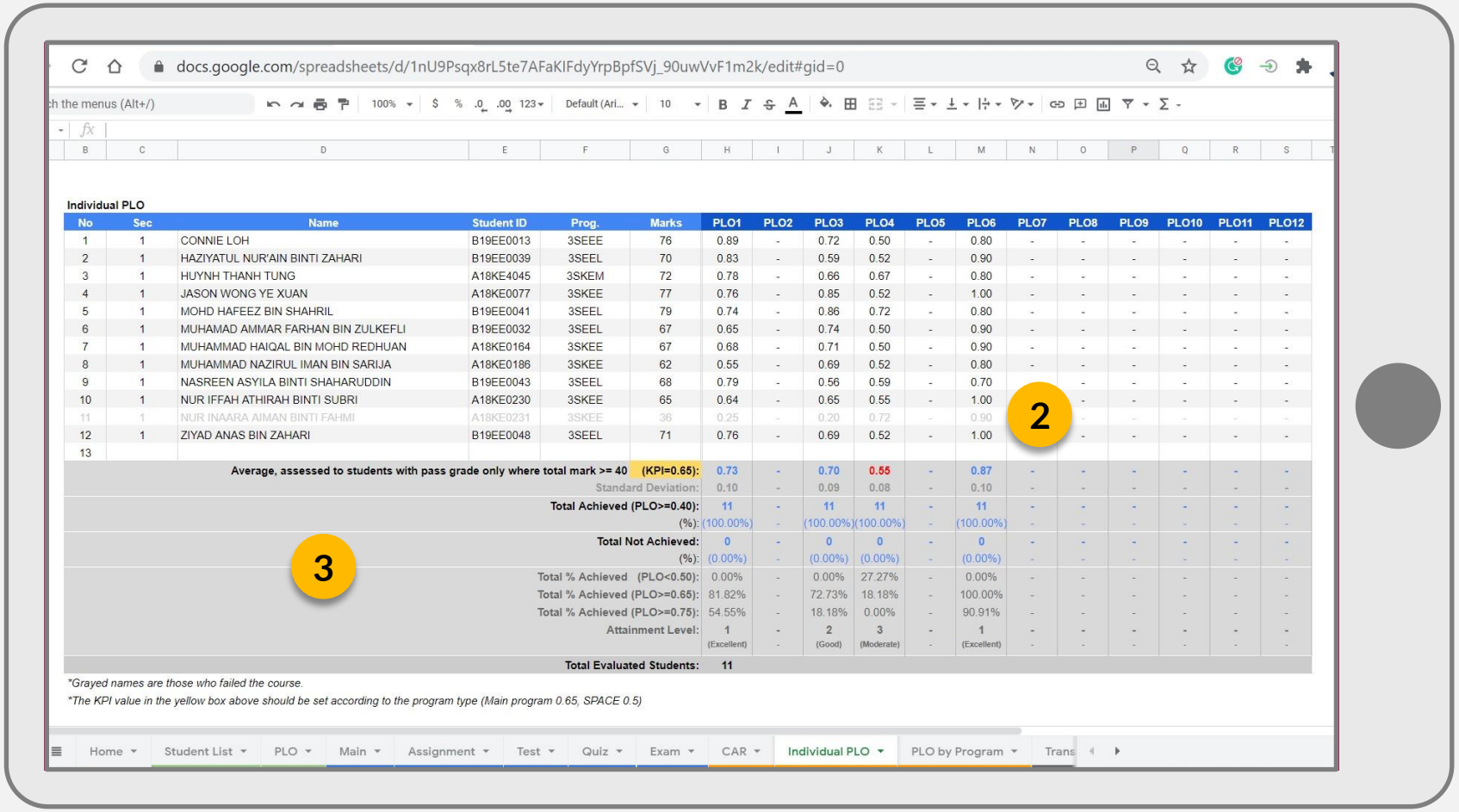
1. Course Assessment Report (CAR) is shown in this sheet.
2. All required counts and scores in Table 1 to 4 are auto-computed.
3. Lecturer is required to fill Table 5 to 10 to complete the CAR.





16 Individual PLO Sheet

1. All data in this sheet are auto-generated.
2. Fail students are display in grey coloured text.
3. Grey coloured rows shows the average PLO, count of individual achievement and several others attainment scores.



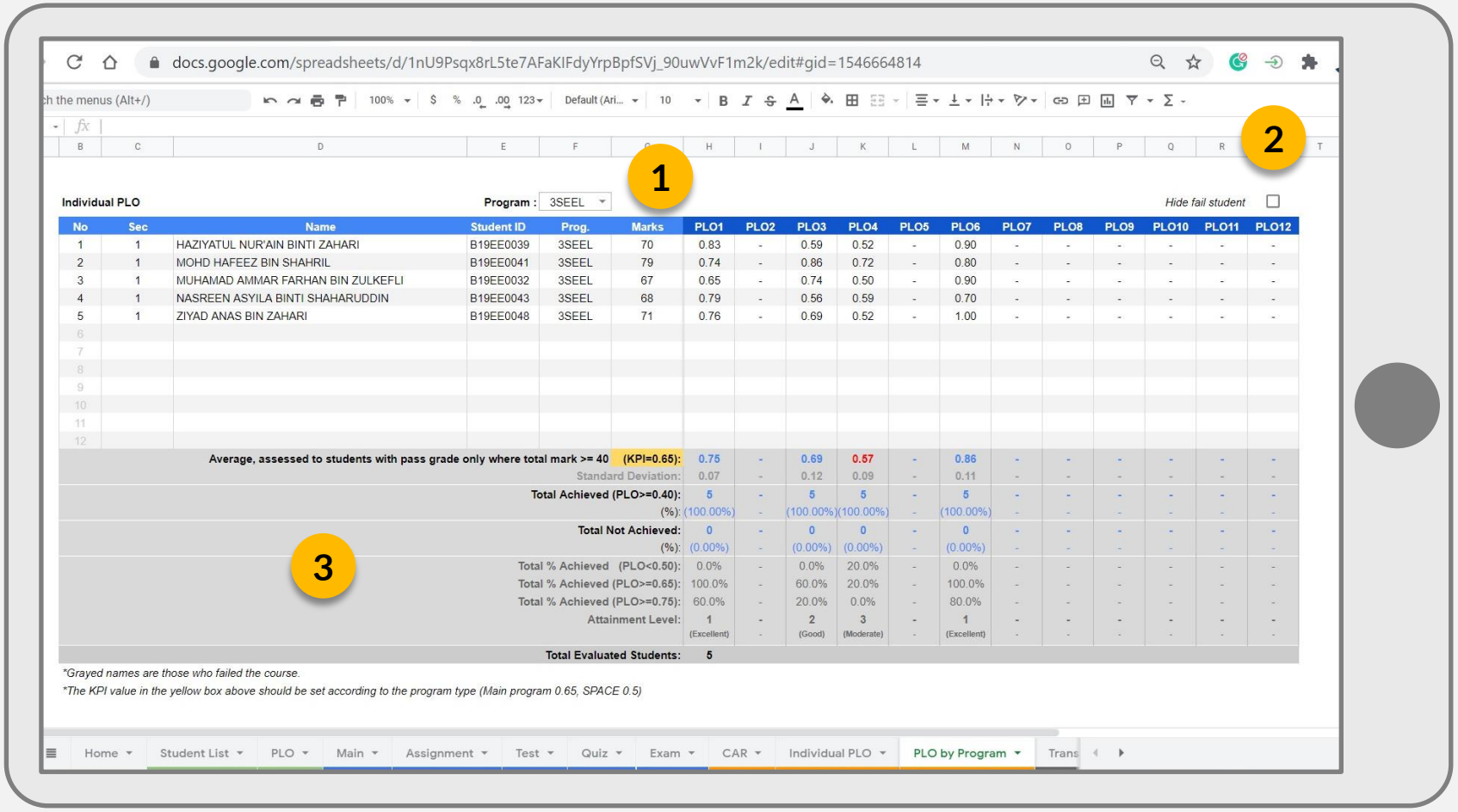
No	Sec	Name	Student ID	Prog.	Marks	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10	PLO11	PLO12
1	1	CONNIE LOH	B19EE0013	3SEEE	76	0.89	-	0.72	0.50	-	0.80	-	-	-	-	-	-
2	1	HAZIYATUL NUR'AIN BINTI ZAHARI	B19EE0039	3SEEL	70	0.83	-	0.59	0.52	-	0.90	-	-	-	-	-	-
3	1	HUYNH THANH TUNG	A18KE4045	3SKEM	72	0.78	-	0.66	0.67	-	0.80	-	-	-	-	-	-
4	1	JASON WONG YE XUAN	A18KE0077	3SKEE	77	0.76	-	0.85	0.52	-	1.00	-	-	-	-	-	-
5	1	MOHD HAFEEZ BIN SHAHRIL	B19EE0041	3SEEL	79	0.74	-	0.86	0.72	-	0.80	-	-	-	-	-	-
6	1	MUHAMAD AMMAR FARHAN BIN ZULKEFLI	B19EE0032	3SEEL	67	0.65	-	0.74	0.50	-	0.90	-	-	-	-	-	-
7	1	MUHAMMAD HAIQAL BIN MOHD REDHUAN	A18KE0164	3SKEE	67	0.68	-	0.71	0.50	-	0.90	-	-	-	-	-	-
8	1	MUHAMMAD NAZIRUL IMAN BIN SARIJA	A18KE0186	3SKEE	62	0.55	-	0.69	0.52	-	0.80	-	-	-	-	-	-
9	1	NASREEN ASYILA BINTI SHAHARUDDIN	B19EE0043	3SEEL	68	0.79	-	0.56	0.59	-	0.70	-	-	-	-	-	-
10	1	NUR IFFAH ATHIRAH BINTI SUBRI	A18KE0230	3SKEE	65	0.64	-	0.65	0.55	-	1.00	-	-	-	-	-	-
11	1	NUR INAARA AIMAN BINTI FAHMI	A18KE0231	3SKEE	36	0.25	-	0.20	0.72	-	0.90	-	-	-	-	-	-
12	1	ZIYAD ANAS BIN ZAHARI	B19EE0048	3SEEL	71	0.76	-	0.69	0.52	-	1.00	-	-	-	-	-	-
13																	
		Average, assessed to students with pass grade only where total mark >= 40			(KPI=0.65):	0.73	-	0.70	0.55	-	0.87	-	-	-	-	-	-
					Standard Deviation:	0.10	-	0.09	0.08	-	0.10	-	-	-	-	-	-
					Total Achieved (PLO>=0.40):	11	-	11	11	-	11	-	-	-	-	-	-
					(%):	(100.00%)	-	(100.00%)	(100.00%)	-	(100.00%)	-	-	-	-	-	-
					Total Not Achieved:	0	-	0	0	-	0	-	-	-	-	-	-
					(%):	(0.00%)	-	(0.00%)	(0.00%)	-	(0.00%)	-	-	-	-	-	-
					Total % Achieved (PLO<0.50):	0.00%	-	0.00%	27.27%	-	0.00%	-	-	-	-	-	-
					Total % Achieved (PLO>=0.65):	81.82%	-	72.73%	18.18%	-	100.00%	-	-	-	-	-	-
					Total % Achieved (PLO>=0.75):	54.55%	-	18.18%	0.00%	-	90.91%	-	-	-	-	-	-
					Attainment Level:	1 (Excellent)	-	2 (Good)	3 (Moderate)	-	1 (Excellent)	-	-	-	-	-	-
					Total Evaluated Students:	11											

*Grayed names are those who failed the course.

*The KPI value in the yellow box above should be set according to the program type (Main program 0.65, SPACE 0.5)

17 PLO by Program Sheet

1. This sheet display the individual PLO score by program. Select the program from the dropdown menu list.
2. Tick the checkbox to hide fail students.
3. Values in the grey coloured rows will be auto-computed based on the selected program.



No	Sec	Name	Student ID	Prog.	Marks	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10	PLO11	PLO12
1	1	HAZIYATUL NUR'AIN BINTI ZAHARI	B19EE0039	3SEEL	70	0.83	-	0.59	0.52	-	0.90	-	-	-	-	-	-
2	1	MOHD HAFEEZ BIN SHAHRIL	B19EE0041	3SEEL	79	0.74	-	0.86	0.72	-	0.80	-	-	-	-	-	-
3	1	MUHAMAD AMMAR FARHAN BIN ZULKEFLI	B19EE0032	3SEEL	67	0.65	-	0.74	0.50	-	0.90	-	-	-	-	-	-
4	1	NASREEN ASYILA BINTI SHAHARUDDIN	B19EE0043	3SEEL	68	0.79	-	0.56	0.59	-	0.70	-	-	-	-	-	-
5	1	ZIYAD ANAS BIN ZAHARI	B19EE0048	3SEEL	71	0.76	-	0.69	0.52	-	1.00	-	-	-	-	-	-
6																	
7																	
8																	
9																	
10																	
11																	
12																	
Average, assessed to students with pass grade only where total mark >= 40					(KPI=0.65):	0.75	-	0.69	0.57	-	0.86	-	-	-	-	-	-
Standard Deviation:						0.07	-	0.12	0.09	-	0.11	-	-	-	-	-	-
Total Achieved (PLO>=0.40):						5	-	5	5	-	5	-	-	-	-	-	-
(%):						(100.00%)	-	(100.00%)	(100.00%)	-	(100.00%)	-	-	-	-	-	-
Total Not Achieved:						0	-	0	0	-	0	-	-	-	-	-	-
(%):						(0.00%)	-	(0.00%)	(0.00%)	-	(0.00%)	-	-	-	-	-	-
Total % Achieved (PLO<0.50):						0.0%	-	0.0%	20.0%	-	0.0%	-	-	-	-	-	-
Total % Achieved (PLO>=0.65):						100.0%	-	60.0%	20.0%	-	100.0%	-	-	-	-	-	-
Total % Achieved (PLO>=0.75):						60.0%	-	20.0%	0.0%	-	80.0%	-	-	-	-	-	-
Attainment Level:						1 (Excellent)	-	2 (Good)	3 (Moderate)	-	1 (Excellent)	-	-	-	-	-	-
Total Evaluated Students:						5											

*Grayed names are those who failed the course.

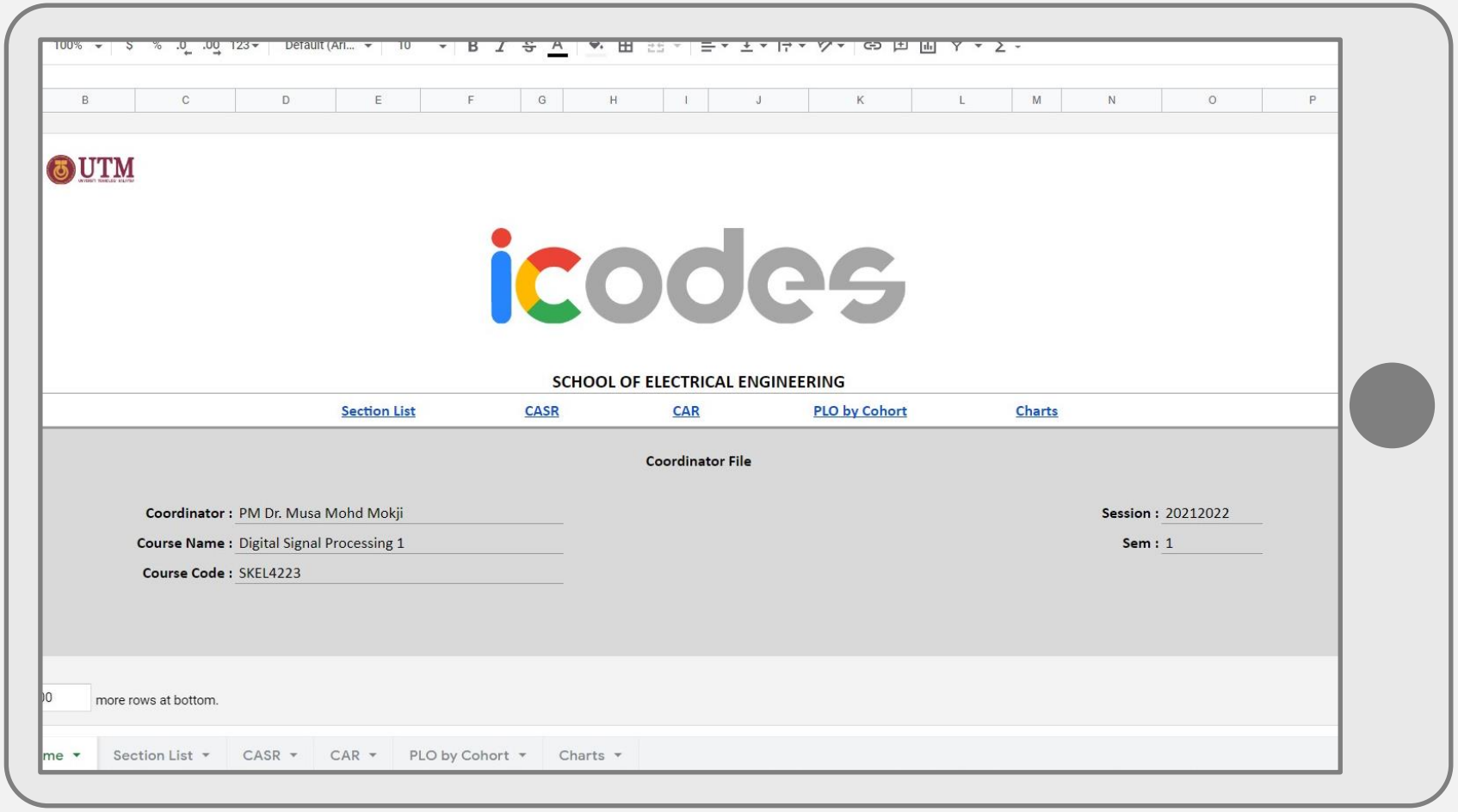
*The KPI value in the yellow box above should be set according to the program type (Main program 0.65, SPACE 0.5)

03

Using the Coordinator Files

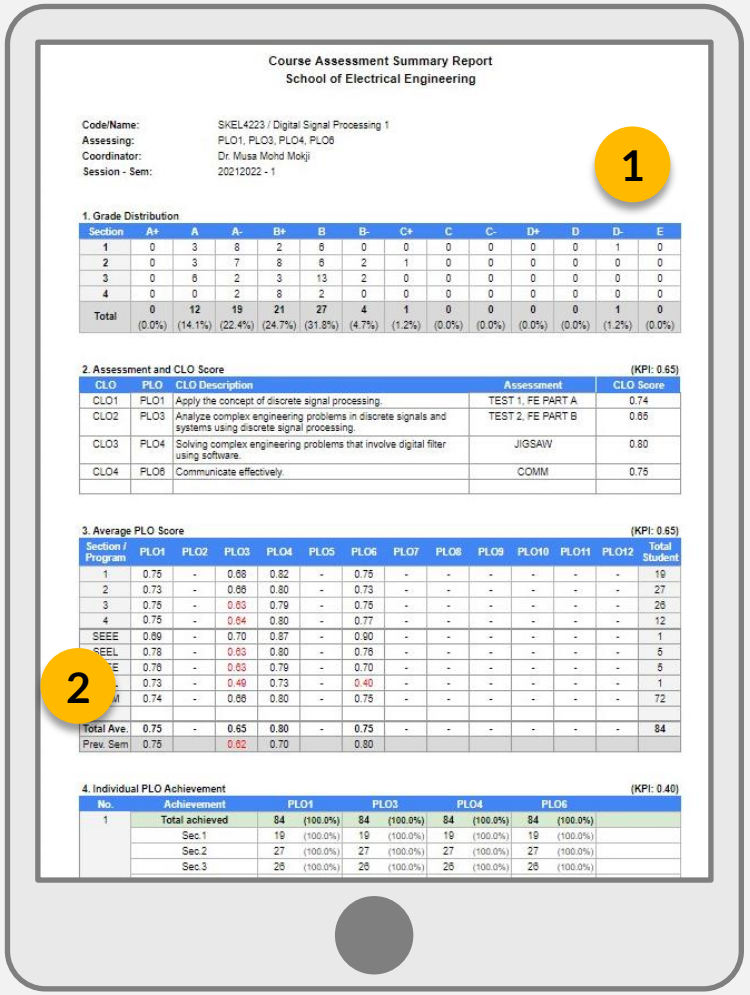
18 Home Sheet

1. Enter the coordinator name, course name, course code, session and semester in the Home sheet.



19 CASR Sheet

1. All the scores are auto-generated.
2. The only scores need to entered by coordinator is the previous semester scores of Table 3.
3. Coordinator should complete the modification, reflection, feedback and suggestion section.



Course Assessment Summary Report
School of Electrical Engineering

Code/Name: SKEL4223 / Digital Signal Processing 1
Assessing: PLO1, PLO3, PLO4, PLO6
Coordinator: Dr. Musa Mohd Mokji
Session - Sem: 20212022 - 1

1

1. Grade Distribution

Section	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E
1	0	3	8	2	6	0	0	0	0	0	0	1	0
2	0	3	7	8	6	2	1	0	0	0	0	0	0
3	0	6	2	3	13	2	0	0	0	0	0	0	0
4	0	0	2	8	2	0	0	0	0	0	0	0	0
Total	0 (0.0%)	12 (14.1%)	19 (22.4%)	21 (24.7%)	27 (31.8%)	4 (4.7%)	1 (1.2%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	1 (1.2%)	0 (0.0%)

2. Assessment and CLO Score (KPI: 0.65)

CLO	PLO	CLO Description	Assessment	CLO Score
CLO1	PLO1	Apply the concept of discrete signal processing.	TEST 1, FE PART A	0.74
CLO2	PLO3	Analyze complex engineering problems in discrete signals and systems using discrete signal processing.	TEST 2, FE PART B	0.65
CLO3	PLO4	Solving complex engineering problems that involve digital filter using software.	JIGSAW	0.80
CLO4	PLO6	Communicate effectively.	COMM	0.75

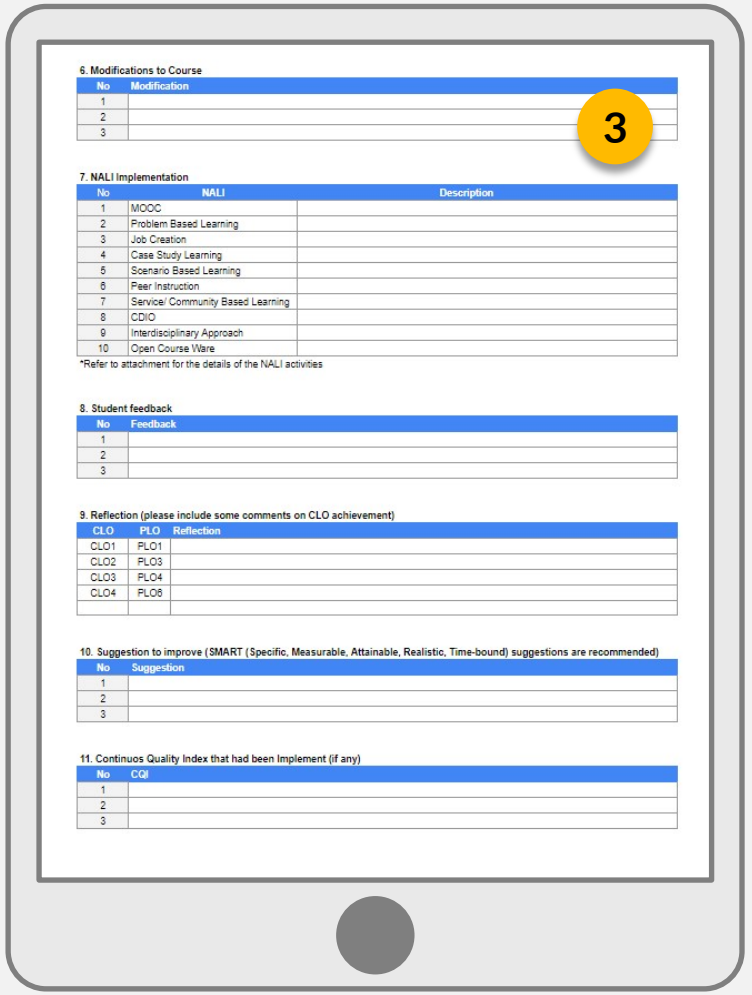
3. Average PLO Score (KPI: 0.65)

Section / Program	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10	PLO11	PLO12	Total Student
1	0.75	-	0.68	0.82	-	0.75	-	-	-	-	-	-	19
2	0.73	-	0.66	0.80	-	0.73	-	-	-	-	-	-	27
3	0.75	-	0.63	0.79	-	0.75	-	-	-	-	-	-	26
4	0.75	-	0.64	0.80	-	0.77	-	-	-	-	-	-	12
SEEE	0.89	-	0.70	0.87	-	0.90	-	-	-	-	-	-	1
SEEL	0.78	-	0.63	0.80	-	0.76	-	-	-	-	-	-	5
[illegible]E	0.76	-	0.63	0.79	-	0.70	-	-	-	-	-	-	5
[illegible]	0.73	-	0.49	0.73	-	0.40	-	-	-	-	-	-	1
[illegible]M	0.74	-	0.66	0.80	-	0.75	-	-	-	-	-	-	72
Total Ave.	0.75	-	0.65	0.80	-	0.75	-	-	-	-	-	-	84
Prev. Sem	0.75		0.62	0.70		0.80							

2

4. Individual PLO Achievement (KPI: 0.40)

No.	Achievement	PLO1		PLO3		PLO4		PLO6	
1	Total achieved	84	(100.0%)	84	(100.0%)	84	(100.0%)	84	(100.0%)
	Sec.1	19	(100.0%)	19	(100.0%)	19	(100.0%)	19	(100.0%)
	Sec.2	27	(100.0%)	27	(100.0%)	27	(100.0%)	27	(100.0%)
	Sec.3	26	(100.0%)	26	(100.0%)	26	(100.0%)	26	(100.0%)



6. Modifications to Course

No	Modification
1	
2	
3	

3

7. NALI Implementation

No	NALI	Description
1	MOOC	
2	Problem Based Learning	
3	Job Creation	
4	Case Study Learning	
5	Scenario Based Learning	
6	Peer Instruction	
7	Service/ Community Based Learning	
8	CDIO	
9	Interdisciplinary Approach	
10	Open Course Ware	

*Refer to attachment for the details of the NALI activities

8. Student feedback

No	Feedback
1	
2	
3	

9. Reflection (please include some comments on CLO achievement)

CLO	PLO	Reflection
CLO1	PLO1	
CLO2	PLO3	
CLO3	PLO4	
CLO4	PLO6	

10. Suggestion to improve (SMART (Specific, Measurable, Attainable, Realistic, Time-bound) suggestions are recommended)

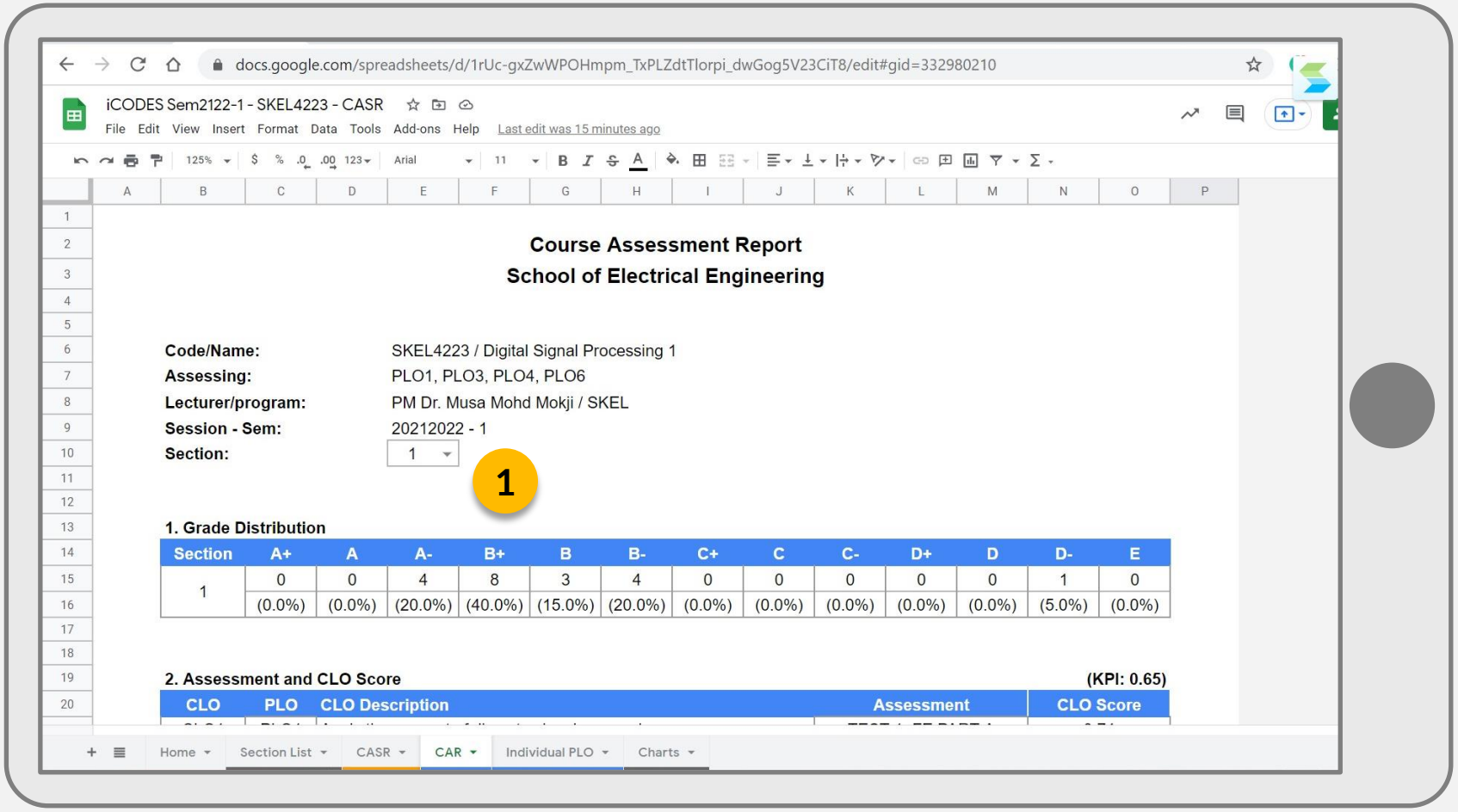
No	Suggestion
1	
2	
3	

11. Continuos Quality Index that had been Implement (if any)

No	CQI
1	
2	
3	

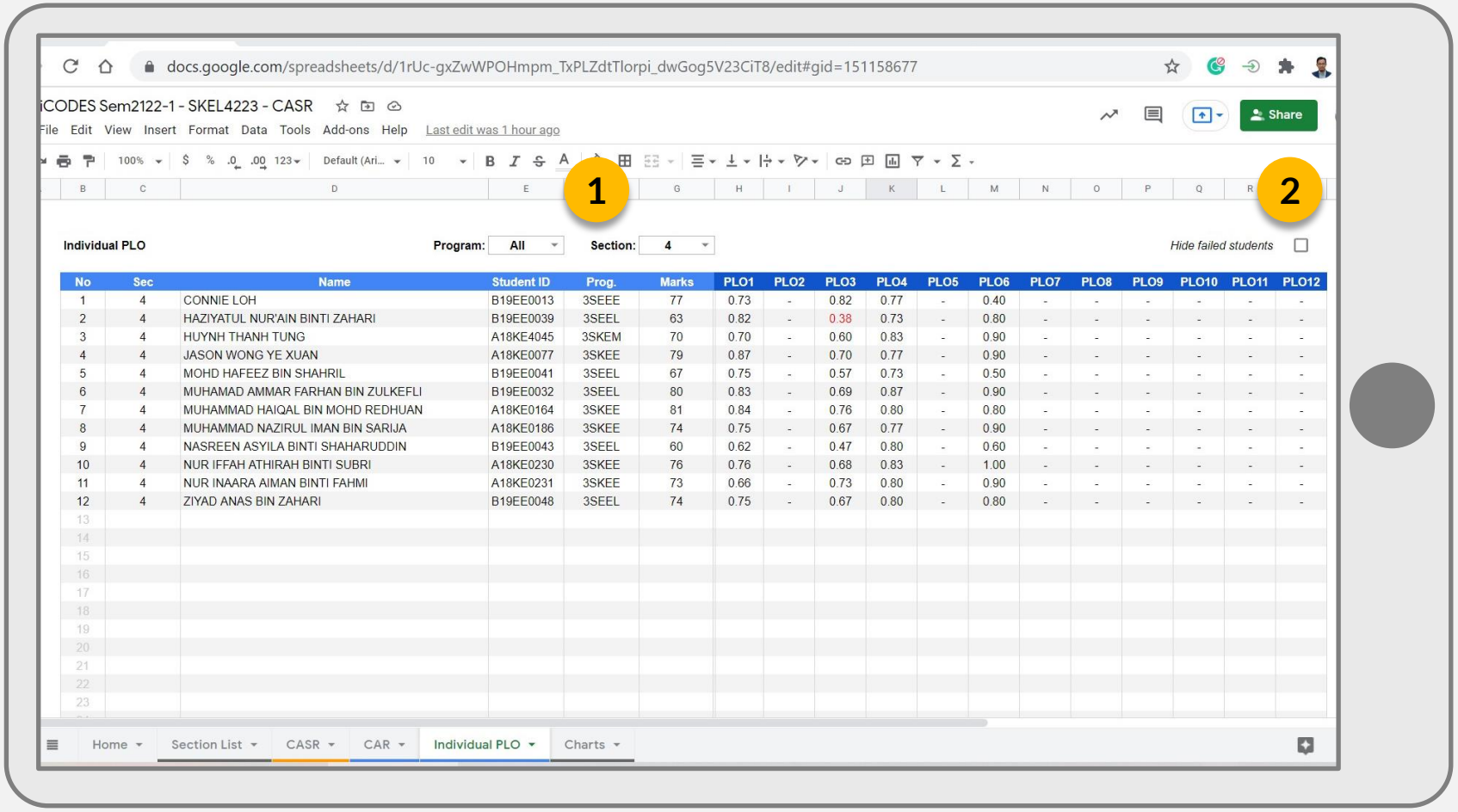
20 CAR Sheet

1. Choose section from the dropdown menu to display the CAR, which is imported from the lecturer file.



21 PLO Sheet

1. Choose program and section from the dropdown menu to list down the individual PLO by program and section.
2. Tick the checkbox to hide the failed students.



No	Sec	Name	Student ID	Prog.	Marks	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10	PLO11	PLO12
1	4	CONNIE LOH	B19EE0013	3SEEE	77	0.73	-	0.82	0.77	-	0.40	-	-	-	-	-	-
2	4	HAZIYATUL NUR'AIN BINTI ZAHARI	B19EE0039	3SEEL	63	0.82	-	0.38	0.73	-	0.80	-	-	-	-	-	-
3	4	HUYNH THANH TUNG	A18KE4045	3SKEM	70	0.70	-	0.60	0.83	-	0.90	-	-	-	-	-	-
4	4	JASON WONG YE XUAN	A18KE0077	3SKEE	79	0.87	-	0.70	0.77	-	0.90	-	-	-	-	-	-
5	4	MOHD HAFEEZ BIN SHAHRIL	B19EE0041	3SEEL	67	0.75	-	0.57	0.73	-	0.50	-	-	-	-	-	-
6	4	MUHAMAD AMMAR FARHAN BIN ZULKEFLI	B19EE0032	3SEEL	80	0.83	-	0.69	0.87	-	0.90	-	-	-	-	-	-
7	4	MUHAMMAD HAIQAL BIN MOHD REDHUAN	A18KE0164	3SKEE	81	0.84	-	0.76	0.80	-	0.80	-	-	-	-	-	-
8	4	MUHAMMAD NAZIRUL IMAN BIN SARIJA	A18KE0186	3SKEE	74	0.75	-	0.67	0.77	-	0.90	-	-	-	-	-	-
9	4	NASREEN ASYILA BINTI SHAHARUDDIN	B19EE0043	3SEEL	60	0.62	-	0.47	0.80	-	0.60	-	-	-	-	-	-
10	4	NUR IFFAH ATHIRAH BINTI SUBRI	A18KE0230	3SKEE	76	0.76	-	0.68	0.83	-	1.00	-	-	-	-	-	-
11	4	NUR INAARA AIMAN BINTI FAHMI	A18KE0231	3SKEE	73	0.66	-	0.73	0.80	-	0.90	-	-	-	-	-	-
12	4	ZIYAD ANAS BIN ZAHARI	B19EE0048	3SEEL	74	0.75	-	0.67	0.80	-	0.80	-	-	-	-	-	-

22 Chart Sheet

1. Chart Sheet plots the average PLO score, individual PLO score and grade distribution in charts.

23 Troubleshooting

No	Issue	Solution
1.	Lecturer File: Assessment item not appear in the marks entry sheet (Assignment, Test, Quiz or Exam).	In PLO sheet, select again the category of the assessment item from the dropdown menu.
2.	Lecturer File: PLO and CLO scores are greater than 1.	Make sure the entered marks is not greater than the maximum assessment mark.
3.	Lecturer File: The PLOs does not show any score, but display a '-' sign.	Make sure one PLO is selected for each assessment, no less or more.
4.	Coordinator File: PLO Score chart shows no data for the left chart.	Fill in the previous semester score in table 3 within the CASR sheet.
5.	Coordinator File: Few column shows error message #REF after the lecturer file's link is written to the link column.	Click the cell with the #REF error message. Then, click allow access from the popup menu.