Version 2021-09





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User Manual

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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







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



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



01 Copy the Lecturer File Template

- 1. Open the template* \rightarrow File \rightarrow 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.

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02 Set PLO Mapping in PLO Sheet

- 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.

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4	TEST	*	Test 2	20	7%	CLO2 ·				
5	EXAM	*	FE Part A	50	25%	CLO1 -				
6	EXAM	•	FE Part B	50	25%	CLO2 -			\checkmark	
7	ASSG	*	Matlab 1	10	5%	CLO3 -				\checkmark
8	ASSG	*	Assign. 3	10	5%	CLO4 ·				\checkmark
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20		*				Ŧ				
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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.

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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.

Prog.	FE Part 1 (Q1,Q2)	FE Part 2 (Q3,Q4,Q5)	FE Part 1 (Q1,Q2)	FE Part 2 (Q3,Q4,Q5)	Total	Q1	Q2	Q3	Q4	Q5
	50	50	25%	20%	45%	25	25	25	25	25
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3SEEL	41	23	20.50	9.20	29.70	16	25		12	11
3SKEM	44	21	22.00	8.40	30.40	19	25	13	8	
3SKEE	41	39	20.50	15.60	36.10	17	24	20		19
3SEEL	32	33	16.00	13.20	29.20	17	15		8	25
3SEEL	39	47	19.50	18.80	38.30	17	22		23	24
3SKEE	47	20	23.50	8.00	31.50	25	22	12	8	
3SKEE	46	32	23.00	12.80	35.80	24	22	8	24	
3SEEL	33	34	16.50	13.60	30.10	18	15	16	18	
3SKEE	44	28	22.00	11.20	33.20	23	21	10		18
3SKEE	43	48	21.50	19.20	40.70	20	23		23	25
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04 Duplicate the Lecturer File for All Sections

- 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.

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_		Add shortcut to Drive	9	





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.
- 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

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05 Copy the Coordinator File Template

- 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)

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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.

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		-		2	
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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

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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.

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

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

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09 Organizing the Shared File by Adding to Starred Folder

- 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.

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10 Home Sheet

- 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.

	nsert Format Data	Tools Add	-ons Help	ast edit was second	<u>s ago</u>							
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	Student List	PLO	Main	Assignment	SCHOOL <u>Test</u>	OF ELECTRIC	Exam	RING <u>CAR</u>	Individual PLO	PLO by Program	Transcript	_
	Student List	PLO	Main	Assignment	SCHOOL Test	OF ELECTRIC Quiz Lecturer	Exam	RING <u>CAR</u>	Individual PLO	PLO by Program	Transcript	_
	Student List	PLO	<u>Main</u>	Assignment	SCHOOL Test	OF ELECTRIC Quiz Lecturer	CAL ENGINEEF	CAR	Individual PLO	<u>PLO by Program</u>	Transcript	_
	Student List Name : PM Course Name : Dip	<u>PLO</u> 1 Dr. Musa Mo gital Signal Pro	Main ohd Mokji	<u>Assignment</u>	SCHOOL Test	OF ELECTRIC Quiz Lecturer	EXAL ENGINEEF	CAR	Individual PLO Section : 1 Program : SKE	<u>PLO by Program</u>	Transcript ssion : <u>20212022</u> Sem : 1	_
	Student List Name : PM Course Name : Dig Course Code : SKI	PLO 1 Dr. Musa Mo gital Signal Pro EL4223	Main ohd Mokji occessing 1	Assignment	SCHOOL Test	OF ELECTRIC	AL ENGINEEF	CAR	Individual PLO Section : 1 Program : SKE	PLO by Program Set	Transcript ssion : 20212022 Sem : 1	_
	Student List Name : PM Course Name : Dig Course Code : SK	PLO 1 Dr. Musa Mo gital Signal Pro EL4223	Main ohd Mokji occessing 1	Assignment	SCHOOL Test	OF ELECTRIC Quiz Lectures	EAL ENGINEEF	CAR	Individual PLO Section : 1 Program : SKE	PLO by Program Set	Transcript ssion : 20212022 Sem : 1	
	Student List Name : PM Course Name : Dig Course Code : SK	PLO 1 Dr. Musa Mo gital Signal Pro EL4223	Main ohd Mokji occessing 1	Assignment	SCHOOL	OF ELECTRIC	AL ENGINEEF	CAR	Individual PLO Section : 1 Program : SKE	PLO by Program Set	Transcript ssion : 20212022 Sem : 1	
	Student List Name : PM Course Name : Dig Course Code : SKI	PLO 1 Dr. Musa Mo gital Signal Pro EL4223	Main ohd Mokji occessing 1	Assignment	SCHOOL	OF ELECTRIC Quiz Lectures	AL ENGINEEF	CAR	Individual PLO Section : 1 Program : SKE	PLO by Program	Transcript ssion : 20212022 Sem : 1	



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

A	В	C	D	E		F	• •	Н	1	J
	Please pa	ste your student list either	from AIMS web or GSMS, a	s below:						
	1. For und	ergraduate AIMS list, copy a	ind paste the NO MATRIK, SE	C, NAMA and KUR column.						
	2. For post	tgraduate GSMS list, copy a	nd paste the NO MATRIK, NA	MA and PROGRAM column.						
	* It is best	to finalize (insert and delete)) the student list before any m	ark is given to the students						
	No		SEC	NAMA	KUP					
	1	B19EE0013	1	CONNIELOH	3SEEE					
	2	B19EE0039	1	HAZIYATUL NUB'AIN F	INTI ZAHARI 3SEEL					
	3	A18KE4045	1	HUYNH THANH TUNG	3SKEM		-			
	4	A18KE0077	1	JASON WONG YE XUA	N 3SKEE					
	5	B19EE0041	1	MOHD HAFEEZ BIN SE	AHRIL 3SEEL					
	6	B19EE0032	1	MUHAMAD AMMAR	FARHAN BIN 3SEEL					
	7	A18KE0164	1	MUHAMMAD HAIQAI	BIN MOHD 3SKEE					
	8	A18KE0186	1	MUHAMMAD NAZIRU	IL IMAN BIN 3SKEE					
	9	B19EE0043	1	NASREEN ASYILA BIN	TI SHAHARUT 3SEEL					
	10	A18KE0230	1	NUR IFFAH ATHIRAH E	BINTI SUBRI 3SKEE					
	11	A18KE0231	1	NUR INAARA AIMAN	BINTI FAHN 3SKEE					
	12	B19EE0048	1	ZIYAD ANAS BIN ZAI	HARI 3SEEL					
	13									
	14									
	15									
	16									
	17									
	18									
	19									
	20	-								
	21	-								
	22									
	23									
	27	1			l					



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.

В	С			D		E	F	G		Н	1	J	К 🖌 🕨
ssess	ment to CLO/P	LO Mapping											
No	Category		As	sessment		Marks	Marks %	CLO	F	PLO1	PLO2	PLO3	PLO4
1	ASSG 🔻		ŀ	Assign. 1		20	5%	CLO3	•				\checkmark
2	ASSG 🔻		ŀ	Assign. 2		10	5%	CLO4	•				\checkmark
3	TEST 👻			Test 1		20	7%	CLO2	-			\checkmark	
4	TEST 👻			Test 2		20	7%	CLO2	•			\checkmark	
5	EXAM 👻		F	E Part A		50	25%	CLO1	-	\checkmark			
6	EXAM 👻		F	E Part B		50	25%	CLO2	-			\checkmark	
7	ASSG 🔻		1	Matlab 1		10	5%	CLO3	-				\checkmark
8	ASSG 🔻		F	Assign. 3		10	5%	CLO4	-				\checkmark
9	QUIZ 👻			Quiz 1		20	5%	CLO1	-	\checkmark			
10	QUIZ 👻			Quiz 2		10	3%	CLO1	-	\checkmark			
11	QUIZ 👻			Quiz 3		10	2%	CLO2	-			\checkmark	
12	TEST 👻			Test 3		20	6%	CLO2	-			\checkmark	
13	·								-				
14	•								•				
15	v								-				
16	•								-				
17	·								•				
18	•								*				
19	·								•				
20	v								•				
			Total			220	100%			33%	0%	47%	20%



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.

							D	igital Signal	Processing 1	SKEL 1223	
PM	Dr. Musa	Moh	id Mokji			Sessi	on 20212022	Sem 01	MKFI	Sec 02	-
						00001		Connor		000.02	
*Do n	ot entered the st	udent li	st here. Please entered the list in 'Student I ist' sheet								
Don		adone n.			Assign, Total	Test Total	Carry Mark	Exam Total	Total Marks		
No	Student ID	Sec.	Name	Prog.	(20%)	(30%)	(50%)	(50%)	(100%)	Grade	
1	B19EE0013	1	CONNIE LOH	3SEEE	14.07	22.00	37	39	76	A-	<u> </u>
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	В	
7	A18KE0164	1	MUHAMMAD HAIQAL BIN MOHD REDHUAN	3SKEE	14.62	30.00	45	22	67	В	
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	В	
10	A18KE0230	1	NUR IFFAH ATHIRAH BINTI SUBRI	3SKEE	16.13	23.50	40	25	65	В	
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											L
				Average	15.89	21.92	38.25	31.50	69.75	B+	
1000											A



14 Marks-Entry Sheet

- 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.

PM	Dr. Musa Mo	hd Mo	okji				Sł	(EL4223 /	Section 1	
					HORAN	Miles De	HOCANN	Mida - Da	Trail	
No	Student ID	Sec.	Name	Prog.	30	10 video Pr.	15%	6%	10tal 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	
13										
14					-	2		2		
15					4	۷ /		J		
16						1				
17										
18										
36										
37										
38										
39										
40										
			4 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.

Code/Nam Assessing Lecturer/p Session - Section:	0.				School	of Electr	ical Eng	ineering						
Lecturer/p Session -	r.		SKEL422 PLO1 PL	3 / Digital S	Signal Proce	essing 1								
Session -	rogram:		PM Dr. M	usa Mohd M	Vokji / SKE	Ľ.								
Section:	Sem:		20212022	2 - 1										
oconom.			1											
1. Grade D	listribution	1												
Section	A+	A	A-	Bt	В	B-	C+	C	C-	D+	D	D-	E	
1	(0.0%)	(0.0%)	(25.0%)	(25.0%)	(33.3%)	(8.3%)	(0.0%)	(0.0%)	(0.0%)	(0.0%)	(8.3%)	(0.0%)	(0.0%	
2. Assess	ment and A	Average C	LO Score										(KPI: 0.6	
CLO1	PL0	CLO Stat	tement				Te	st 1 FF Pa	nt irt 1	Assess 40	ment %	Ave. Cl	73	
CLO2	PLO3						Te	st 2, FE Pa	irt 2	35	.0%	0	.70	
CLO3	PLO4						JIG	SAW, FE P	art 3	19	5%	0	.55	
CLO4	PLO8							Video Pr.		5.	5%	0	.87	
									Total :	100	0.0%			
3. Average Section /	PLO Scor	PL 02	PI 02	RIOA	PLO4 PLO5 P 0.55 - 0	PLOS PLOG F	PLO7 PLO	PLO8 PLO	PI 09	RIOM	PLOM	PLOIP	(KPI: 0.65 Total	
Program	FLOI	FLUZ	FLUS	FL04	FLUS	FLOG	PLO/	FLUo	FLUS	FLOID	FLOID	FLOIZ	Stude	
Sec.01	0.73	-	0.70	0.55		0.87	•						11	
3SEEE	0.89		0.72	0.50		0.80	•						1	
3SEEL	0.75	-	0.09	0.07		0.80	•					-	0	
3SKEM	0.00		0.66	0.67		0.80							1	
Total Ave	0.73		0.70	0.55		0.87							11	
Prev. Sem	0.75		0.70	0.00		0.07								
4. Individu	Achieven	hievemen vent	it	PLO1	PI 03	PLO4	PLO6						(KPI: 0.4	
1	No of stud	lent achiev	red the KPI	11	11	11	11							
	-			(100.0%)	(100.0%)	(100.0%)	(100.0%)					_		
2	No of stud	ent not ac	hieved the	0	0	0	0							
	run (subre	tel study	<i>''</i>	(0.0%)	(0.0%)	(0.0%)	(0.0%)							
То	0) taobuta lete	cal student	and holow						11					
	nai studen.	s raised (D	and below	1										
5. Modifica	ations to C	ourse												
No	Modificat	юп										<u> </u>		
2											_	_		
3	1													
. =	Н	ome	*	Stude	ent Lis	t Ŧ	PLC	~ (Mai	in 👻	As	signm	nent	
_		_	-	_	_		_			_				

No	Modification							
1								
2								
3								
6. NALLI	mplementation							
No	NALI				Description			
1	MOOC							
2	Problem Based Learning							
3	Job Creation	3						
4	Case Study Learning							
0	Scenario Based Learning							
7	Service/ Community Based	Learning						
8	CDIO							
9	Interdisciplinary Approach							
10	Open Course Ware							
*Refer to	attachment for the details of t	he NALI activities						
7. Stude	t feedback					_		
NO	reedback							
2								
2								
CLO3 CLO4	PL04 PL08							
9. Sugge	Suggestion	(RT - Specific, Measu	rable, Attainab	ie, Realistic, Ti	ne-bound)			
1	ouggestion							
2								
3								
10. Cont No 1 2	nuous Quality Index that ha	id been Implement (if	any)					
3								
							:	3
⊦ ≣	Home 🔻	Student L	.ist 🔻	PLO 🔻	Ma	ain 🔻	Ass	ignmen





- 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.

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fx																	
	С	D	E	F	G	Н	I	J	К	L	М	Ν	0	Р	Q	R	S
vidua	al PLO																
)	Sec	Name	Student ID	Prog.	Marks	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10	PLO11	PLO12
	1	CONNIE LOH	B19EE0013	3SEEE	76	0.89		0.72	0.50		0.80	-	-	-	-	-	
	1	HAZIYATUL NUR'AIN BINTI ZAHARI	B19EE0039	3SEEL	70	0.83	-	0.59	0.52	-	0.90	-	-	-	-	-	-
	1	HUYNH THANH TUNG	A18KE4045	3SKEM	72	0.78		0.66	0.67	-	0.80		-	-	-	-	141
1	1	JASON WONG YE XUAN	A18KE0077	3SKEE	77	0.76	-	0.85	0.52	-	1.00	-	-	-	-	-	-
	1	MOHD HAFEEZ BIN SHAHRIL	B19EE0041	3SEEL	79	0.74	-	0.86	0.72		0.80	-	-	-	-	-	1.0
3	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	14	0.56	0.59	-	0.70		-	-	-	-	-
0	1	NUR IFFAH ATHIRAH BINTI SUBRI	A18KE0230	3SKEE	65	0.64	-	0.65	0.55	-	1.00	^	-	-	-	-	-
H .	1	NUR INAARA AIMAN BINTI FAHMI	A18KE0231	3SKEE	36						0.90	2	-				
12	1	ZIYAD ANAS BIN ZAHARI	B19EE0048	3SEEL	71	0.76	-	0.69	0.52	-	1.00		/ +	-	-	-	-
3												and the second second	· · · ·				
		Average, assessed to students with pas	s grade only where to	otal mark >= 40	(KPI=0.65):	0.73	1.5	0.70	0.55	-	0.87	-	-	-	-	-	-
				Standan	d Deviation:	0.10	-	0.09	0.08	-	0.10	-	-	-	-	•	-
				Total Achieved (PLO>=0.40):	11	1.5	11	11	-	11	-	-	-	-	-	-
					(%):	(100.00%)	-	(100.00%)(100.00%)	-	(100.00%)	-	-		-		
				Total No	ot Achieved:	0		0	0	-	0	-	-	-	-	-	-
		2			(%):	(0.00%)		(0.00%)	(0.00%)	-	(0.00%)		-				
		J	То	tal % Achieved	(PLO<0.50):	0.00%	-	0.00%	27.27%	-	0.00%	-	-	-	-	-	-
			То	tal % Achieved (I	PLO>=0.65):	81.82%		72.73%	18.18%	-	100.00%			-	-		-
			То	tal % Achieved (I	PLO>=0.75):	54.55%	-	18.18%	0.00%	-	90.91%	-	-	-	-	-	-
				Attain	ment Level:	1	-	2	3	-	1	-	-	-	-	-	-
						(Excellent)	-	(Good)	(Moderate)	-	(Excellent)	-	2	-			-
				Total Evaluate	d Students:	11											



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.

menus	(Alt+/)	いっていた。 マローマー100% マー \$	% .0 .00 123▼	Default (A	ri 👻 10	• B	I S	A 🗞	H 23	· =·	• <u>↓</u> • ¦	- 17 -	⊕ ∄	<u>њ</u> 7	-Σ-			
fx																	2	
в	С	D	E	F		Н	1	J	К	L	M	N	0	Ρ	Q	R	2	Т
					1													1
vidua	PLO		Program :	3SEEL *											Hide t	ail student		
0	Sec	Name	Student ID	Prog.	Marks	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10	PLO11	PLO12	
	1	HAZIYATUL NUR'AIN BINTI ZAHARI	B19EE0039	3SEEL	70	0.83	-	0.59	0.52	-	0.90			-		-	-	
!	1	MOHD HAFEEZ BIN SHAHRIL	B19EE0041	3SEEL	79	0.74	-	0.86	0.72	-	0.80	-	-	-	-	-	-	. I
	1	MUHAMAD AMMAR FARHAN BIN ZULKEFLI	B19EE0032	3SEEL	67	0.65	-	0.74	0.50	-	0.90	-	-		-	-	-	. I
	1	NASREEN ASYILA BINTI SHAHARUDDIN	B19EE0043	3SEEL	68	0.79	-	0.56	0.59	-	0.70	-	-	-	-	-	-	(I
;	1	ZIYAD ANAS BIN ZAHARI	B19EE0048	3SEEL	71	0.76		0.69	0.52	-	1.00	-			-		-	. I
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1																		
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		Average, assessed to students with pass g	ade only where tota	al mark >= 40	(KPI=0.65):	0.75	+	0.69	0.57	-	0.86	-		-			-	
				Standa	ard Deviation:	0.07	-	0.12	0.09	-	0.11		-	-	-	-		
			To	tal Achieved	(PLO>=0.40):	5	+	5	5	-	5	-	н.	-			-	(I
					(%):	(100.00%)	-	(100.00%)(100.00%)	-	(100.00%)	-	-	-	-	-	-	
				Total I	lot Achieved:	0	+	0	0		0	-	8	-			-	(I
					(%):	(0.00%)	-	(0.00%)	(0.00%)	-	(0.00%)		-		-	-		
		3	Tota	I % Achieved	(PLO<0.50):	0.0%	-	0.0%	20.0%	-	0.0%	-	-		-	-	-	
			Total	I % Achieved	(PLO>=0.65):	100.0%	-	60.0%	20.0%	-	100.0%	-	-	-	-	-	-	
			Tota	I % Achieved	(PLO>=0.75):	60.0%	-	20.0%	0.0%	-	80.0%	-	-		-	-		(I
				Atta	inment Level:	1	-	2	3	-	1	-	-	-	-	-	-	(I
						(Excellent)		(Good)	(Moderate)	-	(Excellent)	-	-		S	-		
				Total Evalua	ted Students:	5												
ayed n	ames are	those who failed the course.																
	1	a vellow how shove should be set according to the progr	am type (Main progra	m 0.65 SPAC	E 0 51													



Using the Coordinator Files



18 Home Sheet

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

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7			
hort	<u>Charts</u>		(
	Sessio	n: 20212022	
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19 CASR Sheet

- 1. All the scores are autogenerated.
- 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.



Mo	Modifice	dourse for	
NO	Modiffica	bou	
1	_		
			?
3			
		F	
A No.	inplementa	NALL	Description
NO	11000	NALI	Description
-	NUUUU	Barrad Landston	
2	Froblem	based Learning	
	Job Crea	tion	
4	Case Stu	oy Learning	
5	Scenario	based Learning	
8	Peer Inst	ruction	
7	Service/	Community Based Learning	
8	CDIO		
9	Interdisci	plinary Approach	
10	Open Co	urse Ware	
No	Feedbac	k	
1			
2			
3			
CLO1	PL01		
CLO1	PL01		
CLO2	PL03		
CL03	PLO4		
CL04	PLOS		
10. Sugg No 1 2	estion to ir Suggest	nprove (SMART (Specific, M ion	easurable. Attainable, Realistic, Time-bound) suggestions are recommended)
2	-		
3			
11 Conti	nuos Quali	ity Index that had been Imple	ament (if any)
No	COL	ty index that had been imple	menc (n any)
1	Cul		
-			
	-		
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.

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aivia	ual PLO		Program: All 👻	Section:	4 *	1									Hide Talled	i students	
No	Sec	Name	Student ID	Prog.	Marks	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PL07	PLO8	PLO9	PLO10	PL011	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	-		-	141	-	-
4	4	JASON WONG YE XUAN	A18KE0077	3SKEE	79	0.87	12	0.70	0.77	12	0.90	-	-	12			2
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	14	0.90	20		-	141	64 C	2
12	4	ZIYAD ANAS BIN ZAHARI	B19EE0048	3SEEL	74	0.75	-	0.67	0.80	12	0.80	-	-	12	-		-
13																	
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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.