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User Manual

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Content

Introduction

Integrated Course Online Data Entry System (**iCODES**) for Final Year Project (will later addressed as iCODES FYP) is an online management system designed to manage final year projects, for supervisor assessment, students' presentations, monitoring and reporting. Since it is a live system, and come with an interactive dashboard, monitoring the assessment process become seamless.

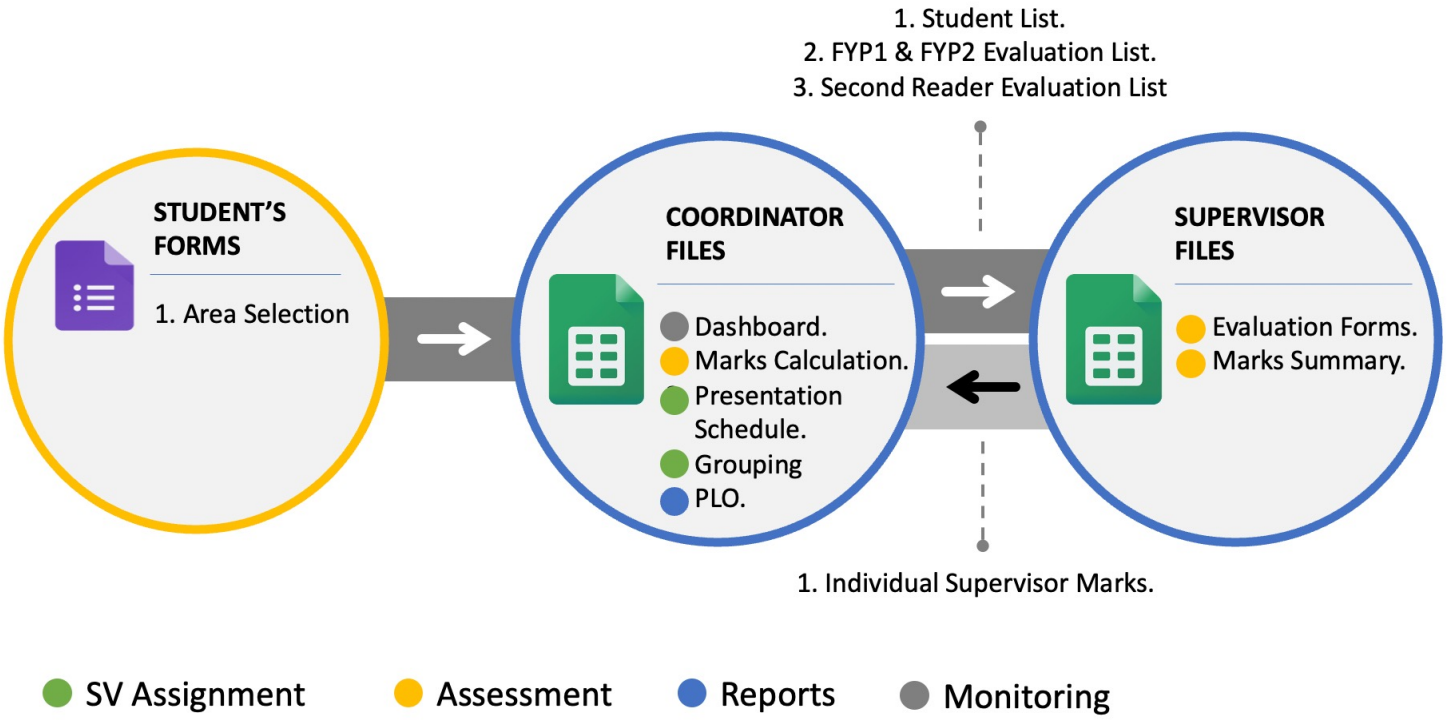
With iCODES FYP, the scheduling & student-supervisor assignment are performed automatically based on students input and supervisor's area of expertise while the assessment & feedback are carried-out online, enabling centralized and systematic monitoring and management processes.

iCODES FYP main architecture is the seamless live integration of the following 2 main Google Sheets files:

1. Coordinator File
2. Facilitator File

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

iCODES FYP Google Tools Integration



Managing Google Accounts

iCODES FYP involves coordinators, supervisors, and students as the users with different Google accounts. Below is how the status of these users for the iCODES FYP files should be set.

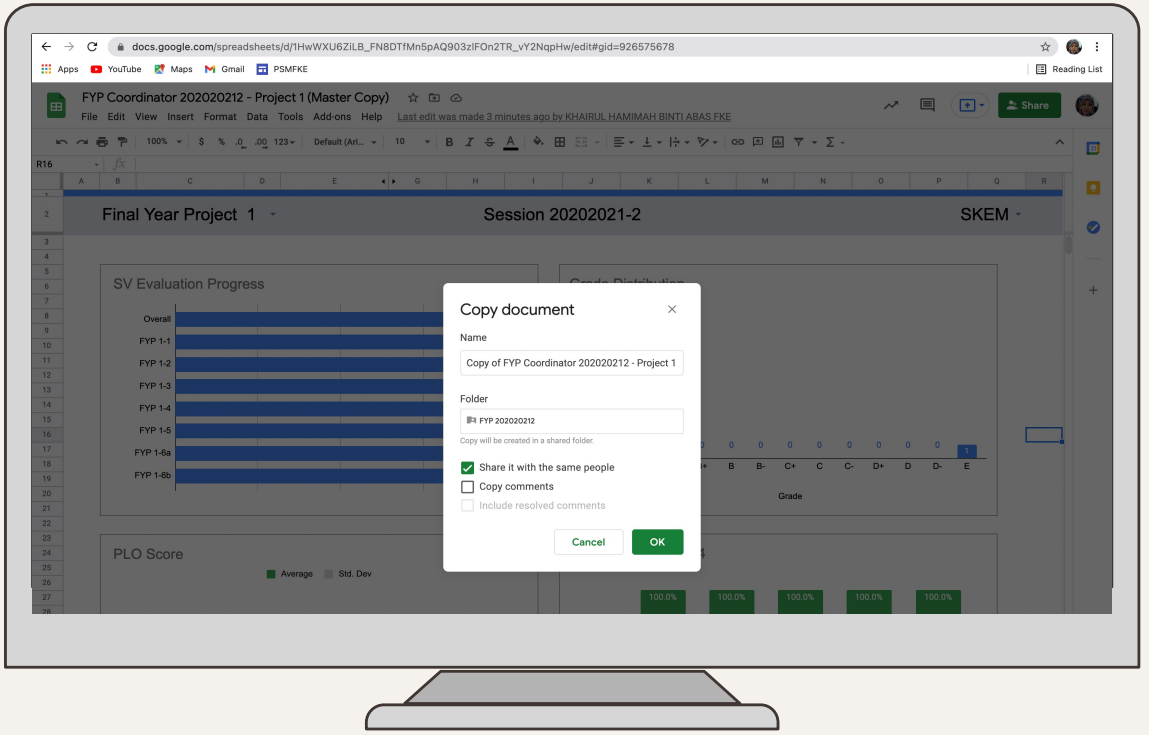
Table 2: Users Status

No	File	Coordinator	Supervisor
1	Coordinator file	Owner	-
2	Supervisor File	Owner	Editor with permission to edit protected sheets

File Ownership and Permission

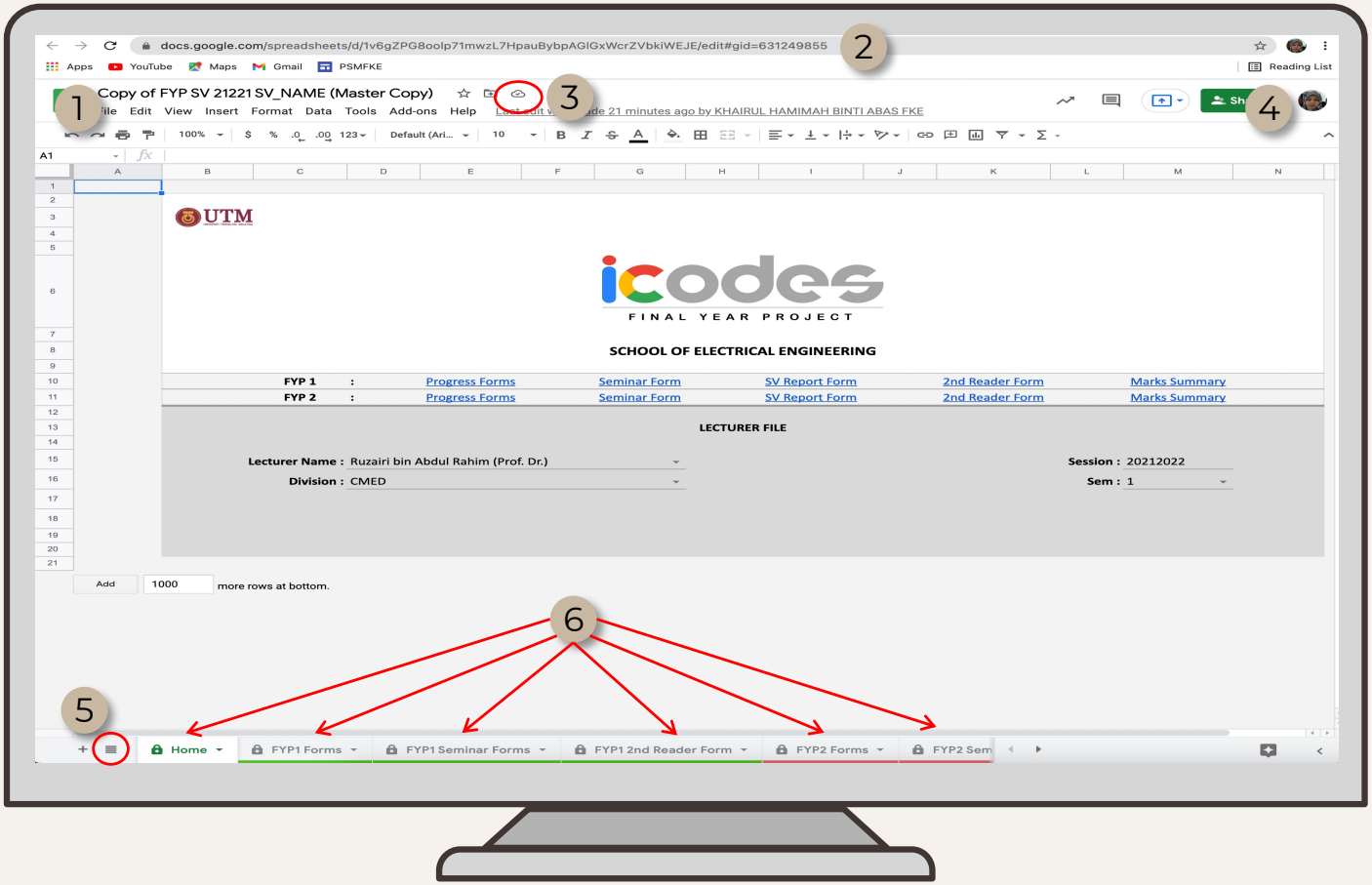
When other than the owner copied a file (especially the coordinators):

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



01

Supervisor File

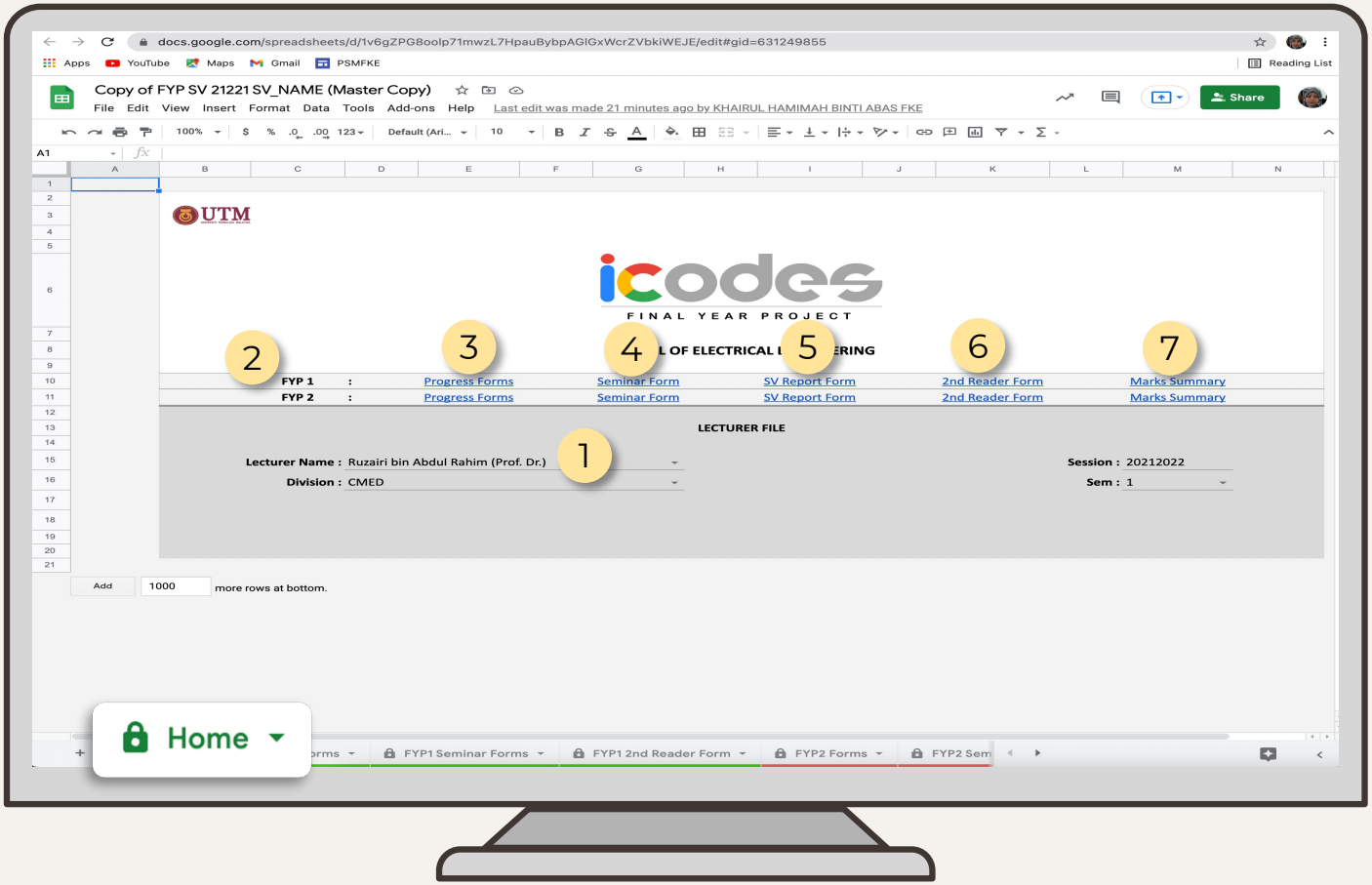
Accessing the Supervisor File

- Supervisor files created by the coordinator will be shared to the supervisor using the @utm.my email (or other Gmail account given to the coordinator).
- To access the supervisor 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 logged in with the same Google account used in sharing the file.
- Once successful accessing the file, the following tab can be found:
    1. Home
    2. FYP 1 Forms
    3. FYP 1 Seminar Forms
    4. FYP 1 2nd Reader Form
    5. FYP 2 Forms
    6. FYP 2 Seminar Forms
    7. FYP 2 2nd Reader Form

Home

1. Name of supervisor.
2. Navigation table.
3. Link that navigates to Progress Forms.
4. Link that navigates to Seminar Form.
5. Link that navigates to Supervisor Report Form.
6. Link that navigates to 2nd Reader Form.
7. Link that navigates to Marks Summary.

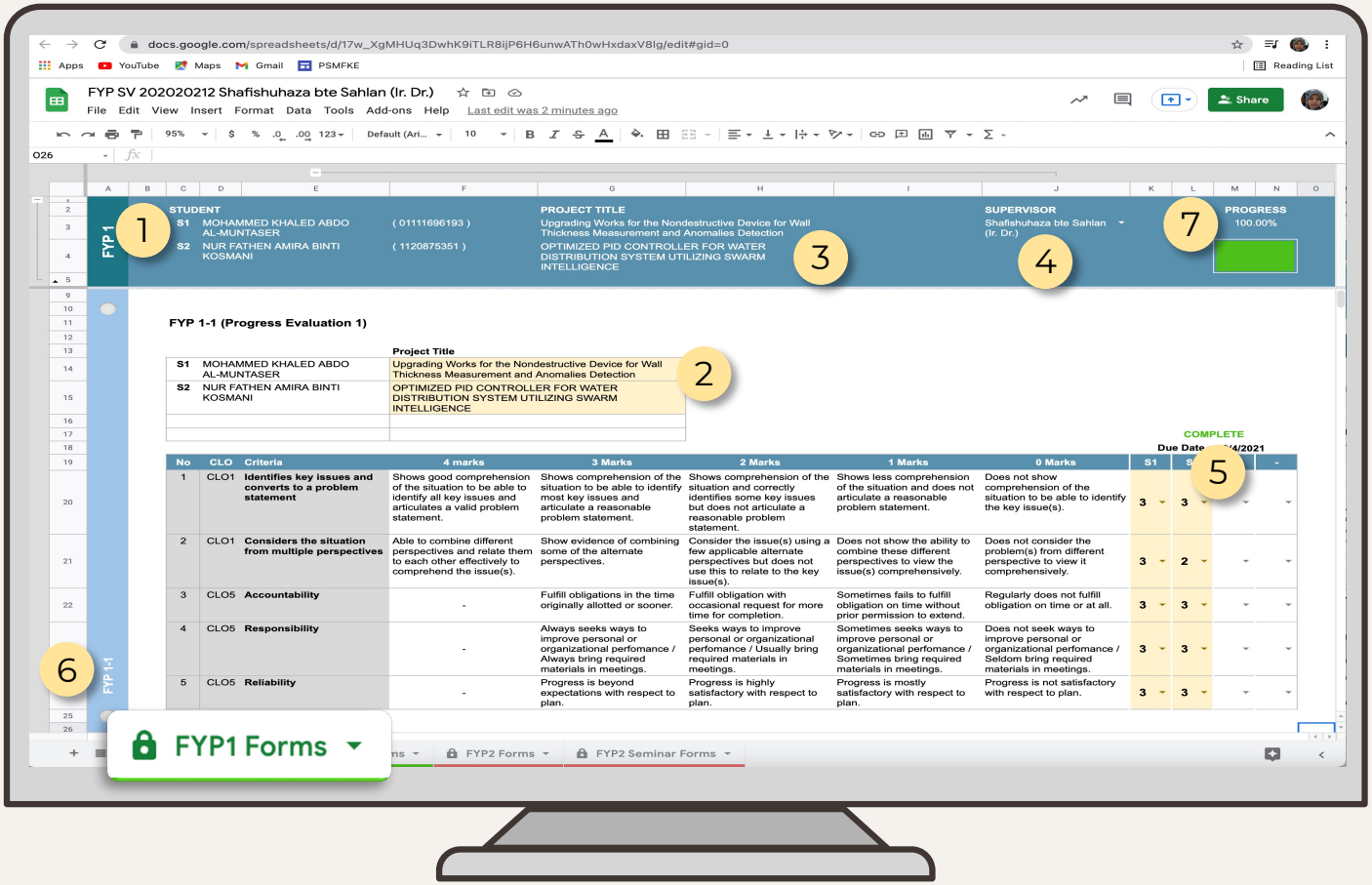
**Fill in the yellow boxes only.*



FYP 1 Forms

1. Table header with names and contact number of students assigned to the respective supervisor.
2. Yellow boxes for project title to be filled in by the supervisor.
3. Project title from no. 2 will be displayed in the table header.
4. Name of the supervisor.
5. Yellow boxes containing the dropdown marks.
6. Name of the assessment form.
7. Assessment progress.

**Fill in the yellow boxes only.*

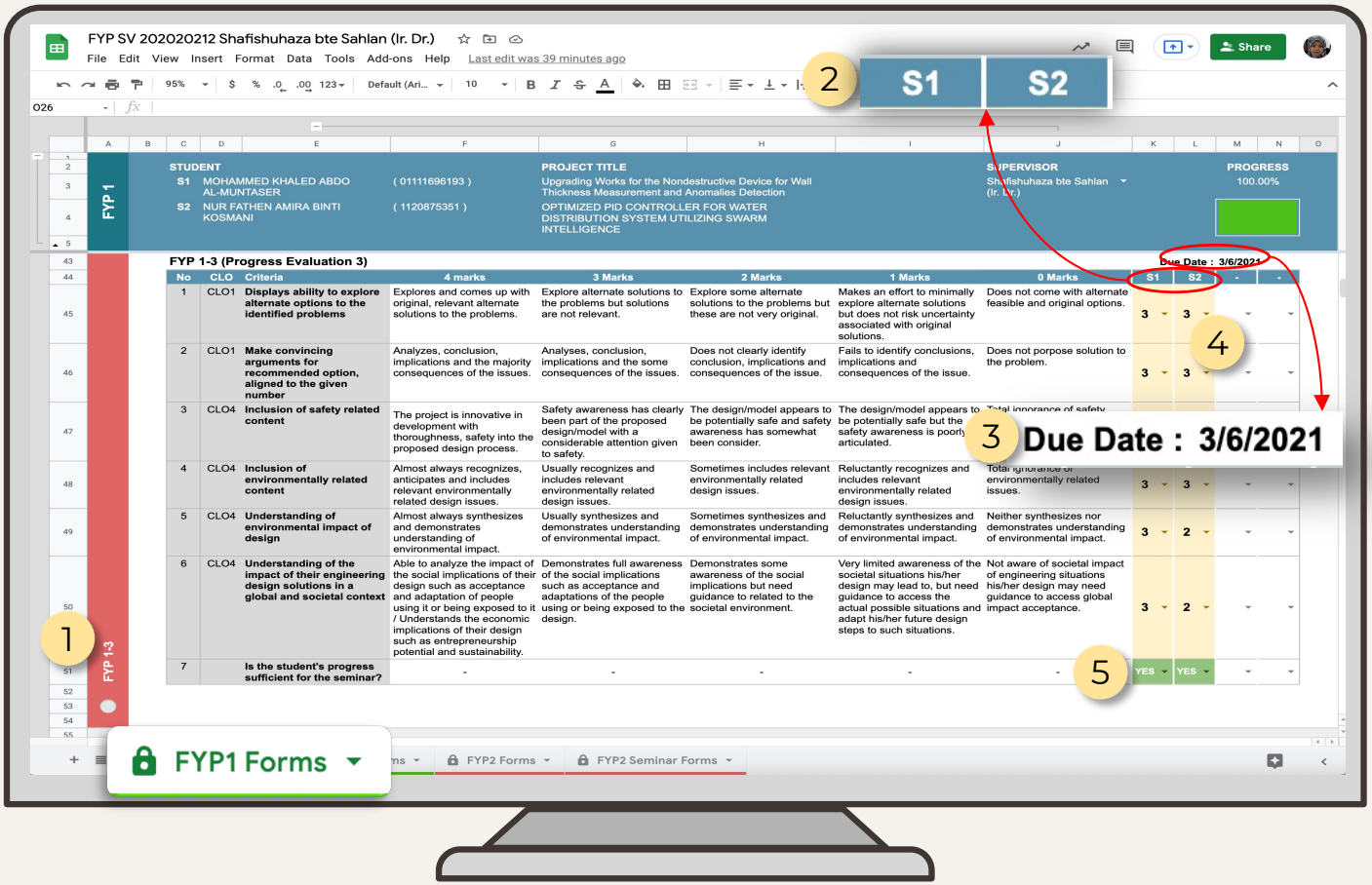


FYP 1 Forms

Scroll down the *FYP 1 Forms* sheet until the assessment form *FYP 1-3* appears:

1. Name of the assessment form.
2. Index referring to students displayed in the table header.
3. Due date set by the Coordinator.
4. Yellow boxes containing the dropdown marks.
5. Dropdown boxes with “YES” or “NO” to allow students for seminar.

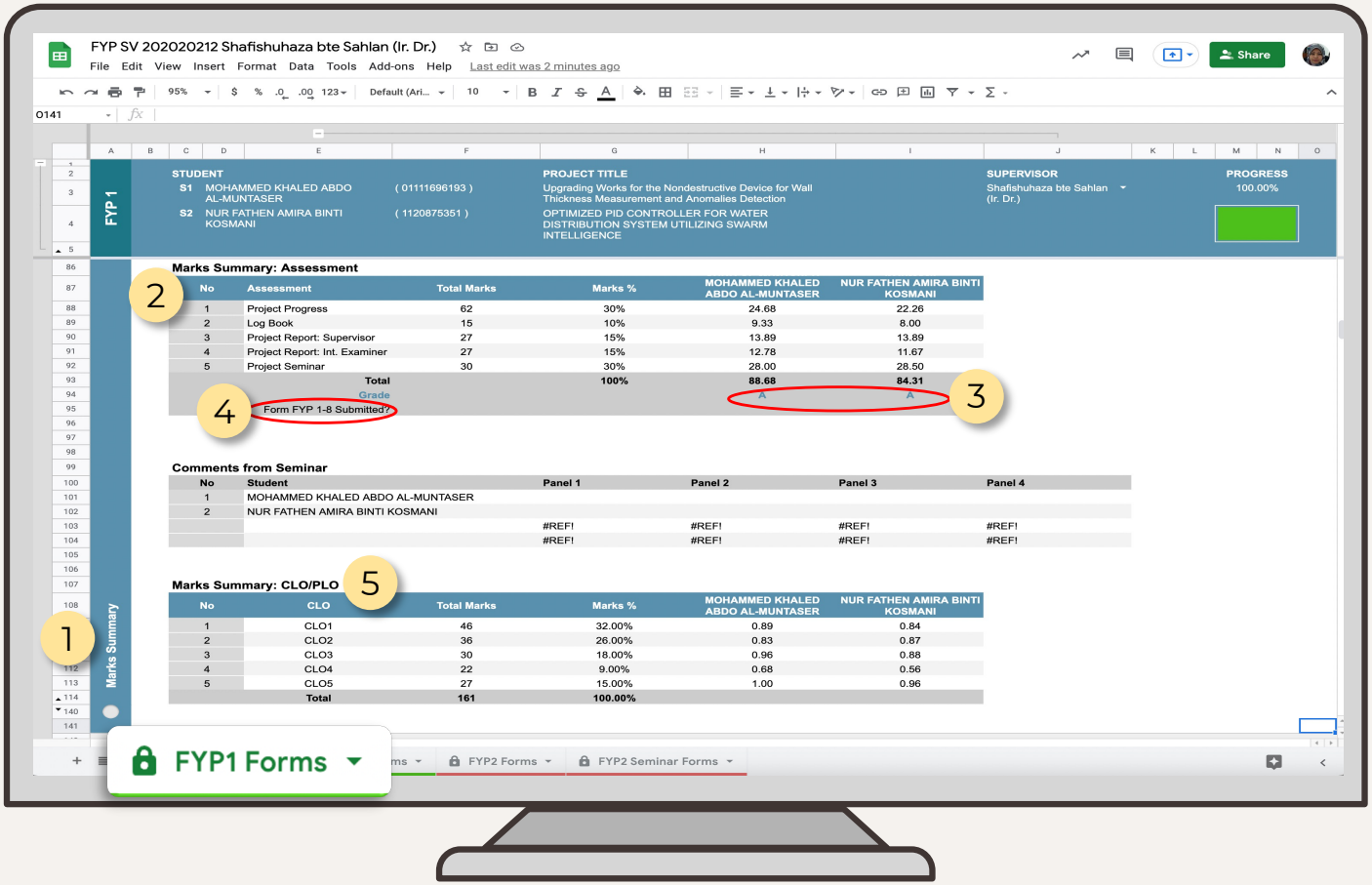
**Fill in the yellow boxes only.*



FYP 1 Forms

Scroll down the *FYP 1 Forms* sheet until the *Marks Summary* section appears:

1. Name of the section.
2. Marks summary table.
3. Individual student's final grade .
4. Reminder on the submission of FYP 1-8 form will appear if A+ is shown in no. 3.
5. Marks summary based on CLO/PLO achievement.



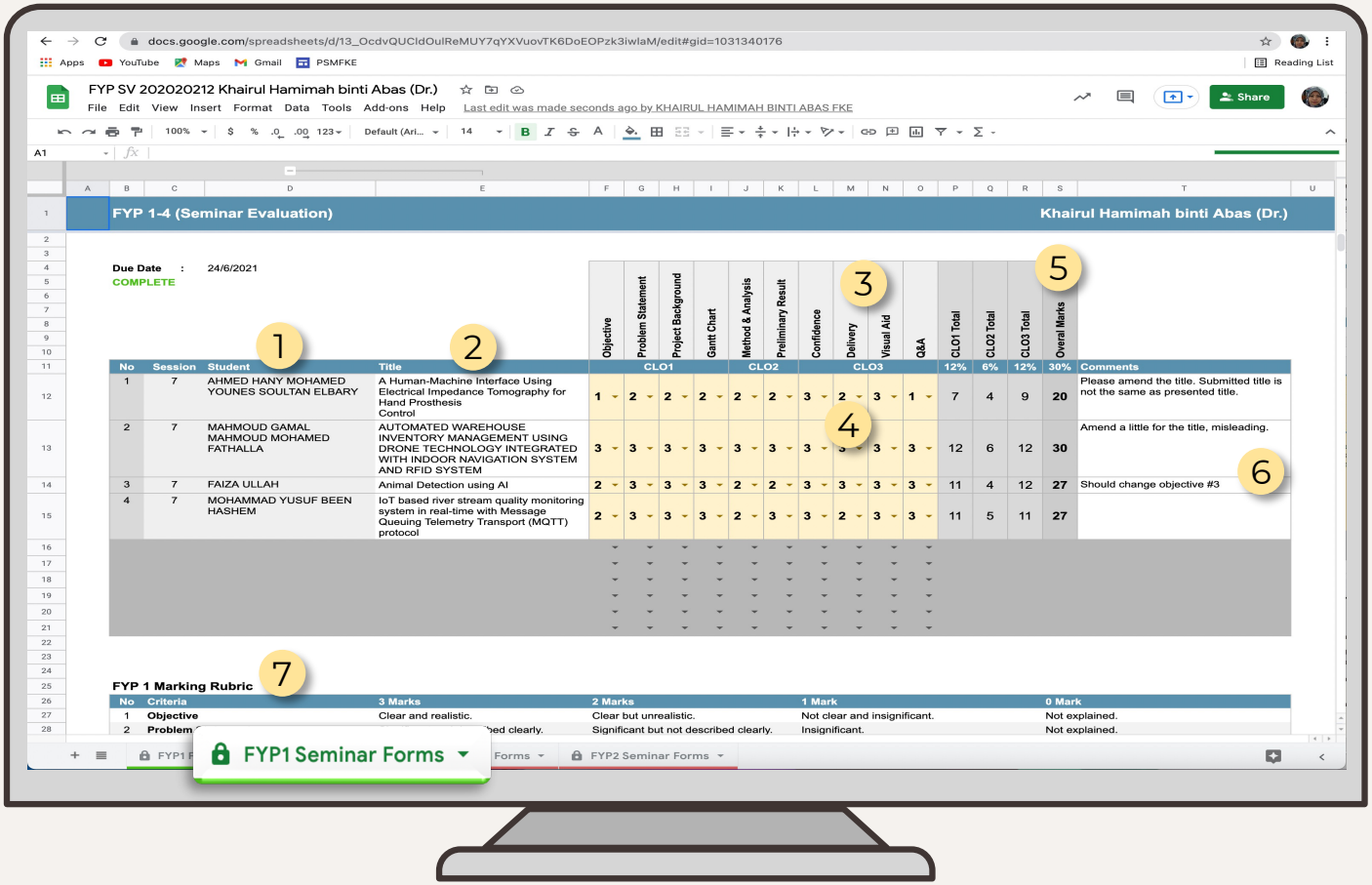
FYP 1 Seminar Forms

1. Students namelist.
2. List of project title.
3. Evaluation criteria.
4. Marks.
5. Total Marks.
6. Comments.

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

7. Assessment rubric.

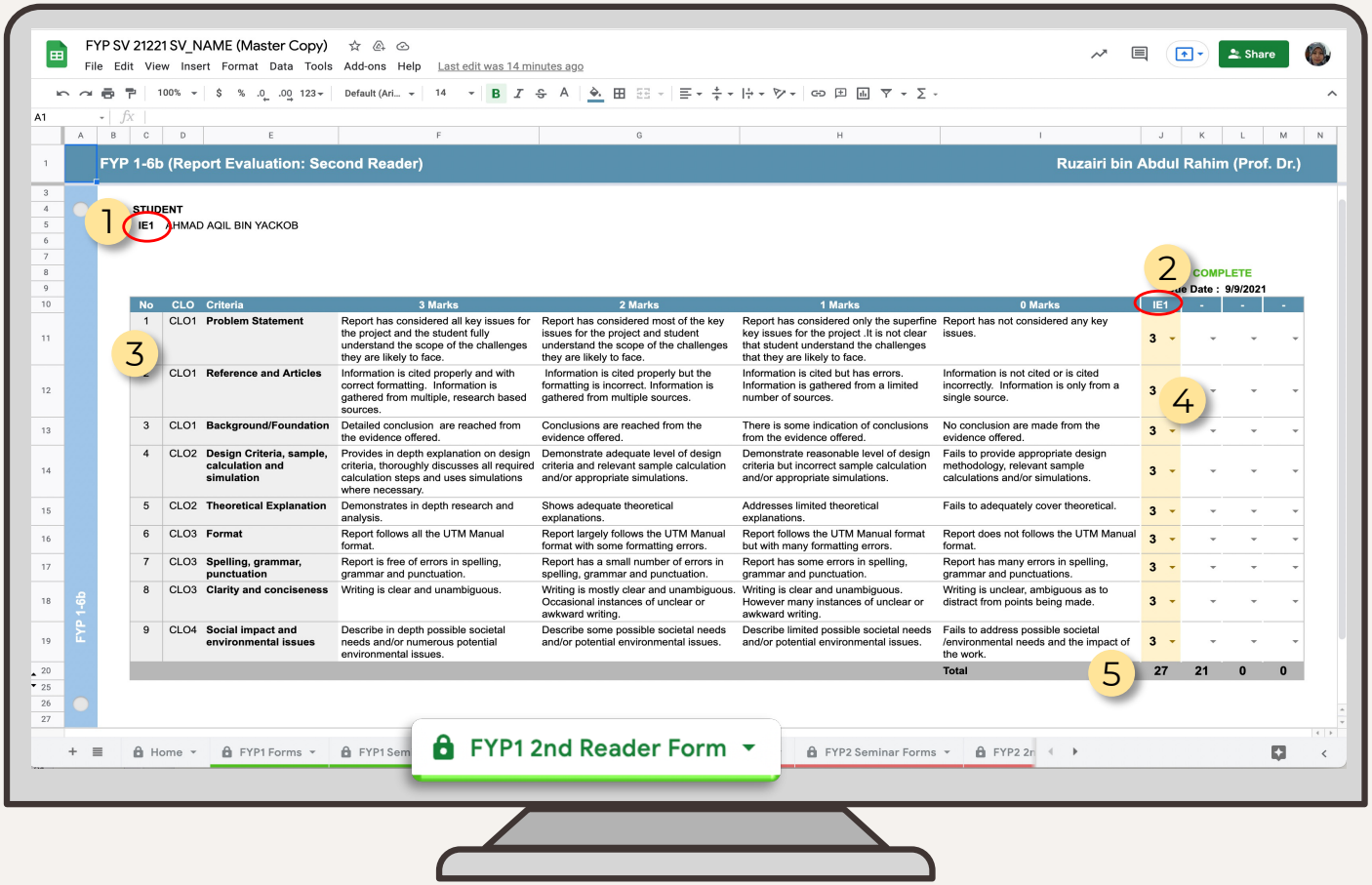
** Fill in the yellow boxes only.*



FYP 1 2nd Reader Form

1. Students name with assigned index. The index is also projected at 2.
2. Projected student index.
3. Evaluation criteria.
4. Marks.
5. Total Marks.

** Fill in the yellow boxes only.*

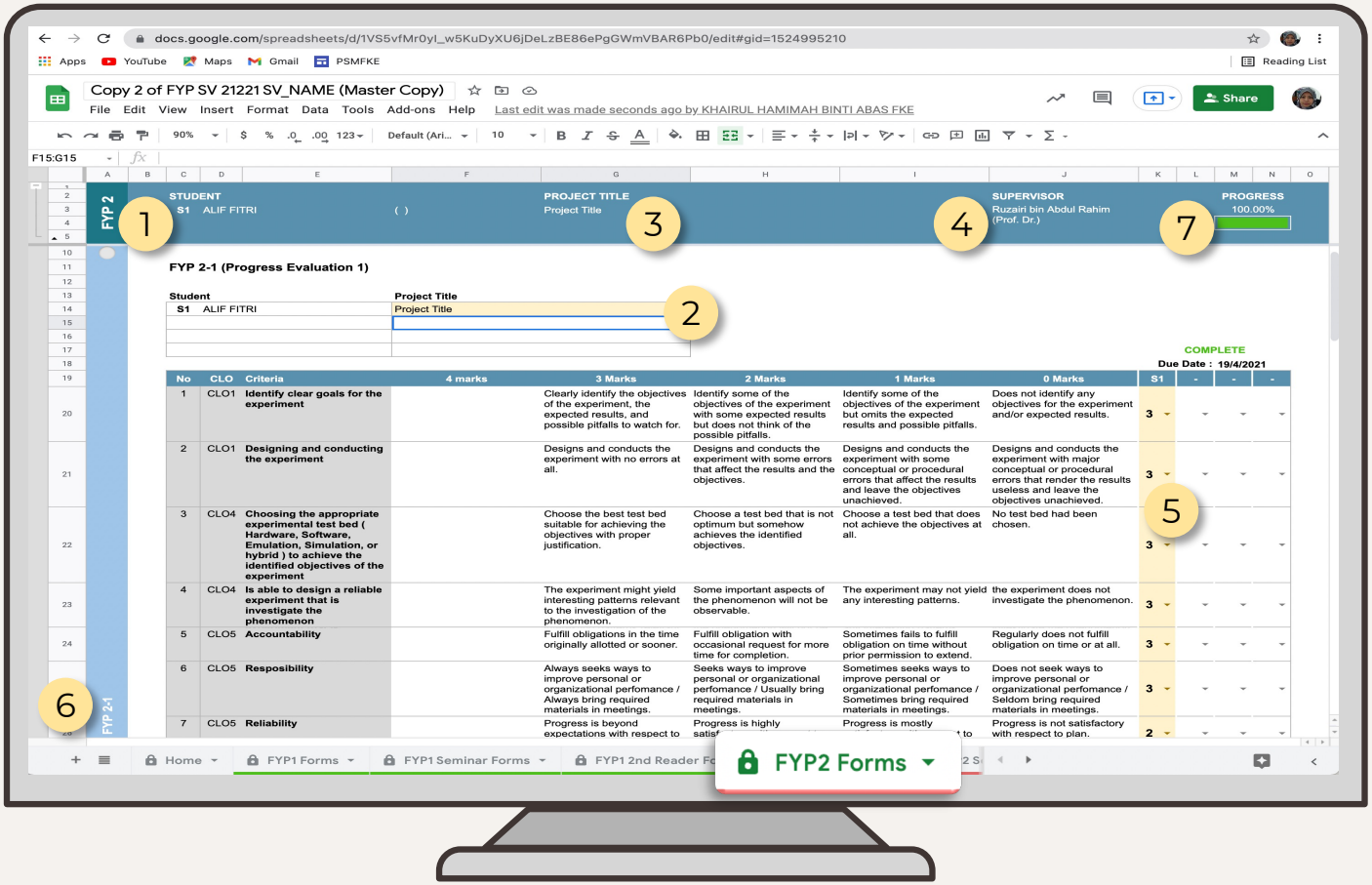


No	CLO	Criteria	3 Marks	2 Marks	1 Marks	0 Marks	IE1	-	-	-
1	CLO1	**Problem Statement**	Report has considered all key issues for the project and the student fully understand the scope of the challenges they are likely to face.	Report has considered most of the key issues for the project and student understand the scope of the challenges they are likely to face.	Report has considered only the superfine key issues for the project .It is not clear that student understand the challenges that they are likely to face.	Report has not considered any key issues.	3			
2	CLO1	**Reference and Articles**	Information is cited properly and with correct formatting. Information is gathered from multiple, research based sources.	Information is cited properly but the formatting is incorrect. Information is gathered from multiple sources.	Information is cited but has errors. Information is gathered from a limited number of sources.	Information is not cited or is cited incorrectly. Information is only from a single source.	3			
3	CLO1	**Background/Foundation**	Detailed conclusion are reached from the evidence offered.	Conclusions are reached from the evidence offered.	There is some indication of conclusions from the evidence offered.	No conclusion are made from the evidence offered.	3			
4	CLO2	**Design Criteria, sample, calculation and simulation**	Provides in depth explanation on design criteria, thoroughly discusses all required calculation steps and uses simulations where necessary.	Demonstrate adequate level of design criteria and relevant sample calculation and/or appropriate simulations.	Demonstrate reasonable level of design criteria but incorrect sample calculation and/or appropriate simulations.	Fails to provide appropriate design methodology, relevant sample calculations and/or simulations.	3			
5	CLO2	**Theoretical Explanation**	Demonstrates in depth research and analysis.	Shows adequate theoretical explanations.	Addresses limited theoretical explanations.	Fails to adequately cover theoretical.	3			
6	CLO3	**Format**	Report follows all the UTM Manual format.	Report largely follows the UTM Manual format with some formatting errors.	Report follows the UTM Manual format but with many formatting errors.	Report does not follows the UTM Manual format.	3			
7	CLO3	**Spelling, grammar, punctuation**	Report is free of errors in spelling, grammar and punctuation.	Report has a small number of errors in spelling, grammar and punctuation.	Report has some errors in spelling, grammar and punctuation.	Report has many errors in spelling, grammar and punctuations.	3			
8	CLO3	**Clarity and conciseness**	Writing is clear and unambiguous.	Writing is mostly clear and unambiguous. Occasional instances of unclear or awkward writing.	Writing is clear and unambiguous. However many instances of unclear or awkward writing.	Writing is unclear, ambiguous as to distract from points being made.	3			
9	CLO4	**Social impact and environmental issues**	Describe in depth possible societal needs and/or numerous potential environmental issues.	Describe some possible societal needs and/or potential environmental issues.	Describe limited possible societal needs and/or potential environmental issues.	Fails to address possible societal /environmental needs and the impact of the work.	3			
						Total	27	21	0	0

FYP 2 Forms

1. Table header with names and contact number of students assigned to the respective supervisor.
2. Yellow boxes for project title to be filled in by the supervisor.
3. Project title from no. 2 will be displayed in the table header.
4. Name of the supervisor.
5. Yellow boxes containing the dropdown marks.
6. Name of the assessment form.
7. Assessment progress.

**Fill in the yellow boxes only.*

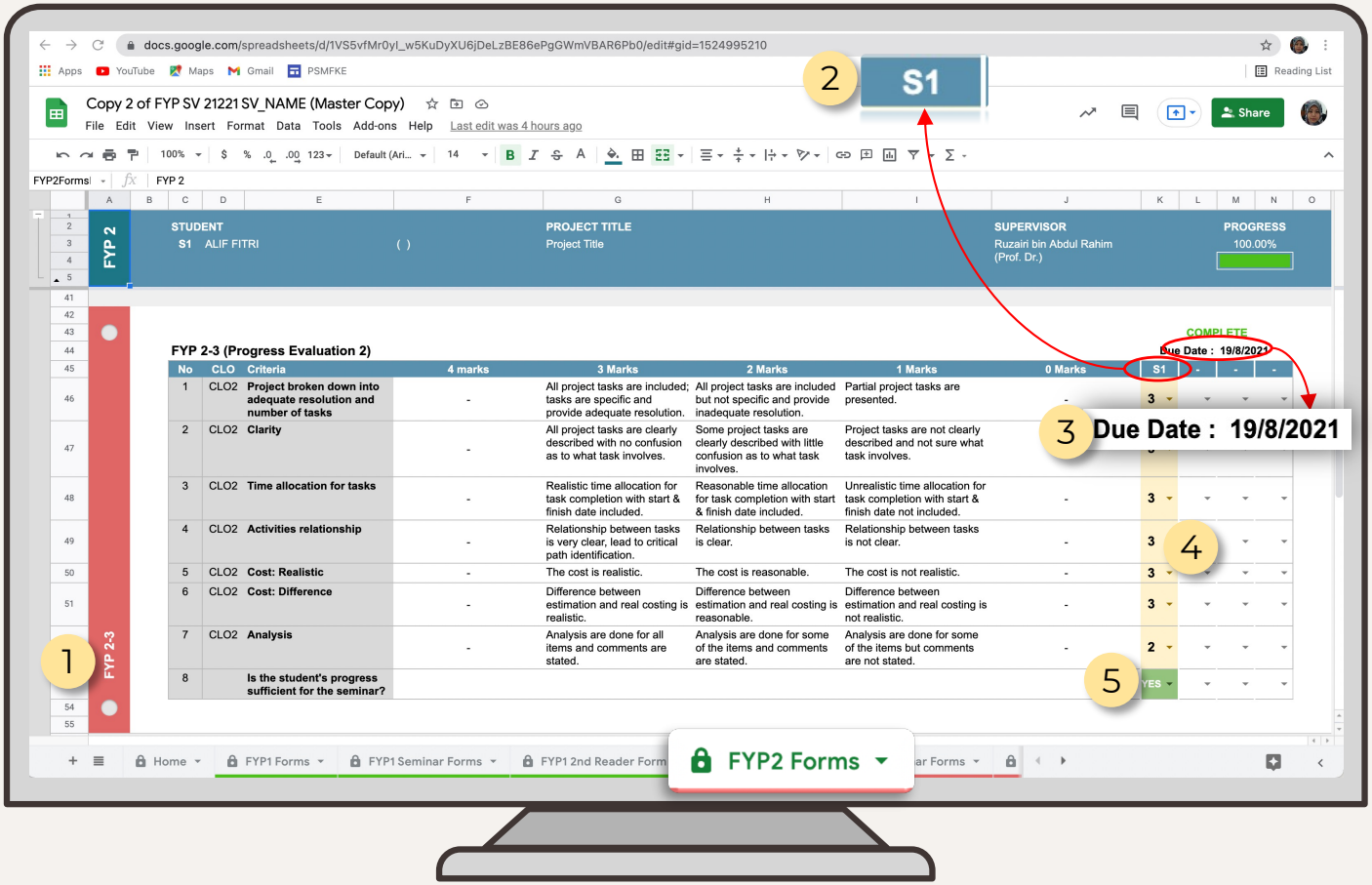


FYP 2 Forms

Scroll down the *FYP 2 Forms* sheet until the assessment form *FYP 2-3* appears:

1. Name of the assessment form.
2. Index referring to students displayed in the table header.
3. Due date set by the Coordinator.
4. Yellow boxes containing the dropdown marks.
5. Dropdown boxes with “YES” or “NO” to allow students for seminar.

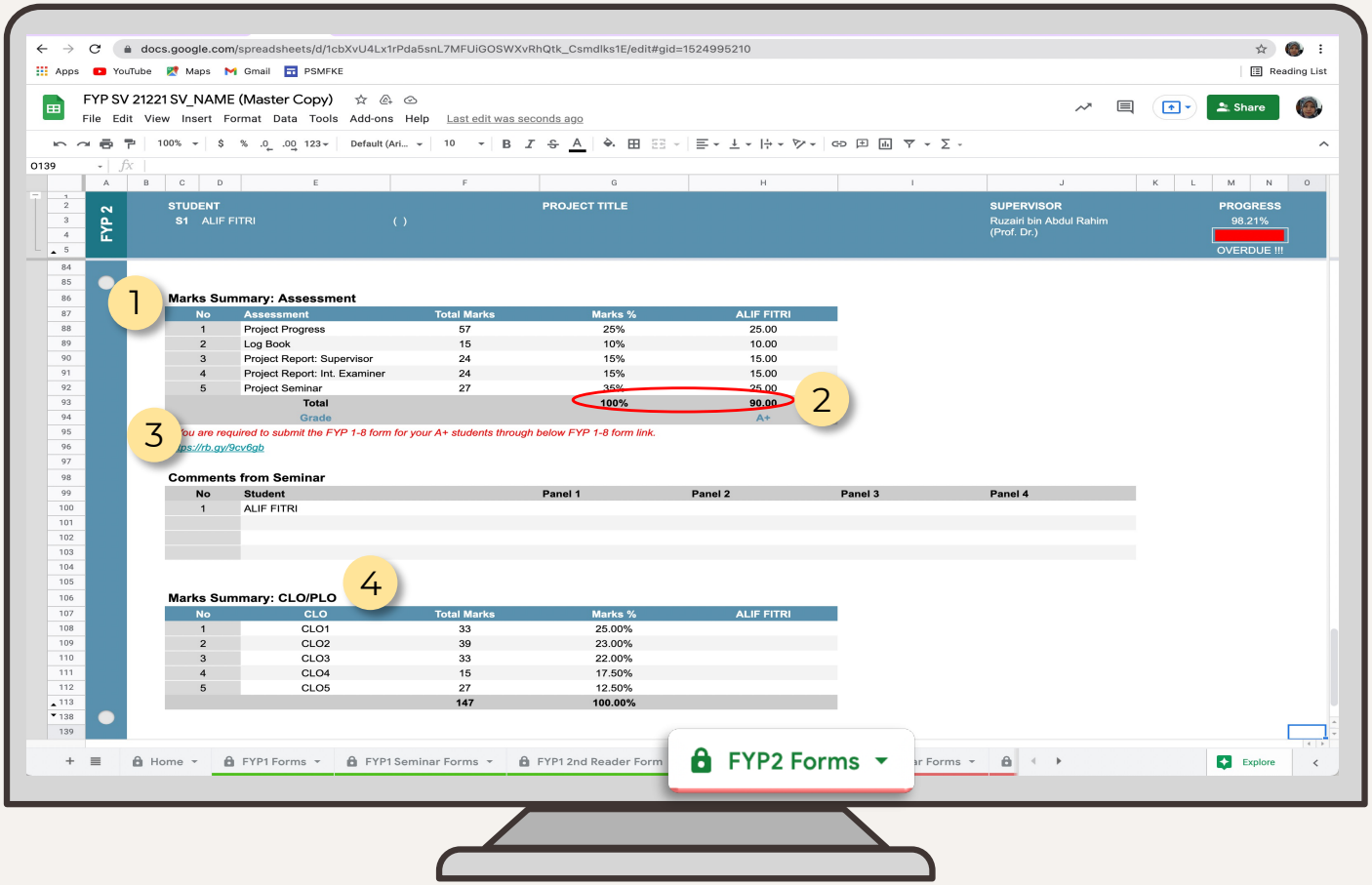
**Fill in the yellow boxes only.*



FYP 2 Forms

Scroll down the *FYP 2 Forms* sheet until the *Marks Summary* section appears:

1. Marks summary table.
2. Individual student's final grade .
3. Reminder on the submission of FYP 2-8 form will appear if A+ is shown in no. 2.
4. Marks summary based on CLO/PLO achievement.



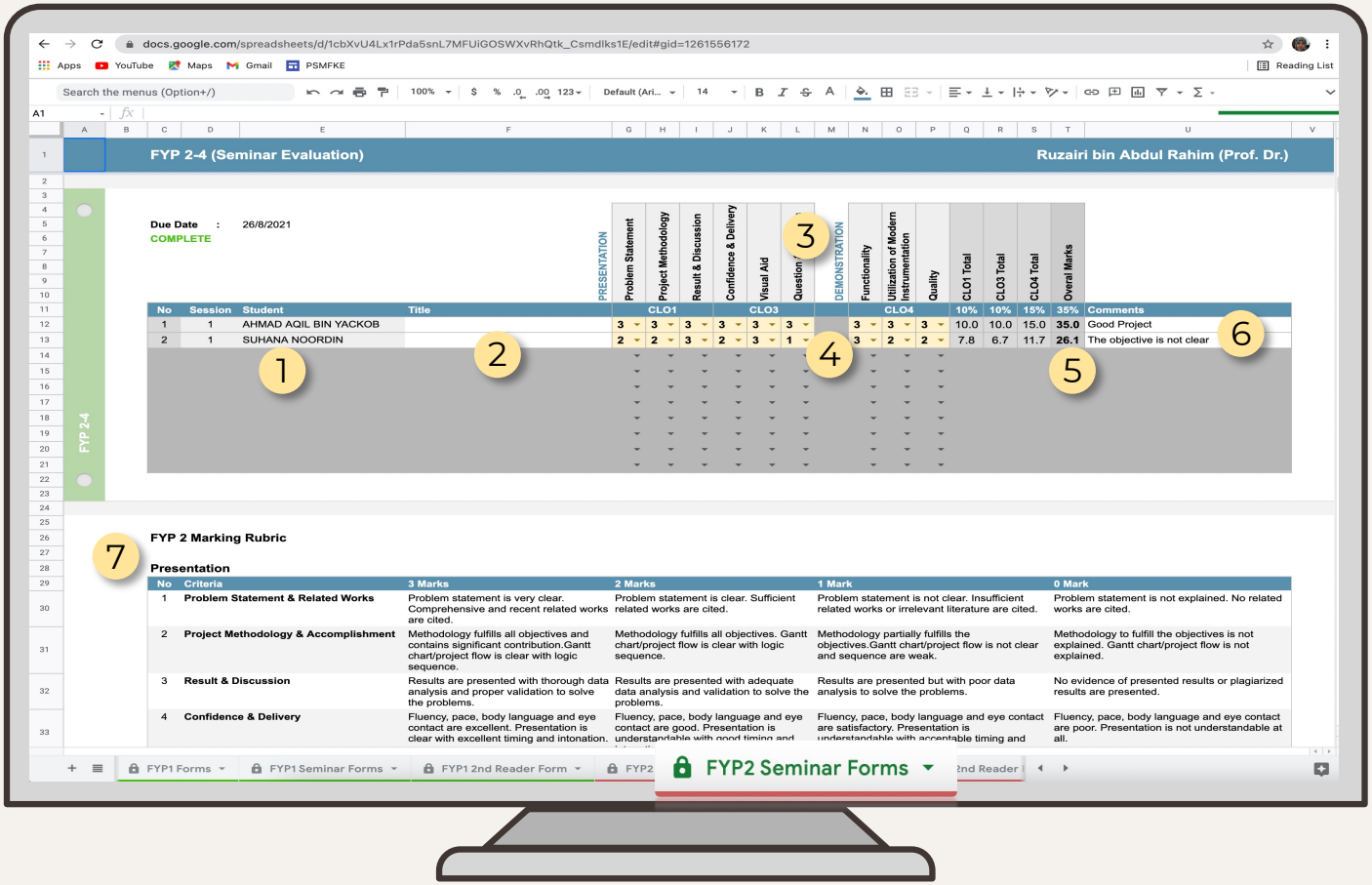
FYP 2 Seminar Forms

1. Students namelist.
2. List of project title.
3. Evaluation criteria; presentation and demonstration.
4. Marks.
5. Total Marks.
6. Comments.

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

7. Assessment rubric.

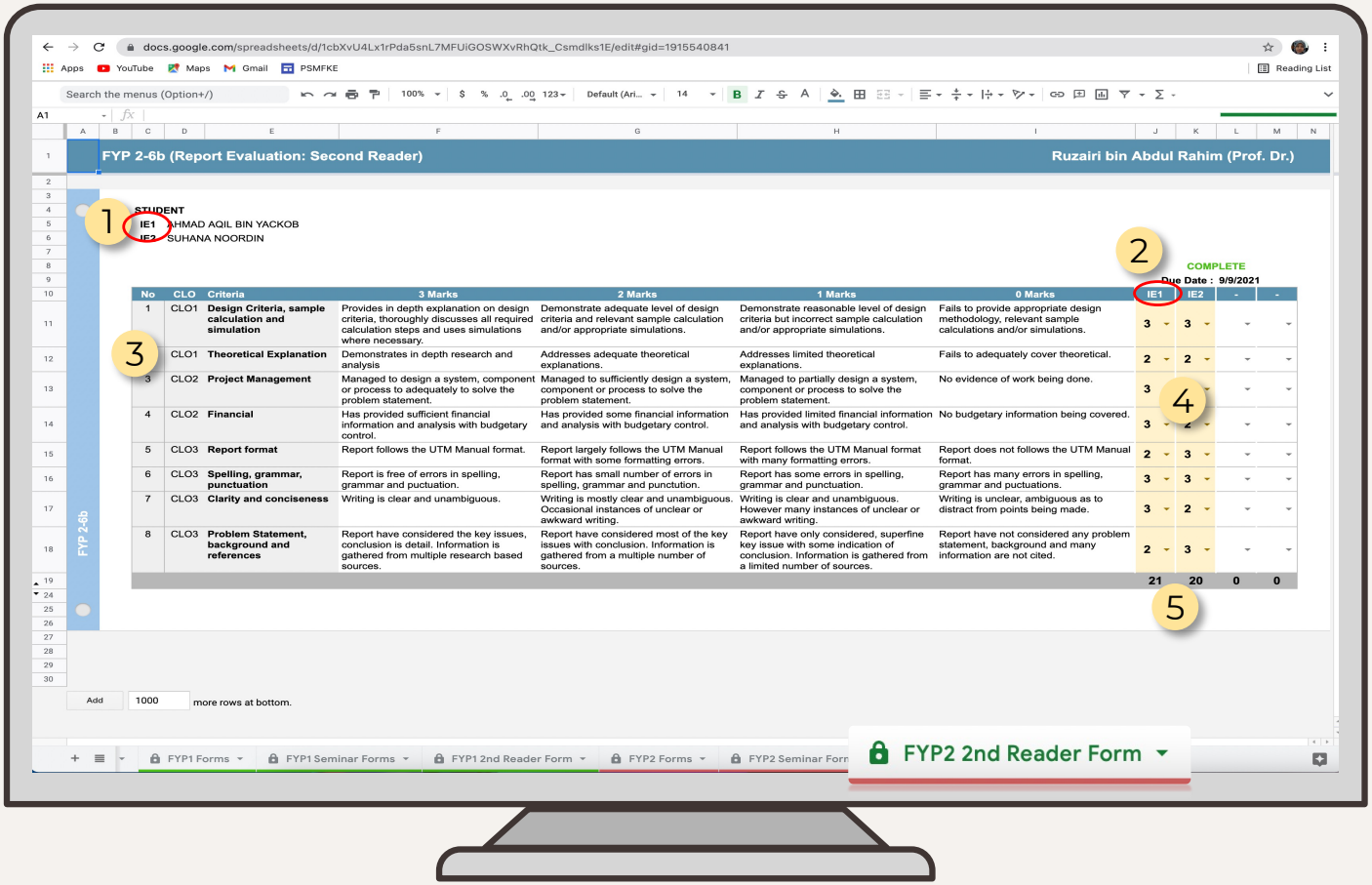
** Fill in the yellow boxes only.*



FYP 2 2nd Reader Form

1. Students name with assigned index. The index is also projected at 2.
2. Projected student index.
3. Evaluation criteria.
4. Marks.
5. Total Marks.

** Fill in the yellow boxes only.*



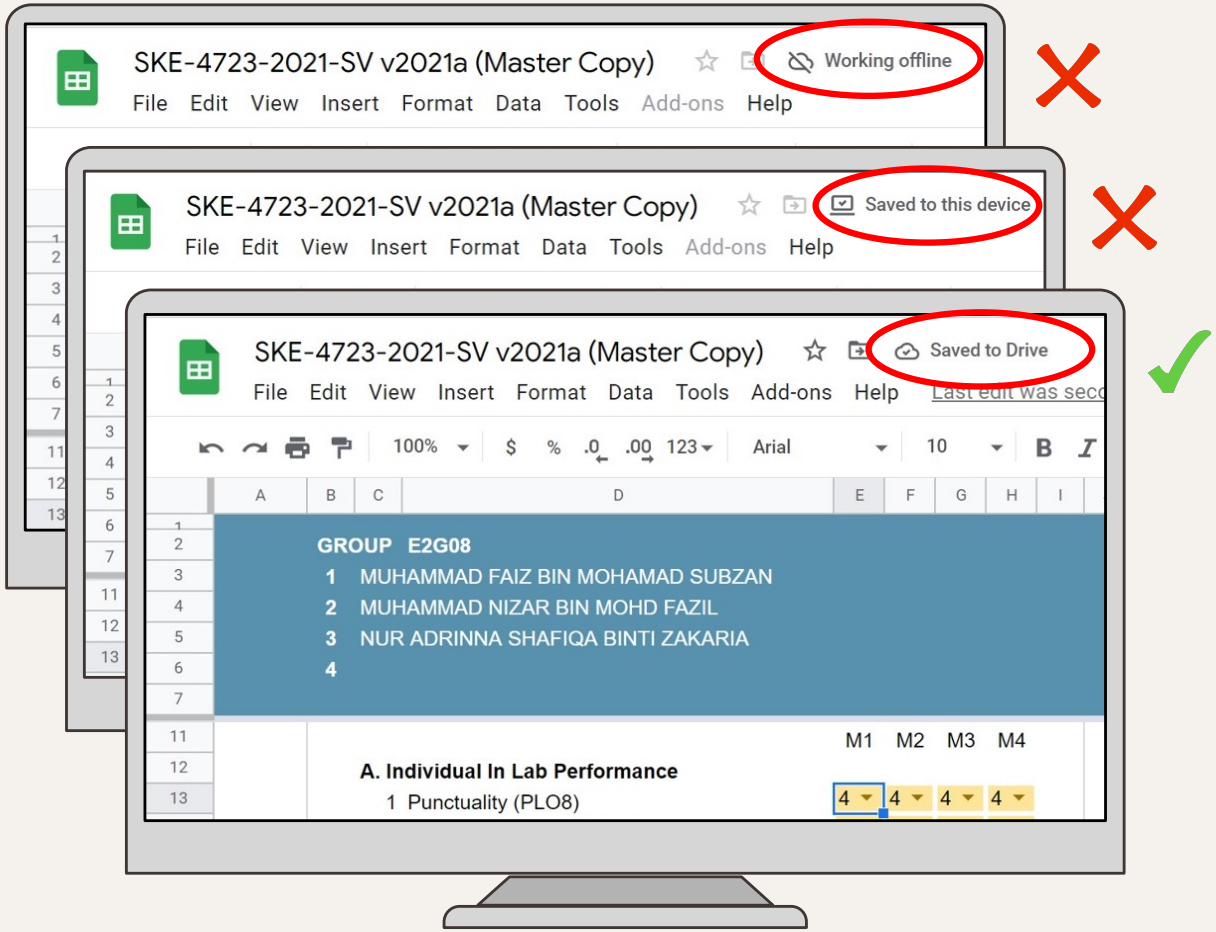
Saving the Marks

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.



Supervisor File Sheets List

1. Home
2. FYP1 Forms
3. FYP1 Seminar Forms
4. FYP1 2nd Reader Form
5. FYP2 Forms
6. FYP2 Seminar Forms
7. FYP2 2nd Reader Form

Hidden From the Supervisor View

8. FYP1 Marks
9. SV
10. FYP2 Marks
11. PLO
12. FYP1 Tracker
13. FYP2 Tracker
14. Version

02

Coordinator File

Coordinator File Quick Guide

01 Create File

Duplicate file and set Coordinator file url

02 Assign Supervisor

Create supervisor files and link the file's url

03 Prepare Seminar Schedule

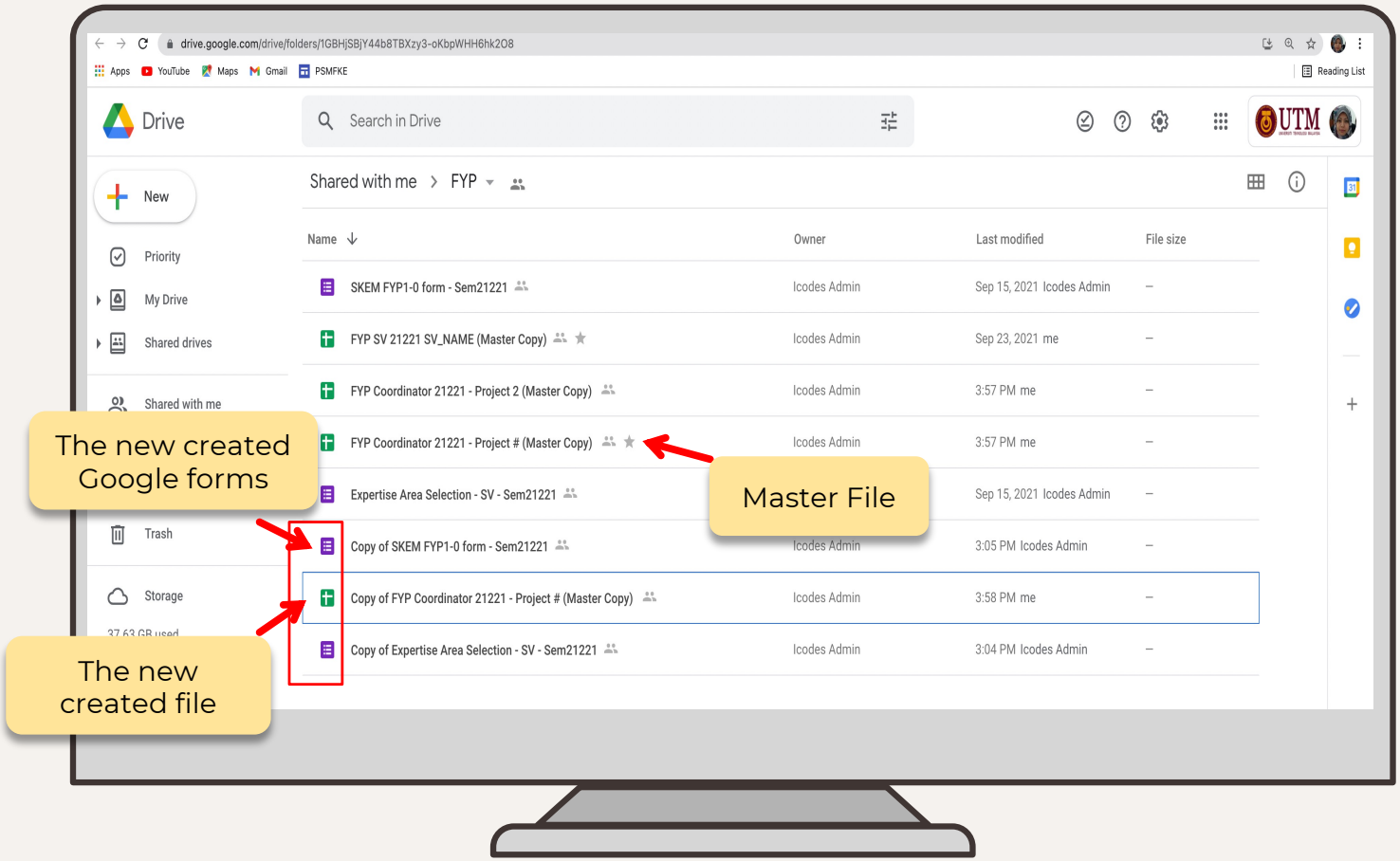
Assign panels and complete the seminar table

Creating the Coordinator File

STEP 1:
To create a new 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.



Google Forms Linked to the Coordinator File

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

Table 2: Google Forms

No	Google Forms Title	Sheet Name in the Coordinator File
1	FYP 1-0 Form	Form Responses - Student
2	Expertise Area Selection - SV	Form Responses - SV

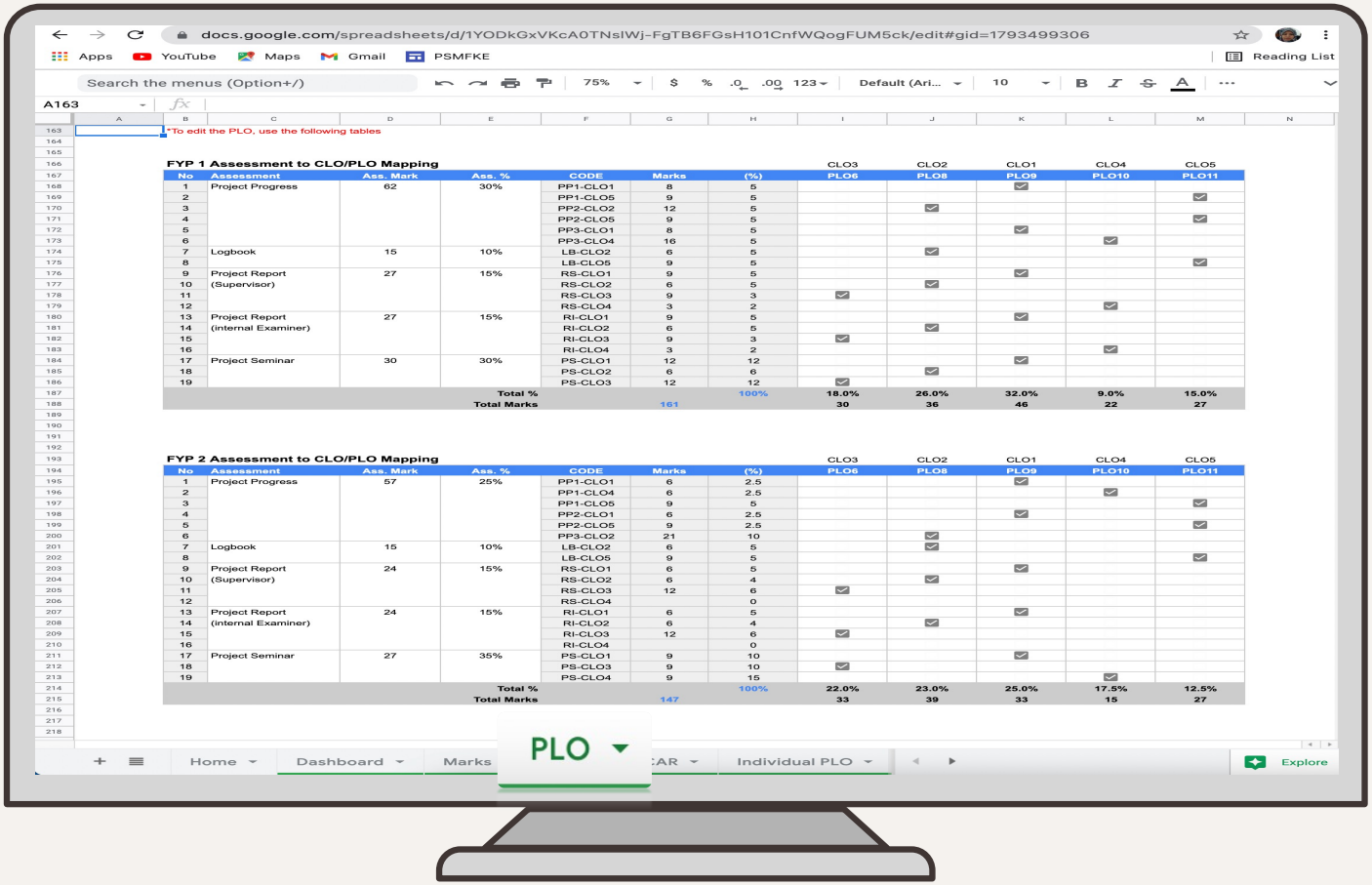
- The new created Google Forms must be updated with the new students list.
- All data (if available) in the sheets listed in Table 2 above must be deleted after the new Coordinator File is created.

Setting the Program Learning Outcomes (PLO)

UPDATE PLO

Update the PLO if needed.

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

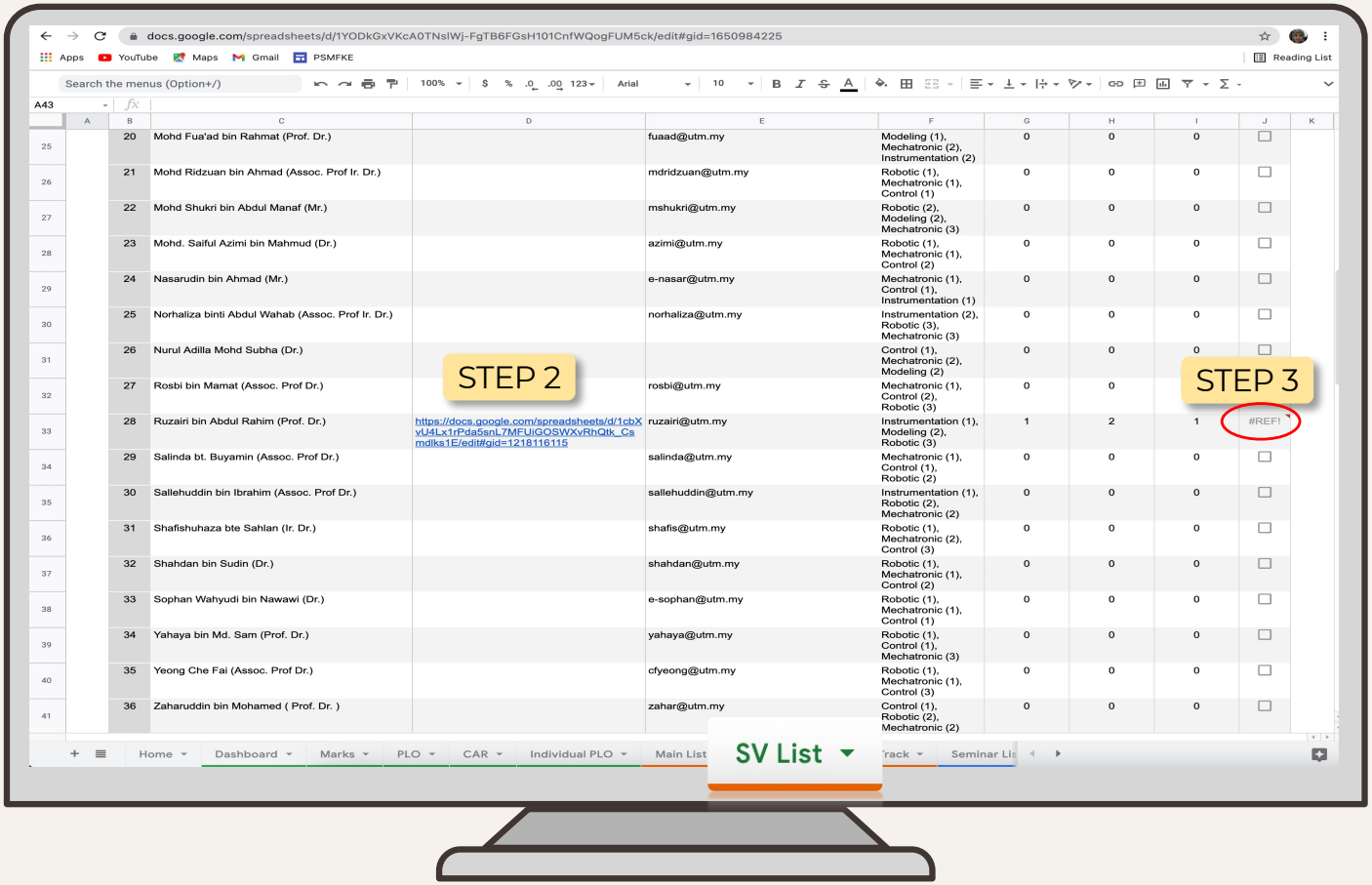


Linking the Supervisor File

STEP 1:
Open the Supervisor file and copy its URL.

STEP 2:
Open the SV List sheet in the Coordinator file and paste the URL in the File Link column as shown in the diagram.

STEP 3:
Select the cell written with #REF! → click Allow access.



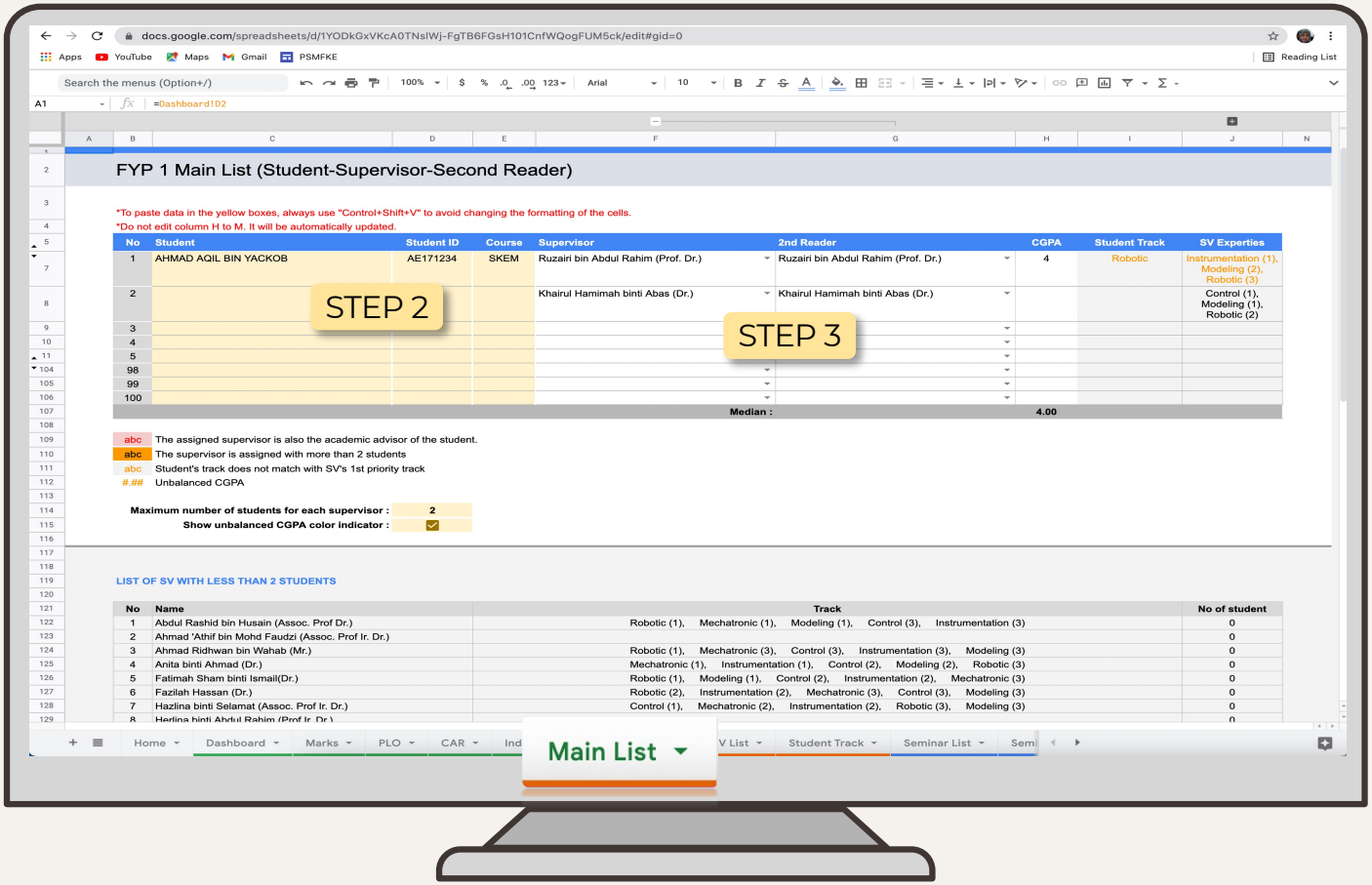
Assigning Supervisors

1. Assign Supervisor to student

STEP 1:
Open the Main List sheet.

STEP 2:
Fill in the student name, student ID and Course.

STEP 3:
Assign supervisor name and second reader to the respective columns.



Preparing Seminar Presentation Schedule

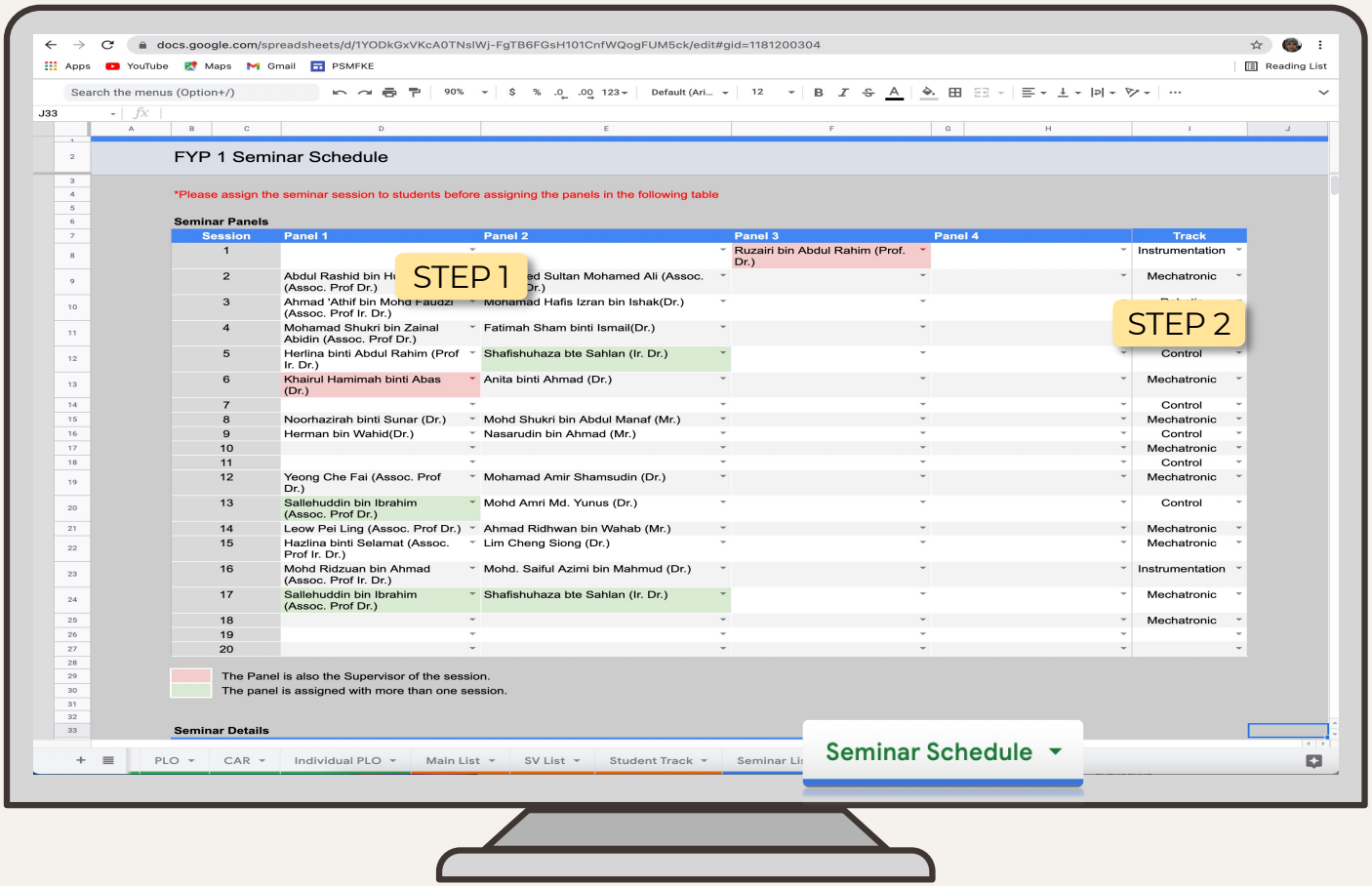
1. Assign Session and Panel Evaluation

STEP 1:
Choose panels from the dropdown menu.

STEP 2:
Choose track from the dropdown menu.

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

The Panel is also the Supervisor of the session.
The panel is assigned with more than one session.



FYP 1 Seminar Schedule

*Please assign the seminar session to students before assigning the panels in the following table

Seminar Panels

Session	Panel 1	Panel 2	Panel 3	Panel 4	Track
1			Ruzairi bin Abdul Rahim (Prof. Dr.)		Instrumentation
2	Abdul Rashid bin H (Assoc. Prof Dr.)	ed Sultan Mohamed Ali (Assoc. Dr.)			Mechatronic
3	Ahmad 'Athif bin Mohd Faudzi (Assoc. Prof Ir. Dr.)	Mohamad Hafis Izran bin Ishak(Dr.)			
4	Mohamad Shukri bin Zainal Abidin (Assoc. Prof Dr.)	Fatimah Sham binti Ismail(Dr.)			
5	Herlina binti Abdul Rahim (Prof Ir. Dr.)	Shafishuhaza bte Sahlan (Ir. Dr.)			Control
6	Khairul Hamimah binti Abas (Dr.)	Anita binti Ahmad (Dr.)			Mechatronic
7					Control
8	Noorhazirah binti Sunar (Dr.)	Mohd Shukri bin Abdul Manaf (Mr.)			Mechatronic
9	Herman bin Wahid(Dr.)	Nasarudin bin Ahmad (Mr.)			Control
10					Mechatronic
11					Control
12	Yeong Che Fai (Assoc. Prof Dr.)	Mohamad Amir Shamsudin (Dr.)			Mechatronic
13	Sallehuddin bin Ibrahim (Assoc. Prof Dr.)	Mohd Amri Md. Yunus (Dr.)			Control
14	Leow Pei Ling (Assoc. Prof Dr.)	Ahmad Ridhwan bin Wahab (Mr.)			Mechatronic
15	Hazlina binti Selamat (Assoc. Prof Ir. Dr.)	Lim Cheng Siong (Dr.)			Mechatronic
16	Mohd Ridzuan bin Ahmad (Assoc. Prof Ir. Dr.)	Mohd. Saiful Azimi bin Mahmud (Dr.)			Instrumentation
17	Sallehuddin bin Ibrahim (Assoc. Prof Dr.)	Shafishuhaza bte Sahlan (Ir. Dr.)			Mechatronic
18					Mechatronic
19					
20					

The Panel is also the Supervisor of the session.
The panel is assigned with more than one session.

Seminar Details

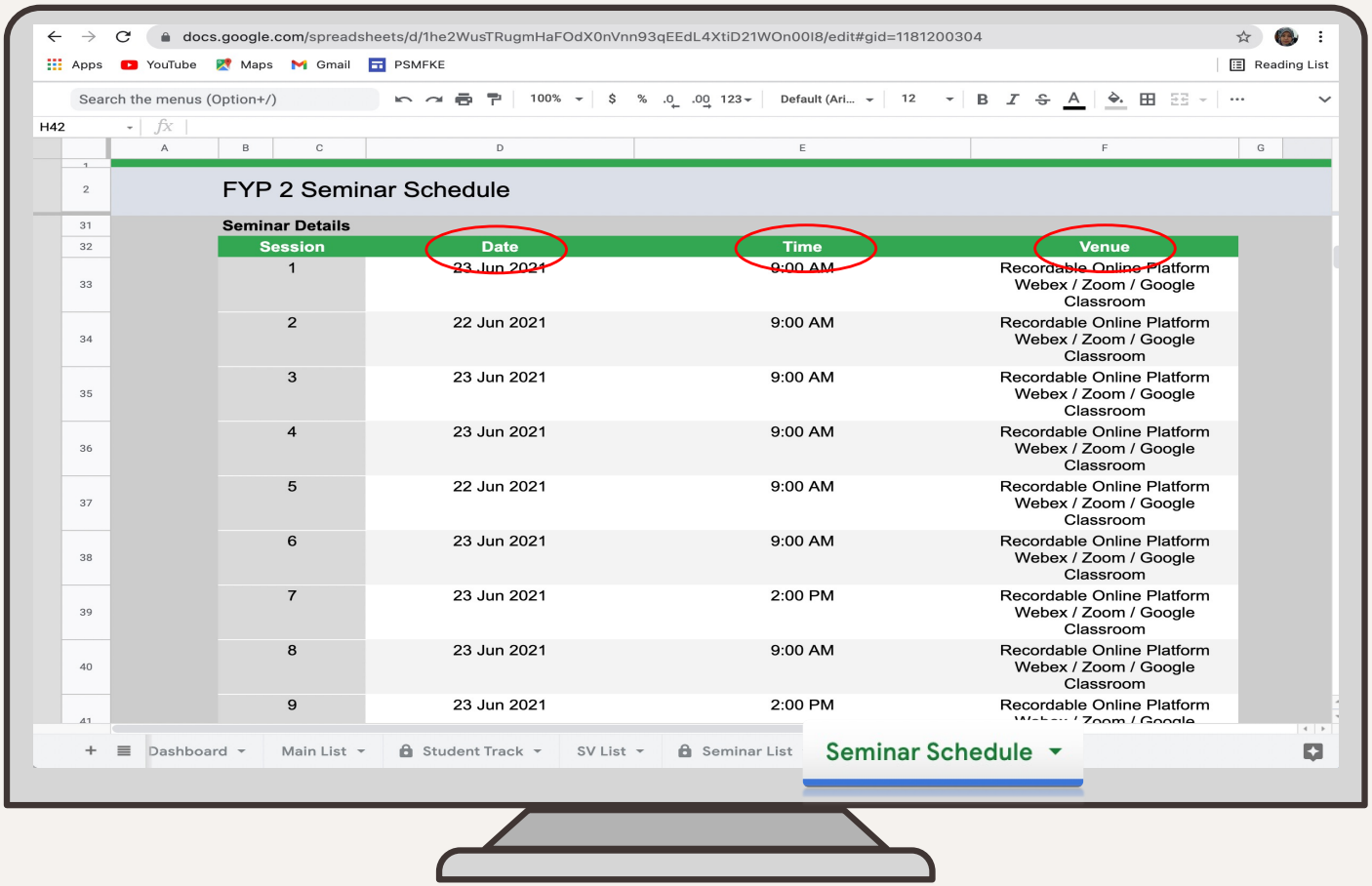
Preparing Seminar Presentation Schedule

2. Complete the Seminar Details

Scrolling down the Seminar Schedule sheet, the following information need to be set for each session :

- Date
- Time
- Venue/Meeting Link

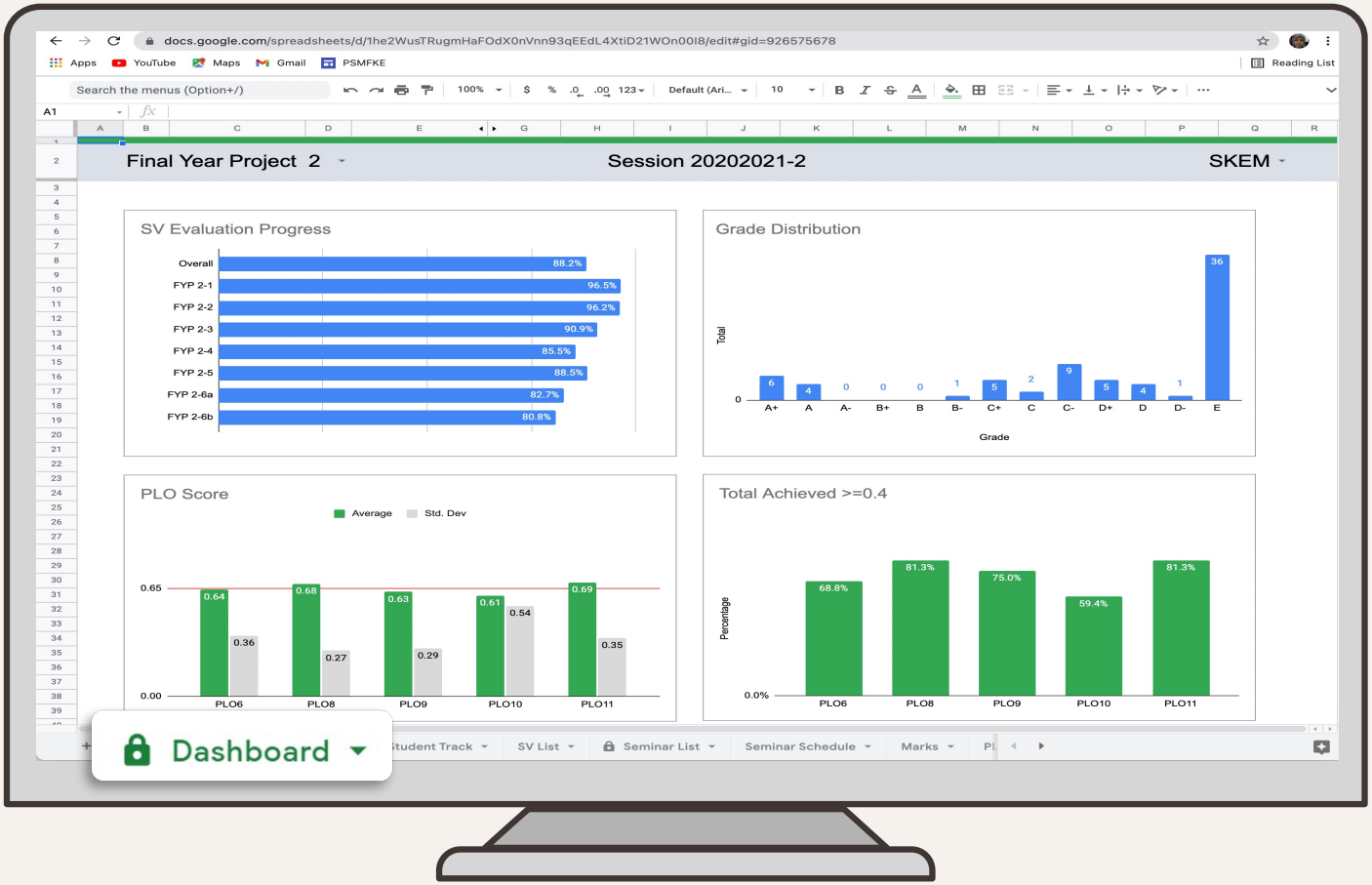
** The auto-generated table can be found by scrolling down the current sheet.*



The Dashboard

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

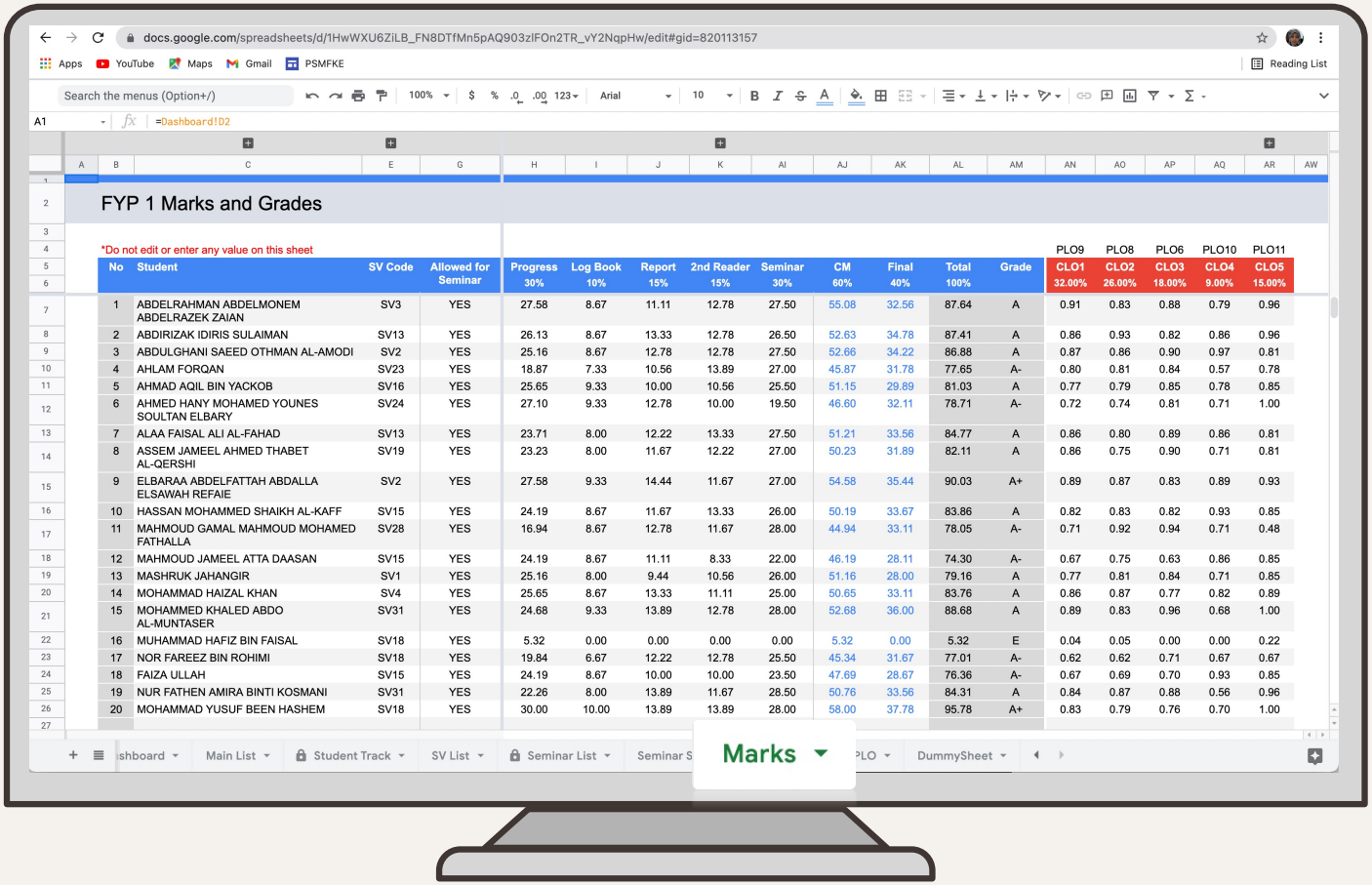
1. Evaluation progress.
2. Grade distribution.
3. PLO achievement.



Marks

Marks summary sheet shows a live update of the students marks under the facilitator supervision.

Marks of every assessment, total marks, grade and PLO achievement can be found in this sheet.



	No	Student	SV Code	Allowed for Seminar	Progress 30%	Log Book 10%	Report 15%	2nd Reader 15%	Seminar 30%	CM 60%	Final 40%	Total 100%	Grade	PLO9 CLO1 32.00%	PLO8 CLO2 26.00%	PLO6 CLO3 18.00%	PLO10 CLO4 9.00%	PLO11 CLO5 15.00%
7	1	ABDELRAHMAN ABDELMONEM ABDELRAZEK ZAIAN	SV3	YES	27.58	8.67	11.11	12.78	27.50	55.08	32.56	87.64	A	0.91	0.83	0.88	0.79	0.96
8	2	ABDIRIZAK IDIRIS SULAIMAN	SV13	YES	26.13	8.67	13.33	12.78	26.50	52.63	34.78	87.41	A	0.86	0.93	0.82	0.86	0.96
9	3	ABDULGHANI SAEED OTHMAN AL-AMODI	SV2	YES	25.16	8.67	12.78	12.78	27.50	52.66	34.22	86.88	A	0.87	0.86	0.90	0.97	0.81
10	4	AHLAM FORQAN	SV23	YES	18.87	7.33	10.56	13.89	27.00	45.87	31.78	77.65	A-	0.80	0.81	0.84	0.57	0.78
11	5	AHMAD AQIL BIN YACKOB	SV16	YES	25.65	9.33	10.00	10.56	25.50	51.15	29.89	81.03	A	0.77	0.79	0.85	0.78	0.85
12	6	AHMED HANY MOHAMED YOUNES SOULTAN ELBARY	SV24	YES	27.10	9.33	12.78	10.00	19.50	46.60	32.11	78.71	A-	0.72	0.74	0.81	0.71	1.00
13	7	ALAA FAISAL ALI AL-FAHAD	SV13	YES	23.71	8.00	12.22	13.33	27.50	51.21	33.56	84.77	A	0.86	0.80	0.89	0.86	0.81
14	8	ASSEM JAMEEL AHMED THABET AL-QERSHI	SV19	YES	23.23	8.00	11.67	12.22	27.00	50.23	31.89	82.11	A	0.86	0.75	0.90	0.71	0.81
15	9	ELBARAA ABDELFATTAH ABDALLA ELSAWAH REFAIE	SV2	YES	27.58	9.33	14.44	11.67	27.00	54.58	35.44	90.03	A+	0.89	0.87	0.83	0.89	0.93
16	10	HASSAN MOHAMMED SHAIKH AL-KAFF	SV15	YES	24.19	8.67	11.67	13.33	26.00	50.19	33.67	83.86	A	0.82	0.83	0.82	0.93	0.85
17	11	MAHMOUD GAMAL MAHMOUD MOHAMED FATHALLA	SV28	YES	16.94	8.67	12.78	11.67	28.00	44.94	33.11	78.05	A-	0.71	0.92	0.94	0.71	0.48
18	12	MAHMOUD JAMEEL ATTA DAASAN	SV15	YES	24.19	8.67	11.11	8.33	22.00	46.19	28.11	74.30	A-	0.67	0.75	0.63	0.86	0.85
19	13	MASHRUK JAHANGIR	SV1	YES	25.16	8.00	9.44	10.56	26.00	51.16	28.00	79.16	A	0.77	0.81	0.84	0.71	0.85
20	14	MOHAMMAD HAIZAL KHAN	SV4	YES	25.65	8.67	13.33	11.11	25.00	50.65	33.11	83.76	A	0.86	0.87	0.77	0.82	0.89
21	15	MOHAMMED KHALED ABDO AL-MUNTASER	SV31	YES	24.68	9.33	13.89	12.78	28.00	52.68	36.00	88.68	A	0.89	0.83	0.96	0.68	1.00
22	16	MUHAMMAD HAFIZ BIN FAISAL	SV18	YES	5.32	0.00	0.00	0.00	0.00	5.32	0.00	5.32	E	0.04	0.05	0.00	0.00	0.22
23	17	NOR FAREEZ BIN ROHIMI	SV18	YES	19.84	6.67	12.22	12.78	25.50	45.34	31.67	77.01	A-	0.62	0.62	0.71	0.67	0.67
24	18	FAIZA ULLAH	SV15	YES	24.19	8.67	10.00	10.00	23.50	47.69	28.67	76.36	A-	0.67	0.69	0.70	0.93	0.85
25	19	NUR FATHEN AMIRA BINTI KOSMANI	SV31	YES	22.26	8.00	13.89	11.67	28.50	50.76	33.56	84.31	A	0.84	0.87	0.88	0.56	0.96
26	20	MOHAMMAD YUSUF BEEN HASHEM	SV18	YES	30.00	10.00	13.89	13.89	28.00	58.00	37.78	95.78	A+	0.83	0.79	0.76	0.70	1.00

Coordinator File Sheets List

1. Home
2. Dashboard
3. Marks
4. PLO
5. CAR
6. Individual PLO
7. Main List
8. Student Track
9. Seminar List
10. Seminar Schedule

Hidden From the Coordinator View (can be manually unhide)

11. Form Responses - Student
12. Form Responses - SV
13. Tracker
14. Version