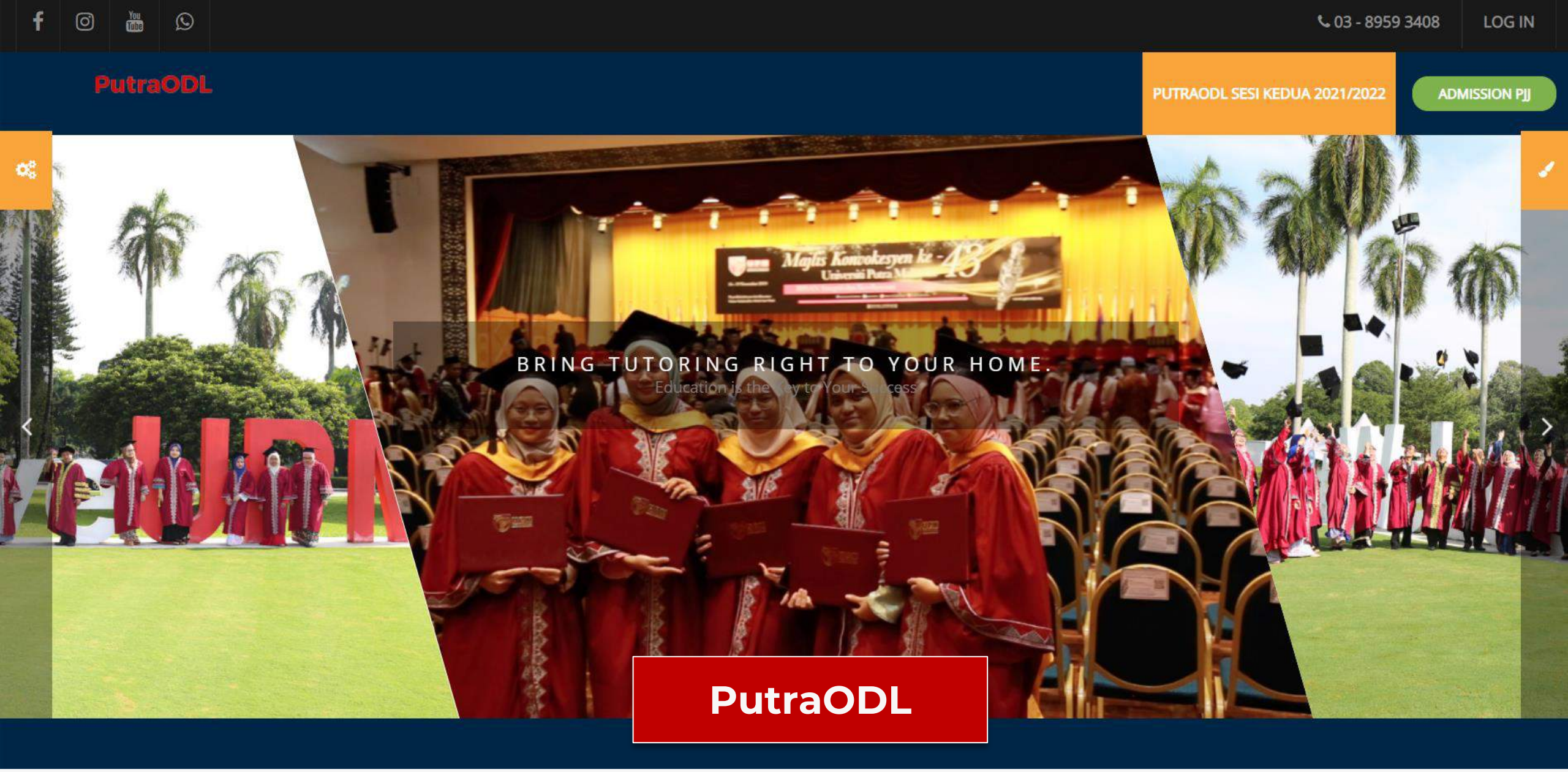
PUTRAODL

The Best Working Adult Education System and Technology

USER MANUAL FOR PJJ STUDENT



USER MANUAL FOR PJJ STUDENT

Introduction

The teaching and learning process for PJJ UPM Programs, has been simplified with the use of Learning Management System (LMS) namely the VOD System. The VOD features provide facilities for students to access learning video recordings, notes, assignments and forums. Along with the advancement of information technology, LMS has been improved. Many of features offered in Moodle can be used such as Uploading notes (try various options e.g. file, page, URL), Creating forum (try various setup), Creating activities (e.g. choice, glossary, chat, H5P), Creating assignment (try various setup), Creating quiz (try various setup), Creating attendance, Creating badges, Creating certificate, Enrolment, Grouping, Log, Statistics, Activity completion, Feedback, Gradebook.

In 2021, PutraODL has been developed internally in with assistance from the Centre for Academic Develoment (CADe) UPM and Center for Development of Information and Communication (iDEC) UPM by using Moodle platform and will be deployed for the first time in First Semester 2021/2022. Moodle is a popular platform and best seen nowadays in implementing online learning. In addition, it is user-friendly, easy to use, free to use, and can be improved according to university needs.

UPM ID Registration

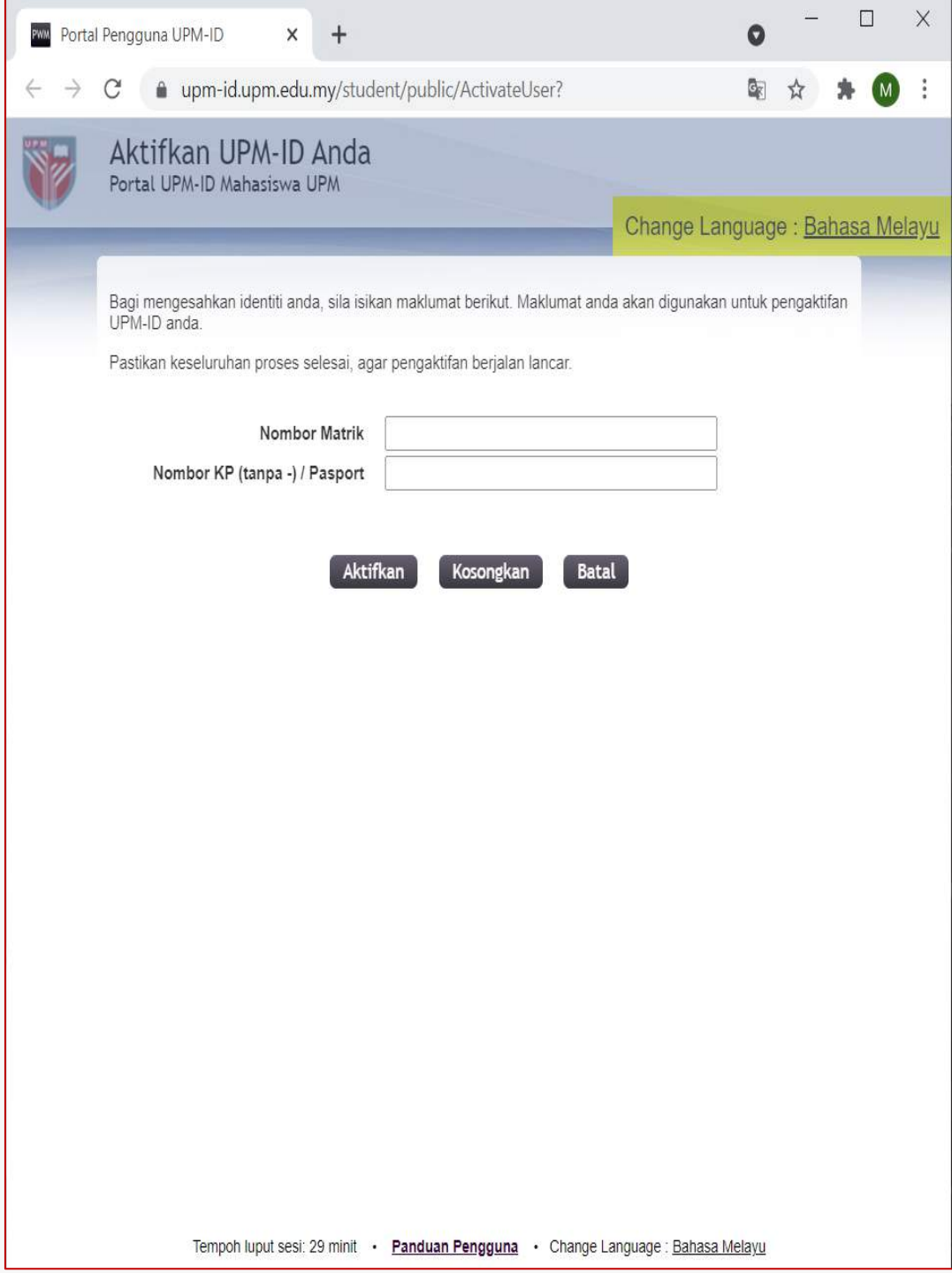
All PJJ students are required to **register** with **UPMID** before they can use PutraODL. To activate your UPMID, surf the following link and follow the instruction

https://upm-id.upm.edu.my/student/public/ActivateUser

View More

Please download and read the **user manual** for student registration here

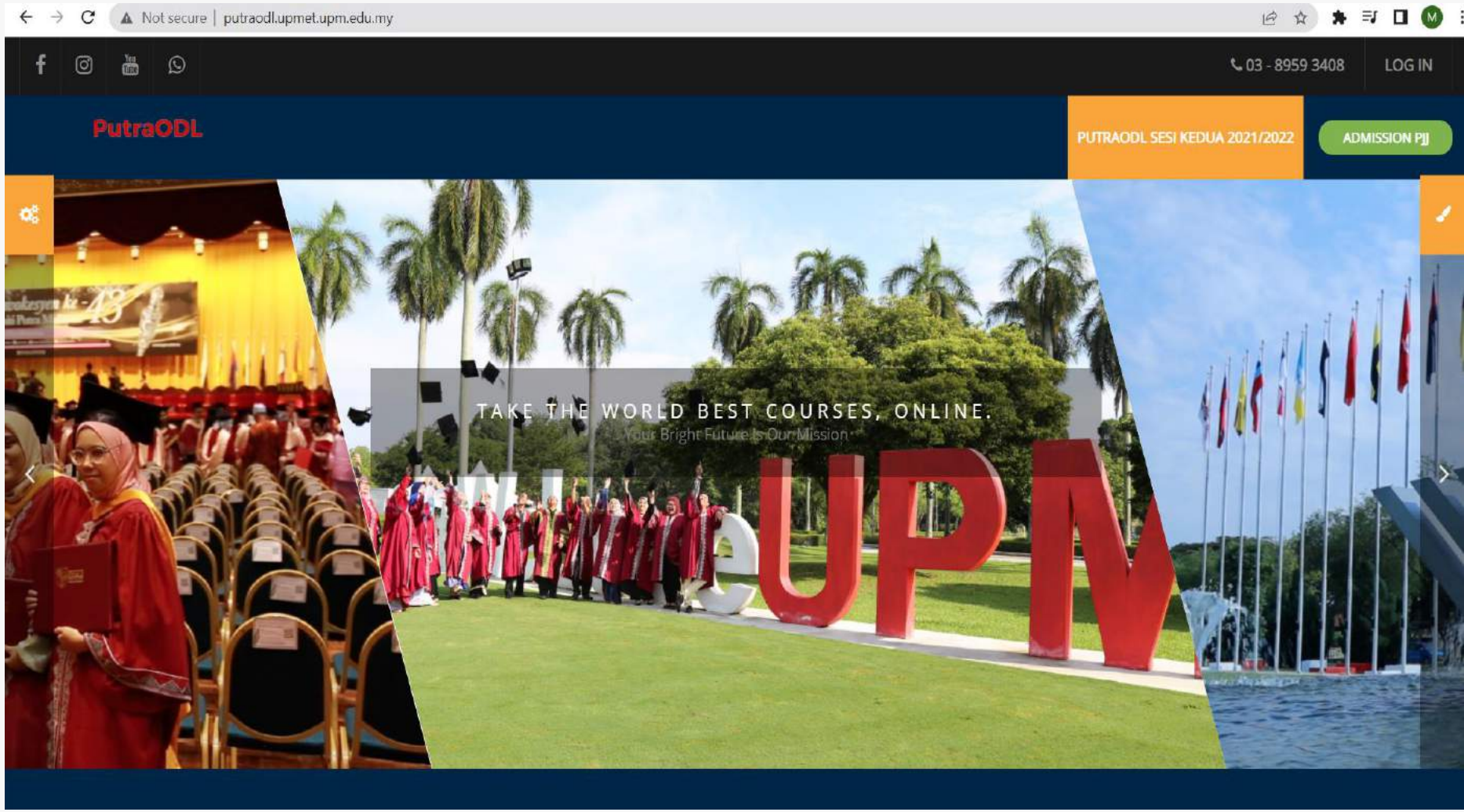
DOWNLOAD



Access to PutraODL Portal

PutraODL can be accessed through these URL: http://putraodl.upmet.upm.edu.my

Note : Please visit to get the latest access



Click **UPM ID** button

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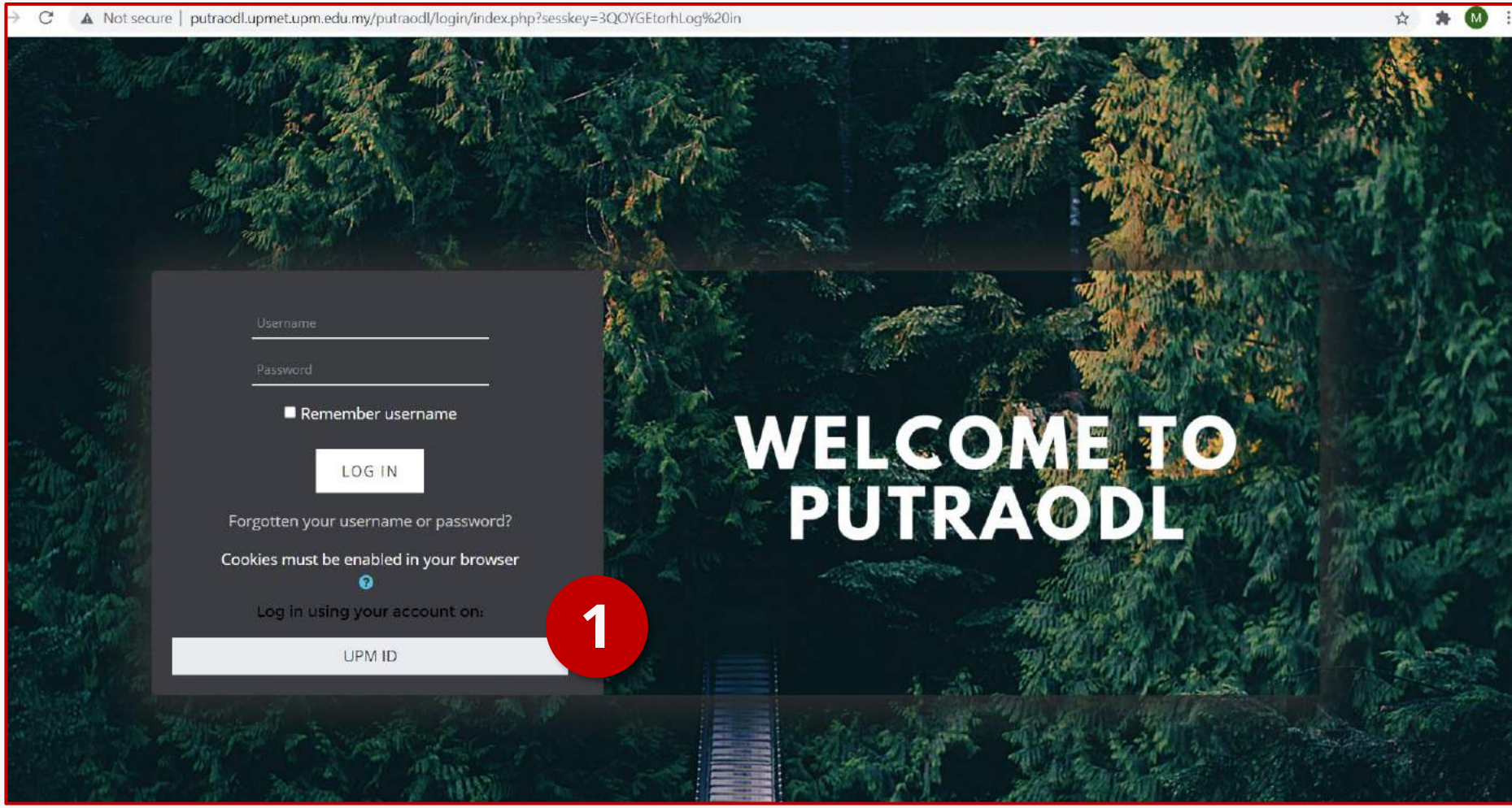
UPM ID BUTTON

Click UPM ID button to sign in through UPM ID Portal



Login to UPM ID Portal

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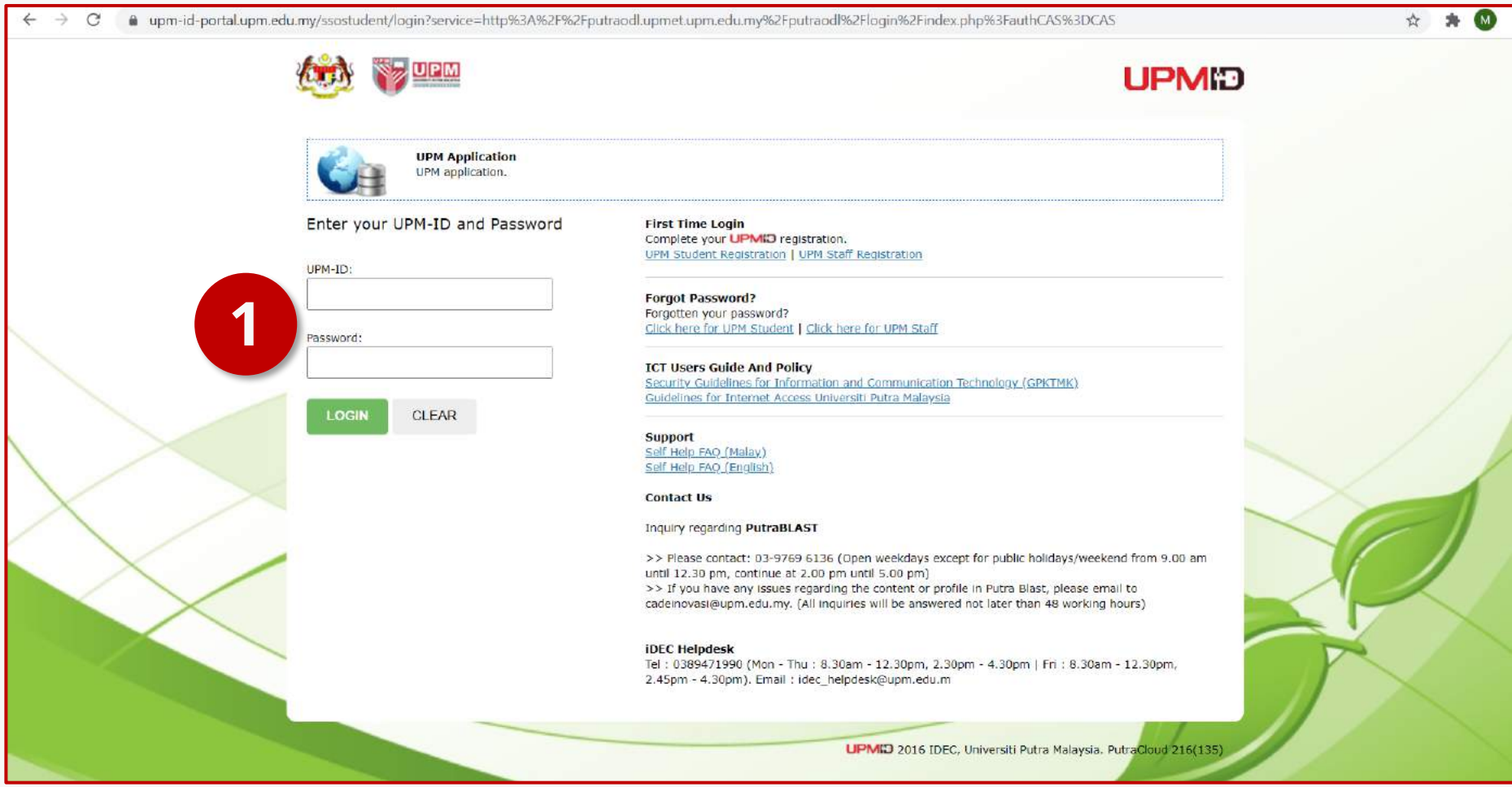
LOGIN UPM ID

Key in UPM ID & Password and click LOGIN to access PutraODL.



Page View After Successfully Login

1 Dashboard

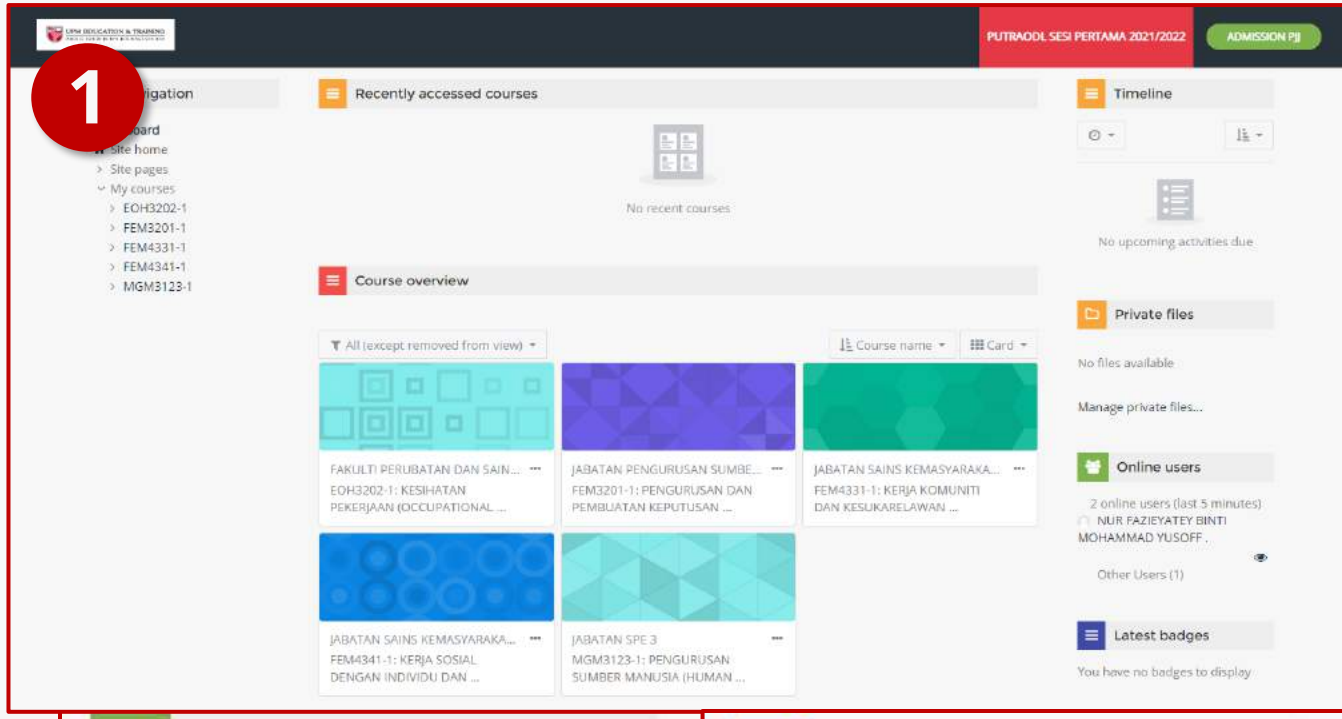
Includes various course information that students have taken. the information is such as course code name, course name, course completion percentage, calendar, timeline and others.

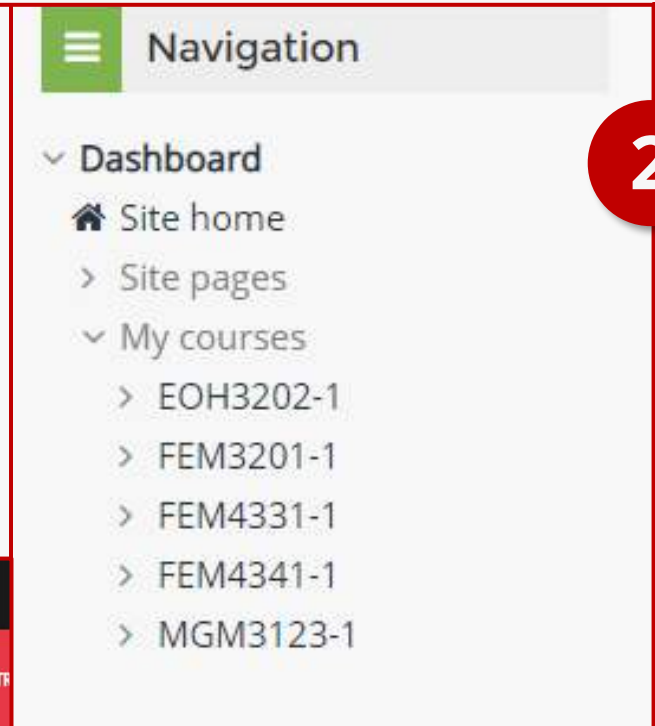
2 Sidebar

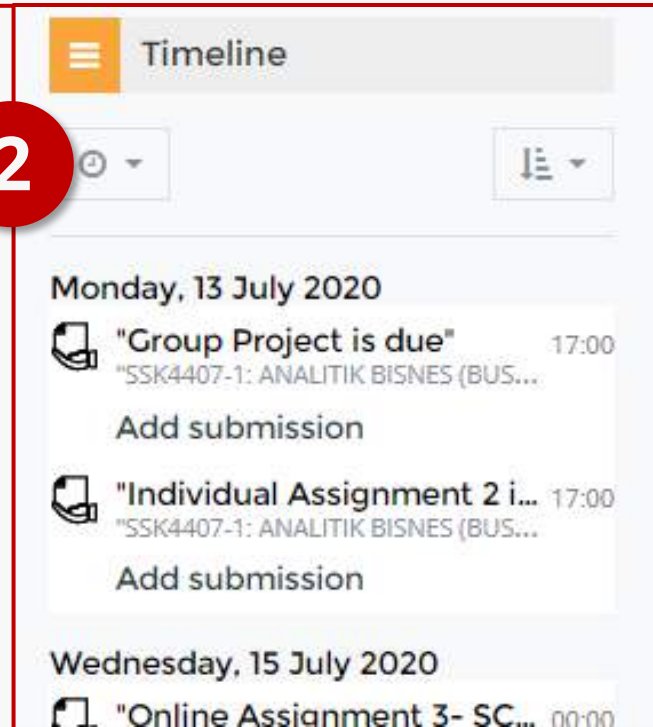
There are two sidebars on the left and right. On the left there is information such as course list, PutraODL helpdesk info and PutraODL archiving list. While on the right there is a timeline, calendar and online users. Timeline are very important for students to ensure assignments are delivered on time.

3 Notification & Message

Students can see a notification if there is a new assignment in their course. Each student also can interact with other students in their courses or lecturers via message.







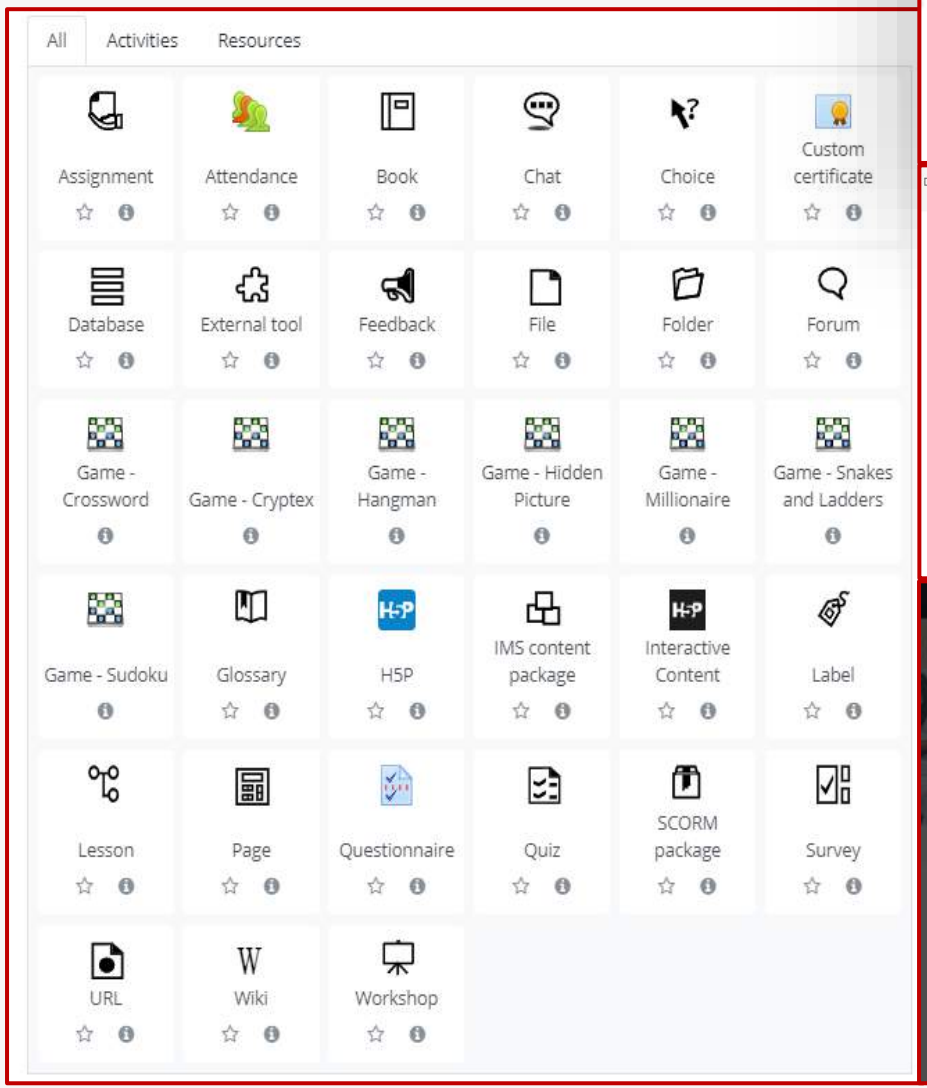
Page View for Courses

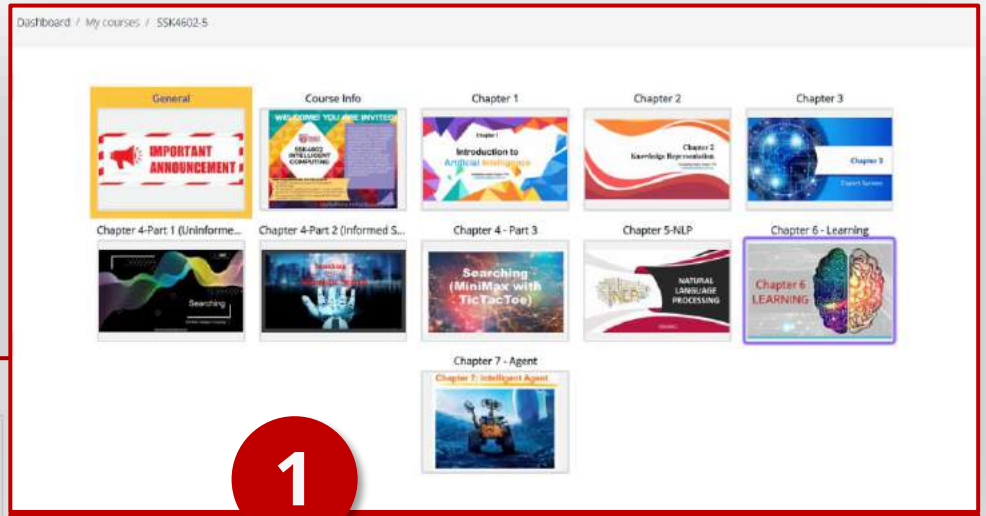
1 **Topics**

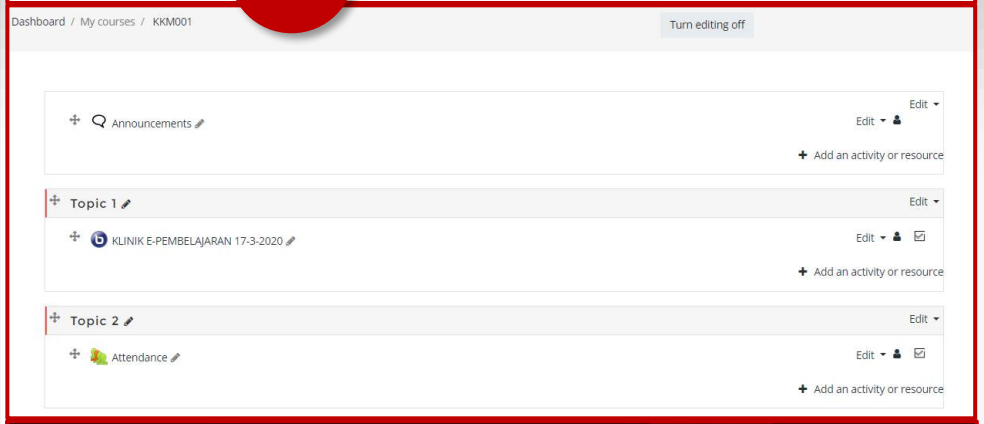
Chapters are arranged in a grid format or topics format

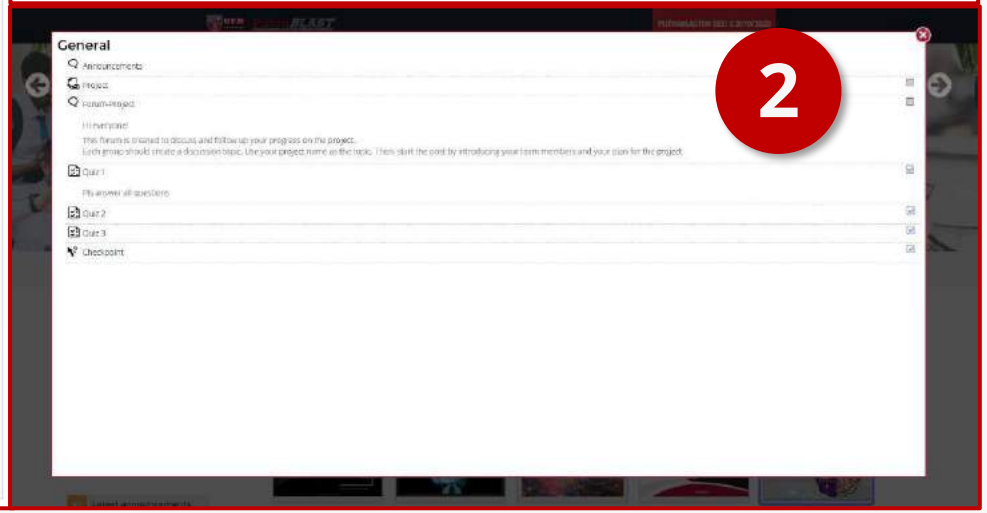
2 **Activity**

There are various interesting activities such as forums, Quizzes, various types of games, assignments etc.









Activity Example - Forum

Forum

The forum activity module allows lecturers and students to have asynchronous discussions, that is, discussions that take place over a long period of time.

1 Forum View

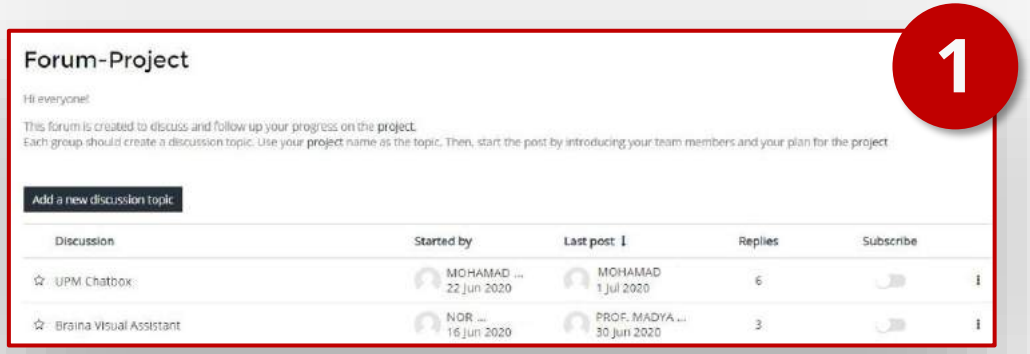
Topic and description will be included by the lecturers for students to make their discussion or views on the given topic.

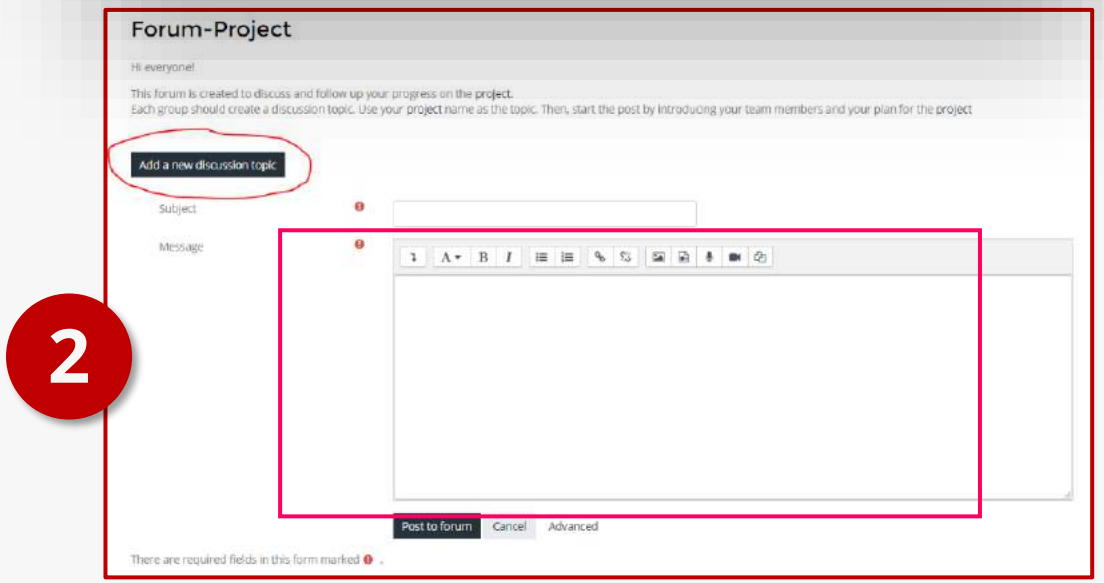
2 Add new discussion topic

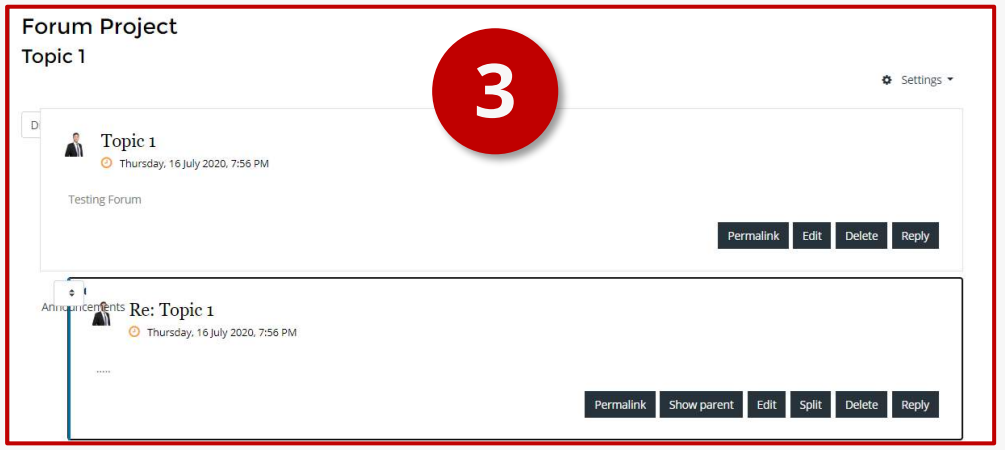
Students can make new discussion according to a predetermined topic.

3 Forums have many uses, such as

- A social space for students to get to know each other
- For course announcements (using a news forum with forced subscription)
- For discussing course content or reading materials
- For continuing online an issue raised previously in a face-to-face session
- A help centre where tutors and students can give advice







Activity Example - Assignment

Assignment

The assignment activity module enables a lecturers to communicate tasks, collect work and provide grades and feedback.

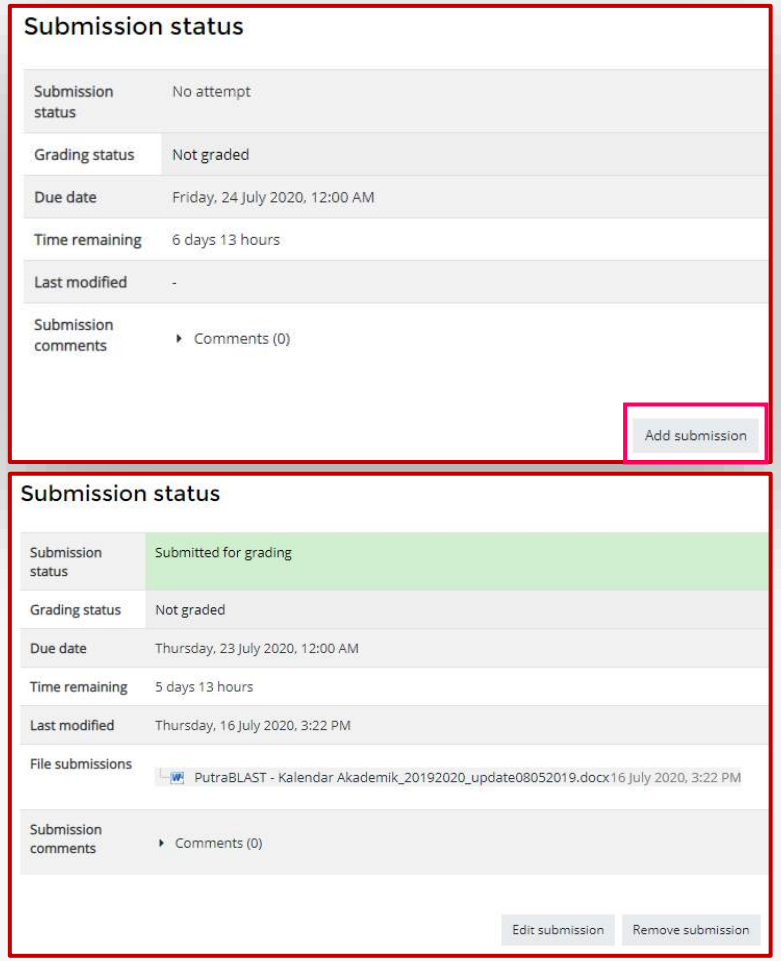
1 Add and Edit submission

Students can submit any digital content (files), such as word-processed documents, spreadsheets, images, or audio and video clips. Alternatively, or in addition, the assignment may require students to type text directly into the text editor. An assignment can also be used to remind students of 'real-world' assignments they need to complete offline, such as art work, and thus not require any digital content. Students can submit work individually or as a member of a group.

2 Grade

When reviewing assignments, lecturers can leave feedback comments and upload files, such as marked-up student submissions, documents with comments or spoken audio feedback. Assignments can be graded using a numerical or custom scale or an advanced grading method such as a rubric. Final grades are recorded in the gradebook.

1



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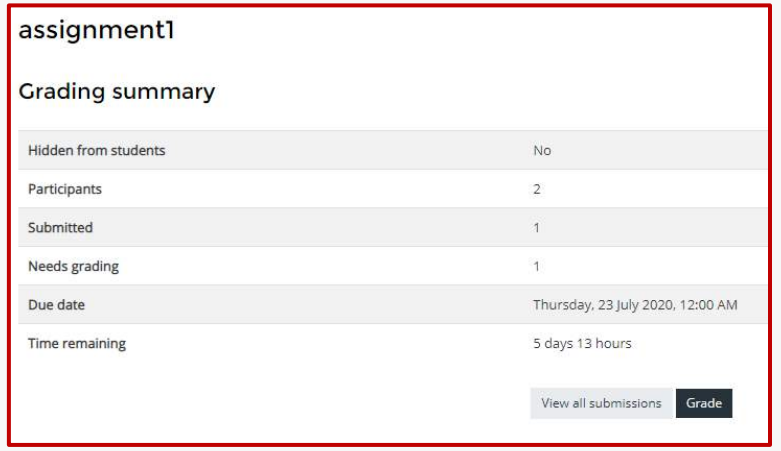


Activity Example – File

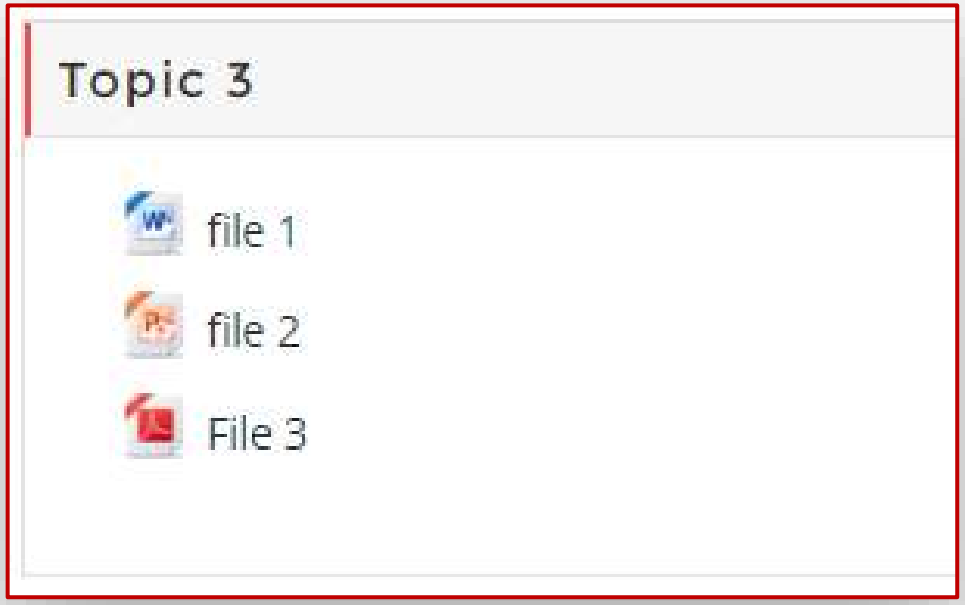
File

The file module enables a lecturers to provide a file as a course resource. Where possible, the file will be displayed within the course interface; otherwise students will be prompted to download it. The file may include supporting files, for example an HTML page may have embedded images.

Note that students need to have the appropriate software on their computers in order to open the file.

A file may be used

- To share presentations given in class
- To include a mini website as a course resource
- To provide draft files of software programs so students can edit and submit them for assessment



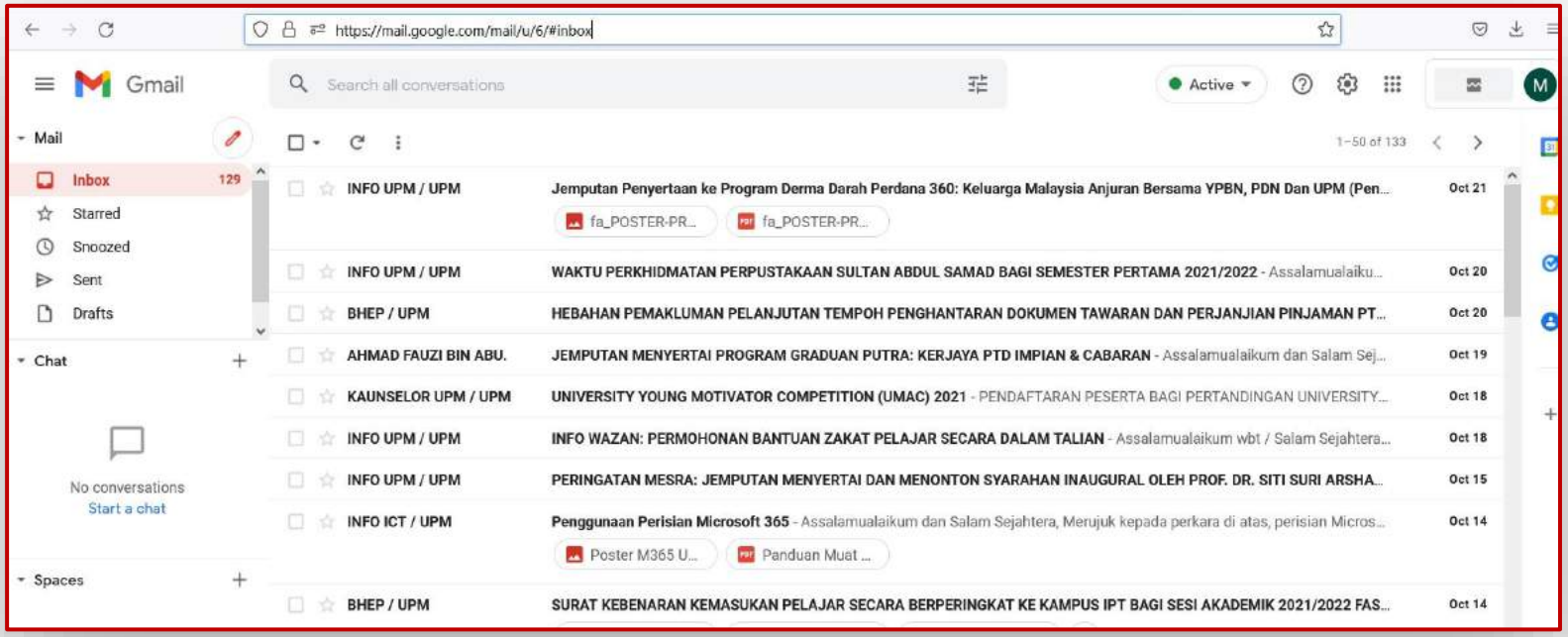
Activity

There are so much more activities that will be used by lecturers.

Email Rasmi

URL

http://mail.student.upm.edu.my



Helpdesk PutraODL

UPMID

For any problem regarding **UPMID**,

please email to

idec_helpdesk@upm.edu.my

or call **03-89471990.**

Account

For assistance on empty profile or missing subjects please email to

putraodl.upmet@gmail.com

or call **03-8959 3404 / 3405**

ATTENTION: Any changes to the information held in the SMP or iGIMS will take 24 hours to be updated to PutraODL.