



UNIVERSITI  
PENDIDIKAN  
SULTAN IDRIS  
اونيورسيتي قنديديقن سلطان ادريس

SULTAN IDRIS EDUCATION UNIVERSITY

# USER MANUAL

for

## Outcome Based Education Reporting System (OBERS) Module MySIS

*Prepared By:*

Pusat Pembangunan Akademik  
Universiti Pendidikan Sultan Idris

## TABLE OF CONTENTS

TABLE OF CONTENTS.....	I
------------------------	---

OBERS MANAGEMENT .....	
------------------------	--

1. MQF Domain Setup.....	
1.1 Add New, Edit & Delete MQF Domain.....	4
1.2 Add New, Edit & Delete MQF Domain Details... <b>Error! Bookmark not defined.</b>	
2. CA Subject Setup.....	2
2.1CA Status Setup.....	3
3. ILO Setup.....	
3.1 ILO MQF Setup .....	
3.1.1 Add New, Edit & Delete ILO Batch..... <b>Error! Bookmark not defined.</b>	
3.1.2 Add New, Edit & Delete ILO Details ..... <b>Error! Bookmark not defined.</b>	
3.2 CLO Subject Setup .....	<b>Error! Bookmark not defined.</b>
3.2.1 Add New, Edit & Delete CLO Batch by Subject <b>Error! Bookmark not defined.</b>	
3.2.2 Add New, Edit & Delete CLO Details..... <b>Error! Bookmark not defined.</b>	
3.3 ILO Subject Setup .....	
3.3.1 View and Update CLO Batch by Subject... <b>Error! Bookmark not defined.</b>	
3.3.2 View and Mapping CLO With ILO Code.... <b>Error! Bookmark not defined.</b>	
4 PLO Setup .....	
4.1 MQF Programme Setup .....	
4.1.1 Add New, Edit & Delete PLO Batch by Programme <b>Error! Bookmark not defined.</b>	
4.1.2 Add New, Edit & Delete PLO Details..... <b>Error! Bookmark not defined.</b>	
4.2 CLO Subject Setup.....	
4.2.1 Add New, Edit & Delete CLO Batch by Subject <b>Error! Bookmark not defined.</b>	
4.2.2 Add New, Edit & Delete CLO Details ..... <b>Error! Bookmark not defined.</b>	

\_\_\_ 4.3 CLO Subject Setup (COCU).....

\_\_\_ 4.3.1 Add New, Edit & Delete CLO Batch by Subject **Error! Bookmark not defined.**

4.3.2 Add New, Edit & Delete CLO Details ..... **Error! Bookmark not defined.**

\_\_\_ 4.4 Subject Setup by Programme .....

\_\_\_ 4.4.1 Add and Delete Subject, Setup Origin and Exam Weightage **Error! Bookmark not defined.**

\_\_\_ 4.4.2 View CLO Batch and Mapping CLO Code With PLO Code **Error! Bookmark not defined.**

## OBERS MANAGEMENT

### 1. MQF DOMAIN SETUP

The purpose of this screen is to Add New , Edit & Delete MQF Domain by Batch.

Detail button is to View , Add New , Edit & Delete MQF Details.

Home

Admission & Records

LO Management

OBERS Management

MQF Domain Setup

CA Subject Setup

ILO Setup

PLO Setup

PPA Reports

MQF Domain Setup

MQF Batch

+ Add MQF Batch

Batch Code	Batch Desc	Status	
MQF-02B	MQF Latest Skills Set	Y	<div><div>Detail</div><div>Edit</div><div>Delete</div></div>
TEST	sdff	N	<div><div>Detail</div><div>Edit</div><div>Delete</div></div>
MQF-02A	MQF Latest	Y	<div><div>Detail</div><div>Edit</div><div>Delete</div></div>
MQF-01	MQF Old	Y	<div><div>Detail</div><div>Edit</div><div>Delete</div></div>

Figure 1 – MQF Domain Screen

#### 1.1 Add, Edit & Delete MQF Domain by Batch

1. Click on **MQF Domain Setup Menu**.
2. Click on **+Add MQF Batch** button as **Figure 1**.
3. **Add New MQF Batch** pop-up will be displayed.
4. Key in the information.
5. Click on **Save** button to save record.
6. Click on **Close** button to close the Add New MQF Batch pop-up screen.
7. Click on **Edit** button to edit record.
8. Click on **Delete button** to delete record.

The purpose of this screen is to Add New, Edit & Delete MQF Details.

Add New MQF Details				
Batch Code	MQF Code	BM Description	BI Description	Action
MQF-02B	KU	Kemahiran dan Pengetahuan	Knowledge and Understanding	<a href="#">Edit</a> <a href="#">Delete</a>
MQF-02B	CS	Kemahiran Kognitif	Cognitive Skills	<a href="#">Edit</a> <a href="#">Delete</a>
MQF-02B	PS	Kemahiran Praktikal	Practical Skills	<a href="#">Edit</a> <a href="#">Delete</a>
MQF-02B	IS	Kemahiran Interpersonal	Interpersonal Skills	<a href="#">Edit</a> <a href="#">Delete</a>
MQF-02B	CS	Kemahiran Komunikasi	Communication Skills	<a href="#">Edit</a> <a href="#">Delete</a>

Figure 2 – MQF Details Screen

## 1.2 Add New, Edit & Delete MQF Details

1. Click on **+Add New MQF Details** button as **Figure 2**.
2. **Add New MQF Details** pop-up will be displayed.
3. Key in the information.
5. Click on **Save** button to save record.
6. Click on **Close** button to close the Add New MQF Details pop-up screen.
7. Click on **Edit** button to edit record.
8. Click on **Delete** button to delete record.

## 2. CA Subject Setup

The purpose of this screen is to Add, Edit and Delete CA Subject Setup by Level of Study and Semester.

[Home](#)
[Admission & Records](#)
[LO Management](#)
[OBERS Management](#)
[MQF Domain Setup](#)
[CA Subject Setup](#)
[ILO Setup](#)
[PLO Setup](#)
[PPA Reports](#)
[LE & Exit Survey](#)

### Constructive Alignment Subject Setup

Level of Study

Ijazah Sarjana Muda

Semester

A1725 - Semester 3 Sesi 2017/2018

Faculty

All Faculty

Department

Search

Search:

No.	Code	Description	Active?	CA?	CA?
1	ADP3073	Muzik Untuk Tari	ACTIVE		<input type="checkbox"/>
2	BAS3123	Kesusasteraan Zaman Jahilliah dan Islam	ACTIVE	Y	<input checked="" type="checkbox"/>

Figure 3 – CA Subject Setup Screen

## 2.1 View, Edit & Delete CA Subject Setup

1. Click on **Subject Setup CA** menu.
2. Constructive Alignment Subject Setup screen will be displayed as **Figure 3**.
3. Select Level of Study, Semester, Faculty and Department.
4. Click on **Search** button.
5. Tick on **CA** checkbox button for setup CA.
6. Untick on checkbox button for deselect CA.

## 3. ILO Setup

### 3.1 ILO MQF Setup

The purpose of this screen is to Add, Edit and Delete ILO Batch by Level of Study.

Detail button is to View, Add New, Edit & Delete ILO Details.

Figure 4 – ILO Batch Setup Screen

#### 3.1.1 Add, Edit and Delete ILO Batch by Level

1. Click on **ILO Setup Menu**.
2. Click on **ILO MQF Setup** submenu.
3. ILO MQF Setup screen will be displayed as **Figure 4**.
4. Select **Level of Study**.
5. Klik on **+Add ILO Batch** button.
6. **Add New ILO Batch** pop-up will be displayed.
7. Key in the information.
8. Click on **Save** button to save record.
8. Click on **Close** button to close the Add New ILO Batch pop-up screen.
9. Click on **Edit** button to edit record.



- Click on **Delete** button to delete record.

The purpose of this screen is to Add, Edit and Delete ILO Details.

Add New ILO Details				
ILO Code	BM Description	BI Description	MQF Code	Action
1	Hasil pembelajaran kursus institusi 1	Institutional Learning Outcome 1	ES	<a href="#">Edit</a> <a href="#">Delete</a>
2	Hasil pembelajaran kursus institusi 2	Institutional Learning Outcome 2	VA	<a href="#">Edit</a> <a href="#">Delete</a>
3	Hasil pembelajaran kursus institusi 3	Institutional Learning Outcome 3	SR	<a href="#">Edit</a> <a href="#">Delete</a>
4	Hasil pembelajaran kursus institusi 4	Institutional Learning Outcome 4	PS	<a href="#">Edit</a> <a href="#">Delete</a>
5	Hasil pembelajaran kursus institusi 5	Institutional Learning Outcome 5	CT	<a href="#">Edit</a> <a href="#">Delete</a>

Figure 5 – ILO Details Setup Screen

### 3.1.2 Add, Edit & Delete ILO Details

- Click on **ILO Setup Menu**.
- Click on **ILO MQF Setup** submenu.
- ILO MQF Setup screen will be displayed as **Figure 4**.
- Select **Level of Study**.
- Click on **Detail** button at ILO Batch section.
- ILO Details will be displayed as **Figure 5**.
- Click on **+Add New ILO Details** button.
- Add New ILO Details** pop-up will be displayed.
- Key in the information.
- Click on **Save** button to save record.
- Click on **Close** button to close the Add New ILO Details pop-up screen.
- Click on **Edit** button to edit record.
- Click on **Delete** button to delete record.

## 3.2 CLO Subject Setup

The purpose of this screen is to Add, Edit and Delete CLO Batch by Subject.

**ILO-CLO SUBJECT SETUP** APP ID : MYSIS - MQF006

**Level of Study**

Level of Study: DEGREE - Ijazah Sarjana Muda Faculty: FBK - Fakulti Bahasa dan Komunikasi

**University Subject(s)**

Search:

No.	Code	Description	Action
1.	AIU3052	Basic English Proficiency	Batch
2.	BAP1012	Bahasa Arab Komunikasi	Batch
3.	BCP1012	Bahasa Mandarin Komunikasi	Batch
4.	BHA1012	Bahasa Thai Komunikasi I	Batch
5.	BHP1012	Bahasa Thai Komunikasi	Batch
6.	BIK3032	English For Communication I	Batch

**CLO Batch Setup**

Subject Code: AIU3052 Description: Basic English Proficiency

Search:

[Add New Batch](#)

No.	Batch Code	Batch Desc.	Status	Action
1.	AIU3052-08	testing	ACTIVE	Option
2.	AIU3052-01	Mula digunakan A191	ACTIVE	Option

Showing 1 to 2 of 2 entries

Previous 1 Next

Figure 6 – ILO Subject Setup Screen

### 3.2.1 Add, Edit and Delete CLO Batch by Subject (ILO)

1. Click on **ILO Setup Menu**.
2. Click on **CLO Subject Setup** submenu.
3. ILO-CLO Subject Setup screen will be displayed as **Figure 6**.
4. Select **Level of Study** and **Faculty**.
5. Click on **Batch** button at University Subject(s) section.
6. Click on **+Add New Batch** button.
7. **Add CLO Batch** pop-up will be displayed.
8. Key in the information.
9. Click on **Save** button to save record.
10. Click on **Close** button to close the Add CLO Batch pop-up screen.
11. Click on **Edit** button to edit record.
12. Click on **Delete** button to delete record.



The purpose of this screen is to Add, Edit and Delete CLO Details.

Course Learning Outcomes (CLO)

Subject Code : BMK2012

Description : Bahasa Melayu

+ Add New CLO

Search:

LO Code	BM Description	BI Description	Learning Domain	Action
1.	Menunjukkan kemahiran komunikasi berkesan dalam pengurusan kokurikulum di sekolah.	Demonstrate effective communication skills in co-curriculum management in schools.	A2	<div>Edit</div> <div>Delete</div>
2.	Mempamerkan kepimpinan yang berkesan dalam pengurusan kokurikulum di sekolah dan penglibatan dengan komuniti.	Exhibited effective leadership in the co-curriculum management in schools and engagement with the community.	A4	<div>Edit</div> <div>Delete</div>
3.	Menunjukkan kemahiran menulis berita dan rencana secara teori dan amali untuk tujuan penerbitan.	Demonstrate writing skill and article in theory and practical for the purpose of publishing.	P2	<div>Edit</div> <div>Delete</div>
4.	Mempamerkan kepimpinan yang berkesan dalam pengurusan penulisan dan penerbitan sesebuah organisasi.	Showing the effective leadership in writing management and publishing of an organization.	A4	<div>Edit</div> <div>Delete</div>

Figure 7 – CLO Details Setup Screen

### 3.2.2 Add, Edit and Delete CLO Details

- Click on **ILO Setup Menu**.
- Click on **CLO Subject Setup** submenu.
- ILO-CLO Subject Setup screen will be displayed as **Figure 6**.
- Select **Level of Study** and **Faculty**.
- Click on **Batch** button at University Subject(s) section.
- Click on **Option > LO Lists** button.
- Course Learning Outcomes (CLO) section will be displayed as **Figure 7**.
- Click on **+Add New CLO** button.
- Add CLO Details** pop-up will be displayed.
- Key in the information.
- Click on **Save** button to save record.
- Click on **Close** button to close the Add CLO Details pop-up screen.
- Click on **Edit** button to edit record.
- Click on **Delete** button to delete record.

### 3.3 ILO Subject Setup

The purpose of this screen is to View and Update CLO Batch by Subject.

► ILO-CLO SUBJECT SETUP APP ID : MYSIS - MQF007

---

**Level of Study**

Level of Study: DEGREE - Ijazah Sarjana Muda Faculty: FBK - Fakultas Bahasa dan Komunikasi

---

**University Subject(s)**

Search:

No.	Code	Description	Action
1.	AIU3052	Basic English Proficiency	<a href="#">Batch</a>
2.	BAP1012	Bahasa Arab Komunikasi	<a href="#">Batch</a>
3.	BCP1012	Bahasa Mandarin Komunikasi	<a href="#">Batch</a>
4.	BHA1012	Bahasa Thai	<a href="#">Batch</a>

**CLO Batch Setup**

Subject Code : **BIK3032** Description : **English For Communication I**

Search:

No.	CLO Batch	Batch Desc.	ILO Batch	Exam?	Exam Weight	#
1.	BIK3032-02	sdfsfsf		Y		<a href="#">Option</a>
2.	BIK3032-01	TESTING 123	A-ILO-01	Y	40	<a href="#">Option</a>

Figure 8 – CLO Batch Update Screen

#### 3.3.1 View and Update CLO Batch by Subject

1. Click on **ILO Setup** menu.
2. Click on **ILO Subject Setup** submenu.
3. ILO-CLO Subject Setup screen will be displayed as **Figure 8**.
4. Select **Level of Study** and **Faculty**.
5. Click on **Batch** button at University Subject(s) section.
6. Click on **Option > Update** button at CLO Batch Setup section.
7. **Update CLO Batch** pop-up will be displayed.
8. Select ILO Batch and Exam W/tage (if necessary).
9. Click on **Save** button to save record.
10. Click on **Close** button to close the Update CLO Batch.

The purpose of this screen is to View CLO and Mapping CLO with ILO Code.

Course Learning Outcomes (CLO)

Subject Code : BIK3032      Description : English For Communication I

Search:

LO Code	BM Description	BI Description	Learning Domain	ILO Code	Action
1.	LO1 BM	LO1 ENGLISH	C2	1	<a href="#">ILO Code</a>
2.	LO2 BM	LO2 ENGLISH	P7	4	<a href="#">ILO Code</a>
3.	LO3 BM	LO3 ENGLISH	A4	8	<a href="#">ILO Code</a>

Showing 1 to 3 of 3 entries

Previous 1 Next

Figure 9 – CLO Details Screen

### 3.3.2 View CLO and Mapping CLO with ILO Code

1. Click on **ILO Setup** menu.
2. Click on **ILO Subject Setup** submenu.
3. Select **Level of Study** and **Faculty**.
4. Click on **Batch** button at University Subject(s) section.
5. Click on **Option > LO Lists** button at CLO Batch Setup section.
6. Course Learning Outcomes (CLO) section will be displayed as **Figure 9**.
7. Click on **ILO Code** button.
8. **Edit CLO Detail** pop-up will be displayed.
9. Select **ILO Code**.
10. Click on **Save** button to save record.
11. Click on **Close** button to close the Edit CLO Detail pop-up screen.

## 4. PLO Setup

### 4.1 MQF Programme Setup

The purpose of this screen is to Add, Edit and Delete PLO Batch by Programme.

MQF PROGRAMME SETUP APP ID : MYSIS - MQF008

PLO - MQF Programme Setup

Level of Study: DEGREE - Ijazah Sarjana Muda  
Faculty: -- Choose Faculty --  
Department: -- Choose Faculty --

Programme

Programme

Search:

No.	Code	Description	Action
1.	AA06	Seni Persembahan (Teater)	Batch
2.	AA16	Psikologi	Batch
3.	AA56	Seni Persembahan	Batch

PLO Batch Setup

Course Code: AA16 Description: Psikologi

Add PLO Batch

No.	Batch Code	From Sem	Until Sem	Batch Desc.	Status	MQF	Action
1.	AA16-01	A181KPA1	A199	sdfsfs	ACTIVE	MQF-02A	Option

Figure 10 – PLO Batch Setup Screen

#### 4.1.1 Add, Edit and Delete PLO Batch by Programme

1. Click on **PLO Setup** menu.
2. Click on **MQF Programme Setup** submenu.
3. PLO-MQF Programme Setup screen will be displayed as **Figure 10**.
4. Choose **Level of Study**.
5. Choose **Faculty**.
6. Choose **Department**.
7. Click on **Batch** button at Programme section.
8. Click on **+Add PLO Batch** button at PLO Batch Setup section.
9. **Add PLO Batch** pop-up will be displayed.
10. Key in the information.
11. Click on **Save** button to save record.
12. Click on **Close** button to close the Add PLO Batch pop-up screen.
13. Click on **Option > Edit** button to edit record.
14. Click on **Option > Delete** button to delete record.
15. Click on **Option > PLO Lists** to view the details.

The purpose of this screen is to Add, Edit and Delete PLO Details.

**Programme Learning Outcomes (PLO)**

Course Code : **AA16**

Description : **Psikologi**

Add New PLO

PLO Code	BM Description	BI Description	MQF Code	Action
1	Terapkan prinsip psikologi dalam menyelesaikan masalah peribadi, organisasi dan sosial, dengan mengambil kira pemahaman diri, dan aspek kepelbagaian sosio-budaya.	Apply psychological principles in solving personal, organizational and social issues, taking into account the self-understanding, and the socio-cultural aspects of diversity.	KU	<a>Edit</a> <a>Delete</a>

Figure 11 – PLO Details Screen

#### 4.1.2 Add, Edit and Delete PLO Details

1. Click on **PLO Setup** menu.
2. Click on **MQF Programme Setup** submenu.
3. Choose **Level of Study**.
4. Choose **Faculty**.
5. Choose **Department**.
6. Click on **Batch** button at Programme section.
7. Click on **Option > PLO Lists** button at PLO Batch Setup section.
8. Programme Learning Outcomes (PLO) section will be displayed as **Figure 11**.
9. Click on **+Add New PLO** button.
10. **Add New PLO Details** pop-up screen will be displayed.
11. Key in the information.
12. Click on **Save** button to save record.
13. Click on **Close** button to close the Add New PLO Details pop-up screen.
14. Click on **Edit** to edit record.
15. Click on **Delete** button to delete record.

## 4.2 CLO Subject Setup (PLO)

The purpose of this screen is to Add, Edit and Delete CLO Batch by subject.

APP ID : MYSIS - MQF009

**PLO-CLO SUBJECT SETUP**

Level of Study: DEGREE - Ijazah Sarjana Muda  
Faculty: FBK - Fakulti Bahasa dan Komunikasi  
Department: FBK-BKI - Jabatan Bahasa dan Kesusasteraan Inggeris

**List of Subject(s)**

Search:

No.	Code	Description	Action
1.	10364-01	Korean Language Practice 2	<a href="#">Batch</a>
2.	BAK1013	Maharat Al-Kitabah	<a href="#">Batch</a>
3.	BAK1023	Maharat Al-Muhadathah Wa Al-Khatabah	<a href="#">Batch</a>
4.	BAK3013	Maharat al-Kitabah	<a href="#">Batch</a>
5.	BAK3032	Pengajaran Bahasa Arab Berbantuan Komputer	<a href="#">Batch</a>

**CLO Batch Setup**

Subject Code: BAK3013 Description: Maharat al-Kitabah

[Add CLO Batch](#)

Search:

No.	Batch Code	Batch Desc.	Status	Action
1.	BAK3013-2019	SDFSD	ACTIVE	<a href="#">Option</a>
2.	BAK3013-2014	adsfs	ACTIVE	<a href="#">Option</a>
3.	BAK3013-01	Mula digunakan pada A191	INACTIVE	<a href="#">Option</a>

Figure 12 – CLO Batch Setup Screen

### 4.2.1 Add, Edit and Delete CLO Batch by Subject

1. Click on **PLO Setup** menu.
2. Click on **CLO Subject Setup** submenu.
3. PLO-CLO Subject Setup screen will be displayed as **Figure 12**.
4. Choose **Level of Study**.
5. Choose **Faculty**.
6. Choose **Department**.
7. Click on **Batch** button at List of Subject(s) section.
8. Click on **+Add CLO Batch** button at CLO Batch Setup section.
9. **Add CLO Batch** pop-up screen will be displayed.
10. Key in the information.
11. Click on **Save** button to save record.
12. Click on **Close** button to close the Add CLO Batch pop-up screen.
13. Click on **Option > Edit** button to edit record.
14. Click on **Option > Delete** button to delete record.
15. Click on **Option > LO Lists** to view the details.

The purpose of this screen is to Add, Edit and Delete CLO Details.

Course Learning Outcomes (CLO)

Subject Code : BAK3013

Description : Maharat al-Kitabah

Add New CLO

Search:

LO Code	BM Description	BI Description	Learning Domain	Action
1.	Untuk menilai kemahiran menulis dan komposisi dengan mengaplikasikan sintaksis dan teknik afektif dan betul.	To assess writing and composition skills by applying affective and correct syntax and techniques.	C4	<a>Edit</a> <a>Delete</a>
2.	Untuk menerapkan kemahiran menulis sederhana secara spontan dan menghasilkan artikel berdasarkan tatabahasa dan gaya bahasa Arab.	To apply simple writing skills spontaneously and to produce article based on Arabic grammar and style.	C6	<a>Edit</a> <a>Delete</a>
3.	Membiaskan dengan istilah komposisi bahasa Arab.	To be accustomed to Arabic composition terms.	P1	<a>Edit</a> <a>Delete</a>
4.	Menulis artikel, surat rasmi, laporan dan surat individu dalam format yang betul.	To write articles, formal letters, reports and individual letters in correct format.		<a>Edit</a> <a>Delete</a>

Figure 13 – CLO Details Screen

## 4.2.2 Add, Edit and Delete CLO Details

- Click on **PLO Setup** menu.
- Click on **CLO Subject Setup** submenu.
- Choose **Level of Study**.
- Choose **Faculty**.
- Choose **Department**.
- Click on **Batch** button at List of Subject(s) section.
- Click on **Option > LO Lists** to view the CLO details.
- Course Learning Outcomes (CLO) section will be displayed as **Figure 13**.
- Click on **+Add New CLO** button at Course Learning Outcomes (CLO) section.
- Add CLO Details** pop-up screen will be displayed.
- Key in the information.
- Click on **Save** button to save record.
- Click on **Close** button to close the Add CLO Details pop-up screen.
- Click on **Edit** button to edit record.
- Click on **Delete** button to delete record.

### 4.3 CLO Subject Setup (COCU)

The purpose of this screen is to Add, Edit and Delete CLO Batch by subject.

CLO SUBJECT SETUP (COCU) APP ID : MYSIS - MQF011

Level of Study

Level of Study: DEGREE - Ijazah Sarjana Muda Faculty: KOKU - Pusat Ko-Kurikulum Department: No record

List of Subject(s)

Search:

No.	Code	Description	Action
1.	CMP2011	Pengurusan Kokurikulum	<a href="#">Batch</a>
2.	CPB2011	Angkatan Sasterawan Muda (ASASMU)	<a href="#">Batch</a>
3.	CPB2021	Debat Bahasa Melayu	<a href="#">Batch</a>
4.	CPB2031	Debat Bahasa Inggeris	<a href="#">Batch</a>
5.	CPK2011	Kewartawanan	<a href="#">Batch</a>

CLO Batch Setup

Subject Code: CMP2011 Description: Pengurusan Kokurikulum

[Add CLO Batch](#)

Search:

No.	Batch Code	Batch Desc.	Status	Action
1.	CMP2011-01	September 2019	ACTIVE	<a href="#">Option</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 14 – CLO Batch Setup Screen

#### 4.3.1 Add, Edit and Delete CLO Batch by Subject

1. Click on **PLO Setup** menu.
2. Click on **CLO Subject Setup (COCU)** submenu.
3. CLO Subject Setup (COCU) screen will be displayed as **Figure 14**.
4. Choose **Level of Study**.
5. Choose **Faculty**.
6. Click on **Batch** button at List of Subject(s) section.
7. Click on **+Add CLO Batch** button at CLO Batch Setup section.
8. **Add CLO Batch** pop-up screen will be displayed.
9. Key in the information.
10. Click on **Save** button to save record.
11. Click on **Close** button to close the Add CLO Batch pop-up screen.
12. Click on **Option > Edit** button to edit record.
13. Click on **Option > Delete** button to delete record.
14. Click on **Option > LO Lists** to view the CLO details.



The purpose of this screen is to Add, Edit and Delete CLO Details.

Course Learning Outcomes (CLO)

Subject Code : CMP2011      Description : Pengurusan Kokurikulum

Add New CLO

Search:

LO Code	BM Description	BI Description	Learning Domain	Action
1.	Menunjukkan kemahiran komunikasi berkesan dalam pengurusan kokurikulum di sekolah.	Demonstrate effective communication skills in co-curriculum management in schools	A2	<a href="#">Edit</a> <a href="#">Delete</a>
2.	Mempamerkan kepimpinan yang berkesan dalam pengurusan kokurikulum di sekolah dan penglibatan dengan komuniti.	Exhibited effective leadership in the co-curriculum management in schools and engagement with the community	A4	<a href="#">Edit</a> <a href="#">Delete</a>

Figure 15 – CLO Details Screen

### 4.3.2 Add, Edit and Delete CLO Details

1. Click on **PLO Setup** menu.
2. Click on **CLO Subject Setup (COCU)** submenu.
3. Choose **Level of Study**.
4. Choose **Faculty**.
5. Choose **Department**.
6. Click on **Batch** button at List of Subject(s) section.
7. Click on **Option > LO Lists** to view the CLO details.
8. Course Learning Outcomes (CLO) section will be displayed as **Figure 15**.
9. Click on **+Add New CLO** button at Course Learning Outcomes (CLO) section.
10. **Add CLO Details** pop-up screen will be displayed.
11. Key in the information.
12. Click on **Save** button to save record.
13. Click on **Close** button to close the Add CLO Details pop-up screen.
14. Click on **Edit** button to edit record.
15. Click on **Delete** button to delete record.



## 4.4 Subject Setup by Programme

The purpose of this screen is to Add Subject for PLO Batch.

List of Subject(s)

Course Code : AB14

Description : Komunikasi (Komunikasi Sosial)

Type\* ---Please select---

List

Search:

No.	Code	Description	Origin	Exam?	Exam W/taqe	Action
1	ADP3013	Gerak Asas Tari	N	N		<div>Save</div> <div>Delete</div> <div>CLO</div>
2	KPK3012	Pendidikan Inklusif	---Please Choose---	N		<div>Save</div> <div>Delete</div> <div>CLO</div>
3	KSS2063	Biomekanik	---Please Choose---	Y	40	<div>Save</div> <div>Delete</div> <div>CLO</div>

Figure 16 – CLO Batch Setup Screen

### 4.4.1 Add and Delete Subject, Setup Origin and Exam Weightage

1. Click on **PLO Setup** menu.
2. Click on **Subject Setup by Programme** submenu.
3. Choose **Level of Study**.
4. Choose **Faculty**.
5. Click on **Batch** button at Programme section.
6. Click on **Option > Subj.Lists** at PLO Batch section.
7. List of Subject(s) section will be displayed as **Figure 16**.
8. Select **Type\*** of subject, then click on **List** button.
9. **List of Subject** pop-up screen will be displayed.
10. Select the subject and click on **Add** button to add subject.
11. Click on **Close** button to close the List of Subject pop-up screen.
12. Setup **origin** and **exam weightage** if necessary. Click **Save** button to save record.
13. Click on **Delete** button to delete record.
14. Click **CLO** button view CLO Batch and mapping CLO with PLO Code.

The purpose of this screen is to View CLO Batch.

CLO Batch

Subject Code : **ADP3013**

Description : **Gerak Asas Tari**

Search:

No.	Batch Code	Batch Desc.	Status	Action
1.	ADP3013-01	testing	ACTIVE	

Showing 1 to 1 of 1 entries

Previous

1

Next

Figure 17 – CLO Batch Screen

The purpose of this screen is to View CLO Batch.

Course Learning Outcomes (CLO)

Subject Code : **ADP3013**

Description : **Gerak Asas Tari**

Search:

LO Code	BM Description	BI Description	Learning Domain	PLO Code	Action
1.	Mengaplikasi asas-asas terminologi dan asas teknik-teknik tari.	Apply the basics of terminology and the basics of dance techniques.	C3	1	
2.	Berkeupayaan meningkatkan tahap kesedaran koordinasi, kinestetik serta aplikasi ruang interaksi pergerakan di sekeliling.	Able to increase the level of coordination, kinesthetic awareness as well as the application of space of interaction of movement around.	P4		
3.	Menguasai dan mengaplikasikan pergerakan asas teknik tari dan mampu berkomunikasi serta menyusun pembelajaran dan pengajaran tari dengan teratur.	Mastering and applying the basic movements of dance techniques and being able to communicate and organize dance learning and teaching in an orderly manner.	A3		

Figure 18 – Course Learning Outcomes (CLO) Details Screen

#### 4.4.2 View CLO Batch and Mapping CLO Code With PLO Code

- Click on **PLO Setup** menu.
- Click on **Subject Setup by Programme** submenu.
- Choose **Level of Study**.
- Choose **Faculty**.
- Click on **Batch** button at Programme section.
- Click on **Option > Subj.Lists** at PLO Batch section.
- List of Subject(s)** section will be displayed as **Figure 16**.
- Click on **CLO** button and CLO Batch section will be displayed as **Figure 17**.
- Click on **LO Lists** button.

10. **Course Learning Outcomes (CLO)** section will be displayed as **Figure 18**.
11. Click **PLO Code** button.
12. **Edit CLO PLO** pop-up screen will be displayed.
13. Select **PLO Details**.
14. Click **Save** button to save record.