

Putra BLAST

PANDUAN PENGGUNA (PENSYARAH)



PROGRAM

Putra Blended Learning Assistive System & Technology



PutraBLAST (In Campus)



PutraBLAST (Diploma)



PutraBLAST (Asasi)



PutraBLAST (Medic)

1.0 PENGENALAN

PutraBLAST iaitu *Putra Blended Learning Assistive System & Technology* merupakan infostruktur pengurusan dan penyampaian kandungan pembelajaran, penilaian pembelajaran individu atau fakulti, pengesanan kemajuan dan pemantauan proses pembelajaran UPM. Sistem ini diharap dapat memenuhi keperluan integrasi dengan pelbagai teknologi peranti terkini serta dapat dicapai dengan mudah.

2.0 PROSEDUR PENGGUNAAN

2.1 CAPAIAN KE PORTAL PutraBLAST

Sistem PutraBLAST boleh dicapai melalui alamat URL berikut:
[<http://www.blast.upm.edu.my>]

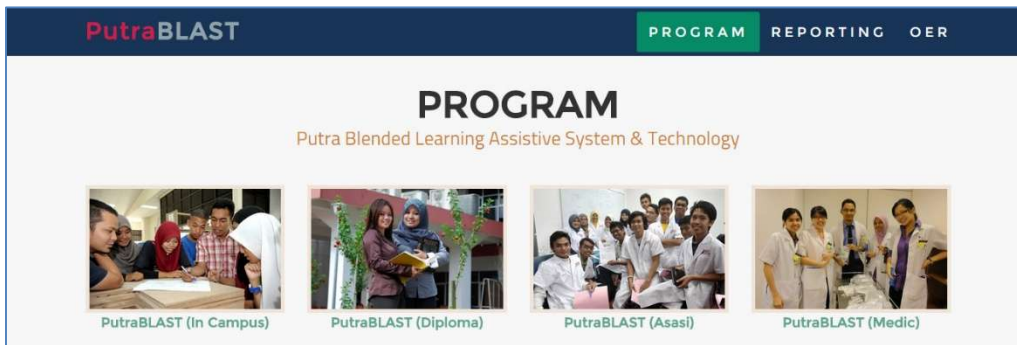
Halaman berikut akan dipaparkan.



PETUNJUK:

- a Pautan ke laman utama
- b Menu Utama
- c *Header*
- d
- e
- f Pilihan Menu

Sila klik pada PROGRAM yang berkenaan.



2.2 CAPAIAN KE PROGRAM YANG DIPILIH

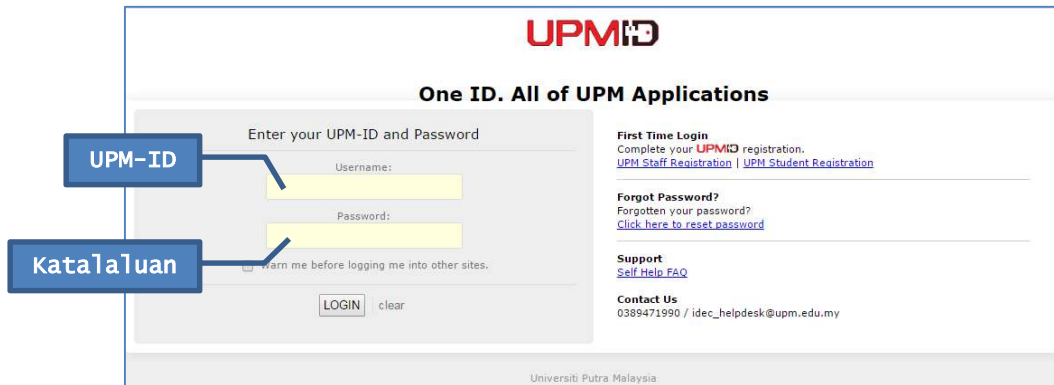
Paparan utama PutraBLAST bagi PROGRAM yang dipilih akan dipaparkan.

The screenshot shows the main dashboard of the PutraBLAST Learning Management System. At the top left is the PutraBLAST logo (a). In the top right corner, there is a login link: 'You are not logged in. (Log In)' (b). Below the logo is a large image slider showing students in a library (c). The main content area is titled 'Welcome to New UPM Learning Management System.' and contains several widgets: 'SITE NEWS' (d) with three news items, 'LATEST NEWS' (e) with a list of news items, 'NAVIGATION' (f) with links to Home and Courses, and 'CALENDAR' (g) showing a calendar for August 2015. At the bottom of the page, there are social media icons and another login link.

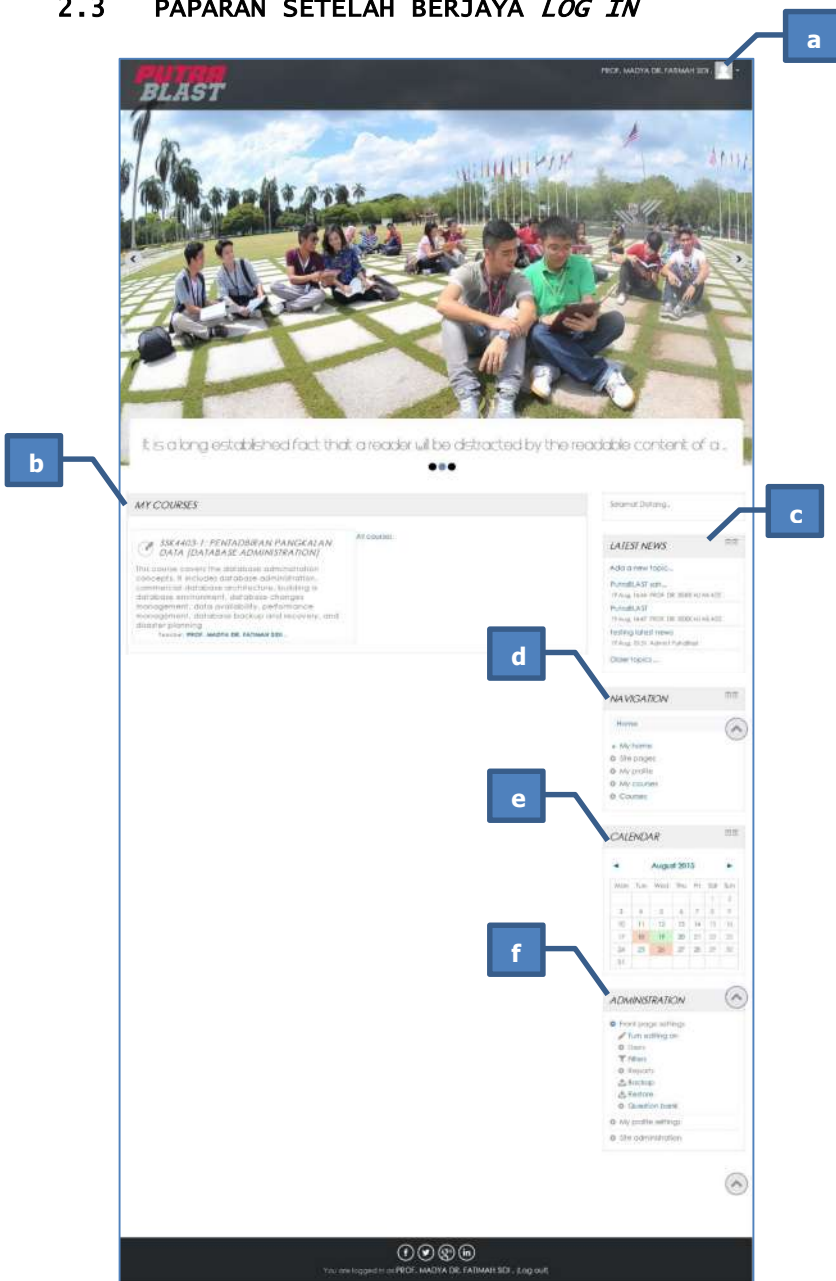
PETUNJUK:

- a Pautan ke laman utama
- b Pautan untuk log masuk
- c *Image slider*
- d Block: Hebahan Umum
- e Block: Senarai Hebahan
- f Block: Pelayar Utama
- g Block: Kalendar

Log masuk ke PutraBLAST menggunakan *single Sgin-On (SSO)* di **(Log in)**.



2.3 PAPARAN SETELAH BERJAYA LOG IN



PETUNJUK:

- a Paparan nama *user* (mempunyai *dropdown menu*)
- b Paparan Senarai Kursus yang diajar
- c Block: Hebahan Umum
- d Block: Pelayar Utama
- e Block: Kalendar
- f Block: *User's Administration*

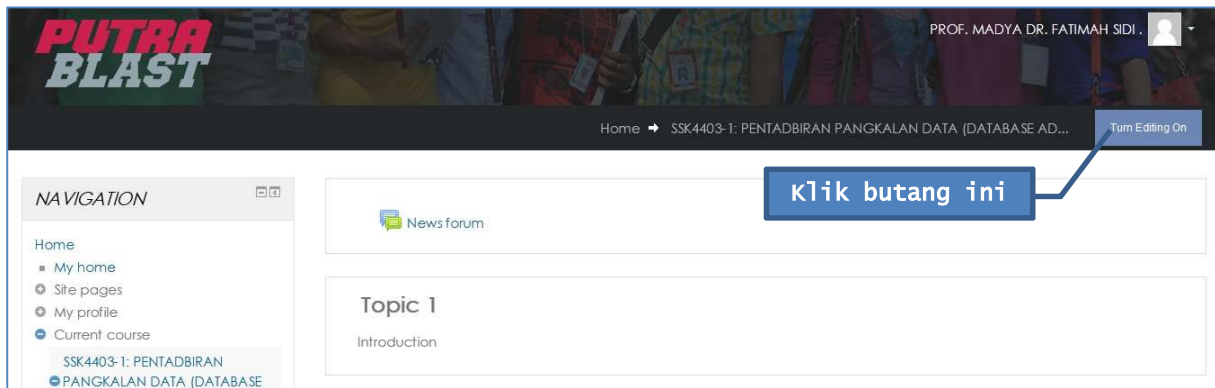
Bagi item (b), paparan kursus yang diajar akan bertambah sekiranya mengajar lebih dari satu kursus.

2.4 PAPARAN KANDUNGAN BAGI SETIAP KURSUS

Sila klik pada nama kursus seperti yang tertera pada Perkara 2.3 (b). Halaman berikut akan dipaparkan.

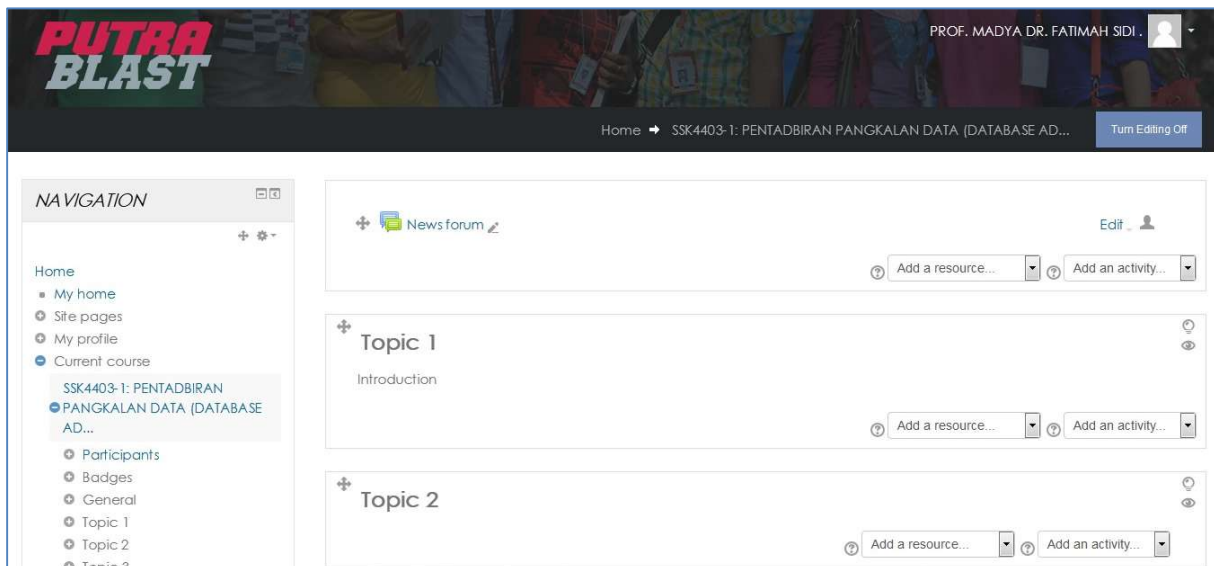
The screenshot displays a Moodle course interface. At the top, the 'PUTRA BLAST' logo is on the left, and the user profile 'PROF. MADYA DR. FATIMAH SIDI.' is on the right. The breadcrumb trail shows 'Home > SSK4403-1: PENTADBIRAN PANGKALAN DATA (DATABASE AD...)' with a 'Turn Editing On' button. The main content area is titled 'PANGKALAN DATA (DATABASE AD...)' and contains a 'News forum' block followed by ten 'Topic' blocks, labeled 'Topic 1' through 'Topic 10'. The left sidebar has two sections: 'NAVIGATION' and 'ADMINISTRATION'. The 'NAVIGATION' section includes links for 'Home', 'My home', 'Site pages', 'My profile', 'Current course', and a list of topics (1-10). The 'ADMINISTRATION' section includes 'Course administration' (Turn editing on, Users, Filters, Reports, Grades, Badges, Backup, Restore, Import, Reset, Question bank), 'Switch role to...', 'My profile settings', and 'Site administration'. A footer bar at the bottom indicates 'Moodle Docs for this page', 'You are logged in as PROF. MADYA DR. FATIMAH SIDI. (Log out)', and 'Home'. A 'You are not logged in. (Log in)' message is also present at the bottom of the page.

2.5 MEMASUKKAN KANDUNGAN BAGI SETIAP TOPIK



Bagi memasukkan kandungan untuk setiap topik yang telah disediakan, klik butang **Turn Editing On** seperti yang ditunjukkan pada gambar di atas.

Halaman akan bertukar seperti yang ditunjukkan pada gambar di bawah.

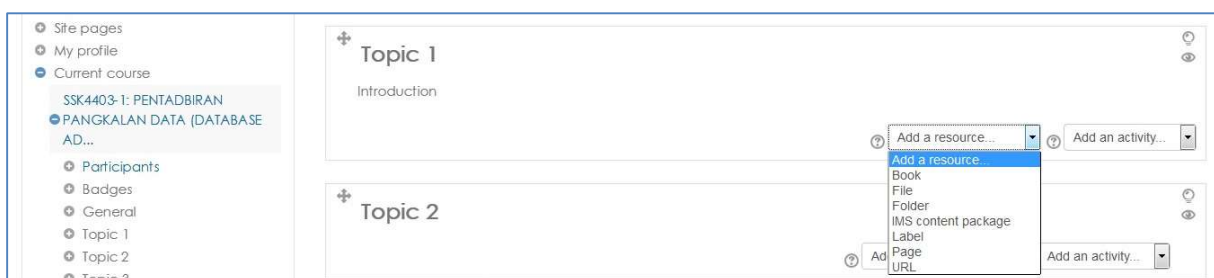


Terdapat DUA (2) pilihan untuk memasukkan kandungan iaitu:

(a) Add a resource

Memberi pilihan kepada pensyarah untuk memasukkan *resource* ke dalam setiap topik.

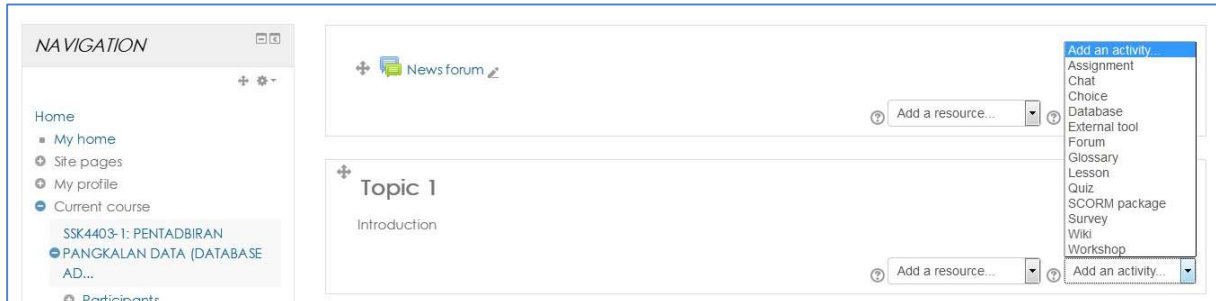
Senarai pilihan *resource* seperti gambar di bawah:



(b) Add an activity

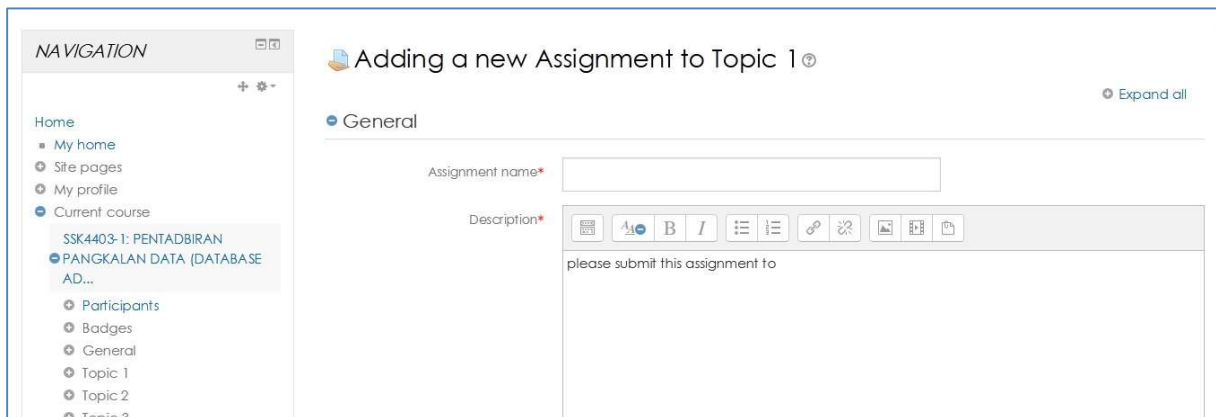
Memberi pilihan kepada pensyarah untuk memasukkan *activity* ke dalam setiap topik.

Senarai pilihan *activity* seperti gambar di bawah:



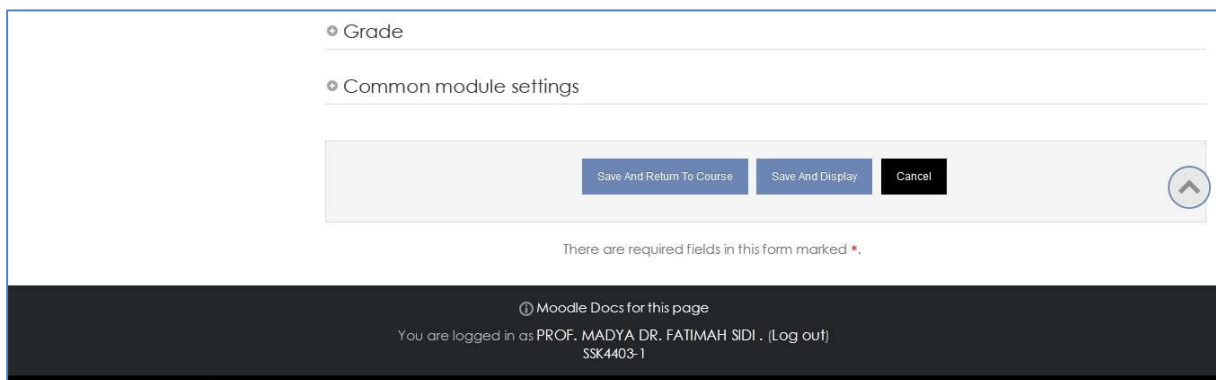
CONTOH: Memasukkan *Assignment Topic 1* ke dalam *Topic 1*

Klik pada *dropdown menu Add an activity* dan pilih *Assignment*. Halaman berikut akan dipaparkan.



NOTA: Sila pastikan *field* yang ditandakan * **WAJIB** diisi. *Field* yang tidak ditandakan * adalah *optional*.

Apabila telah selesai mengisi *field* yang diperlukan, sila klik butang **Save and Return to Course** ATAU **Save and Display** seperti yang ditunjukkan pada gambar di bawah.



Sekiranya butang **Save and Display** diklik, halaman berikut akan dipaparkan.

Assignment Topic 1
 Dateline for submission is on August 23rg, 2015

Grading summary

Participants	1
Submitted	0
Needs grading	0
Due date	Thursday, 27 August 2015, 12:00 AM
Time remaining	6 days 15 hours

[View/grade all submissions](#)

Sekiranya butang **Save and Return to Course** diklik, halaman berikut akan dipaparkan.

News forum [Edit](#)

Topic 1
 Introduction
[Assignment Topic 1](#) [Edit](#)

Bagi membuat pengolahan (*editing*) pada *Assignment* yang telah dibuat, klik pada butang **Edit** seperti yang ditunjukkan pada gambar berikut. Senarai pilihan akan dinyatakan.

Topic 1
 Introduction
[Assignment Topic 1](#) [Edit](#)

- Edit settings
- Move right
- Hide
- Duplicate
- Assign roles
- Delete

Untuk *rename* tajuk *assignment* yang telah dibuat, klik pada ikon pensil di sebelah nama *assignment* terbabit.

Topic 1
 Introduction

Untuk *assign* kandungan kepada kumpulan-kumpulan, klik pada ikon avatar di sebelah menu **Edit**. Terdapat TIGA (3) pilihan penetapan.

The screenshot shows the Moodle course editor interface. On the left is a navigation menu with 'Current course' selected. The main area shows 'Topic 1' with an 'Introduction' section and an 'Assignment Topic 1' activity. The 'Edit' button has a single user icon. A tooltip for the 'Add an activity...' dropdown menu shows 'No groups (Click to change)' as the selected option.

Default adalah **No Groups**.

The screenshot shows the Moodle course editor interface. The 'Edit' button now has three user icons. The tooltip for the 'Add an activity...' dropdown menu shows 'Separate groups (Click to change)' as the selected option.

Klik kali pertama adalah **Separate Groups**.

The screenshot shows the Moodle course editor interface. The 'Edit' button now has three user icons. The tooltip for the 'Add an activity...' dropdown menu shows 'Visible groups (Click to change)' as the selected option.

Klik kali kedua adalah **visible Groups**.

Klik kali ketiga akan kembali ke **No Groups**.

Apabila telah selesai membuat penambahan kandungan bagi topik-topik yang dipilih, sila klik butang **Turn Editing Off** bagi mengelak kehilangan kandungan yang telah dimasukkan.

The screenshot shows the Moodle course page. The top navigation bar includes the course name 'SSK4403-1: PENTADBIRAN PANGKALAN DATA (DATABASE AD...)' and a 'Turn Editing Off' button. A blue callout box with the text 'Klik butang ini' points to the 'Turn Editing Off' button. The main content area shows a 'News forum' activity and two topics, 'Topic 1' and 'Topic 2', each with an 'Add a resource...' and 'Add an activity...' dropdown menu.

2.6 MELIHAT SENARAI PELAJAR & PENGAJAR BAGI KURSUS

Untuk melihat senarai pelajar serta pengajar bagi kursus terbabit, klik pada menu **Participants** di dalam block **Navigation**.

Halaman berikut akan dipaparkan.

Klik butang ini

Enrolled users Enrol Users

Search Enrolment methods: All Role: All Status: All Filter Reset

First name / Sumame ^ / First name - phonetic / Sumame - phonetic / Middle name / Alternate name / Email address	Last access to course	Roles	Groups	Enrolment methods
PROF. MADYA DR. FATIMAH SIDI . fatimah@upm.edu.my	now	Teacher x		Manual enrolments enrolled Tuesday, 28 July 2015, 10:02 AM ✖
NURUL HANISAH BINTI RIFLI . 167892@mutiara.upm.edu.my	2 days 17 hours	Student x		Manual enrolments from Tuesday, 28 July 2015, 12:00 AM until Thursday, 28 July 2016, 10:00 AM ✖

Bagi menambah pelajar ke dalam kursus terbabit, klik butang **Enrol Users**.

Klik butang ini

Enrolled users Enrol Users

Search Enrolment methods: All Role: All Status: All Filter Reset

First name / Sumame ^ / First name - phonetic / Sumame - phonetic / Middle name / Alternate name / Email address	Last access to course	Roles	Groups	Enrolment methods
PROF. MADYA DR. FATIMAH SIDI . fatimah@upm.edu.my	now	Teacher x		Manual enrolments enrolled Tuesday, 28 July 2015, 10:02 AM ✖
NURUL HANISAH BINTI RIFLI . 167892@mutiara.upm.edu.my	2 days 17 hours	Student x		Manual enrolments from Tuesday, 28 July 2015, 12:00 AM until Thursday, 28 July 2016, 10:00 AM ✖

Klik butang ini

Enrol users

Assign roles: Student

Enrolment options

1023 users found

1	ABCIO ARICA ANAK DURING . S23011@mutiara.upm.edu.my	Enrol
2	ABDUL HADI BIN OMAR . 169966@mutiara.upm.edu.my	Enrol
3	ABDUL HAKIM BIN ABDUL AZIZ . S23268@mutiara.upm.edu.my	Enrol
4	ABDUL HAKIM BIN AWANG . S23137@mutiara.upm.edu.my	Enrol
5	ABDUL HALIM BIN ABRAR . 167859@mutiara.upm.edu.my	Enrol
6	ABDUL RAHIM BIN ABDUL RASHID . S23103@mutiara.upm.edu.my	Enrol
7	ABIDIN UNDUN . S22950@mutiara.upm.edu.my	Enrol

Search Finish Enrolling Users

Enrolled users Enrol Users

Search Enrolment methods: All Role: All Status: All Filter Reset

First name / Sumame ^ / First name - phonetic / Sumame - phonetic / Middle name / Alternate name / Email address	Last access to course	Roles	Groups	Enrolment methods
PROF. MADYA DR. FATIMAH SIDI . fatimah@upm.edu.my	now	Teacher x		Manual enrolments enrolled Tuesday, 28 July 2015, 10:02 AM ✖
NURUL HANISAH BINTI RIFLI . 167892@mutiara.upm.edu.my	2 days 17 hours	Student x		Manual enrolments from Tuesday, 28 July 2015, 12:00 AM until Thursday, 28 July 2016, 10:00 AM ✖

Enrol Users

klik butang **Enrol** pada mana-mana pelajar yang telah dipilih.

Pensyarah juga boleh mencari pelajar yang dikehendaki dengan memasukkan nama pelajar terbabit pada ruangan yang disediakan dan klik butang Search.

The screenshot shows the 'Enrol users' modal window. At the top, 'Assign roles' is set to 'Student'. Below, a list of users is displayed with 'Enrol' buttons next to each name. A blue callout box with the text 'Klik butang ini' (Click this button) points to the 'Finish Enrolling Users' button at the bottom of the modal. The background shows the 'Enrolled users' page with a search bar and filter options.

Apabila pelajar yang hendak ditambah telah dipilih, klik butang **Finish Enrolling Users**.

NOTA: Pastikan *Assign Roles* pada bahagian atas ditetapkan sebagai **Student**

Pelajar yang baharu ditambah akan dipaparkan dalam senarai **Participants**.

The screenshot shows the 'Enrolled users' page. It features a search bar and filter options for 'Enrolment methods', 'Role', and 'Status'. Below the filters is a table of enrolled users:

First name / Sumame ^ / First name - phonetic / Sumame - phonetic / Middle name / Alternate name / Email address	Last access to course	Roles	GroupsEnrolment methods
PROF. MADYA DR. FATIMAH SIDI . fatimah@upm.edu.my	32 secs	Teacher x	Manual enrolments enrolled Tuesday, 28 July 2015, 10:02 AM
NURUL HANISAH BINTI RIFLI . 167892@mutiara.upm.edu.my	2 days 17 hours	Student x	Manual enrolments from Tuesday, 28 July 2015, 12:00 AM until Thursday, 28 July 2016, 10:00 AM
ABDUL HADI BIN OMAR . 169966@mutiara.upm.edu.my	Never	Student x	Manual enrolments from Thursday, 20 August 2015, 12:00 AM