

PUTRAODL

The Best Working Adult Education System and Technology

USER MANUAL FOR PJJ UPM STUDENT



BRING TUTORING RIGHT TO YOUR HOME.

Education is the Key to Your Success

PutraODL



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 Development (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.

PutraODL

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UPM ID Registration

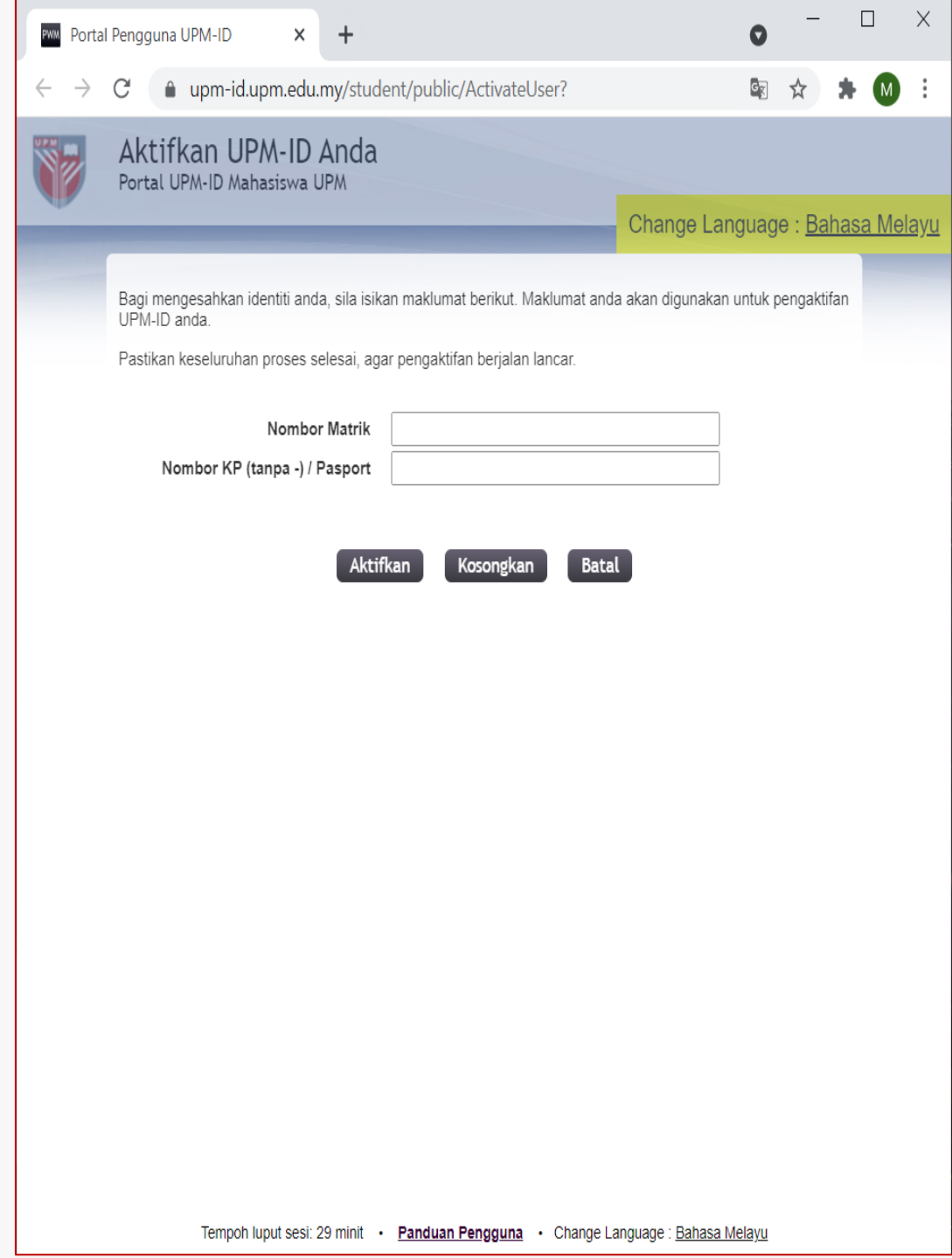
All PJJ students are required to **register** with **UPMID** before they can use PutraODL. To activate your UPMID, surf the following link and follow the instruction

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

[View More](#)

Please download and read the **user manual** for student registration [here](#)

[DOWNLOAD](#)



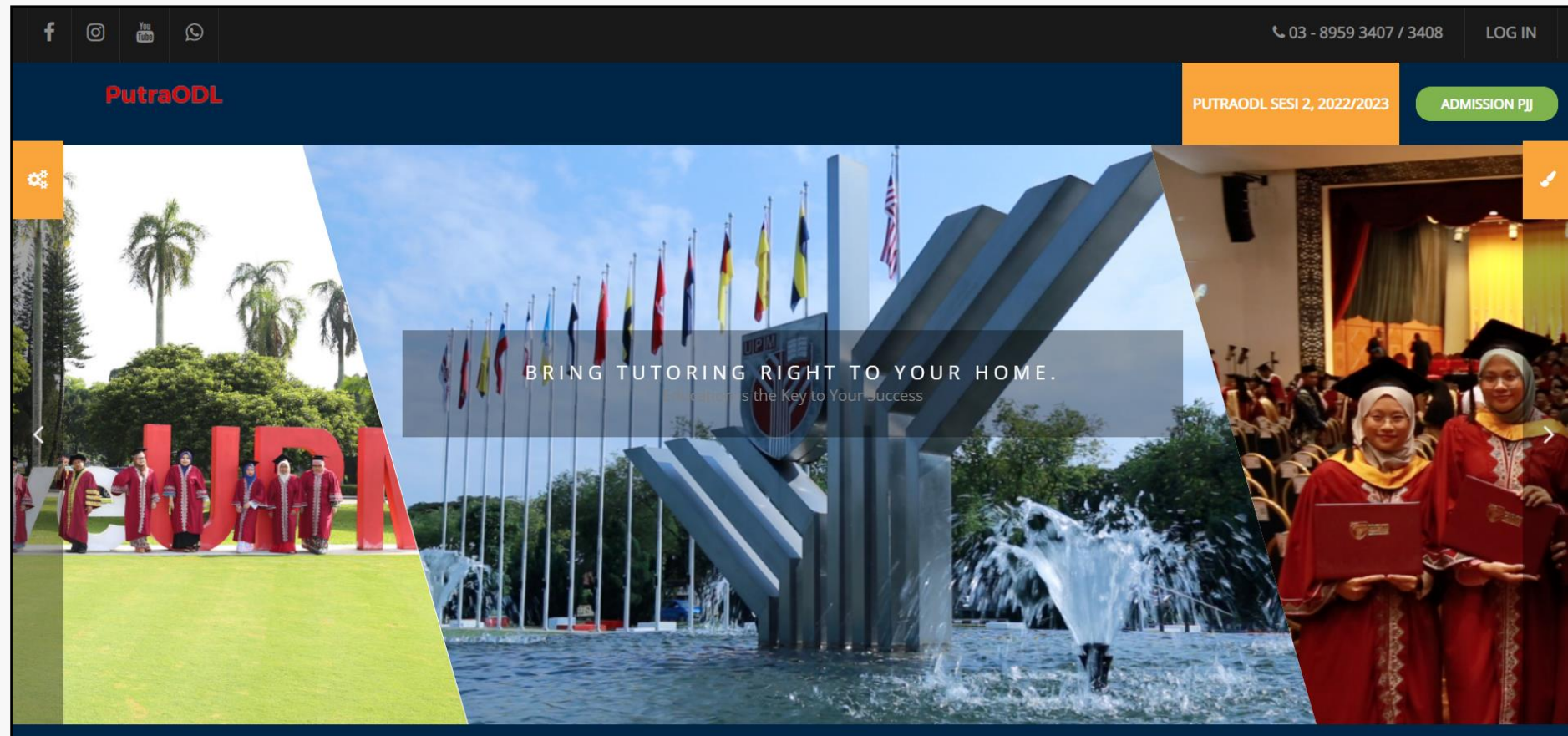
The screenshot shows a web browser window with the URL upm-id.upm.edu.my/student/public/ActivateUser?. The page title is "Aktifkan UPM-ID Anda" and the subtitle is "Portal UPM-ID Mahasiswa UPM". There is a language selection dropdown set to "Bahasa Melayu". The main content area contains a message: "Bagi mengesahkan identiti anda, sila isikan maklumat berikut. Maklumat anda akan digunakan untuk pengaktifan UPM-ID anda." followed by "Pastikan keseluruhan proses selesai, agar pengaktifan berjalan lancar." Below this are two input fields: "Nombor Matrik" and "Nombor KP (tanpa -) / Pasport". At the bottom of the form are three buttons: "Aktifkan", "Kosongkan", and "Batal". The footer of the page includes "Tempoh luput sesi: 29 minit", a link to "Panduan Pengguna", and another language selection dropdown set to "Bahasa Melayu".

Access to PutraODL Portal

PutraODL can be accessed
through these URL:

[http://putraodl.upmet.upm.edu.
my/](http://putraodl.upmet.upm.edu.my/)

Note : Please visit to get the
latest access



Click UPM ID button

1

UPM ID BUTTON

Click UPM ID button to sign in through UPM ID Portal

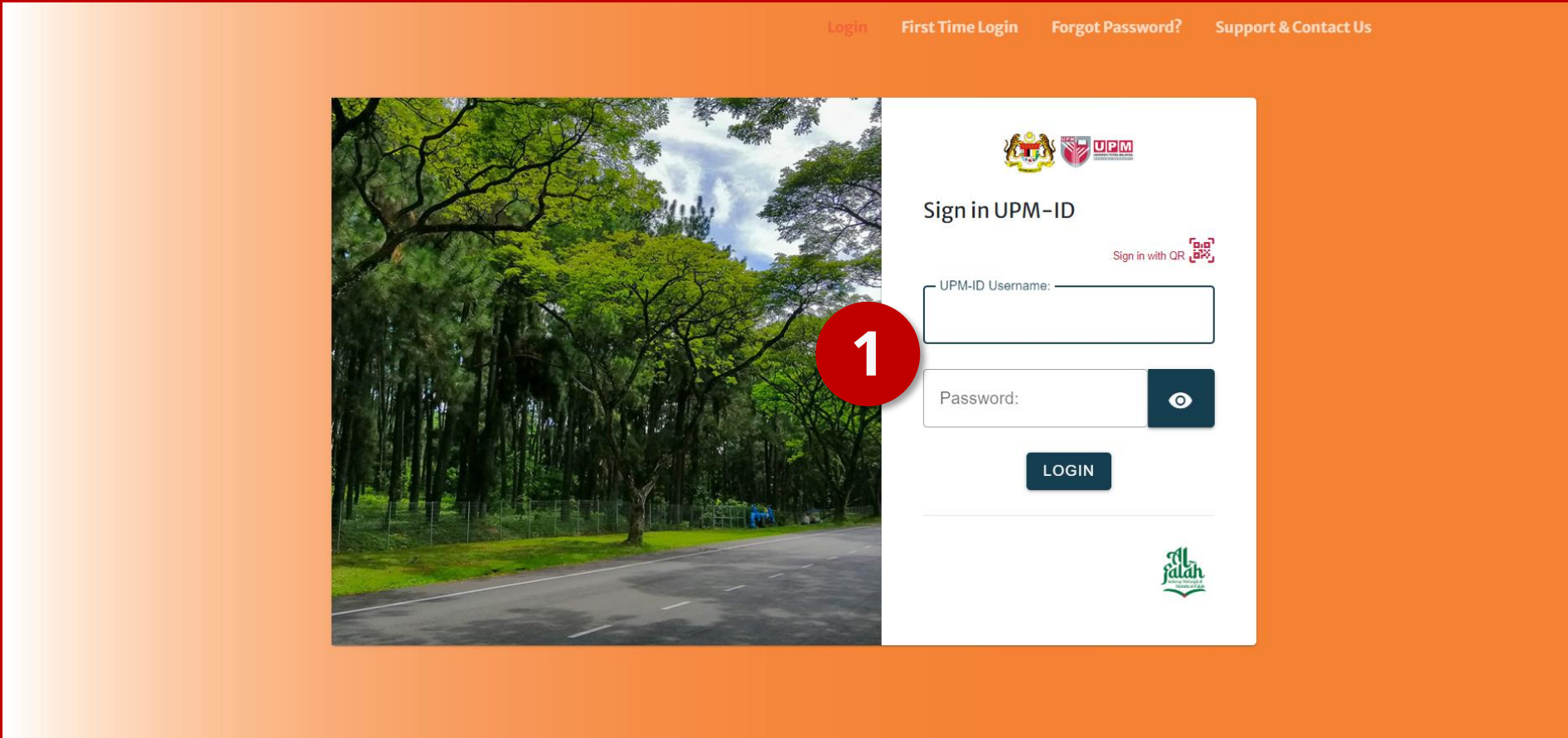


Login to UPM ID Portal

1

LOGIN UPM ID

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



The screenshot displays the UPM ID login portal. At the top, there are navigation links: [Login](#), [First Time Login](#), [Forgot Password?](#), and [Support & Contact Us](#). The main content area features the UPM logo and the text "Sign in UPM-ID". Below this, there is a "Sign in with QR" option with a QR code icon. The primary login fields are "UPM-ID Username:" and "Password:", both with input boxes. A red circle with the number "1" is overlaid on the username input box. To the right of the password input box is an eye icon for toggling visibility. A "LOGIN" button is positioned below the password field. At the bottom right of the page, the "Al-falah" logo is visible. The background of the screenshot shows a scenic view of a road lined with tall, green trees.

Page View After Successfully Login

1 Dashboard

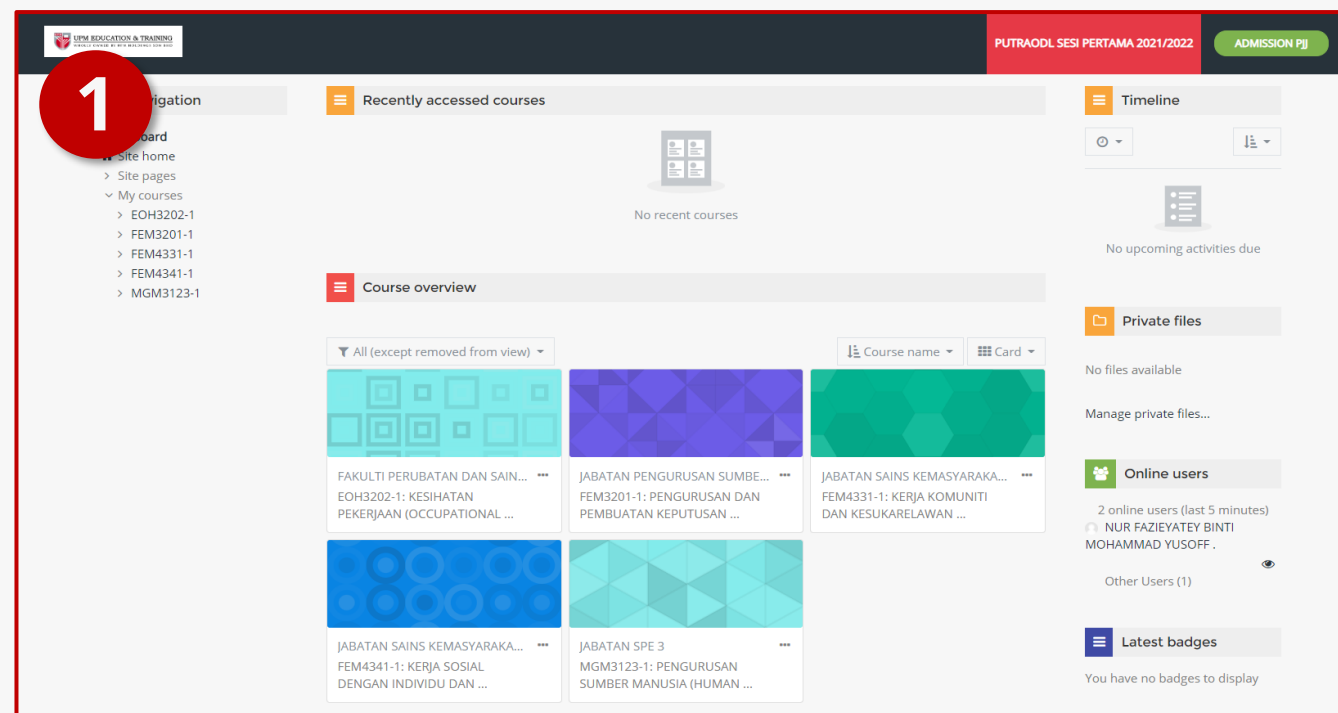
Includes various course information that students have taken. The information is such as course code name, course name, course completion percentage, calendar, timeline and others.

2 Sidebar

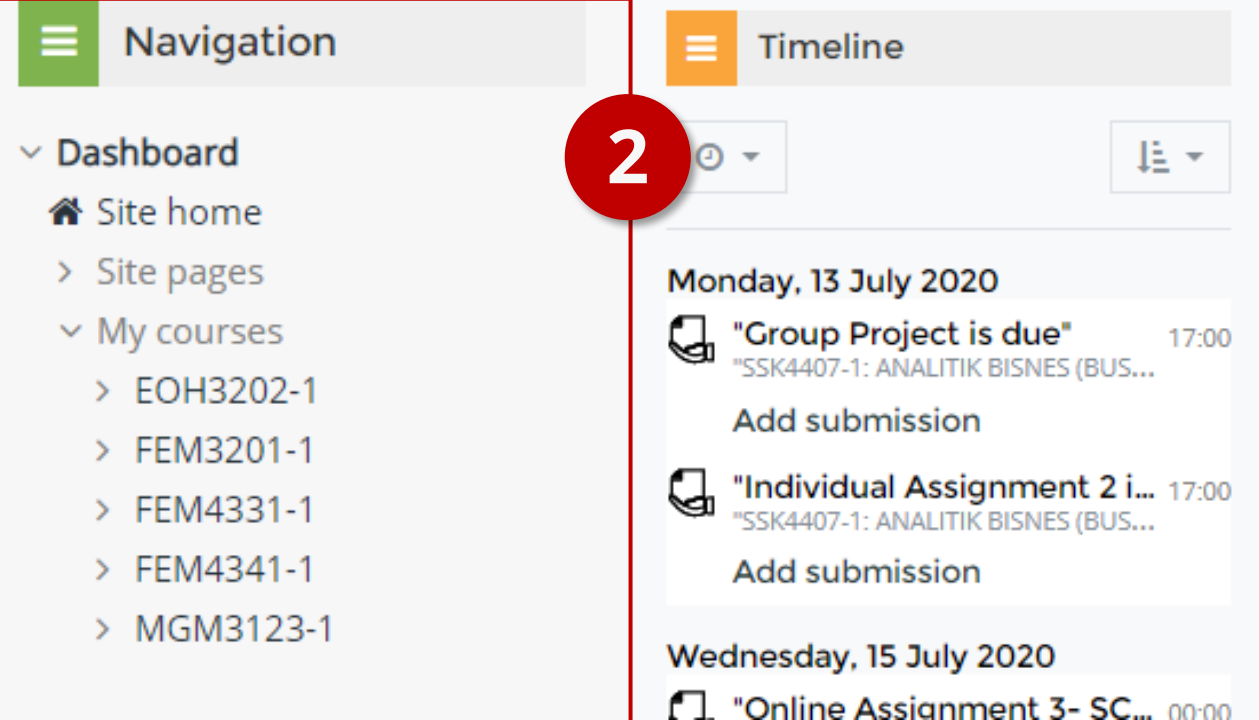
There are two sidebars on the left and right. On the left there is information such as course list, PutraODL helpdesk info and PutraODL archiving list. While on the right there is a timeline, calendar and online users. Timeline are very important for students to ensure assignments are delivered on time.

3 Notification & Message

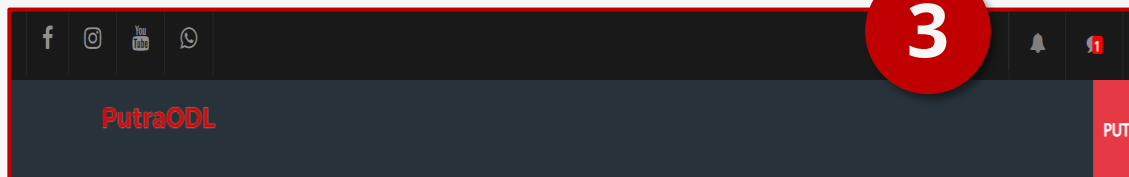
Students can see a notification if there is a new assignment in their course. Each student also can interact with other students in their courses or lecturers via message.



The screenshot shows the PutraODL dashboard. At the top, there is a navigation menu with a red circle containing the number '1' over it. The main content area includes a 'Recently accessed courses' section with 'No recent courses' displayed. Below that is a 'Course overview' section with a grid of course cards. On the right side, there are sections for 'Timeline' (showing 'No upcoming activities due'), 'Private files' (showing 'No files available'), 'Online users' (showing '2 online users (last 5 minutes)') and 'Latest badges' (showing 'You have no badges to display').



This close-up shows the navigation sidebar on the left and the timeline on the right. The sidebar has a red circle with the number '2' over it. The timeline section shows a list of assignments with due dates and times. The first assignment is 'Group Project is due' on Monday, 13 July 2020 at 17:00. The second is 'Individual Assignment 2 i...' on Wednesday, 15 July 2020 at 17:00. The third is 'Online Assignment 3- SC...' on Wednesday, 15 July 2020 at 00:00.



The footer area includes social media icons for Facebook, Instagram, YouTube, and WhatsApp. Below these is the PutraODL logo and a notification icon with a red circle containing the number '3' over it. There is also a small '1' icon next to the notification icon.

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

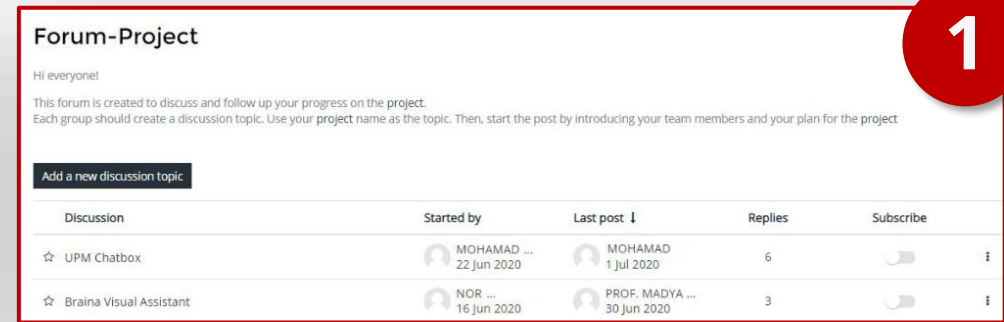
Topic and description will be included by the lecturers for students to make their discussion or views on the given topic.

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



1

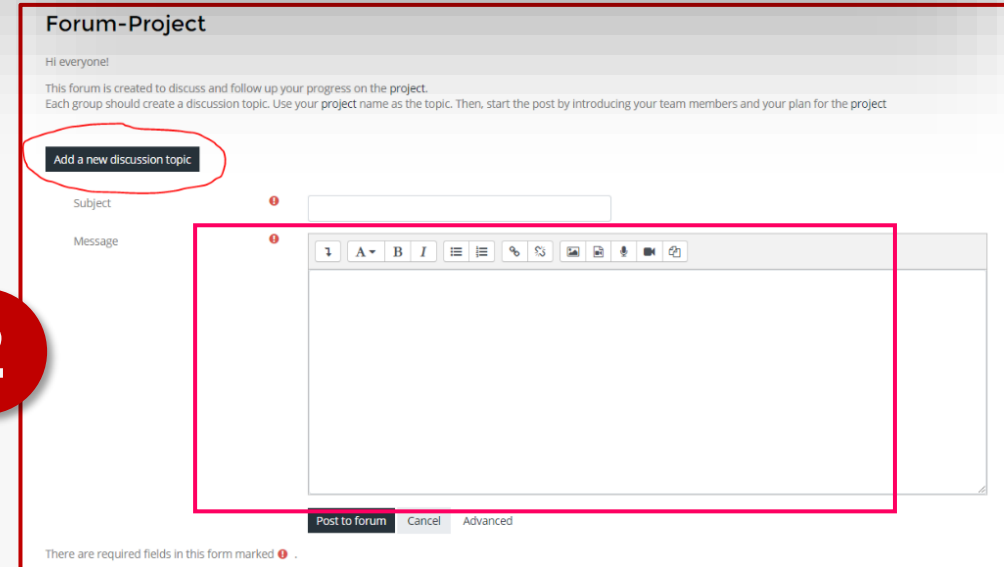
Forum-Project

Hi everyone!

This forum is created to discuss and follow up your progress on the project.
Each group should create a discussion topic. Use your project name as the topic. Then, start the post by introducing your team members and your plan for the project

Add a new discussion topic

Discussion	Started by	Last post ↓	Replies	Subscribe
☆ UPM Chatbox	MOHAMAD ... 22 Jun 2020	MOHAMAD 1 Jul 2020	6	<input type="checkbox"/>
☆ Braina Visual Assistant	NOR ... 16 Jun 2020	PROF. MADYA ... 30 Jun 2020	3	<input type="checkbox"/>



2

Forum-Project

Hi everyone!

This forum is created to discuss and follow up your progress on the project.
Each group should create a discussion topic. Use your project name as the topic. Then, start the post by introducing your team members and your plan for the project

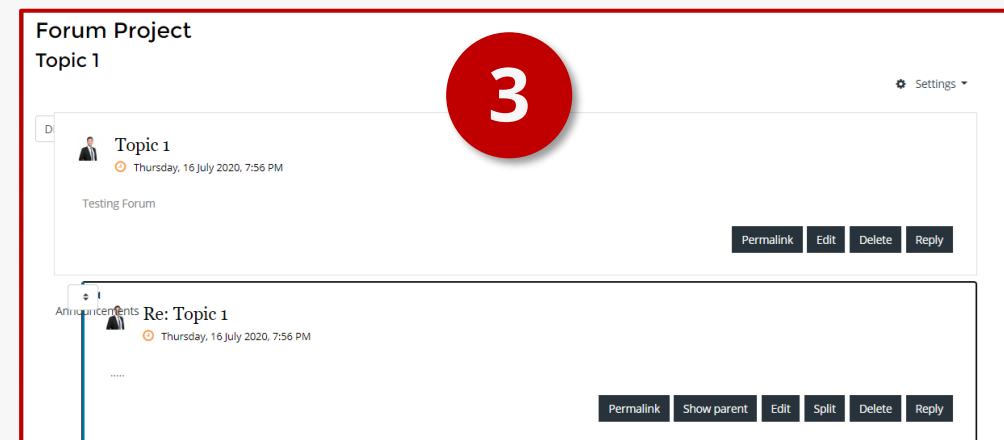
Add a new discussion topic

Subject

Message

Post to forum Cancel Advanced

There are required fields in this form marked *



3

Forum Project

Topic 1

Topic 1
Thursday, 16 July 2020, 7:56 PM

Testing Forum

Permalink Edit Delete Reply

Re: Topic 1
Thursday, 16 July 2020, 7:56 PM

Permalink Show parent Edit Split Delete Reply

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

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Friday, 24 July 2020, 12:00 AM
Time remaining	6 days 13 hours
Last modified	-
Submission comments	▶ Comments (0)

[Add submission](#)

2

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Thursday, 23 July 2020, 12:00 AM
Time remaining	5 days 13 hours
Last modified	Thursday, 16 July 2020, 3:22 PM
File submissions	PutraBLAST - Kalender Akademik_20192020_update08052019.docx 16 July 2020, 3:22 PM
Submission comments	▶ Comments (0)

[Edit submission](#) [Remove submission](#)

assignment1

Grading summary

Hidden from students	No
Participants	2
Submitted	1
Needs grading	1
Due date	Thursday, 23 July 2020, 12:00 AM
Time remaining	5 days 13 hours

[View all submissions](#) [Grade](#)

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

Topic 3

 file 1

 file 2

 File 3

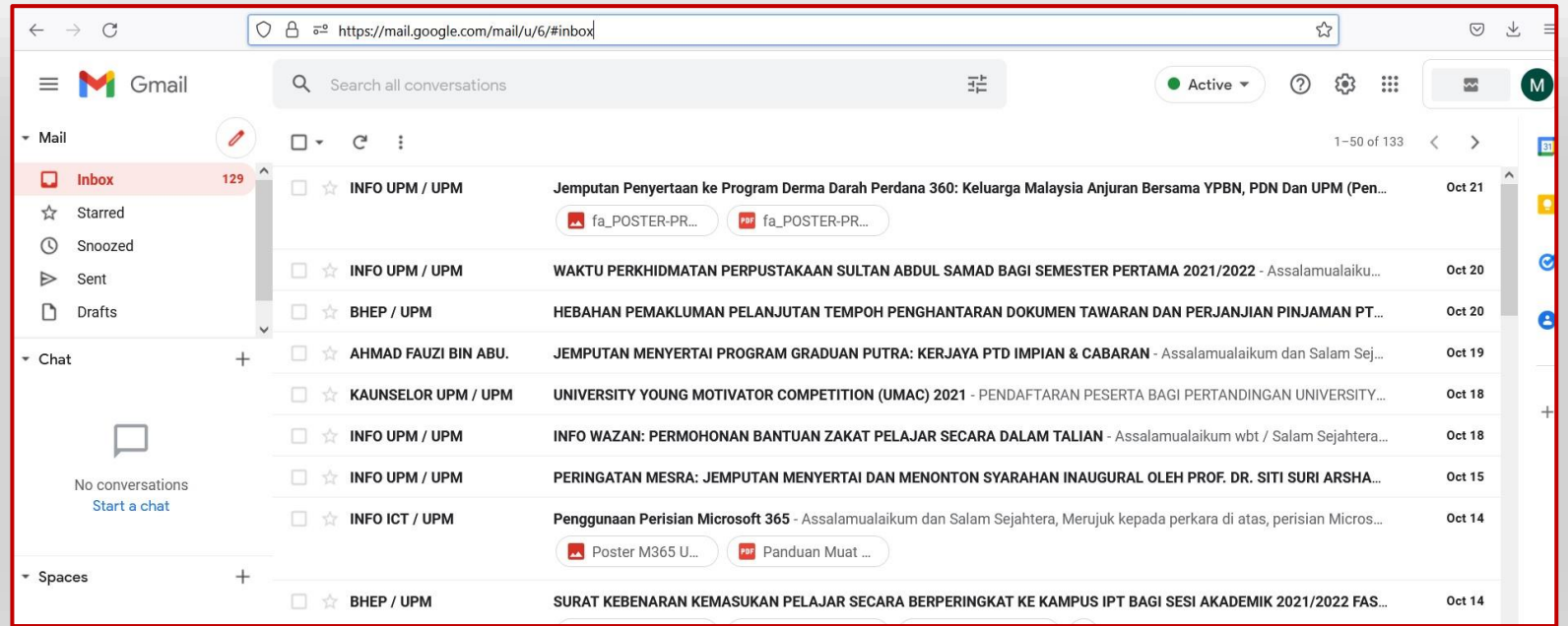
Activity

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

Email Rasmi

URL

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



Helpdesk PutraODL

Account

For assistance on empty profile or missing subjects please email to

putraodl@upmholdings.com.my

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.