USER MANUAL FOR

CONTINUOUS QUALITY IMPROVEMENT (CQI)
INPUT COURSE LEARNING OUTCOMES (CLO)
LEARNING OUTCOME CLUSTER (LOC)

UUM
Universiti Utara Malaysia

GUIDE 1

User Manual for CQI Input (Lecturer)

Menu – Lecturer

1. Log in to OBE System

LECTURER

Scheme Of Work
○ Setup Scheme Of Work

Syllabus

○ Syllabus/TeachingPlan_Lect

○ List of Completed Syllabus and Teaching Plan By School

Student's Result

○ Mark Distribution Coursework

○ Mark Distribution Final

○ Replacement Exam

○ Final Grade - Assessment

○ Final Grade

○ Statistic By Grade

○ Require Mark Moderation

○ Download Assessment - Excel

Analysis and Report

○ Statistic CLO

○ Statistic LOC

○ Statistic LOC (Individual Group)

CQI Input (CLO)

○ CQI Input (CLO)

○ CQI Report (CLO)

2. Choose Lecturer Menu

2. Under CQI Input (CLO) Menu, choose CQI Input submenu

4. Choose *Semester*
5. Choose *Course*
6. Choose *Group*

a. Click *Save Draft* button if not complete
b. Click *Submit to Course Coordinator* button when complete

2. Input reflection information for
   a. Item 1, 2 and 3 at *Course Reflection*
   b. Item 1 and 2 at *Course CQI-CLO*
   c. Item 1 at Overall Comments

   * Use *Supporting Document* (url) menu if there is a need to input additional information

3. After clicking *Submit to Course Coordinator* button, *Page CQI Input Preview Confirmation* will be displayed as follows

4. If satisfied with the input, click *Continue* button
5. After clicking *Continue* button, *pop-up Confirmation* will be displayed. Then, click *Yes* button if want to continue to *Submit to Course Coordinator*

6. Report status will be changed to *Submitted to Course Coordinator*

7. After approval by the Dean, *CQI Input Status* will be changed to *Approved*.

CQI REPORT

Semester	A231 - (2023/2024 1 - First)
Course	SQIT3053 - COMPUTER AIDED DECISION MAKING
Group	A

CQI Input Status: **Approved**

COURSE REFLECTION

1. Please give reflection on your overall strategy in teaching/supervision as well as evaluation. (Sila buat refleksi tentang strategi anda secara keseluruhan dalam pengajaran/penyeliaan serta penilaian.)

test

Supporting Document (URL) :   N/A

2. Please reflect on your creativity and innovation as well as its impact on teaching and learning. (Sila buat refleksi tentang kreativiti dan inovasi anda serta kesannya terhadap pengajaran dan pembelajaran.)

test

Supporting Document (URL) :   N/A

3. Please reflect on your strategy in teaching/supervision as well as evaluation based on students' testimonial. (Sila buat refleksi tentang strategi anda dalam pengajaran/penyeliaan serta penilaian berdasarkan testimoni pelajar.)

test

Supporting Document (URL) :   N/A

COURSE CQI - CLO

1. Please comment on the achievement of the Course Learning Outcomes (CLO). (Sila berikan komen tentang pencapaian Hasil Pembelajaran Kursus (CLO).)

test

Supporting Document (URL) :   N/A

2. Please suggest actions to improve the achievement of the Course Learning Outcomes (CLO). (Sila cadangkan tindakan untuk meningkatkan pencapaian Hasil Pembelajaran Kursus (CLO).)

test

Supporting Document (URL) :   N/A

OVERALL COMMENTS

1. Does the course content require revision? If yes, please suggest. (Adakah kandungan kursus ini memerlukan semakan? Jika ya, sila beri cadangan.)

test

Supporting Document (URL) :   N/A

STATISTIC CLO

QAT : 70%
70% of the students achieve more than 50% of the marks "proficient" and above for each CLO.

No.	CLO No.	Count of Student	Below Basic [0,25]	Basic (25,50]	Proficient (50-75]	Advance (75,100]	Achieved Target %	Remark
1.	CLO1	25	0 / 0.00%	0 / 0.00%	0 / 0.00%	25 / 100.00%	25 / 100.00%	Achieved
2.	CLO2	25	2 / 8.00%	0 / 0.00%	4 / 16.00%	19 / 76.00%	23 / 92.00%	Achieved
3.	CLO3	25	0 / 0.00%	0 / 0.00%	2 / 8.00%	23 / 92.00%	25 / 100.00%	Achieved

LEGEND :

CLO	Domain
CLO1	Describe the role and potential of computer, and DSS characteristics and components as well as its integration with other organizational computer-based information to support decision making in the current business environment.(A1,P1,C1)
CLO2	Analyse the technical and non-technical issues related to DSS when developing a DSS project using ready-made software.(C4)
CLO3	Demonstrate the knowledge and skills in the applications of computer packages commonly used in business and management.(A3,C3,P5)

VALIDATION

Endorsed By	Approved By
Name : Prof. Madya D████████████████	**Name :** Prof.█████████████████
Date : 04/03/2024	**Date :** 04/03/2024

GUIDE 2

User Manual for CQI Input (Course Coordinator) – Input CQI Report Validation Module

1. Log in to the OBE System
2. Choose Course Coordinator Menu

Choose *Course Coordinator Menu*

On CQI Input (LOC), choose Submenu List of Courses to Endorse (CLO)

3. Choose Semester.
4. If there is no course list, use the Search function using Course Code or Course Name or Status

Choose Endorse to Confirm or Revise if it is found that the Lecturer's CQI Input CLO needs to be improved

5. If satisfied/unsatisfied with the CQI Input CLO report, the Course Coordinator can choose to Endorse/Revise.

6. Pop-up Menu will be displayed if you click either Revise or Endorse

Confirmation

Are you sure to Revise?

| Yes | No |

Confirmation

Are you sure to Endorse?

| Yes | No |

7. On the Course Coordinator Menu, choose List of Courses to Endorse (CLO) to view the list of courses

8. Choose Semester. If there is no course list, use the Search function using Course Code or Course Name or Status
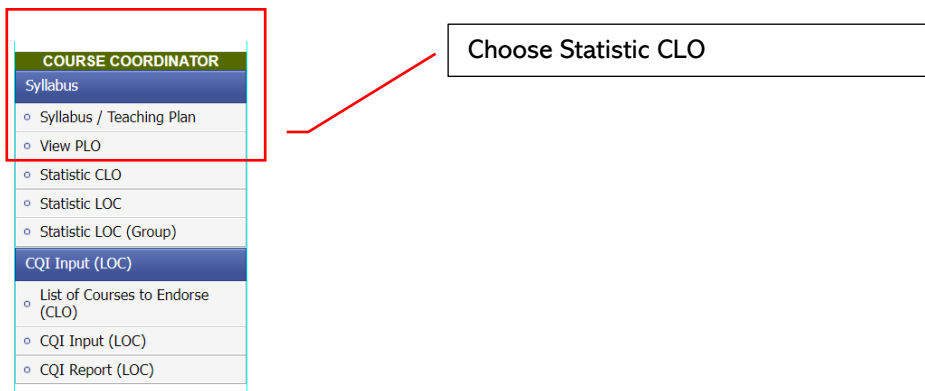
GUIDE 3

User Manual for CQI Input (Course Coordinator) – *CQI Input LOC Report*

For the purpose of preparing the Input CQI (LOC) report, two main things need to be done, namely:

    a.   Review Statistic CLO
    b.   CQI Input (LOC)

    a.   Review Statistic CLO
        1.   Choose Course Coordinator Menu
        2.   On Submenu Syllabus, choose Statistic CLO

COURSE COORDINATOR

Syllabus
- Syllabus / Teaching Plan
- View PLO
- Statistic CLO
- Statistic LOC
- Statistic LOC (Group)

CQI Input (LOC)
- List of Courses to Endorse (CLO)
- CQI Input (LOC)
- CQI Report (LOC)

Choose Statistic CLO

        3.   Choose Semester
        4.   Choose Course to see the report

Achievement of all students in the group according to CLO

STATISTIC CLO

Semester: A222 - (2022/2023 2 - Second)
Course: GMGA2033 - ETHICS FOR PUBLIC ADMINISTRATOR

QAT : 70%
70% of the students achieve more than 50% of the marks "proficient" and above for each CLO.

No.	CLO No.	Count of Student	Below Basic [0,25]	Basic (25,50]	Proficient (50-75]	Advance (75,100]	Achieved Target %	Remark
1.	CLO1	79	0 / 0.00%	0 / 0.00%	26 / 32.91%	53 / 67.08%	79 / 100.00%	Achieved
2.	CLO2	79	1 / 1.26%	15 / 18.98%	28 / 35.44%	35 / 44.30%	63 / 79.74%	Achieved
3.	CLO3	79	29 / 36.70%	10 / 12.65%	16 / 20.25%	24 / 30.37%	40 / 50.63%	Not Achieved
4.	CLO4	79	0 / 0.00%	0 / 0.00%	0 / 0.00%	79 / 100.00%	79 / 100.00%	Achieved

Overall comments :

No.	Lecturer Name	Course Group	Overall comments	Supporting Document (URL)
1.	Dr. Zarina binti Zulkifli	A	xxx	

LEGEND :

CLO	Domain
CLO1	Explain the concept of ethics (ethical citizenship) as practiced in Malaysia(C2,A3)
CLO2	Discuss the importance of discipline and accountability in public administration(C2)
CLO3	Apply knowledge of laws and regulations to be observed by public administrators(C3)
CLO4	Demonstrate what a customer-oriented service(C3)

Overall Comments from each group of courses will be displayed to assist the course coordinator to produce a CQI Report

b. CQI Input (LOC)
1. Choose Submenu CQI Input (LOC)
2. Choose CQI Input (LOC)
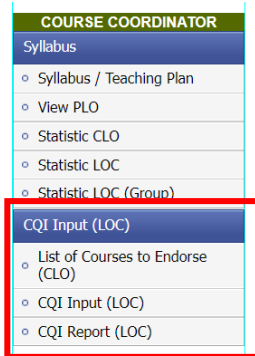
3. Choose Semester and Course Name
4. Enter Discussion and Recommendation for each LOC of the course
5. When finish, press Submit to TDA (Deputy Academic Dean)

6. Press *Continue* when completed

7. Pop-up will be displayed for confirmation and press YES

8. Input CQI status will change to **Submitted to TDA**

9. Once approved by TDA, the CQI Input LOC report will change to CQI Input Status: **Approved**

CQI INPUT REPORT

Semester: A222 - (2022/2023 2 - Second)
Course: GMGA2033 - ETHICS FOR PUBLIC ADMINISTRATOR

CQI Input Status: Approved

LOC1

No	Assessment
1	FINAL EXAM

No.	LOC	Count of Student	BelowBasic [0,25]	Basic (25,50]	Proficient (50, 75]	Advance (75,100]	Achieved Target %	Remark
1.	Knowledge and Understanding (LOC1)	79	0 / 0.00%	6 / 7.59%	39 / 49.36%	34 / 43.03%	73 / 92.40%	Achieved

* Discussion:
(Discuss the results of LOC achievement for the program based on selected courses and focus on the issues and challenges to deliver the knowledge or skill specified during the semester. If you are closing the loop, you need to consider the recommendation made in the previous semester and discuss the impact of that recommendation towards the LOC achievement).

test

* Recommendations:
(Propose a recommendation to improve the delivery/assessment of the knowledge or skill mapped to the specified LOC that can be implemented in the following semester to ensure continuous improvement).

testt

LOC2

No	Assessment
1	FINAL EXAM

No.	LOC	Count of Student	BelowBasic [0,25]	Basic (25,50]	Proficient (50, 75]	Advance (75,100]	Achieved Target %	Remark
1.	Cognitive Skills (LOC2)	79	29 / 36.70%	10 / 12.65%	16 / 20.25%	24 / 30.37%	40 / 50.63%	Not Achieved

* Discussion:
(Discuss the results of LOC achievement for the program based on selected courses and focus on the issues and challenges to deliver the knowledge or skill specified during the semester. If you are closing the loop, you need to consider the recommendation made in the previous semester and discuss the impact of that recommendation towards the LOC achievement).

test

* Recommendations:
(Propose a recommendation to improve the delivery/assessment of the knowledge or skill mapped to the specified LOC that can be implemented in the following semester to ensure continuous improvement).

test

LOC4a

No	Assessment
1	Individual Assignment

No.	LOC	Count of Student	BelowBasic [0,25]	Basic (25,50]	Proficient (50, 75]	Advance (75,100]	Achieved Target %	Remark
1.	Personal Skills (LOC4a)	79	0 / 0.00%	0 / 0.00%	11 / 13.92%	68 / 86.07%	79 / 100.00%	Achieved

* Discussion:
(Discuss the results of LOC achievement for the program based on selected courses and focus on the issues and challenges to deliver the knowledge or skill specified during the semester. If you are closing the loop, you need to consider the recommendation made in the previous semester and discuss the impact of that recommendation towards the LOC achievement).

test

* Recommendations:
(Propose a recommendation to improve the delivery/assessment of the knowledge or skill mapped to the specified LOC that can be implemented in the following semester to ensure continuous improvement).

test

LOC5

No	Assessment
1	Group Presentation
2	Group Assignment

No.	LOC	Count of Student	BelowBasic [0,25]	Basic (25,50]	Proficient (50, 75]	Advance (75,100]	Achieved Target %	Remark
1.	Ethics and Professionalism (LOC5)	79	0 / 0.00%	0 / 0.00%	0 / 0.00%	79 / 100.00%	79 / 100.00%	Achieved

* Discussion:
(Discuss the results of LOC achievement for the program based on selected courses and focus on the issues and challenges to deliver the knowledge or skill specified during the semester. If you are closing the loop, you need to consider the recommendation made in the previous semester and discuss the impact of that recommendation towards the LOC achievement).

test

* Recommendations:
(Propose a recommendation to improve the delivery/assessment of the knowledge or skill mapped to the specified LOC that can be implemented in the following semester to ensure continuous improvement).

test

VALIDATION

Approved By

Name : Prof.
Date : 06/03/2024