UKMFolio™ STUDENTS' BASIC USER GUIDELINES

PURPOSE

1.0 These guidelines are intended to clarify the use of UKMFolio™ as Universiti Kebangsaan Malaysia's (UKM) official online learning platform. It is in compliance with the implementation of:

1.1 Movement Control Order from 18 - 31 March 2020:

1.2 Extended Movement Control Order until 14 April 2020:

1.3 Extended Movement Control Order until 12 May 2020:

1.4 Conditional Movement Control Order from 04 May 2020 until 09 June 2020:

1.5 Vice-Chancellor Circular No. 1/2020, March 17, 2020 which outlined the purpose of implementing the UKM staff movement control order as a precautionary measure to prevent the spread of the COVID-19 pandemic in UKM:

1.6 Vice-Chancellor Circular No. 2/2020, March 27, 2020 which outlined the extension of the movement control order until April 14, 2020 at UKM; and

1.7 Vice-Chancellor Circular No. 4/2020, May 02, 2020 which provides description of the working guidelines as a precautionary measure for the prevention of the COVID-19 outbreak in UKM.

DEFINITION

2.0 UKMFolio™

2.1 UKMFolio™ is a Learning Management System (LMS) in UKM.

2.2 This platform is the official platform for UKM to carry out asynchronous learning activities for continuous Teaching and Learning (T&L) and online exams.

2.3 UKMFolio™ users comprise of UKM lecturers, part-time lecturers, demonstrators, tutors, students, and non-academic staff.

UKMFolio™ STUDENTS' LEARNING PROCEDURE

3.0 UKMFolio™ log in

    3.1 To start online T&L, students can log in to UKMFolio™ via https://ukmfolio.ukm.my/

    3.2 Students can log in to UKMFolio™ using their matric numbers and passwords.

4.0 UKMFolio™ Introduction Course for Students

    4.1 This course is accessible as follows:

        Log in UKMFolio™ > Courses > National University of Malaysia> UKMF0002 Introduction to UKMFolio™ for Students > enroll.

    4.2 This course describes the procedures for using UKMFolio™ effectively.

5.0 The basics of UKMFolio™ for students are the understanding of active learning, mobile applications, updating profiles and searching for courses based on faculty lists.

    5.1 AktivUKM™ learning is a learning method that involves students' participation or involvement in the learning process, in contrast to the traditional one-way teaching method.

    5.2 Active Learning involves three (3) elements: Pedagogy, Space and Technology. For more information, students can go to the following link https://bit.ly/videeducational education.

    5.3 UKMFolio™ Mobile App for students can be downloaded from the Play Store (Android) and the App Store (Apple). Steps for downloading this application are as follows:

        5.3.1 Sign in to the Play Store or App Store > Search: Moodle > Downloads > Enter UKMFolio™ Url https://ukmfolio.ukm.my/ > Connect! > Log in using Matric Number and password > UKMFolio™ is ready for use through the student's mobile phone.

        5.3.2 For more information students can visit the following link https://bit.ly/moodleapps.

    5.4 Access to UKMFolio™ materials offline using mobile applications can help students with limited internet data. The steps are:

        5.4.1 Refer to item 5.3.1 to download Moodle Applications to smartphones.

        5.4.2 Enter a course > Press three (3) dots above the header > Show download options > Download course > Press OK.

5.4.3   For more information students can visit the following link https://bit.ly/downloadcourseukmfolio.

5.5   Updating a student's profile can be accomplished with a few steps:

5.5.1   Log in to UKMFolio™ > Click the profile picture box > Dashboard > Edit profile > Enter related information > Insert user picture > Upload a file > Choose file > Select student picture > Upload > Update profile.

5.5.2   For more information students can visit the following link https://bit.ly/kemaskiniprofile.

5.6   For list of courses by faculty, please follow these steps:

Log in to UKMFolio™ > Courses > Click on Faculty / Institute / Center > Search courses > Start online learning.

6.0   Navigation and communication within UKMFolio™ is particularly important for managing all the enrolled courses for the semester. This feature is very important in UKMFolio™ in order for the teaching and learning process to occur smoothly and orderly.

6.1   Navigation using breadcrumbs in the UKMFolio™ can be viewed at the following link https://bit.ly/breadcrumbsuk portfolio.

6.2   Navigation for the organized and systematic dashboard management can be viewed at the following link https://bit.ly/dashboardukmfolio.

6.3   Navigation for the starred courses can be found further at the following link https://bit.ly/starredcourses.

7.0   Synchronous online teaching can be implemented through the Microsoft Teams platform. While the asynchronous online teaching, as stated earlier, is through the UKMFolio™ platform.

7.1   Synchronous online teaching using Microsoft Teams requires students to sign up for a new Microsoft Office 365 account via the following link https://www.microsoft.com/en-us/education/products/office. Following which students can log in to Microsoft Teams through the office.com link.

7.2   Signing up for a new Microsoft Office 365 account requires using the students' UKM email. If students cannot recall their official UKM email, they can apply

through the Student Email Application System at the following link https://bit.ly/speep.

7.3   Any complaints regarding Office 365 and Microsoft Teams can be emailed to the Pusat Teknologi Maklumat (PTM) Helpdesk team, admin_office365@ukm.edu.my and helpdeskptm@ukm.edu.my.

7.4   In addition to synchronous learning via Microsoft Teams, other alternative applications such as Google Hangouts, Zoom, Webex and many more may also be used by lecturers for T&L purposes. Students should always be prepared to use any of these applications as set by their respective course lecturers.

8.0   Students can submit assignments to lecturers using the features within UKMFolio™.

    8.1   Steps for assignment submissions are:

    Students enter the Submission Status > Add submission > Drag files in the space provided or Upload Files > Save changes > Fill up Submission Comment (if applicable).

    8.2   For more information, students can visit the following link bit.ly/tugasanpelajar1.

9.0   Students can also submit assignments through Google Drive, YouTube dan One Drive.

    9.1   Assignment submissions through Google Drive are specifically for large files of up to 10 MB in size. Steps to submit assignment are:

    Students go to the Submission status > Add submission > File submissions > Click Files > File picker: Google Drive > Log in to your account > Select the related file > Select the file > Save changes.

    9.2   Uploading videos to the YouTube platform and sharing YouTube links, Google Drive and OneDrive on the UKMFolio™ platform.

        9.2.1   The steps for uploading a video to the YouTube platform are:

            Sign-in to your YouTube account using your Google account > Upload > Select Unlisted (only the link recipients can view the video) > Upload video > Copy video link > Embed link on UKMFolio™ platform as in step 9.1 above.

        9.2.2   OneDrive link embed steps are:

            Log in to Office 365 using student account > Click OneDrive > Manage access > Copy link (Anyone with the link can view) > Embed link on the UKMFolio™ platform as in step 9.1 above.

10.0 There are several helpful channels for learning UKMFolio™.

    10.1 UKMFolio™ Introduction course for students can be accessible at UKMF0002, refer to the UKMFolio™ website at https://ukmfolio.ukm.my.

    10.2 UKMFolio™ Helpdesk can be accessed at the Pengajaran-UKM website: https://www.aktivukm.my.

    10.3 UKMFolio™ complaints may be forwarded to the following link https://bit.ly/aduanukmfolio.

11.0 These guidelines are affective as of May 12, 2020. They are specifically used to assist UKM students in using UKMFolio™ efficiently.

Pusat Pengajaran dan Pembangunan Kurikulum
(Pengajaran-UKM)
Date: 12 Mei 2020

REFFERENCE

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