PSM2 Online System Guide: Supervisor/Examiner

Please use this guide to help you use the new PSM2 Online System.

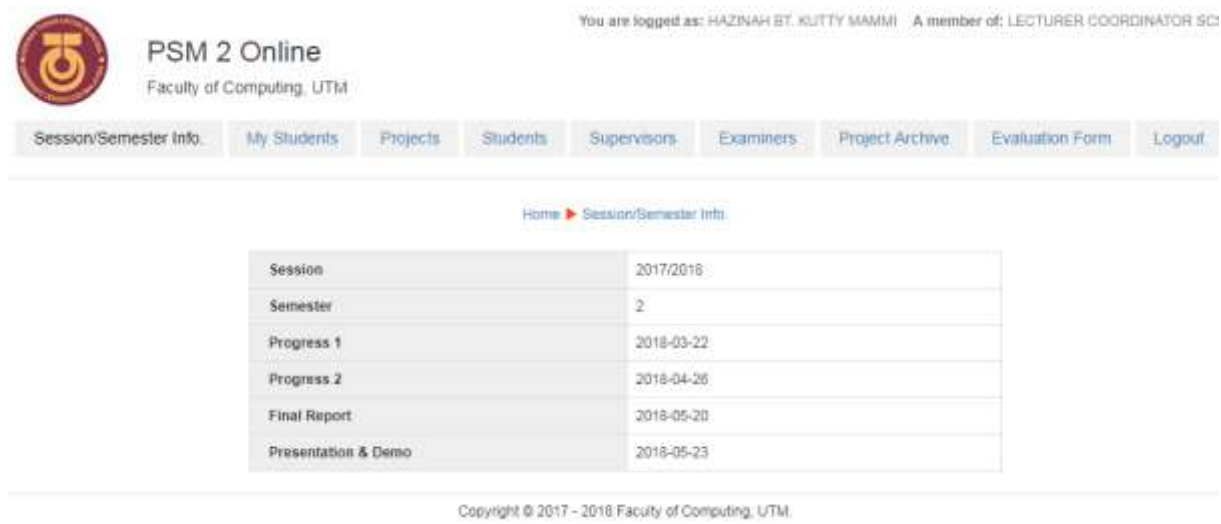**Step 1:**

Go to www.fc.utm.my, choose PSM2 Online.

Step 2:

Enter username and password.

Step 3:

Upon successful login, you will receive this window, refer Figure 1 below. Here you will see the important dates within the current semester.

Figure 1

Step 4:

Click on the My Students tab to find students under your supervision and the ones you are evaluating (ref: Figure 2). Please note that currently, evaluators have not been assigned yet. If students under your supervision are not visible, or there is an error, please feel free to contact your PSM2 Coordinator or Dr Siti Hajar or Dr Abdul Razak Samingan.

Figure 2

Under the Operation header for Supervision, you will find 4 clickable points: View Project, Progress 1, Progress 2, and Final Progress. These are to be used to enter marks for your students. Please note that Progress 1 and 2 are both opened for a specific time range only. After the time limit is up, you cannot enter marks.

Step 5:

To give marks, select one of the options, say Progress 1. Click the *Update* button and you will find radio buttons for marks (ref: Figure 4). Hovering the pointer on any marks button will show you the rubrics for it. Complete the marks and your supervisory comments, click *Save*.

Figure 3

Figure 4

Step 6:

To input marks as examiner/evaluator, click on the Examination link on the left side of the page. A list of all students that you will need to assess will be shown, along with Examiner status (ref.: Figure 5). Under the ***Operation*** header of Examination, you will find two clickable points: View Project and Evaluation. The former is to view project details; the latter is to input marks.

Figure 5

Step 7:

To give marks, select Evaluation. Click the ***Update*** button and you will find radio buttons for marks (ref: Figure 6). Hovering the pointer on any marks button will show you the rubrics for

it. Complete the marks and your evaluation comments, click *Save*. Please note that comments are compulsory.

Figure 6

When you are done, please log out of the system.