

FAQ – New KPI for SPeCTRUM Usage

1. What are the new KPI for SPeCTRUM Usage?

ANS:

- **New KPI:** Innovative Teaching – to increase teaching quality.
- **Target 2015:** 30% for all faculties

2. What is the measurement for this new KPI?

ANS: Measurement: Percentage of courses using **blended mode**. A course is considered blended when 30 to 79 percent of course content or activities are given or conducted online to either support or replace face-to-face learning.

Percentage of active courses is calculated based on the following formula:

$$\frac{\text{Number of active courses}}{\text{Total number of courses in the faculty}} \times 100$$

3. What are the minimum requirements for blended learning?

ANS: To fulfill the minimum requirements for blended learning, a course in SPeCTRUM must contain:

Category	Description	Number
Course Information	Pro-Forma (Borang 7), Current Course Information (Borang 8)	1
Resources	File Page URL Book Folder SCORM/IMS content package External tool	7
Activities	Chat Choice Database Feedback Forum (2-way) Glossary Group choice Lesson Questionnaire Survey Wiki	3
Assessment	Assignment Quiz Workshop Turnitin	2

4. How does SPeCTRUM Reporting System analyse the usage of each course?

ANS:

- The SPeCTRUM reporting now follows the latest calculation methodology prescribed by KPM. Instead of 4 criteria's, the activities in SPeCTRUM now falls under **4 categories (Course Information, Resource, Activity and Assessment)**.
- If a course has met the minimum usage required for all the categories, the blended status of a course will be displayed as **'Yes'** (Active).
- If a course does not meet the minimum number of usage for any category, the blended status will be displayed as **'No'** (Inactive).
- Courses with duplicate records in the report is due to the way the course being set up in the system. Each lecturer is assigned a course website even though it is a shared subject. If the lecturing team decided to combine forces and use only one course, one will normally be abandoned and will remain inactive.
- Link to assess SPeCTRUM Reporting System: <http://spectrum.um.edu.my/spectrumreport/>
- List of Abbreviations appeared in your individual report:**

LEGEND					
Resources		Activity		Assessment	
BK	Book	CH	Chat	QZ	Quiz
FD	Folder	CO	Choice	AS	Assignment
FI	File	DB	Database	WO	Workshop
PG	Page	FE	Feedback	TI	Turnitin
UR	URL	FO	Forum		
SC	Scorm	GL	Glossary		
		GC	Group Choice		
		LE	Lesson		
		QU	Questionnaire		
		SU	Survey		
		Wi	Wiki		
		EX	External Tool		

- Screenshot for Spectrum Usage Report (Individual):**

#	Name	Staff ID	Ummali	Fakulti	Course	FI	PG	UR	SC	BK	FD	CH	CO	DB	FE	FO	GL	SC	LE	QU	SU	WI	QZ	AS	WO	TI	Blended
1	CHIAM YIN KIA	00009560	yinkia	C	WXGC6106	76	6	47	0	0	2	0	1	0	0	106	0	0	0	1	0	0	1	2	0	1	Yes

NOTE: RED – Resource; Yellow – Activity; Blue - Assessment

5. How to meet the requirement for Course Information Category? How does the SPeCTRUM Reporting System assess whether the lecturer has uploaded the Pro-Forma?

ANS:

- A lecturer will meet Pro-forma criteria if the lecturer have minimum 8 resources, as the lecturer already key in their pro-forma in SKMS system. The pro-forma is at the moment lumped together with resources. So the number of resources should be 8 to include Pro-forma which is normally uploaded as pdf or word file.
- **In the future**, the information will be pulled from the SKMS system so the lecturers no longer have to upload this.

6. When does the SPeCTRUM Reporting System generate the usage report?

ANS: This is not a real-time report, the report is generated on a monthly basis, for example, May usage will be available by 1st of June.

7. Does the SPeCTRUM Reporting System count the posting in default News/Announcement Forum as a valid usage?

ANS: No. Posting in default News Forum is not counted in the criteria. Only two-way communications forum will be counted. As long as there is an activity (posting from lecturer or student) from a new forum other than News/Announcement Forum, the activities of the forum will be counted.

8. If I only use one feature for each category but my course has 7 resources, 3 Activities and 2 Assessment, does the SPeCTRUM reporting system analyse the blended status of this course as "Yes"?

ANS: Yes, the status of the course is active as long as the total number of usage for each category has fulfilled the KPM requirement (except for Resources, the minimum number needed is 8 (7 + 1 Pro Forma)).

9. Is there any feature that is mandatory?

ANS:

- As far as we are concerned for the KPM criteria, there is no specific mandatory activities/feature that must be used by the lecturer.
- You can use any combination that you like as long as you fulfill the minimum number of usage for each category. For example, 8 files (including the file for Course Pro Forma) for resources will be accepted.

10. Is there any feature that is not counted? Does the SPeCTRUM Reporting System counts URL for Resource category?

ANS: Only 'Label' activity is NOT counted.

11. Does the SPeCTRUM Reporting System counts URL for Resource category?

ANS: Yes. URL is counted under Resource category.