

ULEARN@LTC

User Manual for Supervisor (PITA/PDIT/MITA)

ULEARN@LTC is a platform for postgraduate students (MITA/PITA/PDIT) to upload the progress study. Supervisor monitors the students' progress and students need to upload the documents at LTC. To monitor progress, supervisor need to register to ULEARN@LTC.

How?

For the first time user (Supervisor):

- click at <https://ulearn.utem.edu.my/ltc/> or
- go to FTMK website, find the Online System tab and click at LTC as illustrated in Figure 1. or

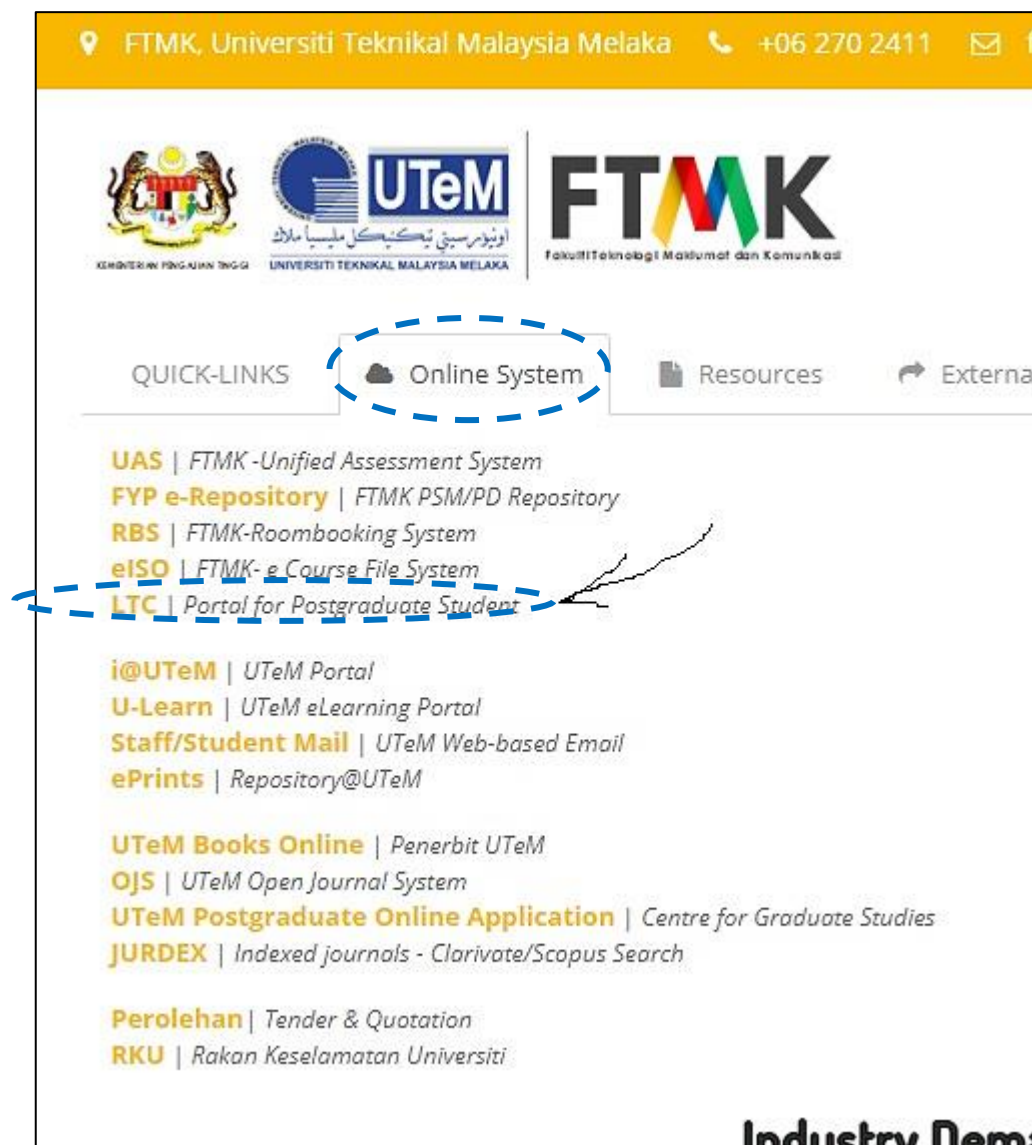


Figure 1: LTC link at Online System Tab at FTMK Website

- c) go to the bottom page of FTMK website, find the Online System Link and click at LTC as shown in Figure 2.

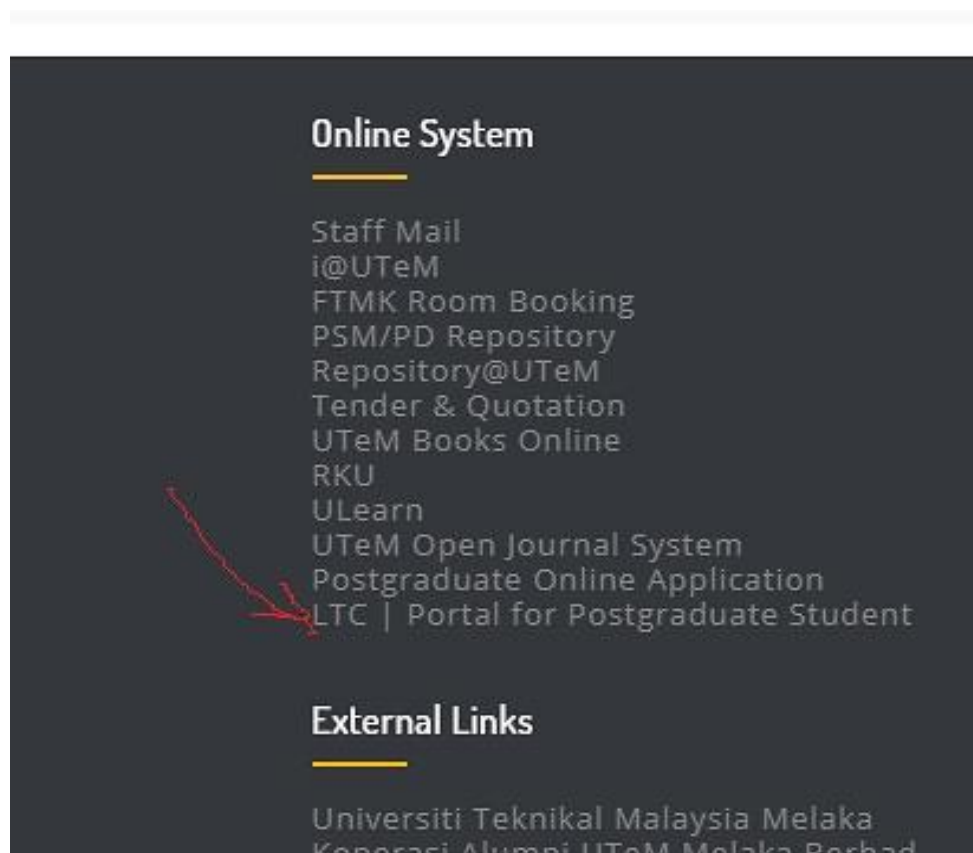


Figure 2: LTC link at Online System at the bottom page of FTMK Website

Supervisor needs to register to ULEARN@LTC page as provided in Figure 3. In the Navigation box, supervisor needs to click at Courses as shown as in Figure 4.

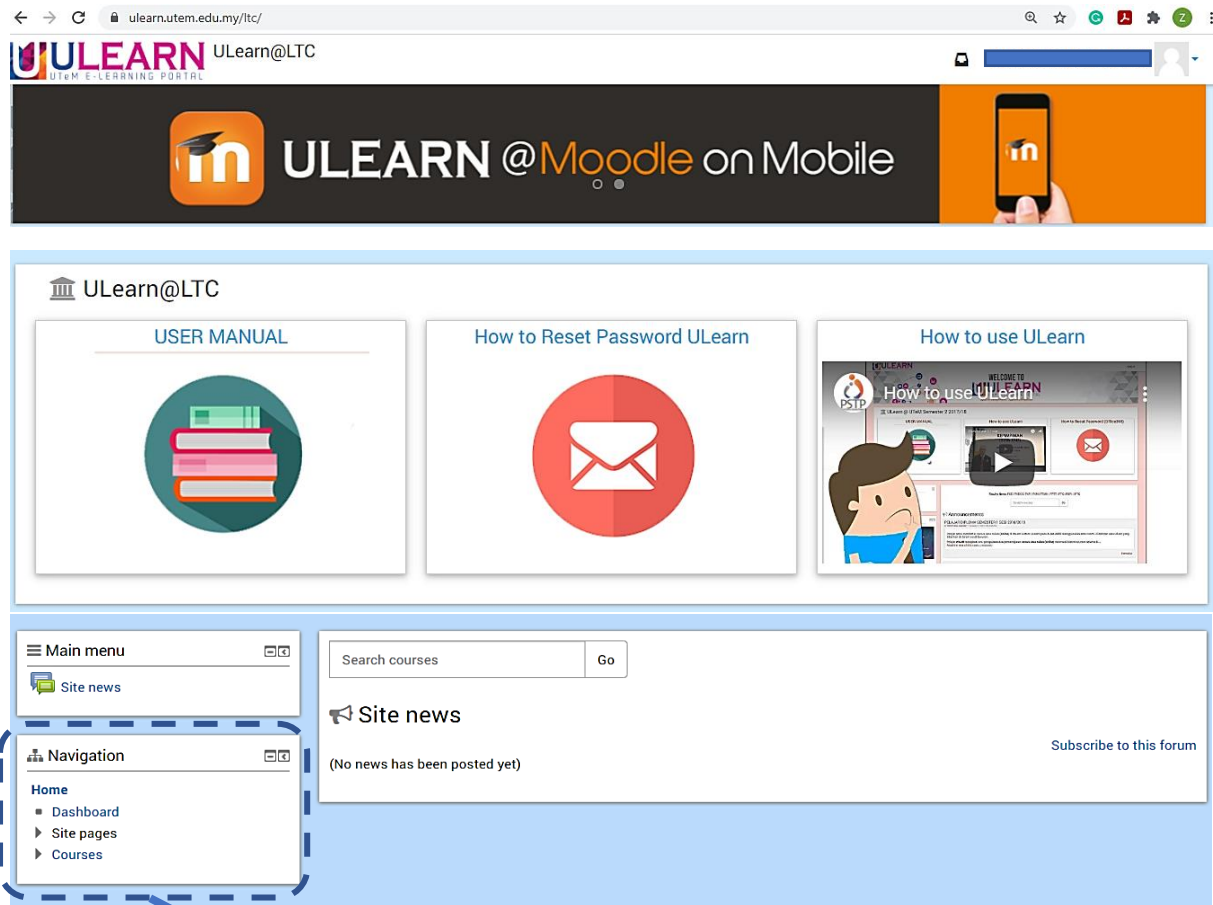


Figure 3: LTC Main Page at ULEARN

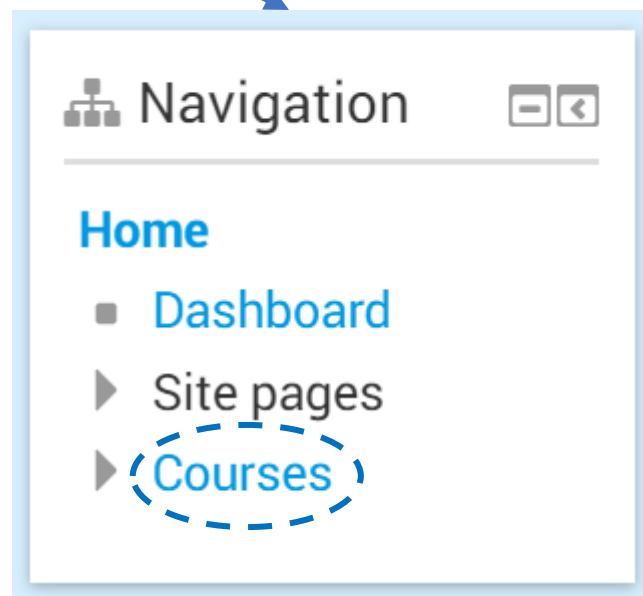


Figure 4: Courses in LTC Main Page at ULEARN

Supervisor needs to select the Faculty of Information and Communication Technology, Postgraduate, either PITA or MITA or PDIT as illustrated in Figure 5. For the beginning, starts with PITA course.

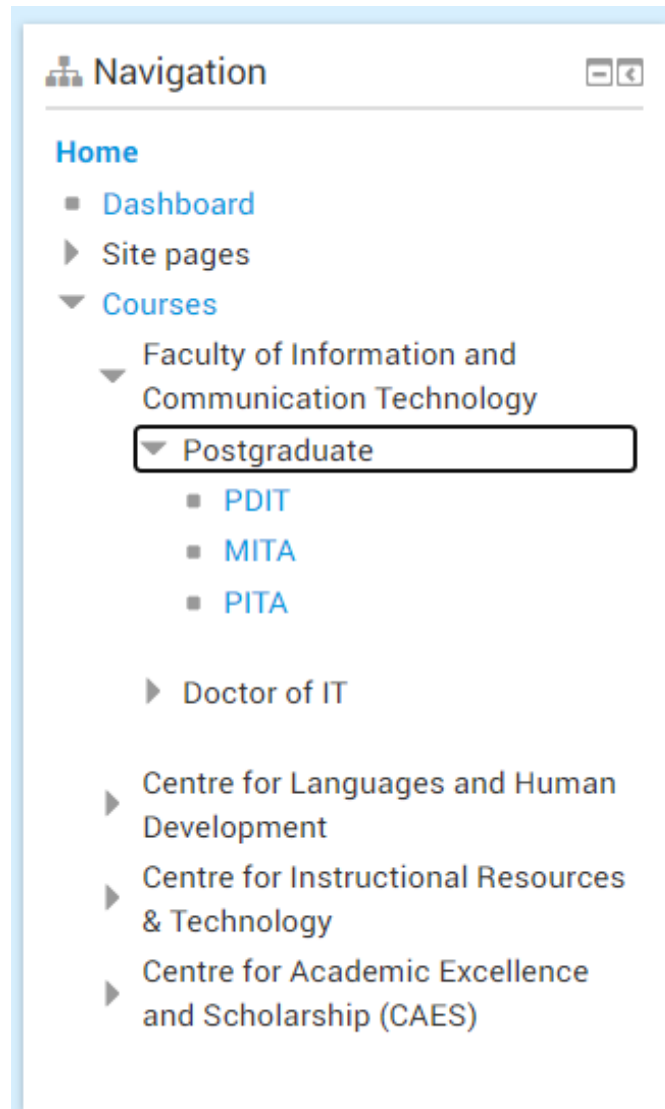


Figure 5: Postgraduate Courses in FTMK

Supervisor clicks at PITA and the main page will appeared as shown as in Figure 6.

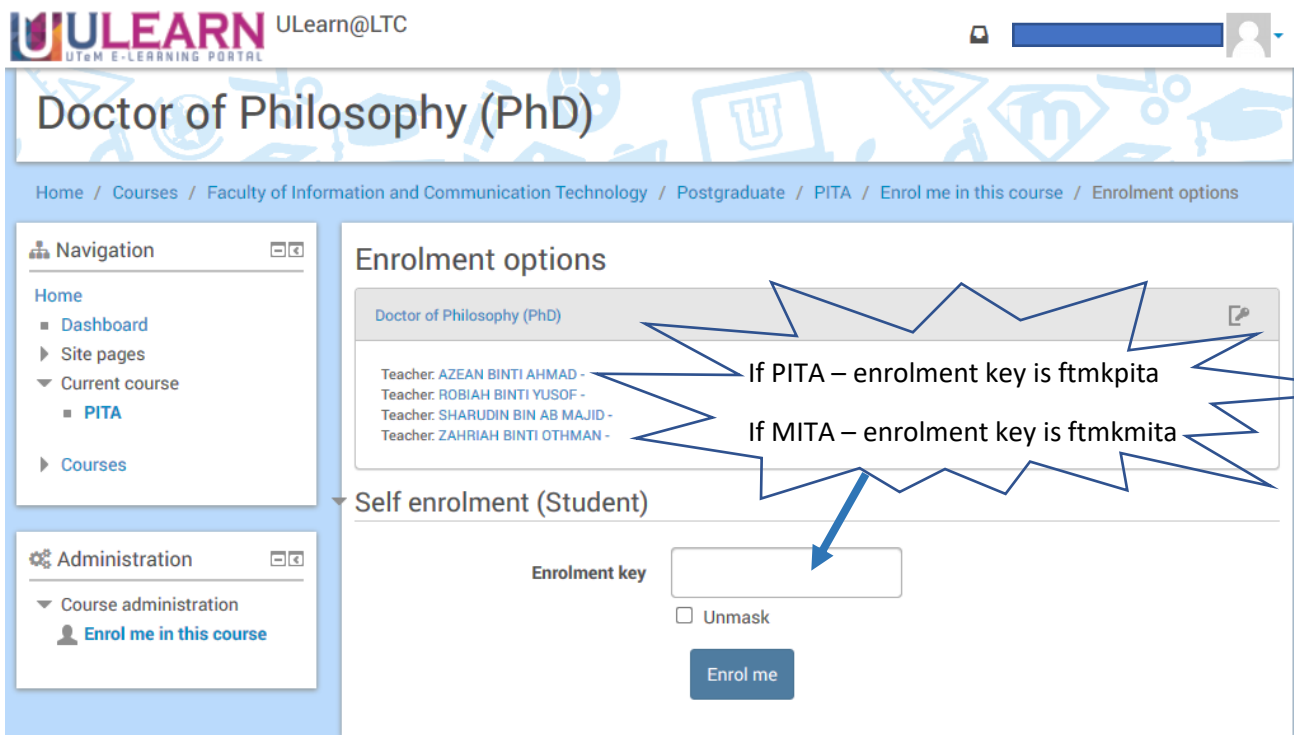


Figure 6: PITA Main Page

Supervisor enters the enrolment key and the main page for the selected course will appeared as in Figure 7. At the bottom of the main page shows the list of postgraduate students (PITA) under supervision.

Home / Faculty of Information and Communication Technology / Postgraduate / PITA

Navigation

Home

- Dashboard
- Site pages
- Current course
 - PITA**
 - Participants
 - Badges
 - Postgraduates Journey in FTMK ...
 - Students : Flowcharts & Forms
 - P031610017 OMRAN MAKI ABDELSALAM ALSSAHELI
 - P031720001 NURUL AKMAL BINTI HASHIM
 - P031820003 ASHMIN BINTI AZMAN
- My courses
- Courses

Administration

- Course administration
 - Unenrol me from PITA
 - Grades
 - Competencies

Search forums

Go

Advanced search ?

Latest announcements

No new announcements posted yet.

Upcoming events

There are no upcoming events

[Go to calendar...](#)

[New event...](#)

Postgraduates Journey in FTMK ...

Dear PostGrads,

Welcome to FTMK Truly World! It's nice to have you here. This page comes with **TWO** aims:

1. Evaluation System for PITA

This evaluation system relates to the postgraduate's milestone to represent the student's progress status. It acts as tracking mechanism to assist the graduation process especially during thesis submissions. The milestones consist of five main activities and it **MUST BE COMPLETED** by every student prior to their thesis submission.

- First Stage** – (Literature Review /Technical Report and First Stage Form – **ONCE** only).
- Proposal Defense** – (Proposal defense slide and Result – **ONCE** only)
- Progress Presentation** - (Progress Presentation Slide - **every semester**)
- Journal Publications** - (Front page of TWO journals in SCOPUS / ISI – **ONCE** only)
- Supervision Meeting** - (Supervision meeting form - **every semester**)

In order to help the Faculty to trace these milestones, a dedicated folder is created for each student to upload their milestones. These folders are restricted to the respective student and the Supervisors only. The supervisors can access dedicated folder only and this will help them to monitor their student's milestones.

2. Standard Common Procedure (Flowchart and Forms)

Both flowchart and forms act as a mechanism to help you with the standard common procedures and forms in FTMK. Some are available in UTeM's Postgraduates Homepage as well. In any case where any discrepancy of forms exists - between this page and UTeM's Postgraduates Homepage, please follow the one in the UTeM's Postgraduates Homepage.

Please upload your progress accordingly and we thank you for your cooperation.

In any case you need further assistants, kindly email to our (Faculty) Student Liaison: Mrs. Norhidayah Mohd.Zainudin
Email: norhidayah.zainudin@utem.edu.my

All the best in this wonderful journey!

Announcements

Open all Close all

Instructions: Clicking on the section name will show / hide the section.

- Supervisors | Chair | Panel : Flowcharts & Forms
- Students : Flowcharts & Forms
- P031610017 OMRAN MAKI ABDELSALAM ALSSAHELI
- P031720001 NURUL AKMAL BINTI HASHIM
- P031820003 ASHMIN BINTI AZMAN

Figure 7: Main Page and List of Student (PITA)

Student downloads all forms either full time or part time at Students: Flowcharts and Forms as in Figure 8. **Supervisor only able to view but cannot edit, student is responsible to upload the progress.**

The progress consists of such documents:

- First Stage** – (Literature Review /Technical Report and First Stage Form – **ONCE** only).
- Proposal Defense** – (Proposal defense slide and Result – **ONCE** only)
- Progress Presentation** - (Progress Presentation Slide - **every semester**)
- Journal Publications** - (Front page of TWO journals in SCOPUS / ISI – **ONCE** only)
- Supervision Meeting** - (Supervision meeting form - **every semester**)

Expand section Students for document access

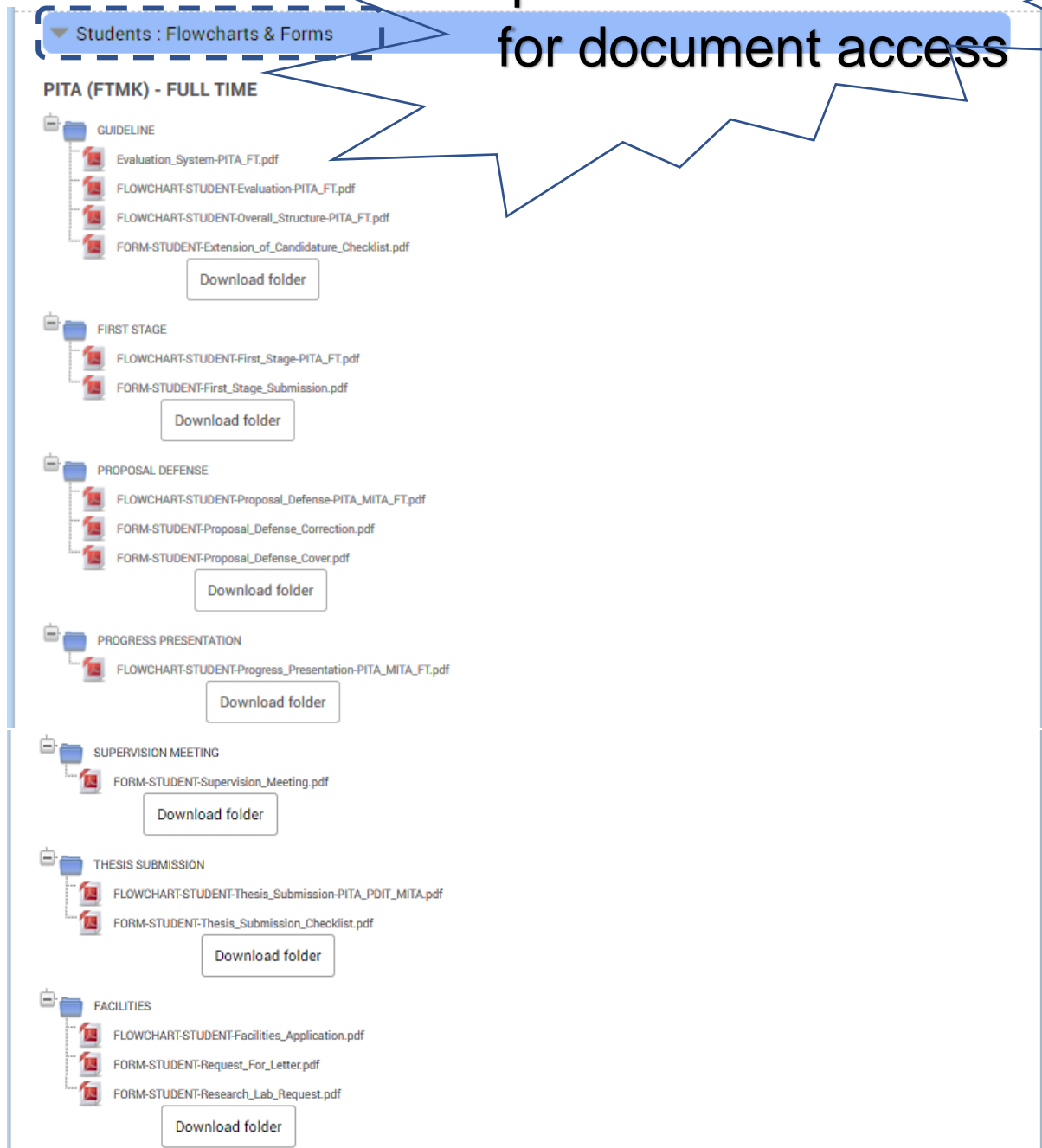


Figure 8: Student Forms

In Figure 9, **expand section Supervisors | Chair | Panel : Flowcharts & Forms**. Supervisor needs to download related forms for supervision process and monitoring the student progress.



Figure 9: Supervisor Forms

For enrolling the MITA, go to courses, then click to faculty of Information and Communication Technology and click at Postgraduate link. Choose Master of Information and Communication Technology (MITA) as illustrated in Figure 10.

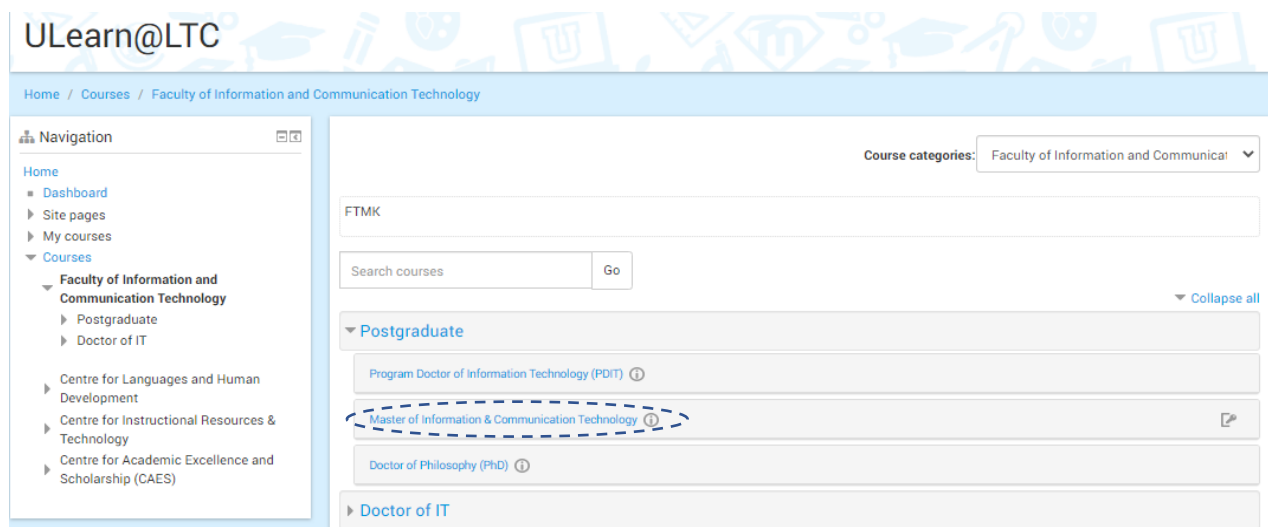


Figure 10: MITA Course

If the Supervisor has MITA student, the name of the student is listed but if no student, so no name is listed as shown as in Figure 11.

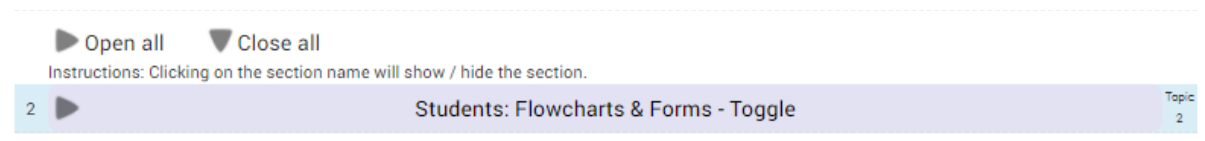


Figure 11: List of Student (MITA)

After Supervisor registered for both PITA and MITA, the navigation box shows the current list at My courses as in Figure 12.

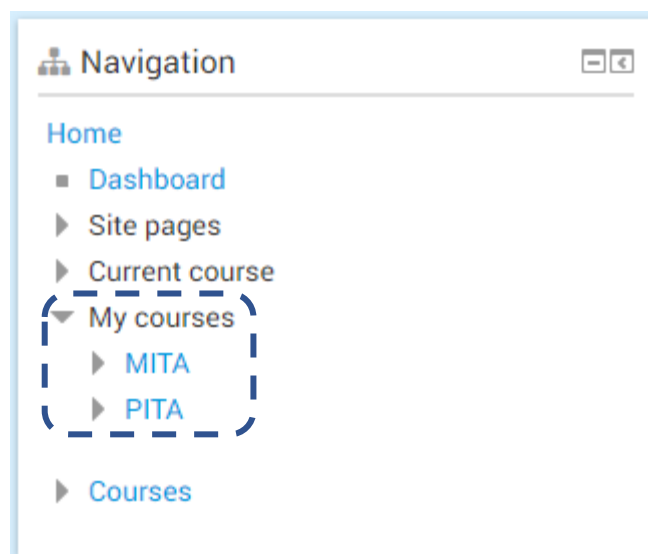


Figure 12: List of My Courses

Finally, supervisor...your course page should look like this as in Figure 13.

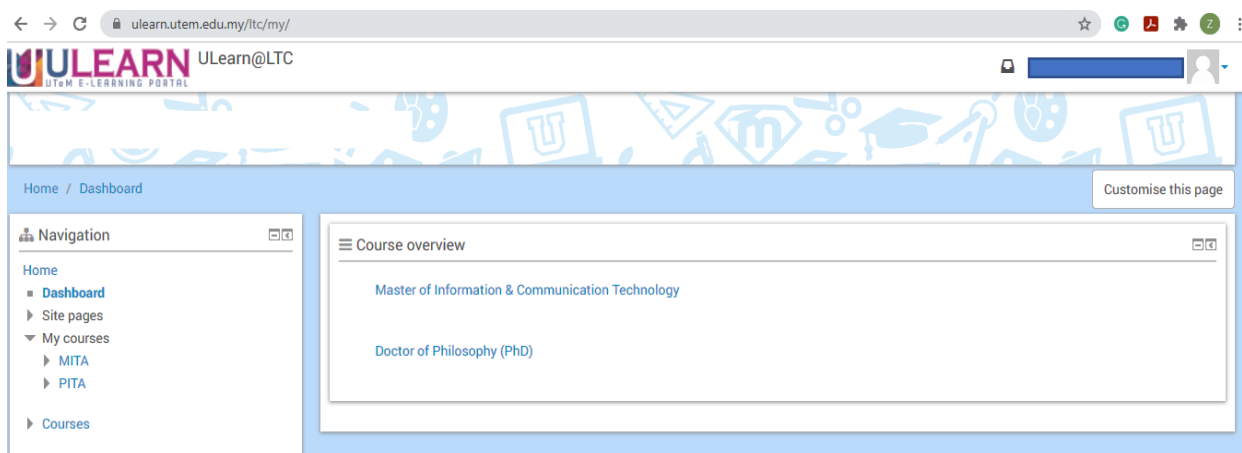


Figure 13: Supervisor Course Page