

Faculty Portal User Manual

Office of Information System Level 4, Admin Block, University of Management and Technology

Contact: erpteam@umt.edu.pk Ext: 3769

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Introduction

Online Faculty Portal is particularly designed for faculty members of UMT, this portal includes various useful functionalities like Teacher Announcements for assigned courses, Marking Student Results (assessments), Marking Class Attendance of Students and getting course award list.

Recommended Browsers

This User friendly portal can be accessed via web URL online.umt.edu.pk recommended webbrowsers are Mozilla Fire-Fox and Internet Explorer.

Please note that Google Chrome is not recommended for faculty Portal.

How to access Faculty Portal

- After entering this URL in the address bar, following window will appear.
- Faculty members are advised to Click on Faculty Portal







• Following screen will appear to Login into Faculty Portal.

Home		
Home	User ID:	00001
	Password:	••••
		Login Cancel

- Enter your User id i.e. employee code
- Enter your password (Faculty Portal Password This is different from your Desktop System/Domain Password)
- Click on Login to access Faculty Portal
- Please Note If User ID is yet not generated please contact Office of Information System via email erpteam@umt.edu.pk with your details. A default password would be given which should be immediately changed after first login.

		HOME	TEACHER COURSES	STUDENT ATTENDANCE	COURSE AWARD LIST
Home					
	UMT ANNOUNCEMENTS				
	UMT Workshop on Power Electronics Workshop is going to be held at room 102 onDetails 22-10-2015 07:33 PM				
	UMT New Campus Date: September 04-11, 2015 Organized By: Office of AlumniDetails 22-16-2015 07:34 FM				

- Home tab include all the Announcements
- At the top user will find the navigation buttons

Teacher Courses

- When user click on TEACHER COURSES button following window will appear, it will allow you to manage.
- This window includes all the courses that are assigned to resource person/user by course Coordinator. If any course is missing please contact your course coordinator to mention you in faculty.

Course Assessments, Grading, Announcements, Mark Attendances

)			HOME	TEACHER COURSES	STUDENT ATTENDANCE	COURSE AWARD LIST
Teacher	Courses Assessment Grading	Announcement Attendance Submit]				
	CourseID	Course	Semester Status Comments				
	0551-AC350-F2015119 -A1+	A2 Performance Management	S2016 Submit				
	🔲 0551-XX644-F2013192 -B	Diversity and Change Management	S2016 Submit				
	0551-XX644-F2013192 -C	Diversity and Change Management	S2016 In Progress				

Marking Student Attendance

User will select the course for which He/She wants to mark attendance as shown below and click on Attendance on the top bar, highlighted in window below.

er Courses				
Assessment Grading A	nnouncement <mark>Attendance</mark> Submit			
CourseID	Course	Semester	Status	Comments
Ø 0551-AC350-F2015119 -A1+A	2 Performance Management	S2016	Submit	
🔲 0551-XX644-F2013192 -B	Diversity and Change Management	S2016	Submit	
0551-XX644-F2013192 -C	Diversity and Change Management	S2016	In Progress	

• The following window will appear after clicking on Attendance button, list of all students register in this course will appear. If any student is missing, kindly advise him to visit ORG for correction of his Course Registration.

Student Attendar	ice -				
Course :	12014-MA105-F2015070-M 🔻	Title:	Discrete Mathematics	Show Attendance Theory Lab	Add Lecture
Semester:	S2016	Section:	М		

• Click on add lecture as shown above on the right side, following window will appear.

Student Attendan	0e						
Course :	12014-MA105-F2015070-M	$\overline{\mathbf{w}}$	Title:	Discrete Mathematics		Show Attendance Theory Clab	Add Lecture
Semester:	S2016		Section:	М			
New Lecture:							
Course Activity :	Theory1 🔻		Class Room :	1C-14 💌			
Start Time :	9/26/2016 9:30 AM	<u>ت</u>	End Time :	9/26/2016 10:45 AM	90	Create Lecture Cancel]

- In Course Activity select Theory 1/ theory 2
 - Theory 1 for first half of lecture i.e. 1 hour and 15 min

- Theory 2 for second half of lecture i.e. 1 hour and 15 min
- Select class room from the list shown below
- Lecture start time and end time will be auto selected if it is set in faculty course
- After start and end time click on create lecture highlighted in window below
- When you click on create lecture green pop up message appears at top "Activity

Student Attendance	ne -				
Activity Success	sfully Created				
Course :	12014-MA105-F2015070-M 🔻	Title:	Discrete Mathematics	Show Attendance Theory Lab	Add Lecture
Semester:	S2016	Section:	М		
Save Changes					
Roll No.	Student	L1 26 Sep			
13004070002	HAFIZ AMER IRSHAD				

Successfully Created" and new attendance column will appears as shown below

- Newly created lecture will appears in first left column
- All the students are by default present who have registered in this course. If anyone is missing advise him to visit ORG to update credentials.
- To mark a student absent, user will uncheck the check box
 - To save attendance click on save changes button highlighted at the top left corner of the attendance table in above window and click on Add lecture

Marking Assessments

By using online portal Faculty Members can manage the Assessments of student

- User Select the Teacher course the top menu bar highlights
- To select course click on check box as shown below

					HOME	TEACHER COURSES	STUDENT ATTENDAN
ner Courses							
Assessment Grading	Announcement Attendance Submit	Semeste	r Statue	Comments			
	A1+A2 Performance Management	S2016	Submit	Comments			
0551-XX644-F2013192 -E	-	S2016	Submit				
0551-XX644-F2013192 -C	Diversity and Change Management	S2016	In Progres	s			
0551-XP602-F2012151 -B	1 Enterprise Resource Planning	S2016	In Progres	S			
0551-XF516-F2012151 -C	Financial Accounting Analysis	S2016	In Progres	s			
0551-ABA210-F1994269-	A Agriculture Economics and Farm Managemen	nt S2016	In Progres	s			
Ø 0551-BN635-S2016005-A	Financial Statement Analysis	S2016	Register				
0551-EN201-S2016005 -C	1 Communication Skills	S2016	Register				
0551-AE213-S2016012-A	Aviation Legislation	S2016	Register				

• For Assessments user click on Assessments at the top menu bar highlighted in window above the following window appears having name Course Assessments

						HOI	IE TEAC	CHER COURSES	STUDENT ATTENDANCE
	r Courses								
	Course :	0551-BN635-S2016005-A		Semester :	S2016				
	Assessment	Grading Announcement	Attendance Submit	Back					
Course As	ssessments :								
	+ Add new ree	cord							
	Edit	Delete Assessment	Sub Assessment	Calculation Method	Total Marks	Weightage	Calculate	Details	
	No records to dis	play.							
						Total:			

In this window user can

- I. Create new Assessment
- II. Edit Existing Assessment
- III. Delete Existing Assessment

Assessments includes

- o Additional Marks
- Assignment
- Attendance
- Class Activity
- Class Participation
- Field Work
- Final Term
- o Lab
- o Mid Term
- Practical
- o Presentation
- Project
- o Quiz
- o Research Paper
- o Short Test
- \circ Simulation
- o Spotting
- o Term Paper
- o Viva

Create New Assessment

• User click on Add new Record in Course assessment window highlighted below

						НС	DME TE	ACHER COURSES	STUDENT ATTEN
er Courses									
Course :	0551-BN6	35-S2016005-A		Seme	ter: \$2016				
Assessment	Grading	Announcement	Attendance	Submit Ba	ck				
-									
ssessments :	cord								
		Assessment	Sub Asses	sment Calcula Metho		ks Weightage	Calculate	e Details	
+ Add new re	Delete	Assessment	Sub Asses			ks Weightage	Calculat	e Details	

• When user click on Add New Record button selected in above window following window appears

							НО	ME TEAC	CHER COURSES	STUDENT ATTENDAM
her Courses										
Course :	0551-BN63	5-S2016005-A			Semester :	S2016				
Assessment	Grading	Announcement	Attendance	Submit	Back					
Assessments :	ecord									
Edit	Delete	Assessment	Sub Asse		Calculation Method	Total Marks	Weightage	Calculate	Details	
××		Select	▼		Select	•				
No records to d	splay.									
no records to d							Total:			

• As the above window appears user can select the Assessment type under Assessments from assessment dropdown

							HC	DME	TEACHI	ER COURSES	STUDENT ATTENI
er Courses	0551-BN	535-S2016005-A			Semester :	S2016					
Assessment	Gradin	g Announcement	Attendance	Submit	Back						
Assessments :											
+ Add new r	ecord										
+ Add new r	ecord Delete	Assessment	Sub Assess	sment	Calculation Method	Total Marks	Weightage	Calcu	late	Details	
		Assessment		sment		Total Marks	Weightage	Calcu	late	Details	
Edit	Delete			sment	Method	Total Marks	Weightage	Calcu	late	Details	
Edit	Delete			sment	Method	Total Marks	Weightage	Calcu	late	Details	
Edit	Delete	Quiz		sment	Method	Total Marks		Calcu	late	Details	
Edit	Delete	Quiz Assignment		sment	Method	Total Marks		Calcu	late	Details	
Edit	Delete	Quiz Assignment Final Exam		sment	Method	Total Marks		Calcu	late	Details	

• User can select Calculation method

							HOI	ME TEA	CHER COURSES	STUDENT ATTENDANC
acher Courses										
Course :	0551-BN63	5-S2016005-A			Semester :	S2016				
Assessment	Grading	Announcement	Attenda	nce Submi	t Back					
e Assessments :										
+ Add new re	cord									
Edit	Delete	Assessment	Sul	Assessment	Calculation Method	Total Marks	Weightage	Calculate	Details	
××		Assignment	v		•					
No records to dis	play.				Sum					
					Average		Total:			
					Best 1					
					Best 2					

- User can enter Total Marks and Weightage of Assessment
- User enter all the required field and click on tick at the most left side of row to save data (selected tick is shown in the window below)

										HOME	TEAC	HER COURSES	STUDENT ATTENDANCE
Teach	er Courses												
	Course :	0551-BN635	-S2016005-A				Semester :	S2016					
	Assessment	Grading	Announcement		Attendance	Submit	Back						
Course A	Assessments :												
	+ Add new red	cord											
	Edit	Delete A	Assessment		Sub Asses	sment	Calculation Method	Total Marks	Weightage	e Ca	lculate	Details	
	×	[Assignment	~	V		Average	20	20				
	No records to disp	olay.											
									Total:				

- As user click on selected tick button to save data
- Window appears like this

							HOM	ME TEAC	HER COURSES	STUDENT ATTEND
er Courses					_					
Course :	0551-BN6	35-S2016005-A			Semester :	S2016				
	1									
Assessment	Grading	Announcement	Attendance	Submit	Back					
Assessment	Grading	Announcement	Attendance	Submit	Back					
		Announcement	Attendance	Submit	Back					
ssessments :		Announcement	Attendance Sub Asse		Back Calculation Method	Total Marks	Weightage	Calculate	Details	
ssessments :	ecord			ssment	Calculation	Total Marks	Weightage 20	Calculate	Details	-

- Note: For those Assessments which also have sub assessments user will select his required calculation method from list available and enter weightage of the overall assessment e.g. Quizzes are of 10% of total weightage.
- For Assessments with no sub assessment, user will uncheck sub assessment checkbox and enter Total marks and actual weightage.

By clicking on detail check box user can create the sub assessments as shown in following window

							HO	ME TEAC	HER COURSES
cher Courses	0551-BN6	35-S2016005-A			Semester :	S2016			
•									
Assessment	Gradin	g Announcement	Attendance	Submit	Back				
Assessments :		g Announcement	Attendance	Submit	Back				
		Announcement	Attendance	Submit	Back				
Assessments :		Announcement Assessment	Attendance Sub Asse		Calculation Method	Total Marks	Weightage	Calculate	Details
Assessments :	ord				Calculation	Total Marks	Weightage 20	Calculate	Details

• When user click on details button highlighted the following sub assessment window appears

							HC	DME TEA	CHER COURSES	STUDENT ATTENDANCE
Teach	er Courses									
	Course :	0551-BN	635-S2016005-A		Semester :	S2016				
	Assessment	Gradir	Announcement	Attendance Submit	Back					
Course A	Assessments :									
	+ Add new re	ecord								
	Edit	Delete	Assessment	Sub Assessment	Calculation Method	Total Marks	Weightage	Calculate	Details	
	Ð	×	Assignment		Average					
							Total: 20			
Sub Asse	essments :									
	+ Add new re	ecord								
	Edit	Delete	Assesment	Total Mark	s Details					
	No records to dis	splay.								
				Total:						

- User will click on add new record in sub assessment window to add new assessment
- Sub assessment shows the total no of assessments under each course assessment that teacher will assign to students

						НОМ	E TEAC	CHER COURSES	STUDENT ATTENDANCE	COURSE AWARD LIS
cher Courses										
Course :	0551-	BN635-S2016005-A		Semester :	S2016					
Assess	ment Gra	ding Announcement	Attendance Submit	Back						
e Assessments	:									
+ Add	new record									
Edit	Delete	Assessment	Sub Assessment	Calculation Method	Total Marks	Weightage	Calculate	Details		
5	×									
						Total: 10				
ssessments :										
+ Add	new record									
Edit	Delete	Assesment	Total Mark	s Details						
	×	QUIZ 1	10							
5	×	QUIZ 2	10	1						
5	×	QUIZ 3	10	12						
	×	qUIZ 4	10	12						
			Total: 40							

- Above window shows that under quizzes resource person will manage number of quizzes, in current example there are four quizzes
- User click on sub assessments details check box from the above window following window appears

Course :	0551-XX644-F2013192 -C Semester :						
Assessment	Grading	Announcement	Attendance	Submit	Back		

Course Assessments : Sub Assessments :

+ Add I	new record			
Edit	Delete	Assesment	Total Marks	Details
	×	QUIZ 1		
-	×	QUIZ 1	10	E
-	×	QUIZ 2	10	
-	×	qUIZ 4	10	E
			Total: 40	

Assessment Marking :

8	\$			
S.No	Student Id	Student Name 🔺	Obtain Marks	
1	022F2015084	Ahmar		No Attachment
2	022F2015068	Asghar ali		No Attachment
3	022F2015081	ashfaq hussain		No Attachment
4	022F2015082	ashfaq hussain		No Attachment
5	022F2015083	ashfaq hussain		No Attachment

- When user clicks on details check box Assessment Marking table will appears as shown above
- Assessment table shows all the registered participants
- User can enter the marks of the particular assessment of the registered participants
- If user cannot find the name of registered participant click on **Add Missing Student** Button at the top of Assessment Marking Table highlighted below

Teacher Courses							
Course :	(0551-XX644-	F2013192 -C		9	Semester :	S2016
Assessm	nent	Grading	Announcement	Attendance	Submit	Back	
rse Assessments :							
Assessments :							
+ Add no	ew recor	rd					
Edit	Del	ete Ass	esment		Fotal Marks	Details	
E,	×	QU	IZ 1				
-	×	QU	IZ 1	1	10		
	×	QU	IZ 2	1	10	II	
	×	qU	Z 4	1	10	E	
				1	Fotal: 40		
ment Marking :							
- 💾 🤘	2						
S.No	St	udent Id	Student Name 🔺	Ob	tain Marks		
1	02	22F2015084	Ahmar			No	Attachment
2	02	22F2015068	Asghar ali			No	Attachment
3	02	22F2015081	ashfaq hussain			No	Attachment
4	02	22F2015082	ashfaq hussain			No	Attachment
5	02	2F2015083	ashfaq hussain			No	Attachment
6	03	005001 5065	Eshad estind			N	A

- User click on Add missing Student button highlighted in above screen
- Following screen will appears

						HOME	TEACHER COURSES	STUDENT ATTENDANCE
Teacher Courses								
Successfully Add	ed Missing Students							
Course :	0551-XP602-F2	2012151 -B1	5	Semester :	S2016			
Assessi	nent Grading	Announcement	Attendance Submit	Back				
urse Assessments : b Assessments :								
+ Add r	ew record							
Edit	Delete Asse	sment	Total Marks	Details				
	× QUIZ							
	× QUIZ	2	10	II				
			Total: 20					
sessment Marking								
1	\$							
S.No	Student Id	Student Name 🔺	Obtain Marks					
1	F2015266001	Yawar Bilal		No	Attachment			

- Missing Students are added successfully
- User enter the marks of assessment of all participants
- User click on Save button at the top of Assessment Marking table highlighted blue in below screen

								HOME	TEACHER COURSES	STUDENT A	TTEN
Teache	er Courses										
Succe	essfully Done										
	Course :	0551-XP	602-F2012151 -B1			Semester :	S2016				
	Assessment	Gradi	ng Announcement	Attendance	Submit	Back					
	ssessments : ssments :										
	+ Add new re	ecord									
	Edit	Delete	Assesment		Total Marks	Detail	5				
	-	×	QUIZ 1								
	-	X	QUIZ 2	1	LO	II					
				۱	Total: 20						
sessme	ent Marking :										
	<mark>- </mark> 🗇										
	S.No	Student I	d Student Name 🔺	Ob	tain Marks						
		F2015266		8.							

- Marks for the Assessments are saved
- Course Assessment window will look like as follow

1						HC	DME TEAC	HER COURSES	STUDENT ATTE
Courses									
Course :	0551-XP	2602-F2012151 -B1		Semester :	S2016				
Assessm	nent Gradi	ng Announcement	Attendance Subm	nit Back					
sessments :									
+ Add ne	ew record]
Edit				Calculation					_
Ealt	Delete	Assessment	Sub Assessment	Method	Total Marks	Weightage	Calculate	Details	
	Delete ×	Assessment Final Exam	Sub Assessment No		Total Marks	Weightage	Calculate	Details	-
							Calculate		-
	×	Final Exam	No	Method		50	Calculate	I	
B	×	Final Exam Presentation	No Yes	Method Average		50 10	Calculate	E	
8 8 8	× × ×	Final Exam Presentation Class Participation	No Yes Yes	Method Average	100	50 10 5	Calculate		

- Calculate shows that marks of particular assessment need to calculate to allow system to recalculate the saved changes made by user.
- User click on Calculate following screen will appear

						HOME	TEACHER COURSES	S STUDENT ATT
her Courses								
cessfully Calo	culated							
Course :	0551-XP	602-F2012151 -B1		Semester :	S2016			
Assessn	nent Gradir	Announcement	Attendance Submit	Back				
Assessments :								
+ Add n	iew record							
Edit	Delete	Assessment	Sub Assessment	Calculation Method	Total Marks	Weightage	Calculate Details	
-	×	Final Exam	No		100	50	I	
	×	Presentation	Yes	Average		10	I	
	×	Class Participation	Yes	Average		5	I	
D	×	Mid Term Exam	No		50	25	I	
Đ	×		Yes			0	I	
5	×	Quiz	Yes	Average		10	I	
						Total: 100		

2						HOME	TEACHER COURSES	STUDENT ATTEN
r Courses								
Course :	0551-XP	9602-F2012151 -B1		Semester :	S2016			
Assessme	nt Gradi	ng Announcement	Attendance	Submit Back				
ssessments :	v record]
Edit	Delete	Assessment	Sub Assessm	nent Calculation Method	Total Marks	Weightage C	alculate Details	
2	×	Final Exam	No		100	50	I	
	×	Presentation	Yes	Average		10		
2	×	Class Participation	Yes	Average		5		
-	×	Mid Term Exam	No		50	25	I	
₽	×		Yes			0	I	
-	×	Quiz	Yes	Average		10	I	
						\sim		1

- Total weightage of all assessments must not be greater than 100
- There is no sub assessments for Mid-term and final term, Total marks and weightage must be entered in the parent assessment table
- If the weightage is greater than 100 the following message will appears

						HOI	IE TEAC	HER COURSES	STUDENT ATTENI
er Courses									
ate failed! Weight	age Cannot	t be grater than 100.							
Course :	0551-XP	602-F2012151 -B1		Semester :	S2016				
Assessment	Gradir	ng Announcement	Attendance 9	Submit Back					
Assessments :	ecord								
Edit	Delete	Assessment	Sub Assessm	ent Calculation Method	Total Marks	Weightage	Calculate	Details	
5	×	Final Exam	No		100	50		E	
₿	×	Presentation	Yes	Average		10		II.	
₽	×	Class Participation	Yes	Average		5		E.	
-	×	Mid Term Exam	No		50	25		II.	
	×		Yes			0		II.	
	•								

Edit Existing Assessment

- In Course Assessment table user click on edit button in the first column of table
- Highlighted below

2						HC	ME TEAC	HER COURSES	STUDENT ATTEN
Courses									
Course :	0551-XP6	602-F2012151 -B1		Semester :	S2016				
Assessment	Gradin	g Announcement	Attendance Subm	it Back					
sessments :									
+ Add new re	ecord								
Edit	Delete	Assessment	Sub Assessment	Calculation Method	Total Marks	Weightage	Calculate	Details	
B	×	Final Exam	No		100	50		1	
	×	Presentation	Yes	Average		10		I	
5	×	Class Participation	Yes	Average		5		III	
_	×	Mid Term Exam	No		50	25		I	
						0		12	
	×		Yes						

• When user click on edit button all the cells are activated for editing as shown below

						HOME T	EACHER COURSES	STUDENT ATTE
er Courses								
Course :	0551-XP	602-F2012151 -B1		Semester :	S2016			
Assessme	nt Gradir	ng Announcement	Attendance Sub	mit Back				
Assessments :								
+ Add nev	w record							
Edit	Delete	Assessment	Sub Assessment	Calculation Method	Total Marks	Weightage Calcul	ate Details	
< ×		Final Exam			100	50		
	×	Presentation	Yes	Average		10	I	
-	×	Class Participation	Yes	Average		5	E	
-	×	Mid Term Exam	No		50	25	I	
-	×		Yes			0	E	
-	×	Quiz	Yes	Average		10	I	
						Total: 100		

• Now user can make changes and click on left tick button to save

						HC	ME TEAC	HER COURSES	STUDENT ATTEND
er Courses									
Course : Assessme		ng Announcement	Attendance Subm	Semester : it Back	S2016				
+ Add nev	w record								
Edit	Delete	Assessment	Sub Assessment	Calculation Method	Total Marks	Weightage	Calculate	Details	
2	×	Final Exam	No		100	50	Calculate	1	
D	×	Presentation	Yes	Average		10		I	
5	×	Class Participation	Yes	Average		5		II	
-	×	Mid Term Exam	No		50	25		II	
2	×		Yes			0		E	
5	×	Quiz	Yes	Average		10		II	
						Total: 100			

- Assessment is edited
- User will click on calculate button to recalculate the changes incorporated

Delete an Assessment

User can delete an existing assessment by single click

- Click on red cross in second column of course assessment in row of assessment you want to delete
- Delete button is highlighted below

							HO	ME TEAC	HER COURSES	STUDENT ATTEN
er Courses										
Course :	0551-XP60	02-F2012151 -B1			Semester :	S2016				
Assessment	Grading	Announcement	Attendance	Submit	Back					
ssessments :										
+ Add new red	cord									
Edit	Delete	Assessment	Sub Asse	ssment	Calculation Method	Total Marks	Weightage	Calculate	Details	
₿.	×	Final Exam	No			100	50	Calculate		
5	×	Presentation	Yes		Average		10		I	
-	×	Class Participation	Yes		Average		5		I	
5	×	Mid Term Exam	No			50	25		I	
B	×		Yes				0		I	
₿	×	Quiz	Yes		Average		10		I	
							Total: 100			

• User click on selected red sign button a pop up message will appears

	Semester	\$2016				
andance Submi		You Sure to Delete /	\ssesssment?	,		
		ОК	Cancel			
Sub Assessment	Calc Method			- Calcula	ate Details	
No		100	50	Calcula	ate 🧮	
			40			

- User press OK
- Record deletes and message appears

						HO	ME TEAC	HER COURSES	STUDENT ATTENDAN
acher Courses									
uccessfully Dele	eted								
Course :	0551-XP	602-F2012151 -B1		Semester :	S2016				
Assessm	nent Gradii	Announcement	Attendance Subr	mit Back					
e Assessments :									
+ Add no	ew record								
Edit	Delete	Assessment	Sub Assessment	Calculation Method	Total Marks	Weightage	Calculate	Details	
5	×	Presentation	Yes	Average		10			
5	×	Class Participation	Yes	Average		5		II	
5	×	Mid Term Exam	No		50	25		II	
5	×		Yes			0		I	
5	×	Quiz	Yes	Average		10		II	
						Total: 50			

• Record Successfully deleted

		Grad	ing			
Click on Teach	ner Courses, following	windo	ow appears			
				HOME	TEACHER COURSES	STUDENT ATTENDANCI
Teacher Courses						
Assessment Grading A	Announcement Attendance Submit					
CourseID	Course	Semeste	r Status Comments			
0551-AC350-F2015119 -A1+A	2 Performance Management	S2016	In Progress			
0551-XX644-F2013192 -B	Diversity and Change Management	S2016	Submit			
0551-XX644-F2013192 -C	Diversity and Change Management	S2016	In Progress			
0551-XP602-F2012151 -B1	Enterprise Resource Planning	S2016	In Progress			
0551-XF516-F2012151 -C	Financial Accounting Analysis	S2016	In Progress			
0551-ABA210-F1994269-A	Agriculture Economics and Farm Management	nt S2016	In Progress			
0551-BN635-S2016005-A	Financial Statement Analysis	S2016	Register			
0551-EN201-S2016005 -C1	Communication Skills	S2016	Register			
0551-AE213-S2016012-A	Aviation Legislation	S2016	Register			

• Select the course by click on checkmark and click on Grading the above Tabs highlights

						HOME	TEACHER COURSES	STUDENT ATTENDANCE	COURSE AWARD LIST
Teach	er Courses								
	Assessment	Grading	Announcement	Attendance	Submit				

• User click on grading from above navigation pane window appears

	HOME	TEACHER COURSES	STUDENT ATTENDANCE	COURSE AWARD LIST
Teacher Courses Course: 0551-XX644-F2013192 -C Semester: S2016 Assessment Grading Announcement Attendance Submit Back				
Course Grading :				

- Grading is of two type
 - 1. Auto Grading
 - 2. Manual Grading

Auto Grading

					HOME	TEACHER COURSES	STUDENT ATTENDANCE
Teacher Courses							
Course :	0551-XX644-F2013192 -C		Semester :	S2016			
Assessment	Grading Announcement	Attendance Sub	omit Back				
Course Grading :							
Manual Grading	<mark>O</mark> Auto Grading						

• From the above window user click on Auto Grading

• Following Window appears

						Н	OME TEACHER COUR	SES STUDEI	NT ATTENDANCE
Teacher Courses									
Course :	0551-AC350-F2	2015119 -A1+A2		Semester :	S2016				
Assessment	Grading	Announcement	Attendance	Submit Back					
urse Grading :									
Manual Grading	Auto Gradin	ig							
								-	
rade Type	Select	•			Sr.#	Student Id	Name		System Grades
					1	12046005025	CH. KHALEEQ AHMAD	28	B+
Apply Grades	Save Grade:	s Print	t Grading		2	13022020101	ALMAS MAHMOOD UL HASSAN	32.5	A-
utliers		Calcula	ation		3	13048005015	ADIL NASIR AWAN	15.75	С
					3	13048005015 13048005034		15.75 24.25	С В-
Sections		Interval	Above Avg				ADIL NASIR AWAN		
I Sections		Interval			4	13048005034	ADIL NASIR AWAN ABDUL REHMAN	24.25	B-
l Sections ghest Marks		Interval	Above Avg Below Avg		4 5 6 7	13048005034 13048005068	ADIL NASIR AWAN ABDUL REHMAN HAMZA ABBAS AURANGZEB HAMZA ALTAF	24.25 33.75 31.25 29.75	B- A-
I Sections ighest Marks		Interval Interval Student	Above Avg Below Avg Count		4 5 6	13048005034 13048005068 14009058002	ADIL NASIR AWAN ABDUL REHMAN HAMZA ABBAS AURANGZEB	24.25 33.75 31.25	B- A- A-
l Sections ghest Marks	Re-Cal	Interval Interval	Above Avg Below Avg Count		4 5 6 7	13048005034 13048005068 14009058002 14009058014	ADIL NASIR AWAN ABDUL REHMAN HAMZA ABBAS AURANGZEB HAMZA ALTAF	24.25 33.75 31.25 29.75	B- A- A- B+
I Sections ighest Marks		Interval Interval Student	Above Avg Below Avg Count Avg		4 5 6 7 8	13048005034 13048005068 14009058002 14009058014 15001308002	ADIL NASIR AWAN ABDUL REHMAN HAMZA ABBAS AURANGZEB HAMZA ALTAF AFTAB AHMED	24.25 33.75 31.25 29.75 26.75	B- A- A- B+ B
Sections ghest Marks		Interval Interval Student Student	Above Avg Below Avg Count Avg		4 5 6 7 8 9	13048005034 13048005068 14009058002 14009058014 15001308002 15001308007	ADIL NASIR AWAN ABDUL REHMAN HAMZA ABBAS AURANGZEB HAMZA ALTAF AFTAB AHMED ABDUL BASIT ABDUL GHAFOOR	24.25 33.75 31.25 29.75 26.75 17	B- A- B+ B C
Sections ghest Marks		Interval Interval Student Student	Above Avg Below Avg Count Avg		4 5 6 7 8 9 10	13048005034 13048005068 14009058002 14009058014 15001308002 15001308007 15001308010	ADIL NASIR AWAN ABDUL REHMAN HAMZA ABBAS AURANGZEB HAMZA ALTAF AFTAB AHMED ABDUL BASIT ABDUL GHAFOOR MOHSIN	24.25 33.75 31.25 29.75 26.75 17 24.75	B- A- A- B+ B C B
Sections ghest Marks		Interval Interval Student Student	Above Avg Below Avg Count Avg		4 5 6 7 8 9 10 11	13048005034 13048005068 14009058002 14009058014 15001308002 15001308007 15001308010 15005189016	ADIL NASIR AWAN ABDUL REHMAN HAMZA ABBAS AURANGZEB HAMZA ALTAF AFTAB AHMED ABDUL BASIT ABDUL GHAFOOR MOHSIN BUSHRA MUKHTAR	24.25 33.75 31.25 29.75 26.75 17 24.75 22.5	B- A- B+ C B B B-
Sections ghest Marks		Interval Interval Student Student	Above Avg Below Avg Count Avg		4 5 6 7 8 9 10 11 12	13048005034 13048005068 14009058002 14009058014 15001308002 15001308007 15001308010 15005189016 15007114014	ADIL NASIR AWAN ABDUL REHMAN HAMZA ABBAS AURANGZEB HAMZA ALTAF AFTAB AHMED ABDUL BASIT ABDUL GHAFOOR MOHSIN BUSHRA MUKHTAR AMBREEN UAQAT	24.25 33.75 31.25 29.75 26.75 17 24.75 22.5 23.5	B- A- B+ C B B B- B-
II Sections lighest Marks		Interval Interval Student Student	Above Avg Below Avg Count Avg		4 5 6 7 8 9 10 11 12 13	13048005034 13048005068 14009058002 14009058014 15001308002 15001308007 15001308010 15005189016 15007114014 23 F2016003	ADIL NASIR AWAN ABDUL REHMAN HAMZA ABBAS AURANGZEB HAMZA ALTAF ATAB AHMED ABDUL BASIT ABDUL GHAFOOR MOHSIN BUSHRA MUKHTAR AMBREEN LIAQAT Asim Rafique Sindhu	24.25 33.75 31.25 29.75 26.75 17 24.75 24.75 22.5 23.5 26.5	B- A- B+ C B B- B- B- B
Dutliers JII Sections lighest Marks owest Marks		Interval Interval Student Student	Above Avg Below Avg Count Avg		4 5 6 7 8 9 10 11 12 13 14	13048005034 13048005068 14009058002 14009058014 15001308002 15001308007 15001308010 15005189016 15007114014 23 F2016003 BCS Fall 2015007	ADIL NASIR AWAN ABDUL REHMAN HAMZA ABBAS AURANGZEB HAMZA ALTAF AFTAB AHMED ABDUL GASTT ABDUL GAFOOR MOHSIN BUSHRA MUKHTAR AMBREEN LIAQAT Asim Rafique Sindhu Behzaad	24.25 33.75 31.25 29.75 26.75 17 24.75 22.5 23.5 26.5 27	B- A- B+ B C B B- B- B B B B

- Select Grade Type from grade type drop down
- There are two grade types
 - 1. Relative Grading 2. SEN Grading

Note: Resource person start grading of participant after the completion of 100% evaluation. All schools are using relative grading except SEN.

Relative Grading

• Select Relative Grading from Select Grade drop down shown below

(INT)					ŀ	HOME TEACHER COUR	SES STUDE	NT ATTENDANCE	COURSE AV
Teacher Courses									
Course :	0551-AC350-	F2015119 - A1 + A2	Semester :	S2016					
Assessment	Grading	Announcement Attenda	ance Submit Back						
ourse Grading :	Auto Gradi	ing							
Canada Taman	D.L.C.			Sr.#	Student Id	Name	Obtain Marks	System Grades	
Grade Type	Relative Gra			Sr.#	Student Id 12046005025	Name CH. KHALEEQ AHMAD	Obtain Marks	System Grades B+	
Grade Type Apply Grades	Relative Gra	de 🗸		Sr.# 1 2					
		de 🗸		1	12046005025	CH. KHALEEQ AHMAD ALMAS MAHMOOD UL	28	B+	
Apply Grades	Save Grade	de - es Print Grading Calculation	2.73	1 2	12046005025 13022020101 13048005015 13048005034	CH. KHALEEQ AHMAD ALMAS MAHMOOD UL HASSAN ADIL NASIR AWAN ABDUL REHMAN	28 32.5 15.75 24.25	B+ A-	
Apply Grades Dutliers All Sections	Save Grade	de 💌 es Print Grading	2.73	1 2 3 4 5	12046005025 13022020101 13048005015 13048005034 13048005068	CH. KHALEEQ AHMAD ALMAS MAHMOOD UL HASSAN ADIL NASIR AWAN ABDUL REHMAN HAMZA ABBAS	28 32.5 15.75 24.25 33.75	B+ A- C B- A-	
Apply Grades	Save Grade	de - es Print Grading Calculation	2.73	1 2 3 4	12046005025 13022020101 13048005015 13048005034 13048005068 14009058002	CH. KHALEEQ AHMAD ALMAS MAHMOOD UL HASSAN ADIL NASIR AWAN ABDUL REHMAN HAMZA ABBAS AURANGZEB	28 32.5 15.75 24.25 33.75 31.25	B+ A- C B- A- A-	
Apply Grades Dutliers All Sections	Save Grade	de - es Print Grading Calculation		1 2 3 4 5 6 7	12046005025 13022020101 13048005015 13048005034 13048005068 14009058002 14009058014	CH. KHALEEQ AHMAD ALMAS MAHMOOD UL HASSAN ADIL NASIR AWAN ABDUL REHMAN HAMZA ABBAS AURANGZEB HAMZA ALTAF	28 32.5 15.75 24.25 33.75 31.25 29.75	B+ A- C B- A- A- B+	
Apply Grades Dutliers All Sections Highest Marks	Save Grade	de Print Grading Calculation Interval Student Count	21	1 2 3 4 5 6 7 8	12046005025 13022020101 13048005015 13048005034 13048005068 14009058002 14009058014 15001308002	CH. KHALEEQ AHMAD ALMAS MAHMOOD UL HASSAN ADIL NASIR AWAN ABDUL REHMAN HAMZA ABBAS AURANIGZEB HAMZA ALTAF AFTAB AHMED	28 32.5 15.75 24.25 33.75 31.25 29.75 26.75	B+ A- C B- A- A- B+ B	
Apply Grades Dutliers All Sections Highest Marks	Save Grade	de Print Grading Calculation Interval Student Count		1 2 3 4 5 6 7	12046005025 13022020101 13048005015 13048005034 13048005068 14009058002 14009058014	CH. KHALEEQ AHMAD ALMAS MAHMOOD UL HASSAN ADIL NASIR AWAN ABDUL REHMAN HAMZA ABBAS AURANGZEB HAMZA ALTAF	28 32.5 15.75 24.25 33.75 31.25 29.75	B+ A- C B- A- A- B+	

- Click on Relative Grading
- Click on Re Calculate button as shown in the screen below

					H	HOME TEACHER COUR	SES STUDE	NT ATTENDANCE
Teacher Courses								
Course : 05	551-AC350-F2015119 -A1+	A2	Semester :	S2016				
Assessment	Grading Announcer	ment Attendance	Submit Back					
rse Grading :								
Manual Grading	Auto Grading							
ade Type R	elative Grade 🔻			Sr.#	Student Id	Name		System Grades
				1	12046005025	CH. KHALEEQ AHMAD	28	B+
pply Grades	Save Grades	Print Grading		2	13022020101	ALMAS MAHMOOD UL HASSAN	32.5	A-
itliers		Calculation		3	13048005015	ADIL NASIR AWAN	15.75	C
		Interval	2.73	4	13048005034	ABDUL REHMAN	24.25	B-
Sections				5	13048005068	HAMZA ABBAS	33.75	A-
	34			6	14009058002	AURANGZEB	31.25	A-
ghest Marks		Student Count	21	7	14009058014	AURANGZEB HAMZA ALTAF	29.75	B+
hest Marks	34			7	14009058014 15001308002	AURANGZEB HAMZA ALTAF AFTAB AHMED	29.75 26.75	B+ B
hest Marks	34	Student Count Student Avg	21	7	14009058014	AURANGZEB HAMZA ALTAF AFTAB AHMED ABDUL BASIT	29.75	B+
ghest Marks	34			7	14009058014 15001308002	AURANGZEB HAMZA ALTAF AFTAB AHMED	29.75 26.75	B+ B
hest Marks vest Marks	34 0 Re-Cal	Student Avg	24.11	7 8 9	14009058014 15001308002 15001308007	AURANGZEB HAMZA ALTAF AFTAB AHMED ABDUL BASIT ABDUL GHAFOOR	29.75 26.75 17	B+ B C
est Marks est Marks Ain Max Gra	34 0 Re-Cal	Student Avg	24.11	7 8 9 10	14009058014 15001308002 15001308007 15001308010	AURANGZEB HAMZA ALTAF AFTAB AHMED ABDUL BASIT ABDUL GHAFOOR MOHSIN	29.75 26.75 17 24.75	B+ B C B
hest Marks vest Marks Min Max Gra 0 12.14	34 0 Re-Cal ade Student Count F 2	Student Avg	24.11	7 8 9 10 11	14009058014 15001308002 15001308007 15001308010 15005189016	AURANGZEB HAMZA ALTAF AFTAB AHMED ABDUL BASIT ABDUL GHAFOOR MOHSIN BUSHRA MUKHTAR	29.75 26.75 17 24.75 22.5	B+ C B B-
Min Max Gr 0 12.14 12.15	34 0 Re-Cal Re-Cal ade Student Count F 2 C- 0	Student Avg	24.11	7 8 9 10 11 12	14009058014 15001308002 15001308007 15001308010 15005189016 15007114014	AURANGZEB HAMZA ALTAF AFTAB AHMED ABDUL BASIT ABDUL GHAFOOR MOHSIN BUSHRA MUKHTAR AMBREEN LIAQAT Asim Rafique Sindhu	29.75 26.75 17 24.75 22.5 23.5	B+ B C B B- B-
ighest Marks west Marks Min Max Gr. 0 12.14 12.15 14.87 (14.88 17.6 (34 0 0 Re-Cal ade Student Count F 2 C- 0 C 2	Student Avg	24.11	7 8 9 10 11 12 13	14009058014 15001308002 15001308007 15001308010 15005189016 15007114014 23 F2016003	AURANGZEB HAMZA ALTAF AFTAB AHMED ABDUL BASIT ABDUL GHAFOOR MOHSIN BUSHRA MUKHTAR AMBREEN LIAQAT Asim Rafique Sindhu	29.75 26.75 17 24.75 22.5 23.5 26.5	B+ B C B B- B- B
0 12.14 12.15 14.87 0 14.88 17.6 0 17.61 20.33 0	34 0 Re-Cal Re-Cal ade Student Count F 2 C- 0	Student Avg	24.11	7 8 9 10 11 12 13 14	14009058014 15001308002 15001308007 15001308010 15005189016 15007114014 23 F2016003 BCS Fall 2015007	AURANGZEB HAMZA ALTAF AFTAB AHMED ABDUL GBAFOOR MOHSIN BUSHRA MUKHTAR AMBREEN LIAQAT Asim Rafique Sindhu Behzaad	29.75 26.75 17 24.75 22.5 23.5 26.5 27	B+ B C B- B- B- B B B

- User click on Apply grades button to generate grades
- In the above screen table at left bottom represents Student grade count table (e.g. six student fall under F grade)
- System also provides graphical representation of Student grade count table shown below

Grade Type		Relative	e Grade 🔻				and a second sec	1191119	WHEN THE PARTY	
		restative				1	12046005025	CH. KHALEEQ AHMAD	28	B+
Apply G	rades	Save	Grades	Print Grading		2	13022020101	ALMAS MAHMOOD UL HASSAN	32.5	A-
Outliers				Calculation		3	13048005015	ADIL NASIR AWAN	15.75	С
All Sections				Interval	2.73	4	13048005034	ABDUL REHMAN	24.25	B-
				Interval	2.75	5	13048005068	HAMZA ABBAS	33.75	A-
Highest Ma	irks	34				6	14009058002	AURANGZEB	31.25	A-
Lowest Ma	rks	0		Student Count	21	7	14009058014	HAMZA ALTAF	29.75	B+
concocinia		-		Student Count		8	15001308002	AFTAB AHMED	26.75	В
		R	le-Cal	Student Avg	24.11	9	15001308007	ABDUL BASIT	17	С
				Passing Marks	12.15	10	15001308010	ABDUL GHAFOOR MOHSIN	24.75	В
						11	15005189016	BUSHRA MUKHTAR	22.5	B-
Min	Max	Grade	Student Count			12	15007114014	AMBREEN LIAQAT	23.5	B-
0	12.14	F	2			13	23 F2016003	Asim Rafique Sindhu	26.5	В
12.15	14.87	C-	0			14	BCS Fall 2015007	Behzaad	27	В
14.88	17.6	С	2			15	F1993021001	Abdul Razia	34	А
17.61	20.33	C+	0			16	F1993021009	Ehsan Ashraf	28	B+
20.34	23.06	B-	1			17	F2012279005	Ali ahsan	0	F
23.07	25.79	В	4			18	S2016065001	ZAID AHMED	0	F
25.8	28.52	B+	6			19	S2016065075	ABDUL MATEEN NASIR	28	B+
28.53	31.25	A-	3			20	S2016065079	BABAR ALI KHAN	29.5	B+
31.26	100	A Total	3 : 21			21	S2016065123	ABDUL REHMAN IFTIKHAR	23.5	B-
8 6 4 2 0	F	C- C	C+ B	B B+ A						

- Click on Save Grade button shown in above window
- To print click on Print Grade button in above window
- Relative Grading process is complete

SEN Grading

SEN Department is using SEN Grading

• For SEN grading select SEN Grading in Grade Type shown below

(INT)					н	OME TEACHER COURS	SES STUDE	NT ATTENDANCE
Feacher Courses								
Course :	0551-AC350-F201	5119 -A1+A2	Semester :	S2016				
Assessment	Grading A	nnouncement Attendance	Submit Back					
e Grading :								
Manual Grading	Auto Grading							
ade Type	SEN Grade	•		Sr.#	Student Id 12046005025	Name CH. KHALEEQ AHMAD	28	System Grades B+
Apply Grades	Save Grades	Print Grading		2	13022020101	ALMAS MAHMOOD UL HASSAN	32.5	A-
utliers		Calculation		3	13048005015	ADIL NASIR AWAN	15.75	С
Sections		Interval Above Avg	2.20	4	13048005034	ABDUL REHMAN	24.25	B-
rections		Interval Above Avg	2.20	5			22.75	
					13048005068	HAMZA ABBAS	33.75	A-
ihest Marks	34	Interval Below Avg	1.89	6	13048005068 14009058002	AURANGZEB	33.75	A- A-
	34	Interval Below Avg Student Count	1.89	6 7	14009058002 14009058014	AURANGZEB HAMZA ALTAF	31.25 29.75	A- B+
	0	Student Count	21	6 7 8	14009058002 14009058014 15001308002	AURANGZEB HAMZA ALTAF AFTAB AHMED	31.25 29.75 26.75	A- B+ B
		-		6 7	14009058002 14009058014	AURANGZEB HAMZA ALTAF AFTAB AHMED ABDUL BASIT	31.25 29.75	A- B+
5	0	Student Count	21	6 7 8	14009058002 14009058014 15001308002 15001308007 15001308010	AURANGZEB HAMZA ALTAF AFTAB AHMED ABDUL BASIT ABDUL GHAFOOR MOHSIN	31.25 29.75 26.75 17 24.75	A- B+ C B
est Marks	Re-Cal	Student Count Student Avg Passing Marks	21	6 7 8 9 10 11	14009058002 14009058014 15001308002 15001308007 15001308010 15005189016	AURANGZEB HAMZA ALTAF AFTAB AHMED ABDUL BASIT ABDUL GHAFOOR MOHSIN BUSHRA MUKHTAR	31.25 29.75 26.75 17 24.75 22.5	A- B+ C B B-
vest Marks Min Max	Re-Cal	Student Count Student Avg Passing Marks	21	6 7 8 9 10 11 12	14009058002 14009058014 15001308002 15001308007 15001308010 15005189016 15007114014	AURANGZEB HAMZA ALTAF AFTAB AHMED ABDUL BASIT ABDUL GHAFOOR MOHSIN BUSHRA MUKHTAR AMBREEN LIAQAT	31.25 29.75 26.75 17 24.75 22.5 23.5	A- B+ C B B- B- B-
west Marks Min Max 0 17.47	Re-Cal	Student Count Student Avg Passing Marks	21	6 7 8 9 10 11 12 13	14009058002 14009058014 15001308002 15001308007 15001308010 15005189016 15007114014 23 F2016003	AURANGZEB HAMZA ALTAF AFTAB AHMED ABDUL BASTT ABDUL GHAFOOR MOHSIN BUSHRA MUKHTAR AMBREEN LIAQAT Asim Rafique Sindhu	31.25 29.75 26.75 17 24.75 22.5 23.5 26.5	A- B+ C B B- B- B- B
0 17.47 17.48 19.36	0 Re-Cal Grade Student F 4 C- 0	Student Count Student Avg Passing Marks	21	6 7 8 9 10 11 12 13 14	14009058002 14009058014 15001308002 15001308007 15001308010 15005189016 15007114014 23 F2016003 BCS Fall 2015007	AURANGZEB HAMZA ALTAF AFTAB AHMED ABDUL GHAFOOR MOHSIN BUSHRA MUKHTAR AMBREEN LIAQAT Asim Rafique Sindhu Behzaad	31.25 29.75 26.75 17 24.75 22.5 23.5 26.5 26.5 27	A- B+ C B B- B- B- B B B
Min Max 0 17.47	Re-Cal	Student Count Student Avg Passing Marks	21	6 7 8 9 10 11 12 13	14009058002 14009058014 15001308002 15001308007 15001308010 15005189016 15007114014 23 F2016003	AURANGZEB HAMZA ALTAF AFTAB AHMED ABDUL BASTT ABDUL GHAFOOR MOHSIN BUSHRA MUKHTAR AMBREEN LIAQAT Asim Rafique Sindhu	31.25 29.75 26.75 17 24.75 22.5 23.5 26.5	A- B+ C B B- B- B- B

• Click on checkbox to get average of all section highlighted below

						ŀ	HOME TEACHER COUR	SES STUDE	ENT ATTENDANCE	COURSE AWARE
cher Courses										
Course :	0551-AC350-I	2015119 -A1+A2		Semester :	S2016					
Assessment	Grading	Announcement	Attendance	Submit Back						
e Grading :										
e draunig .										
Manual Grading	Auto Gradi	ng								
Manual Grading		ng			5 .*	Chudana Id	News	Obacia Marth	- Curtan	
-	 Auto Gradi SEN Grade 	ng T			Sr.#	Student Id			s System Grades	
Manual Grading		-	t Grading		Sr.# 1 2	Student Id 12046005025 13022020101	CH. KHALEEQ AHMAD ALMAS MAHMOOD UL	Obtain Mark 28 32.5	s <mark>System Grades</mark> B+ A-	
Manual Grading	SEN Grade	-	-		1	12046005025	CH. KHALEEQ AHMAD	28	B+	
Manual Grading e Type pply Grades	SEN Grade Save Grade	Prin Calcula	ation		1 2	12046005025 13022020101	CH. KHALEEQ AHMAD ALMAS MAHMOOD UL HASSAN	28 32.5	B+ A-	
Manual Grading e Type pply Grades liers ections	SEN Grade Save Grade	Prin Calcula Interval	ation Above Avg		1 2 3	12046005025 13022020101 13048005015	CH. KHALEEQ AHMAD ALMAS MAHMOOD UL HASSAN ADIL NASIR AWAN	28 32.5 15.75	B+ A- C	
Manual Grading e Type pply Grades	SEN Grade Save Grade	Prin Calcula Interval	ation		1 2 3 4	12046005025 13022020101 13048005015 13048005034	CH. KHALEEQ AHMAD ALMAS MAHMOOD UL HASSAN ADIL NASIR AWAN ABDUL REHMAN	28 32.5 15.75 24.25	B+ A- C B-	
Manual Grading e Type pply Grades liers ections	SEN Grade Save Grade	Prin Calcula Interval	ation Above Avg Below Avg	21	1 2 3 4 5	12046005025 13022020101 13048005015 13048005034 13048005068	CH. KHALEEQ AHMAD ALMAS MAHMOOD UL HASSAN ADIL NASIR AWAN ABDUL REHMAN HAMZA ABBAS	28 32.5 15.75 24.25 33.75	B+ A- C B- A-	
Manual Grading e Type pply Grades liers ections nest Marks	SEN Grade Save Grade 34.00 0.00	Prin Calcul: Interval Interval Student	ation Above Avg Below Avg : Count		1 2 3 4 5 6	12046005025 13022020101 13048005015 13048005034 13048005068 14009058002	CH. KHALEEQ AHMAD ALMAS MAHMOOD UL HASSAN ADIL NASIR AWAN ABDUL REHMAN HAMZA ABBAS AURANGZEB	28 32.5 15.75 24.25 33.75 31.25	B+ A- C B- A- A-	
Manual Grading e Type pply Grades liers ections nest Marks	SEN Grade Save Grade	Prin Calcula Interval Interval	ation Above Avg Below Avg : Count	21 24.11	1 2 3 4 5 6 7	12046005025 13022020101 13048005015 13048005034 13048005068 14009058002 14009058014	CH. KHALEEQ AHMAD ALMAS MAHMOOD UL HASSAN ADIL NASIR AWAN ABDUL REHMAN HAMZA ABBAS AURANGZEB HAMZA ALTAF	28 32.5 15.75 24.25 33.75 31.25 29.75	B+ A- C B- A- A- B+	

• Rest of the procedure is same as Relative grading

Manual Grading

• For Manual Grading click Manual Grading as shown below

					HOME	TEACHER COURSES	STUDENT ATTENDANCE	COURSE AWARD LIST
Teacher Courses Course : Assessment	0551-AC350-F2015119 -A1+A2 Grading Announcement	Attendance	Semester : Submit Back	S2016				
Course Grading :								

• User click on Manual Grading following window will appears

۲										HOME	TEACHER COURSES	STUDE	
cher	Courses												
C	ourse :	0551-AC350-F20	015119 -A1+A	42		:	Semester :	S201	16				
	Assessmer	nt Grading	Announcem	ent At	endance	Submit	Back						
irse Gra	idina :												
	nual Grading	Auto Grading	3										
🖶 Sa	ive changes												
Student I	d	Student	Assignmen 20	Quiz 15	Final Exam 35	Lab 25	Presentatio 5	Total Marks 100	Suggested Grades	Actual Grades			
1204600		CH. KHALEEQ AHMAD	5	9	0	12	2	28	B+	B+			
1302202	20101	ALMAS MAHMOOD UL HASSAN	5.5	10.5	0	12	4.5	32.5	A-	A-			
1304800	5015	ADIL NASIR AWAN	3.5	9	0	1	2.25	15.75	с	с			
1304800	5034	ABDUL REHMAN	4	13.5	0	3	3.75	24.25	B-	B-			
1304800	5068	HAMZA ABBAS	8.5	7.5	0	13	4.75	33.75	A-	A-			
400905	8002	AURANGZEB	5	9	0	15	2.25	31.25	A-	A-			
1400905	8014	HAMZA ALTAF	7	9	0	9	4.75	29.75	B+	B+			
500130	8002	AFTAR AHMFD	4.5	12	0	9	1.25	26.75	B	B			

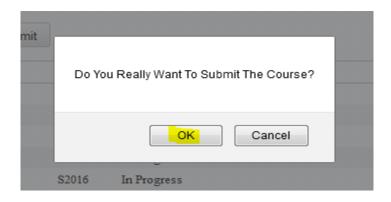
- All the marks shown in above table is taken from assessments and according to that grade is calculated
- Click on grades to select desired grade and save the changes.

Submit the Course Result

To submit the course result, User will select the course and press submit button.as shown below

)								HOME	TEACHER COURSES	STUDENT ATTENDANCE	COURSE AWARD LI
Courses											
Assessment	Grading	Announcement	Attendance	Submit							
CourseID		Course			Semeste	er Status	Comments				
Ø551-AC350-	F2015119 -A1	+A2 Performance M	anagement		S2016	In Progress					
0551-XX644-	F2013192 -B	Diversity and C	hange Manageme	nt	S2016	Submit					
0551-XX644-	F2013192 -C	Diversity and C	hange Manageme	nt	S2016	In Progress					
0551-XP602-	F2012151 -B1	Enterprise Reso	urce Planning		S2016	In Progress					
0551-XF516-	F2012151 -C	Financial Accor	unting Analysis		S2016	In Progress					
0551-ABA21	0-F1994269-A	Agriculture Eco	nomics and Farm	Management	S2016	In Progress					
0551-BN635-	S2016005-A	Financial States	nent Analysis		S2016	Register					
0551-EN201-	S2016005 -C1	Communication	Skills		S2016	Register					
0551-AE213-	S2016012-A	Aviation Legisl	ation		S2016	Register					

• User click on submit button following pop up message appears



- User Press OK
- The following window will appears and status of course changes from in progress to Submit shown below

)					HOME	TEACHER COURSES	STUDENT ATTENDANCE	COURSE AWARD LIS
er Courses								
se Successfully Submitted								
Assessment Grading	Announcement Attendance Submit							
CourseID	Course	Semester	Status Co	omments				
0551-AC350-F2015119 -A1+A	A2 Performance Management	S2016	Submit					
0551-XX644-F2013192 -B	Diversity and Change Management	S2016	Submit					
0551-XX644-F2013192 -C	Diversity and Change Management	S2016	In Progress					
0551-XP602-F2012151 -B1	Enterprise Resource Planning	S2016	In Progress					
0551-XF516-F2012151 -C	Financial Accounting Analysis	S2016	In Progress					
0551-ABA210-F1994269-A	Agriculture Economics and Farm Management	S2016	In Progress					
0551-BN635-S2016005-A	Financial Statement Analysis	S2016	Register					
	Communication Skills	S2016	Register					
0551-EN201-S2016005 -C1	Communication Skills							

• Course is successfully submitted

For any other guidance please contact on following.

erpteam@umt.edu.pk

042-111-300-200 Ext: 3769