



Faculty Portal User Manual

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

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

Contents

Introduction	3
Recommended Browsers	3
How to access Faculty Portal	3
Teacher Courses.....	4
Marking Student Attendance.....	5
Marking Assessments	6
Create New Assessment	8
Edit Existing Assessment.....	15
Delete an Assessment.....	17
Grading.....	19
Auto Grading.....	19
Relative Grading.....	20
SEN Grading	22
Manual Grading	22
Submit the Course Result.....	23

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.umat.edu.pk recommended web-browsers 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**




Student Portal



Faculty Portal



- Following screen will appear to Login into Faculty Portal.




Home

User ID:

Password:

- 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 on ...Details
22-10-2015 07:33 PM

UMT New Campus
Date: September 04-11, 2015 Organized By: Office of Alumni ...Details
22-10-2015 07:34 PM

- 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



Teacher Courses

- Assessment Grading Announcement **Attendance** Submit

CourseID	Course	Semester	Status	Comments
<input type="checkbox"/> 0551-AC350-F2015119 -A1+A2	Performance Management	S2016	Submit	
<input type="checkbox"/> 0551-XX644-F2013192 -B	Diversity and Change Management	S2016	Submit	
<input type="checkbox"/> 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.

Teacher Courses

- Assessment Grading Announcement **Attendance** Submit

CourseID	Course	Semester	Status	Comments
<input checked="" type="checkbox"/> 0551-AC350-F2015119 -A1+A2	Performance Management	S2016	Submit	
<input type="checkbox"/> 0551-XX644-F2013192 -B	Diversity and Change Management	S2016	Submit	
<input type="checkbox"/> 0551-XX644-F2013192 -C	Diversity and Change Management	S2016	In Progress	
<input type="checkbox"/> 0551-XP602-F2012151 -B1	Enterprise Resource Planning	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 Attendance

Course : 12014-MA105-F2015070-M Title: Discrete Mathematics Show Attendance Theory Lab **Add Lecture**

Semester: S2016 Section: M

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

Student Attendance

Course : 12014-MA105-F2015070-M Title: Discrete Mathematics Show Attendance Theory Lab **Add Lecture**

Semester: S2016 Section: M

New Lecture:

Course Activity : Theory1 Class Room : 1C-14

Start Time : 9/26/2016 9:30 AM End Time : 9/26/2016 10:45 AM **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

Activity Successfully Created

Course : 12014-MA105-F2015070-M Title: Discrete Mathematics Show Attendance Theory Lab Add Lecture

Semester: S2016 Section: M

Save Changes

Roll No.	Student	L1 26 Sep
13004070002	HAFIZ AMER IRSHAD	<input checked="" type="checkbox"/>

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 ATTENDANCE

Teacher Courses

Assessment Grading Announcement Attendance Submit

CourseID	Course	Semester	Status	Comments
<input type="checkbox"/> 0551-AC350-F2015119 -A1+A2	Performance Management	S2016	Submit	
<input type="checkbox"/> 0551-XX644-F2013192 -B	Diversity and Change Management	S2016	Submit	
<input type="checkbox"/> 0551-XX644-F2013192 -C	Diversity and Change Management	S2016	In Progress	
<input type="checkbox"/> 0551-XP602-F2012151 -B1	Enterprise Resource Planning	S2016	In Progress	
<input type="checkbox"/> 0551-XF516-F2012151 -C	Financial Accounting Analysis	S2016	In Progress	
<input type="checkbox"/> 0551-ABA210-F1994269-A	Agriculture Economics and Farm Management	S2016	In Progress	
<input checked="" type="checkbox"/> 0551-BN635-S2016005-A	Financial Statement Analysis	S2016	Register	
<input type="checkbox"/> 0551-EN201-S2016005 -C1	Communication Skills	S2016	Register	
<input type="checkbox"/> 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

Teacher Courses

Course : 0551-BN635-S2016005-A Semester : S2016

Assessment Grading Announcement Attendance Submit Back

Course Assessments :

+ Add new record	Edit	Delete	Assessment	Sub Assessment	Calculation Method	Total Marks	Weightage	Calculate	Details
No records to display.									
									Total:

In this window user can

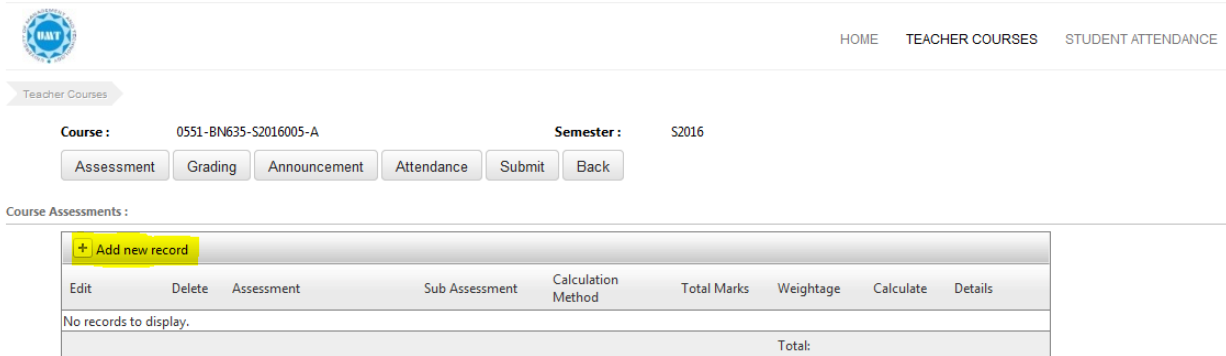
- I. Create new Assessment
- II. Edit Existing Assessment
- III. Delete Existing Assessment

Assessments includes

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

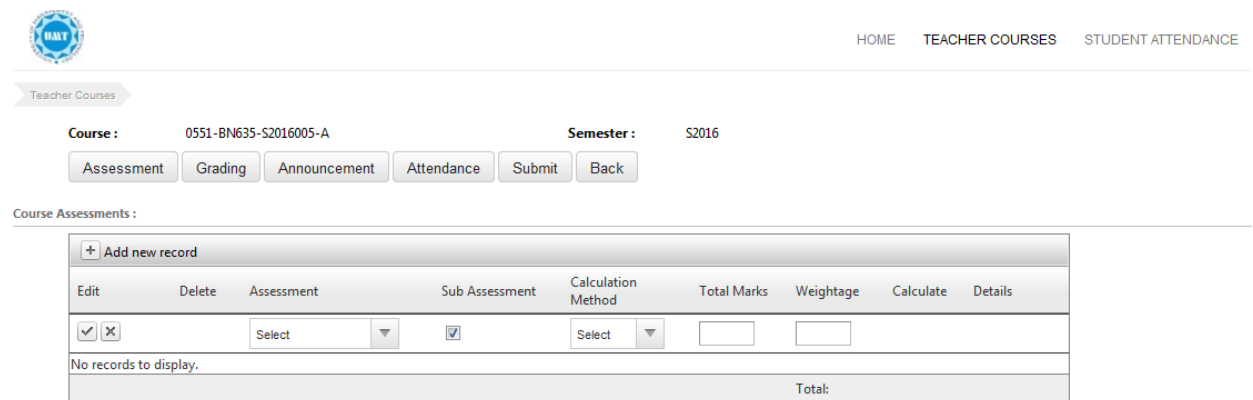
Create New Assessment

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



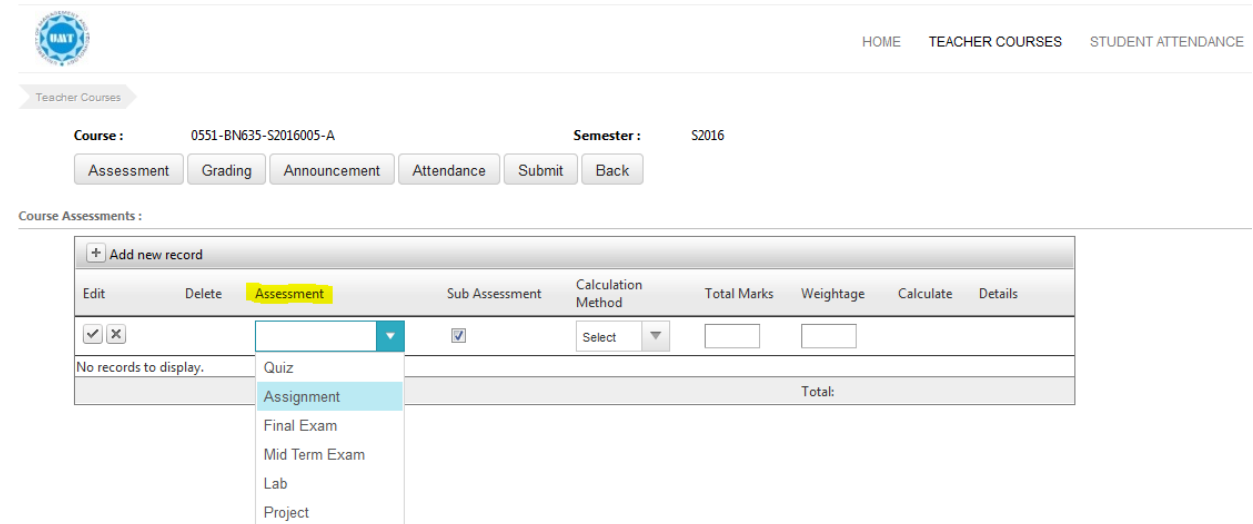
The screenshot shows the 'Teacher Courses' interface. At the top, there is a navigation bar with 'HOME', 'TEACHER COURSES', and 'STUDENT ATTENDANCE'. Below this, the 'Teacher Courses' section displays the course ID '0551-BN635-S2016005-A' and the semester 'S2016'. A row of buttons includes 'Assessment', 'Grading', 'Announcement', 'Attendance', 'Submit', and 'Back'. The 'Assessment' button is highlighted in yellow. Below the buttons, the 'Course Assessments' section shows a table with a header row containing 'Edit', 'Delete', 'Assessment', 'Sub Assessment', 'Calculation Method', 'Total Marks', 'Weightage', 'Calculate', and 'Details'. The table body contains the text 'No records to display.' and a 'Total:' label at the bottom right.

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



This screenshot is identical to the previous one, but the 'Add new record' button in the 'Course Assessments' table is now highlighted in yellow, indicating it has been selected.

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



This screenshot shows the 'Assessment' dropdown menu open in the 'Course Assessments' table. The menu lists several options: 'Quiz', 'Assignment', 'Final Exam', 'Mid Term Exam', 'Lab', and 'Project'. The 'Assignment' option is currently selected and highlighted in blue. The rest of the interface, including the course ID and semester, remains the same as in the previous screenshots.

- User can select Calculation method



Teacher Courses

Course : 0551-BN635-S2016005-A Semester : S2016

Assessment Grading Announcement Attendance Submit Back

Course Assessments :

+ Add new record									
Edit	Delete	Assessment	Sub Assessment	Calculation Method	Total Marks	Weightage	Calculate	Details	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Assignment	<input checked="" type="checkbox"/>						
No records to display.				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)



Teacher Courses

Course : 0551-BN635-S2016005-A Semester : S2016

Assessment Grading Announcement Attendance Submit Back

Course Assessments :

+ Add new record									
Edit	Delete	Assessment	Sub Assessment	Calculation Method	Total Marks	Weightage	Calculate	Details	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Assignment	<input checked="" type="checkbox"/>	Average	20	20			
No records to display.				Total:					

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



Teacher Courses

Course : 0551-BN635-S2016005-A Semester : S2016

Assessment Grading Announcement Attendance Submit Back

Course Assessments :

+ Add new record									
Edit	Delete	Assessment	Sub Assessment	Calculation Method	Total Marks	Weightage	Calculate	Details	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Assignment	Yes	Average		20		<input type="checkbox"/>	
						Total: 20			

- **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

The screenshot shows the 'Course Assessments' window for course 0551-BN635-S2016005-A in semester S2016. The 'Details' button for the first assessment record is highlighted in green.

Edit	Delete	Assessment	Sub Assessment	Calculation Method	Total Marks	Weightage	Calculate	Details
		Assignment	Yes	Average	20			
						Total: 20		

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

The screenshot shows the 'Sub Assessments' window, which is currently empty. The 'Add new record' button is highlighted in yellow.

Edit	Delete	Assessment	Total Marks	Details
No records to display.				
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



Teacher Courses

Course : 0551-BN635-S2016005-A Semester : S2016

Assessment Grading Announcement Attendance Submit Back

Course Assessments :

+ Add new record							
Edit	Delete	Assesment	Sub Assesment	Calculation Method	Total Marks	Weightage	Calculate Details
		Quiz	Yes	Average	10		
					Total: 10		

Sub Assessments :

+ Add new record				
Edit	Delete	Assesment	Total Marks	Details
		QUIZ 1	10	
		QUIZ 2	10	
		QUIZ 3	10	
		qUIZ 4	10	
			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 : S2016

Assessment Grading Announcement Attendance Submit Back

Course Assessments :

Sub Assessments :

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

Assessment Marking :

S.No	Student Id	Student Name ▲	Obtain Marks	
1	022F2015084	Ahmar	<input type="text"/>	No Attachment
2	022F2015068	Asghar ali	<input type="text"/>	No Attachment
3	022F2015081	ashfaq hussain	<input type="text"/>	No Attachment
4	022F2015082	ashfaq hussain	<input type="text"/>	No Attachment
5	022F2015083	ashfaq hussain	<input type="text"/>	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 Semester : S2016

Assessment Grading Announcement Attendance Submit Back

Course Assessments :

Sub Assessments :

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

Assessment Marking :

S.No	Student Id	Student Name ▲	Obtain Marks	
1	022F2015084	Ahmar	<input type="text"/>	No Attachment
2	022F2015068	Asghar ali	<input type="text"/>	No Attachment
3	022F2015081	ashfaq hussain	<input type="text"/>	No Attachment
4	022F2015082	ashfaq hussain	<input type="text"/>	No Attachment
5	022F2015083	ashfaq hussain	<input type="text"/>	No Attachment
6	022F2015065	Eshad ali	<input type="text"/>	No Attachment

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



Teacher Courses

Successfully Added Missing Students

Course : 0551-XP602-F2012151 -B1 Semester : S2016

Assessment Grading Announcement Attendance Submit Back

Course Assessments :

Sub Assessments :

+ Add new record				
Edit	Delete	Assesment	Total Marks	Details
		QUIZ 1	10	
		QUIZ 2	10	
			Total: 20	

Assessment Marking :

S.No	Student Id	Student Name	Obtain Marks	
1	F2015266001	Yawar Bilal	<input type="text"/>	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



Teacher Courses

Successfully Done

Course : 0551-XP602-F2012151 -B1 Semester : S2016

Assessment Grading Announcement Attendance Submit Back

Course Assessments :

Sub Assessments :

+ Add new record				
Edit	Delete	Assesment	Total Marks	Details
		QUIZ 1	10	
		QUIZ 2	10	
			Total: 20	

Assessment Marking :

S.No	Student Id	Student Name	Obtain Marks	
1	F2015266001	Yawar Bilal	8.00	No Attachment

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



Teacher Courses

Course : 0551-XP602-F2012151 -B1 Semester : S2016

Assessment Grading Announcement Attendance Submit Back

Course Assessments :

+ Add new record								
Edit	Delete	Assessment	Sub Assessment	Calculation Method	Total Marks	Weightage	Calculate	Details
		Final Exam	No		100	50		
		Presentation	Yes	Average		10		
		Class Participation	Yes	Average		5		
		Mid Term Exam	No		50	25		
			Yes			0		
		Quiz	Yes	Average		10	Calculate	
					Total: 100			

- 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



Teacher Courses

Successfully Calculated

Course : 0551-XP602-F2012151 -B1 Semester : S2016

Assessment Grading Announcement Attendance Submit Back

Course Assessments :

+ Add new record								
Edit	Delete	Assessment	Sub Assessment	Calculation Method	Total Marks	Weightage	Calculate	Details
		Final Exam	No		100	50		
		Presentation	Yes	Average		10		
		Class Participation	Yes	Average		5		
		Mid Term Exam	No		50	25		
			Yes			0		
		Quiz	Yes	Average		10		
					Total: 100			



Teacher Courses

Course : 0551-XP602-F2012151 -B1 Semester : S2016

Assessment Grading Announcement Attendance Submit Back

Course Assessments :

+ Add new record								
Edit	Delete	Assessment	Sub Assessment	Calculation Method	Total Marks	Weightage	Calculate	Details
		Final Exam	No		100	50		
		Presentation	Yes	Average		10		
		Class Participation	Yes	Average		5		
		Mid Term Exam	No		50	25		
			Yes			0		
		Quiz	Yes	Average		10		
						Total: 100		

- 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



Teacher Courses

Update failed! Weightage Cannot be grater than 100.

Course : 0551-XP602-F2012151 -B1 Semester : S2016

Assessment Grading Announcement Attendance Submit Back

Course Assessments :

+ Add new record								
Edit	Delete	Assessment	Sub Assessment	Calculation Method	Total Marks	Weightage	Calculate	Details
		Final Exam	No		100	50		
		Presentation	Yes	Average		10		
		Class Participation	Yes	Average		5		
		Mid Term Exam	No		50	25		
			Yes			0		
		Quiz	Yes	Average		10		
						Total: 100		

Edit Existing Assessment

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



Teacher Courses

Course : 0551-XP602-F2012151 -B1 Semester : S2016
Assessment Grading Announcement Attendance Submit Back

Course Assessments :

+ Add new record								
Edit	Delete	Assessment	Sub Assessment	Calculation Method	Total Marks	Weightage	Calculate	Details
		Final Exam	No		100	50		
		Presentation	Yes	Average		10		
		Class Participation	Yes	Average		5		
		Mid Term Exam	No		50	25		
			Yes			0		
		Quiz	Yes	Average		10		
					Total: 100			

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



Teacher Courses

Course : 0551-XP602-F2012151 -B1 Semester : S2016
Assessment Grading Announcement Attendance Submit Back

Course Assessments :

+ Add new record								
Edit	Delete	Assessment	Sub Assessment	Calculation Method	Total Marks	Weightage	Calculate	Details
<input checked="" type="checkbox"/>		Final Exam	<input type="checkbox"/>		<input type="text" value="100"/>	<input type="text" value="50"/>		
		Presentation	Yes	Average		10		
		Class Participation	Yes	Average		5		
		Mid Term Exam	No		50	25		
			Yes			0		
		Quiz	Yes	Average		10		
					Total: 100			

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



Teacher Courses

Course : 0551-XP602-F2012151 -B1 Semester : S2016
Assessment Grading Announcement Attendance Submit Back

Course Assessments :

+ Add new record								
Edit	Delete	Assessment	Sub Assessment	Calculation Method	Total Marks	Weightage	Calculate	Details
		Final Exam	No		100	50	Calculate	
		Presentation	Yes	Average		10		
		Class Participation	Yes	Average		5		
		Mid Term Exam	No		50	25		
			Yes			0		
		Quiz	Yes	Average		10		
						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



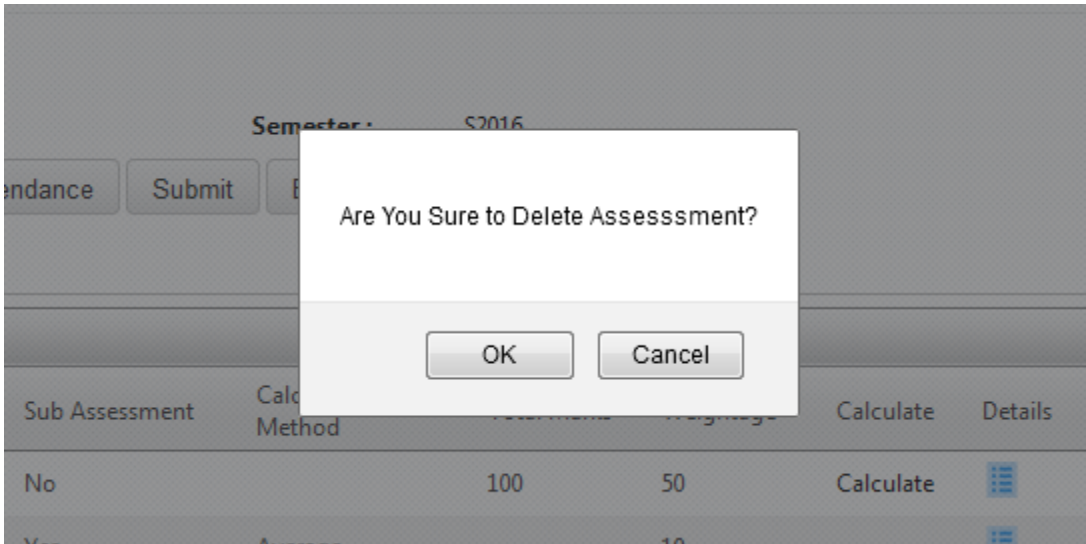
Teacher Courses

Course : 0551-XP602-F2012151 -B1 Semester : S2016
Assessment Grading Announcement Attendance Submit Back


Course Assessments :

+ Add new record								
Edit	Delete	Assessment	Sub Assessment	Calculation Method	Total Marks	Weightage	Calculate	Details
		Final Exam	No		100	50	Calculate	
		Presentation	Yes	Average		10		
		Class Participation	Yes	Average		5		
		Mid Term Exam	No		50	25		
			Yes			0		
		Quiz	Yes	Average		10		
						Total: 100		

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



- User press OK
- Record deletes and message appears


HOME TEACHER COURSES STUDENT ATTENDANCE

Teacher Courses

Successfully Deleted

Course : 0551-XP602-F2012151 -B1 **Semester :** S2016

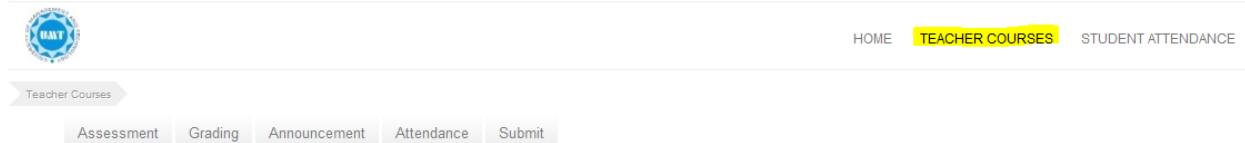
Course Assessments :

+ Add new record								
Edit	Delete	Assessment	Sub Assessment	Calculation Method	Total Marks	Weightage	Calculate	Details
		Presentation	Yes	Average		10		
		Class Participation	Yes	Average		5		
		Mid Term Exam	No		50	25		
			Yes			0		
		Quiz	Yes	Average		10		
						Total: 50		

- Record Successfully deleted

Grading

- Click on Teacher Courses, following window appears



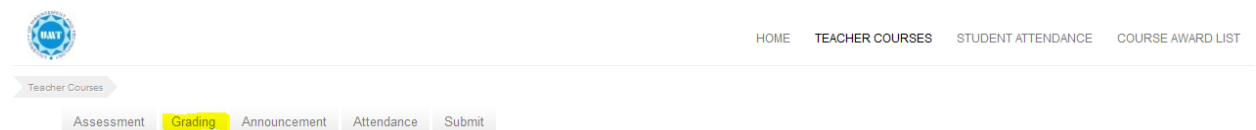
IAIT HOME **TEACHER COURSES** STUDENT ATTENDANCE

Teacher Courses

Assessment Grading Announcement Attendance Submit

CourseID	Course	Semester	Status	Comments
<input type="checkbox"/> 0551-AC350-F2015119 -A1+A2	Performance Management	S2016	In Progress	
<input type="checkbox"/> 0551-XX644-F2013192 -B	Diversity and Change Management	S2016	Submit	
<input type="checkbox"/> 0551-XX644-F2013192 -C	Diversity and Change Management	S2016	In Progress	
<input type="checkbox"/> 0551-XP602-F2012151 -B1	Enterprise Resource Planning	S2016	In Progress	
<input type="checkbox"/> 0551-XF516-F2012151 -C	Financial Accounting Analysis	S2016	In Progress	
<input type="checkbox"/> 0551-ABA210-F1994269-A	Agriculture Economics and Farm Management	S2016	In Progress	
<input type="checkbox"/> 0551-BN635-S2016005-A	Financial Statement Analysis	S2016	Register	
<input type="checkbox"/> 0551-EN201-S2016005 -C1	Communication Skills	S2016	Register	
<input type="checkbox"/> 0551-AE213-S2016012-A	Aviation Legislation	S2016	Register	

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

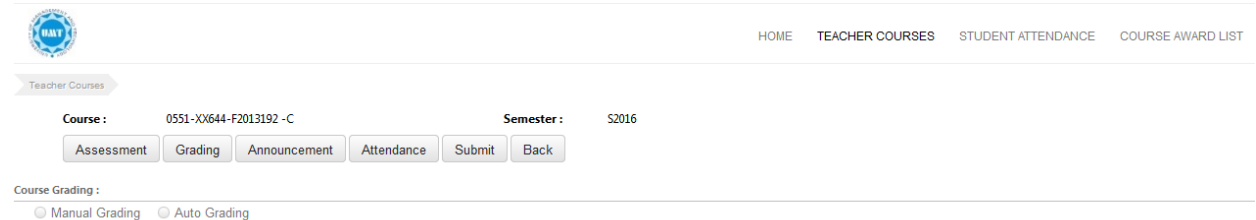


IAIT HOME TEACHER COURSES STUDENT ATTENDANCE COURSE AWARD LIST

Teacher Courses

Assessment **Grading** Announcement Attendance Submit

- User click on grading from above navigation pane window appears



IAIT HOME TEACHER COURSES STUDENT ATTENDANCE COURSE AWARD LIST

Teacher Courses

Course : 0551-XX644-F2013192 -C Semester : S2016

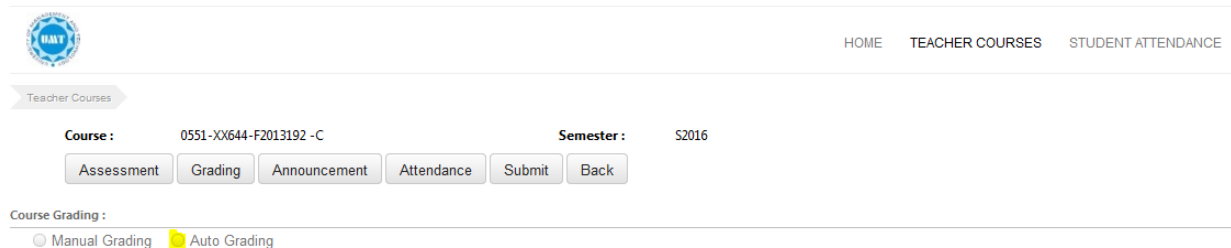
Assessment Grading Announcement Attendance Submit Back

Course Grading :

Manual Grading Auto Grading

- Grading is of two type
 - Auto Grading
 - Manual Grading

Auto Grading



IAIT HOME TEACHER COURSES STUDENT ATTENDANCE

Teacher Courses

Course : 0551-XX644-F2013192 -C Semester : S2016

Assessment Grading Announcement Attendance Submit Back

Course Grading :

Manual Grading Auto Grading

- From the above window user click on Auto Grading

- Following Window appears

Sr.#	Student Id	Name	Obtain Marks	System Grades
1	12046005025	CH. KHALEEQ AHMAD	28	B+
2	13022020101	ALMAS MAHMOOD UL HASSAN	32.5	A-
3	13048005015	ADIL NASIR AWAN	15.75	C
4	13048005034	ABDUL REHMAN	24.25	B-
5	13048005068	HAMZA ABBAS	33.75	A-
6	14009058002	AURANGZEB	31.25	A-
7	14009058014	HAMZA ALTAF	29.75	B+
8	15001308002	AFTAB AHMED	26.75	B
9	15001308007	ABDUL BASIT	17	C
10	15001308010	ABDUL GHAFUOR MOHSIN	24.75	B
11	15005189016	BUSHRA MUKHTAR	22.5	B-
12	15007114014	AMBREEN LIAQAT	23.5	B-
13	23 F2016003	Asim Rafique Sindhu	26.5	B
14	BCS Fall 2015007	Behzaad	27	B
15	F1993021001	Abdul Razia	34	A
16	F1993021009	Ehsan Ashraf	28	B+
17	F2012279005	Ali ahsan	0	F

- Select Grade Type from grade type drop down
- There are two grade types
 - Relative Grading
 - 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

Sr.#	Student Id	Name	Obtain Marks	System Grades
1	12046005025	CH. KHALEEQ AHMAD	28	B+
2	13022020101	ALMAS MAHMOOD UL HASSAN	32.5	A-
3	13048005015	ADIL NASIR AWAN	15.75	C
4	13048005034	ABDUL REHMAN	24.25	B-
5	13048005068	HAMZA ABBAS	33.75	A-
6	14009058002	AURANGZEB	31.25	A-
7	14009058014	HAMZA ALTAF	29.75	B+
8	15001308002	AFTAB AHMED	26.75	B
9	15001308007	ABDUL BASIT	17	C
10	15001308010	ABDUL GHAFUOR MOHSIN	24.75	B

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



Teacher Courses

Course : 0551-AC350-F2015119 -A1 + A2 Semester : S2016

Assessment Grading Announcement Attendance Submit Back

Course Grading :

Manual Grading Auto Grading

Grade Type Relative Grade Apply Grades Save Grades Print Grading

Outliers Calculation

All Sections Interval 2.73 Highest Marks 34 Student Count 21 Lowest Marks 0 Student Avg 24.11 Passing Marks 12.15 Re-Cal

Table with 4 columns: Min, Max, Grade, Student Count. Shows grade distribution from F to B-.

Table with 5 columns: Sr.#, Student Id, Name, Obtain Marks, System Grades. Lists 17 students with their respective marks and grades.

- 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

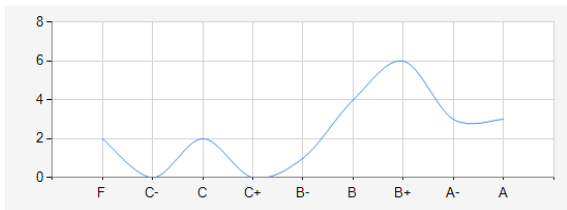
Grade Type Relative Grade Apply Grades Save Grades Print Grading

Outliers Calculation

All Sections Interval 2.73 Highest Marks 34 Student Count 21 Lowest Marks 0 Student Avg 24.11 Passing Marks 12.15 Re-Cal

Table with 4 columns: Min, Max, Grade, Student Count. Shows updated grade distribution including B+, A-, and A grades.

Table with 5 columns: Sr.#, Student Id, Name, Obtain Marks, System Grades. Lists 21 students with their respective marks and grades.



- 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

Course : 0551-AC350-F2015119 -A1-A2 Semester : S2016

Course Grading : Manual Grading Auto Grading

Grade Type: SEN Grade

Buttons: Apply Grades, Save Grades, Print Grading

Outliers: All Sections

Calculation: Interval Above Avg: 2.20, Interval Below Avg: 1.89, Student Count: 21, Student Avg: 24.11, Passing Marks: 17.48

Sr.#	Student Id	Name	Obtain Marks	System Grades
1	12046005025	CH. KHALEEQ AHMAD	28	B+
2	13022020101	ALMAS MAHMOOD UL HASSAN	32.5	A-
3	13048005015	ADIL NASIR AWAN	15.75	C
4	13048005034	ABDUL REHMAN	24.25	B-
5	13048005068	HAMZA ABBAS	33.75	A-
6	14009058002	AURANGZEB	31.25	A-
7	14009058014	HAMZA ALTAF	29.75	B+
8	15001308002	AFTAB AHMED	26.75	B
9	15001308007	ABDUL BASIT	17	C
10	15001308010	ABDUL GHAFUOR MOHSIN	24.75	B
11	15005189016	BUSHRA MUKHTAR	22.5	B-
12	15007114014	AMBREEN LIAQAT	23.5	B-
13	23_F2016003	Asim Rafique Sindhu	26.5	B
14	BCS Fall 2015007	Behzaad	27	B
15	F1993021001	Abdul Razia	34	A
16	F1993021009	Ehsan Ashraf	28	B+

Min	Max	Grade	Student Count
0	17.47	F	4
17.48	19.36	C-	0
19.37	21.25	C	0
21.26	23.14	C+	1

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

Course : 0551-AC350-F2015119 -A1-A2 Semester : S2016

Course Grading : Manual Grading Auto Grading

Grade Type: SEN Grade

Buttons: Apply Grades, Save Grades, Print Grading

Outliers: All Sections

Calculation: Interval Above Avg: 2.20, Interval Below Avg: 1.89, Student Count: 21, Student Avg: 24.11, Passing Marks: 17.48

Sr.#	Student Id	Name	Obtain Marks	System Grades
1	12046005025	CH. KHALEEQ AHMAD	28	B+
2	13022020101	ALMAS MAHMOOD UL HASSAN	32.5	A-
3	13048005015	ADIL NASIR AWAN	15.75	C
4	13048005034	ABDUL REHMAN	24.25	B-
5	13048005068	HAMZA ABBAS	33.75	A-
6	14009058002	AURANGZEB	31.25	A-
7	14009058014	HAMZA ALTAF	29.75	B+
8	15001308002	AFTAB AHMED	26.75	B
9	15001308007	ABDUL BASIT	17	C
10	15001308010	ABDUL GHAFUOR MOHSIN	24.75	B

- Rest of the procedure is same as Relative grading

Manual Grading

- For Manual Grading click Manual Grading as shown below

Course : 0551-AC350-F2015119 -A1-A2 Semester : S2016

Course Grading : Manual Grading Auto Grading

- User click on Manual Grading following window will appears

The screenshot shows the UMT Teacher Courses interface. At the top, there are navigation links: HOME, TEACHER COURSES, STUDENT ATTENDANCE, and COURSE AWARD LIST. Below this, the 'Teacher Courses' section is active. The 'Course' is identified as 0551-AC350-F2015119 -A1+ A2 and the 'Semester' is S2016. There are buttons for Assessment, Grading, Announcement, Attendance, Submit, and Back. Under 'Course Grading', the 'Manual Grading' radio button is selected, while 'Auto Grading' is unselected.

Student Id	Student	Assignmen 20	Quiz 15	Final Exam 35	Lab 25	Presentatio 5	Total Marks 100	Suggested Grades	Actual Grades
12046005025	CH. KHALEEQ AHMAD	5	9	0	12	2	28	B+	B+
13022020101	ALMAS MAHMOOD UL HASSAN	5.5	10.5	0	12	4.5	32.5	A-	A-
13048005015	ADIL NASIR AWAN	3.5	9	0	1	2.25	15.75	C	C
13048005034	ABDUL REHMAN	4	13.5	0	3	3.75	24.25	B-	B-
13048005068	HAMZA ABBAS	8.5	7.5	0	13	4.75	33.75	A-	A-
14009058002	AURANGZEB	5	9	0	15	2.25	31.25	A-	A-
14009058014	HAMZA ALTAF	7	9	0	9	4.75	29.75	B+	B+
15001308002	AFTAR AHMFD	4.5	12	0	9	1.75	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.

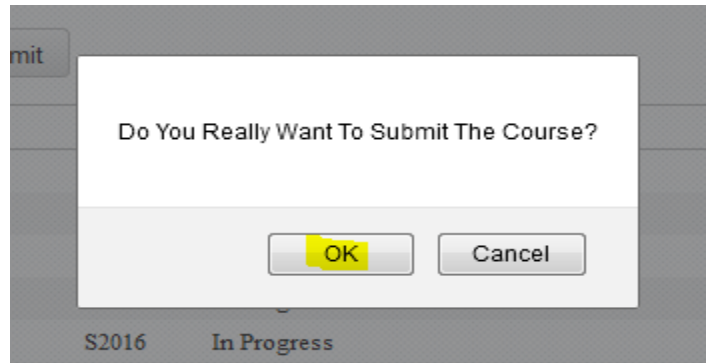
Submit the Course Result

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

The screenshot shows the UMT Teacher Courses interface. At the top, there are navigation links: HOME, TEACHER COURSES, STUDENT ATTENDANCE, and COURSE AWARD LIST. Below this, the 'Teacher Courses' section is active. The 'Submit' button is highlighted in yellow. Below the buttons, there is a table listing courses with checkboxes for selection.

CourseID	Course	Semester	Status	Comments
<input checked="" type="checkbox"/> 0551-AC350-F2015119 -A1+A2	Performance Management	S2016	In Progress	
<input type="checkbox"/> 0551-XX644-F2013192 -B	Diversity and Change Management	S2016	Submit	
<input type="checkbox"/> 0551-XX644-F2013192 -C	Diversity and Change Management	S2016	In Progress	
<input type="checkbox"/> 0551-XP602-F2012151 -B1	Enterprise Resource Planning	S2016	In Progress	
<input type="checkbox"/> 0551-XF516-F2012151 -C	Financial Accounting Analysis	S2016	In Progress	
<input type="checkbox"/> 0551-ABA210-F1994269-A	Agriculture Economics and Fam Management	S2016	In Progress	
<input type="checkbox"/> 0551-BN635-S2016005-A	Financial Statement Analysis	S2016	Register	
<input type="checkbox"/> 0551-EN201-S2016005 -C1	Communication Skills	S2016	Register	
<input type="checkbox"/> 0551-AE213-S2016012-A	Aviation Legislation	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

UAT

HOME TEACHER COURSES STUDENT ATTENDANCE COURSE AWARD LIST

Teacher Courses

Course Successfully Submitted

Assessment Grading Announcement Attendance **Submit**

CourseID	Course	Semester	Status	Comments
<input type="checkbox"/> 0551-AC350-F2015119 -A1+-A2	Performance Management	S2016	Submit	
<input type="checkbox"/> 0551-XX644-F2013192 -B	Diversity and Change Management	S2016	Submit	
<input type="checkbox"/> 0551-XX644-F2013192 -C	Diversity and Change Management	S2016	In Progress	
<input type="checkbox"/> 0551-XP602-F2012151 -B1	Enterprise Resource Planning	S2016	In Progress	
<input type="checkbox"/> 0551-XF516-F2012151 -C	Financial Accounting Analysis	S2016	In Progress	
<input type="checkbox"/> 0551-ABA210-F1994269-A	Agriculture Economics and Farm Management	S2016	In Progress	
<input type="checkbox"/> 0551-BN635-S2016005-A	Financial Statement Analysis	S2016	Register	
<input type="checkbox"/> 0551-EN201-S2016005 -C1	Communication Skills	S2016	Register	
<input type="checkbox"/> 0551-AE213-S2016012-A	Aviation Legislation	S2016	Register	

- Course is successfully submitted

For any other guidance please contact on following.

erpteam@umt.edu.pk

042-111-300-200 Ext: 3769