

GRADE BOOK USER GUIDE

<http://portal.iba.edu.pk>

The screenshot displays the IBA e-portal homepage. At the top left is the IBA logo (Institute of Business Administration) with the tagline "Leadership and Ideas for Tomorrow". The main banner features the text "IBA e-PORTAL" in large, stylized letters. Below the banner is a navigation menu with links: Home, IBA - Email, IBA Job Portal, Online Payment, and CMS Help Desk. The central area contains a "Secure Login" form with fields for "Username:" and "Pin Code:", and a "Login" button. To the right of the login form are two informational boxes: "ERP Usage Guideline" with links for "User Guide Details" and "User Productivity KIT Details", and "Summer Semester - 2010" with a link for "TimeTable Details". At the bottom, there are two small thumbnail images: "IBA Website" and "IBA Alumni Web".





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Instructor

➤ Create Class Assignment


Procedure

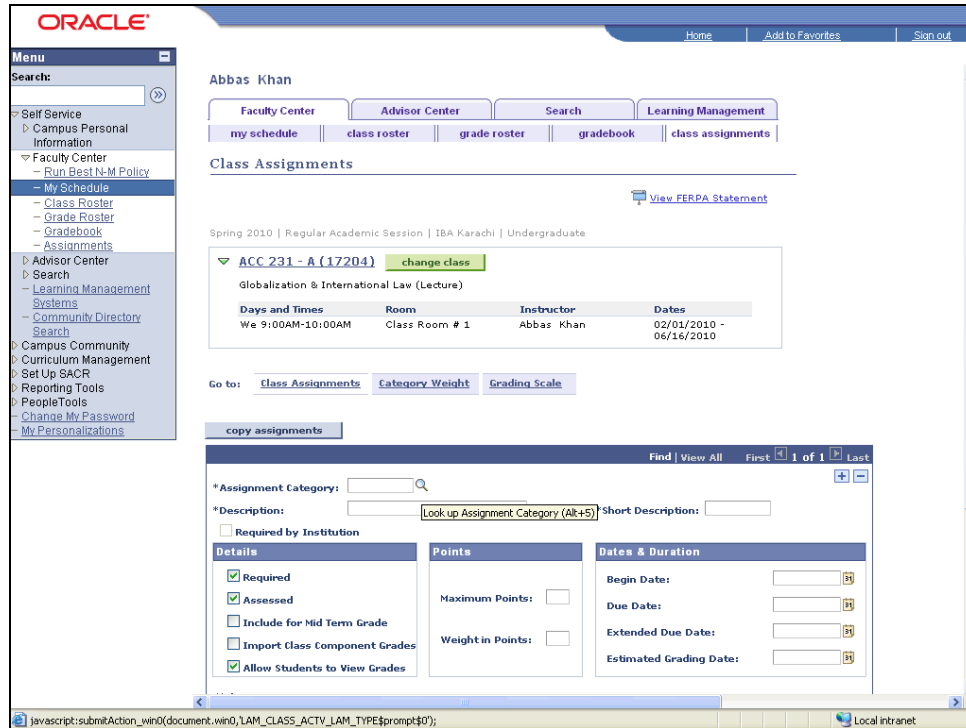
Step	Action
1.	Enter the desired information into the User ID field. Enter " Demo_User ".
2.	Enter the desired information into the Password field. Enter " Demo_User ".
3.	Point to the Sign In object. 
4.	Click the Self Service link. 
5.	Click the Faculty Center link. 
6.	Click the My Schedule link. 








The screenshot shows the Oracle Peoplesoft CMS-GradeBook interface. The user is logged in as Abbas Khan. The main navigation menu on the left includes options like 'Self Service', 'Faculty Center', 'Advisor Center', and 'Campus Community'. The 'Faculty Center' menu is expanded, showing 'My Schedule', 'Class Roster', 'Grade Roster', 'Gradebook', and 'Assignments'. The 'Assignments' option is highlighted. The main content area displays the 'My Teaching Schedule' for Spring 2010 at IBA Karachi. A table lists the classes, with the 'Class Assignments' button highlighted in blue. The table has the following data:

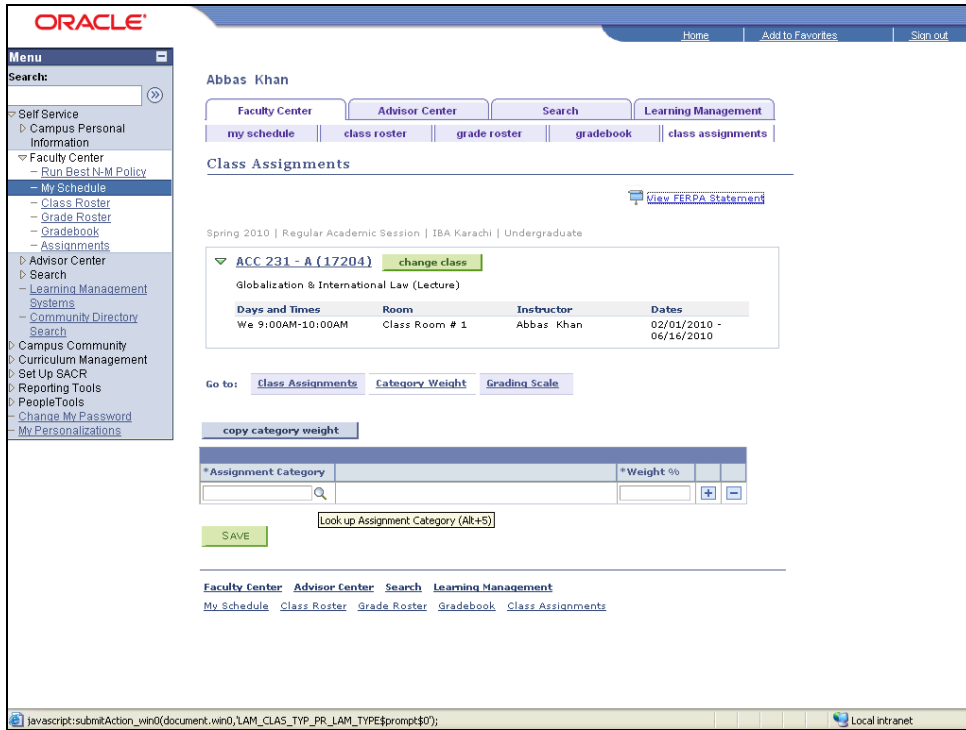
Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ACC 231-A (17204)	Globlization&International Law (Lecture)	7	We 9:00AM - 10:00AM	Class Room # 1	Feb 1, 2010 - Jun 16, 2010









Below the table, there is a 'Class Assignments' button and a 'View Weekly Teaching Schedule' link. The 'My Exam Schedule' section shows 'You have no final exams scheduled at this time.' The bottom of the page has a footer with 'Local intranet' and a JavaScript error message.




Step	Action
7.	Click the Class Assignments button. 

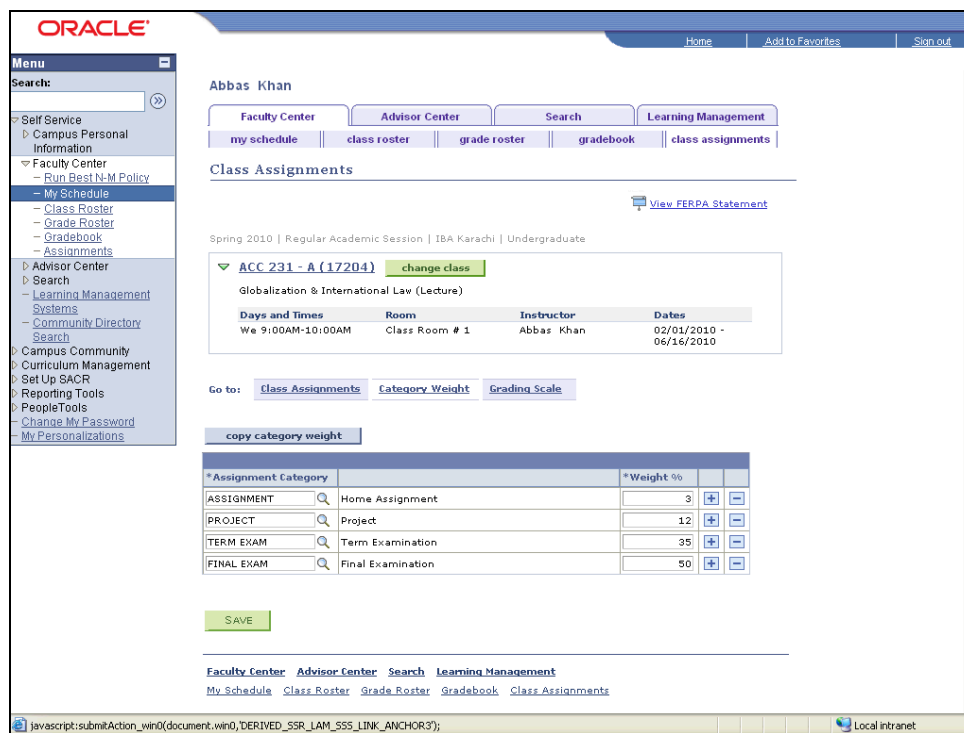




Step	Action
8.	Click the Look up Assignment Category (Alt+5) button. 
9.	Click in the Description field. 
10.	Enter the desired information into the Short Description field. Enter " Assign 1 ".
11.	Click in the Weight in Points field. 
12.	Click the button. 
13.	Click the date loopup. 
14.	Point to the Choose a date (Alt+5) object. 
15.	Enter the desired information into the Notes field. Enter " Solve Exercise Questions 1,2 from Chapter 10. ".
16.	Point to the Category Weight object. 



Step	Action
17.	Click the Assignment Category button. 
18.	Select the Assignment Category 
19.	Enter the desired information into the Weight % field. Enter " 3 ". Point to the Add a new row at row 1 (Alt+7) object. 
20.	Click the Lookup. 
21.	Click the Assignment Category button. 
22.	Enter the desired information into the Weight % field. Enter " 12 ".
23.	Point to the Add a new row at row 2 (Alt+7) object. 
24.	Click the Assignment Category button. 
25.	Select the desired information. 



Step	Action
26.	Enter the desired information into the Weight % field. Enter "35" and Click on Add row. 
27.	Click the lookup. 
28.	Click in the field. 
29.	Enter the desired information into the Weight % field. Enter "50".

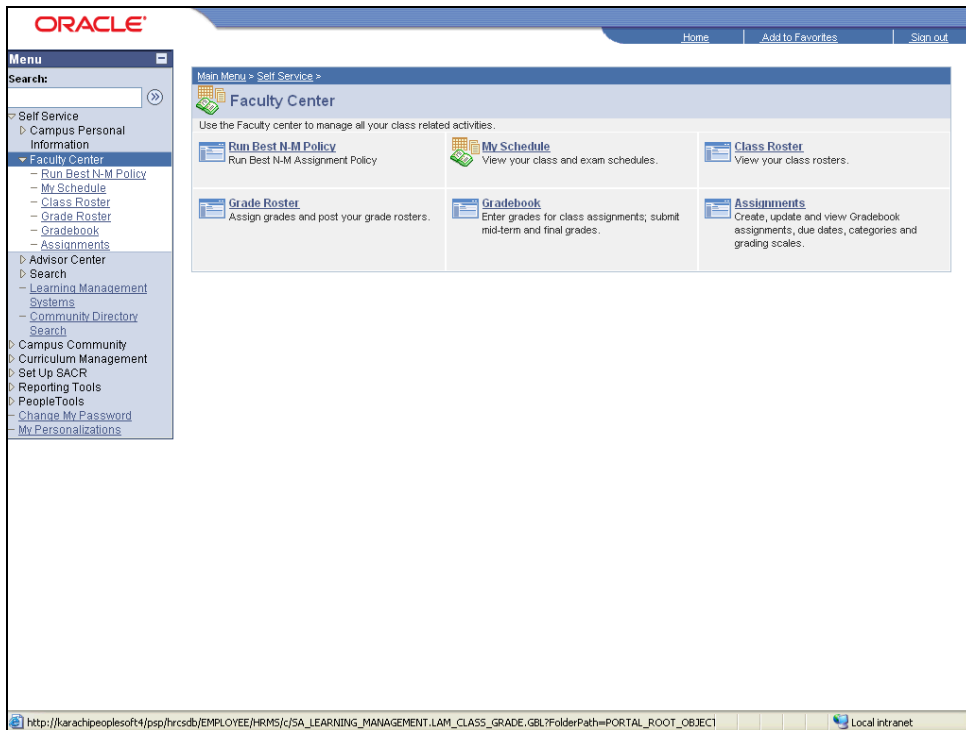


Step	Action
30.	Click the scrollbar. 
31.	
32.	End of Procedure.

➤ **N-M Assignment Policy**

Procedure

Step	Action
1.	Click the Self Service link. 
2.	Click the Faculty Center link. 



Step	Action
3.	Click on GradeBook.

ORACLE

Home | Add to Favorites | Sign out

Menu

Search: []

Go to: [Class Gradebook](#) | [Grade by Assignment](#) | [Cumulative Grades](#) | [Requirement Designation](#) | [Import Component Grades](#)

Show Active Students Only [export](#)

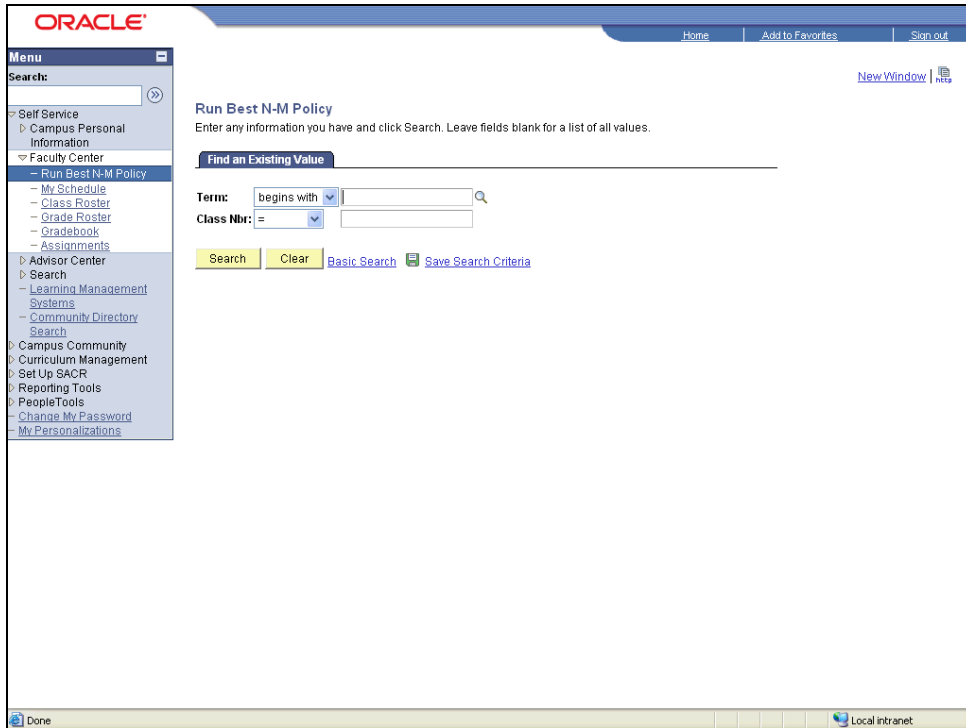
Select check box next to the grade field to exclude assignment from cumulative grade calculation.

Name	ID	Assign 1	Final	Assignm2	Assign3
Ali,Salman	00941	10.00 <input type="checkbox"/> Note	45.00 <input type="checkbox"/> Note	5.00 <input type="checkbox"/> Note	8.00 <input type="checkbox"/> Note
BBA,BBA	SF-001	5.00 <input type="checkbox"/> Note	30.00 <input type="checkbox"/> Note	10.00 <input type="checkbox"/> Note	6.00 <input type="checkbox"/> Note
Concessional,MAB (Evening)	SF-004	10.00 <input type="checkbox"/> Note	40.00 <input type="checkbox"/> Note	6.00 <input type="checkbox"/> Note	7.00 <input type="checkbox"/> Note
FL,New	01006	10.00 <input type="checkbox"/> Note	50.00 <input type="checkbox"/> Note	8.00 <input type="checkbox"/> Note	5.00 <input type="checkbox"/> Note
MSCS,MSCS	SF-002	9.00 <input type="checkbox"/> Note	40.00 <input type="checkbox"/> Note	5.00 <input type="checkbox"/> Note	10.00 <input type="checkbox"/> Note
Tariq,Rida	01021	5.00 <input type="checkbox"/> Note	35.00 <input type="checkbox"/> Note	8.00 <input type="checkbox"/> Note	7.00 <input type="checkbox"/> Note
Zahid,Salman	0050	6.00 <input type="checkbox"/> Note	40.00 <input type="checkbox"/> Note	7.00 <input type="checkbox"/> Note	8.00 <input type="checkbox"/> Note
Assignment Average:		7.86	40.00	7.00	7.29

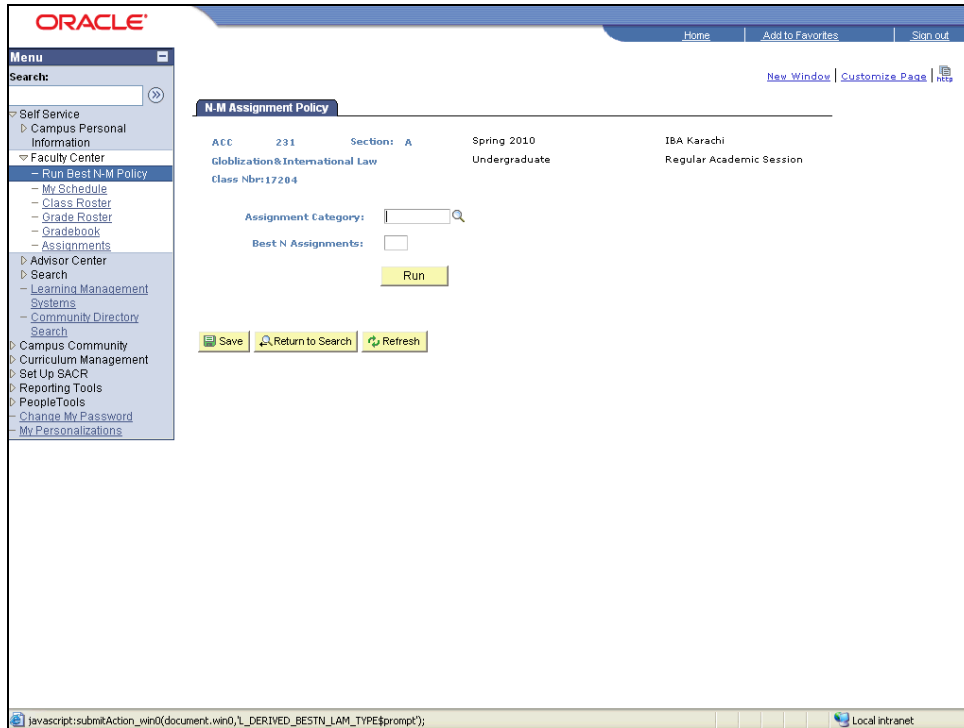
REFRESH [SAVE](#)



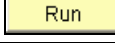

Done Local intranet

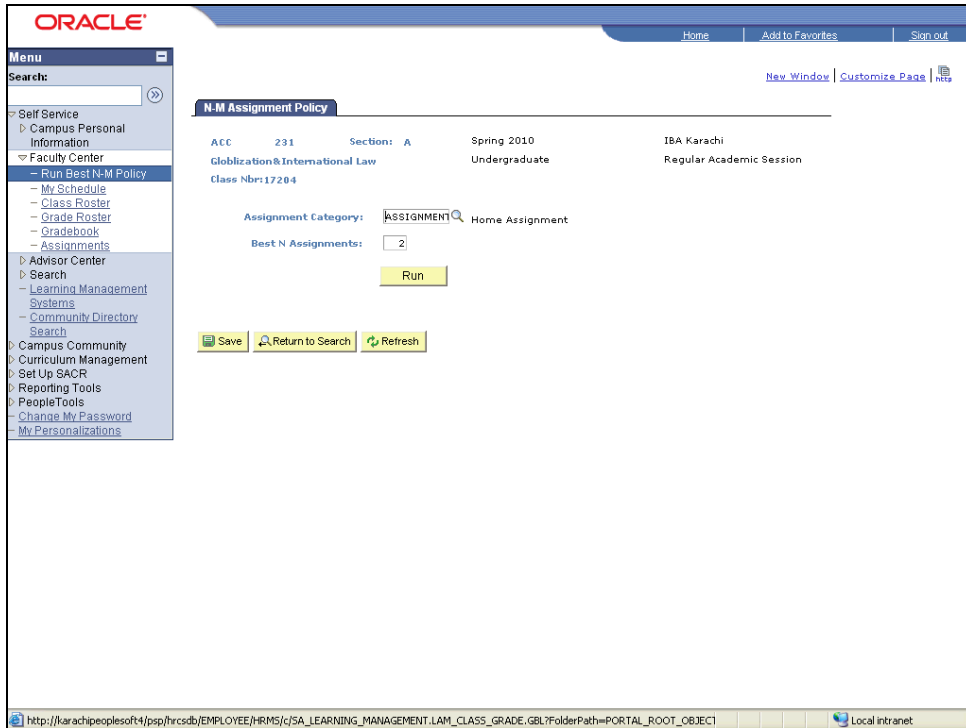
Step	Action
4.	Assignment 1 Assignment 2 Assignment 3
5.	Click the Run Best N-M Policy link. Run Best N-M Policy



Step	Action
6.	Enter the desired information into the Term field. Enter " 1011 ".
7.	Click the Search button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Search</div>



Step	Action
8.	Click the Look up Assignment Category (Alt+5) button. 
9.	Click in the Assignments field. 
10.	Enter the desired information into the Best N Assignments field. Enter "2".
11.	Click the Run button. 
12.	Click the Save button. 




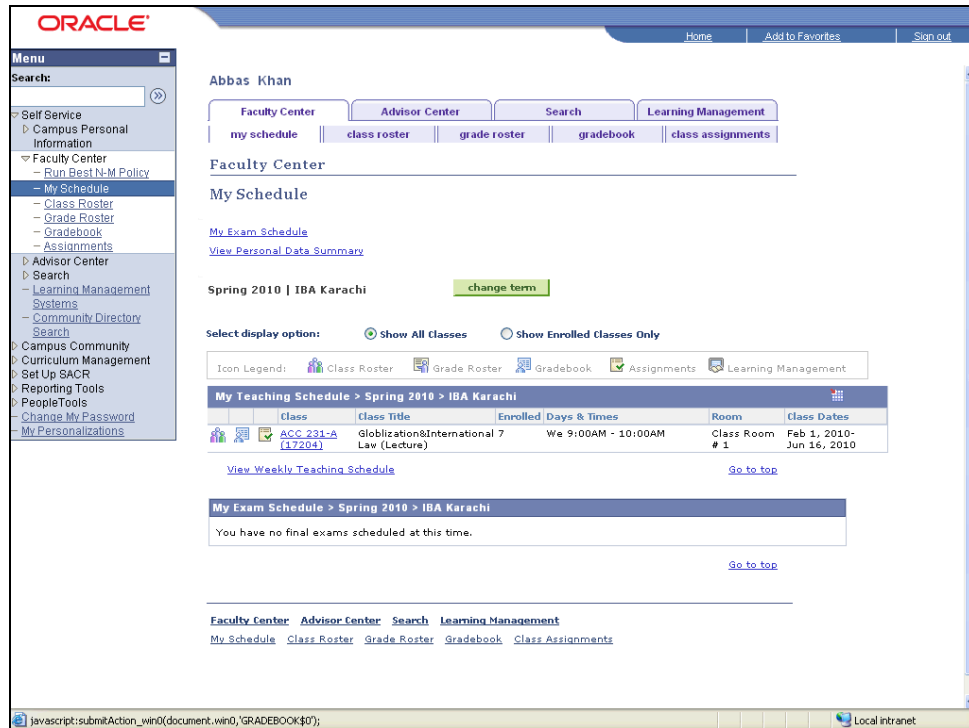
Step	Action
13.	Release the mouse button.
14.	
15.	End of Procedure.


➤ **Enter, Export & Update Grades**

Procedure

Step	Action
1.	Click the Self Service link. ▶ Self Service
2.	Click the Faculty Center link. ▶ Faculty Center

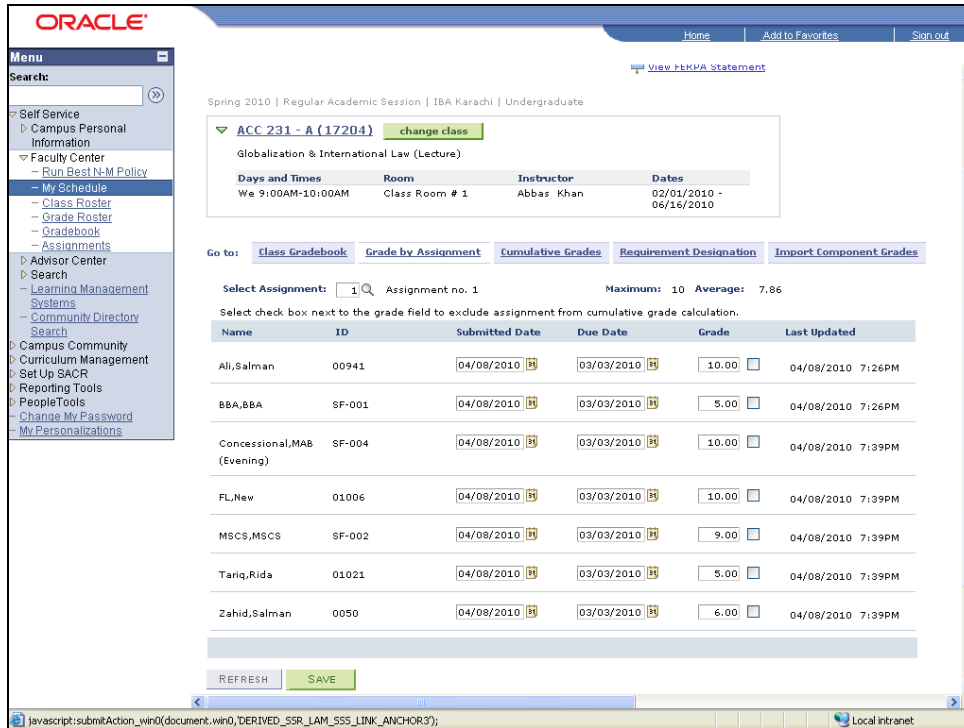
Step	Action
3.	Click the My Schedule link. 



Step	Action
4.	Click on the Grade Book icon. 
5.	Enter the desired information into the Ali,Salman field. Enter " 10 ".
6.	Enter the desired information into the BBA,BBA field. Enter " 5 ".
7.	Enter the desired information into the Zahid,Salman field. Enter " 6 ".

The screenshot shows the Oracle PeopleSoft CMS-GradeBook interface. On the left is a navigation menu with categories like 'Self Service', 'Faculty Center', and 'Advisor Center'. The main area displays details for class 'ACC 231 - A (17204)', including its title 'Globalization & International Law (Lecture)', days and times, room, instructor, and dates. Below this, there are tabs for 'Class Gradebook', 'Grade by Assignment', 'Cumulative Grades', 'Requirement Designation', and 'Import Component Grades'. The 'Grade by Assignment' tab is active, showing a table of student grades with columns for Name, ID, and Assign 1. A 'Show Active Students Only' checkbox is checked, and an 'export' button is visible. The browser's address bar at the bottom shows a JavaScript URL.

Step	Action
8.	Click the tab. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Grade by Assignment</div>



Step	Action
9.	Click the tab. Cumulative Grades
10.	Point to the Requirement Designation object. Requirement Designation

Abbas Khan

Faculty Center | Advisor Center | Search | Learning Management

my schedule | class roster | grade roster | gradebook | class assignments

Gradebook

Spring 2010 | Regular Academic Session | IBA Karachi | Undergraduate

ACC 231 - A (17204) [change class](#)

Globalization & International Law (Lecture)

Days and Times	Room	Instructor	Dates
We 9:00AM-10:00AM	Class Room # 1	Abbas Khan	02/01/2010 - 06/16/2010

Go to: [Class Gradebook](#) | [Grade by Assignment](#) | [Cumulative Grades](#) | [Requirement Designation](#) | [Import Component Grades](#)

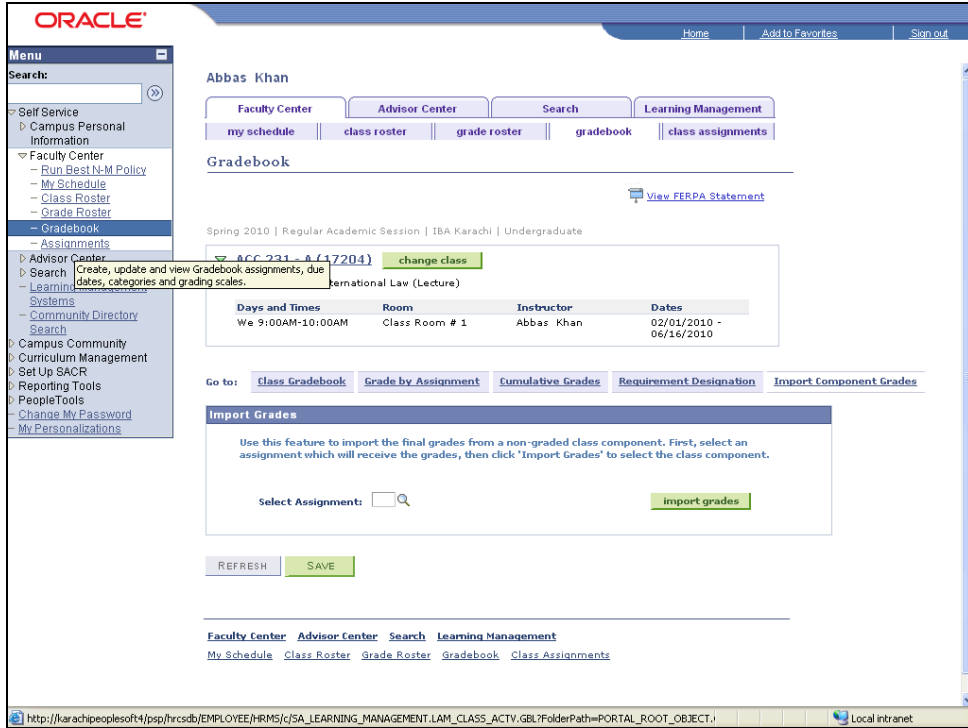
Name	ID	Current Grade	Requirement Designation	Option	Grade
Ali,Salman	00941	100.00	A		
BBA,BBA	SF-001	50.00	F		
Concessional,MAB (Evening)	SF-004	100.00	A		
FL_New	01006	100.00	A		
MSCS,MSCS	SF-002	90.00	A-		
Tariq,Rida	01021	50.00	F		



Step	Action
11.	Click the object.

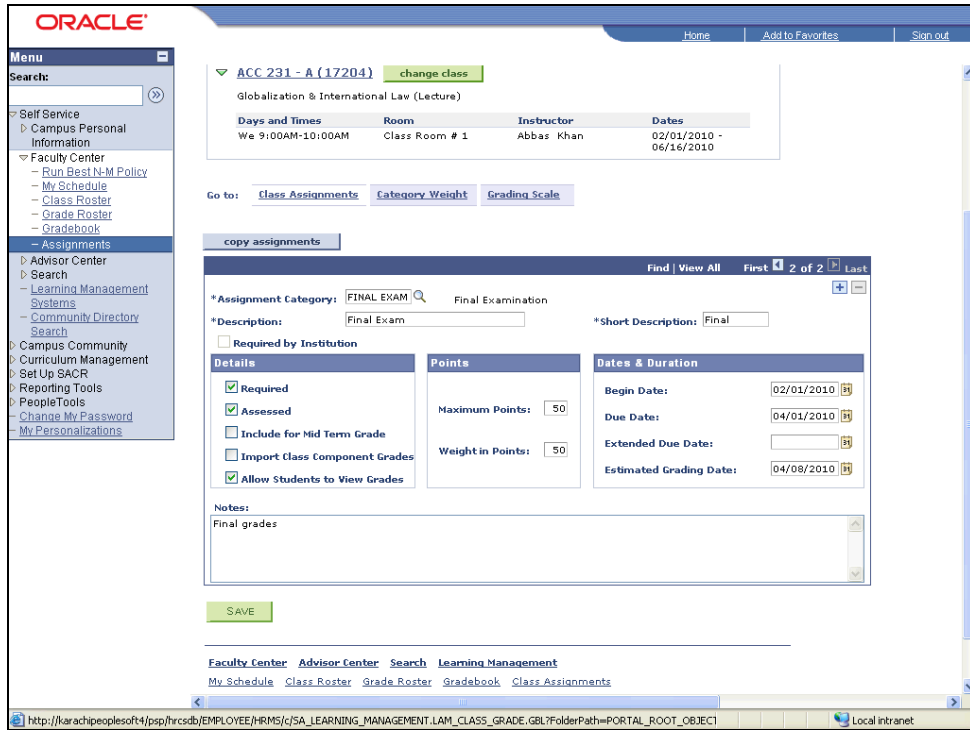
The screenshot shows the Oracle PeopleSoft CMS-GradeBook interface. The user is logged in as Abbas Khan. The page displays the course 'ACC 231 - A (17204)' and a table of student grades. The table has columns for Name, ID, Assign 1, and Final. The 'Assign 1' column contains numerical grades and checkboxes, and the 'Final' column contains empty input fields and checkboxes. Below the table, there are navigation links for 'Class Gradebook', 'Grade by Assignment', 'Cumulative Grades', 'Requirement Designation', and 'Import Component Grades'. The 'Import Component Grades' link is highlighted in the screenshot.

Name	ID	Assign 1	Final
Ali, Salman	00941	10.00 <input type="checkbox"/>	<input type="checkbox"/>
BBA, BBA	SF-001	5.00 <input type="checkbox"/>	<input type="checkbox"/>
Concessional, MAB (Evening)	SF-004	10.00 <input type="checkbox"/>	<input type="checkbox"/>
FL, New	01006	10.00 <input type="checkbox"/>	<input type="checkbox"/>

Step	Action
12.	Click the Import Component Grades link. Import Component Grades



Step	Action
13.	Click the Show next row (Alt+.) button. 
14.	After Adding the New Assignment click on the save button. 



Step	Action
15.	Click the gradeBook. Gradebook

ORACLE Home Add to Favorites Sign out

▼ ACC 231 - A (17204) [change class](#)

Globalization & International Law (Lecture)

Days and Times	Room	Instructor	Dates
We 9:00AM-10:00AM	Class Room # 1	Abbas Khan	02/01/2010 - 06/16/2010

Go to: [Class Gradebook](#) [Grade by Assignment](#) [Cumulative Grades](#) [Requirement Designation](#) [Import Component Grades](#)

Show Active Students Only [export](#)

Select check box next to the grade field to exclude assignment from cumulative grade calculation.

Name	ID	Assign 1	Final
Ali, Salman	00941	10.00 <input type="checkbox"/>	45 <input type="checkbox"/>
BBA,BBA	SF-001	5.00 <input type="checkbox"/>	<input type="checkbox"/>
Concessional,MAB (Evening)	SF-004	10.00 <input type="checkbox"/>	<input type="checkbox"/>
FL,New	01006	10.00 <input type="checkbox"/>	<input type="checkbox"/>
MSCS,MSCS	SF-002	9.00 <input type="checkbox"/>	<input type="checkbox"/>
Tariq,Rida	01021	5.00 <input type="checkbox"/>	<input type="checkbox"/>
Zahid,Salman	0050	6.00 <input type="checkbox"/>	<input type="checkbox"/>

Local intranet

Step	Action
16.	Click the object. <input type="text" value="45"/>

Select check box next to the grade field to exclude assignment from cumulative grade calculation.

Name	ID	Assign 1	Final
Ali,Salman	00941	10.00 <input type="checkbox"/>	45.00 <input type="checkbox"/>
BBA,BBA	SF-001	5.00 <input type="checkbox"/>	30.00 <input type="checkbox"/>
Concessional,MAB (Evening)	SF-004	10.00 <input type="checkbox"/>	40.00 <input type="checkbox"/>
FL,New	01006	10.00 <input type="checkbox"/>	50.00 <input type="checkbox"/>
MSCS,MSCS	SF-002	9.00 <input type="checkbox"/>	40.00 <input type="checkbox"/>
Tariq,Rida	01021	5.00 <input type="checkbox"/>	35.00 <input type="checkbox"/>
Zahid,Salman	0050	6.00 <input type="checkbox"/>	40 <input type="checkbox"/>
Assignment Average:		7.86	34.29

Buttons: REFRESH, SAVE, Save Changes

Footer: Faculty Center, Advisor Center, Search, Learning Management, My Schedule, Class Roster, Grade Roster, Gradebook, Class Assignments

Step	Action
17.	Click the OK button.

Spring 2010 | Regular Academic Session | IBA Karachi | Undergraduate

ACC 231 - A (17204) [change class](#)

Globalization & International Law (Lecture)



Days and Times	Room	Instructor	Dates
We 9:00AM-10:00AM	Class Room # 1	Abbas Khan	02/01/2010 - 06/16/2010

Go to: [Class Gradebook](#) [Grade by Assignment](#) [Cumulative Grades](#) [Requirement Designation](#) [Import Component Grades](#)

Show Active Students Only [export](#)

Select check box next to the grade field to exclude assignment from cumulative grade calculation. [Export to Spreadsheet](#)

Name	ID	Assign 1	Final
Ali, Salman	00941	10.00 <input type="checkbox"/>	45.00 <input type="checkbox"/>
		Note	Note
BBA,BBA	SF-001	5.00 <input type="checkbox"/>	30.00 <input type="checkbox"/>
		Note	Note
Concessional,MAB (Evening)	SF-004	10.00 <input type="checkbox"/>	40.00 <input type="checkbox"/>
		Note	Note
FL,New	01006	10.00 <input type="checkbox"/>	50.00 <input type="checkbox"/>
		Note	Note
MSCS,MSCS	SF-002	9.00 <input type="checkbox"/>	40.00 <input type="checkbox"/>
		Note	Note
Tariq,Rida	01021	5.00 <input type="checkbox"/>	35.00 <input type="checkbox"/>
		Note	Note

Step	Action
18.	Click the Class Gradebook link. 
19.	

The screenshot shows the Oracle PeopleSoft CMS-GradeBook interface. The user is logged in as Abbas Khan. The interface includes a menu on the left with options like Self Service, Campus Personal Information, Faculty Center, and Gradebook. The main content area shows the Gradebook for ACC 231 - A (17204) with a table of student grades. The table has columns for Name, ID, Assign 1, and Final. The grades are as follows:

Name	ID	Assign 1	Final
Ali, Salman	00941	10.00	45.00
BBA, BBA	SF-001	5.00	30.00
Concessional, MAB (Evening)	SF-004	10.00	40.00
FL, New	01006	10.00	50.00

Step	Action
20.	Click the Cumulative Grades link.

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Home | Add to Favorites | Sign out

Globalization & International Law (Lecture)

Days and Times	Room	Instructor	Dates
We 9:00AM-10:00AM	Class Room # 1	Abbas Khan	02/01/2010 - 06/16/2010

Go to: [Class Gradebook](#) | [Grade by Assignment](#) | [Cumulative Grades](#) | [Requirement Designation](#) | [Import Component Grades](#)

Select Grade Roster:

Grading Status:

Name	ID	Assign	Exam	Project	TExam	Mid Term Grade / Overall Grade / Override	
Ali,Salman	00941	100.00	90.00			<input type="text"/> 90.57 A-	<input type="button" value="Note"/>
BBA,BBA	SF-001	50.00	60.00			<input type="text"/> 59.43 F	<input type="button" value="Note"/>
Concessional,MAB (Evening)	SF-004	100.00	80.00			<input type="text"/> 81.13 B-	<input type="button" value="Note"/>
FL,New	01006	100.00	100.00			<input type="text"/> 100.00 A	<input type="button" value="Note"/>
MSCS,MSCS	SF-002	90.00	80.00			<input type="text"/> 80.57 B-	<input type="button" value="Note"/>
Tariq,Rida	01021	50.00	70.00			<input type="text"/> 68.87 D+	<input type="button" value="Note"/>
Zahid,Salman	0050	60.00	80.00			<input type="text"/> 78.87 C+	<input type="button" value="Note"/>

[Faculty Center](#) | [Advisor Center](#) | [Search](#) | [Learning Management Systems](#)
[My Schedule](#) | [Class Roster](#) | [Grade Roster](#) | [Gradebook](#) | [Class Assignments](#)

Step	Action
21.	Click the object.
22.	Click the object.
23.	Click the object.
24.	Click the object.
25.	End of Procedure.

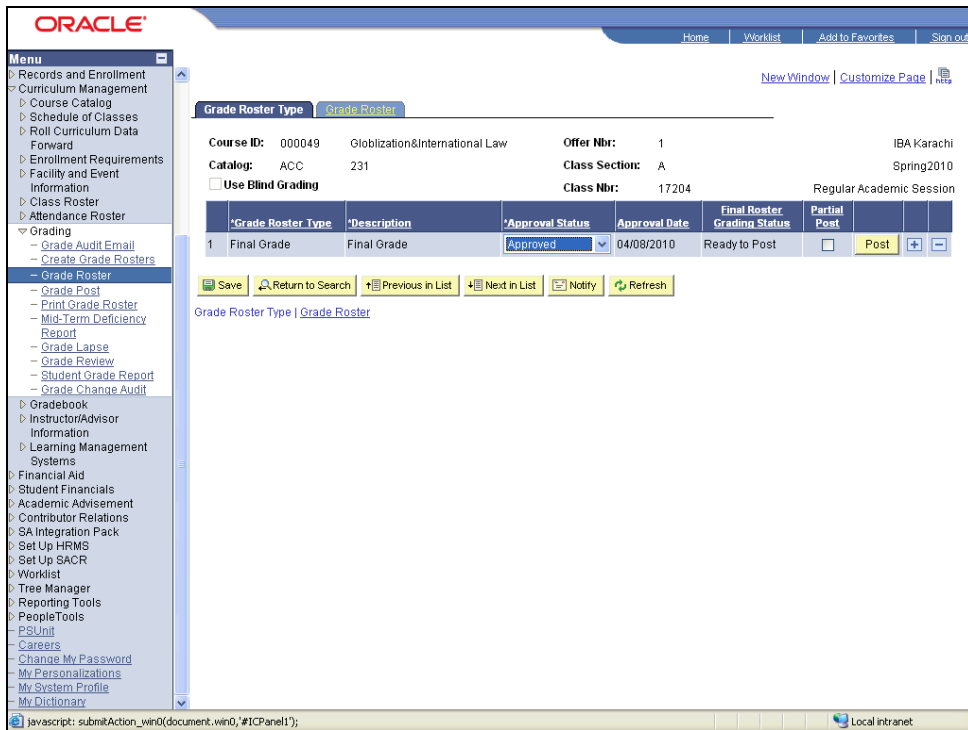
➤ **Post Grade Roster**


Procedure

Step	Action
1.	Click the Curriculum Management link. ▶ Curriculum Management
2.	Click the Grading link. ▶ Grading



Step	Action
3.	Click the object. Grade Roster
4.	Click the scrollbar. Search
5.	Click an entry in the Description column. Globlization&International Law



Step	Action
6.	Click the Grade Roster tab. 

The screenshot displays the Oracle PeopleSoft CMS-GradeBook interface. The left-hand menu is expanded to show the 'Grade Roster Type' object. The main content area shows the 'Grade Roster' page with the following details:

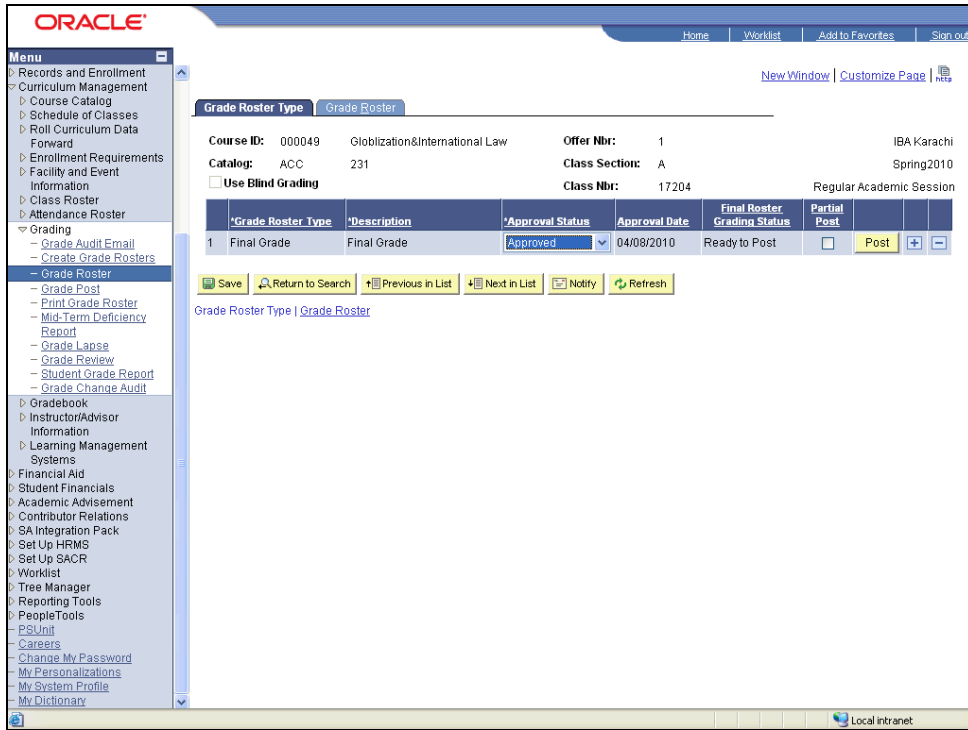
- Term:** Spring2010
- Class Nbr:** 17204
- Globalization&International Law**
- Section:** A
- Session:** Regular
- Catalog:** ACC 231
- Seq Nbr:** 1


The 'Roster Type' section shows 'Final Grade' and 'Final Grade' with an 'Approval Status' of 'Approved'. A checkbox for 'Display Unassigned Roster Grade Only' is present.

ID	Campus ID	Display Name	Name	Roster Grade	Official Grade	Career	Grading Basis	Final Roster Status
1	00941	F091BBA50066	Salman Ali	Ali, Salman	A-	Undergrad	Graded	Pendin
2	SF-001		BBA BBA	BBA,BBA	F	Undergrad	Graded	Pendin
3	SF-004		MAB (Evening) Concessional	Concessional,MAB (Evening)	B-	Graduate	Graded	Pendin
4	01006	F091BBA50133	New FL	FL,New	A	Undergrad	Graded	Pendin
5	SF-002		MSCS MSCS	MSCS,MSCS	B-	Graduate	Graded	Pendin
6	01021	F091BBA50149	Rida Tariq	Tariq,Rida	D+	Undergrad	Graded	Pendin
7	0050	BCS0050	Salman Zahid	Zahid,Salman	C+	Undergrad	Graded	Pendin

At the bottom of the interface, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'. The status bar at the bottom indicates 'Local intranet'.

Step	Action
7.	Point to the Grade Roster Type object.

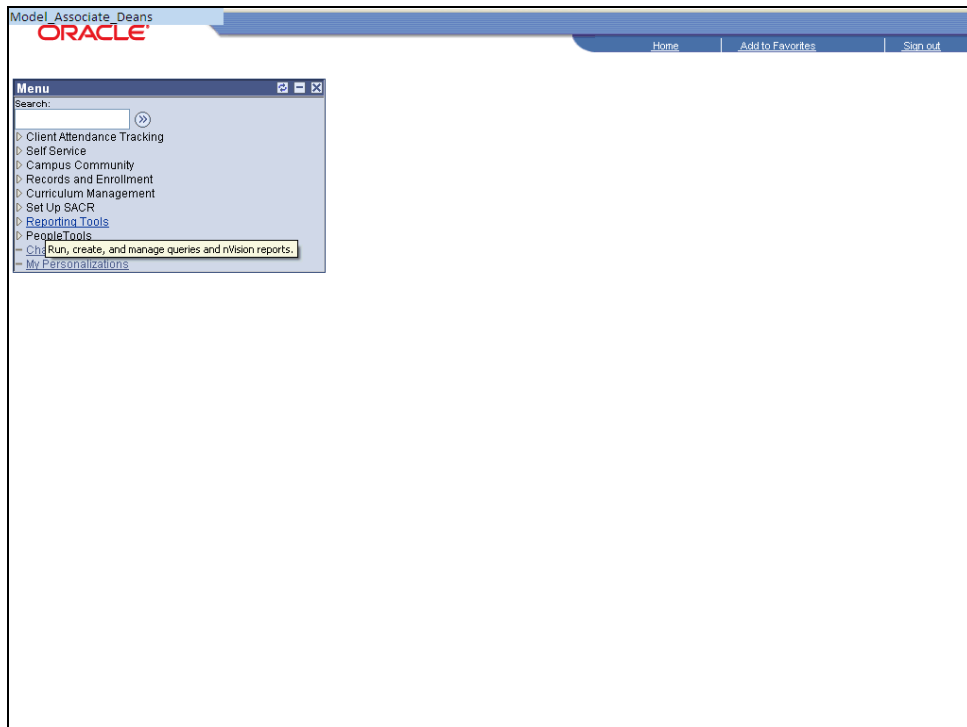


Step	Action
8.	Click the Post button. 
9.	End of Procedure.

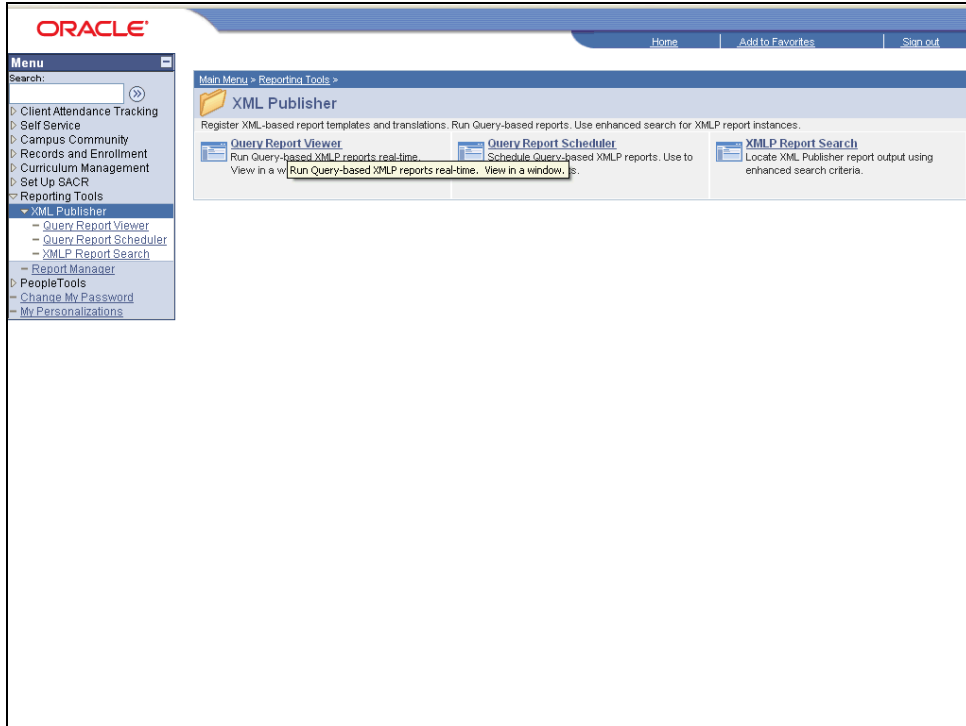
Report





➤ View Result Notification Report

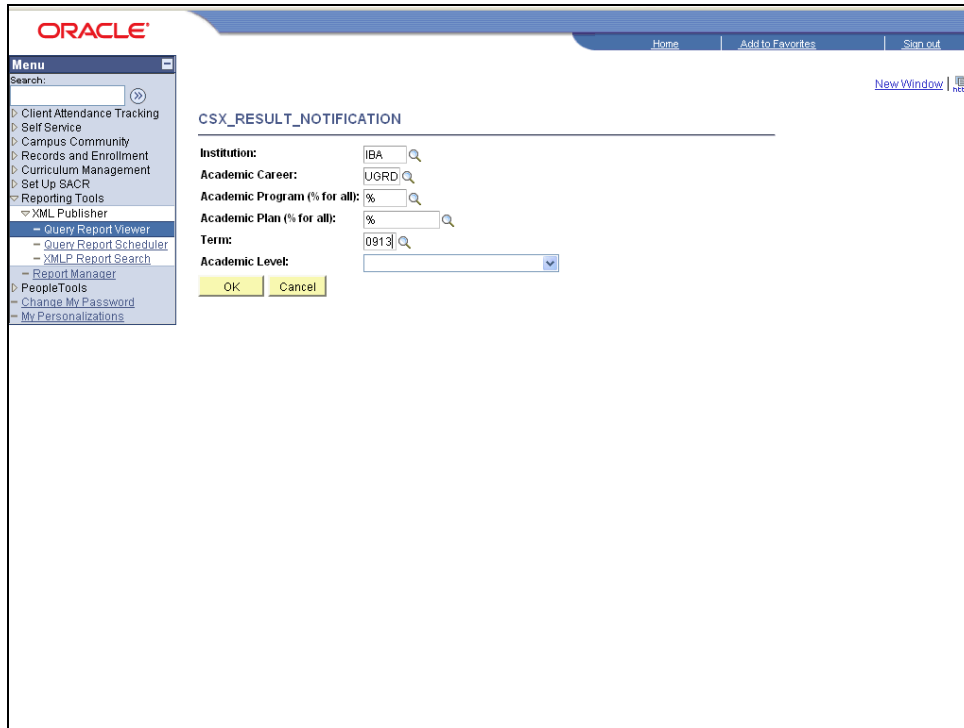
Procedure


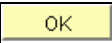



Step	Action
1.	Click the object. Reporting Tools
2.	Click the object. XML Publisher



Step	Action
3.	Click the object. 
4.	Enter the desired information into the field. Enter " CSX ".
5.	Click the object. 
6.	Click the object. 
7.	Press [Tab] .
8.	Enter the desired information into the field. Enter " UGRD ".
9.	Click the object. 
10.	Enter the desired information into the field. Enter " % ".
11.	Enter the desired information into the field. Enter " 0913 ".



Step	Action
12.	Click the object. 
13.	
14.	
15.	End of Procedure.