

User Guide for Faculty Self Services

Version 3.0



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1. Introduction

This user guide has been prepared to enable Faculty members to use ERP Campus Management Portal. This user guide will show detailed steps to Mark Attendance, Creation of Assignment categories / Grading plans and maintaining Gradebook Records. The user guide will also help faculty members in generating different reports, Like: Class Attendance Report, Gradebook Report, Class Roster Report etc.

2. Oracle ERP link

<https://portal.iba.edu.pk/psp/hrcsx/?cmd=login>


3. Generating / Taking Class Attendance

This feature enables Faculty member to mark class Attendance in ERP Campus Management system.

3.1 How you can take your class attendance in ERP?

Step 1: You can click the 'Attendance Roster by Class' link or you can also navigate from Main Menu > Self Service > Faculty Center > Search > Attendance Roster by Class. **(As shown in the image below)**

The screenshot shows the Oracle ERP 'Class Attendance' search page. The breadcrumb trail is: Favorites | Main Menu > Self Service > Search > Attendance Roster By Class. The page title is 'Class Attendance' with a 'New Window' link. Below the title, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. A 'Search Criteria' section is expanded, showing various search fields: Academic Institution, Term, Subject Area, Catalog Nbr, Campus, Session, Class Nbr, Class Section, Description, Course ID, and Course Offering Nbr. Each field has a dropdown menu (mostly 'begins with') and a search icon. There is also a 'Case Sensitive' checkbox. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Step 2: Enter your current term or select it from the  lookup button & press the search button. (as shown in the image below)

Class Attendance

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

Academic Institution:

Term:

Subject Area:

Catalog Nbr:

Campus:

Session:

Class Nbr:

Class Section:

Description:

Course ID:

Course Offering Nbr:

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Step 3: Select any of the class from the search result in which you want to mark attendance. (as shown in the image below)

Class Attendance

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

Academic Institution:

Term:

Subject Area:

Catalog Nbr:

Campus:

Session:

Class Nbr:

Class Section:

Description:

Course ID:

Course Offering Nbr:

Case Sensitive

[Basic Search](#)

Search Results

View All First Last


| Academic Institution | Term | Subject Area | Catalog Nbr | Campus | Session | Class Nbr | Class Section | Description | Course ID | Course Offering Nbr |
|----------------------|------|--------------|-------------|--------|---------|-----------|---------------|-------------|-----------|---------------------|
| IBA | 1313 | | | | | | | | | |
| IBA | 1313 | | | | | | | | | |
| IBA | 1313 | | | | | | | | | |
| IBA | 1313 | | | | | | | | | |

Step 4: Press the generate button. *(as shown in the image below)*

(Important Note: create attendance and press the generate button is one time activity in the whole semester, if you press it again it will create the duplicate templates / sessions.)

Attendance Roster By Class

| | | | |
|---------------------|--|--------------|--------------------------|
| Course ID: | | Term: | Fall 2013 |
| Course Name: | | Session: | Regular Academic Session |
| Subject / Catalog#: | | Institution: | IBA Karachi |
| Class Nbr: | | Instructor: | |
| Class Section: | | | |



[Report Manager](#)

Populate from Student Enroll Attendance From Date:

Generate Class Mtg Attendance Attendance To Date:

Create Attendance Freeze Attendance Roster Update Attendance/All Students Update Attendance/Active Only

Step 5: You have created all the templates(1-5of40),you can see all of them at once after clicking on 'Viewall'. (as shown in the image below)

Attendance Roster By Class

Course ID: [Redacted] Term: Fall 2013
 Course Name: [Redacted] Session: Regular Academic Session
 Subject / Catalog#: [Redacted] Institution: IBA Karachi
 Class Nbr: [Redacted] Instructor: [Redacted]
 Class Section: [Redacted]

Populate from Student Enroll Attendance From Date: 09/02/2013
 Generate Class Mtg Attendance Attendance To Date: 01/17/2014

[Report Manager](#)

Create Attendance Update Attendance/All Students Update Attendance/Active Only
 Freeze Attendance Roster

| Student Attendance Roster | | | | Template Nbr | Type | *Attendance Date | *From Time | *To Time | Contact Minutes | Override | Attendance Marking | |
|---------------------------|---------------------------------------|--------------------------------------|-------------------------------------|--------------|---------------|------------------|------------|----------|-----------------|--------------------------|--------------------------|---|
| 1 | <input type="button" value="Create"/> | <input type="button" value="Print"/> | <input type="button" value="View"/> | 1 | Class Meeting | 09/02/2013 | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="button" value="+"/> <input type="button" value="-"/> |
| 2 | <input type="button" value="Create"/> | <input type="button" value="Print"/> | <input type="button" value="View"/> | 2 | Class Meeting | 09/04/2013 | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="button" value="+"/> <input type="button" value="-"/> |
| 3 | <input type="button" value="Create"/> | <input type="button" value="Print"/> | <input type="button" value="View"/> | 3 | Class Meeting | 09/09/2013 | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="button" value="+"/> <input type="button" value="-"/> |
| 4 | <input type="button" value="Create"/> | <input type="button" value="Print"/> | <input type="button" value="View"/> | 4 | Class Meeting | 09/11/2013 | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="button" value="+"/> <input type="button" value="-"/> |
| 5 | <input type="button" value="Create"/> | <input type="button" value="Print"/> | <input type="button" value="View"/> | 5 | Class Meeting | 09/16/2013 | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="button" value="+"/> <input type="button" value="-"/> |

Step 6: Click on 'View' button to view the list of your participants. *(as shown in the image below)*

Attendance Roster By Class

Course ID: [redacted] Term: Fall 2013
 Course Name: [redacted] Session: Regular Academic Session
 Subject / Catalog#: [redacted] Institution: IBA Karachi
 Class Nbr: [redacted] Instructor: [redacted]
 Class Section: [redacted]

Populate from Student Enroll Attendance From Date: 09/02/2013 [BT]
 Generate Class Mtg Attendance Attendance To Date: 01/17/2014 [BT]

Create Attendance Update Attendance/All Students Update Attendance/Active Only
 Freeze Attendance Roster

Student Attendance Roster Customize | Find | View 5 | First 1-40 of 40 Last

| | | | Template Nbr | Type | *Attendance Date | *From Time | *To Time | Contact Minutes | Override | Attendance Marking | | |
|----|--------|-------|--------------|------|------------------|-----------------|----------|-----------------|----------|--------------------------|--------------------------|-----|
| 1 | Create | Print | View | 1 | Class Meeting | 09/02/2013 [BT] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | + - |
| 2 | Create | Print | View | 2 | Class Meeting | 09/04/2013 [BT] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | + - |
| 3 | Create | Print | View | 3 | Class Meeting | 09/09/2013 [BT] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | + - |
| 4 | Create | Print | View | 4 | Class Meeting | 09/11/2013 [BT] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | + - |
| 5 | Create | Print | View | 5 | Class Meeting | 09/16/2013 [BT] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | + - |
| 6 | Create | Print | View | 6 | Class Meeting | 09/18/2013 [BT] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | + - |
| 7 | Create | Print | View | 7 | Class Meeting | 09/23/2013 [BT] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | + - |
| 8 | Create | Print | View | 8 | Class Meeting | 09/25/2013 [BT] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | + - |
| 9 | Create | Print | View | 9 | Class Meeting | 09/30/2013 [BT] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | + - |
| 10 | Create | Print | View | 10 | Class Meeting | 10/02/2013 [BT] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | + - |
| 11 | Create | Print | View | 11 | Class Meeting | 10/07/2013 [BT] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | + - |
| 12 | Create | Print | View | 12 | Class Meeting | 10/09/2013 [BT] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | + - |
| 13 | Create | Print | View | 13 | Class Meeting | 10/14/2013 [BT] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | + - |
| 14 | Create | Print | View | 14 | Class Meeting | 10/16/2013 [BT] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | + - |
| 15 | Create | Print | View | 15 | Class Meeting | 10/21/2013 [BT] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | + - |
| 16 | Create | Print | View | 16 | Class Meeting | 10/23/2013 [BT] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | + - |
| 17 | Create | Print | View | 17 | Class Meeting | 10/28/2013 [BT] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | + - |

Step 7: In the list of participants, by default they all are present just uncheck those who are absents. You can view all the names by clicking 'View all'. (as shown in the image below)

Class Attendance

Course ID: [blurred] Term: Fall 2013
 Course Name: [blurred] Session: Regular Academic Session
 Subject / Catalog#: [blurred] Institution: IBA Karachi
 Class Nbr: [blurred] Instructor: [blurred]
 Class Section: [blurred]

Template Nbr: 1 Attendance Type: Meeting Attendance Date: 09/02/2013

Attendance Template Freeze

Student Attendance Roster Customize | Find | View All | [grid icon] First 1-5 of 41 Last

| *Student ID | Name | *Academic Career | Present | Reason | From Time | *To Time | Attendance | Attendance Date | | |
|-------------|-----------|------------------|-------------------------------------|------------|-----------|----------|------------|-----------------|-----|-----|
| 1 | [blurred] | Undergrad | <input checked="" type="checkbox"/> | [dropdown] | 2:00PM | 3:15PM | 75 | 09/02/2013 | [+] | [-] |
| 2 | [blurred] | Undergrad | <input checked="" type="checkbox"/> | [dropdown] | 2:00PM | 3:15PM | 75 | 09/02/2013 | [+] | [-] |
| 3 | [blurred] | Undergrad | <input checked="" type="checkbox"/> | [dropdown] | 2:00PM | 3:15PM | 75 | 09/02/2013 | [+] | [-] |
| 4 | [blurred] | Undergrad | <input checked="" type="checkbox"/> | [dropdown] | 2:00PM | 3:15PM | 75 | 09/02/2013 | [+] | [-] |
| 5 | [blurred] | Undergrad | <input checked="" type="checkbox"/> | [dropdown] | 2:00PM | 3:15PM | 75 | 09/02/2013 | [+] | [-] |

Save and Return Cancel

Step 8: If you can't find some of your participant names after add & drop week, you can click on 'Update Attendance / Active only' and then press the generate button. *(as shown in the image below)*

Attendance Roster By Class

Course ID: [blurred] Term: Fall 2013
 Course Name: [blurred] Session: Regular Academic Session
 Subject / Catalog#: [blurred] Institution: IBA Karachi
 Class Nbr: [blurred] Instructor: [blurred]
 Class Section: [blurred]

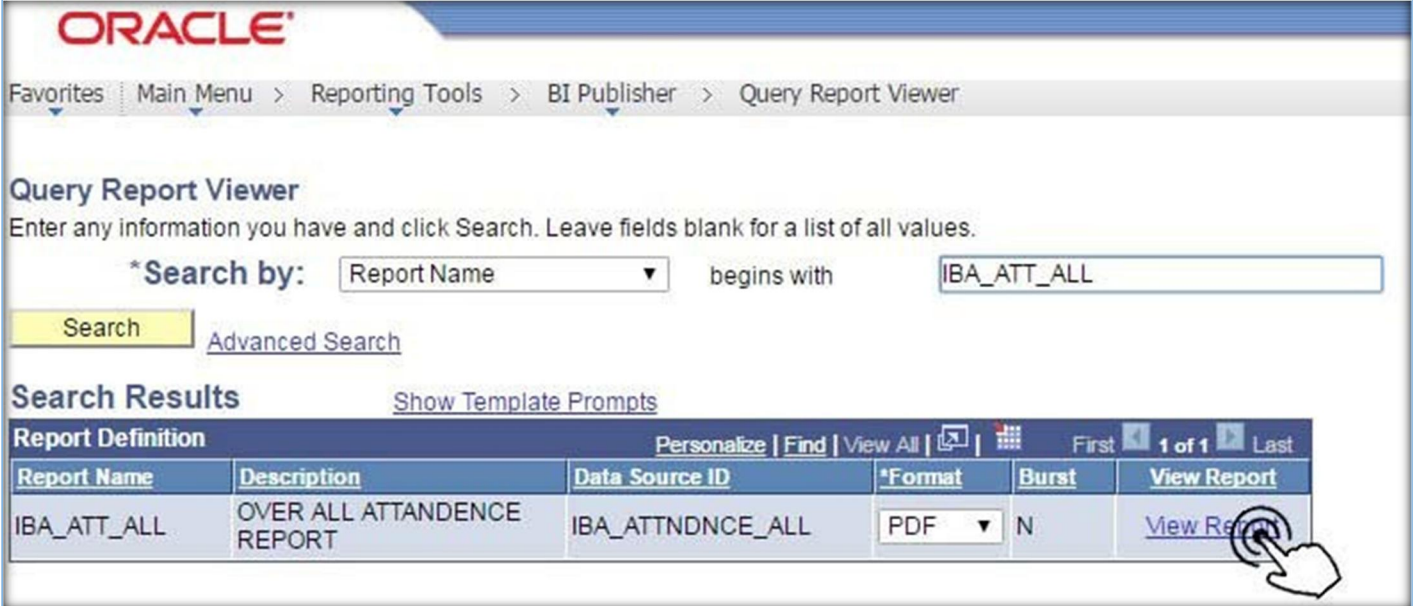
Populate from Student Enroll Attendance From Date: 09/02/2013 [calendar]
 Generate Class Mtg Attendance Attendance To Date: 01/17/2014 [calendar]

Create Attendance Update Attendance/All Students Update Attendance/Active Only
 Freeze Attendance Roster

| Student Attendance Roster | | | | | | | | | | | | | |
|---------------------------|--------|-------|--------------|------|------------------|-----------------------|----------|-----------------|----------|--------------------------|--------------------------|-----|-----|
| | | | Template Nbr | Type | *Attendance Date | *From Time | *To Time | Contact Minutes | Override | Attendance Marking | | | |
| 1 | Create | Print | View | 1 | Class Meeting | 09/02/2013 [calendar] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | [+] | [-] |
| 2 | Create | Print | View | 2 | Class Meeting | 09/04/2013 [calendar] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | [+] | [-] |
| 3 | Create | Print | View | 3 | Class Meeting | 09/09/2013 [calendar] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | [+] | [-] |
| 4 | Create | Print | View | 4 | Class Meeting | 09/11/2013 [calendar] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | [+] | [-] |
| 5 | Create | Print | View | 5 | Class Meeting | 09/16/2013 [calendar] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | [+] | [-] |
| 6 | Create | Print | View | 6 | Class Meeting | 09/18/2013 [calendar] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | [+] | [-] |
| 7 | Create | Print | View | 7 | Class Meeting | 09/23/2013 [calendar] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | [+] | [-] |
| 8 | Create | Print | View | 8 | Class Meeting | 09/25/2013 [calendar] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | [+] | [-] |
| 9 | Create | Print | View | 9 | Class Meeting | 09/30/2013 [calendar] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | [+] | [-] |
| 10 | Create | Print | View | 10 | Class Meeting | 10/02/2013 [calendar] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | [+] | [-] |
| 11 | Create | Print | View | 11 | Class Meeting | 10/07/2013 [calendar] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | [+] | [-] |
| 12 | Create | Print | View | 12 | Class Meeting | 10/09/2013 [calendar] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | [+] | [-] |
| 13 | Create | Print | View | 13 | Class Meeting | 10/14/2013 [calendar] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | [+] | [-] |
| 14 | Create | Print | View | 14 | Class Meeting | 10/16/2013 [calendar] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | [+] | [-] |
| 15 | Create | Print | View | 15 | Class Meeting | 10/21/2013 [calendar] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | [+] | [-] |
| 16 | Create | Print | View | 16 | Class Meeting | 10/23/2013 [calendar] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | [+] | [-] |
| 17 | Create | Print | View | 17 | Class Meeting | 10/28/2013 [calendar] | 2:00PM | 3:15PM | 75 | <input type="checkbox"/> | <input type="checkbox"/> | [+] | [-] |

3.2 How you can view the cumulative attendance report?

Step 1: You can view the cumulative attendance report from Main Menu > Reporting Tools > BI Publisher > Query Report Viewer > Type the name of the Report “IBA_ATT_ALL” and press the enter .*as shown in the image below*)



The screenshot shows the Oracle BI Publisher Query Report Viewer interface. The breadcrumb navigation is: Favorites | Main Menu > Reporting Tools > BI Publisher > Query Report Viewer. The page title is "Query Report Viewer". Below the title, there is a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." The search criteria are: "* Search by: Report Name" (selected from a dropdown) and "begins with" (text input) containing "IBA_ATT_ALL". There are "Search" and "Advanced Search" buttons. Below the search section, there is a "Search Results" section with a "Show Template Prompts" link. The search results are displayed in a table with the following data:

| Report Name | Description | Data Source ID | *Format | Burst | View Report |
|-------------|----------------------------|------------------|---------|-------|-----------------------------|
| IBA_ATT_ALL | OVER ALL ATTENDANCE REPORT | IBA_ATTNDNCE_ALL | PDF | N | View Report |

A hand cursor icon is pointing to the "View Report" link in the table.

(Note: Please click on the Add to Favorite option to access the same navigation from the ERP favorites)

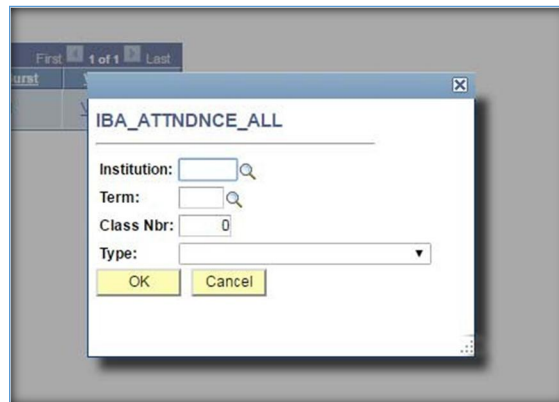
Step 2: When you click the View Report option a POP-UP window will appear and you have to enter the following information to view the report.

Institution: IBA

Term : 2213

Class Number: As per the course allocation given by the Program Office

Type: Class Meeting (Lecture / Lab)



The screenshot shows a search window titled "IBA_ATTNDNCE_ALL" overlaid on a background application window. The search window has the following fields and controls:

- Institution:** A text input field with a magnifying glass icon.
- Term:** A text input field with a magnifying glass icon.
- Class Nbr:** A text input field containing the value "0".
- Type:** A dropdown menu.
- Buttons:** "OK" and "Cancel" buttons at the bottom.

Sample Report for your reference:

Overall Attendance Report

Term: 1313 Faculty Name: **Shahid Hussain** Course Name: **PRINCIPLES OF ACCOUNTING - I** Course Code: **ACC 101** Class Nbr: **000**

| S. No | Name | ID | Acad Prog | 3-Sep-13 (1) (78) | 12-Sep-13 (4) (78) | 17-Sep-13 (8) (78) | 19-Sep-13 (6) (78) | 24-Sep-13 (7) (78) | 28-Sep-13 (6) (78) | 1-Oct-13 (8) (78) | 3-Oct-13 (6) (78) | 22-Oct-13 (15) (78) | 24-Oct-13 (16) (78) | 29-Oct-13 (17) (78) | 31-Oct-13 (18) (78) | 2-Nov-13 (14) (78) | 5-Nov-13 (19) (78) | 7-Nov-13 (20) (78) | 12-Nov-13 (21) (78) | 18-Nov-13 (22) (78) | 21-Nov-13 (24) (78) | 3-Dec-13 (27) (78) | 5-Dec-13 (28) (78) | 19-Dec-13 (29) (78) | 13-Dec-13 (30) (78) | 17-Dec-13 (31) (78) | 19-Dec-13 (32) (78) | 24-Dec-13 (33) (78) | 28-Dec-13 (34) (78) | 31-Dec-13 (35) (78) | 2-Jan-14 (36) (78) | T o t a l | Re marks | |
|-------|------------------------|-------|-----------|-------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------------|-------------------|---------------------|---------------------|---------------------|---------------------|--------------------|--------------------|--------------------|---------------------|---------------------|---------------------|--------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--------------------|-----------|----------|--|
| 1 | Muhammad Imranul Haque | 00117 | 0002 | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | 1 | |
| 2 | Ali Hassan | 00026 | 0001 | P | P | P | P | P | P | P | P | P | P | P | A | P | P | A | P | P | P | P | P | P | P | P | P | P | A | A | P | P | 4 | |
| 3 | Adnan Hashmi | 00020 | 0001 | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | 1 | |
| 4 | Faisal Zaidi Siddiqui | 00022 | 0001 | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | 1 | |
| 5 | Ahsan Qazi | 00005 | 0001 | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | A | P | P | P | P | P | P | A | P | P | P | P | P | A | 4 | |
| 6 | Faisal Mahmood 199 | 04471 | 0001 | P | P | P | P | A | P | P | P | P | A | P | P | A | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | 4 | |
| 7 | Shafiq Usman | 04277 | 0001 | P | P | P | A | P | P | P | P | P | A | A | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | 4 | |
| 8 | Usman Khan | 04705 | 0000 | P | P | P | P | P | P | P | P | P | A | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | 2 | |
| 9 | Ghulam Mughal | 00070 | 0000 | P | P | A | P | P | P | P | P | P | A | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | A | P | P | 4 | | |
| 10 | Hassan Ahmad | 00773 | 0001 | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | 1 | |

4. Class Assignments / Grade Plans

This to help Faculty members in creating Class Assignments (Grading Plan) in ERP Campus Management system. Assignment categories are high-level groupings of assignments that an instructor might track (for example, homework, attendance, quizzes, presentations, midterm, final, and so on).

4.1 Create Class Assignments in ERP

Step 1: Main Menu >> Self Services >> Faculty center >> My Schedule

The screenshot shows the Oracle ERP Campus Management system interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Self Service', 'Faculty Center', and 'My Schedule'. Below this, there are several tabs: 'Faculty Center', 'Advisor Center', 'Search', and 'Learning Management'. Under 'Faculty Center', there are sub-tabs: 'my schedule', 'class roster', 'grade roster', 'gradebook', and 'class assignments'. The main content area is titled 'Faculty Center' and 'My Schedule'. It shows 'Fall 2020 | IBA Karachi' and a 'View Personal Data Summary' button. Below this, there are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. An 'Icon Legend' section shows icons for 'Class Roster', 'Grade Roster', 'Gradebook', 'Assignments', and 'Learning Management'. The main table is titled 'My Teaching Schedule > Fall 2020 > IBA Karachi'. The table has columns: 'Class', 'Class Title', 'Enrolled', 'Days & Times', 'Room', and 'Class Dates'. The first row is highlighted and has a red box around the 'Class Assignment' icon in the 'Class' column.

| Class | Class Title | Enrolled | Days & Times | Room | Class Dates |
|------------------|-----------------------------|----------|--------------------|---------------|----------------------------|
| MKT 466-2 (2514) | DIGITAL MARKETING (Lecture) | 51 | Sa 4:00PM - 5:15PM | SEMINAR ROOM4 | Sep 15, 2020- Dec 26, 2020 |

Click on this icon "Class Assignment"

When you click on Class Assignment icon the window will be shown like this: (See below SS)

ORACLE

Favorites | Main Menu > Self Service > Faculty Center > My Schedule > Assignments

Faculty Center | Advisor Center | Search | Learning Management

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

Class Assignments

Fall 2020 | Regular Academic Session | IBA Karachi | Undergraduate

▼ MKT 466 - [change class](#)

DIGITAL MARKETING (Lecture)

| Days and Times | Room | Instructor | Dates |
|------------------|------|------------|-------------------------|
| Sa 4:00PM-5:15PM | | | 09/15/2020 - 12/26/2020 |
| Sa 5:30PM-6:45PM | | | 09/15/2020 - 12/26/2020 |

Go to: **Class Assignments** | Category Weight | Grading Scale

[copy assignments](#)

Find | View All | First 1 of 1 Last

*Assignment Category:

*Description: *Short Description:

Required by Institution

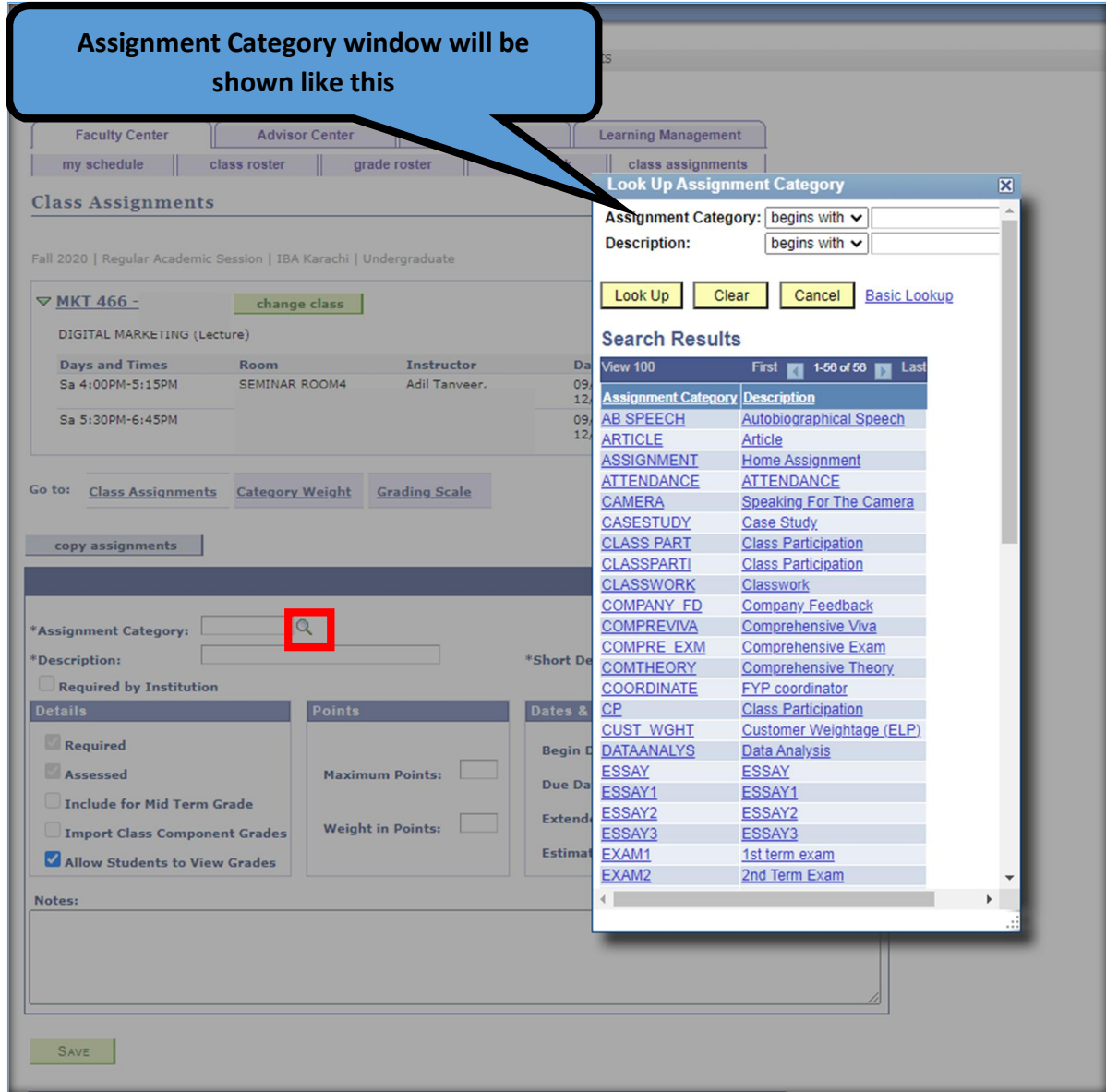
| Details | Points | Dates & Duration |
|--|--|---|
| <input checked="" type="checkbox"/> Required <input checked="" type="checkbox"/> Assessed <input type="checkbox"/> Include for Mid Term Grade <input type="checkbox"/> Import Class Component Grades <input checked="" type="checkbox"/> Allow Students to View Grades | Maximum Points: <input type="text"/> Weight in Points: <input type="text"/> | Begin Date: Due Date: <input type="text" value="12/26/2020"/> <input type="button" value="BY"/> Extended Due Date: Estimated Grading Date: |

Notes:

[SAVE](#)

In Class Assignments tab, select Assignment Categories (click on magnifying glass)

Assignment Category window will be shown like this



The screenshot shows a 'Look Up Assignment Category' window overlaid on a 'Class Assignments' page. The window has the following sections:

- Search Criteria:**
 - Assignment Category: begins with [dropdown]
 - Description: begins with [dropdown]
- Buttons:** Look Up, Clear, Cancel, Basic Lookup
- Search Results:** A table with columns 'Assignment Category' and 'Description'.

| Assignment Category | Description |
|---------------------|--------------------------|
| AB SPEECH | Autobiographical Speech |
| ARTICLE | Article |
| ASSIGNMENT | Home Assignment |
| ATTENDANCE | ATTENDANCE |
| CAMERA | Speaking For The Camera |
| CASESTUDY | Case Study |
| CLASS PART | Class Participation |
| CLASSPARTI | Class Participation |
| CLASSWORK | Classwork |
| COMPANY FD | Company Feedback |
| COMPREVIVA | Comprehensive Viva |
| COMPRE_EXM | Comprehensive Exam |
| COMTHEORY | Comprehensive Theory |
| COORDINATE | FYP coordinator |
| CP | Class Participation |
| CUST_WGHT | Customer Weightage (ELP) |
| DATAANALYS | Data Analysis |
| ESSAY | ESSAY |
| ESSAY1 | ESSAY1 |
| ESSAY2 | ESSAY2 |
| ESSAY3 | ESSAY3 |
| EXAM1 | 1st term exam |
| EXAM2 | 2nd Term Exam |

In the background, the 'Class Assignments' page for 'MKT 466 - DIGITAL MARKETING (Lecture)' is visible. A red square highlights the search icon in the 'Assignment Category' input field.

Favorites | Main Menu > Self Service > Faculty Center > My Schedule > Assignments

Faculty Center | Advisor Center | Search | Learning Management

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

Class Assignments

Fall 2020 | Regular Academic Session | IBA Karachi | Undergraduate

▼ MKT 466 - 2 (2514) change class

DIGITAL MARKET LIVES (Lecture)

| Days and Times | Room | Instructor | Dates |
|------------------|------|------------|-------------------------|
| Sa 4:00PM-5:15PM | | | 09/15/2020 - 12/26/2020 |
| Sa 5:30PM-6:45PM | | | 09/15/2020 - 12/26/2020 |

Go to: Class Assignments | Category Weight | Grading Scale

copy assignments

Find | View All | First | 1 of 1 | Last

*Assignment Category: CP Class Participation + -

*Description:

*Short Description:

Required by Institution

| Details | Points | Dates & Duration |
|--|--|---|
| <input checked="" type="checkbox"/> Required <input checked="" type="checkbox"/> Assessed <input type="checkbox"/> Include for Mid Term Grade <input type="checkbox"/> Import Class Component Grades <input checked="" type="checkbox"/> Allow Students to View Grades | Maximum Points: <input type="text" value="20"/> Weight in Points: <input type="text" value="20"/> | Begin Date: Due Date: <input type="text" value="12/26/2020"/> 31 Extended Due Date: Estimated Grading Date: |

Notes:

SAVE

To Add more categories, click on plus button

1. Select Assignment Category, enter Description and short Description.
2. Enter Maximum Points and weight in Points. (weightage is a percentage of max points)

Select Category Weight tab and enter the weightage of each category which you have entered as Assignment category.

ORACLE

Favorites | Main Menu > Self Service > Faculty Center > My Schedule > Assignments

Faculty Center | Advisor Center | Search | Learning Management

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

Class Assignments

Fall 2020 | Regular Academic Session | IBA Karachi | Undergraduate

▼ **MKT 466** - [change class](#)

DIGITAL MARKETING (Lecture)

| Days and Times | Room | Instructor | Dates |
|------------------|------|------------|-------------------------|
| Sa 4:00PM-5:15PM | | | 09/15/2020 - 12/26/2020 |
| Sa 5:30PM-6:45PM | | | 09/15/2020 - 12/26/2020 |

Go to: [Class Assignment](#) | **[Category Weight](#)** | [Grading Scale](#)

[copy category weight](#)

| *Assignment Category | | *Weight % | | |
|----------------------|---------------------|-----------|---|---|
| CP | Class Participation | 20 | + | - |
| FINAL EXAM | Final Examination | 80 | + | - |

[SAVE](#)

Faculty Center | Advisor Center | Search | Learning Management

My Schedule | Class Roster | Grade Roster | Gradebook | Class Assignments

Note: The weight % must be 100%, the system will not allow you to save the categories without 100%.

4.2 Copy Assignment from one class to another

Step 1: Click on Self Services >> Faculty Center >> click on My Schedule

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Faculty Center](#) > [My Schedule](#)

[Faculty Center](#) | [Advisor Center](#) | [Search](#) | [Learning Management](#)

[my schedule](#) | [class roster](#) | [grade roster](#) | [gradebook](#) | [class assignments](#)

Faculty Center

My Schedule

Fall 2020 | IBA Karachi [change term](#) [View Personal Data Summary](#)
[My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Gradebook Assignments Learning Management

[My Teaching Schedule](#) > [Fall 2020](#) > [IBA Karachi](#)

| View All First 1-2 of 2 Last | | | | | | | |
|---|------------------------------------|---------------------------------|----------|----------------------|-------------------|----------------------------|--|
| | Class | Class Title | Enrolled | Days & Times | Room | Class Dates | |
| | ECO 459-MM1 (2683) | International Finance (Lecture) | 50 | MoWe 1:00PM - 2:15PM | Event Hall | Sep 15, 2020- Dec 26, 2020 | |
| | ECO 459-MM2 (2684) | International Finance (Lecture) | 50 | MoWe 1:00PM - 2:15PM | Event Hall (Mega) | Sep 15, 2020- Dec 26, 2020 | |

[View Web Schedule](#) [Go to top](#)

Select Class Assignment icon

New window will be shown

Faculty Center | Advisor Center | Search | Learning Management

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

Class Assignments

Fall 2020 | Regular Academic Session | IBA Karachi | Undergraduate

▼ **ECO 459 - MM1 (2683)** [change class](#)

International Finance (Lecture)

| Days and Times | Room | Instructor | Dates |
|--------------------|------------|------------|-------------------------|
| MoWe 1:00PM-2:15PM | Event Hall | | 09/15/2020 - 12/26/2020 |

Go to: [Class Assignments](#) | [Category Weight](#) | [Grading Scale](#)

[copy assignments](#)

Find | View All | First 1 of 1 Last

*Assignment Description:

*Short Description:

Required by Institution

| Details | Points | Dates & Duration |
|---|--|---|
| <input checked="" type="checkbox"/> Required | Maximum Points: <input type="text"/> | Begin Date: <input type="text"/> |
| <input checked="" type="checkbox"/> Assessed | Weight in Points: <input type="text"/> | Due Date: <input type="text" value="12/26/2020"/> |
| <input type="checkbox"/> Include for Mid Term Grade | | Extended Due Date: <input type="text"/> |
| <input type="checkbox"/> Import Class Component Grades | | Estimated Grading Date: <input type="text"/> |
| <input checked="" type="checkbox"/> Allow Students to View Grades | | |

Notes:

[SAVE](#)

The below window will be shown

Navigation menu: Faculty Center, Advisor Center, Search, Learning Management
my schedule | class roster | grade roster | gradebook | class assignments

Class Assignments

Enter Search Criteria

Search for Classes

Institution: IBA Karachi
Term: Fall 2020

Select at least 2 search criteria. Select Search to view your search results.

▼ Class Search

Subject: [dropdown]
Course Number: is exactly [dropdown] [input]
Course Career: Undergraduate [dropdown]

Show Open Classes Only
 Open Entry/Exit Classes Only

▶ Additional Search Criteria

[Return to Class Assignments](#) CLEAR SEARCH

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

Click on Additional Search Criteria and enter the search parameters to filter the result.

Faculty Center | Advisor Center | Search | Learning Management

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

Class Assignments

Enter Search Criteria

Search for Classes

Institution: IBA Karachi

Term: Fall 2020

Select at least 2 search criteria. Select Search to view your search results.

Class Search

Subject: Economics

Course Number: is exactly 459

Course Career: Undergraduate

Show Open Classes Only

Open Entry/Exit Classes Only

Additional Search Criteria

Meeting Start Time: greater than or equal to

Meeting End Time: less than or equal to

Days of Week: include only these days

Mon Tues Wed Thurs Fri Sat Sun

Class Nbr: 2684

Course Keyword: ?

Minimum Units: greater than or equal to

Maximum Units: less than or equal to

Course Component: ?

Session: ?

Mode of Instruction: ?

Campus: ?

Location: ?

[Return to Class Assignments](#) | CLEAR | SEARCH

Search Parameters:

Term: Fall 2020 **(enter the Term from which you want to copy)**

Select Subject: Economics

Course Nbr: 459

Uncheck “Show Open Classes only”

Class Nbr: 2684 **(enter the class from which you want to copy your assignments)**

Click on search button

After search, you will find the below screen:

The screenshot shows the 'Class Assignments' search results page. At the top, there are navigation tabs: Faculty Center, Advisor Center, Search, and Learning Management. Below these are links for 'my schedule', 'class roster', 'grade roster', 'gradebook', and 'class assignments'. The main heading is 'Class Assignments' followed by 'Search Results'. The search criteria are: IBA Karachi | Fall 2020. The results show: 'The following classes match your search criteria Course Subject: **Economics**, Course Number is exactly '459', Course Career: **Undergraduate**, Show Open Classes Only: **No**, Class Nbr: '2684''. There are radio buttons for 'Open' (selected), 'Closed', and 'Wait List'. Below are 'Return to Class Assignments' and 'NEW SEARCH' / 'MODIFY SEARCH' buttons. A section titled '1 class section(s) found' shows a table for 'ECO 459 - International Finance'. The table has columns: Class, Section, Days & Times, Room, Instructor, Meeting Dates, Status, and a 'select' button. The row for class 2684 shows: Section MM2-LEC Regular, Days & Times MoWe 1:00PM - 2:15PM, Room Event Hall (Me), Meeting Dates 09/15/2020 - 12/26/2020, and a 'select' button. At the bottom, there are navigation tabs: Faculty Center, Advisor Center, Search, Learning Management, and links for My Schedule, Class Roster, Grade Roster, Gradebook, and Class Assignments.

| Class | Section | Days & Times | Room | Instructor | Meeting Dates | Status | |
|-------|--------------------|-------------------------|----------------|------------|----------------------------|--------------------------|------------------------|
| 2684 | MM2-LEC Regular | MoWe 1:00PM - 2:15PM | Event Hall (Me | | 09/15/2020 - 12/26/2020 | <input type="checkbox"/> | select |

Click on select button to copy

4.3. Copy Category weightage:

Click on second tab that is "Category Weight".

The screenshot shows the IBA LMS interface. At the top, there are navigation tabs: Faculty Center, Advisor Center, Search, and Learning Management. Below these are sub-tabs: my schedule, class roster, grade roster, gradebook, and class assignments. The main heading is "Class Assignments".

Below the heading, it says "Fall 2020 | Regular Academic Session | IBA Karachi | Undergraduate".

There is a dropdown menu for "ECO 459 - MM1 (2683)" with a "change class" button next to it. Below this, it says "International Finance (Lecture)".

There is a table with the following columns: Days and Times, Room, Instructor, and Dates.

| Days and Times | Room | Instructor | Dates |
|--------------------|------------|--------------|-------------------------|
| MoWe 1:00PM-2:15PM | Event Hall | Dr. Ilfan Oh | 09/15/2020 - 12/26/2020 |

Below the table, there are three tabs: "Class Assignments", "Category Weight", and "Grading Scale". The "Category Weight" tab is selected and highlighted with a red box.

Below the tabs, there is a "copy category weight" button, also highlighted with a red box.

Below the button, there is a table with the following columns: *Assignment Category, *Weight %, and two empty columns.

| *Assignment Category | *Weight % | | |
|----------------------|----------------------|----------------------------------|----------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="button" value="+"/> | <input type="button" value="-"/> |

A blue callout box points to the "*Assignment Category" field with the text "Select Copy Category Weight".

Below the table, there is a "SAVE" button.

At the bottom, there are navigation tabs: Faculty Center, Advisor Center, Search, and Learning Management. Below these are sub-tabs: My Schedule, Class Roster, Grade Roster, Gradebook, and Class Assignments.

And Search through the same parameters:

Category Weights

Enter Search Criteria

Search for Classes

Institution IBA Karachi

Term Fall 2020

Select at least 2 search criteria. Select Search to view your search results.

Class Search

Subject Economics

Course Number contains 459

Course Career

Show Open Classes Only

Open Entry/Exit Classes Only

Additional Search Criteria

Meeting Start Time greater than or equal to

Meeting End Time less than or equal to

Days of Week include only these days

Mon Tues Wed Thurs Fri Sat Sun

Class Nbr 2684 ?

Course Keyword ?

Minimum Units greater than or equal to

Maximum Units less than or equal to

Course Component

Session Regular Academic Session

Mode of Instruction

Campus

Location

[Return to Category Weights](#)

Click on Search, you will find the same screen

Faculty Center
Advisor Center
Search
Learning Management

my schedule
class roster
grade roster
gradebook
class assignments

Category Weights

Search Results

IBA Karachi | Fall 2020

The following classes match your search criteria Course Subject: **Economics**, Course Number contains **'459'**, Course Career: **Undergraduate**, Show Open Classes Only: **No**, Class Nbr: **'2684'**

● Open
 ■ Closed
▲ Wait List

[Return to Category Weights](#)
NEW SEARCH
MODIFY SEARCH

1 class section(s) found

▼ ECO 459 - International Finance

| Class | Section | Days & Times | Room | Instructor | Meeting Dates | Status | |
|----------------------|---------------------------------|----------------------|-------------------|--------------|-------------------------|--------------------------|--|
| 2684 | MM2-LEC Regular | MoWe 1:00PM - 2:15PM | Event Hall (Mega) | Dr. Ilfan Oh | 09/15/2020 - 12/26/2020 | <input type="checkbox"/> | select |

[Return to Category Weights](#)
NEW SEARCH
MODIFY SEARCH

[Faculty Center](#)
[Advisor Center](#)
[Search](#)
[Learning Management](#)

[My Schedule](#)
[Class Roster](#)
[Grade Roster](#)
[Gradebook](#)
[Class Assignments](#)

Click on save.

5. Grade Book

The Grade Book menu helps Faculty members in Posting Students' Grades in ERP Campus Management system. To access gradebook and enter marks, you will have to generate an authentication code that will be sent to your email address. On entering the correct authentication code, you will be able to access your Gradebook and Post Students' Grades.

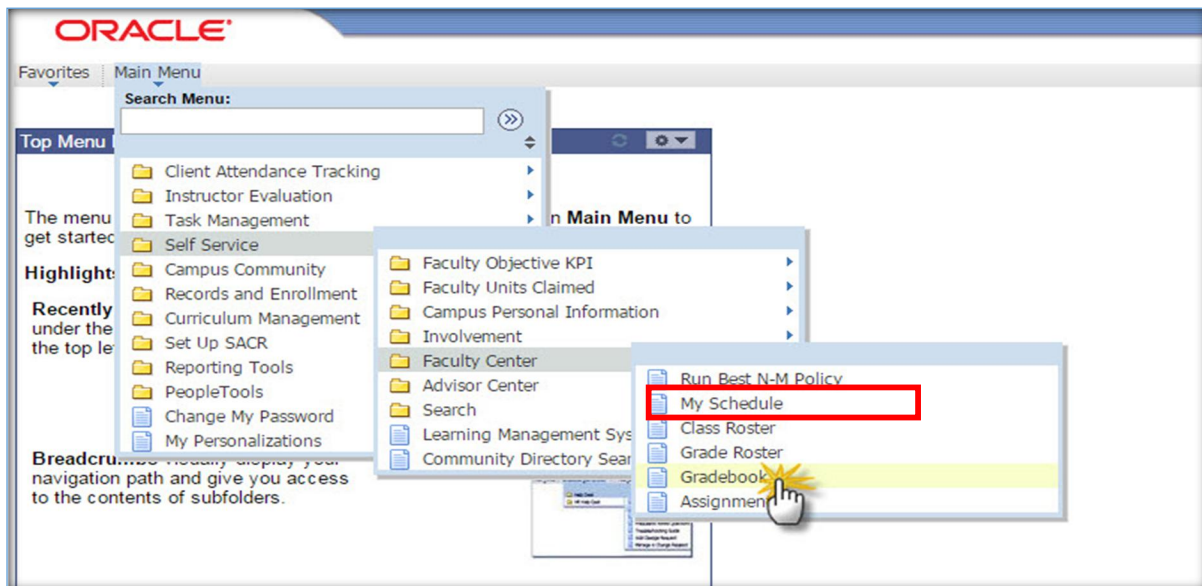
5.1. Steps to Follow

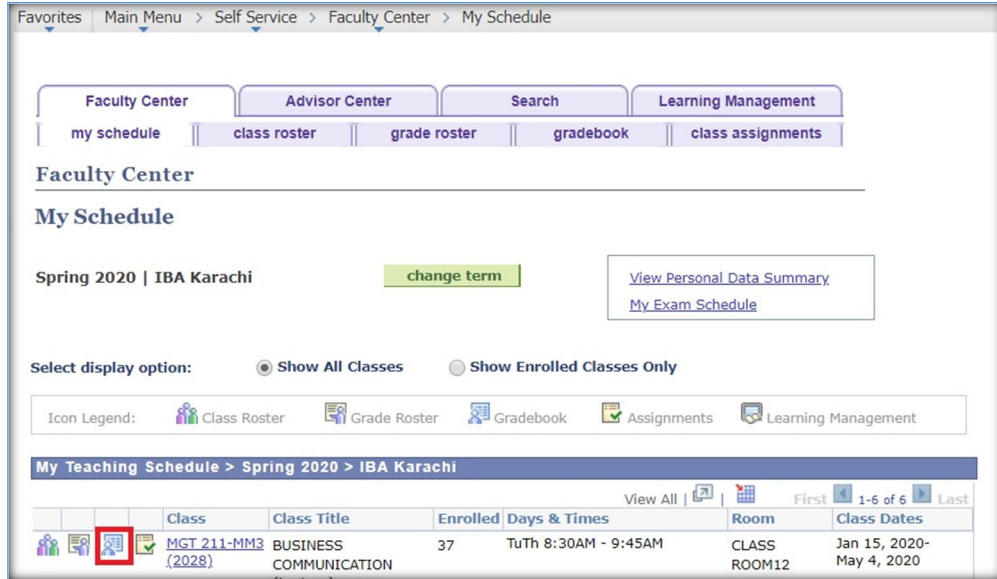
Following are the steps which can be followed to access Gradebook and Post Students Grades.

5.1.1. Accessing Gradebook

Access the Gradebook through Faculty Center. You may either use below given navigation to access your Gradebook tab or you may access **My Schedule** tab and then select Gradebook of a specific class as shown in the image below.

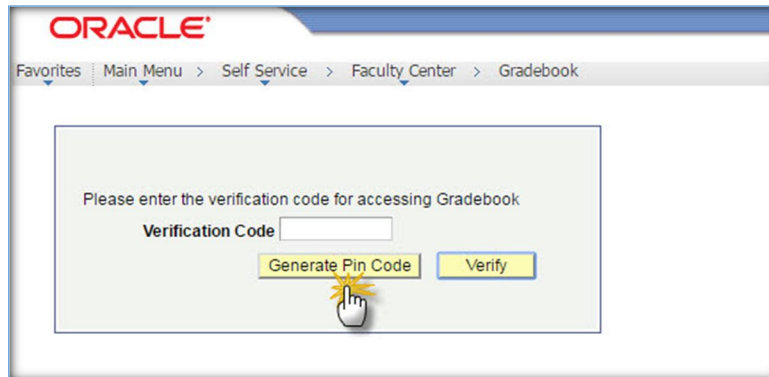
Main Menu >> Self Service >> Faculty Center >> My Schedule



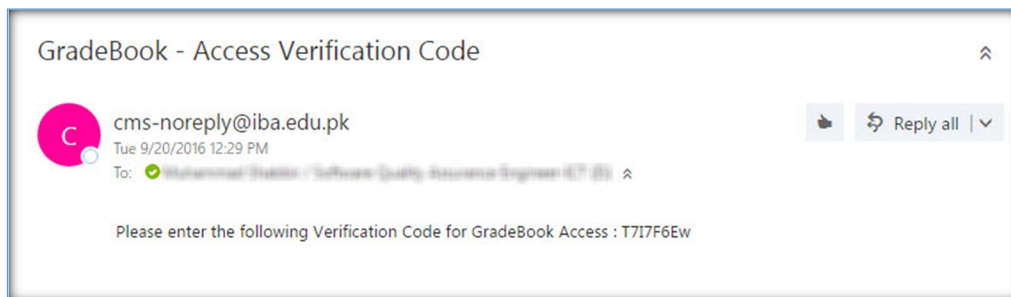


5.1.2. Generating Authentication Code

Once you will click the Gradebook tab or the Gradebook icon, you will be able to see the **Generate Pin Code** button as shown in the image below.

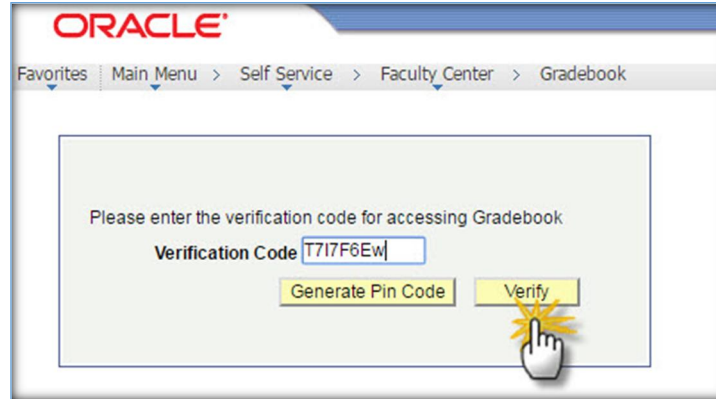


Clicking this button will generate the authentication code that you will have to enter to access Gradebook. You will receive an email containing the authentication code as shown in the image below.



5.1.3. Entering Authentication Code to Access Gradebook

Once you have received the email, Now enter the received code in the text field and click the verify button to access the Gradebook as shown in the image below.



Note: Authentication Code will be valid for current session only. On every Login, you will have to generate a new Authentication code.

After clicking Verify button, you will be able to access the Gradebook to enter students' marks.

| Name | ID | MID TERM | Presentati | Final Exam |
|------|----|-------------------------------|-------------------------------|--|
| | | 25.00 Note | 15.00 Note | <input type="text"/> Note |
| | | 29.00 Note | 17.00 Note | <input type="text"/> Note |
| | | 22.00 Note | 18.00 Note | <input type="text"/> Note |

Assignment Average: 25.33 16.67

5.1.4. Prepare Excel File for updating marks in Gradebook

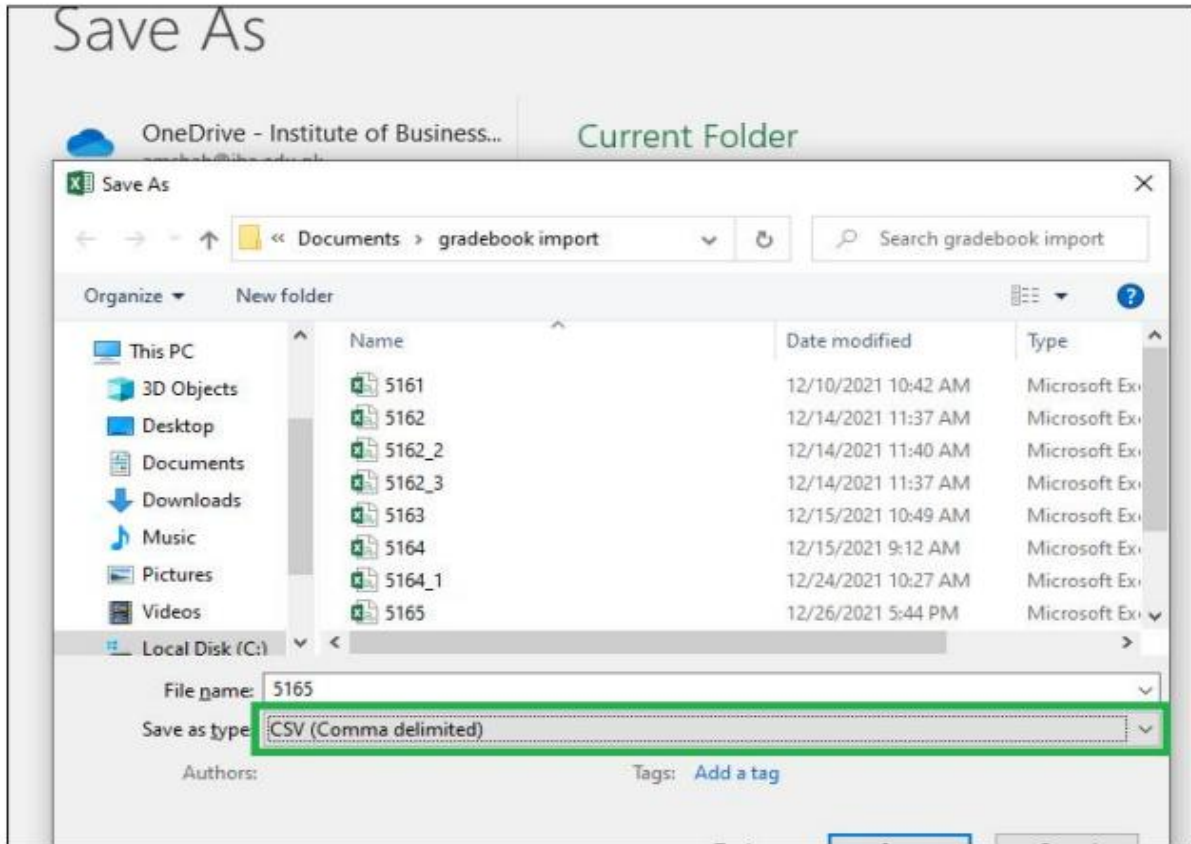
After checking gradebook assignment sequence, prepare excel.

Column A for Student ID, Column B and onwards will be for other assignment marks.

Note: Make sure sequence of columns must be same as sequence of gradebook page.

| | A | B | C | D | E | F | G |
|----|-------|------|-----|-----|-----|-----|---|
| 1 | ID | Quiz | 1st | 2nd | 3rd | Prj | |
| 2 | 15006 | 13 | 15 | 24 | 23 | 5 | |
| 3 | 17715 | 10 | 17 | 23 | | 6 | |
| 4 | 17573 | 13 | 19 | 15 | 20 | 7 | |
| 5 | 17535 | 15 | 16 | 18 | 16 | 7 | |
| 6 | 17527 | 10 | 23 | 15 | 23 | 10 | |
| 7 | 17385 | 12 | 18 | 16 | 19 | 6 | |
| 8 | 17147 | 10 | 19 | 22 | 15 | 7 | |
| 9 | 18148 | 12 | 23 | 15 | 20 | 9 | |
| 10 | 17500 | 13 | 19 | 22 | 15 | 6 | |
| 11 | 16971 | 14 | 23 | 25 | 20 | 6 | |

Save the excel file in CSV (Comma delimited)



Now go back to Gradebook Page and click Excel import link (tab)

Faculty Center | Advisor Center | Search | Learning Management

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

Gradebook

Fall 2021 | Regular Academic Session | IBA Karachi | Undergraduate

▼ **FIN 457 - 2 (5165)** change class

| Days and Times | Room | Instructor | Dates |
|----------------------|-------------|------------|-------------------------|
| MoWe 11:30AM-12:45PM | CLASS ROOM5 | | 08/23/2021 - 12/14/2021 |

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

Show Active Students Only

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

| Name | ID | Quiz | 1st term | 2nd Term | Final Exam | Project |
|------|-------|---|---|---|---|---|
| | 14572 | <input type="checkbox"/> Note | <input type="checkbox"/> Note | <input type="checkbox"/> Note | <input type="checkbox"/> Note | <input type="checkbox"/> Note |

Click Import button and browse your file

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

Import Grades

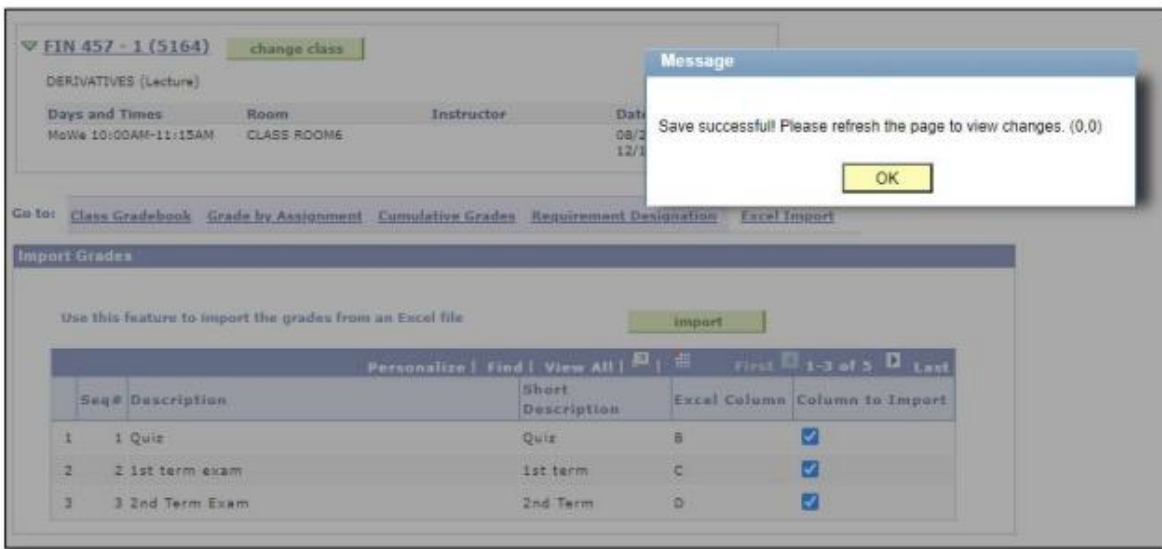
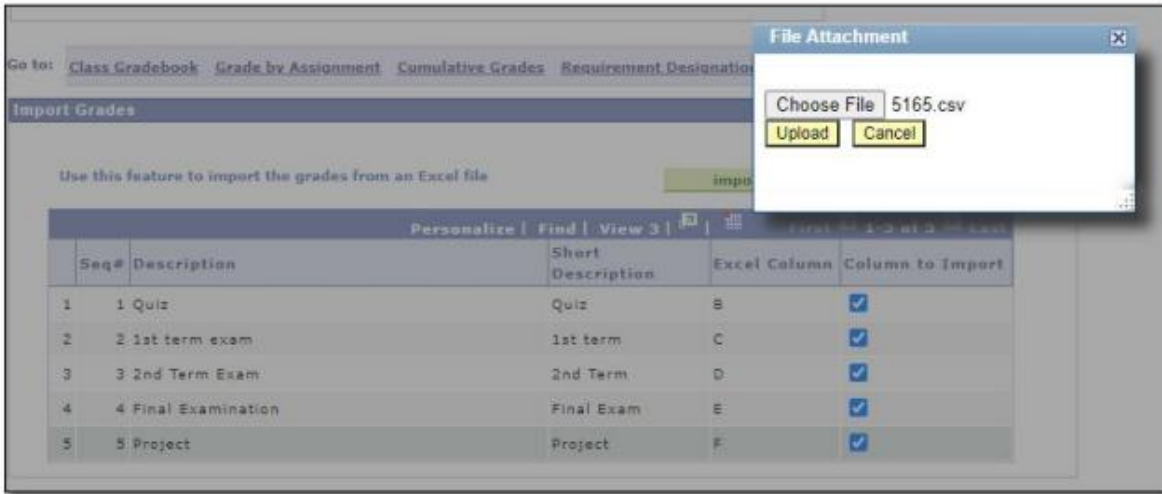
Use this feature to import the grades from an Excel file

import Browse your File

| Seq# | Description | Short Description | Excel Column | Column to Import |
|------|-----------------|-------------------|--------------|-------------------------------------|
| 1 | 1 Quiz | Quiz | B | <input checked="" type="checkbox"/> |
| 2 | 2 1st term exam | 1st term | C | <input checked="" type="checkbox"/> |
| 3 | 3 2nd Term Exam | 2nd Term | D | <input checked="" type="checkbox"/> |

REFRESH SAVE

Choose the excel file from your computer and click on Upload button



Now you would be able to see the excel file in ERP that you created

Fall 2021 | Regular Academic Session | IBA Karachi | Undergraduate

▼ **FIN 457 - 2 (5165)** [change class](#)

DERIVATIVES (Lecture)

| Days and Times | Room | Instructor | Dates |
|----------------------|-------------|------------|-------------------------|
| MoWe 11:30AM-12:45PM | CLASS ROOM5 | | 08/23/2021 - 12/14/2021 |

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

Show Active Students Only

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

| Name | ID | Quiz | 1st term | 2nd Term | Final Exam | Project |
|------|-------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|-------------------------------|
| | 14572 | 10.00 <input type="checkbox"/> | 16.00 <input type="checkbox"/> | 19.00 <input type="checkbox"/> | 23.00 <input type="checkbox"/> | 7.00 <input type="checkbox"/> |
| | | Note | Note | Note | Note | Note |
| | 14707 | 10.00 <input type="checkbox"/> | 19.00 <input type="checkbox"/> | 23.00 <input type="checkbox"/> | 19.00 <input type="checkbox"/> | 7.00 <input type="checkbox"/> |
| | | Note | Note | Note | Note | Note |
| | 14860 | 11.00 <input type="checkbox"/> | 19.00 <input type="checkbox"/> | 22.00 <input type="checkbox"/> | 15.00 <input type="checkbox"/> | 6.00 <input type="checkbox"/> |
| | | Note | Note | Note | Note | Note |

5.1.5. Posting Grades

Once you have finished entering your marks now you will need to click **Cumulative Grades** link and then select Grade Roster as Final and as shown in the images below.

Spring 2020 | Regular Academic Session | IBA Karachi | Undergraduate

SSC 240 - SS-6 (2296) [change class](#)

(Lecture)

| Days and Times | Room | Instructor | Dates |
|---------------------|------|------------|-------------------------|
| FrSa 9:00AM-11:00AM | TBA | | 01/15/2020 - 05/04/2020 |

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 | Final |
|-------------|--------|--------------------------------|
| ADWALAH ALI | 202011 | 60.00 <input type="checkbox"/> |
| | | Note |
| ADWALAH ALI | 202011 | 60.00 <input type="checkbox"/> |
| | | Note |

Click the lookup icon to select the grade roster.

Spring 2020 | Regular Academic Session | IBA Karachi | Undergraduate

SSC 240 - SS-6 (2296) [change class](#)

(Lecture)

| Days and Times | Room | Instructor | Dates |
|---------------------|------|------------|-------------------------|
| FrSa 9:00AM-11:00AM | TBA | | 01/15/2020 - 05/04/2020 |

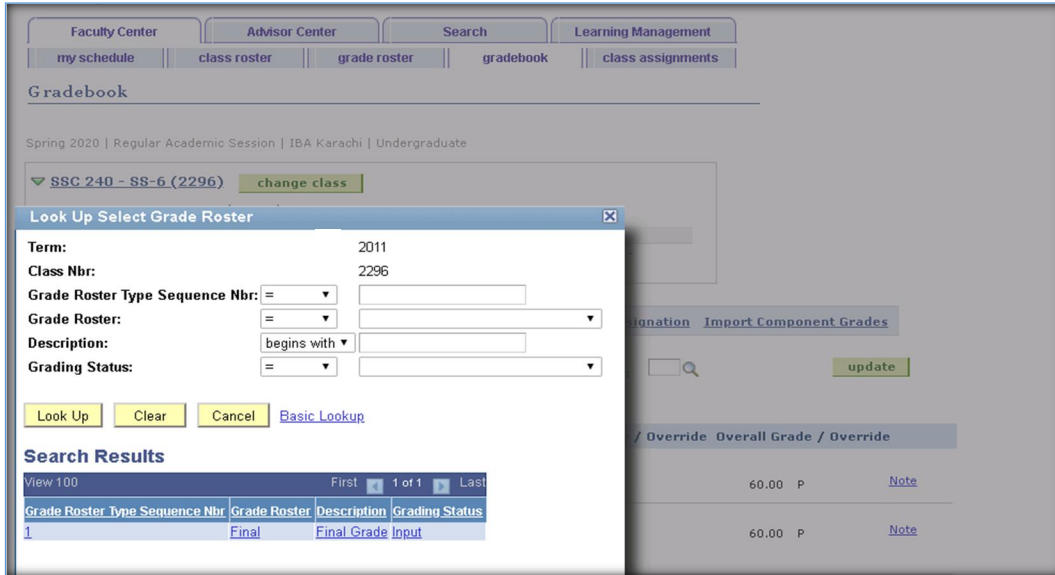
Go to: [Class Gradebook](#) [Grade by Assignment](#) [Cumulative Grades](#) [Requirement Designation](#) [Import Component Grades](#)

Select Grade Roster: [update](#)

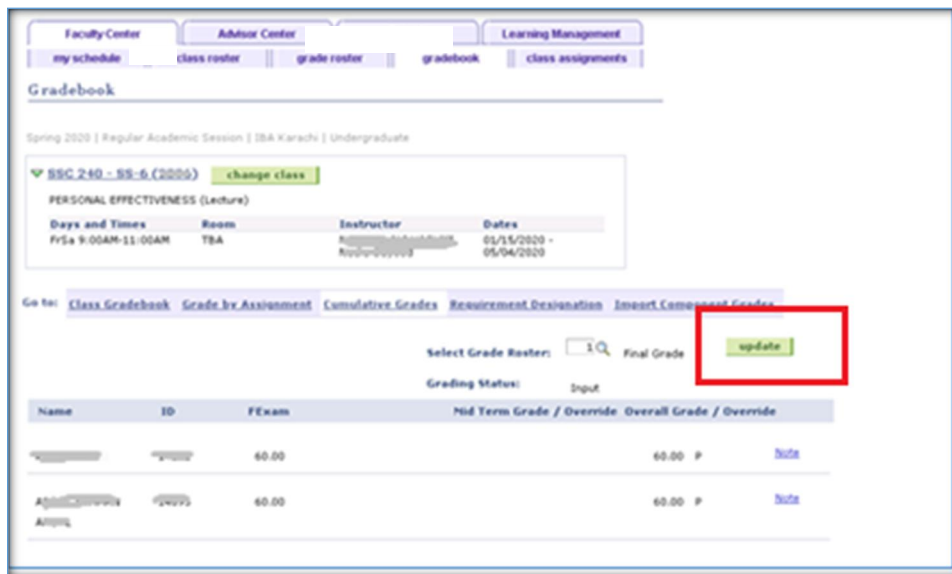
Grading Status:

| Name | ID | Final | Mid Term Grade / Override | Overall Grade / Override |
|-------------|--------|-------|---------------------------|------------------------------|
| ADWALAH ALI | 202011 | 60.00 | | 60.00 P Note |
| ADWALAH ALI | 202011 | 60.00 | | 60.00 P Note |

Now select the option **Final Grade** as shown in the screenshot below.

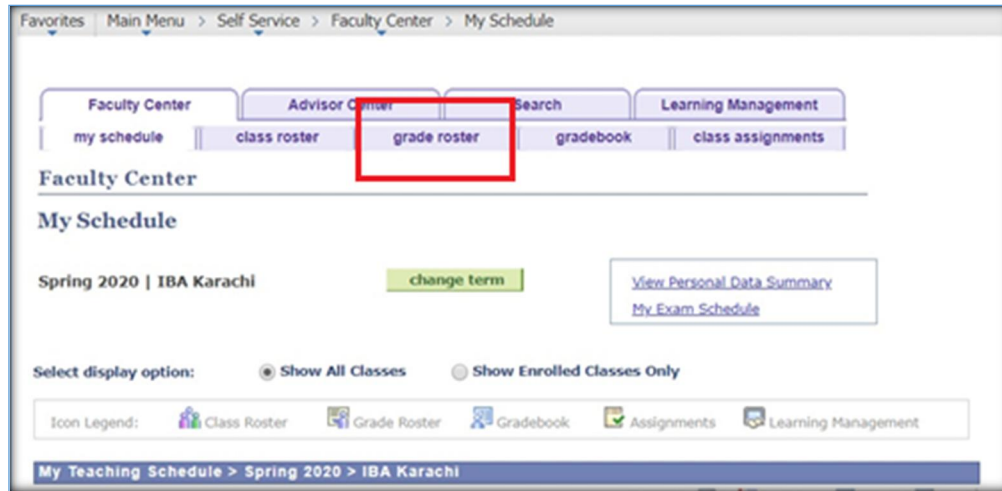


Once you have select the Grade Roster (i.e. **Final Grade**), now press the update button.

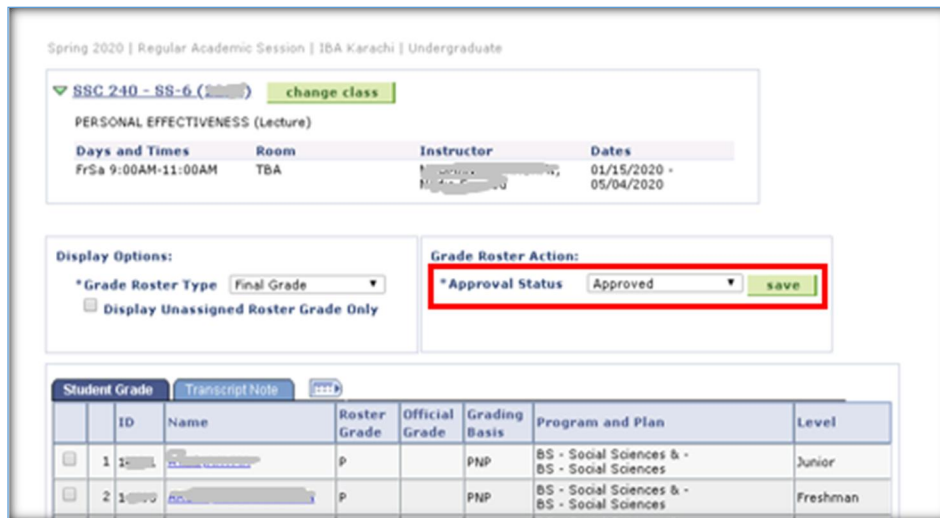


Pressing update button will update your Grade Roster and now you will have to post these Final Grades.

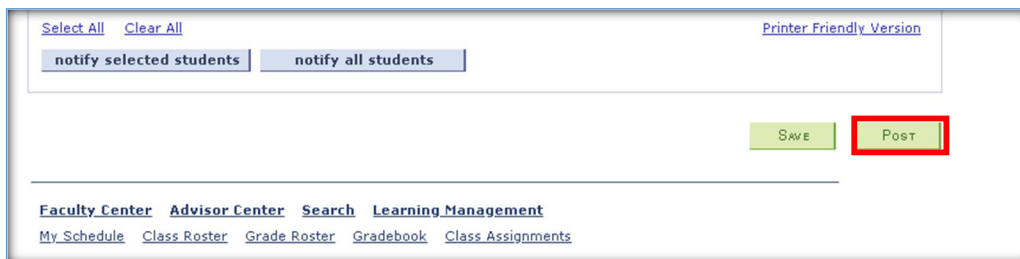
To post students final grades click on **Grade Roster** tab from the top menu bar.



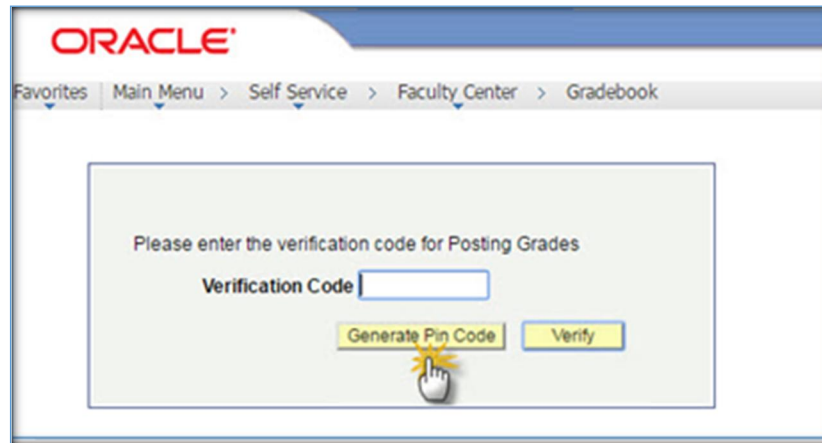
Now select Approval Status as **Approved** and press the Save button as shown in the image below.



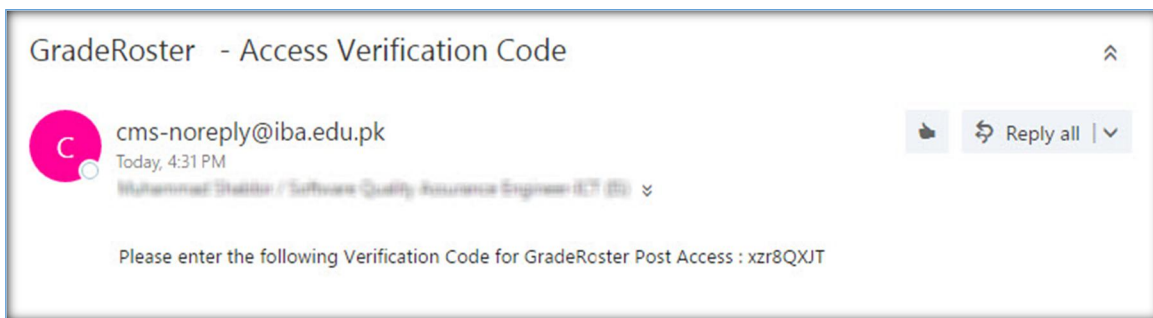
Now press the **Post** button at the bottom of the grade roster page.



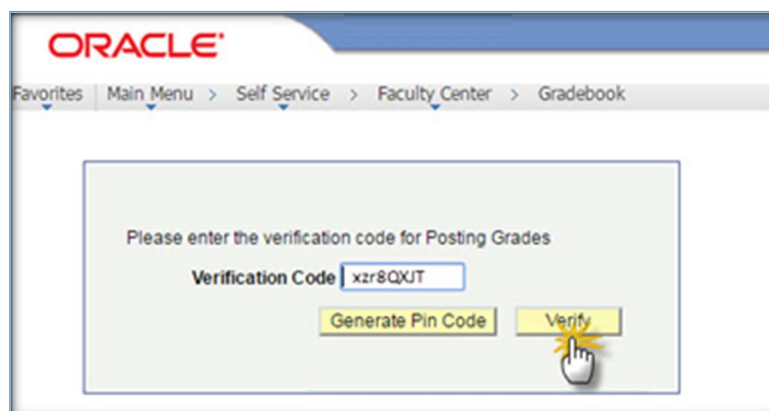
On Clicking Post button, you will again see the following screen to generate the authentication code. Now click **Generate Pin Code** button as shown in the image below.



Clicking this button will generate the authentication code that you will have to enter to Post the Grades. You will receive an email containing the authentication code as shown in the image below.



Once you have received the email, Now enter the received code in the text field and click the verify button to Post the students' Grades as shown in the image below.

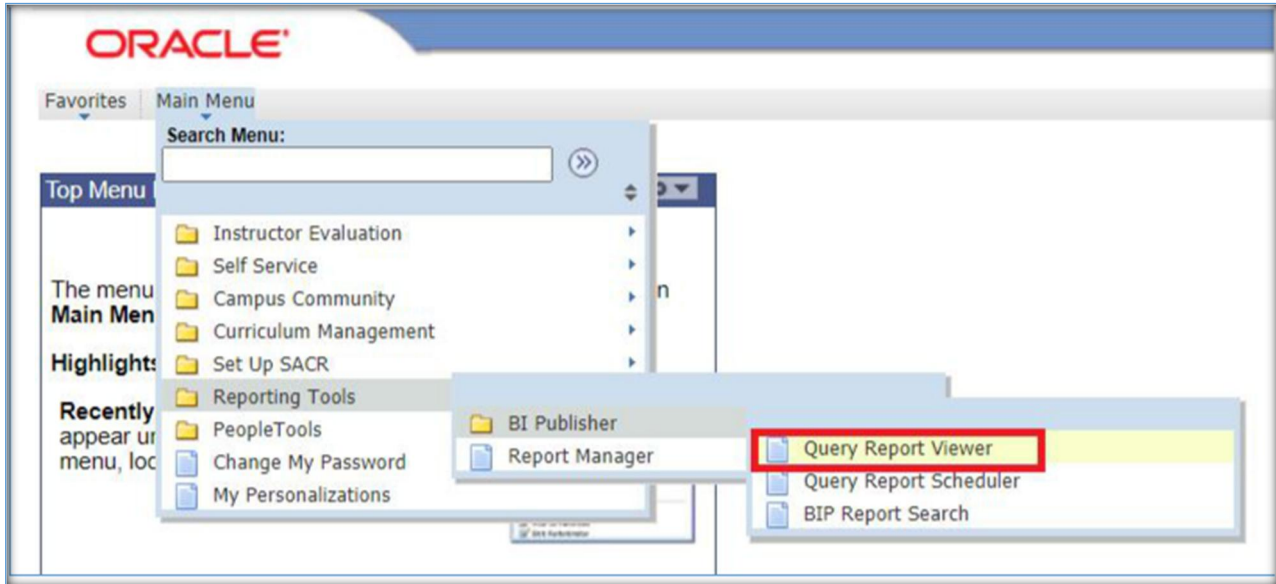


After clicking Verify button, Students' Grades will be Posted.

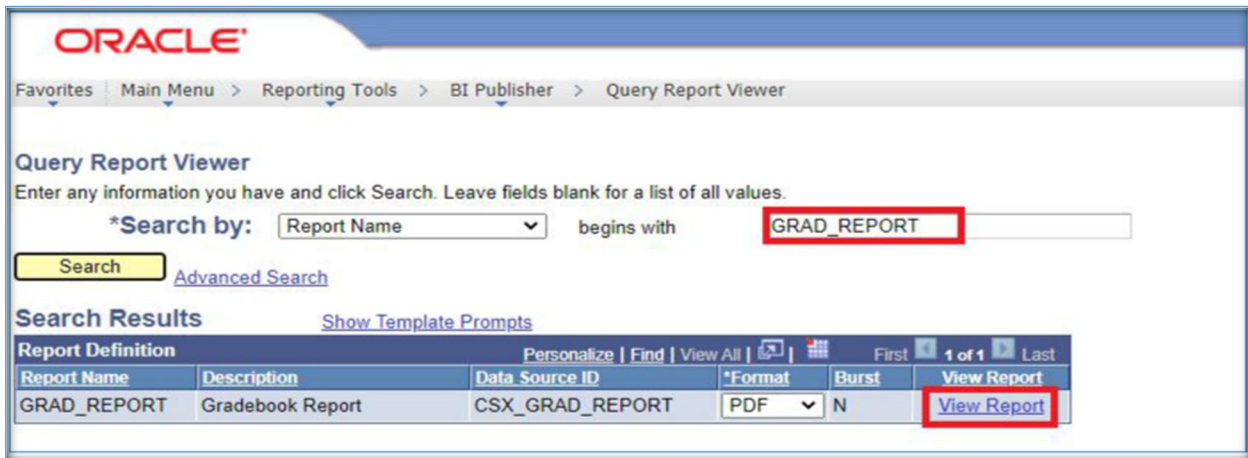
5.2. Generate Grade Report

You can fetch Final Report by following Navigation:

Main Menu >> Reporting Tools >> BI Publisher >> Query Report Viewer



Enter the Report Name: **GRAD_REPORT**



Enter Your Class Number and click OK to generate the report:

The screenshot shows the Oracle BI Publisher Query Report Viewer interface. The search criteria are set to 'Report Name' begins with 'GRAD_REPORT'. A modal dialog titled 'CSX_GRAD_REPORT' is open, allowing configuration of the report parameters:

- Institution: IBA
- Career (% All): %
- Term: 2011
- Acad Prog (% All): %
- Class Nbr: 0 (highlighted with a red box)

Buttons for 'OK' and 'Cancel' are visible at the bottom of the dialog.

The screenshot displays the 'FINAL GRADE REGISTER REPORT' from IBA. The report includes a summary table and a detailed data table.

| Teacher | Course | Department | Term | Career | Campus | Section | Class Nbr | Status |
|---------|--------|-------------------------|-------------|--------|--------|---------|-----------|--------|
| | | Department of Marketing | Spring 2020 | ALL | MAIN | MM1 | | Posted |

| Serial # | ERP ID | Registration No. | Program | Name | Final (100) | FINAL (100) | Total | Official Grade | Cumulative Grade | Remarks |
|----------|--------|------------------|------------------------|------|-------------|-------------|-------|----------------|------------------|---------|
| 1 | | | BSA | | 80 | 80 | 80 | P | P | |
| 2 | | | BSA | | 80 | 80 | 80 | P | P | |
| 3 | | | BSA | | 80 | 80 | 80 | P | P | |
| 4 | | | BSA | | 80 | 80 | 80 | P | P | |
| 5 | | | BSA | | 80 | 85 | 80 | P | P | |
| 6 | | | BSA | | 80 | 80 | 80 | P | P | |
| 7 | | | BSA | | 80 | 85 | 80 | P | P | |
| 8 | | | BSA | | 80 | 80 | 80 | P | P | |
| 9 | | | BSA | | 80 | 85 | 80 | P | P | |
| 10 | | | BSA | | 80 | 80 | 80 | P | P | |
| 11 | | | BS in Computer Science | | 80 | 85 | 80 | P | P | |

Signature of Teacher

6. Contact us for Support

If you face any difficulty, drop us an email at erp_helpdesk@iba.edu.pk along with your Class Number(s).

You can also contact following staff members:

| Name of Resource | Email | IP |
|-----------------------------------|--|-----------|
| Mr. Shujjat Raza | shujjatraza@iba.edu.pk | 1152 |
| Mr. Syed Haider Ali Naqvi | shanaqvi@iba.edu.pk | 2106 |
| Mr. Zeeshan Bilal | zabilal@iba.edu.pk | 1135 |
| Ms. Mehwish Razzak (Team Lead) | mkhatri@iba.edu.pk | 1115 |