GRADE BOOK USER GUIDE

http://portal.iba.edu.pk

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Instructor

➢ Create Class Assignment

Procedure

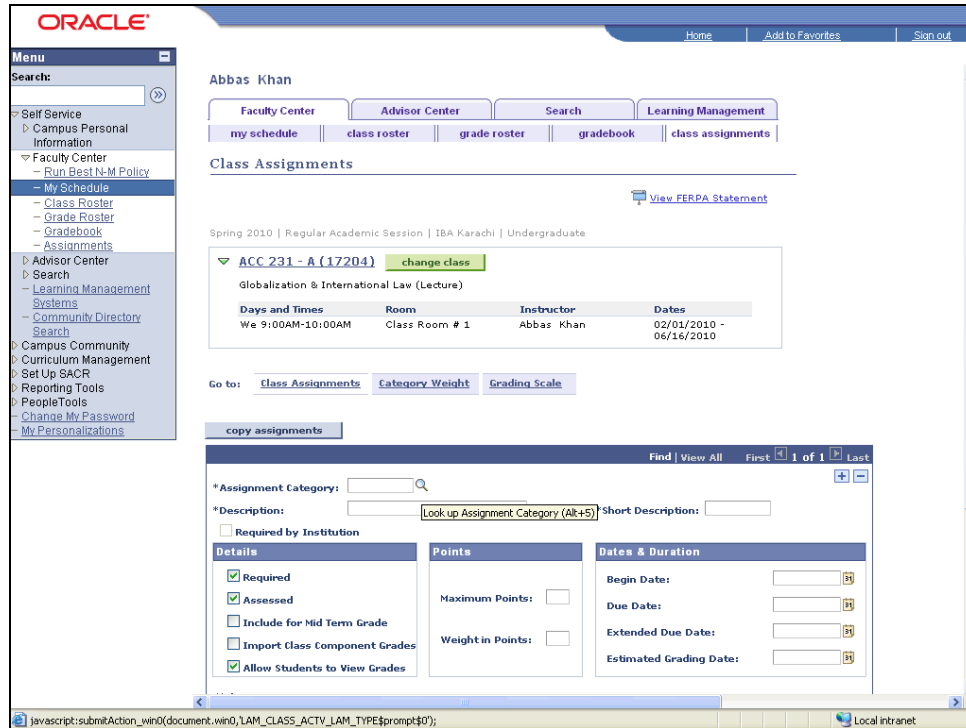| Step	Action
1.	Enter the desired information into the **User ID** field. Enter "**Demo_User**".
2.	Enter the desired information into the **Password** field. Enter "**Demo_User**".
3.	Point to the **Sign In** object. Sign In
4.	Click the **Self Service** link. ▷ Self Service
5.	Click the **Faculty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

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.
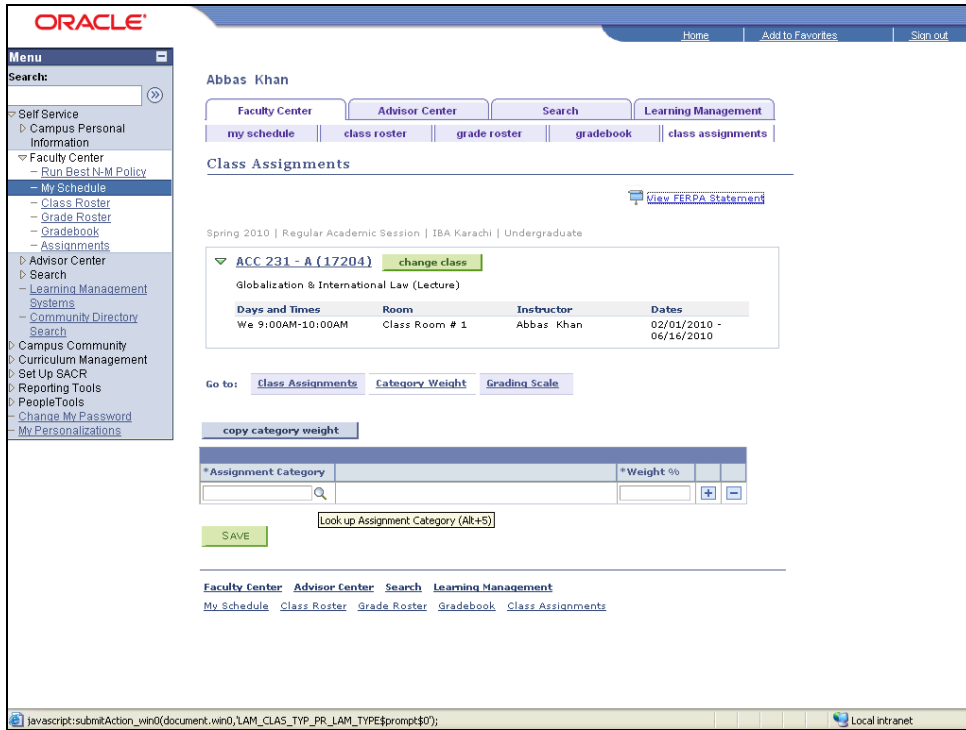
Step	Action
17.	Click the **Assignment Category** button.
18.	Select the Assignment Category Home Assignment
19.	Enter the desired information into the **Weight %** field. Enter "**3**" Point to the **Add a new row at row 1 (Alt+7)** object.
20.	Click the Lookup.
21.	Click the **Assignment Category** button. PROJECT
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. TERM EXAM

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. FINAL EXAM
29.	Enter the desired information into the **Weight %** field. Enter "**50**".
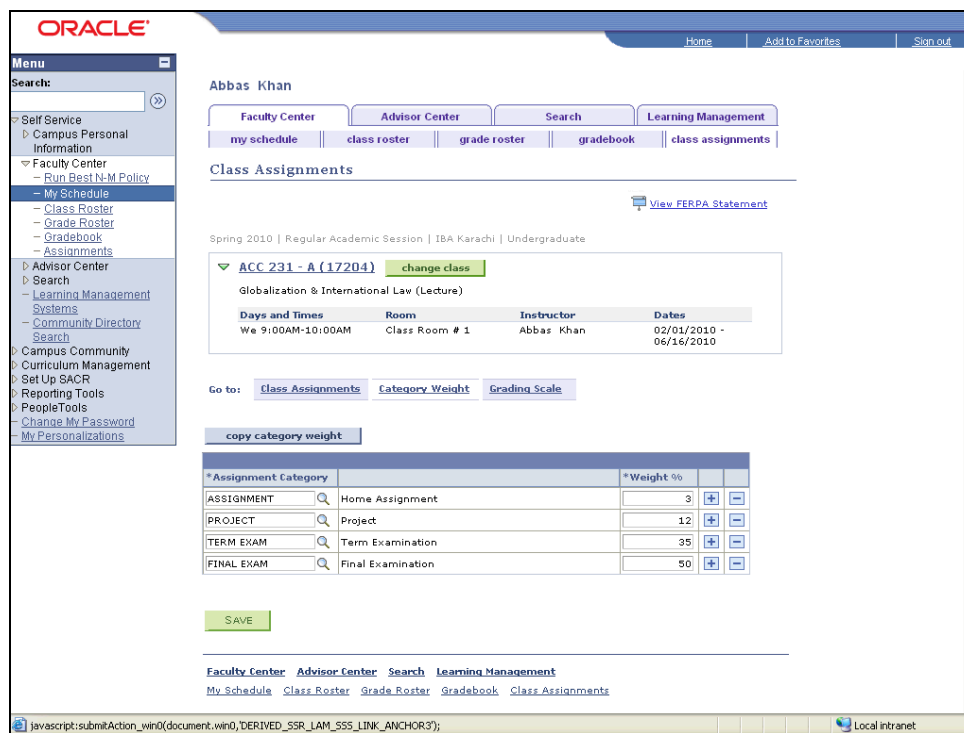
Step	Action
30.	Click the scrollbar. Grading Scale
31.	SAVE
32.	**End of Procedure.**

> ➢ **N-M Assignment Policy**

Procedure

Step	Action
1.	Click the **Self Service** link. ▷ Self Service
2.	Click the **Faculty Center** link. ▷ Faculty Center
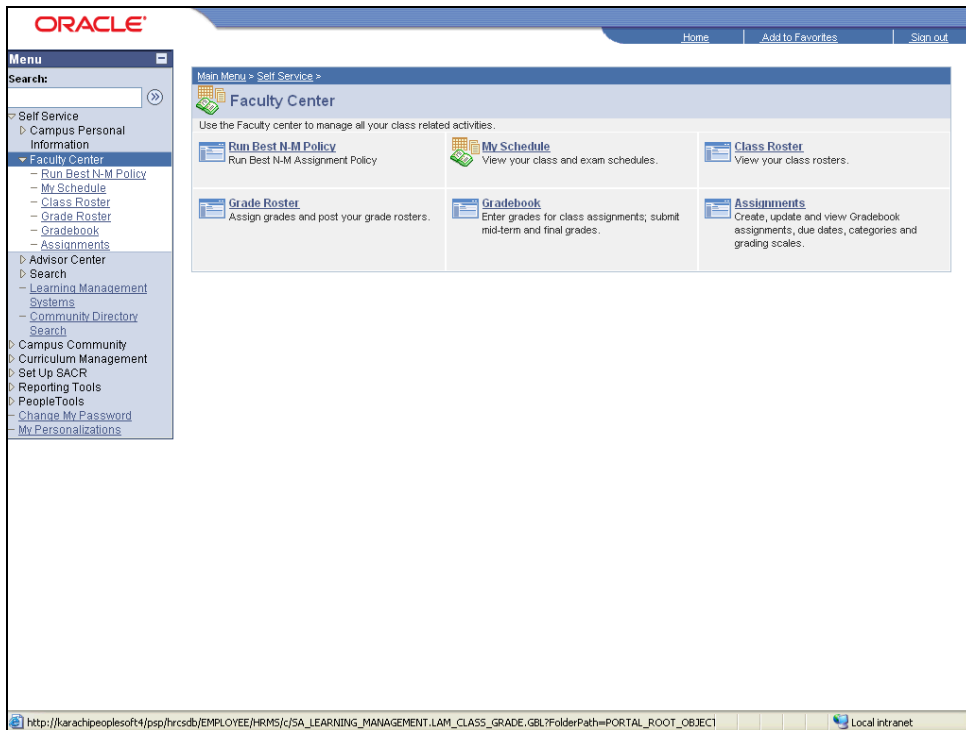
Step	Action
3.	Click on GradeBook.

Step	Action
4.	Assignment 1 Assgnment 2 Assignment 3
5.	Click the **Run Best N-M Policy** link. Run Best N-M Policy
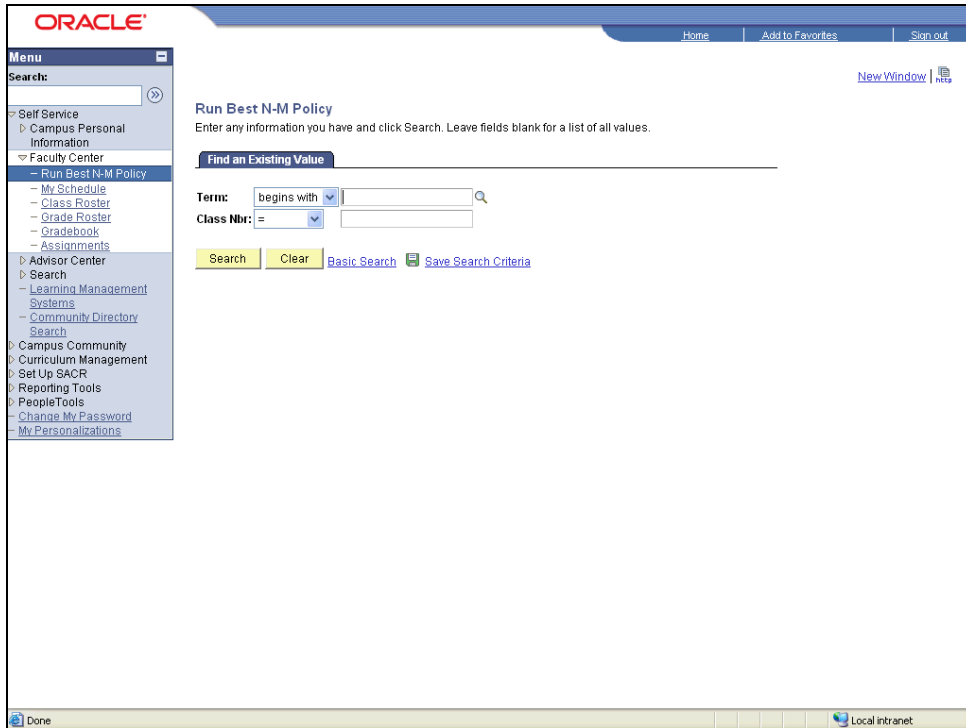
Step	Action
6.	Enter the desired information into the **Term** field. Enter "**1011**".
7.	Click the **Search** button. ![Search]
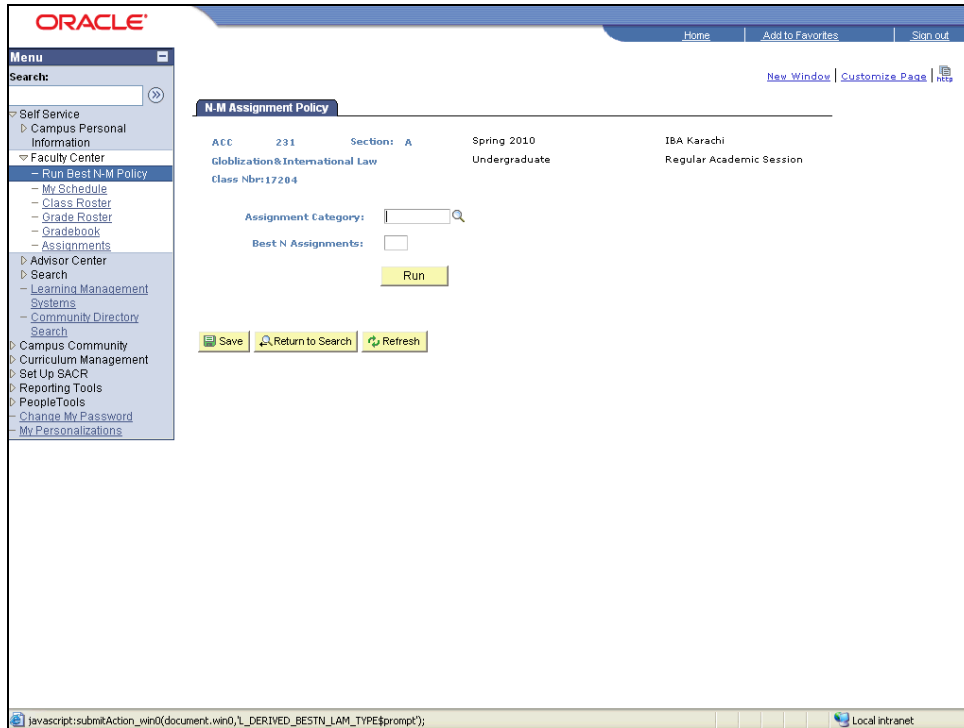
Step	Action
8.	Click the **Look up Assignment Category (Alt+5)** button.
9.	Click in the **Assignments** field. ASSIGNMENT Home Assignment
10.	Enter the desired information into the **Best N Assignments** field. Enter "**2**".
11.	Click the **Run** button.
12.	Click the **Save** button.
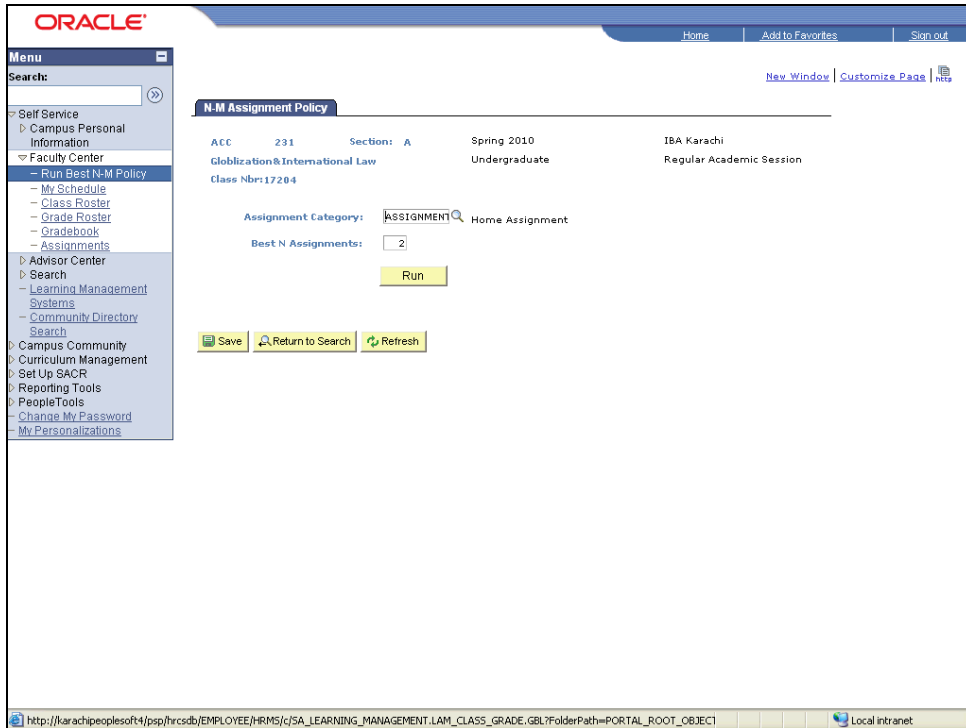
Step	Action
13.	Release the mouse button.
14.	
15.	**End of Procedure.**

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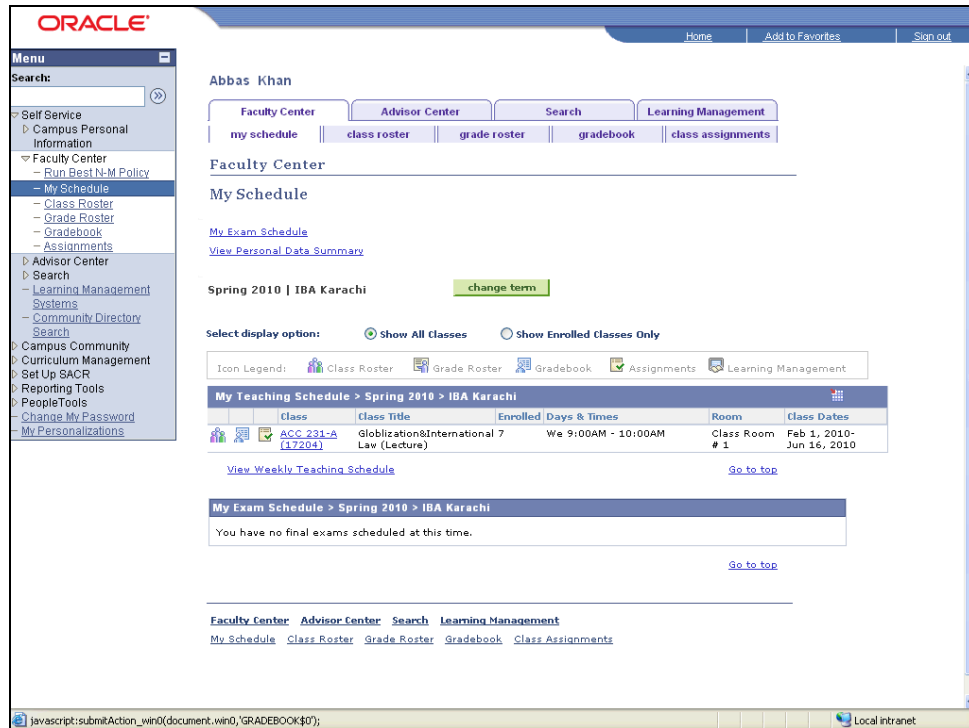
Step	Action
4.	Click on the Grade Book icon.
5.	Enter the desired information into the **Ali,Salman** field. Enter "**10**".
6.	Enter the desired information into the **BBA,BBA** field. Enter "**5**".
7.	Enter the desired information into the **Zahid,Salman** field. Enter "**6**".

Step	Action
8.	Click the tab. **Grade by Assignment**
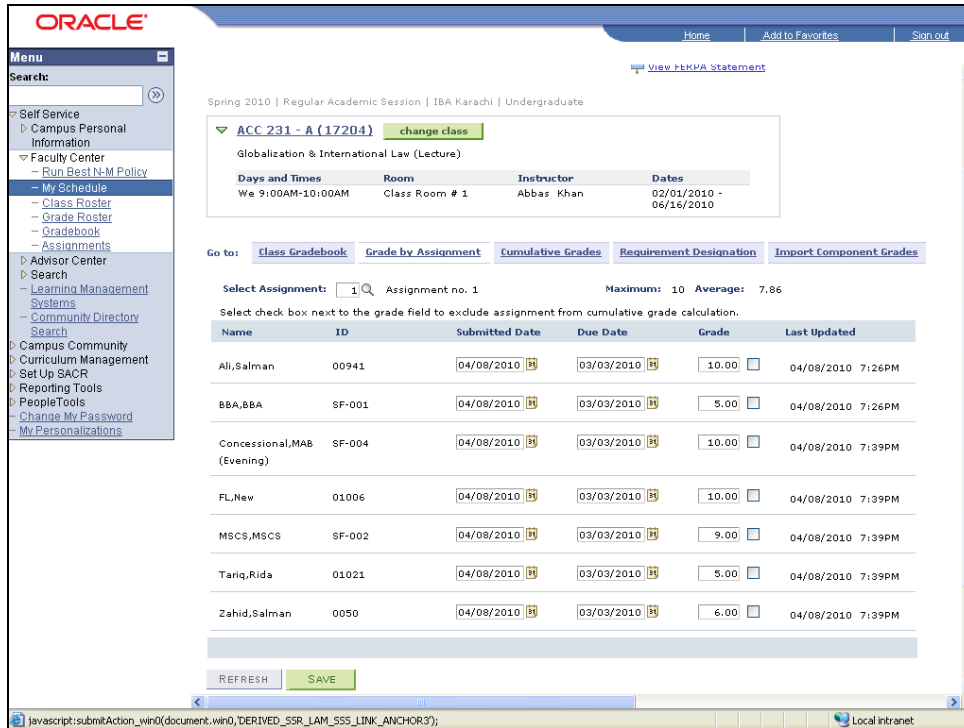
Step	Action
9.	Click the tab. **Cumulative Grades**
10.	Point to the **Requirement Designation** object. **Requirement Designation**

Step	Action
11.	Click the object.

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Step	Action
12.	Click the **Import Component Grades** link.
	Import Component Grades
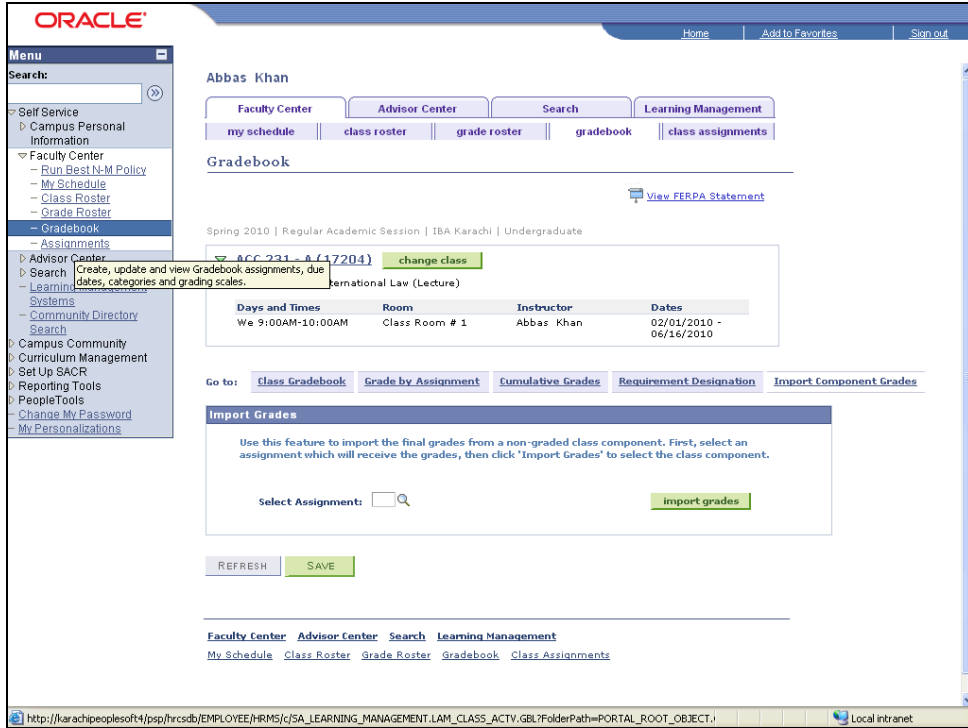
Step	Action
13.	Click the **Show next row (Alt+.)** button. ![SAVE]
14.	After Adding the New Assignment click on the save button. ![SAVE]
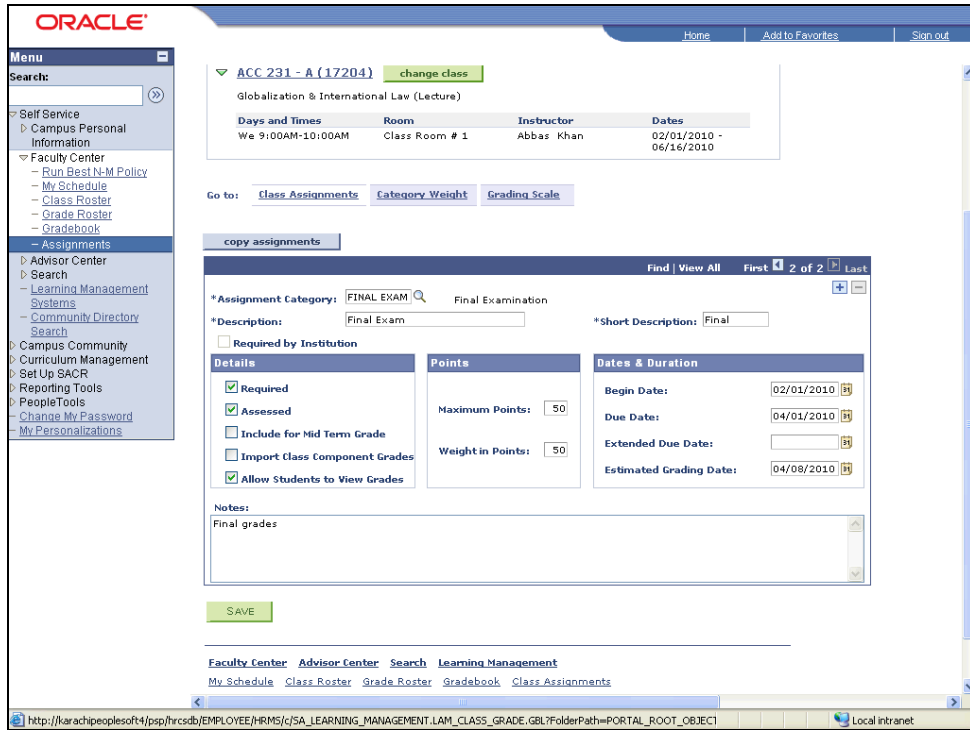
Step	Action
15.	Click the gradeBook. Gradebook

Step	Action
16.	Click the object. 45

Step	Action
17.	Click the **OK** button.

Step	Action
18.	Click the **Class Gradebook** link. export
19.	☐

Step	Action
20.	Click the **Cumulative Grades** link. Cumulative Grades

Step	Action
21.	Click the object.
22.	Click the object. Final
23.	Click the object. update
24.	Click the object. OK
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
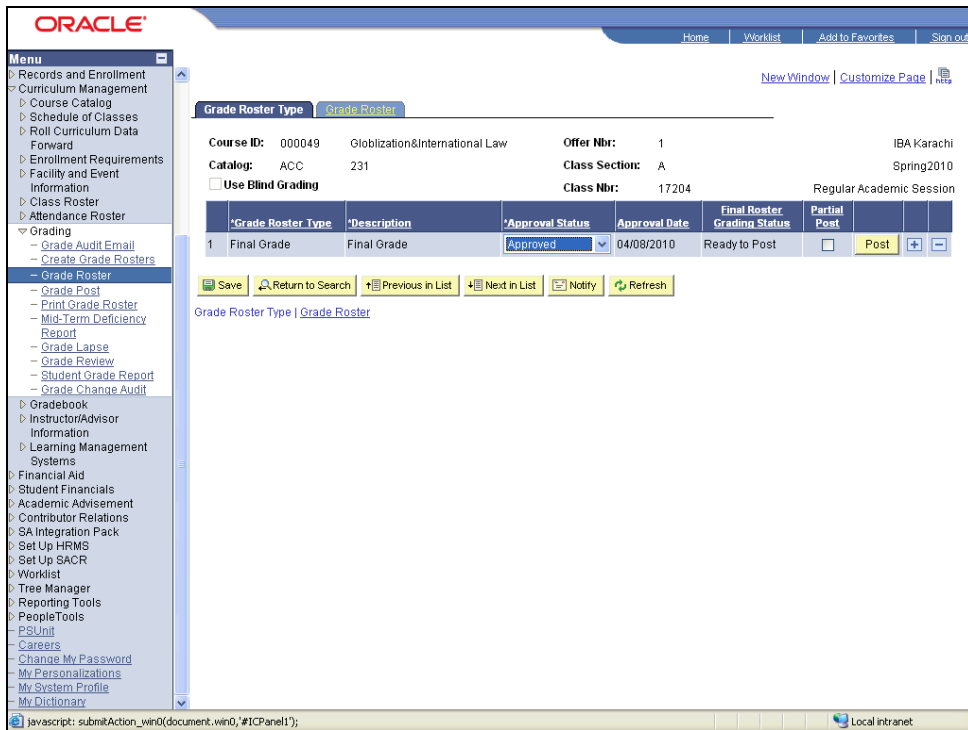
Step	Action
6.	Click the **Grade Roster** tab. Grade Roster

Step	Action
7.	Point to the **Grade Roster Type** object. Grade Roster Type
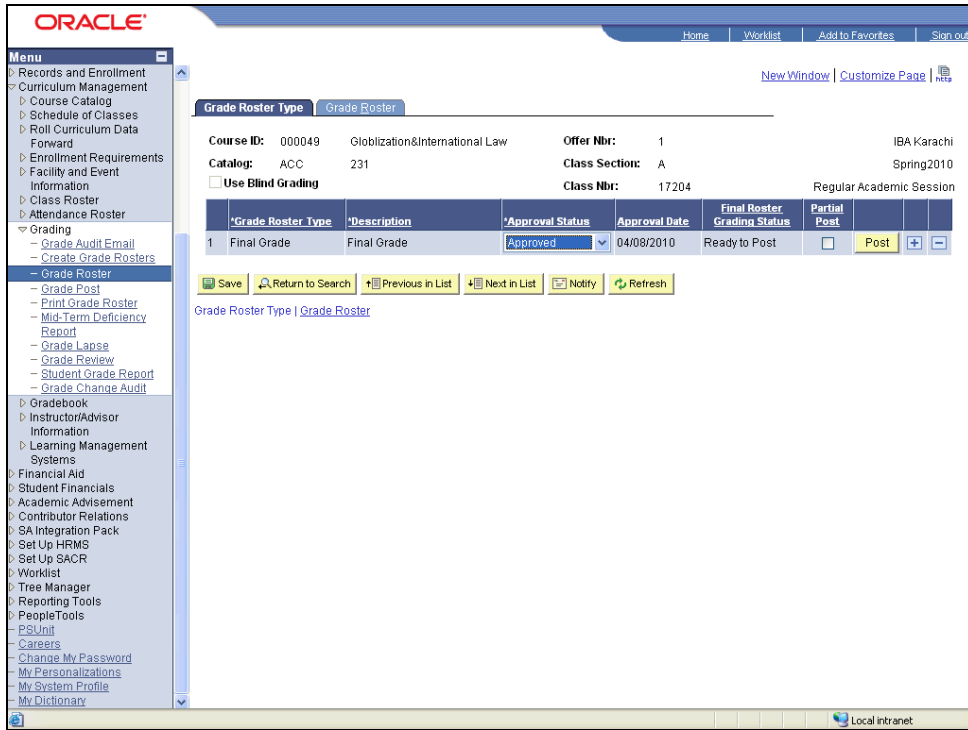
Step	Action
8.	Click the **Post** button. Post
9.	**End of Procedure.**

Report

> ## View Result Notification Report

Procedure
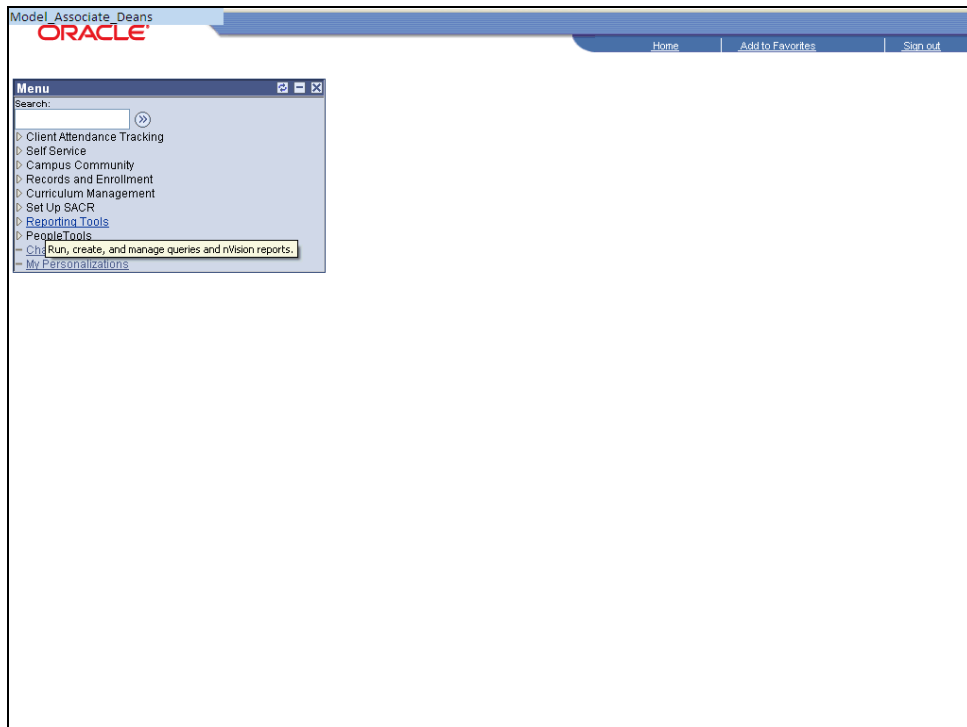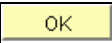
Step	Action
1.	Click the object. Reporting Tools
2.	Click the object. XML Publisher
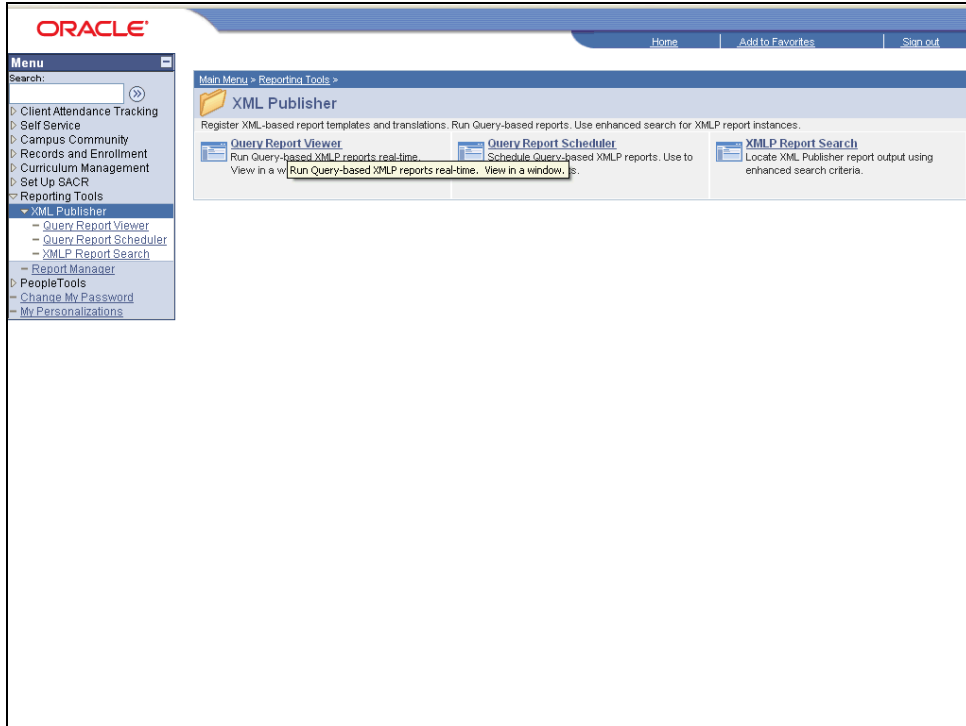
Step	Action
3.	Click the object. **Query Report Viewer** Run Query-based XMLP r...
4.	Enter the desired information into the field. Enter "**csx**".
5.	Click the object. Search
6.	Click the object. View Report
7.	Press **[Tab]**.
8.	Enter the desired information into the field. Enter "**UGRD**".
9.	Click the object.
10.	Enter the desired information into the field. Enter "**%**".
11.	Enter the desired information into the field. Enter "**0913**".
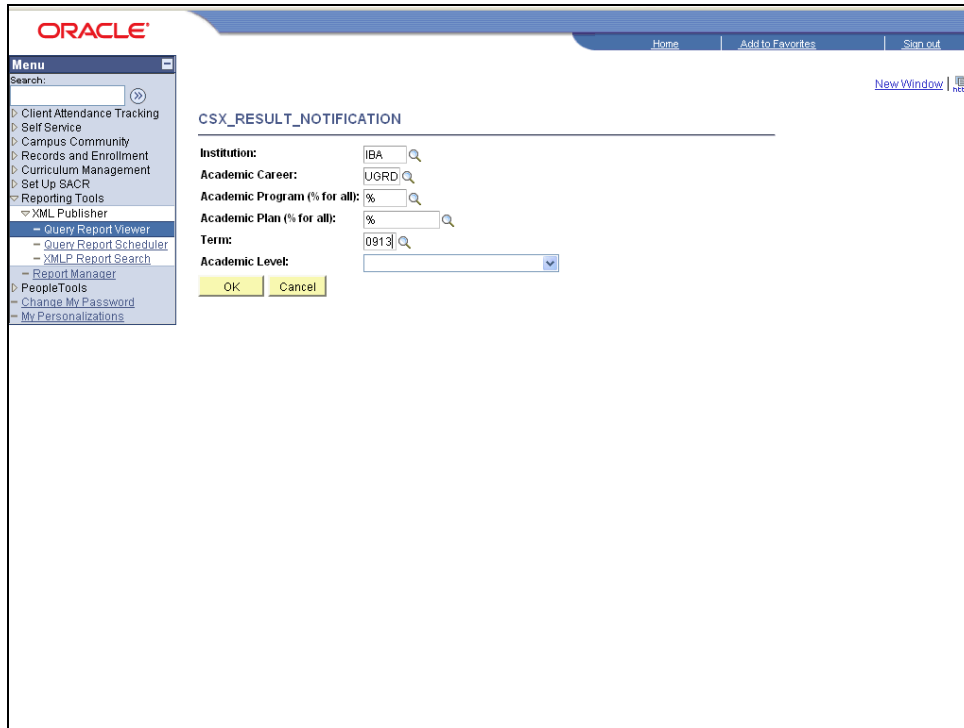
Step	Action
12.	Click the object.
13.	OK
14.	Result Notification Report
15.	**End of Procedure.**