



# University Management System (UMS)

## FACULTY USER GUIDE

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## I. Introduction

The University Management System (UMS) functions as a centralized platform, providing its users with an all-in-one solution. This system enables faculty members to easily access different features, including their personal and professional profiles, current semester workload, and other relevant information. Everything is displayed on a single screen for simplified access and convenience.

This user guide is designed to assist faculty in using the University Management System (UMS) effortlessly. It provides detailed steps for tasks such as marking attendance, uploading grades, and reviewing feedback from students on Faculty and Course Evaluations.

## II. Faculty Login

The UMS can be accessed through the following link:

<https://ums.iba.edu.pk/>

The users can log in to the system using their active directory credentials i.e., the same credentials faculty use to log in to the IBA's Wi-Fi network.

## III. System Overview

Upon logging into the University Management System (UMS), the user will be directed to the Dashboard screen. This dashboard serves as a centralized hub where faculty can access key information in one location as shown below in *Figure 1*.



ID	Course Details	Day & Time	Location	Students	Attendance	Grades
1	Class No: 7375 FINANCIAL REPORTING 301 - 3 Hr	Lecture TUE - THU 10:00 am To 11:25 am	Lecture MAC-1, ADAMJEE ACADEMIC BLOCK, Main Campus	28 Evaluation	Attendance 0 / 28 Code Setting	Upload Grades
2	Class No: 7428 FINANCIAL REPORTING 301 - 3 Hr	Lecture TUE - THU 9:30 am To 12:45 pm	Lecture MAC-1, ADAMJEE ACADEMIC BLOCK, Main Campus	28 Evaluation	Attendance 0 / 28 Code Setting	Upload Grades
3	Class No: 7458 FINANCIAL REPORTING 301 - 3 Hr	Lecture TUE - THU 01:00 pm To 02:25 pm	Lecture MAC-1, ADAMJEE ACADEMIC BLOCK, Main Campus	52 Evaluation	Attendance 0 / 28 Code Setting	Upload Grades

Figure 1 Main Faculty Screen

## IV. Features Set

(insert image)

### 1. Main Page

The landing page serves as the central hub, providing faculty with a quick overview of essential information for the current semester.

### 2. Course Details

This section presents a summary of the courses the faculty is currently teaching. It includes information such as the number of courses, class duration, and class numbers. This gives faculty members a convenient snapshot of their teaching commitments.

### 3. Day and Time

Faculty can easily access information about the days and times of their classes.

### 4. Location

Indicates the specific locations where classes are scheduled.

### 5. Students

Displays the total number of students enrolled in each course. This feature allows faculty to be aware of the class size and facilitates effective communication and interaction with students.

### 6. Evaluation

By clicking on the evaluation button, faculty can access valuable feedback from students submitted anonymously. This feature promotes continuous improvement in teaching methods and course delivery.

### 7. Attendance

Clicking the "Attendance" button enables faculty to conduct manual attendance for their class students on a session-by-session basis.

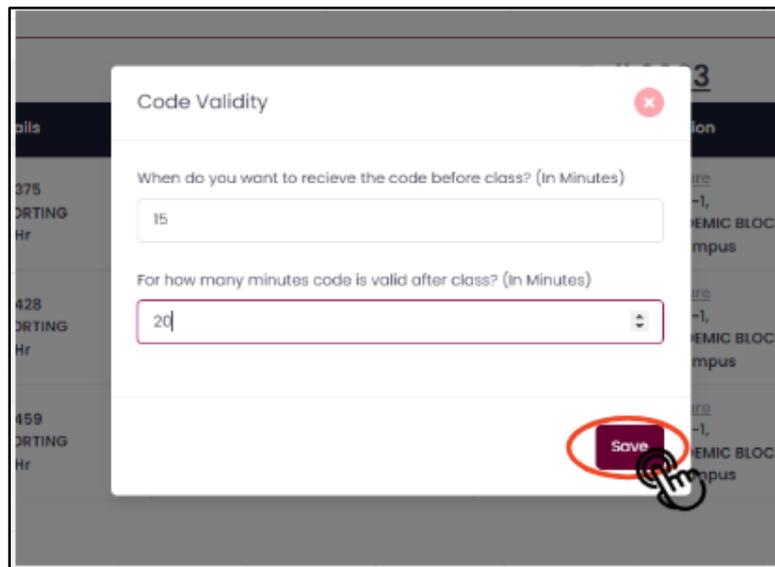


S.No	Course Details	Day & Time	Location	Students	Attendance	Grades
1	Class No: 7375 FINANCIAL REPORTING 3H - 3 Hr	Lecture TUE - THU 08:00 am To 08:35 am	LOCATION MAC-1, ADAMJIT ACADEMIC BLOCK, Main Campus	28 Evaluation	Attendance 9 / 28 Code Setting	Upload Grades
2	Class No: 7428 FINANCIAL REPORTING 3H - 3 Hr	Lecture TUE - THU 08:30 am To 09:05 am	LOCATION MAC-1, ADAMJIT ACADEMIC BLOCK, Main Campus	38 Evaluation	Attendance 8 / 38 Code Setting	Upload Grades
3	Class No: 7459 FINANCIAL REPORTING 3H - 3 Hr	Lecture TUE - THU 09:00 pm To 09:35 pm	LOCATION MAC-1, ADAMJIT ACADEMIC BLOCK, Main Campus	43 Evaluation	Attendance 9 / 28 Code Setting	Upload Grades

### 8. Code Settings

Step 1: When the faculty clicks the "Code Settings" button, a pop-up window will appear, prompting code validity, as depicted below.

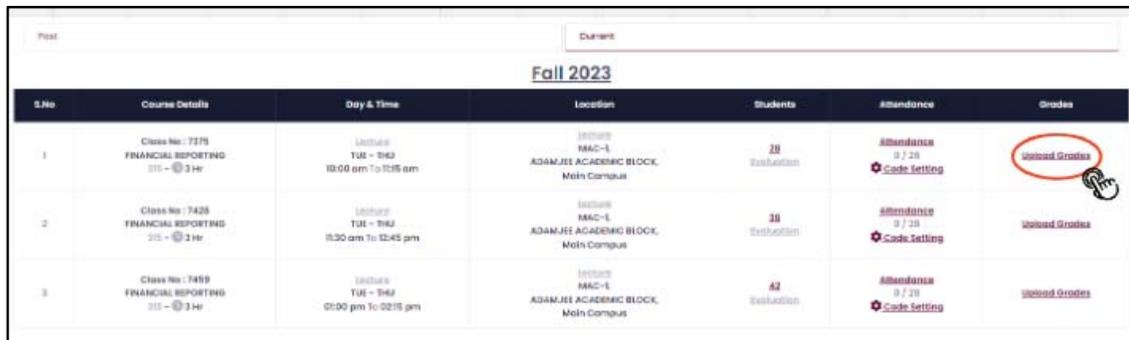
Step 2: Click on the **Save** button to submit the code settings.



A dialog box titled "Code Validity" is shown over a blurred background of a faculty screen. The dialog has a close button (red 'x') in the top right corner. It contains two text input fields. The first field is labeled "When do you want to receive the code before class? (In Minutes)" and contains the number "15". The second field is labeled "For how many minutes code is valid after class? (In Minutes)" and contains the number "20". At the bottom right of the dialog, there is a purple "Save" button, which is circled in red. A hand cursor icon is pointing at the "Save" button.

## 9. Grades

To upload students' grades, click on the button "Upload Grade" located in the final column of the main faculty screen, as shown below.

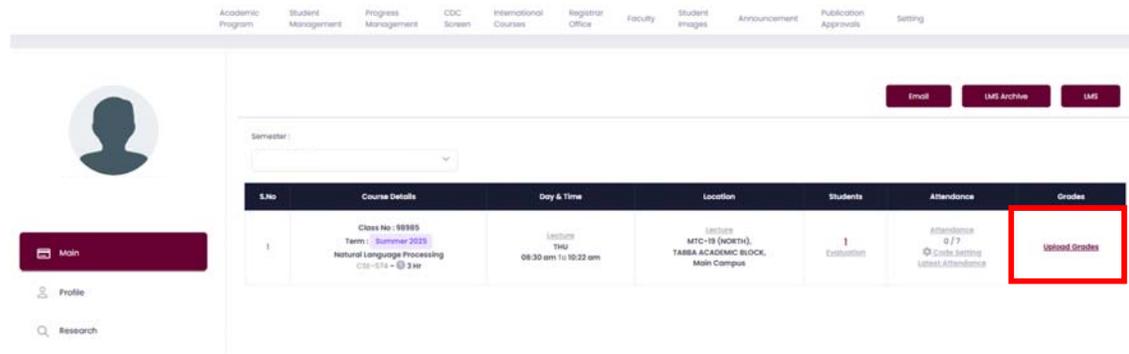


The image shows a faculty screen for the Fall 2023 semester. At the top, there is a "Post" button and a "Duration" input field. Below this is a table with the following columns: S.No, Course Details, Day & Time, Location, Students, Attendance, and Grades. The table contains three rows of course information. In the "Grades" column of the first row, the "Upload Grades" button is circled in red, and a hand cursor icon is pointing at it.

S.No	Course Details	Day & Time	Location	Students	Attendance	Grades
1	Class No : 7175 FINANCIAL REPORTING 3Hr - 3 Hr	LECTURE TUE - THU 10:00 am to 11:15 am	LECTURE MAC-1 ADAMJEE ACADEMIC BLOCK, Main Campus	28 Evaluation	Attendance 0 / 28 Code Setting	Upload Grades
2	Class No : 7428 FINANCIAL REPORTING 3Hr - 3 Hr	LECTURE TUE - THU 11:30 am to 12:45 pm	LECTURE MAC-1 ADAMJEE ACADEMIC BLOCK, Main Campus	30 Evaluation	Attendance 0 / 28 Code Setting	Upload Grades
3	Class No : 7459 FINANCIAL REPORTING 3Hr - 3 Hr	LECTURE TUE - THU 01:00 pm to 02:15 pm	LECTURE MAC-1 ADAMJEE ACADEMIC BLOCK, Main Campus	42 Evaluation	Attendance 0 / 28 Code Setting	Upload Grades

## 9.1 How to post Incomplete (I) Grade

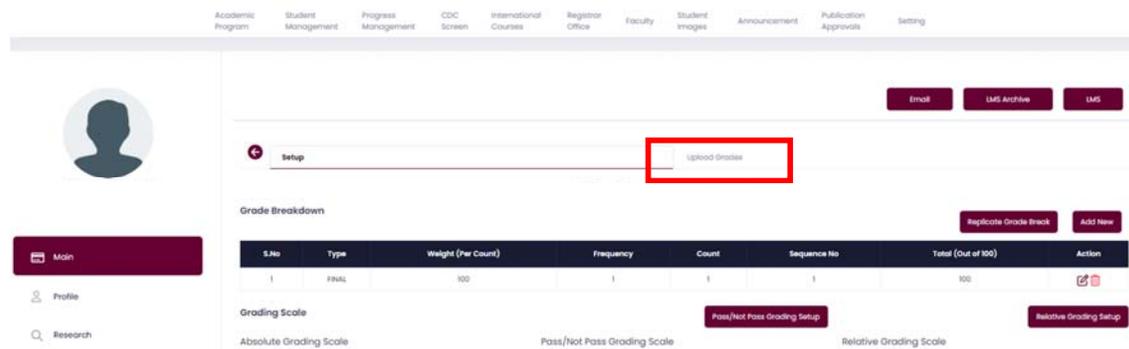
First click on the Upload grade option on the main dashboard



The screenshot shows the main dashboard with a navigation menu at the top: Academic Program, Student Management, Progress Management, CDC Screen, International Courses, Registrar Office, Faculty, Student Images, Announcement, Publication Approvals, and Setting. On the left, there is a user profile icon and a sidebar with 'Main', 'Profile', and 'Research' options. The main content area has a 'Semester' dropdown menu and three buttons: 'Email', 'LMS Archive', and 'LMS'. Below this is a table with columns: S.No, Course Details, Day & Time, Location, Students, Attendance, and Grades. The 'Grades' column contains a red-bordered button labeled 'Upload Grades'.

S.No	Course Details	Day & Time	Location	Students	Attendance	Grades
1	Class No: 58855 Term: Summer 2025 Natural Language Processing 000-514 - 3 hr	Lecture THU 08:30 am to 10:22 am	Lecture MTC-19 (NORTH), TABBA ACADEMIC BLDG, Main Campus	1 Enrollment	Attendance 0/7 Grade Items Listed Attendance	Upload Grades

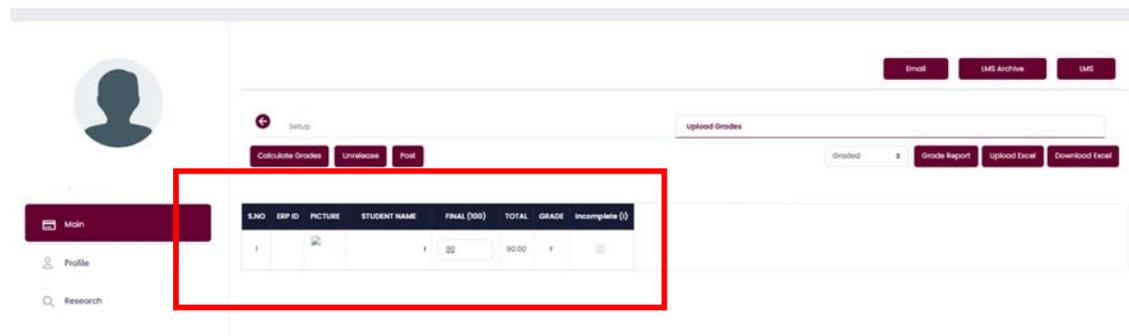
After that, click on upload grades option



The screenshot shows the 'Setup' page with the same navigation and sidebar as the previous image. The main content area has a 'Setup' section with a red-bordered button labeled 'Upload Grades'. Below this is a 'Grade Breakdown' section with a table and buttons 'Replicate Grade Break' and 'Add New'. The table has columns: S.No, Type, Weight (Per Count), Frequency, Count, Sequence No, Total (Out of 100), and Action. Below the table is a 'Grading Scale' section with buttons 'Pass/Not Pass Grading Setup' and 'Relative Grading Setup'.

S.No	Type	Weight (Per Count)	Frequency	Count	Sequence No	Total (Out of 100)	Action
1	FINAL	100	1	1	1	100	

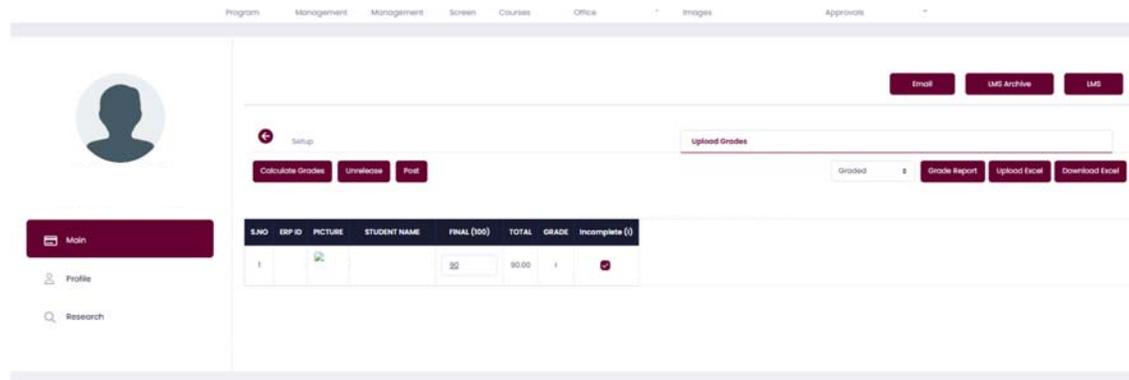
After downloading and uploading the Excel file, click on 'Calculate Grades'. Then, click 'Release Grades'. Once grades are released, you can mark the 'I' (Incomplete) grade for a specific student



The screenshot shows the 'Setup' page with the same navigation and sidebar. The main content area has a 'Setup' section with a red-bordered button labeled 'Upload Grades'. Below this are buttons 'Calculate Grades', 'Unrelease', and 'Post'. To the right are buttons 'Grade Report', 'Upload Excel', and 'Download Excel'. Below these is a table with columns: S.NO, EPF ID, PICTURE, STUDENT NAME, FINAL (100), TOTAL, GRADE, and Incomplete (I). The 'Incomplete (I)' column contains a red-bordered button labeled 'I'.

S.NO	EPF ID	PICTURE	STUDENT NAME	FINAL (100)	TOTAL	GRADE	Incomplete (I)
1				100	100.00	F	I

Click on the I (Incomplete) grade check box



Then after that you can post the grade by clicking on "Post"

**Note:** First, click on **Calculate Grades**, then click **Release Grades**. After that, you can mark the **Incomplete (I)** grade. Finally, you can **Post the Grades**.

## 10.Past

The Past tab allows faculty to access information and workload related to past semesters, aiding in historical record keeping and reference.

## 11.Future

*(Development in progress)*

## 12.Profile

### 12.1. Personal

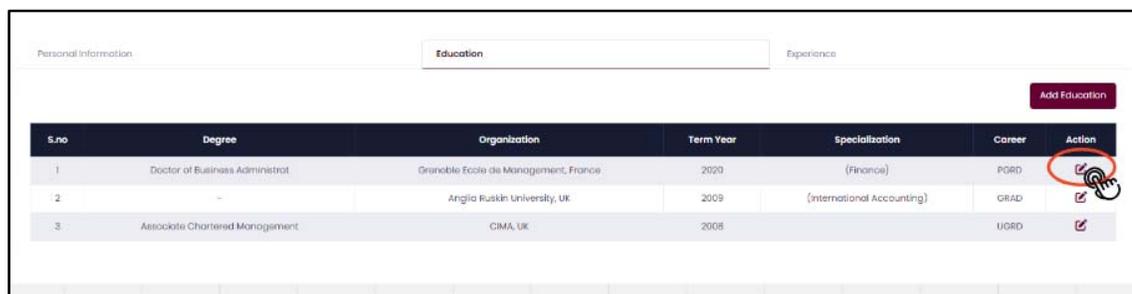
This tab contains personal information about the faculty members.

### 12.2. Education

Displays the faculty member's educational background, providing context to students and colleagues.

#### 12.2.1. How to edit/update your Education?

**Step 1:** Navigate to the "Action" column and click on the icon. A pop-up window will appear, as illustrated in the figure below.



**Step 2:** After making the necessary edits, click on the "Update" button to save your changes.

Information **Education**

### Edit Education

Degree: Doctor of Business Administrat

Organization: Grenoble Ecole de Management, France

Term Year: 2020

Specialization: (Finance)

Career: Postgraduate

Attachment: Choose File | No file chosen

**Update**

### 12.2.2. How to add your Education?

**Step 1:** To add a new Education/Qualification, click on the "Add Education" button at the top right side of the screen.

Personal Information **Education** Experience

**Add Education**

S.no	Degree	Organization	Term Year	Specialization	Career	Action
1	Doctor of Business Administrat	Grenoble Ecole de Management, France	2020	(Finance)	PGRD	
2	-	Anglia Ruskin university, UK	2009	(International Accounting)	GRAD	
3	Associate Chartered Management	CIMA, UK	2008		UGRD	

**Step 2:** Fill in the required fields and click on the "Save" button to submit your educational details successfully.

### 12.3. Experience

Highlights the professional experience of the faculty, showcasing expertise and qualifications.

#### 12.3.1. How to edit/update your Experience?

**Step 1:** Navigate to the "Action" column and click on the icon. A pop-up window will appear, as illustrated in the figure below.

**Step 2:** After making the necessary edits, click on the "Update" button to save your changes.

#### 12.3.2. Adding your recent Experience

**Step 1:** Click on the "Add Experience" button located at the top-right corner of the screen.

**Step 2:** Complete the necessary fields and then click the "Save" button to successfully submit your experience details.