

User Guide for Faculty Self Services

Version 2.0



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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

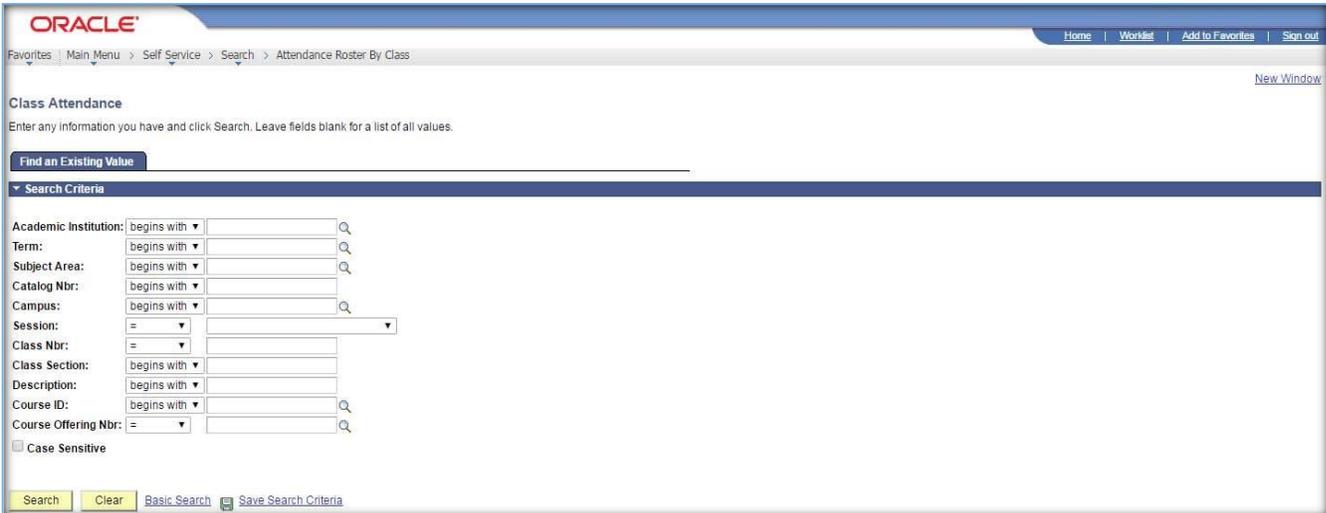
<https://portal.iba.edu.pk/psp/hrcsx/?cmd=login>

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 and a search icon. A 'Case Sensitive' checkbox is at the bottom left. 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: begins with 

Term: begins with 

Subject Area: begins with 

Catalog Nbr: begins with

Campus: begins with 

Session: =

Class Nbr: =

Class Section: begins with

Description: begins with

Course ID: begins with 

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 1-4 of 4 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

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	2:00PM	3:15PM	75	<input type="checkbox"/>	<input type="checkbox"/>	+ -
2	Create	Print	View	2	Class Meeting	09/04/2013	2:00PM	3:15PM	75	<input type="checkbox"/>	<input type="checkbox"/>	+ -
3	Create	Print	View	3	Class Meeting	09/09/2013	2:00PM	3:15PM	75	<input type="checkbox"/>	<input type="checkbox"/>	+ -
4	Create	Print	View	4	Class Meeting	09/11/2013	2:00PM	3:15PM	75	<input type="checkbox"/>	<input type="checkbox"/>	+ -
5	Create	Print	View	5	Class Meeting	09/16/2013	2:00PM	3:15PM	75	<input type="checkbox"/>	<input type="checkbox"/>	+ -

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 Date			
1	[blurred]	Undergrad	<input checked="" type="checkbox"/>	[blurred]	2:00PM	3:15PM	75	09/02/2013	[+]	[-]
2	[blurred]	Undergrad	<input checked="" type="checkbox"/>	[blurred]	2:00PM	3:15PM	75	09/02/2013	[+]	[-]
3	[blurred]	Undergrad	<input checked="" type="checkbox"/>	[blurred]	2:00PM	3:15PM	75	09/02/2013	[+]	[-]
4	[blurred]	Undergrad	<input checked="" type="checkbox"/>	[blurred]	2:00PM	3:15PM	75	09/02/2013	[+]	[-]
5	[blurred]	Undergrad	<input checked="" type="checkbox"/>	[blurred]	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 icon]

 Generate Class Mtg Attendance Attendance To Date: 01/17/2014 [calendar icon]

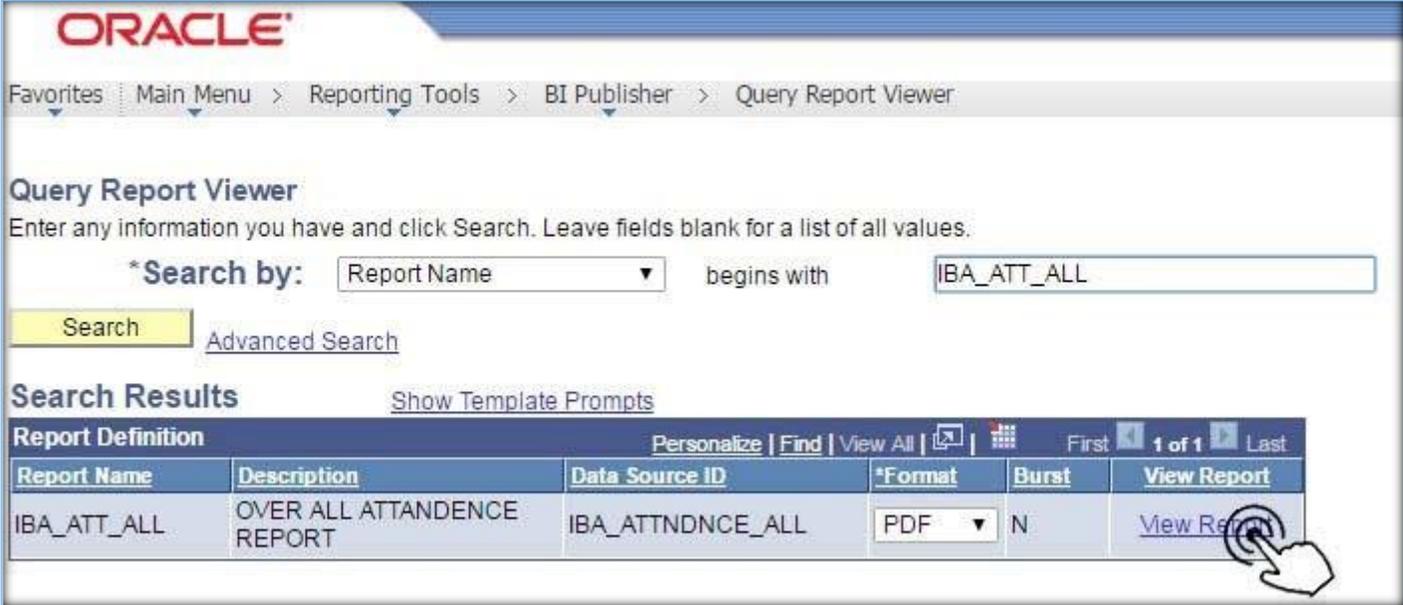
Create Attendance
 Update Attendance/All Students
 Update Attendance/Active Only
 Freeze Attendance Roster

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 [calendar icon]	2:00PM	3:15PM	75	<input type="checkbox"/>	<input type="checkbox"/>	[+]	[-]
2	Create	Print	View	2	Class Meeting	09/04/2013 [calendar icon]	2:00PM	3:15PM	75	<input type="checkbox"/>	<input type="checkbox"/>	[+]	[-]
3	Create	Print	View	3	Class Meeting	09/09/2013 [calendar icon]	2:00PM	3:15PM	75	<input type="checkbox"/>	<input type="checkbox"/>	[+]	[-]
4	Create	Print	View	4	Class Meeting	09/11/2013 [calendar icon]	2:00PM	3:15PM	75	<input type="checkbox"/>	<input type="checkbox"/>	[+]	[-]
5	Create	Print	View	5	Class Meeting	09/16/2013 [calendar icon]	2:00PM	3:15PM	75	<input type="checkbox"/>	<input type="checkbox"/>	[+]	[-]
6	Create	Print	View	6	Class Meeting	09/18/2013 [calendar icon]	2:00PM	3:15PM	75	<input type="checkbox"/>	<input type="checkbox"/>	[+]	[-]
7	Create	Print	View	7	Class Meeting	09/23/2013 [calendar icon]	2:00PM	3:15PM	75	<input type="checkbox"/>	<input type="checkbox"/>	[+]	[-]
8	Create	Print	View	8	Class Meeting	09/25/2013 [calendar icon]	2:00PM	3:15PM	75	<input type="checkbox"/>	<input type="checkbox"/>	[+]	[-]
9	Create	Print	View	9	Class Meeting	09/30/2013 [calendar icon]	2:00PM	3:15PM	75	<input type="checkbox"/>	<input type="checkbox"/>	[+]	[-]
10	Create	Print	View	10	Class Meeting	10/02/2013 [calendar icon]	2:00PM	3:15PM	75	<input type="checkbox"/>	<input type="checkbox"/>	[+]	[-]
11	Create	Print	View	11	Class Meeting	10/07/2013 [calendar icon]	2:00PM	3:15PM	75	<input type="checkbox"/>	<input type="checkbox"/>	[+]	[-]
12	Create	Print	View	12	Class Meeting	10/09/2013 [calendar icon]	2:00PM	3:15PM	75	<input type="checkbox"/>	<input type="checkbox"/>	[+]	[-]
13	Create	Print	View	13	Class Meeting	10/14/2013 [calendar icon]	2:00PM	3:15PM	75	<input type="checkbox"/>	<input type="checkbox"/>	[+]	[-]
14	Create	Print	View	14	Class Meeting	10/16/2013 [calendar icon]	2:00PM	3:15PM	75	<input type="checkbox"/>	<input type="checkbox"/>	[+]	[-]
15	Create	Print	View	15	Class Meeting	10/21/2013 [calendar icon]	2:00PM	3:15PM	75	<input type="checkbox"/>	<input type="checkbox"/>	[+]	[-]
16	Create	Print	View	16	Class Meeting	10/23/2013 [calendar icon]	2:00PM	3:15PM	75	<input type="checkbox"/>	<input type="checkbox"/>	[+]	[-]
17	Create	Print	View	17	Class Meeting	10/28/2013 [calendar icon]	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*)



ORACLE
 Favorites | Main Menu > Reporting Tools > BI Publisher > Query Report Viewer

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

*Search by: Report Name begins with IBA_ATT_ALL

Search | [Advanced Search](#)

Search Results | [Show Template Prompts](#)

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

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

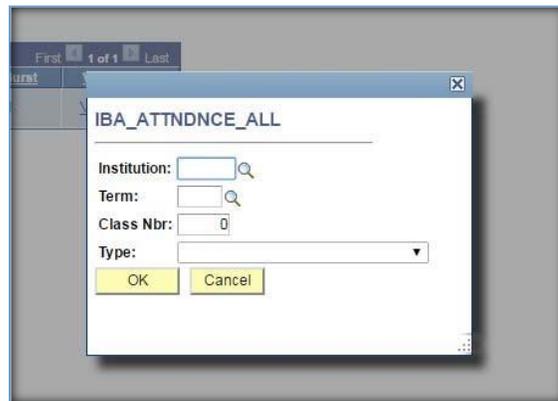
Step 2: When you click the View Report option a POP-UP window will appear and you have to enter the following information to view the report.

Institution: IBA

Term : 2013

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

Type: Class Meeting (Lecture / Lab)



The image shows a screenshot of a software application window titled "IBA_ATTNDNCE_ALL". The window contains several input fields and buttons. At the top, there are navigation buttons labeled "First", "1 of 1", and "Last". Below these, the window title "IBA_ATTNDNCE_ALL" is displayed. The main area contains four input fields: "Institution:" with a search icon, "Term:" with a search icon, "Class Nbr:" with the value "0", and "Type:" with a dropdown arrow. At the bottom of the window, there are two buttons: "OK" and "Cancel".

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: **001**

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 (8) (78)	1-Oct-13 (8) (78)	3-Oct-13 (10) (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)	19-Nov-13 (23) (78)	21-Nov-13 (24) (78)	3-Dec-13 (27) (78)	5-Dec-13 (28) (78)	10-Dec-13 (29) (78)	12-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)	3-Jan-14 (36) (78)	TOTAL	Re fig	
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	1		
2	Ali Hassan	00026	0001	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P	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 Zaid Siddiqui	00020	0001	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	P	1	
5	Ahsan Gul	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 Yaq	04071	0001	P	P	P	P	P	A	P	P	P	P	A	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	4	
7	Shafiq Usman	04077	0001	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	4	
8	Osama Khan	04700	0000	P	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	2	
9	Ghulam Shagha	00070	0000	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	4	
10	Hassan Ahmad	00770	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

ORACLE

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

[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

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

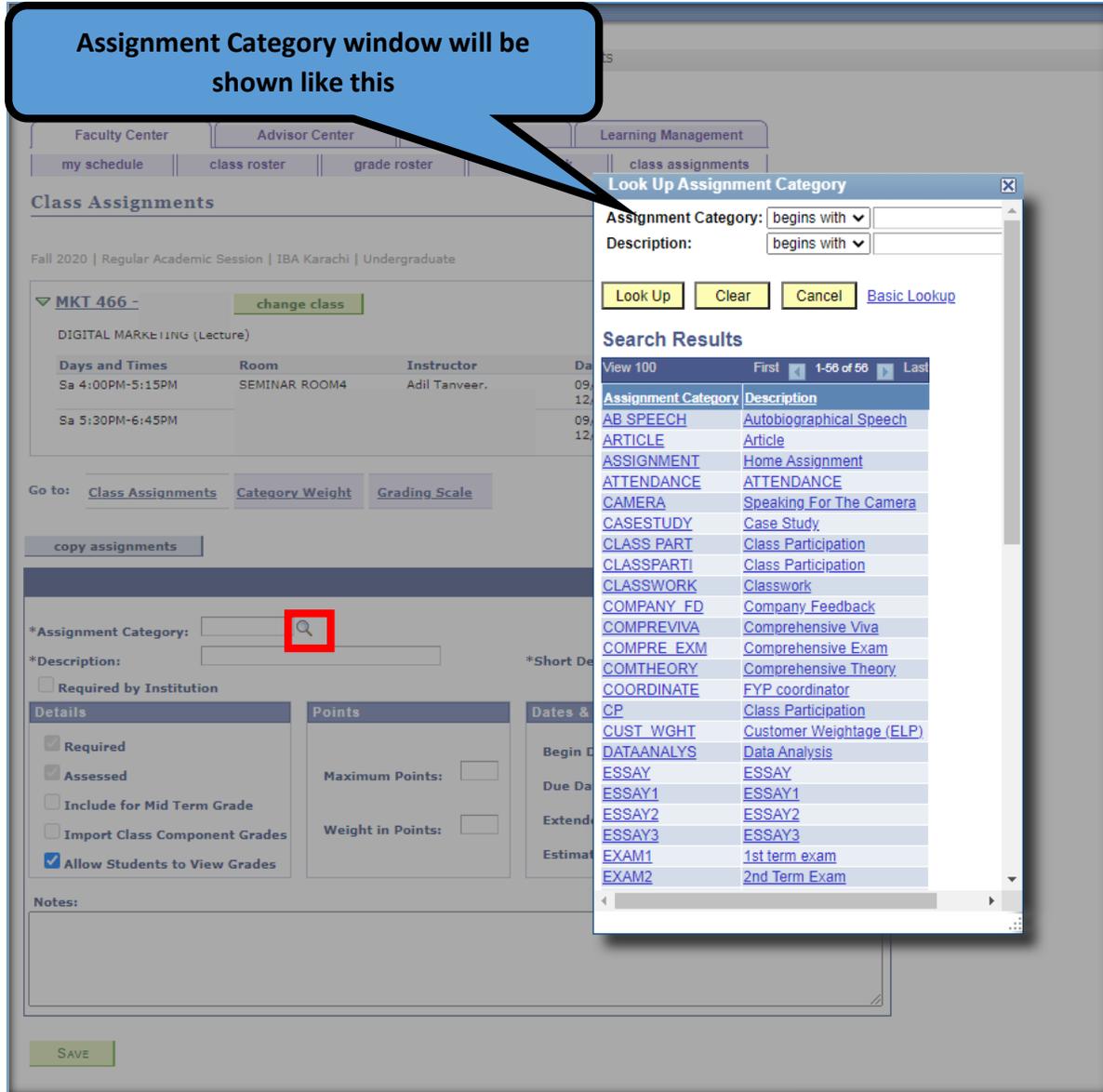
Details	Points	Dates & Duration
<input checked="" type="checkbox"/> Required <input checked="" type="checkbox"/> Assessed <input type="checkbox"/> Include for Mid Term Grade <input type="checkbox"/> Import Class Component Grades <input checked="" type="checkbox"/> Allow Students to View Grades	Maximum 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



Look Up Assignment Category

Assignment Category: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-56 of 56 Last

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

*Assignment Category: 

*Description:

Required by Institution

Details

Required

Assessed

Include for Mid Term Grade

Import Class Component Grades

Allow Students to View Grades

Points

Maximum Points:

Weight in Points:

Notes:

SAVE

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 LING (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 ID:

*Description:

Required by Institution

*Short Description:

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: <input type="text"/> Due Date: <input type="text" value="12/26/2020"/> Extended Due Date: <input type="text"/> Estimated Grading Date: <input type="text"/>

Notes:

[SAVE](#)

Click on Copy Assignments

The below window will be shown

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: []

Course Number: is exactly []

Course Career: Undergraduate

Show Open Classes Only

Open Entry/Exit Classes Only

▶ Additional Search Criteria

[Return to Class Assignments](#) CLEAR SEARCH

[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

Term

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

Class Search

Subject

Course Number

Course Career

Show Open Classes Only

Open Entry/Exit Classes Only

Additional Search Criteria

Meeting Start Time

Meeting End Time

Days of Week

Mon Tues Wed Thurs Fri Sat Sun

Class Nbr

Course Keyword

Minimum Units

Maximum Units

Course Component

Session

Mode of Instruction

Campus

Location

[Return to Class Assignments](#)

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 displays the 'Class Assignments' search results page. At the top, there are navigation tabs for 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 listed as: IBA Karachi | Fall 2020. 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 this are buttons for 'Return to Class Assignments', 'NEW SEARCH', and 'MODIFY SEARCH'. A section titled '1 class section(s) found' shows a table with the following data:

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

At the bottom of the page, there are navigation tabs for Faculty Center, Advisor Center, Search, and Learning Management, and links for My Schedule, Class Roster, Grade Roster, Gradebook, and Class Assignments.

Click on select button to copy

4.3. Copy Category weightage:

Click on second tab that is “Category Weight”.

The screenshot displays the LMS interface for 'Class Assignments'. 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', followed by the session information: 'Fall 2020 | Regular Academic Session | IBA Karachi | Undergraduate'. The selected class is 'ECO 459 - MM1 (2683)' with a 'change class' button. The course title is 'International Finance (Lecture)'. A table lists the class details:

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 highlighted with a red box. Underneath, there is a 'copy category weight' button. A table for editing weights is shown with columns for '*Assignment Category' and '*Weight %'. A blue callout box with a pointer to the '*Assignment Category' field contains the text 'Select Copy Category Weight'. A 'SAVE' button is located below the table.

And Search through the same parameters:

Category Weights

Enter Search Criteria

Search for Classes

Institution

Term

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

Class Search

Subject

Course Number

Course Career

Show Open Classes Only

Open Entry/Exit Classes Only

Additional Search Criteria

Meeting Start Time

Meeting End Time

Days of Week

Mon Tues Wed Thurs Fri Sat Sun

Class Nbr ?

Course Keyword ?

Minimum Units

Maximum Units

Course Component

Session

Mode of Instruction

Campus

Location

[Return to Category Weights](#)

CLEAR

SEARCH

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.

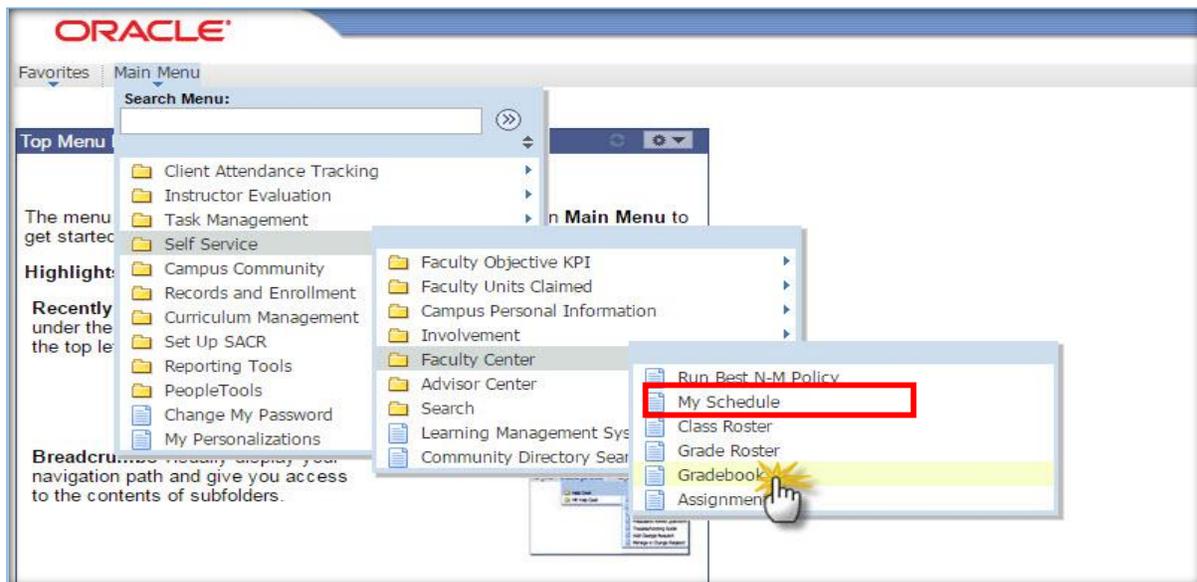
5.1. Steps to Follow

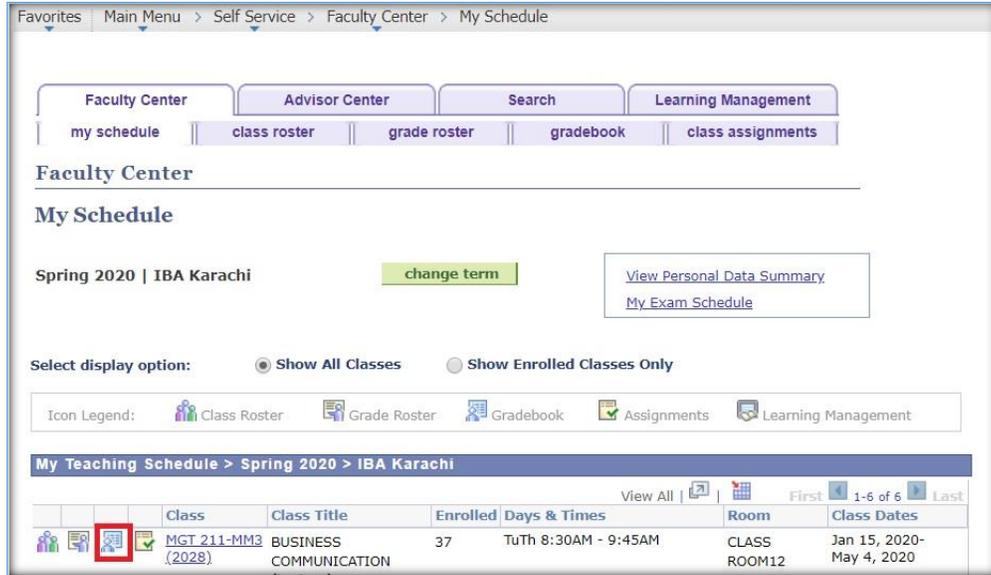
Following are the steps which can be followed to access Gradebook and Post Students Grades.

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.

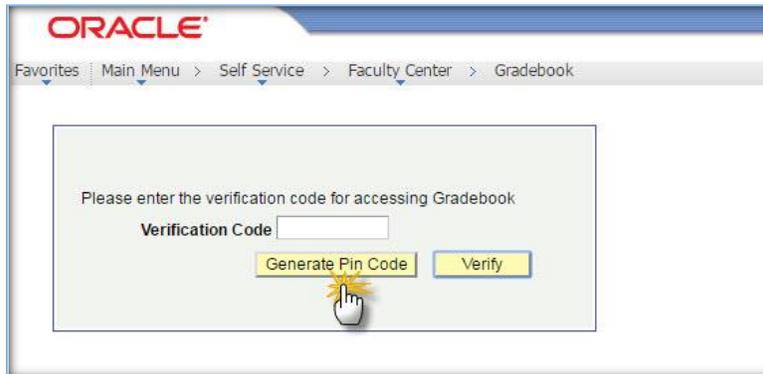
Main Menu >> Self Service >> Faculty Center >> My Schedule





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.



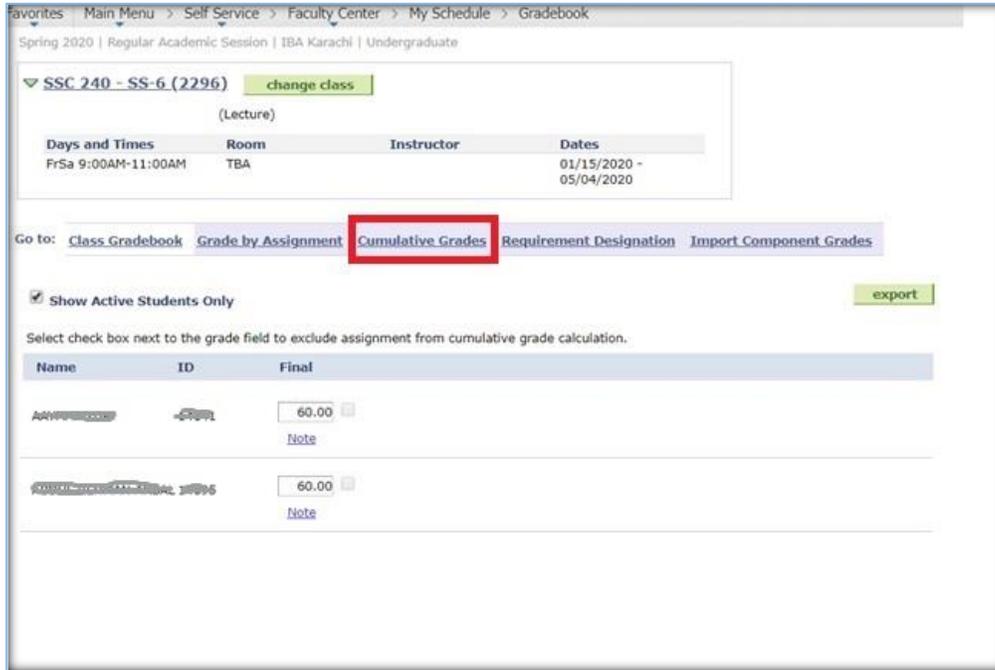
Note: Authentication Code will be valid for current session only. On every Login, you will have to generate a new Authentication code.

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

Name	ID	MID TERM	Presentati	Final Exam
[Redacted]	[Redacted]	25.00 Note	15.00 Note	[Redacted] Note
[Redacted]	[Redacted]	29.00 Note	17.00 Note	[Redacted] Note
[Redacted]	[Redacted]	22.00 Note	18.00 Note	[Redacted] Note
Assignment Average:		25.33	16.67	

5.1.4. Posting Grades

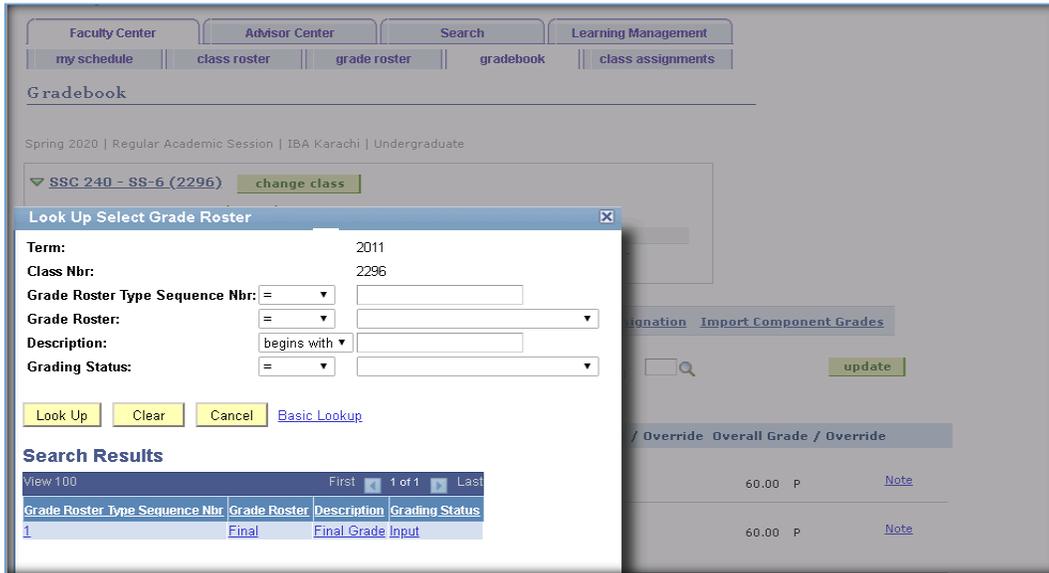
Once you have finished entering your marks now you will need to click **Cumulative Grades** link and then select Grade Roster as Final and as shown in the images below.



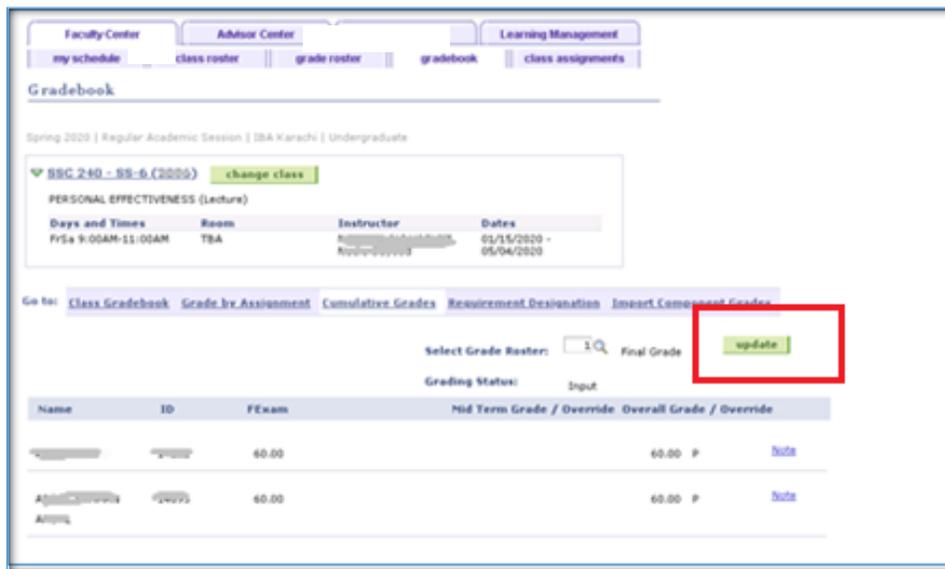
Click the lookup icon to select the grade roster.



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

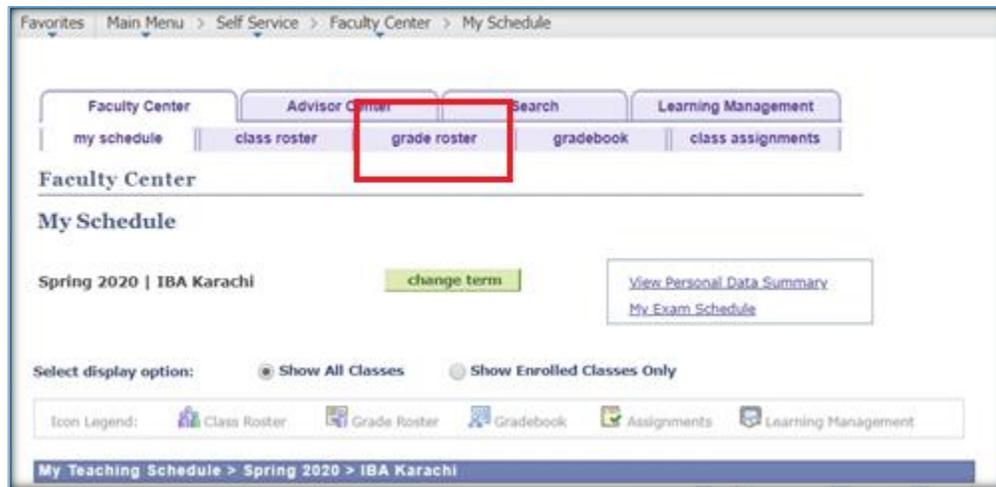


Once you have select the Grade Roster (i.e. **Final Grade**), now press the update button.

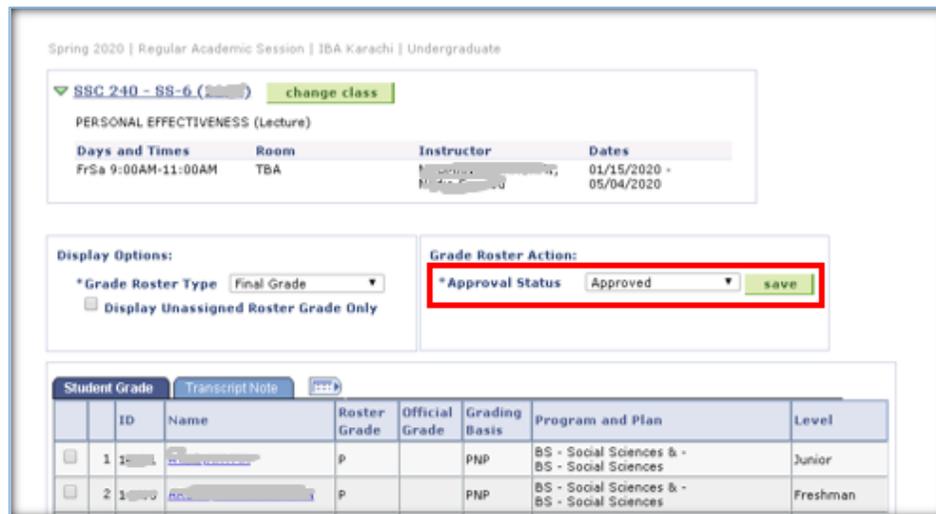


Pressing update button will update your Grade Roster and now you will have to post these Final Grades.

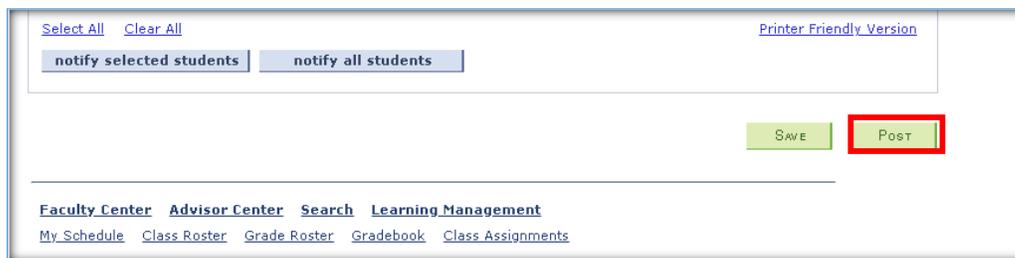
To post students final grades click on **Grade Roster** tab from the top menu bar.



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



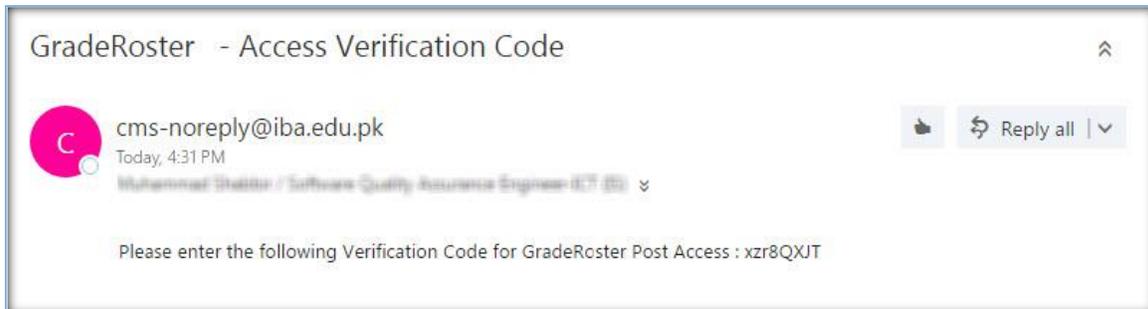
Now press the **Post** button at the bottom of the grade roster page.



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.

The screenshot shows a web interface for managing student grades. At the top left, under 'Display Options', there is a dropdown menu for '*Grade Roster Type' set to 'Final Grade' and a checkbox for 'Display Unassigned Roster Grade Only'. At the top right, under 'Grade Roster Action:', there is a dropdown menu for '*Approval Status' set to 'Approved' and a 'Posted' button, both highlighted with a red box. Below this is a table with columns: Student Grade, ID, Name, Roster Grade, Official Grade, Grading Basis, Program and Plan, Level, and Status. The 'Official Grade' and 'Status' columns for two students are highlighted with red boxes. The first student is a Junior with a 'Posted' status, and the second is a Freshman with a 'Posted' status.

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Status
	1	[Name]	P	P	PNP	BS - Social Sciences & - BS - Social Sciences	Junior	Posted
	2	[Name]	P	P	PNP	BS - Social Sciences & - BS - Social Sciences	Freshman	Posted

The above screen shows student official / final grades have been posted and freeze.

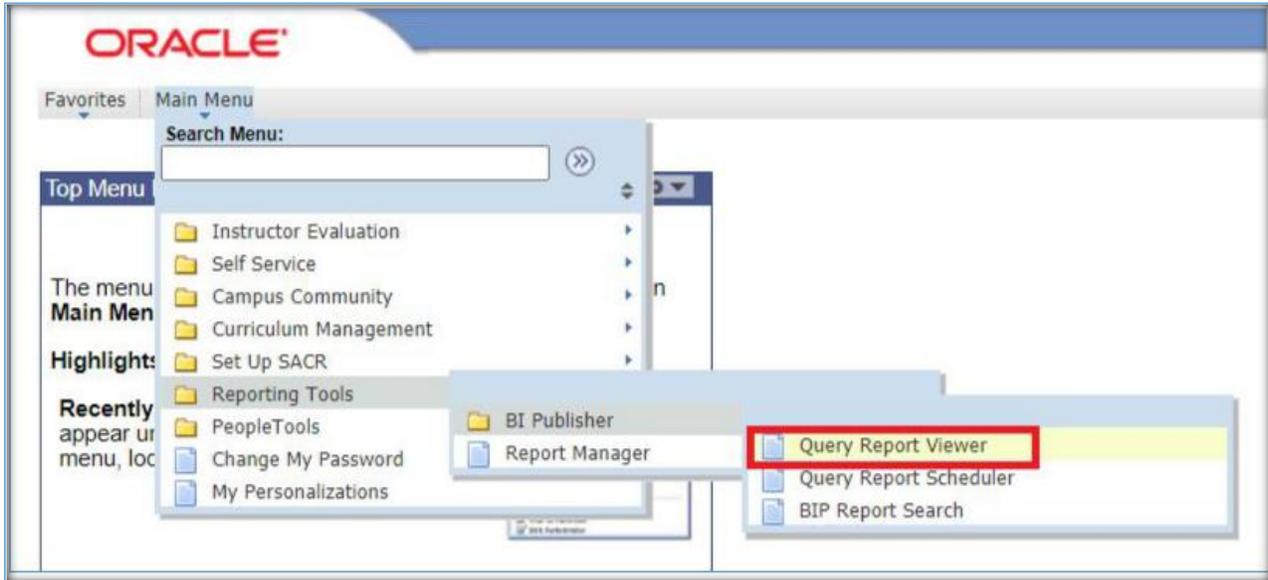
Note: Authentication Code to Access Gradebook will not work for Posting Grades and vice versa. Separate codes will be generated for Gradebook and Grade Posting.

Once the grades are posted, you will not be able to change them. In case a change is required, you can send a change request email to the concerned Dean Office/Controller Examination.

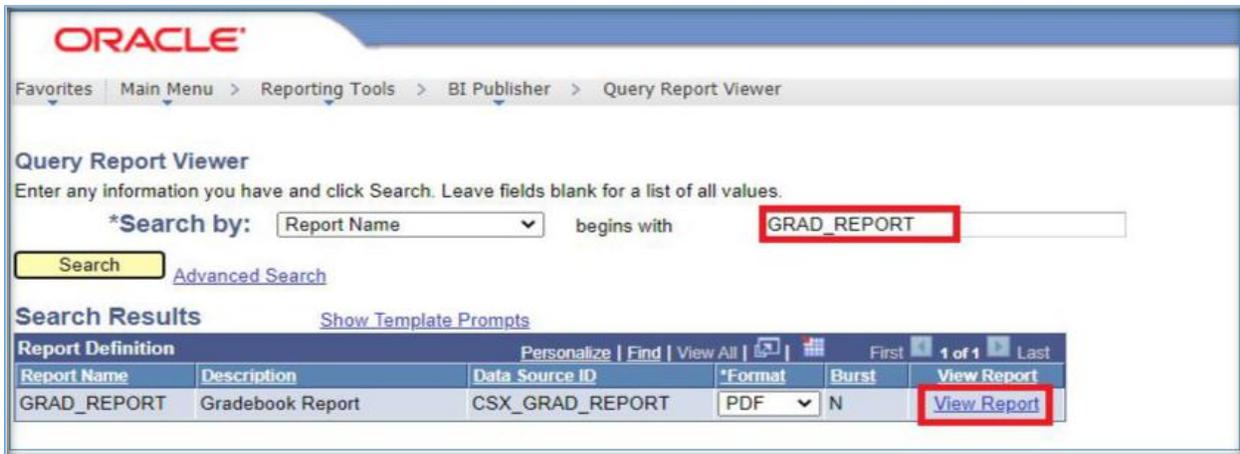
5.2. Generate Grade Report

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:

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

*Search by: Report Name begins with GRAD_REPORT

Search [Advanced Search](#)

Search Results [Show Template Prompts](#)

Report Definition [Personalize](#) | [Find](#) | [View All](#)

Report Name	Description	Data Source ID	*Format	Burs
GRAD_REPORT	Gradebook Report	CSX_GRAD_REPORT	PDF	N

CSX_GRAD_REPORT

Institution: IBA
Career (% All): %
Term: 2011
Acad Prog (% All): %
Class Nbr: 0

OK Cancel

FINAL GRADE REGISTER REPORT

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			BBA		60	60	60	P	P	
2			BBA		60	60	60	P	P	
3			BBA		60	60	60	P	P	
4			BBA		60	60	60	P	P	
5			BBA		60	60	60	P	P	
6			BBA		60	60	60	P	P	
7			BBA		60	60	60	P	P	
8			BBA		60	60	60	P	P	
9			BBA		60	60	60	P	P	
10			BBA		60	60	60	P	P	
11			BS in Computer Science		60	60	60	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	Contact #
Ms. Aqsa Altaf	aqsahussain@iba.edu.pk	0335-3901006
Mr. Usman Khurshid	ukhursheed@iba.edu.pk	0323-2723401
Mr. Zeeshan Bilal	zabilal@iba.edu.pk	0336-2021834
Ms. Asma Haider (Team Lead)	amshah@iba.edu.pk	0333-3323342