# 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**)

ORACLE							Home	l Worklist	Add to Favorites	s   Sign.out
Favorites   Main Menu	> Self Service > :	Search > Attendance Ros	ster By Class					1	p	
										New Window
<b>Class Attendance</b>										
Enter any information ye	ou have and click S	Search. Leave fields blank	for a list of all values.							
-										
Find an Existing Valu	le				-					
Search Criteria										
Academic Institution:	begins with 🔻	٩								
Term:	begins with 🔻	Q								
Subject Area:	begins with 🔻	Q								
Catalog Nbr:	begins with 🔻									
Campus:	begins with 🔻	Q								
Session:	= •		*							
Class Nbr:	= •	1								
Class Section:	begins with 🔻									
Description:	begins with 🔻									
Course ID:	begins with 🔻	Q								
Course Offering Nbr:	= ¥	Q								
Case Sensitive										
Search Clear	Basic Search	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)

Find an Existing valu	we to rotu	rn /	10	to 200)- 200		
Academic Institution:	ws to retu		uþ		0	
-	begins w	/ith	~		a	
Term:	begins w	/ith	*	1313	Q	
Subject Area:	begins w	/ith	¥		Q	
Catalog Nbr:	begins w	/ith	v		I	
Campus:	begins w	/ith	¥		Q	
Session:	=	~			314963	V
Class Nbr:	=	>				
Class Section:	begins w	/ith	v		1	
Description:	begins w	/ith	¥			
Course ID:	begins w	/ith	~		Q	
Course Offering Nbr:	=	~			Q	
Case Sensitive						



**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 y	ou have and click	Search. Leave fields blank for	a list of all values.	
Find on Evipting Volu	10			
Filly all Existing valu	le			
Maximum number of ro	ows to return (up )	(0 300): [300		
Academic institution:	begins with 🔽	Q		
Term:	begins with 🗸	1313 Q		
Subject Area:	begins with 🗸	Q		
Catalog Nbr:	begins with 🗸			
Campus:	begins with 🗸	Q		
Session:	= 🗸		~	
Class Nbr:	= 🗸			
Class Section:	begins with 🐱			
Description:	begins with 🗸			
Course ID:	begins with 🗸	Q		
Course Offering Nbr:	= 🗸	Q		
Case Sensitive				
Search Clear	Basic Search	Save Search Criteria		
Search Results				
View All				First 🔣 1-4 of 4 🚺 Last
Academic Institution	Ferm Subject Are	a Catalog Nbr Campus Sessio	n Class Nbr Class Section Description	Course ID Course Offering Nbr
IBA 1	m			
	212			
IBA 1	313			
and a second sec				



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: Course Name: Subject / Catalog#: Class Nbr: Class Section:	Term: Fall 2013 Session: Regular Academic Session Institution: IBA Karachi Instructor:
Generate Kanager	Populate from Student Enroll Attendance From Date:     Generate Class Mtg AttendanceAttendance To 01/17/2014
	C Update Attendance/All Students C Update Attendance/Active Onl
Save AReturn to Search TPrevious in List Notify Previous in List	



**Step 5:** You have created all the templates (1-5 of 40), you can see all of them at once after clicking on 'Viewall'. *(as shown in the image below)* 

ourse ID ourse Na ubject / ( ass Nbr ass Sec	):  ame: Catalog# r: ction:	*:			Ti S In In	erm: ession: stitution: structor:	Fall 2013 Regular Acado IBA Karachi	mic Ses:	sion						
Gener eport Ma	erate anager		Popu Gene	ulate from S erate Class	Student Enroll Mtg Attendan	At ce At	tendance From tendance To Da	)ate: [0 e: [0	09/02/2013 🛐 01/17/2014 🛐						
-															
Create	te Attend ze Attend	ance Jance Rost ce Roster	• Update er	Attendance	e/All Students	C	) Update Attend	ance/Acti	ive Only	0			5		
) Create Freez udent A	e Attend ze Attend Attendan	ance Jance Rost ce Roster	• Update er	Attendance	e/All Students	( e	) Update Attend *Attendance Date	ince/Acti	ive Only <u>*To Time</u>	<u>Customize</u>   I <u>Contact</u> <u>Minutes</u>	Find   View	<u> u</u> ]*	First 🚺 1-5 of	F40 D	La
) Create Freez udent A 1 <u>Cre</u>	e Attend ze Attend Attendan reate	ance Jance Roste ce Roster Print	• Update er <u>View</u>	Attendance Template <u>Nbr</u> 1	e/All Students Typ Class Meetir	e ng v	•Attendance Date 09/02/2013	* <u>From</u> Time	ive Only <u>*To Time</u> M 3:15PM	Customize   I Contact Minutes 75	Find   View Override		First 🚺 1-5 of Marking	f 40 D	
Create	reate	ance dance Roster ce Roster Print Print	Update er View View	Attendance	e/All Students Тур Class Meetir Class Meetir	e 1g v 1g v	Update Attend           *Attendance Date           09/02/2013         []           09/04/2013         []	*From Time 2:00Pf 2:00Pf	*To Time           M         3:15PM           M         3:15PM	Customize   1 Contact Minutes 75 75	Find   View Override		First 🚺 1-5 of Marking	F 40 D	
) Create Freez udent A 1 Cre 2 Cre 3 Cre	e Attend ze Attend Attendan reate	ance Roster Ce Roster Print Print Print Print	Update er View View View View View View View View	Attendance Template Nbr 1 2 3	Class Meetir Class Meetir Class Meetir	e 1g v 1g v	Update Attend           *Attendance Date           09/02/2013           09/04/2013           09/09/2013	*From Time 2:00P1 2:00P1 2:00P1	*To Time           M         3:15PM           M         3:15PM           M         3:15PM	Customize   Contact Minutes 75 75 75	Find   View) Override		First 🚺 1-5 of Marking	F40 D + +	
Create Freez udent A 1 <u>Create</u> 2 <u>Create</u> 3 <u>Create</u> 4 <u>Create</u>	e Attend ze Attendan Attendan reate reate	ance Roster Ce Roster Print Print Print Print Print	Update er View View View View View View View View	Attendance Template <u>Nbr</u> 1 2 3 4	Live Class Meetin Class Meetin Class Meetin Class Meetin Class Meetin	e ng v ng v ng v ng v	*Attendance           Date           09/02/2013           09/04/2013           09/09/2013           09/11/2013	*From Time           2:00Pf           2:00Pf           2:00Pf           2:00Pf           2:00Pf	*To Time           M         3:15PM           M         3:15PM           M         3:15PM           M         3:15PM           M         3:15PM	Customize   Contact Minutes 75 75 75 75 75	Find   View		First 🖬 1-5 of Marking	f 40 D	



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

A	tte	ndance	Roster	By Clas	5S											
	Cou Cou Subj Clas Clas	rse ID: rse Name: ject / Catalog <del>/</del> ss Nbr: ss Section:	#: 000			Term: Sessi Institu Instru	on: tion: ctor:	Fall 2013 Regular Aca IBA Karachi	iden	nic Session						
	 Rep	Generate		Popu Gene	late from S rate Class	Student Enroll Mtg Attendance	Att Att	tendance Fror tendance To D	n Da )ate	ate: 09/02 : 01/17	2/2013 🛐 7/2014 🛐					
	0	Create Attend Freeze Attend	lance dance Roste	• Update er	Attendanc	e/All Students	C	Update Atter	ndar	nce/Active C	)nly					
	Stuc	lent Attendan	ce Roster		Template	Тура	_	*Attendance		*From	*To Time	Customize   Contact	Find   <u>View 5</u>	🖓   🏥 First 🖾 1-40 o	f 40 🕅	Last
	1	Create	Print	ViewN	Nbr 1	Class Meeting		Date	1	Time 2:00PM	3:15PM	Minutes 75	Overnike	Attendance marking	(F)	
	2	Create	Print	View	fuel	Class Meeting		09/04/2013	3	2:00PM	3:15PM	75			Ŧ	
l	3	Create	Print	View		Class Meeting		09/09/2013	3	2:00PM	3:15PM	75			+	
	4	Create	Print	View	4	Class Meeting	~	09/11/2013	- Co	2:00PM	3:15PM	75			+	
	5	Create	Print	View	5	Class Meeting	~	09/16/2013	1	2:00PM	3:15PM	75			+	
l	6	Create	Print	View	6	Class Meeting	~	09/18/2013	in the second	2:00PM	3:15PM	75			+	
l	7	Create	Print	View	7	Class Meeting	*	09/23/2013	31	2:00PM	3:15PM	75			+	
l	8	Create	Print	View	8	Class Meeting	~	09/25/2013	31	2:00PM	3:15PM	75			+	
	9	Create	Print	View	9	Class Meeting	~	09/30/2013	31	2:00PM	3:15PM	75			Ŧ	
	10	Create	Print	View	10	Class Meeting	~	10/02/2013	31	2:00PM	3:15PM	75			+	-
L	11	Create	Print	View	11	Class Meeting	~	10/07/2013	Ħ	2:00PM	3:15PM	75			+	
	12	Create	Print	View	12	Class Meeting	*	10/09/2013	31	2:00PM	3:15PM	75			+	
	13	Create	Print	View	13	Class Meeting	~	10/14/2013	Ħ	2:00PM	3:15PM	75			+	Ξ
	14	Create	Print	View	14	Class Meeting	~	10/16/2013	31	2:00PM	3:15PM	75			+	
	15	Create	Print	View	15	Class Meeting	¥	10/21/2013	Ħ	2:00PM	3:15PM	75			+	
	16	Create	Print	View	16	Class Meeting	~	10/23/2013	31	2:00PM	3:15PM	75			+	
L	17	Create	Print	View	17	Class Meeting	~	10/28/2013	31	2:00PM	3:15PM	75			+	



**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 Cour Cour Subje Class Class	s Attendance se ID: se Name: ect / Catalog#: s Nbr: s Section:				Term Sessi Institu Instru	: Fa ion: Re ution: IB/ uctor:	ll 2013 Igular Aca A Karachi	demic Session				
Tem D Stuc	plate Nbr: Attendance Ter Jent Attendanc	1 nplate Fre e Roster	eze	Attendance Type:	Meeting	Attendan (	ce Date: <u>Customize</u>	09/02/2013	क्र <mark>।</mark> 🏢	First <b>1-5 of</b>	41 D LE	<u>ast</u>
1				Undergrad		V	2:00PM	3:15PM	75	Date 09/02/2013	<b>F</b>	
2	a a			Undergrad		~	2:00PM	1 3:15PM	75	09/02/2013	E I	
3	à	1		Undergrad	~	~	2:00PM	1 3:15PM	75	09/02/2013	+	Ξ
4	Q			Undergrad	•	V	2:00PM	1 3:15PM	75	09/02/2013	•	-
5	Q			Undergrad		~	2:00PM	1 3:15PM	75	09/02/2013	<b></b>	=
Sav	ve and Return	Canc	el				at .					



**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)* 

Cou Cou Sub Clas Clas	rse ID: rse Name: ject / Catalog is Nbr: is Section:	-			Term: Sessic Institu Instruc	on: tion: ctor:	Fall 2013 Regular Acaden IBA Karachi	nic Sessior						
Rep	Generate ort Manager	m	✓ Popu ✓ Gene	ilate from S erate Class	Student Enroll Mtg Attendance	Att Att	tendance From Date:	te: 09/0	2/2013 🛐 7/2014 🛐					
0	Create Atten	1an 2.)	O Update	Attendanc	e/All Students	16	Kadate Attendar	ce/Active	Only					
Stud	Freeze Atten lent Attendar	dance Roster	er				Ipue		5	Customize I	Find I View 5	1 🖾 1 🔠 🛛 Eirst 🚺 1-40 o	40	Las
				<u>Template</u> <u>Nbr</u>	Туре		*Atten	<u>*From</u> Time	<u>*To Time</u>	Contact Minutes	<u>Override</u>	Attendance Marking		
1	Create	Print	View	1	Class Meeting	~	09/02/2013 🛐	2:00PM	3:15PM	75			+	E
2	Create	Print	View	2	Class Meeting	~	09/04/2013 🛐	2:00PM	3:15PM	75			+	[
3	Create	Print	View	3	Class Meeting	~	09/09/2013 🛐	2:00PM	3:15PM	75			+	E
4	Create	Print	View	4	Class Meeting	V	09/11/2013 🛐	2:00PM	3:15PM	75			+	[
5	Create	Print	View	5	Class Meeting	~	09/16/2013	2:00PM	3:15PM	75			+	1
6	Create	Print	View	6	Class Meeting	~	09/18/2013 🛐	2:00PM	3:15PM	75			+	Ī
7	Create	Print	View	7	Class Meeting	~	09/23/2013 🛐	2:00PM	3:15PM	75			+	Ī
8	Create	Print	View	8	Class Meeting	~	09/25/2013 🛐	2:00PM	3:15PM	75			+	Ī
9	Create	Print	View	9	Class Meeting	~	09/30/2013 🛐	2:00PM	3:15PM	75			+	Ī
10	Create	Print	View	10	Class Meeting	~	10/02/2013 🛐	2:00PM	3:15PM	75			+	
11	Create	Print	View	11	Class Meeting	~	10/07/2013 🛐	2:00PM	3:15PM	75			+	Ī
12	Create	Print	View	12	Class Meeting	~	10/09/2013 🛐	2:00PM	3:15PM	75			+	Ī
13	Create	Print	View	13	Class Meeting	~	10/14/2013 🛐	2:00PM	3:15PM	75			+	Γ
14	Create	Print	View	14	Class Meeting	~	10/16/2013 🛐	2:00PM	3:15PM	75		<b>_</b>	÷	
15	Create	Print	View	15	Class Meeting	~	10/21/2013 🛐	2:00PM	3:15PM	75			+	
16	Create	Print	View	16	Class Meeting	~	10/23/2013 🛐	2:00PM	3:15PM	75			+	ſ
17	Create	Print	View	17	Class Meeting	V	10/28/2013	2:00PM	3:15PM	75			+	J



# 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*)

ORAC				
avorites Main M	1enu > Reporting Tools >	BI Publisher > Query Rep	oort Viewer	
Query Report Enter any informat *Sear Search	Viewer tion you have and click Search r <b>ch by:</b> Report Name Advanced Search	Leave fields blank for a list begins with	of all values. IBA_ATT_ALL	
Search Resu	Its Show Templa	ate Prompts		
Report Definition		Personalize   Find	View All 🕼 🛗 🛛 Firs	t 🚺 1 of 1 🚺 Last
Report Name	Description	Data Source ID	*Format Burst	View Report
IBA_ATT_ALL	OVER ALL ATTANDENCE REPORT	IBA_ATTNDNCE_ALL	PDF V N	
	La construction de la construction			A. 1

(*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)

IBA ATTNONCE ALL	
Institution: Q Term: Q Class Nbr: 0 Type:	
OK Cancel	



#### Sample Report for your reference:

											<u>0</u> v	era	II A	tten	dar	nce R	еро	<u>rt</u>														
Term: 1313	Faculty	Name	e: Anner Morael	Cours	e Name	-						-		Co	urse	Code	- 40			C	Class	Nbr										
		S. No	Name	D	Acad Prog	3-Sep-13 (1) (75)	12-Sop-13 (4) (75)	17-Sep-13 (5) (75)	19-Sep-13 (6) (75)	26-Sep-13 (8) (75)	1-0ct-13 (9) (76)	3-041-13 (10) (75)	22-Oct-13 (15) (75)	24-Oct-13 (16) (75)	29-Oct-13 (17) (75)	31-Oct-13 (18) (75) 2-Nov-13 (14) (75)	5-Nov-13(19) (75)	7-Nov-13(20) (75)	12-Nov-13 (21) (75)	19-Nov-13 (23) (75)	21-Nov-13 (24) (75) 3-Dec-13 (27) (75)	5-Dec-13 (28) (75)	10-Dec-13 (29) (75)	12-Dec-13 (30) (75)	17-Dec-13 (31) (75)	19-Dec-13 (32) (75)	24-060-13 (33) (75)	31-Dec-13 (35) (75)	2-Jan-14 (36) (75)	TOLOULOI	Re ma rks	
		1	Abdullati Harvari Dingto	08117	8803	Р	P	P	P P	P	Р	P	P	P	Р	P P	P	P	Р	P	P P	Р	Р	P	P	P		Р	P	1	Π	
		2	All Hassam	08838	-	Р	P	P	PP	P	P	P	P	P	Р	A P	P		P	P	PP	P	P	P	P	Р		P	P	4		
		3	Adla Nadeett	(882)	-	P	P	P	PP	P	Р	P	P	Р	P	PP	P	P	P	P	PP	P	Р	P	P	P	- /	Р	P	1		
		4	Asat Jank Seblar	08322	-	Р	P	P	PP	P	Р	P	P	A	P	PP	P	P	P	P	PP	P	P	P	P	P	•	P	P	1		
		5	Avets Gul	onnos	-	Р	P	P	PP	P	P	P		P	P	PP	P	P	A	P	PP	P	P	P	A	P		, p		4		
		6	Aual Material Vite	04471	-	P	P	P	P P	A	Р	P	P	Р	A	PP	A	P	P	P	P P	A	Р	P	P	P	- F	, p	P	4		
		7	Blat Usman	04077	-	Р	P	P	A P	P	Р	P	P	P		A P	P	P	P	P	PP	P	P	A	P	P		P	P	4		
		8	Cause Hiten	94795	-	Р	P	P	P P	P	P	P	P	Р	A	A P	P	P	P	P	P P	P	Р	P	P	PI	P F	P	P	2		
		9	Chulan Hugata	06670	-	Р	P	A	P P	P	Р	P	P	Р	A	P P	P	Р	Р		P P	P	Р	Р	P	P		Р	P	4		
		10	Harsen Abread	00773	-	P	P	P	PP	P	P	P	P	P	Р	PP	P	P	Р	P	PP	P	A	P	P	PI		, 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	1
Faculty Center Advisor Center Searc	h 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 Enror Icon Legend:  Grade Roster  Show Enror	ook 😨 Assignments 😡 Learning Management
My Teaching Schedule > Fall 2020 > IBA Karachi	
	View All   🔄   🛗 First 🚺 1 of 1 🕨 Last
Class Class Title Enrolled Days	& Times Room Class Dates
Image: Second system         Image: Second system         Image: Second system         Image: Second system         Second system <thsecond syste<="" td=""><td>00PM - 5:15PM SEMINAR Sep 15, 2020- ROOM4 Dec 26, 2020</td></thsecond>	00PM - 5:15PM SEMINAR Sep 15, 2020- ROOM4 Dec 26, 2020
Click on this icon " <u>Class Assignment</u> "	

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

IBA Institute of Business Administration Karachi Leadership and Ideas for Tomorrow

	H. Shadda Astronych
Favorites Main Menu > Self Service > Faculty Center >	> My Schedule > Assignments
Faculty Center Advisor Center	Search Learning Management
my schedule class roster grade ro	oster gradebook class assignments
Class Assignments	
Fall 2020   Regular Academic Session   IBA Karachi   Underg	jraduate
change class	
DIGITAL MARKETING (Lecture)	
Sa 4:00PM-5:15PM	09/15/2020 -
Sa 5:30PM-6:45PM	12/26/2020
	12/26/2020
Go tos <u>Class Assignments</u> <u>Category Weight</u> <u>Grac</u>	ding <u>Scale</u>
	Find   View All First N 1 of 1 M Last
*Assignment Category:	
*Description:	*Short Description:
Required by Institution	
Details Points	Dates & Duration
Details Points	Dates & Duration Begin Date:
Details     Points       Required     Maximum Points	oints: Due Date: 12/26/2020 [1]
Details     Points       Required     Assessed     Maximum Points       Include for Mid Term Grade     Maximum Points     Maximum Points	Dates & Duration       Begin Date:       Due Date:       12/26/2020 [i]       Extended Due Date:
Details     Points       Required     Assessed       Include for Mid Term Grade     Maximum Person       Import Class Component Grades     Weight in Person	Dates & Duration       Begin Date:       Due Date:       12/26/2020       Extended Due Date:       Estimated Grading Date:
Defails     Points       Assessed     Maximum Puter       Include for Mid Term Grade     Weight in Puter       Allow Students to View Grades     Weight in Puter	Dates & Duration       Begin Date:       Due Date:       12/26/2020 [¥]       Extended Due Date:       Estimated Grading Date:
Details     Points       Required     Maximum Point       Include for Mid Term Grade     Maximum Point       Import Class Component Grades     Weight in Point       Allow Students to View Grades     Notes:	Dates & Duration       Begin Date:       Due Date:       12/26/2020 [\$]       Extended Due Date:       Estimated Grading Date:
Details     Points       Required     Assessed     Maximum Point State       Include for Mid Term Grade     Maximum Point Class Component Grades     Weight in Point State       Allow Students to View Grades     Notes:	Dates & Duration       Begin Date:       Due Date:       12/26/2020 [i]       Extended Due Date:       Estimated Grading Date:
Details     Points       Required     Assessed     Maximum Point Crade       Include for Mid Term Grade     Maximum Point Class Component Grades     Weight in Point Crades       Allow Students to View Grades     Notes:	Dates & Duration       Begin Date:       Due Date:       12/26/2020 [i]       Extended Due Date:       Estimated Grading Date:
Details     Points       Required     Maximum Peint State       Include for Mid Term Grade     Maximum Peint State       Import Class Component Grades     Weight in Peint State       Allow Students to View Grades     Notes:	Dates & Duration       Begin Date:       Due Date:       12/26/2020 [j]       Extended Due Date:       Estimated Grading Date:

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



Assignment Category window wi shown like this	ill be	25	
Faculty Center Advisor Center		Learning Manageme	ent
my schedule class roster grade roster		class assignme	ents
		Look Up Assign	nment Category 🛛 🕱
Class Assignments Fall 2020   Regular Academic Session   IBA Karachi   Undergraduate		Assignment Category Description:	gory: begins with  begins with
		Look Up Cl	lear Cancel Basic Lookup
DIGITAL MARKETING (Lecture)		Search Result	ts
Days and Times Room Instructor	r Da	View 100	First 👩 1-56 of 56 🛐 Last
Sa 4:00PM-5:15PM SEMINAR ROOM4 Adil Tanvee	er. 09,	Assignment Catego	
Sa 5:30PM-6:45PM	09/ 12/	AB SPEECH ARTICLE	Autobiographical Speech Article
Go to: Class Assignments Category Weight Grading Scale		ATTENDANCE CAMERA	ATTENDANCE Speaking For The Camera
copy assignments		CLASS PART CLASS PART CLASSPARTI	Class Participation Class Participation Class Participation
		CLASSWORK	Classwork
		COMPANY FD	Company Feedback
*Assignment Category:			Comprehensive Exam
*Description:	*Short De	COMPREEZA	Comprehensive Theory
Required by Institution		COORDINATE	FYP coordinator
Details Points	Dates &	CP	Class Participation
		CUST WGHT	Customer Weightage (ELP)
Required	Begin D	DATAANALYS	Data Analysis
Assessed Maximum Points:	Due Da	ESSAY	ESSAY
Include for Mid Term Grade		ESSAY1	ESSAY1
Import Class Component Grades Weight in Points:	Extende	ESSATZ ESSAV3	ESSATZ ESSAV3
Z	Estimat	EXAM1	1st term exam
Allow Students to View Grades		EXAM2	2nd Term Exam
Notes:		•	
		_	
SAVE			



avorites   Main Menu > Self	Service > Faculty Center	> My Schedule >	Assignments	
Faculty Center	Advisor Center	Search	Learning Mana	gement
my schedule cl	ass roster grade	roster gra	adebook class assi	gnments
<b>Class Assignments</b>				
Fall 2020   Regular Academic S	Gession   IBA Karachi   Unde	rgraduate		
DIGITAL MARKETING (Lec	change class			
Days and Times	Room	Instructor	Dates	
Sa 4:00PM-5:15PM	ç		09/15/2020 - 12/26/2020	
Sa 5:30PM-6:45PM	(		09/15/2020 - 12/26/2020	
Go to: <u>Class Assignments</u>	Category Weight Gr	ading <u>Scale</u>	To Add more of plus	categories, click on button First 1 1 Last
*Assignment Category: *Description: Required by Institution	Class Pa ass Participation	rticipation	*Short Description: Clas	ss Part
Details	Points		Dates & Duration	
<ul> <li>Required</li> <li>Assessed</li> <li>Include for Mid Term G</li> <li>Import Class Compone</li> <li>Allow Students to View</li> </ul>	Maximum irade nt Grades Weight in / Grades	Points: 20 Points: 20	Begin Date: Due Date: Extended Due Date: Estimated Grading Dat	12/26/2020 🛐
Notes:				

- 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'				
avorites   Main Menu   > Se	If Service > Faculty Center	Nv Schedule > Assi	nments	
	an bervice / racuity center	7 My Schedule 7 Assig	grimento	
Faculty Center	Advisor Center	Search	Learning Management	
my schedule	class roster grade	roster gradebo	ok class assignments	2
ing conclusio	grade	gradobo		r I
Class Assignment	5			
Fall 2020   Regular Academi	c Session   IBA Karachi   Unde	ergraduate		
▼ MKT 466 -	change class			]
	change class			
DIGITAL MARKETING (L	ecture)			
Days and Times	Room	Instructor	Dates	
Sa 4:00PM-5:15PM			12/26/2020 -	
Sa 5:30PM-6:45PM			09/15/2020 - 12/26/2020	
				1
Go to: <u>Class Assignment</u>	<u>Category Weight</u>	ading Scale		
copy category weight				
Assignment Category			*Weight %	
	Class Participation		20 🛨 💻	
FINAL EXAM 🔍 F	inal Examination		80 🛨 🗖	
SAVE				
Faculty Center Advisor	<u>Center Search Learning</u>	<u>Management</u>		
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



avorites   Main Menu > Self Se	rvice > Faculty Center	> My Sc	hedule			
D- 115 01-						
Faculty Center	Advisor Center		Search	Learning	Management	
my schedule clas	s roster grade	roster	gradebo	ok class	assignments	
Faculty Center						
My Schedule						
Fall 2020   IBA Karachi	cha	inge term		View Personal	Data Summary	
			l	My Exam Sche	dule	
Select display option:	Show All Classes	O Shov	<b>v Enrolled Clas</b> Gradebook	Assignments	R Learning	Management
My Teaching Schedule > Fa	II 2020 > IBA Karachi	i				
				View All   🖉	📕 First	▲ 1-2 of 2 🕨 Last
Class	Class Title	Enrolled	Days & Times		Room	Class Dates
A S E E CO 459-MM1 (2683)	International Finance (Lecture)	50	MoWe 1:00PM	- 2:15PM	Event Hall	Sep 15, 2020- Dec 26, 2020
A R A CO 459-MM2 (2684)	International Finance (Lecture)	50	MoWe 1:00PM	- 2:15PM	Event Hall (Mega)	Sep 15, 2020- Dec 26, 2020
View West Schedu	le				<u>Go to top</u>	

New window will be shown



Dr lifes Ob					
Faculty Center	Advisor Cente	r	Search	Learning Management	
my schedule clas	ss roster	grade roster	gradebook	class assignment	3
Class Assignments					
Fall 2020   Regular Academic Se	ssion   IBA Karach	i   Undergraduate			
▼ ECO 459 - MM1 (2683	) change cl	ass			
International Finance (Lectur	re)				
Days and Times	Room	Instruct	or D	ates	
MoWe 1:00PM-2:15PM	Event Hall		09	9/15/2020 - 2/26/2020	
Go to: Class Assignments	Category Weigh	t Grading Scal	e		
copy assignments					
				Find   View All Fir	st 🚺 1 of 1 🚺 Last
					<b>H</b>
*Assignment *Description Click on	Copy Assig	nments	*Short D	accription	
Required by Institution	17 0		Shore D	escription.	
Details	Poin	ts	Dates 8	Duration	
Required			Begin	Date:	
Assessed	Max	cimum Points:	Due D	ato	12/26/2020 31
Include for Mid Term Gra	ade	г			
Import Class Component	Grades We	ight in Points:	Extent		
Allow Students to View G	Grades		Estima	ated Grading Date:	
Notes:					
SAVE					

# The below window will be shown



Dr. lifes Ob			
Faculty Center	Advisor Center	Search	Learning Management
my schedule	class roster grade ros	ter gradebook	class assignments
Class Assignment	ts		
Enter Search Cri	teria		
Search for Classes			
Institution	IBA Karachi	~	
Term	Fall 2020	~	
Select at least 2 search	riteria. Select Search to view yo	our search results.	
✓ Class Search			
Subject		✓	
Course Number	is exactly		
Course Career		•	
	Open Entry/Exit Classes 0	inly	
Additional Search Cri	teria		
Return to Class Assignmen	<u>ts</u>	Clear	Search
Faculty Center Advisor	<u>Center Search Learning Ma</u> <u>Grade Roster</u> <u>Gradebook C</u>	i <mark>nagement</mark> lass Assignments	

# <u>Click on Additional Search Criteria and enter the search parameters to filter the</u> <u>result.</u>

IBA Institute of Business Administration Karachi Leadership and Ideas for Tomorrow

Faculty Center	Advisor Ce	enter	S	earch	Learning	Management
my schedule	class roster	grade rost	er	gradebook	clas	s assignments
Class Assignment	s					
Enton Soonah Crit	ania					
Enter Search Crit	ella					
Search for Classes						
Institution	IBA Karachi		~	]		
Term	Fall 2020		~			
Select at least 2 search c	riteria. Select Sea	rch to view you	ur searc	ch results.		
✓ Class Search						
Subject	Economics		~			
Course Number	is exactly		~	459		
Course Career	Undergraduate		~			
L	Show Open C	lasses Only				
	∪ Open Entry/E	Exit Classes Or	nly			
✓ Additional Search Crit	eria					
Meeting Start Time	greater than or eq	ual to	~			
Meeting End Time	less than or equal	to	~			
Days of Week	include only these	days	~			
	Mon 🗌 Tues 🗌 W	ed 🗌 Thurs 🗌	Fri 🗌	Sat 🗌 Sun		
Class Nbr	2684 ?					
Course Keyword			?			
Minimum Units	greater than or eq	ual to	~			
Maximum Units	less than or equal	to	<b>∼</b>			
Course Component			~			
Mada of Texternation	[		• •			
Campus	L		<u>×</u>			
Location	[		~			
	L					
Return to Class Assignment	5				Sereou	
	-		(	ULEAR	SEARCH	

.



#### **Search Parameters:**

Term: Fall 2020 (enter the Term from which you want to copy) Select Subject: Economics Course Nbr: <u>459</u> Uncheck "<u>Show Open Classes only</u>" Class Nbr: <u>2684 (enter the class from which you want to copy your assignments)</u>

**Click on search button** 

After search, you will find the below screen:

Faculty Cent	er Advis	or Center	Search	Learning M	lanagement		
my schedule	class roster	grade ros	ster gra	debook class	assignments		
Class Assigni	ments						
Soarah Pocul	te						
Sear ch Kesu							
IBA Karachi   Fall 20	20						
The following classes '459', Course Caree	s match your search c er: Undergraduate, S	iteria Course Subje Show Open Classes	ct: Economics, ( Only: No, Class	Course Number is exact Nbr: ' <b>2684</b> '	ly		
		•		A			
		Open	Closed	Wait List			
turn to Class Assignn	nents	NEW S	SEARCH	MODIFY SEARCH			
class section(s) for	und						
ECO 459 - Interna	ational Finance						
Class Section	Days & Times	Room	Instructor	Meeting Dates	Status		
2684 MM2-LEC Regular	MoWe 1:00PM - 2:15PM	Event Hall (Me		09/15/2020 -	50	elect	
regular	212000			12,20,2020			
eturn to Class Assignn	nents	NEW	Search	MODIFY SEARCH			
Faculty Center	Advisor Center Se	arch Learning M	lanagement				
My Schedule Clas	s Roster Grade Rost	er Gradebook	Class Assignments	5			

Click on select button to copy



# 4.3. Copy Category weightage:

Click on second tab that is "Category Weight".

Faculty Center	Advisor Center	Search	Learning Management
my schedule cl	ass roster grad	le roster g	radebook class assignment
Class Assignments			
class Assignments			
Fall 2020   Regular Academic S	Session   TBA Karachi   Un	deraraduate	
▼ <u>ECO 459 - MM1 (268</u>	3) change class		
International Finance (Lec	ture)		
Days and Times	Room	Instructor	Dates
MoWe 1:00PM-2:15PM	Event Hall	Dr. Ilfan Oh	09/15/2020 -
			12/20/2020
Go to: <u>Class Assignments</u>	Category Weight	Grading Scale	
copy category weight			
Assignment Category			*Weight %
Sele	ect Copy Category \	Neight	
SAVE	., ., .		
Faculty Center Advisor Ce	nter <u>Search</u> <u>Learni</u>	ng Management	
My Schedule Class Roster	Grade Roster Gradeboo	<u>Class Assignmen</u>	ts

And Search through the same parameters:



rch for Classes		
stitution	IBA Karachi 🗸	
rm	Fall 2020	
elect at least 2 search	criteria. Select Search to view your search results.	
<sup>7</sup> Class Search		
Subject		
Course Career		
course career		
Additional Search Cri		
Additional Dearen en	Iteria	
Martine Start Time		
Meeting Start Time	greater than or equal to	
Meeting Start Time	greater than or equal to  less than or equal to	
Meeting Start Time Meeting End Time Days of Week	greater than or equal to       less than or equal to       include only these days	
Meeting Start Time Meeting End Time Days of Week	greater than or equal to          less than or equal to          include only these days          Mon       Tues       Wed       Thurs       Fri       Sat       Sun	
Meeting Start Time Meeting End Time Days of Week	greater than or equal to          less than or equal to          include only these days          Mon       Tues       Wed       Thurs       Fri       Sat       Sun         2684       ?	
Meeting Start Time Meeting End Time Days of Week	greater than or equal to   less than or equal to   include only these days     Mon   Tues   Wed   Thurs   Fri   Sat     Sun	
Meeting Start Time Meeting End Time Days of Week Lass Nbr Course Keyword Minimum Units	greater than or equal to   less than or equal to   include only these days     Mon   Tues   Wed   Thurs   Fri   Sat   Sun     2684     (2)     greater than or equal to	
Meeting Start Time Meeting End Time Days of Week Class Nbr Course Keyword Minimum Units Maximum Units	greater than or equal to   less than or equal to   include only these days   Mon   Tues   Wed   Thurs   Fri   Sat   Sun   2684   (2)   greater than or equal to   Iess than or equal to	
Meeting Start Time Meeting End Time Days of Week Course Keyword Minimum Units Maximum Units Course Component	greater than or equal to   less than or equal to   include only these days   Mon   Tues   Wed   Thurs   Fri   Sat   Sun   2684     greater than or equal to   v	
Meeting Start Time Meeting End Time Days of Week Lass Nbr Course Keyword Minimum Units Maximum Units Course Component Session	greater than or equal to   less than or equal to   include only these days   Mon   Tues   Wed   Thurs   Fri   Sat   Sun   2684   2   greater than or equal to   iess than or equal to   Iess than or equal to   Iess than or equal to   Y	
Meeting Start Time Meeting End Time Days of Week lass Nbr Course Keyword Minimum Units Maximum Units Course Component Session Mode of Instruction	greater than or equal to   less than or equal to   include only these days   Mon   Tues   Wed   Thurs   Fri   Sat   Sun   2684     greater than or equal to   iess than or equal to   iess than or equal to     Iess than or equal to   Iess than or equal to     Image: Comparison of the set of	
Meeting Start Time Meeting End Time Days of Week Lass Nbr Course Keyword Minimum Units Maximum Units Course Component Session Mode of Instruction Campus	greater than or equal to   less than or equal to   include only these days   Mon   Tues   Wed   Thurs   Fri   Sat   Sun   2684	
Meeting Start Time Meeting End Time Days of Week lass Nbr Course Keyword Minimum Units Maximum Units Course Component Session Mode of Instruction Campus	greater than or equal to   less than or equal to   include only these days   Mon   Tues   Wed   Thurs   Fri   Sat   Sun   2684   ?     greater than or equal to   !<	
Meeting Start Time Meeting End Time Days of Week Lass Nbr Course Keyword Minimum Units Maximum Units Course Component Session Mode of Instruction Campus Location	greater than or equal to   less than or equal to   include only these days   Mon   Tues   Wed   Thurs   Fri   Sat   Sun   2684   ?     greater than or equal to   Iess than or equal to   V     Regular Academic Session	
Meeting Start Time Meeting End Time Days of Week Course Keyword Minimum Units Maximum Units Course Component Session Mode of Instruction Campus Location	greater than or equal to   less than or equal to   include only these days   Mon   Tues   Wed   Thurs   Fri   Sat   Sun   2684   (2)   greater than or equal to   (2)   greater than or equal to   (2)   Regular Academic Session   (2)   (2)	

Click on Search, you will find the same screen



Faculty Center	Adviso	Center	Search	Learning	Management	
my schedule	class roster	grade ros	ster grade	book class	assignments	
Category Weig	hts					
Search Results	5					
IBA Karachi   Fall 2020						
The following classes r ' <b>459</b> ', Course Career:	natch your search crit <b>Undergraduate</b> , Sł	eria Course Subje now Open Classes	ect: <b>Economics</b> , Co s Only: <b>No</b> , Class Nb	urse Number contair or: <b>'2684</b> '	ns	
		Open	Closed	▲ Wait List		
Return to Category Weigh	<u>ts</u>	New	Search	Modify Search		
1 class section(s) foun	d					
▼ ECO 459 - Internati	ional 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	select	Ī
Return to Category Weigh	<u>ts</u>	New	Search	Modify Search		
Faculty Center Ad	<mark>visor Center Sear</mark> Roster <u>Grade Roste</u> r	<u>ch Learning I</u> <u>Gradebook</u>	<u>Management</u> <u>Class Assignments</u>			

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





Faculty	Center	Advisor Center	Search	Learning	Management	
my schedu	ule    cl	ass roster 📗 grad	de roster 📗 gra	adebook 🗍 clas	s assignments	
Eli. C.				.0	8	
racuity ce	inter					
Ay Sched	ule					
				and the second s		
Spring 2020	IBA Karach		hange term	View Persona	l Data Summar	у.
				My Exam Sch	iedule	
elect display o	option:	Show All Classes Roster	Show Enrolled	d Classes Only	R Learning	g Management
elect display o Icon Legend: Ny Teaching	option: Class   Schedule >	Show All Classes Roster     Roster     Pring 2020 > IBA Ka	Show Enroller	d Classes Only	R Learning	g Management
elect display o Icon Legend: Ny Teaching	Schedule >	Show All Classes Roster      Grade Ros Spring 2020 > IBA Ka	Show Enroller	d Classes Only Assignments View All	Learning	g Management
Icon Legend:	Class	Show All Classes     Roster      Grade Ros     Spring 2020 > IBA Ka     Class Title	Show Enrolled Gradebook Tachi Enrolled Days & T	d Classes Only Assignments View All	Learning E Learning	Management
Icon Legend: My Teaching	Class	Show All Classes     Roster      Grade Ros     Spring 2020 > IBA Ka     Class Title     M3 BUSINESS	Show Enrolled ter R Gradebook Enrolled Days & T 37 TuTh 8:30	d Classes Only Assignments View All	CLASS	g Management t d 1-6 of 6 la Class Dates Jan 15, 2020-

#### 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.

Gradebook
pok
fy
ri

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.

GradeBook - Access Verification Code		*
Construction of the second of	*	Ş Reply all ∣∨
Please enter the following Verification Code for GradeBook Access : 1717F6EW		



#### 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.

Ites   Main Menu >	Self Service > Faculty	/ Center > Gradebook
Please enter the v	erification code for acces	sing Gradebook
vernicauc	Generate Pin Cod	le Verify

**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.

<u> </u>					(	
	Faculty Center	Advisor Cent	er	Search	Learning Manageme	int
	ly schedule	class roster	grade roster	gradebook	class assignme	ints
Grad	lebook					
Spring	2020   Regular Acad	emic Session   IBA K	arachi   Graduate			
▼ <u>cs</u>	E 567 -	change clas	5			
RE	QUIREMENTS ENGINE	ERING (Lecture)				
Di	ays and Times	Room	Instruc	tor	Dates	
TE	A	TBA			01/15/2020 - 05/04/2020	
Go to:	Class Gradebook	Grade by Assign	nent <u>Cumulativ</u>	e Grades Requ	irement Designation	Import Component Grades
🗹 si	now Active Student	s Only				export
Select	check box peyt to th	e grade field to evol	ide accidement fro	m cumulative grav	de calculation	
Nan	ne ID	MID TE	RM Presentati	Final Exam	de calculation.	
		25.0	15.00			
		Note	Note	Note		
-	_	29.0	17.00			
_		Note	Note	Note		
		22.0	Note	Note		
		11232				
Assi	gnment Average:	25.33	16.67			
Ren	RESH SAVE					
Facul	ty Center Advisor	<u>r Center</u> <u>Search</u>	Learning Manag	ement		
My_Sc	hedule <u>Class Roster</u>	<u>Grade Roster</u> G	radebook Class /	Assignments		



#### 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.

SSC 240 - SS-6	( <u>2296)</u> (Le	change class cture)	s			
Days and Times	R	moo	Instructor	Dates		
FrSa 9:00AM-11:00A	UM TE	34		01/15/2020 - 05/04/2020		
to: <u>Class Gradeboo</u> Show Active Stude	ents Only	by Assignment	Cumulative Grades	Requirement Designation	Import Component G	rades export
to: <u>Class Gradebos</u> Show Active Stude ielect check box next to Name	ents Only the grade ID	by Assignment field to exclude a Final	Cumulative Grades	Requirement Designation	Import Component G	rades export
to: Class Gradebos	ents Only o the grade ID	field to exclude a Final 60.00	Cumulative Grades	Requirement Designation	Import Component G	export
to: <u>Class Gradebos</u> Show Active Stude     ielect check box next to     Name	k Grade ents Only o the grade ID -CRIML	field to exclude a Final 60.00 Note 60.00	Cumulative Grades	Requirement Designation	Import Component G	rades export

Click the lookup icon to select the grade roster.

Spring	2020   Regular Acade	emic Session   IBA Kara	chi   Undergraduate				
▼ <u>SS</u>	<u>6C 240 - 30 5 (</u>	(Lecture)	155				
Da	ays and Times	Room	Instructor	Dates			
Fr	Sa 9:00AM-11:00AM	TBA		01/15/2020 - 05/04/2020			
Go to:	<u>Class Gradebook</u>	Grade by Assignmer	t Cumulative Grades	Requirement Designation Impor	<u>t Compone</u>	nt Grades	
				Select Grade Roster:		up	date
				Grading Status:			
Nan	ne II	D Final		Mid Term Grade / Override	Overall G	rade / Overi	ide
An	3 2	60.00			60.00	Ρ	Note
7.00%	UCKE N AROALI I	60.00			60.00	Р	Note



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

Faculty Center         Advisor Center         Search         Learning           my schedule         class roster         grade roster         gradebook         class	y Management ss assignments
Gradebook	
Spring 2020   Regular Academic Session   IBA Karachi   Undergraduate	
Look Up Select Grade Roster	
<b>Term:</b> 2011	
Class Nbr: 2296	
Grade Roster Type Sequence Nbr: = 🔻	
Grade Roster:	ignation Import Component Grades
Description:     begins with ▼       Grading Status:     =     ▼	Q update
Look Up Clear Cancel Basic Lookup	
Search Results	/ Override Overall Grade / Override
View 100 First T 1 of 1 D Last	60.00 P <u>Note</u>
Grade Roster Type Sequence Nix Grade Roster Description Grading Status           1         Final         Final Grade         Input	60.00 P <u>Note</u>

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

Facuty Cen my schedule G radebook	fer A	dwisor Center for grad	e rosfor gradet	Learning Managem look Class assignm	erf.		
Spring 2020   Rep Spring 2020   Rep PERSONAL EFF Days and Ter Days 4 color	Jar Academic Sea <u>S-6.(2006</u> ) FECTIVENESS (Led mes Rea	ilon   104 Karachi change class ture) m	Undergraduate	Dates			
Go te: <u>Class Gra</u>	debaok Grade	br.Assignment	Comulative Grades	of/04/2020	Invest Come	ant Freder	1
Name	10	FExam	Selec Grad	ing Status: Input Hid Term Grade / Overri	Final Grade	/ Override	
_		60.00			60.00 P	Nida	
Aller Aller	(anara	60.00			60.00 P	Note	

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.

Faculty Center	Advisor Content Searc	h Lea	ming Management
my schedule class re	oster grade roster	gradebook	class assignments
Faculty Center			
My Schedule	change term	View Dar	ennal Data Summanu
My Schedule Spring 2020   IBA Karachi	change term	View Per My Exan	sonal Data Summary
My Schedule Spring 2020   IBA Karachi Select display option: ® S	change term	View Per My Exan	sonal Data Summary I Schedule

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

♥ <u>SS</u> PEI	C 24	10 - SS-6 (200	Change SS (Lecture)	e class						
Da	ys a	ind Times	Room		Instru	ictor		Dates		
FrS	Sa 9:	00AM-11:00AM	TBA			·	а,	01/15/2020 - 05/04/2020		
Displ. *G	ay O rade	ptions: Roster Type	Final Grade	۲	Grad *Aş	le Roster / pproval St	Action: atus	Approved	• s	ave
*G	ay O rade Dis ent G	ptions: • Roster Type •play Unassign •rade	Final Grade ed Roster Grad ript Note	e Only	Grad *Aş	le Roster /	Action: atus	Approved	¥ 54	ave
*G	ay 0 rade Dis ent 6	ptions: 9 Roster Type 1 play Unassign 1 rade Trans: 1 D Name	Final Grade ed Roster Grad ript Note	e Only Roster Grade	Grad *Aş Official Grade	le Roster / oproval St Grading Basis	Action: atus Program	Approved n and Plan	¥ 5	Level
Stud	ay 0 rade Dis ent 0	ptions: Roster Type splay Unassign rade Transe D Name	Final Grade ed Roster Grad ript Note	e Only Roster Grade	Grad *Ap Official Grade	Grading Basis PNP	Program BS - Soc	Approved n and Plan ial Sciences & -	¥ <u>s</u>	Level Junior

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

Select All Clear All	Printer Friendly Version
notify selected students notify all students	
	SAVE POST
Faculty Center Advisor Center Search Learning Management	
My Schedule Class Roster Grade Roster Gradebook Class Assignments	



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.

<b>D</b> F	SACLE.
15	Main Menu > Self Service > Faculty Center > Gradebook
[	
	Please enter the verification code for Posting Grades
	Generate Pin Code Verify
	- Chry

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.

GradeRoster - Access Verification Code		\$
cms-noreply@iba.edu.pk Today, 4:31 PM	*	\$ Reply all ↓
Please enter the following Verification Code for GradeRoster Post Access : xzr8QXJT		

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.

Display Options:						Grade Roster Action:					
٠	*Grade Roster Type Final Grade •			•	*Approval Status Approved				Posted		
Display Unassigned Roster Grade Only			ly	Request Grade Change							
			_								
Stu	den	t Grade	Transc	npt Note							
Stu	den	ID	Transc Name	npt Nate	Roster Grade	Official Grade	Grading Basis	Program an	d Plan	Level	Status
Stu	1	ID	Name	ript Haste	Roster Grade P	Official Grade P	Grading Basis PNP	Program an BS - Social S BS - Social S	d Plan ciences & - ciences	Level Junior	Status 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 Rep	port Viewer
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avorites M	Main Menu				
	Search Menu:				
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	Instructor Evaluation	*			
-	Self Service	*			
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	My Personalizations			Query Report Scheduler	

Enter the Report Name: GRAD\_REPORT

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Favorites Main M	Ienu > Reporting Tools	> BI Publisher > Query Re	port Viewer	
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Enter any informati	ion you have and click Search	ch. Leave fields blank for a list of	of all values.	
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#### Enter Your Class Number and click OK to generate the report:

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ravorites Main Menu > Reporting roois > Bi Publisher > Qi	uery keport viewer
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	OK Cancel
	4
Institute of Business Administration	
Karachi Leadership and Idea for Tomorrow	
FINAL GRAD	E REGISTER REPORT           Department         Term         Career         Campus         Section         Class Nbr         Status
Dep	partment of Marketing Spring 2020 ALL MAIN MMI Posted
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2 BBA BBA	40 40 50 P P
4 <b>III</b> BIA	400 400 P P
7 304	60 40 40 P P
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11 BS in Computer Science	60 60 60 P P
L	Circulum of Taraban



# 6. Contact us for Support

If you face any difficulty, drop us an email at <u>erp\_helpdesk@iba.edu.pk</u> 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