User Guide
for
Faculty Self Services

Version 3.0

Table of Contents

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**)

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

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

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.)

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

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
Report Manager

☑ Populate from Student Enroll
☑ Generate Class Mtg Attendance

Attendance From Date: 09/02/2013
Attendance To Date: 01/17/2014

○ Create Attendance ● Update Attendance/All Students ○ Update Attendance/Active Only
☐ Freeze Attendance Roster

Student Attendance Roster

Customize | Find | View | First 1-5 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	2:00PM	3:15PM	75	☐	☐	+	−
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	☐	☐	+	−
4	Create	Print	View	4	Class Meeting	09/11/2013	2:00PM	3:15PM	75	☐	☐	+	−
5	Create	Print	View	5	Class Meeting	09/16/2013	2:00PM	3:15PM	75	☐	☐	+	−

🖫 Save | 🔍 Return to Search | ↑ Previous in List | ↓ Next in List | ✉ Notify | ↻ Refresh

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

Generate

Report Manager

☑ Populate from Student Enroll
☑ Generate Class Mtg Attendance

Attendance From Date: 09/02/2013
Attendance To Date: 01/17/2014

○ 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	2:00PM	3:15PM	75	☐		➕	➖
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	☐		➕	➖
4	Create	Print	View	4	Class Meeting	09/11/2013	2:00PM	3:15PM	75	☐		➕	➖
5	Create	Print	View	5	Class Meeting	09/16/2013	2:00PM	3:15PM	75	☐		➕	➖
6	Create	Print	View	6	Class Meeting	09/18/2013	2:00PM	3:15PM	75	☐		➕	➖
7	Create	Print	View	7	Class Meeting	09/23/2013	2:00PM	3:15PM	75	☐		➕	➖
8	Create	Print	View	8	Class Meeting	09/25/2013	2:00PM	3:15PM	75	☐		➕	➖
9	Create	Print	View	9	Class Meeting	09/30/2013	2:00PM	3:15PM	75	☐		➕	➖
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	☐		➕	➖
12	Create	Print	View	12	Class Meeting	10/09/2013	2:00PM	3:15PM	75	☐		➕	➖
13	Create	Print	View	13	Class Meeting	10/14/2013	2:00PM	3:15PM	75	☐		➕	➖
14	Create	Print	View	14	Class Meeting	10/16/2013	2:00PM	3:15PM	75	☐		➕	➖
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	☐		➕	➖
17	Create	Print	View	17	Class Meeting	10/28/2013	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)

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)*

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)*

*(**Note:** Please click on the Add to Favorite option to access the same navigation from the ERP favorites)*
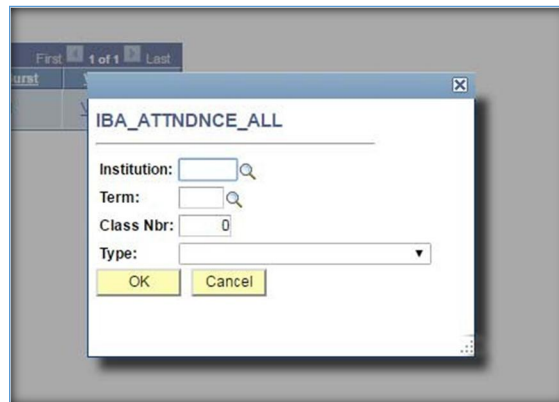
Step 2: When you click the View Report option a POP-UP window will appear and you have to enter the following information to view the report.

Institution: IBA

Term : 2213

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

Type: Class Meeting (Lecture / Lab)

Sample Report for your reference:

Overall Attendance Report

Term: 1313   Faculty Name: _____   Course Name: PRINCIPLES OF ACCOUNTING-I   Course Code: ___   Class Nbr: ___

S. No	Name	ID	Acad Prog	3-Sep-13 (1) (75)	12-Sep-13 (4) (75)	17-Sep-13 (5) (75)	19-Sep-13 (6) (75)	24-Sep-13 (7) (75)	26-Sep-13 (8) (75)	1-Oct-13 (9) (75)	3-Oct-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-Dec-13 (33) (75)	26-Dec-13 (34) (75)	31-Dec-13 (35) (75)	2-Jan-14 (36) (75)	Total Out of	Remarks
1	Abdullah Haneef Dagia	____	____	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	
2	Ali Hassan	____	____	P	P	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	A	A	P	P			4	
3	Ariba Nadeem	____	____	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	Asad Jamil Siddiqui	____	____	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			1	
5	Awais Gul	____	____	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	A			4	
6	Asad Mahmood Virk	____	____	P	P	P	P	P	A	P	P	P	P	A	P	P	A	P	P	P	P	A	P	P	P	P	P	P			4	
7	Bilal Usman	____	____	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P			4	
8	Dawar Khan	____	____	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			2	
9	Ghulam Mujtaba	____	____	P	P	A	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P			4	
10	Haseeb Ahmed	____	____	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			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

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

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

Assignment Category window will be shown like this

Faculty Center	Advisor Center	Learning Management
my schedule	class roster	grade roster	class assignments

Class Assignments

Fall 2020 | Regular Academic Session | IBA Karachi | Undergraduate

▽ **MKT 466 -**   change class

DIGITAL MARKETING (Lecture)

Days and Times	Room	Instructor	Da
Sa 4:00PM-5:15PM	SEMINAR ROOM4	Adil Tanveer.	09/
			12/
Sa 5:30PM-6:45PM			09/
			12/

Go to: Class Assignments   Category Weight   Grading Scale

copy assignments

*Assignment Category: [ ] 🔍
*Description: [ ]   *Short De
☐ Required by Institution
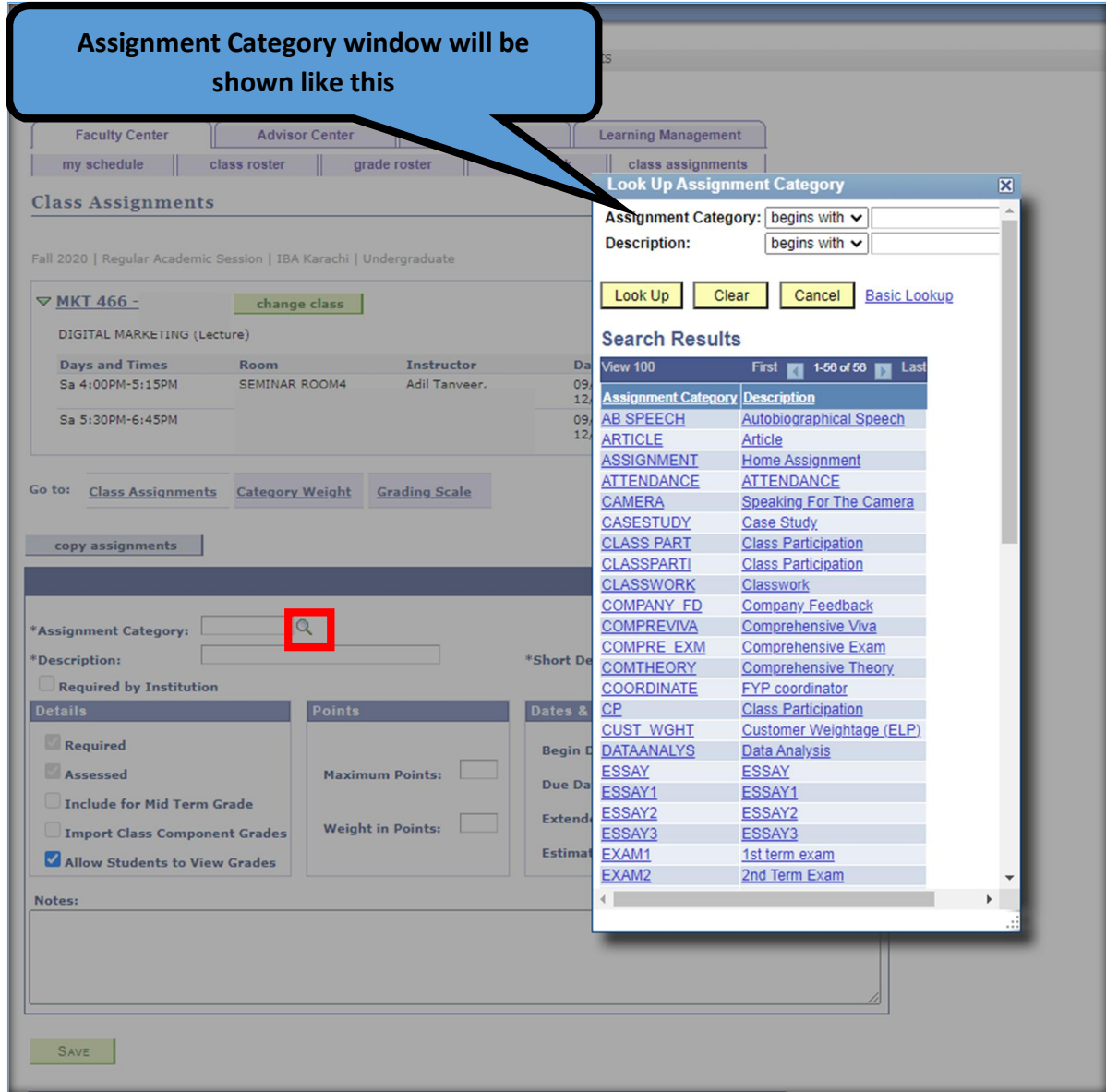
Details	Points	Dates &
☑ Required		Begin D
☑ Assessed	Maximum Points: [ ]	Due Da
☐ Include for Mid Term Grade		
☐ Import Class Component Grades	Weight in Points: [ ]	Extende
☑ Allow Students to View Grades		Estimat

Notes:
[ ]

SAVE

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

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 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**

To Add more categories, click on plus button

copy assignments

Find | View All   First ◁ 1 o... ▷ Last   [+] [−]

*Assignment Category: [CP] 🔍 Class Participation
*Description: [Class Participation]   *Short Description: [Class Part]
☐ Required by Institution

Details	Points	Dates & Duration
☑ Required		**Begin Date:**
☑ Assessed	**Maximum Points:** [20]	**Due Date:** [12/26/2020] 📅
☐ Include for Mid Term Grade		**Extended Due Date:**
☐ Import Class Component Grades	**Weight in Points:** [20]	**Estimated Grading Date:**
☑ Allow Students to View Grades		

Notes:
[   ]

SAVE

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.

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 Week___ ___Schedule   Go to top

Select Class Assignment icon

New window will be shown

Dr. Ilfan Qh

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

＋ －

*Assignmer

*Descriptio   **Click on Copy Assignments**   *Short Description: [＿＿＿]

☐ Required by Institution

Details	Points	Dates & Duration
☑ Required		Begin Date:
☑ Assessed	Maximum Points: [＿]	Due Date: [12/26/2020] 📅
☐ Include for Mid Term Grade		Extended Due Date:
☐ Import Class Component Grades	Weight in Points: [＿]	Estimated Grading Date:
☑ Allow Students to View Grades		

Notes:

[   ]

SAVE

The below window will be shown

Dr. Ilfan Oh.

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   IBA Karachi

Term   Fall 2020

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

▽ **Class Search**

Subject   Economics

Course Number   is exactly   459

Course Career   Undergraduate

☐ Show Open Classes Only

☐ Open Entry/Exit Classes Only

▽ **Additional Search Criteria**

Meeting Start Time   greater than or equal to

Meeting End Time   less than or equal to

Days of Week   include only these days

☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Class Nbr   2684 ?

Course Keyword   ?

Minimum Units   greater than or equal to

Maximum Units   less than or equal to

Course Component

Session

Mode of Instruction

Campus

Location

Return to Class Assignments   CLEAR   SEARCH

Search Parameters:

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

Click on search button

After search, you will find the below screen:

Click on select button to copy

4.3. Copy Category weightage:

Click on second tab that is "Category Weight".

And Search through the same parameters:

Category Weights

Enter Search Criteria

Search for Classes

Institution	IBA Karachi
Term	Fall 2020

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

▽ **Class Search**

Subject	Economics	
Course Number	contains	459
Course Career		

☐ Show Open Classes Only
☐ Open Entry/Exit Classes Only

▽ **Additional Search Criteria**

Meeting Start Time	greater than or equal to	
Meeting End Time	less than or equal to	
Days of Week	include only these days	

☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Class Nbr	2684 ?	
Course Keyword		?
Minimum Units	greater than or equal to	
Maximum Units	less than or equal to	
Course Component		
Session	Regular Academic Session	
Mode of Instruction		
Campus		
Location		

Return to Category Weights   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	◻	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
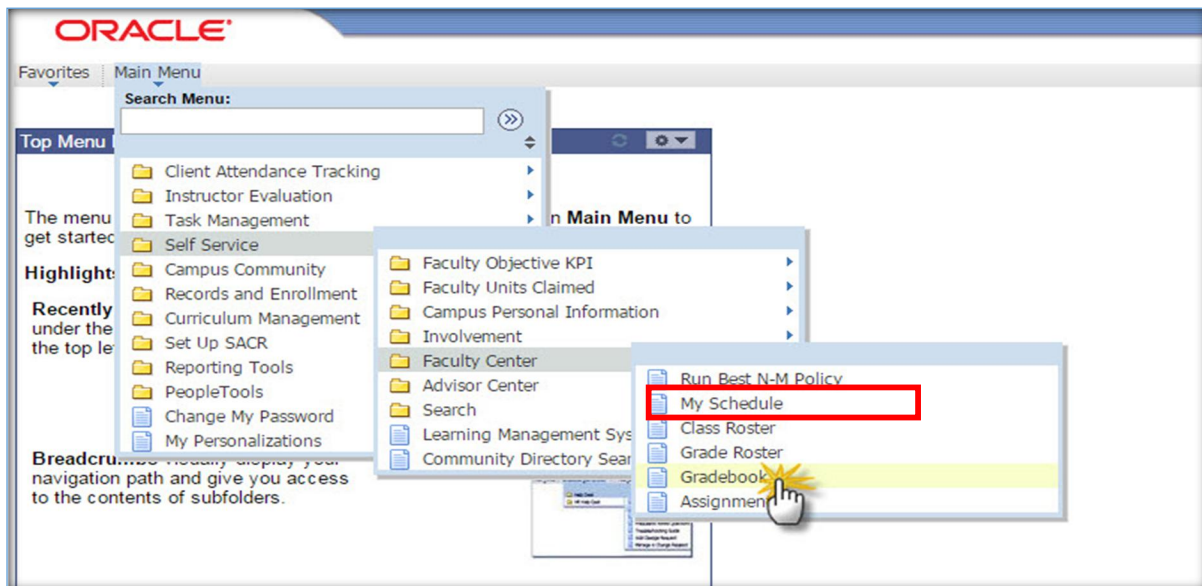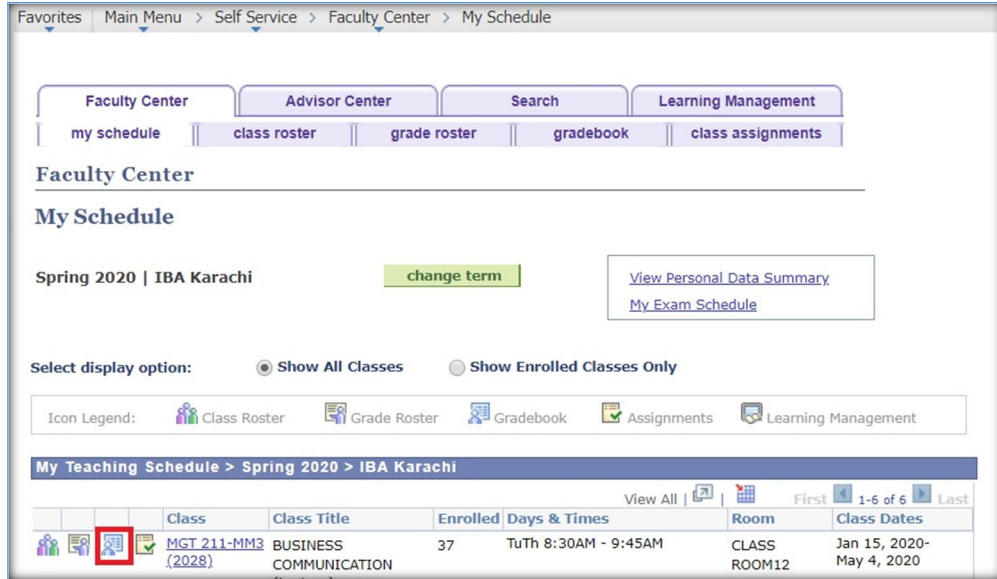
5.1.2. Generating Authentication Code

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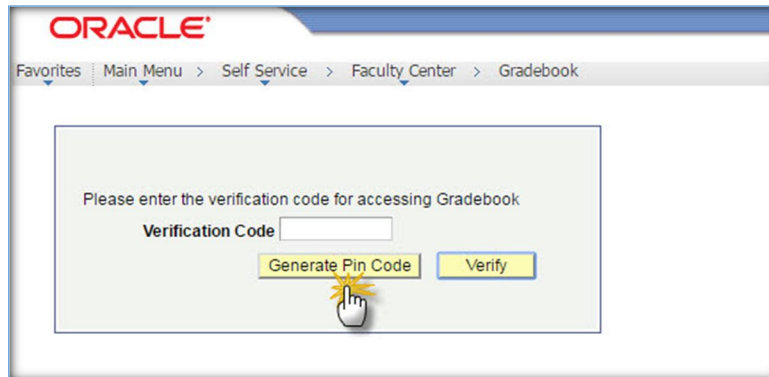
Clicking this button will generate the authentication code that you will have to enter to access Gradebook. You will receive an email containing the authentication code as shown in the image below.
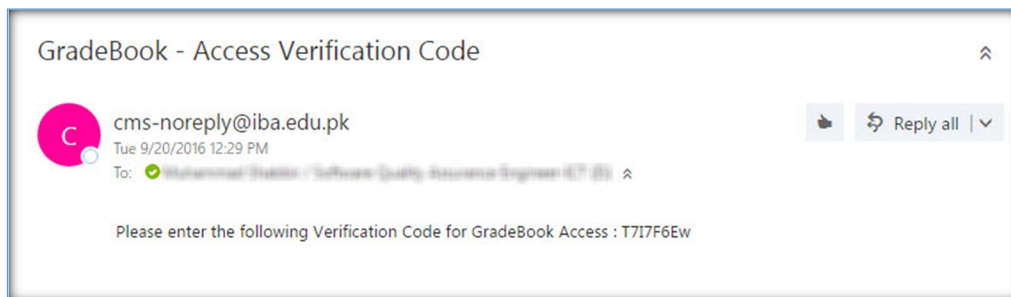
5.1.3.   Entering Authentication Code to Access Gradebook

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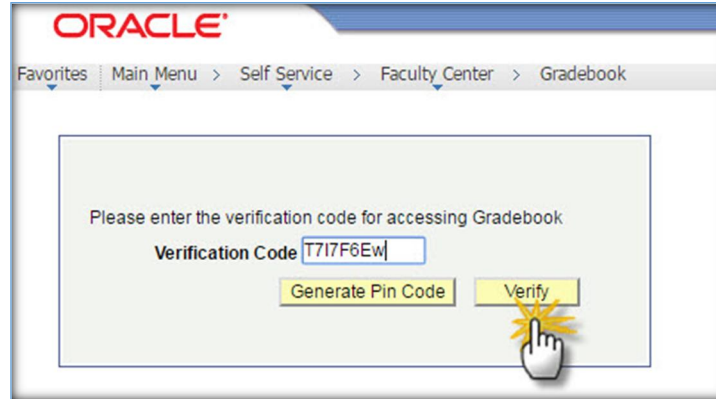
Note: **Authentication Code will be valid for current session only. On every Login, you will have to generate a new Authentication code.**

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

5.1.4. Prepare Excel File for updating marks in Gradebood

After checking gradebook assignment sequence, prepare excel.

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

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

Column Heading is not necessary to be same as in gradebook but Sequence should be same

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

Save the excel file in CSV (Comma delimited)
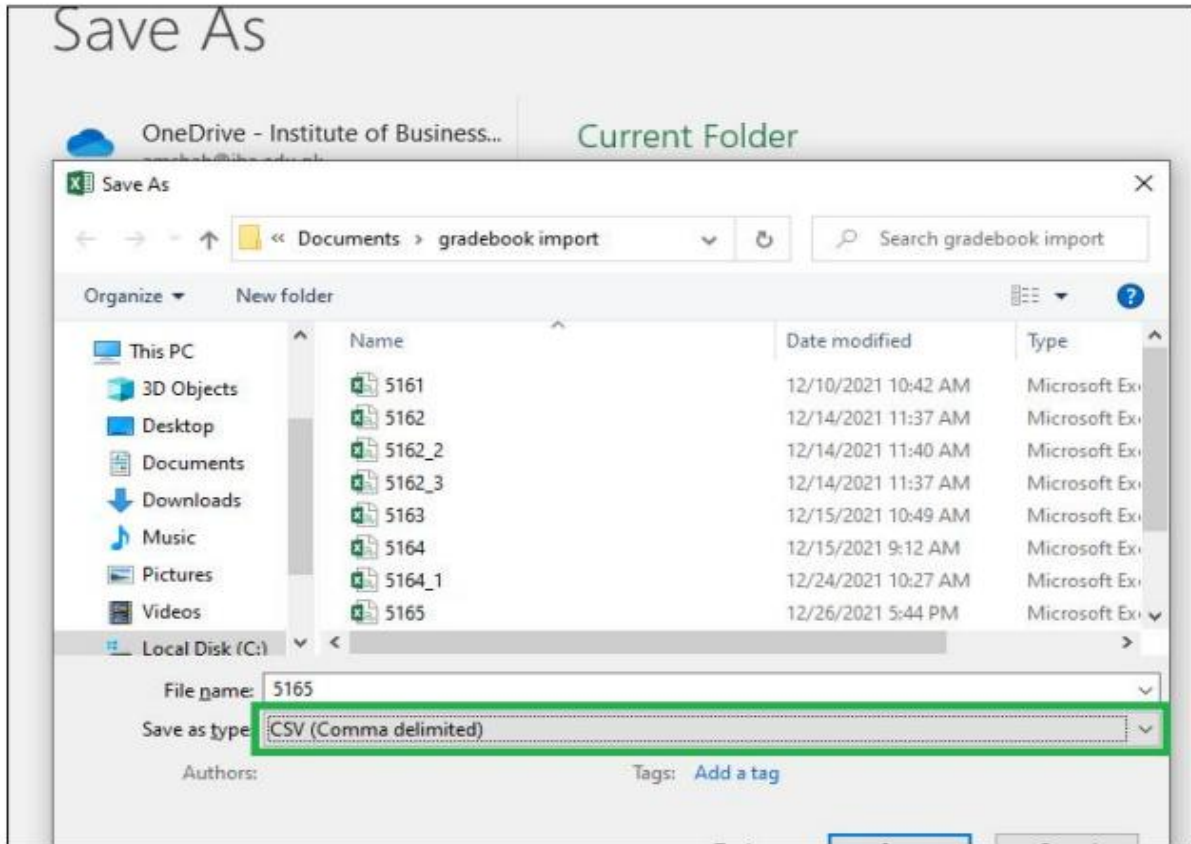
Now go back to Gradebook Page and click Excel import link (tab)

Click Import button and browse your file

Choose the excel file from your computer and click on Upload button
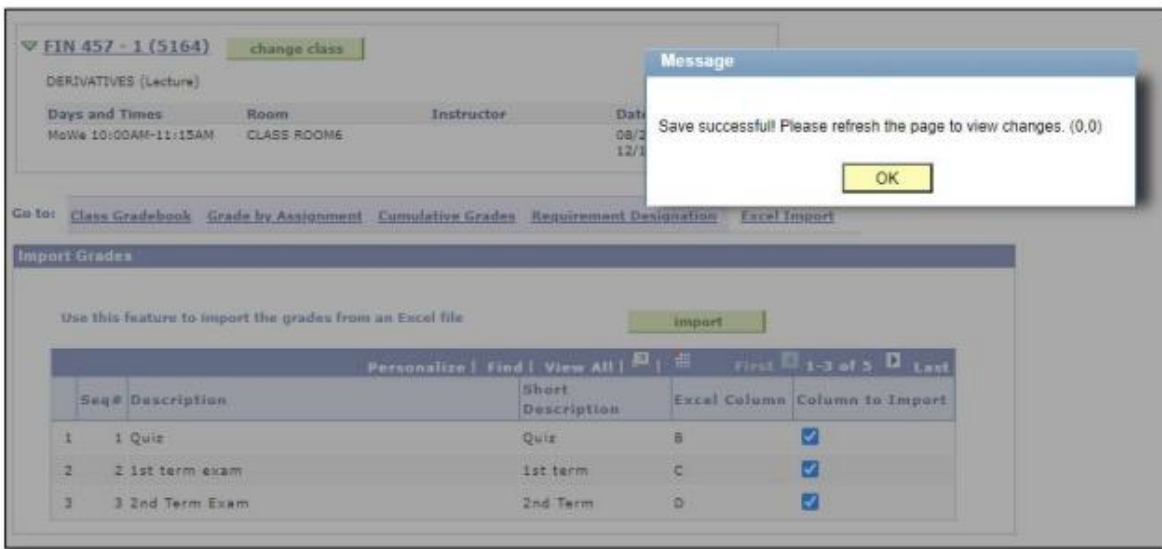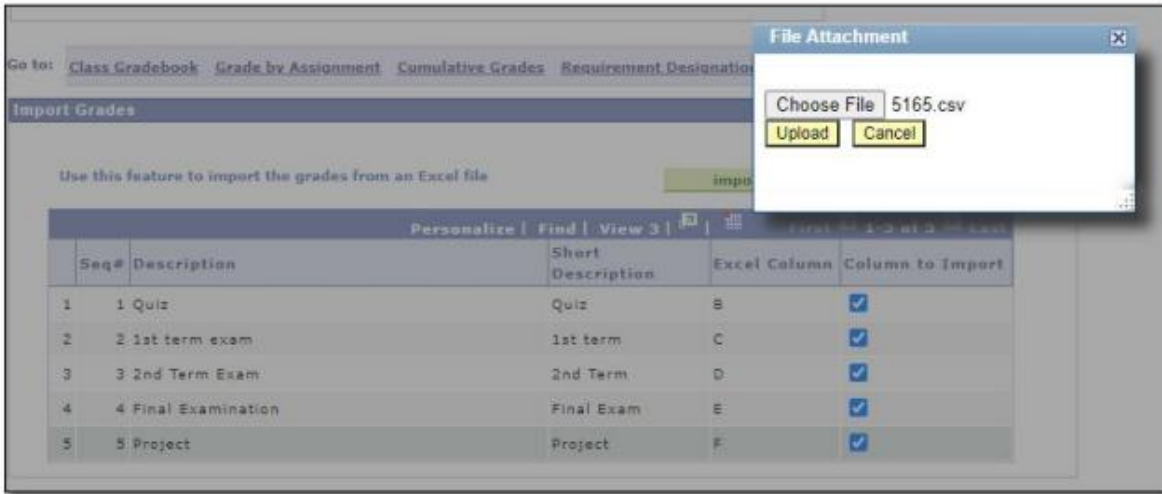
Now you would be able to see the excel file in ERP that you created

5.1.5.   Posting Grades

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

Click the lookup icon to select the grade roster.

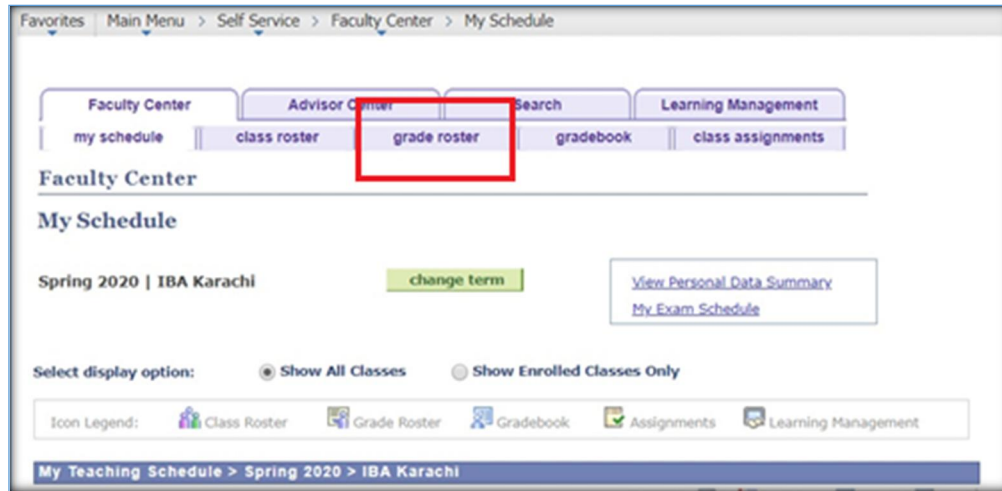Now select the option **Final Grade** as shown in the screenshot below.
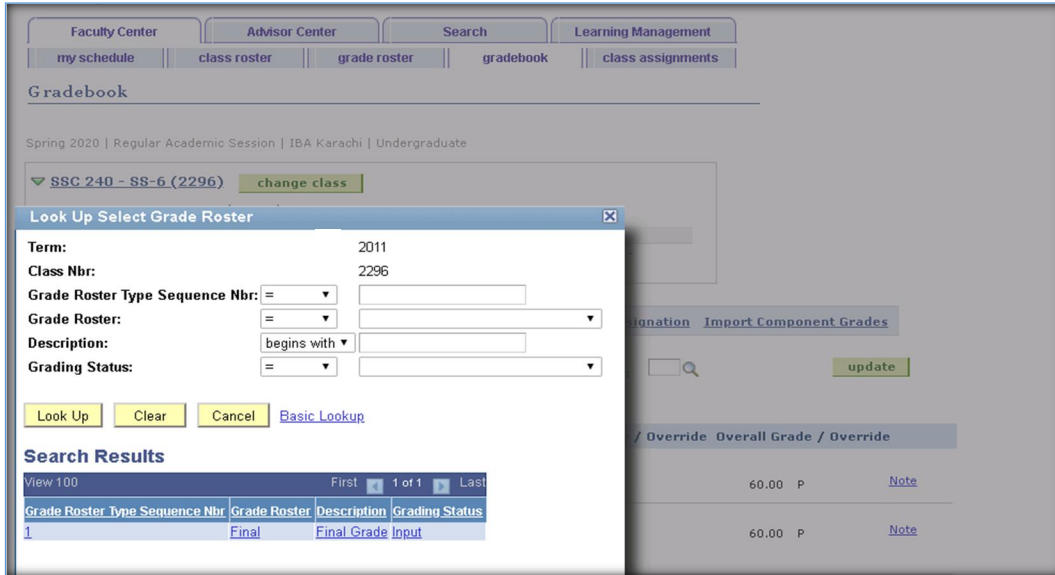
Once you have select the Grade Roster (i.e. **Final Grade**), now press the update button.
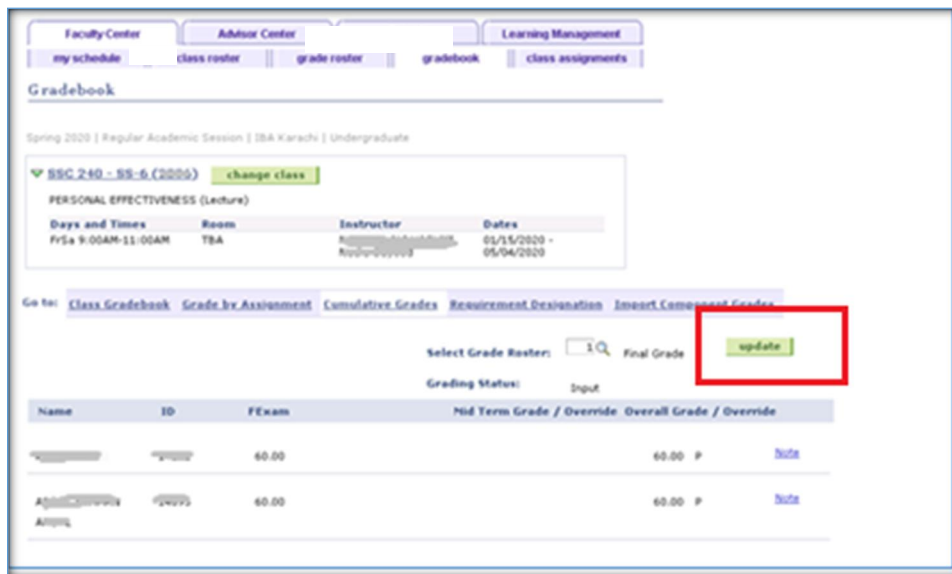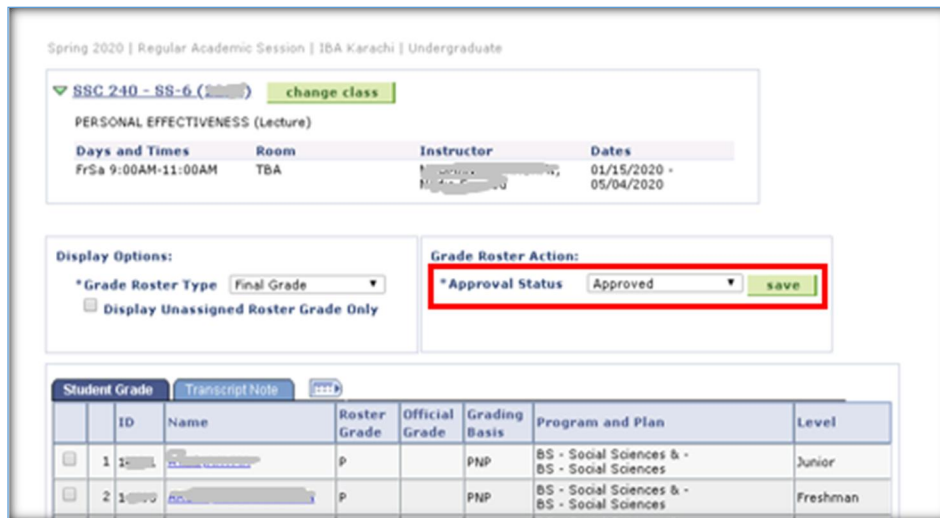

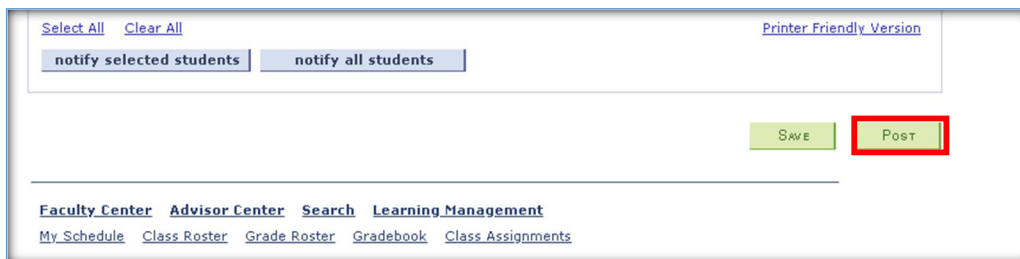Pressing update button will update your Grade Roster and now you will have to post these Final Grades.

To post students final grades click on **Grade Roster** tab from the top menu bar.
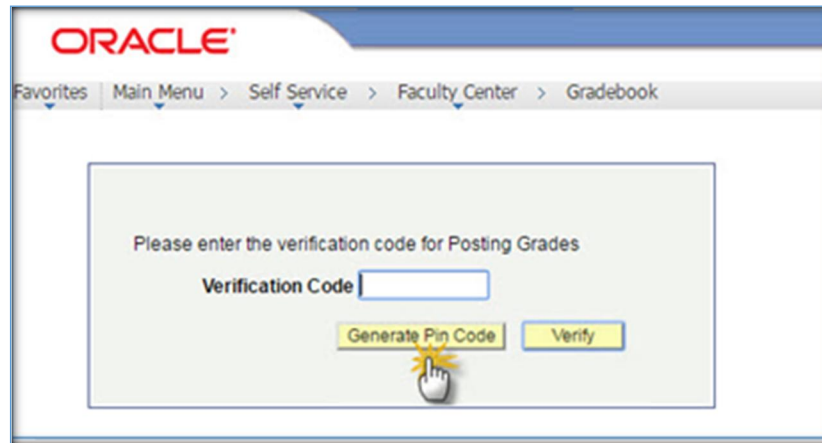
Now select Approval Status as **Approved** and press the Save button as shown in the image below.


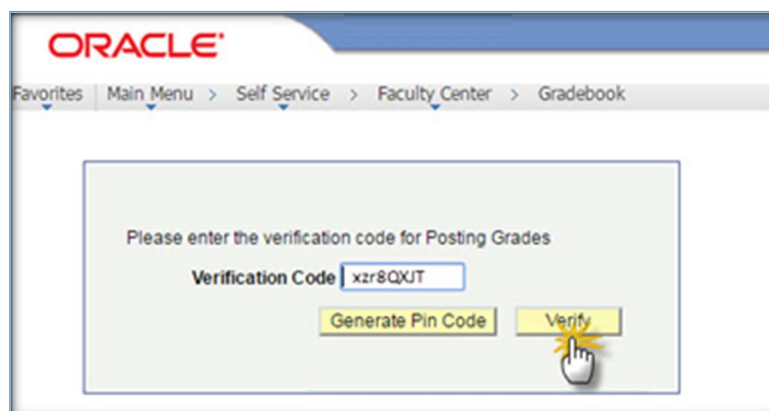Now press the **Post** button at the bottom of the grade roster page.

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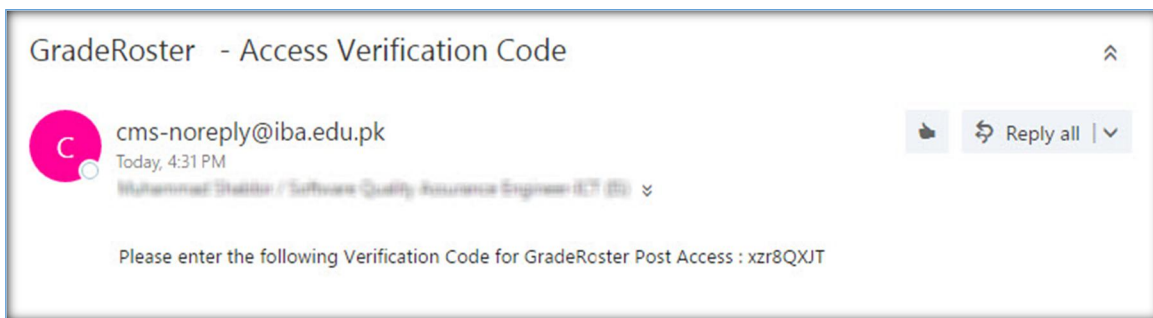
Once you have received the email, Now enter the received code in the text field and click the verify button to Post the students' Grades as shown in the image below.
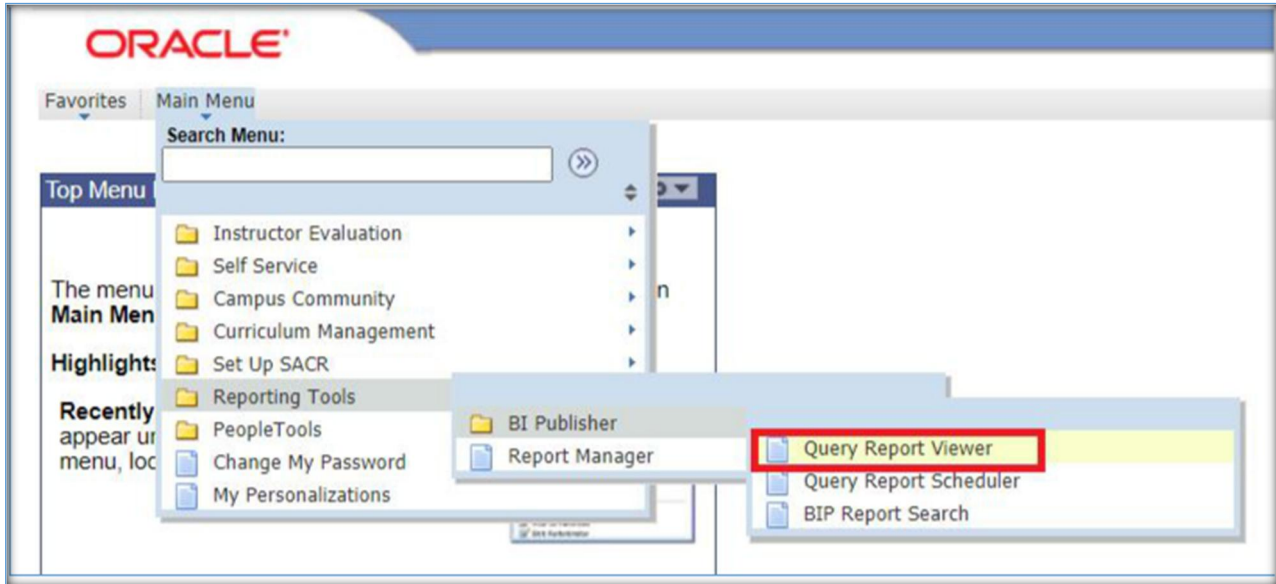

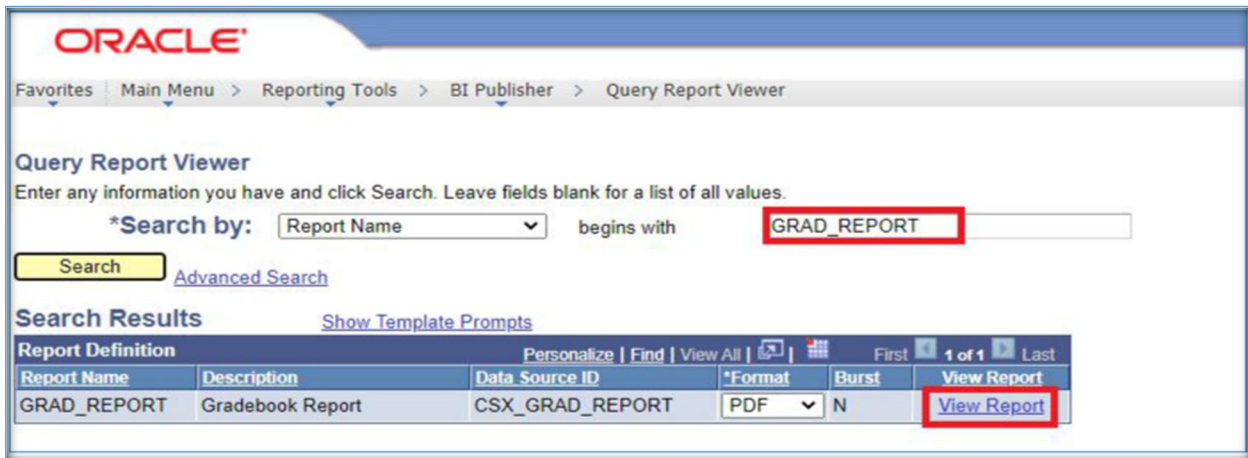After clicking Verify button, Students' Grades will be Posted.

The 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:

6. Contact us for Support

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

You can also contact following staff members:

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