

Campus Management System (CMS)

User Manual for Faculty Version 2.0

View My Classes Schedule

Procedure

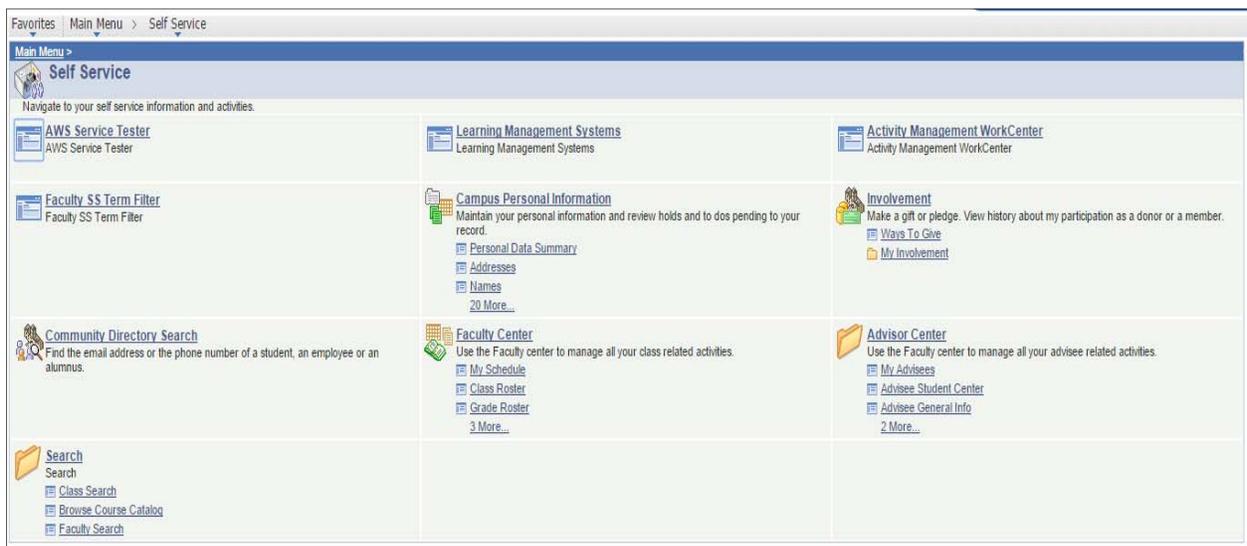
In this lesson you'll learn how to mark attendance of a Class.



Step	Action
1.	Click the Sign In button. 



Step	Action
2.	Click the Self Service link. ▷ Self Service



Favorites | Main Menu > Self Service > Faculty Center

Main Menu > Self Service > Faculty Center

Use the Faculty center to manage all your class related activities.

My Schedule View your class and exam schedules.	Class Roster View your class rosters.	Grade Roster Assign grades and post your grade rosters.
Gradebook Enter grades for class assignments, submit mid-term and final grades.	Assignments Create, update and view Gradebook assignments, due dates, categories and grading scales.	Class Attendance Review and update attendance data for a class.

Step	Action
3.	Click the Faculty Center link. Faculty Center
4.	Click the My Schedule link. My Schedule

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

MUHAMMAD BASHIR BILAL

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

Faculty Center

My Schedule

Spring Semester 2016[Reg 2] | NUST

[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 > Spring Semester 2016[Reg 2] > NUST

View All | | First 1-4 of 4 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	CS 212-D2L (1847)	OOP (Lecture)	39	Mo 10:00AM - 10:50AM	Classroom 26	Feb 8, 2016- Jun 10, 2016
				Mo 11:00AM - 11:50AM	Classroom 26	Feb 8, 2016- Jun 10, 2016
				Th 10:00AM - 10:50AM	Classroom 22	Feb 8, 2016- Jun 10, 2016
	CS 212-D2P (1845)	OOP (Primary)	39	TBA	TBA	Feb 8, 2016- Jun 10, 2016

[View Weekly Teaching Schedule](#)

[Go to top](#)

View My Weekly Schedule

<< previous week **Week of 2/8/2016 - 2/14/2016** next week >>

Show Week of Start Time End Time

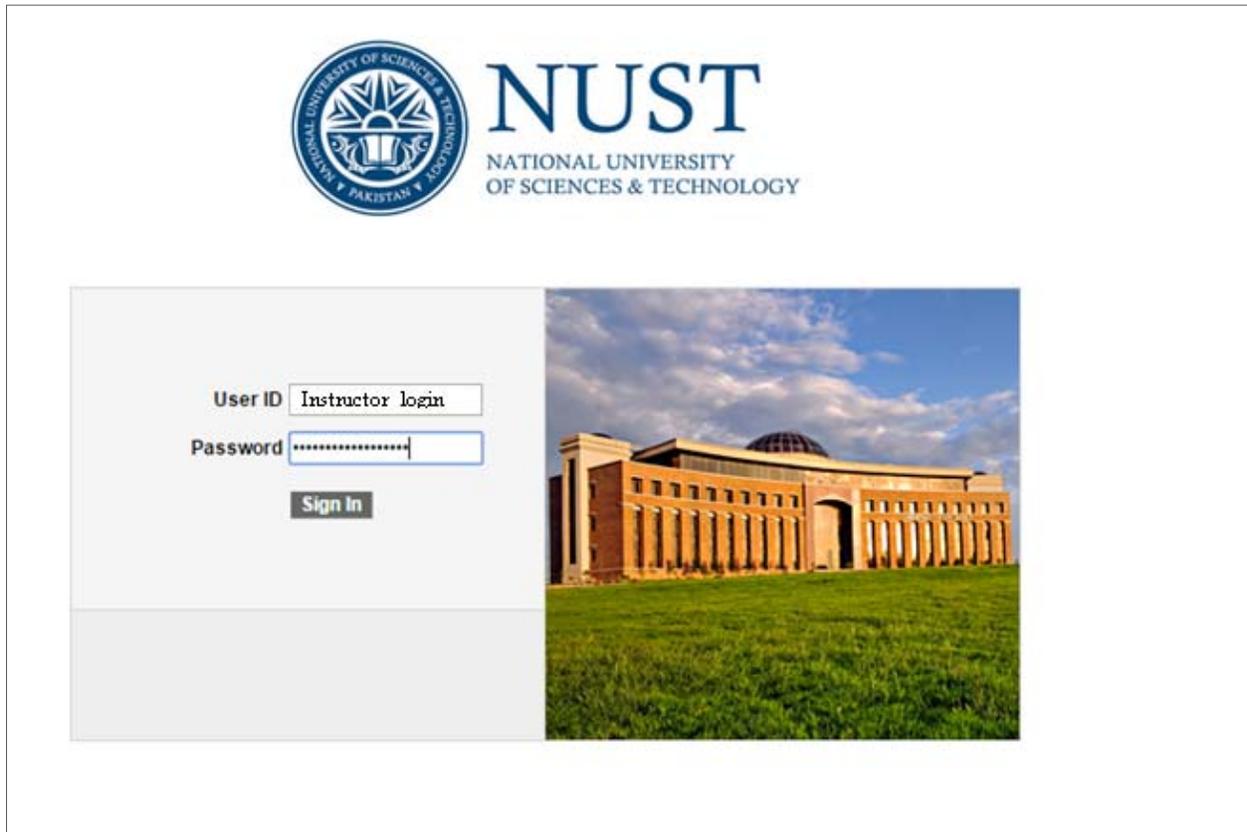
Time	Monday Feb 8	Tuesday Feb 9	Wednesday Feb 10	Thursday Feb 11	Friday Feb 12	Saturday Feb 13	Sunday Feb 14
8:00AM							
9:00AM							
10:00AM	CS 212 - D2L Lecture 10:00AM - 10:50AM MCS Training Battalion Block CR-26			CS 212 - D2L Lecture 10:00AM - 10:50AM MCS Training Battalion Block CR-22			
11:00AM	CS 212 - D2L Lecture 11:00AM - 11:50AM MCS Training Battalion Block CR-26						
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM							

Step	Action
5.	On My Schedule page, you can view your class's detail which are assigned to you.
6.	Click the View Weekly Teaching Schedule link to see your weekly class schedule. View Weekly Teaching Schedule
7.	End of Procedure.

Marking Grades Using Gradebook

Course Assignment Defaults

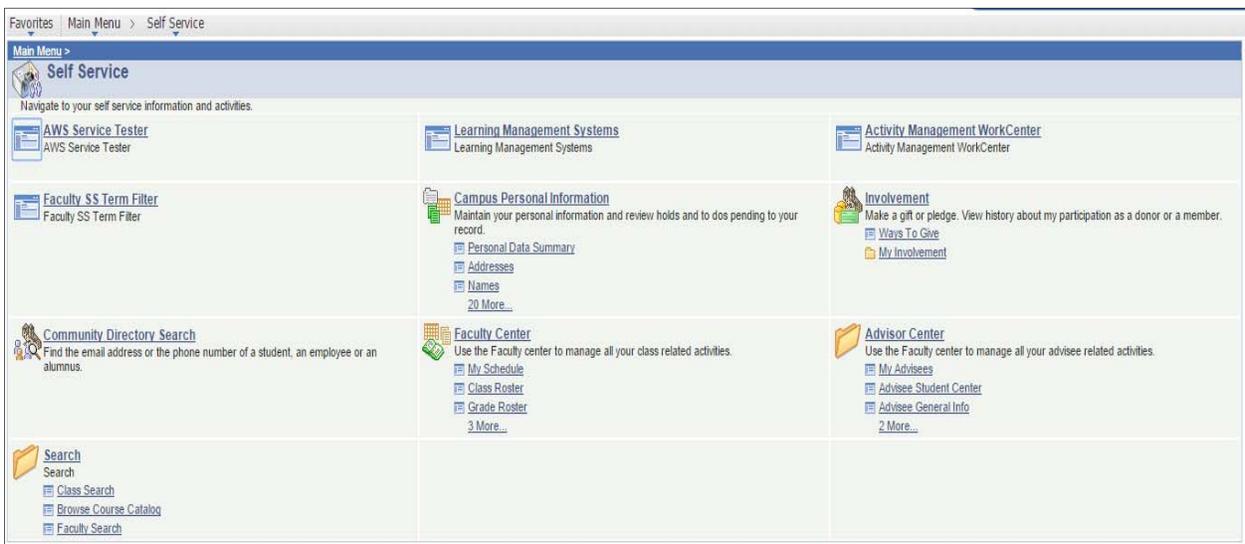
Procedure



Step	Action
1.	Enter the desired information into the User ID field.
2.	Enter the desired information into the Password field.
3.	Click the Sign In button. 



Step	Action
4.	Click the Self Service link. <input type="text" value="▾ Self Service"/>



Favorites | Main Menu > Self Service > Faculty_Center

Main Menu > Self Service > Faculty Center

Use the Faculty center to manage all your class related activities.

My Schedule View your class and exam schedules.	Class Roster View your class rosters.	Grade Roster Assign grades and post your grade rosters.
Gradebook Enter grades for class assignments, submit mid-term and final grades.	Assignments Create, update and view Gradebook assignments, due dates, categories and grading scales.	Class Attendance Review and update attendance data for a class.

Step	Action
5.	Click the Faculty Center link. Faculty Center
6.	Click the My Schedule link. My Schedule

Favorites | Main Menu > Self Service > Faculty_Center > My Schedule

MUHAMMAD BASHIR BILAL

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

Faculty Center

My Schedule

Spring Semester 2016[Reg 2] | NUST

[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 > Spring Semester 2016[Reg 2] > NUST

View All | | First 1-4 of 4 Last

				Class	Class Title	Enrolled	Days & Times	Room	Class Dates
				CS 212-D2L (1847)	OOP (Lecture)	39	Mo 10:00AM - 10:50AM	Classroom 26	Feb 8, 2016- Jun 10, 2016
							Mo 11:00AM - 11:50AM	Classroom 26	Feb 8, 2016- Jun 10, 2016
							Th 10:00AM - 10:50AM	Classroom 22	Feb 8, 2016- Jun 10, 2016
				CS 212-D2P (1845)	OOP (Primary)	39	TBA	TBA	Feb 8, 2016- Jun 10, 2016

[View Weekly Teaching Schedule](#)

[Go to top](#)

Step	Action
7.	Click the Class Assignments button. 

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Faculty Center](#) > [My Schedule](#) > [Assignments](#)

[my schedule](#) || [class roster](#) || [grade roster](#) || [gradebook](#) || [class assignments](#)

Class Assignments

Spring Semester 2015 [Reg] | Regular Academic Session | NUST | Masters

▼ **SYSE 801 - A1L (3189)** change class

SYSTEM ENGINEERING PRINCIPLES (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 10:00AM-12:00PM	Class Room 3	FAWAD KHAN	02/16/2015 - 08/31/2015

Go to: [Class Assignments](#) | [Category Weight](#) | [Grading Scale](#)

[copy assignments](#)

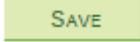
Find | [View All](#) | First 1 of 5 | Last

*Assignment Category: Assignments

*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="10"/> Weight in Points: <input type="text" value="10"/>	Begin Date: <input type="text" value="02/16/2015"/> 31 Due Date: <input type="text" value="03/03/2015"/> 31 Extended Due Date: <input type="text"/> 31 Estimated Grading Date: <input type="text" value="03/03/2015"/> 31

Step	Action
8.	Click the View All link. 
9.	Click Save button. 
10.	Click the Category Weight tab. You can modify Assignment Category weightage according to the NUST Statues policy. Category Weight

Class Assignments

Spring Semester 2016[Reg 2] | Regular Academic Session | NUST | Bachelors

▼ [CS 212 - D2L \(1847\)](#) [change class](#)

Object Oriented Programming (Lecture)

Days and Times	Room	Instructor	Dates
Mo 10:00AM-10:50AM	Classroom 26	MUHAMMAD BASHIR BILAL	02/08/2016 - 06/10/2016
Mo 11:00AM-11:50AM	Classroom 26	MUHAMMAD BASHIR BILAL	02/08/2016 - 06/10/2016
Th 10:00AM-10:50AM	Classroom 22	MUHAMMAD BASHIR BILAL	02/08/2016 - 06/10/2016

Go to: [Class Assignments](#) [Category Weight](#) [Grading Scale](#)

[copy category weight](#)

*Assignment Category	*Weight %		
<input type="text" value="ASSIGNMENT"/>	Assignments	<input type="text" value="5"/>	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="FINAL"/>	Final Exam	<input type="text" value="50"/>	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="OHT"/>	One Hour Test	<input type="text" value="30"/>	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="QUIZ"/>	Quiz	<input type="text" value="15"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Step	Action
11.	Click Save button.
12.	End of Procedure.

Creating Class Assignment Data

Procedure

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Faculty Center](#) > [My Schedule](#) > [Assignments](#)

Class Assignments

Spring Semester 2015 [Reg] | Regular Academic Session | NUST | Masters

▼ **SYSE 801 - A1L (3189)** change class

SYSTEM ENGINEERING PRINCIPLES (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 10:00AM-12:00PM	Class Room 3	FAWAD KHAN	02/16/2015 - 08/31/2015

Go to: [Class Assignments](#) | [Category Weight](#) | [Grading Scale](#)

copy assignments

Find | View All | First 1 of 5 Last

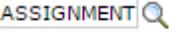
*Assignment Category: Assignments + -

*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="10"/> Weight in Points: <input type="text" value="10"/>	Begin Date: <input type="text" value="02/16/2015"/> [calendar] Due Date: <input type="text" value="03/03/2015"/> [calendar] Extended Due Date: <input type="text"/> [calendar] Estimated Grading Date: <input type="text" value="03/03/2015"/> [calendar]

Step	Action
1.	Click the Add a new row at row 1 (Alt+7) button. 
2.	Click the Look up Assignment Category (Alt+5) button. 
3.	Click an entry in the Assignment Category column. <input type="text" value="QUIZ"/> 
4.	Enter the desired information into the Description field. Enter " Quiz # 2 ".
5.	Enter the desired information into the Short Description field. Enter " Q-2 ".

Step	Action
6.	Enter the desired information into the Maximum Points field. Enter " 10 ". Note: Maximum Points means maximum marks of Quiz, Weight in Points means weightage of that particular quiz. If you want to make a quiz of double weightage, enter double of maximum points in weight in point's field.
7.	Press [Tab] .
8.	Click the Save button. 
9.	Click the Add a new row at row 2 (Alt+7) button. 
10.	Click the Look up Assignment Category (Alt+5) button. 
11.	Click an entry in the Assignment Category column. 
12.	Enter the desired information into the Description field. Enter " Assignment # 2 ".
13.	Enter the desired information into the Short Description field. Enter " A-2 ".
14.	Enter the desired information into the Maximum Points field. Enter " 10 ".
15.	Press [Tab] .
16.	Enter the desired information into the Notes field. Enter " Assignment will be related to Chapter # 1. ". Notes:
17.	Click the Save button. 
18.	End of Procedure.

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Faculty Center](#) > [My Schedule](#) > [Gradebook](#)

FAWAD KHAN

[Faculty Center](#) | [Advisor Center](#) | [Search](#) | [Learning Management](#)

[my schedule](#) | [class roster](#) | [grade roster](#) | [gradebook](#) | [class assignments](#)

Gradebook

Spring Semester 2015 [Reg] | Regular Academic Session | NUST | Masters

▼ [SYSE 801 - A1L \(3189\)](#) [change class](#)

SYSTEM ENGINEERING PRINCIPLES (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 10:00AM-12:00PM	Class Room 3	FAWAD KHAN	02/16/2015 - 08/31/2015

Go to: [Class Gradebook](#) | [Grade by Assignment](#) | [Cumulative Grades](#) | [Requirement Designation](#) | [Import Component Grades](#)

Show Active Students Only [export](#)

Select check box next to the grade field to exclude assignment from cumulative grade calculation.

Name	ID	A1	Q1	OHT 1	OHT 2	Final
Adil, Malik	00000078474	<input type="text"/> <input type="checkbox"/>				
		Note				
Bibi, Saima	00000078476	<input type="text"/> <input type="checkbox"/>				
		Note				
Karim, Mubashar	00000078475	<input type="text"/> <input type="checkbox"/>				
Khan, Sajid	00000078477	<input type="text"/> <input type="checkbox"/>				
		Note				
Khan, Tahir	00000078478	<input type="text"/> <input type="checkbox"/>				
		Note				

Assignment Average:

[REFRESH](#) [SAVE](#)

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[My Schedule](#) | [Class Roster](#) | [Grade Roster](#) | [Gradebook](#) | [Class Assignments](#)

Step	Action
2.	Enter the student's marks into the relevant assignment category.
3.	Click the Save button.



Step	Action
4.	Click the Grade by Assignment tab. Grade by Assignment

Favorites | Main Menu > Self Service > Faculty Center > My Schedule > Gradebook
Spring Semester 2015 [Reg] | Regular Academic Session | NUST | Masters

▼ **SYSE 801 - A1L (3189)** [change class](#)

SYSTEM ENGINEERING PRINCIPLES (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 10:00AM-12:00PM	Class Room 3	FAWAD KHAN	02/16/2015 - 08/31/2015

Go to: [Class Gradebook](#) [Grade by Assignment](#) [Cumulative Grades](#) [Requirement Designation](#) [Import Component Grades](#)

Select Assignment: Assignment Maximum: 10 Average: 5.80

Select check box next to the grade field to exclude assignment from cumulative grade calculation.

Name	ID	Submitted Date	Due Date	Grade	Last Updated
Adil, Malik	00000078474	08/20/2015	03/03/2015	5.00 <input type="checkbox"/>	08/20/2015 6:34PM
Bibi, Saima	00000078476	08/20/2015	03/03/2015	8.00 <input type="checkbox"/>	08/20/2015 6:34PM
Karim, Mubashar	00000078475	08/20/2015	03/03/2015	9.00 <input type="checkbox"/>	08/20/2015 6:34PM
Khan, Sajid	00000078477	08/20/2015	03/03/2015	4.00 <input type="checkbox"/>	08/20/2015 6:34PM
Khan, Tahir	00000078478	08/20/2015	03/03/2015	3.00 <input type="checkbox"/>	08/20/2015 6:34PM

[REFRESH](#) [SAVE](#)

Step	Action
5.	Click the Look up Select Assignment (Alt+5) button.
6.	Click an entry in the Description column. Q1
7.	Enter student's marks assignment category wise. Select your desired assignment category and enter marks against each student.

Step	Action
8.	Click the Cumulative Grades tab. 

Favorites | Main Menu > Self Service > Faculty Center > My Schedule > Gradebook

▼ SYSE 801 - A1L (3189) [change class](#)

SYSTEM ENGINEERING PRINCIPLES (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 10:00AM-12:00PM	Class Room 3	FAWAD KHAN	02/16/2015 - 08/31/2015

Go to: [Class Gradebook](#) [Grade by Assignment](#) **[Cumulative Grades](#)** [Requirement Designation](#) [Import Component Grades](#)

Select Grade Roster:  [update](#)

Grading Status:

Name	ID	Asgnmnt	Final	OHT	Quiz	Mid Term Grade / Override	Overall Grade / Override	 Note
Adil, Malik	00000078474	50.00	63.00	80.00	60.00	<input type="text"/> 	67.00	<input type="text"/>  Note
Bibi, Saima	00000078476	80.00	76.00	91.67	90.00	<input type="text"/> 	84.00	<input type="text"/>  Note
Karim, Mubashar	00000078475	90.00	86.00	86.67	100.00	<input type="text"/> 	89.00	<input type="text"/>  Note
Khan, Sajid	00000078477	40.00	56.00	70.00	50.00	<input type="text"/> 	58.00	<input type="text"/>  Note
Khan, Tahir	00000078478	30.00	46.00	58.33	50.00	<input type="text"/> 	50.00	<input type="text"/>  Note

[REFRESH](#) [SAVE](#) [View Histogram](#)

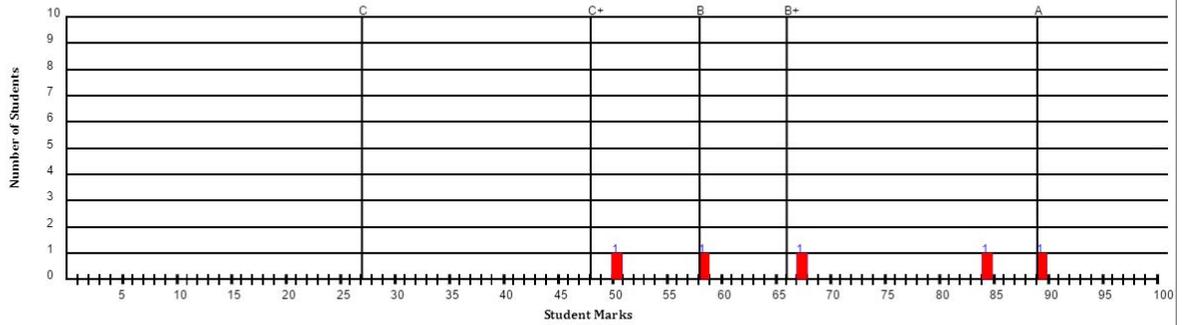
Step	Action
9.	Click on View Histogram link.
10.	Made changes in grade ranges according to your desire.
11.	Click the Save button. 
12.	Click the Exit button. 

Instructor Id:

Student Term:

Institution:

Class Nbr:



[View Scatter Chart](#)

Average:

SD:

Grading Summary

Grade	Marks >=	No. of Students
A	89	1
B+	66	2
B	58	1
C+	48	1
C	27	0
F	0	0

Favorites | Main Menu > Self Service > Faculty Center > My Schedule > Gradebook

▼ **SYSE 801 - A1L (3189)** [change class](#)

SYSTEM ENGINEERING PRINCIPLES (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 10:00AM-12:00PM	Class Room 3	FAWAD KHAN	02/16/2015 - 08/31/2015

Go to: [Class Gradebook](#) [Grade by Assignment](#) [Cumulative Grades](#) [Requirement Designation](#) [Import Component Grades](#)

Select Grade Roster: [update](#)

Grading Status:

Name	ID	Asgnmnt	Final	OHT	Quiz	Mid Term Grade / Override	Overall Grade / Override
Adil, Malik	00000078474	50.00	63.00	80.00	60.00	<input type="text"/> Note	67.00 C+ <input type="text"/> Note
Bibi, Saima	00000078476	80.00	76.00	91.67	90.00	<input type="text"/> Note	84.00 B+ <input type="text"/> Note
Karim, Mubashar	00000078475	90.00	86.00	86.67	100.00	<input type="text"/> Note	89.00 B+ <input type="text"/> Note
Khan, Sajid	00000078477	40.00	56.00	70.00	50.00	<input type="text"/> Note	58.00 C <input type="text"/> Note
Khan, Tahir	00000078478	30.00	46.00	58.33	50.00	<input type="text"/> Note	50.00 C <input type="text"/> Note

[REFRESH](#) [SAVE](#) [View Histogram](#)

Step	Action
13.	As you set the Grading Scale in histogram, automatically grades will be assigned to students according to grading scale.
14.	Click the object. 

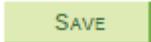
[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Faculty Center](#) > [My Schedule](#) > [Gradebook](#)

Gradebook Notes

EmplID: 00000078474
Term: Spring Semester 2015 [Reg]
Subject Area: SYSE **Catalog Nbr:** 801 SYS ENGG PRINC
Class Nbr: 3189 **Section:** A1L

Instructor Comments

Display Note to Student + -

Step	Action
15.	Enter the desired information into the Display Note to Student field. Enter " Your performance seems promising. Keep it up... ".
16.	Click the OK button. 
17.	Click the Save button. 
18.	End of Procedure.

Grading of (Lecture + Lab) Courses

Procedure

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Faculty Center](#) > [My Schedule](#)

TAHIR AHMED

[Faculty Center](#) | [Advisor Center](#) | [Search](#) | [Learning Management](#)

[my schedule](#) | [class roster](#) | [grade roster](#) | [gradebook](#) | [class assignments](#)

Faculty Center

My Schedule

Spring Semester 2015 [Reg4] | NUST [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 > Spring Semester 2015 [Reg4] > NUST

								View All	First	1-3 of 3	Last
			Class	Class Title	Enrolled	Days & Times	Room	Class Dates			
			BIO 100-A1B (3060)	BIOCHEMISTRY (Laboratory)	5	Fr 2:00PM - 4:00PM	Anitviral LAB	Jan 27, 2015-Sep 26, 2015			
			BIO 100-A1L (3059)	BIOCHEMISTRY (Lecture)	5	MoWe 11:00AM - 12:00PM	Classroom 2	Jan 27, 2015-Sep 26, 2015			
			BIO 100-A1P (3058)	BIOCHEMISTRY (Primary)	5	TBA	TBA	Jan 27, 2015-Sep 26, 2015			

[View Weekly Teaching Schedule](#) [Go to top](#)

Step	Action
1.	Click the Class Assignments button and make sure that there should be two assignment category “Lecture” and “Lab”. Click on Save button. 

▼ [CS 212 - D2P \(1845\)](#) [change class](#)

Object Oriented Programming (Primary)

Days and Times	Room	Instructor	Dates
TBA	TBA	MUHAMMAD BASHIR BILAL	02/08/2016 - 06/10/2016

Go to: [Class Assignments](#) [Category Weight](#) [Grading Scale](#)

[copy assignments](#)

Find | View All First ◀ 1 of 2 ▶ Last

*Assignment Category: Lecture + -

*Description: *Short Description:

Required by Institution

Details	Points	Dates & Duration
<input checked="" type="checkbox"/> Required	Maximum Points: <input type="text" value="100"/>	Begin Date: <input type="text" value="02/08/2016"/> <small>31</small>
<input checked="" type="checkbox"/> Assessed	Weight in Points: <input type="text" value="100"/>	Due Date: <input type="text" value="02/23/2016"/> <small>31</small>
<input type="checkbox"/> Include for Mid Term Grade		Extended Due Date: <input type="text"/> <small>31</small>
<input checked="" type="checkbox"/> Import Class Component Grades		Estimated Grading Date: <input type="text" value="02/23/2016"/> <small>31</small>
<input checked="" type="checkbox"/> Allow Students to View Grades		

Notes:

[SAVE](#)

Step	Action
2.	Click the Gradebook button for Primary Component. 

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Faculty Center](#) > [My Schedule](#) > [Gradebook](#)

TAHIR AHMED

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[my schedule](#) | [class roster](#) | [grade roster](#) | [gradebook](#) | [class assignments](#)

Gradebook

Spring Semester 2015 [Reg4] | Regular Academic Session | NUST | Bachelors

[▼ BIO 100 - A1P \(3058\)](#) | [change class](#)

BIOCHEMISTRY (Primary)

Days and Times	Room	Instructor	Dates
TBA	TBA	TAHIR AHMED	01/27/2015 - 09/26/2015

Go to: [Class Gradebook](#) | [Grade by Assignment](#) | [Cumulative Grades](#) | [Requirement Designation](#) | [Import Component Grades](#)

Show Active Students Only [export](#)

Select check box next to the grade field to exclude assignment from cumulative grade calculation.

Name	ID	Lec	Lab
Ahmed,Iftikhar	00000078131	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="checkbox"/>
		Note	Note
Ali,Sajid	00000078133	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="checkbox"/>
		Note	Note
Athar,Furqan	00000078130	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="checkbox"/>
Khan,Shoaib	00000078134	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="checkbox"/>
		Note	Note
Sabir,Osman	00000078132	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="checkbox"/>
		Note	Note

Assignment Average:

[Faculty Center](#) | [Advisor Center](#) | [Search](#) | [Learning Management](#)

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#) | [Gradebook](#) | [Class Assignments](#)

Step	Action
3.	Click the Import Component Grade link. Import Component Grades

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Faculty Center](#) > [My Schedule](#) > [Gradebook](#)

TAHIR AHMED

[Faculty Center](#) | [Advisor Center](#) | [Search](#) | [Learning Management](#)

[my schedule](#) | [class roster](#) | [grade roster](#) | [gradebook](#) | [class assignments](#)

Gradebook

Spring Semester 2015 [Reg4] | Regular Academic Session | NUST | Bachelors

▼ [BIO 100 - A1P \(3058\)](#) [change class](#)

BIOCHEMISTRY (Primary)

Days and Times	Room	Instructor	Dates
TBA	TBA	TAHIR AHMED	01/27/2015 - 09/26/2015

Go to: [Class Gradebook](#) | [Grade by Assignment](#) | [Cumulative Grades](#) | [Requirement Designation](#) | [Import Component Grades](#)

Import Grades

Use this feature to import the final grades from a non-graded class component. First, select an assignment which will receive the grades, then click 'Import Grades' to select the class component.

Select Assignment: 

[import grades](#)

[REFRESH](#) | [SAVE](#)

Step	Action
4.	Click the Select Assignment lookup. 
5.	Select Lecture component. Lecture
6.	Click the Import Grades button. import grades

Enter Search Criteria

Search for Classes

NUST | Spring Semester 2015 [Reg4]

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

Class Search

Course 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**

Instructor Last Name

Class Nbr

Course Keyword

Minimum Units

Maximum Units

Course Component

Session

Mode of Instruction

Step	Action
7.	Enter desired information in searching criteria screen to import your lecture component. If you know the class number then enter class number against "Class Nbr" field otherwise you can find your class by specifying other desired information.

Faculty Center	Advisor Center	Search	Learning Management
search for classes	browse course catalog	faculty search	

Import Component Grades

Search Results

When available, click View All Sections to see all sections of the course.

NUST | Spring Semester 2015 [Reg4]

The following classes match your search criteria Course Subject: **Bio**, Course Number is exactly **'100'**, Show Open Classes Only: **Yes**, Class Nbr: **'3059'**

[Return to Import Component Grades](#)

NEW SEARCH

MODIFY SEARCH

Open Closed Wait List

▼ BIO 100 - BIOCHEMISTRY

View All Sections		First 1 of 1 Last	
Section A1L-LEC(3059)	Status	select class	
Session Regular			
Days & Times	Room	Instructor	Meeting Dates
MoWe 11:00AM - 12:00PM	Classroom 2	TAHIR AHMED	01/27/2015 - 09/26/2015

[Return to Import Component Grades](#)

NEW SEARCH

MODIFY SEARCH

Favorites | Main Menu > Self Service > Faculty Center > My Schedule > Gradebook

Spring Semester 2015 [Reg4] | Regular Academic Session | NUST | Bachelors

▼ **BIO 100 - A1P (3058)** [change class](#)

BIOCHEMISTRY (Primary)

Days and Times	Room	Instructor	Dates
TBA	TBA	TAHIR AHMED	01/27/2015 - 09/26/2015

Go to: [Class Gradebook](#) [Grade by Assignment](#) [Cumulative Grades](#) [Requirement Designation](#) [Import Component Grades](#)

Select Assignment: Lecture Maximum: 100 Average: 76.30

Select check box next to the grade field to exclude assignment from cumulative grade calculation.

Name	ID	Submitted Date	Due Date	Grade	Last Updated
Ahmed,Iftikhar	00000078131	08/07/2015	02/11/2015	83.50 <input type="checkbox"/>	08/24/2015 9:43AM
Ali,Sajid	00000078133	08/07/2015	02/11/2015	79.50 <input type="checkbox"/>	08/24/2015 9:43AM
Athar,Furqan	00000078130	08/07/2015	02/11/2015	70.50 <input type="checkbox"/>	08/24/2015 9:43AM
Khan,Shoaib	00000078134	08/07/2015	02/11/2015	73.50 <input type="checkbox"/>	08/24/2015 9:43AM
Sabir,Osman	00000078132	08/07/2015	02/11/2015	74.50 <input type="checkbox"/>	08/24/2015 9:43AM

[REFRESH](#) [SAVE](#)

Step	Action
8.	Click the select class button. select class
9.	It will automatically populate the Grade column for Lecture assignment category.
10.	Repeat Step 2 to 7 for importing marks of Laboratory component.
11.	Click the Class Gradebook link to verify marks are imported in Primary Component . Class Gradebook

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Faculty Center](#) > [My Schedule](#) > [Gradebook](#)

TAHIR AHMED

[Faculty Center](#) | [Advisor Center](#) | [Search](#) | [Learning Management](#)

[my schedule](#) | [class roster](#) | [grade roster](#) | [gradebook](#) | [class assignments](#)

Gradebook

Spring Semester 2015 [Reg4] | Regular Academic Session | NUST | Bachelors

▼ **BIO 100 - A1P (3058)** [change class](#)

BIOCHEMISTRY (Primary)

Days and Times	Room	Instructor	Dates
TBA	TBA	TAHIR AHMED	01/27/2015 - 09/26/2015

Go to: [Class Gradebook](#) | [Grade by Assignment](#) | [Cumulative Grades](#) | [Requirement Designation](#) | [Import Component Grades](#)

Show Active Students Only [export](#)

Select check box next to the grade field to exclude assignment from cumulative grade calculation.

Name	ID	Lec	Lab
Ahmed,Iftikhar	00000078131	<input type="text" value="83.50"/> <input type="checkbox"/>	<input type="text" value="78.00"/> <input type="checkbox"/>
		Note	Note
Ali,Sajid	00000078133	<input type="text" value="79.50"/> <input type="checkbox"/>	<input type="text" value="76.50"/> <input type="checkbox"/>
		Note	Note
Athar,Furqan	00000078130	<input type="text" value="70.50"/> <input type="checkbox"/>	<input type="text" value="69.25"/> <input type="checkbox"/>
		Note	Note
Khan,Shoaib	00000078134	<input type="text" value="73.50"/> <input type="checkbox"/>	<input type="text" value="78.80"/> <input type="checkbox"/>
		Note	Note
Sabir,Osman	00000078132	<input type="text" value="74.50"/> <input type="checkbox"/>	<input type="text" value="65.50"/> <input type="checkbox"/>
		Note	Note
Assignment Average:		76.30	73.61

[REFRESH](#) [SAVE](#)

[Faculty Center](#) | [Advisor Center](#) | [Search](#) | [Learning Management](#)

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#) | [Gradebook](#) | [Class Assignments](#)

12. Click the **Cumulative Grades** tab.

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Faculty Center](#) > [My Schedule](#) > [Gradebook](#)

TAHIR AHMED

[Faculty Center](#) | [Advisor Center](#) | [Search](#) | [Learning Management](#)

[my schedule](#) || [class roster](#) || [grade roster](#) || [gradebook](#) || [class assignments](#)

Gradebook

Spring Semester 2015 [Reg4] | Regular Academic Session | NUST | Bachelors

▼ **BIO 100 - A1P (3058)** [change class](#)

BIOCHEMISTRY (Primary)

Days and Times	Room	Instructor	Dates
TBA	TBA	TAHIR AHMED	01/27/2015 - 09/26/2015

Go to: [Class Gradebook](#) | [Grade by Assignment](#) | [Cumulative Grades](#) | [Requirement Designation](#) | [Import Component Grades](#)

Select Grade Roster:  [update](#)

Grading Status:

Name	ID	Lab	Lecture	Mid Term Grade / Override	Overall Grade / Override
Ahmed, Iftikhar	00000078131	78.00	83.50	<input type="text"/> 	82.00 <input type="text"/>  Note
Ali, Sajid	00000078133	76.50	79.50	<input type="text"/> 	79.00 <input type="text"/>  Note
Athar, Furqan	00000078130	69.25	70.50	<input type="text"/> 	70.00 <input type="text"/>  Note
Khan, Shoaib	00000078134	78.80	73.50	<input type="text"/> 	75.00 <input type="text"/>  Note
Sabir, Osman	00000078132	65.50	74.50	<input type="text"/> 	72.00 <input type="text"/>  Note

[REFRESH](#) | [SAVE](#) | [View Histogram](#)

[Faculty Center](#) | [Advisor Center](#) | [Search](#) | [Learning Management](#)

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#) | [Gradebook](#) | [Class Assignments](#)

Step	Action
13.	Click on View Histogram link. View Histogram
14.	Made changes in grade ranges according to your desire.
15.	Click the Save button. 

Step	Action
16.	Click the Exit button. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 5px;">Exit</div>

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Faculty Center](#) > [My Schedule](#) > [Gradebook](#)

Instructor Id: **Student Term:**
Institution: **Class Nbr:**

[View Scatter Chart](#) Average: SD:

Grade	Marks >=	No. of Students
A	89	1
B+	66	2
B	58	1
C+	48	1
C	27	0
F	0	0

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Faculty Center](#) > [My Schedule](#) > [Gradebook](#)
 Spring Semester 2015 [Reg4] | Regular Academic Session | NUST | Bachelors

▼ **BIO 100 - A1P (3058)** change class

BIOCHEMISTRY (Primary)

Days and Times	Room	Instructor	Dates
TBA	TBA	TAHIR AHMED	01/27/2015 - 09/26/2015

Go to: [Class Gradebook](#) | [Grade by Assignment](#) | [Cumulative Grades](#) | [Requirement Designation](#) | [Import Component Grades](#)

Select Grade Roster:

Grading Status:

Name	ID	Lab	Lecture	Mid Term Grade / Override	Overall Grade / Override
Ahmed,Iftikhar	00000078131	78.00	83.50	<input type="text"/> <input type="button" value="Q"/>	82.00 B+ <input type="text"/> <input type="button" value="Q"/> Note
Ali,Sajid	00000078133	76.50	79.50	<input type="text"/> <input type="button" value="Q"/>	79.00 B+ <input type="text"/> <input type="button" value="Q"/> Note
Athar,Furqan	00000078130	69.25	70.50	<input type="text"/> <input type="button" value="Q"/>	70.00 C+ <input type="text"/> <input type="button" value="Q"/> Note
Khan,Shoaib	00000078134	78.80	73.50	<input type="text"/> <input type="button" value="Q"/>	75.00 B <input type="text"/> <input type="button" value="Q"/> Note
Sabir,Osman	00000078132	65.50	74.50	<input type="text"/> <input type="button" value="Q"/>	72.00 B <input type="text"/> <input type="button" value="Q"/> Note

[View Histogram](#)

Step	Action
17.	As you set the Grading Scale in histogram, automatically grades will be assigned to students according to grading scale.
18.	End of Procedure.

Updating Grades in Grade Roster

Procedure

Step	Action
1.	Click the Cumulative Grades tab. Cumulative Grades

Favorites | Main Menu > Self Service > Faculty Center > My Schedule > Gradebook

▼ **SYSE 801 - A1L (3189)** [change class](#)

SYSTEM ENGINEERING PRINCIPLES (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 10:00AM-12:00PM	Class Room 3	FAWAD KHAN	02/16/2015 - 08/31/2015

Go to: [Class Gradebook](#) [Grade by Assignment](#) **[Cumulative Grades](#)** [Requirement Designation](#) [Import Component Grades](#)

Select Grade Roster: [update](#)

Grading Status:

Name	ID	Asgnmnt	Final	OHT	Quiz	Mid Term Grade / Override	Overall Grade / Override
Adil, Malik	00000078474	50.00	63.00	80.00	60.00	<input type="text"/>	67.00 C+ <input type="text"/> Note
Bibi, Saima	00000078476	80.00	76.00	91.67	90.00	<input type="text"/>	84.00 B+ <input type="text"/> Note
Karim, Mubashar	00000078475	90.00	86.00	86.67	100.00	<input type="text"/>	89.00 B+ <input type="text"/> Note
Khan, Sajid	00000078477	40.00	56.00	70.00	50.00	<input type="text"/>	58.00 C <input type="text"/> Note
Khan, Tahir	00000078478	30.00	46.00	58.33	50.00	<input type="text"/>	50.00 C <input type="text"/> Note

[REFRESH](#) [SAVE](#) [View Histogram](#) [Faculty Final Mark Sheet Report](#)

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Faculty Center](#) > [Grade Roster](#)

Grade Roster

Spring Semester 2015 [Reg] | Regular Academic Session | NUST | Masters

▼ **SYSE 801 - A1L (3189)** change class

SYSTEM ENGINEERING PRINCIPLES (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 10:00AM-12:00PM	Class Room 3	FAWAD KHAN	02/16/2015 - 08/31/2015

Display Options:

*Grade Roster Type Final Grade ▼

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Approved ▼ save

Student Grade
Transcript Note
[E]

	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	1 00000078474	Adil, Malik	C+		PGB	MS ENGINEERING AND CS RCMS - MS IN SYSTEMS ENGG	PostGraduate Semester 1
<input type="checkbox"/>	2 00000078476	Bibi, Saima	B+		PGB	MS ENGINEERING AND CS RCMS - MS IN SYSTEMS ENGG	PostGraduate Semester 1
<input type="checkbox"/>	3 00000078475	Karim, Mubashar	B+		PGB	MS ENGINEERING AND CS RCMS - MS IN SYSTEMS ENGG	PostGraduate Semester 1
<input type="checkbox"/>	4 00000078477	Khan, Sajid	C		PGB	MS ENGINEERING AND CS RCMS - MS IN SYSTEMS ENGG	PostGraduate Semester 1
<input type="checkbox"/>	5 00000078478	Khan, Tahir	C		PGB	MS ENGINEERING AND CS RCMS - MS IN SYSTEMS ENGG	PostGraduate Semester 1

View All | Download | Rows 1 - 5 of 5

Step	Action
2.	Click the Look up Select Grade Roster (Alt+5) button. 
3.	Click an entry in the Grade Roster column. Final
4.	Click the Update button. update
5.	Click the OK button. OK
6.	Click the Save button. Save
7.	Click the Grade Roster link to verify Roster Grade is updated.
8.	End of Procedure.