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.

	NUST NATIONAL UNIVERSITY OF SCIENCES & TECHNOLOGY
User ID Instructor login Password Sign In	

Step	Action
1.	Click the Sign In button. Sign In

Favorites Main Menu		
Menu Search: Search: Search: Self Service Campus Community Curriculum Management Worklist Tree Manager Reporting Tools PeopleTools PeopleTools Seporting Tools Change My Password My Personalizations My System Profile My Dictionary My Feeds	 ○ ▼ 	

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

Favorites Main Menu > Self Service		
Main Menu >		
Self Service		
Navigate to your self service information and activities.		
AWS Service Tester AWS Service Tester	Learning Management Systems Learning Management Systems	Activity Management WorkCenter Activity Management WorkCenter
Faculty SS Term Filter Faculty SS Term Filter	Campus Personal Information Waintain your personal information and review holds and to dos pending to your record. Personal Data Summary Addresses Yames 20 liore_	Involvement Male a git or pledge. View history about my participation as a donor or a member. Ways To Give Winvolvement
Community Directory Search Find the email address or the phone number of a student, an employee or an alumnus.	Eaculty Center Use the Faculty center to manage all your class related activities. Mr Schedule Class Roster Grade Roster S Grade Roster S More	Advisor Center Use the Faculty center to manage all your advisee related activities. My Advises Advisee Student Center Advisee General Info 2 More
Search Search Class Search Browse Course Catalog Faculty Search		

Favorites Main Menu > Self Service > Faculty Center		
Main Menu > Self Service >		
Faculty Center		
Use the Faculty center to manage all your class related activities.		
Vew your class and exam schedules.	Class Roster View your class rosters.	Grade Roster Assign grades and post your grade rosters.
Enter grades for class assignments; submit mid-term and final grades.	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

Fa	culty	Cen	ter	Adv	visor Ce	enter	Sea	irch	Le	arning Ma	nagement	
my s	sche	dule		class rost	er	grade ros	ster	gradeboo	k	class as	signments	
Facult	Faculty Center											
My Sc	My Schedule											
Spring S	5em	este	er 2()16[Reg 2]	NUST				<u>View</u> My Ex	Personal D am Sched	ata Summary ule	
Select dis	play	opti	on:	Sho	w All Cla	asses (Show En	rolled Classe	es Only	Y		
Icon Le	egen	d:	กัล	Class Roster	e	Grade Roster	🖉 Grad	ebook	Assig	Inments	😞 Learning M	anagement
My Tead	hin	g Sc	hed	ule > Spring	Semes	ster 2016[Re	eg 2] > NU	IST				
									View	All 🖾	First	🛛 1-4 of 4 🕨 Last
				Class	Class Ti	itle	Enrolled	Days & Tim	es		Room	Class Dates
åå	Ť		4	<u>CS 212-D2L</u> (1847)	OOP (L	ecture)	39	Mo 10:00AM	1 - 10:	50AM	Classroom 26	Feb 8, 2016- Jun 10, 2016
	Ŷ							Mo 11:00AM	1 - 11:	50AM	Classroom 26	Feb 8, 2016- Jun 10, 2016
	Ŷ							Th 10:00AM	- 10:	50AM	Classroom 22	Feb 8, 2016- Jun 10, 2016
n \$	Ŷ			<u>CS 212-D2P</u> (1845)	OOP (P	Primary)	39	ТВА			ТВА	Feb 8, 2016- Jun 10, 2016
View \	Neel	kly To	each	ing Schedule							Go to top	

View My Weekly Schedule

	<< previous week	t week >>				
	Show Week of 02/08/2016	Start Tin	ne 8:00AM	End Time 6:00PM refree	sh calendar	
Time	Monday Feb 8	Tuesday Feb 9	Wednesday Feb 10	Thursday Feb 11	Friday Saturda Feb 12 Feb 13	y S F
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						
-						

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. <u>View Weekly Teaching Schedule</u>
7.	End of Procedure.

Marking Grades Using Gradebook

Course Assignment Defaults



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.

Favorites Main Menu	
Menu Search: Search: My Favorites Self Service Campus Community Curriculum Management Worklist Tree Manager Reporting Tools PeopleTools Usage Monitoring Change My Password My Personalizations My System Profile My Dictionary My Feeds	

Step	Action
4.	Click the Self Service link.
	D Self Service

Favorites Main Menu > Self Service		
Main Menu > Self Service Navgate to your self service information and activities		
AWS Service Tester AWS Service Tester	Learning Management Systems Learning Management Systems	Activity Management WorkCenter Activity Management WorkCenter
Faculty SS Term Filter Faculty SS Term Filter	Campus Personal Information Maintain your personal information and review holds and to dos pending to your record. Personal Data Summary Addresses S Names 20 More	Molvement Make a git or pledge. View history about my participation as a donor or a member. Wains To Give My Involvement
Community Directory Search Find the email address or the phone number of a student, an employee or an alumnus.	Faculty Center Use the Faculty center to manage all your class related activities. My Schedule Class Roster Cade Roster 3 More	Advisor Center Use the Faculty center to manage all your advisee related activities. My Advisees Advisee Student Center Advisee General Info 2 More
Search Search Class Search Encourse Catalog Faculty Search		

Favorites Main Menu > Self Service > Faculty Center		
Main Menu > Self Service >		
Faculty Center		
Use the Faculty center to manage all your class related activities.		
Wy Schedule View your class and exam schedules.	Class Roster View your class rosters.	Grade Roster Assign grades and post your grade rosters.
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 I My Exam Schee	Data Summary dule				
Selec	Select display option: 💿 Show All Classes 💿 Show Enrolled Classes Only										
Ico	n Le	gen	d:	å	Class Roster	🛐 Grade Roster	Grad	lebook	Assignments	R Learning M	anagement
My 1	Геас	hin	g Sc	hed	lule > Spring	Semester 2016[Re	eg 2] > NI	JST			
									View All 🔄	First	🛛 1-4 of 4 🕨 Last
					Class	Class Title	Enrolled	Days & Tir	mes	Room	Class Dates
ñ		Ŷ			<u>CS 212-D2L</u> (1847)	OOP (Lecture)	39	Mo 10:00/	AM - 10:50AM	Classroom 26	Feb 8, 2016- Jun 10, 2016
		Ŷ						Mo 11:00/	AM - 11:50AM	Classroom 26	Feb 8, 2016- Jun 10, 2016
		Ŷ						Th 10:00A	AM - 10:50AM	Classroom 22	Feb 8, 2016- Jun 10, 2016
ñ	3	Ŷ	<u>8</u> 1		<u>CS 212-D2P</u> (1845)	OOP (Primary)	39	ТВА		ТВА	Feb 8, 2016- Jun 10, 2016

View Weekly Teaching Schedule

Step	Action
7.	Click the Class Assignments button.

vorites Main Menu > Self Service >	 Faculty Center > My So 	hedule > Assignments	
iny acticulte cluba roater	giune roater	gradebook class assigning	
Class Assignments			
class Assignments			
ring Semester 2015 [Reg] Regular Acad	emic Session NUST Masters	5	
SYSE 801 - A1L (3189)	anne class		
	ange class		
SYSTEM ENGINEERING PRINCIPLES (Lec	ture)		
Days and Times Roon	n Instructor	Dates	
MoWeFr 10:00AM-12:00PM Class	Room 3 FAWAD KHAN	02/16/2015 - 08/31/2015	
to: <u>Class Assignments</u> <u>Category</u>	Weight Grading Scale		
copy assignments			
		Find View All	First 💴 1 of 5 🎴 Last
ASSIGNMENT			+ -
Assignment Category: ASSIGNMENT	Assignments		+ -
Assignment Category: ASSIGNMENT C	Assignments	*Short Description: A1	+ -
Assignment Category: ASSIGNMENT C Description: Assignment Required by Institution	Assignments	*Short Description: A1	• =
Assignment Category: ASSIGNMENT C Description: Assignment Required by Institution Details	Assignments Points	*Short Description: A1	+ -
Assignment Category: ASSIGNMENT C Description: Assignment Required by Institution Details	Assignments Points	*Short Description: A1 Dates & Duration	
Assignment Category: ASSIGNMENT C Description: Assignment Required by Institution Details Required	Assignments Points	*Short Description: A1 Dates & Duration Begin Date:	02/16/2015
Assignment Category: ASSIGNMENT C Description: Assignment Required by Institution Details Required Assessed	Assignments Points Maximum Points: 1	*Short Description: A1 Dates & Duration Begin Date: Due Date:	02/16/2015 3 03/03/2015 3
Assignment Category: ASSIGNMENT C Description: Assignment Required by Institution Details Required Assessed Include for Mid Term Grade	Assignments Points Maximum Points: 1	*Short Description: A1 Dates & Duration Begin Date: Due Date:	+
Assignment Category: ASSIGNMENT C Description: Assignment Required by Institution Details Required Assessed Include for Mid Term Grade	Assignments Points Maximum Points: 10 Weight in Points: 10	*Short Description: A1 Dates & Duration Begin Date: Due Date: Extended Due Date:	+
Assignment Category: ASSIGNMENT C Description: Assignment Required by Institution Details Required Assessed Include for Mid Term Grade Import Class Component Grades	Assignments Points Maximum Points: 10 Weight in Points: 10	*Short Description: A1 Dates & Duration Begin Date: Due Date: Extended Due Date: Extended Due Date:	+

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

my schedule	my schedule class roster grade roster gradebook class assignments						
Class Assignmen	its						
Spring Semester 2016[F	Reg 2] Regular Academic	C Session NUSI Bachelors					
▼ <u>CS 212 - D2L (1</u>	847) change class						
Object Oriented Pro	gramming (Lecture)						
Days and Times	Room	Instructor	Dates				
Mo 10:00AM-10:50	AM Classroom 26	MUHAMMAD BASHIR BILAL	02/08/2016 06/10/2016	5 - 5			
Mo 11:00AM-11:50	AM Classroom 26	MUHAMMAD BASHIR BILAL	IR 02/08/2016 - 06/10/2016				
Th 10:00AM-10:50/	AM Classroom 22	MUHAMMAD BASHIR BILAL	02/08/2016 06/10/2016	5 - 5			
Go to: <u>Class Assignme</u>	ents <u>Category Weight</u>	Grading Scale					
copy category weigh	nt						
*Assignment Category			*Weight %				
	Assignments		5	Ŧ Ē			
FINAL Q	Final Exam		50	+ -			
ОНТ	One Hour Test		30	+ -			
QUIZ	Quiz		15	+ -			

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

Creating Class Assignment Data

Favorites Main Menu > Self Se	ervice > Faculty Cent	er > My Schedu	le > Assignments				
iny องกับนกับ เหมืออ เบอเบา ฐานนบาบอเงา ฐานนบบบบห เหมืออ แออาญากกราหอ							
Class Assignments							
Spring Semester 2015 [Reg] Reg	gular Academic Session	NUST Masters					
▼ SYSE 801 - A1L (3189)) shanga shass						
	El 50 (Lecture)						
	PLES (Lecture)						
Days and Times	Room	Instructor	Dates				
Mowerr 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 본 Last			
*Acciment Cotogony ASSI				+ -			
Assignment Category: Moon	Assign	iments					
*Description: Assig	nment		*Short Description: A1				
Required by Institution							
Details	Points		Dates & Duration				
Required			Begin Date:	02/16/2015			
Assessed	Maximu	m Points: 10	Due Date:	03/03/2015			
Include for Mid Term Grad	de						
Import Class Component	Grades Weight i	in Points: 10	Extended Due Date:	B1			
Allow Students to View C	endes		Estimated Grading Date:	03/03/2015			
- Allow Students to View G	induc5		[

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.
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.

Grading of Lecture Only Courses

Faculty C	enter A	dvisor Center	Search	Learning I	Management	
my schedul	e class ros	ter grade i	roster grad	ebook Class	assignments	
Faculty Cer	nter					
My Schedu	lle					
		ulst char	ige term	View Personal	Data Summary	6
pring Semes	ter 2015 [Keg] i	1001	9			
spring Semes elect display of	ption: () Sh	ow All Classes	Show Enrolled (My Exam Sche	dule	
pring Semes elect display of Icon Legend:	ption: Sh	ow All Classes 때 Grade Roster	Show Enrolled (My Exam Sche	dule	Management
elect display of Icon Legend:	ption: She Class Roster	ow All Classes	Show Enrolled (My Exam Sche	dule	Management
elect display of Icon Legend:	ption: Sh	ow All Classes 국외 Grade Roster Semester 2015 [F	Show Enrolled (Gradebook Reg] > NU ST	My Exam Sche	Learning	Management
spring Semes elect display of Icon Legend: Ay Teaching S	ption: Sh Class Roster Chedule > Spring Class	ow All Classes 이 Grade Roster Semester 2015 [F	Show Enrolled (Gradebook Reg] > NUST Enrolled Days & Tin	My Exam Sche	Learning	Management First 1 of 1 Last

Step	Action
1.	Click the Access Gradebook button.

Fav	orites Main Menu >	Self Service	> Faculty Cen	ter > My Sch	nedule > Grad	ebook			
F	AWAD KHAN								
ſ	Faculty Center	Ad	visor Center		Search	Learning	Management		
	my schedule	class roste	r gra	de roster	gradeboo	k clas	s assignments		
0	Gradebook								
-									
			ademic bession		liers				
	SYSTEM ENGINEERING		change class						
	Days and Times	Ro	om	Instructor	Dates				
	MoWeFr 10:00AM-12:	:00PM Cla	ess Room 3	FAWAD KHA	N 02/16/20	015 - 08/31/20	15		
Go	to: <u>Class Gradebook</u>	Grade by As	signment <u>Cu</u>	mulative Gra	des <u>Requiren</u>	<u>ient Designat</u>	ion Import Cor	nponent Grades	
	Show Active Stud	ents Only							export
:	Select check box next t	to the grade fiel	d to exclude ass	signment from	cumulative grad	le calculation.			
	Name	ID	A1	Q1	OHT 1	OHT 2	Final		
	Adil, Malik	00000078474							
_			Note	Note	<u>Note</u>	Note	Note		
	Bibi, Saima	00000078476							
_			Note	Note	<u>Note</u>	Note	Note		
	Karim,Mubashar	0000078475							
-	Khan, Sajid	00000078477							
			Note	Note	Note	Note	Note		
	Khan, Tahir	00000078478							
_			Note	Note	Note	Note	Note		
	Assignment Average								
	Refresh SA	VE							
_									
<u> </u>	Faculty Center Adv My Schedule Class Ro	r <mark>isor Center</mark> <u>S</u> oster Grade Ro	<mark>Search Learı</mark> İster Gradebo	n <mark>ing Manager</mark> ok Class Ass	<u>nent</u> signments				

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

pring Semester 2015 [Reg] Regular Academic Session NUST Masters Image: SYSE 801 - All (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 - 08/31/20	015			
o to: <u>Class Gradebook</u>	Grade by Assignment	Cumulative Grades	Requirement Designa	tion Import Cor	mponent Grades		
Select Assignment:	1 Assignment	de assignment from cur	Maximum: 10	Average: 5.8	0		
Name	ID	Submitted Date	Due Date	Grade	Last Updated		
Adil, Malik	00000078474	08/20/2015	03/03/2015	5.00	08/20/2015 6:34PM		
Bibi,Saima	00000078476	08/20/2015	03/03/2015	8.00	08/20/2015 6:34PM		
Karim,Mubashar	00000078475	08/20/2015	03/03/2015	9.00	08/20/2015 6:34PM		
Khan, Sajid	00000078477	08/20/2015	03/03/2015	4.00	08/20/2015 6:34PM		
Khan, Tahir	00000078478	08/20/2015	03/03/2015	3.00	08/20/2015 6:34PM		

Step	Action
5.	Click the Look up Select Assignment (Alt+5) button.
6.	Click an entry in the Description column.
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.
	Cumulative Grades

avorites Main M	Menu > Self Servio	e > Faculty	Center > M	y Schedul	e > Gradebo	ok		
▼ <u>SYSE 8</u> 01	- A1L (3189)	change cla	ass					
SYSTEM ENGI	INEERING PRINCIPLE	S (Lecture)						
Days and Tir	mes	Room	Instru	ctor	Dates			
MoWeFr 10:0	0AM-12:00PM	Class Room 3	FAWAD	KHAN	02/16/2015	- 08/31/2015		
Go to: <u>Class Grac</u>	debook <u>Grade by</u>	Assignment	Cumulative	Grades	Requirement	t Designation Impor	t Component G	rades
					Select Grad	e Roster:		update
					Grading Sta	tus:		
Name	ID	Asgnmnt	Final	онт	Quiz	Mid Term Grade /	Overall Grad	le / Override
						Override		
Adil, Malik	0000007847	4 50.00	63.00	80.00	60.00		67.00	Q Note
Bibi,Saima	0000007847	6 80.00	76.00	91.67	90.00		84.00	Q Note
Karim, Mubasha	ar 0000007847	5 90.00	86.00	86.67	100.00		89.00	Q Note
Khan, Sajid	0000007847	7 40.00	56.00	70.00	50.00		58.00	Q Note
Khan,Tahir	0000007847	8 30.00	46.00	58.33	50.00		50.00	Q Note
Refresh	SAVE	View Histo	gram					

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.



avorites Main Men	u > Self Service	> Faculty	Center > M	y Schedul	e > Gradeboo	ok			
SYSE 801 - A	IL (3189) RING PRINCIPLES	change cla (Lecture)	SS						
Days and Times	5 R	oom	Instru	ctor	Dates				
MoWeFr 10:00AM	I-12:00PM C	lass Room 3	FAWAD	KHAN	02/16/2015 -	08/31/2015			
Go to: <u>Class Gradebo</u>	ook <u>Grade by A</u>	ssignment	Cumulative	Grades	Requirement	Designation	Import Co	omponent Grades	
					Select Grade Grading Stat	e Roster:	٩		update
Name	ID	Asgnmnt	Final	онт	Quiz	Mid Term Gr Ov	rade / 🤅 erride	Overall Grade / Ov	erride
Adil, Malik	00000078474	50.00	63.00	80.00	60.00		Q	67.00 C+	Q Note
Bibi,Saima	0000078476	80.00	76.00	91.67	90.00		Q	84.00 B+	🔍 <u>Note</u>
Karim, Mubashar	0000078475	90.00	86.00	86.67	100.00		Q	89.00 B+	Q Note
Khan, Sajid	0000078477	40.00	56.00	70.00	50.00		Q	58.00 C	Q Note
Khan, Tahir	0000078478	30.00	46.00	58.33	50.00		Q	50.00 C	Q Note
Refresh	SAVE	View Histor	<u>gram</u>						

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 Mer	nu > Self Service > Faculty_Center	→ My Schedule	> Gradeboo	ok		
Gradebook Note	is the second					
EmplID:	0000078474					
Term:	Spring Semester 2015 [Reg]					
Subject Area:	SYSE	Catalog Nbr:	801	SYS ENGG PRINC		
Class Nbr:	3189	Section:	A1L			
Instructor Commer	nts					
🗹 Display Note to	o Student					+ -
					/i	
OK Can	cel					

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

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:	
Icon Legend: 🏫 Class Roster 🔄 Grade Roster 👰 Gradebook 📴 Assignments 😡 Learning Management	
Ny Teaching Schedule > Spring Semester 2045 (Deg4) > NUST	
Winter a children with the sentence of the sen	▶ Last
Class Class Title Enrolled Days & Times Room Class Date	25
Image: Second state BIO 100-A1B (3060) BIOCHEMISTRY 5 Fr 2:00PM - 4:00PM Anitiviral LAB Jan 27, 201 Sep 26, 20	15- 15
Image: Second system BIO 100-A1L (3059) BIOCHEMISTRY 5 MoWe 11:00AM - 12:00PM Classroom 2 Jan 27, 201 (2000) Sep 26, 20 (Lecture) Sep 26, 20 Sep 26, 20 <td>15- 15</td>	15- 15
Image: Sep 26, 200 BIO 100-A1P BIOCHEMISTRY 5 TBA TBA Jan 27, 201 Image: Sep 26, 200 (Primary) Sep 26, 200 Sep 26, 200 Sep 26, 200	15- 15
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.

▼ <u>CS 212 - D2P (1845)</u>	change class	J		
Object Oriented Programm	ing (Primary)			
Days and Times	Room	Instructor	Dates	
тва	ТВА	MUHAMMAD BILAL	BASHIR 02/08/2016 - 06/10/2016	
Go to: <u>Class Assignments</u> C copy assignments	ategory Weight	Grading Scale		
			Find View All	First 🚺 1 of 2 본 Last
*Assignment Category: LEC *Description: LEC Required by Institution	TURE Q Lec	ture	*Short Description: LEC	+ -
Details	Points		Dates & Duration	
Required	Maxim	um Points: 100	Begin Date:	02/08/2016
□ Include for Mid Term Gra ☑ Import Class Component	ide Grades Weigh	t in Points: 100	Extended Due Date:	31 31
Allow Students to View	Grades		Estimated Grading Date:	02/23/2016
Notes:				

SAVE

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

Favorites Main Mer	nu > Self Service	> Faculty_Cer	nter > My So	hedule > Gradel	ook			
TAHIR AHMED)							
Faculty Cen	nter Ad	visor Center		Search	Learning Mar	nagement		
my schedule	class roste	er gr	ade roster	gradebook	class as	signments		
Gradebook								
Spring Semester 201	5 [Reg4] Regular /	Academic Sessi	on NUST B	achelors				
▼ <u>BIO 100 - A1</u>	LP (3058)	hange class						
BIOCHEMISTRY	(Primary)							
Days and Time	s Room		Der Dat	es 27/2015 - 09/26/20	15			
105				.,2010 09/20/20				
Go to: Class Gradeb	oook Grade by As	signment <u>C</u>	umulative Gra	des <u>Requireme</u>	nt Designation	Import Con	ponent Grades	
								export
Show Active	Students Only							export
Select check box n	next to the grade fiel	d to exclude as	signment from	n cumulative grade	calculation.			
Name	ID	Lec	Lab					
Ahmed, Iftikhar	00000078131)				
		Note	Note					
Ali, Sajid	00000078133)				
		Note	Note					
Athar, Furqan	0000078130)				
Khan,Shoaib	00000078134)				
		<u>Note</u>	Note					
Sabir,Osman	0000078132	Note	Note)				
Assignment Ave	rage:							
Refresh	Save							
Faculty Center	Advisor Center	Search Leai	rning Manage	ment			_	
My Schedule Cla	ss Roster Grade R	oster Gradeb	ook Class As	signments				

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

avorites Main Menu	> Self Service > Fac	ulty_Center > My So	hedule > Gradeb	ook	
TAHIR AHMED	Ť	•			
Faculty Center	Advisor C	Center	Search	Learning Man	agement
my schedule	class roster	grade roster	gradebook	class ass	ignments
Gradebook					
Spring Semester 2015 [R	Regular Academ	ic Session NUST Ba	achelors		
S BIO 100 - A1D	(2058)	-1			
• <u>BIO 100 - AIP (</u>	(SUSO) change	class			
BIOCHEMISTRY (Prin	nary)				
Days and Times	Room In	Istructor Date	es 7/2015 - 09/26/20	15	
IDA	IDA IA	ALIK ARMED 01/2	.// 2013 - 05/ 26/ 20	15	
Go to: <u>Class Gradebool</u> Import Grades Use this featur assignment wh	<u>Grade by Assignme</u> to import the final g hich will receive the gr	ent <u>Cumulative Gra</u> grades from a non-g rades, then click 'Im	des <u>Requireme</u> raded class comp port Grades' to se	nt Designation onent. First, sele elect the class co	Import Component Grad
Colored Acres				import gr	ades
Select Assi	gnment: 📖 🔨				

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

Favorites Main Menu > Self	Service > Faculty_Center > My Schedule > Gradebook
Enter Search Crite	eria
Search for Classes	
NUST Spring Semester 201	15 [Reg4]
Select at least 2 search c	riteria. Click Search to view your search results.
Course Subject	Bio
Course Number	is exactly 100
Course Career	T
	Show Open Classes Only
	Open Entry/Exit Classes Only
	ria
Meeting Start Time	greater than or equal to 🔹
Meeting End Time	less than or equal to
Days of Week	include only these days
- Mo	n Tues Wed Thurs Fri Sat Sun
Instructor Last Name	begins with 🔻
Class Nbr	3059 🕐
Course Keyword	
Minimum Units	greater than or equal to 🔹
Maximum Units	less than or equal to
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.

	-aculty Center >	My Schedule > Gr	adebook
Faculty Center Advis	or Center	Search	Learning Management
search for classes	browse cour	rse catalog	faculty search
	promot cour	oo outurog	lucarly sources
import Component Grades			
Search Results			
		6.1	
/hen available, click View All Sections	to see all sectio	ons of the course.	
IUST Spring Semester 2015 [Reg4]			
The following classes match your search or '100', Show Open Classes Only: Yes, Cl	iteria Course Subj ass Nbr: ' 3059 '	ject: Bio, Course Nun	nber is exactly
100, Show open classes only. Tes, ch			
Return to Import Component Grades		NEW SEARCH	MODIFY SEARCH
	O	Open Clos	ed 🔥 Wait List
	•	Open Clos	ed 🔥 Wait List
♥ BIO 100 - BIOCHEMISTRY	• ·	Open Clos	ed 🔥 Wait List
♥ BIO 100 - BIOCHEMISTR	• · · · · · · · · · · · · · · · · · · ·	Open Clos	First I of 1 Last
♥ BIO 100 - BIOCHEMISTRY	° •	View All Sections	First 1 of 1 Last
✓ BIO 100 - BIOCHEMISTRY Section <u>A1L-LEC(3059)</u> Section Backley	2 7	View All Sections Status	First I of 1 Last
✓ BIO 100 - BIOCHEMISTRY Section <u>A1L-LEC(3059)</u> Session Regular	Room	View All Sections Status	First I of 1 Last
 ✓ BIO 100 - BIOCHEMISTRY Section A1L-LEC(3059) Session Regular Days & Times MoWe 11:00AM - 12:00PM 	Room Classroom 2	Clos View All Sections Status Instructor TAHIR AHMED	ed Wait List First 1 of 1 Last select class Meeting Dates 01/27/2015 - 09/26/2015
 ✓ BIO 100 - BIOCHEMISTRY Section A1L-LEC(3059) Session Regular Days & Times MoWe 11:00AM - 12:00PM 	Room Classroom 2	Clos	ed Wait List First I of 1 Last Select class Meeting Dates 01/27/2015 - 09/26/2015
▼ BIO 100 - BIOCHEMISTRY Section A1L-LEC(3059) Session Regular Days & Times MoWe 11:00AM - 12:00PM	Room Classroom 2	View All Sections Status Instructor TAHIR AHMED	Wait List First I of 1 Last select class Meeting Dates 01/27/2015 - 09/26/2015
BIO 100 - BIOCHEMISTRY Section AlL-LEC(3059) Session Regular Days & Times MoWe 11:00AM - 12:00PM Return to Import Component Grades	Room Classroom 2	Close View All Sections Status Instructor TAHIR AHMED	Wait List First 1 of 1 Last select class Meeting Dates 01/27/2015 - 09/26/2015

Fav	orites Main Menu >	Self Service > Facult	y Center > M	ly Schedul	e > Gradebook			
	ving Competer 2015 [Pe	all L Basulas Asadamia	Cossion NUS					
Sp	ining Semester 2013 [Ke	g4] Regular Academic	Session NUS	I Bachelo	rs			
~	7 <u>BIO 100 - A1P (3</u>	3058) change cl	ass					
	BIOCHEMISTRY (Prim	ary)						
	Days and Times	Room Inst	ructor	Dates				
	ТВА	ТВА ТАН	IR AHMED	01/27/201	5 - 09/26/2015			
Go	to: <u>Class Gradebook</u>	Grade by Assignmen	t <u>Cumulativ</u>	e Grades	Requirement Designa	ation Import Con	nponent Grades	
	Salast Assignments				Maulinum 100	August 76.00	,	
	Select Assignment:				Maximum: 100	Average: 76.30	,	
	Select check box next	to the grade field to exc	lude assignmer	t from cum	ulative grade calculation	ı.		
	Name	ID	Submitted	Date	Due Date	Grade	Last Updated	
	Ahmed, Iftikhar	0000078131	08/07/2015	31	02/11/2015 31	83.50	08/24/2015 9:43AM	
-	Ali, Sajid	0000078133	08/07/2015	31	02/11/2015	79.50	08/24/2015 9:43AM	
	Athar, Furqan	0000078130	08/07/2015	31	02/11/2015	70.50	08/24/2015 9:43AM	
	Khan,Shoaib	00000078134	08/07/2015	31	02/11/2015	73.50	08/24/2015 9:43AM	
	Sabir,Osman	0000078132	08/07/2015	Bi	02/11/2015	74.50	08/24/2015 9:43AM	
	Refresh Sav	/E						

Step	Action
8.	Click the select class button.
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 .

Example Const		in a contra		Course)	1			
Faculty Center	Ad	visor Center		Search	Learning Mar	nagement		
my schedule	class roste	er gra	de roster	gradebook	class as	signments		
Gradebook								
ring Semester 2015 [Re	eg4] Regular A	Academic Sessio	n NUST Ba	chelors				
<u>BIO 100 - A1P (</u>	3058) c	hange class						
BIOCHEMISTRY (Prim	iary)							
Days and Times	Room		r Date	es 7/2015 - 09/26/20	15			
104		TATUS ATT		//2013 03/20/20	10			
to: Class Gradebook	Grade by As	sianment Cu	mulative Gra	des Requireme	nt Designation	Import Con	ponent Grades	
								expo
Charles A shirts Charles								
Show Active Stud	ents Only							
Select check box next t	ents Only	d to exclude ass	ignment from	cumulative grade	calculation.			
Select check box next t	ents Only to the grade fiel ID	d to exclude ass	ignment from Lab	cumulative grade	calculation.			
Select check box next t Name Ahmed.Iftikhar	ents Only to the grade field ID 00000078131	d to exclude ass	Lab	cumulative grade	calculation.			
Select check box next t	ents Only to the grade fiel ID 00000078131	d to exclude ass Lec 83.50	ignment from Lab 78.00	cumulative grade	calculation.			
Select check box next t Name Ahmed,Iftikhar	ents Only to the grade fiel ID 00000078131	d to exclude ass Lec 83.50 Note	ignment from Lab 78.00 Note	cumulative grade	calculation.			
Select check box next t Name Ahmed,Iftikhar Ali,Sajid	ents Only to the grade fiel ID 00000078131 00000078133	d to exclude ass Lec 83.50 Note 79.50 Note	Lab 78.00 Note 76.50	cumulative grade	calculation.			
Select check box next t Name Ahmed,Iftikhar Ali,Sajid	ents Only to the grade fiel ID 00000078131 00000078133	d to exclude ass Lec 83.50 Note 79.50 Note	ignment from Lab 78.00 Note 76.50 Note	cumulative grade	calculation.			
Select check box next t Name Ahmed, Iftikhar Ali, Sajid Athar, Furqan	ents Only to the grade field ID 00000078131 00000078133 00000078130	d to exclude ass Lec 83.50 Note 79.50 Note 70.50	ignment from Lab 78.00 Note 76.50 Note	cumulative grade	calculation.			
Select check box next t Name Ahmed,Iftikhar Ali,Sajid Athar,Furqan	ents Only to the grade fiel ID 00000078131 00000078133 00000078130	d to exclude ass Lec 83.50 Note 79.50 Note 70.50 Note	ignment from Lab 78.00 Note 76.50 Note 69.25 Note	cumulative grade	calculation.			
Select check box next t Name Ahmed,Iftikhar Ali,Sajid Athar,Furqan Khan,Shoaib	ents Only to the grade fiel ID 00000078131 00000078133 00000078130	d to exclude ass Lec 83.50 Note 79.50 Note 70.50 Note 73.50	ignment from Lab 78.00 Note 76.50 Note 69.25 Note 78.80	cumulative grade	calculation.			
Select check box next t Name Ahmed,Iftikhar Ali,Sajid Athar,Furqan Khan,Shoaib	ents Only to the grade field 00000078131 00000078133 00000078130	d to exclude ass Lec 83.50 Note 79.50 Note 70.50 Note 73.50 Note	ignment from Lab 78.00 Note 76.50 Note 69.25 Note 78.80 Note	cumulative grade	calculation.			
Select check box next t Name Ahmed,Iftikhar Ali,Sajid Athar,Furqan Khan,Shoaib Sabir,Osman	ents Only to the grade fiel 00000078131 00000078133 00000078130 00000078134	d to exclude ass Lec 83.50 Note 79.50 Note 70.50 Note 73.50 Note 73.50	ignment from Lab 78.00 Note 76.50 Note 69.25 Note 78.80 Note 65.50	cumulative grade	calculation.			
Select check box next t Name Ahmed,Iftikhar Ali,Sajid Athar,Furqan Khan,Shoaib Sabir,Osman	ents Only to the grade field ID 00000078131 00000078133 00000078130 00000078132	d to exclude ass Lec 83.50 Note 79.50 Note 70.50 Note 73.50 Note 74.50 Note	Lab 78.00 Note 76.50 Note 69.25 Note 78.80 Note 65.50 Note	cumulative grade	calculation.			
Select check box next t Name Ahmed,Iftikhar Ali,Sajid Athar,Furqan Khan,Shoaib Sabir,Osman	ents Only to the grade fiel 00000078131 00000078133 00000078130 00000078134	d to exclude ass Lec 83.50 Note 79.50 Note 70.50 Note 73.50 Note 74.50 Note	ignment from Lab 78.00 Note 76.50 Note 69.25 Note 78.80 Note 65.50 Note	cumulative grade	calculation.			
Select check box next t Name Ahmed, Iftikhar Ali, Sajid Athar, Furqan Khan, Shoaib Sabir, Osman Assignment Average	ents Only to the grade field ID 00000078131 00000078133 00000078130 00000078132 :	d to exclude ass Lec 83.50 Note 79.50 Note 70.50 Note 73.50 Note 74.50 Note 76.30	Lab 78.00 Note 76.50 Note 69.25 Note 78.80 Note 78.80 Note 78.80 Note	cumulative grade	calculation.			
Select check box next t Name Ahmed,Iftikhar Ali,Sajid Athar,Furqan Khan,Shoaib Sabir,Osman Assignment Average	ents Only to the grade field 00000078131 00000078133 00000078130 00000078132	d to exclude ass Lec 83.50 Note 79.50 Note 70.50 Note 73.50 Note 74.50 Note 76.30	Lab 78.00 Note 76.50 Note 69.25 Note 78.80 Note 65.50 Note 73.61	cumulative grade	calculation.			

12.	Click the Cumulative Grades tab.
	Cumulative Grades

Favorites Main Menu	> Self Service >	Faculty	Center > I	My Schedu	le > Gradebook			
TAHIR AHMED								
Faculty Center	Advi	isor Cente	er 🖉	Sear	ch L	earning Management		
my schedule	class roster		grade rost	er	gradebook	class assignment	s	
Gradebook								
Spring Semester 2015 [F	Reg4] Regular Ac	ademic Se	ession NUS	T Bachelo)rs			
▼ <u>BIO 100 - A1P</u>	(<u>3058)</u> ch	ange clas	is					
BIOCHEMISTRY (Prin	nary) Room	Instru	ictor	Dates				
тва	тва	TAHIR	AHMED	01/27/20	15 - 09/26/2015			
Go to: Class Gradebool	Grade by Assi	ianment	Cumulativ	e Grades	Requirement D	esignation Import	Component G	irades
					Select Grade R	loster:		update
					Grading Status	51		
Name	ID	Lab	Lecture		Mid Terr	n Grade / Override	Overall Gra	de / Override
Ahmed, Iftikhar	00000078131	78.00	83.50			Q	82.00	Q Note
Ali,Sajid	0000078133	76.50	79.50			Q	79.00	Q Note
Athar, Furqan	0000078130	69.25	70.50				70.00	Q Note
Khan, Shoaib	0000078134	78.80	73.50			Q	75.00	Q Note
Sabir,Osman	0000078132	65.50	74.50				72.00	Q Note
Refresh	VE <u>V</u>	liew Histor	<u>gram</u>					
Faculty Center Adv My Schedule Class R	v <mark>isor Center Se</mark> oster <u>Grade Ros</u>	e <mark>arch Lo</mark> ter <u>Grad</u>	earning Mai	nagement ss Assignm	ents			

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

Step	Action
16.	Click the Exit button.

Favorites Main	Menu	> Self Service > Faculty_Center > My So	hedule > Gradebook			
S. S.		Instructor Id:	0000002899	Student	Term: Spring Semeste	r 2015 [Reg]
		Institution:	NUST	Class Nb	r: 3189)
dents	10 9 8 7		C	C+ B	8*	
Number of Stu	6 5 4 3 2					
	0	5 10 15 20	25 30 35 40	45 50 55 60 Student Marks	65 70 75	80 85 90 95 100
View	Scatter	Chart Average: 70	SD: 15			Grading Summary
		Save	Print Exit			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 201	15 [Reg4] Regular Ac	ademic Se	ession NUST	Bachelo	rs			
▼ <u>BIO 100 - A</u>	1P (3058) ch	ange clas	s					
BIOCHEMISTRY	(Primary)							
Days and Time	es Room	Instru	ictor [Dates				
тва	тва	TAHIR	AHMED 0)1/27/201	15 - 09/26/2015			
Go to: Class Gradel	book Grade by Assi	ianment	Cumulative	Grades	Requirement Designation	Import (Component Grades	
					Select Grade Roster:	Q	update	
					Grading Status:			
Name	ID	Lab	Lecture		Mid Term Grade / Ov	erride	Overall Grade / Override	
Ahmed, Iftikhar	0000078131	78.00	83.50			Q	82.00 B+ Q <u>Note</u>	
Ali, Sajid	0000078133	76.50	79.50			Q	79.00 B+	
-								
Athar, Furqan	0000078130	69.25	70.50			Q	70.00 C+	
Khan Shoaib	0000078124	78.80	73 50		Γ	Q	75.00 B 🔘 Note	
Khanyondalo	00000/8134	/0.00	/5.50				/5/00 5 <	
Sabir,Osman	00000078132	65.50	74.50			Q	72.00 B	
Refresh	SAVE	/iew Histo	gram					

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

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

vorites Main Men	u > Self Service	e > Faculty	Center > M	y Schedul	e > Gradebo	ok			
SYSE 801 - A1L (3189) change class SYSTEM ENGINEERING PRINCIPLES (Lecture)									
Days and Times	5 I	Room	Instru	ctor	Dates				
MoWeFr 10:00AM	1-12:00PM (Class Room 3	FAWAD	KHAN	02/16/2015	- 08/31/2015			
									_
Go to: <u>Class Gradeb</u>	ook Grade by A	ssignment	Cumulative	Grades	Requirement	t Designation 1	import Co	omponent Grade	25
					Select Grade	e Roster:	Q		update
					Grading Sta	tus:			
Name	ID	Asgnmnt	Final	онт	Quiz	Mid Term Gr Ove	ade / erride	Overall Grade /	Override
Adil, Malik	00000078474	50.00	63.00	80.00	60.00			67.00 C+	Q Note
Bibi, Saima	00000078476	80.00	76.00	91.67	90.00		Q	84.00 B+	Q Note
Karim,Mubashar	00000078475	90.00	86.00	86.67	100.00		Q	89.00 B+	Q Note
Khan, Sajid	00000078477	40.00	56.00	70.00	50.00		Q	58.00 C	Q Note
Khan, Tahir	00000078478	30.00	46.00	58.33	50.00		Q	50.00 C	Q Note
Refresh	SAVE	View Histo	gram	Facult	y Final Mark	Sheet Report			

		Main Menu 7	> Self Service	> Facul	ty_Center	> Gr	ade Roster			
Gra	de	Roster								
ring S	Sem	ester 2015 [Re	eg] Regular Aca	demic Ses	sion NUS	ST Mas	ters			
<u>sy</u>	SE	801 - A1L	(<u>3189)</u> cl	hange cla	55					
SYS	этел		3 PRINCIPLES (Le	cture)						
Days and Times Room			m	Inst	tructor	Dates				
Mo	WeF	r 10:00AM-12:	00PM Class	s Room 3	FAW	AD KHA	N 02/16/2015	5 - 08/31/2015		
Disp	lay	Options:				Grade	Roster Action:			
*Grade Roster Type Circl Cards *Approval Status Approved										
Display Unassigned Roster Grade Only										
Splay Unassigned Roster Grade Univ										
Stu	den	t Grade Ti	ranscript Note							
Stu	den	t Grade Ti	ranscript Note	Roster Grade	Official Grade	Grade Basis	Program and Pla	n	Level	
Stu	den 1	t Grade T ID 00000078474	Name Adil, Malik	Roster Grade C+	Official Grade	Grade Basis PGB	Program and Pla MS ENGINEERING MS IN SYSTEMS EI	n AND CS RCMS - NGG	Level PostGradu	uate Semester 1
Stu	den 1 2	t Grade T ID 00000078474 00000078476	Name Adil, Malik Bibi, Saima	Roster Grade C+ B+	Official Grade	Grade Basis PGB PGB	Program and Pla MS ENGINEERING MS IN SYSTEMS EI MS ENGINEERING MS IN SYSTEMS EI	n AND CS RCMS - NGG AND CS RCMS - NGG	Level PostGradu PostGradu	Jate Semester 1 Jate Semester 1
Stu	den 1 2 3	t Grade Ti ID 00000078474 00000078476 00000078475	Name Adil, Malik Bibi, Saima Karim, Mubashar	Roster Grade C+ B+ B+	Official Grade	Grade Basis PGB PGB PGB	Program and Pla MS ENGINEERING MS IN SYSTEMS EI MS ENGINEERING MS IN SYSTEMS EI MS ENGINEERING MS IN SYSTEMS EI	n NGG CS RCMS - NGG CS RCMS - NGG AND CS RCMS - NGG -	Level PostGradu PostGradu	ate Semester 1 ate Semester 1 ate Semester 1
Stu	den 1 2 3 4	t Grade Ti ID 00000078474 00000078476 00000078475 00000078477	Adil, Malik Bibi, Saima Karim, Mubashar Khan, Sajid	TTTT) Roster Grade C+ B+ B+ C	Official Grade	Grade Basis PGB PGB PGB	Program and Pla MS ENGINEERING MS IN SYSTEMS EI MS ENGINEERING MS ENGINEERING EI MS IN SYSTEMS EI MS ENGINEERING MS IN SYSTEMS EI	AND CS RCMS - NGG CS RCMS -	Level PostGradu PostGradu PostGradu PostGradu PostGradu	ate Semester 1 ate Semester 1 ate Semester 1 ate Semester 1
Stu	den 1 2 3 4 5	t Grade T ID 00000078474 00000078476 00000078475 00000078477 00000078478	Name Adil,Malik Bibi,Saima Karim,Mubashar Khan,Sajid Khan,Tahir	Roster Grade C+ B+ C C C	Official Grade	Grade Basis PGB PGB PGB PGB	Program and Pla MS ENGINEERING MS IN SYSTEMS EI MS ENGINEERING MS ENGINEERING MS IN SYSTEMS EI MS ENGINEERING MS IN SYSTEMS EI MS ENGINEERING MS IN SYSTEMS EI	AND CS RCMS - NGG CS RCMS -	Level PostGradu PostGradu PostGradu PostGradu PostGradu PostGradu	ate Semester 1 ate Semester 1 ate Semester 1 ate Semester 1 ate Semester 1

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.
6.	Click the Save button.
7.	Click the Grade Roster link to verify Roster Grade is updated.
8.	End of Procedure.