

Campus Management System (CMS)

User Manual For Faculty **Ver 1.0**



Preface:

This User manual is intended to create by ICT Dte for assistance and support to End Users of Institutes at NUST regarding day to day operations of Campus Management System (CMS). It was necessary as any user who will be using CMS for the first time or need help will require basic information to comprehend CMS. Keeping in view the basic requirements of a naïve user, the manual has been divided all the topics in such a manner that the End User will find it really convenient to understand and perform all the relevant tasks efficiently. In order to ensure user affability, screen snapshots with given steps will help the users to perform all the necessary tasks affectively. To ensure the maximum benefit from this manual all the activities/examples, should be performed in a stepwise sequence which is listed under each/relevant topic.

For your feedback and suggestion, please feel free to contact us at ICT Dte.

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Topic No. : Instructor Grade book

In this activity, you will access course assignments for:

- Contemporary Writers Course
- World Leaders Course

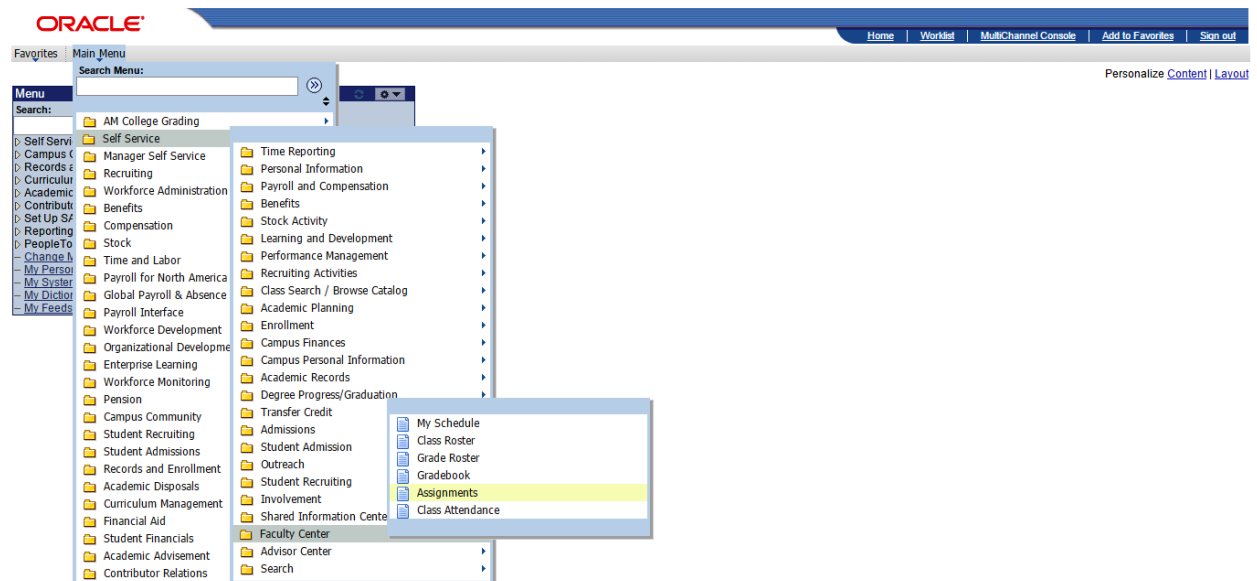
Possible Scenario(s)

In this activity you'll define course assignments of your courses which you create during "Adding Courses in Catalog" Activity .Perform the following detailed steps to complete the activity.

Example Case: Access Course Assignments for Contemporary Writers Course

To access course assignments of Contemporary Writers:

18. Login with your Instructor ID.
19. Select **Self Service>>Faculty Center>> Assignments**.



20. You should be able to view the course assignments of your course which you defined using admin login.

Note: Make sure you should select your course classes which you schedule in "Scheduling Classes" Activity

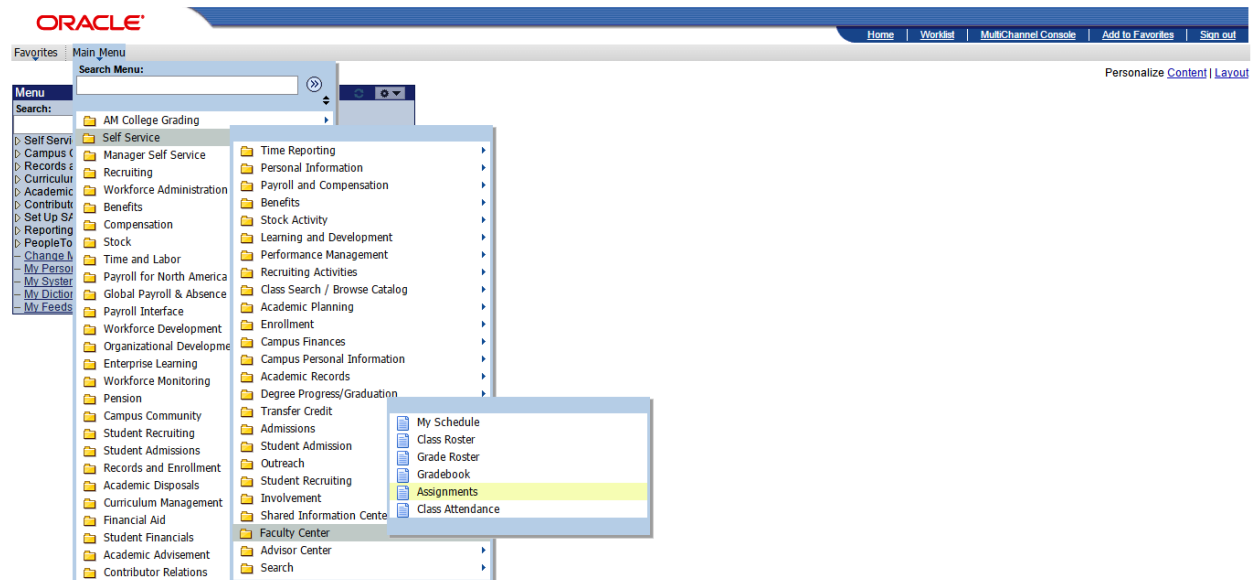
21. Click Save button on **Class Assignments** page

22. Verify the **Category weight** should be entered
23. Verify the **Grading Scale** should be entered
24. Click on **Gradebook** tab
25. Enter marks for students for different categories
26. Click on **Cumulative Grades** link to view the student grades which system assign
27. You can change your grade scale using **view histogram** link

Example Course: Access Course Assignments for World Leaders Course

To access course assignments of World Leaders:

1. Login with your Instructor ID.
2. Select **Self Service>>Faculty Center>>Assignments**.



3. You should be able to view the course assignments of your course which you defined using admin login.

Note: Make sure you should select your course classes which you schedule in “Scheduling Classes” Activity

4. Click Save button on **Class Assignments** page
5. Verify the **Category weight** should be entered
6. Verify the **Grading Scale** should be entered
7. Click on **Gradebook** tab
8. Enter marks for students for different categories
9. Click on **Cumulative Grades** link to view the student grades which system assign
10. You can change your grade scale using **view histogram** link

Topic No. : Create and Update Grade Roster

In this activity, you will review the activity overview and:

- Generate a grade roster.
- Enter and post grades.
- Verify results.

Possible Scenario(s)

In this activity you'll create grades rosters of your courses which you create during "Adding Courses in Catalog" Activity.

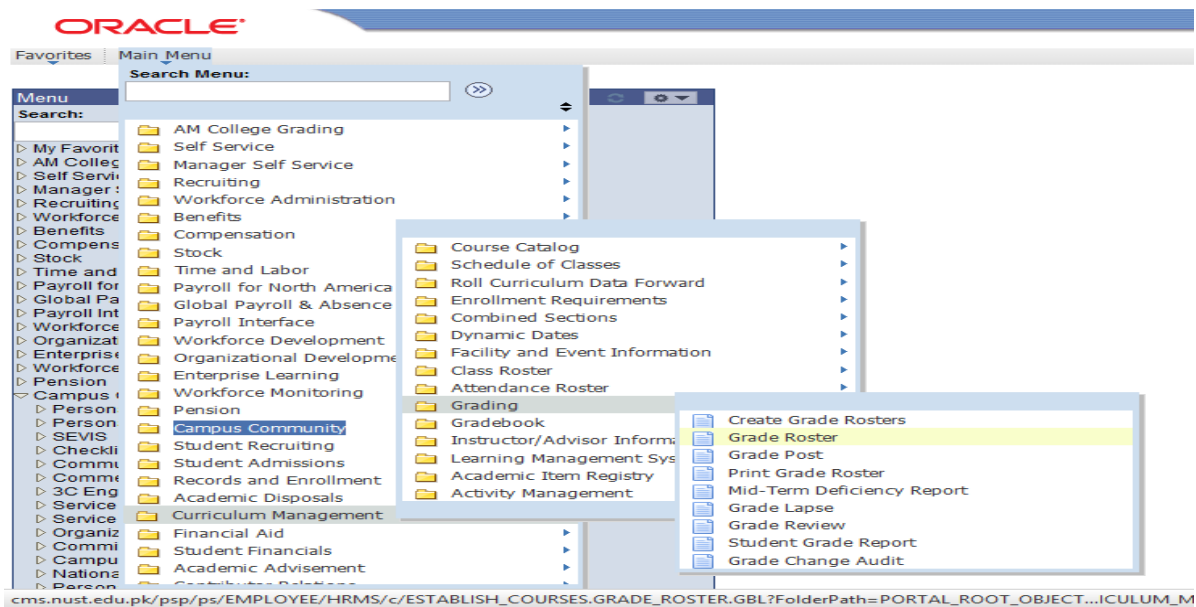
Activity Detailed Steps

Perform the detailed steps to complete the activity.

Create Grade Roster for Contemporary Writers Course

To generate a grade roster for Contemporary Writers:

28. Login with your **Admin** user.
29. Select **Curriculum Management,>>Grading>> Grade Roster**



30. On the search page, verify or enter the following information:

Page Element	Value or Status
Academic Institution	<i>NUST</i>
Term	<i>0183</i>
Subject Area	<i><enter subject area of contemporary course></i>
Catalog Nbr	<i><enter catalog nbr of contemporary course></i>

ORACLE®

Favorites | Main Menu > Curriculum Management > Grading > Grade Roster

Grade Roster

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

Find an Existing Value

Search Criteria

Academic Institution: begins with NUST

Term: begins with 0183

Subject Area: begins with MKT

Catalog Nbr: begins with 605

Campus: begins with

Session: =

Course Offering Nbr: =

Class Section: begins with

Description: begins with

Class Nbr: =

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

31. Click the **Search** button.

32. On the **Grade Roster Type** page, enter *Final Grade* in the **Grade Roster Type** field.

ORACLE®

Favorites | Main Menu > Curriculum Management > Grading > Grade Roster

Grade Roster Type | **Grade Roster**

Course ID: 002684 MKTNG THEORIES & PRACS Offer Nbr: 3 NUST

Catalog: MKT 605 Class Section: A Sp2015-Rg

☐ Use Blind Grading Class Nbr: 1230 Regular Academic Session

	*Grade Roster Type	*Description		
1			+	-

Save Final Grade Mid-Term Grade Notify Refresh

Grade Roster Type | Grade Roster

33. Click the **Create** button to create the grade roster for this class.

34. The system takes you to the Grade Roster page, where you can verify that students are appears in the grade roster.

ORACLE

Favorites | Main Menu > Curriculum Management > Grading > Grade Roster

Grade Roster Type | Grade Roster

Find First 1 of 1 Last

Term: Sp2015-Rg Class Nbr: 1230 MKTNG THEORIES & PRACS Section: A
 Session: Regular Catalog: MKT 605 Seq Nbr: 1

Roster Type

Final Grade Final Grade ☐ Display Unassigned Roster Grade Only
 Approval Status: Not Reviewed

ID	Name	Roster Grade	Official Grade	Career	Grading Basis	Final Roster Status	Detail	Note
1 00000054447	Chaudhary, Malik Ifikhar	B+	A	Masters	PGB	Pending	Detail	Note
2 00000054445	Gujar, Ifikhar	B+	A	Masters	PGB	Graded	Detail	Note
3 00000054446	Rahi, Malik Ifikhar	B+	A	Masters	PGB	Graded	Detail	Note

Save Return to Search Notify Refresh

[Grade Roster Type](#) | [Grade Roster](#)

35. Click Save

Example Case: Create Grade Roster for World Leaders Course

To generate a grade roster for World Leaders:

1. Login with your **Admin** user.
2. Select **Curriculum Management, Grading, Grade Roster**
3. On the search page, verify or enter the following information:

Page Element	Value or Status
Academic Institution	<i>NUST</i>
Term	<i>0183</i>
Subject Area	<i><enter subject area of World Leaders course></i>
Catalog Nbr	<i><enter catalog nbr of World Leaders course></i>

4. Click the **Search** button.
5. On the **Grade Roster Type** page, enter *Final Grade* in the **Grade Roster Type** field.
6. Click the **Create** button to create the grade roster for this class.
7. The system takes you to the Grade Roster page, where you can verify that students are appears in the grade roster.
8. Click Save

Update Grade Rosters

To update a grade roster for Contemporary Writers:

1. Login with your **Instructor** ID.
2. Select **Self Service, Faculty Center, Gradebook**
3. Click on **Cumulative Grades** link
4. Click on **Select Grade Roster** lookup
5. Select **Final Grade** roster from search window
6. Click on **Update** button

Note: you should be able to view updating grades in grade roster message and click ok

7. Access **Grade Roster** page
8. Now you should be able to view the roster grade in grade roster

Note: Official Grade should be empty at this stage

Posting Grades

To post a grade for Contemporary Writers course:

1. Select **Curriculum Management, Grading , Grade Roster**
2. On search page, enter following information

Page Element	Value or Status
Academic Institution	<i>NUST</i>
Term	<i>0183</i>
Subject Area	<i><enter subject area of Contemporary course></i>
Catalog Nbr	<i><enter catalog nbr of Contemporary course></i>

3. Access the **Grade Roster Type** page.
4. Change the approval status to **Approved**.
5. Click the **Post** button.
6. Click Save
7. Repeat step 1 to 6 for World Leaders course

Verify Results

To verify grades are posted:

1. Verify that the value in the **Final Roster Grading Status** column should be **posted**.
2. Check **Enrollment** page of student, grade should be posted in Grading Section.
3. Check **Grade Roster** using instructor login you should be able to view the students Official grade in Grade roster.

Topic No. : Defining Course Assignments for Primary Component Based Courses

In this activity, you will define course assignments for:

- Advance General Chemistry Course

Possible Scenario(s)

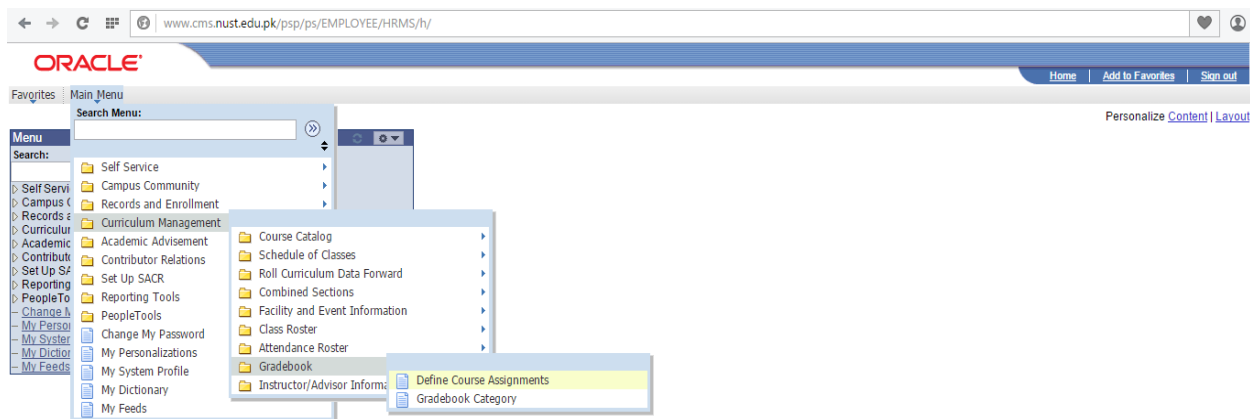
In this activity you'll define course assignments of your courses which have primary component.

Perform the detailed steps to complete the activity.

Example Case: Defining Course Assignments for Chemistry Course

To create course assignments of Chemistry course login with Admin:

1. Select **Curriculum Management>>Gradebook>>Define Course Assignments**.



2. Enter following information on search page and click search button:

Page Element	Value or Status
Academic Institution	<i>NUST</i>
Subject Area	<i><enter chemistry course subject area></i>
Catalog nbr	<i><enter chemistry course catalog nbr></i>
Course ID	<i><enter your chemistry course ID></i>

3. On **Assignments** page, enter following information

Page Element	Value or Status
Effective Date	<i>March 1. 1991</i>
Status	<i>Active</i>

4. Select Course Component as **PRI**(Primary) and enter following information:

Page Element	Value or Status
Assignment Category	<i>LECTURE</i>
Description	<i>Lecture</i>
Short Description	<i>Lec</i>
Required checkbox	<i>Should be checked</i>
Import Grades checkbox	<i>Should be checked</i>
Weight in Points	<i>100</i>
Duration	<i>15</i>

5. Add a new row in grid and enter following information:

Page Element	Value or Status
Assignment Category	<i>Laboratory</i>
Description	<i>Laboratory</i>
Short Description	<i>Lab</i>
Required checkbox	<i>Should be checked</i>
Import Grades checkbox	<i>Should be checked</i>
Weight in Points	<i>100</i>
Duration	<i>15</i>

6. Access **Category Weight** page and enter following information:

Page Element	Value or Status
Assignment Category	<i>Lecture</i>
Weight%	<i>67</i>
Assignment Category	<i>Laboratory</i>
Weight%	<i>33</i>

ORACLE

Home | Add to Favorites | Sign out

Favorites | Main Menu > Curriculum Management > Gradebook > Define Course Assignments

[New Window](#) | [Personalize Page](#)

Assignments | **Category Weight** | Grading Scale | Weightage Range

Course ID: 000709 HUMAN COMP INTERACTION MPHIL
 Course Offering Nbr: 1 Subject Area: CS Catalog Nbr: 868

Find | View All | First 1 of 1 | Last

Effective Date: 07/26/2015 Status: Active

Find | View All | First 1 of 1 | Last

Course Component:

*Assignment Category	Weight %
<input type="text"/>	<input type="text"/>

Save | Return to Search | Previous in List | Next in List | Notify | Update/Display | Include History | Correct History

[Assignments](#) | [Category Weight](#) | [Grading Scale](#) | [Weightage Range](#)

7. Access **Grading Scale** page and enter following information:

Page Element	Value or Status
Course Component	<i>Primary</i>
Grading Scheme	<i>GS</i>
Grading Basis	<i>UGB</i>

ORACLE

Home | Add to Favorites | Sign out

Favorites | Main Menu > Curriculum Management > Gradebook > Define Course Assignments

[New Window](#) | [Personalize Page](#)

Assignments | **Category Weight** | **Grading Scale** | Weightage Range

Course ID: 000709 HUMAN COMP INTERACTION MPHIL
 Course Offering Nbr: 1 Subject Area: CS Catalog Nbr: 868

Find | View All | First 1 of 1 | Last

Effective Date: 07/26/2015 Status: Active

Find | View All | First 1 of 1 | Last

*Course Component:

*Grading Scheme:

*Grading Basis:

Mark	Grade
<input type="text"/>	<input type="text"/>

Save | Return to Search | Previous in List | Next in List | Notify | Update/Display | Include History | Correct History

[Assignments](#) | [Category Weight](#) | [Grading Scale](#) | [Weightage Range](#)

8. Enter Grade scale Information:

Page Element	Value or Status
Grade	A
Mark	90
Grade	B+
Mark	80
Grade	B
Mark	70
Grade	C+
Mark	60
Grade	C
Mark	50
Grade	D+
Mark	40
Grade	D
Mark	33
Grade	F
Mark	

9. Access **Weightage Range** page, Enter following Information:

Page Element	Value or Status
Assignment Category	Lecture
Min Weightage%	50
Max Weightage%	100
Assignment Category	Laboratory
Min Weightage%	20
Max Weightage%	50

ORACLE

Home | Add to Favorites | Sign out

Favorites | Main Menu | Curriculum Management | Gradebook | Define Course Assignments

Assignments | Category Weight | Grading Scale | **Weightage Range**

Course ID: 000709 HUMAN COMP INTERACTION MPHIL
 Course Offering Nbr: 1 Subject Area: CS Catalog Nbr: 868

Effective Date: 07/26/2015 Status: Active

Course Component:

Assignment Category	Min Weightage %	Max Weightage %
Lecture	50	100
Laboratory	20	50

Save | Return to Search | Previous in List | Next in List | Notify | Update/Display | Include History | Correct History

Assignments | Category Weight | Grading Scale | Weightage Range

10. Access **Assignments** page again.
11. Enter row in Course component grid.
12. Select Course Component as **LEC** (Lecture) and enter following information:

Page Element	Value or Status
Assignment Category	<i>QUIZ</i>
Description	<i>Quiz 1</i>
Short Description	<i>Quiz 1</i>
Required checkbox	<i>Should be checked</i>
Assessed checkbox	<i>Should be checked</i>
Import Grades checkbox	<i>Should be uncheck</i>
Maximum Points	<i>10</i>
Weight in Points	<i>10</i>
Duration	<i>15</i>

13. Add a new row in grid and enter following information:

Page Element	Value or Status
Assignment Category	<i>QUIZ</i>
Description	<i>Quiz 2</i>
Short Description	<i>Quiz 2</i>
Required checkbox	<i>Should be checked</i>
Assessed checkbox	<i>Should be checked</i>
Import Grades checkbox	<i>Should be uncheck</i>
Maximum Points	<i>10</i>
Weight in Points	<i>10</i>
Duration	<i>15</i>

14. Add a new row in grid and enter following information:

Page Element	Value or Status
Assignment Category	<i>QUIZ</i>
Description	<i>Quiz 3</i>
Short Description	<i>Quiz 3</i>
Required checkbox	<i>Should be checked</i>
Assessed checkbox	<i>Should be checked</i>
Import Grades checkbox	<i>Should be uncheck</i>
Maximum Points	<i>10</i>
Weight in Points	<i>10</i>

Duration	15
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15. Add a new row in grid and enter following information:

Page Element	Value or Status
Assignment Category	<i>ASSIGNMENT</i>
Description	<i>Assignment 1</i>
Short Description	<i>Assign 1</i>
Required checkbox	<i>Should be checked</i>
Assessed checkbox	<i>Should be checked</i>
Import Grades checkbox	<i>Should be uncheck</i>
Maximum Points	<i>10</i>
Weight in Points	<i>10</i>
Duration	<i>15</i>

16. Add a new row in grid and enter following information:

Page Element	Value or Status
Assignment Category	<i>ASSIGNMENT</i>
Description	<i>Assignment 2</i>
Short Description	<i>Assign 2</i>
Required checkbox	<i>Should be checked</i>
Assessed checkbox	<i>Should be checked</i>
Import Grades checkbox	<i>Should be uncheck</i>
Maximum Points	<i>10</i>
Weight in Points	<i>10</i>
Duration	<i>15</i>

17. Add a new row in grid and enter following information:

Page Element	Value or Status
Assignment Category	<i>ASSIGNMENT</i>
Description	<i>Assignment 3</i>
Short Description	<i>Assign 3</i>
Required checkbox	<i>Should be checked</i>
Assessed checkbox	<i>Should be checked</i>
Import Grades checkbox	<i>Should be uncheck</i>
Maximum Points	<i>10</i>
Weight in Points	<i>10</i>
Duration	<i>15</i>

18. Add a new row in grid and enter following information:

Page Element	Value or Status
Assignment Category	<i>OHT</i>
Description	<i>OHT 1</i>
Short Description	<i>OHT 1</i>
Required checkbox	<i>Should be checked</i>
Assessed checkbox	<i>Should be checked</i>
Import Grades checkbox	<i>Should be uncheck</i>
Maximum Points	<i>50</i>
Weight in Points	<i>50</i>
Duration	<i>15</i>

19. Add a new row in grid and enter following information:

Page Element	Value or Status
Assignment Category	<i>OHT</i>
Description	<i>OHT 2</i>
Short Description	<i>OHT 2</i>
Required checkbox	<i>Should be checked</i>
Assessed checkbox	<i>Should be checked</i>
Import Grades checkbox	<i>Should be uncheck</i>
Maximum Points	<i>50</i>
Weight in Points	<i>50</i>
Duration	<i>15</i>

20. Add a new row in grid and enter following information:

Page Element	Value or Status
Assignment Category	<i>FINAL</i>
Description	<i>Final Exam</i>
Short Description	<i>Final</i>
Required checkbox	<i>Should be checked</i>
Assessed checkbox	<i>Should be checked</i>
Import Grades checkbox	<i>Should be uncheck</i>
Maximum Points	<i>100</i>
Weight in Points	<i>100</i>
Duration	<i>15</i>

21. Access **Category Weight** page and enter following information:

Page Element	Value or Status
Assignment Category	<i>QUIZ</i>
Weight%	<i>15</i>
Assignment Category	<i>ASSIGNMENT</i>
Weight%	<i>15</i>
Assignment Category	<i>OHT</i>
Weight%	<i>30</i>
Assignment Category	<i>FINAL</i>
Weight%	<i>40</i>

22. Access **Weightage Range** page, Enter following Information:

Page Element	Value or Status
Assignment Category	<i>QUIZ</i>
Min Weightage%	<i>10</i>
Max Weightage%	<i>20</i>
Assignment Category	<i>ASSIGNMENT</i>
Min Weightage%	<i>10</i>
Max Weightage%	<i>20</i>
Assignment Category	<i>OHT</i>
Min Weightage%	<i>15</i>
Max Weightage%	<i>40</i>
Assignment Category	<i>FINAL</i>
Min Weightage%	<i>40</i>
Max Weightage%	<i>80</i>

23. Access **Assignments** page again

24. Enter new row in course component grid

25. Select Course Component as **LAB** (Laboratory) and enter following information:

Page Element	Value or Status
Assignment Category	<i>QUIZ</i>
Description	<i>Quiz 1</i>
Short Description	<i>Quiz 1</i>
Required checkbox	<i>Should be checked</i>
Assessed checkbox	<i>Should be checked</i>
Import Grades checkbox	<i>Should be uncheck</i>

Maximum Points	10
Weight in Points	10
Duration	15

26. Add a new row in grid and enter following information:

Page Element	Value or Status
Assignment Category	QUIZ
Description	Quiz 2
Short Description	Quiz 2
Required checkbox	Should be checked
Assessed checkbox	Should be checked
Import Grades checkbox	Should be uncheck
Maximum Points	10
Weight in Points	10
Duration	15

27. Add a new row in grid and enter following information:

Page Element	Value or Status
Assignment Category	ASSIGNMENT
Description	Assignment 1
Short Description	Assignment 1
Required checkbox	Should be checked
Assessed checkbox	Should be checked
Import Grades checkbox	Should be uncheck
Maximum Points	10
Weight in Points	10
Duration	15

28. Add a new row in grid and enter following information:

Page Element	Value or Status
Assignment Category	ASSIGNMENT
Description	Assignment 2
Short Description	Assignment 2
Required checkbox	Should be checked
Assessed checkbox	Should be checked
Import Grades checkbox	Should be uncheck

Maximum Points	10
Weight in Points	10
Duration	15

29. Add a new row in grid and enter following information:

Page Element	Value or Status
Assignment Category	<i>FINAL</i>
Description	<i>Final Lab Exam</i>
Short Description	<i>Final</i>
Required checkbox	<i>Should be checked</i>
Assessed checkbox	<i>Should be checked</i>
Import Grades checkbox	<i>Should be uncheck</i>
Maximum Points	100
Weight in Points	100
Duration	15

30. Access **Category Weight** page and enter following information:

Page Element	Value or Status
Assignment Category	<i>QUIZ</i>
Weight%	10
Assignment Category	<i>ASSIGNMENT</i>
Weight%	10
Assignment Category	<i>FINAL</i>
Weight%	80

31. Access Weightage Range page and enter following information:

Page Element	Value or Status
Assignment Category	<i>QUIZ</i>
Min Weightage%	5
Max Weightage%	15
Assignment Category	<i>ASSIGNMENT</i>
Min Weightage%	5
Max Weightage%	20
Assignment Category	<i>FINAL</i>
Min Weightage%	40
Max Weightage%	80

32. Click Save

Access Course Assignments for Chemistry Lecture Class

To access course assignments of Chemistry:

36. Login with your Instructor ID.
37. Select **Self Service, Faculty Center, My Schedule**.
38. Select **Class assignments** icon on my schedule page, for Chemistry Lecture Class
39. You should be able to view the course assignments of your Lecture component which you defined using admin login.

Note: Make sure you should select your Lecture class which you schedule in “Scheduling Classes” Activity

40. Click Save button on **Class Assignments** page
41. Verify the **Category weight** should be entered
42. Click on **Gradebook** tab
43. Enter marks for students for different categories in lecture component.
44. Click Save

Access Course Assignments for Chemistry Laboratory Class

To access course assignments of Chemistry:

1. Select **Self Service, Faculty Center, My Schedule**.
2. Select **Class assignments** icon on my schedule page, for Chemistry Laboratory Class
3. You should be able to view the course assignments of your Laboratory component which you defined using admin login.

Note: Make sure you should select your Laboratory class which you schedule in “Scheduling Classes” Activity

4. Click Save button on **Class Assignments** page
5. Verify the **Category weight** should be entered
6. Click on **Gradebook** tab
7. Enter marks for students for different categories in lecture component.
8. Click Save

Importing Grades in Primary Component

To import grades in primary component:

1. Select **Self Service, Faculty Center, My Schedule**.
2. Select **Class assignments** icon on my schedule page, for Chemistry Primary Class
3. You should be able to view the course assignments of your Primary component which you defined using admin login.

Note: Make sure you should select your Primary class which you schedule in “Scheduling Classes” Activity

4. Click Save button on **Class Assignments** page
5. Verify the **Category weight** should be entered
6. Verify **Grading Scale** should be defined for primary component
7. Click on **Gradebook** tab
8. Click on **Import Component Grade** link
9. Click on **Select Assignment** lookup
10. Select **Lecture** Component
11. Click **import grades** button
12. Click on **Class Gradebook** link to verify marks are imported or not
13. Access again **Import Component Grade** link
14. Click on **Select Assignment** lookup
15. Select **Laboratory** Component
16. Click **import grades** button
17. Click on **Class Gradebook** link to verify marks are imported or not
18. Access **Cumulative Grades** link to verify system have assigned grade or not
19. You can change grade scale using **view histogram** link on page

Creating Grade Roster for Chemistry Course

To generate a grade roster for Chemistry:

1. Login with your **Admin** user.
2. Select **Curriculum Management, Grading, Grade Roster**
3. On the search page, verify or enter the following information:

Page Element	Value or Status
Academic Institution	<i>NUST</i>
Term	<i>0183</i>
Subject Area	<i><enter subject area of chemistry course></i>
Catalog Nbr	<i><enter catalog nbr of chemistry course></i>

4. Click the **Search** button.
5. On the **Grade Roster Type** page, enter *Final Grade* in the **Grade Roster Type** field.
6. Click the **Create** button to create the grade roster for this class.
7. The system takes you to the Grade Roster page, where you can verify that students are appears in the grade roster.
8. Click Save

Updating Grade Roster for Chemistry Course

To update a grade roster for Chemistry:

1. Login with your **Instructor ID**.
2. Select **Self Service, Faculty Center, Gradebook**

Note: Make sure you select the primary component of the course

3. Click on **Cumulative Grades** link
4. Click on **Select Grade Roster** lookup
5. Select **Final Grade** roster from search window
6. Click on **Update** button

Note: you should be able to view updating grades in grade roster message and click ok

7. Access **Grade Roster** page
8. Now you should be able to view the roster grade in grade roster

Note: Official Grade should be empty at this stage

Posting Grades

To post a grade for Chemistry course:

1. Select **Curriculum Management, Grading , Grade Roster**
2. On search page, enter following information

Page Element	Value or Status
Academic Institution	<i>NUST</i>
Term	<i>0183</i>
Subject Area	<i><enter subject area of Chemistry course></i>
Catalog Nbr	<i><enter catalog nbr of Chemistry course></i>

3. Access the **Grade Roster Type** page.
4. Change the approval status to **Approved**.
5. Click the **Post** button.
6. Click Save

Verify Results

To verify if the grades are posted:

1. Verify that the value in the **Final Roster Grading Status** column should be **posted**.
2. Check **Enrollment** page of student, grade should be posted in Grading Section.

3. Check **Grade Roster** using instructor login you should be able to view the students Official grade in Grade roster.