USER MANUAL

for
e-Marks
(Student Information System)

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October 2015
Version 1.2
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1. LOGIN

1.1 MySIS Login

2. Click MySIS IMS Lecturer or
4. Enter Username.
5. Enter Password.
6. Click Login button.

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Figure 1 – MySIS Login Screen
1.2 Menu e-Marks

Figure 2 – MySIS Menu

1. Click **Student Evaluation > Mark Setup > e-Marks (Lecturer)**
1.3 Choose Semester, Course and Group

Figure 3 – e-Marks Main Screen

1. Click **Course** drop down list.
2. Select **course** for respective programme and semester.

Figure 4 – e-Marks Main Screen

3. Click **Group** drop down list
4. Select **group**.
2. MARKS ENTRY - ONLINE

2.1 Marks Entry

1. Click **Marks Entry** button.

2. Make sure Marks Entry Status is (✔️) and Finalized Status is (❌). Otherwise, marks entry screen is locked for updated.

2.2 Enter Student Marks

1. For courses that have **Final Exam**, lecturer must update **Student Exam Attendance** before proceed with key in mark.

2. Key in the students’ mark (Student Marks must less than or equal to **Total Marks**).
3. Click **Save** button.
4. **Grade Calculation** implemented automatically upon **Save** button clicked.
5. Click **Back** button to return main screen.

### 2.3 Upload OMR Marks

![Figure 7 –Upload OMR Marks Screen](image)

1. Click **Browse** button.
2. Choose *.txt* file and click **Open** button.
3. Click **Upload** button to upload mark. Uploaded mark can be updated by lecturer.
4. Click **Save** button.
5. Grade Calculation implemented automatically upon button **Save** clicked.
6. Click **Back** button to return main screen.
3. MARKS ENTRY – OFFLINE

3.1 Marks Template

1. Click Marks Template button.

2. Make sure Marks Entry Status is (✓) and Finalized Status is (✗). Otherwise, download template is locked.

3.2 Download Marks Template

1. Click Download Template button.

2. Wait until the file download dialog popup.
3. Choose **Save File**.
4. Click button **OK**.

5. Browse folder to save the downloaded **Marks Template**.
6. Click button **Save**.
3.3 Enter Student Marks – Excel File

1. Open the downloaded Marks Template using Microsoft Excel or any Spreadsheet Software.
2. Enter Student Marks.
3. Maximum Marks notification will appear once mouse over to the cell.
4. Save file once mark is updated / filled.
5. Please do not update data in column STUDENT_ID and COURSE.
3.4 Upload Marks Template

1. Click Choose File button.

2. Browse Marks Template that has been save in computer.

3. Select on saved Marks Template (Excel file).

4. Click Open button.

Figure 13 – Marks Template Screen

Figure 14 – File Upload Dialog

User Manual

<table>
<thead>
<tr>
<th>SYSTEM NAME</th>
<th>MODULE NAME</th>
<th>FORMAT</th>
<th>REVISION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MySIS</td>
<td>e-Marks</td>
<td>A4</td>
<td>2013-01</td>
<td>9</td>
</tr>
</tbody>
</table>
5. Browse **Marks Template** (.xls Marks Template in computer).
7. Click **Upload Template** button.

![Figure 15 –Marks Template Screen](image)

8. Confirmation box will appear upon **Upload Template** button is clicked.
9. Click **OK** button to proceed with student marks upload.
10. Click **Cancel** button to cancel student marks upload.
11. Hence **OK** button is clicked, please wait until the upload process finish.

![Figure 16 –Marks Template Upload Confirmation Popup](image)
12. **Marks Entry** Screen will appear after upload process finish.

13. Make sure the student mark(s) is correct.

14. If there are any errors during upload student marks, list of errors will appear on marks entry screen.

15. Click **Close** icon (X) on top of popup to close the list of error.

16. Correct the error by entering student marks on mark entry screen.

17. Click **Save** button after make a changes.

18. Click **Back** button to return main screen.
4. EXAM ATTENDANCE

4.1 Exam Attendance

1. Click Exam Attendance button.

2. Make sure marks Entry Status is (✔️) and Finalized Status is (❌). Otherwise, exam attendance screen is locked for updated.

3. Click Exam Venue drop down list

4. Select Venue for every group.
4.2 Update Student Exam Attendance

Figure 21 – Exam Attendance Screen

1. For courses that have **Final Exam**, lecturer must update **Student Exam Attendance** before proceed with key in mark or upload OMR mark.
2. Tick ( √ ) on **Attend?** for selected student to update selected student attendance.
3. Tick ( √ ) on **Select All / Deselect All** to update all students attendance.
4. Click **Save** button.
5. Untick ( ) on **Attend?** for selected student to revert updating selected student attendance.
6. Untick ( ) on **Select All / Deselect All** to revert updating all students attendance.
7. Click **Save** button.
8. Click **Back** button to return main screen.
5. ADD REASON

5.1 Add Reason

1. Click **Marks Entry** button.

2. Make sure marks Entry Status is (✔️) and Finalized Status is (❌). Otherwise, add reason form is locked for changes.

3. Click **Add Reason** button.
4. Enter a reason.
5. Click **Marks** button to view **Student Marks** detail.
6. Click **Save** button to save reason.
7. Click **View** button to view reason.
8. Click button **Back** to return main screen.

### 6. MARKS RELEASE

#### 6.1 Marks Release

1. Click **Marks Release** button.
2. Make sure Marks Entry Status is (✔️) and Finalized Status is (❌) otherwise, Mark Release is locked.

![Marks Distribution Table]

3. Tick (✔️) on Marks Distribution for selected student to release student’s marks.
4. Tick (✔️) on Select All / Deselect All to release all students’ marks.
5. Click Save button.
6. Untick (❌) on Marks Distribution for selected student to unreleased selected marks.
7. Untick (❌) on Select All / Deselect All to unreleased all students’ mark.
8. Click Save button.
9. Click Back button to return main screen.
7. REPORTING

7.1 View Marks Report

1. Click Marks Report button.

2. Choose selected report on report list.
3. Click View Report button to generate report.
4. Click Back button to return main screen.
8. LOG OUT

8.1 Exit e-Marks

Figure 29 – e-Marks Main Screen

1. Click Close button on top of screen to Log out.