



GARIS PANDUAN PENGISIAN MARKAH PEPERIKSAAN

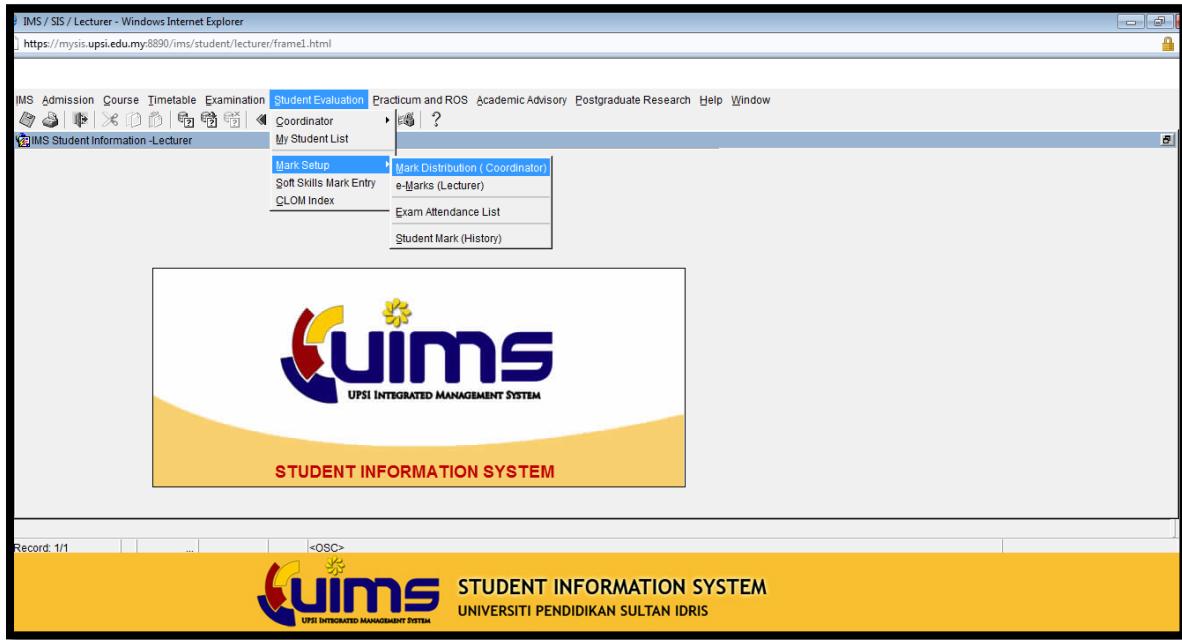
**INSTITUT PENGAJIAN SISWAZAH
UNIVERSITI PENDIDIKAN SULTAN IDRIS**

1. Objektif Garis Panduan

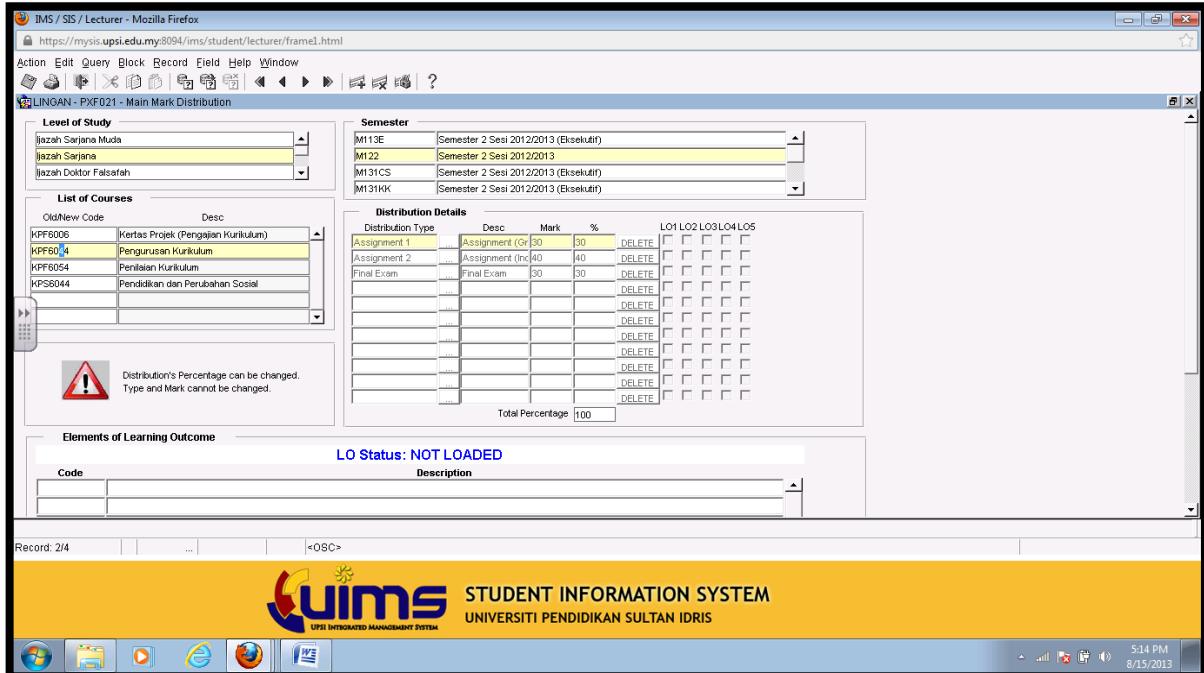
- Memastikan pengisian markah oleh pensyarah dibuat mengikut prosedur yang ditetapkan.

2. Pengisian Pemberatan Kursus

- 2.1 Pensyarah perlu daftar masuk di skrin IMS. Seterusnya ke mark setup dan klik mark distribution (coordinator).

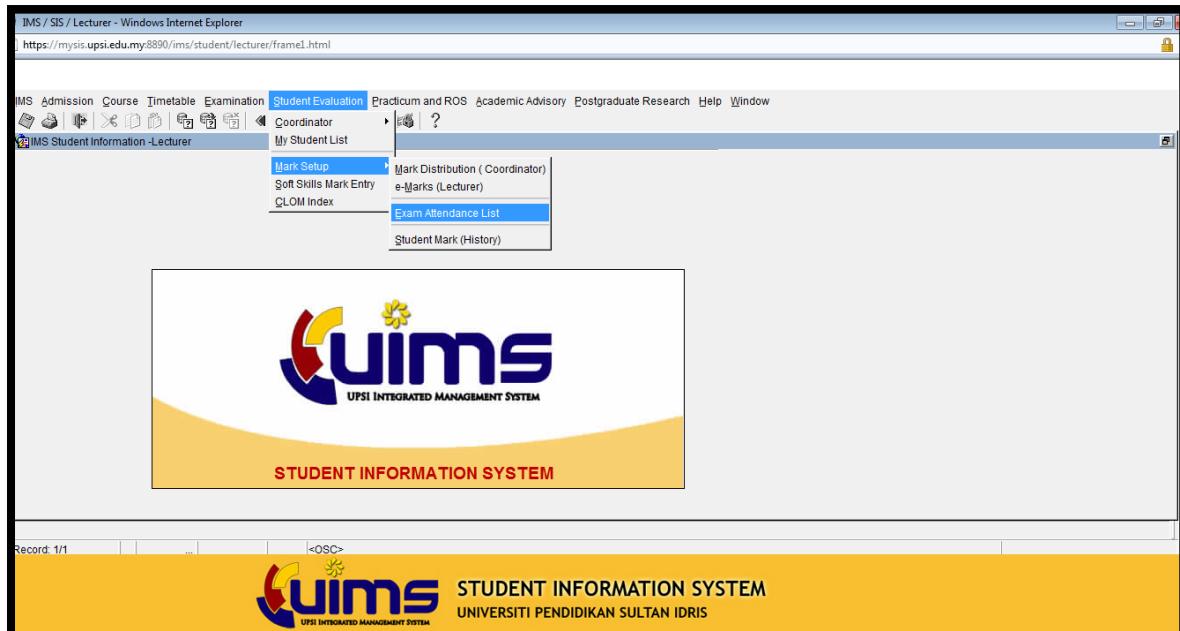


- 2.2 Pensyarah perlu memilih level of study dan pilih semester semasa dan masukkan pemberatan di *distribution details*.



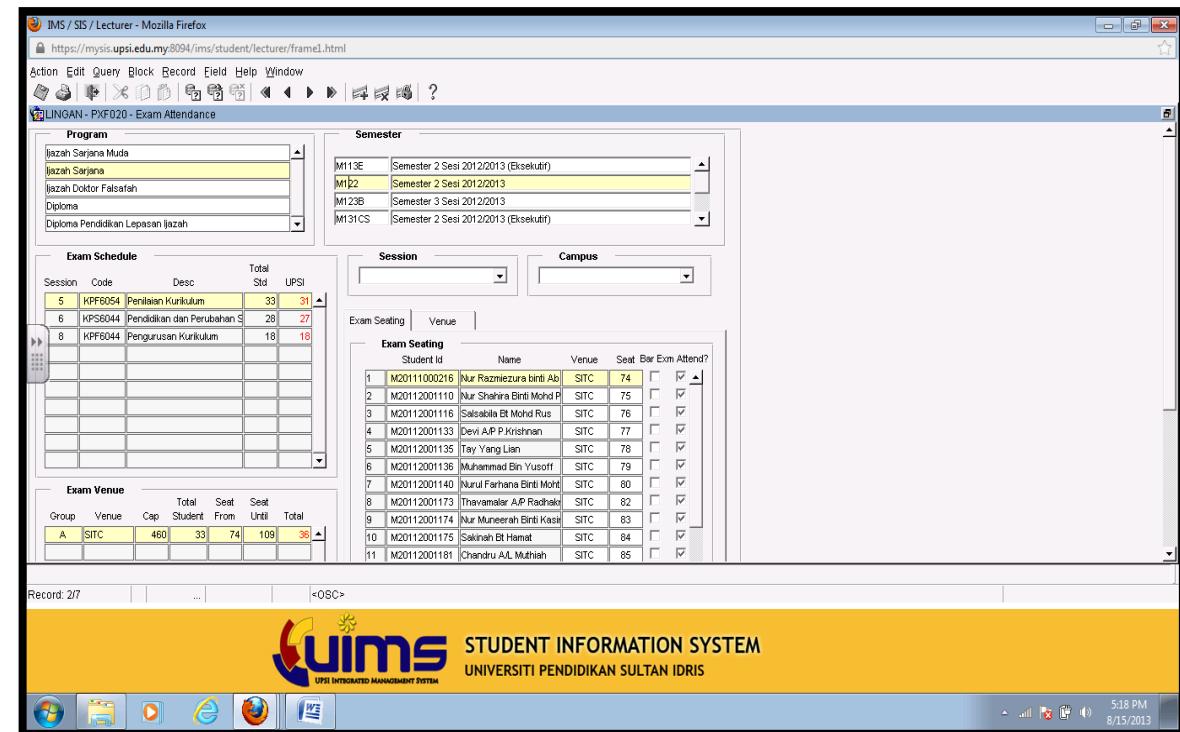
3. Menyemak Kehadiran Pelajar

- 3.1 Menyemak kehadiran pelajar yang menduduki peperiksaan. Klik student evaluation, kemudian ke mark setup dan klik exam attendance list.



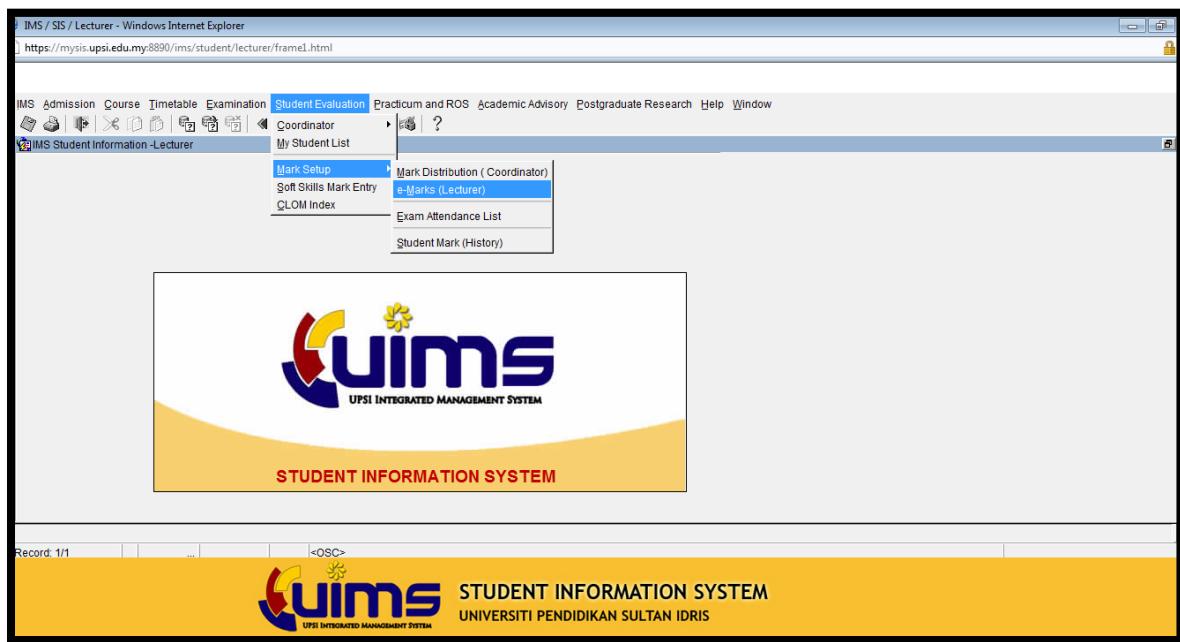
- 3.2 Pilih program, semester semasa dan pilih exam schedule.

- 3.3 Klik kehadiran pelajar di exam seating



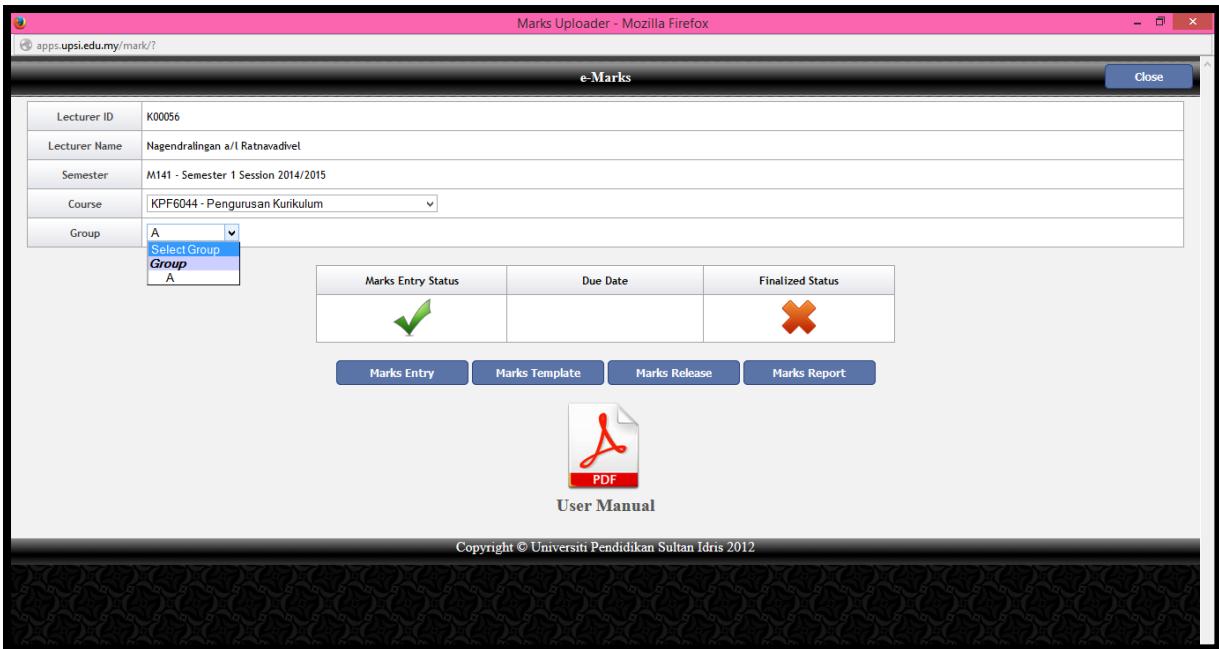
4. Memasukkan markah

- 4.1 Pensyarah memasukkan markah pelajar dalam sistem IMS. Klik student evalution, kemudian ke mark setup dan klik e-Marks(lecturer).

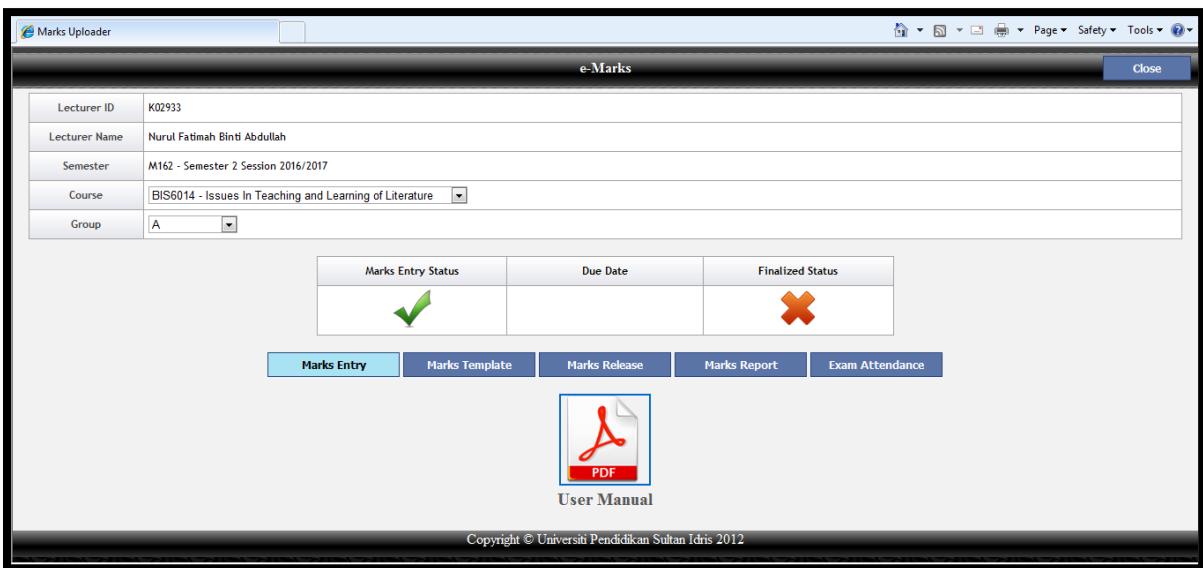


- 4.2 Klik Select Course.

4.3 Klik Select Group.



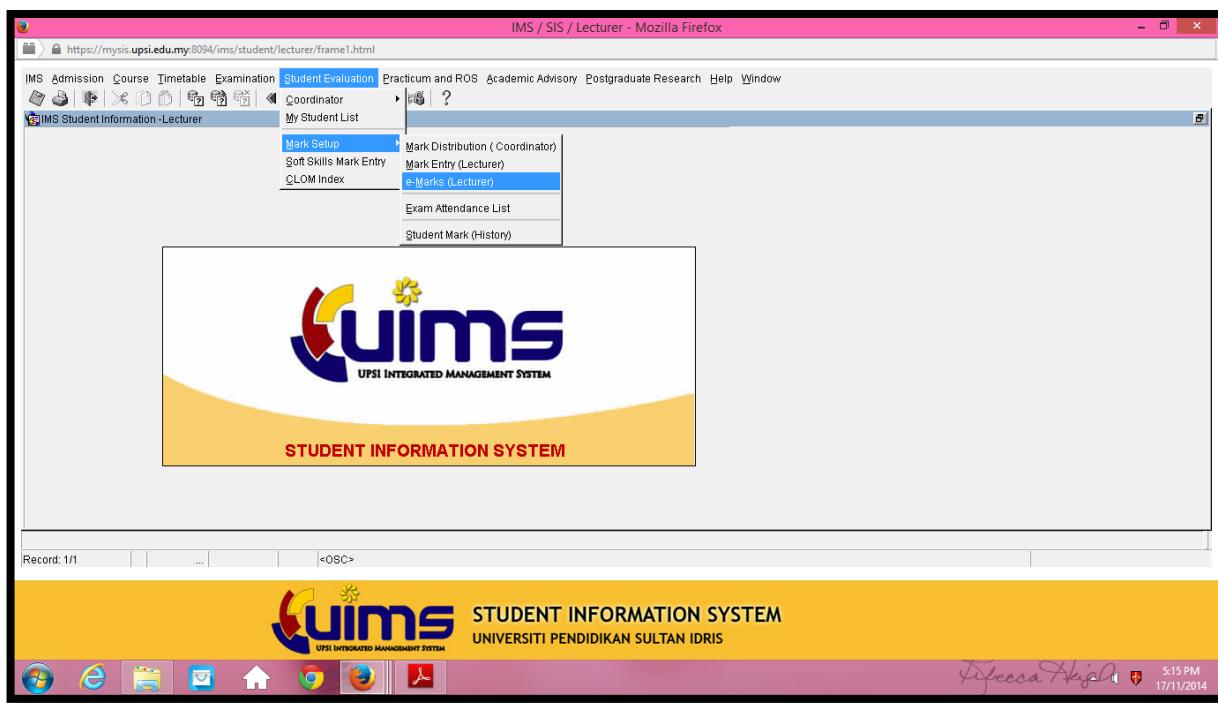
4.4 Klik Marks Entry untuk masukkan markah.



- 4.5 Pensyarah perlu masukkan markah dan setelah selesai klik Save.

The screenshot shows a 'Marks Entry' window. At the top, a message in English and Malay encourages saving changes after entering marks. Below this, a table lists student marks for a course named 'BIS6014 - Issues In Teaching and Learning of Literature'. The table includes columns for Program (MASTER), Semester (M162 - Semester 2 Session 2016/2017), Total Mark, Assign 1, Assign 2, Assign 3, Final, ATTEND, BAR, Total %, Grade, Audit, and Project paper (times taken). There are four students listed: Atiqah Binti Khairudin, Amarjit Kaur A/P Kartar Singh, Prema A/P Muniandy, and Bristy Razwana Jahan. Each student has a row of colored boxes representing their marks. The bottom of the screen shows a toolbar with Back, Add Reason, Save, and other buttons.

- 4.6 Sekiranya pensyarah hendak memaparkan markah tugasan, kuiz dan sebagainya sebelum minggu peperiksaan, pensyarah perlu klik Student Evaluation dan klik e-Marks (lecturer).



4.7 Pilih kursus

The screenshot shows the 'e-Marks' application window in Mozilla Firefox. The URL bar displays 'apps.upsi.edu.my/mark/?'. The main form fields are filled with the following values:

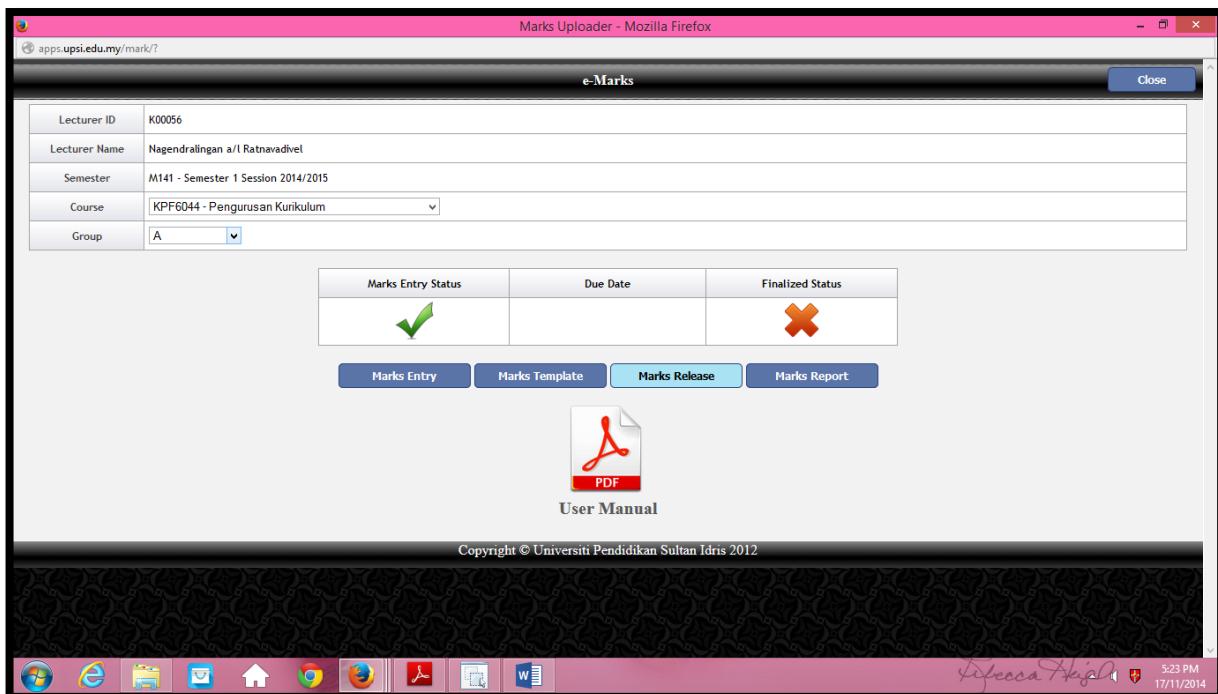
Lecturer ID	K00056
Lecturer Name	Nagendralingan a/l Ratnavadivel
Semester	M141 - Semester 1 Session 2014/2015
Course	KPF6044 - Pengurusan Kurikulum
Group	MASTER - M141 - Semester 1 Sesi 2014/2015 KPF6044 - Pengurusan Kunkulum KPS6044 - Pendidikan dan Perubahan Sosial

Below the form is a grid with three columns: 'Marks Entry Status' (green checkmark), 'Due Date' (empty), and 'Finalized Status' (red X). At the bottom are four buttons: 'Marks Entry', 'Marks Template', 'Marks Release', and 'Marks Report'. A PDF icon with the word 'PDF' is centered below the buttons. The status bar at the bottom right shows 'Dipucca Akayla' and the date '17/11/2014'.

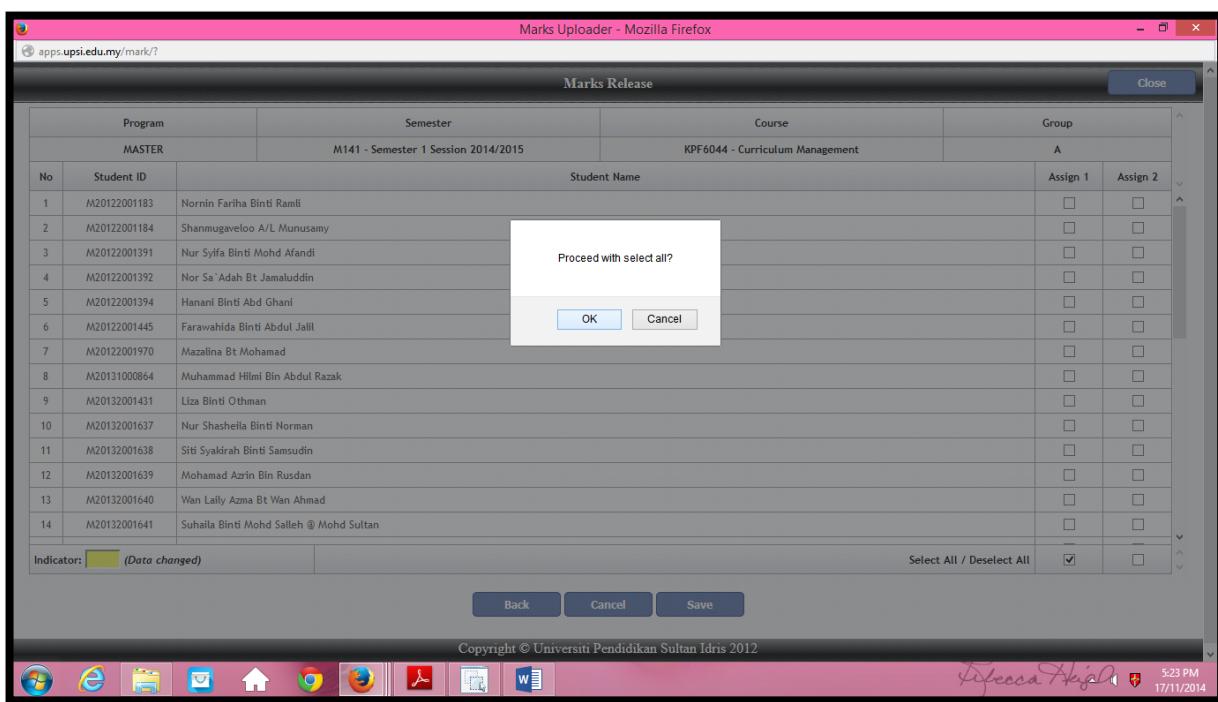
4.8 Pilih kumpulan

This screenshot shows the same 'e-Marks' application window. The 'Group' field dropdown is open, displaying the value 'A' and a sub-menu titled 'Select Group' with the option 'Group A' highlighted. The rest of the interface and status bar are identical to the previous screenshot.

4.8 Klik Mark release



4.8 Klik Ok



- 4.9 Pilih tugasan/kuiz/ujian yang hendak dipaparkan kepada pelajar. Kemudian klik Save dan Close.

Marks Uploader - Mozilla Firefox

apps.upsi.edu.my/mark/?

Marks Release

Program		Semester	Course	Group	
MASTER		M141 - Semester 1 Session 2014/2015	KPF6044 - Curriculum Management	A	
No	Student ID	Student Name		Assign 1	Assign 2
1	M20122001183	Nornin Fariha Binti Ramli		<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	M20122001184	Shanmugaveloo A/L Munusamy		<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	M20122001391	Nur Syifa Binti Mohd Afandi		<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	M20122001392	Nor Sa'Adah Bt Jamaluddin		<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	M20122001394	Hanani Binti Abd Ghani		<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	M20122001445	Farawahida Binti Abdul Jalil		<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	M20122001970	Mazalina Bt Mohamad		<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	M20131000864	Mohammad Hilmi Bin Abdul Razak		<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	M20132001431	Liza Binti Othman		<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	M20132001637	Nur Shashella Binti Norman		<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	M20132001638	Siti Syakirah Binti Samsudin		<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	M20132001639	Mohamad Azrin Bin Rusdan		<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	M20132001640	Wan Laily Azma Bt Wan Ahmad		<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	M20132001641	Suhaila Binti Mohd Salleh @ Mohd Sultan		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Indicator: (Data changed)

Select All / Deselect All

Back Cancel Save

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Diececa Hajid 5:24 PM 17/11/2014