



# **GARIS PANDUAN PENGISIAN MARKAH PEPERIKSAAN**

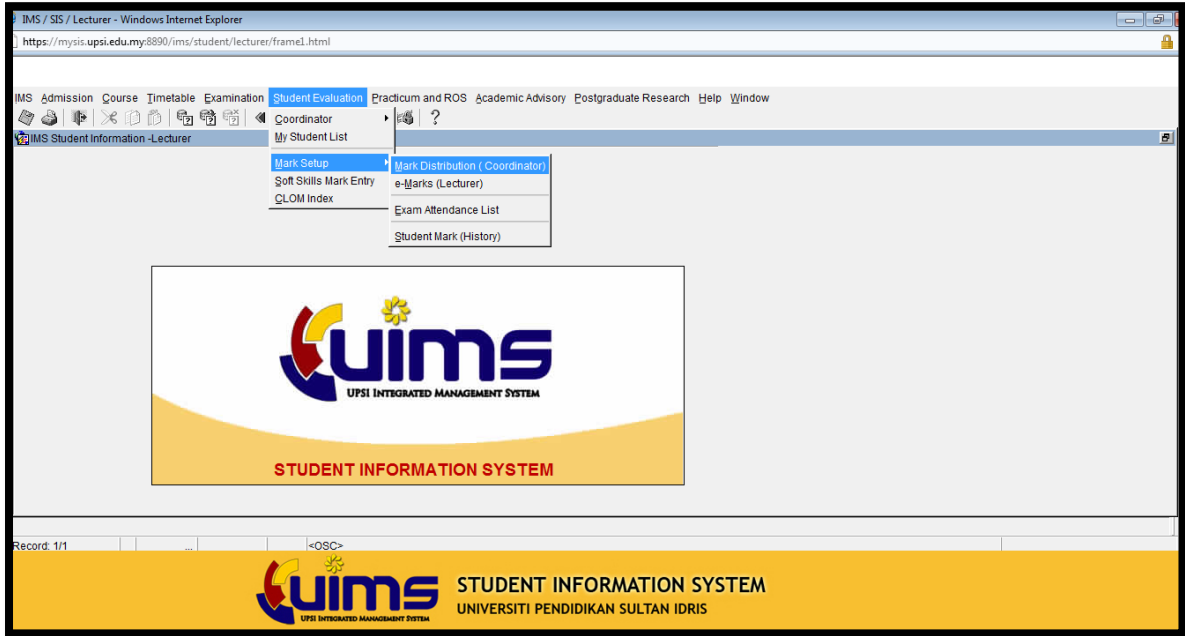
**INSTITUT PENGAJIAN SISWAZAH  
UNIVERSITI PENDIDIKAN SULTAN IDRIS**

## 1. Objektif Garis Panduan

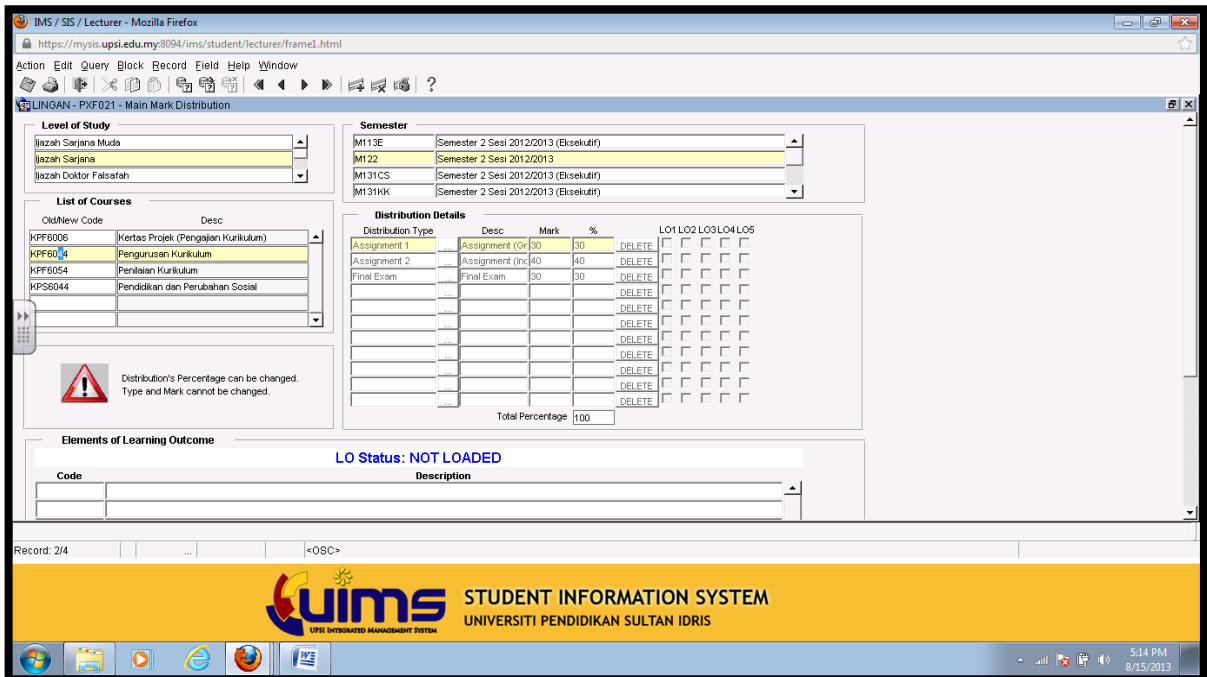
- Memastikan pengisian markah oleh pensyarah dibuat mengikut prosedur yang ditetapkan.

## 2. Pengisian Pemberatan Kursus

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

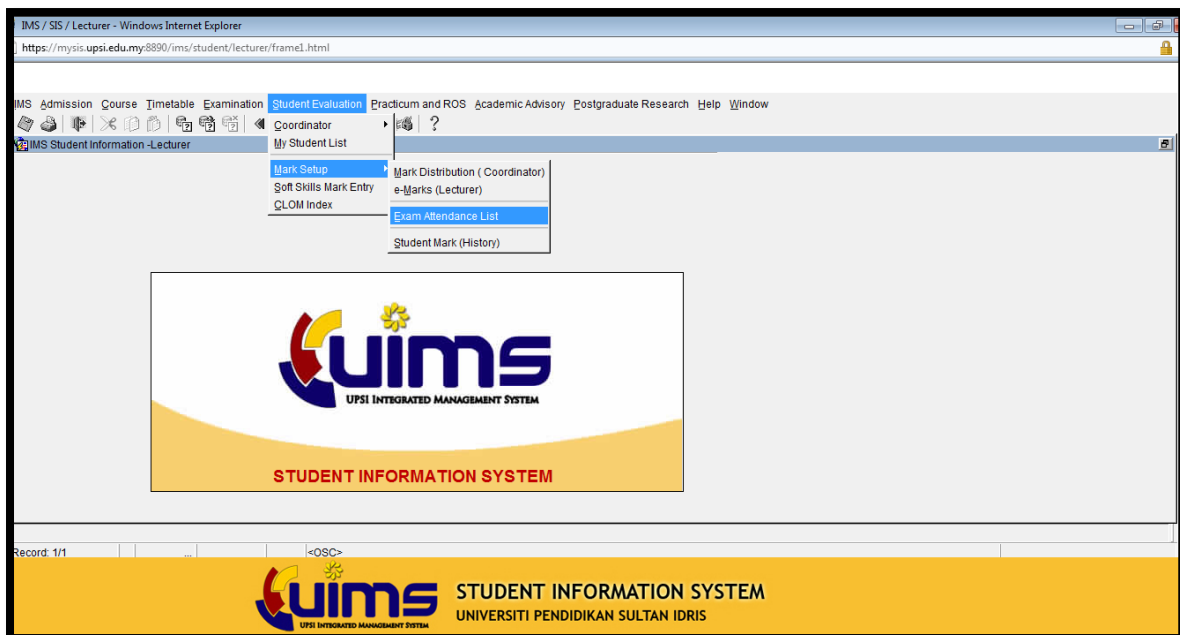


- 2.2 Pensyarah perlu memilih *level of study* dan pilih semester semasa dan memasukkan pemberatan di *distribution details*.



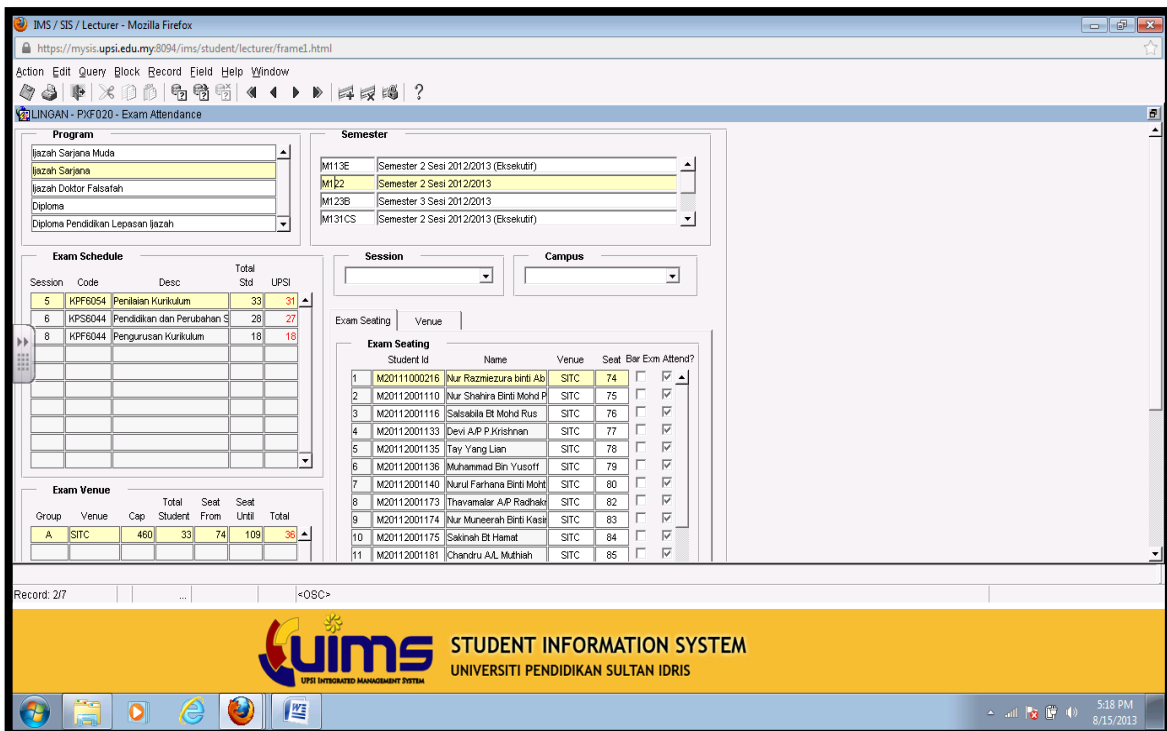
### 3. Menyemak Kehadiran Pelajar

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



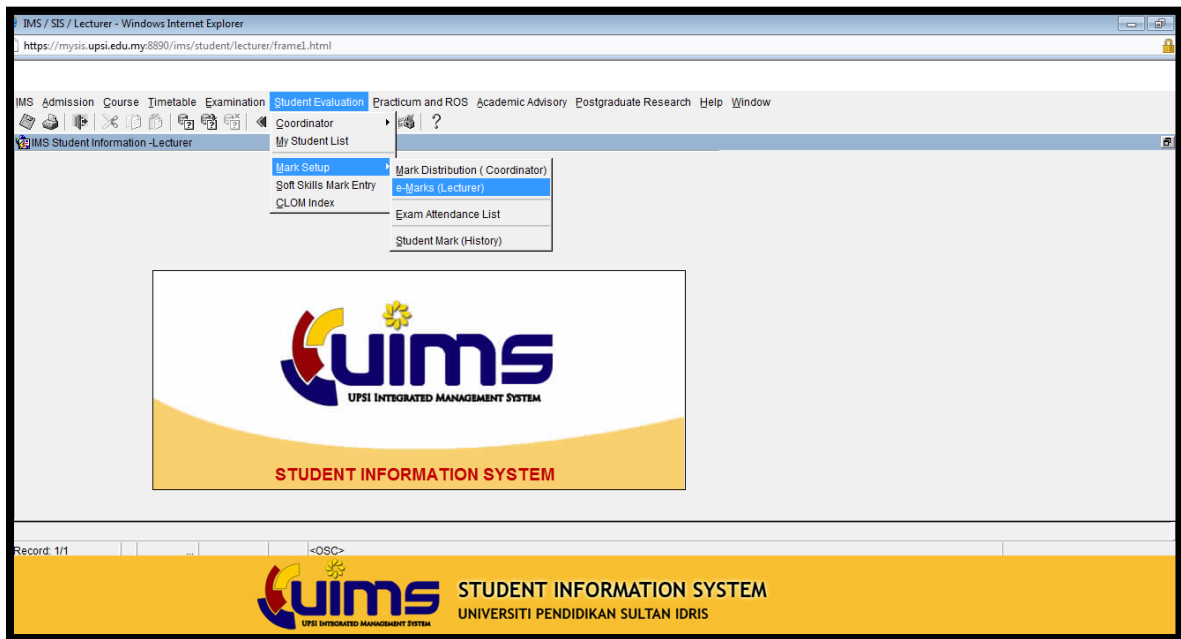
3.2 Pilih *program*, semester semasa dan pilih *exam schedule*.

3.3 Klik kehadiran pelajar di *exam seating*

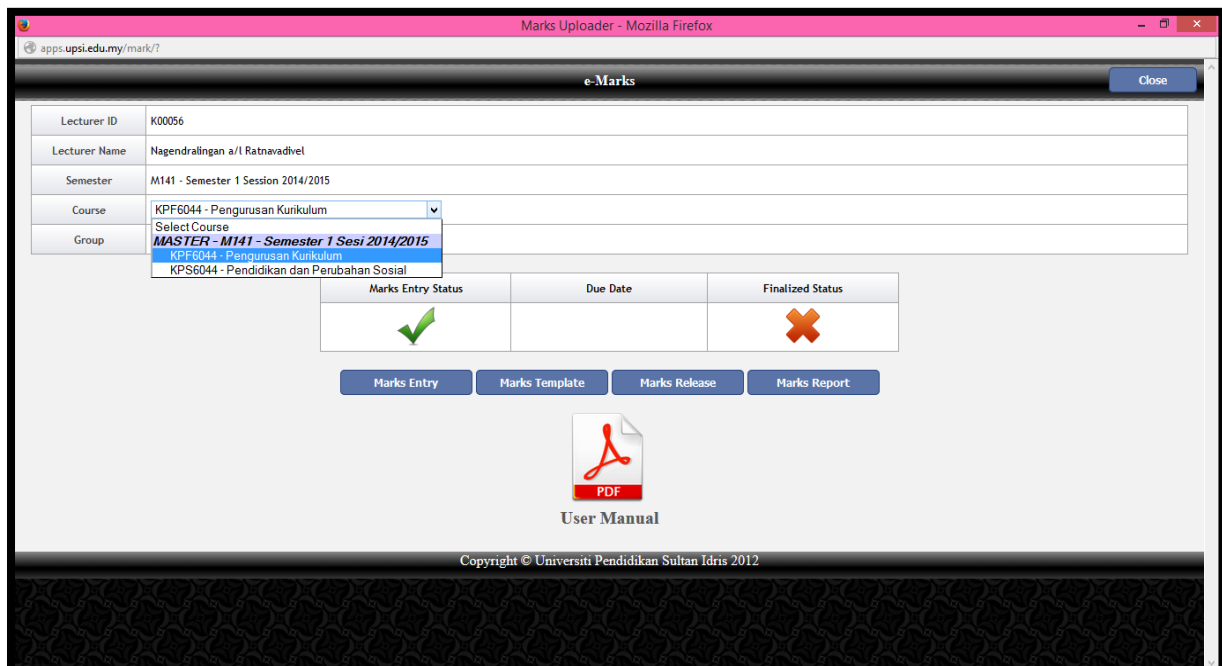


## 4. Memasukkan markah

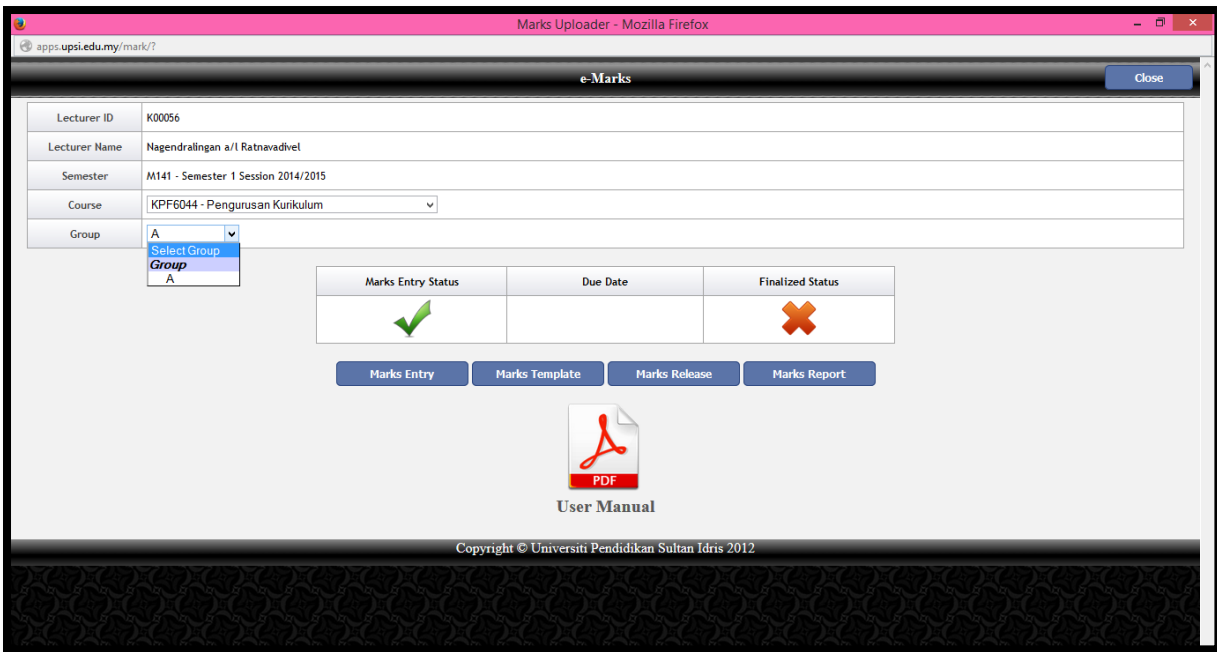
- 4.1 Pensyarah memasukkan markah pelajar dalam sistem IMS. Klik *student evaluation*, kemudian ke *mark setup* dan klik *e-Marks(lecturer)*.



- 4.2 Klik *Select Course*.



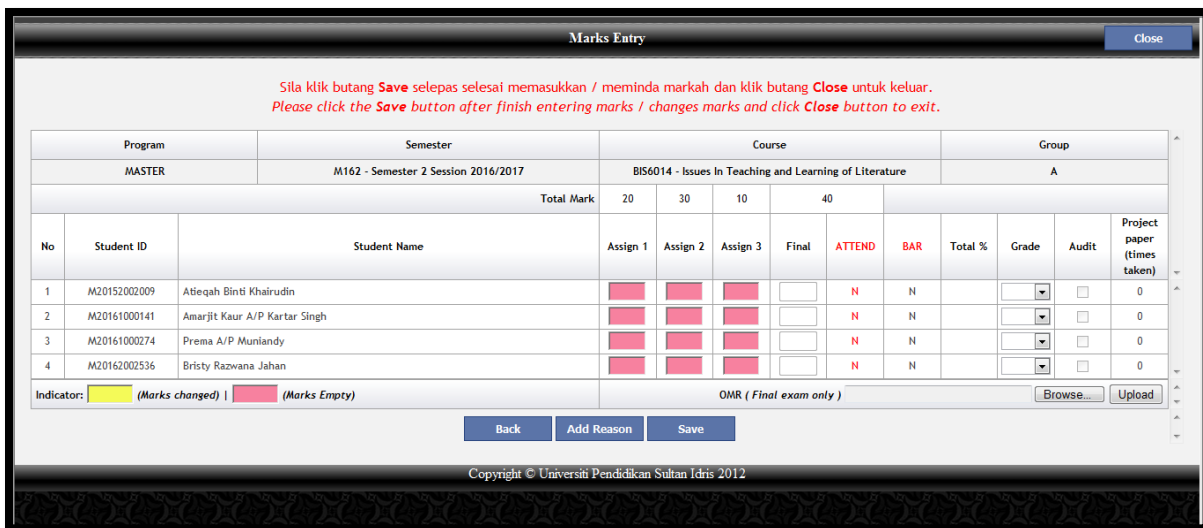
#### 4.3 Klik *Select Group*.



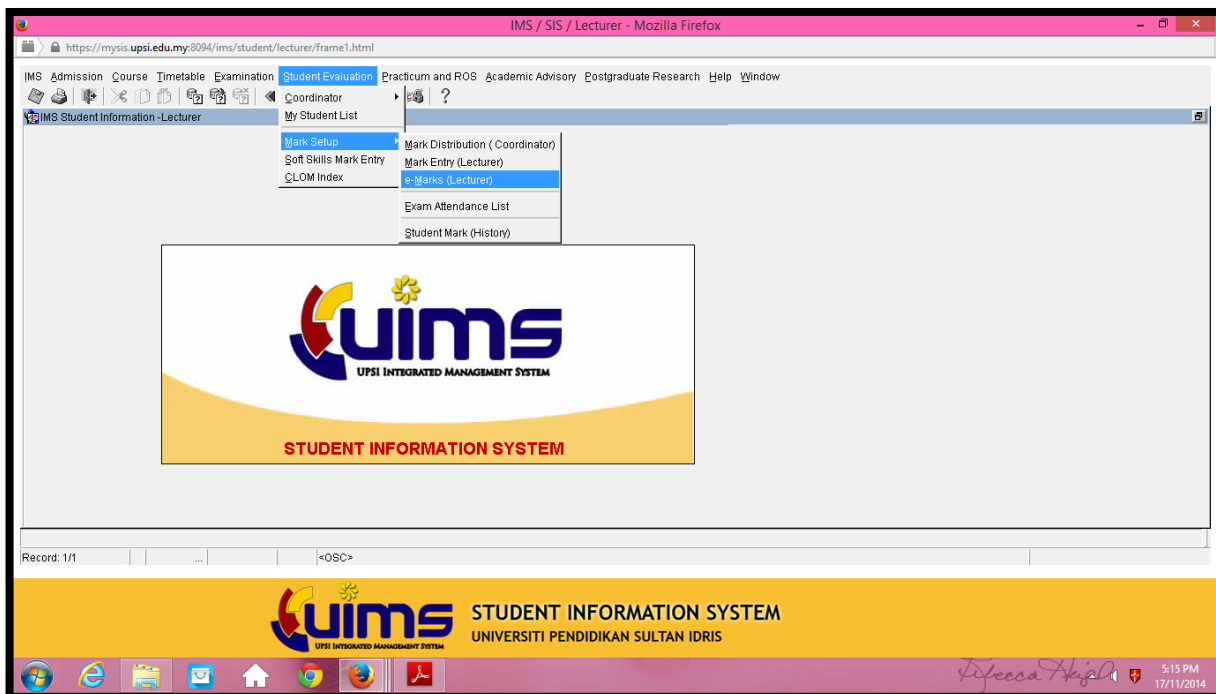
#### 4.4 Klik *Marks Entry* untuk masukkan markah.



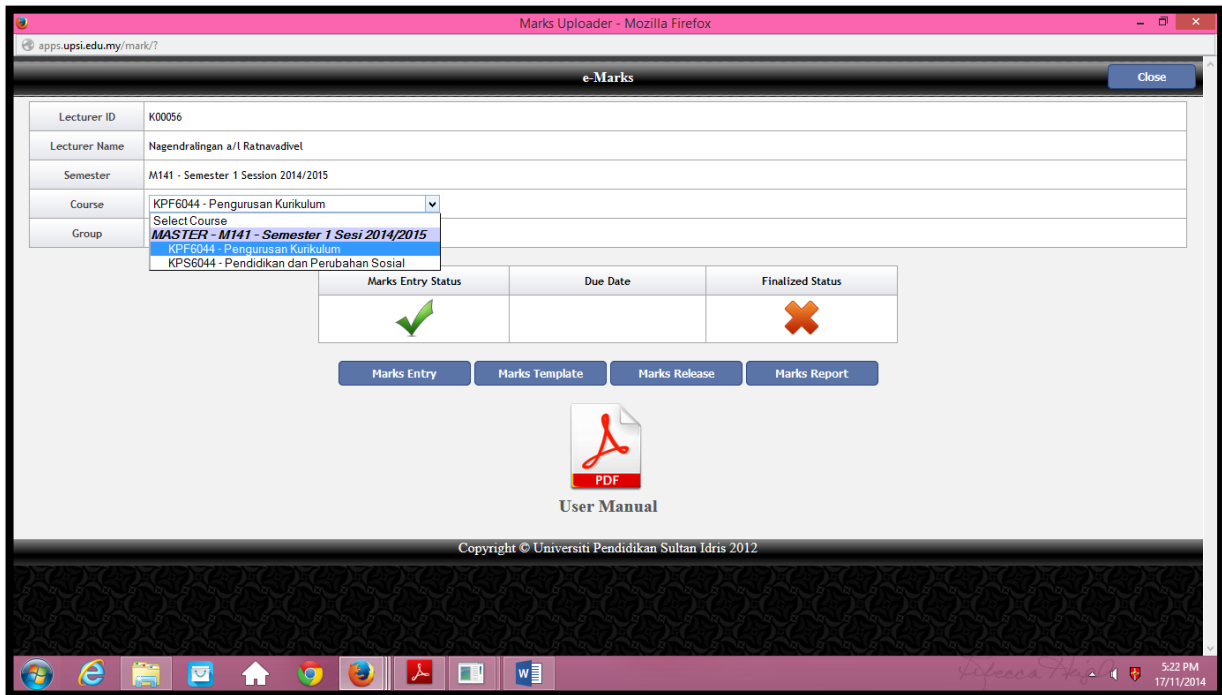
4.5 Pensyarah perlu memasukkan markah dan setelah selesai klik Save.



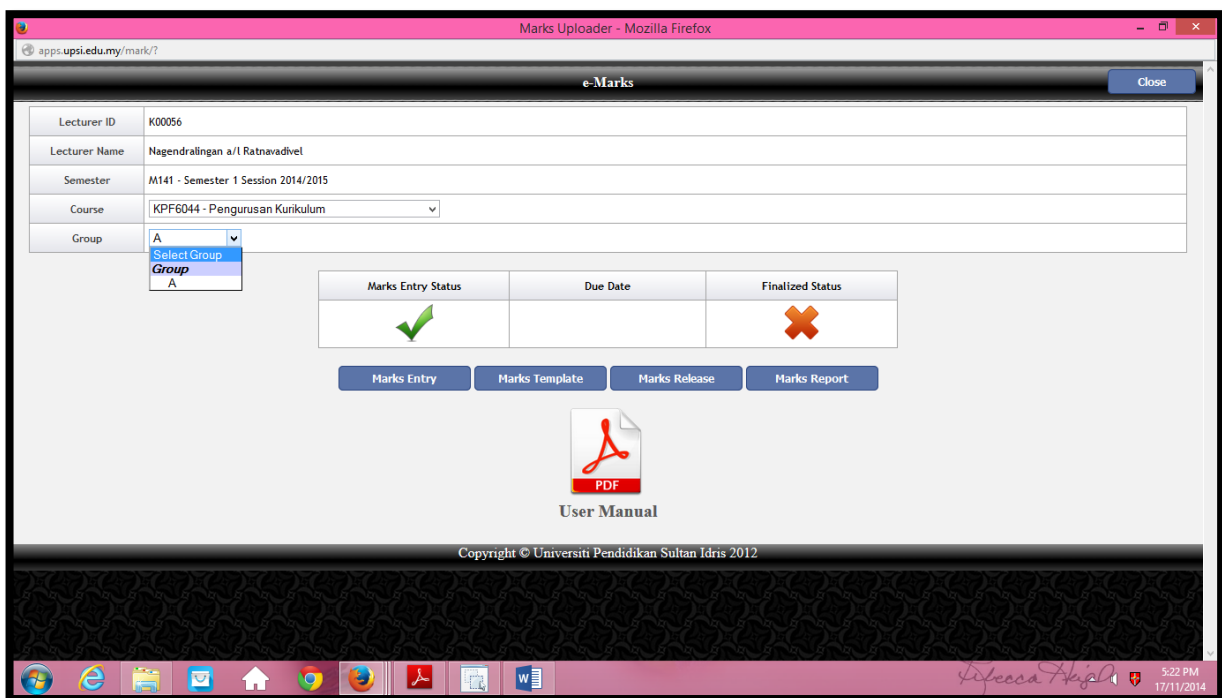
4.6 Sekiranya pensyarah hendak memaparkan markah tugasan, kuiz dan sebagainya sebelum minggu peperiksaan, pensyarah perlu klik *Student Evaluation* dan klik *e-Marks (lecturer)*.



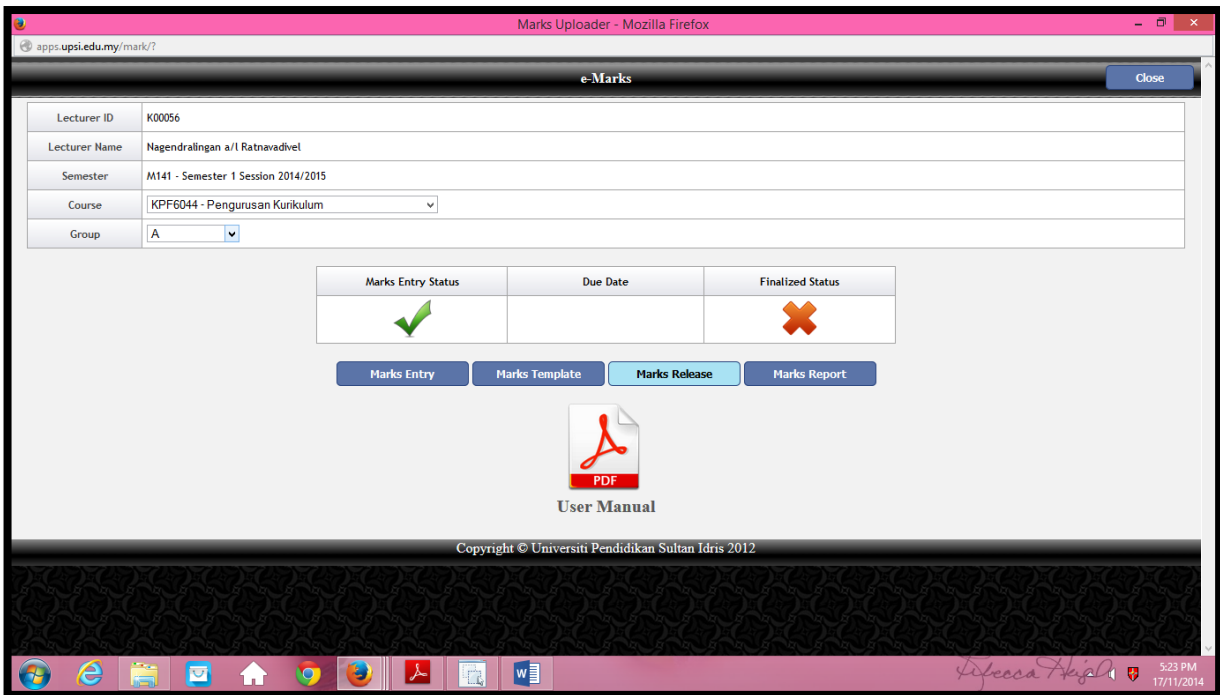
#### 4.7 Pilih kursus



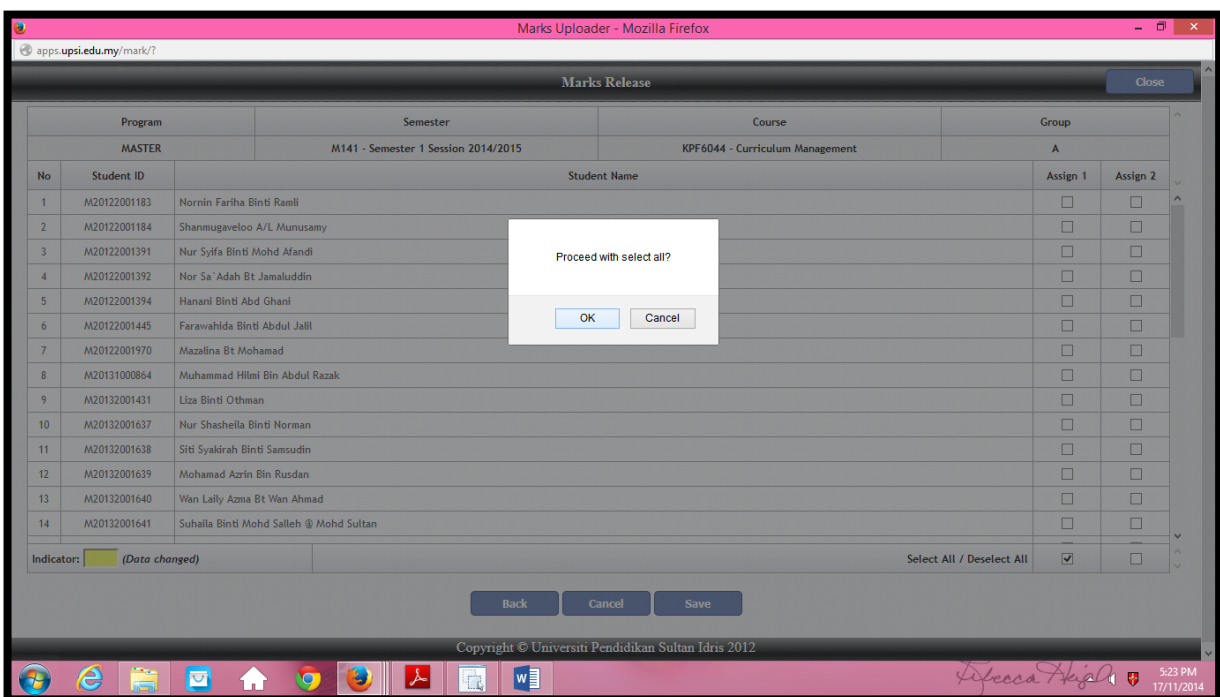
#### 4.8 Pilih kumpulan



#### 4.8 Klik Mark release



#### 4.8 Klik Ok





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

The screenshot shows a web browser window titled 'Marks Uploader - Mozilla Firefox' with the URL 'apps.ups.edu.my/mark/'. The main content area is titled 'Marks Release' and contains a table with the following data:

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	Muhammad 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 Shashaella 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"/>

Below the table, there is an 'Indicator' section with a yellow box and the text '(Data changed)'. To the right, there is a 'Select All / Deselect All' section with a checked checkbox. At the bottom of the application, there are three buttons: 'Back', 'Cancel', and 'Save'. The footer of the browser window shows 'Copyright © Universiti Pendidikan Sultan Idris 2012' and the system tray displays the time '5:24 PM' and date '17/11/2014'.