

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).

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

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ljazah Sarjana	M122 Semester 2 Sesi 2012/2013	
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3. Menyemak Kehadiran Pelajar

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

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- 3.2 Pilih program, semester semasa dan pilih exam schedule.
- 3.3 Klik kehadiran pelajar di exam seating

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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.

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4.3 Klik Select Group.

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4.4 Klik Marks Entry untuk masukkan markah.

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

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4.7 Pilih kursus

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4.8 Pilih kumpulan

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4.8 Klik Mark release

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

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