

Campus Management Solution



Faculty Self Service Guide

Visit CMS at URL
<http://cms.nwfpuet.edu.pk>

We are committed for technological excellence

1. LOGGING IN TO CMS

OVERVIEW

CMS is a secure web application. You must log in to the system with a valid username and password, provided to you by the administrator.

STEPS

- Open the internet Explorer, Firefox, Chrome or Opera etc
- Enter URL <http://cms.nwfpuet.edu.pk>.
- Login screen displays when you enter correct URL.



- Enter valid Username(CASE SENSITIVE) and password.
- Click **Sign In** Button, You will now log in to the system

Following screen will be display when you are successfully logged in to the system.



2. Main Menu

OVERVIEW

Main Menu is used for navigation to various allowed pages.



Screen showing various user actions controls.

3. Personal Information

Add/Update personal Information

Overview

Here you can see, add your name, language, phone numbers, email addresses etc The personal information functionality of Campus Self Service exposes familiar Campus Community information to Instructor. It provides an easy way for instructor to update personal information about himself/herself at any time.

In personal information Instructor can access:

- Name
- Addresses
- Phone numbers.
- Email Addresses
- Internet Addresses
- Emergency Contact
- Demographic Data

Instructor can View, Delete and add new values for each of the above fields except Demographic data. Demographic data like ID, Gender, Date of birth, Material Status, National ID card number, Citizenship, Licenses etc are read only to the Instructor for security reasons. He/she have to contact the administrator for Editing/ Deletion or updating in demographic information.

Viewing Name

Steps

Steps	Action
1	Click the Self Service link in main menu

2	Click the Campus Personal Information Link
3	Click the Names,Phone Number,Email Address etc... Link(Following screen will be displayed for Name)

U.E.T.P. Home Sign out

Menu
 Search:
 Hostel Management System
 Self Service
 Campus Personal Information
 Personal Data Summary
 Addresses
 Names
 Phone Numbers
 Email Addresses
 Internet Addresses
 Emergency Contacts
 Demographic Information
 User Preferences
 Communication Preferences
 Languages
 Licenses and Certificates
 Memberships
 Work Experience
 Extracurricular Activities
 Unions and Awards

Suhail Yousaf go to ...

Personal Information Security Credentials Participation

addresses | names | phone numbers | email addresses | internet addresses | emergency contacts | demographic information

Names

View, add, change or delete a name.

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

Name Type	Name
Primary	Suhail Yousaf
Preferred	Suhail Yousaf

Add A New Name

Personal Information Security Credentials Participation

Addresses | Names | Phone Numbers | Email Addresses | Internet Addresses | Emergency Contacts | Demographic Information

Add Phone Number

U.E.T.P. Home Sign out

Menu
 Search:
 Hostel Management System
 Self Service
 Campus Personal Information
 Personal Data Summary
 Addresses
 Names
 Phone Numbers
 Email Addresses
 Internet Addresses
 Emergency Contacts
 Demographic Information
 User Preferences
 Communication Preferences
 Languages
 Licenses and Certificates
 Memberships
 Work Experience

Suhail Yousaf go to ...

Personal Information Security Credentials Participation

addresses | names | phone numbers | email addresses | internet addresses | emergency contacts | demographic information

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

No current phone information found.

Add A Phone Number

Save

* Required Field

Steps	Action
1	Click the Self Service link in main menu
2	Click the Campus Personal Information Link
3	Click the Phone Number , Link (Following screen will be displayed)

4	Click Add a Phone Number
---	--

U.E.T.P. Home Sign out

Suhail Yousaf go to ...

Personal Information Security Credentials Participation

addresses || names || phone numbers || email addresses || internet addresses || emergency contacts || demographic information

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	Telephone	Ext	Preferred	
Main	0919216005	3211	<input type="checkbox"/>	delete

[Add A PHONE NUMBER](#)

[SAVE](#)

* Required Field

Personal Information Security Credentials Participation

[Addresses](#) [Names](#) [Phone Numbers](#) [Email Addresses](#) [Internet Addresses](#) [Emergency Contacts](#) [Demographic Information](#)

go to ...

Steps	Action
5	Click Save

U.E.T.P. Home Sign out

Phone Numbers

Save Confirmation

The Save was successful.

[OK](#)

End of Procedure

4. Faculty Center

Overview

Faculty Center is an interface where faculty can view his Teaching Schedule, Exam Schedule, his Advisees, Class roster, Grade roster and Grade Book. This interface can be used to search class, students, and faculty and course catalog.

Attendance Tracking

Steps

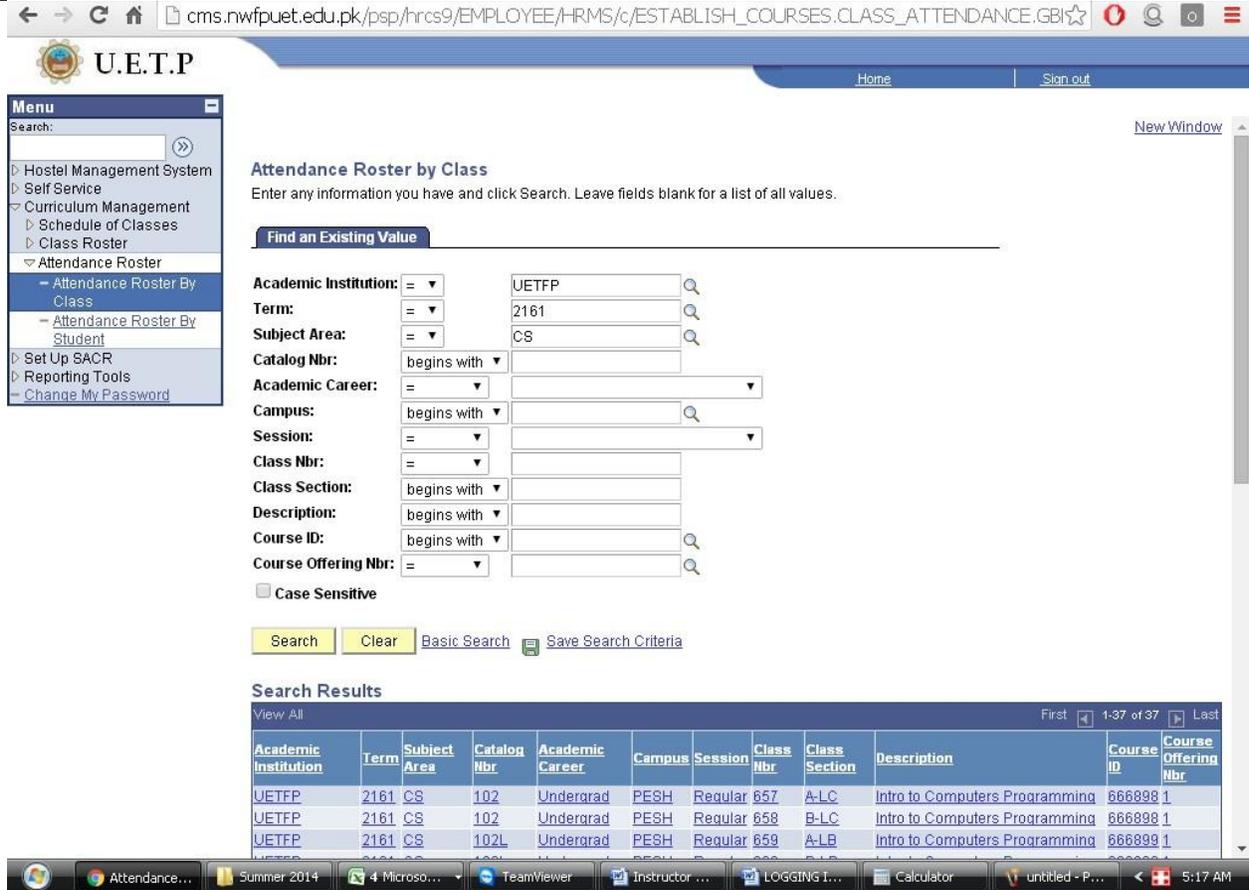
Steps	Action
1	Click the Curriculum Management link
2	Click on Attendance Roster .
3	Click on Attendance Roster By Class (You will see following screen with your teaching schedule)

The screenshot shows a web browser window with the URL cms.nwfpuet.edu.pk/psp/hrms9/EMPLOYEE/HRMS/c/ESTABLISH_COURSES.CLASS_ATTENDANCE.GBI?z. The page title is "Attendance Roster by Class" and it includes a search bar and a "Find an Existing Value" button. The search criteria are as follows:

Field	Value
Academic Institution:	UETFP
Term:	
Subject Area:	
Catalog Nbr:	begins with
Academic Career:	
Campus:	begins with
Session:	
Class Nbr:	
Class Section:	begins with
Description:	begins with
Course ID:	begins with
Course Offering Nbr:	

There is a "Case Sensitive" checkbox which is currently unchecked. At the bottom, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

Steps	Action
4	Select the parameter by click 



U.E.T.P.

Attendance Roster by Class

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

Find an Existing Value

Academic Institution: = UETFP

Term: = 2161

Subject Area: = CS

Catalog Nbr: begins with

Academic Career: =

Campus: begins with

Session: =

Class Nbr: =

Class Section: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Session	Class Nbr	Class Section	Description	Course ID	Course Offering Nbr
UETFP	2161	CS	102	Undergrad	PESH	Regular	657	A-LC	Intro to Computers Programming	666898	1
UETFP	2161	CS	102	Undergrad	PESH	Regular	658	B-LC	Intro to Computers Programming	666898	1
UETFP	2161	CS	102L	Undergrad	PESH	Regular	659	A-LB	Intro to Computers Programming	666899	1

Steps	Action
5	Select class.

U.E.T.P

Menu

Search:

- Hostel Management System
- Self Service
- Curriculum Management
 - Schedule of Classes
 - Class Roster
 - Attendance Roster
 - Attendance Roster By Class
 - Attendance Roster By Student
- Set Up SACR
- Reporting Tools
- Change My Password

Attendance Roster By Class

Course ID: 666910 **Term:** Spring 2016
Course Name: Intro to Computer Graphics **Session:** Regular Academic Session
Subject / Catalog#: CS 205 **Institution:** UET
Class Nbr: 670 **Instructor:** Muhammad Inayat Ullah; Suhail Yousaf
Class Section: B-LC

Populate from Student Enroll **Attendance From Date:** 02/01/2016
 Generate Class Mtg Attendance **Attendance To Date:** 05/27/2016

[Report Manager](#)

Create Attendance
 Update Attendance/All Students
 Update Attendance/Active Only

Student Attendance Roster									
			Template Nbr	Type	*Attendance Date	*From Time	*To Time	Contact Minutes	Override
1	Create	Print	View	1	Class Meeting	02/29/2016	12:00PM	1:30PM	90

Steps	Action
6	Click View button
7	Click View All Link View All
8	Click on Student ID to Sort out the student registration numbers in ascending order.
9	By default all students are present, for absence of any student remove check box of present column and press Save and return button. <input type="button" value="Save and Return"/>

U.E.T.P

Class Attendance

Course ID: 666910 **Term:** Spring 16
Course Name: Intro to Computer Graphics **Session:** Regular Academic Session
Subject / Catalog#: CS 205 **Institution:** UET
Class Nbr: 670 **Instructor:** Muhammad Inayat Ullah; Suhail Yousaf
Class Section: B-LC

Template Nbr: 1 **Attendance Type:** Meeting **Attendance Date:** 02/29/2016

*Student ID	Name	Career	Present	Tardy	Left Early	Reason	From Time	*To Time	Contact Minutes
1 14PWBCS0454	..Salman	Undergraduate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		12:00PM	1:30PM	90
2 14PWBCS0459	..Zainullah	Undergraduate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		12:00PM	1:30PM	90
3 14PWBCS0460	Aamir,Muhammad	Undergraduate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		12:00PM	1:30PM	90
4 14PWBCS0448	Ahmad,Waqas	Undergraduate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		12:00PM	1:30PM	90
5 14PWBCS0444	Ahmad,Yasir	Undergraduate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		12:00PM	1:30PM	90

Viewing Teaching Schedule

Steps

Steps	Action
1	Click the Self Service link
2	Click on Faculty Center (You will see following screen with your teaching schedule)

The screenshot shows the U.E.T.P. Faculty Center interface. On the left is a navigation menu with options like 'Self Service', 'Recruiting Activities', 'Campus Personal Information', 'Faculty Center', 'Gradebook', 'View My Advisees', 'Class Search', 'Browse Course Catalog', 'Community Directory Search', 'Campus Community', 'Set Up SACR', 'Careers', and 'Change My Password'. The main content area is titled 'Faculty Center' and includes links for 'My Exam Schedule', 'View My Advisees', 'View Personal Data Summary', and 'View FERPA Statement'. Below these are options to 'Select term' (Undergraduate Fall 07) and 'Select display option' (Show All Classes or Show Enrolled Classes Only). At the bottom, there is a table titled 'My Teaching Schedule > Fall 2007 > NWFP UET'.

Class	Class Title	Days & Times	Room	Class Dates	Enrolled	Find
AE 101-A-LC (26)	Soil Science (Lecture)	TBA	TBA	9/27/2007-1/12/2008	22	
BSI 101-A-LC (2)	Islamiat (Lecture)	MTuW 9:00AM - 11:00AM F 11:00AM - 12:00PM W 11:00AM - 12:00PM	Metallurgy Lab TBA TBA	9/27/2007-1/12/2008	106	
BSI 101-B-LC (42)	Islamiat (Lecture)	MTuWThF 8:00AM - 9:00AM	TBA	9/27/2008-1/12/2009	32	
BSI 131-A-LC (41)	Foundation of English-I (Lecture)	TBA	TBA	9/27/2007-1/12/2008	32	
ME 104-A-LC (49)	Technical Writing&Comm.Skills (Lecture)	TBA	TBA	9/27/2007-1/12/2008	0	
ME 105-A-LC (20)	Engr Drawing & Graphics (Lecture)	MTuWThFs 8:00AM - 9:30AM	TBA	9/27/2007-1/12/2008	21	

At the bottom of the table, there are links for 'View Weekly Teaching Schedule' and 'Go to top'.

Teaching schedule gives complete information about faculty class schedule i.e, including Course Code, Course Title, Room No, Time and Day of Week with dates.

Steps

Steps	Action
1	Click on View weekly teaching schedule as shown below

[My Exam Schedule](#)
[View My Advisees](#)
[View Personal Data Summary](#)

[View FERPA Statement](#)

Select term: [change](#)

Select display option: Show All Classes Show Enrolled Classes Only

Class Roster Gradebook Grade Roster Learning Management

My Teaching Schedule > Fall 2007 > NWFP UET						Find	
Class	Class Title	Days & Times	Room	Class Dates	Enrolled		
AE 101-A-LC (26)	Soil Science (Lecture)	TBA	TBA	9/27/2007-1/12/2008	22		
BSI 101-B-LC (42)	Islamiat (Lecture)	MTuWThF 8:00AM - 9:00AM	TBA	9/27/2008-1/12/2009	32		
BSI 131-A-LC (41)	Foundation of English-I (Lecture)	TBA	TBA	9/27/2007-1/12/2008	32		
ME 104-A-LC (49)	Technical Writing&Comm. Skills (Lecture)	TBA	TBA	9/27/2007-1/12/2008	0		
ME 105-A-LC (20)	Engr Drawing & Graphics (Lecture)	MTuWThFSa 8:00AM - 9:30AM	TBA	9/27/2007-1/12/2008	22		

[View Weekly Teaching Schedule](#) [Click here.](#) [Go to top](#)

Following screen will open showing your weekly schedule.

U.E.T.P

Home | Sign out

Menu

Search:

- Self Service
 - Recruiting Activities
 - Campus Personal Information
 - Involvement
- Faculty Center
 - Gradebook
 - View My Advisees
 - Class Search
 - Browse Course Catalog
 - Community Directory Search
- Campus Community
 - Set Up SACR
 - Careers
 - Change My Password

12:00PM	1:00PM	2:00PM	3:00PM	4:00PM	5:00PM	6:00PM

Meeting Information not available:

Class	Course Title	Start Date	End Date
AE 101 - A-LC (Lecture)	Soil Science	09/27/2007	01/12/2008
BSI 131 - A-LC (Lecture)	Foundation of English-I	09/27/2007	01/12/2008

Display Options

<input checked="" type="checkbox"/> Show AM/PM	<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Thursday
<input type="checkbox"/> Show Class Title	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Friday
<input type="checkbox"/> Show Instructor Role	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Saturday

Sunday [refresh calendar](#)

Select any of the option shown in red to view it in your weekly teaching schedule. E.g. selecting class title will show title of the course with course code in weekly teaching schedule.

Before selecting “show class title” –Weekly schedule do not show class title:

The screenshot shows the U.E.T.P. website interface. On the left is a navigation menu with options like 'Self Service', 'Faculty Center', and 'Campus Community'. The main content area is titled 'View My Weekly Schedule'. It includes navigation buttons for 'previous week', 'Week of 9/24/2007 - 9/30/2007', and 'next week'. Below this is a 'Show Week of' dropdown set to '09/27/2007', with 'Start Time' at '8:00AM' and 'End Time' at '6:00PM'. A 'refresh calendar' button is also present. The schedule grid below has columns for each day of the week and rows for each hour. Class entries are visible for Thursday, Friday, and Saturday at 8:00 AM and 9:00 AM, but they are truncated and do not show the full class title.

Time	Monday Sep 24	Tuesday Sep 25	Wednesday Sep 26	Thursday Sep 27	Friday Sep 28	Saturday Sep 29	Sunday Sep 30
8:00 AM				ME 105 - A-LC Lecture 8:00AM - 9:30AM	ME 105 - A-LC Lecture 8:00AM - 9:30AM	ME 105 - A-LC Lecture 8:00AM - 9:30AM	
9:00 AM				ME 105 - A-LC 8:00AM - 9:30AM	ME 105 - A-LC 8:00AM - 9:30AM	ME 105 - A-LC 8:00AM - 9:30AM	
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							

After selecting “show class title” –Weekly schedule shows class title:

- Menu**
- Search:
- Self Service
 - Recruiting Activities
 - Campus Personal Information
 - Involvement
 - Faculty Center**
 - Gradebook
 - View My Advisees
 - Class Search
 - Browse Course Catalog
 - Community Directory Search
 - Campus Community
 - Set Up SACR
 - Careers
 - Change My Password

- [faculty center](#)
[class search](#)
[browse catalog](#)
[faculty search](#)
[learning management](#)

View My Weekly Schedule

[<< previous week](#)
Week of 9/24/2007 - 9/30/2007
[next week >>](#)

Show Week of
Start Time
End Time
[refresh calendar](#)

Time	Monday Sep 24	Tuesday Sep 25	Wednesday Sep 26	Thursday Sep 27	Friday Sep 28	Saturday Sep 29	Sunday Sep 30
8:00 AM				ME 105 - A-LC Engr Drawing & Graphics Lecture 8:00AM - 9:30AM	ME 105 - A-LC Engr Drawing & Graphics Lecture 8:00AM - 9:30AM	ME 105 - A-LC Engr Drawing & Graphics Lecture 8:00AM - 9:30AM	
9:00 AM				ME 105 - A-LC 8:00AM - 9:30AM	ME 105 - A-LC 8:00AM - 9:30AM	ME 105 - A-LC 8:00AM - 9:30AM	
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							

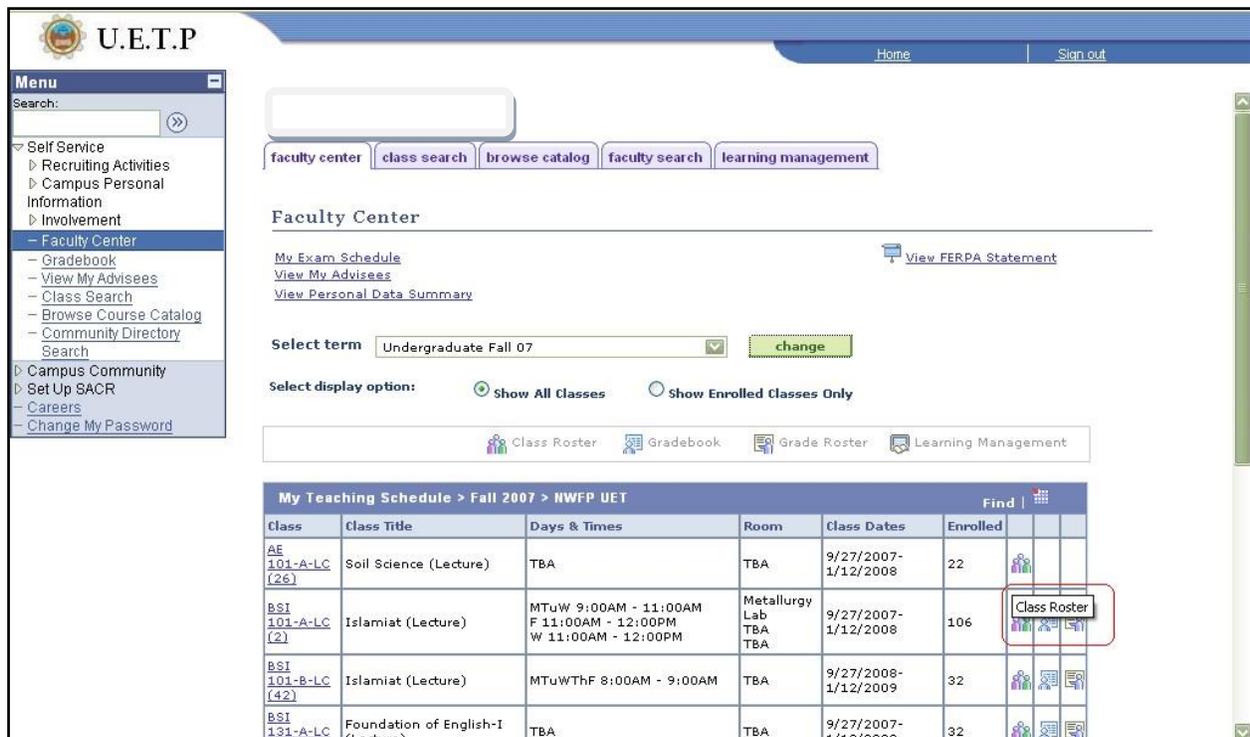
END OF PROCEDURE

Viewing Class Roster Overview

It shows list of enrolled students-section wise.

Steps

Steps	Action
1	Click on Self Service
2	Click on FacultyCenter
3	Click on  to see your class roster.(As shown in the figure below)



The screenshot shows the U.E.T.P. Faculty Center interface. On the left is a navigation menu with 'Faculty Center' selected. The main content area shows 'My Teaching Schedule > Fall 2007 > NWFP UET'. Below this, there are filters for 'Select term' (Undergraduate Fall 07) and 'Select display option' (Show All Classes). A toolbar contains icons for 'Class Roster', 'Gradebook', 'Grade Roster', and 'Learning Management'. The 'Class Roster' icon is highlighted with a red box. Below the toolbar is a table of teaching schedules.

Class	Class Title	Days & Times	Room	Class Dates	Enrolled	
AE 101-A-LC (26)	Soil Science (Lecture)	TBA	TBA	9/27/2007- 1/12/2008	22	
BSI 101-A-LC (2)	Islamiat (Lecture)	MTuW 9:00AM - 11:00AM F 11:00AM - 12:00PM W 11:00AM - 12:00PM	Metallurgy Lab TBA	9/27/2007- 1/12/2008	106	
BSI 101-B-LC (42)	Islamiat (Lecture)	MTuWThF 8:00AM - 9:00AM	TBA	9/27/2008- 1/12/2009	32	
BSI 131-A-LC	Foundation of English-I (Lecture)	TBA	TBA	9/27/2007- 1/12/2008	32	

Steps	Action
4	Following screen will open showing your class roster

U.E.T.P

Home | Sign out

Undergraduate Fall 07 | Regular Academic Session | NWFP UET | Undergraduate

Menu

Search:

- Self Service
 - Recruiting Activities
 - Campus Personal Information
 - Involvement
 - Faculty Center**
 - Gradebook
 - View My Advisees
 - Class Search
 - Browse Course Catalog
 - Community Directory Search
 - Campus Community
 - Set Up SACR
 - Careers
 - Change My Password

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Khawaja Mohammad Yahya	09/27/2007 - 01/12/2008

*Enrollment Status:

Enrollment Capacity: 50 Enrolled: 22 Dropped: 0 Waitlisted: 0

[View FERPA Statement](#)

Select display option: Link to Photos Include photos in list

Enrolled Students Customize | Find | First 1-22 of 22 Last

	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>		07PWAGR0545	,,Adnan	Graded	2.00	B.Sc. Agricultural Engineering - B.Sc. Agricultural Engineering	First Semester
2	<input type="checkbox"/>		07PWAGR0549	,,Altaf	Graded	2.00	B.Sc. Agricultural Engineering - B.Sc. Agricultural Engineering	First Semester
3	<input type="checkbox"/>		07PWAGR0558	Abbas,Asim	Graded	2.00	B.Sc. Agricultural Engineering - B.Sc. Agricultural Engineering	First Semester
4	<input type="checkbox"/>		07PWAGR0559	Abbas,Nazeer	Graded	2.00	B.Sc. Agricultural Engineering - B.Sc. Agricultural Engineering	First Semester
5	<input type="checkbox"/>		07PWAGR0551	Ali,Sajid	Graded	2.00	B.Sc. Agricultural Engineering - B.Sc. Agricultural Engineering	First Semester
6	<input type="checkbox"/>		07PWAGR0546	Ali,Waheed	Graded	2.00	B.Sc. Agricultural Engineering - B.Sc. Agricultural Engineering	First Semester
7	<input type="checkbox"/>		07PWAGR0556	Arfaen,Nazia	Graded	2.00	B.Sc. Agricultural Engineering -	First

Steps	Action
4	Following screen will open showing your class roster with photos.

U.E.T.P

Menu

Search:

- Hostel Management System
- Self Service
 - Campus Personal Information
 - Involvement
 - Faculty Center
 - Gradebook
 - View My Advisees
 - Class Search
 - Browse Course Catalog
- Curriculum Management
- Set Up SACR
- Reporting Tools
- Change My Password

CROSS ROSTER

BSI 111 - C LC **Linear Algebra**

Lecture (800)

Spring 2016 | Regular Academic Session | UET | Undergraduate

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
F 9:30AM - 12:30PM	TBA	Amjad Ali, Nasru Minallah	02/01/2016 - 05/27/2016

*Enrollment Status: [change](#)

Enrollment Capacity: 30 Enrolled: 12 Dropped: 0 Waitlisted: 0

[View FERPA Statement](#)

Select display option: Link to Photos Include photos in list

Find | View 1 First 1-12 of 12 Last

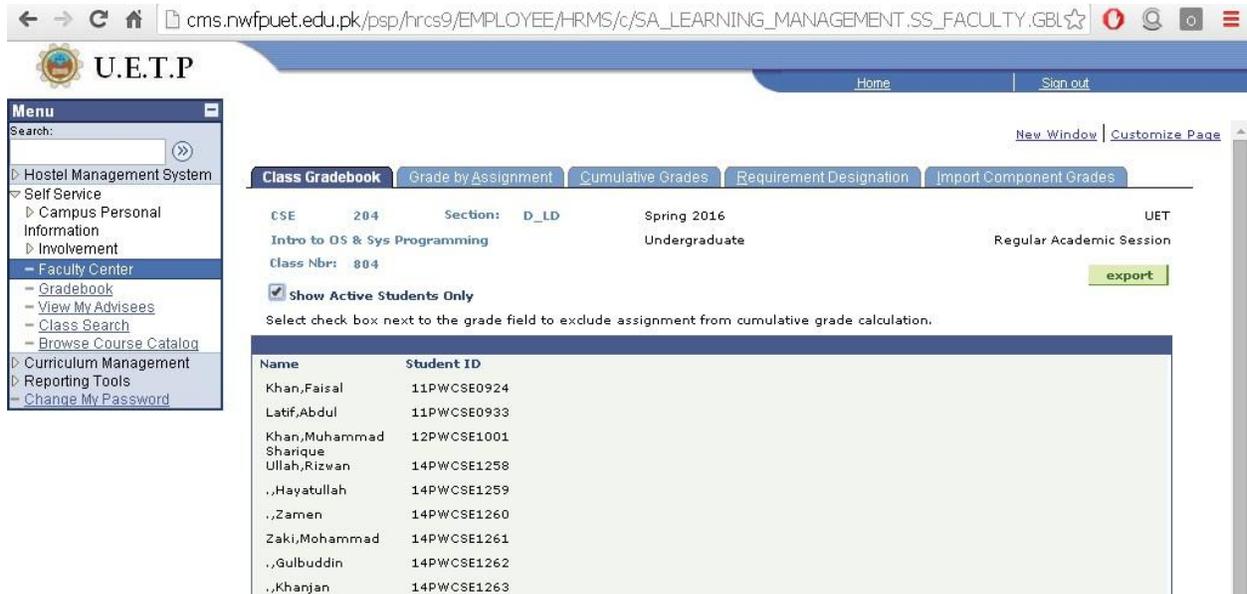
Notify

	ID	13PWCSE1149
	Name	Afzal, Muhammad Shahzad
	Grade Basis	Graded
	Units Taken	3.00
	Start Date	02/01/2016
	End Date	05/27/2016
	Program & Plan	B.Sc. Computer System Engg - B.Sc. Computer System Engg
	Level	Sixth Semester

END OF PROCEDURE

Grade Insertion Procedure for Faculty members

1	Click Self Service → Faculty Center.
2	Select Grade Book 



U.E.T.P. Home Sign out

Menu Search:

- Hostel Management System
- Self Service
 - Campus Personal Information
 - Involvement
 - Faculty Center
 - Gradebook
 - View My Advisees
 - Class Search
 - Browse Course Catalog
- Curriculum Management
- Reporting Tools
- Change My Password

Class Gradebook | Grade by Assignment | **Cumulative Grades** | Requirement Designation | Import Component Grades

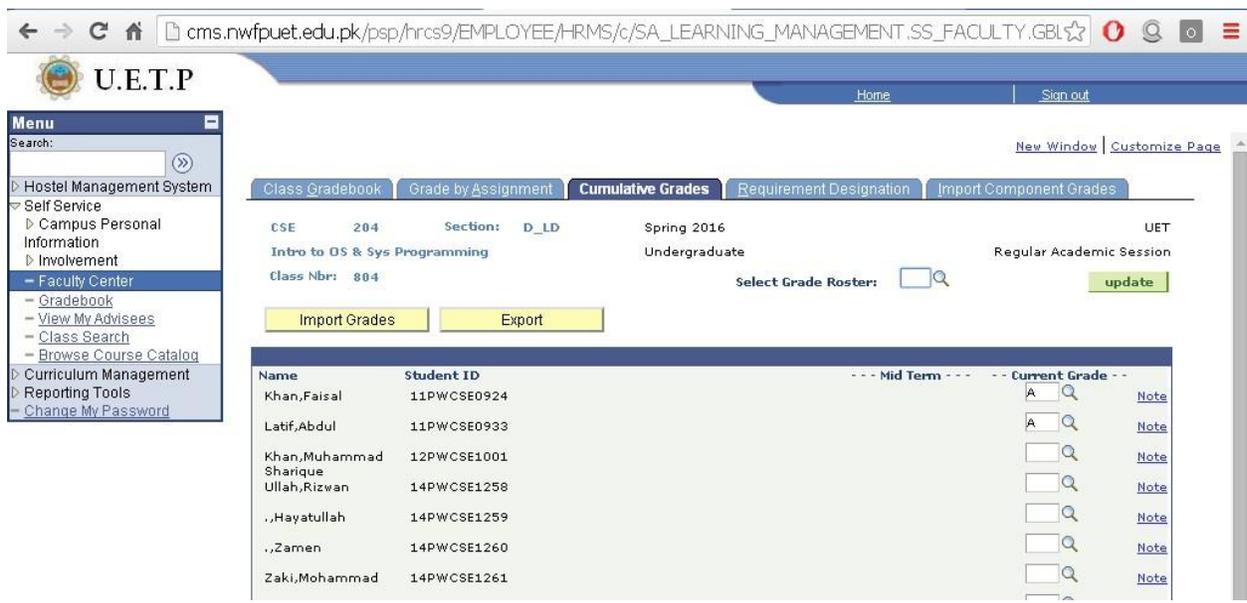
CSE 204 Section: D_LD Spring 2016 UET
 Intro to OS & Sys Programming Undergraduate Regular Academic Session
 Class Nbr: 804 export

Show Active Students Only

Select check box next to the grade field to exclude assignment from cumulative grade calculation.

Name	Student ID
Khan,Faisal	11PWCSE0924
Latif,Abdul	11PWCSE0933
Khan,Muhammad Sharique	12PWCSE1001
Ullah,Rizwan	14PWCSE1258
.,Hayatullah	14PWCSE1259
.,Zamen	14PWCSE1260
Zaki,Mohammad	14PWCSE1261
.,Gulbuddin	14PWCSE1262
.,Khanjan	14PWCSE1263

3	Click Cumulative grades tab
---	-----------------------------



U.E.T.P. Home Sign out

Menu Search:

- Hostel Management System
- Self Service
 - Campus Personal Information
 - Involvement
 - Faculty Center
 - Gradebook
 - View My Advisees
 - Class Search
 - Browse Course Catalog
- Curriculum Management
- Reporting Tools
- Change My Password

Class Gradebook | Grade by Assignment | **Cumulative Grades** | Requirement Designation | Import Component Grades

CSE 204 Section: D_LD Spring 2016 UET
 Intro to OS & Sys Programming Undergraduate Regular Academic Session
 Class Nbr: 804 Select Grade Roster:

Import Grades Export

Name	Student ID	Mid Term	Current Grade	Note
Khan,Faisal	11PWCSE0924		A	Note
Latif,Abdul	11PWCSE0933		A	Note
Khan,Muhammad Sharique	12PWCSE1001			Note
Ullah,Rizwan	14PWCSE1258			Note
.,Hayatullah	14PWCSE1259			Note
.,Zamen	14PWCSE1260			Note
Zaki,Mohammad	14PWCSE1261			Note

4	Insert Grades individually.
5	After insert press Save.
6	Press  for Select Grade Roster: <input data-bbox="803 346 852 388" type="text"/> 
7	Select final.
8	Press Update.
9	After final grades update activity, the entered grades will be ready now for semester coordinator to post these for the purpose to make these grades visible for students.

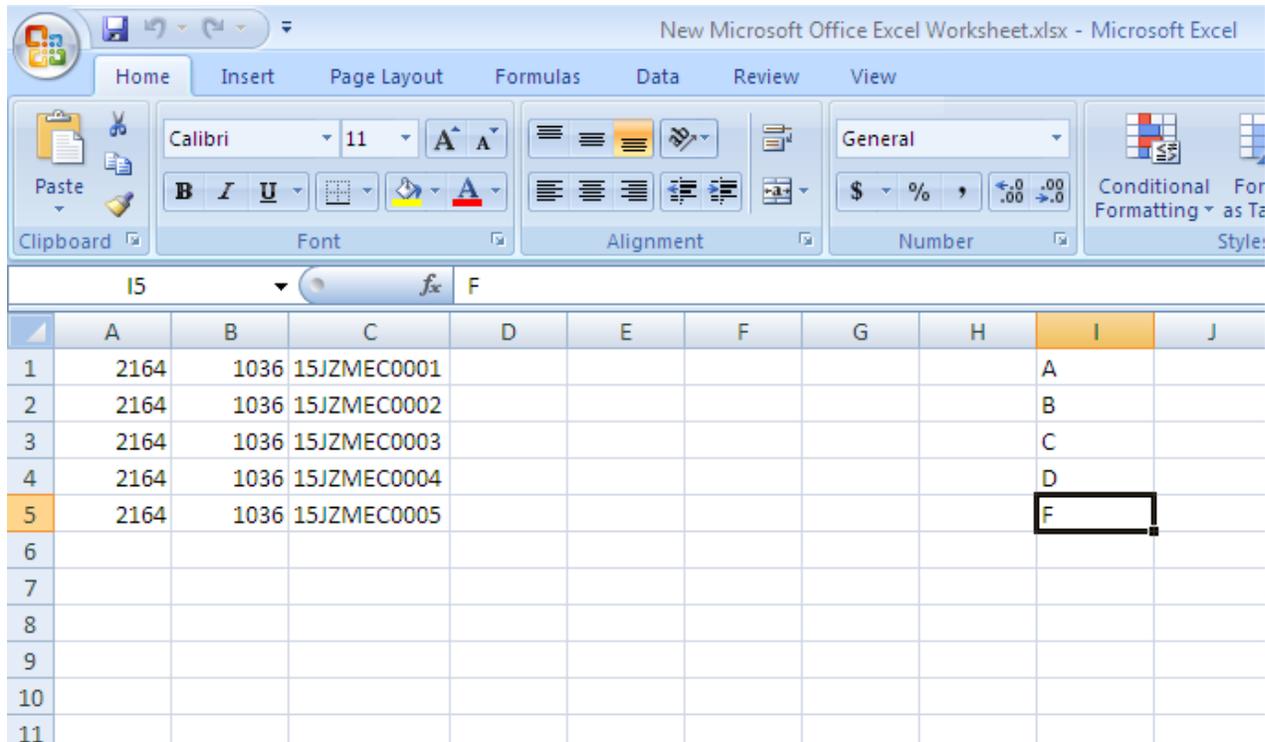
Grade Insertion Procedure for Faculty members (Batch)

1	Click Self Service→Faculty Center.
2	Select Grade Book 
3	Click on  tab.

ME 406 Section: A Fall 2016
 Power Plants-II Undergraduate Regular Academic
 Class Nbr: 762 Select Grade Roster: up

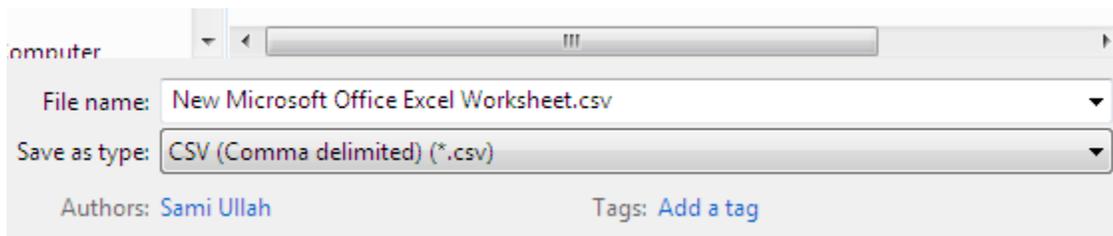
Name	Student ID	--- Mid Term ---	-- Current Grade --
Shah,S. Baseer	13PWMEC3499		<input type="text"/>
Rehman,Nadeem Ur	13PWMEC3500		<input type="text"/>
Asif,M.	13PWMEC3501		<input type="text"/>
Ahmad,Nauman	13PWMEC3502		<input type="text"/>
Khan,Sara	13PWMEC3503		<input type="text"/>
-Ul-Haq,Ihsan	13PWMEC3504		<input type="text"/>

4	<p>Create Comma delimited or Comma Separated file in Microsoft Excel (*.CSV). Steps</p> <ul style="list-style-type: none"> • Open New Excel Sheet • On first column copy Term for all students e.g. Fall 2016(2164) Spring 2017(2171). • On second column copy Course Number (Class Number) i.e.16. • Copy Registration number on 3rd Column for all the students • Leave 5 Columns as blank from Column “D to F”. • Copy students grades in Column “I”.
---	--

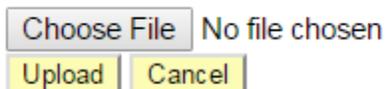


5 To save CSV file

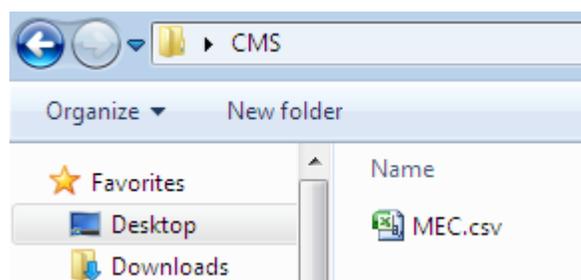
- Click **File**.
- Press **Save**.
- File name
- Select CSV(Comma delimited) in **Save as type** list.
- Press **Save**.



6 Press Import Grades Button **Import Grades** in **Cumulative Grades** tab.



7 Click on Choose File Button and select created “.CSV” file.



8 Click Upload Button.

Class Gradebook | Grade by Assignment | **Cumulative Grades** | Requirement Designation | Import Component Grades

ME 406 Section: A Fall 2016
 Power Plants-II Undergraduate Regular Acad
 Class Nbr: 762 Select Grade Roster:

Import Grades Export

Name	Student ID	--- Mid Term ---	-- Current Gra
Shah,S. Baseer	13PWMEC3499		A
Rehman,Nadeem Ur	13PWMEC3500		A
Asif,M.	13PWMEC3501		B
Ahmad,Nauman	13PWMEC3502		C
Khan,Sara	13PWMEC3503		C+

- 10 Press for Select Grade Roster:
- 11 Select final and press Update.
- 12 After final grades update activity, the entered grades will be ready now for semester coordinator to post these for the purpose to make these grades visible for students.

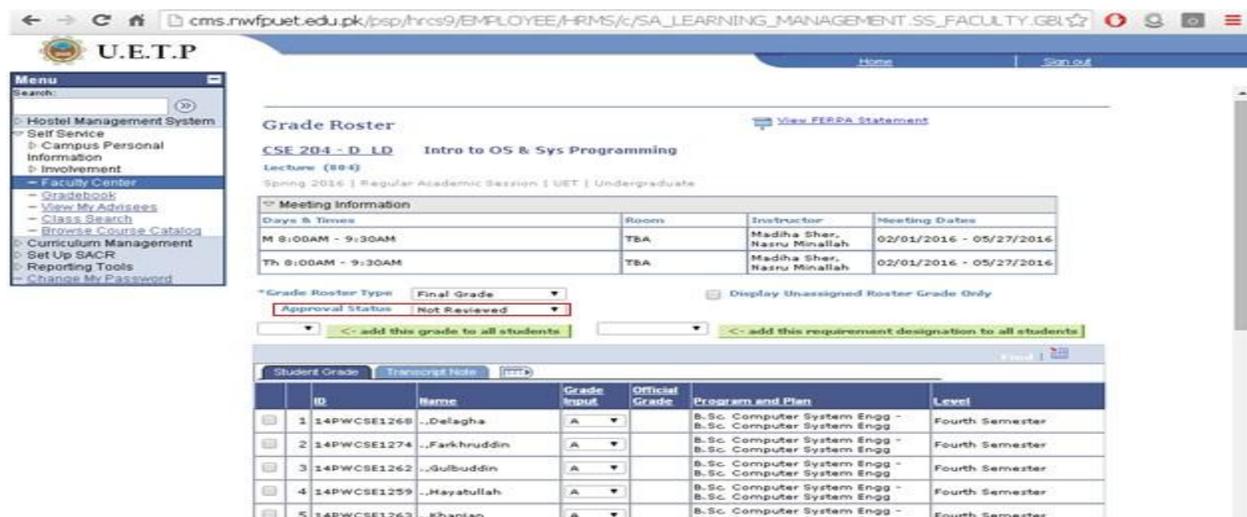
Grade posting procedure for semester coordinators.

- 1 Click Faculty Center.

2

Select Grade Roster  for required class

BSI 111-C LC (800)	Linear Algebra (Lecture)	F 9:30AM - 12:30PM	TBA	2/1/2016-5/27/2016	12			
CSE 204-A LC (801)	Intro to OS & Sys Programming (Lecture)	M 8:00AM - 9:30AM F 8:00AM - 9:30AM	TBA TBA	2/1/2016-5/27/2016	41			
CSE 204-B LC (802)	Intro to OS & Sys Programming (Lecture)	M 11:00AM - 12:30PM Tu 8:00AM - 9:30AM	TBA TBA	2/1/2016-5/27/2016	40			
CSE 204-C LC (803)	Intro to OS & Sys Programming (Lecture)	M 9:30AM - 11:00AM Th 8:00AM - 9:30AM	TBA TBA	2/1/2016-5/27/2016	25			



Grade Roster
CSE 204 - D LD Intro to OS & Sys Programming
Lecture (803)
Spring 2016 | Regular Academic Session | UET | Undergraduate

Days & Times	Rooms	Instructor	Meeting Dates
M 8:00AM - 9:30AM	TBA	Nadha Sher, Nasru Minallah	02/01/2016 - 05/27/2016
Th 8:00AM - 9:30AM	TBA	Nadha Sher, Nasru Minallah	02/01/2016 - 05/27/2016

*Grade Roster Type: Final Grade
Approval Status: Not Reviewed

ID	Name	Grade	Official Grade	Program and Plan	Level
14PWCE1268	..Delagha	A	A	B.Sc. Computer System Engg - B.Sc. Computer System Engg	Fourth Semester
14PWCE1274	..Farkhuddin	A	A	B.Sc. Computer System Engg - B.Sc. Computer System Engg	Fourth Semester
14PWCE1262	..Gulbuddin	A	A	B.Sc. Computer System Engg - B.Sc. Computer System Engg	Fourth Semester
14PWCE1259	..Hayatullah	A	A	B.Sc. Computer System Engg - B.Sc. Computer System Engg	Fourth Semester
14PWCE1263	..Khanan	A	A	B.Sc. Computer System Engg - B.Sc. Computer System Engg	Fourth Semester

3 Select Approval Status “Not Reviewed” to **“Approved”**

4 Click the Post Button at the end of page, for the purpose to make these grades official for transcript issuance.

Grade Roster Overview

Steps

Steps	Action
-------	--------

1	Click on Self Service
2	Click on FacultyCenter
3	Click on Grade Roster  (As shown in the figure below)



U.E.T.P. Home Sign out

Menu Search:

- Self Service
 - Recruiting Activities
 - Campus Personal Information
 - Involvement
- Faculty Center
 - Gradebook
 - View My Advisees
 - Class Search
 - Browse Course Catalog
 - Community Directory Search
- Campus Community
 - Set Up SACR
 - Careers
 - Change My Password

My Exam Schedule
View My Advisees
View Personal Data Summary

Select term: Undergraduate Fall 07

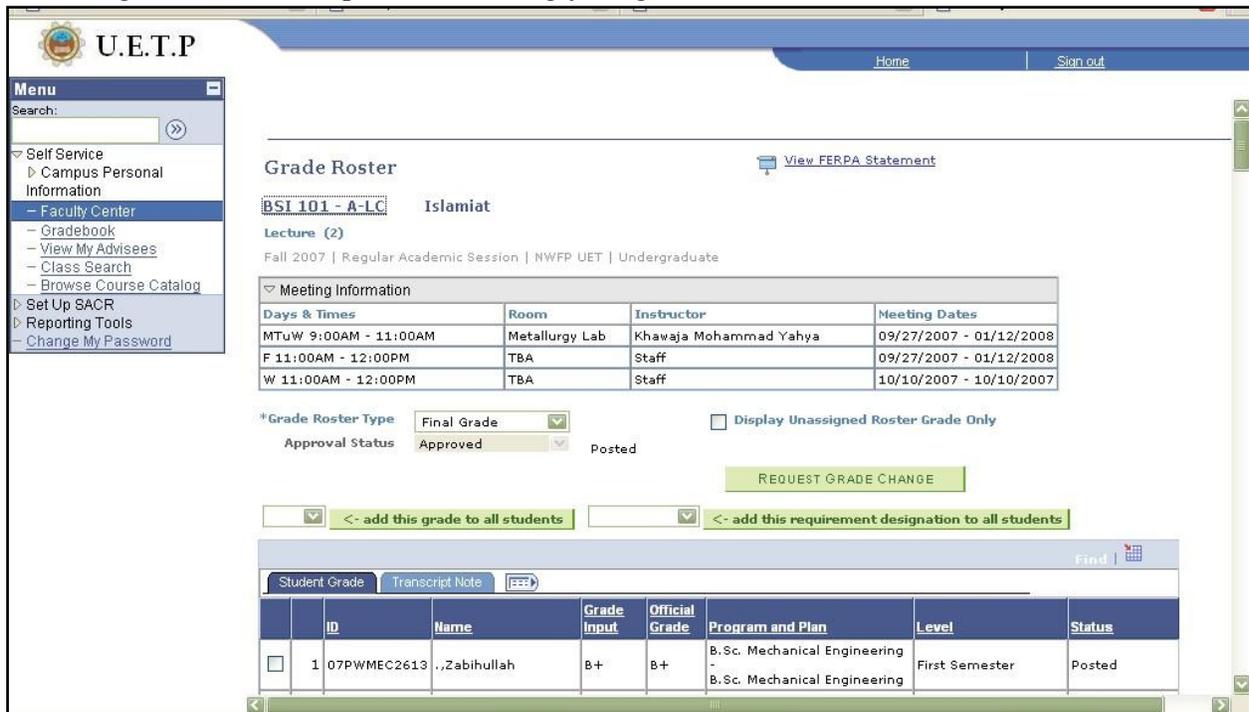
Select display option: Show All Classes Show Enrolled Classes Only

Class Roster Gradebook Grade Roster Learning Management

My Teaching Schedule > Fall 2007 > NWFP UET Find

Class	Class Title	Days & Times	Room	Class Dates	Enrolled			
AE 101-A-LC (26)	Soil Science (Lecture)	TBA	TBA	9/27/2007-1/12/2008	22			
BSI 101-A-LC (2)	Islamiat (Lecture)	MTuW 9:00AM - 11:00AM F 11:00AM - 12:00PM W 11:00AM - 12:00PM	Metallurgy Lab TBA TBA	9/27/2007-1/12/2008	106			
BSI 101-B-LC (42)	Islamiat (Lecture)	MTuWThF 8:00AM - 9:00AM	TBA	9/27/2008-1/12/2009	32			
BSI 131-A-LC (41)	Foundation of English-I (Lecture)	TBA	TBA	9/27/2007-1/12/2008	32			

Following screen will be open that showing your grade roster.



U.E.T.P. Home Sign out

Menu Search:

- Self Service
 - Campus Personal Information
- Faculty Center
 - Gradebook
 - View My Advisees
 - Class Search
 - Browse Course Catalog
- Set Up SACR
 - Reporting Tools
 - Change My Password

View FERPA Statement

Grade Roster

BSI 101 - A-LC Islamiat
Lecture (2)

Fall 2007 | Regular Academic Session | NWFP UET | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MTuW 9:00AM - 11:00AM	Metallurgy Lab	Khawaja Mohammad Yahya	09/27/2007 - 01/12/2008
F 11:00AM - 12:00PM	TBA	Staff	09/27/2007 - 01/12/2008
W 11:00AM - 12:00PM	TBA	Staff	10/10/2007 - 10/10/2007

*Grade Roster Type: Final Grade

Approval Status: Approved

Display Unassigned Roster Grade Only

Student Grade Transcript Note

	ID	Name	Grade Input	Official Grade	Program and Plan	Level	Status
<input type="checkbox"/>	1 07PWMEC2613	.,Zabihullah	B+	B+	B.Sc. Mechanical Engineering - B.Sc. Mechanical Engineering	First Semester	Posted

5. View Reports

STEPS

Steps	Action
1	Click on Reporting Tools (Attendance report for department) or Others
2	Click on Query Report Viewer
3	Click on search Button Search

The screenshot shows the U.E.T.P. Query Report Viewer interface. The browser address bar displays the URL: cms.nwfpuet.edu.pk/psp/hrms9/EMPLOYEE/HRMS/c/XMLPUBLISHER.PSXPQRYVIEWER.GBL?PORTALP. The page title is "U.E.T.P." and the navigation bar includes "Home" and "Sign out". A "Menu" is visible on the left, with "Query Report Viewer" selected. The main content area is titled "Query Report Viewer" and contains a search form with a dropdown menu set to "Report Name" and a "Search" button. Below the search form, the "Search Results" section displays a table of report definitions.

Report Name	Description	Data Source ID	Format	Burst	View Report
ATTD_PRIV_SEM	ATTENDANCE_RPT_PRVIO8_SEMESTER	ATTENDANCE_QRY_PRIV_SEMESTER	PDF	N	View Report
ATTENDANCE	Attendance Shortage Report	ATTENDANCE_PERCENT	PDF	N	View Report
ATTEND_RPT	attendance report for departme	ATTENDANCE_QUERY	PDF	N	View Report
ATTN_W_O_RPT	ATTENDANCE_QUERY_WITH_OUT_RPT	ATTENDANCE_QUERY_WO_RPT	PDF	N	View Report
CGPA_LESS_TS	CGPA_LESS_THAN_FOR_SEMESTER_CO	CGPA_LESS_THAN_SC	PDF	N	View Report
CGPA_WARNING	CGPA_WARNING_LETTER	CGPA_WARNING_LESS_THAN	PDF	N	View Report
DUES_SUMMARY	DUES_SUMMARY	DUES_SUMMARY	UTM	N	View

Steps	Action
1	Select ATTEND_RPT
2	Click on View Report

ATTENDANCE_QUERY

Institution: 

Career: 

Term: 

Semester: 

Acad Prog: 

Steps	Action
1	Select/Enter the above five parameters or select through lookup sign 
2	Click on View Report
3	Press OK

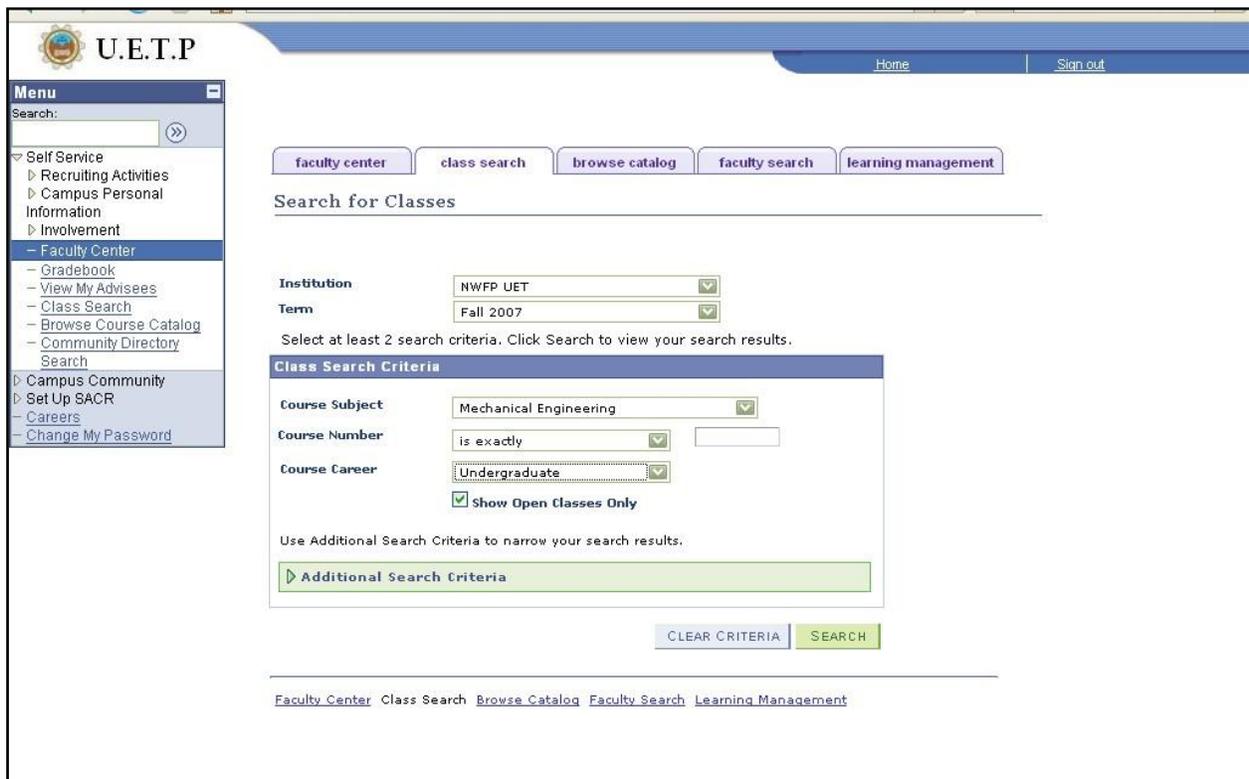
6. Viewing the class

Overview

It provides tool to search any class scheduled in University.

Steps

Steps	Action
1	Click the Self Service link
2	Click on Faculty Center
3	Click on Class search tab  or Click Class search link on left panel.



The screenshot shows the U.E.T.P. website interface. On the left is a 'Menu' with options like 'Self Service', 'Faculty Center', and 'Class Search'. The main content area has a 'Search for Classes' section with the following fields:

- Institution:** NWFP UET
- Term:** Fall 2007
- Class Search Criteria:**
 - Course Subject:** Mechanical Engineering
 - Course Number:** is exactly
 - Course Career:** Undergraduate
 - Show Open Classes Only

At the bottom of the search section are 'CLEAR CRITERIA' and 'SEARCH' buttons. A navigation bar at the top right contains 'Home' and 'Sign out' links.

4	Click on search Button 
---	--

U.E.T.P. Home Sign out

WWW.UET.PK | Fall 2007

The following classes match your search criteria Course Subject: **Mechanical Engineering**, Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

START A NEW SEARCH

Open Closed Wait List

ME 101 - Engineering Statics

View All Sections First 1 of 1 Last

Section [A-LC-LAB\(59\)](#) Status ●

Session Regular

Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Staff	09/27/2007 - 01/12/2008

ME 104 - Technical Writing & Communication Skills

View All Sections First 1-2 of 2 Last

Section [A-LC-LEC\(49\)](#) Status ●

Session Regular

Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Khawaja Mohammad Yahya	09/27/2007 - 01/12/2008

Section [C-LC-LEC\(110\)](#) Status ●

Session Regular

Days & Times	Room	Instructor	Meeting Dates
TuF 8:00AM - 9:40AM	ME_213	Akhtar Gul	09/27/2007 - 01/12/2008

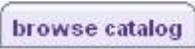
END OF PROCEDURE

7. Browse Catalog

Overview

It helps to list of all courses offered in university.

Steps

Steps	Action
1	Click the Self Service link
2	Click on Faculty Center
3	Click on Browse Catalog tab 

The screenshot shows the U.E.T.P. website interface. At the top, there is a logo and the text 'U.E.T.P.' with 'Home' and 'Sign out' links. A navigation menu on the left lists various services like 'Self Service', 'Faculty Center', and 'Campus Community'. The main content area is titled 'Browse Course Catalog' and features a search bar with letters A-Z and numbers 0-9. Below this, a table lists courses under the 'AE - Agriculture Engineering' category. The table has three columns: 'Course Nbr', 'Course Title', and 'Typically Offered'.

Course Nbr	Course Title	Typically Offered
ABC	Project	
101	Soil Science	
101	Soil Science	
101	Islamiat	
101L	Soil Science(Lab)	
101L	Soil Science(Lab)	
102	Engineering Materials	
102	Engineering Materials	
102L	Engineering Materials(Lab)	
102L	Engineering Materials(Lab)	
105	Basic Agriculture	
105	Basic Agriculture	
106	Mechanics of Materials	
106	Mechanics of Materials	
106L	Mechanics of Materials(Lab)	

END OF PROCEDURE

8.Viewing Students Information

Overview

It helps to search basic information of any student ever enrolled in university.

Registration Number Format 07PWMEC2555		
07	Year	07,08,09,10,11,12,13,14... etc
PW	Peshawar	Represents the Campus of UET
MD	Mardan	Represents the Campus of UET

BN	Bannu	Represents the Campus of UET
AB	Abbottabad	Represents the Campus of UET
KT	Kohat	Represents the Campus of UET
JZ	Jalozai	Represents the Campus of UET
MEC	Mechanical	Represents the department of UET, Examples are CIV(CIVIL) ,CHE (CHEMICAL), MIN(MINNING), AGR(AGRICULTURE), ELE(ELECTRICAL), CSE(Computer System Engineering), TLC(Telecommunication), SWE(Software Engineering), ELT(Electronics Engineering), ARC(Architecture), IND(Industrial).
2555	Roll Number	This number represent the Sequence number of students

Steps

Steps	Action
1	Click on Self Service
2	Click on View My Advisees navigation

3

Click on Student Center tab

student center

U.E.T.P

Home | Sign out

Menu

Search:

- Self Service
 - Recruiting Activities
 - Campus Personal Information
 - Involvement
 - Faculty Center
 - Gradebook
 - View My Advisees
 - Class Search
 - Browse Course Catalog
 - Community Directory Search
 - Campus Community
 - Set Up SACR
 - Careers
 - Change My Password

Student Services Center

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

Find an Existing Value

ID: begins with

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

4

Give Student ID or Any parameter that you know

U.E.T.P

Home | Sign out

Menu

Search:

- Self Service
 - Recruiting Activities
 - Campus Personal Information
 - Involvement
 - Faculty Center
 - Gradebook
 - View My Advisees
 - Class Search
 - Browse Course Catalog
 - Community Directory Search
 - Campus Community
 - Set Up SACR
 - Careers
 - Change My Password

Student Services Center

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

Find an Existing Value

ID: begins with

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

5

Press Search Button

Search

U.E.T.P

Menu

Search:

- Hostel Management System
- Self Service
 - Campus Personal Information
 - Involvement
 - Faculty Center
 - Gradebook
 - View My Advisees
 - Class Search
 - Browse Course Catalog
- Curriculum Management
 - Set Up SACR
 - Reporting Tools
 - Change My Password

Sajjad Hussain ID: 12PWCSE0968

my advisees student center general info transfer credit academics

Sajjad's Student Center

Academics

My Class Schedule Shopping Cart My Planner

other academic...

Deadlines URL Gradebook

This Week's Schedule

	Class	Schedule
	CSE 209-D_LC LEC (836)	M 11:00AM - 12:30PM Room: TBA Tu 9:30AM - 11:00AM Room: TBA
	CSE 401-A_LB LAB (1185)	TBA
	CSE 406-A_LC LEC (1183)	M 12:30PM - 2:00PM Room: TBA Th 9:30AM - 11:00AM Room: TBA
	CSE 408-A_LC LEC (1175)	Tu 9:30AM - 11:00AM Room: TBA W 11:00AM - 12:30PM Room: TBA
	CSE 408L-A_LB LAB (1177)	Tu 11:00AM - 2:00PM Room: TBA
	CSE 411-A_LC LEC (1179)	M 11:00AM - 12:30PM Room: TBA W 9:30AM - 11:00AM Room: TBA
	CSE 411L-A_LB LEC (1181)	M 8:00AM - 11:00AM Room: TBA

weekly schedule ▶

Holds

Shortage of Attendance
Shortage of Attendance
Shortage of Attendance
Shortage of Attendance
Shortage of Attendance

details ▶

Enrollment Dates

Open Enrollment Dates

Advisor

Program Advisor
None Assigned

6 Click on

7 Select any option Unofficial Transcript, Grades etc. Click grades and press 

U.E.T.P Home | Sign out

Search: ID: 07PWMEC2560

View My Grades

Select Term: Undergraduate Fall 07 change

Class Grades - Undergraduate Fall 07

Official Grades

Class	Description	Units	Grade	Grade Points
BSI 101	Islamiat	2.00	A-	7.340
BSI 110	Pak Studies	2.00	B+	6.660
BSI 122	Calculus	3.00	B+	9.990
EE 207	Electrical Technology	2.00	B	6.000
EE 207L	Electrical Technology	1.00	C	2.000
ME 106L	Engineering Workshop	1.00	C+	2.330
ME 108L	Computer Programming	2.00	C+	4.660

Term Statistics - Undergraduate Fall 07

	From Enrollment	From Transfer Credit	Combined Term Total	Cumulative Total
Total Grade Points	38.980		38.980	38.980
Graded units towards GPA	13.000		13.000	13.000
Graded units not for GPA				

7 Select Unofficial Transcript option and press

cms.nwfpuet.edu.pk/psp/hracs9/EMPLOYEE/HRMS/c/SSR_ADVISEE_OVRD.SSS_ADVISEE_LIST.GBL?F=

U.E.T.P Home Sign out

Muhammad Fawad Akbar Khan ID: 14PWCSE1152

View Unofficial Transcript

Choose an institution and report type and press View Report

"this process may take a few minutes to complete, please do not press any other buttons or links while processing is taking place"

Academic Institution: UET
 Report Type: Campus Self Service **view report**

Information For Students

VIEW ALL REQUESTED REPORTS

Cancel

8 Select parameter and click view report button.

**University of Engineering & Technology
Peshawar, Pakistan**

Registration No: 14PWCSE1152

TRANSCRIPT			
Student's Name: Muhammad Fawad Akbar Khan			
Program: B.Sc. Computer System Engg			
Plan: B.Sc. Computer System Engg Major			
Code	Title	CH	Grade
Fall 14			
BSI 101	Islamiat	2.00	C
BSI 131	Eng Composition & Comprehension	2.00	B-
ME 106L	Engineering Workshop	1.00	B
BSI 181	Applied Physics	3.00	C
BSI 181L	Applied Physics	1.00	C-
CSE 101	Computer Fundamentals	3.00	A-
CSE 101L	Computer Fundamentals	1.00	A-
BSI 171	Calculus-I	3.00	B-
SCH: 16.00 SGP: 42.70 SGPA: 2.67			
CCH: 16.00 CGP: 42.70 CGPA: 2.67			
Spring 15			
CSE 102	Computer Programming	3.00	B+
CSE 102L	Computer Programming	1.00	A
CSE 103	Circuits & Systems-I	3.00	B-
CSE 103L	Circuits & Systems-I	1.00	C
ME 105	Engineering Drawing & Graphics	2.00	B+
ME 105L	Engineering Drawing & Graphics	1.00	B-
BSI 111	Linear Algebra	3.00	C+
BSI 141	Comm & Presentation Skills	2.00	B
BSI 231	Differential Equations	3.00	C+
SCH: 19.00 SGP: 63.31 SGPA: 2.81			
CCH: 35.00 CGP: 66.01 CGPA: 2.74			
Fall 15			
CSE 202	Digital Logic Design	3.00	
CSE 202L	Digital Logic Design	1.00	
CSE 201	Oop & Data Structures	3.00	
CSE 201L	Oop & Data Structures	1.00	
CSE 203	Circuits & Systems-II	3.00	

9. Change the Password

Steps

Steps	Action
1	Click on Change My Password



U.E.T.P.

Home | Sign out

New Window | Help | Customize Page |

Change Password

User ID: INS_1002
Description: Instructor

'Current Password:

'New Password:

'Confirm Password:

2	Give Current and new Password
3	Press Change Password Button <input type="button" value="Change Password"/>



U.E.T.P.

Home | Sign out

New Window | Help | Customize P. **Saved**

Password Saved

Your password has successfully been changed.

END OF PROCEDURE

THE END

Prepared By Mr. Shakir Shahab
(IT Centre, University of Engineering and Technology Peshawar)