

Information Technology Centre
Admin Block Chehla Campus

### **UMIS User Manual For The End Users Of Semester System**

UMIS Link: <a href="https://umis.ajku.edu.pk">https://umis.ajku.edu.pk</a>

List of Activities Involved and Their Suggested End User(s)				
Activity No.	Activity Description	Module Involved	Frequency	Suggested End User(s)
<u>01</u>	All Admission Activities	Semester Admission	Once per program session	Departmental Admission Committee Member(s), DEO/Supporting Staff
<u>02</u>	Program Study Scheme Creation/Settings	Registration Admin	Once per program	Departmental Admission Committee Member(s)
<u>03</u>	Course Information Entry	Registration Admin	Once per program	Departmental Admission Committee Member(s), DEO/Supporting Staff
<u>04</u>	Program and Semester wise Course Combinations	Registration Admin	Once per program	Departmental Admission Committee Member(s)
<u>05</u>	Program Session and Semester Wise Course Allocation	Semester Admission	Once per program session	Departmental Admission Committee Member(s)
<u>06</u>	Program Session Wise Result Rule Entry	Semester Admission	Once per program session	Departmental Examination Committee Member(s)
<u>07</u>	Teacher Availability and Course Allocation Settings	Scheduling	Once per semester	Time Table Committee/ Departmental Admission Committee Member(s)
08	Student Course Enrollment	Scheduling	Once per semester	Departmental Admission Committee Member(s)
<u>09</u>	Class Management Process	Scheduling	Once per semester	Departmental Examination Committee Member(s)
10	Semester Promotion Rule Settings	Examination	Once per program session	Departmental Examination Committee Member(s)
<u>11</u>	Course wise Marking on Faculty Portal	Faculty Portal	Once per semester	Each Faculty Member
<u>12</u>	Course wise Marking (Finalization)	Examination	Once per semester	Departmental Examination Committee Member(s)
<u>13</u>	Semester Examination Reports	Examination	Once per semester	Departmental Examination Committee Member(s)

**Note:** The tasks assigned to end users are suggestions by the technical focal person. The HOD of the concerned department may assign any of the above mentioned activities/tasks to any committee/staff member at his/her department.



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#### 1. All admission activities

Here I'll suppose that you have performed all admission activities and University Registration of admitted students have been accomplished.

### 2. Program Study Scheme Creation/Settings

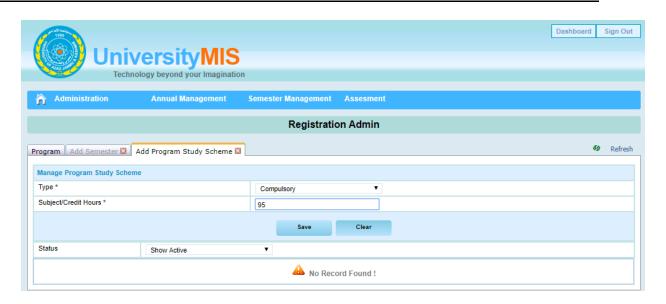
- 1.1. Go to registration admin module
- 1.2. In Semester Management Menu; Select 'Program Study Scheme'



- 1.3. Click on <sup>1</sup> 'Add Program Study Scheme' button.
- 1.4. Select course type, input total Credit Hours of that type of subjects and click on save button.
- 1.5. Perform new entries for other types of subjects/courses.

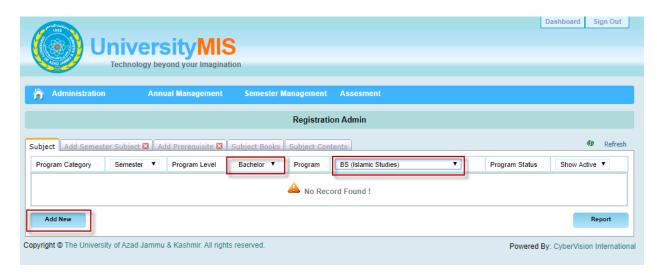


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### 3. Course Information Entry

- 3.1. Go to Registration Admin module
- 3.2. In Semester Management Menu; Select 'Subjects'
- 3.3. Select program level and Program from Listboxes and then click on 'Add New' Button for adding new course.



3.4. On 'Add Semester Subject' tab provide necessary information required for adding any particular course/subject.

#### 4. Program and Semester wise Course Combinations

4.1 Go to Registration Admin module



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4.2 In Semester Management Menu; Select 'Subjects Combinations'



- 4.3. Select appropriate values in the listboxes and click "search" button.
- 4.4. If some record exists there then click on "Edit" button to edit course combinations of a semester.

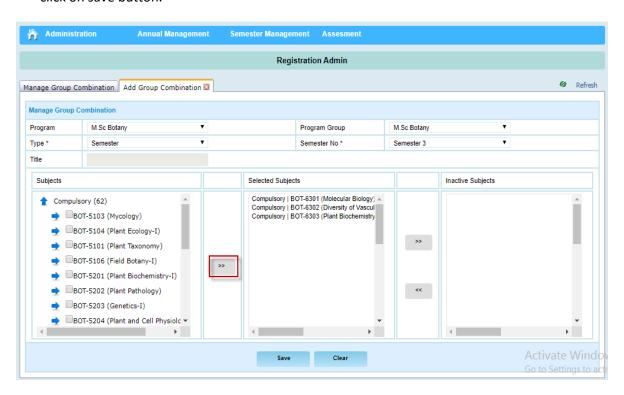


- 4.5. If record does not exists then click on "Add New" button to add semester course combinations.
- 4.6. On 'add group combination' tab, select appropriate listboxes' values.



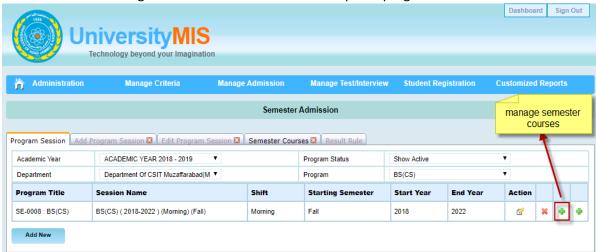
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4.7. Under subjects' categories, select checkboxes of courses that you want to add in a semester group then click on button to put these courses in selected list and then click on save button.



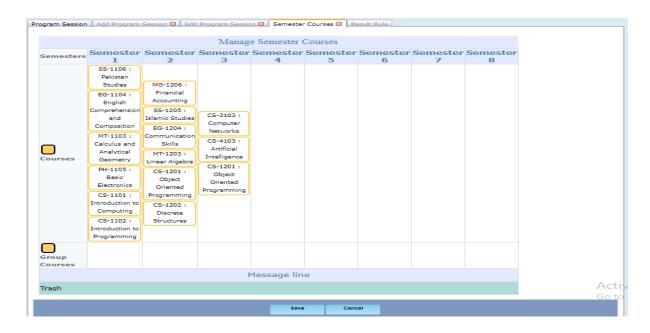
### 5. Program Session and Semester Wise Course Allocation

- 5.1. Go to Semester Admission Module.
- 5.2. Select 'Program Session' from 'Administration' menu.
- 5.3. Select appropriate values from listboxes.
- 5.4. Click on 'Manage Semester Courses' button of required program session.





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### 6. Program Session Wise Result Rule Entry

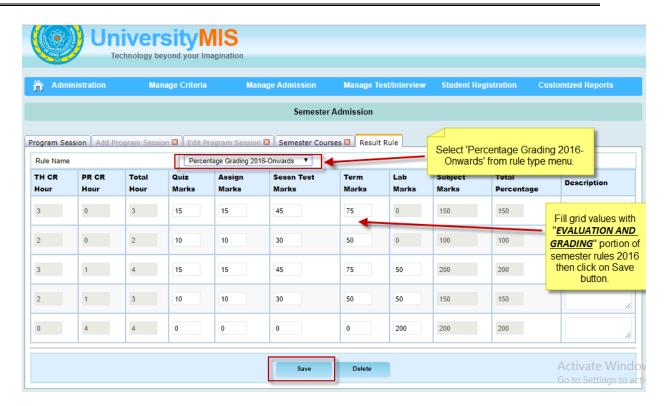
- 6.1. Go to Semester Admission Module.
- 6.2. Select 'Program Session' from 'Administration' menu.
- 6.3. Select appropriate values from listboxes.
- 6.4. Click on 'Manage Result Rule' button of required program session.



- 6.5. Select 'Percentage Grading 2016-Onwards' from Rule Type listbox.
- 6.6. Provide appropriate values on grid from semester rules 2016.
- 6.7. Click on 'Save' button.

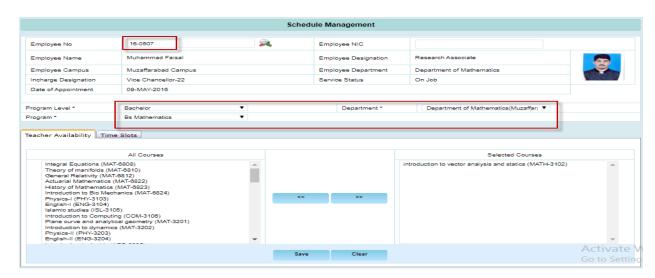


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### 7. Teacher Availability and Course Allocation Settings

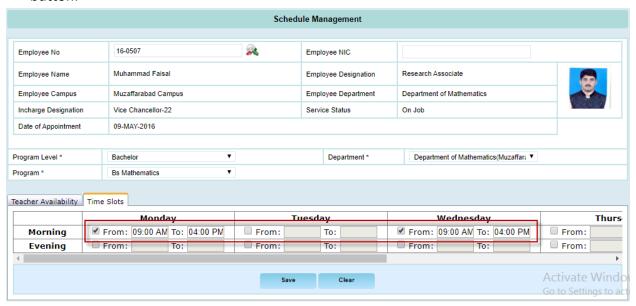
- 7.1. Go to "scheduling" module.
- 7.2. From 'Schedule Management Menu' select 'Teacher Availability'.
- 7.3. Input Employee No. and press enter key. The employee's details will automatically be loaded.
- 7.4. Select appropriate values from listboxes.





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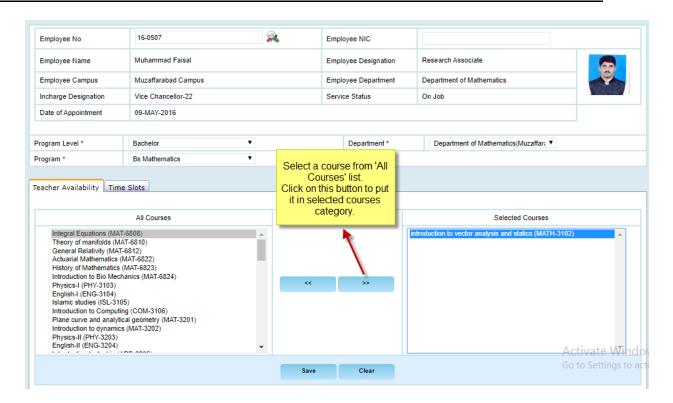
- 7.5. Click on Time Slots tab.
- 7.6. Provide Day and Time wise teacher availability information then click on 'Save' button.



- 7.7. Click on teacher availability tab.
- 7.8. Select any course(s).
- 7.9. Put this/these course(s) in selected category.
- 7.10. Click on 'Save' button to confirm the teacher availabilty for that course(s).



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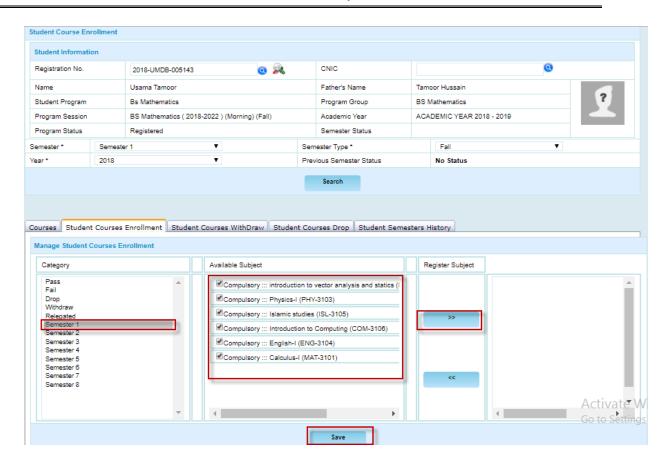


#### 8. Student Course Enrollment

- 8.1. Go to "scheduling" module.
- 8.2. From 'Schedule Management Menu' select 'Course Enrollment'.
- 8.3. Input Registration No. of Student and press enter key. The student's details will automatically be loaded.
- 8.4. Select 'Semester', 'Semester Type' and 'Year' then press 'Search' button.
- 8.5. At 'Student Course Enrollment' tab click on 'Semester No.' whose course registration is to be performed.
- 8.6. Under 'Available Subjects', select all/any courses for which student is to be registered.
- 8.7. Put the selected courses in 'Register Subject' category by clicking on button and press 'Save' button.



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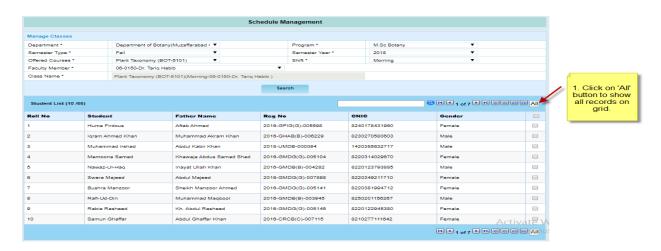


### 9. Class Management Process

- 9.1. Go to "scheduling" module.
- 9.2. From 'Schedule Management Menu' select 'Manage Classes'.
- 9.3. Select appropriate values in listboxes.
- 9.4. Click on 'Search' button.
- 9.5. On pagination; click on 'All' button to view all records.



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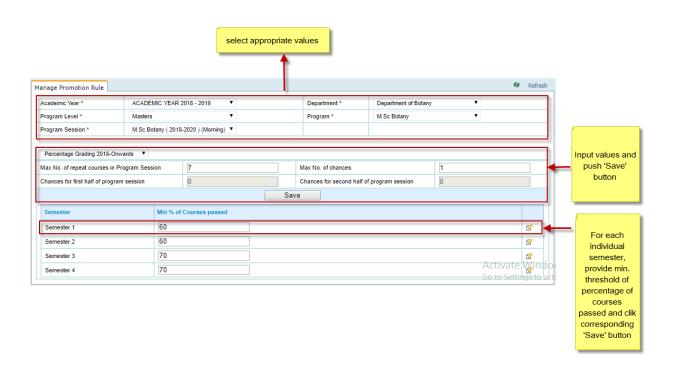
- 9.6. Click on 'select all' checkbox. This will select all students at the grid which will be included in this class.
- 9.7. Click on 'Save' button at the bottom of page.

### 10. Semester Promotion Rule Settings

- 10.1. Go to "Examination" module.
- 10.2. From 'Semester Desk' select 'Manage Promotion Rule'.
- 10.3. Select appropriate values in listboxes.
- 10.4. Input following information in textboxes and click on 'Save' button.
  - 10.4.1. Max No. of repeat courses in Program Session
  - 10.4.2. Max No. of chances
  - 10.4.3. Chances for first half of program session (if required)
  - 10.4.4. Chances for second half of program session (if required)
- 10.5. For each individual semester, provide minimum percentage of courses passed that are required for promotion and press corresponding 'save' button.

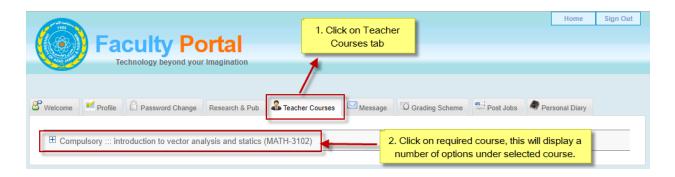


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### 11. Course wise Marking on Faculty Portal

- 11.1. Login to faculty portal using this link <a href="https://umis.ajku.edu.pk/frmTlogin.aspx">https://umis.ajku.edu.pk/frmTlogin.aspx</a>
- 11.2. On dashboard click on 'Teacher Courses' tab.
- 11.3. In the list of courses click on required course for which marks are to be entered.



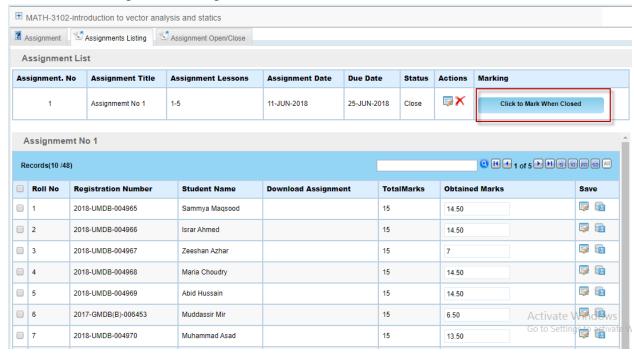
11.4. From a number of option under selected course, click on 'Assignment'.



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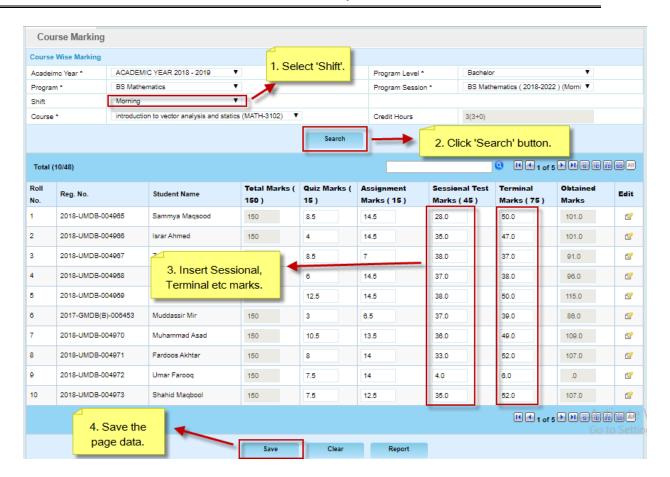
- 11.5. Input required fields and push 'Save' button. This will create an assignment.
- 11.6. In order to insert assignment marks of each student, you need to 'close' an assignment. For this purpose click on 'Close' button on 'Assignment Open/Close' tab.
- 11.7. Go to 'Assignment Listing' tab and click on 'Click to mark when close' button.



- 11.8. Start entering students' assignment marks and push 'Save' button at the bottom of page (perform page by page entry).
- 11.9. Repeat same procedure for inputting quiz marks (by clicking on 'Quizes' link).
- 11.10. Click on title of course to get multiple options. From these options click on 'course wise marking'.
- 11.11. Select 'Shift (Morning/Evening)' and click 'Search' button.
- 11.12. On grid insert Sessional/Midterm marks, Terminal marks, Lab Marks of each student and then press 'Save' button on the bottom of page.



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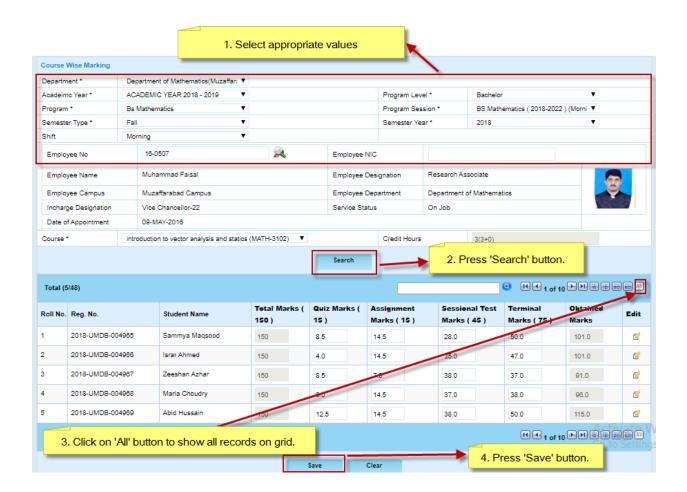


### 12. Course wise Marking (Finalization)

- 12.1. Go to "Examination" module.
- 12.2. From 'Semester Desk' menu, select 'Course Wise Marking'.
- 12.3. Select appropriate values in listboxes and press 'Search' button.
- 12.4. Click on 'All' button to show all records on grid.
- 12.5. Press 'Save' button at the bottom of page.



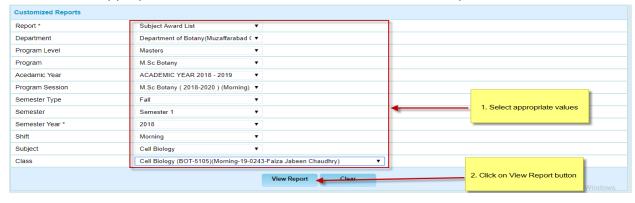
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- 12.6. From 'Semester Desk' menu, select 'Marking (Finalization)'.
- 12.7. Repeat above steps 3-5 for verification process.
- 12.8. Once marks are verified; you can now download different reports.

### 13. Semester Examination Reports

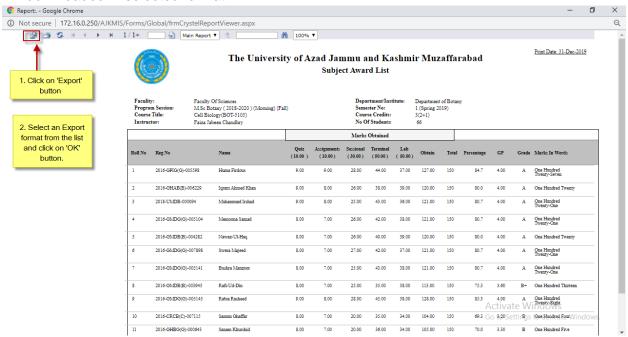
- 13.1. From 'Semester Desk' menu, select 'Customize Reports'.
- 13.2. Select appropriate values from listboxes and click on 'View Report' button;





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- 13.3. A pop-up window will open containing the desired report.
- 13.4. Click on 'Export' button.
- 13.5. Select an Export format from the list and click on 'OK' button; report will be downloaded in selected format.



#### The reports of interest are

- 1. Subject Award List
- 2. New Semester Result Sheet
- Semester Wise Result Notification
- 4. Final Result Notification
- Semester Wise Correspondence
- 6. Semester Result Card 2016 Onwards
- 7. New Transcript 2017

In case of any query please send me email at <a href="mailto:support.lms@ajku.edu.pk">support.lms@ajku.edu.pk</a> or contact me at this no. 03345725669.