



# CMS FACULTY GUIDE

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# Training Guide for Faculty

## Login to CMS

Enter the link on web browser <http://qau.edu.pk/cms>

Enter your username and password and press enter

**ORACLE®**  
**PEOPLESOFT ENTERPRISE**

<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: center;"><b>Sign In</b></p>	<p><b>Select a Language:</b></p> <table><tr><td><a href="#">English</a></td><td><a href="#">Español</a></td></tr><tr><td><a href="#">Dansk</a></td><td><a href="#">Deutsch</a></td></tr><tr><td><a href="#">Français</a></td><td><a href="#">Français du Canada</a></td></tr><tr><td><a href="#">Italiano</a></td><td><a href="#">Maqyar</a></td></tr><tr><td><a href="#">Nederlands</a></td><td><a href="#">Norsk</a></td></tr><tr><td><a href="#">Polski</a></td><td><a href="#">Português</a></td></tr><tr><td><a href="#">Suomi</a></td><td><a href="#">Svenska</a></td></tr><tr><td><a href="#">Čeština</a></td><td><a href="#">日本語</a></td></tr><tr><td><a href="#">한국어</a></td><td><a href="#">Русский</a></td></tr><tr><td><a href="#">ไทย</a></td><td><a href="#">简体中文</a></td></tr><tr><td><a href="#">繁體中文</a></td><td><a href="#">العربية</a></td></tr></table>	<a href="#">English</a>	<a href="#">Español</a>	<a href="#">Dansk</a>	<a href="#">Deutsch</a>	<a href="#">Français</a>	<a href="#">Français du Canada</a>	<a href="#">Italiano</a>	<a href="#">Maqyar</a>	<a href="#">Nederlands</a>	<a href="#">Norsk</a>	<a href="#">Polski</a>	<a href="#">Português</a>	<a href="#">Suomi</a>	<a href="#">Svenska</a>	<a href="#">Čeština</a>	<a href="#">日本語</a>	<a href="#">한국어</a>	<a href="#">Русский</a>	<a href="#">ไทย</a>	<a href="#">简体中文</a>	<a href="#">繁體中文</a>	<a href="#">العربية</a>
<a href="#">English</a>	<a href="#">Español</a>																						
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<a href="#">繁體中文</a>	<a href="#">العربية</a>																						

## Faculty Center Menu

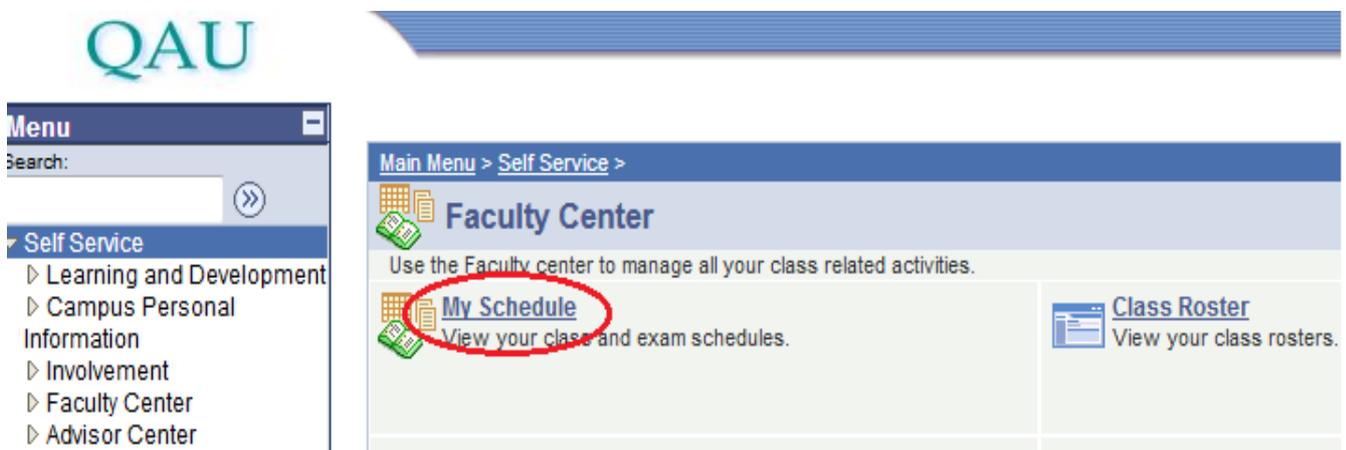
Go to Menu at the left top panel and click at **self service**



Now search for the **“Faculty Center”** link and click on it,



Now click on **“My Schedule”** Link.



Make sure that the correct term is selected, If not then Click on **“change term”** and then press **“continue”**.



Now you will see the list of courses being taught by you Click at the **“Grade Book”** button for the course for which you want to enter the grades.

Management  
Directory  
Community Management  
Keyword

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Gradebook Assignments Learning Management

**My Teaching Schedule > Spring 2017 > Quaid-i-Azam University**

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	<a href="#">EL 314-A (1371)</a>	Computer Programming (Lecture)	29	TBA	TBA	Feb 15, 2017- Jan 6, 2019
	<a href="#">EL 771-A (1389)</a>	Digital Communication System (Lecture)	16	TBA	TBA	Feb 15, 2017- Jan 6, 2019

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

List of registered students will be displayed

- Request Official Transcript
- Learning Management Systems
- Class Search
- Browse Course Catalog
- Evaluate My Transfer Credit
- Community Directory Search
- Manage Delegation
- Workflow User Preferences
- > Workforce Administration
- > Stock
- > Workforce Development
- > Enterprise Learning
- > Workforce Monitoring
- > Campus Community
- > Student Admissions
- > Records and Enrollment
- > Curriculum Management
- > Financial Aid
- > Student Financials
- > Academic Advisement
- > Contributor Relations
- > SA Integration Pack
- > Set Up HRMS
- > Set Up SACR
- > Enterprise Components
- > Worklist
- > Tree Manager
- > Reporting Tools
- > PeopleTools

Go to: [Class Gradebook](#) [Grade by Assignment](#) [Cumulative Grades](#) [Requirement Designation](#) [Import Component Grades](#)

Show Active Students Only [export](#)

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

Name	ID
BUTT,AMNA ARIF	04161413026
KHAN,MUHAMMAD MANSOOR	04161513001
SHAFIQUE,AMAR AHMAD	04161513038
KHAN,ASNAN	04161613002
NAQVI,ARSLAN ALI	04161613003
AKRAM,FAIZAN	04161613006
REHMAN,MUHAMMAD ABDUL	04161613007
ARSHAD,HAMMAD	04161613008

Click at the **Class Assignment** link.

The screenshot shows the LMS navigation menu on the left and the Gradebook page on the right. In the navigation menu, the 'Class Assignments' link is highlighted with a red circle. The Gradebook page shows the class 'IT 212 - A (4125)' and a table of student assignments.

**Navigation Menu:**

- Faculty Center
- Advisor Center
- Search
- Learning Management
  - my schedule
  - class roster
  - grade roster
  - gradebook
  - class assignments**

**Gradebook Page:**

Fall 2017 | Regular Academic Session | Quaid-i-Azam University | Undergraduate

**IT 212 - A (4125)** [change class](#)

Engineering Mathematics (Lecture)

Days and Times	Room	Instructor	Dates
TBA	TBA	MUNAZZA ASHRAF	09/11/2017 - 02/28/2018

Go to: [Class Gradebook](#) [Grade by Assignment](#) [Cumulative Grades](#) [Requirement Designation](#) [Import Component Grades](#)

Show Active Students Only [export](#)

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

Name	ID
BUTT,AMNA ARIF	04161413026
KHAN,MUHAMMAD MANSOOR	04161513001
SHAFIQUE,AMAR AHMAD	04161513038

Simply click the **“save”** button **without doing anything”**

The screenshot shows the 'Class Assignments' configuration page. The 'SAVE' button is highlighted with a red circle. The page contains various fields for configuring the assignment, including 'Assignment Category', 'Description', 'Required by Institution', and 'Dates & Duration'.

Go to: [Class Assignments](#) [Category Weight](#) [Grading Scale](#)

**copy assignments**

Find | View All First 1 of 2 Last

\*Assignment Category:  Sessional

\*Description:  \*Short Description:

Required by Institution

Details	Points	Dates & Duration
<input checked="" type="checkbox"/> Required	Maximum Points: <input type="text" value="50"/>	Begin Date: <input type="text" value="09/11/2017"/> <input type="button" value="BT"/>
<input checked="" type="checkbox"/> Assessed	Weight in Points: <input type="text" value="50"/>	Due Date: <input type="text" value="09/12/2017"/> <input type="button" value="BT"/>
<input checked="" type="checkbox"/> Include for Mid Term Grade		Extended Due Date: <input type="text" value=""/> <input type="button" value="BT"/>
<input type="checkbox"/> Import Class Component Grades		Estimated Grading Date: <input type="text" value="09/12/2017"/> <input type="button" value="BT"/>
<input checked="" type="checkbox"/> Allow Students to View Grades		

Notes:

[SAVE](#)

Faculty Center Advisor Center Search Learning Management

Then Click on Grade book List of registered students will be displayed with Blocks.

Faculty Center | Advisor Center | Search | Learning Management

my schedule | class roster | grade roster | **gradebook** | class assignments

### Gradebook

Fall 2017 | Regular Academic Session | Quaid-i-Azam University | Undergraduate

IT 212 - A (4125) [change class](#)

Engineering Mathematics (Lecture)

Days and Times	Room	Instructor	Dates
TBA	TBA	MUNAZZA ASHRAF	09/11/2017 - 02/28/2018

Go to: [Class Gradebook](#) | [Grade by Assignment](#) | [Cumulative Grades](#) | [Requirement Designation](#) | [Import Component Grades](#)

Show Active Students Only [export](#)

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

Name	ID	SESSIONAL	FINAL
BUTT,AMNA ARIF	04161413026	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="checkbox"/>
		<a href="#">Note</a>	<a href="#">Note</a>
KHAN,MUHAMMAD MANSOOR	04161513001	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="checkbox"/>
		<a href="#">Note</a>	<a href="#">Note</a>
SHAFIQUE,AMAR AHMAD	04161513038	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="checkbox"/>
		<a href="#">Note</a>	<a href="#">Note</a>

Enter the sessional marks against each student and press “Save” button at the bottom of page.

Go to: [Class Gradebook](#) | [Grade by Assignment](#) | [Cumulative Grades](#) | [Requirement Designation](#) | [Import Component Grades](#)

Show Active Students Only [export](#)

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

Name	ID	SESSIONAL	FINAL
BUTT,AMNA ARIF	04161413026	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="checkbox"/>
		<a href="#">Note</a>	<a href="#">Note</a>
KHAN,MUHAMMAD MANSOOR	04161513001	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="checkbox"/>
		<a href="#">Note</a>	<a href="#">Note</a>
SHAFIQUE,AMAR AHMAD	04161513038	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="checkbox"/>
		<a href="#">Note</a>	<a href="#">Note</a>

If needed, you can change the marks any time by accessing the Gradebook. You can print the sessional report make sure to upload the results for complete the submission later.

Once you have finalized the results it is very important to upload the result. **Your result submission will be completed once you have uploaded the results.** However, it is important to note that after uploading you will not be able to change the grades. Follow the following steps to upload the result:

# For Result Locking:

Go to 3rd tab "Cumulative Grades".

Days and Times	Room	Instructor	Dates
TBA	TBA	MUNAZZA ASHRAF	09/11/2017 - 02/28/2018

Go to: [Class Gradebook](#) [Grade by Assignment](#) **[Cumulative Grades](#)** [Requirement Designation](#) [Import Component Grades](#)

Show Active Students Only

[export](#)

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

Name	ID	SESSIONAL	FINAL
BUTT,AMNA ARIF	04161413026	<input type="checkbox"/> <a href="#">Note</a>	<input type="checkbox"/> <a href="#">Note</a>
KHAN,MUHAMMAD MANSOOR	04161513001	<input type="checkbox"/> <a href="#">Note</a>	<input type="checkbox"/> <a href="#">Note</a>
SHAFIQUE,AMAR ALMAD	04161513038	<input type="checkbox"/>	<input type="checkbox"/>

Look for the field Select Grade Roster, and click  the button.

**QAU**

**Menu**

Search:

- Self Service
  - Learning and Development
  - Campus Personal Information
  - Involvement
  - Faculty Center
    - My Schedule
      - Class Roster
      - Gradebook
      - Assignments
- Advisor Center
  - Search
    - Learning Management Systems
    - Community Directory Search
  - Campus Community
    - Curriculum Management
    - Reporting Tools
    - Change My Password

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**SPIR 104 - A (2345)** [change class](#)

English IV: Communication & Writing Skills (Lecture)

Days and Times	Room	Instructor	Dates
TBA	TBA	WAJIHA ANWAR	02/01/2017 - 08/07/2017

Go to: [Class Gradebook](#) [Grade by Assignment](#) [Cumulative Grades](#) [Requirement Designation](#) [Import Component Grades](#)

Select Grade Roster:   [update](#)

Grading Status:

Name	ID	FINAL	SESSNL	Mid Term Grade / Override	Overall Grade / Override
SHAMS,SAFYAN	04201513001	86.00		86.00 A <input type="checkbox"/> <a href="#">Note</a>	43.00 F <input type="checkbox"/> <a href="#">Note</a>
ABID,HASNAIN	04201513002	70.00		70.00 B <input type="checkbox"/> <a href="#">Note</a>	35.00 F <input type="checkbox"/> <a href="#">Note</a>
KAMRAN HAQANI,MUHAMMAD	04201513005	90.00		90.00 A <input type="checkbox"/> <a href="#">Note</a>	45.00 F <input type="checkbox"/> <a href="#">Note</a>
SYED,IBRAHIM	04201513006	74.00		74.00 B+ <input type="checkbox"/> <a href="#">Note</a>	37.00 F <input type="checkbox"/> <a href="#">Note</a>
ASIM,NOOR	04201513007	86.00		86.00 A <input type="checkbox"/> <a href="#">Note</a>	43.00 F <input type="checkbox"/> <a href="#">Note</a>
KHAN,AHAD NAWAZ	04201513008	82.00		82.00 A <input type="checkbox"/> <a href="#">Note</a>	41.00 F <input type="checkbox"/> <a href="#">Note</a>
MUNIR,TABISH	04201513009	72.00		72.00 B+ <input type="checkbox"/> <a href="#">Note</a>	36.00 F <input type="checkbox"/> <a href="#">Note</a>

Under the Search Results, you would see “Sessional Grade”, and “Final Grade” click on “Sessional Grade”, or “Final Grade” ,as which you want to lock .

**Menu**

Search:

- Self Service
  - Learning and Development
  - Campus Personal Information
  - Involvement
- Faculty Center
  - My Schedule**
  - Class Roster
  - Gradebook
  - Assignments
- Advisor Center
- Search
  - Learning Management Systems
  - Community Directory Search
- Campus Community
- Curriculum Management
- Reporting Tools
- Change My Password

### Look Up Select Grade Roster

Term: 1711  
 Class Nbr: 2345  
 Grade Roster Type Sequence Nbr: =   
 Grade Roster: =   
 Description: begins with   
 Grading Status: =

[Basic Lookup](#)

#### Search Results

View All First 1-2 of 2 Last

Grade Roster Type Sequence Nbr	Grade Roster	Description	Grading Status
1	Sessional	Sessional Grade	Input
2	Final	Final Grade	Input

This would take to previous page. Now press the “Update” button.

**Menu**

Search:

- Self Service
  - Learning and Development
  - Campus Personal Information
  - Involvement
- Faculty Center
  - My Schedule**
  - Class Roster
  - Gradebook
  - Assignments
- Advisor Center
- Search
  - Learning Management Systems
  - Community Directory Search
- Campus Community
- Curriculum Management
- Reporting Tools
- Change My Password

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**SPIR 104 - A (2345)** change class

English IV: Communication & Writing Skills (Lecture)

Days and Times	Room	Instructor	Dates
TBA	TBA	WAJIHA ANWAR	02/01/2017 - 08/07/2017

Go to: [Class Gradebook](#) [Grade by Assignment](#) [Cumulative Grades](#) [Requirement Designation](#) [Import Component Grades](#)

Select Grade Roster:

Grading Status:

Name	ID	FINAL	SESSL	Mid Term Grade / Override	Overall Grade / Override
SHAMS,SAFYAN	04201513001	86.00		86.00 A <input type="checkbox"/>	43.00 F <input type="checkbox"/> <a href="#">Note</a>
ABID,HASNAIN	04201513002	70.00		70.00 B <input type="checkbox"/>	35.00 F <input type="checkbox"/> <a href="#">Note</a>
KAMRAN HAQANI,MUHAMMAD	04201513005	90.00		90.00 A <input type="checkbox"/>	45.00 F <input type="checkbox"/> <a href="#">Note</a>

After click on “update” the scree will appear.click on **“OK”** Button.

The screenshot shows a web browser window with the URL `qaupws.mgm.qau.edu.pk/psp/hrcs9/EMPLOYEE/HRMS/c/SA_LEARNING_MANAGEMENT.SS_FACULTY.GBL?PORTALPARAM_F`. The QAU logo is visible at the top. A navigation menu on the left includes 'My Schedule', 'Class Roster', 'Gradebook', and 'Assignments'. A dialog box is displayed in the center with the following text:

The Grade Roster has 41 students, and 41 have been updated. (14600,654)

Updating the grade roster will only update rosters which have not yet been posted.

At the bottom of the dialog box are two buttons: **OK** and **Cancel**. The **OK** button is circled in red.

“Update” action will lock the sessional/Final marks. Now go to 1st tab **“Class Gradebook”**.

The screenshot shows the 'Class Gradebook' page for the course 'SPIR 104 - A (2345) English IV: Communication & Writing Skills (Lecture)'. The page includes a table with columns for 'Name', 'ID', 'FINAL', 'SESSNL', 'Mid Term Grade / Override', and 'Overall Grade / Override'. The 'Class Gradebook' tab is circled in red. Below the table, there is a 'Select Grade Roster' dropdown and an 'update' button.

Name	ID	FINAL	SESSNL	Mid Term Grade / Override	Overall Grade / Override
SHAMS,SIFYAN	04201513001	86.00		86.00 A	43.00 F
ABID,HASNAIN	04201513002	70.00		70.00 B	35.00 F
KAMRAN HAQANI, MUHAMMAD	04201513005	90.00		90.00 A	45.00 F
SYED,IBRAHIM	04201513006	74.00		74.00 B+	37.00 F
ASTIM,NOOR	04201513007	86.00		86.00 A	43.00 F
KHAN,AHAD NAWAZ	04201513008	82.00		82.00 A	41.00 F
MUNIR,TABISH	04201513009	72.00		72.00 B+	36.00 F

You will see that sessional/final marks are locked.

The screenshot shows the QAU web portal interface. On the left is a 'Menu' sidebar with a search bar and a tree view of navigation options. The 'Faculty Center' section is expanded, showing 'My Schedule', 'Class Roster', 'Gradebook', and 'Assignments'. The 'Gradebook' option is selected. The main content area displays the user's name 'WAJIHA ANWAR' and three buttons: 'Faculty Center', 'Advisor Center', and 'Search'. Below these are three tabs: 'my schedule', 'class roster', and 'gradebook'. The 'Gradebook' tab is active, showing the course 'SPIR 104 - A (2345)' and its instructor 'WAJIHA ANWAR'. A table below shows the class schedule with columns for 'Days and Times', 'Room', and 'Instructor'. At the bottom, there are three tabs for 'Class Gradebook', 'Grade by Assignment', and 'Cumulative Grades'. A checkbox for 'Show Active Students Only' is checked. Below this is a table with columns for 'Name', 'ID', 'SESSIONAL', and 'FINAL'. The table contains four rows of student data.

Name	ID	SESSIONAL	FINAL
SHAMS,SAFYAN	04201513001	43.00 <a href="#">Note</a>	<input type="text"/> <a href="#">Note</a>
ABID,HASNAIN	04201513002	35.00 <a href="#">Note</a>	<input type="text"/> <a href="#">Note</a>
KAMRAN HAQANI,MUHAMMAD	04201513005	45.00 <a href="#">Note</a>	<input type="text"/> <a href="#">Note</a>
SYED.IBRAHIM	04201513006	37.00	<input type="text"/>

Perform the steps given above for other classes as well.

## Report Printing

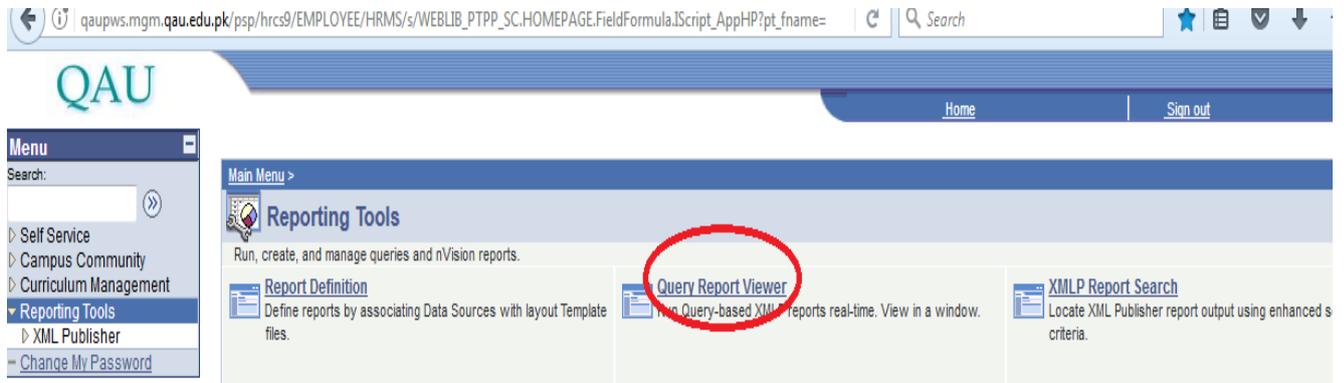
### Sessional Report Printing:

It is necessary to remember the "Class Nbr" given on the Gradebook page. Following are the steps to print the Sessional report after saving/uploading the Sessional marks:

Go to "**Reporting Tools**" in the left panel, and click on it.

The screenshot shows the QAU web portal interface. At the top, there is a search bar and a URL: 'qaupws.mgm.qau.edu.pk/psp/hrcc9/EMPLOYEE/HRMS/h/?tab=DEFAULT'. Below the search bar is the QAU logo. On the left is a 'Menu' sidebar with a search bar and a tree view of navigation options. The 'Reporting Tools' option is highlighted with a red circle. The main content area is mostly blank.

You will see **“Query Report Viewer”**, click on it.



Note: For every Program generate separate reports .

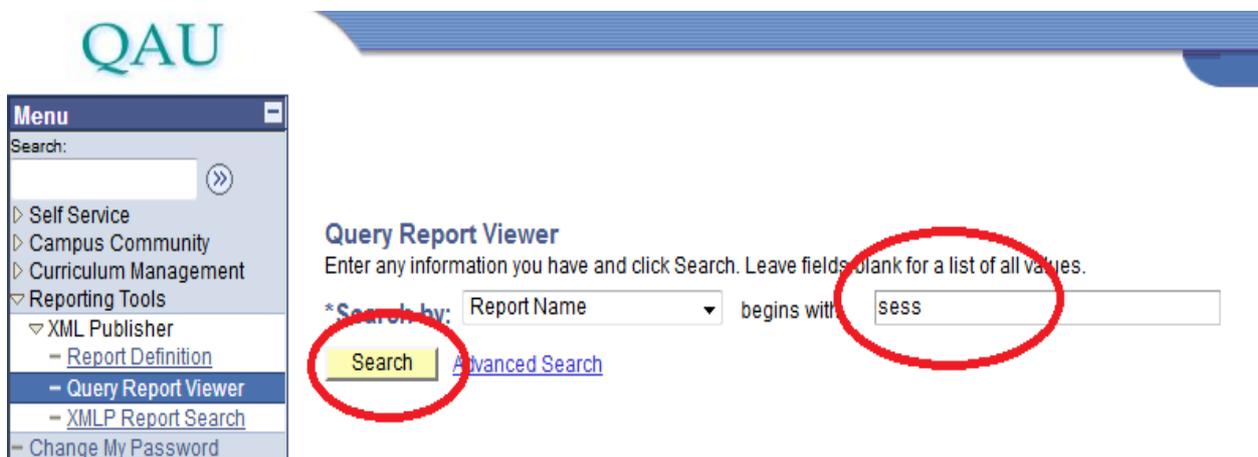
For MSC Sessional report type **“sess”**

For BS Sessional report type **“bs”**

For Mphil Sessional report type **“mp”**

For Phd Sessional report typ **“ph”**

Then click on **“Search”** Button



Then click on **“view Report”**

QAU

Home

Menu

Search:

Self Service  
Campus Community  
Curriculum Management  
Reporting Tools  
XML Publisher  
- Report Definition  
- **Query Report Viewer**  
- XMLP Report Search  
Change My Password

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

\*Search by: Report Name begins with SESS

Search Advanced Search

**Search Results** Show Template Prompts

Report Name	Description	Data Source ID	*Format	Burst	View Report
SESSIONL_RPT	Msc Sessional Report	SESSIONAL_RPT	PDF	N	<a href="#">View Report</a>

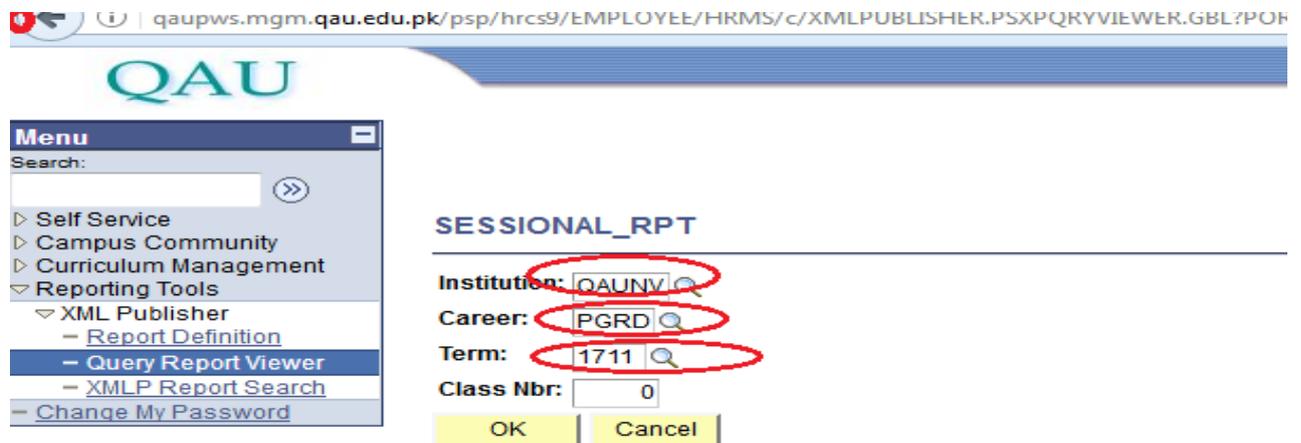
Select Institute by clicking on

Select career by clicking Select **PGRD** for all Post Graduate programs and select **UGRD** for Undergraduate.

Select Term by clicking . then click on the term for which report is required

Then type class Nbr. and click on **OK** Button

This will show you the Sessional marks report which can be printed.



### Terminal Report Printing:

It is necessary to remember the “Class Nbr” given on the Gradebook page. Following are the steps to print the Terminal Report after saving/uploading the Terminal marks:

Go to “Reporting Tools” in the left panel, and click on it.



You will see **“Query Report Viewer”**, click on it.



At search field enter the report name **“TER”** and click on search button.

You will see the different reports, click on your desired report for BS,MS,M.SC, M.phil, P.hd according to description of reports.

The screenshot shows the QAU Query Report Viewer search results page. The search criteria are 'Report Name' and 'begins with' 'TER'. The search results are displayed in a table with columns: Report Name, Description, Data Source ID, Format, Burst, and View Report. The search results are as follows:

Report Name	Description	Data Source ID	Format	Burst	View Report
TERMINAL_RPT	Terminal Rpt MSc(Sess+Final)	TERMINAL_RPT	PDF	N	<a href="#">View Report</a>
TERM_RPT_BS	TERMINAL REPORT FOR BS	TERMINAL_RPT_FINAL_BS	PDF	N	<a href="#">View Report</a>
TERM_RPT_MP	TERMINAL REPORT FOR MPHIL	TERMINAL_RPT_MP	PDF	N	<a href="#">View Report</a>
TERM_RPT_MS	TERMINAL REPORT FOR MS	TERMINAL_RPT_MS	PDF	N	<a href="#">View Report</a>
TERM_RPT_MSC	Terminal Report MSc(Final)	TERMINAL_RPT_MSC	PDF	N	<a href="#">View Report</a>
TERM_RPT_PHD	Terminal Report For Ph.D	TERMINAL_RPT_PHD	PDF	N	<a href="#">View Report</a>
TER_RPT_BS_F	Terminal Report BS Final only	TERMINAL_RPT_BS_OFIN	PDF	N	<a href="#">View Report</a>
TER_RP_F_PHD	Terminal report final for PhD	TERMINAL_RPT_FINAL_PHD	PDF	N	<a href="#">View Report</a>

Fill all the fields as filled in sessional Report and presses **OK**, this will show you the Terminal marks report which can be printed.

The screenshot shows the QAU (Queensland Assessment Unit) interface. On the left is a 'Menu' sidebar with a search bar and a list of options: Self Service, Campus Community, Curriculum Management, Reporting Tools, XML Publisher (with sub-items Report Definition, Query Report Viewer, and XMLP Report Search), and Change My Password. The 'Query Report Viewer' option is highlighted. The main area is titled 'SESSIONAL\_RPT' and contains a form with the following fields: Institution (QAUNV), Career (PGRD), Term (1711), and Class Mbr (0). Each of these four input fields has a red circle around it. Below the form are two buttons: 'OK' and 'Cancel', with the 'OK' button also circled in red.