





Training Guide For Faculty

Login to CMS

1. Login to Campus Management Solution by clicking at <http://qau.edu.pk/cms>
2. Enter your username and password and press enter.

Faculty Center Menu

1. Go to Menu at the left top panel and click at self service
2. Now search for the “Faculty Center” link and click on it,
3. Now click on “My Schedule” Link.
4. Make sure that the correct term is selected, for example, Fall 2010. If not then change the term and then press “continue”.
5. Now you will see the list of courses being taught by you and information about your MPhil and PhD students. Click at the “Grade Book “  button for the course for which you want to enter the grades.
6. List of registered students will be displayed. Click at the [Class Assignments](#) link.
7. Simply click the “save” button **without doing anything** and click at “Gradebook”
8. Enter the **consolidated** sessional marks against each student and press “Save” button at the bottom of page. If needed, you can change the marks any time by accessing the Gradebook. You can print the sessional report by skipping steps 10-14 but make sure to upload the results for complete the submission later.
9. 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: Steps 10-13:
10. Go to 3rd tab “Cumulative Grades”.
11. Look for the field [Select Grade Roster](#), and click the  button.
12. Under the Search Results, you would see “Sessional Grade”, click on it, this would take to previous page. Now press the “Update” button.
13. “Upload” action will lock the sessional marks. Now go to 1st tab “Class Gradebook”. You will see that sessional marks are locked.
14. Perform the steps given above for other classes as well.

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:

1. Go to “Reporting Tools” in the left panel, and click on it.
2. At right side you will see “Query Report Viewer”, click on it.
3. You will see a report with name “SESSIONAL_RPT “for Msc ,” MP_SESNL_RPT” for Mphil and “PH_SESNL_RPT”. Click on the appropriate report. (Note if you have both MPhil and PhD students in your class then generate two separate reports for each category).
4. Enter the “Class Nbr” of the class and press OK, 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:

1. Go to “Reporting Tools” in the left panel, and click on it.
2. At right side you will see “Query Report Viewer”, click on it.
3. At search field enter the report name “TER” and click on search button.
4. You will see the different reports, click on your desired report for M.SC, M.phil, P.hd according to description of reports.
5. Enter the “Class Nbr” of the class and presses OK, this will show you the Terminal marks report which can be printed.