

# DIRECTORATE OF INFORMATION AND COMMUNICATION TECHNOLOGY AND SERVICES

### GUIDELINE ON UPLOADING SUPPLEMENTARY RESULTS.

#### Prerequisites

- 1. Make sure you have your staff interface login details.
- 2. You should have the role of a **LECTURER** on the ACMIS portal.
- 3. Mobile phone or laptop with internet access
- 4. Log in to the staff portal.

#### **STEP 1:**

Open any web browser of your choice, for example, Google Chrome, Mozilla Firefox, etc.

### Web browsers / web



### **STEP 2:**

On the search bar, type https://staffportal.busitema.ac.ug and search.

← → C ⋒ 55	staffportal.busitema.ac.ug		

### **STEP 3:**

The login page will appear. Use your institutional email address and your password, and click the "**SIGN IN**" button. The **LECTURER** applications displayed as below:

BUSITEMA UNIVERSITY				œ	
🗮 BUSITEMA	MY APPLICATIONS				
VOU HAVE 3 APPS AS LECTURER					
	PROGRAMMES & CURRICULUM	RESULTS MANAGEMENT	RESULTS UPLOAD & SUBMISSION		
MY APPLICATIONS	MANAGE PROGRAMMES AND THEIR CURRICULA.	MANAGE RESULTS AND VIEW REPORTS.	UPLOAD AND PROCESS STUDENTS' RESULTS AND VIEW TIMETABLES		
B MY APPLICATIONS					

## **STEP 4:**

On the dashboard, click on the "**RESULTS UPLOAD & SUBMISSION**" module as shown below:

BUSITEMA UNIVERSITY			
🗮 BUSITEMA	MY APPLICATIONS		
UNIVERSITY Pursuing Excellence	• YOU HAVE 3 APPS AS LECTURER	/	
	PROGRAMMES & CURRICULUM	RESULTS MANAGEMENT	RESULTS UPLOAD & SUBMISSION
MY APPLICATIONS	MANAGE PROGRAMMES AND THEIR CURRICULA.	MANAGE RESULTS AND VIEW REPORTS.	UPLOAD AND PROCESS STUDENTS' RESULTS AND VIEW TIMETABLES
88 MY APPLICATIONS			

The context selection for your allocated course unit will load.

BUSITEMA UNIVERSITY		¢ (1)
🗮 BUSITEMA	MY APPLICATIONS RESULTS UPLOAD & SUBMISSION $\times$	
Pursuing Excellence	SELECT DEPARTMENT CONTEXT	COURSE: - DEPARTMENT:
部 MY APPS	* ACADEMIC YEAR: Select option * SEMESTER: Select option	
RESULTS UPLOAD & SUBMIS	* CAMPUS: Select option	
器 MY COURSES	* INTAKE: Select option	
• MY TEACHING TIMETA	LOAD COURSES	LOAD PROGRAMMES AND SELECT COURSE TO MANAGE
MY ASSESSMENT	NO COURSES LOADED	

## **STEP 5:**

Select the context and click on the button "LOAD COURSES." All your allocated courses will appear as shown below:

BUSITEMA UNIVERSITY	≡ <sup>Q</sup> lecturer ✓			
🗮 BUSITEMA	MY APPLICATIONS RESULTS U	PLOAD & SUBMISSION $\times$		
UNIVERSITY Pursuing Excellence	SELECT DEPARTMENT CONTI	ХТ		COURSE: - DEPARTMENT:
B MY APPS	* ACADEMIC YEAR	: 2024/2025	V	
RESULTS UPLOAD & SUBMIS	* CAMPUS	: BUSITEMA	×	
品 MY COURSES	* INTAKE	AUGUST	× ]	
MY TEACHING TIMETA	COURSES ASSIGNED TO	LOAD COURSES		LOAD PROGRAMMES AND SELECT COURSE TO MANAGE
MY ASSESSMENT	YEAR 3 - SEMESTER II		^	
	Enter your search key h	Enter your search key here		
	CODE COUF	SE TITLE	DEPARTMENT	
	BEE3206 WIRE	ESS COMMUNICATION	DEPARTME	
	4		Þ	

### **STEP 6:**

1. Click on the **course unit** for which you need to upload the supplementary results. The display of controls will be on your right, as shown below:

BUSITEMA UNIVERSITY					
X BUSITEMA	MY APPLICATIONS RESULTS UPLOAD & SUBMISSION ×				
UNIVERSITY Pursuing Excellence	SELECT DEPARTMENT CONTEXT		COURSE: BEE3206 -WIRELESS CO	MMUNICATION SYSTEMS DEPARTMENT: BEE	YEAR 3 SEMESTER II
	* ACADEMIC YEAR: 2024/2025		豆 COURSE CONTEXT 条 :	STUDENTS 💑 BREAKDOWNS 🗇 UPLOAD RESULTS	▷ RAW RESULTS ⊘ COMPUTED RESULTS
	* SEMESTER: SEMESTER II	~	COURSE CODE	BEE3206	
RESULTS UPLOAD & SUBMIS	* CAMPUS: BUSITEMA	V	COURSE TITLE	WIRELESS COMMUNICATION SYSTEMS	
& MY COURSES	* INTAKE: AUGUST		COURSE ALIASES		
	LOAD COURSES		DEPARTMENT CODE	BEE	
<b>MY TEACHING TIMETA</b>	COURSES ASSIGNED TO YOU		DEPARTMENT TITLE	DEPARTMENT OF ELECTRICAL ENGINEERING	
	INVEAD 2 CEMESTER II		SEMESTER	SEMESTER II	
	TEAR 3 - SEMESTER II	~	ACADEMIC YEAR	2024/2025	
	Enter your search key here	۹	STUDY YEAR	YEAR 3	
	CODE COURSE TITLE	DEPARTMENT	ROLE	LECTURER	
	WIRELESS COMMUNICATION		CAN UPLOAD MARKS	YES	
	SYSTEMS	T	RESULT UPLOAD CATEGORIES	COURSE WORK EXAM MARK	
		Þ	RESULT CATEGORY CONTRIBUTIONS TO 100%	COURSE WORK => 40% EXAM MARK => 60%	
			PROGRAMMES	BEE	

2. Click the UPLOAD RESULTS TAB

				03 8
MY APPLICATIONS RESULTS UPL	OAD & SUBMISSION X			
SELECT DEPARTMENT CONTEX	г		COURSE: BEE3206 - WIRELESS COMMUNICATION SYSTEMS DEPARTMENT: BEE	YEAR 3 SEMESTER II
* ACADEMIC YEAR:	2024/2025		Ξ COURSE CONTEXT      A STUDENTS     A BREAKDOWNS     O UPLOAD RESULTS	RAW RESULTS O COMPUTED RESULTS
* SEMESTER:	SEMESTER II			
* CAMPUS:	BUSITEMA		YOU ARE ABOUT TO UPLOAD RESULTS TO:	
* INTAKE:	AUGUST		COURSE UNIT: BEE3206 - WIRELESS COMMUNICATION SYSTEMS SEMESTER: SEMESTER II S 3 DEPARTMENT: DEPARTMENT OF ELECTRICAL ENGINEERING	TUDY YEAR: YEAR
	AD COURSES	]		
COURSES ASSIGNED TO Y	DU		> DOWNLOAD TEMPLATE	UPLOAD SUPPLEMENTARY RESULT
YEAR 3 - SEMESTER II		~		
		٩,	B	
CODE COURSE	TITLE	DEPARTMENT	CLICK HERE OR DRAG FILE TO THIS AREA	TO UPLOAD
BEE3206 WIRELES	S COMMUNICATION	DEPARTMEN	USE THE LATEST TEMPLATE AND ONLY UPLOAD TEMPLATES DOWNLO	DADED FROM THE SYSTEM.
			AUTHENTICATE & UPLOAD FILE	
	MY APPLICATIONS RESULTS UPL SELECT DEPARTMENT CONTEX * ACADEMIC YEAR: * SEMESTER: * CAMPUS: * INTAKE: COURSES ASSIGNED TO YO * YEAR 3 - SEMESTER II Enter your search key here CODE COURSE BEE3206 WIRELE SYSTEM	MY APPLICATIONS RESULTS UPLOAD & SUBMISSION × SELECT DEPARTMENT CONTEXT  ACADEMIC YEAR: 2024/2025 SMCSTER: SEMISTER II CAMPUS: BUSITEMA CAMPUS: BUSITEMA CAMPUS: BUSITEMA CAMPUS: BUSITEMA CONTEXT ENTER YOUR SASSIGNED TO YOU  FARA 3 - SEMISTER II ENTER YOUR SASSIGNED TO YOU  FILTE YOUR SASSIGNED TO YOU  FIL	MY APPLICATIONS RESULTS UPLOAD & SUBMISSION ×  SELECT DEPARTMENT CONTEXT  ACADEMIC YEAR: 2024/2025  SEMESTER: SEMISTER II  CAMPUS: BUSITEMA  CAMPUS: BUSITEMA  CAMPUS: BUSITEMA  COURSES ASSIGNED TO YOU  FILE  COURSES ASSIGNED TO YOU  FILE  COURSES ASSIGNED TO YOU  FILE  COURSES TILE  DEPARTMENT  BEE3206  SISTEMS  DEPARTMENT	MY APPLICATIONS       RESULTS UPLOAD & SUBMISSION         SELECT DEPARTMENT CONTEXT       COURSE: DEE3206 -WIRLESS COMMUNICATION SYSTEMS DEPARTMENT: BEE         * ACADEMIC YEAR:       2024/2025         * SEMESTER:       SEMESTER:         * CAMPUS:       BUSTEMA         * INTAKE:       AUGUST         LOAD COURSES       COURSE UNT:         COURSE ASSIGNED TO YOU       >         * YEAR 3 - SEMESTER:       DEPARTMENT         Enter your search key here       R         CODE       COURSE ITTLE       DEPARTMENT         DEPARTMENT       DEPARTMENT         BEE3206       WIRELESS COMMUNICATION SYSTEMS SEMESTER: SEMESTER:         * DEPARTMENT       DEPARTMENT         BEE3206       WIRELESS COMMUNICATION         WIRELESS COMMUNICATION       DEPARTMENT         BEE3206       WIRELESS COMMUNICATION         BEE3206       WIRELESS COMMUNICATION         DEPARTMENT       DEPARTMENT         BEE32

3. Click UPLOAD SUPPLEMENTARY RESULT

BUSITEMA UNIVERSITY	≡ <sup>R</sup> lecturer ×	03 i	
	MY APPLICATIONS RESULTS UPLOAD & SUBMISSION ×		
Pursuing Excellence	SELECT DEPARTMENT CONTEXT	COURSE: BEE3206 -WIRELESS COMMUNICATION SYSTEMS DEPARTMENT: BEE	
B MY APPS	* ACADEMIC YEAR: 2024/2025	E COURSE CONTEXT & STUDENTS & BREAKDOWNS O UPLOAD RESULTS IN RAW RESULTS O COMPUTED RESULTS	
RESULTS UPLOAD & SUBMIS	SEMESTER: SEMESTER II     CAMPUS: BUSITEMA	YOU ARE ABOUT TO UPLOAD RESULTS TO:	
So MY COURSES	• INTAKE: AUGUST V	COURSE UNIT: BEE3206 - WIRELESS COMMUNICATION SYSTEMS SEMESTER: SEMESTER II STUDY YEAR: YEAR 3 DEPARTMENT: DEPARTMENT OF ELECTRICAL ENGINEERING	
() MY TEACHING TIMETA	COURSES ASSIGNED TO YOU	> DOWNLOAD TEMPLATE	
B MY ASSESSMENT	YEAR 3 - SEMESTER II		
	Enter your search key here Q.	a	
	CODE COURSE TITLE DEPARTMENT	CLICK HERE OR DRAG FILE TO THIS AREA TO UPLOAD	
	BEE3206 WIRELESS COMMUNICATION DEPARTMENT	USE THE LATEST TEMPLATE AND ONLY UPLOAD TEMPLATES DOWINLOADED FROM THE SYSTEM.	
		₽ AUTHENTICATE & UPLOAD FILE	

The display for uploading and downloading the template displayed as below:

UPLOAD SUPPLEMENTARY RESULT	×
	2
CLICK HERE OR DRAG FILE TO THIS AREA TO UPLOAD	
USE THE LATEST TEMPLATE AND UNLY UPLOAD TEMPLATES DOWNLOADED FROM THE SYSTEM.	
AUTHENTICATE & UPLOAD FILE	
DON'T HAVE A TEMPLATE? DOWNLOAD HERE	
L DOWNLOAD TEMPLATE	
	⊗ CANCEL

- Download the template at label 1, and populate it. After populating, click in the area (label 2) to upload the template.
- 5. The steps of authentication will follow, and the template uploaded successfully.

Kindly note that you can only download a template for a course unit that is in the final year of the programme.

#### 6. RAW RESULTS

This tab lists all your uploaded results as below. You may edit or delete the mark. After editing and updating, proceed to compute the marks for final mark.

這 COURSE CONTEXT	YEAR 1 SEMESTER I
* SELECT RESULT CATEGORY: ALL CATEGORIES V	1 COMPUTE FINAL MARKS
✓ BATCH1734455029UP3, NO. OF RESULTS [40]	DELETE
Enter your search key here	٩

#### 7. COMPUTED RESULTS

			YEAR 1 SE	EMESTER I			
≅ COURSE CONTEXT ର ST	UDENTS 🖁 BREAKDOW	INS	► RAW RESULTS ⊘ COMPU	JTED RESULTS			
COMPUTED RESULTS	COMPUTED RESULTS						
RESULTS PENDING SUBMISSION	SUBMITTED RESULTS	RESULT APPROVALS	SUBMIT TO HEAD OF DEPARTMENT	C REFRESH			
Enter your search key here				Q			
S/N	Reg. Number	Surname	Other I F.M	ACTION			

This tab lists the computed results and allows you to submit them as shown below

For more information, contact the ICT Help desk on <u>https://dicts.busitema.ac.ug/support/chat/staff</u>.