

## DIRECTORATE OF INFORMATION AND COMMUNICATION TECHNOLOGY AND SERVICES

### GUIDELINE ON ALLOCATION OF A COURSE UNIT TO A LECTURE

#### Prerequisites

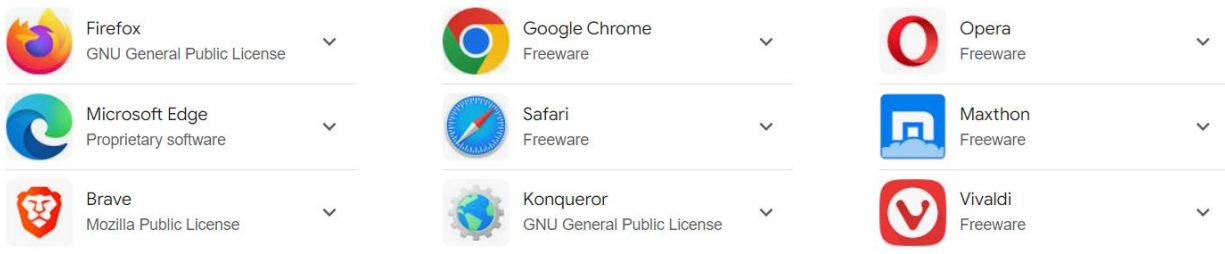
- i. Make sure you have your staff interface login details (Provided to you at the time of opening account on ACMIS).
- ii. You need to be added role of HEAD OF DEPARTMENT
- iii. Mobile phone or laptop with internet access
- iv. Your set staff portal password (This was set at your first time Login).

#### STEP 1:

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

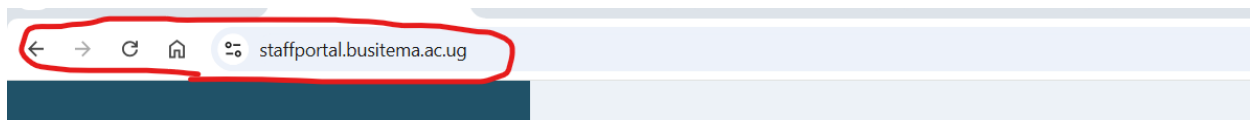
#### Web browsers / web

From sources across the web



#### STEP 2:

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

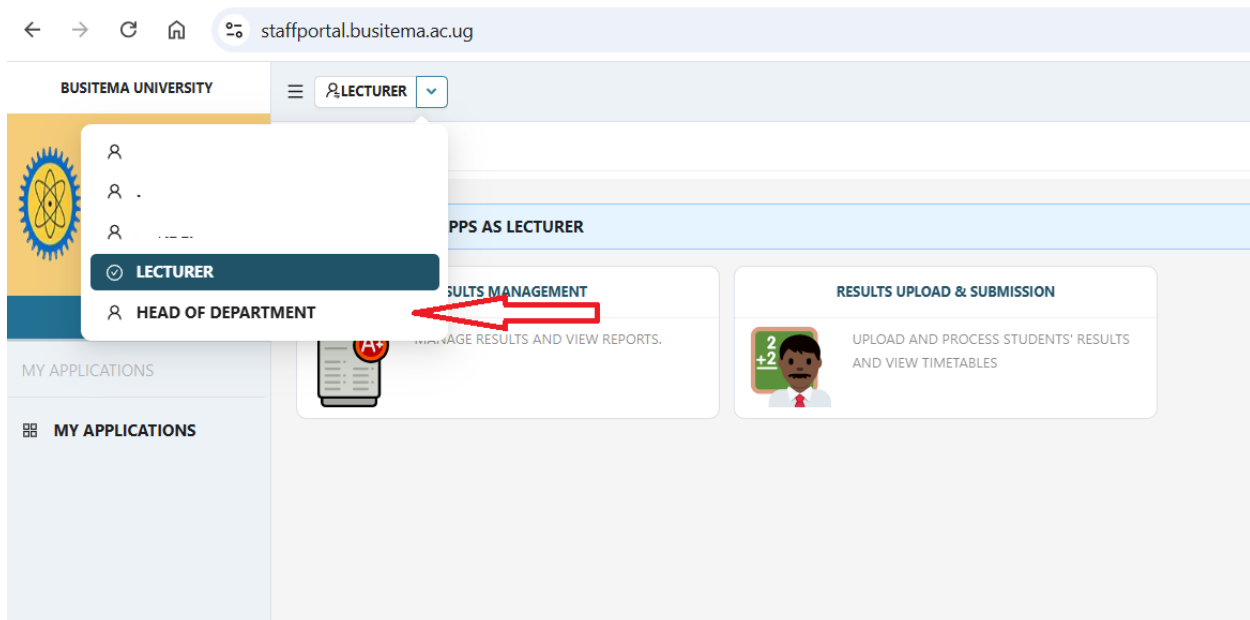


#### STEP 3:

The login page will appear. Use your institutional email address and your password and click the “SIGN IN” button

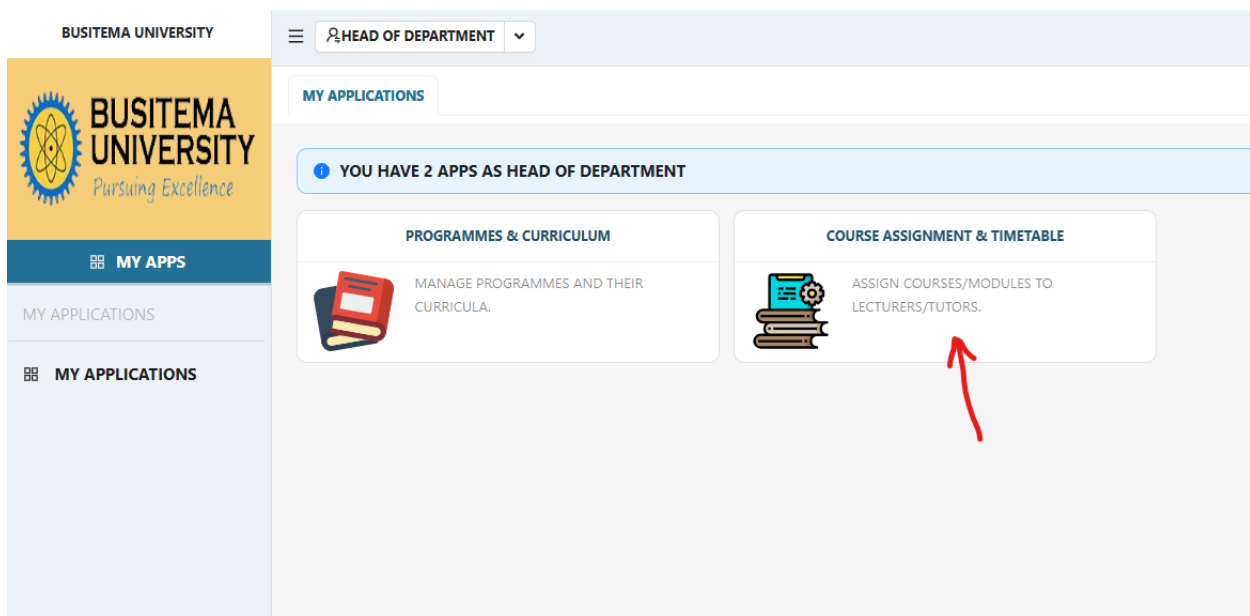
#### STEP 4:

On the dashboard as shown below, navigate your default role (**LECTURE**) and change to role (**HEAD OF DEPARTMENT**) as shown in the image below



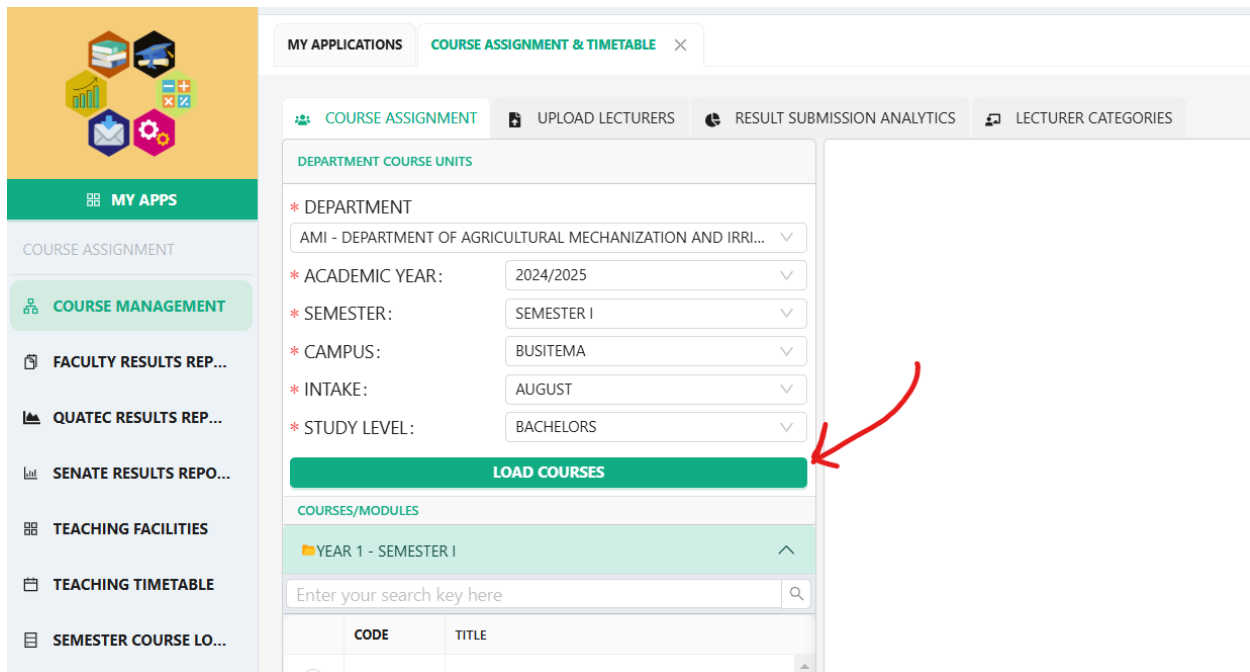
#### STEP 5:

The modules for **HEAD OF DEPARTMENT** role will appear on your dashboard. Click **COURSE ASSIGNMENT & TIME TABLE** module as shown below



## STEP 6:

The form for context selection will open, select the context of the course unit that you want to allocate to a lecture. See the image below

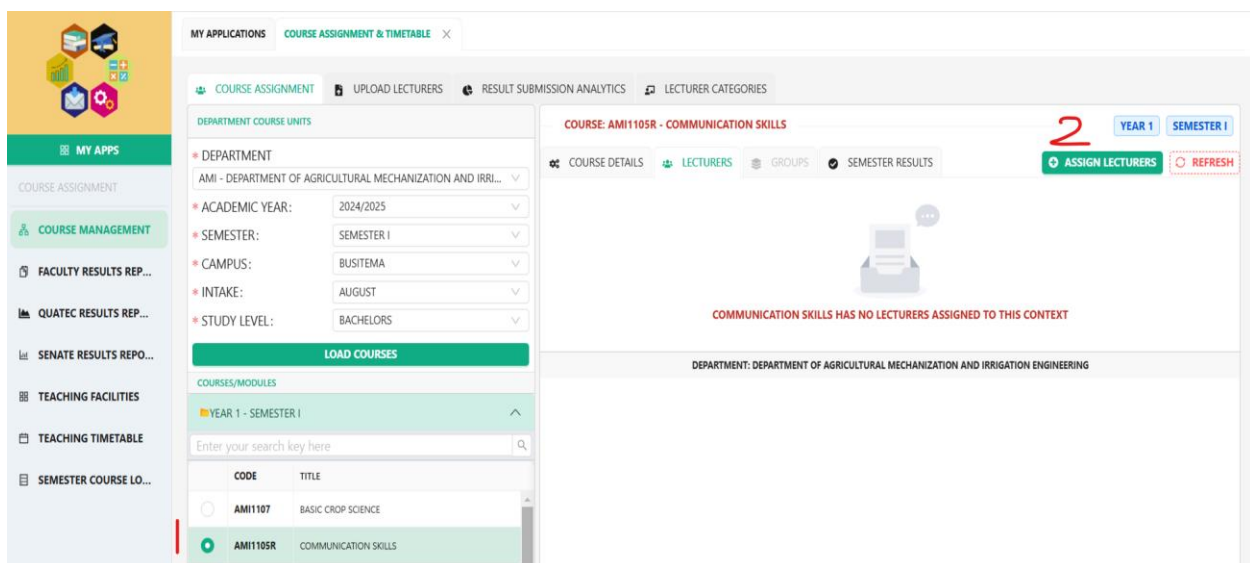


The screenshot shows the 'COURSE ASSIGNMENT & TIMETABLE' interface. The left sidebar contains navigation options like 'MY APPS', 'COURSE ASSIGNMENT', 'COURSE MANAGEMENT', and various reports. The main area is titled 'DEPARTMENT COURSE UNITS' and includes a form for selecting context details: DEPARTMENT (AMI - DEPARTMENT OF AGRICULTURAL MECHANIZATION AND IRR...), ACADEMIC YEAR (2024/2025), SEMESTER (SEMESTER I), CAMPUS (BUSITEMA), INTAKE (AUGUST), and STUDY LEVEL (BACHELORS). A green 'LOAD COURSES' button is highlighted with a red arrow. Below this is a search bar and a table for 'COURSES/MODULES' with columns for CODE and TITLE.

After selection, click “LOAD COURSES”. All the courses from your department will appear.

## STEP 7:

Select the course that you want to allocate to a lecture as shown in the image below



The screenshot shows the 'COURSE ASSIGNMENT & TIMETABLE' interface with the 'LOAD COURSES' button clicked. The main area is titled 'COURSE: AMI1105R - COMMUNICATION SKILLS' and includes a sub-header with 'YEAR 1' and 'SEMESTER I'. A red '2' is placed above the 'ASIGN LECTURERS' button. The interface also shows 'COURSE DETAILS', 'LECTURERS', 'GROUPS', and 'SEMESTER RESULTS' tabs. A message states 'COMMUNICATION SKILLS HAS NO LECTURERS ASSIGNED TO THIS CONTEXT'. Below this is a table for 'COURSES/MODULES' with columns for CODE and TITLE. The table shows two rows: AMI1107 BASIC CRDP SCIENCE and AMI1105R COMMUNICATION SKILLS, with the latter selected.

Click on “ASIGN LECTURERS” button as shown in the image above and labeled 2.

## STEP 8:

Select or search the lecture that you need to allocate the course unit to as shown below

ADD LECTURER(S) TO ASSIGN TO COMMUNICATION SKILLS

LECTURER

MR. BYARUHANGA MOSES - BUSITEMA, MAIN CAMPUS

MR. MUGISHA MOSES - BUSITEMA

MR. ACMIS SUPPORT - HEMIS

DR. ALUNYU ANDREW - CET/BCT - BUSITEMA

MR. ASHABAHEBWA AMBROSE - BUSITEMA

DR. ASINGWIRE BARBARA KABWIGA - BUJ/ACA/144 - BUSITEAM

ENG. BADAZA MUHAMMED - BUSITEMA

MR. BAGOOLE CHRISTOPHER - BUSITEMA

MR. BWIRE JOHN BOSCO - BUSITEMA

MR. ENGIRO MARCEL - BUSITEMA

1 2 50 / page

RESULT CATEGORY CONTRIBUTIONS TO 100%

\* RESULT CATEGORIES: COURSE WORK EXAM MARK

\* COURSE WORK: 30 %

\* EXAM MARK: 70 %

COURSE LECTURERS

MR. BYARUHANGA MOSES - BUSITEMA, MAIN CAMPUS

\* CATEGORY: FULLTIME LECTURER

\* IS COORDINATOR?: NO

\* CAN UPLOAD MARKS?: YES

RESULT CATEGORIES: COURSE WORK EXAM MARK

\* PROGRAMMES: Select option

\* Course Has Groups?: Select option

CANCEL ASSIGN LECTURE

Complete the levels as labeled from 1 to 5. Then click on the button “ASSIGN LECTURE” as shown on the label 6.

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