

DIRECTORATE OF INFORMATION AND COMMUNICATION TECHNOLOGY AND SERVICES

GUIDELINE ON ALLOCATION OF A COURSE UNIT TO A LECTURER

Prerequisites

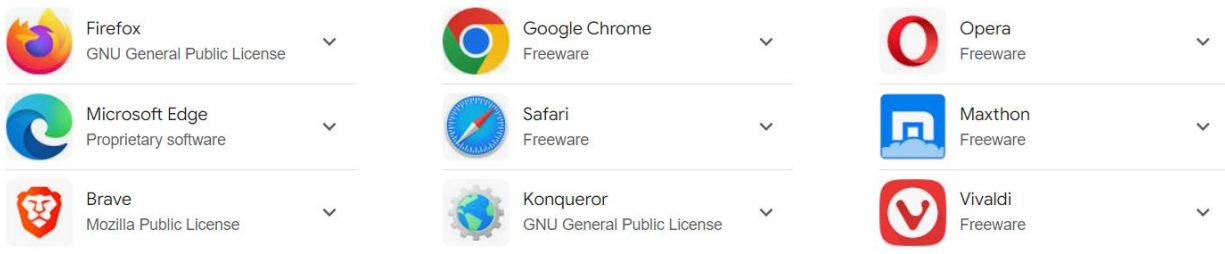
- i. Make sure you have your staff interface login details (Provided to you at the time of opening account on ACMIS).
- ii. You need to be added role of HEAD OF DEPARTMENT
- iii. Mobile phone or laptop with internet access
- iv. Your set staff portal password (This was set at your first time Login).

STEP 1:

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

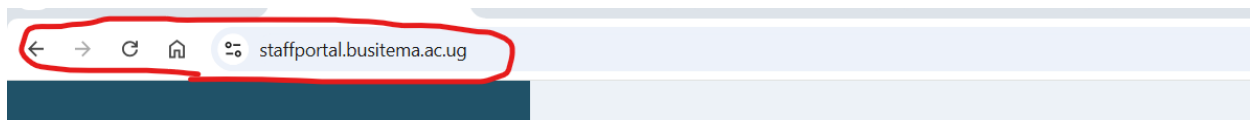
Web browsers / web

From sources across the web



STEP 2:

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

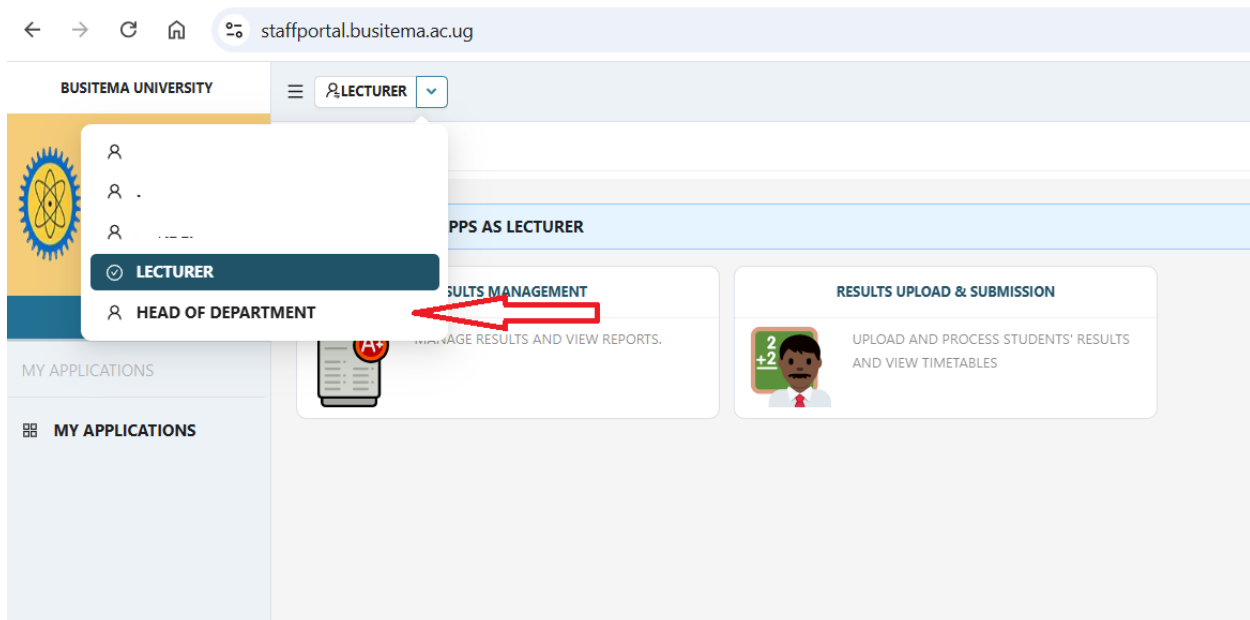


STEP 3:

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

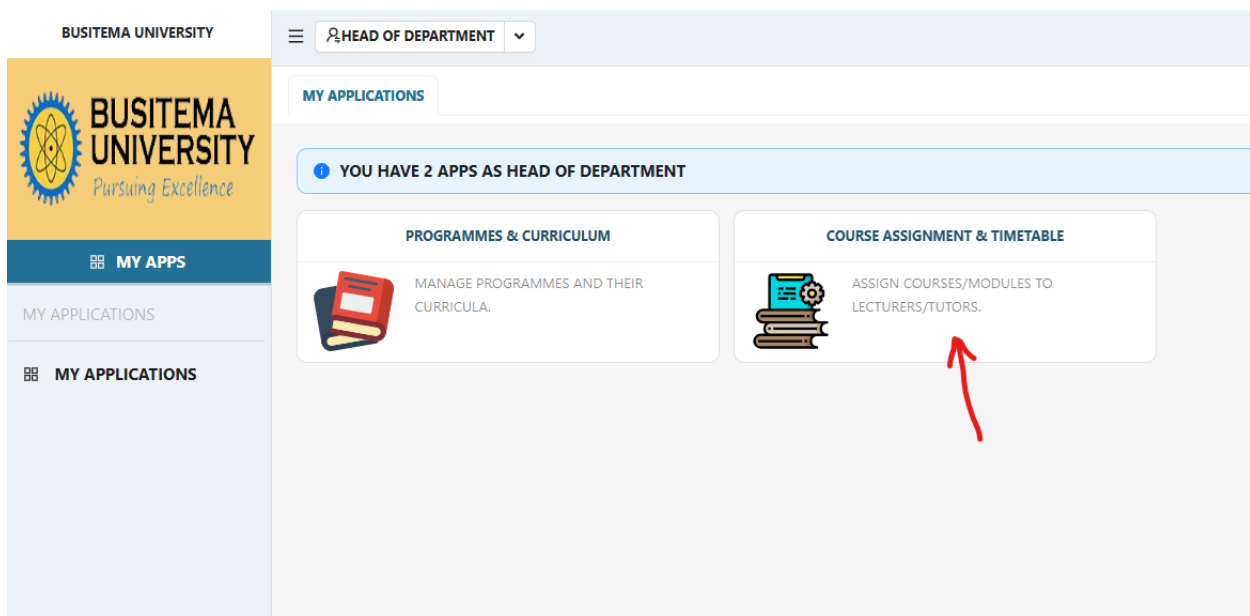
STEP 4:

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



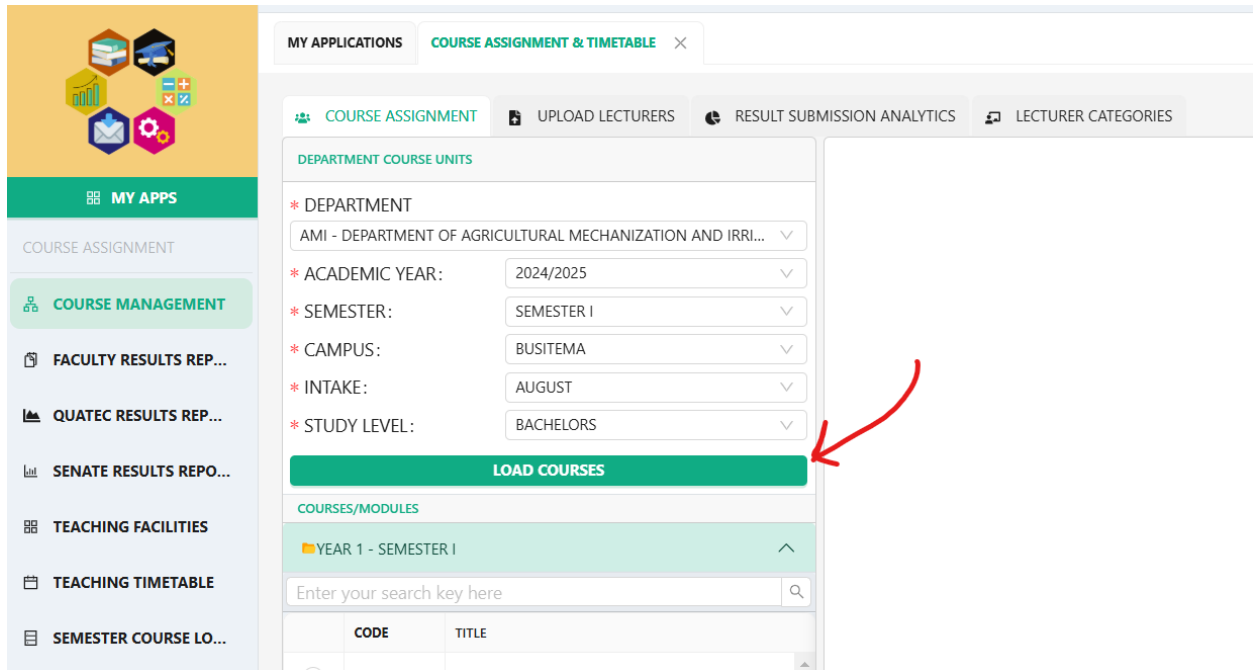
STEP 5:

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

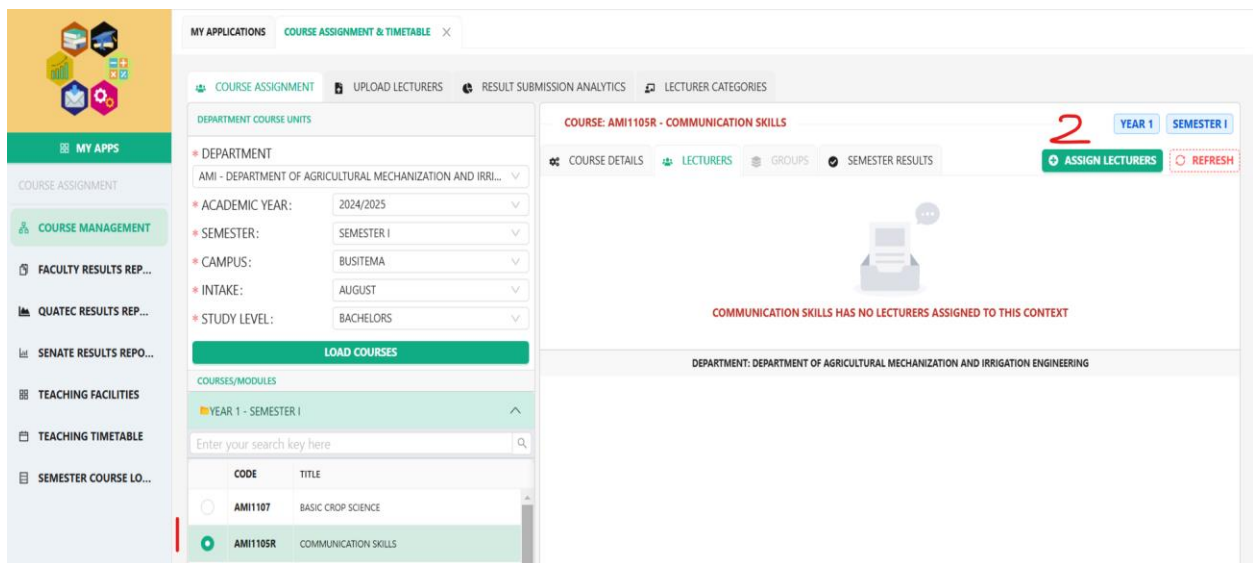


The screenshot shows the 'COURSE ASSIGNMENT & TIMETABLE' interface. The left sidebar contains navigation options like 'MY APPS', 'COURSE ASSIGNMENT', 'COURSE MANAGEMENT', and 'FACULTY RESULTS REP...'. The main area displays a form for selecting a context with fields for DEPARTMENT, ACADEMIC YEAR, SEMESTER, CAMPUS, INTAKE, and STUDY LEVEL. Below these fields is a green 'LOAD COURSES' button, which is highlighted with a red arrow. Underneath, there is a section for 'COURSES/MODULES' with a search bar and a table with columns '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 after selecting a course. The left sidebar is the same as in the previous image. The main area displays the selected course context: 'COURSE: AMI1105R - COMMUNICATION SKILLS'. Below this, there are tabs for 'COURSE DETAILS', 'LECTURERS', 'GROUPS', and 'SEMESTER RESULTS'. A red '2' is placed above the 'ASIGN LECTURERS' button, which is highlighted with a red dashed box. Below the button, there is a message: 'COMMUNICATION SKILLS HAS NO LECTURERS ASSIGNED TO THIS CONTEXT'. At the bottom, the department name is displayed: 'DEPARTMENT: DEPARTMENT OF AGRICULTURAL MECHANIZATION AND IRRIGATION ENGINEERING'. The 'COURSES/MODULES' section shows a table with columns 'CODE' and 'TITLE', with 'AMI1107 BASIC CRDP SCIENCE' and 'AMI1105R COMMUNICATION SKILLS' listed.

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

The screenshot shows a web interface for assigning lecturers to a course unit. The title is "ADD LECTURER(S) TO ASSIGN TO COMMUNICATION SKILLS".

LECTURER LIST: A search bar contains "moses". Below it, a list of lecturers is shown with checkboxes. The first lecturer, "MR. BYARUHANGA MOSES - BUSITEMA, MAIN CAMPUS", is selected. Other lecturers include 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, and MR. ENGIRO MARCEL - BUSITEMA. A pagination bar at the bottom shows page 1 of 2, with 50 items per page.

RESULT CATEGORY CONTRIBUTIONS TO 100%: This section contains two rows of dropdown menus and input fields. The first row is labeled "1" and contains "RESULT CATEGORIES:" with dropdowns for "COURSE WORK" and "EXAM MARK". The second row is labeled "3" and contains "COURSE WORK:" with an input field "30" and a "%" sign, and "EXAM MARK:" with an input field "70" and a "%" sign.

COURSE LECTURERS: This section is for configuring the selected lecturer. It is labeled "4" and contains several fields: "CATEGORY:" (dropdown, "FULLTIME LECTURER"), "IS COORDINATOR?:" (dropdown, "NO"), "CAN UPLOAD MARKS?:" (dropdown, "YES"), "RESULT CATEGORIES:" (dropdown, "COURSE WORK" and "EXAM MARK"), "PROGRAMMES:" (dropdown, "Select option"), and "Course Has Groups?:" (dropdown, "Select option"). This section is labeled "5".

Buttons: At the bottom right, there are two buttons: "CANCEL" and "ASSIGN LECTURE". The "ASSIGN LECTURE" button is labeled "6".

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>