

DIRECTORATE OF INFORMATION AND COMMUNICATION TECHNOLOGY AND SERVICES

GUIDELINE ON BREAKDOWN OF A COURSE UNIT AND UPLOADING RESULTS

Prerequisites

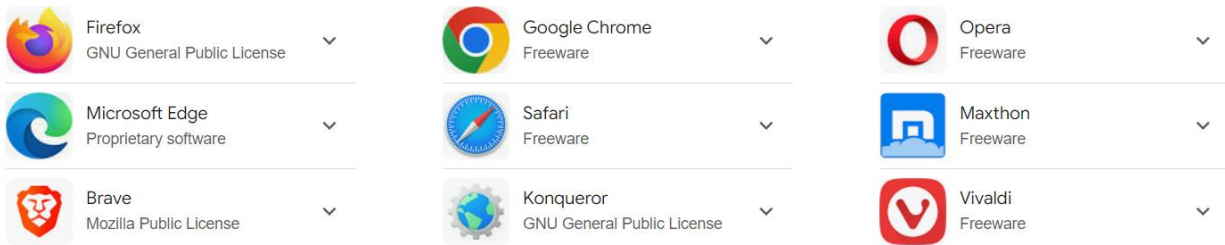
- i. Make sure you have your staff interface login details (Provided to you at the time of opening account on ACMIS).
- ii. You need to be added role of LECTURER
- iii. The course unit has to be allocated to you by the head of department.
- iv. Mobile phone or laptop with internet access
- v. Your set 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.

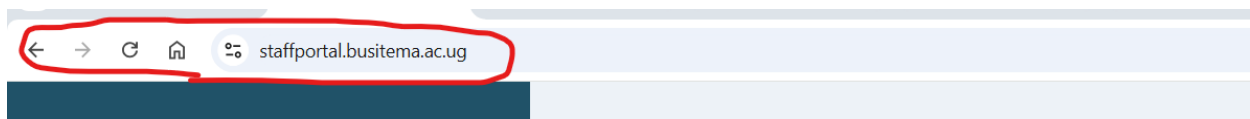
Web browsers / web

From sources across the web



STEP 2:

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

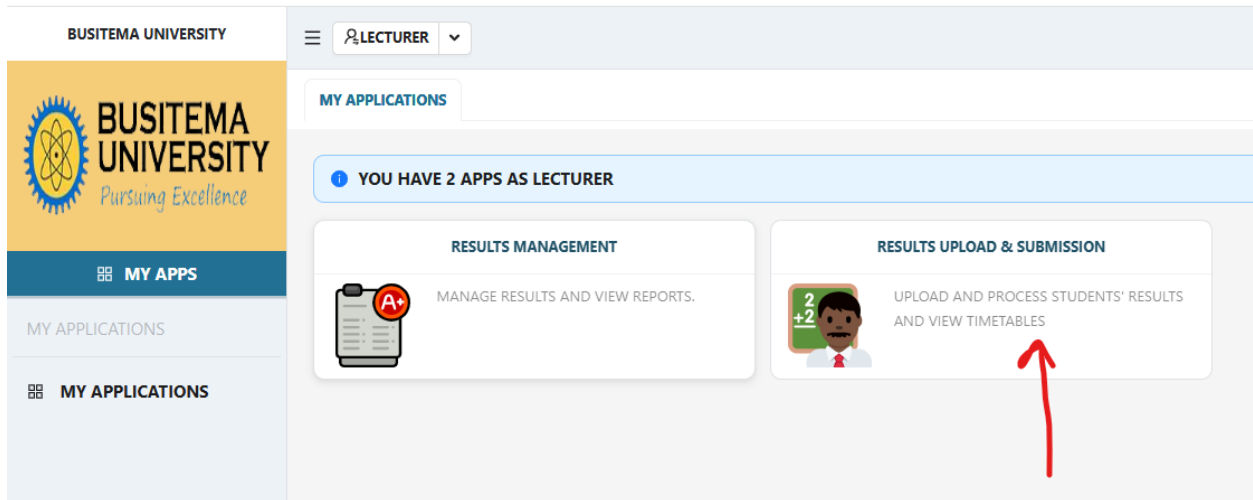


STEP 3:

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

STEP 4:

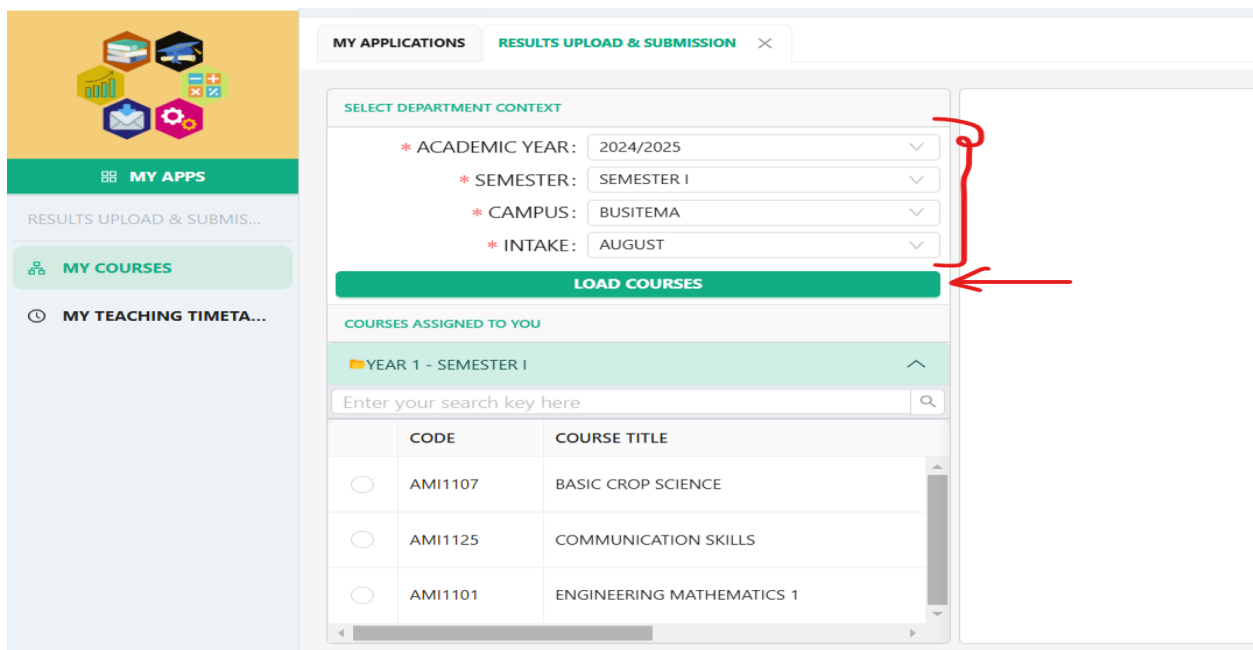
On the dashboard, click on the “**RESULTS UPLOAD & SUBMISSION**” module as shown below.



The context selection for your allocated course unit will load.

STEP 5

Select the context and click on the button “**LOAD COURSES**”. All your allocated courses will appear as shown below.



STEP 6

Click on the course unit that you need to breakdown and upload the results for. The display of controls will be displayed on your right as shown below.

MY APPLICATIONS RESULTS UPLOAD & SUBMISSION

SELECT DEPARTMENT CONTEXT

* ACADEMIC YEAR: 2024/2025

* SEMESTER: SEMESTER I

* CAMPUS: BUSITEMA

* INTAKE: AUGUST

LOAD COURSES

COURSES ASSIGNED TO YOU

YEAR 1 - SEMESTER I

Enter your search key here

CODE	COURSE TITLE
<input checked="" type="radio"/> AMI1107	BASIC CROP SCIENCE
<input type="radio"/> AMI1125	COMMUNICATION SKILLS
<input type="radio"/> AMI1101	ENGINEERING MATHEMATICS 1

COURSE: AMI1107 - BASIC CROP SCIENCE

YEAR 1 SEMESTER I

COURSE CONTEXT STUDENTS BREAKDOWNS UPLOAD RESULTS RAW RESULTS COMPUTED RESULTS

COURSE CODE AMI1107

COURSE TITLE BASIC CROP SCIENCE

DEPARTMENT CODE AMI

DEPARTMENT TITLE DEPARTMENT OF AGRICULTURAL MECHANIZATION AND IRRIGATION ENGINEERING

SEMESTER SEMESTER I

ACADEMIC YEAR 2024/2025

STUDY YEAR YEAR 1

ROLE LECTURER

CAN UPLOAD MARKS YES

RESULT UPLOAD CATEGORIES COURSE WORK EXAM MARK

RESULT CATEGORY CONTRIBUTIONS TO 100% COURSE WORK => 30% EXAM MARK => 70%

PROGRAMMES AMI

The display tabs are explained as below

- 1:** Select the course unit that you want to break down and upload results for
- 2:** The tab displays all the details about your course unit. For example, course code, title and results category contribution percentages.
- 3:** This tab lists all the students that are fully registered for the selected course unit.
- 4:** This is the tab that helps you to break down the course unit as explained in the screen shot below.
- 5:** Upload results tab helps in two ways, it provides you with the results template, and also a control to upload the results after you have populated your template.
- 6:** After uploading results successfully, the raw results are shown here. Every uploaded file is attached to its batch number. You can edit, delete or update the results using this tab. These controls are all enabled before submitting results for approval.
- 7:** Once you are done with all actions on the results, this tab helps you to compute the final result mark for the student, and then submit them for approval.

BREAKDOWN OF A COURSE UNIT

This is done to give detailed information about the obtained results. The main categories are **COURSE WORK** and **EXAM MARK**. These categories are set at the head of department assignment of the course to the lecture. This means that even their percentage contribution is also set there. In the example below, we are using **COURSE WORK** at 30%, and **EXAM MARK** at 70%. Note that these percentages can be altered by the head of department.

COURSE: AMI1107 - BASIC CROP SCIENCE

YEAR 1 SEMESTER I

COURSE CONTEXT STUDENTS **BREAKDOWNS** UPLOAD RESULTS RAW RESULTS COMPUTED RESULTS

CLICK ON AN ALIAS TO EDIT, ADD OR REMOVE BREAKDOWNS REFRESH

- FINAL STUDENT RESULT (100%) - SUMMATION
- COURSE WORK (30%) - SUMMATION
- EXAM MARK (70%)

Breakdowns help you to categorize further your course into more descriptive categories. In the above setting, we shall add **EXAM MARK** categories as SECTION A and SECTION B. To do this, click on the **EXAM MARK** category. A pop up will appear as shown below.

MANAGE EXAM MARK BREAKDOWNS

CONTRIBUTION TO FINAL MARK: 70%

* MARKED OUT OF: Select option

* COMPUTE BY: Select option

S/N	BREAKDOWN	MARKED OUT OF
1	E.g. EXAM MARK 1	0
2	E.g. EXAM MARK 2	0

ADD

CANCEL SAVE

The **label 1** (MARKED OUT OF:) Means that at what percentage did you mark the paper, you may want to convert your entry mark to 70% as set by the head of department or mark out of 100% and the system does the computation. Selection **labeled 2** (COMPUTE BY:) sets the computation method, ie summing the categories, or taking the best done of the categories you are defining in **label 3**. Now enter the categories. For this example, we are setting them to SECTION A and SECTION B respectively as shown below.

MANAGE EXAM MARK BREAKDOWNS

CONTRIBUTION TO FINAL MARK: 70%

* MARKED OUT OF: 100

* COMPUTE BY: SUMMATION

S/N	BREAKDOWN	MARKED OUT OF
1	SECTION A	60
2	SECTION B	40

+ ADD

CANCEL SAVE

In the above setting, **SECTION A** will contribute 60% and **SECTION B** will contribute 40% to the total value of 100% as set under **MARKED OUT OF:** filed. The overall contribution of the main category (**EXAM MARK**) contributes 70% to the final mark of the student. Once its set to your need, click SAVE button to save the categories as shown below.

COURSE: AMI1107 - BASIC CROP SCIENCE

YEAR 1 SEMESTER I

COURSE CONTEXT STUDENTS **BREAKDOWNS** UPLOAD RESULTS RAW RESULTS COMPUTED RESULTS

CLICK ON AN ALIAS TO EDIT, ADD OR REMOVE BREAKDOWNS REFRESH

- FINAL STUDENT RESULT (100%) - SUMMATION
- COURSE WORK (30%) - SUMMATION
- EXAM MARK (70%) - SUMMATION
 - SECTION B (40%)
 - SECTION A (60%)

RESULTS UPLOAD TAB

This tab has download template and uploading the populated template as shown below

The screenshot shows a web interface for uploading results. At the top, the course is identified as 'COURSE: AMI1107 - BASIC CROP SCIENCE' with 'YEAR 1' and 'SEMESTER I' selected. A navigation bar includes 'COURSE CONTEXT', 'STUDENTS', 'BREAKDOWNS', 'UPLOAD RESULTS' (highlighted), 'RAW RESULTS', and 'COMPUTED RESULTS'. A yellow box states: 'YOU ARE ABOUT TO UPLOAD RESULTS TO: COURSE UNIT: AMI1107 - BASIC CROP SCIENCE SEMESTER: SEMESTER I STUDY YEAR: YEAR 1'. Below this is a large dashed box with the text: 'CLICK HERE OR DRAG FILE TO THIS AREA TO UPLOAD' (labeled with a red '2') and 'USE THE LATEST TEMPLATE AND ONLY UPLOAD TEMPLATES DOWNLOADED FROM THE SYSTEM.'. A button 'AUTHENTICATE & UPLOAD FILE' is present. At the bottom, it says 'DON'T HAVE A TEMPLATE? DOWNLOAD HERE' with a red dashed button 'DOWNLOAD TEMPLATE' (labeled with a red '1').

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

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.

COURSE: AMI1125 - COMMUNICATION SKILLS YEAR 1 SEMESTER I

COURSE CONTEXT STUDENTS BREAKDOWNS UPLOAD RESULTS RAW RESULTS COMPUTED RESULTS

* SELECT RESULT CATEGORY: ALL CATEGORIES LOAD RESULTS COMPUTE FINAL MARKS

BATCH1734455029UP3, NO. OF RESULTS [40] 2

Enter your search key here

<input type="checkbox"/>	S/N	Student Number	Reg. Number	Surname	Oth	SCORE	ACTION
<input type="checkbox"/>	1	2400403974	BU/UP/2024/3974	ABESIGA	Keit	74	3 EDIT
<input type="checkbox"/>	2	2400403817	BU/UP/2024/3817	BARASA	Elvis	18	EDIT
<input type="checkbox"/>	3	2400400848	BU/UP/2024/0848	TUSIIME	Junik	48	EDIT
<input type="checkbox"/>	4	2400400847	BU/UP/2024/0847	SSEBAKIJE	Hose	47	EDIT
<input type="checkbox"/>	5	2400400846	BU/UP/2024/0846	SIKUKU	Beliz	46	EDIT
<input type="checkbox"/>	6	2400400844	BU/UP/2024/0844	OULE	Sadc	44	EDIT

COMPUTED RESULTS

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

COURSE: AMI1125 - COMMUNICATION SKILLS YEAR 1 SEMESTER I

COURSE CONTEXT STUDENTS BREAKDOWNS UPLOAD RESULTS RAW RESULTS COMPUTED RESULTS

COMPUTED RESULTS

RESULTS PENDING SUBMISSION SUBMITTED RESULTS RESULT APPROVALS SUBMIT TO HEAD OF DEPARTMENT REFRESH

Enter your search key here

<input checked="" type="checkbox"/>	S/N	Reg. Number	Surname	Other I	F.M	ACTION
<input checked="" type="checkbox"/>	1	BU/UP/2024/0821	ACHAM	Loyce	22	EDIT
<input checked="" type="checkbox"/>	2	BU/UP/2024/0822	ACHENG	Audrey	24	EDIT
<input checked="" type="checkbox"/>	3	BU/UP/2024/0823	ADONGO	Poffia	26	EDIT
<input checked="" type="checkbox"/>	4	BU/UP/2024/0824	AHAISIBWE	Christo	28	EDIT
<input checked="" type="checkbox"/>	5	BU/UP/2024/0826	AYEBALE	Elias	34	EDIT
<input checked="" type="checkbox"/>	6	BU/UP/2024/0827	BISOBOKA	Jemima	40	EDIT

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