

MANUAL FOR THE PROCESSING OF ASSESSMENT MARKS

Assessment Management information (e.g. ITS training bookings, Assessment Circulars, Assessment Forms, Question Paper Archive, the Policy on Assessment and Moderation) is available on https://jupiter.tut.ac.za/staffportal/index.php?struc=447

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USEFUL INFORMATION

 Open Internet Explorer, type this address in the URL and press Enter <u>http://ipapp.tut.ac.za:7778/forms/frmservlet?config=prodi013</u> (You can also create a shortcut on your computer desktop)

Log on to the ITS with your User ID and Password

(Please keep this information confidential as you remain responsible for all transactions linked to your name)

Enter assessment marks and compute to a full period mark

All assessment marks MUST be entered within 3 weeks of the assessment. Calculation of full period marks must be done on the ITS once all assessment marks are captured, except for experiential learning (ET) and research (RS) subject types. No full period marks will be entered by Student Services.

Process to be followed for non-examination subjects

All assessment marks must be entered and calculation of full period marks must be done on the ITS. An ITS class list should be printed and the marks appearing under the full period mark column must be verified. When you agree with the printed marks, the class list must be signed-off by the examiner and HOD. Exit level subjects must also be signed-off by the external moderator. This list must be submitted to Student Services for finalisation of the final marks. If a class list is not submitted, the students will not receive their final marks.

DESCRIPTION OF ICONS USED

Descriptive name

- 1. Thunder bolt
- 2. Yellow disc
- 3. Green door
- 4. Double arrow to the left
- 5. Double arrow to the right
- 6. Bin with question mark
- 7. Bin with arrow and question mark
- 8 Shortcuts
- 9. Red cross

ITS Icon Description (Shortcut on keyboard)

- Quick Menu (<F1>)
- Save (<F10>)
- Exit (<Esc>)
- Previous Block (<Page Up>)
- Next Block (<Page Down>)
- Enter Query (<F11>)
- Execute Query (<F12>)
- Favourites (See next page)
 - Remove record (Ctrl & Delete)



CREATE FAVOURITES (SHORTCUTS) ON YOUR TOOLBAR

Each user of the ITS Integrator can set up an individual list of favourite menu options in the order of preference. These options are accessible via the **Favourites** menu on the Menu Bar. In addition, the first 4 favourites can be accessed more quickly, using numeral icons 1 to 4 from the Toolbar.

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To Add an option to Favourites:

- 1. Open the option you want to add, and then from the Menu Bar choose **Favourites -> Add** from the drop down menu. Note: the Add option will only be available if the user is trying to create an entry from the option that is not already on the user's "Favourites" list.
- 2. Alternatively, at any point, choosing the "Edit" option from Favourites drop-down will enable the user to Add new or Edit existing entries.

To **Remove** an option from Favourites:

- 1. When the user is in the option, he / she should choose **Favourites -> Remove**.
- Alternatively, at any point, entries from Favourites can also be removed via Favourites -> Edit. Simply Delete the record and Save.

To Edit Favourites:

- 1. Click on Favourites.
- 2. Click on Edit.
- 3. The following screen will appear allowing full maintenance of the personal Favourites list.

TSHWANE UNIVERSITY OF TECHNOLO	JGY - PROD	
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Menu SSTODM	STODENT INFORMATION - STODY RECORDS - CHANGE MA	
Option 2	Change Marks And Results (Calculate)	
Description Change Ma	irks And Results (Calc	
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Sequence 2		
Menu SSTUD3	STUDENT INFORMATION SYSTEM - CALCULATION CRITER	
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LIST OF CODES

Block	Academic Block Name Description	Off	Offering Type Description	Campus	Exam Month
0		1ype 		1	10
1		Δ1		1	5
2		Δ1		1	10
<u> </u>		Δ1		1	5
16		Δ1		1	11
17		Δ1		1	6
18		Δ1		1	11
10		Λ1 Λ1		1	6
		Δ1		1	8
		Δ1		1	2
		Δ1		1	1
		Δ1		1	9
FA		Δ1		1	8
FF		Δ1		1	2
FI		Δ1		1	7
		Δ1		1	, 11
MA		Δ1		1	
MO		Δ1		1	10
		Δ1		1	10
OM		Δ1		1	י ז
SE		Δ1		1	2
0		Δ2	PRETORIA - PART TIME	1	10
1		Δ2		1	5
2		Δ2		1	10
16	NOVEMBER RE-EXAM	Δ2		1	11
17		Δ2		1	6
18	NOVEMBER SPECIAL EXAM	A2		1	11
19		Δ2		1	6
		Δ2		1	8
AF	AGGROTAT/SPECIAL EXAM (FEB-IUN	A2	PRETORIA - PART TIME	1	2
FA	FXIT FXAM (AUG - NOV)	Δ2	PRETORIA - PART TIME	1	8
FF	EXIT EXAM (FEB - IUN)	A2	PRETORIA - PART TIME	1	2
0	YEAR (JAN-DEC)	A3		1	10
1	FIRST SEMESTER (IAN-IUN)	A3	PRETORIA - BLOCK	1	5
2	SECOND SEMESTER (IIII -DEC)	Δ3		1	10
4	YEAR (IIII - IIIN)	Δ3		1	5
16	NOVEMBER RE-EXAM	Δ3	PRETORIA - BLOCK	1	11
17	JUNE RE-EXAM	Δ3	PRETORIA - BLOCK	1	6
18	NOVEMBER SPECIAL EXAM	A3	PRETORIA - BLOCK	1	11
19		Δ3	PRETORIA - BLOCK	1	6
32	1ST TRI-SEMESTER	Δ3		1	4
33	2ND TRI-SEMESTER	A3	PRETORIA - BLOCK	1	7

Block	Academic Block Name Description	Off	Offering Type Description	Campus	Exam Month
34	3RD TRI-SEMESTER	Δ3		1	10
35	1ST TRI-SEM SPECIAL	A3	PRETORIA - BLOCK	1	5
36	2ND TRI-SEM SPECIAL	A3	PRETORIA - BLOCK	1	9
7C	1ST TRI-SEMESTER (PEOPLE)	A3	PRETORIA - BLOCK	1	4
70	1ST TRI-SEMESTER (PEOPLE)	A3	PRETORIA - BLOCK	1	5
7D	2ND TRI-SEMESTER (PEOPLE)	A3	PRETORIA - BLOCK	1	8
7E	3RD TRI-SEMESTER (PEOPLE)	A3	PRETORIA - BLOCK	1	10
8D	PEOPLE (RE-EXAM)	A3	PRETORIA - BLOCK	1	9
8E	PEOPLE (SPECIAL EXAM)	A3	PRETORIA - BLOCK	1	9
AA	AGGROTAT/SPECIAL EXAM (AUG-NOV	A3	PRETORIA - BLOCK	1	8
AF	AGGROTAT/SPECIAL EXAM (FEB-JUN	A3	PRETORIA - BLOCK	1	2
C7	BLOCK 3 CONTACT CENTRE NORMAL	A3	PRETORIA - BLOCK	1	5
EA	EXIT EXAM (AUG - NOV)	A3	PRETORIA - BLOCK	1	8
EF	EXIT EXAM (FEB - JUN)	A3	PRETORIA - BLOCK	1	2
0	YEAR (JAN-DEC)	A4	PRETORIA - POSTGRADUATE	1	10
1	FIRST SEMESTER (JAN-JUN)	A4	PRETORIA - POSTGRADUATE	1	5
2	SECOND SEMESTER (JUL-DEC)	A4	PRETORIA - POSTGRADUATE	1	10
4	YEAR (JUL-JUN)	A4	PRETORIA - POSTGRADUATE	1	5
4	YEAR (JUL-JUN)	A4	PRETORIA - POSTGRADUATE	1	5
16	NOVEMBER RE-EXAM	A4	PRETORIA - POSTGRADUATE	1	11
17	JUNE RE-EXAM	A4	PRETORIA - POSTGRADUATE	1	6
19	JULY SPECIAL EXAM	A4	PRETORIA - POSTGRADUATE	1	6
EF	EXIT EXAM (FEB - JUN)	A4	PRETORIA - POSTGRADUATE	1	2
	· · · · · · · · · · · · · · · · · · ·		PRETORIA - DISTANCE	_	
0	YEAR (JAN-DEC)	A5		1	10
0	YEAR (JAN-DEC)	A7	TIME	1	10
			PRETORIA BLOCK - FULL		10
0	YEAR (JAN-DEC)	AB		1	10
16	NOVEMBER RE-EXAM	AB	TIME	1	11
10		4.0	PRETORIA BLOCK - FULL	1	11
18	NOVEMBER SPECIAL EXAM	AB		1	11
7C	1ST TRI-SEMESTER (PEOPLE)	AB	TIME	1	4
70			PRETORIA BLOCK - FULL	1	-
<u> </u>	151 TRI-SEMIESTER (PEOPLE)	AD	PRETORIA BLOCK - FULL	1	5
7D	2ND TRI-SEMESTER (PEOPLE)	AB	TIME	1	8
75		٨P	PRETORIA BLOCK - FULL	1	10
76		AD	PRETORIA BLOCK - FULL		10
8D	PEOPLE (RE-EXAM)	AB	TIME	1	9
8F	ΡΕΩΡΙΕ (SPECIAL ΕΧΑΜ)	ΔR	PRETORIA BLOCK - FULL	1	q
			PRETORIA BLOCK - FULL	±	
EF	EXIT EXAM (FEB - JUN)	AB		1	2
0	YEAR (JAN-DEC)	AC	PRETORIA BLOCK - PART TIME	1	10
			PRETORIA BLOCK - PART	-	
16	NOVEMBER RE-EXAM	AC	TIME	1	11

Block Code	Academic Block Name Description	Off Type	Offering Type Description	Campus Code	Exam Month
18	NOVEMBER SPECIAL EXAM	AC	PRETORIA BLOCK - PART TIME	1	11
7C	1ST TRI-SEMESTER (PEOPLE)	AC	PRETORIA BLOCK - PART TIME	1	4
7C	1ST TRI-SEMESTER (PEOPLE)	AC	PRETORIA BLOCK - PART TIME	1	5
7D	2ND TRI-SEMESTER (PEOPLE)	AC	PRETORIA BLOCK - PART TIME	1	8
7E	3RD TRI-SEMESTER (PEOPLE)	AC	PRETORIA BLOCK - PART TIME	1	10
8D	PEOPLE (RE-EXAM)	AC	PRETORIA BLOCK - PART TIME	1	9
8E	PEOPLE (SPECIAL EXAM)	AC	PRETORIA BLOCK - PART TIME	1	9
EA	EXIT EXAM (AUG - NOV)	AC	PRETORIA BLOCK - PART TIME	1	8
EF	EXIT EXAM (FEB - JUN)	AC	PRETORIA BLOCK - PART TIME	1	2
0	YEAR (JAN-DEC)	AD	PRETORIA EVENING - FULL TIME	1	10
1	FIRST SEMESTER (JAN-JUN)	AD	PRETORIA EVENING - FULL TIME	1	5
2	SECOND SEMESTER (JUL-DEC)	AD	PRETORIA EVENING - FULL TIME	1	10
16	NOVEMBER RE-EXAM	AD	PRETORIA EVENING - FULL TIME	1	11
17	JUNE RE-EXAM	AD	PRETORIA EVENING - FULL TIME	1	6
18	NOVEMBER SPECIAL EXAM	AD	PRETORIA EVENING - FULL TIME	1	11
EF	EXIT EXAM (FEB - JUN)	AD	PRETORIA EVENING - FULL TIME	1	2
0	YEAR (JAN-DEC)	AS	PRETORIA - BLOCK/SAT	1	10
16	NOVEMBER RE-EXAM	AS	PRETORIA - BLOCK/SAT	1	11
18	NOVEMBER SPECIAL EXAM	AS	PRETORIA - BLOCK/SAT	1	11
2	SECOND SEMESTER (JUL-DEC)	SC	SLP - PRETORIA	1	10
0	YEAR (JAN-DEC)	V1	SCIENCE - POLOKWANE	1	10
16	NOVEMBER RE-EXAM	V1	SCIENCE - POLOKWANE	1	11
18	NOVEMBER SPECIAL EXAM	V1	SCIENCE - POLOKWANE	1	11
0	YEAR (JAN-DEC)	V2	SCIENCE - MBOMBELA	1	10
16	NOVEMBER RE-EXAM	V2	SCIENCE - MBOMBELA	1	11
0	YEAR (JAN-DEC)	V3	SCIENCE - KLERKSDORP	1	10
16	NOVEMBER RE-EXAM	V3	SCIENCE - KLERKSDORP	1	11
0	YEAR (JAN-DEC)	B1	ART - FULL TIME	2	10
1	FIRST SEMESTER (JAN-JUN)	B1	ART - FULL TIME	2	5
2	SECOND SEMESTER (JUL-DEC)	B1	ART - FULL TIME	2	10
16	NOVEMBER RE-EXAM	B1	ART - FULL TIME	2	11
17	JUNE RE-EXAM	B1	ART - FULL TIME	2	6
18	NOVEMBER SPECIAL EXAM	B1	ART - FULL TIME	2	11
19	JULY SPECIAL EXAM	B1	ART - FULL TIME	2	6
5C	FIRST SEMESTER (JAN-JUN)	B1	ART - FULL TIME	2	5
5D	SECOND SEMESTER (JUL-DEC)	B1	ART - FULL TIME	2	10

Block Code	Academic Block Name Description	Off Type	Offering Type Description	Campus Code	Exam Month
AA	AGGROTAT/SPECIAL EXAM (AUG-NOV	B1	ART - FULL TIME	2	8
AF	AGGROTAT/SPECIAL EXAM (FEB-JUN	B1	ART - FULL TIME	2	2
EF	EXIT EXAM (FEB - JUN)	B1	ART - FULL TIME	2	2
0	YEAR (JAN-DEC)	B4	ARTS - POSTGRADUATE	2	10
0	YEAR (JAN-DEC)	B6	GA-RANKUWA - FULL TIME	40	10
1	FIRST SEMESTER (IAN-IIIN)	B6	GA-RANKUWA - FULL TIME	40	5
2		B6		40	10
16	NOVEMBER RE-EXAM	B6		40	11
17		B6		40	6
10		DO PC	GA-RAINKUWA - FULL TIME	40	11
10		DO DC	GA-RAINKUWA - FULL TIME	40	
19		BO	GA-RANKUWA - FULL IIME	40	6
AA	AGGROTAT/SPECIAL EXAM (AUG-NOV	86	GA-RANKUWA - FULL TIME	40	8
AF	AGGROTAT/SPECIAL EXAM (FEB-JUN	B6	GA-RANKUWA - FULL TIME	40	2
EA	EXIT EXAM (AUG - NOV)	B6	GA-RANKUWA - FULL TIME	40	8
EF	EXIT EXAM (FEB - JUN)	B6	GA-RANKUWA - FULL TIME	40	2
0	YEAR (JAN-DEC)	B7	SOSHANGUVE (SOUTH) -	50	10
			SOSHANGUVE (SOUTH) -		10
1	FIRST SEMESTER (JAN-JUN)	B7	FULL TIME	50	5
2		P7	SOSHANGUVE (SOUTH) -	50	10
		57	SOSHANGUVE (SOUTH) -	50	10
16	NOVEMBER RE-EXAM	B7	FULL TIME	50	11
17		57	SOSHANGUVE (SOUTH) -	50	C
1/	JUNE RE-EXAM	В/	FULL TIME	50	0
18	NOVEMBER SPECIAL EXAM	B7	FULL TIME	50	11
			SOSHANGUVE (SOUTH) -		_
19	JULY SPECIAL EXAM	B7		50	6
AA	AGGROTAT/SPECIAL EXAM (AUG-NOV	В7	FULL TIME	50	8
			SOSHANGUVE (SOUTH) -		
AF	AGGROTAT/SPECIAL EXAM (FEB-JUN	B7	FULL TIME	50	2
AJ	EXPERIENTIAL AUG-JAN	B7	SOSHANGUVE (SOUTH) -	50	1
			SOSHANGUVE (SOUTH) -		
AS	EXPERIENTIAL APR-SEP	B7	FULL TIME	50	9
FΔ	EXIT EXAM (AUG - NOV)	B7	SOSHANGUVE (SOUTH) -	50	8
		57	SOSHANGUVE (SOUTH) -	50	0
EF	EXIT EXAM (FEB - JUN)	B7	FULL TIME	50	2
INI		D7	SOSHANGUVE (SOUTH) -	50	11
		D7	SOSHANGUVE (SOUTH) -	50	11
MA	EXPERIENTIAL MAR-AUG	B7	FULL TIME	50	8
		57	SOSHANGUVE (SOUTH) -	-0	10
MO	EXPERIENTIAL MAY-OCT	В/	FULL TIME	50	10
ОМ	EXPERIENTIAL OCT-MAR	B7	FULL TIME	50	3
c -			SOSHANGUVE (SOUTH) -		c.
SF	EXPERIENTIAL SEP-FEB	В7		50	2
0	YEAR (JAN-DEC)	В9	POSTGRAD	50	10

Block Code	Academic Block Name Description	Off Type	Offering Type Description	Campus Code	Exam Month
1	FIRST SEMESTER (JAN-JUN)	B9	SOSHANGUVE (SOUTH) - POSTGRAD	50	5
2	SECOND SEMESTER (JUL-DEC)	B9	SOSHANGUVE (SOUTH) - POSTGRAD	50	10
4	YEAR (JUL-JUN)	B9	SOSHANGUVE (SOUTH) - POSTGRAD	50	5
16	NOVEMBER RE-EXAM	B9	SOSHANGUVE (SOUTH) - POSTGRAD	50	11
19	JULY SPECIAL EXAM	В9	SOSHANGUVE (SOUTH) - POSTGRAD	50	6
AA	AGGROTAT/SPECIAL EXAM (AUG-NOV	B9	SOSHANGUVE (SOUTH) - POSTGRAD	50	8
0	YEAR (JAN-DEC)	BA	SOSHANGUVE (SOUTH) - SATURDAYS	50	10
1	FIRST SEMESTER (JAN-JUN)	BA	SOSHANGUVE (SOUTH) - SATURDAYS	50	5
2	SECOND SEMESTER (JUL-DEC)	BA	SOSHANGUVE (SOUTH) - SATURDAYS	50	10
4	YEAR (JUL-JUN)	BA	SOSHANGUVE (SOUTH) - SATURDAYS	50	5
16	NOVEMBER RE-EXAM	BA	SOSHANGUVE (SOUTH) - SATURDAYS	50	11
17	JUNE RE-EXAM	BA	SOSHANGUVE (SOUTH) - SATURDAYS	50	6
18	NOVEMBER SPECIAL EXAM	BA	SOSHANGUVE (SOUTH) - SATURDAYS	50	11
19	JULY SPECIAL EXAM	BA	SOSHANGUVE (SOUTH) - SATURDAYS	50	6
AA	AGGROTAT/SPECIAL EXAM (AUG-NOV	BA	SOSHANGUVE (SOUTH) - SATURDAYS	50	8
EA	EXIT EXAM (AUG - NOV)	BA	SOSHANGUVE (SOUTH) - SATURDAYS	50	8
EF	EXIT EXAM (FEB - JUN)	BA	SOSHANGUVE (SOUTH) - SATURDAYS	50	2
0	YEAR (JAN-DEC)	BB	EVENING	50	10
1	FIRST SEMESTER (JAN-JUN)	BB	EVENING	50	5
2	SECOND SEMESTER (JUL-DEC)	BB	EVENING	50	10
16	NOVEMBER RE-EXAM	BB	EVENING	50	11
17	JUNE RE-EXAM	BB	EVENING	50	6
18	NOVEMBER SPECIAL EXAM	BB	EVENING	50	11
19	JULY SPECIAL EXAM	BB	EVENING	50	6
AA	AGGROTAT/SPECIAL EXAM (AUG-NOV	BB	EVENING	50	8
AF	AGGROTAT/SPECIAL EXAM (FEB-JUN	BB	SUSH (SUUTH) - FULL I - EVENING	50	2
EF	EXIT EXAM (FEB - JUN)	BB	EVENING	50	2
0	YEAR (JAN-DEC)	C1	ARCADIA - FULL TIME	3	10
1		C1	ARCADIA - FULL TIME	3	5
10			ARCADIA - FULL TIME	3 2	10
10			AKCADIA - FULL TIME	5	ΤT

Block	Academic Plack Name Description	Off	Offering Turne Description	Campus	Exam
17		C1		2	6
10				2	11
10				2	6
19				2	0
				2	0 0
				2	0 2
0				2	10
1				2	5
2			ARCADIA - BLOCK	2	10
16				3	11
17			ARCADIA - BLOCK	3	6
18			ARCADIA BLOCK	3	11
10				2	6
 				2	0 8
				2	2
				2	10
0	YEAR (JAN-DEC)			2	10
1				4	5
2				4	10
16				4	10
10				4	6
10				4	11
10				4	6
19				4	0
				4	0
				4	0
				4	9
				4	0 2
				4	7
				4	7
MA				4	211 Q
MO				4	10
				4	3
SE				4	2
0				4	10
1				4	5
2		D2		4	10
		D2 D2		4	5
16		D2 D2		4	11
17				4	6
10		20 בי		<u>4</u> Л	11
10		20 בי		<u>4</u> Л	6
		20		4	0
				4	0 7
EF	EATT EARIVI (FED - JUIN)		EIVIALAMLEINI - PAKT TIIVIE	4	۷

Block Code	Academic Block Name Description	Off Type	Offering Type Description	Campus Code	Exam Month
0	YEAR (JAN-DEC)	D3	EMALAHLENI - BLOCK	4	10
16	NOVEMBER RE-EXAM	D3	EMALAHLENI - BLOCK	4	11
18	NOVEMBER SPECIAL EXAM	D3	EMALAHLENI - BLOCK	4	11
7C	1ST TRI-SEMESTER (PEOPLE)	D3	EMALAHLENI - BLOCK	4	4
7C	1ST TRI-SEMESTER (PEOPLE)	D3	EMALAHLENI - BLOCK	4	5
7D	2ND TRI-SEMESTER (PEOPLE)	D3	EMALAHLENI - BLOCK	4	8
7E	3RD TRI-SEMESTER (PEOPLE)	D3	EMALAHLENI - BLOCK	4	10
8D	PEOPLE (RE-EXAM)	D3	EMALAHLENI - BLOCK	4	9
EF	EXIT EXAM (FEB - JUN)	D3	EMALAHLENI - BLOCK	4	2
1	FIRST SEMESTER (JAN-JUN)	EO	MBOMBELA - BLOCK	5	5
2	SECOND SEMESTER (JUL-DEC)	EO	MBOMBELA - BLOCK	5	10
16	NOVEMBER RE-EXAM	EO	MBOMBELA - BLOCK	5	11
17	JUNE RE-EXAM	EO	MBOMBELA - BLOCK	5	6
19	JULY SPECIAL EXAM	EO	MBOMBELA - BLOCK	5	6
EA	EXIT EXAM (AUG - NOV)	EO	MBOMBELA - BLOCK	5	8
EF	EXIT EXAM (FEB - JUN)	EO	MBOMBELA - BLOCK	5	2
0	YEAR (JAN-DEC)	E1	MBOMBELA - FULL TIME	5	10
1	FIRST SEMESTER (JAN-JUN)	E1	MBOMBELA - FULL TIME	5	5
2	SECOND SEMESTER (JUL-DEC)	E1	MBOMBELA - FULL TIME	5	10
16	NOVEMBER RE-EXAM	E1	MBOMBELA - FULL TIME	5	11
17	JUNE RE-EXAM	E1	MBOMBELA - FULL TIME	5	6
19	JULY SPECIAL EXAM	E1	MBOMBELA - FULL TIME	5	6
AA	AGGROTAT/SPECIAL EXAM (AUG-NOV	E1	MBOMBELA - FULL TIME	5	8
AF	AGGROTAT/SPECIAL EXAM (FEB-JUN	E1	MBOMBELA - FULL TIME	5	2
AJ	EXPERIENTIAL AUG-JAN	E1	MBOMBELA - FULL TIME	5	1
AS	EXPERIENTIAL APR-SEP	E1	MBOMBELA - FULL TIME	5	9
EA	EXIT EXAM (AUG - NOV)	E1	MBOMBELA - FULL TIME	5	8
EF	EXIT EXAM (FEB - JUN)	E1	MBOMBELA - FULL TIME	5	2
FJ	EXPERIENTIAL FEB-JUL	E1	MBOMBELA - FULL TIME	5	7
OM	EXPERIENTIAL OCT-MAR	E1	MBOMBELA - FULL TIME	5	3
SF	EXPERIENTIAL SEP-FEB	E1	MBOMBELA - FULL TIME	5	2
0	YEAR (JAN-DEC)	E2	MBOMBELA - PART TIME	5	10
1	FIRST SEMESTER (JAN-JUN)	E2	MBOMBELA - PART TIME	5	5
2	SECOND SEMESTER (JUL-DEC)	E2	MBOMBELA - PART TIME	5	10
16	NOVEMBER RE-EXAM	E2	MBOMBELA - PART TIME	5	11
17	JUNE RE-EXAM	E2	MBOMBELA - PART TIME	5	6
EF	EXIT EXAM (FEB - JUN)	E2	MBOMBELA - PART TIME	5	2
EF	EXIT EXAM (FEB - JUN)	EA	ARCADIA -FULL TIME (EXTENDED)	3	2
1A	BLOCK 1 - DEPT 104	FB	PRETORIA - EXT CURR - BLOCK	1	5
2A	BLOCK 2 - DEPT 104	EB	PRETORIA - EXT CURR - BLOCK	1	10
3E	BLOCK 3 - DEPT 104 (RE-EXAM)	EB	PRETORIA - EXT CURR - BLOCK	1	6

Block Code	Academic Block Name Description	Off Type	Offering Type Description	Campus Code	Exam Month
EA	EXIT EXAM (AUG - NOV)	EB	PRETORIA - EXT CURR - BLOCK	1	8
EF	EXIT EXAM (FEB - JUN)	EB	PRETORIA - EXT CURR - BLOCK	1	2
1	FIRST SEMESTER (JAN-JUN)	EC	MBOMBELA - FULL TIME EVENING	5	5
2	SECOND SEMESTER (JUL-DEC)	EC	MBOMBELA - FULL TIME EVENING	5	10
16	NOVEMBER RE-EXAM	EC	MBOMBELA - FULL TIME EVENING	5	11
17	JUNE RE-EXAM	EC	MBOMBELA - FULL TIME EVENING	5	6
19	JULY SPECIAL EXAM	EC	MBOMBELA - FULL TIME EVENING	5	6
EF	EXIT EXAM (FEB - JUN)	EE	EMALAHLENI -FULL TIME(EXTENDED	4	2
0	YEAR (JAN-DEC)	EK	POLOKWANE -FULL TIME(EXTENDED)	7	10
16	NOVEMBER RE-EXAM	EK	POLOKWANE -FULL TIME(EXTENDED)	7	11
EF	EXIT EXAM (FEB - JUN)	EK	POLOKWANE -FULL TIME(EXTENDED)	7	2
EF	EXIT EXAM (FEB - JUN)	EN	MBOMBELA -FULL TIME (EXTENDED)	5	2
1	FIRST SEMESTER (JAN-JUN)	EP	PRETORIA -FULL TIME (EXTENDED)	1	5
AF	AGGROTAT/SPECIAL EXAM (FEB-JUN	EP	PRETORIA -FULL TIME (EXTENDED)	1	2
EF	EXIT EXAM (FEB - JUN)	EP	PRETORIA -FULL TIME (EXTENDED)	1	2
SF	EXPERIENTIAL SEP-FEB	EP	PRETORIA -FULL TIME (EXTENDED)	1	2
1A	BLOCK 1 - DEPT 104	FO	PRETORIA - BLOCK (FAC 70)	1	5
2A	BLOCK 2 - DEPT 104	FO	PRETORIA - BLOCK (FAC 70)	1	10
EA	EXIT EXAM (AUG - NOV)	FO	PRETORIA - BLOCK (FAC 70)	1	8
0	YEAR (JAN-DEC)	G1	POLOKWANE - FULL TIME	7	10
1	FIRST SEMESTER (JAN-JUN)	G1	POLOKWANE - FULL TIME	7	5
2	SECOND SEMESTER (JUL-DEC)	G1	POLOKWANE - FULL TIME	7	10
16	NOVEMBER RE-EXAM	G1	POLOKWANE - FULL TIME	7	11
17	JUNE RE-EXAM	G1	POLOKWANE - FULL TIME	7	6
18	NOVEMBER SPECIAL EXAM	G1	POLOKWANE - FULL TIME	7	11
19	JULY SPECIAL EXAM	G1	POLOKWANE - FULL TIME	7	6
AA	AGGROTAT/SPECIAL EXAM (AUG-NOV	G1	POLOKWANE - FULL TIME	7	8
EA	EXIT EXAM (AUG - NOV)	G1	POLOKWANE - FULL TIME	7	8
EF	EXIT EXAM (FEB - JUN)	G1	POLOKWANE - FULL TIME	7	2
FJ	EXPERIENTIAL FEB-JUL	G1	POLOKWANE - FULL TIME	7	7
JN	EXPERIENTIAL JUN-NOV	G1	POLOKWANE - FULL TIME	7	11
MA	EXPERIENTIAL MAR-AUG	G1	POLOKWANE - FULL TIME	7	8
ОМ	EXPERIENTIAL OCT-MAR	G1	POLOKWANE - FULL TIME	7	3
0	YEAR (JAN-DEC)	G7	SOSHANGUVE (SOUTH) - BLOCK	50	10
1	FIRST SEMESTER (JAN-JUN)	G7	SOSHANGUVE (SOUTH) - BLOCK	50	5

Block	Academic Plack Name Description	Off	Offering Type Description	Campus	Exam
Code	Academic Block Name Description	туре		Code	wonth
2	SECOND SEMESTER (JUL-DEC)	G7	BLOCK	50	10
16	NOVEMBER RE-EXAM	G7	SOSHANGUVE (SOUTH) - BLOCK	50	11
			SOSHANGUVE (SOUTH) -		
17	JUNE RE-EXAM	G7	BLOCK	50	6
18	NOVEMBER SPECIAL EXAM	G7	BLOCK	50	11
19	JULY SPECIAL EXAM	G7	BLOCK	50	6
AA	AGGROTAT/SPECIAL EXAM (AUG-NOV	G7	SOSHANGUVE (SOUTH) - BLOCK	50	8
AA	AGGROTAT/SPECIAL EXAM (AUG-NOV	G7	SOSHANGUVE (SOUTH) - BLOCK	50	10
E۸	EXIT EXAM (AUG NOV)	67	SOSHANGUVE (SOUTH) -	50	0
LA	EXIT EXAMI (AUG - NOV)	67	SOSHANGUVE (SOUTH) -	50	0
EF	EXIT EXAM (FEB - JUN)	G7	BLOCK	50	2
			GA-RANKUWA -		
0	YEAR (JAN-DEC)	G9	POSTGRADUATE	40	10
0		GG	GA-RANKUWA -	40	10
- 0		00	GA-RANKUWA -		10
1	FIRST SEMESTER (JAN-JUN)	GG	SATURDAYS	40	5
			GA-RANKUWA -		
2	SECOND SEMESTER (JUL-DEC)	GG	SATURDAYS	40	10
16	NOVEMBER RE-EXAM	GG	GA-RANKUWA - SATURDAYS	40	11
17	JUNE RE-EXAM	GG	GA-RANKUWA - SATURDAYS	40	6
18	NOVEMBER SPECIAL EXAM	GG	GA-RANKUWA - SATURDAYS	40	11
			GA-RANKUWA -		_
19	JULY SPECIAL EXAM	GG	SATURDAYS	40	6
AA	AGGROTAT/SPECIAL EXAM (AUG-NOV	GG	GA-RANKUWA - SATURDAYS	40	8
27	DISTANCE EDUCATION (JAN-JUN)	L2	DISTANCE ED - EDUCATION	31	5
28	DISTANCE EDUCATION (JUL-DEC)	L2	DISTANCE ED - EDUCATION	31	10
0C	DISTANCE ED (JUNE) RE-EXAM	L2	DISTANCE ED - EDUCATION	31	5
1C	DISTANCE ED (NOV) RE-EXAM	L2	DISTANCE ED - EDUCATION	31	10
AA	AGGROTAT/SPECIAL EXAM (AUG-NOV	L2	DISTANCE ED - EDUCATION	31	10
ΔF		12	DISTANCE ED - EDUCATION	31	5
0	YEAR (JAN-DEC)	L5	PUBLIC SAFETY (CAPE TOWN)	31	10
1	FIRST SEMESTER (JAN-JUN)	L5	PUBLIC SAFETY (CAPE TOWN)	31	5
2	SECOND SEMESTER (JUL-DEC)	L5	PUBLIC SAFETY (CAPE TOWN)	31	10
27	DISTANCE EDUCATION (JAN-JUN)	L5	PUBLIC SAFETY (CAPE TOWN)	31	5
28	DISTANCE EDUCATION (IUI -DEC)	L5	PUBLIC SAFETY (CAPE	31	10
0C	DISTANCE ED (JUNE) RE-EXAM	L5	PUBLIC SAFETY (CAPE TOWN)	31	5
1C	DISTANCE ED (NOV) RE-EXAM	L5	PUBLIC SAFETY (CAPE TOWN)	31	10

Block		Off		Campus	Exam
Code	Academic Block Name Description	Туре	Offering Type Description	Code	Month
		1.5	PUBLIC SAFETY (CAPE	21	10
AA	AGGROTAT/SPECIAL EXAMI (AGG-NOV	LS	PUBLIC SAFETY (CAPE	51	10
AF	AGGROTAT/SPECIAL EXAM (FEB-JUN	L5	TOWN)	31	5
0	YEAR (JAN-DEC)	L7	PUBLIC SAFETY (DURBAN)	31	10
1	FIRST SEMESTER (JAN-JUN)	L7	PUBLIC SAFETY (DURBAN)	31	5
2	SECOND SEMESTER (JUL-DEC)	L7	PUBLIC SAFETY (DURBAN)	31	10
27	DISTANCE EDUCATION (JAN-JUN)	L7	PUBLIC SAFETY (DURBAN)	31	5
28	DISTANCE EDUCATION (JUL-DEC)	L7	PUBLIC SAFETY (DURBAN)	31	10
0C	DISTANCE ED (JUNE) RE-EXAM	L7	PUBLIC SAFETY (DURBAN)	31	5
1C	DISTANCE ED (NOV) RE-EXAM	L7	PUBLIC SAFETY (DURBAN)	31	10
ΑΑ	AGGROTAT/SPECIAL EXAM (AUG-NOV	17	PUBLIC SAFETY (DURBAN)	31	10
AF	AGGROTAT/SPECIAL EXAM (FEB-IUN	17	PUBLIC SAFETY (DURBAN)	31	5
0	YEAR (IAN-DEC)	18		31	10
1		1.8		31	5
2			DISTANCE ED - BLOCK	21	10
2		LO	DISTANCE ED - BLOCK	21	10
00	DISTANCE ED (JUNE) RE-EXAM	Lð	DISTANCE ED - BLOCK	31	5
10		L8	DISTANCE ED - BLOCK	31	10
A۲	AGGROTAT/SPECIAL EXAM (FEB-JUN	L8		31	5
0	YEAR (JAN-DEC)	P2	FULL TIME	89	10
			SOSHANGUVE - (NORTH)		
1	FIRST SEMESTER (JAN-JUN)	P2		89	5
2	SECOND SEMESTER (JUL-DEC)	P2	FULL TIME	89	10
			SOSHANGUVE - (NORTH)		
16	NOVEMBER RE-EXAM	P2		89	11
17	JUNE RE-EXAM	P2	SUSHANGUVE - (NURTH) FULL TIME	89	6
			SOSHANGUVE - (NORTH)		
18	NOVEMBER SPECIAL EXAM	P2	FULL TIME	89	11
19	ΙΙ ΙΙ Υ ΣΡΕΓΙΔΙ ΕΧΔΜ	P2	SOSHANGUVE - (NORTH)	89	6
		12	SOSHANGUVE - (NORTH)	05	0
AA	AGGROTAT/SPECIAL EXAM (AUG-NOV	P2	FULL TIME	89	8
ΔF		D2	SOSHANGUVE - (NORTH)	80	2
		12	SOSHANGUVE - (NORTH)	05	2
EA	EXIT EXAM (AUG - NOV)	P2	FULL TIME	89	8
		20	SOSHANGUVE - (NORTH)	80	2
		F2	SOSHANGUVE (NORTH) -	09	2
0	YEAR (JAN-DEC)	P4	BLOCK/SAT	89	10
1		D4	SOSHANGUVE (NORTH) -	80	-
<u> </u>		F'4	SOSHANGUVE (NORTH) -	67	<u>с</u>
2	SECOND SEMESTER (JUL-DEC)	P4	BLOCK/SAT	89	10
		D.4	SOSHANGUVE (NORTH) -	00	10
5		P4	SOSHANGUVE (NORTH) -	89	10
16	NOVEMBER RE-EXAM	P4	BLOCK/SAT	89	11
			SOSHANGUVE (NORTH) -		
17	JUNE RE-EXAM	P4	BLOCK/SAT	89	6

Block		Off		Campus	Exam
Code	Academic Block Name Description	Туре	Offering Type Description	Code	Month
			SOSHANGUVE (NORTH) -		
18	NOVEMBER SPECIAL EXAM	P4	BLOCK/SAT	89	11
			SOSHANGUVE (NORTH) -		
AA	AGGROTAT/SPECIAL EXAM (AUG-NOV	P4	BLOCK/SAT	89	8
			SOSHANGUVE (NORTH) -		
AF	AGGROTAT/SPECIAL EXAM (FEB-JUN	P4	BLOCK/SAT	89	2
			SOSHANGUVE (NORTH) -		
AF	AGGROTAT/SPECIAL EXAM (FEB-JUN	P4	BLOCK/SAT	89	5
			SOSHANGUVE (NORTH) -		
EA	EXIT EXAM (AUG - NOV)	P4	BLOCK/SAT	89	8
			SOSHANGUVE (NORTH) -		
EF	EXIT EXAM (FEB - JUN)	P4	BLOCK/SAT	89	2
			SOSHANGUVE (NORTH) -		
0	YEAR (JAN-DEC)	P5	POSTGRAD	89	10

LIST OF MARK TYPES

Code	Description
MS	MILESTONES
UM	USERMIX
CE	CONTINUOUS EVALUATION
TM	TEST MARK
AS	ASSIGNMENT
СТ	CLASS TEST
ΕX	EXPERIENTIAL LEARNING
HW	HOMEWORK
PR	PRACTICAL
WR	WRITTEN TEST
EV	EVALUATION
PJ	PROJECT
MA	MATLAB
TR	TERM MARK
RS	RESEARCH PROPOSAL
OP	ORAL PRESENTATION
PA	PRACTICAL EVALUATION
AT	ATTENDANCE
A1	ASSIGNMENT SECOND LECTU
W1	WRITTEN TEST SECOND LECT
PO	PORTFOLIO
GP	GROUP PRESENTATION
PT	PRACTICAL ASSIGNMENT
CA	CASS
PH	PHYSICS
СН	CHEMISTRY
VE	VETO

LIST OF FINAL RESULT CODES

F	FAIL
FA	NO ADMISSION TO EXAM
FJ	QUALIFY RE-EXAM
FO	NOT AVAILABLE
FS	SPECIAL EXAM GRANTED
FX	ABSENT
FZ	FAIL SUBMINIMUM (RE-EXAM)
G	FAIL SUBMINIMUM ASSESSMENT
G1	FAIL COM NOT SUBMIT ASSESSMENT
G2	FAIL COMPULSORY ASSESSMENT
Р	PASS
PD	PASS WITH DISTINCTION
RL	LATE SUPPLEMENTARY
RN	REPORT NOT SUBMITTED



ENTER MARK TYPE ASSESSMENT MARKS ON ITS

(SSTUD1-2)

(AM004)



IMPORTANT INFORMATION

- 1. The following needs to be in place before any assessment marks can be captured on the ITS:
 - i. Students must be registered
 - ii. All linked subjects (subject with same/more or less the same content) should be treated equally, i.e. same number of assessments and weight per assessment. Agreement must be reached by all lecturing staff on all campuses offering the same subject.
 - iii. The assessment calculation criteria (weights) must have been set-up by the Departmental Administrator.
 - iv. Any changes to the assessment calculation criteria must be forwarded to the Departmental Administrator, where after all campuses involved should be notified.
- 2. Capture assessment marks on the ITS within 3 weeks after every class assessment/assignment including Continuous Evaluation (CE), Practical Evaluation (PE) examination types.
- 3. Print a class list for the students to verify the correctness of the marks captured on the system. This will also help identifying students attending class without being registered.
- 4. Do the necessary changes without delay.
- 5. If a student did not write an assessment or did not submit an assignment, capture a "0" (zero).

A "0" will penalise the student in that the mark will be processed as a 0, whilst an empty field will cause the particular assessment to be ignored in the calculation of Mark Type marks for that individual student. Furthermore, a field left empty has an influence on the final mark calculations.

6. If you leave the space open, the student's full period mark (or final mark in the case of Continuous Evaluation subjects) will only be calculated from the number of assessment marks entered (e.g. only 3 of the 4 marks will be considered and the full period mark will be the average of only the 3 assessments entered).





Type in SSTUD1-2

The following screen will appear:

ISHWANE UNIV on Edit Quen	ERSITY OF TECHNO Block Record	DLOGY - PRO Eield Wind)D Iow Fay	ourites/	<u>G</u> rad	luator Res <u>o</u> urce	e General	Technica	I <u>P</u> roces	sses <u>H</u> elp						
/ 🌛 (🎼 (80app:v03.0.0	2 (SSTUD1-2) En	ter Mark Typi	l 🔇	sment N	▶ ∕larks	[🚅 🙀 🚳	[? [()	12	34	0	_					
1ark Type Ass	essment Marks	(Pr	rint Clas	s List							Mar	k Type	Selec	tion (Criter	ia –
Academic Y	ear 📃 🖷	Subject	Code			Black Co	do									
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1																
udent Names												Print Cla	ass List			

- 1. Enter Academic Year, Press <Tab> or <Enter>
- 2. Enter Subject Code, Press <Tab> or <Enter>
- 3. Enter Offering Type, Press <Tab> or <Enter>
- 4. Enter Block Code, Press <Tab> or <Enter>
- 5. Enter Group Type, Press <Tab> or <Enter>
- 6. Enter (Class) Group, Press <Tab> or <Enter>
- 7. Enter Mark Type, Press <Tab> or <Enter>
- 8. Enter Mark Number, Press <Tab> or <Enter>
- 9. Select option to sort students by Surname, Student Number or National ID Number



The moment you get stuck in one of these fields, it means that the assessment calculation criteria need to be set-up. Contact your Departmental Administrator.

Press <Page down> (or click on) icon) to get

icon) to get the list of registered students

The following screen will appear the very first time you work on an assessment:



Click on 'Exit'

The following screen will appear:

10004000.101.0	.1.2 (SSTUD1-2) Ent	ter Mark Typ	e Assessn	nent Ma	rks											
fark Type Ass	essment Marks	Pr	int Class L	ist												
											M	lark Tv	npe Se	electio	n Crite	ria -
Academic Y	'ear 2012	Subject (Code ENC	3120T		ENGLISH (A	A LEVEL)						•			
Offering T	vpe A1 PR	ETORIA - F	ULL TIME			Block (Code 0		EAR (JAN-DE)	C)						
Group T		Class C	roup A		_	Mark		7	Mark N	, umbor 1	7					
Gloup I	Abe	Class G	roup 🗠			Wark	Type [WAIKIN	umpei(i						
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Student		Exempted	ł					Exam		Cancel C	amp			Exam	Subject	
Number	ld Number	Yes/No	Mark	Result	P/F	Surname	Names	Year	Qualification	Date C	ode	CI MT (NT I	Туре	Number	
206150572	8706290672082	N				MASENA	NDWABA	2012	NDLO01	1		N	1	N	1	
208033158	860712052608	nter the Ma	rk for this	Studer	it (N3)	MOHALE	NKEPENG	2012	NDCP05	1		N	1	N	1	
208173537	9003160185085	Î I A	ļ			MODIBA	ANGELE A	2012	NDHR96	1	_	N	4	N	1	
208184440	8805310245083	N	<u> </u>			MOSUE	KGOTHAT	2012	NDMK95	1	_	N	4	N	1	
208258079	8704030537087	N	<u> </u>			CHAUKE	NKATEKO	2012	NDLO01	1	_	N	1	N	1	14
208302850	8808260746084	N	<u> </u>			KOTASE	TSHOLOFI	2012	NDLO01	1		N	1	N	1	
208321706	8909045600081	N				NKHUMAI	PHILLIMO	2012	NDLO01	1		N	1	N	1	
208331884	7306151402181	N				KUHOSA	MUNZADI	2012	NDHR96	1		N	1	N	1	Ξ.
208332643	8807125950089	N	<u> </u>			MOLOI	TLOTLISO	2012	NDLO01	1	_	N	4	N	1	
209010283	8906120889084	N	<u> </u>			MAELA	NGWANA	2012	NDMK95	1	_	N	1	N	1	
209027267	8806080924089	N	<u> </u>			MASENY	PHATHUTS	2012	NDHR96	1	_	N	1	N	1	
209066181	9006285633085	N	<u> </u>			MAILA	KGOBANE	2012	NDLO01	L1		Ν	<u>k</u>	N	1	
	8911140061086	N	<u> </u>			FERRARI	CLARISSA	2012	NDLO01	<u>1</u>		N	4	N	1	
209069490	8912235792080	N	Ļ			BALE	KEVIN SE	2012	NDHR96	1		N	4	N	1	
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209069490 209124440 209150948	9105050621064	· · · · · · · · · · · · · · · · · · ·														

- 1. Enter assessment mark (use down arrow to move down to the next student)
- 2. Before you save, make sure your cursor is on one of the students (not a blank line)
- 3. Press <F10> to save (or click on the 🧳 icon)
- 4. "xxx records applied and saved" will display in the bottom left hand corner of the screen*



To correct an individual student's marks:

- i. Complete the first block (Academic year, Subject code, Offering type, Block code, etc.)
- ii. Press <Page down> (or click on) icon)
- iii. Press <F11> (or click on 📑 icon)
- iv. Type in the student number
- v. Press <F12> (or click on 📑 icon)
- vi. Only the specific student's information will be displayed on the screen
- vii. Do the necessary change
- viii. Press <F10> to save (or click on the 🧳 icon)
- ix. To see all students on the screen, press <F12> again (or 📑 again)
- 5. Print a class list to verify marks entered using SSTURL-1 **OR**

- 6. Click on the "Print Class List" button
- 7. To use the button, your username needs to be linked to a default ITS printer. Consult ServiceDesk for assistance.
- 8. When you click on "Print Class List" button, the screen below will display.

STANMANE UNIVERSITY OF TECHNOLOGY - PROD		×
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i8oapp : v01.0.1.2 {SSTUD1-2} Enter Mark Type Asses	sment Marks	
Mark Type Assessment Marks Print Class	List	
Enter the a	Remaining Selection Criteria for the Class List nd Exit to Print the List	
Faculty ALL Department ALL	Qualification ALL	
Lecturer ALL Language 🛚 - Both 💌		
Assessment Marks @ Include	C Exclude Mark Type WR	
Test Average @ Include	C Exclude Start Assessment Number 1	
Standard Deviation 🖷 Include	C Exclude End Assessment Number 10	
Print Student Detail 🛛 - Both 🔍	(Maximum Of Ten Assessments)	
Include Students who have Already Pas	sed this Subject® ⊻es ⊂ №o	
Order Students C Alphabetically	• Numerically	
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9. Enter the Mark Type and tick the relevant boxes to 'Include' the Assessment marks, Average and Standard Deviation. On exit, the program will process the class list in the background and print to the printer linked to your username.



LECTURER iENABLER

(ENTER ASSESSMENT MARKS AND PRINT CLASS LIST VIA STAFF PORTAL)

(AM007)



IMPORTANT INFORMATION

By making use of the iEnabler you will be able to print up-to-date class lists and capture assessment marks which will be saved onto the ITS server.

It is important to note that all calculation must be done on the ITS and cannot be done on iEnabler.

- 1. You need a TUT e-mail address to register on StaffPortal. Your Departmental Administrator can send an e-mail to Helpdesk (<u>Servicedesk@tut.ac.za</u> / <u>Servicedesk2@tut.ac.za</u>) and provide:
 - Name and Surname as it should appear on MS Outlook
 - Personnel number
 - Department
 - Telephone and fax number
 - Campus
- To link subject code(s) to your personnel number, send an e-mail to Leandra Godefroy (<u>GodefroyL@tut.ac.za</u>) and Tebogo Thantsa (<u>ThantsaTU@tut.ac.za</u>). Provide your staff number, subject code(s), offering type and class group(s).
- 3. Only 1 lecturer can be linked to a subject code as the Primary Lecturer. If you share a subject and you are not the primary lecturer, you will not be able to use iEnabler to capture assessment marks.
- 4. Assessment calculation criteria must be set-up on the ITS (Responsibility of Dept Admin).
- 5. Assessment marks can be captured via iEnabler onto the ITS server.
- 6. Calculation (computing) of full period marks/final marks must be done on the ITS.
- 7. You can also print a class list or export the class list to MS Excel.

Open Internet connection

www.tut.ac.za









If you have not registered on the new MyPortal system before, then click as indicated below:

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Complete the required information and click on Submit

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You will receive an e-mail confirming your registration on MyPortal.





NEXT

NEX

Click on Apply for leave: myself





Click on Lecturer iEnabler/Lecturer Web





Click on Class List





Subjects linked to your name will appear





Click on the specific subject and mark type you want to enter. A list of options will appear.

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	Class List					
Personnel Web	Personnel Number: Name: MRS ESTHER Department: ASS. R	804278 8 MAGDA DE KLERK EGISTRAR (HUMANITII	ES)			
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Click on Enter Assessment Marks (Numerical/Alphabetical)

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iTS 👘	Tshwane University Of Technology - Test Tuesday, 31st August 20	10
software	Enter Assessment Marks - Numerical	
	Personnel Number: 804278	
Personnel Web	Name: MRS ESTHER MAGDA DE KLERK	
🛱 Lecturer iEnabler	Department: ASS. REGISTRAR (HUMANITIES)	
Timetable	Note: Select a Mark Number from the list provided and click 'Enter marke' butten to enter appagament marke for the collected subject	
Class List	Note: Select a wark number nom the list provided and click Enter marks button to enter assessment marks for the selected subject	
Enter Paper Marks	Year 2010	
Enter Exam Marks	Subject DS015AT - DEVELOPMENT SOFTWARE IA	
Enter Final Marks	Offering Type B7 - SOSHANGUVE (SOUTH) - DAY CLASS	
Assignment Information	Group Type C - Class Group	
Enter Exam Question Marks	Group Value A -	
Activity Class List	Mark Type WR	
Fireses Fachlar	Block Code 1 - FIRST SEMESTER (JAN-JUN)	
Asset iEnabler Asset iEnabler Executive iEnabler Request for Information	Mark Number: 1 V	
Logout	Enter Marks	



Select the Mark Number and Click on Enter Marks

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iTS 👘	Tshwane Univ	ersity Of Technology - Test					Tuesday, 31st August 2010
	Enter Ass	essment Marks - Numeric	al				
Personnel Web	Personnel Nu Name: MRS E Department: A	mber: 804278 STHER MAGDA DE KLERK ASS. REGISTRAR (HUMANITIES)					
Timetable	Note: Cancelle	d subjects will not be updated.					
<u>Class List</u>	Year	2010					
Enter Paper Marks	Subject	DS015AT - DEVELOPMENT SOFTWA	RE IA				
Enter Enal Marks	Offering Type	B7 - SOSHANGUVE (SOUTH) - DAY C	LASS				
Assignment Information	Campus	50 - Soshanguve (South) Campus					
Enter Exam Question Marks	Group Type	C - Class Group					
Activity Class List	Group Code	A -					
Personnel Web	Mark Type	WR Competency Indicator: No					
Finance Enabler	Block	1 - FIRST SEMESTER (JAN-JUN)					
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<u>Class List</u>	210343784	Select Result	~	2010	NDIT04	N
Enter Paper Marks	KABELO SIPH	O MODUBU				
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The assessment marks were saved onto the ITS server.

You can also print a class list.

Go back to the list of subjects linked to your name

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Enter Final Marks Assignment information Enter Exam Question Marks Activity Class List Graduation Dress and Attendance Cohorts Attendance Register	BIR400T BIR400T CMN200T CMN200T CMN200T	88 88 A1 A1 A1	с с с с	A A A A	AS PJ AS PR WR	4 4 4 4



Click on the specific subject and mark type. A list of options will appear.

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Click on View Class List

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You can sort the list according to the student numbers OR student name by clicking on the relevant heading.

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Enter Exam Question Marks	Block Co	ode 👌	YEAR	(JUL-	JUN)							Best	nr. of Assessments	5
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At the end of the list you get the option to open the class list in MS Excel format or Print the report.

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Cohorts	PZ										
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PRINT CLASS LIST FROM ITS

(SSTURL-1)

(AM002)



IMPORTANT INFORMATION

- 1. Print class lists on a regular basis.
- 2. A cancellation date will be printed next to a student's name/number as soon as a student's subject registration was cancelled.
- 3. Make sure all students in your class are registered. This will minimize queries at a later stage.
- 4. If a student is attending your class but does not reflect on your class list, please refer the student to Academic Administration/Student Services to correct the registration/ offering type without delay.
- 5. NUMERICAL class lists should be submitted on request to Academic Administration/Student Services.
- 6. To update the responsible lecturer on the class list, send an e-mail to Tebogo Thantsa at the Academic Qualification Structure office.
- 7. A separate class list must be generated per mark type (e.g. WR/AS/PJ) to reflect the *INDIVIDUAL* assessment marks. A class list can also be generated from the MIS system (manual is available on request).



Type in **SSTURL-1** and press <Enter>

The following screen will appear:

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Press <Enter> on the keyboard

NOTE: Every time you press <Enter>, a new line/lines will appear

Make sure to enter the correct block code, subject code and offering type (e.g. A1, B1, C1, B7, B6)

- 1. Enter the academic year and press <Enter>
- Enter block code (e.g. 1 for 1st Semester / 2 for 2nd Semester / 0 for year subjects) and press <Enter>
- 3. Press <Enter> to continue
- 4. Leave the Faculty and Dept codes as per default
- 5. IMPORTANT: Enter **First Subject Code** and press <Enter> (make sure the cursor is on the correct line before entering the subject code)
- 6. Press <Enter> to continue
- 7. Specify the offering type (eg. A1/B6/C1/B1)
- 8. Press <Enter> to continue up to the field "[I]nclude or (E)xclude Mark Type Marks"

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Enter End Department Code (N4) 999	99		
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- 9. Enter 'E' to exclude any other mark type that exists, press <Enter>
- 10. Press <Enter> to include the assessment marks

11. Enter Mark Type (eg. WR / AS / PR / EV)

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12. Press <Enter> to continue up to the field "Enter your Choice"

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2. Identity Number	
3. Student Name	
5. Identity Number and Name	
Enter your Choice (N1)	
Request Number Request Description	
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Record: 1/1 <0SC>	

- 13. Enter your choice (eg. 1/2/3/4/5). If you leave this field blank, only the student number will print.
- 14. Press <Enter> until your cursor is in **Request Description**
- 15. Click on Run
- 16. Click on View
- 17. To print the class list, right click on mouse and select 'Print'



IMPORTANT NOTE: You have to print a separate class list for each Mark Type from the ITS. You can also print a class list from the MIS whereby **all the mark types and assessment marks** appear on one page (manual available on request).

EXAMPLE: EXCLUDE MARK TYPE MARKS

Faculty: 50 - HUMANITIES Dept: 6501 - APPLIED LAN Subject: ENG120T - ENGLI Offering Type: 11 - PRET Mark Type: WR - PRITTEN	GUAG SH (RIA TEST	ES A LEV - FUI	EL) L TIM	1E Bl	ock Code	e: 0	- YE	ar	(JAN-	DEC)					
Class Group : A															
Responsible Lecturer(s):	6063 6071	16 20	MS S MRS	NAID	00 (Prin NK	nary)									
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Name and Number			2	3 M	lark Res	Hal	f Fu	111 . 	Admit	Mar	k	Mark	Res	Qualif	Cancelled
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97142203 MOSHWANA,IS		321	53	461	47 F	3	5	46	Y		34	40	F	NDHR96	
200205729 NTSOANE,HN									N				FA	NDHR96	
202027865 NCHABELENG,NM		531	71	521	63 P	6	4	64	Y		60	62	P	NDL001	

You can also generate a class list whereby the **AVERAGE** of each MARK TYPE (WR, PR, AS) will be displayed (see screen dump on next page)

EXAMPLE: INCLUDE MARK TYPE MARKS

Faculty : 50 - HUMANITIES												
Dept : 6501 - APPLIED LANGUAGES												
Subject : ENG120T - ENGLISH (A LEVEL)												
Offering Type: A1 - PRETORIA - FULL TIME Bloc	k Code	: 0 -	YEA	R (J	JAN-D	EC)						
Class Group : A												
Responsible Lecturer(s): 606316 MS S NAIDOO	(Prim	ary)										
607126 MRS G BRINK												
Student	М	ark I	'ype	E	Per	Mark	Exam	Exam	Fina	1		
Name and Number	AS		WR	F	Half	Full	Admit	Mark	Mark	Res	s Qualif	Cancelled
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COMPUTE ASSESSMENT MARKS TO A FULL PERIOD MARK (INCLUDING NON-EXAMINATION SUBJECTS, e.g CONTINUOUS EVALUATION) (SSTUD4)

(AM005)

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Record: 1/1 4	Licensing and Copyright	

IMPORTANT INFORMATION

1. THIS IS A PROCESS THAT YOU NEED TO FOLLOW TO CALCULATE THE HALF PERIOD MARK (PROGRESS) OR FULL PERIOD MARK. WE DO NOT FOLLOW THIS PROCESS AFTER EACH CAPTURING OF MARKS.

- 2. Compute (calculate) full period marks just before predicate day (which usually takes place 3 days before the commencement of examination).
- 3. Student must have a full period mark of 40 to be admitted to the examination. If a student obtains a full period mark of 39, you have to adjust any assessment mark to calculate to 40 (the Assessment Policy makes provision for a 39 admission mark to be changed to 40). A full period mark of 39 is NOT AUTOMATICALLY changed to 40 by the ITS system.
- 4. ALWAYS specify your subject code, campus code and/or offering type.
- 5. REMEMBER: THE MOMENT YOU CHANGE ANY ASSESSMENT MARK AFTER COMPUTING, YOU HAVE TO RE-COMPUTE THE SUBJECT FOLLOW ALL 4 STEPS.

6. The same procedure is followed for Continuous Evaluation subjects.

After computing, print a class list, indicate that the full period mark is the expected final mark and obtain the signatures of the assessor/examiner, moderator and HOD. Submit the class list at Student Services. Student Services will then calculate (transfer) the final marks and result codes. Adjustment of final marks in terms of 49/74 is also included.

Background info: The calculation criteria (weights) are set-up in 4 blocks. For this reason we have to follow 4 steps to compute full period marks.

Follow the steps below in this specific order:

- 1. SSTUD4 Option 14 (SSTUD4-14) Compute Assessment Mark Results
- 2. SSTUD4 Option 11 (SSTUD4-11) Compute Mark Type Marks
- 3. SSTUD4 Option 13 (SSTUD4-13) Compute Mark Type Results
- 4. SSTUD4 Option 1 (SSTUD4-1) Compute Half/Full period Marks (Ensure you compute Full Period mark at the end of the study period and use the correct examination month: Block 1 <u>Month 5</u>, Block 2 and 0 <u>Month 10</u>)

NB: YOU MUST RUN <u>ALL</u> 4 MENUS IN THIS SPECIFIC ORDER TO COMPUTE YOUR FULL PERIOD MARKS

Should you skip one step, your full period marks will not be calculated correctly

See next pages for detailed steps

STEP 1 COMPUTE ASSESSMENT MARK RESULTS

Press <F1> (or 🚺 icon)

Type in SSTUD4-14 and press <Enter>

The following screen will appear:

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Please Choose a Previous Request from the Previous Request Field	
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Press <ENTER> on the keyboard

1. Enter the academic year and press <Enter>



Every time you press <Enter>, another line(s) will appear

2. Enter the required information: Ensure that you specify the correct Block code, Campus code, Subject code and 'Is this a Trial or Update Run': U.

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- 3. Click on Run
- 4. Click on Exit

STEP 2 COMPUTE MARK TYPE MARKS

Press <F1> (or



Type in SSTUD4-11 and press <Enter>

The following screen will appear:



Press <ENTER> on the keyboard

1. Enter the academic year and press <Enter>



Every time you press <Enter>, another line(s) will appear

2. Enter the required information: Ensure that you specify the correct Block code, Campus code and Subject code

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DID YOU SPECIFY YOUR CAMPUS AND SUBJECT CODE?

- 3. Click on Run
- 4. Click on Exit

STEP 3 COMPUTE MARK TYPE RESULTS

Press <F1> (or



Type in SSTUD4-13 and press <Enter>

The following screen will appear:

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Press <ENTER> on the keyboard

1. Enter the academic year



Every time you press <Enter>, another line(s) will appear

2. Enter the required information: Ensure that you specify the correct Block code, Campus code and Subject code

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Enter Start Department Code (N4)	
Enter End Department Code (N4) 9999	
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- 3. Click on Run
- 4. Click Exit

STEP 4 COMPUTE HALF/FULL PERIOD MARK

Always compute the <u>Full Period</u> mark for examination purposes. Half period marks are calculated for Progress report purposes.

Press <F1> (or 🚺 icon)

Type in **SSTUD4-1** and press <Enter>

The following screen will appear:

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Request Number Request Description	
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Press <ENTER> on the keyboard

- 1. Enter the examination year and press <Enter>
- 2. Update Half or Full Period Mark, enter **F** and press <Enter>

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- 3. Enter the examination month: JUNE = MONTH 5, NOV = MONTH 10
- 4. Specify the Campus code
- 5. Specify the Subject code
- 6. Press <Enter>
- 7. Press <Enter>





- 8. Click on Run
- 9. Click on Exit
- 10. Print a Class List (SSTURL-1) to verify calculation. Predicate/Full period mark should appear under 'Mark Full' column on the ITS-generated class list.



DETAILS OF REGISTRATION/RESULTS/INDIVIDUAL ASSESSMENT MARKS (QUERY STUDENT OR SUBJECT INFORMATION) (SSTUDY-21)

(AM011)

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Press <F1> (or click on 60 icon)

Type in SSTUDY-21

Press <Enter>

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Enter a query, press F12 to execute, Esc to cancel. 🌲	
Record: 1/1 Enter-Qu COSC>	

Press <Esc> on the keyboard to cancel the query*

Click on the *icon* x2 (or press <Pg Down> on the keyboard x2) as we want to query the Subject registrations

The following screen will appear:

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→ Your cursor will flash at the bottom block of your screen

Click on 🛅 icon or press <F11> on the keyboard

Type the required information (eg. Student number, Subject code and Reg Year)



The more fields you specify, the more specific the information will be (eg. If the *student number* only is specified, you will get all the subjects for all the years the student was registered for. When you specify a *subject code* and *registration year*, you will get all the students registered for the subject in the specified year.)

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The Mark Type Marks (top block) is the **calculated value** of all assessment marks reflecting under the Assessment Marks per Mark Type (bottom block). Move cursor down to see next Mark Type marks.

If no value appears under the Mark Type Marks block, the subject was not computed (SSTUD4-14, -11, -13 process). This screen can be used for query purposes only. Any changes/corrections on assessment marks need to be made on SSTUD1-2.



ALLOCATE CLASS GROUPS

(SREGC-6)

(AM001)

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IMPORTANT INFORMATION

Before students can be allocated to class groups, the following information must be provided to the department Academic Qualification Structure:

- Subject code
- Offering type
- How many Class Groups? (A, B, C, D, E, F, G, H, I, etc)
- How many students per class group?
- Provide name and staff number of the responsible lecturer to be linked to each class group

Press <F1> (or click on 🚺 icon)

Type in SREGC-6

Press < Enter>

The following screen will appear:

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Complete the top block by entering the **Academic Year**, **Offering Type**, **Subject Code** and **Block Code** (e.g. 0 = year subject, $1 = 1^{st}$ Semester, $2 = 2^{nd}$ Semester)

Press <Page Down> on the keyboard or click on the *icon*

All students registered under the specific subject code will appear

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Name OT RAKOMA	
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Replace 'Class Group' with the new allocated class group and click on the keyboard to save the changes

Move to the next student with the $\clubsuit\,$ arrow on the keyboard

- > To select all students registered under a **specific qualification code** ...
- Click on

icon or Press <F11> on the keyboard

Click inside the Qualification block

Type the qualification code

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Click on

or Press <F12> on the keyboard

Enter new allocated class group for registered students and click on keyboard

icon or press <F10> on the

> To select all students registered under a specific class group ...

Click on 🛛 🙀 icon or Press <F11> on the keyboard

Click inside the class group block Type the **class group**

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Enter new allocated class group and click on changes

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