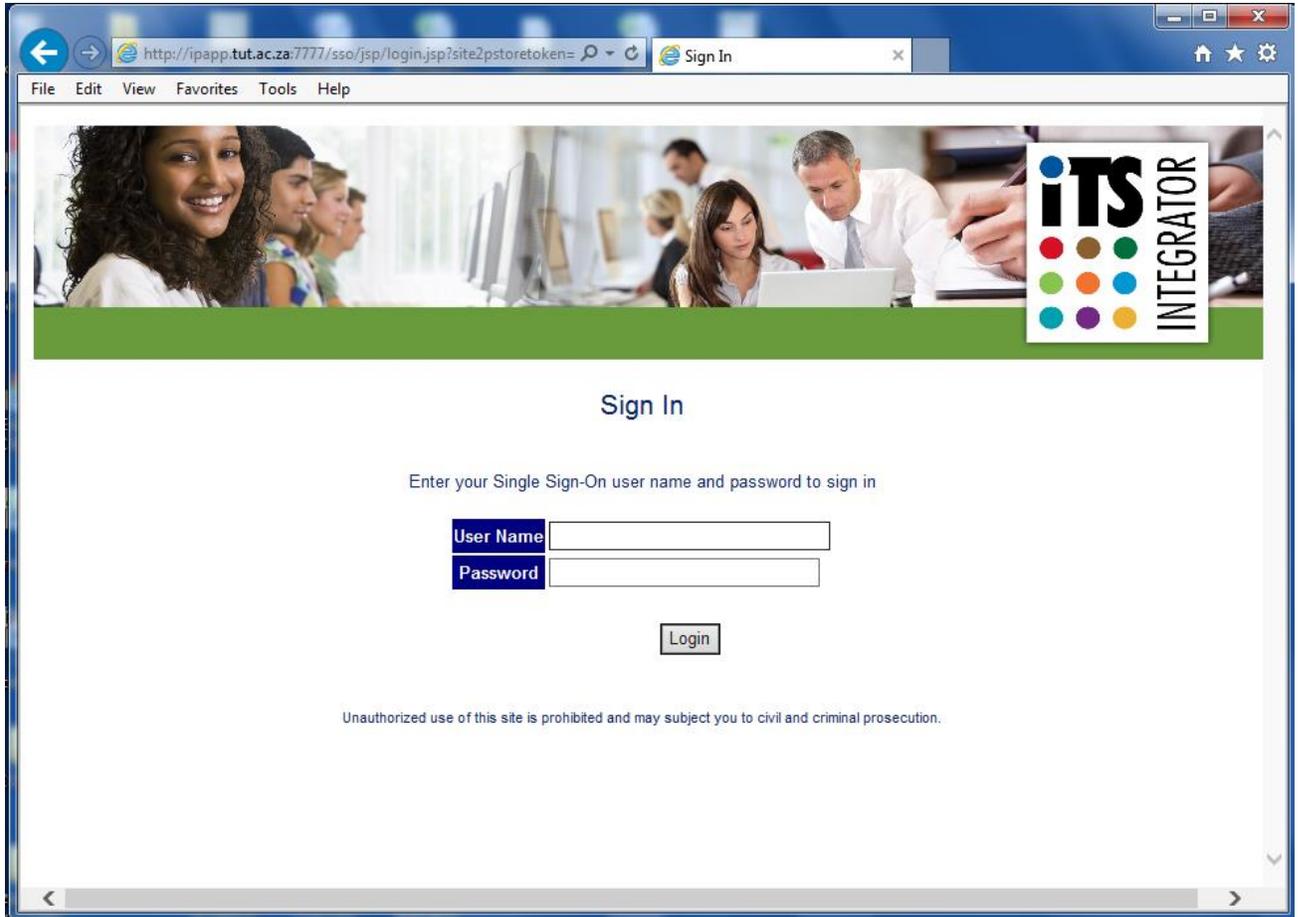


## MANUAL FOR THE PROCESSING OF ASSESSMENT MARKS



Sign In

Enter your Single Sign-On user name and password to sign in

User Name

Password

Login

Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.

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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**Office: (012) 382 4871**



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## USEFUL INFORMATION

- ✚ **Open Internet Explorer, type this address in the URL and press Enter**

<http://ipapp.tut.ac.za:7778/forms/frmservlet?config=prodi013>

(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.

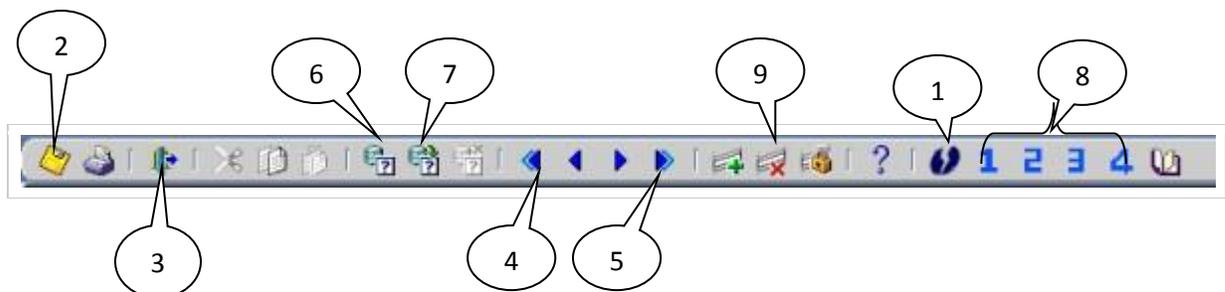
- ✚ **DESCRIPTION OF ICONS USED**

### 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.



To **Add** an option to Favourites:

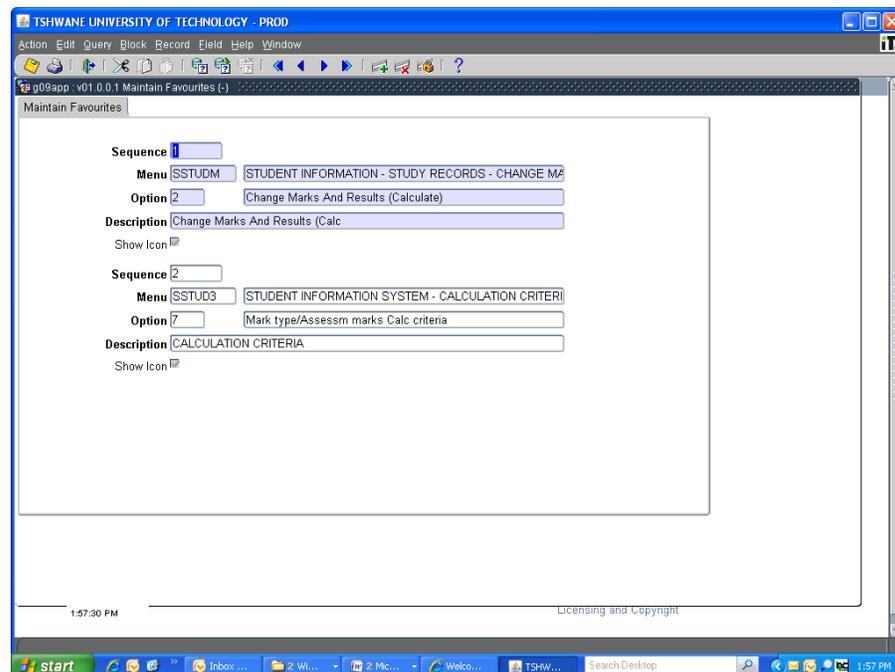
1. Open the option you want to add, and then from the Menu Bar choose **Favourites -> Add** from the drop down menu. Note: the Add option will only be available if the user is trying to create an entry from the option that is not already on the user's "Favourites" list.
2. Alternatively, at any point,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



## LIST OF CODES

Block Code	Academic Block Name Description	Off Type	Offering Type Description	Campus Code	Exam Month
0	YEAR (JAN-DEC)	A1	PRETORIA - FULL TIME	1	10
1	FIRST SEMESTER (JAN-JUN)	A1	PRETORIA - FULL TIME	1	5
2	SECOND SEMESTER (JUL-DEC)	A1	PRETORIA - FULL TIME	1	10
4	YEAR (JUL-JUN)	A1	PRETORIA - FULL TIME	1	5
16	NOVEMBER RE-EXAM	A1	PRETORIA - FULL TIME	1	11
17	JUNE RE-EXAM	A1	PRETORIA - FULL TIME	1	6
18	NOVEMBER SPECIAL EXAM	A1	PRETORIA - FULL TIME	1	11
19	JULY SPECIAL EXAM	A1	PRETORIA - FULL TIME	1	6
AA	AGGROTAT/SPECIAL EXAM (AUG-NOV)	A1	PRETORIA - FULL TIME	1	8
AF	AGGROTAT/SPECIAL EXAM (FEB-JUN)	A1	PRETORIA - FULL TIME	1	2
AJ	EXPERIENTIAL AUG-JAN	A1	PRETORIA - FULL TIME	1	1
AS	EXPERIENTIAL APR-SEP	A1	PRETORIA - FULL TIME	1	9
EA	EXIT EXAM (AUG - NOV)	A1	PRETORIA - FULL TIME	1	8
EF	EXIT EXAM (FEB - JUN)	A1	PRETORIA - FULL TIME	1	2
FJ	EXPERIENTIAL FEB-JUL	A1	PRETORIA - FULL TIME	1	7
JN	EXPERIENTIAL JUN-NOV	A1	PRETORIA - FULL TIME	1	11
MA	EXPERIENTIAL MAR-AUG	A1	PRETORIA - FULL TIME	1	8
MO	EXPERIENTIAL MAY-OCT	A1	PRETORIA - FULL TIME	1	10
NA	EXPERIENTIAL NOV-APR	A1	PRETORIA - FULL TIME	1	4
OM	EXPERIENTIAL OCT-MAR	A1	PRETORIA - FULL TIME	1	3
SF	EXPERIENTIAL SEP-FEB	A1	PRETORIA - FULL TIME	1	2
0	YEAR (JAN-DEC)	A2	PRETORIA - PART TIME	1	10
1	FIRST SEMESTER (JAN-JUN)	A2	PRETORIA - PART TIME	1	5
2	SECOND SEMESTER (JUL-DEC)	A2	PRETORIA - PART TIME	1	10
16	NOVEMBER RE-EXAM	A2	PRETORIA - PART TIME	1	11
17	JUNE RE-EXAM	A2	PRETORIA - PART TIME	1	6
18	NOVEMBER SPECIAL EXAM	A2	PRETORIA - PART TIME	1	11
19	JULY SPECIAL EXAM	A2	PRETORIA - PART TIME	1	6
AA	AGGROTAT/SPECIAL EXAM (AUG-NOV)	A2	PRETORIA - PART TIME	1	8
AF	AGGROTAT/SPECIAL EXAM (FEB-JUN)	A2	PRETORIA - PART TIME	1	2
EA	EXIT EXAM (AUG - NOV)	A2	PRETORIA - PART TIME	1	8
EF	EXIT EXAM (FEB - JUN)	A2	PRETORIA - PART TIME	1	2
0	YEAR (JAN-DEC)	A3	PRETORIA - BLOCK	1	10
1	FIRST SEMESTER (JAN-JUN)	A3	PRETORIA - BLOCK	1	5
2	SECOND SEMESTER (JUL-DEC)	A3	PRETORIA - BLOCK	1	10
4	YEAR (JUL-JUN)	A3	PRETORIA - BLOCK	1	5
16	NOVEMBER RE-EXAM	A3	PRETORIA - BLOCK	1	11
17	JUNE RE-EXAM	A3	PRETORIA - BLOCK	1	6
18	NOVEMBER SPECIAL EXAM	A3	PRETORIA - BLOCK	1	11
19	JULY SPECIAL EXAM	A3	PRETORIA - BLOCK	1	6
32	1ST TRI-SEMESTER	A3	PRETORIA - BLOCK	1	4
33	2ND TRI-SEMESTER	A3	PRETORIA - BLOCK	1	7

Block Code	Academic Block Name Description	Off Type	Offering Type Description	Campus Code	Exam Month
34	3RD TRI-SEMESTER	A3	PRETORIA - BLOCK	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
7C	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
0	YEAR (JAN-DEC)	A5	PRETORIA - DISTANCE EDUCATION	1	10
0	YEAR (JAN-DEC)	A7	GOLF ACADEMY - FULL TIME	1	10
0	YEAR (JAN-DEC)	AB	PRETORIA BLOCK - FULL TIME	1	10
16	NOVEMBER RE-EXAM	AB	PRETORIA BLOCK - FULL TIME	1	11
18	NOVEMBER SPECIAL EXAM	AB	PRETORIA BLOCK - FULL TIME	1	11
7C	1ST TRI-SEMESTER (PEOPLE)	AB	PRETORIA BLOCK - FULL TIME	1	4
7C	1ST TRI-SEMESTER (PEOPLE)	AB	PRETORIA BLOCK - FULL TIME	1	5
7D	2ND TRI-SEMESTER (PEOPLE)	AB	PRETORIA BLOCK - FULL TIME	1	8
7E	3RD TRI-SEMESTER (PEOPLE)	AB	PRETORIA BLOCK - FULL TIME	1	10
8D	PEOPLE (RE-EXAM)	AB	PRETORIA BLOCK - FULL TIME	1	9
8E	PEOPLE (SPECIAL EXAM)	AB	PRETORIA BLOCK - FULL TIME	1	9
EF	EXIT EXAM (FEB - JUN)	AB	PRETORIA BLOCK - FULL TIME	1	2
0	YEAR (JAN-DEC)	AC	PRETORIA BLOCK - PART TIME	1	10
16	NOVEMBER RE-EXAM	AC	PRETORIA BLOCK - PART 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 (JAN-JUN)	B6	GA-RANKUWA - FULL TIME	40	5
2	SECOND SEMESTER (JUL-DEC)	B6	GA-RANKUWA - FULL TIME	40	10
16	NOVEMBER RE-EXAM	B6	GA-RANKUWA - FULL TIME	40	11
17	JUNE RE-EXAM	B6	GA-RANKUWA - FULL TIME	40	6
18	NOVEMBER SPECIAL EXAM	B6	GA-RANKUWA - FULL TIME	40	11
19	JULY SPECIAL EXAM	B6	GA-RANKUWA - FULL TIME	40	6
AA	AGGROTAT/SPECIAL EXAM (AUG-NOV)	B6	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) - FULL TIME	50	10
1	FIRST SEMESTER (JAN-JUN)	B7	SOSHANGUVE (SOUTH) - FULL TIME	50	5
2	SECOND SEMESTER (JUL-DEC)	B7	SOSHANGUVE (SOUTH) - FULL TIME	50	10
16	NOVEMBER RE-EXAM	B7	SOSHANGUVE (SOUTH) - FULL TIME	50	11
17	JUNE RE-EXAM	B7	SOSHANGUVE (SOUTH) - FULL TIME	50	6
18	NOVEMBER SPECIAL EXAM	B7	SOSHANGUVE (SOUTH) - FULL TIME	50	11
19	JULY SPECIAL EXAM	B7	SOSHANGUVE (SOUTH) - FULL TIME	50	6
AA	AGGROTAT/SPECIAL EXAM (AUG-NOV)	B7	SOSHANGUVE (SOUTH) - FULL TIME	50	8
AF	AGGROTAT/SPECIAL EXAM (FEB-JUN)	B7	SOSHANGUVE (SOUTH) - FULL TIME	50	2
AJ	EXPERIENTIAL AUG-JAN	B7	SOSHANGUVE (SOUTH) - FULL TIME	50	1
AS	EXPERIENTIAL APR-SEP	B7	SOSHANGUVE (SOUTH) - FULL TIME	50	9
EA	EXIT EXAM (AUG - NOV)	B7	SOSHANGUVE (SOUTH) - FULL TIME	50	8
EF	EXIT EXAM (FEB - JUN)	B7	SOSHANGUVE (SOUTH) - FULL TIME	50	2
JN	EXPERIENTIAL JUN-NOV	B7	SOSHANGUVE (SOUTH) - FULL TIME	50	11
MA	EXPERIENTIAL MAR-AUG	B7	SOSHANGUVE (SOUTH) - FULL TIME	50	8
MO	EXPERIENTIAL MAY-OCT	B7	SOSHANGUVE (SOUTH) - FULL TIME	50	10
OM	EXPERIENTIAL OCT-MAR	B7	SOSHANGUVE (SOUTH) - FULL TIME	50	3
SF	EXPERIENTIAL SEP-FEB	B7	SOSHANGUVE (SOUTH) - FULL TIME	50	2
0	YEAR (JAN-DEC)	B9	SOSHANGUVE (SOUTH) - 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	B9	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	SOSH (SOUTH) - FULL T - EVENING	50	10
1	FIRST SEMESTER (JAN-JUN)	BB	SOSH (SOUTH) - FULL T - EVENING	50	5
2	SECOND SEMESTER (JUL-DEC)	BB	SOSH (SOUTH) - FULL T - EVENING	50	10
16	NOVEMBER RE-EXAM	BB	SOSH (SOUTH) - FULL T - EVENING	50	11
17	JUNE RE-EXAM	BB	SOSH (SOUTH) - FULL T - EVENING	50	6
18	NOVEMBER SPECIAL EXAM	BB	SOSH (SOUTH) - FULL T - EVENING	50	11
19	JULY SPECIAL EXAM	BB	SOSH (SOUTH) - FULL T - EVENING	50	6
AA	AGGROTAT/SPECIAL EXAM (AUG-NOV)	BB	SOSH (SOUTH) - FULL T - EVENING	50	8
AF	AGGROTAT/SPECIAL EXAM (FEB-JUN)	BB	SOSH (SOUTH) - FULL T - EVENING	50	2
EF	EXIT EXAM (FEB - JUN)	BB	SOSH (SOUTH) - FULL T - EVENING	50	2
0	YEAR (JAN-DEC)	C1	ARCADIA - FULL TIME	3	10
1	FIRST SEMESTER (JAN-JUN)	C1	ARCADIA - FULL TIME	3	5
2	SECOND SEMESTER (JUL-DEC)	C1	ARCADIA - FULL TIME	3	10
16	NOVEMBER RE-EXAM	C1	ARCADIA - FULL TIME	3	11

Block Code	Academic Block Name Description	Off Type	Offering Type Description	Campus Code	Exam Month
17	JUNE RE-EXAM	C1	ARCADIA - FULL TIME	3	6
18	NOVEMBER SPECIAL EXAM	C1	ARCADIA - FULL TIME	3	11
19	JULY SPECIAL EXAM	C1	ARCADIA - FULL TIME	3	6
AA	AGGROTAT/SPECIAL EXAM (AUG-NOV)	C1	ARCADIA - FULL TIME	3	8
EA	EXIT EXAM (AUG - NOV)	C1	ARCADIA - FULL TIME	3	8
EF	EXIT EXAM (FEB - JUN)	C1	ARCADIA - FULL TIME	3	2
0	YEAR (JAN-DEC)	C3	ARCADIA - BLOCK	3	10
1	FIRST SEMESTER (JAN-JUN)	C3	ARCADIA - BLOCK	3	5
2	SECOND SEMESTER (JUL-DEC)	C3	ARCADIA - BLOCK	3	10
16	NOVEMBER RE-EXAM	C3	ARCADIA - BLOCK	3	11
17	JUNE RE-EXAM	C3	ARCADIA - BLOCK	3	6
18	NOVEMBER SPECIAL EXAM	C3	ARCADIA - BLOCK	3	11
19	JULY SPECIAL EXAM	C3	ARCADIA - BLOCK	3	6
EA	EXIT EXAM (AUG - NOV)	C3	ARCADIA - BLOCK	3	8
EF	EXIT EXAM (FEB - JUN)	C3	ARCADIA - BLOCK	3	2
0	YEAR (JAN-DEC)	C4	ARCADIA - POSTGRADUATE	3	10
0	YEAR (JAN-DEC)	D1	EMALAHLENI - FULL TIME	4	10
1	FIRST SEMESTER (JAN-JUN)	D1	EMALAHLENI - FULL TIME	4	5
2	SECOND SEMESTER (JUL-DEC)	D1	EMALAHLENI - FULL TIME	4	10
16	NOVEMBER RE-EXAM	D1	EMALAHLENI - FULL TIME	4	11
17	JUNE RE-EXAM	D1	EMALAHLENI - FULL TIME	4	6
18	NOVEMBER SPECIAL EXAM	D1	EMALAHLENI - FULL TIME	4	11
19	JULY SPECIAL EXAM	D1	EMALAHLENI - FULL TIME	4	6
AA	AGGROTAT/SPECIAL EXAM (AUG-NOV)	D1	EMALAHLENI - FULL TIME	4	8
AJ	EXPERIENTIAL AUG-JAN	D1	EMALAHLENI - FULL TIME	4	1
AS	EXPERIENTIAL APR-SEP	D1	EMALAHLENI - FULL TIME	4	9
EA	EXIT EXAM (AUG - NOV)	D1	EMALAHLENI - FULL TIME	4	8
EF	EXIT EXAM (FEB - JUN)	D1	EMALAHLENI - FULL TIME	4	2
FJ	EXPERIENTIAL FEB-JUL	D1	EMALAHLENI - FULL TIME	4	7
JN	EXPERIENTIAL JUN-NOV	D1	EMALAHLENI - FULL TIME	4	11
MA	EXPERIENTIAL MAR-AUG	D1	EMALAHLENI - FULL TIME	4	8
MO	EXPERIENTIAL MAY-OCT	D1	EMALAHLENI - FULL TIME	4	10
OM	EXPERIENTIAL OCT-MAR	D1	EMALAHLENI - FULL TIME	4	3
SF	EXPERIENTIAL SEP-FEB	D1	EMALAHLENI - FULL TIME	4	2
0	YEAR (JAN-DEC)	D2	EMALAHLENI - PART TIME	4	10
1	FIRST SEMESTER (JAN-JUN)	D2	EMALAHLENI - PART TIME	4	5
2	SECOND SEMESTER (JUL-DEC)	D2	EMALAHLENI - PART TIME	4	10
4	YEAR (JUL-JUN)	D2	EMALAHLENI - PART TIME	4	5
16	NOVEMBER RE-EXAM	D2	EMALAHLENI - PART TIME	4	11
17	JUNE RE-EXAM	D2	EMALAHLENI - PART TIME	4	6
18	NOVEMBER SPECIAL EXAM	D2	EMALAHLENI - PART TIME	4	11
19	JULY SPECIAL EXAM	D2	EMALAHLENI - PART TIME	4	6
EA	EXIT EXAM (AUG - NOV)	D2	EMALAHLENI - PART TIME	4	8
EF	EXIT EXAM (FEB - JUN)	D2	EMALAHLENI - PART TIME	4	2

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)	E0	MBOMBELA - BLOCK	5	5
2	SECOND SEMESTER (JUL-DEC)	E0	MBOMBELA - BLOCK	5	10
16	NOVEMBER RE-EXAM	E0	MBOMBELA - BLOCK	5	11
17	JUNE RE-EXAM	E0	MBOMBELA - BLOCK	5	6
19	JULY SPECIAL EXAM	E0	MBOMBELA - BLOCK	5	6
EA	EXIT EXAM (AUG - NOV)	E0	MBOMBELA - BLOCK	5	8
EF	EXIT EXAM (FEB - JUN)	E0	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	EB	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	F0	PRETORIA - BLOCK (FAC 70)	1	5
2A	BLOCK 2 - DEPT 104	F0	PRETORIA - BLOCK (FAC 70)	1	10
EA	EXIT EXAM (AUG - NOV)	F0	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
OM	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 Code	Academic Block Name Description	Off Type	Offering Type Description	Campus Code	Exam Month
2	SECOND SEMESTER (JUL-DEC)	G7	SOSHANGUVE (SOUTH) - BLOCK	50	10
16	NOVEMBER RE-EXAM	G7	SOSHANGUVE (SOUTH) - BLOCK	50	11
17	JUNE RE-EXAM	G7	SOSHANGUVE (SOUTH) - BLOCK	50	6
18	NOVEMBER SPECIAL EXAM	G7	SOSHANGUVE (SOUTH) - BLOCK	50	11
19	JULY SPECIAL EXAM	G7	SOSHANGUVE (SOUTH) - 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
EA	EXIT EXAM (AUG - NOV)	G7	SOSHANGUVE (SOUTH) - BLOCK	50	8
EF	EXIT EXAM (FEB - JUN)	G7	SOSHANGUVE (SOUTH) - BLOCK	50	2
0	YEAR (JAN-DEC)	G9	GA-RANKUWA - POSTGRADUATE	40	10
0	YEAR (JAN-DEC)	GG	GA-RANKUWA - SATURDAYS	40	10
1	FIRST SEMESTER (JAN-JUN)	GG	GA-RANKUWA - SATURDAYS	40	5
2	SECOND SEMESTER (JUL-DEC)	GG	GA-RANKUWA - 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
19	JULY SPECIAL EXAM	GG	GA-RANKUWA - 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
AF	AGGROTAT/SPECIAL EXAM (FEB-JUN	L2	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 (JUL-DEC)	L5	PUBLIC SAFETY (CAPE TOWN)	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 Code	Academic Block Name Description	Off Type	Offering Type Description	Campus Code	Exam Month
AA	AGGROTAT/SPECIAL EXAM (AUG-NOV	L5	PUBLIC SAFETY (CAPE TOWN)	31	10
AF	AGGROTAT/SPECIAL EXAM (FEB-JUN	L5	PUBLIC SAFETY (CAPE 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
AA	AGGROTAT/SPECIAL EXAM (AUG-NOV	L7	PUBLIC SAFETY (DURBAN)	31	10
AF	AGGROTAT/SPECIAL EXAM (FEB-JUN	L7	PUBLIC SAFETY (DURBAN)	31	5
0	YEAR (JAN-DEC)	L8	DISTANCE ED - BLOCK	31	10
1	FIRST SEMESTER (JAN-JUN)	L8	DISTANCE ED - BLOCK	31	5
2	SECOND SEMESTER (JUL-DEC)	L8	DISTANCE ED - BLOCK	31	10
0C	DISTANCE ED (JUNE) RE-EXAM	L8	DISTANCE ED - BLOCK	31	5
1C	DISTANCE ED (NOV) RE-EXAM	L8	DISTANCE ED - BLOCK	31	10
AF	AGGROTAT/SPECIAL EXAM (FEB-JUN	L8	DISTANCE ED - BLOCK	31	5
0	YEAR (JAN-DEC)	P2	SOSHANGUVE - (NORTH) FULL TIME	89	10
1	FIRST SEMESTER (JAN-JUN)	P2	SOSHANGUVE - (NORTH) FULL TIME	89	5
2	SECOND SEMESTER (JUL-DEC)	P2	SOSHANGUVE - (NORTH) FULL TIME	89	10
16	NOVEMBER RE-EXAM	P2	SOSHANGUVE - (NORTH) FULL TIME	89	11
17	JUNE RE-EXAM	P2	SOSHANGUVE - (NORTH) FULL TIME	89	6
18	NOVEMBER SPECIAL EXAM	P2	SOSHANGUVE - (NORTH) FULL TIME	89	11
19	JULY SPECIAL EXAM	P2	SOSHANGUVE - (NORTH) FULL TIME	89	6
AA	AGGROTAT/SPECIAL EXAM (AUG-NOV	P2	SOSHANGUVE - (NORTH) FULL TIME	89	8
AF	AGGROTAT/SPECIAL EXAM (FEB-JUN	P2	SOSHANGUVE - (NORTH) FULL TIME	89	2
EA	EXIT EXAM (AUG - NOV)	P2	SOSHANGUVE - (NORTH) FULL TIME	89	8
EF	EXIT EXAM (FEB - JUN)	P2	SOSHANGUVE - (NORTH) FULL TIME	89	2
0	YEAR (JAN-DEC)	P4	SOSHANGUVE (NORTH) - BLOCK/SAT	89	10
1	FIRST SEMESTER (JAN-JUN)	P4	SOSHANGUVE (NORTH) - BLOCK/SAT	89	5
2	SECOND SEMESTER (JUL-DEC)	P4	SOSHANGUVE (NORTH) - BLOCK/SAT	89	10
5	YEAR (JAN-DEC)	P4	SOSHANGUVE (NORTH) - BLOCK/SAT	89	10
16	NOVEMBER RE-EXAM	P4	SOSHANGUVE (NORTH) - BLOCK/SAT	89	11
17	JUNE RE-EXAM	P4	SOSHANGUVE (NORTH) - BLOCK/SAT	89	6

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

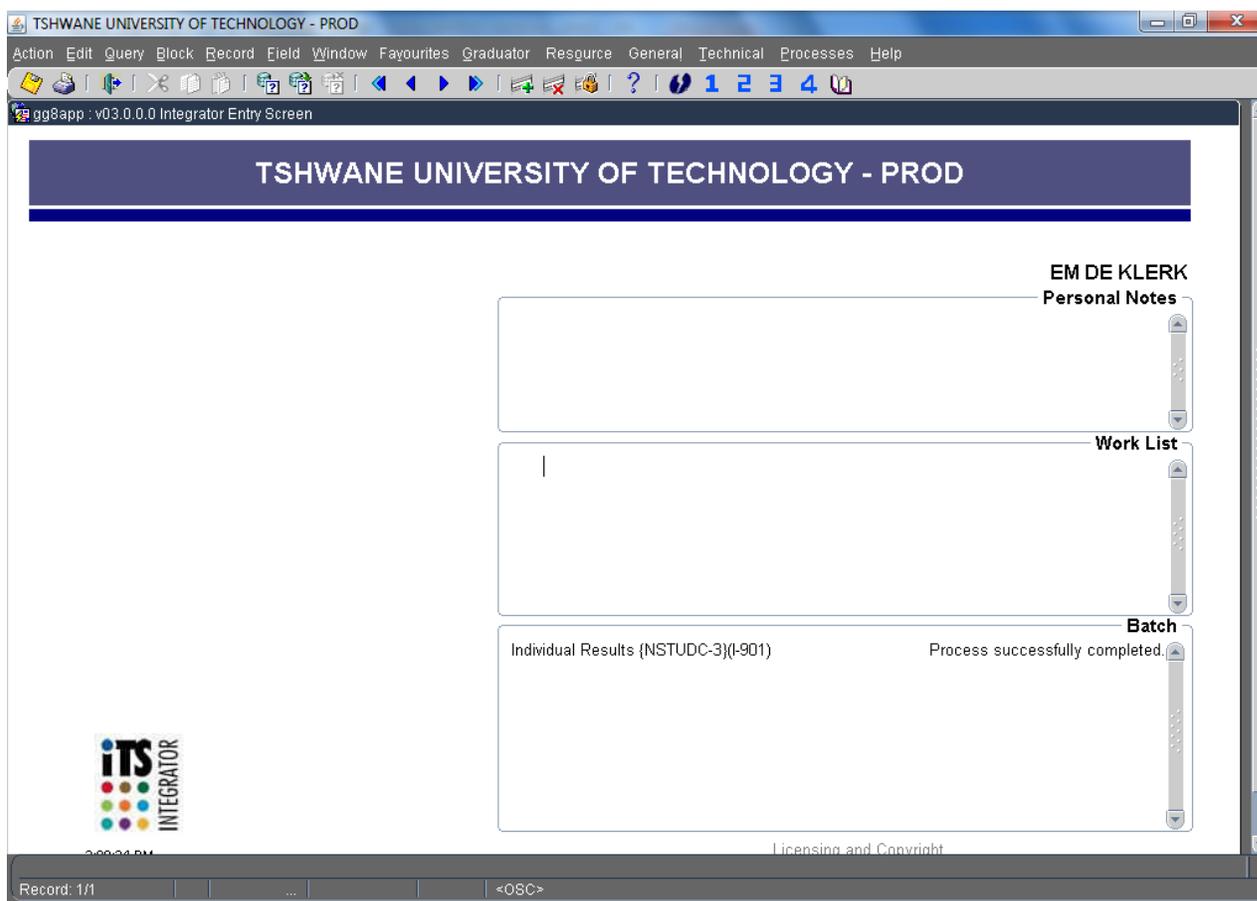
## LIST OF MARK TYPES

Code	Description
MS	MILESTONES
UM	USERMIX
CE	CONTINUOUS EVALUATION
TM	TEST MARK
AS	ASSIGNMENT
CT	CLASS TEST
EX	EXPERIENTIAL LEARNING
HW	HOME WORK
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
CH	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
P	PASS
PD	PASS WITH DISTINCTION
RL	LATE SUPPLEMENTARY
RN	REPORT NOT SUBMITTED

## ENTER MARK TYPE ASSESSMENT MARKS ON ITS (SSTUD1-2) (AM004)



The screenshot displays the ITS Integrator software interface. At the top, a blue header bar reads "TSHWANE UNIVERSITY OF TECHNOLOGY - PROD". Below this, a menu bar includes "Action", "Edit", "Query", "Block", "Record", "Field", "Window", "Favourites", "Graduator", "Resource", "General", "Technical", "Processes", and "Help". A toolbar with various icons is visible below the menu. The main window title is "gg8app : v03.0.0.0 Integrator Entry Screen".

The interface is divided into several sections:

- EM DE KLERK Personal Notes:** A text area for entering personal notes, currently empty.
- Work List:** A list area for work items, currently empty.
- Batch:** A section showing the status of a batch process. It displays "Individual Results (NSTUDC-3)(I-901)" and "Process successfully completed.".

In the bottom left corner, there is a logo for "ITS INTEGRATOR" consisting of a grid of colored dots. In the bottom right corner, the text "Licensing and Copyright" is visible. The status bar at the very bottom shows "Record: 1/1" and "<OSC>".

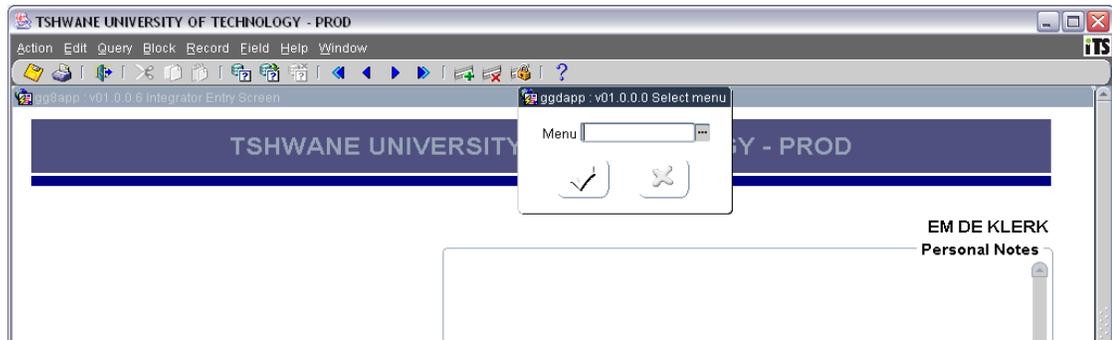
## IMPORTANT INFORMATION

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.**

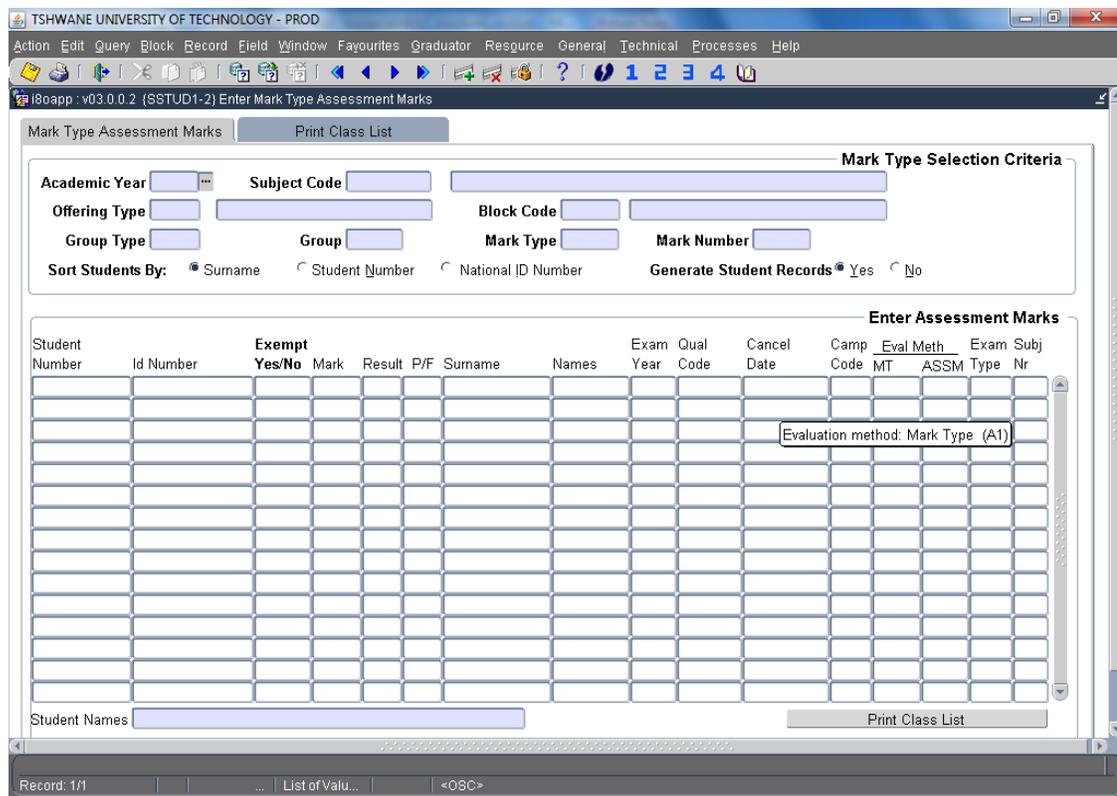
6. If you leave the space open, the student’s full period mark (or final mark in the case of Continuous Evaluation subjects) will only be calculated from the number of assessment marks entered (e.g. only 3 of the 4 marks will be considered and the full period mark will be the average of only the 3 assessments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

Press <F1> (or click on  icon)



Type in **SSTUD1-2**

The following screen will appear:



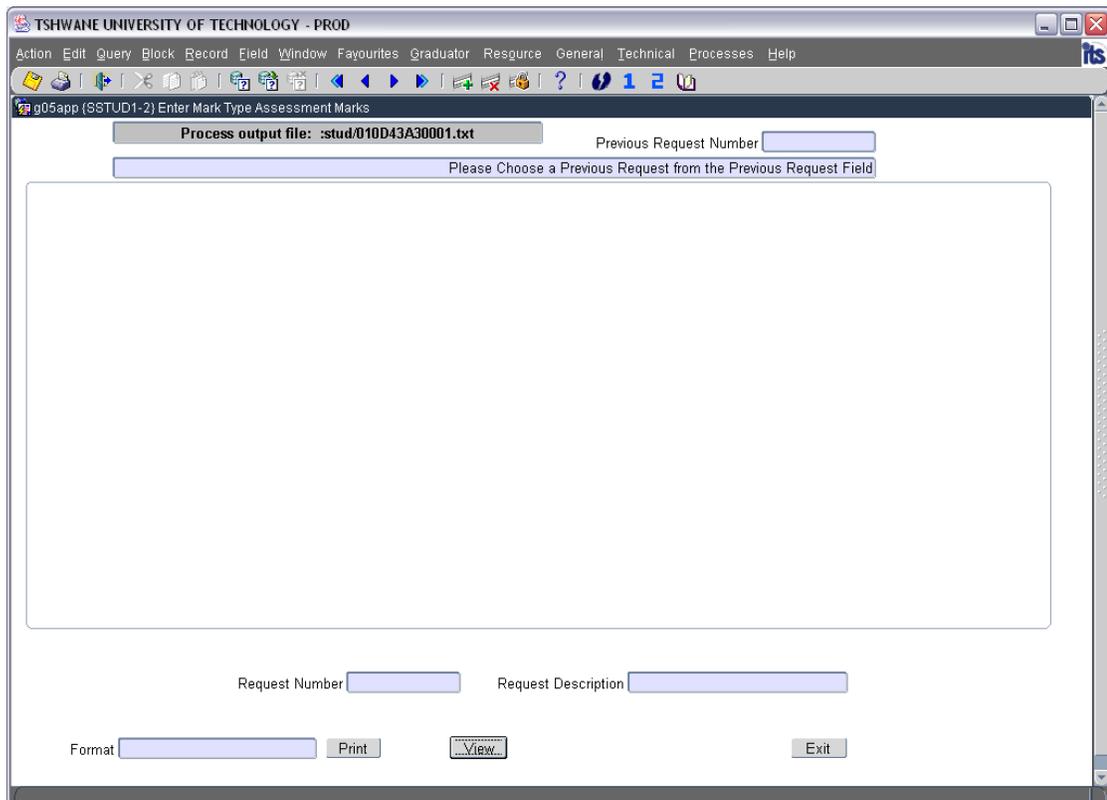
1. Enter Academic Year, Press <Tab> or <Enter>
2. Enter Subject Code, Press <Tab> or <Enter>
3. Enter Offering Type, Press <Tab> or <Enter>
4. Enter Block Code, Press <Tab> or <Enter>
5. Enter Group Type, Press <Tab> or <Enter>
6. Enter (Class) Group, Press <Tab> or <Enter>
7. Enter Mark Type, Press <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.

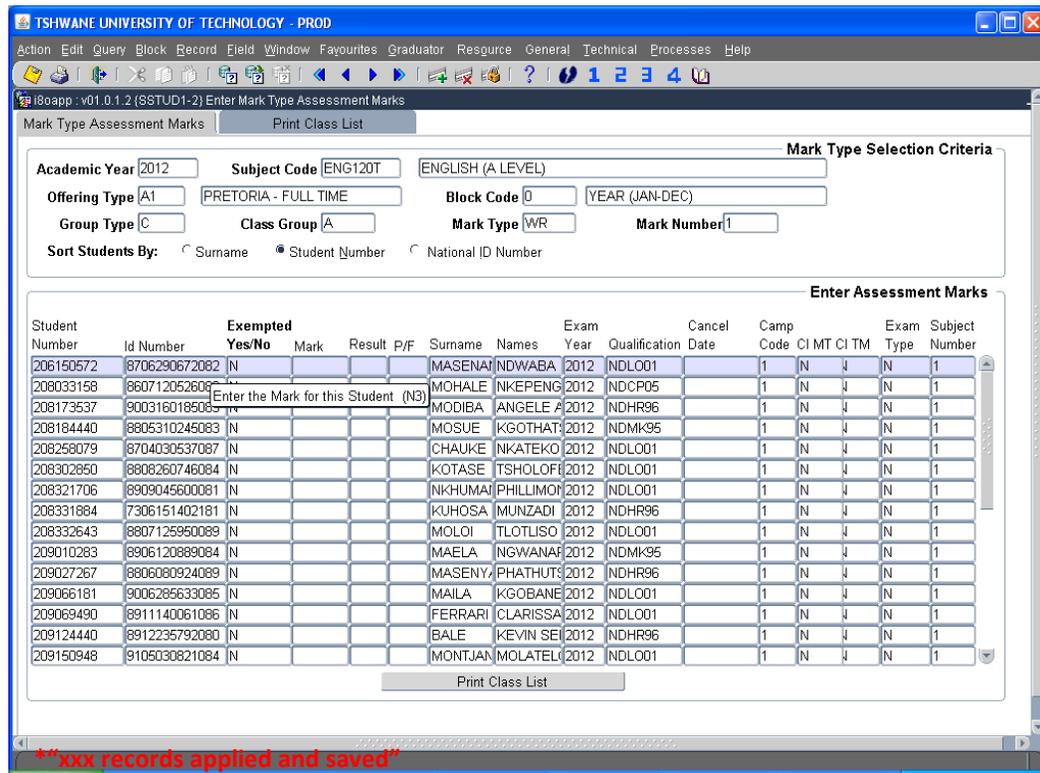
Press <Page down> (or click on  icon) to get the list of registered students

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



Click on 'Exit'

The following screen will appear:



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 list 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.

The screenshot shows a web browser window titled "TSHWANE UNIVERSITY OF TECHNOLOGY - PROD". The browser address bar shows "http://boapp.v01.0.1.2 (SSTUD1-2) Enter Mark Type Assessment Marks". The page has two tabs: "Mark Type Assessment Marks" and "Print Class List". The main content area is titled "Enter the Remaining Selection Criteria for the Class List and Exit to Print the List".

The form contains the following fields and options:

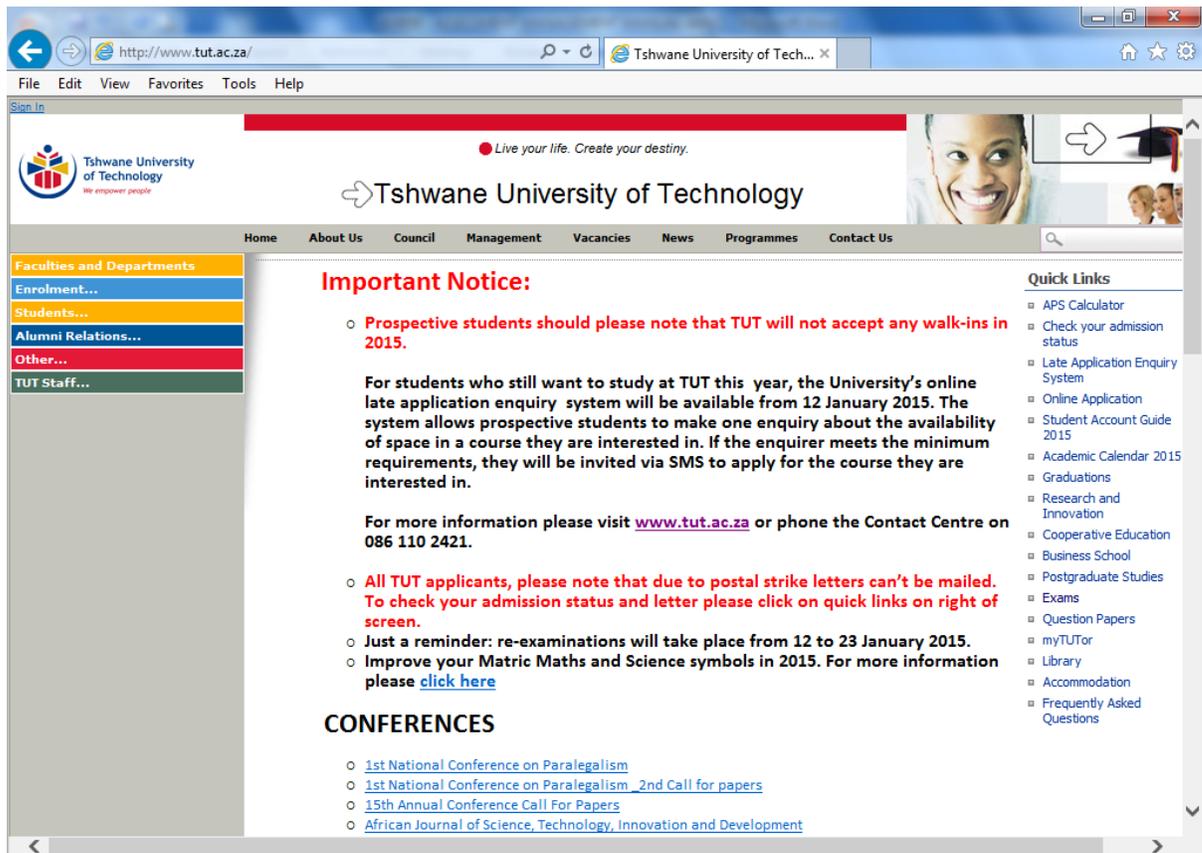
- Faculty:
- Department:
- Lecturer:
- Language:
- Assessment Marks:  Include  Exclude
- Test Average:  Include  Exclude
- Standard Deviation:  Include  Exclude
- Print Student Detail:
- Include Students who have Already Passed this Subject:  Yes  No
- Order Students:  Alphabetically  Numerically
- Group Type:
- Start Group:
- End Group:
- Qualification:
- Mark Type:
- Start Assessment Number:
- End Assessment Number:  (Maximum Of Ten Assessments)

At the bottom of the window, there is a status bar showing "Record: 1/1" and "<OSC>".

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)



The screenshot shows the Tshwane University of Technology website. The browser address bar displays <http://www.tut.ac.za/>. The website header includes the university logo, the tagline "Live your life. Create your destiny.", and the name "Tshwane University of Technology". A navigation menu contains links for Home, About Us, Council, Management, Vacancies, News, Programmes, and Contact Us. A search bar is located on the right side of the header.

The main content area features an "Important Notice:" section with the following text:

**Prospective students should please note that TUT will not accept any walk-ins in 2015.**

For students who still want to study at TUT this year, the University's online late application enquiry system will be available from 12 January 2015. The system allows prospective students to make one enquiry about the availability of space in a course they are interested in. If the enquirer meets the minimum requirements, they will be invited via SMS to apply for the course they are interested in.

For more information please visit [www.tut.ac.za](http://www.tut.ac.za) or phone the Contact Centre on 086 110 2421.

**All TUT applicants, please note that due to postal strike letters can't be mailed. To check your admission status and letter please click on quick links on right of screen.**

Just a reminder: re-examinations will take place from 12 to 23 January 2015.

Improve your Matric Maths and Science symbols in 2015. For more information please [click here](#)

The "Quick Links" section on the right side of the page lists the following items:

- APS Calculator
- Check your admission status
- Late Application Enquiry System
- Online Application
- Student Account Guide 2015
- Academic Calendar 2015
- Graduations
- Research and Innovation
- Cooperative Education
- Business School
- Postgraduate Studies
- Exams
- Question Papers
- myTUTor
- Library
- Accommodation
- Frequently Asked Questions

The "CONFERENCES" section at the bottom lists the following items:

- [1st National Conference on Paralegalism](#)
- [1st National Conference on Paralegalism \\_2nd Call for papers](#)
- [15th Annual Conference Call For Papers](#)
- [African Journal of Science, Technology, Innovation and Development](#)

## 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.

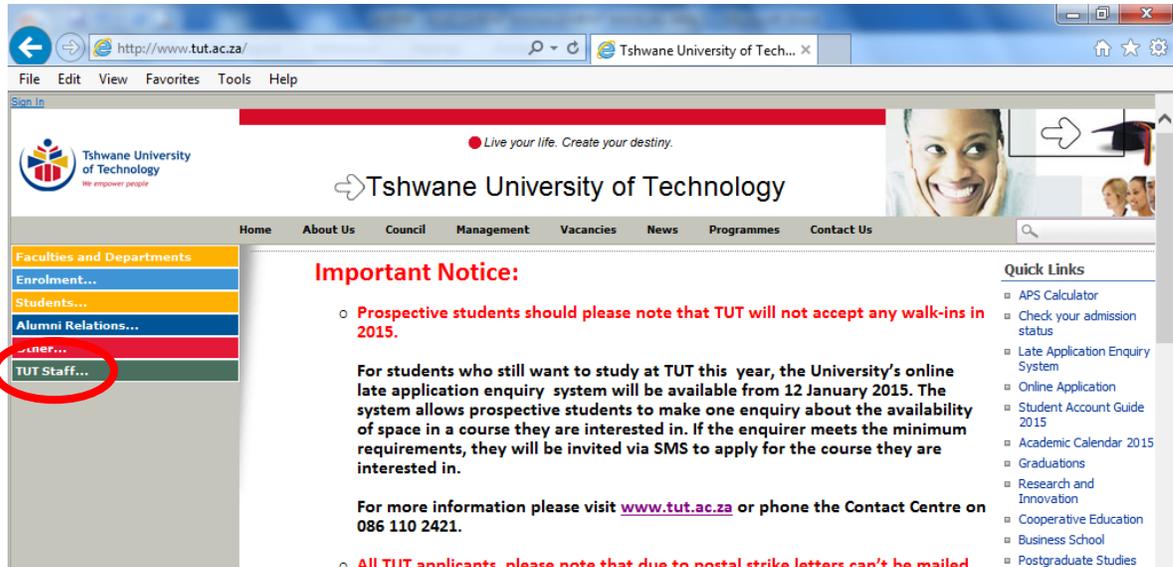
1. You need a TUT e-mail address to register on StaffPortal. Your Departmental Administrator can send an e-mail to Helpdesk ([Servicedesk@tut.ac.za](mailto:Servicedesk@tut.ac.za) / [Servicedesk2@tut.ac.za](mailto:Servicedesk2@tut.ac.za)) and provide:
  - Name and Surname as it should appear on MS Outlook
  - Personnel number
  - Department
  - Telephone and fax number
  - Campus
2. To link subject code(s) to your personnel number, send an e-mail to Leandra Godefroy ([GodefroyL@tut.ac.za](mailto:GodefroyL@tut.ac.za)) and Tebogo Thantsa ([ThantsaTU@tut.ac.za](mailto:ThantsaTU@tut.ac.za)). 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

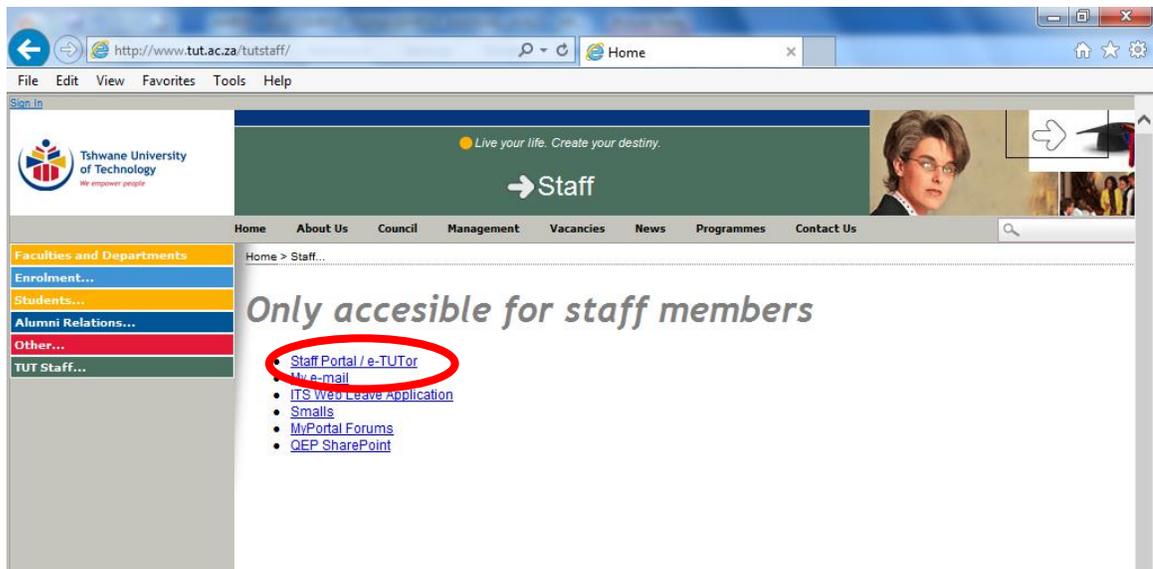
[www.tut.ac.za](http://www.tut.ac.za)



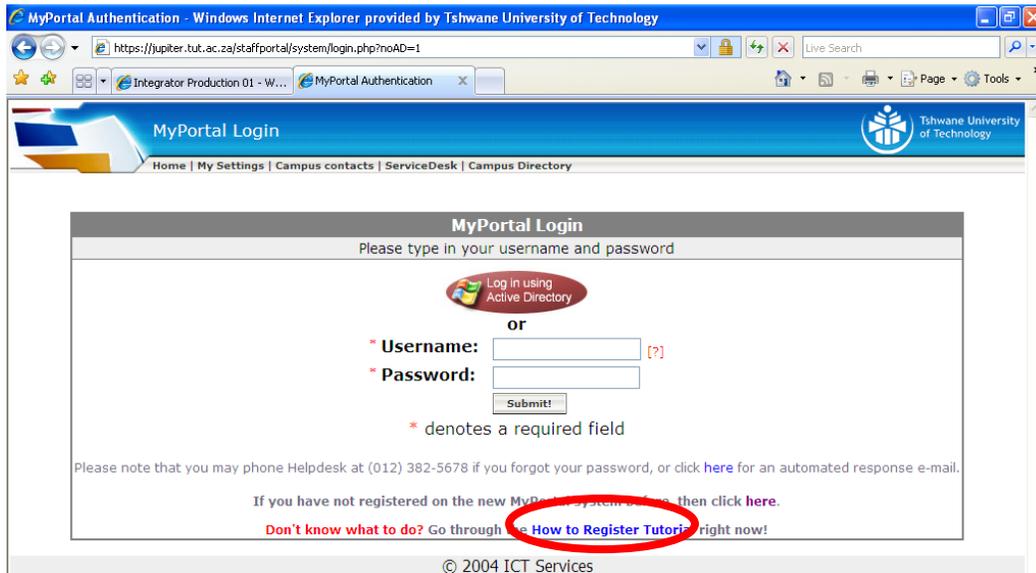
Click on TUT Staff



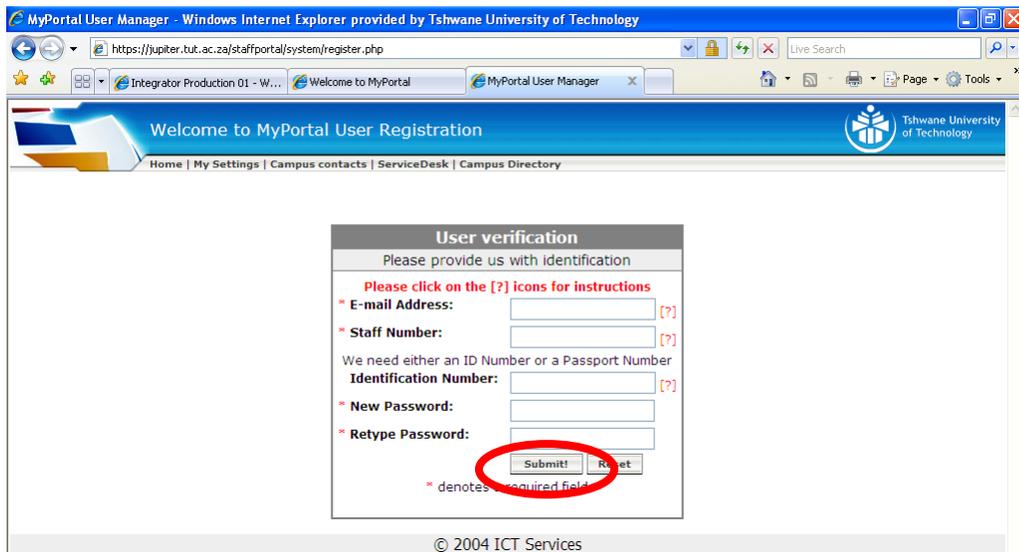
Click on Staff Portal/e-Tutor



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



Complete the required information and click on Submit



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



Click on ITS Web Leave Application

https://jupiter.tut.ac.za/staffportal/index.php

Welcome to MyPortal

File Edit View Favorites Tools Help

- Calendars
- Training Opportunities
- NTRF - Alexander Forbes
- Dénisburg Restaurant
- Tariff List 2015
- Part Time Tariffs 2014
- Circulars 2014

**Applications**

- **Human Resources**
- ITS Web Asset Movement
- **ITS Web Leave Application**
- Log out Services
- Staff Parking

**MyPortal Forums**

- MyPortal Forums
- Salaries
- Electronic Pavslin

human rights and policing.

**Seminar focuses on careers in Language Practice**

published on 2014-11-27 | viewed 290 times | 2 comments | [archive/search](#)

by Mokete Radebe

The Department of Applied Languages held a job preparedness seminar for students at the Soshanguve South Campus on 11 November. With the theme "Career in Language Practice," the aim of the seminar was to empower students with further soft skills required to enter the job market.

**HoD elected vice-president of international body**

published on 2014-11-26 | viewed 473 times | 11 comments | [archive/search](#)

by Mokete Radebe



Click on Apply for leave: myself

https://jupiter.tut.ac.za/staffportal/apps/its/leave.php

Welcome to MyPortal

File Edit View Favorites Tools Help

**TUT Online Leave** Tshwane University of Technology

Home | My Settings | Campus contacts | ServiceDesk | Campus Directory

Home

**For your Information**

This is Esther's MyPortal. If you're not Esther, you may log in [here](#).

**Search MyPortal**

Can't find what you're looking for?

\*

\* denotes a required field

**Main menu**

0.0090 seconds

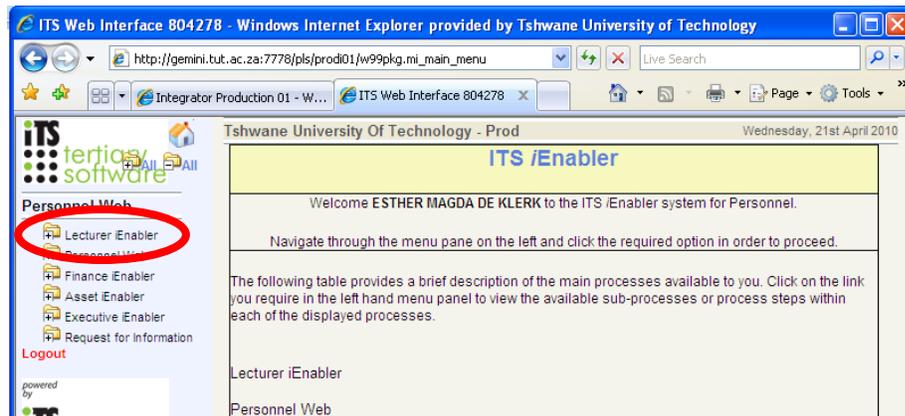
**Welcome to the Electronic Leave System**

Select one of the options below.

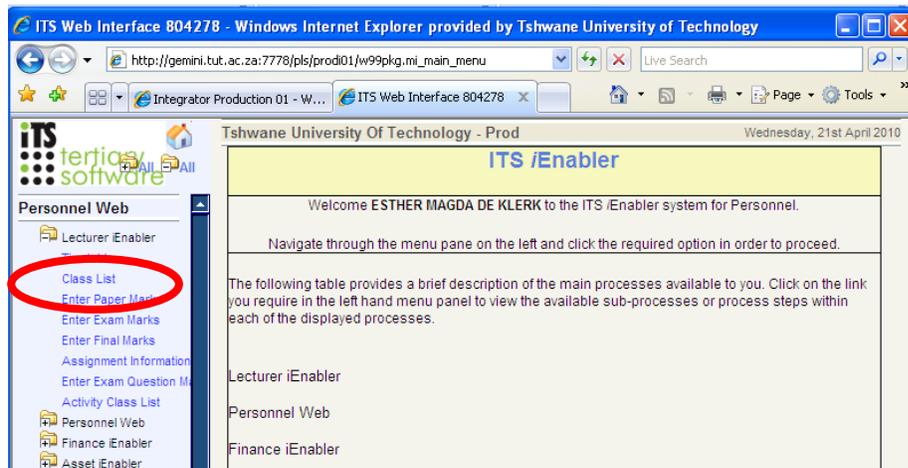
- **apply for leave: myself (Esther)**
- [apply for leave: dependent](#)
- [Return to the Main Page](#)



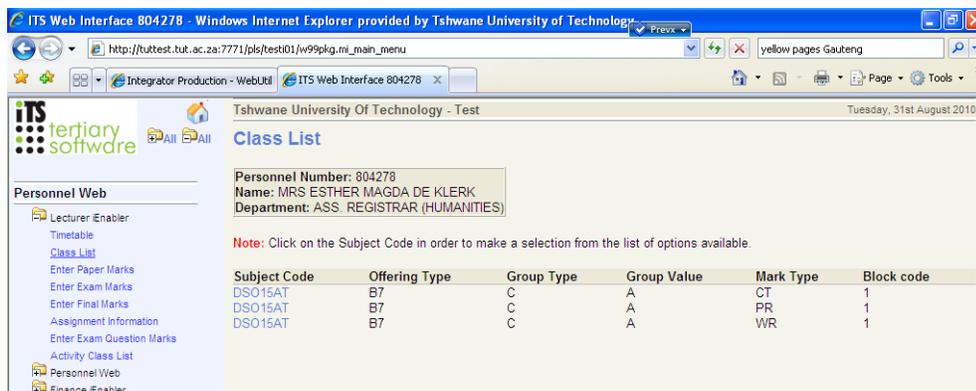
Click on Lecturer iEnabler/Lecturer Web



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.

ITS Web Interface 804278 - Windows Internet Explorer provided by Tshwane University of Technology

http://tuttest.but.ac.za:7771/pls/feet01/w99pkg\_mi\_main\_menu

Tshwane University Of Technology - Test

Class List

Personnel Number: 804278  
Name: MRS ESTHER MAGDA DE KLERK  
Department: ASS. REGISTRAR (HUMANITIES)

Note: Click on the Subject Code in order to make a selection from the list of options available.

Subject Code	Offering Type	Group Type	Group Value	Mark Type	Block code
DSO15AT	B7	C	A	CT	1
DSO15AT	B7	C	A	PR	1
DSO15AT	B7	C	A	WR	1

Choose an option

- DEVELOPMENT SOFTWARE IA
- View Attendance List
- View Class List
- Enter Assessment Marks Numerical
- Enter Assessment Marks Alphabetical
- Enter Full Period Marks Numerical
- Enter Full Period Marks Alphabetical
- View Calculation Criteria



Click on Enter Assessment Marks (Numerical/Alphabetical)

ITS Web Interface 804278 - Windows Internet Explorer provided by Tshwane University of Technology

http://tuttest.but.ac.za:7771/pls/feet01/w99pkg\_mi\_main\_menu

Tshwane University Of Technology - Test

Enter Assessment Marks - Numerical

Personnel Number: 804278  
Name: MRS ESTHER MAGDA DE KLERK  
Department: ASS. REGISTRAR (HUMANITIES)

Note: Select a Mark Number from the list provided and click 'Enter marks' button to enter assessment marks for the selected subject.

Year	2010
Subject	DSO15AT - DEVELOPMENT SOFTWARE IA
Offering Type	B7 - SOSHANGUVE (SOUTH) - DAY CLASS
Group Type	C - Class Group
Group Value	A -
Mark Type	WR
Block Code	1 - FIRST SEMESTER (JAN-JUN)

Mark Number: 1

Enter Marks



Select the Mark Number and Click on Enter Marks

ITS Web Interface 804278 - Windows Internet Explorer provided by Tshwane University of Technology

http://tuttest.tut.ac.za:7771/pls/testi01/w99pkg.mi\_main\_menu

Tshwane University Of Technology - Test

Tuesday, 31st August 2010

### Enter Assessment Marks - Numerical

Personnel Number: 804278  
 Name: MRS ESTHER MAGDA DE KLERK  
 Department: ASS. REGISTRAR (HUMANITIES)

**Note:** Cancelled subjects will not be updated.

Year	2010
Subject	DSO15AT - DEVELOPMENT SOFTWARE IA
Offering Type	B7 - SOSHANGUVE (SOUTH) - DAY CLASS
Campus	50 - Soshanguve (South) Campus
Group Type	C - Class Group
Group Code	A -
Mark Type	WR Competency Indicator: No
Block	1 - FIRST SEMESTER (JAN-JUN)
Mark Number	1 Competency Indicator: No

Student	Mark	Result	Pass/Fail Exam	Year	Qual	Cancel Date	Exam Type
205281443	20	F - FAIL	F	2010	NDIT04		N
MMASAPE MAGDELINE MODIBA							
205338071	55	P - PASS	P	2010	NDIT04		N
BALISA PRECIOUS GWELE							
206295864	68	P - PASS	P	2010	NDIT04		N
DIPHATJE JOHANNES PHAAHLA							
207034592	95	P - PASS	P	2010	NDIT04		N
MUHLURI JOSHUA SHIVAMBU							
207045322	10	F - FAIL	F	2010	NDIT04		N
KGALADI MARRIAM MAREDI							
207066508				2010	NDIT04		N

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Choose an Option



At the end of the list, Click on Save

ITS Web Interface 804278 - Windows Internet Explorer provided by Tshwane University of Technology

http://tuttest.tut.ac.za:7771/pls/testi01/w99pkg.mi\_main\_menu

Tshwane University Of Technology - Test

Tuesday, 31st August 2010

Student	Mark	Result	Pass/Fail Exam	Year	Qual	Cancel Date	Exam Type
210309434		Select Result		2010	NDIT04		N
LINDOKUHLÉ THUTHUKA VILAKAZI							
210342206		Select Result		2010	NDIT04		N
WELILE HAPPINESS MNGADI							
210342559		Select Result		2010	NDIT04		N
MABONE KALENKY MASEMOLA							
210343784		Select Result		2010	NDIT04		N
KABELO SIPHO MODUBU							
210344713		Select Result		2010	NDIT04		N
AMUKELANI UMBRA MAKONDO							
210345086		Select Result		2010	NDIT04		N
PHENIUS RAPULA KGAKGE							
210345353		Select Result		2010	NDIT04		N
LINDELANI EDWIN LEGABE							
210345892		Select Result		2010	NDIT04		N
THABO NAKAMPE SELOWA							
210347348		Select Result		2010	NDIT04		N
ONKE MVANANA							
210350721		Select Result		2010	NDIT04		N
PHILILE NOMCEBO SIBOZA							
210350837		Select Result		2010	NDIT04		N
TJAPELONG DESMOND MOLEMA							
210351000	45	F - FAIL	F	2010	NDIT04		N
LERATO JOHANNES BANKANE							

Save Revert Changes

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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

ITS tertiary software

Personnel Web

Lecturers Web

Timetable

**Class List**

Enter Paper Marks

Enter Exam Marks

Enter Final Marks

Assignment Information

Enter Exam Question Marks

Activity Class List

Graduation Dress and Attendance

Cohorts

Attendance Register

Personnel Web

TUT Integrator - TEST

Wednesday, 10th October 2012

Class List

Personnel Number: 804278  
Name: MRS ESTHER MAGDA DE KLERK  
Department: ASSESSMENT MANAGEMENT

Note: Click on the Subject Code in order to make a selection from the list of options available.

Subject Code	Offering Type	Group Type	Group Value	Mark Type	Block code
BIR400T	B8	C	A	AS	4
BIR400T	B8	C	A	PJ	4
CMN200T	A1	C	A	AS	4
CMN200T	A1	C	A	PR	4
CMN200T	A1	C	A	WR	4



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

ITS tertiary software

Personnel Web

Lecturers Web

Timetable

**Class List**

Enter Paper Marks

Enter Exam Marks

Enter Final Marks

Assignment Information

Enter Exam Question Marks

Activity Class List

Graduation Dress and Attendance

Cohorts

Attendance Register

Personnel Web

Access Control

Finance Enabler

Asset Enabler

Executive Enabler

Request for Information

Logout

TUT Integrator - TEST

Wednesday, 10th October 2012

Class List

Personnel Number: 804278  
Name: MRS ESTHER MAGDA DE KLERK  
Department: ASSESSMENT MANAGEMENT

Note: Click on the Subject Code in order to make a selection from the list of options available.

Subject Code	Offering Type	Group Type	Group Value	Mark Type	Block code
BIR400T	B8	C	A	AS	4
BIR400T	B8	C	A	PJ	4
CMN200T	A1	C	A	AS	4
CMN200T	A1	C	A	PR	4
CMN200T	A1	C	A	WR	4

Choose an option

CONSTRUCTION MANAGEMENT II

View Attendance List

View Class List

Enter Assessment Marks Numerical

Enter Assessment Marks Alphabetical

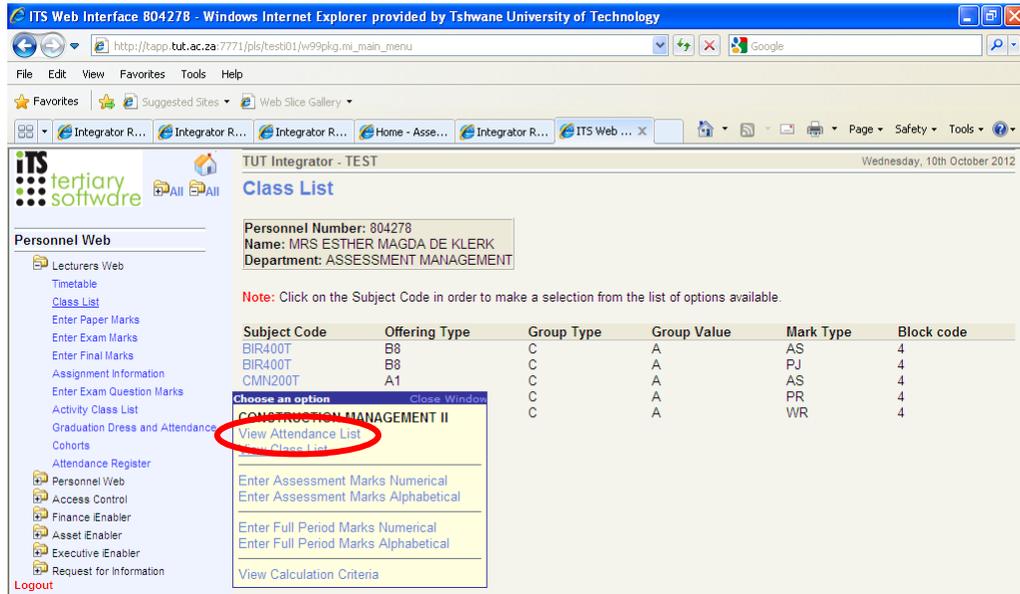
Enter Full Period Marks Numerical

Enter Full Period Marks Alphabetical

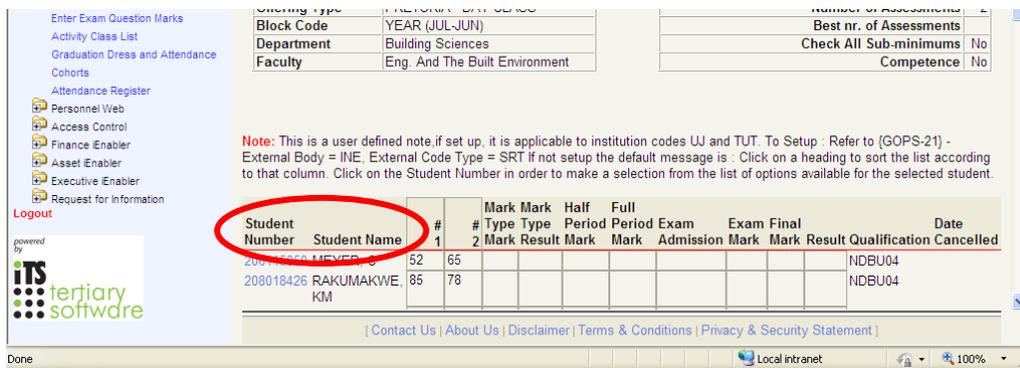
View Calculation Criteria



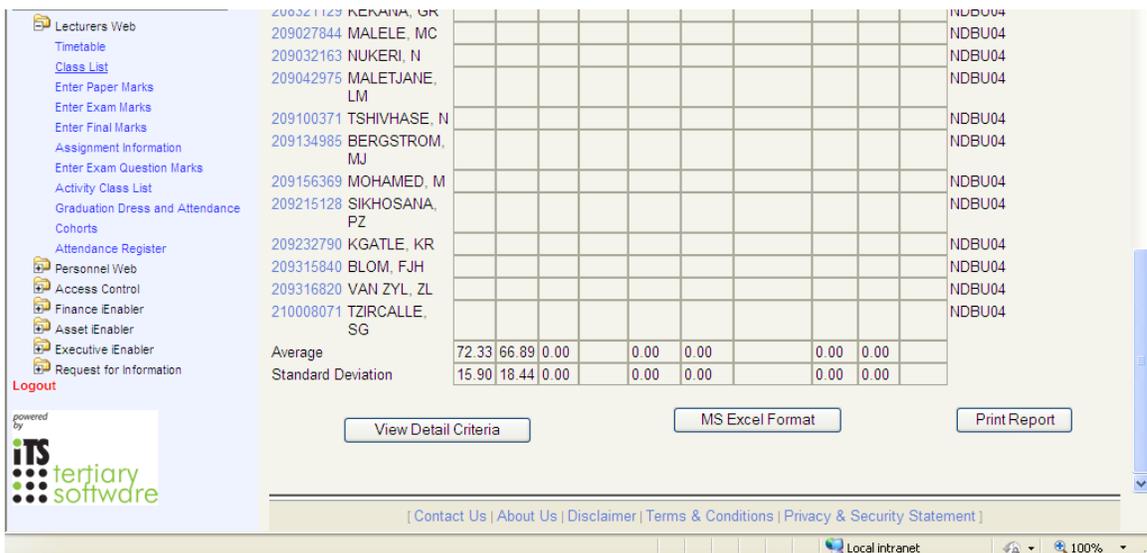
Click on View Class List



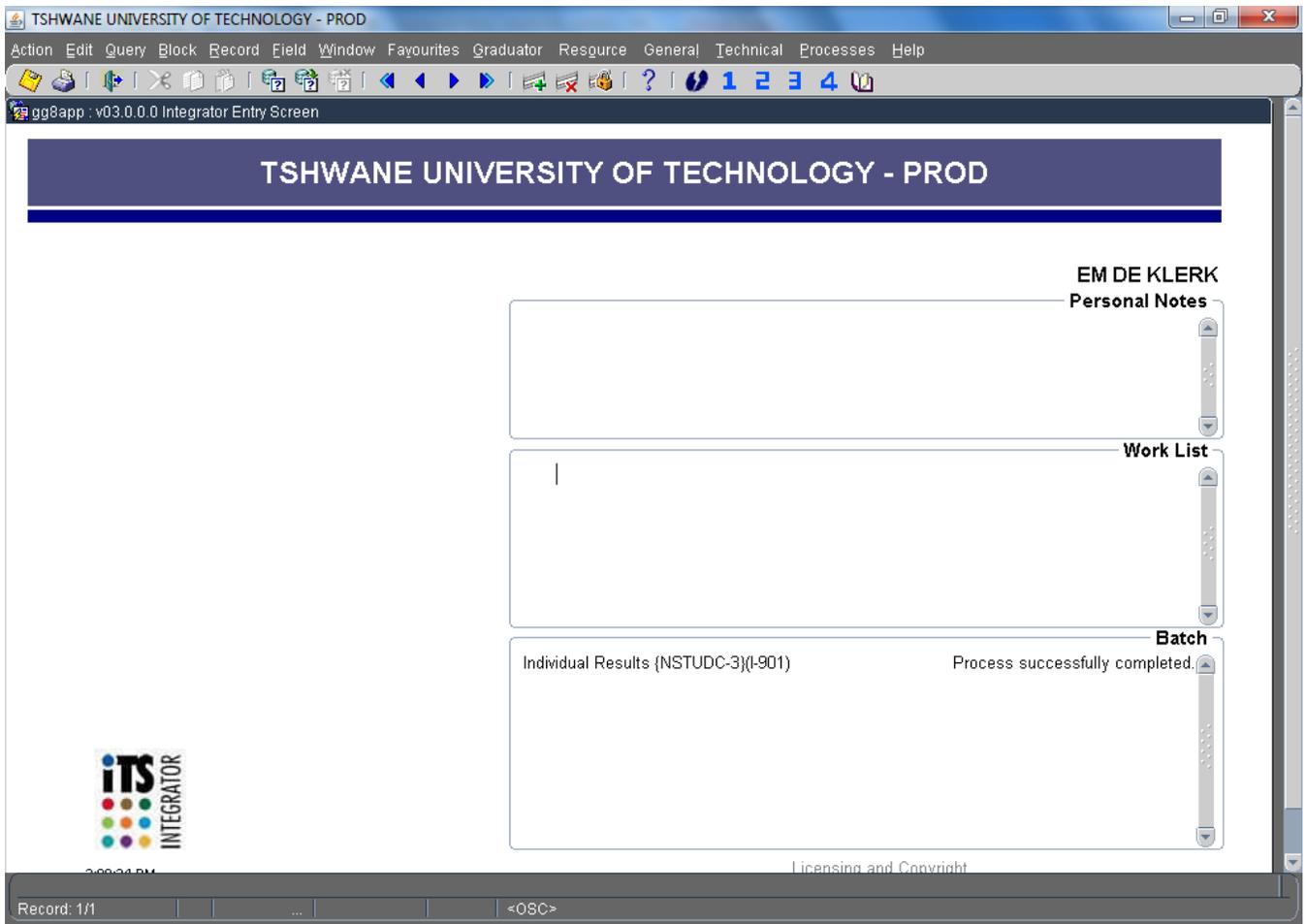
You can sort the list according to the student numbers OR student name by clicking on the relevant heading.



At the end of the list you get the option to open the class list in MS Excel format or Print the report.



## PRINT CLASS LIST FROM ITS (SSTURL-1) (AM002)



The screenshot displays the ITS Integrator software interface. The window title is "TSHWANE UNIVERSITY OF TECHNOLOGY - PROD". The menu bar includes "Action", "Edit", "Query", "Block", "Record", "Field", "Window", "Favourites", "Graduator", "Resource", "General", "Technical", "Processes", and "Help". The toolbar contains various icons for file operations and navigation. The main content area features a dark blue header with the text "TSHWANE UNIVERSITY OF TECHNOLOGY - PROD". Below the header, there are three vertically stacked panels on the right side, each with a scroll bar:

- EM DE KLERK Personal Notes**: An empty text area.
- Work List**: An empty list area.
- Batch**: Contains the text "Individual Results (NSTUDC-3){(I-901)" and "Process successfully completed.".

In the bottom left corner, there is a logo for "ITS INTEGRATOR" consisting of a grid of colored dots. The bottom status bar shows "Record: 1/1" and "<OSC>".

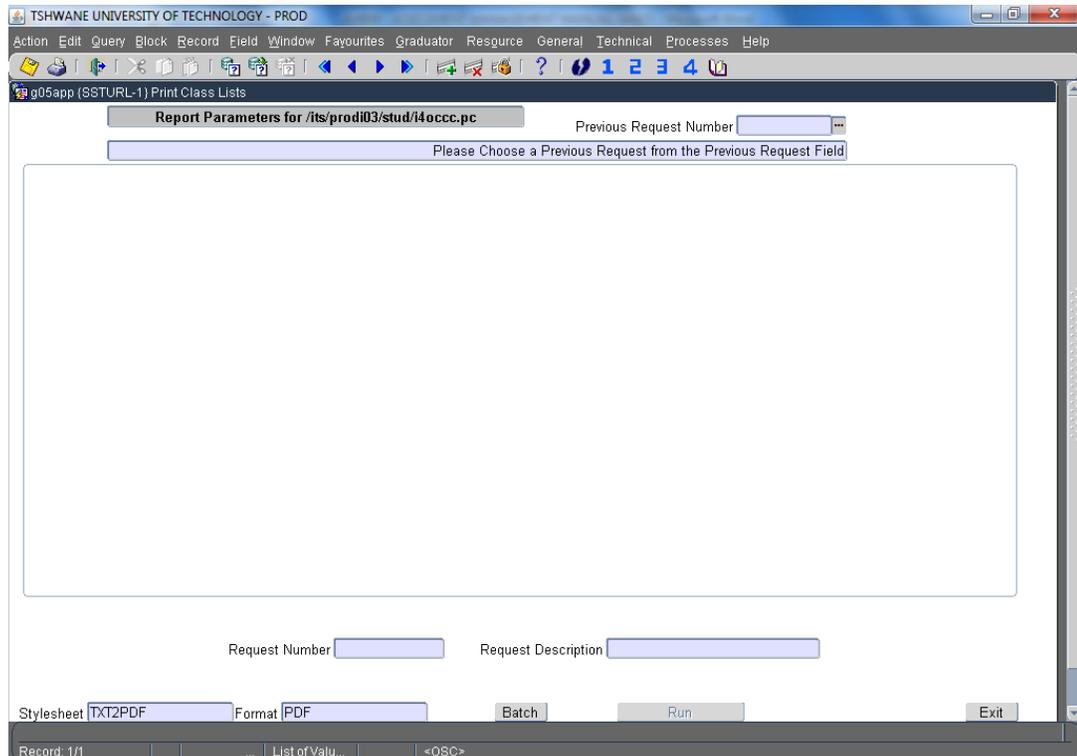
## IMPORTANT INFORMATION

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).

Press <F1> (or  icon)

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

The following screen will appear:



**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>
2. Enter block code (e.g. **1** for 1<sup>st</sup> Semester / **2** for 2<sup>nd</sup> 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"

TSHWANE UNIVERSITY OF TECHNOLOGY - PROD

Action Edit Query Block Record Field Window Favourites Graduator Resource General Technical Processes Help

g05app (SSTURL-1) Print Class Lists

**Report Parameters for /its/prodi03/stud/i40ccc.pc** Previous Request Number

Please Choose a Previous Request from the Previous Request Field

Enter Academic Year (N4)

Enter First Block Code to Include or ALL (A3)  SECOND SEMESTER (JUL-DEC)

Enter Next Block Code to Include or <Enter> to Continue (A2)

Enter Start Faculty Code (N4)

Enter End Faculty Code (N4)

Enter Start Department Code (N4)

Enter End Department Code (N4)

Enter First Subject Code to Include or ALL (A7)  ENGLISH (A LEVEL)

Enter Next Subject Code to Include or <Enter> to Continue (A7)

Enter Qualification Code or ALL (A6)

Enter First Offering type to Include or ALL (A2)  PRETORIA - FULL TIME

Enter Next Offering type to Include or <Enter> to Continue (A4)

Print Group List for One of the Following Group Types

1. (C)lass Group
2. (E)xam Group
3. (P)ractical Group
4. (T)utorial Group

Enter The Group Type (A1)

Enter Start Group (A2)

Enter End Group (A2)

Request Number  Request Description

Stylesheet  Format  Batch  Run  Exit

Record: 1/1 ... <OSC>

TSHWANE UNIVERSITY OF TECHNOLOGY - PROD

Action Edit Query Block Record Field Window Favourites Graduator Resource General Technical Processes Help

g05app (SSTURL-1) Print Class Lists

**Report Parameters for /its/prodi03/stud/i40ccc.pc** Previous Request Number

Please Choose a Previous Request from the Previous Request Field

Print Group List for One of the Following Group Types

1. (C)lass Group
2. (E)xam Group
3. (P)ractical Group
4. (T)utorial Group

Enter The Group Type (A1)

Enter Start Group (A2)

Enter End Group (A2)

Enter Lecturer Code or ALL (A9)

Enter First Exam type to Include or ALL (A1)

Enter First Exam type to Exclude or <Enter> to Continue (A1)

Include Students with Preferred language (A)/(E) or (B)oth (A1)

[I]nclude or (E)xclude Mark Type Marks (A1)

Request Number  Request Description

Stylesheet  Format  Batch  Run  Exit

Record: 1/1 ... <OSC>

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)

**Report Parameters for /its/prodi03/stud/i4occc.pc** Previous Request Number

Please Choose a Previous Request from the Previous Request Field

Print Group List for One of the Following Group Types

1. (C)lass Group
2. (E)xam Group
3. (P)ractical Group
4. (T)utorial Group

Enter The Group Type (A1)

Enter Start Group (A2)

Enter End Group (A2)

Enter Lecturer Code or ALL (A9)

Enter First Exam type to Include or ALL (A1)

Enter First Exam type to Exclude or <Enter> to Continue (A1)

Include Students with Preferred language (A)(E) or (B)oth (A1)

[I]nclude or (E)xclude Mark Type Marks (A1)

[I]nclude Or (E)xclude Assessment Marks (A1)

Enter Mark Type (A2)  WRITTEN TEST

Start Assessment Number (N2)

End Assessment Number (N2)

Request Number  Request Description

Stylesheet  Format  Batch  Run  Exit

Record: 1/1 ... <OSC>

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

**Report Parameters for /its/prodi03/stud/i4occc.pc** Previous Request Number

Please Choose a Previous Request from the Previous Request Field

Enter First Exam type to Include or ALL (A1)

Enter First Exam type to Exclude or <Enter> to Continue (A1)

Include Students with Preferred language (A)(E) or (B)oth (A1)

[I]nclude or (E)xclude Mark Type Marks (A1)

[I]nclude Or (E)xclude Assessment Marks (A1)

Enter Mark Type (A2)  WRITTEN TEST

Start Assessment Number (N2)

End Assessment Number (N2)

Select Students (B)elow / (A)bove-and -include Cut-off Final Mark (A1)

Enter Cut-off Final Mark (N4)

[I]nclude or (E)xclude Average (A1)

[I]nclude or (E)xclude Standard Deviation (A1)

Print one of the following

1. Student Number
2. Identity Number
3. Student Name
4. Student Number and Name
5. Identity Number and Name

Enter your Choice (N1)

Request Number  Request Description

Stylesheet  Format  Batch  Run  Exit

Record: 1/1 ... <OSC>

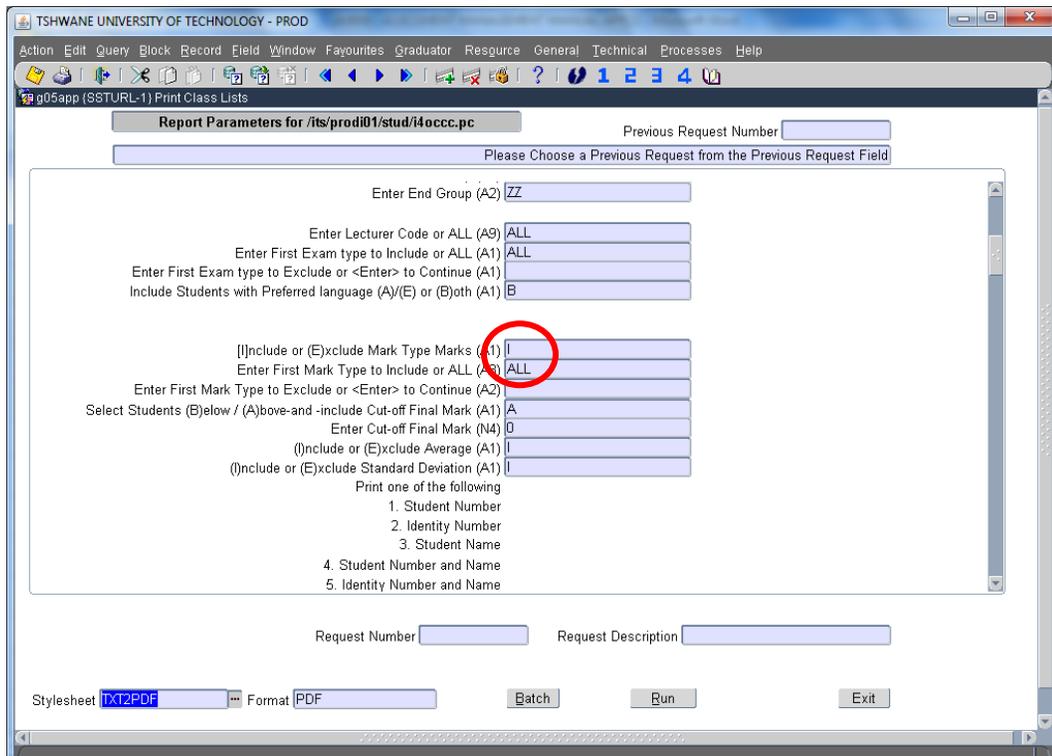


## EXAMPLE: INCLUDE MARK TYPE MARKS

Faculty : 50 - HUMANITIES  
 Dept : 6501 - APPLIED LANGUAGES  
 Subject : ENG120T - ENGLISH (A LEVEL)  
 Offering Type: A1 - PRETORIA - FULL TIME Block Code: 0 - YEAR (JAN-DEC)

Class Group : A  
 Responsible Lecturer(s): 606316 MS S NAIDOO (Primary)  
 607126 MRS G BRINK

Student Name and Number	Mark Type		Per Half	Mark Full	Exam Admit	Exam Mark	Exam Mark	Final Mark	Res	Qualif	Cancelled
	AS	WR									
96106637 MAKGAKA, M										NDMK95	31-JAN-11
97104247 NTHANGENI, NB										NDL001	31-JAN-11
97142203 MOSHWANA, IS	43	F	47	F	35	46	Y	34	40	F	NDHR96
200205729 NTSOANE, HN							N			FA	NDHR96
202027865 NCHABELENG, NM	66	P	63	P	64	64	Y	60	62	P	NDL001

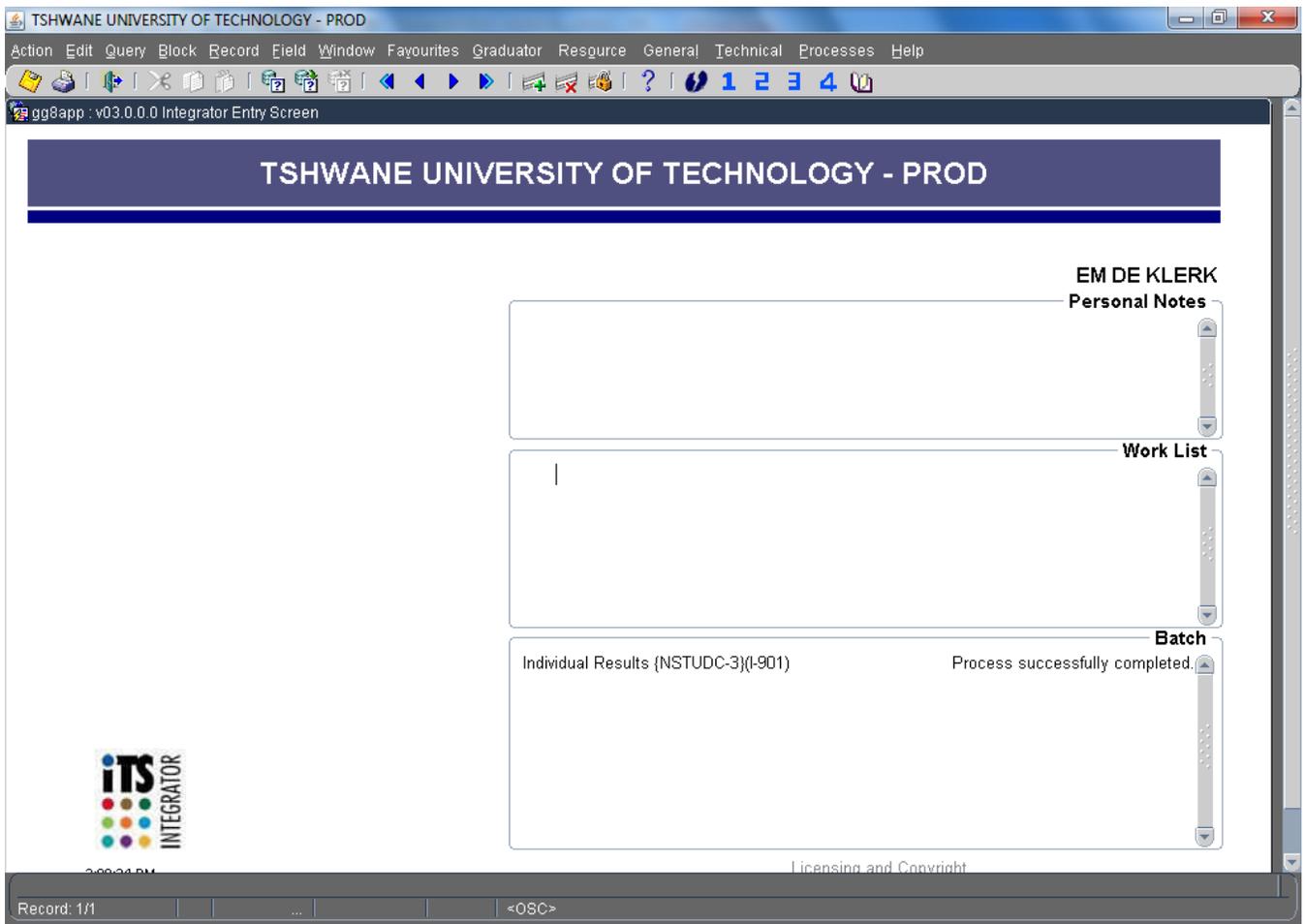




## COMPUTE ASSESSMENT MARKS TO A FULL PERIOD MARK (INCLUDING NON-EXAMINATION SUBJECTS, e.g CONTINUOUS EVALUATION)

### (SSTUD4)

(AM005)



TSHWANE UNIVERSITY OF TECHNOLOGY - PROD

EM DE KLERK  
Personal Notes

Work List

Batch  
Individual Results (NSTUDC-3)(I-901) Process successfully completed.

ITS  
INTEGRATOR

Record: 1/1 ... <OSC>

## 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 – Month 5, Block 2 and 0 – Month 10*)**

**NB: YOU MUST RUN ALL 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**

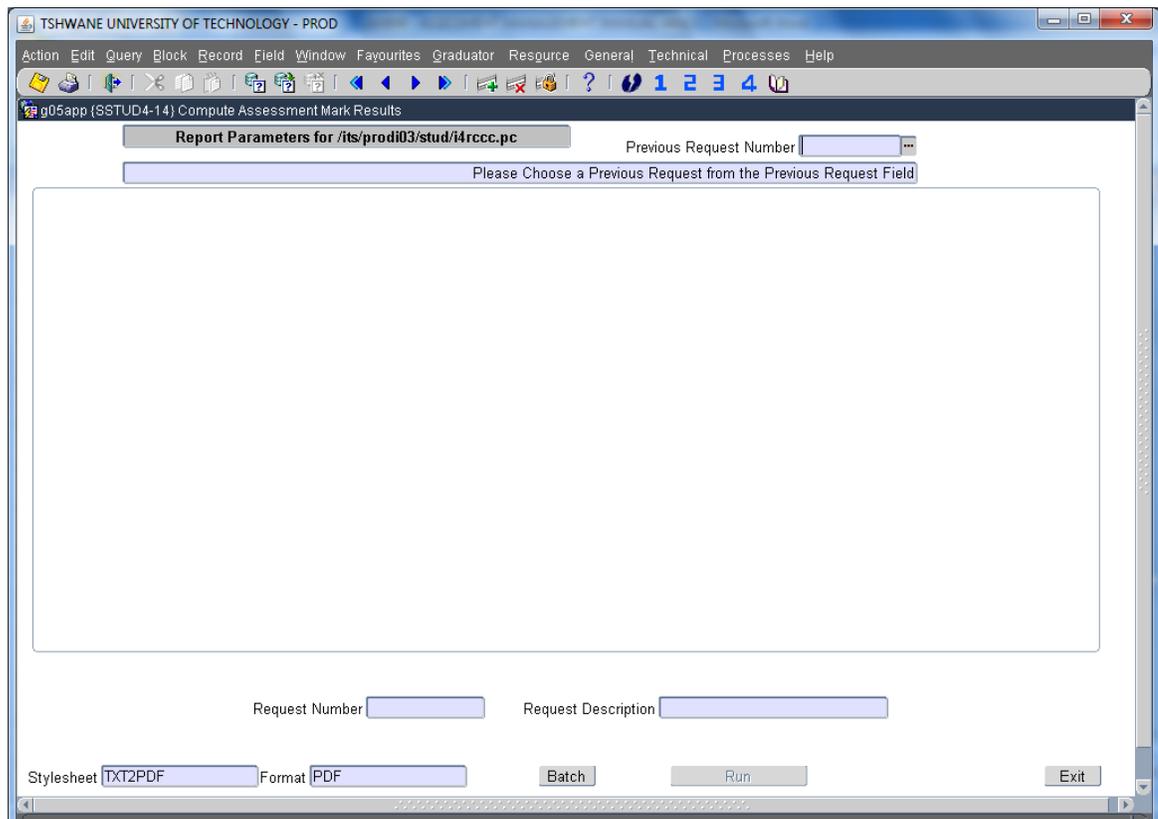
**See next pages for detailed steps**

## **STEP 1 COMPUTE ASSESSMENT MARK RESULTS**

Press <F1> (or  icon)

Type in **SSTUD4-14** and press <Enter>

The following screen will appear:



**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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Action Edit Query Block Record Field Window Favourites Graduator Resource General Technical Processes Help

g05app (SSTUD4-14) Compute Assessment Mark Results

**Report Parameters for /its/prod03/stud/4rccc.pc** Previous Request Number

Please Choose a Previous Request from the Previous Request Field

Enter Academic Year (N4)	2014	
Enter First Block Code to Include or ALL (A2)	0	YEAR (JAN-DEC)
Enter Next Block Code to Include or <Enter> to Continue (A2)		
Enter Faculty Code or ALL (N4)	ALL	
Enter Start Department Code (N4)	0	
Enter End Department Code (N4)	9999	
Enter Campus Code or ALL (N2)	1	Pretoria Campus
Enter Qualification Code or ALL (A6)	ALL	
Enter Subject Code or ALL (A7)	ENG120T	ENGLISH (A LEVEL)
Include Records with a Final Result (A1)	N	
Enter First Offering Type to Include or ALL (A2)	ALL	
Enter First Offering Type to Exclude or <Enter> to Continue (A2)		
Enter Group Type (C / P / T) (A1)	C	
Enter Start Group (A2)	0	
Enter End Group (A2)	ZZ	
Enter First Mark Type to Include or ALL (A2)	ALL	
Enter First Mark Type to Exclude or <ENTER> to Continue (A2)		
Enter Assessment Number or ALL (N4)	ALL	
Enter Student Number or ALL (N9)	ALL	
Sort Students (N)umeric or (A)lphanumeric (N/A) (A1)	N	
Is This A (T)rial Or An (U)pdate Run (A1)	U	

Request Number  Request Description

Stylesheet  Format



### DID YOU SPECIFY YOUR CAMPUS AND SUBJECT CODE?

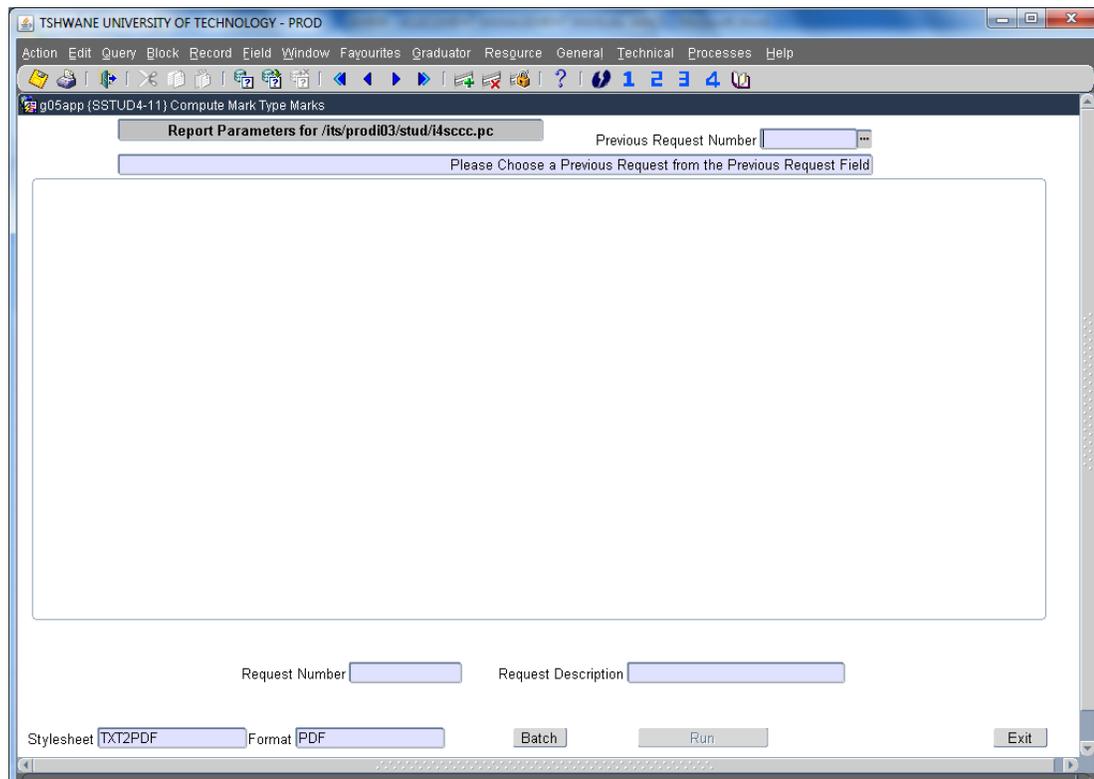
3. Click on Run
4. Click on Exit

## **STEP 2 COMPUTE MARK TYPE MARKS**

Press <F1> (or  icon)

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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Action Edit Query Block Record Field Window Favourites Graduator Resource General Technical Processes Help

g05app (SSTUD4-11) Compute Mark Type Marks

**Report Parameters for /its/prodi03/stud/i4sccc.pc** Previous Request Number

Please Choose a Previous Request from the Previous Request Field

Enter Academic Year (N4)	2014	
Enter First Block Code to Include or ALL (A3)	0	YEAR (JAN-DEC)
Enter Next Block Code to Include or <Enter> to Continue (A2)		
Enter Faculty Code or ALL (A4)	ALL	
Enter Start Department Code (N4)	0	
Enter End Department Code (N4)	9999	
Enter Campus Code or ALL (A3)	1	
Enter Qualification Code or ALL (A6)	ALL	
Enter Subject Code or ALL (A7)	ENG120T	ENGLISH (A LEVEL)
Include Records with a Final Result (Y)es/(N)o (A1)	N	
Enter First Offering type to Include or ALL (A4)	ALL	
Enter First Offering type to Exclude or <Enter> to Continue (A4)		
Enter Group Type (C)lass / (P)ractical / (T)utorial (A1)	C	
Enter Start Group (A2)	0	
Enter End Group (A2)	ZZ	
Enter First Mark Type to Include or ALL (A3)	ALL	
Enter First Mark Type to Exclude or <Enter> to Continue (A2)		
Enter Student Number or ALL (A9)	ALL	
Sort Students (N)umeric or (A)lphanumeric (A1)	N	

Request Number  Request Description

Stylesheet  Format



### DID YOU SPECIFY YOUR CAMPUS AND SUBJECT CODE?

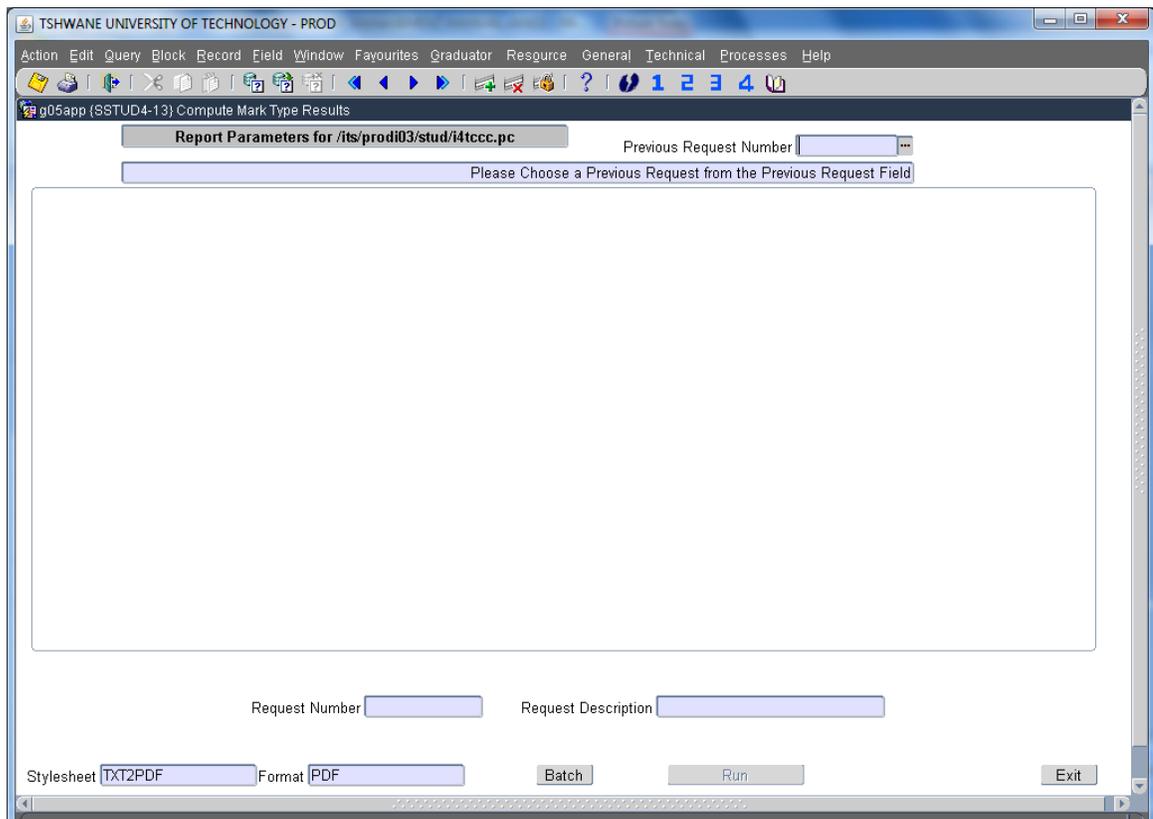
3. Click on Run
4. Click on Exit

### **STEP 3 COMPUTE MARK TYPE RESULTS**

Press <F1> (or  icon)

Type in **SSTUD4-13** and press <Enter>

The following screen will appear:



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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Action Edit Query Block Record Field Window Favourites Graduator Resource General Technical Processes Help

g05app (SSTUD4-13) Compute Mark Type Results

Report Parameters for /its/prod03/stud/i4tccc.pc Previous Request Number

Please Choose a Previous Request from the Previous Request Field

Enter Academic Year (N4)  YEAR (JAN-DEC)

Enter First Block Code to Include or ALL (A2)

Enter Next Block Code to Include or <Enter> to Continue (A2)

Enter Faculty Code or ALL (N4)

Enter Start Department Code (N4)

Enter End Department Code (N4)

Enter Campus Code or ALL (N2)  Pretoria Campus

Enter Qualification Code or ALL (A6)

Enter Subject Code or ALL (A7)  ENGLISH (A LEVEL)

Include Records with a Final Result (A1)

Enter First Offering Type to Include or ALL (A2)

Enter First Offering Type to Exclude or <Enter> to Continue (A2)

Enter Group Type (C / P / T) (A1)

Enter Start Group (A2)

Enter End Group (A2)

Enter First Mark Type to Include or ALL (A3)

Enter First Mark Type to Exclude or <ENTER> to Continue (A2)

Enter Student Number or ALL (N9)

Sort Students (N)umeric or (A)phanumeric (A1)

Request Number  Request Description

Stylesheet  Format



### DID YOU SPECIFY YOUR CAMPUS AND SUBJECT CODE?

3. Click on Run
4. Click Exit

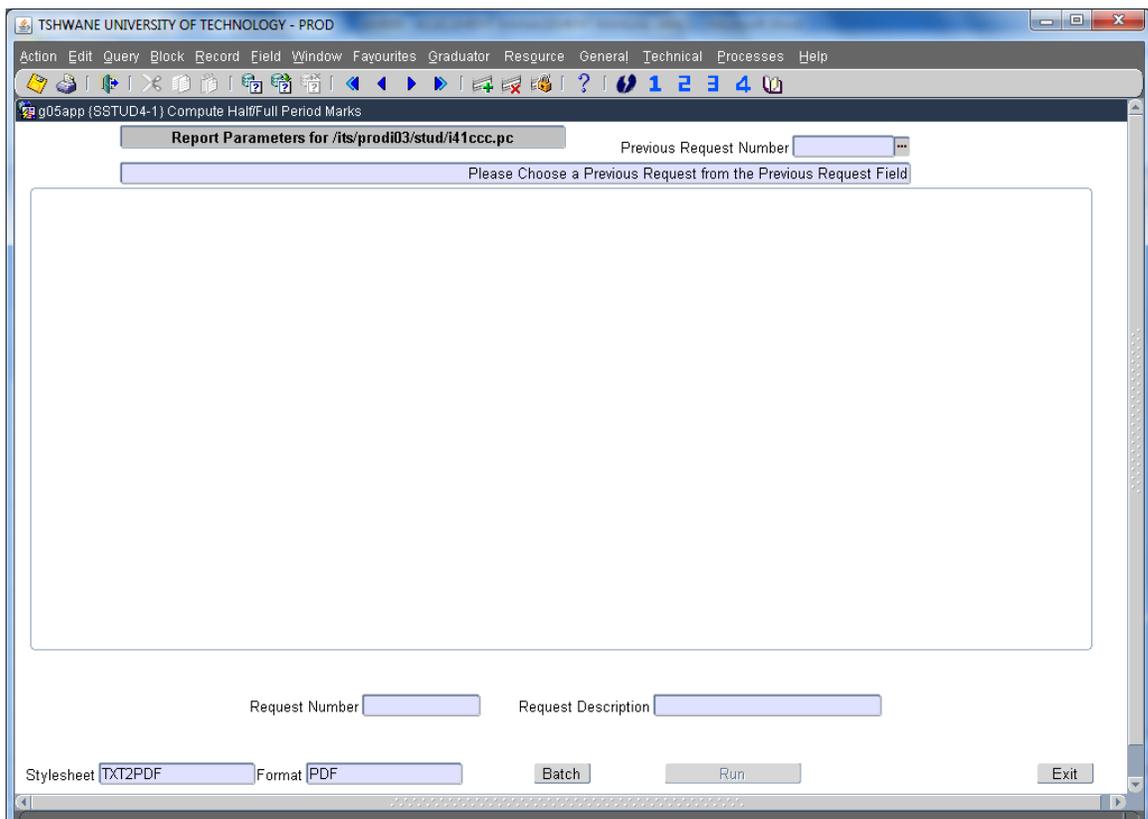
#### **STEP 4 COMPUTE HALF/FULL PERIOD MARK**

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

Press <F1> (or  icon)

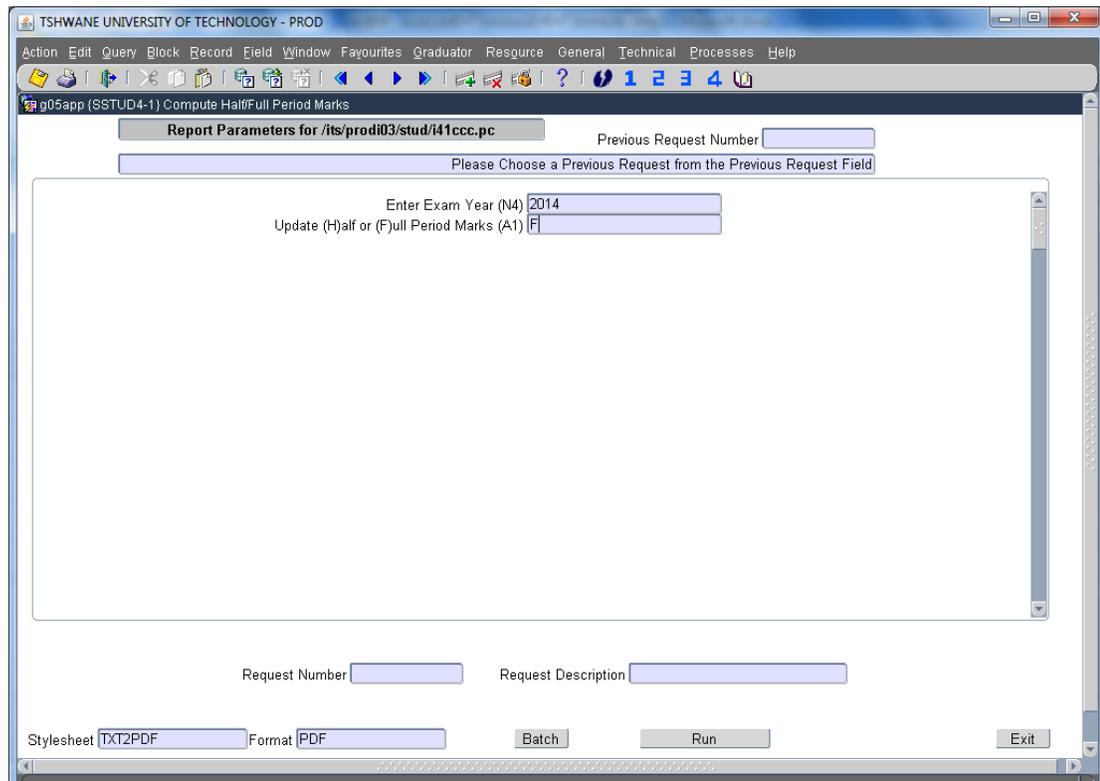
Type in **SSTUD4-1** and press <Enter>

The following screen will appear:



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>



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

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>

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Action Edit Query Block Record Field Window Favourites Graduator Resource General Technical Processes Help

g05app (SSTUD4-1) Compute Half/Full Period Marks

**Report Parameters for /its/prodi03/stud/i41ccc.pc** Previous Request Number

Please Choose a Previous Request from the Previous Request Field

Enter Exam Year (N4)	2014	
Update (Half or (F)ull Period Marks (A1)	F	
Enter Examination Month (N2)	10	Exam Month 10
First Block Code to Include or ALL (A2)	ALL	
Enter First Block Code to Exclude or <enter> to Continue (A2)		
Enter Campus Code or ALL (N2)	1	Pretoria Campus
Enter Offering Type Code or ALL (A2)	ALL	
Enter Department Code or ALL (N4)	ALL	
Enter Subject Code or ALL (A7)	ENG120T	ENGLISH (A LEVEL)
Include Records with a Final Result (A1)	N	
Enter Student Number or ALL (N9)	ALL	

Request Number  Request Description

Stylesheet  Format

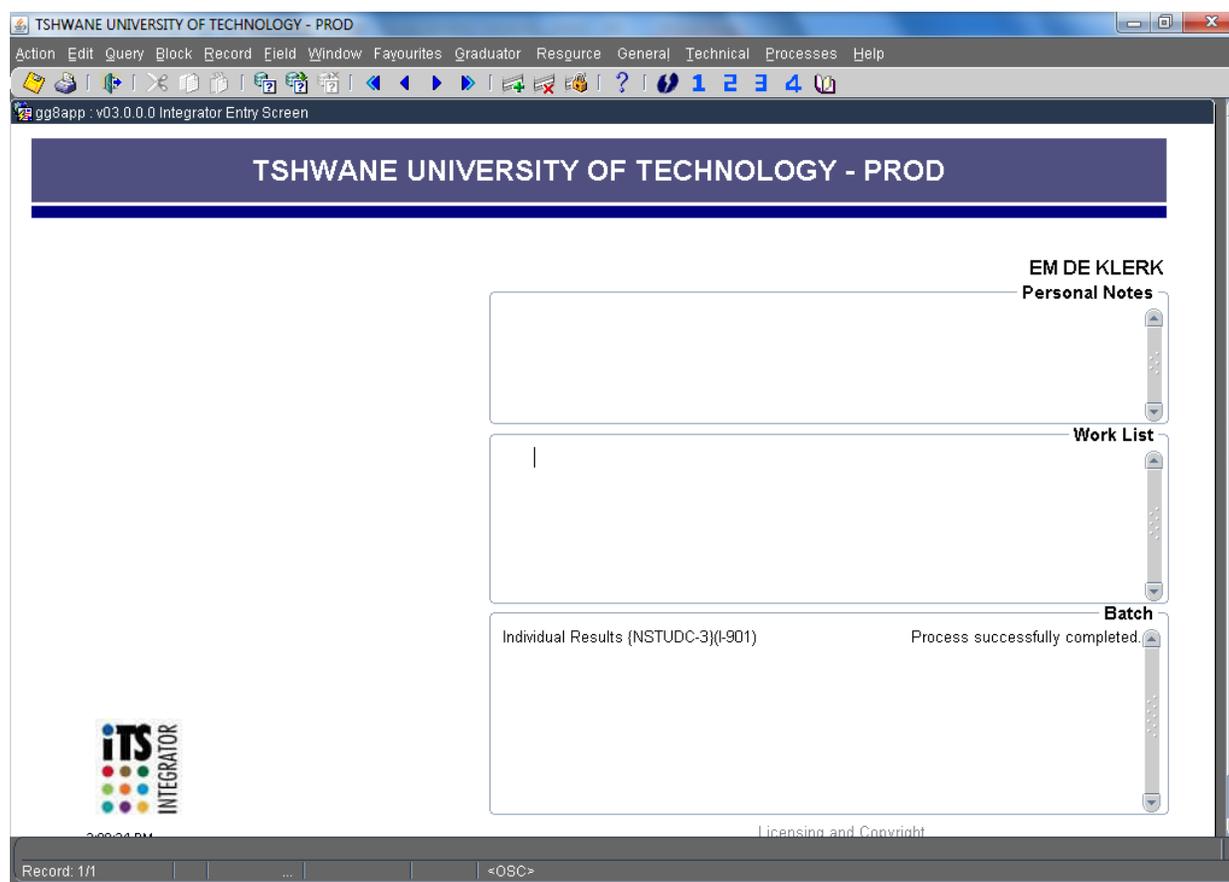


### DID YOU SPECIFY YOUR CAMPUS AND SUBJECT CODE?

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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Personal Notes

Work List

Batch  
Individual Results (NSTUDC-3)(I-901) Process successfully completed.

ITS INTEGRATOR

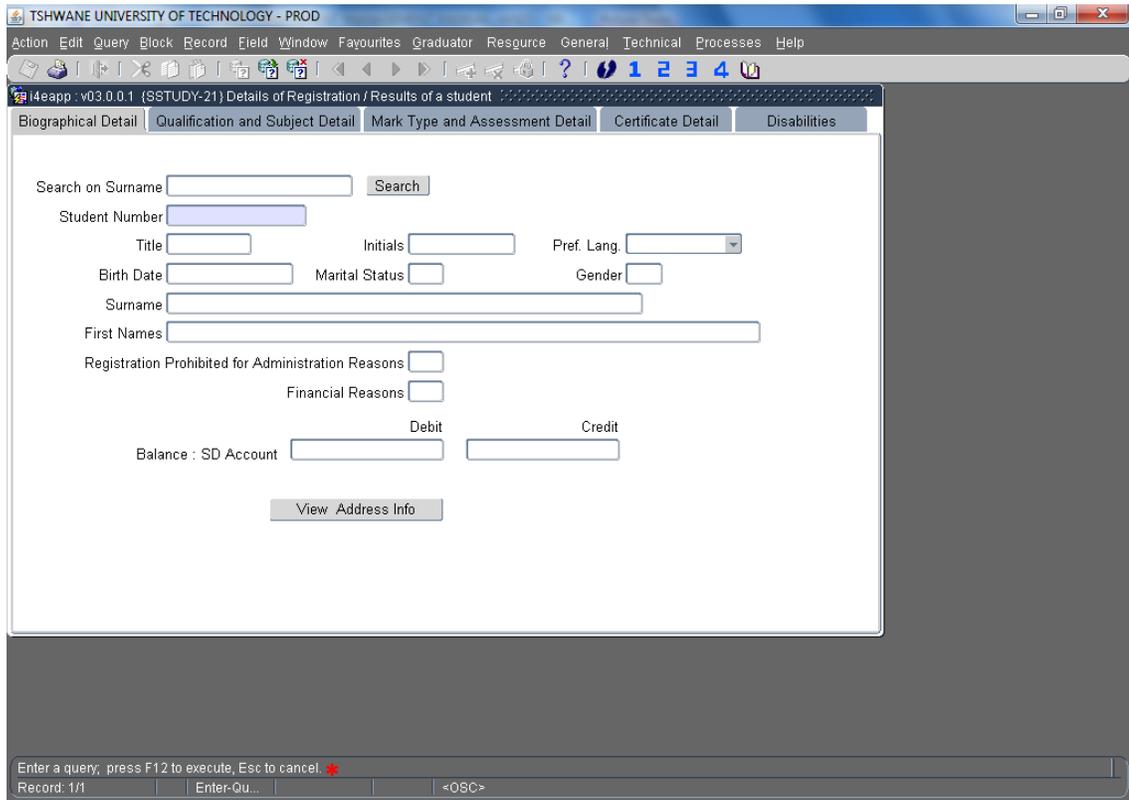
Record: 1/1 <OSC>

Press <F1> (or click on  icon)

Type in **SSTUDY-21**

Press <Enter>

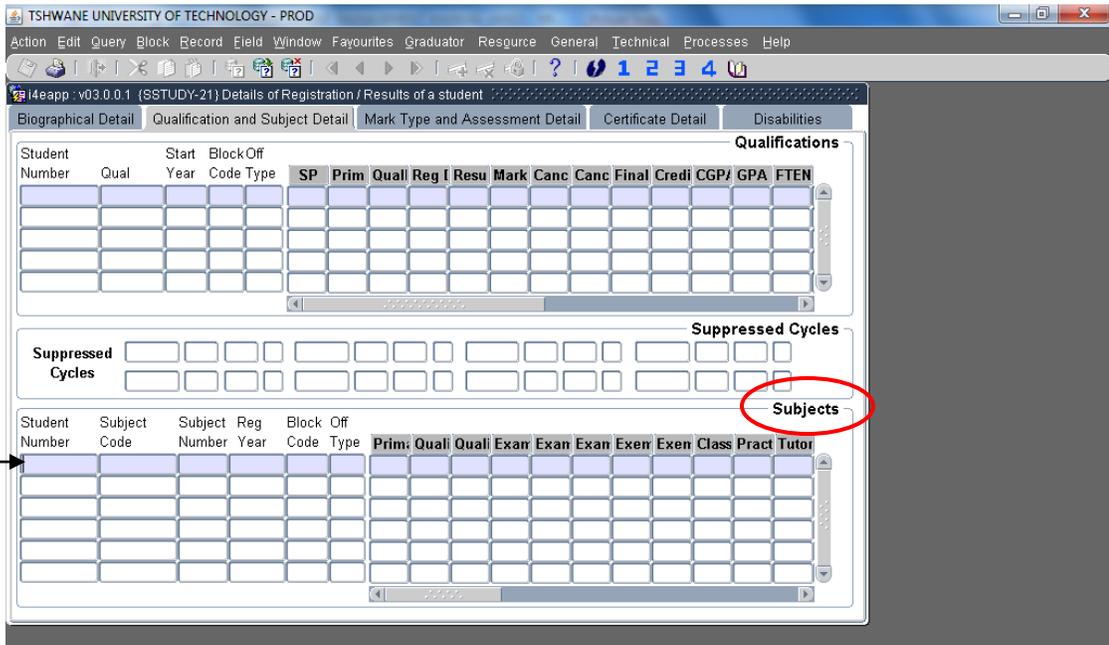
The following screen will appear:



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:



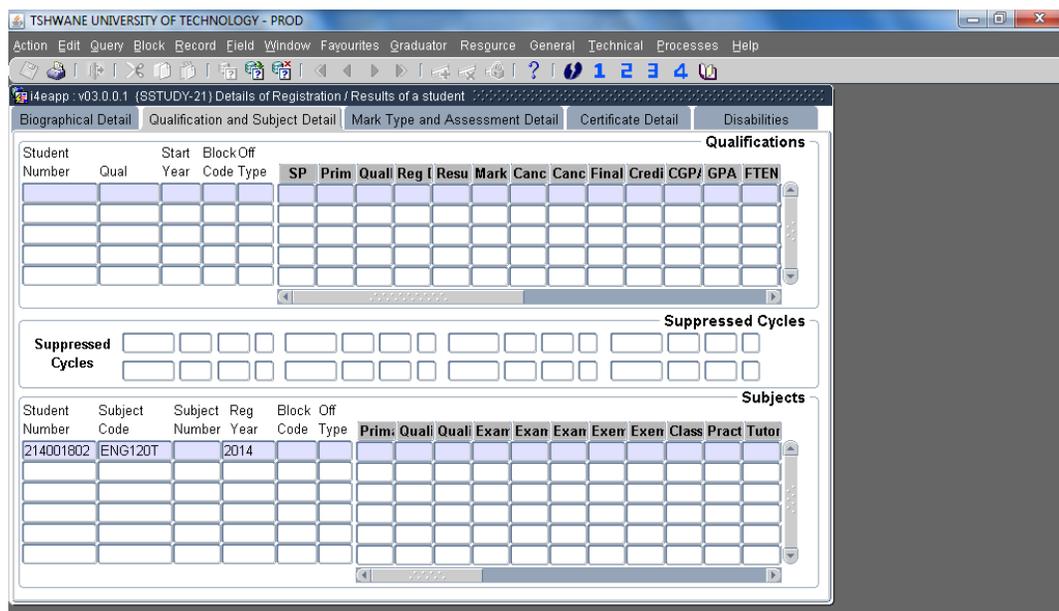
→ Your cursor will flash at the bottom block of your screen

Click on  icon or press <F11> on the keyboard

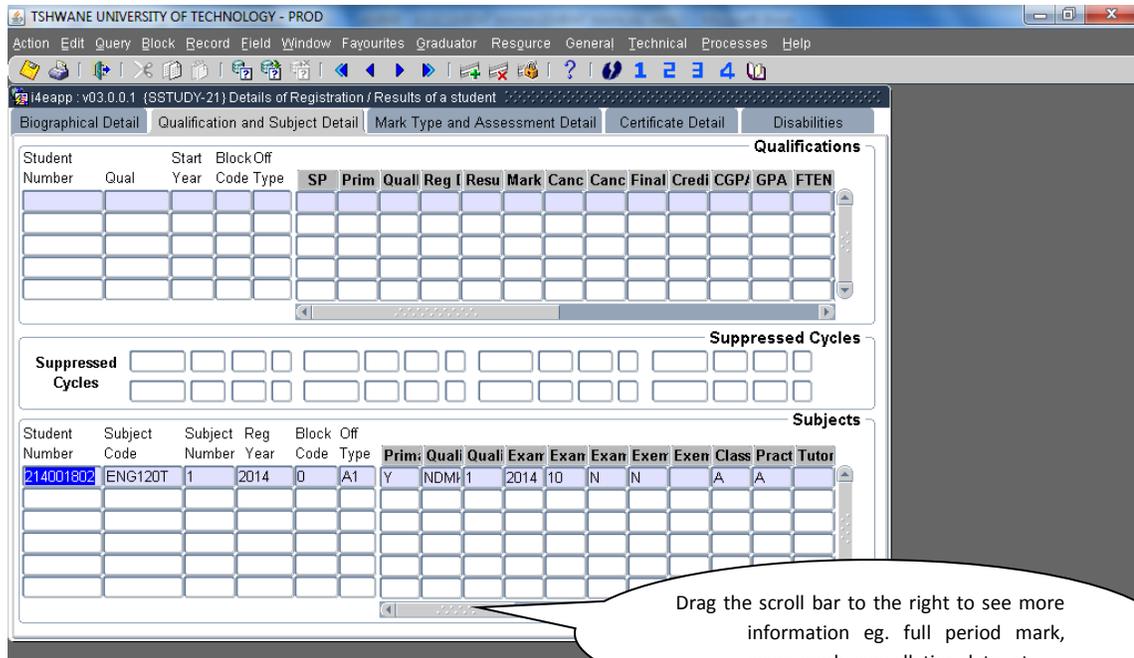
Type the required information (eg. Student number, Subject code and Reg Year)



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.)

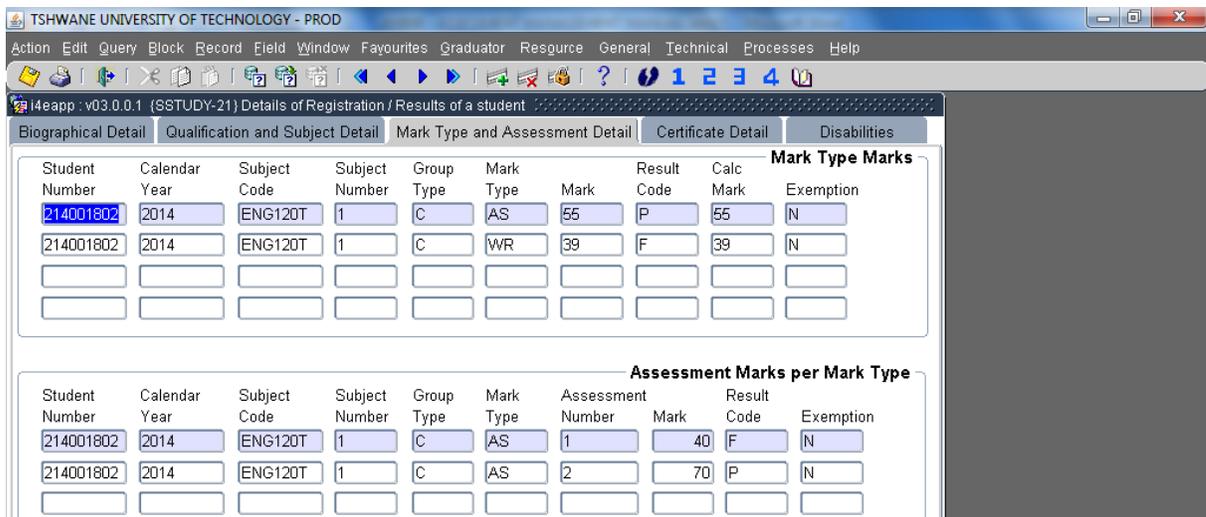


Click on  icon or press <F12> on the keyboard



Drag the scroll bar to the right to see more information eg. full period mark, exam mark, cancellation date, etc

To see the student's individual marks, click on the  icon or press <Page Down> on the keyboard



Student Number	Calendar Year	Subject Code	Subject Number	Group Type	Mark Type	Mark	Result Code	Calc Mark	Exemption
214001802	2014	ENG120T	1	C	AS	55	P	55	N
214001802	2014	ENG120T	1	C	WR	39	F	39	N

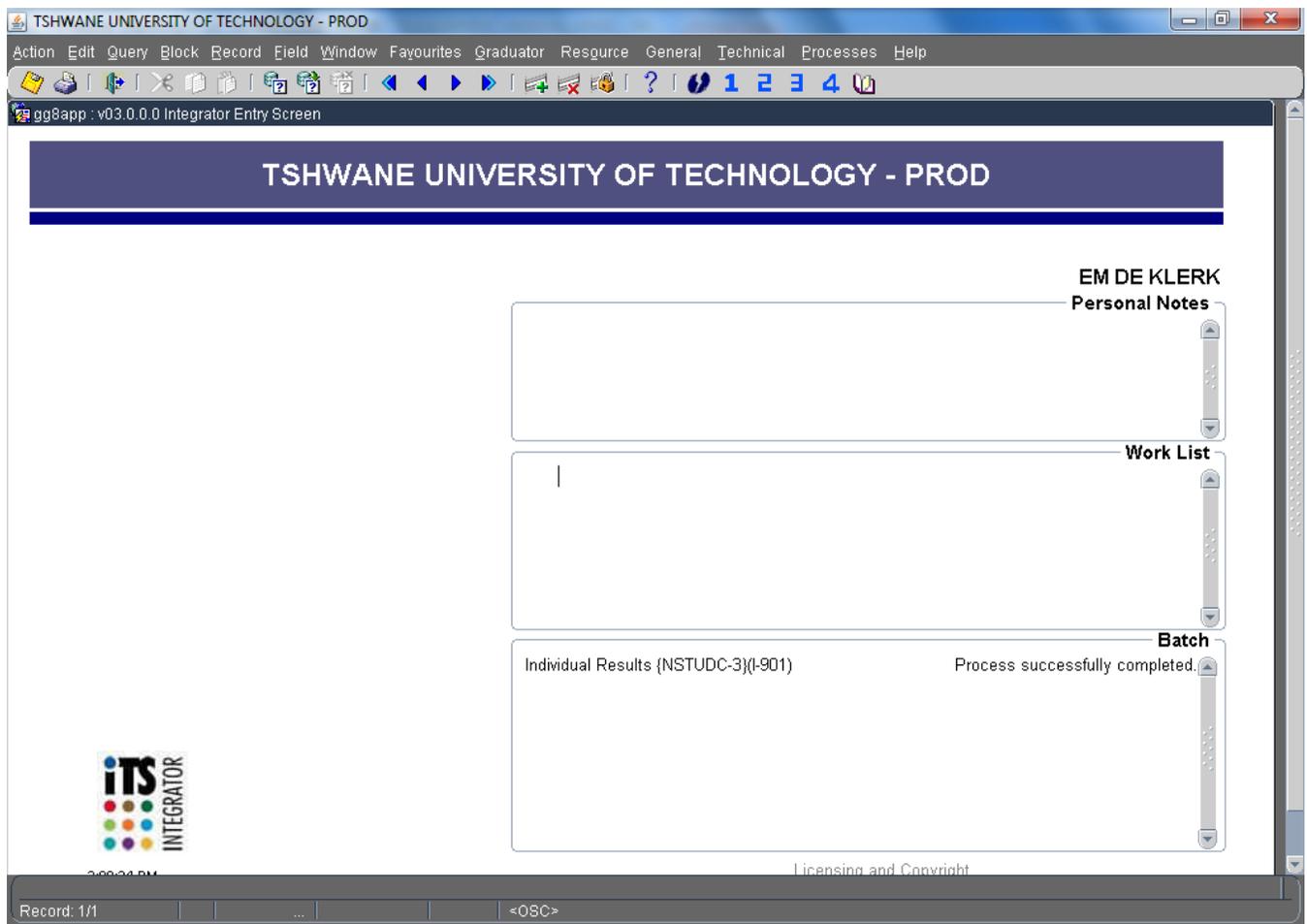
Student Number	Calendar Year	Subject Code	Subject Number	Group Type	Mark Type	Assessment Number	Mark	Result Code	Exemption
214001802	2014	ENG120T	1	C	AS	1	40	F	N
214001802	2014	ENG120T	1	C	AS	2	70	P	N



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 (STUD4-14, -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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EM DE KLERK  
Personal Notes

Work List

Batch  
Individual Results (NSTUDC-3)(I-901) Process successfully completed.

ITS  
INTEGRATOR

Licensing and Copyright

Record: 1/1 <OSC>

## IMPORTANT INFORMATION

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

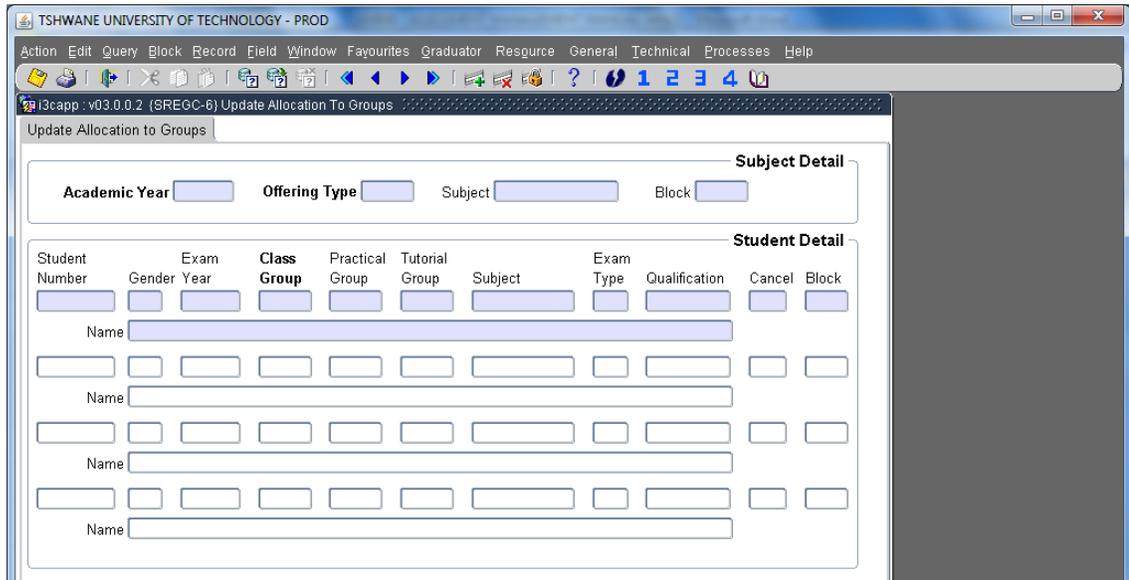
- Subject code
- Offering type
- How many Class Groups? (A, B, C, D, E, F, G, H, I, etc)
- How many students per class group?
- Provide name and staff number of the responsible lecturer to be linked to each class group

Press <F1> (or click on  icon)

Type in **SREGC-6**

Press <Enter>

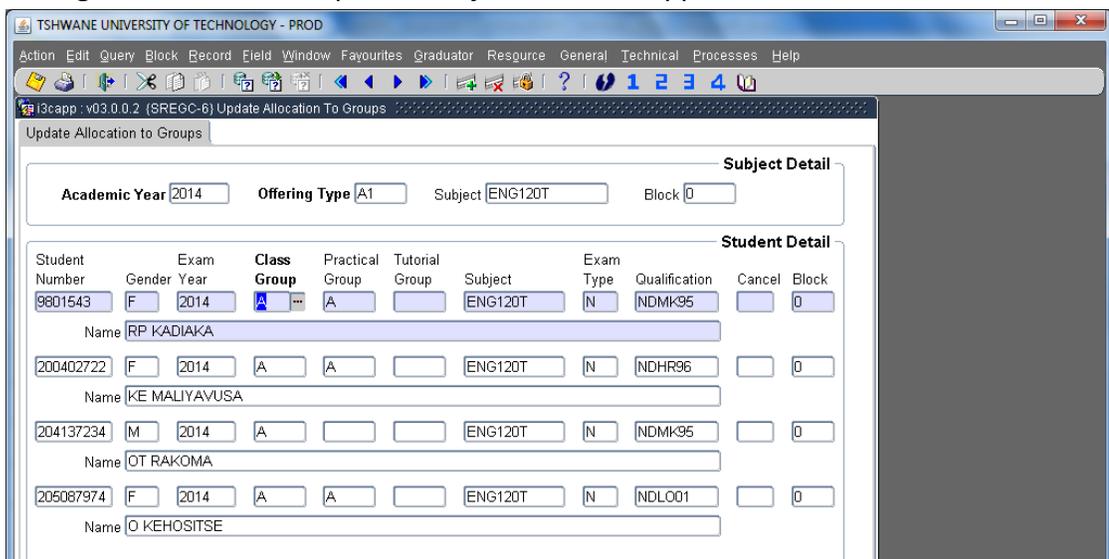
The following screen will appear:



Complete the top block by entering the **Academic Year**, **Offering Type**, **Subject Code** and **Block Code** (e.g. 0 = year subject, 1 = 1<sup>st</sup> Semester, 2 = 2<sup>nd</sup> Semester)

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

All students registered under the specific subject code will appear



Student Number	Gender	Exam Year	Class Group	Practical Group	Tutorial Group	Subject	Exam Type	Qualification	Cancel	Block
9801543	F	2014	A	A		ENG120T	N	NDMK95	<input type="checkbox"/>	0
Name: RP KADIKA										
200402722	F	2014	A	A		ENG120T	N	NDHR96	<input type="checkbox"/>	0
Name: KE MALIYAVUSA										
204137234	M	2014	A			ENG120T	N	NDMK95	<input type="checkbox"/>	0
Name: OT RAKOMA										
205087974	F	2014	A	A		ENG120T	N	NDL001	<input type="checkbox"/>	0
Name: O KEHOSITSE										

Replace 'Class Group' with the new allocated class group and click on  icon or press <F10> on the keyboard to save the changes

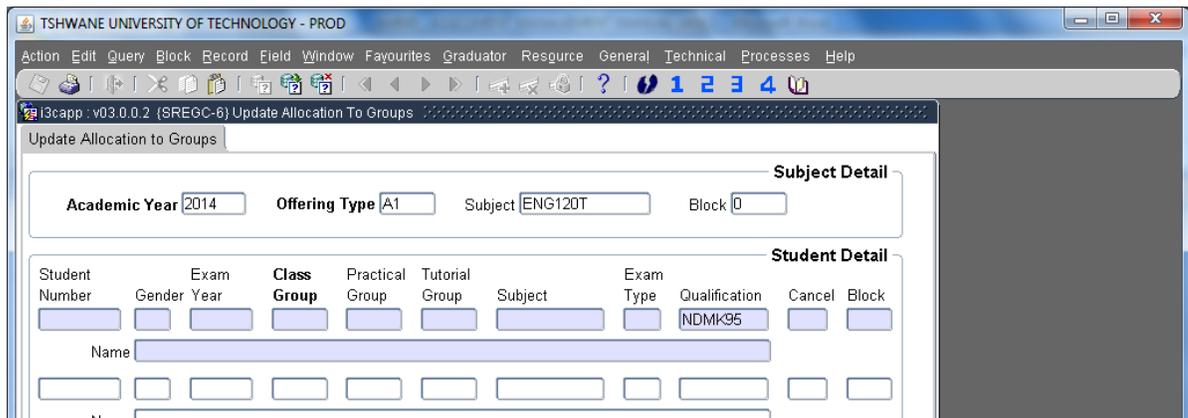
Move to the next student with the ↓ arrow on the keyboard

- 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**



Subject Detail			
Academic Year	Offering Type	Subject	Block
2014	A1	ENG120T	0

Student Detail										
Student Number	Gender	Exam Year	Class Group	Practical Group	Tutorial Group	Subject	Exam Type	Qualification	Cancel	Block
								NDMK95		
Name										

Click on  or Press <F12> on the keyboard

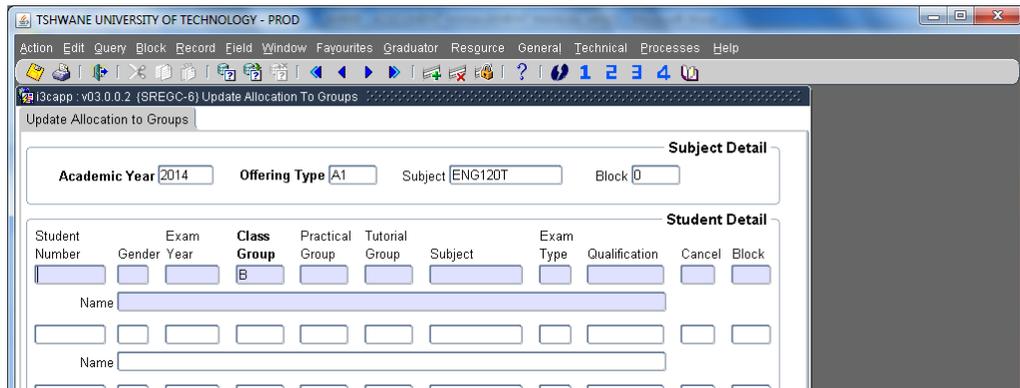
Enter new allocated class group for registered students and click on  icon or press <F10> on the keyboard

- To select all students registered under a **specific class group** ...

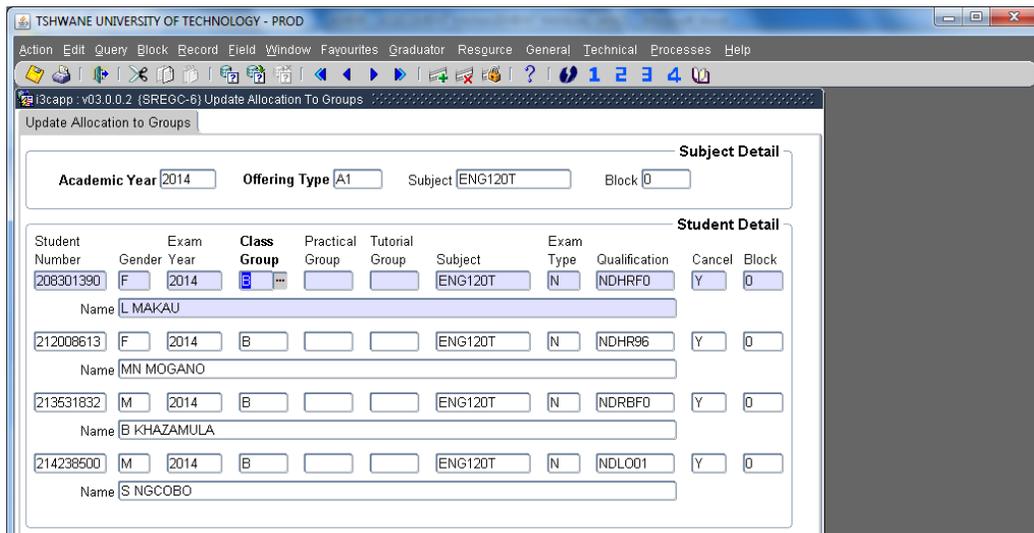
Click on  icon or Press <F11> on the keyboard

Click inside the class group block

Type the **class group**



Click on  or press <F12> on the keyboard



Enter new allocated class group and click on  icon or press <F10> on the keyboard to save the changes

Click on  icon