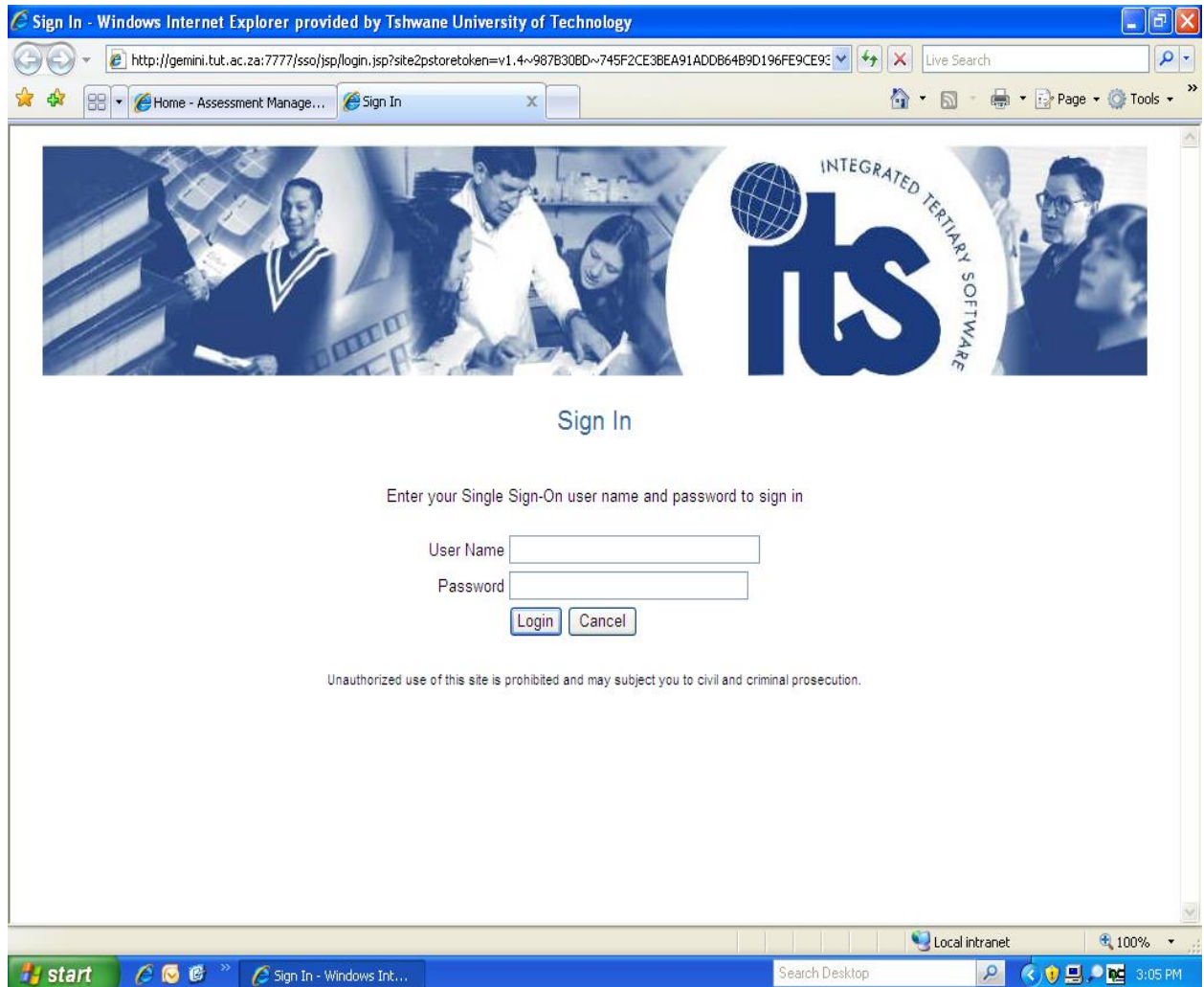


MANUAL FOR THE PROCESSING OF ASSESSMENT MARKS



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>

Contact Details:

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Compiled by Esther de Klerk
Revised July 2013

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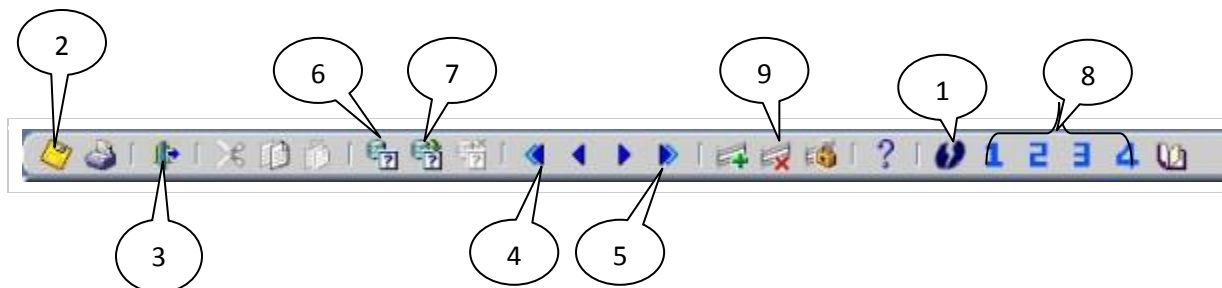
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USEFUL INFORMATION

-  **Open Internet Explorer, type this address in the URL and press Enter**
<http://papp.tut.ac.za:7778/forms/frmservlet?config=prodi01>
(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 and calculation of full period marks must be done on the ITS, 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. A 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

<u>Descriptive name</u>	<u>ITS Icon Description (Shortcut on keyboard)</u>
1. Thunder bolt	- Quick Menu (F1)
2. Yellow disc	- Save (F10)
3. Green door	- Exit (Esc)
4. Double arrow to the left	- Previous Block (Page Up)
5. Double arrow to the right	- Next Block (Page Down)
6. Bin with question mark	- Enter Query (F11)
7. Bin with arrow and question mark	- Execute Query (F12)
8. Shortcuts	- Favourites (See next page)
9. Red cross	- 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:

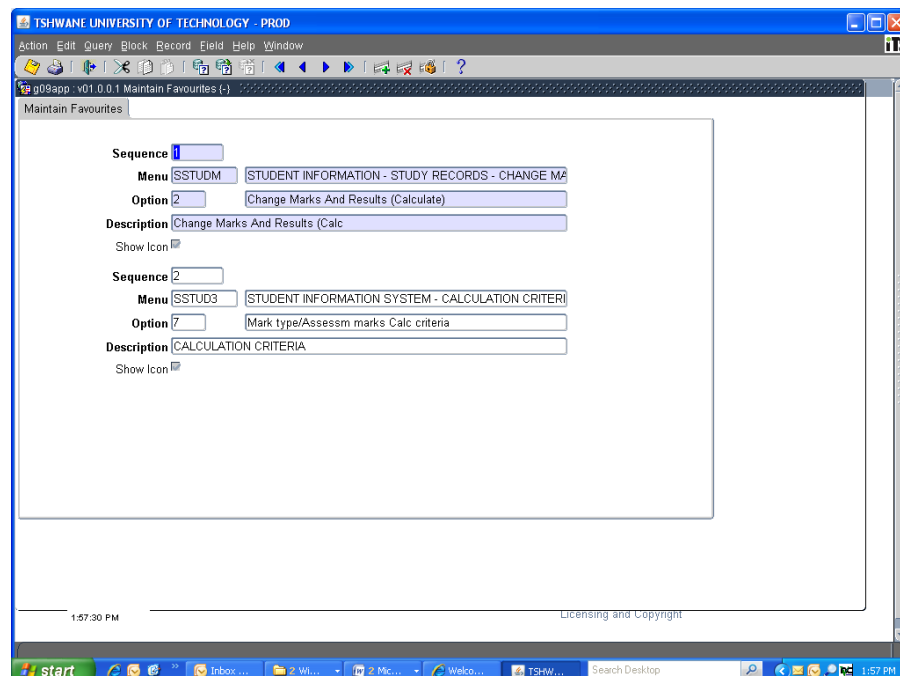
1. Open the option you want to add, and then from the Menu Bar choose **Favourites -> Add** from the drop down menu. Note: the Add option will only be available if the user is trying to create an entry from the option that is not already on the user's "Favourites" list.
2. Alternatively, at any point,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

CAMPUS CODE	CAMPUS DESCRIPTION	OFFERING TYPE CODE	OFFERING TYPE	ACADEMIC BLOCK CODE	ACADEMIC BLOCK NAME DESCRIPTION	EXAM MONTH
1	Pretoria Campus (1)	A1	PRETORIA - FULL TIME (A1)	0	YEAR (JAN-DEC) (0)	10
1	Pretoria Campus (1)	A1	PRETORIA - FULL TIME (A1)	1	FIRST SEMESTER (JAN-JUN) (1)	5
1	Pretoria Campus (1)	A1	PRETORIA - FULL TIME (A1)	2	SECOND SEMESTER (JUL-DEC) (2)	10
1	Pretoria Campus (1)	A1	PRETORIA - FULL TIME (A1)	4	YEAR (JUL-JUN) (4)	5
1	Pretoria Campus (1)	A1	PRETORIA - FULL TIME (A1)	4	YEAR (JUL-JUN) (4)	6
1	Pretoria Campus (1)	A1	PRETORIA - FULL TIME (A1)	C1	BLOCK 1 CONTACT CENTRE NORMAL (C1)	3
1	Pretoria Campus (1)	A1	PRETORIA - FULL TIME (A1)	C4	BLOCK 2 CONTACT CENTRE NORMAL (C4)	7
1	Pretoria Campus (1)	A1	PRETORIA - FULL TIME (A1)	C7	BLOCK 3 CONTACT CENTRE NORMAL (C7)	5
1	Pretoria Campus (1)	A1	PRETORIA - FULL TIME (A1)	CA	BLOCK 4 CONTACT CENTRE NORMAL (CA)	9
1	Pretoria Campus (1)	A1	PRETORIA - FULL TIME (A1)	CD	BLOCK 5 CONTACT CENTRE NORMAL (CD)	11
1	Pretoria Campus (1)	A2	PRETORIA - PART TIME (A2)	0	YEAR (JAN-DEC) (0)	10
1	Pretoria Campus (1)	A2	PRETORIA - PART TIME (A2)	1	FIRST SEMESTER (JAN-JUN) (1)	5
1	Pretoria Campus (1)	A2	PRETORIA - PART TIME (A2)	2	SECOND SEMESTER (JUL-DEC) (2)	10
1	Pretoria Campus (1)	A3	PRETORIA - BLOCK (A3)	0	YEAR (JAN-DEC) (0)	10
1	Pretoria Campus (1)	A3	PRETORIA - BLOCK (A3)	1	FIRST SEMESTER (JAN-JUN) (1)	5
1	Pretoria Campus (1)	A3	PRETORIA - BLOCK (A3)	2	SECOND SEMESTER (JUL-DEC) (2)	10
1	Pretoria Campus (1)	A3	PRETORIA - BLOCK (A3)	4	YEAR (JUL-JUN) (4)	5
1	Pretoria Campus (1)	A3	PRETORIA - BLOCK (A3)	32	1ST TRI-SEMESTER (32)	3
1	Pretoria Campus (1)	A3	PRETORIA - BLOCK (A3)	32	1ST TRI-SEMESTER (32)	5
1	Pretoria Campus (1)	A3	PRETORIA - BLOCK (A3)	33	2ND TRI-SEMESTER (33)	7
1	Pretoria Campus (1)	A3	PRETORIA - BLOCK (A3)	33	2ND TRI-SEMESTER (33)	8
1	Pretoria Campus (1)	A3	PRETORIA - BLOCK (A3)	34	3RD TRI-SEMESTER (34)	10
1	Pretoria Campus (1)	A3	PRETORIA - BLOCK (A3)	7C	1ST TRI-SEMESTER (PEOPLE) (7C)	5
1	Pretoria Campus (1)	A3	PRETORIA - BLOCK (A3)	7D	2ND TRI-SEMESTER (PEOPLE) (7D)	8
1	Pretoria Campus (1)	A3	PRETORIA - BLOCK (A3)	7E	3RD TRI-SEMESTER (PEOPLE) (7E)	10

CAMPUS CODE	CAMPUS DESCRIPTION	OFFERING TYPE CODE	OFFERING TYPE	ACADEMIC BLOCK CODE	ACADEMIC BLOCK NAME DESCRIPTION	EXAM MONTH
1	Pretoria Campus (1)	A4	PRETORIA - POSTGRADUATE (A4)	0	YEAR (JAN-DEC) (0)	10
1	Pretoria Campus (1)	A4	PRETORIA - POSTGRADUATE (A4)	1	FIRST SEMESTER (JAN-JUN) (1)	5
1	Pretoria Campus (1)	A7	GOLF ACADEMY - FULL TIME (A7)	0	YEAR (JAN-DEC) (0)	10
1	Pretoria Campus (1)	EB	PRETORIA - EXT CURR - BLOCK (EB)	1A	BLOCK 1 - DEPT 104 (1A)	3
1	Pretoria Campus (1)	EB	PRETORIA - EXT CURR - BLOCK (EB)	2A	BLOCK 2 - DEPT 104 (2A)	5
1	Pretoria Campus (1)	EB	PRETORIA - EXT CURR - BLOCK (EB)	3A	BLOCK 3 - DEPT 104 (3A)	8
1	Pretoria Campus (1)	EB	PRETORIA - EXT CURR - BLOCK (EB)	4A	BLOCK 4 - DEPT 104 (4A)	7
1	Pretoria Campus (1)	EB	PRETORIA - EXT CURR - BLOCK (EB)	5A	BLOCK 5 - DEPT 104 (5A)	10
1	Pretoria Campus (1)	EP	PRETORIA - EXTENDED CURRICULUM (EP)	0	YEAR (JAN-DEC) (0)	10
1	Pretoria Campus (1)	EP	PRETORIA - EXTENDED CURRICULUM (EP)	1	FIRST SEMESTER (JAN-JUN) (1)	5
1	Pretoria Campus (1)	EP	PRETORIA - EXTENDED CURRICULUM (EP)	2	SECOND SEMESTER (JUL-DEC) (2)	10
1	Pretoria Campus (1)	F0	PRETORIA - BLOCK (FAC 70) (F0)	1A	BLOCK 1 - DEPT 104 (1A)	3
1	Pretoria Campus (1)	F0	PRETORIA - BLOCK (FAC 70) (F0)	2A	BLOCK 2 - DEPT 104 (2A)	5
1	Pretoria Campus (1)	F0	PRETORIA - BLOCK (FAC 70) (F0)	3A	BLOCK 3 - DEPT 104 (3A)	8
1	Pretoria Campus (1)	F0	PRETORIA - BLOCK (FAC 70) (F0)	4A	BLOCK 4 - DEPT 104 (4A)	7
1	Pretoria Campus (1)	F0	PRETORIA - BLOCK (FAC 70) (F0)	5A	BLOCK 5 - DEPT 104 (5A)	10
1	Pretoria Campus (1)	F0	PRETORIA - BLOCK (FAC 70) (F0)	6D	BLOCK 6 - DEPT 104 (NORMAL) (6D)	11
1	Pretoria Campus (1)	F0	PRETORIA - BLOCK (FAC 70) (F0)	C1	BLOCK 1 CONTACT CENTRE NORMAL (C1)	3
1	Pretoria Campus (1)	F0	PRETORIA - BLOCK (FAC 70) (F0)	C4	BLOCK 2 CONTACT CENTRE NORMAL (C4)	7
1	Pretoria Campus (1)	F0	PRETORIA - BLOCK (FAC 70) (F0)	C7	BLOCK 3 CONTACT CENTRE NORMAL (C7)	5
1	Pretoria Campus (1)	F0	PRETORIA - BLOCK (FAC 70) (F0)	CA	BLOCK 4 CONTACT CENTRE NORMAL (CA)	9
1	Pretoria Campus (1)	F0	PRETORIA - BLOCK (FAC 70) (F0)	CD	BLOCK 5 CONTACT CENTRE NORMAL (CD)	11
1	Pretoria Campus (1)	F0	PRETORIA - BLOCK (FAC 70) (F0)	CG	BLOCK 6 CONTACT CENTRE NORMAL (CG)	7

CAMPUS CODE	CAMPUS DESCRIPTION	OFFERING TYPE CODE	OFFERING TYPE	ACADEMIC BLOCK CODE	ACADEMIC BLOCK NAME DESCRIPTION	EXAM MONTH
1	Pretoria Campus (1)	F0	PRETORIA - BLOCK (FAC 70) (F0)	CJ	BLOCK 1 CONTACT CENTRE NORMAL (CJ)	4
1	Pretoria Campus (1)	F0	PRETORIA - BLOCK (FAC 70) (F0)	CK	BLOCK 4 CONTACT CENTRE NORMAL (CK)	10
1	Pretoria Campus (1)	V1	SCIENCE - POLOKWANE (V1)	0	YEAR (JAN-DEC) (0)	10
1	Pretoria Campus (1)	V2	SCIENCE - MBOMBELA (V2)	0	YEAR (JAN-DEC) (0)	10
1	Pretoria Campus (1)	V3	SCIENCE - KLERKSDORP (V3)	0	YEAR (JAN-DEC) (0)	10
2	Arts Campus (Pretoria) (2)	B1	ART - FULL TIME (B1)	0	YEAR (JAN-DEC) (0)	10
2	Arts Campus (Pretoria) (2)	B1	ART - FULL TIME (B1)	1	FIRST SEMESTER (JAN-JUN) (1)	5
2	Arts Campus (Pretoria) (2)	B1	ART - FULL TIME (B1)	5C	FIRST SEMESTER (JAN-JUN) (5C)	5
2	Arts Campus (Pretoria) (2)	B1	ART - FULL TIME (B1)	2	SECOND SEMESTER (JUL-DEC) (2)	10
2	Arts Campus (Pretoria) (2)	B4	ARTS - POSTGRADUATE (B4)	0	YEAR (JAN-DEC) (0)	10
3	Arcadia Campus (Pretoria) (3)	C1	ARCADIA - FULL TIME (C1)	0	YEAR (JAN-DEC) (0)	10
3	Arcadia Campus (Pretoria) (3)	C1	ARCADIA - FULL TIME (C1)	1	FIRST SEMESTER (JAN-JUN) (1)	5
3	Arcadia Campus (Pretoria) (3)	C1	ARCADIA - FULL TIME (C1)	2	SECOND SEMESTER (JUL-DEC) (2)	10
3	Arcadia Campus (Pretoria) (3)	C2	ARCADIA - PART TIME (C2)	0	YEAR (JAN-DEC) (0)	10
3	Arcadia Campus (Pretoria) (3)	C2	ARCADIA - PART TIME (C2)	1	FIRST SEMESTER (JAN-JUN) (1)	5
3	Arcadia Campus (Pretoria) (3)	C3	ARCADIA - BLOCK (C3)	0	YEAR (JAN-DEC) (0)	10
3	Arcadia Campus (Pretoria) (3)	C3	ARCADIA - BLOCK (C3)	1	FIRST SEMESTER (JAN-JUN) (1)	5
3	Arcadia Campus (Pretoria) (3)	C4	ARCADIA - POSTGRADUATE (C4)	0	YEAR (JAN-DEC) (0)	10
3	Arcadia Campus (Pretoria) (3)	EA	ARCADIA - EXTENDED CURRICULUM (EA)	0	YEAR (JAN-DEC) (0)	10
3	Arcadia Campus (Pretoria) (3)	EA	ARCADIA - EXTENDED CURRICULUM (EA)	1	FIRST SEMESTER (JAN-JUN) (1)	5
3	Arcadia Campus (Pretoria) (3)	EA	ARCADIA - EXTENDED CURRICULUM (EA)	2	SECOND SEMESTER (JUL-DEC) (2)	10
4	Emalahleni (Witbank) Campus (4)	D1	EMALAHLENI - FULL TIME (D1)	0	YEAR (JAN-DEC) (0)	10
4	Emalahleni (Witbank) Campus (4)	D1	EMALAHLENI - FULL TIME (D1)	1	FIRST SEMESTER (JAN-JUN) (1)	5

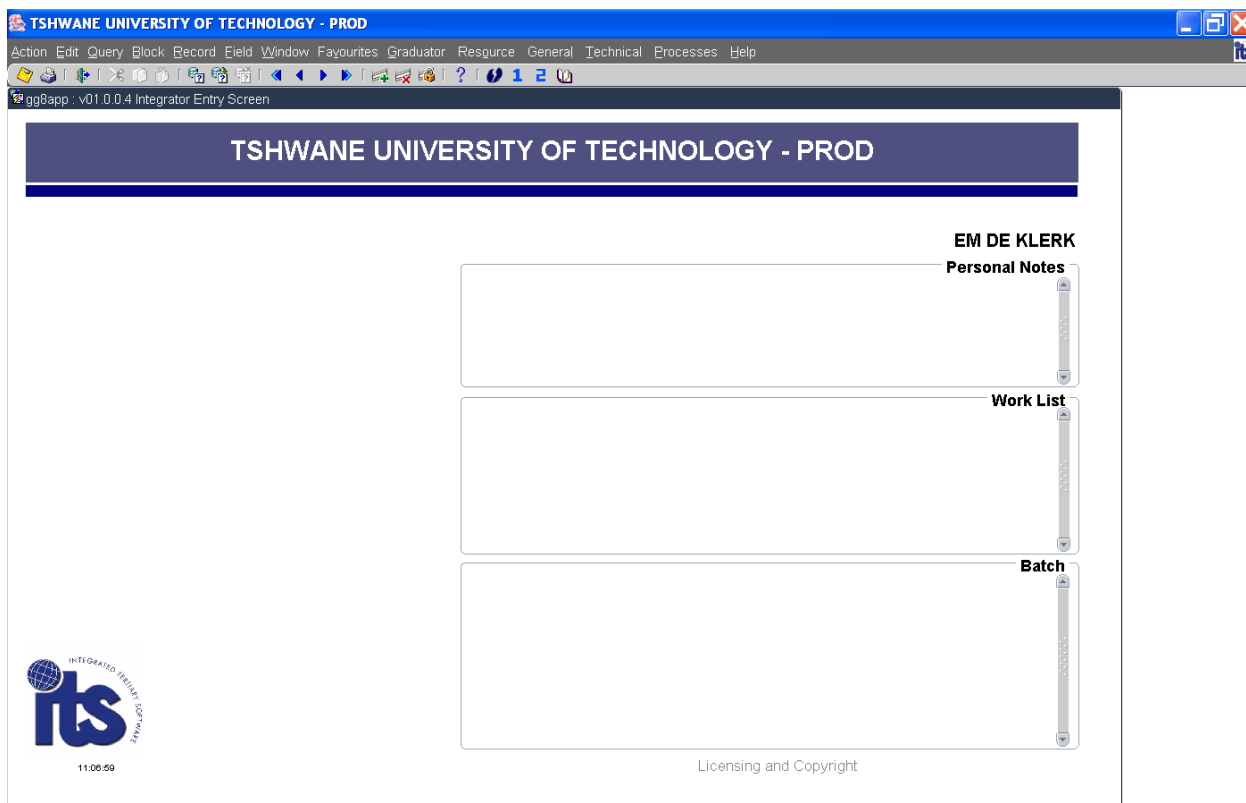
CAMPUS CODE	CAMPUS DESCRIPTION	OFFERING TYPE CODE	OFFERING TYPE	ACADEMIC BLOCK CODE	ACADEMIC BLOCK NAME DESCRIPTION	EXAM MONTH
4	Emalahleni (Witbank) Campus (4)	D1	EMALAHLENI - FULL TIME (D1)	2	SECOND SEMESTER (JUL-DEC) (2)	10
4	Emalahleni (Witbank) Campus (4)	D2	EMALAHLENI - PART TIME (D2)	0	YEAR (JAN-DEC) (0)	10
4	Emalahleni (Witbank) Campus (4)	D2	EMALAHLENI - PART TIME (D2)	1	FIRST SEMESTER (JAN-JUN) (1)	5
4	Emalahleni (Witbank) Campus (4)	D2	EMALAHLENI - PART TIME (D2)	4	YEAR (JUL-JUN) (4)	5
4	Emalahleni (Witbank) Campus (4)	D3	EMALAHLENI - BLOCK (D3)	0	YEAR (JAN-DEC) (0)	10
4	Emalahleni (Witbank) Campus (4)	EE	EMALAHLENI EXTENDED CURRICULUM (EE)	0	YEAR (JAN-DEC) (0)	10
4	Emalahleni (Witbank) Campus (4)	EE	EMALAHLENI EXTENDED CURRICULUM (EE)	1	FIRST SEMESTER (JAN-JUN) (1)	5
5	Nelspruit Campus (5)	E0	MBOMBELA - BLOCK (E0)	1	FIRST SEMESTER (JAN-JUN) (1)	5
5	Nelspruit Campus (5)	E1	MBOMBELA - FULL TIME (E1)	0	YEAR (JAN-DEC) (0)	10
5	Nelspruit Campus (5)	E1	MBOMBELA - FULL TIME (E1)	2	SECOND SEMESTER (JUL-DEC) (2)	10
5	Nelspruit Campus (5)	E1	MBOMBELA - FULL TIME (E1)	1	FIRST SEMESTER (JAN-JUN) (1)	5
5	Nelspruit Campus (5)	E2	MBOMBELA - PART TIME (E2)	0	YEAR (JAN-DEC) (0)	10
5	Nelspruit Campus (5)	EN	MBOMBELA EXTENDED CURRICULUM (EN)	0	YEAR (JAN-DEC) (0)	10
5	Nelspruit Campus (5)	EN	MBOMBELA EXTENDED CURRICULUM (EN)	1	FIRST SEMESTER (JAN-JUN) (1)	5
5	Nelspruit Campus (5)	EN	MBOMBELA - FULL TIME (EN)	2	SECOND SEMESTER (JUL-DEC) (2)	10
7	Polokwane Campus (7)	EK	POLOKWANE EXTENDED CURRICULUM (EK)	0	YEAR (JAN-DEC) (0)	10
7	Polokwane Campus (7)	EK	POLOKWANE EXTENDED CURRICULUM (EK)	1	FIRST SEMESTER (JAN-JUN) (1)	5
7	Polokwane Campus (7)	G1	POLOKWANE - FULL TIME (G1)	0	YEAR (JAN-DEC) (0)	10
7	Polokwane Campus (7)	G1	POLOKWANE - FULL TIME (G1)	1	FIRST SEMESTER (JAN-JUN) (1)	5
7	Polokwane Campus (7)	G1	POLOKWANE - FULL TIME (G1)	2	SECOND SEMESTER (JUL-DEC) (2)	10
40	Ga-Rankuwa Campus (40)	B6	GA-RANKUWA - FULL TIME (B6)	0	YEAR (JAN-DEC) (0)	10
40	Ga-Rankuwa Campus (40)	B6	GA-RANKUWA - FULL TIME (B6)	1	FIRST SEMESTER (JAN-JUN) (1)	5
40	Ga-Rankuwa Campus (40)	B6	GA-RANKUWA - FULL TIME (B6)	2	SECOND SEMESTER (JUL-DEC) (2)	10

CAMPUS CODE	CAMPUS DESCRIPTION	OFFERING TYPE CODE	OFFERING TYPE	ACADEMIC BLOCK CODE	ACADEMIC BLOCK NAME DESCRIPTION	EXAM MONTH
40	Ga-Rankuwa Campus (40)	G9	GA-RANKUWA - POSTGRADUATE (G9)	0	YEAR (JAN-DEC) (0)	10
50	Soshanguve (South) Campus (50)	B7	SOSHANGUVE (SOUTH) - FULL TIME (B7)	0	YEAR (JAN-DEC) (0)	10
50	Soshanguve (South) Campus (50)	B7	SOSHANGUVE (SOUTH) - FULL TIME (B7)	1	FIRST SEMESTER (JAN-JUN) (1)	5
50	Soshanguve (South) Campus (50)	B8	SOSHANGUVE (SOUTH) - PART TIME (B8)	0	YEAR (JAN-DEC) (0)	10
50	Soshanguve (South) Campus (50)	B7	SOSHANGUVE (SOUTH) - FULL TIME (B7)	2	SECOND SEMESTER (JUL-DEC) (2)	10
50	Soshanguve (South) Campus (50)	B8	SOSHANGUVE (SOUTH) - PART TIME (B8)	1	FIRST SEMESTER (JAN-JUN) (1)	5
50	Soshanguve (South) Campus (50)	B9	SOSHANGUVE (SOUTH) - POSTGRAD (B9)	0	YEAR (JAN-DEC) (0)	10
50	Soshanguve (South) Campus (50)	B9	SOSHANGUVE (SOUTH) - POSTGRAD (B9)	1	FIRST SEMESTER (JAN-JUN) (1)	5
50	Soshanguve (South) Campus (50)	BA	SOSHANGUVE (SOUTH) - SATURDAYS (BA)	0	YEAR (JAN-DEC) (0)	10
50	Soshanguve (South) Campus (50)	BA	SOSHANGUVE (SOUTH) - SATURDAYS (BA)	1	FIRST SEMESTER (JAN-JUN) (1)	5
50	Soshanguve (South) Campus (50)	BA	SOSHANGUVE (SOUTH) - SATURDAYS (BA)	4	YEAR (JUL-JUN) (4)	5
50	Soshanguve (South) Campus (50)	BA	SOSHANGUVE (SOUTH) - SATURDAYS (BA)	4	YEAR (JUL-JUN) (4)	6
50	Soshanguve (South) Campus (50)	ES	SOSHANGUVE EXTENDED CURRICULUM (ES)	1	FIRST SEMESTER (JAN-JUN) (1)	5
50	Soshanguve (South) Campus (50)	F8	KLERKSDORP - BLOCK (F8)	0	YEAR (JAN-DEC) (0)	10
50	Soshanguve (South) Campus (50)	G7	SOSHANGUVE (SOUTH) - BLOCK (G7)	1	FIRST SEMESTER (JAN-JUN) (1)	5
89	Soshanguve (North) Campus (89)	P2	SOSHANGUVE - (NORTH) FULL TIME (P2)	0	YEAR (JAN-DEC) (0)	10
89	Soshanguve (North) Campus (89)	P2	SOSHANGUVE - (NORTH) FULL TIME (P2)	1	FIRST SEMESTER (JAN-JUN) (1)	5
89	Soshanguve (North) Campus (89)	P2	SOSHANGUVE (NORTH) - BLOCK/SAT (P2)	2	SECOND SEMESTER (JUL-DEC) (2)	10
89	Soshanguve (North) Campus (89)	P4	SOSHANGUVE (NORTH) - BLOCK/SAT (P4)	0	YEAR (JAN-DEC) (0)	10
89	Soshanguve (North) Campus (89)	P4	SOSHANGUVE (NORTH) - BLOCK/SAT (P4)	1	FIRST SEMESTER (JAN-JUN) (1)	5
89	Soshanguve (North) Campus (89)	P4	SOSHANGUVE (NORTH) - BLOCK/SAT (P4)	5	YEAR (JAN-DEC) (5)	10
89	Soshanguve (North) Campus (89)	P5	SOSHANGUVE (NORTH) - POSTGRAD (P5)	0	YEAR (JAN-DEC) (0)	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

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



TSHWANE UNIVERSITY OF TECHNOLOGY - PROD

EM DE KLERK

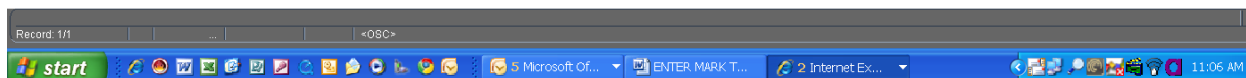
Personal Notes

Work List

Batch

its
INTEGRATED STUDENT SUPPORT
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Licensing and Copyright



Record: 1/1

start

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ENTER MARK T...

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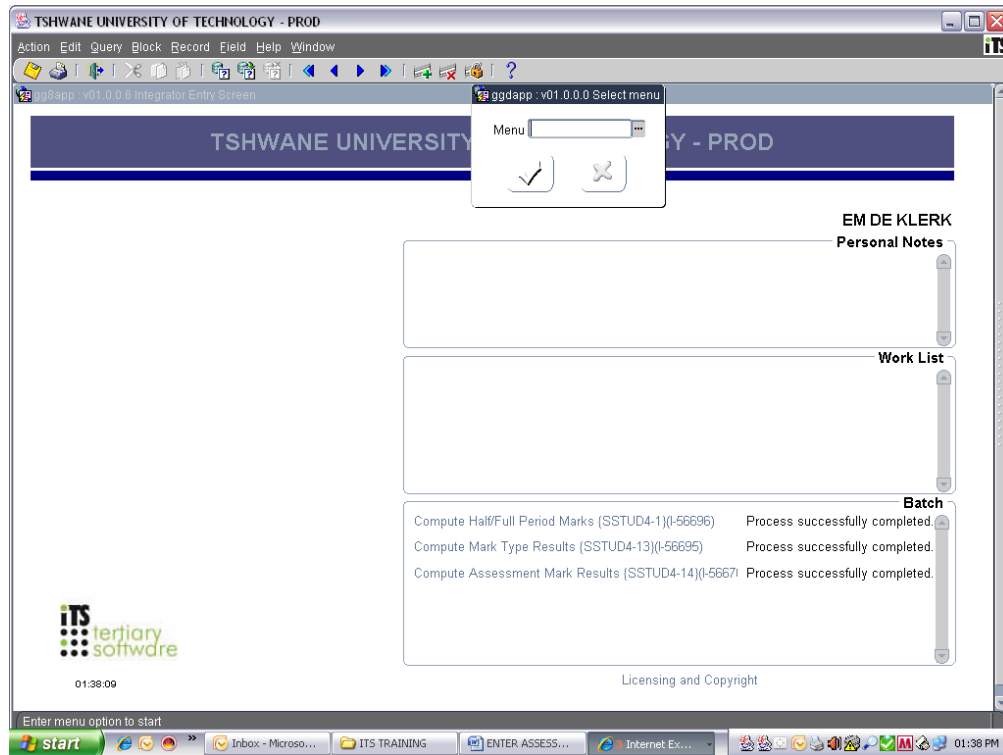
11:06 AM

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 promptly 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 not registered attending your class.
4. Do the necessary changes without delay.
5. **If a student did not write an assessment or did not submit an assignment, either a “0” (zero) or you may leave the field empty.**

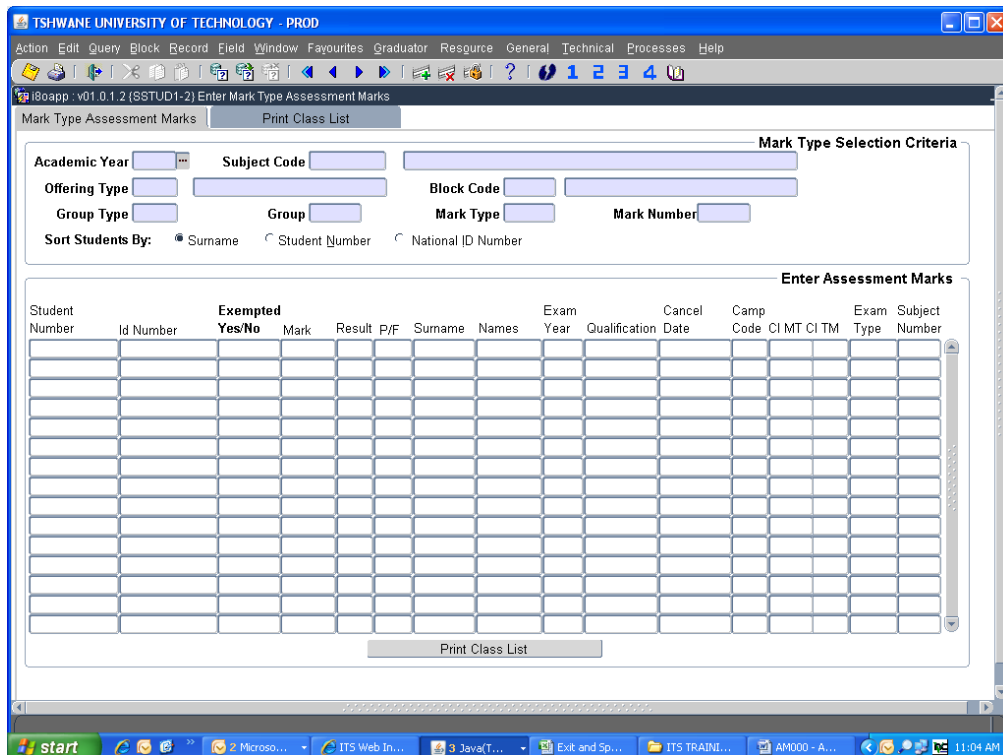
A “0” will penalise the student in that the mark will be processed as a 0, whilst an empty field will cause the particular assessment to be ignored in the calculation of Mark Type marks for that individual student.
6. If you leave the space open, the student’s full period mark (or final mark in the case 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 Quick Menu 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 Next block icon) to get the list of registered students

The following screen will appear the first time you specify a new mark type or assessment number:

Click on Exit

The following screen will appear:

TSHWANE UNIVERSITY OF TECHNOLOGY - PROD

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

18oapp : v01.0.1.2 (SSTUD1-2) Enter Mark Type Assessment Marks

Mark Type Assessment Marks Print Class List

Mark Type Selection Criteria

Academic Year: 2012 Subject Code: ENG120T ENGLISH (A LEVEL)

Offering Type: A1 PRETORIA - FULL TIME Block Code: 0 YEAR (JAN-DEC)

Group Type: C Class Group: A Mark Type: WR Mark Number: 1

Sort Students By: ☐ Surname ☒ Student Number ☐ National ID Number

Enter Assessment Marks

Student Number	Id Number	Exempted Yes/No	Mark	Result	P/F	Surname	Names	Exam Year	Qualification	Cancel Date	Camp Code	CI	MT	CI	TM	Exam Type	Subject Number
206150572	8706290672082	N				MASENA	NDWABA	2012	NDLO01		1	N				N	1
208033158	860712052608	N				MOHALE	NKEPENG	2012	NDCP05		1	N				N	1
208173537	9003160185083	N				MODIBA	ANGELE A	2012	NDHR96		1	N				N	1
208184440	8805310245083	N				MOSUE	KGOTHA	2012	NDMK95		1	N				N	1
208258079	8704030537087	N				CHAUKE	NKATEKO	2012	NDLO01		1	N				N	1
208302650	8808260746084	N				KOTASE	ITSHOLOFI	2012	NDLO01		1	N				N	1
208321706	8909045600081	N				NKHUMAI	PHILLIMON	2012	NDLO01		1	N				N	1
208331884	7306151402181	N				KUHOSA	MUNZADI	2012	NDHR96		1	N				N	1
208332643	8807125950089	N				MOLOI	TLOTISO	2012	NDLO01		1	N				N	1
209010263	8906120689084	N				MAELA	NGWANAF	2012	NDMK95		1	N				N	1
209027267	8806080924089	N				MASENY	PHATHUTS	2012	NDHR96		1	N				N	1
209066181	9006265633085	N				MAILA	KGOBANE	2012	NDLO01		1	N				N	1
209069490	8911140061086	N				FERRARI	CLARISSA	2012	NDLO01		1	N				N	1
209124440	8912235792080	N				BALE	KEVIN SEI	2012	NDHR96		1	N				N	1
209150948	9105030821084	N				MONTJAN	MOLATELI	2012	NDLO01		1	N				N	1

Print Class List

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 Save icon)
4. "xxx records applied and saved" will display in the bottom left hand corner of the screen
5. Print a class list to verify marks entered (using SSTURL-1 or Click on the "Print Class List" button)
6. To use the button, your username needs to be linked to a default ITS printer. Consult ServiceDesk for assistance.
7. When you click on "Print Class List" button, the screen below will display.

TSHWANE UNIVERSITY OF TECHNOLOGY - PROD

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

18oapp : v01.0.1.2 (SSTUD1-2) Enter Mark Type Assessment Marks

Mark Type Assessment Marks Print Class List

Enter the Remaining Selection Criteria for the Class List and Exit to Print the List

Faculty: ALL Department: ALL Qualification: ALL

Lecturer: ALL Language: B - Both

Assessment Marks: ☒ Include ☐ Exclude

Test Average: ☒ Include ☐ Exclude

Standard Deviation: ☒ Include ☐ Exclude

Print Student Detail: B - Both

Include Students who have Already Passed this Subject: ☒ Yes ☐ No

Order Students: ☐ Alphabetically ☒ Numerically

Group Type: C Start Group: 0 End Group: ZZ

Mark Type: WR

Start Assessment Number: 1

End Assessment Number: 10 (Maximum Of Ten Assessments)

Record: 1/1

8. 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.

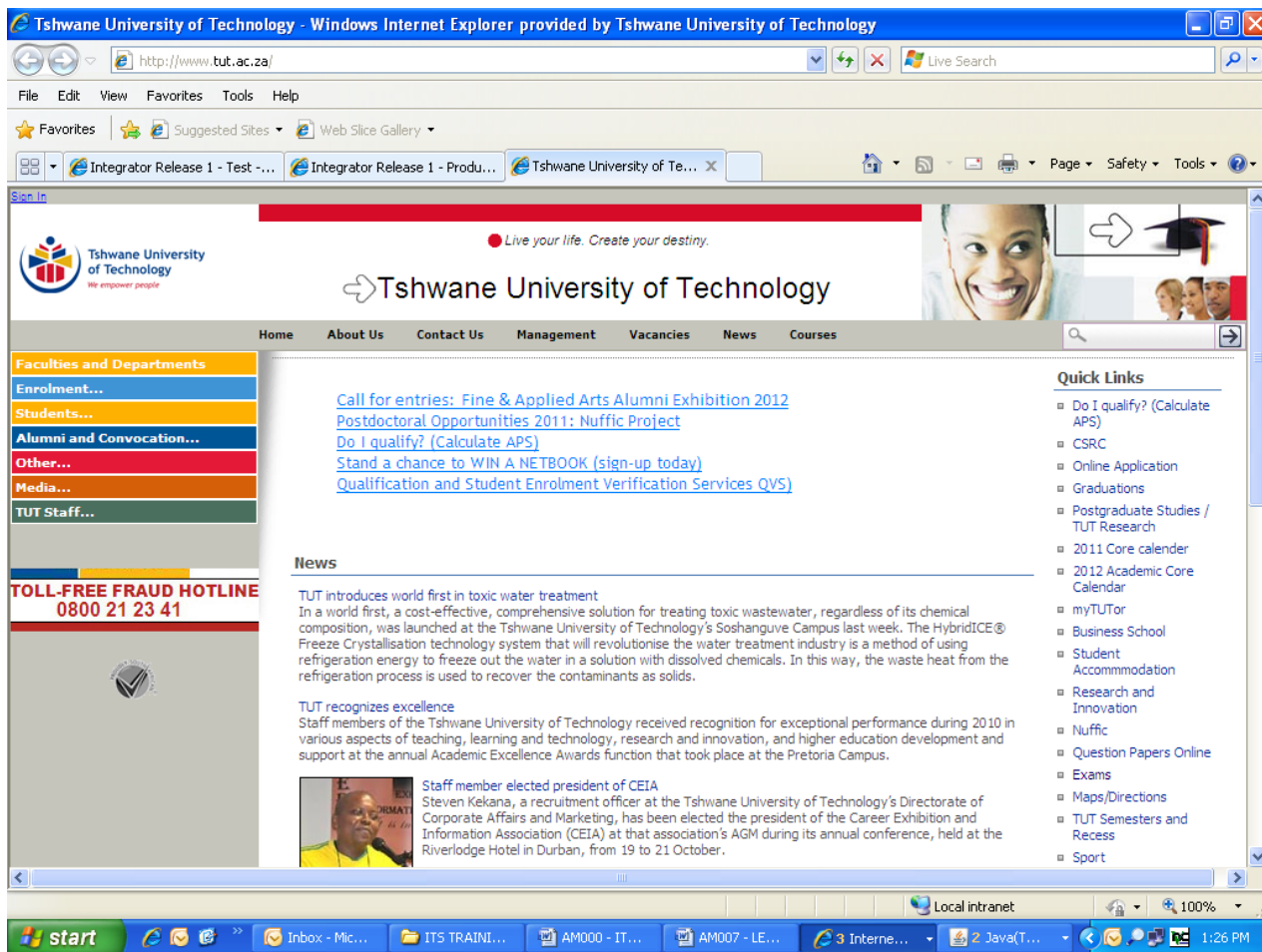


To correct an individual student's marks:

- i. Complete the first block (Academic year, Subject code, Offering type, Block code, etc.)
- ii. Press <Page down> (or click on Next block icon)
- iii. Press <F11> (or click on Enter Query icon)
- iv. Type in the student number
- v. Press <F12>
- 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 Save icon)
- ix. To see all students on the screen, press <F12> again

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

(AM007)



Tshwane University of Technology
We empower people

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Tshwane University of Technology

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Faculties and Departments

- Enrolment...
- Students...
- Alumni and Convocation...
- Other...
- Media...
- TUT Staff...

TOLL-FREE FRAUD HOTLINE
0800 21 23 41

News

TUT introduces world first in toxic water treatment
In a world first, a cost-effective, comprehensive solution for treating toxic wastewater, regardless of its chemical composition, was launched at the Tshwane University of Technology's Soshanguve Campus last week. The HybridICE® Freeze Crystallisation technology system that will revolutionise the water treatment industry is a method of using refrigeration energy to freeze out the water in a solution with dissolved chemicals. In this way, the waste heat from the refrigeration process is used to recover the contaminants as solids.

TUT recognizes excellence
Staff members of the Tshwane University of Technology received recognition for exceptional performance during 2010 in various aspects of teaching, learning and technology, research and innovation, and higher education development and support at the annual Academic Excellence Awards function that took place at the Pretoria Campus.

Staff member elected president of CEIA
Steven Kekana, a recruitment officer at the Tshwane University of Technology's Directorate of Corporate Affairs and Marketing, has been elected the president of the Career Exhibition and Information Association (CEIA) at that association's AGM during its annual conference, held at the Riverlodge Hotel in Durban, from 19 to 21 October.

Quick Links

- Do I qualify? (Calculate APS)
- CSRC
- Online Application
- Graduations
- Postgraduate Studies / TUT Research
- 2011 Core calendar
- 2012 Academic Core Calendar
- myTutor
- Business School
- Student Accommodation
- Research and Innovation
- Nuffic
- Question Papers Online
- Exams
- Maps/Directions
- TUT Semesters and Recess
- Sport

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.

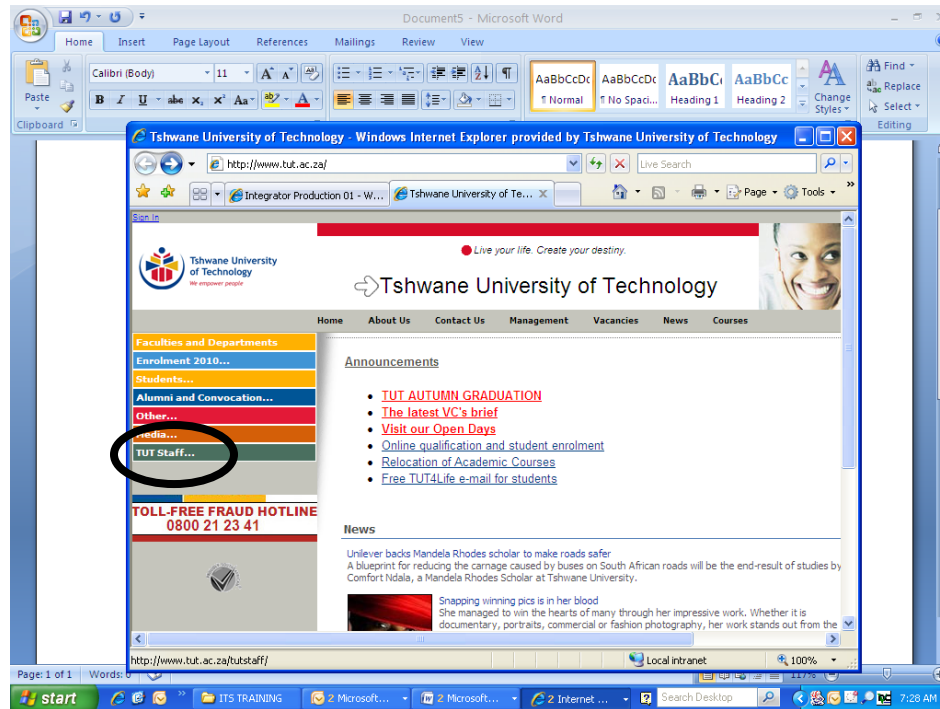
1. You need a TUT e-mail address to register on StaffPortal. Your Departmental Administrator can send an e-mail to Helpdesk (Servicedesk@tut.ac.za / Servicedesk2@tut.ac.za) and provide:
 - Name and Surname as it should appear on MS Outlook
 - Personnel number
 - Department
 - Telephone and fax number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

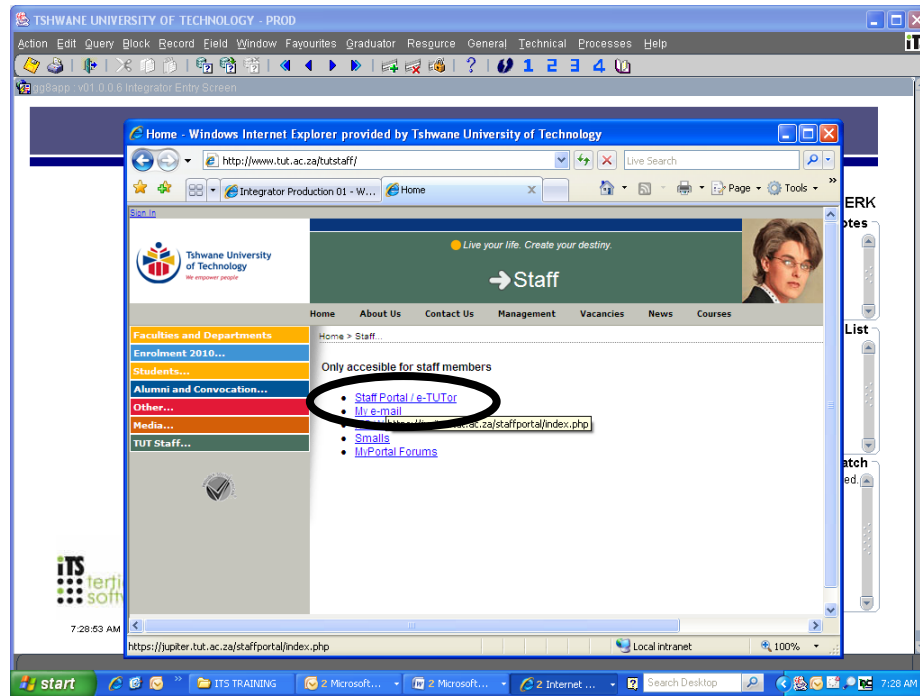
www.tut.ac.za



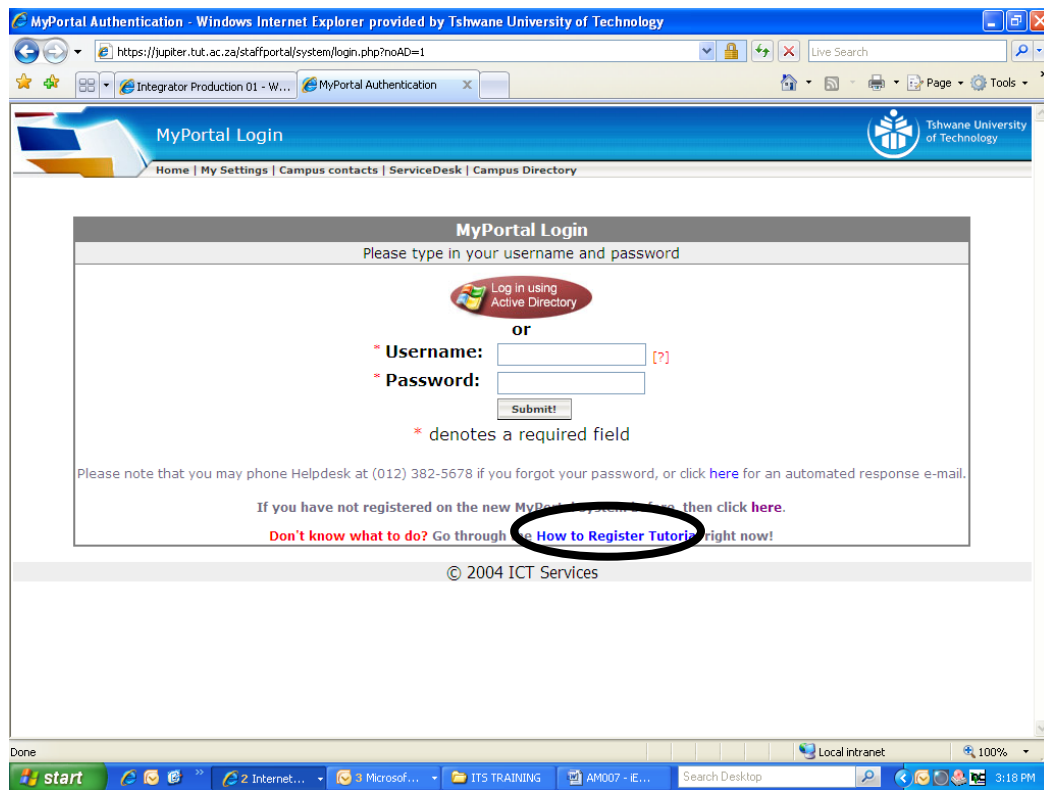
Click on TUT Staff



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

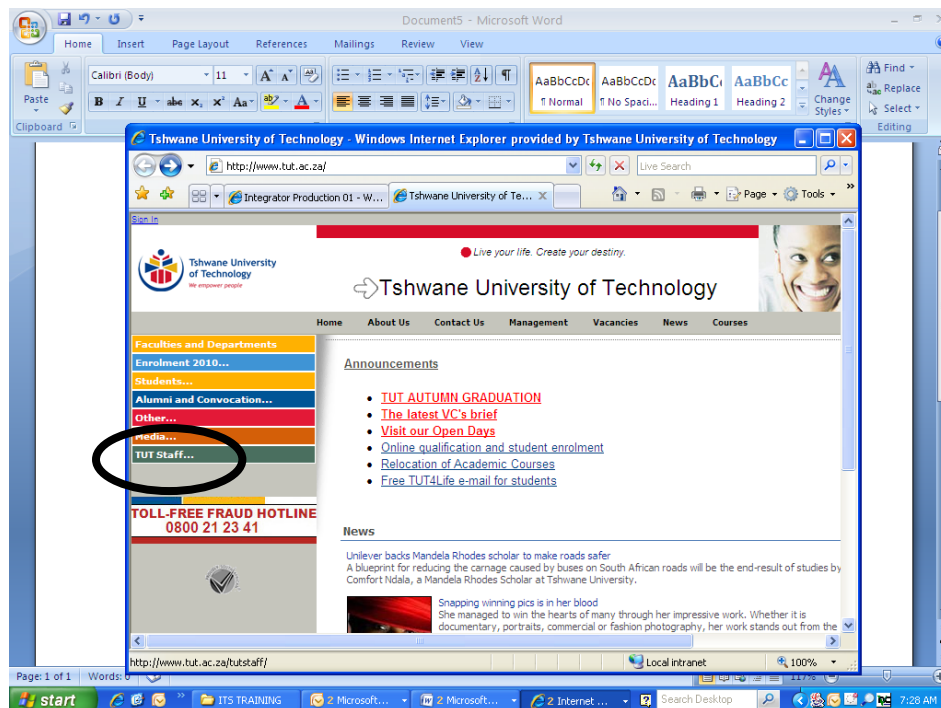
You will receive an e-mail confirming your registration on MyPortal.



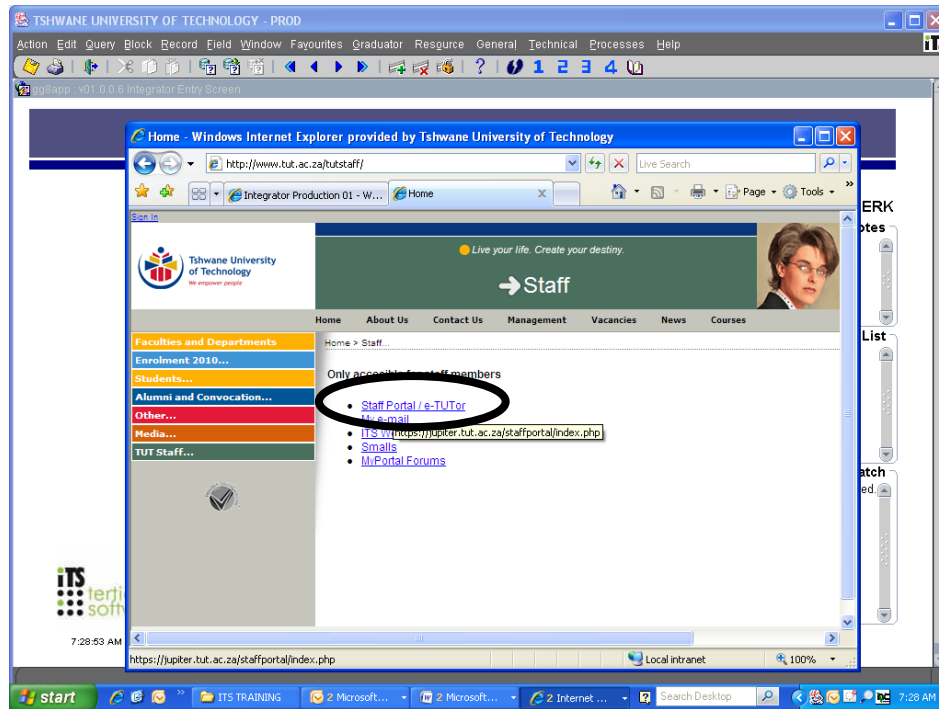
Log-in by using your username and password.



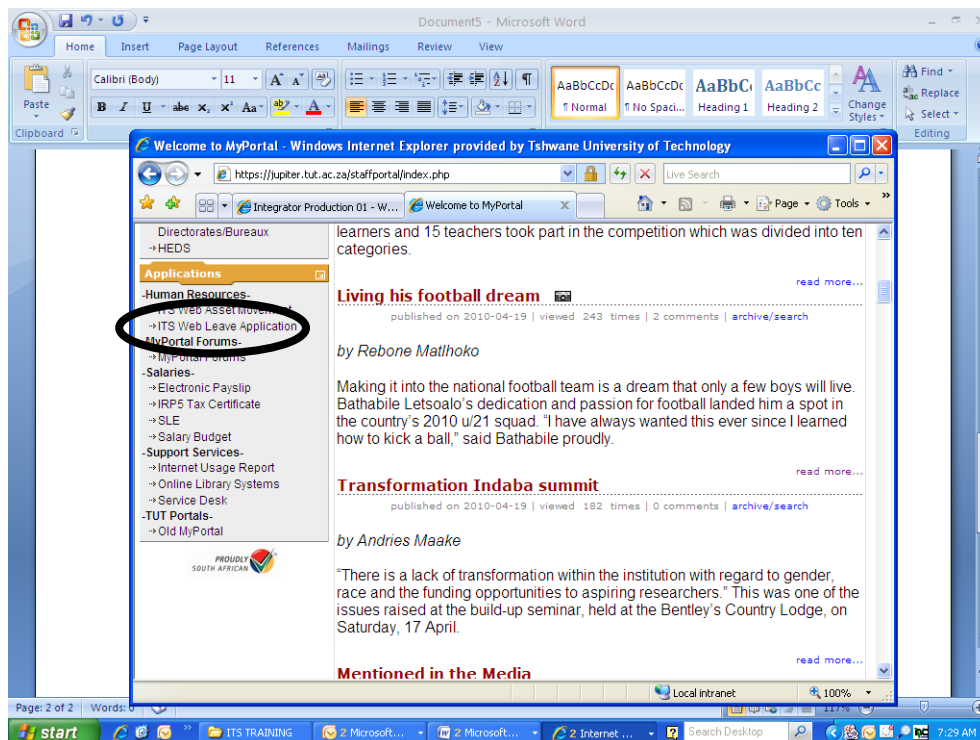
Click on TUT Staff



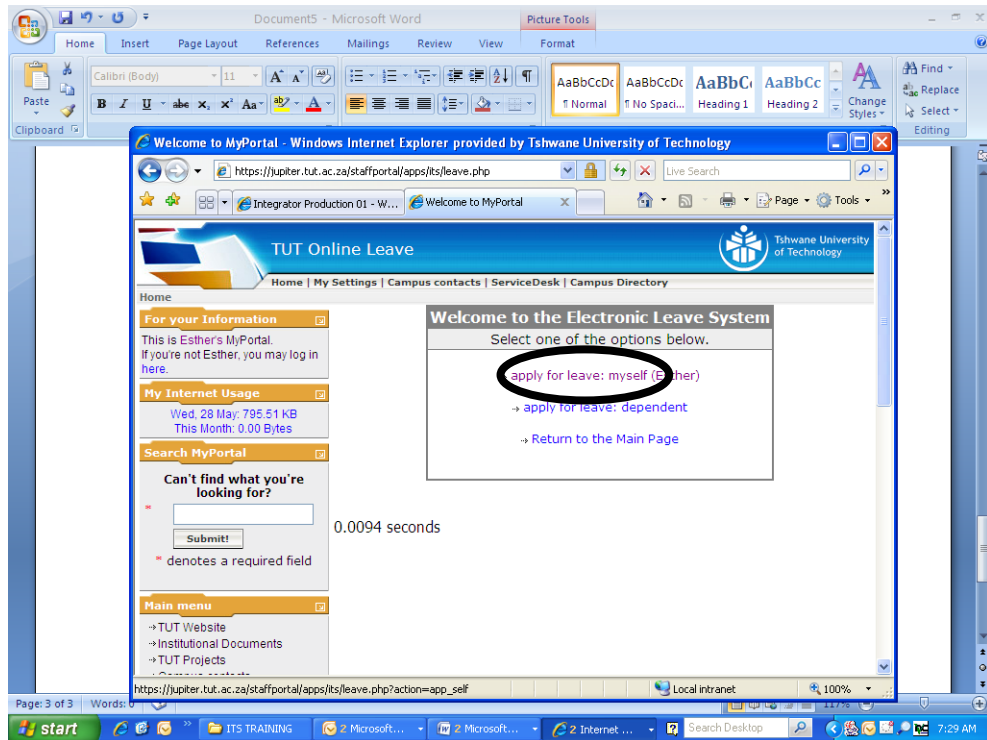
Click on Staff Portal/e-Tutor



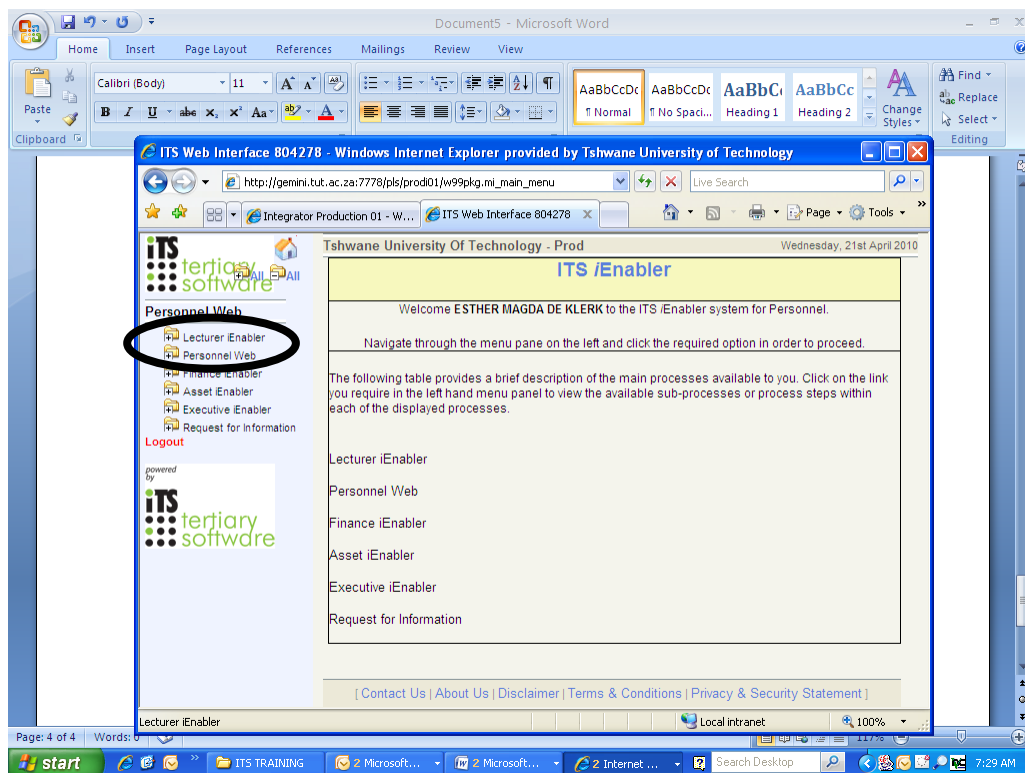
Click on ITS Web Leave Application



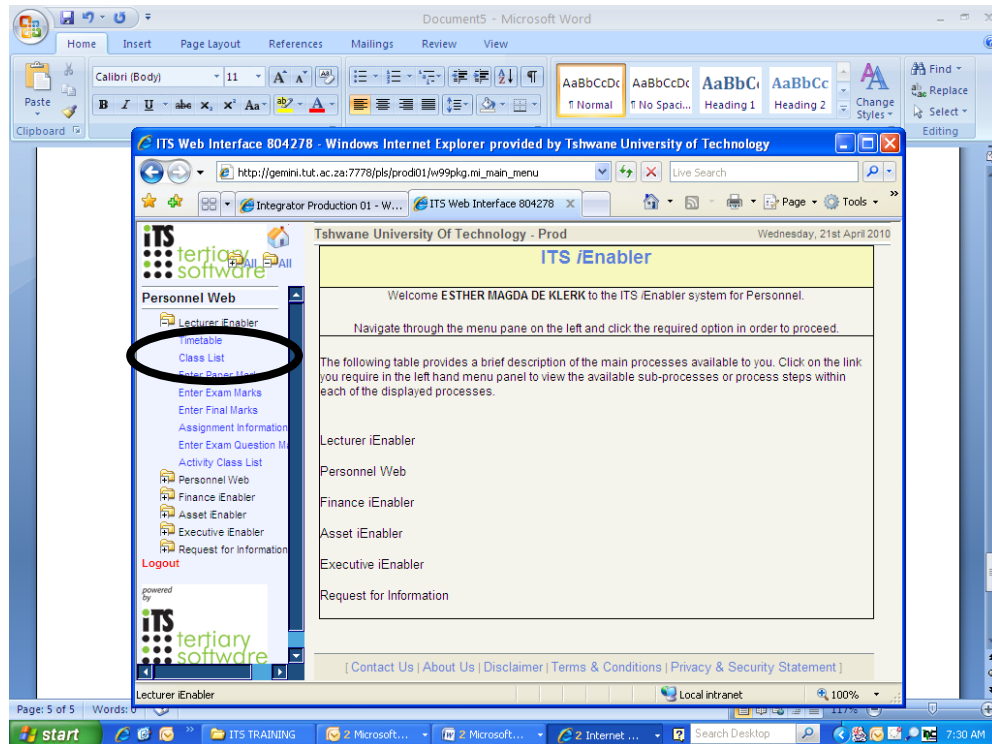
Click on Apply for leave: myself



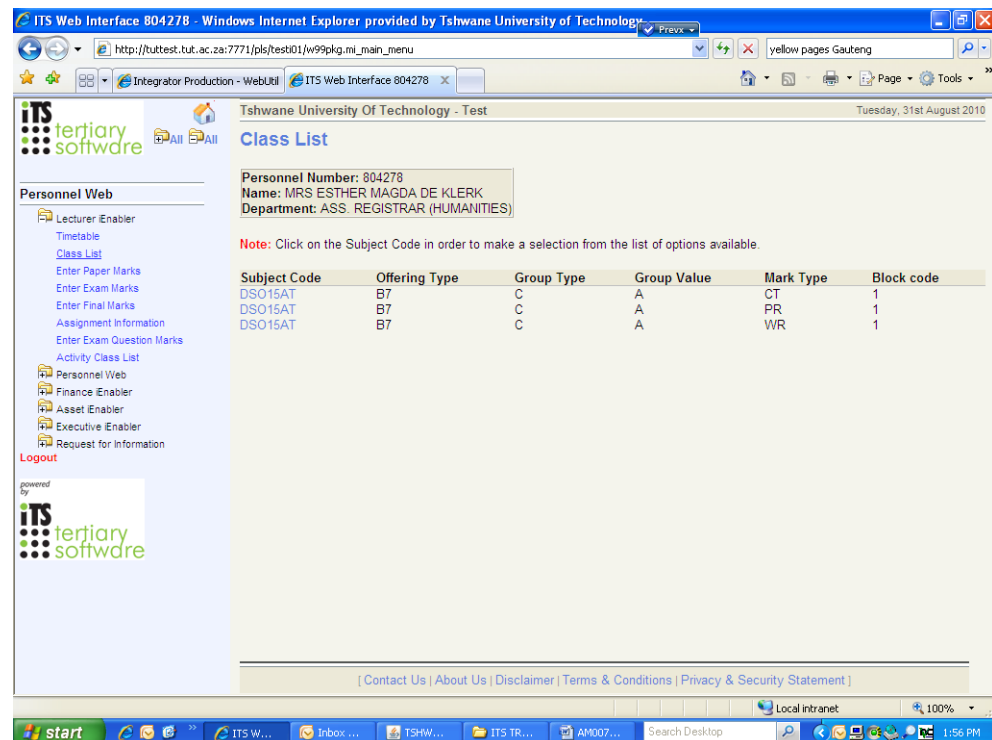
Click on Lecturer iEnabler



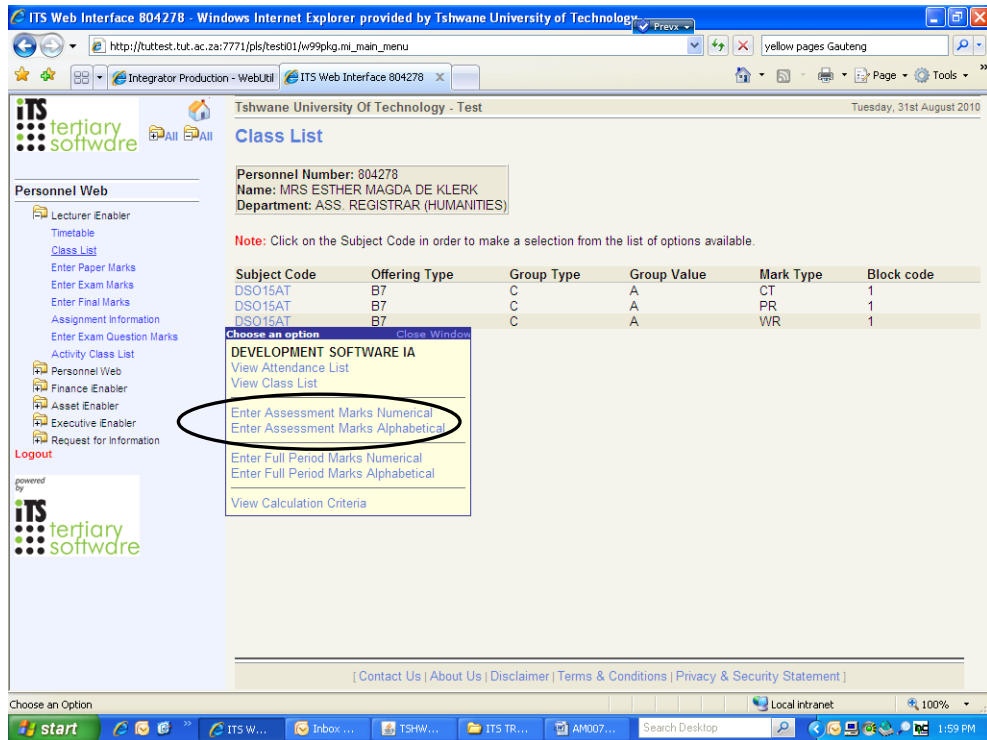
Click on Class List



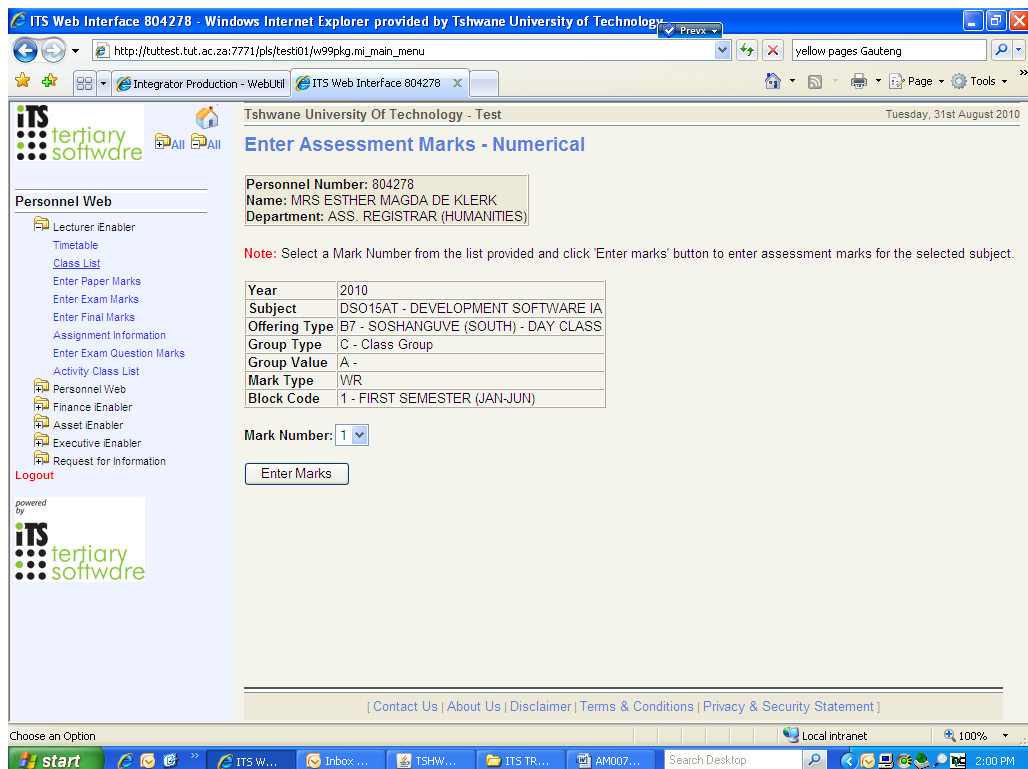
Subjects linked to your name will appear



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



Click on Enter Assessment Marks (Numerical/Alphabetical)



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/test01/w99pkg.mi_main_menu

yellow pages Gauteng

Integrator Production - WebUtil ITS Web Interface 804278

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	100	P - PASS	P	2010	NDIT04		N

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Choose an Option

start ITS W... Inbox ... TSHW... ITS TR... AM007... Search Desktop 2:01 PM



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/test01/w99pkg.mi_main_menu

yellow pages Gauteng

Integrator Production - WebUtil ITS Web Interface 804278

Tshwane University Of Technology - Test Tuesday, 31st August 2010

Enter Assessment Marks - Numerical

Personnel Number: 804278
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Student	Mark	Result	Pass/Fail	Exam Year	Qual	Cancel Date	Exam Type
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MMASAPE MAGDELINE MODIBA							
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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	100	P - PASS	P	2010	NDIT04		N

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Save Revert Changes

start ITS W... Inbox ... TSHW... ITS TR... AM007... Search Desktop 2:02 PM

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

http://tapp.tut.ac.za:7771/pls/test01/w99pkg.mi_main_menu

File Edit View Favorites Tools Help

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 iEnabler
- Asset iEnabler
- Executive iEnabler
- Request for Information

Logout

powered by ITS tertiary software

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

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

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

http://tapp.tut.ac.za:7771/pls/test01/w99pkg.mi_main_menu

File Edit View Favorites Tools Help

ITS tertiary software

Personnel Web

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- Personnel Web
- Access Control
- Finance iEnabler
- Asset iEnabler
- Executive iEnabler
- Request for Information

Logout

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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 Close Window

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

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http://tapp.tut.ac.za:7771/pls/test01/w06pkg.markslst?x_year=2011&x_subj=CMN200T&x_bc=4&x_groupType=C&x...



Click on View Class List

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

http://rapp.tut.ac.za:7771/pls/testi01/w99pkg.mi_main_menu

File Edit View Favorites Tools Help

ITS tertiary software

Personnel Web

- Lecturers Web
- Timetable
- Class List
- Enter Paper Marks
- Enter Exam Marks
- Assignment Information
- Enter Exam Question Marks
- Activity Class List
- Graduation Dress and Attendance
- Cohorts
- Attendance Register
- Personnel Web
- Access Control
- Finance iEnabler
- Asset iEnabler
- Executive iEnabler
- 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
		C	A	PR	4
		C	A	WR	4

Choose an option Close Window

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

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http://rapp.tut.ac.za:7771/pls/testi01/w06pkg.marklist?x_year=2011&x_subj=CMN200T&x_bc=4&x_groupType=C&x_...

start 2 Internet Ex... 4 Java(TM) PL... Inbox - Microso... MANUALS - AM 2 Microsoft O... 12:16 PM

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

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

http://rapp.tut.ac.za:7771/pls/testi01/w99pkg.mi_main_menu

File Edit View Favorites Tools Help

ITS tertiary software

Personnel Web

- Lecturers Web
- Timetable
- Class List
- Enter Paper Marks
- Enter Exam Marks
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- Enter Exam Question Marks
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- Graduation Dress and Attendance
- Cohorts
- Attendance Register
- Personnel Web
- Access Control
- Finance iEnabler
- Asset iEnabler
- Executive iEnabler
- Request for information

Logout

TUT Integrator - TEST

Wednesday, 10th October 2012

Class List - Numerical

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

Subject Code	Subject Description	Class Group	Mark Type	Offering Type	Block Code	Department	Faculty
CMN200T	CONSTRUCTION MANAGEMENT II	A	AS	PRETORIA - DAY CLASS	YEAR (JUL-JUN)	Building Sciences	Eng. And The Built Environment

Minimum Full Period Mark for Exam Admission									
Full Period Mark Weight									
Exam Mark Weight									
Assessment Criteria									
Number of Assessments									
Best nr. of Assessments									
Check All Sub-minimums									
Competence									

Note: This is a user defined note, if set up, it is applicable to institution codes UJ and TUT. To Setup : Refer to (GOPS-21) - External Body = INE, External Code Type = SRT if not setup the default message is : Click on a heading to sort the list according to that column. Click on the Student Number in order to make a selection from the list of options available for the selected student.

Student Number	Student Name	# 1	# 2	Mark Type	Mark	Half Period	Full Period	Exam Admission	Exam Final	Date
208018426	RAKUMAKWE, KIM	52	65	Mark Result	Mark					NDBU04
		85	78							NDBU04

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Done 2 Internet Ex... 4 Java(TM) PL... Inbox - Microso... MANUALS - AM 2 Microsoft O... 12:25 PM

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

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

http://tapp.tut.ac.za:7771/pls/test01/w99pkg.mi_main_menu

File Edit View Favorites Tools Help

Favorites Suggested Sites Web Slice Gallery

Integrator R... Integrator R... Integrator R... Home - Asse... Integrator R... ITS Web ... X

Page Safety Tools ?

TUT Integrator - TEST

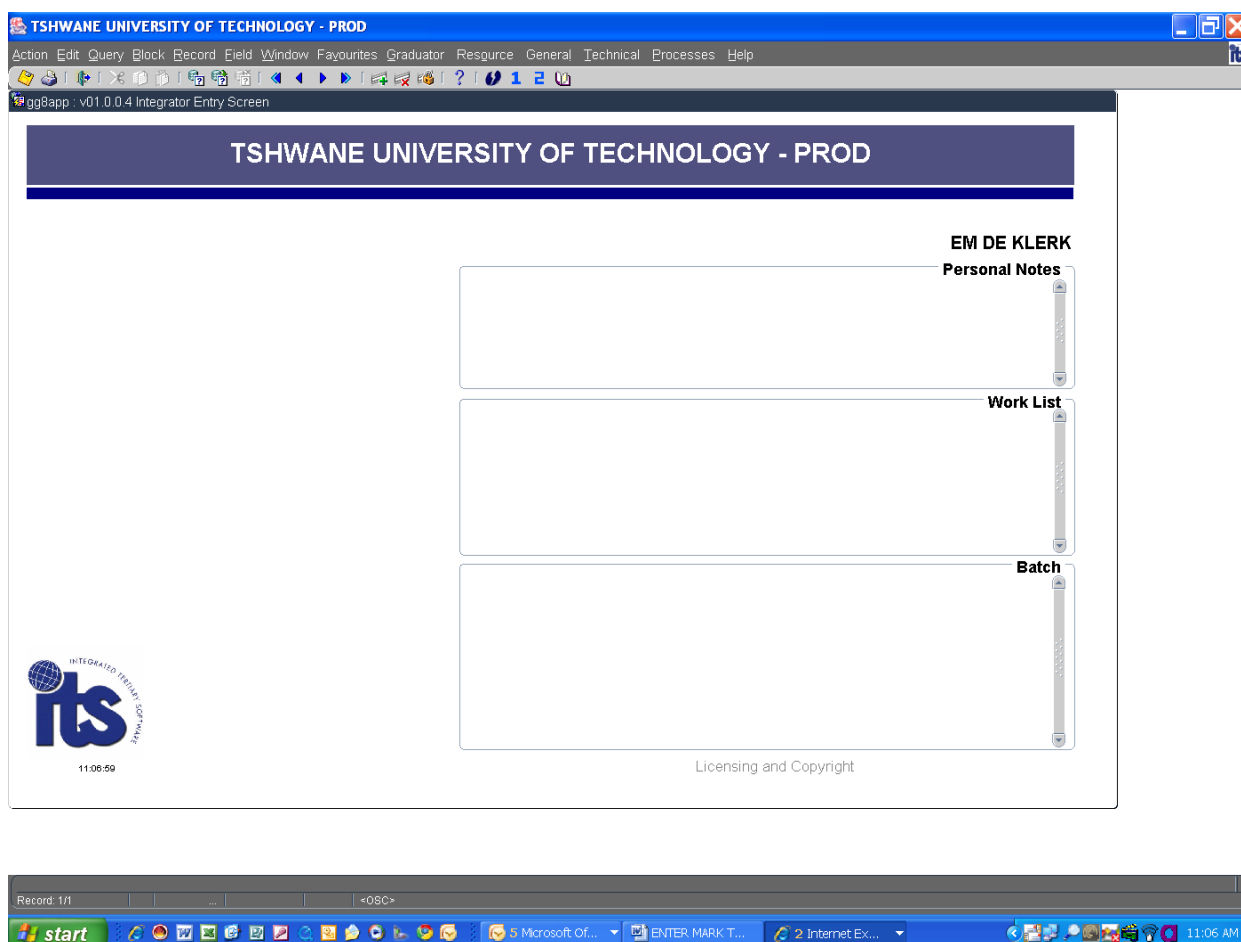
Wednesday, 10th October 2012

ID	Name	Score	Grade	Average	Standard Deviation
208202030	SCHUTTE, CC		NDBU04		
208316095	TAR MOHAMED, M		NDBU04		
208321129	KEKANA, GR		NDBU04		
209027844	MALELE, MC		NDBU04		
209032163	NUKERI, N		NDBU04		
209042975	MALETJANE, LM		NDBU04		
209100371	TSHIVHASE, N		NDBU04		
209134985	BERGSTROM, MJ		NDBU04		
209156369	MOHAMED, M		NDBU04		
209215128	SIKHOSANA, PZ		NDBU04		
209232790	KGATLE, KR		NDBU04		
209315840	BLOM, FJH		NDBU04		
209316820	VAN ZYL, ZL		NDBU04		
210008071	TZIRCALLE, SG		NDBU04		
Average		72.33	66.89	0.00	0.00
Standard Deviation		15.90	18.44	0.00	0.00

View Detail Criteria MS Excel Format Print Report

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



TSHWANE UNIVERSITY OF TECHNOLOGY - PROD

EM DE KLERK

Personal Notes

Work List

Batch

ITS

11:06:59

Licensing and Copyright

Record: 1/1

start

5 Microsoft Of...

ENTER MARK T...

2 Internet Ex...

11:06 AM

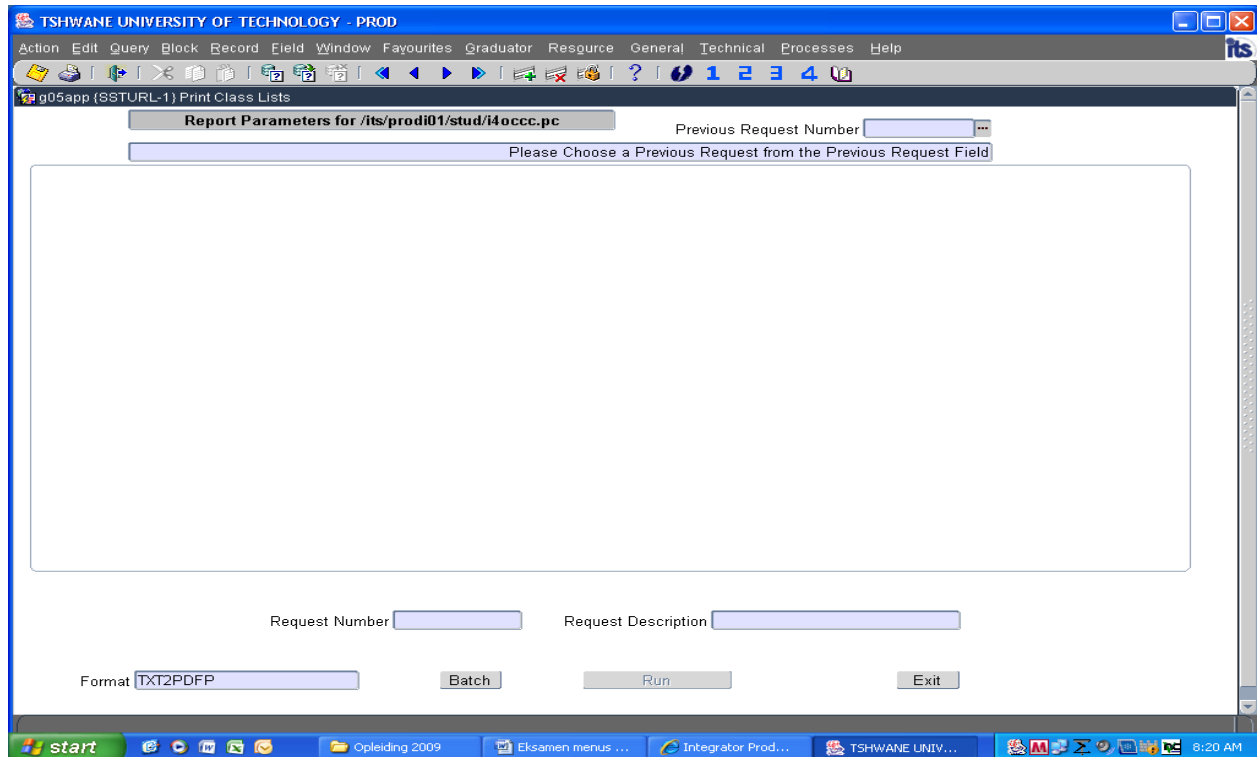
IMPORTANT INFORMATION

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. 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 (See Manual AM010 in this manual).
6. NUMERICAL class lists should be submitted on request to Academic Administration/Student Services.
7. To update the responsible lecturer on the class list, send an e-mail to Tebogo Thantsa at the Academic Qualification Structure office.

Press <F1> (Quick menu)

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

The following screen will appear:



Press <Enter> on your 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 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 point where you must **Enter your choice**
IMPORTANT: You must "Enter your choice" (1/2/3/4/5) to select the kind of information to appear on your class list. If you leave this field blank, only the student number will print.
9. Press <Enter> until your cursor is in **Request Description**

10. Make sure the Style sheet is on TXT2PDF format
11. Click on Run

(See screen dumps below as example)

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/prodi01/stud/i4occc.pc Previous Request Number

Please Choose a Previous Request from the Previous Request Field

Enter Academic Year (N4) 2013

Enter First Block Code to Include or ALL (A3) 1 FIRST SEMESTER (JAN-JUN)

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

Enter Start Faculty Code (N4) 0

Enter End Faculty Code (N4) 9999

Enter Start Department Code (N4) 0

Enter End Department Code (N4) 9999

Enter First Subject Code to Include or ALL (A7) EEN111T ELECTRICAL ENGINEERING I

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

Enter Qualification Code or ALL (A6) ALL

Enter First Offering type to Include or ALL (A2) A1 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) C

Enter Start Group (A2) 0

Enter End Group (A2) ZZ

Request Number Request Description

Stylesheet TXT Format TXT Batch Run Exit

12:53 PM 2013/07/17

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/prodi01/stud/i4occc.pc Previous Request Number

Please Choose a Previous Request from the Previous Request Field

Enter End Group (A2) ZZ

Enter Lecturer Code or ALL (A9) ALL

Enter First Exam type to Include or ALL (A1) ALL

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

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

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

Enter First Mark Type to Include or ALL (A3) ALL

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

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

Enter Cut-off Final Mark (N4) 0

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

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

Print one of the following

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

Request Number Request Description

Stylesheet TXT2PDF Format PDF Batch Run Exit

01:33 PM 2013/07/17

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/prod01/stud/140ccc.pc

Previous Request Number

Please Choose a Previous Request from the Previous Request Field

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

Enter Cut-off Final Mark (N4) 0

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

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

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 (N4) 4

Include Students who Have Already Passed the Subject (Y/N) (A1) N

Print Paper- and Mark Type Criteria (Y/N) (A1) N

Print per Service Centre (Y/N) (A1) N

Order Students (A)lphabetically or (N)umerically (A1) N

Request Number Request Description

Stylesheet **TXT2PDF** Format PDF Batch Run Exit

01:34 PM 2013/07/17

12. Click on View

Your class list will then display as:

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	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	

whereby the **AVERAGE** of each MARK TYPE (WR, PR, AS) will be displayed.

BUT!!!

If you need to see the **INDIVIDUAL** assessment marks PER MARK TYPE (WR 1, 2, 3 or AS 1, 2), you need to *Exclude* Mark Type Marks (see screen dump below) and specify the specific mark type.

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 (see manual AM010 attached).

EXAMPLE: EXCLUDE MARK TYPE MARKS

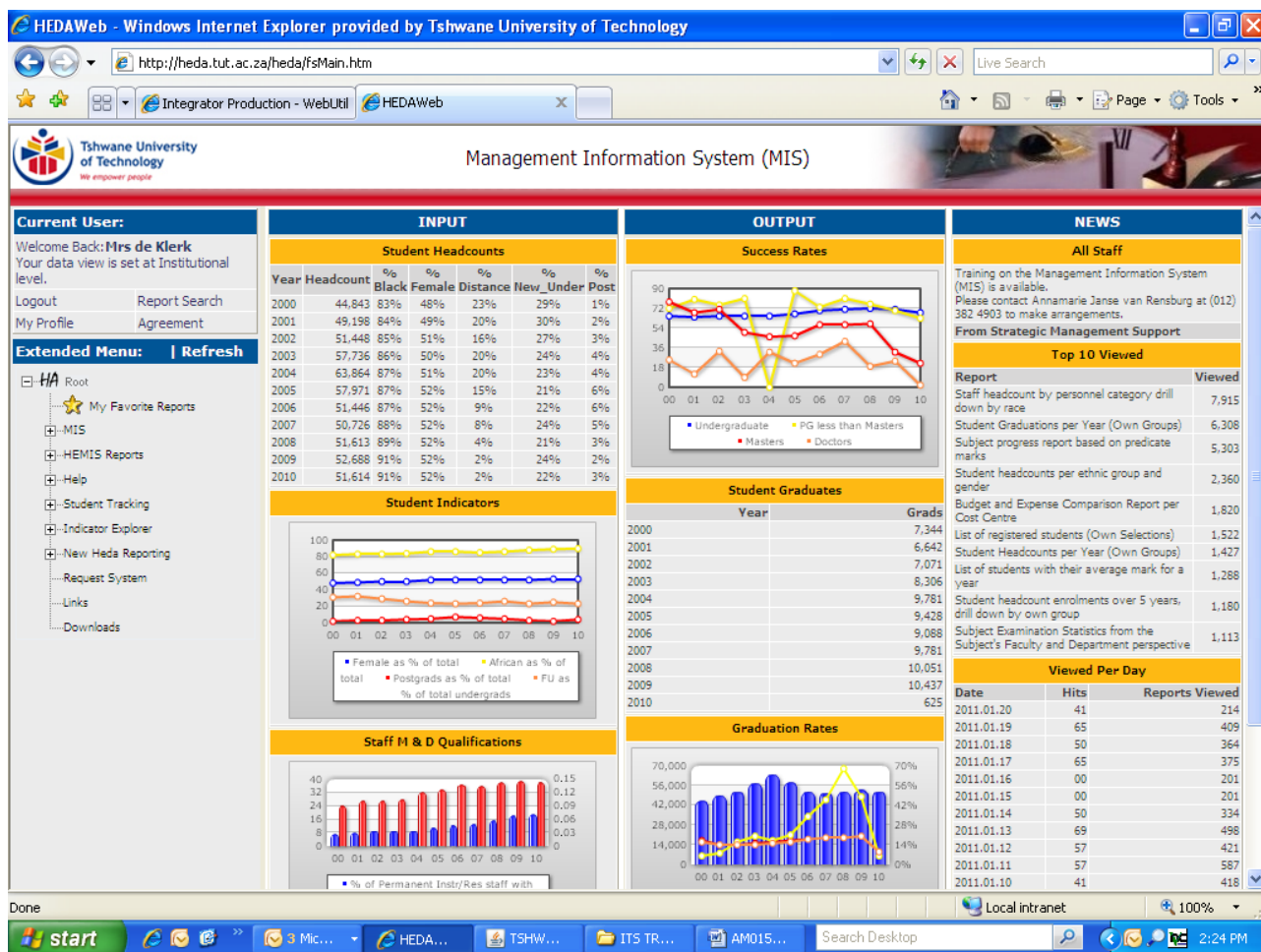
Faculty : 50 - HUMANITIES
 Dept : 6501 - APPLIED LANGUAGES
 Subject : ENG120T - ENGLISH (A LEVEL)
 Offering Type: A1 - PRETORIA - FULL TIME Block Code: 0 - YEAR (JAN-DEC)
 Mark Type : WR - WRITTEN TEST

Class Group : A
 Responsible Lecturer(s): 606316 MS S NAIDOO (Primary)
 607128 MRS G BRINK

Student Name and Number	Assessment 1	Assessment 2	Assessment 3	Mark Type	Per Mark Res	Half Full	Exam Admit	Exam Mark	Final Mark	Res	Qualif	Cancelled
96106637 MAKGAKA,M											NDMK95	31-JAN-11
97104247 NTHANGENI,NB											NDLO01	31-JAN-11
97142203 MOSHWANA,IS	32	53	46	47	F	35	46	Y	34	40	F	NDHR96
200205729 NTSOANE,HN							N				FA	NDHR96
202027865 NCHABELENG,NM	53	71	52	63	P	64	64	Y	60	62	P	NDLO01

PRINT CLASS LIST FROM MIS

(AM010)

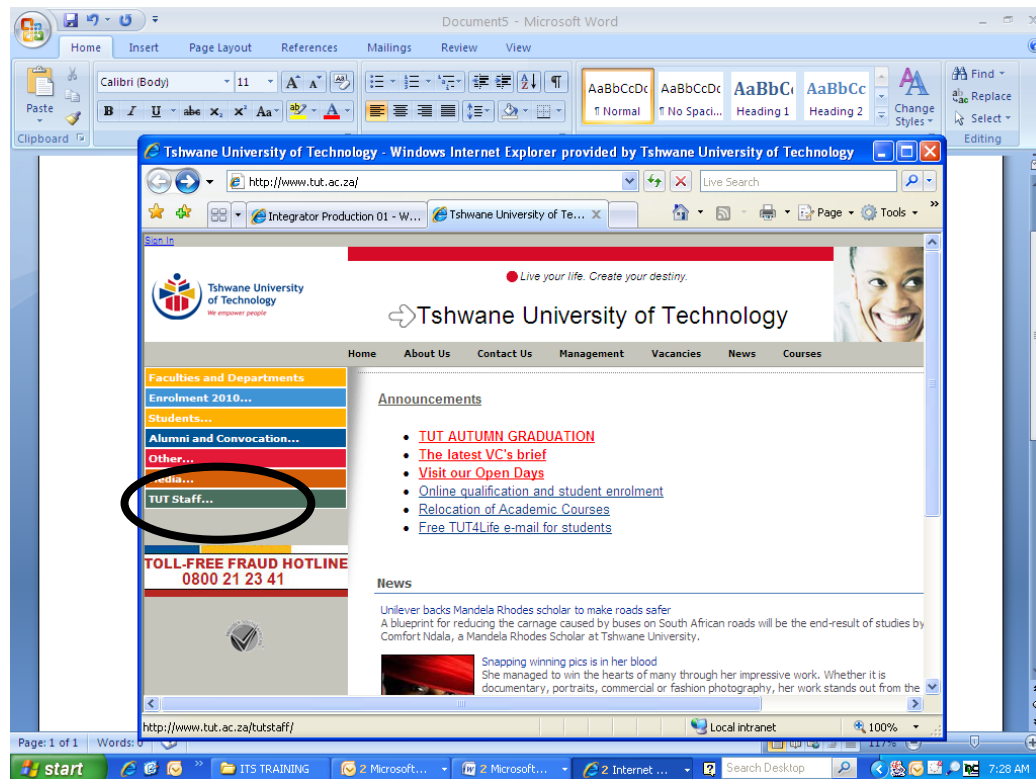


IMPORTANT INFORMATION

1. All MIS reports (e.g. class lists) are compiled from ITS information.
2. MIS Helpdesk contact number: (012) 382 5891/5698/5955.
3. Any changes done on students' marks will only reflect on the MIS class list the **following day**.
4. All assessment marks (all mark types) are displayed on 1 page.
5. The MIS class lists can be used for control/verification purposes. When Student Services/Academic Administration requires a class list for examination purposes, a numerical **ITS** class list (see manual AM002) must be submitted.

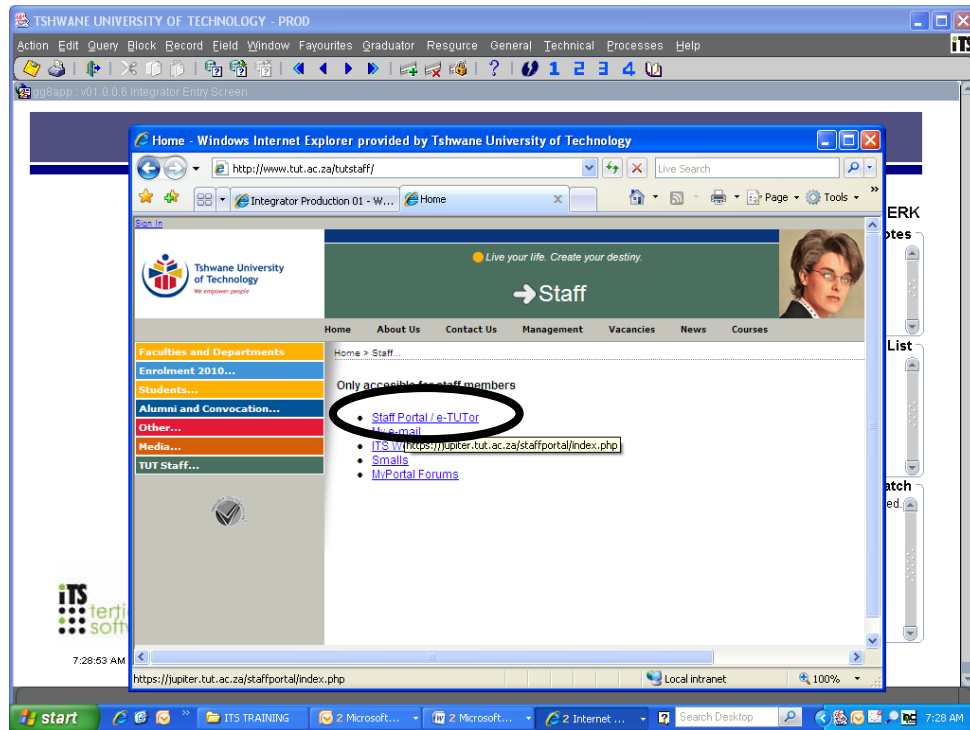
Open www.tut.ac.za

Click on TUT Staff

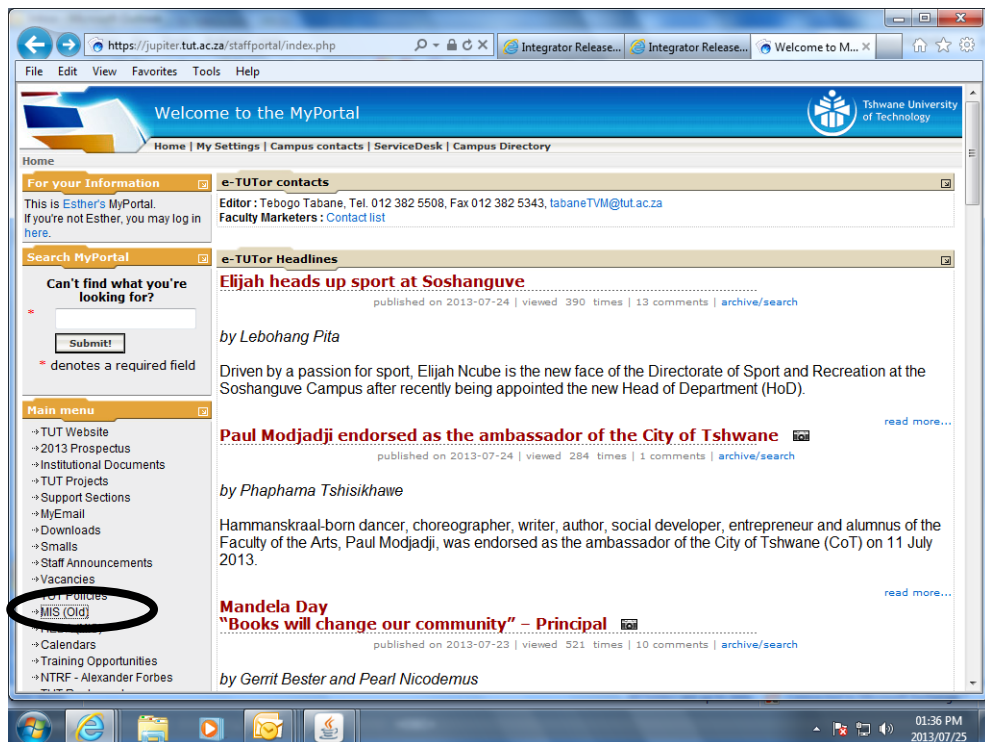


Click on Staff Portal/e-Tutor

Provide your username and password to login



Click on MIS (Old)



Provide MIS login details (if not registered, click on Register)

HEDAWeb - Windows Internet Explorer provided by Tshwane University of Technology

http://heda.tut.ac.za/heda/fsMain.htm

Integrator Production - WebUtil Welcome to MyPortal HEDAWeb

Tshwane University of Technology We empower people

Management Information System (MIS)

User Login:

Username:

Password:

[Login](#)

[Register](#)

[Password Reminder](#)

INPUT

Student Headcounts

Year	Headcount	Black	Female	Distance	New	Under	Post
2000	44,843	83%	48%	23%	29%	1%	
2001	49,198	84%	49%	20%	30%	2%	
2002	51,448	85%	51%	16%	27%	3%	
2003	57,736	86%	50%	20%	24%	4%	
2004	63,864	87%	51%	20%	23%	4%	
2005	57,971	87%	52%	15%	21%	6%	
2006	51,446	87%	52%	9%	22%	6%	
2007	50,726	88%	52%	8%	24%	5%	
2008	51,613	89%	52%	4%	21%	3%	
2009	52,688	91%	52%	2%	24%	2%	
2010	51,614	91%	52%	2%	22%	3%	

Student Indicators

Staff M & D Qualifications

OUTPUT

Success Rates

Student Graduates

Year	Grads
2000	7,344
2001	6,642
2002	7,071
2003	8,306
2004	9,781
2005	9,428
2006	9,088
2007	9,781
2008	10,051
2009	10,437
2010	625

Graduation Rates

NEWS

All Staff

Training on the Management Information System (MIS) is available. Please contact Annamaria Jarne van Rensburg at (012) 382 4903 to make arrangements.

From Strategic Management Support

Top 10 Viewed

Report	Viewed
Staff headcount by personnel category drill down by race	7,917
Student Graduations per Year (Own Groups)	6,308
Subject progress report based on predicate marks	5,303
Student headcounts per ethnic group and gender	2,360
Budget and Expense Comparison Report per Cost Centre	1,820
List of registered students (Own Selections)	1,522
Student Headcounts per Year (Own Groups)	1,427
List of students with their average mark for a year	1,288
Student headcount enrolments over 5 years, drill down by own group	1,180
Subject Examination Statistics from the Subject's Faculty and Department perspective	1,113

Viewed Per Day

Date	Hits	Reports Viewed
2011.01.20	41	216
2011.01.19	65	409
2011.01.18	50	364
2011.01.17	65	375
2011.01.16	00	201
2011.01.15	00	201
2011.01.14	50	334
2011.01.13	69	498
2011.01.12	57	421
2011.01.11	57	587
2011.01.10	41	418

Done

start 3 Mic... HEDA... TSHW... 2 Mic... ITS TR... Search Desktop 2:37 PM



Once registered, Click on MIS

HEDAWeb - Windows Internet Explorer provided by Tshwane University of Technology

http://heda.tut.ac.za/heda/fsMain.htm

Integrator Production - WebUtil Welcome to MyPortal HEDAWeb

Tshwane University of Technology We empower people

Management Information System (MIS)

Current User:
Welcome Back: Mrs de Klerk
Your data view is set at Institutional level.

Logout Report Search

My Profile

Extended Menu: | Refresh

- HA Root
- Reports
- MIS**
- HEMIS Reports
- Help
- Student Tracking
- Indicator Explorer
- New Heda Reporting
- Request System
- Links
- Downloads

INPUT

Student Headcounts

Year	Headcount	% Black	% Female	% Distance	% New_Under	% Post
2000	44,843	83%	48%	23%	29%	1%
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2002	51,448	85%	51%	16%	27%	3%
2003	57,736	86%	50%	20%	24%	4%
2004	63,864	87%	51%	20%	23%	4%
2005	57,971	87%	52%	15%	21%	6%
2006	51,446	87%	52%	9%	22%	6%
2007	50,726	88%	52%	8%	24%	5%
2008	51,613	89%	52%	4%	21%	3%
2009	52,688	91%	52%	2%	24%	2%
2010	51,614	91%	52%	2%	22%	3%

Student Indicators

Staff H & D Qualifications

OUTPUT

Success Rates

Student Graduates

Year	Grads
2000	7,344
2001	6,642
2002	7,071
2003	8,306
2004	9,781
2005	9,428
2006	9,088
2007	9,781
2008	10,051
2009	10,437
2010	629

Graduation Rates

NEWS

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From Strategic Management Support

Top 10 Viewed

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Staff headcount by personnel category drill down by race	7,917
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Subject progress report based on predicate marks	5,303
Student headcounts per ethnic group and gender	2,360
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List of students with their average mark for a year	1,288
Student headcount enrolments over 5 years, drill down by own group	1,180
Subject Examination Statistics from the Subject's Faculty and Department perspective	1,113

Viewed Per Day

Date	Hits	Reports Viewed
2011.01.20	41	216
2011.01.19	65	409
2011.01.18	50	364
2011.01.17	65	375
2011.01.16	00	201
2011.01.15	00	201
2011.01.14	50	334
2011.01.13	69	498
2011.01.12	57	421
2011.01.11	57	587
2011.01.10	41	418

Local Intranet 100%

start 3 Mic... HEDA... TSHW... 2 Mic... ITS TR... Search Desktop 2:39 PM



Click on Students

HEDAWeb - Windows Internet Explorer provided by Tshwane University of Technology

http://heda.tut.ac.za/heda/fsMain.htm

Integrator Production - WebUtil Welcome to MyPortal HEDAWeb

Tshwane University of Technology Management Information System (MIS)

Current User:
Welcome Back: Mrs de Klerk
Your data view is set at Institutional level.
Logout Report Search
My Profile

Extended Menu: | Refresh

- Root
 - My Favorite Reports
 - MIS
 - Students
 - Staff
 - Admissions
 - Enrolment
 - HEMIS Reports
 - Help
 - Student Tracking
 - Indicator Explorer
 - New Heda Reporting
 - Request System
 - Links
 - Downloads

Student Indicators

Year	Female as % of total	African as % of total	Postgraduate as % of total	PU as % of total
2006	51.446	87%	52%	9%
2007	50.726	88%	52%	8%
2008	51.613	89%	52%	4%
2009	52.688	91%	52%	2%
2010	51.614	91%	52%	2%

Staff M & D Qualifications

Year	% of Permanent Inst/Res staff with Doctoral as highest qualification	% of Permanent Inst/Res staff with Masters as highest qualification
00	0.00	0.00
01	0.00	0.00
02	0.00	0.00
03	0.00	0.00
04	0.00	0.00
05	0.00	0.00
06	0.00	0.00
07	0.00	0.00
08	0.00	0.00
09	0.00	0.00
10	0.00	0.00

Student Graduates

Year	Grads
2000	7,344
2001	6,642
2002	7,071
2003	8,306
2004	9,781
2005	9,428
2006	9,088
2007	9,781
2008	10,051
2009	10,437
2010	625

Graduation Rates

Year	Headcounts	UG Rate	PG	Total Rate
00	14,000	14%	0%	14%
01	14,000	14%	0%	14%
02	14,000	14%	0%	14%
03	14,000	14%	0%	14%
04	14,000	14%	0%	14%
05	14,000	14%	0%	14%
06	14,000	14%	0%	14%
07	14,000	14%	0%	14%
08	14,000	14%	0%	14%
09	14,000	14%	0%	14%
10	14,000	14%	0%	14%

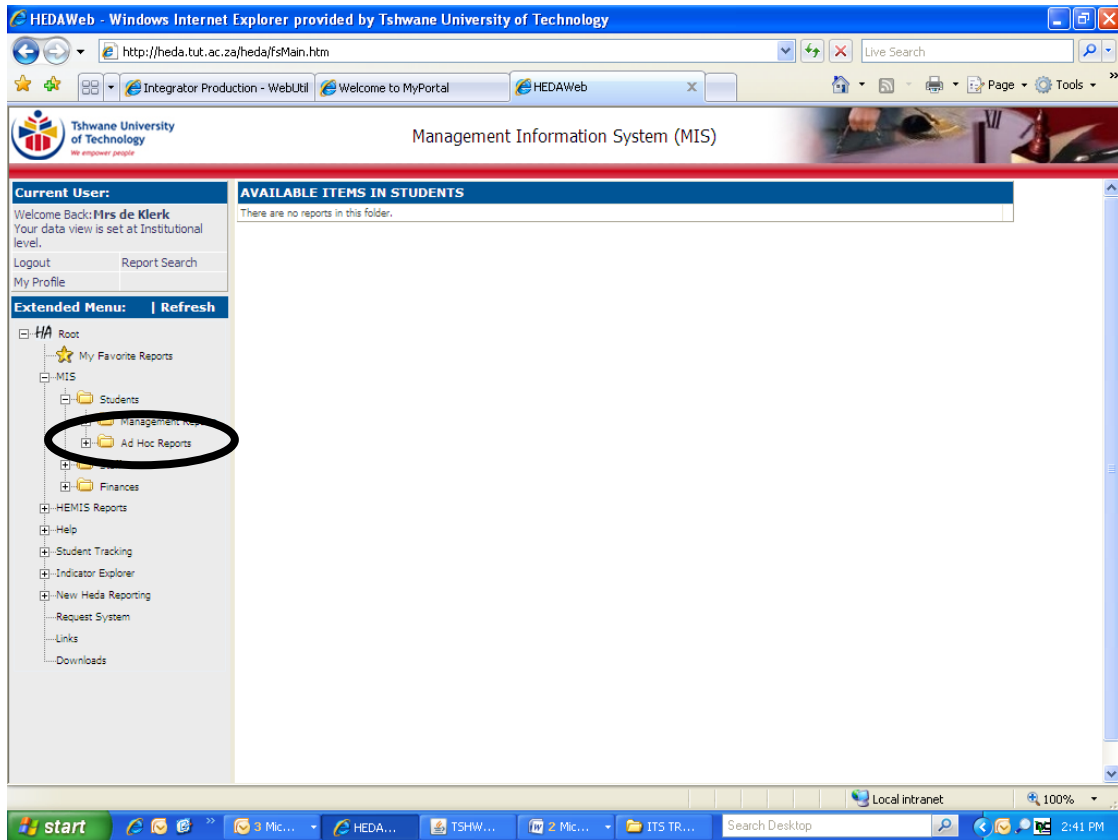
Viewed Per Day

Date	Hits	Reports Viewed
2011.01.20	41	216
2011.01.19	65	409
2011.01.18	50	364
2011.01.17	65	375
2011.01.16	00	201
2011.01.15	00	201
2011.01.14	50	334
2011.01.13	69	498
2011.01.12	57	421
2011.01.11	57	587
2011.01.10	41	418
2011.01.09	01	200
2011.01.08	00	198
2011.01.07	16	243
2011.01.06	36	314
2011.01.05	19	248
2011.01.04	34	294
2011.01.03	29	172
2011.01.02	01	02
2011.01.01	01	04

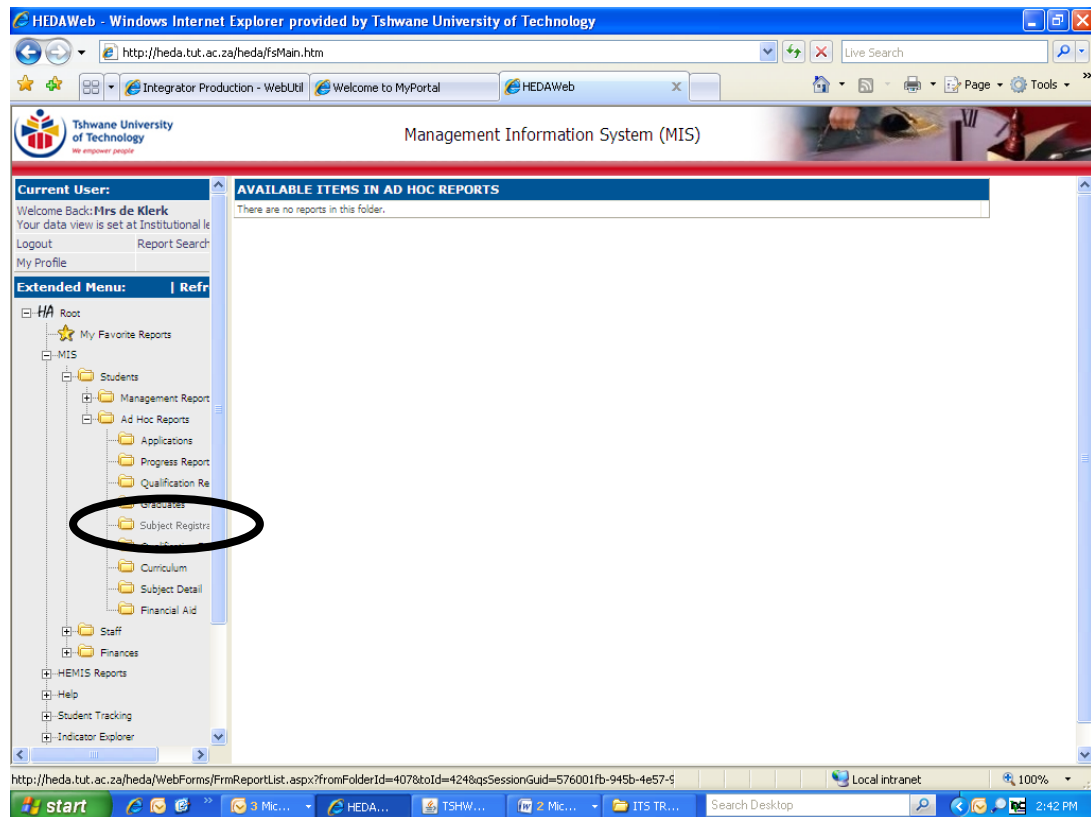
http://heda.tut.ac.za/heda/WebForms/FrmReportList.aspx?fromFolderId=361&toId=362&qsSessionGuid=576001fb-945b-4e57-9



Click on Ad Hoc Reports



Click on Subject Registration





Click on Class lists with marks per mark type (Assessment Marks)



Click on Optional Parameters ...

HEDAWeb - Windows Internet Explorer provided by Tshwane University of Technology

http://heda.tut.ac.za/heda/fsMain.htm

Live Search

Integrator Production - WebUtil Welcome to MyPortal HEDAWeb

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Management Information System (MIS)

Current User: Mrs de Klerk
Home Back: Mrs de Klerk
or data view is set at Institutional level.
out Report Search
Profile

Extended Menu: Refresh

HA Root
My Favorite Reports
MIS
Students
Management Reports
Ad Hoc Reports
Applications
Progress Reports
Qualification Registrars
Graduates
Subject Registrations
Qualification Detail
Curriculum
Subject Detail
Financial Aid
Staff
Finances
HEMIS Reports
Help
Student Tracking
Indicator Explorer

Report Details

Report Name: Class lists with marks per mark type (Assessment Marks)

Report Description: This report provides class lists per subject, academic block and glass group with the student's assessment marks per mark type

Hide definition page? NO

Year: 2010

Sort Order: Student Number

View

Optional Parameters (8)

Schedule Options



... and complete all the required fields and click on View

HEDAWeb - Windows Internet Explorer provided by Tshwane University of Technology

http://heda.tut.ac.za/heda/fsMain.htm

Live Search

Integrator Production - WebUtil Welcome to MyPortal HEDAWeb

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Qualification Registrars
Graduates
Subject Registrations
Qualification Detail
Curriculum
Subject Detail
Financial Aid
Staff
Finances
HEMIS Reports
Help
Student Tracking
Indicator Explorer

Report Details

Report Name: Class lists with marks per mark type (Assessment Marks)

Report Description: This report provides class lists per subject, academic block and glass group with the student's assessment marks per mark type

Hide definition page? NO

Year: 2010

Sort Order: Student Number

Optional Parameters

Campus(Optional): All, PRETORIA CAMPUSES, SOSHANGUVE CAMPUSES, GA-RANKUWA CAMPUSES

Faculty(Optional): All, FACULTY OF ECONOMICS & FINANCE (60), ENG. AND THE BUILT ENVIRONMENT (40), FACULTY OF SCIENCE (10)

Department(Optional): All, ACCOUNTING (6301), ADELAIDE TAMBO-NURSING SCIENCE (6112), ANIMAL SCIENCES (6101)


Qualification(Optional): All, ABET (SCABEO), ACCESS PROGRAM IN ENG AND TECH (PT0011), ACCOUNTING FOR OFFICE MANAGERS (SCA0M0)

Subject(Optional): All, 101 INTRODUCTORY SAFETY COURSE (NSP0065), 103 STRUCTURAL PEST CONTROL: COMMERCIAL AND D (NSP0067)

Layout of Report

Report Viewer - Windows Internet Explorer provided by Tshwane University of Technology

1 / 23 Main Report 100%

 **Tshwane University of Technology**
We empower people

Class lists with marks per mark type (Assessment Marks)

REPORT VARIABLES

Year: 2010
 Campus: PRETORIA CAMPUSES
 Faculty: ENG. AND THE BUILT ENVIRONMENT
 Subject: ELECTRICAL ENGINEERING I (EEN111T)
 Order by: Student Number

SUBJECT : ELECTRICAL ENGINEERING I (EEN111T)
FIRST SEMESTER (JAN-JUN) (1)
CLASS GROUP : A

Student Number	Student Name	Mark Type	Mark 1	Mark 2	Mark 3	Mark 4	Mark 5	Mark 6	Mark 7	Mark 8	Mark 9	Mark 10	Mark 11	Mark 12	Mark 13	Mark 14	Mark 15
200305058	MR AP MOILOA	Half Period Mark: 60	Full Period Mark: 60		Exam Mark: 55		Final Mark: 58		Result: PASS (P)								
		PRACTICAL	72														
		WRITTEN TEST	72	42													
200305088	MR PS MAHLANGU	Half Period Mark: 62	Full Period Mark: 62		Exam Mark: 79		Final Mark: 71		Result: PASS (P)								
		PRACTICAL	64														
		WRITTEN TEST	48	78													
204238456	MR JC FAURIE	Half Period Mark: 73	Full Period Mark: 73		Exam Mark: 88		Final Mark: 81		Result: PASS WITH DISTINCTION (PD)								
		PRACTICAL	98														
		WRITTEN TEST	58	75													
205049835	MR AM MANAMELA	Half Period Mark: 59	Full Period Mark: 59		Exam Mark: 72		Final Mark: 66		Result: PASS (P)								
		PRACTICAL	75														
		WRITTEN TEST	62	47													
207021377	MISS MJ MPHABLELE	Half Period Mark: 37	Full Period Mark: 37		Exam Mark: 0		Final Mark: 0		Result: NO ADMISSION TO EXAM (FA)								
		PRACTICAL	69														
		WRITTEN TEST	27	30													
207021385	MR LJS SEFAKO	Half Period Mark: 61	Full Period Mark: 61		Exam Mark: 76		Final Mark: 69		Result: PASS (P)								
		PRACTICAL	83														
		WRITTEN TEST	54	57													

Done Local intranet 100%

start 3 Mic... 2 Int... TSHW... 2 Mic... ITS TR... Search Desktop 2:53 PM



To export this report, click on the Export Icon OR print this report by clicking on the Printer Icon

Report Viewer - Windows Internet Explorer provided by Tshwane University of Technology

1 / 23 Main Report 100%

Tshwane University of Technology
We empower people

Class lists with marks per mark type (Assessment Marks)

REPORT VARIABLES

Year: 2010
Campus: PRETORIA CAMPUSES
Faculty: ENG. AND THE BUILT ENVIRONMENT
Subject: ELECTRICAL ENGINEERING I (EEN111T)
Order by: Student Number

SUBJECT : ELECTRICAL ENGINEERING I (EEN111T)
FIRST SEMESTER (JAN-JUN) (1)
CLASS GROUP : A

Student Number	Student Name	Mark Type	Mark 1	Mark 2	Mark 3	Mark 4	Mark 5	Mark 6	Mark 7	Mark 8	Mark 9	Mark 10	Mark 11	Mark 12	Mark 13	Mark 14	Mark 15
200305058	MR AP MOILOA	Half Period Mark: 60	Full Period Mark: 60		Exam Mark: 55		Final Mark: 58		Result: PASS (P)								
		PRACTICAL	72														
		WRITTEN TEST	72	42													
200305088	MR PS MAHLANGU	Half Period Mark: 62	Full Period Mark: 62		Exam Mark: 79		Final Mark: 71		Result: PASS (P)								
		PRACTICAL	64														
		WRITTEN TEST	46	78													
204238456	MR JC FAURIE	Half Period Mark: 73	Full Period Mark: 73		Exam Mark: 88		Final Mark: 81		Result: PASS WITH DISTINCTION (PD)								
		PRACTICAL	96														
		WRITTEN TEST	58	75													
205049835	MR AM MANAMELA	Half Period Mark: 59	Full Period Mark: 59		Exam Mark: 72		Final Mark: 66		Result: PASS (P)								
		PRACTICAL	75														
		WRITTEN TEST	62	47													
207021377	MISS MJ MPHAHLELE	Half Period Mark: 37	Full Period Mark: 37		Exam Mark: 0		Final Mark: 0		Result: NO ADMISSION TO EXAM (FA)								
		PRACTICAL	69														
		WRITTEN TEST	27	30													
207021385	MR LJS SEFAKO	Half Period Mark: 61	Full Period Mark: 61		Exam Mark: 76		Final Mark: 69		Result: PASS (P)								
		PRACTICAL	83														
		WRITTEN TEST	54	57													

wfReportViewer.aspx Local intranet 100% 2:55 PM

To export, select the file format and click on OK. Open or Save the document.

Report Viewer - Windows Internet Explorer provided by Tshwane University of Technology

1 / 23 Main Report 100%

Tshwane University of Technology
We empower people

Class lists with marks per mark type (Assessment Marks)

REPORT VARIABLES

Year: 2010
Campus: PRETORIA CAMPUSES
Faculty: ENG. AND THE BUILT ENVIRONMENT
Subject: ELECTRICAL ENGINEERING I (EEN111T)
Order by: Student Number

SUBJECT : ELECTRICAL ENGINEERING I (EEN111T)
FIRST SEMESTER (JAN-JUN) (1)
CLASS GROUP : A

Export the Report - Windows Internet Explorer ...

File Format: Crystal Reports (RPT) Crystal Reports (RPT) Adobe Acrobat (PDF) Microsoft Excel 97-2000 (XLS) Microsoft Excel 97-2000 - Data Only (XLS) Microsoft Word (RTF) Microsoft Word - Editable (RTF) Rich Text Format (RTF)

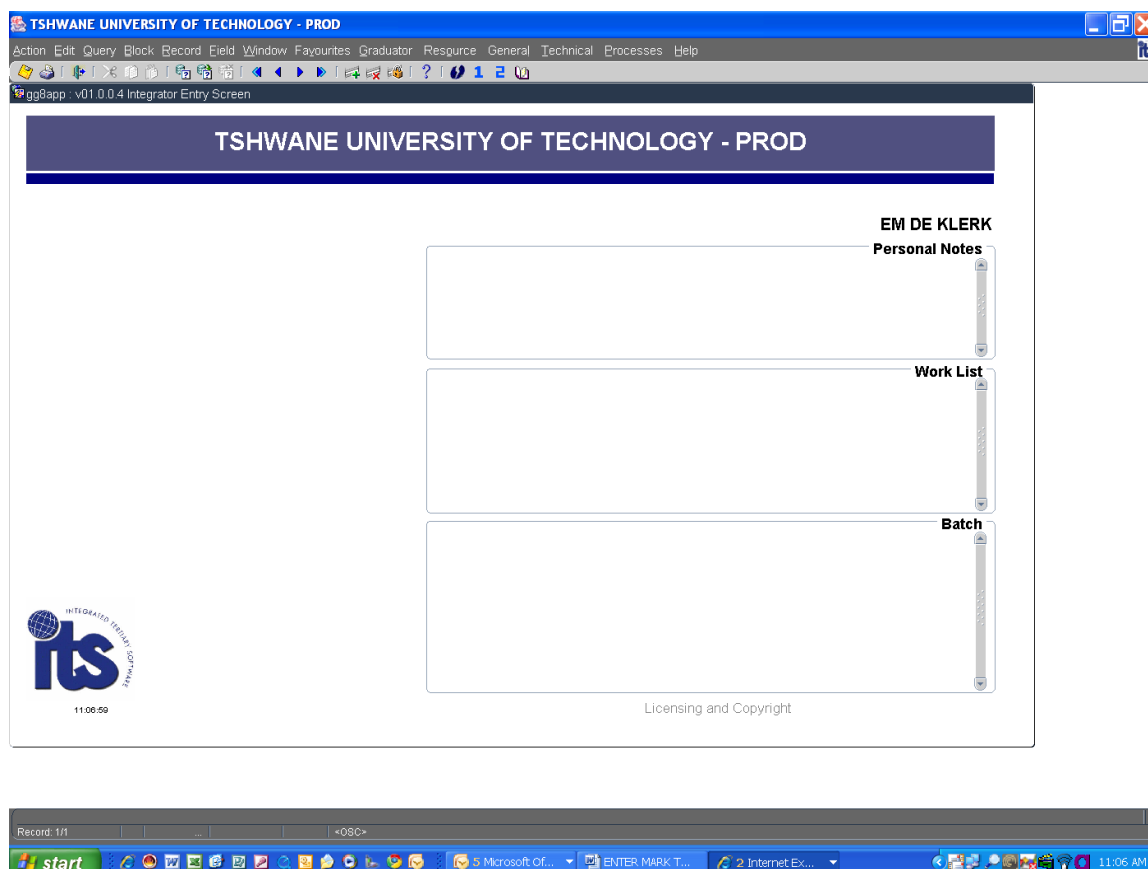
Page Range: Pages: From: 1 To: 1

OK Cancel

Student Number	Student Name	Mark Type	Mark 1	Mark 2	Mark 3	Mark 4	Mark 5	Mark 6	Mark 7	Mark 8	Mark 9	Mark 10	Mark 11	Mark 12	Mark 13	Mark 14	Mark 15
200305058	MR AP MOILOA	Half Period Mark: 60	Full Period Mark: 60		Exam Mark: 55		Final Mark: 58		Result: PASS (P)								
		PRACTICAL	72														
		WRITTEN TEST	72	42													
200305088	MR PS MAHLANGU	Half Period Mark: 62	Full Period Mark: 62		Exam Mark: 79		Final Mark: 71		Result: PASS (P)								
		PRACTICAL	64														
		WRITTEN TEST	46	78													
204238456	MR JC FAURIE	Half Period Mark: 73	Full Period Mark: 73		Exam Mark: 88		Final Mark: 81		Result: PASS WITH DISTINCTION (PD)								
		PRACTICAL	96														
		WRITTEN TEST	58	75													
205049835	MR AM MANAMELA	Half Period Mark: 59	Full Period Mark: 59		Exam Mark: 72		Final Mark: 66		Result: PASS (P)								
		PRACTICAL	75														
		WRITTEN TEST	62	47													
207021377	MISS MJ MPHAHLELE	Half Period Mark: 37	Full Period Mark: 37		Exam Mark: 0		Final Mark: 0		Result: NO ADMISSION TO EXAM (FA)								
		PRACTICAL	69														
		WRITTEN TEST	27	30													
207021385	MR LJS SEFAKO	Half Period Mark: 61	Full Period Mark: 61		Exam Mark: 76		Final Mark: 69		Result: PASS (P)								
		PRACTICAL	83														
		WRITTEN TEST	54	57													

Local intranet 100% 10:32 AM

COMPUTE ASSESSMENT MARKS TO A FULL PERIOD MARK (INCLUDING NON-EXAMINATION SUBJECTS, e.g CONTINUOUS EVALUATION) (SSTUD4) (AM005)



IMPORTANT INFORMATION

1. **THIS IS A PROCESS THAT YOU NEED TO FOLLOW TO CALCULATE THE FULL PERIOD MARK. THIS PROCESS IS *ONLY* FOLLOWED WHEN THE HALF (PROGRESS) OR FULL PERIOD MARK NEEDS TO BE CALCULATED.**
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 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.

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**

NB: YOU MUST RUN ALL 4 MENU'S 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

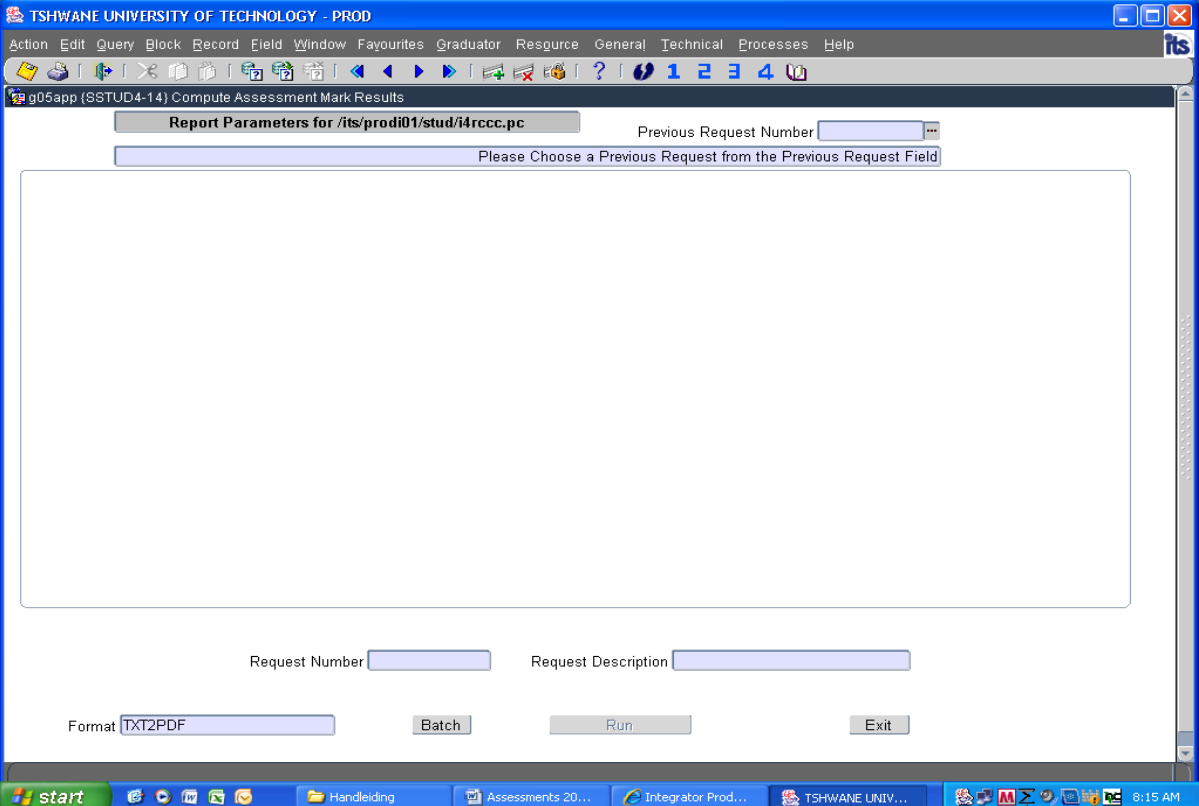
COMPUTE ASSESSMENT MARK RESULTS

(This program is used to compute Assessment mark Results)

Press <F1> (Quick menu)

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

The following screen will appear:



The screenshot shows a Windows application window titled "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 window area is titled "g05app (SSTUD4-14) Compute Assessment Mark Results". It features a "Report Parameters for /its/prodi01/stud/i4rccc.pc" section with a "Previous Request Number" field and a dropdown menu. Below this is a large empty rectangular area for results. At the bottom, there are fields for "Request Number" and "Request Description", a "Format" dropdown set to "TXT2PDF", and buttons for "Batch", "Run", and "Exit". The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock displaying 8:15 AM.

Press <ENTER> on your 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, *Include records with final result: Y*, and *Is this a Trial or Update Run: U*

TSHWANE UNIVERSITY OF TECHNOLOGY - PROD

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/prod01/stud/4rccc.pc Previous Request Number **53780**

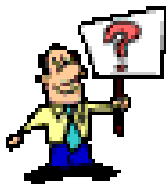
Please Choose a Previous Request from the Previous Request Field

Enter Academic Year (N4)	2010
Enter First Block Code to Include or ALL (A2)	0
Enter First Block Code to Exclude 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
Enter Qualification Code or ALL (A6)	ALL
Enter Subject Code or ALL (A7)	LLA100B
Include Records with a Final Result (A1)	Y
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

LABOUR LAW

Request Number Request Description

Format **TXT2PDF** Batch Run Exit



DID YOU SPECIFY YOUR CAMPUS AND SUBJECT CODE?

3. Click on Run
4. Click on Exit

STEP 2 **COMPUTE MARK TYPE MARKS**

(This program is used to compute Mark Type (MT) marks from Assessment marks according to the criteria)

Press <F1> (Quick menu)

Type in **SSTUD4-11** and press <Enter>

The following screen will appear:

TSHWANE UNIVERSITY OF TECHNOLOGY - PROD

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/prodi01/stud/i4sccc.pc

Previous Request Number

Please Choose a Previous Request from the Previous Request Field

Request Number Request Description

Format TXT2PDF Batch Run Exit

Press <ENTER> on your 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 *Include records with final result: Y*

TSHWANE UNIVERSITY OF TECHNOLOGY - PROD

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/prodi01/stud/14sccc.pc Previous Request Number

Please Choose a Previous Request from the Previous Request Field

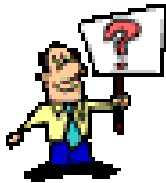
Enter Academic Year (N4)	2009
Enter First Block Code to Include or ALL (A3)	ALL
Enter First Block Code to Exclude or <Enter> to Continue (A2)	
Enter Faculty Code or ALL (N4)	ALL
Enter Start Department Code (N4)	0
Enter End Department Code (N4)	9999
Enter Campus Code or ALL (N2)	50
Enter Qualification Code or ALL (A6)	ALL
Enter Subject Code or ALL (A7)	EDU320T
Include Records with a Final Result (Y)es/(N)o (A1)	Y
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 (N9)	ALL
Sort Students (N)umeric or (A)lphanumeric (A1)	N

Soshanguve (South) Campus

EDUCATION III

Request Number Request Description

Format



DID YOU SPECIFY YOUR CAMPUS AND SUBJECT CODE?

3. Click on Run
4. Click on Exit

STEP 3 **COMPUTE MARK TYPE RESULTS**

(This program is used to compute Mark Type (MT) Results based on the criteria)

Press <F1> (Quick menu)

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

The following screen will appear:

The screenshot shows a Windows-style application window titled "TSHWANE UNIVERSITY OF TECHNOLOGY - PROD". The menu bar includes: Action, Edit, Query, Block, Record, Field, Window, Favourites, Graduator, Resource, General, Technical, Processes, Help. The toolbar contains various icons for file operations and navigation. The main window area is titled "g05app (SSTUD4-13) Compute Mark Type Results". It features a "Report Parameters for /its/prodi01/stud/i4tccc.pc" section with a "Previous Request Number" field and a dropdown menu. Below this is a large text area with the instruction "Please Choose a Previous Request from the Previous Request Field". At the bottom, there are fields for "Request Number" and "Request Description", a "Format" dropdown set to "TXT2PDF", and buttons for "Batch", "Run", and "Exit". The Windows taskbar at the bottom shows the Start button, several open applications (Microsoft Office, Internet Explorer, ITS TRAINING, AM005 - C...), a search bar, and the system clock showing 3:52 PM.

Press <ENTER> on your keyboard

1. Enter the academic year



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

2. Enter the required information: Ensure that you specify the correct Block code, Campus code, Subject code and *Include records with final result: Y*

TSHWANE UNIVERSITY OF TECHNOLOGY - PROD

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/prodi01/stud/i4tccc.pc Previous Request Number

Please Choose a Previous Request from the Previous Request Field

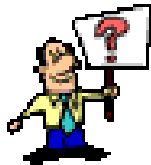
Enter Academic Year (N4)	2009
Enter First Block Code to Include or ALL (A3)	ALL
Enter First Block Code to Exclude or <Enter> to Continue (A3)	
Enter Faculty Code or ALL (N4)	ALL
Enter Start Department Code (N4)	0
Enter End Department Code (N4)	9999
Enter Campus Code or ALL (N2)	50
Enter Qualification Code or ALL (A6)	ALL
Enter Subject Code or ALL (A7)	EDU320T
Include Records with a Final Result (Y)es/(N)o (A1)	Y
Enter First Offering Type to Include or ALL (A3)	ALL
Enter First Offering Type to Exclude or <Enter> to Continue (A2)	
Enter Group Type (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 (N9)	ALL
Sort Students (N)umeric or (A)lphanumeric (A1)	N

Soshanguve (South) Campus

EDUCATION III

Request Number Request Description

Format



DID YOU SPECIFY YOUR CAMPUS AND SUBJECT CODE?

3. Click on Run
4. Click Exit

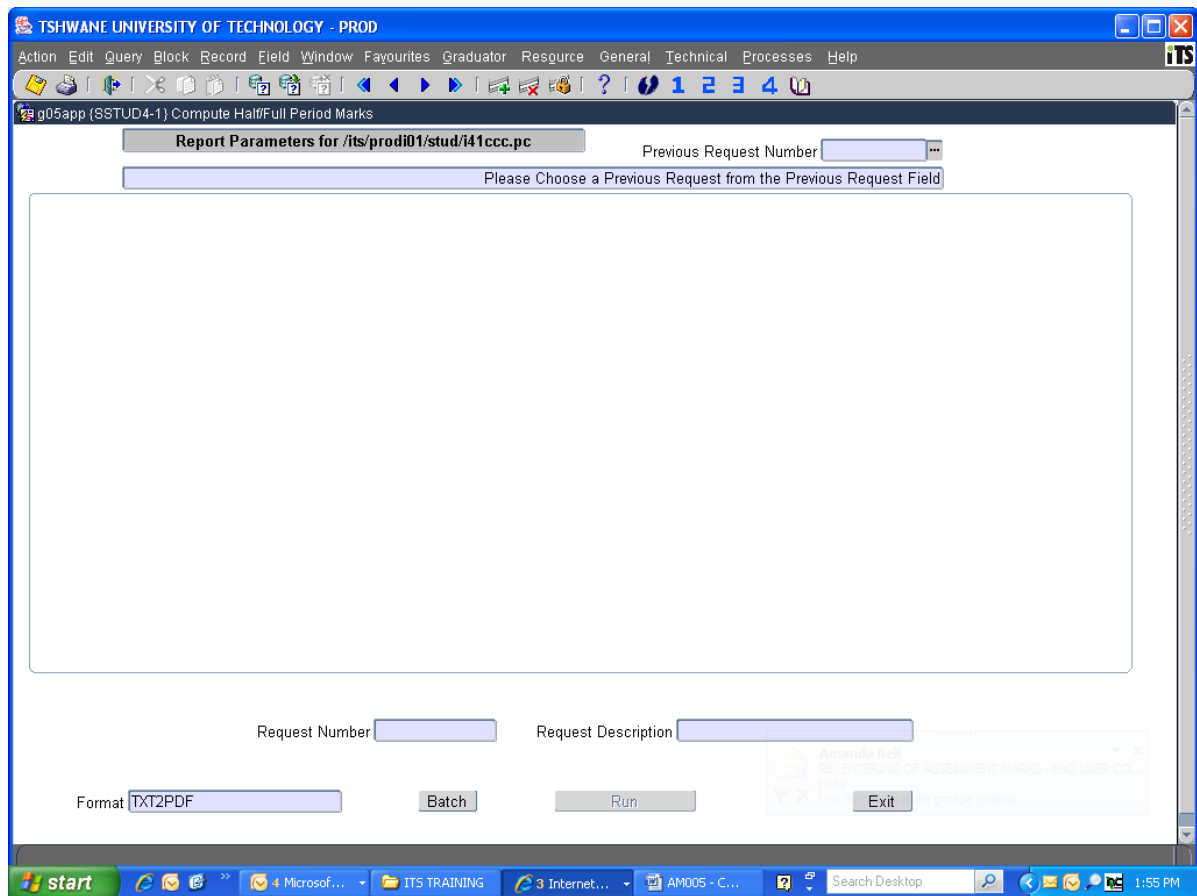
STEP 4 COMPUTE HALF/FULL PERIOD MARK

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

Press <F1> (Quick menu)

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

The following screen will appear:



Press <ENTER> on your keyboard

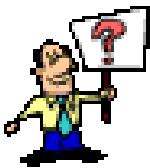
1. Enter the examination year and press <Enter>
2. Update Half or Full Period Mark, enter **F** and press <Enter>



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

3. Enter the examination month: JUNE = MONTH 5, NOV = MONTH 10
4. Specify the Campus code

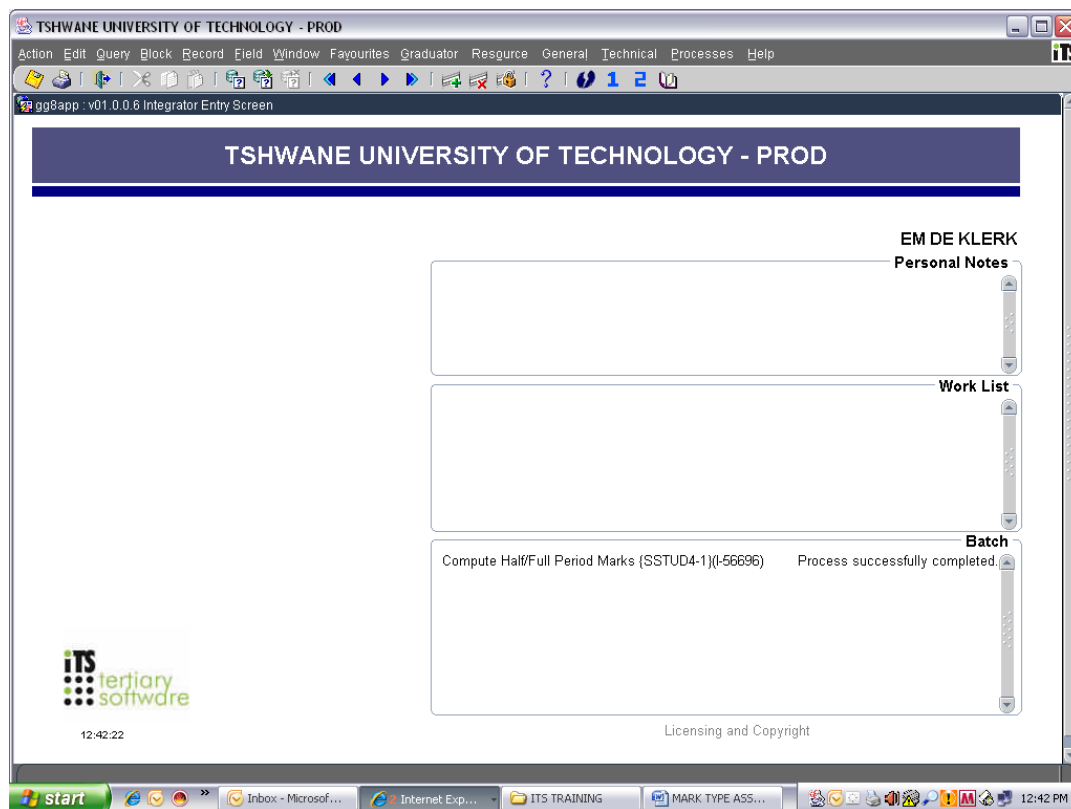
5. Specify the Subject code
6. *Include Records with a final result: Y*
7. Press <Enter>



DID YOU SPECIFY YOUR CAMPUS AND SUBJECT CODE?

8. Click on Run
9. Click on Exit
10. Print a Class List to verify calculation

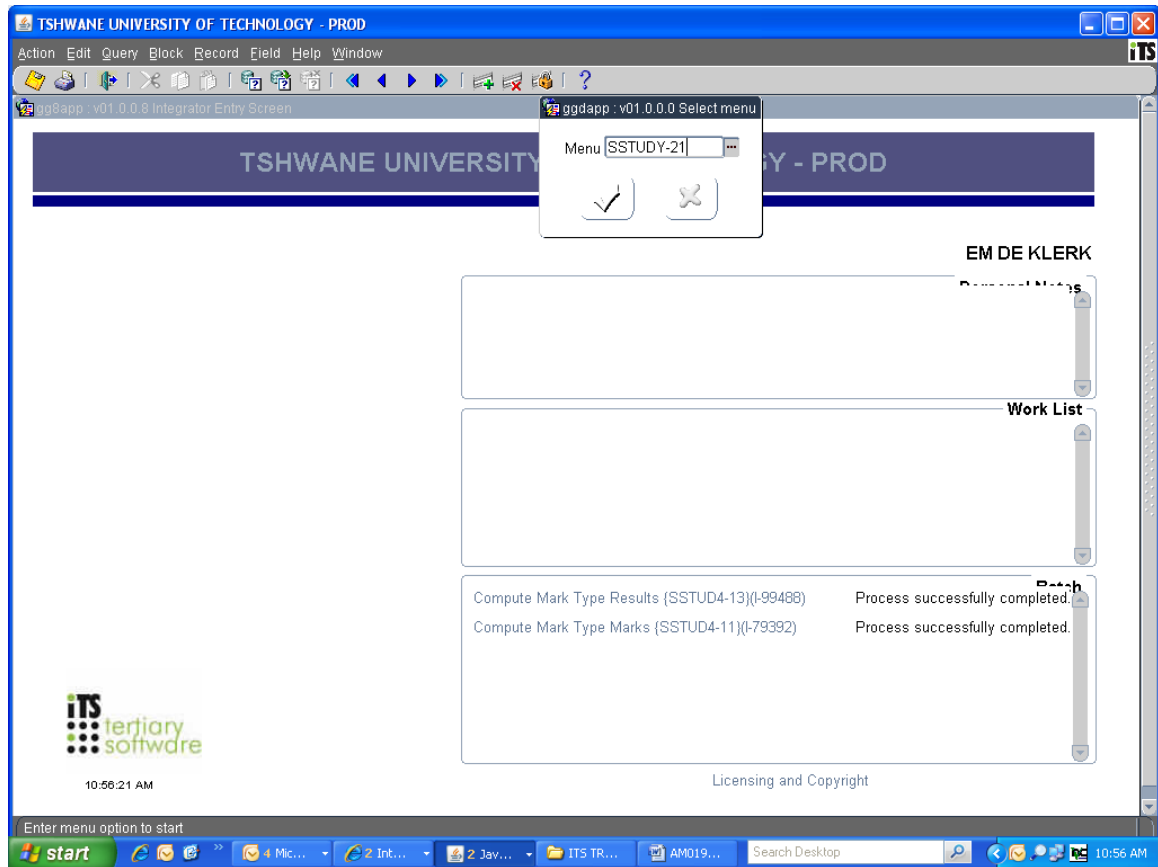
DETAILS OF REGISTRATION/RESULTS (QUERY STUDENT OR SUBJECT INFORMATION) (SSTUDY-21) (AM011)



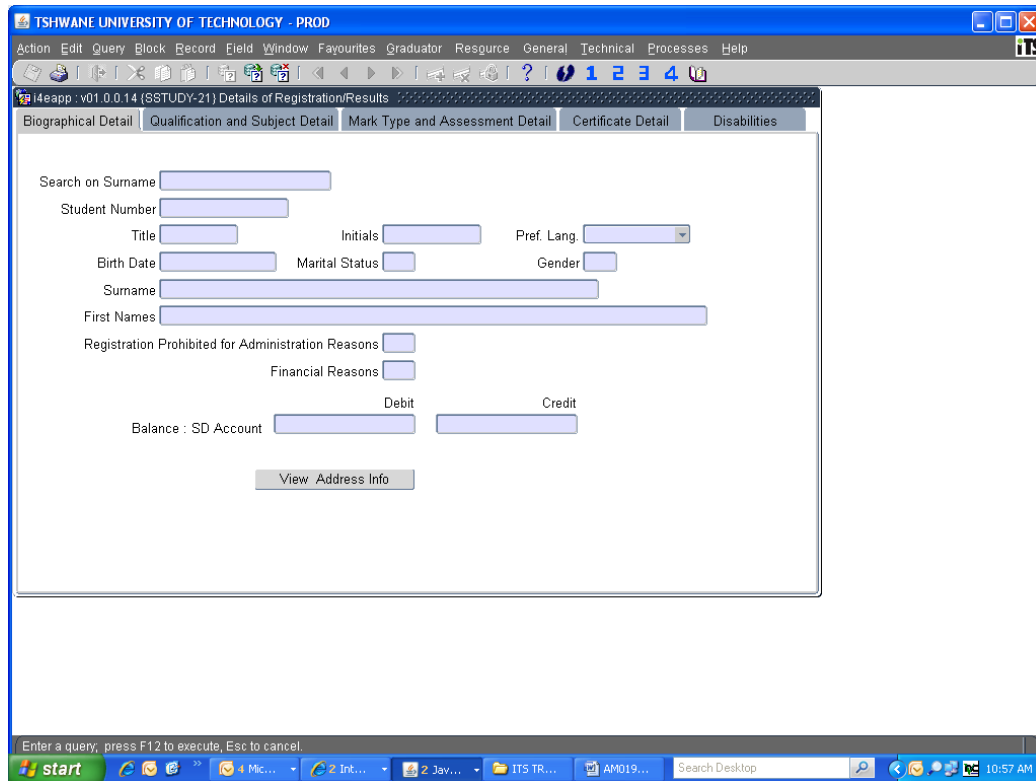
Click on Quick Menu icon or press <F1> on your keyboard

Type in **SSTUDY-21**

Press <Enter>

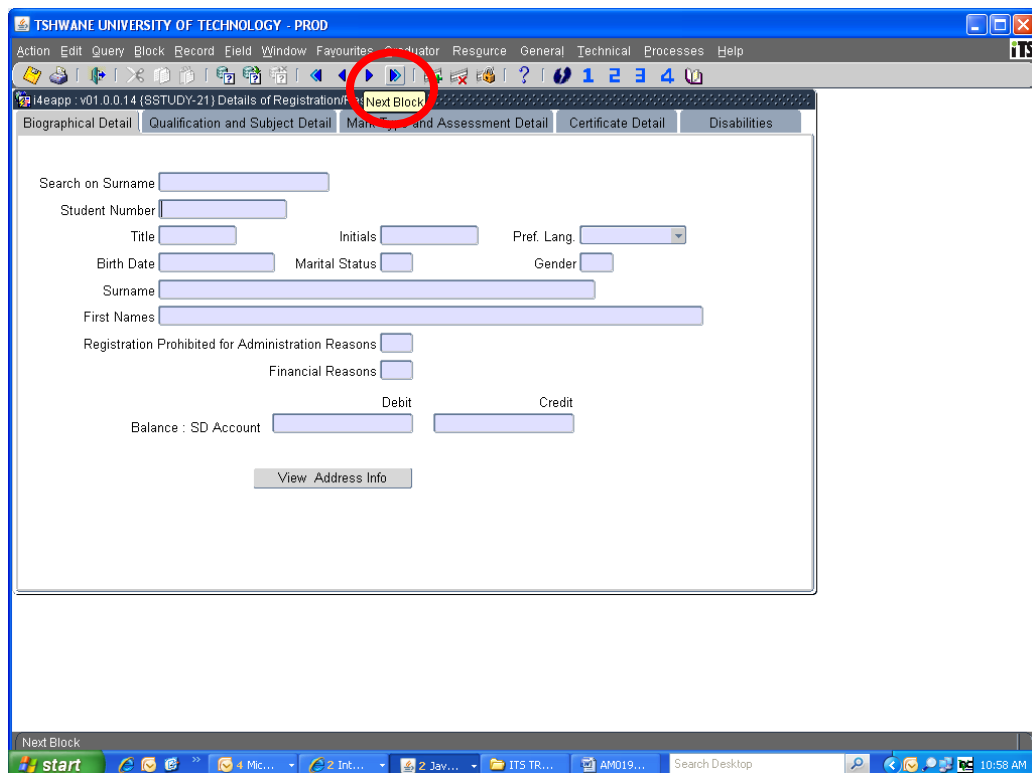


The following screen will appear:



Press <Esc> on your keyboard to cancel the query

Click twice on the Next Block icon or press <Pg Down> on your keyboard twice



The following screen will appear:

TSHWANE UNIVERSITY OF TECHNOLOGY - PROD

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

i4eapp : v01.0.0.14 (SSTUDY-21) Details of Registration/Results

Biographical Detail Qualification and Subject Detail Mark Type and Assessment Detail Certificate Detail Disabilities

Qualifications

Student Number	Qual	Start Year	Block Off Code Type	SP	Prim	Quali	Reg I	Resu	Mar	Canc	Canc	Final	Credi	CGP	GPA	FTEN

Suppressed Cycles

Suppressed Cycles

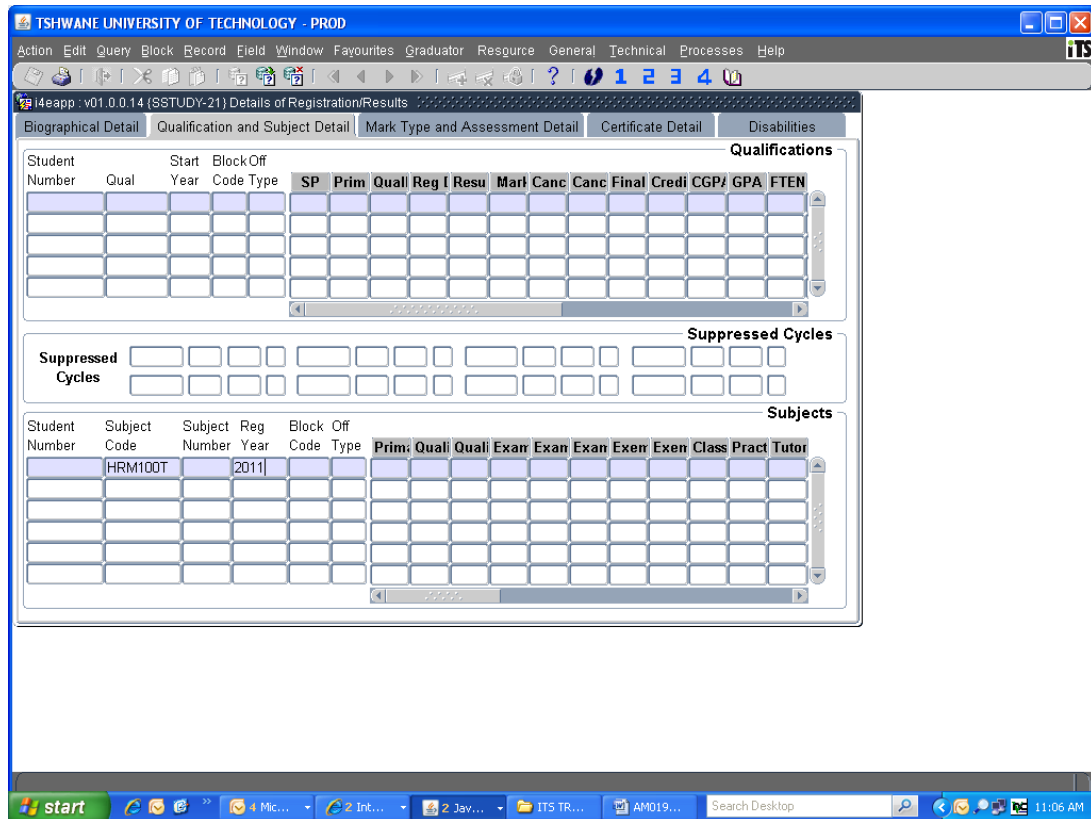
Subjects

Student Number	Subject Code	Subject Number	Reg Year	Block Off Code Type	Prim	Quali	Quali	Exan	Exan	Exan	Exan	Exan	Exan	Class	Pract	Tutor

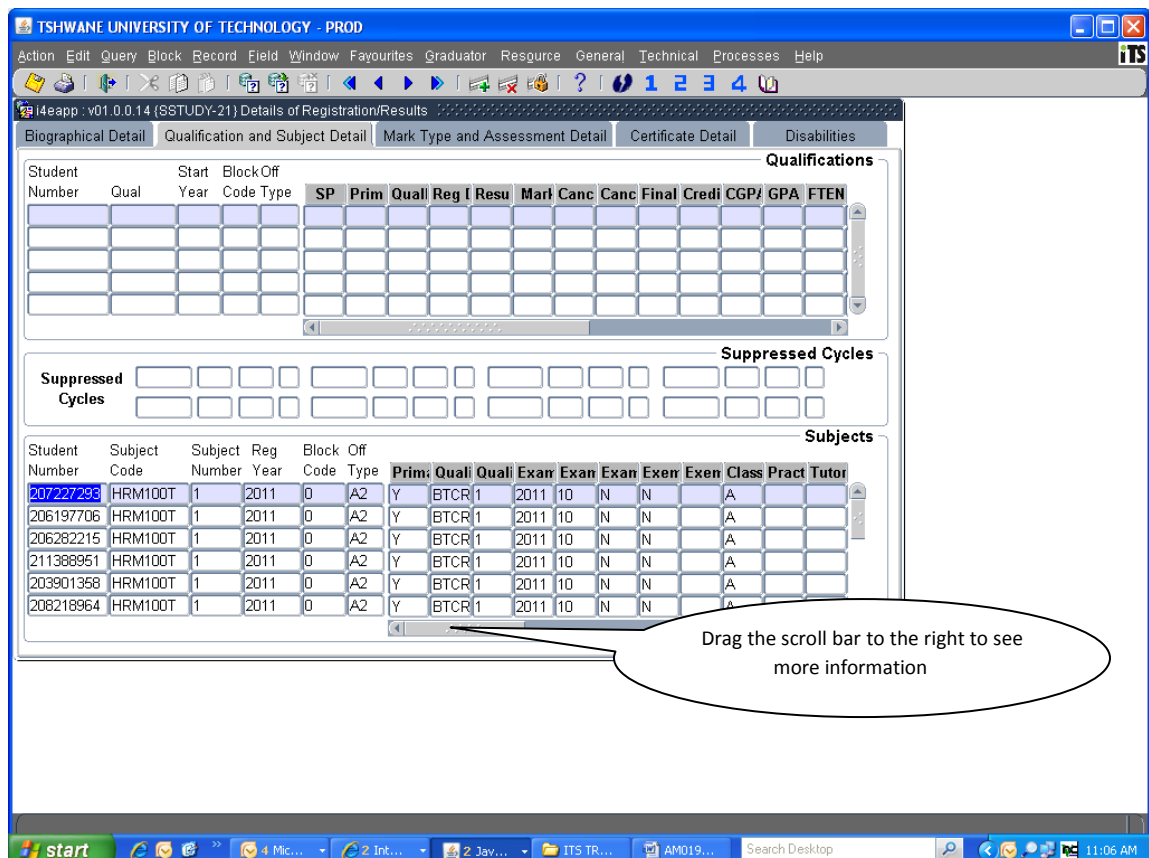
→ Your cursor will flash at the bottom block of your screen

Click on Enter a Query icon or press <F11> on your keyboard

Type the required information (eg. Student number and Registration Year or Subject code and Registration Year)



Click on Execute the Query icon or press <F12> on your keyboard



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

The screenshot shows a web application interface for TSHWANE UNIVERSITY OF TECHNOLOGY. The main window displays two data blocks. The top block, titled 'Mark Type Marks', contains a table with columns for Student Number, Calendar Year, Subject Code, Subject Number, Group Type, Mark Type, Mark, Result Code, Calc Mark, and Exemption. The bottom block, titled 'Assessment Marks per Mark Type', contains a table with columns for Student Number, Calendar Year, Subject Code, Subject Number, Group Type, Mark Type, Assessment Number, Mark, Result Code, and Exemption. The application window has a menu bar with options like Action, Edit, Query, Block, Record, Field, Window, Favourites, Graduator, Resource, General, Technical, Processes, and Help. The status bar at the bottom shows 'Record: 2/2' and a '<OSC>' button.

Student Number	Calendar Year	Subject Code	Subject Number	Group Type	Mark Type	Mark	Result Code	Calc Mark	Exemption
207227293	2011	HRM100T	1	C	AS	59	P	59	N
207227293	2011	HRM100T	1	C	WR	58	P	58	N

Student Number	Calendar Year	Subject Code	Subject Number	Group Type	Mark Type	Assessment Number	Mark	Result Code	Exemption
207227293	2011	HRM100T	1	C	WR	1	90	P	N
207227293	2011	HRM100T	1	C	WR	2	66	P	N
207227293	2011	HRM100T	1	C	WR	3	0	F	N
207227293	2011	HRM100T	1	C	WR	4	64		N
207227293	2011	HRM100T	1	C	WR	5	66		N

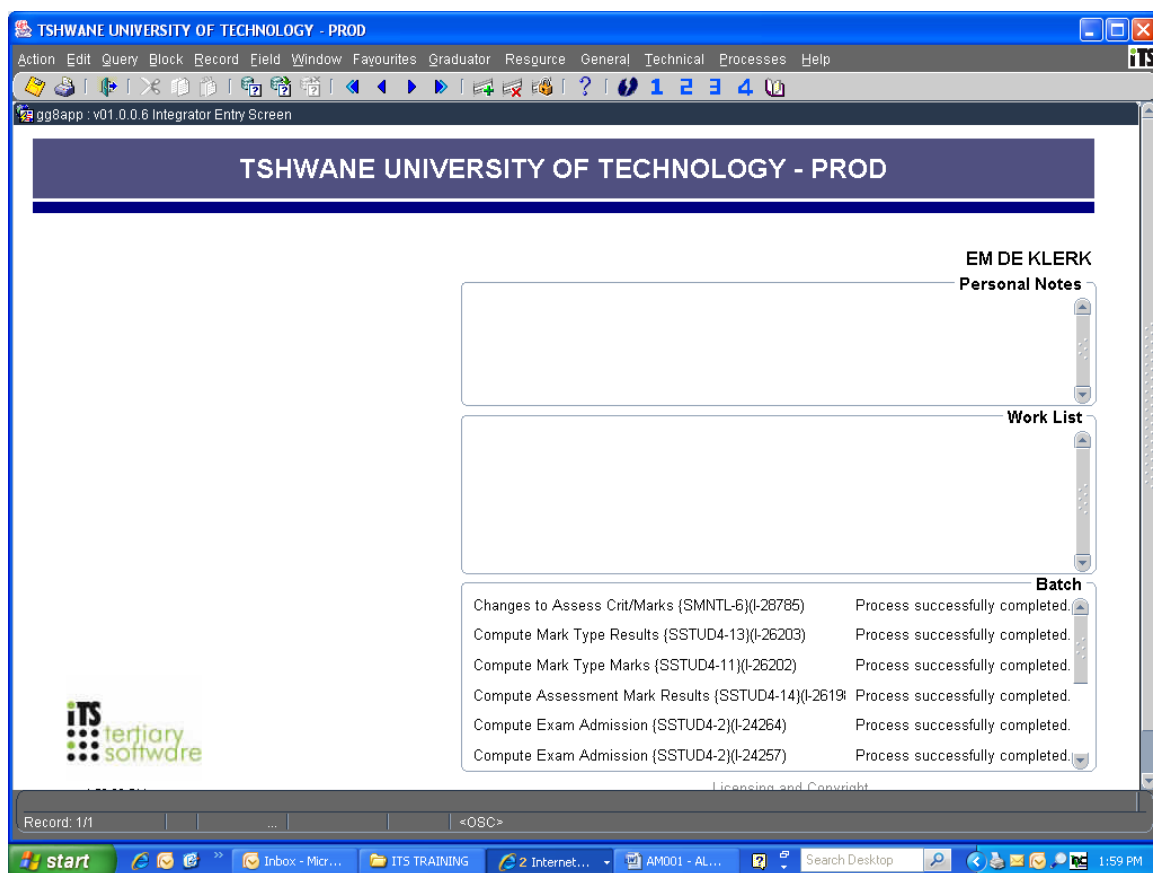
The Mark Type Marks is the **calculated value** of all assessment marks reflecting under the Assessment Marks per Mark Type block.

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)



TSHWANE UNIVERSITY OF TECHNOLOGY - PROD

EM DE KLERK

Personal Notes

Work List

Batch

Changes to Assess Crit/Marks (SMNTL-6)(I-26785)	Process successfully completed.
Compute Mark Type Results (SSTUD4-13)(I-26203)	Process successfully completed.
Compute Mark Type Marks (SSTUD4-11)(I-26202)	Process successfully completed.
Compute Assessment Mark Results (SSTUD4-14)(I-26198)	Process successfully completed.
Compute Exam Admission (SSTUD4-2)(I-24264)	Process successfully completed.
Compute Exam Admission (SSTUD4-2)(I-24257)	Process successfully completed.

Record: 1/1 <OSC>

start Inbox - Micr... ITS TRAINING 2 Internet... AM001 - AL... Search Desktop 1:59 PM

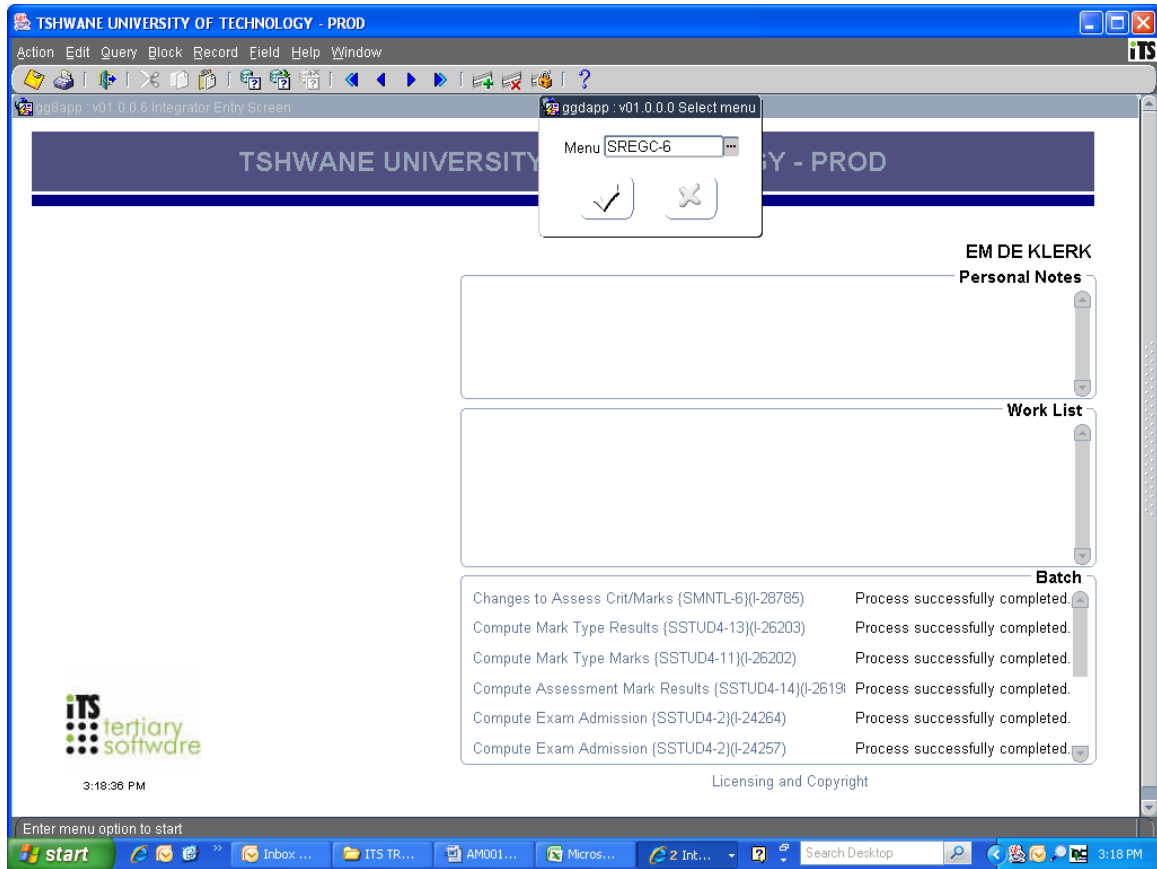
IMPORTANT INFORMATION

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

- 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> (Quick menu)

Type in **SREGC-6**



The following screen will appear:

*NEXT BLOCK ICON

TSHWANE UNIVERSITY OF TECHNOLOGY - PROD

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

i3capp - v01.0.0.2 (SREGC-6) Update Allocation To Groups

Update Allocation to Groups

Subject Detail

Calendar Year Offering Type Subject Block

Student Detail

Student Number	Gender	Exam Year	Class Group	Practical Group	Tutorial Group	Subject	Exam Type	Qualification	Cancel	Block
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name <input type="text"/>										
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name <input type="text"/>										
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name <input type="text"/>										
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name <input type="text"/>										

Type in **Calendar Year**

Type in the **Offering Type**

Type in the **Subject Code**

Type in the **Block Code** (e.g. 0 = year subject, 1 = 1st Semester, 2 = 2nd Semester)

Press <**Page Down**> on your keyboard or Click on the Next Block icon (* See above)

All students registered under the specific subject code will appear.

TSHWANE UNIVERSITY OF TECHNOLOGY - PROD

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

i3capp : v01.0.0.2 (SREGC-6) Update Allocation To Groups

Update Allocation to Groups

Subject Detail

Calendar Year Offering Type Subject Block

Student Detail

Student Number	Gender	Exam Year	Class Group	Practical Group	Tutorial Group	Subject	Exam Type	Qualification	Cancel	Block
<input type="text" value="205308961"/>	<input type="text" value="M"/>	<input type="text" value="2010"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="EUC10AT"/>	<input type="text" value="N"/>	<input type="text" value="NDPO99"/>	<input type="checkbox"/>	<input type="text" value="1"/>
Name <input type="text" value="SJ LEDWABA"/>										
<input type="text" value="205311849"/>	<input type="text" value="F"/>	<input type="text" value="2010"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="EUC10AT"/>	<input type="text" value="N"/>	<input type="text" value="NDPO99"/>	<input type="checkbox"/>	<input type="text" value="1"/>
Name <input type="text" value="D MOSOMA"/>										
<input type="text" value="206075082"/>	<input type="text" value="M"/>	<input type="text" value="2010"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="EUC10AT"/>	<input type="text" value="N"/>	<input type="text" value="NDGV98"/>	<input type="checkbox"/>	<input type="text" value="1"/>
Name <input type="text" value="T OSENOTSE"/>										
<input type="text" value="206171758"/>	<input type="text" value="F"/>	<input type="text" value="2010"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="EUC10AT"/>	<input type="text" value="N"/>	<input type="text" value="NDPO99"/>	<input type="checkbox"/>	<input type="text" value="1"/>
Name <input type="text" value="SJ NGOMANE"/>										

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

Press <F11> (Enter a query)

Click inside the Qualification block or move forward by pressing the Tab key on your keyboard

Type the **qualification code**

OR

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

Press <F11> (Enter a query)

Click inside the class group block or move forward by pressing the Tab key on your keyboard

Type the **class group**

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

i3capp : v01.0.0.2 (SREGC-6) Update Allocation To Groups

Update Allocation to Groups

Subject Detail

Calendar Year Offering Type Subject Block

Student Detail

Student Number	Gender	Exam Year	Class Group	Practical Group	Tutorial Group	Subject	Exam Type	Qualification	Cancel	Block
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	NDGV98	<input type="text"/>	<input type="text"/>
Name <input type="text"/>										
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name <input type="text"/>										
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name <input type="text"/>										
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name <input type="text"/>										

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Enter a query, press F12 to execute, Esc to cancel.

start | Inbox - Microsoft Out... | 2 Internet Explorer | MARK TYPE ASSESSM... | Search Desktop | 10:03 AM

and Press <F12> (Execute a query)

All students registered for that specific qualification code/class group will appear.

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

i3capp : v01.0.0.2 (SREGC-6) Update Allocation To Groups

Update Allocation to Groups

Subject Detail

Calendar Year Offering Type Subject Block

Student Detail

Student Number	Gender	Exam Year	Class Group	Practical Group	Tutorial Group	Subject	Exam Type	Qualification	Cancel	Block
<input type="text" value="206075082"/>	<input type="text" value="M"/>	<input type="text" value="2010"/>	<input type="text" value="A"/> ...	<input type="text"/>	<input type="text"/>	<input type="text" value="EUC10AT"/>	<input type="text" value="N"/>	<input type="text" value="NDGV98"/>	<input type="text"/>	<input type="text" value="1"/>
Name <input type="text" value="T OSENOTSE"/>										
<input type="text" value="206263732"/>	<input type="text" value="M"/>	<input type="text" value="2010"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="EUC10AT"/>	<input type="text" value="N"/>	<input type="text" value="NDGV98"/>	<input type="text"/>	<input type="text" value="1"/>
Name <input type="text" value="RE RAMASHAPA"/>										
<input type="text" value="207149365"/>	<input type="text" value="M"/>	<input type="text" value="2010"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="EUC10AT"/>	<input type="text" value="N"/>	<input type="text" value="NDGV98"/>	<input type="text"/>	<input type="text" value="1"/>
Name <input type="text" value="TE MOTSHABI"/>										
<input type="text" value="207265267"/>	<input type="text" value="F"/>	<input type="text" value="2010"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="EUC10AT"/>	<input type="text" value="N"/>	<input type="text" value="NDGV98"/>	<input type="text"/>	<input type="text" value="1"/>
Name <input type="text" value="DP MASWANGANYE"/>										

Change the **Class Group** to the new allocated class group. Move to the next student with the down arrow on your keyboard.

Press <F10> to save the changes or Click on the Save icon.

Click on the Exit icon.