

How to Use Result Entry (New Version) USER MANUAL

Prepared by :

Application System 2 (Apps2) Department, Information Technology Division (ITD)

Date created :

2016

Requirement prior to accessing the Result Entry .

Basic Requirement:

Hardware

1. Personal Computer or notebook at least minimum Pentium 100.

- 2. 32 MB RAM.
- 3. The personal computer or notebook must be connected to network.

4. The personal computer or notebook must be connected to printer, if you need to print reports.

Software

- 1. Operating system must be Windows 95 or above.
- 2. Suggested browser Google Crompt, Mozilla Firefox and above .
- 3. Acrobat Reader (for printing purpose)

Access Privilege

1. Username and Password for Student Information System.

**If you have a problem email at servicedesk@iium.edu.my.

RESULT ENTRY

Step 1 : Click the link Marksheet > Result Entry (Web- java not required)



Step 2 : Enter your username and password Press Login .

SIS AU	
Jsername	
Password	Login
Please click	here if your password has expired!

Step 3 : You will see your list of classes on the top of screen.

ourses							
Courses							
Salajezt	Section	Season	Semester	Total Stackani	Estext Submission	finat Sebreasion	Grading Type
CSC 1705	2	2015/2016	2	14	(Q)	- (A)	Normal
CSC 2704		2015/2010	2	40	97 - C	8	Normal
CBC 2704	2	2015/2016	2	16	65	25	Normal
GSC 4901	14	2015/2016	2	1	15		Normal

Subject

CSC 1705

STEP 4 : Choose the course code of your class in the course field

STEP 5 : List of students will be displayed.

pdate Res	uit:		Cancel	Cancel Sive Upload CAMFinal from Excel Download as Excel				Download as Excel	Butijed	Beasion
Matrio No	liane	CAM	Final Exem	licore	Grade	Studeor Status	Grad Bys		CSC 1705 Section	2015/2016 Barriester
1414021	WAN MUHAWWAD NAZMI SHARAFUDDIN BIN WAN ABDUL	ß ß				ACTIVE	GB -		2	2
1215367	MUHAMMAD 122LIODIN BIN NOHD TAHIR					ACTIVE	GE		PA	Grade
1417240	BITI SHAHRINA BINTI JAFFAR					ACTIVE	G6		E Grade I	or PE option
1328381	AFF AZAT BIN ADILPUTRA				*	ACTIVE	GB		1. 201 10 20 1	
1118881	ABOUL MAJID				*	ACTIVE	G8		10	irade
1429545	AHWAD FARID BIN JAAFAR	1			*	ACTIVE	GB			Oranda.
1421755	SYED SIRAJUDDIN BIN SYED SOFI	19 N				ACTIVE	G6		183	Grade
1419375	MOHD NORAZAM BIN RAJE				*	ACTIVE	G6		Finalized	Submission
14150B8	NURFATIN SHABIRAH BINTI ABDUL RAHMAN	0 0				ACTIVE	G6			
1321903	NARS NIBRAZ					ACTIVE	GE		Impo	ort CAM
1413904	AMRAH BINTLAMIN					ACTIVE	G6		Grade	Dist. Chart
1412811	MUHAMMAD SAFILIDDIN BIN ISMAL				*	ACTIVE	G6			
1417623	ABOUL ADLEIN MOHD GHANI					ACTIVE	G8		Validat	ion Sheet
1219401	MUHAMMAD AZWAN BIN MD ZULKEFLEE					ACTIVE	GB		Draft Valie	tation Shee

Step 6: Enter the score for the columns CAM and Final Exam for each student. The Total Score and Grade will be automatically be computed. Before "key in mark" for final exam, click button "*IMPORT CAM*". Then click green button "*Continue* "

pdatu Res	ult	Cancel	come.	Subject Session
Mattris_Biz	liene			Section Semester
1414021	WAN MUHAMMAD NAZMI SHARAFUDDIN BIN WAN ABDUL		ACTIVE 06	2
1215367	WUHAWWAD 122U/DDIN BIN NOHD TAHIR		ACTIVE G6	PA Grade
1417240	SITI SHAHRINA BINTI JAFFAR		ACTIVE G6	E Grade for PE option
1328361	AFIF AIZAT BIN AKILPUTRA		ACTIVE G5	
1118381	ABDUL MAJID	÷.	ACTIVE G5	I Grade
1429545	AHWAD FARID BIN JAAFAR		ACTIVE G5	
1421755	SYED SIRAJUDDIN BIN SYED SOFI	1	ACTIVE G6	IP Grade
1419375	NOHD, NORAZAM BIN RAJE		ACTIVE G8	Finalized Submission
1415088	NURFATIN SHABIRAH BINTI ABDUL RAHNAN		ACTIVE G6	
1321903	NAFIS NIERAZ		ACTIVE G6	Import CAM
1413994	AMRAH SINTI AMN		ACTIVE G6	Grade Dist Chart
1412811	MUHAMMAD SAFLUDDIN BIN ISMAL	1.1	ACTIVE G8	Grade Grad Grant
1417023	ABOUL ADL BIN WOHD GHANE	+	AGTIVE G6	Validation Sheet
1219401	MUHAMMAD AZWWI BIN ND ZULKEFLEE		ACTIVE G5	
			1-34	Draft Validation Sheet

Step 7 : The mark for CAM will be appeared as below :

Courses * Result Entry

Applate Res	alt		Cancel	Saw	-Upload	CAMENatio	NITEXCOL	Download as Excel	Subject	Session
Materic No.	liene	CAN	Pinal Esam	Score	Grade	Student Status	Grad Sys		LAW 1020 Section	2015/2016 Semester
1522140	NUR AISVAH NADZIRAH BINTI AHMAD RAMZAN	25				ACTIVE	G6 *		3	2
1527528	INTANINUR BALGIS BINTI BAHARUDIN	26.5			÷.	ACTIVE	96		PA	Orade
1528264	NUR ALVA ZAPHFIRAH BEITI AL ZAPHENI	28			+	ACTIVE	G8			
1525330	NUR IZZATI BINTI MOHD FADZIL	31.5				ACTIVE	G6		F Grade f	or PF option
1522220	MURHAZIQAH BINTI ARIERIN	26.5			+	ACTIVE	GQ	×	14	Irada
1524595	MOHD HARM BIN MOHD DON	26				ACTIVE	Gő		1.5	(iene)/
1524310	NUR EZUREEN NADIRA ADHAHUDOINSA BINTI WOHD SOBRI	33			+	ACTIVE	G8		IP	Grade
1525940	AFICIAH AKMAR BINTI RAHMAN	28.5			*	ACTIVE	G6		Finalized	Submission
1528277	MUHAMMAD AMARI BIN ALIZA	31			÷.	ACTIVE	Gő			
1529327	MOHD YAMIN BIN MUSTAFAR RANDZUAN	27.5			+	ACTIVE	G6		Impo	ort CAM
1525360	NUR SHAHIRA BINTI ABU BAKAR	30			*	ACTIVE	66		Grade	Dist Chart
1310024	SHARIFAH ALAWAH BINTI SYED ALWEE	27.5			+	ACTIVE	0,6		Great .	and and the
1529098	NUR ATHIRA BINTI MOHD ZULNIFU	27			•	ACTIVE	G6		Validat	ion Sheet
1518050	NUR HIDAYAH BINTI MOHD SALEH	27				ACTIVE	G6			
					_		1-54	8	Draft Valie	dation Sheet

Set Screen Reader Hode Dr.

category 1.C

Step 8 : Enter the score for the columns CAM and Final Exam for each student. The Total Score and Grade will be automatically be computed . Please save your entries by clicking button on the

save button. Courses + Result Entry

Ipdate Rea	dt -		Cancel	Sawi	Upload	CAM/Field fro	m Exce	et.	Download as Excel	Subject	Session
Materic No.	llama	CAH	Tinal Exam	Score	Grade	Student Status	Graf Sys			LAWK 1020 Section	2015/2016 Semester
1522140	NUR ASYAH NADZIRAH BINTI AHMAD RANZAN	25	40	65	8	ACTIVE	66	4		3	2
1527529	INTAN NUR BALOIS BINTI BAHARUDIN	26.5	40	67	4	ACTIVE	Gő			PA	Grade
1526264	NUR ALYA ZAPHEIRAH BINTI AL ZAPHNI	28	50	78	A	ACTIVE	66				
1525330	NUR (2241) BINTI NOHD FADZIL	31.5	55	107	A	ACTIVE	G6	1		F Grade f	or PF option
1522220	NURHAZIDAH BINTI ARIFFIN	26.5				ACTIVE	G5				Innda
1024095	NOHD HARM BIN NOHD DON	26			-	ACTIVE	G6				Haue
1524316	MUR EZUREEN NADIRA ADHAHUDOINSA BINTI MOHO SOBRI	33			*	ACTIVE	66			iP	Orade
1525940	AFICAH AKMAR BINTI RAHMAN	28.5			*	ACTIVE	66			Finalized	Submission
1528277	MUHAMMAD AMARI BIN ALIZA	31			4	ACTIVE	Gő				
1529327	MOHD YAMIN BIN MUSTAFAR RANDZUAN	27.5			*	ACTIVE	G5			Impo	ort CAM
1525360	NUR SHAHIRA BINTI ABU BAKAR	30			÷.	ACTIVE	G5			Grade	Dist: Chart
1310024	SHARIFAH ALAWAH BINTI SYED ALWEE	27.5			8	ACTIVE	65				
1528598	NUR ATHIRA BINTI MOHD ZULKIFU	27			*	ACTIVE	66			Validat	ion Sheet
1518350	MUR HIDAVAH BINTI MOHD SALEH	27			۰.	ACTIVE	G6	5			

Result Entry

Courses > Result Entry

Step 9 : If you have more than one course, please go back to

"Courses" . List all courses will be appeared and click on the course field to enter the results for the next course.

Download as Excel . The data will Step 9 : User also can download data from click button " appeard as below :

Download to Excel

9.1 : This is just for view for user before download to excel . If user want to download

ourses > Re	sult Entry > Download Excel									
Q,*	Go	Action	s -							Download to Exe
Matric No	Name	Cam	Final	Score	Grade	Program	Year	Status	Kulliyyah	
1011400	NUR FASIHATUL HAFIZAH				Y	HS	2	TD	IRKHS	
219286	AESHAH MOHAMMED A ALGHAMDI				Y	LLB	1	ACTIVE	LAWS	
1310024	SHARIFAH ALAWIAH BINTI SYED ALWEE				-	LLB	2	ACTIVE	LAWS	
1424949	MUHAMMAD RIDZUAN BIN MOHD RAZIF				-	LLB	2	ACTIVE	LAWS	
1511675	MUHAMMAD ADIB BIN ND RADZI				-	LLB	1	ACTIVE	LAWS	
1513070	NUR IZATUL NABILA BINI NAZARUDDIN				-	LLB	1	ACTIVE	LAWS	
1513291	MUHAMMAD NURISLAM BIN YAHAYA					LLB	1	ACTIVE	LAWS	
1515748	NOR SOFEAH BINTI NOHAMAD ZAIZI				-	LLB	1	ACTIVE	LAWS	
1518050	NUR HIDAVAH BINTI MOHD SALEH				-	LLB	1	ACTIVE	LAWS	
1520112	AINA SOFEAH NADHIRAH BINTI ANUAR.				-	LLB	1	ACTIVE	LAWS	
1520580	SYAZWANI BINTI A WAHAB					LLB	1	ACTIVE	LAWS	
1520745	NURSYAZELY BIN ZAHARI				-	LLB	1	ACTIVE	LAWS	
1522140	NUR AISYAH NADZIRAH BINTLAHMAD RAMZAN				-	LLB	1	ACTIVE	LAWS	
1522220	NURHAZIQAH BINTI ARIFFIN				-	LLB	1	ACTIVE	LAWS	
1522322	NURAZIMAH BINTI OMAR					LLB	1	ACTIVE	LAWS	

Courses + ResultEntry + Download Excel

•

Q,•	Gn	Action	6.*		You have chosen to open:	Deventual to Excel
Matric No	Name	Cam	Final	*	Excel sits which is: Microsoft Excel Worksheet (0.5 KE) from: https://apaciaum.adu.mv	
1210286	AESHAH WOHAWNED A ALCHANDI				What should Firefox do with this file?	
1310024	SHARIFAH ALAWIAH BINTI SYED ALWEE				Clean with Information (series)	
1424949	MUHAMMAD RIDZUAN BIN MOHD RAZIF			-	Do this automatically for files like this from now on.	
1513070	NUR IZATUL NABILA BIN NAZARUDDIN			-	Internet Courts	
1513291	NUHAMMAD NURISLAM BIN YAHAYA				LED I NOTINE LENG	

9.2 : Below is download from excel :

	A	B .	3		0	E	F	10	H	i and in the		1	
T	Matric No	* Name	- Cam	+ Fin	at i	Score	- Grade	Program	Year	- Status	-	Kulliyyah	
2	1011400	TASIHATUL HAFIZAH		1 100		10000	Y	HS		2 TD	1	IRKHS	
3	1219286	AESHAH MOHAMMED A ALGHAMDI					Y.	118		1 ACTIVE	1	LAWS	
4	1310024	SHARIFAH ALAWIAH BINTI SYED ALWEE						LLB		2 ACTIVE	. 1	LAWS	
ā.	1424949	MUHAMMAD RIDZUAN BIN MOHD RAZIF						LLB		2 ACTIVE	1	LAWS	
8.	1511675	MUHAMMAD ADIB BIN MD RADZI						LLB		1 ACTIVE	1	LAWS	
7	1513070	NUR IZATUL NABILA BINI NAZARUDDIN						118		1 ACTIVE	1	LAWS	
8	1513291	MUHAMMAD NURISLAM BIN YAHAYA						LLB		1 ACTIVE	1	LAWS	
ġ.	1515748	NOR SOFEAH BINTI MOHAMAD ZAIZI						ЦB		1 ACTIVE	1	LAWS	
10	1518050	NUB HIDAYAH BINTI MOHD SALEH						LLB		1 ACTIVE	1	LAWS	
11	1520112	AINA SOFEAH NADHIRAH BINTI ANUAR						118		1 ACTIVE	1	LAWS	
12	1520580	SYA2WANI BINTI A WAHAB						LLB		1 ACTIVE	1	LAWS	
13	1520745	NURSYAZELY BIN ZAHARI						LIB		1 ACTIVE	1	LAWS	

9.3 : After download, user can add cam and final before upload at "Upload CAM/Final from Excel,"

	А	В	С	D
1	Matric No 🔹	Name 💌	Cam 🔹	Final 🔹
2	1011400	NUR FASIHATUL HAFIZAH	10	40
3	1219286	AESHAH MOHAMMED A ALGHAMDI	15	50
4	1310024	SHARIFAH ALAWIAH BINTI SYED ALWEE	18	60
5	1424949	MUHAMMAD RIDZUAN BIN MOHD RAZIF	15	45
6	1511675	MUHAMMAD ADIB BIN MD RADZI	10	55
7	1513070	NUR IZATUL NABILA BINI NAZARUDDIN	10	45
8	1513291	MUHAMMAD NURISLAM BIN YAHAYA	16	50

9.4 : After all add marks cam and final save file and upload at button "

Upload CAM/Final from Excel

Courses > Result Entry > Paste Excel Data

Result Entry > Paste Excel Data Ourses > Result Entry > Paste Excel Data Paste Data from Excel Sheet Submit Paste or drag Excel data to text area and press "Submit". After data validation, press "Upload" to save the data. Important: The first row must contain Column Headers and the following rules of Column Headers must be strictly observed: The first column must be Matric No. Then there must at least one column of either CAM or Final or both CAM and Final after the first column. Scores and Grades will be determined automatically!

9.5 : Please follow the instruction if you want to upload the file from excel . The first column must be **Matric No**. Then there must at least one column of either **CAM** or **Final** or both **CAM** and **Final** after the first column. Scores and Grades will be determined automatically!

9.6 : Below example how user can add the file from excel . Then upload file by click button *"submit"*.

Paste Data from Excel Sheet Submit Paste or drag Excel data to text area and press "Submit". After data validation, press "Upload" to save the data. Important: The first row must contain Column Headers and the following rules of Column Headers must be strictly observed: The first column must be Matric No. Then there must at least one column of either CAM or Final or both CAM and Final after the first column. Scores and Grades will be determined automatically! Matric No Cam Final 1011400 10 40 1219286 15 50 1310024 18 60 1424949 15 45 1511675 10 55 1513070 10 45 1513291 16 50

9.7 : After click button "submit" the screen below will be appeared .

and a final and the fit of the fit of the fit of the fit of the fit of the	in house the trug Excipt of E. The film obusin acts obusin. Sec	and Reset faria 45 tout rise main is to Reduce was and Line	area and of Den Co Ne. Then No will be	press "Sca Annu reced theory ends theory and a determine	ent", Att ers and t t at least ct autors	et data solititetore, press "Upleas" to reve t he following solitis of column readers must I new column of sitter CAM or Read or bot water	na data. Ini data. Ini data. Ini data ang data ang data ang data ang data ang data ang dina ang data a	
Q				0.]. finet	Tel		(100 (100.00) (Albitrar (100.00)
	Real B	Marris No.	Car.	(state)				
H.		Aniaceit.	200	648				
H	- G	12102007	-	3000	-			
	- 24	11003847	347	1000	-			
*		1049497	32	497	-			
		112013	20	100	-			
		TEMOTOR	-	494	-			
		001128-07	-	387	-7			
					1.0-1			

9.8 : User also can redo data cam and final by clicking as below and click button " \checkmark " (save). If not User can click button " \checkmark " (delete) the data .

		Con House [4.4	Actions *					0.00	ntatie.	ADD NOW	
Row	A Matric No	Cam	Final	I. T								
X .	2 1219295	35 VX	50	24								
*	3 1031400	10	40	2.92								
*	4 1310024	18	60	47								
×	5 1424949	15	45									
	4 1011675	19	22	-w								
	7 1513070	10	42	27								
×	6 1513201	16	50	4.2								
lonn	ner all the	e data cam and f	inal ł	nas been	updated, t	hen cli	ck but	ton "	Ipload	i ,,	. The	e dat
ll app	beard as be	e data cam and f elow :	inal ł	nas been	updated, t	hen cli	ck but	ton "	Ipload	i ,,	. The	dat
ll app usea ≻1	eard as be	e data cam and f elow :	inal ł	nas been	updated, t	hen cli	ck but	ton "	Ipload	1 ,,	. The	e dat
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ll app uses > 1 odate Res Matrix No 1415800 1538443	Iter all the peard as be Result Enty aut MURULZIAM I MURULZIAM I MURULZIAM I	e data cam and f elow :	inal ł	cam 67 18	Cancel	hen cli	ck but	CAMFinal In Statent States ACTIVE	uti Excu Srad Sya G5 G5	ı ,,	² . The	e dar
II app uses > 1 odate Res Matrix No 1415966 1538443 1415945	Menne MURULZIAM O MURULZIAM O MURAMAD AZ	e data cam and f elow : anti NO SHARF ZAM KHAULULAH BRULLAH BIN AZIZ	inal ł	CAM 67 18 70	Updated, t	hen cli Scow A3	Ck but	CAMFred by Stadent Status ACTIVE ACTIVE ACTIVE	om Excu Sys G5 G5 G5 G5	ı,,	² . The	e dat
II app state Re- state Re- Matrix No 1415045 1415045 1421782	Itter all the peard as be Result Entry aut MURULZIAM F MURULZIAM F MURANAD AZ MURAMAD HA	e data cam and f elow : anti No share zan khauluulah eeullah eni aziz ani eniti seh wali	inal ł	CAN 67 18 70 72	Cascel 7/mil Exam 16 0 15.3 14.5	hen cli Store 63 18 67	Ck but	CAMFinal In Statent States ACTIVE ACTIVE ACTIVE ACTIVE	on Exce Grad Sys G5 G5 G5 G5 G5	1 ,,	² . The	e dat
II app mises > 1 pdate Re- Watris No 1415900 1338443 1415900 1425201 1422221	Itter all the peard as be Result Entry suit NURULZIMA (MURULZIMA	e data cam and f elow : anti No SHARE ZAM KHAULULLAH ERULLAH BIN AZIZ ANN BINTI SEH WALI I AHNAO SABRI	inal ł	CAM 67 18 70 72 09	Updated, t Cancel 71mil 15.5 14.5 14.5	hen cli Scow 83 85 87 84	Ck but	CAMFinal In Student Student ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	om Excu Srad Sya GS GS GS GS GS GS	1,,,	' . The	e dat
II app ordere Rec pdate Rec Matrix No 1415900 1338443 1415045 1421782 1423231 1470438	Itter all the peard as be Result Entry ault MURULZIAM I MURULZIAM I MURAMAD AZ MURAMAD AZ SITI SYMRA AU FIKRI ARIF BIP MURAMMAD A	e data cam and f elow : anti No share zan khaluullah eeullah eni aziz ann eeniti seh wali i ahnao saeri Fio ein wat kasin	inal ł	CAN 67 18 70 72 09 65	Updated, t Cancel 7/mail Exam 16 15.5 14.5 14.5	hen cli Sove 83 18 85 84 82	Ck but	CAMFinal In Statent States ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	om Excer Sys G5 G5 G5 G5 G5 G5 G5 G5	1,,,	' . The	e da

Addition :

- 1. You are not allowed to change the *Grade* column. For I (Incomplete and IP (In Progress) grades, please click on the *Incomplete Grade* and *Inprogress Grade* buttons. Before you click on any of these buttons, please make sure that the record which you wish to set to I or IP is highlighted first.
- 2. If you want to print the *Draft Validation Sheet* you can click button " Draft Validation Sheet " from the menu selection on the left of the screen then *Draft Validation Sheet*

Draft Validation Sheet from the menu selection on the left of the screen. Please take note that the **Draft Validation Sheet** is for your own reference only, even if you have not complete key –in some of the students result .

3. When you have finalized the data entry process, please confirm this process by clicking on

the Finalized Submission button is the official submission of result date . If it is not done, ANR will not record the official submission of result date in the database. After user click the

button "Finalized Submission", user must click button "Validation Sheet" to submit their own Kulliyyah record purposed .

- 4. Please take note that the *Finalized Submission* botton cannot be click unless all student record has a grade assigned (no grades Not Available). Please take note on the 'Deadline of valid Data Entry and Date of submission of Examination Results' as mentioned in the letter on the Online Data Entry of Examination Results .
- 5. User can submit more than once for result entry .The 1st date will be appeared at

Submission . If user still want to change the mark on result entry the date will be Latest

appeard at Submission