



How to Use Result Entry (New Version)

USER MANUAL

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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)

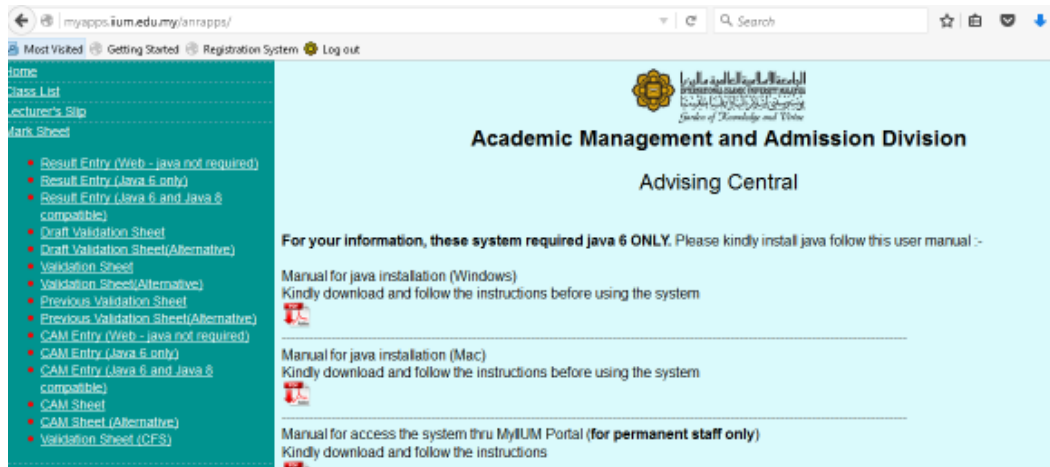
Access Privilege

1. Username and Password for Student Information System.

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

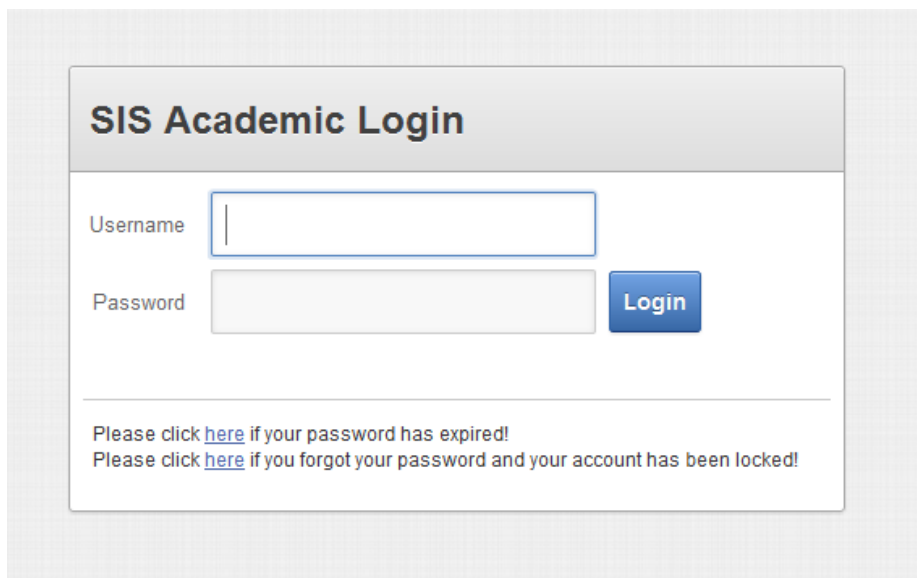
RESULT ENTRY

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



The screenshot shows a web browser window with the URL `myapps.iium.edu.my/lanrapps/`. The page is titled "Academic Management and Admission Division Advising Central". A sidebar menu on the left lists various options, with "Result Entry (Web - java not required)" highlighted under the "Mark Sheet" category. The main content area contains a notice: "For your information, these system required java 6 ONLY. Please kindly install java follow this user manual :-". Below this notice are three links for manuals: "Manual for java installation (Windows)", "Manual for java installation (Mac)", and "Manual for access the system thru MyIUM Portal (for permanent staff only)".

Step 2 : Enter your username and password Press Login .



The screenshot shows a login form titled "SIS Academic Login". It contains two input fields: "Username" and "Password". A blue "Login" button is positioned to the right of the password field. Below the input fields, there are two lines of text: "Please click [here](#) if your password has expired!" and "Please click [here](#) if you forgot your password and your account has been locked!".

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

Result Entry							
Courses							
Subject	Section	Session	Semester	Total Student	Latest Submission	First Submission	Grading Type
CSC1705	2	2015/2016	2	14	-	-	Normal
CSC2704	1	2015/2016	2	40	-	-	Normal
CSC3704	2	2015/2016	2	18	-	-	Normal
CSC4901	14	2015/2016	2	1	-	-	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.

Courses > Result Entry

Update Result
Cancel
Save
Upload CAM/Final from Excel
Download as Excel

Matric No	Name	CAM	Final Exam	Score	Grade	Student Status	Grad Sys
1414021	WAN MUHAMMAD NAZM SHARAFUDDIN BIN WAN ABOL	<input type="text"/>	<input type="text"/>	<input type="text"/>	*	ACTIVE	G8
1215367	MUHAMMAD IZZUDDIN BIN MOHD THIR	<input type="text"/>	<input type="text"/>	<input type="text"/>	*	ACTIVE	G8
1417240	SITI SHAHRINA BINTI JAFFAR	<input type="text"/>	<input type="text"/>	<input type="text"/>	*	ACTIVE	G8
1328381	AFIF AZAT BIN ADILPUTRA	<input type="text"/>	<input type="text"/>	<input type="text"/>	*	ACTIVE	G8
1118881	ABDUL MAJID	<input type="text"/>	<input type="text"/>	<input type="text"/>	*	ACTIVE	G8
1420545	AHMAD FARID BIN JAFFAR	<input type="text"/>	<input type="text"/>	<input type="text"/>	*	ACTIVE	G8
1421755	SYED SIRAJUDDIN BIN SYED SOFI	<input type="text"/>	<input type="text"/>	<input type="text"/>	*	ACTIVE	G8
1419375	MOHD NORAZAM BIN RAJE	<input type="text"/>	<input type="text"/>	<input type="text"/>	*	ACTIVE	G8
1415088	MURFATIN SHABIRAH BINTI ABDUL RAHMAN	<input type="text"/>	<input type="text"/>	<input type="text"/>	*	ACTIVE	G8
1321903	NAFIS NIERAZ	<input type="text"/>	<input type="text"/>	<input type="text"/>	*	ACTIVE	G8
1413904	AMRAH BINTI AMIN	<input type="text"/>	<input type="text"/>	<input type="text"/>	*	ACTIVE	G8
1412811	MUHAMMAD SAFI UDDIN BIN ISMAIL	<input type="text"/>	<input type="text"/>	<input type="text"/>	*	ACTIVE	G8
1417623	ABDUL ADL BIN MOHD GHANI	<input type="text"/>	<input type="text"/>	<input type="text"/>	*	ACTIVE	G8
1219401	MUHAMMAD AZWAN BIN MD ZULKERLEE	<input type="text"/>	<input type="text"/>	<input type="text"/>	*	ACTIVE	G8

Subject	Session
<input type="text" value="CSC 1705"/>	<input type="text" value="2015/2016"/>
Section	Semester
<input type="text" value="2"/>	<input type="text" value="2"/>

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** ”

Courses > Result Entry

Importing CAM will replace your current CAM values. Do you want to continue?
Cancel Continue

Update Result

Matric No	Name	CAM	Final Exam	Score	Grade	Student Status	Grad Sys
1414021	WAN MUHAMMAD HAZMI SHARAFUDDIN BIN WAN ABDUL				*	ACTIVE	G6
1215367	MUHAMMAD IZZUDDIN BIN MOHD TAHR				*	ACTIVE	G6
1417240	SITI SHAHRINA BINTI JAFFAR				*	ACTIVE	G6
1328361	AFF AZAT BIN ADILPUTRA				*	ACTIVE	G6
1118881	ABDUL MAJID				*	ACTIVE	G6
1429545	AHMAD FARID BIN JAAFAR				*	ACTIVE	G6
1421755	SYED SIRAJUDDIN BIN SYED SOFI				*	ACTIVE	G6
1419375	MOHD NORAZAM BIN RAJE				*	ACTIVE	G6
1415088	MURFATI SHABIRAH BINTI ABDUL RAHMAN				*	ACTIVE	G6
1321903	NAFIS NERAZ				*	ACTIVE	G6
1413994	AMIRAH BINTI AMIN				*	ACTIVE	G6
1412811	MUHAMMAD SARUDDIN BIN ISMAIL				*	ACTIVE	G6
1417023	ABDUL ADL BIN MOHD SHANI				*	ACTIVE	G6
1219401	MUHAMMAD AZWAN BIN MD ZULKERLEE				*	ACTIVE	G6

Subject: CSC 1705 Session: 2015/2016
 Section: 2 Semester: 2

PA Grade

F Grade for PF option

I Grade

IP Grade

Finalized Submission

Import CAM

Grade Dist. Chart

Validation Sheet

Draft Validation Sheet

Set Screen Reader Mode On release 1.0

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

Courses > Result Entry

Cancel
Save
Upload CAM/Final from Excel
Download as Excel

Update Result

Matric No	Name	CAM	Final Exam	Score	Grade	Student Status	Grad Sys
1522140	NUR AISYAH HADZIRAH BINTI AHMAD RAMZAN	25			*	ACTIVE	G6
1527028	INTAN NUR BALQIS BINTI BAHARUDIN	26.5			*	ACTIVE	G6
1528264	NUR ALYA ZAFHIFIRAH BINTI AL ZAFHNI	28			*	ACTIVE	G6
1526330	NUR IZZATI BINTI MOHD FAZIL	31.5			*	ACTIVE	G6
1522220	NURHAZIQAH BINTI ARIFFIN	26.5			*	ACTIVE	G6
1524595	MOHD HAQIM BIN MOHD DON	26			*	ACTIVE	G6
1524316	NUR EZUREEN NADIRA ADHAJUDDINSA BINTI MOHD SOBRI	33			*	ACTIVE	G6
1525940	AFIQAH AKMAR BINTI RAHMAN	28.5			*	ACTIVE	G6
1528277	MUHAMMAD AMAN BIN ALIZA	31			*	ACTIVE	G6
1529327	MOHD YAMIN BIN MUSTAFAR RAMDZUAN	27.5			*	ACTIVE	G6
1525360	NUR SHAHIRA BINTI ABU BAKR	30			*	ACTIVE	G6
1310024	SHARIFAH ALAYAH BINTI SYED ALWEE	27.5			*	ACTIVE	G6
1529098	NUR ATHIRA BINTI MOHD ZUJUFUJI	27			*	ACTIVE	G6
1518050	NUR HIDAYAH BINTI MOHD SALEH	27			*	ACTIVE	G6

Subject: LAW 1020 Session: 2015/2016
 Section: 3 Semester: 2

PA Grade

F Grade for PF option

I Grade

IP Grade

Finalized Submission

Import CAM

Grade Dist. Chart

Validation Sheet

Draft Validation Sheet

Set Screen Reader Mode On release 1.0

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

save button .

Courses > Result Entry

The screenshot shows the 'Update Result' interface. It features a table with columns: Matric No, Name, CAM, Final Exam, Score, Grade, Student Status, and Grad Sya. The table contains 15 rows of student data. To the right of the table is a sidebar with several buttons: PA Grade, F Grade for PF option, I Grade, IP Grade, Finalized Submission, Import CAM, Grade Dist. Chart, Validation Sheet, and Draft Validation Sheet. At the top of the interface are buttons for Cancel, Save, Upload CAM/Final from Excel, and Download as Excel.

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

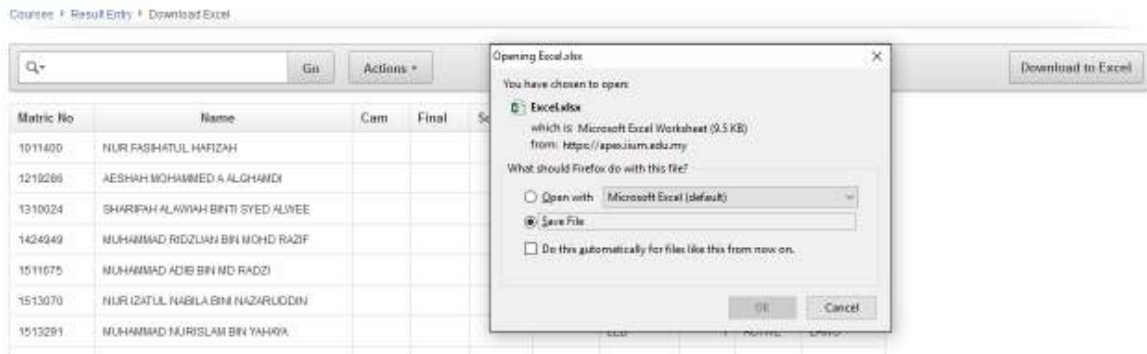
Step 9 : User also can download data from click button “**Download as Excel**” . The data will appear as below :

9.1 : This is just for view for user before download to excel . If user want to download from excel, please click button “**Download to Excel**” .

Courses > Result Entry > Download Excel

The screenshot shows the 'Download Excel' interface. It features a search bar with a 'Go' button and an 'Actions' dropdown menu. Below the search bar is a table with columns: Matric No, Name, Cam, Final, Score, Grade, Program, Year, Status, and Kulliyah. The table contains 18 rows of student data. At the top right of the interface is a button for 'Download to Excel'.

Matric No	Name	Cam	Final	Score	Grade	Program	Year	Status	Kulliyah
1011400	NUR FASHATUL HAFIZAH				Y	HS	2	TD	IRKHS
1218286	AESHAH MOHAMMED A ALGHANDI				Y	LLB	1	ACTIVE	LAWS
1310024	SHARIFAH ALAWIAH BINTI SYED ALWEE				*	LLB	2	ACTIVE	LAWS
1424949	MUHAMMAD RIDZUAN BIN MOHD RAZF				*	LLB	2	ACTIVE	LAWS
1511675	MUHAMMAD ADIB BIN MD RADZI				*	LLB	1	ACTIVE	LAWS
1513070	NUR IZATUL NABILA BINI NAZARUDDIN				*	LLB	1	ACTIVE	LAWS
1513291	MUHAMMAD NURISLAM BIN YAHYA				*	LLB	1	ACTIVE	LAWS
1515748	NOR SOFEAH BINTI MOHAMAD ZAID				*	LLB	1	ACTIVE	LAWS
1518050	NUR HIDAWAH BINTI MOHD SALEH				*	LLB	1	ACTIVE	LAWS
1520112	AINA SOFEAH NADHIRAH BINTI ANJAR				*	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 BINTI AHMAD RAMZAN				*	LLB	1	ACTIVE	LAWS
1522220	NURHAZIQA BINTI ARIFFIN				*	LLB	1	ACTIVE	LAWS
1522322	NURAZIMAH BINTI OMAR				*	LLB	1	ACTIVE	LAWS



9.2 : Below is download from excel :

Matric No	Name	Cam	Final	Score	Grade	Program	Year	Status	Kulliyah
1011400	NUR FASIHATUL HAFIZAH				Y	HS		2 TD	IRKHS
1219286	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 MD 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 MOHAMAD ZAZI				*	LLB		1 ACTIVE	LAWS
1518050	NUR HIDAYAH 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

9.3 : After download, user can add cam and final before upload at “

Upload CAM/Final from Excel”

Matric No	Name	Cam	Final
1011400	NUR FASIHATUL HAFIZAH	10	40
1219286	AESHAH MOHAMMED A ALGHAMDI	15	50
1310024	SHARIFAH ALAWIAH BINTI SYED ALWEE	18	60
1424949	MUHAMMAD RIDZUAN BIN MOHD RAZIF	15	45
1511675	MUHAMMAD ADIB BIN MD RADZI	10	55
1513070	NUR IZATUL NABILA BINI NAZARUDDIN	10	45
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” .

Result Entry

Courses > Result Entry > Paste Excel Data

Paste Data from Excel Sheet

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!

Submit

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 the file from excel . Then upload file by click button “**submit**” .

Courses > Result Entry > Paste Excel Data

Paste Data from Excel Sheet

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!

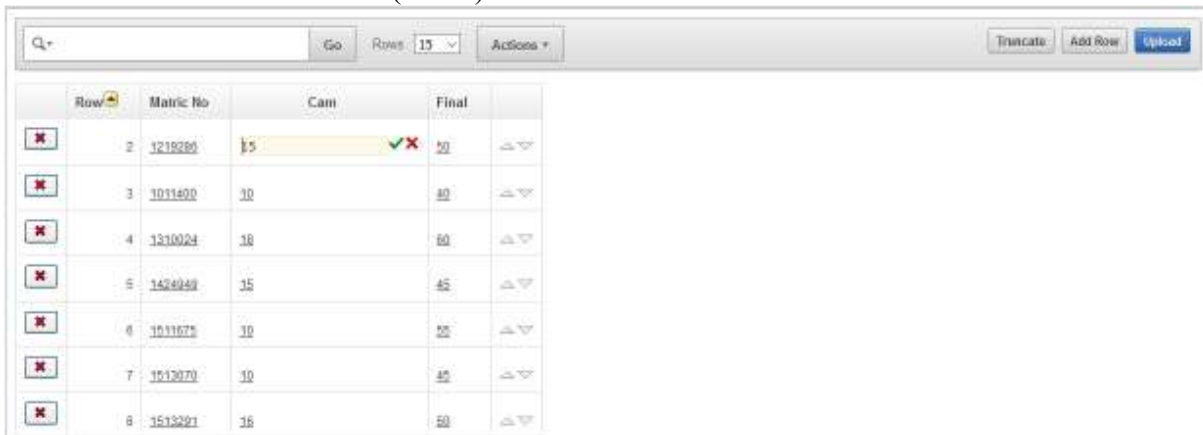
Matric No	Cam	Final
1011400	10	40
1219286	15	50
1310024	18	60
1424949	15	45
1511675	10	55
1513070	10	45
1513291	16	50

Submit

9.7 : After click button “**submit**” the screen below will be appeared .



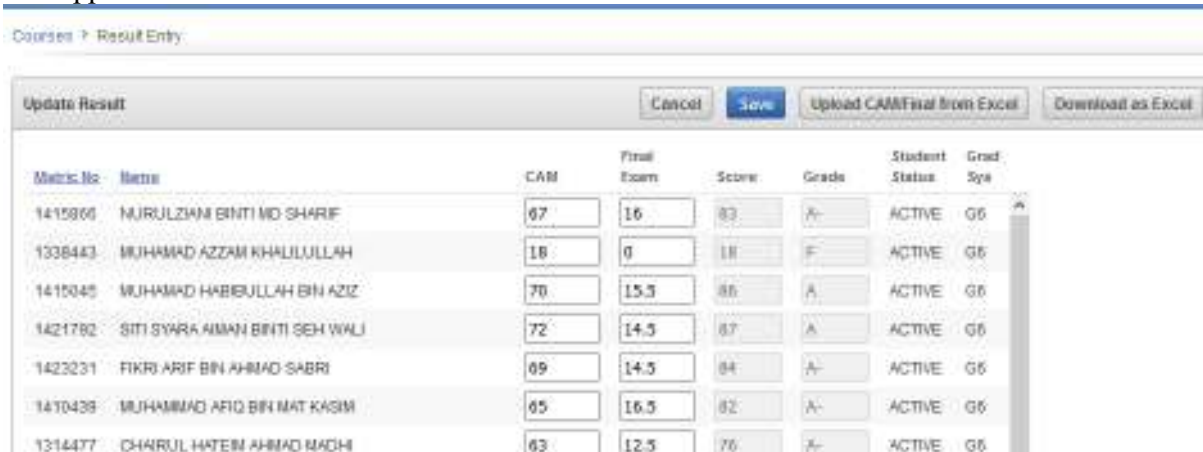
9.8 : User also can redo data cam and final by clicking as below and click button “**✓**” (save). If not User can click button “**✗**” (delete) the data .




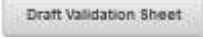



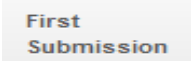
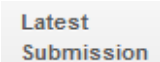
9.9 : If user want to add more data by manually for student, click the button “**Add Row**” .

Truncate = Clear the record.

9.10 : After all the data cam and final has been updated, then click button “**Upload**” . The data will appear as below :



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 “  ” from the menu selection on the left of the screen then **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  . The data when you clicked on this button will be considered as 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 “  ”, user must click button “  ” 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  . If user still want to change the mark on result entry the date will be appeared at  .