University of Nairobi

# The lecturer module manual

Version 1.0.0

SMIS team

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## **OVERVIEW**

This document is the user guide for the lecturer module developed by the University of Nairobi ICT team to manage:

- Lecturer course allocations
- Student marks and exam scripts
- Monitoring reports for courses and student marks

The system will be used by:

- Lecturers
- Heads of departments
- Deans
- Faculty administrators
- **❖** ICT support staff

# **ACCESS CONTROL**

This system is a web application which can be accessed via a web browser. A web browser is a software application for visualizing websites, web applications, documents and data. It is recommended that you use the following browsers. Google Chrome, Mozilla Firefox, Apple's Safari or Microsoft Edge. The system is designed to be used on laptops and desktop computers and therefore, some features might not be mobile friendly. It can only be accessed after connecting to the University's VPN network. In case you don't have your credentials for the VPN network, please contact the system administrator in your faculty.

The system is role based. Users perform operations and access features only allowed by the role they are given. A user may have one more roles. Users and roles are mapped as the following:

User	Role
Lecturer	LEC_SMIS_LECTURER
HOD	LEC_SMIS_HOD
DEAN	LEC_SMIS_DEAN
Faculty administrator	LEC_SMIS_FAC_ADMIN
System administrator	LEC_SMIS_SYS_ADMIN
ICT support staff	LEC_SMIS_SUPPORT

Table 1

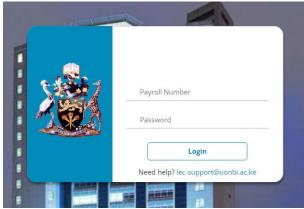
In case you need any help, send an email to the address <a href="lec-support@uonbi.ac.ke">lec-support@uonbi.ac.ke</a>. The message must clearly capture the action you want to perform. If you are getting an error and you are not sure what it means, attach the screenshot of the error in your message.

#### SYSTEM LOGIN

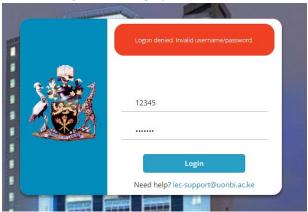
3.

To access the live system:

- 1. Launch a web browser and go to the following address: <a href="https://lecturers.uonbi.ac.ke/">https://lecturers.uonbi.ac.ke/</a>.
- 2. If you are not logged in the system, you will be taken to the following address <a href="https://lecturers.uonbi.ac.ke/site/login">https://lecturers.uonbi.ac.ke/site/login</a> which shows the login page.



- 4. The user credentials are similar to those used when accessing the HRMIS or leave system.
- 5. Enter your payroll number in the payroll number field and your password in the password field.
- 6. If your credentials are invalid or your user account is not active, the login will fail and the following error message will be displayed.



7. If the login is successful, you will be taken to the homepage.

#### SYSTEM LOGOUT

- 1. On the navigation bar, click on the username.
- 2. A drop down menu will be displayed with a logout link. An example image is shown below.

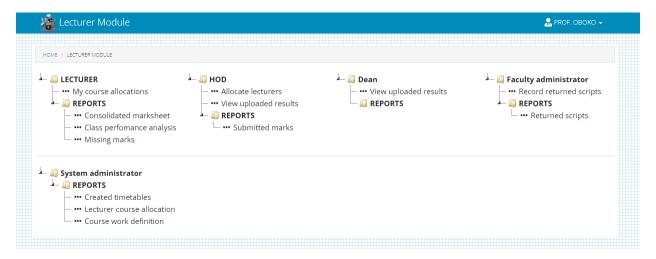


- 4. Click on the link to be logged out of the system and you will be taken back the landing page.
- 5. The system will log you out automatically after 10 minutes of no activity.

3.

#### HOMEPAGE MENU

This menu is found on the home page. It is grouped according to the various users and can only be accessed if a user has the role listed in *Table 1*. This menu will change from time and time as new items are added and others removed or updated. The functions to be performed by a user are listed under their menu item.

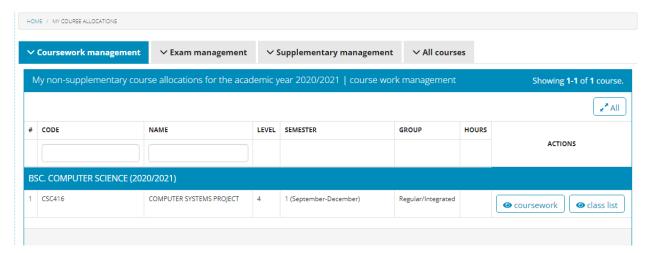


## LECTURER FUNCTIONS

The sections below describes the tasks carried out by the lecturer.

#### VIEW ALLOCATED COURSES

On the homepage menu, click on the link <u>My course allocations</u>. You will be taken to the allocated courses page. An example of the page is shown in the image below.



# This page has the following tabs:

Tab	Description
Coursework management	This tab lists courses allocated to this lecturer that have students registered for other exam types except supplementary exams i.e. first attempt, retake.
Exam management	This tab lists courses allocated to this lecturer that have students registered for other exam types except supplementary exams i.e. first attempt, retake.
Supplementary management	This tab lists courses allocated to this lecturer that have students registered to take supplementary exams.
All courses	This tab lists courses allocated to this lecturer.

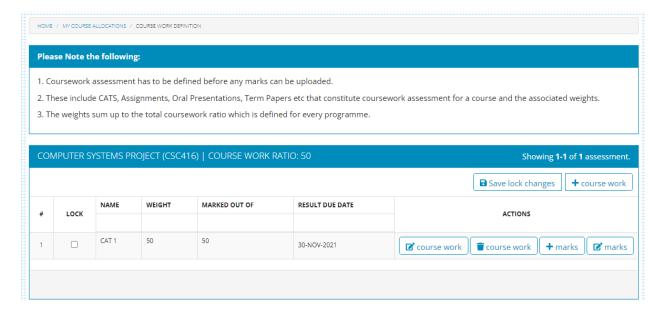
Table 2

#### COURSEWORK WEIGHT DISTRIBUTION

In this guide the term weight is used interchangeably with ratio.

Each course has defined ratios for coursework and exam. Therefore, when creating courseworks, the system distributes weights to all the defined courseworks for that course in a way that, the sum of the weights equal the coursework ratio.

In the example image below, the coursework ratio for CSC416 is 50. Since we only have one coursework called CAT1, it will take the total weight of 50.



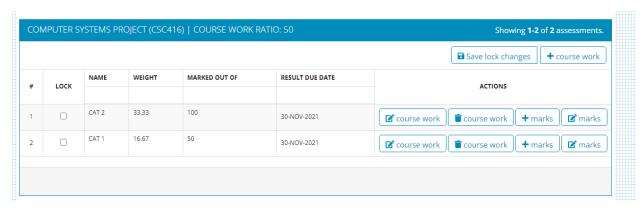
In the example image below, another coursework for CSC416 called CAT 2 has been created. The sum of weights of CAT 1 and CAT 2 (16.67 + 33.33) is adding up to 50.

To get the weight of CAT 1, take the total marks of CAT 1 i.e. 50, divided by the sum of total marks of CAT 1 and CAT 2 i.e. 50 + 100 and multiply by the total available weight i.e. 50.

$$(50/150) * 50 = 16.67$$

To get the weight of CAT 2, take the total marks of CAT 2 i.e. 100, divided by the sum of total marks of CAT 1 and CAT 2 i.e. 50 + 100 and multiply by the total available weight i.e. 50.

(100/150) \* 50 = 33.33



To exclude the weight of a coursework from redistribution, you must lock that coursework.

In the example image below, we have locked CAT 2. Therefore, when creating another coursework called CAT 3, the total weight available for redistribution is 16.67 i.e. (50 - 33.33 = 16.67)

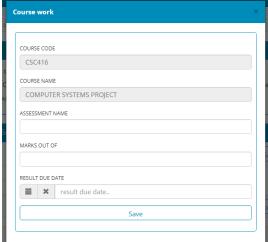
To get the weight of CAT 3, take the total marks of CAT 3 i.e. 80, divided by the sum of total marks of CAT 3 and CAT 2 i.e. 80 + 50 and multiply by the total available weight i.e. 16.67.

(80/130) \* 16.67 = 10.26

					■ Save lock changes + course work	
LOCK	NAME	WEIGHT	MARKED OUT OF	RESULT DUE DATE	ACTIONS	
					,,,,,,,,,	
	CAT 3	10.26	80	30-NOV-2021	<b>♂</b> course work <b>†</b> marks <b>♂</b> marks	
<b>~</b>	CAT 2	33.33	100	30-NOV-2021	<b>⊘</b> course work <b>→</b> marks <b>⊘</b> marks	
	CAT 1	6.41	50	30-NOV-2021	<b>⊘</b> course work <b>→</b> marks <b>⊘</b> marks	

#### CREATE COURSEWORK

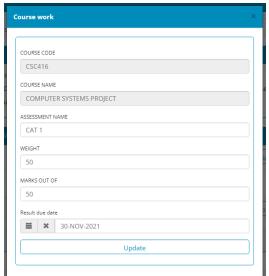
- 1. Click on the button *Create course work*.
- 2. A form will be displayed. An example of the form is shown below.



- 3.
- 4. Enter the name of this coursework in the assessment name field.
- 5. Enter the total marks which this coursework will be marked out of, in the marks out of field.
- 6. Enter the due date of the results of the coursework in the result due date field.
- 7. Click on the button *save* to submit.

#### **EDIT COURSEWORK**

- 1. Click on the button Edit course work.
- 2. A form will be displayed. An example of the form is shown below.



- 3. You can edit either of the fields in this form.
- 4. Enter a new name for this coursework in the assessment name field.
- 5. Enter a new weight for this coursework. The weight must not exceed the available ratio.
- 6. Enter new total marks which this coursework will be marked out of, in the marks out of field.
- 7. Enter a new due date of the results of the coursework in the result due date field.

8. Click on the button *Update* to submit changes.

#### **DELETE COURSEWORK**

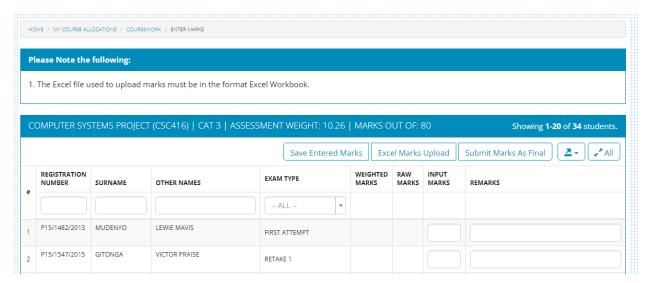
- 1. Click on the button *Delete course work*.
- 2. Kindly note that if the coursework being deleted has any marks, the marks will also be deleted.

#### LOCK OR UNLOCK COURSEWORK

- 1. On the table, the second column named LOCK contains a checkbox input.
- 2. A coursework can either be locked i.e. the checkbox is checked or unlocked i.e. the checkbox is unchecked.
- 3. Select either state.
- 4. Click on the button Save lock changes to submit.

#### **ENTER COURSEWORK MARKS**

On the assessments page, on the table listing the courseworks created, click on the button *Enter marks*. You will be taken to a page used to enter marks. An example of the page is shown in the image below.



The table on this page has 5 buttons:

Button name	Description
Save Entered Marks	Used to submit marks, if entered directly in the INPUT MARKS column on the table.
Excel Marks Upload	Used to launch a form for uploading marks via an excel file.
Submit Marks As Final	Used to submit marks as final. Marks submitted by the lecturer will go to the HOD.

Export	Used to download the current table data in the formats listed.
Show all data	Used to toggle between all and paginated data on the table.

Table 3

9.

There are two methods of entering marks.

#### METHOD 1: ENTER MARKS DIRECTLY IN THE TABLE.

- 1. Enter the total marks scored by the student in the INPUT MARKS column.
- 2. These marks must not be more than the total marks that this coursework is marked out of.
- 3. Enter any remarks in the REMARKS column. These are optional.
- 4. Click on the button Save Entered Marks.
- 5. The system will convert the entered marks and display the result in the WEIGHTED MARKS column.
- 6. Weighted marks = (student marks / total marks for this coursework) \* coursework weight.
- 7. In the example image shown below, the two students have scored 50 marks each for CAT 3.
- 8. To calculate their weighted marks, the system does the following: (50 / 80) \* 10.26 = 6.41

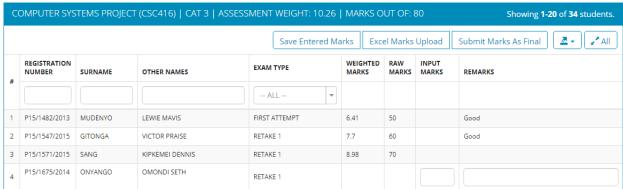


## METHOD 2: ENTER MARKS FROM AN EXCEL FILE.

- 1. Click on the button *Export*.
- 2. A modal will be displayed with two formats in which to export data: EXCEL and PDF.
- 3. Select the EXCEL option. The table data will be exported in an excel file.
- 4. Please note that when exporting data in any of the listed formats, only the data shown on the table will be exported. In the example image above, while there are 34 students registered for the course CSC416, only 20 of them are listed. If you export the excel file, it will only have 20 students. If you want the file to contain all the 34 students, you must click on the button *Show all data*.
- 5. The example image below shows a section of an excel file exported from this table.
- 6. In the example image above we already have marks for students in rows 1 and 2. In the excel file we have provided new marks for student in row 2. These new marks will override the previous.
- 7. The marks entered in the excel file must not exceed the total marks for the coursework. In the example image below student in row 4 has been given 90 marks. These marks exceed the total marks for the coursework i.e. 80 and therefore, will not be saved. However marks for students in rows 2 and 3 will be processed and saved.

#	REGISTRATION NUMBER	SURNAME	OTHER NAMES	EXAM TYPE	INPUT MARKS	REMARKS
1	P15/1482/2013	MUDENYO	LEWIE MAVIS	FIRST ATTEMPT		
2	P15/1547/2015	GITONGA	VICTOR PRAISE	RETAKE 1	60	
3	P15/1571/2015	SANG	KIPKEMEI DENNIS	RETAKE 1	70	
4	P15/1675/2014	ONYANGO	OMONDI SETH	RETAKE 1	90	

- 8.
- 9. Save the file in the format Excel Workbook.
- 10. Click on the button Excel Marks Upload.
- 11. A modal form will be displayed in which you will upload the marks file.
- 12. Click on the button *Upload* to submit the file.
- 13. To get the weighted marks for these students, we use the formula described in method 1 above.
- 14. The new marks are shown in the example image below.

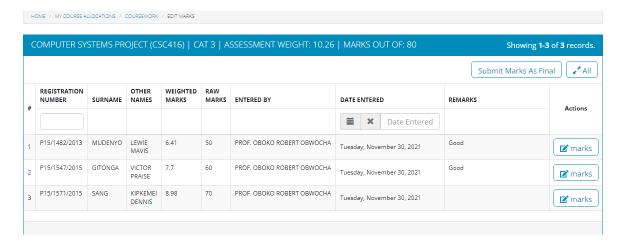


15.

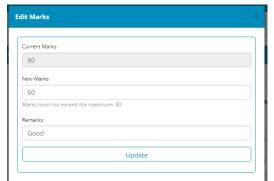
#### **EDIT COURSEWORK MARKS**

On the assessments page, on the table listing the courseworks created, click on the button *Edit marks*. You will be taken to a page used to edit marks.

An example of the page is shown in the image below.



- 1. While on this page, click on the button *Edit marks* for the student you want to edit.
- 2. A form will be displayed that comes prepopulated with the marks data.
- 3. An example of the form is shown in the image below



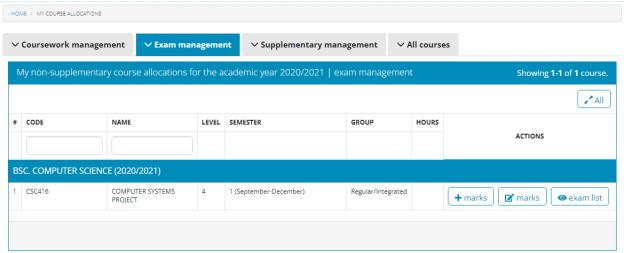
- 4.
- 5. Enter new marks in the New Marks field.
- 6. Enter new remarks in the Remarks field.
- 7. Click on the button *Update* to submit changes.

#### SUBMIT COURSEWORK MARKS

- 1. Click on the button Submit Marks As Final.
- 2. After these marks are submitted, they can't be edited again by the lecturer.

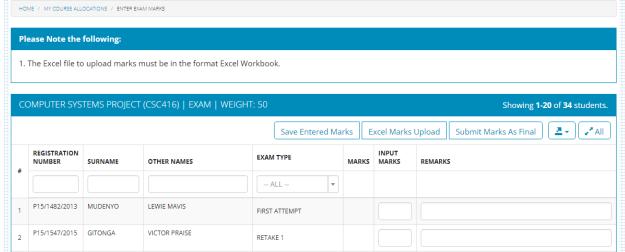
#### ENTER EXAM MARKS FOR FACULTIES WITH SINGLE EXAMS

- 1. The process of managing exam marks for both non-supplementary and supplementary courses is similar.
- 2. On the allocated courses page, select the tab <u>Exam management</u> for non-supplementary courses and <u>supplementary management</u> for supplementary courses.
- 3. An example of the page is shown below.

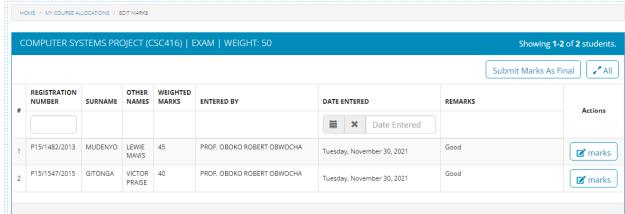


- 5. To enter new marks, click on the link *Enter exam marks*. You will be taken to a page used to enter exam marks. An example of this page is shown below.
- 6. The buttons on this table have been described in table 3 above.

4.



To edit the marks, click on the link *Edit exam marks*. You will be taken to a page used to edit the exam marks. An example of this page is shown below.



- The methods used to enter, update and submit marks for exam, are similar to those used for coursework marks with a few differences.
- 11. Since these exams are not divided into multiple components, the marks are not converted by the system and are saved as they are. Therefore, the lecturer is required to convert these marks before entering them.
- 12. For example if the exam for CSC416 is marked out of 50, and the two students shown in the example image above score 45 and 40 marks each, the marks to be entered will be converted using the formula (marks scored / total exam marks) \* exam weight. Examples are shown below.
- 13. Student 1 marks: (45 / 50) \* 50 = 45
- 14. Student 2 marks: (40 / 50) \* 50 = 40
- 15. The lecturer will now enter the marks 45 and 40 for the two students.
- 16. The marks entered must not exceed the total weight of the exam.
- 17. After marks submission, an email is sent to the HOD informing them that exam marks for a given course have been submitted.

#### ENTER EXAM MARKS FOR FACULTIES WITH MULTIPLE EXAM COMPONENTS

Some faculties have their exams divided into multiple components for example oral presentations, term papers etc. that constitute the exam for a course. Before entering their marks, we must create these components.

The process used when creating these components and distributing their weights, is similar to that used when creating courseworks. The only difference is that instead of using the coursework ratio for weight distribution, we use the exam ratio.

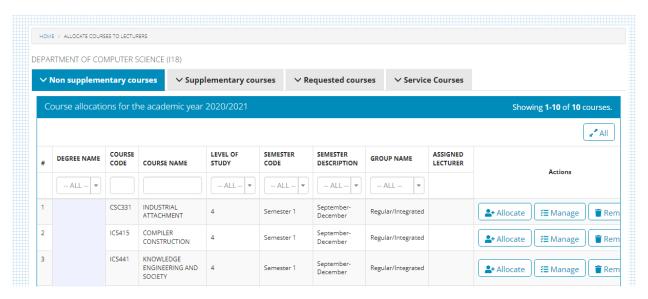
- 1. The process of managing exam marks for both non-supplementary and supplementary courses is similar.
- 2. The methods used to enter, update and submit marks for exam components, are similar to those used for coursework marks.
- 3. After marks submission, an email is sent to the HOD informing them that exam marks for a given component of a course, have been submitted.

# **HOD FUNCTIONS**

The sections below describes the tasks carried out by the HOD.

#### ALLOCATE COURSES

On the homepage menu, click on the link *Allocate lecturers*. You will be taken to the course allocations page. An example of the page is shown in the image below.



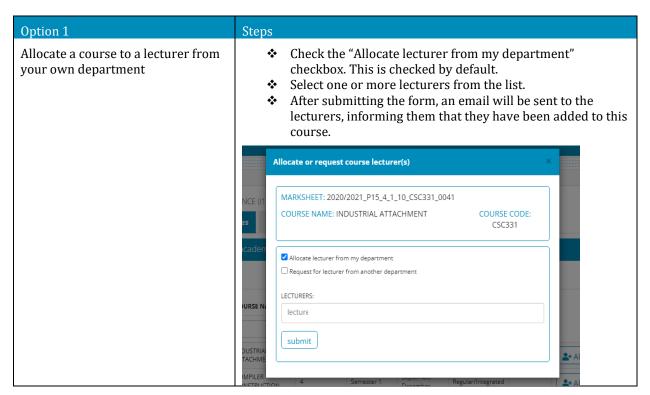
This page has the following tabs:

Tab	Description
Non supplementary courses	All courses that have students registered for other exam types except supplementary exams i.e. first attempt, retake.
Supplementary courses	All courses that have students registered to take supplementary exams.
Requested courses	All courses that the logged in HOD has requested lectures for, from other departments.
Service courses	All courses that other departments have requested lectures for, from the department of the logged in HOD.

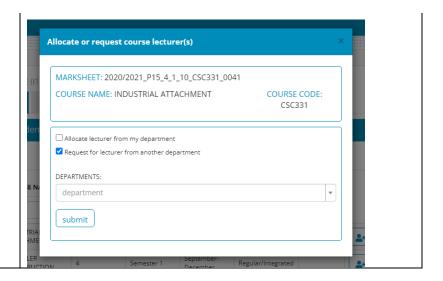
Table 4

The process of allocating courses to lecturers for both non-supplementary and supplementary courses is similar.

- 1. Click on the button *Allocate*.
- 2. A modal form will be displayed.
- 3. This form comes prepopulated with some of the course's data.
- 4. There are three options for allocating courses to lecturers as show in the tables below:



Option 2	Steps
Request another department to provide a lecturer for a course and do not allocate a lecturer from your own department for the same	<ul> <li>Uncheck the "Allocate lecturer from my department" checkbox.</li> <li>Check the "Request for lecturer from another department" checkbox.</li> <li>Select one department from the list that you want to service the course.</li> <li>After submitting the form, an email will be sent to the HOD of the selected department, informing them that they are supposed to provide a lecturer for a given course that belongs to another department.</li> </ul>



# Option 3 Steps Allocate a course to a lecturer Check the "Allocate lecturer from my department" checkbox. from your own department and Check the "Request for lecturer from another department" also request another department checkbox. Select one or more lecturers from the list. to provide a lecturer for the same course Select one department from the list that you want to service the course. After submitting the form, an email will be sent to the lecturers, informing them that they have been added to this course and another email will be sent to the HOD of the selected department, informing them that they are supposed to provide a lecturer for a given course that belongs to another department. Allocate or request course lecturer(s) MARKSHEET: 2020/2021\_P15\_4\_1\_10\_CSC331\_0041 COURSE NAME: INDUSTRIAL ATTACHMENT COURSE CODE: CSC331 ☑ Allocate lecturer from my departmen ✓ Request for lecturer from another department LECTURERS lecture department submit

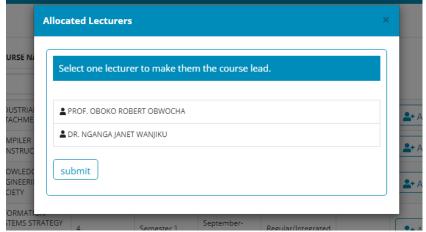
#### MANAGE LECTURERS

The system requires that a course must have a lead lecturer. Only the course leader can:

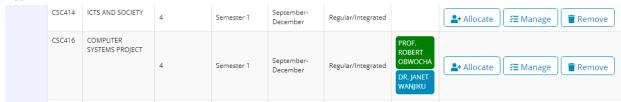
- Create, update and delete courseworks.
- Create, update and delete exam components for marksheets with multiple exams.
- Submit marks as final to the HOD for approvals.
- \* Receive emails on any marks changes after final submission.

After a course has been allocated a lecturer, to add or update the course leader, you do the following:

- 1. Click on the button manage.
- 2. A modal form will be displayed.
- 3. This form comes prepopulated with the allocated lecturers as shown in the example image below.



- 4. Select a lecturer to make them the lead
- 6. After submitting the form, an email will be sent to the lecturer informing them that they have been added as the course leader. If the course had a leader before this action, another email will be sent to the previous leader, informing them that they have been removed as the course leader for that course.
- 7. The course leader has a green background color. Other lecturers have a blue background. In the image below, Prof. Robert Obwocha has been selected as the lead lecturer while Dr. Janet Wanjiku is not.

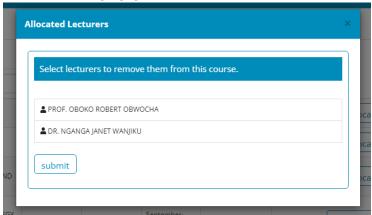


8.

#### **REMOVE LECTURERS**

To remove lectures from the course:

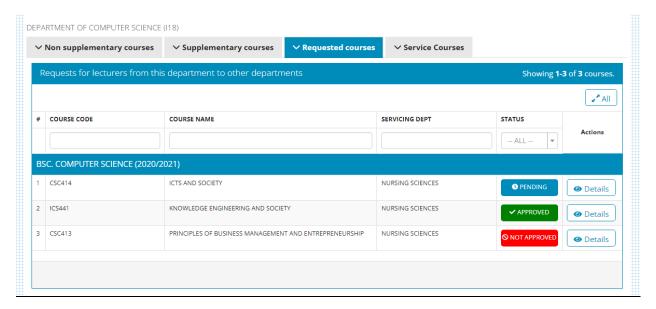
- 1. Click on the button remove.
- 2. A modal form will be displayed.
- 3. This form comes prepopulated with the allocated lecturers as shown in the example:



- 4. tgy5. Select a lecturer to remove from the course.
- 6. After submitting the form, the selected lecturer will be removed from the course. An email will be sent to the lecturer informing them that they have been removed from the course.

#### **REQUESTED COURSES**

This tab has a list of courses that the HOD has requested for lecturers from other departments. An example image is shown below.



As shown in the example image above, we have made requests for 3 courses. The request for:

- 1. CSC414 is still pending i.e. The HOD of nursing sciences has not attended to it.
- 2. ICS441 has been approved i.e. The HOD of nursing sciences has provided a lecturer for the course.
- 3. CSC413 has not been approved i.e. The HOD of nursing sciences has not provided a lecturer for the course.

To view the details of a request:

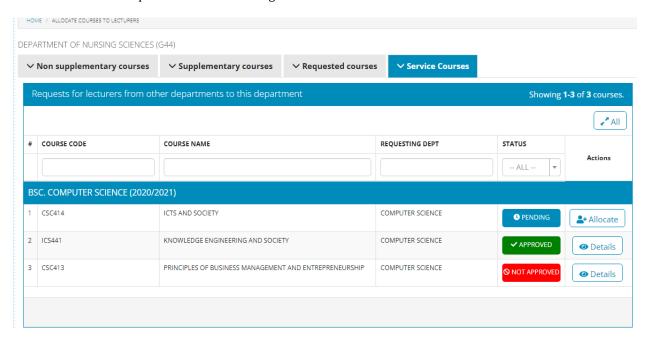
- 1. Click on the button *Details*.
- 2. A modal will be displayed with request details as shown in the example image below.



# SERVICE COURSES

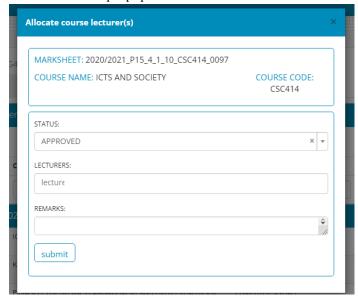
3.

This tab has a list of courses that other departments want the department of the logged in HOD to provide lecturers for. An example is shown in the image below.



As shown in the example image above, the department of nursing sciences has received 3 requests from the department of computer science to provide lecturers for the courses CSC414, ICS441 and CSC413. The requests for ICS441 and CSC413 have been attended to and marked as APPROVED and NOT APPROVED respectively. You can attend to a request only if it's still pending. Otherwise, you will only view its details. To attend to a pending request:

- 1. Click on the button *Allocate*.
- 2. A modal form will be displayed.
- 3. This form comes prepopulated with the course's data. An example form is shown below.



- 4.
- 5. Select between status APPROVED and NOT APPROVED.
- 6. If the status is APPROVED, you must provide a lecturer for the course. Remarks are optional.
- 7. If the status is NOT APPROVED you must provide remarks.
- 8. After submitting the form, an email will be sent to the department that made the request informing them that their request has been attended to. If a lecturer was allocated to this course, another email will be sent to that lecturer informing them that they have been added to the course.