



UCMI

CAMPUS MANAGEMENT SYSTEM (eCMS)

USER MANUAL

eAcademic - Lecturer

V1.0 | April 2024

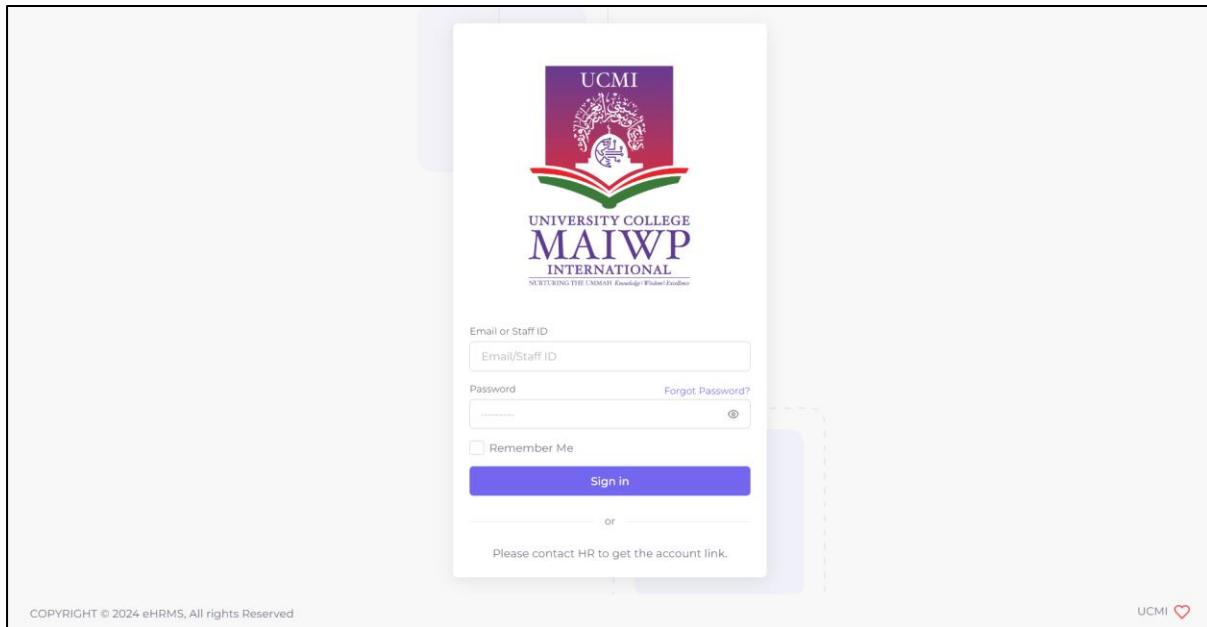
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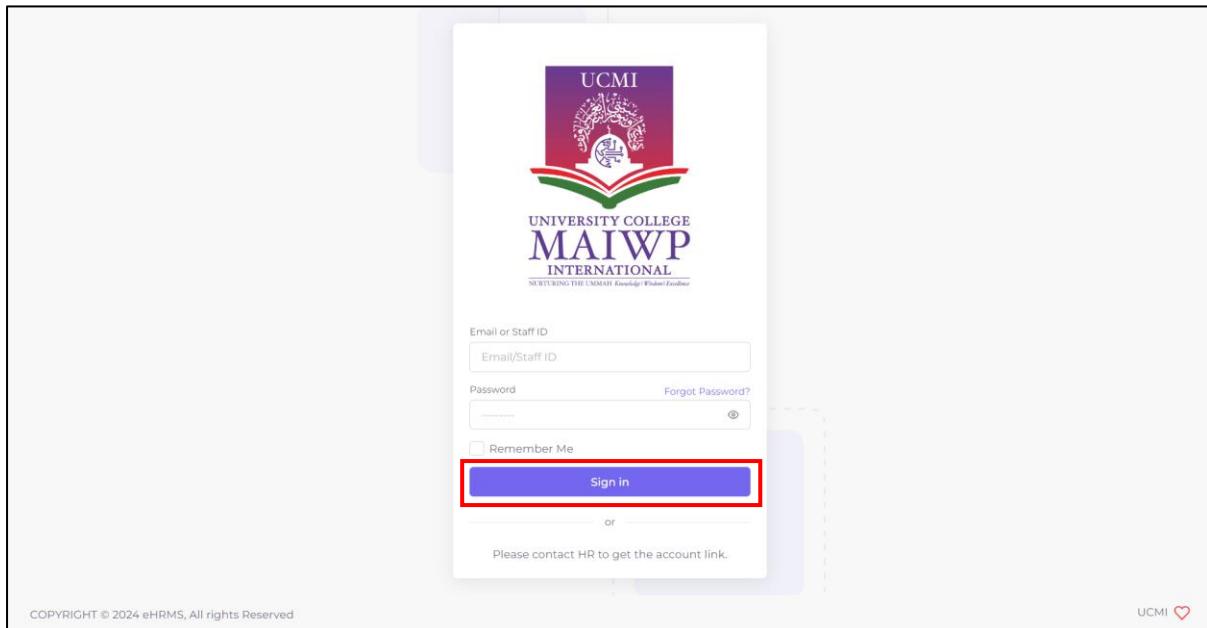
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1 Login

1. Open eHRMS using the link: <https://cms.ucmi.edu.my/login>. SSO Login Page will be displayed.



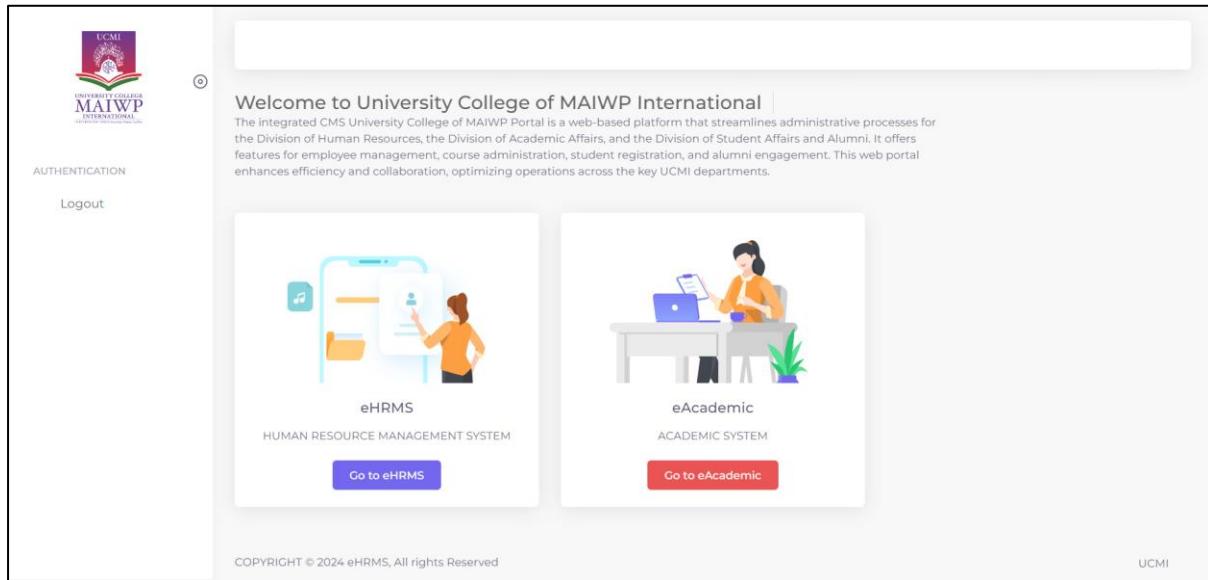
2. Enter your email/ staff ID and password then click on the “Sign in” button.



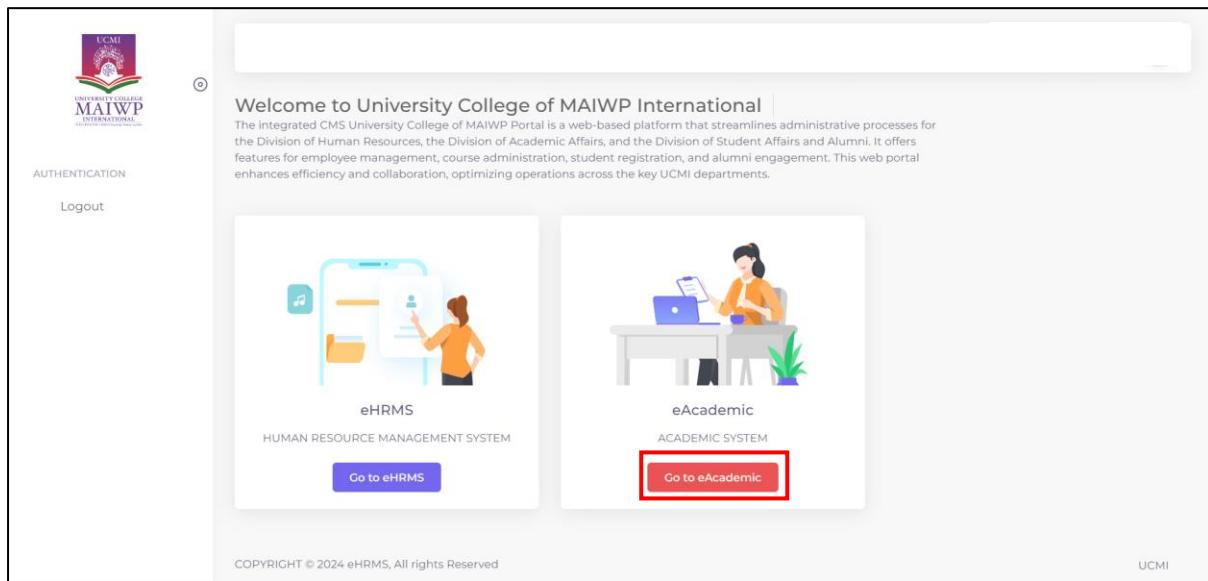
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3. After signing in, users will be direct to the SSO Dashboard.

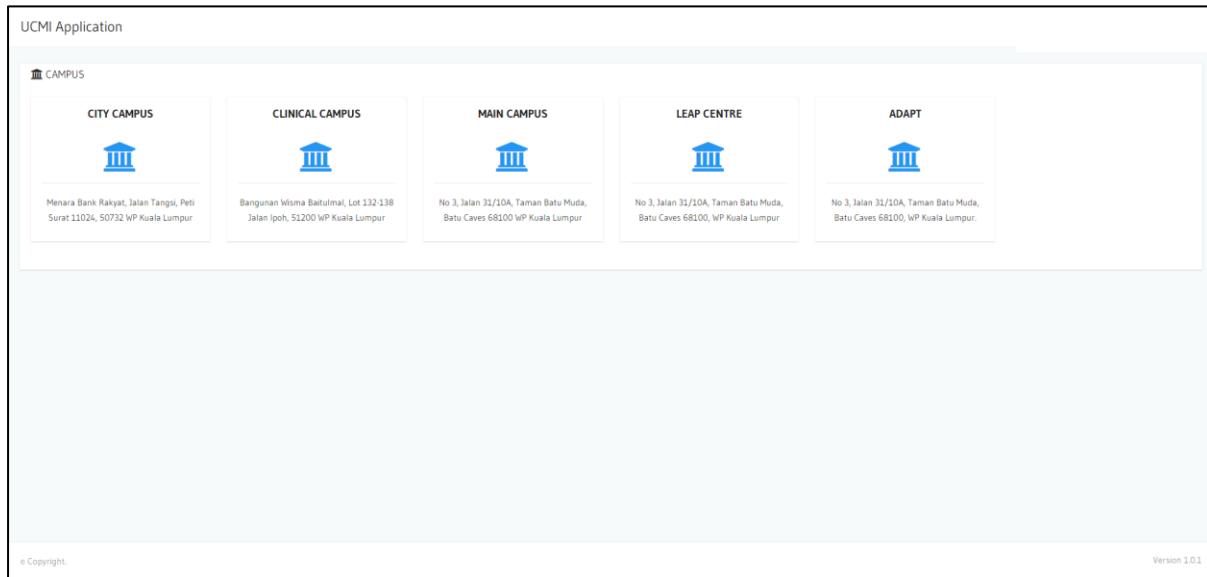


4. Click on the “Go to eAcademic” button and user will be direct to the eAcademic system.

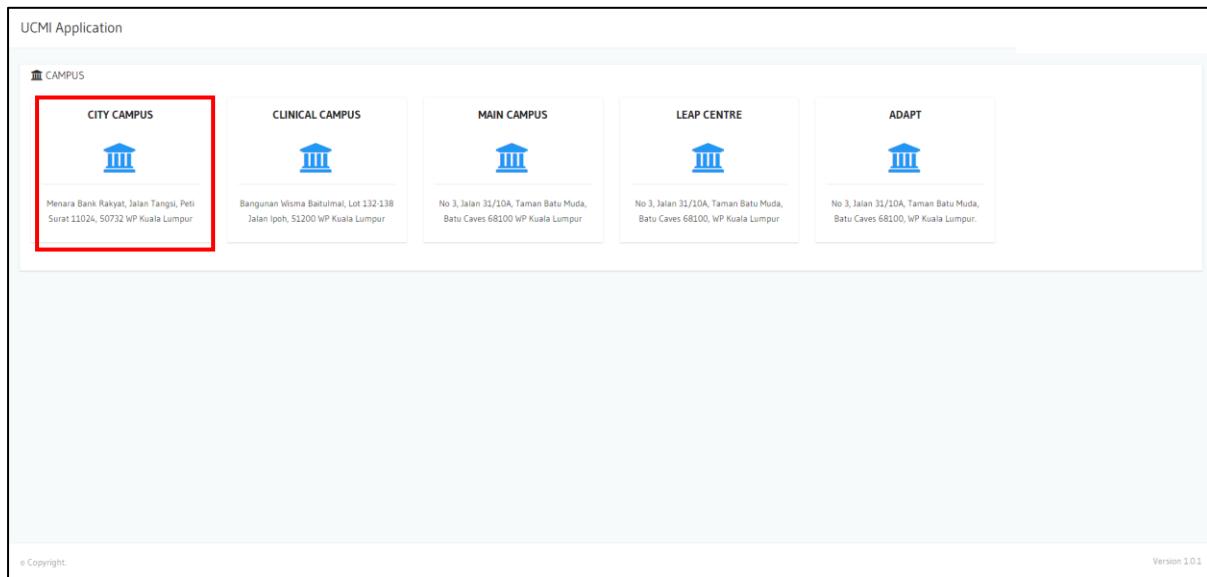


2 Settings Campus

- After signing in through SSO, user will be direct to the eAcademic Campus Page.



- Choose **Campus** and campus dashboard will be displayed.



2.1 Course

2.1.1 Course Offer

2.1.1.1 View Lecturer List

1. Click on **Settings > Course > Course Offer** menu and Course Offer page will be displayed.

The screenshot shows the 'ANNOUNCEMENT' section of the Course Offer page. It displays three announcements with the following details:

No.	Title	Start Date	End Date	Status	Action
1	PEMAKLUMAN PENGGUNAAN SISTEM JADUAL KULIAH MELALUI SISTEM EACADEMIC UCM	09/12/2023	16/12/2023	ACTIVE	
2	PEMAKLUMAN KEWANGAN - POLISI BAGI PELAJAR UNTUK MENYELESAIKAN TUNGGAKAN YURAN PENGAJIAN	07/02/2024	07/04/2024	ACTIVE	
3	PERINGATAN UNTUK SEMAKAN PENDAFTARAN KURSUS BAGI SESI 20232024/1 DI PORTAL PELAJAR	05/03/2024	13/03/2024	ACTIVE	

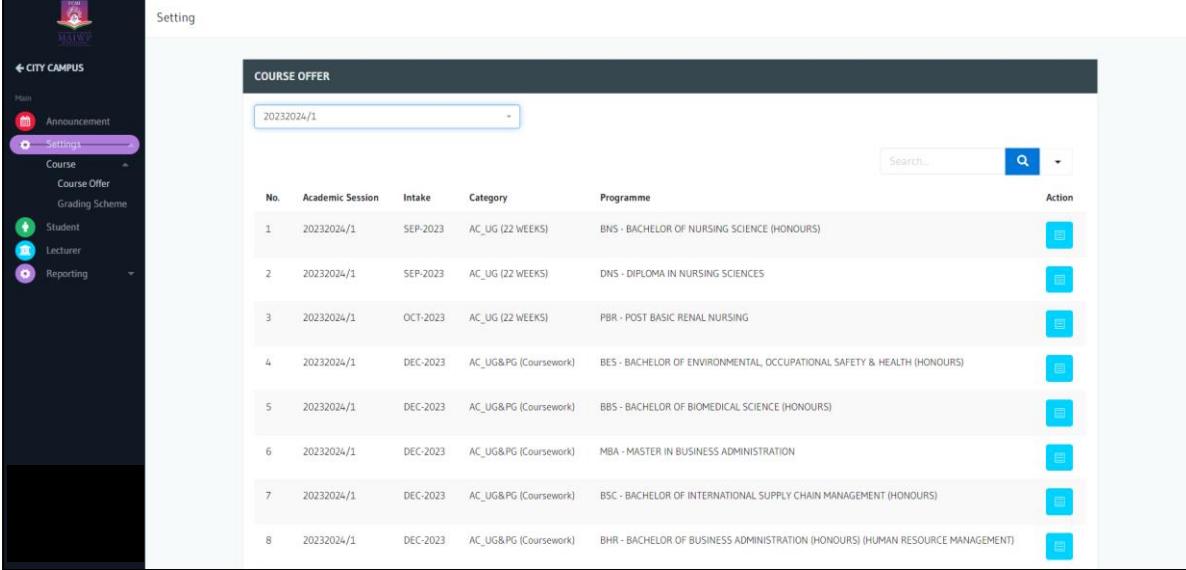
2. Click on **Choose Academic Session** dropdown button and choose academic session.

The screenshot shows the 'COURSE OFFER' section of the Course Offer page. A dropdown menu labeled '- Choose Academic Session -' is highlighted with a red box.

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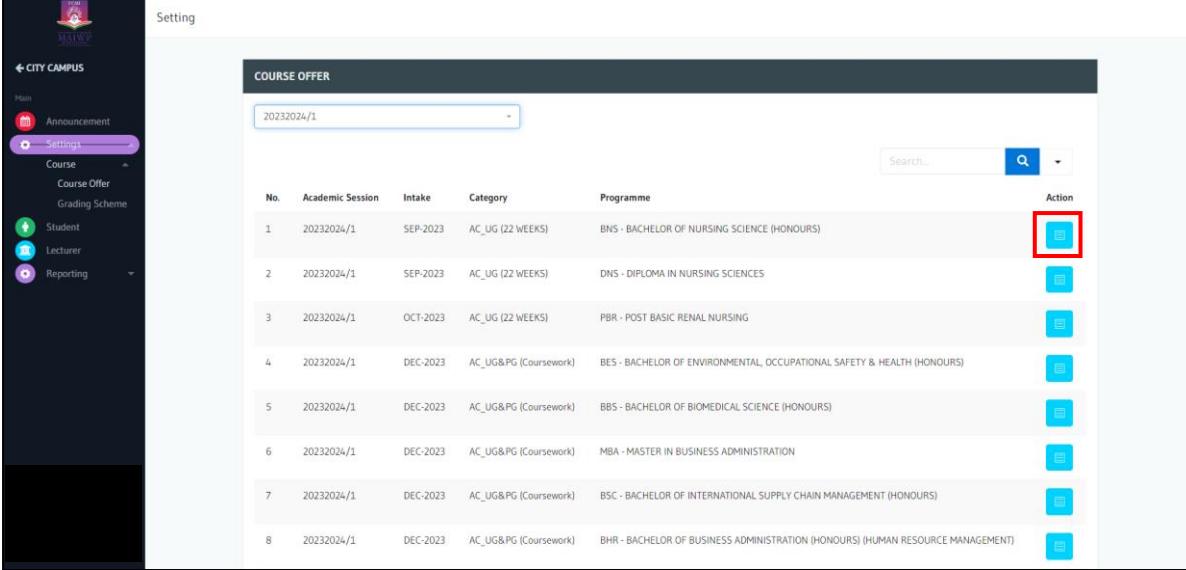
3. List of course offer will be displayed based on academic session that has been selected.



The screenshot shows the 'COURSE OFFER' page within the eCMS system. The left sidebar is titled 'CITY CAMPUS' and includes links for Home, Announcement, Settings (which is highlighted in purple), Course, Course Offer, Grading Scheme, Student, Lecturer, and Reporting. The main content area is titled 'COURSE OFFER' and shows a table of course offerings for the academic session '20232024/1'. The table columns are No., Academic Session, Intake, Category, Programme, and Action. There are 8 rows of data:

No.	Academic Session	Intake	Category	Programme	Action
1	20232024/1	SEP-2023	AC_UG (22 WEEKS)	BNS - BACHELOR OF NURSING SCIENCE (HONOURS)	[Details icon]
2	20232024/1	SEP-2023	AC_UG (22 WEEKS)	DNS - DIPLOMA IN NURSING SCIENCES	[Details icon]
3	20232024/1	OCT-2023	AC_UG (22 WEEKS)	PBR - POST BASIC RENAL NURSING	[Details icon]
4	20232024/1	DEC-2023	AC_UG&PG (Coursework)	BES - BACHELOR OF ENVIRONMENTAL, OCCUPATIONAL SAFETY & HEALTH (HONOURS)	[Details icon]
5	20232024/1	DEC-2023	AC_UG&PG (Coursework)	BBS - BACHELOR OF BIOMEDICAL SCIENCE (HONOURS)	[Details icon]
6	20232024/1	DEC-2023	AC_UG&PG (Coursework)	MBA - MASTER IN BUSINESS ADMINISTRATION	[Details icon]
7	20232024/1	DEC-2023	AC_UG&PG (Coursework)	BSC - BACHELOR OF INTERNATIONAL SUPPLY CHAIN MANAGEMENT (HONOURS)	[Details icon]
8	20232024/1	DEC-2023	AC_UG&PG (Coursework)	BHR - BACHELOR OF BUSINESS ADMINISTRATION (HONOURS) (HUMAN RESOURCE MANAGEMENT)	[Details icon]

4. Click on the **Details** icon button to display detail course offer. Course Offer Details page will be displayed.



This screenshot is identical to the one above, showing the 'COURSE OFFER' page. The 'Details' icon for the first row (No. 1, Academic Session 20232024/1, SEP-2023, Category AC_UG (22 WEEKS), Programme BNS - BACHELOR OF NURSING SCIENCE (HONOURS)) is highlighted with a red box. All other icons and the rest of the page content remain the same.

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5. Click on **Lecturer** button to display list of lecturer.

The screenshot shows the 'Course Offer Details' page. At the top, there's a 'DETAILS' section with fields for Session Intake (20232024/1), Intake (SEP-2023), Programme (BNS - BACHELOR OF NURSING SCIENCE (HONOURS)), and Category (AC_UG (22 WEEKS)). Below this is a 'SEMESTER' section with dropdowns for Academic Session, Semester, and Type. The main area is titled 'COURSE LIST' and contains a table of courses. The first course, 'PBN1013 - ANATOMY & PHYSIOLOGY', has its 'Action' column highlighted with a red box. The table includes columns for No., Course, Credit, Semester, Course Classification, Status, and Action. Other courses listed include PBN2014, PBN2023, PBN3013, PBN3023, MPU3193, and MPU3183.

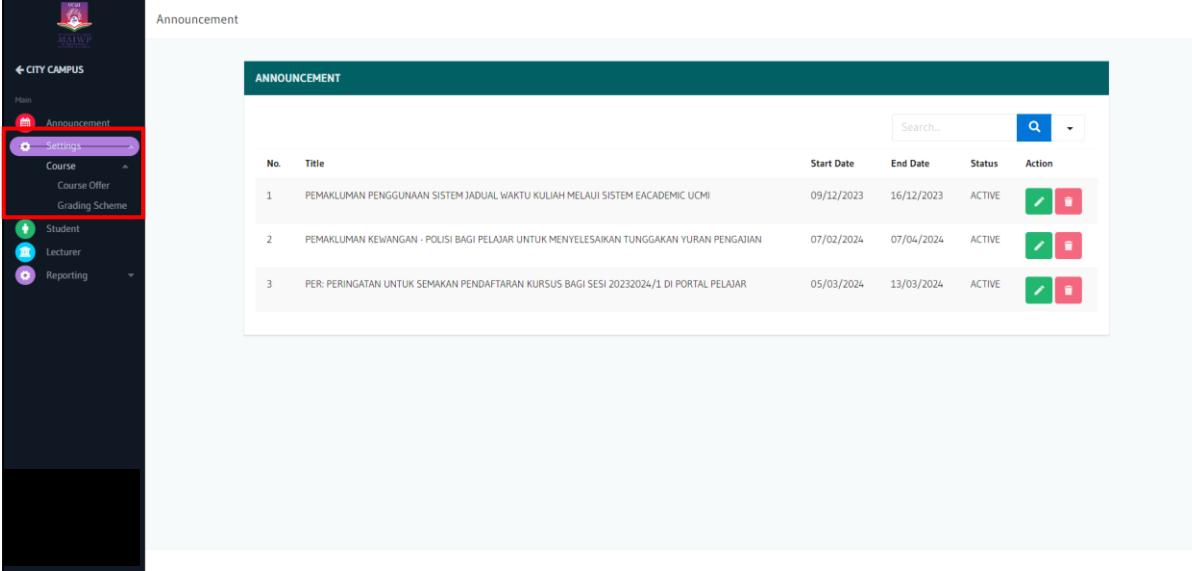
6. List of lecturer will be displayed.

The screenshot shows the 'Course Offer Details' page with an open 'ADD LECTURER' modal window. The modal displays a 'LECTURER LIST' table with one row for 'NOR AZILAH BINTI YUSOF'. The 'Coordinator' column for this entry is highlighted with a red box. The background shows the 'COURSE LIST' table, which is identical to the one in the previous screenshot, listing the same set of courses.

2.1.2 Grading Scheme

2.1.2.1 View Grading Item List

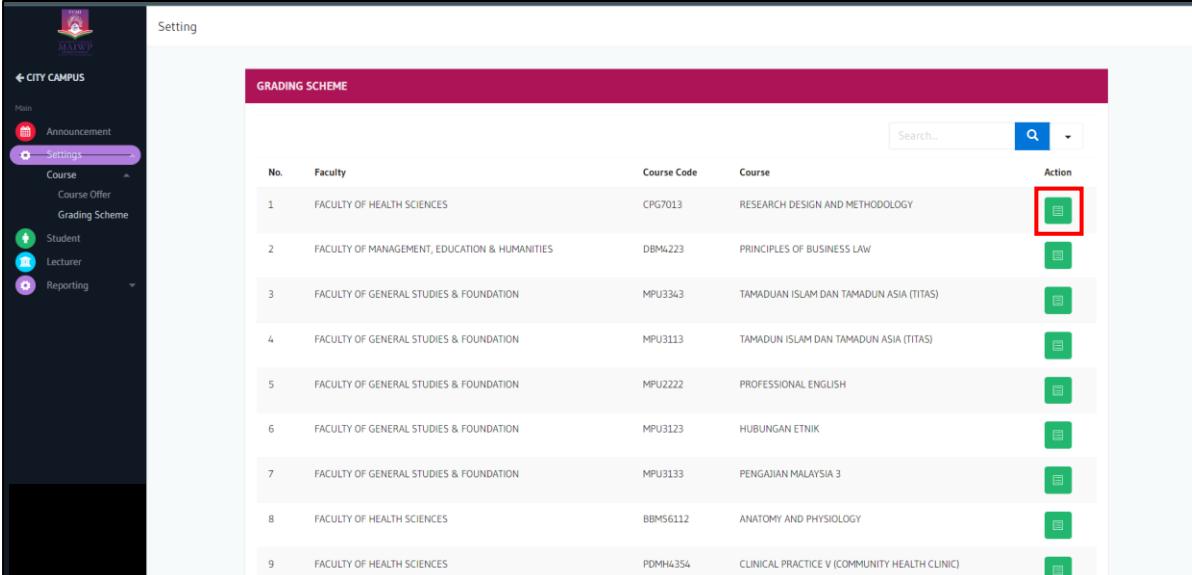
1. Click on **Settings > Course > Grading Scheme** menu and Grading Scheme page will be displayed.



The screenshot shows the 'ANNOUNCEMENT' section of the Grading Scheme page. On the left, there is a sidebar with navigation links: Main, Announcement, Settings (which is highlighted), Course, Course Offer, Grading Scheme, Student, Lecturer, and Reporting. The main content area displays a table with three rows of announcement details. Each row includes columns for No., Title, Start Date, End Date, Status, and Action (with edit and delete icons). A search bar and a dropdown menu are also present at the top of the table.

No.	Title	Start Date	End Date	Status	Action
1	PEMAKLUMAN PENGGUNAAN SISTEM JADUAL KULIAH MELALUI SISTEM EACADEMIC UCM	09/12/2023	16/12/2023	ACTIVE	
2	PEMAKLUMAN KEWANGAN - POLISI BAGI PELAJAR UNTUK MENYELESAIKAN TUNGGAKAN YURAN PENGAJIAN	07/02/2024	07/04/2024	ACTIVE	
3	PER: PERINGATAN UNTUK SEMAKAN PENDAFTARAN KURSUS BAGI SESI 20232024/1 DI PORTAL PELAJAR	05/03/2024	13/03/2024	ACTIVE	

2. List of grading scheme will be displayed. Click on **List** icon button to display item list for the course's grading scheme.



The screenshot shows the 'GRADING SCHEME' section of the page. The sidebar is identical to the previous screenshot. The main content area displays a table with nine rows of course information. Each row includes columns for No., Faculty, Course Code, Course, and Action (with a list icon). A red box highlights the list icon for the first row, which corresponds to the 'RESEARCH DESIGN AND METHODOLOGY' course offered by the Faculty of Health Sciences.

No.	Faculty	Course Code	Course	Action
1	FACULTY OF HEALTH SCIENCES	CPG7013	RESEARCH DESIGN AND METHODOLOGY	
2	FACULTY OF MANAGEMENT, EDUCATION & HUMANITIES	DBM4223	PRINCIPLES OF BUSINESS LAW	
3	FACULTY OF GENERAL STUDIES & FOUNDATION	MPU3343	TAMADUN ISLAM DAN TAMADUN ASIA (TITAS)	
4	FACULTY OF GENERAL STUDIES & FOUNDATION	MPU3113	TAMADUN ISLAM DAN TAMADUN ASIA (TITAS)	
5	FACULTY OF GENERAL STUDIES & FOUNDATION	MPU2222	PROFESSIONAL ENGLISH	
6	FACULTY OF GENERAL STUDIES & FOUNDATION	MPU3123	HUBUNGAN ETNIK	
7	FACULTY OF GENERAL STUDIES & FOUNDATION	MPU3133	PENGAJIAN MALAYSIA 3	
8	FACULTY OF HEALTH SCIENCES	BBMS6112	ANATOMY AND PHYSIOLOGY	
9	FACULTY OF HEALTH SCIENCES	PDMH4354	CLINICAL PRACTICE V (COMMUNITY HEALTH CLINIC)	

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3. List of item will be displayed.

The screenshot shows a modal window titled "ITEMS LIST" with a search bar at the top. The table below lists various items and their components:

No.	Items	Component	Percentage (%)	Action
1	TEST	CONTINUOUS ASSESSMENT	10	
2	WRITTEN REPORT	CONTINUOUS ASSESSMENT	20	
3	PRESENTATION	CONTINUOUS ASSESSMENT	30	
4	FINAL EXAM	FINAL ASSESSMENT	40	
5	FACULTY OF GENERAL STUDIES & FOUNDATION	MPU3113	TAMADUN ISLAM DAN TAMADUN ASIA (TITAS)	
6	FACULTY OF GENERAL STUDIES & FOUNDATION	MPU2222	PROFESSIONAL ENGLISH	
7	FACULTY OF GENERAL STUDIES & FOUNDATION	MPU3123	HUBUNGAN ETNIK	
8	FACULTY OF HEALTH SCIENCES	BBM56112	ANATOMY AND PHYSIOLOGY	
9	FACULTY OF HEALTH SCIENCES	PDMH4254	CLINICAL PRACTICE V (COMMUNITY HEALTH CLINIC)	

3 Student

3.1 Student Searching

1. Click on **Student** menu and Student page will be displayed.

The screenshot shows the "ANNOUNCEMENT" section of the Student page. The sidebar has the "Student" menu item highlighted with a red box. The main content area displays a table of announcements:

No.	Title	Start Date	End Date	Status	Action
1	PEMAKLUMAN PENGGUNAAN SISTEM JADUAL WAKTU KULIAH MELAUI SISTEM EACADEMIC UCM	09/12/2023	16/12/2023	ACTIVE	
2	PEMAKLUMAN KEWANGAN - POLISI BAGI PELAJAR UNTUK MENYELESAIKAN TUNGGAKAN YURAN PENGAJIAN	07/02/2024	07/04/2024	ACTIVE	
3	PERINGATAN UNTUK SEMAKAN PENDAFTARAN KURSUS BAGI SESI 20232024/1 DI PORTAL PELAJAR	05/03/2024	13/03/2024	ACTIVE	

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2. To search student's info, user can either use the dropdown buttons to search student by programme and intake or can search by key in student's name, identification no. (IC) or matric no.

The screenshot shows the 'Student Register' page. On the left, there is a sidebar with 'MAIN CAMPUS' and 'CITY CAMPUS' sections, each containing various menu items like Dashboard, Announcement, Settings, Student (which is highlighted in green), Policy, CE/CT, Programme Change, Student Withdrawal, Lecturer, Examination, Timetable, and Reporting. The main content area has a header 'Student Register' with a 'Register' button. Below it are two search/filter boxes: one for 'Choose Programme' and 'Choose Intake', and another for 'Contain Name, IC, Matrix No' with a 'Search' button. A large table lists student records with columns for Name, IC No., Status, and Action. Each row contains a small icon for more options. The table data is as follows:

Name	IC No.	Status	Action
PC04200048 ASMA' NABILA BINTI ZAHARI	020518030270	Pre-Register	
PC09200105 MUHAMAD AQMAR ASYRANI BIN FAIZAL	010714030981	Pre-Register	
PC09200090 ROHIZA BINTI ABDUL RAHIM	020307080462	Pre-Register	
PC04200058 MUHAMMAD SYAMIL BIN NIZAL	020323121025	Pre-Register	
PC04200050 JAMINA BINTI SELAMAT	910702045602	Pre-Register	
PC09200043 MOHD ZEYTUL HUDAIBI ABDI JABAR	940522065080	Pre-Register	

3.2 View Student's Info

1. Click on the **Student** menu and Student page will be displayed.

The screenshot shows the 'Announcement' page. On the left, there is a sidebar with 'CITY CAMPUS' section, containing 'Announcement' (which is highlighted in red), Settings, Student (highlighted in red), Lecturer, and Reporting. The main content area has a header 'ANNOUNCEMENT' with a 'Search...' field and a 'Search' button. A table lists announcements with columns for No., Title, Start Date, End Date, Status, and Action. Each row contains edit and delete icons. The table data is as follows:

No.	Title	Start Date	End Date	Status	Action
1	PEMAKLUMAN PENGGUNAAN SISTEM JADUAL WAKTU KULIAH MELALUI SISTEM EACADEMIC UCMI	09/12/2023	16/12/2023	ACTIVE	
2	PEMAKLUMAN KEWANGAN - POLISI BAGI PELAJAR UNTUK MENYELESAIKAN TUNGGAKAN YURAN PENGAJIAN	07/02/2024	07/04/2024	ACTIVE	
3	PERINGATAN UNTUK SEMAKAN PENDAFTARAN KURSUS BAGI SESI 20232024/1 DI PORTAL PELAJAR	05/03/2024	13/03/2024	ACTIVE	

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- To view student's detail information, click on **Update** icon button.

Student Register

Name	IC No.	Status	Action
PC04200048 ASMA' NABILA BINTI ZAHARI	020518030270	Pre-Register	
PC09200105 MUHAMAD AQMAR ASYRANI BIN FAIZAL	010714030981	Pre-Register	
PC09200090 ROHIZA BINTI ABDUL RAHIM	020307080462	Pre-Register	
PC04200058 MUHAMMAD SYAMIL BIN NIZAL	020323121025	Pre-Register	
PC04200050 JAMNA BINTI SELAMAT	910702045602	Pre-Register	
PC09200043 NICOB IZZATHIL RIMIL ABDI JABAR	940522065080	Pre-Register	

- Student Info Register page will be displayed. User can click on the tab menu for others information.

Student Info Register

Personal

Name	Identity ID	Programme	Session Intake	Current Intake	Nationality
ASMA' NABILA BINTI ZAHARI	020518030270	DPC - DIPLOMA IN PHARMACY	2019/2020	APR-2020	Citizen

PERSONAL INFO

Matric No.	PC04200048	Gender	Female
Faculty	FACULTY OF PHARMACY	Religion	- Choose -
Academic Status	PRE-REGISTER	Duration of Study	eg: 3 YEARS 8 MONTH
Personal Email	nabellazahari4830@gmail.com	OKU Status	- Choose -
		Alumni/Staff Status	NO
		Blood Type	- Choose -
		Remarks	

PLACE INFO

Home Address	Postcode	State	Phone No.
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DPC09212159
FARISHA AMIRA BINTI MOHD FADZLAN

DPC09210139
HANI NURIN JAZLINA BINTI ABDUL MAJID

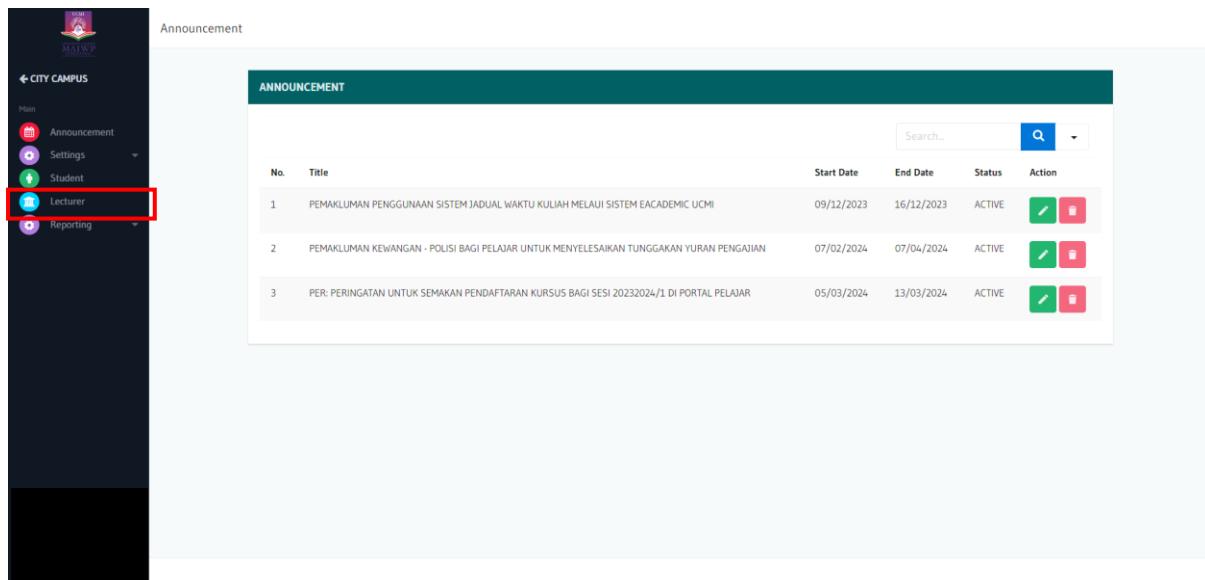
PC09200013
FATIN NUR FATIHAH BINTI MOHD SHARUDIN

DPC09210055
RAHMAT DARWIZAM BIN MOHD ZAIN

4 Lecturer

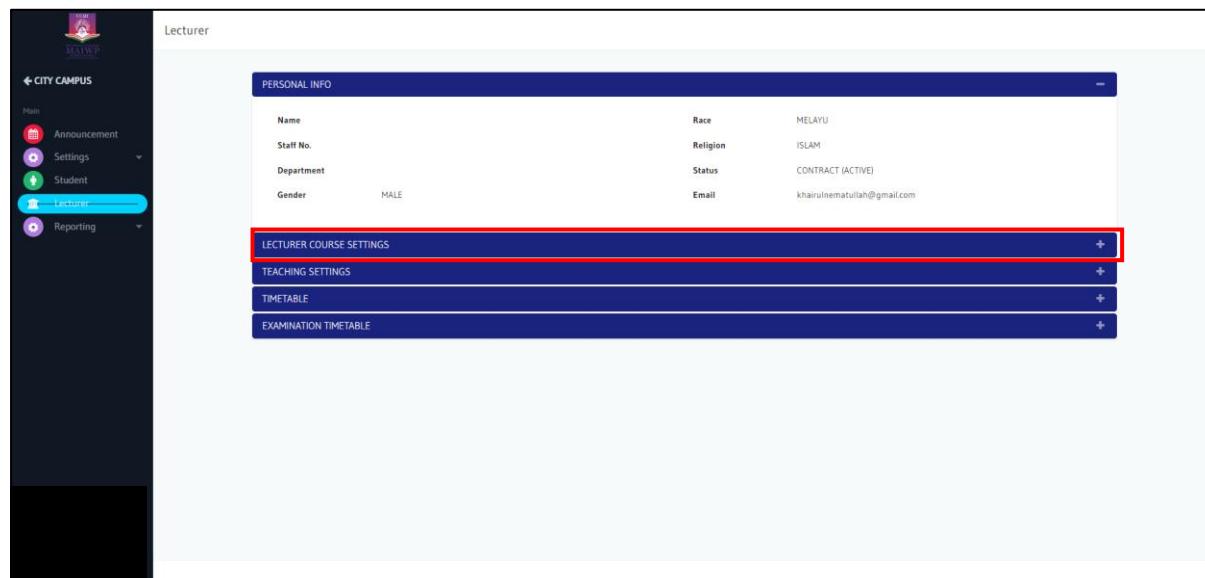
4.1 Lecturer Course Details

- Click on **Lecturer** menu and Lecturer page will be displayed.



The screenshot shows the 'Announcement' section of the eAcademic platform. On the left, there is a sidebar with a 'Lecturer' menu item highlighted by a red box. The main content area displays a table of announcements with columns for No., Title, Start Date, End Date, Status, and Action. The first announcement is titled 'PEMAKLUMAN PENGGUNAAN SISTEM JADUAL WAKTU KULIAH MELALUI SISTEM EACADEMIC UCM'. The second is 'PEMAKLUMAN KEWANGAN · POLISI BAGI PELAJAR UNTUK MENYELESAIKAN TUNGGAKAN YURAN PENGAJIAN'. The third is 'PERINGATAN UNTUK SEMAKAN PENDAFTARAN KURSUS BAGI SESI 20232024/1 DI PORTAL PELAJAR'.

- Click on the **Lecturer Course Settings** tab and the tab will expand.

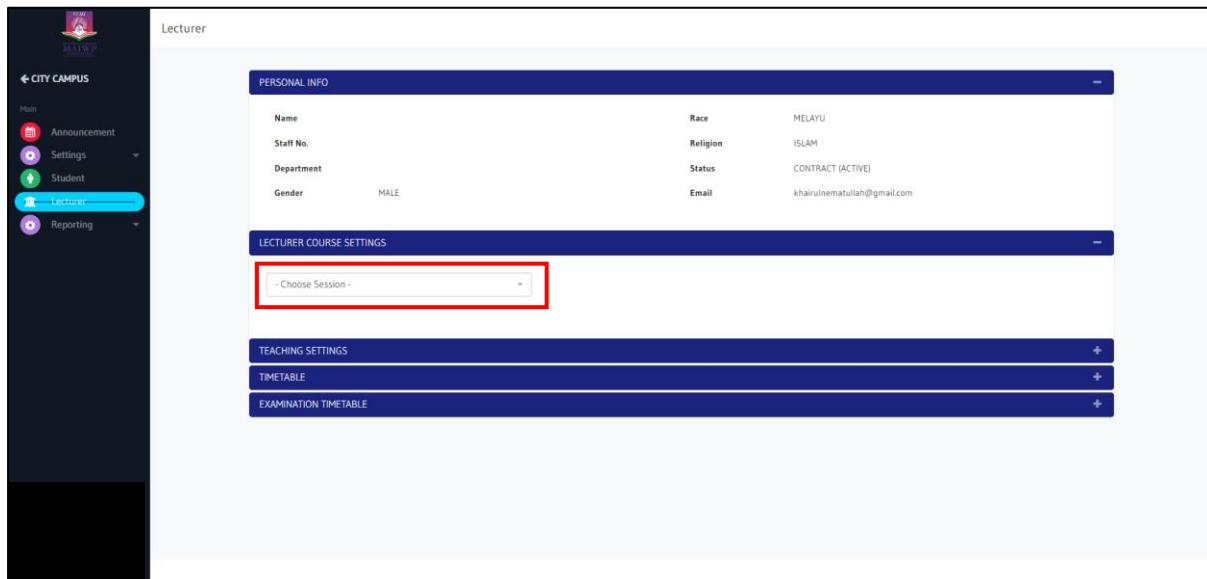


The screenshot shows the 'Lecturer' page with the 'Lecturer Course Settings' tab expanded. The sidebar on the left has a 'Lecturer' menu item highlighted by a blue box. The main content area shows personal information for a lecturer and a expanded 'LECTURER COURSE SETTINGS' section. This section contains tabs for 'TEACHING SETTINGS', 'TIMETABLE', and 'EXAMINATION TIMETABLE', each preceded by a plus sign icon.

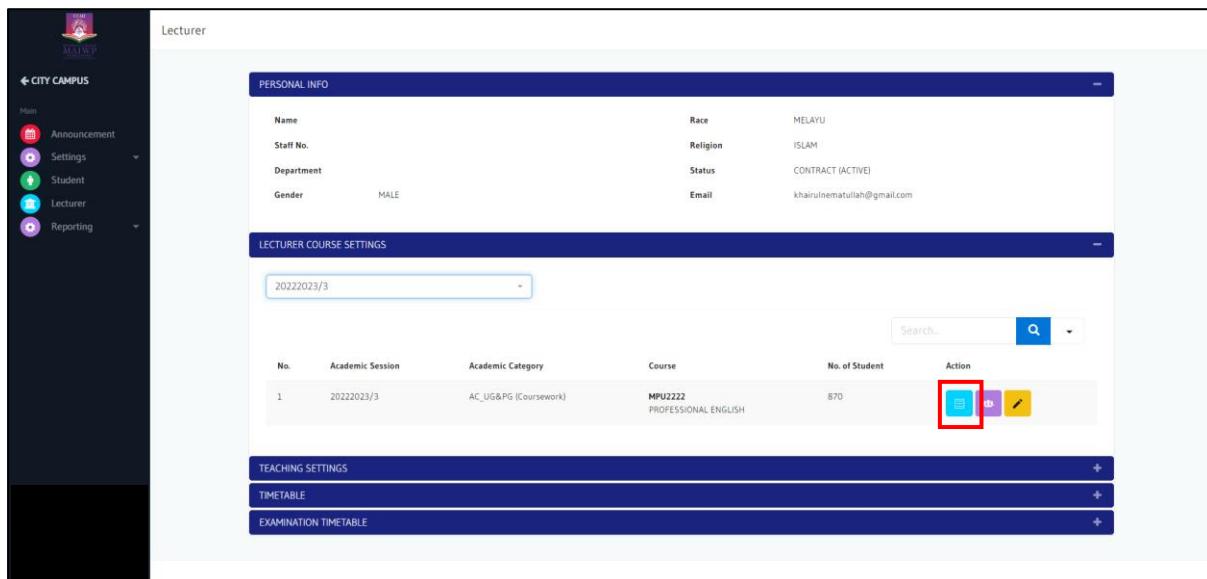
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- Choose **Session** and list of course will be displayed.



- Click on the **Details** icon button and **Lecturer Course Details** page will be displayed.



4.1.1 Add Lecturer Course Details

1. Follow instructions on [4.1 Lecturer Course Details](#) to direct to Lecturer Course Details page.
2. Click on **+ New Record** button and Add Mark modal will be displayed.

The screenshot shows the 'LECTURER COURSE DETAILS' page. On the right side, under the 'MARKS' section, there is a list of mark types: 'CONTINUOUS - TEST (10%)', 'CONTINUOUS - WRITTEN REPORT (20%)', 'CONTINUOUS - PRESENTATION (30%)', and 'FINAL - FINAL EXAM (40%)'. To the right of this list is a red box highlighting the '+ New Record' button. Below the list are two buttons: 'Show Mark' and 'Mark'.

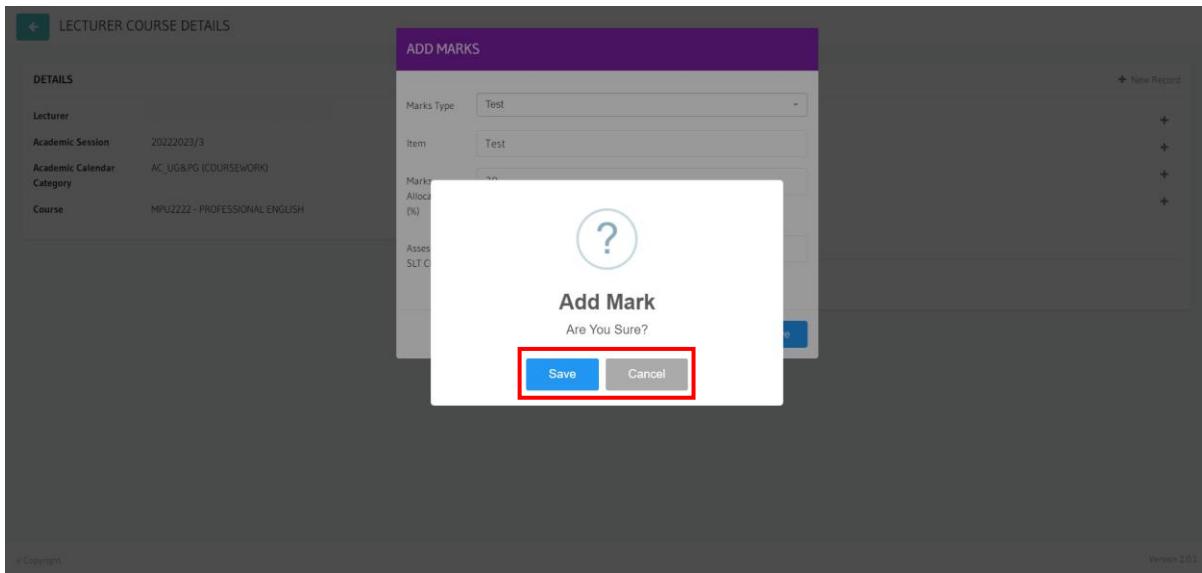
3. Fill in the information needed and click on the **Save** button.

The screenshot shows the 'ADD MARKS' modal window. It contains fields for 'Marks Type' (dropdown menu), 'Item' (text input), 'Marks Allocation (%)' (text input), and 'Assessment SLT CI' (text input). At the bottom of the modal are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red box.

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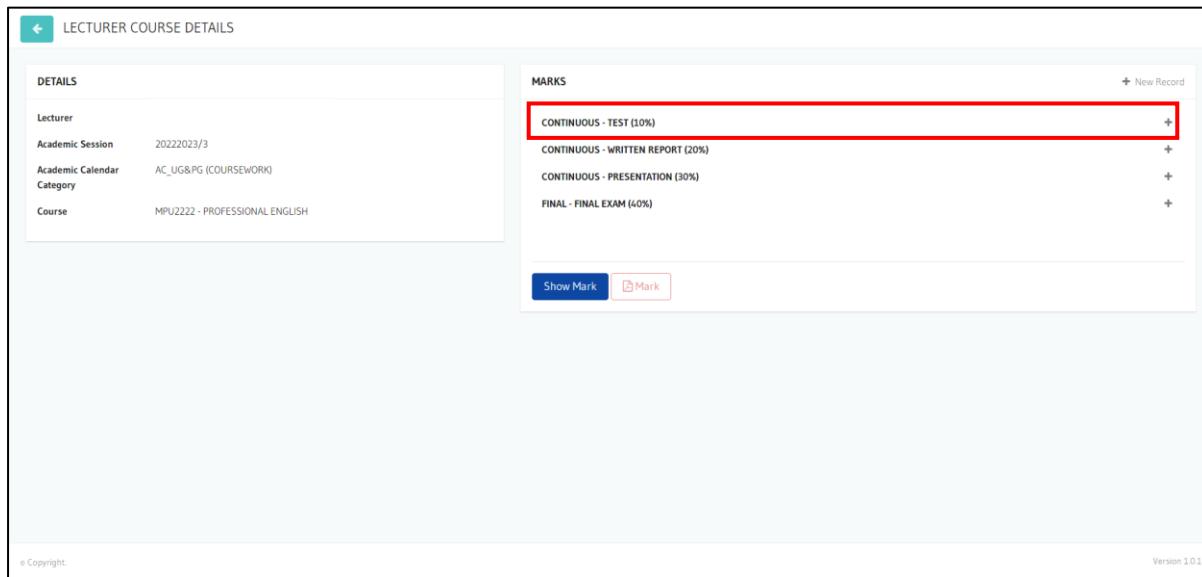
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- A pop up message will be displayed and click on the **Save** button to save assessment mark details. Click on the **Cancel** button to cancel.



4.1.2 Update Lecturer Course Details

- Follow instructions on [4.1 Lecturer Course Details](#) to direct to Lecturer Course Details page.
- Click on the assessment tab and assessment item will be displayed.



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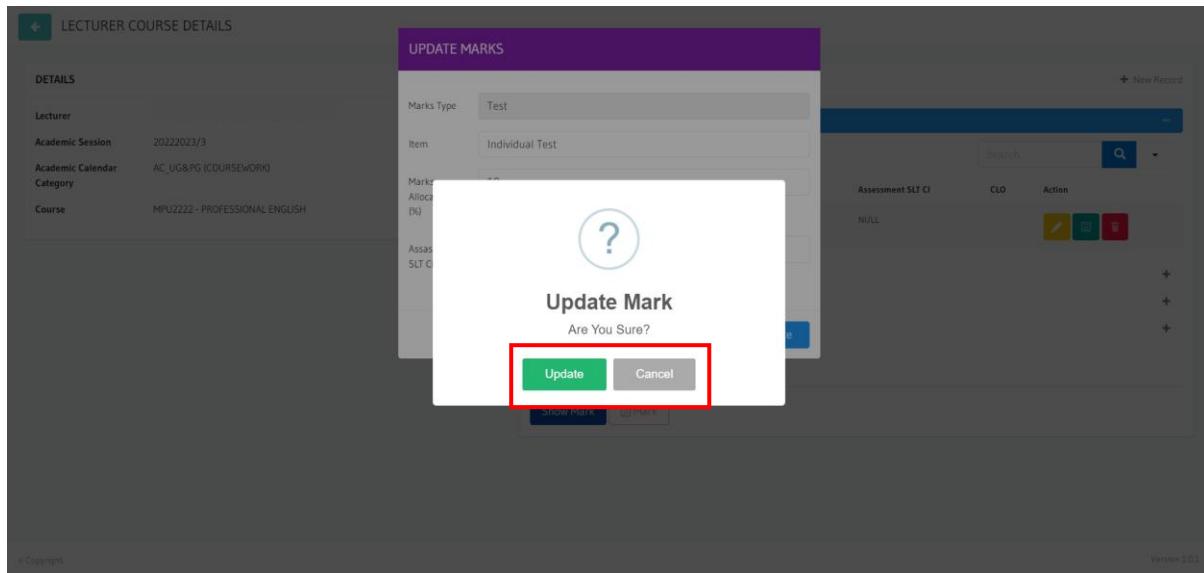
- Click on the **Update** icon button and Update Marks modal will be displayed.

The screenshot shows the 'LECTURER COURSE DETAILS' page. On the left, there's a 'DETAILS' sidebar with fields like 'Lecturer', 'Academic Session' (20222023/3), 'Academic Calendar Category' (AC_UG&PG (COURSEWORK)), and 'Course' (MPU2222 - PROFESSIONAL ENGLISH). On the right, under 'MARKS', there's a table for 'CONTINUOUS - TEST (10%)'. The table has columns: No., Item, Marks Allocation (%), Assessment SLT CI, CLO, and Action. One row is shown: No. 1, Item 'INDIVIDUAL TEST', Marks Allocation 10, Assessment SLT CI NULL. The 'Action' column contains three icons: a pencil, a green square, and a red square. The red square is highlighted with a yellow border. Below the table, there are other sections for 'CONTINUOUS - WRITTEN REPORT (20%)', 'CONTINUOUS - PRESENTATION (30%)', and 'FINAL - FINAL EXAM (40%)'. At the bottom, there are 'Show Mark' and 'Mark' buttons.

- Update information that needs to edit and click on the **Update** button.

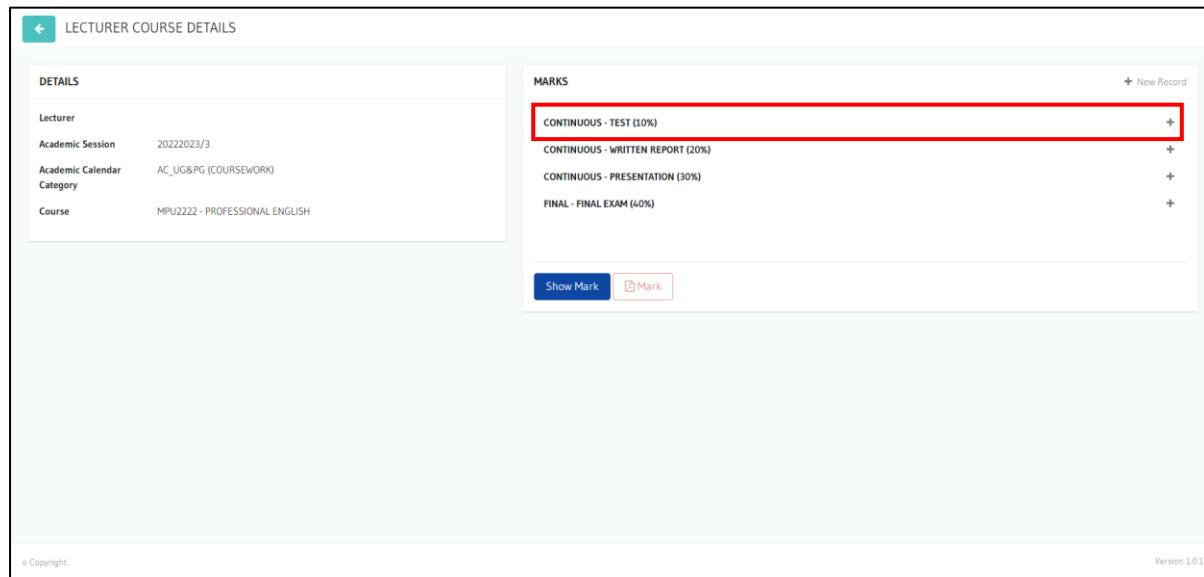
The screenshot shows the 'UPDATE MARKS' modal dialog. It has a purple header 'UPDATE MARKS'. Inside, there are fields for 'Marks Type' (Test), 'Item' (Individual Test), 'Marks Allocation (%)' (10), and 'Assessment SLT CI' (NULL). At the bottom, there are 'Cancel' and 'Update' buttons. The 'Update' button is highlighted with a red border. The background shows the same 'LECTURER COURSE DETAILS' page as the previous screenshot.

5. A pop up message will be displayed and click on the **Update** button to update assessment mark details. Click on the **Cancel** button to cancel.



4.1.3 Delete Lecturer Course Details

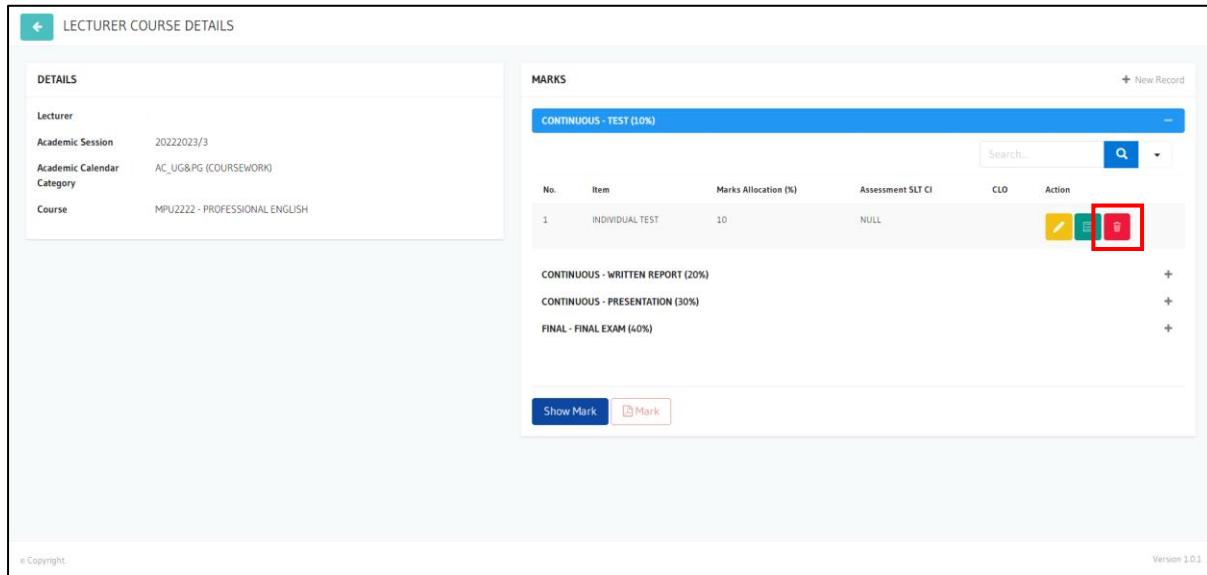
1. Follow instructions on [4.1 Lecturer Course Details](#) to direct to the Lecturer Course Details page.
2. Click on the assessment tab and assessment item will be displayed.



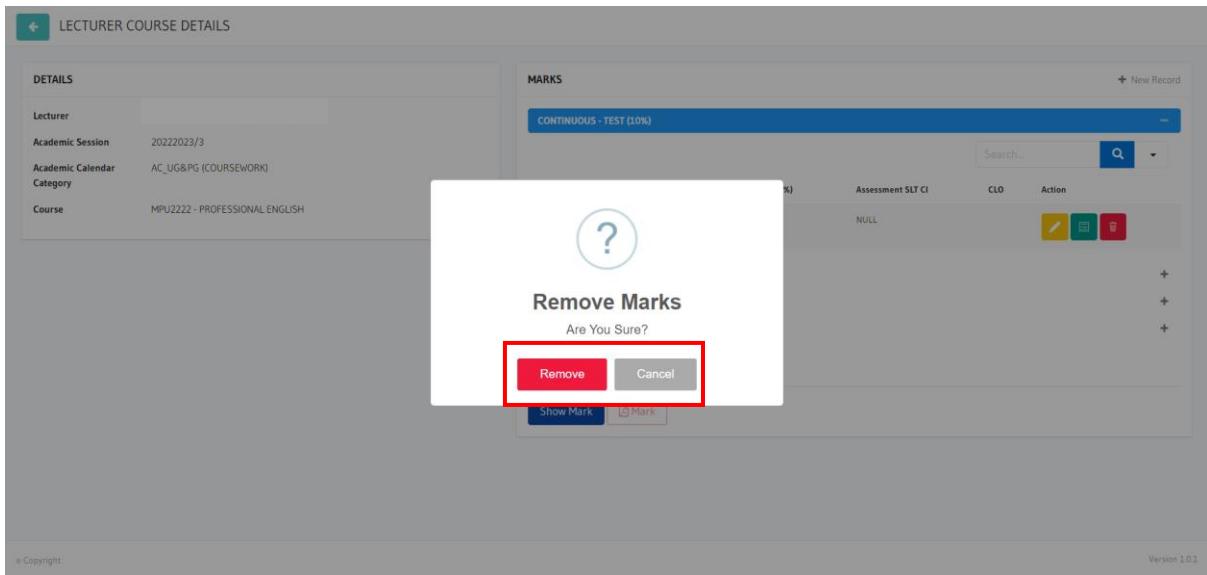
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- Click on the **Delete** icon button and a pop up message will be displayed.



- Click on the **Remove** button to remove assessment mark details. Click on the **Cancel** button to cancel.



4.1.4 Key In Student Marks by Programme

1. Follow instructions number 1 until 3 on [4.1 Lecturer Course Details](#).
2. Click on the **Student Mark** icon button and Student Marks page will be displayed.

3. If the course have final examination, click on the **Attend Final Exam** toggle switch.

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- Click on the programme code tab and list of students based on selected programme will be displayed.

The screenshot shows the 'STUDENT MARKS' page. At the top, there's a 'DETAILS' section with academic information: Lecturer (Lecturer), Academic Session (2022/2023/3), Total Students (870), Academic Calendar Type (AC_UG&PG (COURSEWORK)), Course (MPU2222 - PROFESSIONAL ENGLISH), and a toggle switch for 'Attend Final Exam' which is turned on. Below this is a 'Student List By Programme' table with columns: DBM, DEC, DHR, DLM, DMH, DML, DMS, DOT, DPC, DPH, DPY. A red box highlights the 'DOT' column. To the right of the table is a red 'Mark' button. Below the table is a blue 'MARKS' button. At the bottom left is a copyright notice and at the bottom right is 'Version 1.01'.

- Click on the **Marks** icon button and Add Marks modal will be displayed.

The screenshot shows the same 'STUDENT MARKS' page as above, but with a modal window open over the student list. The modal has tabs: 'DOT' (which is active and highlighted in green), 'DPC', 'DPH', and 'DPY'. Inside the modal, there are buttons for 'Show Mark', 'Generate Mark', and 'Print Mark DOT'. Below these buttons is a search bar and a dropdown menu. The student list table is visible in the background. A red box highlights the 'Action' column for the first student. The student details in the table are: No. 1, Action (edit icon), Student Id DOT09230001, Name NUR AVIVIANA BATRISYA BINTI ZAWAWI, Programme DOT, In Progress (radio buttons), MA RF (radio buttons), Test (10%) 6.00, Written Report (20%) 16.00, Presentation (30%) 27.00, Carry Mark (60%) 49.00, Final Exam (40%) 0.00 (status: Not Attend), Total Mark (100%) 0, Grade F, Grade Point 0. Other students listed have similar structures with their respective details.

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eAcademic - Lecturer V1.0

6. Fill in the information needed and click on the **Update** button.

The screenshot shows the 'STUDENT MARKS' page. At the top, there's a 'DETAILS' section with 'Lecturer' (KHAIRUL FIRDAUS BIN NE'MATULLAH), 'Academic Session' (20222023/3), and 'Total Students' (870). Below this is a 'Student List By Programme' table with four rows of student data. A modal window titled 'ADD MARKS' is open, showing 'Student Id' (DOT09230001), 'Item' (Continuous - Individual Test), and 'Marks' (6.00). The 'Update' button in the modal is highlighted with a red box. At the bottom right of the page, there are buttons for 'Show Mark', 'Generate Mark', and 'Print Mark DOT'.

7. A pop up alert message will be displayed and click on the **Update** button to update student's mark. Click on the **Cancel** button to cancel.

The screenshot shows the same 'STUDENT MARKS' page as before. The 'ADD MARKS' modal is still open. A confirmation dialog box titled 'Update Mark' with a question 'Are You Sure?' is overlaid on the page. The 'Update' button in the dialog is highlighted with a red box. The background table remains the same with four student entries.

4.1.5 Upload Student Marks by Programme

1. Follow instructions number 1 until 3 on [4.1 Lecturer Course Details](#).
2. Click on the **Student Mark** icon button and Student Marks page will be displayed.

3. If the course have final examination, click on the **Attend Final Exam** toggle switch.

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- Click on the programme code tab and list of students based on selected programme will be displayed.

The screenshot shows the 'STUDENT MARKS' page. At the top, there's a 'DETAILS' section with lecturer information, academic session (2022/2023/3), total students (870), academic calendar type (AC_UG&PG (COURSEWORK)), course (MPU2222 - PROFESSIONAL ENGLISH), and a toggle switch for attending final exam. Below this is a 'Student List By Programme' section. A red box highlights the tabs at the bottom of this section: DBM, DEC, DHR, DLM, DMH, DML, DMS, DOT, DPC, DPH, and DPV. The 'DOT' tab is selected. To the right of the tabs is a red 'Mark' button. Below the tabs is a blue 'MARKS' button. At the bottom left is a copyright notice and at the bottom right is version 1.0.1.

- Click on the **Marks XXX** button and Marks XXX modal will be displayed.

The screenshot shows the 'STUDENT MARKS' page with the 'DOT' tab selected in the 'Student List By Programme' section. A red box highlights the 'MARKS DOT' button. Below it is a table of student marks. The table has columns for No., Action, Student Id, Name, Programme, In Progress, MA RF, Test (10%), Written Report (20%), Presentation (30%), Carry Mark (60%), Final Exam (40%), Total Mark (100%), Grade, and Grade Point. The table rows show four students: NUR AVIVIANA BATRISYA BINTI ZAWAWI, ASMA' BINTI MOHD HAMIDI, NUR SAFRA IMAN BINTI MOHD BAHARUM, and NUR AISYAH MAISARA BINTI JOHN. The 'Grade' column shows grades F, A, A, and B respectively. The 'Grade Point' column shows 0.00, 4.00, 4.00, and 3.00. The 'Final Exam (40%)' column shows 0.00 (Not Attend), 36.00 (Attend), 30.00 (Attend), and 18.00 (Not Attend). The 'Total Mark (100%)' column shows 0, 85, 80, and 66. The 'Presentation (30%)' column shows 27.00, 27.00, 26.00, and 26.00. The 'Written Report (20%)' column shows 16.00, 15.00, 17.00, and 15.00. The 'Test (10%)' column shows 6.00, 7.00, 7.00, and 7.00. The 'In Progress' column shows DOT, DOT, DOT, and DOT. The 'Programme' column shows NUR AVIVIANA BATRISYA BINTI ZAWAWI, ASMA' BINTI MOHD HAMIDI, NUR SAFRA IMAN BINTI MOHD BAHARUM, and NUR AISYAH MAISARA BINTI JOHN. The 'MA RF' column shows 0, 0, 0, and 0. The 'Action' column shows edit icons. At the bottom left is a copyright notice and at the bottom right is version 1.0.1.

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- Click on the assessment tab and list of assessment item will be displayed.

STUDENT MARKS

DETAILS

Lecturer	Academic Calendar Type	AC_UG&PG (COURSEWORK)
Academic Session	Course	MPU2222 - PROFESSIONAL ENGLISH
Total Students	Attend Final Exam	<input checked="" type="checkbox"/>

Student List By Programme

No.	Action	Student Id	Name	Programme	In Progress	MA RF	Test (10%)	Written Report (20%)	Presentation (30%)	Carry Mark (60%)	Final Exam (40%)	Total Mar (10)
1		DOT09230001	NUR AVIVIANA BATRISYA BINTI ZAWAWI	DOT	<input type="radio"/>	<input type="radio"/>	6.00	16.00	27.00	49.00	0.00 Not Attended	
2		DOT09230002	ASMA' BINTI MOHD HAMIDI	DOT	<input type="radio"/>	<input type="radio"/>	7.00	15.00	27.00	49.00	36.00 Attended	

MARKS DOT

No.	Item	Marks	Action
1	INDIVIDUAL TEST	10	

- Click on the **Upload** icon button and assessment modal will be displayed.

STUDENT MARKS

DETAILS

Lecturer	Academic Calendar Type	AC_UG&PG (COURSEWORK)
Academic Session	Course	MPU2222 - PROFESSIONAL ENGLISH
Total Students	Attend Final Exam	<input checked="" type="checkbox"/>

Student List By Programme

No.	Action	Student Id	Name	Programme	In Progress	MA RF	Test (10%)	Written Report (20%)	Presentation (30%)	Carry Mark (60%)	Final Exam (40%)	Total Mar (10)
1		DOT09230001	NUR AVIVIANA BATRISYA BINTI ZAWAWI	DOT	<input type="radio"/>	<input type="radio"/>	6.00	16.00	27.00	49.00	0.00 Not Attended	
2		DOT09230002	ASMA' BINTI MOHD HAMIDI	DOT	<input type="radio"/>	<input type="radio"/>	7.00	15.00	27.00	49.00	36.00 Attended	

MARKS DOT

No.	Item	Marks	Action
1	INDIVIDUAL TEST	10	

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- Click on the **Excel** button to download student mark's template. Click on the **Choose File** button to upload the template that already filled in and click on the **Save** button.

The screenshot shows the 'STUDENT MARKS' page. In the center, a modal window titled 'INDIVIDUAL TEST' is open. It has two sections: 'DOWNLOAD STUDENT LIST' and 'UPLOAD STUDENT MARK'. The 'DOWNLOAD STUDENT LIST' section displays a table of student marks for the course 'G&PG (COURSEWORK) 2222 - PROFESSIONAL ENGLISH'. The 'UPLOAD STUDENT MARK' section contains a form with a 'Choose File' input field and a 'Save' button. Both the 'Excel' button and the 'Save' button are highlighted with red boxes.

4.1.6 Generate Student Marks by Programme

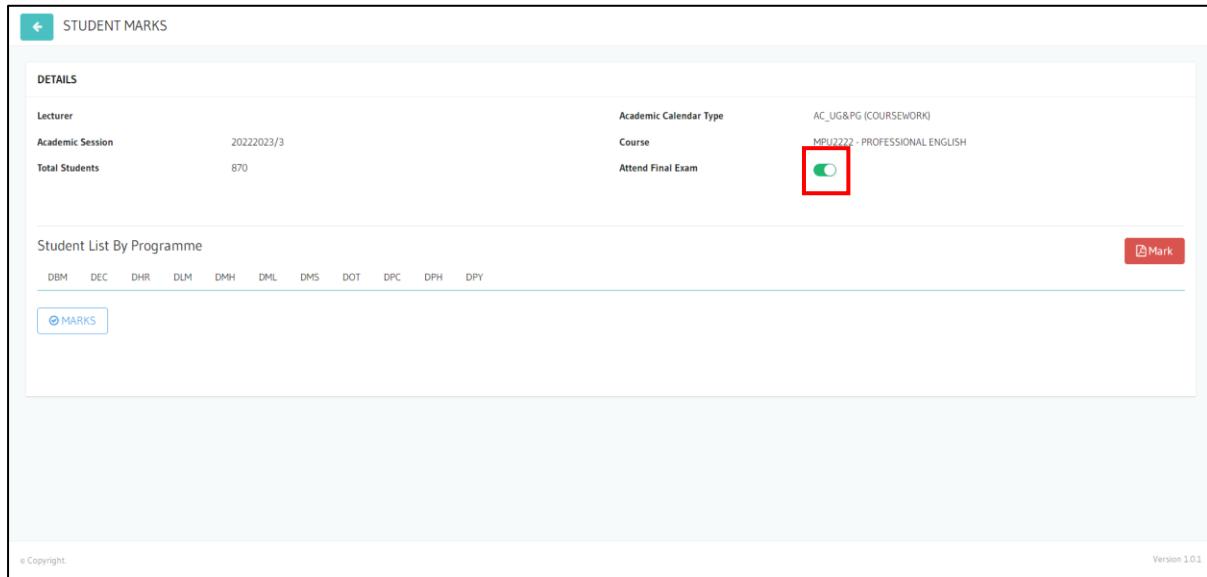
- Follow instructions number 1 until 3 on [4.1 Lecturer Course Details](#).
- Click on the **Student Mark** icon button and Student Marks page will be displayed.

The screenshot shows the 'Lecturer' dashboard. On the left, there is a sidebar with navigation links: 'Announcement', 'Settings', 'Student', 'Lecturer' (which is selected), and 'Reporting'. The main area is titled 'PERSONAL INFO' and shows basic information like Name, Race, Religion, Status, and Email. Below this is the 'LECTURER COURSE SETTINGS' section. It shows a table with columns: No., Academic Session, Academic Category, Course, No. of Student, and Action. One row is listed: '1 20222023/3 AC_UG&PG (Coursework) MPU2222 PROFESSIONAL ENGLISH 870'. The 'Action' column for this row contains a purple edit icon and a yellow delete icon, with the edit icon highlighted with a red box. There are also '+' buttons for 'TEACHING SETTINGS', 'TIMETABLE', and 'EXAMINATION TIMETABLE'.

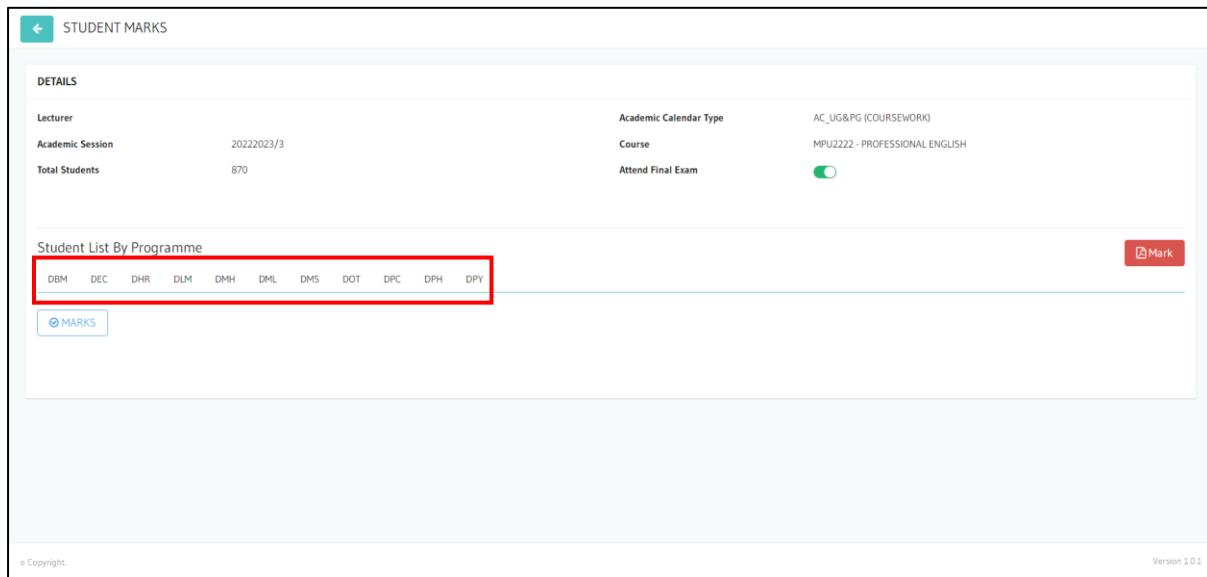
USER MANUAL (SISTEM eCMS)

eAcademic - Lecturer V1.0

- If the course have final examination, click on the **Attend Final Exam** toggle switch.



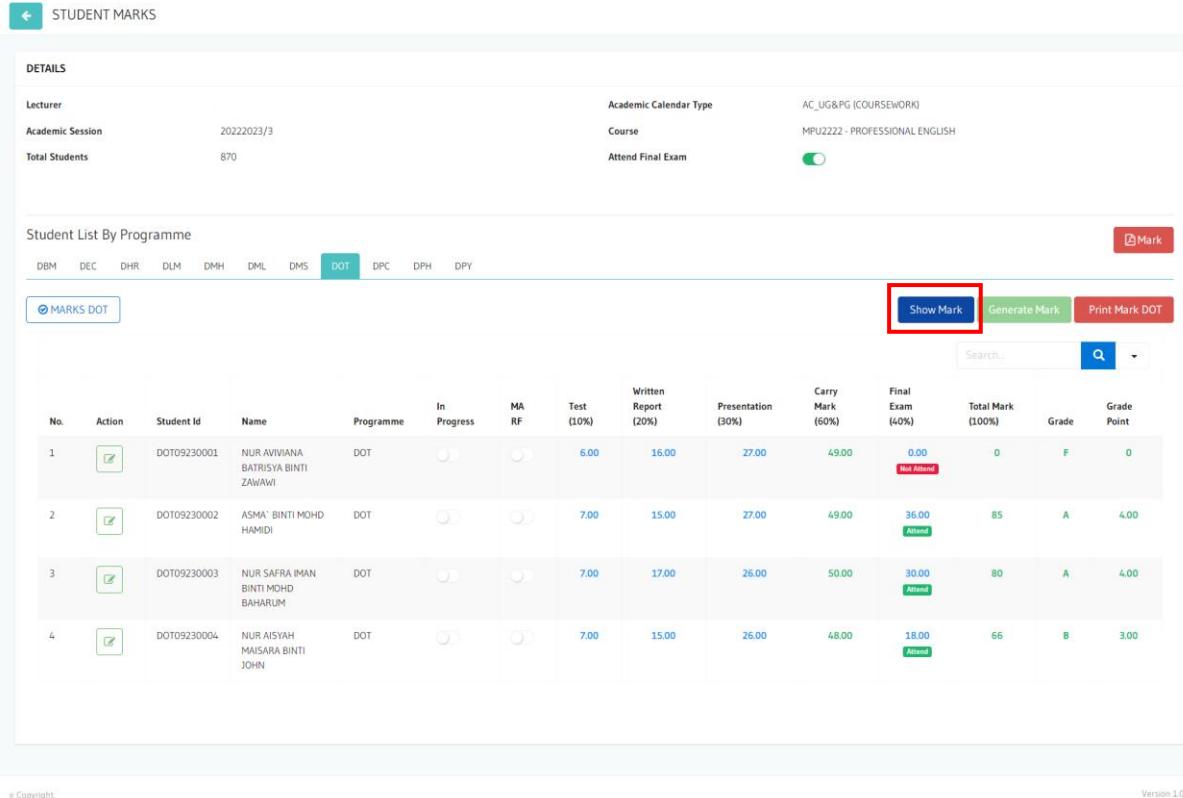
- Click on the the programme code tab and list of students based on selected programme will be displayed.



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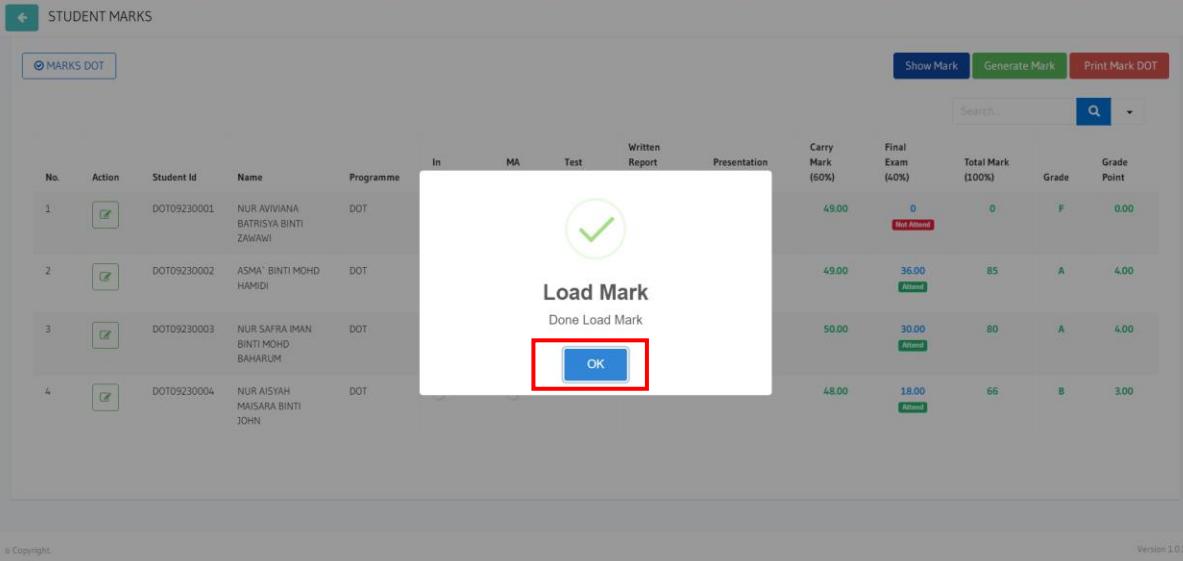
eAcademic - Lecturer V1.0

5. Click on the **Show Mark** button to show students marks after key in or upload.



The screenshot shows the 'STUDENT MARKS' page. At the top, there's a 'DETAILS' section with information like 'Lecturer', 'Academic Session 2022/2023/3', 'Total Students 870', 'Academic Calendar Type AC_UG&PG (COURSEWORK)', 'Course MPU2222 - PROFESSIONAL ENGLISH', and 'Attend Final Exam' status. Below this is a 'Student List By Programme' table. The table has columns for No., Action, Student Id, Name, Programme, In Progress, MA RF, Test (10%), Written Report (20%), Presentation (30%), Carry Mark (60%), Final Exam (40%), Total Mark (100%), Grade, and Grade Point. The 'DOT' tab is selected in the header. A red box highlights the 'Show Mark' button in the top right of the table area. Other buttons include 'Generate Mark' and 'Print Mark DOT'. There's also a search bar and a 'MARKS DOT' link. The table contains four rows of student data, each with a green edit icon in the 'Action' column. The first student has a 'Not Attended' status in the 'Final Exam' column. The last three students have 'Attended' status. The bottom right corner of the page says 'Version 1.01'.

6. After finish load, click on the **OK** button.



This screenshot shows the same 'STUDENT MARKS' page as above, but with a modal dialog box overlaid. The dialog is titled 'Load Mark' and contains the message 'Done Load Mark'. It has a large green checkmark icon at the top. At the bottom is a blue 'OK' button, which is highlighted with a red box. The background of the page is dimmed. The bottom right corner of the page says 'Version 1.01'.

USER MANUAL (SISTEM eCMS)

eAcademic - Lecturer V1.0

7. Click on the **Generate Mark** button to generate students marks.

The screenshot shows the 'STUDENT MARKS' page. At the top, there's a 'DETAILS' section with lecturer information (KHAIROL FIRDAUS BIN NE'MATULLAH), academic session (2022/2023/3), course (MPU2222 - PROFESSIONAL ENGLISH), and total students (870). Below this is a 'Student List By Programme' table. The table has columns for No., Action, Student Id, Name, Programme, In Progress, MA RF, Test (10%), Written Report (20%), Presentation (30%), Carry Mark (60%), Final Exam (40%), Total Mark (100%), Grade, and Grade Point. The 'DOT' programme is selected. The 'Generate Mark' button in the top right of the table area is highlighted with a red box. Other buttons include 'Show Mark', 'Print Mark DOT', and a search bar.

8. After finish load, click on the **OK** button.

The screenshot shows the same 'STUDENT MARKS' page after generating marks. A modal dialog box is centered over the table. The dialog has a green checkmark icon and the text 'Written' at the top. Below it is a large 'Done Generate Mark' message. Underneath that is the word 'DOT'. At the bottom of the dialog is a blue 'OK' button, which is highlighted with a red box. The background table shows student data with some rows partially visible.

4.1.7 Print Student Marks by Programme

1. Follow instructions number 1 until 3 on [4.1 Lecturer Course Details](#).
2. Click on the **Student Mark** icon button and Student Marks page will be displayed.

3. Click on the the programme code tab and list of students based on selected programme will be displayed.

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4. Click on the **Print Mark XXX** and preview of student mark will be displayed.

The screenshot shows the 'STUDENT MARKS' page. At the top, there are details for the lecturer, academic session (2022/2023/3), course (MPU2222 - PROFESSIONAL ENGLISH), and total students (870). Below this is a 'Student List By Programme' table. The table has columns for No., Action, Student Id, Name, Programme, In Progress, MA RF, Test (10%), Written Report (20%), Presentation (30%), Carry Mark (60%), Final Exam (40%), Total Mark (100%), Grade, and Grade Point. The 'DOT' tab is selected. At the bottom right of the table, there are buttons for 'Show Mark', 'Generate Mark', and 'Print Mark DOT'. The 'Print Mark DOT' button is highlighted with a red box. There is also a search bar and a 'Version 1.01' link at the bottom right.

5. Click on the **Print** icon button to print the pdf or click on the **Download** icon button to download the pdf.

The screenshot shows a generated PDF titled 'DIPLOMA IN OCCUPATIONAL THERAPY'. It includes header information: Lecturer, Course (PROFESSIONAL ENGLISH | MPU2222), Faculty (FACULTY OF HEALTH SCIENCES), and Academic Session (2022/2023/3). Below this is a table of student marks. The table has columns for No., Student ID, Name, Test (10%), Written Report (20%), Presentation (30%), Carry Mark (60%), Final Exam (40%), Total Mark (100%), Grade, and Grade Point. The PDF also features a sidebar with a file browser and a navigation menu. At the top right of the PDF viewer, there are icons for 'Print' and 'Download', with the 'Print' icon highlighted with a red box.

4.1.8 Print Student Marks Overall

1. Follow instructions number 1 until 3 on [4.1 Lecturer Course Details](#).
2. Click on the **Student Mark** icon button and Student Marks page will be displayed.

3. Click on the **Mark** button and preview of student mark will be displayed.

USER MANUAL (SISTEM eCMS)

eAcademic - Lecturer V1.0

- Click on the **Print** icon button to print the pdf or click on the **Download** icon button to download the pdf.

The screenshot shows a PDF document titled "pdf:filename=generated.pdf;base64,JVBEBiOxLjMKJbrfrOAKMyAwIGiago8PC9UeX...". The document contains a header "Lecturer" and "Course : PROFESSIONAL ENGLISH (MPUS2222)", and a footer "Academic Session : 20222023/3". The main content is a table of student marks:

No.	Student ID	Name	Test (10%)	Written Report (20%)	Presentation (30%)	Carry Mark (40%)	Final Exam (40%)	Total Mark (100%)	Grade	Grade Point
1	DBMO4230001	NOOR-UL-HUDA BINTI IMRAN JAVED	7.00	16.00	28.00	51.00	27.20	78	A-	3.67
2	DBMO4230002	AISYAH IZZATI BINTI MOHD YUNOS	9.00	15.00	27.00	51.00	23.60	75	A-	3.67
3	DBMO4230003	MUHAMMAD ZAMRIAH ANIQ BIN ZAMRI	8.00	17.00	26.00	51.00	24.40	75	A-	3.67
4	DBMO4230004	MUHAMMAD HAZIQ BIN MUHD ISMADI	7.00	17.00	26.00	50.00	29.60	80	A	4.00
5	DBMO4230005	SITI HAWA BINTI ABDUL MANAP	7.00	16.00	26.00	49.00	29.20	78	A-	3.67
6	DBMO4230006	NUR SHAIKHRAH IWANI BINTI MOHD A'ZIZI	6.00	17.00	26.00	49.00	21.60	71	B+	3.33
7	DBMO4230007	NUR UMARIAH SYAHMINA BINTI NORFAISAL	9.00	16.00	27.00	52.00	22.80	75	A-	3.67
8	DBMO4230008	IZZ IZUDDIN BIN MOHD ISA	7.00	16.00	27.00	50.00	28.00	78	A-	3.67
9	DBMO4230009	NOR FIFIYAH BINTI NOR HISAM	7.00	16.00	27.00	50.00	26.40	76	A-	3.67
10	DBMO4230012	SU NUR SYARIEZA BINTI JUMADIN	9.00	17.00	28.00	54.00	30.80	85	A	4.00
11	DBMO4230013	NUR AMALINA BINTI SABTU	6.00	17.00	28.00	51.00	24.80	76	A-	3.67
12	DBMO4230014	NURUL RAFFEEKA AIR BINTI JAMALUDIN	7.00	17.00	26.00	50.00	27.60	78	A-	3.67
13	DBMO4230017	ELLYA MAISARAH BINTI MOHON	6.00	16.00	27.00	49.00	28.80	78	A-	3.67
14	DBMO4230018	NUR-HDAYANTI BINTI ABDULLAH	7.00	16.00	27.00	50.00	32.80	83	A	4.00
15	DBMO4230019	MUHAMAD NABIL NURUDDIN BIN RAMLI	8.00	17.00	27.00	52.00	36.40	88	A	4.00
16	DBMO4230020	RAJA NURADREANNA BATRISYIA BINTI RAJA	7.00	15.00	27.00	49.00	26.40	75	A-	3.67
17	DBMO4230021	ANIS SAFFEA BINTI AZIZUL	7.00	15.00	26.00	48.00	32.40	80	A	4.00
18	DBMO9230022	SITI KHAIRUNNISA BINTI TAJUDDIN	8.00	17.00	27.00	52.00	32.80	85	A	4.00
19	DBMO9230023	NUR FARAH IRDINA BINTI MOHD KAMARIZAL	9.00	17.00	28.00	54.00	28.40	82	A	4.00

4.2 Teaching Settings

- Click on **Lecturer** menu and Lecturer page will be displayed.

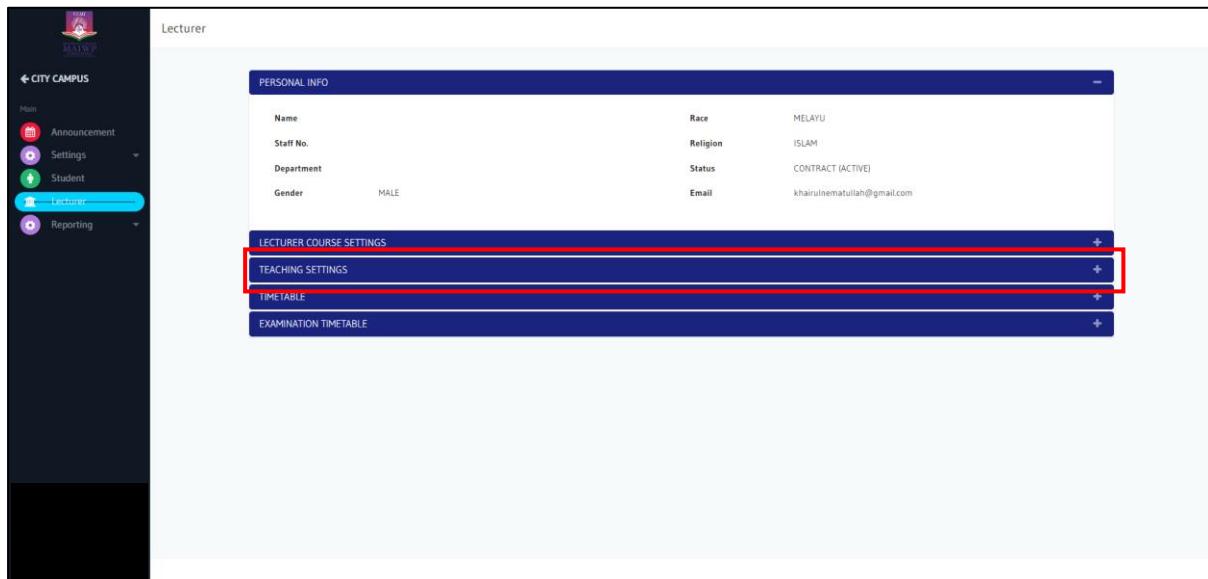
The screenshot shows the "ANNOUNCEMENT" section of the eAcademic platform. The left sidebar has a red box around the "Lecturer" menu item. The main content area displays a table of announcements:

No.	Title	Start Date	End Date	Status	Action
1	PEMAKLUMAN PENGGUNAAN SISTEM JADUAL WAKTU KULIAH MELAUI SISTEM EACADEMIC UCM	09/12/2023	16/12/2023	ACTIVE	
2	PEMAKLUMAN KEWANGAN - POLISI BAGI PELAJAR UNTUK MENYELESAIKAN TUNGGAKAN YURAN PENGAJIAN	07/02/2024	07/04/2024	ACTIVE	
3	PERINGATAN UNTUK SEMAKAN PENDAFTARAN KURSUS BAGI SESI 20232024/1 DI PORTAL PELAJAR	05/03/2024	13/03/2024	ACTIVE	

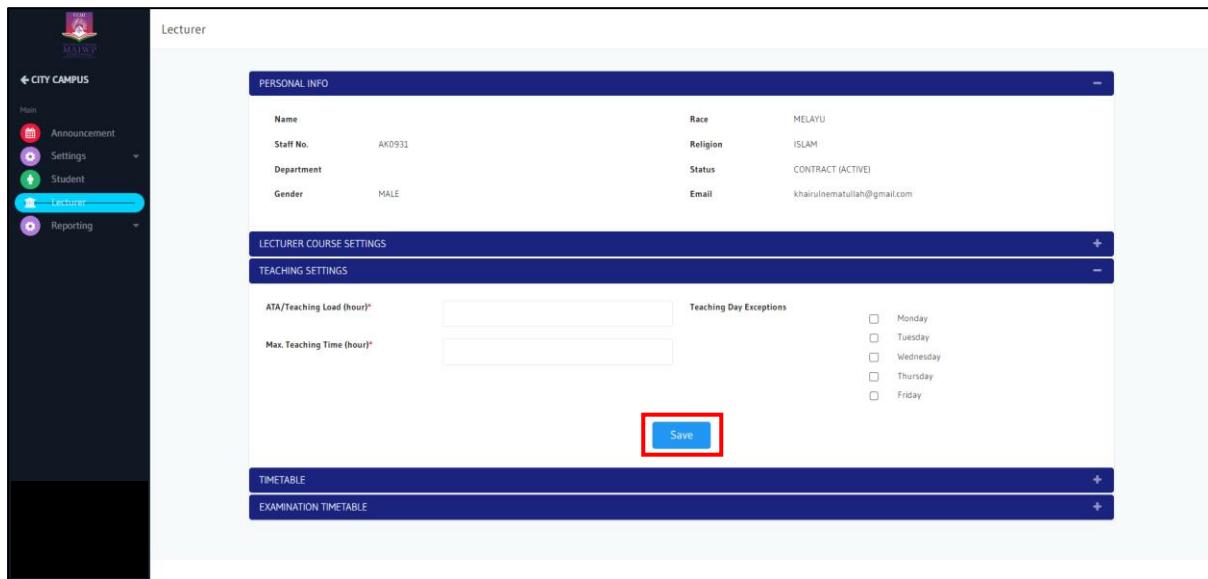
USER MANUAL (SISTEM eCMS)

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- Click on the **Teaching Settings** tab and the tab will expand.



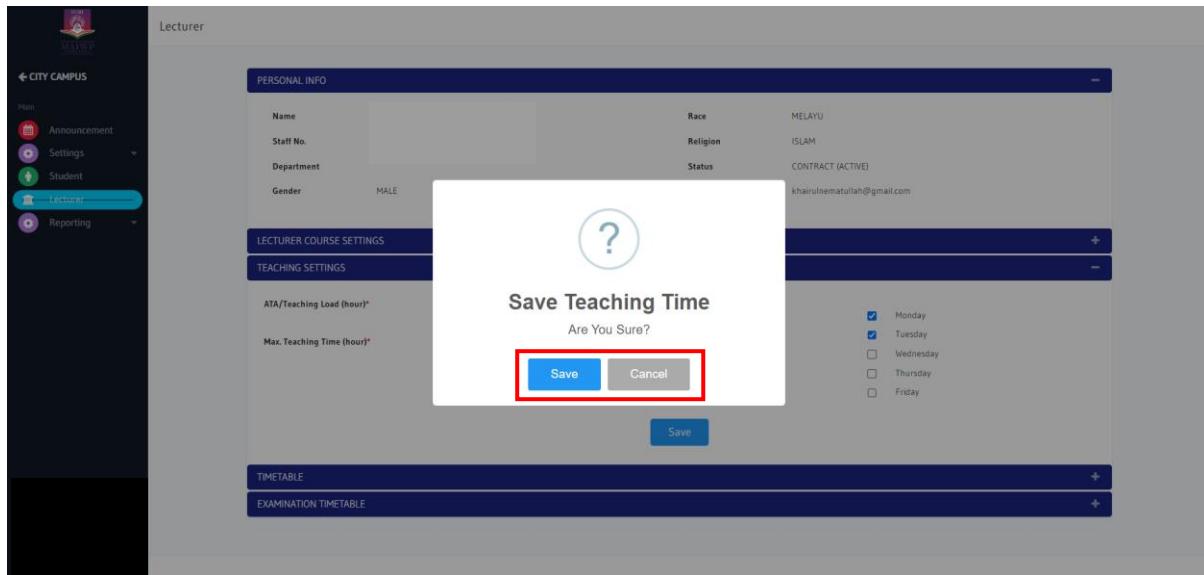
- Fill in the information needed and click on the **Save** button.



USER MANUAL (SISTEM eCMS)

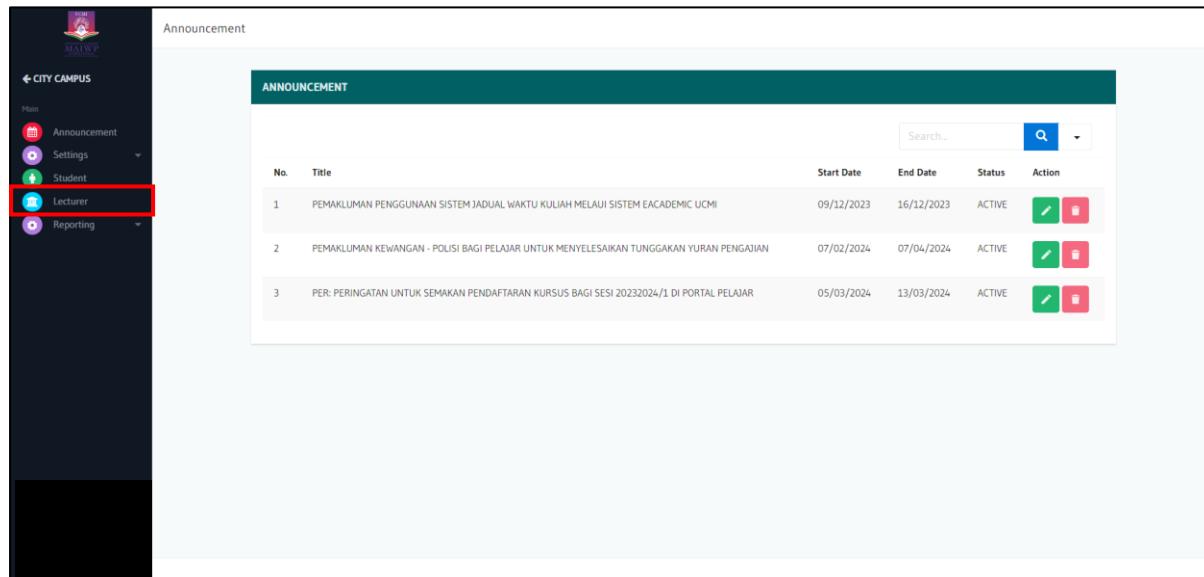
eAcademic - Lecturer V1.0

- A pop up message will be displayed and click on the **Save** button to save teaching time.
Click on the **Cancel** button to cancel.



4.3 Timetable & Attendance

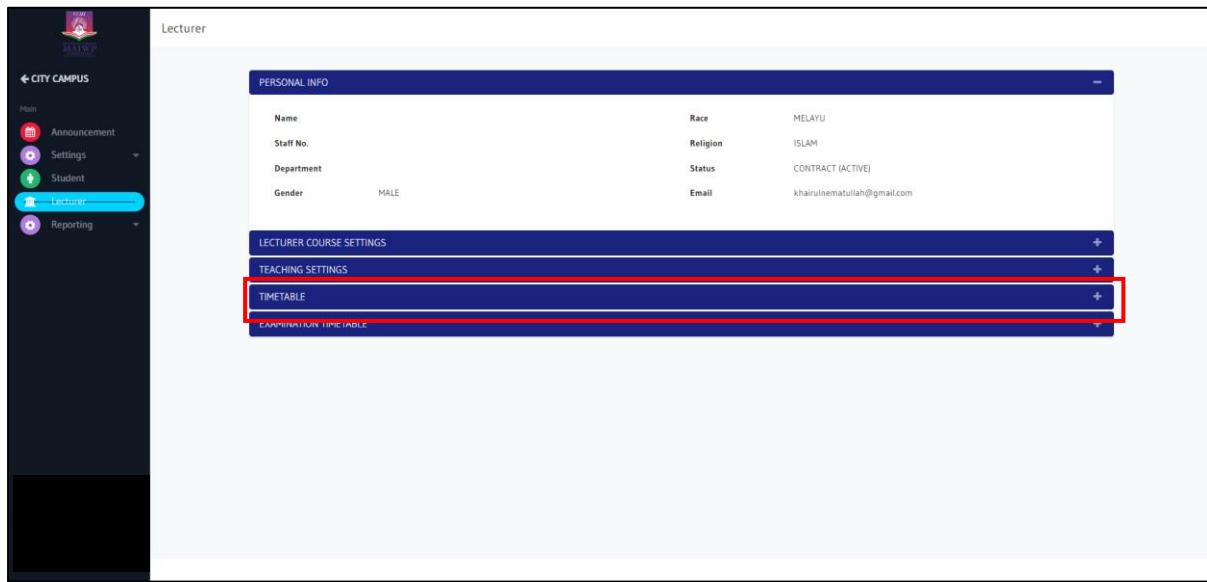
- Click on **Lecturer** menu and Lecturer page will be displayed.



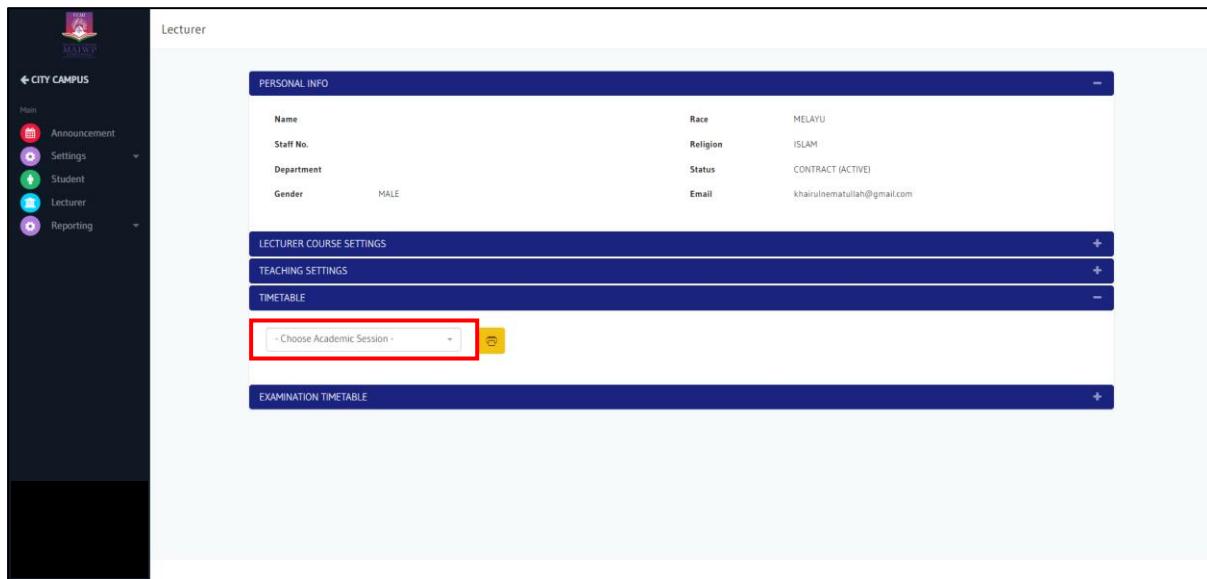
USER MANUAL (SISTEM eCMS)

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- Click on the **Timetable** tab and the tab will expand.



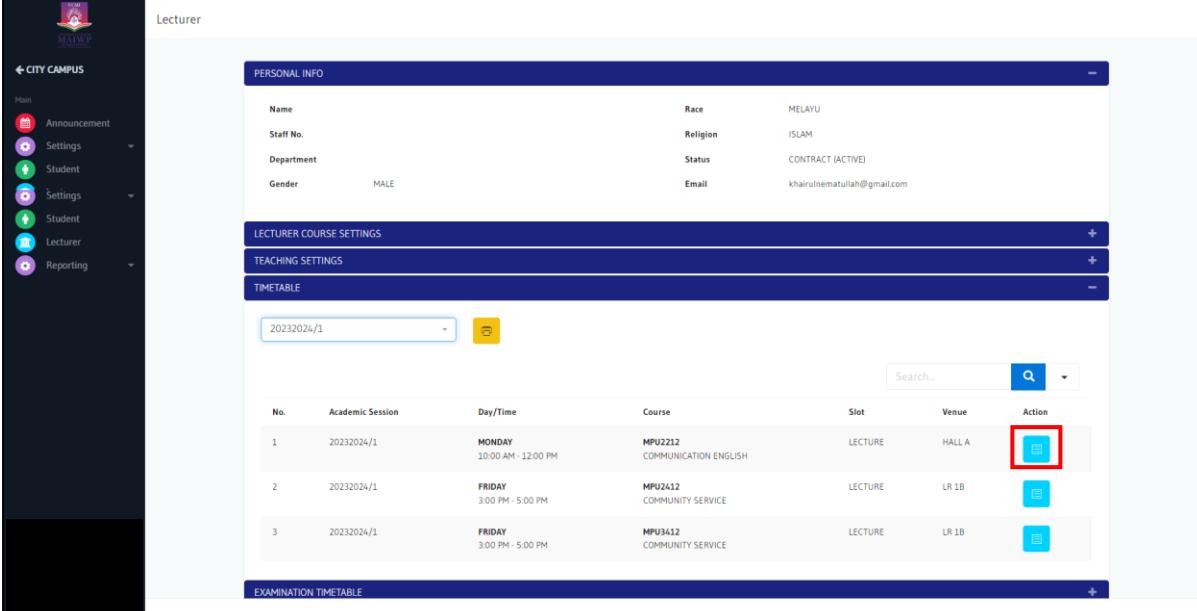
- Choose **Academic Session** and list of course will be displayed.



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eAcademic - Lecturer V1.0

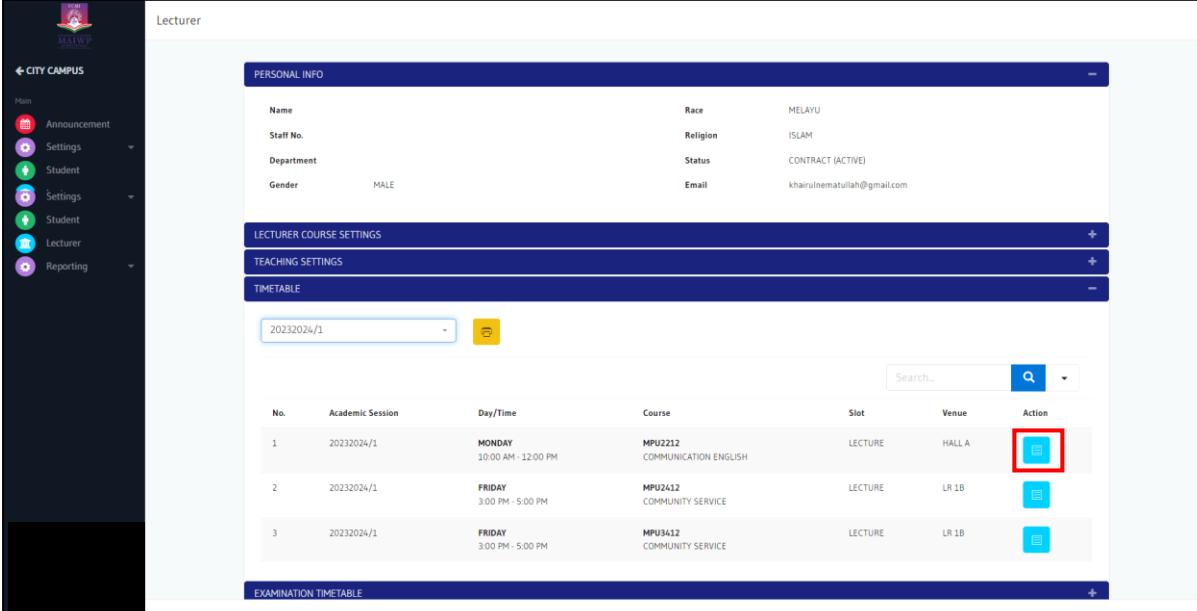
4. Click on the **Attendance** icon button and Timetable page will be displayed.



The screenshot shows the eCMS Lecturer dashboard. On the left is a sidebar with icons for Announcement, Settings, Student, Reporting, and Lecturer. The main area is titled 'Lecturer' and contains sections for 'PERSONAL INFO', 'LECTURER COURSE SETTINGS', 'TEACHING SETTINGS', and 'TIMETABLE'. The 'TIMETABLE' section displays a list of lectures for the academic session 20232024/1. The first row has its 'Action' column highlighted with a red box around the blue print icon.

No.	Academic Session	Day/Time	Course	Slot	Venue	Action
1	20232024/1	MONDAY 10:00 AM - 12:00 PM	MPU2212 COMMUNICATION ENGLISH	LECTURE	HALL A	
2	20232024/1	FRIDAY 3:00 PM - 5:00 PM	MPU2412 COMMUNITY SERVICE	LECTURE	LR 1B	
3	20232024/1	FRIDAY 3:00 PM - 5:00 PM	MPU3412 COMMUNITY SERVICE	LECTURE	LR 1B	

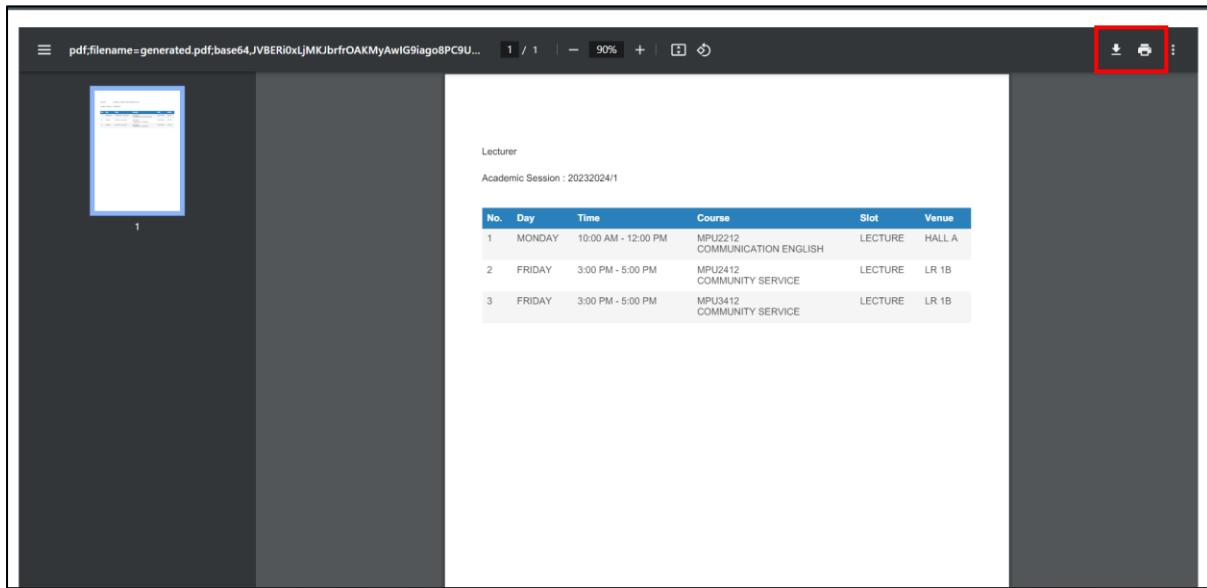
5. To print lecturer's timetable, click on the **Print** icon button after choose academic session and lecturer's timetable will be displayed.



This screenshot is identical to the one above, showing the eCMS Lecturer dashboard with the Timetable section. The first row's 'Action' column is highlighted with a red box around the blue print icon.

No.	Academic Session	Day/Time	Course	Slot	Venue	Action
1	20232024/1	MONDAY 10:00 AM - 12:00 PM	MPU2212 COMMUNICATION ENGLISH	LECTURE	HALL A	
2	20232024/1	FRIDAY 3:00 PM - 5:00 PM	MPU2412 COMMUNITY SERVICE	LECTURE	LR 1B	
3	20232024/1	FRIDAY 3:00 PM - 5:00 PM	MPU3412 COMMUNITY SERVICE	LECTURE	LR 1B	

6. Click on the **Print** icon button to print or click on the **Download** icon button to download the timetable.



4.3.1 Add Week

- Follow instructions number 1 until 4 on [4.3 Timetable & Attendance](#) to direct to the Timetable page.
- Click on the **+ New Record** button and Add Week modal will be displayed.

WEEK

Week 1	11/12/2023			
Week 2	18/12/2023			
Week 3	28/12/2023			
Week 4	08/01/2024			
Week 5	15/01/2024			

DETAILS

Academic Session: 20232024/1
Category: AC_UG&PG (COURSEWORK)
Course: MPU2212 - COMMUNICATION ENGLISH
Day: MONDAY
Time: 10:00 AM - 12:00 PM
Slot: LECTURE
Venue: HALL A

Show 5 M of 22 days

STUDENT

Statistic Attendance

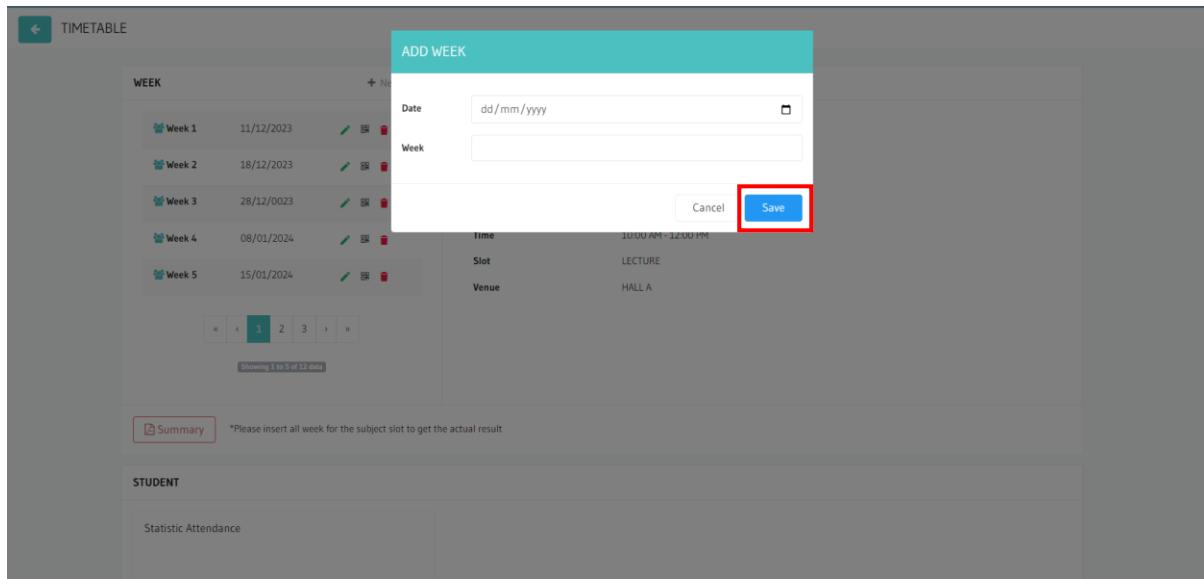
Attendance

*Please insert all week for the subject slot to get the actual result

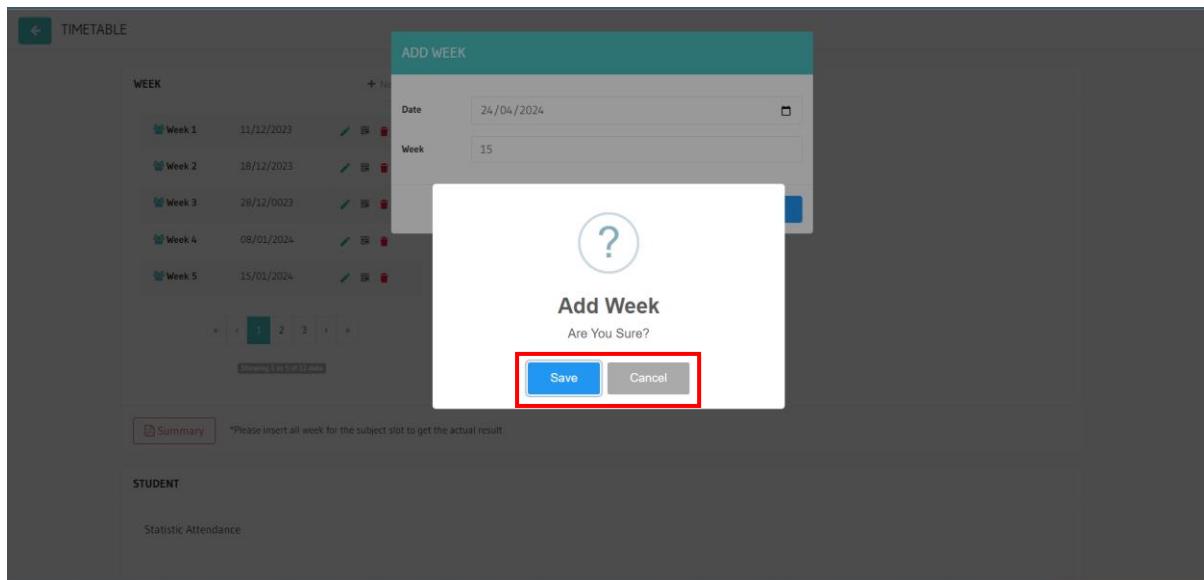
USER MANUAL (SISTEM eCMS)

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- Fill in the information needed and click on the **Save** button.



- A pop up message will be displayed and click on the **Save** button to save week. Click on the **Cancel** button to cancel.



4.3.2 Update Week

- Follow instructions number 1 until 4 on [4.3 Timetable & Attendance](#) to direct to the Timetable page.
- Click on the **Update** icon button and Update Week modal will be displayed.

The screenshot shows the eCMS Timetable page. On the left, there's a grid titled 'WEEK' with rows for 'Week 1' through 'Week 5'. Each row contains a date and three icons: a green pencil, a grey square, and a red square. The first icon in each row is highlighted with a red box. To the right of the grid is a 'DETAILS' section with fields for Academic Session (20232024/1), Category (AC_UG&PG (COURSEWORK)), Course (MPU2212 - COMMUNICATION ENGLISH), Day (MONDAY), Time (10:00 AM - 12:00 PM), Slot (LECTURE), and Venue (HALL A). Below the grid is a navigation bar with buttons for 1, 2, 3, and >. At the bottom, it says 'Showing 1 to 5 of 12 data'.

STUDENT

Statistic Attendance

Attendance

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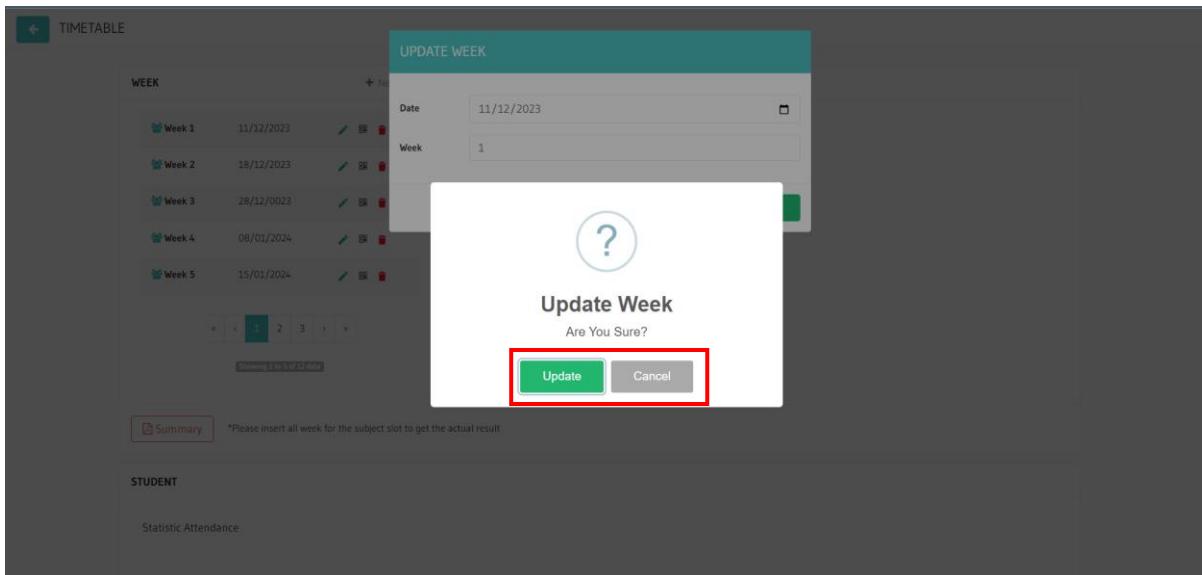
- Update any information that need to update and click on the **Update** button.

The screenshot shows the eCMS Timetable page with an open 'UPDATE WEEK' modal. The modal has fields for 'Date' (11/12/2023), 'Week' (1), 'Time' (10:00 AM - 12:00 PM), 'Slot' (LECTURE), and 'Venue' (HALL A). The 'Update' button in the modal is highlighted with a red box. The background shows the same Timetable grid and student statistics as the previous screenshot.

STUDENT

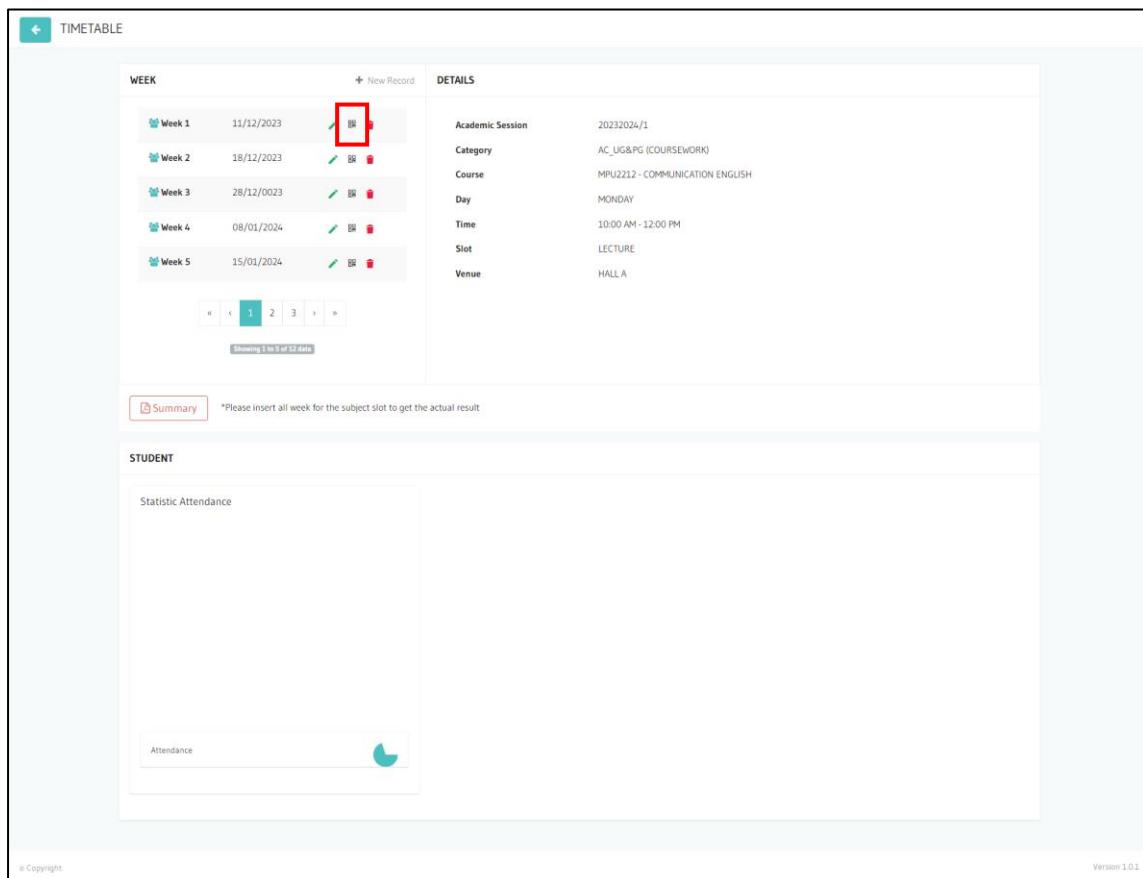
Statistic Attendance

4. A pop up message will be displayed and click on the **Update** button to update week.
Click on the **Cancel** button to cancel.



4.3.3 Generate Attendance QR Code

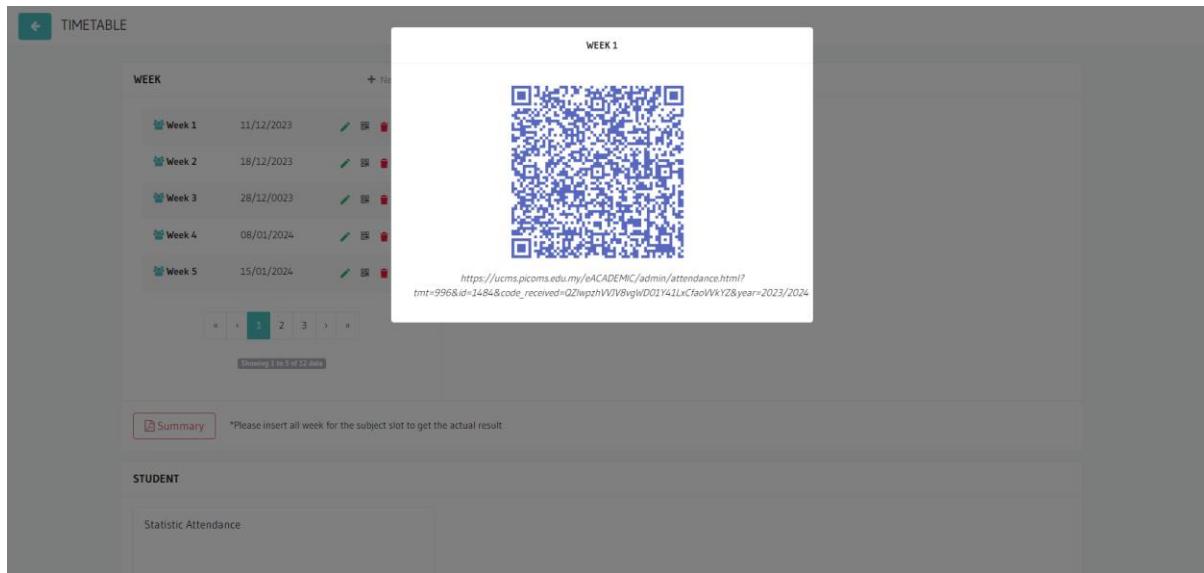
- Follow instructions number 1 until 4 on [4.3 Timetable & Attendance](#) to direct to the Timetable page.
- Click on the **QR Code** icon button and QR code for that week will be displayed.



USER MANUAL (SISTEM eCMS)

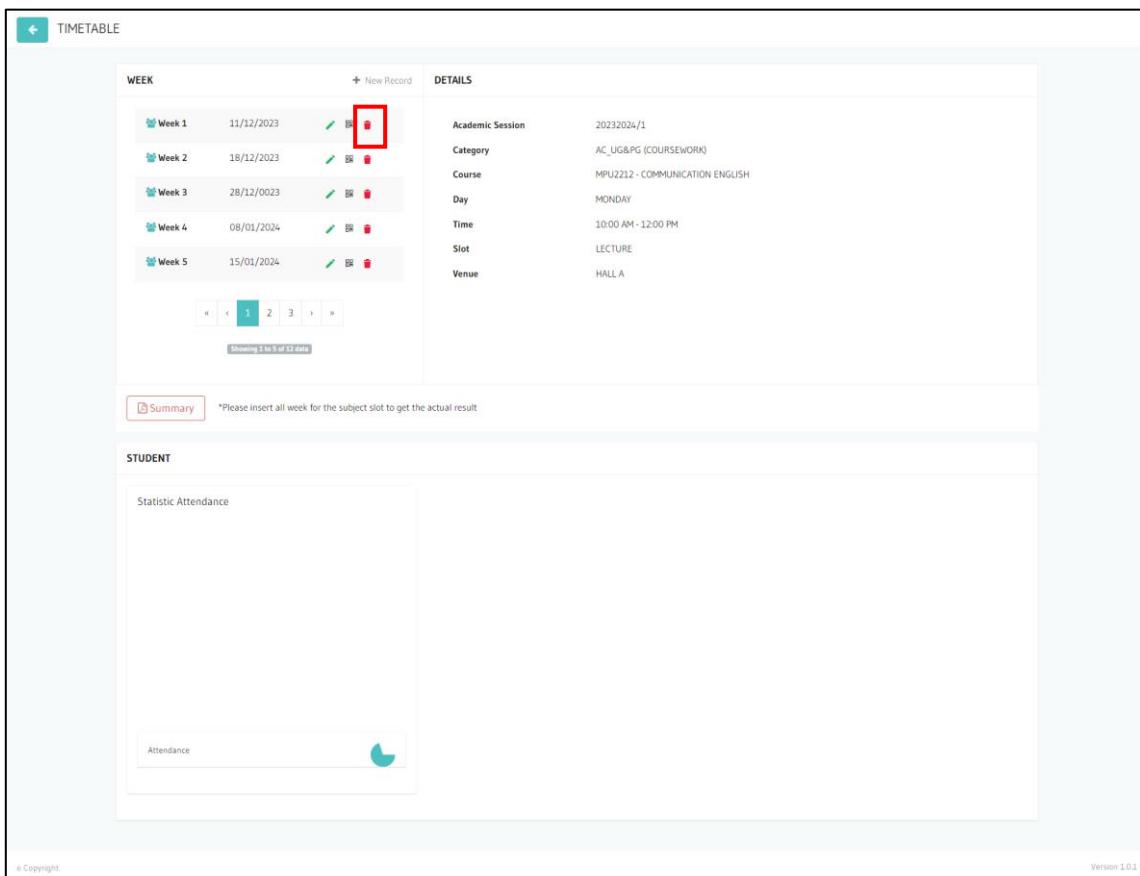
eAcademic - Lecturer V1.0

- To record student's attendance, student can scan the QR code or by using the link under the QR code.

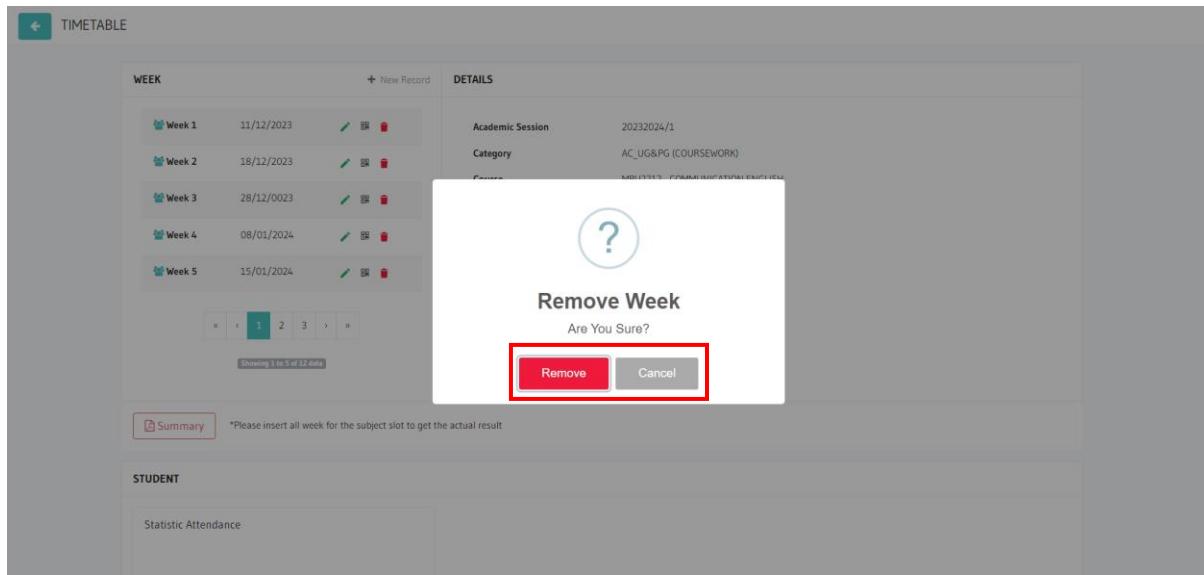


4.3.4 Delete Week

- Follow instructions number 1 until 4 on [4.3 Timetable & Attendance](#) to direct to the Timetable page.
- Click on the **Remove** icon button and a pop up message will be displayed.

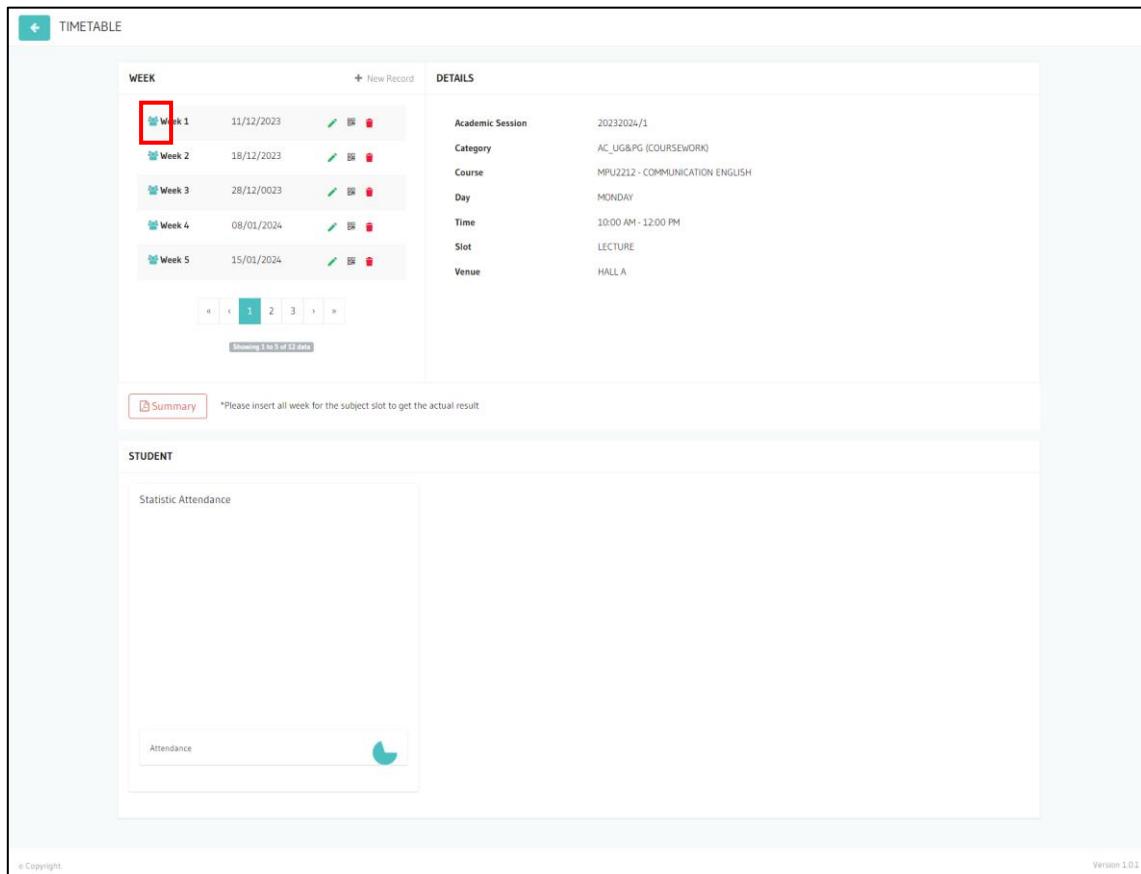


3. Click on the **Remove** button to remove week and click on the **Cancel** button to cancel.



4.3.5 View Student's Attendance

- Follow instructions number 1 until 4 on [4.3 Timetable & Attendance](#) to direct to the Timetable page.
- Click on the **View** icon button and list of students with attendance details will be displayed.



USER MANUAL (SISTEM eCMS)

eAcademic - Lecturer V1.0

[TIMETABLE](#)

WEEK	DATE	ATTENDANCE
Week 1	11/12/2023	
Week 2	18/12/2023	
Week 3	28/12/0023	
Week 4	08/01/2024	
Week 5	15/01/2024	

[+ New Record](#)

DETAILS

Academic Session	20232024/1
Category	AC_UG&PG (COURSEWORK)
Course	MPU22212 - COMMUNICATION ENGLISH
Day	MONDAY
Time	10:00 AM - 12:00 PM
Slot	LECTURE
Venue	HALL A

[\[1\]](#) [\[2\]](#) [\[3\]](#) [\[4\]](#) [\[5\]](#) [\[>\]](#)

Showing 1 to 5 of 32 data

[Summary](#) *Please insert all week for the subject slot to get the actual result

Week 1 - 11/12/2023

Statistic Attendance
Week 1 - 11/12/2023

0% Attendance
Week 1 - 11/12/2023

No.	Student Id	Name	Programme	Status/Remark	Action
1	DMH09230005	MUHAMMAD IZZAT	DMH	Not Recorded	
2	DPH09230003	NURHANISA NATASHA BINTI NOORREZAL	DPH	Not Recorded	
3	DMH09230024	AFRINA NAUFARAH BINTI MOHD NAAZHAR	DMH	Not Recorded	
4	DMS04220020	MUHAMMAD ADAM MD ROZI	DMS	Not Recorded	
5	DPH09230001	NUR BALQISYA UMAIRA BINTI MOHD BADERUL KHAIZAM	DPH	Not Recorded	
6	DPC09230157	NOR RIDWANAH BINTI MOHAMMAD ROSLI	DPC	Not Recorded	
7	DMS04222024	MUHAMMAD NURASLIMAN BIN ASMAWI	DMS	Not Recorded	
8	DMH09230006	FARISYA NUR SYAKILA BINTI MOHAMMAD FAIZAL	DMH	Not Recorded	
9	DMS04220015	ALISYA FIRZANA SORFINA BINTI ABDUL FATAH	DMS	Not Recorded	
10	DMS04220002	INSYEERAH HUDA BINTI HISAMUDDIN	DMS	Not Recorded	

[\[1\]](#) [\[2\]](#) [\[3\]](#) [\[4\]](#) [\[5\]](#) [\[>\]](#)

Showing 1 to 10 of 284 data

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4.3.6 Update Student's Attendance

1. Follow instructions number 1 until 4 on [4.3 Timetable & Attendance](#) to direct to the Timetable page.
2. Click on the **View** icon button and list of students with attendance details will be displayed.

The screenshot shows the 'TIMETABLE' section of the eCMS system. On the left, there is a table titled 'WEEK' with five rows labeled 'Week 1' through 'Week 5'. Each row contains a date (11/12/2023, 18/12/2023, 25/12/2023, 08/01/2024, 15/01/2024), three icons (green checkmark, blue question mark, red exclamation mark), and a small circular progress bar. To the right of the table is a 'DETAILS' panel displaying session information: Academic Session (20232024/1), Category (AC_UG&PG (COURSEWORK)), Course (MPU2212 - COMMUNICATION ENGLISH), Day (MONDAY), Time (10:00 AM - 12:00 PM), Slot (LECTURE), and Venue (HALL A). Below the table is a navigation bar with buttons for '1', '<', '3', '2', '3', '>', and '>'. A note at the bottom says 'Showing 1 to 5 of 12 data'. At the bottom of the screen, there is a 'STUDENT' section with a 'Statistic Attendance' chart and an 'Attendance' progress bar.

USER MANUAL (SISTEM eCMS)

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3. Click on the **Action** icon button and Status Attend modal will be displayed.

TIMETABLE

WEEK	DATE	DETAILS
Week 1	11/12/2023	Academic Session: 20232024/1 Category: AC_UG&PG (COURSEWORK) Course: MPU2212 - COMMUNICATION ENGLISH Day: MONDAY Time: 10:00 AM - 12:00 PM Slot: LECTURE Venue: HALL A
Week 2	18/12/2023	
Week 3	28/12/2023	
Week 4	08/01/2024	
Week 5	15/01/2024	

*Please insert all week for the subject slot to get the actual result

Week 1 - 11/12/2023

Statistic Attendance Week 1 - 11/12/2023

0% Attendance Week 1 - 11/12/2023

No.	Student Id	Name	Programme	Status/Remark	Action
1	DMH09230005	MUHAMMAD IZZAT	DMH	Not Recorded	
2	DPH09230003	NURHANISA NATASHA BINTI NOORREZAL	DPH	Not Recorded	
3	DMH09230024	AFRINA NAUFARAH BINTI MOHD NAAZHAR	DMH	Not Recorded	
4	DMS04220020	MUHAMMAD ADAM MD ROZI	DMS	Not Recorded	
5	DPH09230001	NUR BALQISYA UMAIRA BINTI MOHD BADERUL KHAIZAM	DPH	Not Recorded	
6	DPC09230157	NOR RIDWANAH BINTI MOHAMMAD ROSLI	DPC	Not Recorded	
7	DMS04222024	MUHAMMAD NURASLIMAN BIN ASMAWI	DMS	Not Recorded	
8	DMH09230006	FARISYA NUR SYAKILA BINTI MOHAMMAD FAIZAL	DMH	Not Recorded	
9	DMS04220015	ALISYA FIRZANA SORFINA BINTI ABDUL FATAH	DMS	Not Recorded	
10	DMS04220002	INSYEERAH HUDA BINTI HISAMUDDIN	DMS	Not Recorded	

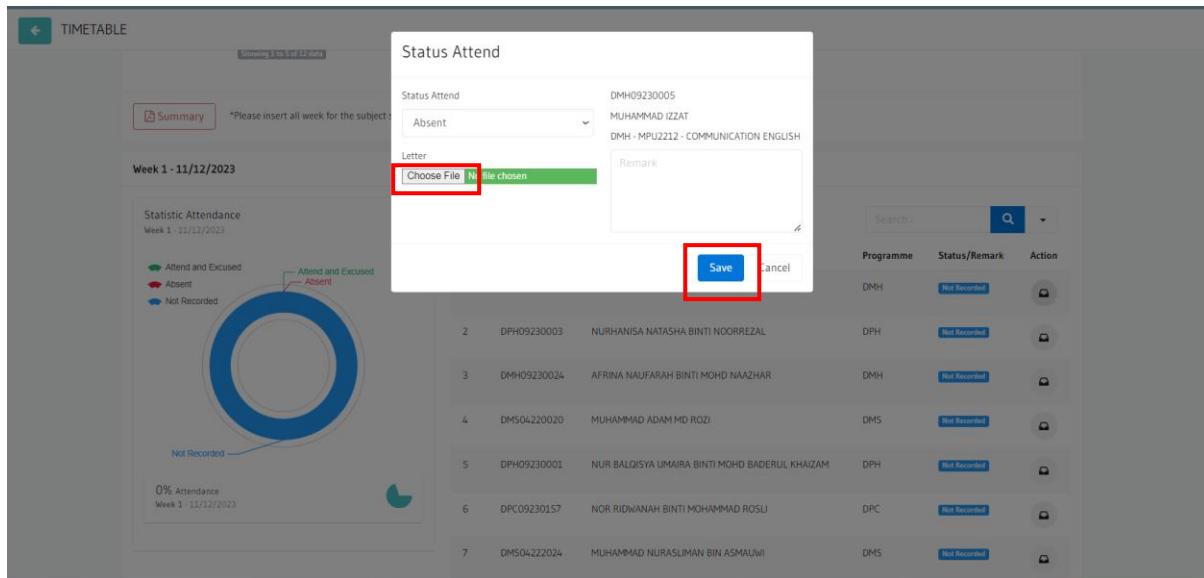
Showing 1 to 10 of 288 data

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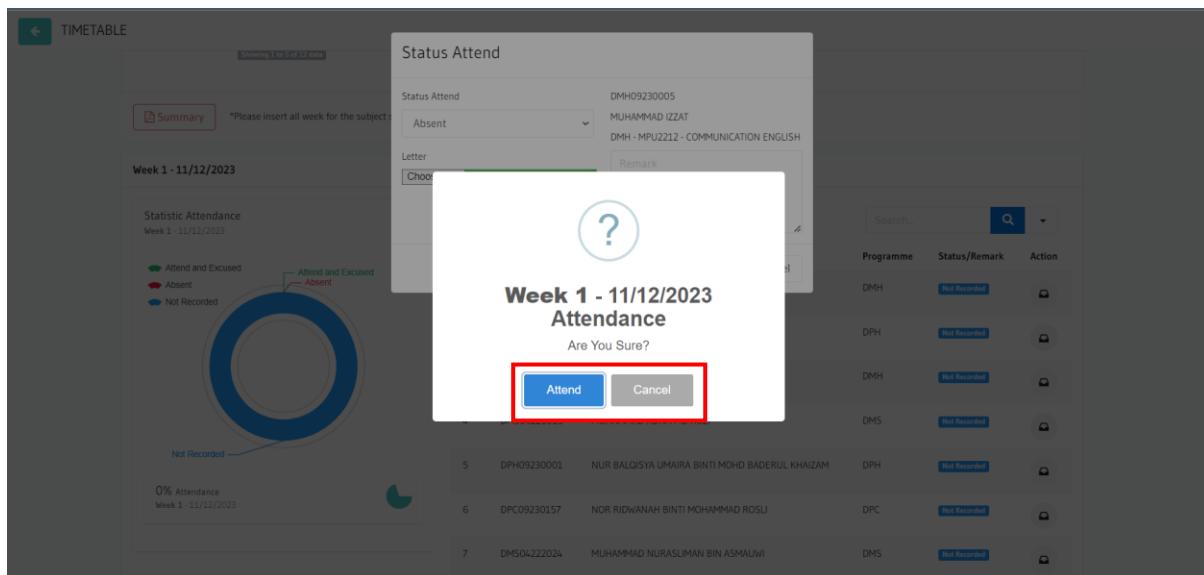
USER MANUAL (SISTEM eCMS)

eAcademic - Lecturer V1.0

4. Update student's attendance status by using the dropdown and click on the **Save** button.
Click on the **Choose File** button to upload letter if student is absent or has been excused.



5. A pop up message will be displayed and click on the **Attend** button to save attendance status.



4.3.7 Download Attendance Summary

1. Follow instructions number 1 until 4 on [4.3 Timetable & Attendance](#) to direct to the Timetable page.
2. Click on the **Summary** button and preview Summary Timetable Attendance will be displayed.

The screenshot shows the 'TIMETABLE' section of the eCMS system. On the left, there's a table titled 'WEEK' with five rows labeled 'Week 1' through 'Week 5', each containing a date and three small icons. To the right of this table is a 'DETAILS' panel displaying session information: Academic Session (20232024/1), Category (AC_UG&PG (COURSEWORK)), Course (MPU2212 - COMMUNICATION ENGLISH), Day (MONDAY), Time (10:00 AM - 12:00 PM), Slot (LECTURE), and Venue (HALL A). Below the table is a navigation bar with buttons for 1, <, 3, 2, 3, >, and >. A note at the bottom says 'Showing 1 to 5 of 12 data'. At the bottom of the 'WEEK' section is a red-bordered 'Summary' button. Below this is a 'STUDENT' section with a 'Statistic Attendance' chart and an 'Attendance' button. The bottom right corner of the screen shows 'Version 1.0.1'.

USER MANUAL (SISTEM eCMS)

eAcademic - Lecturer V1.0

- Click on the **Print** icon button to print the pdf or click on the **Download** icon button to download the pdf.

The screenshot shows a PDF document titled "pdf.filename=generated.pdf.base64.JVBERiOxLjMKJbrfrOAKMyAwIG9iago8PC9UeX...". The PDF is displayed in a browser window with a navigation bar at the top showing page 1 of 13, a 90% zoom level, and various other icons. The main content of the PDF is a table of student attendance data. The table has columns for No., Student ID, Name, Code Programme, and Percentage Attendance. The data includes 20 entries from student DEH09230001 to DHM09230021. The entire PDF is shown in four pages labeled 1, 2, 3, and 4 on the left side of the PDF content area.

No.	Student ID	Name	Code Programme	Percentage Attendance
1	DEH09230001	NUR AINA AQILAH BINTI HARIS	DEH	100
2	DHM04230001	EISWANA DALIA BINTI KAMARUL ARIFFIN	DHM	75
3	DHM04230002	MUHAMMAD HAIGAL BIN HASANUDDIN	DHM	50
4	DHM04230003	MUHAMMAD NUR FARIS BIN MOHD SALEH	DHM	75
5	DHM04230006	ILHAM HAikal BIN MOHD SHAIFUL AZHAR	DHM	83
6	DHM09230002	MUHAMMAD ERIC HAikal BIN MOHD PARISSUFIAN	DHM	71
7	DHM09230005	NURUL JANNAH BINTI AZMAN	DHM	-225
8	DHM09230007	NURAFRYNNA BINTI MOHD HARIZUAN	DHM	100
9	DHM09230008	MUHAMMAD AMIR ASYRAF BIN ZUKIFLI	DHM	100
10	DHM09230009	MUHAMMAD FAID QUSYAIRI BIN MOHAMED KHAIRY	DHM	25
11	DHM09230010	KHAIRUNNADIA BINTI KHAIRI	DHM	100
12	DHM09230011	DARWISYAH AINA BINTI SULAIMAN	DHM	100
13	DHM09230012	NOOR SYAKIRAH BINTI MOHAMED JASMIN	DHM	75
14	DHM09230013	MUHAMMAD DANISH ADAM BIN MOHD SHAREL AZLEE	DHM	100
15	DHM09230014	FITROTINNISA BINTI ALBAR	DHM	46
16	DHM09230016	NUR DARSHILA BINTI ABDULLAH	DHM	75
17	DHM09230018	MUHAMMAD FARIZ SYAMIR BIN ZURAIMI	DHM	71
18	DHM09230019	FADHLAH HANIM BINTI AZMI	DHM	54
19	DHM09230020	MUFEEDA SHIREEN BINTI SAYID RAMADHAN	DHM	88
20	DHM09230021	NIK MUHAMMAD NAUFAL BIN MOHD A SRI	DHM	88

4.4 Examination Timetable

- Click on the **Lecturer** menu and Lecturer page will be displayed.

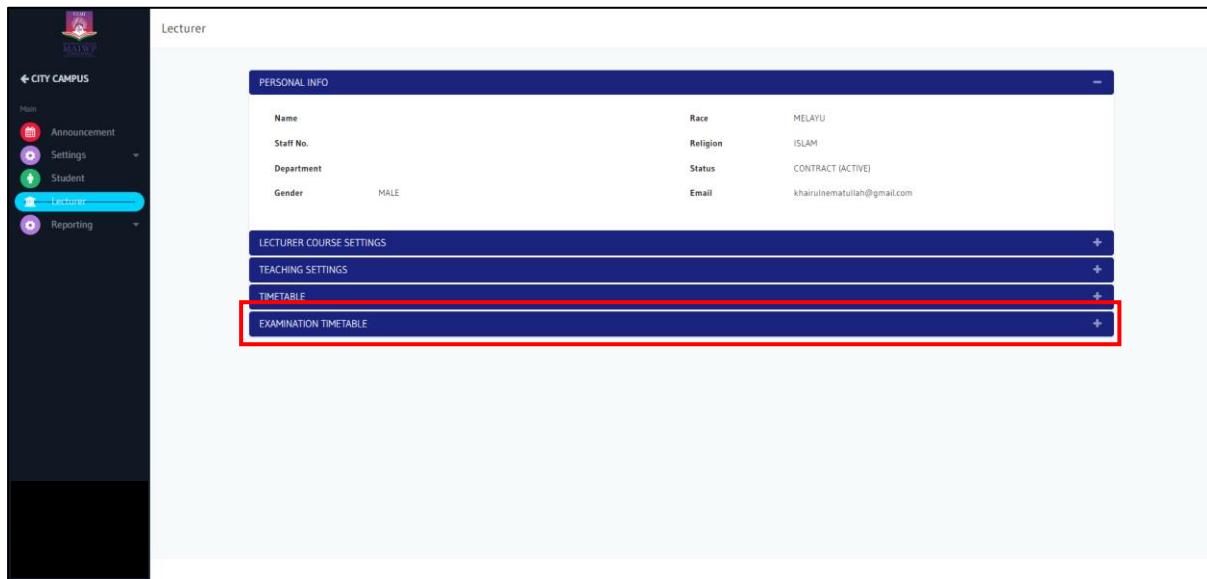
The screenshot shows the eAcademic platform's "Announcement" section. On the left, there is a sidebar with "CITY CAMPUS" and several menu items: Main, Announcement (highlighted with a red box), Settings, Student, Lecturer (highlighted with a red box), and Reporting. The main content area is titled "ANNOUNCEMENT" and displays a table of announcements. The table has columns for No., Title, Start Date, End Date, Status, and Action. There are three rows of data:

No.	Title	Start Date	End Date	Status	Action
1	PEMAKLUMAN PENGGUNAAN SISTEM JADUAL WAKTU KULIAH MELAUI SISTEM EACADEMIC UCOMI	09/12/2023	16/12/2023	ACTIVE	
2	PEMAKLUMAN KEWANGAN - POLISI BAGI PELAJAR UNTUK MENYELESAIKAN TUNGGAKAN YURAN PENGAJIAN	07/02/2024	07/04/2024	ACTIVE	
3	PERINGATAN UNTUK SEMAKAN PENDAFTARAN KURSUS BAGI SESI 20232024/1 DI PORTAL PELAJAR	05/03/2024	13/03/2024	ACTIVE	

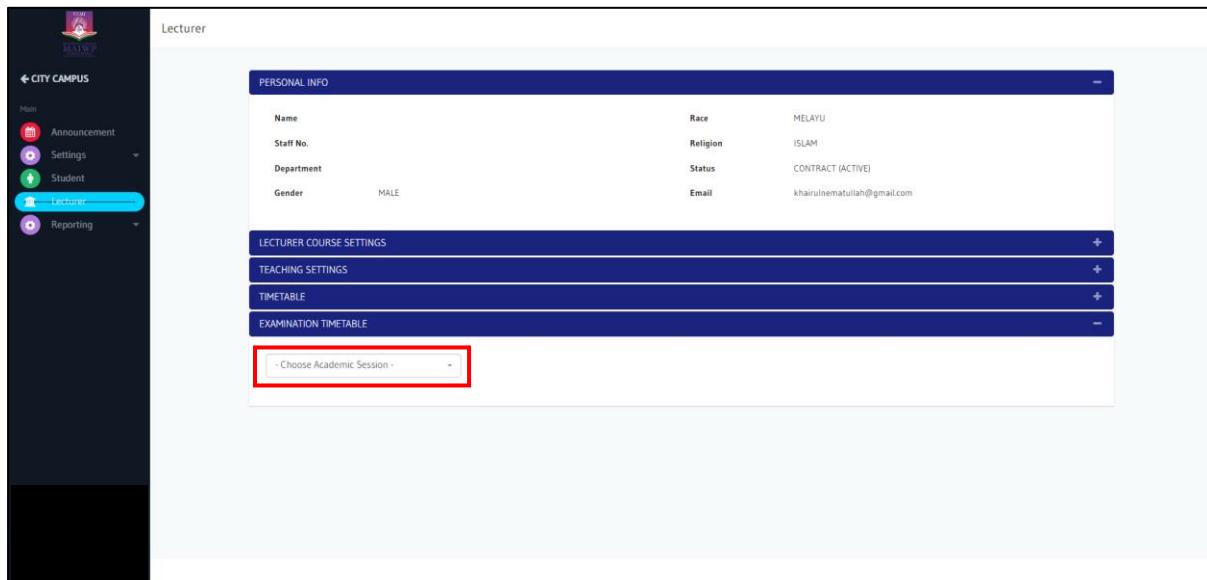
USER MANUAL (SISTEM eCMS)

eAcademic - Lecturer V1.0

- Click on the **Examination Timetable** tab and the tab will be expand.



- Click on the **Choose Academic Session** dropdown and choose academic session. List of final examination courses that has been assigned will be displayed.



USER MANUAL (SISTEM eCMS)

eAcademic - Lecturer V1.0

- Click on the **Student List** icon button and Examination Timetable page will be displayed.

The screenshot shows the eCMS Lecturer dashboard. On the left, there's a sidebar with icons for Announcement, Settings, Student, and Lecturer (which is selected and highlighted in blue). The main area is titled 'Lecturer' and contains sections for 'PERSONAL INFO', 'LECTURER COURSE SETTINGS', 'TEACHING SETTINGS', 'TIMETABLE', and 'EXAMINATION TIMETABLE'. Under 'EXAMINATION TIMETABLE', a dropdown menu shows '20222023/3'. Below it is a search bar with a magnifying glass icon. A table lists examination details:

No.	Academic Session	Type	Course	Exam Type	Position	Date/Time	Venue	No. of Student	Action
1	20222023/3	AC_UG&PG (Coursework)	PBPT6572 QUALIFICATION & VALIDATION	FINAL EXAMINATION	CHIEF INVIGILATOR	20/11/2023 2:00 PM - 4:00 PM	CITY CAMPUS LECTURE ROOM 8.01/8.04, LEVEL B, CITY CAMPUS, JLN TANGSI	19	
2	20222023/3	AC_UG&PG (Coursework)	DBM4233 NEGOTIATION SKILLS	FINAL EXAMINATION	CHIEF INVIGILATOR	20/11/2023 2:00 PM - 4:30	CITY CAMPUS LECTURE ROOM 8.01/8.04,	6	

4.4.1 Update Student's Examination Attendance

- Follow instructions number 1 until 4 on [4.4 Examination Timetable](#) to direct to Examination Timetable page.
- Click on the **All Attend** toggle switch to update all student's examination attendance status to attend.

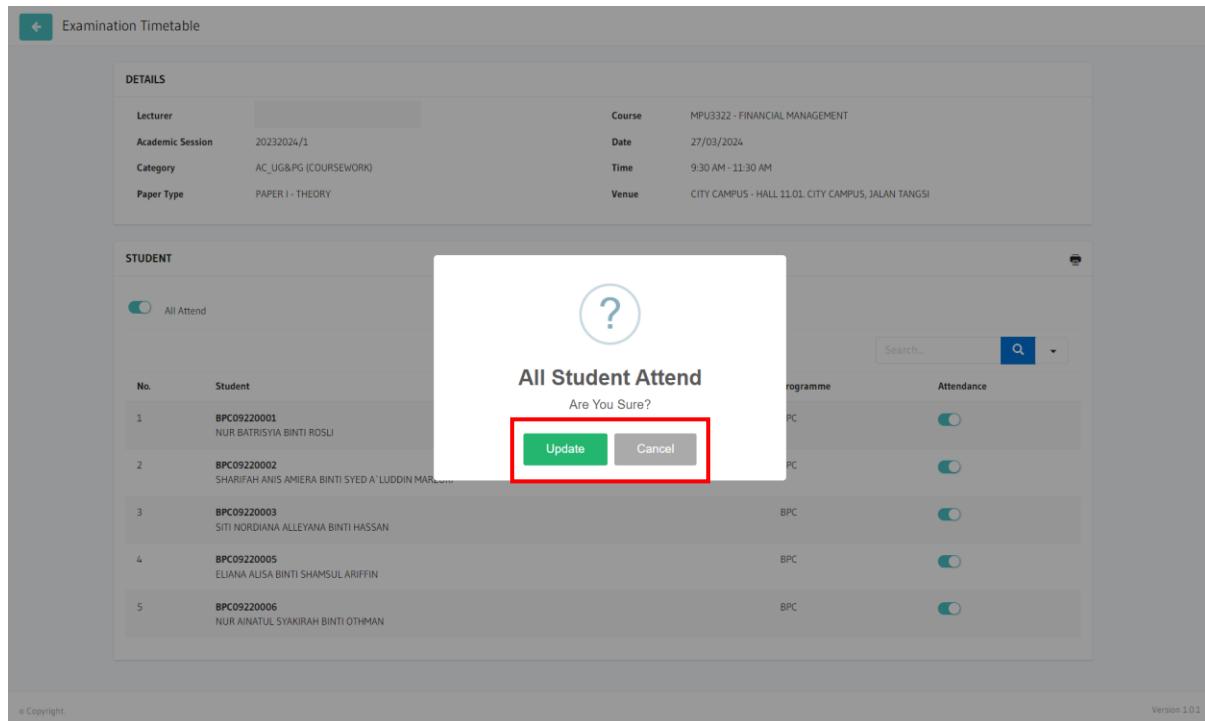
The screenshot shows the 'Examination Timetable' page. At the top, it displays 'DETAILS' information: Lecturer (selected), Academic Session (20232024/1), Category (AC_UG&PG (COURSEWORK)), and Paper Type (PAPER I-THEORY). Below this is a 'STUDENT' section. A red box highlights the 'All Attend' button. To its right is a search bar with a magnifying glass icon. A table lists students with their attendance status (BPC) indicated by a toggle switch:

No.	Student	Programme	Attendance
1	BPC09220001 NUR BATRISYIA BINTI ROSLI	BPC	
2	BPC09220002 SHARIFAH ANIS AMIERA BINTI SYED A' LUDDIN MARZUKI	BPC	
3	BPC09220003 SITI NORDIANA ALLEYANA BINTI HASSAN	BPC	
4	BPC09220005 ELIANA ALISA BINTI SHAMSUL ARIFFIN	BPC	
5	BPC09220006 NURAINATUL SYAKIRAH BINTI OTHMAN	BPC	

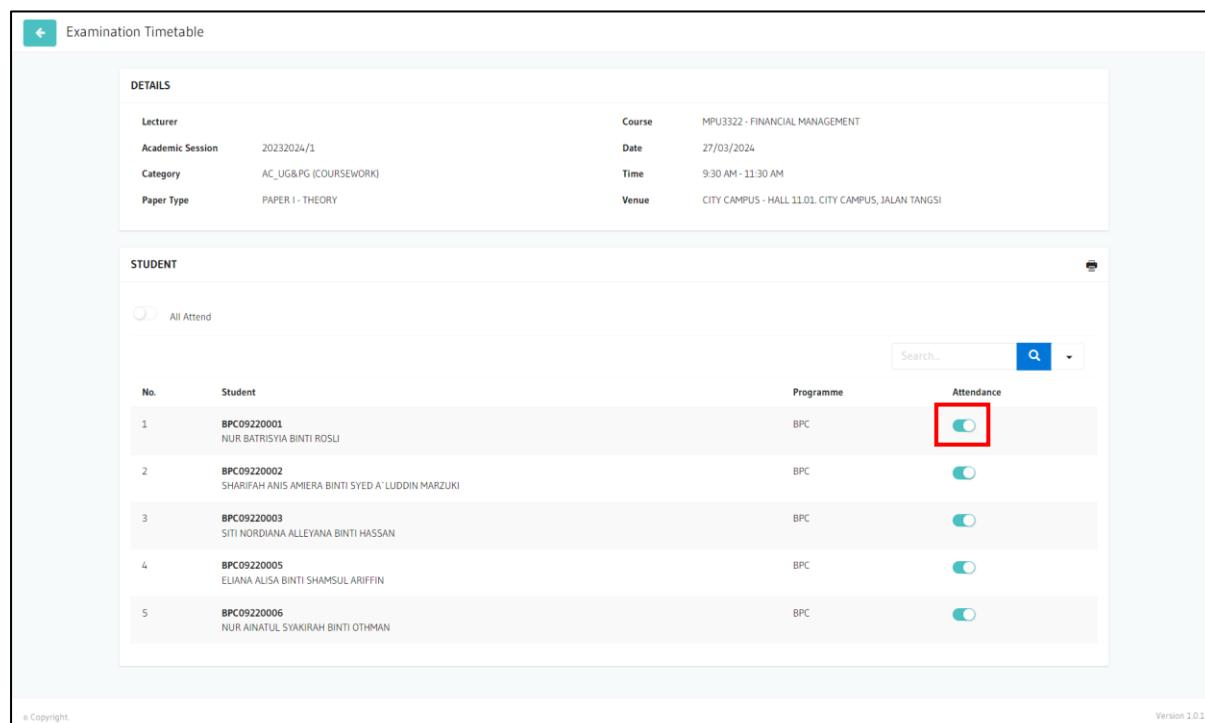
USER MANUAL (SISTEM eCMS)

eAcademic - Lecturer V1.0

3. A pop up message will be displayed and click on the **Update** button to update student's examination attendance.



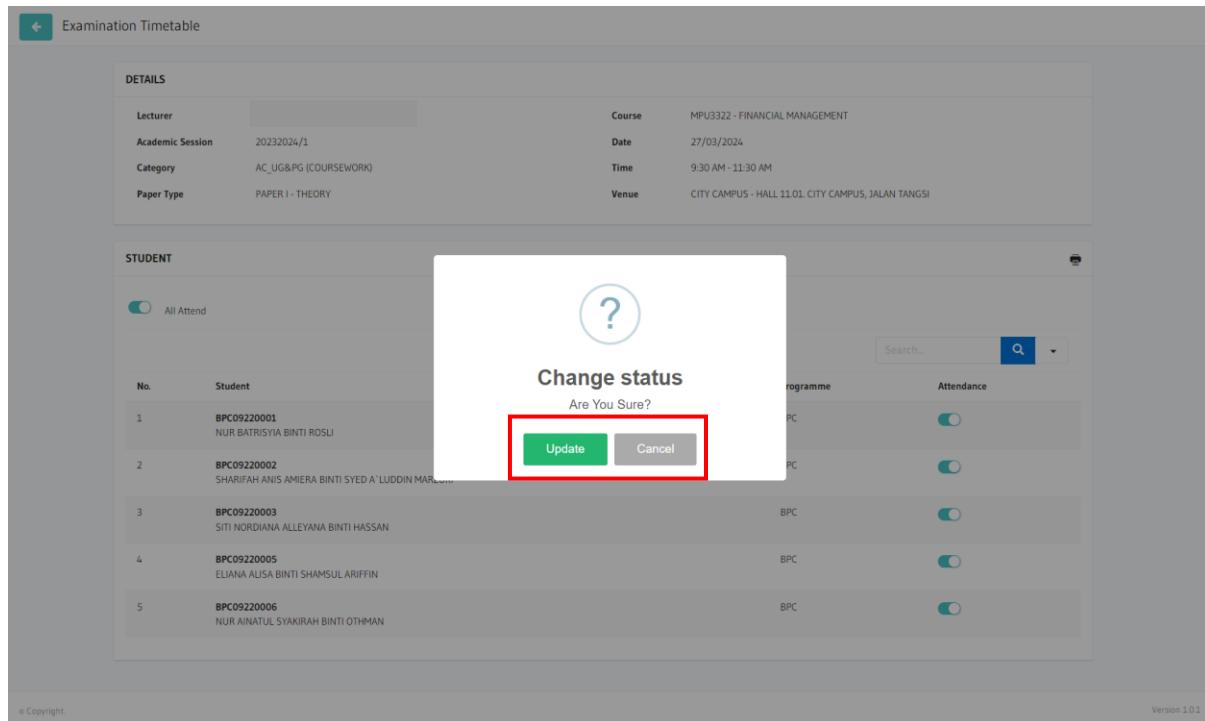
4. Click on the **Attendance** toggle switch to update certain student's examination attendance status to attend.



USER MANUAL (SISTEM eCMS)

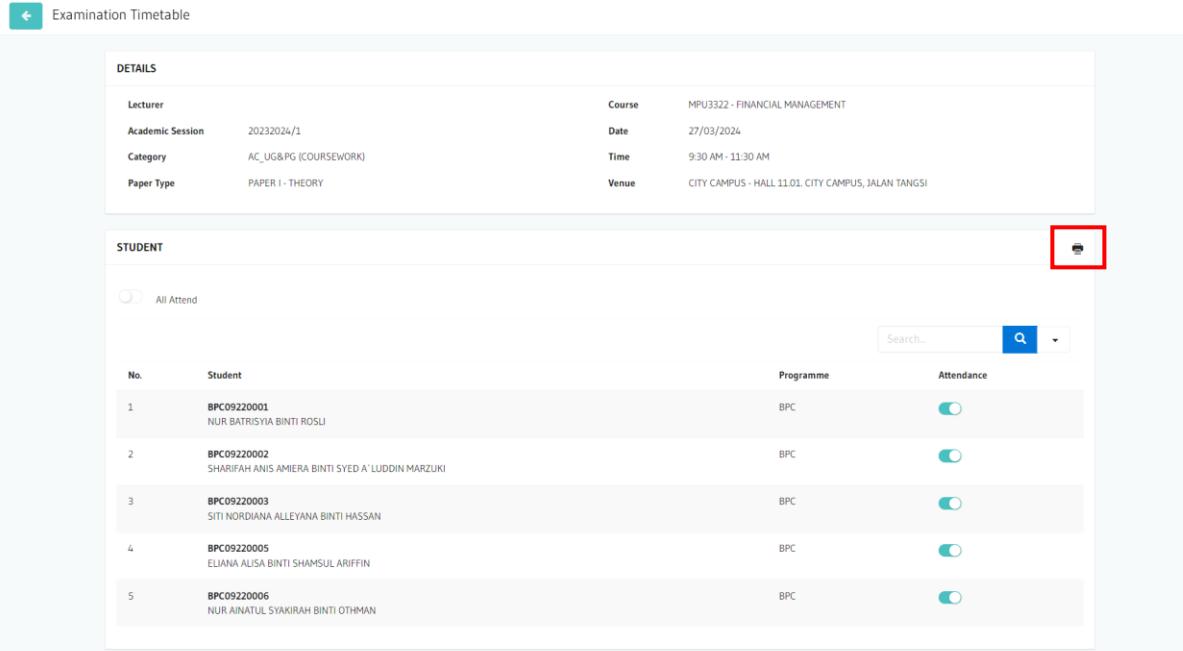
eAcademic - Lecturer V1.0

5. A pop up message will be displayed and click on the **Update** button to update student's examination attendance.



4.4.2 Print Examination Attendance

- Follow instructions number 1 until 4 on [4.4 Examination Timetable](#) to direct to Examination Timetable page.
- Click on the **Print** icon button and preview Student Examination Attendance will be displayed.



EXAMINATION TIMETABLE

DETAILS

Lecturer	20232024/1	Course	MPU3322 - FINANCIAL MANAGEMENT
Academic Session		Date	27/03/2024
Category	AC, UG&PG (COURSEWORK)	Time	9:30 AM - 11:30 AM
Paper Type	PAPER I - THEORY	Venue	CITY CAMPUS - HALL 11.01, CITY CAMPUS, JALAN TANGSI

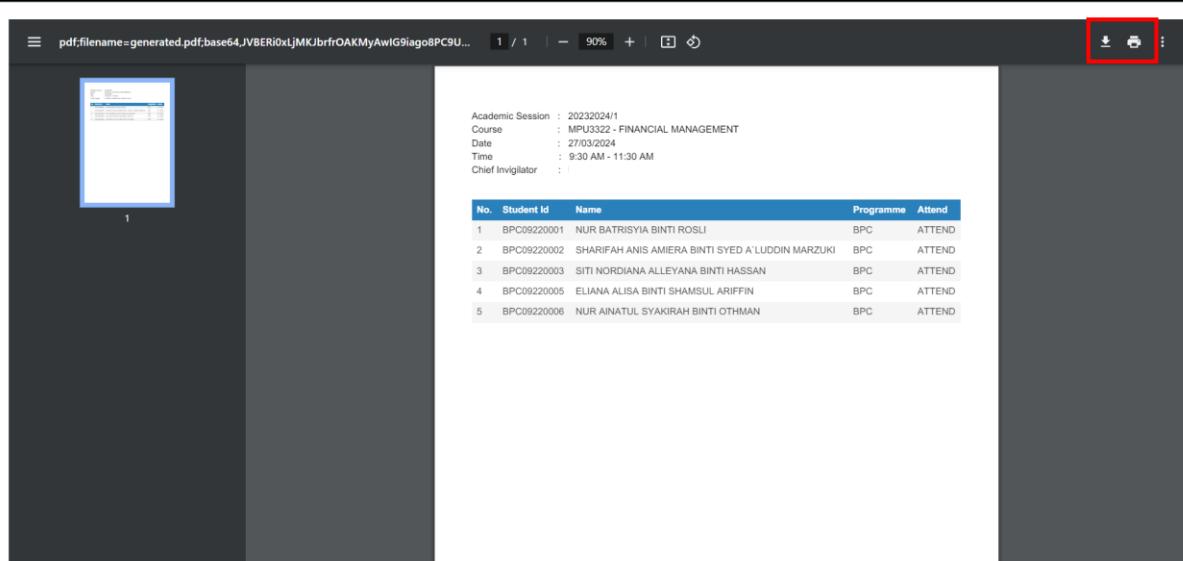
STUDENT

All Attend

No.	Student	Programme	Attendance
1	BPC09220001 NUR BATRISYIA BINTI ROSLI	BPC	ON
2	BPC09220002 SHARIFAH ANIS AMIERA BINTI SYED A'LUDDIN MARZUKI	BPC	ON
3	BPC09220003 SITI NORDIANA ALLEYANA BINTI HASSAN	BPC	ON
4	BPC09220005 ELIANA ALISA BINTI SHAMSUL ARIFFIN	BPC	ON
5	BPC09220006 NURAINATUL SYAKIRAH BINTI OTHMAN	BPC	ON

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- Click on the **Print** icon button to print the pdf or click on the **Download** icon button to download the pdf.



pdf,filename=generated.pdf;base64,JVBERi0xLJMkJbrfrOAKMyAwIG9iago8PC9U...

1 / 1 | - 90% + ⌂ ⌃

Academic Session : 20232024/1
Course : MPU3322 - FINANCIAL MANAGEMENT
Date : 27/03/2024
Time : 9:30 AM - 11:30 AM
Chief Invigilator :

No.	Student Id	Name	Programme	Attend
1	BPC09220001	NUR BATRISYIA BINTI ROSLI	BPC	ATTEND
2	BPC09220002	SHARIFAH ANIS AMIERA BINTI SYED A'LUDDIN MARZUKI	BPC	ATTEND
3	BPC09220003	SITI NORDIANA ALLEYANA BINTI HASSAN	BPC	ATTEND
4	BPC09220005	ELIANA ALISA BINTI SHAMSUL ARIFFIN	BPC	ATTEND
5	BPC09220006	NURAINATUL SYAKIRAH BINTI OTHMAN	BPC	ATTEND

5 Reporting

5.1 Examination

5.1.1 Examination Timetable

- Click on the **Reporting > Examination > Examination Timetable** menu and **Reporting Examination (By Course)** will be displayed.

No.	Title	Start Date	End Date	Status	Action
1	PEMAKLUMAN PENGGUNAAN SISTEM JADUAL WAKTU KULIAH MELAUI SISTEM ACADEMIC UCM	09/12/2023	16/12/2023	ACTIVE	
2	PEMAKLUMAN KEWANGAN - POLISI BAGI PELAJAR UNTUK MENYELESAIKAN TUNGGAKAN YURAN PENGAJIAN	07/02/2024	07/04/2024	ACTIVE	
3	PERINGATAN UNTUK SEMAKAN PENDAFTARAN KURSUS BAGI SESI 2023/2024/1 DI PORTAL PELAJAR	05/03/2024	13/03/2024	ACTIVE	

- Click on the **Choose Academic Session** dropdown to choose academic session. Click on the **Choose Academic Category** dropdown to choose academic category and click on the **Choose Faculty** dropdown to choose faculty.

EXAMINATION TIMETABLE

- Choose Academic Session - | - Choose Academic Category - | - Choose Faculty -

USER MANUAL (SISTEM eCMS)

eAcademic - Lecturer V1.0

- Click on the **PDF** button to download examination timetable report and the report will be downloaded.

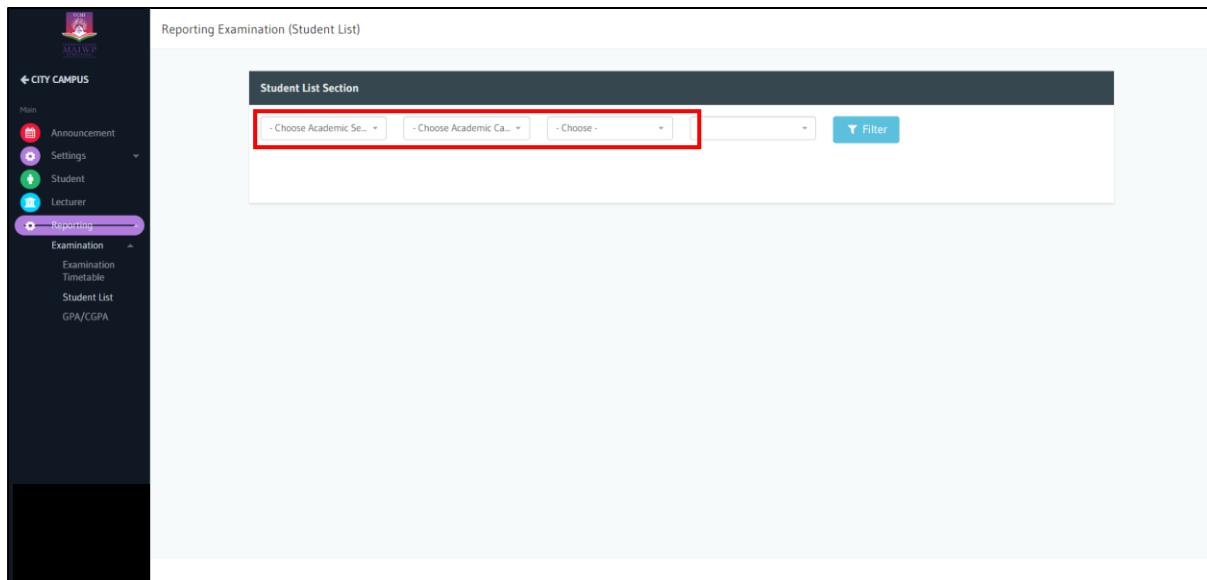
The screenshot shows the 'Reporting Examination (By Course)' page. On the left is a sidebar with 'CITY CAMPUS' and 'Reporting' selected. Under 'Reporting', 'Examination Timetable' is also listed. The main area has dropdown menus for '20232024/1', 'AC_UG&PG (Coursework)', and 'FACULTY OF HEALTH SCIENCES(FHS)'. A red box highlights the 'PDF' button at the bottom right of the search area.

5.1.2 Student List

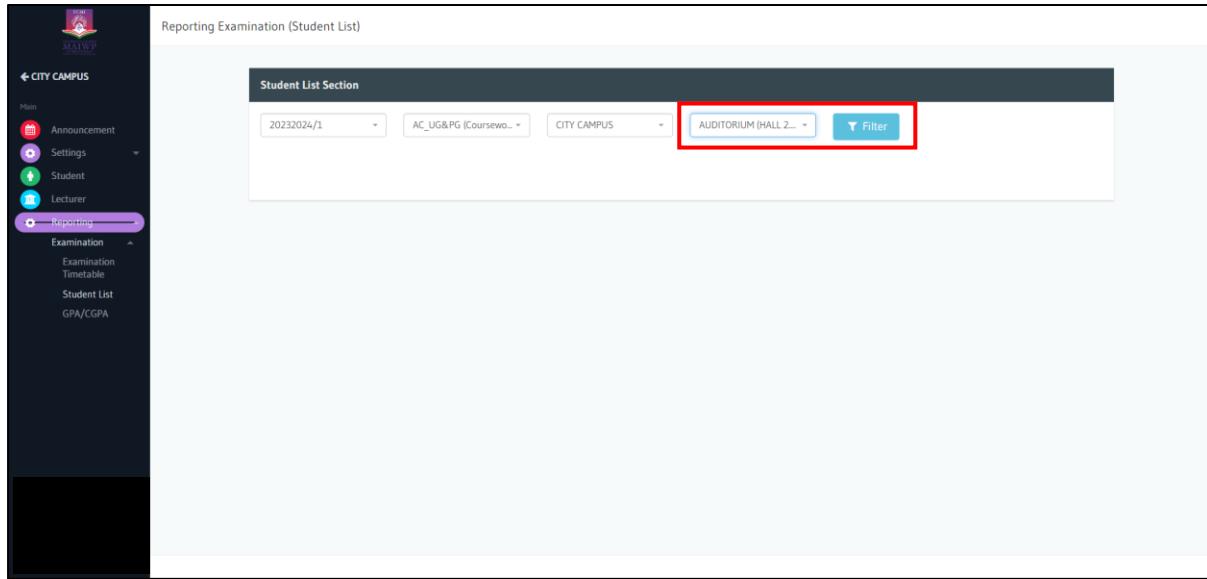
- Click on the **Reporting > Examination > Student List** menu and Reporting Examination (Student List) will be displayed.

The screenshot shows the 'Announcement' page. On the left is a sidebar with 'CITY CAMPUS' and 'Reporting' selected. Under 'Reporting', 'Examination Timetable' and 'Student List' are also listed. The main area shows a table of announcements with columns for No., Title, Start Date, End Date, Status, and Action. Three announcements are listed, each with edit and delete icons. A red box highlights the 'Reporting' menu in the sidebar.

2. Click on the **Choose Academic Session** dropdown to choose academic session. Click on the **Choose Academic Category** dropdown to choose academic category and click on the **-Choose-** dropdown to choose campus.



3. Click on the **-Choose-** dropdown to choose examination venue and click on the **Filter** button. List of student list based on information selected will be displayed.



USER MANUAL (SISTEM eCMS)

eAcademic - Lecturer V1.0

- Click on the **PDF** button to download student list by academic category.

The screenshot shows the 'Reporting Examination (Student List)' section. On the left, there's a sidebar with 'CITY CAMPUS' and 'Reported' selected. Under 'Reported', 'Examination' is expanded, showing 'Examination Timetable', 'Student List', and 'GPA/CGPA'. The main area displays a table titled 'Student List Section' with columns: NO., COURSE, DATE, TIME, TABLE NO., NAME, MATRIC NO., PROGRAMME, and INTAKE. A red box highlights the 'PDF' button at the top right of the table header.

NO.	COURSE	DATE	TIME	TABLE NO.	NAME	MATRIC NO.	PROGRAMME	INTAKE
1	PDP54113 - INTRODUCTION TO PSYCHOLOGY	26/03/2023	9:30 AM	001	MUHAMMAD NOOR NAQIUDIN BIN NOOR HIZAM	DPY09230011	DPY	SEP-2023
2	PDP54113 - INTRODUCTION TO PSYCHOLOGY	26/03/2023	9:30 AM	002	DAMIA IMAN DALILI BINTI MOHD RAIS	DPY12230001	DPY	DEC-2023
3	PDP54113 - INTRODUCTION TO PSYCHOLOGY	26/03/2023	9:30 AM	003	FARHAN ALEEYA AL-FIRDAUS BINTI ABDUL HALIM	DPY12230003	DPY	DEC-2023
4	PDP54113 - INTRODUCTION TO PSYCHOLOGY	26/03/2023	9:30 AM	004	QAMARUL MUSTAQIM BIN AFFAN	DPY12230004	DPY	DEC-2023
5	PDP54113 - INTRODUCTION TO PSYCHOLOGY	26/03/2023	9:30 AM	005	ABDUL RAHMAN BIN ZAINUDIN	DPY12230005	DPY	DEC-2023
6	PDP54113 - INTRODUCTION TO PSYCHOLOGY	26/03/2023	9:30 AM	006	NURLAYLY BINTI AB LAMALAT	DPY12230006	DPY	DEC-2023
7	HTL1143 - BASIC FOOD PREPARATION	25/03/2024	12:00 AM	001	EISWANA DALIA BINTI KAMARUL ARIFFIN	DHM04230001	DHM	APR-2023

5.1.3 GPA/CGPA

- Click on the **Reporting > Examination > GPA/CGPA** menu and Reporting Examination (GPA/CGPA) will be displayed.

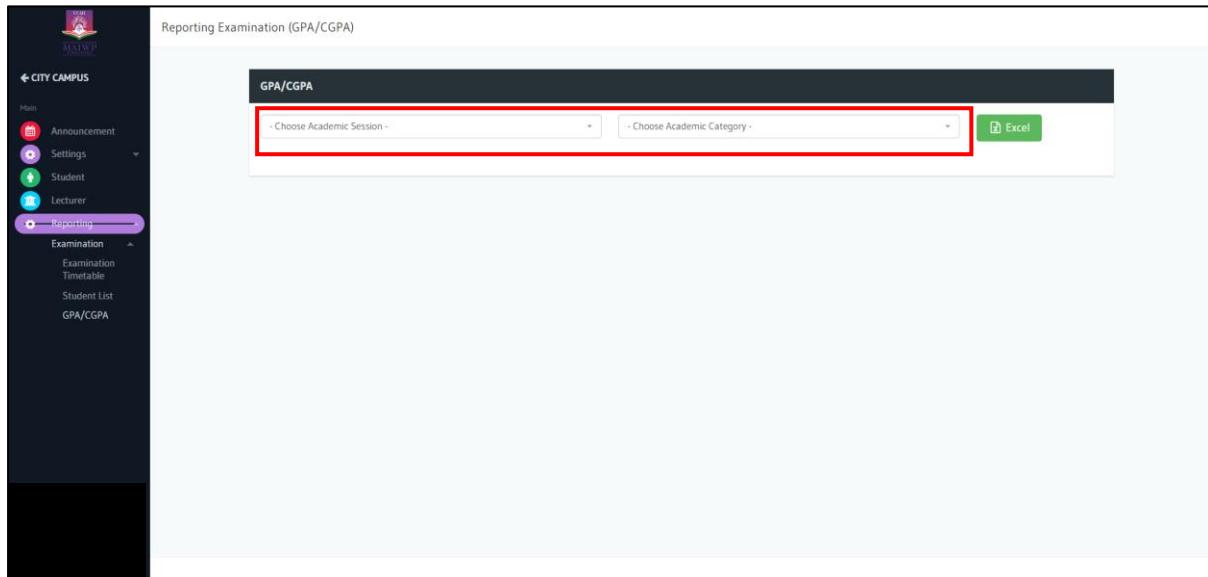
The screenshot shows the 'Announcement' section. The sidebar has 'Reported' selected under 'Examination'. The main area displays a table titled 'ANNOUNCEMENT' with columns: No., Title, Start Date, End Date, Status, and Action. Three announcements are listed, each with edit and delete icons in the 'Action' column. A red box highlights the 'Examination' menu item in the sidebar.

No.	Title	Start Date	End Date	Status	Action
1	PEMAKLUMAN PENGGUNAAN SISTEM JADUAL WAKTU KULIAH MELAUI SISTEM EACADEMIC UCM	09/12/2023	16/12/2023	ACTIVE	
2	PEMAKLUMAN KEWANGAN - POLISI BAGI PELAJAR UNTUK MENYELESAIKAN TUNGGAKAN YURAN PENGAJIAN	07/02/2024	07/04/2024	ACTIVE	
3	PERINGATAN UNTUK SEMAKAN PENDAFTARAN KURSUS BAGI SESI 20232024/1 DI PORTAL PELAJAR	05/03/2024	13/03/2024	ACTIVE	

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2. Click on the **-Choose Academic Session-** dropdown to choose academic session and click on the **-Choose Academic Category-** dropdown to choose academic category.



3. Click on the **Excel** button to download reporting student's GPA/CGPA in excel.

