



UCMI

CAMPUS MANAGEMENT SYSTEM (eCMS)

USER MANUAL

eAcademic - HOD/HOP

V1.0 | April 2024

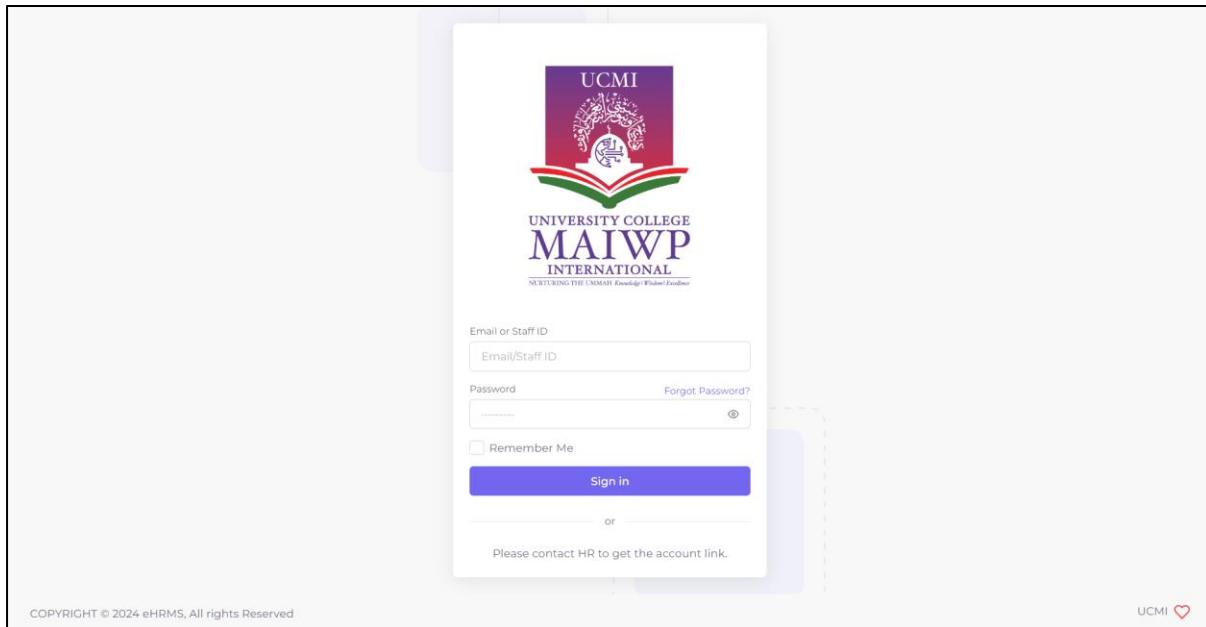
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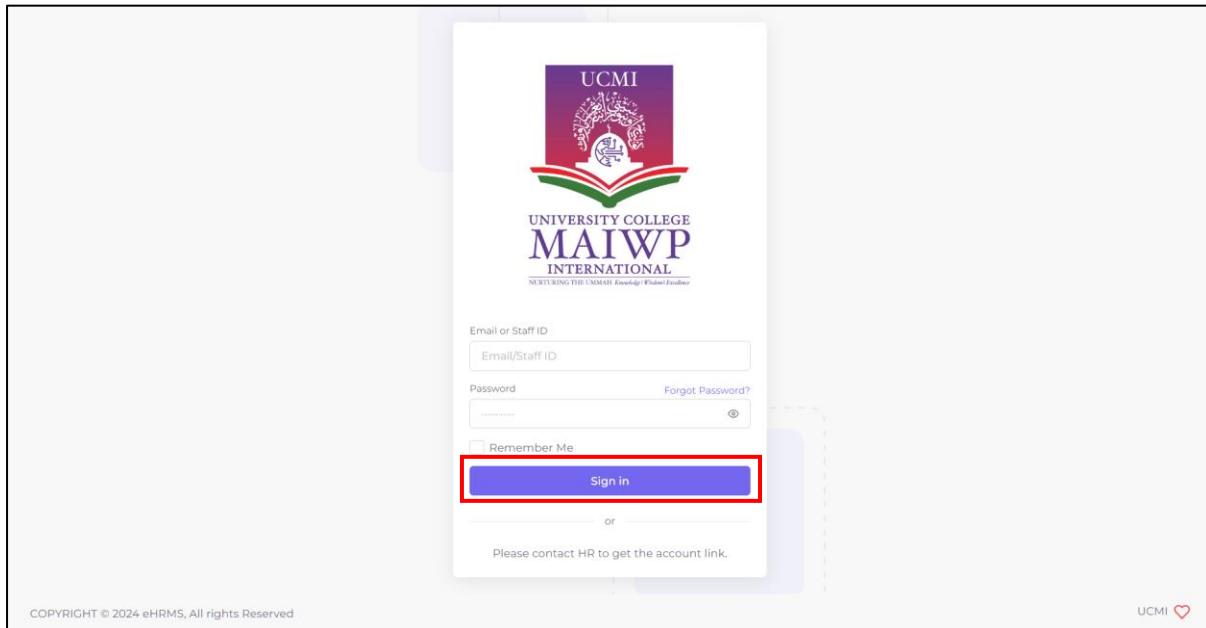
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1 Login

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



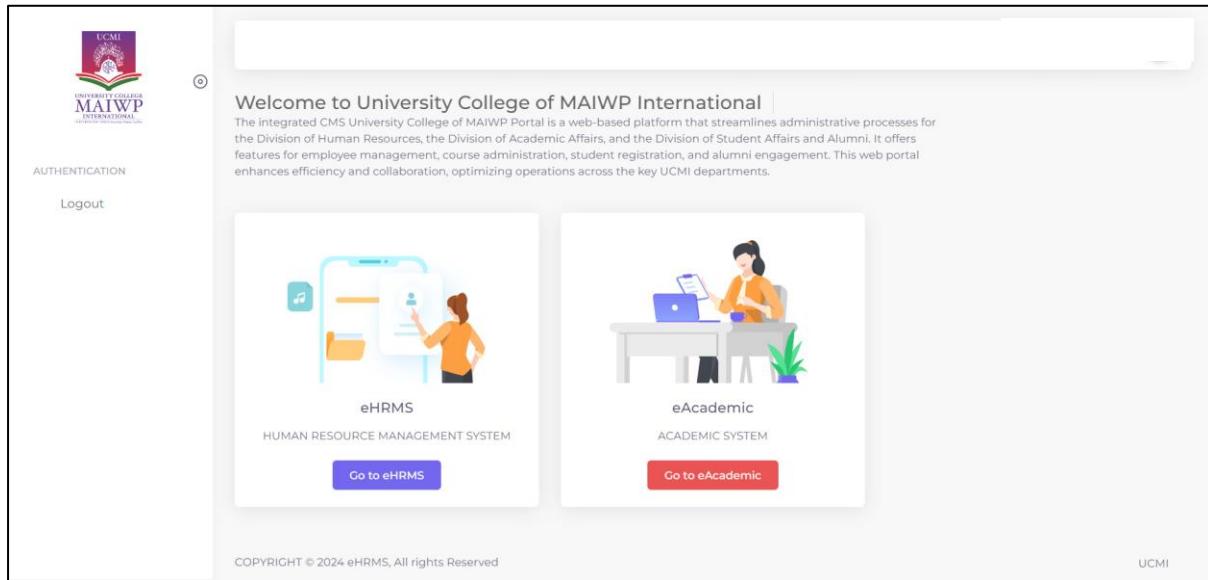
2. Enter your email/ staff ID and password then click on the “Sign in” button.



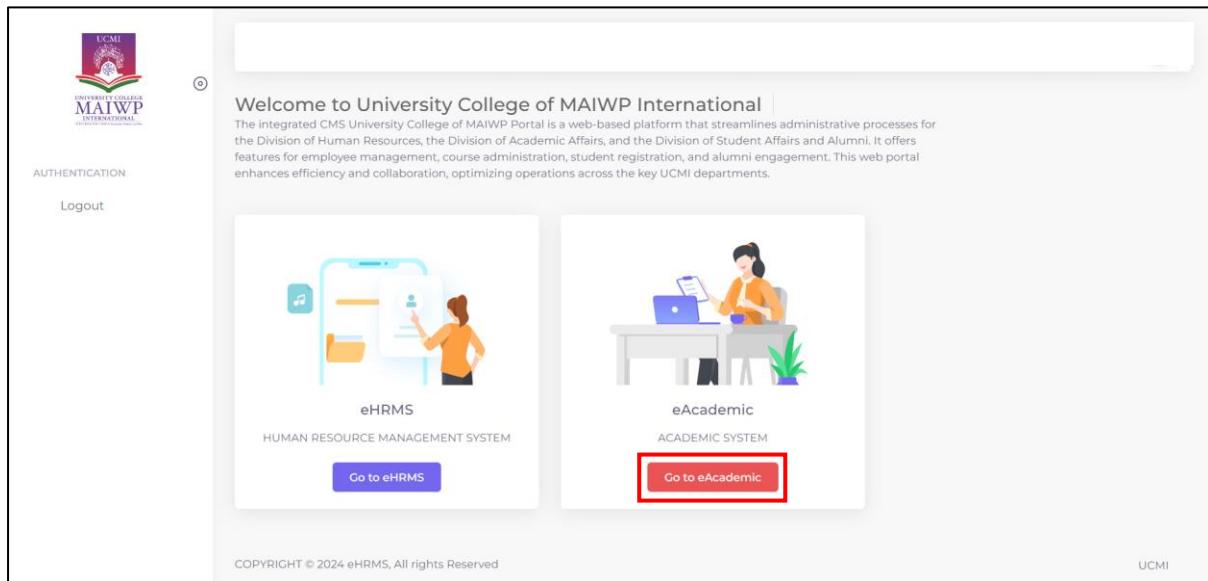
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3. After signing in, users will be direct to the SSO Dashboard.



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

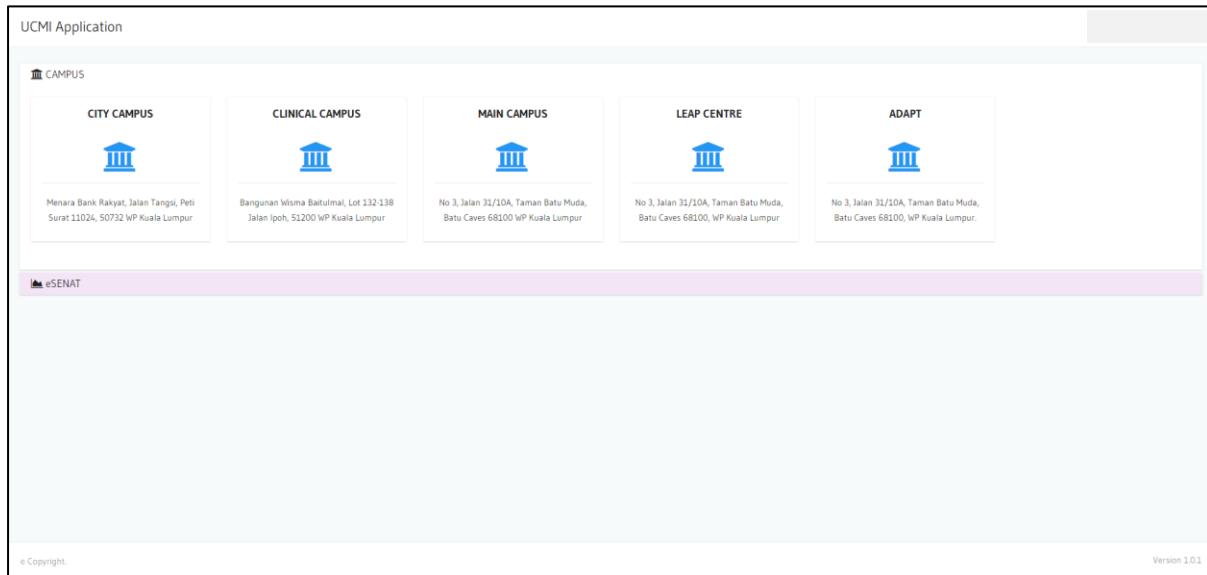


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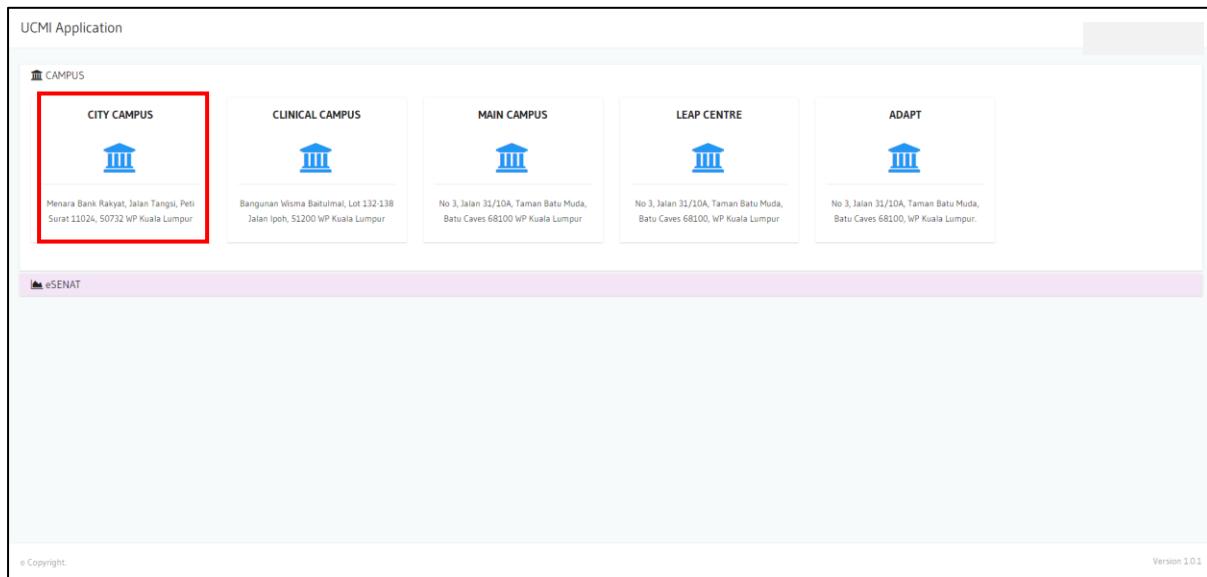
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2 Settings Campus

- 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

- Follow instructions on [**2 Settings Campus.**](#)

The screenshot shows the 'Announcement' section of the eCMS system. On the left, there is a sidebar with a logo and navigation links: 'CITY CAMPUS' (Main, Announcement, Settings, Student, Lecturer, Examination, Reporting), 'Announcement' (selected), and 'Course Offer'. The main content area has a header 'ANNOUNCEMENT' with a search bar and a table. The table columns are '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 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	PER: PERINGATAN UNTUK SEMAKAN PENDAFTARAN KURSUS BAGI SESI 20232024/1 DI PORTAL PELAJAR	05/03/2024	13/03/2024	ACTIVE	

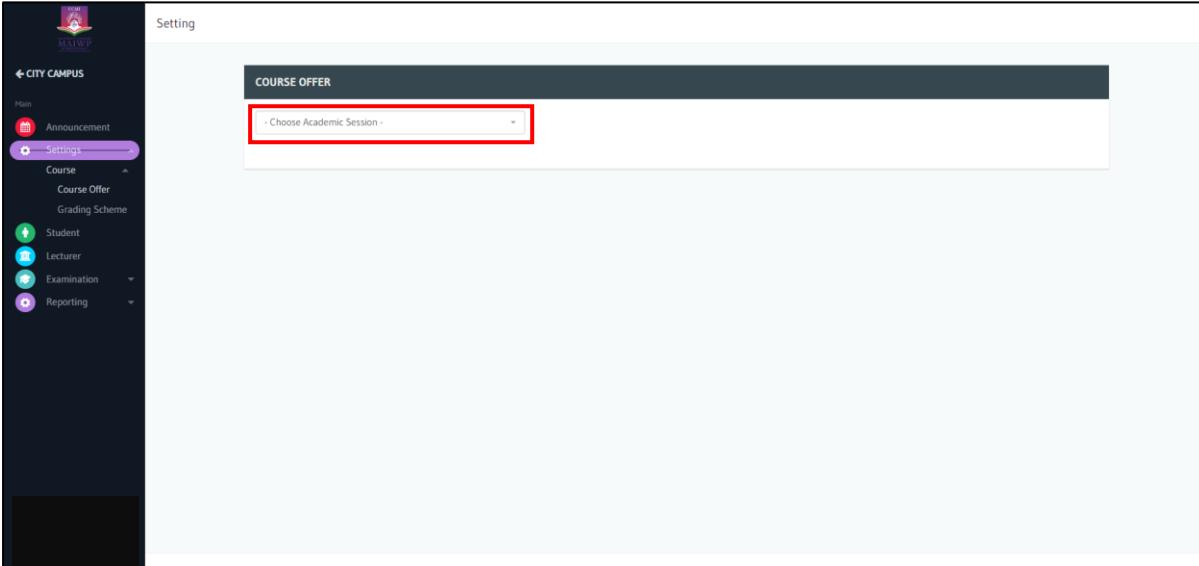
- Click on **Course Offer** sub menu and Course Offer page will be displayed.

The screenshot shows the 'Course Offer' page of the eCMS system. The left sidebar is identical to the previous screenshot, with the 'Course Offer' link highlighted by a red box. The main content area shows the same 'ANNOUNCEMENT' table as the previous screenshot, displaying the same three rows of data. The 'Course Offer' link in the sidebar is highlighted with a red box.

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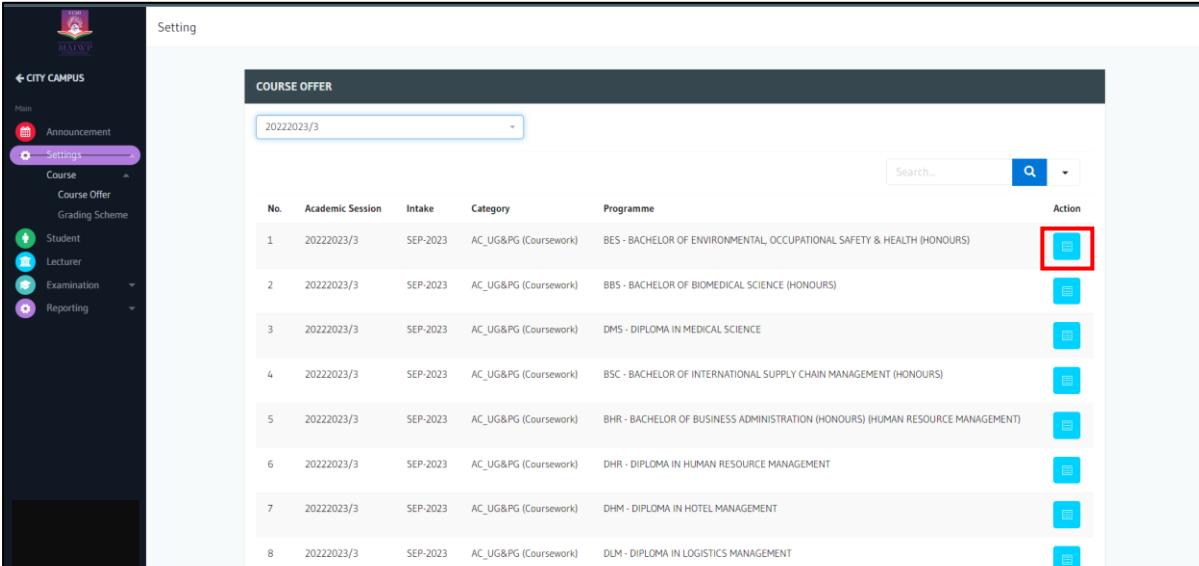
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3. Click on **Choose Academic Session** dropdown button to choose academic session and list of course offer will be displayed.



The screenshot shows the 'COURSE OFFER' page. On the left, there is a sidebar with various icons and links. The main area has a header 'COURSE OFFER' and a dropdown menu labeled '- Choose Academic Session -' which is highlighted with a red box. Below the dropdown, there is some placeholder text: 'No. Academic Session Intake Category Programme Action'.

4. Click on the **Details** icon button and Course Offer Details page will be displayed.



The screenshot shows the 'COURSE OFFER' page with a list of course offerings. The 'Action' column contains icons for each row, with the first icon highlighted with a red box. The table columns are: No., Academic Session, Intake, Category, Programme, and Action. The data rows are:

No.	Academic Session	Intake	Category	Programme	Action
1	20222023/3	SEP-2023	AC_UG&PG (Coursework)	BES - BACHELOR OF ENVIRONMENTAL, OCCUPATIONAL SAFETY & HEALTH (HONOURS)	
2	20222023/3	SEP-2023	AC_UG&PG (Coursework)	BBS - BACHELOR OF BIOMEDICAL SCIENCE (HONOURS)	
3	20222023/3	SEP-2023	AC_UG&PG (Coursework)	DMS - DIPLOMA IN MEDICAL SCIENCE	
4	20222023/3	SEP-2023	AC_UG&PG (Coursework)	BSC - BACHELOR OF INTERNATIONAL SUPPLY CHAIN MANAGEMENT (HONOURS)	
5	20222023/3	SEP-2023	AC_UG&PG (Coursework)	BHR - BACHELOR OF BUSINESS ADMINISTRATION (HONOURS) (HUMAN RESOURCE MANAGEMENT)	
6	20222023/3	SEP-2023	AC_UG&PG (Coursework)	DHR - DIPLOMA IN HUMAN RESOURCE MANAGEMENT	
7	20222023/3	SEP-2023	AC_UG&PG (Coursework)	DHM - DIPLOMA IN HOTEL MANAGEMENT	
8	20222023/3	SEP-2023	AC_UG&PG (Coursework)	DLM - DIPLOMA IN LOGISTICS MANAGEMENT	

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2.1.1.1 Add Semester

- Follow instructions on [2.1.1 Course Offer](#) to direct to Course Offer Details page.

The screenshot shows the 'Course Offer Details' page. In the 'DETAILS' section, the session intake is 20222023/3, intake is SEP-2023, programme is BES - BACHELOR OF ENVIRONMENTAL, OCCUPATIONAL SAFETY & HEALTH (HONOURS), and category is AC_UG&PG (COURSEWORK). In the 'SEMESTER' section, dropdown menus are provided for Academic Session, Semester, and Type, all currently set to '- Choose -'. Below these are 'Reset' and 'Save' buttons. The 'COURSE LIST' section contains a table with two rows of course information. The first row is MPU3332 - SOCIOLOGY, credit 2, semester 1, classification COMPULSORY, status New, and actions (edit, view, delete). The second row is BESH6222 - PRINCIPLE OF OCCUPATIONAL SAFETY AND HEALTH, credit 2, semester 1, classification CORE, status New, and actions (edit, view, delete). A search bar and a 'New Record' button are also present. At the bottom left is a copyright notice and at the bottom right is Version 1.01.

- Click on **Academic Session** dropdown button to choose academic session and fill in the semester. Click on **Type** dropdown button to choose semester type.

This screenshot is identical to the one above, but the 'SEMESTER' section is highlighted with a red box. The rest of the interface, including the 'DETAILS' section, 'COURSE LIST' table, and footer elements, remains the same.

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3. Click on the **Save** button and a pop up alert message will be displayed.

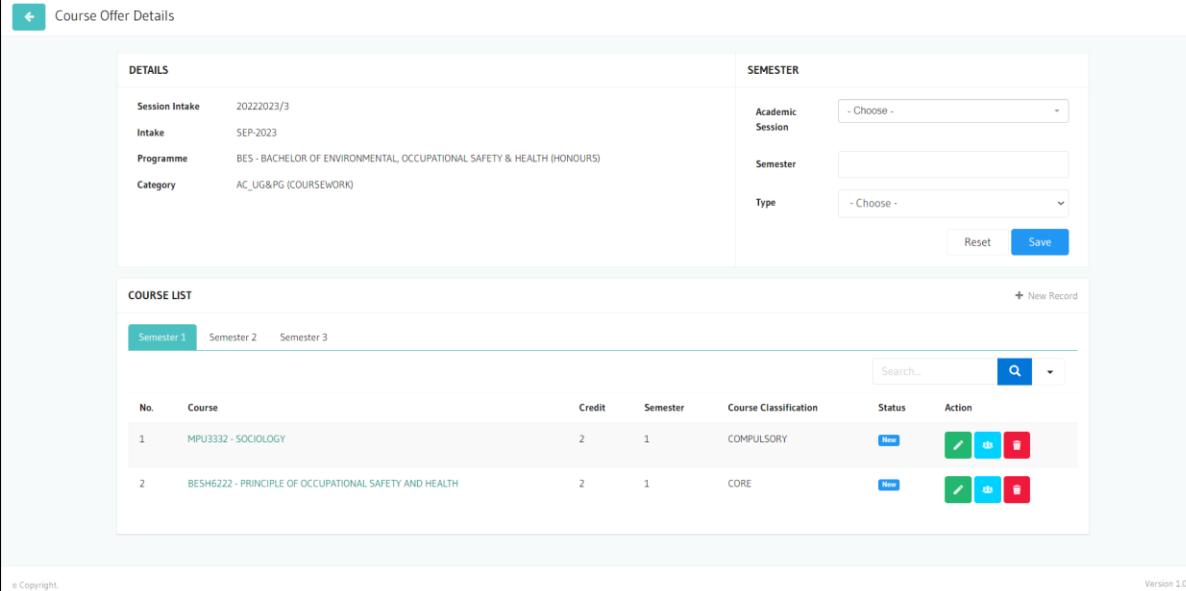
The screenshot shows the 'Course Offer Details' page. In the 'SEMESTER' section, the 'Save' button is highlighted with a red box. Below it, the 'COURSE LIST' table displays two courses: 'MPU3332 - SOCIOLOGY' and 'BESH6222 - PRINCIPLE OF OCCUPATIONAL SAFETY AND HEALTH'. The 'Action' column for each course contains three icons: a green pencil, a blue square, and a red square.

4. Click on the **Save** button to save semester and click on the **Cancel** button to cancel.

The screenshot shows the 'Course Offer Details' page. A modal dialog box titled 'Add Semester' with a question mark icon is centered over the 'COURSE LIST' table. The dialog asks 'Are You Sure?' and has two buttons: 'Save' (highlighted with a red box) and 'Cancel'. The background table lists seven courses across three semesters (Semester 1, Semester 2, Semester 3). The 'Action' column for each course contains three icons: a green pencil, a blue square, and a red square.

2.1.1.2 Update Semester

- Follow instructions on [2.1.1 Course Offer](#) to direct to Course Offer Details page.



The screenshot shows the 'Course Offer Details' page. At the top left is a blue '+' button. Below it, the title 'Course Offer Details' is displayed. The page is divided into two main sections: 'DETAILS' and 'SEMESTER' on the right, and 'COURSE LIST' below.

DETAILS:

- Session Intake: 20222023/3
- Intake: SEP-2023
- Programme: BES - BACHELOR OF ENVIRONMENTAL, OCCUPATIONAL SAFETY & HEALTH (HONOURS)
- Category: AC_UG&PG (COURSEWORK)

SEMESTER:

- Academic Session: A dropdown menu with the placeholder '- Choose -'.
- Semester: An empty input field.
- Type: A dropdown menu with the placeholder '- Choose -'.

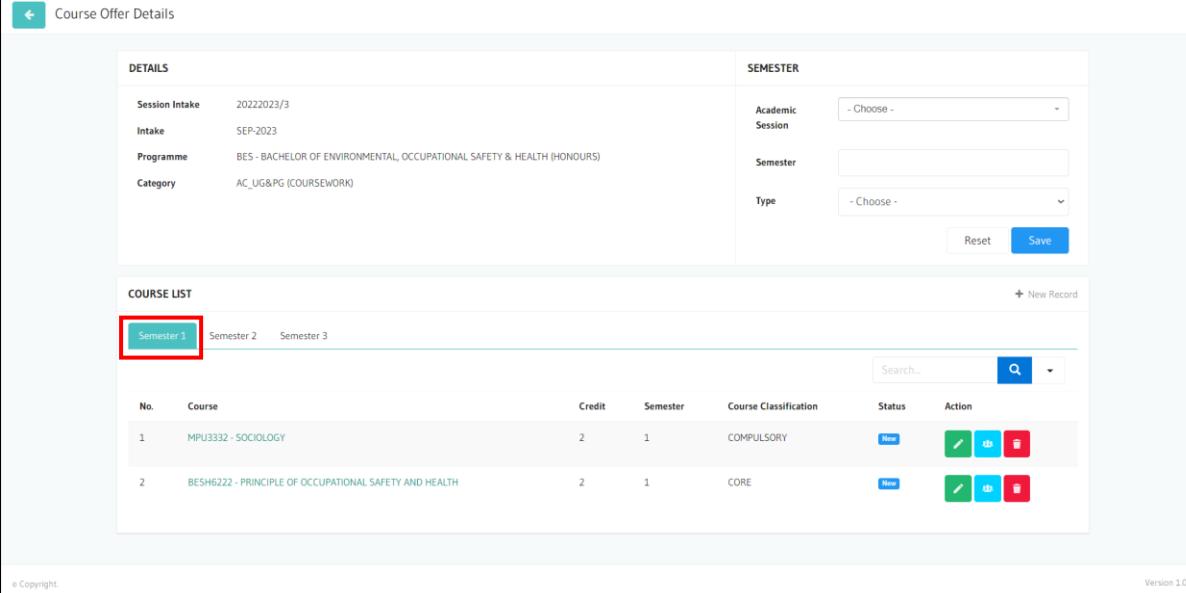
COURSE LIST:

Below the tabs 'Semester 1' (selected), 'Semester 2', and 'Semester 3', there is a search bar and a 'New Record' button. The table lists courses with columns: No., Course, Credit, Semester, Course Classification, Status, and Action.

No.	Course	Credit	Semester	Course Classification	Status	Action
1	MPU3332 - SOCIOLOGY	2	1	COMPULSORY	New	
2	BESH6222 - PRINCIPLE OF OCCUPATIONAL SAFETY AND HEALTH	2	1	CORE	New	

At the bottom left is a copyright notice: © Copyright. At the bottom right is the version information: Version 1.01.

- Click on semester tab and semester details will be displayed on Semester column.



The screenshot shows the 'Course Offer Details' page with the 'Semester 1' tab highlighted by a red box. The rest of the interface is identical to the previous screenshot, showing the 'DETAILS' section, 'SEMESTER' section, and 'COURSE LIST' table.

DETAILS:

- Session Intake: 20222023/3
- Intake: SEP-2023
- Programme: BES - BACHELOR OF ENVIRONMENTAL, OCCUPATIONAL SAFETY & HEALTH (HONOURS)
- Category: AC_UG&PG (COURSEWORK)

SEMESTER:

- Academic Session: A dropdown menu with the placeholder '- Choose -'.
- Semester: An empty input field.
- Type: A dropdown menu with the placeholder '- Choose -'.

COURSE LIST:

Below the tabs 'Semester 1' (highlighted), 'Semester 2', and 'Semester 3', there is a search bar and a 'New Record' button. The table lists courses with columns: No., Course, Credit, Semester, Course Classification, Status, and Action.

No.	Course	Credit	Semester	Course Classification	Status	Action
1	MPU3332 - SOCIOLOGY	2	1	COMPULSORY	New	
2	BESH6222 - PRINCIPLE OF OCCUPATIONAL SAFETY AND HEALTH	2	1	CORE	New	

At the bottom left is a copyright notice: © Copyright. At the bottom right is the version information: Version 1.01.

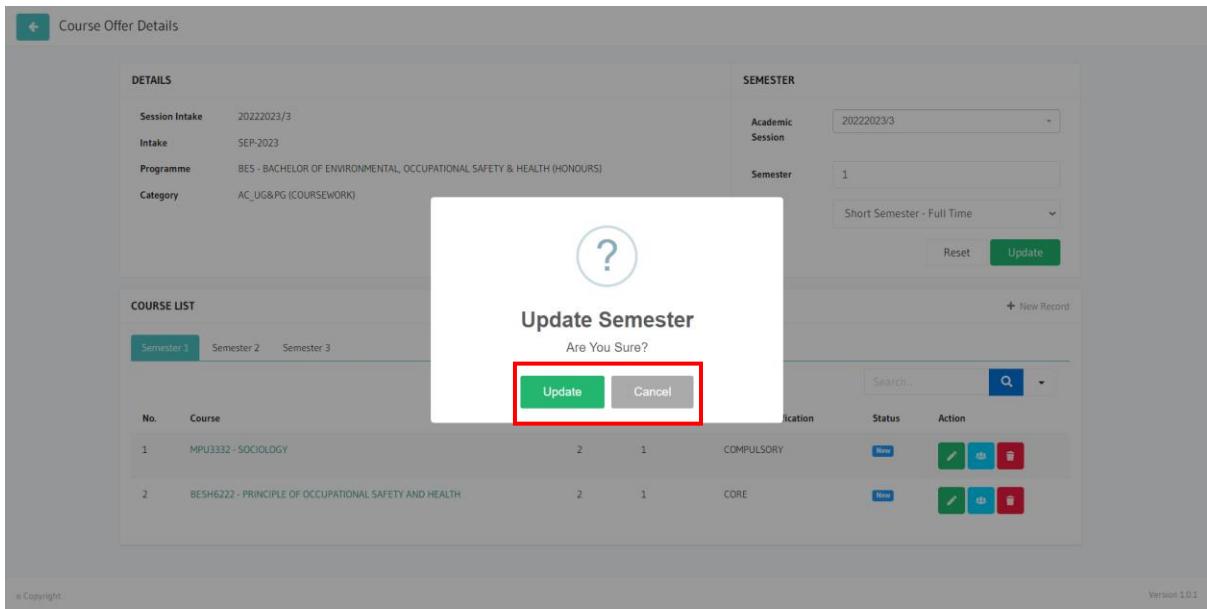
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3. Update any information that needs to be update and click on the **Update** button.

The screenshot shows the 'Course Offer Details' page. In the 'SEMESTER' section, fields for 'Academic Session' (20222023/3), 'Semester' (1), and 'Type' (Short Semester - Full Time) are displayed. A red box highlights this section. Below it is a green 'Update' button. The 'COURSE LIST' section shows two courses: MPU3332 - SOCIOLOGY and BESH6222 - PRINCIPLE OF OCCUPATIONAL SAFETY AND HEALTH. Each course has columns for No., Course, Credit, Semester, Course Classification, Status, and Action. The 'Action' column contains icons for edit, delete, and other operations. At the bottom left is a copyright notice and at the bottom right is a version number (Version 1.01).

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



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2.1.1.3 Add Course List

- Follow instructions on [2.1.1 Course Offer](#) to direct to Course Offer Details page.

The screenshot shows the 'Course Offer Details' page. At the top, there's a 'DETAILS' section with fields for Session Intake (20222023/3), Intake (SEP-2023), Programme (BES - BACHELOR OF ENVIRONMENTAL, OCCUPATIONAL SAFETY & HEALTH (HONOURS)), and Category (AC_UG&PG (COURSEWORK)). To the right is a 'SEMESTER' section with dropdowns for Academic Session, Semester, and Type, and buttons for Reset and Save. Below this is a 'COURSE LIST' section with tabs for Semester 1, Semester 2, and Semester 3. It contains a table with columns: No., Course, Credit, Semester, Course Classification, Status, and Action. Two courses are listed: MPU3332 - SOCIOLOGY (Compulsory, Credit 2, Semester 1) and BESH6222 - PRINCIPLE OF OCCUPATIONAL SAFETY AND HEALTH (Core, Credit 2, Semester 1). Action buttons for each row include edit, update, and delete. At the bottom left is a copyright notice and at the bottom right is a version number (Version 1.01).

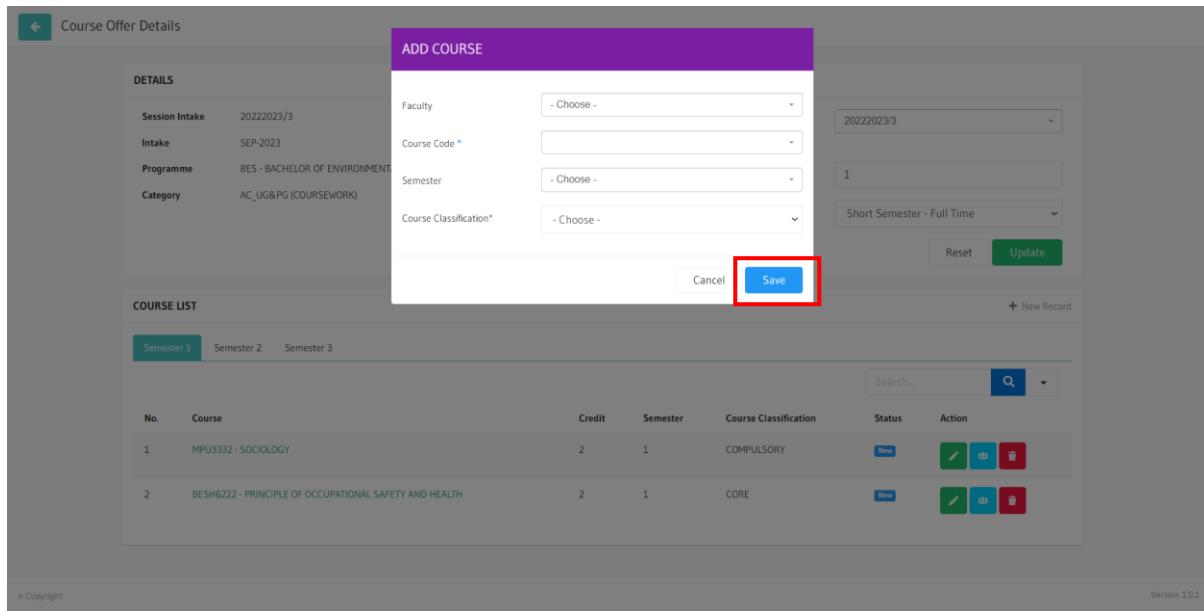
- Click on **+ New Record** button and Add Course modal will be displayed.

This screenshot is identical to the one above, showing the 'Course Offer Details' page. However, the '+ New Record' button in the 'COURSE LIST' section is highlighted with a red box. The rest of the interface, including the details section and the course list table, remains the same.

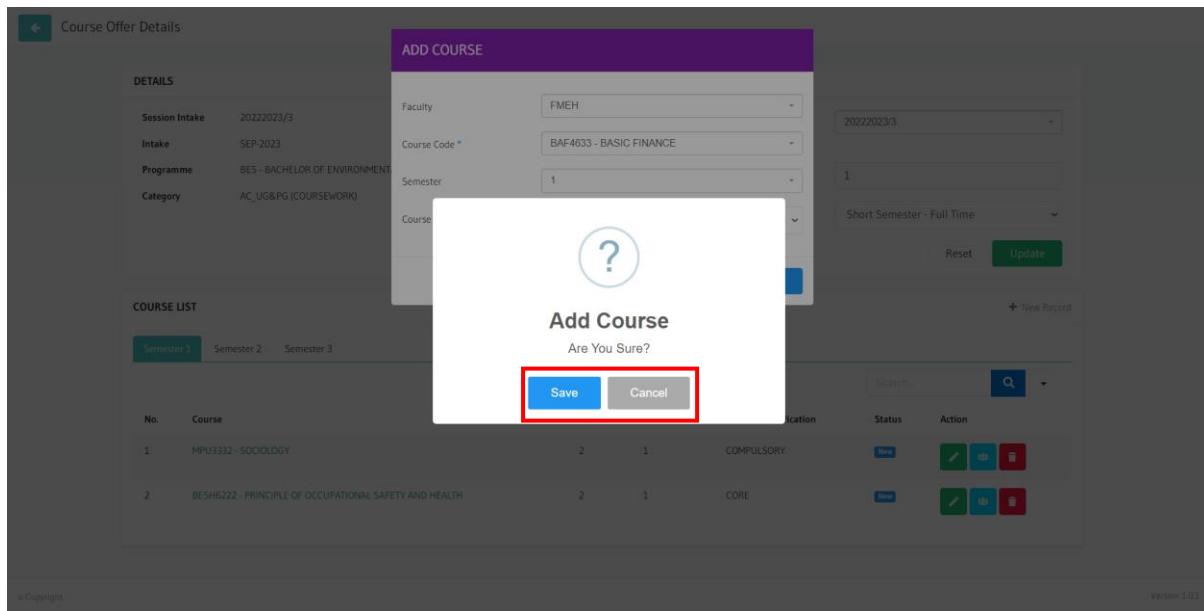
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- Fill in the information needed and click on the **Save** button.



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



2.1.1.4 Update Course List

- Follow instructions on [2.1.1 Course Offer](#) to direct to Course Offer Details page.

The screenshot shows the 'Course Offer Details' page. At the top, there's a 'DETAILS' section with fields for Session Intake (20222023/3), Intake (SEP-2023), Programme (BES - BACHELOR OF ENVIRONMENTAL, OCCUPATIONAL SAFETY & HEALTH (HONOURS)), and Category (AC_UG&PG (COURSEWORK)). To the right is a 'SEMESTER' section with dropdowns for Academic Session, Semester, and Type, and buttons for Reset and Save. Below this is a 'COURSE LIST' section. The 'Semester 1' tab is selected, showing two courses: 'MPU3332 - SOCIOLOGY' (Credit 2, Semester 1, COMPULSORY) and 'BESH6222 - PRINCIPLE OF OCCUPATIONAL SAFETY AND HEALTH' (Credit 2, Semester 1, CORE). Each course has a row of action icons: a green pencil (Edit), a blue square (View), and a red square (Delete). A search bar and a 'New Record' button are also present in the course list area. At the bottom left is a copyright notice and at the bottom right is a version number (Version 1.01).

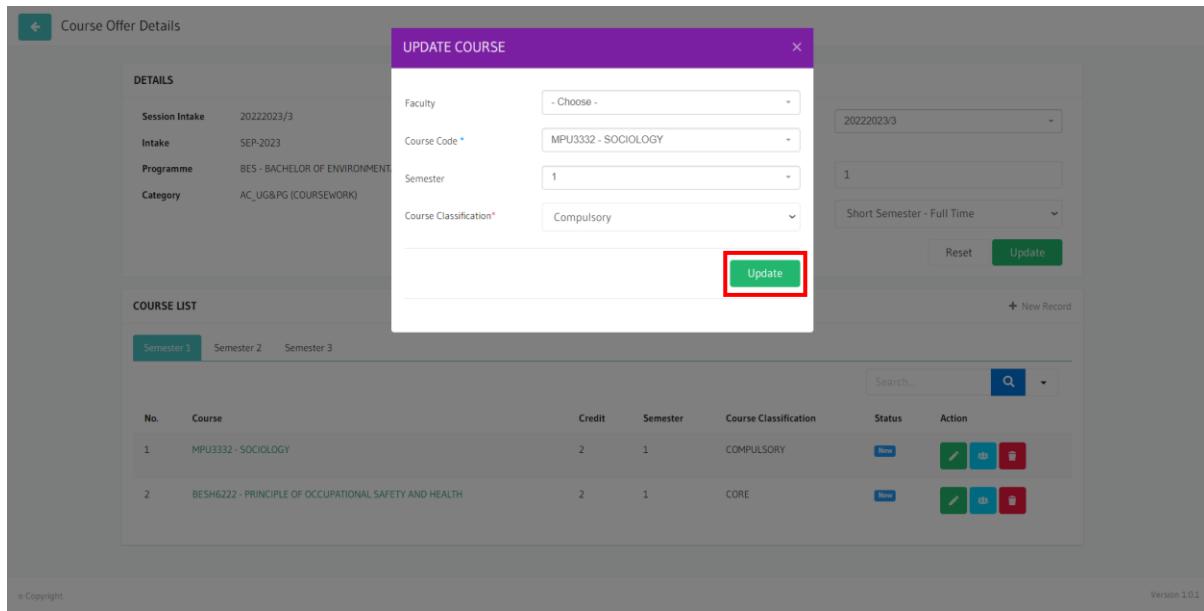
- Click on the semester tab and list of course for that semester will be displayed. Click on the **Update** icon button and Update Course modal will be displayed.

This screenshot is identical to the one above, showing the 'Course Offer Details' page. The 'Semester 1' tab is highlighted with a red box. The 'Edit' icon (green pencil) for the first course in the list is also highlighted with a red box, indicating it is the target for the update action described in the list item.

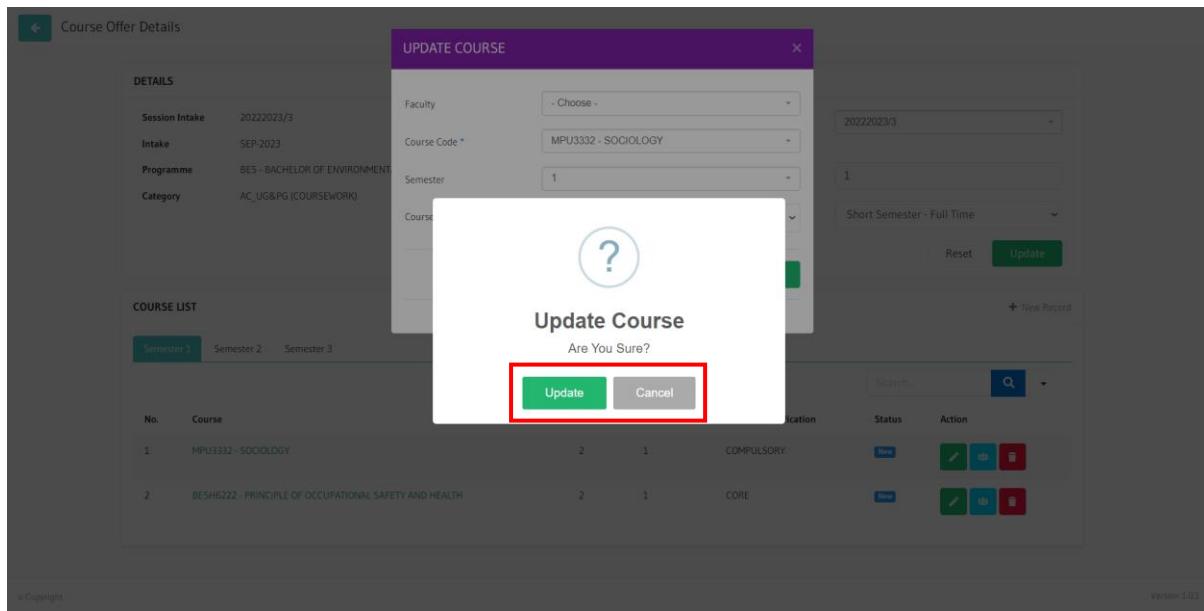
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3. Update any information that needs to be updated and click on the **Update** button.



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



2.1.1.5 Delete Course List

- Follow instructions on [2.1.1 Course Offer](#) to direct to Course Offer Details page.

The screenshot shows the 'Course Offer Details' page. The 'DETAILS' section contains fields for Session Intake (20222023/3), Intake (SEP-2023), Programme (BES - BACHELOR OF ENVIRONMENTAL, OCCUPATIONAL SAFETY & HEALTH (HONOURS)), and Category (AC_UG&PG (COURSEWORK)). The 'SEMESTER' section includes dropdowns for Academic Session, Semester, and Type, with 'Choose' selected in all. Below is a 'COURSE LIST' table with two rows:

No.	Course	Credit	Semester	Course Classification	Status	Action
1	MPU3332 - SOCIOLOGY	2	1	COMPULSORY	New	
2	BESH6222 - PRINCIPLE OF OCCUPATIONAL SAFETY AND HEALTH	2	1	CORE	New	

At the bottom left is a copyright notice and at the bottom right is 'Version 1.01'.

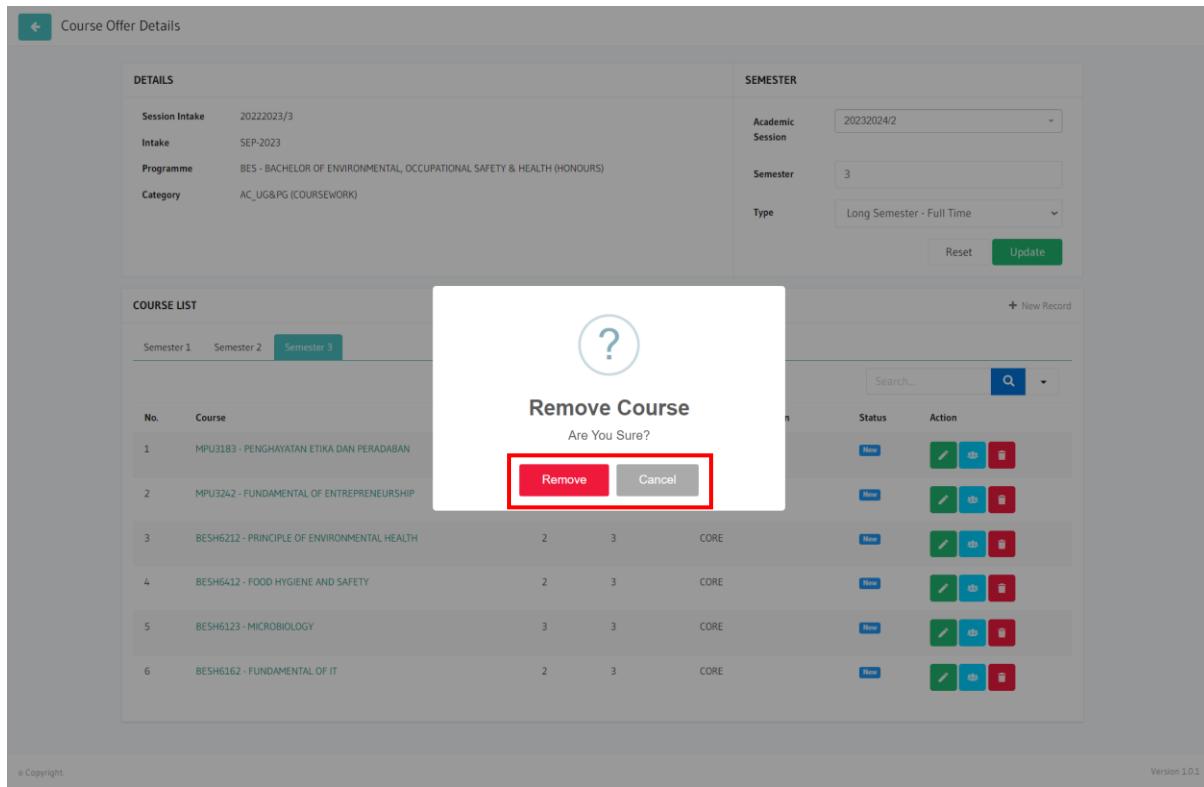
- Click on the semester tab and list of course for that semester will be displayed. Click on the **Remove** icon button.

This screenshot is identical to the previous one, showing the 'Course Offer Details' page with the 'Semester 1' tab highlighted. The 'COURSE LIST' table remains the same. The 'Edit' and 'Delete' icons for the second course row are highlighted with red boxes to indicate they are the target of the action described in the list item.

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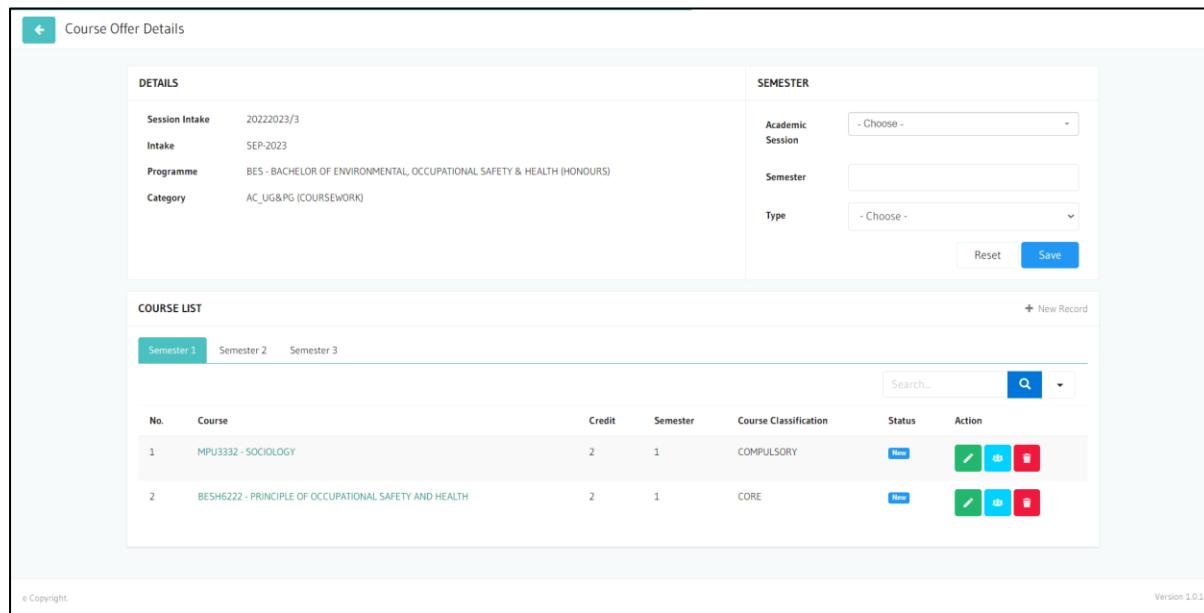
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3. A pop up alert message will be displayed and click on the **Remove** button to remove course from the list. Click on the **Cancel** button to cancel.



2.1.1.6 Add Lecturer

1. Follow instructions on [2.1.1 Course Offer](#) to direct to Course Offer Details page.



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- Click on the semester tab and list of course for that semester will be displayed. Click on the **Lecturer** icon button.

The screenshot shows the 'Course Offer Details' page. In the 'COURSE LIST' section, the 'Semester 1' tab is active. The first course listed is 'MPU3332 - SOCIOLOGY'. The 'Action' column for this course contains three icons: a pencil, a blue square, and a red square. The blue square icon is highlighted with a red box.

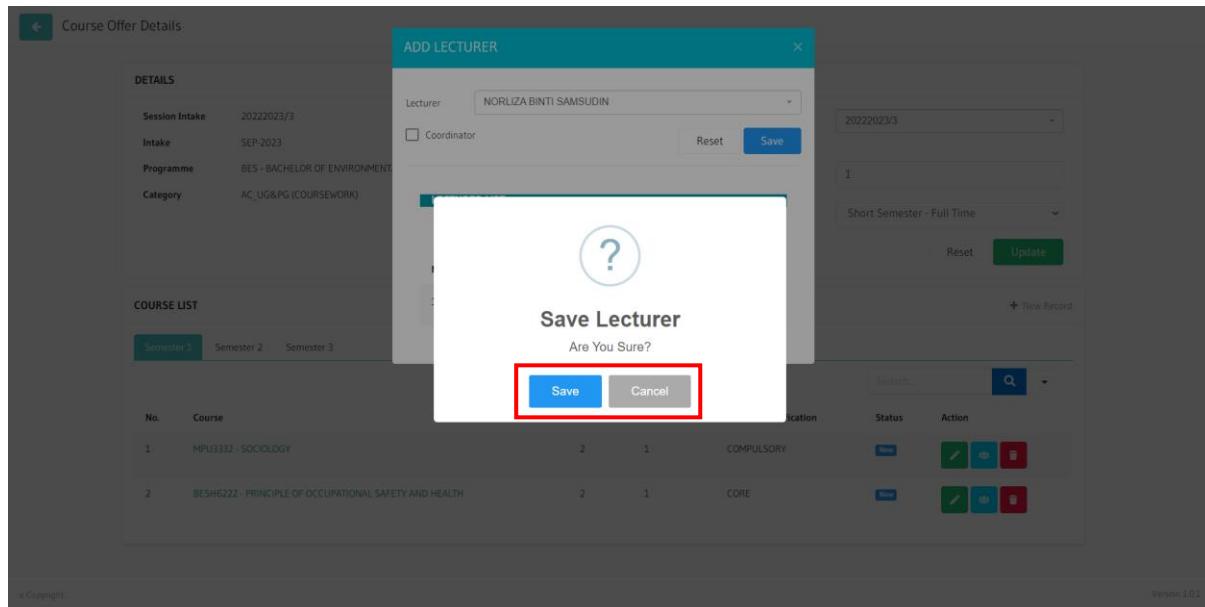
- Add Lecturer modal will be displayed. Choose lecturer's name by using the dropdown button and click on the **Coordinator** check box to set that lecturer as course's coordinator. Click on the **Save** button.

The screenshot shows the 'Course Offer Details' page with an 'ADD LECTURER' modal overlaid. In the 'LECTURER LIST' table, the first lecturer listed is 'HIDAYATUL SAKINAH BINTI MOHD ZULKIFLI'. The 'Coordinator' column for this lecturer has a toggle switch that is turned on, and the 'Action' column contains a red square icon. The 'Coordinator' checkbox in the 'ADD LECTURER' modal is checked, and the 'Save' button is highlighted with a red box.

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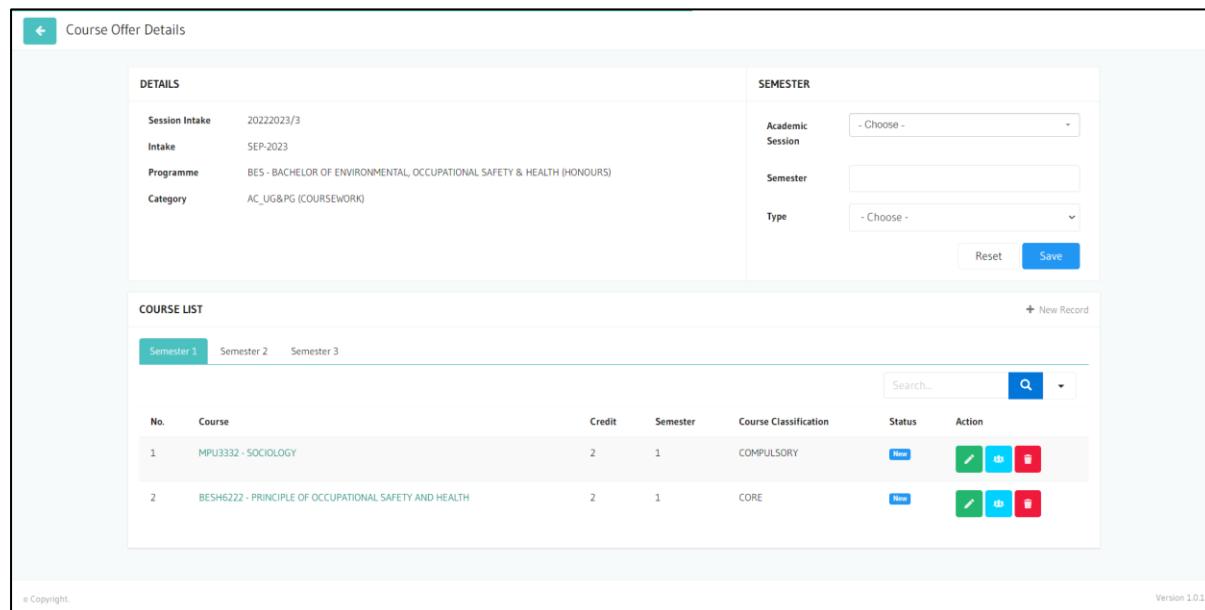
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4. A pop up alert message will be displayed and click on the **Save** button to save lecturer's setup. Click on the **Cancel** button to cancel.



2.1.1.7 Update Coordinator Status

1. Follow instructions on [2.1.1 Course Offer](#) to direct to Course Offer Details page.



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- Click on the semester tab and list of course for that semester will be displayed. Click on the **Lecturer** icon button.

The screenshot shows the 'Course Offer Details' page. In the 'COURSE LIST' section, the 'Semester 1' tab is active. The first course listed is 'MPU3332 - SOCIOLOGY' with a credit of 2, semester 1, and classification as COMPULSORY. The 'Coordinator' icon in the 'Action' column is highlighted with a red box. Other icons in the 'Action' column include edit, delete, and status.

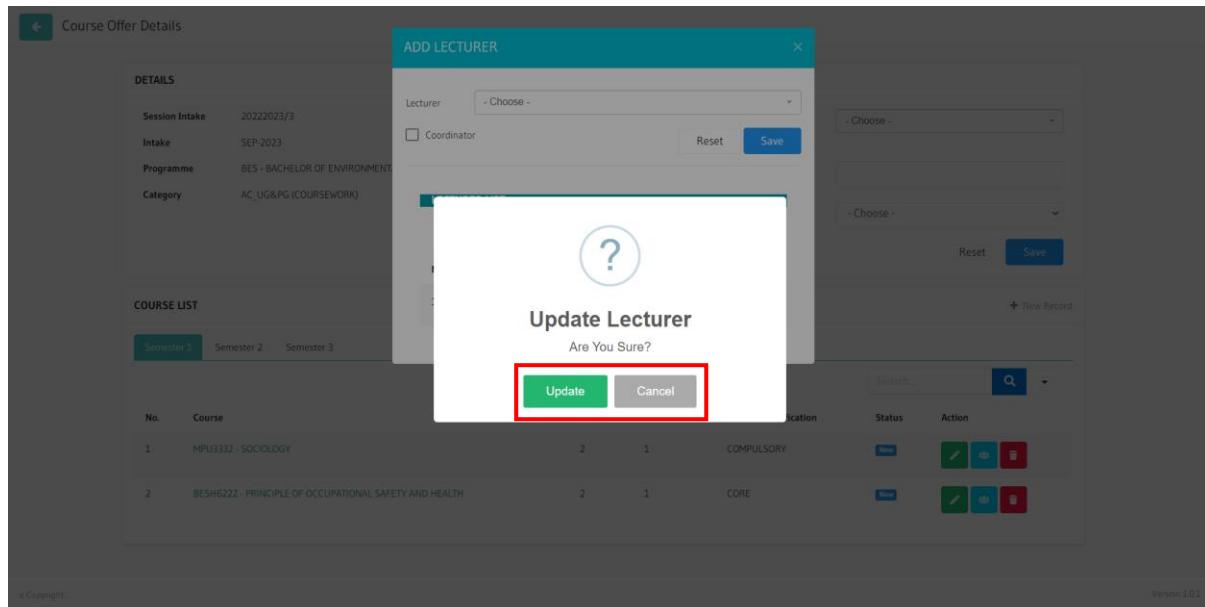
- Add Lecturer modal will be displayed. Click on the **Coordinator** toggle switch to update coordinator status.

The screenshot shows the 'Course Offer Details' page with an 'ADD LECTURER' modal overlaid. In the 'LECTURER LIST' table, the 'Coordinator' column for the first lecturer, 'HIDAYATUL SAKINAH BINTI MOHD ZULKIFLI', has a toggle switch highlighted with a red box. The background shows the 'COURSE LIST' section with the 'Semester 1' tab selected.

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



2.1.2 Grading Scheme

2.1.2.1 View Grading Scheme

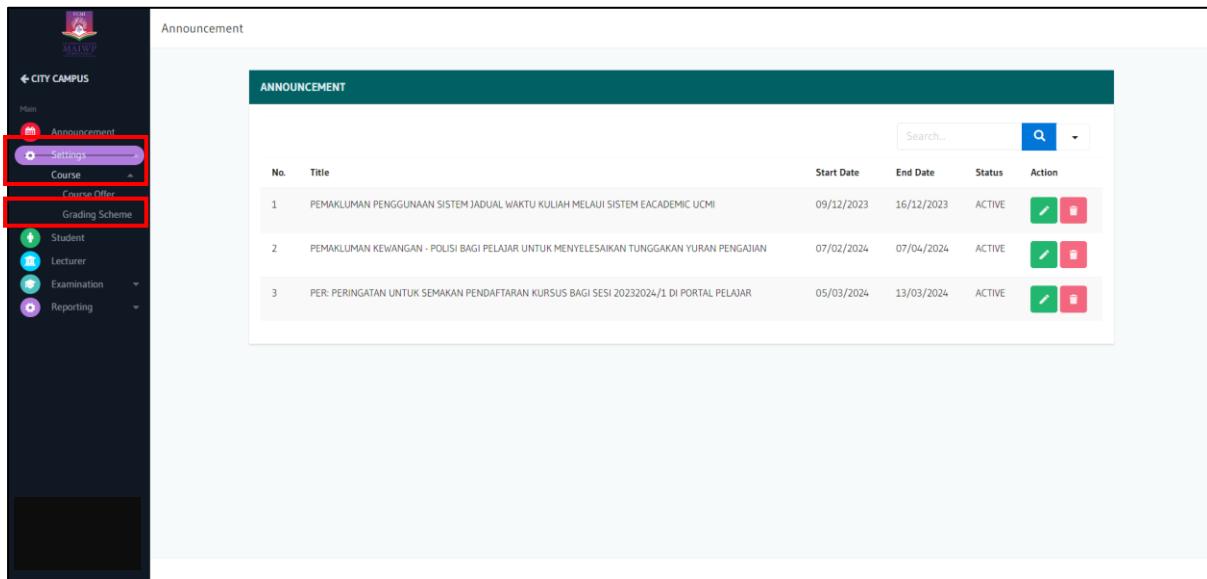
1. Follow instructions on [2 Settings Campus](#).

The screenshot shows the 'Announcement' section within the 'Settings Campus' module. On the left, there is a sidebar with navigation links: 'Announcement', 'Settings', 'Student', 'Lecturer', 'Examination', and 'Reporting'. The main area is titled 'ANNOUNCEMENT' and contains a table with three rows of data. The columns are labeled 'No.', 'Title', 'Start Date', 'End Date', 'Status', and 'Action'. The first row has a title about the use of the system, starting on 09/12/2023 and ending on 16/12/2023. The second row is about financial policies, starting on 07/02/2024 and ending on 07/04/2024. The third row is a reminder about course registration, starting on 05/03/2024 and ending on 13/03/2024. Each row has edit and delete icons in the 'Action' column.

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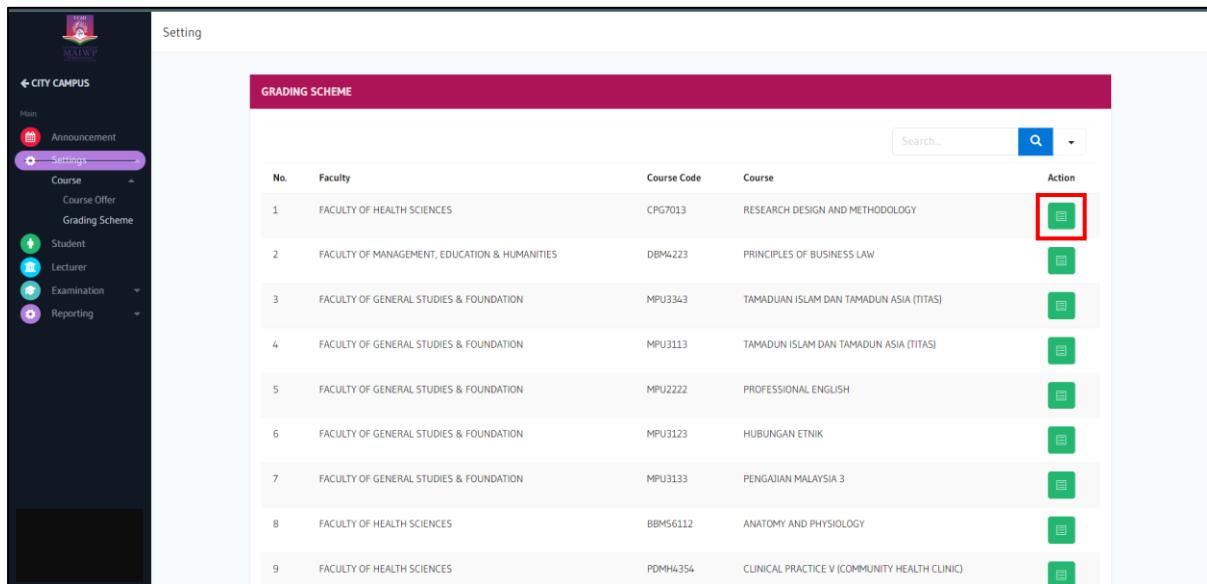
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2. Click on **Grading Scheme** tab and Grading Scheme page will be displayed.



No.	Title	Start Date	End Date	Status	Action
1	PEMAKLUMAN PENGGUNAAN SISTEM JADUAL WAKTU 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	 

3. List of course will be displayed and click on the **List** icon button to display grading scheme details.



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)	

USER MANUAL (SISTEM eCMS)

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4. Item List modal will be displayed. Click on the **Close** icon button to close modal.

The screenshot shows a modal window titled "ITEMS LIST". The modal has a header with a search bar and a close button (an "X" icon) which is highlighted with a red box. The main content area displays a table with columns: No., Items, Component, Percentage (%), and Action. There are 9 rows of data. The first row is highlighted with a blue background. The "Action" column contains small green square icons with white symbols.

No.	Items	Component	Percentage (%)	Action
1	COLLOQUIUM & PROPOSAL PRESENTATION	CONTINUOUS ASSESSMENT	100	
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	BBM56112	ANATOMY AND PHYSIOLOGY	
9	FACULTY OF HEALTH SCIENCES	PDMH4354	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" page. On the left, there is a sidebar with a navigation menu. The "Student" menu item is highlighted with a red box. The main content area is titled "ANNOUNCEMENT" and displays a table with columns: No., Title, Start Date, End Date, Status, and Action. There are 3 rows of data. The "Action" column contains two icons: a green pencil for edit and a red delete.

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)

eAcademic – HOD/HOP V1.0

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 is a sidebar with 'CITY CAMPUS' navigation. The main area has a search bar with dropdowns for 'Choose Programme' and 'Choose Intake', and a text input 'Contain Name, IC, Matrix No.' with a search button. Below is a table of student records:

Name	IC No.	Status	Action
PBR04240004 JUBITA VITA JAINON	960723125148	Pre-Registered	
PBR04240002 MICQUEEN DOREEN JOHN	901227136534	Pre-Registered	
DEC04240011 NURHANIS BINTI MAT DIAH	050821101382	Pre-Registered	
DLM04240007 NUR SAFFIYA BALQIS BINTI AHMAD NOR AZUAN	050301080186	Pre-Registered	
DLM04240006 AHMAD SYAHIR HAikal BIN NOOR HISHAM YACOB	050328030947	Pre-Registered	
DEC04240010 NURUL AYMAINA BINTI ABDUILLAH FATAH	050327101408	Pre-Registered	

3.2 View Student's Info

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

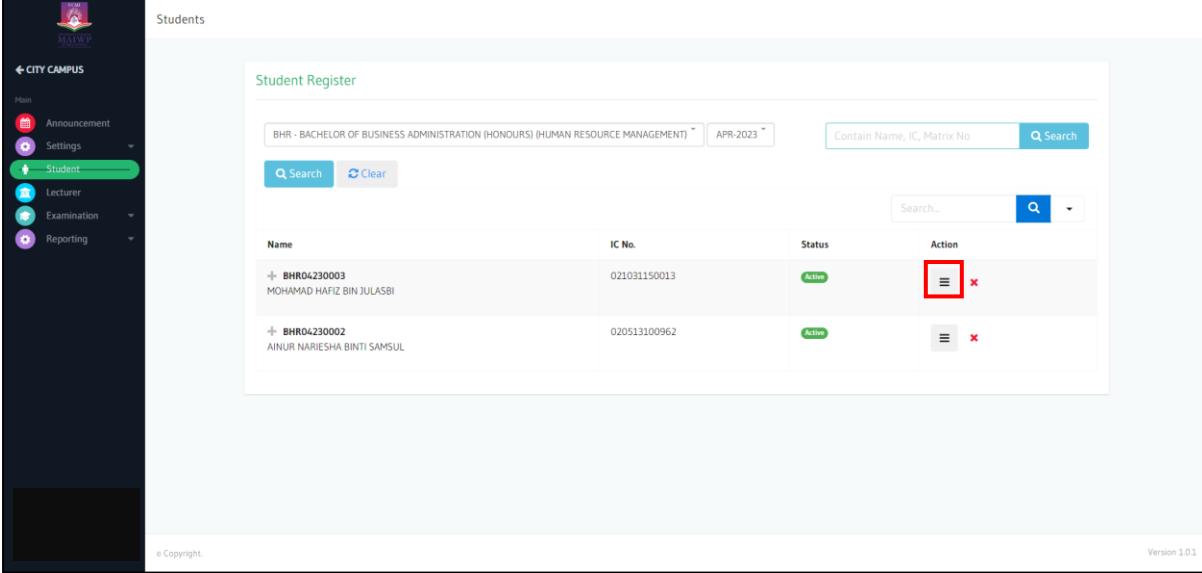
The screenshot shows the 'Announcement' page. On the left is a sidebar with 'CITY CAMPUS' navigation. The main area has a search bar and a table of announcements:

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	

USER MANUAL (SISTEM eCMS)

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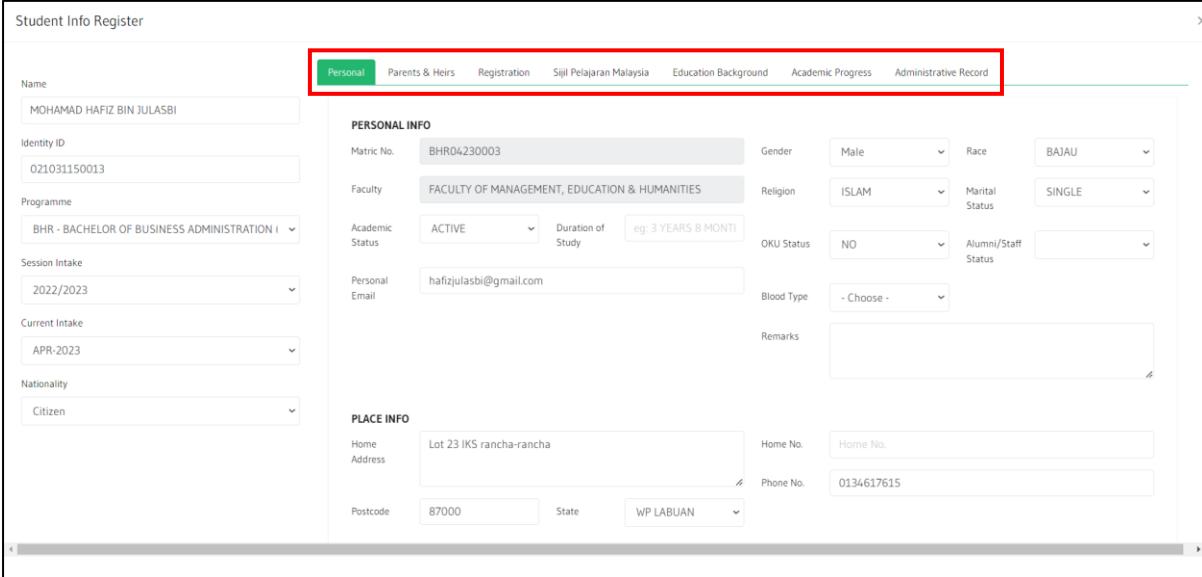
2. To view student's detail information, click on **Update** icon button.



The screenshot shows the 'Student Register' page. On the left is a sidebar with 'CITY CAMPUS' and 'Main' sections. Under 'Main', 'Student' is highlighted with a green background. The main area shows a table with two rows of student data:

Name	IC No.	Status	Action
BHR04230003 MOHAMAD HAFIZ BIN JULASBI	021031150013	Active	 
BHR04230002 AINUR NARIESHA BINTI SAMSUL	020513100962	Active	 

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



The screenshot shows the 'Student Info Register' page. At the top, there is a tab menu with several options: Personal, Parents & Heirs, Registration, Sijil Pelajaran Malaysia, Education Background, Academic Progress, and Administrative Record. The 'Personal' tab is highlighted with a red box. The main form area contains the following sections:

- PERSONAL INFO:** Fields include Matric No. (BHR04230003), Gender (Male), Race (BAJAU), Identity ID (021031150013), Faculty (FACULTY OF MANAGEMENT, EDUCATION & HUMANITIES), Religion (ISLAM), Programme (BHR - BACHELOR OF BUSINESS ADMINISTRATION I), Academic Status (ACTIVE), Duration of Study (eg: 3 YEARS 8 MONTH), Session Intake (2022/2023), Personal Email (hafizjulasbi@gmail.com), OKU Status (NO), Marital Status (SINGLE), Current Intake (APR-2023), Blood Type (- Choose -), Nationality (Citizen), and Remarks.
- PLACE INFO:** Fields include Home Address (Lot 23 IKS rancha-rancha), Home No., Postcode (87000), State (WP LABUAN), Phone No. (0134617615), and Home No.

3.3 Add Student's Course Registration

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

The screenshot shows the 'Announcement' section of the eAcademic platform. On the left, there is a sidebar with a logo and navigation links for 'CITY CAMPUS' (Main, Announcement, Settings, Student, Lecturer, Examination, Reporting). The main content area has a header 'ANNOUNCEMENT' with a search bar and a dropdown menu. Below is a table listing three announcements:

No.	Title	Start Date	End Date	Status	Action
1	PEMAKLUMAN PENGGUNAAN SISTEM JADUAL KULIAH MELALUI SISTEM EACADEMIC UCMII	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. Click on **Update** icon button and Student Info Register page will be displayed.

The screenshot shows the 'Student Register' section of the eAcademic platform. On the left, there is a sidebar with a logo and navigation links for 'CITY CAMPUS' (Main, Announcement, Settings, Student, Lecturer, Examination, Reporting). The main content area has a header 'Student Register' with search and filter options. Below is a table listing student records:

Name	IC No.	Status	Action
+ BHR04230003 MOHAMAD HAFIZ BIN JULASBI	021031150013	Active	
+ BHR04230002 AINUR NARIESHA BINTI SAMSUL	020513100962	Active	

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- Click on **Academic Progress** tab menu and student's academic progress will be displayed.

Student Info Register

Name	Personal	Parents & Heirs	Registration	Sijil Pelajaran Malaysia	Education Background	Academic Progress	Administrative Record
MOHAMAD HAFIZ BIN JULASBI							
Identity ID	BHR04230003					Male	BAJAU
Programme	FACULTY OF MANAGEMENT, EDUCATION & HUMANITIES					ISLAM	SINGLE
Session Intake	ACTIVE	Duration of Study	eg: 3 YEARS 8 MONTH			OKU Status	Alumni/Staff Status
Personal Email	hafizjulasbi@gmail.com					Blood Type	- Choose -
Current Intake						Remarks	
Nationality							
Citizen							

- Click on + icon button on Course Offer table and + Course modal will be displayed.

Student Info Register

Name	Personal	Parents & Heirs	Registration	Sijil Pelajaran Malaysia	Education Background	Academic Progress	Administrative Record
MOHAMAD HAFIZ BIN JULASBI							
Identity ID	021031150013						
Programme	BHR - BACHELOR OF BUSINESS ADMINISTRATION (I)						
Session Intake	2022/2023						
Current Intake	APR-2023						
Nationality	Citizen						

Academic Session

Create/Update Academic Session

20232024/1

No.	Course Code	Type	Credit	Carry Mark	Total Mark	Grade	Point
1	MPU2193 - FALSAFAH DAN ISU SEMASA	N	3	60.00	78	A-	3.67
2	BDM6253 - PRINCIPLES OF MARKETING	N	3	41.00	56	C+	2.33
3	BDM6273 - BUSINESS MATHEMATICS	N	3	42.00	60	B-	2.67
4	BDM6243 - PRINCIPLES OF ECONOMICS	N	3	47.00	62	B-	2.67

Course Offer

Course	Credit	Action
BBM6113 PRINCIPLES AND PRACTICE OF MANAGEMENT	3	+ (Red Box)
BBM6153 INTRODUCTION TO INTERNATIONAL BUSINESS	3	+ (Green)
BBM6343 INTRODUCTION TO INFORMATION TECHNOLOGY	3	+ (Green)
BBM6123 PRINCIPLES OF ACCOUNTING	3	+ (Green)

USER MANUAL (SISTEM eCMS)

eAcademic – HOD/HOP V1.0

5. Fill in the information needed and click on the **Add** button to add student's course registration. Click on the **Cancel** button to cancel.

Student Info Register

+ Course

Name: MOHAMAD HAFIZ BIN JULASBI

Identity ID: 021031150013

Programme: BHR - BACHELOR OF BUSINESS ADMINISTRATION I

Session Intake: 2022/2023

Current Intake: APR-2023

Nationality: Citizen

Course:

No.	Course Code	Type	Credit	Carry Mark	Total Mark	Grade	Point	Course	Credit	Action
1	MPU3193 - FALSAFAH DAN ISU SEMASA	N	3	60.00	78	A-	3.67	BBM6113	3	
2	BBM6253 - PRINCIPLES OF MARKETING	N	3	41.00	56	A-	2.33	BBM6153	3	
3	BBM6273 - BUSINESS MATHEMATICS	N	3	42.00	60	B-	2.67	BBM6343	3	
4	BBM6243 - PRINCIPLES OF ECONOMICS	N	3	47.00	62	B-	2.67	BBM6123	3	

Session: 2023/2024/1

Semester Student: 3

Status: - Choose -

Offer

Search...

Cancel Add

6. A pop up alert message will be displayed and click on the **Save** button to save course registration. Click on the **Cancel** button to cancel.

Student Info Register

+ Course

Name: MOHAMAD HAFIZ BIN JULASBI

Identity ID: 021031150013

Programme: BHR - BACHELOR OF BUSINESS ADMINISTRATION I

Session Intake: 2022/2023

Current Intake: APR-2023

Nationality: Citizen

Course:

No.	Course Code	Type	Credit	Carry Mark	Total Mark	Grade	Point	Course	Credit	Action
1	MPU3193 - FALSAFAH DAN ISU SEMASA	N	3	60.00	78	A-	3.67	BBR6333	3	
2	BBM6253 - PRINCIPLES OF MARKETING	N	3	41.00	56	A-	2.33	BBR6343	3	
3	BBM6273 - BUSINESS MATHEMATICS	N	3	42.00	60	B-	2.67	BBR6343	3	
4	BBM6243 - PRINCIPLES OF ECONOMICS	N	3	47.00	62	B-	2.67	BBR6343	3	

Session: 2023/2024/1

Semester Student: 3

Status: - New -

Offer

Search...

Save Cancel

Showing 21 to 22 of 22 data

Course Exemption Total Credit: 0

4 Lecturer

4.1 Lecturer Course Details

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

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 2023/2024/1 DI PORTAL PELAJAR	05/03/2024	13/03/2024	ACTIVE	

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

Name	Race
MELAYU	MELAYU

Staff No.	Religion
ISLAM	ISLAM

Department	Status
FAKULTI PENGAIJIAN UMUM DAN ASASI	PERMANENT (ACTIVE)

Gender	Email
FEMALE	adiba@ucmi.edu.my

USER MANUAL (SISTEM eCMS)

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

The screenshot shows the 'Lecturer' section of the eCMS interface. On the left is a sidebar with icons for Announcement, Settings, Student, and Lecturer. The 'Lecturer' icon is highlighted. The main area has a header 'PERSONAL INFO' with fields for Name, Staff No., Department (FAKULTI PENGAJIAN UMUM DAN ASASI), Gender (FEMALE), Race (MELAYU), Religion (ISLAM), Status (PERMANENT (ACTIVE)), and Email (adiba@ucmi.edu.my). Below this is a section titled 'LECTURER COURSE SETTINGS' with a dropdown menu labeled '- Choose Session -' which is highlighted with a red box. Other sections like 'TEACHING SETTINGS', 'TIMETABLE', and 'EXAMINATION TIMETABLE' are also visible.

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

The screenshot shows the 'Lecturer' section of the eCMS interface, similar to the previous one but with a selected session. The 'LECTURER COURSE SETTINGS' section now displays '20232024/1'. Below it is a table titled 'Course Details' with columns: No., Academic Session, Academic Category, Course, No. of Student, and Action. The table contains three rows of data. The 'Action' column for the first row is highlighted with a red box. The table includes a search bar at the top right and a '+' sign at the bottom right of each column header.

No.	Academic Session	Academic Category	Course	No. of Student	Action
1	20232024/1	AC_UG&PG (Coursework)	ENG2123 ENGLISH LANGUAGE	43	
2	20232024/1	AC_UG (22 WEEKS)	MPU2222 PROFESSIONAL ENGLISH	7	
3	20232024/1	AC_UG&PG (Coursework)	MPU3222 CRITICAL AND CREATIVE THINKING	93	

4.1.1 Add Lecturer Course Details

1. Follow instructions on [4.1 Lecturer Course Details](#) to direct to Lecturer Course Details page.

The screenshot shows the 'LECTURER COURSE DETAILS' page. On the left, under 'DETAILS', there is a table with the following data:

Lecturer	
Academic Session	20232024/1
Academic Calendar Category	AC_UG&PG (COURSEWORK)
Course	ENG2123 - ENGLISH LANGUAGE

On the right, under 'MARKS', there is a table with the following data:

CONTINUOUS - TEST (10%)	+ New Record
CONTINUOUS - WRITTEN REPORT (30%)	+ New Record
CONTINUOUS - PRESENTATION (10%)	+ New Record
CONTINUOUS - ROLE-PLAY (10%)	+ New Record
FINAL - FINAL EXAM (40%)	+ New Record

At the bottom of the page, there are two buttons: 'Show Mark' and 'Mark'.

2. Click on + New Record button and Add Mark modal will be displayed.

The screenshot shows the same 'LECTURER COURSE DETAILS' page as above, but the '+ New Record' button in the 'MARKS' section is highlighted with a red box. The rest of the interface is identical to the first screenshot.

USER MANUAL (SISTEM eCMS)

eAcademic – HOD/HOP V1.0

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

LECTURER COURSE DETAILS

DETAILS

Lecturer

Academic Session 20232024/1

Academic Calendar Category AC_UG&PG (COURSEWORK)

Course ENG2123 - ENGLISH LANGUAGE

ADD MARKS

Marks Type - Choose -

Item Test 1

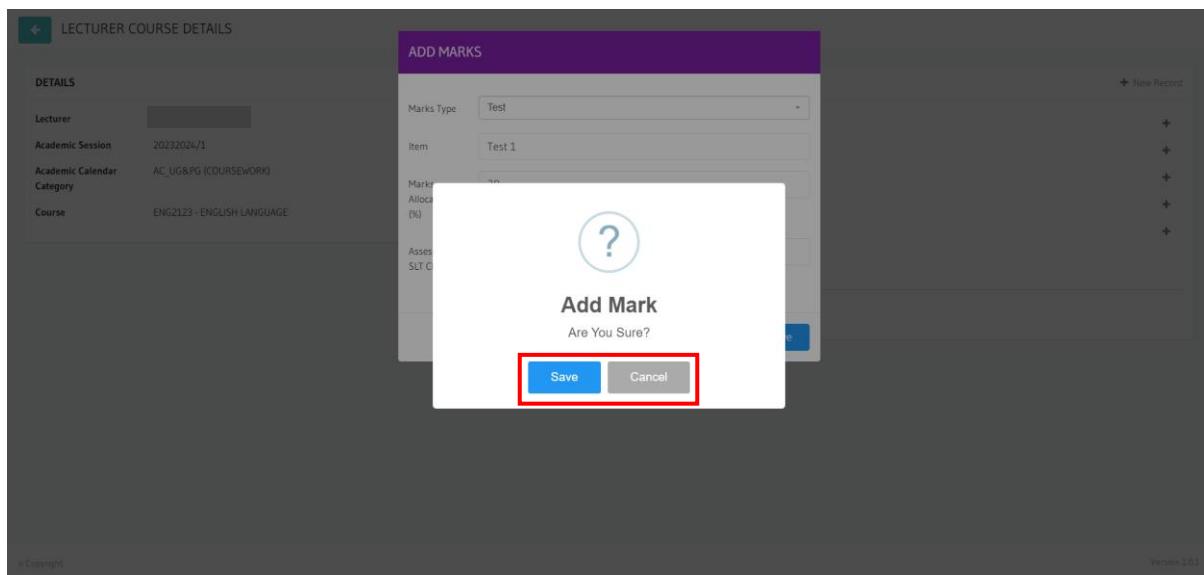
Marks Allocation (%) 20

Assessment SLT CI

Cancel Save

New Record

- A pop up alert 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

1. Follow instructions on [4.1 Lecturer Course Details](#) to direct to the Lecturer Course Details page.

The screenshot shows the 'LECTURER COURSE DETAILS' page. On the left, under 'DETAILS', there is a table with the following data:

Lecturer	
Academic Session	20232024/1
Academic Calendar Category	AC_UG&PG (COURSEWORK)
Course	ENG2123 - ENGLISH LANGUAGE

On the right, under 'MARKS', there is a list of assessment items with their respective percentages:

- CONTINUOUS - TEST (10%)
- CONTINUOUS - WRITTEN REPORT (30%)
- CONTINUOUS - PRESENTATION (10%)
- CONTINUOUS - ROLE-PLAY (10%)
- FINAL - FINAL EXAM (40%)

At the bottom of the page are two buttons: 'Show Mark' and 'Mark'.

2. Click on the assessment tab and assessment item will be displayed.

The screenshot shows the same 'LECTURER COURSE DETAILS' page as above, but the 'CONTINUOUS - TEST (10%)' item in the 'MARKS' section is highlighted with a red box. The rest of the page content is identical to the first screenshot.

USER MANUAL (SISTEM eCMS)

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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 (20232024/1), Academic Calendar Category (AC_UG&PG (COURSEWORK)), and Course (ENG2123 - ENGLISH LANGUAGE). On the right, under 'MARKS', there's a table titled 'CONTINUOUS - TEST (10%)' with one row: No. 1, Item TEST, Marks Allocation (%) 10, and Assessment SLT CI NULL. Below the table are four categories: CONTINUOUS - WRITTEN REPORT (30%), CONTINUOUS - PRESENTATION (10%), CONTINUOUS - ROLE-PLAY (10%), and FINAL - FINAL EXAM (40%). At the bottom are 'Show Mark' and 'Mark' buttons. A red box highlights the 'Edit' icon in the 'Action' column for the first row.

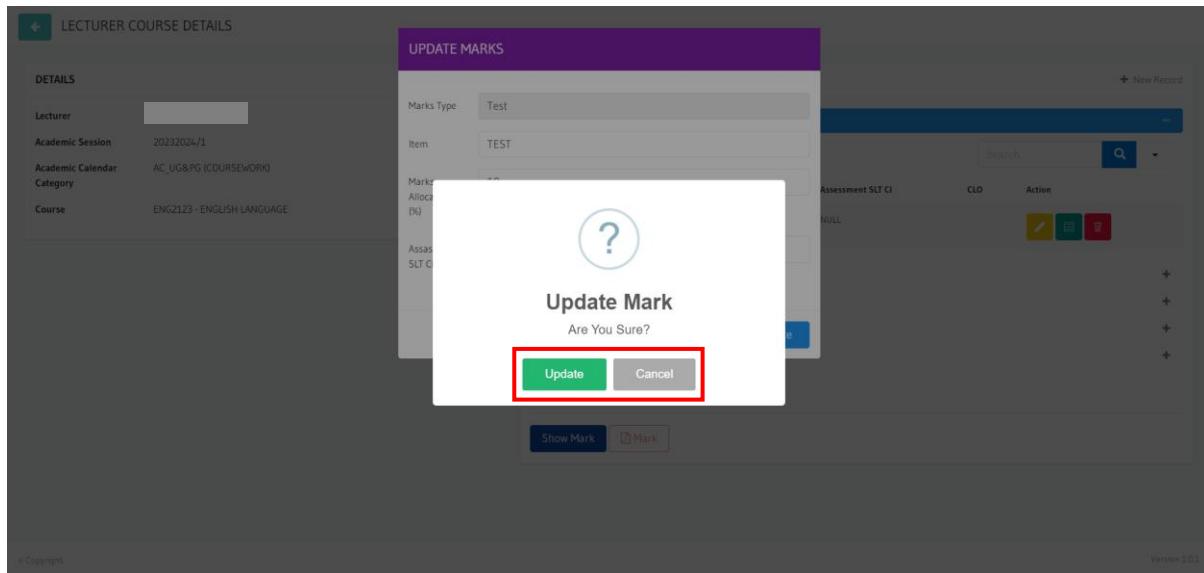
- Update information that needs to edit and click on the **Update** button.

The screenshot shows the 'UPDATE MARKS' modal dialog. It has fields for Marks Type (Test), Item (TEST), Marks Allocation (%) (10), and Assessment SLT CI (NULL). At the bottom are 'Cancel' and 'Update' buttons, with 'Update' being highlighted by a red box. The background shows the same 'LECTURER COURSE DETAILS' page as the previous screenshot.

USER MANUAL (SISTEM eCMS)

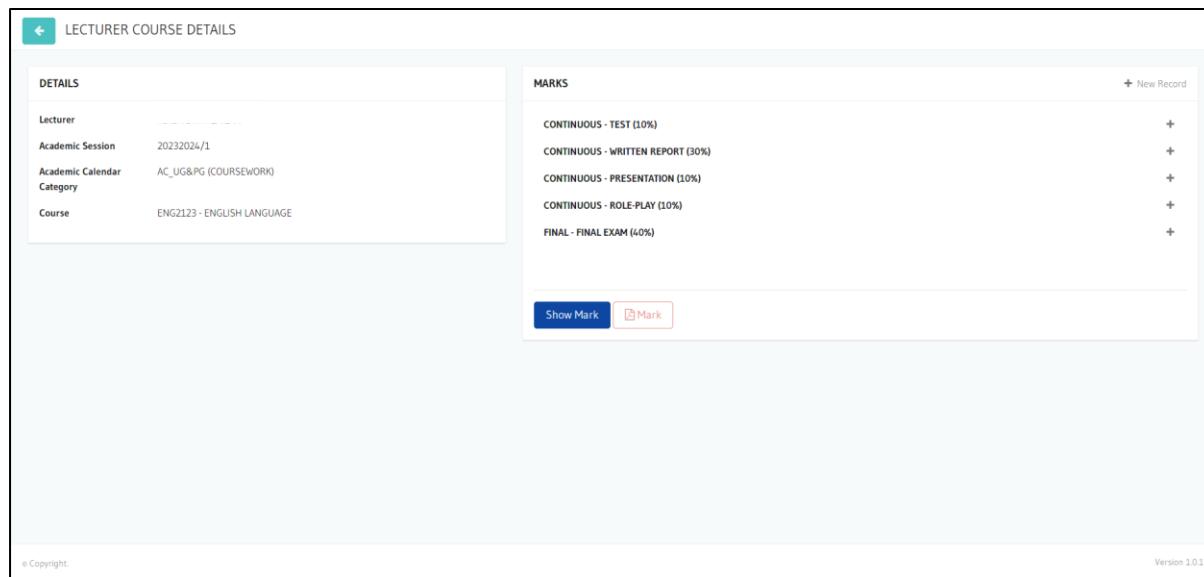
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5. A pop up alert message will be displayed and click on the **Update** button to update assessment mark details. Click on the **Cancel** button to cancel.



4.1.3 Delete Lecturer Course Details

1. Follow instructions on [4.1 Lecturer Course Details](#) to direct to the Lecturer Course Details page.



USER MANUAL (SISTEM eCMS)

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

The screenshot shows the 'LECTURER COURSE DETAILS' page. On the left, there's a 'DETAILS' panel with fields like 'Lecturer', 'Academic Session' (20232024/1), 'Academic Calendar Category' (AC_UG&PG (COURSEWORK)), and 'Course' (ENG2123 - ENGLISH LANGUAGE). On the right, there's a 'MARKS' section containing a list of assessment items with their weightings: 'CONTINUOUS - TEST (10%)', 'CONTINUOUS - WRITTEN REPORT (30%)', 'CONTINUOUS - PRESENTATION (10%)', 'CONTINUOUS - ROLE-PLAY (10%)', and 'FINAL - FINAL EXAM (40%)'. A red box highlights the first item, 'CONTINUOUS - TEST (10%)'. At the bottom of the 'MARKS' section are two buttons: 'Show Mark' and 'Mark'.

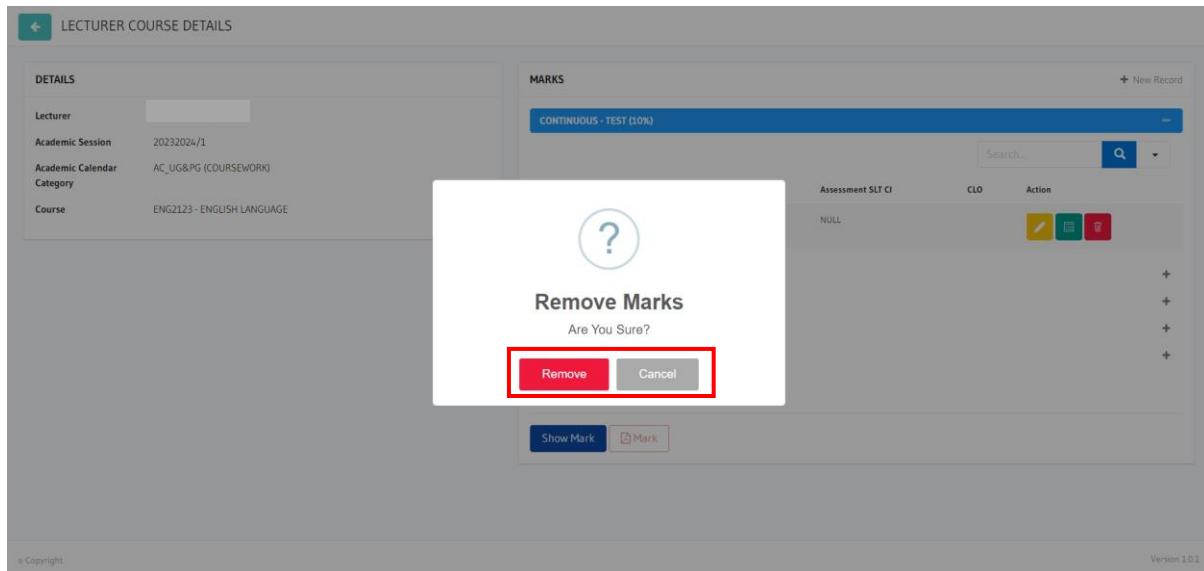
- Click on the **Delete** icon button and a pop up alert message will be displayed.

This screenshot is similar to the previous one, showing the 'LECTURER COURSE DETAILS' page. The 'DETAILS' panel and 'MARKS' section are visible. In the 'MARKS' section, the first item, 'CONTINUOUS - TEST (10%)', is selected and highlighted with a blue bar. Below it is a table with columns: No., Item, Marks Allocation (%), Assessment SLT CI, CLO, and Action. The 'Action' column contains icons for edit, delete, and mark. The 'Delete' icon (a red square with a white minus sign) is highlighted with a red box. The table shows one row where 'TEST' has a marks allocation of 10% and an 'Assessment SLT CI' value of NULL. At the bottom of the 'MARKS' section are 'Show Mark' and 'Mark' buttons.

USER MANUAL (SISTEM eCMS)

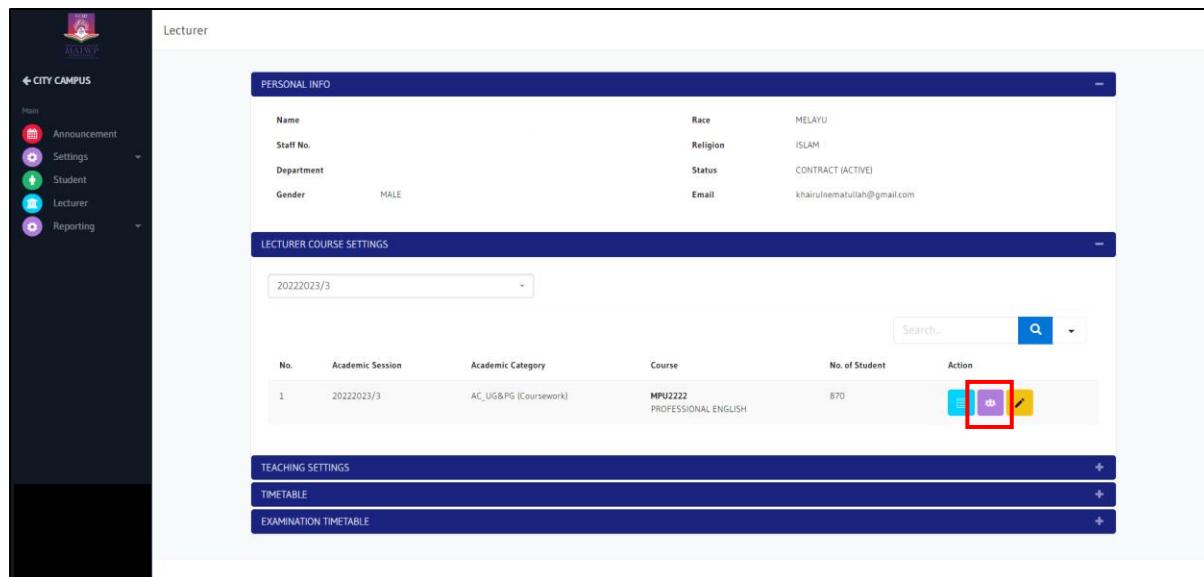
eAcademic – HOD/HOP V1.0

- 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

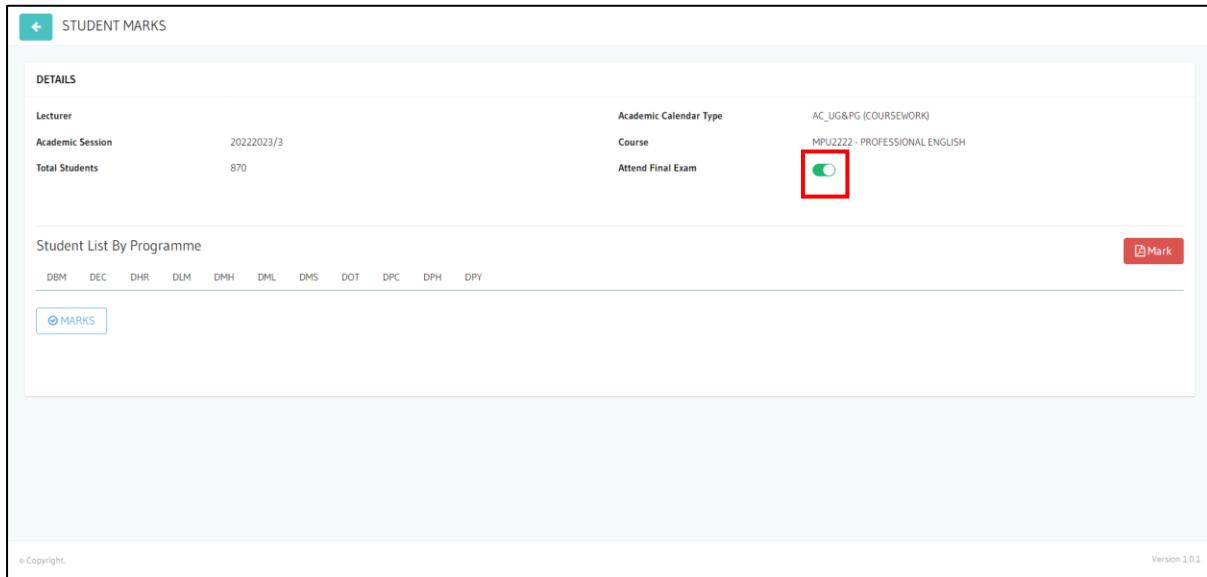
- Follow instructions number 1 until 3 on [4.1 Lecturer Course Details](#).
- Click on the **Student Mark** icon button and Student Marks page will be displayed.



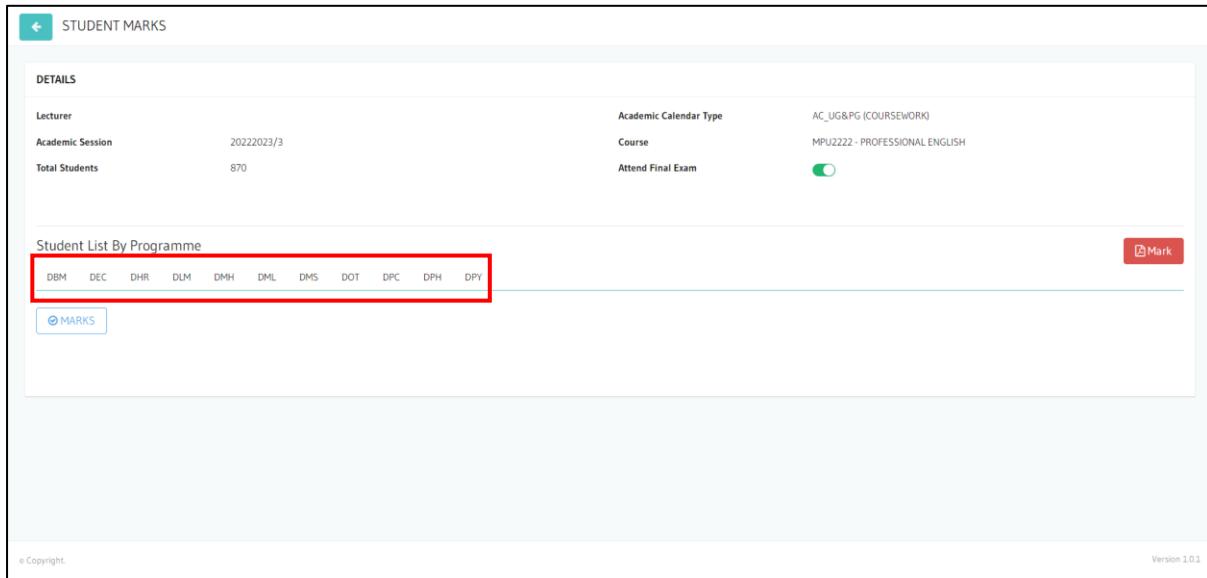
USER MANUAL (SISTEM eCMS)

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



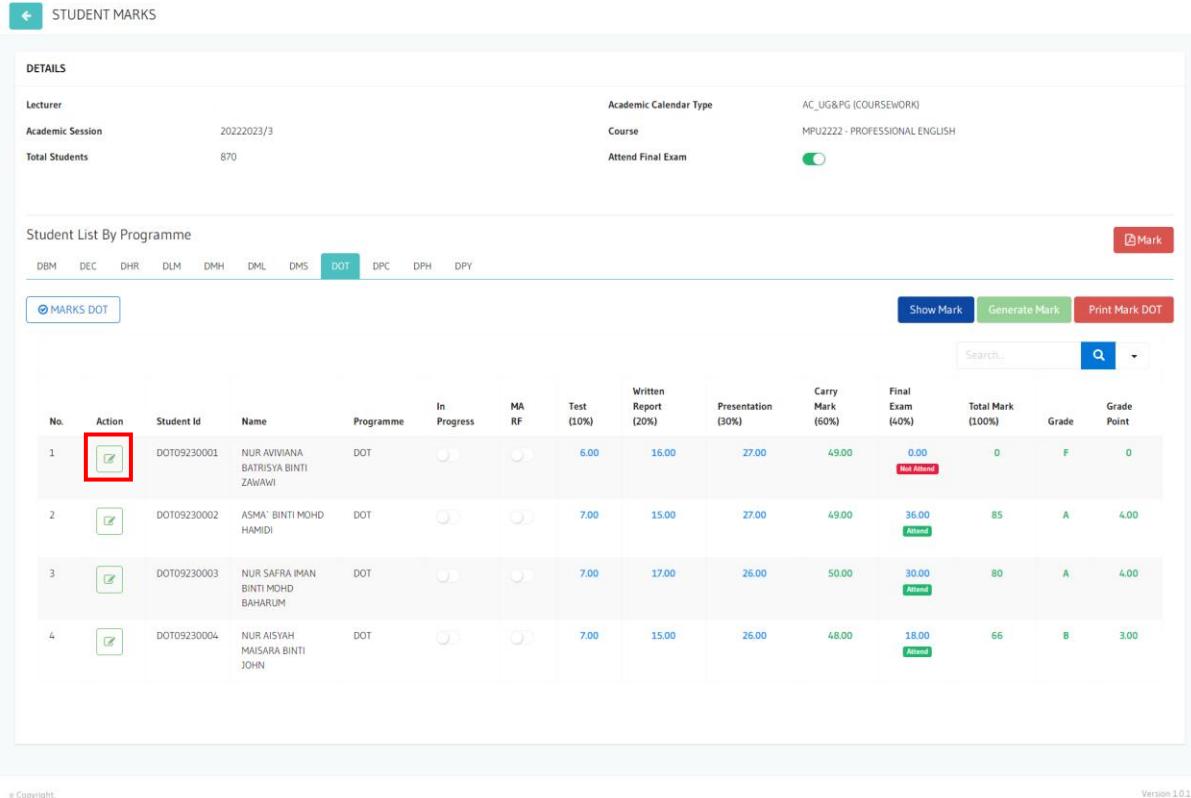
- Click on the programme code tab and list of students based on selected programme will be displayed.



USER MANUAL (SISTEM eCMS)

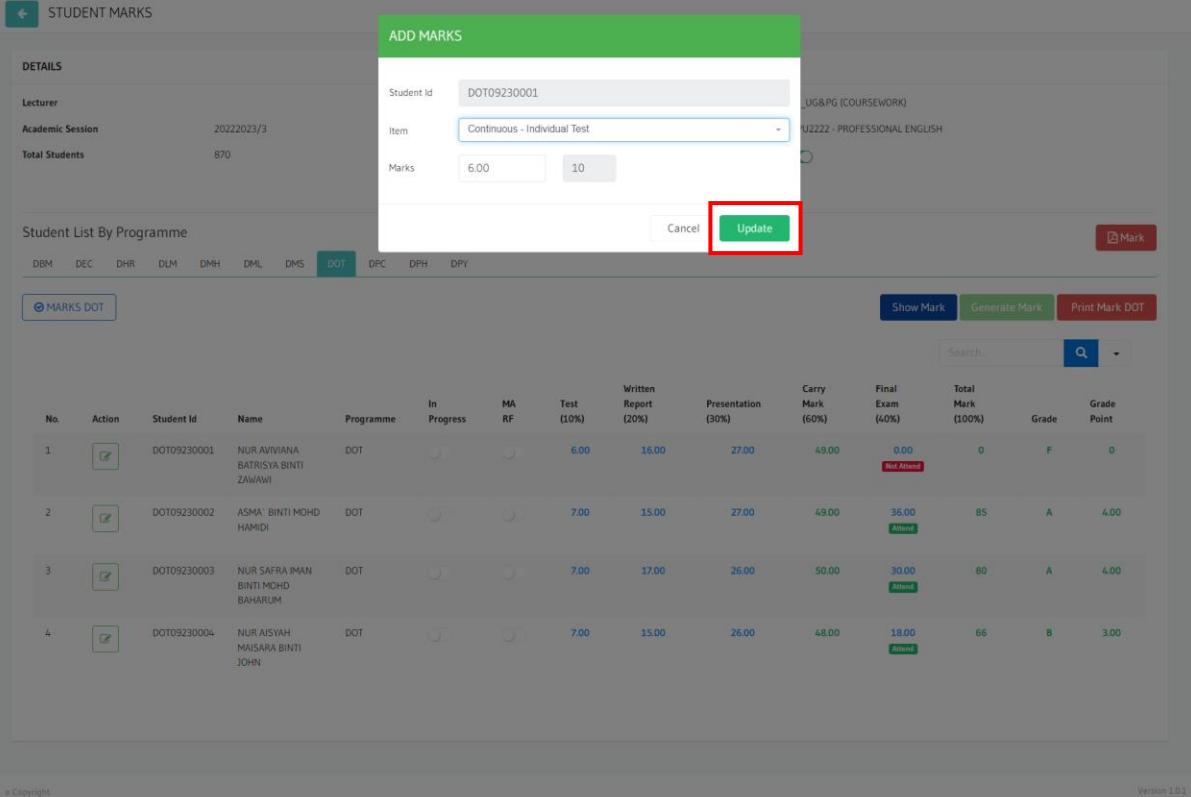
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5. Click on the **Marks** icon button and Add Marks modal will be displayed.



The screenshot shows the 'STUDENT MARKS' page. At the top, there are details for the lecturer (Lecturer: [redacted], Academic Session: 20222023/3, 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 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 contains four rows of student data. A red box highlights the edit icon (pencil) in the 'Action' column for the first student. At the bottom of the page, there is a copyright notice and a version number (Version 1.01).

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

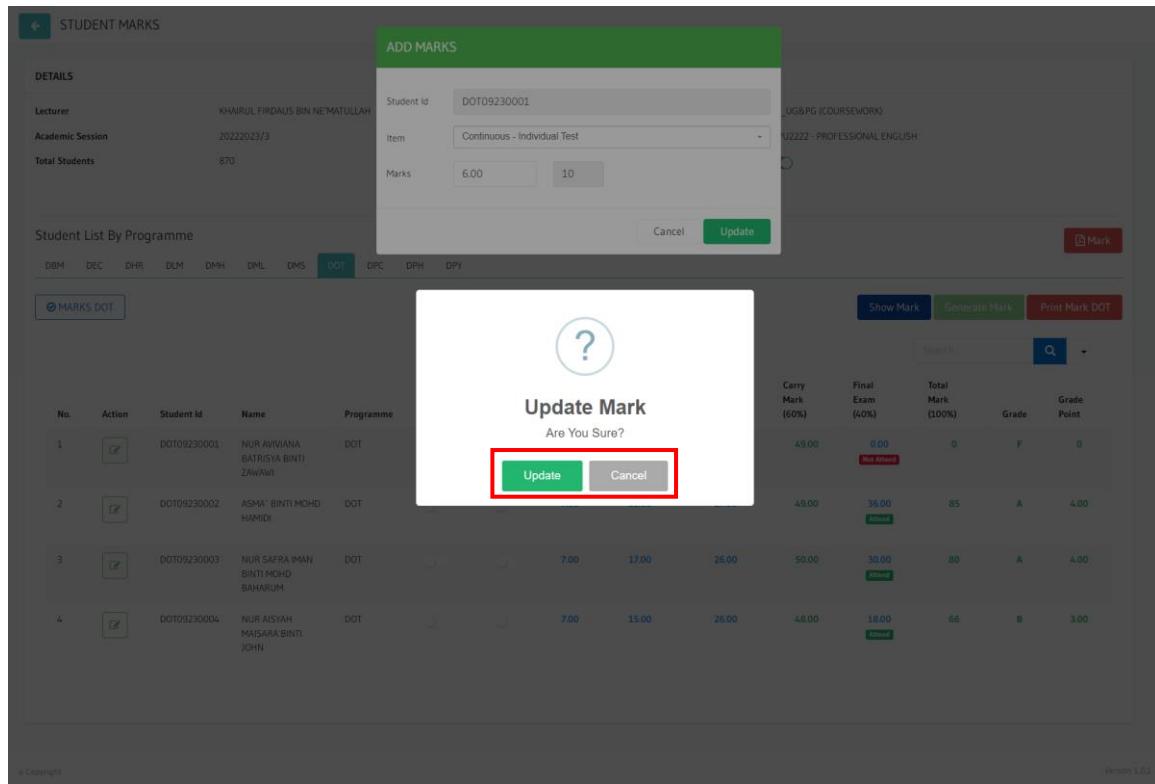


The screenshot shows the 'ADD MARKS' modal window overlaid on the 'STUDENT MARKS' page. The modal has a green header 'ADD MARKS'. It contains fields for 'Student Id' (DOT09230001), 'Item' (Continuous - Individual Test), and 'Marks' (6.00). There are 'Cancel' and 'Update' buttons at the bottom, with a red box highlighting the 'Update' button. The background shows the same student list as the previous screenshot, with the first student's row also having a red box around its edit icon. The bottom of the page includes a copyright notice and a version number (Version 1.01).

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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.



4.1.5 Upload Student Marks by Programme

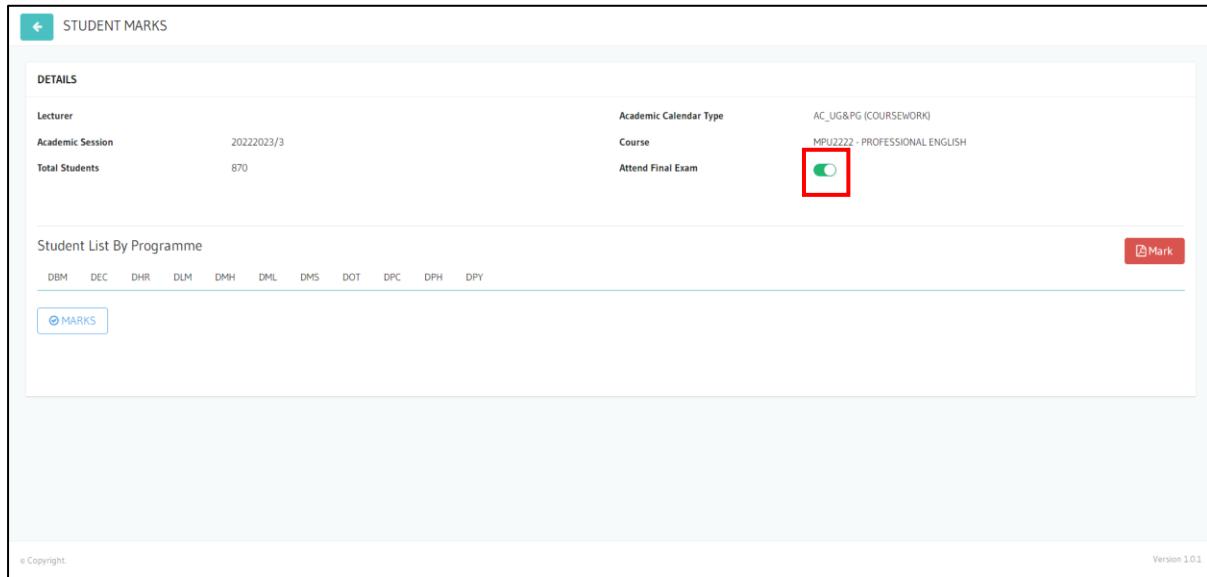
- Follow instructions number 1 until 3 on [4.1 Lecturer Course Details](#).
- Click on the **Student Mark** icon button and Student Marks page will be displayed.

The screenshot shows the 'LECTURER COURSE SETTINGS' section of the lecturer course details. It includes fields for Academic Session (20222023/3), Academic Category (AC_UG&PG (Coursework)), Course (MPU2222 PROFESSIONAL ENGLISH), and No. of Student (870). The 'Action' column contains icons for edit and delete, with the edit icon highlighted with a red box.

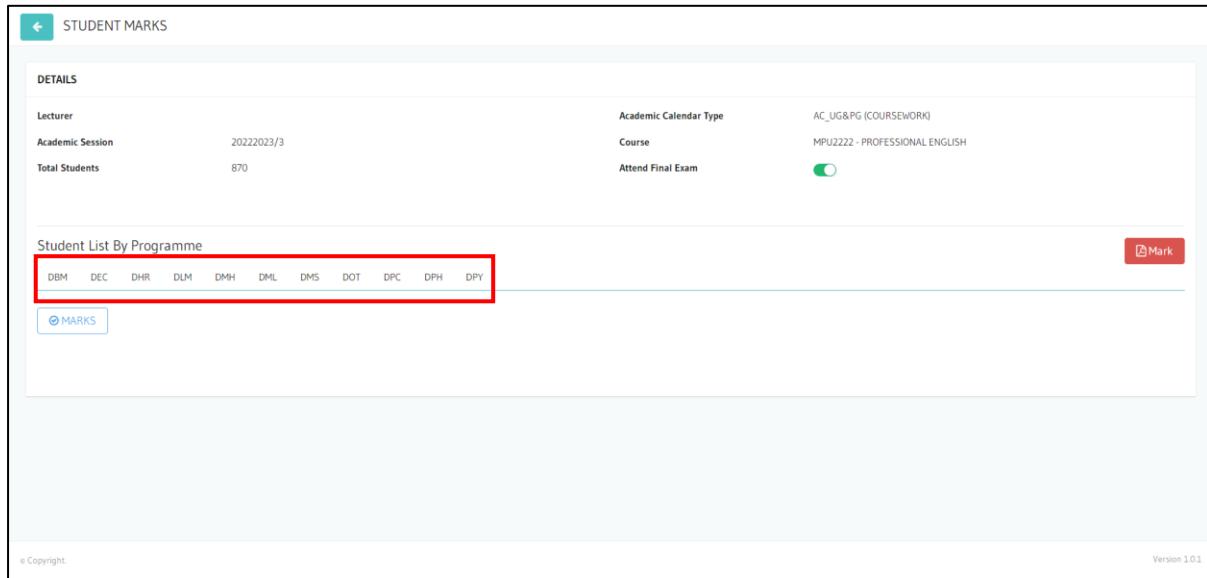
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- If the course have final examination, click on the **Attend Final Exam** toggle switch.



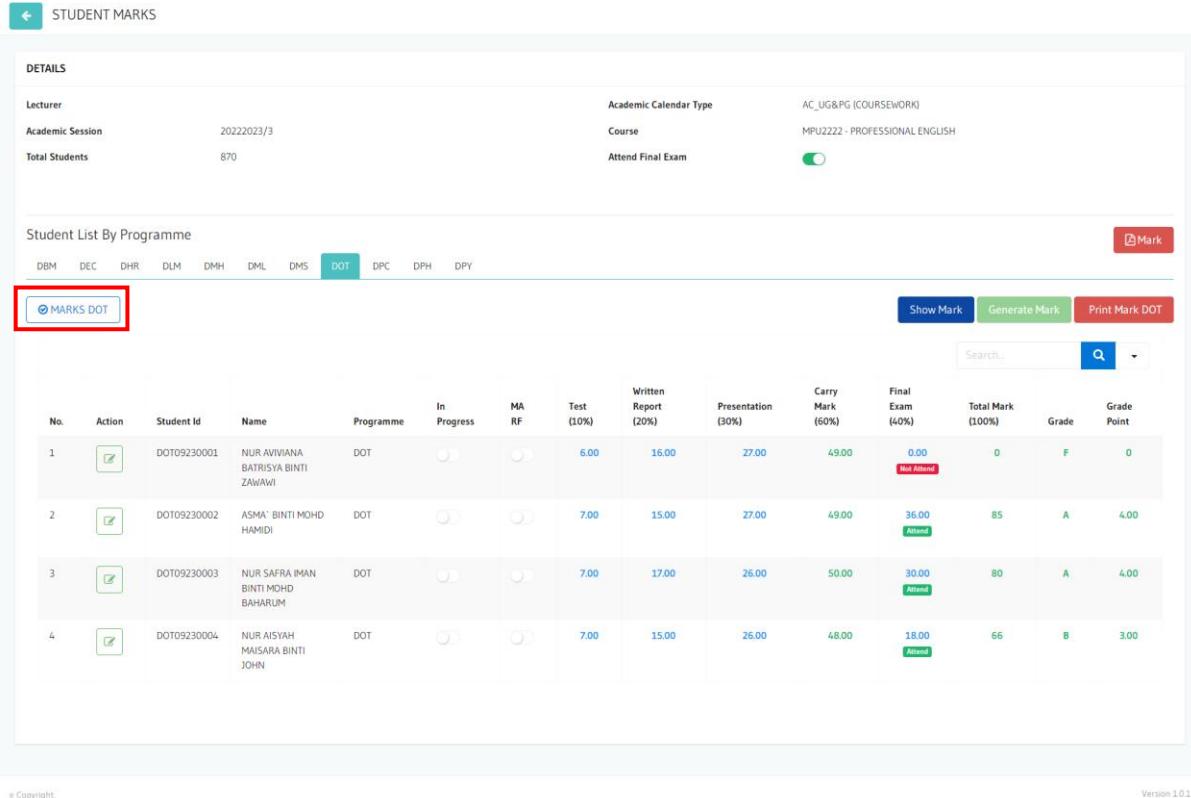
- Click on the programme code tab and list of students based on selected programme will be displayed.



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



STUDENT MARKS

DETAILS

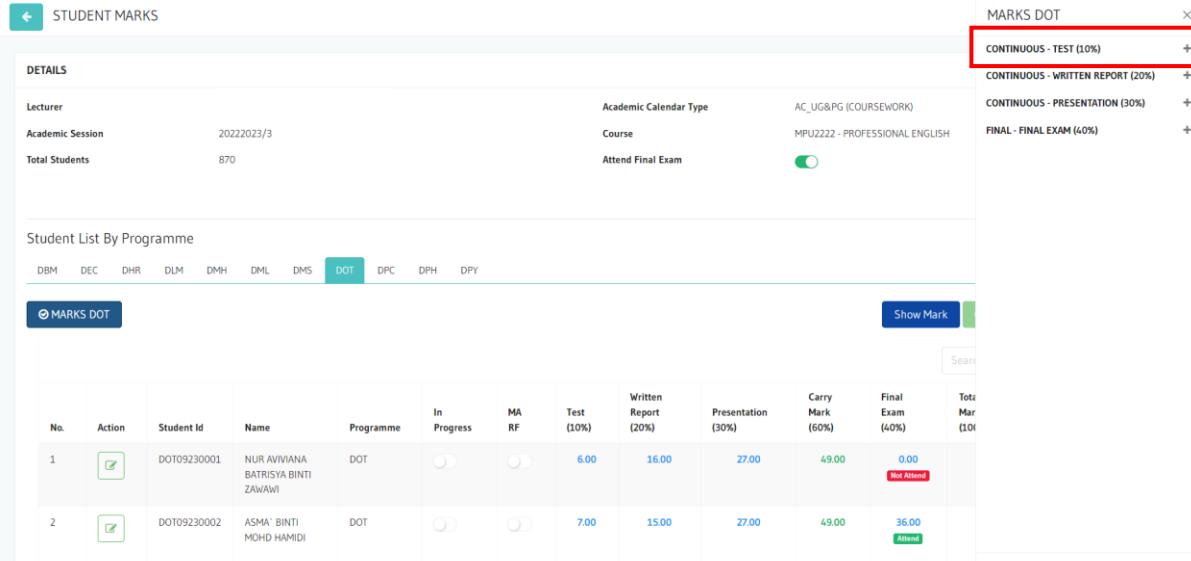
Lecturer	Academic Calendar Type
Academic Session	MPU2222 - PROFESSIONAL ENGLISH
Total Students	Attend Final Exam

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 Mark (100%)	Grade	Grade Point
1	<input type="checkbox"/>	DOT09230001	NUR AVIVIANA BATRISYA BINTI ZAWAWI	DOT	<input type="radio"/>	<input type="radio"/>	6.00	16.00	27.00	49.00	0.00 <small>Not Attended</small>	0	F	0
2	<input type="checkbox"/>	DOT09230002	ASMA' BINTI MOHD HAMIDI	DOT	<input type="radio"/>	<input type="radio"/>	7.00	15.00	27.00	49.00	36.00 <small>Attended</small>	85	A	4.00
3	<input type="checkbox"/>	DOT09230003	NUR SAFRA IMAN BINTI MOHD BAHARUM	DOT	<input type="radio"/>	<input type="radio"/>	7.00	17.00	26.00	50.00	30.00 <small>Attended</small>	80	A	4.00
4	<input type="checkbox"/>	DOT09230004	NUR AISYAH MAISARA BINTI JOHN	DOT	<input type="radio"/>	<input type="radio"/>	7.00	15.00	26.00	48.00	18.00 <small>Attended</small>	66	B	3.00

Copyright: Version 1.01

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



STUDENT MARKS

DETAILS

Lecturer	Academic Calendar Type
Academic Session	MPU2222 - PROFESSIONAL ENGLISH
Total Students	Attend Final Exam

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 Mark (100%)	Grade	Grade Point
1	<input type="checkbox"/>	DOT09230001	NUR AVIVIANA BATRISYA BINTI ZAWAWI	DOT	<input type="radio"/>	<input type="radio"/>	6.00	16.00	27.00	49.00	0.00 <small>Not Attended</small>	0	F	0
2	<input type="checkbox"/>	DOT09230002	ASMA' BINTI MOHD HAMIDI	DOT	<input type="radio"/>	<input type="radio"/>	7.00	15.00	27.00	49.00	36.00 <small>Attended</small>	85	A	4.00

MARKS DOT

- CONTINUOUS - TEST (10%)
- CONTINUOUS - WRITTEN REPORT (20%)
- CONTINUOUS - PRESENTATION (30%)
- FINAL - FINAL EXAM (40%)

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

The screenshot shows the 'STUDENT MARKS' page. On the right, a modal window titled 'MARKS DOT' is open, showing the 'CONTINUOUS - TEST (10%)' section with a table:

No.	Item	Marks	Action
1	INDIVIDUAL TEST	10	

Below this, other sections like 'CONTINUOUS - WRITTEN REPORT (20%)', 'CONTINUOUS - PRESENTATION (30%)', and 'FINAL - FINAL EXAM (40%)' are listed with '+' icons. The main page table shows student marks for two students:

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%)
1		DOT09230001	NUR AVIVIANA BATRISYA BINTI ZAWAWI	DOT			6.00	16.00	27.00	49.00	0.00	
2		DOT09230002	ASMA' BINTI MOHD HAMIDI	DOT			7.00	15.00	27.00	49.00	36.00	

8. 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 with the 'INDIVIDUAL TEST' modal open. The modal has two sections: 'DOWNLOAD STUDENT LIST' and 'UPLOAD STUDENT MARK'.

DOWNLOAD STUDENT LIST: A table showing student marks:

Student	Mark	Full Mark
DOT09230001	6.00	10
DOT09230002	7.00	10
DOT09230003	7.00	10
DOT09230004	7.00	10

UPLOAD STUDENT MARK: A form with a 'Choose File' button highlighted with a red box, and a 'Save' button highlighted with a red box.

4.1.6 Generate 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.

Lecturer

PERSONAL INFO

Name	Race	MELAYU
Staff No.	Religion	ISLAM
Department	Status	CONTRACT (ACTIVE)
Gender	Email	khairulnematullah@gmail.com

LECTURER COURSE SETTINGS

No.	Academic Session	Academic Category	Course	No. of Student	Action
1	20222023/3	AC_UG&PG (Coursework)	MPU2222 PROFESSIONAL ENGLISH	870	

TEACHING SETTINGS

TIMETABLE

EXAMINATION TIMETABLE

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

STUDENT MARKS

DETAILS

Lecture	Academic Session	Academic Calendar Type
20222023/3	Total Students	MPU2222 - PROFESSIONAL ENGLISH
870		<input checked="" type="checkbox"/> Attend Final Exam

Student List By Programme

DBM	DEC	DHR	DLM	DMH	DML	DMS	DOT	DPC	DPH	DPR
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

MARKS

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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 fields for Lecturer (empty), 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 (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 'Mark' button. Below the table is a 'MARKS' button. At the bottom left is a copyright notice and at the bottom right is Version 1.01.

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

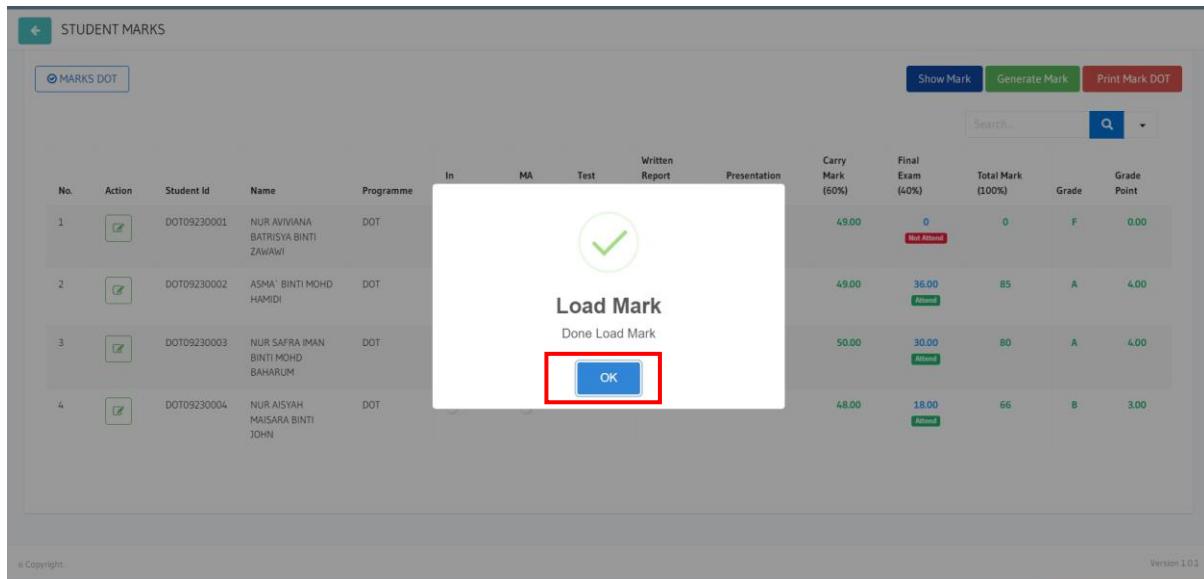
The screenshot shows the 'STUDENT MARKS' page with the 'DOT' column highlighted in red. Below the table is a row of buttons: 'Show Mark' (highlighted with a red box), 'Generate Mark', and 'Print Mark DOT'. At the bottom left is a copyright notice and at the bottom right is Version 1.01.

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	Grade Point
1	<input checked="" type="checkbox"/>	DOT09230001	NUR AVIVIANA BATRISYA BINTI ZAWAWI	DOT	<input type="radio"/>	<input type="radio"/>	6.00	16.00	27.00	49.00	0.00 Not Attend	0	F	0
2	<input checked="" type="checkbox"/>	DOT09230002	ASMA' BINTI MOHD HAMIDI	DOT	<input type="radio"/>	<input type="radio"/>	7.00	15.00	27.00	49.00	36.00 Attend	85	A	4.00
3	<input checked="" type="checkbox"/>	DOT09230003	NUR SAFRA IMAN BINTI MOHD BAHRUM	DOT	<input type="radio"/>	<input type="radio"/>	7.00	17.00	26.00	50.00	30.00 Attend	80	A	4.00
4	<input checked="" type="checkbox"/>	DOT09230004	NUR AISYAH MAISARA BINTI JOHN	DOT	<input type="radio"/>	<input type="radio"/>	7.00	15.00	26.00	48.00	18.00 Not Attend	66	B	3.00

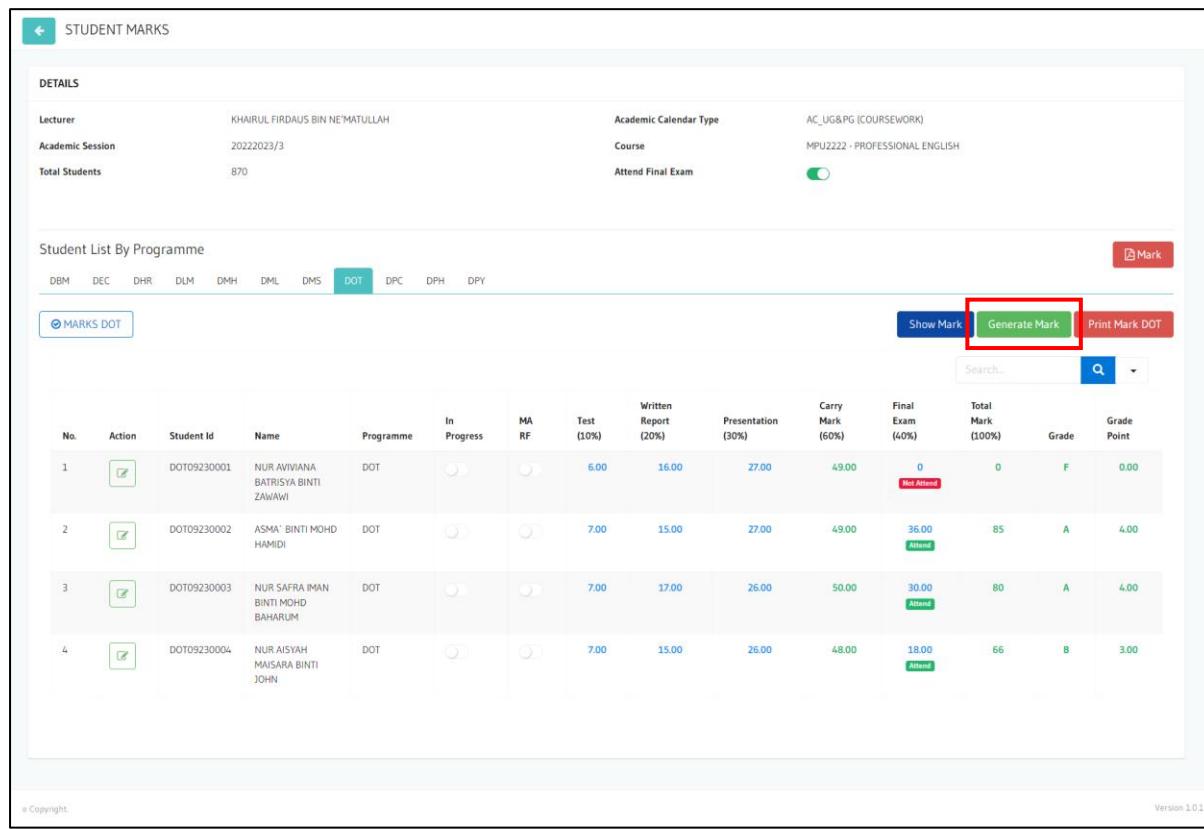
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6. After finish load, click on the **OK** button.



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



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

The screenshot shows the 'STUDENT MARKS' page. At the top right are buttons for 'Show Mark', 'Generate Mark', and 'Print Mark DOT'. Below is a search bar and a dropdown menu. The main table lists student marks for four students (DOT09230001 to DOT09230004) across various subjects. A modal dialog box is centered over the table, displaying a green checkmark icon and the text 'Done Generate Mark' followed by 'DOT'. At the bottom of the dialog is a blue 'OK' button, which is highlighted with a red rectangular box. The table columns include No., Action, Student Id, Name, Programme, Written, Carry Mark (60%), Final Exam (40%), Total Mark (100%), Grade, and Grade Point.

4.1.7 Print 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' page. On the left is a sidebar with 'CITY CAMPUS' and 'Main' sections: Announcement, Settings, Student, Lecturer (which is selected), and Reporting. The main area has tabs for 'PERSONAL INFO' and 'LECTURER COURSE SETTINGS'. In 'PERSONAL INFO', fields include Name (KHAIRUL NEMATULLAH), Race (MELAYU), Staff No., Religion (ISLAM), Department, Status (CONTRACT (ACTIVE)), Gender (MALE), and Email (khairulinematullah@gmail.com). In 'LECTURER COURSE SETTINGS', a table lists one course: No. 1, Academic Session 20222023/3, Academic Category AC_US&PG (Coursework), Course MPU2222 PROFESSIONAL ENGLISH, and No. of Student 870. The 'Action' column for this row contains icons: a blue square, a purple square with a white person icon, and a yellow square with a pencil icon, all of which are highlighted with a red rectangular box. Below the table are sections for 'TEACHING SETTINGS', 'TIMETABLE', and 'EXAMINATION TIMETABLE'.

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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 fields for 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. Below this is a 'Student List By Programme' section. A horizontal bar at the bottom of this section contains tabs for DBM, DEC, DHR, DLM, DMH, DML, DMS, DOT, DPC, DPH, and DPY, with 'DOT' being highlighted. To the right of this bar is a red button labeled 'Mark'. Below the tabs is a blue button labeled 'MARKS'. At the bottom left is a copyright notice and at the bottom right is 'Version 1.01'.

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

The screenshot shows the same 'STUDENT MARKS' page as above, but with a more detailed view of the student list. The 'Student List By Programme' section now includes a table with 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 still active. At the top of the list table are three buttons: 'Show Mark' (blue), 'Generate Mark' (green), and 'Print Mark DOT' (red, which is highlighted with a red box). Above the table is a search bar and a filter icon. The table lists four students with their marks and attendance status (e.g., Not Attended, Attended). At the bottom left is a copyright notice and at the bottom right is 'Version 1.01'.

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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.

The screenshot shows a web-based application interface for managing student marks. At the top, there's a header bar with various icons and a progress bar indicating 90%. Below the header is a table titled 'DIPLOMA IN OCCUPATIONAL THERAPY' showing student marks across different subjects. The table includes columns for No., Student ID, Name, Test (10%), Written Report (20%), Presentation (30%), Carry Mark (40%), Final Exam, Total Mark (100%), Grade, and Grade Point. Four rows of data are listed. The top right corner of the page has a red box highlighting the download and print icons.

No.	Student ID	Name	Test (10%)	Written Report (20%)	Presentation (30%)	Carry Mark (40%)	Final Exam	Total Mark (100%)	Grade	Grade Point
1	DOT09230001	NUR AVIVIANA BATRISYA BINTI ZAWAWI	6.00	16.00	27.00	49.00	0	0	F	0.00
2	DOT09230002	ASMA' BINTI MOHD HAMIDI	7.00	15.00	27.00	49.00	36.00	85	A	4.00
3	DOT09230003	NUR SAFRAN IMAN BINTI MOHD BAHARUM	7.00	17.00	26.00	50.00	30.00	80	A	4.00
4	DOT09230004	NUR Aisyah Maisara Binti JOHN	7.00	15.00	26.00	48.00	18.00	66	B	3.00

4.1.8 Print Student Marks Overall

- 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 COURSE SETTINGS' section of the application. It displays personal information for a lecturer, including name, race, religion, status, and email. Below this is a table of lecturer course settings for the academic session 20222023/3. The table includes columns for No., Academic Session, Academic Category, Course, No. of Student, and Action. One row is shown, with the 'Action' column containing a blue square with a white icon and a yellow square with a white icon. The bottom of the page has sections for TEACHING SETTINGS, TIMETABLE, and EXAMINATION TIMETABLE.

No.	Academic Session	Academic Category	Course	No. of Student	Action
1	20222023/3	AC_UG&PG (Coursework)	MPU2222 PROFESSIONAL ENGLISH	870	

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

The screenshot shows the 'STUDENT MARKS' page. At the top, there's a 'DETAILS' section with fields for Lecturer (KHAIRUL FIRDAUS BIN NEMATULLAH), Academic Session (20222023/3), Total Students (870), Academic Calendar Type (AC_UG&PG (COURSEWORK)), Course (MPU2222 - PROFESSIONAL ENGLISH), and Attend Final Exam (switched on). Below this is a 'Student List By Programme' table with columns for DBM, DEC, DHR, DLM, DMH, DML, DMS, DOT, DPC, DPH, and DPY. A red box highlights the 'Mark' button at the top right of the table area. At the bottom left is a copyright notice and at the bottom right is Version 1.01.

- 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 'pdf:filename=generated.pdf;base64,JVBERi0xLjMKJbrfrOAKMyAwIG9iago8PC9UeX...'. It displays a student marksheet for 'PROFESSIONAL ENGLISH (MPU2222)' with academic session '20222023/3'. The marksheet includes a header with lecturer information, a table of student marks, and a footer with a timestamp '4:21:19 AM, 4/26/2024'. A red box highlights the 'Print' and 'Download' icons in the top right corner of the PDF viewer.

No.	Student ID	Name	Test (10%)	Written Report (20%)	Presentation (30%)	Carry Mark (40%)	Final Exam (40%)	Total Mark (100%)	Grade	Grade Point
1	DBM04230001	NOOR-UL-HUDA BINTI IMRAN JAVED	7.00	16.00	28.00	51.00	27.20	78	A-	3.67
2	DBM04230002	AIYAH IZZATI BINTI MOHD YUNUS	9.00	15.00	27.00	51.00	23.60	75	A-	3.67
3	DBM04230003	MUHAMMAD ZAMIRAH ANIQ BIN ZAMRI	8.00	17.00	26.00	51.00	24.40	75	A-	3.67
4	DBM04230004	MUHAMMAD HAZIQ BIN MUHD ISMADI	7.00	17.00	26.00	50.00	29.60	80	A	4.00
5	DBM04230005	SITI HAWA BINTI ABDUL MANAP	7.00	16.00	26.00	49.00	29.20	78	A-	3.67
6	DBM04230006	NUR SHAHIRAH (ZWANI) BINTI MOHD A'ZIZI	6.00	17.00	26.00	49.00	21.60	71	B+	3.33
7	DBM04230007	NUR UMARAH SYAHMINA BINTI NORFAISAL	9.00	16.00	27.00	52.00	22.80	75	A-	3.67
8	DBM04230008	IZZ IZUDDIN BIN MOHD ISA	7.00	16.00	27.00	50.00	28.00	78	A-	3.67
9	DBM04230011	NOR FIFIYANE BINTI NOR HISAM	7.00	16.00	27.00	50.00	26.40	76	A-	3.67
10	DBM04230012	SU'R SYARFIEZA BINTI JUMADIN	9.00	17.00	28.00	54.00	30.80	85	A	4.00
11	DBM04230013	NUR AMALINA BINTI SABTU	6.00	17.00	28.00	51.00	24.80	76	A-	3.67
12	DBM04230014	NURUL RAFFEEKA AIR BINTI JAMALUDIN	7.00	17.00	26.00	50.00	27.60	78	A-	3.67
13	DBM04230017	ELLYA MASARAH BINTI MOHON	6.00	16.00	27.00	49.00	28.80	78	A-	3.67
14	DBM04230018	NURHDAYANTI BINTI ABDULLAH	7.00	16.00	27.00	50.00	32.80	83	A	4.00
15	DBM04230019	MUHAMAD NABIL NURJUDIN BIN RAMLI	8.00	17.00	27.00	52.00	36.40	88	A	4.00
16	DBM04230020	RAJA NURADREANNA BATRISYIA BINTI RAJA ARIFFIN	7.00	15.00	27.00	49.00	26.40	75	A-	3.67
17	DBM04230021	ANIS SAFFEA BINTI AZIZUL	7.00	15.00	26.00	48.00	32.40	80	A	4.00
18	DBM09230022	SITI KHAIRUNNISA BINTI TAJUDIN	8.00	17.00	27.00	52.00	32.80	85	A	4.00
19	DBM09230023	NUR FARAH IRDINA BINTI MOHD KAMARIZAL	9.00	17.00	28.00	54.00	28.40	82	A	4.00

4.2 Teaching Settings

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

The screenshot shows the 'Announcement' section of the system. On the left, there's a sidebar with 'CITY CAMPUS' navigation. The 'Lecturer' option is selected. The main content area has a header 'ANNOUNCEMENT' with a search bar and a 'Action' dropdown. Below is a table listing three announcements:

No.	Title	Start Date	End Date	Status	Action
1	PEMAKLUMAN PENGGUNAAN SISTEM JADUAL WAKTU 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. Click on the **Teaching Settings** tab and the tab will expand.

The screenshot shows the 'Lecturer' page. The 'Lecturer' tab is selected in the sidebar. The main content area has a 'PERSONAL INFO' section with details like Name, Staff No., Department, Gender, Race, Religion, Status, and Email. Below it is a 'LECTURER COURSE SETTINGS' section. A red box highlights the 'TEACHING SETTINGS' tab, which is currently expanded, showing sub-options like 'TIMETABLE' and 'EXAMINATION TIMETABLE'. Other collapsed sections include 'LECTURER COURSE SETTINGS' and 'EXAMINATION TIMETABLE'.

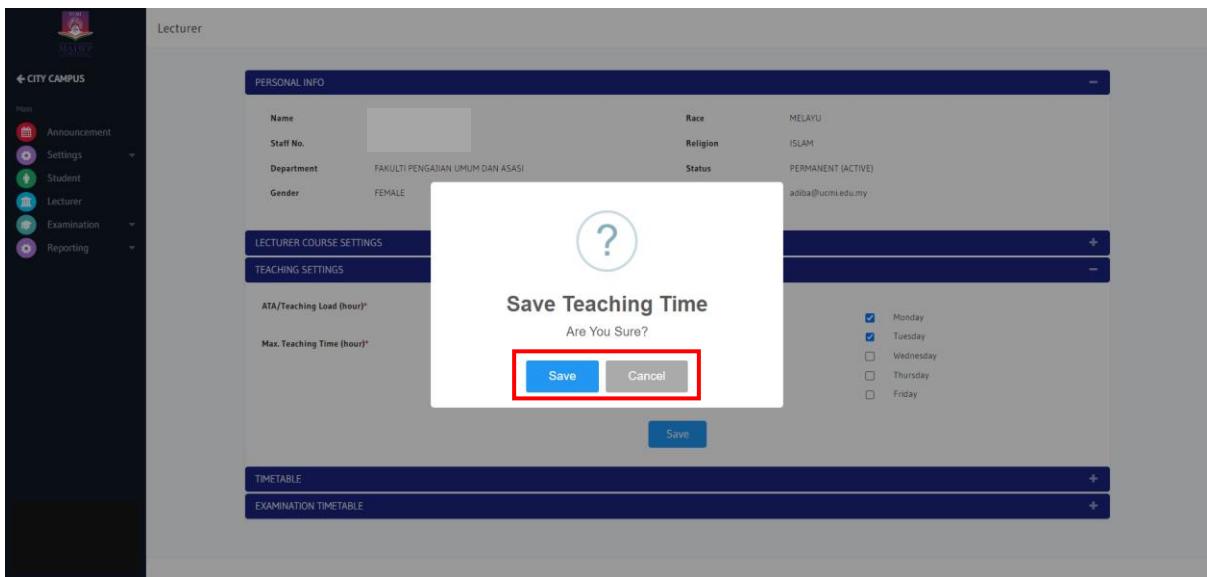
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- Fill in the information needed and click on the **Save** button.

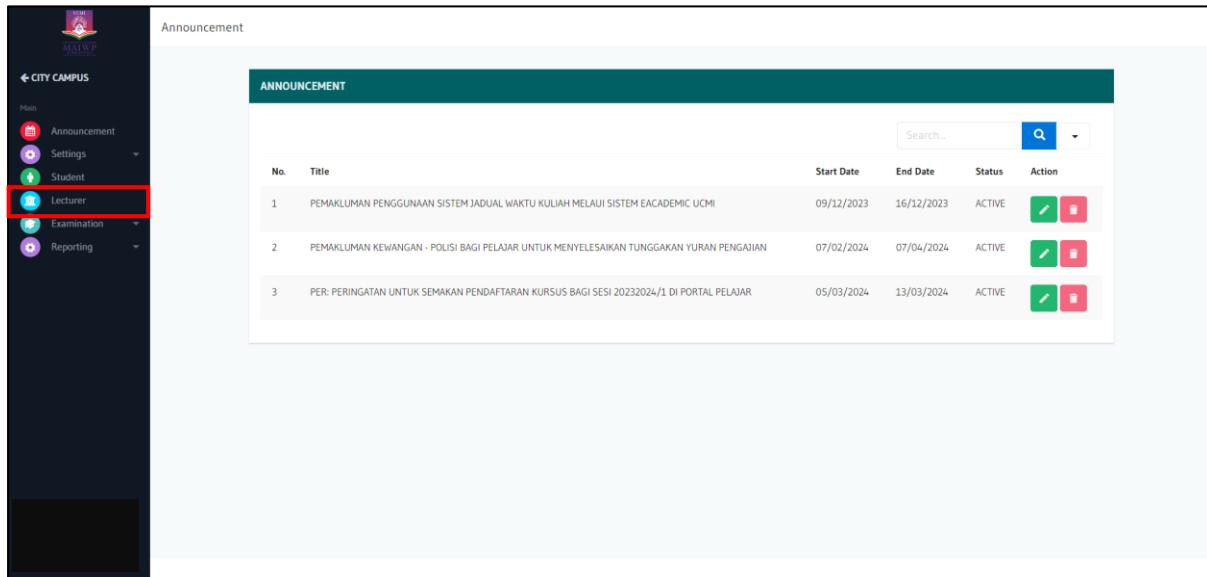
The screenshot shows the 'Lecturer' profile editing interface. On the left is a sidebar with icons for Announcement, Settings, Student, Lecturer (selected), Examination, and Reporting. The main area has tabs for PERSONAL INFO, LECTURER COURSE SETTINGS, and TEACHING SETTINGS. Under PERSONAL INFO, fields include Name (redacted), Race (MELAYU), Staff No. (redacted), Religion (ISLAM), Department (FAKULTI PENGAJIAN UMUM DAN ASASI), Status (PERMANENT (ACTIVE)), Gender (FEMALE), and Email (adiba@ucmi.edu.my). Below these are sections for ATA/Teaching Load (hour)*, Max. Teaching Time (hour)*, and Teaching Day Exceptions (checkboxes for Monday through Friday, with Tuesday checked). A large blue 'Save' button is centered at the bottom of the form, with a red box highlighting it.

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



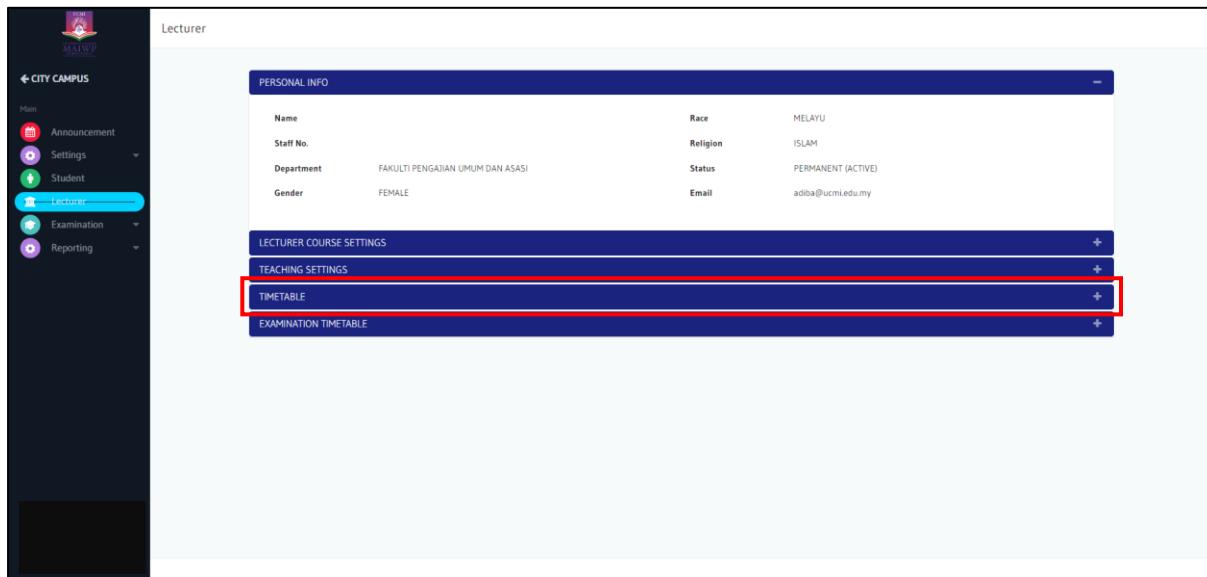
4.3 Timetable & Attendance

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



The screenshot shows the 'Announcement' section of the system. On the left, a sidebar menu is visible with several options: Main, Announcement, Settings, Student, **Lecturer**, Examination, and Reporting. The 'Lecturer' option is highlighted with a red box. The main content area displays a table titled 'ANNOUNCEMENT' with three rows of data. Each row contains a number, title, start date, end date, status, and two action buttons (edit and delete). The titles in the table are: 1. PEMAKLUMAN PENGGUNAAN SISTEM JADUAL WAKTU KULIAH MELALUI SISTEM EACADEMIC UCM, 2. PEMAKLUMAN KEWANGAN - POLISI BAGI PELAJAR UNTUK MENYELESAIKAN TUNGGAKAN YURAN PENGAJIAN, and 3. PER: PERINGATAN UNTUK SEMAKAN PENDAFTARAN KURSUS BAGI SESI 20232024/1 DI PORTAL PELAJAR.

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



The screenshot shows the 'Lecturer' page. The sidebar menu is identical to the previous screenshot, with 'Lecturer' highlighted in blue. The main content area is titled 'LECTURER'. It contains several sections: 'PERSONAL INFO', 'LECTURER COURSE SETTINGS', 'TEACHING SETTINGS', **TIMETABLE** (which is highlighted with a red box), and 'EXAMINATION TIMETABLE'. Each section has a '+' sign to its right, indicating it can be expanded.

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

The screenshot shows the 'Lecturer' dashboard. On the left is a dark sidebar with icons for Announcement, Settings, Student, Lecturer, Examination, and Reporting. The main area has a header 'PERSONAL INFO' with fields for Name, Staff No., Department (FAKULTI PENGAJIAN UMUM DAN ASASI), Gender (FEMALE), Race (MELAYU), Religion (ISLAM), Status (PERMANENT (ACTIVE)), and Email (adiba@ucmi.edu.my). Below this are sections for 'LECTURER COURSE SETTINGS', 'TEACHING SETTINGS', and 'TIMETABLE'. A dropdown menu labeled '- Choose Academic Session -' is highlighted with a red border. To its right is a yellow search icon. At the bottom is an 'EXAMINATION TIMETABLE' section.

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

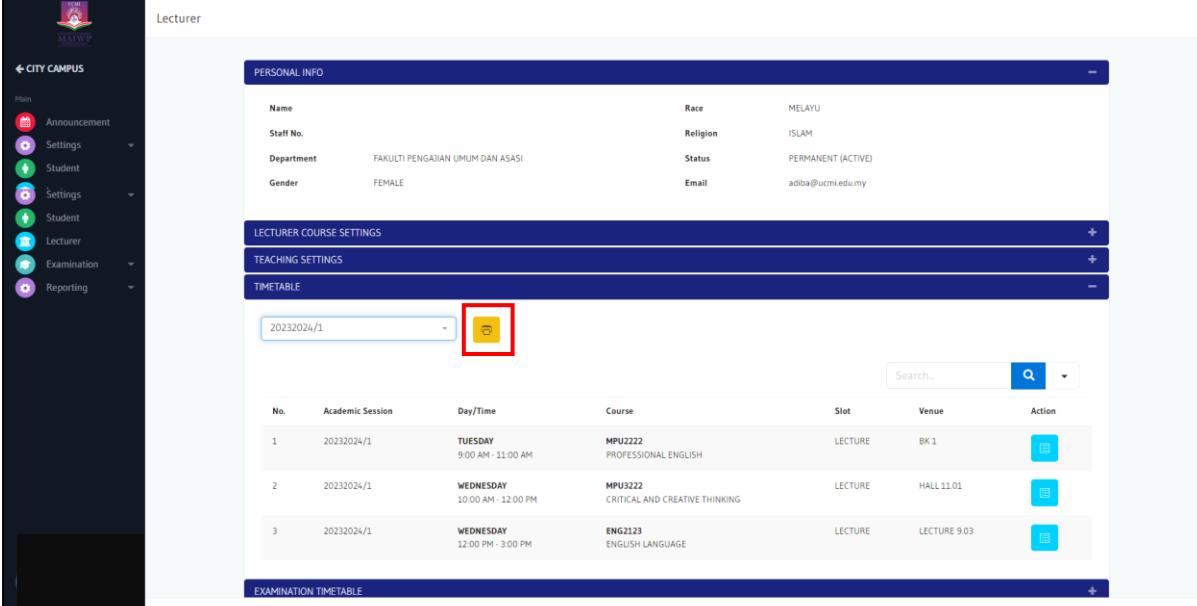
This screenshot shows the same 'Lecturer' dashboard as above, but the 'TIMETABLE' section is expanded. It displays a table of courses with their details: No., Academic Session, Day/Time, Course, Slot, Venue, and Action. The 'Action' column contains three icons: a blue pencil (Edit), a blue eye (View), and a blue trash can (Delete). The first row's 'Action' column is highlighted with a red box. The table includes rows for 'MPU2222 PROFESSIONAL ENGLISH' on Tuesday at 9:00 AM - 11:00 AM in LECTURE 8K.1, 'MPU3222 CRITICAL AND CREATIVE THINKING' on Wednesday at 10:00 AM - 12:00 PM in LECTURE HALL 11.01, and 'ENG2123 ENGLISH LANGUAGE' on Wednesday at 12:00 PM - 3:00 PM in LECTURE 9.03.

No.	Academic Session	Day/Time	Course	Slot	Venue	Action
1	20232024/1	TUESDAY 9:00 AM - 11:00 AM	MPU2222 PROFESSIONAL ENGLISH	LECTURE	8K.1	
2	20232024/1	WEDNESDAY 10:00 AM - 12:00 PM	MPU3222 CRITICAL AND CREATIVE THINKING	LECTURE	HALL 11.01	
3	20232024/1	WEDNESDAY 12:00 PM - 3:00 PM	ENG2123 ENGLISH LANGUAGE	LECTURE	LECTURE 9.03	

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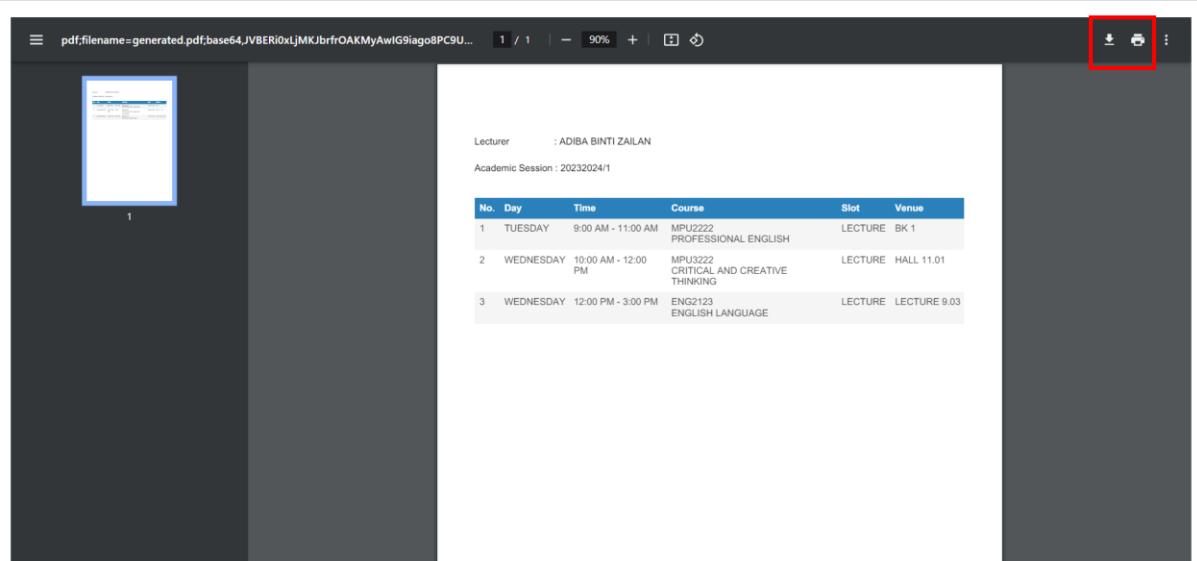
- To print lecturer's timetable, click on the **Print** icon button after choose academic session and lecturer's timetable will be displayed.



The screenshot shows the 'Lecturer' section of the eCMS interface. On the left is a sidebar with 'CITY CAMPUS' and various menu items like 'Announcement', 'Settings', 'Student', 'Examination', and 'Reporting'. The main area has tabs for 'PERSONAL INFO', 'LECTURER COURSE SETTINGS', 'TEACHING SETTINGS', and 'TIMETABLE'. The 'TIMETABLE' tab is active, showing a table of lectures for the academic session 20232024/1. The table includes columns for No., Academic Session, Day/Time, Course, Slot, Venue, and Action. Three lectures are listed:

No.	Academic Session	Day/Time	Course	Slot	Venue	Action
1	20232024/1	TUESDAY 9:00 AM - 11:00 AM	MPU2222 PROFESSIONAL ENGLISH	LECTURE	BK 1	
2	20232024/1	WEDNESDAY 10:00 AM - 12:00 PM	MPU3222 CRITICAL AND CREATIVE THINKING	LECTURE	HALL 11.01	
3	20232024/1	WEDNESDAY 12:00 PM - 3:00 PM	ENG2123 ENGLISH LANGUAGE	LECTURE	LECTURE 9.03	

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



The screenshot shows a print preview of the lecturer's timetable. At the top, it displays the lecturer's name (ADIBA BINTI ZAILAN) and the academic session (20232024/1). Below this is a table of lectures with columns for No., Day, Time, Course, Slot, and Venue. The same three lectures from the previous screenshot are listed:

No.	Day	Time	Course	Slot	Venue
1	TUESDAY	9:00 AM - 11:00 AM	MPU2222 PROFESSIONAL ENGLISH	LECTURE	BK 1
2	WEDNESDAY	10:00 AM - 12:00 PM	MPU3222 CRITICAL AND CREATIVE THINKING	LECTURE	HALL 11.01
3	WEDNESDAY	12:00 PM - 3:00 PM	ENG2123 ENGLISH LANGUAGE	LECTURE	LECTURE 9.03

4.3.1 Add Week

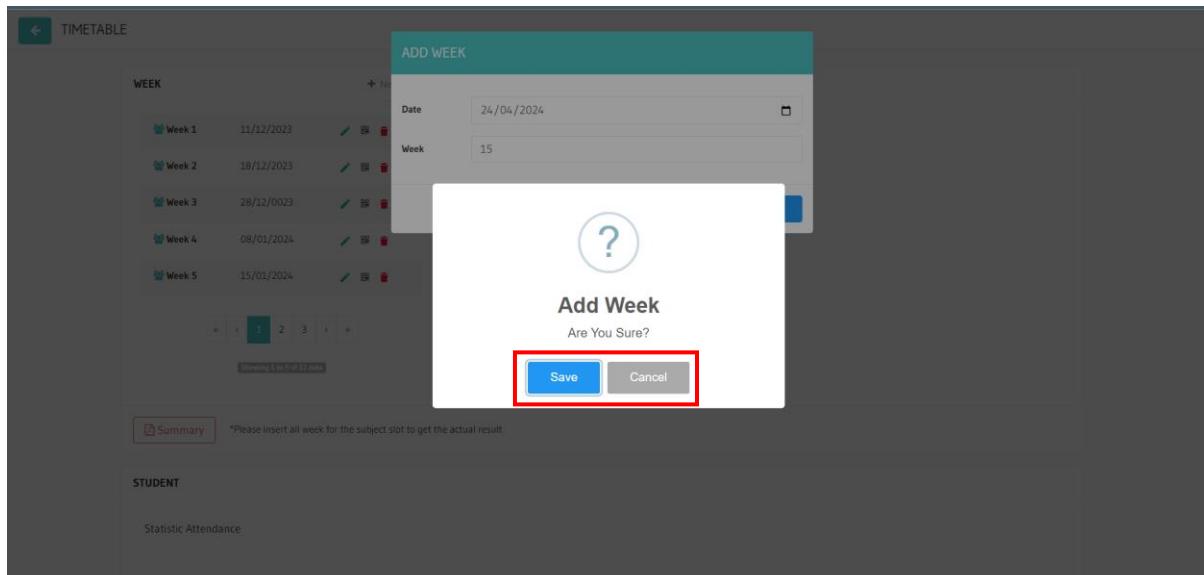
1. Follow instructions number 1 until 4 on [4.3 Timetable & Attendance](#) to direct to the Timetable page.
2. Click on the **+ New Record** button and Add Week modal will be displayed.

The screenshot shows the 'TIMETABLE' page. In the top right corner of the 'WEEK' section, there is a red box around the '**+ New Record**' button. Below this section, there is a 'DETAILS' panel containing academic session information: Academic Session 2023/2024/1, Category AC_UG&PG (COURSEWORK), Course MPU2121 - COMMUNICATION ENGLISH, Day MONDAY, Time 10:00 AM - 12:00 PM, Slot LECTURE, and Venue HALL A. At the bottom of the page, there is a 'Summary' button and a note: '*Please insert all week for the subject slot to get the actual result.'

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

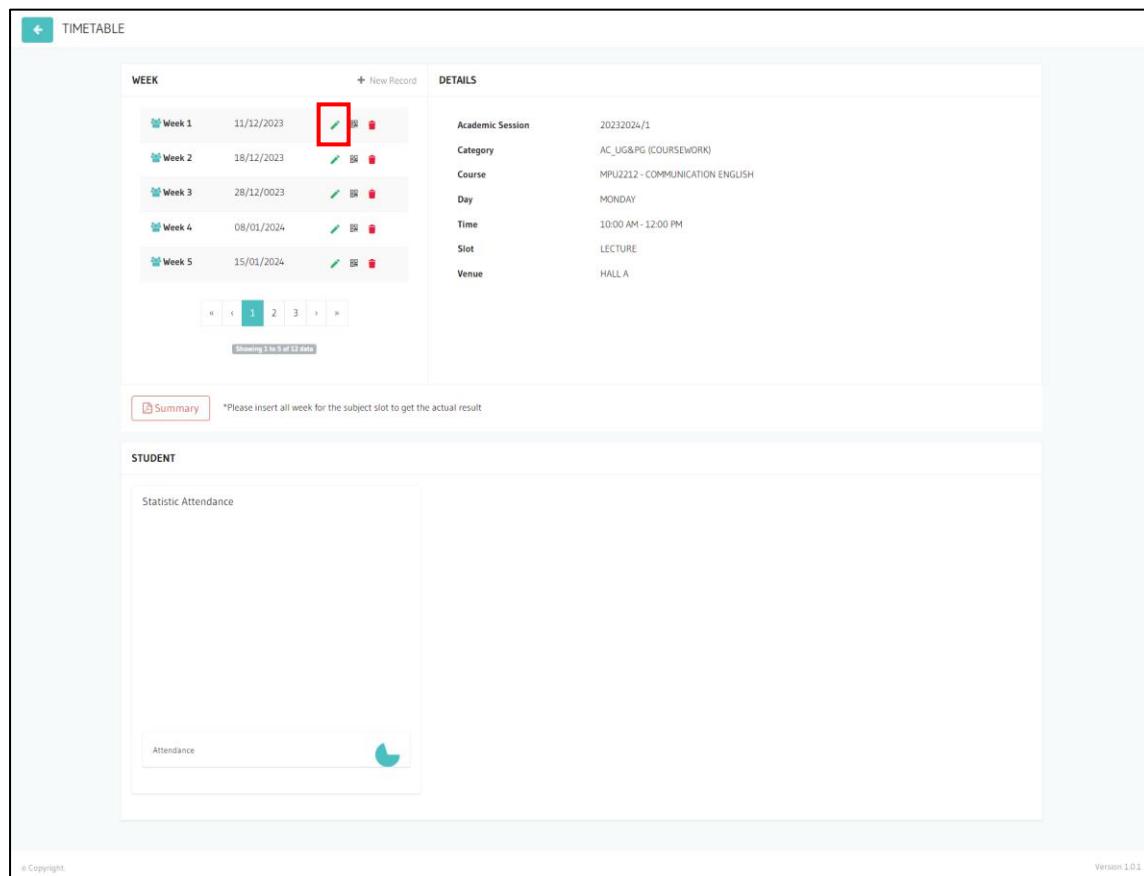
The screenshot shows the 'TIMETABLE' page with an open 'ADD WEEK' modal. The modal has fields for Date (dd/mm/yyyy), Week, Time (10:00 AM - 12:00 PM), Slot (LECTURE), and Venue (HALL A). The 'Save' button at the bottom right of the modal is highlighted with a red box. The background shows the 'WEEK' section with five entries: Week 1 (11/12/2023), Week 2 (18/12/2023), Week 3 (28/12/2023), Week 4 (08/01/2024), and Week 5 (15/01/2024). There is also a 'Summary' button and a note: '*Please insert all week for the subject slot to get the actual result.'

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

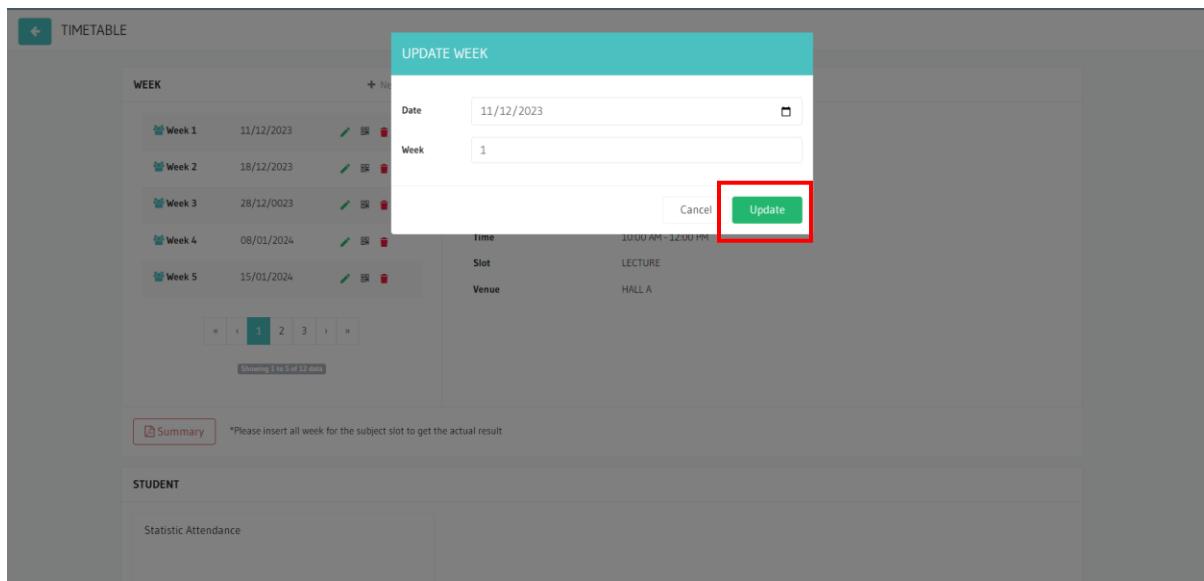


4.3.2 Update Week

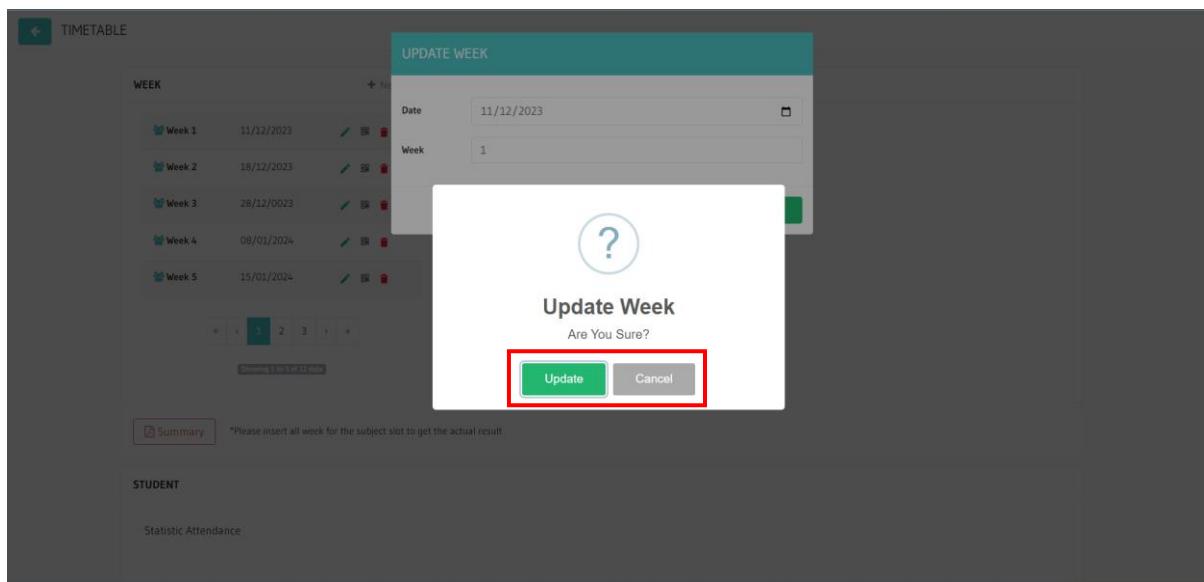
1. Follow instructions number 1 until 4 on [4.3 Timetable & Attendance](#) to direct to the Timetable page.
2. Click on the **Update** icon button and Update Week modal will be displayed.



3. Update any information that needs to update and click on the **Update** button.



4. A pop up alert 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.

The screenshot shows the 'TIMETABLE' section of the eCMS interface. On the left, a table lists weeks from Week 1 to Week 5 with their respective dates. A red box highlights the 'QR' icon in the Week 1 row. To the right, detailed information for Week 1 is shown, including the 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 pages 1 through 5, and a note at the bottom: '*Please insert all week for the subject slot to get the actual result'. On the right, there's a 'STUDENT' section titled 'Statistic Attendance' with a progress bar labeled 'Attendance'.

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

This screenshot is identical to the one above, but a large QR code is overlaid on the 'WEEK 1' row of the timetable table. Below the QR code, a URL is visible: https://ucms.picoms.edu.my/eACADEMIC/admin/attendance.html?tmt=996&id=1484&code_received=QZlwzVvJv8vgvD01Y41LxCaoVkyZ8year=2023/2024.

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 alert message 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	

STUDENT

Statistic Attendance

Attendance

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

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

TIMETABLE

WEEK	DATE	DETAILS
Week 1	11/12/2023	Academic Session: 20232024/1 Category: AC_UG&PG (COURSEWORK) Course: MPU2212 - COMMUNICATION ENGLISH
Week 2	18/12/2023	
Week 3	28/12/2023	
Week 4	08/01/2024	
Week 5	15/01/2024	

STUDENT

Statistic Attendance

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

Remove Week

Are You Sure?

Remove **Cancel**

4.3.5 View 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 grid titled 'WEEK' displaying five rows of data for 'Week 1' through 'Week 5'. Each row contains the date (e.g., 11/12/2023), a green checkmark icon, and two red warning icons. To the right of the grid is a 'DETAILS' panel showing the following 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
Venue	HALL A

Below the grid, there is a navigation bar with buttons for '1' (highlighted in blue), '2', '3', '4', and '5'. A note at the bottom says 'Showing 1 to 5 of 12 data'. At the bottom of the grid, there is a 'Summary' button and a note: '*Please insert all week for the subject slot to get the actual result'.

On the right side of the screen, there is a 'STUDENT' section titled 'Statistic Attendance' which currently displays 'Attendance' and a small teal circular icon.

At the bottom left of the page, there is a copyright notice: 'Copyright ©'. At the bottom right, it says 'Version 1.0.1'.

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[TIMETABLE](#)

WEEK	DATE	ATTENDANCE	ACTION
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	MPU2212 - COMMUNICATION ENGLISH
Day	MONDAY
Time	10:00 AM - 12:00 PM
Slot	LECTURE
Venue	HALL A

[Week 1](#) [Week 2](#) [Week 3](#) [Week 4](#) [Week 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	

[Week 1](#) [Week 2](#) [Week 3](#) [Week 4](#) [Week 5](#)

Showing 1 to 10 of 284 data

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Version 1.0.1

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 grid titled 'WEEK' with five rows labeled 'Week 1' through 'Week 5'. Each row contains a date (11/12/2023, 18/12/2023, 28/12/2023, 08/01/2024, 15/01/2024), a 'New Record' button, and three small icons (green checkmark, red circle, blue question mark). To the right of the grid 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 grid is a navigation bar with buttons for '1' (highlighted in green), '2', '3', '4', and '5'. At the bottom of the grid area, it says 'Showing 1 to 5 of 12 data'. Below this, there is a 'Summary' button and a note: '*Please insert all week for the subject slot to get the actual result'. On the far left, there is a 'STUDENT' section with a 'Statistic Attendance' chart and an 'Attendance' button. 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 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

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	

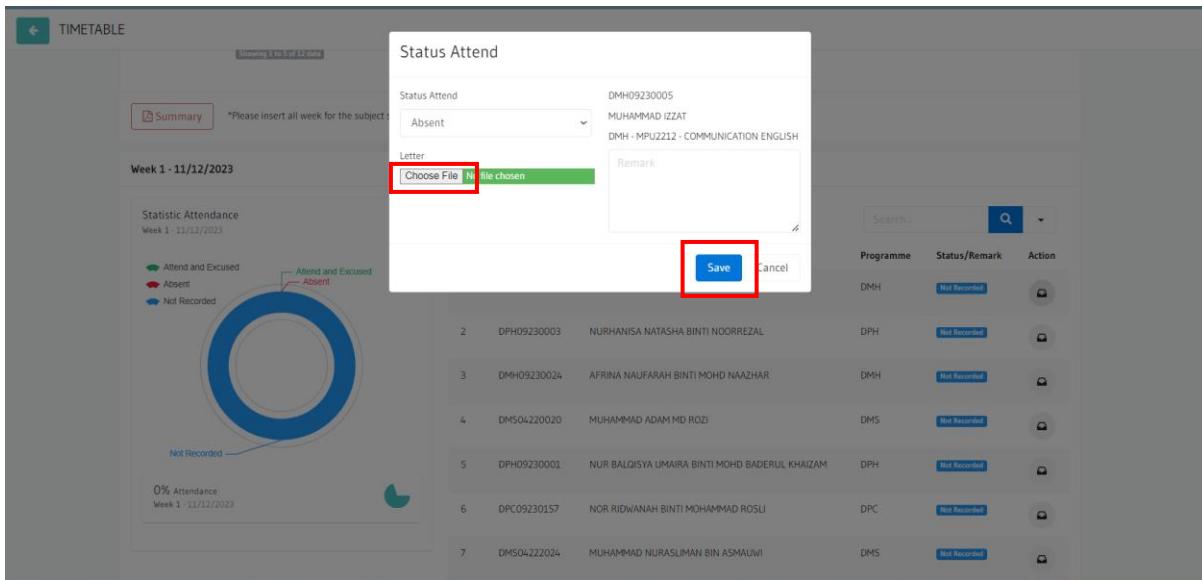
0% Attendance Week 1 - 11/12/2023

Copyright: Version 1.01

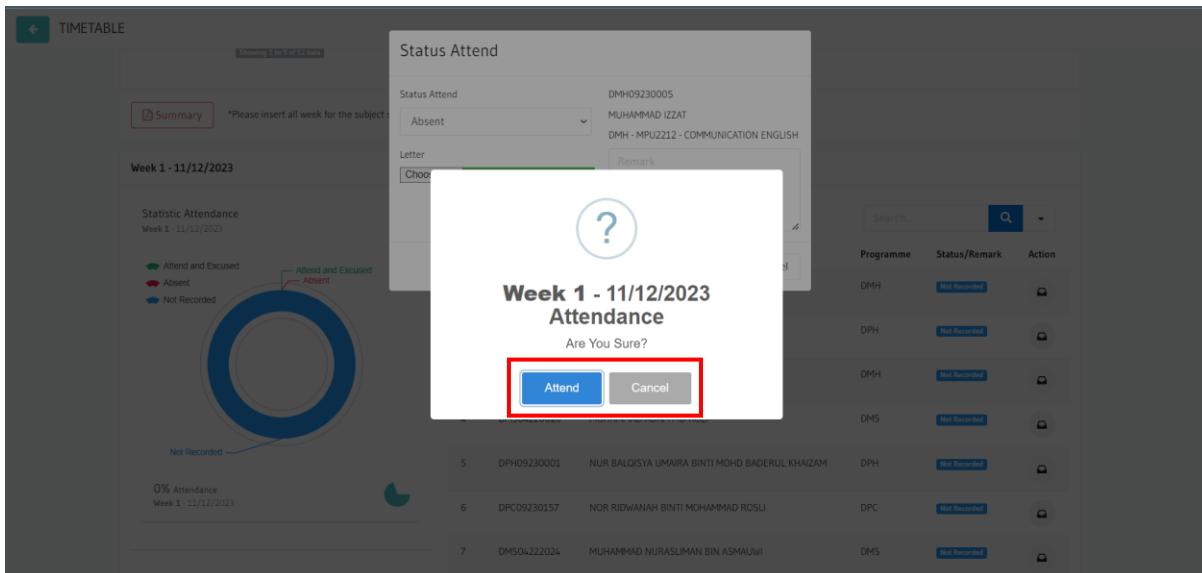
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4. Update student's attendance status by using the dropdown and click on the **Save** button.
Click on the **Choose File** button to upload letter if student is absent or has been excused.



5. A pop up alert 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 course 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 of this panel says 'Showing 1 to 5 of 12 data'. At the bottom of the 'WEEK' table area, there is a red box around a blue 'Summary' button. To the right of the 'Summary' button is a note: '*Please insert all week for the subject slot to get the actual result'. On the far left, there's a 'STUDENT' section with a 'Statistic Attendance' chart and an 'Attendance' button. At the bottom left is a 'Copyright' link, and at the bottom right is a 'Version 1.0.1' link.

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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.

The screenshot shows a PDF viewer interface with four pages of student attendance data. The top right corner of the viewer has a red box highlighting the Print and Download icons. The PDF content includes a table with columns: No., Student ID, Name, Code Programme, and Percentage Attendance. The data is as follows:

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	NURAFRYNNAH 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 system's Announcement page. The left sidebar has a red box around the 'Lecturer' menu item. The main content area displays a list of announcements with columns: No., Title, Start Date, End Date, Status, and Action. Each announcement has edit and delete icons in the Action column. The data is as follows:

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	

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2. Click on the **Examination Timetable** tab and the tab will expand.

The screenshot shows the 'Lecturer' profile page. On the left is a sidebar with icons for Main, Announcement, Settings, Student, Lecturer (selected), Examination, and Reporting. The main area has a header 'PERSONAL INFO' with fields for Name (Adiba), Race (MELAYU), Staff No. (1234567890), Religion (ISLAM), Department (FAKULTI PENGAJIAN UMUM DAN ASASI), Status (PERMANENT (ACTIVE)), Gender (FEMALE), and Email (adiba@ucmi.edu.my). Below this are sections for 'LECTURER COURSE SETTINGS', 'TEACHING SETTINGS', 'TIMETABLE', and 'EXAMINATION TIMETABLE'. The 'EXAMINATION TIMETABLE' section is highlighted with a red box.

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

The screenshot shows the same 'Lecturer' profile page as above. The 'EXAMINATION TIMETABLE' section is still highlighted with a red box. A dropdown menu labeled '- Choose Academic Session -' is shown, also highlighted with a red box.

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

The screenshot shows the 'Lecturer' section of the eCMS system. It displays personal information for a lecturer, including Name (Adiba), Staff No., Department (FAKULTI PENGAJIAN UMUM DAN ASASI), Gender (FEMALE), Race (MELAYU), Religion (ISLAM), Status (PERMANENT (ACTIVE)), and Email (adiba@ucmi.edu.my). Below this are sections for 'LECTURER COURSE SETTINGS', 'TEACHING SETTINGS', 'TIMETABLE', and 'EXAMINATION TIMETABLE'. The 'EXAMINATION TIMETABLE' section shows two entries for the academic session 2023/2024/1. The first entry is for MGT4043 (INTRODUCTION TO HUMAN RESOURCE MANAGEMENT) and the second is for DTF2363 (HUMAN RESOURCE MANAGEMENT). Both entries show 'FINAL EXAMINATION' type, 'INVIGILATOR' position, date/time (29/03/2024, 9:30 AM - 12:00 PM), and venue (CITY CAMPUS, HALL 8.01, LEVEL 8, CITY CAMPUS, JLN TANGSI). The 'No. of Student' column indicates 62 and 43 respectively. The 'Action' column contains a purple edit icon for each row, with the first one highlighted by a red box.

4.4.1 Update Student's Examination Attendance

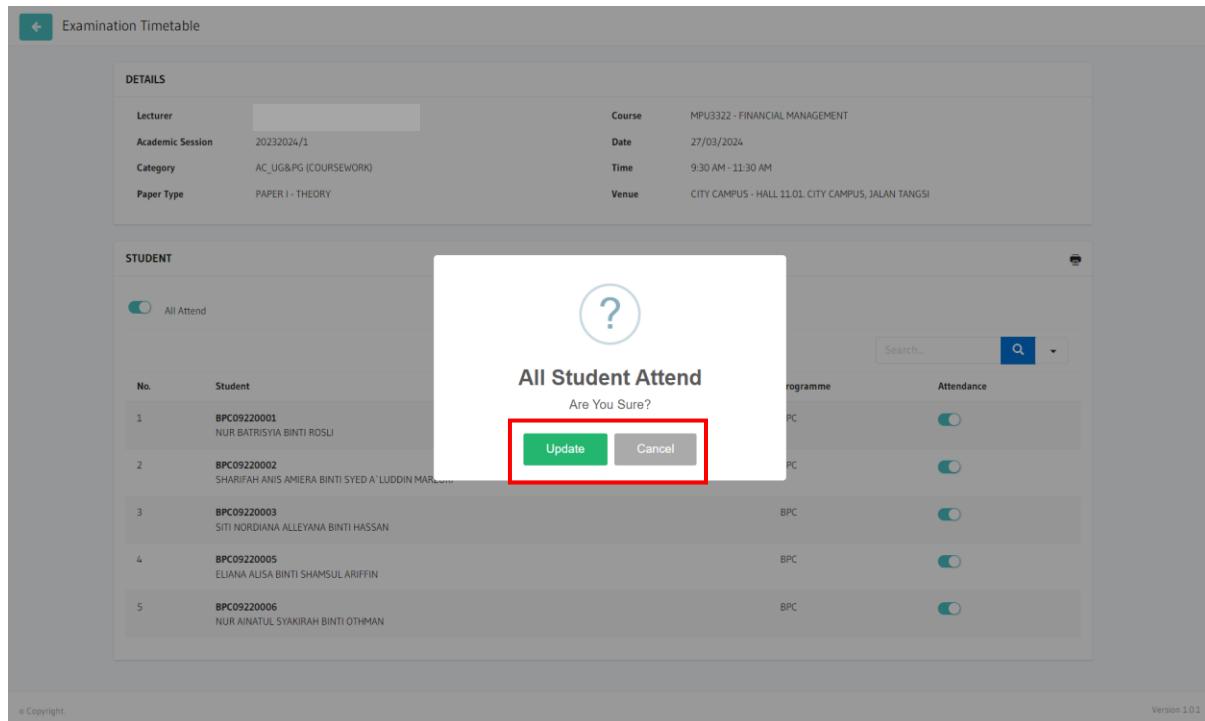
- Follow instructions number 1 until 4 on **4.4 Examination Timetable** to direct to Examination Timetable page.
- Click on the **All Attend** toggle switch to update all student's examination attendance status to attend.

The screenshot shows the 'Examination Timetable' page. At the top, it displays 'DETAILS' for a specific session: Lecturer (Adiba), Academic Session (2023/2024/1), Course (MPU3322 - FINANCIAL MANAGEMENT), Date (27/03/2024), Time (9:30 AM - 11:30 AM), Category (AC_UG&PG (COURSEWORK)), Paper Type (PAPER I - THEORY), and Venue (CITY CAMPUS - HALL 11.01, CITY CAMPUS, JALAN TANGSI). Below this is a 'STUDENT' section. A red box highlights the 'All Attend' button, which is a toggle switch. The table lists five students with their names, student numbers, programmes (BPC), and current attendance status (indicated by a blue toggle switch). The attendance status for all students is currently set to 'Attend' (blue switch).

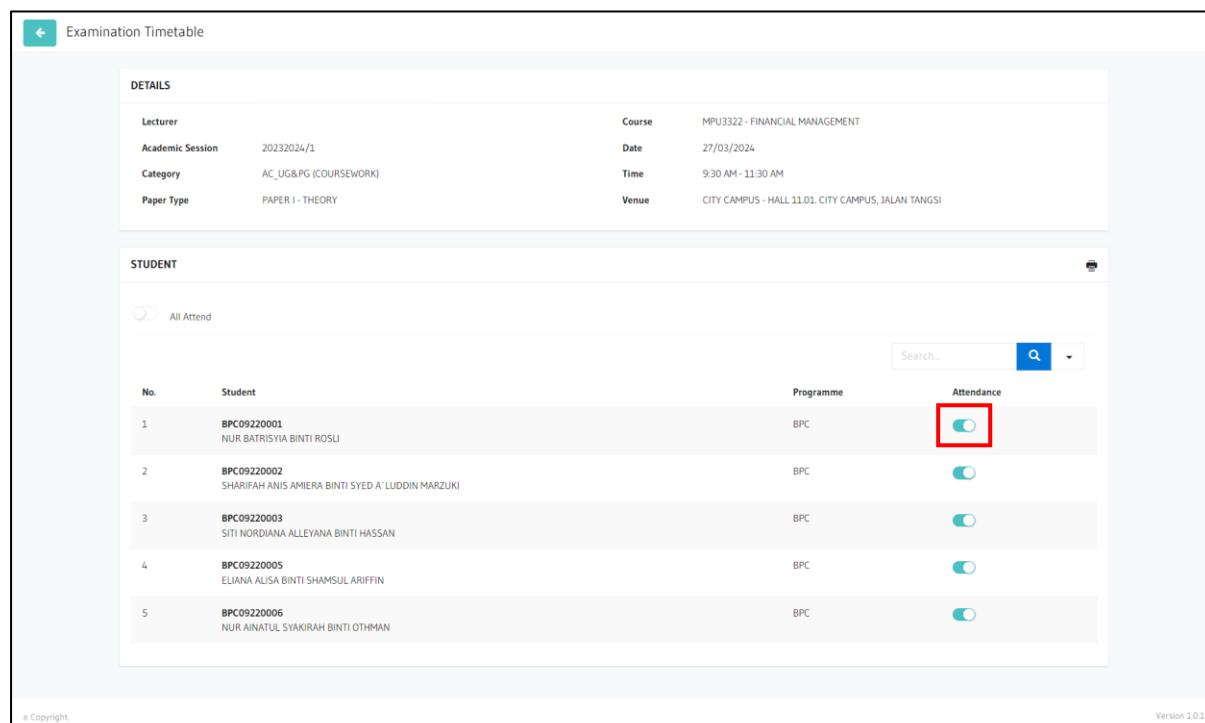
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3. A pop up alert message will be displayed and click on the **Update** button to update student's examination attendance.



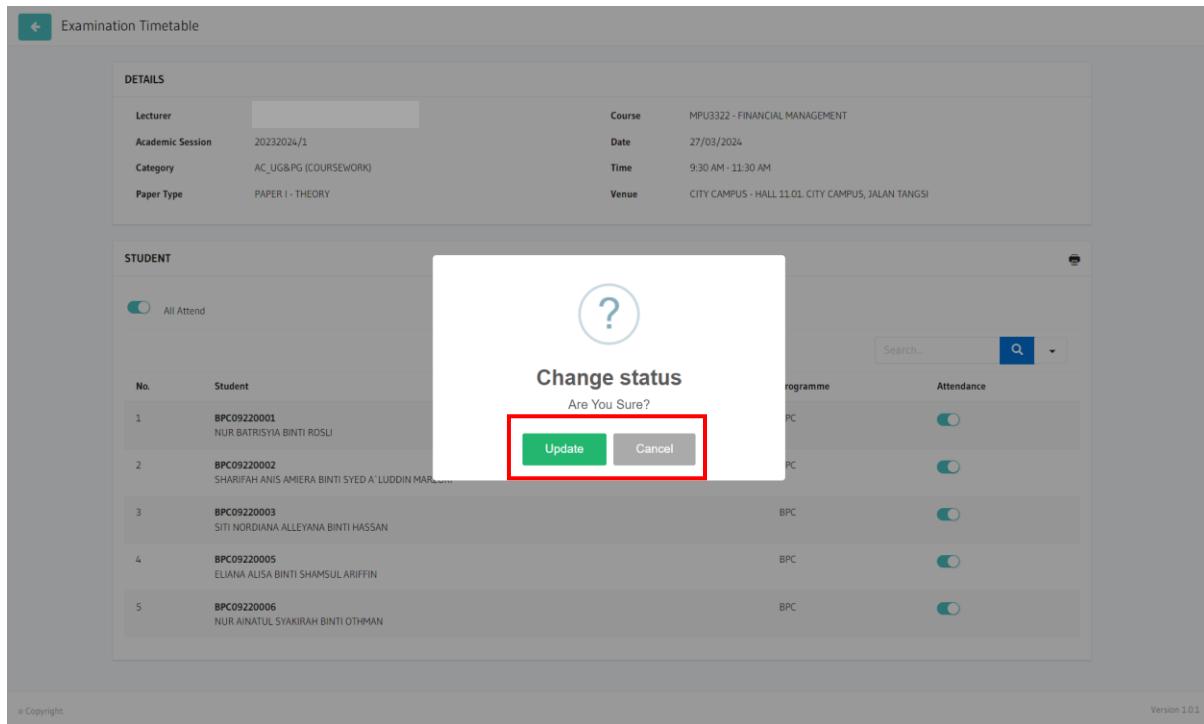
4. Click on the **Attendance** toggle switch to update certain student's examination attendance status to attend.



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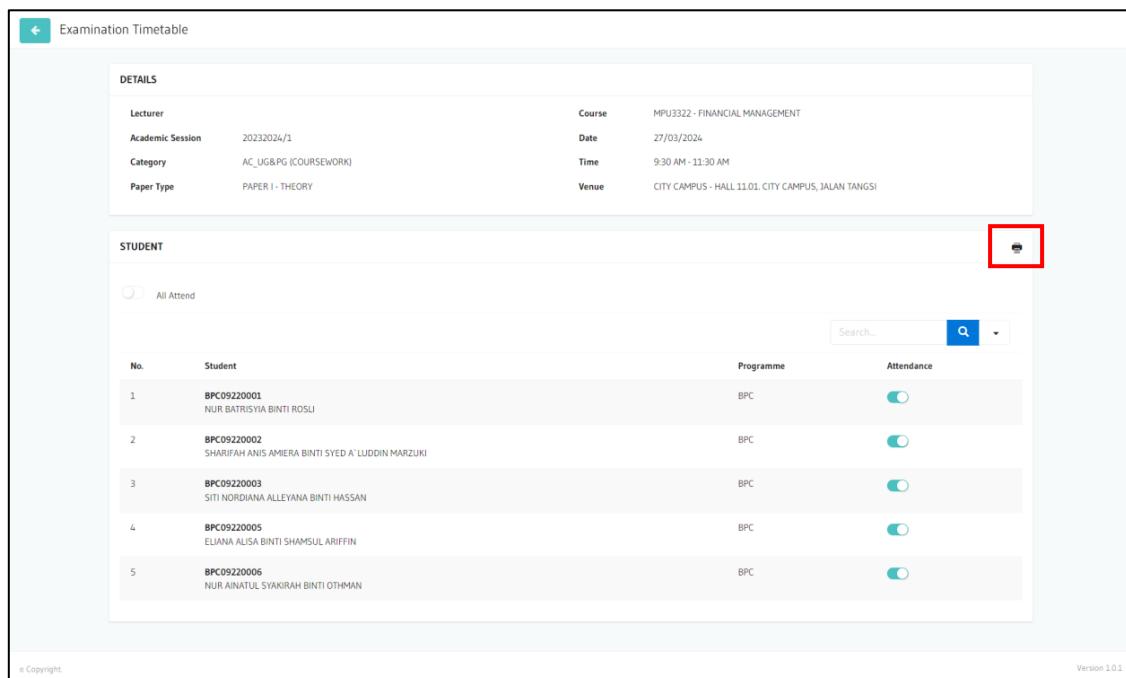
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5. A pop up alert message will be displayed and click on the **Update** button to update student's examination attendance.

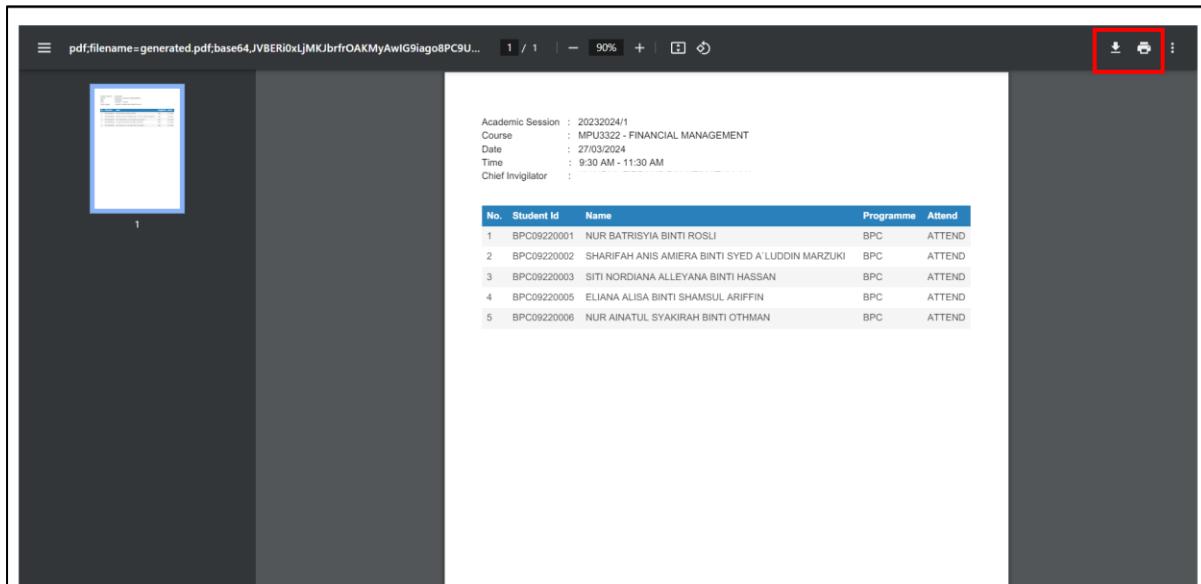


4.4.2 Print Examination Attendance

1. Follow instructions number 1 until 4 on **4.4 Examination Timetable** to direct to Examination Timetable page.
2. Click on the **Print** icon button and preview Student Examination Attendance will be displayed.



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



5 Examination

5.1 Generate GPA/CGPA

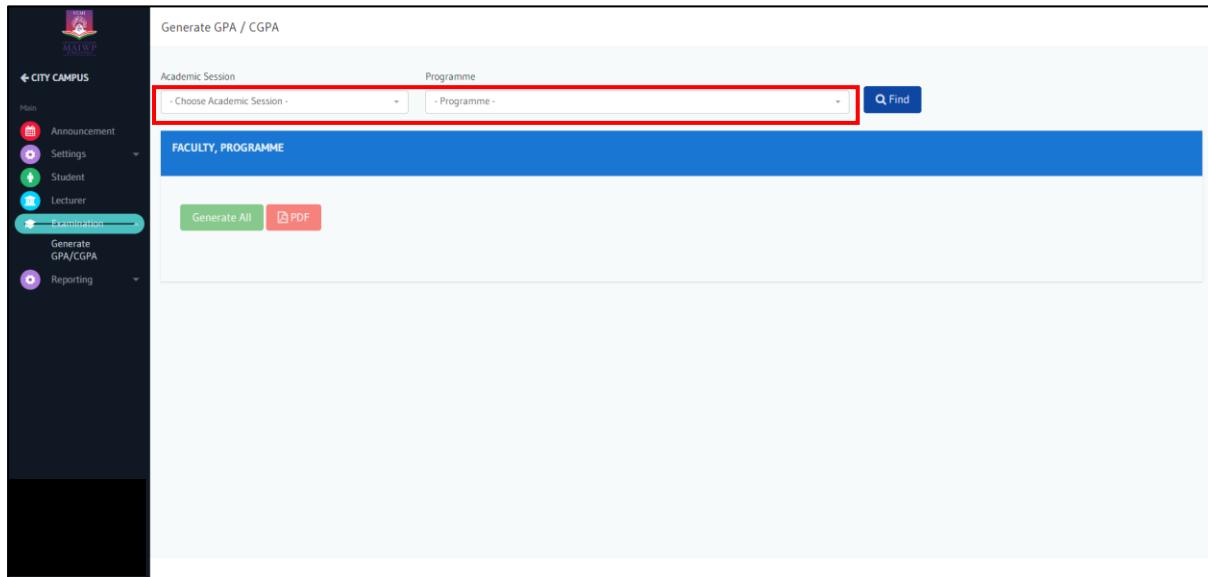
1. Click on **Examination > Generate GPA/CGPA** menu and Generate GPA/CGPA page will be displayed.

No.	Title	Start Date	End Date	Status	Action
1	PEMAKLUMAN PENGGUNAAN SISTEM JADUAL WAKTU 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	

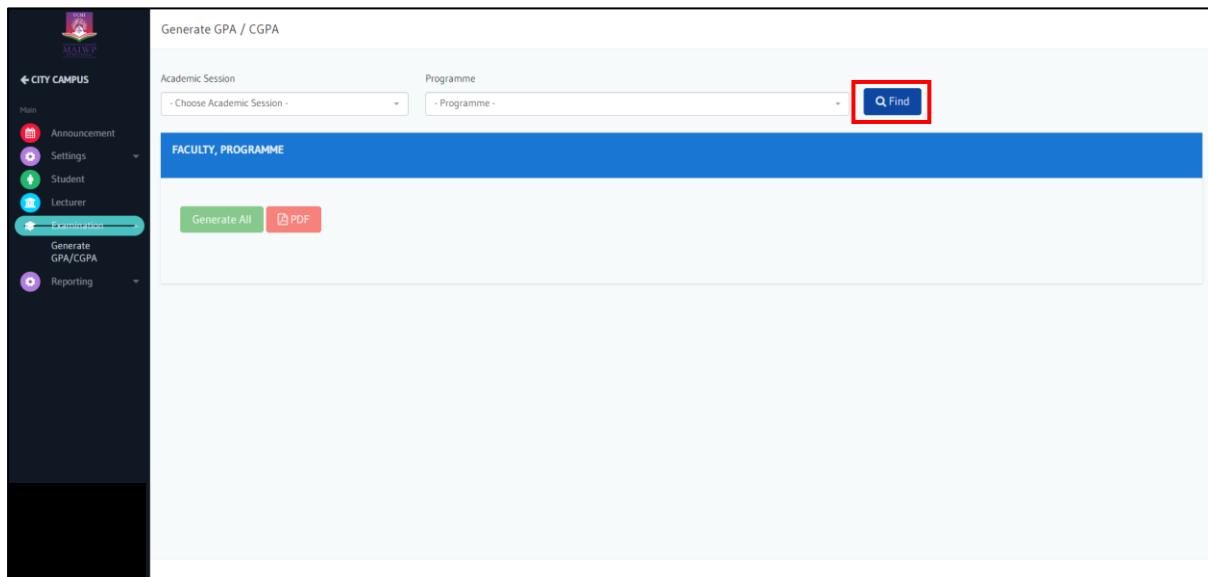
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2. Click on the **Academic Session** and **Programme** dropdown button to choose academic session and programme.



3. Click on the **Find** button and the data displayed are based on academic session and programme selected.



5.1.1 View Student List Based on Academic Status

- Follow instructions on **5.1 Generate GPA/CGPA** to direct to Generate GPA/CGPA page.
- Click on the number of students at table Academic Status and list of students based on intake and academic status will be displayed.

The screenshot shows the 'Generate GPA / CGPA' page with a modal overlay titled 'GOOD STANDING' for APR-2021. The modal displays three students: AIDA SYAHIRAH BINTI AMIR HIZAM, SITI NUR ATIKAH BINTI MOHD ZAFLI, and UMI IFFAH NAJWANIE BINTI OMAR. Each student's details are listed with their student ID, name, semester, GPA, CGPA, and status (Active). The main page background shows academic status data for three intake periods: APR-2021, SEP-2021, and DEC-2021, with a total of 3 students in GOOD STANDING.

- Click on the **Back** button to close the modal.

This screenshot is similar to the previous one, showing the 'Generate GPA / CGPA' page with a modal for 'GOOD STANDING' for APR-2021. The modal lists the same three students: AIDA SYAHIRAH BINTI AMIR HIZAM, SITI NUR ATIKAH BINTI MOHD ZAFLI, and UMI IFFAH NAJWANIE BINTI OMAR. The 'Back' button in the modal is highlighted with a red box. The main page background shows academic status data for three intake periods: APR-2021, SEP-2021, and DEC-2021, with a total of 3 students in GOOD STANDING.

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5.1.2 View Student's GPA/CGPA

1. Follow instructions on **5.1 Generate GPA/CGPA** to direct to Generate GPA/CGPA page.
2. Click on the **Details** icon button and list of student's course will be displayed.

The screenshot shows the 'Generate GPA / CGPA' page. On the left sidebar, under 'CITY CAMPUS', 'Generate GPA/CGPA' is selected. The main area displays '83 Students' with 'GPA more than 2.00' and '6 Students' with 'GPA less than 2.00'. Below this is a bar chart titled 'GPA/CGPA Status' showing student counts across GPA ranges (0.00-0.99, 1.51-1.99, 2.50-2.99, 3.50-4.00). A table lists student details with a red box around the 'Action' column for the first row:

No.	Name	Semester	GPA	CGPA	Action
1	BHR04210001 AIDA SYAHIRAH BINTI AMIR HIZAM	9	4.00	3.63	
2	BHR04210006 SITI NUR ATIKAH BINTI MOHD ZAFLI	9	3.25	3.05	
3	BHR04210009 UMI IFFAH NAJWANIE BINTI OMAR	9	3.83	3.65	
4	BHR04220002 NIK AMIRA ANNIA BINTI KUSAINI	6	4.00	3.62	
5	BHR04220003 NURUL NAZZATUL ASHYIQUEEN ANIDAH	6	3.40	3.34	

The screenshot shows the 'Generate GPA / CGPA' page with a different student record. The student details at the top are: BHR04210001, AIDA SYAHIRAH BINTI AMIR HIZAM (000525080286), INTAKE: APR-2021. The table below lists courses with 'Attend' buttons in the 'Remark' column:

No.	Academic Session	Course Code	Type	Credit	Total Mark	Grade	Point	TGP	Lecturer	Remark
1	20232024/1	BHR6583 - INDUSTRIAL RELATIONS	N	3	80	A	4.00	12.00	SITI FATHINAH BINTI AB RAHMAN	
2	20232024/1	BBM6543 - BUSINESS RESEARCH METHODS	N	3	80	A	4.00	12.00	SITI FATHINAH BINTI AB RAHMAN	
3	20232024/1	BHR6613 - INTERNATIONAL HUMAN RESOURCE MANAGEMENT	N	3	87	A	4.00	12.00	NURUL NADIAH BINTI ABDUL RAHMAN	
4	20232024/1	BHR6603 - HUMAN RESOURCE INFORMATION SYSTEM	N	3	85	A	4.00	12.00	NOOR ALINA BT ABDUL AZIZ	
					12.00			16.00	48.00	
							GPA : 4.00	CGPA : 3.63		

Buttons at the bottom right are 'Back' and 'Generate'.

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5.1.3 Print Students GPA/CGPA

1. Follow instructions on **5.1 Generate GPA/CGPA** to direct to Generate GPA/CGPA page.
2. Click on the **PDF** button and preview of Students GPA/CGPA will be displayed.

The screenshot shows the 'Generate GPA / CGPA' page. On the left sidebar, under 'CITY CAMPUS', 'Examination' is selected. The main area displays '83 Students' with 'GPA more than 2.00' and '6 Students' with 'GPA less than 2.00'. Below this is a bar chart showing the distribution of CGPA and GPA across four ranges: 0.00-0.99, 1.51-1.99, 2.50-2.99, and 3.50-4.00. A red box highlights the 'PDF' button next to the 'Generate All' button. To the right is a table of student records with columns: No., Name, Semester, GPA, CGPA, and Action. The table includes five entries with their respective details.

No.	Name	Semester	GPA	CGPA	Action
1	BHR04210001 AIDA SYAHIRAH BINTI AMIR HIZAM	9	4.00	3.63	
2	BHR04210006 SITI NUR ATIKAH BINTI MOHD ZAFLI	9	3.25	3.05	
3	BHR04210009 UMI IFFAH NAJWANIE BINTI OMAR	9	3.83	3.65	
4	BHR04220002 NIK AMIRA ANNINA BINTI KUSAINI	6	4.00	3.62	
5	BHR04220003 NURUL NAZZATUL ASHYIQUEEN ANIADAH	6	3.40	3.34	

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

The screenshot shows a PDF preview with four pages of student data. Each page has a header 'pdf,filename=generate...'. At the top of each page are 'Excel' and 'Pdf' buttons. Below them are 'Print' and 'Download' buttons, which are highlighted with red boxes. The data consists of tables for each academic session (SEMESTER 1, SEMESTER 2, SEMESTER 3, SEMESTER 4) showing student details like No., Student, Semester, Name, CGPA, and GPA. The tables include various rows for different students and sessions.

6 Reporting

6.1 Examination

6.1.1 Examination Timetable

1. 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 MELALUI 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 20232024/1 DI PORTAL PELAJAR	05/03/2024	13/03/2024	ACTIVE	

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 Faculty** dropdown to choose faculty.

The screenshot shows the 'EXAMINATION TIMETABLE' section. On the left, the sidebar has 'Reporting' selected under 'Examination'. In the main area, there are three dropdown menus: '- Choose Academic Session -', '- Choose Academic Category -', and '- Choose Faculty -', all of which are highlighted with a red box. To the right of these dropdowns is a red 'PDF' button.

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3. 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. The main area has dropdowns for '20232024/1', 'AC_UG&PG (Coursework)', and 'FACULTY OF PHARMACY(FOP)'. A red box highlights the 'PDF' button at the bottom right of the search area.

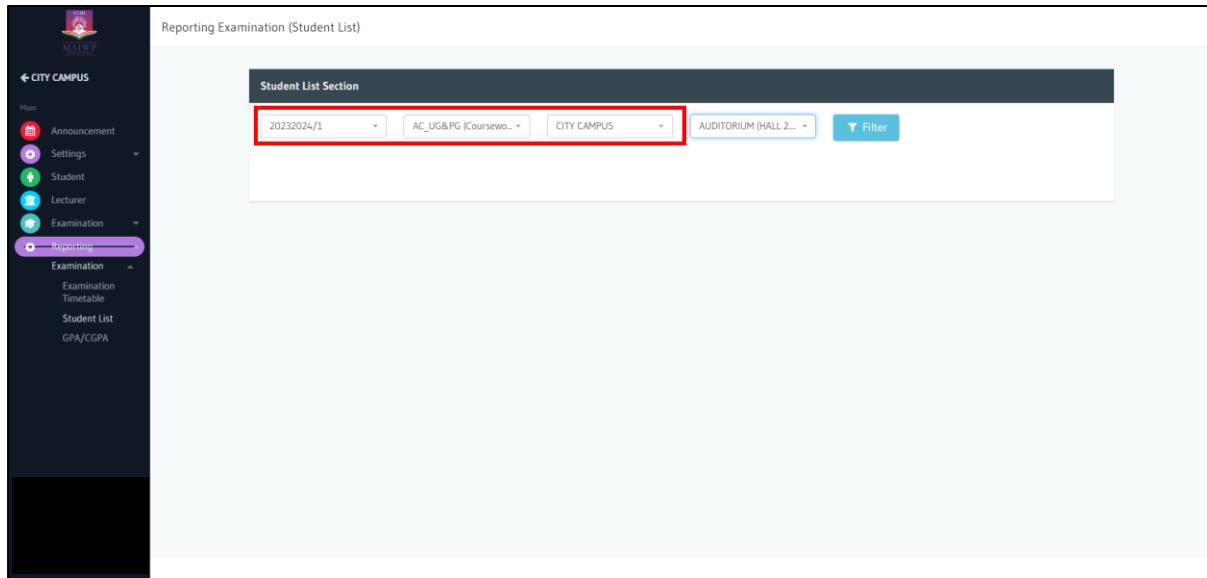
6.1.2 Student List

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

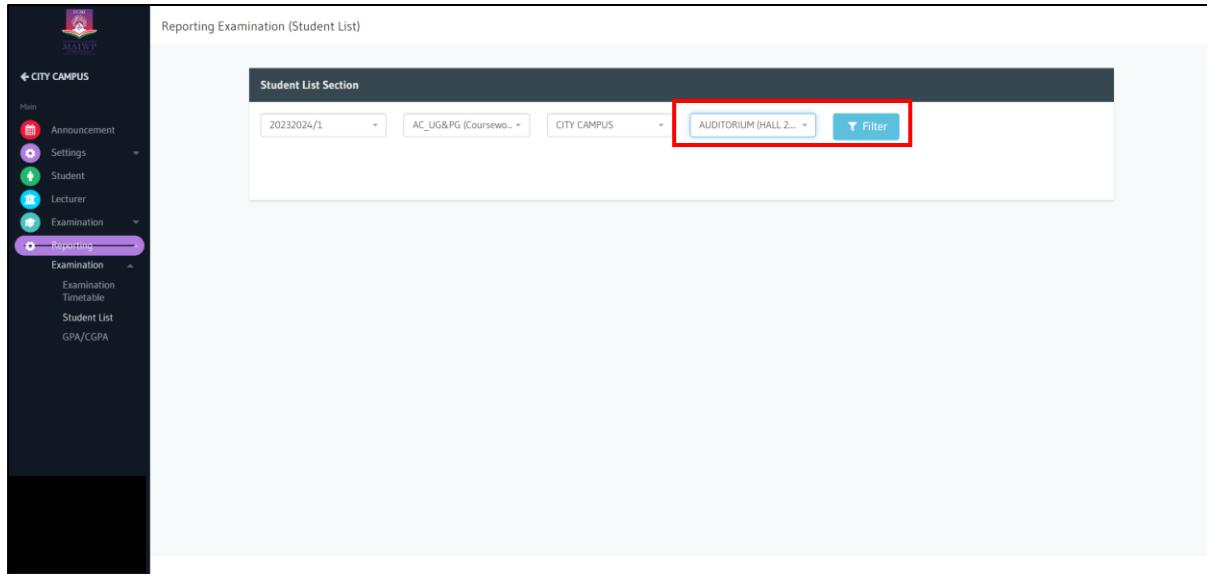
The screenshot shows the 'Announcement' page. The sidebar has 'Reporting' selected. The main area displays a table of announcements with columns for No., Title, Start Date, End Date, Status, and Action. A red box highlights the 'Student List' menu item in the sidebar.

No.	Title	Start Date	End Date	Status	Action
1	PEMAKLUMAN PENGGUNAAN SISTEM JADUAL WAKTU 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. 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 **-Choose-** dropdown to choose examination venue and click on the **Filter** button.
List of student list based on information selected will be displayed.



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

The screenshot shows the 'Reporting Examination (Student List)' page. On the left, there's a sidebar with 'CITY CAMPUS' and 'Main' sections, and a 'Reporting' section highlighted with a purple background. The main area has dropdowns for 'Academic Session' (20232024/1), 'Academic Category' (AC_UG&PG (Coursew...)), 'Campus' (CITY CAMPUS), and 'Venue' (AUDITORIUM (HALL 2...)). A 'Filter' button is next to a red box containing a PDF icon. Below is a table with columns: NO., COURSE, DATE, TIME, TABLE NO., NAME, MATRIC NO., PROGRAMME, and INTAKE. The table contains 7 rows of student data.

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

6.1.3 GPA/CGPA

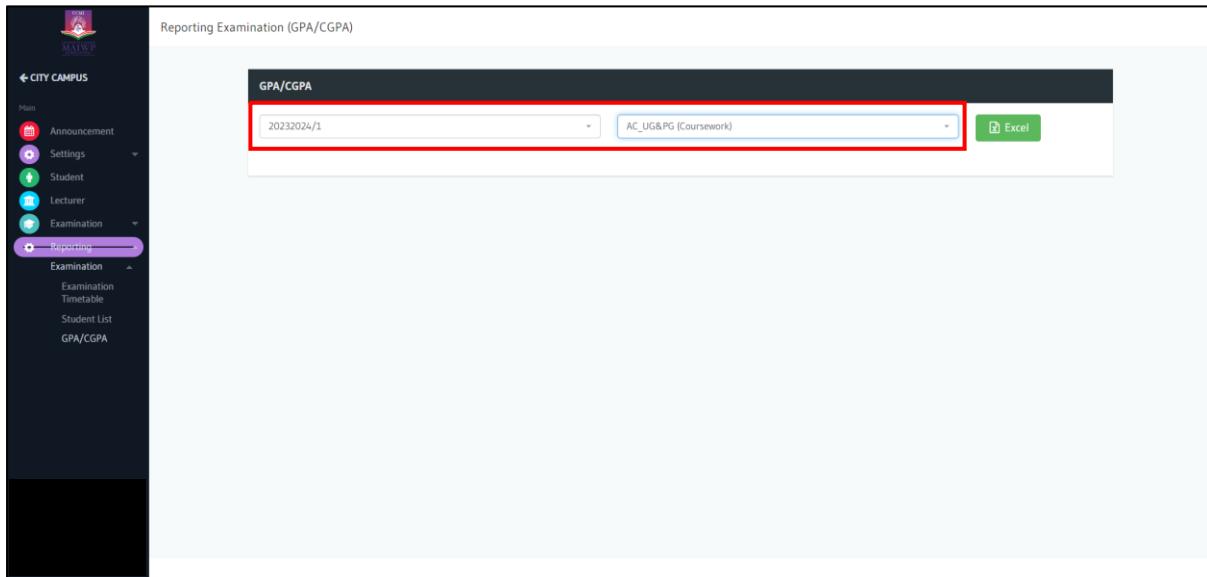
- Click on the **Reporting > Examination > GPA/CGPA** menu and Reporting Examination (GPA/CGPA) will be displayed.

The screenshot shows the 'Reporting Examination (GPA/CGPA)' page. The sidebar has a 'Reporting' section highlighted with a red box. The main area has dropdowns for 'Choose Academic Session' and 'Choose Academic Category', and an 'Excel' export button.

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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.

