Aris user manual

Log in

Please Login

Username:

Password:

☐ Remember me

Login

1. Type in your username and password as created in ARIS
2. Click on the **Login** button

Admissions

In order to initiate the admission process, select **Admissions** on the Dashboard
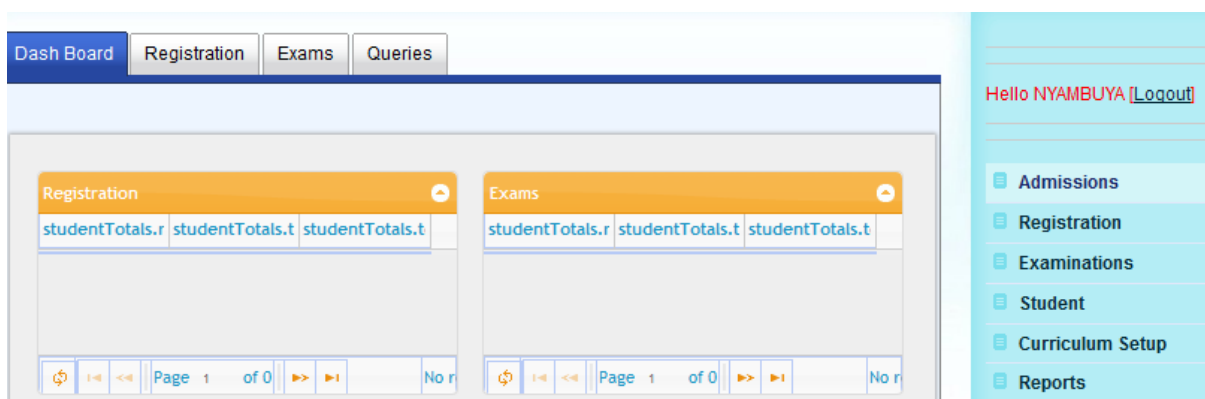

The Admissions menu would then provide the different options available within the admissions process.

Admissions

Applicants	Capture New Applicant Details
Accept Applicants	Accept New Applicants
Generate Pins	Generate Applicant Pins
Admissions Report	Generate Admission Reports
Admissions Setup	Set Admissions Parameters

Capturing of New Applicants Details

1. To capture the applicant's details, click Applicants on the Admissions menu.

2. Click on new Applicant to input the a

Home | New Applicant

Enables the capture of the applicant's biodata

overview

Search Applicant
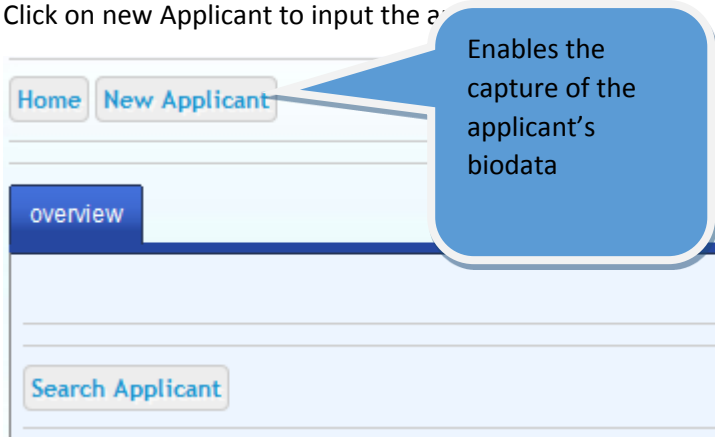
3. Input all the required information. The mandatory fields cannot be left blank.

NB. The form can only be saved when all mandatory fields have been filled in.

4. To save the data, you click **Create**.

5. You can enter the O 'level, A 'level Tertiary Qualifications etc. by clicking the respective item as indicated on the screen below.

6. To capture the O level Subjects, you select a subject from the drop down list provided and then select the result symbol.

7. Save the subject information by clicking on **Create.**

Accept Applicants

1. To accept an applicant, select **Accept Applicant** on the Admissions menu.

2. A list of all applicants awaiting acceptance will appear on the screen

3. Select the students you want to accept by clicking on the checkbox against the concerned student(s) then click on accept.

Admissions Set-Up

1. To set the Pin prefix in relation to the year the student commences their studies, select **Pin Prefix** on the Admissions Setup menu.
2. On the pin Prefix menu select New Prefix

3. Input the prefix you want to create and activate e.g (P17) in the **Prefix** textbox

4. To activate the Prefix, select **Y** for Active
5. Click Create to save the new Prefix

Generate Pins

1. To generate student pin for the applicant(s), on the admissions menu click on **Generate Pins**

2. Select the student you would like to generate a Pin by clicking the checkbox against the concerned student.

3. Select the Pin Prefix you would like to use e.g. P17.
4. Click on Generate Pins to enable the creation of the student Pin.

Generate Pins in Retrospect

1. To be able to generate student pin in retrospect, select **Student** on the Dashboard.

2. Select **Generate Old Pins** from the student menu

3. From the form provided below, fill in all the required information

create new

Year Of Registration *	2007
Region *	Bulawayo ▾
Degree *	BAA ▾
Intake *	1 ▾
Surname *	Ranga
Firstnames *	Dewa
National ID *	63-1896754H20
Phone Number *	0778989565
Address *	25 Selsy Drive
City *	HARARE
Country *	ZIMBABWE

📄 Create

4. To save the student's details, click **Create**.

view

Retrospect Pin generated

New Studentcode Created :: P0710039N , Student Record Created. Studyplan Created and New Semester Created

Year Of Registration	2007
Region	Bulawayo
Degree	BAA

5. The student pin with respect to the year studies were commenced is automatically created.

Admissions Reports

Any reports related to admissions can be viewed via the Admissions report menu

Generated Pins Report

1. To view the Generated Pins Report, Select Generated Pins from the Admissions Report menu

2. Select the range of Dates within which you would like to view the list of pins generated

3. Click Create Report to be able to download the report.

Offer letter

1. On the admissions menu select Offer Letter

2. Select the date when the offer letter should be printed and click on Create Offer letter

3. The offer letter will be downloaded in **PDF** format

Bulk Reports

The offer letter and Pins generated reports can be printed in bulk.

1. On the admissions report menu, click **Bulk Reports**

2. Select the report you want to print between the offer letter and the Generated Pins report.

Searching for a Student

1. To search for a student in ARIS, click on Student from the dashboard

2. Select Overview from the student menu.

Action	Description
overview	lists all students
Graduate Student	Graduate and Print Student Transcript
Update Parts	Update Student parts
Generate Old Pins	Generate Retrospective Studentcode

3. Click on **Search Student**

4. Input one or all of the fields required to initiate your search i.e. the Studentcode, surname or firstnames

By clicking Apply, the search is initiated

5. Click Apply to search for the student

Click the link to view the student data

Registration Process

Individual Registration

1. To register an individual student, select **Student** on the Dashboard
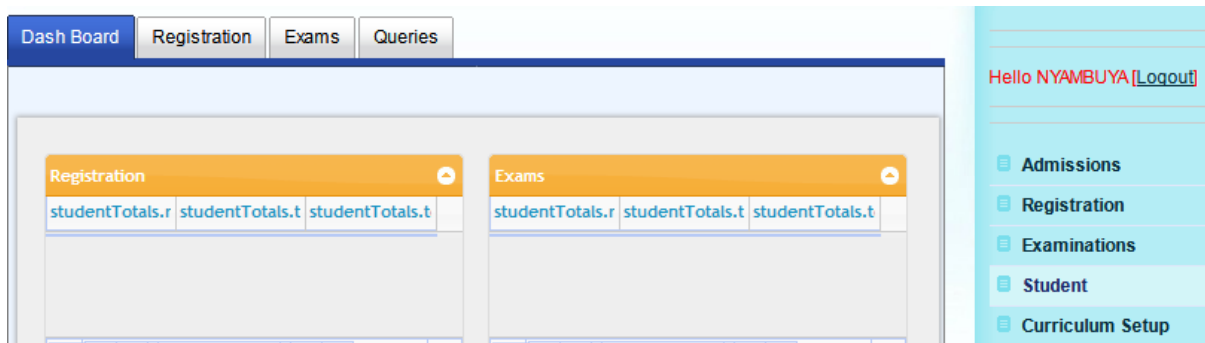
2. Click Overview to search for the student

3. Click on **Search Student** to be able to view the subscription data for the student to be registered
4. To saerch for the student, you can supply the studentpin, surname or firstname or a combination of the required fields.
5. Click **Apply** to begin the search process.

6. Click on the studentcode to be able to view the student's details.

7. Click view to see the subscription data.

8. Select the Subscription Data tab
9. Click on the active studyplan e.g. BITH intake 1 to be able to edit the studyplandetail.

BITH intake 1

Graduate BITH intake 1   Edit BITH intake 1

Study Grade Type	BITH intake 1
Studyplandescription	Intake1
Status	Active
Start Date	2017-01-24
Degree Class	pending
Certificate Number	0.0
Attained Overall Credits	0
Accounts Balance	0.0

The active level/part

Level(s)

Level	Part	Semester	Current Level	Courses	Year
Part1 1	1	1	Y	[]	2017

10. Select the part that has an active current level to be able to add new registration details.

11. Click Add **StudyplanDetail** to be able to select the subject to be registered.

12. Select the **Subject** you want to register and the **Reg Type**.
13. Click **Create** to save the record.

Bulk Registration

1. To register students in bulk, select Registration on the Dashboard

2. On the registration menu, select Bulk Upload.
3. Ensure that the file which contains data to be uploaded is in an excel format with 3 columns namely the **Studentcode, subjectcode and Reg type**.

Home | Back | Upload Registration Reports | **Bulk Registration Uploads**

Instruction(s)

a)	Make Sure Your File is in CSV (comma separated) format
b)	Make Sure Your File contains 3 columns(Regnumber, CourseCode, RegType) in that order
c)	Browse to locate your file then click **UPLOAD**
d)	**NB:** the first row of the file is treated as the header row and will not be uploaded
Exam Session *	November-December-2019 ▾

File: [Browse...] No file selected.

[UPLOAD] [Skip Current Upload]

4. Click **Browse** to locate the file to be up-loaded. Ensure that the file is in CSV format.
5. To upload the file, click **Upload**.

Registration Reports

Individual Registration Confirmation

1. Select **Student** on the Dashboard
2. Click on **Overview**
3. Click on **Search Student** then input the studentcode and click **Apply** to search for the student.
4. Click on View and then select the **Subscription Data** tab
5. Select the active studyplan for which you want to print the Registration confirmation
6. Select the **current level**, that is active one among the parts that the student has.

Part	1
Semester	1
Decision	Repeat
Semester Decision	Repeat
Current Level	Y
Academic Year	2017
Attained Sessional Credits	0

Registration Details

Course	Reg Type	Active	Invoive Number	Course Fee	Total Charged

	IndividualResultSlip		RegConfirmation

7. Click on **RegConfirmation** to view the RegConfirmation report.

Bulk Registration Reports

To be able to download and view Registration related reports, select Registration on the Dashboard

On the Registration menu, select **Reports**

Registration Statistics

1. On the Reports menu, select **Bulk Reports**

2. Select the **RegStatistics** Report in either PDF or Excel format

3. By clicking on the report format you want, the report is downloaded.

Registration Confirmations

1. On the Reports menu, select **Bulk Reports**

2. Select the **RegConfirmation** Report in either PDF or Excel format

3. By clicking on the report format you want, the report is downloaded.

Registration Errors

1. On the Reports menu, select **Bulk Reports**

Registration Reports

Bulk Reports	Bulk Reports
Selection Reports	Selection Based Reports
New Reports	Add New Registration Report For Selection
Reports Path	Manage Reports Path

2. Select the **Registration Errors** Report in either PDF or Excel format

Registration Bulk Reports

Report Description	PDF Report	Excell Report
Current Registration Statistics		RegStatistics				RegStatistics
Registration Statistics By Course		RegStatistics				RegStatistics
Registration Confirmation		RegConfirmation				Current Registration Extract
Registration Uploads Errors		PDF Registration Errors				Registration Errors

3. By clicking on the report format you want, the report is downloaded.

Registration Success

1. On the Reports menu, select **Bulk Reports**

Registration Reports

Bulk Reports	Bulk Reports
Selection Reports	Selection Based Reports
New Reports	Add New Registration Report For Selection
Reports Path	Manage Reports Path

2. Select the **Reg Successes** Report in either PDF or Excel format

Registration Uploads Errors	Registration Errors	Registration Errors
Attendance Register	Attendance Register	
Attendance Slips	Attendance Slips	
Registration Successes	Reg Successes	Reg Successes

3. By clicking on the report format you want, the report is downloaded.

Examination Process

When processing examination and assignment marks, you select Examinations on the **Dashboard** as shown on the screen below.
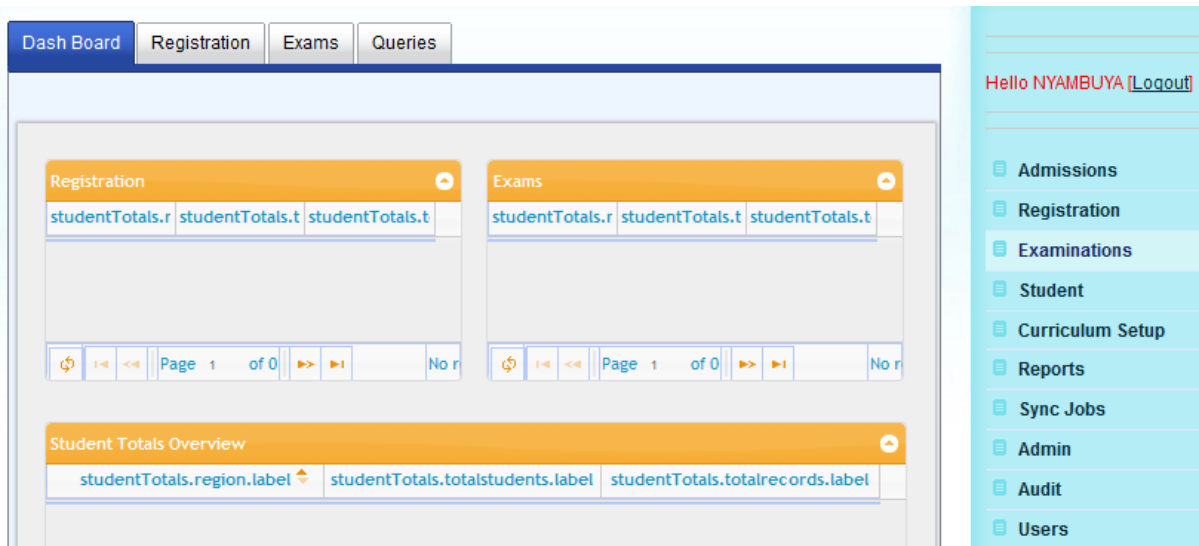
Uploading Assignment Marks

There are two options that can be used when uploading assignment marks i.e

a. Upload of both assignment marks at once and

b. The upload of each assignment component

Uploading Both Assignment Marks

1. To upload assignment marks, click **Marks Upload** on the Examinations menu.

Examination Manager

Marks Uploads	Upload Marks
Compute Decisions	Compute Decisions
Publish ARIS Results	Publish ARIS Results
Publish MyVista Results	Publish MyVista Results
Graduate Current Students	Graduate Current Students
Bulk Graduates	Upload Bulk Students To Graduate, Confirm Graduate or UnGraduate
Examination Utilities	
Examination Reports	Examination Reports
Examination Queries	Examination Queries

Home |Examination !!!

2. On the Marks Upload menu shown below, click **Assignment Marks Uploads.**

Marks Uploads

Assignment Marks From File	
Assignment Marks Uploads	Upload Assignment Marks
Process Reuploads	ReUpload Assignment Marks
Assignments Upload Reports	View Assignment Marks Upload Reports
My Vista Assignment Marks	
MyVista Assignments Upload	Upload MyVista Assignment Marks
Examination Marks Upload	
Exam Marks Uploads	Upload Examination Marks
Process Exam Reuploads	ReUpload Examination Marks
Exam Upload Reports	Examination Upload Reports
Recent Upload Reports	Recent Upload Reports

3. To upload the assignment marks, ensure that your file is saved in the CSV format and that the file has 4 columns namely the **Studentcode**, **Course**, **Mark1** and **Mark2** as indicated on the instructions on the screen.

Home Back Assignment Marks Upload

Instruction(s)

a)	Make Sure Your File is in CSV (comma seperated) format
b)	Make Sure Your File contains 4 columns: Studentcode, Course, Mark1, Mark2
c)	Browse to locate your file then click UPLOAD
d)	NB: the first row of the file is treated as the header row and will not be uploaded

File: Browse... No file selected.

Upload Skip Current Upload

4. Click on **Browse** to locate the file to be uploaded.
5. When the file has been successfully located, click on **Upload** to begin the uploading of marks.
6. Click on **Validate**, for the uploaded marks to be validated as indicated below.

Assignment Validation

Click **Validate** to process uploaded marks !!!

<< Back << Validate >> Skip Validation >>

7. To commit the uploaded mark click **Process Assignment Upload** and marks will be saved in the system.

8. After the marks have been committed you can view or print the reports with regard to the uploaded marks on the screen that follows.

Uploading One Assignment Mark

1. To upload assignment marks, click **Marks Upload** on the Examinations menu.
2. On the Marks Upload menu as shown below, click **First/ Second Assignment Marks Uploads** depending on which component you want to upload.

Marks Uploads

Assignment Marks From File	
Assignment Marks Uploads	Upload Assignment Marks
First Assignment Marks Uploads	Upload First Assignment Marks
Second Assignment Marks Uploads	Upload Second Assignment Marks
Process Reuploads	ReUpload Assignment Marks
Assignments Upload Reports	View Assignment Marks Upload Reports

3. To upload the assignment marks, ensure that your file is saved in the **CSV** format and that the file has 3 columns namely the **Studentcode**, **Course** and **Mark1** as indicated on the instructions on the screen below.

Instruction(s)

a)	Make Sure Your File is in CSV (comma separated) format
b)	Make Sure Your File contains 3 columns: Studentcode, Course, Mark1
c)	Browse to locate your file then click **UPLOAD**
d)	**NB:** the first row of the file is treated as the header row and will not be uploaded

File: Browse... No file selected.

Upload | Skip Current Upload

4. Click on **Browse** to locate the file then click **Upload** to initiate the marks upload process.
5. In order for the marks to be validated, click **Validate.**
6. To commit the marks into the system, click **Process Assignment Upload**

Commit Assignment 1 Marks

Click **Process Assignment Upload** to process uploaded marks !!!

[<< Back To Validation] [<< Process Assignment Upload >>] [Skip Processing >>]

7. After the marks have been committed you can print or view the reports with regard to the uploaded marks as indicated on the screen that follows.

[Home] | [Back To Uploads] **Assignment Upload Reports**

Assignment Upload Reports

Report Name	Description
Assignment Upload Errors	Assignment Upload Errors
Assignment Upload Successes	Assignment Upload Successes
More Examination Reports	Other Examinations Reports

[<< Back]

[Home] | **Assignment Upload Reports**

Uploading Examination marks

    a. To upload examination marks, on the main menu click **Examinations**

    b. On the Examinations main menu, Click on **Marks Upload**

    c. Select **Exam Marks Upload**

Instruction(s)

a)	Make Sure Your File is in EXCEL format
b)	Make Sure Your File contains at least three (3) columns: studentcode,subjectcode, markone
c)	Browse to locate your file then click **UPLOAD**
d)	**NB:** the first row of the file is treated as the header row and will not be uploaded

File: [Browse...] No file selected.

[Upload] [Skip Current Upload]

d. Ensure that the file is saved in **CSV** format and that it contains only 3 columns i.e. **Studentcode**, **Subjectcode** and **Mark1**

e. Click on **Browse** to locate the file to be uploaded and then click **Upload**

Home | Back To Uploads

Examination Validation

Click **Validate** to process uploaded marks !!!

[<< Back To Uploads] [<< Validate >>] [Skip Validation >>]

f. Click **Validate** for the uploaded marks to be validated as indicated above

g. To commit the uploaded mark click **Process Exams Upload** and marks will be saved in the system.

h. After the marks have been committed you can print the reports with regard to the uploaded marks on the screen that follows. (Examination Upload Errors Report, Examination upload success Report etc.)

Assignment Reuploads

1. To process assignments Reuploads, click on **Examination** on the Dashboard.

2. On the Examinations main menu, Click on **Marks Upload**

3. Then on the Examinations main menu, click **Marks Uploads**

4. On The Marks Upload menu, click on **Process Reuploads** to select the marks that you want to reupload.
5. As indicated on the screen below, Click the **Update** button against the student and subject you wish to reupload.
6. To update all the marks on the screen, you click on the **Update all** button as indicated on the screenshot below.

RegNumber	Course	Mark1	Mark2	Mark1 Status	Mark2 Status	Reg Status	Overall Status	Selection
P1491543E	BPSY305	43	70	Valid	Valid	Registered	Reupload	Update
P1491543E	BPSY310	88	86	Valid	Valid	Registered	Reupload	Update
P1577595M	BAMS245	65	64	Valid	Valid	Registered	Reupload	Update
P1577595M	AECS227	64	65	Valid	Valid	Registered	Reupload	Update
P1551060A	BAMS203	68	75	Valid	Valid	Registered	Reupload	Update
P1551060A	AECS227	65	72	Valid	Valid	Registered	Reupload	Update
P1551060A	BAMS207	47	65	Valid	Valid	Registered	Reupload	Update
P1584591R	BPSY304	58	86	Valid	Valid	Registered	Reupload	Update
P1038470C	BAMS411	70	67	Valid	Valid	Registered	Reupload	Update
RegNumber	Course	Mark1	Mark2	Mark1 Status	Mark2 Status	Reg Status	Overall Status	Selection

7. To view the assignment reuploads reports, click on the **Assignment Uploads Reports**

Assignment Upload Reports

Report Name	Description
Assignment Upload Errors	Assignment Upload Errors
Assignment Upload Successes	Assignment Upload Successes
More Examination Reports	Other Examinations Reports

<< Back Process Reuploads

8. Click on the report to be viewed from the above selection, so that you can download the report.

Examination Reuploads

1. To process assignments Reuploads, click on **Examination** on the Dashboard.
2. On the Examinations main menu, Click on **Marks Uploads**

Examination Manager

Marks Uploads	Upload Marks
Compute Decisions	Compute Decisions
Publish ARIS Results	Publish ARIS Results
Publish MyVista Results	Publish MyVista Results
Graduate Current Students	Graduate Current Students
Bulk Graduates	Upload Bulk Students To Graduate, Confirm Graduate or UnGraduate
Examination Utilities	
Examination Reports	Examination Reports
Examination Queries	Examination Queries

3. On The Marks Upload menu, click on **Process Exam Reuploads** to select the marks that you want to re-upload.
4. You select the marks that need to be re-uploaded and click Update.
5. In order to change all the marks on the screen, click the **Update All** button.

Marks Uploads

Assignment Marks From File	
Assignment Marks Uploads	Upload Assignment Marks
First Assignment Marks Uploads	Upload First Assignment Marks
Second Assignment Marks Uploads	Upload Second Assignment Marks
Process Reuploads	ReUpload Assignment Marks
Assignments Upload Reports	View Assignment Marks Upload Reports
My Vista Assignment Marks	
MyVista Assignments Upload	Upload MyVista Assignment Marks
Examination Marks Upload	
Exam Marks Uploads	Upload Examination Marks
Process Exam Reuploads	ReUpload Examination Marks
Exam Upload Reports	Examination Upload Reports
Recent Upload Reports	Recent Upload Reports

6. As indicated on the screen below, Click the **Update** button against the student and subject you want to re-upload.

Home | Update All | Back To Uploads | Examination Main | Exams Upload Reports | Examination Reuploads

RegNumber	Course	Mark1	Mark1 Status	Reg Status	Overall Status	Selection
RegNumber	Course	Mark1	Mark1 Status	Reg Status	Overall Status	Selection

Home | Update All | Examination Upload Reports | Examination Reuploads

7. To update all the marks on the screen, you click on the **Update all** button as indicated on the screenshot above.

Graduation Process

Bulk graduation

1. To graduate more than one student at a time, Click on **Examinations** on the right pane of the main menu.
2. On the Examinations main menu, click on **Graduate current students**

Examination Manager

Marks Uploads	Upload Marks
Compute Decisions	Compute Decisions
Publish ARIS Results	Publish ARIS Results
Publish MyVista Results	Publish MyVista Results
Graduate Current Students	Graduate Current Students
Bulk Graduates	Upload Bulk Students To Graduate, Confirm Graduate or UnGraduate

3. To select the students to be graduated, click on **Graduate Potential Students**

Current Graduates

Graduate Potential Students	Graduate Current Potential Students
Confirm Graduates	Confirm Current Graduates
Unsuccessful Potential Graduates	Unsuccessful Potential Graduates
Successful Potential Graduates	Successful Potential Graduates

4. Select the students you want to graduate by ticking against the concerned student as indicated below.

RegNumber	Surname	Initial	Degree	Attained Credits	Expected Points	Region	☐
P1510663L	ALI	N	DIPDS	60	60	Harare	☑
P0605953F	BACHI	P	BSCHC	128	128	Midlands	☐
P0710963D	BAKASHA	G	BSCHGES	109	96	Harare	☑
P1594788R	BALOYI	R	PGDE	70	64	Masvingo	☐
P1330703E	ZVOVUSHE	T	EDBL	52	48	Midlands	☐
RegNumber	Surname	Initial	Degree	Attained Credits	Expected Points	Region	☐

1532 Potential Graduates

Graduate

Click to Graduate all students on the screen

5. To graduate the selected students, click on **Graduate**.
6. On the other hand, to graduate all the students shown on the screen you click on the check box on the bottom most or top most of the page then click **Graduate**.

Individual Graduation

The are two ways of graduating an individual student:

1. Studyplan
a. On the dashboard, click **Student** on the right pane.
b. Click on **Overview** to be able to search for the student
c. Click on **Search Student** so that you can input the search details.
d. Input the student details available then click **Apply**

overview

Change Filter

Click the link to view the studyplan

Student Code	Surname	First Name	Administrative Region
P0605953F	BACHI	PERPETUA	Midlands

e. Click on the studentcode link to view the studyplan of the student.
f. Click on **View** to see all the details of that student.

| P0605953F	Subscription Data	Contacts

Add StudyPlan

BSCHC intake 8

Manage Studyplans

g. Click the **Subscription Data tab** then select the studyplan to be graduated for example **(BSCHC)** as indicated on the screen above.

h. To graduate the studyplan, click on the **Graduate (degree) Intake** button.

Part1 2	1	2	N	[C105 N, C108 N, C107 N, C106 N]	2006
Part1 1	1	1	N	[C101 N, C102 N, C104 N, C103 N]	2006

On Screen Reports Transcript || Board || Student Profile || Confirmation Study Board Certificate

PDF Reports		TranscriptWithCreditPoints		StudentProfile		CourseConfirmation

PDF Reports		CourseConfirmatio	Enables you to graduate the indicated studyplan	Screen Transcript

Edit BSCHC intake 8   Graduate BSCHC intake 8
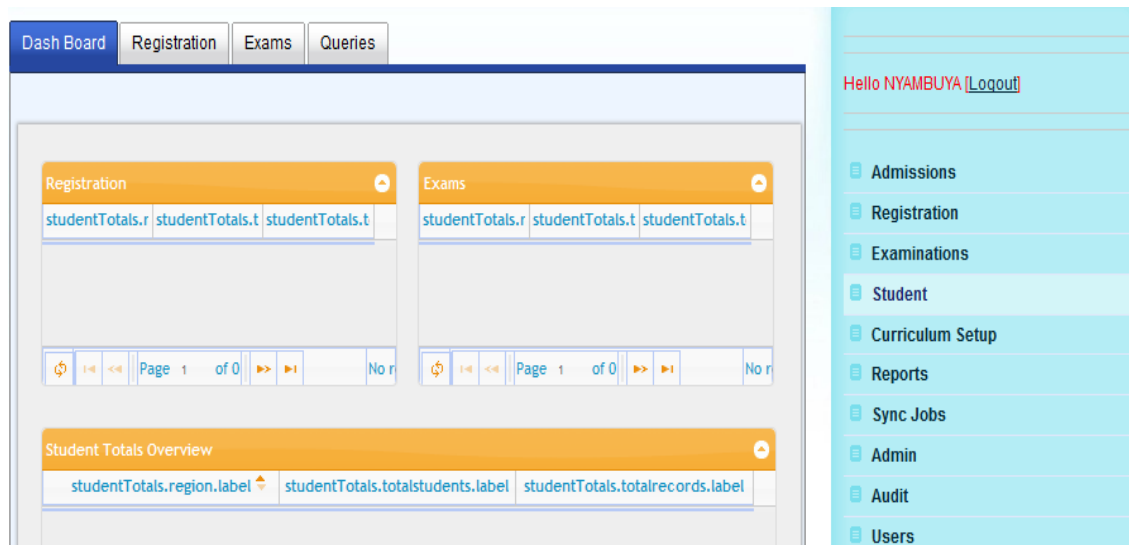
2. Student

a. On the dashboard, click **Student** on the right pane of the screen.
b. Click on **Graduate student** to select student to be graduated
c. Enter the studentcode for the student to be graduated
d. Click the **Search** button to validate the studentcode
e. If the studentcode is correct, you will have to graduate the student by clicking the **Graduate** button as indicated below.
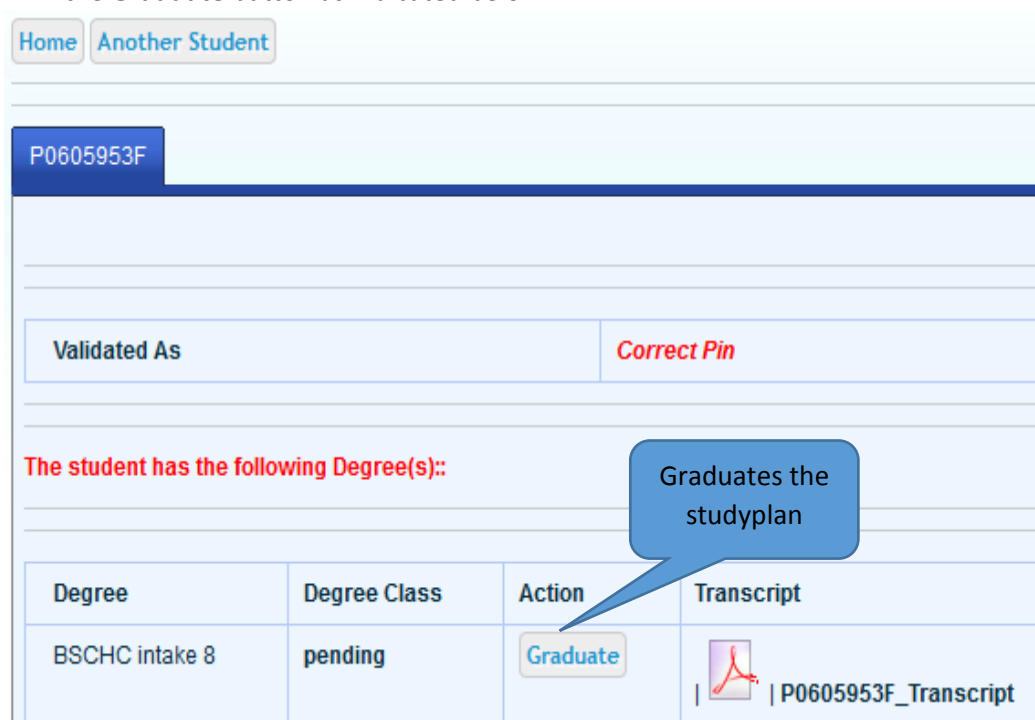
Ungraduating a student

a. To ungraduated a previously graduated student, select **Student** on the right pane of the dashboard.
b. Click on **Graduate student** to select student to be ungraduated
c. Enter the studentcode for the student to be ungraduated

d. Click the **Search** button to validate the studentcode

P0012451W			
Validated As		*Correct Pin*	
The student has the following Degree(s)::			
Degree	**Degree Class**	**Action**	**Transcript**
MBAZ intake 14	Pass	Graduated | Ungraduate	| | P0012451W_Transcript

e. To ungraduate the profile, you then click the ungraduate button and the graduation will be reversed for that particular student.

Examination Queries

To process examination related queries, select **Examinations** on the Dashboard.

Dash Board	Registration	Exams	Queries	
				Hello NYAMBUYA [L

Registration		○	Exams		○
studentTotals.r	studentTotals.t	studentTotals.t	studentTotals.r	studentTotals.t	studentTotals.t

- Admissions
- Registration
- Examinations

On the Examinations menu, select **Examination Queries**

Defer, Withhold and Nullify Results

1. On the Examination Queries menu, select **Defer and Nullify**

2. Click on **Browse**, to locate the file to be uploaded.
3. Ensure that the file has four columns i.e. studentcode, degree, course, symbol and reference

File: Browse... No file selected.

Upload | Skip Current Upload | Deferements Report >>

4. Click on **Upload**, to initiate the process of uploading the records.

Process Deferements And Nullifactions

Click **Process** to effect deferement or nullification !!!

<< Back To Uploads | << Process >> | Skip Validation >>

5. Click **Process** to update the student's records in the system i.e. either nullify, withhold or defer a course.
6. To create a report based on the uploaded information, select the current date on the field **From Upload Date** and also the field **To Upload Date**
7. Click **Create Report** to be able to view the report.

Change course code

1. On the Examination Queries menu, select **Change Course**

2. Input the required information as shown on the Form below

3. Click **Create** to save the record.

Bulk Authority to Capture

1. On the Examination Queries menu, select Bulk Authority To Capture

2. Click Browse to locate the file with the data that need to be uploaded
3. Ensure that the file contains ten columns as indicated below, with the following fields **studentpin, degree, course, mark, classification, result, academic year, semester, regyear and reference.**

Instruction(s)

a)	Make Sure Your File is in EXCEL format
b)	Make Sure Your File has Ten (10) columns in the following order: studentpin,degree,course,mark,classification,result,academicyear, semester, regyear,reference
c)	Browse to locate your file then click **UPLOAD**
d)	**NB:** the first row of the file is treated as the header row and will not be uploaded

File: [   ] Browse...

[Upload File] [Skip Current Upload]

4. Click **Upload File** to initiate the processing of the uploaded data.

[Home] [Back] **Process Bulk Authority To Capture**

Click **Process Authority** to process uploaded data !!!

[Back]   [Process Authority]   [Skip Process Authority]

5. Click **Process Authority**, to process the uploaded data
6. Click **Compute Decisions** to generate decisions for the uploaded records

Authority to Capture

1. On the Examination Queries menu, select **Authority to Capture**

Examination Queries

Defer and Nullify	Effect Deferements, Nullifications in Bulk
Change Course	Change Old Coursecode
Bulk Authority To Capture	Bulk Authority To Capture
Authority To Capture	Individual Authority To Capture
Split Profile	Split Profile
Merge Profiles	Merge Profile

2. Input the required information as shown on the form below

create new

Student Code *	
Subject Code *	
Degree Code *	
Mark *	
Classification *	
Result *	
Academic Year	⌄
Semester	⌄
Reg Year *	
Reference Number *	

Create

3. To save the record, click **Create**.

Split Profile

1. On the Examination Queries menu, select **Split Profile**

Merge Profile

1. On the Examination Queries menu, select **Merge Profiles**

2. Input the required data as required from the form below.

3. Click **Update** to merge the supplied profiles

Report Process

Examination Related Reports

To view and download examination related reports, just after uploading either assignment or examination marks you select Examinations on the Dashboard
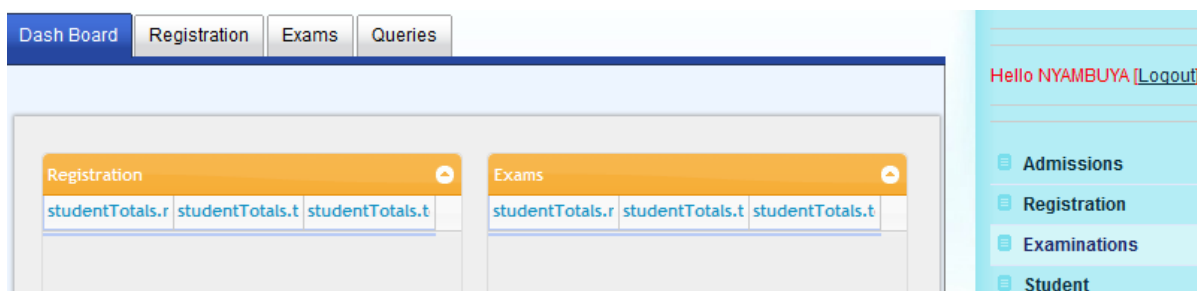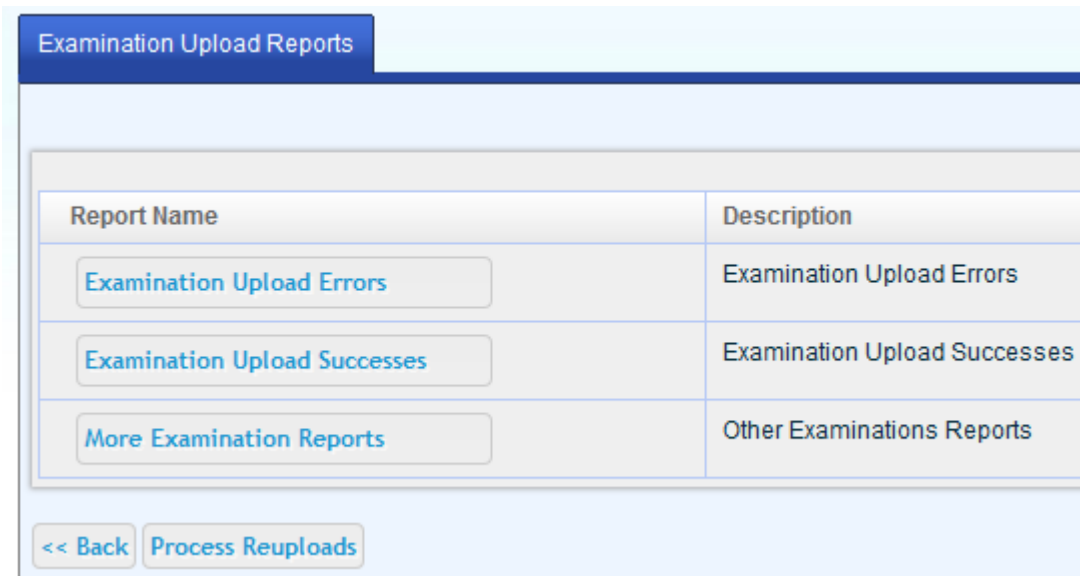

Assignment Upload Reports

1. On the Examinations menu select **Marks Uploads** to view the available reports.
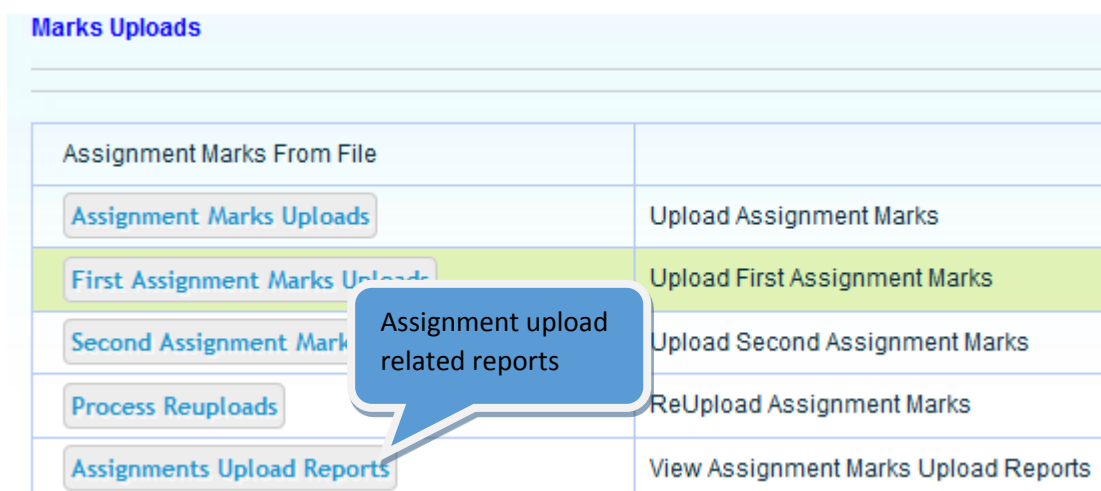
2. Select **Assignments Upload Reports** to view reports with regards to the uploaded marks.

3. In order to view the Assignment Upload Error report, you select **Assignment Upload Errors**

4. On the other hand, you can download the report which shows the assignment marks that have been successfully committed in the system by selecting the **Assignment Upload Successes**.

Assignment Upload Reports

Report Name	Description
Assignment Upload Errors	Assignment Upload Errors
Assignment Upload Successes	Assignment Upload Successes
More Examination Reports	Other Examinations Reports

<< Back   Process Reuploads

5. After selecting the report, you should specify the range of period in dates for which you need to view the reports.

create new

From Upload Date *	30 ▼	May ▼	2017 ▼
To Upload Date *	30 ▼	May ▼	2017 ▼
Report Format *	xls ▼		
	pdf		
	xls		

📋 Create

6. Select the report format that you need the report to be in then Click on **Create** to download the report.

Examination Upload Reports

1. On the Examinations menu select **Marks Uploads** to view the available reports.

2. Select **Exam Upload Reports** to view reports with regards to the uploaded marks.

Examination Marks Upload

Exam Marks Uploads	Upload Examination Marks
Process Exam Reuploads	ReUpload Examination Marks
Exam Upload Report	Examination Upload Reports
Recent Upload Reports	Recent Upload Reports

Enables the viewing of exam upload related reports

3. To view the exam marks that have failed to upload, select the **Examination Upload Errors Report**
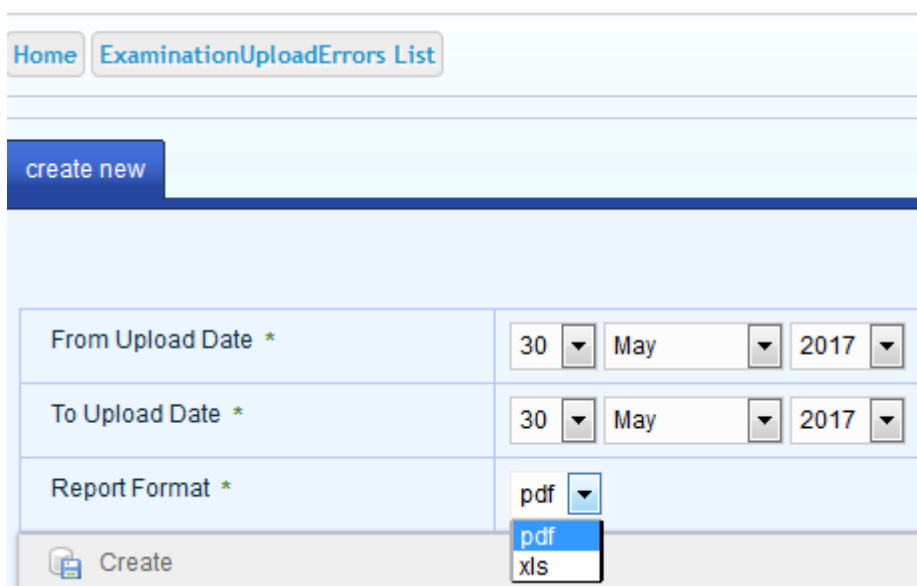
4. By selecting the **Examination Upload Successes Report**, you will be able to view the exam marks that have been successfully committed in the system.

5. After selecting the report, you should specify the range of period in dates for which you need to view the reports.

6. Select the report format that you need the report to be in then Click on **Create** to download the report.

Other Examination Processing Reports

1. Select **Examinations** on the Dashboard

2. On the Examinations main menu, select **Examinations Reports**

Examination Manager

Marks Uploads	Upload Marks
Compute Decisions	Compute Decisions
Publish ARIS Results	Publish ARIS Results
Publish MyVista Results	Publish MyVista Results
Graduate Current Students	Graduate Current Students
Bulk Graduates	Upload Bulk Students To Graduate, Confirm Graduate or UnGraduate
Examination Utilities	
Examination Reports	Examination Reports
Examination Queries	Examination Queries

3. The **Examination Reports menu** shows a number of report categories that can be selected to be able to print your required reports as indicated on the screen shot below.

Examination Reports

Boards	Boards: Before Publication, After Publication, Current Graduates
Bulk Transcipts	Bulk Transripts
PDF Results Slip	Results Slip In PDF
Excel Results Slip	Results Slip In Excel
General Examination Reports	General Examination Reports
Statistical Reports	Examination Statistical Reports
Selection Reports	Selection Based Reports
New Reports	Add New Registration Report For Selection
Reports Path	Manage Reports Path

Checklist

1. On the Examinations Reports menu, click **General Examination Reports**.

2. From the list of general reports listed, you can then select the **Current Check List**.

3. You then select the **PDF or Excel Report format** depending on your requirements.

Current Bulk Resultslips

1. On the Examinations Reports menu, click **General Examination Reports**.

Report Description	PDF Report	Excell Report
Current Check List		
Current Registration Report	Current Registration	Current Registration
Current Bulk Results Slips	Bulk Results Slips PDF	
Current Results Extract		Current Results

2. From the list of general reports listed, you can then select the **Current Bulk Result Slip**.

3. You can then download the Result-slip which is in **PDF format**.

Current Results Extract

1. On the Examinations Reports menu, click **General Examination Reports**.

2. From the list of general reports listed, you can then select the **Current Results Extract**

3. You can then download the Current Results Extract which is in **XLS format**.

Boards

Board Before Publication By Faculty

1. On the Examinations Reports menu, click Boards.

2. On the Examination Boards menu, select the Board that you want to view since there are four categories from which you may choose from.

Examination Boards

Board Before Pub	Board - All Before Publication
Board After Pub	Board - All After Publication
Board Potential Graduates	Board - Potential Graduates Before Publication
Board Graduates After	Board - Graduates After Publication

3. To view Board before Publication, click on **Board Before Pub** on the Examination Boards menu so that you can choose the criteria in which you want the board printed.

Board Before Publication

a)	Select board criteria by clicking the corresponding radio button
b)	Only one option is selected, multiple selections are not permitted at this stage
c)	Click **Next** button to proceed to the next stage of extracting board

Board For All	○
Board By Faculty	○
Board By Department	○
Board By Degree	○
Board By Student	○

Next

4. After selecting the board criteria, click **Next** for example if you want to create a board by Faculty you click **Board by Faculty**.

5. Select the Faculty you want to print and click on **Generate Report** then the report will be generated

Board Before Publication by Department

1. On the board before publication menu, select department so that you can view the board using the Department criteria.

Board Before Publication

a)	Select board criteria by clicking the corresponding radio button	
b)	Only one option is selected, multiple selections are not permitted at this stage	
c)	Click **Next** button to proceed to the next stage of extracting board	

Board For All	○
Board By Faculty	○
Board By Department	◉
Board By Degree	○
Board By Student	○

📇 Next

2. Click **Next** to be able to choose a Department from the list provided.

Board Before Publication By Department

ⓘ Board By Department

Please select a department or departments to pull the Board

Department	Faculty	☐
Department of Education	Faculty of Arts and Education	☐
Department of Library and Information Systems	Faculty Of Social Science	☐
Department of Mathematical Sciences	Faculty Of Science	☐
Department of Health Sciences	Faculty Of Science	☐
Department of Information Technology	Faculty Of Information Technology and Multimedia Communication	☐
Department	**Faculty**	☐

Next

3. Click the checkbox against the Department you want to print a board for then click **Next**

4. The report would be downloaded

Board Before Publication by Degree

Board Before Publication	
a)	Select board criteria by clicking the corresponding radio button
b)	Only one option is selected, multiple selections are not permitted at this stage
c)	Click **Next** button to proceed to the next stage of extracting board

Board For All	○
Board By Faculty	○
Board By Department	○
Board By Degree	●
Board By Student	○

🖫 Next

1. On the Board Before Publication menu, select **Board by Degree**.

2. To download the report in PDF format, click **Next.**

Board After Publication

Examination Boards

Board Before Pub	Board - All Before Publication
Board After Pub	Board - All After Publication
Board Potential Graduates	Board - Potential Graduates Before Publication
Board Graduates After	Board - Graduates After Publication

1. On the Examination Boards Menu, select **Board After Pub**.

2. Select the semester when you want the board to be printed.

3. After the selection of the semester you click Create Board After Publication to enable the downloading of the report.

Board Potential Graduates

1. On the Examination Boards Menu, select **Board Potential Graduates**

2. The Board with those eligible for graduation would then automatically download.

Board Graduates After

1. On the Examination Boards Menu, select **Board Graduates After**

2. Select the **semester** in which you want to view a board for the students that graduated within that particular semester.

3. The Board with the students that would have graduated would then be automatically download by clicking **Create Board Graduates After Publication**.

Bulk Transcript

1. On the Examination Reports menu select **Bulk Transcripts**

2. Select the **semester** in which you want to view the transcripts for the students.

3. By clicking **Generate Bulk Transcripts**, the transcripts will be downloaded.

Bulk Result- Slips

1. On the Examination Reports menu, select **PDF Results Slip**

2. Select the **Publication Date** for the results you want to view.

3. Clicking on **Create** will therefore enable the Result-Slips to be downloaded.