

ZALONGWA TECHNOLOGIES LIMITED

SARIS USER GUIDE FOR LECTURERS

IMPORTING EXAMINATIONS RESULTS TO SARIS

STEP 1: Log in to SARIS

STEP 2: Click Examinations → GradeBook

STEP 3: Select appropriate **Academic Year** and **Semester**

STEP 4: Click **View Courses**

STEP 5: Select appropriate values for Course, Exam Category, Date

The screenshot shows the SARIS (Student Academic Register Information System) interface. At the top, there is a purple header bar with the text "Student Academic Register Information System (SARIS)". Below this, the user is logged in as "Exam Officer". On the left side, there is a vertical menu with the following items: "Help", "Profile", "Policy Setup", "Administration", "Examination", "Search", and "Grade Book" (which is highlighted in green). The main content area is titled "Examination GradeBook". Below the title, there is a section labeled "Select Appropriate Entries" with the text "Semester I - 2008/2009". This section contains a table with the following columns: "Module Code", "Exam Category", "Exam Date", and "Show Class Roster". Under the "Module Code" column, there is a dropdown menu with the text "[Select Course Code]". Under the "Exam Category" column, there is a dropdown menu with the text "[Select Examcategory]". Under the "Exam Date" column, there is a text input field and a "Pick Date" button. Under the "Show Class Roster" column, there is an "Edit Records" button. At the bottom left of the main content area, the text "ZALONGWA v5.0.1" is displayed.

Module Code	Exam Category	Exam Date	Show Class Roster
[Select Course Code]	[Select Examcategory]	<input type="text"/> <input type="button" value="Pick Date"/>	<input type="button" value="Edit Records"/>

STEP 6: Click **Edit Records**

STEP 7: You may choose to enter data by uploading an excel file or by entering records manually.

Student Academic Register Information System (SARIS)

Exam Officer

[Help](#)
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[Examination](#)
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[Course Result](#)
[Semester Results](#)
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[Cand. Transcript](#)
[Cand. Statement](#)

Examination Grade Book

Course: AFU 07101: Introduction to Accounting
Category: Semester Examination
Exam Date: 2011-05-05

Choose File: [Browse...](#)

Existing Data: ☐ Yes Overwrite ☐ Never Overwrite

EXAMINATION RESULTS BLACKSHEET FOR, 2008/2009

S/No	Degree	Course	Name	RegNo	Score	Sitting	Drop
1	BFB		NASHER Abdulazizi	BFB000110	54	First	Drop
2	BFB		MUNGURE LILIAN C,	BFB000210	66.0	First	Drop
3	BFB		JULIUS Frida	BFB000310	40	First	Drop
4	BFB		TEMBA Dennis F	BFB000410	21	First	Drop
5	BFB		MAGELE Dennis E	BFB000510	51	First	Drop

NOTE:

CSV file Preparation

Open the open office calc which is equivalent to Microsoft office excel then enter the details of students in the format shown in the image below.

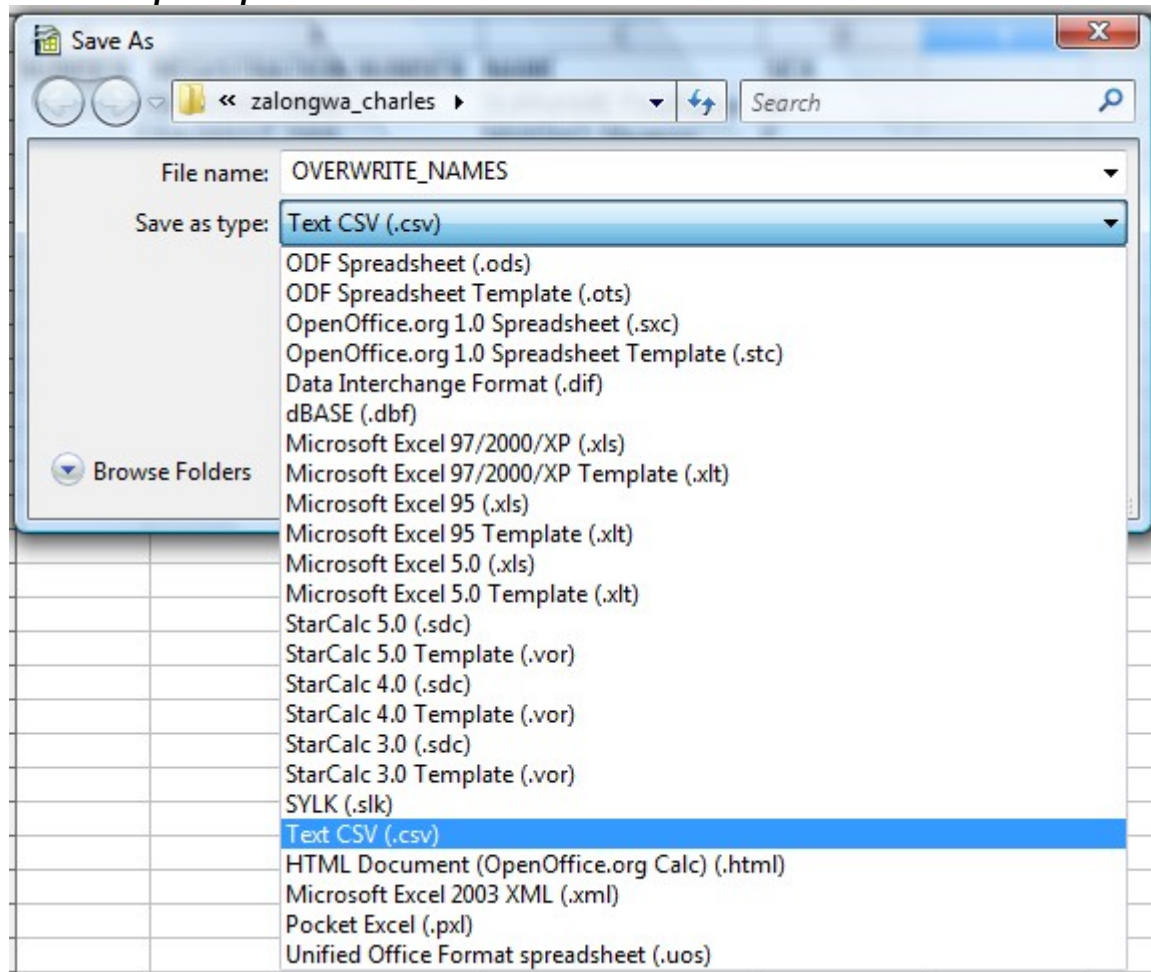
Student Information Format (a)

Untitled 1 - OpenOffice.org Calc					
File Edit View Insert Format Tools Data Window Help					
126 <input type="button" value="v"/> $f(x)$ Σ =					
	A	B	C	D	E
1	REGNO	SCORE			
2	BFB000110	18			
3	BFF000910	14			
4	BFB007510	17			
5					

Make sure you include the headers shown on the image otherwise the first record will be skipped (i.e. Do everything as it is shown on the image above)

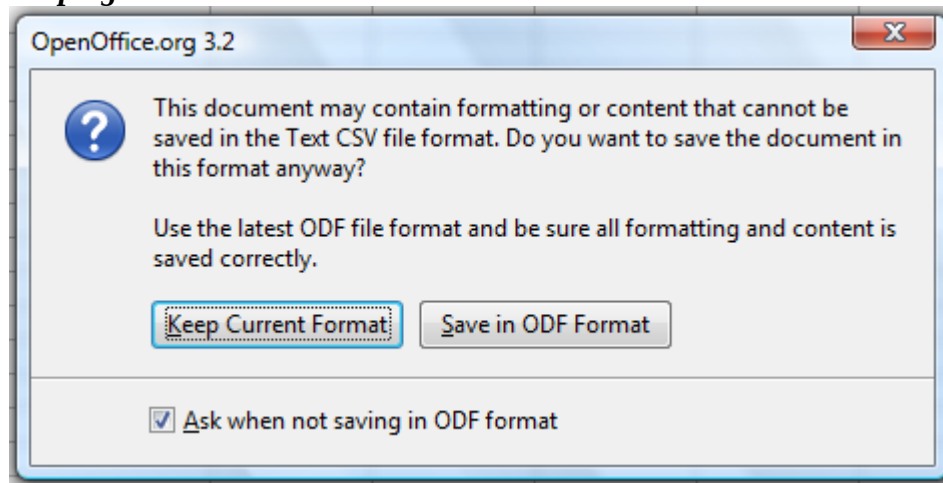
After finishing entering details of students for a certain course on the worksheet click **File** then **Save**, Choose “Text CSV” (.csv) as shown in the image below then hit “Save”.

Selection of CSV format



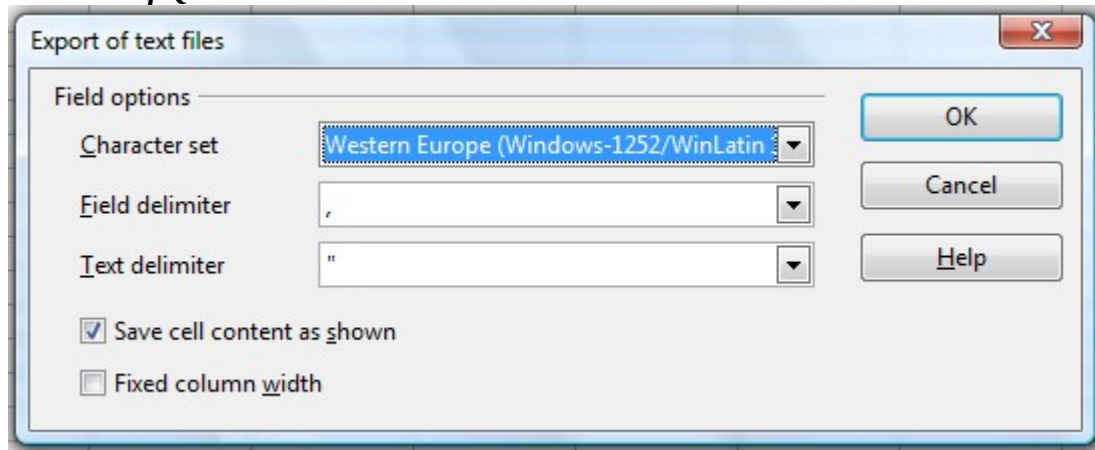
Then the following window is going to pop-up;

Keeping the Document Format



Choose ***Keep The Current Format*** then the following is going to pop-up again;

Removal of Quotations



Click in the Text delimiter text-area then erase the quotations appearing then click OK to complete the saving process.

If you are using Microsoft Excel you will only need to choose the file format and then click “Save” button as shown in the image below then agree to all the pop-ups to save your file.

