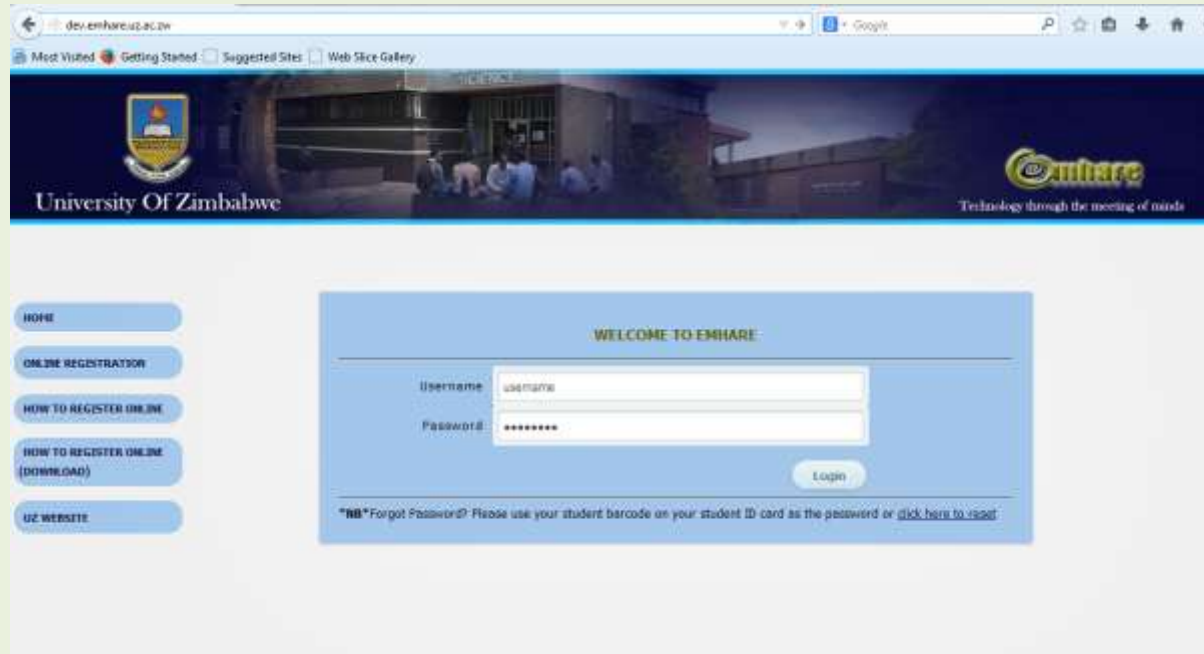




# Lecturer's Manual

- Go to [www.emhare.uz.ac.zw](http://www.emhare.uz.ac.zw) and login to your E-mhare account.



The screenshot shows a web browser window with the address bar displaying [dev.emhare.uz.ac.zw](http://dev.emhare.uz.ac.zw). The browser's address bar also shows "Google" and "Most Visited", "Getting Started", "Suggested Sites", and "Web Slice Gallery". The page header features the University of Zimbabwe logo on the left, a banner image of a building, and the E-mhare logo on the right with the tagline "Technology through the meeting of minds".

On the left side of the page, there is a vertical menu with the following links: HOME, ONLINE REGISTRATION, HOW TO REGISTER ONLINE, HOW TO REGISTER ONLINE (DOWNLOAD), and UZ WEBSITE.

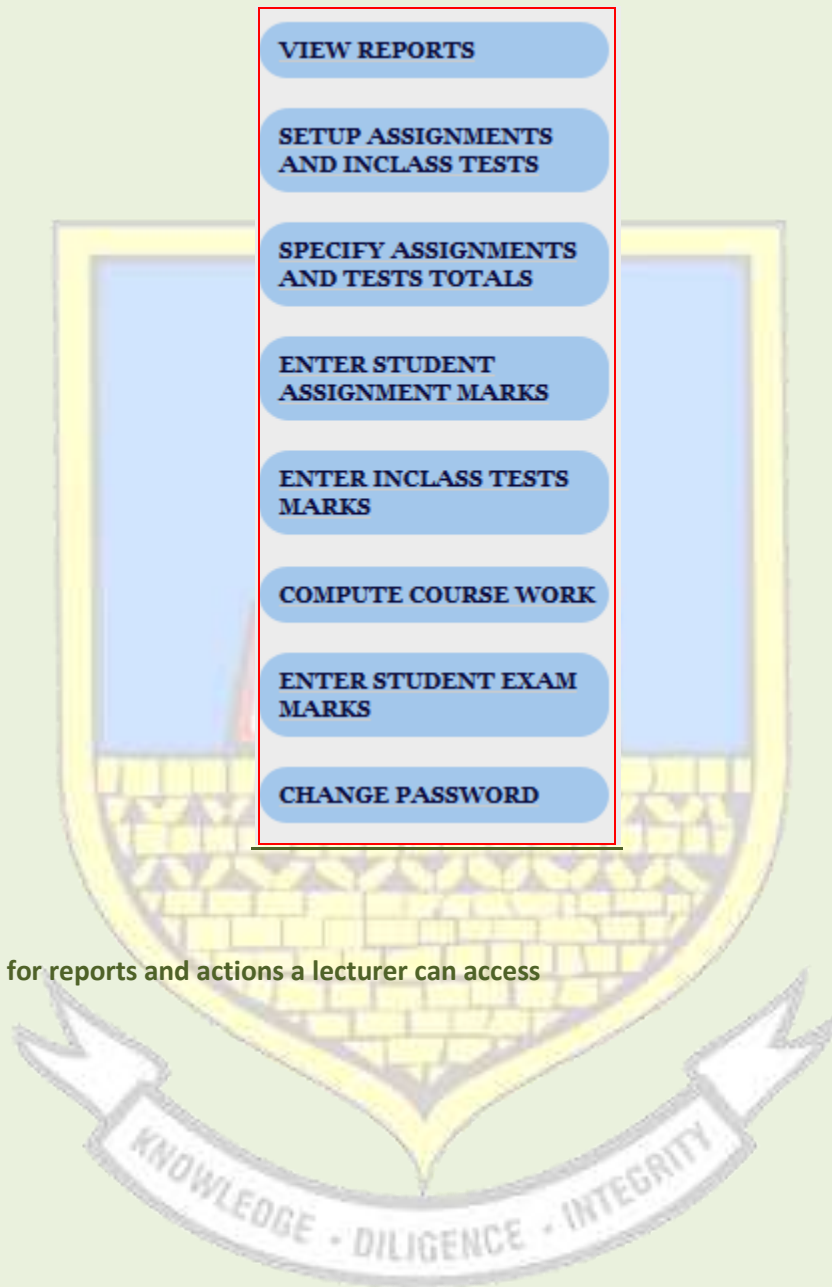
The main content area is titled "WELCOME TO E-MHARE". It contains a login form with the following fields:

- Username:
- Password:

Below the password field is a "Login" button. At the bottom of the form, there is a note: "\*NB\*Forgot Password? Please use your student barcode on your student ID card as the password or [click here to reset](#)".



- **LINKS**



Above are links for reports and actions a lecturer can access

- Click View Reports to access reports

[VIEW REPORTS](#)

- List of Reports is displayed and one selects the report they want to view

#### Reports

- [View Course Exam Requirements](#)
- [View Course Assessment Totals](#)
- [View Number of Assignments and Tests](#)
- [View Course Assessment Weights](#)
- [Course Enrolment Register](#)
- [Report for student course work](#)
- [Students who failed to meet course work requirement](#)
- [View Course Assessment](#)
- [Results Statistics](#)
- [Report for suppressed exam results](#)
- [ST27 Panel Marks](#)



- **SETUP ASSIGNMENTS AND INCLASS TESTS**

**SETUP ASSIGNMENTS  
AND INCLASS TESTS**

- Click the setup assignments and inclass tests link

[<< BACK](#)

### **SETUP ASSIGNMENTS**

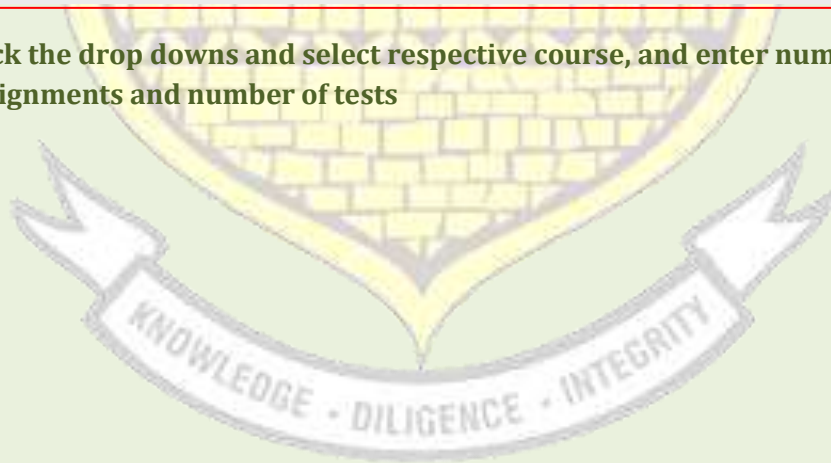
Course Name --Please Select-- ▼

Number Of Assignments --Please Select-- ▼

Number Of Tests --Please Select-- ▼

Update Course

- Click the drop downs and select respective course, and enter number of assignments and number of tests



- **SPECIFY ASSIGNMENTS AND TESTS TOTALS**

**SPECIFY ASSIGNMENTS  
AND TESTS TOTALS**

- Click the specify assignments and tests totals link

### ASSIGNMENT TOTALS

Course Name DESIGN OF INFORMATION SYSTEMS ▼

Enter Assignment Totals

- Select the course name and click Enter Assignment Totals button

#### Assignment Totals For: DESIGN OF INFORMATION SYSTEMS

Number of assignments specified: 1

Number of tests specified: 2

Course Code	Programme	Assignment 1 Total Marks	Test 1 Total Marks	Test 2 Total Marks
HCT206	CTH	0	0	0

Update Assignment Totals

- Enter the total for each of the set assignment and test.

- **ENTER STUDENT ASSIGNMENT MARKS**

**ENTER STUDENT  
ASSIGNMENT MARKS**

- Click the enter student assignment marks link

• [<< BACK](#)

**COURSE WORK**

Course Name --Please Select--

Enter Course work

- Select the Course name and click Enter Course Work



- **ENTER INCLASS TESTS MARKS**

**ENTER INCLASS TESTS  
MARKS**

- Click the enter inclass tests marks link

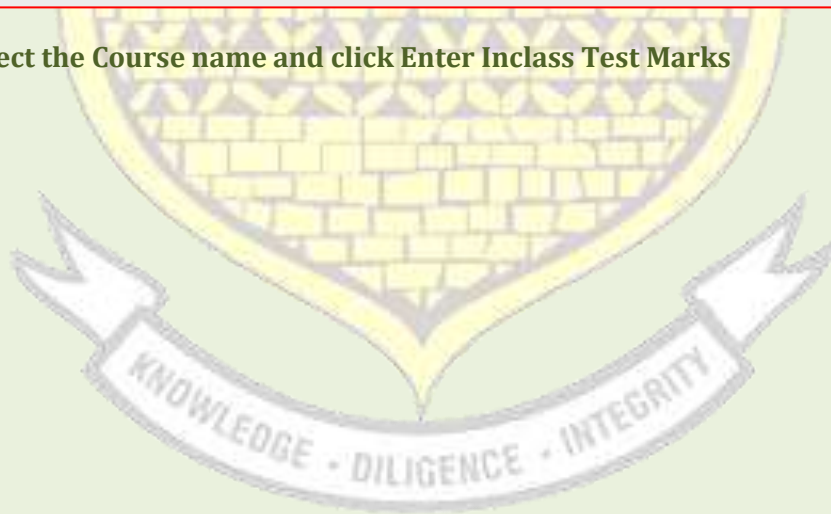
• [<< BACK](#)

### **INCLASS TESTS**

Course Name --Please Select--

Enter Inclass Test Marks

- Select the Course name and click Enter Inclass Test Marks





- **COMPUTE COURSE WORK**

**ENTER INCLASS TESTS  
MARKS**

**COMPUTE COURSE WORK**

- Click the compute course work link to compute the aggregate course assessment mark for students. The aggregate mark is composed of weighted marks for assignments and tests.

### **COMPUTE COURSE WORK**

Course Name --Please Select--

**Compute Course Work**



- Select the Course name and click compute course work

• << [BACK](#)

### **Compute Course Work Marks For: DESIGN OF INFORMATION SYSTEMS**

**Number of assignments specified: 1**

**Number of tests specified: 2**

Please specify assignments you want to use for course work

☐ Assignment1

Please specify the tests you want to use for course work

☐ Test1

☐ Test2

[Next](#)



- Select the assignments and tests and click next

[<< BACK](#)

### Course Work Weightings

Course Name: DESIGN OF INFORMATION SYSTEMS

Course Code: HCT206

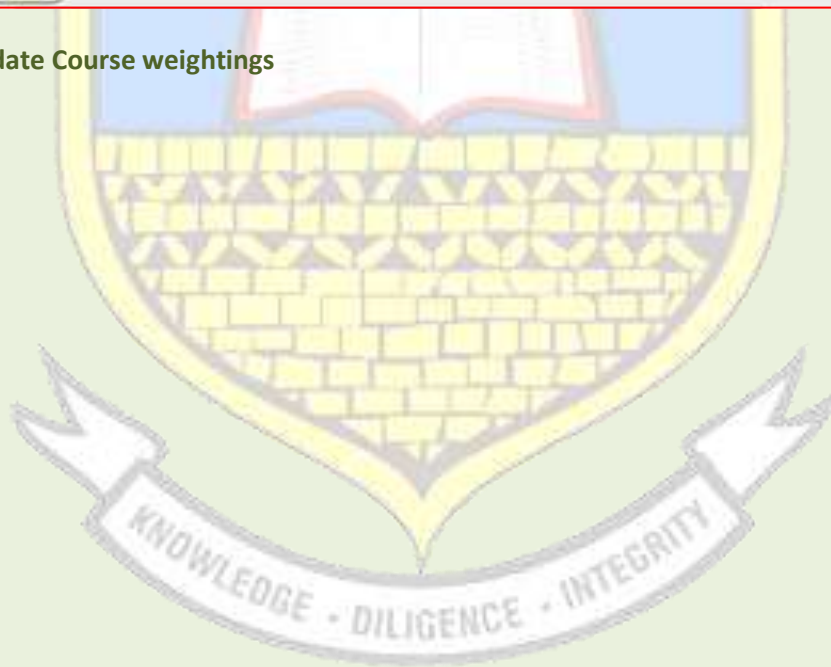
**Assignments and Tests to be considered**

1. Assignment1
2. Test1
3. Test2

Course Code	Programme	Assignments (%)	Tests (%)	Test2 (%)
HCT206	CTH	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Update Course Weightings](#)

- Update Course weightings



- **ENTER STUDENT EXAM MARKS**

COMPUTE COURSE WORK

**ENTER STUDENT EXAM MARKS**

CHANGE PASSWORD

Select the course name you want to enter exam marks for.

Click the button Enter Exam Mark.

• << [BACK](#)

## Examination Marks

Course Name BUSINESS INFORMATION SYSTEMS

Enter Exam mark

Enter marks for the students in the column for exam marks

• << [BACK](#)

### Student Examination marks For: BUSINESS INFORMATION SYSTEMS

Registration Number	Surname	First Name(s)	Programme code	Exam Mark	Aggregate exam mark	Course work	Final mark	Classification	Remark
B984120F	BENJAMIN	ELIZABETH	MBA	30	0	02.10	0	0	0
B144829F	BHOGOMA	VICTOR TENASHE	MBA	30	0	15.76	0	0	0
B144830X	CHAAEAMBA	MAXWELL MUCHADORAVA	MBA	30	0	10.68	0	0	0
B021683B	CHAMBOO	EAMSON	MBA	0	0	0	0	0	0
B144831Y	CHANEYA	MARLA CHARLENE HAZVI	MBA	0	0	0	0	0	0
B034153X	CHANEYA	JAIROS	MBA	0	0	0	0	0	0
B144832A	CHAWAFAMBIRA	TARJO FAULINE	MBA	0	0	0	0	0	0

### Student Examination marks For: BUSINESS INFORMATION SYSTEMS

Registration Number	Surname	First Name(s)	Programme code	Exam Mark	Ag
R984320F	BENJAMIN	ELIZABETH	MBA	30	o
R144829J	BHOROMA	VICTOR TINASHE	MBA	50	o
R144830X	CHAAKAMBA	MAXWELL MUCHAZORAVA	MBA	30	o
R021983B	CHAMBOKO	SAMSON	MBA	0	o
R144831Y	CHANETA	MARLA CHARLENE HAZVI	MBA	0	o
R034153X	CHANETSA	JAIROS	MBA	0	o
R144832A	CHAWAFAMBIRA	TARIRO PAULINE	MBA	0	o

Click the button Update Exam Mark

R048698P	SHUMBA	MILLION
R036238B	SITHOLE	ENOCK MATOKWE
R069650X	SVONDO	BENDICK
R049095K	TARUVINGA	ISHMAEL
R144863K	TOKWE	HILTON
R141536N	ZHOU	EVANS
Update Exam Marks		

\*Only students who met the course work requirement for that course will appear on the page

- **CHANGE PASSWORD**

**VIEW REPORTS**

**STUDENT REGISTERED  
COURSE LISTS**

**CHANGE PASSWORD**

- Click on Change Password

• [<< BACK](#)

Old Password

New Password

Confirm Password

- User can change password by entering their old password and then their new password. Then retype their password in the confirm Password box and click on change.

