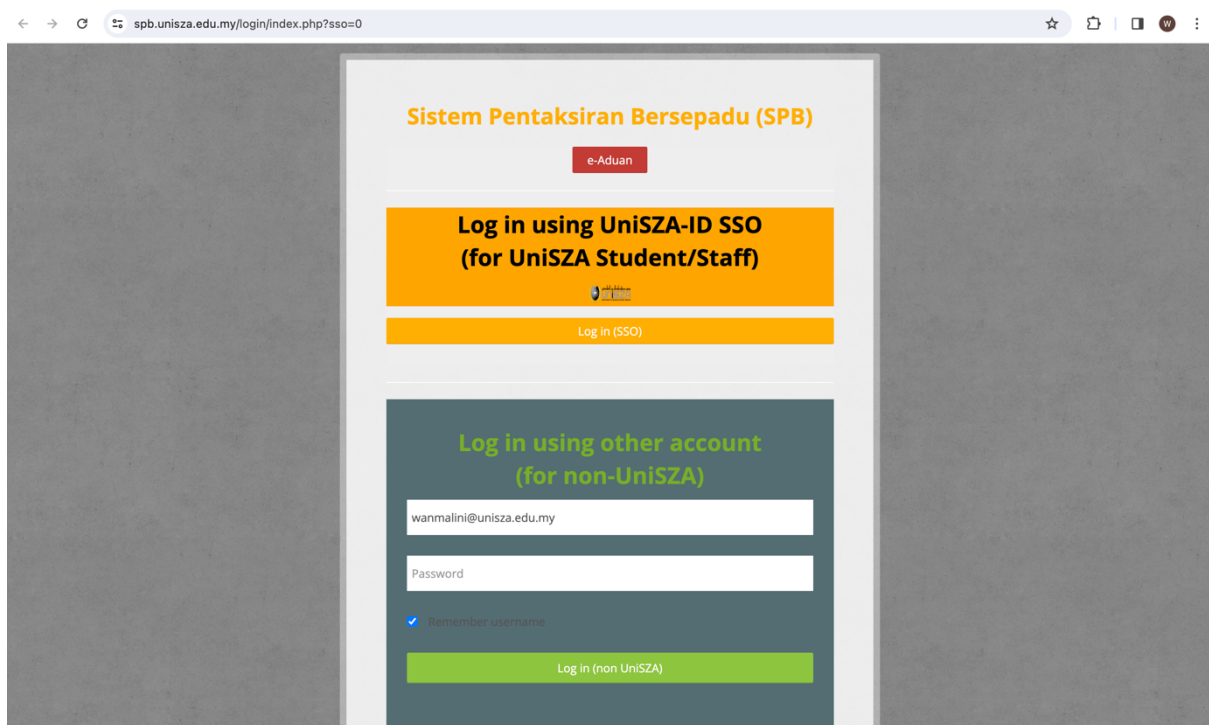


# TATACARA PENGISIAN MARKAH KE SISTEM PEMARKAHAN MENGGUNAKAN SISTEM PENTAKSIRAN BERSEPADU (SPB)

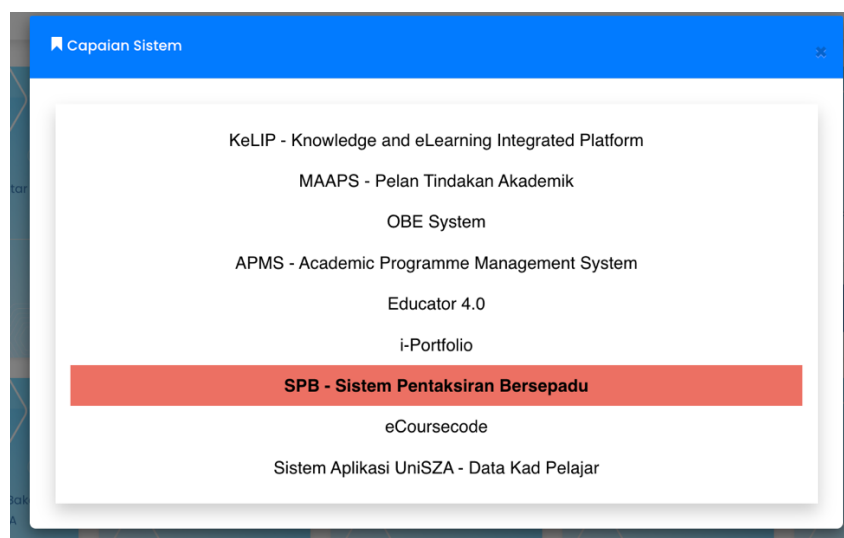
## Bahagian A: Pengisian markah dalam Gradebook di SPB

Langkah 1:

Log masuk ke **Sistem Pentaksiran Bersepadu (SPB)** <https://spb.unisza.edu.my/>

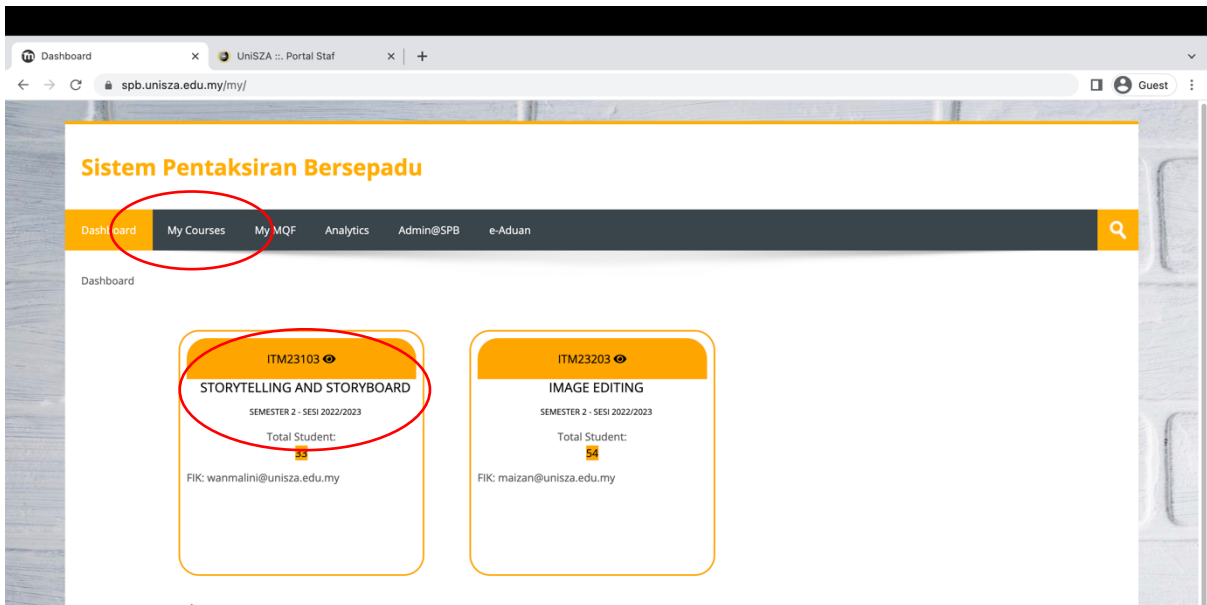


atau log masuk ke **Portal Staf -> Sistem Aplikasi -> Aplikasi Sokongan -> CoMAE-i -> Show-> SPB- Sistem Pentaksiran Bersepadu**



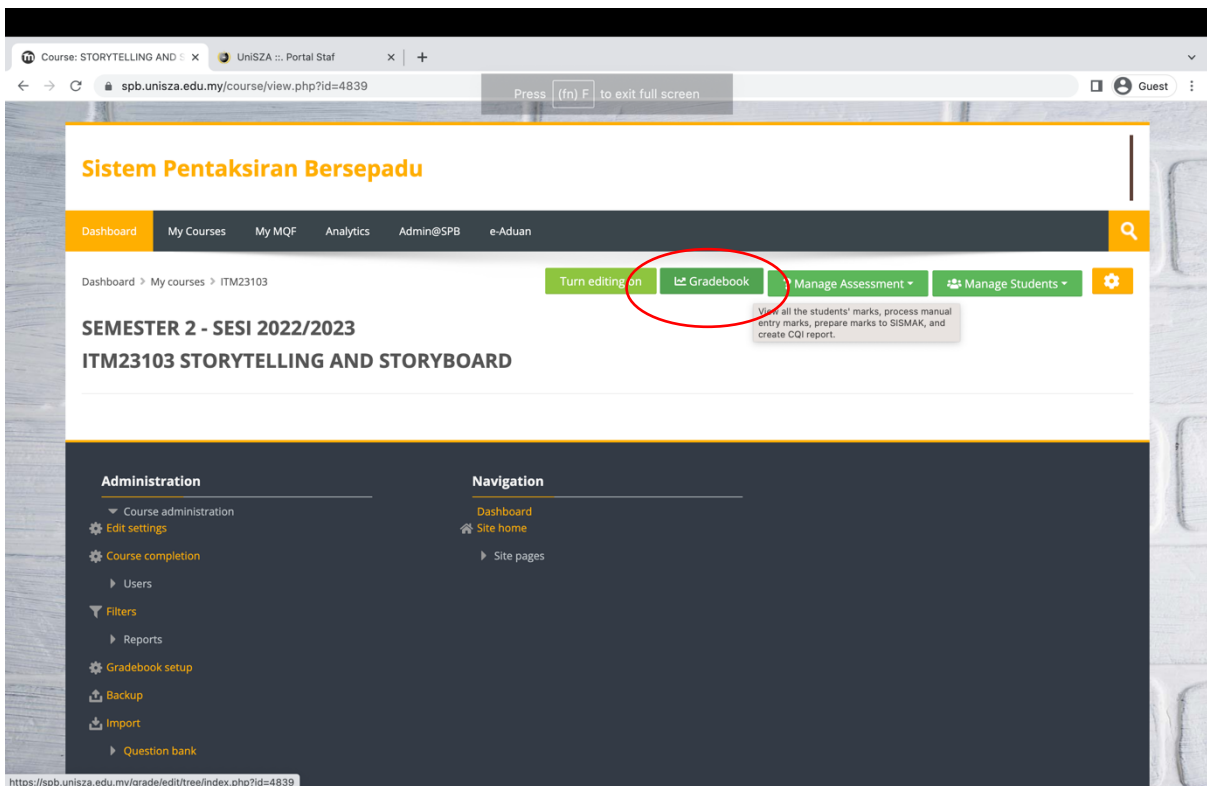
Langkah 2:

Klik pada **My Course** dan klik pada kursus mengajar



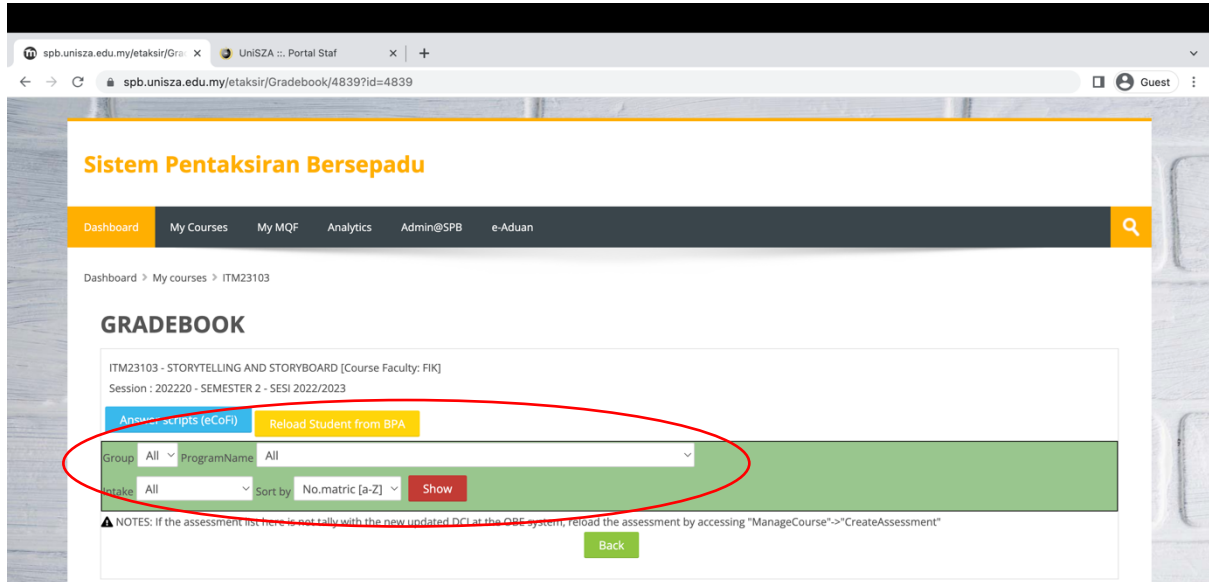
Langkah 3:

Klik pada **Gradebook**



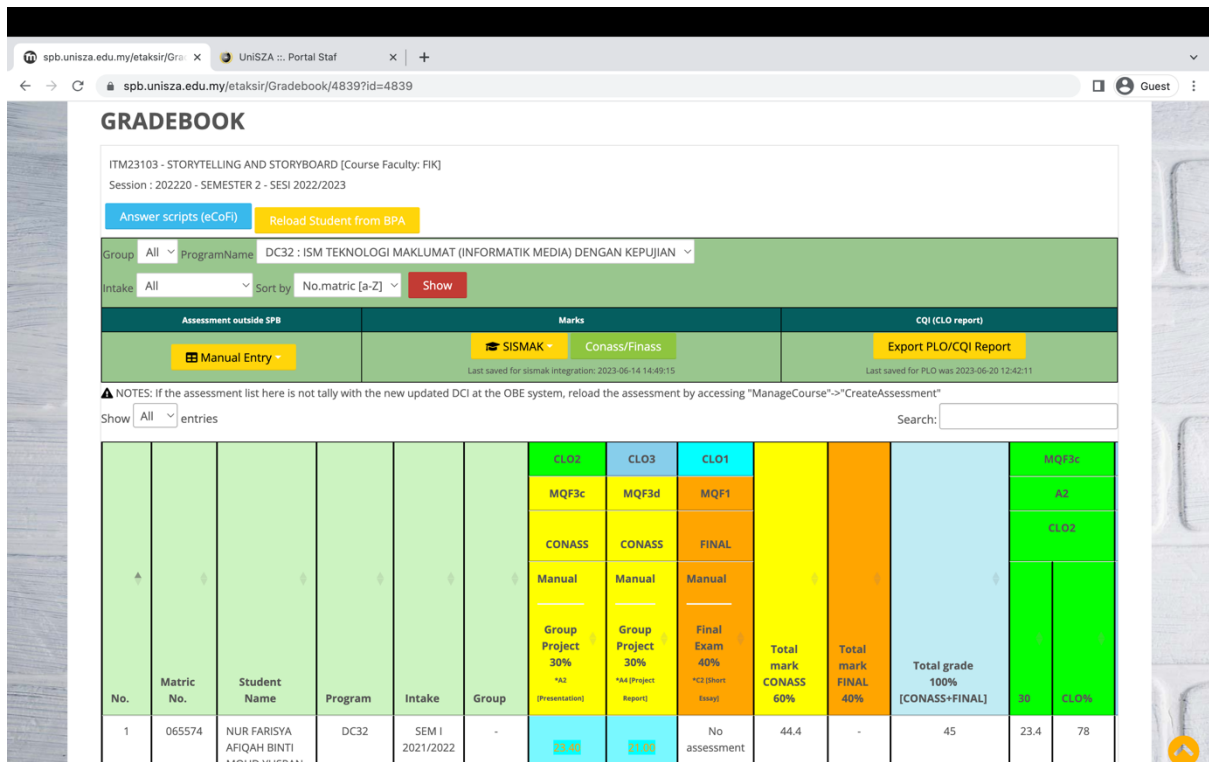
Langkah 4:

Pilih **Group / dan Program Name / dan Intake** (bagi kursus yang mempunyai banyak kohort) dan klik butang **Show**



Paparan berikut akan dipaparkan.

Jika penilaian telah dijalankan dalam SPB, markah akan dipaparkan dalam Gradebook.



Jika assessment dilakukan di luar SPB, boleh isi markah secara manual.





## Langkah 7:

Setelah mengisi markah dalam templat Gradebook, klik **Manual Entry -> Upload Gradebook** untuk memuat naik templat Gradebook ke dalam SPB

The screenshot shows the SPB Gradebook interface for the course ITM23103 - STORYTELLING AND STORYBOARD. The interface includes a header with course details, a filter section for Group and Intake, and a main table with columns for student information and assessment marks. A red circle highlights the 'Manual Entry' and 'Upload Gradebook' buttons in the 'Assessment outside SPB' section.

No.	Matric No.	Student Name	Program	Intake	Group	CLO2	CLO3	CLO1	Total mark CONASS 60%	Total mark FINAL 40%	Total grade 100% [CONASS+FINAL]	MQF3c	MQF3d
1	065574	NUR FARISYA AFIQAH BINTI MOHD YUSRAN	DC32	SEM I 2021/2022	-	23.00	21.00	No assessment	44.4	-	45	23.4	78

Antara muka akan memaparkan markah yang telah dimuat naik

The screenshot shows the SPB Gradebook interface displaying a list of students and their marks. The table includes columns for student information, assessment marks, and total grades.

No.	Matric No.	Student Name	Program	Intake	Group	CLO2	CLO3	CLO1	Total mark CONASS 60%	Total mark FINAL 40%	Total grade 100% [CONASS+FINAL]	MQF3c	MQF3d
1	065574	NUR FARISYA AFIQAH BINTI MOHD YUSRAN	DC32	SEM I 2021/2022	-	23.00	21.00	No assessment	44.4	-	45	23.4	78
2	065603	SITI NUR FARIHAH BINTI HABIB ISMAIL	DC32	SEM I 2021/2022	-	23.00	21.00	No assessment	44.4	-	45	23.4	78
3	065645	NURFATIN KAIYISAH BINTI MOHD RAZALI	DC32	SEM I 2021/2022	-	22.00	20.00	No assessment	42.6	-	43	22.2	74
4	065650	BALAVIDHINI A/P MANIMARAN	DC32	SEM I 2021/2022	-	23.00	24.00	No assessment	46.8	-	47	22.2	74
5	065763	NUR SYAFIKAH ILYA BINTI SAMAZELAM	DC32	SEM I 2021/2022	-	23.00	24.00	No assessment	48	-	48	23.4	78
6	065779	MUAZZIN AFSAR BIN MUZAFAR SHAH	DC32	SEM I 2021/2022	-	23.00	21.00	No assessment	44.4	-	45	22.8	76
7	065788	NURSAIDATUL	DC32	SEM I	-			No	42.6	-	43	22.2	74

### Langkah 8:

Untuk mengisi/eksport markah ke Sistem Pemarkahan, klik pada butang **SISMAK -> Save to be imported later at SISMAK [SPB2sismak]**

The screenshot shows the 'GRADEBOOK' interface for course ITM23103. The 'SISMAK' button is circled in red. A tooltip is visible over the button with the text 'Save to be imported later at SISMAK [SPB2sismak]'. The interface includes filters for Group, Program Name, and Intake, and a table of student marks.

No.	Matric No.	Student Name	Program	Intake	Group	MQF3c	MQF3d	MQF1	Total mark CONASS 60%	Total mark FINAL 40%	Total grade 100% [CONASS+FINAL]	MQF3c	MQF3d	MQF1
1	065574	NUR FARISYA AFIQAH BINTI MOHD YLSRAN	DC32	SEM I 2021/2022	-	23.4	27.00	No assessment	44.4	-	45	23.4	27.00	78

### Langkah 9:

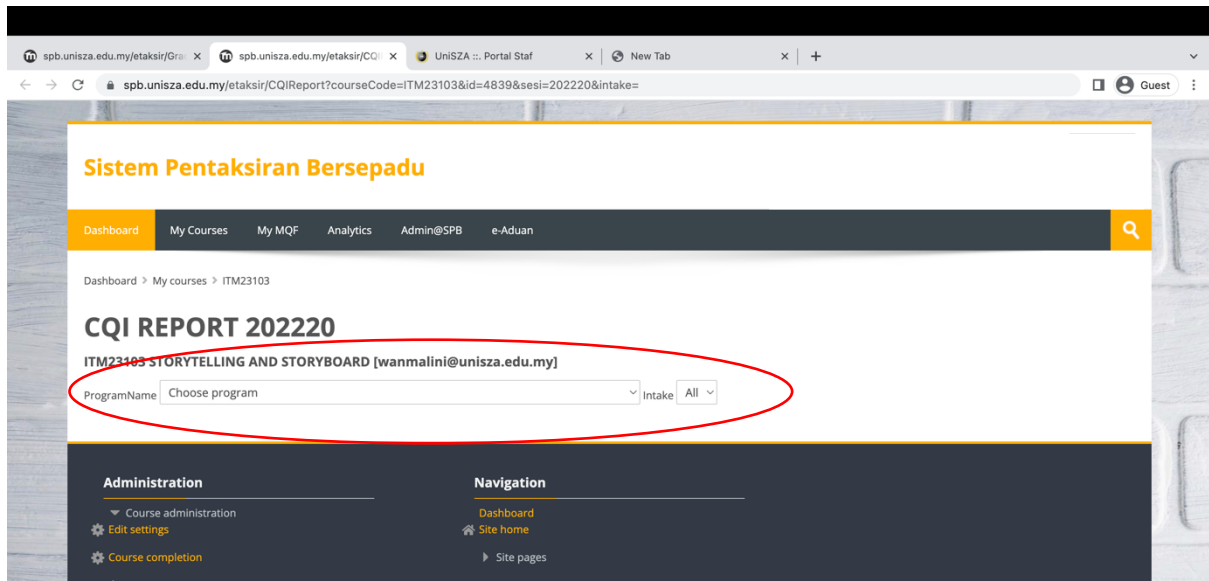
Untuk menjana CQI, klik butang **Export PLO/CQI Report**

The screenshot shows the 'GRADEBOOK' interface for course ITM23103. The 'Export PLO/CQI Report' button is circled in red. The interface includes filters for Group, Program Name, and Intake, and a table of student marks.

No.	Matric No.	Student Name	Program	Intake	Group	MQF3c	MQF3d	MQF1	Total mark CONASS 60%	Total mark FINAL 40%	Total grade 100% [CONASS+FINAL]	MQF3c	MQF3d	MQF1
1	065574	NUR FARISYA AFIQAH BINTI MOHD YLSRAN	DC32	SEM I 2021/2022	-	23.4	27.00	No assessment	44.4	-	45	23.4	27.00	78

Langkah 9:

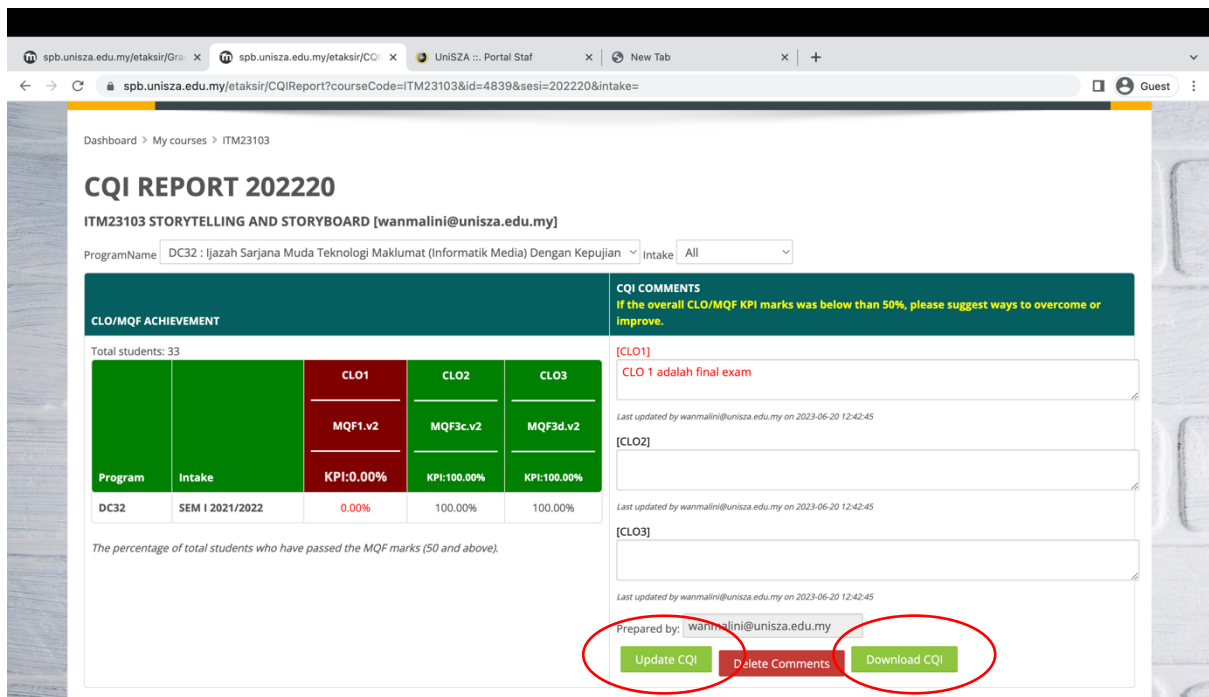
Pilih ProgramName dan Intake



Langkah 10:

Isi pada ruang CQI COMMENTS dan klik butang Update CQI.

Untuk muat turun CQI, klik butang Download CQI



## Bahagian B: Memilih pelajar di Sistem Pemarkahan

Langkah 1:

Log masuk ke Portal Staf <https://portal.unisza.edu.my/> -> Sistem Aplikasi -> Aplikasi Akademik -> Sistem Pengurusan Pelajar -> Assessment Management

Klik butang pada bahagian **Session** untuk memilih sesi

The screenshot shows the 'Assessment Management System' interface. The user is logged in as Wan Malini Binti Wan Isa. The main content area displays 'TEACHING COURSE MANAGEMENT' with a version notice. Below this, the 'LECTURER' is listed as 'WAN MALINI BINTI WAN ISA'. The 'SESSION' section shows a table with one entry: 'SEM II 2022/2023(ALL DIP & ISM (XCCE))' with dates '11-06-2023 until 28-06-2023 (KEMASUKAN MARKAH PENILAIAN BERTERUSAN)'. A red circle highlights this session entry. To the right, there is a 'Step 1' instruction: 'These are currently active sessions with assessment management start date and end date displayed. Please click the button to manage your Student Assessment.' Below the session table is a 'Back to Main Page Portal' button.

Langkah 2:

Klik **Add New Course** untuk daftar kursus yang mengajar

Taip kod kursus dan klik pada nama kursus

The screenshot shows the 'Assessment Management System' interface. The user is logged in as Wan Malini Binti Wan Isa. The main content area displays 'TEACHING COURSE MANAGEMENT' with a version notice. Below this, the 'LECTURER' is listed as 'DR. WAN MALINI BINTI WAN ISA'. The 'SESSION' section shows a table with one entry: 'SEM I 2023/2024(ALL DIP & ISM (XCCE))' with dates '24-12-2023 until 18-01-2024 (KEMASUKAN MARKAH PENILAIAN BERTERUSAN)'. To the right, there is a 'Step 2' instruction: 'Please register your teaching courses'. Below this, there is a red 'Add new course' button, which is circled in red. Below the 'Add new course' button is a search bar with the text 'Search code or name'. Below the search bar is a table titled 'LIST OF REGISTERED TEACHING COURSE SEM I 2023/2024 (ALL DIP & ISM (XCCE))'. The table has columns: 'BIL', 'CODE', 'COURSE', 'GROUP', 'SELECTED', and 'STUDENT'. The first row is: '1.', 'ITM23203', 'IMAGE EDITING', '1', '55', and 'Manage Attendance'. To the right of the table is a 'DELETE COURSE' button. Below the table is a 'Back to Main Page Portal' button.

Langkah 3:

Kursus yang telah didaftarkan akan dipaparkan dalam jadual **List of Registered Teaching Course**

Klik butang **Manage** untuk pilih pelajar

The screenshot shows the 'Assessment Management System' interface. At the top, it displays 'TEACHING COURSE MANAGEMENT (VERSION 1.0 - Lecturers may use this system. For any feedback please email to zura@unisza.edu.my with subject MARKENTRY)'. Below this, the lecturer's name 'WAN MALINI BINTI WAN ISA' is shown. A red box highlights the course 'SEM II 2022/2023(ALL DIP & ISM (XCCE))' with dates '11-06-2023 until 28-06-2023 (KEMASUKAN MARKAH PENILAIAN BERTERUSAN)'. To the right, there are instructions: 'Step 1 - These are currently active sessions with assessment management start date and end date displayed. Please click the button to manage your Student Assessment.' and 'Step 2 - Please register your teaching courses'. Below these instructions is a table titled 'LIST OF REGISTERED TEACHING COURSE SEM II 2022/2023 (ALL DIP & ISM (XCCE))'. The table has columns: BIL, CODE, COURSE, GROUP, SELECTED, STUDENT, MARKS, and DELETE COURSE. The first row shows course 'ITM23103' with 33 students. The second row shows course 'PBD10202' with 0 students. The 'Manage' button for the second row is circled in red.

BIL	CODE	COURSE	GROUP	SELECTED	STUDENT	MARKS	DELETE COURSE
1.	ITM23103	STORYTELLING AND STORYBOARD	1	33	Manage Attendance	Manage	Delete Course
2.	PBD10202	ENGLISH II	9	0	Manage	Go to Manage Student	Delete Course

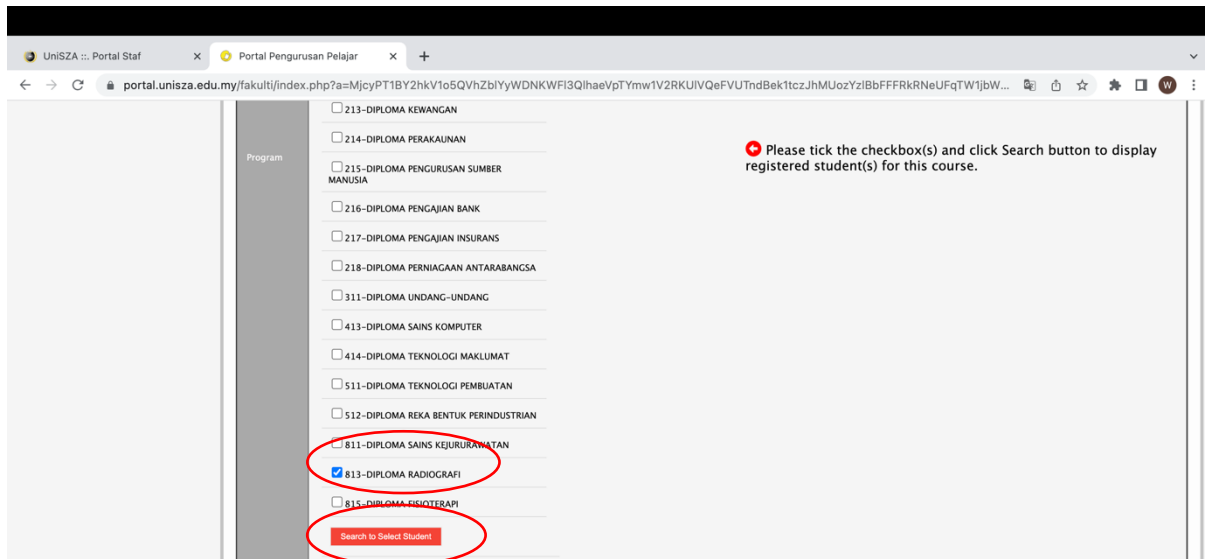
Senarai Program dan Pelajar yang mendaftar kursus akan dipaparkan

The screenshot shows the 'Assessment Management System' interface with a list of programs. At the top, it says 'You are now viewing menu of' with buttons for 'List Selected', 'Select Student', 'Move Student', and 'Drop Student'. Below this is a list of programs with checkboxes: ALL PROGRAMS, 111-DIPLOMA SYARIAH, 112-DIPLOMA USULUDDIN, 113-DIPLOMA BAHASA DAN KESUSASTERAAN ARAB, 114-DIPLOMA DAKWAH, 115-DIPLOMA AL-QURAN DAN AS-SUNNAH, 116-DIPLOMA SEJARAH DAN TAMADUN ISLAM, 117-DIPLOMA PENTADBIRAN ISLAM, 118-DIPLOMA PENGAJIAN ISLAM DENGAN TEKNOLOGI MAKLUMAT, 211-DIPLOMA PERDAGANGAN ANTARABANGSA, 213-DIPLOMA KEWANGAN, 214-DIPLOMA PERAKALINAN, 215-DIPLOMA PENGURUSAN SUMBER MANUSIA, 216-DIPLOMA PENGAJIAN BANK, 217-DIPLOMA PENGAJIAN INSURANS, 218-DIPLOMA PERNIAGAAN ANTARABANGSA, 311-DIPLOMA UNDANG-UNDANG, 413-DIPLOMA SAINS KOMPUTER, 414-DIPLOMA TEKNOLOGI MAKLUMAT, and 511-DIPLOMA TEKNOLOGI PEMBUATAN. A red box highlights the instruction: 'Please tick the checkbox(s) and click Search button to display registered student(s) for this course.' At the bottom right, there are 'Up' and 'Back' buttons.



Langkah 4:

Klik pada *checkbox* untuk pilih program mengajar dan klik butang **Search to Select Student**

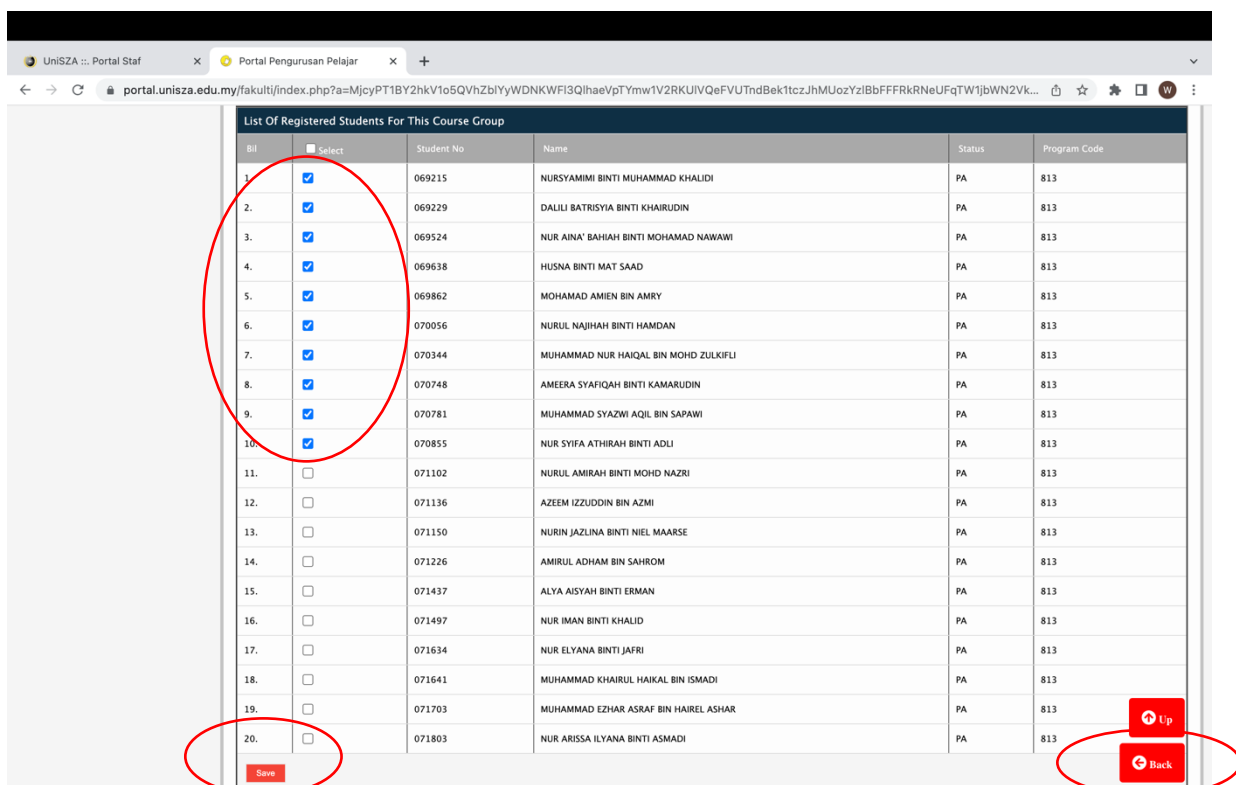


Langkah 5:

Senarai nama pelajar dari program berkenaan akan dipaparkan

Klik pada *checkbox* untuk pilih pelajar dan klik butang **Save**

Setelah selesai, klik butang **Back**



## Bahagian C: Import markah dari SPB ke Sistem Pemarkahan

Langkah 1:

Log masuk ke Portal Staf <https://portal.unisza.edu.my/> -> Sistem Aplikasi -> Aplikasi Akademik -> Sistem Pengurusan Pelajar -> Assessment Management

Antara muka akan memaparkan kursus mengajar yang telah didaftarkan

Klik pada butang **Manage** dalam bahagian Marks

The screenshot shows the 'Assessment Management System' interface. At the top, there is a header for 'PORTAL PENGURUSAN PELAJAR UNIVERSITI SULTAN ZAINAL ABIDIN'. Below the header, the user's profile is visible: 'User Id : Wanmalini, Name : WAN MALINI BINTI WAN ISA, Group : Usr, Department :'. The main content area is titled 'TEACHING COURSE MANAGEMENT (MARKENTRY) (VERSION 1.0 - Lecturers may use this system. For any feedback please email to zura@unisza.edu.my with subject MARKENTRY)'. It shows the lecturer's name 'WAN MALINI BINTI WAN ISA' and a session for 'SEM II 2022/2023(ALL DIP & ISM (XCCE))' from '11-06-2023 until 28-06-2023 (KEMASUKAN MARKAH PENILAIAN BERTERUSAN)'. There are instructions for Step 1 and Step 2, and an 'Add new course' button. Below this is a table titled 'LIST OF REGISTERED TEACHING COURSE SEM II 2022/2023 (ALL DIP & ISM (XCCE))'.

BIL.	CODE	COURSE	GROUP	SELECTED	STUDENT	MARKS	DELETE COURSE
1.	ITM23103	STORYTELLING AND STORYBOARD	1	33	Manage Attendance	Manage	Delete Course
2.	PBD10202	ENGLISH II	9	15	Manage Attendance	Manage	Delete Course

The 'Manage' button for the second row is circled in red. A dropdown menu is open below it, showing options: 'Entry', 'List', and 'Custom List'.

Langkah 2:

Klik pada butang **Entry**

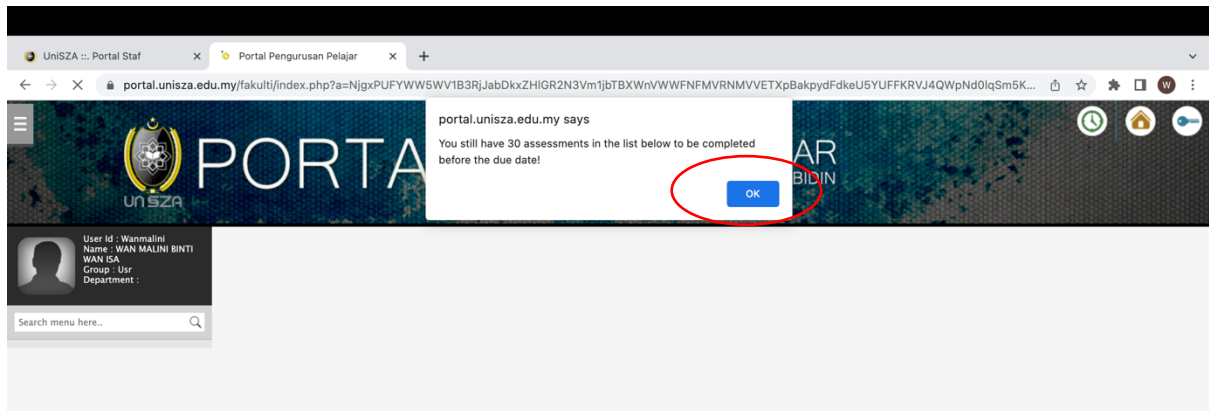
This screenshot is identical to the one above, but the 'Entry' option in the dropdown menu is now highlighted with a red circle, indicating the next step in the process.



Langkah 3:

Paparan berikut akan dipaparkan

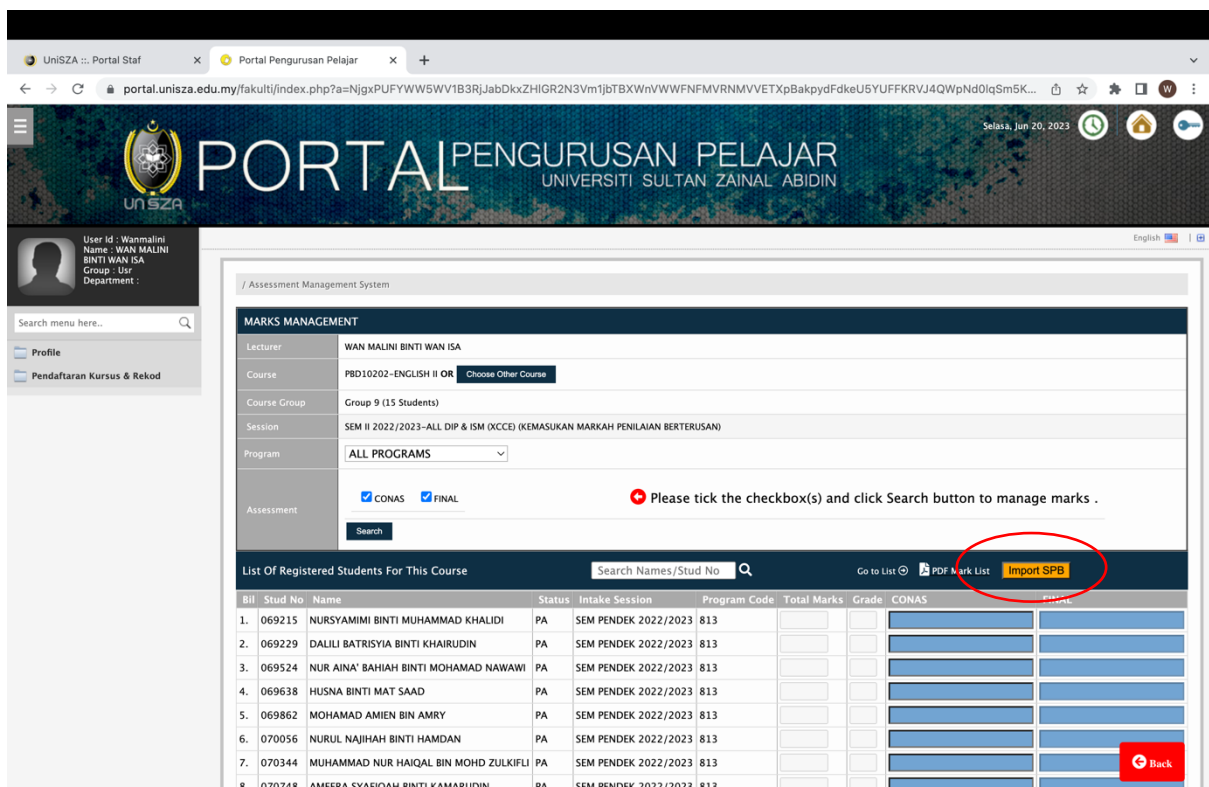
Klik Butang **OK**



Langkah 4:

Senarai nama pelajar yang telah dipilih akan dipaparkan.

Klik **Butang Import SPB**, markah dari SPB akan dipaparkan dalam ruangan CONAS atau FINAL.



Langkah 5:

Klik pada butang **Update** untuk simpan markah

The screenshot shows the 'MARKS MANAGEMENT' interface. The form fields are filled with: Lecturer: WAN MALINI BINTI WAN ISA, Course: PBD10202-ENGLISH II OR, Course Group: Group 9 (15 Students), Session: SEM II 2022/2023-ALL DIP & ISM (XCCE) (KEMASUKAN MARKAH PENILAIAN BERTERUSAN), Program: 815-DIPLOMA FISIOTERAPI. Assessment checkboxes for CONAS and FINAL are checked. A red message says: "Please tick the checkbox(s) and click Search button to manage marks." Below the form is a table of registered students. The 'Update' button at the bottom left of the table is circled in red.

Bil	Stud No	Name	Status	Intake Session	Program Code	Total Marks	Grade	CONAS	FINAL
1.	068886	NOOR SYAHIRA BINTI CHE ISMAIL	PA	SEM PENDEK 2022/2023	815	45	D+	44.50	
2.	069085	NUR NADHIRAH ASILAH BINTI MOHD ZAMRI	PA	SEM PENDEK 2022/2023	815	36	F	35.80	
3.	069300	MUHAMMAD IQBAL FARHAN BIN ROSLIMI	PA	SEM PENDEK 2022/2023	815	34	F	33.33	
4.	069533	ANIS FARHANI BINTI HAFIS NOORDIN	PA	SEM PENDEK 2022/2023	815	53	C	52.8	
5.	069591	SOFIA ANISAH BINTI MOHD SHAHRIN	PA	SEM PENDEK 2022/2023	815	15	F	14.06	

Langkah 6:

Untuk mencetak senarai markah, klik pada **PDF Mark List**

This screenshot is identical to the previous one, showing the 'MARKS MANAGEMENT' page. The 'PDF Mark List' button in the top right corner of the table area is circled in red.

Senarai markah juga boleh dicetak melalui **List of Registered Teaching Course -> Manage (Marks) -> List**

Assessment Management System

TEACHING COURSE MANAGEMENT (VERSION 1.0 - Lecturers may use this system. For any feedback please email to zura@unisza.edu.my with subject MARKAH PERK.)

LECTURER: WAN MALINI BINTI WAN ISA

SESSION: SEM II 2022/2023(ALL DIP & ISM (XCCE)) 11-06-2023 until 28-06-2023 (KEMASUKAN MARKAH PENILAIAN BERTERUSAN)

Step 1 - These are currently active sessions with assessment management start date and end date displayed. Please click the button to manage your Student Assessment.

Step 2 - Please register your teaching courses

LIST OF REGISTERED TEACHING COURSE SEM II 2022 /2023 (ALL DIP & ISM (XCCE))

BIL	CODE	COURSE	GROUP	SELECTED	STUDENT	MARKS	DELETE COURSE
1.	ITM23103	STORYTELLING AND STORYBOARD	1	33	Manage Attendance	Manage	Delete Course
2.	PBD10202	ENGLISH II	9	15	Manage Attendance	Manage	Delete Course

Manage (Marks) -> List