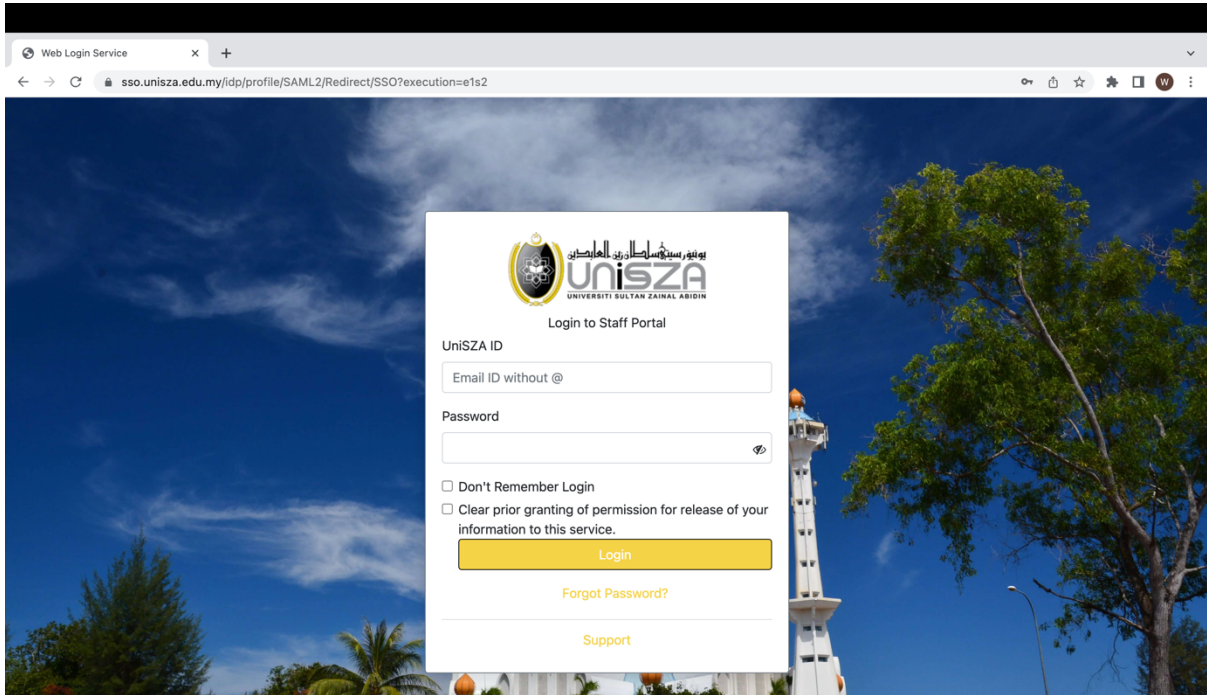


# TATACARA PENGISIAN MARKAH KE SISTEM PEMARKAHAN

## Bahagian A: Memilih pelajar

Langkah 1:

Log masuk ke **Portal Staf** <https://portal.unisza.edu.my/>



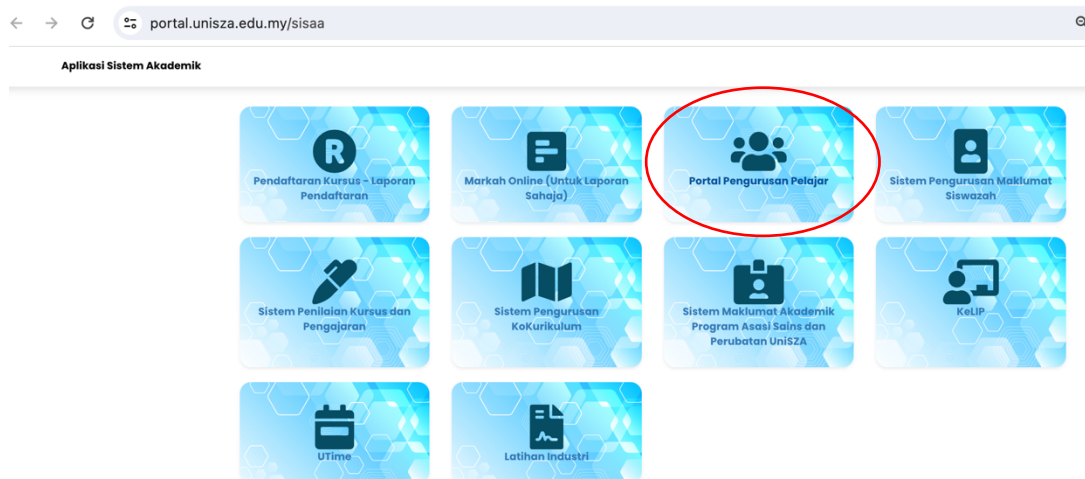
Langkah 2:

## Pilih **Sistem Aplikasi**



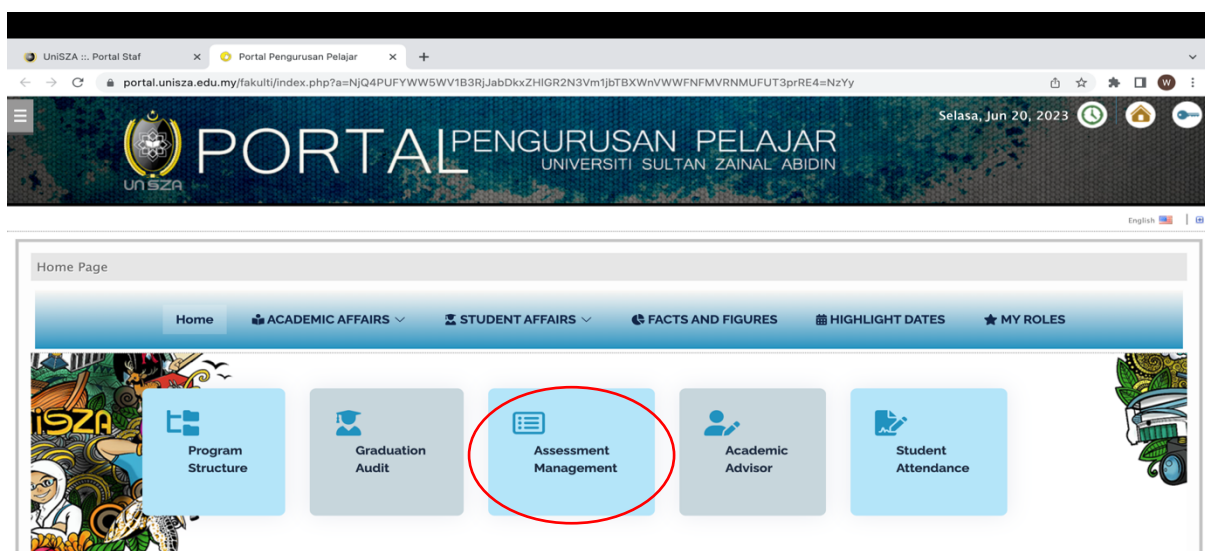
Langkah 3:

Pilih **Aplikasi Akademik** -> **Portal Pengurusan Pelajar**



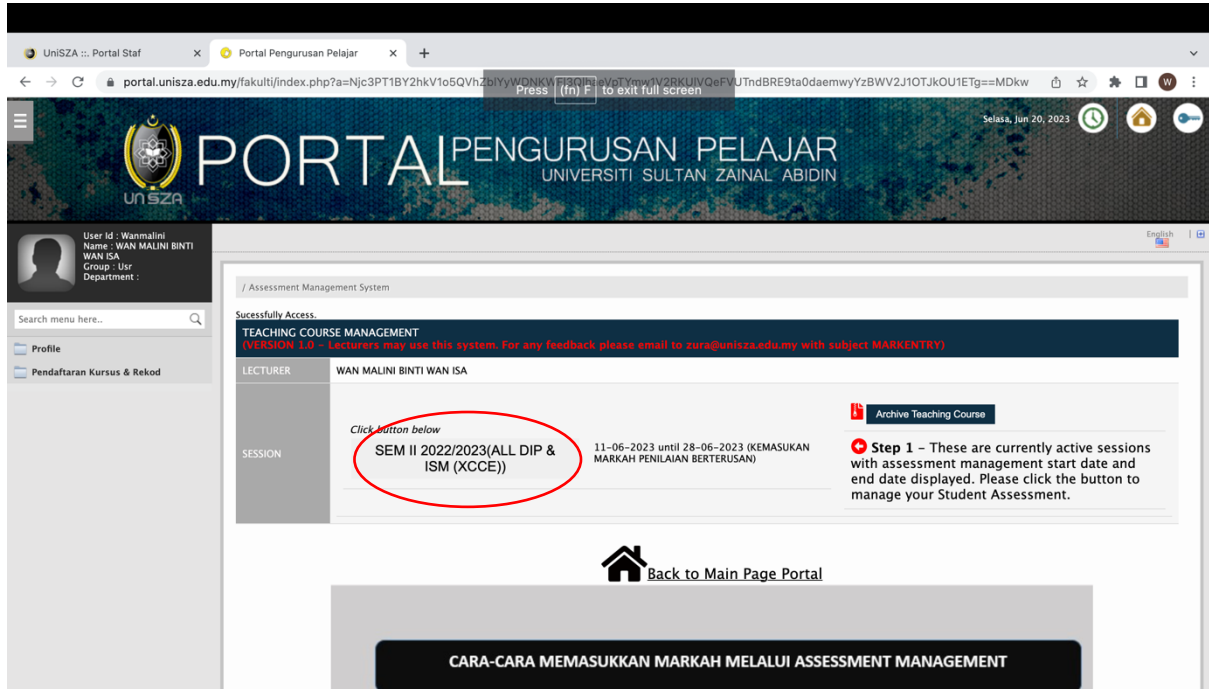
Langkah 4:

Klik pada menu **Assessment Management**



Langkah 5:

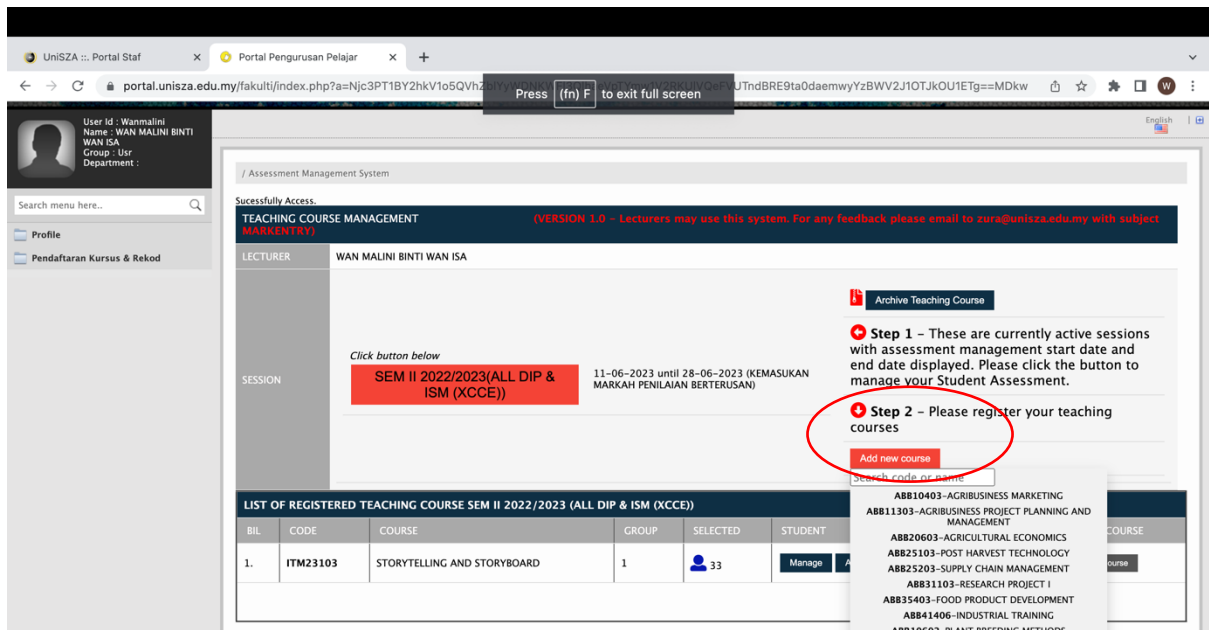
Klik butang pada bahagian **Session** untuk memilih sesi



Langkah 6:

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

Taip kod kursus dan klik pada nama kursus



## Langkah 7:

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. 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, there are instructions for using the system, including 'Step 1' and 'Step 2'. A table titled 'LIST OF REGISTERED TEACHING COURSE SEM II 2022/2023 (ALL DIP & ISM (XCCE))' is shown. The table has columns for 'BIL.', 'CODE', 'COURSE', 'GROUP', 'SELECTED', 'STUDENT', 'MARKS', and 'DELETE COURSE'. The second row of the table is circled in red, highlighting the 'Manage' button in the 'STUDENT' column.

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. The user is logged in as Wan Malini Binti Wan Isa. The main content area displays a list of programs with checkboxes for selection. A red circle highlights the instruction: 'Please tick the checkbox(s) and click Search button to display registered student(s) for this course.' The 'Up' and 'Back' buttons are visible at the bottom right.

You are now viewing menu of  List Selected  Select Student  Move Student  Drop Student

Program

- 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
- 511-DIPLOMA TEKNOLOGI PEMBUATAN

Please tick the checkbox(s) and click Search button to display registered student(s) for this course.

Up

Back

Langkah 8:

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

Please tick the checkbox(s) and click Search button to display registered student(s) for this course.

Bil	Select	Student No	Name	Status	Program Code
1.	<input type="checkbox"/>	064683	ALYA SYAHIRAH BINTI AZMAN SUHAIRI	PA	111
2.	<input type="checkbox"/>	069032	NUR MILA SAFFIA BINTI FHALIQ ISMAEL	PA	111

Langkah 9:

Senarai nama pelajar dari program berkenaan akan dipaparkan

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

Setelah selesai, klik butang **Back**

Bil	Select	Student No	Name	Status	Program Code
1.	<input checked="" type="checkbox"/>	069215	NURSYAMIMI BINTI MUHAMMAD KHALIDI	PA	813
2.	<input checked="" type="checkbox"/>	069229	DALILI BATRISYIA BINTI KHAIRUDIN	PA	813
3.	<input checked="" type="checkbox"/>	069524	NUR AINA' BAHIAH BINTI MOHAMAD NAWAWI	PA	813
4.	<input checked="" type="checkbox"/>	069638	HUSNA BINTI MAT SAAD	PA	813
5.	<input checked="" type="checkbox"/>	069862	MOHAMAD AMIEN BIN AMRY	PA	813
6.	<input checked="" type="checkbox"/>	070056	NURUL NAJIHAH BINTI HAMDAN	PA	813
7.	<input checked="" type="checkbox"/>	070344	MUHAMMAD NUR HAIQAL BIN MOHD ZULKIFLI	PA	813
8.	<input checked="" type="checkbox"/>	070748	AMEERA SYAFIQAH BINTI KAMARUDIN	PA	813
9.	<input checked="" type="checkbox"/>	070781	MUHAMMAD SYAZWI AQIL BIN SAPAWI	PA	813
10.	<input checked="" type="checkbox"/>	070855	NUR SYIFA ATHIRAH BINTI ADLI	PA	813
11.	<input type="checkbox"/>	071102	NURUL AMIRAH BINTI MOHD NAZRI	PA	813
12.	<input type="checkbox"/>	071136	AZEEM IZZUDDIN BIN AZMI	PA	813
13.	<input type="checkbox"/>	071150	NURIN JAZLINA BINTI NIEL MAARSE	PA	813
14.	<input type="checkbox"/>	071226	AMIRUL ADHAM BIN SAHROM	PA	813
15.	<input type="checkbox"/>	071437	ALYA AISYAH BINTI ERMAN	PA	813
16.	<input type="checkbox"/>	071497	NUR IMAN BINTI KHALID	PA	813
17.	<input type="checkbox"/>	071634	NUR ELYANA BINTI JAFRI	PA	813
18.	<input type="checkbox"/>	071641	MUHAMMAD KHAIRUL HAICAL BIN ISMADI	PA	813
19.	<input type="checkbox"/>	071703	MUHAMMAD EZHAR ASRAF BIN HAIREL ASHAR	PA	813
20.	<input type="checkbox"/>	071803	NUR ARISSA ILYANA BINTI ASMADI	PA	813

## Bahagian B: Mengisi markah dalam sistem

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 with the 'PORTAL PENGURUSAN PELAJAR' logo and the name 'UNIVERSITI SULTAN ZAINAL ABIDIN'. Below the header, the user's profile is visible, including the name 'WAN MALINI BINTI WAN ISA'. The main content area is titled 'TEACHING COURSE MANAGEMENT (VERSION 1.0 - Lecturers may use this system. For any feedback please email to zura@unisza.edu.my with subject MARKENTRY)'. It displays the lecturer's name 'WAN MALINI BINTI WAN ISA' and a session for 'SEM II 2022/2023 (ALL DIP & ISM (XCCE))' with dates '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))'. The table has columns for 'BIL', 'CODE', 'COURSE', 'GROUP', 'SELECTED', 'STUDENT', 'MARKS', and 'DELETE COURSE'. Two courses are listed: 'ITM23103 STORYTELLING AND STORYBOARD' and 'PBD10202 ENGLISH II'. The 'MARKS' column for the second course has a 'Manage' button highlighted with a red circle. A dropdown menu is open below the 'Manage' button, showing options: 'Entry', 'List', and 'Custom List'.

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

Langkah 2:

Klik pada butang **Entry**

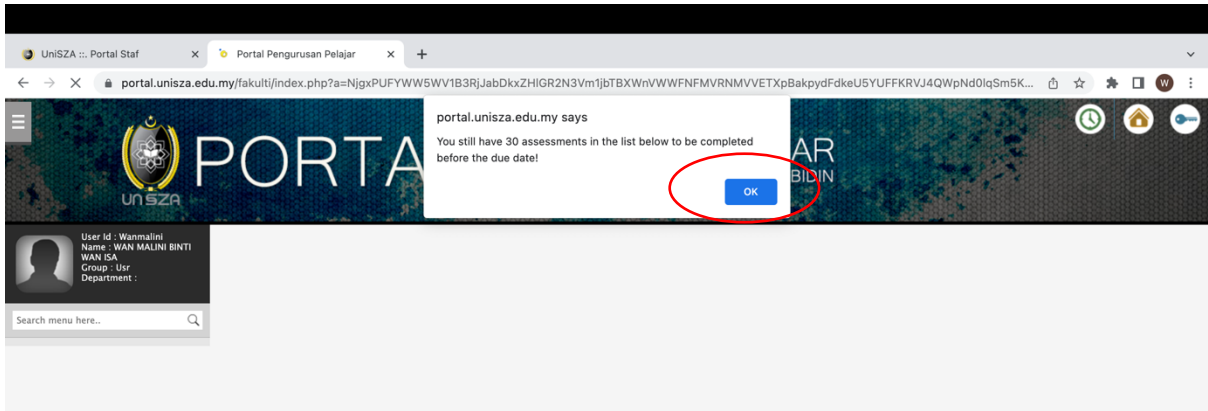
This screenshot is identical to the one above, showing the 'Assessment Management System' interface. The 'Manage' button in the 'MARKS' column for the second course is highlighted with a red circle. The dropdown menu is open, and the 'Entry' option is highlighted with a red circle.

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

Langkah 3:

Paparan berikut akan dipaparkan

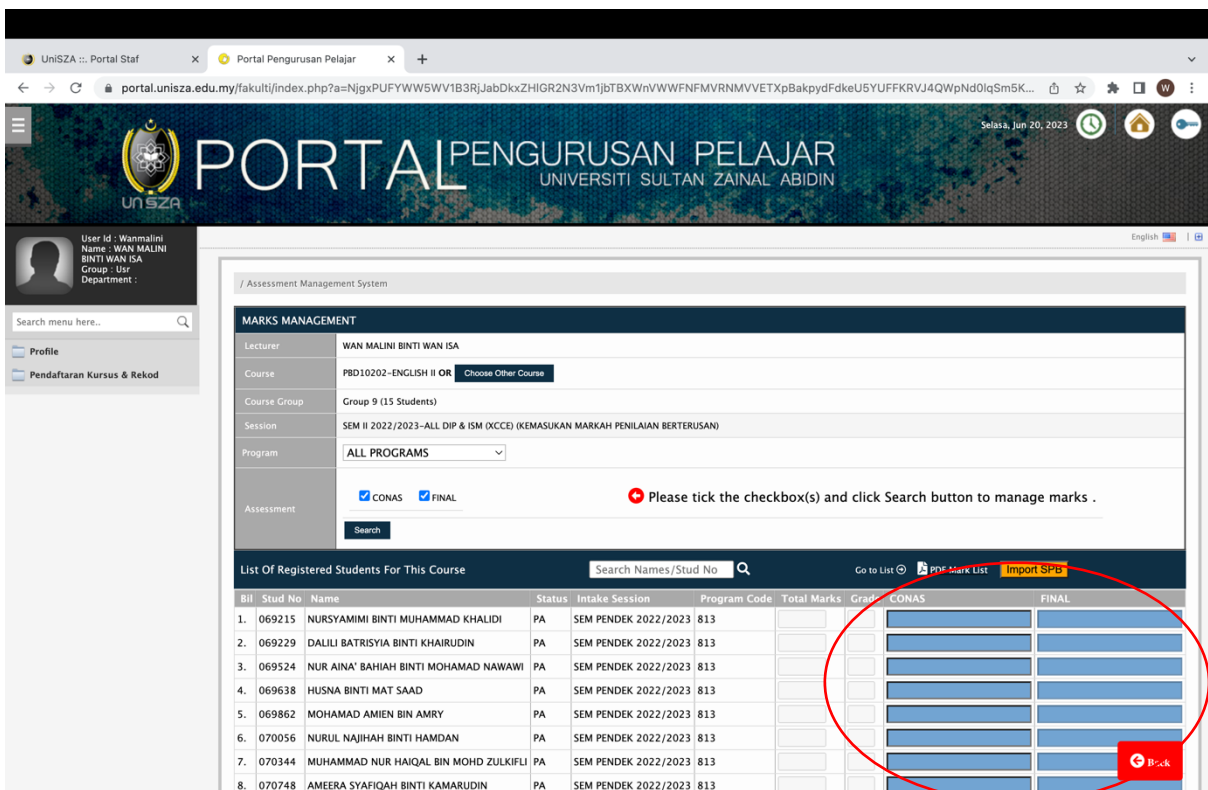
Klik Butang **OK**



Langkah 4:

Senarai nama pelajar yang telah dipilih akan dipaparkan

Isi markah CONASS dan FINASS dalam ruangan yang disediakan



Jika pensyarah ingin mengisi markah pelajar mengikut program, pensyarah boleh pilih program pada ruangan program dan klik butang **Search**

Assessment Management System

**MARKS MANAGEMENT**

Lecturer: WAN MALINI BINTI WAN ISA

Course: PBD10202-ENGLISH II OR [Choose Other Course](#)

Course Group: Group 9 (15 Students)

Session: SEM II 2022/2023-ALL DIP & ISM (XCCE) (KEMASUKAN MARKAH PENILAIAN BERTERUSAN)

Program: **ALL PROGRAMS**  
813-DIPLOMA RADIOGRAFI  
815-DIPLOMA FISIOTERAPI

Assessment:  CONAS  FINAL

Please tick the checkbox(s) and click Search button to manage marks .

[Search](#)

List Of Registered Students For This Course

Bil	Stud No	Name	Status	Intake Session	Program Code	Total Marks	Grade	CONAS	FINAL
1.	069215	NURSYAMIMI BINTI MUHAMMAD KHALIDI	PA	SEM PENDEK 2022/2023	813				
2.	069229	DALILI BATRISYIA BINTI KHAIRUDIN	PA	SEM PENDEK 2022/2023	813				
3.	069524	NUR AINA' BAHIAH BINTI MOHAMAD NAWAWI	PA	SEM PENDEK 2022/2023	813				
4.	069638	HUSNA BINTI MAT SAAD	PA	SEM PENDEK 2022/2023	813				
5.	069862	MOHAMAD AMIEN BIN AMRY	PA	SEM PENDEK 2022/2023	813				
6.	070056	NURUL NAJIAH BINTI HAMDAN	PA	SEM PENDEK 2022/2023	813				
7.	070344	MUHAMMAD NUR HAIQAL BIN MOHD ZULKIFLI	PA	SEM PENDEK 2022/2023	813				
8.	070748	AMEERA SYAFIAH BINTI KAMARUDIN	PA	SEM PENDEK 2022/2023	813				

Langkah 5:

Setelah selesai mengisi markah, klik pada butang **Update** untuk simpan markah

Assessment Management System

**MARKS MANAGEMENT**

Lecturer: WAN MALINI BINTI WAN ISA

Course: PBD10202-ENGLISH II OR [Choose Other Course](#)

Course Group: Group 9 (15 Students)

Session: SEM II 2022/2023-ALL DIP & ISM (XCCE) (KEMASUKAN MARKAH PENILAIAN BERTERUSAN)

Program: 815-DIPLOMA FISIOTERAPI

Assessment:  CONAS  FINAL

Please tick the checkbox(s) and click Search button to manage marks .

[Search](#)

List Of Registered Students For This Course

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**

Assessment Management System

**MARKS MANAGEMENT**

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:  CONAS  FINAL

Please tick the checkbox(s) and click Search button to manage marks .

List Of Registered Students For This Course

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	

Buttons: Update, Back, Go to List, PDF Mark List, Import SPB

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 MARKENSTRY)

LECTURER: WAN MALINI BINTI WAN ISA

Archive Teaching Course

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

Add new course

Click button below

SEM II 2022/2023(ALL DIP & ISM (XCCE))

11-06-2023 until 28-06-2023 (KEMASUKAN MARKAH PENILAIAN BERTERUSAN)

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

Buttons: Entry, List, Custom List