SELF SERVICE
MY SCHEDULE
CLICK ON MAIN MENU
SELF SERVICE

CLICK ON SELF SERVICE
SELF SERVICE

CLICK ON FACULTY CENTER
## My Schedule

### Spring-14 | Institute of Business Mgmt

<table>
<thead>
<tr>
<th>Class</th>
<th>Class Title</th>
<th>Enrolled</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Class Dates</th>
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</thead>
<tbody>
<tr>
<td>MJS 511-Z (4836)</td>
<td>E_COMM., WEB &amp; GRAPHIC DESIGN (Lecture)</td>
<td>0</td>
<td>Sa 2:00PM - 5:00PM</td>
<td>TBA</td>
<td>Jan 1, 2014-Jun 10, 2014</td>
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<tr>
<td>MMM 429-Z (4915)</td>
<td>DIGITAL MEDIA (Lecture)</td>
<td>7</td>
<td>Su 9:00AM - 12:00PM</td>
<td>TBA</td>
<td>Jan 1, 2014-Jun 10, 2014</td>
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</tbody>
</table>

You have no final exams scheduled at this time.
SELF SERVICE

TO SEE ENROLLED STUDENTS

CLICK ON THIS ICON
SELF SERVICE

THIS SCREEN WILL APPEAR i.e. LIST OF ENROLLED STUDENTS

<table>
<thead>
<tr>
<th>Enrolled Students</th>
<th>Find</th>
<th>First</th>
<th>Last</th>
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<tbody>
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<td>ID</td>
<td>Name</td>
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<td></td>
<td>200901-9801</td>
<td>ARRARI, MUHAMMAD</td>
</tr>
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<td>KAPPEL, ARIFRA</td>
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<td>200908-9315</td>
<td>KOTMARJ, GHULAM JILANI</td>
</tr>
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<td>MUNTAZ, RABIA</td>
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<td>OHBDI, YUERA</td>
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<td>200701-1685</td>
<td>SHAH, MUHAMMAD DANIAL</td>
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Enrollment Capacity 40
Enrolled 7

Select display option: [ ] Link to Photos [ ] Include photos in list

Spring-14 | Regular Academic Session | Institute of Business Mgmt | Graduate
SELF SERVICE
IF YOU WANT TO SEE A PHOTO OF STUDENT THEN CLICK ON THIS BUTTON

---

**Oracle**

**Faculty Center**

<table>
<thead>
<tr>
<th>Search</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>my schedule</td>
<td>class roster</td>
</tr>
</tbody>
</table>

**Class Roster**

Year: Spring 14  |  Session: Regular Academic Session  | Institute: Institute of Business Mgmt  | Level: Graduate

**Course:** MMM 429 - 7 (4915)

- **Type:** DIGITAL MEDIA (Lecture)
- **Days and Times:** Tu 9:00AM-12:00PM
- **Room:** TBA
- **Instructor:** TARIQ AZIZ
- **Dates:** 01/01/2014 - 06/10/2014

**Enrollment Status:** Enrolled

**Enrollment Capacity:** 40

**Enrolled:** 7

Select display options:
- Link to Photos
- Include photos in list

**Enrolled Students**

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<tr>
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<th>Units</th>
<th>Program and Plan</th>
<th>Level</th>
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<tbody>
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<td>3.00</td>
<td>MBA Adv &amp; Media Mgt After BBAH - MBA Adv &amp; Media Mgt</td>
<td>Masters</td>
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<td>20091-10165</td>
<td>KAUFEL, ARSHEBA</td>
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<td>3.00</td>
<td>MBA Adv &amp; Media Mgt After BBAH - MBA Adv &amp; Media Mgt</td>
<td>Masters</td>
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<td>KOTHARI, GHULAM</td>
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<td>Masters</td>
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<td>Masters</td>
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<td>Masters</td>
</tr>
</tbody>
</table>

Select All  Clear All

**Printer Friendly Version**
SELF SERVICE

TO VIEW ALL STUDENTS CLICK ON VIEW ALL

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<th>Search</th>
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</thead>
<tbody>
<tr>
<td>my schedule</td>
<td>class roster</td>
</tr>
<tr>
<td>grade roster</td>
<td>gradebook</td>
</tr>
<tr>
<td>class assignments</td>
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Class Roster

Spring 14 | Regular Academic Session | Institute of Business Mgmt | Graduate

<table>
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<tr>
<th>Course Code</th>
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<th>Status</th>
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<tr>
<td>MMM 429 - 7 (4915)</td>
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<td>change class</td>
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Days and Times | Room | Instructor | Dates
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
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<td>Su 9:00AM-12:00PM</td>
<td>TBA</td>
<td>TARIQ AZIZ</td>
<td>01/01/2014 to 05/10/2014</td>
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Enrollment Status: Enrolled
Enrollment Capacity: 40
Enrolled: 7

Select display options: Link to Photos, Include photos in list

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<th>ID</th>
<th>Name</th>
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<th>Program &amp; Plan</th>
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</table>
SELF SERVICE

DEFINE CLASS ASSIGNMENTS

CLICK ON THIS ICON
SELF SERVICE

THIS SCREEN WILL APPEAR
SELF SERVICE

CLICK LOOK UP OF ASSIGNMENT CATEGORY

AND SELECT YOUR CATEGORY
SELF SERVICE

ENTER MAXIMUM POINTS

**Class Assignments**

**MMH 429 - 7 (4915)**

**Digital Media (Lecture)**

- **Days and Times:** Su 9:00AM-12:00PM
- **Room:** TBA
- **Instructor:** TARIQ AZIZ
- **Dates:** 01/01/2014 - 06/10/2014

**Points**

- **Maximum Points:** 15
- **Weight In Points:** 15

**Dates & Duration**

- **Begin Date:**
- **Due Date:**
- **Estimated Grading Date:**
### SELF SERVICE

**SELECT DUE DATE OF ASSIGNMENT**

---

**Class Assignments**

- **Course:** DIGITAL MEDIA (Lecture)
- **Module:** MMM 429 – Z (4915)
- **Days and Times:** Su 9:00AM - 12:00PM
- **Room:** TBA
- **Instructor:** TARIQ AZIZ
- **Dates:** 01/01/2014 - 06/10/2014

---

**Assignment Details**

- **Category:** 1ST HOURS
- **Description:** 1ST HOURS
- **Points:** 15
- **Due Date:** 03/24/2014

---

**Dates & Duration**

- **Begin Date:**
- **Due Date:**
- **Extended Due Date:**
SELF SERVICE

NOW ADD MORE ASSIGNMENT CATEGORIES. CLICK ON THIS ICON
SELF SERVICE

THIS SCREEN WILL APPEAR

NOW IT’S UP TO YOU THAT HOW MANY CATEGORIES YOU SELECT.

I HAVE SELECT 3 CATEGORIES i.e. 1st HOURLY, 2nd HOURLY AND FINAL EXAM
SELF SERVICE

TO VIEW ALL ASSIGNMENT CATEGORIES. CLICK ON THIS ICON
SELF SERVICE

THIS SCREEN WILL APPEAR
SELF SERVICE

NOW CLICK ON CATEGORY WEIGHT
SELF SERVICE

THIS SCREEN WILL APPEAR

NOW CLICK LOOK UP OF ASSIGNMENT CATEGORY AND SELECT THOSE CATEGORIES THAT YOU HAVE CHOSEN ON FIRST TAB
SELF SERVICE
SELECT YOUR CATEGORY AND DEFINE WEIGHT
### Class Assignments

**MMM 429 - Z (4915)**

**DIGITAL MEDIA** (Lecture)

<table>
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<th>Room</th>
<th>Instructor</th>
<th>Dates</th>
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#### Assignment Category

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**Go to:**
- Class Assignments
- Category Weight
- Grade

**Copy category weight**

**Save**
SELF SERVICE

NOW MOVE ON THIRD TAB i.e. GRADING SCALE
SELF SERVICE

THis screen will appear
SELFF SERVICE

ENTER MARKS AND GRADES AS PER YOUR REQUIREMENTS

NOW CLICK ON SAVE BUTTON
SELF SERVICE

ASSIGN MARKS TO STUDENTS

CLICK ON GRADEBOOK TAB
### Gradebook

**MMF 429 - 7 (4915)**

**DIGITAL MEDIA (Lecture)**

<table>
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<th>Days and Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Dates</th>
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<tbody>
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<td>TBA</td>
<td>TARIQ AZIZ</td>
<td>01/01/2014 - 06/10/2014</td>
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Select check box next to the grade field to exclude assignment from cumulative grade calculation.

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<td>KOTHARI, GULAM</td>
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SELF SERVICE

NOW ENTER MARKS FOR 1\textsuperscript{ST} HOURLY, 2\textsuperscript{ND} HOURLY AND FINAL EXAM OF STUDENTS.

NOW CLICK ON SAVE BUTTON
### Gradebook

**Course:** DIGITAL MEDIA (Lecture)  
**Code:** MMM 429 - 2 (4915)  
**Instructor:** TARIQ AZIZ  
**Dates:** 01/01/2014 - 06/10/2014

---

### Cumulative Grades

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**Assignment Average:** 10.11, 11.46, 55.76
SELF SERVICE

THIS SCREEN WILL APPEAR

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<td>Spring-14</td>
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**MMN 429 - Z (4915)**

**DIGITAL MEDIA (Lecture)**

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<td>TBA</td>
<td>TARIQ AZIZ</td>
<td>01/01/2014 - 06/10/2014</td>
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**Gradebook**

**Go to: Class Gradebook, Grade by Assignment, Cumulative Grades, Requirement Designation, Import Component Grades**

Select Grade Roster: [ ]

Update

**Grading Status:**

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<th>2ND HR</th>
<th>FINL EX</th>
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Refresh  Save

Faculty Center  Search

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