

UNIVERSITY OF NICOSIA

Computer Center

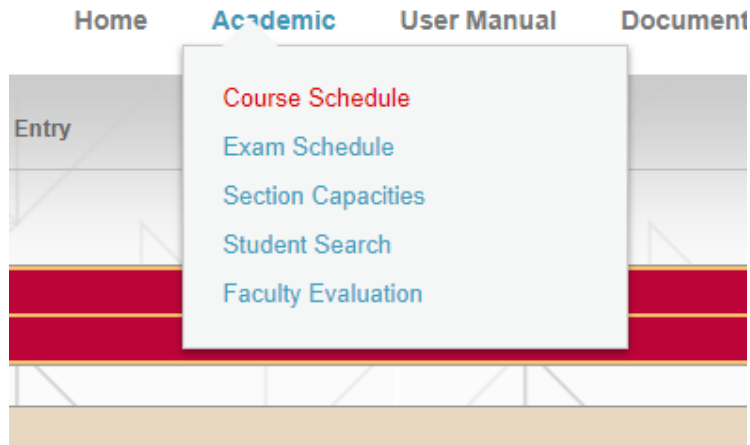
Faculty Intranet

Using Greek Formula

Revision Sheet

Release No.	Date	Revision Description
Rev. 0	16/01/2018	Using Greek Formula guide - Initial Version

1. Please verify grading method.
 - a. Choose Academic-Course Schedule



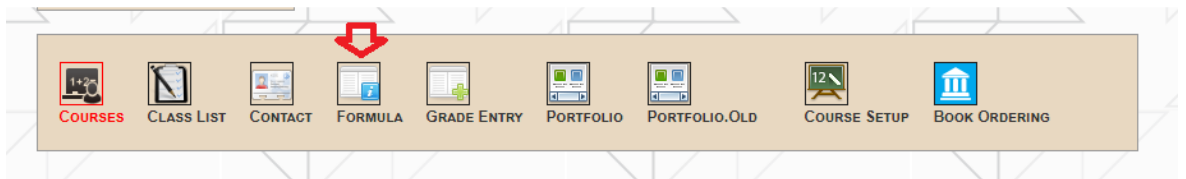
- b. Select course by pressing option button.

#	COURSE ID	COURSE TITLE	SECTION	N.TEACH.HOURS	CR. HOURS	TEACH.HOURS	SEC.TYPE	LANGUAGE	COURSE SCHEDULE	MOOD
<input type="radio"/>	COMP-528-01	MOBILE PLATFORMS AND SOFTWARE DEVELOPMENT	01	4	4	3	NORMAL	ENGLISH	We 18:00-21:00 B110; Activ	
<input type="radio"/>	DFIN-524-01	BLOCKCHAIN TECHNOLOGY AND APPLICATIONS	01	3	3	3	DIST. LEARN.	ENGLISH	DIST. LEARN.	ACTIV
<input checked="" type="radio"/>	MIS-435-01	BUSINESS INTELLIGENCE	01	3	3	3	NORMAL	ENGLISH	Tu 15:00-18:00 B101; Activ	

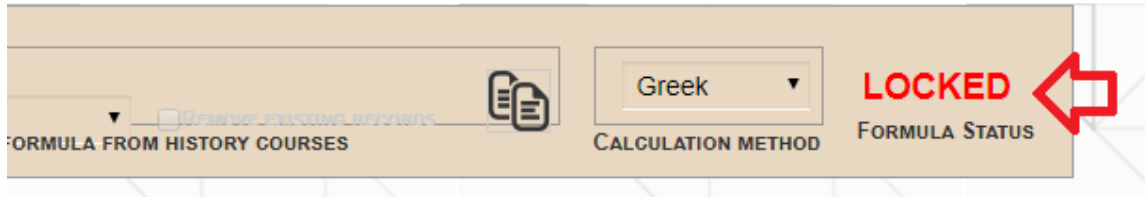
* Wait until the course is highlighted.

#	COURSE ID	COURSE TITLE	SECTION	N.TEACH.HOURS	CR. HOURS	TEACH.HOURS	SEC.TYPE	LANGUAGE	COURSE SCHEDULE	MOOD
<input type="radio"/>	COMP-528-01	MOBILE PLATFORMS AND SOFTWARE DEVELOPMENT	01	4	4	3	NORMAL	ENGLISH	We 18:00-21:00 B110; Activ	
<input type="radio"/>	DFIN-524-01	BLOCKCHAIN TECHNOLOGY AND APPLICATIONS	01	3	3	3	DIST. LEARN.	ENGLISH	DIST. LEARN.	ACTIV
<input checked="" type="radio"/>	MIS-435-01	BUSINESS INTELLIGENCE	01	3	3	3	NORMAL	ENGLISH	Tu 15:00-18:00 B101; Activ	

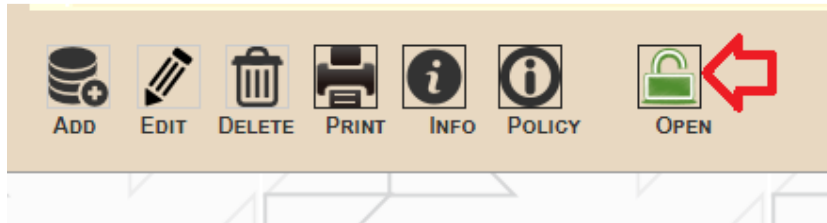
- c. Select 'Formula'



If formula is 'Locked'



please click Open and confirm (click Ok on the pop-up window)



- d. Enter your assessment criteria. The system will calculate completion of assessments in percent; however, you can specify 'Max. Points'. For example, if you have a test of 30 questions you can specify 30 as 'Max. Points' then you need just to enter a number of correctly answered questions. The percent will be calculated automatically.

COURSE FORMULA IS LOCKED --> NO CHANGES ARE ALLOWED, READ-ONLY MODE.

#	DESCRIPTION	TYPE	PERCENT.%	MAX.POINTS
<input type="radio"/>	MIDTERM	CONT. ASSESSMENT	40	100
<input type="radio"/>	FINAL EXAM	FINAL EXAM	50	100
<input type="radio"/>	ATTENDANCE	CONT. ASSESSMENT	10	12

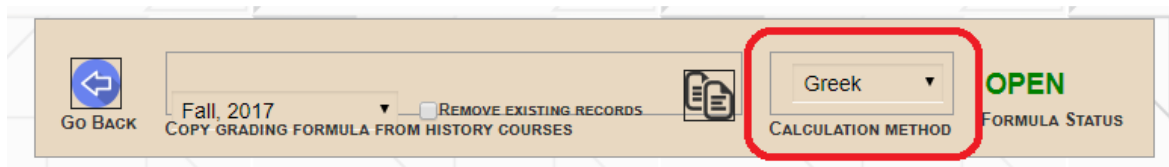
Please enter the weight in the final grade for each assessment:

COURSE FORMULA IS LOCKED --> NO CHANGES ARE ALLOWED, READ-ONLY MODE.

#	DESCRIPTION	TYPE	PERCENT.%	MAX.POINTS
<input type="radio"/>	MIDTERM	CONT. ASSESSMENT	40	100
<input type="radio"/>	FINAL EXAM	FINAL EXAM	50	100
<input type="radio"/>	ATTENDANCE	CONT. ASSESSMENT	10	12

Make sure that you correctly specified Assessment type (Cont. Assessment)

- e. Verify that calculation method is 'Greek'

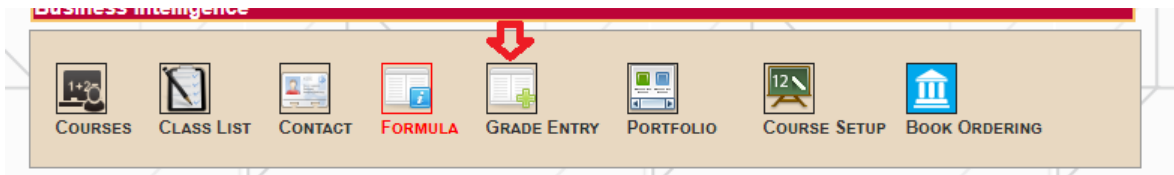


- f. Click 'Lock Formula' and confirm (click Ok on the pop-up window)



- 2. Click Grade Entry

- a. Click 'Grade Entry'



- b. Enter continuous Course Assessment and Final exam results. You do not need to save. The system will save your entries automatically as soon as you move the cursor from a particular table cell.
- c. Click 'Calculate'. The final numeric grade will be calculated in percent. The letter grade is defined as Numeric grade divided by 10 and rounded to 2 digits after the decimal point:

PLEASE COMPLETE STUDENT'S GRADE ENTRY RECORDS. VIEW / PRINT INFORMATION.

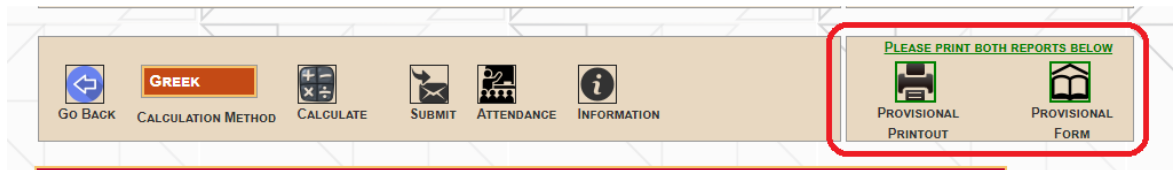
#	STUDENT ID	NAME	MIDTERM (40%, OUT OF 100)	ATTENDANCE (10%, OUT OF 12)	FINAL EXAM (50%, OUT OF 100)	FINAL NUMERIC GRADE	FINAL LETTER GRADE	COMMENTS
1	U154N0224	DEMETRIOU ELEFThERIOS, CHARALAMBOU	12	10	0	13.13	1.31	
2	U134N0618	KARGAROTOS IOANNIS, IAKOVOS	12	11	0	13.97	1.40	
3	U144N0522	KLEANTHOS PARASKEVI, FILIPPOS	12	10	0	13.13	1.31	
4	U144N0118	POLYKARPOU ORESTIS, PANAGIOTIS	12	11	0	13.97	1.40	
5	U154N2559	RUZENGWE FARAI, FRANCIS	12	11	0	13.97	1.40	

- d. The final grade cells will be replaced by drop-down lists. This way the final grades can be changed to 'Incomplete', 'Deferred' or 'Withdrawn':

GRADES CALCULATION HAS BEEN SUCCESSFULLY COMPLETED!

#	STUDENT ID	NAME	MIDTERM (40%, OUT OF 100)	ATTENDANCE (10%, OUT OF 12)	FINAL EXAM (50%, OUT OF 100)	FINAL NUMERIC GRADE	FINAL LETTER GRADE	COMMENTS
1	U154N0224	DEMETRIOU ELEFTHERIOS, CHARALAMBOU	12	10	0	13.13	1.31	
2	U134N0618	KARGAROTOS IOANNIS, IAKOVOS	12	11	0	13.97	F	
3	U144N0522	KLEANTHOUS PARASKEVI, FILIPPOS	12	10	0	13.13	DE	
4	U144N0118	POLYKARPOU ORESTIS, PANAGIOTIS	12	11	0	13.97	1.4	
5	U154N2559	RUZENGWE FARAI, FRANCIS	12	11	0	13.97	1.4	

- e. Verify your grades. Optionally you can print 'Provisional Printout' and/or 'Provisional Form'



- f. Click 'Submit' to submit your grades. Please note that after submission, you will not be able to change any grades.



- g. Print Final reports (see part. 'e')