#### 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/

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		Sistem Pentaksiran Bersepadu (SPB) e-Aduan			
		Log in using UniSZA-ID SSO (for UniSZA Student/Staff) المنتقد			
		Log in (SSO)			
		Log in using other account (for non-UniSZA) wanmalini@unisza.edu.my			
		Password  Remember username			
		Log in (non UniSZA)			

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** 

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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 5: Pengisian markah secara manual dalam Gradebook

Klik pada butang **Manual Entry -> Download Gradebook** untuk memuat turun templat gradebook



### Langkah 6:

Isi markah dalam templat Gradebook yang telah dimuat turun

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## Langkah 7:

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



Antara muka akan memaparkan markah yang telah dimuat naik

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	2	065603	SITI NUR FARIHAH BINTI HABIB ISMAIL	DC32	SEM I 2021/2022	-	23.40	21.00	No assessment	44.4		45	23.4	78	
1	3	065645	NURFATIN KAIYISAH BINTI MOHD RAZALI	DC32	SEM I 2021/2022	-	22.20	20.40	No assessment	42.6	-	43	22.2	74	Ī
	4	065650	BALAVIDHINI A/P MANIMARAN	DC32	SEM I 2021/2022		22.20	24.60	No assessment	46.8	-	47	22.2	74	
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	6	065779	MUAZZIN AFSAR BIN MUZAFAR SHAH	DC32	SEM I 2021/2022	-	22.80	21.60	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]



#### Langkah 9:

Untuk menjana CQI, klik butang Export PLO/CQI Report

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# Langkah 9:

Pilih ProgramName dan Intake

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Langkah 10:

Isi pada ruang CQI COMMENTS dan klik butang Update CQI.

Untuk muat turun CQI, klik butang Download CQI

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Dashboard > N	iy courses > IIM23103				
CQI R	EPORT 202	220			
ITM23103 S	TORYTELLING AND S	TORYBOARD [wan	imalini@unisza	.edu.my]	
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Total student	s: 33				[CL01]
		CLO1	CLO2	CLO3	CLO 1 adalah final exam
		MQF1.v2	MQF3c.v2	MQF3d.v2	Last updated by wannalini@unisza edu.my on 2023-06-20 12-42-45 [CLO2]
Program	Intake	KPI:0.00%	KPI:100.00%	KPI:100.00%	
DC32	SEM I 2021/2022	0.00%	100.00%	100.00%	Last updated by wanmalini@unisza.edu.my on 2023-06-20 12:42:45
The percenta	ge of total students who h	ave passed the MQF ma	arks (50 and above).		[CL03]
					Last updated by wanmalini@unisza.edu.my on 2023-06-20 12:42:45

# Bahagian B: Memilih pelajar di Sistem Pemarkahan

Langkah 1:

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

Klik butang pada bahagian Session untuk memilih sesi

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User Id : Wanmalini Name : WAN MALINI BINTI WAN ISA Group : Usr Department :	/ Assessment Mana	gement System	English 1 B
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📄 Pendaftaran Kursus & Rekod	LECTURER	WAN MALINI BINTI WAN ISA	
		Click kutaa balaw	Archive Teaching Course
	SESSION	SEM II 2022/2023(ALL DIP & 11-06-2023 until 28-06-2023 (KEMASUKAN ISM (XCCE))	• 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.
		Back to Main Page Portal	

Langkah 2:

Klik Add New Course untuk daftar kursus yang mengajar

Taip kod kursus dan klik pada nama kursus

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		PO	RTAĽ	ENGL	JRUSAN NIVERSITI SULT	PELAJAR	brein,	Januari 08, 2024 🔇 🧉	) 🕞
Uper Id - Wanmalial Name: De Yawa Maluni anti Wan Isa Group: Upr Department : Fik	/ Assessmen Sucessfully Act	t Management System							English   🕀
Beafly	TEACHING	COURSE MANAGEMENT	(VERSION )	.0 - Lecturers r	nay use this system. Fo	or any feedback please email to z	ura@unisza.edu.my with subject MARKENTRY)		
Peperiksaan	LECTURER	DR. WAN MA	LINI BINTI WAN ISA						
Pendaftaran Kursus & Rekod Assessment Management Special Case					Archive Teaching Course				
Laporan	SESSION	Click butt	on below 1 2023/2024(ALL DIP & ISM	(XCCE))	24–12–2023 until 18–01 PENILAIAN BERTERUSAN)	-2024 (KEMASUKAN MARKAH	Step 1 - These are currently activity assessment management start date a please click the button to manage you Step 2 - Please register your teach Add new course	e sessions with nd end date displayed. ur Student Assessment. ning courses	1 
							Search code or name		
	LIST OF R	EGISTERED TEACHING	COURSE SEM I 2023/2024 (ALL	DIP & ISM (XCCI	E))		ABA10103-INTRODUCTION TO ACTIONOMY ABA10202_INTRODUCTION TO BOTANY		
	BIL	CODE	COURSE	GROUP	SELECTED	STUDENT	ABA10303-BASIC AGRICULTURE ECONOMY ABB10103-INTRODUCTION TO AGRIBUSINESS	DELETE COURSE	
	1.	ITM23203	IMAGE EDITING	1	<b>2</b> 55	Manage Attendance	ABB10203-AGRIBUSINESS MANAGEMENT ABB10502-INTRODUCTION TO AGRICULTURAL	Delete Course	
							BIOTECHNOLOGY ABB20603-AGRICULTURAL ECONOMICS		
							ABB20703-PRINCIPLES OF CROP PROTECTION ABB20803-INTRODUCTION TO ANIMAL		
					Back	to Main Page Portal	PRODUCTION ABB31003-AGRIBUSINESS POLICY AND BEGUI ATIONS		
							ABB35303-AGRICULTURE EXTENSION		
							ABB41203-RESEARCH PROJECT II ABB41303-AGRIBUSINESS PROJECT PLANNING AND MANACCMENT		
				_			ABB45503-AGROSTOLOGY		
			CARA CAL	-			ABB45603-PRODUCTION OF PADDY		

Langkah 3:

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

Klik butang **Manage** untuk pilih pelajar

UniSZA ::. Portal Staf ×	🕐 Portal F	engurusan Pelajar	r × +							~
$\leftrightarrow$ $\rightarrow$ C $\cong$ portal.unisza.edu	.my/fakulti	/index.php?a=M	IzMxd0YyWmwxRGNoZFdaZmRuY2hCSG	NsSm5KdFZt	íjFsRVI5RVRO	MUFETTRZeWFyVr	n5jekZHWms	5VmF1MURVQ1JVTXdJ	ů 🖈 🛪	· 🗆 🔘 E
Viser fd.: Wannalini Wan VSA Van VSA Department : / Assessment Management System										English
Search menu here Q	TEACH	HING COURSE MA	ANAGEMENT (VERSIO)		ers may use ti		feedback plo			subject
Profile	LECTU	RER WAN	MALINI BINTI WAN ISA							
	SESSIO	N	Click button below SEM II 2022/2023(ALL DIP & ISM (XCCE))	11-06-2023 MARKAH PEM	until 28-06-20 IILAIAN BERTERI	23 (KEMASUKAN ISAN)	Archiv     Archiv     Step     with asseed date     manage     Step     courses     Add new of	<ul> <li>Tasching Course</li> <li>1 - These are current essment managemen displayed. Please (ii) your Student Assessin</li> <li>2 - Please register you</li> <li>course</li> </ul>	tly active ses t start date a ck the buttor nent. bur teaching	sions nd 1 to
	LIST		COURSE	LL DIP & ISM	(XCCE))	STUDENT		MARKS	DELETE	
	1.	ITM23103	STORYTELLING AND STORYBOARD	1	33	Manage Atten	dance	Manage	Delete C	burse
	2.	PBD10202	ENGLISH II	9		Manage	>	📌 Go to Manage Student	Delete C	burse

Senarai Program dan Pelajar yang mendaftar kursus akan dipaparkan

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← → C	hp?a=MjcyPT1BY2hkV1o5QVhZbIYyWDNKWFI3QlhaeVpT ing menu of List Selected <mark>Select Student</mark> Move Student (	rmw1V2RKUIVQeFVUTndBek1tczJhMUozYzIBbFFFRkRNeUFqTW1jbW 🕼 👌 🖈 🗖	W
Program	Init: Solucted     Salect Student     Move Student       ALL PROCEAMS     IIII-DIPLOMA SYARIAH       IIII-DIPLOMA SYARIAH       IIII-DIPLOMA SYARIAH       IIII-DIPLOMA SYARIAH       IIII-DIPLOMA AUSULUDDIN       IIII-DIPLOMA AL-QURAN DAN KESUSASTERAAN       ARAB       IIII-DIPLOMA AL-QURAN DAN KAS-SUNNAH       IIII-DIPLOMA AL-QURAN DAN KAS-SUNNAH       IIII-DIPLOMA AL-QURAN DAN KAS-SUNNAH       IIII-DIPLOMA AL-QURAN DAN KAS-SUNNAH       IIII-DIPLOMA PENCAJIAN SUAM DENCAN       IIII-DIPLOMA PENCAJIAN SUAM DENCAN       IIII-DIPLOMA PENCAJIAN SUAM DENCAN       IIII-DIPLOMA PENCAJIAN SUAM DENCAN       211-DIPLOMA PENCAJIAN SUAM DENCAN       212-DIPLOMA PENCURUSAN SUMBER       MANUSIA       213-DIPLOMA PENCURUSAN SUMBER       MAUSIA       213-DIPLOMA SAINS KOMPUTER <t< th=""><th>Please tick the checkbox(s) and click Search button to displaregistered student(s) for this course.</th><th>lΥ ⊃υp</th></t<>	Please tick the checkbox(s) and click Search button to displaregistered student(s) for this course.	lΥ ⊃υp

Langkah 4:

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

UniSZA ::. Portal Staf X O Portal Penguru	Isan Pelajar × +	·
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	213-DIPLOMA KEWANGAN	
	214-DIPLOMA PERAKAUNAN	C Please tick the checkboy(s) and click Search button to display
Program	215-DIPLOMA PENGURUSAN SUMBER MANUSIA	registered student(s) for this course.
	216-DIPLOMA PENGAJIAN BANK	
	217-DIPLOMA PENGAJIAN INSURANS	
	218-DIPLOMA PERNIAGAAN ANTARABANGSA	
	311-DIPLOMA UNDANG-UNDANG	
	413-DIPLOMA SAINS KOMPUTER	
	414-DIPLOMA TEKNOLOGI MAKLUMAT	
	S11-DIPLOMA TEKNOLOGI PEMBUATAN	
	S12-DIPLOMA REKA BENTUK PERINDUSTRIAN	
	811-DIPLOMA SAINS KEJURURAMATAN	
	☑ 813-DIPLOMA RADIOGRAFI	
	815-DIPLOMA EISIOTERAPI	
	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

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	L	List Of Registered Students For This Course Group							
		Bil Select				Status			
	1			069215	NURSYAMIMI BINTI MUHAMMAD KHALIDI	PA	813		
	2	. 🗹	$\mathbf{N}$	069229	DALILI BATRISYIA BINTI KHAIRUDIN	PA	813		
/	3	. 🔽		069524	NUR AINA' BAHIAH BINTI MOHAMAD NAWAWI	PA	813		
	4	. 🔽		069638	HUSNA BINTI MAT SAAD	PA	813		
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	6	i. 🗹		070056	NURUL NAJIHAH BINTI HAMDAN	PA	813		
	7	. 🛛		070344	MUHAMMAD NUR HAIQAL BIN MOHD ZULKIFLI	PA	813		
l l	8	. 🔽	_ /	070748	AMEERA SYAFIQAH BINTI KAMARUDIN	PA	813		
N	9	. 🔽		070781	MUHAMMAD SYAZWI AQIL BIN SAPAWI	PA	813		
	1			070855	NUR SYIFA ATHIRAH BINTI ADLI	PA	813		
	1	1.		071102	NURUL AMIRAH BINTI MOHD NAZRI	PA	813		
	1	2.		071136	AZEEM IZZUDDIN BIN AZMI	PA	813		
	1	3.		071150	NURIN JAZLINA BINTI NIEL MAARSE	PA	813		
	1	4.		071226	AMIRUL ADHAM BIN SAHROM	PA	813		
	1	5.		071437	ALYA AISYAH BINTI ERMAN	PA	813		
	1	.6.		071497	NUR IMAN BINTI KHALID	PA	813		
	1	7.		071634	NUR ELYANA BINTI JAFRI	PA	813		
	1	8.		071641	MUHAMMAD KHAIRUL HAIKAL BIN ISMADI	PA	813		
	1	9.		071703	MUHAMMAD EZHAR ASRAF BIN HAIREL ASHAR	PA	813		
	2	io. 🗌		071803	NUR ARISSA ILYANA BINTI ASMADI	PA	813		

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

Langkah 1:

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

🧿 UniSZA ::. Portal Staf	× 📀 Portal	Pengurusan Pelajar	× +							~
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	PC	DR <sup>-</sup>		RUSAN /ersiti sult	PELA an zainai	AJAR L ABIDIN		Selasa, Jun 20,	2023 🔇 🙆	•
User Id : Wanmalini Name : WAN MALINI BIN WAN ISA Group : Usr Department :	۳۱ / Asse	ssment Management	System						Englis	h   🕀
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📄 Profile 📄 Pendaftaran Kursus & Rekod	LECTU	JRER WAN	MALINI BINTI WAN ISA							
	SESSIG	CI	ick button below SEM II 2022/2023(ALL DIP & ISM (XCCE))	11–06–2023 until MARKAH PENILAIAI	28–06–2023 (KEN N BERTERUSAN)	MASUKAN	Archive Teaching Step 1 – The with assessmer end date displation manage your Si Step 2 – Ple courses Add new course	g Course ese are currenth 1t management tyde. Please clici tudent Assessm tase register you	y active sessions start date and < the button to ent. Ir teaching	
	LIST	OF REGISTERED	TEACHING COURSE SEM II 2022/2023 (	ALL DIP & ISM (XCCI	E))					
	BIL	CODE	COURSE	GROUP	SELECTED	STUDENT		MARKS	DELETE COURSE	
	1.	ITM23103	STORYTELLING AND STORYBOARD	1	2 33	Manage A	ttendance	Manage	Delete Course	
	2.	PBD10202	ENGLISH II	9	<b>1</b> 5	Manage A	ttendance	Manage	Delete Course	

Langkah 2:

Klik pada butang Entry

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	PC	DR1		RUSAN ERSITI SULT	PELA an zainal			Selasa, Jun 20,	2023 🕚 🙆	•		
User Id : Wanmalini Name: WAN MALINI BINTI WAN ISA Group: Usr Department :	/ Asses	sment Management S	ystem						Engli	ish   🖿		
Search menu here Q	TEACH	ING COURSE MAN	NAGEMENT (VERSIO									
C Profile	LECTU	RER WAN	MALINI BINTI WAN ISA							- 1		
📄 Pendaftaran Kursus & Rekod										- 1		
			Course		- 1							
	SESSIO	N Ch	Click button below SEM II 2022/2023(ALL DIP & 11-06-2023 until 28-06-2023 (KEMASUKAN MARKAH FENILAIAN 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 – Plea courses	ase register yo	ır teaching			
							Add new course					
	LIST	OF REGISTERED 1	EACHING COURSE SEM II 2022/2023 (A	LL DIP & ISM (XCCE	E))							
	BIL	CODE	COURSE	GROUP	SELECTED	STUDENT		MARKS	DELETE COURSE			
	1.	ITM23103	STORYTELLING AND STORYBOARD	1	<b>2</b> 33	Manage	Attendance	Manage	Delete Course			
	2.	PBD10202	ENGLISH II	9	<b>L</b> 15	Manage	Attendance	Manage	Delete Course			
							(	List				

### Langkah 3:

Paparan berikut akan dipaparkan

### Klik Butang OK

![](_page_12_Picture_3.jpeg)

Langkah 4:

Senarai nama pelajar yang telah dipilih akan dipaparkan.

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

![](_page_12_Picture_7.jpeg)

Langkah 5:

Klik pada butang Update untuk simpan markah

![](_page_13_Picture_2.jpeg)

Langkah 6:

Untuk mencetak senarai markah, klik pada PDF Mark List

→ C	my/fak	ulti/index	php?a=NjgxPUFYWW5WV1B3RjJabDkx	ZHIGR	2N3Vm1jbTBXWnVWWF	NFMVRNMVVE	TXpBakpydFo	lkeU5Y	UFFKRVJ4QWpNd0lqS	Sm5K 🖞 🛧 🗯 🔲 😡			
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rch menu here Q	МА	RKS MAN	AGEMENT										
rofile	Le	turer	WAN MALINI BINTI WAN ISA										
ndaftaran Kursus & Rekod	Co	Course PBD10202-ENGLISH II OR Choose Other Course											
	Co	Course Group 9 (15 Students)											
	Se	Session SEM II 2022/2023-ALL DIP & ISM (XCCE) (KEMASUKAN MARKAH PENILAIAN BERTERUSAN)											
	Pro	Program 815-DIPLOMA FISIOTERAPI 🗸											
	Assessment								box(s) and click Search button to manage marks .				
	List	t Of Regis	tered Students For This Course	Search Names/Stud No Q				Go ta	Import SPB				
	Bil	Stud No	Name	Status	Intake Session	Program Code	Total Marks	Grade	CONAS	FINAL			
	1.	069085	NUR NADHIRAH ASILAH BINTI MOHD ZAMRI	PA	SEM PENDEK 2022/2023	815	45	D+	35.80				
	3.	069300	MUHAMMAD IQBAL FARHAN BIN ROSLIMI	PA	SEM PENDEK 2022/2023	815	34	F	33.33				
		069533	ANIS FARHANI BINTI HAFIS NOORDIN	PA	SEM PENDEK 2022/2023	815	53	С	52.8				
	4.								-				

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

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	PC	DR1		RUSAN /ersiti sul	PELA tan zaina	AJAR L'ABIDIN		Selasa, jun 20,	2023 🔇 🙆 🗲	
User Id : Wanmalini Name: WAN MALINI BINTI WAN ISA Group : Usr Department :	/ Asses	sment Management S	ystem						English   @	
Search menu here Q	TEACH	HING COURSE MAN	IAGEMENT (VERSIO	N 1.0 - Lecturers	may use this sy	stem. For any f	eedback please ema	il to zura@unisza.	edu.my with subject	
👕 Profile 🚞 Pendaftaran Kursus & Rekod	LECTU	RER WAN I	MALINI BINTI WAN ISA							
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	BIL	CODE	COURSE	GROUP	SELECTED	STUDENT		MARKS	DELETE COURSE	
	1.	ITM23103	STORYTELLING AND STORYBOARD	1	2 33	Manage	Attendance	Manage	Delete Course	
https://portal.unisza.edu.my/fakulti/jöl_genera	2. Itor.php?blr	PBD10202	ENGLISH II	9	<b>2</b> 15	Manage	Attendance	Manage C Entry List Custom List	Thes Course	