LUMS

Grader User Guide for Dean Role

2016

Version 2.0

This grader user guide is developed by Office of the Registrar (RO) in close coordination with Information Systems and Technology (IST) team.

Please direct:
- *Technical queries related to grader at kashif.mehmud@lums.edu.pk*
- *Functional queries related to grading at ro@lums.edu.pk*

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Following are the steps to run and approve grades in the Grader:

***Step 1:* Steps to Log-in the Grader**

There are two methods of starting the Grading Assistant (Grader):

i.   Login to Zambeel via: https://zambeel.lums.edu.pk

Navigate to Self Service>Grading Assistant

OR

ii. Directly go to the URL: https://zambeel.lums.edu.pk/grader

LUMS domain Username and Password is required to Sign-In in the system.
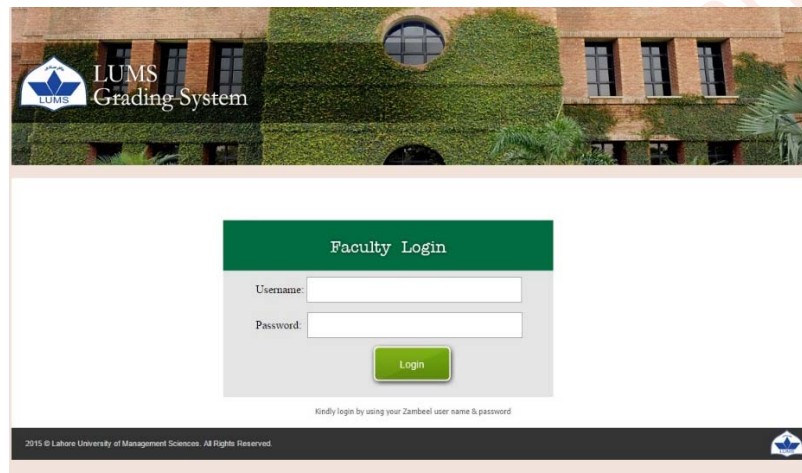
Figure 1: Grader Login Screen

***Step 2:* Selection of Term & Courses 'Awaiting for Approval'**

The following homepage will appear, please Select the *'Dean'* role and courses with status *'Awaiting for approval'.*
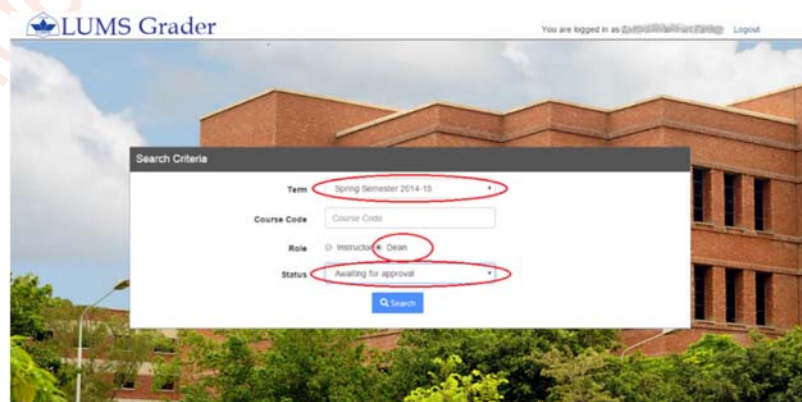
Figure 2: Grader Welcome Screen

In order to bring up all the courses that have not been approved in the current semester:

i. Add Current Term Spring Semester 2015-2016, by clicking on the arrow sign in the drop down menu;

ii. Click on *"Dean"* radio button;

iii. Select *"Awaiting for Approval"* in the Status drop down menu.
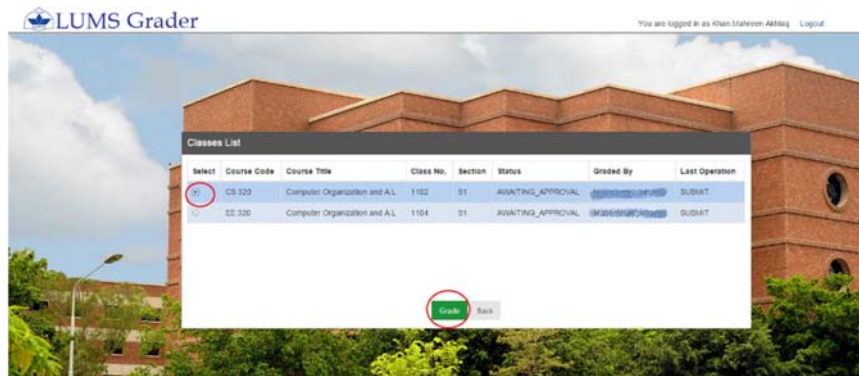
Figure 3: List of Classes

i) Click on the Search button and select the course which is to be approved by clicking on the **Select** checkbox and press the **Grade** button.

Note: For Cross-listed/Combined courses, select any of the cross-listed/combined course. The other section(s) of the course will automatically be open as combined in the Grader.

Overview of Grading Applet:

i.   The grader visually displays each student as a mark on a graph positioned according to his/her aggregate score and displays cut-off lines in black between each grade boundary.

ii.   Each grade is displayed in a separate color for clarity and the applet allows to move the black cut-off lines up or down.

iii. When one moves these cut-offs beyond tolerance limit the color of the line becomes *RED* (down) or *BLACK* (up).

The Instructors/Dean have the option to toggle **Horizontal** and **Vertical** alignment of the graph.

Figure 4: Course Grading with Vertical Graph

Figure 4.1: Course Grading with Horizontal Graph

Step 3: **Navigations to Approve Grades**

    i.   The delivered grader is configured to automatically save the last cut-off points set by the instructor/Dean.

    ii.   In above screenshot the blue highlighted cut-off points are the ones which are set by the instructor;

    iii.   In order to approve grades of a course as per instructors defined cut-offs, the Dean will select the latest cut-off bar which is with the name of Instructor and will click on "Approve" button.

In the approval scenario, following window will appear:
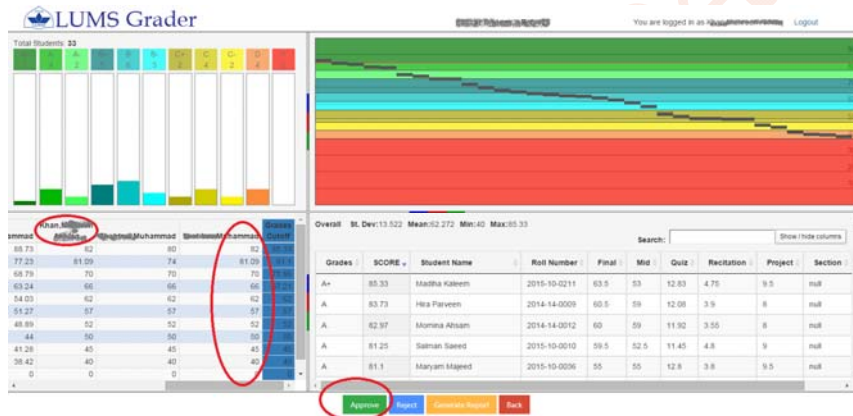
Figure 5: Course Grades Approval Screen

Please click on Yes button.
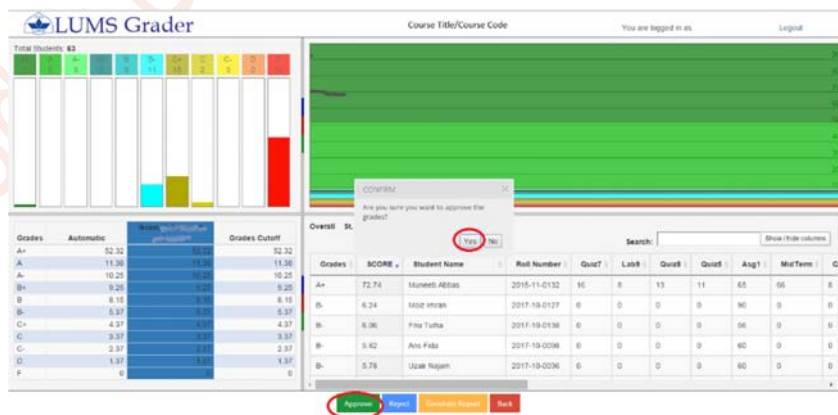
Figure 5.1: Approval of Grades

Step 4: **Navigations to Suggest/Approve New Cut-Offs**

i.   The Dean may also recommend, revised cut-off points by repositioning cut-off lines

OR

ii. If one finds it difficult to move the graph lines then simply change the cut-off values in the "Grade Cut-off" column and click on the **"Approve"** button.

iii. The grades will be approved/suggested according to the most recent selection of the cut-off points.

iv. In both scenarios, Approval/Suggest of the grades will come back to the respective instructor.

v.   The Instructor will receive a notification, through an auto-generated email message and will finalize the grades as per approved cut-off points by the Dean.
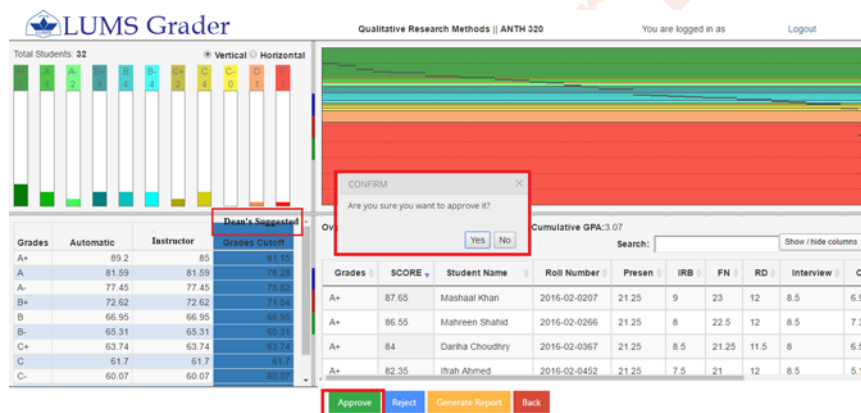
Figure 6: Suggest/Approve Grades

Summary of Grade Report:

i.   The grade report provides a detailed overview pertaining to the grading of that particular course section(s)/class.

Following features have been introduced in the grade report:

a. Course/Section(s) Standard Deviation, Mean, Minimum, Maximum and Average GPA of that particular class /section(s) is visible in the grade report to give a thorough statistics of the grading.

b. A table has been added containing letter grades, finalized cut-off values, the number of grades awarded, the percentage distribution of the grades and distribution of grades band-wise.

c. The grading histogram has been added in the report so that the instructor could review the distribution curve.

		Critical Thinking(			**FINALIZED**	**)**							

Term : 1402

Course Code : PHIL 133

Course Title : Critical Thinking

Class Section : 1

Report Generated By : Shahbaz,Muhammad

Date : Wed Apr 20 2016 10:44:47 GMT+0500 (Pakistan Standard Time)

St.Dev : 9.470 || Mean:66.451 || Min:49.05 || Max:93.86 || Cumulative GPA :2.87

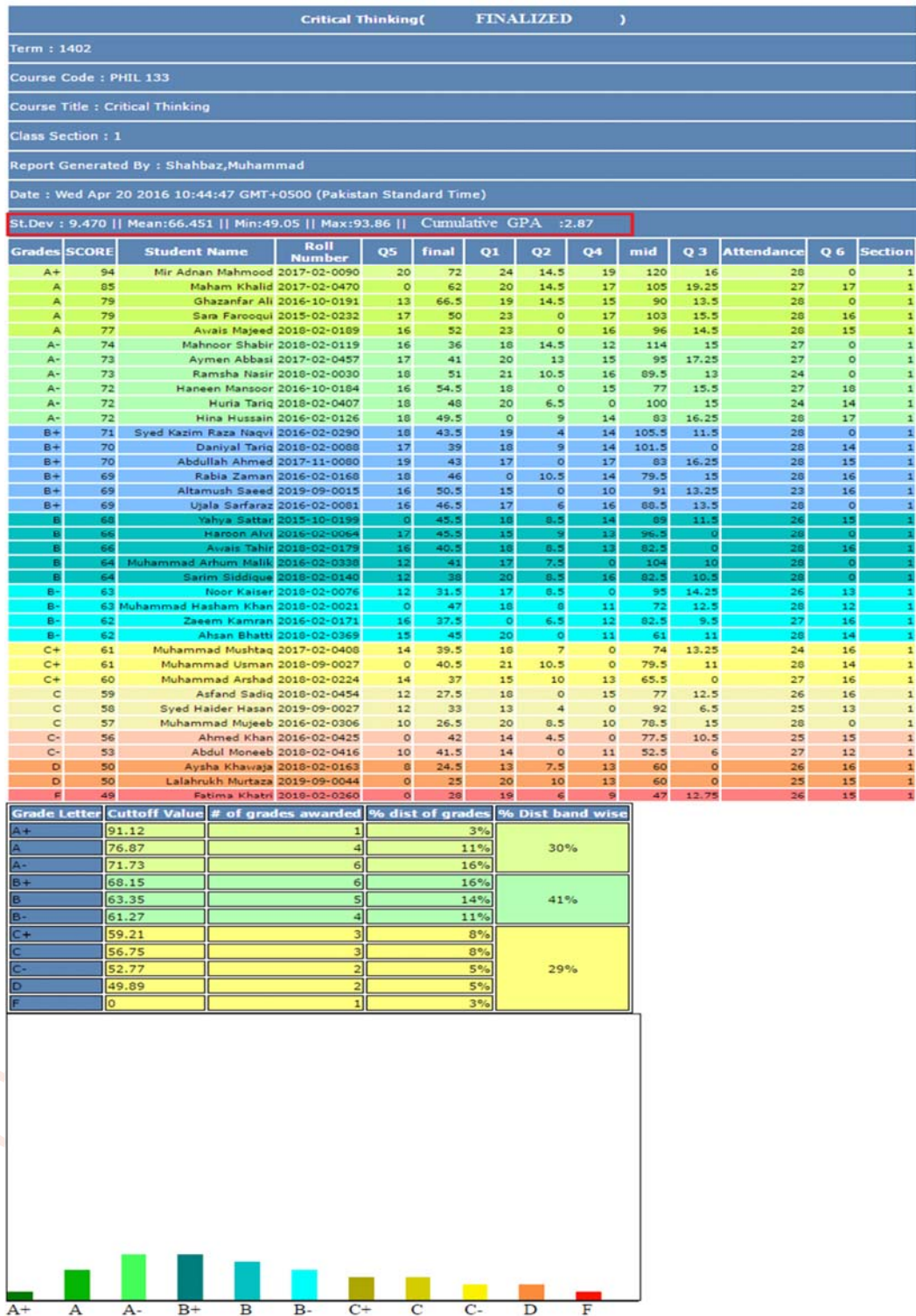| Grades	SCORE	Student Name	Roll Number	Q5	final	Q1	Q2	Q4	mid	Q 3	Attendance	Q 6	Section
A+	94	Mir Adnan Mahmood	2017-02-0090	20	72	24	14.5	19	120	16	28	0	1
A	85	Maham Khalid	2017-02-0470	0	62	20	14.5	17	105	19.25	27	17	1
A	79	Ghazanfar Ali	2016-10-0191	13	66.5	19	14.5	15	90	13.5	28	0	1
A	79	Sara Farooqui	2015-02-0232	17	50	23	0	17	103	15.5	28	16	1
A	77	Avais Majeed	2018-02-0189	16	52	23	0	16	96	14.5	28	15	1
A-	74	Mahnoor Shabir	2018-02-0119	16	36	18	14.5	12	114	15	27	0	1
A-	73	Aymen Abbasi	2017-02-0457	17	41	20	13	15	95	17.25	27	0	1
A-	73	Ramsha Nasir	2018-02-0030	18	51	21	10.5	16	89.5	13	24	0	1
A-	72	Haneen Mansoor	2016-10-0184	16	54.5	18	0	15	77	15.5	27	18	1
A-	72	Huria Tariq	2018-02-0407	18	48	20	6.5	0	100	15	24	14	1
A-	72	Hina Hussain	2016-02-0126	18	49.5	0	9	14	83	16.25	28	17	1
B+	71	Syed Kazim Raza Naqvi	2016-02-0290	18	43.5	19	4	14	105.5	11.5	28	0	1
B+	70	Daniyal Tariq	2018-02-0088	17	39	18	9	14	101.5	0	28	14	1
B+	70	Abdullah Ahmed	2017-11-0080	19	43	17	0	17	83	16.25	28	15	1
B+	69	Rabia Zaman	2016-02-0168	18	46	0	10.5	14	79.5	15	28	16	1
B+	69	Altamush Saeed	2019-09-0015	16	50.5	15	0	10	91	13.25	23	16	1
B+	69	Ujala Sarfaraz	2016-02-0081	16	46.5	17	6	16	88.5	13.5	28	0	1
B	68	Yahya Sattar	2015-10-0199	0	45.5	18	8.5	14	89	11.5	26	15	1
B	66	Haroon Alvi	2016-02-0064	17	45.5	15	9	13	96.5	0	28	0	1
B	66	Avais Tahir	2018-02-0179	16	40.5	18	8.5	13	82.5	0	28	16	1
B	64	Muhammad Arhum Malik	2016-02-0338	12	41	17	7.5	0	104	10	28	0	1
B	64	Sarim Siddique	2018-02-0140	12	38	20	8.5	16	82.5	10.5	28	0	1
B-	63	Noor Kaiser	2018-02-0076	12	31.5	17	8.5	0	95	14.25	26	13	1
B-	63	Muhammad Hasham Khan	2018-02-0021	0	47	18	8	11	72	12.5	28	12	1
B-	62	Zaeem Kamran	2016-02-0171	16	37.5	0	6.5	12	82.5	9.5	27	16	1
B-	62	Ahsan Bhatti	2018-02-0369	15	45	20	0	11	61	11	28	14	1
C+	61	Muhammad Mushtaq	2017-02-0408	14	39.5	18	7	0	74	13.25	24	16	1
C+	61	Muhammad Usman	2018-09-0027	0	40.5	21	10.5	0	79.5	11	28	14	1
C+	60	Muhammad Arshad	2018-02-0224	14	37	15	10	13	65.5	0	27	16	1
C	59	Asfand Sadiq	2018-02-0454	12	27.5	18	0	15	77	12.5	26	16	1
C	58	Syed Haider Hasan	2019-09-0027	12	33	13	4	0	92	6.5	25	13	1
C	57	Muhammad Mujeeb	2018-02-0306	10	26.5	20	8.5	10	78.5	15	28	0	1
C-	56	Ahmed Khan	2016-02-0425	0	42	14	4.5	0	77.5	10.5	25	15	1
C-	53	Abdul Moneeb	2018-02-0416	10	41.5	14	0	11	52.5	6	27	12	1
D	50	Aysha Khawaja	2018-02-0163	8	24.5	13	7.5	13	60	0	26	16	1
D	50	Lalahrukh Murtaza	2019-09-0044	0	25	20	10	13	60	0	25	15	1
F	49	Fatima Khatri	2018-02-0260	0	28	19	6	9	47	12.75	26	15	1

Grade Letter	Cuttoff Value	# of grades awarded	% dist of grades	% Dist band wise
A+	91.12	1	3%	
A	76.87	4	11%	30%
A-	71.73	6	16%	
B+	68.15	6	16%	
B	63.35	5	14%	41%
B-	61.27	4	11%	
C+	59.21	3	8%	
C	56.75	3	8%	
C-	52.77	2	5%	29%
D	49.89	2	5%	
F	0	1	3%	

Figure 7: Grades Report