SMIU CMS USER MANUALS FOR SSS

SSS Topics:

1. How to Change Password in PS
2. How to View Student Center
3. How to View Assignment Categories, Marks & Grades, in Student Center
4. How to add (Enroll) class
5. How to search class
6. How to see/view “My Class Schedule”
7. How to see/view “My Weekly Schedule”
8. How to View “My Course History”
9. How to View “My Grades”
10. How to Generate “View Unofficial Transcript”
11. How to check your Attendance
HOW TO CHANGE PASSWORD

Navigation: Main Menu>Change My Password> Change Password

(At this screen (Change password) enter your current password, new password and confirm password, then click on “Change Password” button, click “OK” your password has been changed)

1. YOUR SELF SERVICE SCREEN.

2. CLICK ON CHANGE MY PASSWORD
3. THIS SCREEN WILL APPEARS

![Screenshot of Change Password page]

4. ENTER CURRENT PASSWORD, NEW PASSWORD & CONFIRM PASSWORD AND CLICK ON “Change Password” BUTTON
HOW TO VIEW STUDENT CENTER

Navigation: Main Menu>Self Service>Student center

(At this screen student can view there academics details & Personal information. Student can also view their marks against each assignment category (test, quiz, presentation marks, etc.) and grading scale)

1. YOUR STUDENT SELF-SERVICE (SSS) SCREEN
   (MAIN MENU)
2. CLICK ON SELF SERVICE
3. THIS SCREEN WILL APPEAR, CLICK ON STUDENT CENTER
4. YOUR STUDENT CENTER SCREEN WILL APPEAR

Numbers of courses in which you are enrolled.

If you want to visit SMIU website click on this link.

If you want to visit SMIU LMS click on this link.

If you want to search from Google click on this link.

Demographic information shows your personal information.

Student’s Contact Information
HOW TO VIEW ASSIGNMENT CATEGORIES, MARKS & GRADES

Navigation: Main Menu>Self Service>Student center

(At this screen student can view their academics details & Personal information. Student can also view their marks against each assignment category (test, quiz, presentation marks, etc.) and grading scale)

1. AT THIS SCREEN CLICK ON HIGHLIGHTED ICON
2. THIS SCREEN WILL APPEAR

To view class assignments click on this icon

To view assignment categories click on this icon

To view SMIU Grade Scale click on this icon
3. STUDENT CLASS ASSIGNMENTS AND ASSIGNMENT CATEGORIES

<table>
<thead>
<tr>
<th>Days and Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mo 9:00AM-12:00PM</td>
<td>Room CR-204</td>
<td>Ahmer Khan</td>
<td>02/01/2016 - 05/31/2016</td>
</tr>
<tr>
<td></td>
<td>Talpur House 2nd F</td>
<td></td>
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</tbody>
</table>

**Grades**

- Current Mid-Term Grade: 0.00 % ~
- Current Overall Grade: 0.00 % ~

**Class Assignments**

<table>
<thead>
<tr>
<th>Begin Date</th>
<th>Due Date</th>
<th>Assignment</th>
<th>Category</th>
<th>Out of</th>
<th>Other Information</th>
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<tr>
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<td></td>
<td>Assignment</td>
<td>ASSIGNM</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>03/25/2016</td>
<td></td>
<td>Quizzes</td>
<td>QUIZZES</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>03/25/2016</td>
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<td>Mid</td>
<td>MID TER</td>
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<td>03/25/2016</td>
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<td>final</td>
<td>Final E</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>03/25/2016</td>
<td></td>
<td>Register</td>
<td>Project</td>
<td>10</td>
<td></td>
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**Assignment Categories**

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<tr>
<th>Category</th>
<th>Weight %</th>
<th>Mid-Term Total</th>
<th>Out of</th>
<th>Mid-Term Grade</th>
<th>Category Total</th>
<th>Out of</th>
<th>Category Grade</th>
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<td>MID TERM</td>
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</tbody>
</table>

**Grade Scale**

**Instructor Comments**

**Student Assignment Dates**
HOW TO ADD (ENROLL) CLASSES

Navigation: Main Menu>Self Service>Enrollment>Enrollment: Add Classes

(At this screen enter class number or click on search button to search classes.)

1. YOUR STUDENT SELF-SERVICE (SSS) SCREEN
(MAIN MENU)
2. CLICK ON SELF SERVICE
3. This screen will appear, click on enrollment.
4. THIS SCREEN WILL APPEAR, CLICK ON ENROLLMENT: ADD CLASSES
5. THIS SCREEN WILL APPEAR

Spring 2016 | Undergraduate | Sindh Madressatul Islam Uni

Add to Cart:
Enter Class Nbr

Find Classes

My Spring 2016 Class Schedule

You are not registered for classes in this term.
HOW TO SEARCH CLASSES TO ENROLL IN IT

Navigation: Main Menu>Self Service> Enrollment> Enrollment: Add Classes> click on “search” button

6. CLICK ON SEARCH BUTTON TO SEARCH YOUR CLASSES.
7. THIS SCREEN WILL APPEAR
8. SELECT COURSE SUBJECT FROM DROPDOWN MENU
9. COURSE SUBJECT DROP DOWN MENU WILL BE SHOWN LIKE THIS

Select your course subject from these. For e.g.
Accounting for ACC
Computer Science for CSC
Etc...
10. **SELECT COURSE SUBJECT AND ENTER COURSE NUMBER THEN CLICK ON SEARCH BUTTON**

Enter Catalog number, like if you want to enroll on ACC 101, your catalog number is **“101”**

Click on search button
11. AFTER SEARCH BUTTON THIS SCREEN WILL APPEAR

**Important!** Students are requested to please select your own class section. For e.g.

- **BA1A** - for Business Administration, semester 1
- **BA2A** - for Business Administration, semester 2
12. **TO SELECT YOUR CLASS CLICK ON SELECT CLASS BUTTON**

ACC 101: Introduction to Accounting has two classes, select your desired class section.
13. **THIS SCREEN WILL APPEAR, CLICK ON “NEXT” BUTTON**
14. **AFTER NEXT BUTTON YOUR SHOPPING CART SCREEN APPEAR**

Your spring 2016 shopping cart item(s)/ course(s)
15. DELETE SHOPPING CART ITEM(S)

If you’ve selected wrong class then click on this icon to delete class from your shopping cart.
16. **CLICK ON “PROCEED TO STEP 2 OF 3”**

If you want to enroll/register your class then click on this button.
17. **AFTER PROCEED TO STEP 2 OF 3 THIS SCREEN WILL APPEAR.**

Click on Finish Enrolling to Register/Enroll your course.
This shows you are successfully enrolled in a class

If you want to add another class clicks on “ADD ANOTHER CLASS” button, and follow the same procedure

**Sections strategy:**

BA- for Business Administration Department

CS- for Computer Science Department

EN- for Environmental sciences Department

MD- for Media Studies Department

ED- for Education Department

**Note:** Please make sure that you’ve selected your desired section. In case of any error or selection of wrong section, kindly contact to CMS Team or Admission Department.
HOW TO SEE/VIEW MY CLASS SCHEDULE

Navigation: Main Menu > Self Service > View My Class Schedule

1. YOUR SELF SERVICE SCREEN, TO VIEW MY CLASS SCHEDULE CLICK ON MY CLASS SCHEDULE

<table>
<thead>
<tr>
<th>Self Service</th>
<th>Class Search / Browse Catalog</th>
<th>My Class Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Center</td>
<td>Find classes that match your selection criteria, or browse the course catalog by subject.</td>
<td></td>
</tr>
</tbody>
</table>
2. “MY CLASS SCHEDULE” SCREEN WILL APPEAR

Your class schedule
HOW TO VIEW MY WEEKLY ACTIVITY PLAN

Navigation: Main Menu>Self Service > Enrollment> My Weekly Schedule

1. MAIN MENU SCREEN

2. CLICK ON SELF SERVICE TAB, THIS SCREEN WILL APPEAR
3. CLICK ON ENROLLMENT TAB

4. THIS SCREEN WILL APPEAR
5. CLICK ON “MY WEEKLY SCHEDULE”
6. THIS SCREEN WILL APPEAR

![Weekly Schedule](image-url)

**YOUR WEEKLY SCHEDULE**

**My Class Schedule**

- **Select Display Option**: □ List View
  □ Weekly Calendar View


<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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<tr>
<td>8:00AM</td>
<td>ACC 101</td>
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<td>9:00AM</td>
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<td>10:00AM</td>
<td>LECTURE</td>
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</tr>
<tr>
<td>11:00AM</td>
<td>9:00AM-12:00PM</td>
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</tr>
<tr>
<td>12:00PM</td>
<td>Talpor house Banking</td>
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<td>1:00PM</td>
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</tr>
</tbody>
</table>
HOW TO VIEW MY COURSE HISTORY

Navigation: Main Menu>Self Service>Academic record > My Course History

1. MAIN MENU SCREEN, CLICK ON SELF SERVICE

2. THIS SCREEN WILL APPEARED
3. CLICK ON ACADEMIC RECORD TAB

4. THIS SCREEN WILL APPEAR
5. CLICK ON MY COURSE HISTORY

6. THIS SCREEN WILL APPEAR

These are official Grades
HOW TO VIEW MY GRADES

Navigation: Main Menu > Self Service > Enrollment > View My Grades

1. MAIN MENU SCREEN, CLICK ON SELF SERVICE

2. THIS SCREEN WILL APPEAR
3. CLICK ON ENROLLMENT

4. THIS SCREEN WILL APPEAR, CLICK ON VIEW MY GRADES
5. **THIS SCREEN WILL APPEAR**

This shows your official grades against your courses.

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Units</th>
<th>Grading</th>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101</td>
<td>Introduction to Accounting</td>
<td>3.00</td>
<td>SMIU Grading Scheme</td>
<td>B-</td>
<td>7.980</td>
</tr>
<tr>
<td>ECO 101</td>
<td>MicroEconomics</td>
<td>3.00</td>
<td>SMIU Grading Scheme</td>
<td>C+</td>
<td>6.990</td>
</tr>
<tr>
<td>HSS 101</td>
<td>Islamiat and Pakistan Studies</td>
<td>3.00</td>
<td>SMIU Grading Scheme</td>
<td>A-</td>
<td>10.990</td>
</tr>
<tr>
<td>MOT 101</td>
<td>Principles of Management</td>
<td>3.00</td>
<td>SMIU Grading Scheme</td>
<td>B-</td>
<td>7.980</td>
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</tbody>
</table>

**Your Term/Semester GPA**

<table>
<thead>
<tr>
<th>From Enrollment</th>
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</thead>
<tbody>
<tr>
<td>Units Toward GPA:</td>
</tr>
<tr>
<td>Taken</td>
</tr>
<tr>
<td>Passed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Units Not for GPA:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taken</td>
</tr>
<tr>
<td>Passed</td>
</tr>
</tbody>
</table>

**GPA Calculation**

<table>
<thead>
<tr>
<th>Total Grade Points</th>
<th>35.930</th>
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<tbody>
<tr>
<td>/ Units Taken Toward GPA</td>
<td>12.000</td>
</tr>
<tr>
<td>= GPA</td>
<td>2.993</td>
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</tbody>
</table>
HOW TO VIEW UNOFFICIAL TRANSCRIPT

Navigation: Main Menu > Self Service > Academic record > View Unofficial Transcript

1. MAIN MENU SCREEN, CLICK ON SELF SERVICE

![Main Menu Screen](image)
2. THIS SCREEN WILL APPEAR, CLICK ON ACADEMIC RECORDS

3. THIS SCREEN WILL APPEAR
4. CLICK ON VIEW UNOFFICIAL TRANSCRIPT

View an unofficial copy of your academic transcript.
5. THIS SCREEN WILL APPEAR

**View Unofficial Transcript**

"This process may take a few minutes to complete, please do not press any other buttons or links while processing is taking place."

View Transcript

Information For Students

Search  Plan  Enroll  My Academics
6. CLICK ON VIEW TRANSCRIPT BUTTON

**Note:** To view your transcript make sure your browser’s POP-UP must be enable.
How to check your Attendance

1. CLICK ON MAIN MENU
2. CLICK ON CURRICULUM MANAGEMENT
3. CLICK ON ATTENDANCE ROSTER
4. CLICK ON ATTENDANCE ROSTER BY STUDENT, THIS SCREEN WILL APPEAR, NOW CLICK ON SEARCH BUTTON
5. NOW SELECT YOUR DESIRED TERM, TO VIEW YOUR ATTENDANCE
6. IN THIS SCREEN YOU CAN VIEW ALL YOUR REGISTERED COURSES IN THAT PARTICULAR TERM/SEMESTER

This is your attendance percentage in each class

To view day wise attendance of class click on this link
7. THIS SCREEN WILL APPEAR

**Student Attendance Roster**

MUHAMMAD ILAHI

Term: Spring 2016  
Career: Undergraduate  
Institution: Sindh Madressatul Islam Uni

<table>
<thead>
<tr>
<th>Class Nr:</th>
<th>1091</th>
<th>Component:</th>
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<tbody>
<tr>
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</tr>
<tr>
<td>Academic Group:</td>
<td>Information Technology</td>
<td>Status Date:</td>
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<tr>
<td>Status Reason:</td>
<td>Enrolled / Enrolled</td>
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<table>
<thead>
<tr>
<th>Attendance Date</th>
<th>Type</th>
<th>Description</th>
<th>Present</th>
<th>Tardy</th>
<th>Left Early</th>
<th>Reason</th>
<th>From Time</th>
<th>To Time</th>
<th>Contact Minutes</th>
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<tr>
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