

Academic/Exam Quick Reference Guideline		
One Time Setup	Steps	Roles
	<div>Manage Faculty Click on Academic > Manage Faculty</div> <div></div>	Academic Officer/Head of Department
	<div>Manage Program Click on Academic > Manage Program</div> <div></div>	Academic Officer/Head of Department
	<div>Manage Grading Group Click on Exam > Manage Grading Group</div> <div>Grading group must be tied to each of subject in Manage Subject.</div> <div></div>	Exam Officer/Unit
	<div>Manage Subject Click on Academic > Manage Subject</div> <div>Assessment of each subject can be set here. However, user must manage the assessment template first in Manage Assessment (refer Step 4) before tying it to the subject.</div> <div></div>	Academic Officer/Head of Department
	<div>Manage Assessment Click on Academic > Manage Assessment</div> <div>Once assessment template is created, user can tie the assessment of each subject in Academic > Manage Subject > Assessment (action drop down list).</div> <div></div>	Academic Officer/Head of Department
	<div>Manage Study Plan Click on Academic > Manage Program > Filter by Faculty. Click on Study Plan link.</div> <div>Program structure can be set here. User is able to set the subject semester and type accordingly.</div> <div></div>	Academic Officer/Head of Department
	<div>Academic Settings Click on Academic > Settings</div> <div>General, marks, attendance, academic status and etc. settings can be set in this feature. The settings are important to indicate the output of all information related to the academic module.</div> <div></div>	Academic Officer/Head of Department
	<div>Manage Group Click on Academic > Manage Intake Batch > Filter by Faculty & Intake. Click on Manage Subject.</div> <div>Usually it is done every new intake. However, the user has an option whether to group the student or directly assigning the students into the classes/sections.</div> <div></div>	Academic Officer/Head of Department

