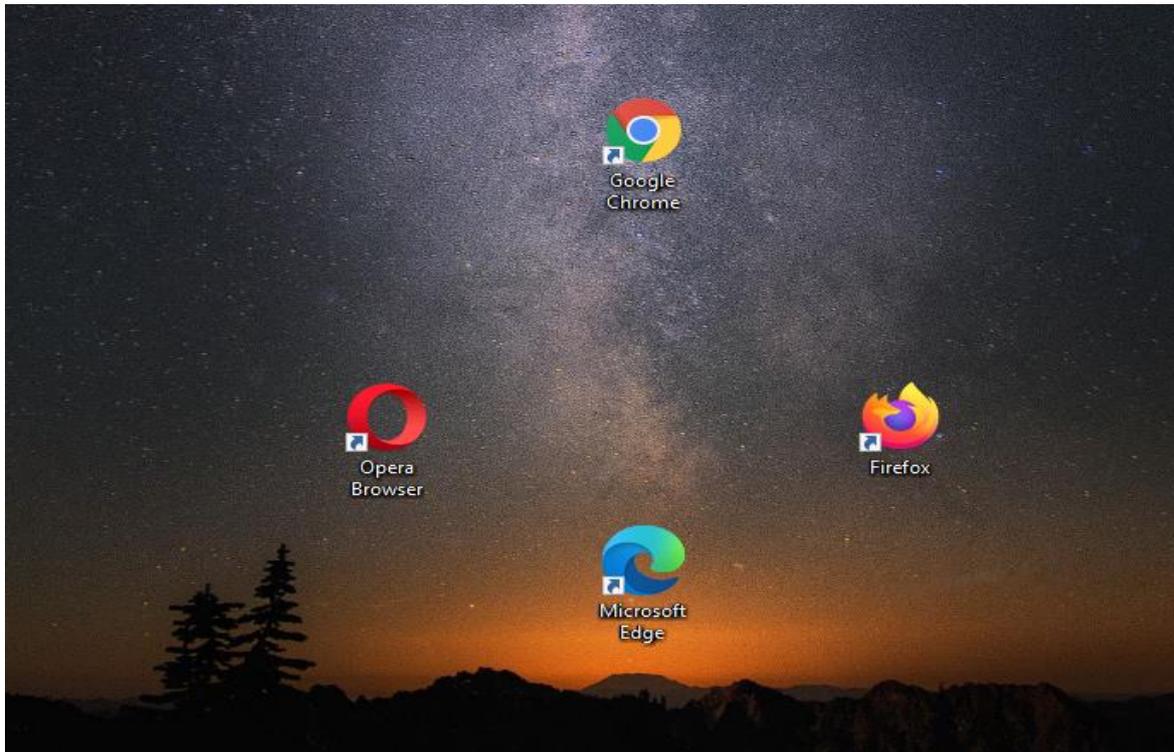


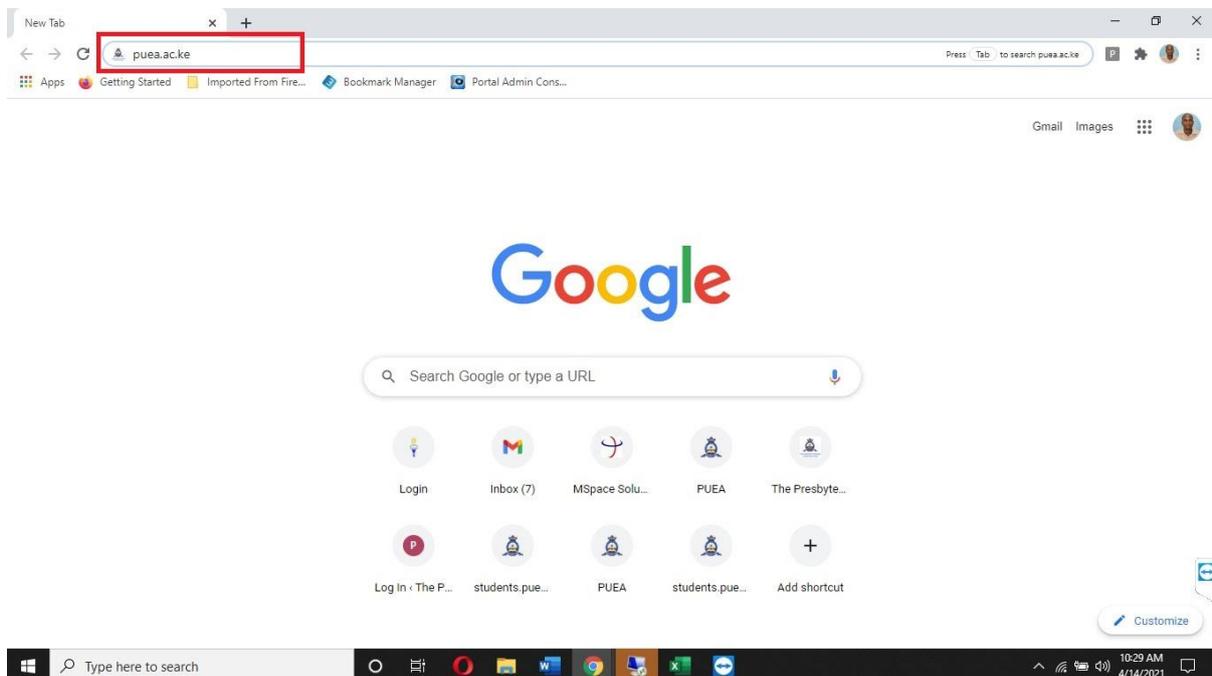


Tutorial on How to Enter Marks on the Staff Portal

Step 1: Open the browser on your Computer/laptop or mobile phone. Examples of browsers include:



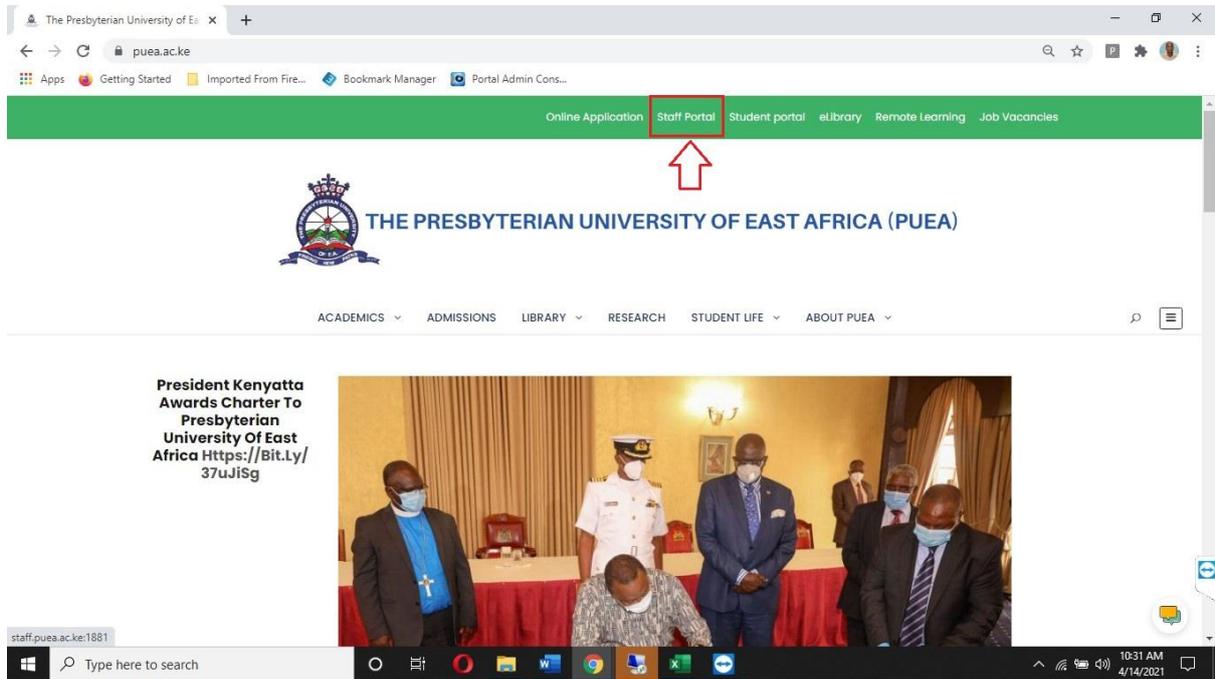
Step 2: Type in the University's website Address(**www.puea.ac.ke**) in the URL section and press enter.



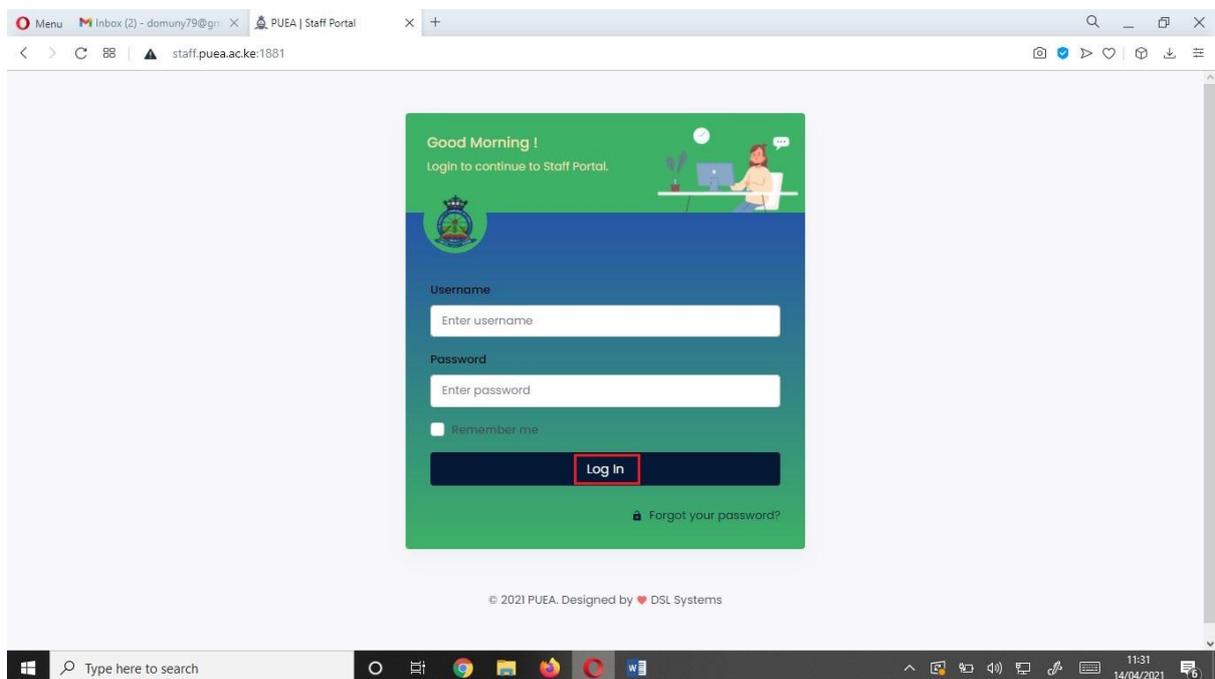


Tutorial on How to Enter Marks on the Staff Portal

Step 3: On the website homepage, click the staff portal link located at the top menu. You will be redirected to the staff portal homepage.



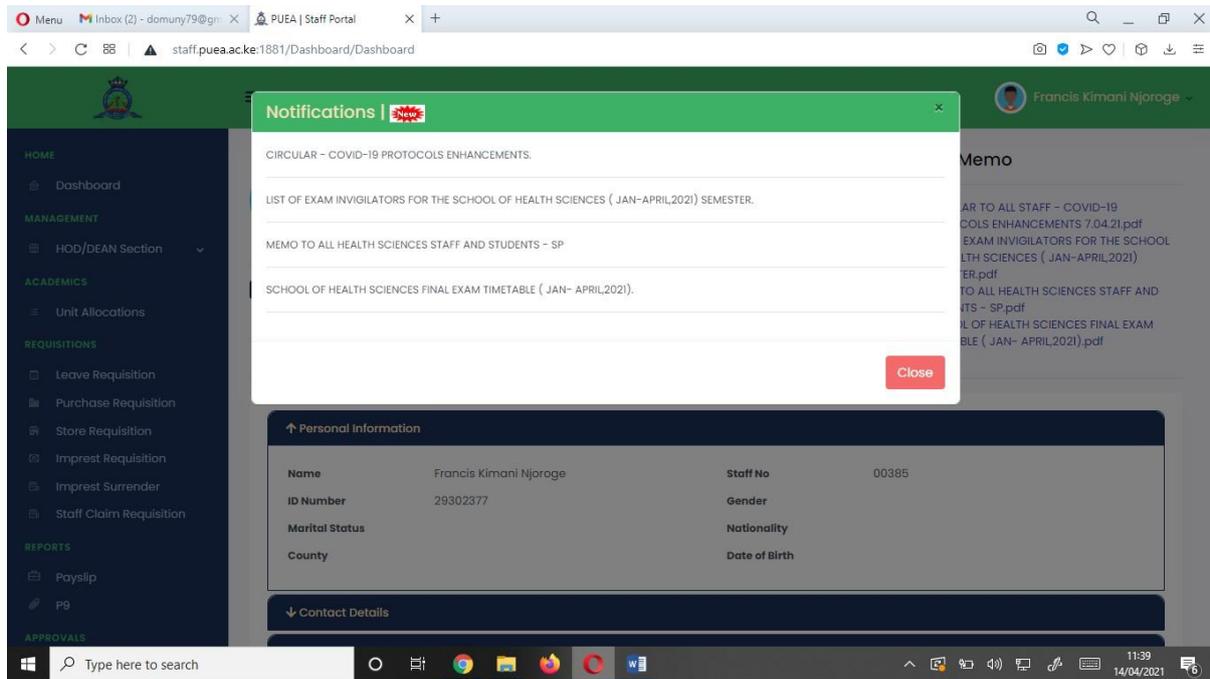
Step 4: Type your PF Number in the username section and your ICT given-password in the password section. Press the Log in button when done.



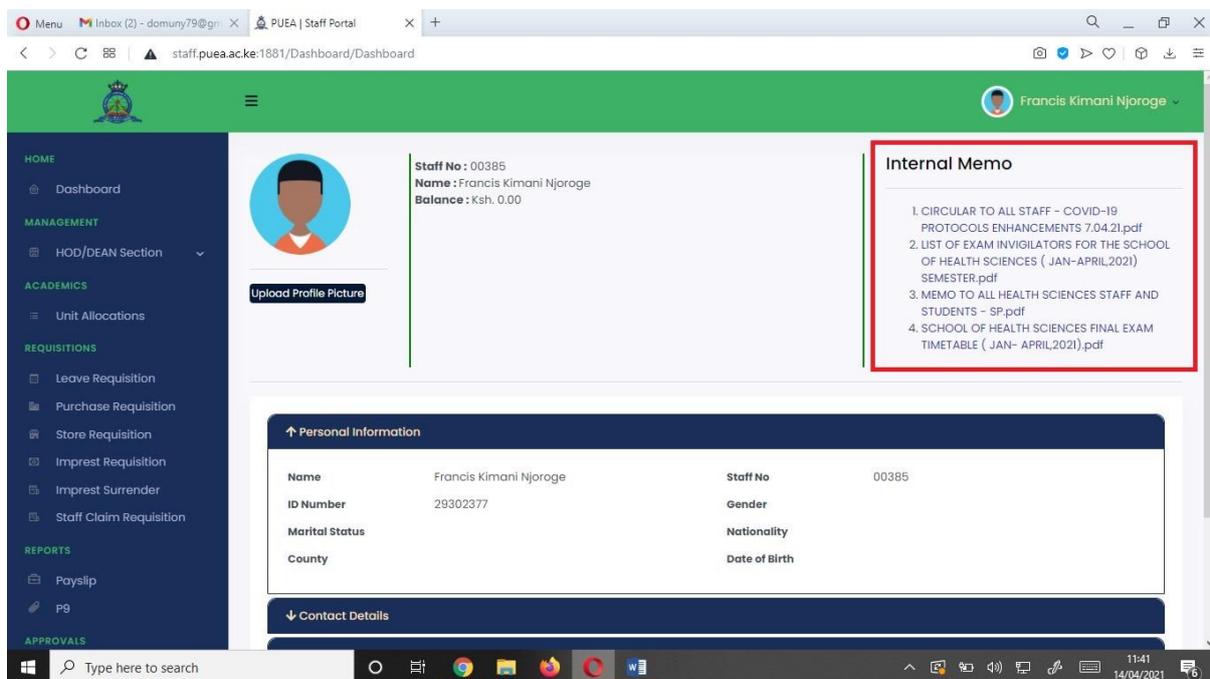


Tutorial on How to Enter Marks on the Staff Portal

Step 5: After a successful login, a notification popup will appear on the portal dashboard. Read through the Notifications and click the close button.



Step 6: On the right side of the dashboard, you will see the internal memo section that will have further details about the notifications. Click on each notification to view or download the attached document.





Tutorial on How to Enter Marks on the Staff Portal

The middle section of the dashboard, contains your personal information, contact details, job details and payroll details. Click on each of the sections to view more details. This details are been updated just incase you find that there is some missing information.

The screenshot shows the Staff Portal dashboard for Francis Kimani Njoroge. The main content area is highlighted with a red box and contains the following sections:

- Personal Information**

| | | | |
|----------------|------------------------|---------------|-------|
| Name | Francis Kimani Njoroge | Staff No | 00385 |
| ID Number | 29302377 | Gender | |
| Marital Status | | Nationality | |
| County | | Date of Birth | |
- Contact Details**
- Job Details**
- Payroll Details**

The dashboard also includes a navigation menu on the left with categories: HOME, MANAGEMENT, ACADEMICS, REQUISITIONS, REPORTS, and APPROVALS. The top right corner shows the user's name and profile picture. The bottom of the page displays the copyright information: 2021 © PUEA. Design & Developed by DSL Systems.



Tutorial on How to Enter Marks on the Staff Portal

Step 7: The left section of the dashboard contains a menu with various functions of the portal. The menu contains:

The screenshot shows the Staff Portal dashboard for Francis Kimani Njoroge. The left sidebar menu is highlighted with a red box and contains the following items:

- HOME
- Dashboard
- MANAGEMENT
- HOD/DEAN Section
- ACADEMICS
- Unit Allocations
- REQUISITIONS
- Leave Requisition
- Purchase Requisition
- Store Requisition
- Imprest Requisition
- Imprest Surrender
- Staff Claim Requisition
- REPORTS
- Payslip
- P9
- APPROVALS

The main content area displays the user's profile information:

- Staff No: 00385
- Name: Francis Kimani Njoroge
- Balance: Ksh. 0.00

Below the profile is a 'Personal Information' table:

| Personal Information | | | |
|----------------------|------------------------|---------------|-------|
| Name | Francis Kimani Njoroge | Staff No | 00385 |
| ID Number | 29302377 | Gender | |
| Marital Status | | Nationality | |
| County | | Date of Birth | |

Below the table is a 'Contact Details' section.

On the right, the 'Internal Memo' section lists four items:

1. CIRCULAR TO ALL STAFF - COVID-19 PROTOCOLS ENHANCEMENTS 7.04.21.pdf
2. LIST OF EXAM INVIGILATORS FOR THE SCHOOL OF HEALTH SCIENCES (JAN-APRIL2021) SEMESTER.pdf
3. MEMO TO ALL HEALTH SCIENCES STAFF AND STUDENTS - SP.pdf
4. SCHOOL OF HEALTH SCIENCES FINAL EXAM TIMETABLE (JAN- APRIL2021).pdf

- 1) A Management segment for HOD section.
- 2) An Academics segment for lecturer unit allocation.
- 3) A Requisition segment where you can make various University requisitions including leave, purchase, store, imprest and staff claim.
- 4) A report segment where you can view your payslip and p9 details.
- 5) An approvals segment where you check for pending approvals and approved documents.
- 6) Setting segment where you can change your password.



Management Segment

Tutorial on How to Enter Marks on the Staff Portal

- Navigate to the management segment located on the portal menu. Click the HOD/Dean Section.
- A drop-down menu will appear with different sub-sections: Programme list, Lecturer list, etc.

The screenshot shows the Staff Portal Dashboard for Francis Kimani Njoroge. The left sidebar menu is expanded to the 'MANAGEMENT' section, where 'HOD/DEAN Section' is highlighted with a red box. Below this, sub-sections like 'Programme List', 'Lecturer List', and 'Upload Lecturer List' are visible. The main content area shows a profile card with 'Staff No : 00385', 'Name : Francis Kimani Njoroge', and 'Balance : Ksh. 0.00'. There is also an 'Internal Memo' section with a list of documents. At the bottom, a 'Personal Information' table is visible.

| Personal Information | | | |
|----------------------|------------------------|---------------|-------|
| Name | Francis Kimani Njoroge | Staff No | 00385 |
| ID Number | 29302377 | Gender | |
| Marital Status | | Nationality | |
| County | | Date of Birth | |

- To view the university's programme list, click the programme list sub-section. From here, you can view, copy and download all university programmes. You can also use the search function on the top right side of the page to search a specific programme.

The screenshot shows the 'Programme List' page. At the top, there are buttons for 'Copy', 'Excel', and 'PDF', with 'Copy' highlighted by a red box. To the right is a search box labeled 'Search:'. Below these is a table with two columns: 'Code' and 'Description'. The table lists various university programmes.

| Code | Description |
|--------|------------------------------------------------------------|
| A10 | DIPLOMA IN CLINICAL MEDICINE, SURGERY AND COMMUNITY HEALTH |
| ABE | ABE Diploma |
| ABE-HD | ABE Higher Diploma |
| ATD | ACCOUNTING TECHNICIANS DIPLOMA |
| B05 | CERTIFICATE IN HEALTH RECORDS |
| B10 | DIPLOMA IN NURSING |
| B31 | BACHELOR OF SCIENCE IN OCCUPATIONAL THERAPY (CONVERSION) |
| B32 | BACHELOR OF SCIENCE IN NURSING |
| BCB | BRIDGING COURSE ARTS & SCIENCE |



Tutorial on How to Enter Marks on the Staff Portal

- Click on a specific programme code to view more information about the programme. On the page that appears, you can view the consolidated marksheet and pass list for every year and semester.

Programme Stages(DIPLOMA IN CLINICAL MEDICINE, SURGERY AND COMMUNITY HEALTH)

| Action | Code | Description | Action 1 | Action 2 | |
|------------|------|-------------------|------------------------|--------------------------|-----------------|
| View Units | Y1S1 | Year 1 Semester 1 | | | |
| View Units | Y1S2 | Year 1 Semester 2 | View Consol. Marksheet | View Pass List | |
| View Units | Y1S3 | Year 1 Semester 3 | | | |
| View Units | Y2S1 | Year 2 Semester 1 | | | |
| View Units | Y2S2 | Year 2 Semester 2 | View Consol. Marksheet | View Pass List | |
| View Units | Y2S3 | Year 2 Semester 3 | | | |
| View Units | Y3S1 | Year 3 Semester 1 | | | |
| View Units | Y3S2 | Year 3 Semester 2 | View Consol. Marksheet | View Pass List | |
| View Units | Y3S3 | Year 3 Semester 3 | | View Classification List | View Award List |

- Click on the **view unit button** on any year to view the offered units. From this page, you can print class list, print exam attendance list, score sheet and student's thesis.

Programme Stages(DIPLOMA IN CLINICAL MEDICINE, SURGERY AND COMMUNITY HEALTH)

| Action | Code | Description | Action 1 | Action 2 | |
|------------|------|-------------------|------------------------|--------------------------|-----------------|
| View Units | Y1S1 | Year 1 Semester 1 | | | |
| View Units | Y1S2 | Year 1 Semester 2 | View Consol. Marksheet | View Pass List | |
| View Units | Y1S3 | Year 1 Semester 3 | | | |
| View Units | Y2S1 | Year 2 Semester 1 | | | |
| View Units | Y2S2 | Year 2 Semester 2 | View Consol. Marksheet | View Pass List | |
| View Units | Y2S3 | Year 2 Semester 3 | | | |
| View Units | Y3S1 | Year 3 Semester 1 | | | |
| View Units | Y3S2 | Year 3 Semester 2 | View Consol. Marksheet | View Pass List | |
| View Units | Y3S3 | Year 3 Semester 3 | | View Classification List | View Award List |



Tutorial on How to Enter Marks on the Staff Portal

- Click the select button on any unit and click on any of the option above.

Programme Stage Units(DIPLOMA IN CLINICAL MEDICINE, SURGERY AND COMMUNITY HEALTH - YIS1)

Print Class List Print Exam Attendance List Score Sheet Students Thesis

Copy Excel PDF Search:

| Action | Code | Description |
|--------|---------|---------------------------------------------------------|
| Select | MHA III | HUMAN ANATOMY I |
| Select | MMP III | HUMAN PHYSIOLOGY I |
| Select | MPA III | GENERAL PATHOLOGY |
| Select | UCC 001 | PRINCIPLES & PROCESS OF COMMUNICATION |
| Select | UCC 002 | INTRODUCTION TO COMPUTERS |
| Select | UCC 003 | INTRODUCTION TO BIBLICAL THOUGHT & ITS LIFE APPLICATION |

Showing 1 to 6 of 6 entries Previous 1 Next

- The second option in the HOD/Dean Section, is the lecturer list. Click on the lecturer list button to view a list of all lecturers.

Lecturer List

Copy Excel PDF Search:

| PF Number | First Name | Middle Name | Last Name | Phone Number | Gender | Email |
|-----------|------------|-------------|-----------|--------------|--------|---------------------------|
| 00002 | Gatara | Timothy | Henry | 0712763861 | Male | gatara@africaonline.co.ke |
| 00003 | Gerishon | Ngau Mwaura | Kirika | 0722771276 | Male | |
| 00013 | Irene | Wandia | Mugo | 0722867093 | Female | wandiam@hotmail.com |
| 00023 | Waweru | Edwin | Mbugua | | Male | |
| 00046 | David | Muthee | Gachambi | 0722577942 | Male | gachambidav@yahoo.com |
| 00047 | Frank | Riungu | Naigoshia | 0720807420 | Male | frankriungu@yahoo.com |
| 00048 | Nyamute | Michael | N | 0723048747 | Male | mnyamute@yahoo.co.uk |
| 00056 | Joseph | Munyao | Musyoki | 0720972880 | Male | joseph.musyoki@yahoo.com |
| 00057 | ESTHER | MUTHONI | Kingori | 0722350856 | | muthosh4@yahoo.com |



Tutorial on How to Enter Marks on the Staff Portal

- Click on any lecturers' PF number and click the Assign Unit button to assign unit.

The screenshot shows the Staff Portal interface. The left sidebar contains navigation menus for HOME, MANAGEMENT, ACADEMICS, REQUISITIONS, REPORTS, and APPROVALS. The main content area displays the 'Assigned Units' section with a table of units. A red box highlights the 'Assign Unit' button above the table.

| Action | Code | Stage | Semester | Unit | Unit Name | Campus |
|--------|------|-------|------------|---------|----------------------------------------|--------|
| Select | L2I | YIS1 | SEM 1-2021 | DHM 01I | INTRODUCTION TO HOSPITALITY MANAGEMENT | MAIN |
| Select | L3I | YIS2 | SEM 1-2021 | BHM 10I | INTRODUCTION TO HOSPITALITY | MAIN |
| Select | L3I | YIS2 | SEM 1-2021 | BHM 202 | FOOD AND BEVERAGE SERVICE I | MAIN |
| Select | L2I | YIS2 | SEM 1-2021 | DHM 01I | INTRODUCTION TO HOSPITALITY MANAGEMENT | MAIN |
| Select | L2I | YIS2 | SEM 1-2021 | DHM 02I | FOOD AND BEVERAGE MANAGEMENT | MAIN |

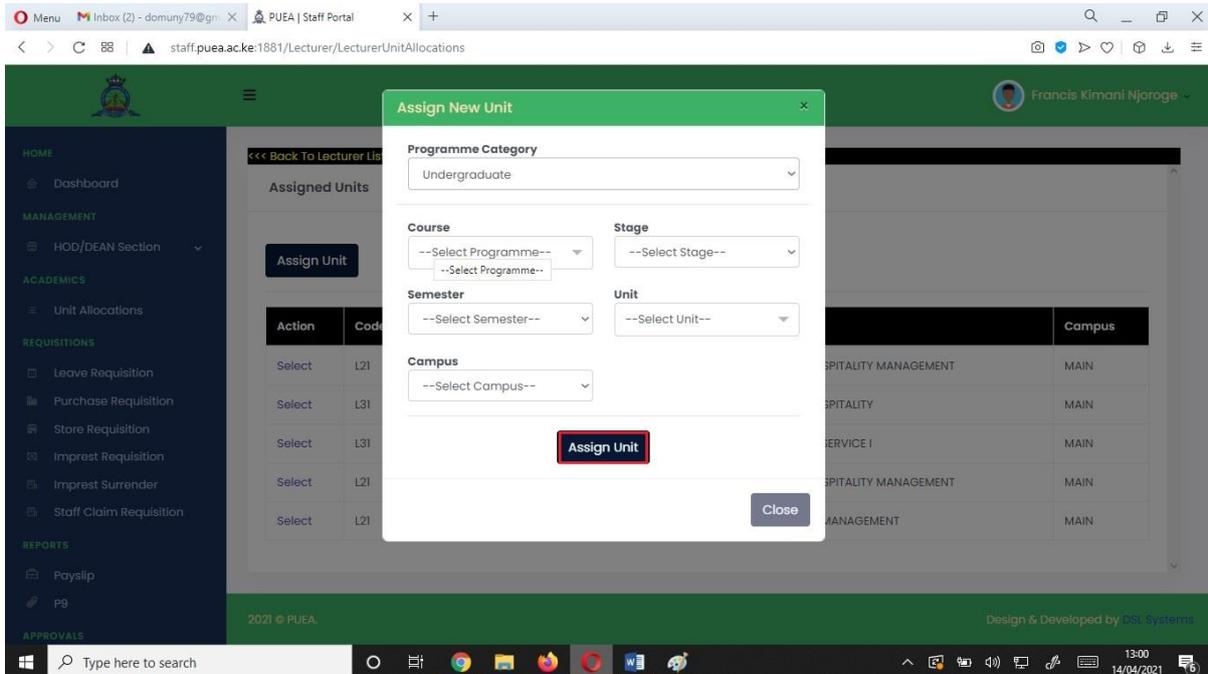
- A pop-up window will appear, where you are supposed to select the programme category (Certificate, Diploma, Undergraduate, Masters and PhD).

The screenshot shows the Staff Portal interface with the 'Assign New Unit' pop-up window open. The pop-up window has a dropdown menu for 'Programme Category' with the following options: Certificate, Diploma, Undergraduate, Masters, and PHD. The 'Assign Unit' button is still visible in the background.



Tutorial on How to Enter Marks on the Staff Portal

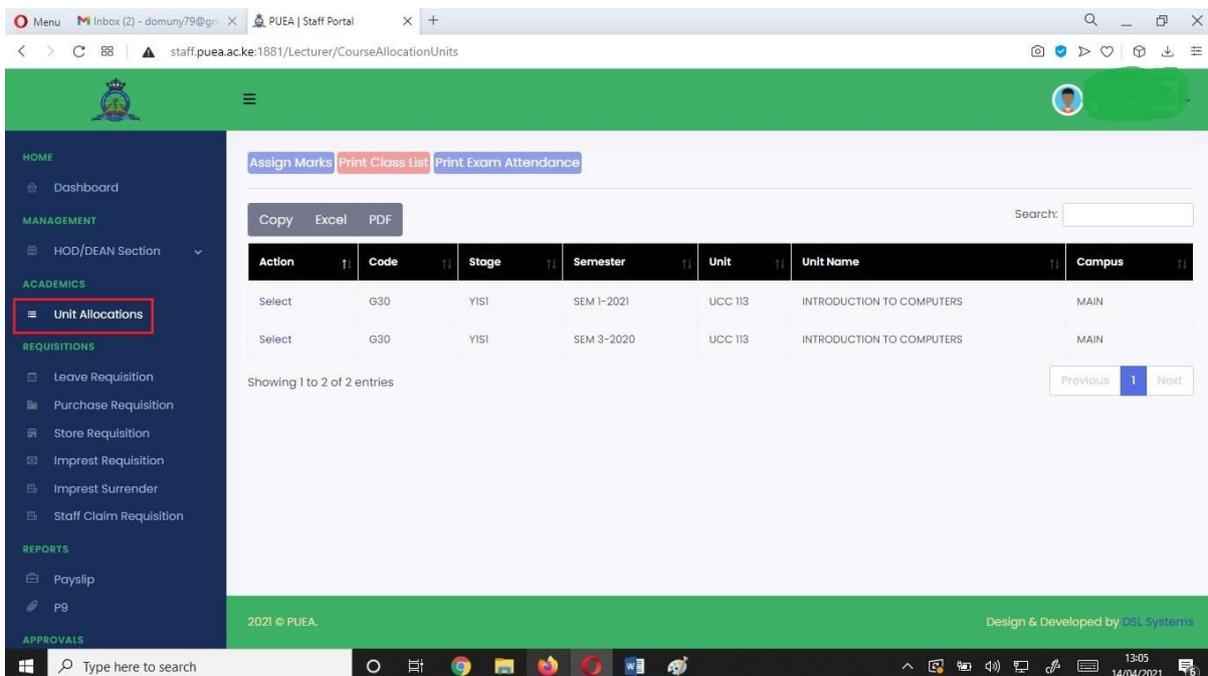
- Further select the course, stage, semester, unit and campus and click assign unit button when done. You can view the assigned units per lecturer on that page.



Academics Segment

In this segment lecturers can view their assigned units. To view assigned units:

- Click on the Unit Allocations button. All your assigned units will be displayed on the page





Tutorial on How to Enter Marks on the Staff Portal

- Click the select button on any of the displayed units to assign marks, print class list, or print exam attendance.

The screenshot shows the Staff Portal interface. The top navigation bar includes 'HOME', 'MANAGEMENT', 'ACADEMICS', 'REQUISITIONS', 'REPORTS', and 'APPROVALS'. The main content area displays a table of units with columns: Action, Code, Stage, Semester, Unit, Unit Name, and Campus. The 'Action' column contains a 'Select' button, which is highlighted with a red box. Above the table, there are buttons for 'Assign Marks', 'Print Class List', and 'Print Exam Attendance', also highlighted with a red box. The table shows two entries for 'INTRODUCTION TO COMPUTERS' in 'SEM 1-2021' and 'SEM 3-2020'.

- To assign marks:
 - Click on the assign marks button that appears on top of the page. You will be redirected to another page where you will key in CAT 1, CAT 2, Exam marks and total marks for the students taking that course.

The screenshot shows the Staff Portal interface for entering marks. The top navigation bar is the same as in the previous screenshot. The main content area displays a table of students with columns: #, Student No, Name, CAT1, CAT2, EXAM, and Total. The 'CAT1', 'CAT2', and 'EXAM' columns are currently empty. Above the table, there is a button for 'Export to CSV File'. The table shows seven entries for students taking the course.



Tutorial on How to Enter Marks on the Staff Portal

- ✓ On the same page there is a button labelled as Export to CSV file. You can also use this to bulk upload the students marks. Click on it to download a marks entry template.

The screenshot shows the Staff Portal interface. A red box highlights the 'Export to CSV File' button. A red arrow points from this button to a download notification in the top right corner that says 'G30-UCC 113 (1).csv' and 'Download complete:'. The main content area shows a table of student marks for 'UCC 113 (INTRODUCTION TO COMPUTERS)'. The table has columns for Student No, Name, CAT1, CAT2, EXAM, and Total. The data is as follows:

| # | Student No | Name | CAT1 | CAT2 | EXAM | Total |
|---|---------------|-----------------------|------|------|------|-------|
| 1 | G30/GV/ /2020 | ODUOR, EDRIK | | | | |
| 2 | G30/GV/ /2020 | ODEDE, TREVA OMONDI | | | | |
| 3 | G30/GV/ /2020 | MUNYUA, ALEX MUGAMBI | | | | |
| 4 | G30/GV/ /2020 | BAHATI, LENOX MUDANYA | | | | |
| 5 | G30/GV/ /2020 | MURITHI, ROSE MWENDIA | | | | |
| 6 | G30/GV/ /2019 | MATHU ELVIS NJENGA | | | | |
| 7 | G30/GV/ /2020 | NDUNGU VINCENT MWANGI | | | | |

- ✓ Use the template to fill in students' marks and re-upload them to the portal.

The screenshot shows an Excel spreadsheet titled 'G30-UCC 113 (1) - Excel'. The spreadsheet is a template for entering student marks. The columns are labeled as follows:

| # | Student No | Name | CAT1 | CAT2 | EXAM |
|---|------------|-----------------------|------|------|------|
| 1 | G30/GV/297 | ODUOR EDRIK | | | |
| 2 | G30/GV/286 | ODEDE TREVA OMONDI | | | |
| 3 | G30/GV/297 | MUNYUA ALEX MUGAMBI | | | |
| 4 | G30/GV/292 | BAHATI LENOX MUDANYA | | | |
| 5 | G30/GV/287 | MURITHI ROSE MWENDIA | | | |
| 6 | G30/GV/279 | MATHU ELVIS NJENGA | | | |
| 7 | G30/GV/285 | NDUNGU VINCENT MWANGI | | | |

Note: do not change the name of the CSV file while reuploading the marks.



Tutorial on How to Enter Marks on the Staff Portal

- ✓ To re-upload marks, click the Choose file button located on the unit page. Select the CSV file with marks from your computer.

The screenshot shows the Staff Portal interface with a table of units. The 'Choose File' button is highlighted in red. An 'Open' file dialog is open, showing the 'Downloads' folder with the file 'G30-UCC 113' selected and highlighted in red. The 'File name' field contains 'G30-UCC 113'.

| Unit No. | Unit Code | Unit Name |
|----------|-------------------|-----------------------|
| 3 | G30/GV/29715/2020 | MUNYUA, ALEX MUGAMBI |
| 4 | G30/GV/29249/2020 | BAHATI, LENOX MUDANYA |
| 5 | G30/GV/28758/2020 | MURITHI, ROSE MWENDIA |
| 6 | G30/GV/27979/2019 | MATHU ELVIS NJENGA |
| 7 | G30/GV/28510/2020 | NDUNGU VINCENT MWANGI |

- ✓ When done, click the upload button. The marks you entered in the CSV template file will be uploaded to the portal. Click the save/update button to save the marks in the system.

The screenshot shows the Staff Portal interface with the table of units. The 'Choose File' button now displays 'G30-UCC 113.csv' and the 'Upload' button is highlighted in red. The 'Save/Update' button is also visible.

| Unit No. | Unit Code | Unit Name | Column 1 | Column 2 | Column 3 | Column 4 |
|----------|------------------|-----------------------|----------|----------|----------|----------|
| 3 | G30/GV/ /2020 | MUNYUA, ALEX MUGAMBI | | | | |
| 4 | G30/GV/ /2020 | BAHATI, LENOX MUDANYA | | | | |
| 5 | G30/GV/ /2020 | MURITHI, ROSE MWENDIA | | | | |
| 6 | G30/GV/ /2019 | MATHU ELVIS NJENGA | | | | |
| 7 | G30/GV/2020/2020 | NDUNGU VINCENT MWANGI | | | | |



Tutorial on How to Enter Marks on the Staff Portal

- ✓ You can also print the scoresheet when done by clicking the Print Scoresheet button at the bottom of the page.

Showing 1 to 7 of 7 entries

Previous 1 Next

Save/Update

Choose File G30-UCC 113.csv Upload

Print Scoresheet

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- To Print class list:
 - ✓ Click on the Select button on any course and Click on the Print class list button that appears on top of the page.

Assign Marks Print Class List Print Exam Attendance

Copy Excel PDF

Search:

| Action | Code | Stage | Semester | Unit | Unit Name | Campus |
|--------|------|-------|------------|---------|---------------------------|--------|
| Select | G30 | YIS1 | SEM 1-2021 | UCC 113 | INTRODUCTION TO COMPUTERS | MAIN |
| Select | G30 | YIS1 | SEM 3-2020 | UCC 113 | INTRODUCTION TO COMPUTERS | MAIN |

Showing 1 to 2 of 2 entries

Previous 1 Next

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Tutorial on How to Enter Marks on the Staff Portal

- ✓ A preview page will appear with the list of students taking the units. You can zoom in and out, download and print in pdf format. Once done you can click the close button.

The screenshot shows a web browser window with the URL `staff.puea.ac.ke/1881/Lecturer/CourseAllocationUnits#`. The main content area displays a preview of a classlist for 'UCC 113 - INTRODUCTION TO COMPUTERS'. The preview window has a title bar 'CLASSLIST-G30-UCC 1...' and a 'Close' button. The classlist table has columns for 'Name', 'M1', 'M2', 'M3', 'M4', 'M5', 'M6', 'M7', 'M8', 'M9', 'M10', 'M11', 'M12', 'M13', 'M14', 'M15', 'M16', 'M17', 'M18', 'M19', 'M20', 'M21', 'M22', 'M23', 'M24', 'M25', 'M26', 'M27', 'M28', 'M29', 'M30', 'M31', 'M32', 'M33', 'M34', 'M35', 'M36', 'M37', 'M38', 'M39', 'M40', 'M41', 'M42', 'M43', 'M44', 'M45', 'M46', 'M47', 'M48', 'M49', 'M50'. The table lists 50 students with their names and corresponding marks.

- To print exam attendance:
 - ✓ Click on the print exam attendance button that appears on top of the page.

The screenshot shows the Staff Portal interface with the 'Print Exam Attendance' button highlighted in a red box. The main content area displays a table with columns for 'Action', 'Code', 'Stage', 'Semester', 'Unit', 'Unit Name', and 'Campus'. The table lists 2 entries for 'UCC 113 - INTRODUCTION TO COMPUTERS'. The 'Print Exam Attendance' button is highlighted with a red box and an arrow.

| Action | Code | Stage | Semester | Unit | Unit Name | Campus |
|--------|------|-------|------------|---------|---------------------------|--------|
| Select | G30 | Y1S1 | SEM 1-2021 | UCC 113 | INTRODUCTION TO COMPUTERS | MAIN |
| Select | G30 | Y1S1 | SEM 3-2020 | UCC 113 | INTRODUCTION TO COMPUTERS | MAIN |

