A. Set Weights First

• You first set the assessment weights using the **CCE set up** under Exam Management, as shown below:

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B. Setting Raw Scores

- After setting the weights using CCE set up, click on "set weight category", fill in the required fields, and search the course assessment with the course code. Find the assessment definition, select the grading system, CCE report name, search the course with the course code, and fill in the other fields as appropriate.
- The project, homework, essay, final exam, midsem, applied project, and attendance and participation (which are all sub assessments) have been created in the system and you only have to search with their names, but the assessment type must correspond with what was used under CCE set up. For example, homework 1 can be searched and selected; you have to select the required one from the list that comes as you search. For ease and differentiation, the correct name for the sub assessments (e.g. final exam) when being searched will have an abbreviated department name like BA coming first. See below.

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• Completion of the "set weight category" and saving, should be similar to what is shown below.

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C. Manage Course Assessment

The final step is the "Manage Course Assessment", where you schedule (just enter the start and end dates for the semester, and save and finalize. Once the schedule is saved and finalized, you can enter results. See the pictures as a guide:

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