UNIVERSITY OF GHANA | School of Graduate Studies

HOW TO ASSIGN ASSESSORS

A Step-by-Step Guide

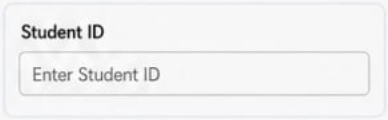
1. **Locate the menu Oral Assessment.** (At bottom of the menu items).



2. Click on **Assessors** under Oral Assessment.



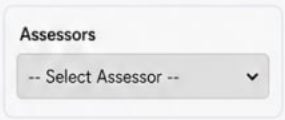
3. **Enter the student's ID number** in the Student ID section.



4. **Click Execute Search** to display the student's details.



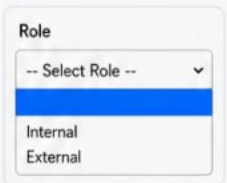
5. **Click on the grey field** (under Assessors) to open the list of assessors in your unit and select the appropriate assessor.



6. **Click on Add to List** to assign the assessor to the student.



7. **Indicate the role of the assessor** (internal or external).



8. **Click Save.**



SCAN ME

Scan to access the tracker (UG Tracker Login)

Done!

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