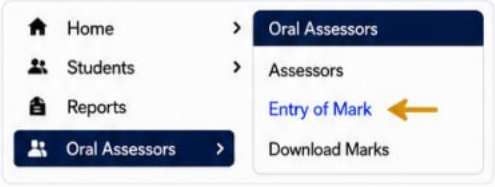
UNIVERSITY OF GHANA | School of Graduate Studies

HOW TO ENTER ORAL MARKS

1 On the left side of the screen navigate to the **"Oral Assessors"** section and click on **Entry of Mark.**



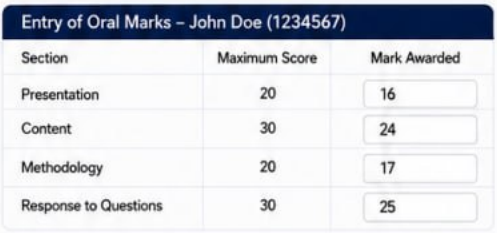
2 Once you are made an Accessor the student will be listed after clicking on the **Entry of Mark.**



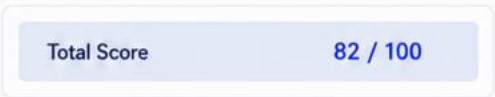
3 Click on the **Students ID** and the form for entering marks will pop up and you can start entering the marks.



4 Enter the marks for each sub-section. Use the **Tab** key to move through the fields.



5 After the last field, the **Total Score** is generated automatically.



6 Click **Save**, then click **Submit** to finalize.



Optional: Beside the **Save** button is the **Download** button with which you can download the oral marks for department records if need be.

SCAN ME

Done!

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