Integrated Marks Management System (IMMS) Grade Submission

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This document shows you how to enter grades into the Integrated Marks Management System (IMMS) through the NUS staff portal.

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1. To access IMMS,
   1. **If you are on campus**, go to Staff Portal (http://staffportal.nus.edu.sg/).
   2. **If you are overseas**, login to the NUS VPN (https://webvpn.nus.edu.sg) prior to going to the Staff Portal (http://staffportal.nus.edu.sg).

2. Once the Staff Portal page is loaded, select **IMMS**.
SECTION 1(A): LOGIN DETAILS (FACULTY MEMBER WITH YALE-NUS ID E.G. YNCKSLLM)

1. Select Domain ‘NUSTF’.

SECTION 1(B): LOGIN DETAILS (VISITING FACULTY MEMBERS E.G. YNCV100)

1. Select Domain ‘NUSEXT’.
   a. In the event that you do not recall your Yale-NUS NUSNET ID, kindly contact our Yale-NUS HR team at Faculty.hr@yale-nus.edu.sg for information.
SECTION 2: EXPERIENCING DIFFICULTIES WITH LOGIN?

Should you be unable to login to IMMS, please check for the following:

a) Make sure 2FA enrollment is done correctly at VIP self-service portal: [https://2fa.nus.edu.sg/vipssp](https://2fa.nus.edu.sg/vipssp).

b) Make sure password is not overly complicated, especially without special characters.

If you are still unable to login the system after going through the steps a) and b), please contact Ketty Li at [ketty.li@yale-nus.edu.sg](mailto:ketty.li@yale-nus.edu.sg) for assistance.
GRADES SUBMISSION

IMMS has many features, but here we are only concerned with the mechanism for entering final letter grades.

GENERAL INSTRUCTIONS FOR GRADES SUBMISSION

There are three steps to a successful grade submission:
1. Input the final grades using either one of the two methods below:
   a. Input grade individually against each student name and submit OR
   b. Batch upload using the prescribed EXCEL or CSV file format.
2. Submit the final grades to the interim table after you have verified that the grades are tagged to the correct names.
3. Route the grades to the central database. You should receive a system auto-generated email confirming your upload.

1. At the home page, verify the module(s) that you are being assigned for grade entry this semester:

![Module Selection Menu](image1)

2. Upon selection of the module, the next screen shows you the guidelines and the menu. Please note that some of the guidelines may not be applicable as the Yale-NUS modules have been configured for final grade entry only.

![Guidelines Menu](image2)
Please contact Ketty Li at ketty.li@yale-nus.edu.sg if you encounter the following issues:

a) Unable to see the modules for which you need to input grades.
b) Unable to upload your grades. **DO NOT SUBMIT YOUR GRADES VIA EMAIL UNLESS INSTRUCTED BY YALE-NUS REGISTRY.**

**Note:**
For group teachings, only the main coordinator will be assigned to upload the final grades.
**OPTION A: INPUT FINAL GRADES INDIVIDUALLY**

1. At the menu, select “Input Marks” if you wish to enter your students’ grades individually.

   ![Input Marks screenshot]

   You may sort the students based on the options available in the “Sort by” dropdown list.

   ![Sort by dropdown list]

2. Enter your students’ final grades at the “Grade” column. The range of permissible grades are either:
   b. CS and CU.

   ![Grade column]

   Please complete BOTH STEPS 3 AND 4 for a COMPLETE grade submission process.
3. Submit grades to interim table.
   a. Click on the “Submit” button after entering your students’ grades.

   At the next screen, you will be asked to verify your submission before you click on the “Submit” button for a second time.

   PLEASE ENSURE THAT THE GRADES TO BE SUBMITTED ARE TAGGED TO THE CORRECT STUDENT NAMES PRIOR TO PRESSING THE ‘Submit’ BUTTON.

   After submitting, the “Submit” button will be greyed out.

   THE SUBMISSION IS NOT COMPLETE YET! PROCEED TO THE NEXT STEP.
4. Route grades from interim table to the central data base.
   a. To upload all your students’ grades to the central database, click “Upload” on the menu to bring you to the “Upload” page. Then, click “Submit”.

5. After you have uploaded the grades:
   a. You should receive a system auto-generated email confirming your upload.
      ✓ THE GRADES SUBMISSION PROCESS IS COMPLETE.
   b. If you do not receive any system auto-generated email confirming your upload, you have not completed the upload properly.
      PLEASE COMPLETE STEP 4 ONCE AGAIN.

Sample of system-generated email confirming the grades upload

Thu 10/12/2015 2:55 PM

Faculty Name

AY2015/2016 Sem1 uploaded by MC

To

Authorising Officer

Cc

Faculty Name

AY2015/2016 Sem1 has been uploaded by Faculty Name (MC)

This mail was automatically generated by IMMS.NET system.
OPTION B: BATCH UPLOAD OF FINAL GRADES

1. At the menu, select “Import Marks” if you wish to use the batch upload function to enter your students’ final grades into IMMS. This function allows you to import from an excel or csv file.

   **Important:** Prescribed format of excel or csv file, both headers (MATRIC_NO, GRADE) must exist.

<table>
<thead>
<tr>
<th>MATRIC_NO</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A0078859A</td>
<td>A+</td>
</tr>
<tr>
<td>A0080503U</td>
<td>B</td>
</tr>
<tr>
<td>A0107397X</td>
<td>C+</td>
</tr>
<tr>
<td>A0109286Y</td>
<td>A-</td>
</tr>
<tr>
<td>A0125120A</td>
<td>B-</td>
</tr>
</tbody>
</table>

When you are ready, to import your file, select “Browse” to select the file from your computer and click on the “Upload” button.

Please complete BOTH STEPS 2 AND 3 for a COMPLETE grade submission process.
2. Submit grades to interim table.
   At the next screen, you will be asked to verify the grades before you click on the “Submit” button.

After submission, your screen will show an acknowledgment message: “You have Successfully Imported the Marks”

After submitting, the “Submit” button will be greyed out.

THE SUBMISSION IS NOT COMPLETE YET! PROCEED TO THE NEXT STEP.
3. Route grades from interim table to the central database.
   a. To upload all your students’ grades to the central database, click “Upload” on the menu to bring you to the “Upload” page. Then, click “Submit”.

4. After you have uploaded the grades:
   a. You should receive a system auto-generated email confirming your upload.
      ✓ THE GRADES SUBMISSION PROCESS IS COMPLETE.
   b. If you do not receive any system auto-generated email confirming your upload, you have not completed the upload properly.
      PLEASE COMPLETE STEP 4 ONCE AGAIN.

Sample of system-generated email confirming the grades upload

Thu 10/12/2015 2:55 PM

Faculty Name

AY2015/2016 Sem1 uploaded by MC

To

Authorising Officer

Cc

Faculty Name

AY2015/2016 Sem1 has been uploaded by Faculty Name (MC).

This mail was automatically generated by IMMS.NET system.
1. If you wish to save a copy of the grades uploading in IMMS, please click on “Reports” at the menu.
2. Select “Generate PDF” and save your document.