

### Report 1: Download Exam Results

Navigate to **Exam Mgmt.** → **Manage Examinations**, select the exam for which grades/marks were entered and go to **Print** → **Download Exam Results** (this report will give the report of raw marks in excel file)

The screenshot shows the 'Manage Examinations' page. At the top, there is a navigation bar with 'Ashesi University' and user information 'Hello, IT Admin'. Below the header, a green banner indicates the selection: 'Selection: (Ashesi University, Under Graduate, B.Sc - Business Administration, 2017-2018, Business Administration, Semester 2)'. The main content area is titled 'Exam Schedule List' and contains a table with the following data:

| Examination                             | Semester/Section | Department ID | Start date  |
|---|------------------|---------------|-------------|
| BA_Exam - Business Administration Exams | Semester 2       | BA            | 06-Mar-2018 |

To the right of the table, a 'More' dropdown menu is open, listing several report options. The option 'Download Exam Results' is highlighted in blue.

### Report 2: Mark Analysis Report

Navigate to the same screen as above and select the report as **Print** → **Mark Analysis Report**

This screenshot is identical to the one above, showing the 'Manage Examinations' page with the same table and dropdown menu. However, in this instance, the 'Mark Analysis Report' option in the dropdown menu is highlighted in blue.

### Report 3: Student Evaluation Report

To open the Student Evaluation Report, navigate to Reports → Report Launcher, open the selection Student and report Student Evaluation. Provide the selection as below:

Ashesi University Hello, IT Admin

### Student Evaluation Report

Search

Ashesi University Under Graduate Common Program Arts and Sciences

[View Favourite Settings](#) Search Reset

Add Total (100) -Select Secti Display  Marks  Grades  Both

**Search Exams** Exam ( 2017-2018, Semester 2 )

2017-2018 Semester 2 Final Exam, 20-Feb-2018 - 20-Apr-2018 Microeconomics CCE

[Show Exams](#) [Select one more Exam](#)

Show Sub Exams  YES Show Actual Marks for Sub Exam  YES Show Overall Grade  NO Print Details  NO

Show Signatures  NO Aggregated Total  NO -Examination Type- Aggregated Field Name

Show Sub Exams  YES Show Actual Marks for Sub Exam  YES Show Overall Grade  NO Print Details  NO

Show Signatures  NO Aggregated Total  NO -Examination Type- Aggregated Field Name

-Select Aggregate Grade- Macroeconomics Round Off Overall  NO -Feedback Type-

Show Student Profile  NO Report Card Title Show Serial No  NO

Show Attendance  NO 01-08-2017 18-07-2018

Show Total%  NO -Select Total% Grade-

[Save as Favourite](#)
[Student Report](#)
[Overview Report](#)
[Controller Report](#)
[Detailed Report](#)
[Exam Report](#)

Once the selections are provided, click on the 'Detailed Report' option. This report will provide the marks based on the computations provided in the CCE setup for the selected examination.