Workload Reporting System

User Guide

Faculty of Architecture

27th August 2013

1. STRUCTURE

Workload reporting system is structured into three sections as follows (Figure-01):

1. Academic Workload
   This sheet is used to enter student contact hours and students credits

2. Academic Coordination
   This sheet is used to enter academic coordination contact hours

3. Report
   This sheet provides the summery report of student contact hours and students credits
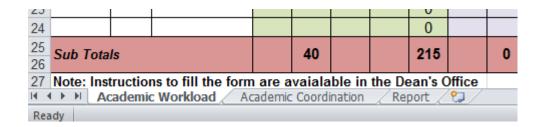

Figure -01

2. DATA ENTERING: ACADEMIC WORKLOAD (Figures -02a and 02b)

- Step 1- Select "Academic Workload" worksheet

- Step 2 -Enter data into marked fields
  - Module code (column-1)
  - Total Credit Value (column-2)
  - Intake & Semester (column-3)
  - Lectures (columns 4, 5, 6, 7)
  - Tutorials (columns 8, 9, 10, 11)
  - Labs (columns 12, 13, 14, 15)
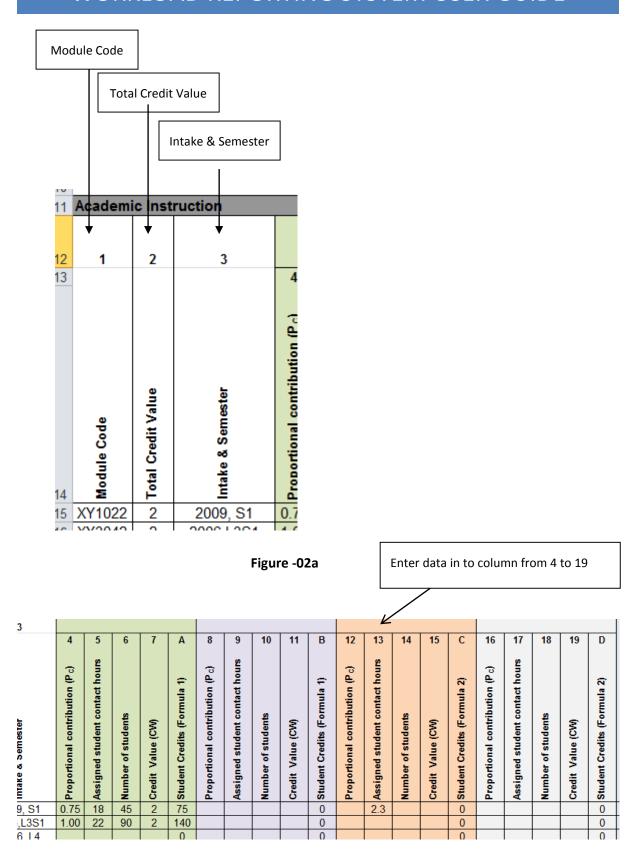 - and Field work/Project work/CPD (columns 16, 17, 18, 19)

Module Code

Total Credit Value

Intake & Semester

11	Academic Instruction			
12	1	2	3	
13				4
14	Module Code	Total Credit Value	Intake & Semester	Proportional contribution (P_c)
15	XY1022	2	2009, S1	0.7

Figure -02a

Enter data in to column from 4 to 19

	4	5	6	7	A	8	9	10	11	B	12	13	14	15	C	16	17	18	19	D
Intake & Semester	Proportional contribution (P_c)	Assigned student contact hours	Number of students	Credit Value (CW)	Student Credits (Formula 1)	Proportional contribution (P_c)	Assigned student contact hours	Number of students	Credit Value (CW)	Student Credits (Formula 1)	Proportional contribution (P_c)	Assigned student contact hours	Number of students	Credit Value (CW)	Student Credits (Formula 2)	Proportional contribution (P_c)	Assigned student contact hours	Number of students	Credit Value (CW)	Student Credits (Formula 2)
9, S1	0.75	18	45	2	75					0		2.3			0					0
L3S1	1.00	22	90	2	140					0					0					0
6 I 4					0					0					0					0

Figure -02b

3. DATA ENTERING: ACADEMIC COORDINATION (Figure- 03)

- Step 3
  Select "Academic Coordination" worksheet

- Step 4
  Select respective coordination work from the given table; "Type of Coordination" (if relevant)
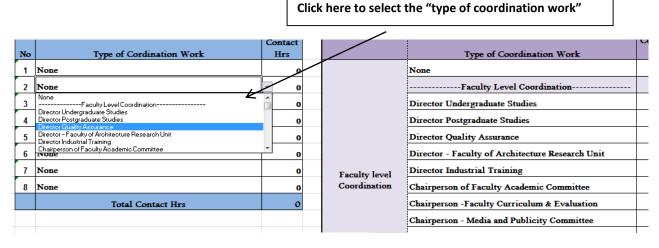
Click here to select the "type of coordination work"

Figure -03

4. GETTING SUMMERY REPORT (Figure- 04)

- Step 5
  Select "Report" worksheet

- Step 6
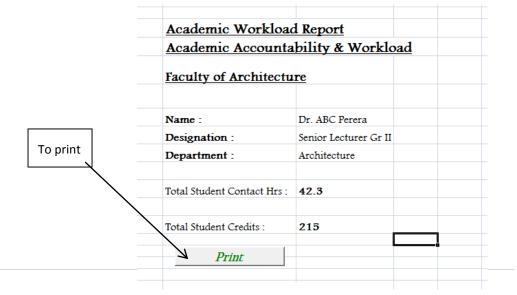 Click "Print" Button to get the printed summery Report

To print

Figure -04