

Simplified (Custom CA upload)

Allows upload of CA marks of courses for a background, e.g., undergraduate, Master's year 1, or Master's year 2 for a given semester per academic year. The format of the upload file should be CSV with the following columns: **course code**, **matricule**, and **CA mark**. Follow the steps below:

FILE FORMAT (CSV)		
course code	matricule	CA mark
CSC101	2018001	25
CSC101	2018002	20
CSC101	2018003	22

- 1) Prepare the Excel file in the following format and save as CSV.
- 2) Select the academic year
- 3) Select the semester for CA upload
- 4) Clicking "Choose file," navigate to where the file was saved.
- 3) Click the button "Upload." You are good to go; CA marks uploaded successful.

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