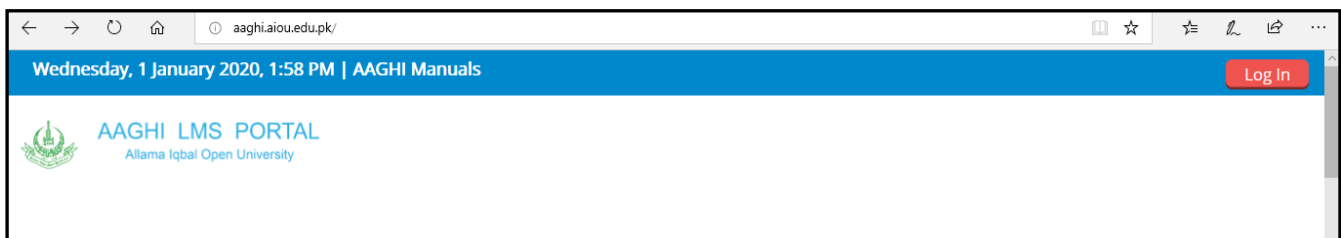


# AAGHI LMS Portal AIOU

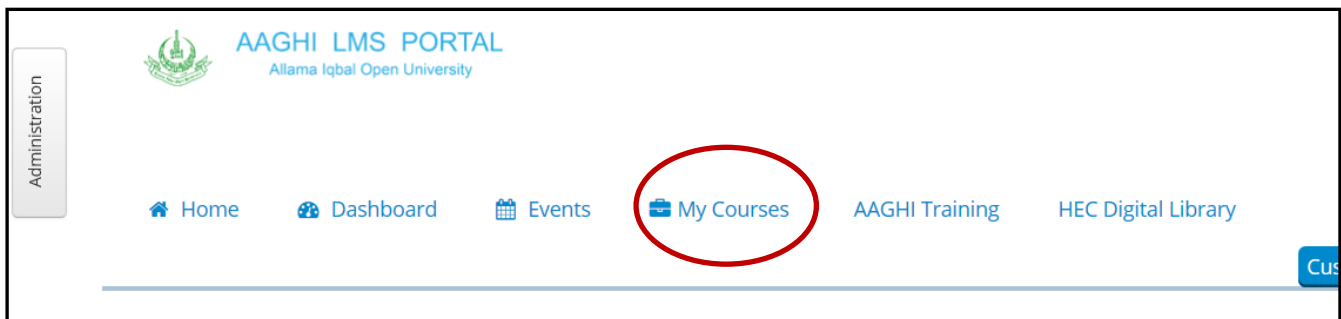
## Tutor's Manual

### How to Grade Assignment?

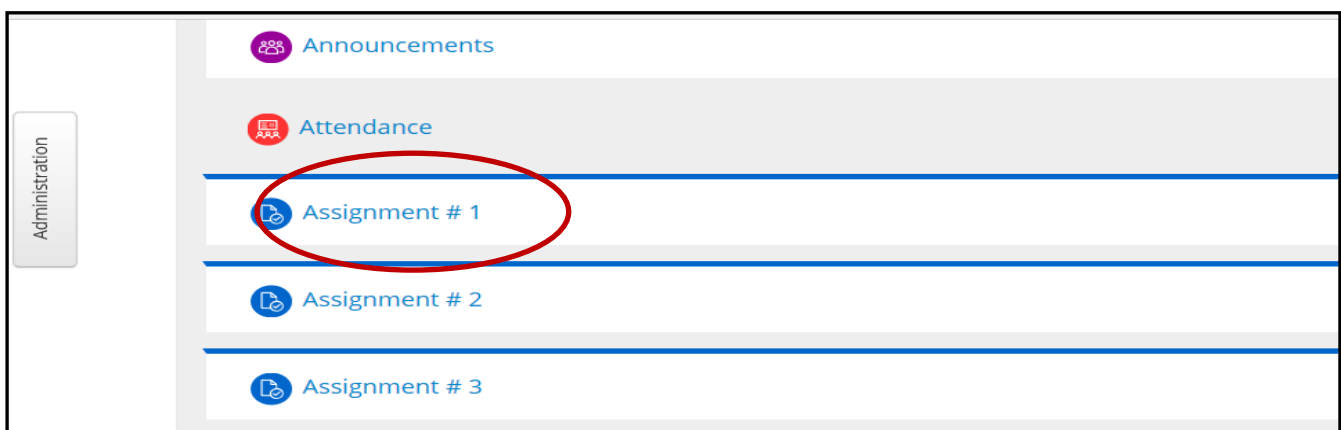
**Step 1:** Log on AAGHI LMS portal (aaghi.aiou.edu.pk) by clicking on “Log In” button using your username and password sent by AIOU through SMS.



**Step 2:** Click on “My Courses” link and choose your course.



**Step 3:** Click on “Assignment” link.



**Step 4:** Following page will be displayed. Click on “View all Submissions” button.

### Assignment #1

Separate groups  
All participants

#### Grading summary

Participants	2
Submitted	1
Needs grading	0
Due date	Thursday, 2 January 2020, 12:00 AM
Time remaining	9 hours 52 mins

[View all submissions](#) [Grade](#)

**Step 5:** Following page will be displayed. Click on submitted assignment file and download it. Read downloaded assignment. And click on “Grade” button.

### Assignment #1

Grading action Choose...

Separate groups  
All participants

First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments
Demo ONE	demoone@aiou.edu.pk	No submission	<a href="#">Grade</a>	Edit	-		Comments (0)
Demo TWO	demotwo@aiou.edu.pk	Submitted for grading Graded	<a href="#">Grade</a> 45.00 / 100.00	Edit	Thursday, 26 December 2019, 10:35 AM	<a href="#">MATHS2.csv</a>	Comments (0)

**Step 6:** Following page will be displayed. Enter awarded marks in box indicated/ circled and click on “Save Changes” button. After saving marks click on back button of browser and mark next assignment.

TING GROUPS

**Demo ONE**  
demoone@aiou.edu.pk  
Due date: 2 January 2020, 12:00 AM

Change user

1 of 2

**Submission**

No attempt  
Not graded  
9 hours 43 mins remaining  
Student can edit this submission

Comments (0)

**Grade**

Grade out of 100

Current grade in gradebook

Feedback comments

Notify students  **Save changes** Reset

Activate Windows  
Go to Settings to activate Windows.

**Step 7:** Take your cursor to link “This Course”, a drop down menu will open . Click on link “Grades”.

Monday, 6 January 2020, 2:25 PM | AAGHI Manuals

**AAGHI LMS PORTAL**  
Allama Iqbal Open University

Home Dashboard Events My Courses **This course** AAGHI Training HEC Digital Library

People  
**Grades**  
Assignments  
BigBlueButtonBN  
Forums  
Resources

Courses > UKOU > SAMPLE COURSE 5 BS ACCOUNTING

Announcements

Announcements

Class 1: July 16, 2019

Unit 1

Class 2: July 23, 2019.

Unit:2

http://aaghi.aiou.edu.pk/grade/report/index.php?id=5717

**Step 8:** Following page will open. Click on “Export” button.

The screenshot shows a web browser window with the URL [aaghi.aiou.edu.pk/grade/report/grader/index.php?id=5717](http://aaghi.aiou.edu.pk/grade/report/grader/index.php?id=5717). The page title is "Grader report". In the top navigation bar, the "Export" button is circled in red. Below the navigation bar, there are several tabs: "View", "Setup", "Scales", "Letters", "Import", and "Export". The "Export" tab is selected. Below these tabs, there are more options: "Grader report", "Grade history", "Outcomes report", "Overview report", "Single view", and "User report". The page shows "All participants: 4/4" and filters for "First name" and "Surname" set to "All". A table is visible with columns for "Surname", "First name", "Email address", "assignment 1", "Assignment 2", and "Course total". The first row shows "Demo ONE" and "demoone@aiou.edu.pk".

**Step 9:** Following page will open. Click on “Excel Spreadsheet” button and then press “download” button to download complete gradebook of the course.

The screenshot shows a web browser window with the URL [aaghi.aiou.edu.pk/grade/export/xls/index.php?id=5717](http://aaghi.aiou.edu.pk/grade/export/xls/index.php?id=5717). The page title is "Export to Excel spreadsheet". In the top navigation bar, the "Export" button is circled in red. Below the navigation bar, there are several tabs: "View", "Setup", "Scales", "Letters", "Import", and "Export". The "Export" tab is selected. Below these tabs, there are more options: "OpenDocument spreadsheet", "Plain text file", "Excel spreadsheet", and "XML file". The "Excel spreadsheet" tab is selected. Below these tabs, there are several sections: "Grade items to be included" with checkboxes for "assignment 1", "Assignment 2", and "Course total", and "Export format options". A "Download" button is circled in red at the bottom of the page.

**THANK YOU**