

## Centre for Information Technology Manual on CCMAS Course Upload

This manual provides step-by-step instructions for adding level 100 course codes and course distribution tables to the BUKRES. The system is designed to facilitate the registration process for students by allowing HODs to upload course codes and distribute them to students. This manual is intended for departments who need to add course codes and course distribution tables following the CCMAS format.

Note: The exercise covers only CCMAS level 100 courses.

### Prerequisites

- Familiarity with the BUKRES and its interface
- Understanding of the CCMAS format for course codes
- Access by HODs only

### Step 1: Logging In and Accessing the Course Menu Interface

- Log in to the system using your HODs credentials.
- Click on the "Courses" menu to access the course management interface.

### Step 2: Click on the "Add Course" Button to add courses

- Click on the "Add Course" button to initiate the upload process.
- Select the program for the course
- Enter the course code in the "Course Code" field. The course code should match the format specified in the CCMAS format. **Example (CSC112 or BUK-CSC112) as the case may be.** It has to be either three alphabets followed by three numbers as in **CSC112** or seven alphabets followed by three numbers as in **BUK-CSC112**.
- Select credits Unit, Course status (Compulsory, Optional or Elective)
- Select level 1 and semester
- Choose either central or decentralized (Central: Your department controls the teaching and result upload while decentralized means other departments teach their students and upload the results themselves).
- Click "Save Changes" to upload the course code to the system.

The screenshot shows a web form titled "Add Course" with a close button (X) in the top right corner. The form contains the following fields and options:

- Programme:** A dropdown menu with "B.Sc. Computer Science" selected.
- Course Code:** A text input field containing "BUK-CSC101".
- Course Title:** A text input field containing "Introduction To Computer Science".
- Course Credit:** A text input field containing "2".
- Course Status:** A dropdown menu with "Compulsory" selected.
- Level:** A dropdown menu with "1" selected.
- Semester:** A dropdown menu with "1st" selected.
- Central:** A radio button that is selected (indicated by a blue dot).
- Decentralised:** An unselected radio button.
- Buttons:** "Close" and "Save changes" buttons at the bottom right.

Figure 1.0 Course Upload

**Step 3:** After adding all the courses to the Course Distribution

- Click on the "Add/Edit MCR" menu to access the course distribution table.
- AHOD/Exam Officer/Level Coordinator is to add the courses and other compulsory/Elective/Optional Courses to the MCR and Course Distribution table for their students to register

## Informant Tips

- Ensure that the course codes are in the correct format specified in the CCMAS format.
- After uploading,
  - Verify that the course codes are correctly uploaded to the system.
  - Check the course distribution table to ensure that the courses have been correctly distributed to the students.

## Frequently Asked Questions

**Q:** What do I do if I receive an error message “**Unable to add the course, similar course code exists in the database**”?

**A:** The course already exists in the system.

**Q:** What do I do if I receive this error message “**Format violation or Course Code does not belong to the department. Read the Manual**”?

**A:** This means you are trying to add a code not in the CCMAS format. In this case, do the following

- i. Cross-check the course code and ensure that the code is in the correct format.
- ii. If the course code is correct, and the error persists, contact the Director CIT via [dircit@buk.edu.ng](mailto:dircit@buk.edu.ng) with the approved format of the courses belonging to your department. It may be that the system has not captured the CCMAS format for your department.

**Q:** What do I do if the system displays this error message “**Wrong Level Selection**”? “**Only 100 Level Course(s) is/are allowed, Read the Manual**”?

**A:** You are attempting to enter the course with a level above 100 level. Correct the level and try again.

## Conclusion

By following these steps, you can successfully add level 100 course codes to the system and effectively add course distribution under Add/Edit MCR to the system. Remember to ensure that the course codes are in the correct format and that the courses are correctly distributed to the students. If you encounter any issues, refer to the troubleshooting tips provided in this manual.