CMS USER MANUAL

FOR SEMESTER COORDINATORS

CMS Semester Activity Module

UNIVERSITY OF SWAT

KPK, Pakistan

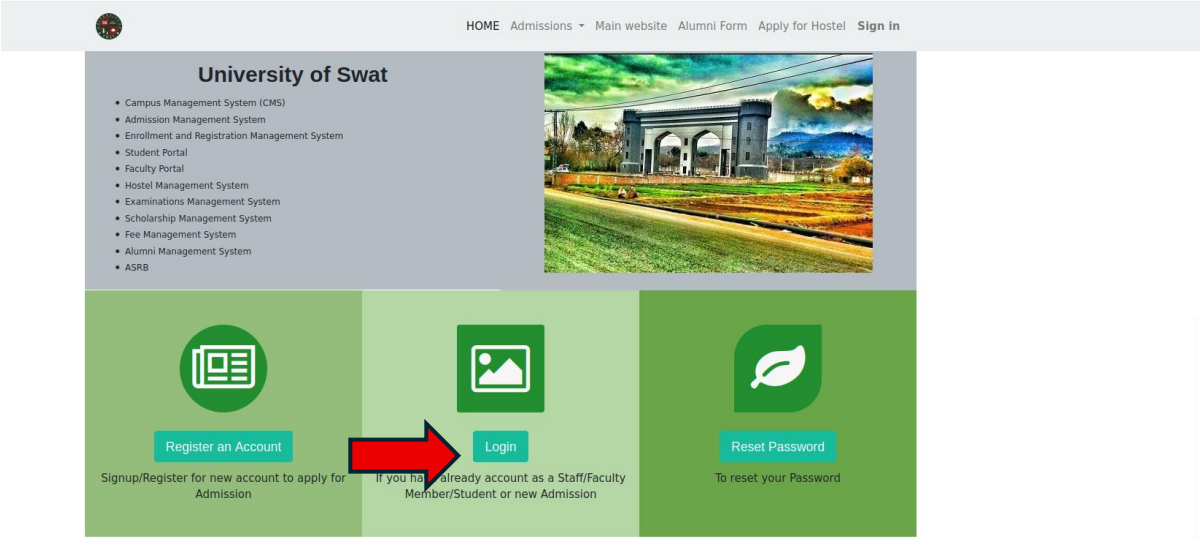
2026

1. Introduction

This manual walks Semester Coordinators through the CMS **Semester Activity module** — the set of steps run at the start of every semester to move students from admission through to attendance generation, plus the supporting workflows **(repeat/improvement registration, makeup exams, unfair means cases(UFM), student deletion, exam datesheets, reports, and results).**

1.1 How to Access the System

1. **Open a web browser (Google Chrome is recommended for the best experience).**
2. **Navigate to: cms1.uswat.edu.pk**
3. **On the homepage, click Sign In.**



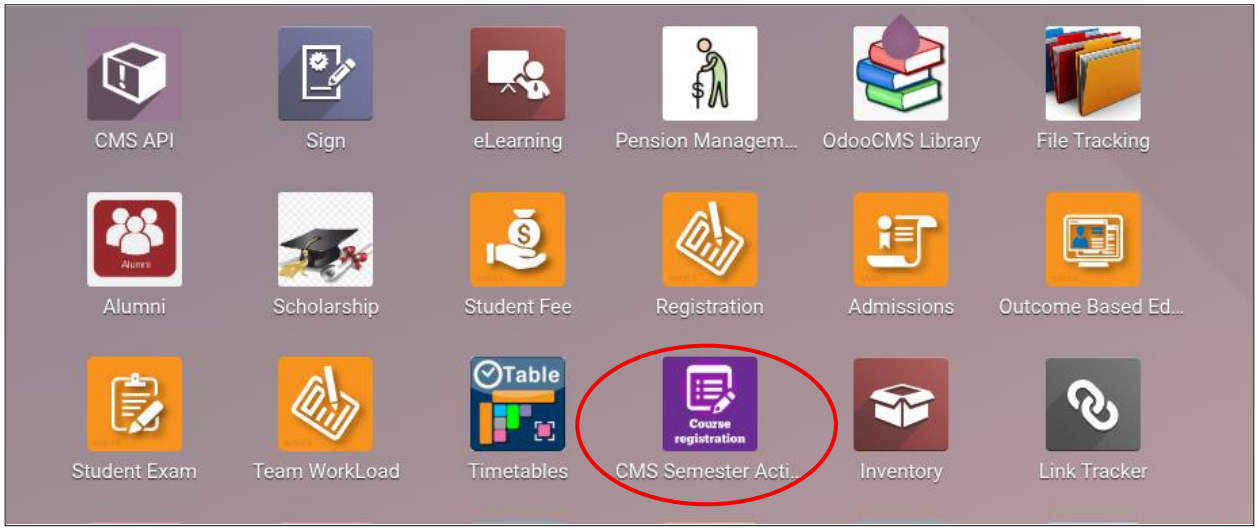
1.2 Logging In

On the sign-in screen, enter your **User ID and Password**, then click Log in.



1.3 The Dashboard

After logging in you land on the Dashboard, which lists the apps available to you — **Semester Coordinator Activity,** Registration, Academics, and others such as Discuss, Exam Setup, Calendar, Faculty Management, Student Fee, and Documents. The **CMS Semester Activity** workflows covered in this manual are reached through these apps.



1.4 Semester Coordinator Activity — Overview

The Course Enrollment Process menu groups the core start-of-semester activity into six steps, run in order:

- **Step 1: Students (Verification)**
- **Step 2: Study Scheme (Courses Verification)**
- **Step 3: Class Generator**
- **Step 4: Course Bulk Registration (Enroll Students in Courses)**
- **Step 5: Component Class (Timetable & Faculty Allocation)**
- **Step 6: Generate Attendance**

Beyond this core process, the module also provides Repeat/Improvement Process, Makeup Exam, UFM, Student Deletion, Exam DateSheet, Reports, and Results menus, covered in Section 3.

2. Course Enrollment Process

These are the seven original **semester-coordinator activities**, now grouped under one Course Enrollment Process menu as Steps 1-6 (Program Batch update is folded into the coordinator's routine review and is documented separately in 2.7 for reference).

2.1 Step 1: Students (Verification)

The first step is to verify students. Verification means:

- **Checking each student's state.**
- **Changing the state where needed.**

Checking the state

Students carry one of several states: **Draft, Admitted, Alumni, Suspend, Struck off, Deferred, or Cancel**. The coordinator confirms each student is in the **Admitted state** — ***course registration and enrollment only applies to admitted students.***

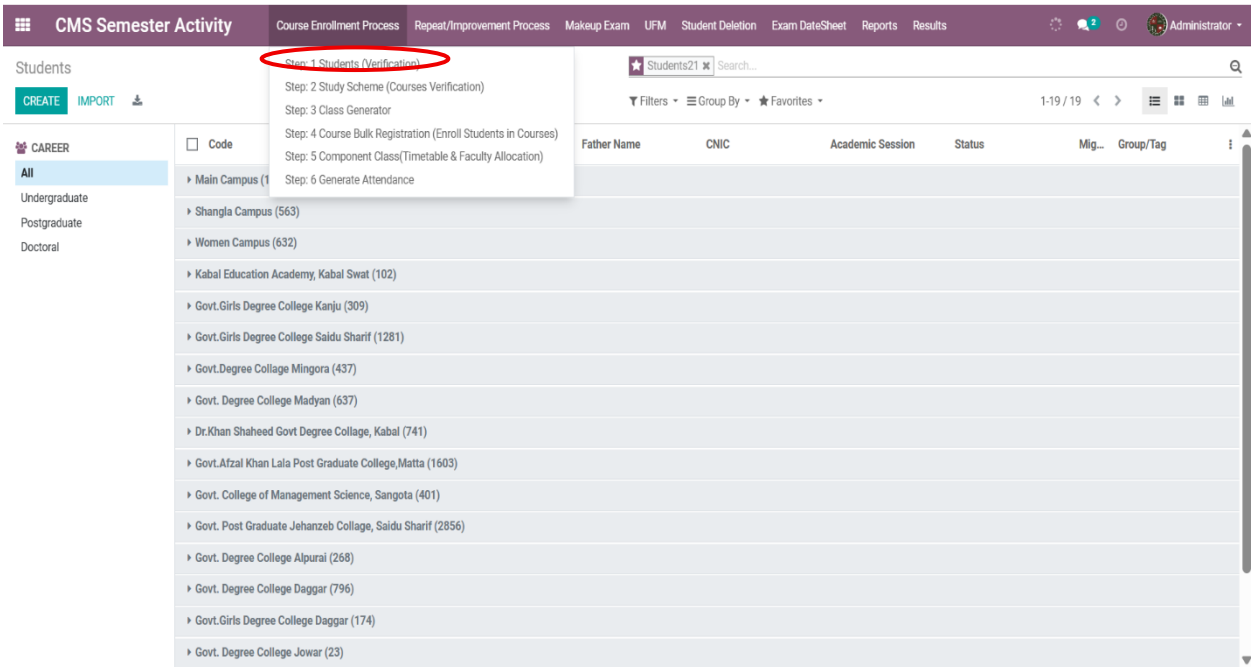
Changing the state

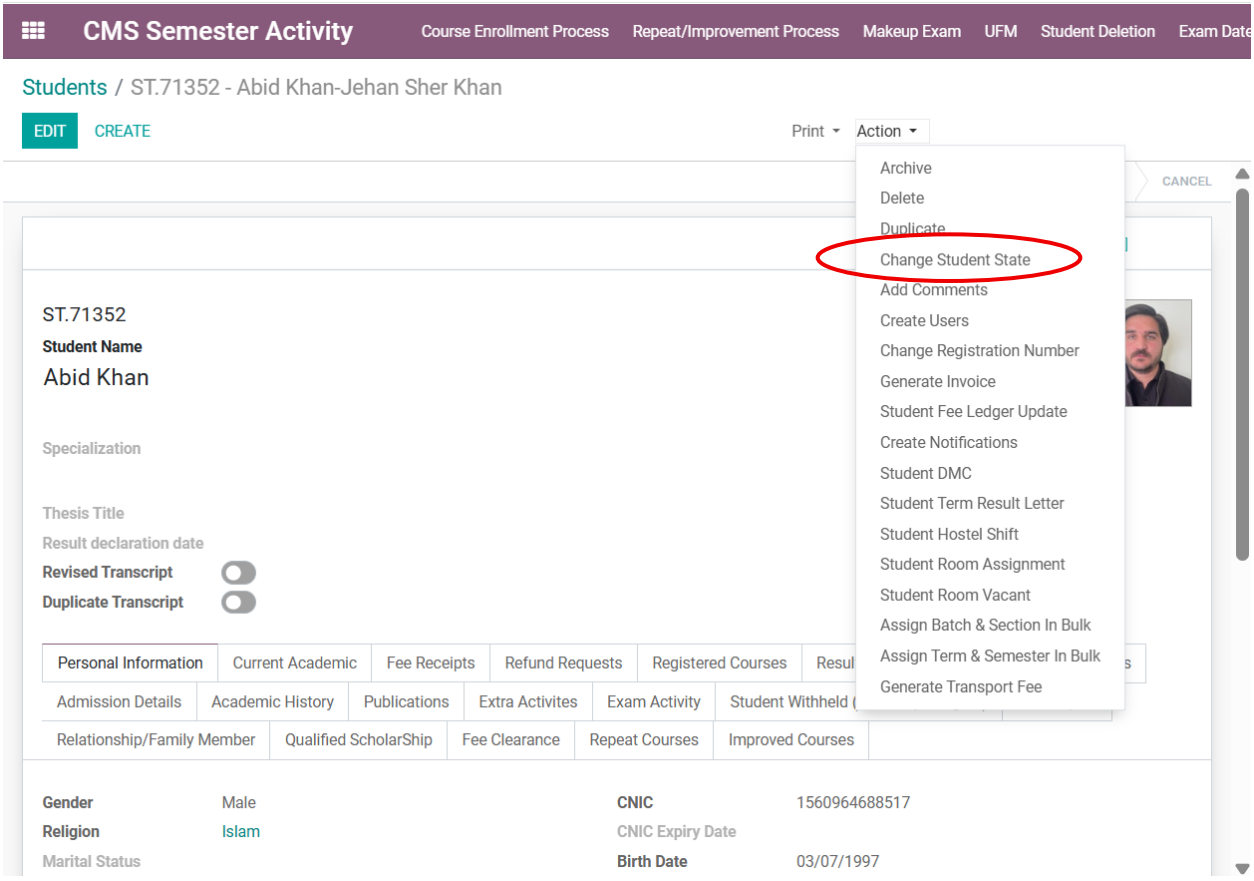
If a student has **transferred, been struck off, or had their admission canceled**, the coordinator changes their state away from Admitted. **A student left in the Admitted state will otherwise still be pulled into course registration.**

How to perform this in the system

4. Go to the **Semester Coordinator Activity** module and click the Students (Verification) menu under Course Enrollment Process— students are listed batch-wise.
5. Open the relevant batch to see all students in a list view along with their current state.
6. Click a student to open their record in form view (state is shown at the top).
7. Click the **Action button**, then Change Student State.
8. In the pop-up, select the new Status from the dropdown: D**raft, Admitted, Alumni, Suspend, Struck off, or Deferred.**

Navigation: Semester Coordinator Activity ▸ Course Enrollment Process ▸ Students(Verification) menu ▸ Student ▸ Action button ▸ Change Student State


CMS Semester Activity
Course Enrollment Process
Repeat/Improvement Process
Makeup Exam
UFM
Student Deletion
Exam DateSheet
Reports
Results
Administrator
Step: 1 Students (Verification)
Step: 2 Study Scheme (Courses Verification)
Step: 3 Class Generator
Step: 4 Course Bulk Registration (Enroll Students in Courses)
Step: 5 Component Class(Timetable & Faculty Allocation)
Step: 6 Generate Attendance
Students
CREATE
IMPORT
Filters
Group By
Favorites
1-19 / 19
CAREER
All
Undergraduate
Postgraduate
Doctoral
Code
Father Name
CNIC
Academic Session
Status
Mig...
Group/Tag
Main Campus (1
Shangla Campus (563)
Women Campus (632)
Kabal Education Academy, Kabal Swat (102)
Govt.Girls Degree College Kanju (309)
Govt.Girls Degree College Saidu Sharif (1281)
Govt.Degree Collage Mingora (437)
Govt. Degree College Madyan (637)
Dr.Khan Shaheed Govt Degree Collage, Kabal (741)
Govt.Afzal Khan Lala Post Graduate College,Matta (1603)
Govt. College of Management Science, Sangota (401)
Govt. Post Graduate Jehanzeb Collage, Saidu Sharif (2856)
Govt. Degree College Alpurai (268)
Govt. Degree College Daggar (796)
Govt.Girls Degree College Daggar (174)
Govt. Degree College Jowar (23)


CMS Semester Activity
Course Enrollment Process
Repeat/Improvement Process
Makeup Exam
UFM
Student Deletion
Exam Date
Students / ST.71352 - Abid Khan-Jehan Sher Khan
EDIT
CREATE
Print
Action
Archive
Delete
Duplicate
Change Student State
Add Comments
Create Users
Change Registration Number
Generate Invoice
Student Fee Ledger Update
Create Notifications
Student DMC
Student Term Result Letter
Student Hostel Shift
Student Room Assignment
Student Room Vacant
Assign Batch & Section In Bulk
Assign Term & Semester In Bulk
Generate Transport Fee
CANCEL
ST.71352
Student Name
Abid Khan
Specialization
Thesis Title
Result declaration date
Revised Transcript
Duplicate Transcript
Personal Information
Current Academic
Fee Receipts
Refund Requests
Registered Courses
Admission Details
Academic History
Publications
Extra Activites
Exam Activity
Relationship/Family Member
Qualified ScholarShip
Fee Clearance
Repeat Courses
Improved Courses
Gender
Male
Religion
Islam
Marital Status
CNIC
1560964688517
CNIC Expiry Date
Birth Date
03/07/1997

2.2 Step 2: Study Scheme (Courses Verification)

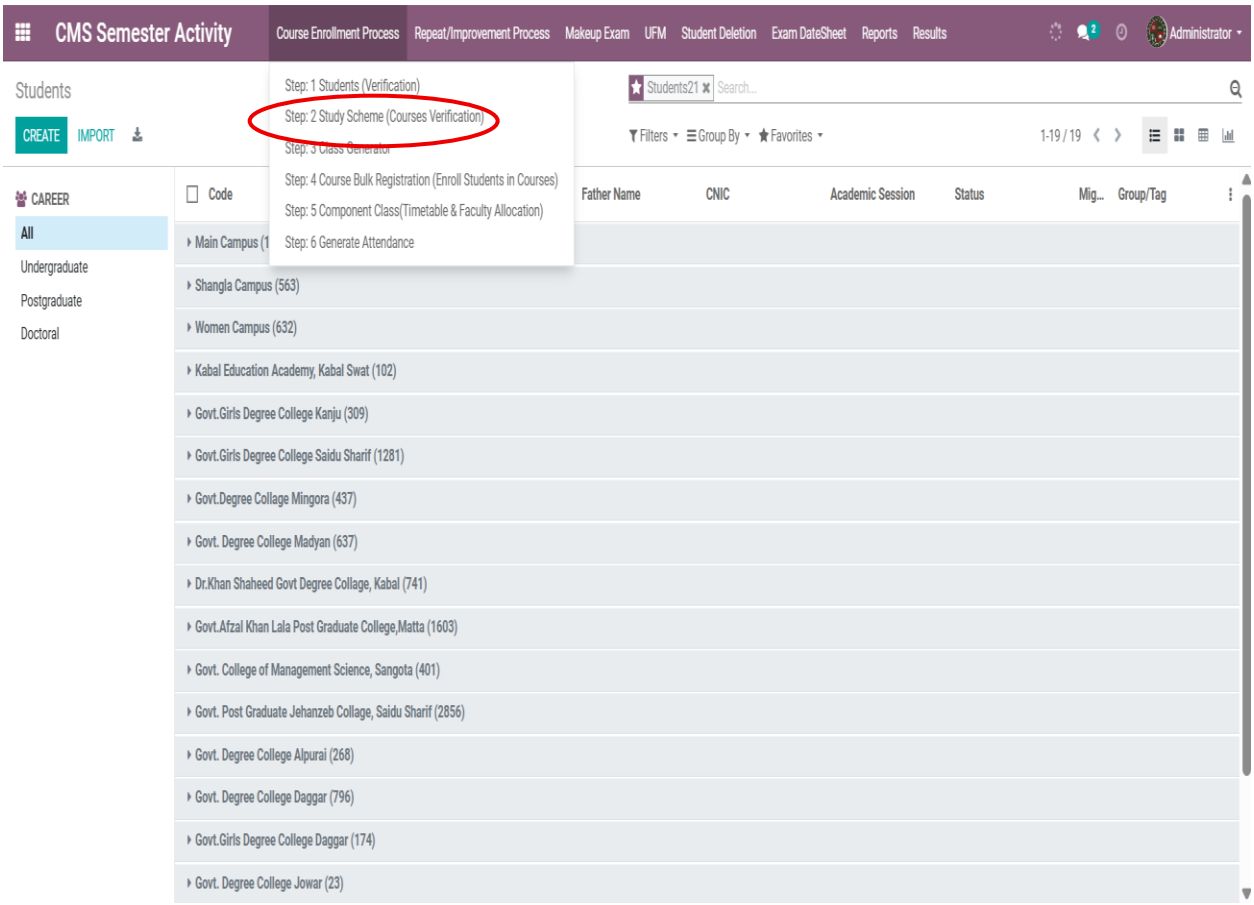
The study scheme is the set of courses taught to students in a given semester. Schemes already exist in the system for every batch, typically pre-built up to the 8th semester — the coordinator's job is to verify, not create, them:

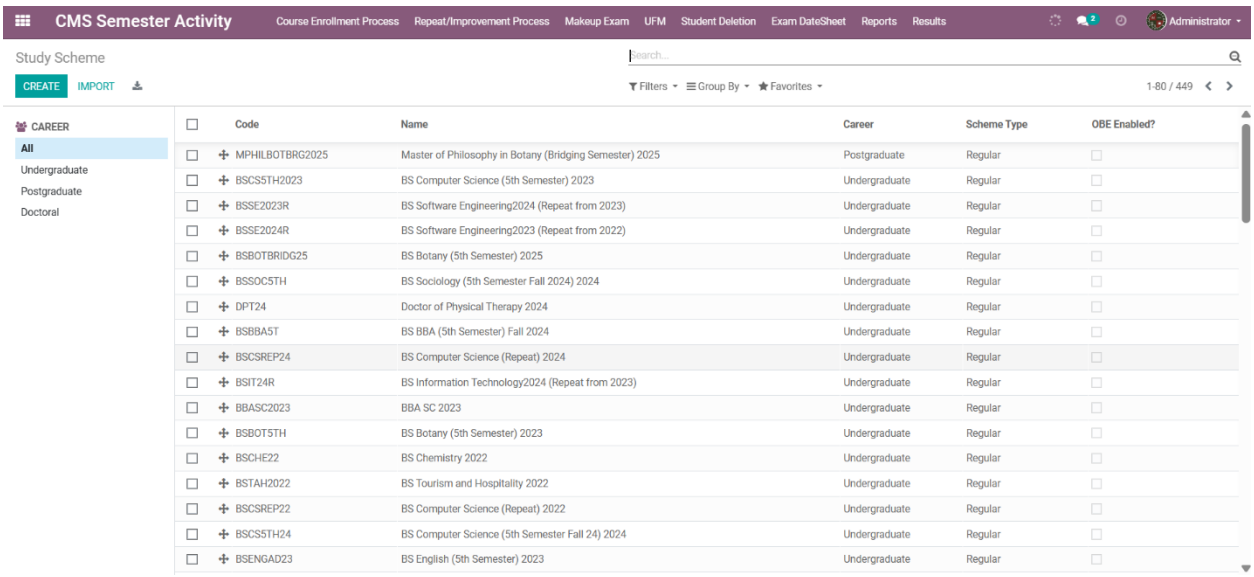
9. Check that the courses listed for the upcoming semester are correct.
10. Add the current Term to each course.
11. Add or update courses in the scheme if needed.

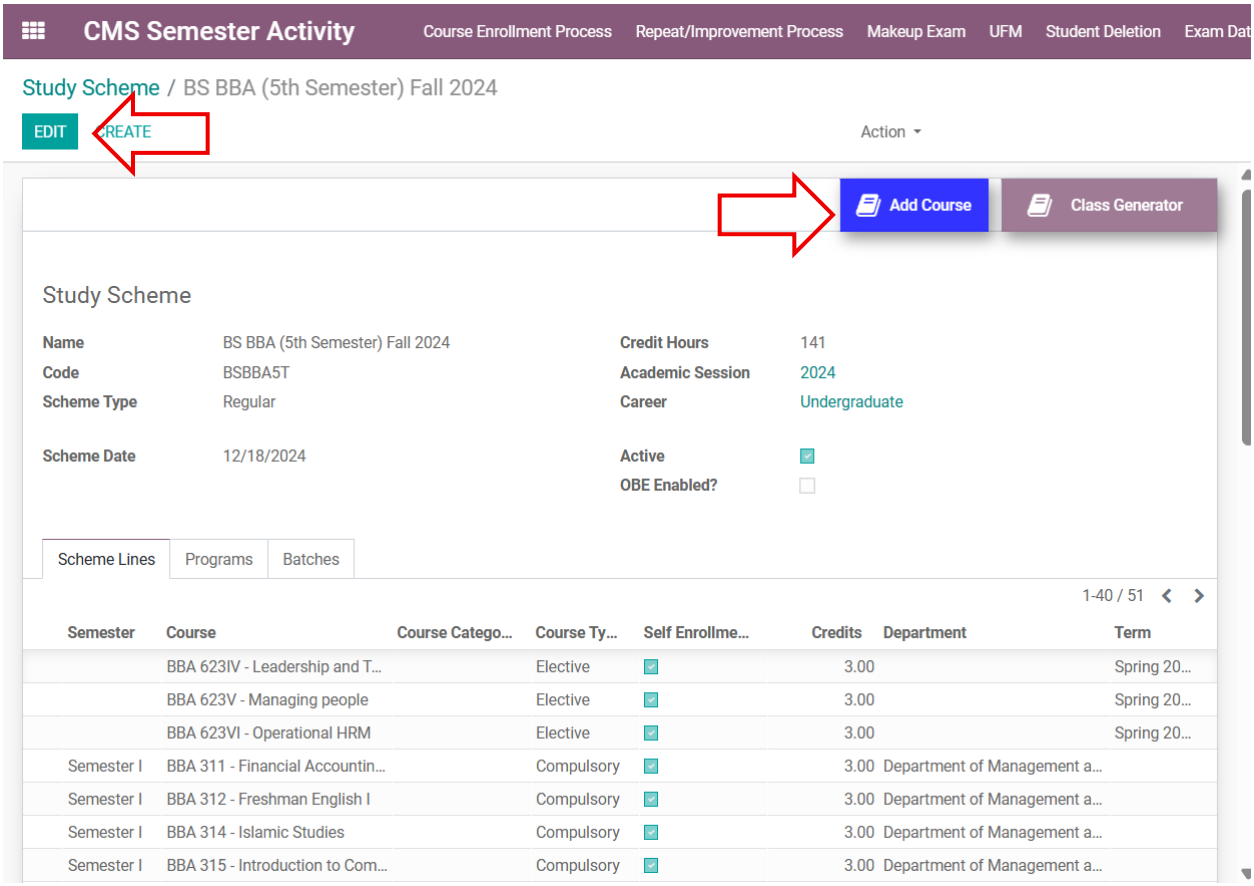
If every course is correct, open each one and set its Current Term. If a course has changed, open it and replace the Course field with the updated course from the dropdown.

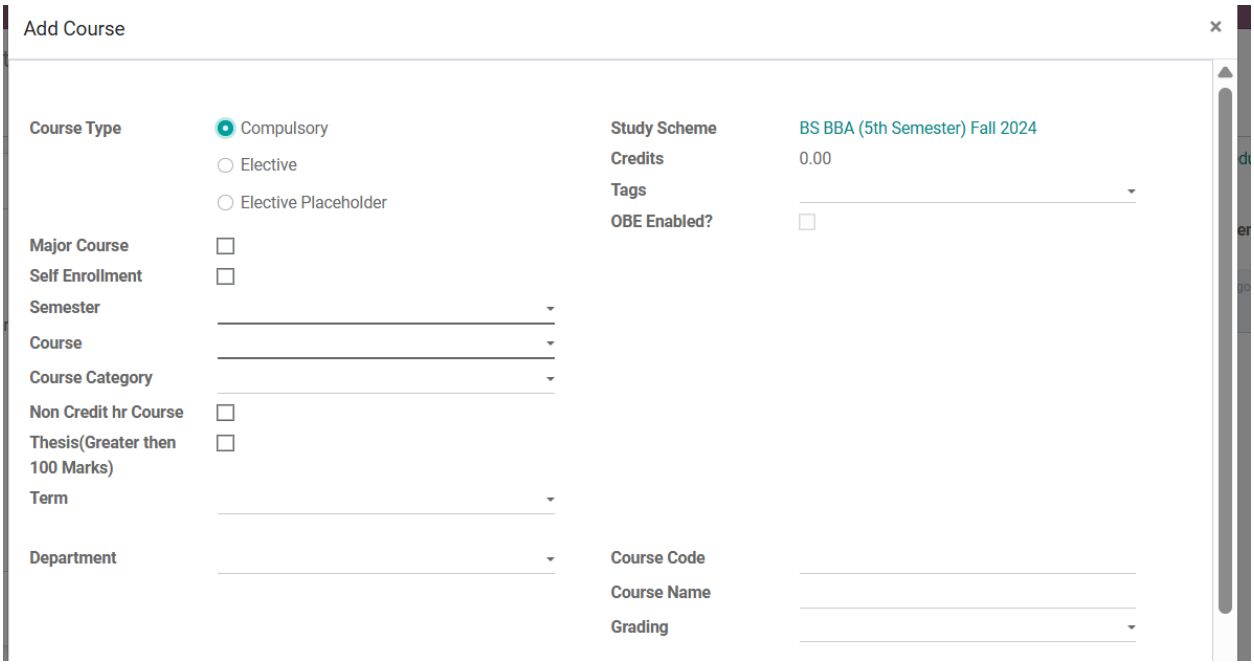
> *Note: If a course you need isn't in the course list yet, contact the relevant office to have it added — coordinators cannot create new courses from this screen.*

Navigation: Semester Coordinator Activity ▸ Course Enrollment Process ▸ Study Scheme (Course Verification)▸ open scheme ▸ Edit


CMS Semester Activity
Course Enrollment Process
Repeat/Improvement Process
Makeup Exam
UFM
Student Deletion
Exam DateSheet
Reports
Results
Administrator
Students
CREATE
IMPORT
Step: 1 Students (Verification)
Step: 2 Study Scheme (Courses Verification)
Step: 3 Class Generator
Step: 4 Course Bulk Registration (Enroll Students in Courses)
Step: 5 Component Class(Timetable & Faculty Allocation)
Step: 6 Generate Attendance
Students21
Search...
Filters
Group By
Favorites
1-19 / 19
CAREER
All
Undergraduate
Postgraduate
Doctoral
Code
Father Name
CNIC
Academic Session
Status
Mig...
Group/Tag
Main Campus (1
Shangla Campus (563)
Women Campus (632)
Kabal Education Academy, Kabal Swat (102)
Govt.Girls Degree College Kanju (309)
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CMS Semester Activity
Course Enrollment Process
Repeat/Improvement Process
Makeup Exam
UFM
Student Deletion
Exam DateSheet
Reports
Results
Administrator
Study Scheme
CREATE
IMPORT
Search...
Filters
Group By
Favorites
1-80 / 449
CAREER
All
Undergraduate
Postgraduate
Doctoral
Code
Name
Career
Scheme Type
OBE Enabled?
MPHILBOTBRG2025 Master of Philosophy in Botany (Bridging Semester) 2025 Postgraduate Regular
BSCS5TH2023 BS Computer Science (5th Semester) 2023 Undergraduate Regular
BSSE2023R BS Software Engineering2024 (Repeat from 2023) Undergraduate Regular
BSSE2024R BS Software Engineering2023 (Repeat from 2022) Undergraduate Regular
BSBOTBRIDG25 BS Botany (5th Semester) 2025 Undergraduate Regular
BSSOC5TH BS Sociology (5th Semester Fall 2024) 2024 Undergraduate Regular
DPT24 Doctor of Physical Therapy 2024 Undergraduate Regular
BSBBA5T BS BBA (5th Semester) Fall 2024 Undergraduate Regular
BSCSREP24 BS Computer Science (Repeat) 2024 Undergraduate Regular
BSIT24R BS Information Technology2024 (Repeat from 2023) Undergraduate Regular
BBASC2023 BBA SC 2023 Undergraduate Regular
BSBOT5TH BS Botany (5th Semester) 2023 Undergraduate Regular
BSCHE22 BS Chemistry 2022 Undergraduate Regular
BSTAH2022 BS Tourism and Hospitality 2022 Undergraduate Regular
BSCSREP22 BS Computer Science (Repeat) 2022 Undergraduate Regular
BSCS5TH24 BS Computer Science (5th Semester Fall 24) 2024 Undergraduate Regular
BSENGAD23 BS English (5th Semester) 2023 Undergraduate Regular


CMS Semester Activity
Course Enrollment Process
Repeat/Improvement Process
Makeup Exam
UFM
Student Deletion
Exam Dat
Study Scheme / BS BBA (5th Semester) Fall 2024
EDIT
CREATE
Action
Add Course
Class Generator
Study Scheme
Name BS BBA (5th Semester) Fall 2024
Code BSBBA5T
Scheme Type Regular
Scheme Date 12/18/2024
Credit Hours 141
Academic Session 2024
Career Undergraduate
Active
OBE Enabled?
Scheme Lines
Programs
Batches
1-40 / 51
Semester | Course | Course Catego... | Course Ty... | Self Enrollme... | Credits | Department | Term
BBA 623IV - Leadership and T... Elective 3.00 Spring 20...
BBA 623V - Managing people Elective 3.00 Spring 20...
BBA 623VI - Operational HRM Elective 3.00 Spring 20...
Semester I BBA 311 - Financial Accountin... Compulsory 3.00 Department of Management a...
Semester I BBA 312 - Freshman English I Compulsory 3.00 Department of Management a...
Semester I BBA 314 - Islamic Studies Compulsory 3.00 Department of Management a...
Semester I BBA 315 - Introduction to Com... Compulsory 3.00 Department of Management a...


Add Course
Course Type
Compulsory
Elective
Elective Placeholder
Major Course
Self Enrollment
Semester
Course
Course Category
Non Credit hr Course
Thesis(Greater then 100 Marks)
Term
Department
Study Scheme BS BBA (5th Semester) Fall 2024
Credits 0.00
Tags
OBE Enabled?
Course Code
Course Name
Grading

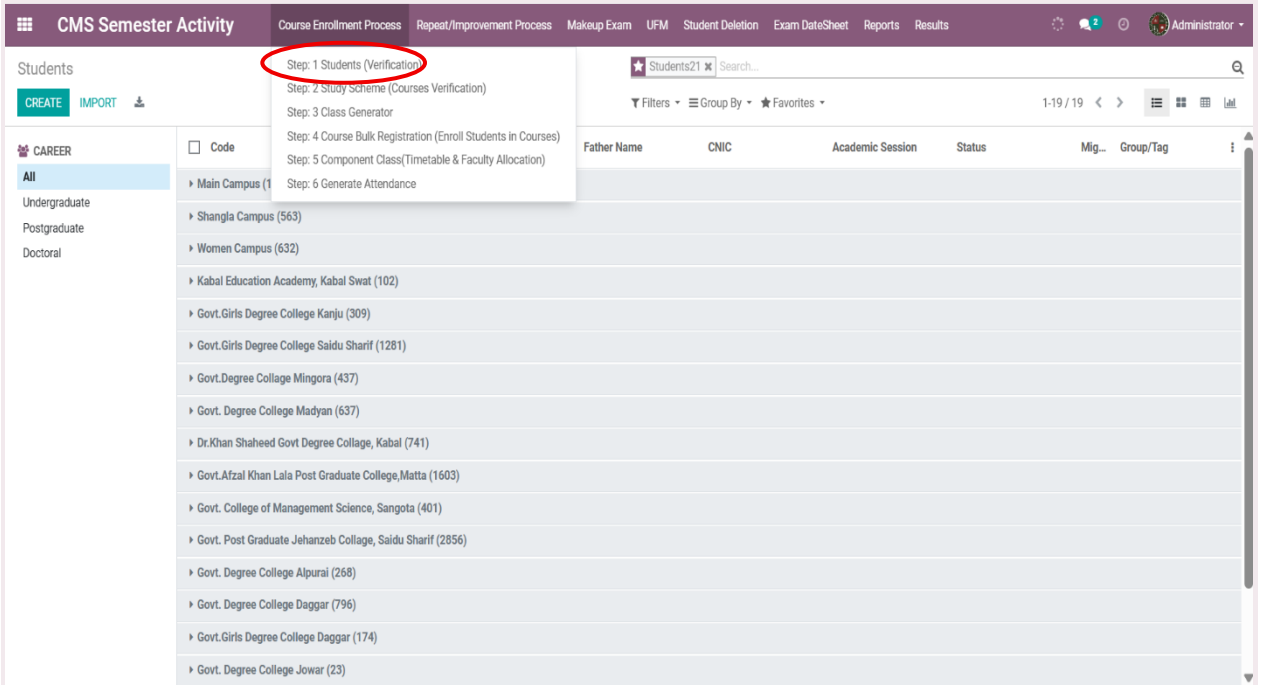
2.3 Step 3: Class Generator

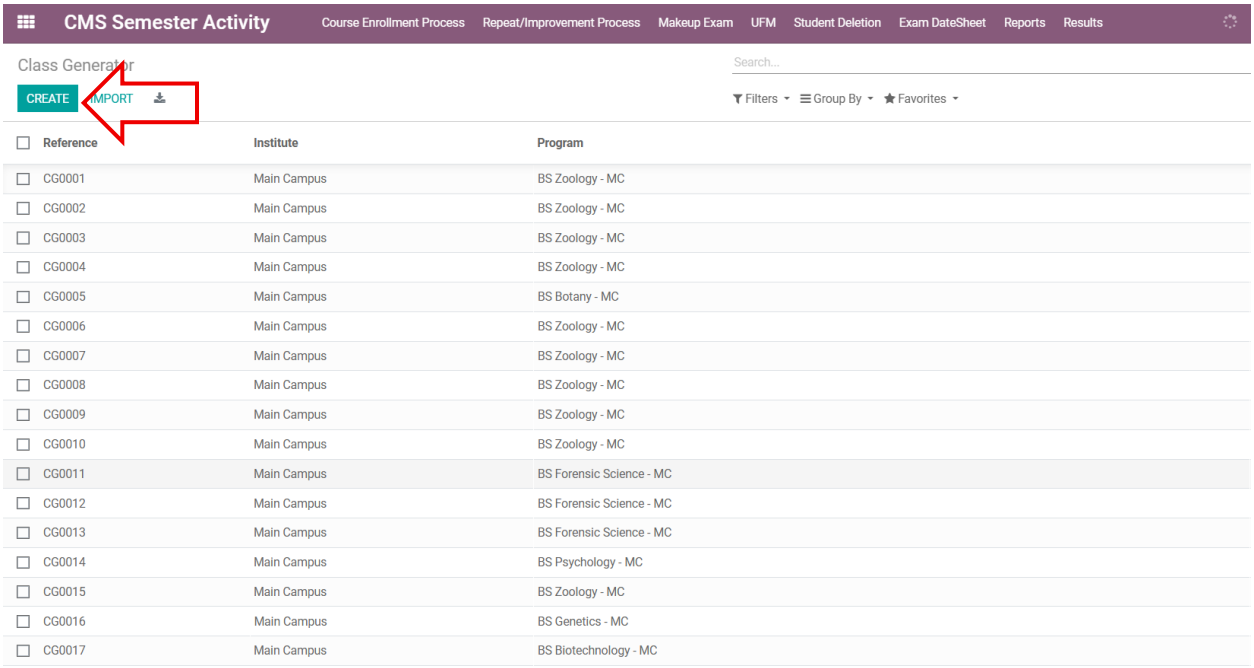
This step generates the class records for every batch, based on the verified study scheme. Go to the **Semester Coordinator Activity** module, open the **Class Generator menu**, and click Class Generator, then **Create**. The form asks for:

- **Institute — e.g. Main Campus, Women Campus.**
- **Department — e.g. English, Computer Science.**
- **Program — e.g. BS, M.Phil, PhD.**
- **Course Type — Compulsory or Elective.**
- **Academic Term — e.g. Spring or Fall.**
- **Batches — the batch(es) to generate classes for.**

After selecting the batch, click **Get Courses** to pull in the courses from the study scheme for that term, **click Save, then click Generate**.

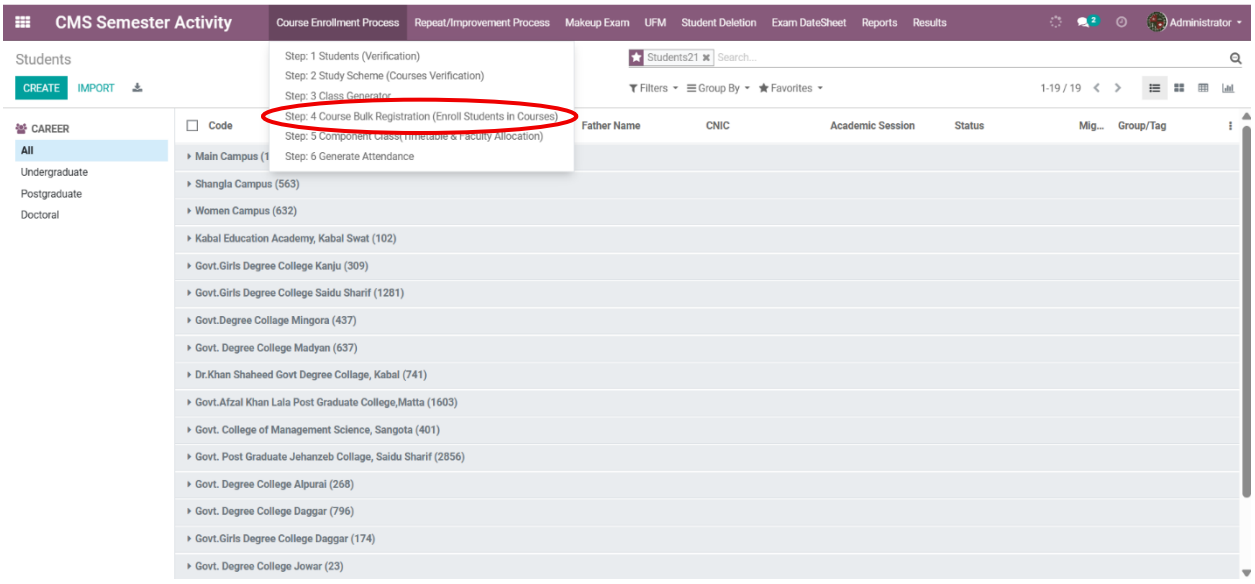
Navigation: Semester Coordinator Activity ▸ Course Enrollment Process ▸ Class Generator ▸ Create ▸ Get Courses ▸ Save ▸ Generate

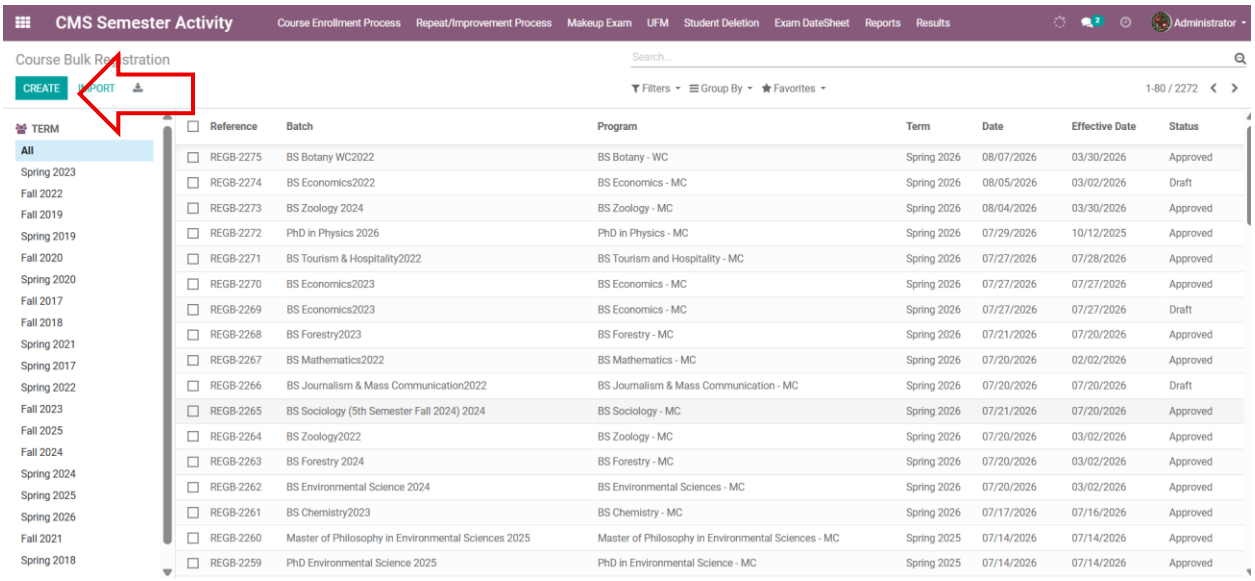




2.4 Step 4: Course Bulk Registration (Enroll Students in Courses)

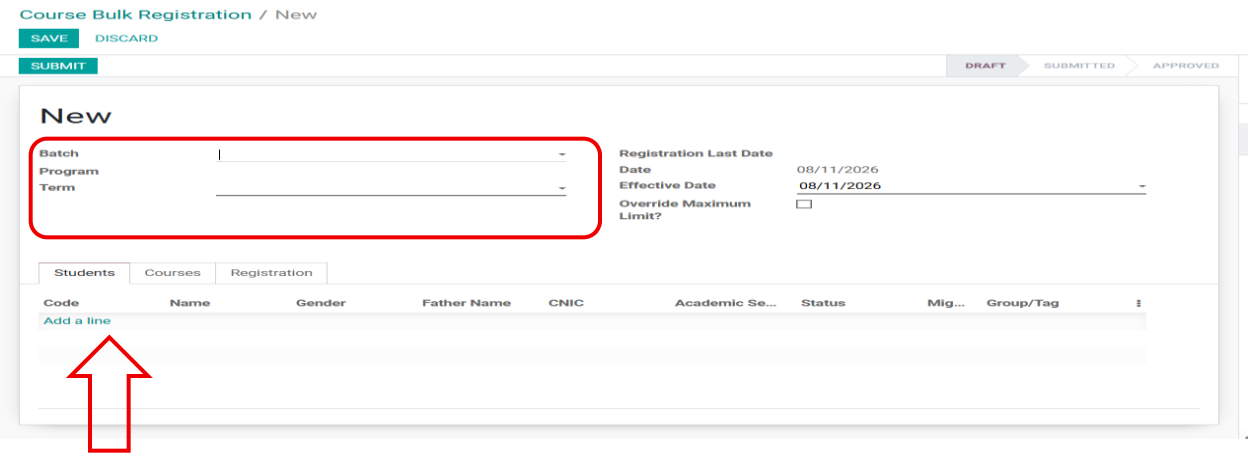
This step enrolls students into the generated classes. Go to **Semester Coordinator Activity** ▸ **Course Enrollment Process** ▸ Course Bulk Registration ▸ Create. Select the Batch and Term, then work through three sections:





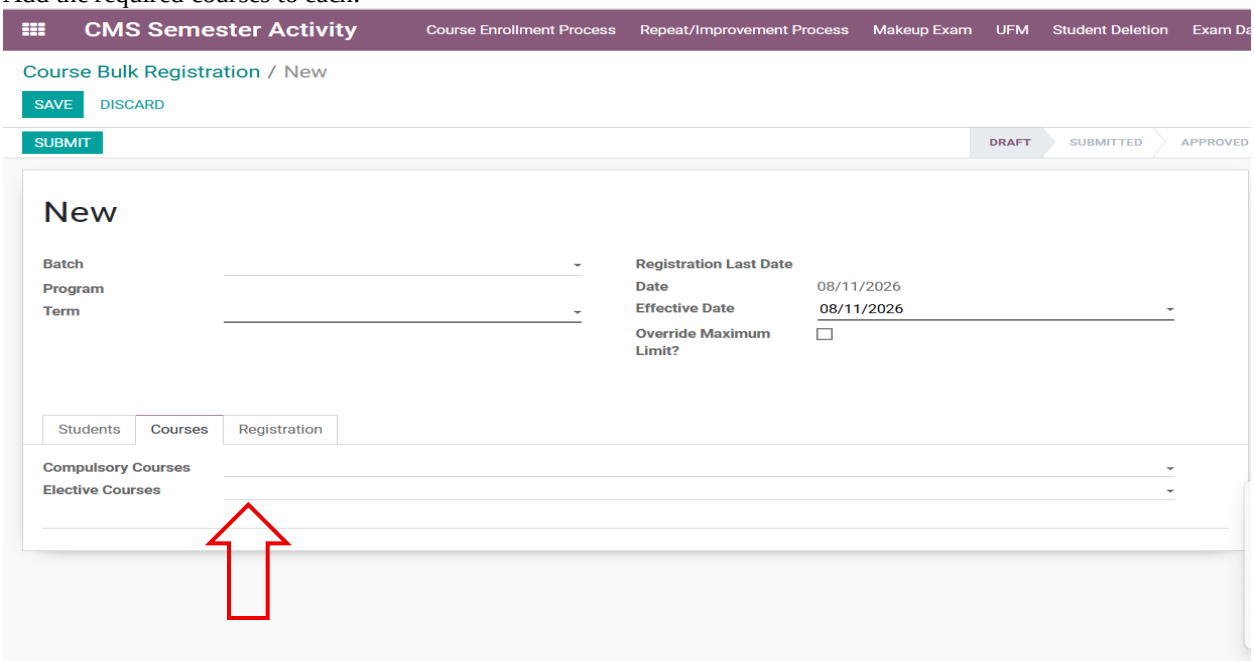
Students

Click Add a line to open the students list section by section. Tick the header check box (labelled Code) to select all students in a section, then click Select to pull them into the record.



Courses

Two sub-sections — **Compulsory Courses and Elective Courses** — each with a dropdown of available courses. Add the required courses to each.



Registration

12. **Click Save.**
13. **Click Submit** — this locks in the student list and course selections for review.
14. **Verify** the students and courses are correct, then click Approve to finalize the registration.

Navigation: Semester Coordinator Activity ▸ Course Enrollment Process ▸ Course Bulk Registration ▸ Create ▸ Save ▸ Submit ▸ Approve

2.5 Step 5: Component Class (Timetable & Faculty Allocation)

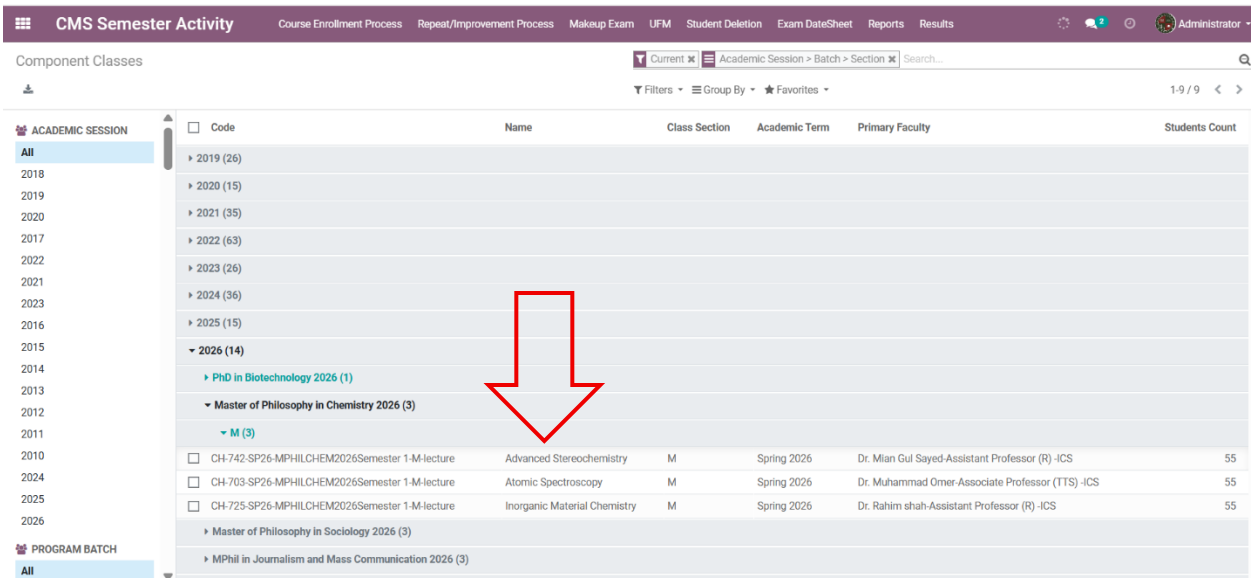
This step assigns faculty and a timetable to each course section. Go to **Semester Coordinator Activity ▸ Course Enrollment Process ▸** Component Classes — records are listed batch-wise, then section-wise. Open a section and configure each course one at a time:

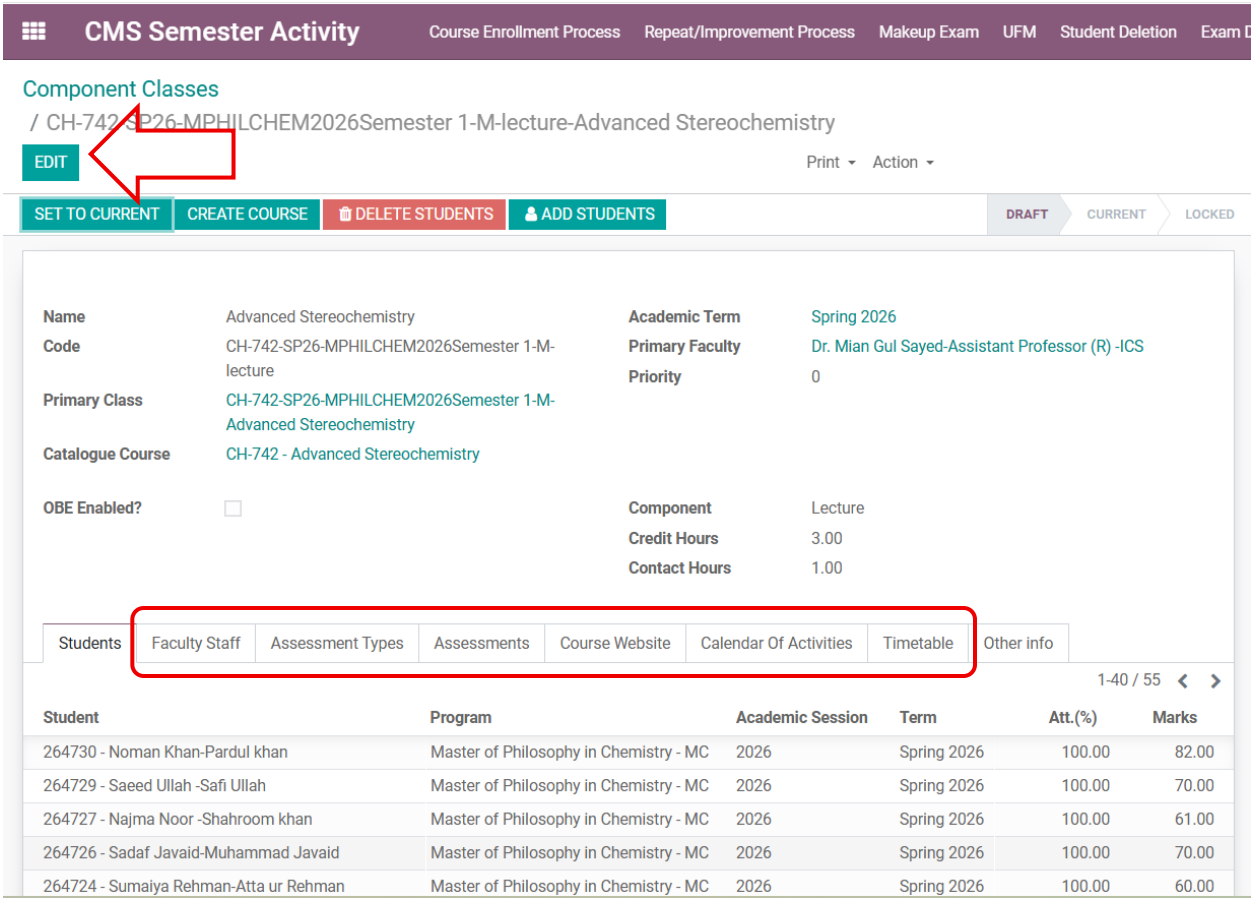
15. **Click the course, then Edit.**
16. **Under Faculty, click Add a line, select the faculty member, and enter their role.**
17. **Under Timetable, set:**

- **Week Day — the day(s) the class runs.**
- **Period — class duration, e.g. 1×60 for one hour, 1×90 for ninety minutes.**
- **Time — class start time, entered in 24-hour format.**
- **Room — the room allocated to the class.**

18. **Click Save.**

Navigation: Semester Coordinator Activity ▸ Course Enrollment Process ▸ Component Classes (Timetable & Faculty Allocation)▸ open course ▸ Edit ▸ Save


CMS Semester Activity
Course Enrollment Process
Repeat/Improvement Process
Makeup Exam
UFM
Student Deletion
Exam DateSheet
Reports
Results
Administrator
Component Classes
Current
Academic Session > Batch > Section
Search...
Filters
Group By
Favorites
1-9 / 9
ACADEMIC SESSION
All
2018
2019
2020
2017
2022
2021
2023
2016
2015
2014
2013
2012
2011
2010
2024
2025
2026
PROGRAM BATCH
All
Code
Name
Class Section
Academic Term
Primary Faculty
Students Count
2019 (26)
2020 (15)
2021 (35)
2022 (63)
2023 (26)
2024 (36)
2025 (15)
2026 (14)
PhD in Biotechnology 2026 (1)
Master of Philosophy in Chemistry 2026 (3)
M (3)
CH-742-SP26-MPHILCHEM2026Semester 1-M-lecture
Advanced Stereochemistry
M
Spring 2026
Dr. Mian Gul Sayed-Assistant Professor (R) -ICS
55
CH-703-SP26-MPHILCHEM2026Semester 1-M-lecture
Atomic Spectroscopy
M
Spring 2026
Dr. Muhammad Omer-Associate Professor (TTS) -ICS
55
CH-725-SP26-MPHILCHEM2026Semester 1-M-lecture
Inorganic Material Chemistry
M
Spring 2026
Dr. Rahim shah-Assistant Professor (R) -ICS
55
Master of Philosophy in Sociology 2026 (3)
MPhil in Journalism and Mass Communication 2026 (3)


CMS Semester Activity
Course Enrollment Process
Repeat/Improvement Process
Makeup Exam
UFM
Student Deletion
Component Classes
/ CH-742-SP26-MPHILCHEM2026Semester 1-M-lecture-Advanced Stereochemistry
EDIT
Print
Action
SET TO CURRENT
CREATE COURSE
DELETE STUDENTS
ADD STUDENTS
DRAFT
CURRENT
LOCKED
Name
Advanced Stereochemistry
Code
CH-742-SP26-MPHILCHEM2026Semester 1-M-lecture
Primary Class
CH-742-SP26-MPHILCHEM2026Semester 1-M-Advanced Stereochemistry
Catalogue Course
CH-742 - Advanced Stereochemistry
OBE Enabled?
Academic Term
Spring 2026
Primary Faculty
Dr. Mian Gul Sayed-Assistant Professor (R) -ICS
Priority
0
Component
Lecture
Credit Hours
3.00
Contact Hours
1.00
Students
Faculty Staff
Assessment Types
Assessments
Course Website
Calendar Of Activities
Timetable
Other info
1-40 / 55
Student
Program
Academic Session
Term
Att.(%)
Marks
264730 - Noman Khan-Pardul khan
Master of Philosophy in Chemistry - MC
2026
Spring 2026
100.00
82.00
264729 - Saeed Ullah -Safi Ullah
Master of Philosophy in Chemistry - MC
2026
Spring 2026
100.00
70.00
264727 - Najma Noor -Shahroom khan
Master of Philosophy in Chemistry - MC
2026
Spring 2026
100.00
61.00
264726 - Sadaf Javaid-Muhammad Javaid
Master of Philosophy in Chemistry - MC
2026
Spring 2026
100.00
70.00
264724 - Sumaiya Rehman-Atta ur Rehman
Master of Philosophy in Chemistry - MC
2026
Spring 2026
100.00
60.00

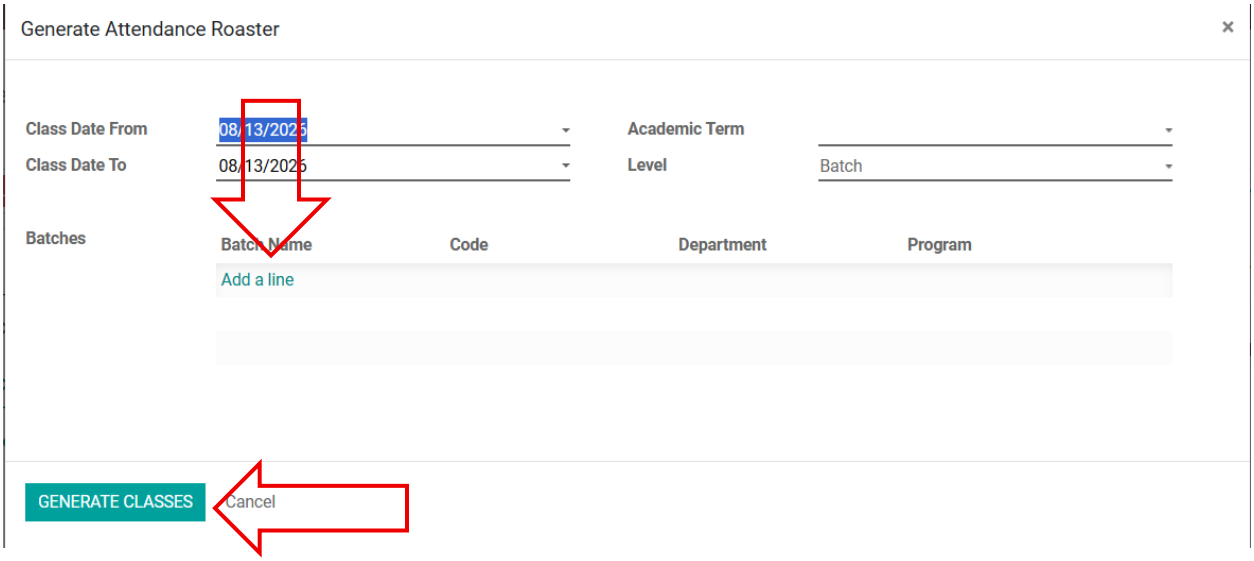
2.6 Step 6: Generate Attendance

The final step generates the attendance roster that faculty will use on their portal for the semester, week, or a chosen date range. Go to **Semester Coordinator Activity ▸ Course Enrollment Process ▸** Generate Attendance Roaster and fill in:

- **Class Date From — the semester's start date.**
- **Class Date To — the semester's end date.**
- **Academic Term — the term the roster is for.**
- **Batches — click Add a line and select each batch to generate attendance for.**

Click Generate Classes to create the roster.

Navigation: Semester Coordinator Activity ▸ Course Enrollment Process ▸ Generate Attendance ▸ Batches ▸ Generate Classes



2.7 Reference: Program Batch

Program Batch is a supporting screen used to roll a batch forward to the current term and semester before running Step 3 onward. Go to Registration ▸ Registration ▸ Program Batch, select the batch, click Edit, update the Current Term and Semester fields, then click Save.

Navigation: Registration ▸ Registration ▸ Program Batch ▸ select batch ▸ Edit ▸ Save

3. Other CMS Semester Activity Menus

The top menu bar also provides the following workflows. The steps below cover navigation only — detailed field-by-field instructions will be added once screen-by-screen screenshots are provided for each (see the note at the end of each section).

3.1 Repeat/Improvement Process

Used to manage students retaking a course (repeat) or attempting to improve a previously passed grade (improvement), outside the normal bulk registration flow.

3.2 Makeup Exam

Used to register students for makeup examinations, typically where an original exam was missed for an approved reason.

3.3 UFM (Unfair Means)

Used to record and process unfair-means (examination malpractice) cases against students.

3.4 Student Deletion

Used to remove student records that were created in error or are no longer required, distinct from changing a student's state (see Section 2.1).

3.5 Exam DateSheet

Used to build and publish the examination schedule (datesheet) for a term.

3.6 Reports

Provides the coordinator's reporting views — attendance, registration, and related summaries.

3.7 Results

Used to view or process student results for the semester.

"Note: Users may download all manuals referenced in Section 3 from the official University of Swat website."