

How to use the Management Information System (MIS)

Logging to MIS

Step 01

Go to the PGIA website (www.pgia.ac.lk) and Select MIS tab

OR

Use the following Link for MIS logging page

http://www.pgia.ac.lk/pgia_mis/index.php/home_controller/index

Step 02

Select “**Visiting Lecturer**” option button and type your username and password.

Note: Your username is your email address given in the system.

Step 03

Click on “**Login**” button to logging to MIS

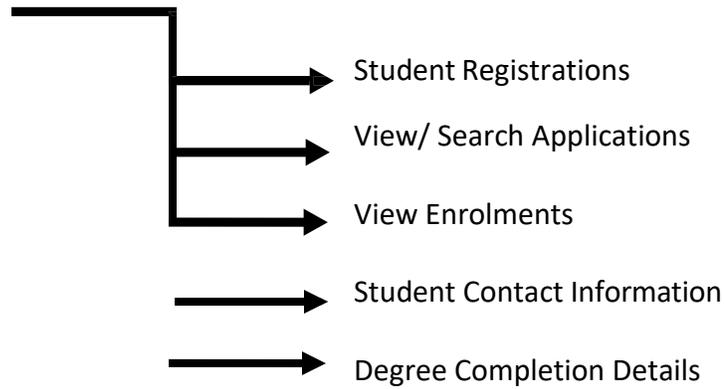
Note: You can contact IT Unit for technical assistance

E-mail: sa@pgia.ac.lk

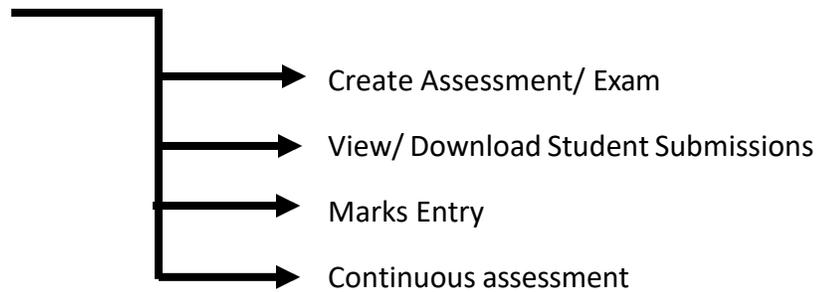
Tel: 081 - 2389726, 081-2395582

Main menu

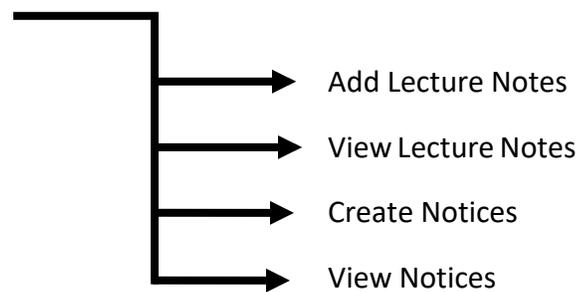
Registration



Exams and Marks



Notes/Notices



Lectures



Steps to enter students marks (Marks Entry)

Step 01

Select “**Marks Entry**” option under the “**Exams and Marks**” main menu

Step 02

Select the relevant Board of study, Academic Year, Semester and Course in given order. Next click on the “**Load Class Rolls**” button.

Step 03

Click on the “**GO**” button under the “**Enter Marks**” column.

Step 04

Select the grade and enter relevant marks for each student. Finally click on the “**Save Marks**” button to save all marks.

Note:

If you did the process correctly, you will see the message “**Marks entered successfully. Thank you**”.

Steps to enter Create Assessment/Exam

Step 01

Select “**Create Assessment/Exam**” option under the “**Exams and Marks**” main menu.

Step 02

Select the relevant Board of study, Academic Year, Semester in the given order and click on “**Load Courses**” button.

Note:

Then you will see all the courses that are relevant to the selected year and semester.

Step 03

Select the course that you want to create an assessment and fill all the required information

Step 04

Finally attach (maximum 3 attachments) documents by clicking on “SELECT FILES” button, and upload the attachments by clicking on “Submit” button.

Note:

Please make sure you have installed Adobe Flash Player on your machine. If not install it before you upload documents.

View / Download student Submissions

You will have following facilities under this sub menu

01. View / Edit submitted assessment details

02. Entering students assessment marks and download students submissions

Steps to enter students continuous assessment marks

Step 01

Select “**Continuous Assessment**” —————> “**Marks Entry**” option under the “**Exams and Marks**” main menu

Step 02

Select the relevant Board of study, Academic Year, Semester and Course in given order.

Step 03

Select the exam type and type the full marks value. Next click on the “**Load Class Rolls**” button.

Step 04

Click on the “**GO**” button under the “**Enter Marks**” column.

Step 05

Enter relevant marks for each student and submit marks by clicking on “Submit Marks” button.

Note:

You have option to change assessment type (“Add marks for the same course”).

Steps to Add Lecture Notes

Step 01

Select “**Add Lecture Notes**” option under the “**Notes/Notices**” main menu.

Step 02

Select the relevant Board of study, Academic Year, Semester in the given order and click on “**Load Courses**” button.

Note:

Then you will see all the courses that are relevant to the selected year and semester.

Step 03

Select the course that you want to add Lecturer Note and click on “**Select files**” button to attach Lecturer Note.

Step 04

Fill all required fields and attach (maximum 3 attachments) documents by clicking on “**SELECT FILES**” button, and upload the attachments by clicking on “**Submit**” button.

Note:

Please make sure you have installed Adobe Flash Player on your machine. If not install it before you upload documents.

Steps to Add Notices

Step 01

Select “**Create Notices**” option under the “**Notes/Notices**” main menu.

Step 02

Select the relevant Board of study, Academic Year, Semester in the given order and click on “**Load Courses**” button.

Note:

Then you will see all the courses that are relevant to the selected year and semester.

Step 03

Select the course that you want to create a notice and fill all required information. (Title, Notice message...)

Note:

Facility is available to submit a notice for the entire board of study students

Step 04

Click on "**Submit**" button for submission.