

Export Result File

After Login Click on **My courses** , you will get a list of your courses.
After that click on your relevant course to get its results

Home Dashboard **My courses** Site administration

8 AU Edit mode

My courses

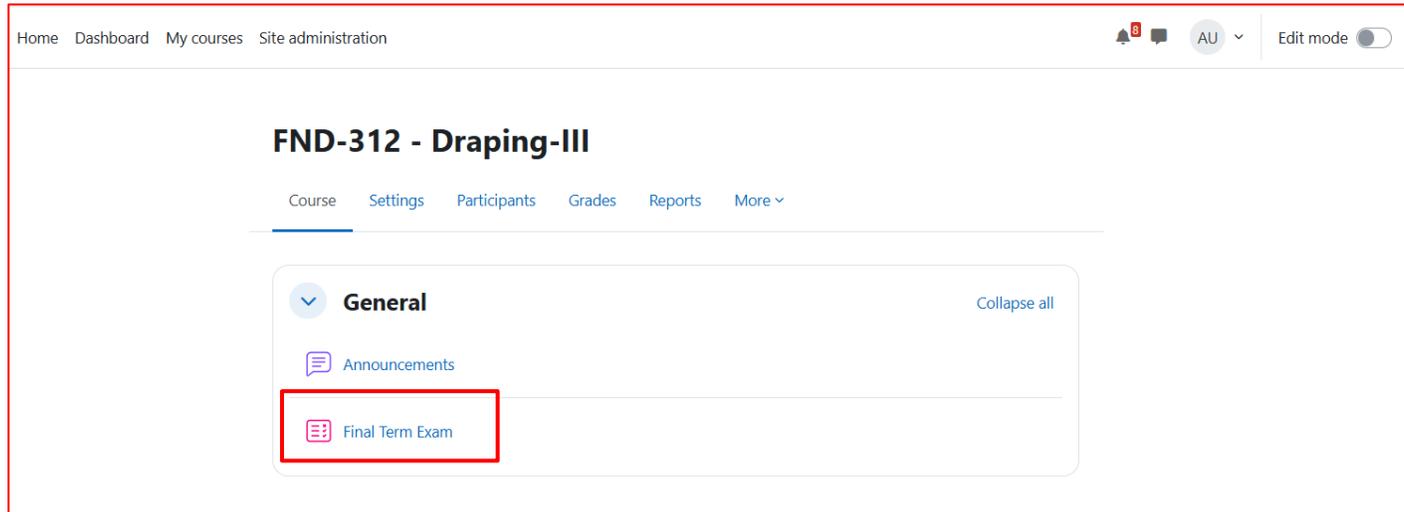
Manage courses Create course

Course overview

All Search Sort by course name

FND-312 - Draping-III
Fall 2015

After Click on the Course, you will get the Quiz you created as shown



Home Dashboard My courses Site administration

8 AU Edit mode

FND-312 - Draping-III

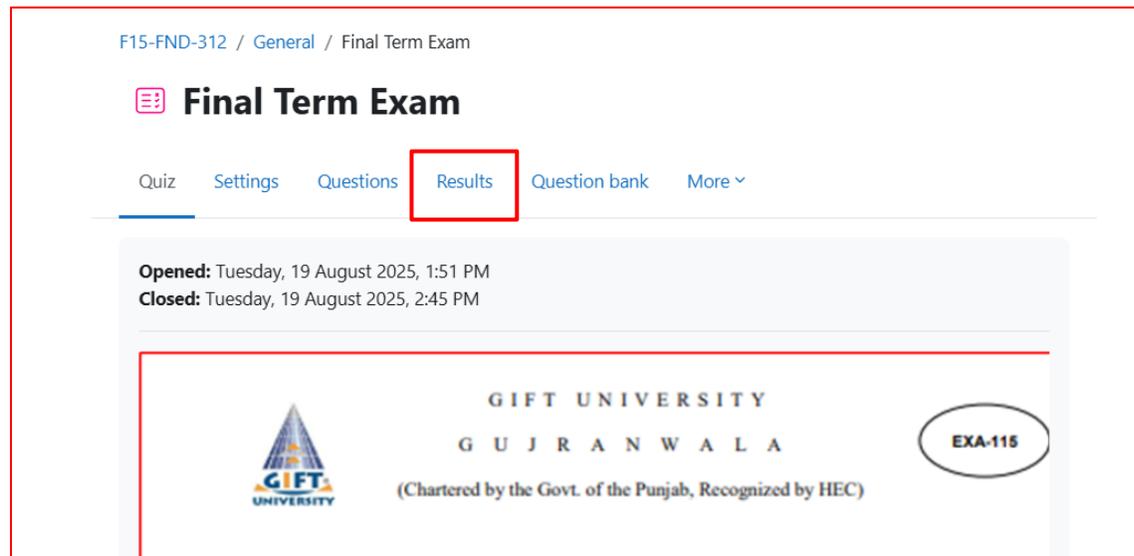
Course Settings Participants Grades Reports More

General Collapse all

Announcements

Final Term Exam

After Click on the Quiz, you will get into the Quiz. Then click on the **Results** tab as shown below



F15-FND-312 / General / Final Term Exam

Final Term Exam

Quiz Settings Questions Results Question bank More

Opened: Tuesday, 19 August 2025, 1:51 PM
Closed: Tuesday, 19 August 2025, 2:45 PM

 **GIFT UNIVERSITY**
GUJRANWALA
(Chartered by the Govt. of the Punjab, Recognized by HEC)

EXA-115

After click on **Results** tab, you need to confirm some settings as define below:

Attempts From: enrolled users who have attempted the quiz

Attempts that are: Remain as default

Show only attempts: Remain as default

▼ **What to include in the report**

Attempts from

Attempts that are In progress Overdue Finished Never submitted

Show at most one finished attempt per user (Highest grade)

Show only attempts that have been regraded / are marked as needing regrading

Display Option: Remain as Default as shown in below image

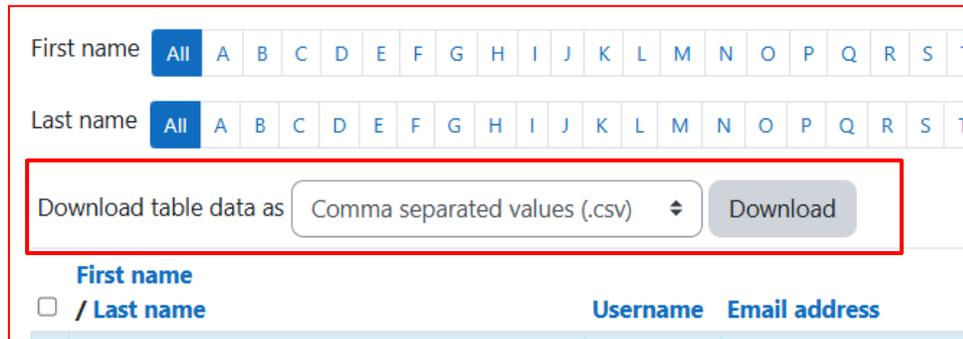
▼ **Display options**

Page size

Marks for each question

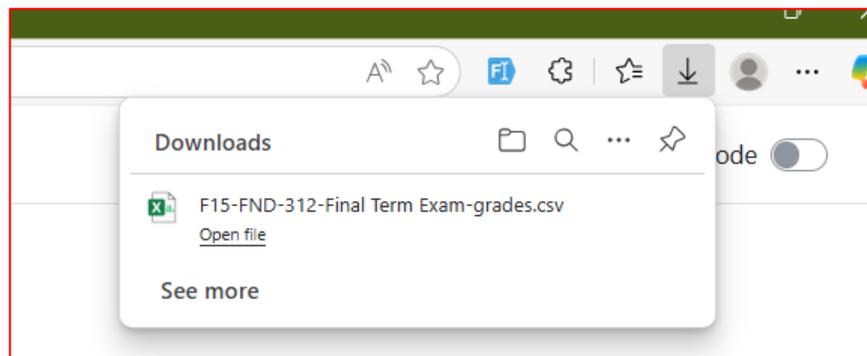
Now the option

Download table data as : must be select as **Comma separated values (.csv)**
now click the **Download button** to download the file



The screenshot shows a web form with two dropdown menus for 'First name' and 'Last name', both set to 'All'. Below these is a 'Download table data as' dropdown menu set to 'Comma separated values (.csv)', and a 'Download' button. A red box highlights the 'Download table data as' dropdown and the 'Download' button. Below the form, there are radio buttons for 'First name' (selected) and '/ Last name', and a link for 'Username Email address'.

Note: after click the download button some browsers restrict you to download the file but you need to bypass and force the browser to download it. After that you see the file as downloaded (as shown below)



Update Marks in UIS

As You have the **Download** the **Results file** of your course in **CSV format** from **CBT**

Now Login to UIS and go to the path to update marks
([Home](#) > [Examination](#) > [Exam Components](#) > [New Exam](#))

Now enter your relevant details and click on **Load Data**

Exam Components Detail

Date:	<input type="text" value="21-Aug-2025"/>	Semester:	<input type="text" value="Spring-2025"/>	Instructor:	<input type="text" value="Farwa Waheed-22"/>
Course Code:	<input type="text" value="SS-251 Creative Writing"/>	Test Type:	<input type="text" value="Final - Final Exam"/>	Test No:	<input type="text" value="1"/>
Total Marks:	<input type="text" value="30"/>	Action:	<input type="button" value="Load Data"/>		

After click on **Load Data**, you will get the following window visible as shown below

Regular QOBE CBT Excel File Import: (Standard File/Google Sheet) No file chosen

[Download Sample Excel File \(Regular\)](#)
[Download Sample Excel File \(QOBE\)](#)
[Download Sample Excel File \(CBT\)](#)

Sr#	Roll No	Student Name	Obtain Marks
1	211370002	Abdullah	<input type="text"/>
2	211370003	Abdullah Wasim Yousaf	<input type="text"/>
3	211370009	Muhammad Abdur Rehman Saeed	<input type="text"/>
4	211370015	Irfan Ahmad	<input type="text"/>

Now select **CBT** and in **Choose File** upload the file you have download from the **CBT** in **CSV Format** after that click the **Load File button** to fill the marks of student in their relevant fields.

Regular QOBE CBT

Excel File Import:
(Standard File/Google Sheet)

S25-SS-29...-grades.csv

[Download Sample Excel File \(Regular\)](#)
[Download Sample Excel File \(QOBE\)](#)
[Download Sample Excel File \(CBT\)](#)

Sr#	Roll No	Student Name	Obtain Marks
1	211370002	Abdullah	<input type="text" value="23.00"/>
2	211370003	Abdullah Wasim Yousaf	<input type="text" value="21.00"/>
3	211370009	Muhammad Abdur Rehman Saeed	<input type="text" value="24.00"/>
4	211370015	Irfan Ahmad	<input type="text" value="17.00"/>