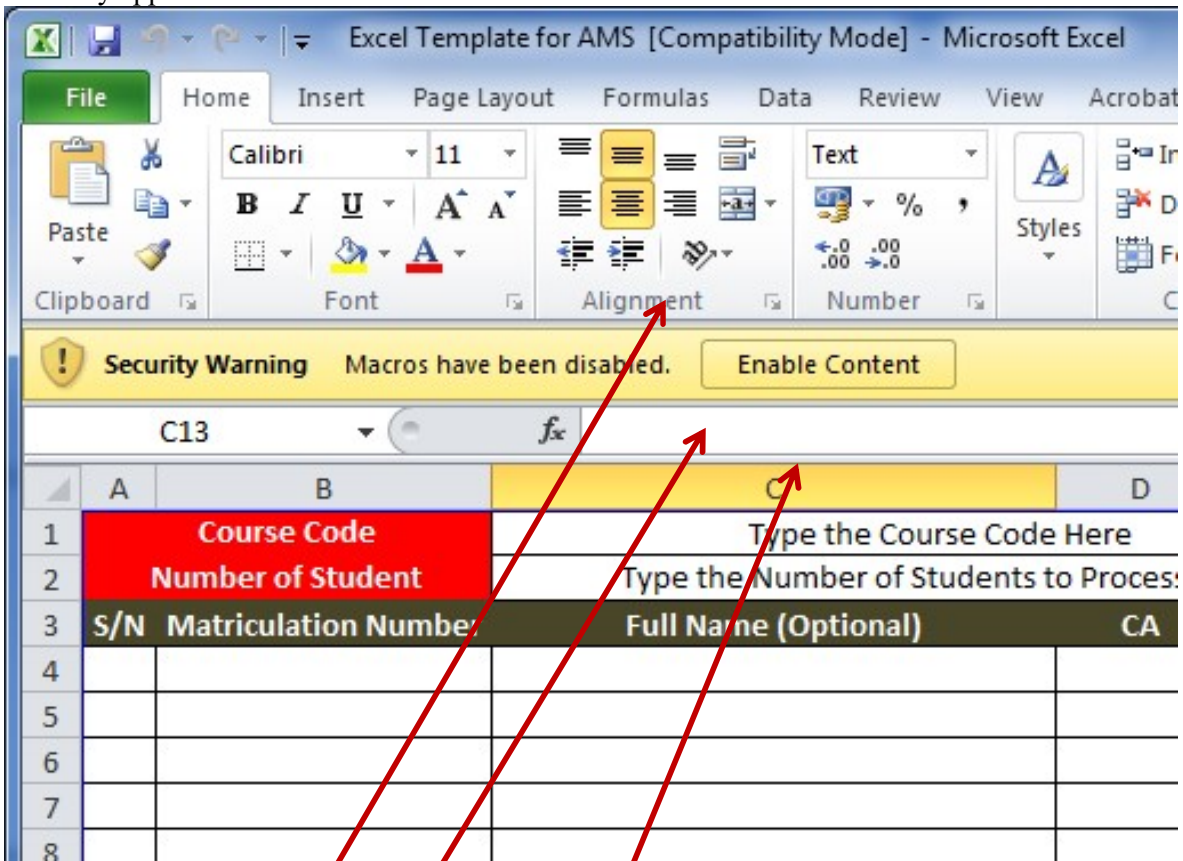


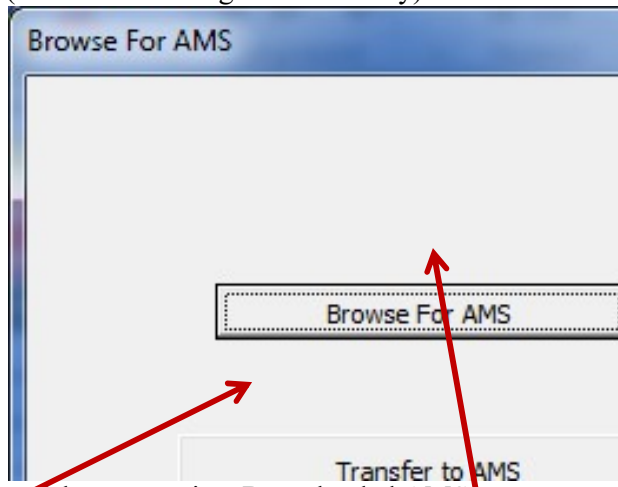
## Manual for using “Excel Template for AMS” to transfer inputted data from Excel to the downloaded AMS on *eProcess*

1. Download “Excel Template for AMS” from the Home page of <https://lids.lasu.edu.ng/index.html@p=113.html>
2. Login with your Username (PF Number) and default password to <https://ug.lids.lasu.edu.ng/ft-content/lecturers/login.php>
3. Change from your current password to a new password
4. Click Upload Results Link to access the Courses allocated to you by your HOD
5. Download AMS for each of the Courses. It may be better to re-download a fresh AMS if 100 Level students offered the Course
6. Open the “Excel Template for AMS”. The following steps must be strictly adhere to in the order they appear



7. Click to Enable macros
8. Type in the Course Code here. **(Any time you edit this field, old records will disappear)**
9. Type the Number of Students to Process Here
10. Copy your Inputted record and paste into “Matriculation Number”, “Full Name (Optional)”, “CA” and “EXAM” columns appropriately

11. Press Ctrl Key and Q (while still holding down Ctrl key)



12. Browse to the location of the appropriate Downloaded AMS

13. Transfer to AMS

14. Please wait till you receive the feedback "DONE"

15. Records not transferred are coloured yellow, while transferred ones remain white.

	A	B	C	D
1		<b>Course Code</b>	MAT 103	
2		<b>Number of Student</b>	940	
3		<b>Matriculation Number</b>	<b>Full Name (Optional)</b>	<b>CA</b>
4	1		ADENIJI BLESSING ISAAC	20
5	2		ADEWUYI ISMAIL AKANBI	16
6	3		AJAYI OLUMIDE OLANREWAJU	16
7	4		AJOFOYINBO ELIAS OLOHUNJEDA	19
8	5		ALASHE OLUWADAMILOLAAMULIKAT	16
9	6		JONAH OLUWATOSIN EMMANUEL	14
10	7		ODU OLUWATOYIN SEMEDETON	13
11	8	080911183	ODUNTAN OMOLOLA TOSIN	25

16. Before uploading the AMS on the website, please try to resolve those not transferred as much as possible by cross-checking the name written/shaded by students in the Exam with the registered name inside the AMS

17. Click on the sheet named “NotRegistered” that shows the records of those not transferred either as a result of incorrect Matric Number or the student did not registered

The screenshot shows an Excel spreadsheet titled "Excel Template for MAT 103 AMS 2 [Compatibility Mode] - Micros...". The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Acrobat. The active cell is B12. The spreadsheet content is as follows:

	A	B	C	D
1		<b>Course Code</b>	MAT 103	
2		<b>STUDENTS WITH NO RECORD ON AMS</b>		
3		<b>Matriculation Number</b>	<b>Full Name (Optional)</b>	<b>CA</b>
4	1		ADENIJI BLESSING ISAAC	
5	2		ADEWUYI ISMAIL AKANBI	
6	3		AJAYI OLUMIDE OLANREWaju	
7	4		AJOFOYINBO ELIAS OLOHUNJEDA	
8	5		ALASHE OLUWADAMILOLAAMULIKAT	
9	6		JONAH OLUWATOSIN EMMANUEL	
10	7		ODU OLUWATOYIN SEMEDETON	
11	9	080911108	GEORCHIKWIL OLIVIA ONYINVECHI	