

Marks Recording and Submission



CAMIS 2.0 User Guide for Teachers

This document is designed to guide you through the complete process of recording student marks in CAMIS 2.0. It provides clear, step-by-step instructions to lead you from your initial login to the final submission, ensuring you can navigate the system efficiently and accurately

Step 1: Log in and Verify Courses

1. Log in to <https://camis.nesa.gov.rw>.
2. Click on **Courses Verification**.
3. Confirm that your assigned classes and courses are listed correctly.

CAMIS

Term 1/2025/26
2025/2026

Navigation

- Dashboard
- Marks recording
- Courses verification**
- Marks Approval

My courses

Verify Your Assigned Courses

Please take a moment to confirm that the courses assigned to you match what you're actually teaching.
If it does not match, notify your Headteacher or DOS so it can be updated in SDMS.

| # | Course name | Class group | Level | Combination | Maximum marks |
|---|-----------------------------------|-------------|---------|-------------|---------------|
| 1 | Kinyarwanda/ Rwanda Sign Language | P2A | PRIMARY | PRIMARY | 50 |
| 2 | Kinyarwanda/ Rwanda Sign Language | P5A | PRIMARY | PRIMARY | 90 |

NYIRAHABIMANA Jacques
SCHOOL: G.S GATENGA I

Class Teacher: G.S GATENGA I

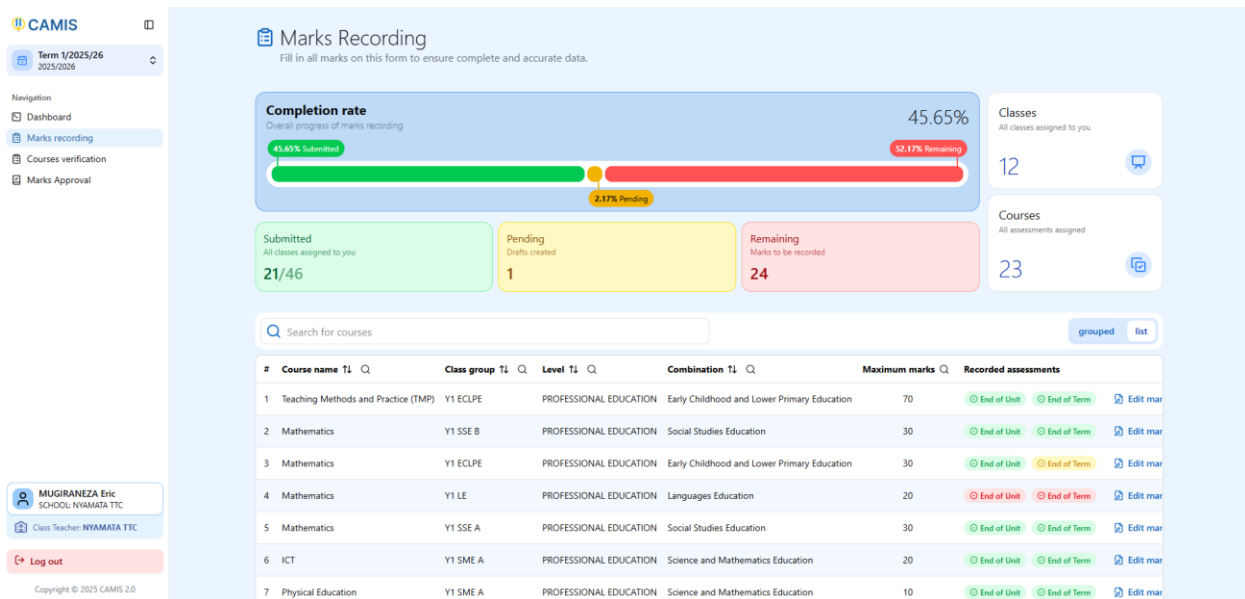
Log out

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4. **If you see errors:** Contact your Headteacher to modify the list in SDMS. **Refresh the page** to see the updates immediately.

Step 2: Access the Marks Recording Dashboard

1. Click on the **Marks Recording** module.
2. The **Teacher Dashboard** will appear, displaying your progress in percentage and using color-coded statuses:
 - **Submitted (Green):** Assessments you have successfully submitted for marks verification.
 - **Pending (Yellow):** Marks recorded but waiting for final submission.
 - **Remaining (Red):** Assessments you have not yet recorded.



Step 3: Create a Marks Sheet

1. Locate your specific Course and Class Group and click **Edit Marks**.
2. Select the specific **Assessment** you wish to record.
3. Click the **Create Draft** button.

The screenshot displays the CAMIS Marks Form for Y1 LE Mathematics. The interface includes a sidebar with navigation options like Dashboard, Marks recording, Courses verification, and Marks Approval. The main area shows a table of students with columns for No, Student number, and Student names. A modal titled 'Create marks sheet' is open, prompting the user to choose between 'End of Unit' and 'End of Term' assessments. The modal also features 'Close form' and 'Create draft' buttons.

| No | Student number | Student names |
|----|----------------|---------------------|
| 1 | 530402220133 | ABAHO Steven |
| 2 | 570704230433 | CYUZUZO Elina |
| 3 | 570405161353 | DUFITUMUKIZA Yves |
| 4 | 360116230281 | Dusengirwa |
| 5 | 110401220050 | GAHIGIRWA |
| 6 | 280505220242 | HABUMU |
| 7 | 121203160273 | IGENZAB |
| 8 | 260106181265 | IHORAH |
| 9 | 220306230143 | IMANIRI |
| 10 | 570108190423 | INGABIRE Chanceline |
| 11 | 530804230014 | IRASUBIZA ANGE |
| 12 | 280806220428 | IRATUZI DIVINE |
| 13 | 561104160698 | IRATUZI Naome |
| 14 | 560201161716 | ISHIMWE CLAIRE |
| 15 | 531304161023 | ISHIMWE Eric |

Note: You must create the draft first. Once clicked, the system will display the list of students for that class.

Step 4: Enter Student Marks

1. Enter the score in the field next to the student's name.
2. Press **Enter** on your keyboard to automatically move to the next student (you do not need to click the next box manually).

The screenshot displays the CAMIS Marks Form for 'Y1 LE Mathematics'. The form is titled 'End of Unit' and shows a progress bar at 93.88%. The table lists 14 students with their student numbers and names. The 'End of Unit' column shows marks entered for the first four students: 15, 18, 19, and 50. A red error message 'The should not be greater than 20' is displayed next to the mark 50. The interface also includes a sidebar with navigation options, a top header with form details, and a main table for entering marks.

| No | Student number | Student names | End of Unit |
|----|----------------|----------------------------|-------------|
| 1 | 530402220133 | ABAHO Steven | 15 |
| 2 | 570704230433 | CYUZUZO Elina | 18 |
| 3 | 570405161353 | DUFITUMUKIZA Yves | 19 |
| 4 | 360116230281 | Dusengimana Egide | 50 |
| 5 | 110401220050 | GAHIGIRO HIMBAZWA EMERANCE | Add marks |
| 6 | 280505220242 | HABUMUGISHA Ange | Add marks |
| 7 | 121203160273 | IGENZABARERA Cledia | Add marks |
| 8 | 260106181265 | IHORAHABONA Samuel | Add marks |
| 9 | 220306230143 | IMANIRIHO NAOMIE | Add marks |
| 10 | 570108190423 | INGABIRE Chanceline | Add marks |
| 11 | 530804230014 | IRASUBIZA ANGE | Add marks |
| 12 | 280806220428 | IRATUZI DIVINE | Add marks |
| 13 | 561104160698 | IRATUZI Naome | Add marks |
| 14 | 560201161716 | ISHIMWE CLAIRE | Add marks |

Data Validation Rules: The system ensures accuracy by rejecting invalid entries. If you enter **text**, **negative numbers**, or **scores higher than the maximum**, the box will highlight the error and display a message.

Handling Absent Students

If a student did not sit for the assessment, **do not enter "0"**. Instead

1. Click the **three dots** inside the marks box.

The screenshot shows the CAMIS Marks Form for Y1 LE Mathematics. The table lists 14 students with their marks for the End of Unit assessment. Student 6, HABUMUGISHA Ange, has a mark of 15, but the 'End of Unit' column is highlighted, showing a dropdown menu with 'MISSED' selected. The table also shows the 'Add assessment' button and the 'Save marks' and 'Submit marks' buttons.

| No | Student number | Student names | End of Unit |
|----|----------------|----------------------------|-------------|
| 1 | 530402220133 | ABAHO Steven | 15 |
| 2 | 570704230433 | CYUZUZO Elina | 18 |
| 3 | 570405161353 | DUFITUMUKIZA Yves | 19 |
| 4 | 360116230281 | Dusengimana Egide | 20 |
| 5 | 110401220050 | GAHIGIRO HIMBAZWA EMERANCE | MISSED |
| 6 | 280505220242 | HABUMUGISHA Ange | 15 |
| 7 | 121203160273 | IGENZABARERA Cledia | Add marks |
| 8 | 260106181265 | IHORAHABONA Samuel | Add marks |
| 9 | 220306230143 | IMANIRIHO NAOMIE | Add marks |
| 10 | 570108190423 | INGABIRE Chanceline | Add marks |
| 11 | 530804230014 | IRASUBIZA ANGE | Add marks |
| 12 | 280806220428 | IRATUZI DIVINE | Add marks |
| 13 | 561104160698 | IRATUZI Naome | Add marks |
| 14 | 560201161716 | ISHIMWE CLAIRE | Add marks |

2. Select **Missed** from the menu options.

The screenshot shows the CAMIS Marks Form for Y1 LE Mathematics. The table lists 14 students with their marks for the End of Unit assessment. Student 6, HABUMUGISHA Ange, has a mark of 15, but the 'End of Unit' column is highlighted, showing a dropdown menu with 'Missed' selected. The table also shows the 'Add assessment' button and the 'Save marks' and 'Submit marks' buttons.

| No | Student number | Student names | End of Unit |
|----|----------------|----------------------------|-------------|
| 1 | 530402220133 | ABAHO Steven | 15 |
| 2 | 570704230433 | CYUZUZO Elina | 18 |
| 3 | 570405161353 | DUFITUMUKIZA Yves | 19 |
| 4 | 360116230281 | Dusengimana Egide | 20 |
| 5 | 110401220050 | GAHIGIRO HIMBAZWA EMERANCE | MISSED |
| 6 | 280505220242 | HABUMUGISHA Ange | 15 |
| 7 | 121203160273 | IGENZABARERA Cledia | Add marks |
| 8 | 260106181265 | IHORAHABONA Samuel | Add marks |
| 9 | 220306230143 | IMANIRIHO NAOMIE | Add marks |
| 10 | 570108190423 | INGABIRE Chanceline | Add marks |
| 11 | 530804230014 | IRASUBIZA ANGE | Add marks |
| 12 | 280806220428 | IRATUZI DIVINE | Add marks |
| 13 | 561104160698 | IRATUZI Naome | Add marks |
| 14 | 560201161716 | ISHIMWE CLAIRE | Add marks |

Important: Entering "0" implies the student took the test and failed. Selecting "Missed" ensures the system correctly categorizes them as absent.

Step 4a: Special Instruction for Lower Primary Kinyarwanda (End of Term)

If you are recording **End of Term** marks for **Kinyarwanda** or **Kinyarwanda Sign Language** (LEGRA), follow these specific rules:

1. Reading Fluency (Yellow Column):

- Locate the subtask labeled **Words Number** (highlighted in yellow).
- Enter the **count of words** the student read correctly.

| No | Student number | Student names | End of Unit | End of Term |
|----|----------------|-----------------------|-------------|-------------|
| 1 | 130208240166 | ABUURU Merveille | 35/50 | MISSED |
| 2 | 130208250141 | AKARIZA | | PENDING |
| 3 | 121304240010 | BAHINTE | | PENDING |
| 4 | 130208230084 | BERUMU | | PENDING |
| 5 | 450103220269 | BUGENIM | | PENDING |
| 6 | 130208230130 | CYUSA B | | PENDING |
| 7 | 510103250132 | CYUZUZ | | PENDING |
| 8 | 130208240099 | GANZA | | PENDING |
| 9 | 130208250207 | HIRWA A | | PENDING |
| 10 | 240613240140 | IGIHOZO | | PENDING |
| 11 | 130208230003 | IMENA GIKUNDIRO BRYAN | 23/50 | Add marks |
| 12 | 130208230264 | INEZA AIME | 25/50 | Add marks |
| 13 | 130208240016 | INEZA Loic Shalon | 45/50 | Add marks |
| 14 | 130208230047 | INEZA AIME BLESSING | 44/50 | Add marks |

Note: Do not calculate the score yourself. The system will automatically convert the word count into marks.

2. **Other Subtasks:** Enter the marks directly as usual then click save changes button.

3. For Absent Students:

- Click the yellow button labeled **Missing Marks: Add a Reason** next to the student's name.
- Select **Missed** from the dropdown menu.

4. click **save changes** button

Step 5: Save Your Progress

1. **Check the Status:** A **yellow dot** inside the marks box indicates that the mark has not yet been saved.

CAMIS Marks Form: Y1 LE Mathematics

Assessments: 1 Submitted: 0 Changes: 49

Exit draft End of Unit 100%

Save marks 49 Submit marks

| No | Student number | Student names | End of Unit Max: 20 PENDING Changes: 49 |
|----|----------------|----------------------------|--|
| 1 | 530402220133 | ABAHO Steven | 15 |
| 2 | 570704230433 | CYUZUZO Elina | 18 |
| 3 | 570405161353 | DUFITUMUKIZA Yves | 19 |
| 4 | 360116230281 | Dusengimana Egide | 20 |
| 5 | 110401220050 | GAHIGIRO HIMBAZWA EMERANCE | MISSED |
| 6 | 280505220242 | HABUMUGISHA Ange | MISSED |
| 7 | 121203160273 | IGENIZABARERA Cledia | 15 |
| 8 | 260106181265 | IHORAHABONA Samuel | 15 |
| 9 | 220306230143 | IMANIRIHO NAOMIE | 15 |
| 10 | 570108190423 | INGABIRE Chanceline | 4 |
| 11 | 530804230014 | IRASUBIZA ANGE | 0 |
| 12 | 280806220428 | IRATUZI DIVINE | 15 |
| 13 | 561104160698 | IRATUZI Naome | 18 |
| 14 | 560201161716 | ISHIMWE CLAIRE | 19 |

MUGIRANEZA Eric
SCHOOL: NYAMATA TTC
Class Teacher: NYAMATA TTC

Log out

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2. **Save:** Click the **Save Marks** button to save marks in CAMIS.

CAMIS Marks Form: Y1 LE Mathematics

Assessments: 1 Submitted: 0 Changes: 0

Close Marks sheet End of Unit

Marks updated successfully

Save marks Submit marks

| No | Student number | Student names | End of Unit Max: 20 PENDING |
|----|----------------|----------------------|--------------------------------|
| 37 | 520321220149 | SHEMA John | 5 |
| 38 | 260303181626 | TUMUKUNDE Jessica | 5 |
| 39 | 130809160085 | UMUGWANEZA HONOLINE | 5 |
| 40 | 560715182138 | UMULISA Joslane | 5 |
| 41 | 561104160834 | UMUTESI Claudine | 5 |
| 42 | 550605230467 | UMUTONIWASE DIVINE | 5 |
| 43 | 120307200328 | UMUTONIWASE Rebecca | 5 |
| 44 | 320311190464 | UWAMARIYA Cecile | 5 |
| 45 | 230316190054 | UWAMARIYA SYLVIE | 15 |
| 46 | 130208173850 | UWASE CHANCE | 5 |
| 47 | 540457220108 | UWASE Kevine | 5 |
| 48 | 561104181780 | UWINEZA Kevine | 18 |
| 49 | 510611220100 | UWITUZE QUEEN BELYSE | MISSED |

MUGIRANEZA Eric
SCHOOL: NYAMATA TTC
Class Teacher: NYAMATA TTC

Log out

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Important Note on Unsaved Data: If you do not click "Save," your entries are stored **temporarily on your current device only**.

- You can close the browser and return to finish later on the *same* device.
- However, if you switch to a **different device**, your unsaved marks will **not** appear.
- **Recommendation:** Always click **Save Marks** before leaving to ensure your data is accessible from anywhere.

Step 6: Validate and Submit Marks

1. Once all marks are entered and saved, click **Submit Marks** to send them to the Class Teacher for verification.

The screenshot shows the CAMIS Marks Form interface for Y1 LE Mathematics. The table lists 11 students with their marks for the End of Unit assessment. The last student, UWINEZA Kevine, has a mark of 18. The interface includes a sidebar with navigation options, a top bar with assessment statistics, and a right panel with an 'Add assessment' button.

| No | Student number | Student names | End of Unit |
|----|----------------|----------------------|-------------|
| 37 | 520321220149 | SHEMA John | 5 |
| 38 | 260303181626 | TUMUKUNDE Jessica | 5 |
| 39 | 130809160085 | UMUGWANEZA HONOLINE | 5 |
| 40 | 560715182138 | UMULISA Josiane | 5 |
| 41 | 561104160834 | UMUTESI Claudine | 5 |
| 42 | 550605230467 | UMUTONIWASE DIVINE | 5 |
| 43 | 120307200328 | UMUTONIWASE Rebecca | 5 |
| 44 | 320311190464 | UWAMARIYA Cecile | 5 |
| 45 | 230316190054 | UWAMARIYA SYLVIE | 15 |
| 46 | 130208173850 | UWASE CHANCE | 5 |
| 47 | 540457220108 | UWASE Kevine | 5 |
| 48 | 561104181780 | UWINEZA Kevine | 18 |
| 49 | 510611220100 | UWITUZE QUEEN BELYSE | MISSED |

2. A **Validation Window** will open to review your data.

3. Check the status indicators:

- **Green Tick:** The validation passed.

The screenshot shows the CAMIS Marks Form interface with a validation window overlaying the table. The validation window displays several green checkmarks indicating that the marks submission is valid. The window includes a title 'Marks submission', a subtitle 'Validate the marks before submitting the marks', and a list of validation checks with green checkmarks.

| No | Student number | Student names | End of Unit |
|----|----------------|----------------------|-------------|
| 37 | 520321220149 | SHEMA John | 5 |
| 38 | 260303181626 | TUMUKUNDE Jessica | 5 |
| 39 | 130809160085 | UMUGWANEZA HONOLINE | 5 |
| 40 | 560715182138 | UMULISA Josiane | 5 |
| 41 | 561104160834 | UMUTESI Claudine | 5 |
| 42 | 550605230467 | UMUTONIWASE DIVINE | 5 |
| 43 | 120307200328 | UMUTONIWASE Rebecca | 5 |
| 44 | 320311190464 | UWAMARIYA Cecile | 5 |
| 45 | 230316190054 | UWAMARIYA SYLVIE | 15 |
| 46 | 130208173850 | UWASE CHANCE | 5 |
| 47 | 540457220108 | UWASE Kevine | 5 |
| 48 | 561104181780 | UWINEZA Kevine | 1 |
| 49 | 510611220100 | UWITUZE QUEEN BELYSE | MISSED |

- **Red Mark:** The validation failed. You **cannot submit** until you fix these specific errors.

The screenshot shows the CAMIS Marks Form for Y1 LE Mathematics. A 'Marks submission' modal is open, displaying various checks: 'Selected mark sheet' (green), 'No invalid entries' (red), 'Reasons correctly applied' (green), 'All marks saved' (red), 'No duplicate records' (green), and 'Complete student coverage' (green). The modal also shows '3 Passed' and '2 Failed' counts, and an 'Approve marks' button.

4. Once all checks are green, click **Approve Marks** to finalize the submission.

Important Post-Submission Notes:

- **Locked Status:** Once submitted, the status changes to **Approved**. You can no longer edit these marks. To make changes, the Class Teacher must **Reject** the assessment to return access to you.
- **Security Recommendation:** We highly recommend submitting marks immediately after entering data for all students. This **secures the marks**, ensuring no one else can alter them.

Step 7: Add a New Assessment

Prerequisite: You must **submit the current assessment** before the system will allow you to add a new one.

Once the previous assessment is submitted, use one of the following methods to start the next one:

1. Click the **+ sign** located next to the previous assessment column.
2. **OR** click the blue **Add Assessment** button.

The screenshot shows the CAMIS Marks Form for Y1 LE Mathematics. The interface includes a navigation sidebar on the left with options like Dashboard, Marks recording, Courses verification, and Marks Approval. The main area displays a table of student marks. The table has four columns: No, Student number, Student names, and End of Unit. The 'End of Unit' column shows scores and status (APPROVED or MISSED). A '+ Add assessment' button is visible on the right side of the table.

| No | Student number | Student names | End of Unit |
|----|----------------|----------------------------|----------------|
| 1 | 530402220133 | ABAHO Steven | 15/20 APPROVED |
| 2 | 570704230433 | CYUZUZO Elina | 18/20 |
| 3 | 570405161353 | DUFITUMUKIZA Yves | 19/20 |
| 4 | 360116230281 | Dusengimana Egide | 20/20 |
| 5 | 110401220050 | GAHIGIRO HIMBAZWA EMERANCE | MISSED |
| 6 | 280505220242 | HABUMUGISHA Ange | MISSED |
| 7 | 121203160273 | IGENZABARERA Cledia | 15/20 |
| 8 | 260106181265 | IHORAHABONA Samuel | 15/20 |
| 9 | 220306230143 | IMANIRIHO NAOMIE | 15/20 |
| 10 | 570108190423 | INGABIRE Chanceline | 4/20 |
| 11 | 530804230014 | IRASUBIZA ANGE | 0/20 |
| 12 | 280806220428 | IRATUZI DIVINE | 15/20 |
| 13 | 561104160698 | IRATUZI Naome | 18/20 |
| 14 | 560201161716 | ISHIMWE CLAIRE | 19/20 |

3. Once clicked, repeat **Step 3** to create the draft for the new assessment.

Note on Assessment Types: The required assessments vary based on the Level, Combination, Trade, and Course Type.

- *Example:* For **Entrepreneurship**, you must record three: **End of Unit**, **End of Term**, and **Project**.

Step 8: Exit to Switch Courses

To finish working on the current and switch to a different course or class:

1. Ensure you have **saved** your current marks.
2. Click the red **Close Marks Sheet** button.

The screenshot shows the CAMIS Marks Form interface for Y1 LE Mathematics. The top navigation bar includes the CAMIS logo, the term 'Term 1/2025/26', and a 'Close Marks sheet' button. The main table displays student marks for the 'End of Unit' and 'End of Term' assessments. The 'End of Unit' column shows 'APPROVED' status, and the 'End of Term' column shows 'PENDING' status. The table lists 13 students with their respective marks and percentages. A sidebar on the left contains navigation links for Dashboard, Marks recording, Courses verification, and Marks Approval. A bottom sidebar shows the user profile for MUGIRANEZA Eric, School: NYAMATA TTC, and a 'Log out' button.

| No | Student number | Student names | End of Unit Max: 20 | End of Term Max: 20 |
|----|----------------|----------------------------|------------------------|------------------------|
| 1 | 530402220133 | ABAHO Steven | 15/20 | 4 |
| 2 | 570704230433 | CYUZUZO Elina | 18/20 | 16 |
| 3 | 570405161353 | DUFITUMUKIZA Yves | 19/20 | 6 |
| 4 | 360116230281 | Dusengimana Egide | 20/20 | 15 |
| 5 | 110401220050 | GAHIGIRO HIMBAZWA EMERANCE | MISSED | 19 |
| 6 | 280505220242 | HABUMUGISHA Ange | MISSED | 20 |
| 7 | 121203160273 | IGENZABARERA Cledia | 15/20 | 12 |
| 8 | 260106181265 | IHORAHABONA Samuel | 15/20 | 12 |
| 9 | 220306230143 | IMANIRIHO NAOMIE | 15/20 | 15 |
| 10 | 570108190423 | INGABIRE Chanceline | 4/20 | 1 |
| 11 | 530804230014 | IRASUBIZA ANGE | 0/20 | 20 |
| 12 | 280806220428 | IRATUZI DIVINE | 15/20 | 0 |
| 13 | 561104160698 | IRATUZI Naome | 18/20 | 14 |

3. Click the red **Close Form** button to completely exit the module.

The screenshot shows the CAMIS Marks Form interface for Y1 LE Mathematics. The top navigation bar includes the CAMIS logo, the term 'Term 1/2025/26', and a 'Close Form' button. The main table displays student marks for the 'End of Unit' and 'End of Term' assessments. The 'End of Unit' column shows 'APPROVED' status, and the 'End of Term' column shows 'PENDING' status. The table lists 13 students with their respective marks and percentages. A sidebar on the left contains navigation links for Dashboard, Marks recording, Courses verification, and Marks Approval. A bottom sidebar shows the user profile for MUGIRANEZA Eric, School: NYAMATA TTC, and a 'Log out' button.

| No | Student number | Student names | End of Unit Max: 20 | End of Term Max: 20 |
|----|----------------|----------------------------|------------------------|------------------------|
| 1 | 530402220133 | ABAHO Steven | 15/20 | 4/20 |
| 2 | 570704230433 | CYUZUZO Elina | 18/20 | 16/20 |
| 3 | 570405161353 | DUFITUMUKIZA Yves | 19/20 | 6/20 |
| 4 | 360116230281 | Dusengimana Egide | 20/20 | 15/20 |
| 5 | 110401220050 | GAHIGIRO HIMBAZWA EMERANCE | MISSED | 19/20 |
| 6 | 280505220242 | HABUMUGISHA Ange | MISSED | 20/20 |
| 7 | 121203160273 | IGENZABARERA Cledia | 15/20 | 12/20 |
| 8 | 260106181265 | IHORAHABONA Samuel | 15/20 | 12/20 |
| 9 | 220306230143 | IMANIRIHO NAOMIE | 15/20 | 15/20 |
| 10 | 570108190423 | INGABIRE Chanceline | 4/20 | 1/20 |
| 11 | 530804230014 | IRASUBIZA ANGE | 0/20 | 20/20 |
| 12 | 280806220428 | IRATUZI DIVINE | 15/20 | 0/20 |
| 13 | 561104160698 | IRATUZI Naome | 18/20 | 14/20 |

Conclusion: Verifying Completion

Return to your **Teacher Dashboard** to check your overall progress. If the status bar displays **100% in Green**:

The screenshot displays the CAMIS Marks Recording interface. On the left is a navigation sidebar with links to Dashboard, Marks recording, Courses verification, and Marks Approval. The main content area is titled 'Marks Recording' and includes a completion rate bar at 100% (labeled '100% Submitted'). Below this are three status boxes: 'Submitted' (4/4), 'Pending' (0/0), and 'Remaining' (0/0). To the right, there are summary cards for 'Classes' (2) and 'Courses' (2). At the bottom, a table lists recorded assessments for two courses.

| # | Course name | Class group | Level | Combination | Maximum marks | Recorded assessments |
|---|-----------------------------------|-------------|---------|-------------|---------------|--------------------------|
| 1 | Kinyarwanda/ Rwanda Sign Language | P2A | PRIMARY | PRIMARY | 50 | End of Unit, End of Term |
| 2 | Kinyarwanda/ Rwanda Sign Language | PSA | PRIMARY | PRIMARY | 90 | End of Unit, End of Term |

Congratulations! You have successfully recorded and submitted all required assessments for every class and course you teach.

END