

# Marks Recording and Submission

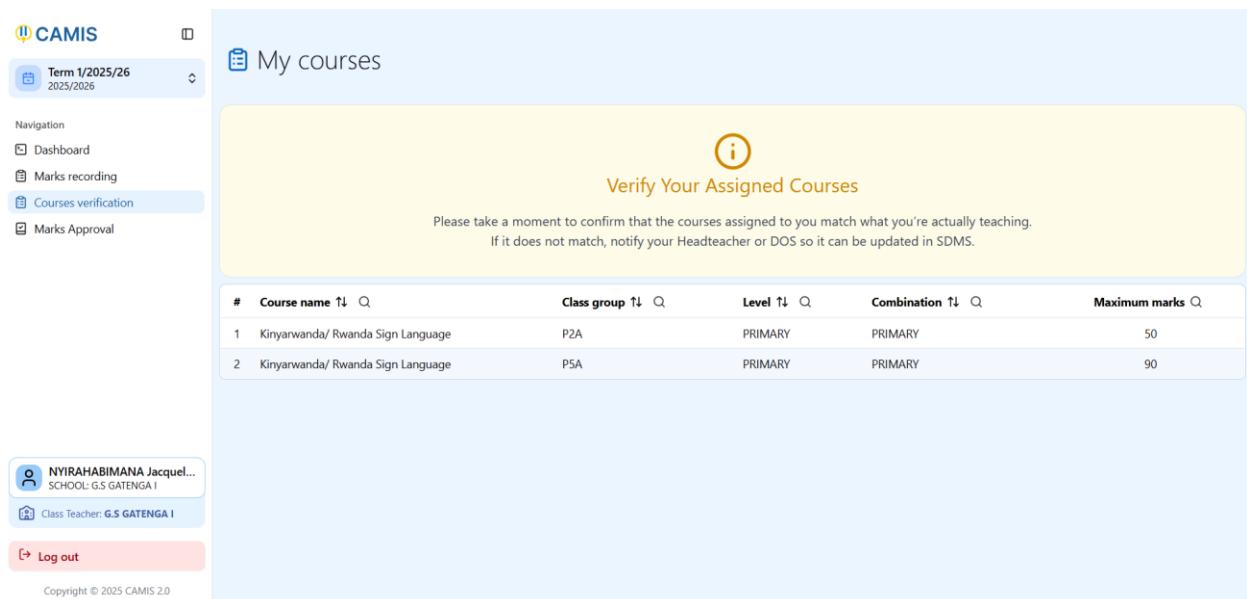


# CAMIS 2.0 User Guide for Teachers

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.



My courses

Verify Your Assigned Courses

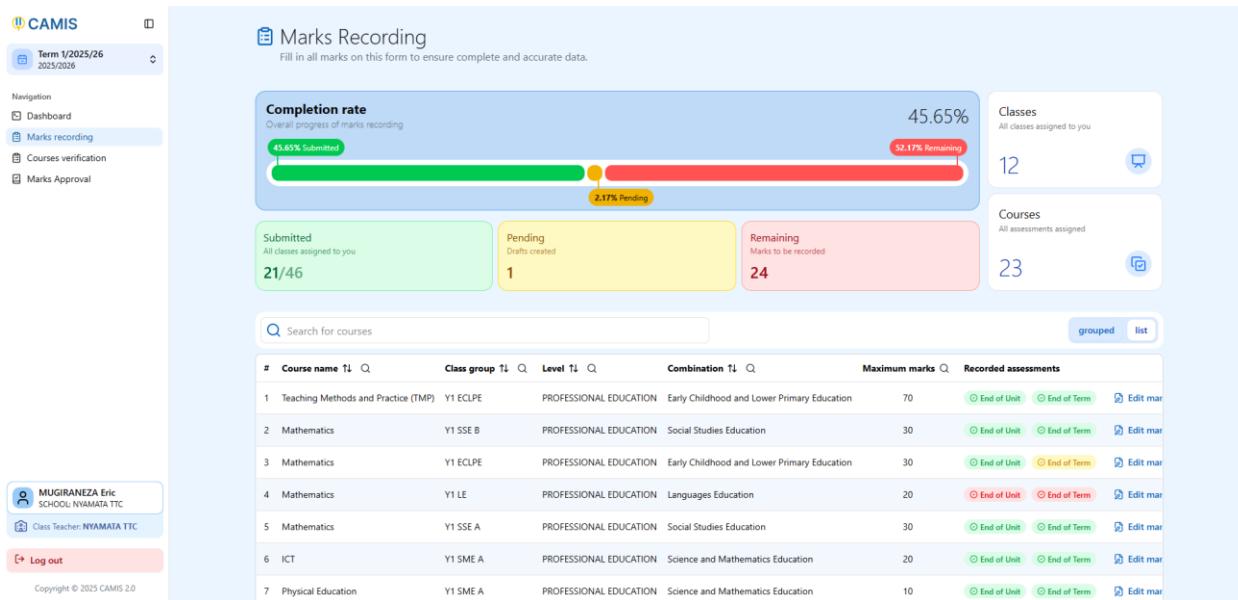
Please take a moment to confirm that the courses assigned to you match what you're actually teaching. If it does not match, notify your Headteacher or DOS so it can be updated in SDMS.

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

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

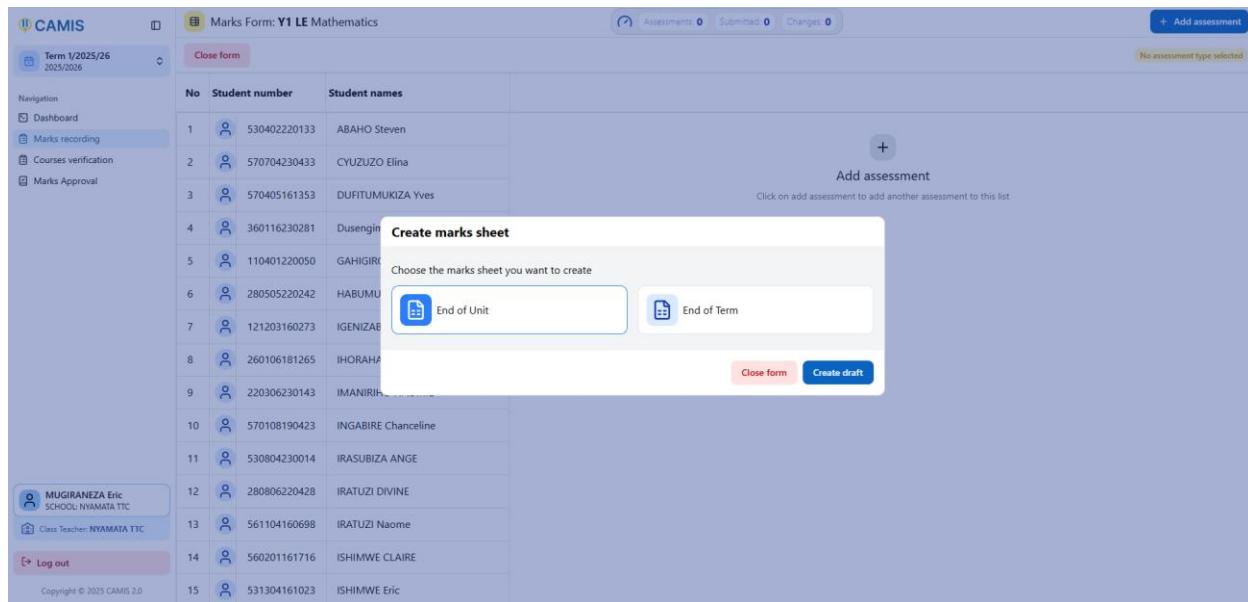
## Step 2: Access the Marks Recording Dashboard

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.



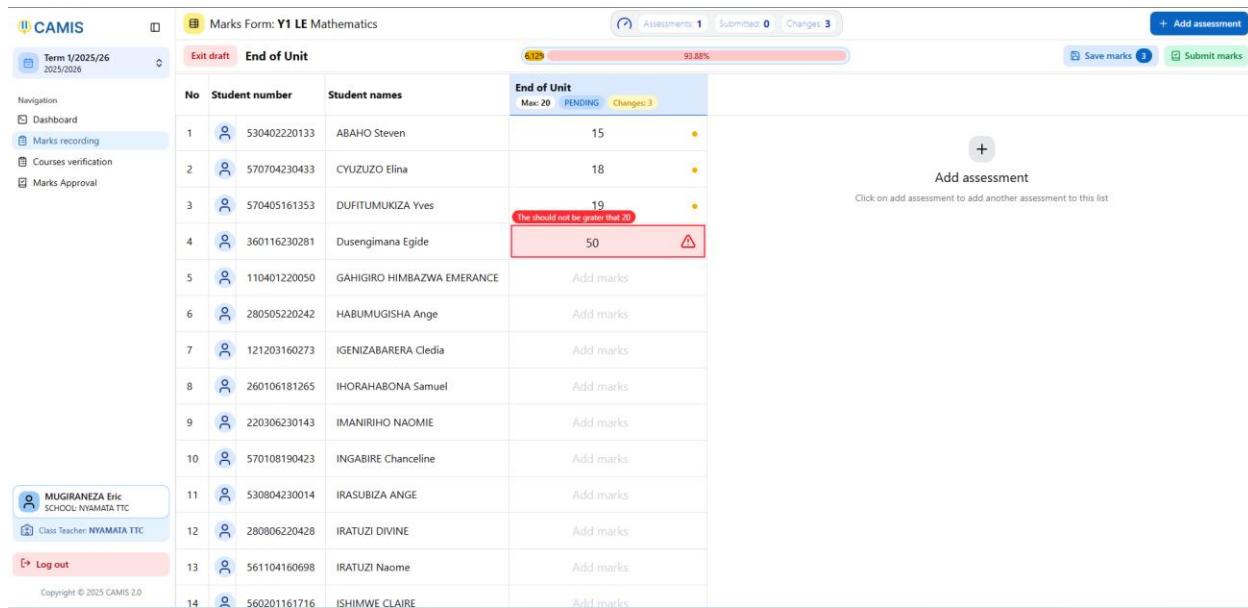
The screenshot shows the CAMIS Marks Form interface for Term 2/2025/26. The left sidebar includes 'Dashboard', 'Marks recording' (which is selected), 'Courses verification', and 'Marks Approval'. The main area displays a table of students with columns for 'No', 'Student number', and 'Student names'. A modal window titled 'Create marks sheet' is open, asking 'Choose the marks sheet you want to create' with options 'End of Unit' and 'End of Term'. At the bottom of the modal are 'Close form' and 'Create draft' buttons. The top right of the screen shows 'Assessments 0', 'Submitted 0', and 'Changes 0'.

No	Student number	Student names
1	530402220133	ABAHO Steven
2	570704230433	CYUZUZO Elina
3	570405161353	DUFITUMUKIZA Yves
4	360116230281	Dusengir
5	110401220050	GAHIGIRI
6	280505220242	HABUMU
7	121203160273	IGENIZAB
8	260106181265	IHORAH
9	220306230143	IMANIRI
10	570108190423	INGABIRE Chanceline
11	530804230014	IRASUBIZA ANGE
12	280806220428	IRATUZI DIVINE
13	56110416069	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 shows the CAMIS Marks Form for Y1 LE Mathematics. The interface includes a navigation sidebar with links for Dashboard, Marks recording, Courses verification, and Marks Approval. The main area displays a table of student marks with columns for No, Student number, Student names, and End of Unit. The 'End of Unit' column shows marks for 14 students. Row 4, for student 360116230281, has a mark of 50, which is highlighted in red with a warning icon and a message: 'The value should not be greater than 20'. Other rows show marks like 15, 18, 19, and 20. A sidebar on the right shows a progress bar at 93.88% and buttons for 'Save marks' and 'Submit marks'. A note at the bottom right says 'Click on add assessment to add another assessment to this list'.

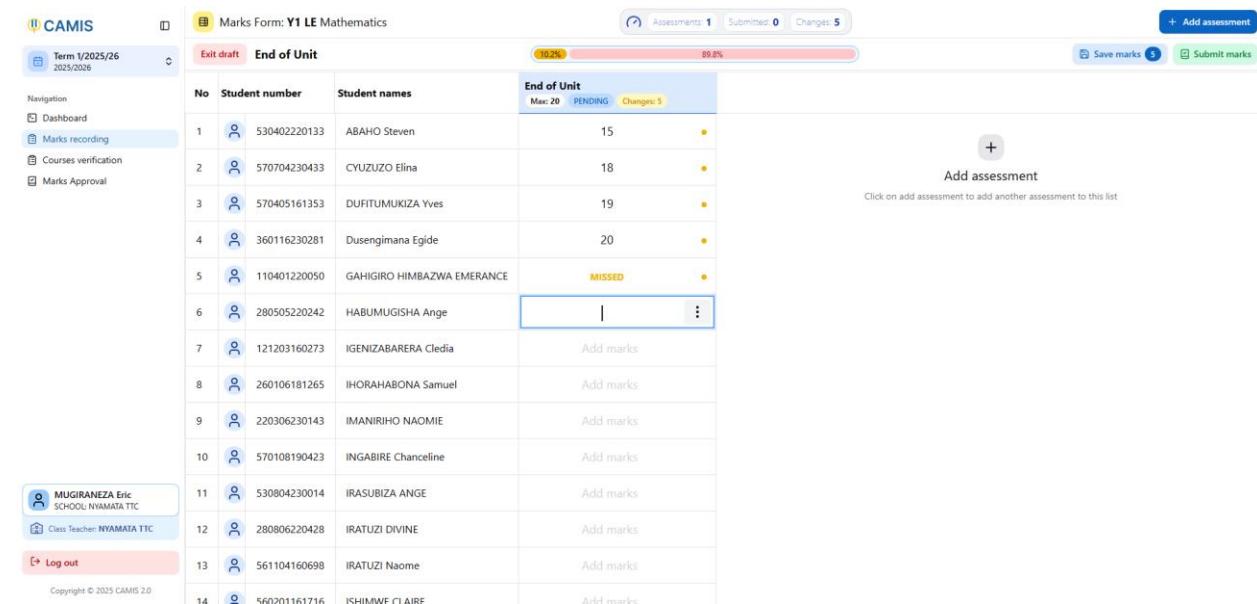
No	Student number	Student names	End of Unit
1	530402220133	ABAHO Steven	15
2	570704230433	CYUZUZO Elina	18
3	570405161353	DUFITUMUKIZA Yves	19
4	360116230281	Dusengimana Egide	50
5	110401220050	GAHIGIRO HIMBAZWA EMERANCE	Add marks
6	280505220242	HABUMUGISHA Ange	Add marks
7	121203160273	IGENIZABARERA 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

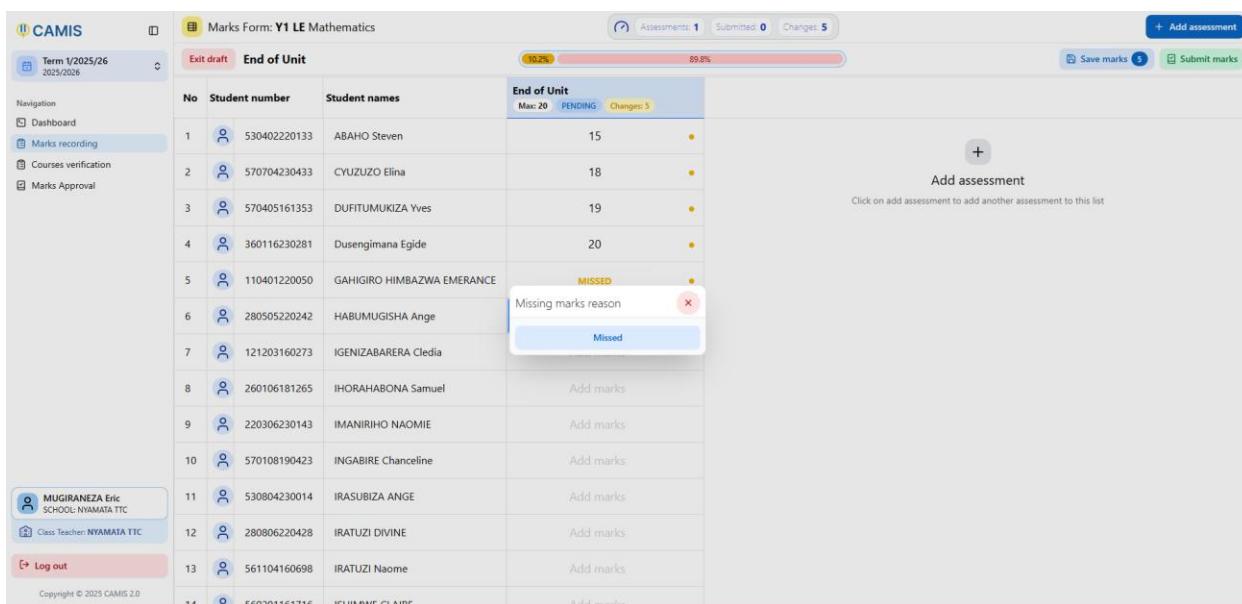
If a student did not sit for the assessment, **do not enter "0"**. Instead

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



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	<b>MISSED</b>
6	280505220242	HABUMUGISHA Ange	<b>15</b>
7	121203160273	IGENIZABARERA 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.



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	<b>MISSED</b>
6	280505220242	HABUMUGISHA Ange	<b>15</b>
7	121203160273	IGENIZABARERA Cledia	Missing marks reason
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

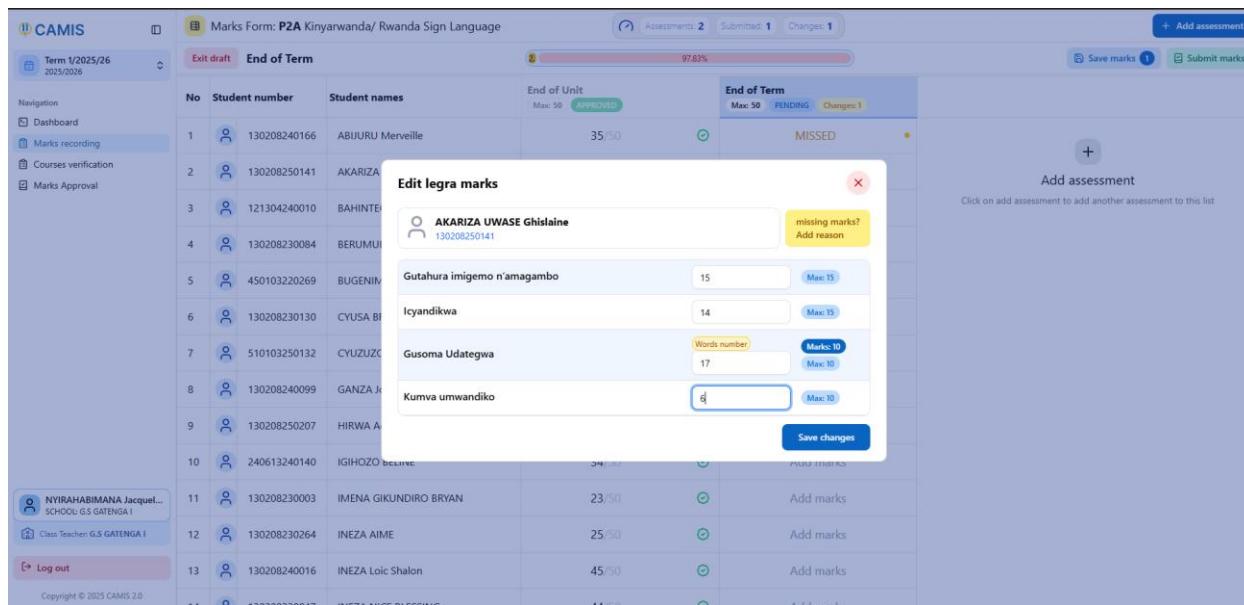
**Important:** Entering "0" implies the student took the test and failed. Selecting "Missed" ensures the system correctly categorizes them as absent.

## 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.



**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.

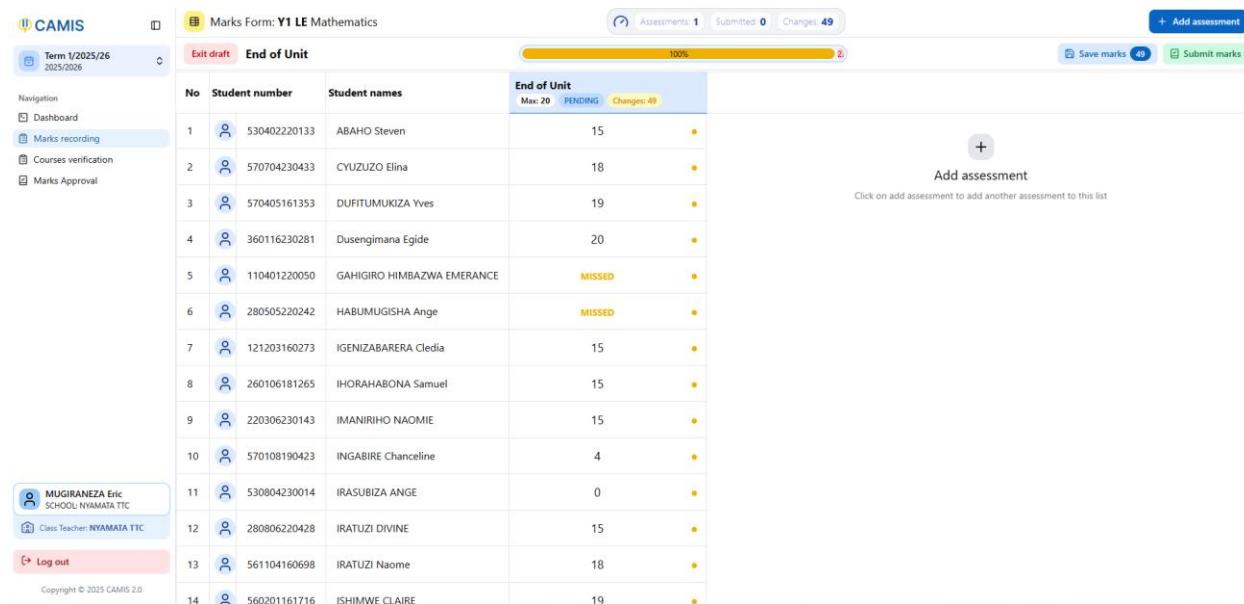
### 3. For Absent Students:

- 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

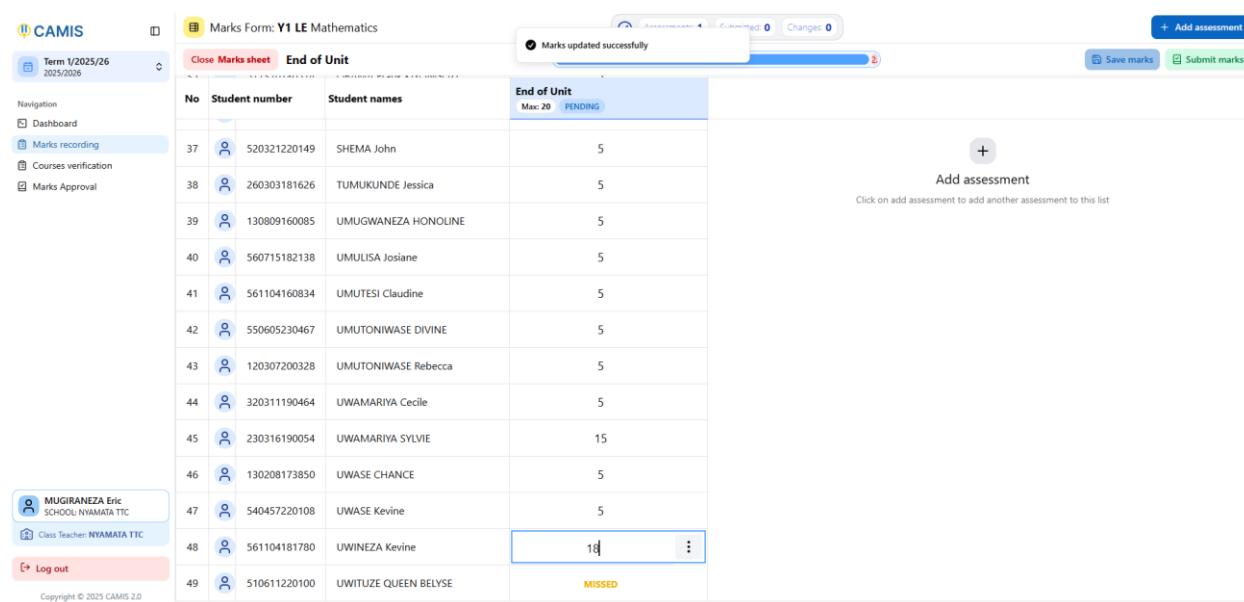
1. **Check the Status:** A **yellow dot** inside the marks box indicates that the mark has not yet been saved.



The screenshot shows the CAMIS Marks Form for Y1 LE Mathematics. The interface includes a navigation sidebar with 'Dashboard', 'Marks recording' (selected), 'Courses verification', and 'Marks Approval'. The main area displays a table of student marks with columns for 'No', 'Student number', 'Student names', and 'End of Unit' (Max: 20, PENDING, Changes: 49). A yellow dot is visible in the 'End of Unit' column for student 14. Buttons for 'Save marks' (49) and 'Submit marks' are at the top right. A message 'Marks updated successfully' is shown in a toast notification.

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

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



The screenshot shows the CAMIS Marks Form for Y1 LE Mathematics after saving. The interface is identical to the previous one, but a toast notification at the top right says 'Marks updated successfully'. The yellow dot in the 'End of Unit' column for student 14 is still present, indicating that the mark has not yet been submitted.

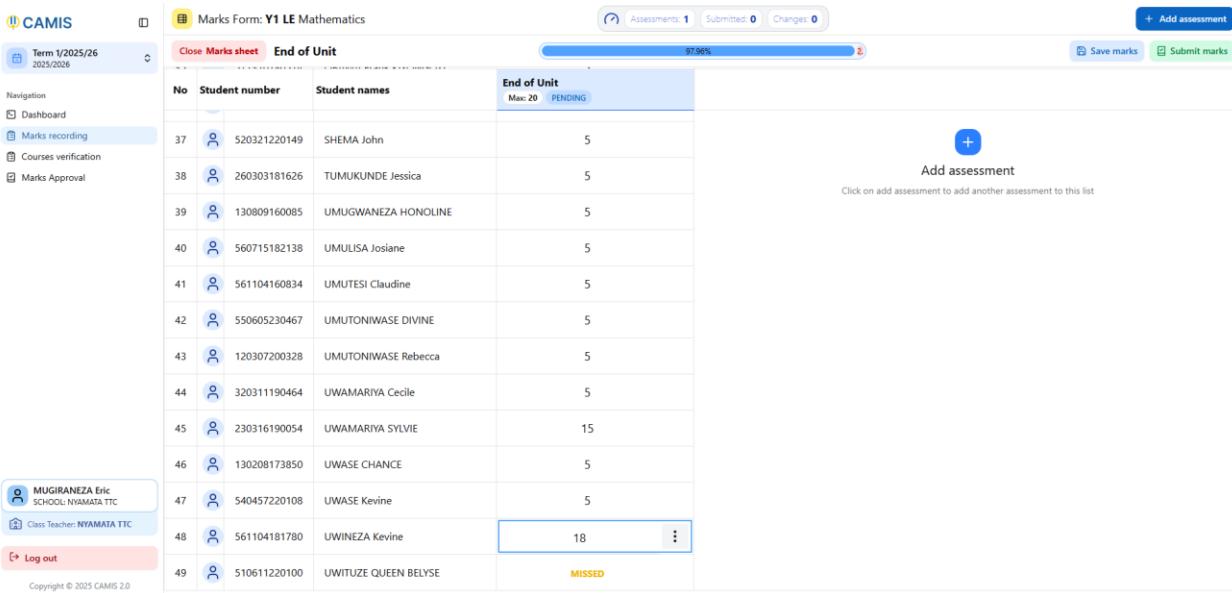
No	Student number	Student names	End of Unit Max: 20 PENDING
37	520321220149	SHEMA John	5
38	260303181626	TUMUKUNDE Jessica	5
39	130809160085	UMUGWANEZA HONOLINE	5
40	560715182138	UMULISA Josiane	5
41	561104160834	UMUTESI Claudine	5
42	550605230467	UMUTONIWASE DIVINE	5
43	120307200328	UMUTONIWASE Rebecca	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 <span style="color: yellow;">●</span>
49	510611220100	UWITUZE QUEEN BELYSE	MISSSED

**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

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

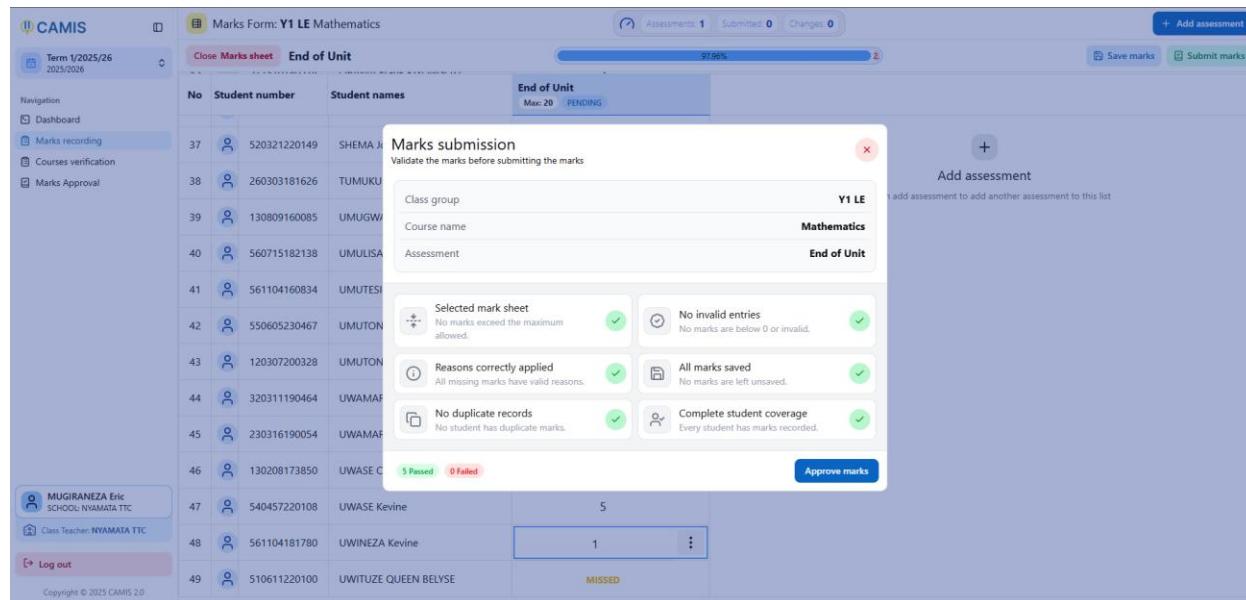


The screenshot shows the CAMIS Marks Form for Y1 LE Mathematics. The interface includes a sidebar with navigation links like Dashboard, Marks recording, Courses verification, and Marks Approval. A user profile for MUGIRANEZA Eric is displayed. The main area shows a table of student marks with columns for No, Student number, Student names, and End of Unit (Max: 20, PENDING). A blue button labeled 'Add assessment' is visible on the right. The bottom of the screen shows a footer with copyright information.

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

- Check the status indicators:

- Green Tick:** The validation passed.



The screenshot shows the CAMIS Marks Form with a validation window overlaid. The validation window contains several green checkmarks indicating successful validation: 'Selected mark sheet' (No marks exceed the maximum allowed), 'No invalid entries' (No marks are below 0 or invalid), 'Reasons correctly applied' (All missing marks have valid reasons), 'All marks saved' (No marks are left unsaved), 'No duplicate records' (No student has duplicate marks), and 'Complete student coverage' (Every student has marks recorded). The bottom of the validation window shows a '5 Passed' and '0 Failed' summary. The main table of student marks is visible in the background.

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

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

## Important Post-Submission Notes:

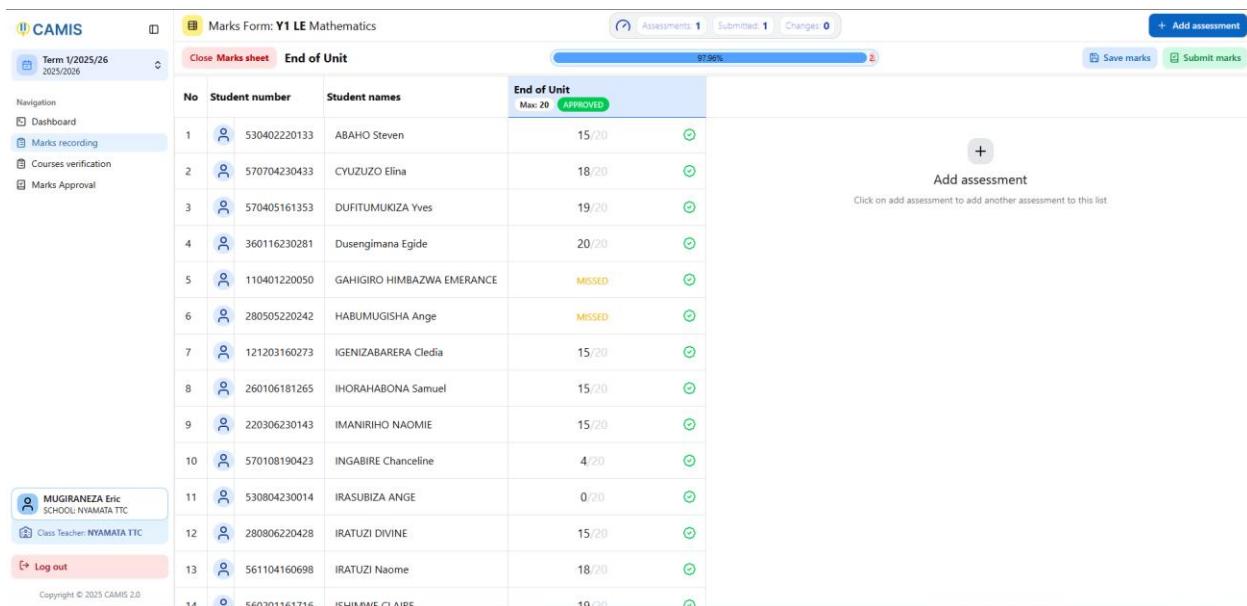
- **Locked Status:** Once submitted, the status changes to **Approved**. You can no longer edit these marks. To make changes, the Class Teacher must **Reject** the assessment to return access to you.
- **Security Recommendation:** We highly recommend submitting marks immediately after entering data for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



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

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

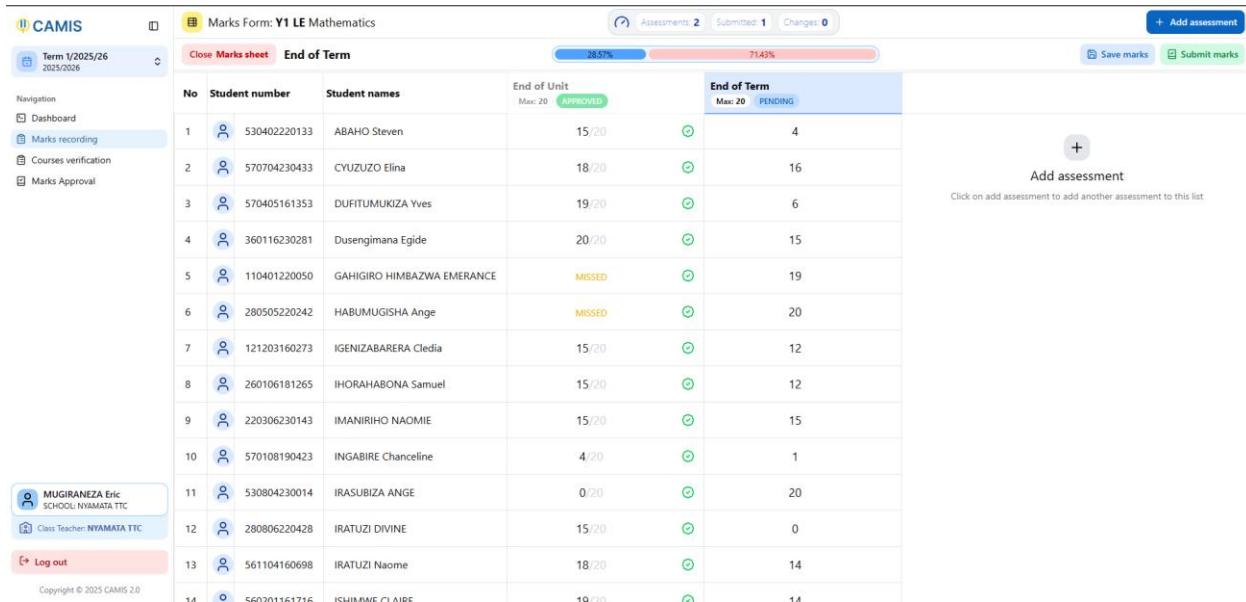
**Note on Assessment Types:** The required assessments vary based on the Level, Combination, Trade, and Course Type.

- *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:

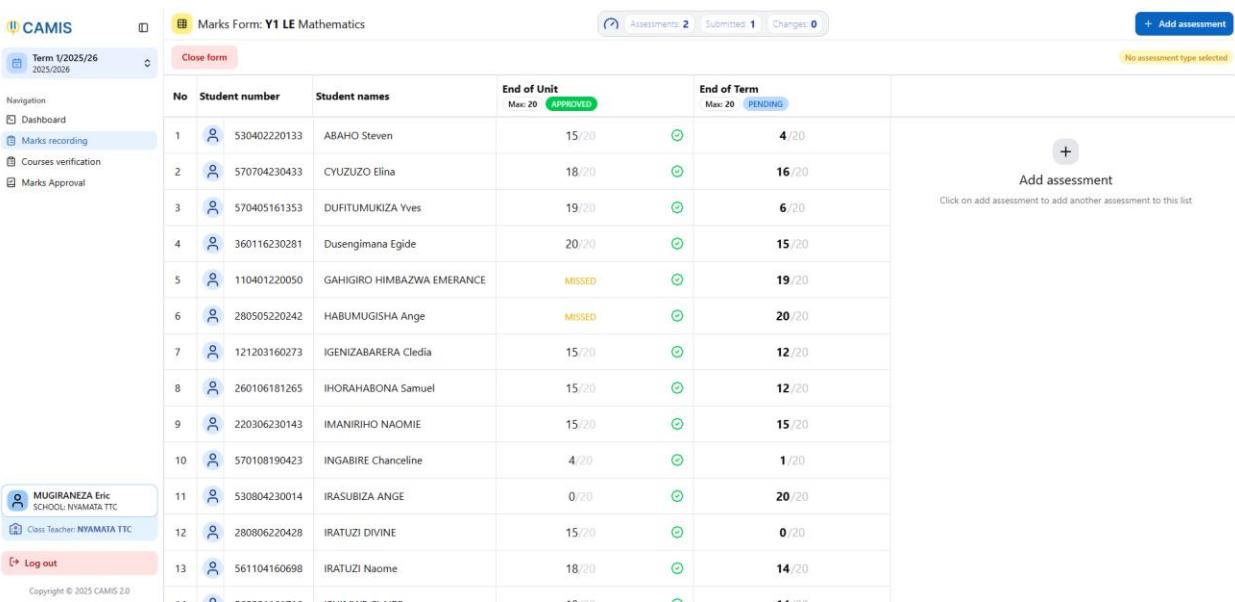
1. Ensure you have **saved** your current marks.
2. Click the red **Close Marks Sheet** button.



This screenshot shows the CAMIS Marks Form for Y1 LE Mathematics. The page displays student marks for the End of Term. The 'Close Marks sheet' button is highlighted in red at the top left of the form. The table includes columns for No, Student number, Student names, End of Unit (Max: 20), and End of Term (Max: 20). The 'Approved' status is shown in green for most students, while 'MISSING' and 'PENDING' are shown in yellow and red respectively. The 'Close Marks sheet' button is located at the top left of the table area.

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	MISSING	19
6	280505220242	HABUMUGISHA Ange	MISSING	20
7	121203160273	IGENIZABARERA 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
14	66001161716	ISHWARME C LAIRE	10/20	14

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

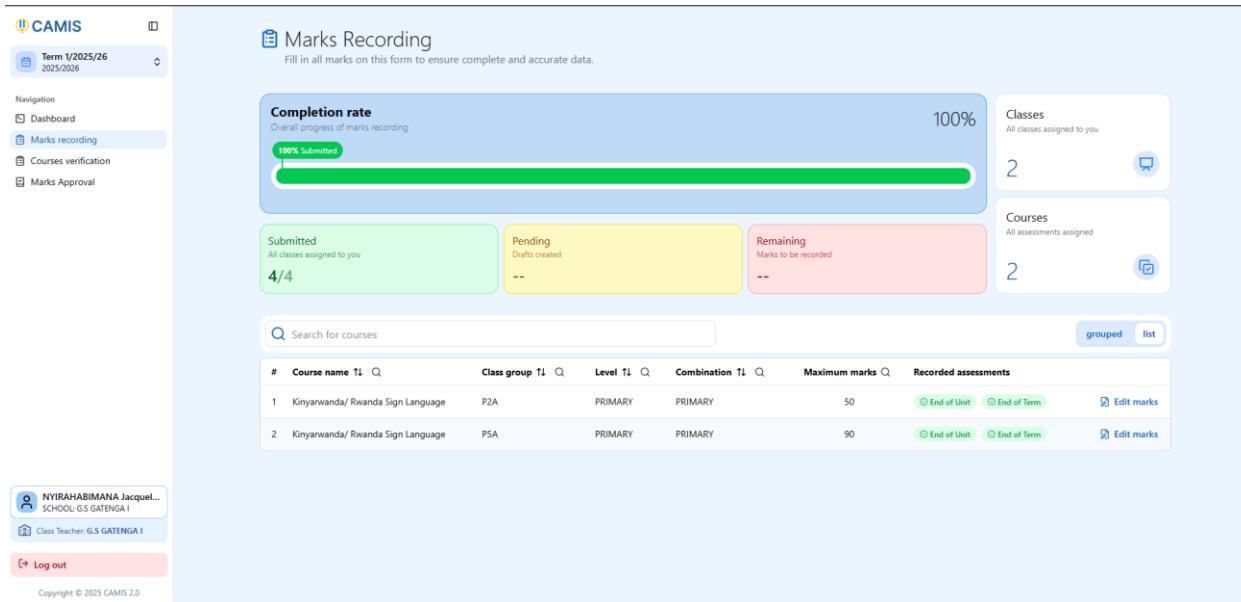


This screenshot shows the CAMIS Marks Form for Y1 LE Mathematics. The page displays student marks for the End of Term. The 'Close form' button is highlighted in red at the top left of the form. The table includes columns for No, Student number, Student names, End of Unit (Max: 20), and End of Term (Max: 20). The 'Approved' status is shown in green for most students, while 'MISSING' and 'PENDING' are shown in yellow and red respectively. The 'Close form' button is located at the top left of the table area.

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	MISSING	19/20
6	280505220242	HABUMUGISHA Ange	MISSING	20/20
7	121203160273	IGENIZABARERA 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 shows the CAMIS Teacher Dashboard. The top navigation bar includes the logo, 'CAMIS', 'Term 1/2025/26', and a dropdown for '2025/2026'. The left sidebar has a 'Navigation' section with 'Dashboard', 'Marks recording' (which is selected and highlighted in blue), 'Courses verification', and 'Marks Approval'. The main content area is titled 'Marks Recording' with the sub-section 'Completion rate'. It shows an overall progress of '100% Submitted' with a green progress bar. Below this, there are three colored boxes: 'Submitted' (green, 4/4), 'Pending' (yellow, --), and 'Remaining' (pink, --). A search bar for 'Courses' is followed by a table of course details. The table has columns for '#', 'Course name', 'Class group', 'Level', 'Combination', 'Maximum marks', and 'Recorded assessments'. It lists two courses: 'Kinyarwanda/ Rwanda Sign Language' (P2A, PRIMARY, PRIMARY, 50, End of Unit, End of Term, Edit marks) and 'Kinyarwanda/ Rwanda Sign Language' (PSA, PRIMARY, PRIMARY, 90, End of Unit, End of Term, Edit marks). The bottom left corner shows the user's profile: 'NYIRAHABIMANA Jacqueline', 'SCHOOL: GS GATENGA I', 'Class Teacher: GS GATENGA I', and a 'Log out' button. The bottom right corner includes the copyright notice 'Copyright © 2025 CAMIS 2.0'.

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

# END