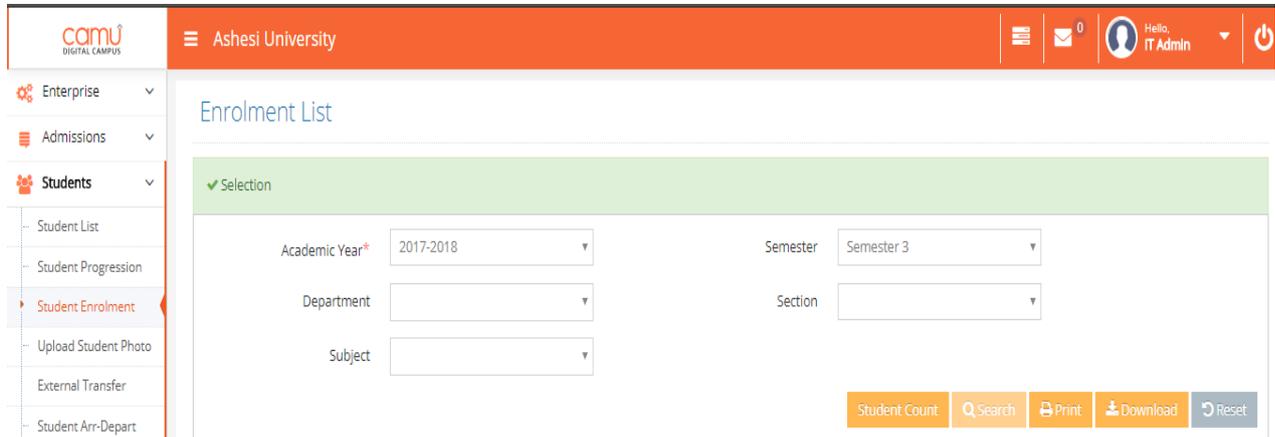


How to download the Enrolment report from Camu:

Step 1: Downloading the Enrolment Report in Excel format

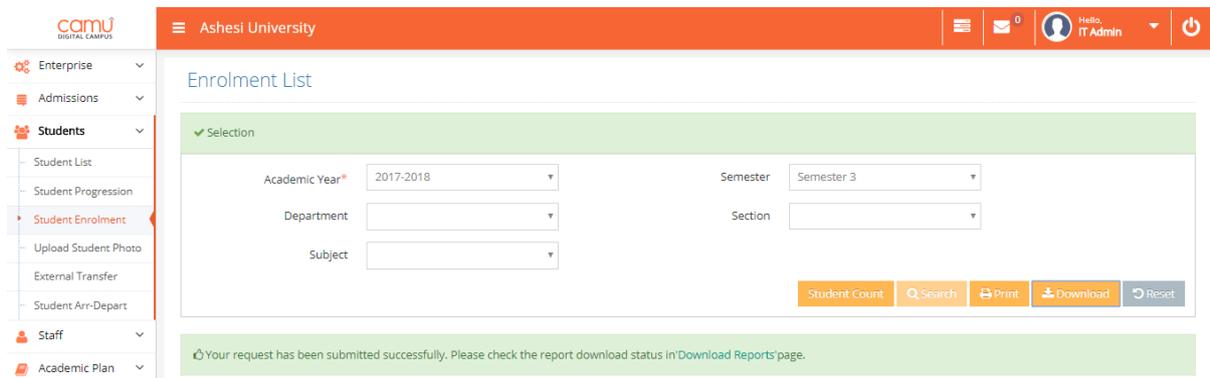
Please navigate to Students → Student Enrolment and provide the following fields and click on the Download button:



The screenshot shows the 'Enrolment List' page in the Camu system. The left sidebar contains a navigation menu with 'Students' expanded to 'Student Enrolment'. The main content area has a green header with a checkmark and the word 'Selection'. Below this is a form with the following fields: 'Academic Year*' (dropdown menu with '2017-2018' selected), 'Semester' (dropdown menu with 'Semester 3' selected), 'Department' (empty dropdown), and 'Section' (empty dropdown). Below the form are five buttons: 'Student Count', 'Search' (with a magnifying glass icon), 'Print' (with a printer icon), 'Download' (with a download icon), and 'Reset' (with a circular arrow icon).

Step 2:

Once Download is clicked, the below message will display



The screenshot shows the same 'Enrolment List' page as in Step 1. At the bottom of the page, a green message box displays the text: 'Your request has been submitted successfully. Please check the report download status in 'Download Reports' page.'

Step 3:

Click on the 'Download Reports' option, the request will be displayed under Reports → Download Reports. The status pending will change into "Click to download" after 5 minutes. Recent report request will be displayed at first.

Click on download will download the report in Excel format.

Report Reference Name	Requested On	Status
Student Enrollment Report	03-Jun-2018 19:06	Pending
Student Enrollment Report	03-Jun-2018 18:06	"Click to download"
Student Enrollment Report	03-Jun-2018 18:06	"Click to download"
Student Enrollment Report	03-Jun-2018 18:06	"Click to download"
Student Enrollment Report	25-Apr-2018 15:04	"Click to download"
Student Enrollment Report	25-Apr-2018 11:04	"Click to download"
Student Enrollment Report	24-Apr-2018 11:04	"Click to download"
Student Enrollment Report	24-Apr-2018 10:04	"Click to download"
Student Enrollment Report	23-Apr-2018 10:04	"Click to download"
Student Enrollment Report	17-Apr-2018 15:04	"Click to download"
Unrecorded Attendances	20-Mar-2018 10:03	"Click to download"

Total Items: 45 Page Size: 20 1 / 3

Step 1: Downloading the Enrolment Report in PDF format

Please navigate to Students → Student Enrolment and provide the following fields and click on the Print button:

Academic Year* 2017-2018 Semester Semester 3

Department Section

Subject

Student Count Search Print Download Reset

Step 2: Enrolled students list will be downloaded in PDF option:

Print
Total: 9 pages

Save Cancel

Destination: Save as PDF
Change...

Pages: All
e.g. 1-5, 8, 11-13

Layout: Portrait

+ More settings



Ashesi University
2017-2018 | Semester 3

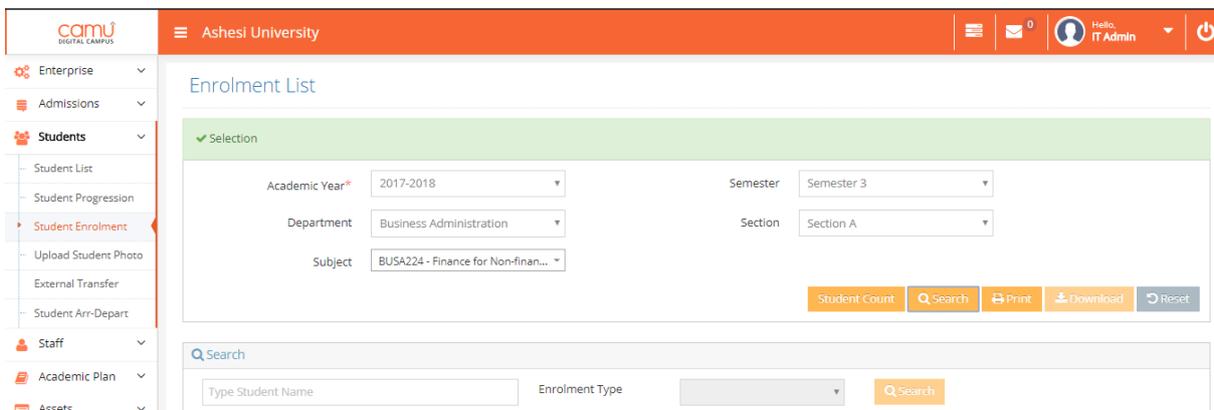
ARTS, Applied Calculus

Enrolled Students

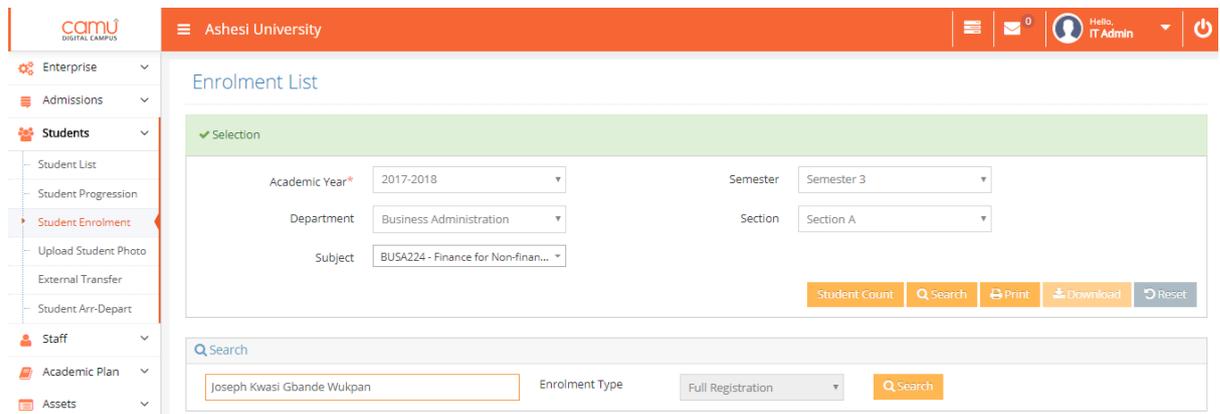
admission No.	Regn. No.	Student Name	Enrolled Department	Enrolled Course	Year Of admission
11312021	11312021	Ransford Badu Nyarko	CS	BSc-CS	2017-2018
16002021	16002021	Nana Ekua Adowaa Addo-Fening	BA	BSc-BA	2017-2018
18842020	18842020	Abasiama Gladys Ukpong - Johnson	BA	BSc-BA	2016-2017
19142021	19142021	Queen Latifa Lampo	BA	BSc-BA	2017-2018
20242021	20242021	Angela Obuobia Horthman	BA	BSc-BA	2017-2018
24212021	24212021	Maame Afia Darkwaah Obeng-Darko	BA	BSc-BA	2017-2018
25962021	25962021	Esi Sagua Ofori-Acquah	BA	BSc-BA	2017-2018
33202020	33202020	Irene Owusua Asamoah-Agyepong	BA	BSc-BA	2016-2017
37732021	37732021	Benedicta Apambila	BA	BSc-BA	2017-2018
37742020	37742020	Derek Acheampong	BA	BSc-BA	2016-2017
40072021	40072021	Chrisfel Dolayine Afanam	CS	BSc-CS	2017-2018
45022021	45022021	Cyril Korlety Kuornoo	BA	BSc-BA	2017-2018
46592021	46592021	Priscilla Seiwah Bonsu	BA	BSc-BA	2017-2018
46982021	46982021	Emmanuel Teye-Kofi Odonkor	CS	BSc-CS	2017-2018
47922021	47922021	Caroline Serwaa Bempong	BA	BSc-BA	2017-2018
53432021	53432021	Nana Ohemah Somah Awuah	BA	BSc-BA	2017-2018

Student Registration through CAMU Application:

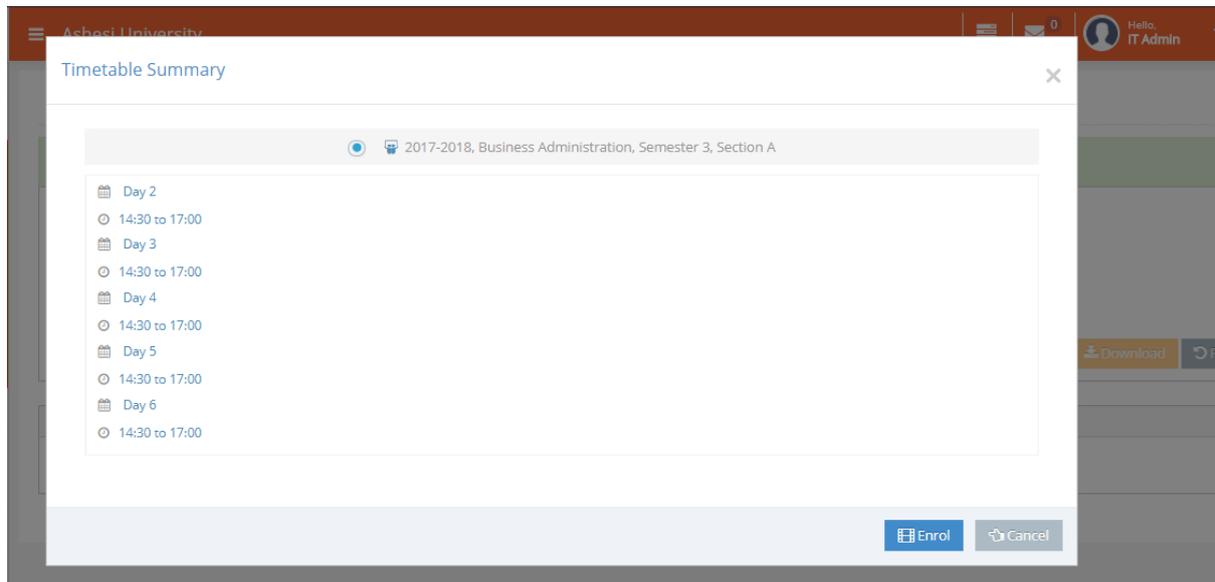
Students can be registered through Camu application. To register the students from Camu application, navigate into Students → Student Enrolment screen and provide all the fields:



1. Click on the Search Button
2. Type the student Name/Student ID in the Search field and click on the Search button



3. Course schedule will display as below. Select the schedule and click on Enrol button to register the student.



Note: Requesting to do the student registration using Camu through the above method. Enrolling students using the Enrol option in student's profile (Under the student's image) is **not advisable**.