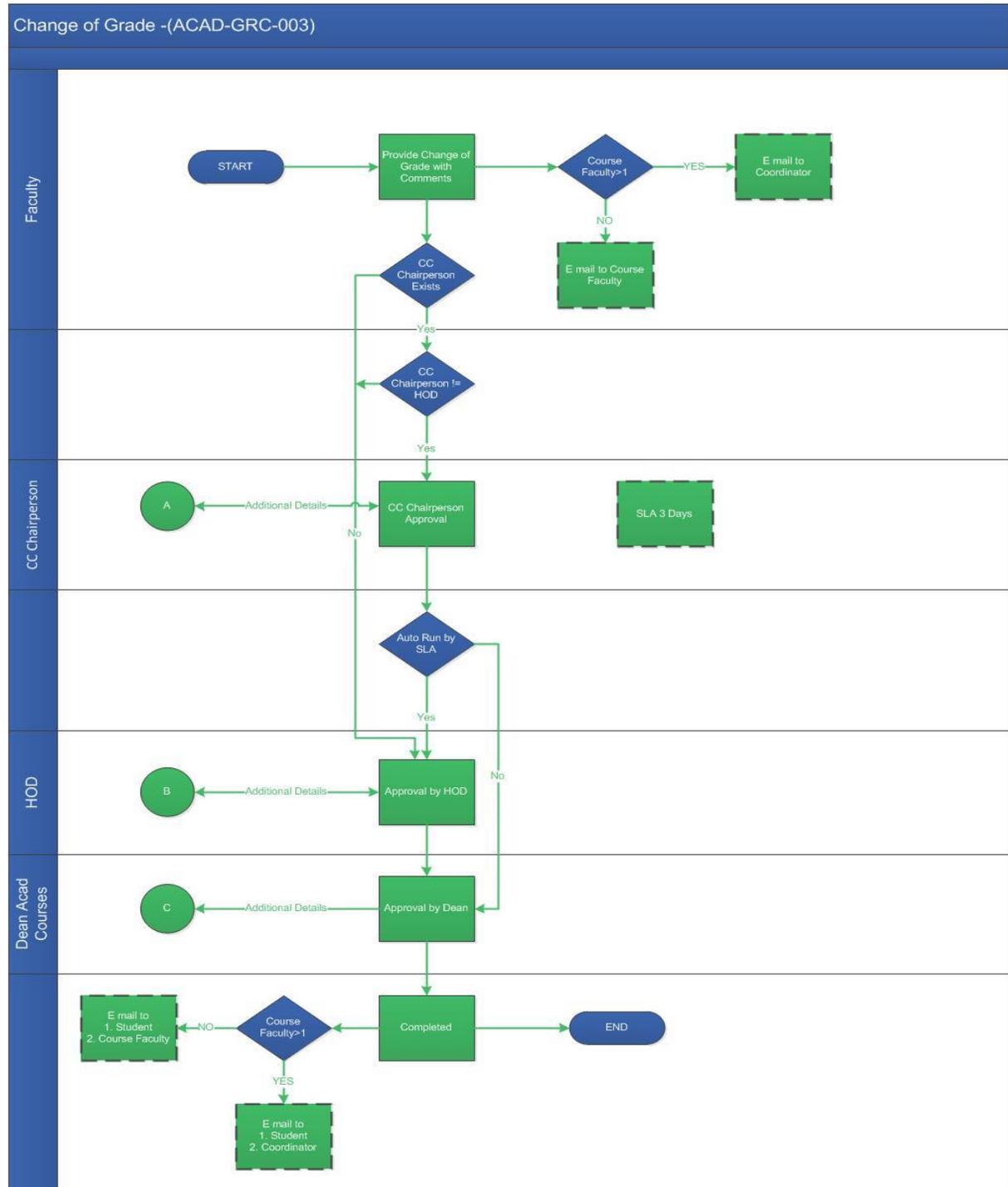


# Help Document for Grade Correction

**Process Flow Diagram:**



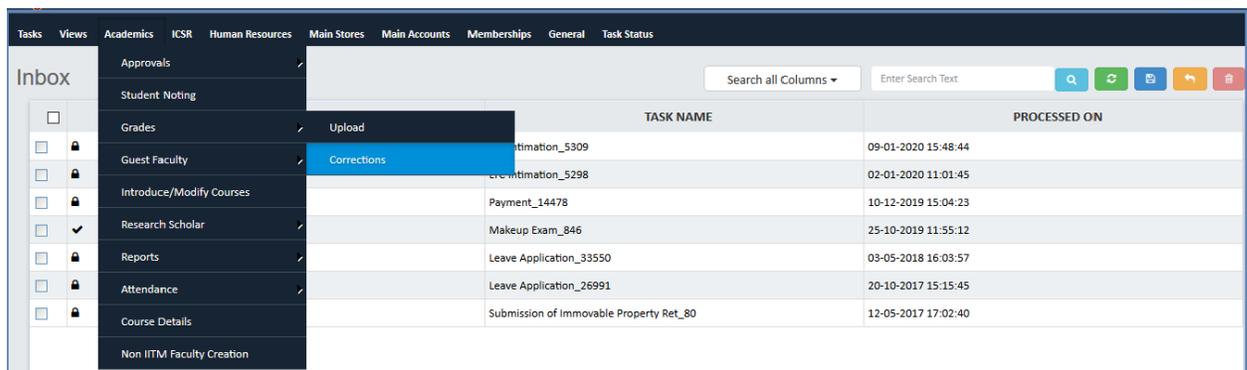
## User Roles:

Employee	Role
Faculty:	Provide Change of Grade Correction
CC Chairperson:	CC Chairperson Approval
HOD:	Approval by HOD
Dean Acad Courses:	Approval by Dean

### For Faculty:

#### Step 1:

1. Login proof at: <https://workflow.iitm.ac.in/employee> Choose the “Grade Correction” menu from Academics - Grades - Correction.



2. To fill the student details enter student roll number. Student Name will be auto populated.

Student Details					
Roll No *	Name	Course No - Semester *	Course Name		
BT17D401	LAVANYA RAAJARAAM	-Select-			
Branch	Period	Mark Before Change	Attendance Before Change	Grade Before Change	
		0.0			
Mark After Change *	Attendance After Change *	Grade After Change *			
0.0					

3. Select the Course No-Semester from the dropdown the other details such as Course Name, Branch, Period, Make Before Change, Attendance Before Change, Grade Before Change will be auto populated.

Student Details					
Roll No *	Name	Course No - Semester *	Course Name		
BT17D401	LAVANYA RAAJARAAM	BT5250-02	Synthetic Biology		
Branch	Period	Mark Before Change	Attendance Before Change	Grade Before Change	
Bio Technology	JAN-MAY 2018	64.0	VG	A	
Mark After Change *	Attendance After Change *	Grade After Change *			
0.0					

4. To fill the Mark After Changes and Attendance should be either 'G', 'VG' or 'P' Grade After Change will be auto populated.

Student Details					
Roll No *	Name	Course No - Semester *	Course Name		
BT17D401	LAVANYA RAAJARAAM	BT5240-02	Computational Systems Biology		
Branch	Period	Mark Before Change	Attendance Before Change	Grade Before Change	
Bio Technology	JAN-MAY 2018	61.0	VG	B	
Mark After Change *	Attendance After Change *	Grade After Change *			
0.0	S	I			

5.To fill the Recommended Action Enter Remarks, Click Submit button to Complete the task.

Recommended Actions ▲

Remarks \*