

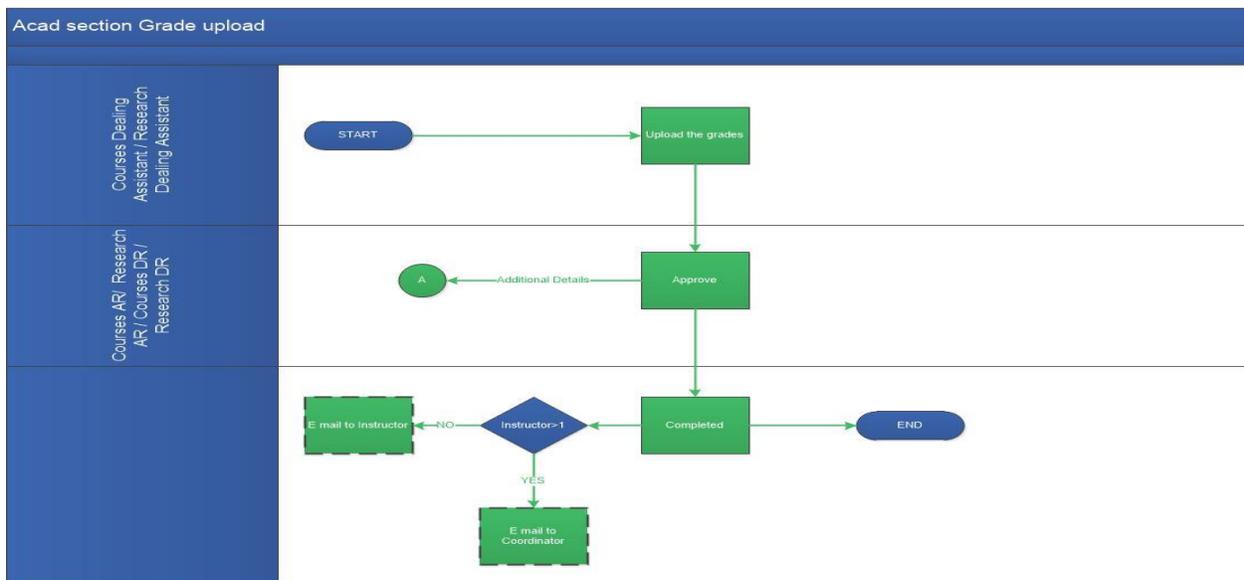
|| GRADE UPLOAD

OVERVIEW

1.1 Scope

This process describes the procedure involved by the Courses /Research Dealing Assistant in submitting the Students Grade Upload.

1.2 Process Flow



2.2.1 Process Description

2.2.1.1 Key Information Captured

The following are the Key Fields in this process.

1. Upload Student Grades
 - Course No.
 - Period.
 - Course name.
 - Grade Cutoff
2. Grade Template

1.3 User Roles:

User	Roles
Courses / Research Dealing Assistant	Upload grades
Courses AR / Research AR or Courses DR / Research DR	Verify details

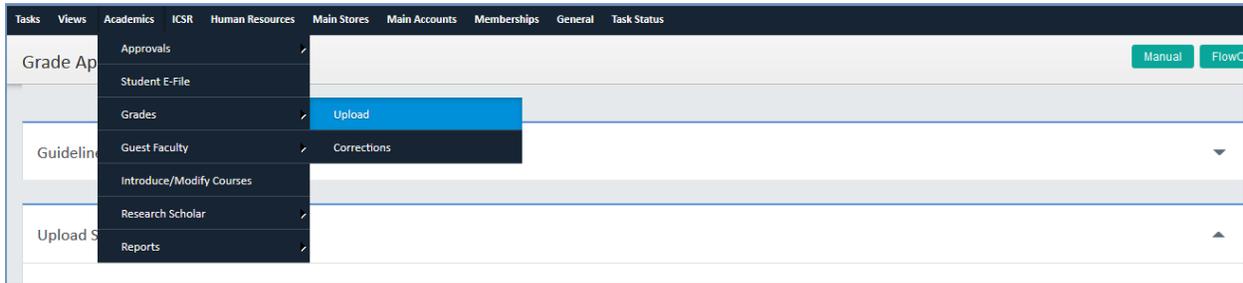
2.2.1.2 Functional Specifications

1. When the user invokes the ‘Grade Upload’ process, the system generates the ‘Grade Upload’ details screen.
2. System allows the user to enter the valid ‘Course No’ in the required text field.
3. System allows the user to select the academic period from the ‘Period’ drop down. By selecting the course no and period the ‘Course Name’ will be auto populated.
4. System allows the user to click on the check box to add the supplementary grade.
5. System allows the user to enter the grade cutoff for the selected course in the ‘Grade Cutoff’ grid. Enter the total marks out of 100.
6. System shall allow the user to download the student roll list and upload it with the appropriate course grades. **Note:** Ensure that the attendance code entered in the excel sheet should be VG, G or P.
7. System allows the user to click on the ‘Apply Grades’ icon. By clicking on the icon the system displays all the grades in the ‘Grades’ grid.
8. System allows the user to enter remarks and submit the task.
9. System generates an automated E-Mail alert to the initiator once the task is submitted.

2.2.1.3 User Interface Design

For Courses Dealing Assistant:

When the user invokes the ‘Grade upload’ process, the system generates the ‘Grade upload’ details screen.



Grade Approval

Upload Student Grades

Course No * CH5190 Period * JUL-NOV 2016 Course Name * Introduction of Macromolecules Supplementary

Grade Cutoff *

Grade	Cut-Off *
S	95
A	85
B	75
C	65
D	55
E	45

User shall enter the ‘Course No’ in the required text field. User shall select the academic period from the ‘Period’ drop down. By selecting the course no and period the ‘Course Name’ will be auto populated.

User shall enter the grade cutoff for the selected course in the ‘Grade Cutoff’ grid. Enter the total marks out of 100.

User shall enter the supplementary grades by clicking on the ‘Supplementary’ check box.

GRADE UPLOAD– IIT MADRAS

Please download the Grade Template and upload it with the course grades. Note : Please ensure that the attendance code entered in the excel is VG, G or P

[Download Roll List](#)

Upload Marks [Apply Grades](#)

Grades						View Graph
Roll No	Name	Semester	Marks	Attendance	Grade	
AMD001	TEST1	01	95	VG	S	
AMD002	TEST2	01	25	VG	U	
AMD003	TEST3	01	58	VG	D	
AMD004	TEST4	01	85	VG	A	
AMD005	TEST5	02	65	VG	C	

User shall download the roll list and upload it with the appropriate course grades.

Note: Ensure that the attendance code entered in the excel sheet is VG, G or P.

User shall click the ‘Apply Grades’ icon. By clicking on the icon the system displays the student grades in the ‘Grades’ grid.

Recommended Actions

Remarks

User enters the remarks in the ‘Recommended Actions’ grid and submits the task.

System generates an automated E-Mail alert to the initiator once the task is submitted.

For Courses AR / Research AR or Courses DR / Research DR

Grade Approval - AR-DR Approval

Recommended Actions

Approve Incomplete data

Remarks * test

Remarks Summary

Grade upload Upload Grades 16-03-2017 12:44:19

TEST

User shall check either ‘Approve’ option or ‘Incomplete data’ option, to route the process back to the faculty for additional details. All the other information will remain un-editable. User enters the remarks and submits the task.