

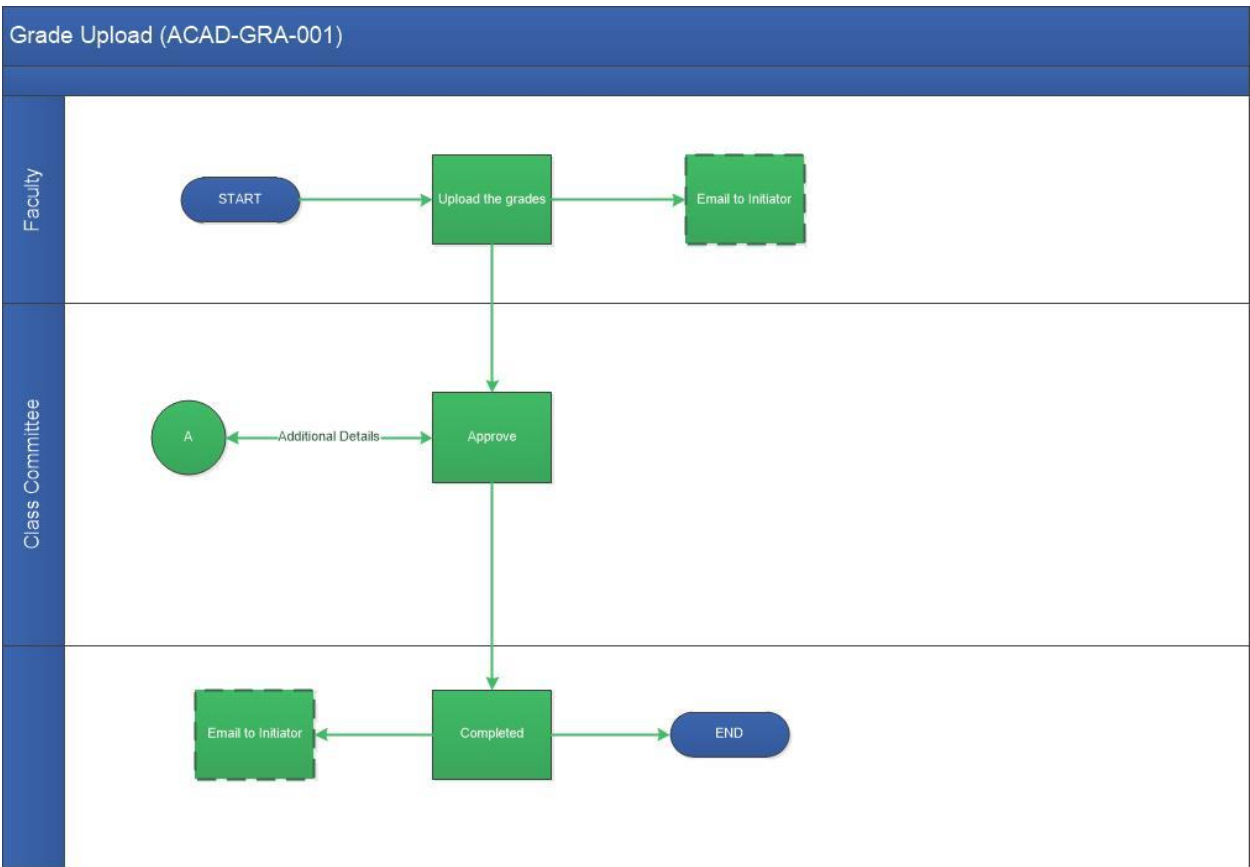
|| GRADE UPLOAD

OVERVIEW

1.1 Scope

This process describes the procedure involved by the Faculty 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
 - Period
 - Course
 - Grade Cutoff
2. Grade Template

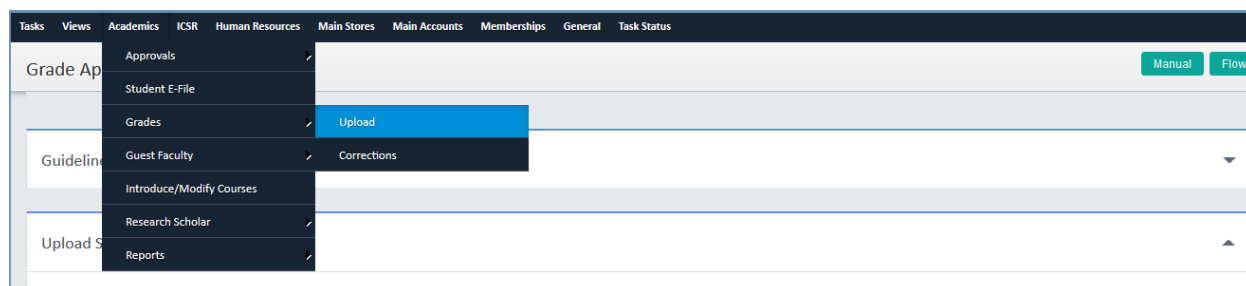
2.2.1.2 Functional Specifications

1. When the user invokes the ‘Grade Upload’ process, the system generates the ‘Grade Upload’ details screen.
2. System allows the user to select the academic period from the ‘Period’ drop down.
3. System allows the user to select the course from the ‘Course’ drop down. By selecting the course the ‘Course Name’ will be auto populated.
4. 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.
5. System displays the ‘Grade Distribution’ as a Bar Chart.
6. System shall allow the user to download the Grade Template and upload it with the appropriate course grades. **Note:** Ensure that the attendance code entered in the excel is 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.

2.2.1.3 User Interface Design

For Faculty

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



Upload Student Grades

Period * JAN-MAY 2016 Course * CY6108 Course Name Medicinal Chemistry

Grade	Cut-Off *
S	91
A	74
B	56
C	38
D	21
E	0

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Grade Distribution

Grade	No of Students
A	4
B	10
C	3
D	0
E	0
F	0
G	0
H	0
I	0
J	0
K	0
L	0
M	0
N	0
O	0
P	0
Q	0
R	0
S	0
T	0
U	0
V	0
W	3
X	0
Y	0

User shall select the ‘Period’ and ‘Course’ from the drop down. By selecting the course 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.

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**

Roll No	Name	Semester	Marks	Attendance	Grade
BE12B013	Ibrahim	08	76	VG	A
BE12B017	Nabeel	08	69	VG	B
CY12C001	AMBE	08	59	VG	B
CY14C008	ARUNAI	04	57	G	B
CY14C012	BRINTA	04	80	VG	A

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User shall download the Grade Template and upload it with the appropriate course grades. **Note:** Ensure that the attendance code entered in the excel is VG, G or P. User shall click the ‘Apply Grades’ icon. By clicking on the icon the system displays all the grades in the ‘Grades’ grid.

Recommended Actions

Remarks

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

For Class Committee

Recommended Actions

Approve ☒

Incomplete data ☐

Remarks *

Remarks Summary

Indrapal Singh Aithen

Upload Grades

Initiated

09-09-2016 15:32:47

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.