

GRADE ENTRY IN ERP SYSTEM

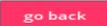
1. Login to ERP and click **MyCourses** from the side menu followed by **Current Term** tab . Courses taken by you will be listed.
2. Click **Evaluation** against the course and click **Grading** tab.

2015-16-Even Term

CHM612-Asymmetric synthesis and catalysis-4.0

 Classes  Evaluation  Registrations  Teaching assistants

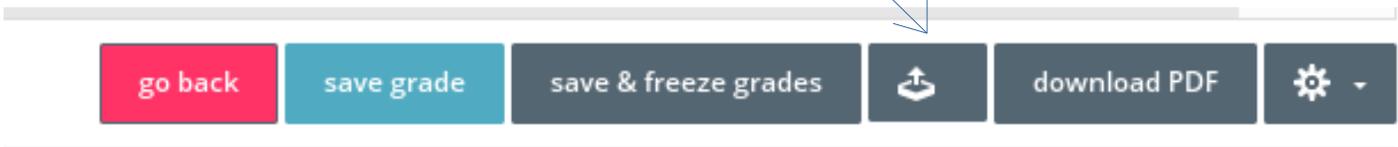
3. The page will list all the students registered for the corresponding course. In the last column, **Forced grade**, a drop down is available to select the grade for each student as in fig. below.

sl no.	roll no	name	program	Student's Current Term	Registered For	total marks	initial grade	forced grade
1	PH15003	Rayavarapu Padmavathi	2015-16/PhD-Aug Term/Chemistry	PhD Sem 2	PhD Sem 2	0		--select--
2	PH15005	Mahesh Yenuganti	2015-16/PhD-Aug Term/Chemistry	PhD Sem 2	PhD Sem 2	0		--select--
3	PH15007	Uttam Kumar Mishra	2015-16/PhD-Aug Term/Chemistry	PhD Sem 2	PhD Sem 2	0		--select--

4. You may find the following buttons for use just above the table.

save grade – to save your grade entries
save & freeze grades – to save and freeze your grades. No changes are allowed after grades are frozen.
Upload excel – to upload grades as an excel sheet



5. If you choose to upload grades, first download the template file and then upload .

You may download this template file.  After filling grades in this file, you may upload it back.

No file selected.

6. Verify all the grades you have entered and then click **Save**. Once you click **Save & freeze**, the grades are frozen and you cannot do any change to the grades. Use **download PDF** button to download the grade sheet as pdf.