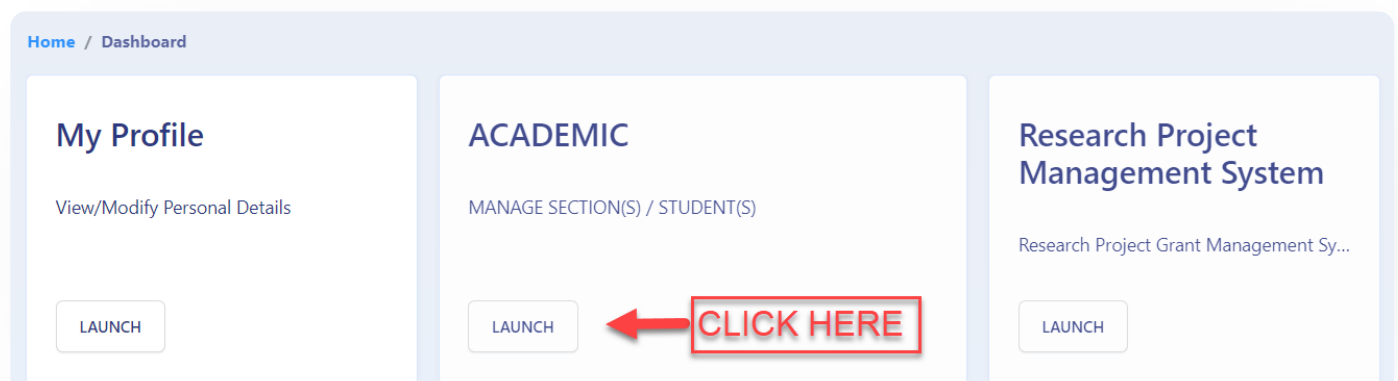# Evaluation & Grading (for evaluator)

Introduction

This document provides step-wise procedure to **Import the component-wise marks of the students** and to **calculate the aggregate marks of the students using evaluator login ID.**

Basic requirements:

- Course components must be added with the verified formula by the academic administrator.

- Academic settings must be configured by the academic administrator.

Steps to import Student's marks

Step 1: Course Evaluator has to open the Academic management by clicking the **Launch** button from the dashboard.

Step 2: Click on the **View** button in the action column from the listed courses.

Samarth

CLICK HERE

#	Session Name	Term	Course Code	Course Name	Section Name	Organization Name	Evaluator Role	Action
	Search					Search	All	
1	2020-2021 (JULY-DECEMBER)	3 SEMESTER	CH03TBS05	Biology	SECTION A	Department of Chemical Engineering	EXAMINER	👁
2	2020-2021 (JULY-DECEMBER)	3 SEMESTER	CH03TPC01	Material and Energy Balance Calculations	SECTION A	Department of Chemical Engineering	EXAMINER	👁

Step 3: The course evaluator can **View** the student list by clicking on the **Launch** button of the student list section.

Home / Evaluation
/ Manage (CH03TPC03 : Thermodynamics –II-BACHELOR OF TECHNOLOGY IN CHEMICAL ENGINEERING), SECTION A)

CH03TPC03 : Thermodynamics –II-BACHELOR OF TECHNOLOGY IN CHEMICAL ENGINEERING), SECTION A, JULY-DECEMBER, 2020-2021

STUDENT LIST	IMPORT MARKS	IMPORTED MARKS LIST
STUDENT LIST	IMPORT MARKS	IMPORTED MARKS LIST
LAUNCH ← **CLICK HERE**	LAUNCH	LAUNCH

Configuration of importing Student's marks

Step 4: Admin can **Export** student's list in the system by clicking on **Export student list button.**

CH03TPC03 : Thermodynamics –II-BACHELOR OF TECHNOLOGY IN CHEMICAL ENGINEERING), SECTION A, JULY-DECEMBER, 2020-2021

Export Student List >>

CLICK HERE TO EXPORT THE STUDENT LIST

Showing **1-20** of **47** items.

#	Enrolment Number	Name	Programme	Course
1	Demo 01	Demo 1	BACHELOR OF TECHNOLOGY IN CHEMICAL ENGINEERING	Thermodynamics –II
2	Demo 02	Demo 2	BACHELOR OF TECHNOLOGY IN CHEMICAL ENGINEERING	Thermodynamics –II

- An excel sheet will be generated with the available components mapped with the course.

- The sheet includes the pre-filled maximum marks of the component.

- Default status is set as **Present**. It can be changed accordingly, if required.

Step 5: The course evaluator can fill each student's marks in the excel sheet.

Step 6: Before submitting the sheet the ***course_evaluator*** needs to ensure that:

- Marks against each course component must be filled, if the applicant status is Present.

- The header of the excel file along with the pre-filled data must not be altered. If altered, it will **invalidate** the respective record of the excel sheet.

Step 7: After completion, the sheet can be imported by clicking in the **import marks section.**

Step 8: After verification, the student's marks sheet will be uploaded.

Calculation of Aggregate Marks/ Verification of Aggregate Marks/ Calculation of grade points & credits

Step 9: Once the students marks sheet is successfully uploaded, it will be visible in the **Imported marks list section.**

Calculator of Aggregate Marks

Step 10: The course evaluator can calculate the aggregate marks by clicking on the **Calculate aggregate marks button.**

Once the marks are calculated successfully, a message will appear as a **confirmation** for the aggregate marks calculation.

Verification of Aggregate Marks

Step 11: Evaluator can verify marks by clicking on the **Verify aggregated marks button.**

Step 12: Once the Marks have been verified, the evaluator can click on the Single Row View button to view them.

Exporting customized format for Reports

- **Status:** Status implies component-wise input status by the examiner.

- **Tag Multiple:** Tags are the course components.

Admin can **export** these reports in the excel and PDF format.

Admin can also **verify** marks and **calculate grade & credit** for a particular Programme.

From the single row view, the evaluator can **download** the PDF format and keep it safe for future references.

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Bill Tracking System

Budget & Accounts

Endowment

Payroll Management System

Research Project & Management System

ADMISSIONS

CU Admission Userguide

CUCET Administrative Portal - CUSB

CUCET User Guide for Registration 2021

DU Admission - PG

DU Admission - UG

DU Admission Backend

BASE MODULES

University Profile - Organizational Unit & Organigram

User Administration

DATA MANAGEMENT

Content Federation System System

Minutes Resolutions Archive Retrieval System

University Web Portal - Technical Document

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Screening Process of Non-Teaching Recruitment

Screening Process of Teaching Recruitment

Screening Process of Teaching Recruitment- University of Delhi

Recruitment Management System (Teaching) - Admin Portal

UNIVERSITY FACILITY

Core Communication System

Essential Services

Grievance Management

Health Management System

Security Management System

Sports Management System

Transport Management System

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