

Annexure 2: Manual for Faculty Related Academic Processes

I. Schedule of Classes and other essential academic activities manual for Faculty Members

FACULTY CENTER

MANUAL





Sign into Peoplesoft Student System using the following link.

https://erp.bits-pilani.ac.in

After signing in go to the navigation Self Service \rightarrow Faculty Center \rightarrow My Schedule as shown below.

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My Favorites
Self Service Service Service Self Service Service
Campus Personal Information
- My Schedule
- <u>Class Roster</u> Crade Bester
- <u>Gradebook</u>
- Grade Submission Report
- IC Student Report
- IC Withdrawal Report
> Advisor Center
> Search
Learning Management Systems
- Learning Management Systems
 <u>Community Directory Search</u>
Campus Community
Records and Enrollment
Curriculum Management
> Worklist
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- Usage Monitoring
- Change My Password
- My Personalizations
- My System Profile
- My Feeds





- This Page displays all the courses that are being taught by you for this semester.
- The semester can be changed by using the 'Change Term' button that is present in the above screenshot.
- To see the list of students that are enrolled in a particular section of the course you are teaching, please click on the highlighted button against the course you want to check.

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• This page lists the students that are enrolled in a particular course section. By default PeopleSoft orders the student based on their ID. To sort based on their Campus ID please click on the column as highlighted in the above screenshot.

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- Please use the above highlighted button to download the list of students to an excel sheet.
- Make sure that your browser pop-blocker is turned off.

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- <u>Change My Password</u> - My Personalizations	9		ŝ	41120120482	2012A1PS482H	ABHISHEK RAJU	Crs Grad	4.00	Bachelor of Engineering Hyd - Chemical	Yr 3 Sem 2
- My System Profile - My Feeds	10		ŝ	41120110630	2011B4A4630H	G PRANAY RAJ	Crs Grad	4.00	Master of Science Hyd - Mathematics	Yr 4 Sem 2
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	16		<u>8</u> 9	41120120372	2012A4PS372H	KARUTURI ARAVIND	Crs Grad	4.00	Bachelor of Engineering Hyd - Mechanical	Yr 3 Sem 2





IC STUDENT REPORT

- The Instructor-In-Charge Student Report gives the list of all students registered in, all of the courses for which the Faculty is an Instructor-in-Charge. Please see below for instructions on how to run the report.
- Click on the IC Student Report

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- My Schedule	
- Class Roster	
- Grade Roster	
- Gradebook	
- Assignments	
- Grade Submission Report	
- IC Student Report	
- IC Withdrawal Report	
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▷ Search	
D Learning Management Systems	
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- <u>Community Directory Search</u>	
D Campus Community	
D Curriculum Management	
N Worklist	
b Tree Manager	
> Reporting Tools	
PeopleTools	
- Usage Monitoring	
- Change My Password	
- My Personalizations	
- My System Profile	
- <u>My Feeds</u>	

• You can download an excel file using the 'Excel Spreadsheet' link.





II. Grades Upload User Manual for Faculty Members

ERP Links to upload grades:

http://erp.bits-pilani.ac.in/ (ERP Main Link)

Step 1: Login to ERP Student System portal (link given above) using your User ID and Password



Step 2: Navigate to Grade Upload under the Faculty Center as shown below and click on it.

Navigation: Main Menu >> Self Service >> Faculty Center >> Grades Upload



After clicking on Grades Upload, the page as shown below will be displayed. This page will display the list of courses for which you are the Instructor-in-charge in the current semester.





Step 3: Click on the Student List button to download the registered student list file (in excel format).

Step 4: Enter the student's marks and grades in the downloaded file.

Step 5: Save the file with .csv (comma delimited) extension and upload this file.

Step 6: Enter the **maximum marks, Dept. moderation meeting date and comments (if any) with respect to NC report** in the respective fields specified. These comments will appear automatically in the Grade submission report.

Step 7: Click on Preview button to **verify the uploaded file before submitting**. You can click on Submit button available in preview page also to submit grades.

Step 8: Click on **Submit Grades** button and the Grades Upload Process will start. After successful submission of the grades in ERP for your course, an e-mail with soft copy of the **Grade Submission Report** will be automatically sent to the **Instructor-in-charge's official e-mail id or alternatively you can download** the file by clicking on the **Grade Submission Report** Button.

III. Different Report (such as GA report) conversion manual for Faculty Members

IC Student Report:

Navigation: Self Service >> Faculty Center >> IC Student Report.

Menu My Favorites My Favorites Minimized Student Pre Registration Time Reporting Personal Information Payroll and Compensation Benefits Stock Activity Learning and Developmen Performance Managemen	Velo Sem List	Student Repo come ester: [114 of Courses fo	rt 16 Q SECOND or which you are IC:	SEMESTER 2019-2020	
Recruiting Activities Class Search / Browse				Customize Find 🗖	First 🚺 1-6 of 6 🕨 Last
Catalog		Course ID	Course Number	Course Title	Student List
Academic Planning Registration	1	011593	BITS F421T	THESIS	Student List
Campus Finances Campus Personal	2	011616	BITS F422T	THESIS	Student List
Information	3	011617	BITS F423T	THESIS	Student List
 Academic Records Degree Progress/Graduati 	4	011619	BITS F424T	THESIS	Student List
 Admissions Outreach 	5	011192	CE F242	CONSTRUCTION PLAN & TECH	Student List
Student Recruiting Eaculty Center	6	010230	CE G514	STRUCTURAL OPTIMIZATION	Student List
- Final Grades Upload - Final Grades Upload - Mid Semester Grades Upload - IC Student Report - My Schedule - Class Roster - Grade Roster - Gradebook				Click on student list students registered with grading bas	to get list of d in course is option.

IC Student Report & I/GA Report Conversion User Manual

Final Grades Upload & I/GA Report Conversion:

Final Grades Upload:

Navigation: Self Service >> Faculty Center >> Final Grades Upload

Grade Up	load												
Welcome Semester: List of Con	Welcome Semester: 1146 SECOND SEMESTER 2019-2020 List of Courses for which you are IC:												
Course ID	<u>Subject</u>	<u>Catalog</u> <u>Nbr</u>	Description	<u>Max. Marks</u>	*Dept. Moderation Meeting Date	<u>Data File</u>	Comments	Student List	Upload File	Uploa Histogram			
1 010230	CE	G514	STRUCTURAL OPTIMIZATION	100	27/05/2020	H0071_0102301.CSV	Comments	Student List	Upload File	Uploa Histogram			
2 011619	BITS	F424T	THESIS	100	09/07/2020	H0071_BITS_F424T_1146.csv	Comments	Student List	Upload File	Upload Histogram			
3 011593	BITS	F421T	THESIS	100	09/07/2020	H0071_BITS_F421T_1146.csv	Comments	Student List	Upload File	Upload Histogram			
4 011192	CE	F242	CONSTRUCTION PLAN & TECH	100	08/07/2020	H0071_CE_F242_1146.csv	Comments	Student List	Upload File	Upload Histogram			
5 011616	BITS	F422T	THESIS	100	09/07/2020	H0071_BITS_F422T_1146.csv	Comments	Student List	Upload File	Upload Histogram			
6 011617	BITS	F423T	THESIS		9	J	Comments	Student List	Upload File	Upload Histogram			
B Save	🖹 Notify												

Click on I/GA Grades

I/GA Report Conversion:

Navigation: Self Service >> Faculty Center >> Final Grades Upload

🚺 1-6 🗗 6 🚺 Lasi mize | Find | Grade Submission Student List Upload File I/G/ Grades Comments Upload Histogram Submit Grades Data File Previe I/GA Grades Upload Histogram H0071_0102301.CSV Comments Student List Upload File Preview H0071_BITS_F424T_1146.csv Upload Histogram FEF I/GA Grades T. H0071_BITS_F421T_1146.csv Upload Histogram I/GA Grades H0071_CE_F242_1146.csv Upload Histogram I/GA Grades H0071_BITS_F422T_1146.csv Con Upload Histogram FEF I/GA Grades 31 Comments Student List Upload File Upload Histogram Submit Grades I/GA Grades



IV. Marks and Grade submission of Project Type Courses by the Faculty Members Click on Project Courses & Thesis Grading Tile.



Click on Project Course Grade Submission (Instructors).

Enter the Mid semester and Final Marks & Grades after click on save.

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Below page is only for IC of the course to view/download grades submitted by Instructors.

Download the students list using Download button.

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		Empi ID	Student ID	Student Name	Midsem Marks	Midsem Grade	Final Marks	Final Grade	Instructor Name	Last Update Date/Time	
		1 41120191464	2019B2A21464H	NISHANT SETHI .							
		2 41120202422	2020A2PS2422H	SAMARTH RAJ .							
		3 41120202418	2020A2PS2418H	ANISH GURUVELLI .							
		4 41120190952	2019B5A20952H	SAI PREETHAM NAGULAVANCHA .							
		5 41120201055	2020A2PS1055H	ARYAMAN KOHLI .							
		6 41120191385	2019B5A21385H	NALLAMILLI SRIMANTH REDDY .							
		7 41120202497	2020A2PS2497H	SRINIVAS KONREDDY .							
		8 41120202437	2020A2PS2437H	YASHRAJ SANTOSH KUMAR JHA .							