



## Annexure 2: Manual for Faculty Related Academic Processes

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

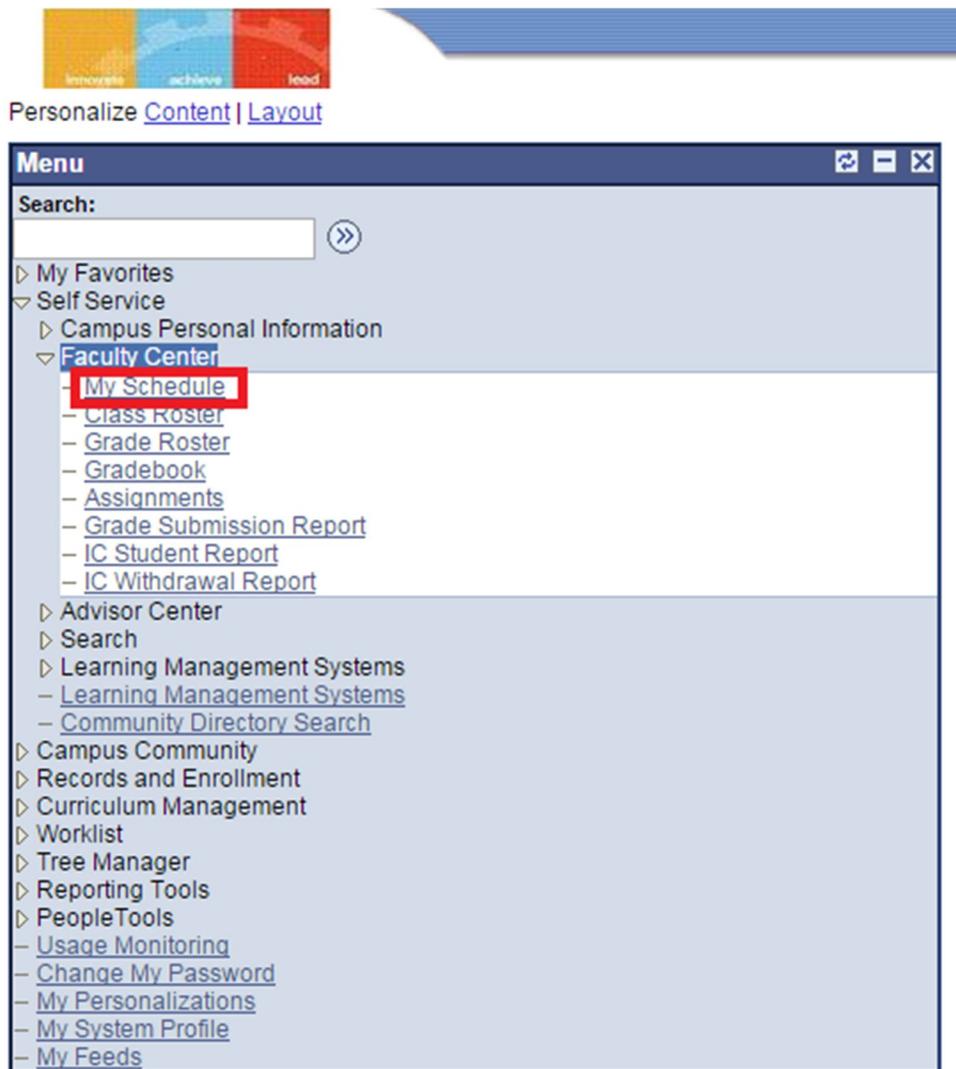
# FACULTY CENTER MANUAL



Sign into Peoplesoft Student System using the following link.

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

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





- 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.

MORAPAKALA SRINIVAS . ID Number:

Faculty Center | Advisor Center | Search | Learning Management

my schedule | class roster | grade roster | gradebook | class assignments

**Faculty Center**

**My Schedule**

Second Semester 2014-15 | Birla Institute of Tech & Sci [change term](#) [View Personal Data Summary](#)  
[View Textbook Summary](#)  
[My Exam Schedule](#)

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Gradebook Assignments Learning Management

**My Teaching Schedule > Second Semester 2014-15 > Birla Institute of Tech & Sci**

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">ME_C314-L1</a> <a href="#">(1311)</a>	POWER PLANT ENGINEERING (Lecture)	3	TuThSa 10:00AM - 11:00AM	TBA	Jan 11, 2015-May 21, 2015
<a href="#">ME_F420-L1</a> <a href="#">(2323)</a>	POWER PLANT ENGINEERING (Lecture)	32	TuThSa 10:00AM - 11:00AM	TBA	Jan 11, 2015-May 21, 2015
<a href="#">ME_F433-L1</a> <a href="#">(1951)</a>	Solar Thermal Process Engg (Lecture)	35	MoWeFr 4:00PM - 5:00PM	TBA	Jan 11, 2015-May 21, 2015
<a href="#">ME_F433-P1</a> <a href="#">(1952)</a>	Solar Thermal Process Engg (Laboratory)	35	Fr 2:00PM - 4:00PM	TBA	Jan 11, 2015-May 21, 2015

[View Weekly Teaching Schedule](#) [Go to top](#)

**My Exam Schedule > Second Semester 2014-15 > Birla Institute of Tech & Sci**

Class	Class Title	Exam Date	Exam Time	Exam Room	Enrolled
<a href="#">ME_F433-L1</a> <a href="#">(1951)</a>	Solar Thermal Process Engg (Lecture)	15/5/2014, Thursday	2:00PM - 5:00PM		35
<a href="#">ME_C314-L1</a> <a href="#">(1311)</a>	POWER PLANT ENGINEERING (Lecture)	14/5/2015, Thursday	2:00PM - 5:00PM		3
<a href="#">ME_F420-L1</a> <a href="#">(2323)</a>	POWER PLANT ENGINEERING (Lecture)	14/5/2015, Thursday	2:00PM - 5:00PM		32

[Go to top](#)

javascript:Action\_win0(document.win0,'DERIVED\_SSS\_FCT\_SSR\_PB\_GOS555',0,0,'Continue',false,true);



- 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.

The screenshot shows the PeopleSoft interface for a Class Roster. The user is logged in as MORAPAKALA SRINIVAS. The page displays details for the course ME F433 - L1 (1961), titled "SOLAR THERMAL PROCESS ENGG (Lecture)". The instructor is MORAPAKALA SRINIVAS. The class is held on MoWeFr from 4:00PM to 5:00PM in room TBA. The enrollment status is "Enrolled" with a capacity of 80 and 35 students currently enrolled. A table lists the enrolled students with columns for Notify, Photo, ID, ID Number, Name, Grade Basis, Units, Program and Plan, and Level. The "ID Number" column is highlighted in red in the original image.

Notify	Photo	ID	ID Number	Name	Grade Basis	Units	Program and Plan	Level
1		41120120353	2012A4PS353H	REDDY,CHITTABATHUNI SAI CHAITANYA	Crs Grad	4.00	Bachelor of Engineering Hyd - Mechanical	Yr 3 Sem 2
2		41120120244	2012A4PS244H	A DEEPTHI	Crs Grad	4.00	Bachelor of Engineering Hyd - Mechanical	Yr 3 Sem 2
3		41120120431	2012ABA4431H	ADITYA KUMAR	Crs Grad	4.00	Bachelor of Engineering Hyd - Mechanical/Manufacturing Engineering	Yr 3 Sem 2
4		41120110400	2011B3A4400H	ALURI SATISH CHANDRA	Crs Grad	4.00	Master of Science Hyd - Economics	Yr 4 Sem 2
5		41120110425	2011B3A4425H	ANSHOOL SINGHI	Crs Grad	4.00	Master of Science Hyd - Economics	Yr 4 Sem 2
6		41120120916	2012A4TS916H	AROTE ABHIJEET ARUN	Crs Grad	4.00	Bachelor of Engineering Hyd - Mechanical	Yr 3 Sem 2
7		41120110133	2011A4PS133H	B MRUDULA	Crs Grad	4.00	Bachelor of Engineering Hyd - Mechanical	Yr 4 Sem 2



- 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.

**Menu**

Search:

- My Favorites
- Self Service
- Campus Personal Information
- Faculty Center
  - My Schedule
    - Class Roster
    - Grade Roster
    - Gradebook
    - Assignments
    - Grade Submission Report
    - IC Student Report
    - IC Withdrawal Report
- Advisor Center
- Search
- Learning Management Systems
  - Learning Management Systems
  - Community Directory Search
- Campus Community
- Records and Enrollment
- Curriculum Management
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
  - Usage Monitoring
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Feeds

\*Enrollment Status:

Enrollment Capacity: 80    Enrolled: 35

Select display option:  Link to Photos     Include photos in list

Enrolled Students										Find	Download	First	1-35 of 35	Last
Notify	Photo	ID	ID Number	Name	Grade Basis	Units	Program and Plan	Level						
<input type="checkbox"/>		41120120353	2012A4PS353H	<a href="#">REDDY,CHITTABATHUNI SAI CHAITANYA</a>	Crs Grad	4.00	Bachelor of Engineering Hyd - Mechanical	Yr 3 Sem 2						
<input type="checkbox"/>		41120120244	2012A4PS244H	<a href="#">..A DEEPTHI</a>	Crs Grad	4.00	Bachelor of Engineering Hyd - Mechanical	Yr 3 Sem 2						
<input type="checkbox"/>		41120120431	2012ABA4431H	<a href="#">..ADITYA KUMAR</a>	Crs Grad	4.00	Bachelor of Engineering Hyd - Mechanical/Manufacturing Engineering	Yr 3 Sem 2						
<input type="checkbox"/>		41120110400	2011B3A4400H	<a href="#">..ALURI SATISH CHANDRA</a>	Crs Grad	4.00	Master of Science Hyd - Economics	Yr 4 Sem 2						
<input type="checkbox"/>		41120110425	2011B3A4425H	<a href="#">..ANSHOOL SINGHI</a>	Crs Grad	4.00	Master of Science Hyd - Economics	Yr 4 Sem 2						
<input type="checkbox"/>		41120120916	2012A4TS916H	<a href="#">..AROTE ABHIJEET ARUN</a>	Crs Grad	4.00	Bachelor of Engineering Hyd - Mechanical	Yr 3 Sem 2						
<input type="checkbox"/>		41120110133	2011A4PS133H	<a href="#">..B MRUDULA</a>	Crs Grad	4.00	Bachelor of Engineering Hyd - Mechanical	Yr 4 Sem 2						
<input type="checkbox"/>		41120120953	2012ABPS953H	<a href="#">..BODDU SURYA TEJ</a>	Crs Grad	4.00	Bachelor of Engineering Hyd - Manufacturing Engineering	Yr 3 Sem 2						
<input type="checkbox"/>		41120120482	2012A1PS482H	<a href="#">..DESHPANDE ABHISHEK RAJU</a>	Crs Grad	4.00	Bachelor of Engineering Hyd - Chemical	Yr 3 Sem 2						
<input type="checkbox"/>		41120110630	2011B4A4630H	<a href="#">..G PRANAY RAJ</a>	Crs Grad	4.00	Master of Science Hyd - Mathematics	Yr 4 Sem 2						
<input type="checkbox"/>		41120120361	2012A4PS361H	<a href="#">..G SAI CHAITANYA</a>	Crs Grad	4.00	Bachelor of Engineering Hyd - Mechanical	Yr 3 Sem 2						
<input type="checkbox"/>		41120120041	2012A4PS041H	<a href="#">..GANTA VAMSI</a>	Crs Grad	4.00	Bachelor of Engineering Hyd - Mechanical	Yr 3 Sem 2						
<input type="checkbox"/>		41120110604	2011B3A4604H	<a href="#">..GHANTASALA SAI KRISHNA</a>	Crs Grad	4.00	Master of Science Hyd - Economics	Yr 4 Sem 2						
<input type="checkbox"/>		41220140048	2014H148048H	<a href="#">..JOSHI GEET ARVIND</a>	Crs Grad	4.00	Master of Engineering Hyd - Thermal Engineering	Yr 1 Sem 2						
<input type="checkbox"/>		41120110641	2011B2A4641H	<a href="#">..KALEKAR SANKET SANJAY</a>	Crs Grad	4.00	Master of Science Hyd - Chemistry	Yr 4 Sem 2						
<input type="checkbox"/>		41120120372	2012A4PS372H	<a href="#">..KARUTURI ARAVIND</a>	Crs Grad	4.00	Bachelor of Engineering Hyd - Mechanical	Yr 3 Sem 2						

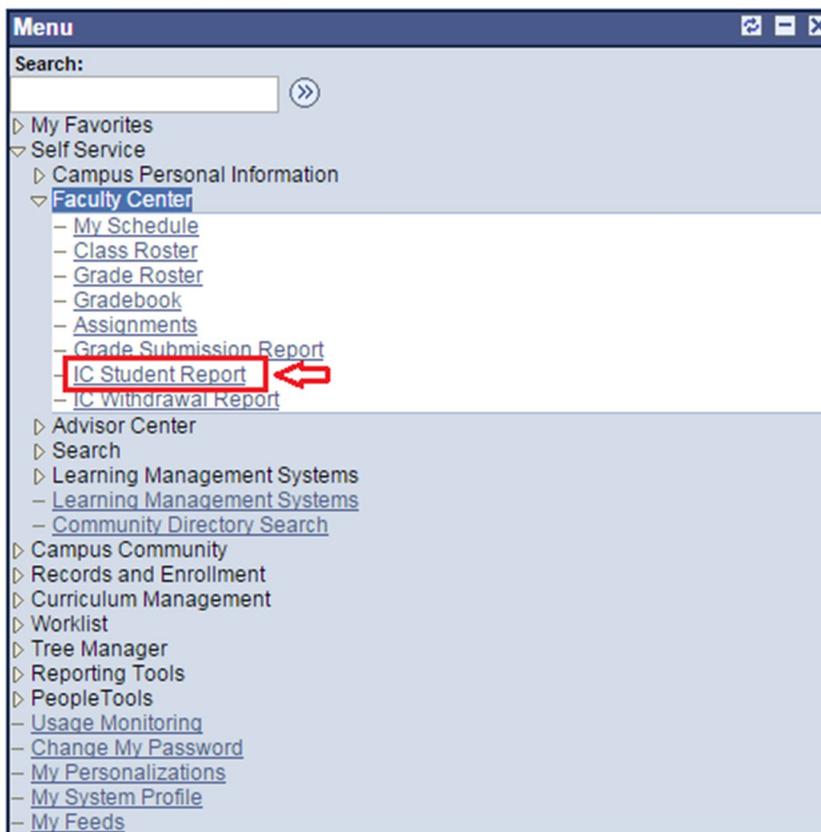


## IC STUDENT REPORT

- 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



Personalize [Content](#) | [Layout](#)



- 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

Enter User ID (HPSRN)

Enter Password

Default Maintenance / Down time (If Any), from 10PM to 6AM

**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**

Personalize [Content](#) | [Layout](#)

**Menu**

Search: >>

- My Favorites
- Self Service
  - Learning and Development
  - Campus Personal Information
  - Faculty Center**
    - Grades Upload**
    - My Schedule
    - Class Roster
    - Grade Roster
    - Gradebook
    - Assignments
    - Grade Submission Report
    - IC Student Report
    - IC Withdrawal Report
    - Student Registration Verificat
    - Class Attendanc Between 2Dates

Click on 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.



**Grade Upload**

Welcome

Semester:  20

List of Courses for which you are IC:

Course ID	Subject	Catalog Nbr	Description	*Max. Marks	*Dept. Moderation Meeting Date	Data File	Comments	Student List	Upload File	Preview	Submit Grades	Grade Submission Report
1 011619	BITS	F424T	THESIS	100	01/11/2019	GRD_UPD_20112019.csv	Comments	Student List	Upload File	Preview	Submit Grades	Grade Submission Report
2 011593	BITS	F421T	THESIS	100	04/11/2019	GRD_UPD_22112019.csv	Comments	Student List	Upload File	Preview	Submit Grades	Grade Submission Report
3 011214	CE	F411	OPER RESEARCH FOR ENGIN	100	05/11/2019	vASAN.csv	Comments	Student List	Upload File	Preview	Submit Grades	Grade Submission Report
4 011617	BITS	F423T	THESIS				Comments	Student List	Upload File	Preview	Submit Grades	Grade Submission Report

Save Notify

Annotations:

- Enter Dept. Moderation Meeting Held Date
- Click here to download the registered student's list
- Enter Max Marks
- Enter Comments if Any
- Click here to view the uploaded file with students list and Grades count
- Uploaded File Name will be displayed here
- Click on **Upload file** button to upload the .csv file
- Click on **Submit Grades** button. After that, Grades upload process will start.
- Download Grade submission report

**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.

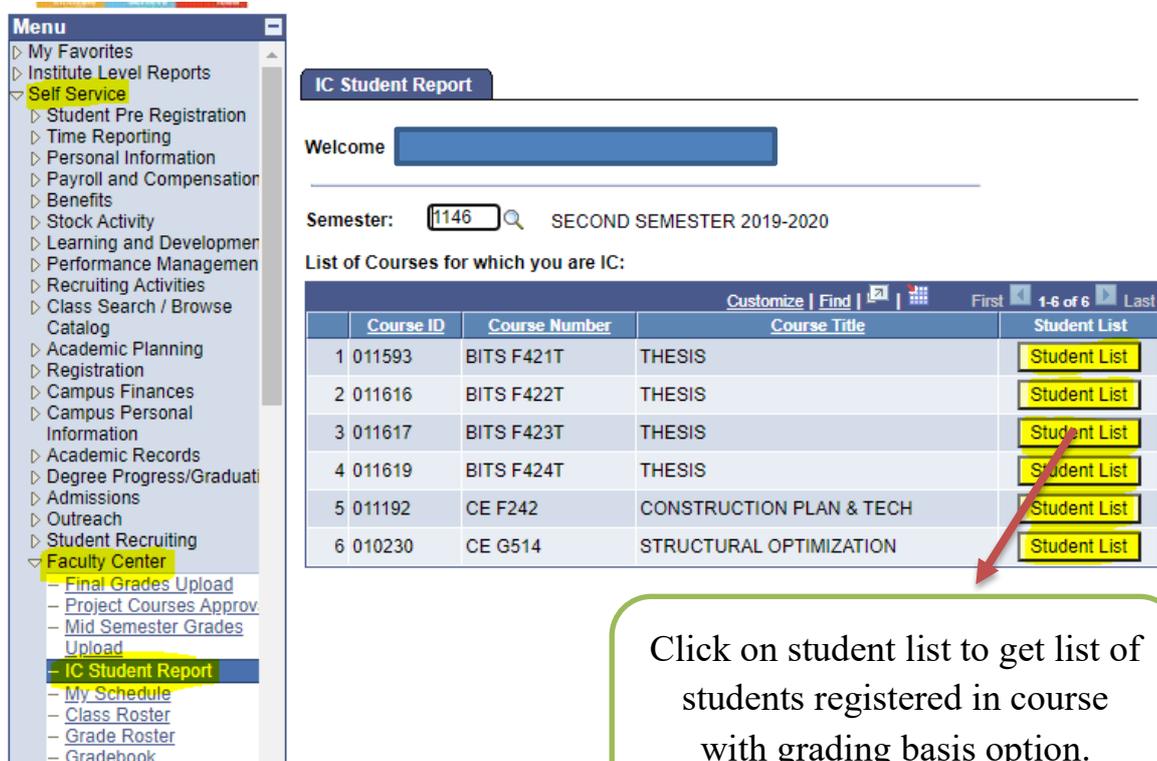
**Step 7:** Click on Preview button to **verify the uploaded file before submitting**. You can click on Submit button available in preview page also to submit grades.

**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
- Institute Level Reports
- Self Service
  - Student Pre Registration
  - Time Reporting
  - Personal Information
  - Payroll and Compensation
  - Benefits
  - Stock Activity
  - Learning and Development
  - Performance Management
  - Recruiting Activities
  - Class Search / Browse Catalog
  - Academic Planning
  - Registration
  - Campus Finances
  - Campus Personal Information
  - Academic Records
  - Degree Progress/Graduation
  - Admissions
  - Outreach
  - Student Recruiting
- Faculty Center
  - Final Grades Upload
  - Project Courses Approval
  - Mid Semester Grades Upload
  - IC Student Report**
  - My Schedule
  - Class Roster
  - Grade Roster
  - Gradebook

**IC Student Report**

Welcome [Redacted]

Semester:  SECOND SEMESTER 2019-2020

List of Courses for which you are IC:

	Course ID	Course Number	Course Title	Student List
1	011593	BITS F421T	THESIS	<a href="#">Student List</a>
2	011616	BITS F422T	THESIS	<a href="#">Student List</a>
3	011617	BITS F423T	THESIS	<a href="#">Student List</a>
4	011619	BITS F424T	THESIS	<a href="#">Student List</a>
5	011192	CE F242	CONSTRUCTION PLAN & TECH	<a href="#">Student List</a>
6	010230	CE G514	STRUCTURAL OPTIMIZATION	<a href="#">Student List</a>

Click on student list to get list of students registered in course with grading basis 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 Upload**

Welcome [Name]

Semester: 1146 SECOND SEMESTER 2019-2020

List of Courses for which you are IC:

Course ID	Subject	Catalog Nbr	Description	Max. Marks	*Dept. Moderation Meeting Date	Data File	Comments	Student List	Upload File	Upload Histogram
1 010230	CE	G514	STRUCTURAL OPTIMIZATION	100	27/05/2020	H0071_0102301.CSV	Comments	Student List	Upload File	Upload 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				Comments	Student List	Upload File	Upload Histogram

Save Notify

**You can upload histogram here while uploading final grades**

I/GA Report Conversion:

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

Customize | Find | First 1-6 F6 Last

Data File	Comments	Student List	Upload File	Upload Histogram	Preview	Submit Grades	Grade Submission Report	I/GA Grades
H0071_0102301.CSV	Comments	Student List	Upload File	Upload Histogram	Preview	Submit Grades	Grade Submission Report	I/GA Grades
H0071_BITS_F424T_1146.csv	Comments	Student List	Upload File	Upload Histogram	Preview	Submit Grades	Grade Submission Report	I/GA Grades
H0071_BITS_F421T_1146.csv	Comments	Student List	Upload File	Upload Histogram	Preview	Submit Grades	Grade Submission Report	I/GA Grades
H0071_CE_F242_1146.csv	Comments	Student List	Upload File	Upload Histogram	Preview	Submit Grades	Grade Submission Report	I/GA Grades
H0071_BITS_F422T_1146.csv	Comments	Student List	Upload File	Upload Histogram	Preview	Submit Grades	Grade Submission Report	I/GA Grades

**Click on I/GA Grades**

### GA Grade Student Data.

#### Submission of final grades (I/GA Conversion)

Course Name: CE G514 STRUCTURAL OPTIMIZATION Semester: 1146 SECOND SEMESTER 2019-2020

ID Number	Student Name	Awarded Report	Marks	Awarded Grade/Report
1 2019H1430573H	SADIQUE K .	GA	80.00	B
2 2019H1430571H	MANSI TRIVEDI .	GA	90.00	A
3 2019H1430567H	RAZAL ABDULLA T K .	GA		

**Enter the Marks and Grades here**

Download File Upload File Upload Histogram H0071\_CE\_G514\_1146\_Histogram\_GA.pdf

Save Submit & Process Return

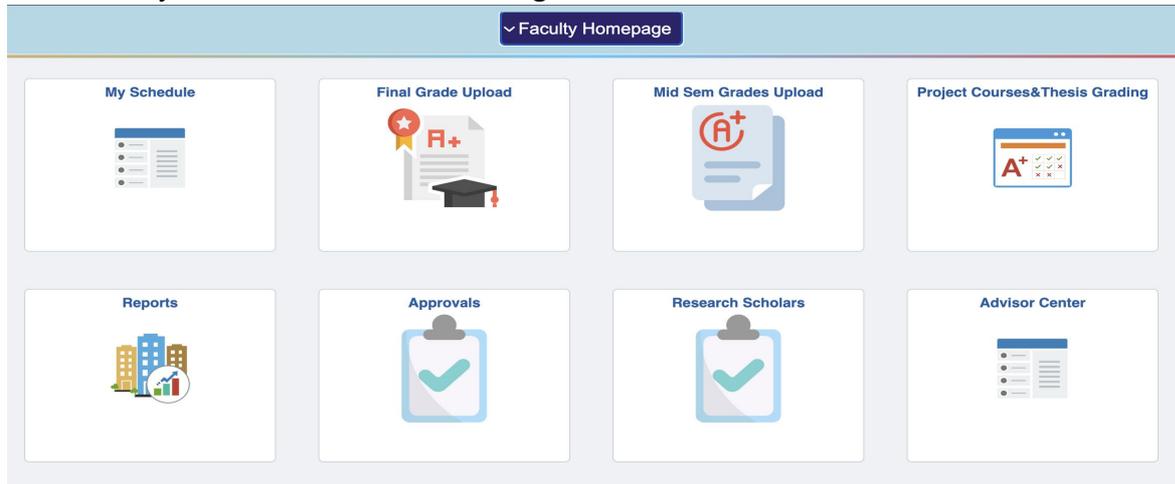
After uploading/Entering the marks and grades click on Submit & Process.

Grades submission & histogram reports will be downloaded and emailed to you.

You can use download file to get list of students and use upload file to upload list. You can upload the Histogram by using upload histogram

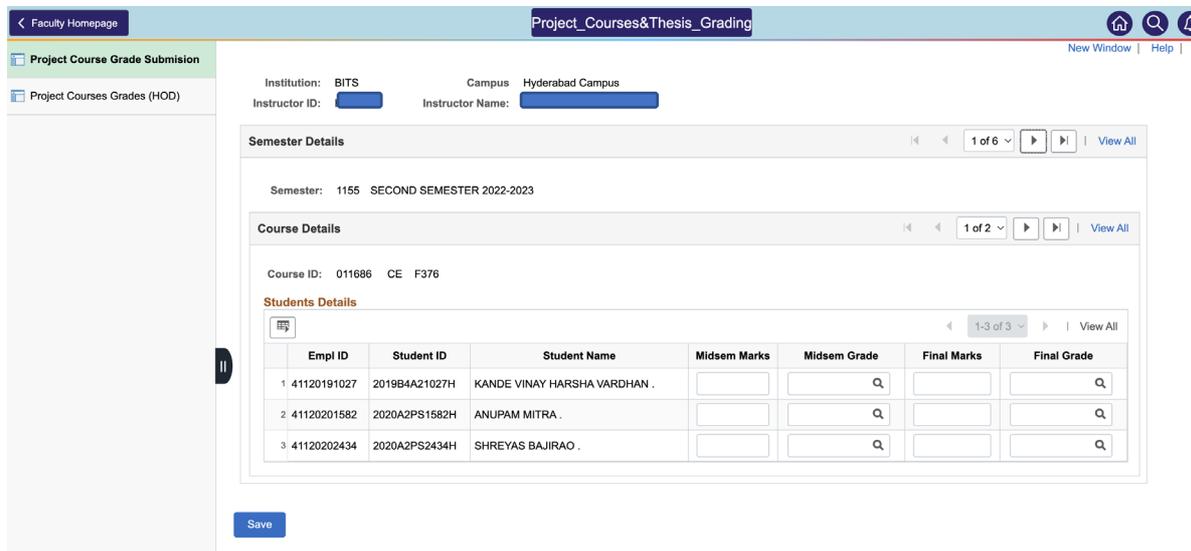
## IV. Marks and Grade submission of Project Type Courses by the Faculty Members

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.



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

Download the students list using Download button.

