

# GRADE UPLOAD PROGRAM

## LINKS:

<http://10.2.102.15:9000/psp/hcsprod/?cmd=login&languageCd=ENG&> - Inside Campus

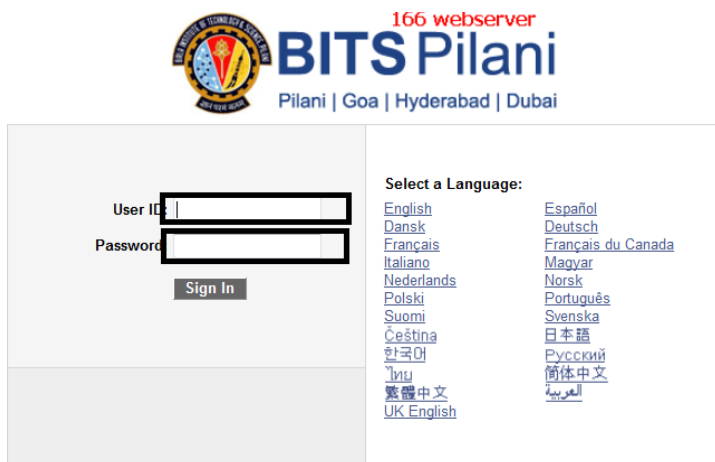
<https://erp.bits-pilani.ac.in:4431/psp/hcsprod/?cmd=login&languageCd=ENG> - Outside campus.

**Step 1: Login to ERP and download Student list.**

**Step 2: Prepare CSV file by entering marks and Grades**

**Step 3: Upload CSV file and execute Grade Upload Program.**

1) Please Login with PSRN in ERP



166 webservice

**BITS Pilani**  
Pilani | Goa | Hyderabad | Dubai

User ID:

Password:

**Sign In**

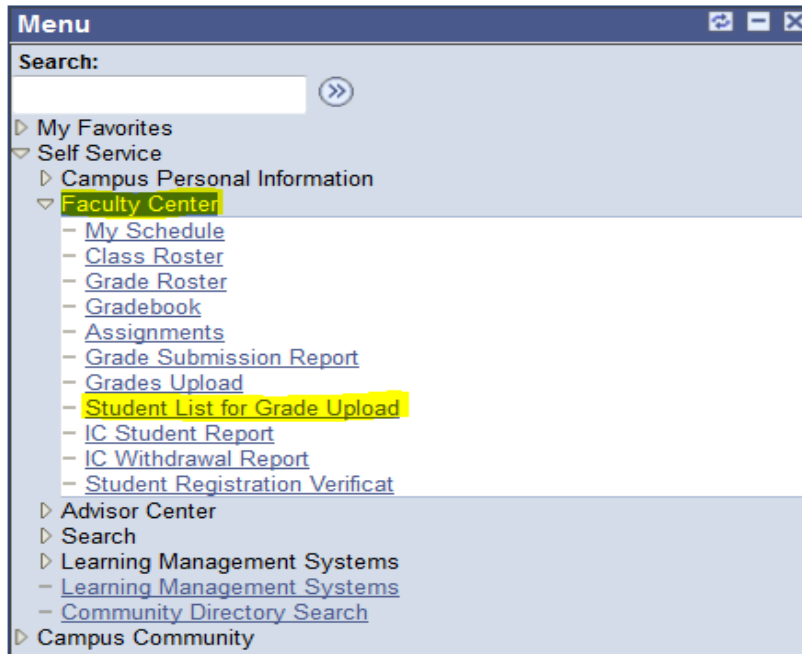
Select a Language:

<a href="#">English</a>	<a href="#">Español</a>
<a href="#">Dansk</a>	<a href="#">Deutsch</a>
<a href="#">Français</a>	<a href="#">Français du Canada</a>
<a href="#">Italiano</a>	<a href="#">Magyar</a>
<a href="#">Nederlands</a>	<a href="#">Norsk</a>
<a href="#">Polski</a>	<a href="#">Português</a>
<a href="#">Suomi</a>	<a href="#">Svenska</a>
<a href="#">Čeština</a>	<a href="#">日本語</a>
<a href="#">한국어</a>	<a href="#">Русский</a>
<a href="#">ไทย</a>	<a href="#">简体中文</a>
<a href="#">繁體中文</a>	<a href="#">العربية</a>
<a href="#">UK English</a>	

Please Navigate to Self Service >> Faculty Center >>

Click on Student List for Grade upload

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



Provide PSRN (Starts with “P” eg. P3151), Semester value: 1137( Second Semester 2016-2017), Institution – select BITS from prompt values, Course ID – Select course from prompt values and click on view results

ID (Faculty PSRN):

Semester (1133):

Institution (BITS):

Course ID:

[View Results](#)

Campus ID	Name	Descr	EMPLID	Class Nbr	MARKS	Grade In
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List of students and their course details will available for display for the course that the instructor has selected for:

ID (Faculty PSRN):

Semester (1133):

Institution (BITS):

Course ID:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First [1-6 of 6](#) Last

	Campus ID	Name	Descr	EMPLID	Class Nbr	MARKS	Grade In
1	2011HS48275H	SYED RAZIUDDIN .	RENEWABLE ENERGY	41120110275	1634		
2	2015H148051H	AKHIL S NAIR .	RENEWABLE ENERGY	41220150051	1634		
3	2015H148053H	SREEKANTH P K .	RENEWABLE ENERGY	41220150053	1634		
4	2015H148054H	ABHISHEK ANAND .	RENEWABLE ENERGY	41220150054	1634		
5	2015H148055H	BHANU VERMA .	RENEWABLE ENERGY	41220150055	1634		
6	2015H148058H	DESAI JIGAR PRADIPBHAI .	RENEWABLE ENERGY	41220150058	1634		

Click on Excel Spreadsheet and select save option to download student list.

2) Open the downloaded file and modify the file as shown below by removing the additional columns and rows.

- Please enter marks (if required, if you are not entering marks then put "0" in marks column), Grades. For NC, RC, GA, I, W grades, please put "0" as marks in marks column
- Delete columns – CAMPUS\_ID, NAME, Descr highlighted column in yellow.

Campus ID	Name	Descr	EMPLID	Class Nbr	MARK	Grade In
2011HS48275H	SYED RAZIUDDIN .	RENEWABLE ENERGY	41120110275	1634		
2015H148051H	AKHIL S NAIR .	RENEWABLE ENERGY	41220150051	1634		
2015H148053H	SREEKANTH P K .	RENEWABLE ENERGY	41220150053	1634		
2015H148054H	ABHISHEK ANAND .	RENEWABLE ENERGY	41220150054	1634		
2015H148055H	BHANU VERMA .	RENEWABLE ENERGY	41220150055	1634		
2015H148058H	DESAI JIGAR PRADIPBHAI .	RENEWABLE ENERGY	41220150058	1634		

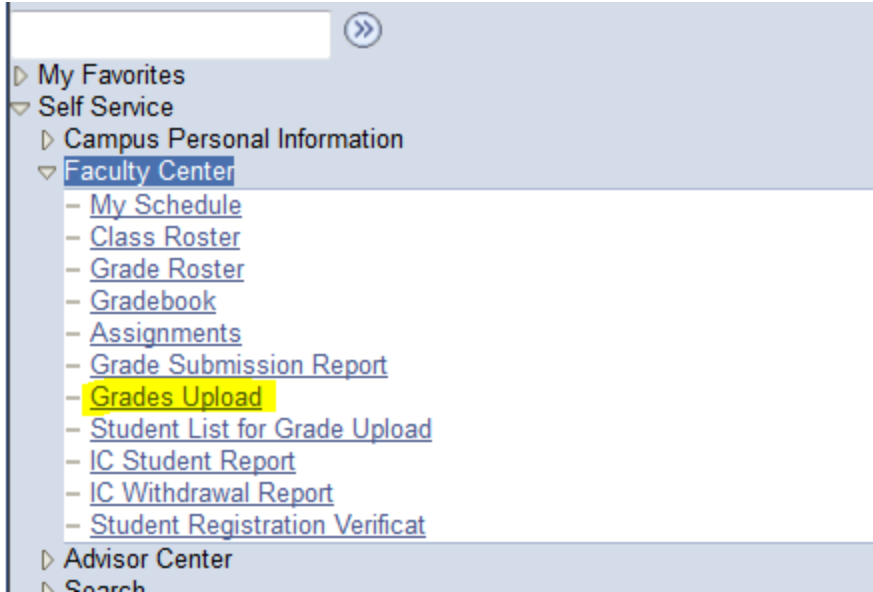
- File details should be as below (There should not be header line, First row should start with data)

Column A – EMPLID, Column B – Class number, Column C – Marks, Column D – Grade

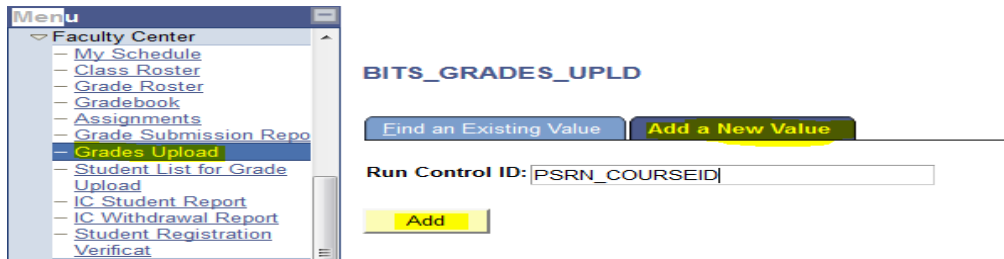
Save file with file format - .CSV(Comma delimited)

41120110275	1634	1	C
41220150051	1634	15	C-
41220150053	1634	23	E
41220150054	1634	25	A-
41220150055	1634	36	A-
41220150058	1634	45	B

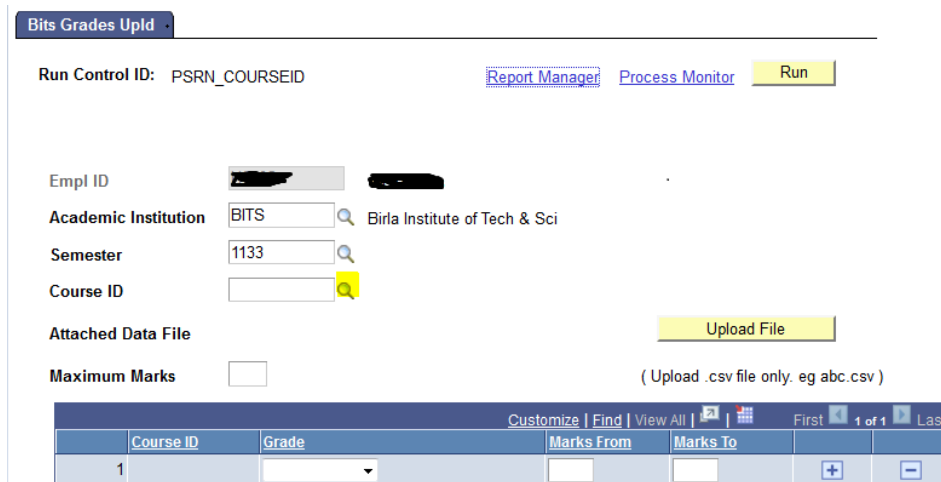
3) Navigate to Self-service >> Faculty center >> Grade Upload



Click on Add a new value



Faculty EMPL ID, Institution, Semester values are populated by default, Please select Course ID by clicking on Prompt value and select the appropriate course.



Select course from the lookup values, Upload CSV file by clicking on Upload file, provide maximum Marks that the exam was conducted for.

Now provide histogram values by selecting Grade and enter Grade range values as shown below (Optional).

Run Control ID: BITSF111

[Report Manager](#) [Process Monitor](#) [Run](#)

Empl ID  M Srinivas  
 Academic Institution  Birla Institute of Tech & Sci  
 Semester   
 Course ID

Attached Data File  [Upload File](#)  
 Maximum Marks  ( Upload .csv file only. eg abc.csv )

	Course ID	Grade	Marks From	Marks To		
1	010812	A	91	100	+	-
2	010812	A-	76	90	+	-
3	010812	B	61	75	+	-
4	010812	B-	51	60	+	-

[Save](#) [Return to Search](#) [Notify](#)

[Add](#) [Update/Display](#)

Click on Run button as click on Ok button as below

**Process Scheduler Request**

User ID: H0005 Run Control ID: BITSF111

Server Name:  Run Date:  [BT](#)  
 Recurrence:  Run Time:  [Reset to Current Date/Time](#)  
 Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	<a href="#">Grade Upload Process</a>	B_GRD_UP	PSJob	(None)	(None)	<a href="#">Distribution</a>

[OK](#) [Cancel](#)

Once after clicking on 'OK' button, system will redirect you to Grade upload page. Click on process monitor.

**Bits Grades Upd**

Run Control ID: BITSF111

[Report Manager](#)

[Process Monitor](#)

[Run](#)

Process Instance:35619

Empl ID  M Srinivas  
Academic Institution  Birla Institute of Tech & Sci  
Semester   
Course ID

Attached Data File

[Upload File](#)

Maximum Marks

( Upload .csv file only. eg abc.csv )

Customize   Find   View All   First 1-4 of 4 Last						
	Course ID	Grade	Marks From	Marks To		
1	010812	A	91	100	+	-
2	010812	A-	76	90	+	-
3	010812	B	61	75	+	-
4	010812	B-	51	60	+	-

Program will take 5 – 10 mins to process, Now click on refresh button until the run status went to success and distribution status is posted, Now Please select process name – B\_GRD\_UP as shown below.

Process List Server List

View Process Request For

User ID:  Type:  Last  Days   
Server:  Name:  Instance:  to   
Run Status:  Distribution Status:   Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	35607		PSJob	B_GRD_UP	H0005	30/11/2015 11:06:59AM PST	Success	Posted	<a href="#">Details</a>

[Go back to BITS\\_GRADES\\_UPLD](#)

Now select link with ZZZ\_MGTS name.

Process Detail

Process Name: B\_GRD\_UP

Main Job Instance: 35616

Left | Right

- [35616 - B\\_GRD\\_UP Success](#)
- [35617 - BIT\\_GRADE\\_UP Success](#)
- [35618 - ZZZ\\_MGTS Success](#)

Select view log trace link

## Process Detail

Process	
Instance: 35618	Type: Crystal
Name: ZZZ_MGTS	Description: Grade Submission Report
Run Status: Success	Distribution Status: Posted
Run	Update Process
Run Control ID: BITSF111	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNT	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request
Date/Time	Actions
Request Created On: 30/11/2015 11:50:30AM PST	<a href="#">Parameters</a> Transfer
Run Anytime After: 30/11/2015 11:50:00AM PST	<a href="#">Message Log</a>
Began Process At: 30/11/2015 11:54:02AM PST	Batch Timings
Ended Process At: 30/11/2015 11:54:30AM PST	<a href="#">View Log/Trace</a>

Download Grade Submission report by clicking on ZZZ\_MGTS\_XXXX.PDF LINK

## View Log/Trace

Report		
Report ID: 26200	Process Instance: 35618	<a href="#">Message Log</a>
Name: ZZZ_MGTS	Process Type: Crystal	
Run Status: Success		

Grade Submission Report

### Distribution Details

Distribution Node: HTTP2      Expiration Date: 07/12/2015

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">CRW_ZZZ_MGTS_35618.log</a>	0	30/11/2015 11:54:30.452454AM PST
<a href="#">ZZZ_MGTS_35618.PDF</a>	88,254	30/11/2015 11:54:30.452454AM PST
<a href="#">pssqltrace.trc</a>	493	30/11/2015 11:54:30.452454AM PST

### Distribute To

Distribution ID Type	*Distribution ID
User	H0005



