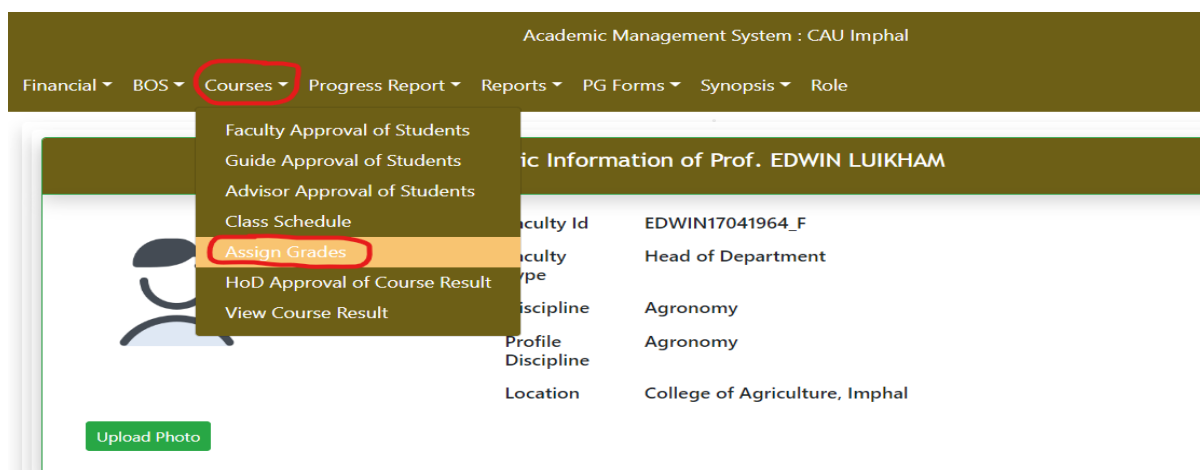


Manual for Uploading Marks

Steps for entering marks in AMS:

1. Please Login to respective Course Leader account
2. Please Click on Courses Menu. Under it, please click on Assign Grades (i.e. Courses Menu -> Assign Grades) as shown in the screenshot below.



3. Under Assign Grades sub menu, there are 3 fields namely **Academic Year**, **Semester** and **Degree**. Please select the values accordingly for each field. And click on **Submit**.

Academic Management System : CAU Imphal

Qualifying Exam ▾ Reports ▾ Progress Report ▾ Thesis Submission ▾ Synopsis ▾ Role

Assign Grades

Select Academic Year and Semester		
Academic Year	2021-22 ▾	←
Semester	I ▾	←
Degree	M.Sc. ▾	←
Submit		

Note:
The fields marked with * are mandatory.

There are two ways to Assign Grades	
1. Upload CSV File. Steps to Upload CSV	
(i)Download the Template for your respective choice	
(ii)Enter the grades into the downloaded template file	
Before filling the enteries do keep these things in mind	
* All fields should have numeric value	
* No field should be empty in the file with Completed grade enteries	
* Data Should be in "Sheet1" of Excel File	
* In case student are absent fill "A" in Excel File	
* Don't change the header of the downloaded template	
* Please Don't use any formulas into Your Excel file	
(iii)Upload the file with completed grade enteries	
(iv)Press Submit to proceed further otherwise press Cancel	
2. Enter directly into website	

4. Next, select the **Course Name**.
 (i) Under **Step I:** Please click on **"Enter Examination Scheme"**

Academic Management System : CAU Imphal

Courses ▾ Progress Report ▾ Reports ▾ PG Forms ▾ Synopsis ▾ Role

Assign Grades
 Academic Year:2021-22 Semester:I

Course Name: AGRON 511-2020-Cropping System and sustainable z ▾ ✓

Step - I: ←

Step - II: ←

Step - III: ←

There are two ways to Assign Grades	
1. Upload CSV File. Steps to Upload CSV	
(i)Download the Template for your respective choice	
(ii)Enter the grades into the downloaded template file	
Before filling the enteries do keep these things in mind	
* All fields should have numeric value	
* No field should be empty in the file with Completed grade enteries	
* Data Should be in "Sheet1" of Excel File	
* In case student are absent fill "A" in Excel File	
* Don't change the header of the downloaded template	
* Please Don't use any formulas into Your Excel file	
(iii)Upload the file with completed grade enteries	
(iv)Press Submit to proceed further otherwise press Cancel	
2. Enter directly into website	

Now, please click on **Assign** link encircled in the screenshot below.

Academic Management System : CAU Imphal

Home Personal ▾ Financial ▾ BOS ▾ Courses ▾ Progress Report ▾ Reports ▾ PG Forms ▾ Synopsis ▾ Role [Logout](#) [Helpdesk](#)

Examination Scheme
 Course Name : AGRON 511-2020(2+0)
 Course Leader : Prof. EDWINLUIKHAM
 Discipline :AGRO Semester : I
 Academic Year :2021-22
 Course Type:General

Course No	Course Name	Semester	Quizes	Mid Term	End Term Theory	Assignment	Practical Record	Viva-Voce	Final Practical	Action
AGRON 511-2020	Cropping System and sustainable agriculture I	I								Assign

Proceed to Examination Date

Next, please select the respective field values from the dropdown list as shown in the screenshot below. After completion, click on **Submit** button.

Examination Scheme

Course Leader : Prof. EDWINLUIKHAM

Quizes	Please Select ▾	
Mid Term	Please Select ▾	
End Term Theory	Please Select ▾	
Assignment	Please Select ▾	
Practical Record	Please Select ▾	
Viva-Voce	Please Select ▾	
Final Practical	Please Select ▾	
<input type="button" value="Submit"/>		

(ii) Under **Step II:** Please click on **Proceed to Examination Date**

Examination Scheme
 Course Name : ENT-501-2021(2+1)
 Course Leader : Dr. NILIMAKARAM
 Discipline :ENTO Semester : I
 Academic Year :2021-22
 Course Type:General

Course No	Course Name	Semester	Quizes	Mid Term	End Term Theory	Assignment	Practical Record	Viva-Voce	Final Practical	Action
ENT-501-2021	Insect Morphology I	I	20	30	50	0	0	0	100	Assign

Proceed to Examination Date



Now, please click on **Assign** link encircled in the screenshot below to enter the Examination dates.

Academic Management System : CAU Imphal

al ▾ BOS ▾ Courses ▾ Progress Report ▾ Reports ▾ PG Forms ▾ Synopsis ▾ Role

Examination Dates

Course Leader: Prof. EDWIN LUIKHAM

Course No	Course Name	Semester	Mid Term Date	Final Theory Date	Final Practical Date	Action
AGRON-507-2016	Agronomy of Oil-seeds, Fiber and Sugar Crops I					Assign

To enter examination dates, please click on the **Calendar** Icon (encircled in the screenshot below) against each field. Next, choose the respective dates

Academic Management System : CAU Imphal

Courses ▾ Progress Report ▾ Reports ▾ PG Forms ▾ Synopsis ▾ Role

Examination Dates

Course Leader : Prof. EDWIN LUIKHAM

Course No : AGRON-507-2016(2+1)

Mid Term Date



Theory End Term Date



Final Practical Date



Submit

- (iii) Under **Step III**: There are **2 ways to Assign Grades** as shown in the screenshot below. Kindly read the steps carefully.
Next, please click on **Enter Grades** button

Academic Management System : CAU Imphal

Exam ▾ Reports ▾ Progress Report ▾ Thesis Submission Synopsis ▾ Role

Assign Grades

Academic Year:2021-22 Semester:I

Course Name

Step - I:

Step - II:

Step - III:

There are two ways to Assign Grades

1. Upload CSV File. Steps to Upload CSV
(i)Download the Template for your respective choice
(ii)Enter the grades into the downloaded template file
Before filling the enteries do keep these things in mind
* All fields should have numeric value
* No field should be empty in the file with Completed grade enteries
* Data Should be in "Sheet1" of Excel File
* In case student are absent fill "A" in Excel File
* Don't change the header of the downloaded template
* Please Don't use any formulas into Your Excel file
(iii)Upload the file with completed grade enteries
(iv)Press Submit to proceed further otherwise press Cancel
2. Enter directly into website

There are 2 ways to Assign Grades :-

(1)

If the faculty wants to enter grades directly in the AMS portal, then please click on the **Update** button encircled in the screenshot below. Please follow this step for every student listed on the page.

On completion, please click on **Result Submit** button at the end of the page.

Course Marks Report

Course Name : Insect Morphology
 Course Number : ENT-501-2021 (2 L+1P)
 Academic Year : 2021-22 Semester : I

Sr. No	Name	RollNo	Theory Attendance	Practical Attendance	Quizzes	Mid Term	End Term Theory	Assignment	Practical Record	Viva-Voce	End Term Practical	OGPA	Remarks	Action
1	ROHIT DEBBARMA	22A-21(M)/ENT												Update Cancel
2	NINGOMBAM NIRANJITSINGH	23A-21(M)/ENTO												Update Remove
3	OM PRAKASHMISHRA	24A-21(M)/ENTO												Update Remove
4	C LALSANGZUALI	25A-21(M)/ENTO												Update Remove
5	ANKAPOOJITHA SUDDAPALLI	26A-21(M)/ENTO												Update Remove
6	PRANITA ROY	28A-21(M)/ENTO												Update Remove
7	SUREKHA VENNA	29A-21(M)/ENTO												Update Remove

(OR)

(2) Upload the marks from CSV file

Please click on Download CSV File

Course Marks Report														
Course Name : Insect Morphology Course Number : ENT-501-2021 (2 L+1P) Academic Year : 2021-22 Semester : I														
Sr. No	Name	RollNo	Theory Attendance	Practical Attendance	Quizzes	Mid Term	End Term Theory	Assignment	Practical Record	Viva-Voce	End Term Practical	OGPA	Remarks	Action
1	ROHIT DEBBARMA	22A-21(M)/ENT												Update Cancel
2	NINGOMBAM NIRANJITSINGH	23A-21(M)/ENTO												Update Remove
3	OM PRAKASHMISHRA	24A-21(M)/ENTO												Update Remove
4	C LALSANGZUALI	25A-21(M)/ENTO												Update Remove
5	ANKAPOOJITHA SUDDAPALLI	26A-21(M)/ENTO												Update Remove
6	PRANITA ROY	28A-21(M)/ENTO												Update Remove
7	SUREKHA VENNA	29A-21(M)/ENTO												Update Remove
8	CHIRANJIV	30A-21(M)/ENT												Update Remove


[Download CSV FILE](#)
[Upload CSV FILE](#)

Please open the CSV file and enter marks in the sheet. Save the file

(Please Note: Do not change the student Roll no order or the Name of the file or any fields)

	A	B	C	D	E	F	G	H	I	J	K
	Name	RollNo	Theory Att	Practical A	Quizzes	Mid Term	End Term Theory	Assignment	Practical Record	Viva-Voce	End Term Practica
2	ARUNDHUTI CHAKRABARTY	31A-21(M)/GPB	0	0				0	0	0	
3	NADA YAKU	32A-21(M)/GPB	0	0				0	0	0	
4	SHANKAR LALCHOUDHARY	33A-21(M)/GPB	0	0				0	0	0	
5	RAHUL KOLI	34A-21(M)/GPB	0	0				0	0	0	
6	SURBANI LAISHRAM	35A-21(M)/GPB	0	0				0	0	0	
7	SAI LIKITHA MAJJI	36A-21(M)/GPB	0	0				0	0	0	

Next, click on **Upload CSV File** and choose the above saved CSV file and upload.

Course Marks Report

Course Name : Insect Morphology
Course Number : ENT-501-2021 (2 L+1P)
Academic Year : 2021-22 Semester : I

Sr. No	Name	RollNo	Theory Attendance	Practical Attendance	Quizzes	Mid Term	End Term Theory	Assignment	Practical Record	Viva-Voce	End Term Practical	OGPA	Remarks	Action
1	ROHIT DEBBARMA	22A-21(M)/ENT												Update Cancel
2	NINGOMBAM NIRANJITSINGH	23A-21(M)/ENTO												Update Remove
3	OM PRAKASHMISHRA	24A-21(M)/ENTO												Update Remove
4	C LALSANGZUALI	25A-21(M)/ENTO												Update Remove
5	ANKAPOOJITHA SUDDAPALLI	26A-21(M)/ENTO												Update Remove
6	PRANITA ROY	28A-21(M)/ENTO												Update Remove
7	SUREKHA VENNA	29A-21(M)/ENTO												Update Remove
8	CHIRANJIV	30A-21(M)/ENT												Update Remove

[Download CSV FILE](#)
[Upload CSV FILE](#)

On Completion, please click on the **Result Submit** button at the end of the page for final submission.

Course Number : ENT-501-2021 (2 L+1P)
Academic Year : 2021-22 Semester : I

Sr. No	Name	RollNo	Theory Attendance	Practical Attendance	Quizzes	Mid Term	End Term Theory	Assignment	Practical Record	Viva-Voce	End Term Practical	OGPA	Remarks	Action
1	ROHIT DEBBARMA	22A-21(M)/ENT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<div>Update</div> <div>Cancel</div>
2	NINGOMBAM NIRANJITSINGH	23A-21(M)/ENTO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<div>Update</div> <div>Remove</div>
3	OM PRAKASHMISHRA	24A-21(M)/ENTO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<div>Update</div> <div>Remove</div>
4	C LALSANGZUALI	25A-21(M)/ENTO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<div>Update</div> <div>Remove</div>
5	ANKAPOOJITHA SUDDAPALLI	26A-21(M)/ENTO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<div>Update</div> <div>Remove</div>
6	PRANITA ROY	28A-21(M)/ENTO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<div>Update</div> <div>Remove</div>
7	SUREKHA VENNA	29A-21(M)/ENTO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<div>Update</div> <div>Remove</div>
8	CHIRANJIV	30A-21(M)/ENT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<div>Update</div> <div>Remove</div>

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Result Submit

----- The End -----