Guidelines for Course and Project/Ind Study Grades submission in IMS

A: Course Grades Submission: The current process to submit grades has the following steps:

1. Login to IMS, and visit Teaching -> My Courses -> My Courses

2. **Internal Audit (IA):**
   - Click on the button labelled "IA" towards in the collection of buttons on the right side corresponding to the course.
   - Click the button labelled Add New in the bottom panel. The right panel shows the details to be filled.
   - In this right panel, you should also go to the tab labelled Attach to attach the complete mark sheet of the course used to arrive at the grades, Teaching-Learning materials, Homework/Assignments/Other Evaluation, Other assessment documents, E-learning and other information as applicable.
   - Once step 4 is complete, you can then click on the button labelled Gr in the collection of buttons corresponding to the course. This form is as in the earlier years. You can either download the .csv file, fill in the grades, and upload, OR you can enter the grades in each row and save the grades.

3. **The page to submit the course grades: Pick the grade button (Gr).**

   - Select the course for submitting the grades
   - Grades and Total Marks can be entered directly (or) the template can be downloaded for filling and upload.
   - Please enter the marks and grades only in the template as roll no and names are available in the template.
   - Fill in the other columns and save.
   - After saving, verify the grade report and press submit.
   - Please note that you cannot change the grades once you have submitted them.

B: Project and Independent Study Grades Submission:

For recording purposes, we need the project report and the outcomes of the project/independent study.
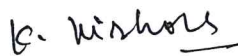
1. **For Semester Project/Honors:**

   - Once the student has submitted their report you may fill in "which objectives have been met" and assign the letter grade.
   - The form is at **IMS->My IIIT-H Teaching->Student Projects->Project Registrations (As Advisor) ->Academic Year (ex.2021-22) Semester (ex.Spring)**

2. **For Independent Study:**

   - Once the student has submitted their report you may fill in "which objectives have been met" and assign the letter grade.
   - The form is at **IMS->My IIIT-HTeaching->Student Projects->Independent Study Registrations (As Advisor) ->Academic Year (ex.2021-22) Semester (ex.Spring)**

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