



The University of Burdwan

User Manual for Faculty Self-Service

Version 1.1



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LOG IN:

Step 1:

1. Open the below URL to login into faculty self service portal
https://q01.tcsion.com//per/q01/pub/1254/SelfServices/templates/login_page21092021011323/Login%20Page521092021011353.html
2. Login page will be displayed as follows:

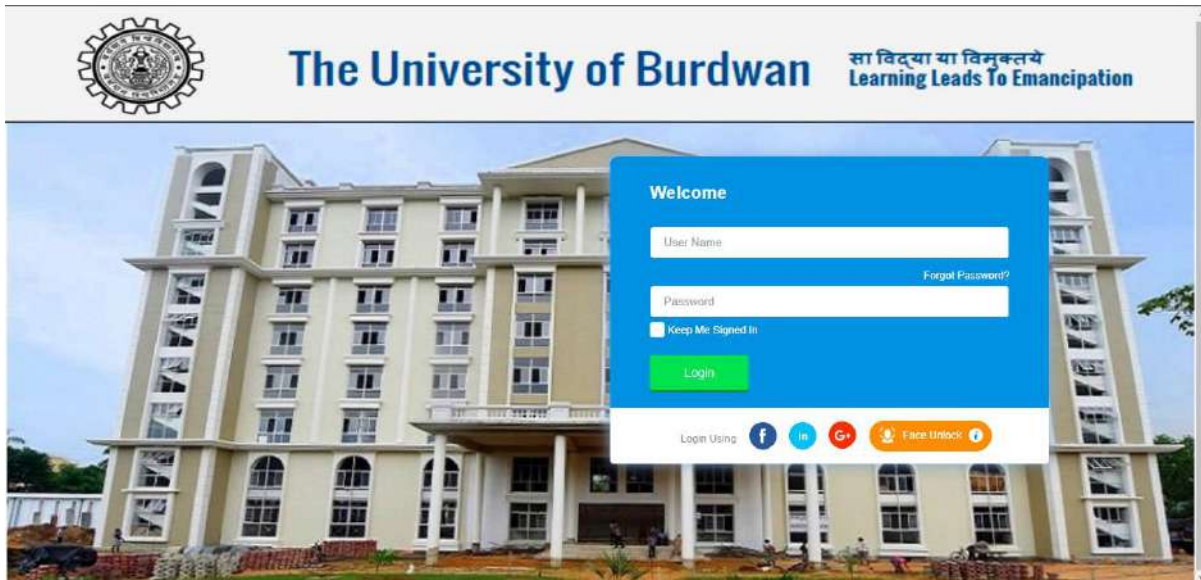


Fig 1: Login page

Step 2:

1. User need to provide their own credential to login
2. Post successfully login the following page will be displayed:

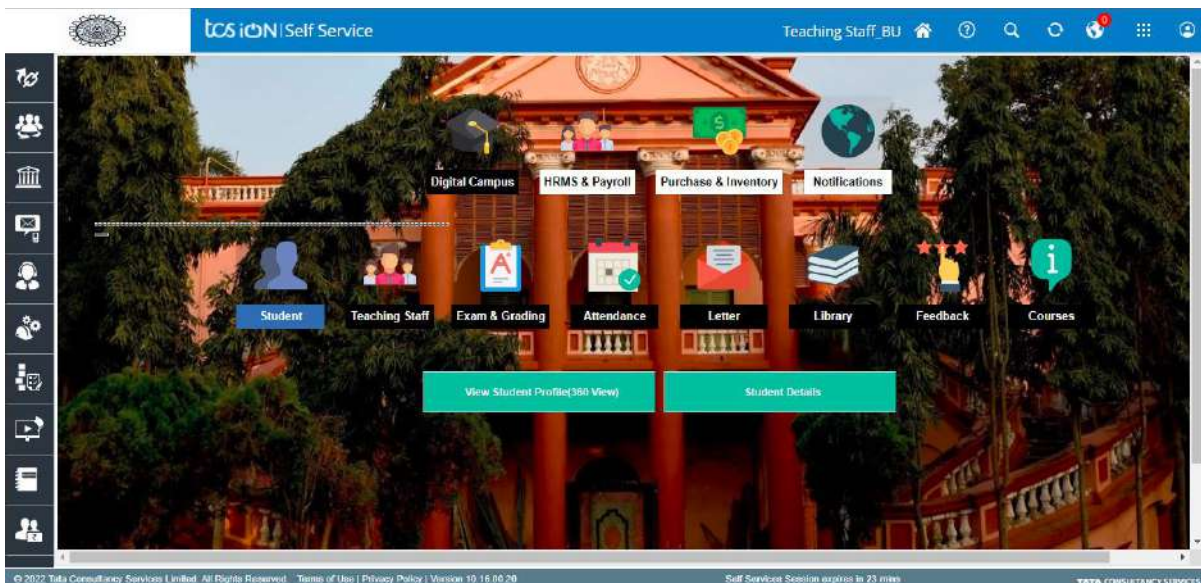


Fig 2: Landing page

EXAM & GRADING:

Step 3.1:

1. Click on the "Exam & Grading"
2. User will find the below screen

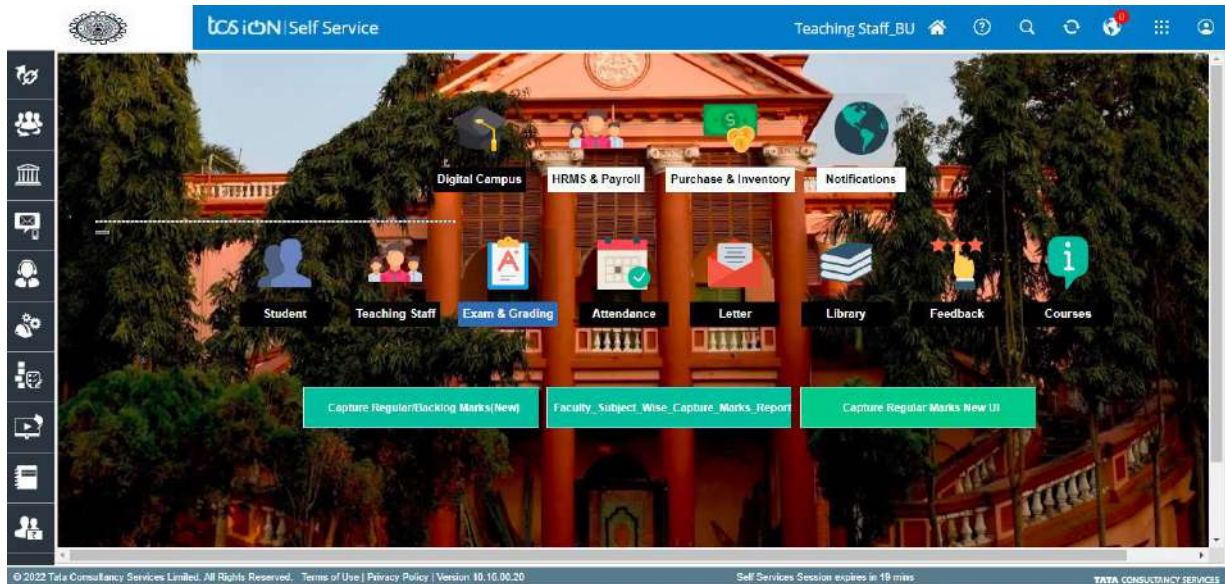


Fig 3.1: Exam & grading page

MARKS CAPTURING

Step 3.2:

1. User need to click on "Capture Regular/Backlog Marks(New)"



Fig 3.2.1: Capture score page

2. After click on "Capture Regular/Backlog Marks(New)" the following page will displayed

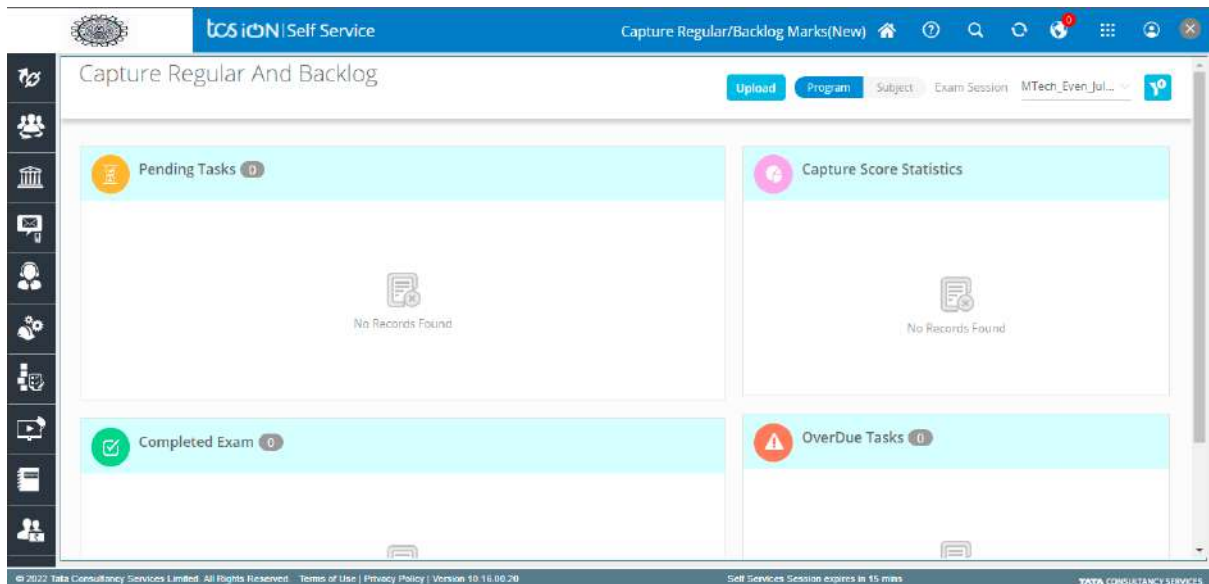


Fig 3.2.2.: Capture marks display page

3. User need to select "Exam Session" for which exam session (exp : PG ODD 2021) they need to capture the marks

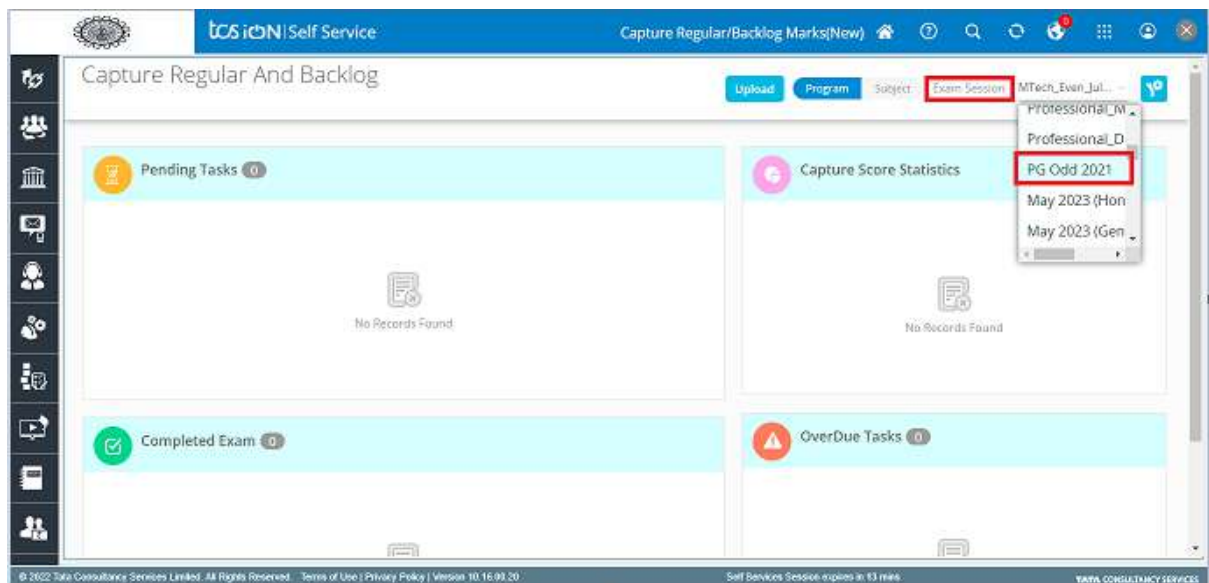


Fig 3.2.3.: Exam session selection page

4. After click on required session user will find below screen
 - **Pending Tasks** : Subject wise – exam type (Internal/External) wise list will be there for which subjects marks are yet to captured
 - **Capture Score Statistics** : Fully Captured/Partial Captured & Not Captured count in tabular format
 - **Completed Exam** : Subject wise – exam type (Internal/External) wise list will be there for which subjects marks fully captured and saved
 - **Overdue Tasks** : Subject wise – exam type (Internal/External) wise list for which marks capturing portal closed

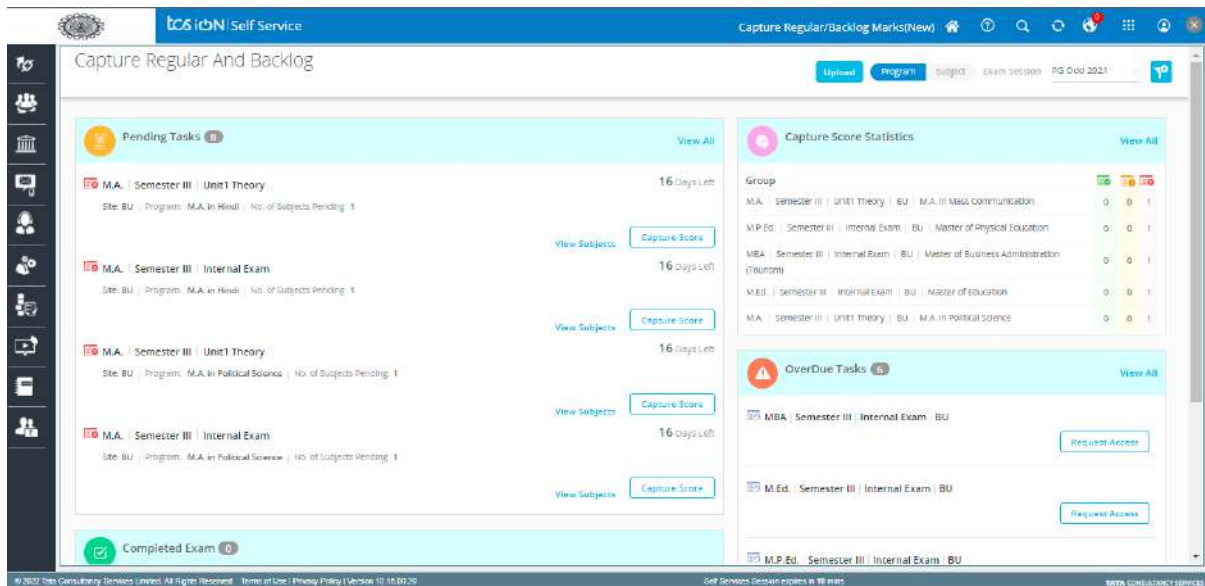


Fig 3.2.4.: Capture marks statistics page

5. User need to click on **"View All"** which is showing in Pending Task button

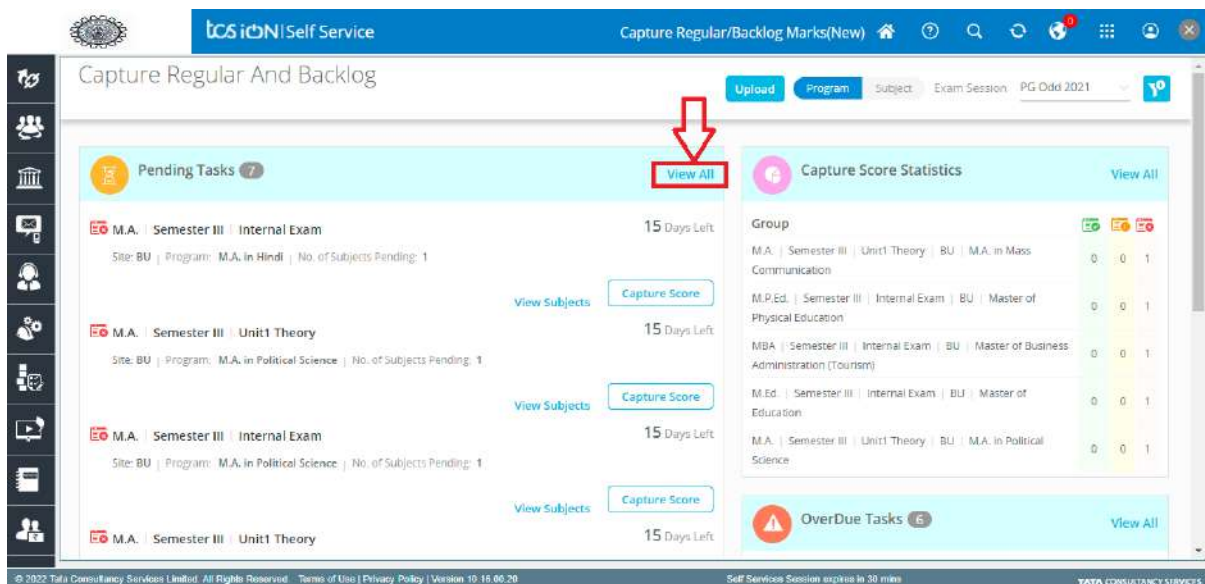


Fig 3.2.5.: Capture marks page

CAPTURE SCORE DETAILS

Step 4:

1. After click on **"View All"** user can find below screen

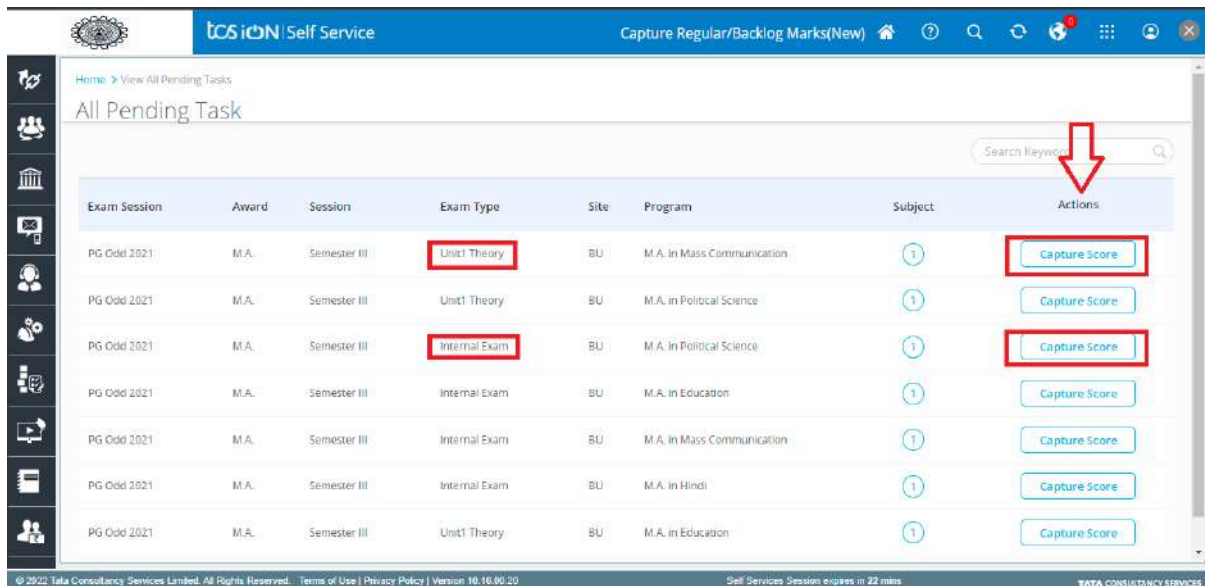


Fig4.1.: Capture marks page

2. User can capture marks student wise accordingly for that particular subjects in "Marks Obtained" column
3. In case of any absent, RA, RW, INC etc. user need to select the same from "Absent Type" column
4. After capture the marks (All or Partially) user need to click on "Save"

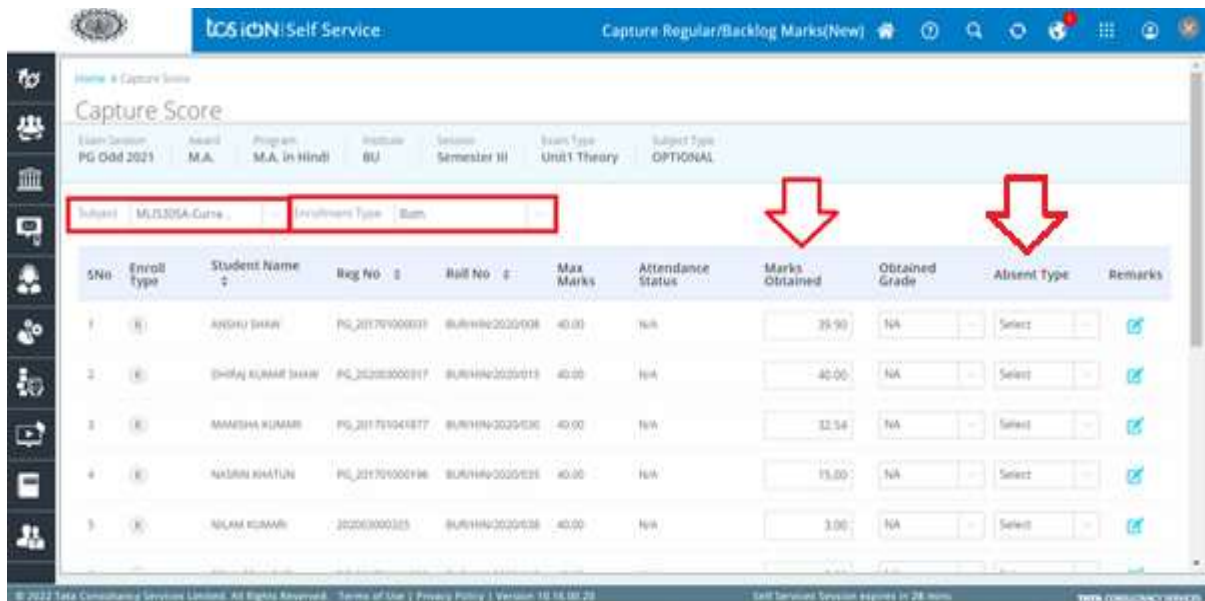


Fig4.2.: Capture marks page

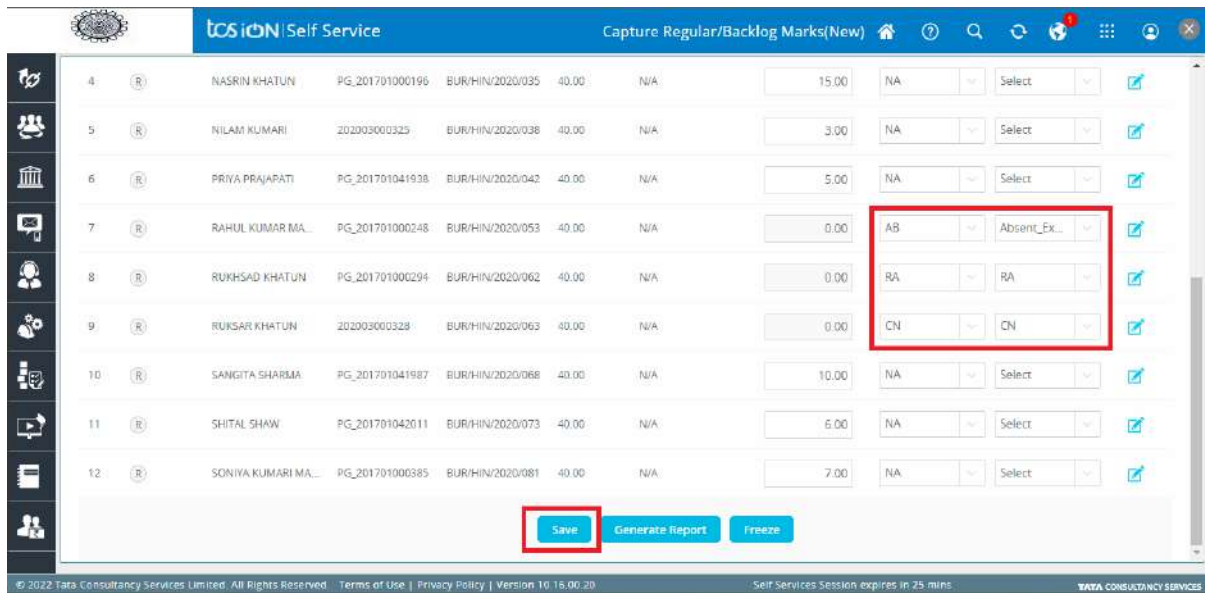


Fig4.3.: Capture marks page

5. User can check marks captured data after click on **"Generate Report"** and they can generate excel according to that

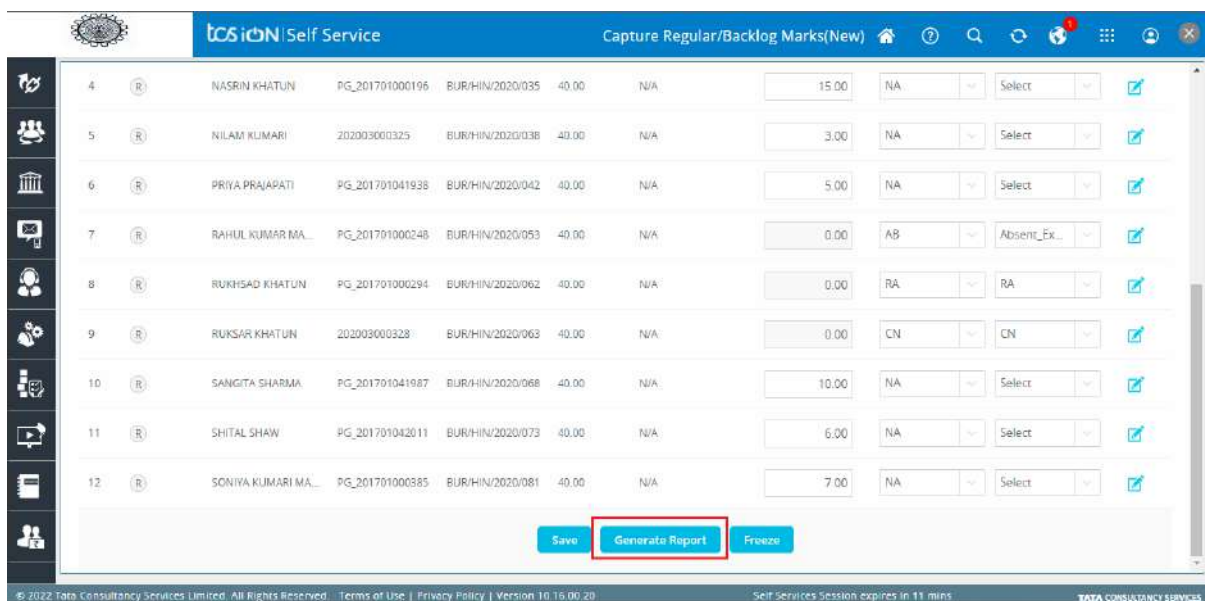


Fig4.4.: Generate capture score page

6. After click on Generate Report user will find below screen where user need to click on **"Export"** button to generate the excel

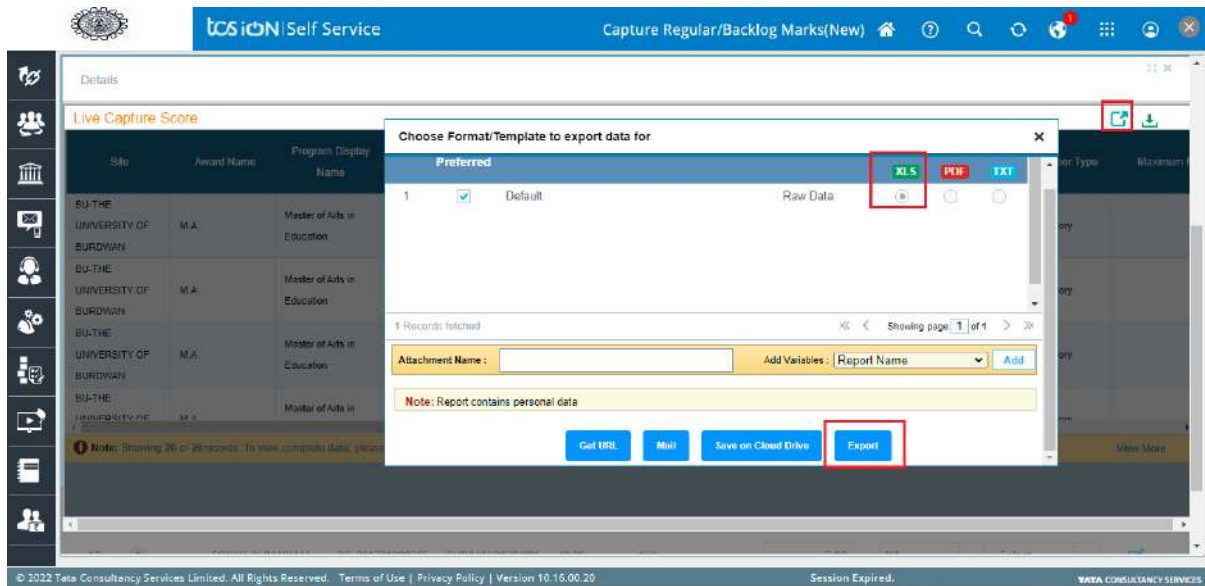


Fig4.5.: Generate capture score page

7. The generated excel user can able to see in **"Download"** button in upper right side corner

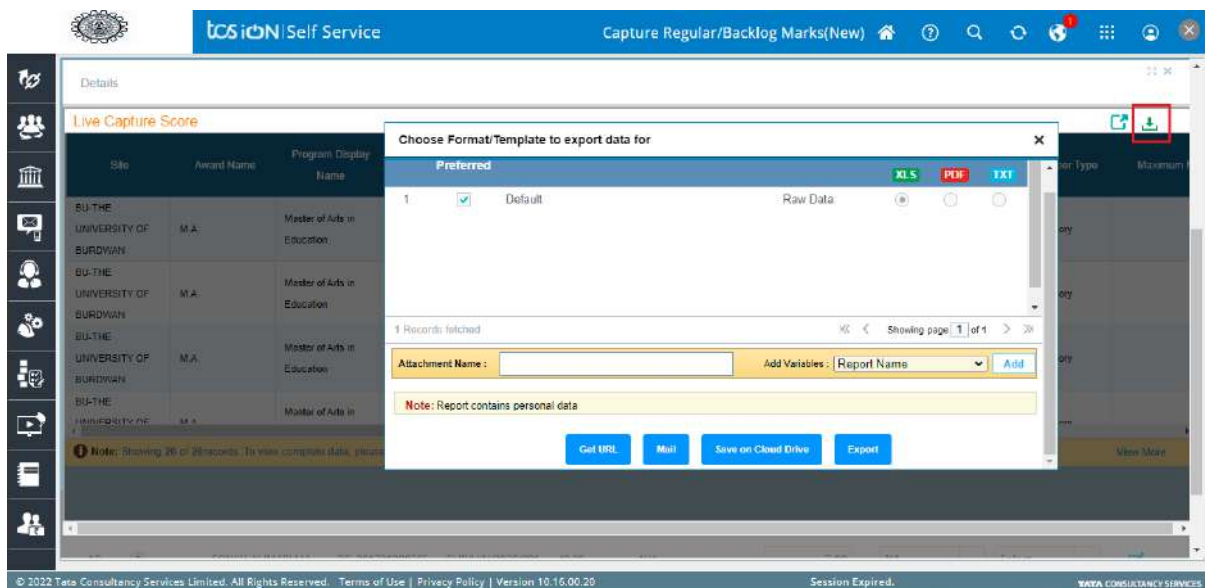


Fig4.6.: Generate capture score page