

User Manual for Mark Entry

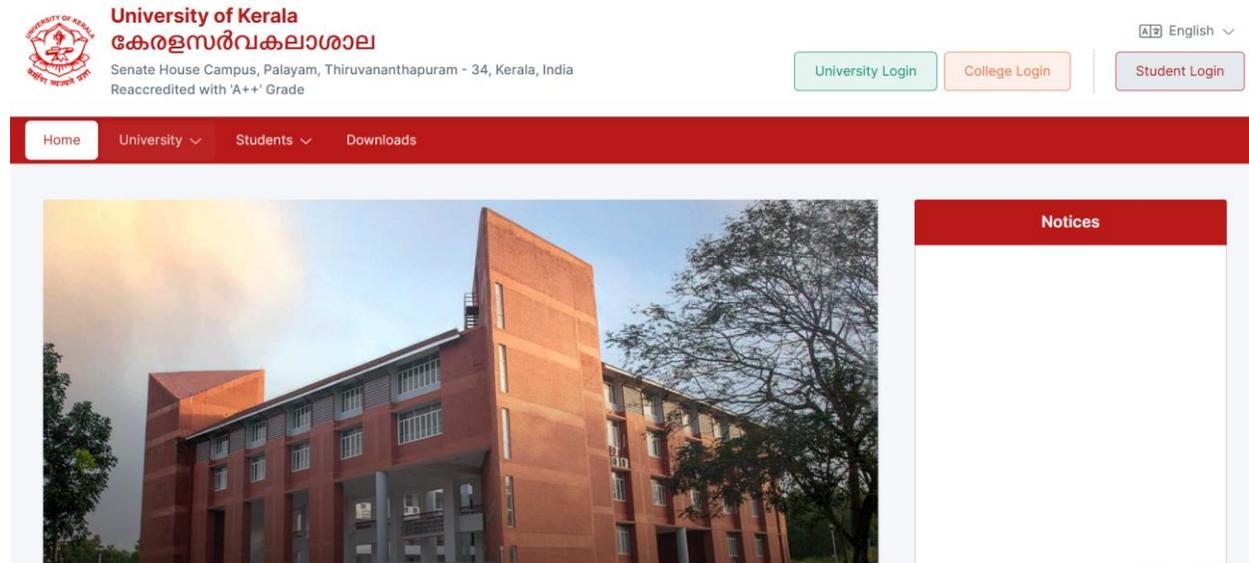
Introduction

This manual provides a step-by-step guide for college K-REAP Users for attendance entry to Portal

Step 1: Access the College Login Portal

1. Navigate to the College Login Portal

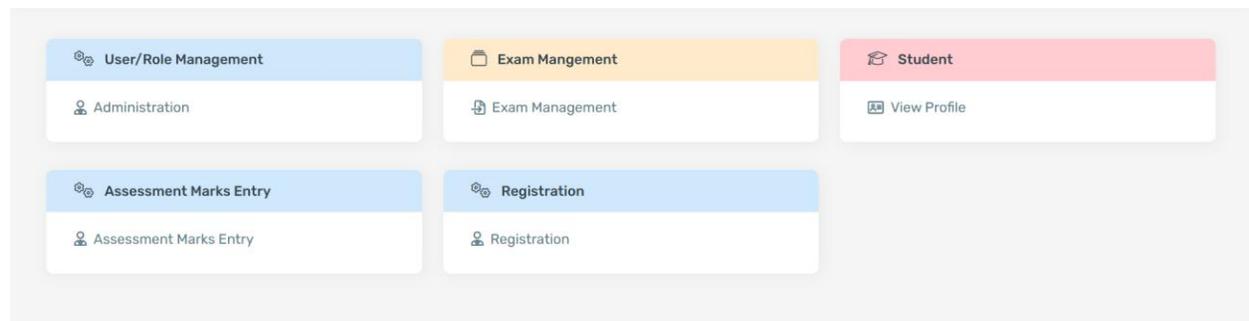
- Open the portal using the URL <https://kerala.kreap.co.in/>.
- Click on the **College Login** link to access the login page.



Step 2: Access Assessment Mark Entry

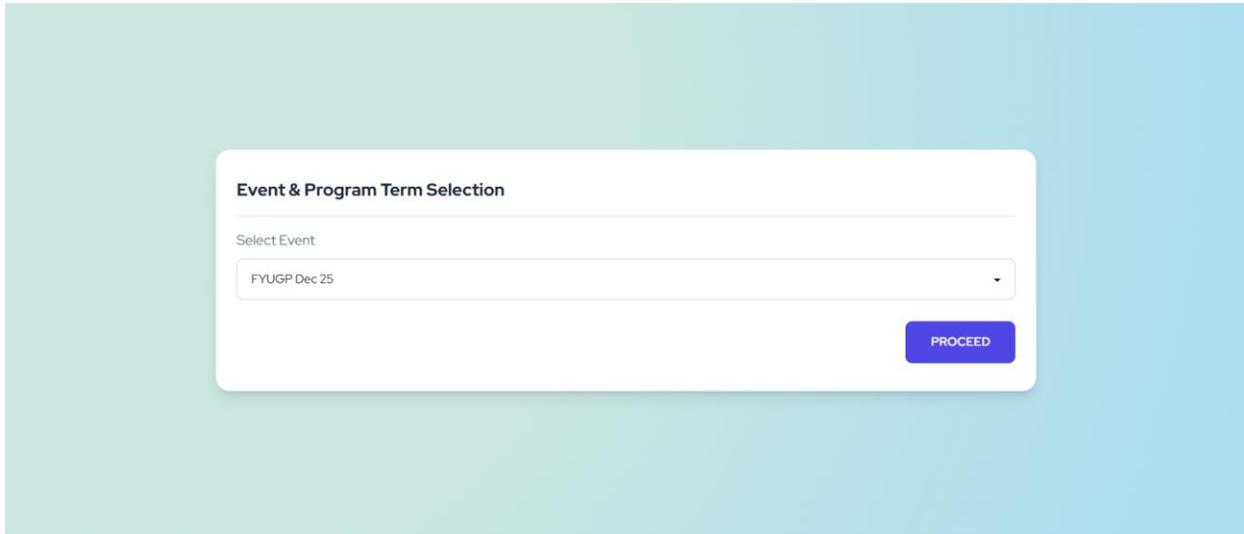
1. Open the Assessment Mark Entry Tab

- Click on the **Assessment Mark Entry**.



2. Event Selection

- o Please make sure to use Google Chrome and laptop for mark entry
- o Select **FYUGP Dec 25** for 1st Year FYUGP
- o Click Proceed



Event & Program Term Selection

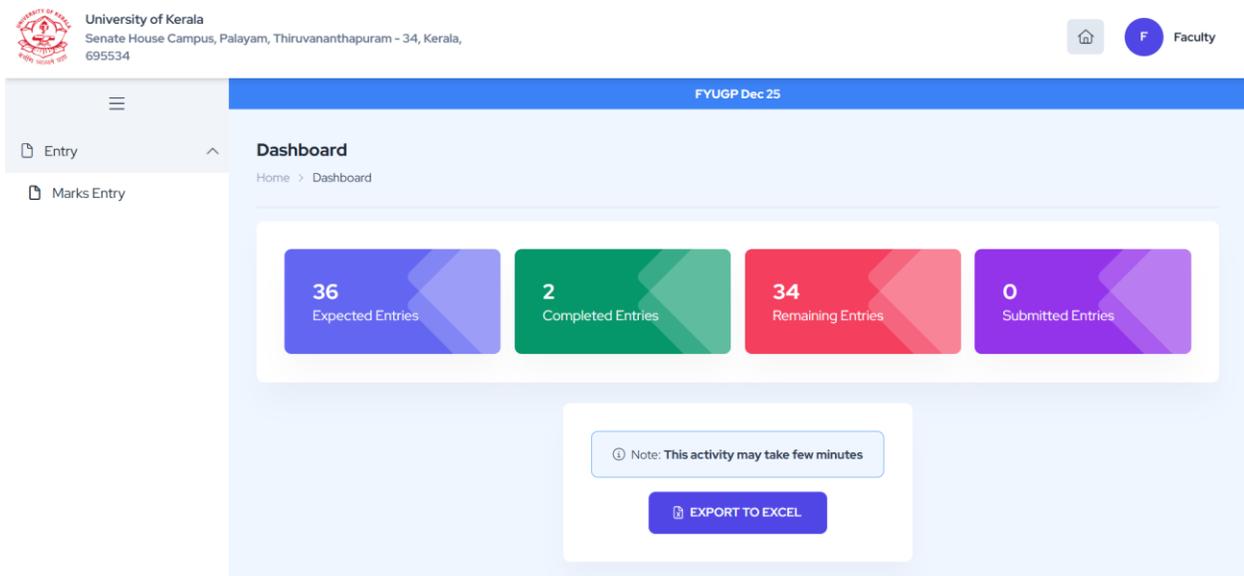
Select Event

FYUGP Dec 25

PROCEED

3. Access Mark Entry

- o Click on Entry on the left
- o Then click on Marks Entry



University of Kerala
Senate House Campus, Palayam, Thiruvananthapuram - 34, Kerala,
695534

Home Faculty

FYUGP Dec 25

Entry

Marks Entry

Dashboard
Home > Dashboard

36 Expected Entries	2 Completed Entries	34 Remaining Entries	0 Submitted Entries
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Note: This activity may take few minutes

EXPORT TO EXCEL

- The name of College will automatically come on top
- Select the component and course from the drop down list
- If course list is not coming, please check Faculty Course Mapping
- Click on Proceed

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695534

FYUGP Dec 25

Faculty

Entry

Mark Entry
ADES > Configuration > Mark Entry

Search College
Test College T2, Trivandrum

Select TLM-AM-AT
 LTP-CCA-T-FA
 LTP-CCA-T-SA
 LTP-CCA-P-FA
 LTP-CCA-P-SA

Search Course
UKIAECARA101 - FUNCTIONAL ARABIC - I

PROCEED

4. Mark Entry

- o Select Component
- o Then select the program name to get student list

FYUGP Dec 25

Entry

Mark Entry
ADES > Configuration > Mark Entry

Select TLM-AM-AT
 LTP-CCA-P-SA
 LTP-CCA-P-FA
 LTP-CCA-T-SA
 LTP-CCA-T-FA

Max Marks
4.00

Selected Course
UKIAECARA101 - UKIAECARA101 - FUNCTIONAL ARABIC - I

Assessment Data Entry Submission end date - 15/01/2026

Note: After changing TLM / AM / AT, College, or Program Part Term, please click Search to refresh and update the displayed details.

Select Program Term

← BACK SEARCH

- o Select Component
- o Then select the program name to get student list
- o Click Search
- o Enter the marks in the column provided and click save button
- o Click on generate report and save the pdf for records.
- o **Repeat process for all components**

FYUGP Dec 25

Entry ▾ **Mark Entry**
ADES > Configuration > Mark Entry

Select TLM-AM-AT Max Marks
4.00

LTP-CCA-P-SA LTP-CCA-P-FA

LTP-CCA-T-SA LTP-CCA-T-FA

Selected Course
UKIAECARA101 - UKIAECARA101 - FUNCTIONAL ARABIC - I

Assessment Data Entry Submission end date - 15/01/2026

Note: After changing TLM / AM / AT, College, or Program Part Term, please click Search to refresh and update the displayed details.

Select Program Term

FYUGP Accounts(with Credits)-Regular-FYUGP-2024-Commerce-FYUGP Year I FIRST SEMESTER ▾

← BACK SEARCH

LTP-CCA-P-SA

Selected Program Term
FYUGP Accounts(with Credits)-Regular-FYUGP-2024-Commerce-FYUGP Year I FIRST SEMESTER

1 Expected Entries	1 Completed Entries	0 Remaining Entries
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GENERATE REPORT

Note:

- To mark "Absent", use "-1" in the Marks column against that particular Seat No./Code No.
- To mark "Unfair means", use "-2" in the Marks column against that particular Seat No./Code No.
- To mark "Missing", use "-3" in the marks column against that particular Seat No./Code No.

Sr No	Full Name	Seat Number	Mark Entry
1	TEST ONE	202510098123	3.50

20 ▾ « < 1 to 1 of 1 > »

CANCEL SAVE