

# User Manual for Mark Entry

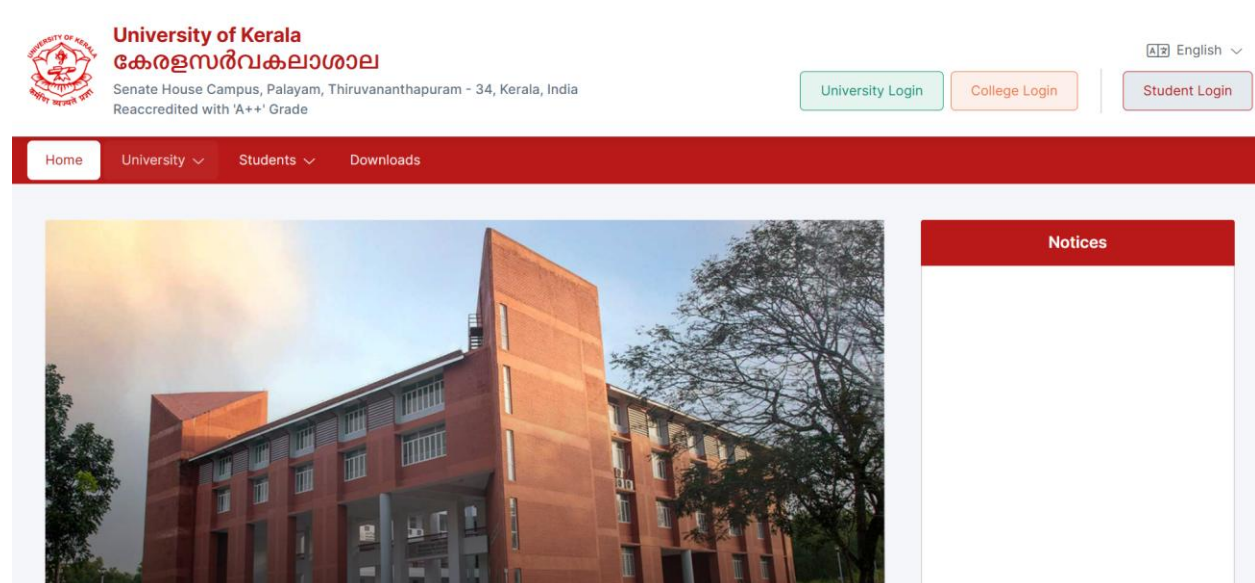
## Introduction

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

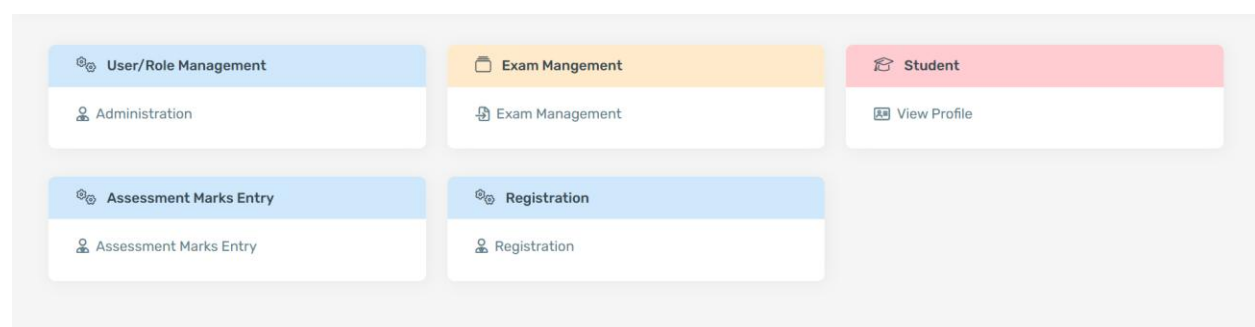
- Open the portal using the URL <https://kerala.kreap.co.in/>.
- Click on the **College Login** link to access the login page.



### Step 2: Access Assessment Mark Entry

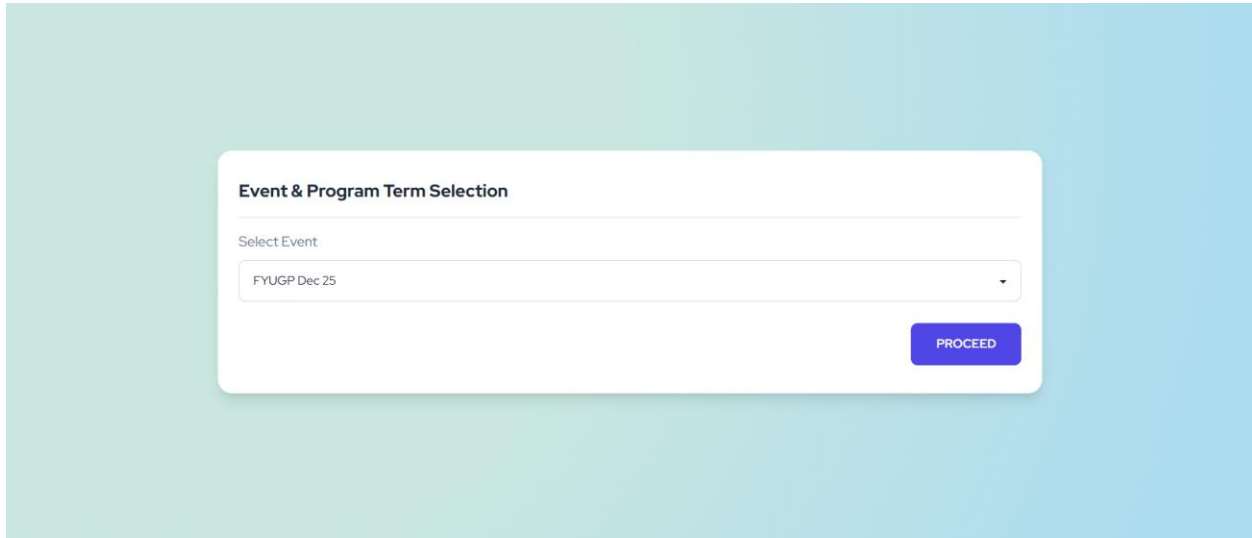
#### 1. Open the Assessment Mark Entry Tab

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



## 2. Event Selection

- o Please make sure to use Google Chrome and laptop for mark entry
- o Select applicable event from drop down
- o Click Proceed



**Event & Program Term Selection**

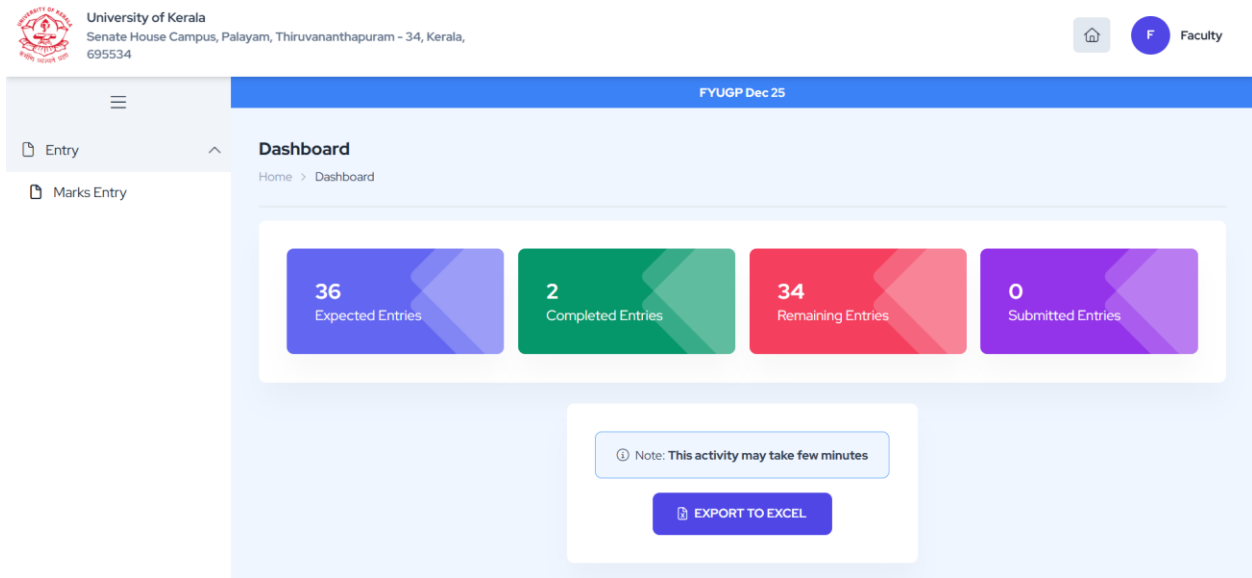
Select Event

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

FYUGP Dec 25

Faculty

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 course from the drop down list
- If course list is not coming, please check Faculty Course Mapping is approved. If not please complete mapping and get HOD approval (<https://youtu.be/hEZFszcmD88?si=g3EOxIRsqOuRlnLD> )
- Click on Proceed

**Assessment Mark Entry**  
ADES > Configuration > Assessment Mark Entry

Search College

Search Course

**PROCEED**

#### 4. Mark Entry

- o All components will be listed in a single page along with the students of the program shown
- o Please select the program name from drop down or click left / right arrow to change program

Selected Course  
UK4DSCARA201 - History of Medieval Literature

<
FYUGP Arabic(with Credits)-Regular-FYUGP-2024-Arabic-FYUGP Year II FOURTH SEMESTER
>

155 Expected Entries	0 Completed Entries	155 Remaining Entries
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ⓘ Note: Click Show to view complete assessment information and Hide to collapse it. **SHOW**

🔒 Hover over the icon to view the Mark Entry Last Date.

Sr No	Full Name	Seat Number	<span style="font-size: x-small;">🔒</span> <b>ESE-P</b> <small>Max Marks: 12.00</small>	<span style="font-size: x-small;">🔒</span> <b>CCA-T-FA</b> <small>Max Marks: 6.00</small>	<span style="font-size: x-small;">🔒</span> <b>CCA-T-SA</b> <small>Max Marks: 6.00</small>	<span style="font-size: x-small;">🔒</span> <b>CCA-P-FA</b> <small>Max Marks: 4.00</small>	<span style="font-size: x-small;">🔒</span> <b>CCA-P-SA</b> <small>Max Marks: 4.00</small>
1			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>