

User Manual for Principal Submission of Marks

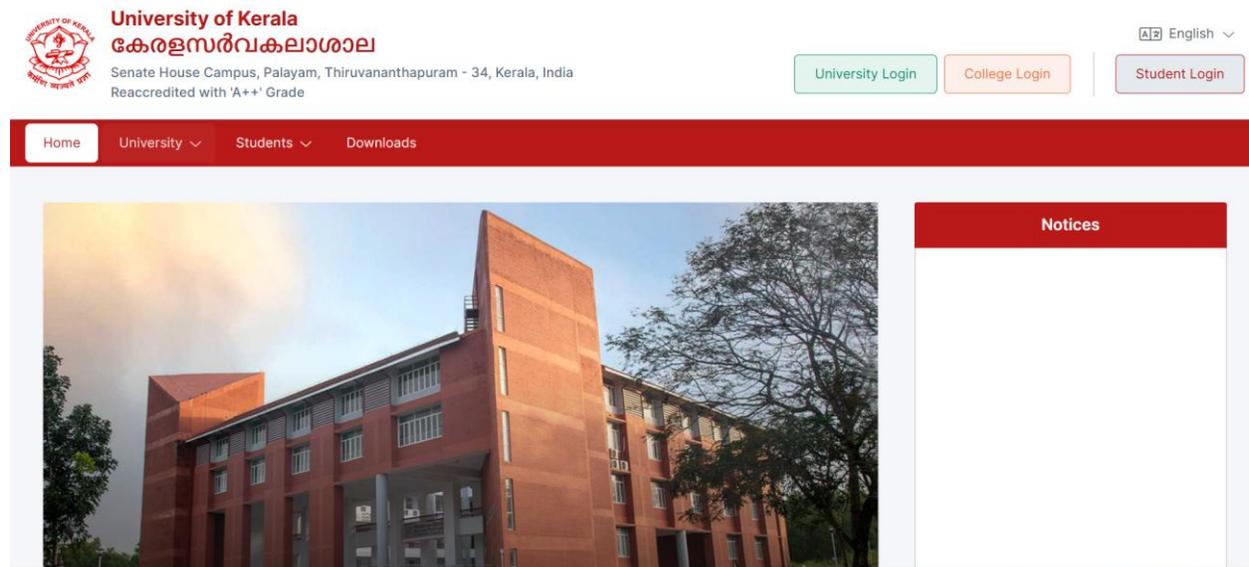
Introduction

This manual provides a step-by-step guide for college K-REAP Users for Principal Submission of Marks. Please note that marks cannot be edited after Principal Submission

Step 1: Access the College Login Portal

1. Navigate to the College Login Portal

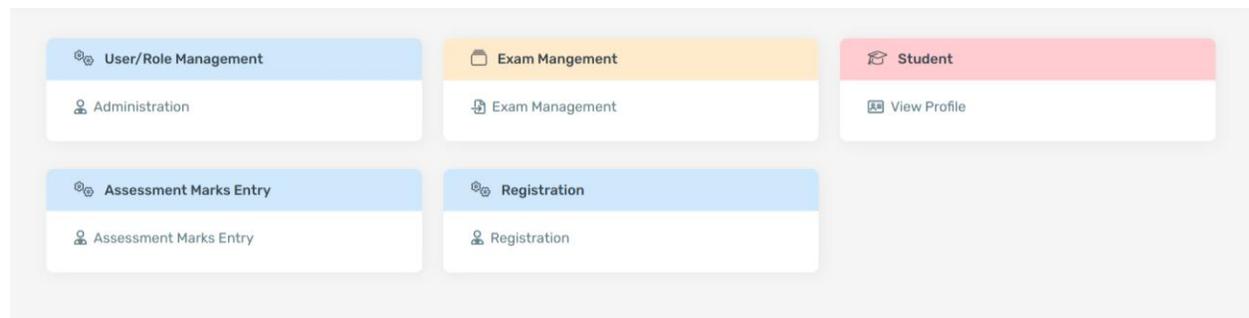
- Open the portal using the URL <https://kerala.kreap.co.in/>.
- Click on the **College Login** link to access the login page.



Step 2: Access Assessment Mark Entry

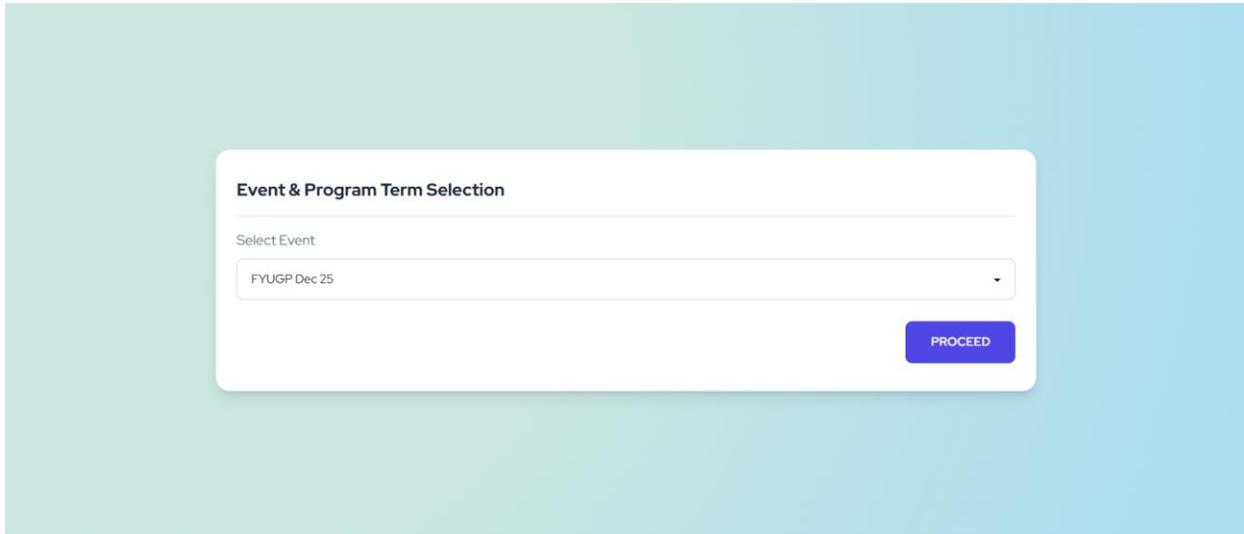
1. Open the Assessment Mark Entry Tab

- 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

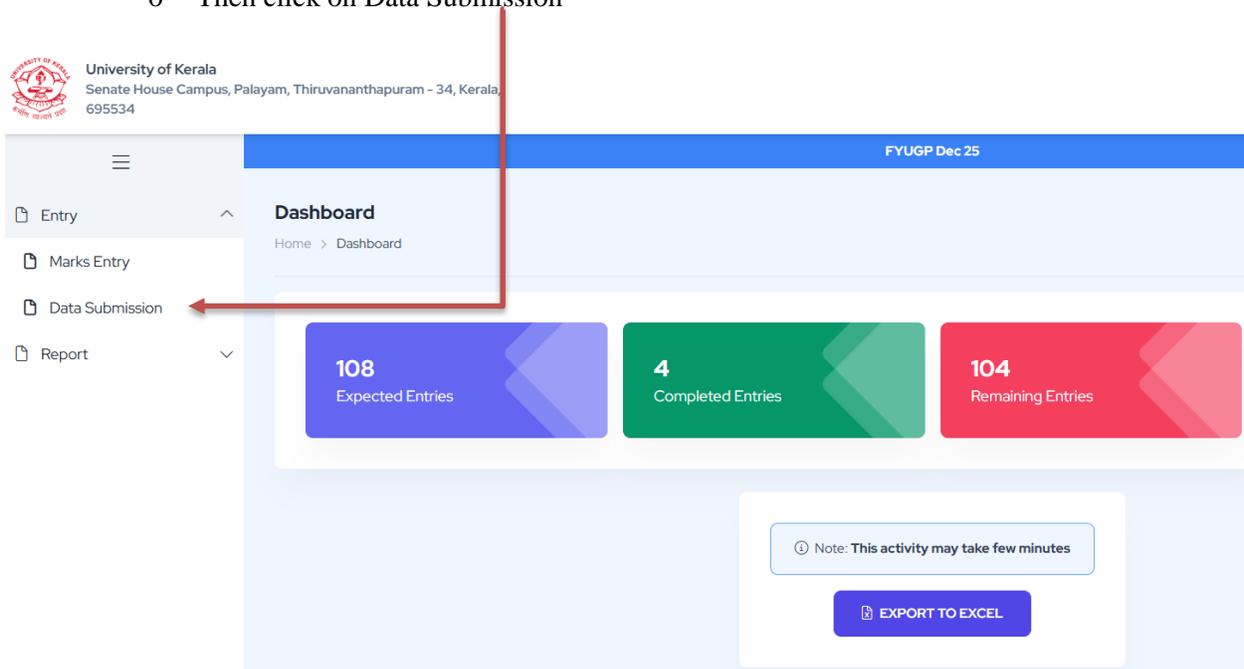
Select Event

FYUGP Dec 25

PROCEED

3. Access Principal Submission

- o Click on Entry on the left
- o Then click on Data Submission



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

FYUGP Dec 25

Entry

Marks Entry

Data Submission

Report

Dashboard
Home > Dashboard

108
Expected Entries

4
Completed Entries

104
Remaining Entries

Note: This activity may take few minutes

EXPORT TO EXCEL

- A program wise list will be shown as below
- Click on the eye icon to see the course wise details if to know the missing details (if any)
- Select and then click Submit at bottom
- **Mark editing will be locked after submission**
- The number of submitted entries can be seen after reloading the page

Data Submission
ADES > Configuration > Data Submission

Sr No	Program Term Name	Expected Entries	Completed Entries	Submitted Entries	Select	Status
1	FYUGP Accounts(with Credits)-Regular-FYUGP-2024-Commerce-FYUGP Year I FIRST SEMESTER	144	4	3	<input checked="" type="checkbox"/>	In Progress

10 << < 1 to 1 of 1 > >>

SUBMIT

If you face any error please report to kreap.support@keralauniversity.ac.in