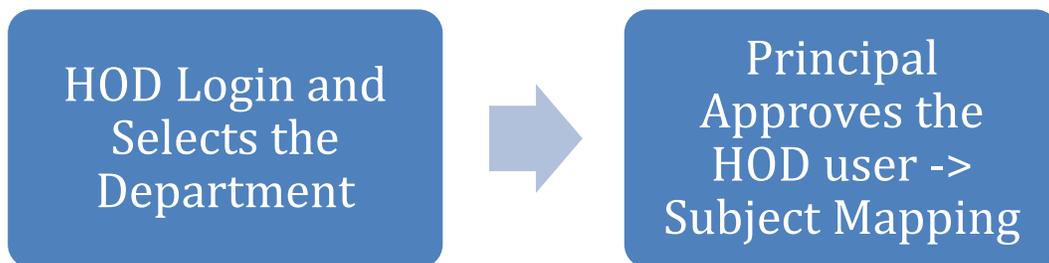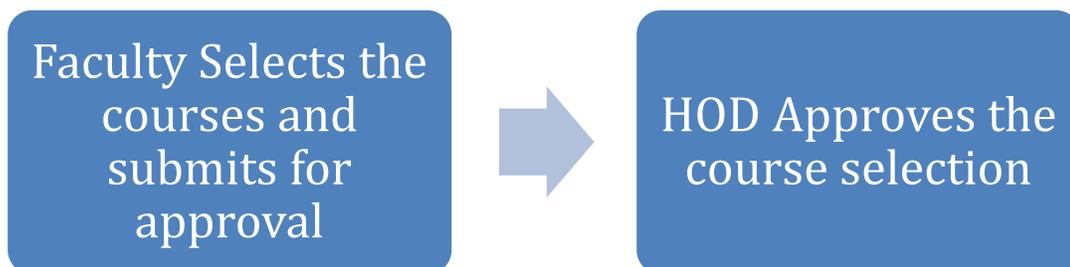# User Manual for Course Mapping and Approval

Introduction

This manual provides a step-by-step guide for college K-REAP Users for completing the course mapping process and approval process.

This is a 4 step process as show below. In KREAP discipline is indicated as subject for eg, Physics, Chemistry, Biology etc and courses are mapped to each subject. Once the HOD & Subject mapping is completed, faculty's under each HOD can submit the course mapping and this can be approved by respective HODs
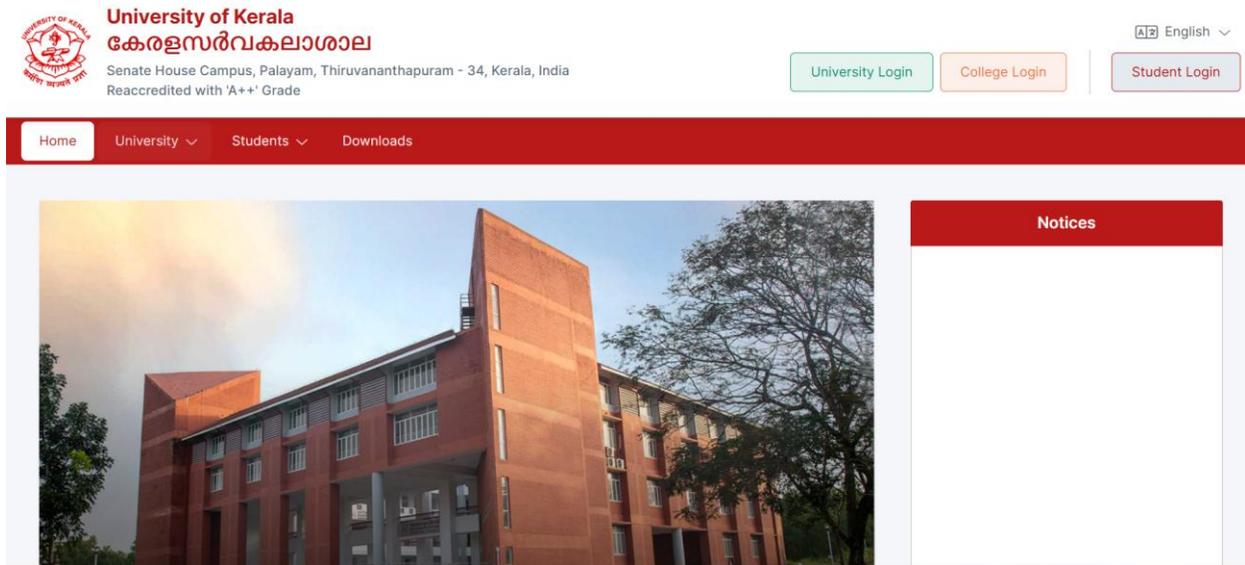
HOD Login and Selects the Department → Principal Approves the HOD user -> Subject Mapping

1.

Faculty Selects the courses and submits for approval → HOD Approves the course selection

Accessing the College Login Portal

1. **Navigate to the College Login Portal**

   o Open the portal using the URL https://kerala.kreap.co.in/).

   o Click on the **College Login** link to access the login page.

Step 2: HOD Subject Mapping Request

1. **Navigate to User/Role Management Tab**

   o Click on Administration

2. **Navigate to User – Subject Mapping**

   o User Subject Mapping
   o Click on Add New

3. **Select the Discipline (Subject)**

   o For eg Commerce HOD needs to select Commerce from drop down
   o Search Commerce in the search bar, select Commerce
   o Click Save

4. You can see the summary of requests submitted for approval as shown below. Once approved by Principal the status will change to approved

Step 3 : Principal Approval of HOD Mapping Requests

1. **Navigate to User/Role Management Tab**

   o Click on Administration
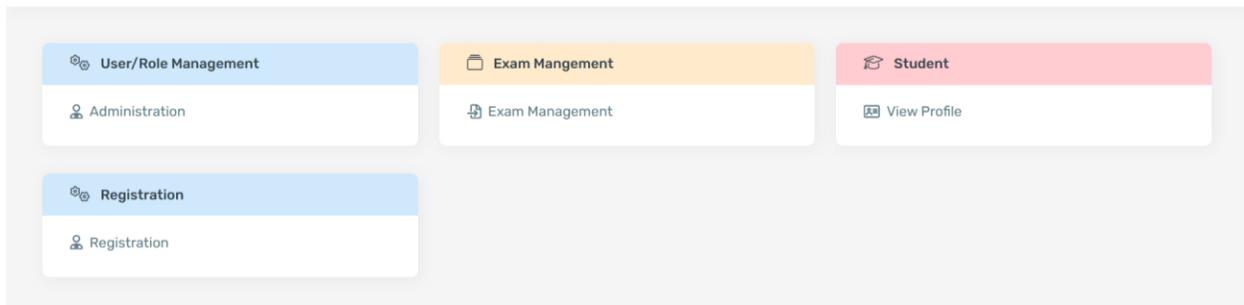

1. **Navigate to Approve HOD**
   • Click on approve button to approve

Step 4 : Faculty – Subject Mapping Request

HOD please ensure that the status of the subject mapping is in approved status before proceeding with the faculty subject mapping process.
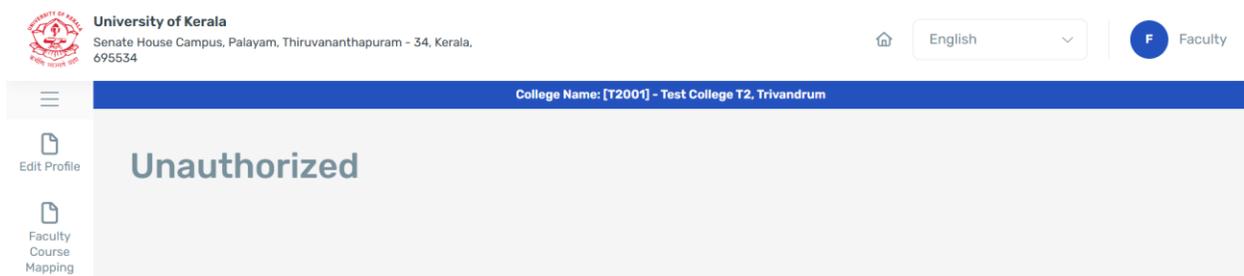
1. **Navigate to User/Role Management Tab**

   o Click on Administration

2. **Navigate to Faculty – Course Mapping**

   o Click on Faculty Course Mapping from the left side

   • Click on Add New to add the course

- First select the subject from drop down

- Then select the courses for mapping by clicking the check box. Specific components can be done based on +Assign. Please note that mapping cannot be changed once submitted

Once successfully submitted a green message will appear

- Submitted requests will be shown in the page.
- **If there is any mistake in the course requested please delete the request**.

Step 5 : Faculty – Course Mapping Approval by HOD

1. **Navigate to User/Role Management Tab**

   o Click on Administration
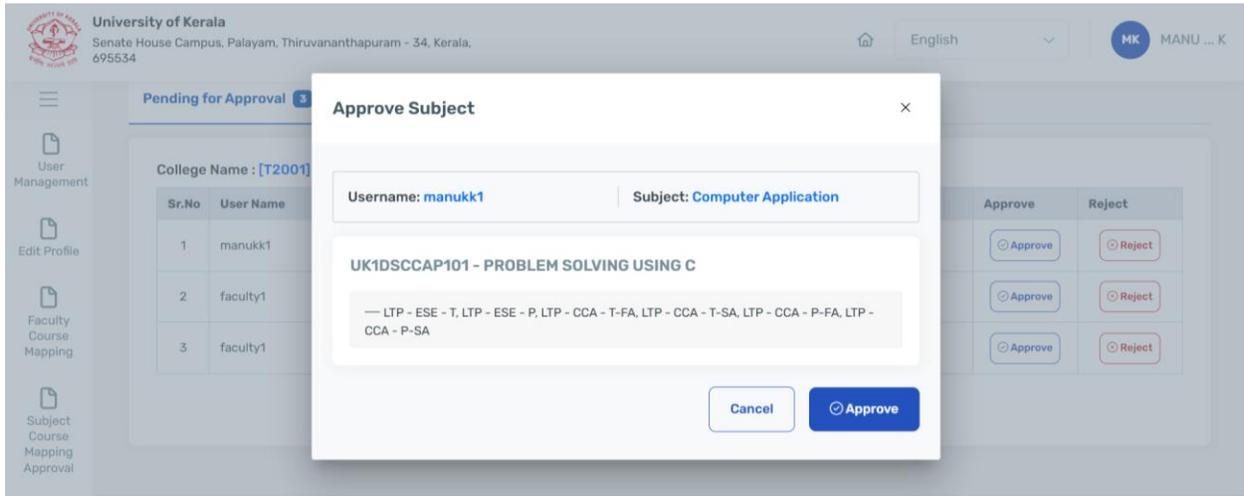
2. **Navigate to User – Subject Mapping**

   o First check the subject is in approved status.

3. **Navigate to Subject Course Mapping Approval**
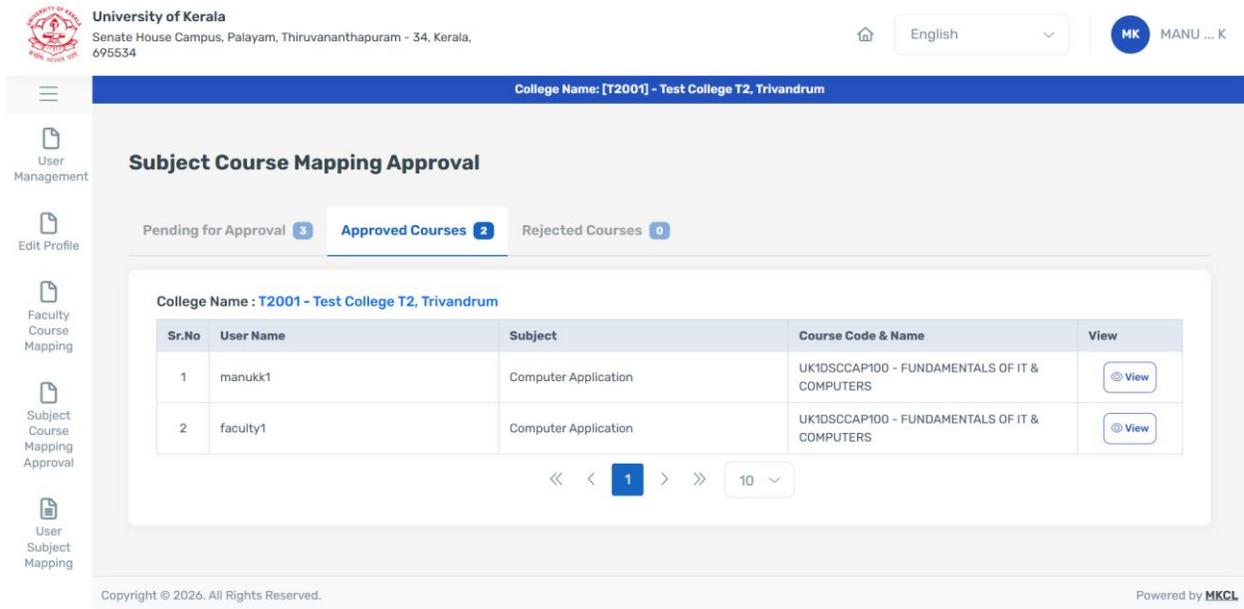
   o The list of requests will be shown below.

o   Click on approve and a pop up will appear, click on approve button to complete the mapping.

- List of approved courses will be shown in the Approved courses tab.

Faculty course mapping is enabled for HODs to assign courses in case HOD is also taking classes for subjects. HOD's can map and approve courses by themselves.