


Steps to upload marks online

1. Go to <http://ku.digitaluniversity.ac/> and click on **LOGIN** button.
2. Enter **ADEC** user Id & Password and click on **LOGIN** button.
3. Follow path as...
Post Examination >> Assessment Data Entry >> Data Entry >> Marks Entry Against Seat Number
4. Select course details and click on NEXT button.
5. Before uploading marks please verify
 - a. Paper Name
 - b. Paper Assessment type(either External or Internal)
 - c. Max Marks

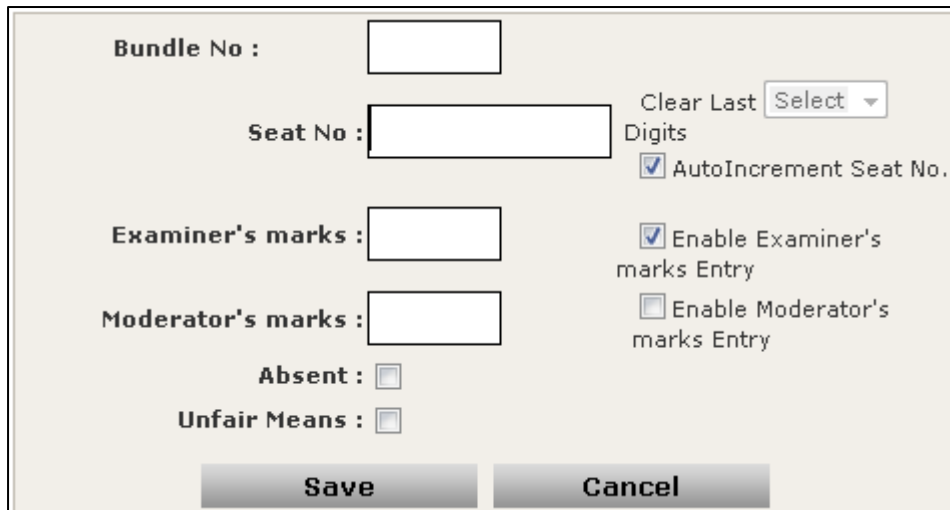
Marks Entry Against Seat Number for Department of Electronics and Communication Engineering (14) - Dec-2015 - M.Tech.(with Credits) - Regular-w.e.f. July 2012

[Change Course Selection](#)

Paper : Soft Computing (ECL-2619)-Lectures-Theory-Internal Assessment 
Section : Not Applicable **Max Marks** : 50 **Scaling** : **Not Configured**

6. Enter following details:-
 - a. Seat No/Roll No
 - b. Examiner's mark
 - c. Mark student as ABSENT (if absent)

And click on SAVE button OR press ENTER two times.



The screenshot shows a form with the following fields and options:

- Bundle No :** [Text Input Field]
- Seat No :** [Text Input Field]
- Examiner's marks :** [Text Input Field]
- Moderator's marks :** [Text Input Field]
- Absent :**
- Unfair Means :**
- Clear Last Digits** [Select ▼]
- AutoIncrement Seat No.**
- Enable Examiner's marks Entry**
- Enable Moderator's marks Entry**
- Save** [Button]
- Cancel** [Button]

**If Roll No are in sequence than use AUTO INCREMENT SEAT NO facility.

7. Keep blank following fields:-
 - a. Bundle No
 - b. Moderator's marks

Steps to modify marks before submission

1. Login from ADEC id.
2. Follow path as :-
 - a. Post Examination >> Assessment Data Entry >> Data Entry >> Marks Modification Against Seat Number
 - b. Select course details and click on NEXT button
3. Do as:-
 - a. Enter Seat No/Roll No
 - b. Upload modified marks in Examiner's marks field OR mark student as Absent (if required)
 - c. Click on SAVE button.

Steps to upload Absent students entries

1. Login from ADEC id.
2. Follow path as :-
 - a. Post Examination >> Assessment Data Entry >> Data Entry >> Absent Entry
 - b. Select course details and click on NEXT button
3. Enter Seat/Roll No and click on SAVE button.

**When we upload absent students entries than we can upload marks for present students in sequence.

Steps to take print out of mark list report

1. Login from ADEC id.
2. Follow path as :-
 - a. Post Examination >> Assessment Data Entry >> Reports >> Paper wise mark list Report
 - b. Select course details and click on NEXT button
3. Set values as :-
 - a. Generate Report : Horizontally
 - b. Display Marks : Examiner
 - c. Display Marks/Grade : select both check boxes
 - d. Select user : All user
 - e. Ordering Criteria : select both check boxes

... than click on **GENERATE REPORT IN PDF** button.

[Change Course Selection](#)

Criteria : ALL
Paper : Soft Computing Lab (ECP-2625)
Section : Not Applicable **Max Marks :** 25 **Scaling :** **Not Applicable**

Generate Report : Horizontally Vertically

Display Marks : Moderator Examiner Both

Display Marks/Grade : Original Marks/Grade Include Remaining marks Entry record

Select User : All Users ▼

Ordering Sequence Configuration

Ordering Criteria	<input checked="" type="checkbox"/>	Sequence	Ordering Type
Seat number	<input checked="" type="checkbox"/>	1	Ascending ▼
Date of Entry	<input checked="" type="checkbox"/>	2	Ascending ▼

Steps to submit marks after verification

Only to be done when none of your student is pending for eligibility

1. Login from ADEC id.
2. Follow path as :-
 - a. Post Examination >> Assessment Data Entry >> Data Synchronization >> Data Export >> Export Student-paper marks
 - b. Select course details and click on NEXT button.
 - c. Select paper(s) and confirm declaration.
 - d. Click on PUBLISH DATA button.

**After Publish data you cannot modify marks.