



Faculty User Manual for Problem Based Learning (PBL) Activities - Faculty Task Schema Upload & Mark Entry System

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1. Introduction

Welcome to the Faculty Task Schema Upload and Mark Entry Module. This system is designed to streamline the academic administration process by allowing faculty members to define classroom activities, manage student task deadlines, and record internal assessment marks in a centralized, efficient environment.

This manual provides comprehensive guidance on how to navigate the portal, manage your task schemas, and evaluate student performance.

2. System Overview

The workflow within this system follows a standardized four-step cycle:

- **Schema Upload:** Faculty defines the academic tasks for the semester via an Excel template.
- **Student Action:** Once uploaded, students view these tasks on their personal dashboard.
- **Review/Submission:** Students submit their completed work, and faculty reviews the submissions.
- **Mark Entry:** Faculty enters internal assessment marks based on submission quality.



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3. Task Schema Upload Module

Access the "Upload Schema" tab from your faculty dashboard. You will see several dropdown menus:

- **Session:** Select the current academic session.
- **Course/Branch/Semester:** Choose the specific class details.
- **Subject:** Select the subject.

The Excel upload requires a specific structure to be processed correctly. Please ensure your Excel file contains the following columns:

Month	Activity	Category	Hours	Deadline
1	Lab Assignment 1	Practical	2	DD/MM/YYYY

4. Step-by-Step Upload Guide

1. Navigate to the 'Faculty Task Schema' tab.
2. Select your Academic details (Session, Branch, and Subject) from the dropdowns.
3. Click 'Download Template' to ensure you use the correct format.
4. Populate the Excel file and Save it.
5. Click 'Choose File' under the 'Upload' section and select your file.
6. Click 'Validate and Upload'.

The screenshot shows the 'Upload Task Schema' interface. At the top, there is a light blue banner with the text 'Please upload the task schema (Excel file) for the selected subject.' Below this, a green message states 'Schema already loaded successfully!'. The form contains several dropdown menus: 'Select Session' (set to 'W2020'), 'Select Program' (set to 'BSc'), 'Select Branch' (set to 'BSc - Computer Science'), 'Select Semester' (set to '5'), and 'Select Subject' (set to '000000000111 Java Technology'). There is a 'Select Excel File' button with a 'Choose File' link. Below these are three buttons: 'Download', 'Cancel', and 'Upload'. At the bottom, there is a table with columns: 'Subject', 'Uploaded Date', 'Original File', 'Download', 'Academic Session', and 'Action'. The table contains one row with the subject '000000000111', an upload date of '21-Apr-2020 13:04', an original file named 'schema_upload_000000000111.xlsx', a download link 'Download Schema', and an 'Action' button.



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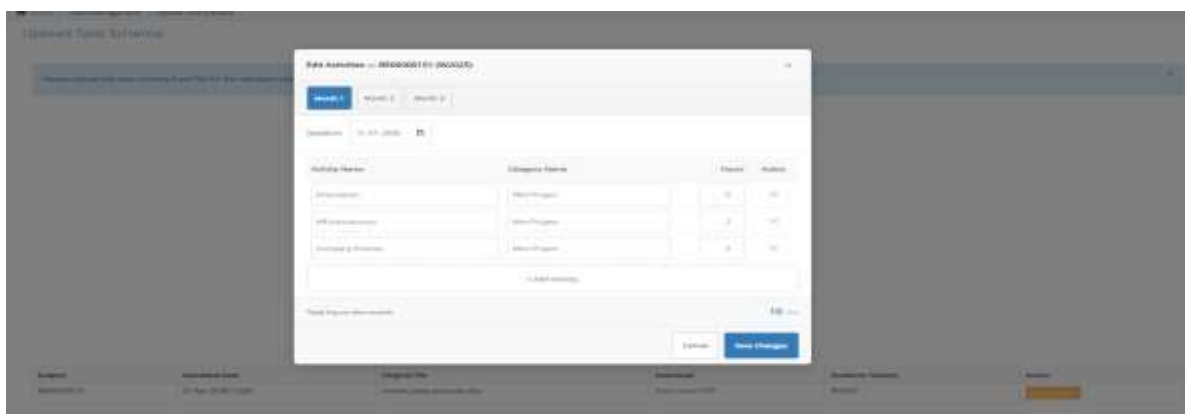
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Faculty Activity Latest Report

Month	Deadline	Activity	Category	Hours
1	11-07-2026	Orientation	Mini Project	5
1	11-07-2026	HR Introduction	Mini Project	2
1	11-07-2026	Company Policies	Mini Project	3
2	10-07-2026	Safety Training	Micro Project	5
2	10-07-2026	Fire Drill	Mini Project	2
2	10-07-2026	Equipment Handling	Mini Project	3
3	10-07-2026	Project Discussion	Mini Project	5
3	10-07-2026	Requirement Gathering	Mini Project	2
3	10-07-2026	Initial Design	Mini Project	3



5. Managing Uploaded Task Schema

Once uploaded, your tasks will appear in a Data Table on the screen. From here, you can:

- **Edit:** Update specific activity names if they change.
- **Modify Deadlines:** Extend or change due dates dynamically.
- **Delete:** Remove incorrect tasks before they are published to the student portal.

6. Task Structure Explanation

Tasks are organized by "Month" to help segment student workload. Please map every activity to its respective Category (e.g., Theory, Practical, Research) to allow students to filter their study material effectively.

7. Student Impact

As soon as you finalize the upload, the tasks become visible under the "MyTasks" section of the student dashboard. Any changes you make to the deadline will immediately reflect on the student's portal. It is advised to finalize schemas one week before the start of the semester.



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8. Mark Entry Module

To enter marks:

1. Navigate to the “Mark Entry” tab.
2. Select the required academic details from the dropdowns: Session | Branch | Subject
3. The student list will be displayed along with Month 1, Month 2, and Month 3 submission columns.
4. In each month column, click the “View” button to open the student’s submitted PDF.
5. Review the submission and enter marks in the corresponding Internal Marks field for that month.
6. Repeat the process for all months (Month 1, Month 2, and Month 3) as required.
7. After entering all marks, click “Save” to submit the marks.
8. **The maximum marks allotted for the PBL component are 30. Faculty members shall award marks out of 10 for each month (Month 1, Month 2, and Month 3), making a total of 30 marks. Students are required to upload only one consolidated file per month. In case more than one activity is assigned by the faculty during a particular month, all activities shall be included in the same file.**

9. Evaluation Guidelines

Evaluate each task based on:

- **Technical Accuracy:** Is the solution correct?
- **Completeness:** Have all required sections been covered?
- **Timeliness:** Was the submission made before the deadline?

10. Common Errors & Solutions

Problem	Solution
File Upload Fails	Ensure you are using the official .xlsx template and no columns are renamed.
Data Not Visible	Refresh the page and check if the filtering dropdowns are selected.
Submission Missing	Advise students to ensure their file is below 5MB.

11. Best Practices

- Review your schema once before submitting to avoid frequent corrections.
- Enter marks consistently to avoid bottlenecking at the end of the semester.

12. Final Checklist

- ✓ Excel file formatted correctly?
- ✓ All required activities included?
- ✓ Correct student batch selected?
- ✓ All marks entered and verified?