

FACULTY GUIDE

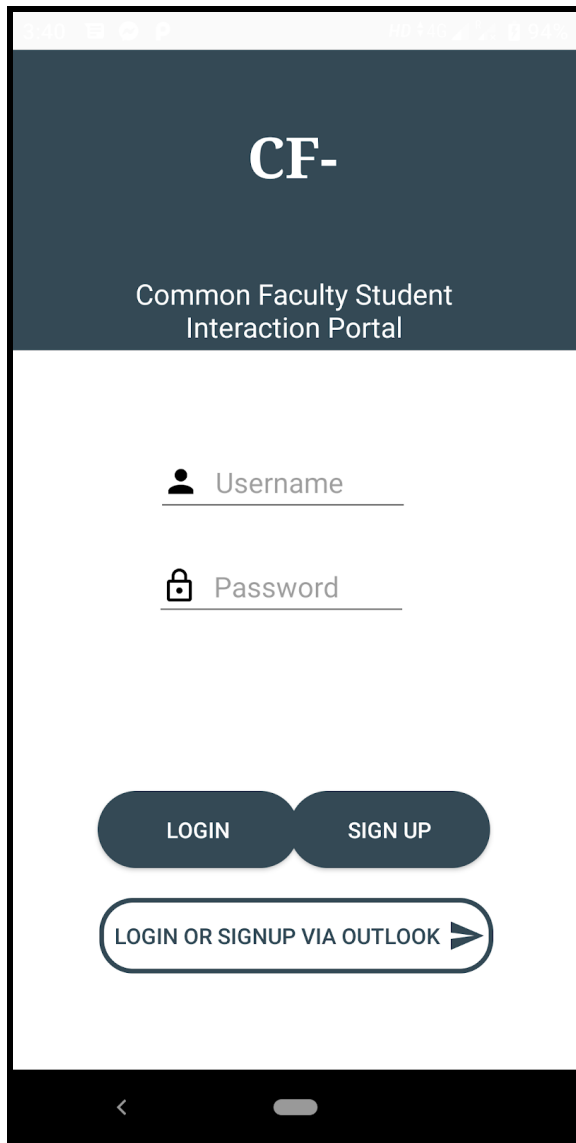
Faculty faculty Interaction Portal

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1. PURPOSE OF THE GUIDE

The purpose of this document is to guide the faculty through the steps for using our portal “Faculty faculty Interaction Portal”, so that the faculty can have a smooth experience in using our portal. In this Document we inform the faculty about the different functions and capabilities of this portal.

A screenshot of a mobile application interface for a login portal. At the top, there is a dark blue header with the text "CF-" in large white letters, and below it, "Common Faculty Student Interaction Portal" in smaller white text. The main area is white and contains two input fields: "Username" with a person icon and "Password" with a lock icon. Below these fields are two dark blue buttons labeled "LOGIN" and "SIGN UP". At the bottom of the main area is a white button with the text "LOGIN OR SIGNUP VIA OUTLOOK" and a right-pointing arrow. The entire interface is framed by a black border, and at the very bottom, there is a black bar with a white back arrow and a white home indicator.

2. INTRODUCTION

The portal is created with an objective to aid the faculties, in this case faculties to manage their courses and interact with the students they teach. It includes a number of features to elevate the faculty experience and serve its purpose as an interacting platform for faculties and students. The portal is built assuming that the user is a faculty at IIT Guwahati. It provides a variety of features, will be mentioned one by one in the following section.

3. LOGIN PAGE

On opening the portal the faculty has an option to log into the portal as an existing user or signing up. The faculty can also login and signup using outlook.

The faculty can enter his/her credentials to log in, in which case he will be directed to the homepage which is elaborated in next sections.

SIGNING IN

Or else the faculty can make their new account by signing in as follows:-
faculties can register in the portal by clicking on the “Sign Up” button at the login page.

Faculties will be asked to fill in their details.

E-mail: The valid IITG outlook email address of the faculty.

Name: The faculty’s name, as specified in the academic section

Occupation: The users’ occupation is to be mentioned

The faculty does not need to fill the **Roll No.** field, it will be needed only for a student.

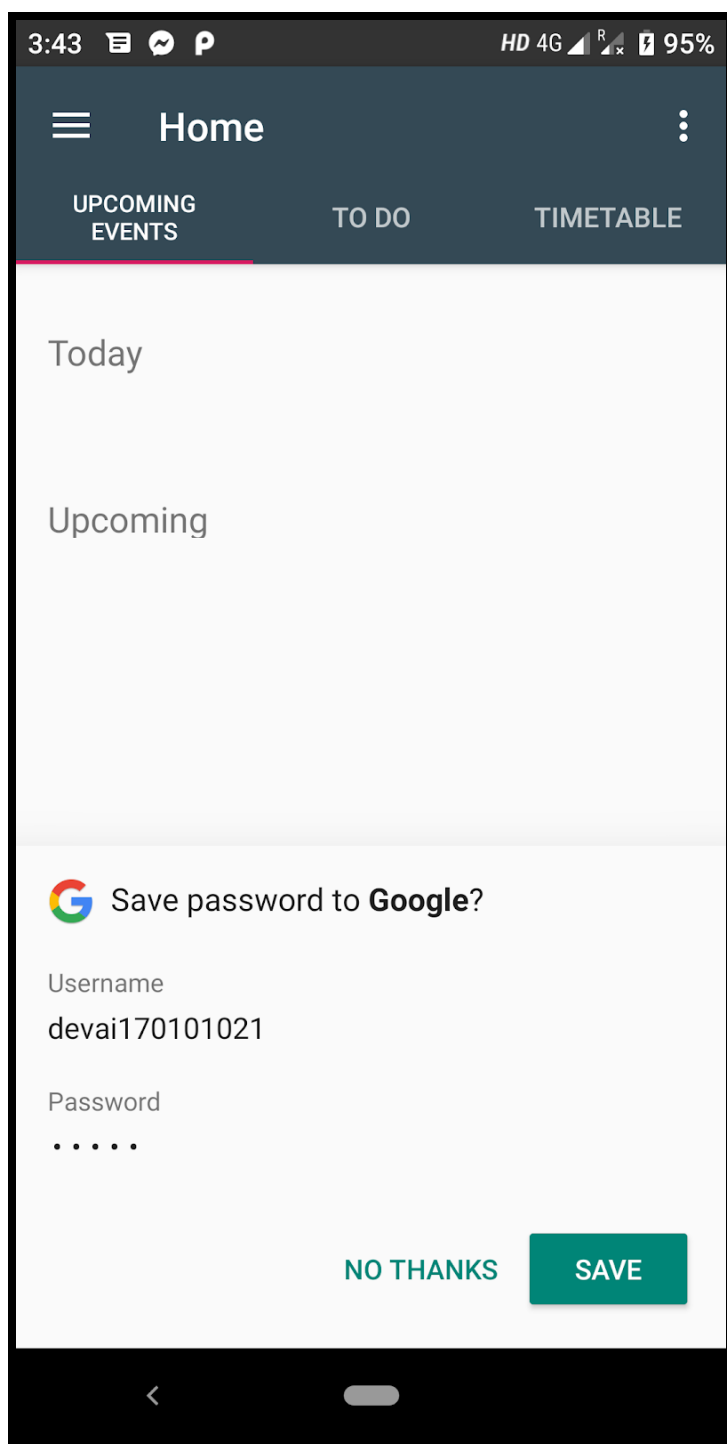
The **department** can be selected from the drop-down list.

Year: The year of the faculty’s joining in the institute

Password: The faculty is expected to choose a strong password and enter it twice to ensure the accuracy of the password.

On clicking sign up you would be redirected to the login page and will be provided by a username.

4. HOMEPAGE



Once you have logged in, you will be redirected to this page. The homepage consists of three panels, namely:

Upcoming Events

It will show all the upcoming events the faculties have. It will inform the faculties of upcoming quizzes, seminars, talks etc

To Do

Along with courses management and faculty interaction, the portal gives a facility of faculties to make a to-do list for them.

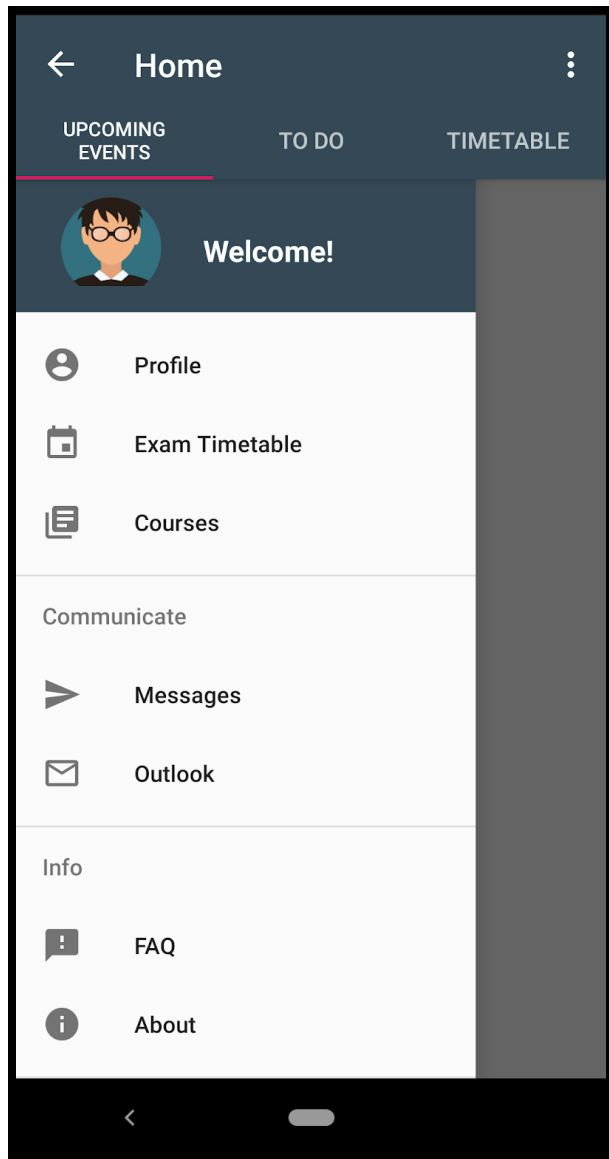
TimeTable

The timetable includes a date-wise personalised timetable for the faculty. Faculties can enter the date and see their teaching timetable.

Along with the panels, homepage contains an icon of the top-left part of the screen. On clicking the icon the navigation view appears, which has options like profile, courses, exam timetable etc. It also has settings and logout options.

5. NAVIGATION VIEW

On clicking the navigation icon of the top-left part of the homepage screen, the navigation view appears. The navigation view has the following features.



Profile: This option will display all the details of the faculty

Exam Timetable: It will display personalized timetable for end semesters and mid semester exams.

Courses: It will display all the present courses with their material, events and projects.

Messages: This feature allows the faculties to interact with fellow faculties and students as well.

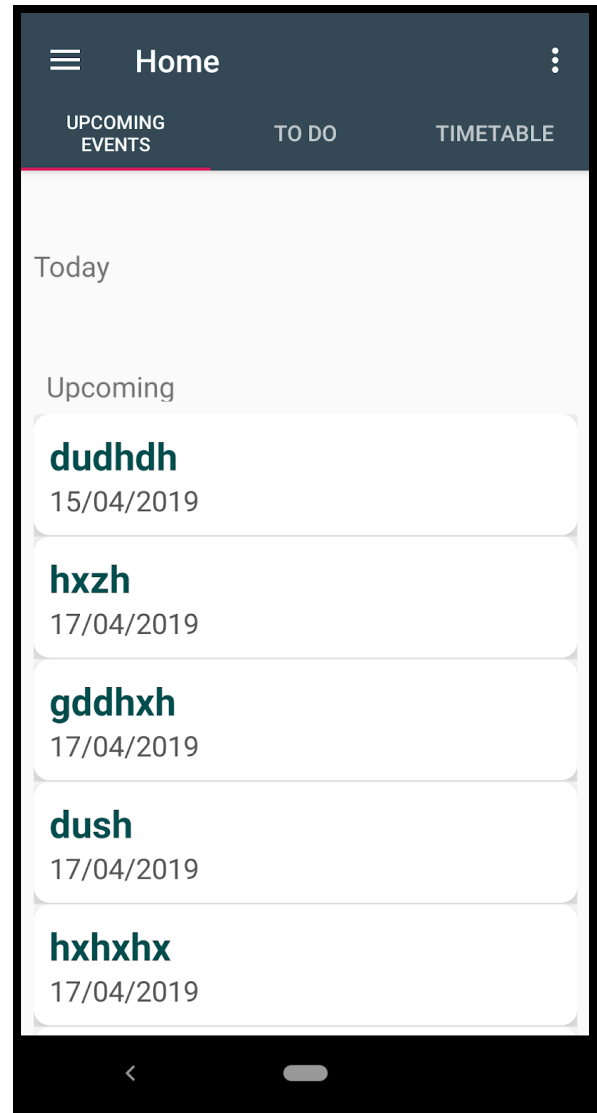
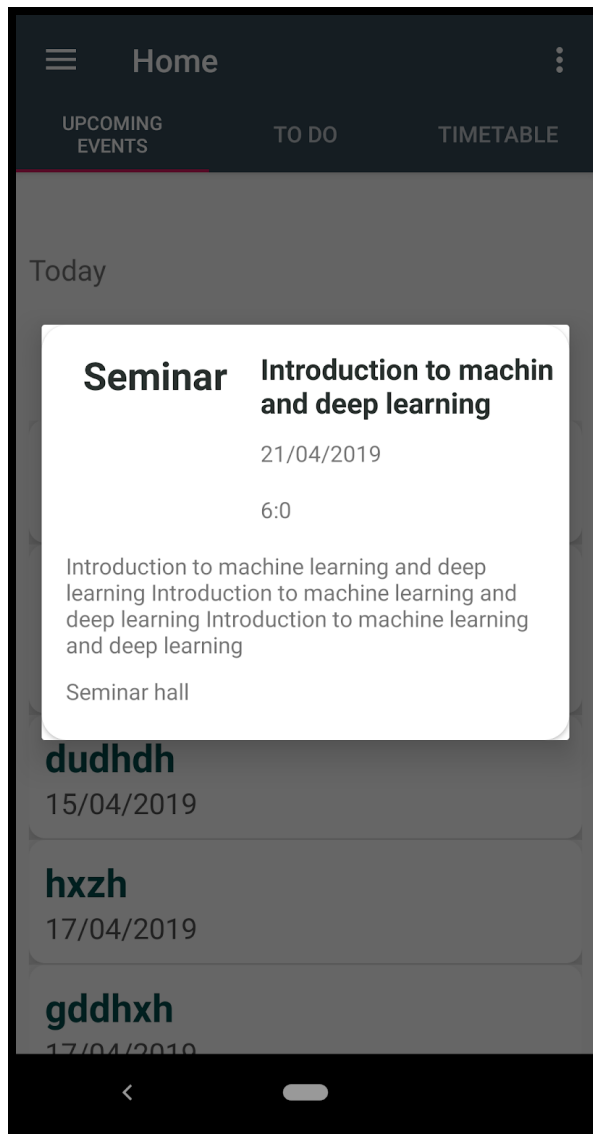
Outlook: This option will redirect the faculties to their outlook account.

FAQ: In here the faculties will get answers of all their general queries.

About: This option tell the faculties more about the application and its working.

Logout: This will redirect the faculty back to the login page.

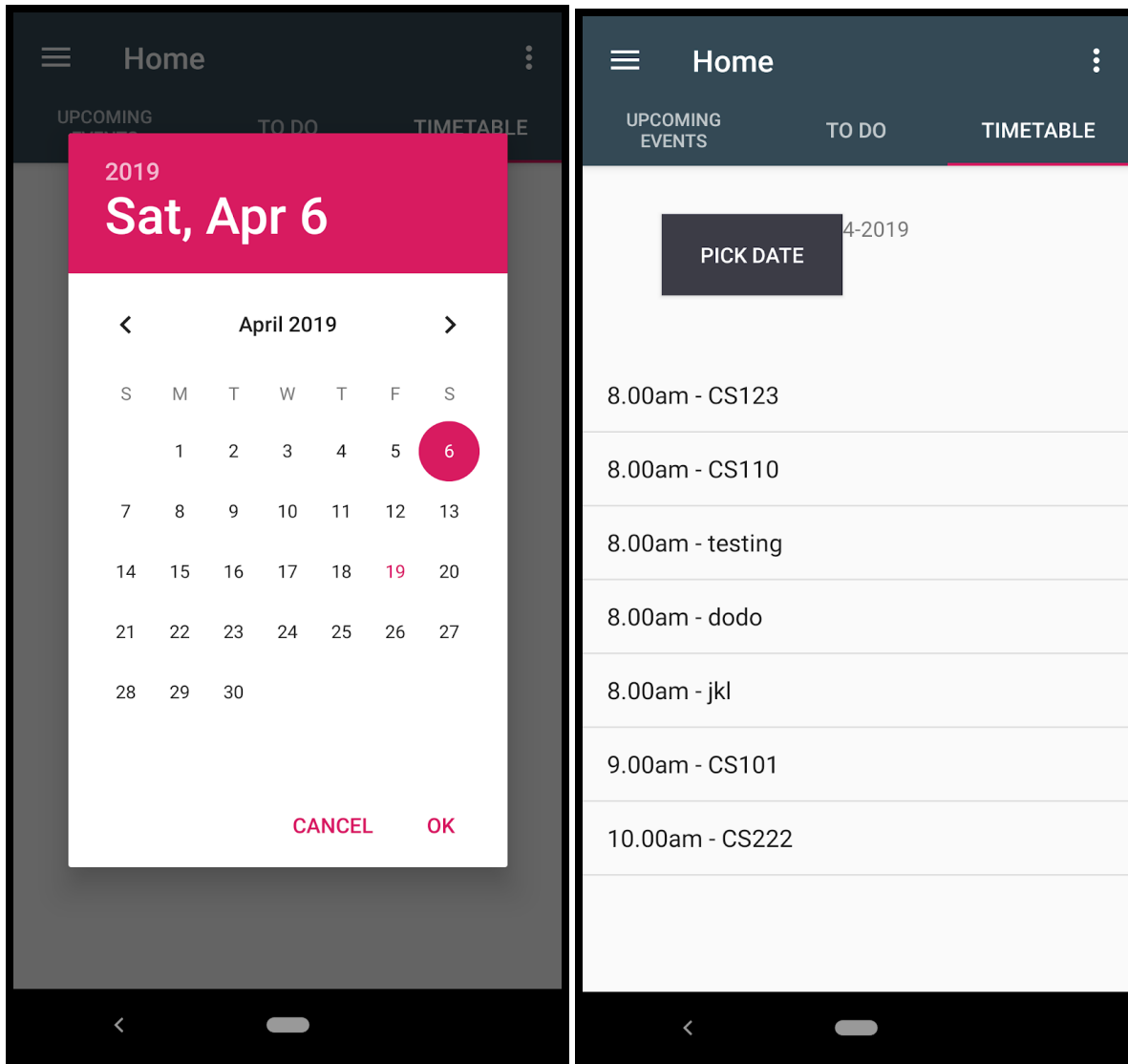
6. UPCOMING EVENTS PANEL



This panel shows all the upcoming events, including those scheduled today. On clicking any event, you can see what type of event it is and other details like date, time and venue.

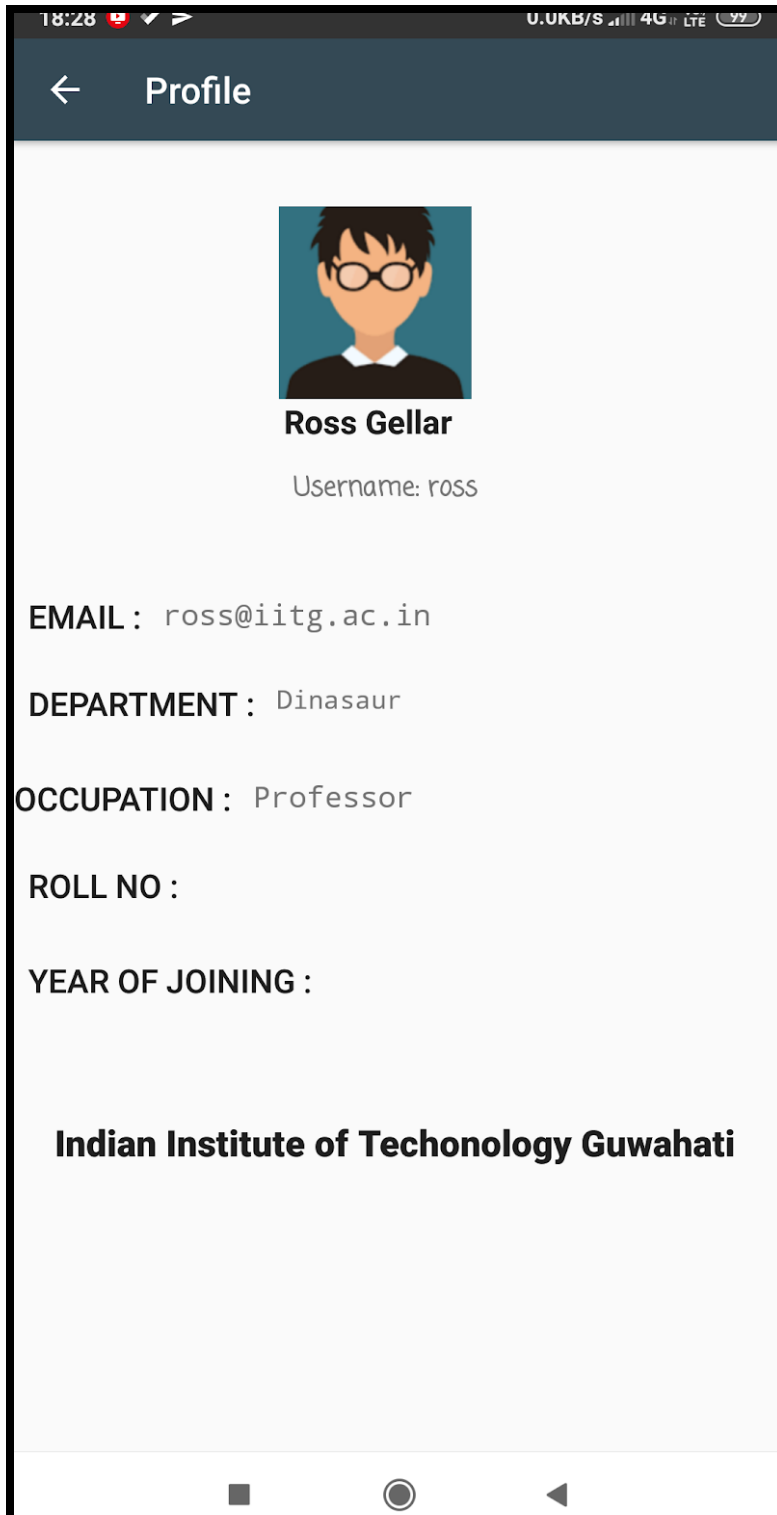
7. TIMETABLE PANEL

This panel displays the timetable of the date you enter along with the timings of the



classes.

8. PROFILE OPTION



This option displays the profile of the faculties. The following details are shown.

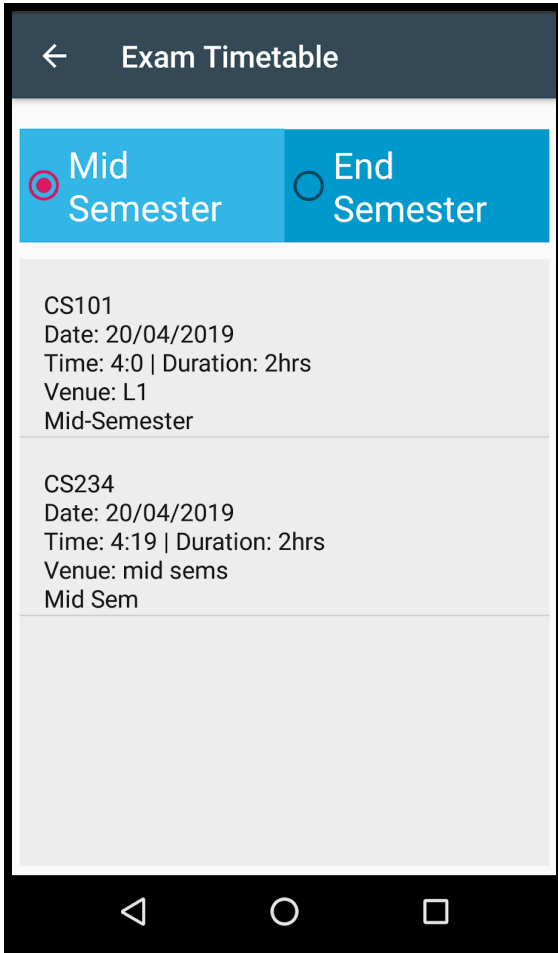
Name: The faculties name, as specified in the academic section

E-mail: The valid IITG outlook email address of the faculty.

Department: The discipline in which the faculty is getting a degree.

Roll no.: The roll number field will be empty for a professor obviously.

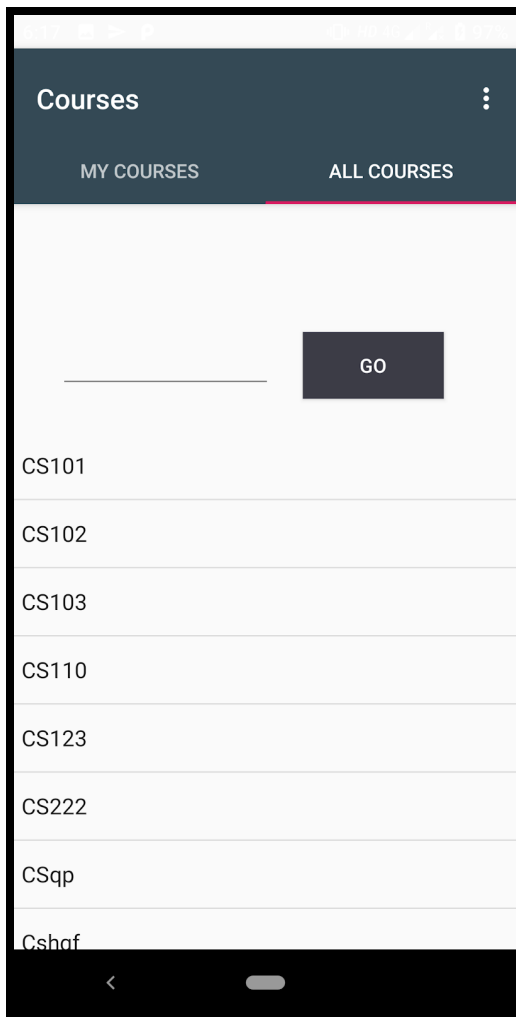
Year: The year of the faculty's joining the institute



9. EXAM TIMETABLE OPTION

This option enables the faculty to see the exam timetables. It shows not only the course ID, but also the date, time and venue of the examinations.

It also specifies whether the exam is mid semester or end semester.



10. COURSES OPTION

The Courses option shows the faculty two panels, namely

All Courses: It lists all the courses that are available on the portal.

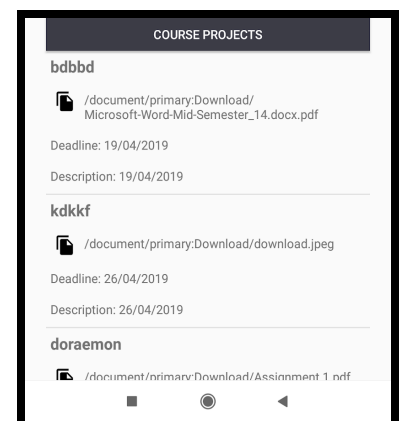
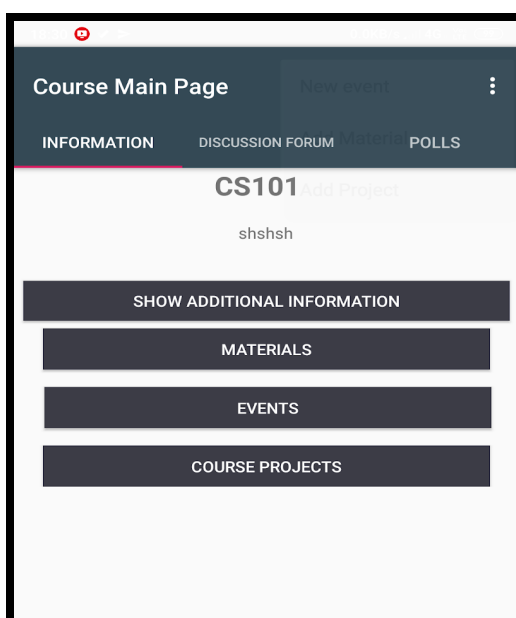
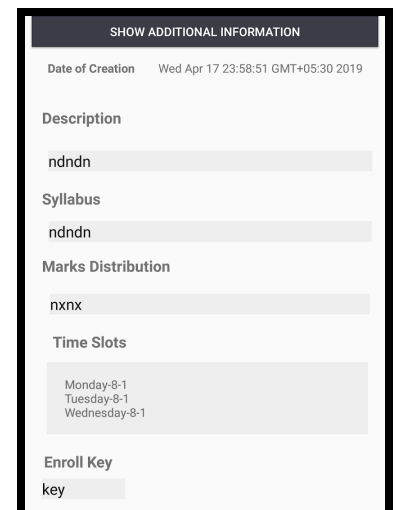
My Courses: It only shows the courses that the faculty is enrolled to.

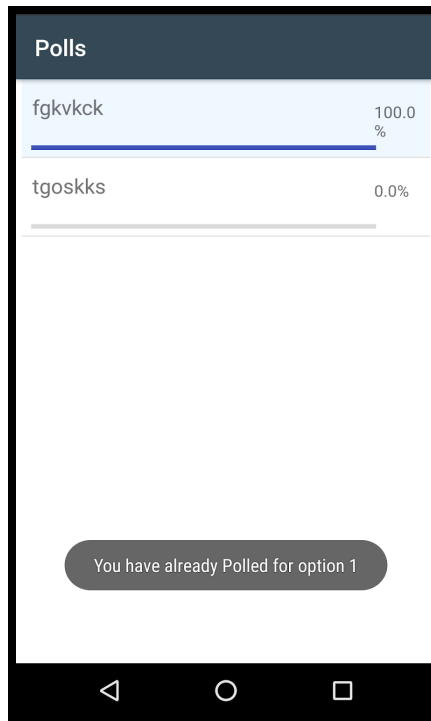
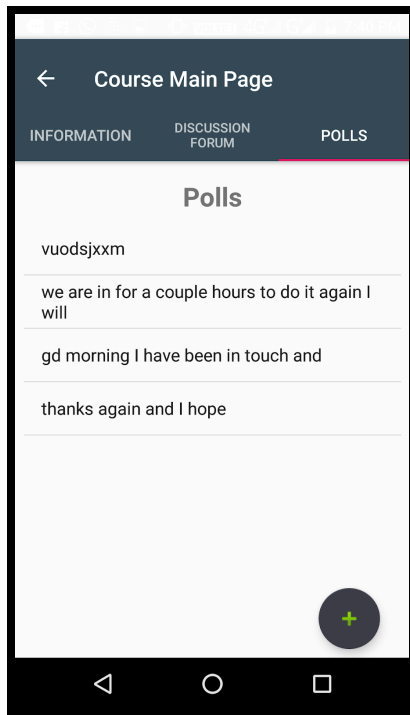
Whenever the faculties click on any course, they would be directed to the particular courses' page. Once on the course page, the faculty has the following panels:

INFORMATION PANEL

The information page contains the course id, faculty's name and additional details as well. The faculty can see and download materials like books pdf or course slides.

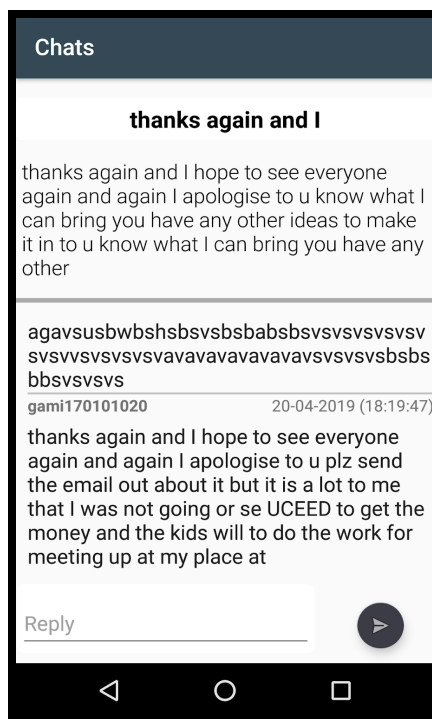
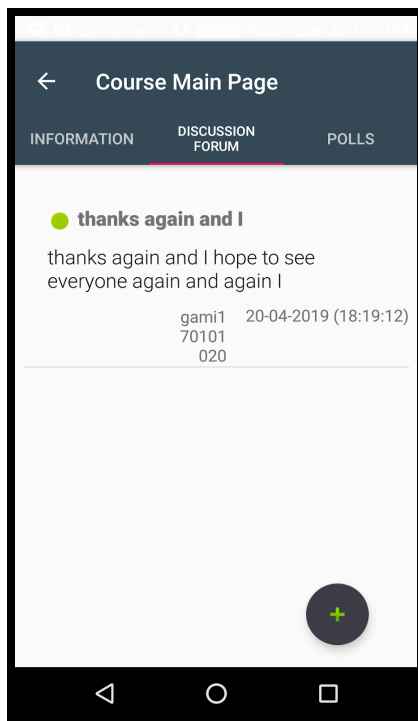
Moreover, all the events related to the course are also displayed under the Events category. Along with it, course materials that are opened are also visible to the faculty.





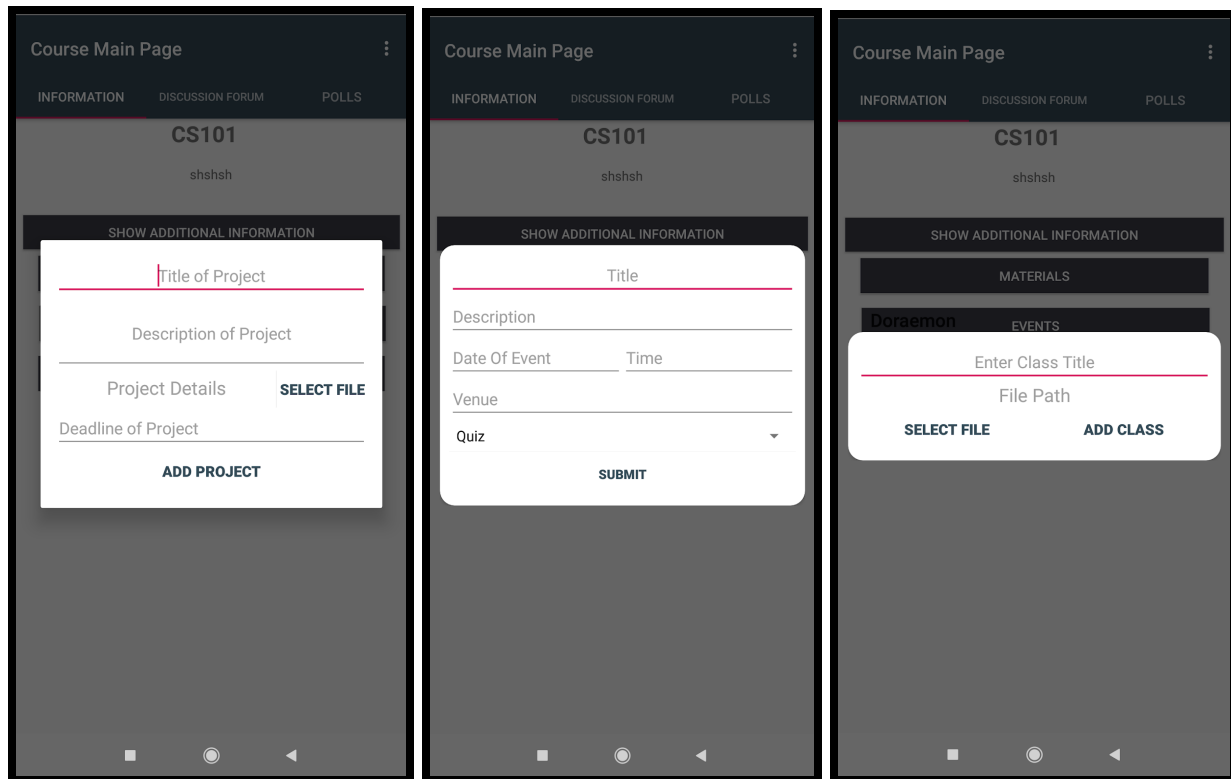
POLLS OPTION

Along with it, the Course main page contains various polls which are taken to examine the general interest of faculties on general issues.



DISCUSSION FORUM

The discussion forum hosts all the discussions that are related to the course that is opened. The faculties can both add a message and reply in any existing thread. The faculties can add multiple replies to any message.



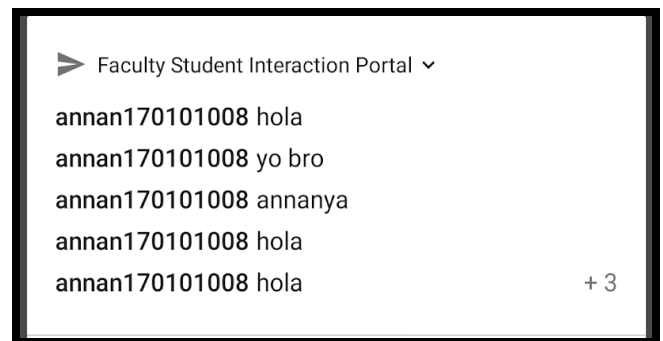
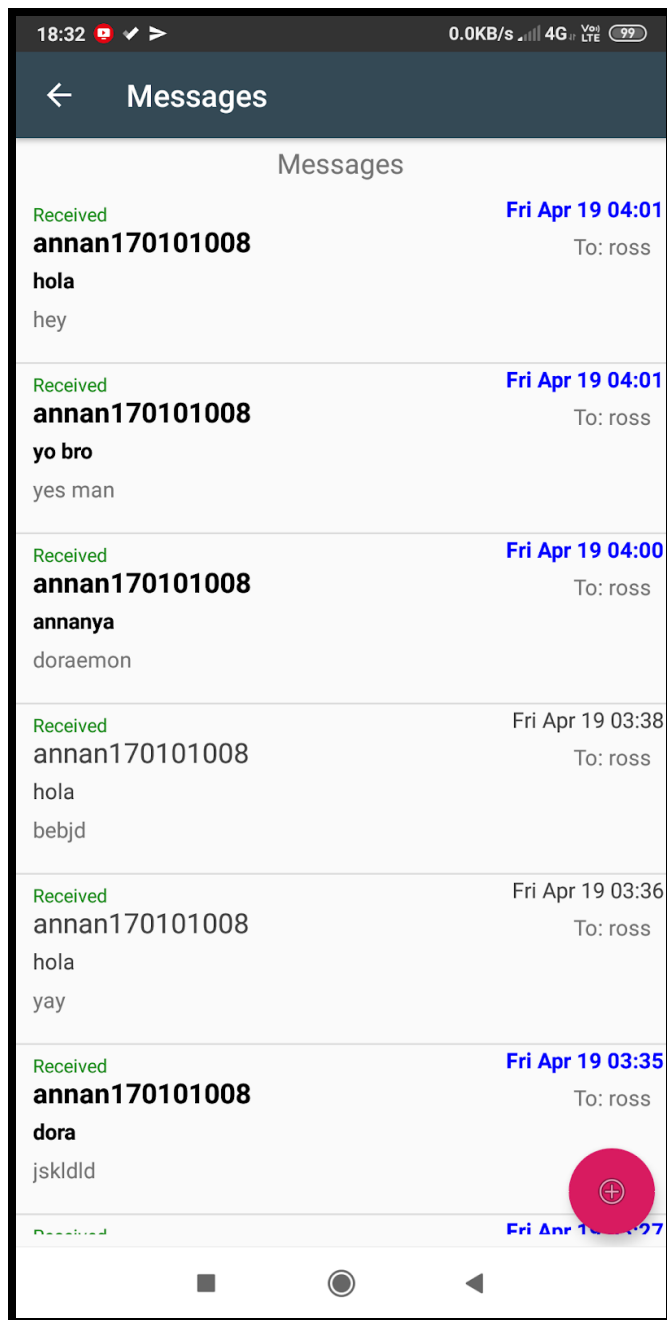
For a faculty three vertical dots are visible on the top right corner of the information page. On clicking that icon, faculties will get the following options:-

New Event: As the name suggests, this option helps the faculty to add a new event in their courses. On selecting this option, faculties are expected to give certain details like title, description, date, time and venue.

Add Materials: This option helps the faculty to upload course materials for their courses. On selecting this option, the faculty is expected to either specify the file path or select file from the device.

Add Projects: Like the add materials option, it is used to add a new project in the given course. On selecting this option, faculties are expected to give certain details like title, description and deadlines. Faculty can also attach some files related to the same.

Along with this the faculty can take feedback using the three vertical dots on the top right corner of the information page.



11. MESSAGES FEATURE

Messages feature of the portal allows the faculties to interact with fellow faculties and students.

All messages sent and received are displayed on the page.

Along with this, notifications are displayed on phone's notification panel of the same.

12. GROUP DETAILS

Behind every project there is a dedicated team of developers! Let's have a look at the group responsible for this portal:-

- **Parvinder Singh** (170101044)
- Annanya Pratap Singh (170101008)
- Arpit Gupta (170101012)

- Deepak Gami (170101020)
- Aman Mishra (170101005)
- Rhythum Singla (170101058)
- Rashi Singh (170101052)
- Devaishi Tiwari (170101021)
- Vineet Malik (170101078)
- Rakesh Reddy (170101071)
- Nayanjyoti Deury (170101042)
- Rohit Ravi Teja (170101017)
- Aayush Patni (170101001)
- Sri Ram Reddy (170101016)
- Chandra Prakash Meena (160101023)
- Mantri Sandeep Naidu (160101041)

HOPE YOU FIND IT USEFUL
