

FACULTY:

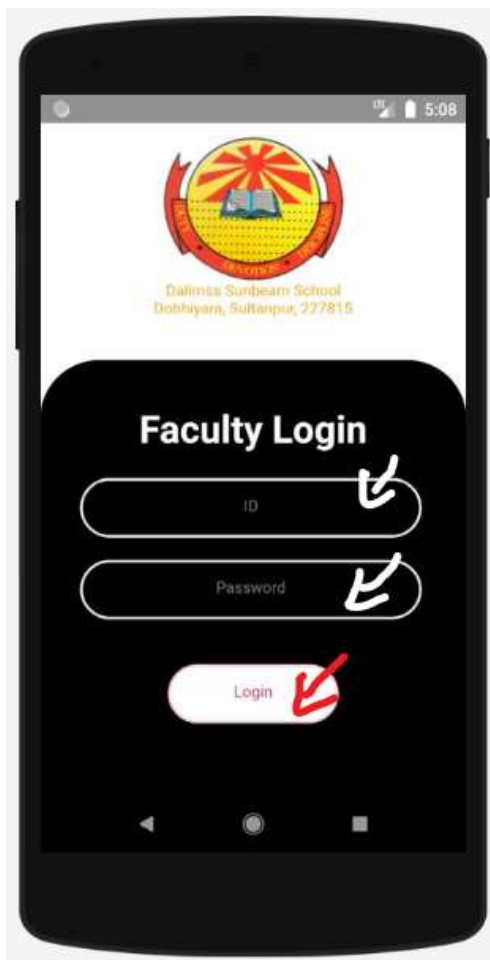
I. INSTALLATION OF THE APP

Install the app from this link:

II. USAGE OF THE APP

A. FACULTY LOGIN:

STEP 1: Enter login **ID** and **Password** and then press on **Login**



B. DASHBOARD:

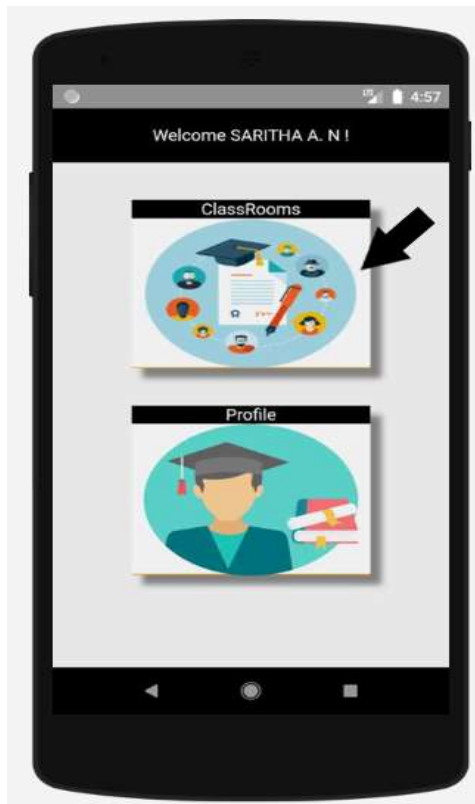
As soon as faculty logs in you can view the following in the dashboard

- ❖ Class Rooms
- ❖ Profile

❖ CLASS ROOMS:

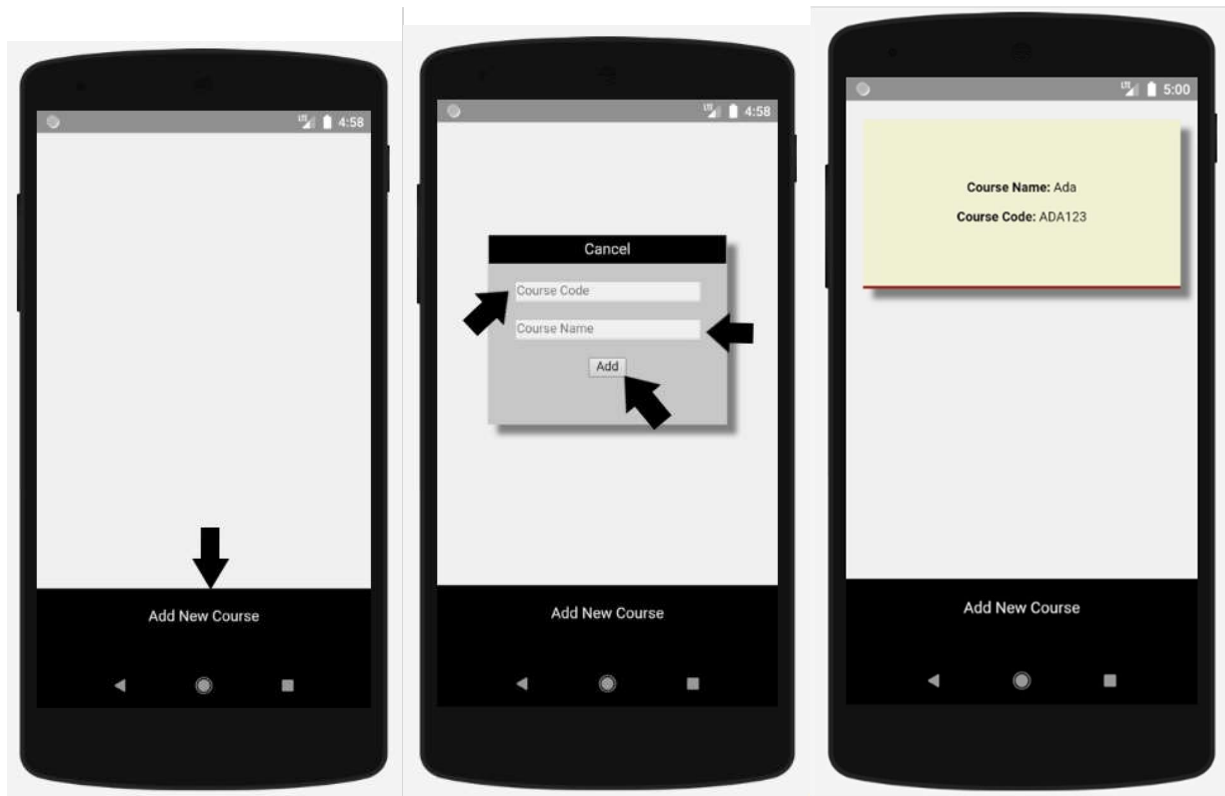
The faculty can create class rooms for students, give online quizzes, mark students attendance, give students marks, answer students' questions on discussion form,

STEP 1: Click on “**Class Rooms**” icon.










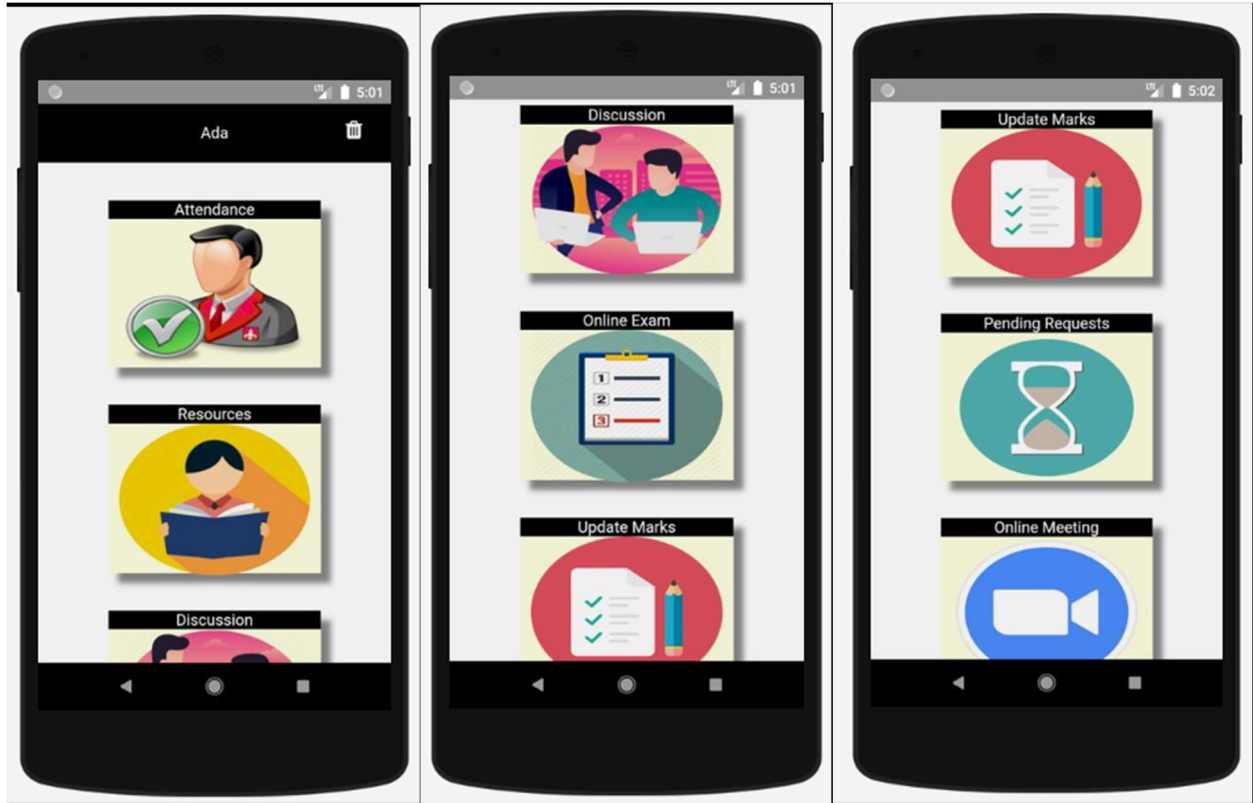
STEP 2: To create new classroom follow these steps:

- Click on “**Add new course**” button.
- Enter **Course code**, **Course name** and then press on **Add** button.



STEP 3: After creating a course, you can see these following contents:

-  Attendance
-  Resources
-  Discussion
-  Online Exam
-  Update marks
-  Pending requests
-  Online meeting



ATTENDANCE:

STEP 1: To check the attendance obtained in that particular course click on Class Rooms→ Choose a course→**Attendance**

STEP 2: Click on the check boxes to get a tick mark in present column to mark the student as present.

STEP 3: Then press on “**Mark attended**”

STEP 4: Now you can see that attendance is **updated**



RESOURCES:

STEP 1: To update marks obtained in that particular course click on
Class Rooms→ Choose a course→**Resources**

STEP 2: Now press on “+” button on the top right corner to add resources

STEP 3: Now you can see a question “what document you want to upload?” popping on
your screen. Press on “**Select**” to get drop down options.

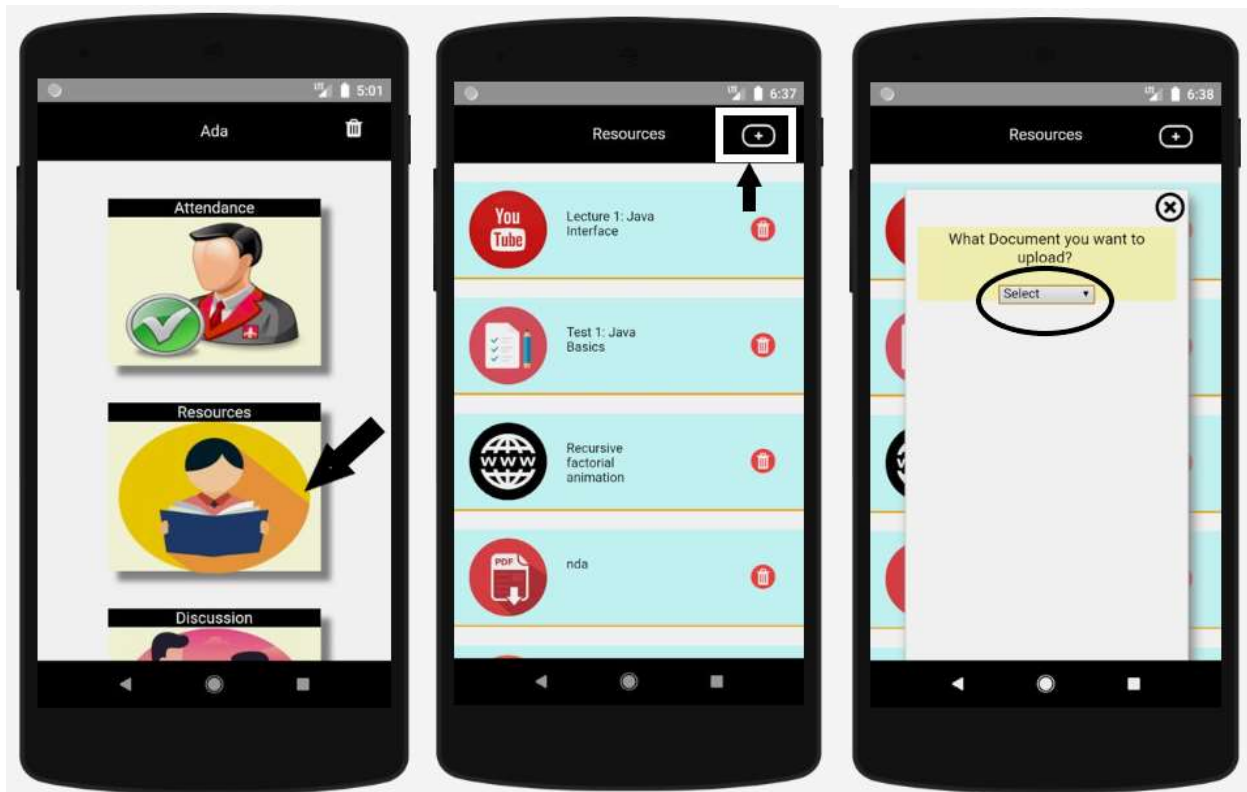
STEP 4: You can see the following options once you press on select

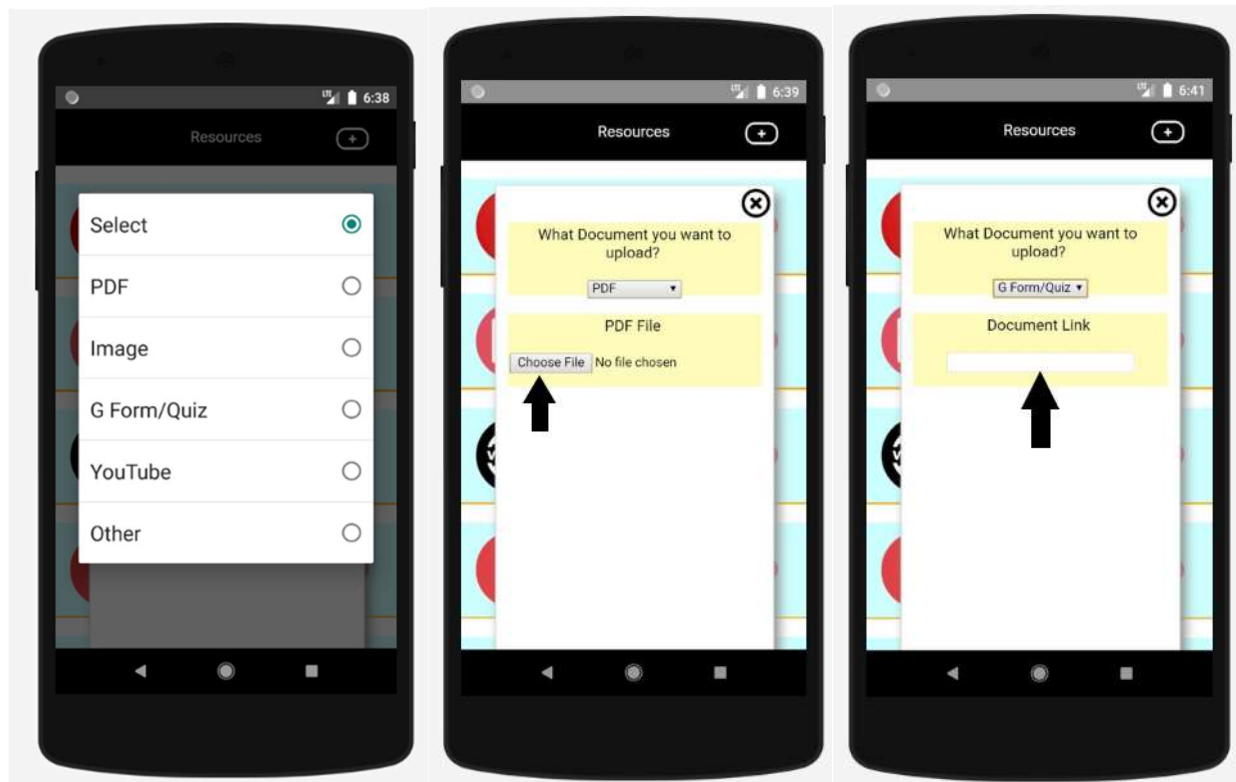
- PDF
- Image
- Google form / Quiz link
- YouTube link
- Other

STEP 5: Select the option you want and then if you select

PDF/Image: You have upload that pdf/image it from your device

Google form/ Quiz link/YouTube link/other: You will have to copy paste that particular
link.



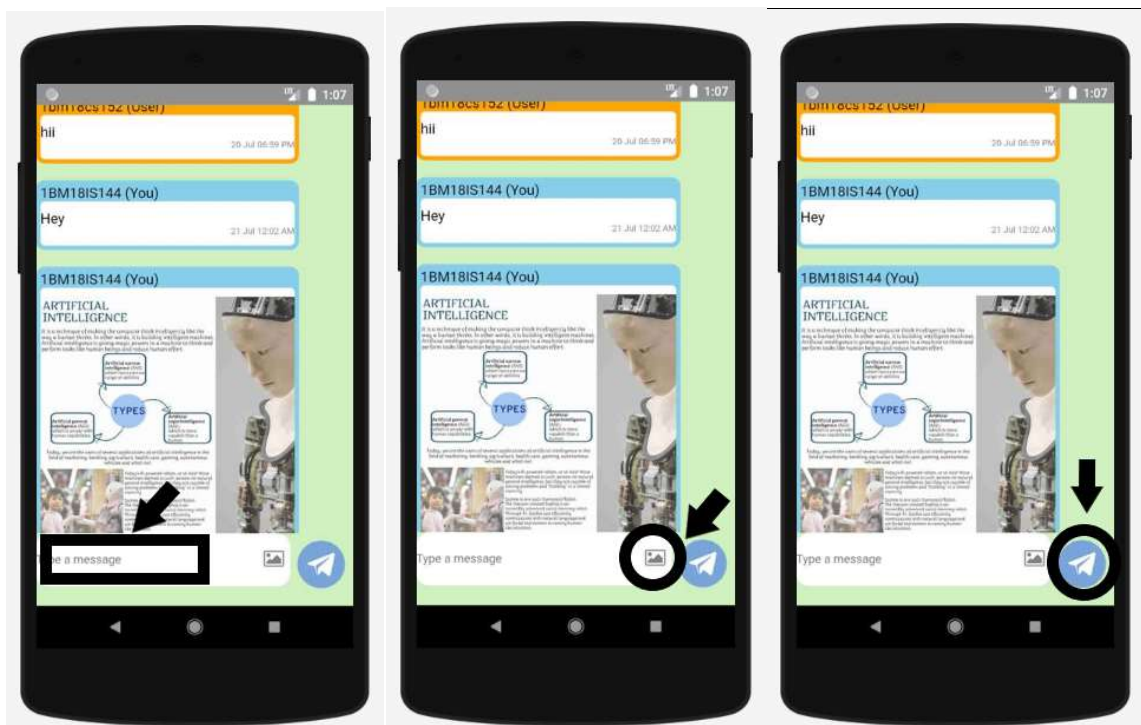


DISCUSSION:

STEP 1: To update marks obtained in that particular course click on
Class Rooms → Choose a course → **Discussion**



STEP 2: Now press on “**Type a message**” to type your answer to students question and then press the send icon. You can also add an image by pressing on the image icon.



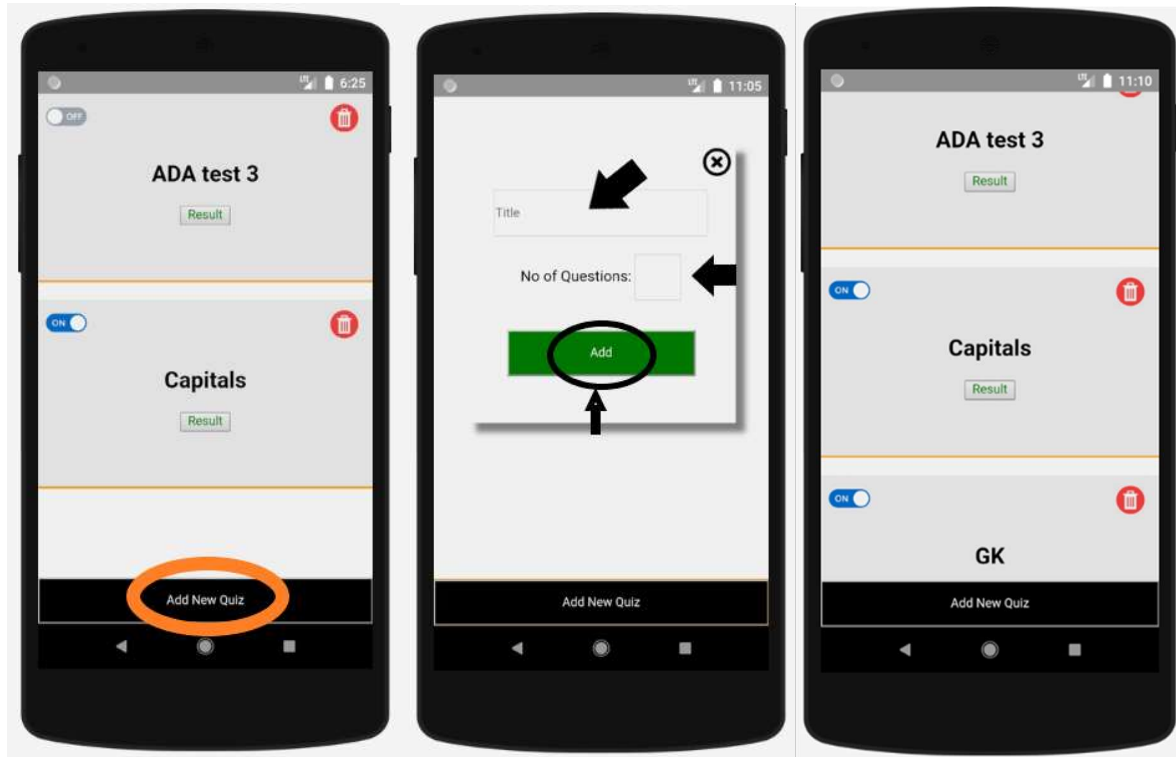
ONLINE EXAM:

STEP 1: To give an online quiz to students in that particular course click on
Class Rooms→ Choose a course→**Online Exam**



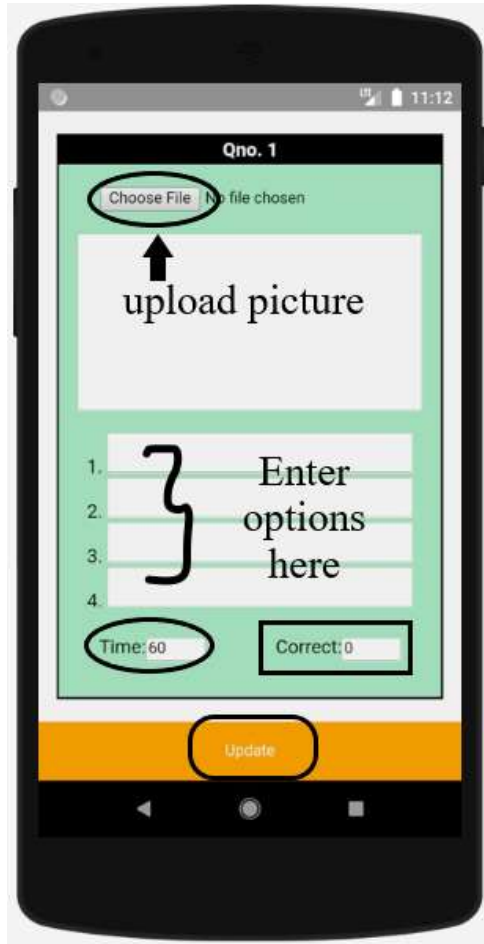
STEP 2: Steps to add a new quiz

- Press on “**Add new quiz**”
- Now add **title** and **number of questions**
- press on **add quiz**
- Now you can see that quiz is being added



STEP 3: To add questions to the quiz

- You can import an image from your device by clicking “**choose file**”
- In the space given below you can type the question.
- In the region where you have space for options marked with numbers, you can type the answer options
- In the **time box**, you can set the **time that should be given to answer** that question
- In **correct box**, you have to type the **correct answer option** to that particular question
- You scroll down and follow the same procedure and fill all the question for the quiz
- Then press **update** to update the quiz question paper to be answered by the students



STEP 5: To check result and manage responses

- You can manage accepting responses by turning **on** and **off** the button present on right side as shown in the image below
- You can also view the score of the students who attempted the quiz by pressing on **result**.



UPDATE MARKS

STEP 1: To update marks obtained in that particular course click on
Class Rooms→ Choose a course→**Update Marks**

STEP 2: You can enter the marks of the students in the boxes and then press on **update** button to save the changes.



PENDING REQUEST

STEP 1: To confirm/ accept the student into a classroom you have to accept the request sent by the students and to open this press,

Class Rooms→ Choose a course→**Pending Request**

STEP 2: Now you can see all the pending requests send by students



❖ PROFILE

The faculty can check their profile details here.

STEP 1: Click on “**Profile**” icon.

STEP 2: Now you can see all your basic details.

