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Integrated Campus

Draft User Manual
Increment-2

Group 2

INTEGRATED CAMPUS | SEN-Winter 2013

Revision History:

Version	Primary Author(s)	Description of Version	Reviewed By	Date Completed
v_1.2	Pinky .J. Meena	This is the revised version of User Manual Increment-2	Anubhav Maity	4 th March 2013

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INTRODUCTION:

This user manual aims at acquainting the user with the basic know-how of the website. All the main functions and pages of the website are included in this user manual. The pre-requirement of the user is his/her basic know-how in English language and a working knowledge of computers. The main purpose of this website is to integrate various platforms of sharing and exchange of information within this one and at the same time, analyzing the data obtained so as to offer better future performance to its users as well as to the faculty. The primary function would be to analyze a student's performance based on his/her attendance and marks as well as to analyze a professor's performance based on the feedback and polls. Other secondary functions include sharing reference materials and facilitating interactions among the users. All the students and faculty registered so by the administration would be given their own accounts. There would be an automatic sign up. No user needs to register for the website. The functions and working of every page are discussed in detail below for the user to refer to.

HOME PAGE:

Features:

- 1. Log in** - The user can click on this and he/she will be redirected to a login page which will ask login id, password. It will also give options like forgot password and can't access my account.
- 2. Forget Password**- In case a user forgets his/her login password, the homepage features the option to recover the password using the "Forgot Password" option. Clicking on the "forgot password" option takes you to a page, the entries on this page will be validated, and will be directed to the security question page only if the email id entered is a valid and matches the stored email id. Finally after all the validation you will be directed to the security question page. After correctly answering the security question you will be prompted to enter the new password. Finally your account will get the new password.
- 3. About us** - This button would redirect the user to a page giving information about the makers of this website and various help options to navigate through this

website

GENERAL LOGGED IN PAGE:

Features:

1. **Account** – This button will redirect the user to a list of account settings like password change, theme change, color change, privacy settings, etc.
2. **Logout** – This button will logout the user.

STUDENT LOGGED IN PAGE:

Features:

1. **Attendance Tab** - Clicking on it shows the full attendance record of the student course by course. It also highlights the course in which the student has a low attendance and sends them email regarding low attendance.
2. **Polling Tab** - Clicking on it shows a page of courses that the student has registered in. The student can give their own feedback for the particular course. Student cannot create a poll.
3. **Course titles** - The page would show only the courses he/she registered for. Clicking on any one of them, would take the user to another page showing all the files uploaded by the professor for that particular course as reference material. Clicking on any file, the student is given options either to view the file online or to download it on his computer.
4. **Download file**- Clicking on this button would ask the student if he/she wants to download the particular file which was upload by faculty.
5. **Discussion Forums** - Clicking on this button would take the user to a separate page showing two tabs: posted by professors and posted by students. The aim of this feature is to provide an interactive platform between faculty-student and student-student .Clicking on any one of them would take the student to a list of

topics posted for discussions. Student can add/remove a student posted thread and also comments on the same. However, on a professor posted forum, the student can only give his/her suggestion on professor post.

6. Notice board - It would be a visible section on the main logged in page of any student. All new updates and posts regarding his/her registered courses or forum/group updates would be shown on the notice board.

7. Timetable - Clicking on this button shows the time to time, daily activities/schedule of the student based on the lectures, tutorials and lab timing of courses he/she has taken. User's time table updated according to his/her registered courses. He/she can add other events deadline, meeting timings etc to the time table and he/she will be reminded of the same on his notice board. As a result he/she would be having notifications according to his/her personalized time table.

FACULTY LOGGED IN PAGE:

Features:

1. Attendance Tab - Clicking on this, the faculty would be provided with a list of his/her teaching courses. Faculties can click on his/her teaching courses and will get a list of students registered in that course and their corresponding percentage of attendance. The students with low attendance would be marked. The faculty can click on the student's name for records of his/her attendance in other courses if the faculty of that course has approved sharing. There would be a separate button called "lodge complaint". Clicking on this, a SMS would be sent to the student's parents informing them about the student's low attendance. The SMS would be sent in the name of that particular faculty.

2. Polling Tab - Clicking on this, the faculty would be redirected to a list of courses. Clicking on any of the course, the faculty would be shown graphs and charts of feedback given by students and analyze their grasp in different portion/domains of course feedback is collected at the end of semester. Faculty can choose to implement any methodology to terminate the polling process either manually or by fixing a time limit. In addition, other specific comments would be mentioned below them. Only faculty has right to create poll. To create a poll, click on 'create poll'. The faculty would be then redirected to a page asking details about

the poll such as title, share with, mandatory questions, options, etc. The faculty can create poll accordingly and submit it by clicking on “submit”. The poll would then be made available to the specific user group the faculty has chosen.

3. Course titles - The page will display a list of all the courses. The professor can click on any of the courses and he/she would be redirected to another page with a list of files given for reference. The professor can either delete or add new files in the list. They might be handwritten or uploaded from his/her computer.

4. File Upload - Clicking on this button would ask the faculty if he/she wants to upload the file or compose it. The faculty can select accordingly and upload a file from his/her computer or compose a file. By submitting, the file would be made available to all the students taking that particular course.

5. Discussion forums - Clicking on this button, the faculty would be redirected to a page having two tabs: posted by faculty and posted by students. The aim of this feature would be to provide an interactive platform for faculty-student; student-student. The faculty can click on any of these and would be redirected accordingly. The faculty can add/delete posts/comments in both of these forums.

6. Notice board - There will be a column on the faculty logged in page titled the notice board. The aim of this feature its serves as an integrated panel for viewing the timing of lectures, tutorial and labs post by other faculties such that this feature help in reducing spamming of same timing of lectures, tutorials and labs. The user's receive only the notifications coming from the respective courses he/she teaches. Also any new activity by students/faculty on forums or any new updates will be mentioned here. Any changes in the courses of the professor will be mentioned here too

7. Time table - Clicking on this will redirect the faculty to a day wise time table showing a list of his daily agenda and classes. He/she can add/delete an event. He/she can change the time of a lecture which then, would be updated to the timetables of all his students and will be displayed on their notice boards also Admin should be able to update for the same.

ADMIN LOGGED IN PAGE:

Features:

Admin can access following features:

1. Add course
2. Edit course
3. VIEW time table
4. EDIT time table
5. Assign T A/Faculty to course

Teaching Assistant LOGGED IN PAGE:**Features:**

1.ADD attendance - Under attendance tab, Teaching Assistant can add attendance data for the course he/she has been assigned. This will help them to keep track of the students who are attending the lectures and who are not.

2. VIEW attendance - Under attendance tab, Teaching Assistant can view can the attendance of past classes by just clicking on the date .An excel sheet will be opened for that day.

3. VIEW Time table - under view time table tab should upload the timetable and the faculty should be able to update for the same.

4. Edit Time table - under this tab, by clicking on this button having option of edit time table for the lectures, meeting tutorials and labs etc and than its show updated timetable.