chalkpad
the knowledge code

Faculty User Manual

CollegePad™ – Campus Management Solution

Our Knowledge code provides operational efficiency of campus management services by improving productivity, accountability, performance and interactions to empower all the key stakeholders of education. Spend more time and effort developing student's lifelong learning goals and less time with your daily unproductive tasks.

Faculty User Manual – Index

Welcome to CollegePad^{TM}

CollegePad^{TM} is a web-based education ERP solution developed by Chalk pad Technologies (P) Ltd., CollegePad^{TM} is a integrated software solution which simplifies day-to-day tasks. CollegePad^{TM} supports entire education workflow by automating critical functions like attendance, examination marks, time table, messaging, and student & employee information.

Extensive reporting facilities enable you to extract valuable information from the data that has been entered.

The next sections describe CollegePad^{TM} features for the faculties in a little more depth.

This Faculty User Guide assumes that you are familiar with Microsoft Windows and internet browser. It does not explain things such as how to use dialogue boxes, wizards, or the Windows Explorer.

Getting Started with CollegePad^{TM}

LOGIN PROCESS

Step 1: Login with:

        Username: <employee code>
        Password: ********
        Institute: CPIT
        Session: 2009-2010

Step 2: After login, main Faculty Dashboard will appear with information on Notices, Events, Attendance last taken and Messages:

MYCHALKPAD

CIET | 2009-10 | E1107096, AMANDEEP SINGH [Logout]

April 13, 2010

Employee Info | Student Info | Marks & Attendance | Messaging | Notices | My Time Table | Student Fine | Reports | Provide Feed Back | Change Password

Welcome AMANDEEP SINGH ,

Dashboard:

Notices

- EE Batch 2007 Major project guideli...-EE
- EE Result(Batch 2007) December 2009...-EE
- EE Result 5th Semester -Reappear-EE
- EE BATCH 2007 PBL - 6th Semester-EE
- EE BATCH 2008 PBL- 4TH SEMESTER-EE
- Institution of Engineers(all depart...-EE
- internship opportunity at Advance T...-ACAD
- EE Batch 2008 Fine -EE
- EE Batch 2007 fine-EE
- EE Deaprtment lockers-EE
- EE MST-1 DATESHEET-EE
- Reappear datesheet-EE All semesters-EE
- Academic Regulations Jan-Jun'10-ACAD

All Notices

Events

- Awards for live project

All Events

Messages

#Sender	Subject	Synopsis	Date
No record found			

Analysis

- **Attendance Below Threshold (0 Students)**

No Student found

- **Exams**

Exam Statistics

- **Performance**

Toppers

2008 - PTU - BTECH - CSE - 4 SEM [CS-214] (5)

Below Average

2008 - PTU - BTECH - CSE - 4 SEM [CS-214] (34)

> Displays the list of current events

> Displays the list of students with low attendenace

> To download notice attachement(if any)

> For each type of test(quiz, assignment, etc) conducted for each subject taught by the Faculty , shows the range of marks obtained by the students for a particular subject.

> Shows the Faculty a performance trend of the students for the subjects he/she is teaching.

> This shows admin message for logged in teacher

5

MAIN MENU

There are 8 areas mentioned on the main menu strip:

- Employee Info
- Student Info
- Marks & Attendance
- Messaging
- Notices
- My Time Table
- Student Fine
- Change Password

EMPLOYEE INFORMATION

-

1) **EMPLOYEE INFORMATION**: The employ profile menu shows the complete information about the employee who has logged in.

Employee Detail:

| Personal Info | Lecture Details | Topicwise | Seminar | Publishing | Consulting | Workshop | STTP |

Employee Name	: Sandeep K. Goyal	**Employee Code**	: MA_CSE01	
Designation	: Lecturer in CSE	**Department**	: MCA	
Branch	: CSE	**Qualification**	: M.Tech, B.Tech	
Date of Birth	: 06-Jan-78	**Gender**	: Male	
Date of Joining	: 02-Jul-07	**Email**	: ---	
Father's Name	: NA	**Mother's Name**	: NA	

Address

Address1	: Mr. Prem Chand, Opp. LIC Office, Railway Road,sangrur	**Address2**	: NA
City	: SANGRUR	**State**	: PUNJAB
Country	: India	**Pin Code**	: NA
Contact No.	: 01672- 508607		

a) Personal Information – This tab shows all the employee personal information in detail.

b) Lecture Details

Shows the details of all lectures taken by this Faculty in the particular study period (e.g. 3 sem) subject wise and by breakup of lectures, tutorials and practical's. These values are automatically calculated based on the attendance marked by the Faculty.

c) Topics wise

This tab shows the subject wise details of each topic covered by the Faculty for each section taught. Topics that could not be covered are also shown. This list of topics is created by the administrator for each subject. This tab is particularly important as it standardizes the topics being taught to students from different sections but studying the same subject and hence when they appear for the same exam paper on the subject.

d) Course Analytics

For each type of test (quiz, assignment, etc) conducted for each subject taught by the Faculty, this tab shows the range of marks obtained by the students for a particular subject. This tab thus clearly shows the Faculty a performance trend of the students for the subjects he/she is teaching.

e) Seminars

The seminar tab provides the information on who has visited how many seminars during his/her course of employment. This information can be used very effectively by the administrators and deans to make sure that opportunity to attend seminars and upgrade their knowledge/skill set is being justly given to all deserving faculty. Faculty can update this information from their logins as and when they attend a new seminar.

f) Publishing

This tab provides the information about the publications which the faculty has published till date. Faculty can update this information from their logins as and when they publish a new publication. This tab is useful for the admin to know about quality of authors that are there in the institute.

g) Consulting

This tab provides the information regarding any consulting assignments that the faculty has undertaken in the past or is pursuing currently. From the sponsorship information in this tab, institute can also use the links to approach the companies for campus placement trips. Institute

Management can also use this information to know which faculty is capable of getting company sponsored consulting assignments and generate alternate revenue streams for the institute.

STUDENT INFORMATION

2) STUDENT INFORMATION: The student info. Menu allows the Faculty to see the details of any student, studying at least one subject by this Faculty

Displays only those classes taught by logged in teacher based on Time Table

Displays only those subjects taught by logged in teacher based on Time table

Displays only those groups taught by logged in teacher based on time table.

Inorder to get details of a particular student only type in his/her name/Roll Number

On click of this icon complete detail of student can be viewed

MYCHALKPAD

Employee Info | Student Info | Mark... | My Ti... ...ide Feed...

Student Info » Search Student

Search Students :   Print   Export to Excel

Class : BTECH - CSE - 4 SEM   Subject : CS-214   Group : P08CSx01

Name :   (Or / And) Roll No :   Show List

#	Name ▲	Roll No.	Univ. Roll No.	City	Class	Degree	Branch	Batch	Details
1	AADIL	E081001	80904107001	NANGAL	BTECH - CSE - 4 SEM	BTECH	CSE	BTECH2008	🔍
2	ABHAY KARAN KHANNA	E081002	80904107002	CHANDIGARH	BTECH - CSE - 4 SEM	BTECH	CSE	BTECH200..	🔍
3	ABHISHE..			..ABAD	BTECH - CSE - 4 SEM	BTECH	CSE	BTECH2008	🔍
4	AJAY KAR..			..I	BTECH - CSE - 4 SEM	BTECH	CSE	BTECH2008	🔍
5	ALANKAR SHARMA	E081005	80904107005	--	BTECH - CSE			..ECH2008	🔍
6	AMANDEEP CHEEMA	E081006	80904107006	MOHALI	BTECH - CSE..	..BTECH	CSE	..ECH2008	🔍
7	AMEET SINGH THIND	E081007	80904107007	JALANDAR	BTECH - CSE - 4 SEM	BTECH	CSE	BTECH2008	🔍
8	AMISHA	E081008	80904107008	PATHANKOT	BTECH - CSE - 4 SEM	BTECH	CSE	BTECH2008	🔍
9	AMIT JAIN	E081009	80904107009	MANSA	BTECH - CSE - 4 SEM	BTECH	CSE	BTECH2008	🔍
10	ANJALI JAIN	E081010	80904107010	AMBALA	BTECH - CSE - 4 SEM	BTECH	CSE	BTECH2008	🔍
11	ANKITA ARORA	E081011	80904107011	SRIGANGANAGAR	BTECH - CSE - 4 SEM	BTECH	CSE	BTECH2008	🔍
12	ANMOL GARG	E081012	80904107012	MANSA	BTECH - CSE - 4 SEM	BTECH	CSE	BTECH2008	🔍
13	ANUPAM SHARMA	E081013	80904107013	SHIMLA	BTECH - CSE - 4 SEM	BTECH	CSE	BTECH2008	🔍
14	ARUN DHIMAN	E081014	80904107014	CHANDIGARH	BTECH - CSE - 4 SEM	BTECH	CSE	BTECH2008	🔍
15	ASHIMA	E081015	80904107015	PATIALA	BTECH - CSE - 4 SEM	BTECH	CSE	BTECH2008	🔍
16	ASHIMA MEHTA	E081016	80904107016	LUDHIANA	BTECH - CSE - 4 SEM	BTECH	CSE	BTECH2008	🔍
17	BENU	E081017	80904107017	PATIALA	BTECH - CSE - 4 SEM	BTECH	CSE	BTECH2008	🔍
18	CHAITANYA SINGLA	E081018	80904107018	SANGRUR	BTECH - CSE - 4 SEM	BTECH	CSE	BTECH2008	🔍

Search Student (RollNo./Name)   Suggest a feature   chalkpad

12

Student Detail screen: Student details includes Personal Details, Parents Details, Course Details, Grades Details, Attendance Details, Resource, and Offense/Achievement Information.

| Student Detail: | Name: Abhinav Goyal | University: PTU | Degree: BTECH | Branch: CSE | Batch: 2009 | Admission Date: 15-Sep-09 | Study Period: | 1 SEM |

Personal Details | Parents Details | Course Details | Grades Details | Attendance Details | Resources | Offense/Achv

First Name:	Abhinav	Last Name:	Goyal
Roll No:	90001	Institute Reg No:	---
University No:	---	Univ Reg No:	---
Date Of Birth:	19-Nov-91	Gender:	Male
Email:	test@test.com	Nationality:	India
Contact No:	324234234	Mobile No:	98141-72599

MARKS AND ATTENDANCE

3) Marks and Attendance: From this menu all the marks and attendance activities are performed. Following options are included:

a) Daily Attendance: Faculty can mark their daily attendance through this option. This menu can also be used to edit an attendance taken previously in a day. Using this menu the Faculty can take the attendance for a day that may be previous (depending on the number of days allocated by the administrator) to the current date, but not for a future date. For example, if the administrator has allowed 3 previous days for which faculty can take attendance and assuming today is the 10th, the Faculty can enter the attendance for any day between 7th to 10th of this month.

1) Attendance Date: Date for which attendance is required.

2) Class: Select the class for which attendance has to be taken. This list will display only those classes which are being taught by the Faculty, as per the active time table.

3) Subject: Select the subject for taking attendance. This list will display subjects as per the active time table. If a particular subject is not appearing in the list, please verify with your time table using the "My time table" option mentioned in the main menu.

4) Group: Select the group for taking attendance. This list will display groups as per the active time table. If a particular group is not appearing in the list, please verify with your time table using the "My time table" option mentioned in the main menu.

5) Period: Select the period for which you need to take attendance. If you are teaching multiple periods, you can take attendance one period at a time.

6) Attendance History: This displays the Attendance history for the class, group and subject.

Attendance history of AMANDEEP SINGH   Help ❎

#	Teacher ▲	Subject	Group	Class	Period	From	To	Att. Type	Lec. taken	Action
1	AMANDEEP SINGH	CS-306	07CSy01	BTECH - CSE - 6 SEM	1	05-Apr-10	---	Daily	1	📝❌
2	AMANDEEP SINGH	CS-314	P07CSy02	BTECH - CSE - 6 SEM	2	08-Apr-10	---	Daily	1	📝❌
3	AMANDEEP SINGH	CS-214	P08CSx01	BTECH - CSE - 4 SEM	4	05-Apr-10	---	Daily	1	📝❌
4	AMANDEEP SINGH	CS-214	P08CSx01	BTECH - CSE - 4 SEM	8	05-Apr-10	---	Daily	1	📝❌

Print   Export to Excel

Steps for Taking Attendance:

Step 1:

Select the date for which attendance needs to be taken

Step 2:
Click on Schedule button to see the schedule for that day, as shown below. Select the period for which attendance needs to be taken.

Daily Attendance

Only Teacher can mark Daily Attendance for a scheduled lecture/lab.
Log in as TEACHER.
Go to **Marks & Attendance -> Daily attendance.**

To mark Daily Attendance there are mainly two steps

  I.   Get list of students
  II.   Mark attendance

MYCHALKPAD

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April 9, 2010

Employee Info | Student Info | Marks & Attendance | Messaging | Notices | My Time Table | Student Fine | Reports | Provide Feed Back | Change Password

Marks & Attendance » Daily Attendance

Daily Attendance :   **Help** ◉ **Attendance History**

| Attendance Date | : | 2010-04-09 📅 Schedule | Class | : Select Class ▾ | Subject | : Select Subject ▾ |
| Group | : | Select Group ▾ | Period | : Select Period ▾ | | **Show List** |

Default Att. Code : Select Att.Code ▾   Comments :

Topics :

Mark attendance for specific roll numbers [Click Here]

A teacher can mark attendance of students under assigned groups and subjects.

Note:Period is to be selected as per the actual schedule.
  Click Show List to get list of students.

Get list of students.

Student list is displayed as per subjects and groups assigned to the teacher to get list of students as per lecture schedule. Select date and close the calendar. Only past and present date can be selected. Click on schedule to get list of scheduled lectures.

Marks & Attendance » Daily Attendance

Daily Attendance :				
Attendance Date :	2010-04-09	🗓 Schedule	Class	: Select Class
Group :	Select Group		:	Select Period
Default Att. Code :	Select Att.Code		:	
Topics :				
Mark attendance for specific roll nur				

Calendar popup:

?	April, 2010	×
«	‹	Today	›	»

wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun
13	29	30	31	1	2	3	4
14	5	6	7	8	9	10	11
15	12	13	14	15	16	17	18
16	19	20	21	22	23	24	25
17	26	27	28	29	30	1	2
18	3	4	5	6	7	8	9

Time: 00 : 00

Tue, Apr 6

On Click here: Schedule

Schedule for the date selected is displayed.

To get list of students for the scheduled lecture, click on lecture details.

List of students is displayed, also Class, Subject, Group and period is auto selected.

Verify period no. for the lecture. If there is any change in actual schedule, change the period no. to indicate it. Click [Show List] to get student list.

Select attendance code to indicate majority status. A: Absent, P: Present, HLD: Half day

Marks & Attendance » Daily Attendance

Daily Attendance :   Help   ⊙ Attendance History

Attendance Date	: 2010-04-09 📅 Schedule	Class	: BTECH - EE - 2 SEM ▾	Subject	: EE-101 ▾
Group	: 09EE ▾	Period	: 8 (9to420-55MCIET) ▾		Show List
Default Att. Code	: Select Att.Code ▾	Comments	:		

Select Att.Code
P
A
HLD

Change period no. here.

Topics :

Mark attendance for specific roll numbers [Click Here]   Total : 65   Present : 65 , Absent : 0 , half day leave : 0

List of Students :   Save   Cancel

#	Name ▾	Roll No. ▾	Univ. Roll No. ▾	ClassMember	AttendanceCode	Last Delivered	Last Attended	Percentage
1	ABHAY OHRI		17443	☑	P ▾	0	0	0.00
2	ADITYA KUMAR		17444	☑	P ▾	0	0	0.00
3	AKHIL SHARMA		17445	☑	P ▾	0	0	0.00
4	AKRITI SHARMA		17446	☑	P ▾	0	0	0.00
5	AMANDEEP KAU		17447	☑	P ▾	0	0	0.00
6	AMARDEEP KUMAR	E093006	90180517448	☑	P ▾	0	0	0.00
7	AMREEN BHULLAR	E093007	90180517449	☑	P ▾	0	0	0.00
8	AMRIT PREET SETHI	E093008	90180517450	☑	P ▾	0	0	0.00

Select Att. Code as default code to display for every student in the list.

Note: Teacher can select class, subject and groups

21

Note: Teacher can select class, subject and groups already assigned for any day. **After changing any field, click** **to get respective student list.**

Eg: **After changing the group.**

Mark Attendance: To mark attendance there are two methods

Student wise in the list

 For particular roll number

Marks & Attendance » Daily Attendance

Daily Attendance :						Help	Attendance History

Attendance Date : 2010-04-09   Schedule   Class   : BTECH - EE - 2 SEM   Subject : EE-101

Group   : 09EE1   Period   : 4 (9to420-55MCIET)   Show List

Default Att. Code : P   Comments :

Topics : All Topics

To mark attendance for specific Roll Numbers.

Mark attendance for specific roll numbers [Click Here]   Total : 33   Present : 33 , Absent : 0 , half day leave : 0

List of Students :							Save	Cancel
#	Name	Roll No.	Univ. Roll No.	ClassMember	AttendanceCode	Last Delivered	Last Attended	Percentage
1	ABHAY OHRI	E093001	90180517443	☑	P	1	1	100.00
2	ADITYA KUMAR	E093002	90180517444	☑	P			
3	AKHIL SHARMA	E093003	90180517445	☑	P			
4	AKRITI SHARMA	E093004	90180517446	☑	P			
5	AMANDEEP KAUR	E093005	90180517447	☑	P	1	1	100.00
6				☑	P	1	1	100.00
7				☑	P	1	1	100.00
8				☑	P	1	0	0.00
9	ANGAD SINGH	E093009	90180517451	☑	P	1	0	0.00
10	ANKUSH ARORA	E093010	90180517452	☑	P	1	1	100.00
11	APOORVA DOGRA	E093011	90180517453	☑	P	1	1	100.00
12	BHUMIKA SINGHAL	E093012	90180517454	☑	P	1	1	100.00

Mark attendance student wise.
Select Code: A for Absent,
P for Present, HLD for halfday.

uncheck here if a student is not eligible to
get attendance for a particular lecture.
eg. In case of late admissions.

Marking Attendance student wise in the list: Select corresponding attendance code for a student in the list.

Mark attendance for specific roll numbers [Click Here]   **Total : 33   Present : 29 , Absent : 4 , half day leave : 0**

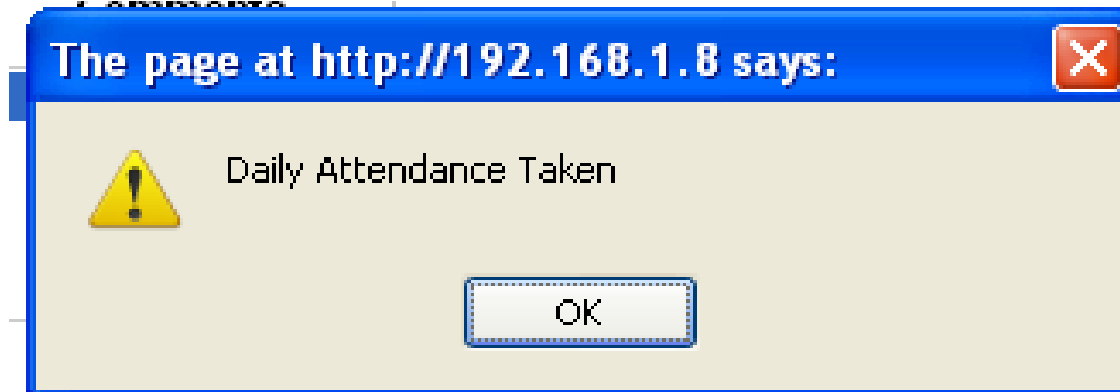| List of Students : | | | | | | | | | Save | Cancel |

#	Name ⬏	Roll No. ⬏	Univ. Roll No. ⬏	ClassMember	AttendanceCode	Last Delivered	Last Attended	Percentage
1	ABHAY OHRI	E093001	90180517443	☑	P ▼	0	0	0.00
2	ADITYA KUMAR	E093002	90180517444	☑	P ▼	0	0	0.00
3	AKHIL SHARMA	E093003	90180517445	☑	P ▼	0	0	0.00
4	AKRITI SHARMA	E093004	90180517446	☑	P ▼	0	0	0.00
5	AMANDEEP KAUR	E093005	90180517447	☑	P ▼	0	0	0.00
6	AMARDEEP KUMAR	E093006	90180517448	☑	A ▼	0	0	0.00
7	AMREEN BHULLAR	E093007	90180517449	☑	P	0	0	0.00
8	AMRIT PREET SETHI	E093008	90180517450	☑	A HLD	0	0	0.00
9	ANGAD SINGH	E093009	90180517451	☑	A ▼	0	0	0.00
10	ANKUSH			☑	A ▼	0	0	0.00
11	APOORV			☑	P ▼	0	0	0.00
12	BHUMIK			☑	P ▼	0	0	0.00
13	BINEET			☑	P ▼	0	0	0.00
14	CHARU			☑	P ▼	0	0	0.00
15	DEEKSH			☑	P ▼	0	0	0.00
16	DEEPAK			☑	P ▼	0	0	0.00
17	DIVYANSHU	E093017	90180517459	☑	P ▼	0	0	0.00
18	GURBAZ SINGH	E093018	90180517460	☑	P ▼	0	0	0.00
19	GURNEET SODHI	E093019	90180517461	☑	P ▼	0	0	0.00
20	GURPINDER SINGH GHUMAN	E093020	90180517462	☑	P ▼	0	0	0.00
21	HARBRINDER LAKHA	E093021	90180517463	☑	P ▼	0	0	0.00
22	HARKARAN SINGH	E093022	90180517464	☑	P ▼	0	0	0.00

To Mark
Absent   : Select A.
Present   : Select P.
Half Day : Select HLD

Marking attendance for specific Roll No:

1. Type the Roll Numbers to mark attendance. (Comma separated)

2. Select attendance code.   3. Click **Show List**

To Mark
Absent : Select A.
Present : Select P.
Half Day: Select HLD

Absent is marked for specific roll numbers or students. <u>Select topic taught in the lecture</u>.

Click Save. **Save**

Select topic here.

Confirm Attendance Record:

Verify no. of students present and absent. Click **OK** to confirm attendance for the lecture.

The page at http://192.168.1.8 says:

Total Present :31 , Absent :2 , half day leave :0
Are you sure ?

OK   Cancel

Attendance for the lecture is recorded. Click OK to continue.

The page at http://192.168.1.8 says:

Daily Attendance Taken

OK

Attendance History

Attendance marked is saved. To view attendance record click [●] **Attendance History**

Option is provided to edit and delete attendance records.

All previous attendance records are displayed here. In order to change attendance status of some student(s) or any field like class, group, period or subject, click [icon] to edit. To remove invalid attendance record, click [icon] to delete.

TEST MARKS MODULE

This module enables you to create a test for a particular test type and enter marks along with the attendance of the students for the test corresponding to particular class and the allocated group.
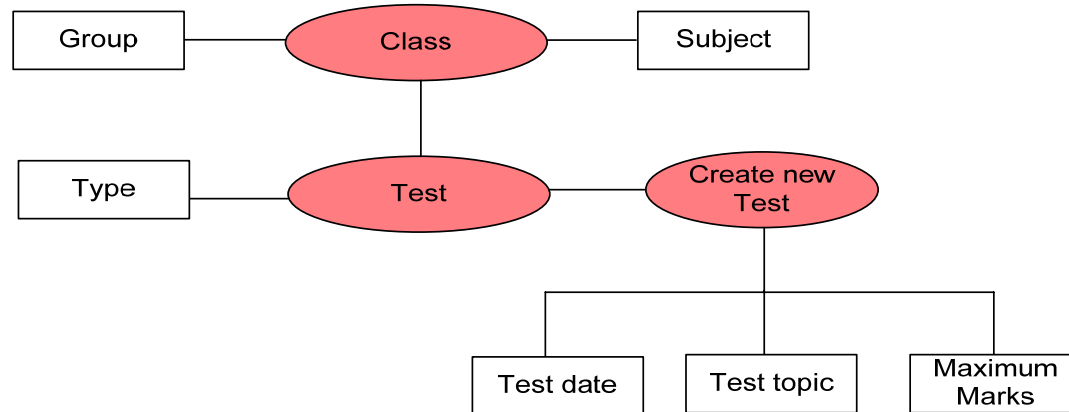
1) Class: Select the class for which Marks needs to be entered. This list will display those classes which are being taught by the Faculty, as per the active time table.

2) Subject: Select the subject for which marks needs to be entered. This list will display subjects as per the active time table. If a particular subject is not appearing in the list, please verify with your time table using the "My time table" option mentioned in the main menu.

3) Group: Select the group for which marks needs to be entered. This list will display groups as per the active time table. If a particular group is not appearing in the list, please verify with your time table using the "My time table" option mentioned in the main menu.

4) Test Type: For which test marks needs to be entered. For e.g. sessional, assignment etc. Typically, the Administrator would create several basic Test Types and Faculty would add to them and refine them later as required. In case, the Test types are not appearing then the administrator OR respective Head of the Department can be contacted. These test types are generated based on the selected subject. If the subject belongs to Theory then test type can be "assignment", "sessionals". Similarly for Practical subjects test type can be "Lab Performance" etc.

MY CHALKPAD

April 9, 2010

Employee Info | Student Info | Marks & Attendance | | Change Password

Attendance » Test Marks

Marks :   Help

Select the subject. Only those subjects would be displayed in this list which are assigned to the teacher for the selected class/group.

Enables you to create a new test for the selected test type

Select the particular class

Select the type of test i.e.
>Internal viva
>Assignments
>MST
>Lab documents
>External viva

Select the particular group.

Class : BTECH - CSE - 4 SEM   Subject : CS-214   Group : P08CSx01

Test Type : Internal Viva   Test : SELECT

Test Abbr. : IV   Max Mark : 20   Test Date : 2010-04-09

Test Topic : DBMS, SQL queries   Test Index : 0   Show

Type in a short name for the test type
For e.g. internal Viva/IV

Enter the maximum marks out of which the test is to be conducted

Enter the specific topic based on which the test is being conducted

Click here to get the calender and select the particular date on which the test is to be conducted

April, 2010   x

« ‹   Today   › »

wk Mon Tue Wed Thu Fri Sat Sun
13   29   30   31   1   2   3   4
14   5   6   7   8   9   10   11
15   12   13   14   15   16   17   18
16   19   20   21   22   23   24   25
17   26   27   28   29   30   1   2
18   3   4   5   6   7   8   9

Time: 00 : 00

Select date

MYCHALKPAD

Employee Info | Student Info | Marks & Attendance | Messaging | Notices | My Time Table | Student Fine | F...

Marks & Attendance » Test Marks

Enter Marks :   Help

On pressing this button the list displayed will disappear and then you can make the desired changes i.e. select another class/group/subject/test type etc and obtain a new list.

Class	:	BTECH - CSE - 4 SEM	Subject	:	CS-714	Group	:	P08CSx01
Test Type	:	Internal Viva						
Test Abbr.	:	IV				Test Date	:	2010-04-09
Test Topic	:	DBMS, SQL queries				Test Index	:	1	Show List

Enables you to save the the entered marks and attendance of the students
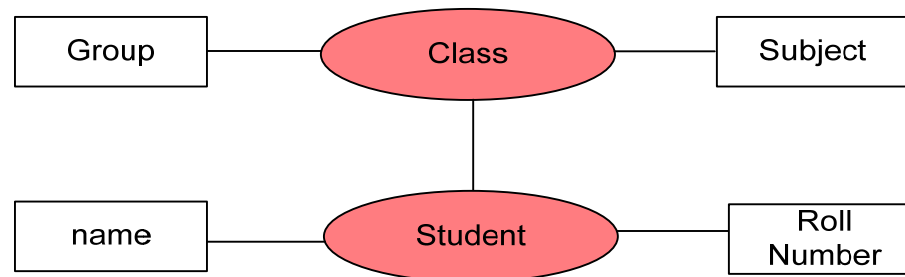
Displays the list of present/unpresent students

Displays whether the student was present/absent in the class when the test was being conducted

List of Students :   Save   Cancel

#	Name	Roll No.	Univ. Roll No.	ClassMember	Present	Marks
1	AADIL	E081001	80904107001	☑	☑	17
2	ABHAY KARAN KHANNA	E081002	80904107002	☑		
3	ABHISHEK THAKUR	E081003	80904107003	☑	☑	12
4	AJAY KARAN KHATANA	E081004	80904107004	☑	☑	14
5	ALANKAR SHARMA	E081005	80904107005	☑	☑	0
6	AMANDEEP CHEEMA	E081006	80904107006	☐	☐	0
7	AMEET SINGH THIND	E081007	80904107007	☐	☐	0
8	AMISHA	E081008	80904107008	☐	☐	0
9	AMIT JAIN	E081009	80904107009	☑	☑	16
10	ANJALI JAIN	E081010	80904107010	☑	☑	15
11	ANKITA ARORA	E081011	80904107011			
12	ANMOL GARG	E081012	80904107012			
13	ANUPAM SHARMA	E081013	80904107013			
14	ARUN DHIMAN	E081014	80904107014	☑	☑	19
15	ASHIMA	E081015	80904107015	☑	☑	17

Displays the individual marks of each student

For e.g. these 3 students were not present for the test then we will mark them absent by unchecking the check boxes corresponding to ClassMember and Present.

Search Student (RollNo./Name)   Suggest a feature   **chalk**pad

DISPLAY MARKS MODULE

This module enables you to display the marks of students individually pertaining to any subject/group/test type.

```
  ┌─────────┐      ╭─────────────╮      ┌─────────┐
  │  Group  │──────│    Class    │──────│ Subject │
  └─────────┘      ╰─────────────╯      └─────────┘
                          │
  ┌─────────┐      ╭─────────────╮      ┌─────────┐
  │  name   │──────│   Student   │──────│  Roll   │
  └─────────┘      ╰─────────────╯      │ Number  │
                                        └─────────┘
```

In order to obtain the marks of any student for a particular test pertaining to any subject we simply need to select the student **class/group/subject** and then enter the **student name** and **class Roll number**. Once all the relevant information is provided, after pressing the show list button the marks get displayed.

MY CHALKPAD

April 9, 2010

Employee Info | Student Info | Marks & Attendance | Messaging | Notices | My Time Table | Student Fine | Reports | Provide Feed Back | Change Password

Marks & Attendance » Display Marks

Select the particular class

Select the subject

Type in the Class Roll Number of the student

Display Marks :

Class	:	BTECH - CSE - 4 SEM	Subject	: CS-214	Group	: P08CSx01
Name	:	Amit Jain	Roll No	: E081009	Show List

Type in the name of the student whose marks are to be displayed

Select the particular group allocated to the student

On pressing this button the marks of the entered student will be displayed

34

MYCHALKPAD

April 9, 2010

Employee Info | Student Info | Marks & Attendance | Messaging | Notices | My Time Table | Student Fine | Reports | Provide Feed Back | Change Password

Marks & Attendance » Display Marks

Display Marks :

| Class | : | BTECH - CSE - 4 SEM | Subject | : | CS-214 | Group | : | P08CSx01 |
| Name | : | Amit Jain | Roll No | : | E081009 | | | Show List |

S.No	Name	Roll No.	Univ Roll. No.	Subject	Exam	TestType	Test	T.Mark	Obtained
1	AMIT JAIN	E081009	80904107009	CS-214	Internal	Lab Performance	test1	20	0

This page displays the marks of the particular student along with the other information i.e. the Subject code/Exam/Test Type/Test/Total Marks/Obtained marks. For e.g. CS-214/Internal or external/ assignments/test1/20/15

MESSAGING

5) MESSAGING: This option is used for effective communication to Students, Parents & Employees.

   A.   **Sending messages to Students:**

1. Subject: Type-in a short subject using keyboard e.g. "Attendance short".

2. Body: Type-in the complete message. Message text can be formatted with bold characters, different fonts and color. Formatting will remain same in the case of sending mails, but if the message medium is SMS then simple text message will be sent.

3. Message Medium: Three messaging modes are available **- Dashboard and Email**

In case Faculty is using Dashboard option, they can select the duration of visibility period for which a particular message needs to appear on respective dashboard.

Message medium (Email): Faculty can send messages/attachments to students via email. Messages will be sent only to correct email addresses.

4. Subject: This list will display all subjects as per the active time table. If a particular subject is not appearing in the list, please verify with your time table using the "My time table" option mentioned in the main menu.

5. Class: Select the class for which Message needs to be sent. This list will display classes as per the active time table.

6. Group: This list will show only those groups which are being taught by the Faculty as per the active time table". If a particular group is not shown here that you are expecting, please verify with your time table using the "My time table" menu item that it is correctly assigned to you for teaching.

This message will be displayed on student dashboard under Teacher Comments as:
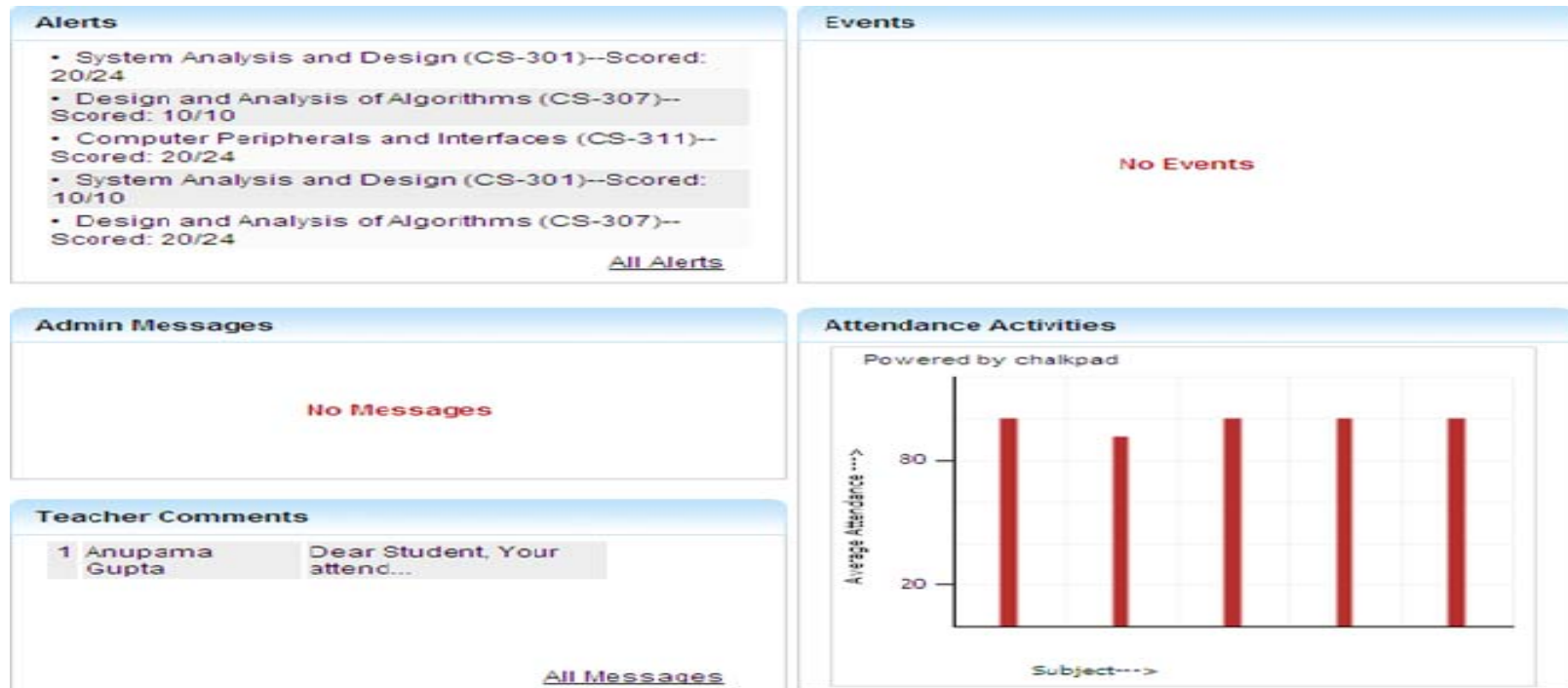
Sending messages to Parents: Faculty can send messages to the parents using Dashboard/SMS/Email. Faculty can even select the recipient as Father, Mother and/or Guardian if all the relevant information is filled.

Sending messages to employees: Faculty can send messages to their colleagues. An option of advance search filter is also available. Faculty can use many permutations and combinations to narrow down their search criterion.

D. Upload Resource: This powerful feature allows Faculty to upload useful resources such as URL's, documents, presentations (PPt's) etc., for their students.

1. Add Resource: Faculty can upload resource for students as shown below:

1. Subject: Select the subject for which marks need to be entered. This list will display all subjects as per the active time table. If a particular subject is not appearing in the list, please verify with your time table using the "My time table" option mentioned in the main menu.

2. Resource Category: It can be a document, URL, presentation etc.

TIME TABLE

5) TIME TABLE: Faculty can see their own active time table by clicking on "My Time Table" link mentioned on the main menu.

Clicking on "Daily Attendance" will automatically generate all the relevant fields for daily attendance as shown below

MYCHALKPAD

April 19, 2010

Employee Info | Student Info | Marks & Attendance | Messaging | Notices | My Time Table | Student Fine | Reports | Provide Feed Back | Change Password

Marks & Attendance » Daily Attendance

Daily Attendance :   Help   ● Attendance History

Attendance Date :	2010-04-19 📅 Schedule	Class : BTECH - CSE - 6 SEM	Subject : CS-306
Group :	07CSy01	Period : 1 (CTU30)	Show List
Default Att. Code :	Select Att.Code	Comments :	

Topics : All Topics

Mark attendance for specific roll numbers [Click Here]   **Total : 34   Present : 34 , Absent : 0 , half day leave : 0**

List of Students :   Save   Cancel

#	Name	Roll No.	Univ. Roll No.	ClassMember	AttendanceCode	Last Delivered	Last Attended	Percentage
1	MANDEEP KAUR	E071061	7050301253	☑	P	1	1	100.00
2	MANDEEP KAUR	E071062	7050301254	☑	P	1	1	100.00
3	MANISH GROVER	E071063	7050301255	☑	P	0	0	0.00
4	MANPREET KAUR	E071064	7050301256	☑	P	0	0	0.00
5	MANPREET KAUR	E071065	7050301257	☑	P	1	1	100.00
6	MANPRIYA	E071066	7050301258	☑	P	1	1	100.00
7	MEGHA CHHABRA	E071067	7050301259	☑	P	0	0	0.00
8	MEGHA DHAMMI	E071068	7050301260	☑	P	0	0	0.00
9	MOHINDER PAL SINGH	E071069	7050301261	☑	P	1	1	100.00
10	MONIKA	E071070	7050301262	☑	P	1	1	100.00
11	MUSKAAN	E071071	7050301263	☑	P	1	1	100.00
12	NANCY	E071072	7050301264	☑	P	1	1	100.00

46

"Student Info" tab will list all the students for this class as shown below

MYCHALKPAD

Employee Info | Student Info | Marks & Attendance | Messaging | Notices | My Time Table | Student Fine | Reports | Provide Feed Back | Change Password

Student Info » Search Student

Search Students :   [Print]   [Export to Excel]

Class : [BTECH - CSE - 6 SEM ▾]   Subject : [CS-306 ▾]   Group : [07CSy01 ▾]

Name : [   ] (Or / And) Roll No : [   ]   [Show List]

#	Name ▲	Roll No.	Univ. Roll No.	City	Class	Degree	Branch	Batch	Details
1	MANDEEP KAUR	E071062	7050301254	ROPAR	BTECH - CSE - 6 SEM	BTECH	CSE	BTECH2007	🔍
2	MANDEEP KAUR	E071061	7050301253	CHANDIGARH	BTECH - CSE - 6 SEM	BTECH	CSE	BTECH2007	🔍
3	MANISH GROVER	E071063	7050301255	PATIALA	BTECH - CSE - 6 SEM	BTECH	CSE	BTECH2007	🔍
4	MANPREET KAUR	E071065	7050301257	PATIALA	BTECH - CSE - 6 SEM	BTECH	CSE	BTECH2007	🔍
5	MANPREET KAUR	E071064	7050301256	GURDASPUR	BTECH - CSE - 6 SEM	BTECH	CSE	BTECH2007	🔍
6	MANPRIYA	E071066	7050301258	CHANDIGARH	BTECH - CSE - 6 SEM	BTECH	CSE	BTECH2007	🔍
7	MEGHA CHHABRA	E071067	7050301259	CHANDIGARH	BTECH - CSE - 6 SEM	BTECH	CSE	BTECH2007	🔍
8	MEGHA DHAMMI	E071068	7050301260	PANCHKULA	BTECH - CSE - 6 SEM	BTECH	CSE	BTECH2007	🔍
9	MOHINDER PAL SINGH	E071069	7050301261	SANGRUR	BTECH - CSE - 6 SEM	BTECH	CSE	BTECH2007	🔍
10	MONIKA	E071070	7050301262	BARNALA	BTECH - CSE - 6 SEM	BTECH	CSE	BTECH2007	🔍
11	MUSKAAN	E071071	7050301263	LUDHIANA	BTECH - CSE - 6 SEM	BTECH	CSE	BTECH2007	🔍
12	NANCY	E071072	7050301264	ROPAR	BTECH - CSE - 6 SEM	BTECH	CSE	BTECH2007	🔍
13	NAVAL GUPTA	E071073	7050301265	--	BTECH - CSE - 6 SEM	BTECH	CSE	BTECH2007	🔍
14	NAVEEN JINDAL	E071074	7050301266	SANGRUR	BTECH - CSE - 6 SEM	BTECH	CSE	BTECH2007	🔍
15	NAVNEET KUMAR PATHAK	E071075	7050301267	NEW DELHI	BTECH - CSE - 6 SEM	BTECH	CSE	BTECH2007	🔍
16	NEERU GUPTA	E071076	7050301268	MANSA	BTECH - CSE - 6 SEM	BTECH	CSE	BTECH2007	🔍
17	NIKHIL CHURAMANI	E071077	7050301269	JALANDAR	BTECH - CSE - 6 SEM	BTECH	CSE	BTECH2007	🔍
18	NIKHIL GUPTA	E071078	7050301270	CHANDIGARH	BTECH - CSE - 6 SEM	BTECH	CSE	BTECH2007	🔍

Search Student (RollNo./Name) 🔍   Suggest a feature chalkpad

Faculty can take a printout of their own Time Table whenever desired
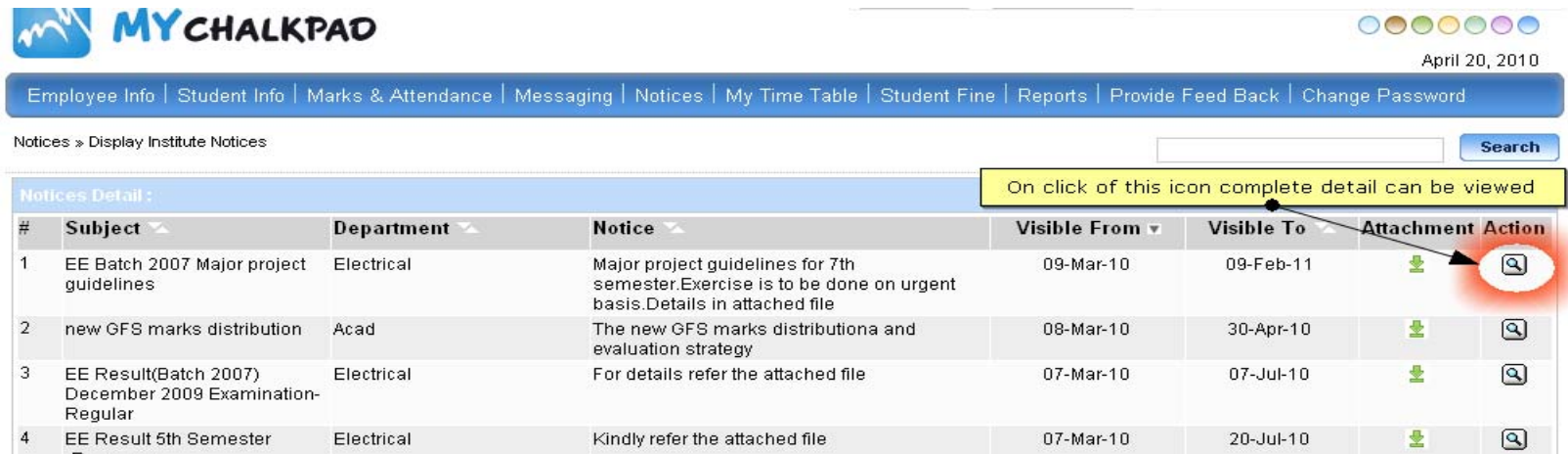
Chalkpad Institute of engineering &
Technology

SearchBy :JAN-JUN10

Days	1 09:00:00AM 09:55:00AM	2 09:55:00AM 10:50:00AM	3 10:50:00AM 11:45:00AM	4 11:45:00AM 12:40:00PM	5 12:40:00PM 01:35:00PM	6 01:35:00PM 02:30:00PM	7 02:30:00PM 03:25:00PM	8 03:25:00PM 04:20:00PM	9 04:20:00PM 05:00:00PM
Monday	CS-306 07CSy01 L7 AMANDEEP SINGH		CS-214 P08CSx02 LAB 1 AMANDEEP SINGH	CS-214 P08CSx02 LAB 1 AMANDEEP SINGH					
Tuesday	CS-314 P07CSy01 LAB 1 AMANDEEP SINGH	CS-314 P07CSy01 LAB 1 AMANDEEP SINGH					CS-306 07CSy L4 AMANDEEP SINGH		
Wednesday		CS-306 07CSy02 L9 AMANDEEP SINGH	CS-306 07CSy L4 AMANDEEP SINGH				CS-314 P07CSy01 LAB 1 AMANDEEP SINGH	CS-314 P07CSy01 LAB 1 AMANDEEP SINGH	
Thursday	CS-314 P07CSy02 LAB 1 AMANDEEP SINGH	CS-314 P07CSy02 LAB 1 AMANDEEP SINGH					CS-214 P08CSx01 LAB 1 AMANDEEP SINGH	CS-214 P08CSx01 LAB 1 AMANDEEP SINGH	
Friday		CS-314 P07CSy02 LAB 1 AMANDEEP SINGH	CS-314 P07CSy02 LAB 1 AMANDEEP SINGH			CS-306 07CSy L4 AMANDEEP SINGH			

48

NOTICES

6) NOTICES: This module displays the notices of Institute day to day activities or any event taking place. List of notices can be obtained and further detail can also be viewed with all the relevant required information.

INSTITUTE EVENTS NOTICE: Displays all the notices regarding any event taking place in college.

Detailed view of the event with all the required information

TEACHER COMMENTS DISPLAY PAGE

Student can view the message details as:

STUDENT FINE

7) STUDENT FINE: This module manages student fines for any type of student offence. For example - unauthorized usage of mobile phone in college, not in college uniform etc.
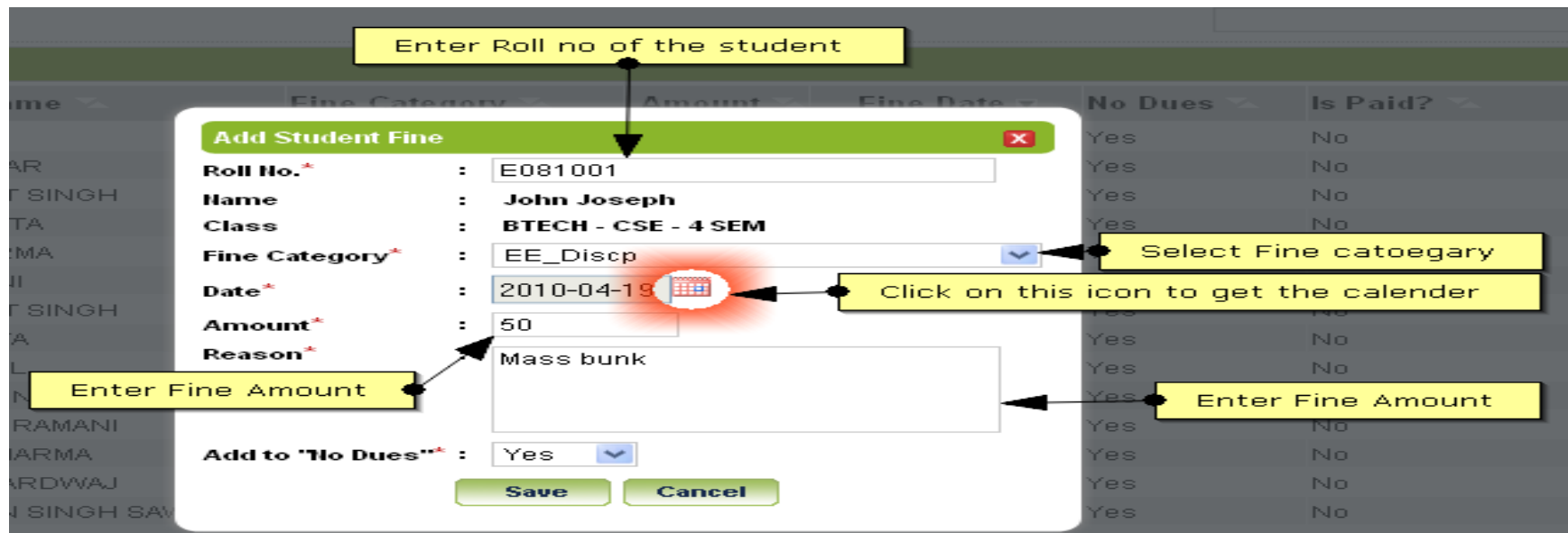
REPORTS

8) REPORTS: This module displays the reports regarding student performance test wise/Comparison reports between students/subject wise.

There are 2 types of conducting Authority
>Internal : Conducted by any of the staff members/employee of college
>External : Conducted by someone outside who is not the employee of college

April 20, 2010

Select the type of test i.e. assignments, MST etc
For e.g. here we selected assignments

Reports » Test wise performance report

Test wise performance report :

Conducting Authority : INTERNAL   Test Type Category : Assignments   Subject : CS-311

Select the test

Total 1 item(s) are selected

Define Range in % : 0-9,10-19,20-29,30-39,40-49,50-59,60-69,70-79,80-89,90-100
(0-10,11-20...)

Graph Type : 3D Stacked Column Chart   Show List

Define the range as per your requirement

Powered by chalkpad

Test wise performance : Conducting Authority : INTERNAL Test Type Category : Assignments Subject : CS-311

There are 2 types of graphical representations:
>3D stacked column Chart : as you can see here
>3D Stacked row chart : only difference is that here data would be displayed row wise

AT-3

X axis represent student

Student Count --->

7

4   4   5   4   2   3   4   2

0 - 9   10 - 19   20 - 29   30 - 39   40 - 49   50 - 59   60 - 69   70 - 79   80 - 89   90 - 100
Marks Range(in percentage)--->

Y axis represent marks range defined above

This enables you to either save report/take a print out/export to excel sheet

Save Graph   Print   Export to Excel

Search Student (RollNo./Name)

Suggest a feature

chalkpad

TEST WISE PERFORMANCE COMPARISON REPORT
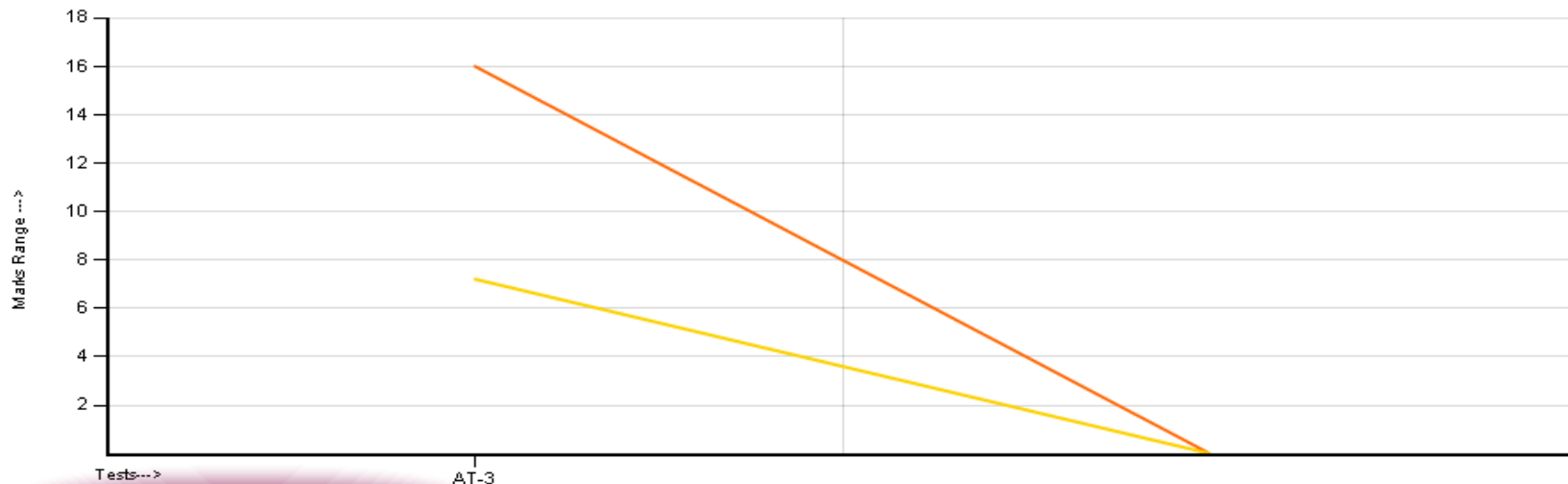
SUBJECT WISE PERFORMANCE REPORT
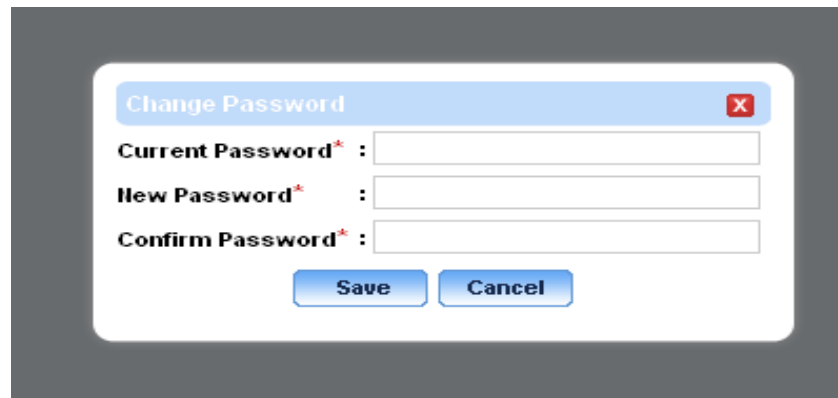
Reports » Examination Reports » Subject Wise Performance Report (After Transfer)

Range can be defined percentage wise or absolute

Display Subject wise performance :

Time Table	:	JUN-DEC09	Class	:	BTECH - CSE - 5 SEM	Subject Type	:	Theory

Time Table : JUN-DEC09　　Class : BTECH - CSE - 5 SEM　　Subject Type : Theory

Subject : Total 1 item(s) are selected　　Show Grace Marks : ⦿ Yes ○ No　　Range : Percentage

Define Range in % : 1-9,10-19,20-29,30-49,40-49,50-59,60-69,70-79,80-89,90-100
(1-9,10-19...)

Graph Type : 3D Stacked Row Chart

Show Graph

Powered by chalkpad

Subject wise performance : Time table : JUN-DEC09 Subject Type : Theory Class : BTECH - CSE - 5 SEM

CHANGE PASSWORD

9) CHANGE PASSWORD

Initial password will be issued to the Faculty to log-in into CollegePad™ for the first time. It is recommended that Faculty should frequently change their passwords as desired.

As a licensed CollegePad™ User, your Username and Password are for your personal use only, and may not be shared with others, either inside or outside your institution. There are, however, two exceptions where your Institution/Administrator may reassign your Username and Password to another individual within your institution:

1. If your job or job responsibilities substantially change so that you no longer require access to the CollegePad™ Services; or

2. If you permanently leave your institution.

Following are some recommended simple guidelines which Faculty should keep in mind about passwords:

- Passwords should be kept confidential and should never be shared
- Passwords should not be written down.
- Never use the same password twice. Passwords should be changed frequently. The shorter the life of a password, the better it is.
- Passwords should be at least Six characters in length. Longer passwords are harder for others to guess.
- Passwords should contain a combination of alphabetic, numeric and special characters.
- Passwords should not be trivial, predictable or obvious.

  - **Obvious** passwords include names of persons, pets, relatives, cities, streets, your Username, your birth date, car license plate, and so on.
  - **Predictable** passwords include days of the week, months, or a new password that has only one or two character different from the previous one.
  - **Trivial** passwords include common words like 'password', computer', etc.
- Your password should not be the same as your Username, an anagram of your Username or a palindrome of your Username.
- A good password is relatively easy to remember but hard for somebody else to guess. There are a variety of techniques you can use to choose secure passwords.