



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.

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Welcome to CollegePad™

CollegePad™ is a web-based education ERP solution developed by Chalk pad Technologies (P) Ltd., CollegePad™ is a integrated software solution which simplifies day-to-day tasks. CollegePad™ 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™ 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™



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:

Welcome AMANDEEP SINGH ,

Dashboard:

Notices

- EE Batch 2007 Major project guideli...-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](#)

To download notice attachement(if any)

Events

- Awards for live project

[All Events](#)

Displays the list of current events

Messages

| #Sender | Subject | Synopsis | Date |
|-----------------|---------|----------|------|
| No record found | | | |

This shows admin message for logged in teacher

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 students with low attendenace

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.

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 InfoLecture DetailsTopicwiseSeminarPublishingConsultingWorkshopSTTP

| | | | | |
|------------------------|---|----------------------|------------------|----------|
| 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

MY CHALKPAD

Employee Info | Student Info | Mark | My Tim | Side Feed

Student Info » Search Student

Search Students :

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

Name : (Or / And) Roll No :

Print Export to Excel

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

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

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

In order 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

| # | 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 | BTECH2008 | |
| 3 | ABHISHEK | | | ABAD | BTECH - CSE - 4 SEM | BTECH | CSE | BTECH2008 | |
| 4 | AJAY KAR | | | | BTECH - CSE - 4 SEM | BTECH | CSE | BTECH2008 | |
| 5 | ALANKAR SHARMA | E081005 | 80904107005 | -- | BTECH - CSE | | | BTECH2008 | |
| 6 | AMANDEEP CHEEMA | E081006 | 80904107006 | MOHALI | BTECH - CSE | | | BTECH2008 | |
| 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

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.

The screenshot displays the MY CHALKPAD web application interface. At the top, there is a navigation bar with links: Employee Info | Student Info | Marks & Attendance | Messaging | Notices | My Time Table | Student Fine | Reports | Provide Feed Back | Change Password. The date 'April 13, 2010' is shown in the top right corner. Below the navigation bar, the 'Marks' menu is active, and a yellow box labeled '1. Date for which attendance is to be taken' points to the 'Daily Attendance' section. The 'Daily Attendance' form contains several fields: 'Attendance Date' (set to 2010-04-13 with a calendar icon and a 'Schedule' button), 'Class' (a dropdown menu labeled 'Select Class'), 'Subject' (a dropdown menu labeled 'Select Subject'), 'Group' (a dropdown menu labeled 'Select Group'), 'Period' (a dropdown menu labeled 'Select Period'), 'Default Att. Code' (a dropdown menu labeled 'Select Att. Code'), and 'Comments' (a text area). A 'Show List' button is located below the 'Subject' dropdown. A 'Topics' section is at the bottom of the form, with a yellow box labeled '4' pointing to it. A yellow box labeled '5' points to the 'Comments' text area. A yellow box labeled '6' points to the 'Attendance History' button in the top right corner of the form. A yellow box labeled '2' points to the 'Class' dropdown menu. A yellow box labeled '3' points to the 'Subject' dropdown menu. At the bottom of the page, there is a link: 'Mark attendance for specific roll numbers [Click Here]'.

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 |   |

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.](#)

The screenshot displays the MYCHALKPAD web application interface. At the top, there is a navigation bar with the following links: Employee Info, Student Info, Marks & Attendance, Messaging, Notices, My Time Table, Student Fine, Reports, and Provide. Below the navigation bar, the user is greeted with "Welcome Bharti Jindal ,". The main content area is divided into several sections. On the left, there is a "Dashboard:" section with a "Notices" sub-section containing a list of items: "EE Batch 2007 Major project", "new GFS marks distribution", and "EE Result(Batch 2007) December 2009...-EE". In the center, a dropdown menu is open under the "Marks & Attendance" link, showing options: "Daily Attendance", "Test Marks", "Display Attendance", "Display Marks", "Display Final Internal Report", "Display Consolidated Internal Marks Report", and "Display Subject Wise Topic Taught Report". On the right, there is an "Analysis" section with a list of items: "Attendance 2009 - PTU - E", "Exams", and "No Test has k".

To mark Daily Attendance there are mainly two steps

- I. Get list of students
- II. Mark attendance



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 : | <input type="text" value="2010-04-09"/> | <input type="button" value="Schedule"/> | Class : | <input type="text" value="Select Class"/> | Subject : | <input type="text" value="Select Subject"/> |
| Group : | <input type="text" value="Select Group"/> | | Period : | <input type="text" value="Select Period"/> | <input type="button" value="Show List"/> | |
| Default Att. Code : | <input type="text" value="Select Att.Code"/> | | Comments : | <input type="text"/> | | |
| Topics : | <input type="text"/> | | | | | |
| 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

Group : Select Group

Default Att. Code : Select Att.Code

Topics :

Mark attendance for specific roll num

Schedule

Class : Select Class

Select Period

| | | | | | | | | |
|------------|-------------|-------|-----|-----|-----|-----|-----|---|
| ? | 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](#).

click here to get schedule for the day.

Click any: Period no. /group name/ Subject code/Class name to get list of students directly.

Attendance Schedule As On 09-Apr-10

| Period | Group | Subject | Class |
|--------|-------|---------|--------------------|
| 8 | 09EE | EE-101 | BTECH - EE - 2 SEM |
| 7 | 09EE1 | EE-101 | BTECH - EE - 2 SEM |

Close

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

Select Att.Code
P
A
HLD

Topics :

Comments :

Change period no. here.

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 | <input checked="" type="checkbox"/> | P | 0 | 0 | 0.00 |
| 2 | ADITYA KUMAR | | 17444 | <input checked="" type="checkbox"/> | P | 0 | 0 | 0.00 |
| 3 | AKHIL SHARMA | | 17445 | <input checked="" type="checkbox"/> | P | 0 | 0 | 0.00 |
| 4 | AKRITI SHARMA | | 17446 | <input checked="" type="checkbox"/> | P | 0 | 0 | 0.00 |
| 5 | AMANDEEP KAU | | 17447 | <input checked="" type="checkbox"/> | P | 0 | 0 | 0.00 |
| 6 | AMARDEEP KUMAR | E093006 | 90180517448 | <input checked="" type="checkbox"/> | P | 0 | 0 | 0.00 |
| 7 | AMREEN BHULLAR | E093007 | 90180517449 | <input checked="" type="checkbox"/> | P | 0 | 0 | 0.00 |
| 8 | AMRIT PREET SETHI | E093008 | 90180517450 | <input checked="" type="checkbox"/> | 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

Note: Teacher can select class, subject and groups already assigned for any day. [After changing any field, click **Show List** to get respective student list.](#)

Eg: After changing the group.






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](#)


Group : 09EE1 

Default Att. Code : 09EE

Topics :

Class : BTECH - EE - 2 SEM 

Period : 4 (9to420-55MCIET) 

Subject : EE-101 

[Show List](#)









Select Group

- 09EE
- 09EE1
- 09EE2

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  | 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 |

Group can be changed here.

Mark Attendance: To mark attendance there are two methods

Student wise in the list

For particular roll number

Marks & Attendance » Daily Attendance

Daily Attendance :HelpAttendance History

Attendance Date : 2010-04-09ScheduleClass : BTECH - EE - 2 SEMSubject : EE-101

Group : 09EE1Period : 4 (9to420-55MCJET)Show List

Default Att. Code : PComments :

Topics :All Topics

To mark attendance for specific Roll Numbers.

Mark attendance for specific roll numbersClick HereTotal : 33 Present : 33 , Absent : 0 , half day leave : 0

List of Students :SaveCancel

| # | Name | Roll No. | Univ. Roll No. | ClassMember | AttendanceCode | Last Delivered | Last Attended | Percentage |
|----|-----------------|----------|----------------|-------------------------------------|----------------|----------------|---------------|------------|
| 1 | ABHAY OHRI | E093001 | 90180517443 | <input checked="" type="checkbox"/> | P | 1 | 1 | 100.00 |
| 2 | ADITYA KUMAR | E093002 | 90180517444 | <input checked="" type="checkbox"/> | P | | | |
| 3 | AKHIL SHARMA | E093003 | 90180517445 | <input checked="" type="checkbox"/> | P | | | |
| 4 | AKRITI SHARMA | E093004 | 90180517446 | <input checked="" type="checkbox"/> | P | | | |
| 5 | AMANDeep KALIB | E093005 | 90180517447 | <input checked="" type="checkbox"/> | P | | | |
| 6 | | | | <input checked="" type="checkbox"/> | P | 1 | 1 | 100.00 |
| 7 | | | | <input checked="" type="checkbox"/> | P | 1 | 1 | 100.00 |
| 8 | | | | <input checked="" type="checkbox"/> | P | 1 | 0 | 0.00 |
| 9 | ANGAD SINGH | E093009 | 90180517451 | <input checked="" type="checkbox"/> | P | 1 | 0 | 0.00 |
| 10 | ANKUSH ARORA | E093010 | 90180517452 | <input checked="" type="checkbox"/> | P | 1 | 1 | 100.00 |
| 11 | APOORVA DOGRA | E093011 | 90180517453 | <input checked="" type="checkbox"/> | P | 1 | 1 | 100.00 |
| 12 | BHUMIKA SINGHAL | E093012 | 90180517454 | <input checked="" type="checkbox"/> | 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 | <input checked="" type="checkbox"/> | P | 0 | 0 | 0.00 |
| 2 | ADITYA KUMAR | E093002 | 90180517444 | <input checked="" type="checkbox"/> | P | 0 | 0 | 0.00 |
| 3 | AKHIL SHARMA | E093003 | 90180517445 | <input checked="" type="checkbox"/> | P | 0 | 0 | 0.00 |
| 4 | AKRITI SHARMA | E093004 | 90180517446 | <input checked="" type="checkbox"/> | P | 0 | 0 | 0.00 |
| 5 | AMANDEEP KAUR | E093005 | 90180517447 | <input checked="" type="checkbox"/> | P | 0 | 0 | 0.00 |
| 6 | AMARDEEP KUMAR | E093006 | 90180517448 | <input checked="" type="checkbox"/> | A | 0 | 0 | 0.00 |
| 7 | AMREEN BHULLAR | E093007 | 90180517449 | <input checked="" type="checkbox"/> | P | 0 | 0 | 0.00 |
| 8 | AMRIT PREET SETHI | E093008 | 90180517450 | <input checked="" type="checkbox"/> | A | 0 | 0 | 0.00 |
| 9 | ANGAD SINGH | E093009 | 90180517451 | <input checked="" type="checkbox"/> | A | 0 | 0 | 0.00 |
| 10 | ANKUSH | | | <input checked="" type="checkbox"/> | A | 0 | 0 | 0.00 |
| 11 | APOORV | | | <input checked="" type="checkbox"/> | P | 0 | 0 | 0.00 |
| 12 | BHUMIK | | | <input checked="" type="checkbox"/> | P | 0 | 0 | 0.00 |
| 13 | BINEET | | | <input checked="" type="checkbox"/> | P | 0 | 0 | 0.00 |
| 14 | CHARU | | | <input checked="" type="checkbox"/> | P | 0 | 0 | 0.00 |
| 15 | DEEKSH | | | <input checked="" type="checkbox"/> | P | 0 | 0 | 0.00 |
| 16 | DEEPAK | | | <input checked="" type="checkbox"/> | P | 0 | 0 | 0.00 |
| 17 | DIVYANSHU | E093017 | 90180517459 | <input checked="" type="checkbox"/> | P | 0 | 0 | 0.00 |
| 18 | GURBAZ SINGH | E093018 | 90180517460 | <input checked="" type="checkbox"/> | P | 0 | 0 | 0.00 |
| 19 | GURNEET SODHI | E093019 | 90180517461 | <input checked="" type="checkbox"/> | P | 0 | 0 | 0.00 |
| 20 | GURPINDER SINGH GHUMAN | E093020 | 90180517462 | <input checked="" type="checkbox"/> | P | 0 | 0 | 0.00 |
| 21 | HARBRINDER LAKHA | E093021 | 90180517463 | <input checked="" type="checkbox"/> | P | 0 | 0 | 0.00 |
| 22 | HARKARAN SINGH | E093022 | 90180517464 | <input checked="" type="checkbox"/> | 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)

Mark Attendance for Roll Numbers [X]

Enter Roll Numbers
(Comma seperated) :
Eg. B090001,B090010,...

E093008, E093009

Attendance Code : A [v] **Show List**

Cancel

1.Type Roll no.s here.

2. Select attendance code.

3. Click

Show List

Mark Attendance for Roll Numbers [X]

Enter Roll Numbers
(Comma seperated) :
Eg. B090001,B090010,...

E093008, E093009

Attendance Code : P [v] **Show List** 3

2

P
A
HLD

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

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

Click Save. 

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 : BTECH - EE - 2 SEM
Subject : EE-101
Group : 09EE1
Period : 4 (9to420-55MCIET)
Show List
Default Att. Code : Select Att.Code
Comments :

Topics

All Topics

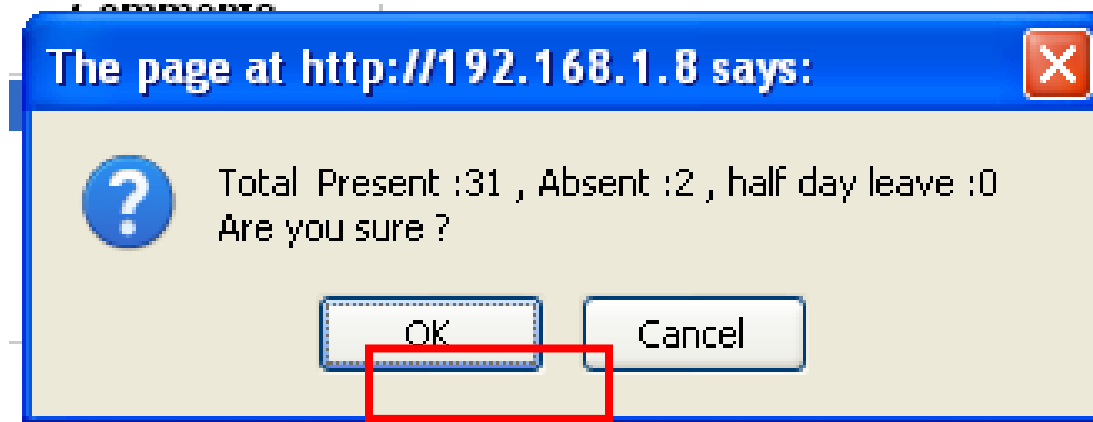
Mark attendance for specific roll numbers [0]
nt : 31 , Absent : 2 , half day leave : 0

List of Students :
Save
Cancel

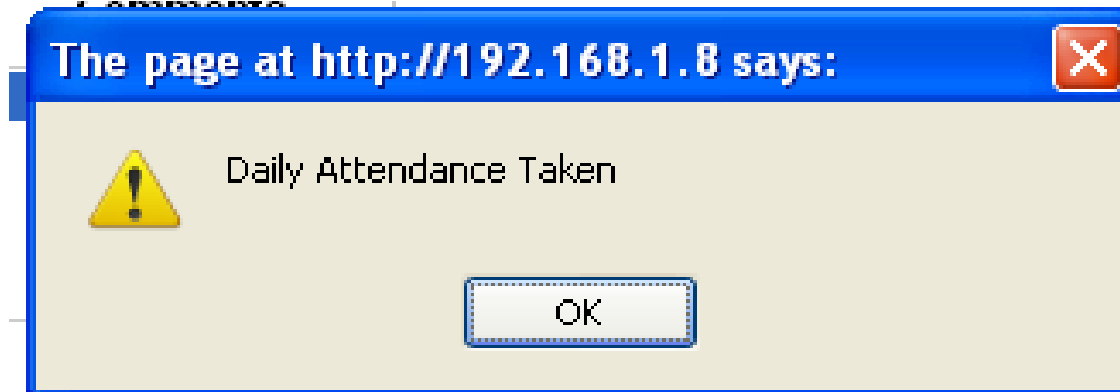
| # | Name | Roll No. | Univ. Roll No. | ClassMember | AttendanceCode | Last Delivered | Last Attended | Percentage |
|----|-------------------|----------|----------------|-------------|----------------|----------------|---------------|------------|
| 1 | ABHAY OHRI | E093001 | 90180517443 | ✓ | P | 1 | 1 | 100.00 |
| 2 | ADITYA KUMAR | E093002 | 90180517444 | ✓ | P | 1 | 1 | 100.00 |
| 3 | AKHIL SHARMA | E093003 | 90180517445 | ✓ | P | 1 | 1 | 100.00 |
| 4 | AKRITI SHARMA | E093004 | 90180517446 | ✓ | P | 1 | 1 | 100.00 |
| 5 | AMANDEEP KAUR | E093005 | 90180517447 | ✓ | P | 1 | 1 | 100.00 |
| 6 | AMARDEEP KUMAR | E093006 | 90180517448 | ✓ | P | 1 | 1 | 100.00 |
| 7 | AMREEN BHULLAR | E093007 | 90180517449 | ✓ | P | 1 | 1 | 100.00 |
| 8 | AMRIT PREET SETHI | E093008 | 90180517450 | ✓ | A | 1 | 0 | 0.00 |
| 9 | ANGAD SINGH | E093009 | 90180517451 | ✓ | A | 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 SINGHAI | E093012 | 90180517454 | ✓ | P | 1 | 1 | 100.00 |

Confirm Attendance Record:

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



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



Attendance History

Attendance marked is saved. To view attendance record click



Option is provided to edit and delete attendance records.




April 10, 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 : BTECH - EE - 2 SEM ▼

Subject : EE-101 ▼

Group : 09EE1 ▼

Period : 4 (9to420-55MCIET) ▼

Show List

Default Att. Code : Select Att.Code ▼

Comments :

Topics :



All Topics

[Mark attendance for specific roll numbers](#) [Click Here](#)

Total : 33 Present : 31 , Absent : 2 , half day leave : 0

Click here to View attendance history

Attendance summary for last attendance taken.



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  to edit. To remove invalid attendance record, click  to delete.

MYCHALKPAD

Employee Info | Marks & Attendance » Daily Attendance

Daily Attendance :

Attendance history of Bharti Jindal

| # | Teacher | Subject | Group | Class | Period | From | To | Att. Type | Lec. taken | Action |
|---|---------------|---------|-------|--------------------|--------|-----------|-----|-----------|------------|---|
| 1 | Bharti Jindal | EE-101 | 09EE1 | BTECH - EE - 2 SEM | 4 | 09-Apr-10 | --- | Daily | 1 |   |

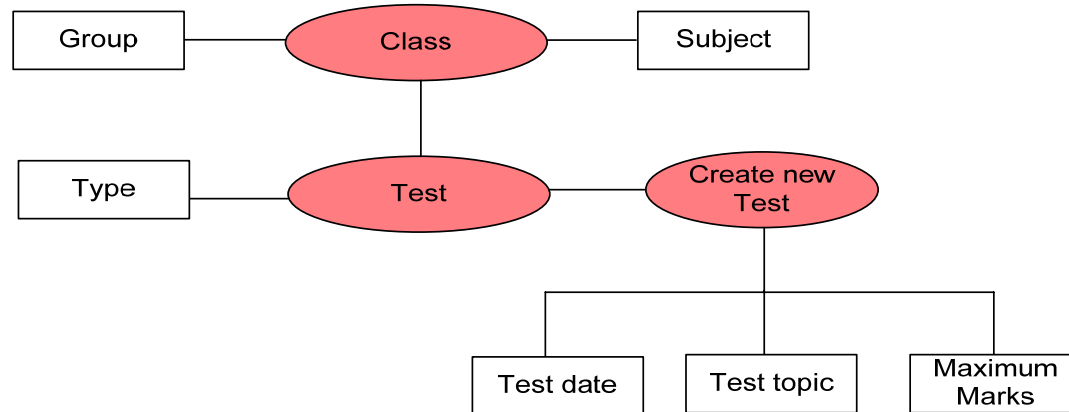
Click here to edit the attendance record. Marking Absent or present for students.

click here to delete attendance record for a lecture

Print Export to Excel

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.

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

Select the particular class

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

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

Help

Class : BTECH - CSE - 4 SEM

Subject : CS-214

Group : P08CSx01

Select the particular group.

Test Type : Internal Viva

Test : SELECT

Test Abbr. : IV

Max Mark : 20

Test Date : 2010-04-09

Test Index : 0

Test Topic : DBMS, SQL queries

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

Calendar for April, 2010

| 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 | | |
| 18 | | | | | | | |

Time: 00 : 00
Select date

Enter Marks :

Class : BTECH - CSE - 4 SEM Subject : CS-214 Group : P08CS01

Test Type : Internal Viva

Test Abbr. : IV

Test Topic : DBMS, SQL queries

Test Date : 2010-04-09

Test Index : 1

Show List

Save Cancel

List of Students :

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

Search Student (RollNo./Name)

Suggest a feature

chalkpad

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.

Enables you to save the the entered marks and attendance of the students

Displays the list of present/unpresent students

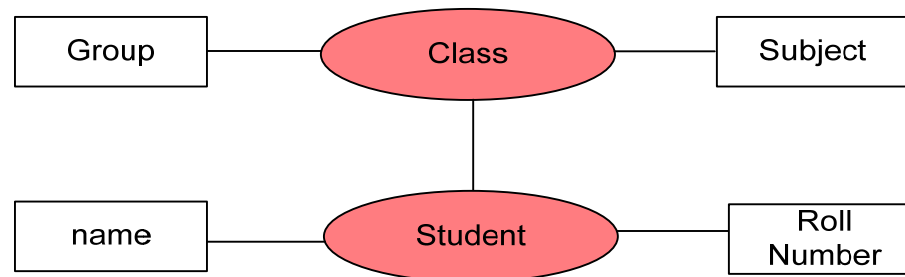
Displays whether the student was present/absent in the class when the test was being conducted

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.

DISPLAY MARKS MODULE

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



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.

Select the particular class

Marks & Attendance » Display Marks

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 : AmitJain

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

Marks & Attendance » Display Marks

Display Marks :

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

Name : Amit Jain
Roll No : E081009

| 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:

The screenshot displays the MY CHALKPAD web application interface. At the top, there is a logo and a navigation bar with links: Employee Info, Student Info, Marks & Attendance, Messaging, Notices, My Time Table, Student Fine, Reports, Provide Feed Back, and Change Password. The date 'April 19, 2010' is shown in the top right corner. Below the navigation bar, the breadcrumb trail reads 'Messaging » Send Message to Students'. The main form is titled 'Send Message :'. It contains several fields and options: a 'Subject' text box (annotated with '1) Subject to message'), a 'Message Medium' section with radio buttons for 'DashBoard' (selected) and 'E-Mail' (annotated with '3'), 'Visible From' and 'Visible To' date pickers (annotated with '5'), a 'Class' dropdown menu (annotated with '5'), a 'Subject' dropdown menu (annotated with '4'), a 'Group' dropdown menu (annotated with '6'), and a 'Roll No' text box. A large text area for the message body is annotated with '2) Complete message body which needs to be sent to students'. A 'Show List' button is located at the bottom right of the form.

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.

The screenshot displays the 'Send Message' interface. At the top, the 'Subject' field is set to 'Attendance Short'. The 'Message Medium' section has 'Dashboard' selected with a checked checkbox, while 'E-Mail' is unchecked. The 'Visible From' and 'Visible To' date pickers are both set to '2009-10-21'. Below these, the 'Class' dropdown is set to 'BTECH - CSE - 5 SEM', the 'Subject' dropdown is set to 'CS-307', and the 'Group' dropdown is set to '07CS3'. The 'Roll No.' field is empty. A 'Show List' button is located to the right of the 'Roll No.' field. The message body text area contains the text: 'Dear Student, Your attendance is short. You have attended only 3 lectures out of total 15 lectures.' Below the message composition area, there is a table listing students.

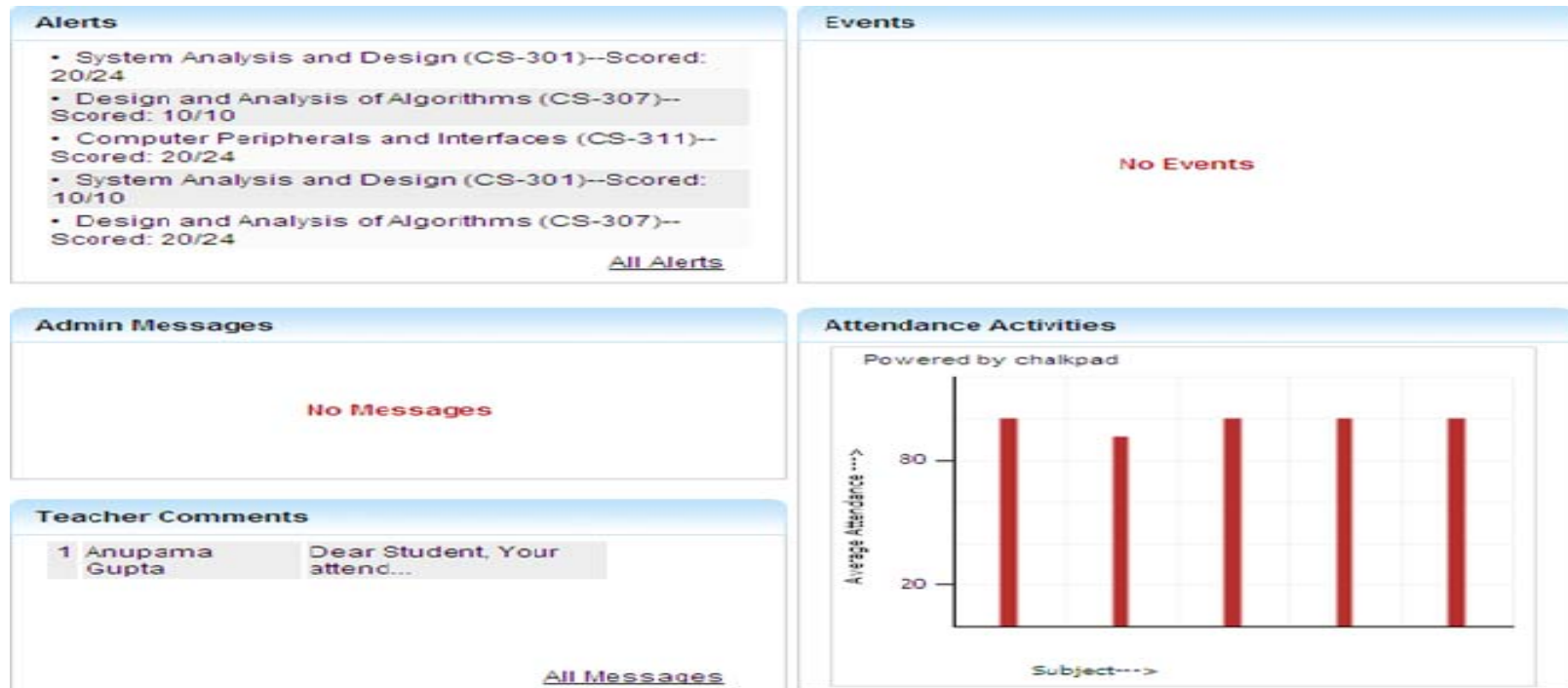
| # | <input type="checkbox"/> | Name ▲ | R. No ▲ | Univ. R. No. ▼ |
|---|-------------------------------------|---------------------|------------|----------------|
| 1 | <input type="checkbox"/> | ABHINAV KUMAR SINGH | 7190302418 | |
| 2 | <input checked="" type="checkbox"/> | ABHISHEK | 7190302419 | |

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.

Setup | Find Student | Time Table | Notices | Messaging | Fee | Fine | Activities | Reports | Analytics | Pre Admission | Admin Func.

Messaging » Send message to Parents

Send Message :

Subject : Message Medium : ☐ SMS ☐ E-Mail ☐ DashBoard

B I U ABC | Font family Font size

Roll No. : Student Name :

Gender : Birth Date From : Year Month Day To : Year Month Day

Academic criteria : [Expand](#)

Address criteria : [Expand](#)

Misc criteria : [Expand](#)

[Show List](#) Message can be send either to Father, Mother or Guardian

| # | Student ▲ | R. No ▼ | Univ. R. No. ▼ | <input type="checkbox"/> Father ▼ | <input type="checkbox"/> Mother ▼ | <input type="checkbox"/> Guardian ▼ |
|---|----------------|---------|----------------|--|--|--------------------------------------|
| 1 | AABHAAS SHARMA | E064001 | 6051111866 | <input type="checkbox"/> RAKESH SHARMA | <input type="checkbox"/> NEELAM SHARMA | <input type="checkbox"/> Not Present |
| 2 | AADHAR GUPTA | E084001 | 80904114001 | <input type="checkbox"/> ARUN GUPTA | <input type="checkbox"/> SANJANA GUPTA | <input type="checkbox"/> Not Present |

Search Student (RollNo./Name)

Suggest a feature

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.

[illegible]

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:

MYCHALKPAD

April 19, 2010

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

Messaging » Upload Course Resource

Clicking on this icon enables you to add resources

Uploaded Resources :

| # | Subject ▲ | Description | Type ▼ | Date ▼ | Link | Attachment | Action |
|---|-----------|-------------|--------|--------|------|------------|--------|
| | | | | | | | |

Add Resource

Subject * : CS-311

Category * : Document

Description * :

URL :

Upload File : **Browse...**

Allowed File Types :
gif,jpg,jpeg,png,bmp,doc,pdf,xls,
csv,txt,rar,zip,gz,tar,docx,xlsx,
pptx,ppt

Maximum File Size : 0 MB

Save **Cancel**

1) Subject taught by teacher based on active Time Table

2) Resource category

Type in URL of any important website /link etc for student information
For e.g. <http://google.com/computerarchitecture>


Press this button for uploading any file/document/image etc

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.



April 19, 2010

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

My Time Table

Time Table :

Time Table Label : JAN-JUN10

Search By: 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 LAB 1 AMANDEEP SINGH Daily Attendance Student Info | | LAB 1 AMANDEEP SINGH Daily Attendance Student Info | LAB 1 AMANDEEP SINGH Daily Attendance Student Info | | | | | |
| Tuesday | CS-314 P07CSy01 LAB 1 AMANDEEP SINGH Daily Attendance Student Info | CS-314 P07CSy01 LAB 1 AMANDEEP SINGH Daily Attendance Student Info | | | | | CS-306 07CSy LAB 1 AMANDEEP SINGH Daily Attendance Student Info | | |
| Wednesday | | CS-306 07CSy02 LAB 1 AMANDEEP SINGH Daily Attendance Student Info | CS-306 07CSy LAB 1 AMANDEEP SINGH Daily Attendance Student Info | | | | CS-314 P07CSy01 LAB 1 AMANDEEP SINGH Daily Attendance Student Info | CS-314 P07CSy01 LAB 1 AMANDEEP SINGH Daily Attendance Student Info | |
| Thursday | CS-314 P07CSy01 LAB 1 AMANDEEP SINGH Daily Attendance Student Info | CS-314 P07CSy01 LAB 1 AMANDEEP SINGH Daily Attendance Student Info | | | | | CS-214 P07CSy01 LAB 1 AMANDEEP SINGH Daily Attendance Student Info | CS-214 P07CSy01 LAB 1 AMANDEEP SINGH Daily Attendance Student Info | |

Pressing this button enables you to take a print out

Print

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



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 |

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



April 19, 2010

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

Faculty can take a printout of their own Time Table whenever desired

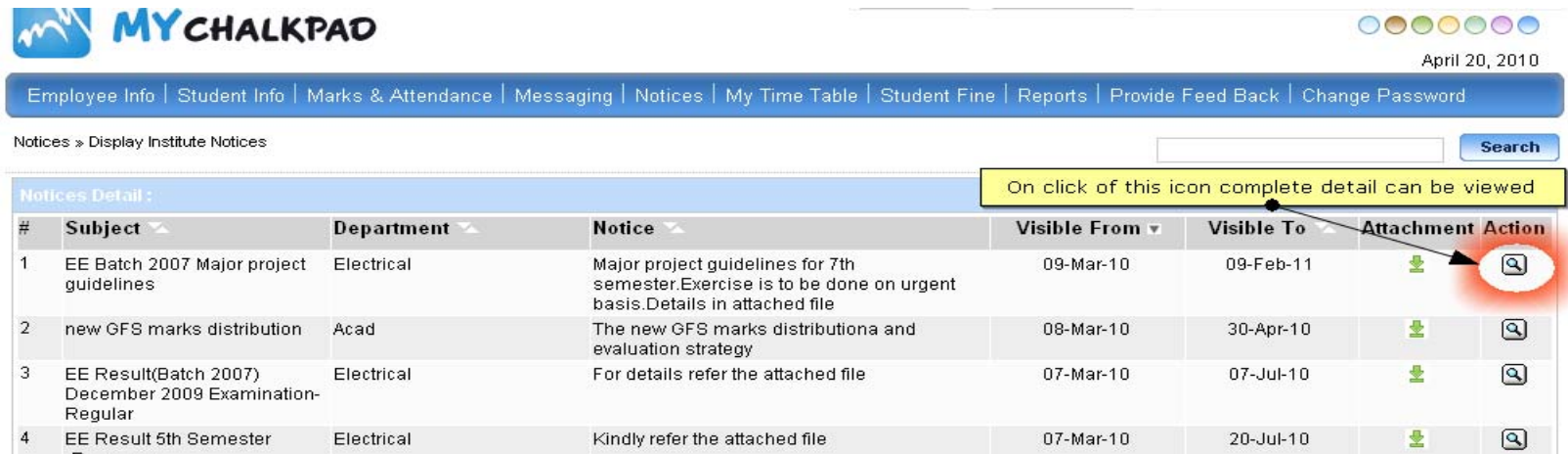
Chalkpad Institute of engineering &
Technology

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 | | | |

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.



MYCHALKPAD

April 20, 2010

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

Notices » Display Institute Notices

Search

Notices Detail :

| # | Subject | Department | Notice | Visible From | Visible To | Attachment | Action |
|---|---|------------|---|--------------|------------|------------|--------|
| 1 | EE Batch 2007 Major project guidelines | Electrical | Major project guidelines for 7th semester.Exercise is to be done on urgent basis.Details in attached file | 09-Mar-10 | 09-Feb-11 | | |
| 2 | new GFS marks distribution | Acad | The new GFS marks distributiona and evaluation strategy | 08-Mar-10 | 30-Apr-10 | | |
| 3 | EE Result(Batch 2007) December 2009 Examination-Regular | Electrical | For details refer the attached file | 07-Mar-10 | 07-Jul-10 | | |
| 4 | EE Result 5th Semester | Electrical | Kindly refer the attached file | 07-Mar-10 | 20-Jul-10 | | |

On click of this icon complete detail can be viewed



Notice Description

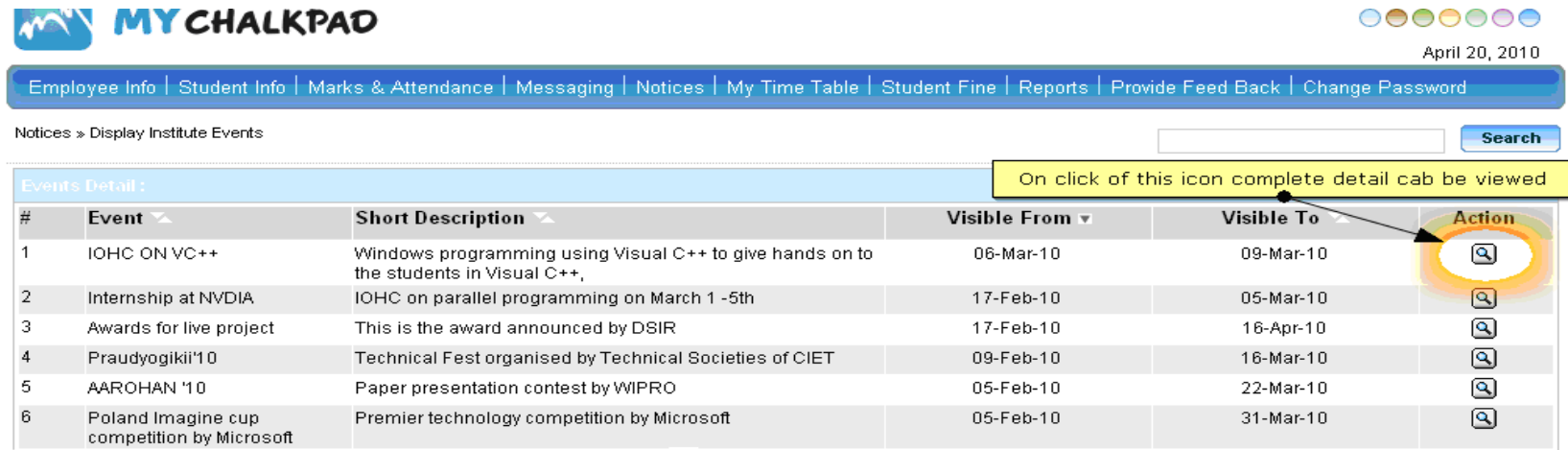
Subject:
EE Batch 2007 Major project guidelines

Department:
Electrical (EE)

Dates:
From: 00-Mar-10 To: 00-Feb-11

Description:
Major project guidelines for 7th semester.
Exercise is to be done on urgent basis.Details in attached file

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



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

Notices » Display Institute Events

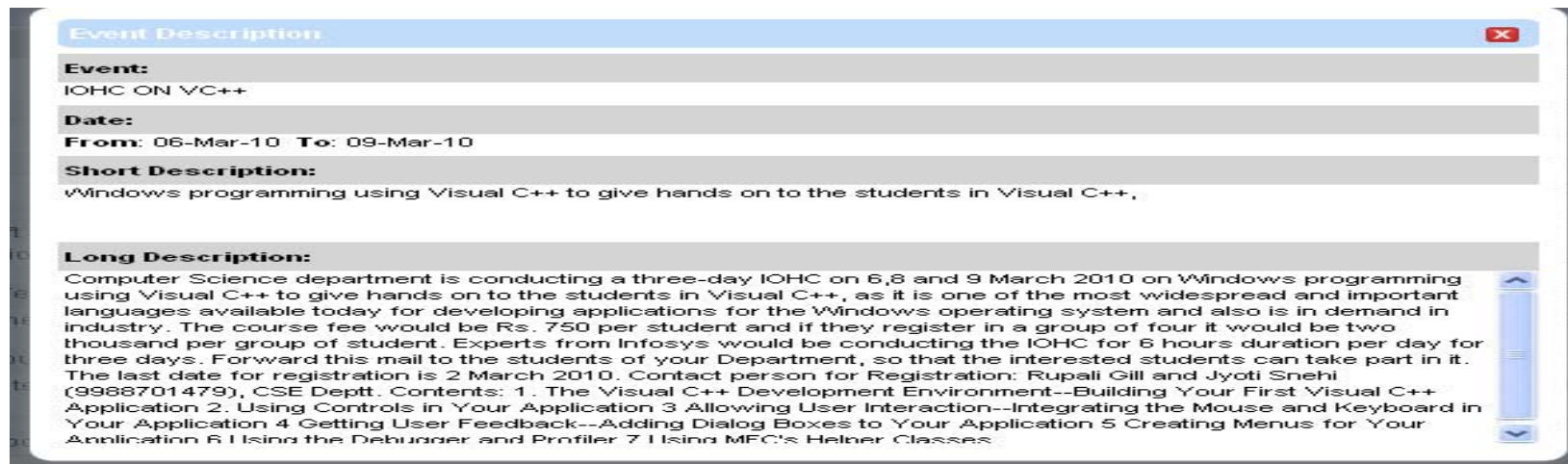
Search

Events Detail :

| # | Event | Short Description | Visible From | Visible To | Action |
|---|---|--|--------------|------------|--------|
| 1 | IOHC ON VC++ | Windows programming using Visual C++ to give hands on to the students in Visual C++. | 06-Mar-10 | 09-Mar-10 | |
| 2 | Internship at NVIDIA | IOHC on parallel programming on March 1 -5th | 17-Feb-10 | 05-Mar-10 | |
| 3 | Awards for live project | This is the award announced by DSIR | 17-Feb-10 | 16-Apr-10 | |
| 4 | Praudyogikii'10 | Technical Fest organised by Technical Societies of CIET | 09-Feb-10 | 16-Mar-10 | |
| 5 | AAROHAN '10 | Paper presentation contest by WIPRO | 05-Feb-10 | 22-Mar-10 | |
| 6 | Poland Imagine cup competition by Microsoft | Premier technology competition by Microsoft | 05-Feb-10 | 31-Mar-10 | |

On click of this icon complete detail cab be viewed

Detailed view of the event with all the required information



Event Description

Event:
IOHC ON VC++

Date:
From: 06-Mar-10 **To:** 09-Mar-10

Short Description:
Windows programming using Visual C++ to give hands on to the students in Visual C++.

Long Description:
Computer Science department is conducting a three-day IOHC on 6,8 and 9 March 2010 on Windows programming using Visual C++ to give hands on to the students in Visual C++, as it is one of the most widespread and important languages available today for developing applications for the Windows operating system and also is in demand in industry. The course fee would be Rs. 750 per student and if they register in a group of four it would be two thousand per group of student. Experts from Infosys would be conducting the IOHC for 6 hours duration per day for three days. Forward this mail to the students of your Department, so that the interested students can take part in it. The last date for registration is 2 March 2010. Contact person for Registration: Rupali Gill and Jyoti Snehi (9988701479), CSE Deptt. Contents: 1. The Visual C++ Development Environment--Building Your First Visual C++ Application 2. Using Controls in Your Application 3 Allowing User Interaction--Integrating the Mouse and Keyboard in Your Application 4 Getting User Feedback--Adding Dialog Boxes to Your Application 5 Creating Menus for Your Application 6 Using the Debugger and Profiler 7 Using MFC's Helper Classes

TEACHER COMMENTS DISPLAY PAGE

The screenshot shows the MYCHALKPAD interface. At the top, there is a navigation bar with links: Employee Info | Student Info | Marks & Attendance | Messaging | Notices | My Time Table | Student Fine | Reports | Provide Feed Back | Change Password. Below this, a breadcrumb trail reads: Notices » Display Teacher Comments. The main form is titled "Teacher Comments :". It contains several fields and buttons:

- Date :** A date picker showing "2010-04-06". An annotation box "Click on this icon and select the date" points to the calendar icon.
- Class :** A dropdown menu showing "All". An annotation box "Select the class" points to it.
- Group :** A dropdown menu showing "All". An annotation box "Select the group corresponding to the selected class" points to it.
- Roll No :** A text input field. An annotation box "Type in the Roll Number" points to it.
- Buttons:** A "Search" button at the top right and a "Show List" button at the bottom right.

At the top right of the page, there is a user profile section showing "CIET", "2009-10", and a home icon, followed by "E1107096, AMANDEEP SINGH Logout". Below this, there are five colored circles (blue, orange, green, yellow, purple) and the date "April 20, 2010".

Student can view the message details as:

The screenshot shows a window titled "Teacher Comments Description" with a close button (X) in the top right corner. Below the title bar, the text reads:

Teacher Comments Detail

Dear Student,
Your attendance is short. You have attended only 3 lectures out of total 15 lectures.

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.



MYCHALKPAD

April 19, 2010

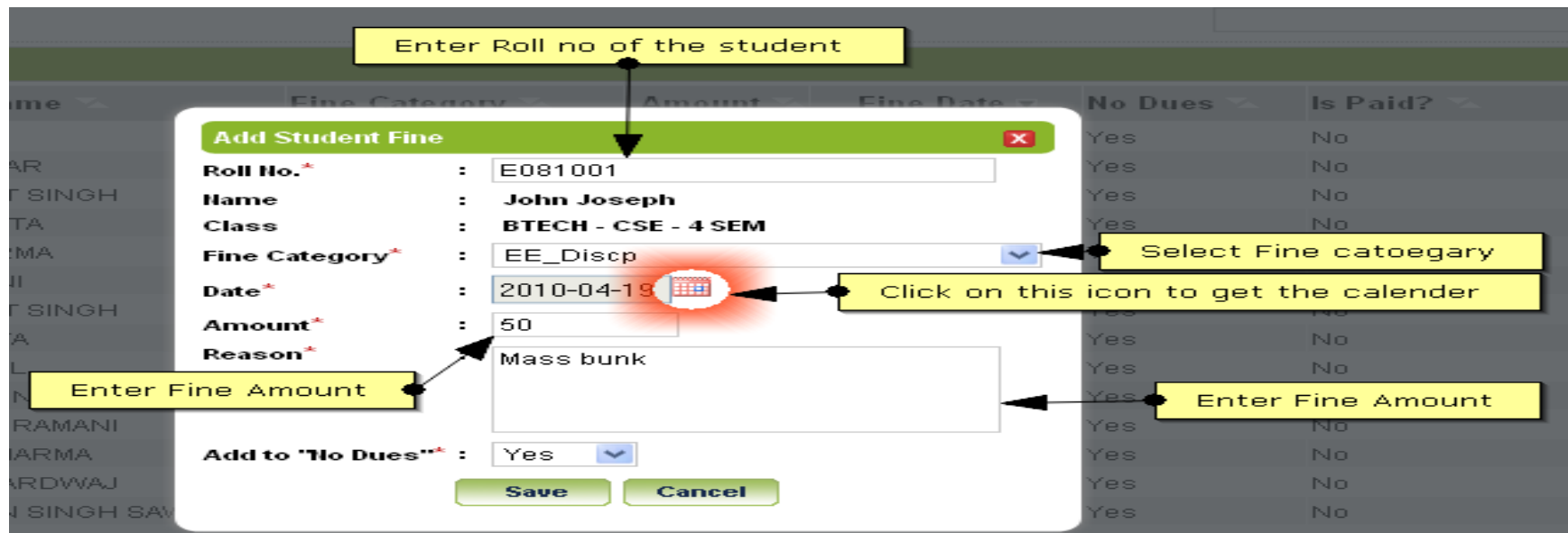
Setup | Find Student | Time Table | Notices | Messaging | Fee | Fine | Activities | Reports | Analytics | Pre Admission | Admin Func.

Fine » Student Fine Master

Search

Student Fine Detail :

| # | Roll No. | Student Name | Fine Category | Amount | Fine Date | No Dues | Is Paid? | Status | Action |
|---|----------|--------------|---------------|--------|-----------|---------|----------|----------|---|
| 1 | E096051 | SUNIL | MBA UNIF | 50.00 | 18-Nov-09 | Yes | No | Rejected |   |



Add Student Fine

Roll No.* : E081001

Name : John Joseph

Class : BTECH - CSE - 4 SEM

Fine Category* : EE_Discp

Date* : 2010-04-19

Amount* : 50

Reason* : Mass bunk

Add to 'No Dues'* : Yes

Save Cancel

Enter Roll no of the student

Select Fine category

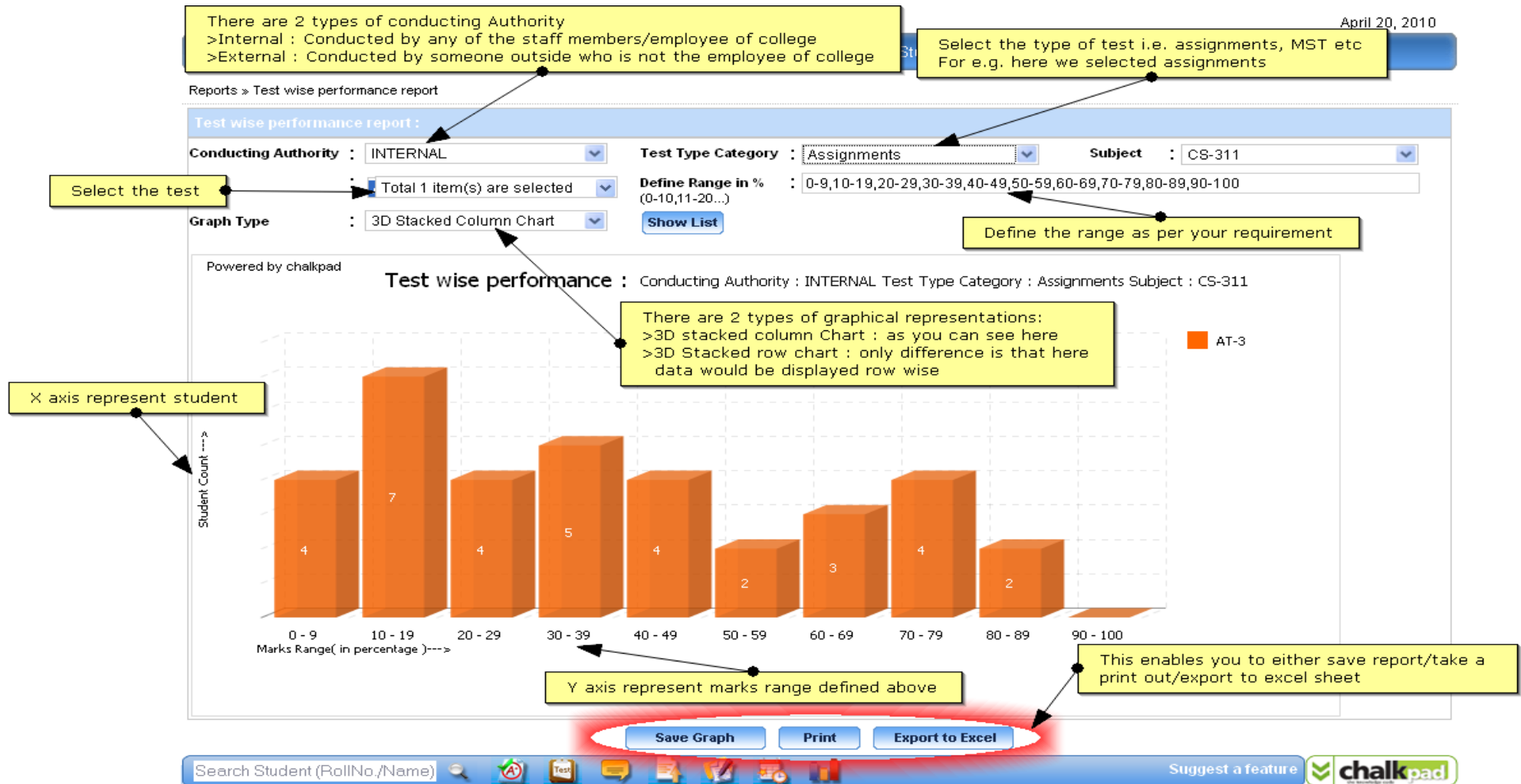
Click on this icon to get the calendar

Enter Fine Amount

Enter Fine Amount

REPORTS

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



TEST WISE PERFORMANCE COMPARISON REPORT



April 20, 2010

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

Reports » Display Test wise performance comparison

Display Test wise performance comparison:

Conducting Authority : Test Type Category : Subject :

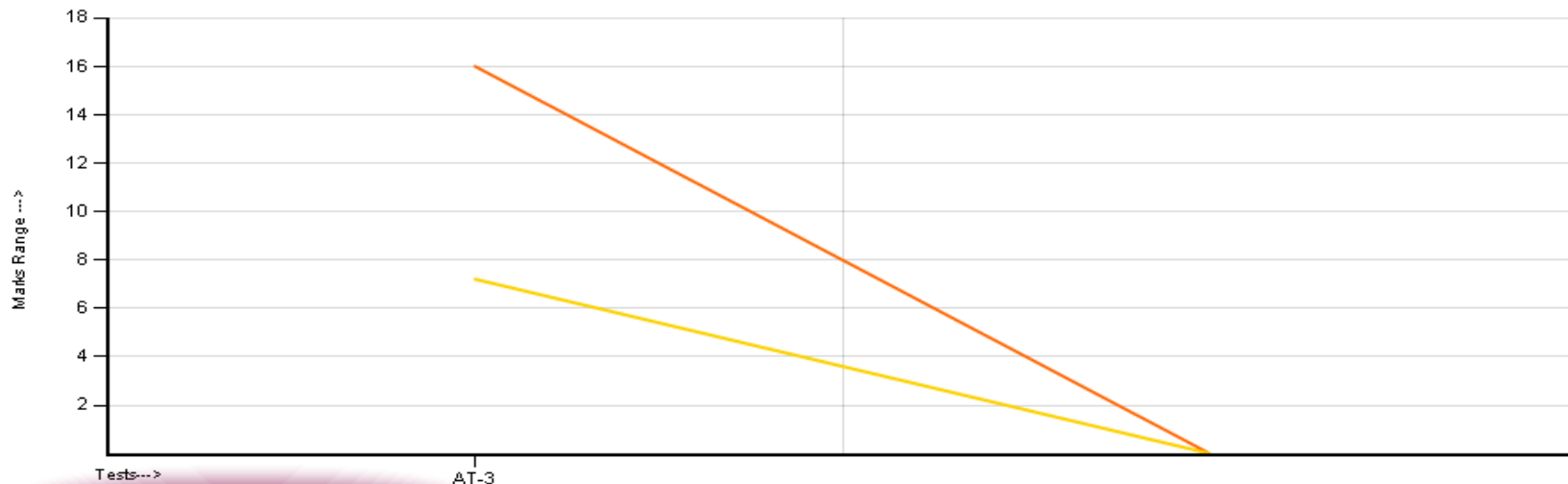
Test : Roll Nos. :

(x,y,z...)
(Best viewable for 5 students)

Powered by chalkpad

Type in the roll numbers for the students you wish to view performance comparison report

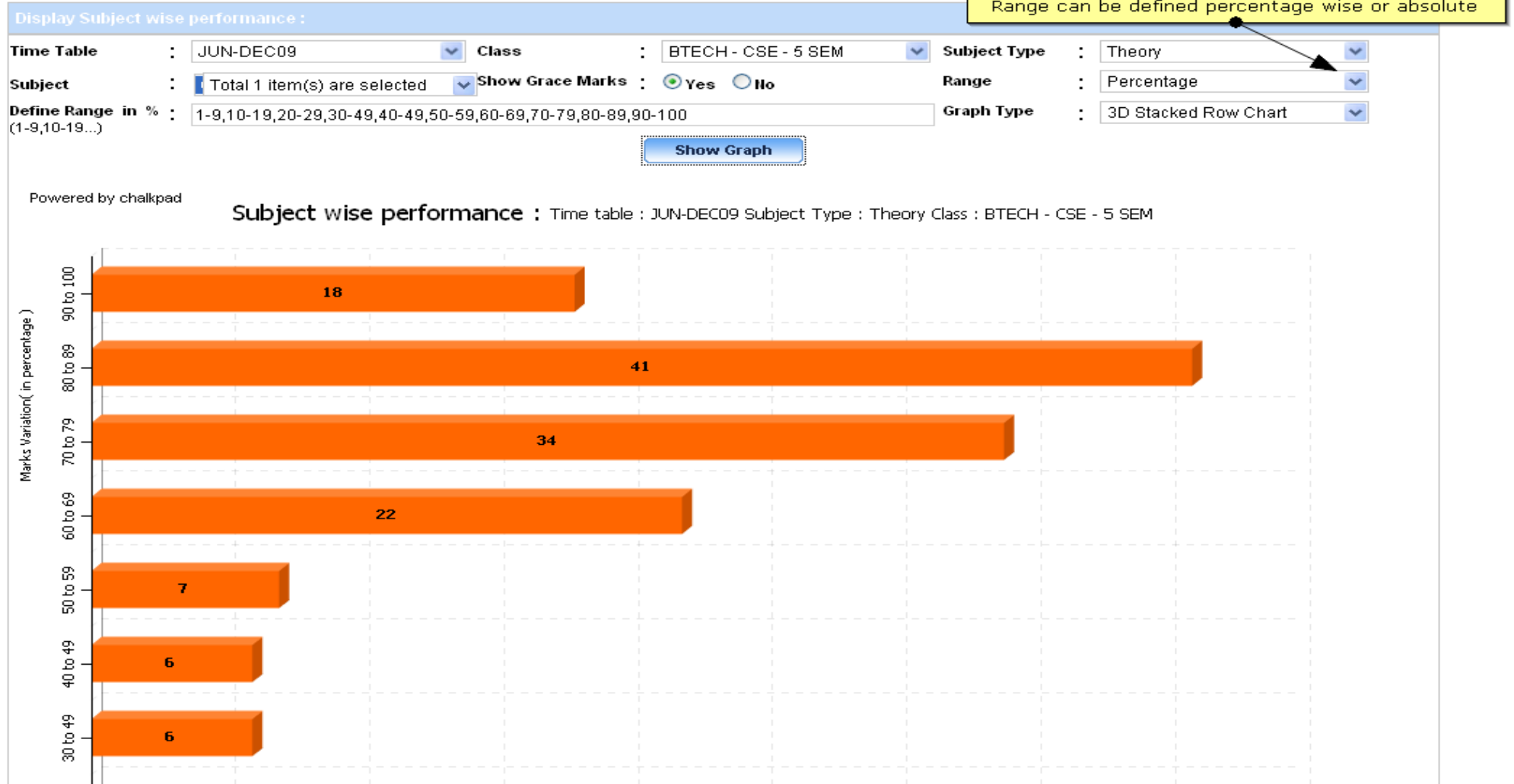
Test wise performance comparison : Conducting Authority : INTERNAL Test Type Category : Assignments Subject : CS-311



☐ Max. Marks
 ☐ Avg. Marks
 ☐ E0801001
 ☐ E0801002
 ☐ E0801003
 ☐ E0801004
 ☐ E0801005

SUBJECT WISE PERFORMANCE REPORT

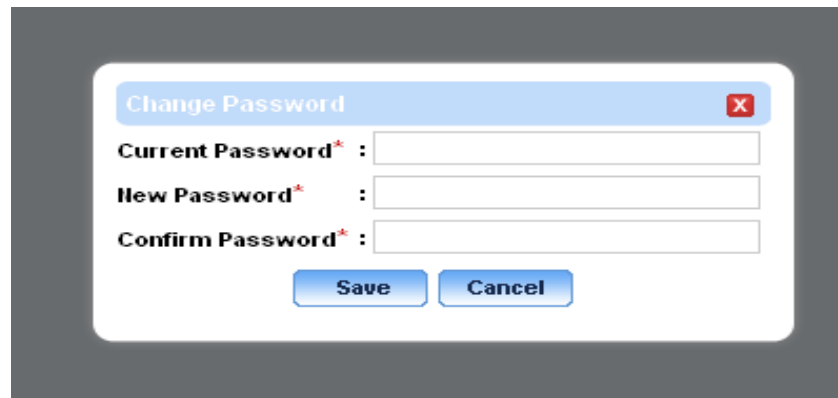
Reports » Examination Reports » Subject Wise Performance Report (After Transfer)



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.

A screenshot of a 'Change Password' dialog box. The dialog has a light blue header bar with the title 'Change Password' and a red close button (X) on the right. Below the header, there are three text input fields, each preceded by a label and a red asterisk: 'Current Password*', 'New Password*', and 'Confirm Password*'. At the bottom of the dialog, there are two blue buttons: 'Save' and 'Cancel'.

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.