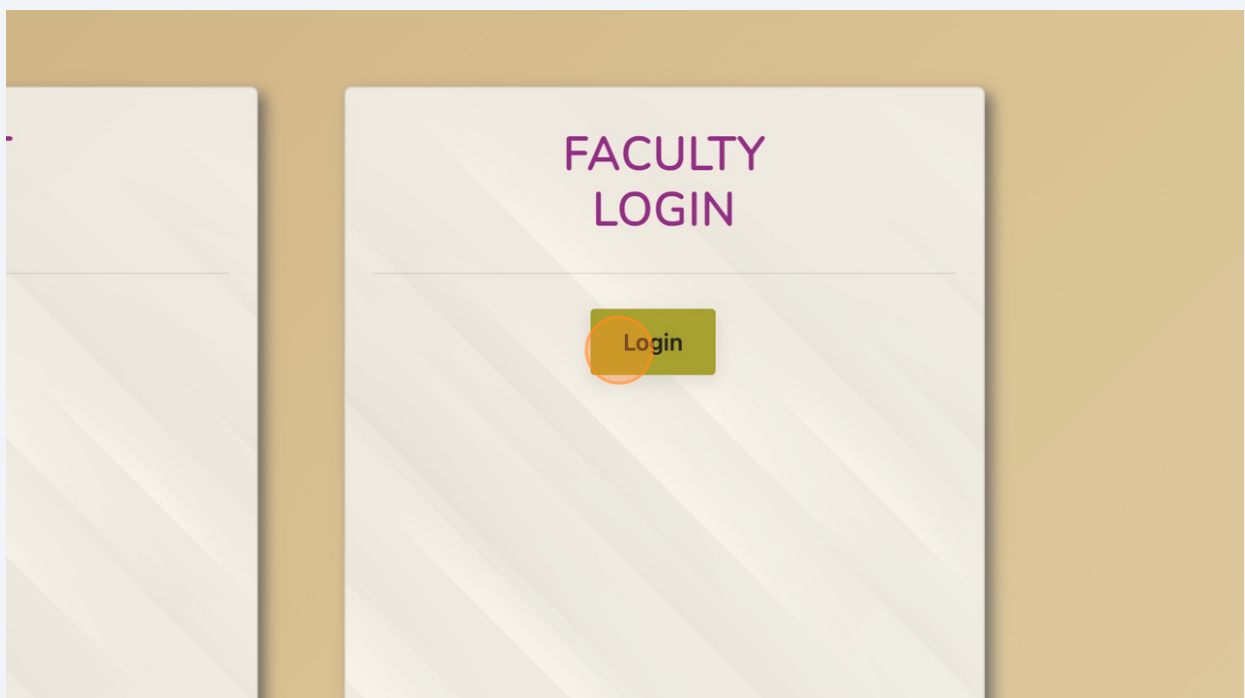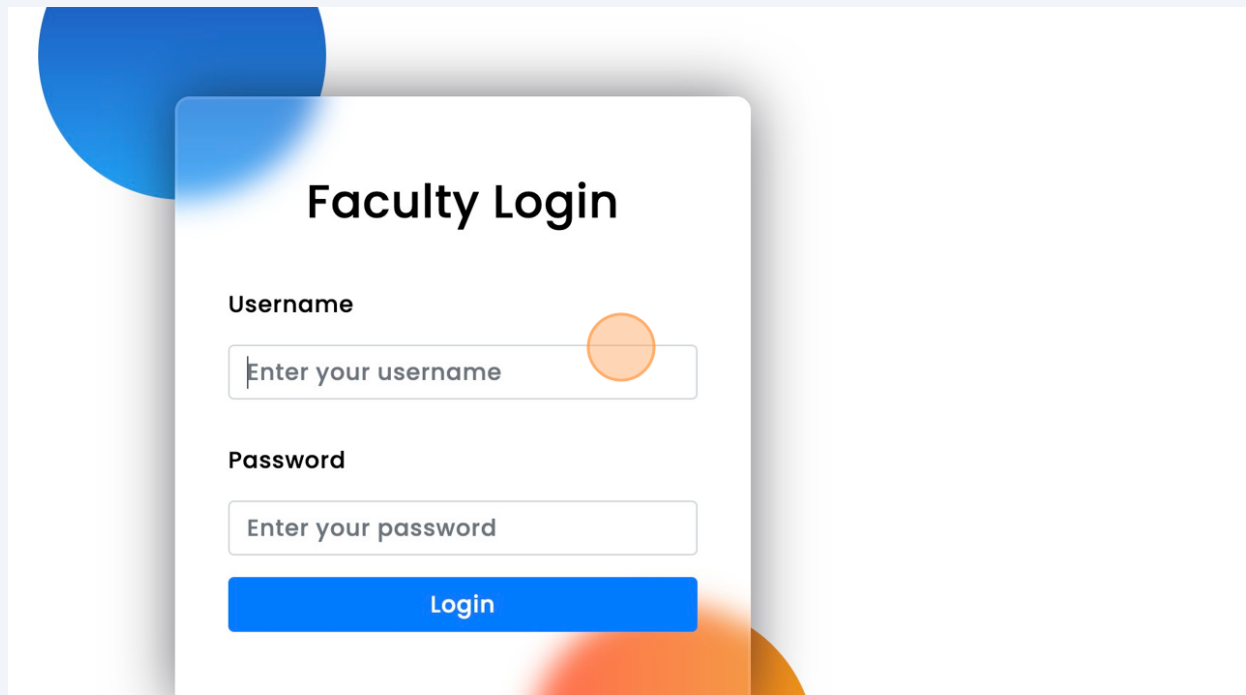# How to Add Announcement and Study Material to a Course as a faculty in ACADEMIX PORTAL

1   Navigate to ACADEMIX PORTAL website.

2   Click "Login" under faculty login window.

3 Click the "Username" field.

Faculty Login
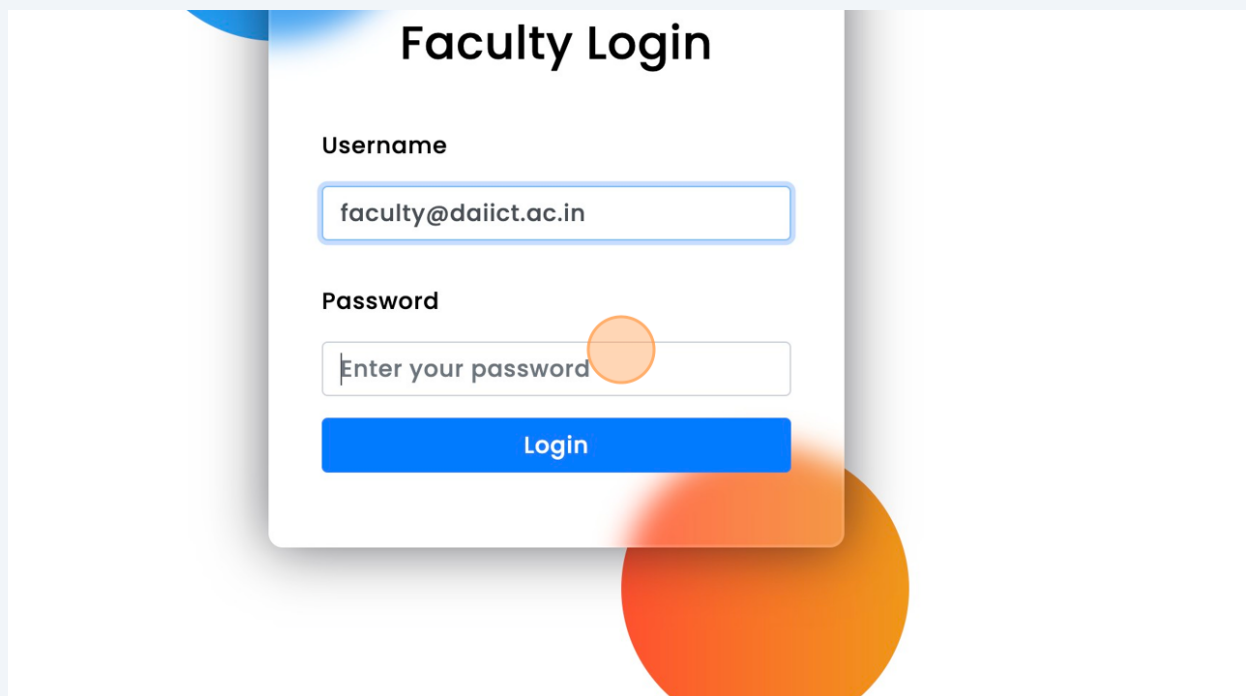
Username

Enter your username

Password

Enter your password

Login

4 Click the "Enter your password" field.

Faculty Login
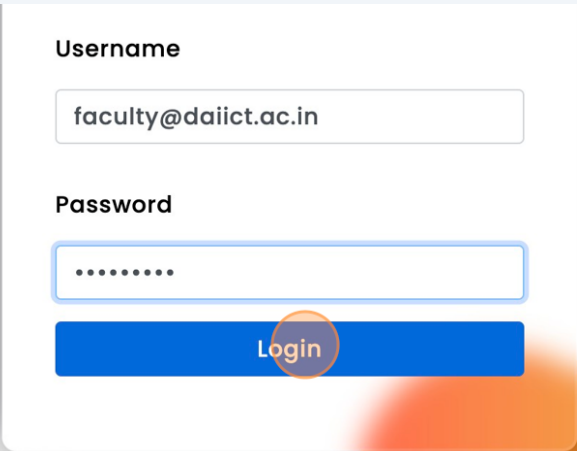
Username

faculty@daiict.ac.in

Password

Enter your password

Login

5   Click "Login"

Username

faculty@daiict.ac.in

Password

••••••••

Login

6   Click "View Course"

DC030

Unenroll old DC

View Course

Edit Course

7   Click "Add Announcements" to add announcements for your course.

DC030   Announcements   Material   Assignments   Query   Feedback List   Students List

Add Announcements ⊞

8   Click "Assignments" to add assignments for your course.

DC030   Announcements   Material   Assignments   Query   Feedback List   Students List

Add Announcements ⊞

9 Click "Material" for adding materials for your course.

DC030   Announcements   Material   Assignments   Query   Feedback List   Students List
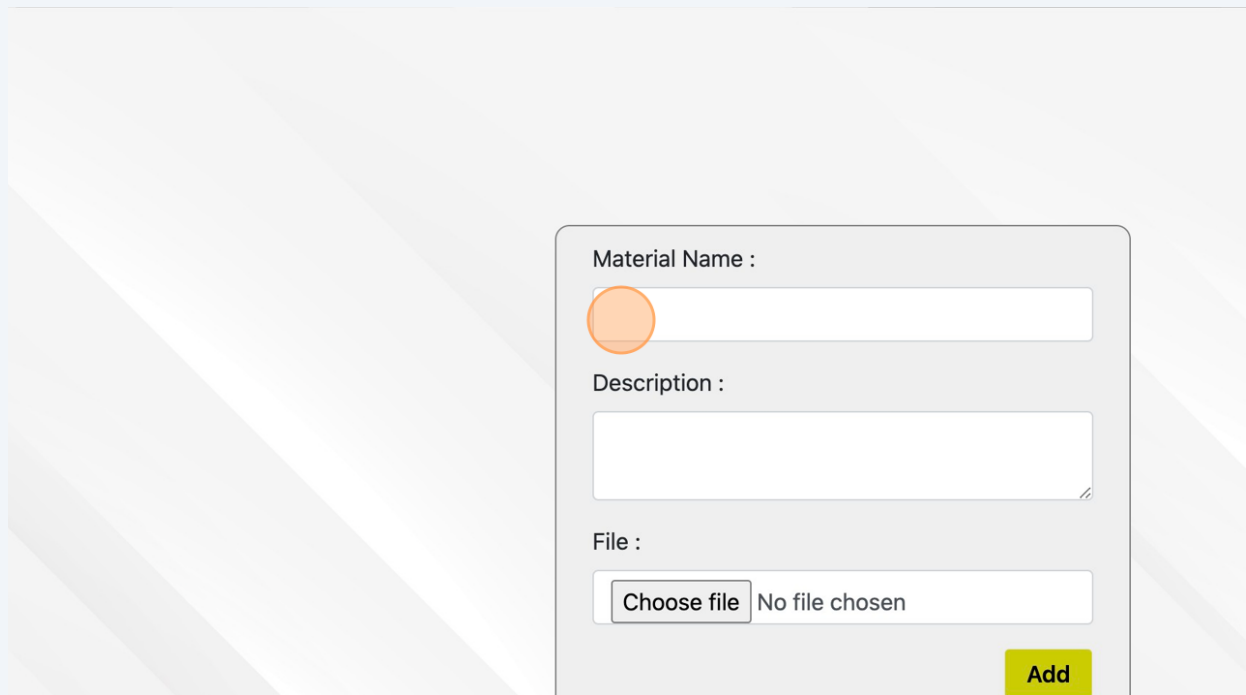
Create Assignment

10 Click "Add Material"

DC030   Announcements   Material   Assignments   Query   Feedback List   Students List

Add Material ⊞

11   Fill out the required details to add the material.

Material Name :

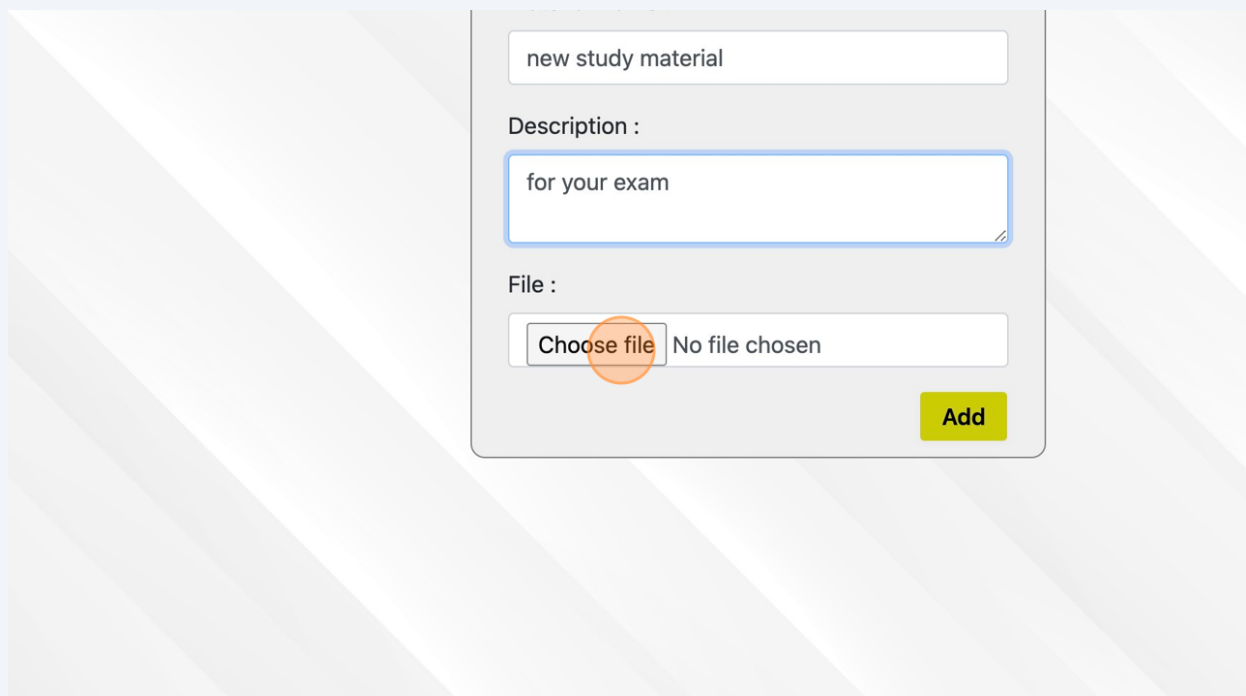Description :

File :

Choose file   No file chosen

Add

12   Click this file field and upload the material that you want to send to the students.

new study material

Description :
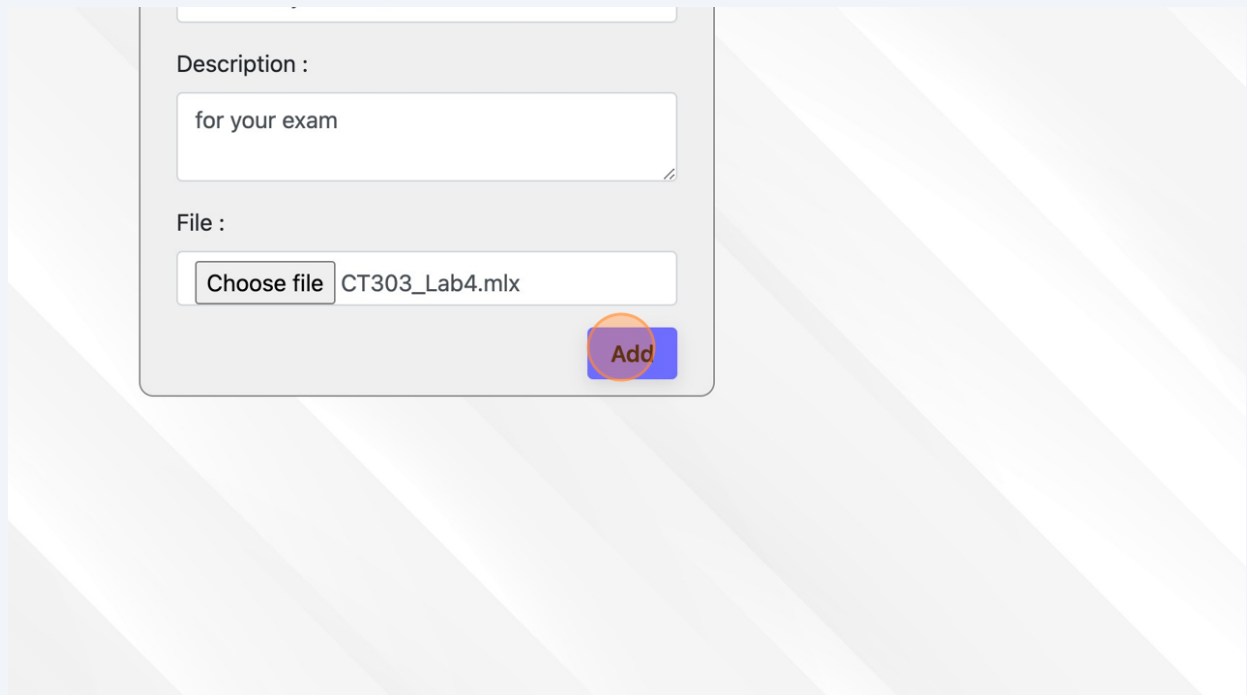
for your exam

File :

Choose file   No file chosen

Add

13 Click "Add"

Description :

for your exam

File :

Choose file | CT303_Lab4.mlx

Add