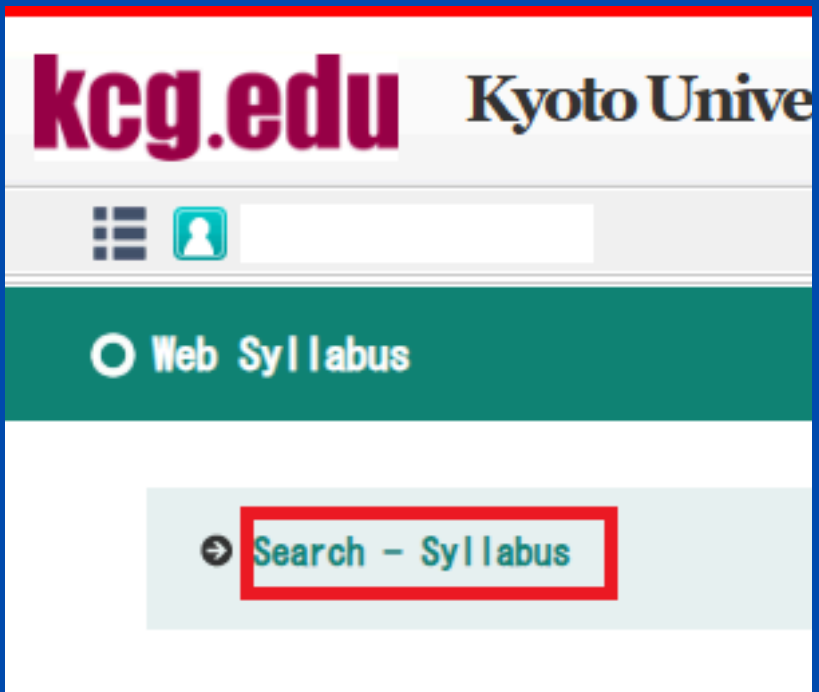
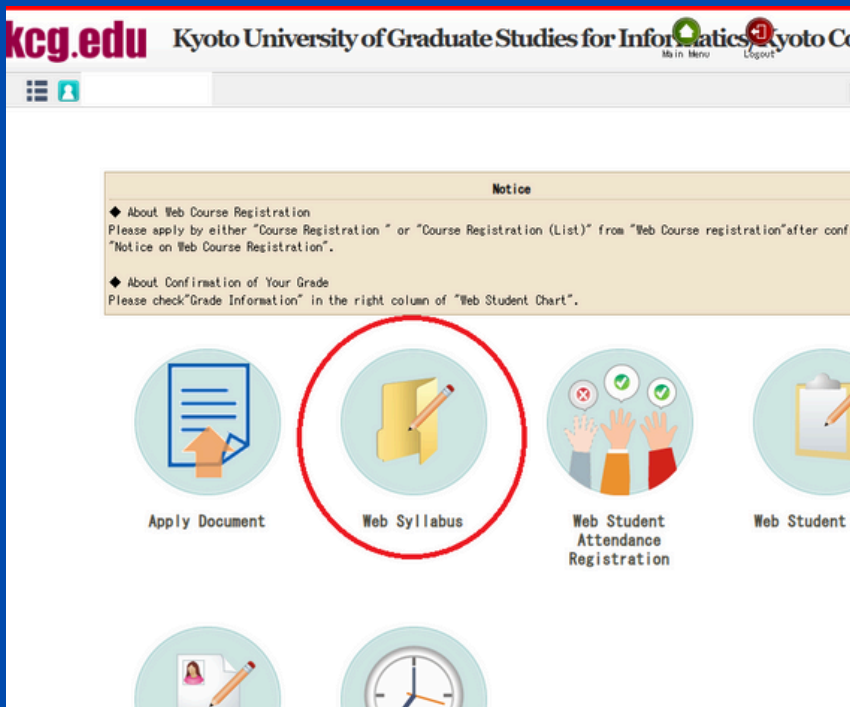
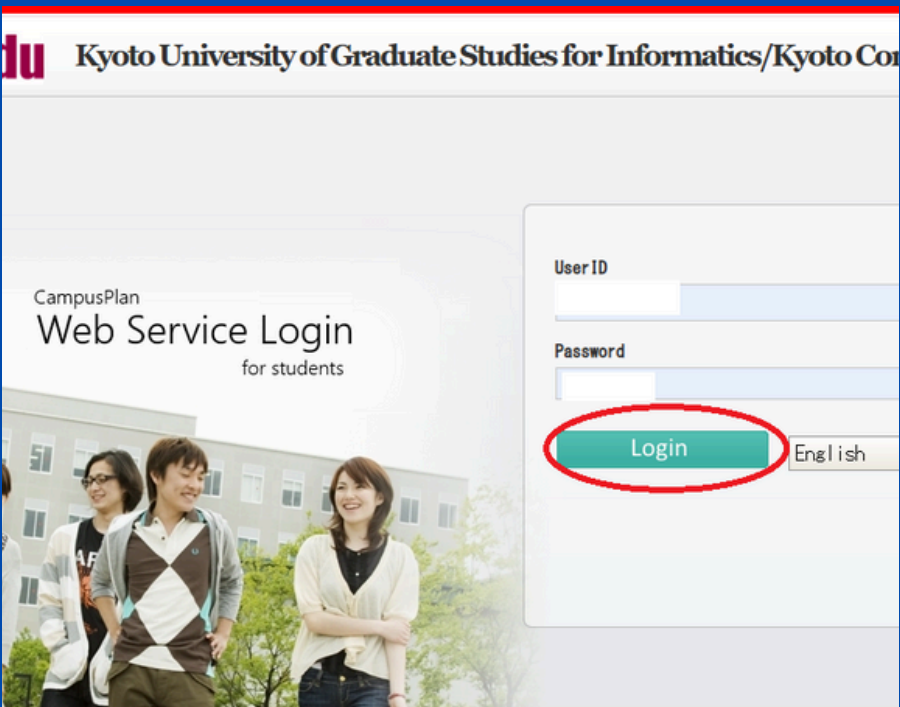
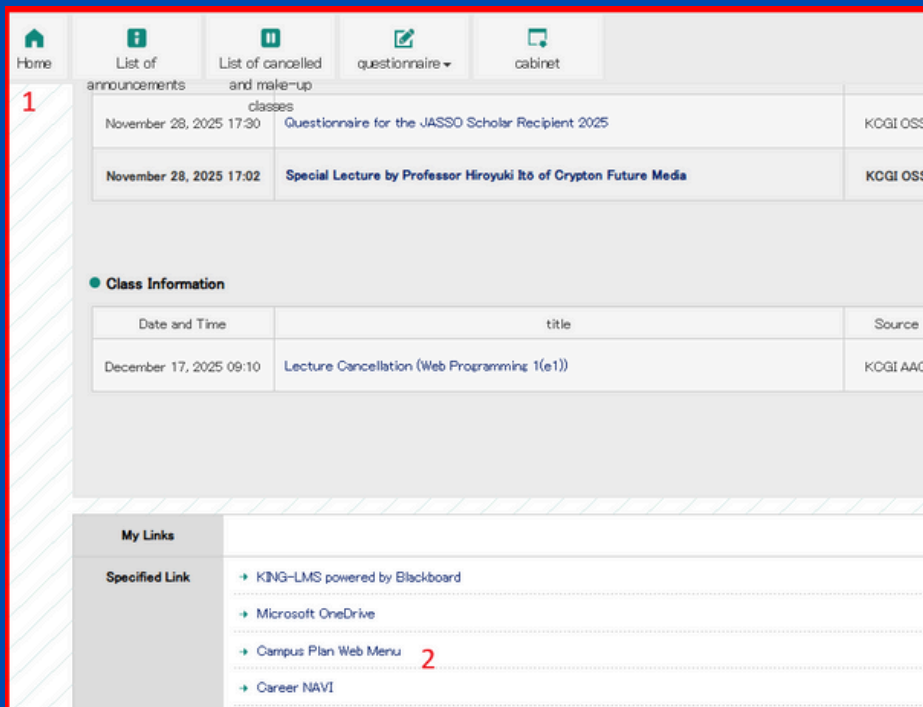


Searching Subjects by Day, Semester (Fall), and Period



Step 1

- Login in Campus Portal → click on Home → Campus Plan Web Menu

Step 2

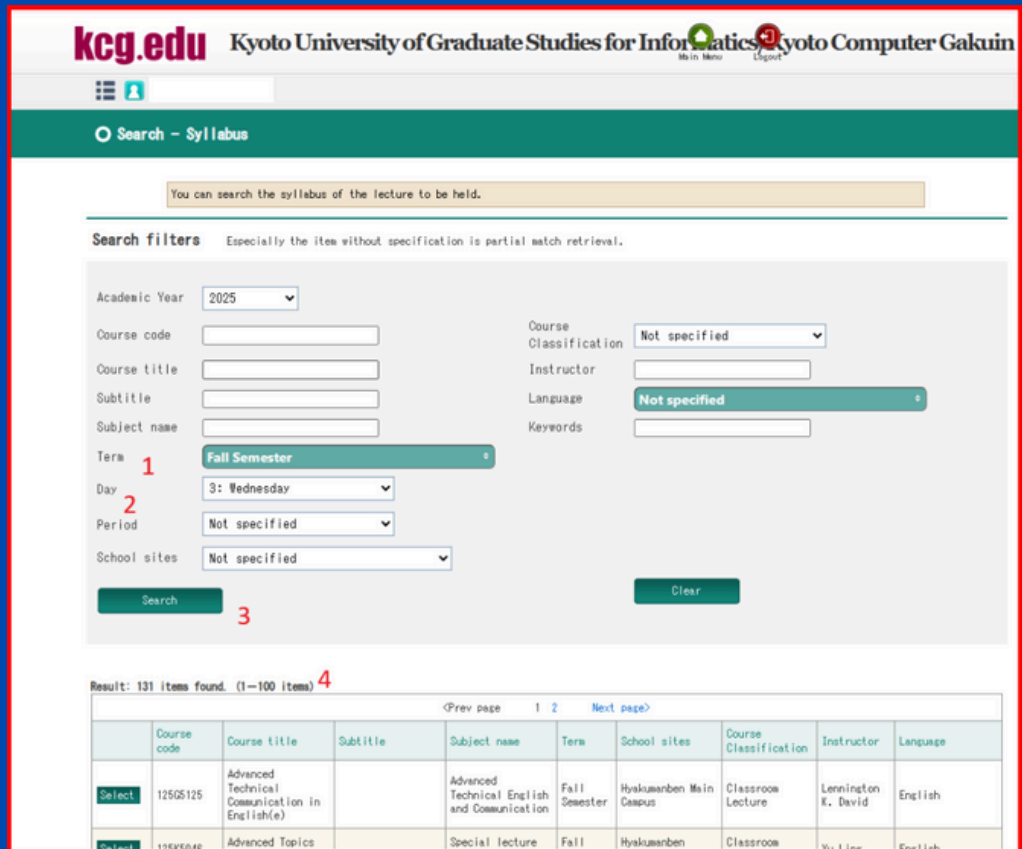
Use your Student Credential Provided and Login

Step 3

Click on Web Syllabus

Step 4

Click on Search - Syllabus



Step 4

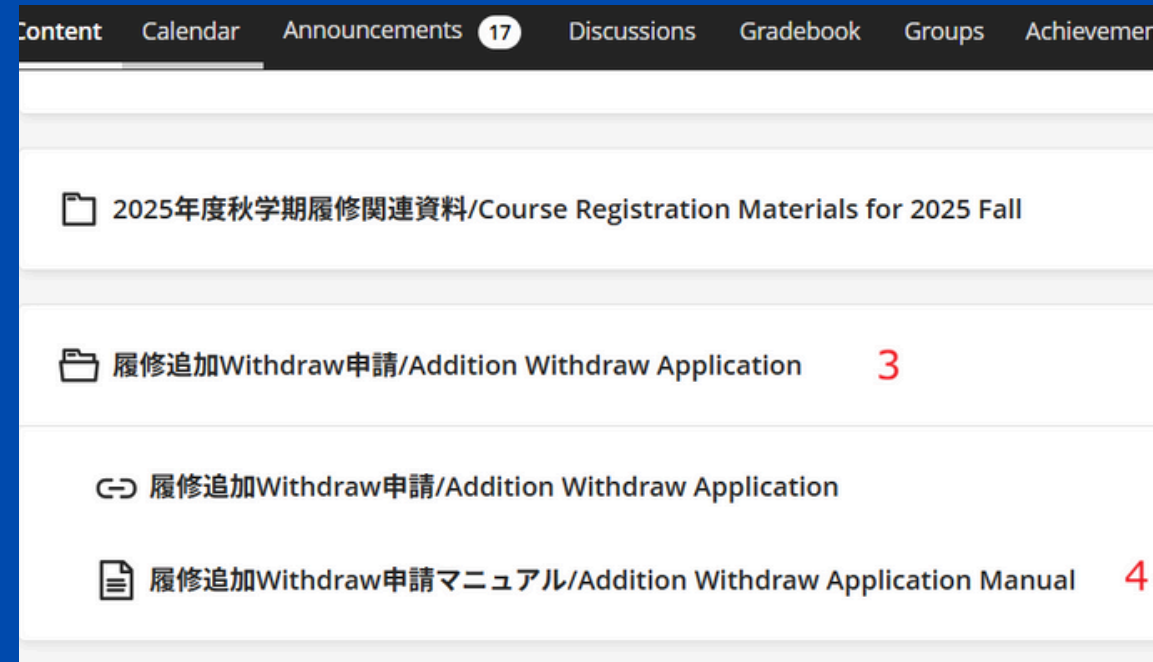
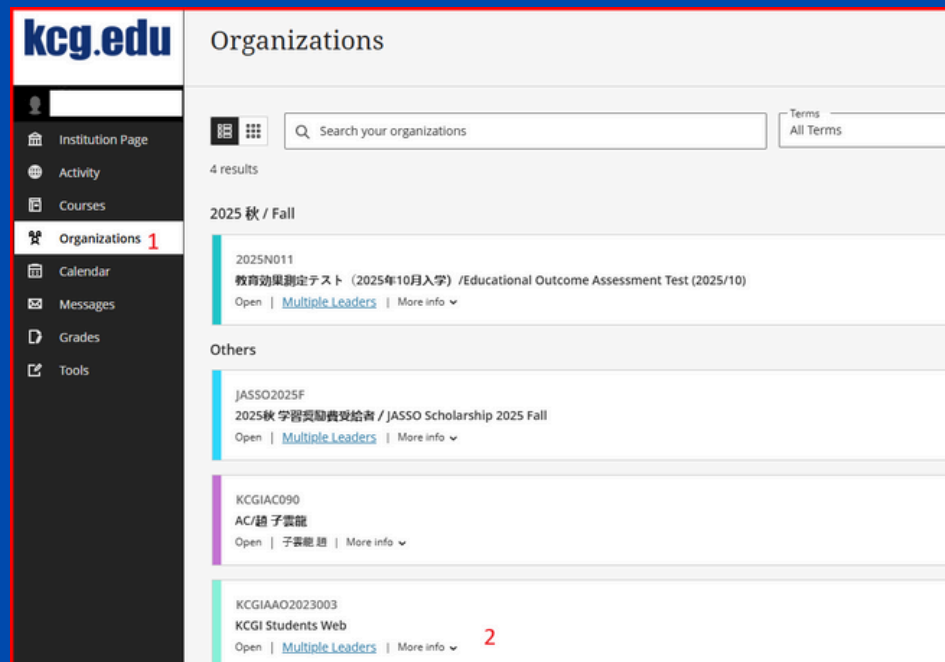
You can search for subjects using course code, lecture mode (Online or Classroom), instructor name, and teaching language from this page.

You can find subject details using the following methods:

1. Direct Search: Search directly by subject name.
2. Term Filter: Filter subjects by term using Option 1.
3. Day Filter: Filter subjects taught on specific days using Option 2.

All subject details will be displayed in the results. To view evaluation details and topics covered for a subject, click the Select button.

Addition and Withdrawal Step by Step Guide



Step 1

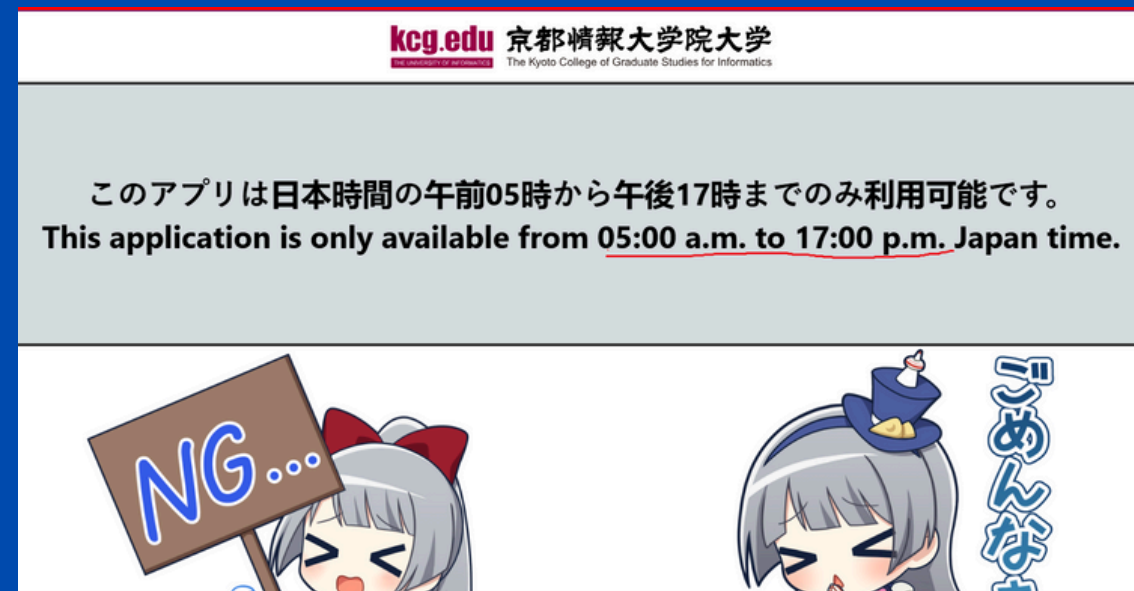
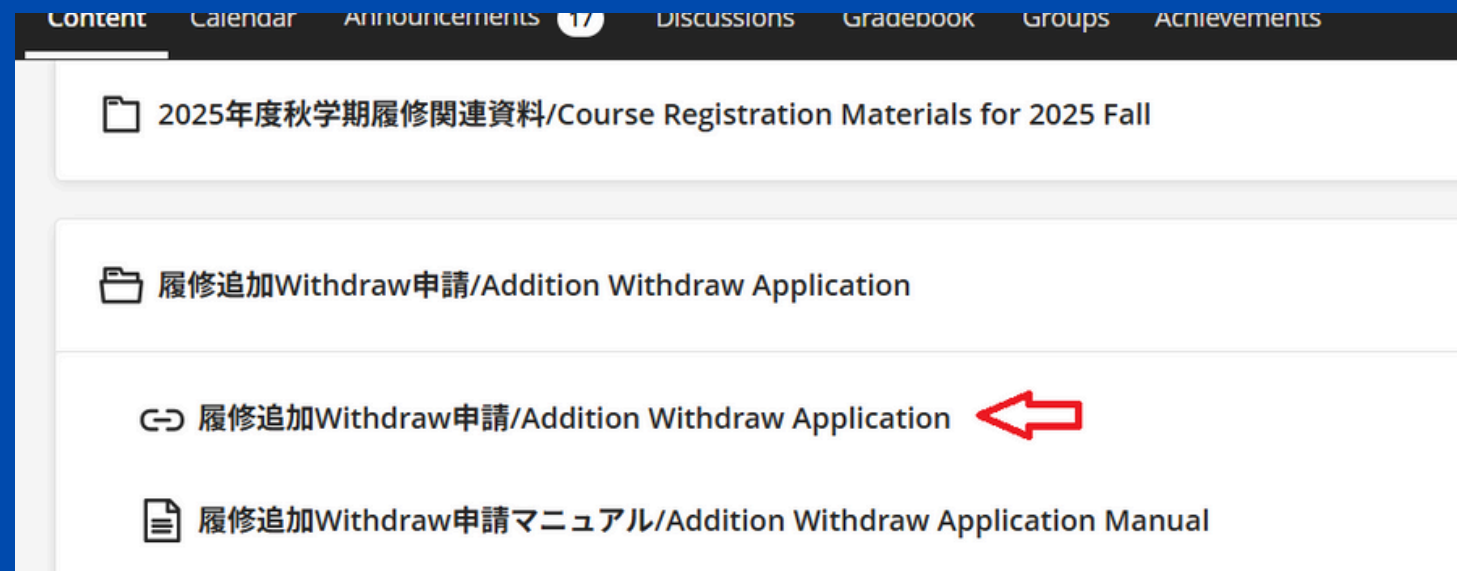
Login in KingLMS and click on Organisations → Kcgi Students Web

Step 2

Search for Addition withdraw Application → Click on Addition Withdraw Application Manual

Step 3

Click on Addition Withdraw application Presentation file → Read all the steps provided in PPT and follow the process.



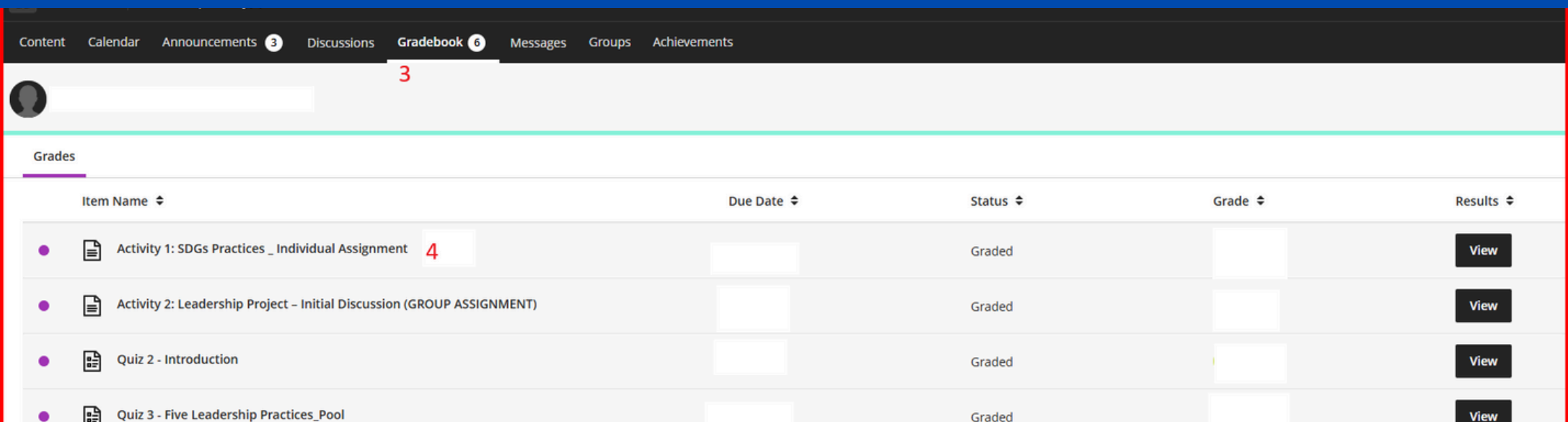
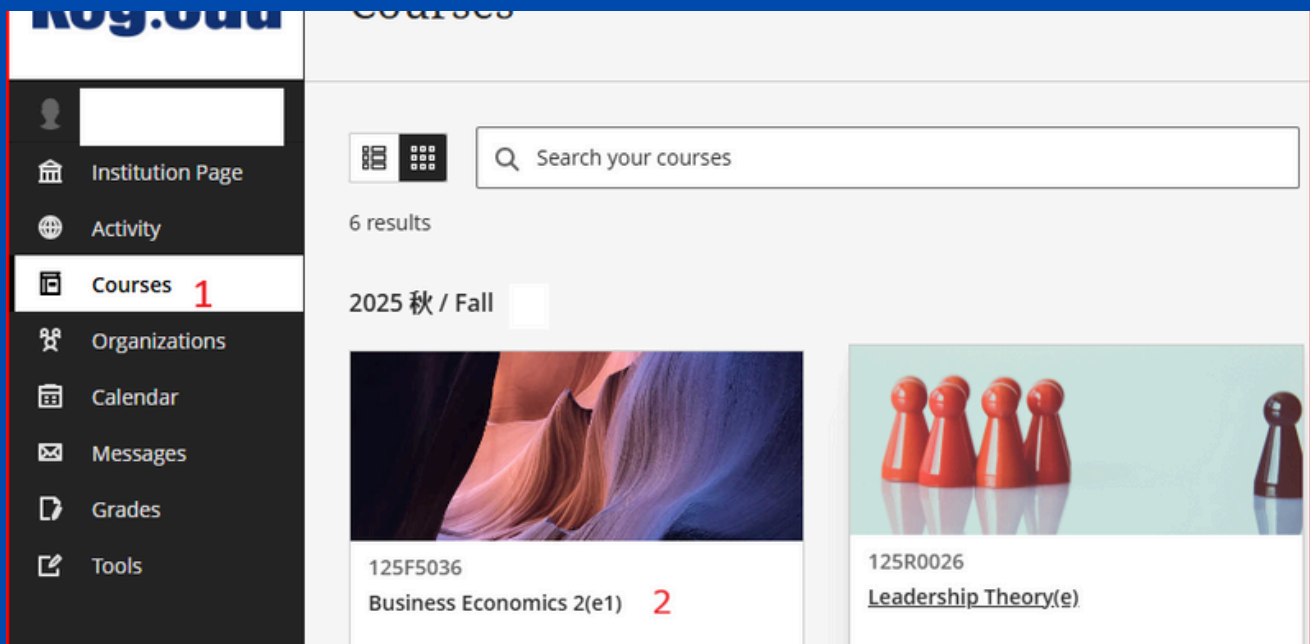
Step 4

Proceed with Addition and Withdraw application from here

Important Notice

Subject addition or withdrawal is allowed only between 5:00 AM and 5:00 PM (Japan Time).

Check Your Assignments

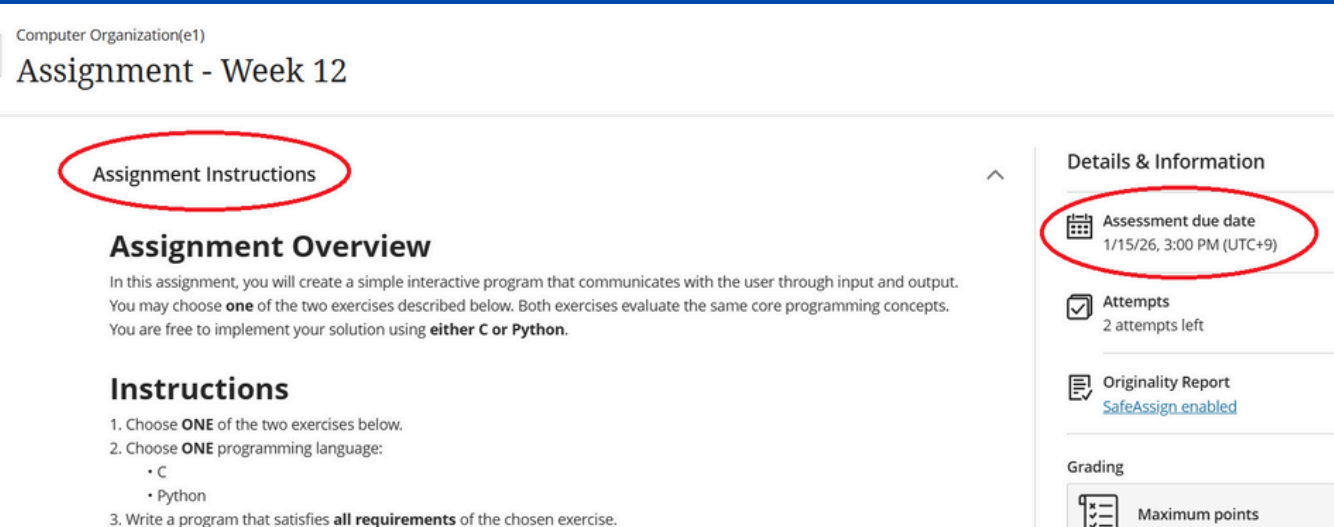
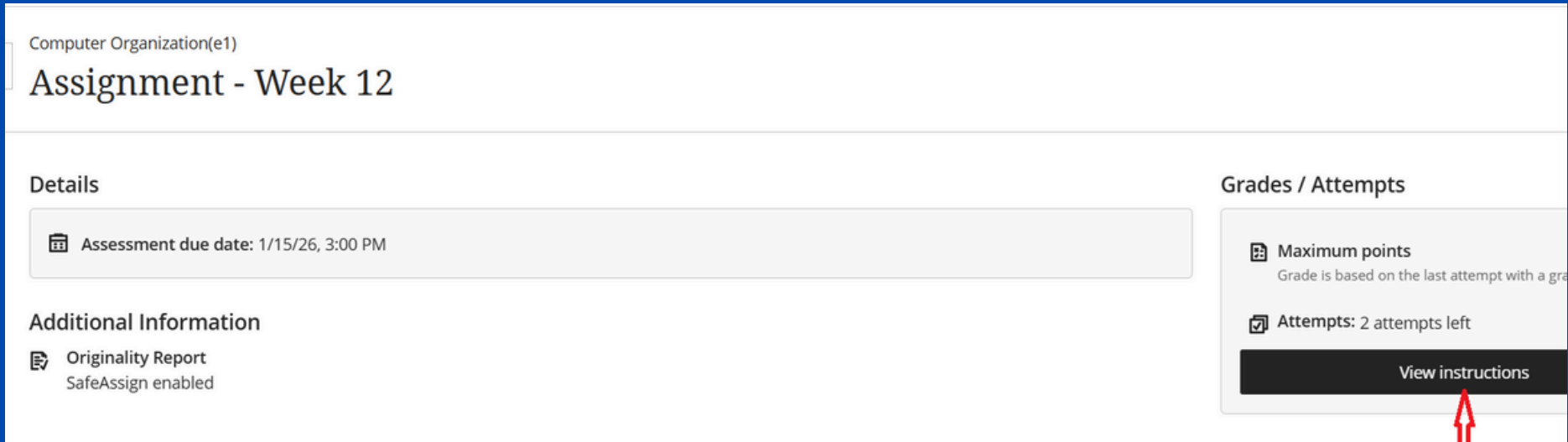


Step 1

Login in KingLMS → click on Courses→ Select the subject

Step 2

Click on Gradebook → Click on Item Name (Here Activity, Quiz, Assignments are assigned) {4}



Step 3

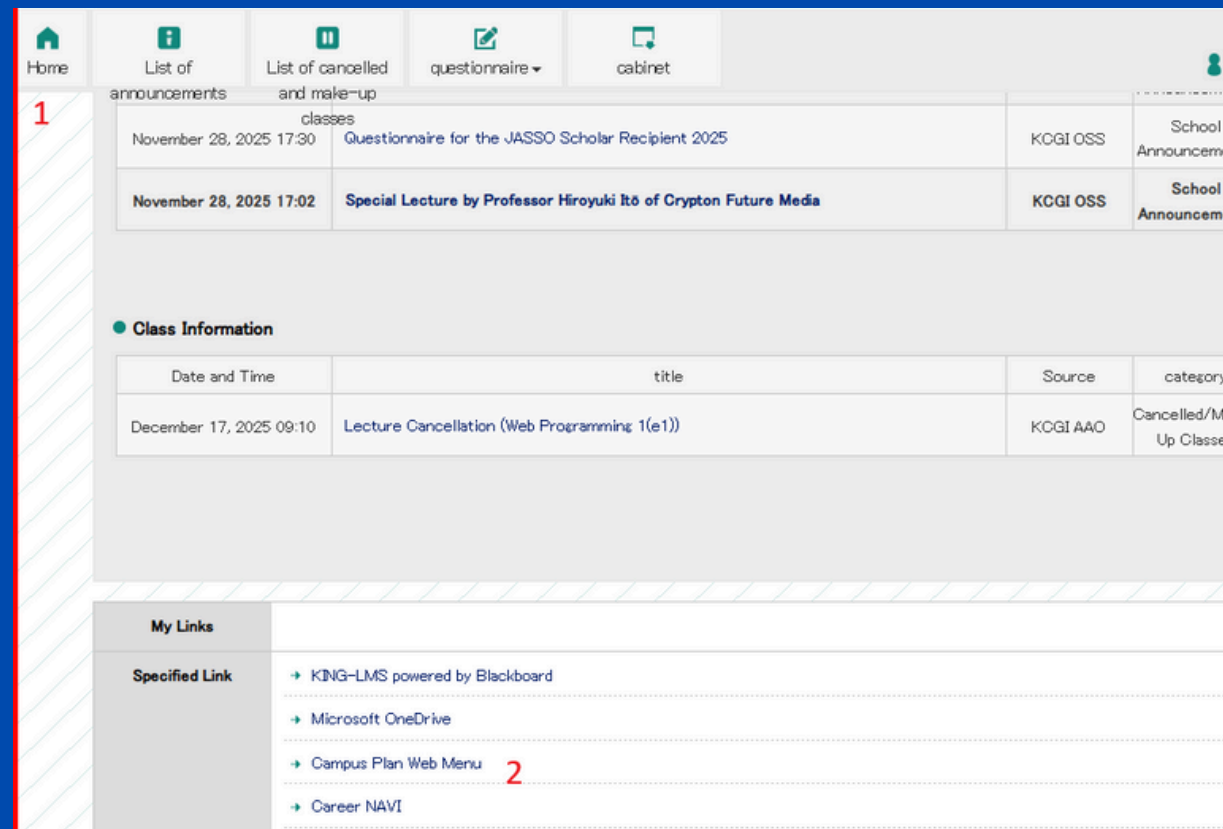
Click on View Instructions

Step 4

Here Assignment details such as instruction, Due date, Attempts, originality reports etc. can be checked.

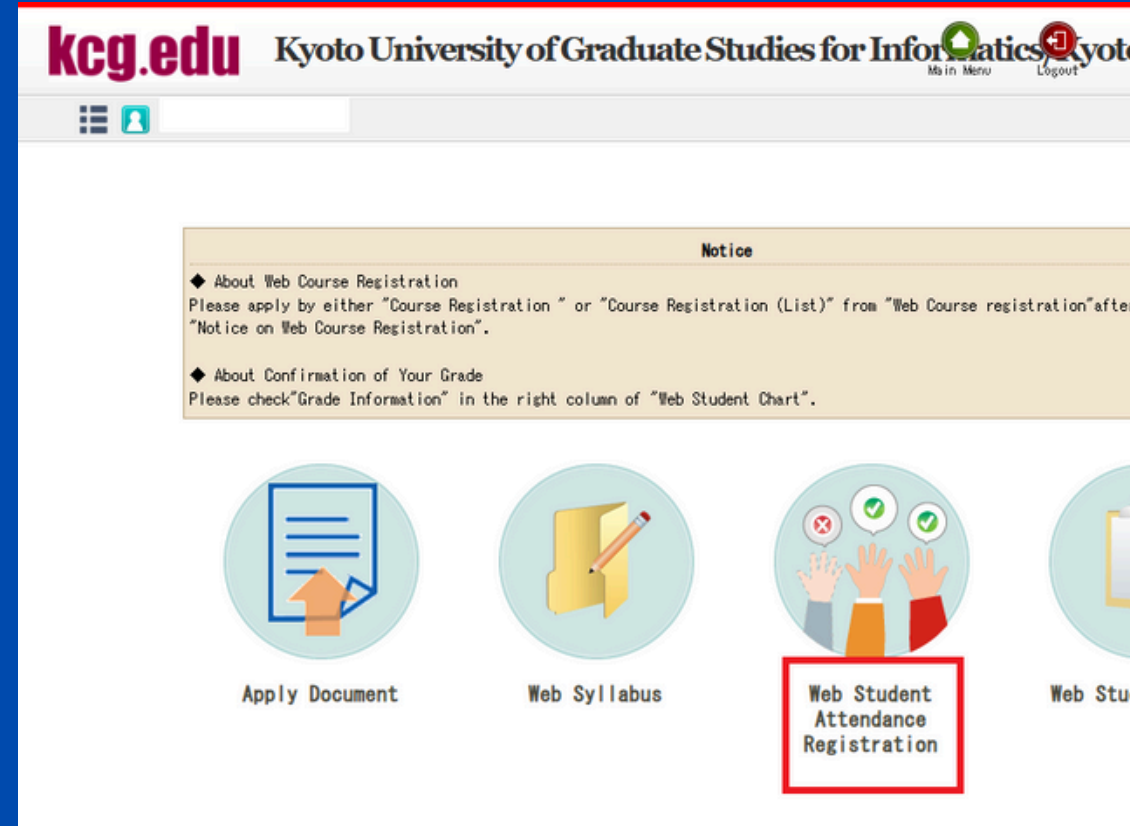
Note:- While doing assignment kindly read the instruction thoroughly to avoid grade deduction

How to do Attendance During Lecture



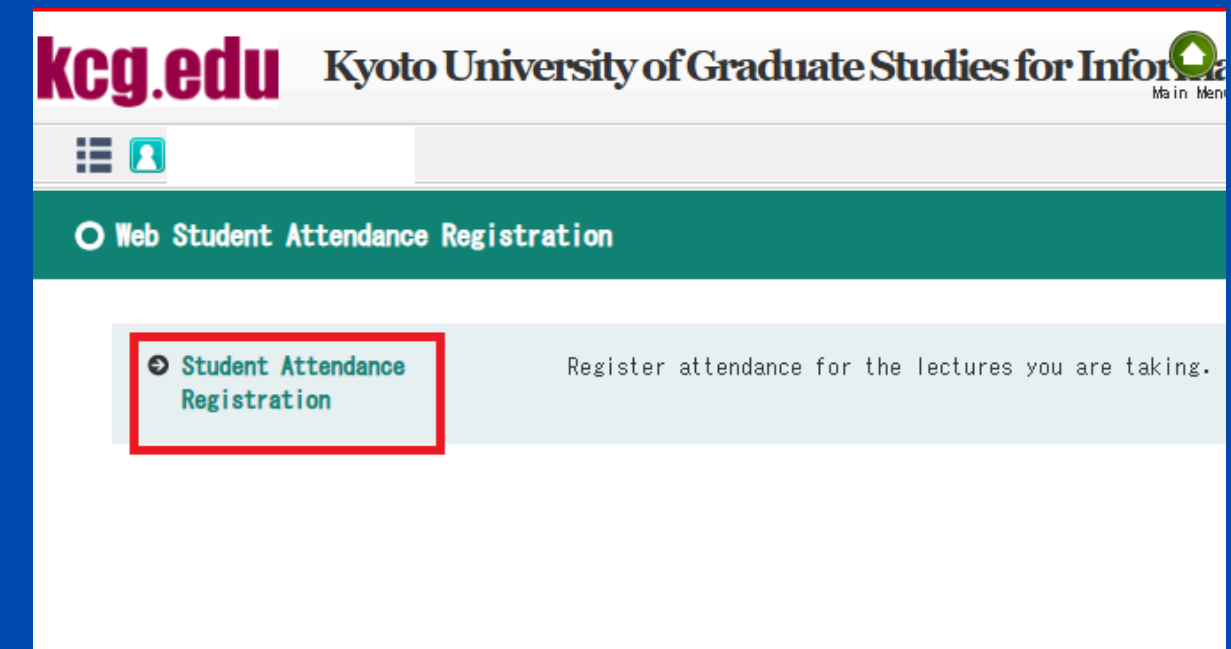
Step 1

- Login in Campus Portal → click on Home → Campus Plan Web Menu



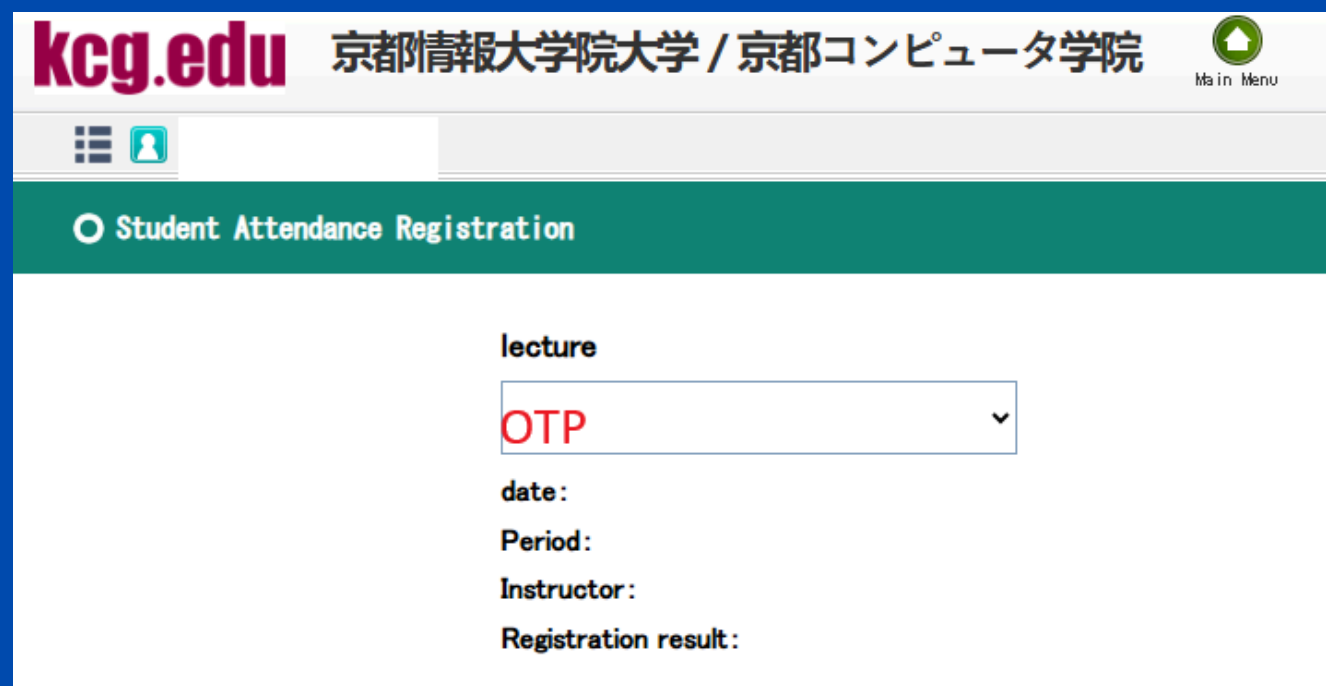
Step 2

- Click on Web Student Attendance Registration



Step 3

- Click on Student Attendance Registration



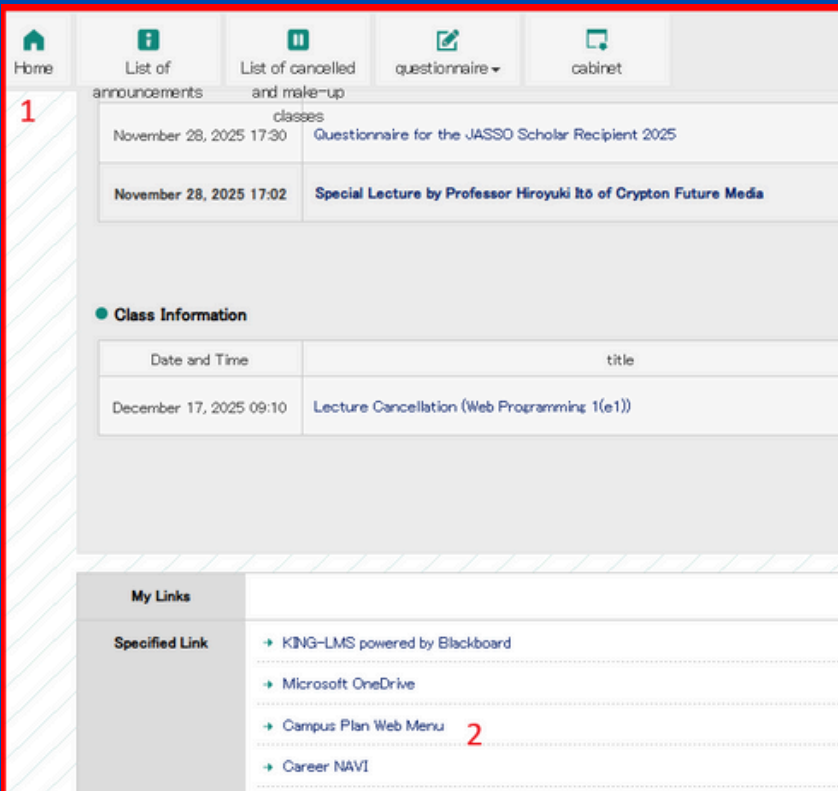
Step 4

In Lectures Dropdown list all the Subject which have to be attended will be listed

- 1) Select the Subject
- 2) Enter the OTP provided during the Lecture
- 3) Save

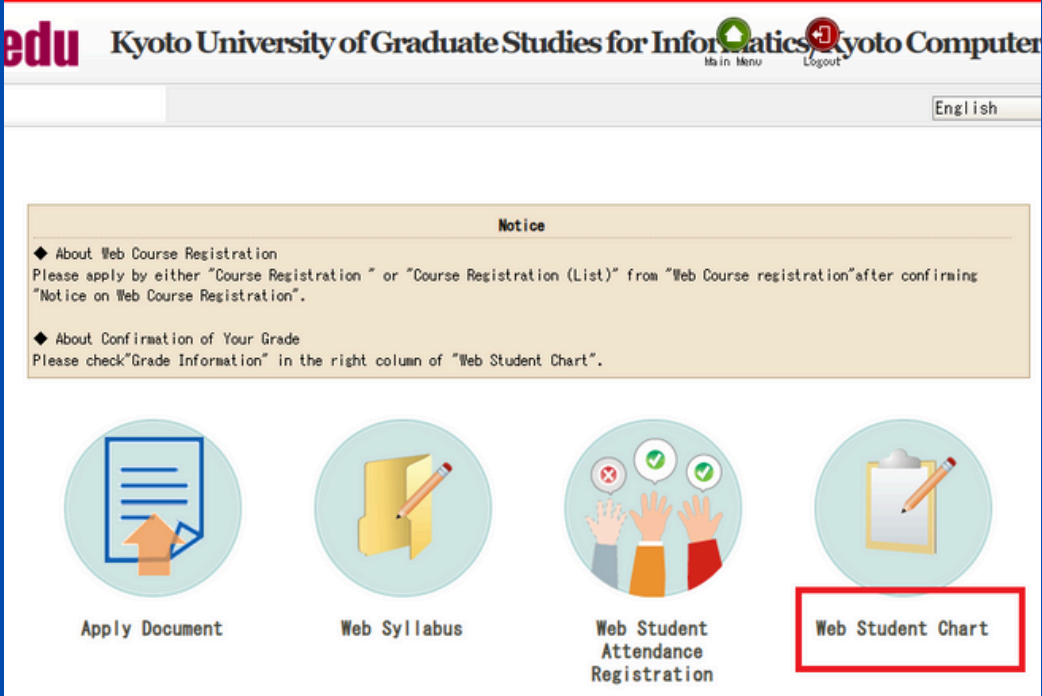
NOTE:- To check your attendance check Attendance Check guide.

Attendance Check



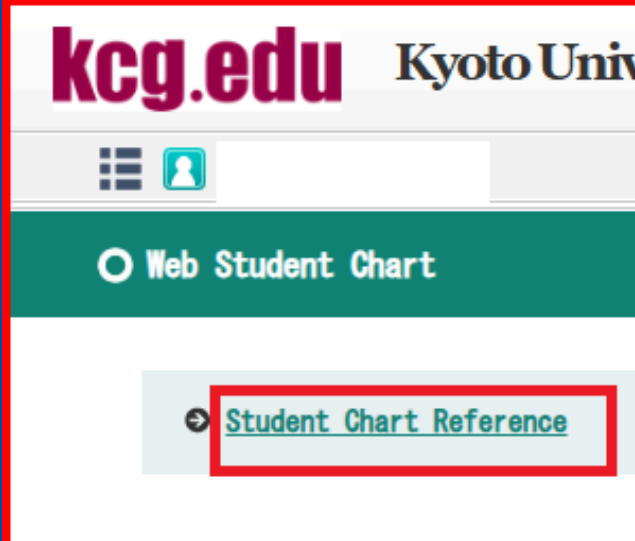
Step 1

- Login in Campus Portal → click on Home → [Campus Plan Web Menu](#)



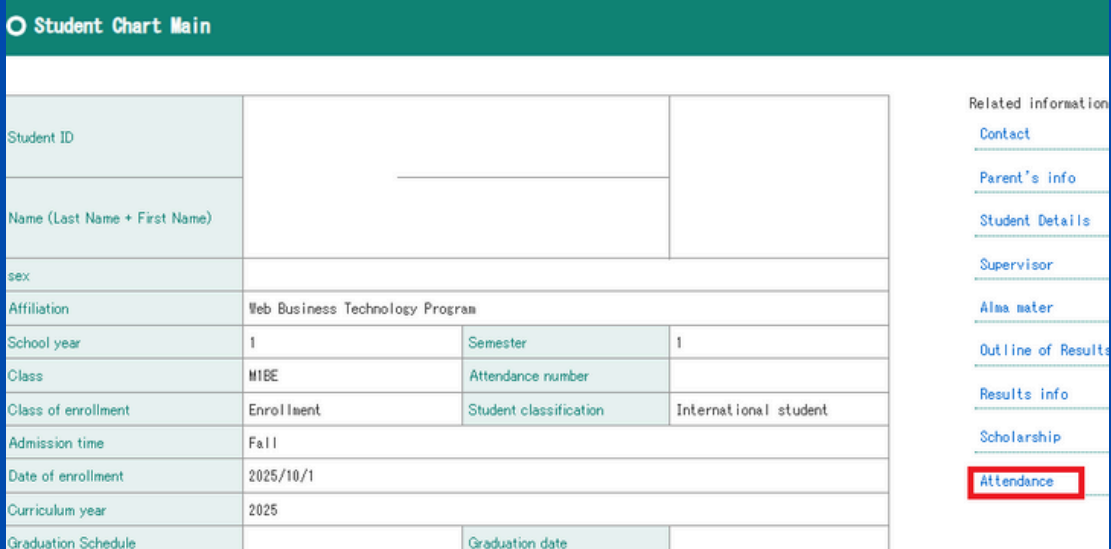
Step 2

- Click on Web Student Chart



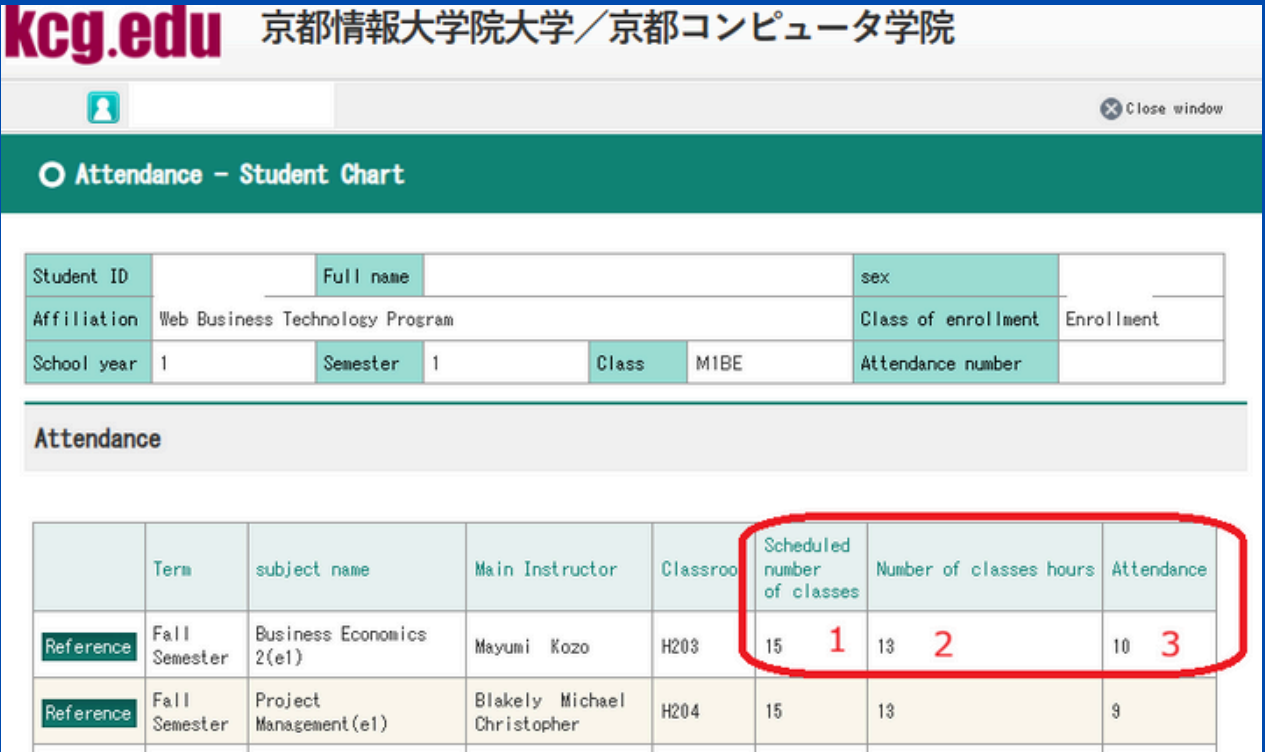
Step 3

- Click on Student Chart Reference



Step 4

- Click on Attendance



Step 5

- Here you can see all your subjects
- 1 Displays No. of Scheduled classes for selected subject
- 2 Displays Number of Classes which has been taken till now
- 3 Displays Your Attendance