Online Classroom Portal

TEACHER

TABLE OF CONTENTS
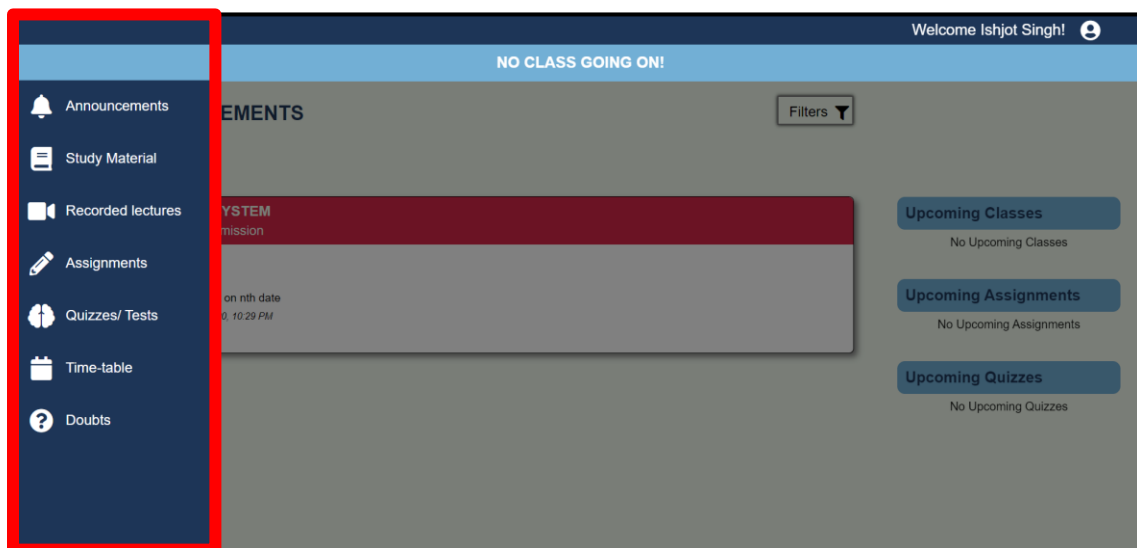
NAVBAR AND PAGE TOOLS

I. ACCESSING THE NAVBAR

a) The navbar is located as a strip of icons on the left side of the page and is an ever-visible part of the page.

b) The icons link to the pages mentioned in *figure 1.1*.
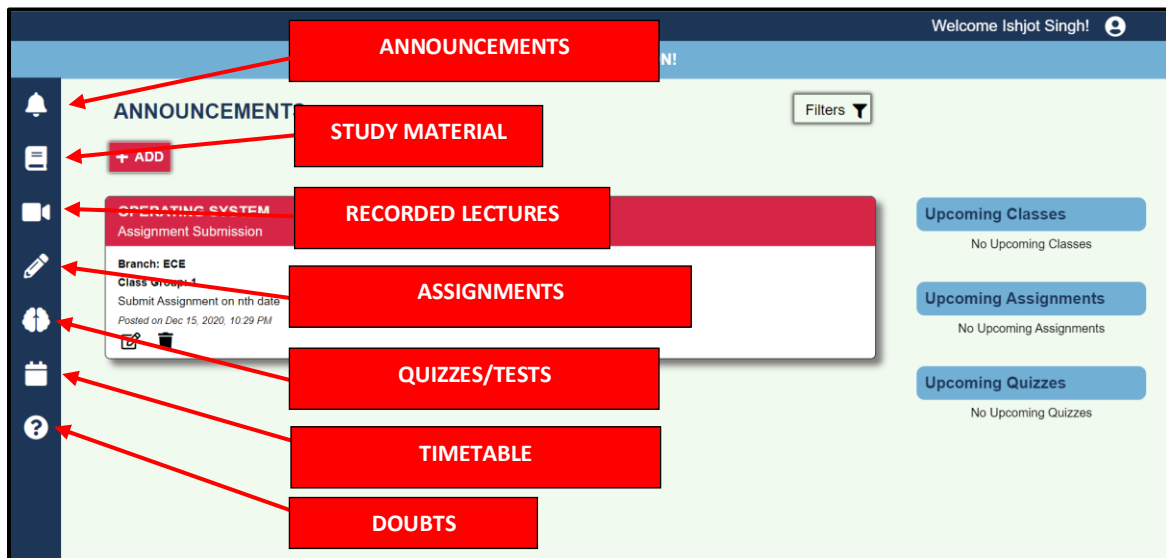
Figure 1.1

c) To expand the navbar, hover over the navbar and it will expand and show the relevant information as shown in *figure 1.2*.

Figure 1.2

II.   UPCOMING CLASSES, ASSIGNMENTS & QUIZZES

a) On the right of the page three boxes indicating the upcoming classes, assignments and quizzes is present as highlighted in *figure 1.3*.
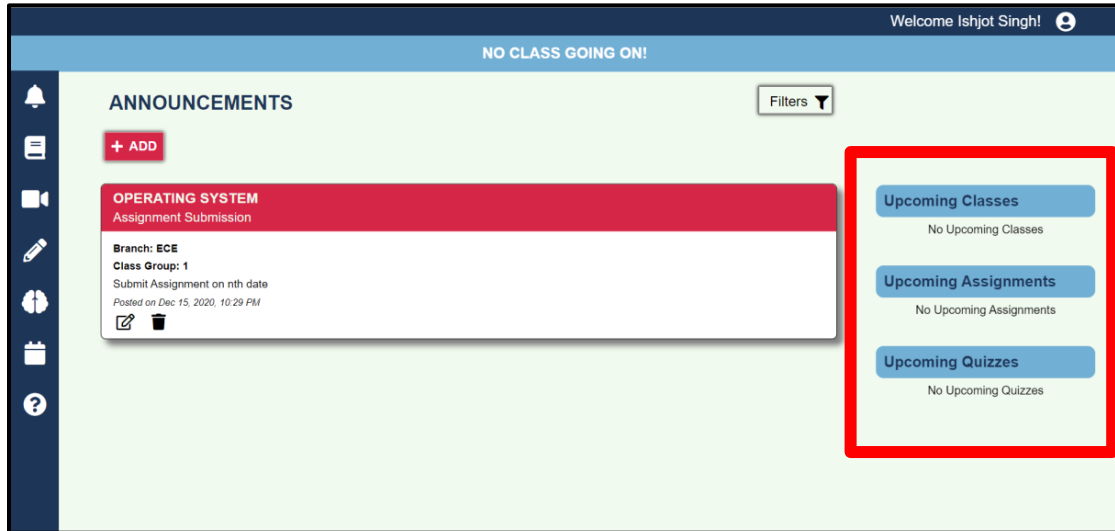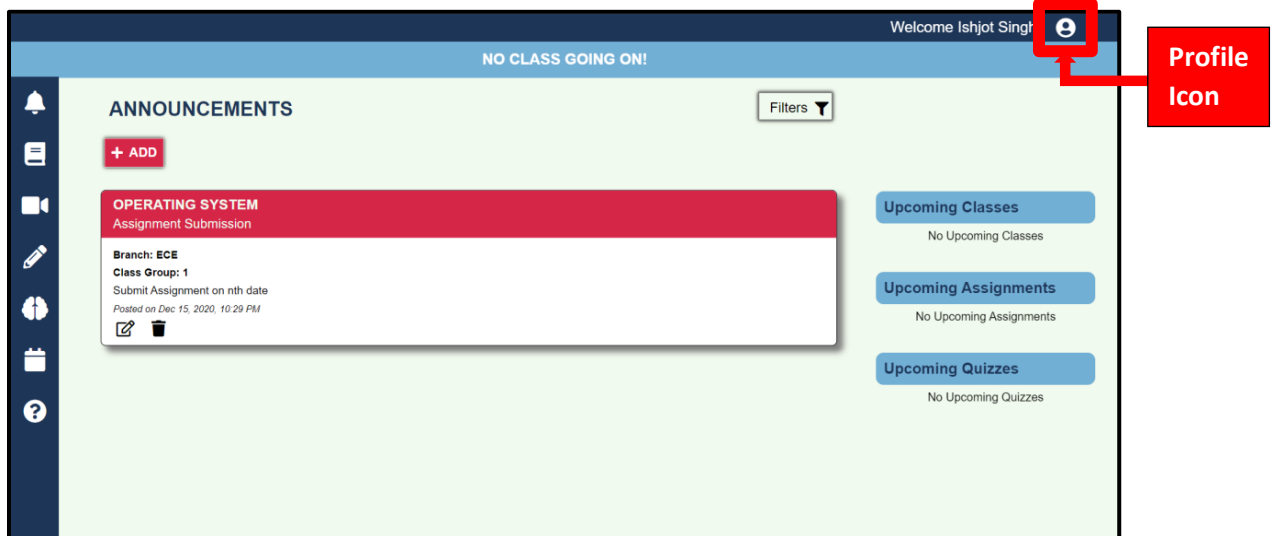

Figure 1.3

PROFILE PAGE

I.   REACHING THE PROFILE PAGE

a) Press the "*Profile Icon*" present on the top right of the page as shown in *figure 2.1*.
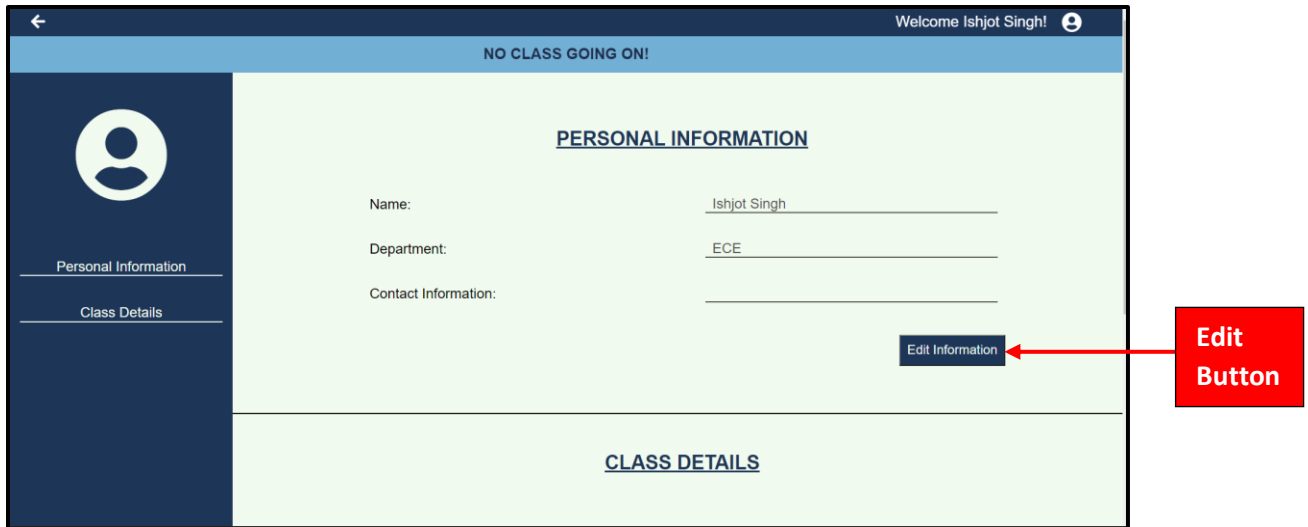

Figure 2.1

b) Upon pressing the icon, a drop-down appears. Select "*My Profile*" as highlighted in *figure 2.2*.
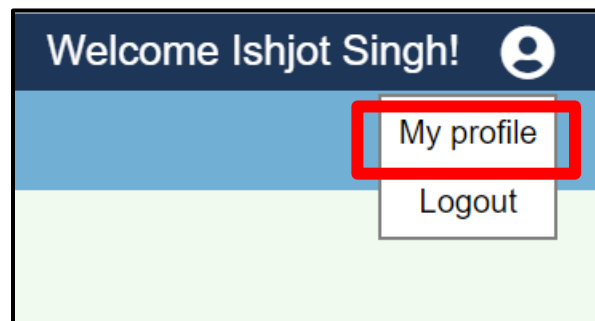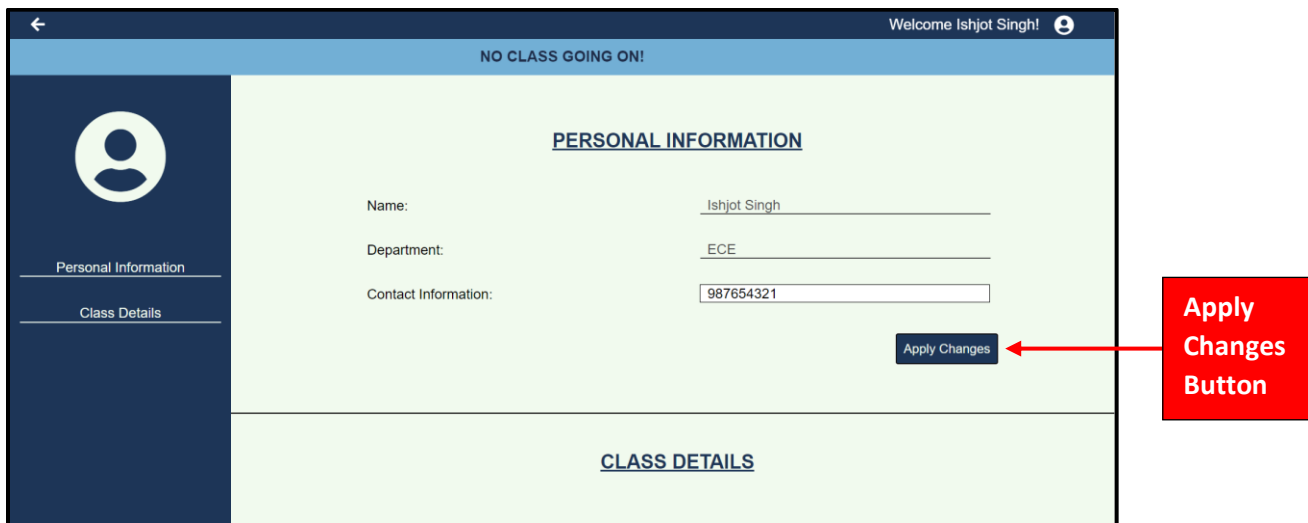

Figure 2.2

II.   EDITING PERSONAL INFORMATION

a) Press the "*Edit Information Button*" present on the bottom right of the first page, which makes the contact information of the teacher editable.

Figure 2.3

b) After editing the information present the "*Apply Changes Button*" that appears in place of *Edit Information*.

Figure 2.4

III.   EDITING CLASS LINKS

a) The class being taught by the teacher are shown on the *class details* section of the *My Profile* page.

b) To edit the links of the classes, press the "*Edit Links*", and proceed to edit the links.

Classes taught

Edit Links
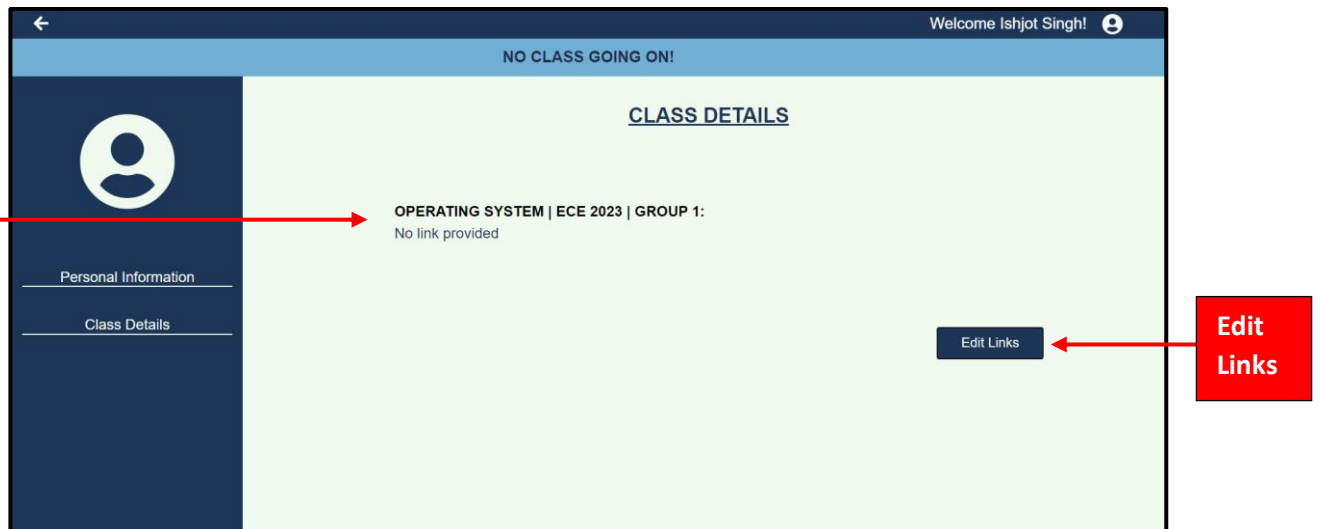
Figure 2.5

c) After making the required changes in the class links, press the "*Apply Changes Button*".

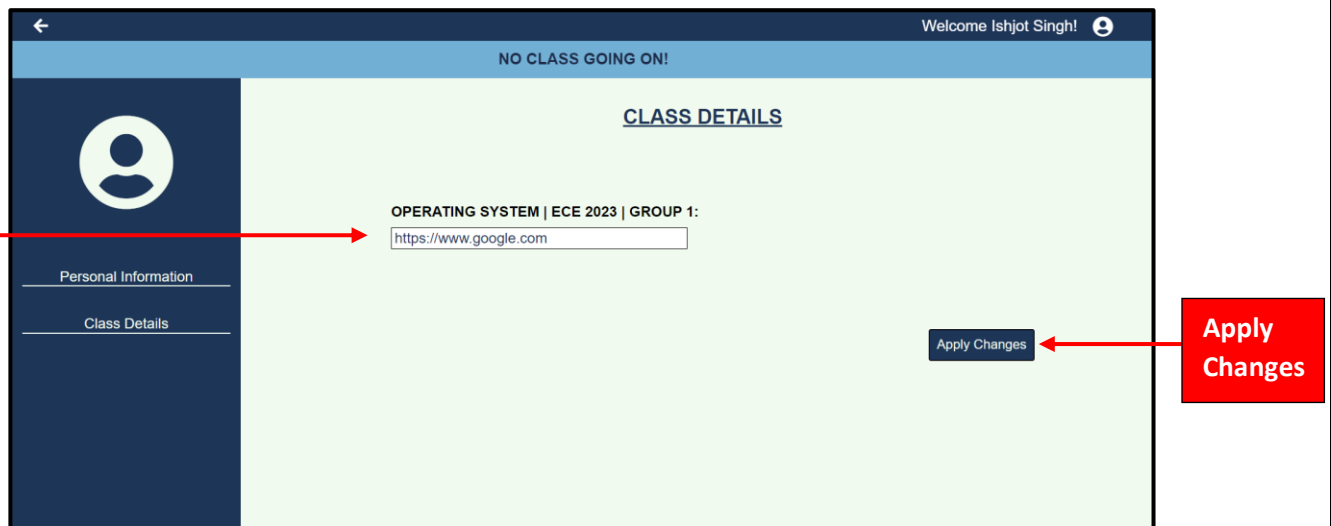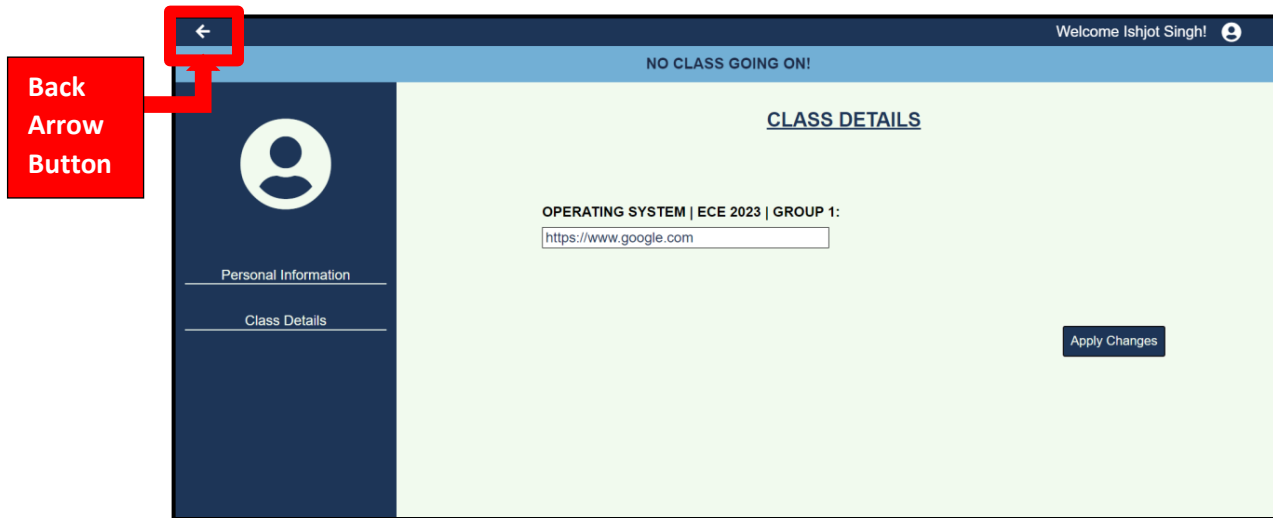**Edited Link**

Apply Changes

Figure 2.6

d) To go back to the previous page, press the "*Back Arrow Button*".

Figure 2.7

ANNOUNCEMENTS PAGE

I.   ADDING AN ANNOUNCEMENT

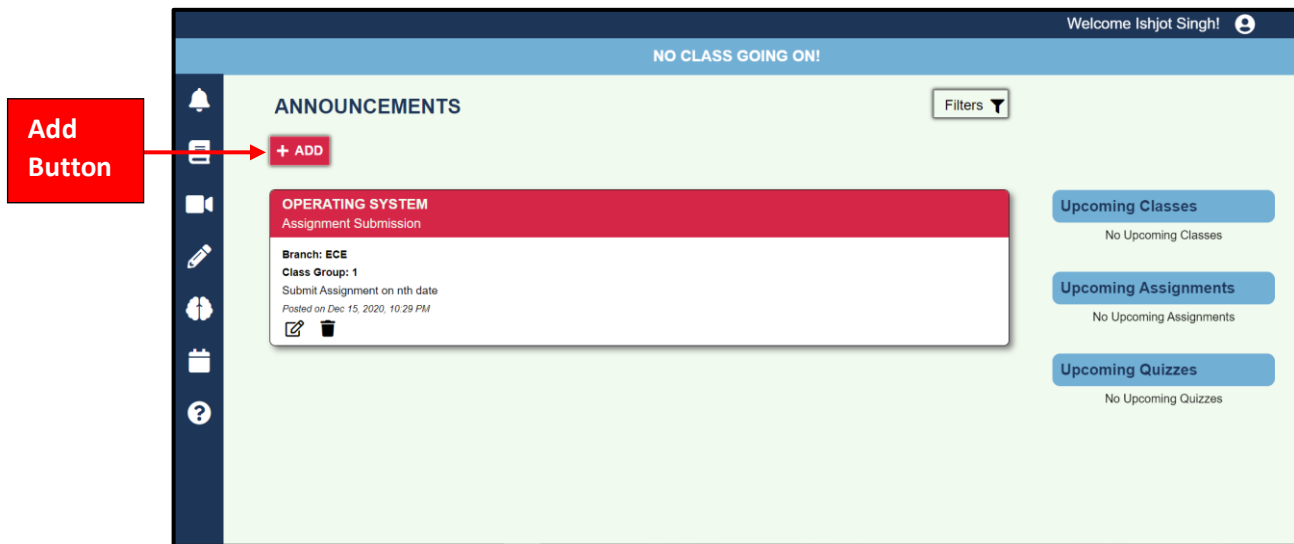a) Press the "*Add Button*" present on top left of the page.

Figure 3.1

b) Upon pressing the button, the following input fields show up. Fill the fields with their respective information.
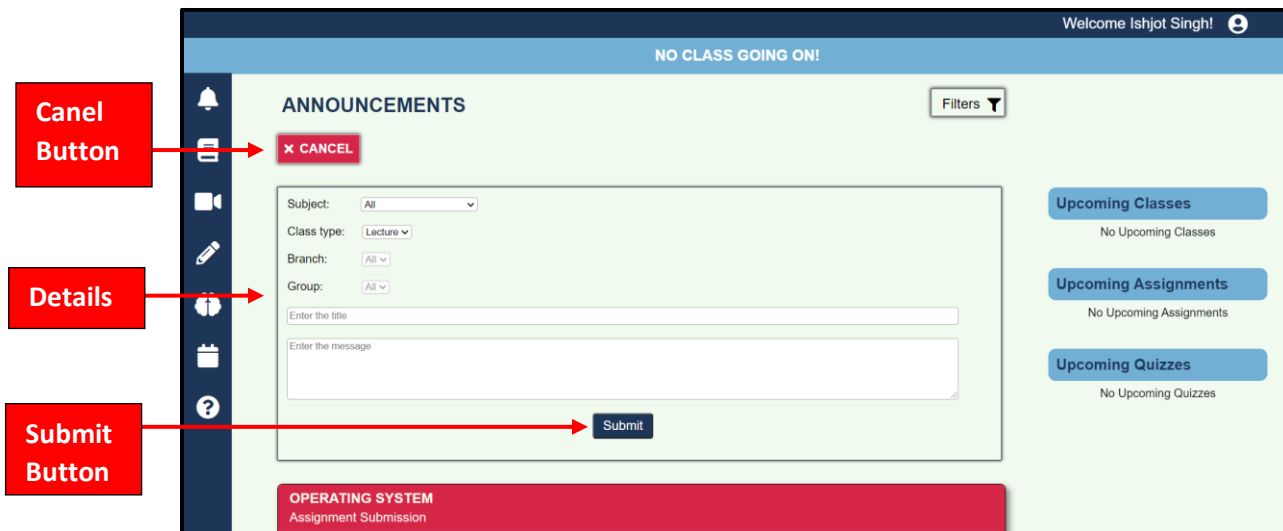

Figure 3.2

c) In case of a mis – click press the "*Cancel Button*" else input the relevant information and press the "*Submit Button*" to add an announcement.

II.   EDITING EXISTING ANNOUNCEMENTS

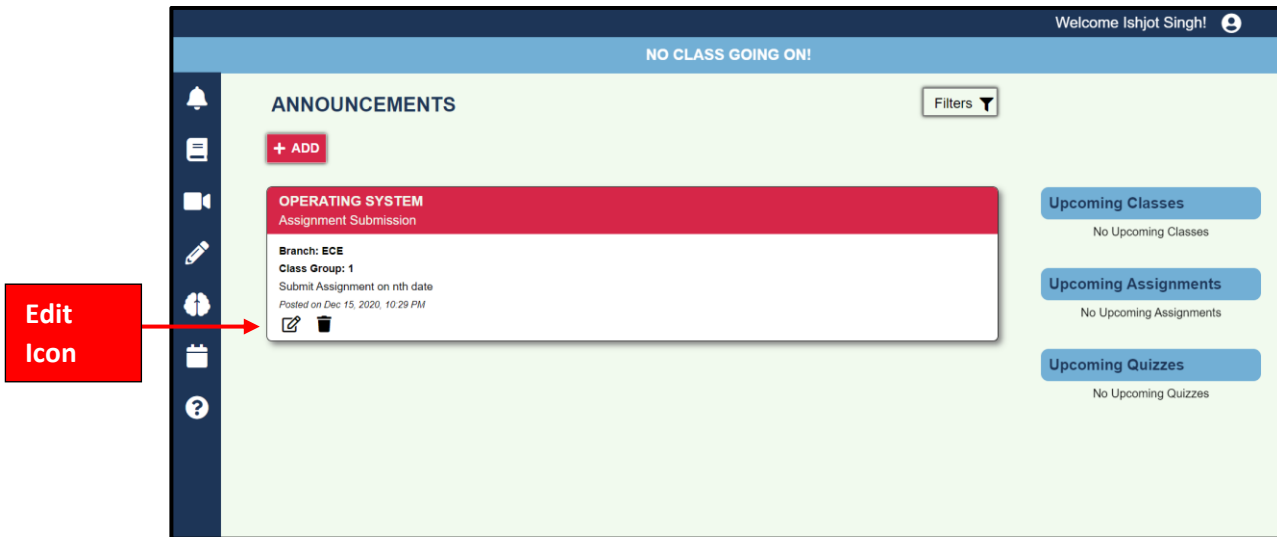a) Press the "*Edit Icon*" present on the bottom left of an existing announcement.

Figure 3.3

b) Upon clicking the button, the *Announcement Title* and *message* become editable. After making the changes, press the "*Save Changes Icon*" to save the changes.

Figure 3.4

III. DELETING AN ANNOUNCEMENT

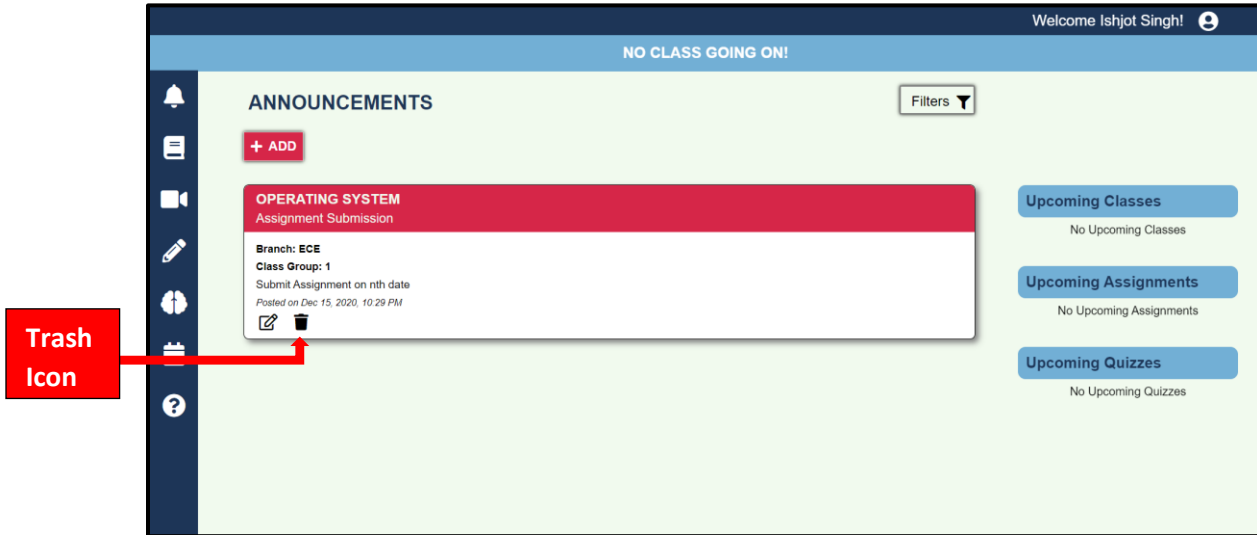a) To delete an announcement, press the "*Trash Icon*" present on the bottom left of the announcement.

Figure 3.5

IV. FILTERS

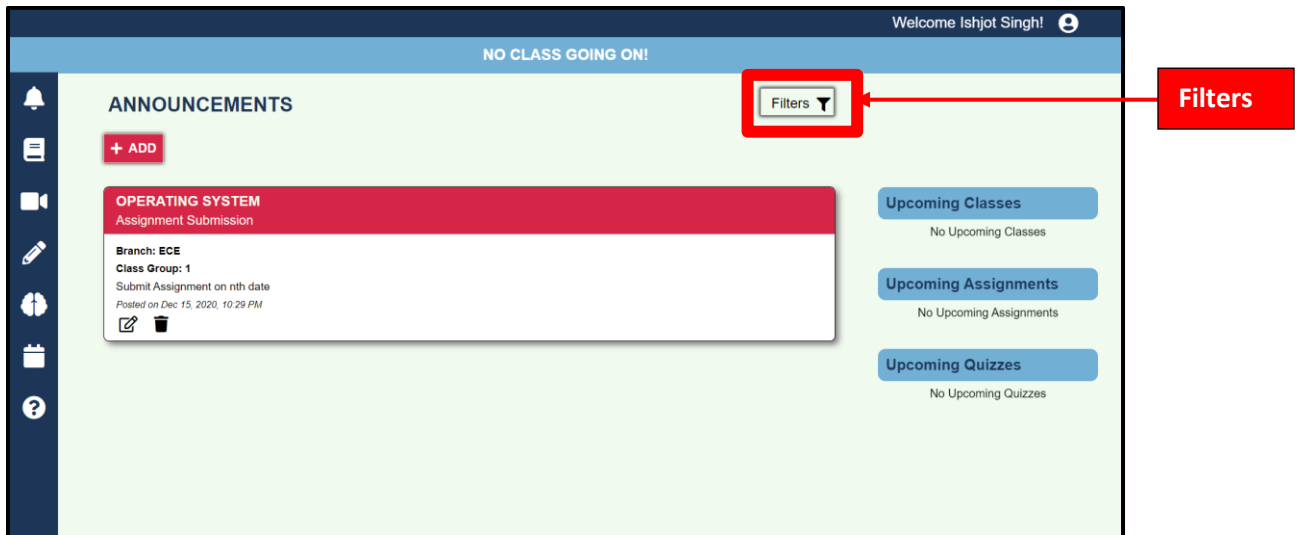a) To sort the announcements in a particular order, press the "*Filters Button*" present on the top right of the page.

Figure 3.6

b) Upon clicking the button, the following drop-down box appears. Proceed to choose the relevant sorting method.

Figure 3.7

STUDY MATERIAL

I.   ADDING STUDY MATERIAL

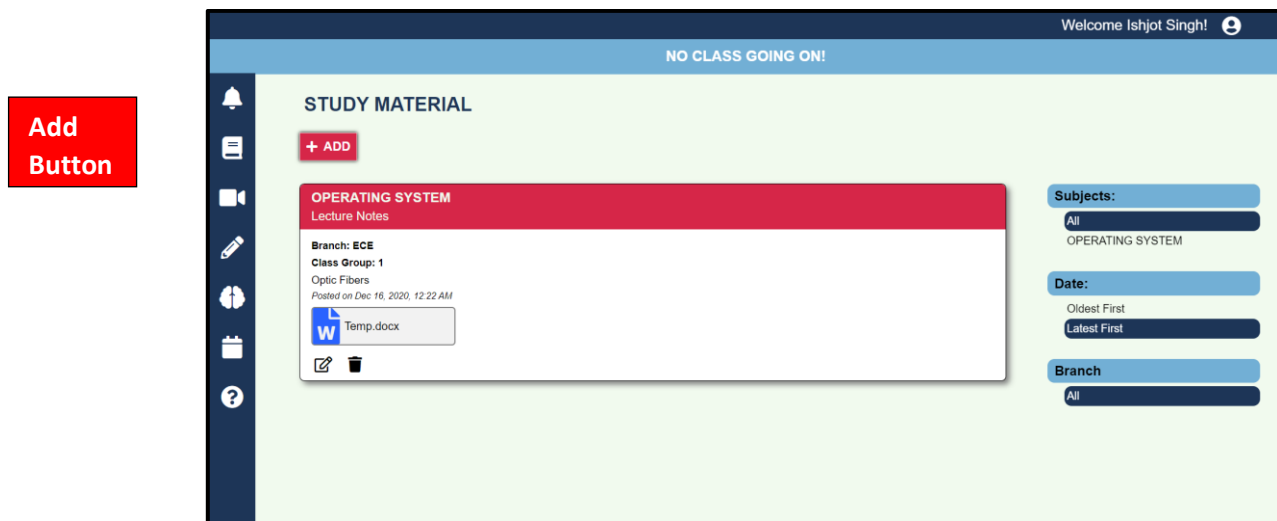a) Press the "*Add Button*", present on the top left part of the page.

Figure 4.1

b) Upon clicking the button, the following input fields appear. Proceed to fill in the details and add the respective study material file from the device using the "*Add File Button*" and press "*Submit*", else press "*Cancel button*".
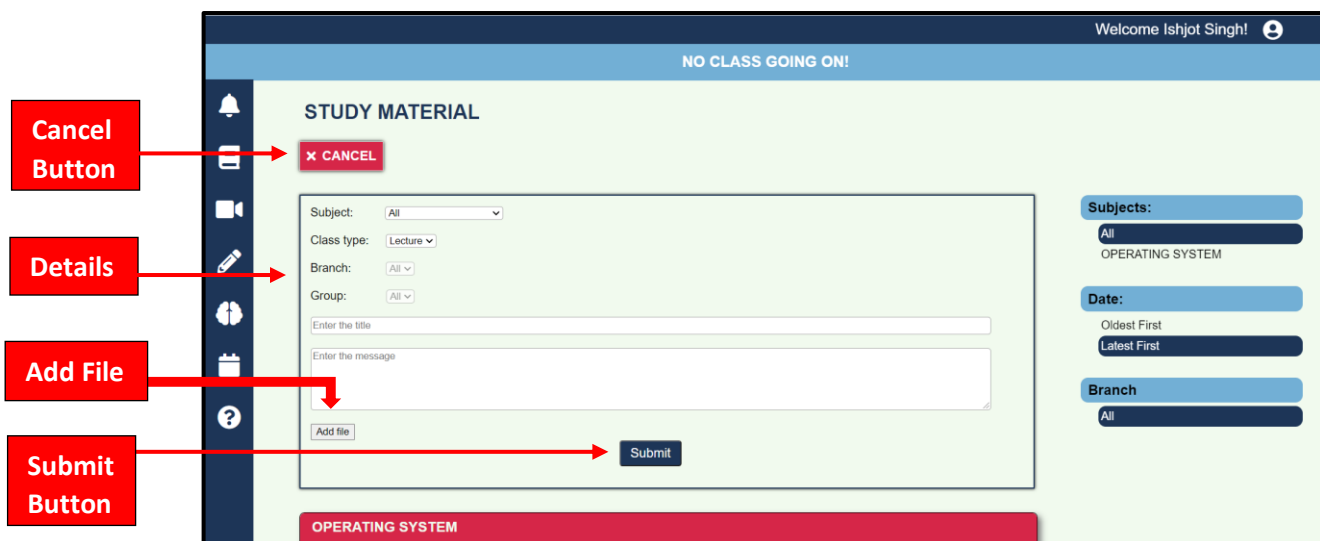

Figure 4.2

II.   EDITING EXISTING MATERIAL

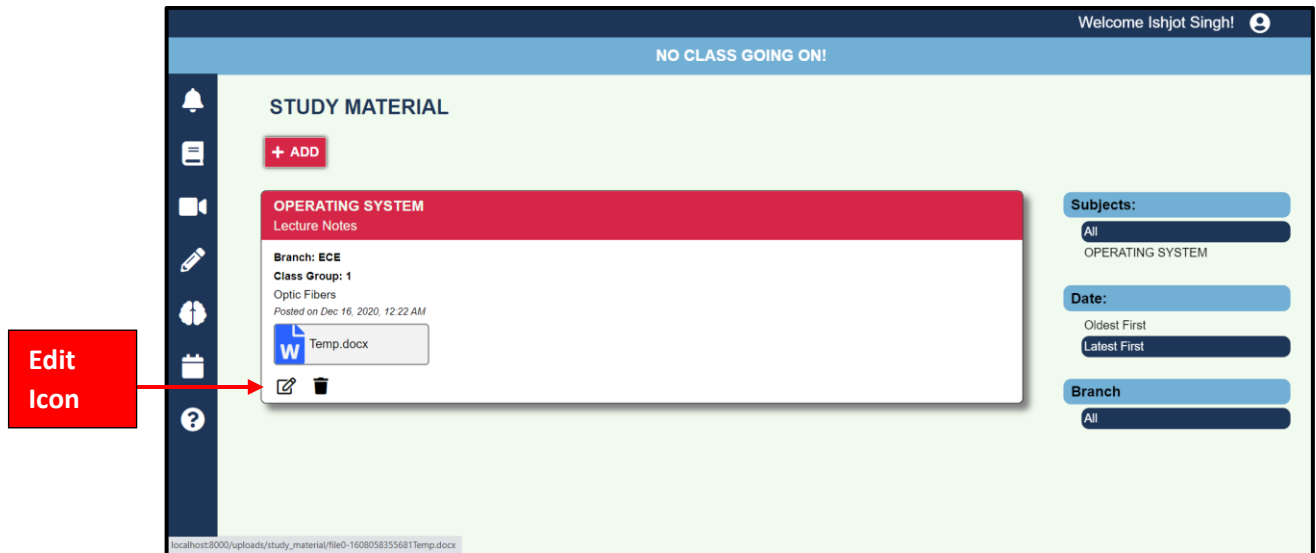a) Press the "*Edit Icon*", present on the bottom left part of the material.

Figure 4.3

b) Upon pressing the button, the *title*, *message* and the *file* become editable. Edit the title and the message. A cross to delete the added file is provided.
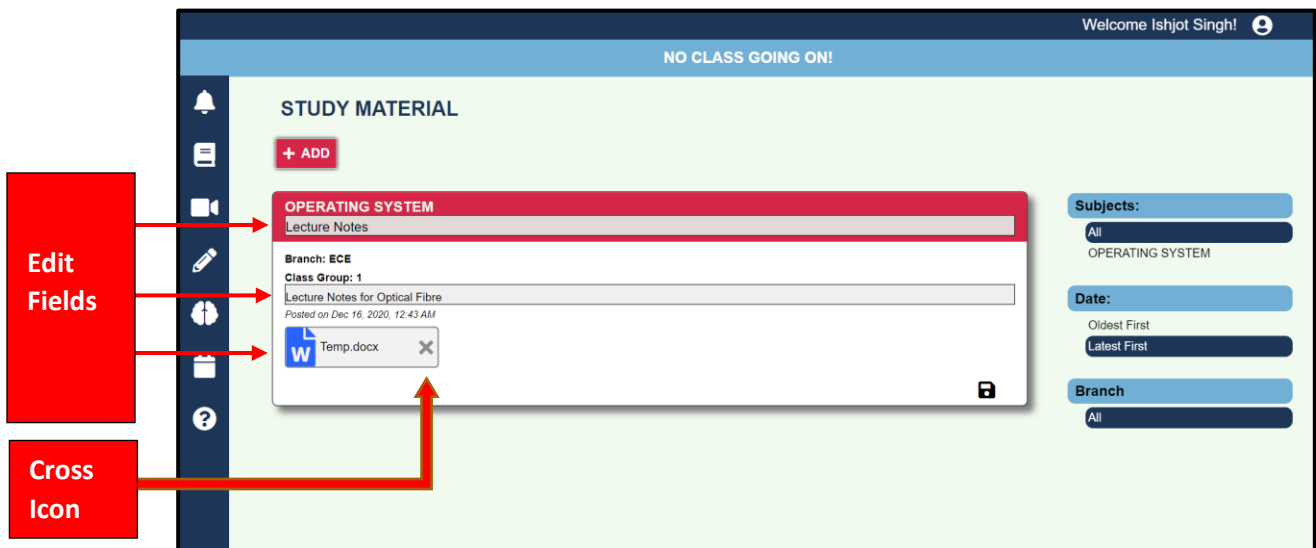

Figure 4.4

c) After making the changes, press the "*Save Icon*" present on the bottom right of the existing material as shown in *figure 4.5*.
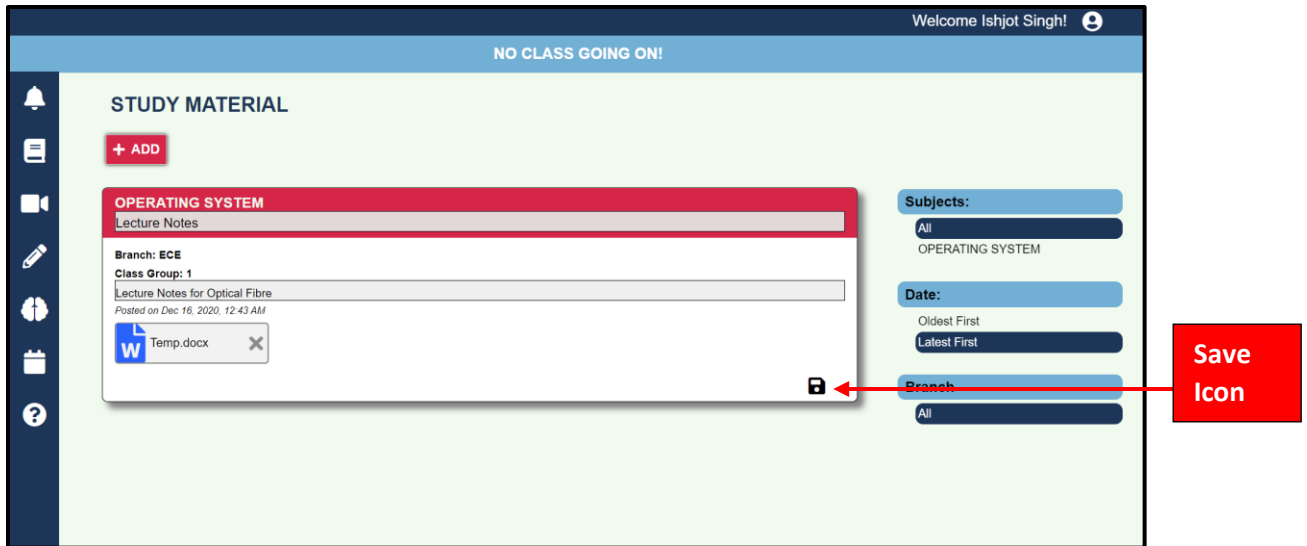
Figure 4.5

III. <u>DELETING EXISTING MATERIAL</u>

a) To delete existing material, press the "*Trash Icon*", present next to the edit icon as shown in *figure 4.6*.
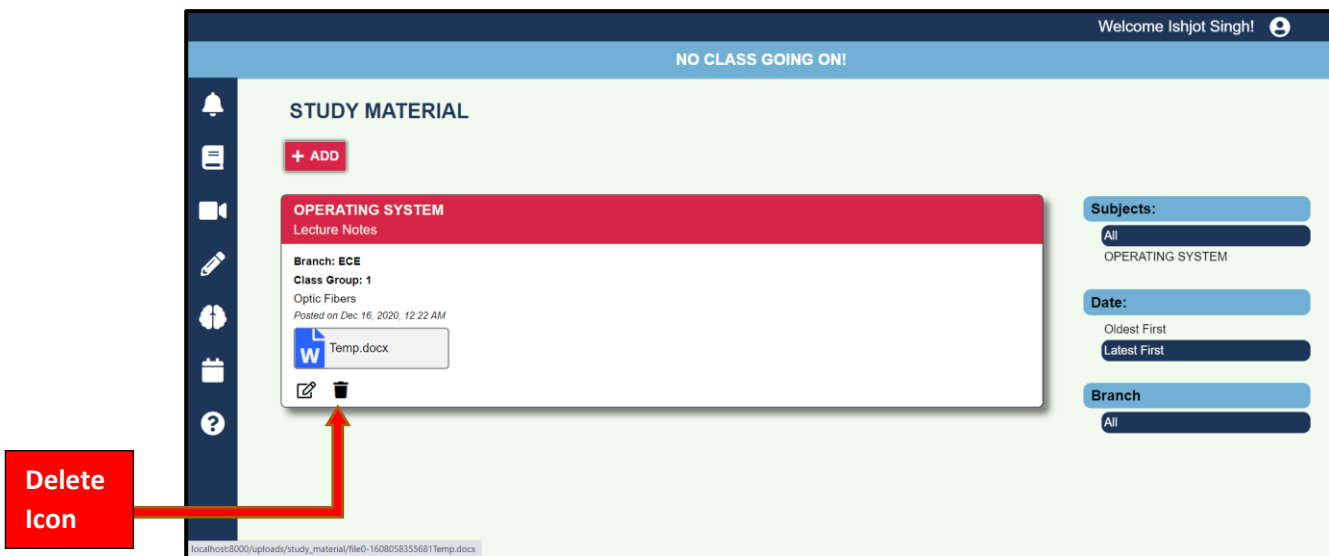

Figure 4.6

RECORDED LECTURES

I.   ADD RECORDED LECTURES

a) Press the "*Add Button*" present on the top left part of the page.
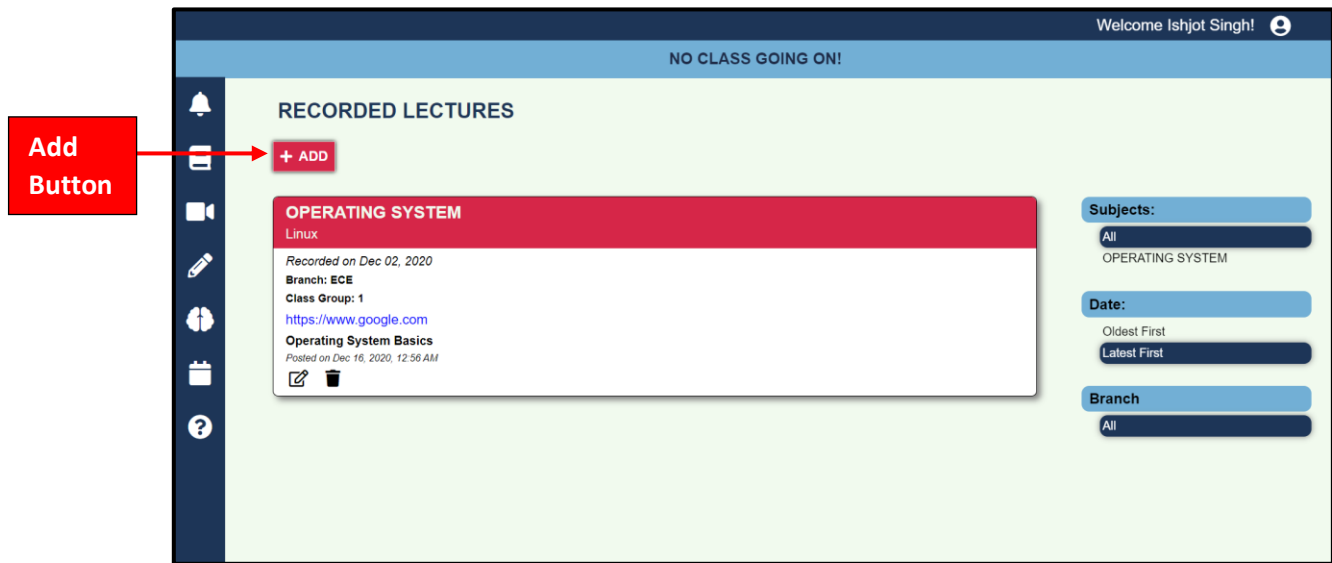

Figure 5.1

b) Upon pressing the "*Add Button*", the following input details pop up. Fill in the respective information in the input fields.
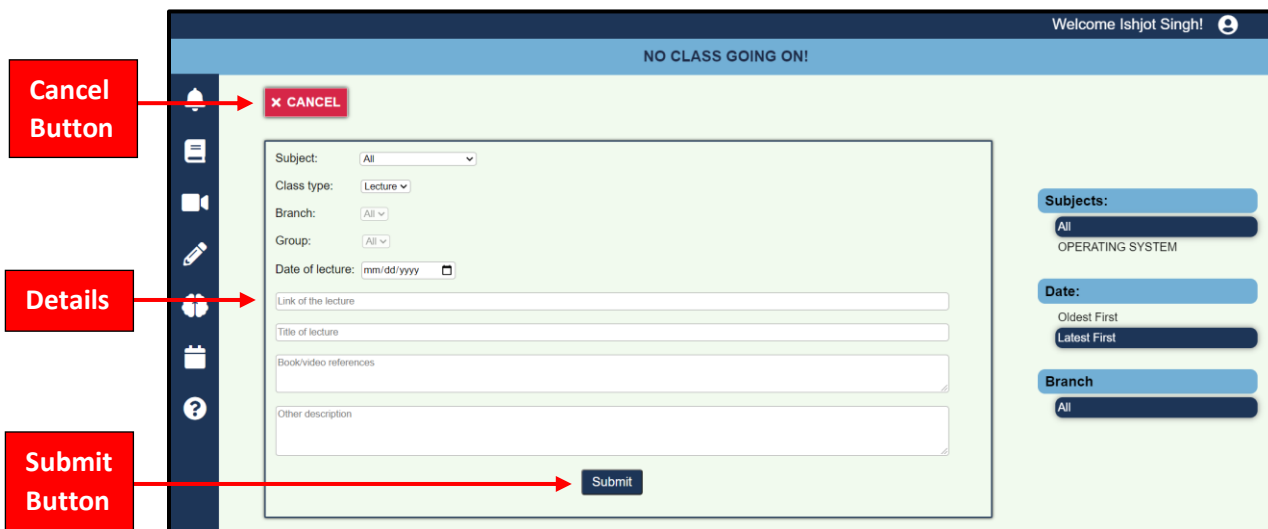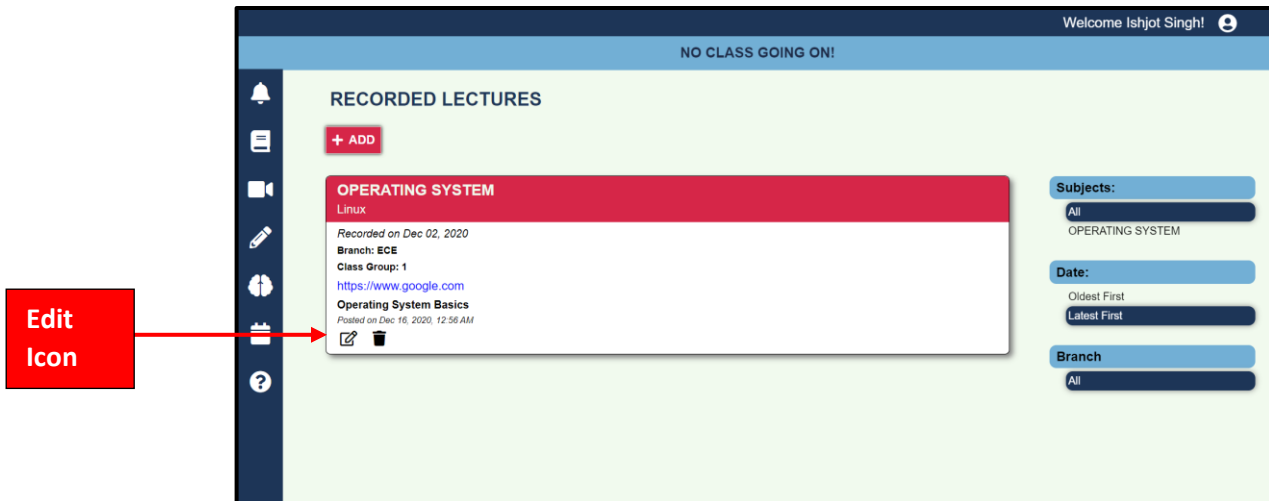

Figure 5.2

c) After inputting the respective information, press the submit button to add a newly recorded lecture.

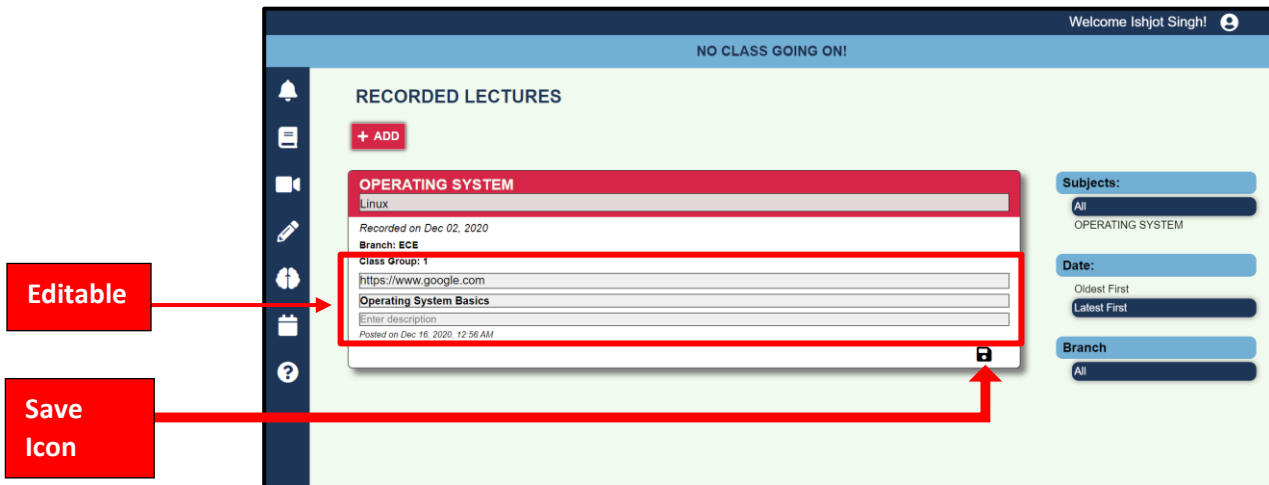## II.   EDITING EXISTING RECORDED LECTURES

a) Press the "*Edit Icon*", present on the bottom left of the existing recorded lecture as shown in *figure 5.3*.
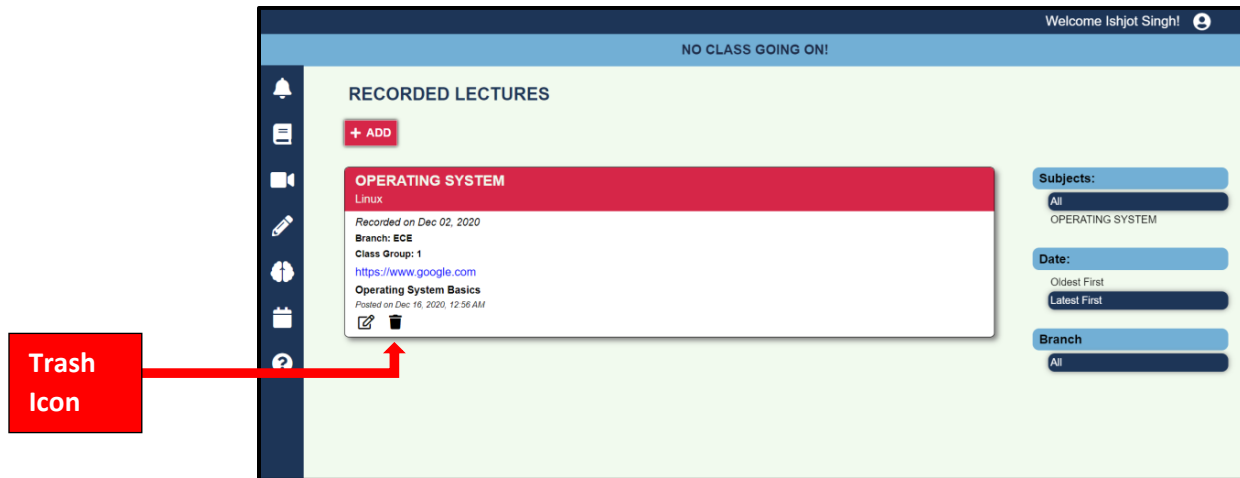

Figure 5.3

b) Upon clicking the "*Edit Icon*", the *Title*, *Class Link*, *Book References* and *description* become editable. Proceed to change the respective information and press the "*Save Icon*" to save the changes.

Figure 5.4

III.   DELETING A RECORDED LECTURE

a) Press the "*Trash Icon*", present on the bottom left of the existing recorded lecture.

Figure 5.5

ASSIGNMENTS

I. ADDING AN ASSIGNMENT

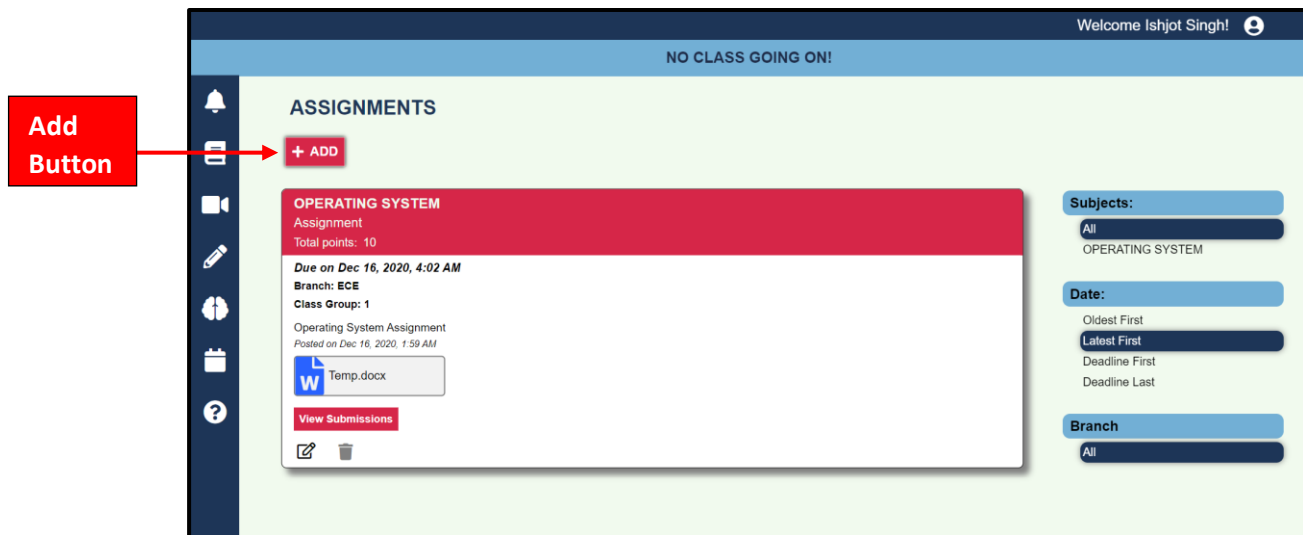a) Press the "*Add Button*", present on the top left part of the page.

Figure 6.1

b) Upon clicking the button, the following input fields appear. Proceed to fill in the details and add the respective study material file from the device using the "*Add File Button*" and press "*Submit*", else press "*Cancel button*".
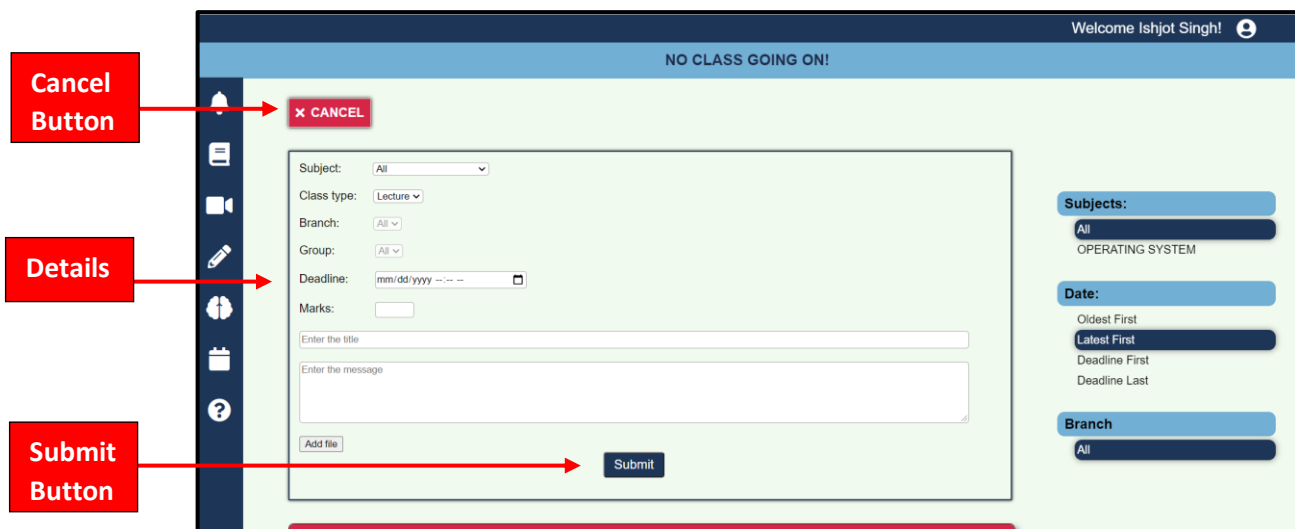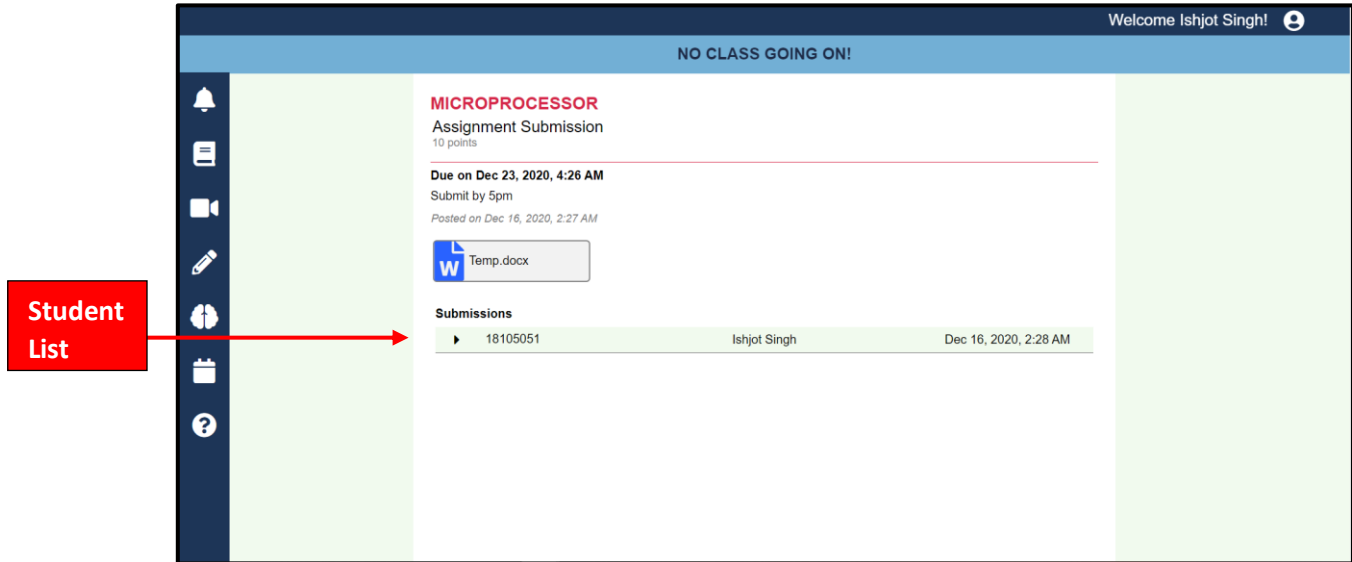

Figure 6.2

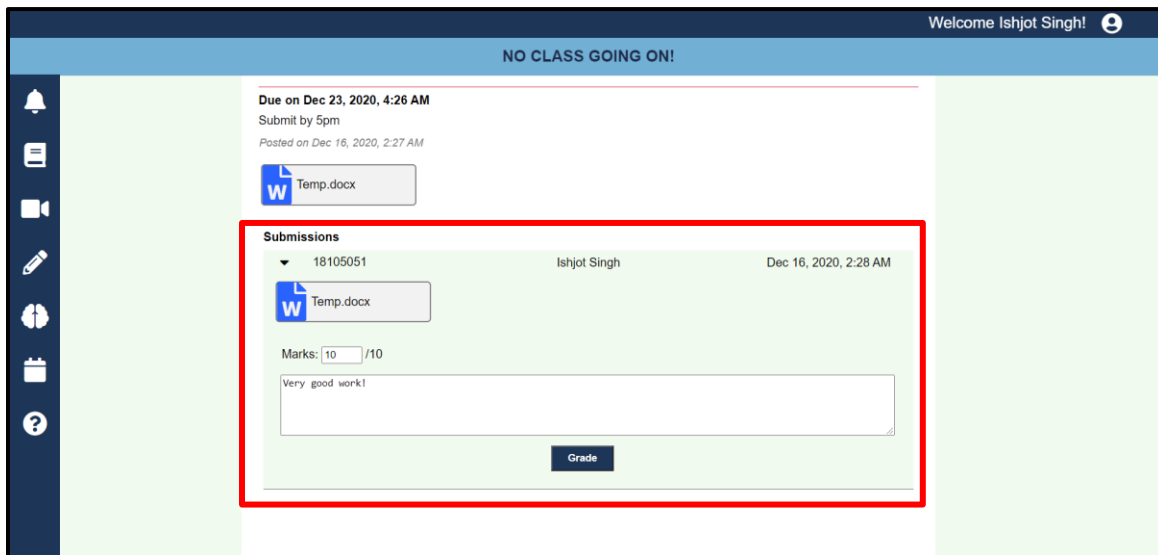## II.   VIEWING SUBMISSIONS

a) Pressing the "*View Submissions Button*", shows all the submissions of the particular assignment.

Figure 6.3

b) Click on a student from the student list to view their submission and grade them and add comments regarding their assignment, if required as highlighted in *figure 6.4*.

Figure 6.4
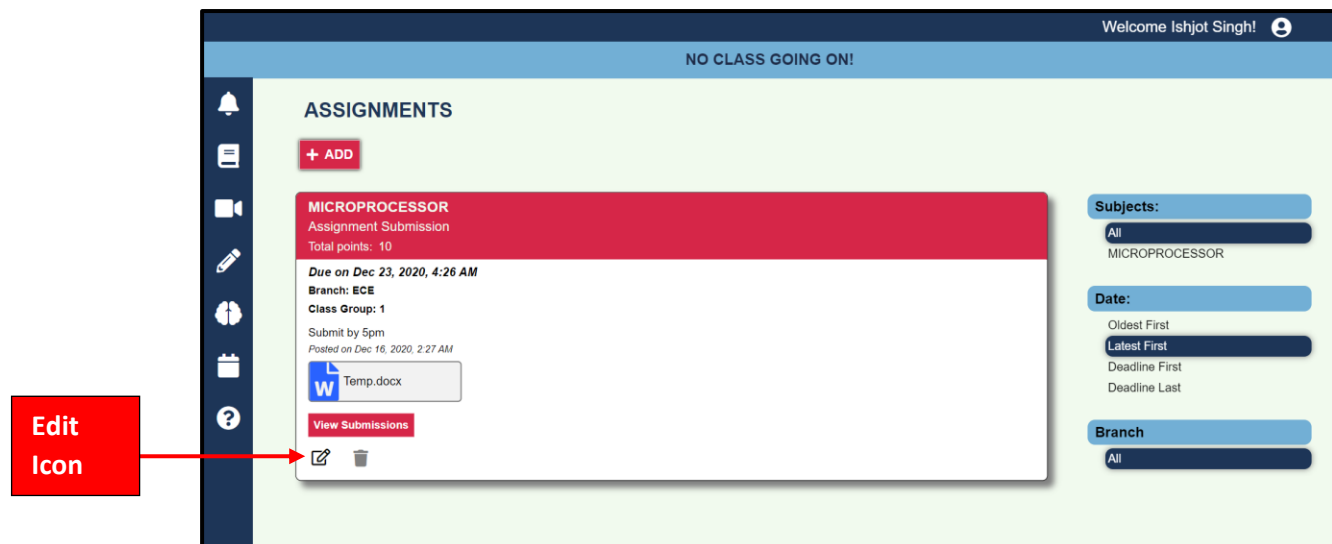
c) Press the "*Grade Button*" to grade a student's assignment and edit the grades in case of an error.
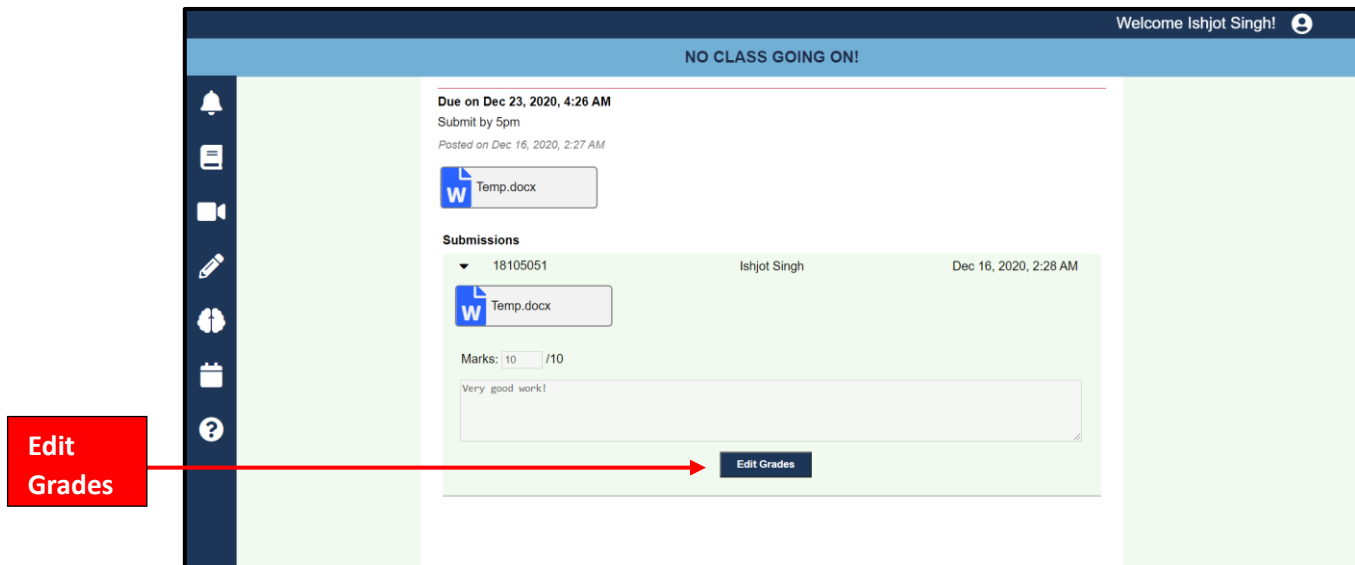
Figure 6.5

III.   EDITING AN ASSIGNMENT

a) Press the "*Edit Icon*", present on the bottom left of the existing assignment as shown in *figure 6.6.*

Figure 6.6

c) Upon clicking the "*Edit Icon*", the *Title*, *Due Date, Points* and *description* become editable. The teacher can also delete the files, if necessary. Proceed to change the respective information and press the "*Save Icon*" to save the changes.
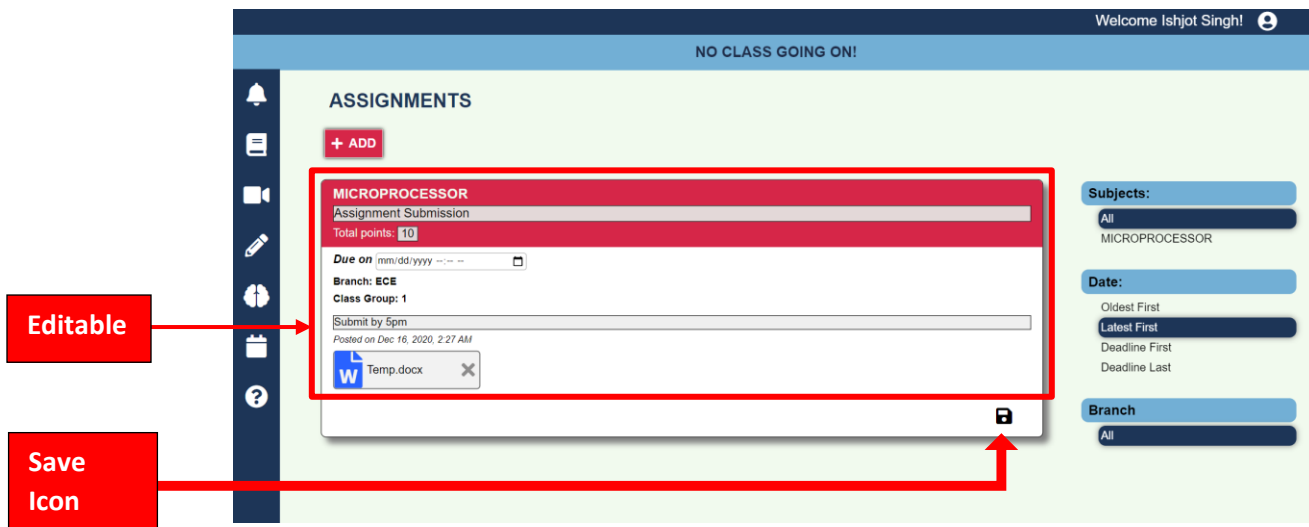

Figure 6.7

IV.   <u>DELETING AN ASSIGNMENT</u>

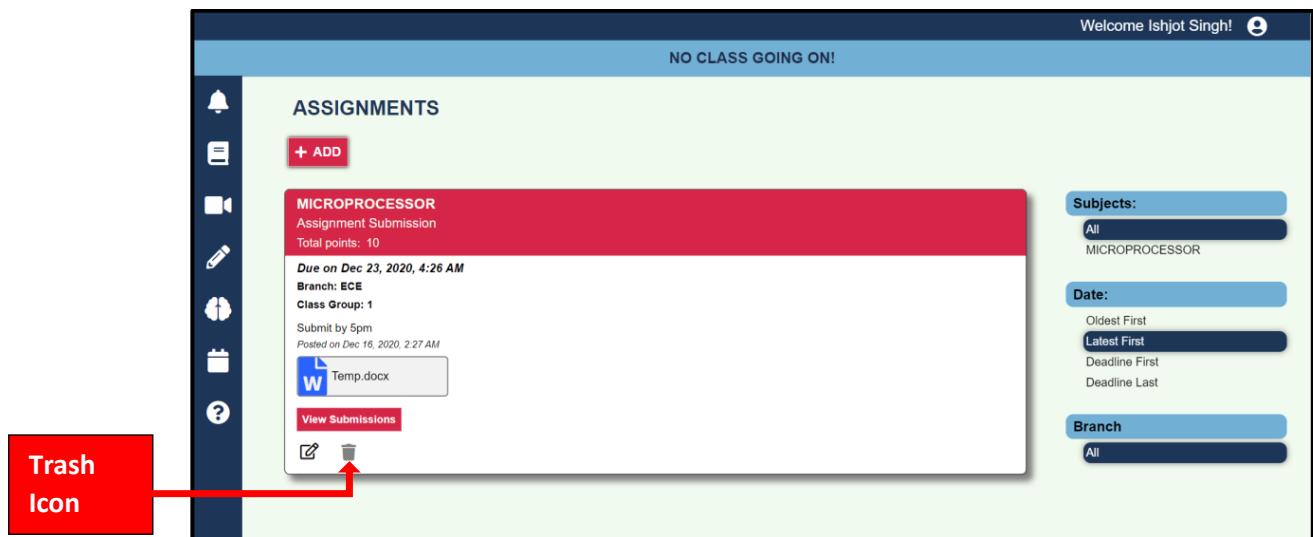a) Press the "*Trash Icon*", present on the bottom left of the existing assignment as shown in *figure 6.8*.

Figure 6.8

QUIZZES/TESTS PAGE

I.   ADDING A QUIZ

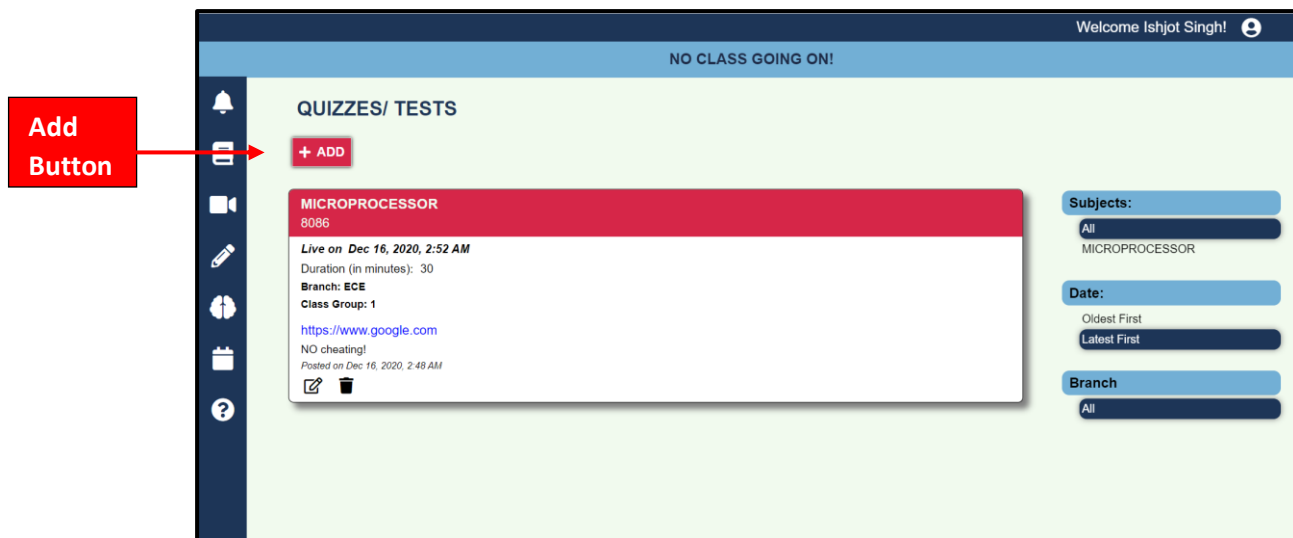a) Press the "*Add Button*", present on the top left part of the page.

Figure 7.1

b) Upon clicking the button, the following input fields appear. Proceed to fill in the details and add the respective study material file from the device using the "*Add File Button*" and press "*Submit*", else press "*Cancel button*".
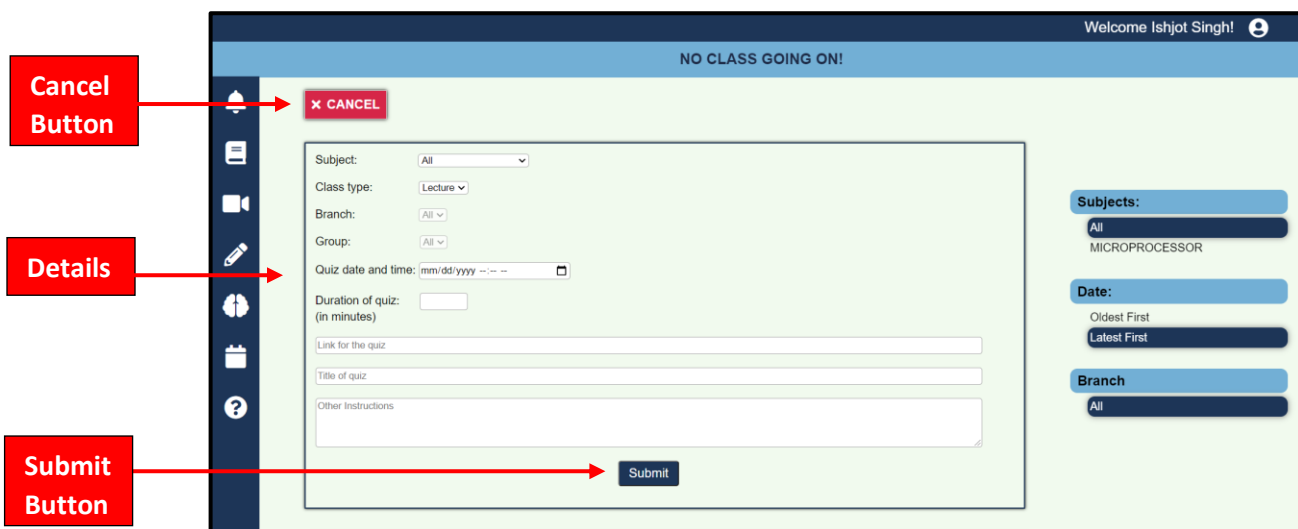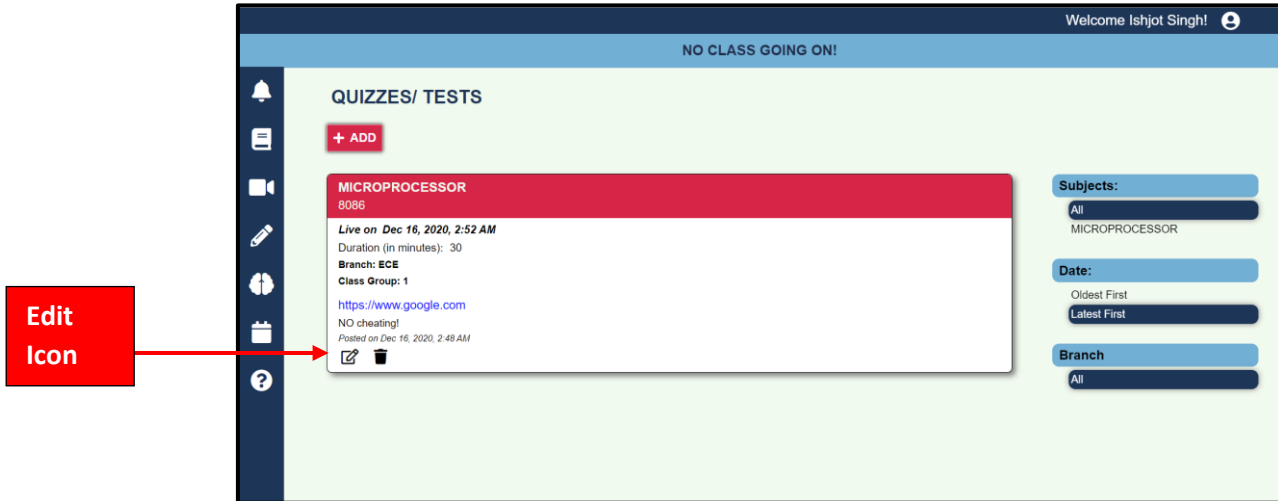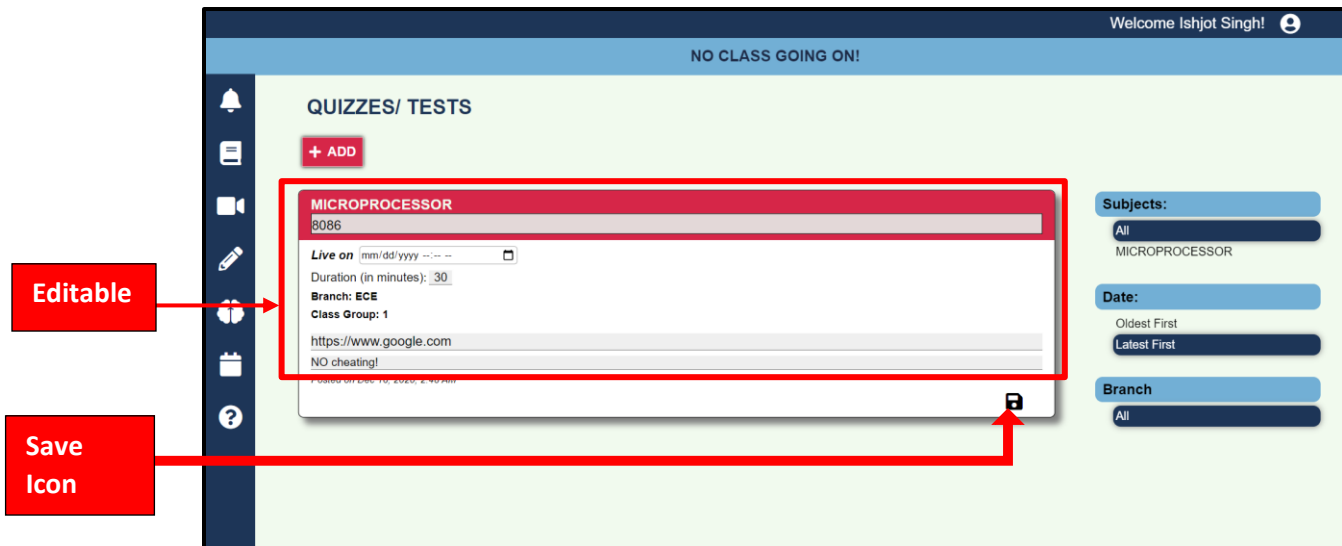

Figure 7.2

II.   EDITING A QUIZ

a)   Press the "*Edit Icon*", present on the bottom left of the existing quizzes/tests as shown in *figure 7.3*.

Edit Icon

Figure 7.3

b)   Upon clicking the "*Edit Icon*", the *Title*, *Live On*, *Duration* and *description* become editable. Proceed to change the respective information and press the "*Save Icon*" to save the changes.
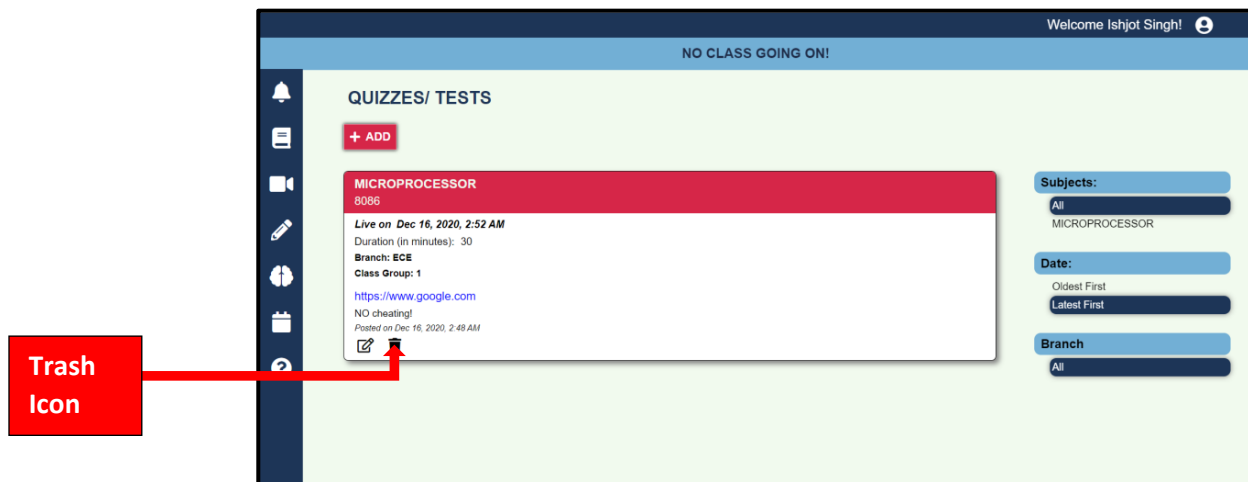

Editable

Save Icon

Figure 7.4

IV.   DELETING A QUIZ

a) Press the "*Trash Icon*", present on the bottom left of the existing quizzes/tests.

Figure 7.5

TIMETABLE

I.   ADDING A CLASS

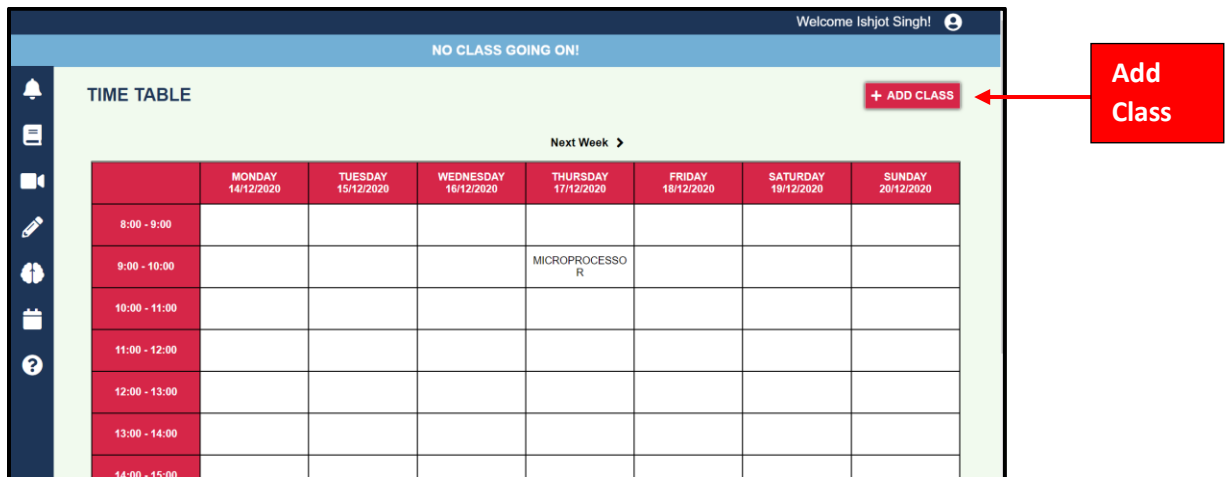a) Press the "*Add Button*", present on the top right part of the page.

Figure 8.1

b) Upon clicking the "*Add Class Button*", the following input fields appear. Proceed to fill in the details and press the "*Submit Button*" in order to add a class, else press "*Cancel*".
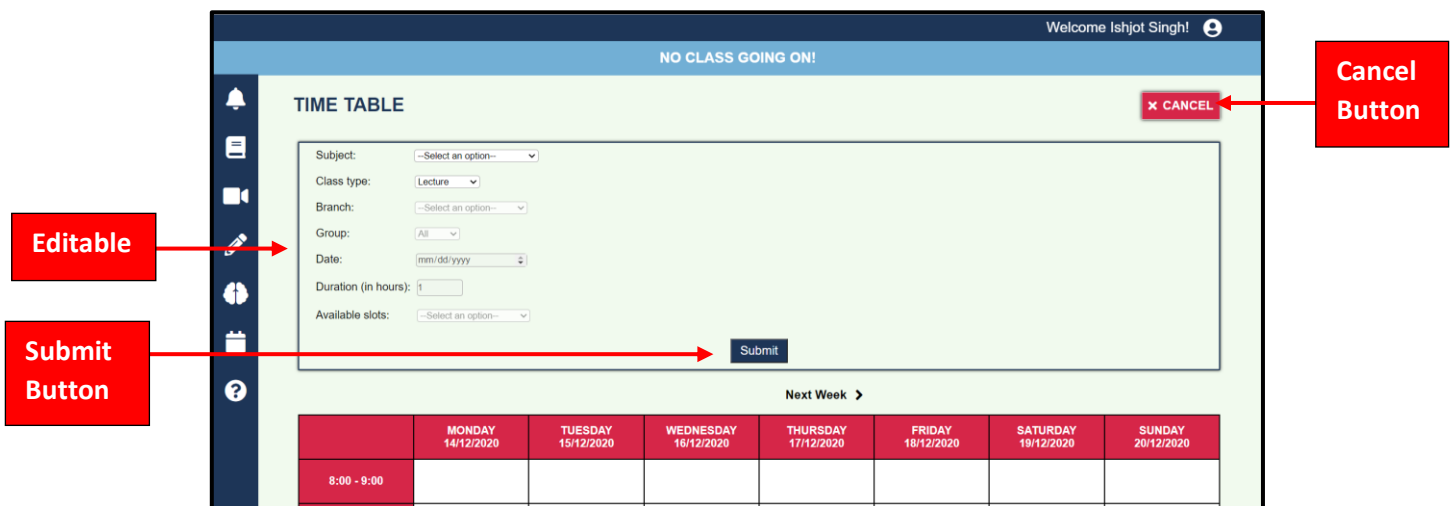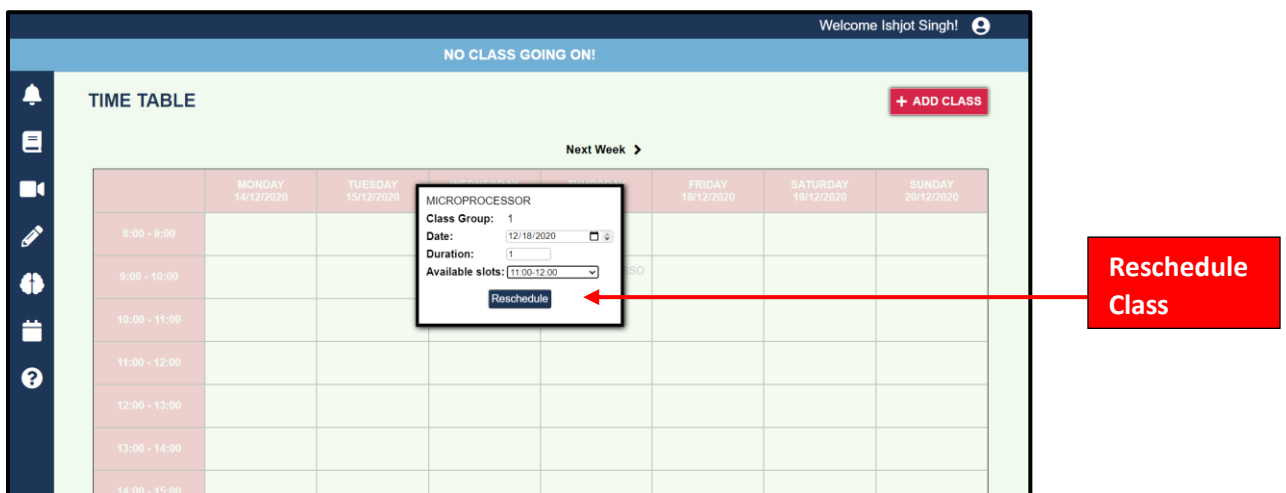

Figure 8.2

II. RESCHEDULING A CLASS

a) Click on an existing class cell in the timetable.
b) Upon clicking the cell, a dialog box appears. Press on the "*Reschedule Class Button*" as shown in *figure 8.2*.
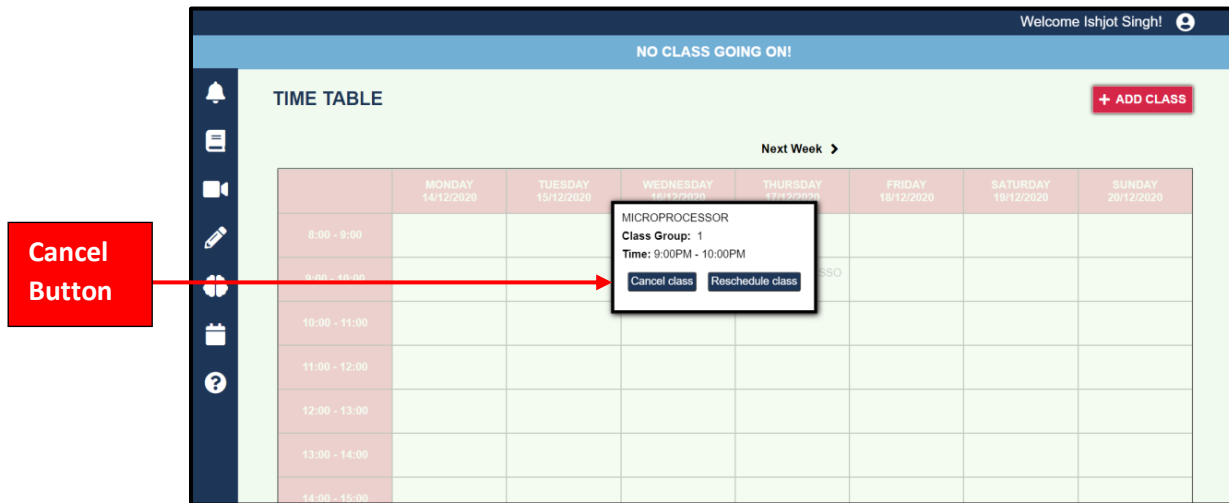

Figure 8.3

c) Clicking on the "*Reschedule Class Button*" opens a new dialog box. Enter the respective details regarding the rescheduled class as highlighted in *figure 8.4*. Click the "*Reschedule Button*" to reschedule a class.

Figure 8.4

III.   CANCELLING A CLASS

a)   Click on an existing class cell in the timetable.
b)   Upon clicking the cell, a dialog box appears. Press the "*Cancel Button*" to cancel an existing class as shown in *figure 8.5*.
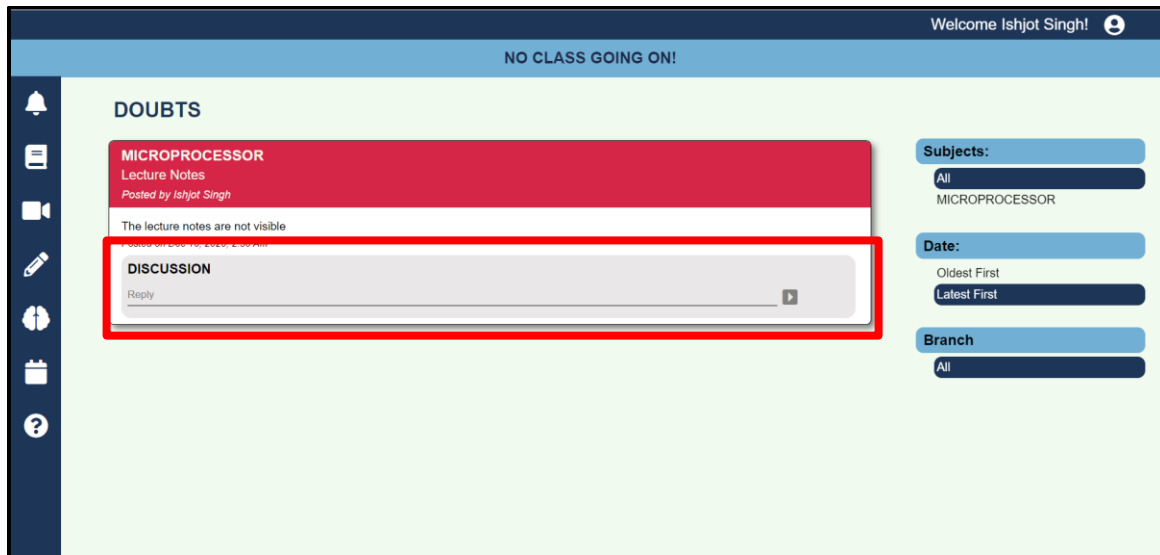

Figure 8.5

DOUBTS

I.   <u>ANSWERING DOUBTS</u>

a) The doubts asked by the students appear on this page. The teacher can reply and solve their doubts/queries using the reply feature highlighted in *figure 9.1*.

Figure 9.1

b) The teacher can press either the *reply button* or the *enter key* on their keyboard to add a reply.