# Online Classroom Portal

STUDENT

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# NAVBAR AND PAGE TOOLS
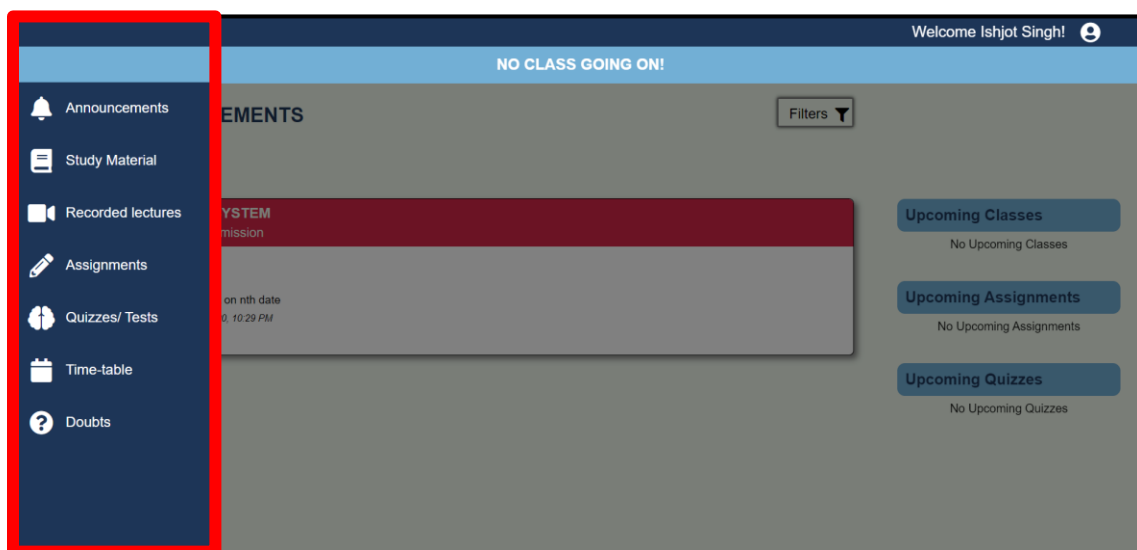
## I.    ACCESSING THE NAVBAR

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*.
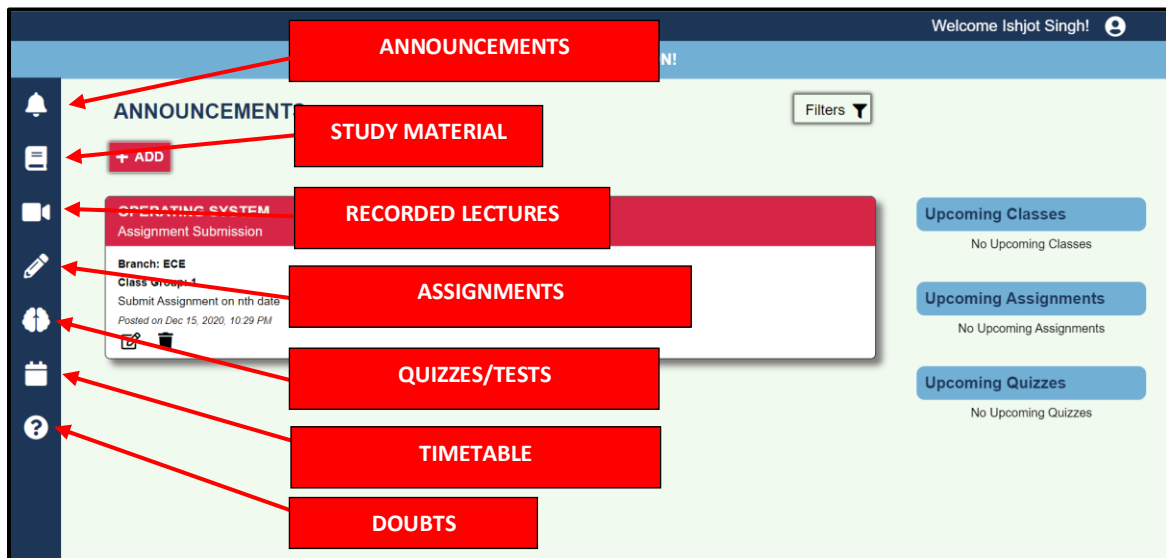


*Figure 1.1*

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*.
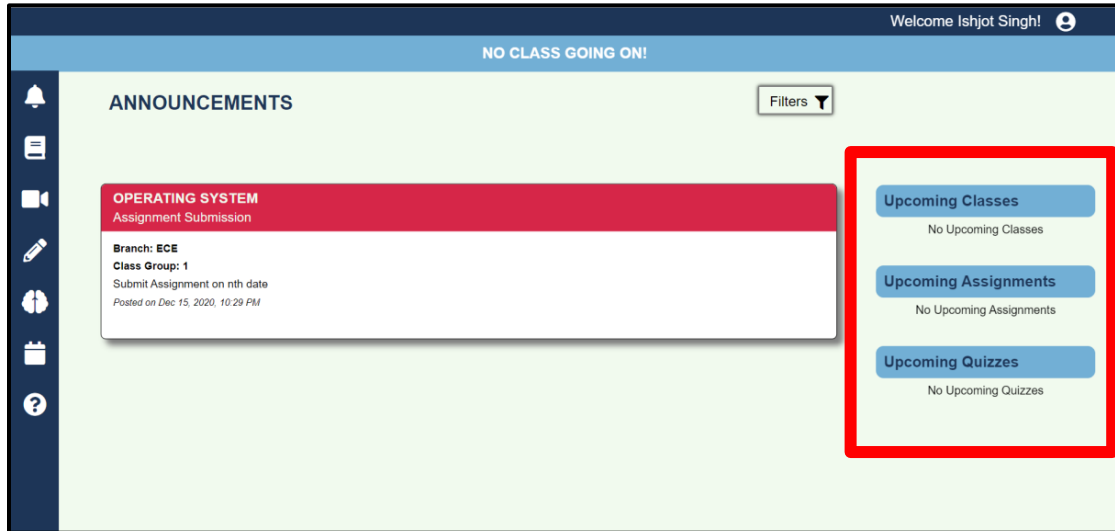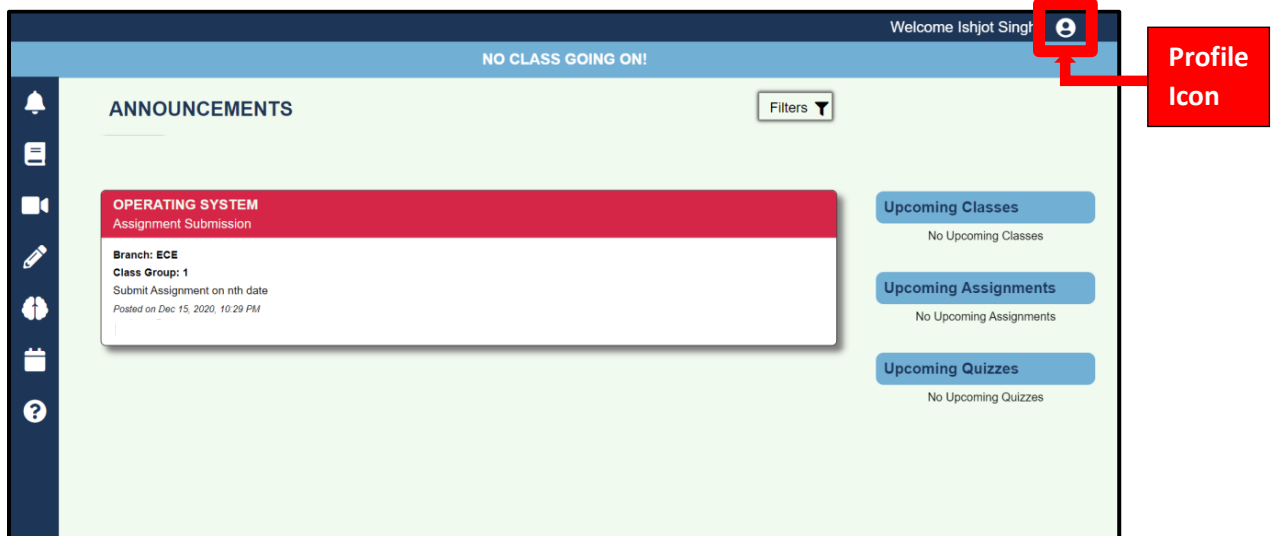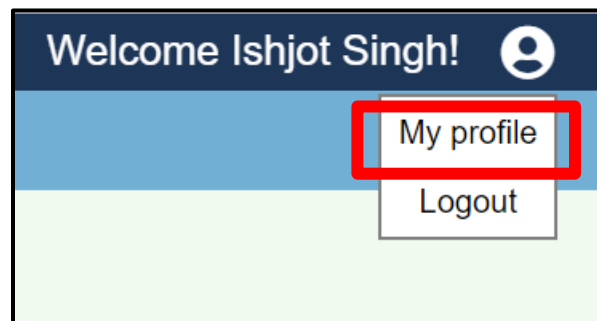


*Figure 1.3*

# 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, date of birth and the current year of the student editable.

*Figure 2.3*

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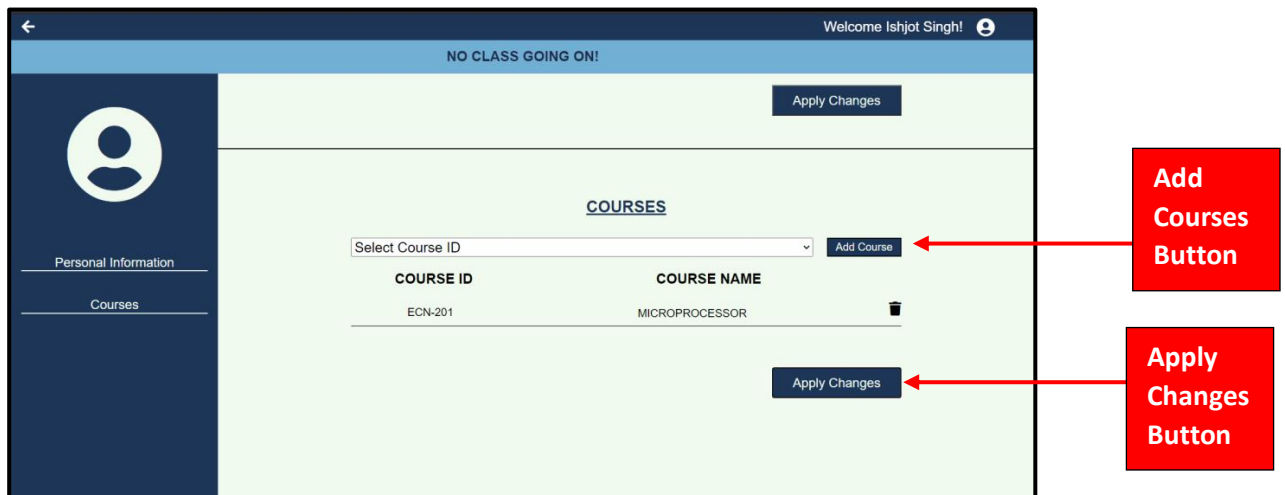


*Figure 2.4*

## III.    ENROLLING FOR COURSES

a) Press the "*Edit Courses Button*" locate on the bottom right of the page.
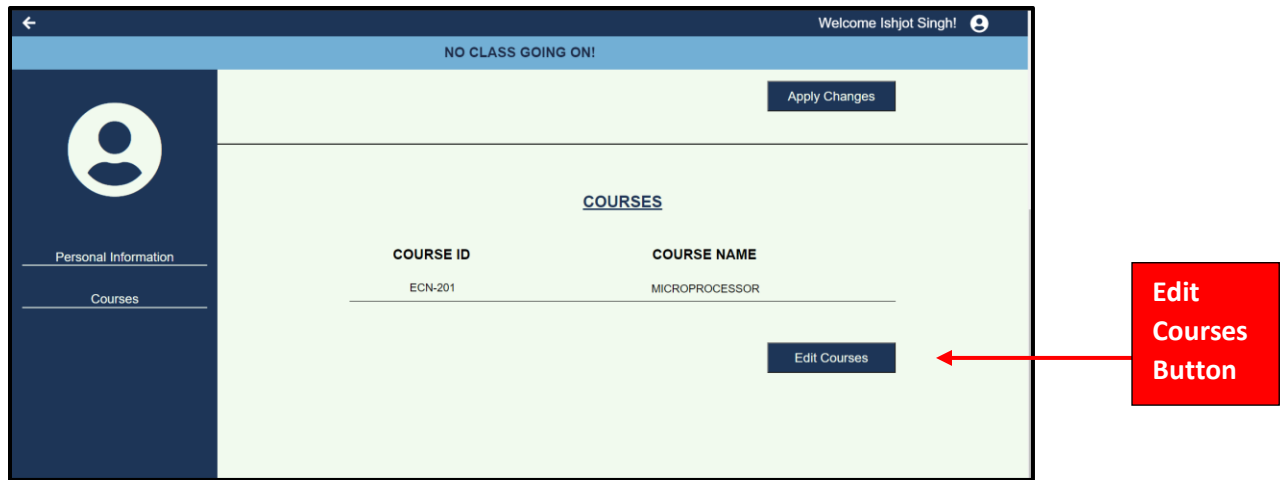


*Figure 2.5*

b) Upon clicking the "*Edit Courses Button*", a select box along with an "*Add Course Button*" appear on the top of the page and the existing enrolled courses become editable and "*Apply Changes Button*" replaces the "*Edit Courses Button*".



*Figure 2.6*

c) Select a course from the select box and press the "*Add Course Button*" to enroll the student in a course.

## IV.    UN-ENROLLING FROM COURSES

a)  Press the "*Edit Courses Button*" locate on the bottom right of the page.
b)  Upon clicking the "*Edit Courses Button*", a select box along with an "*Add Course Button*" appear on the top of the page and the existing enrolled courses become editable and "*Apply Changes Button*" replaces the "*Edit Courses Button*".
c)  To un-enroll from a course, press the "*Trash Icon*" as shown in *figure 2.7*.
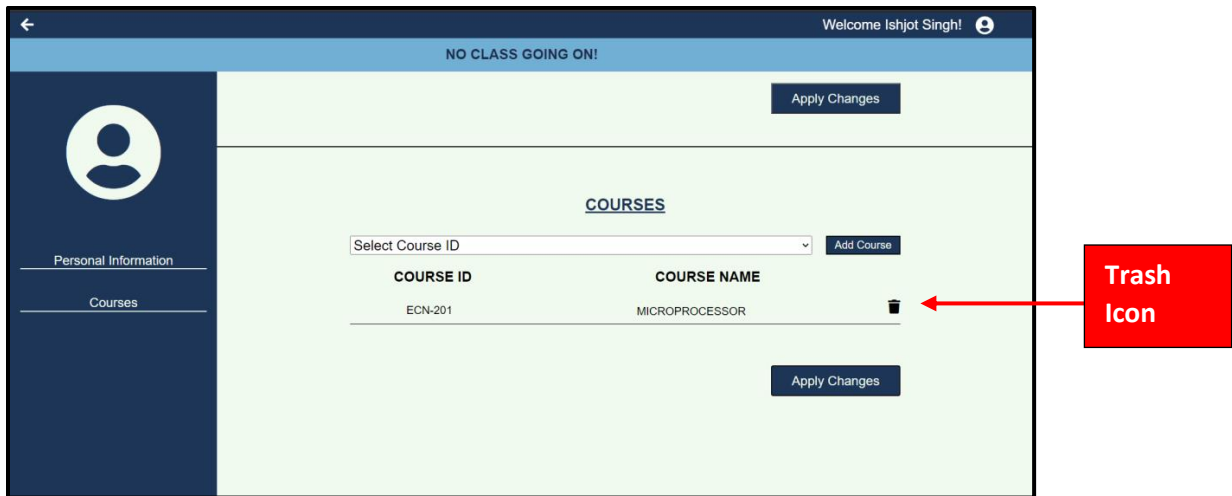


*Figure 2.7*

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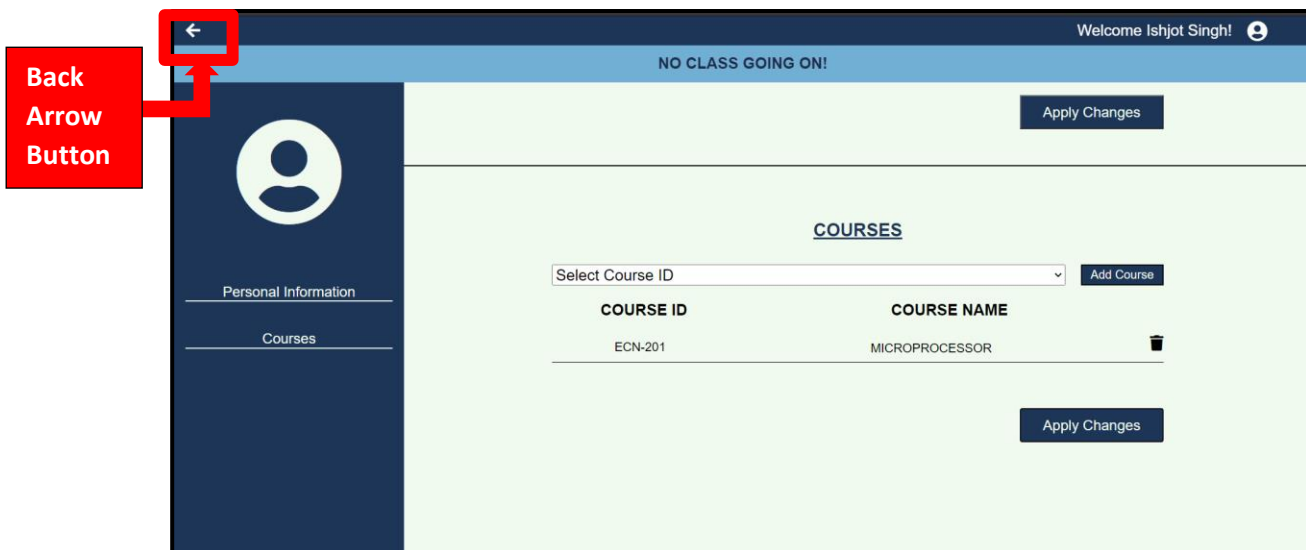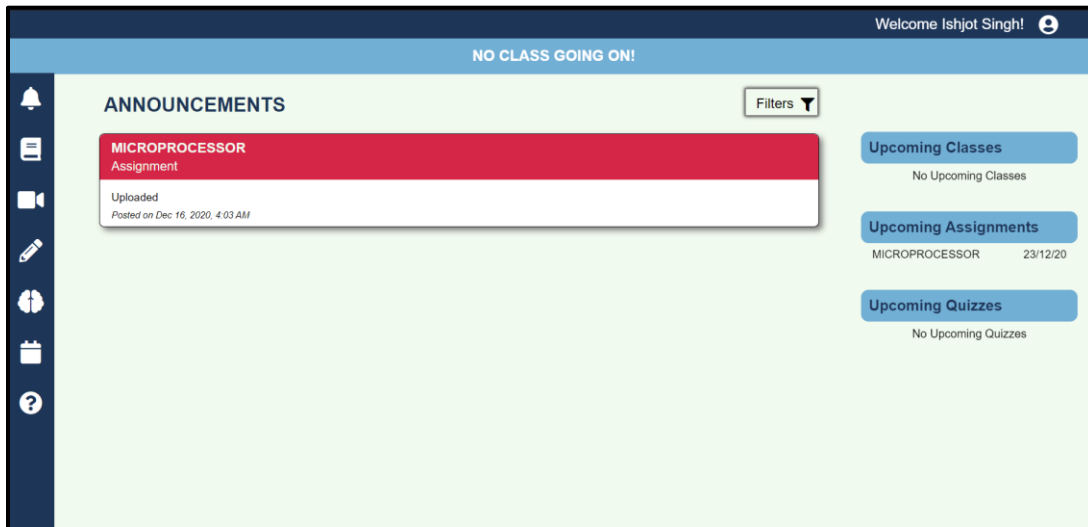


*Figure 2.8*

# ANNOUNCEMENTS PAGE
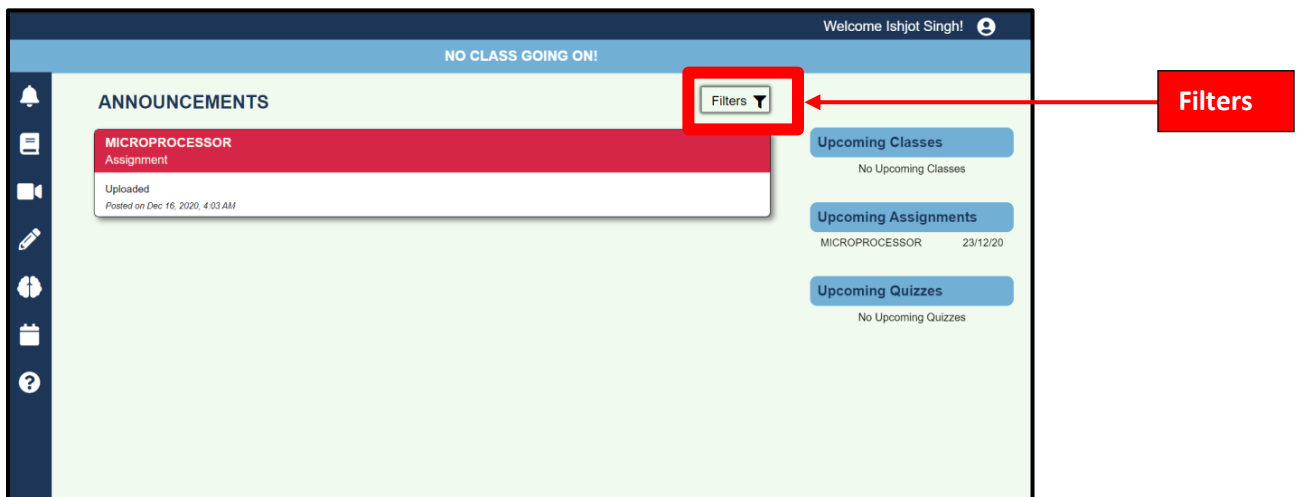
## I.  VIEWING ANNOUNCEMENTS

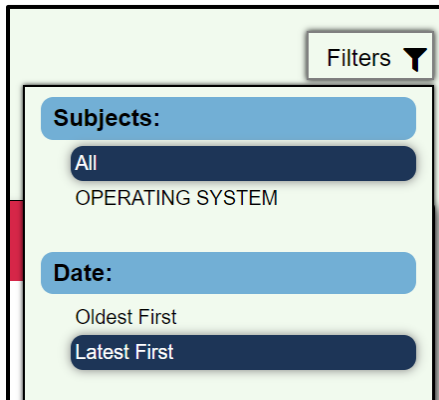a)  The announcements page shows announcements as shown in *figure 3.1.*



*Figure 3.1*

## II.  FILTERS

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



*Figure 3.2*

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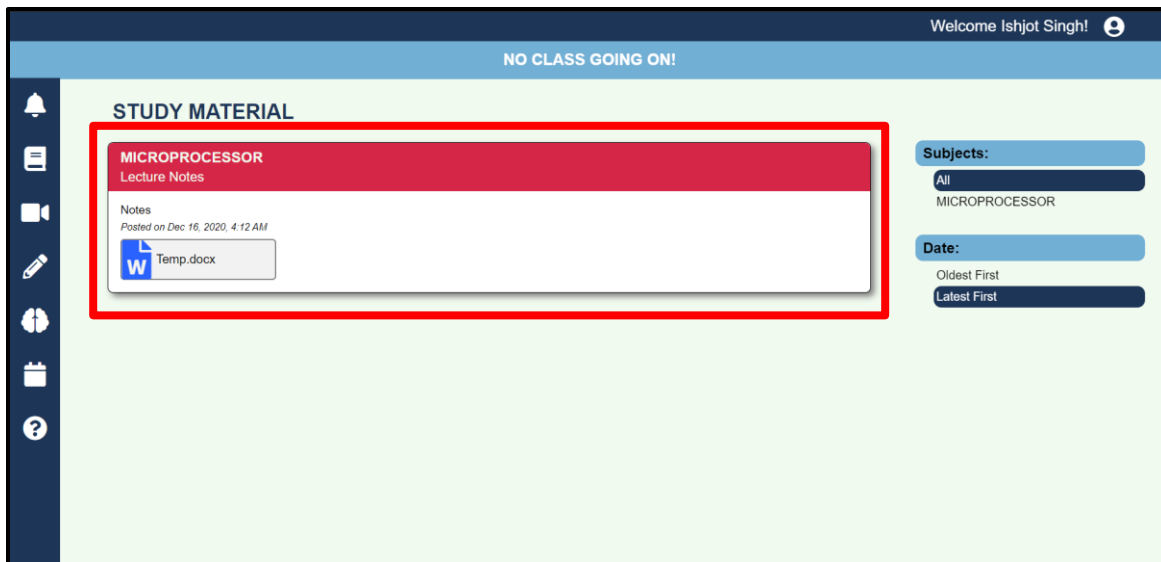


*Figure 3.3*

# STUDY MATERIAL PAGE

## I.     <u>VIEWING STUDY MATERIALS</u>

a) The study materials are shown to the student as highlighted in *figure 4.1*.
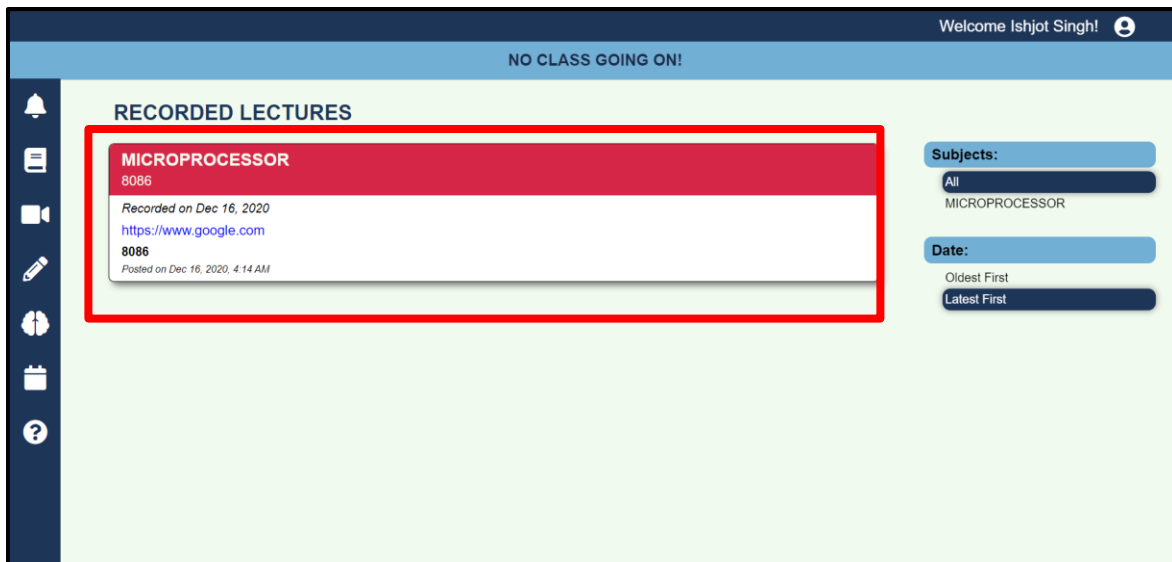


*Figure 4.1*

# RECORDED LECTURES

### I.     VIEWING RECORDED LECTURES

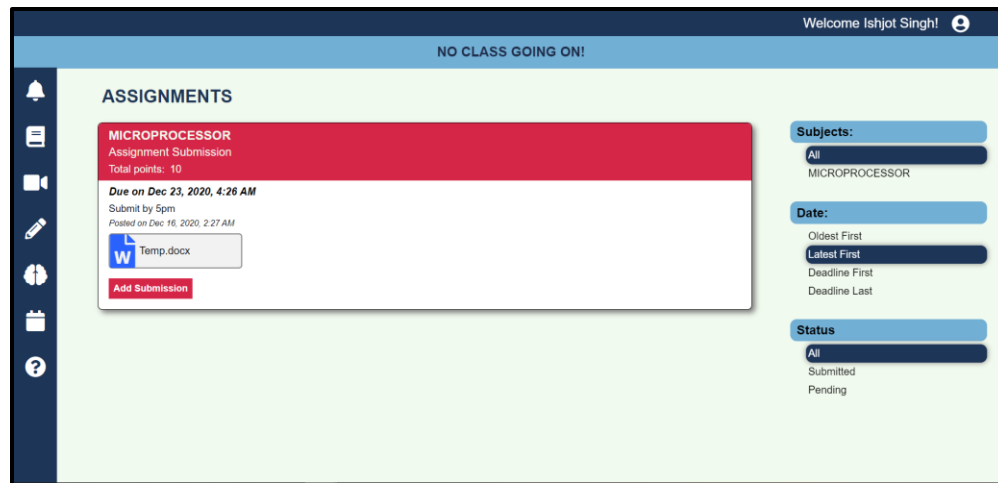a) The recorded lectures are shown to the student as highlighted in *figure 5.1*.



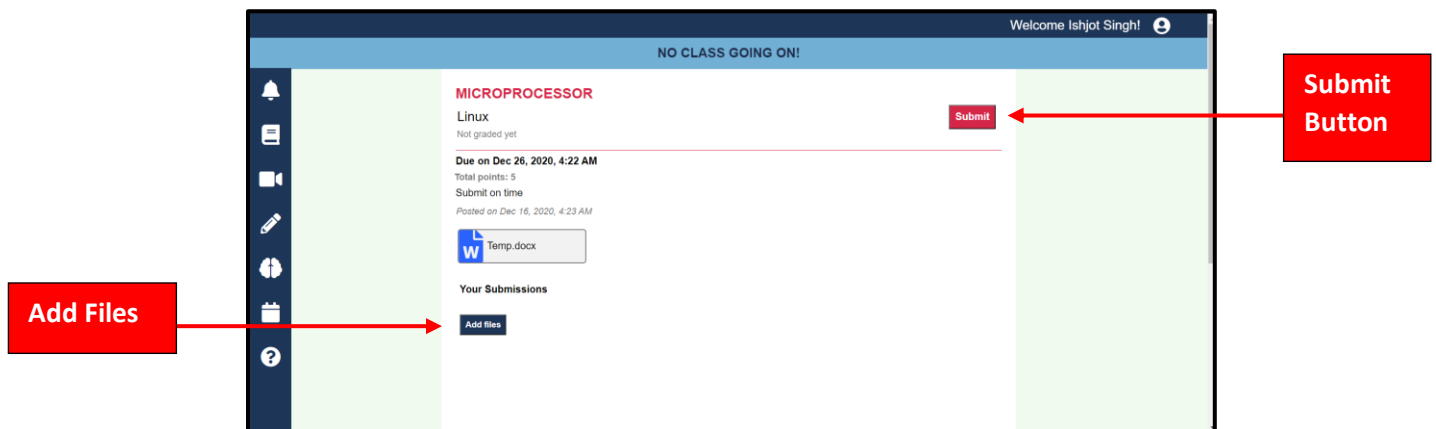*Figure 5.1*

# ASSIGNMENTS

## I.   VIEWING ASSIGNMENTS

a) The assignments are shown to the student as highlighted in *figure 6.1.*



*Figure 6.1*

## II.   ADDING A SUBMISSION

a) To submit an assignment, press the "*Add Submission Button*", which redirects to a page where an assignment is to be uploaded.
b) Press the "*Add Files Button*" to add the assignment file and proceed to click the "*Submit Button*" to submit the assignment.



*Figure 6.2*

c) In case a re-submission of the assignment is required, an already submitted assignment can first be un-submitted using the "*Unsubmit Button*" that appears in place of the "*Submit Button*".
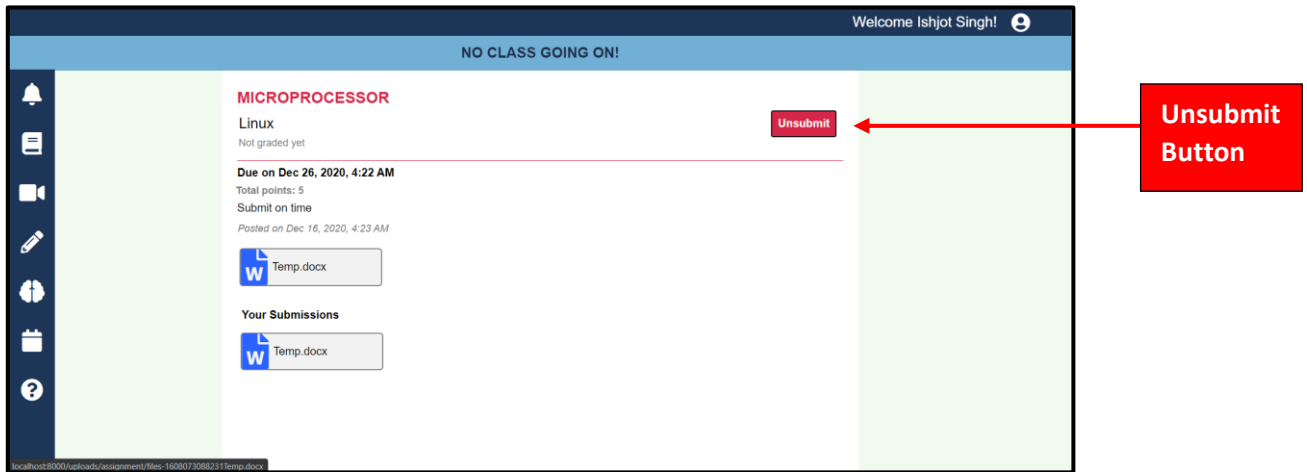


*Figure 6.3*

d) After pressing the unsubmit button, the already added file is made editable, i.e, it it can be deleted and an option for adding more files is shown.
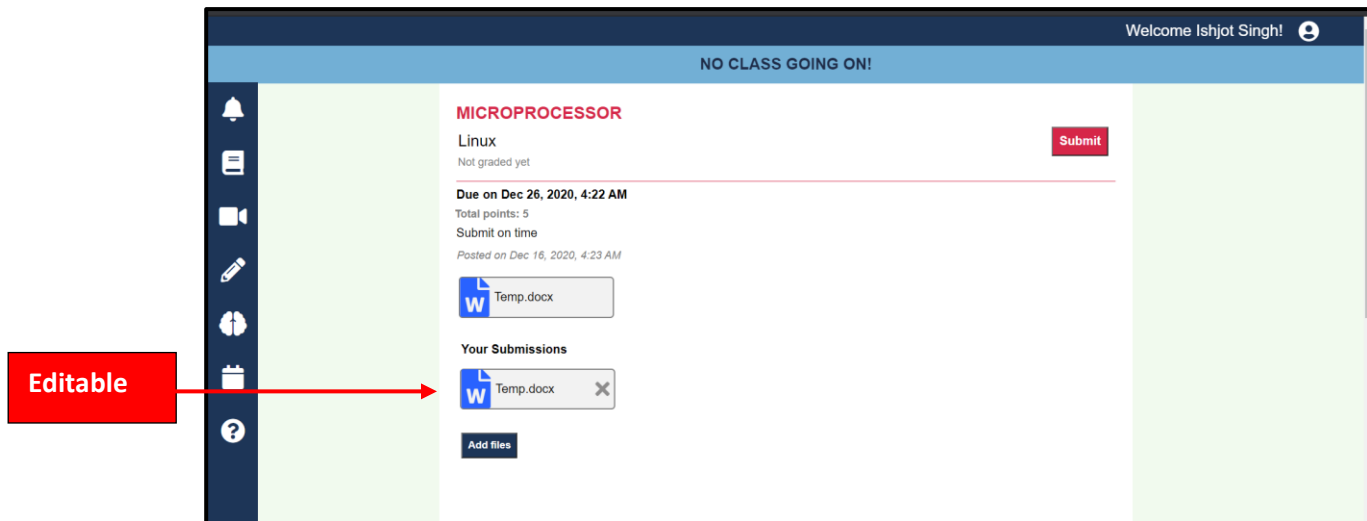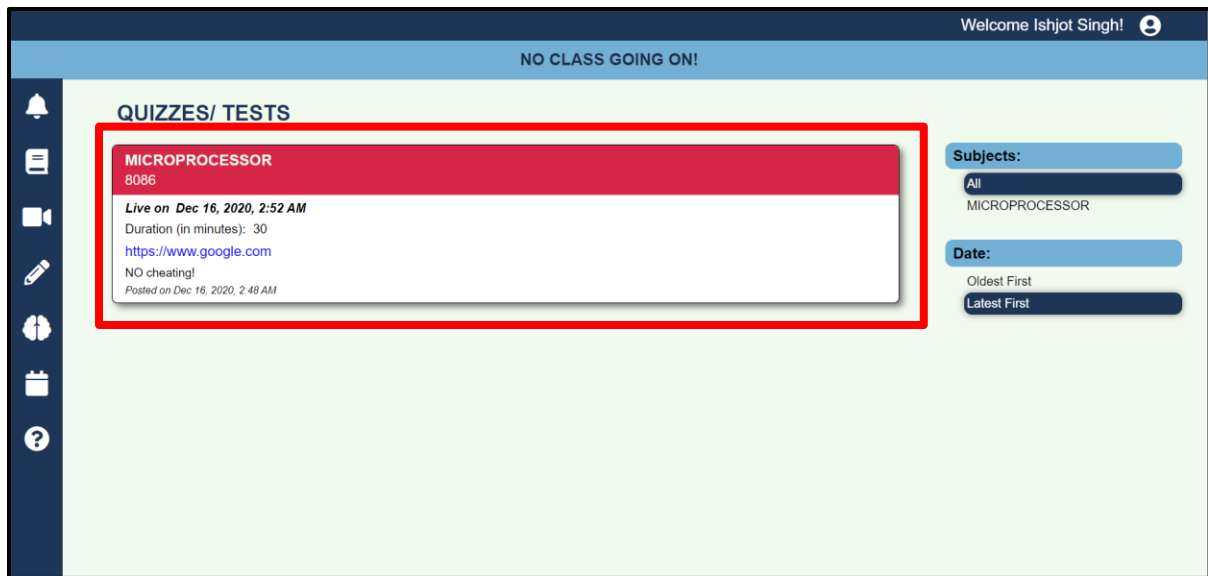


*Figure 6.4*

# QUIZZES/TESTS

## I.     ACCESSING QUIZZES/TESTS

a)  The quizzes/tests are shown to the student as highlighted in *figure 7.1*.



*Figure 7.1*

# TIMETABLE

## I.    VIEWING THE TIMETABLE

a) The timetable is shown to the student as highlighted in *figure 8.1*.



*Figure 8.1*

# DOUBTS

## I. ADDING A DOUBT

a) To add a doubt, press the "*Add button*" on the top left of the screen.
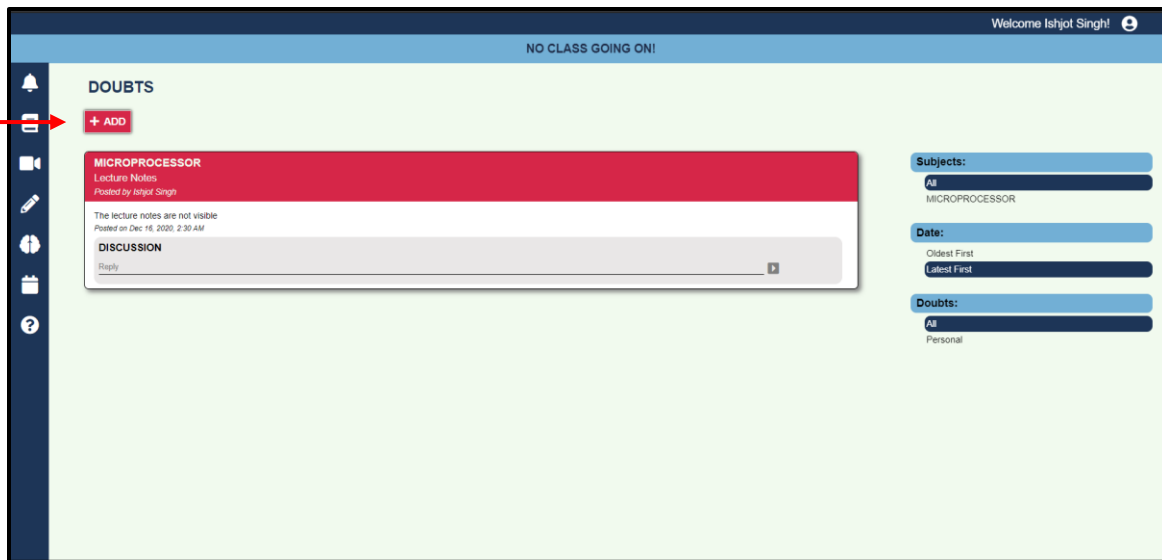


*Figure 9.1*

b) Upon pressing the button, the following input fields show up. Proceed to fill in the respective details. The doubt can be posted as a private doubt to the teacher as well by checked the "*Private Doubt*" option.
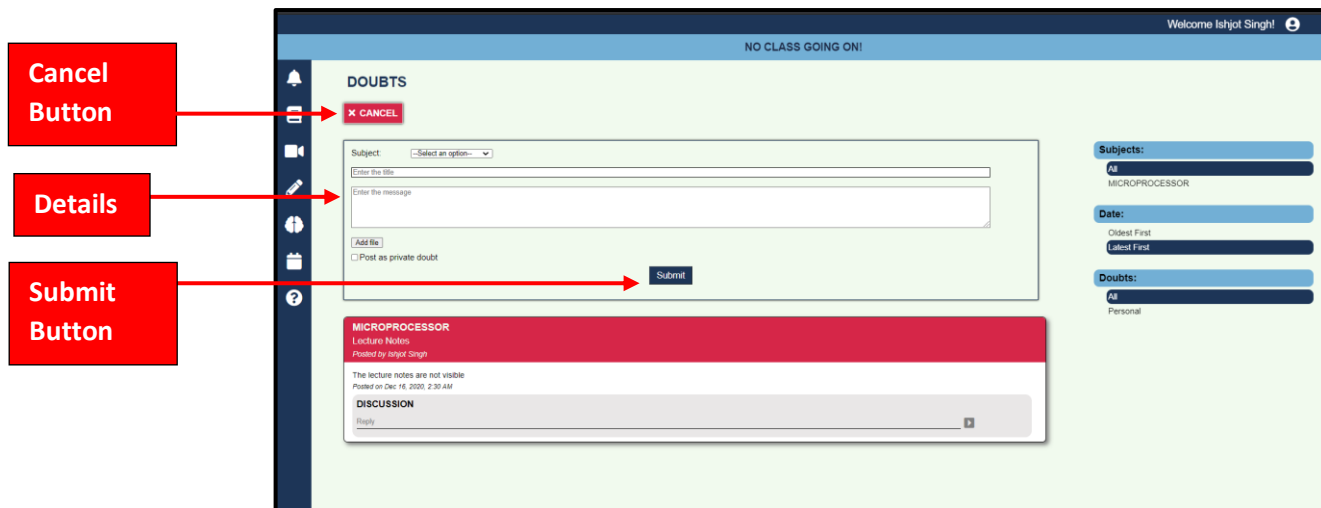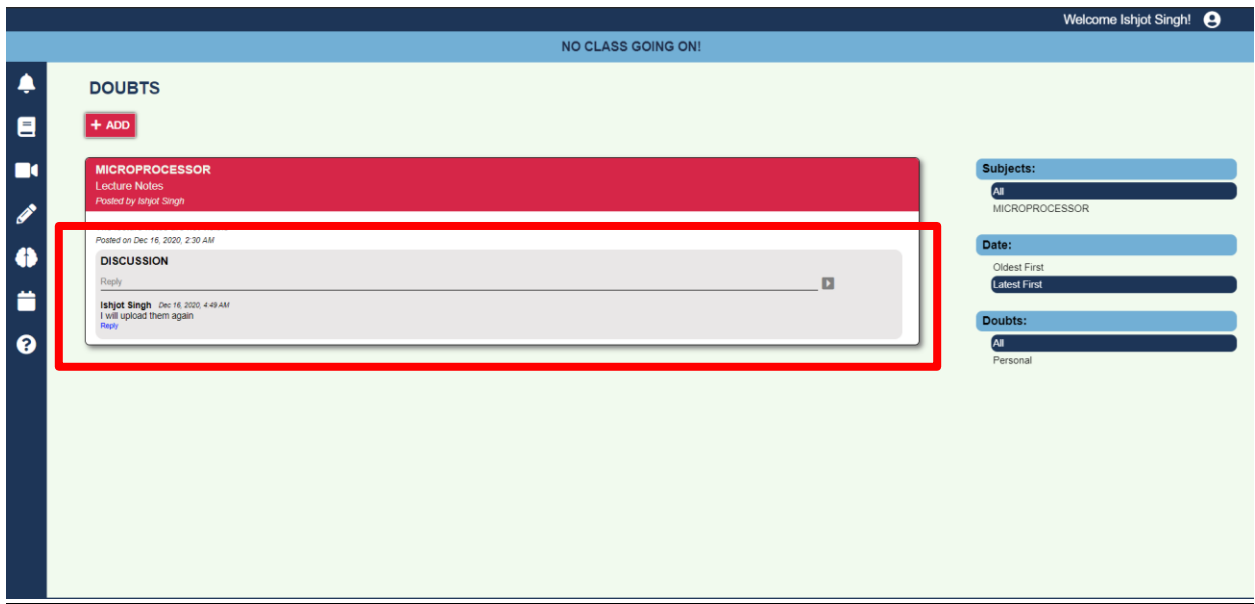


*Figure 9.2*

c) Press the "*Submit Button*" to post the doubt, else press the "*Cancel Button*".

## II.    REPLIES & FOLLOW UP QUESTIONS

a) The doubts answered by the teachers can be replied to, to ask follow up questions using the reply feature highlighted in *figure 9.3*.



*Figure 9.3*

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