Online Classroom Portal

DEPARTMENT

USER MANUAL

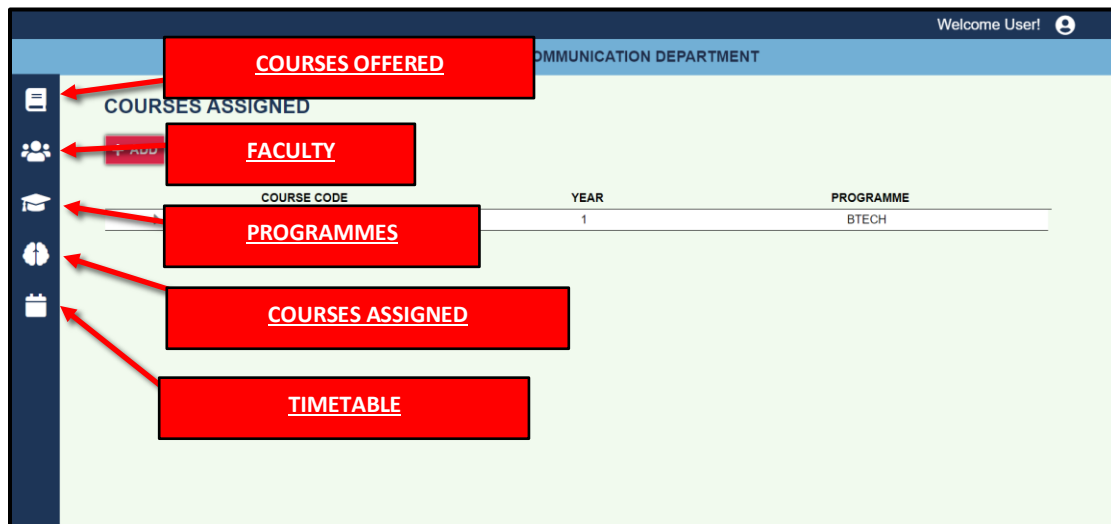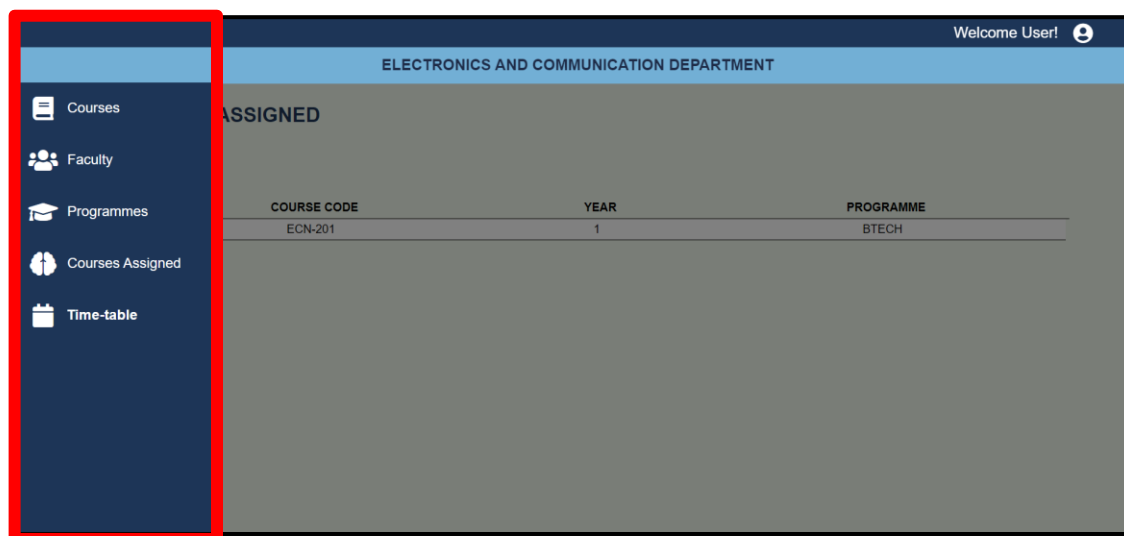# TABLE OF CONTENTS

NAVBAR AND ITS OPTIONS

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

COURSES OFFERED PAGE

I.   ADDING A COURSE

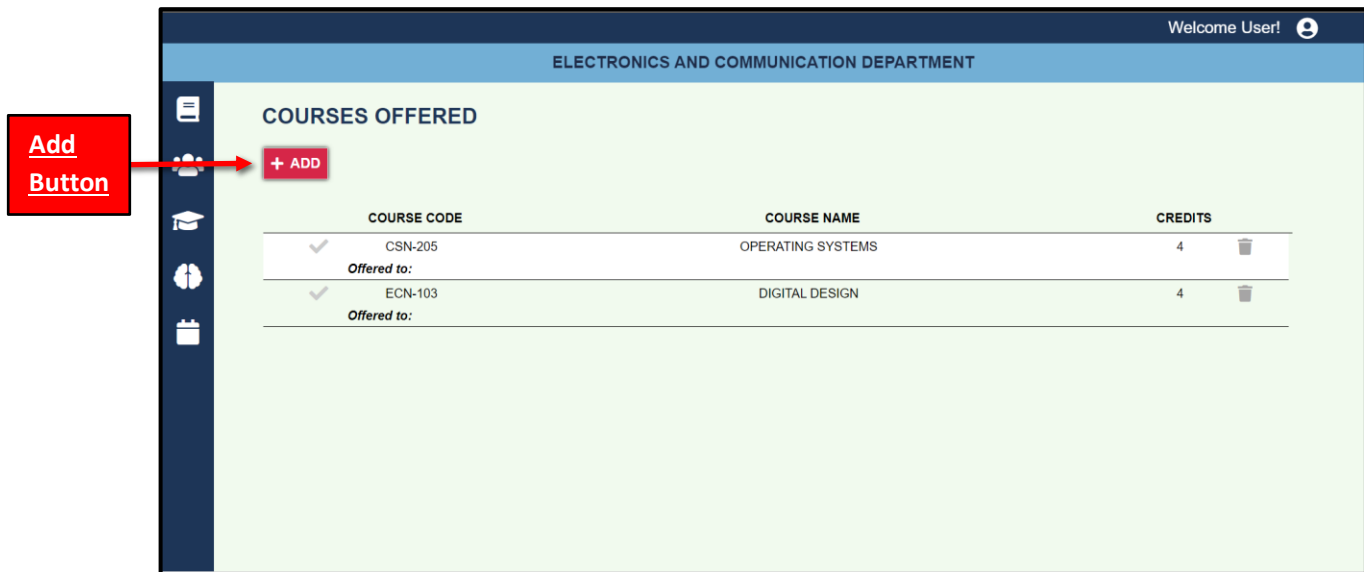a) Click on the "*Add*" Button located on the top left part of the page as shown.

Figure 2.1

b) Upon clicking the button, the following input fields will appear. Fill in the fields with the respective details regarding the course.

Figure 2.2

c) If the course is currently being taught in the university, select the _Currently Active_ checkbox and proceed to select the students that course is being taught to (highlighted in red).

Figure 2.3

d) Proceed to press the "**_Add Course_**" button to add the course to the list of offered courses, else press the "**_Cancel_**" button.

II.   DELETING A COURSE

a) Press the "_trash icon_" that is present at the end of the row in order to delete a course from the offered courses list.
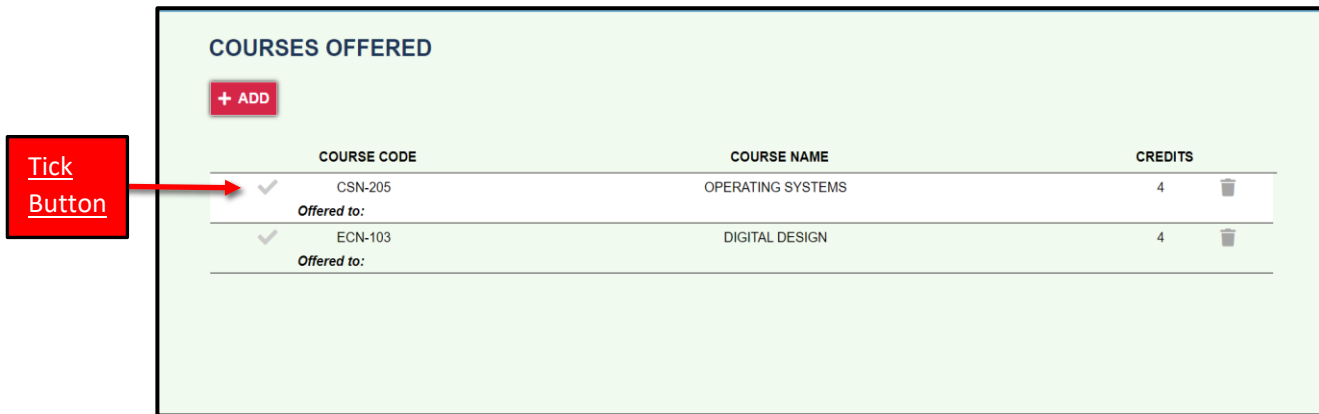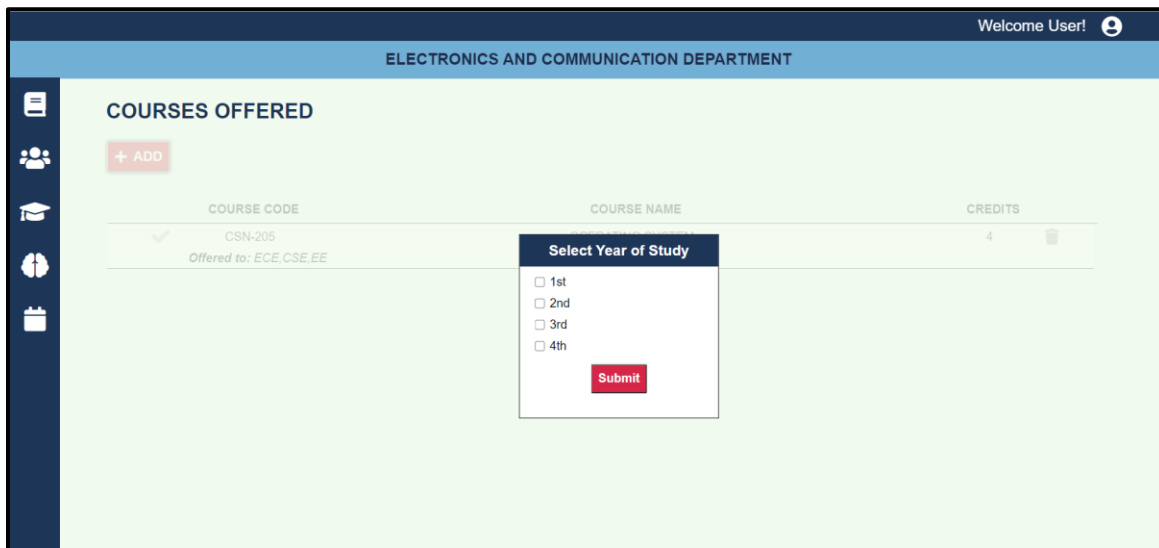

Figure 2.4

III. TO ACTIVATE A COURSE

a) Press on the "*gray tick button*" which is shown in *figure 2.5*.

Figure 2.5

b) Upon clicking the tick button, a pop-up box appears. Select the respective years for whom the course is to be activated and click the "***Submit Button***".

Figure 2.6

c) In the event of a mis – click on the tick button, proceed to click outside the box to exit the Selection of Year box.

d) After the submit button is clicked the gray tick button as shown in *figure 2.5* turns green indicating that course has been activated successfully and the selected years appear next to "*Offered to*" (highlighted by the box in red).
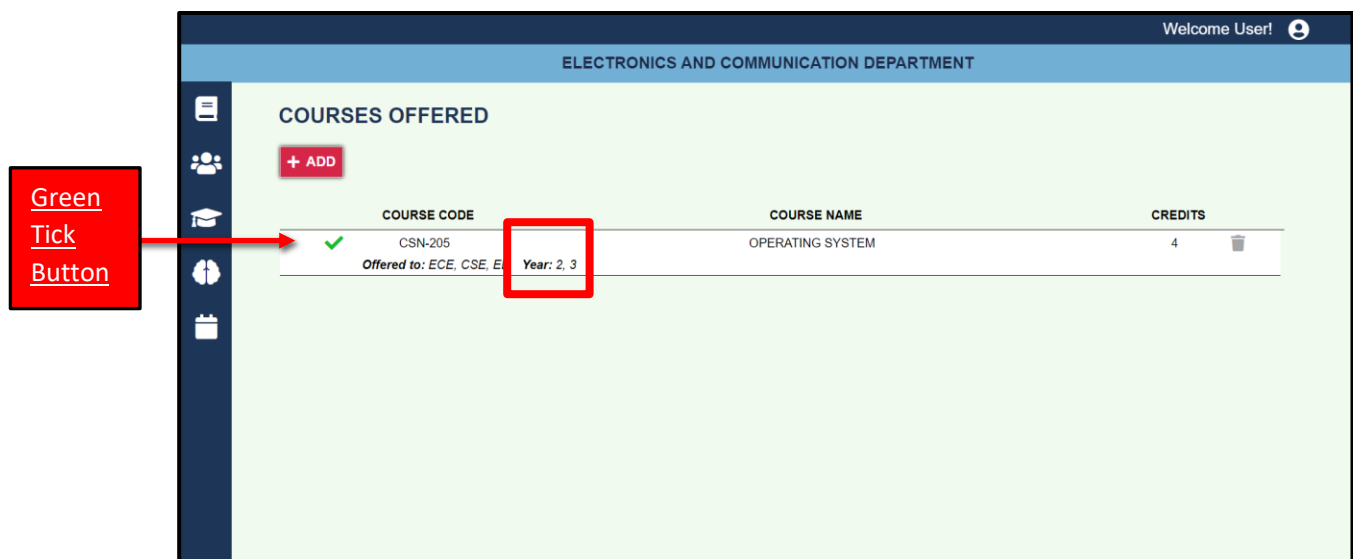
Green Tick Button

Figure 2.7

IV. TO DEACTIVATE A COURSE

a) To deactivate a course, click on the activated green tick button as shown above in *figure 2.7.*

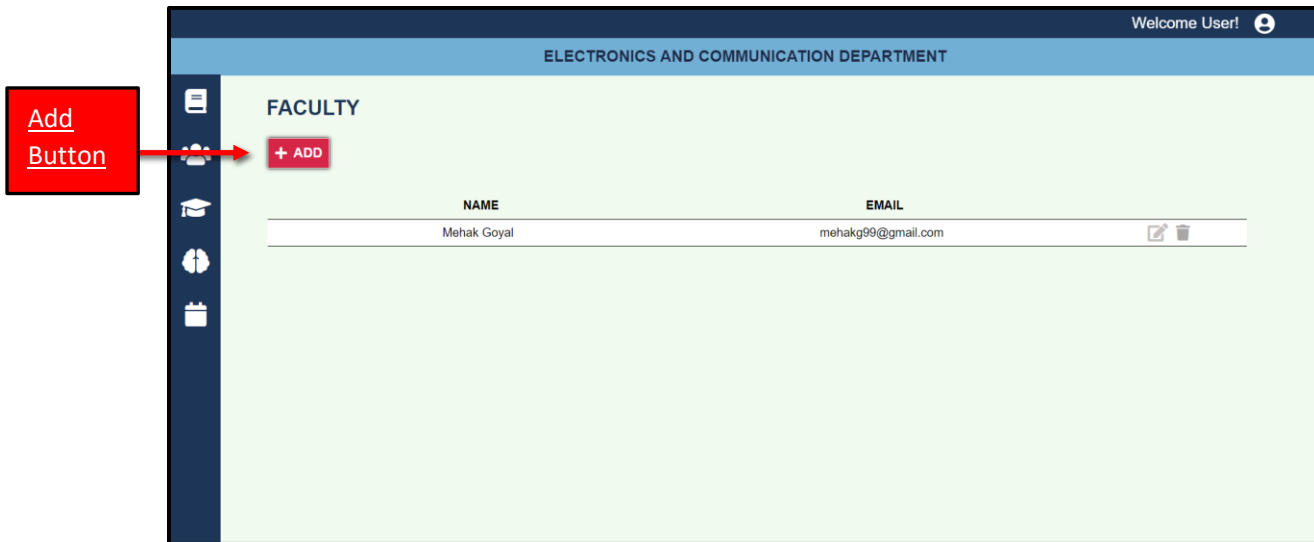b) The green tick turns to gray indicating that the course has been deactivated.
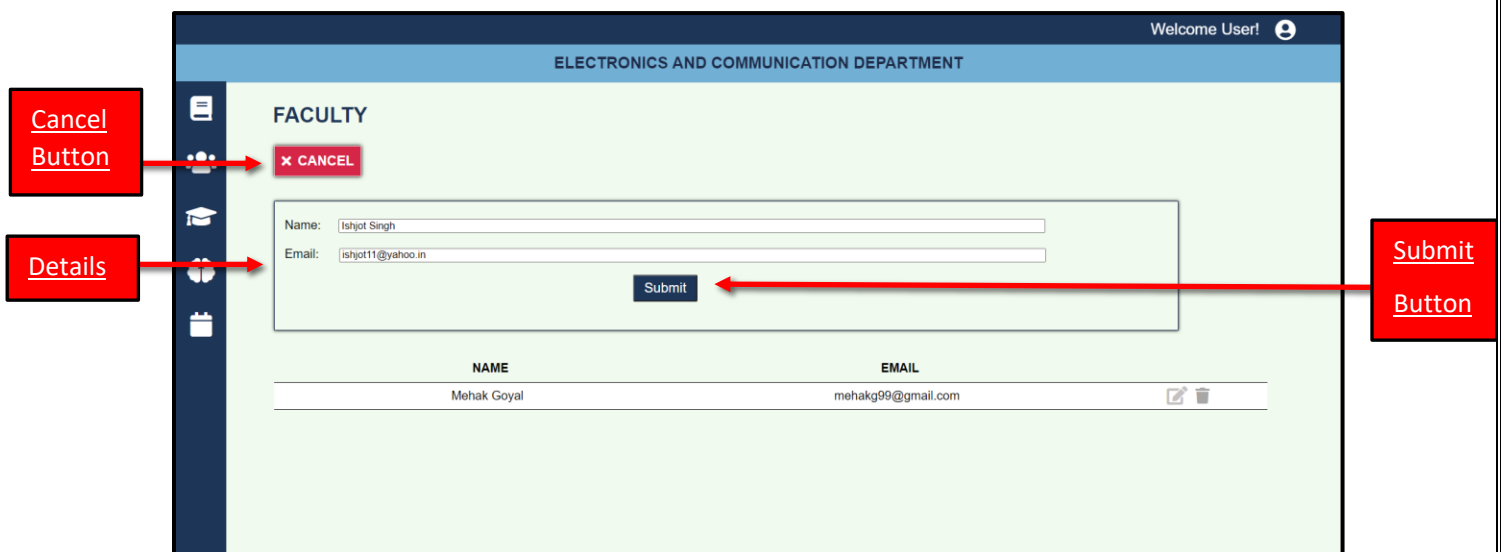

Figure 2.8

Faculty Page

I.   ADDING A FACULTY MEMBER

a) To add a faculty member, press the "*Add Button*" on the top left part of the page as shown in *figure 3.1*.

Figure 3.1

b) Upon clicking the add button, the following input fields show up, viz, *Name* and *Email*. Fill out these fields respectively.

Figure 3.2

c) Proceed to press the "*Submit*" button to add a faculty member, else press the "*Cancel*" button.

d) After pressing the "*Submit*" button the faculty member is added.

II.   <u>DELETING A FACULTY MEMBER</u>

a) Press the "*trash icon*", shown in the *figure 3.3* to remove a faculty member.

Figure 3.3

III.   <u>EDITING DETAILS OF FACULTY MEMBERS</u>

a) Press the "*edit icon*" shown in *figure 3.4* to edit details of a faculty member.

Figure 3.4

b) Upon clicking the edit icon, the name and email fields become editable and a "*save changes icon*" is displayed in place of the edit and delete icon. Proceed to change the respective information.
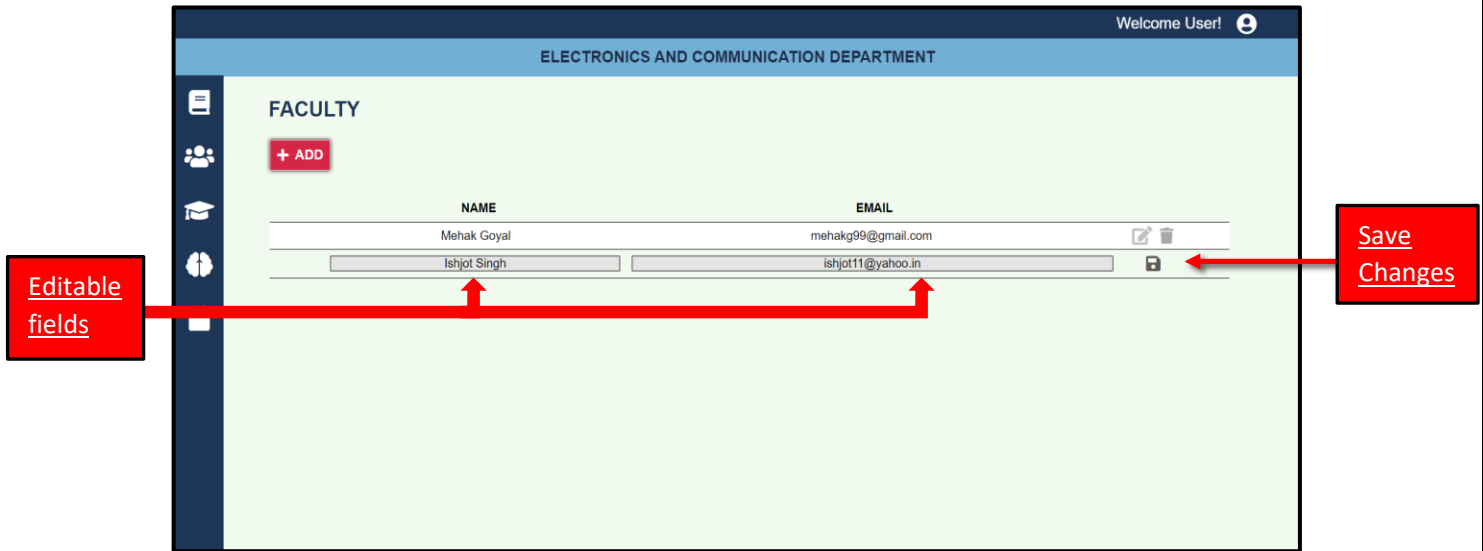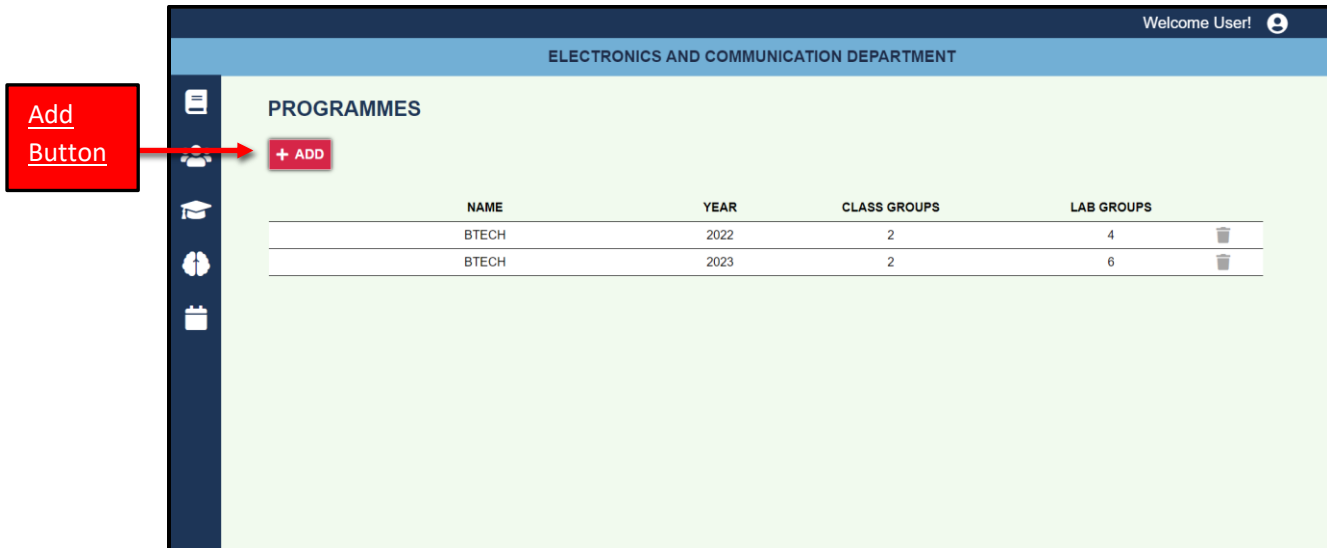

c) In case of a mis – click, to revert the changes made click outside the box.
d) After the changes have been made press the "*Save changes icon*", to save the changes made.
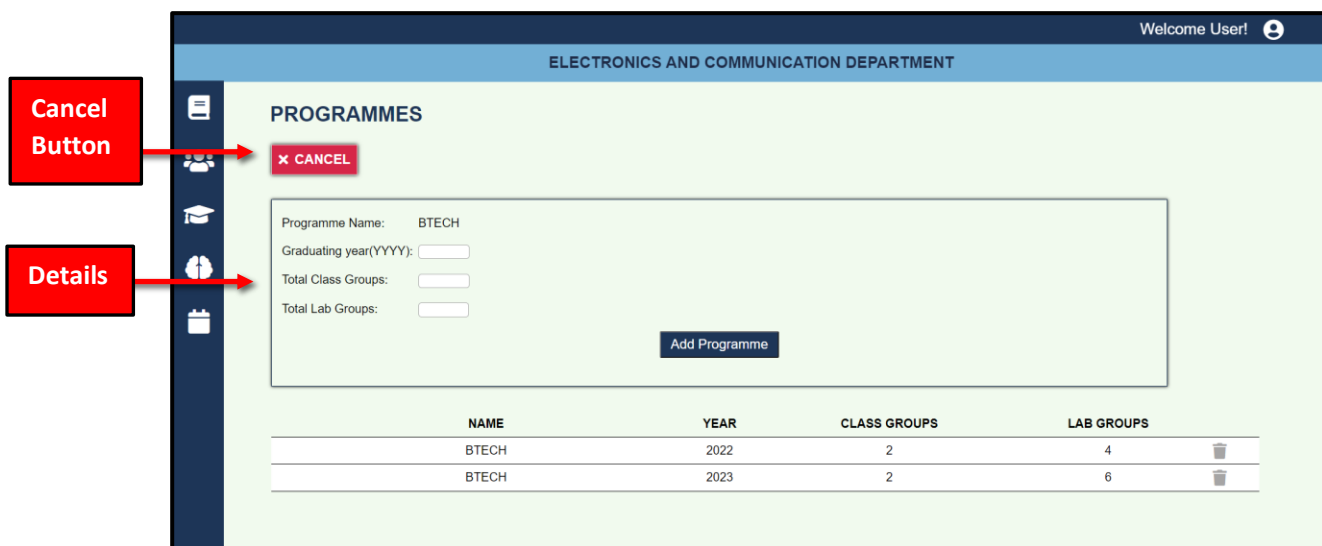
PROGRAMME PAGE

I.   ADDING A PROGRAMME

a) To add a programme, press the "*Add Button*" on the top left part of the page as shown in *figure 4.1*.

Figure 4.2

b) Upon clicking the button, the following input fields will appear. Fill in the fields with the respective details regarding the programme to be added.

Figure 4.3

c) After filling in the details regarding the programme, press the "*Add Programme*" button to add the programme to the list.

Figure 4.4

II.   DELETING A PROGRAMME

a) To delete a programme from the programmes offered list, press the "*Trash Icon*" as shown in *figure 4.5*.

Figure 4.5

ENROLLED STUDENTS PAGE

To enter the enrolled students page, click on any programme in the programmes page to get to the Enrolled Students Page.

I.   <u>Viewing Student Details</u>

a) To view student details, press on the Student to view their details.
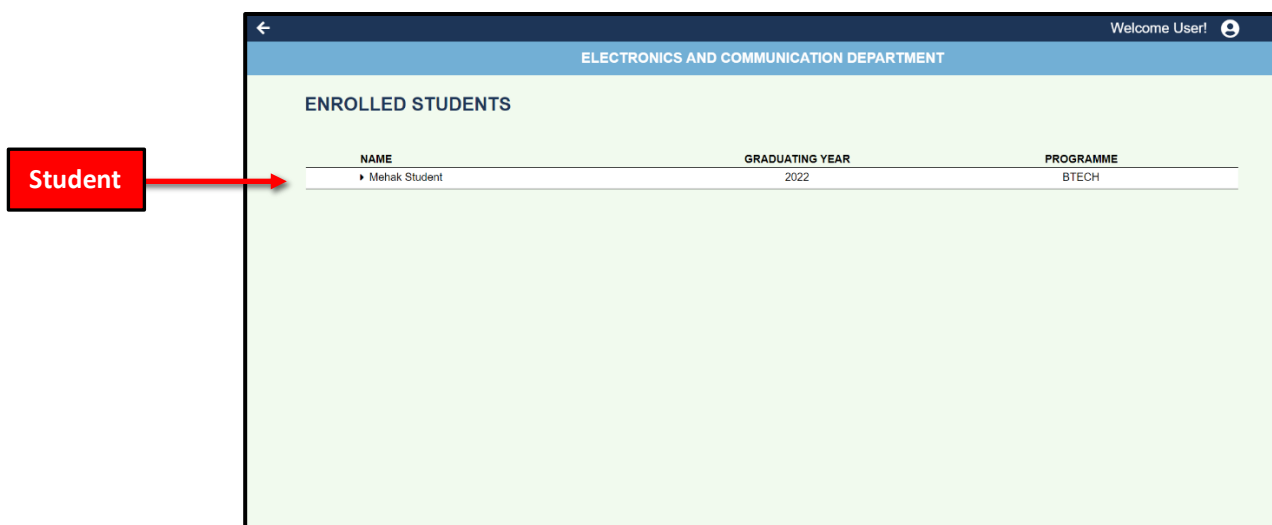
Figure 5.1
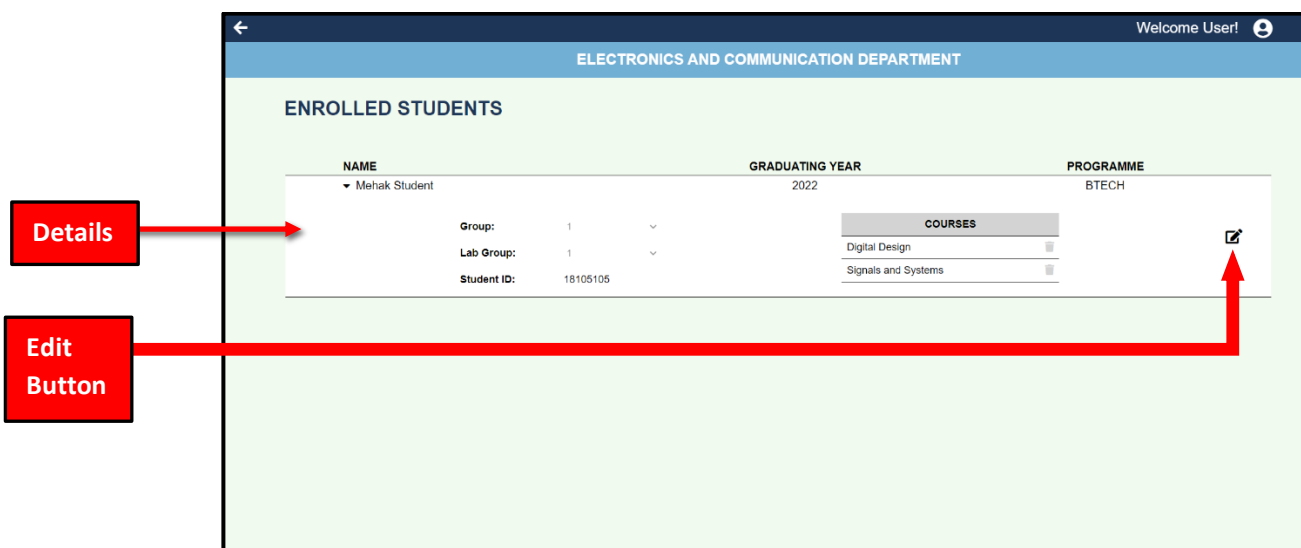
Figure 5.2

II.   EDITING STUDENT DETAILS

a) To edit student details, press on the "*Edit Icon*" as shown in *figure 5.2.*
b) To delete courses of a student, press on the "*Trash Icon*".
c) Edit the details and press the "*Tick Button*" to save the changes, else press the "*Cross Button*" to undo the changes.

Figure 5.3

d) Press the "*Back Button*" to go back to the programme page.

COURSES ASSIGNED PAGE

I.   ASSIGNING TEACHERS TO A COURSE

a) To assign a teacher to a course, press on the "*Add Button*" on the top left part of the page.
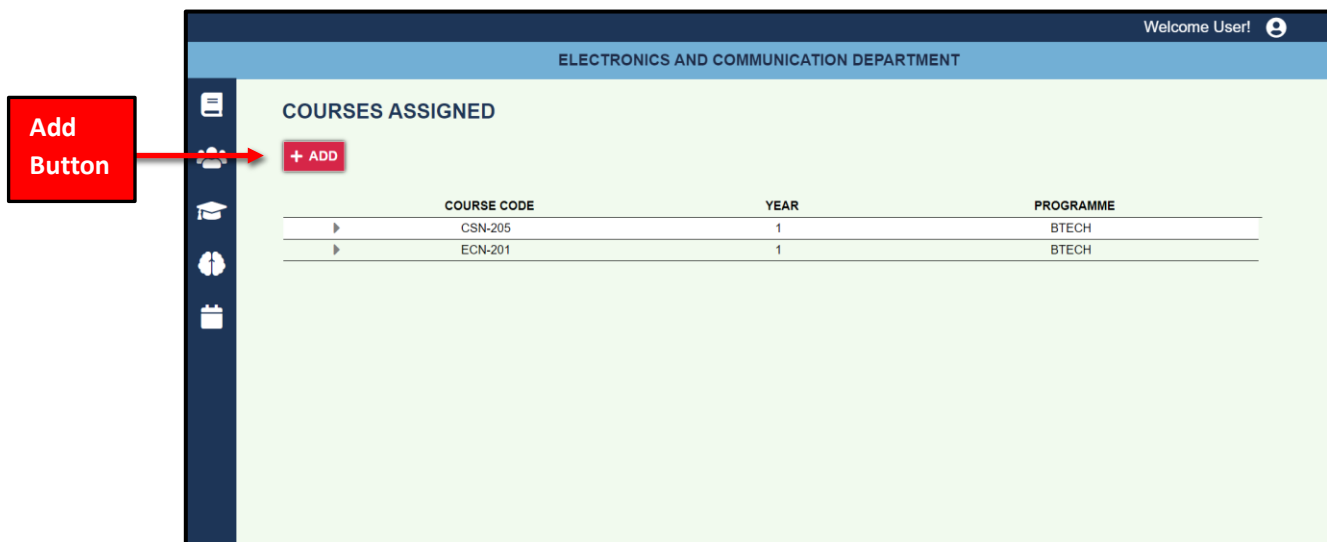
Figure 6.1

b) Upon clicking the "*Add Button*", the following input fields will appear. Fill in the fields with the respective details regarding the course and the teacher to be added.

Figure 6.2

c) Fill in the required details and click the submit to assign a teacher to a course.

Figure 6.3

d) Press on the course to view the teachers assigned to the course.
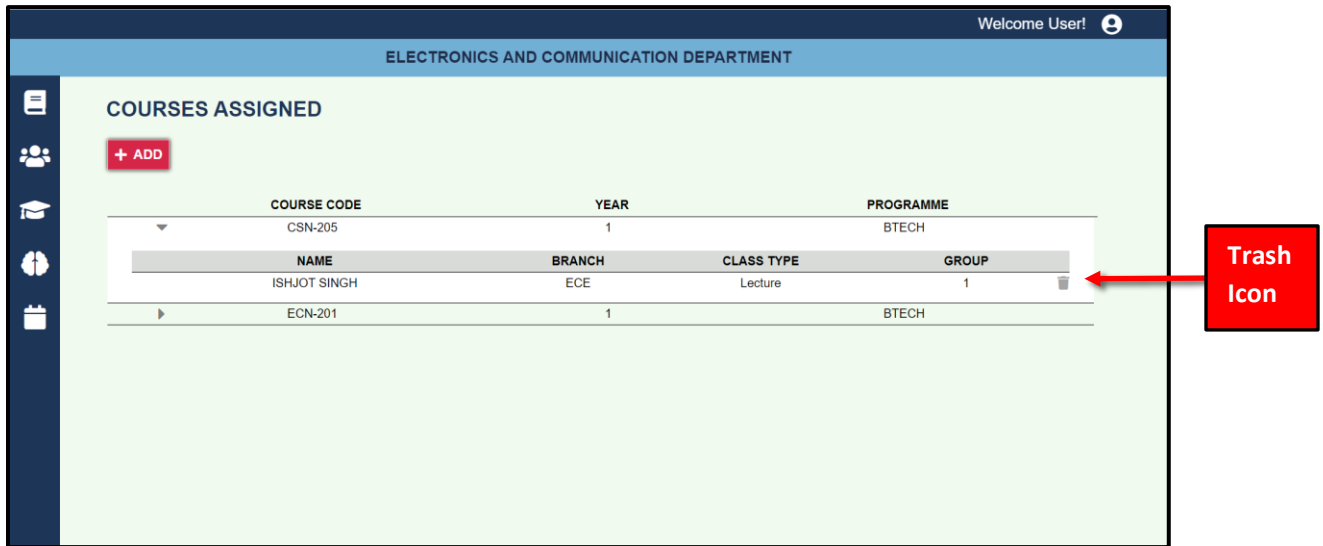
Figure 6.4

II. REMOVING TEACHERS FROM A COURSE

a) To remove a teacher from a course, press the "*trash icon*" as shown in *figure 6.5*.

Figure 6.5

TIMETABLE

I. SETTING TIMETABLE OF A PARTICULAR CLASS

a) Select the year whose timetable is to be set from the "*select box*".

Figure 7.1

b) The timetable appears. Proceed to set the *Start Date* and *End Date* of the semester.

Figure 7.2

II.   ADDING A CLASS

a) Click on any box inside the table to add a class on a given day in a given slot.
b) Upon clicking an empty box, a box pops up indicating "*No Added Classes*" else if, the box holds a number (indicating the number of classes in that time slot) a box pops up showing all the classes being held in that time slot.
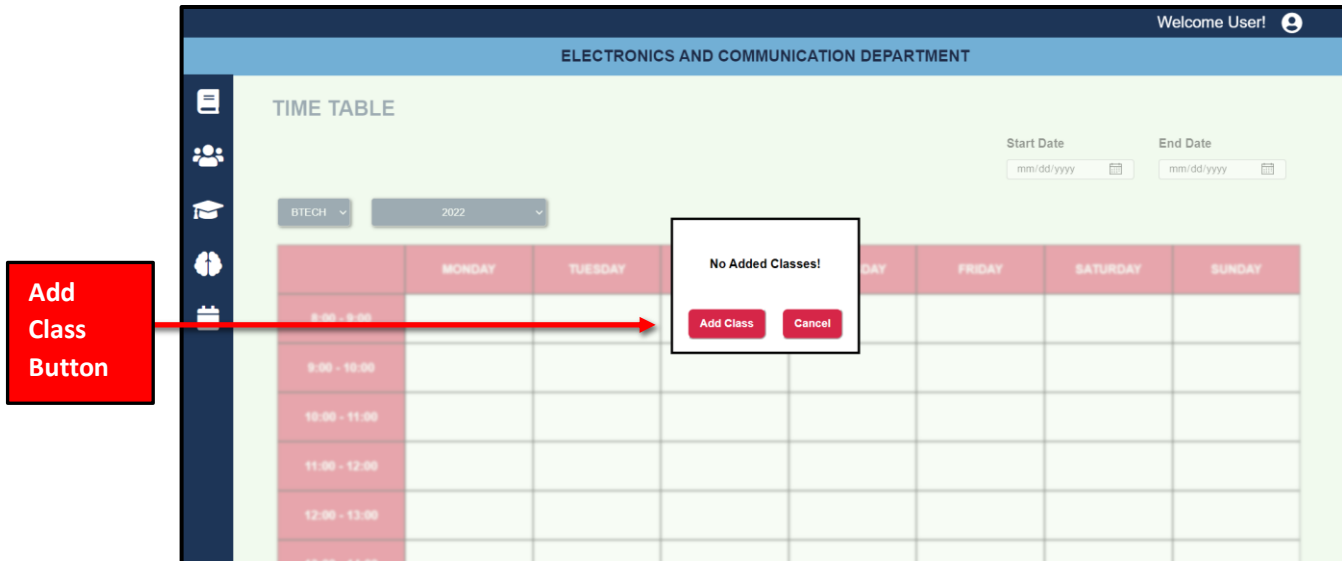

Figure 7.3

c) Press the "*Add Class Button*" to add a class in that given slot. Upon pressing the "*Add Class Button*" a box appears where the details of the class to be set are entered.
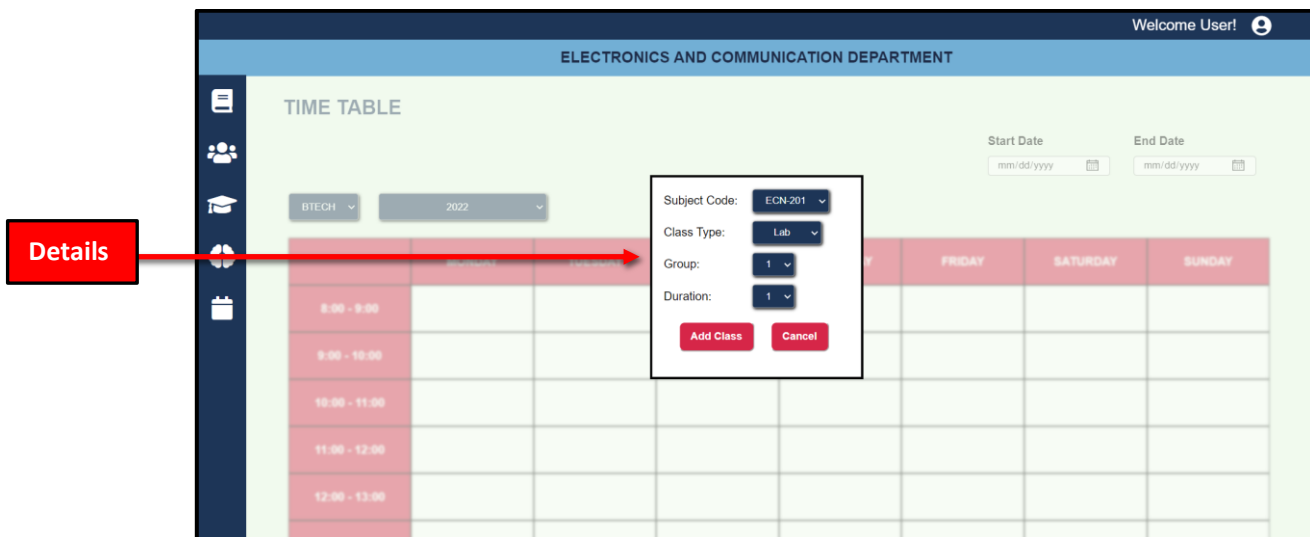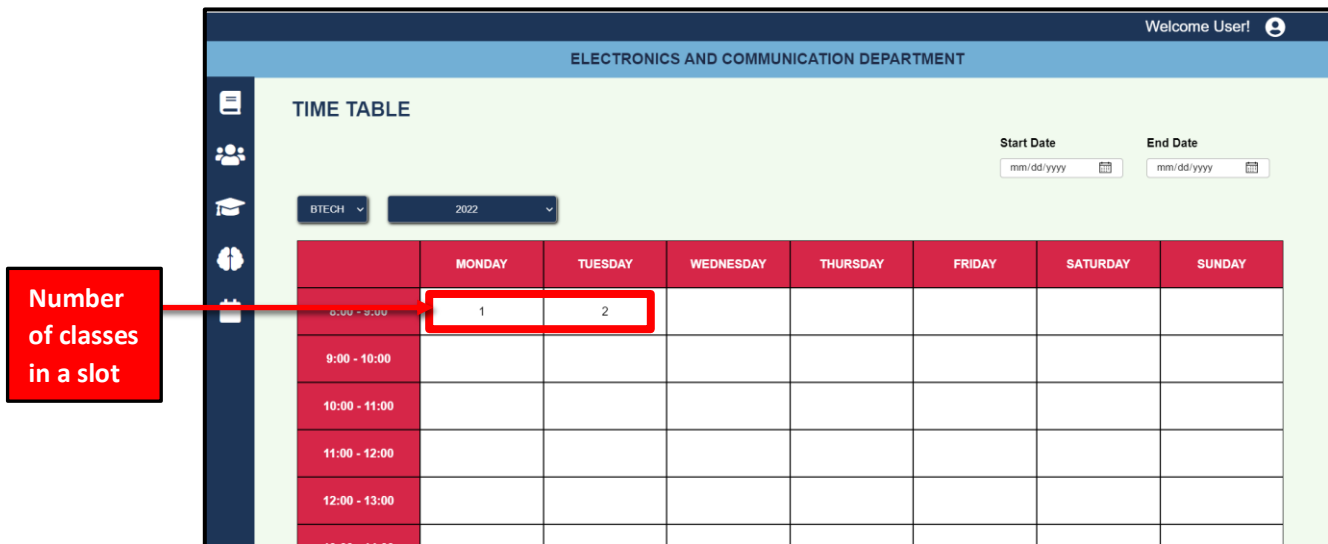d) In the case of a mis – click either press the "*Cancel Button*" or press outside the box.

Figure 7.4

e) Press the "Add Class Button" to add the respective class in the specific time slot. A number appears in the box which indicates the number of classes in that specific slot as shown in *figure 7.5*.

Figure 7.5

f) Clicking on these boxes shows the details of all the classes being held in that slot as shown in *figure 7.6*.
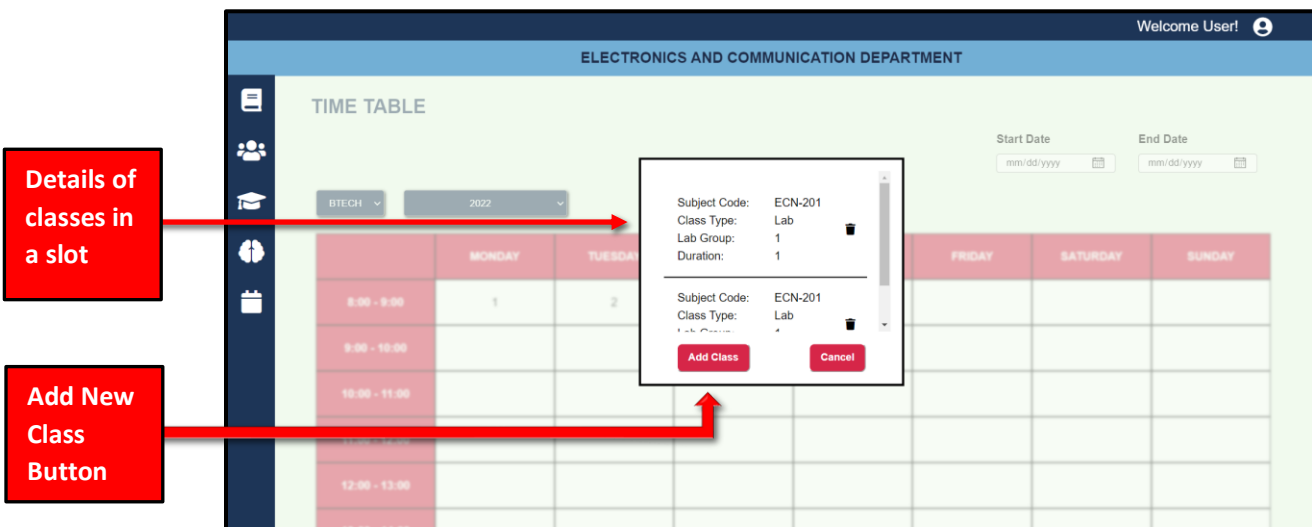
Figure 7.6

g) To add a new class, refer the <u>steps a-e.</u>
h) To save the changes made in the timetable, click the "*Apply Changes Button*", present on the bottom right of the page as shown in *figure 7.7*.
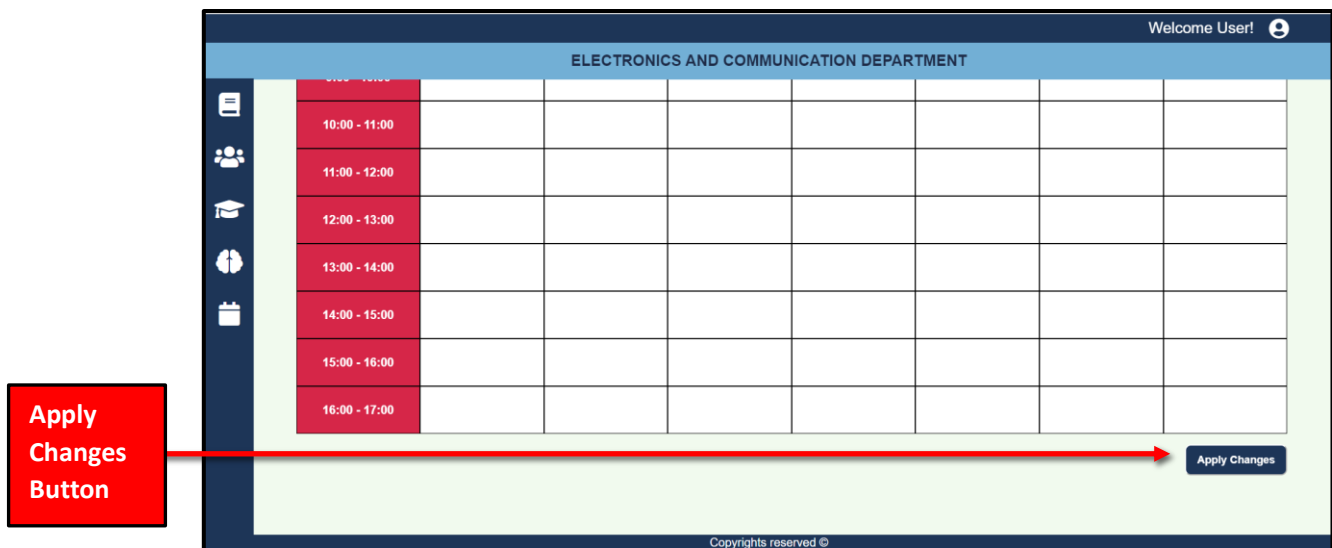
Figure 7.7

III.   DELETING A CLASS

a) To delete a class from the timetable, press the "*Trash Icon*" present on the right side of the box shown in *figure 7.8*.
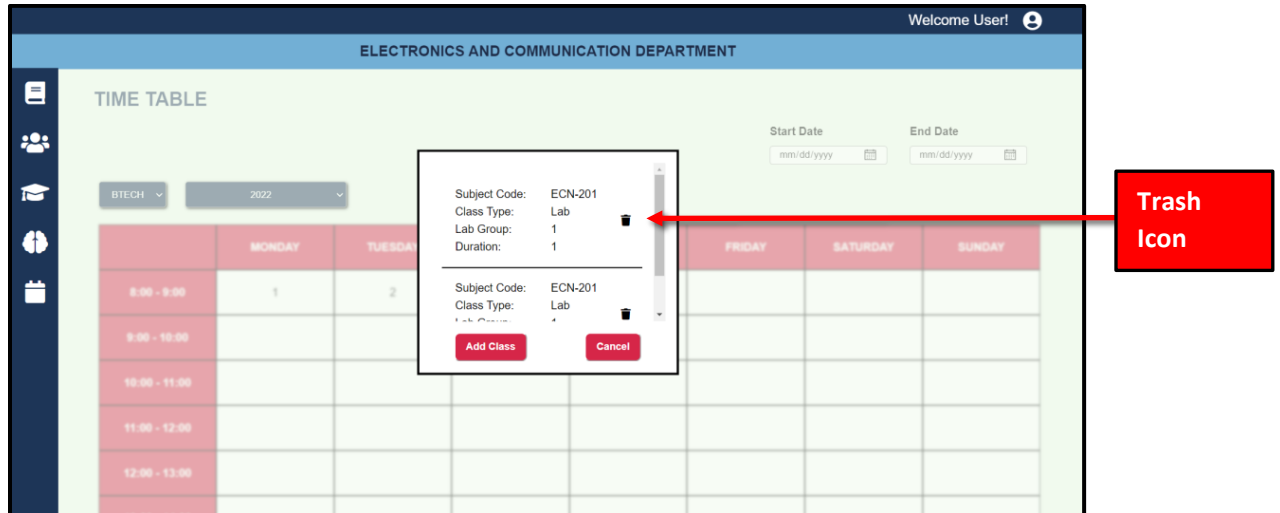

Figure 7.8