Contents

Home Page:

- On the Home screen the students will be able to see all the courses in which he/she is enrolled.
- Headers and short cuts to Messages, To Do and Announcements.
- On right side there is a Profile option in which students can check their username, email id, contact no., update profile, Change password and logout options.
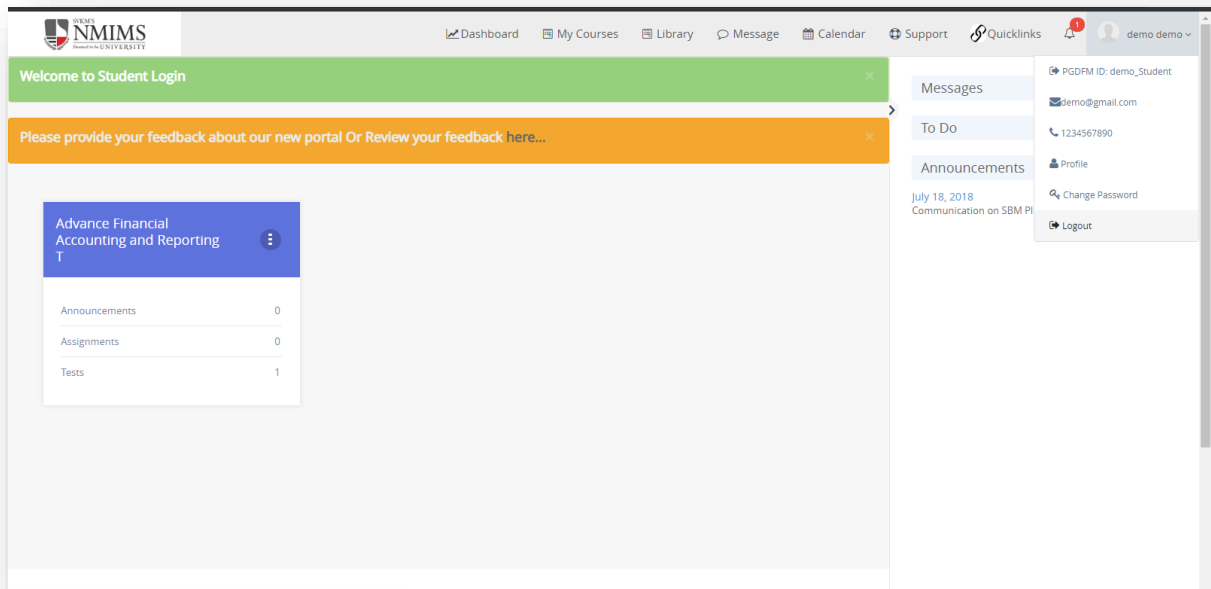
Overview - Student Resource Book (SRB):

- Students can download their SRB through this option.
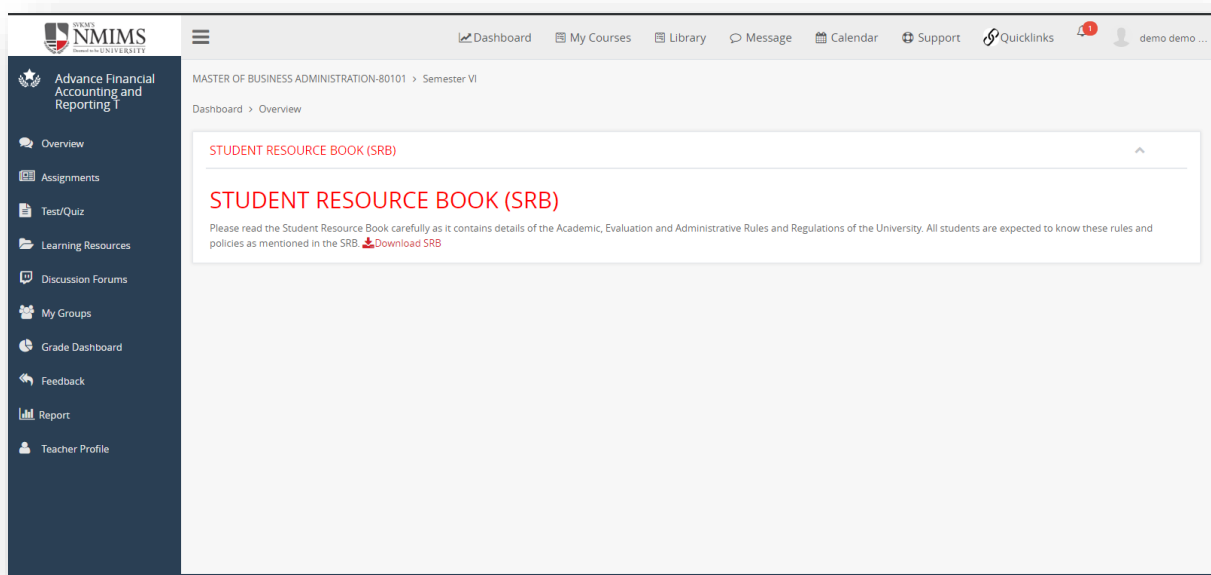
Module 1- ASSIGNMENT:

- The allocated assignments can be viewed on this screen.
- Students needs to click on Submit button to proceed submitting the assignment.

- Students can check the assignment details, download assignment question file through this screen.
- Students needs to click on "Choose File" button to upload their assignment file.

- When Student clicks on Submit Assignment- popup appears:
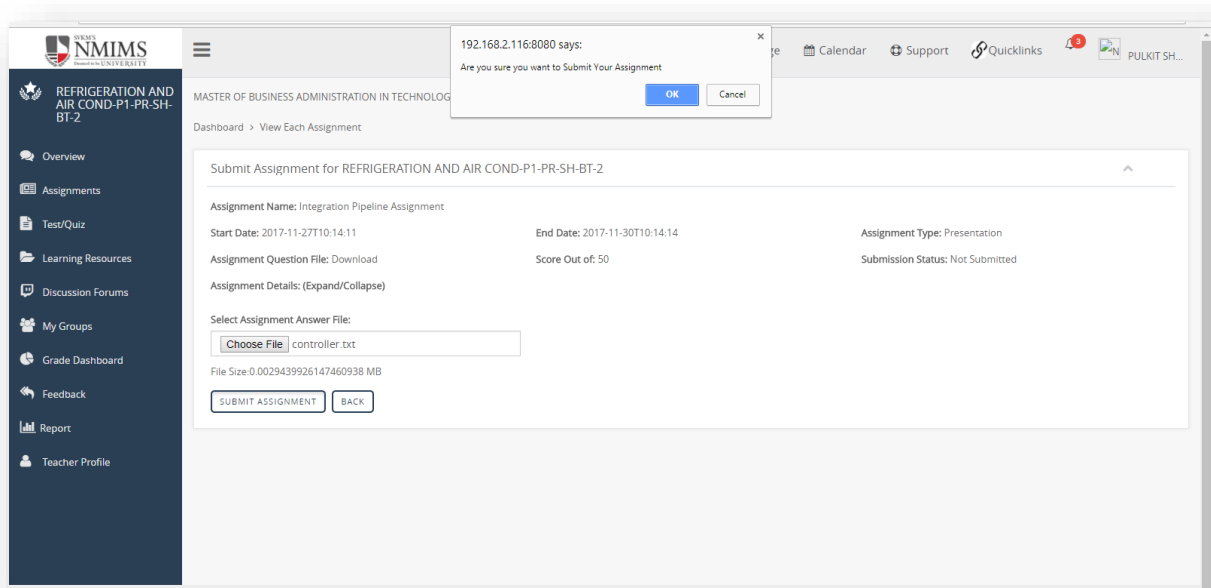
- On clicking on OK from the pop-up – The Assignment is being checked for plagscan analysis in the background.
- **Note: The Plagscan will run in the background only if faculty enables this option while creating any assignment.**
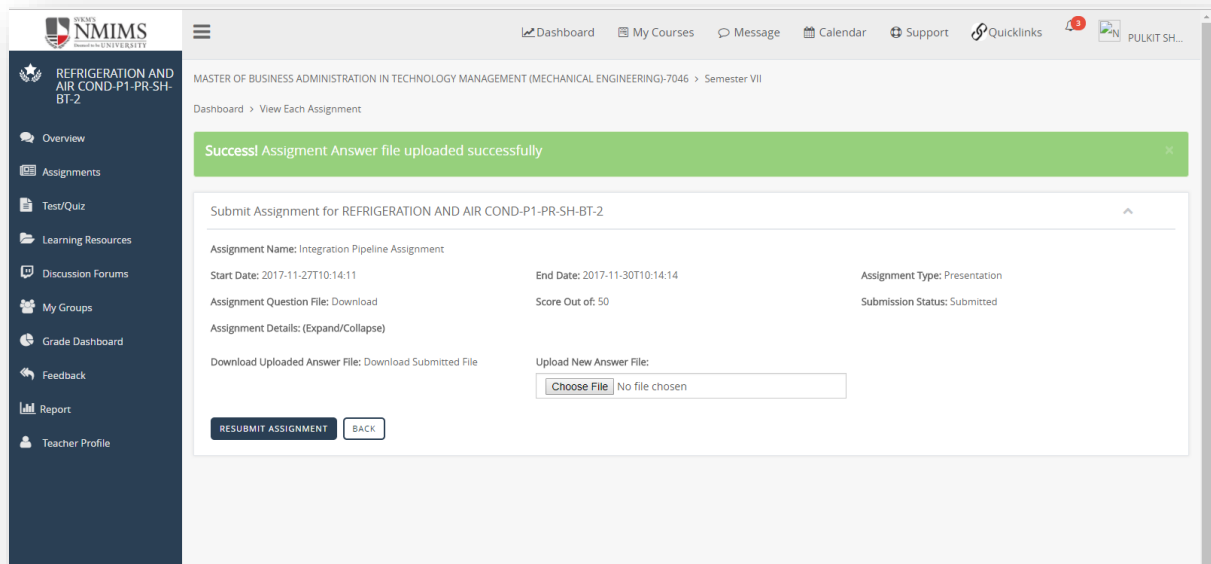
Screen after selecting course:

- As it can be seen the End date of assignment is gone, so it will be submitted as LATE SUBMITTED ASSIGNMENT.
- Status will change to Submitted once the Faculty APPROVES it while evaluation.
- If the Faculty REJECTS the assignment, the student will get to see the REJECTION message in his INBOX.

Module 2: Test/Quiz

- The allocated test can be attempted through this screen.
- Click "Provide Test" button to proceed.

- Click OK to enter the test.

- Test questions panel, test question with the options and timer will be seen.
- Students needs to select the option and click on "SAVE AND NEXT" button then only his/her answer will be saved. If the student select the option and clicks on skip button the answer will not be saved.
- Students can click on "PREVIOUS" button to recheck their given answers.
- Once all the questions are attempted click "SAVE AND COMPLETE" and then "SUBMIT" button to submit the test and to check the scores.
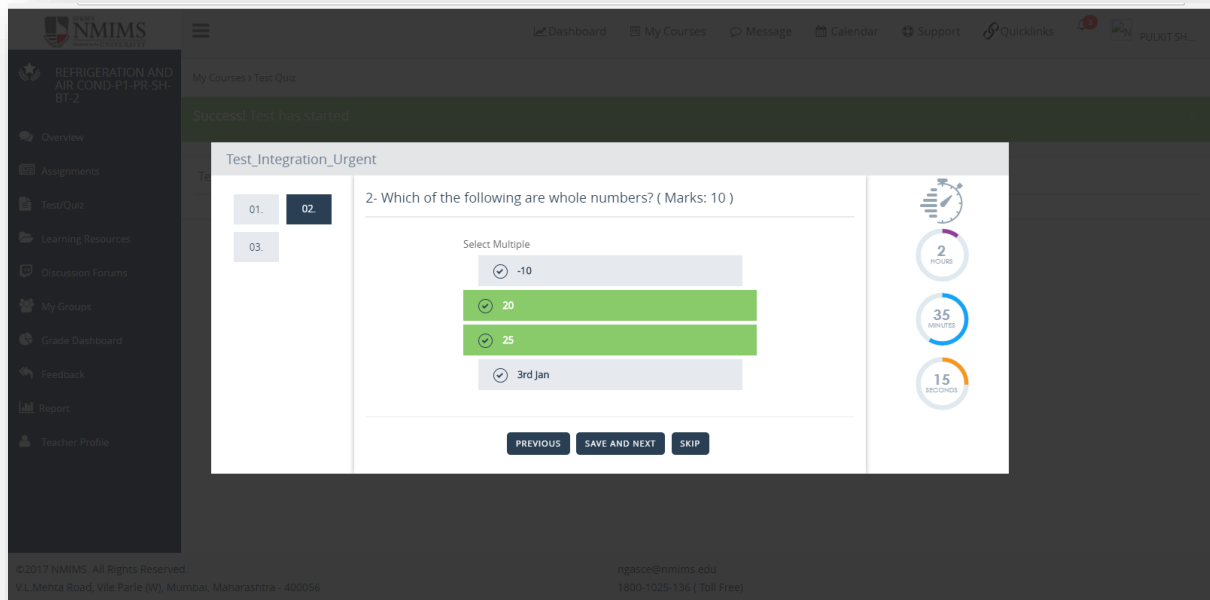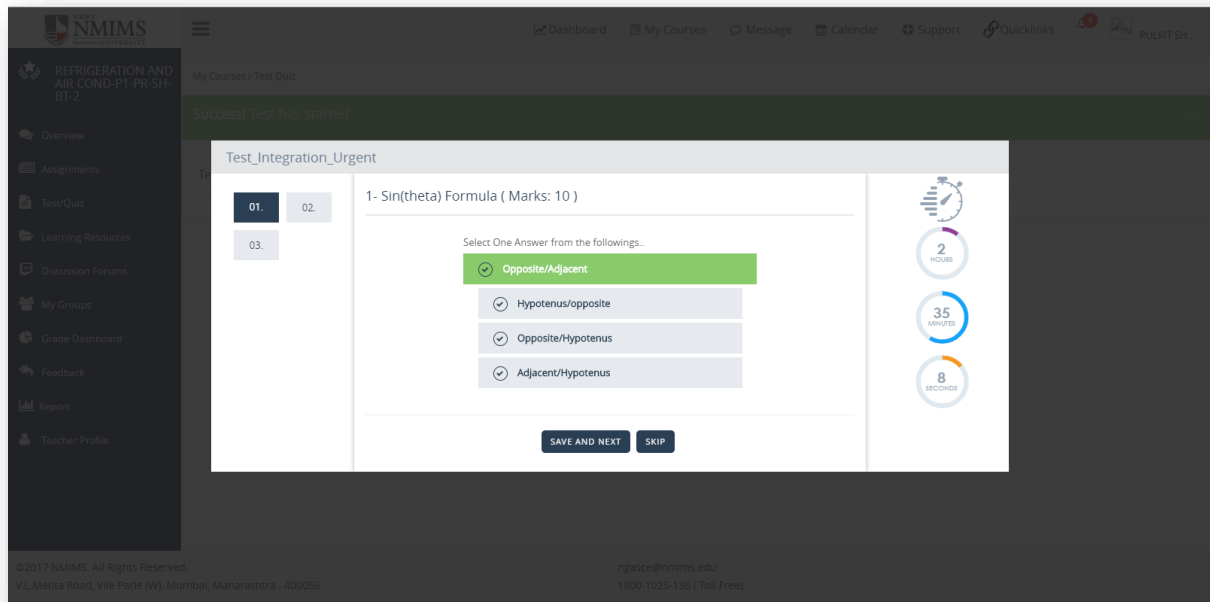
REFRIGERATION AND AIR COND-P1-PR-SH-BT-2

Overview
Assignments
Test/Quiz
Learning Resources
Discussion Forums
My Groups
Grade Dashboard
Feedback
Report
Teacher Profile

My Courses > Test Quiz

Success! Test has started

Test_Integration_Urgent

| 01. | 02. |
| 03. | |

3- Which of these words are colours? (Marks: 10)

Select Multiple

✓ RED
✓ BLUE
✓ DARK
✓ SPOTTED

PREVIOUS   SAVE AND COMPLETE

2 HOURS
34 MINUTES
50 SECONDS

REFRIGERATION AND AIR COND-P1-PR-SH-BT-2

Overview
Assignments
Test/Quiz
Learning Resources
Discussion Forums
My Groups
Grade Dashboard
Feedback
Report
Teacher Profile

My Courses > Test Quiz

Success! Test has started

Test_Integration_Urgent

| 01. | 02. |
| 03. | |

You have reached to the end of Test.
Please click submit button to submit your answers.
If you wish to review answers,
you can click on any of the questions.
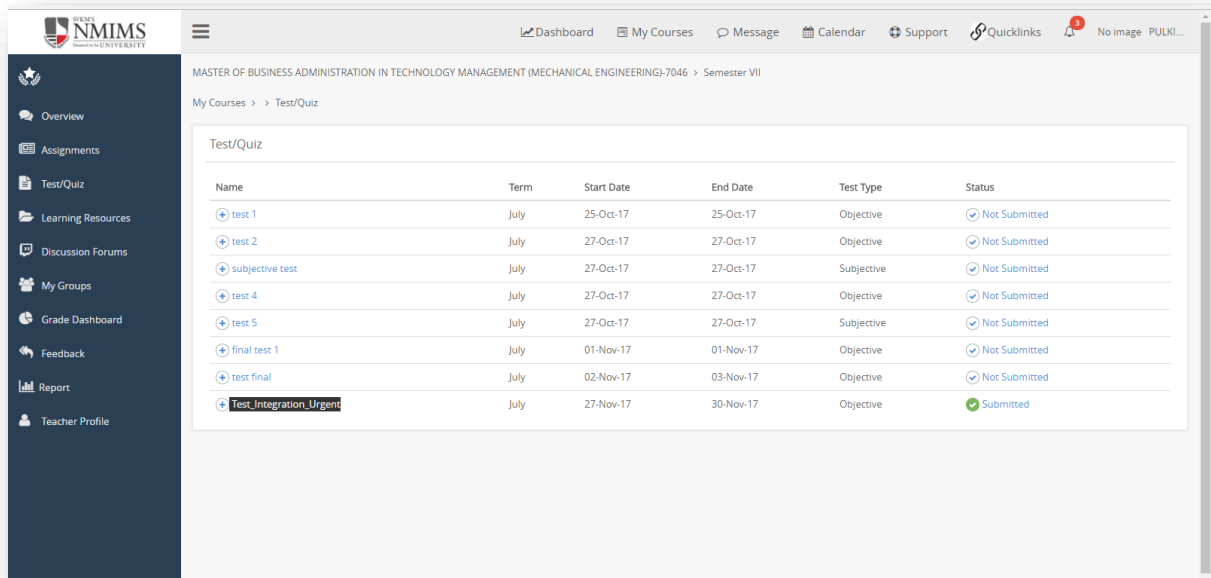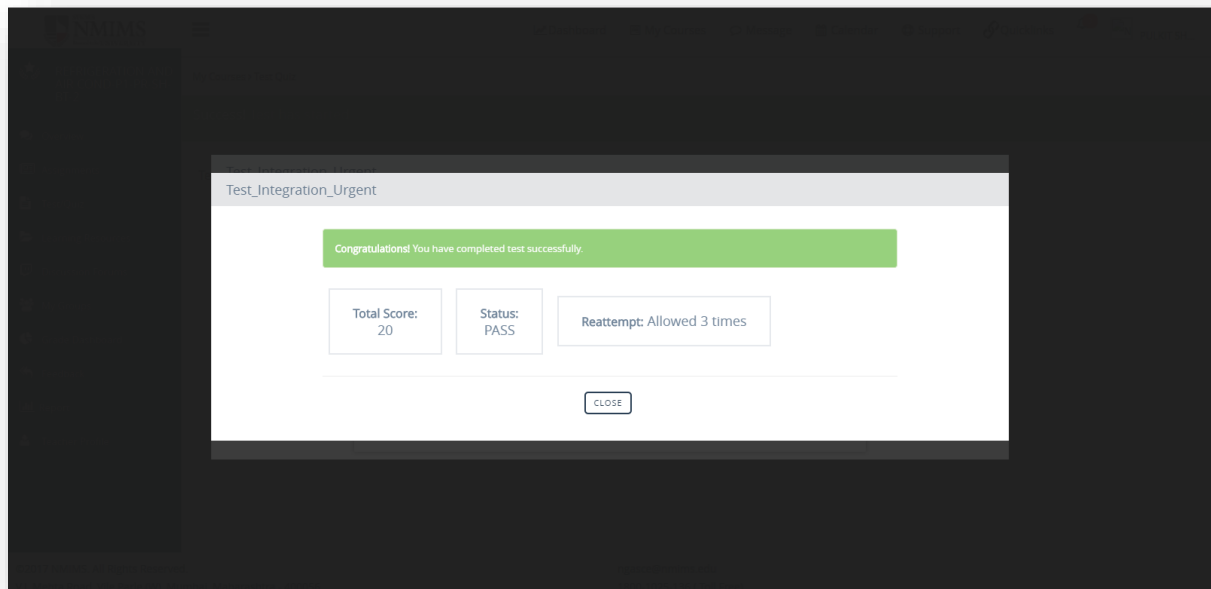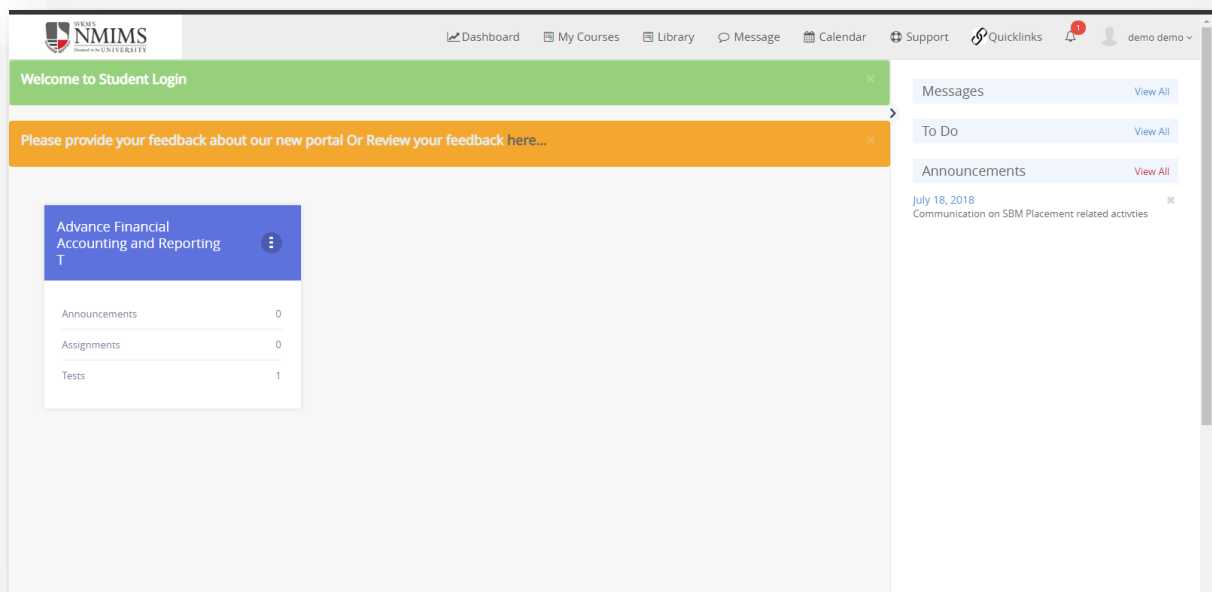
SUBMIT

2 HOURS
34 MINUTES
41 SECONDS

- Test status will get changed to Submitted if the test gets submit successfully.

Module 3: Announcement

Course Level Announcement-

- Students can check all the announcements created by Faculties or Admins via this link.
- Announcements can be either Course, Institute, Library or Counsellor Level.
- To access click on the Announcements tab on right side of the screen.

- Select Announcement Type and Announcement Subtype from dropdown and click on Search.

- All relevant data will get populated on the screen.

Institute Level Announcement-

- Select Announcement Type and Announcement Subtype from dropdown and click on Search.

Module 4: Feedback

- All the allocated feedbacks can be given through this screen.
- Click on feedback name and click on Provide Feedback button.

- Students needs to provide feedback of 1st Question for all the courses then click on "Submit and Next question". Unless you give ratings for all the courses it won't allow you to go to next question.
- Similarly you have to provide feedback for all the questions and in the end click on Submit button then only your feedback link status will changed to "Submitted".

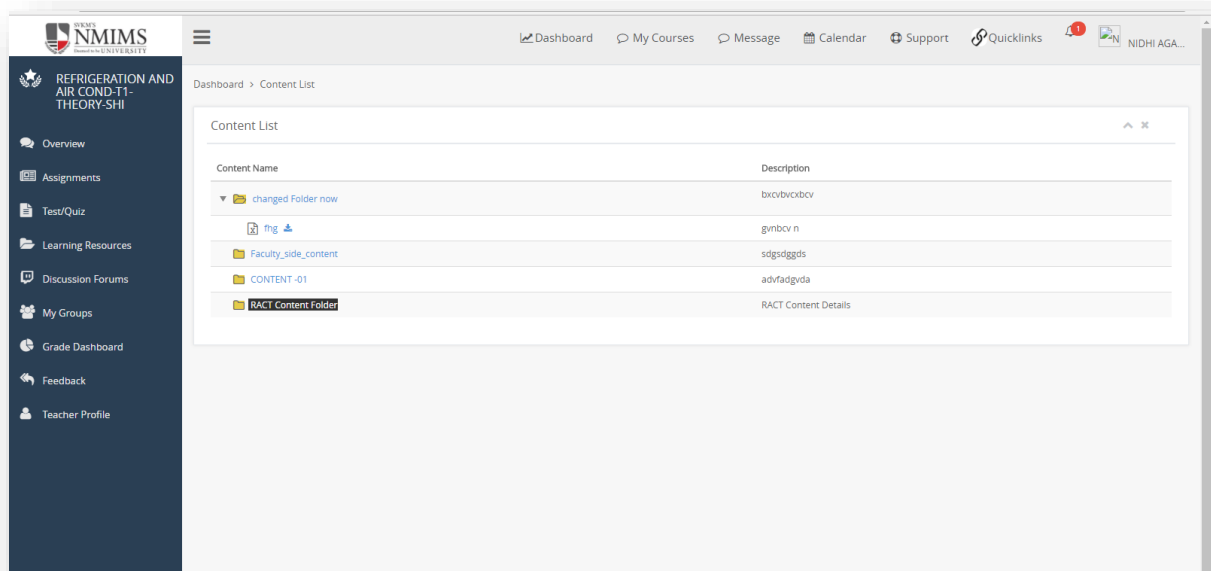- Submission status gets changed to "Submitted".

Module 5: Discussion Forum (Can be landed from left sidebar)

- Students can participate in all active forums.
- Select course name from dropdown.
- Click on the topic link to enter into the forum.
- If you want to enter your own reply >Enter your reply in description box and click on reply button.
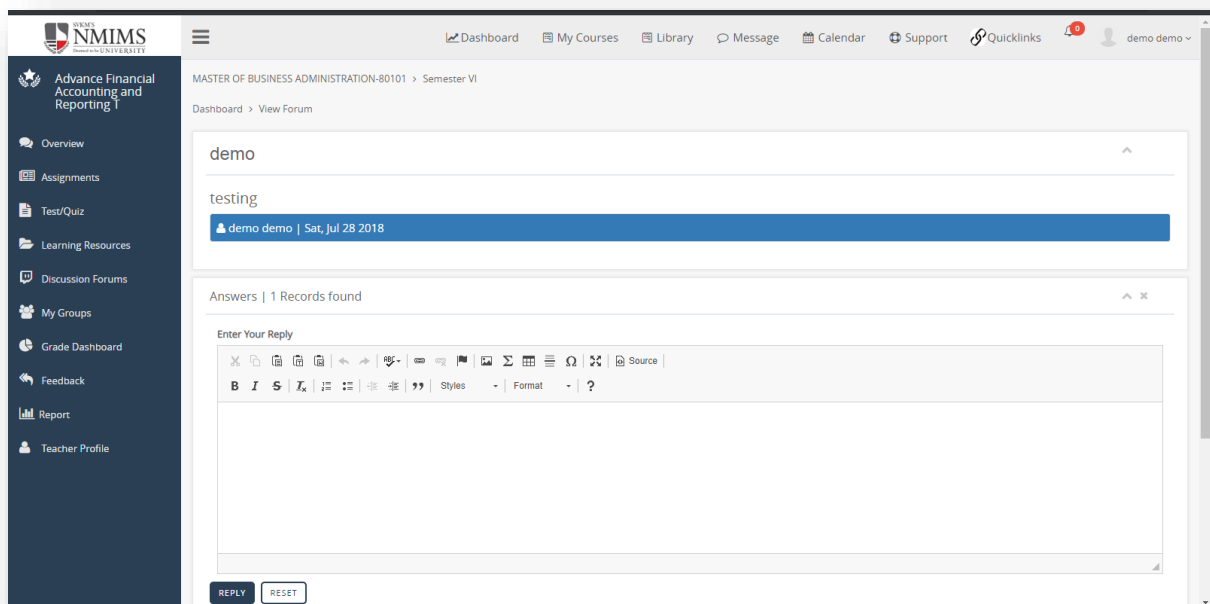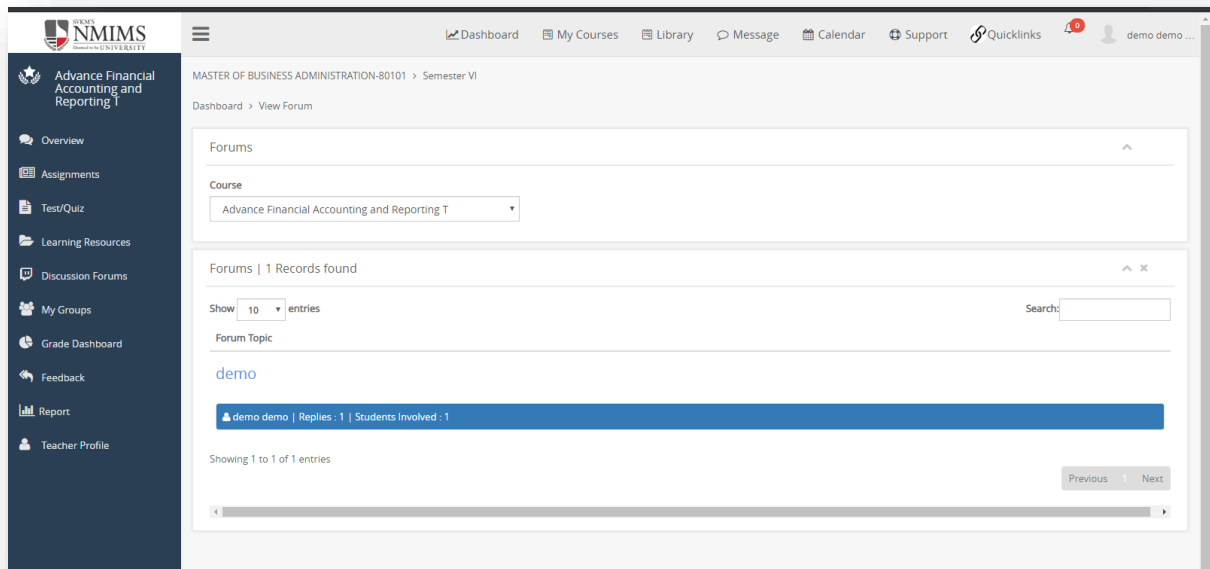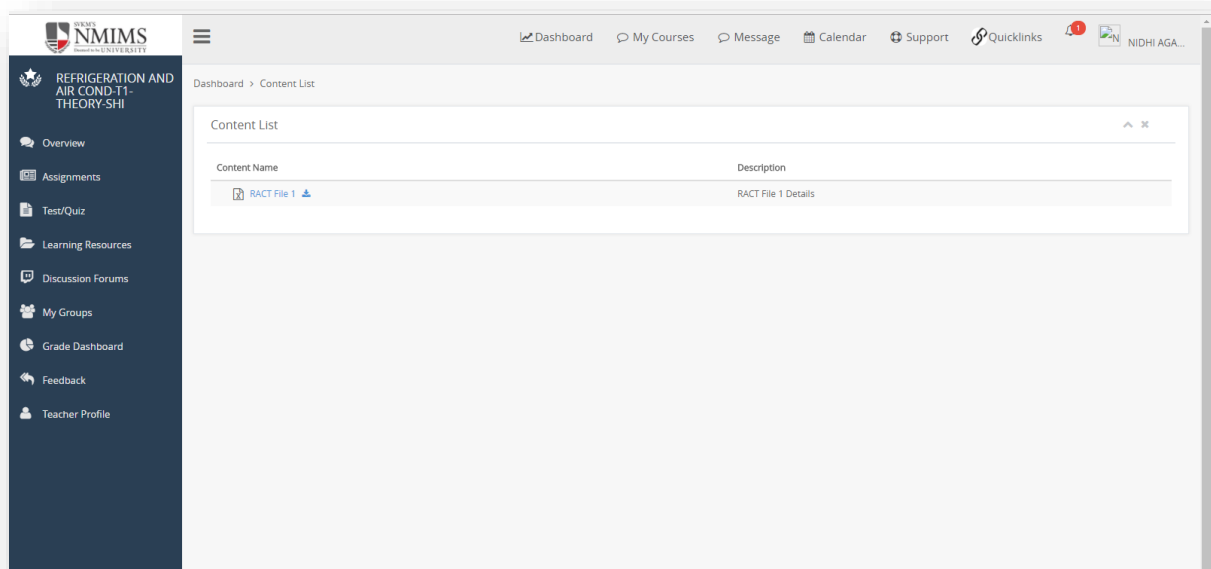
Module 6: Learning Resources (Course Specific Content)

- All the course specific content can be viewed on this screen.
- To access click on "Learning Resources" from left side bar.
- Students can also download all course based content which has been shared with them.

Module 7: E-Library Link

- You can access the E-Library via Quick Links >Library Link.
- You can access all services by logging-in using your Campus Wi-Fi credentials.
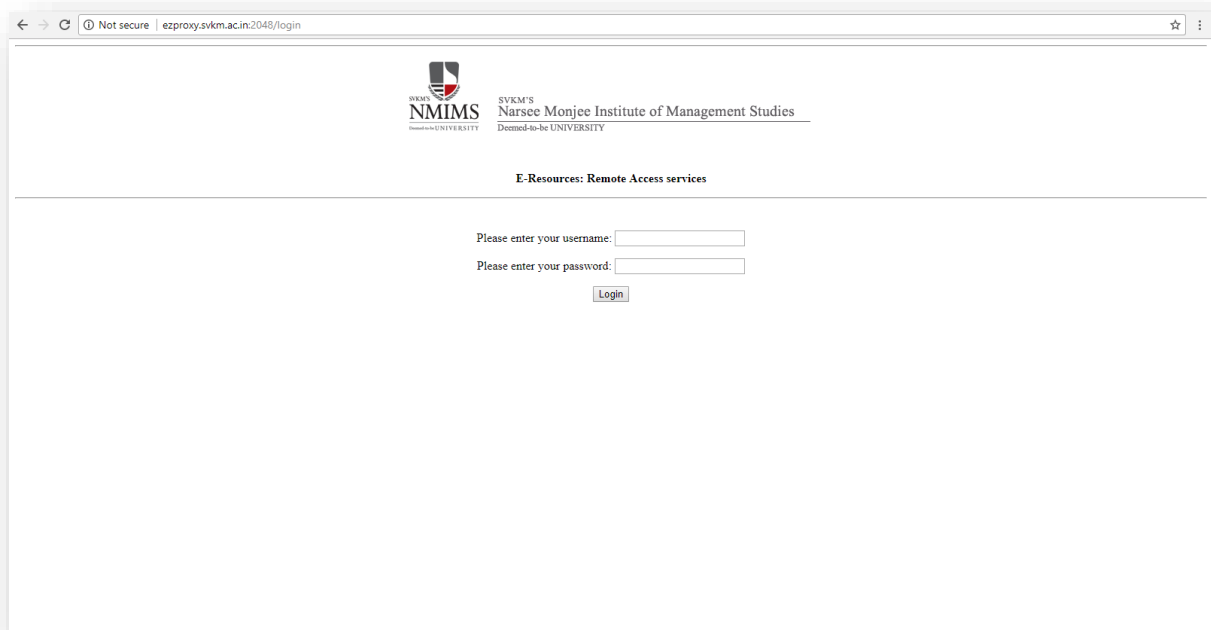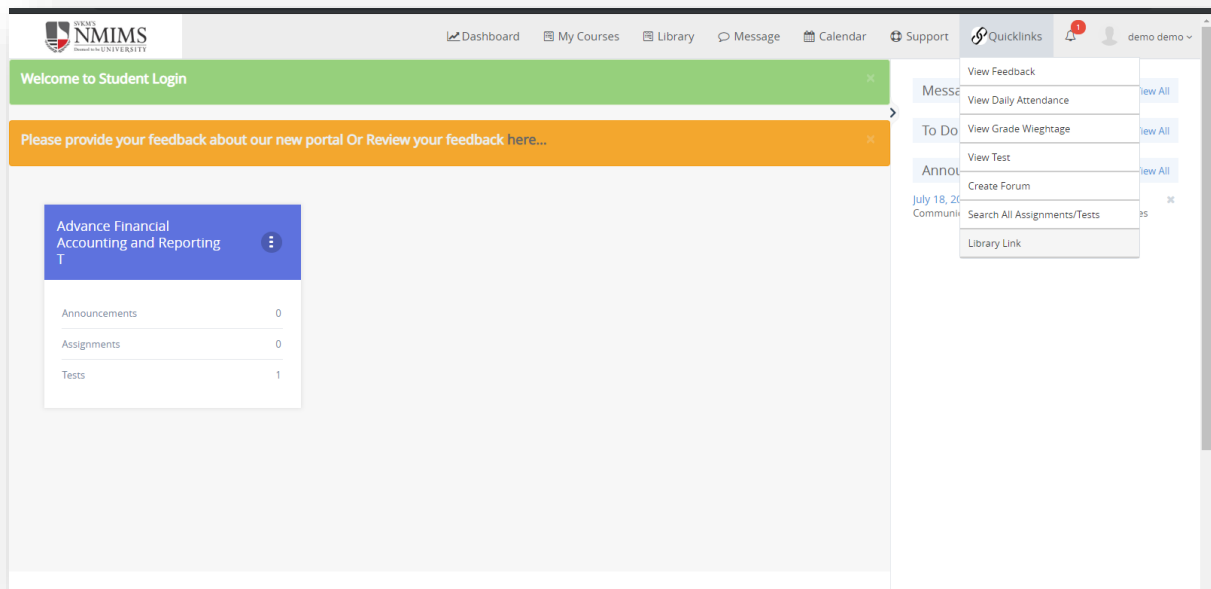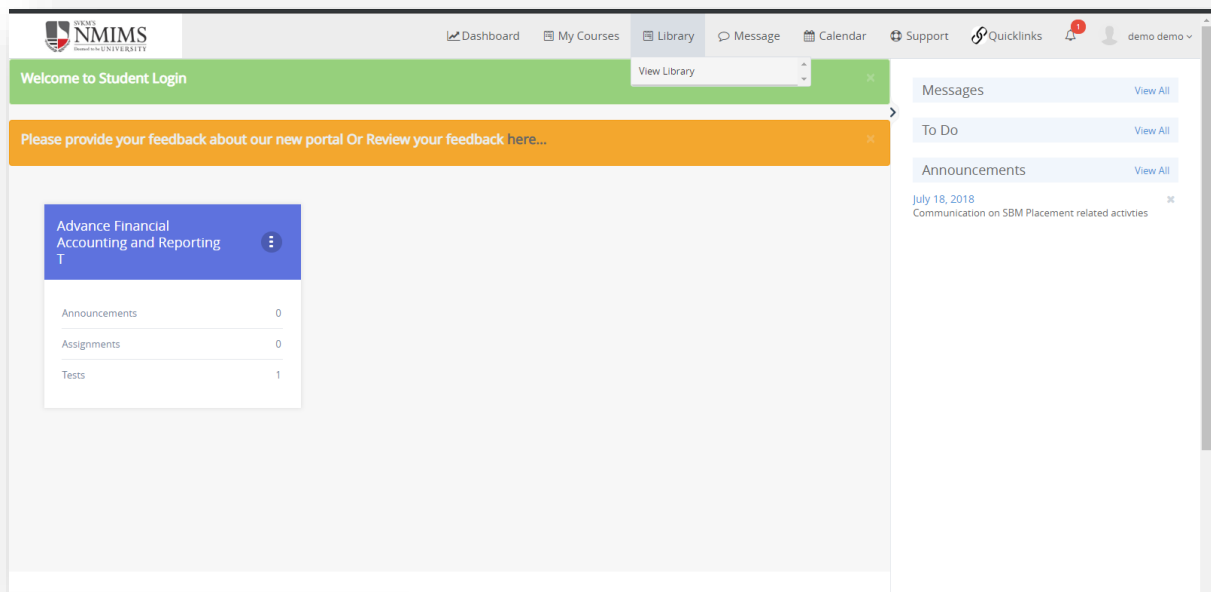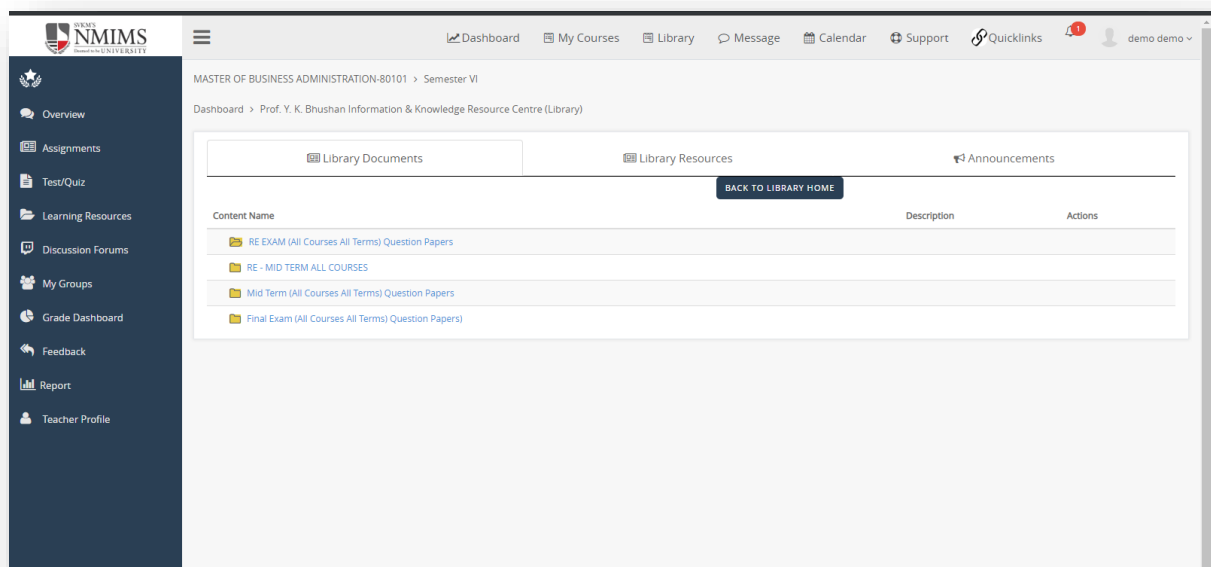
Module 8: Library
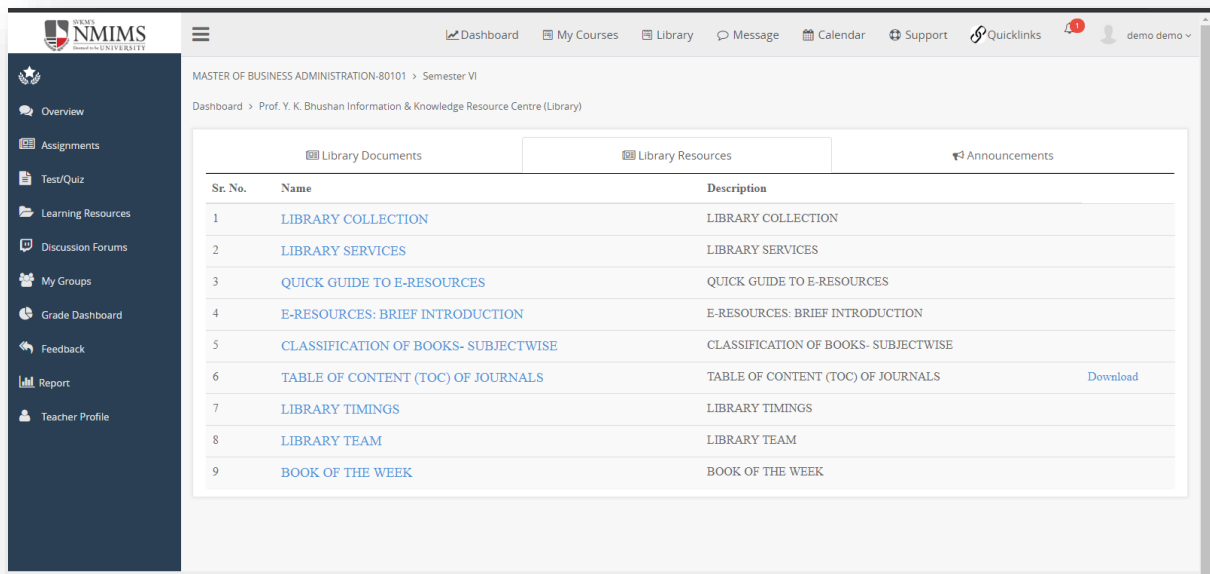
- Library can be landed via Library> view Library

View Library

- There are 3 tabs: Library Documents, Library Resources, and Announcements.

  - **Library Documents:**
- Here, Library documents such as question papers are made available. You can also download the uploaded files.

- **Library Resources:**

- Here, new pages can be viewed such as Library services, book of the week, online database brief etc.
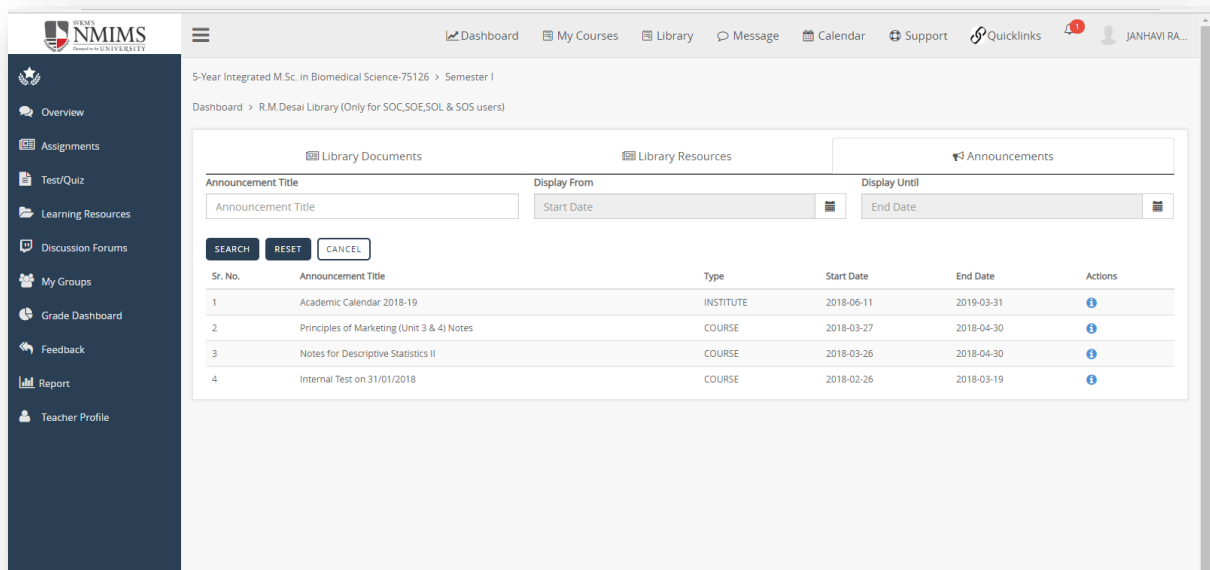

- **Announcements:**

- Here, all the announcements posted by Library/Exam Dept are listed along with Course| Program |Institute announcements.
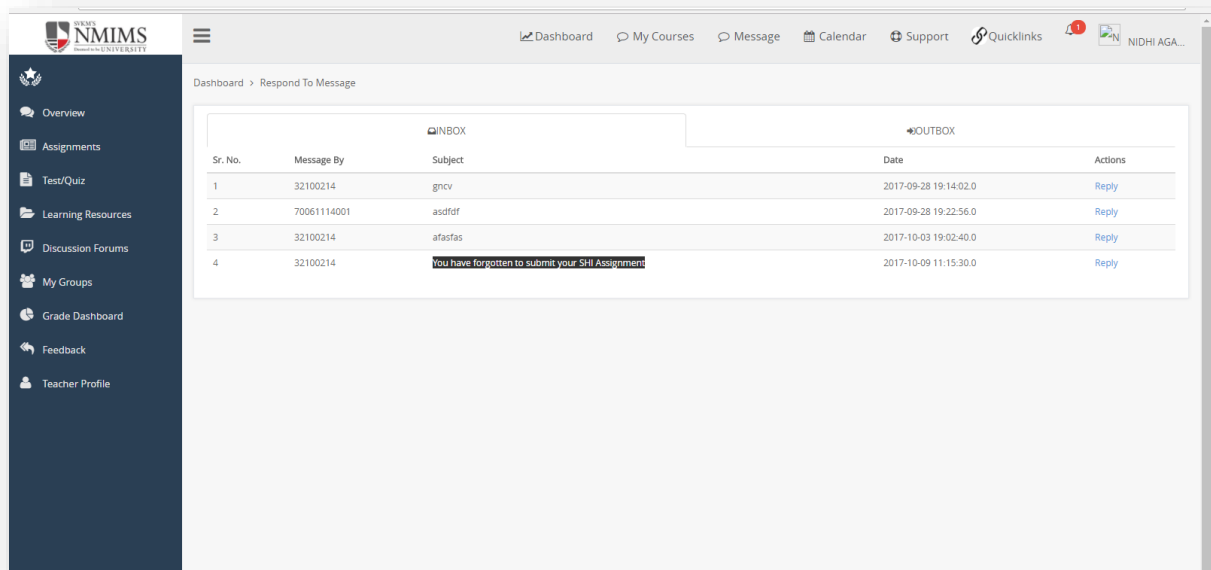
Module 8: Message

- The messages received can be seen in INBOX and the sent messages can be seen in OUTBOX.
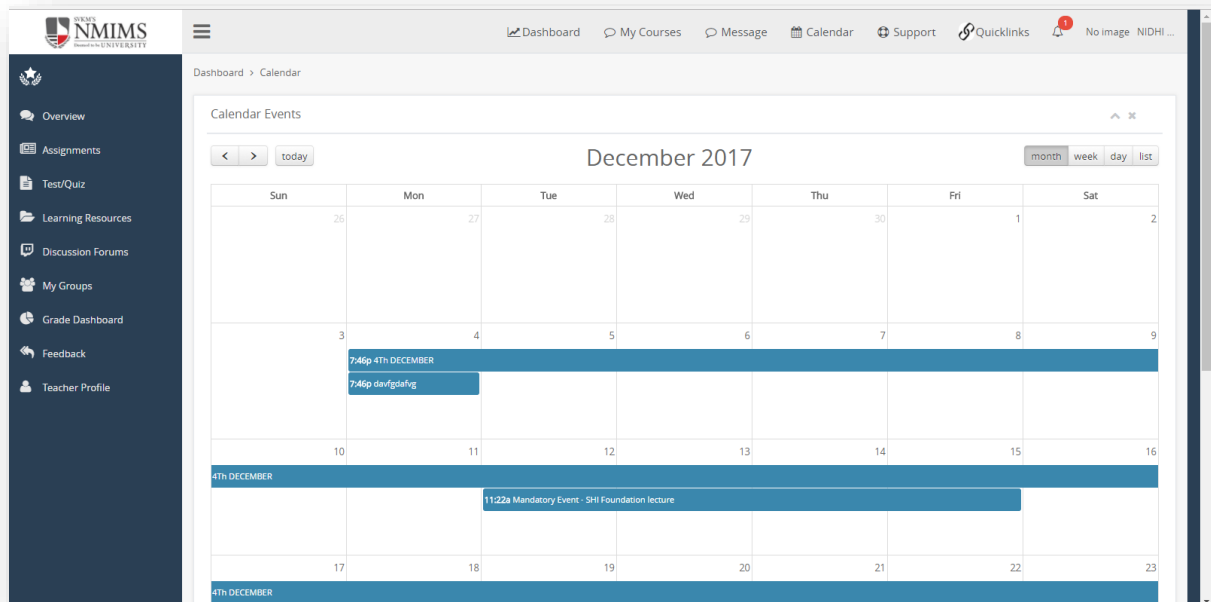- Students can reply to a message by clicking on REPLY button.

On clicking on Reply:
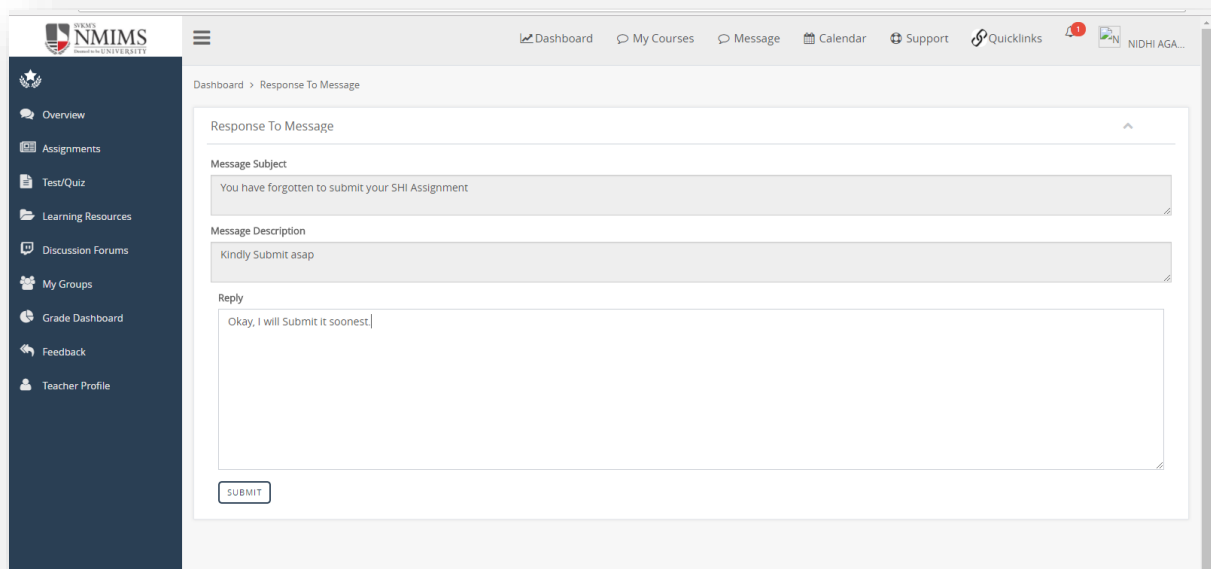
Module 9: Calendar

View Event

- Can be viewed in header Sub Menu – view Calendar

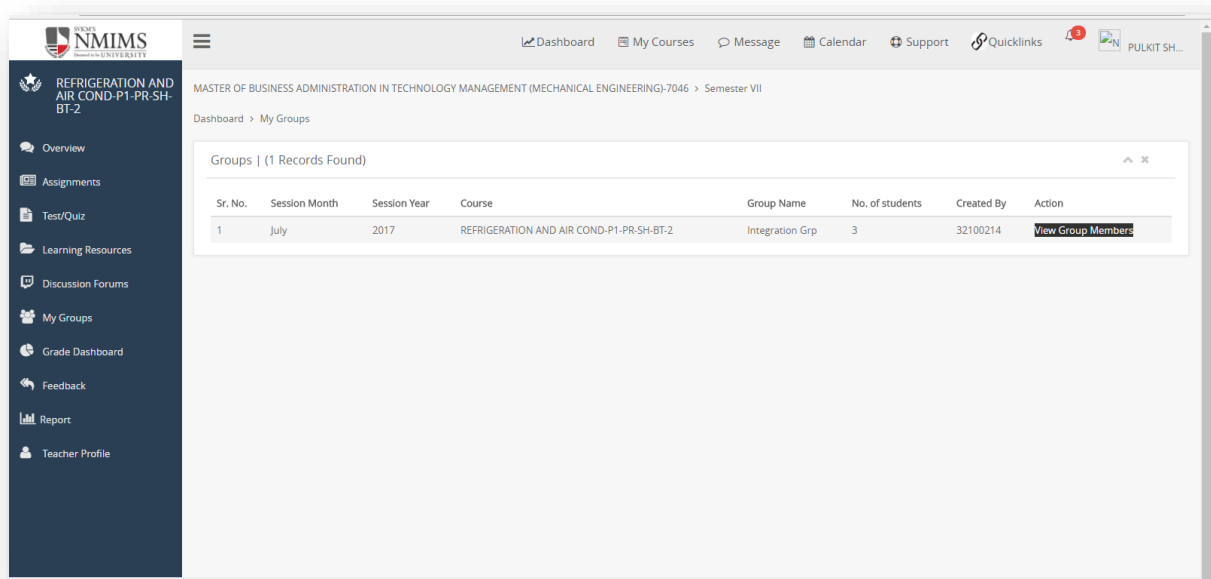- Students have the privilege of viewing the events only.

Module 10: Grade Dashboard

- A consolidated report of your scores in assignment/test/class participation can be seen through this screen.
- Students can also export the Grade Dashboard data to excel sheet by clicking "Export to Excel" button.
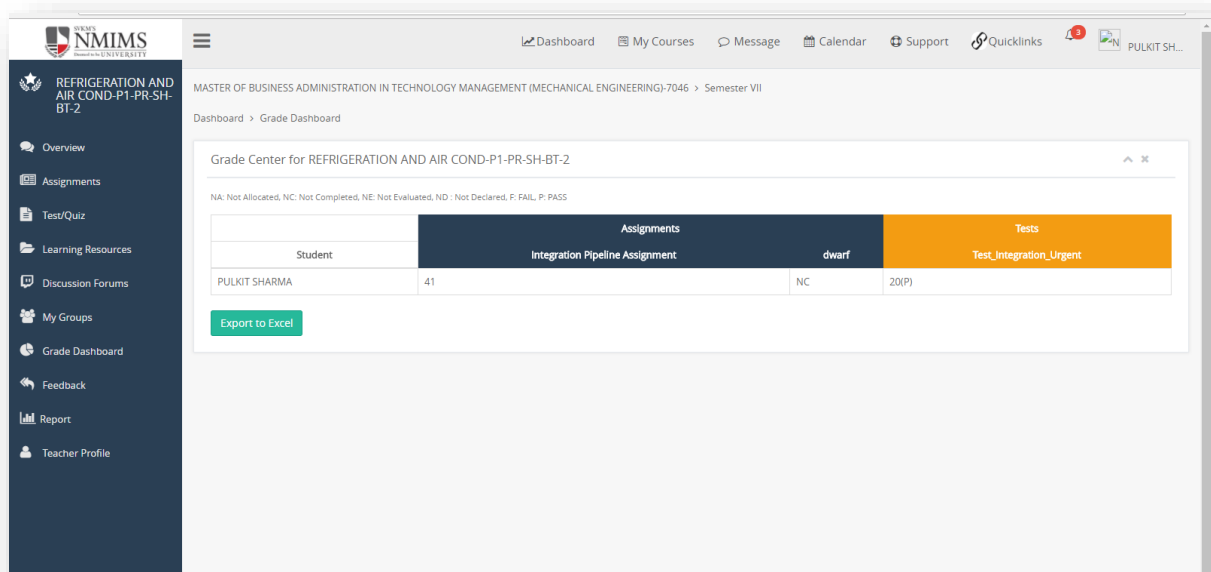
Module 11: My Groups

- Student can see his fellow group members on this screen
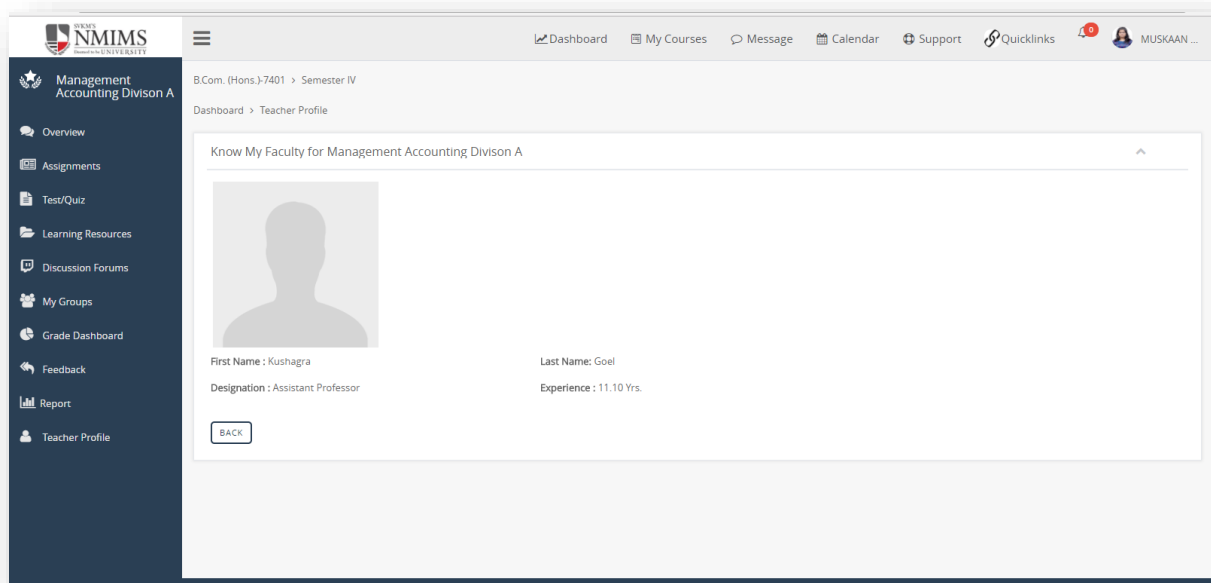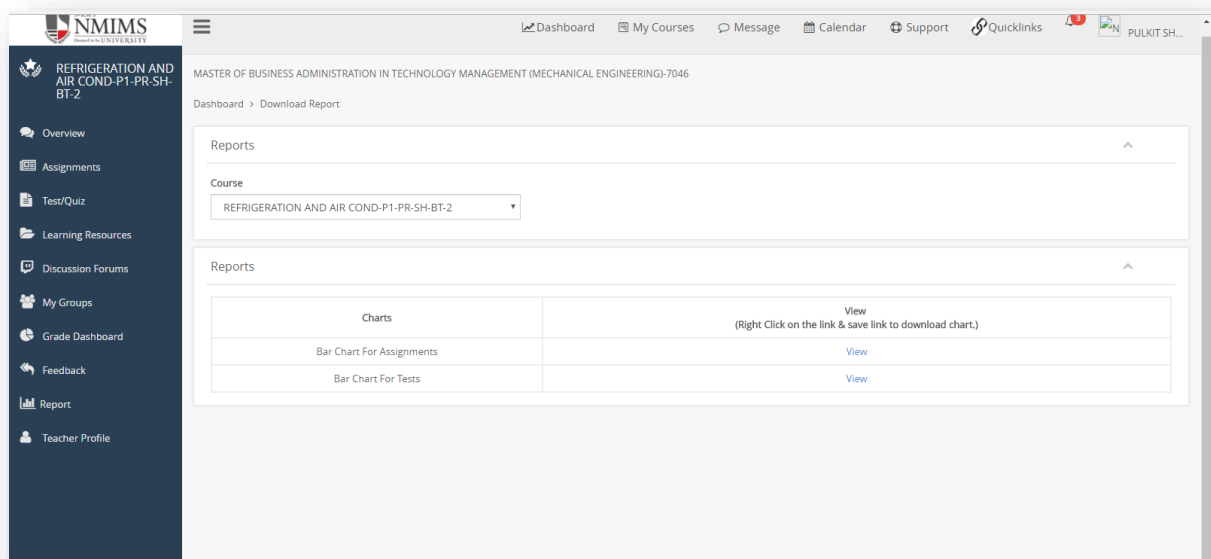
Module 12: Teacher Profile:

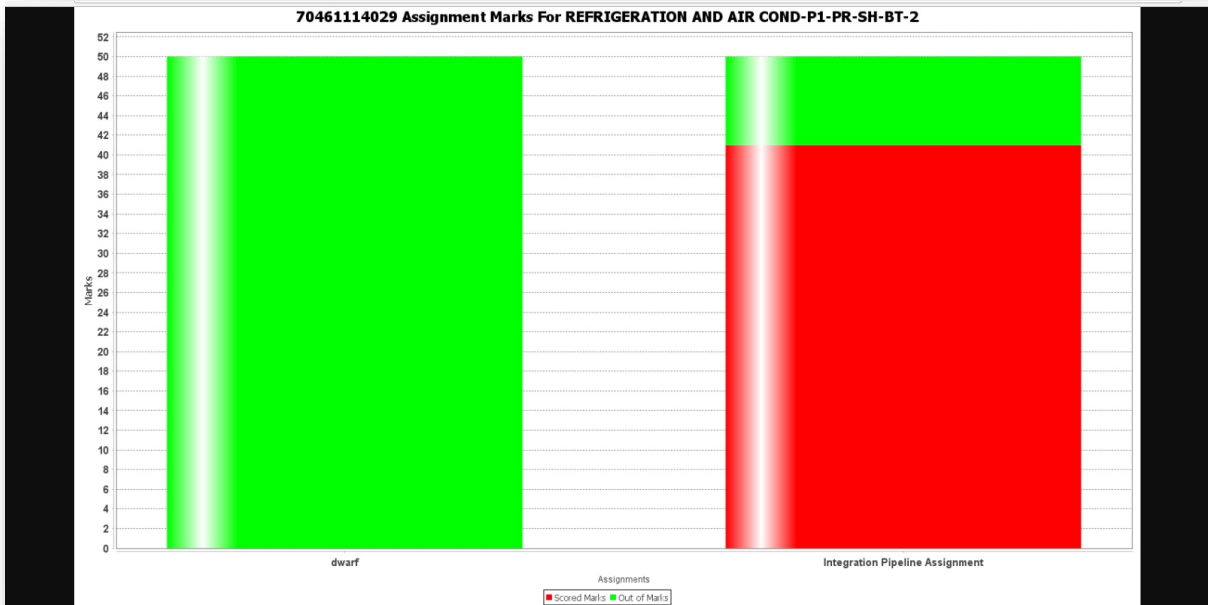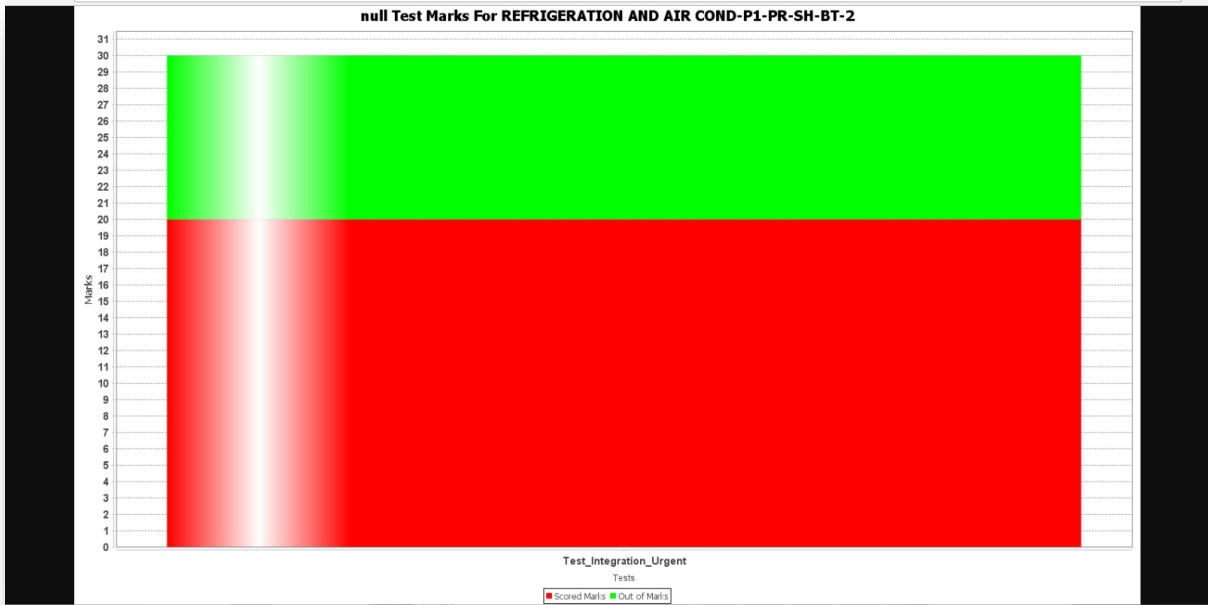- Students can get Faculty details on this screen.

Module 13: Reports

- Students can have a graphical bar chart report of his assignment and test on this screen.
- Select course name from dropdown and click on VIEW button.

Bar Chart for Assignment-

Bar Chart for Test

Module 14 : Search All Assignments/Tests

- **Click on Quick links -> Search All Assignments/Tests.**
- **Select the acad month and acad year and select the component to be searched [assignment/test/Content] from dropdown and click on SEARCH button.**

Module 15: Alert icon

- Can be found at the rightmost corner on the header menu.
- It will show all announcements (Course + Institute level)
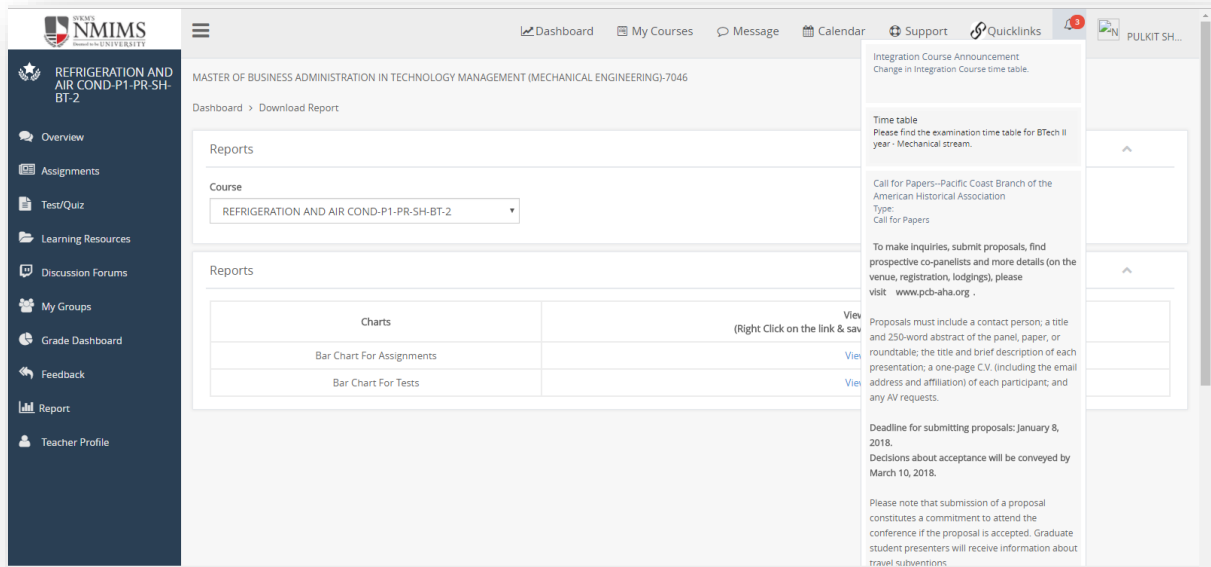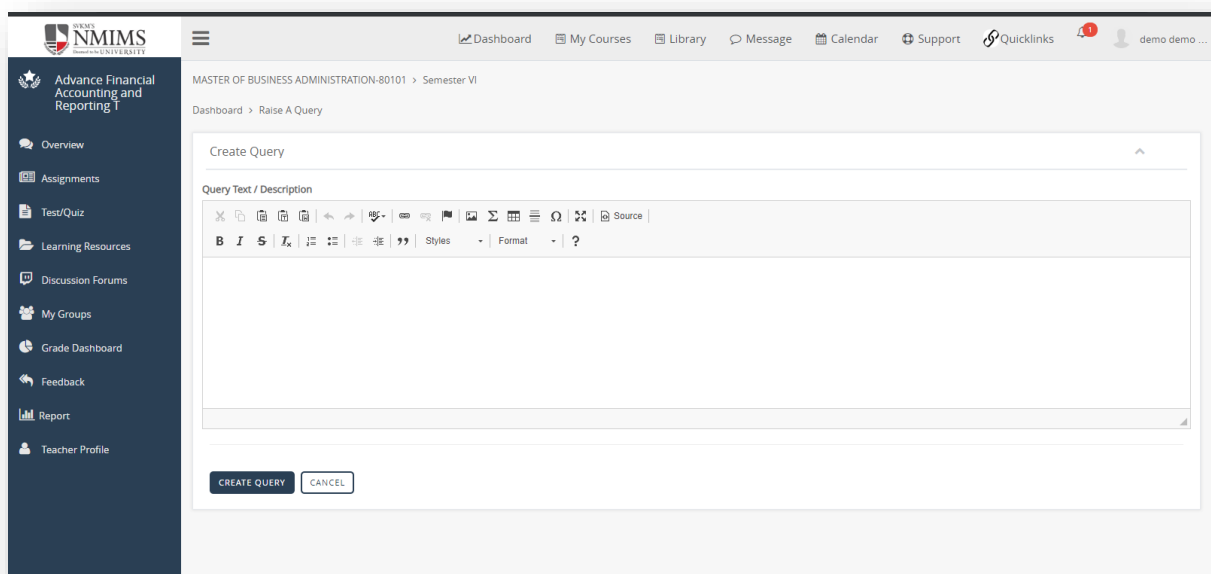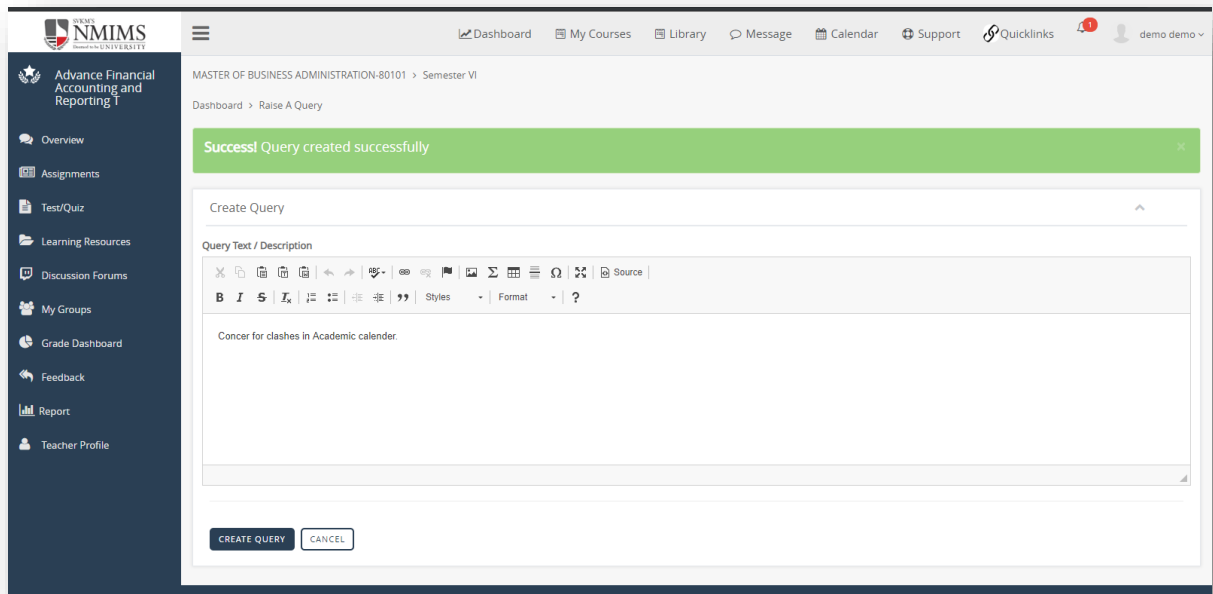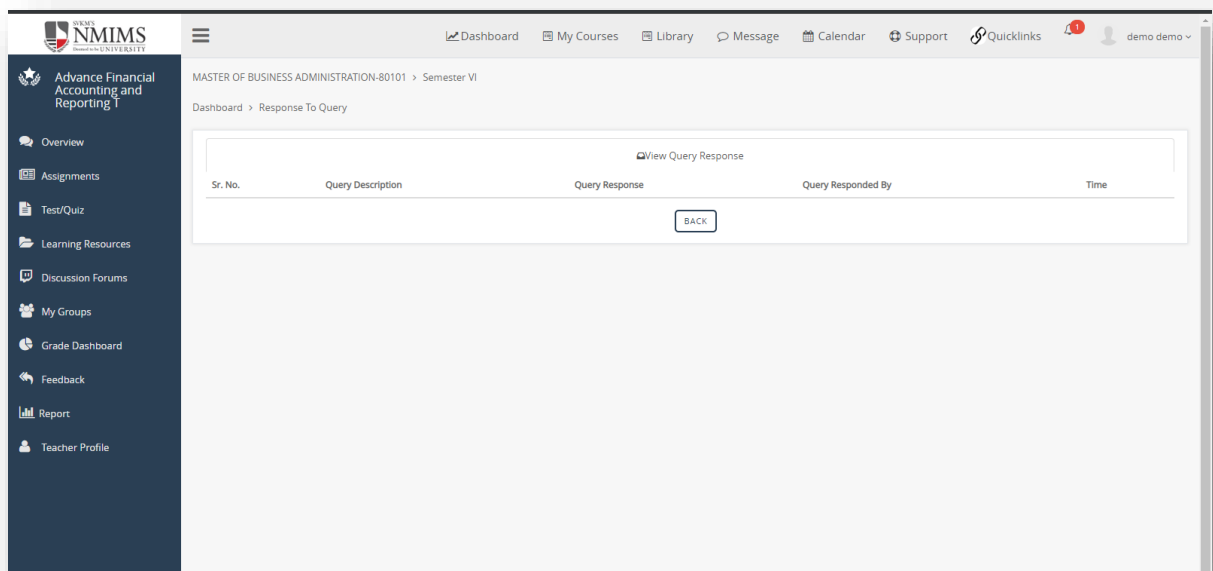

Additional Modules - Support:

Raise a Query

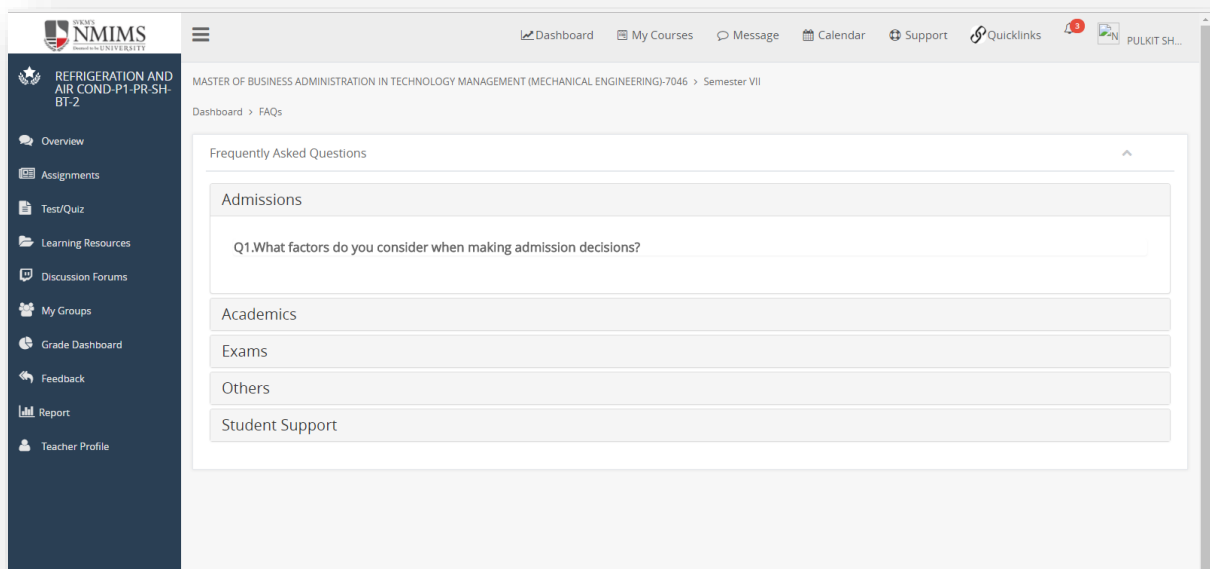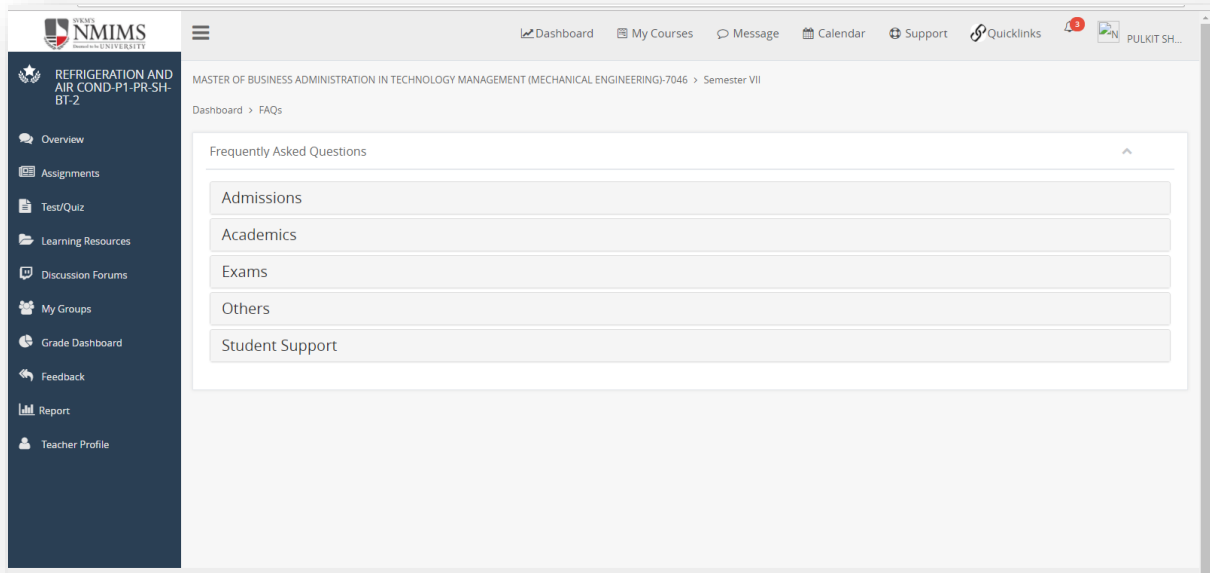- If you have any query regarding the portal you can raise it via Support -> Raise a Query.

View My Query Response:

- Responses received against your query can be seen via Support -> View my query response.
- The Response given by ADMIN to your query can be viewed here.

View FAQ's

- Students can have a glance on all the frequently asked questions category wise on this screen.

THANK YOU