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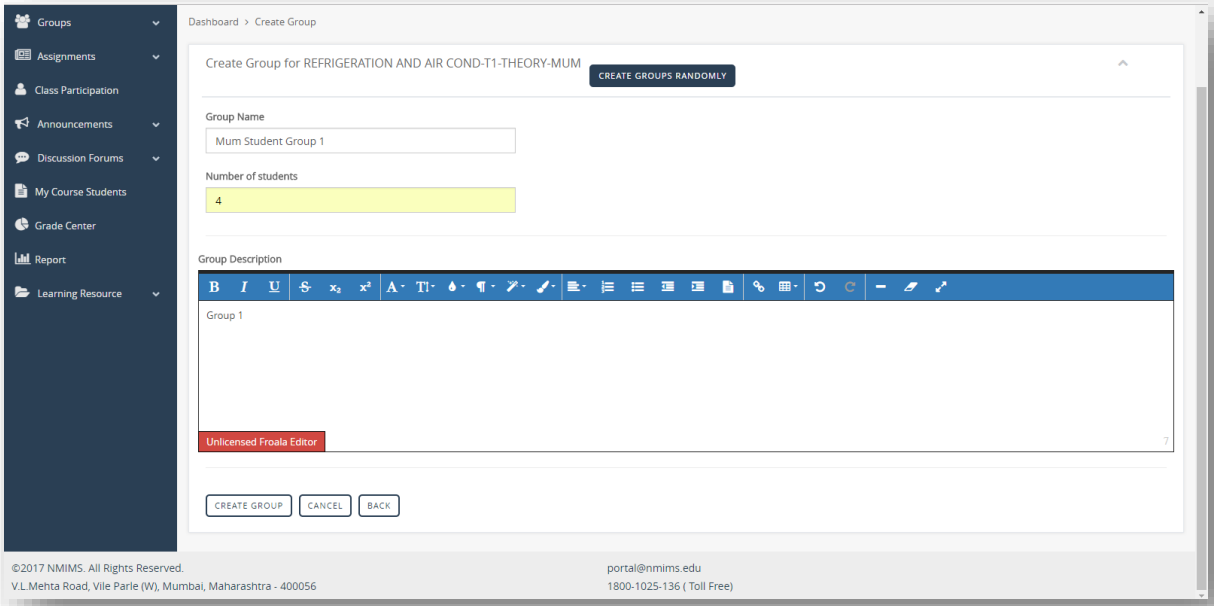
GROUP

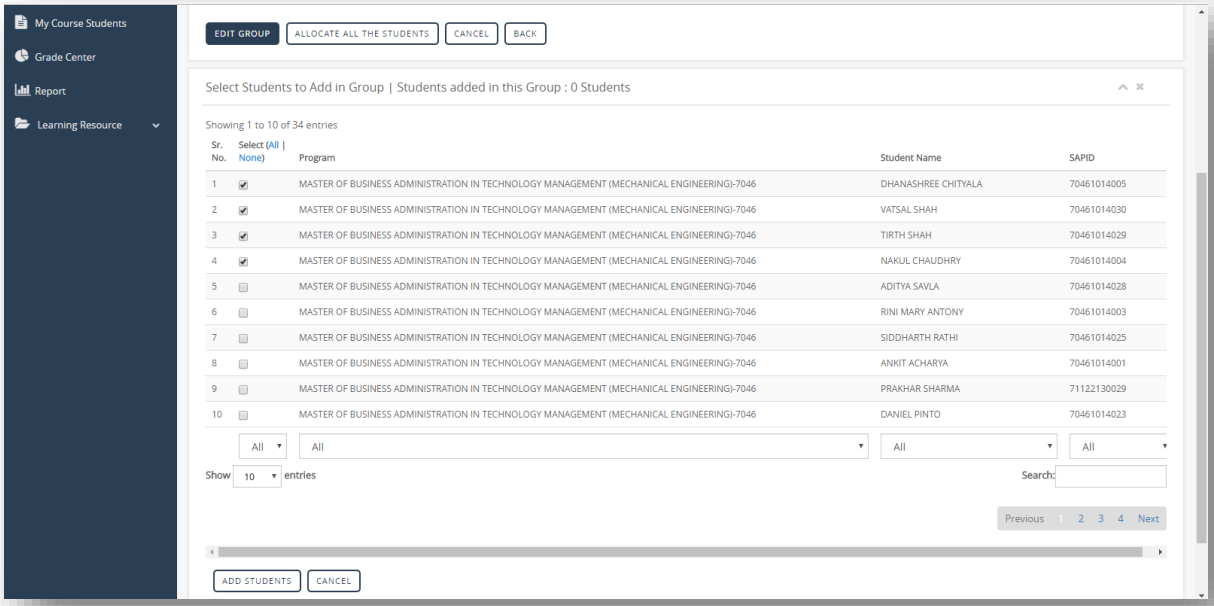
Create Group

-Can be landed via Left Side Bar: Group> Create Group

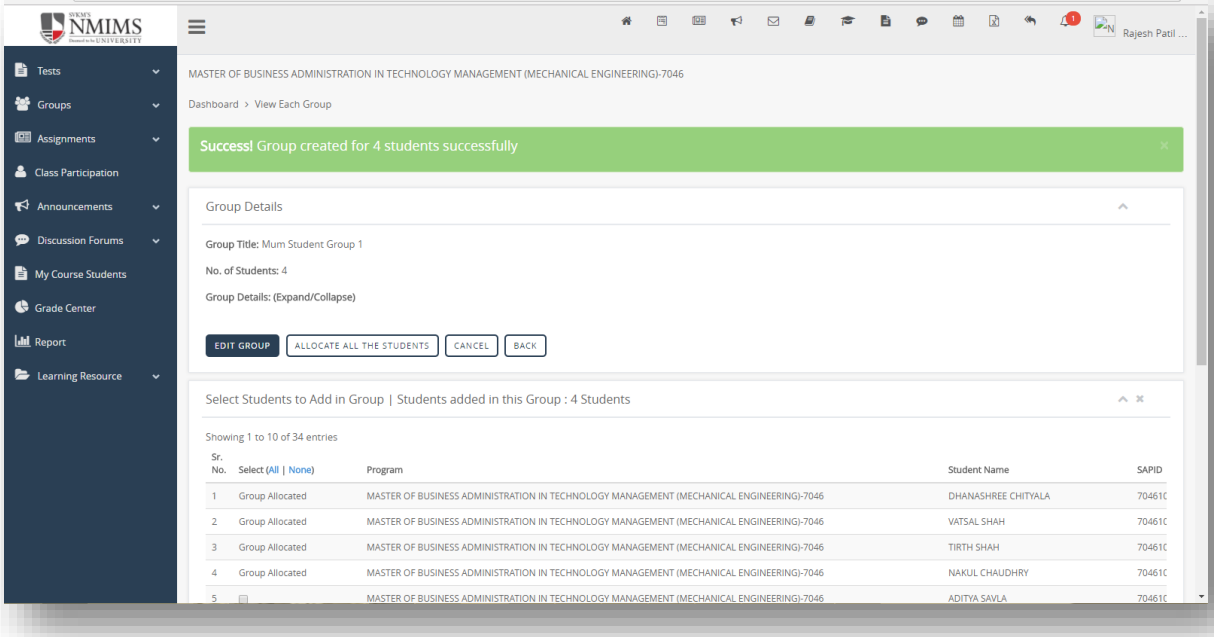
Groups can be created either manually or randomly (via create group randomly option)
Enter the required inputs and click on CREATE GROUP button at end.



Next Step is Selection of Students to put in the group. Just tick the students and click on ADD STUDENTS.



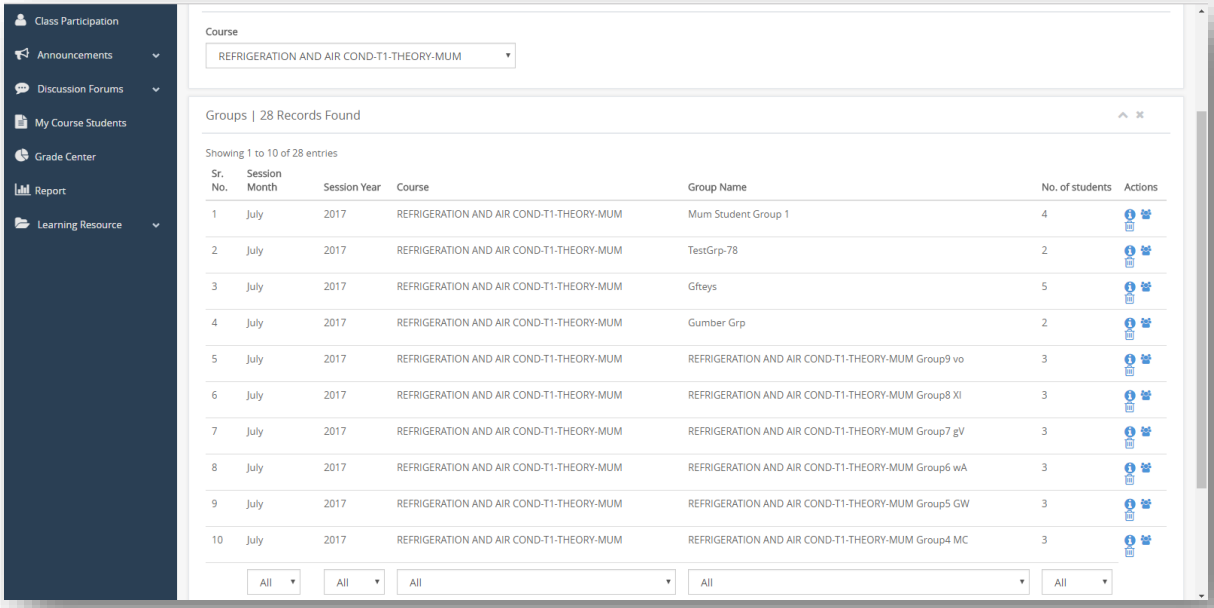
The cross verification of “STUDENT ALLOCATED TO GROUP” can be seen by GROUP ALLOCATED status.



VIEW GROUP:

-can be landed via Left Side Bar: Group> View Group

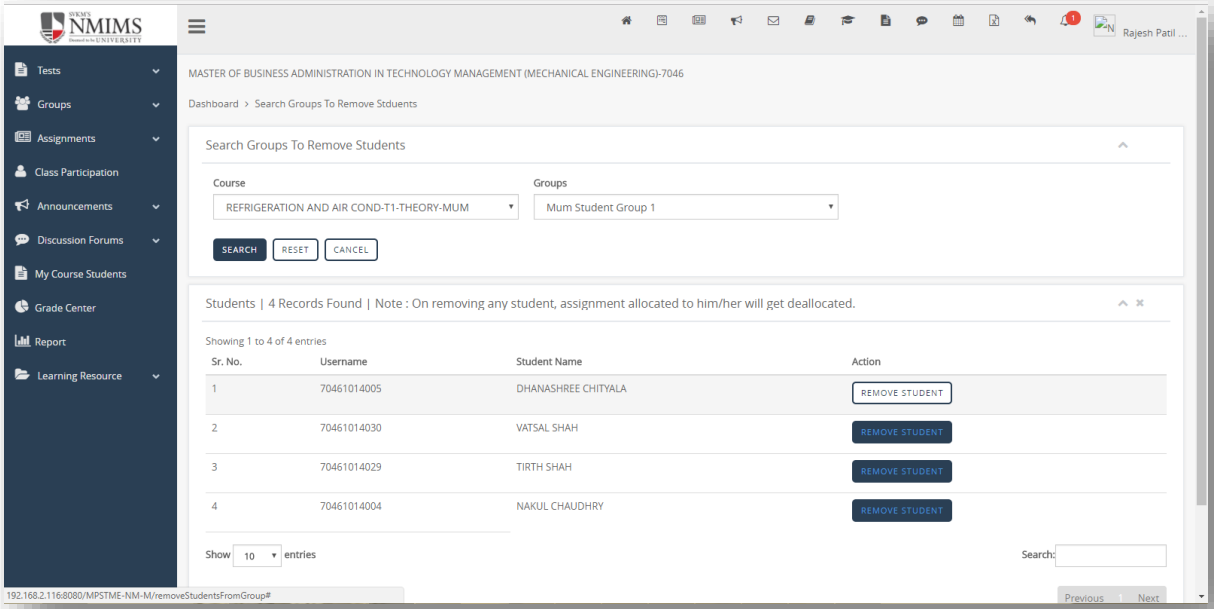
The created groups can seen on this screen.The necessary information of group like group members,group info can be checked using icons provided in actions tab. Also, group can be deleted using the delete icon.

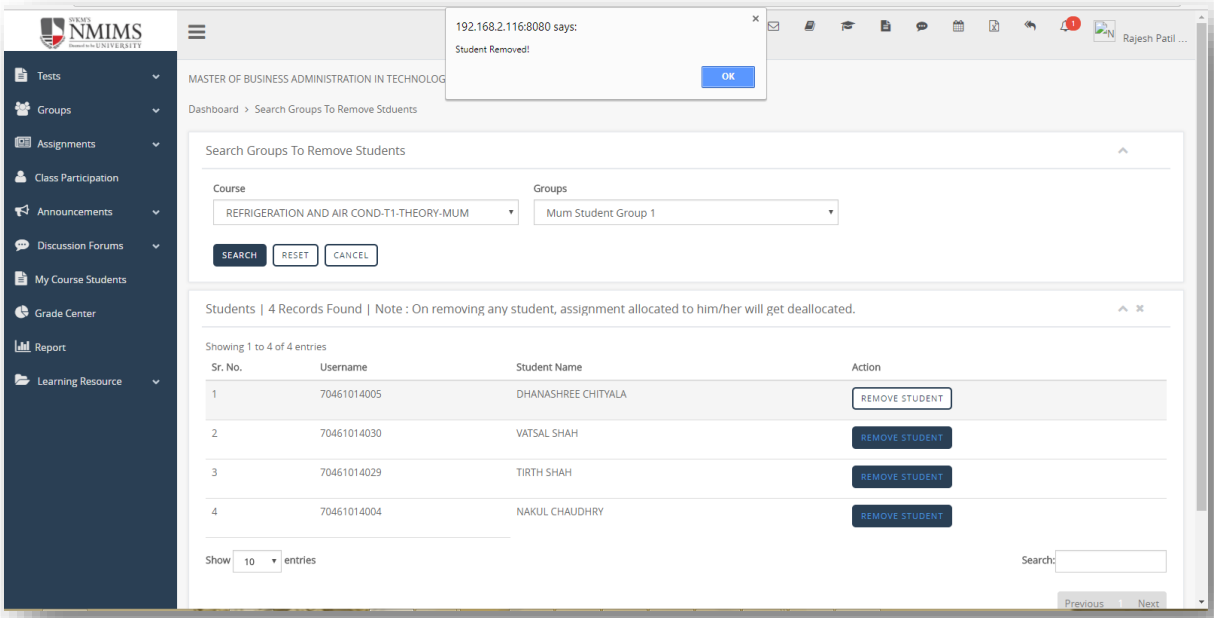


REMOVE STUDENTS FROM GROUP:

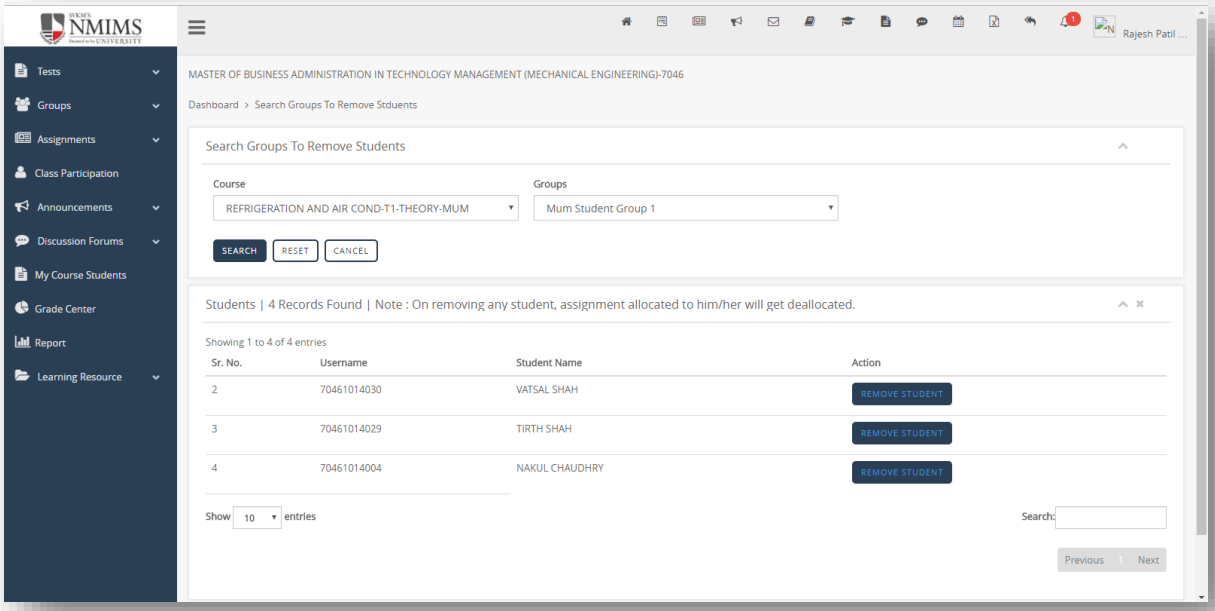
-can be landed via Left Side Bar: Group> Remove Students From Group

Click on “Remove Student” button across the student name whom you wish to remove from the group.





After Removal:



ASSIGNMENT

Create Assignment for Students

-Can be landed via Left Side Bar: Assignment > Create for Student

Fill in all the required input information and click on CREATE ASSIGNMENT button at the end.

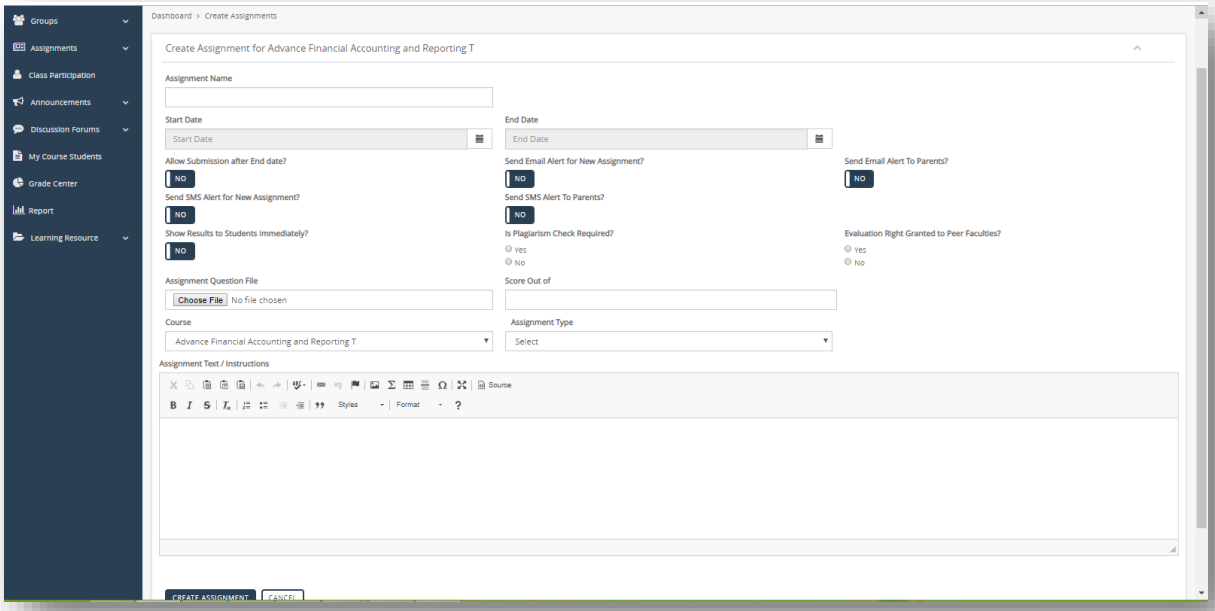
Plagiarism Feature: If chosen YES, then system prompts for another input i.e. the mode of plagiarism you wish to run the plagiarism. On selecting Submission, the scan would run on Student side on assignment submission.
On selecting manual, faculty can manually run the scan on the EVALAUATE ASSIGNMENT screen.
Also, if No is selected then no scan would run.

SHOW RESULTS IMMEDIATELY: You can keep this toggle active if you wish to show the results immediately to students on evaluation of assignment.
Also, the results can be shown at later stage by clicking on SHOW NOW button on "VIEW ASSIGNMENT" screen.

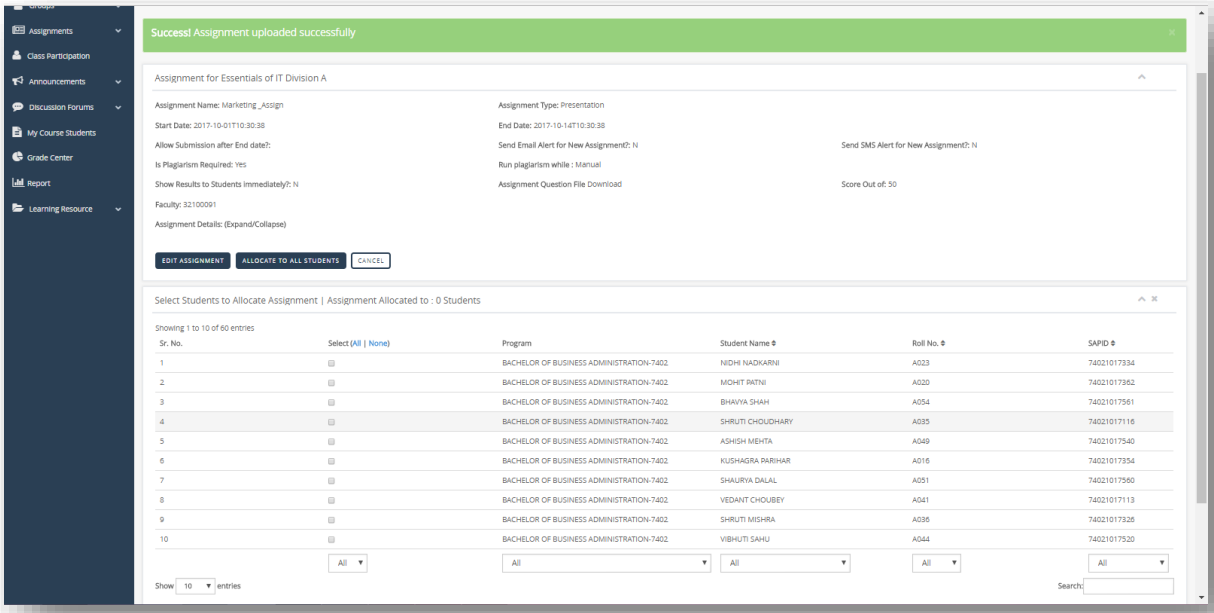
Allow Submission after End date: If you want to allow students to submit their assignment after the end date also then this option should be enabled. All the assignments will be available under Late Submitted Assignments.

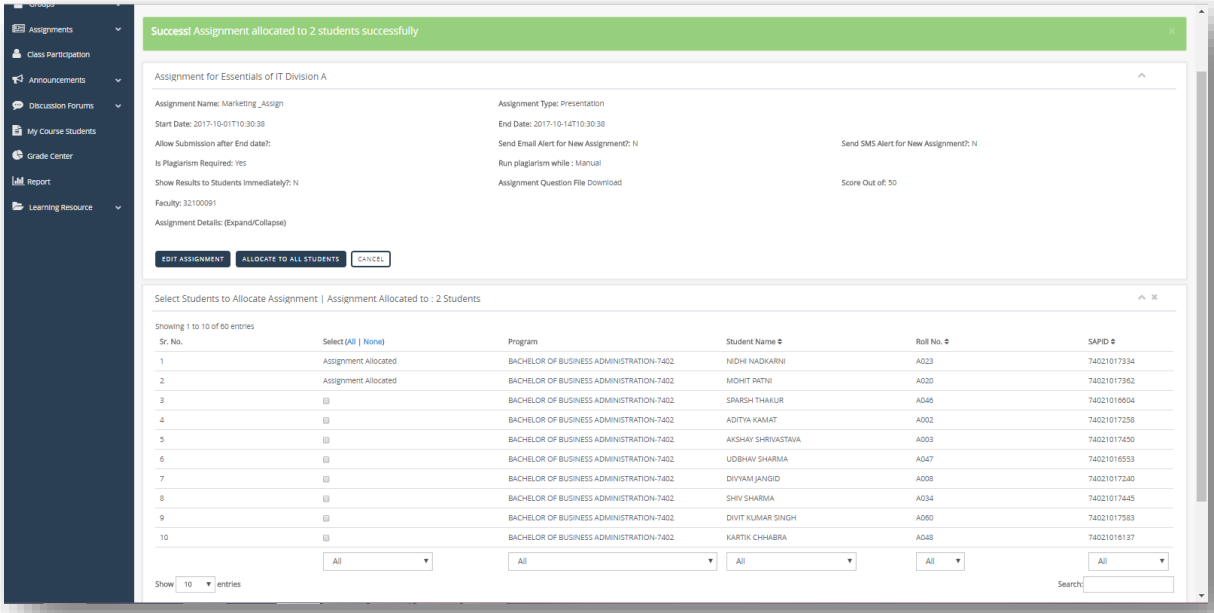
Evaluation Right Granted to Peer Faculties: You can give the evaluation rights to your peer faculty by enabling this option.

Notification alert for assignment can be sent to all students (Email | SMS) by keeping the toggle "ON".



Select students to whom the assignment is to be allocated and click Allocate Assignment button.

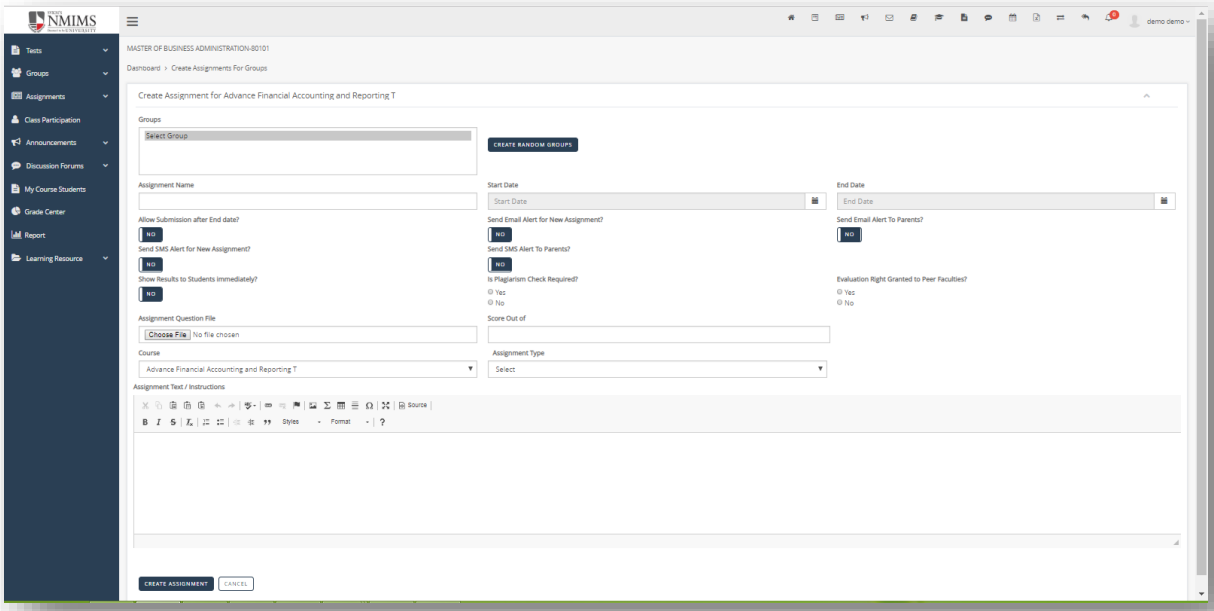




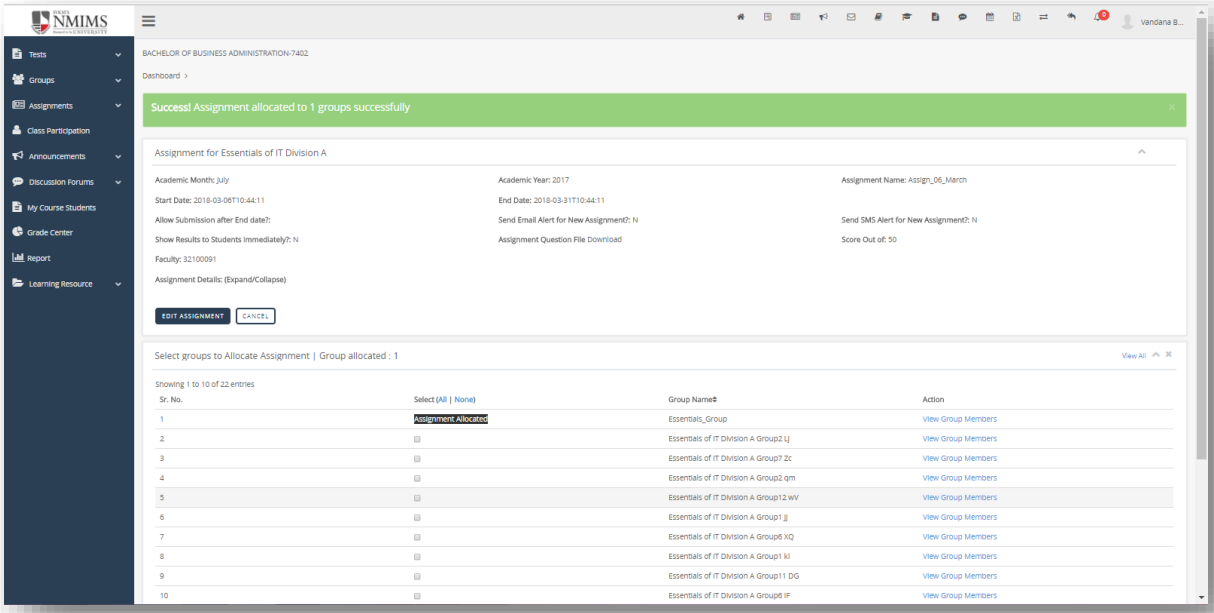
CREATE ASSIGNMENT FOR GROUP

-Can be landed via Left Side Bar: Assignment > Create For Group

Select the group from dropdown to which assignment is to be allocated and fill the required fields and click on CREATE button.



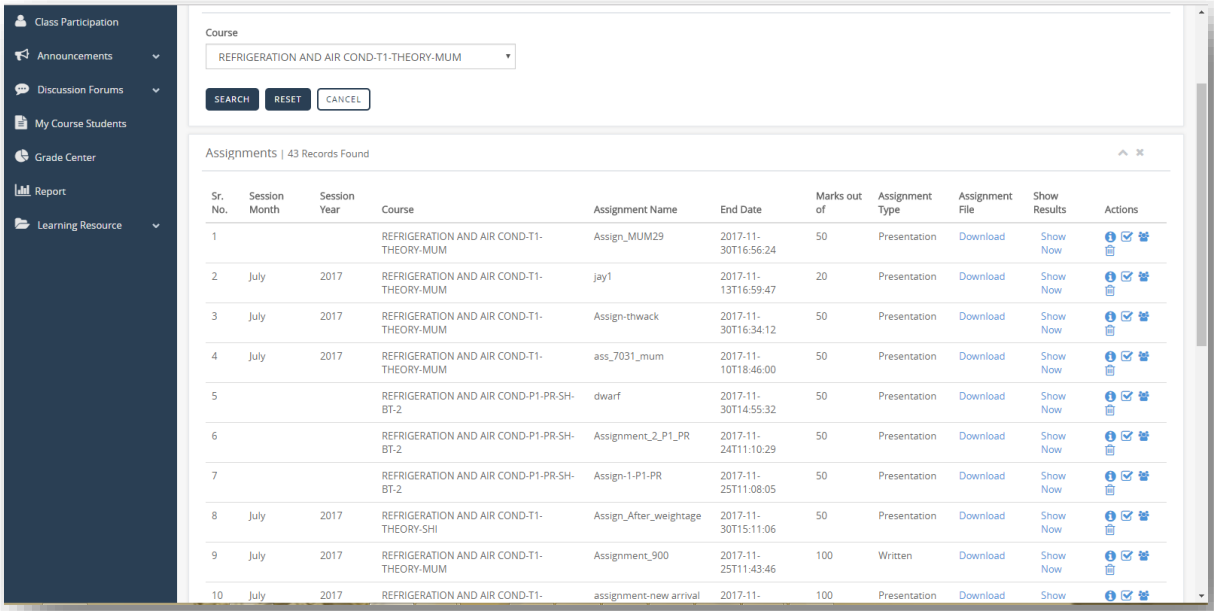
The group to which assignment has been allocated can be cross verified by “Assignment Allocated” status next to the group name.



VIEW ASSIGNEMNTS

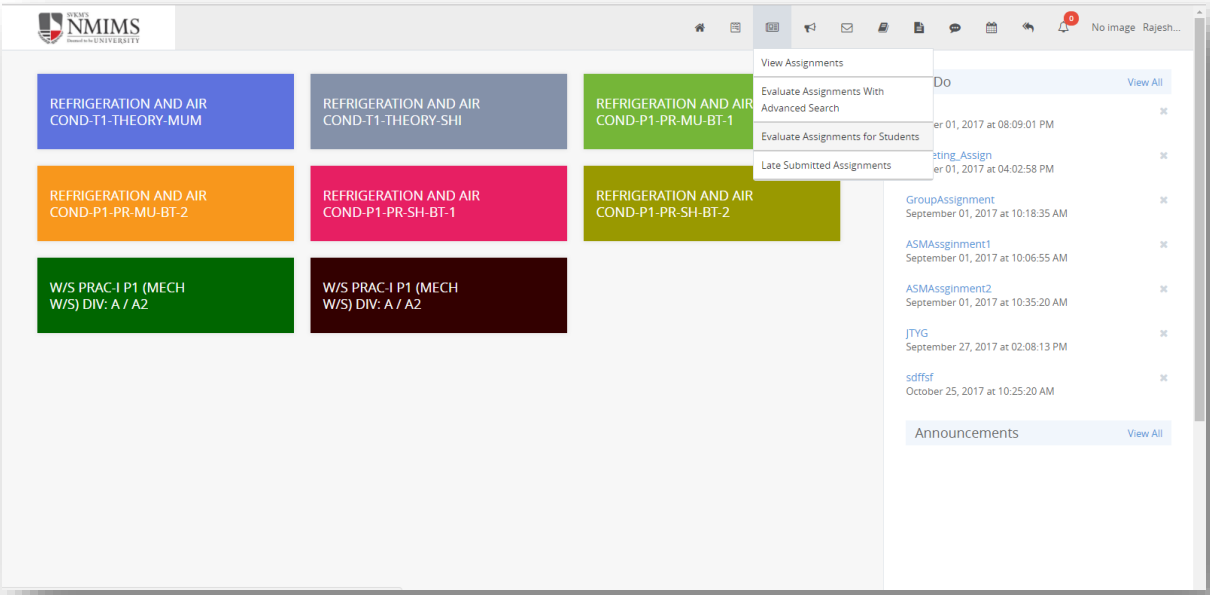
-can be landed via Left Side Bar: Assignment > View

- All the created assignments can be viewed on this screen. You can get all the necessary information pertaining to any assignment.
- Under Actions icons you can view assignment details, evaluate assignment, view assignment by group and delete assignment.



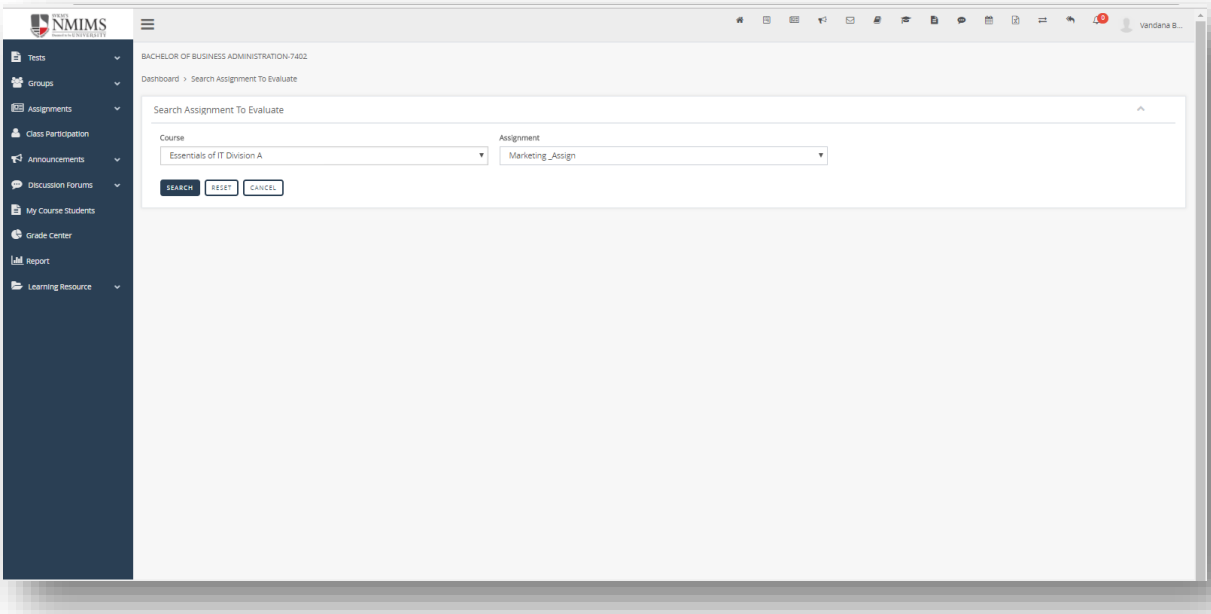
EVALUATION OF SUBMITTED ASSIGNMENT

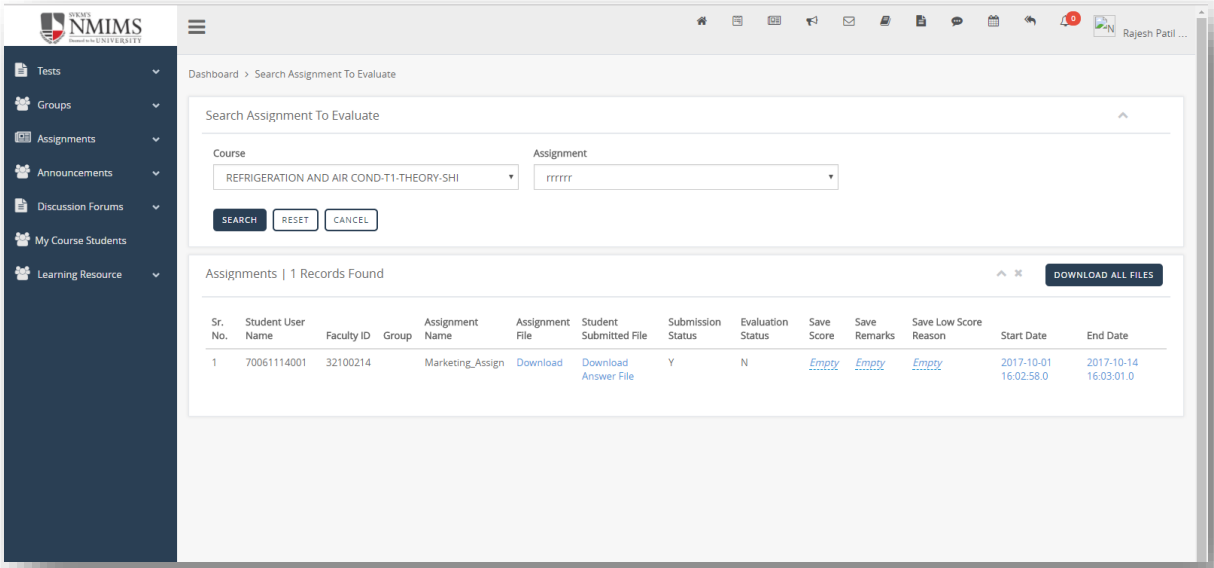
-Can be landed via Left Side Bar of a course or Header Menu: Assignment > Evaluate Student



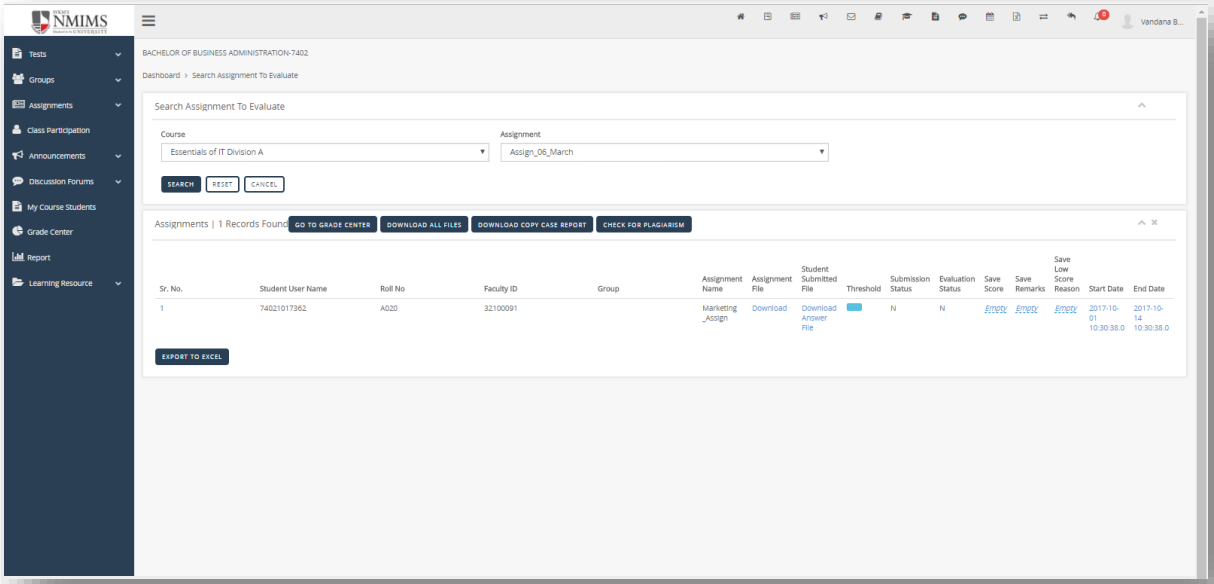
Select Evaluate Assignments for Students

- Select assignment you want to evaluate and click on Search





Enter the Score, Remarks, Low Score Reason (Select the appropriate reason from dropdown)



Faculty can download all the submitted files of student at once by clicking on DOWNLOAD ALL FILES.

The updated status of evaluated assignment can be seen in Advance Search Page (Evaluate Assignment with Advance Search in header menu)

The faculty can run the manual scan for plagiarism by clicking on CHECK FOR PLAGIARISM button. The % of copy content can be seen in the threshold field.

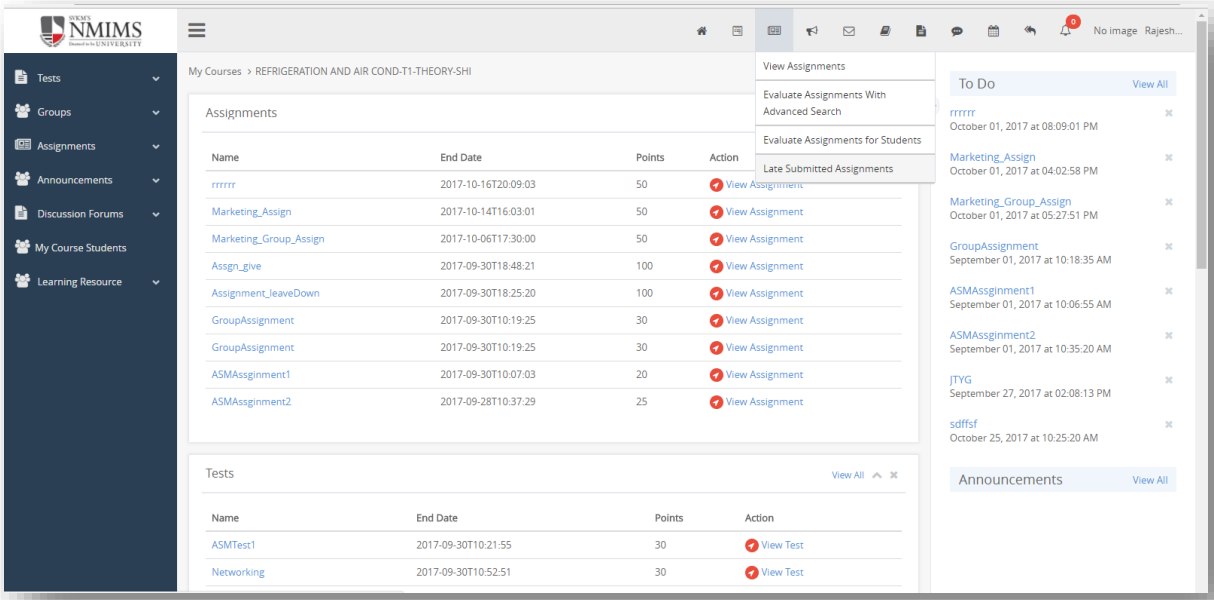
The relevant details of Score, Remarks and Low Score Reason can be viewed on" Evaluate Assignment with Advance Search" screen. In depth details pertaining to this screen is covered further.

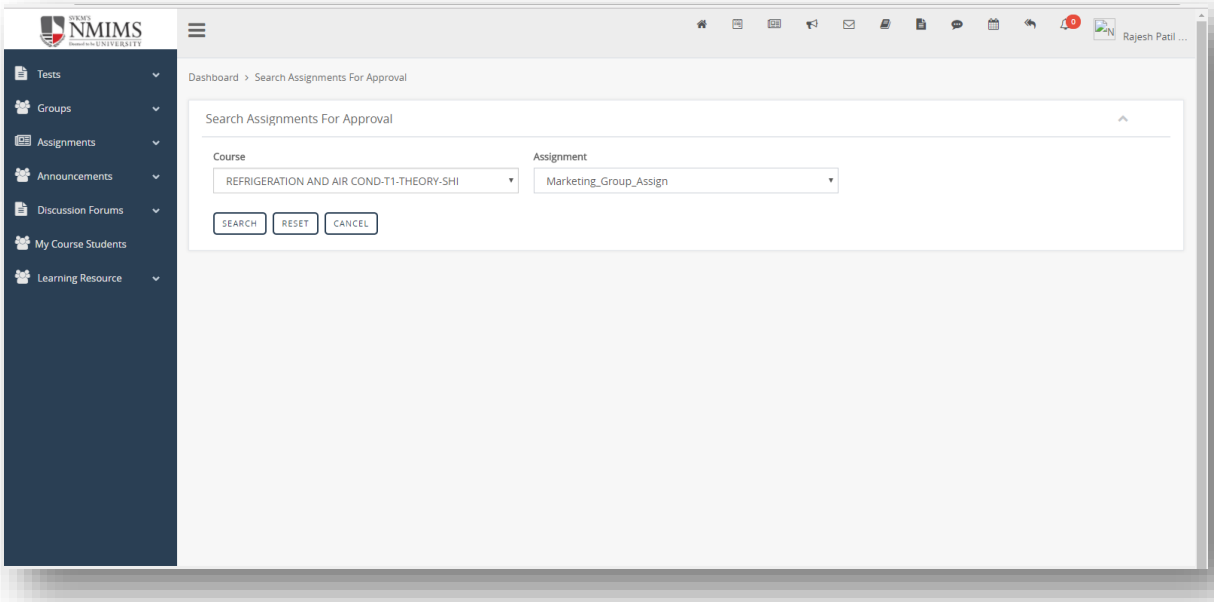
1	70061114001	32100214	Assignment_leaveDown	Download	Preview	Download Answer File	Y	Y	20	rdyrdyzdtyd	Blank Assignment	
2	70061114001	32100214	Assgn_give	Download	Preview	Download Answer File	Y	Y	30	EASFEGV	Only Questions written	
3	70061114001	32100214	ASMAssginment1	Download	Preview	Download Answer File	Y	Y	20	good	Empty	
4	70461114035	32100214	ASMAssginment1	Download	Preview	Download Answer File	N	N	Empty	Empty	Empty	REMINDER
5	70061114001	32100214	GroupAssignment	Download	Preview	Download Answer File	N	Y	Empty	Empty	Empty	
6	70461114035	32100214	GroupAssignment	Download	Preview	Download Answer File	N	N	Empty	Empty	Empty	REMINDER
7	70061114001	32100214	ASMAssginment2	Download	Preview	Download Answer File	Y	Y	Empty	Empty	Empty	
8	70461114035	32100214	ASMAssginment2	Download	Preview	Download Answer File	N	N	Empty	Empty	Empty	REMINDER
9	70461114011	32100214	rrrrrr	Download	Preview	Download Answer File	N	N	Empty	Empty	Empty	REMINDER
10	70461114035	32100214	Marketing_Assign	Download	Preview	Download Answer File	N	N	Empty	Empty	Empty	REMINDER
11	70061114001	32100214	Marketing_Assign	Download	Preview	Download Answer File	Y	Y	40	Improve the Quality of Assignment	Scanned/Handwritten Assignment	

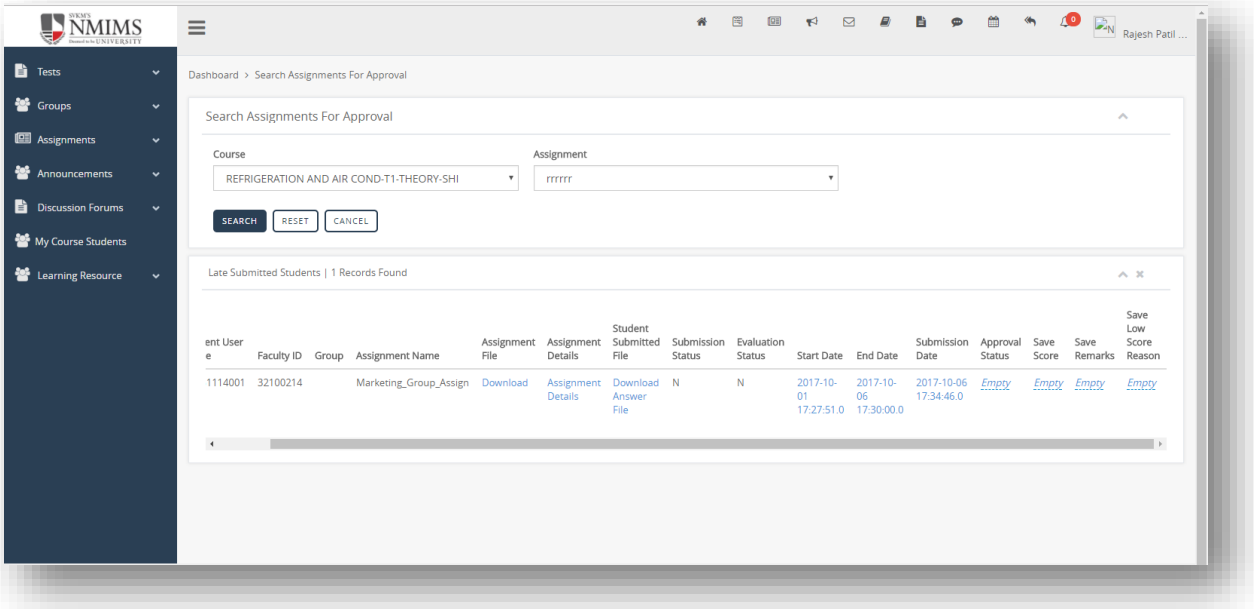
EVALUATION OF LATE SUBMITTED ASSIGNMENT:

-can be landed via Left Side Bar: Assignment > Late Submitted Assignments

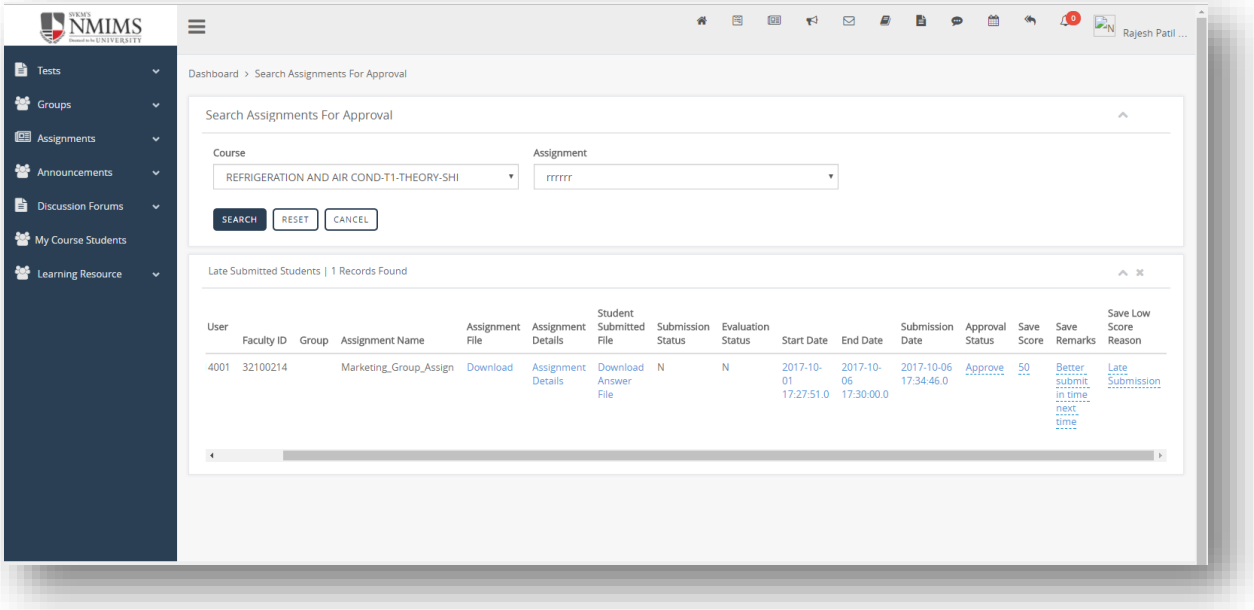
Faculty can check for late submitted assignments and evaluate them using this screen of "Late Submitted Assignments".







Enter score, remarks, reason

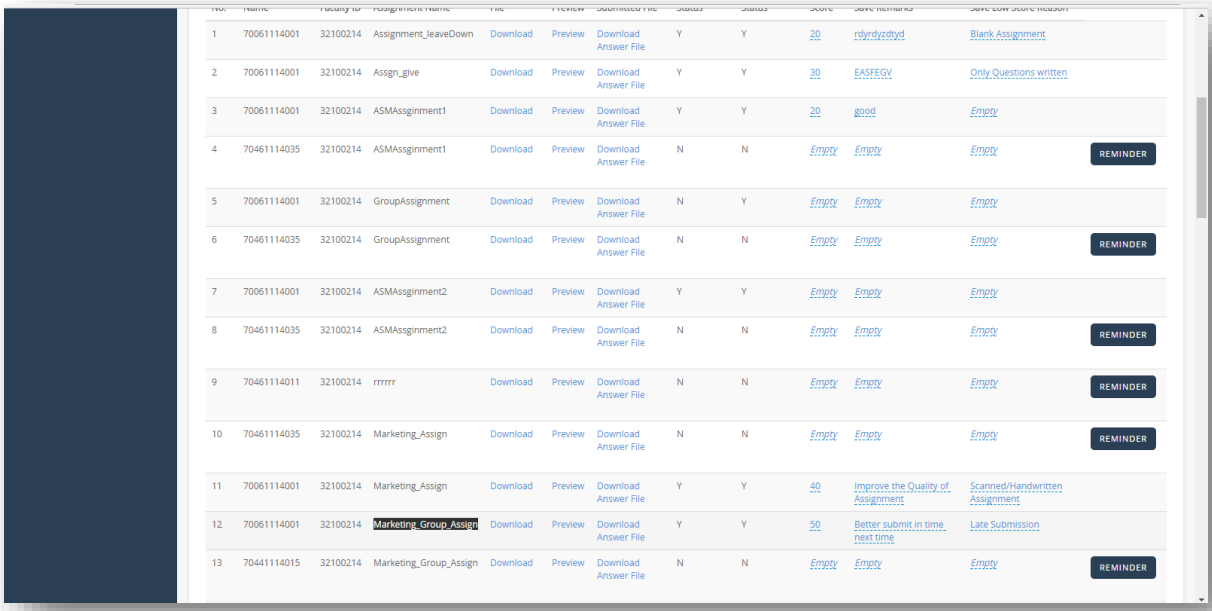


EVALUATION WITH ADVANCE SEARCH

-can be landed via Left Side Bar: Assignment > Evaluate with Advance Search

- **Activities that can be performed on this screen** :

1. Evaluation status can be seen(Marks/Status/Remarks)
2. Assignments can be evaluated on this screen.
3. Reminder can be sent to students for Submission before deadline



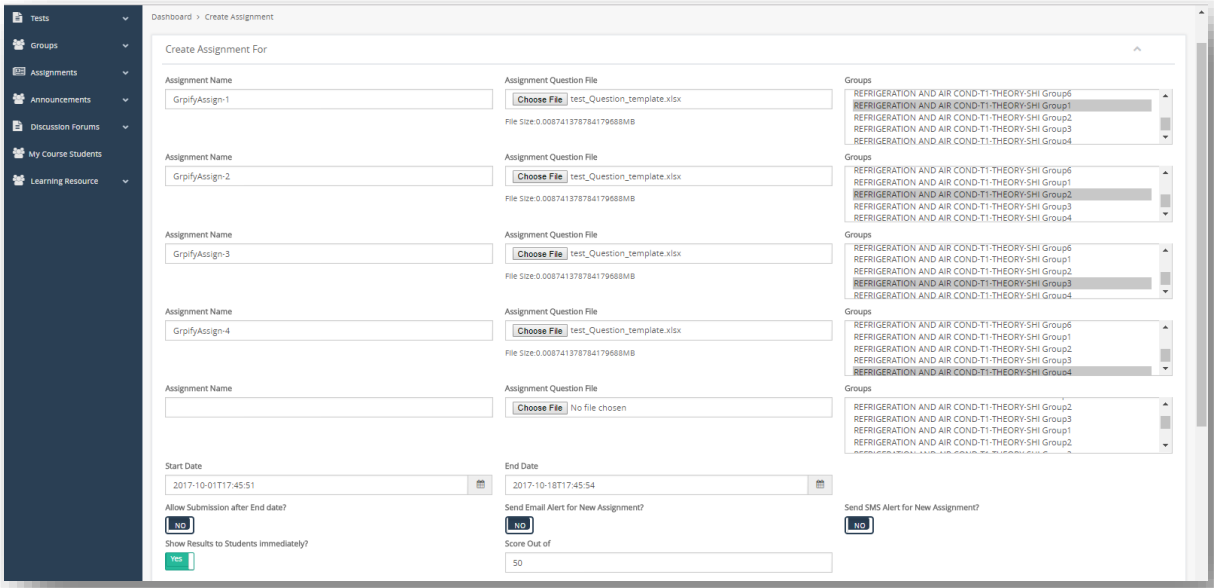
1	70061114001	32100214	Assignment_leaveDown	Download	Preview	Download Answer File	Y	Y	20	rdyrdyzdtyd	Blank Assignment	
2	70061114001	32100214	Assgn_give	Download	Preview	Download Answer File	Y	Y	30	EASFEGV	Only Questions written	
3	70061114001	32100214	ASMAssginment1	Download	Preview	Download Answer File	Y	Y	20	good	Empty	
4	70461114035	32100214	ASMAssginment1	Download	Preview	Download Answer File	N	N	Empty	Empty	Empty	REMINDER
5	70061114001	32100214	GroupAssignment	Download	Preview	Download Answer File	N	Y	Empty	Empty	Empty	
6	70461114035	32100214	GroupAssignment	Download	Preview	Download Answer File	N	N	Empty	Empty	Empty	REMINDER
7	70061114001	32100214	ASMAssginment2	Download	Preview	Download Answer File	Y	Y	Empty	Empty	Empty	
8	70461114035	32100214	ASMAssginment2	Download	Preview	Download Answer File	N	N	Empty	Empty	Empty	REMINDER
9	70461114011	32100214	rrrrrr	Download	Preview	Download Answer File	N	N	Empty	Empty	Empty	REMINDER
10	70461114035	32100214	Marketing_Assign	Download	Preview	Download Answer File	N	N	Empty	Empty	Empty	REMINDER
11	70061114001	32100214	Marketing_Assign	Download	Preview	Download Answer File	Y	Y	40	Improve the Quality of Assignment	Scanned/Handwritten Assignment	
12	70061114001	32100214	Marketing_Group_Assign	Download	Preview	Download Answer File	Y	Y	50	Better submit in time next time	Late Submission	
13	70441114015	32100214	Marketing_Group_Assign	Download	Preview	Download Answer File	N	N	Empty	Empty	Empty	REMINDER

Create Multiple Assignments For Groups:

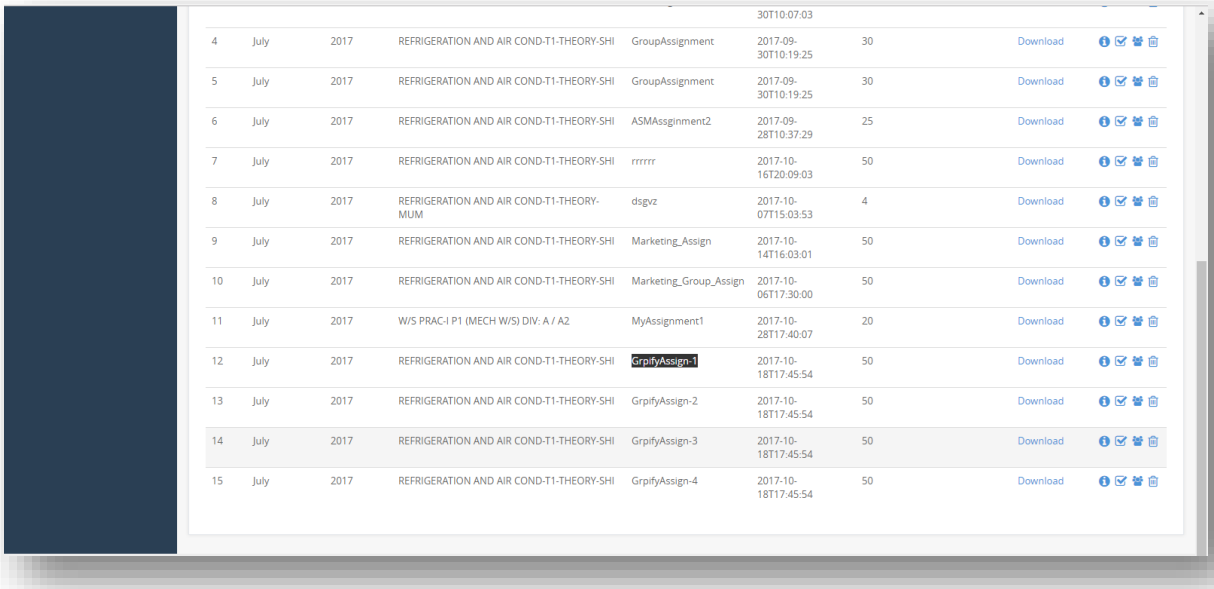
-Can be landed via Left Side Bar: Assignment > Create For Group

This screen can be used to create and allocate multiple assignments to respective groups on single page thus saving a lot of time and effort.

Fill in all the necessary input fields and click on Create Assignment button.



On Click of Create Assignment:



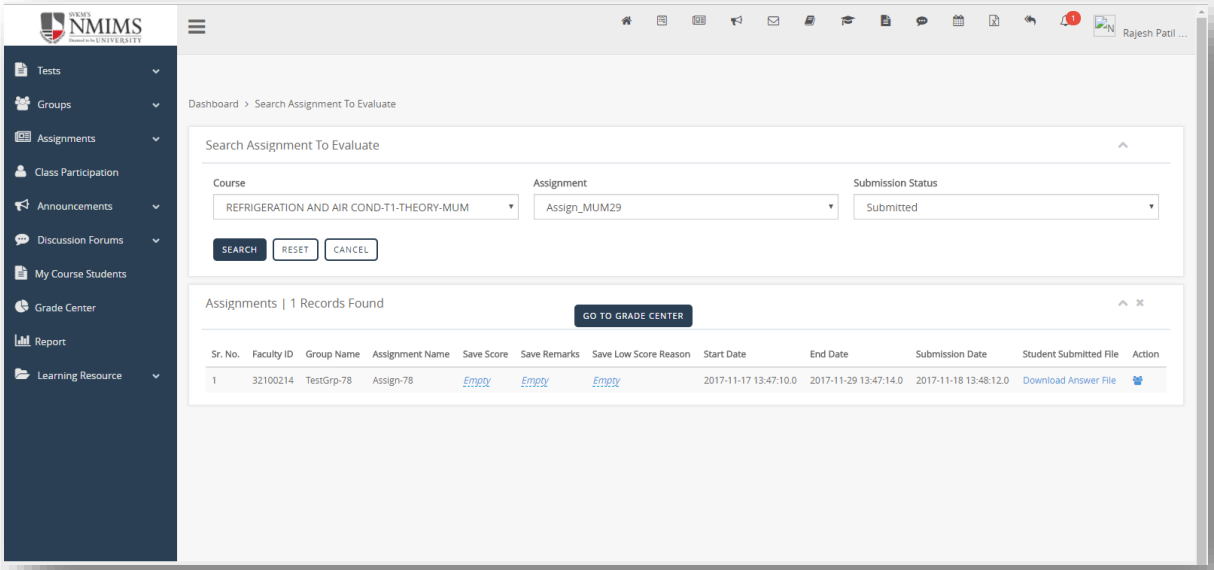
					30T10:07:03			
4	July	2017	REFRIGERATION AND AIR COND-T1-THEORY-SHI	GroupAssignment	2017-09-30T10:19:25	30	Download	
5	July	2017	REFRIGERATION AND AIR COND-T1-THEORY-SHI	GroupAssignment	2017-09-30T10:19:25	30	Download	
6	July	2017	REFRIGERATION AND AIR COND-T1-THEORY-SHI	ASMAssginment2	2017-09-28T10:37:29	25	Download	
7	July	2017	REFRIGERATION AND AIR COND-T1-THEORY-SHI	rrrrrr	2017-10-16T20:09:03	50	Download	
8	July	2017	REFRIGERATION AND AIR COND-T1-THEORY-MUM	dsgvz	2017-10-07T15:03:53	4	Download	
9	July	2017	REFRIGERATION AND AIR COND-T1-THEORY-SHI	Marketing_Assign	2017-10-14T16:03:01	50	Download	
10	July	2017	REFRIGERATION AND AIR COND-T1-THEORY-SHI	Marketing_Group_Assign	2017-10-06T17:30:00	50	Download	
11	July	2017	W/S PRAC-I P1 (MECH W/S) DIV: A / A2	MyAssignment1	2017-10-28T17:40:07	20	Download	
12	July	2017	REFRIGERATION AND AIR COND-T1-THEORY-SHI	GrpifyAssign-1	2017-10-18T17:45:54	50	Download	
13	July	2017	REFRIGERATION AND AIR COND-T1-THEORY-SHI	GrpifyAssign-2	2017-10-18T17:45:54	50	Download	
14	July	2017	REFRIGERATION AND AIR COND-T1-THEORY-SHI	GrpifyAssign-3	2017-10-18T17:45:54	50	Download	
15	July	2017	REFRIGERATION AND AIR COND-T1-THEORY-SHI	GrpifyAssign-4	2017-10-18T17:45:54	50	Download	

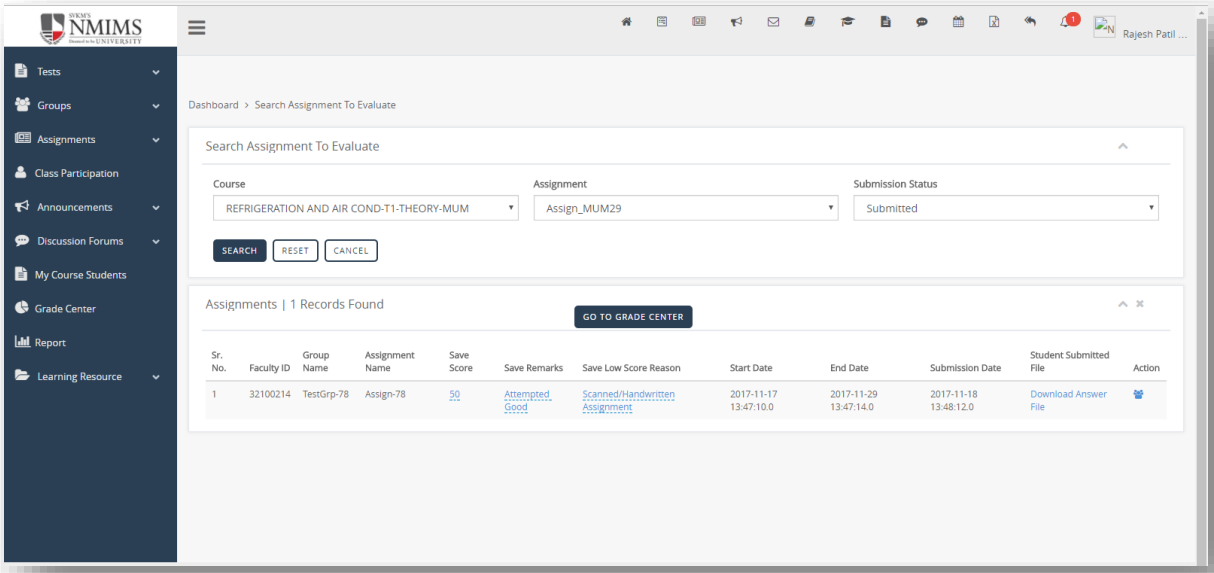
EVALUATE GROUP:

-Can be landed via Left Side Bar: Assignment > Evaluate Group

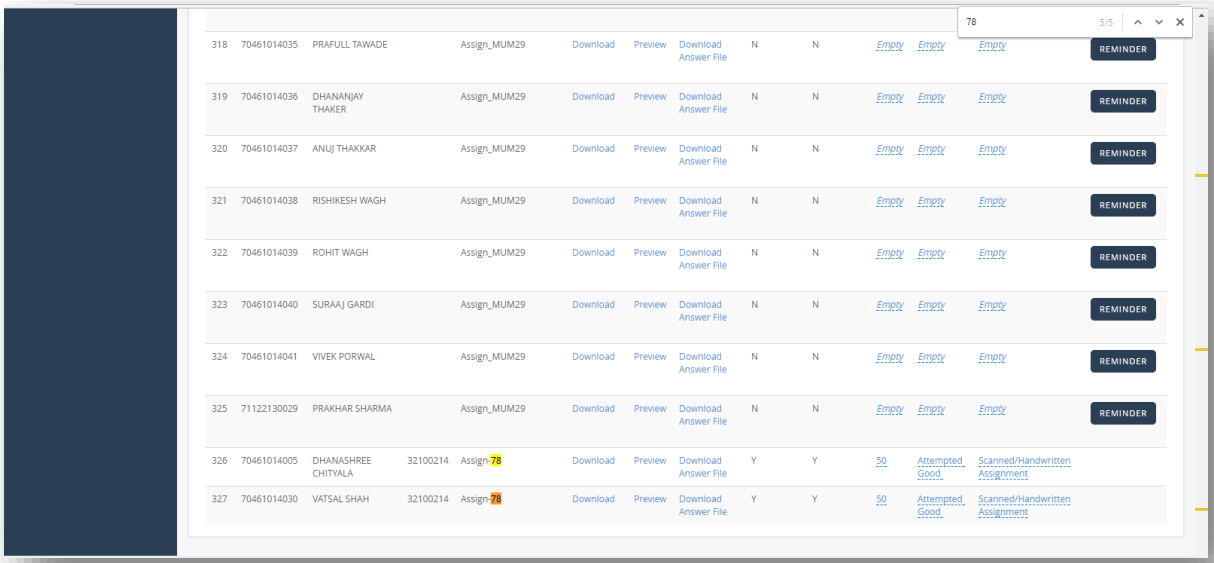
Faculty can evaluate the group assignments on this page.
Select the Course, Assignment and submission status from dropdowns and click on SEARCH.
The score, remarks, low score reason, once given, will be applicable to all the students of that group.

Pre-Requisite for Group Evaluation: - Only if all the students of the group have submitted their assignments, only then the group record would be available for evaluation.





Evaluation status can be seen on advance search page.
All group members will get equal marks and status.



78 5/5

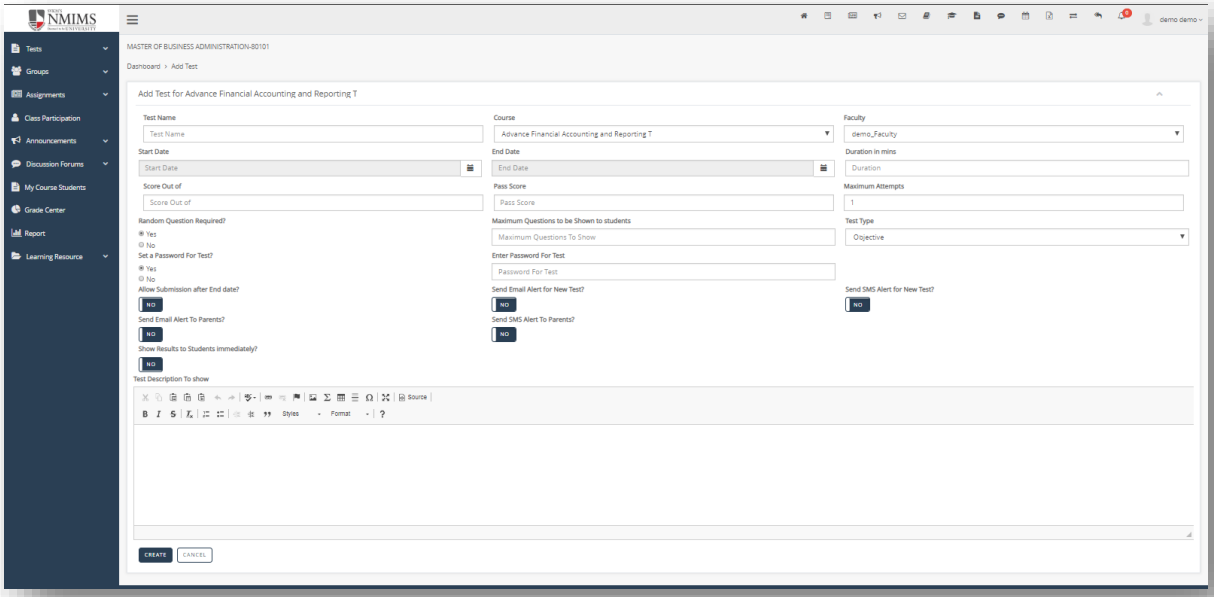
318	70461014035	PRAFULL TAWADE		Assign_MUM29	Download	Preview	Download Answer File	N	N	Empty	Empty	Empty	REMINDER
319	70461014036	DHANANJAY THAKER		Assign_MUM29	Download	Preview	Download Answer File	N	N	Empty	Empty	Empty	REMINDER
320	70461014037	ANUJ THAKKAR		Assign_MUM29	Download	Preview	Download Answer File	N	N	Empty	Empty	Empty	REMINDER
321	70461014038	RISHIKESH WAGH		Assign_MUM29	Download	Preview	Download Answer File	N	N	Empty	Empty	Empty	REMINDER
322	70461014039	ROHIT WAGH		Assign_MUM29	Download	Preview	Download Answer File	N	N	Empty	Empty	Empty	REMINDER
323	70461014040	SURAAJ GARDI		Assign_MUM29	Download	Preview	Download Answer File	N	N	Empty	Empty	Empty	REMINDER
324	70461014041	VIVEK PORWAL		Assign_MUM29	Download	Preview	Download Answer File	N	N	Empty	Empty	Empty	REMINDER
325	71122130029	PRAKHAR SHARMA		Assign_MUM29	Download	Preview	Download Answer File	N	N	Empty	Empty	Empty	REMINDER
326	70461014005	DHANASHREE CHITYALA	32100214	Assign-78	Download	Preview	Download Answer File	Y	Y	50	Attempted Good	Scanned/Handwritten Assignment	
327	70461014030	VATSAL SHAH	32100214	Assign-78	Download	Preview	Download Answer File	Y	Y	50	Attempted Good	Scanned/Handwritten Assignment	

TEST

Create Test

-Can be landed via Left Side Bar: Test -> Create Test

Faculty can create test using this page. Fill in all the required details and click on CREATE button.



Random Question Required: Using this option you can choose whether the uploaded questions needs to be randomize or not. If yes then you have to mention the max question to be shown to students. Also you can shuffle the options while uploading the question for a test.

Set a Password for Test: You can also set a Password for your Test. Students needs to enter the password before providing the test. You can use alphanumeric and special characters to set your password.

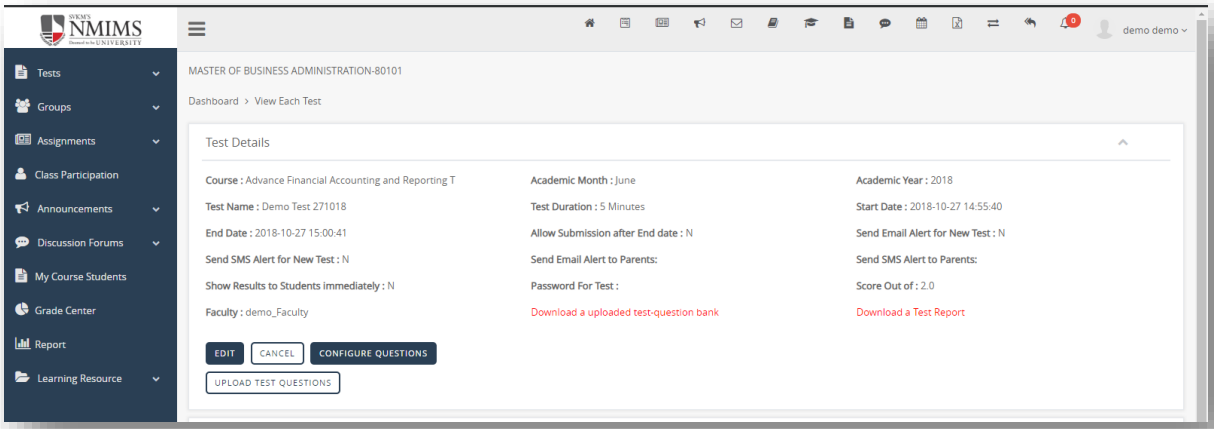
Allow Submission after End date: If you want to allow students to submit their test after the end date also then this option should be enabled.

SHOW RESULTS IMMEDIATELY: You can keep this toggle active if you wish to show the results immediately to students after they submit their test.
A detailed question wise report of the test will also be visible to the students once the end date expires.
Also, the results can be shown at later stage by clicking on SHOW NOW button on “VIEW Test” screen.

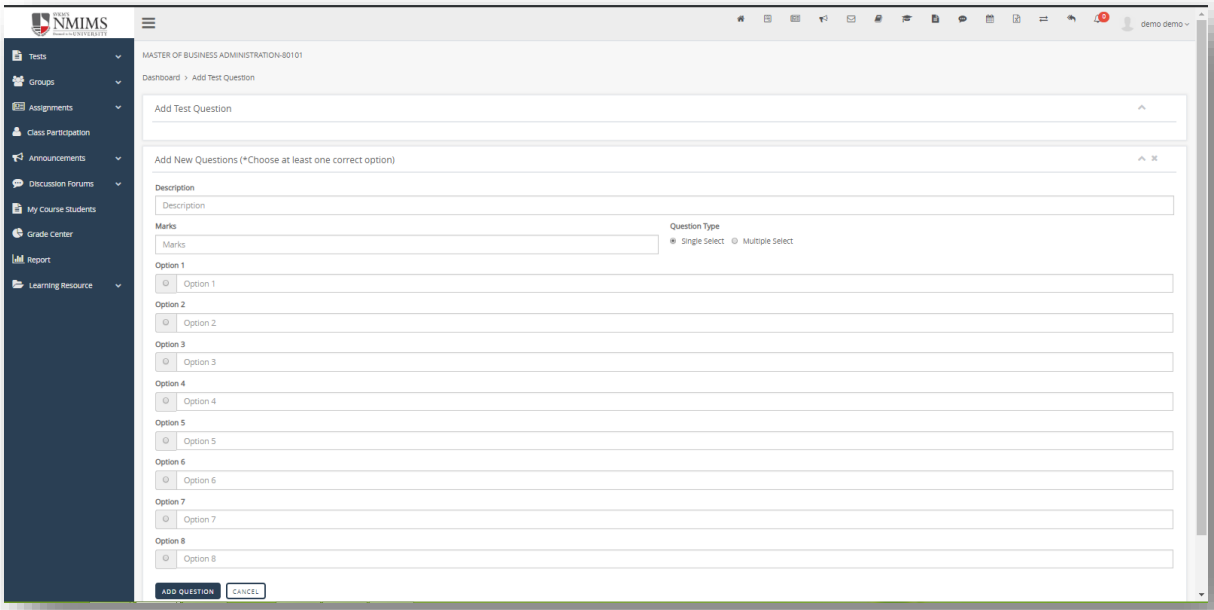
Notification can be sent to students via (Email | SMS) by keeping the toggle “ON”.

Post Test Creation, Next step is Uploading of Questions. Questions can be uploaded via 2 ways.

1) Manual Configuration – Configure Question button
2) Upload Question Bank – Upload Test Question button.

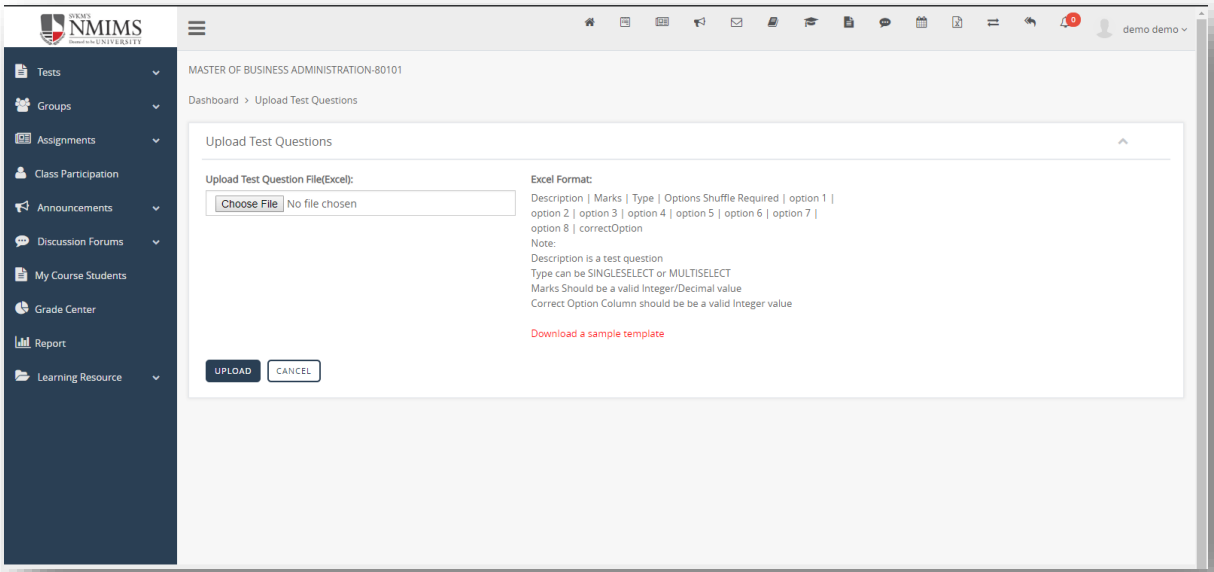


On click of Configure Questions:

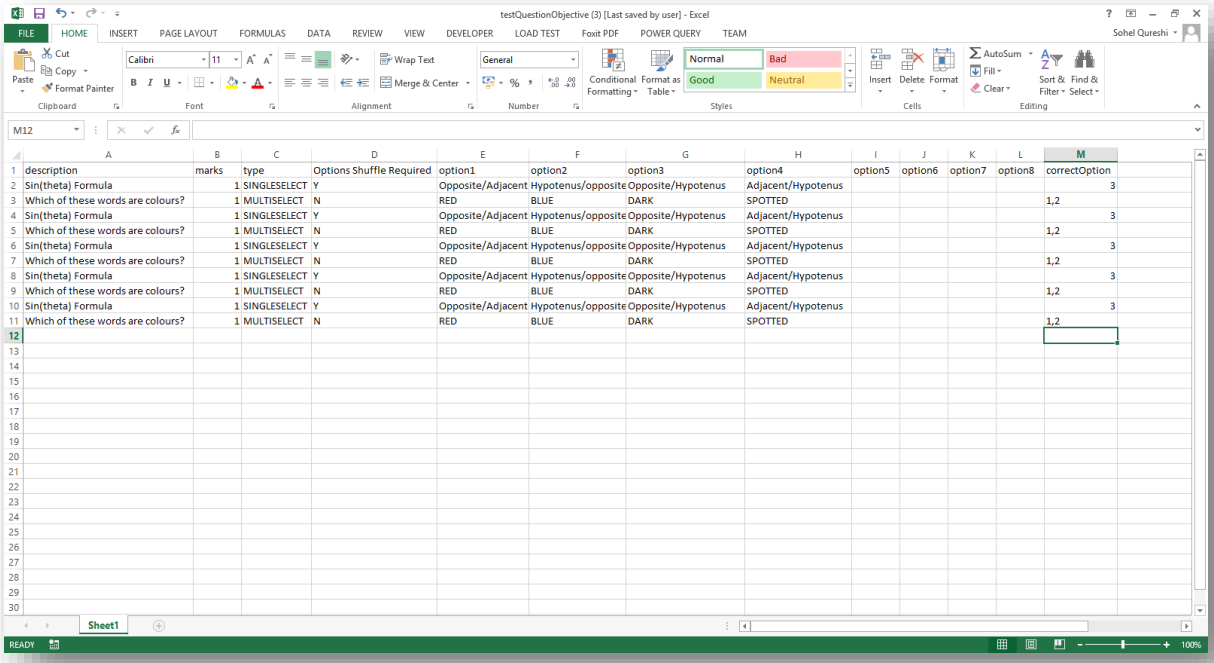


You can give the test question description, marks, Question Type and test Options and click Add Question to add a single question.

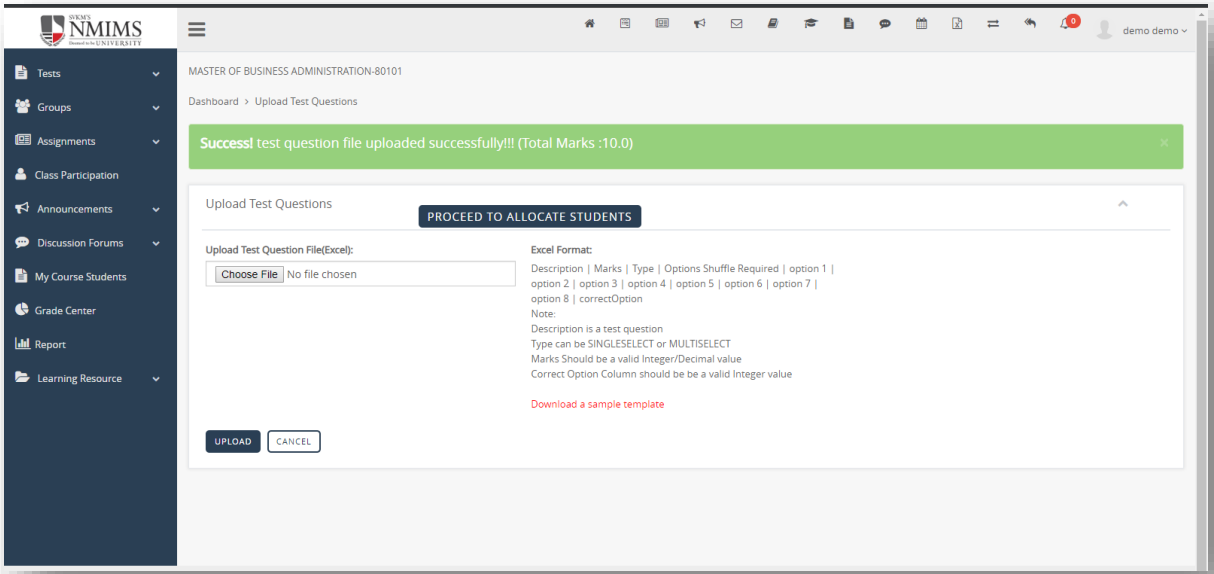
On click of Upload Test Question:



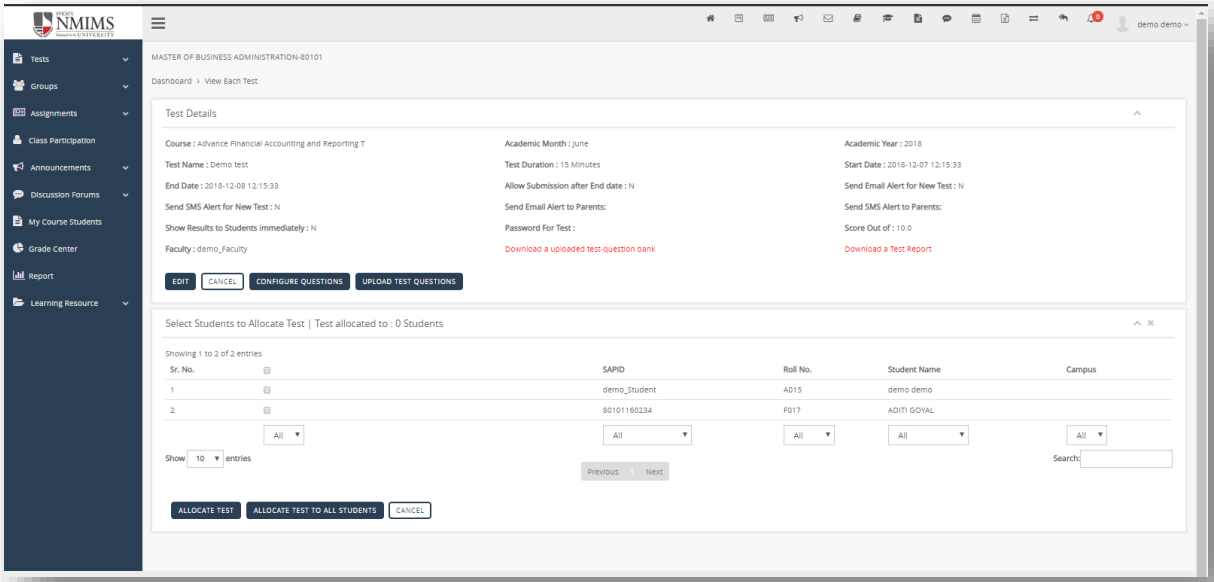
You need to click on Download a sample template link, an excel sheet will be downloaded. Fill all the test question details in the sheet and upload the same.



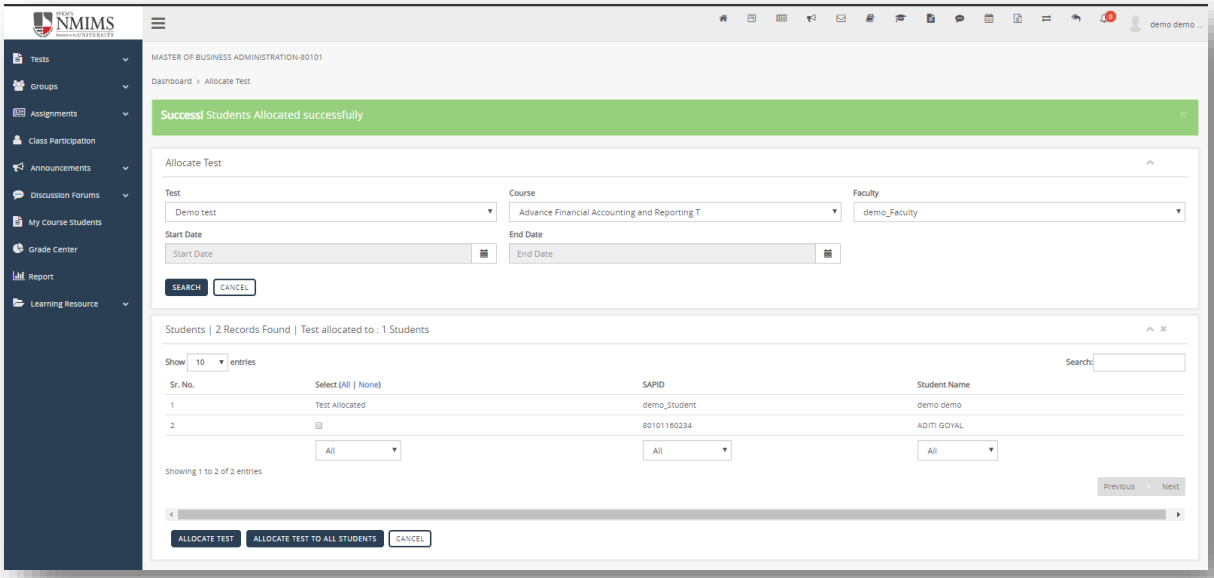
	description	marks	type	Options Shuffle Required	option1	option2	option3	option4	option5	option6	option7	option8	correctOption
2	Sin(theta) Formula	1	SINGLESELECT	Y	Opposite/Adjacent	Hypotenus/opposite	Opposite/Hypotenus	Adjacent/Hypotenus					3
3	Which of these words are colours?	1	MULTISELECT	N	RED	BLUE	DARK	SPOTTED					1,2
4	Sin(theta) Formula	1	SINGLESELECT	Y	Opposite/Adjacent	Hypotenus/opposite	Opposite/Hypotenus	Adjacent/Hypotenus					3
5	Which of these words are colours?	1	MULTISELECT	N	RED	BLUE	DARK	SPOTTED					1,2
6	Sin(theta) Formula	1	SINGLESELECT	Y	Opposite/Adjacent	Hypotenus/opposite	Opposite/Hypotenus	Adjacent/Hypotenus					3
7	Which of these words are colours?	1	MULTISELECT	N	RED	BLUE	DARK	SPOTTED					1,2
8	Sin(theta) Formula	1	SINGLESELECT	Y	Opposite/Adjacent	Hypotenus/opposite	Opposite/Hypotenus	Adjacent/Hypotenus					3
9	Which of these words are colours?	1	MULTISELECT	N	RED	BLUE	DARK	SPOTTED					1,2
10	Sin(theta) Formula	1	SINGLESELECT	Y	Opposite/Adjacent	Hypotenus/opposite	Opposite/Hypotenus	Adjacent/Hypotenus					3
11	Which of these words are colours?	1	MULTISELECT	N	RED	BLUE	DARK	SPOTTED					1,2



Once the test file is uploaded **"Proceed to allocate students"** option will get enabled.



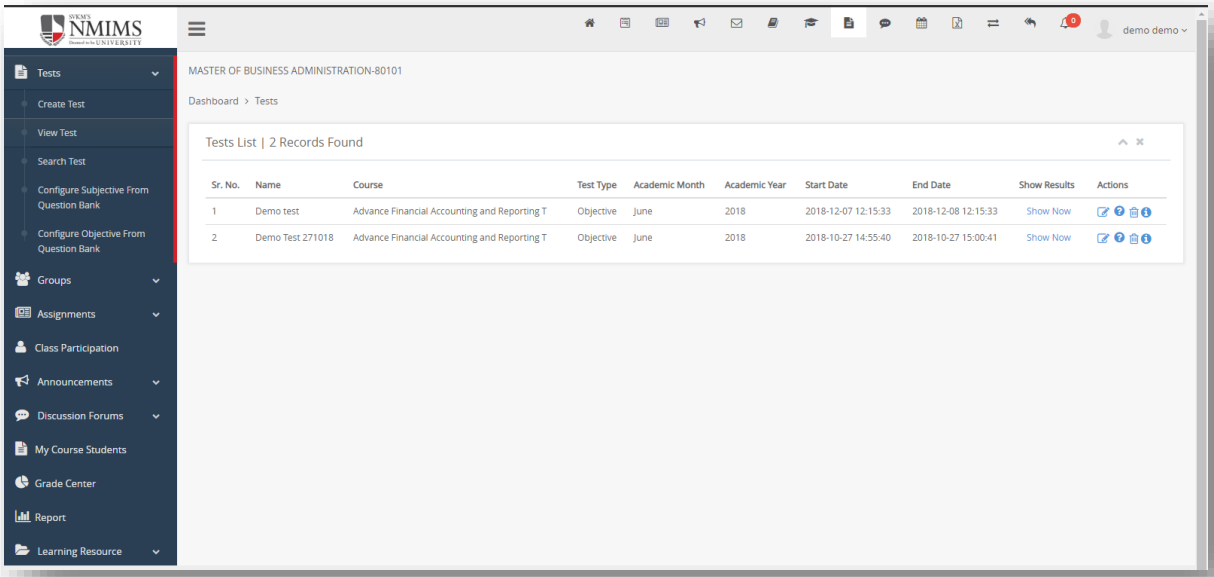
You can either select students one by one or click on **"Allocate test to all Students".**



As you can see in the above screenshot the test has been allocated successfully to 1 student.

VIEW TEST

-Can be landed via Left Side Bar: Test > View Test



- From this screen you can check all your created tests.
- Under Actions icons you can edit test, configure test questions, delete test and view test details.

ANNOUNCEMENT (Course level)

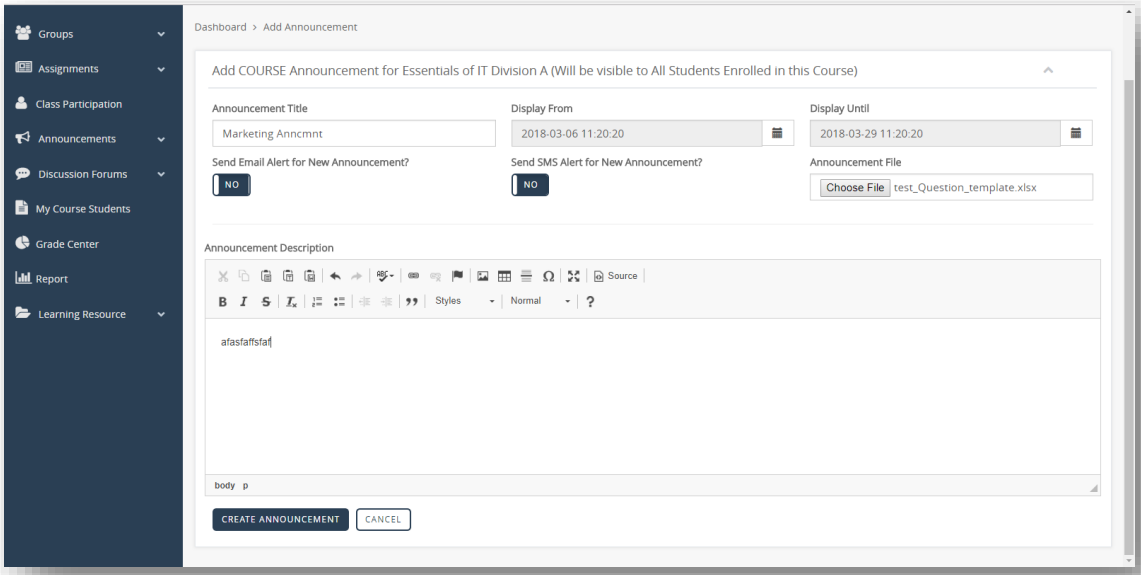
Faculty can create Course level Announcements for sending any notifications to a particular course students.

For Course Level -

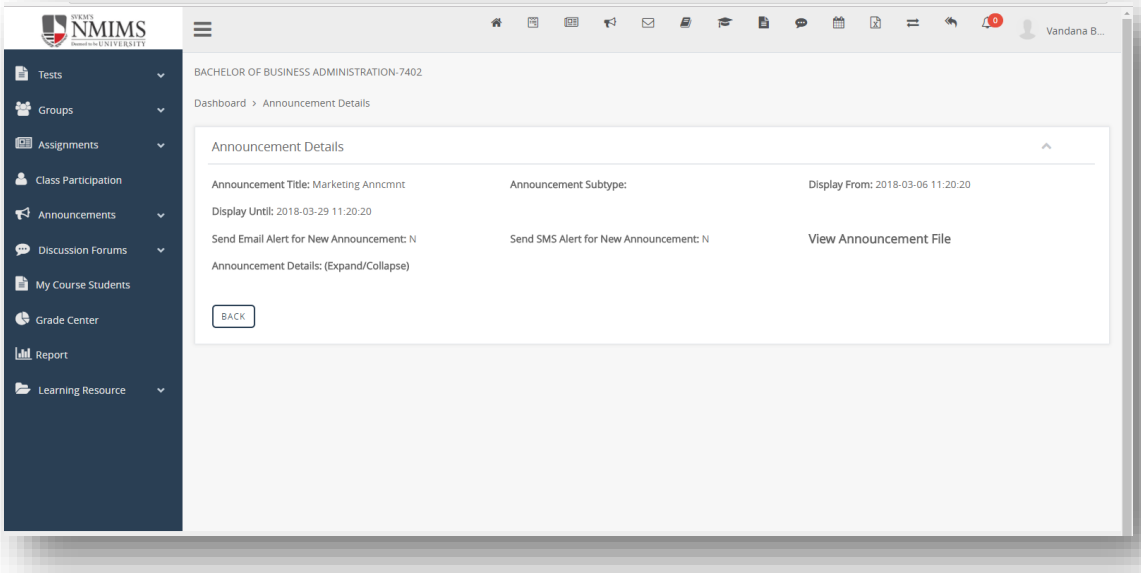
- From the left side bar -> Announcement -> Add Announcement
- Attachment feature is also provided wherein you can attach any file (if any).
- Fill in the required parameters and click on Create Announcement
- Notification can sent to students (Email | SMS) by keeping the toggle “ON”.

Create Announcement (Course Level)

-can be landed via Left Side Bar: Announcement > Add Announcement



On click of Create Announcement



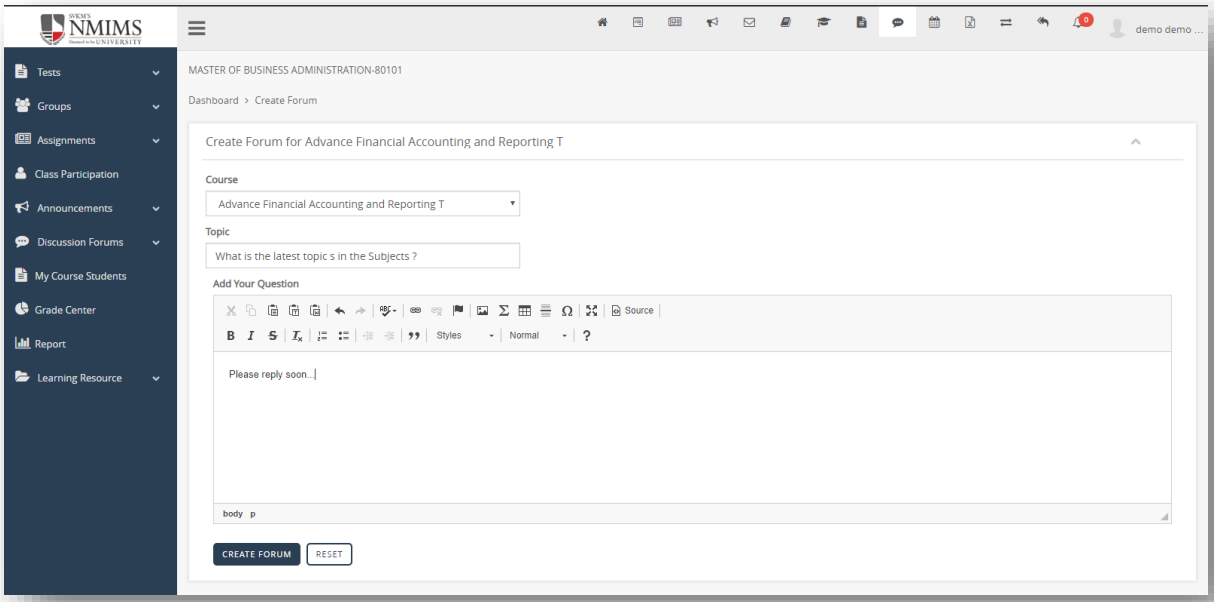
To check the attached file click on **“View Announcement File”**. For description **“Announcement Details”**

DISCUSSION FORUM

Create Forum

-Can be landed via Left Side Bar: Discussion Forum -> Create Forum

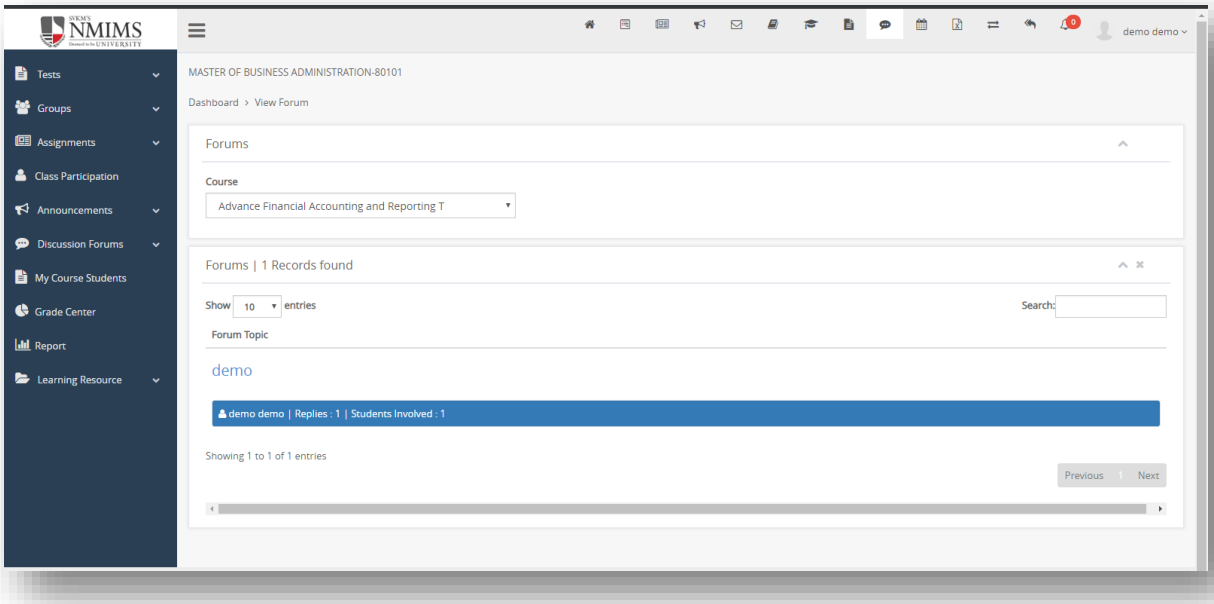
- Select the course from dropdown of which the forum is to be created
- Input the Forum Topic (Headline) and add your question in the EDITOR provided and click on CREATE FORUM button.



View Forum

-can be landed via Left Side Bar: Discussion Forum -> View Forum

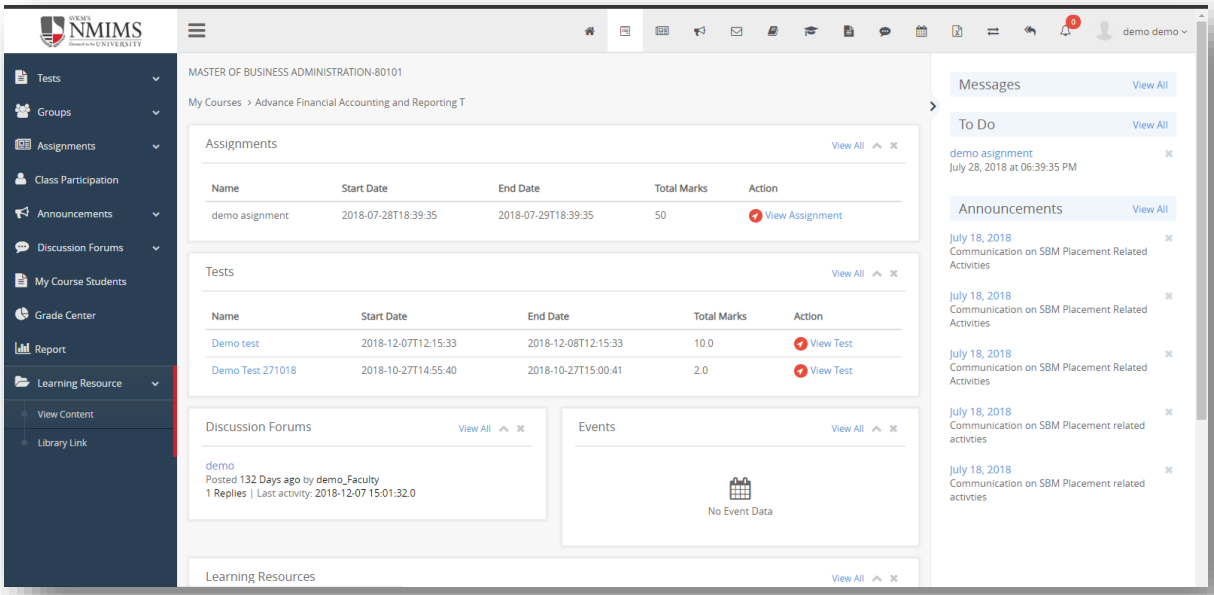
- The created forums can be viewed on this screen.
- Also, the answers, replies, up votes, down votes pertaining to topic/topic's replies can be viewed by clicking on the "VIEW ANSWERS" link.

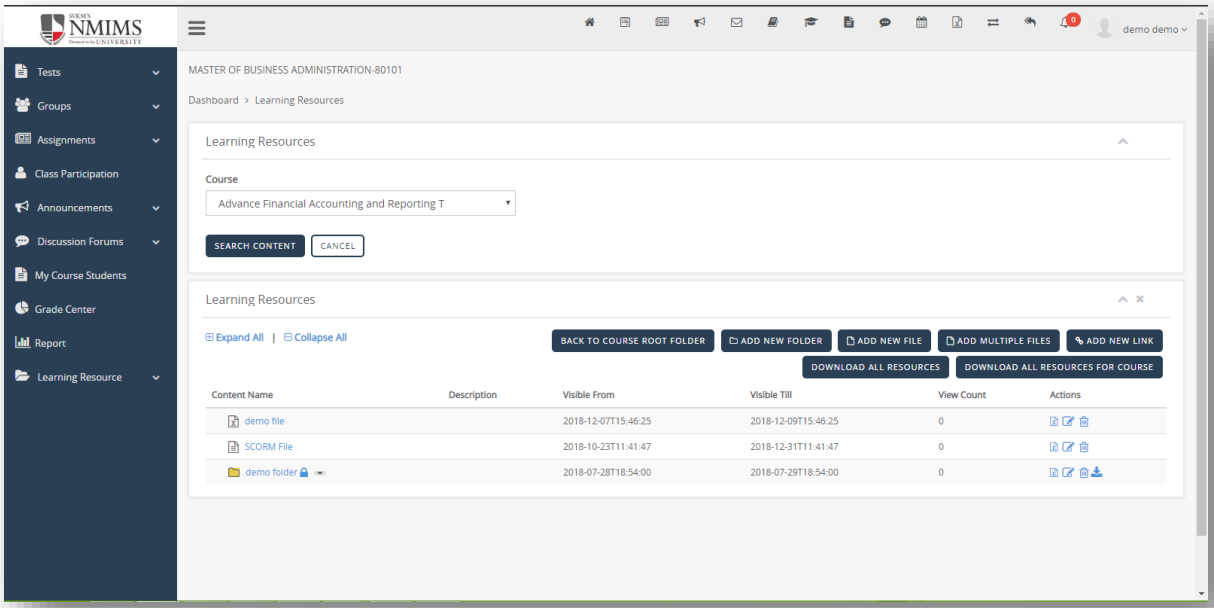


LEARNING RESOURCES (Course Specific Content)

-Can be landed via Left Side Bar: Learning Resources -> View Content

- All the course specific content can be added in Learning Resources.
- Folders/Files/Links can be added and shared with students.
- You can export a particular Folder/File or a Link from one Program to another via export icon under Actions
- You can edit and delete a particular Folder/File or a Link via Actions
- You can also download all the content via Download button.

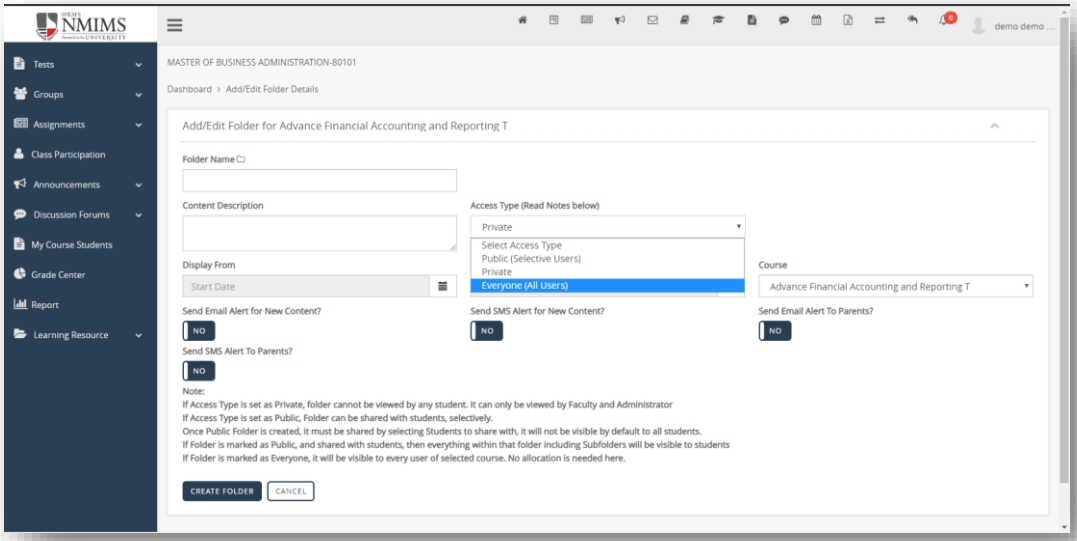




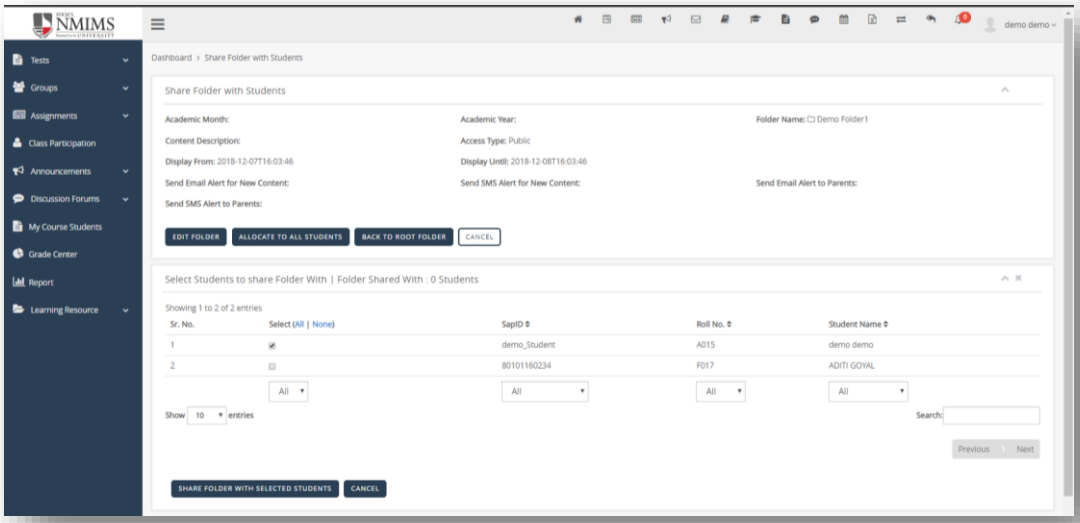
Addition of Folder:

-Can be landed via Left Side Bar: Learning Resources -> View Content -> Add New Folder

- Fill in all the required input parameters and click on “CREATE FOLDER” button at the end.
- ACCESS TYPE (PUBLIC - Selective Users): If you wish to share the folder with selective students then select “PUBLIC” from dropdown.
- (PRIVATE) If you don’t wish to share the uploaded folder, then select “PRIVATE” from dropdown. It will only be visible to you.
- (EVERYONE - All Users) Using this option you can share the folder with all students of a particular course at one go.
- Notification can sent to students and parents (Email | SMS) by keeping the toggle “ON”.



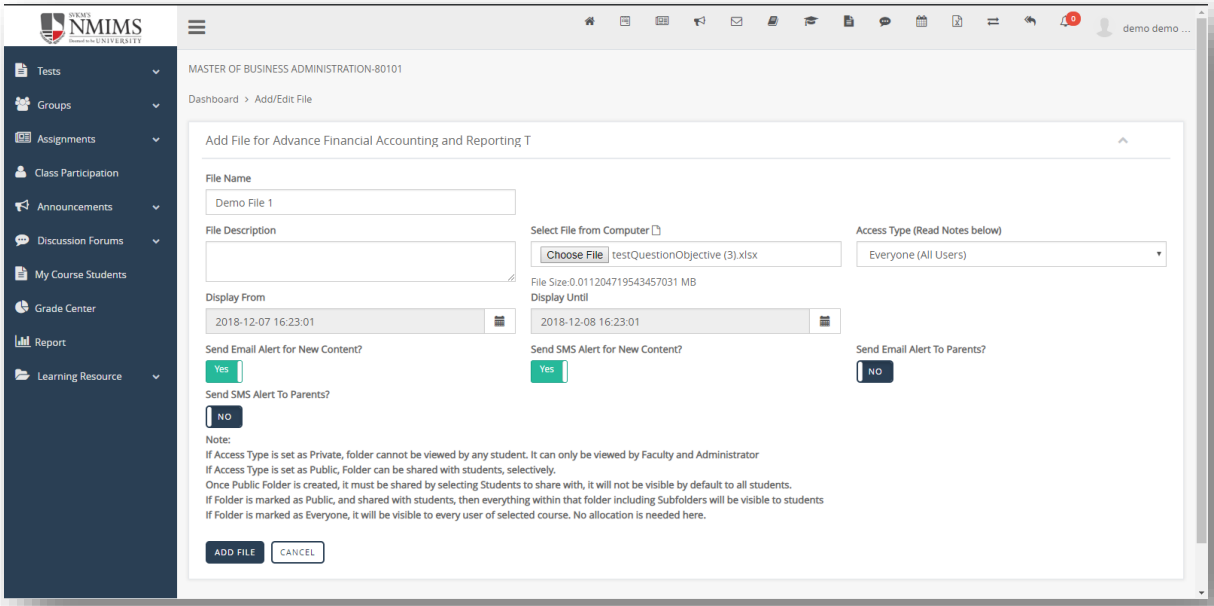
For access type as Public: Select the student with whom the folder is to be shared and click on “SHARE FOLDER WITH SELECTED STUDENTS” at end.

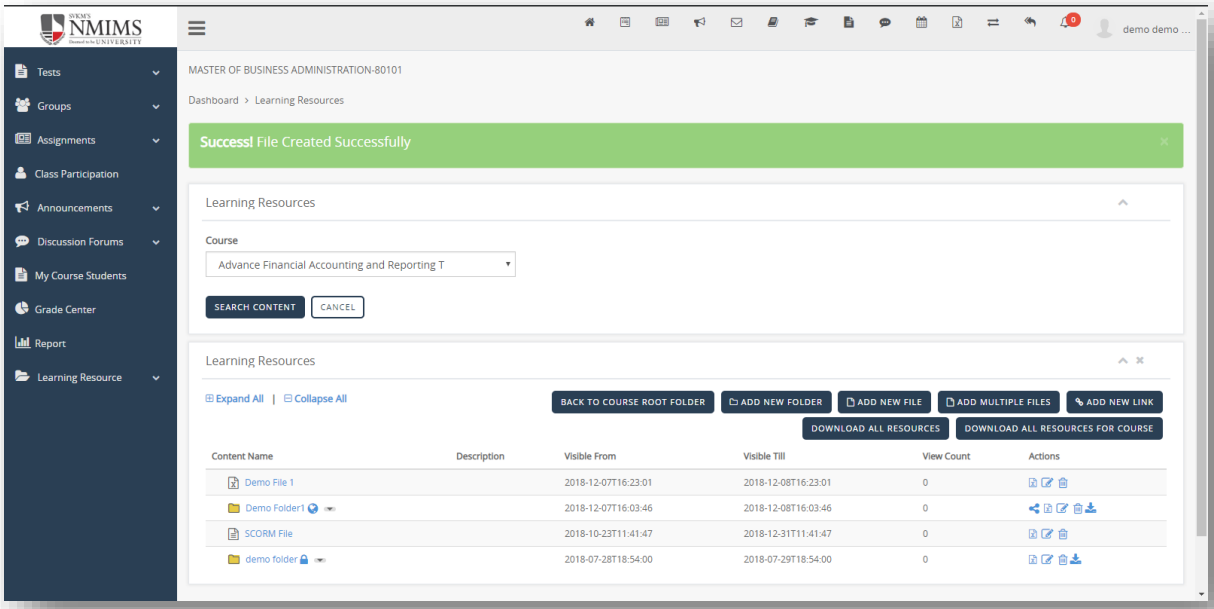


ADDITION OF FILE

-Can be landed via Left Side Bar: Learning Resources > View Content>Add New File

- Fill in all the required input parameters and click on “ADD FILE” button at the end.
- If the files is created inside a folder and access type is kept as public or everyone then the files would be shared with selective or all students with whom folder was shared.
- Notification can sent to students and parents (Email | SMS) by keeping the toggle “ON”.

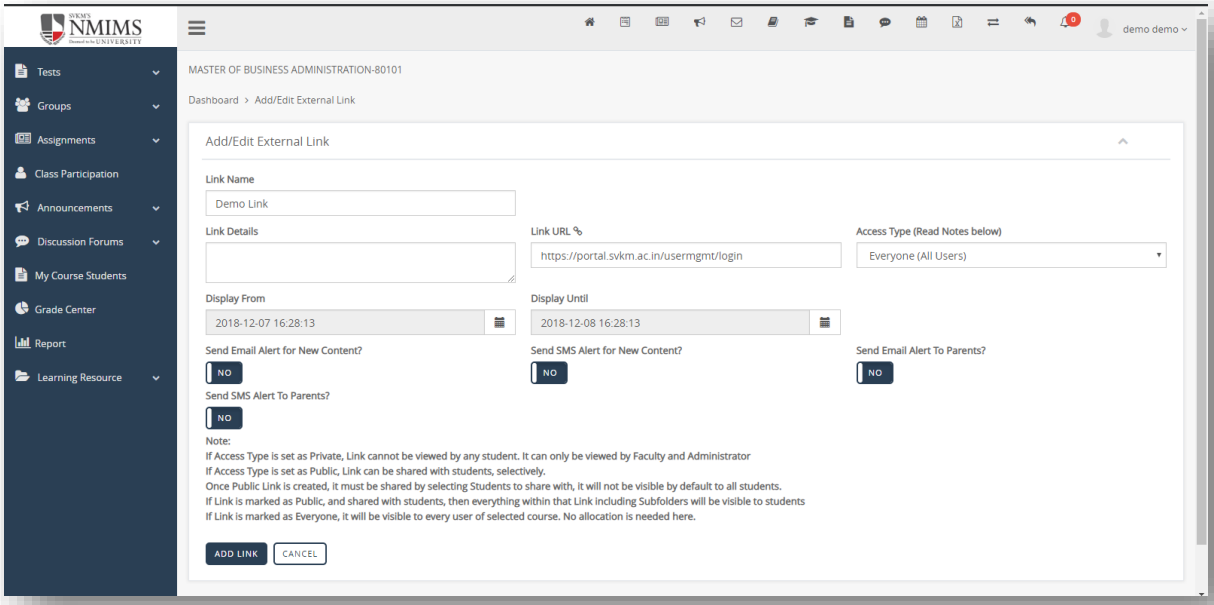


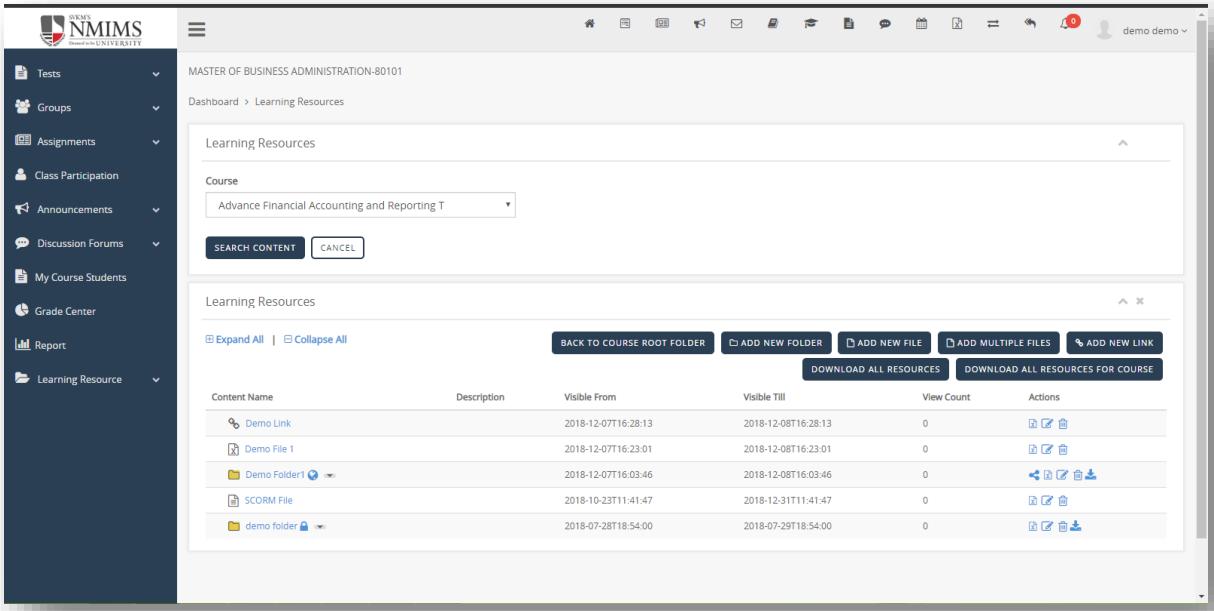


ADDITION OF LINK

-Can be landed via Left Side Bar: Learning Resources -> View Content ->Add New Link

- Fill in all the required input parameters and click on “ADD LINK” button at the end.
- If the link is created inside a folder and access type is kept as public or everyone then the link would be shared with selective or all students with whom folder was shared.
- Notification can sent to students and parents (Email | SMS) by keeping the toggle “ON”.

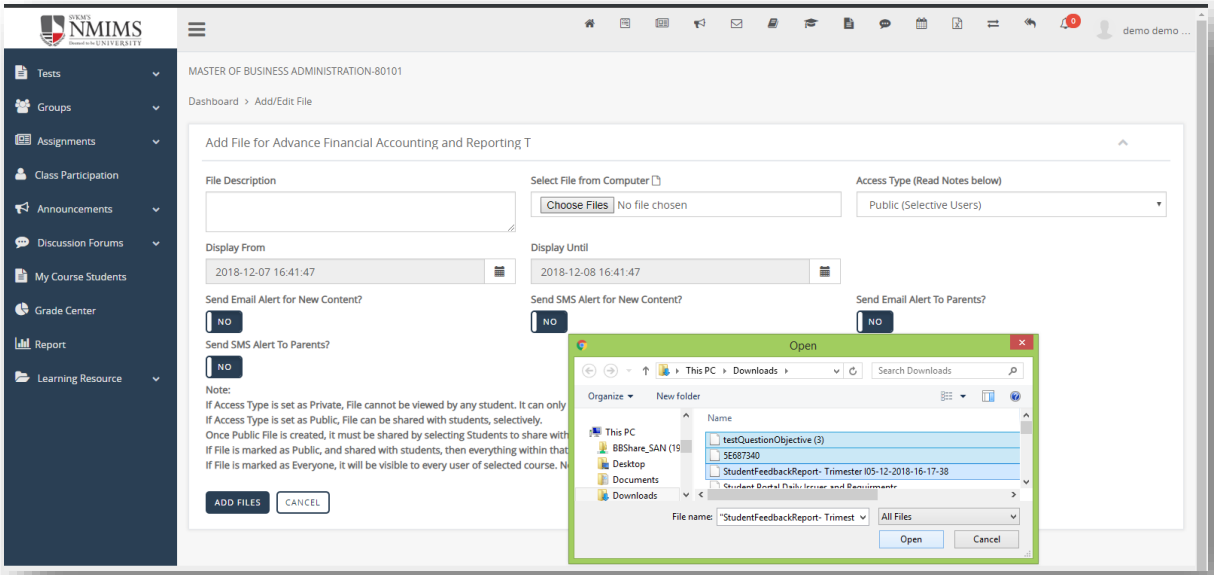


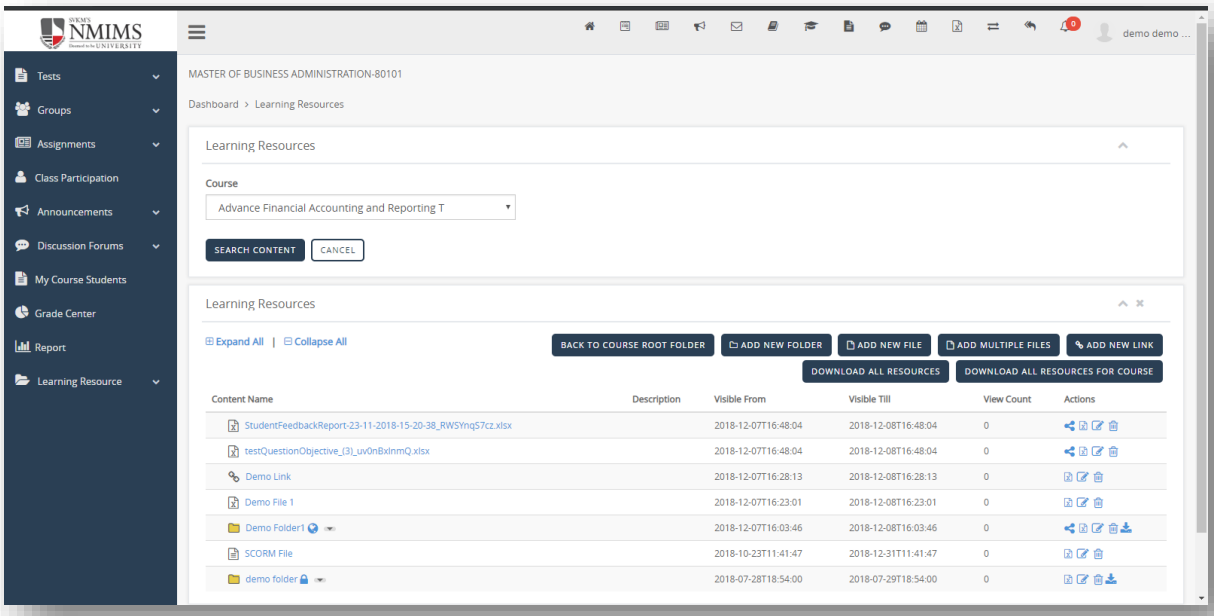


ADDITION OF MULTIPLE FILES

-Can be landed via Left Side Bar: Learning Resources -> View Content ->Add Multiple Files

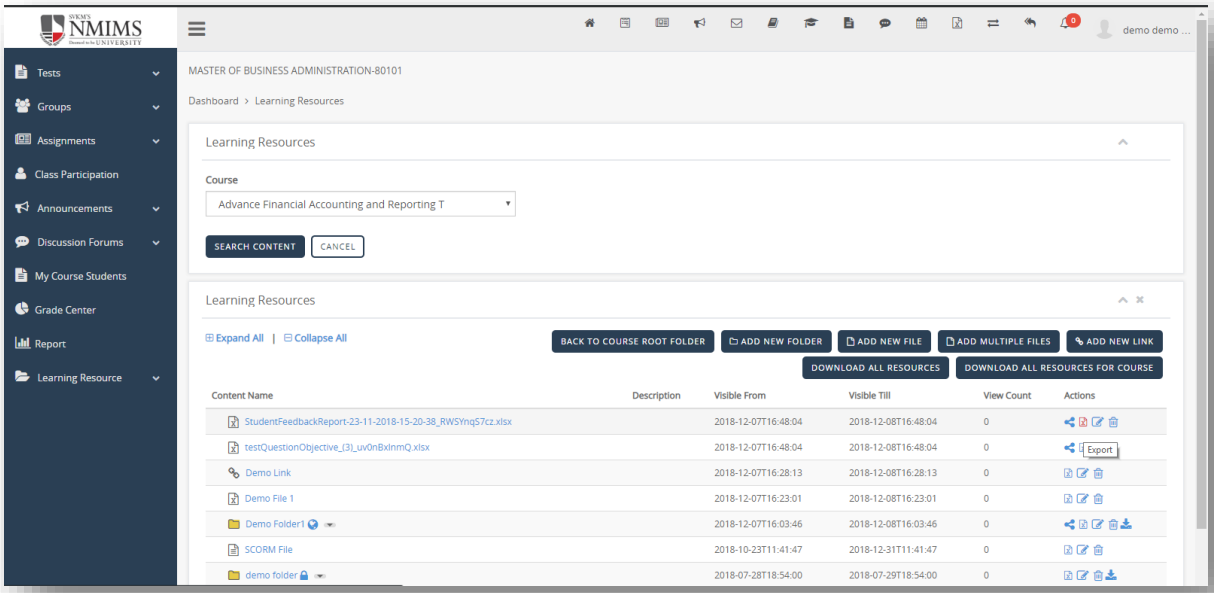
- Fill in all the required input parameters and click on “ADD FILES” button at the end.
- With this option you can add multiple files at one go in Learning Resource (Select Ctrl button on keyboard and keep selecting the files)
- If multiple files is created inside a folder and access type is kept as public or everyone then the link would be shared with selective or all students with whom folder was shared.
- Notification can sent to students and parents (Email | SMS) by keeping the toggle “ON”.

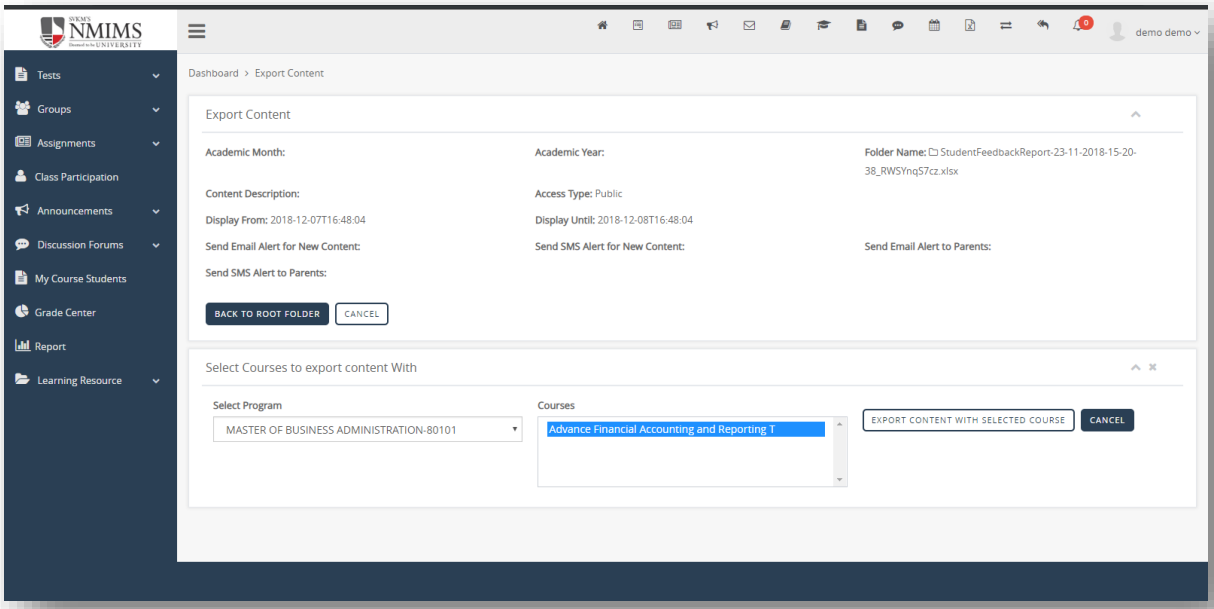




Export a particular Folder/File or a Link

-Can be landed via Left Side Bar: Learning Resources -> View Content ->Actions -> Export Icon.



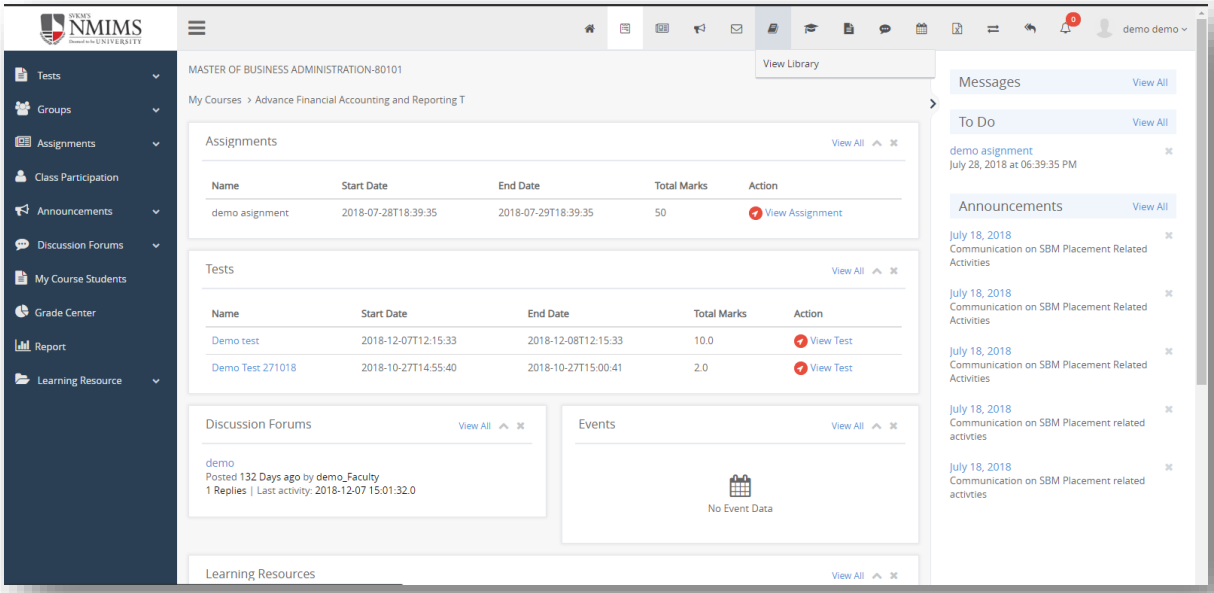


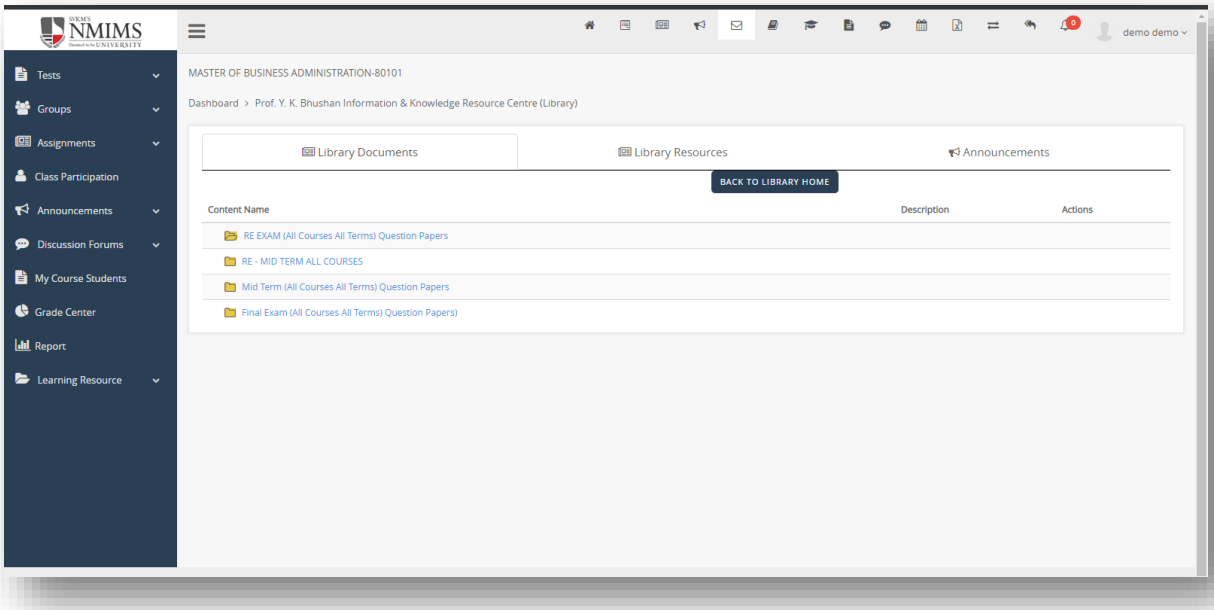
You need to select the Program and course name in which you need to export the content and click on **"EXPORT CONTENT WITH SELECTED COURSE"** button.

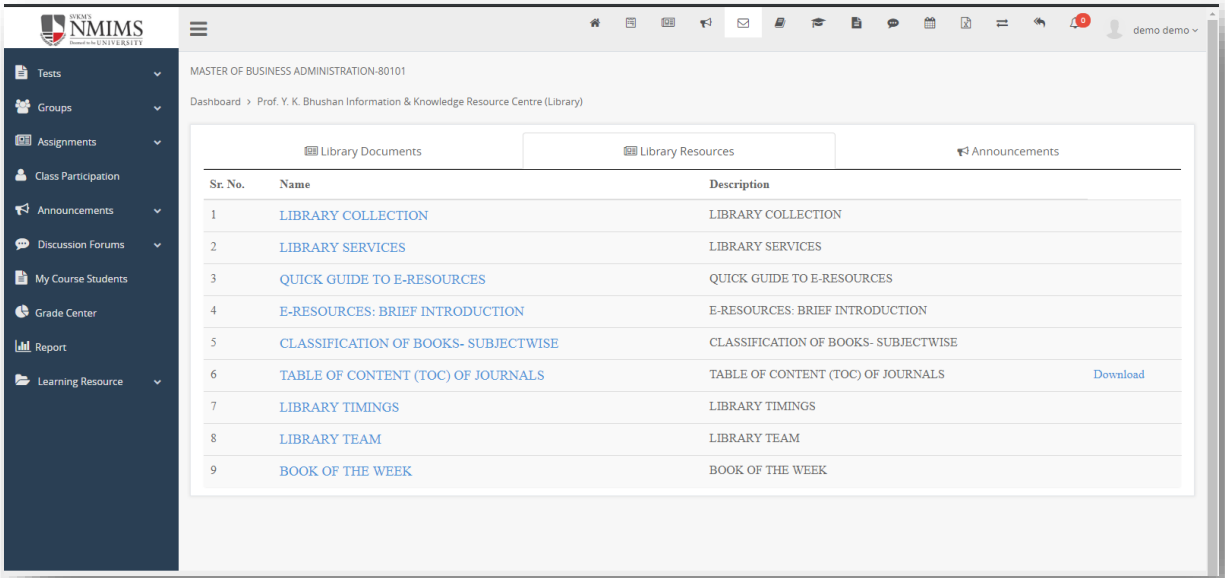
VIEW LIBRARY

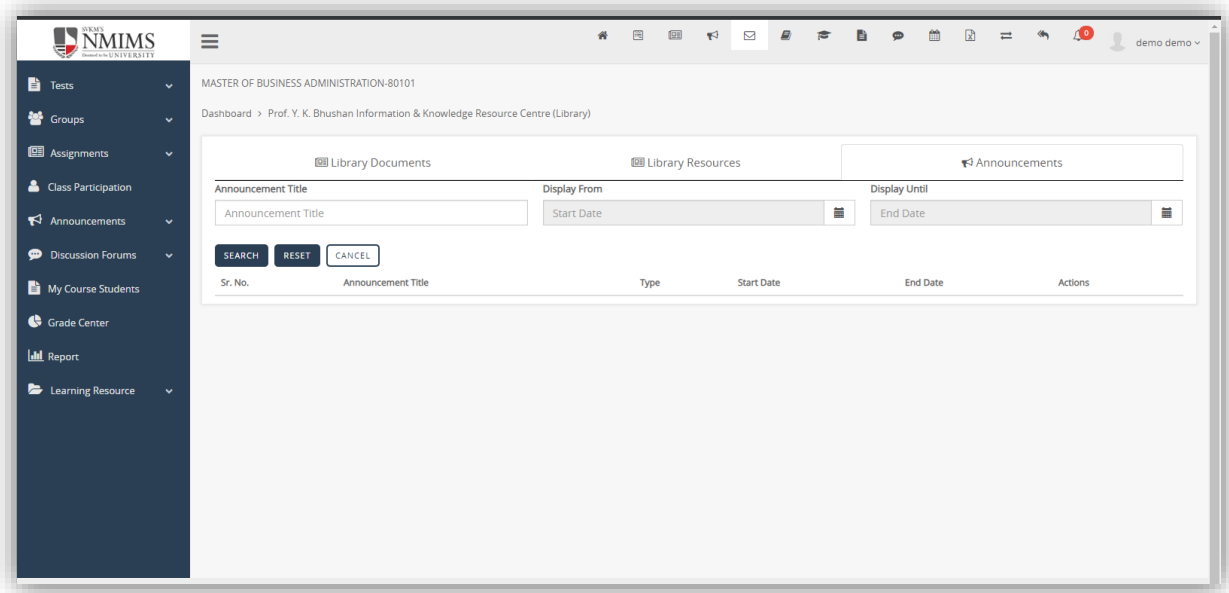
-Can be landed via Header: Library -> View Library

- You can check the Library Documents, Library Resources and Library Announcements uploaded by your college librarian in this tab.






NMIMS
demo demo
Tests
Groups
Assignments
Class Participation
Announcements
Discussion Forums
My Course Students
Grade Center
Report
Learning Resource
MASTER OF BUSINESS ADMINISTRATION-80101
Dashboard › Prof. Y. K. Bhushan Information & Knowledge Resource Centre (Library)
Library Documents
Library Resources
Announcements
Sr. No.
Name
Description
1 LIBRARY COLLECTION LIBRARY COLLECTION
2 LIBRARY SERVICES LIBRARY SERVICES
3 QUICK GUIDE TO E-RESOURCES QUICK GUIDE TO E-RESOURCES
4 E-RESOURCES: BRIEF INTRODUCTION E-RESOURCES: BRIEF INTRODUCTION
5 CLASSIFICATION OF BOOKS- SUBJECTWISE CLASSIFICATION OF BOOKS- SUBJECTWISE
6 TABLE OF CONTENT (TOC) OF JOURNALS TABLE OF CONTENT (TOC) OF JOURNALS Download
7 LIBRARY TIMINGS LIBRARY TIMINGS
8 LIBRARY TEAM LIBRARY TEAM
9 BOOK OF THE WEEK BOOK OF THE WEEK


NMIMS
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Tests
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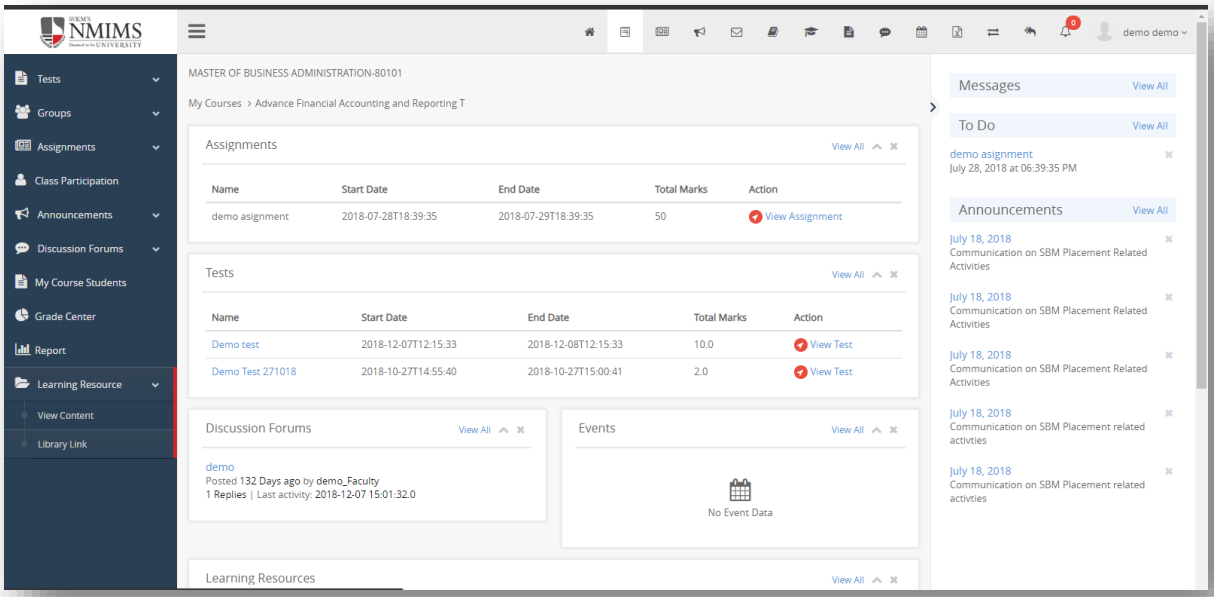
MASTER OF BUSINESS ADMINISTRATION-80101
Dashboard › Prof. Y. K. Bhushan Information & Knowledge Resource Centre (Library)
Library Documents
Library Resources
Announcements
Announcement Title
Display From
Display Until
Announcement Title
Start Date
End Date
SEARCH
RESET
CANCEL
Sr. No.
Announcement Title
Type
Start Date
End Date
Actions

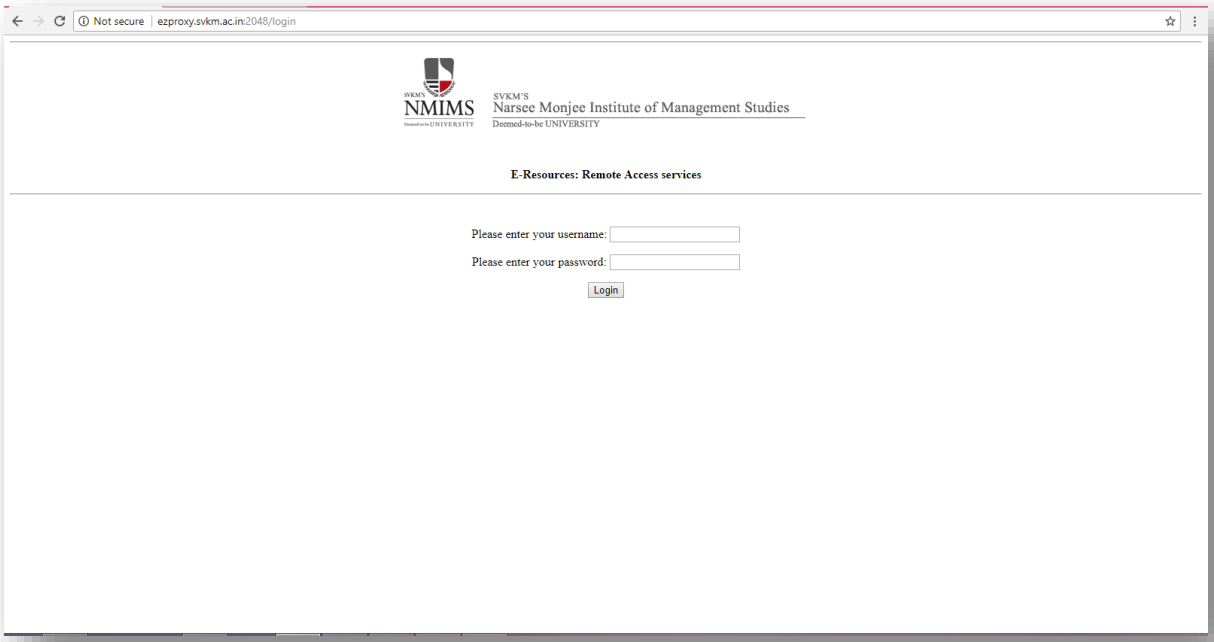
E-Library Link

-Can be landed via Left Side Bar: Learning Resources -> Library Link.

- You can access the E-Library by clicking on Library Link on Left Side bar.



You can access all e-database services by logging-in using your campus WIFI credentials.



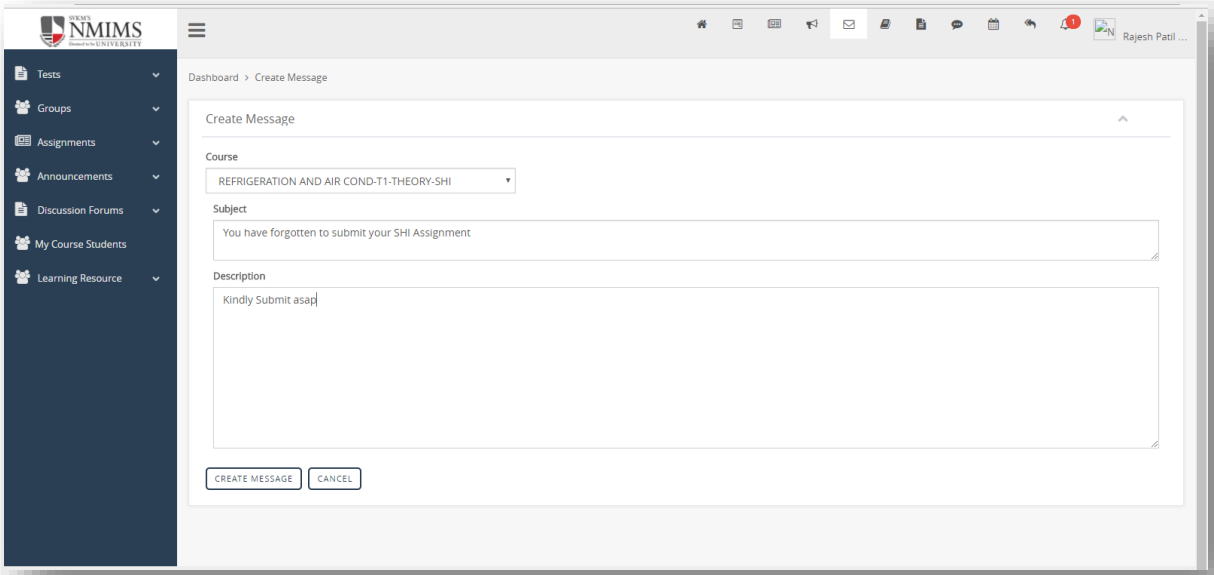
MESSAGE

Messages can be sent to Students pertaining to your course.

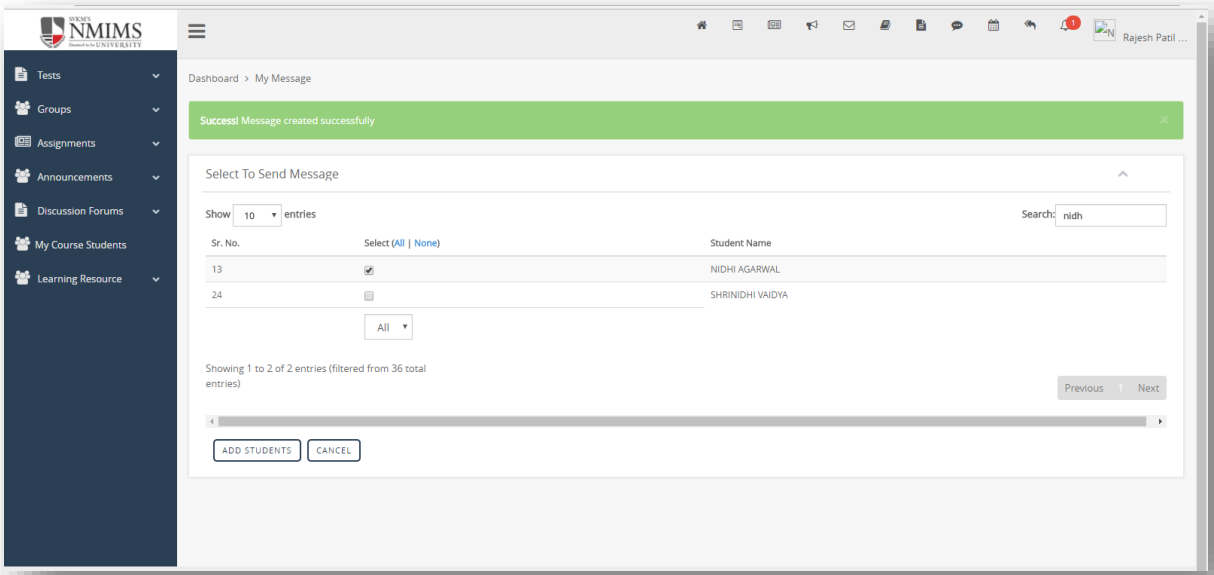
Create Message

-Can be landed via Header - Message -> Create Message

- Select the course
- Enter the Message Subject Line and type your message in description box and click on Create Message button.



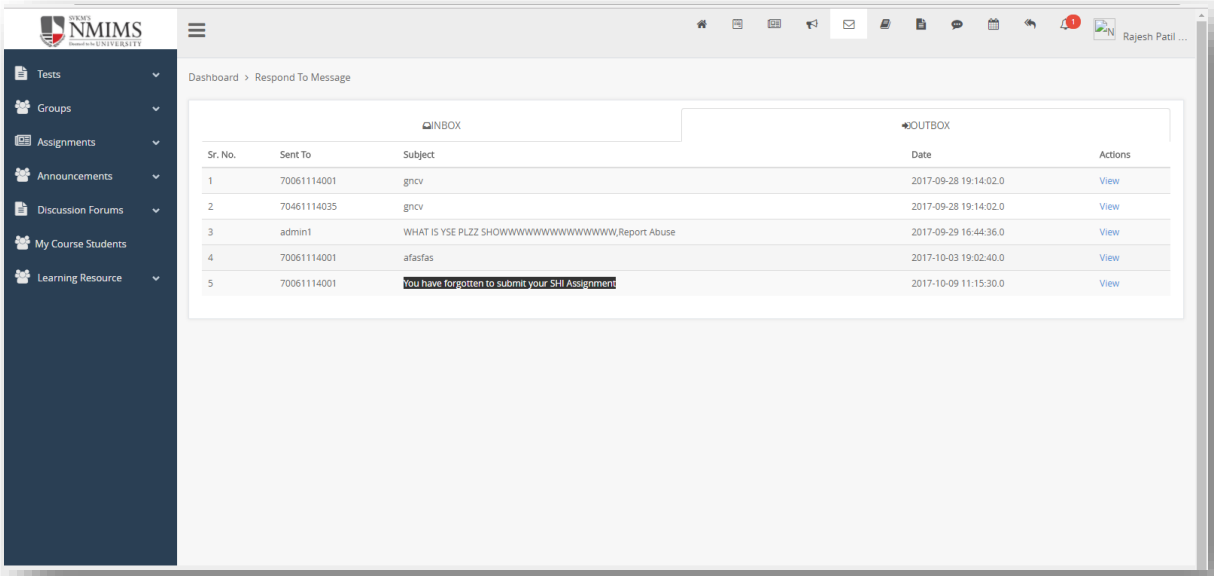
Select the students to whom message is to be sent.

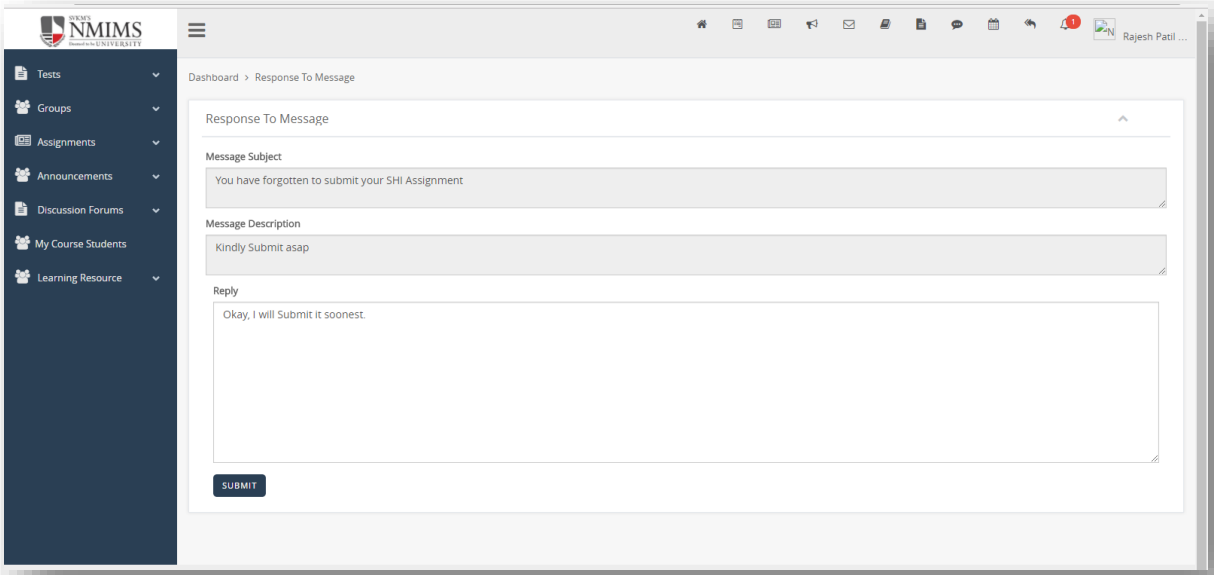


View Message

-Can be landed via Header - Message -> View Message

- The reply given by student can be seen in Faculty's OUTBOX view





CALENDAR

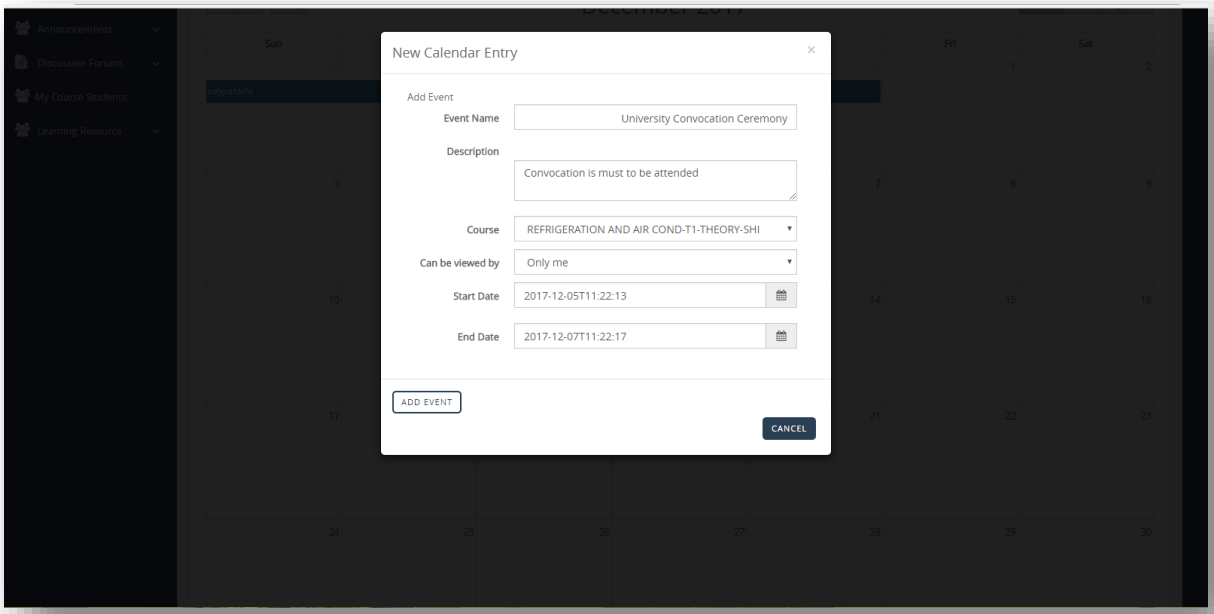
VIEW EVENT

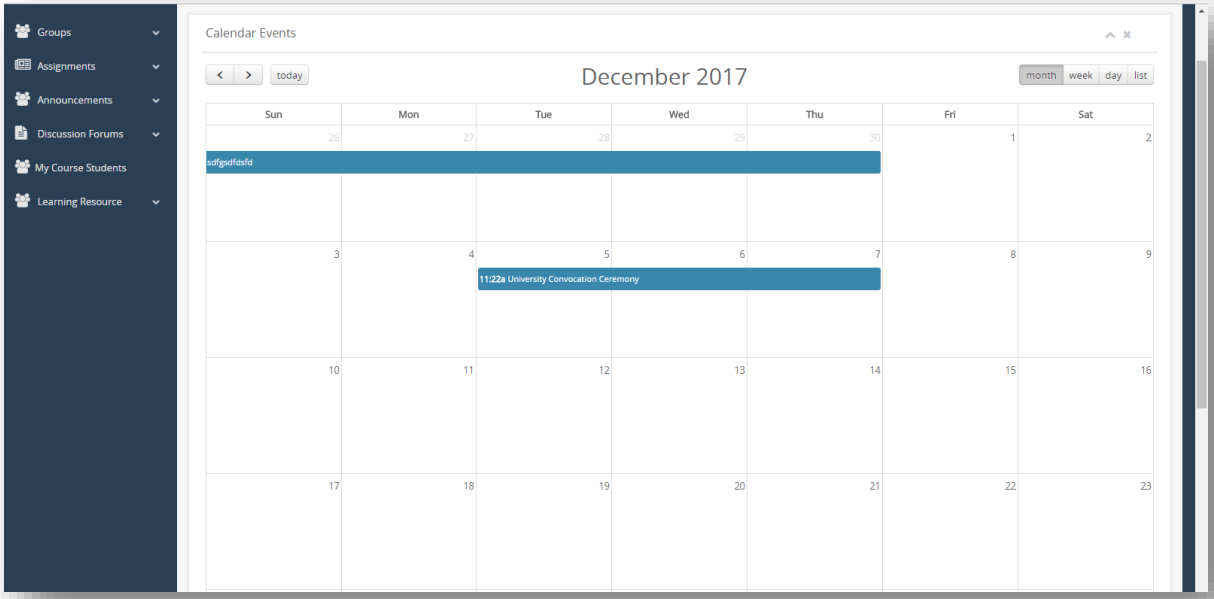
-Can be landed via Header - Calendar -> View Event

- Events can be created using CALENDAR.
- Select the date from the calendar to add and Event.

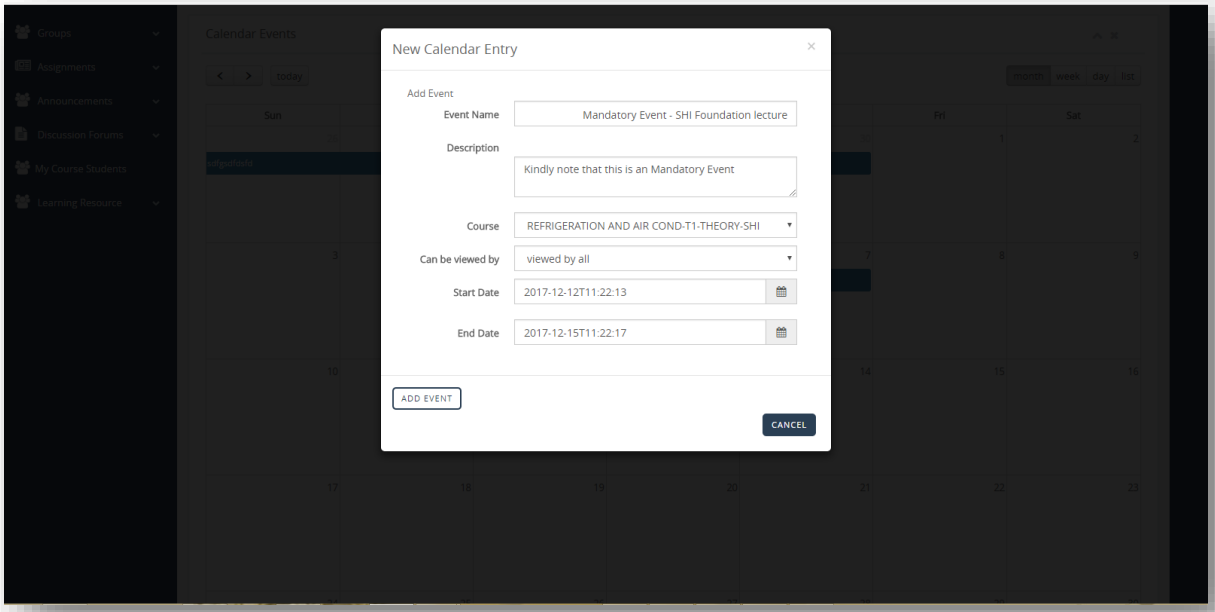
Fill in all the required details on the event form and click on ADD EVENT button.
There are 2 access types provided –Only Me and VIEWED BY ALL.

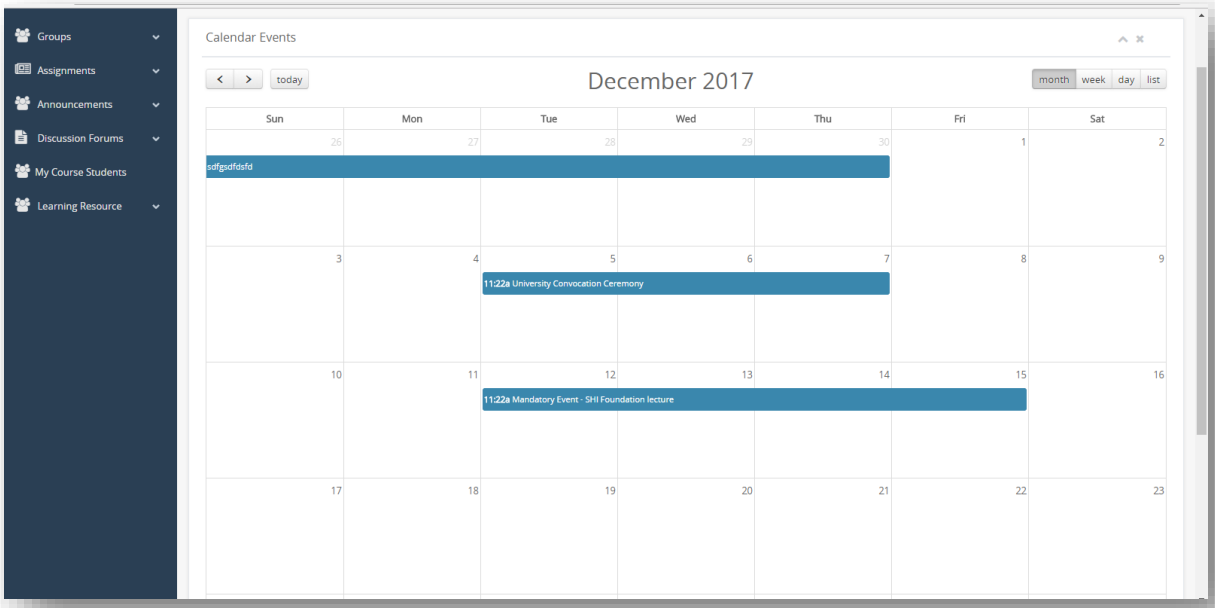
Privacy of this event has been kept as “Only Me”





- Event Created on 12th December:
- Privacy : ”Viewed by all “



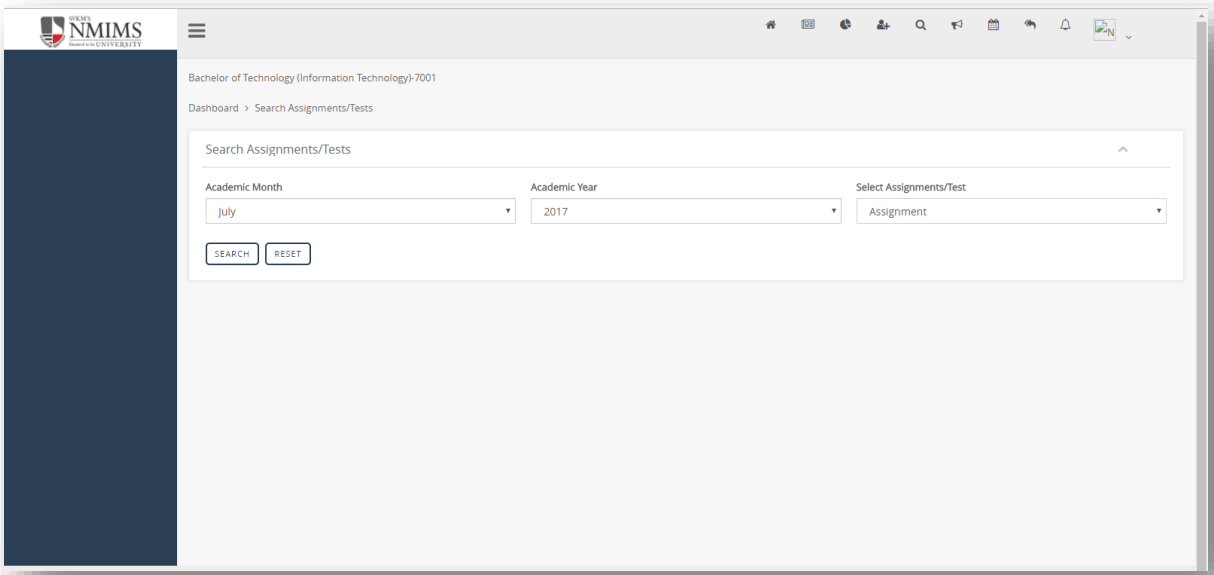


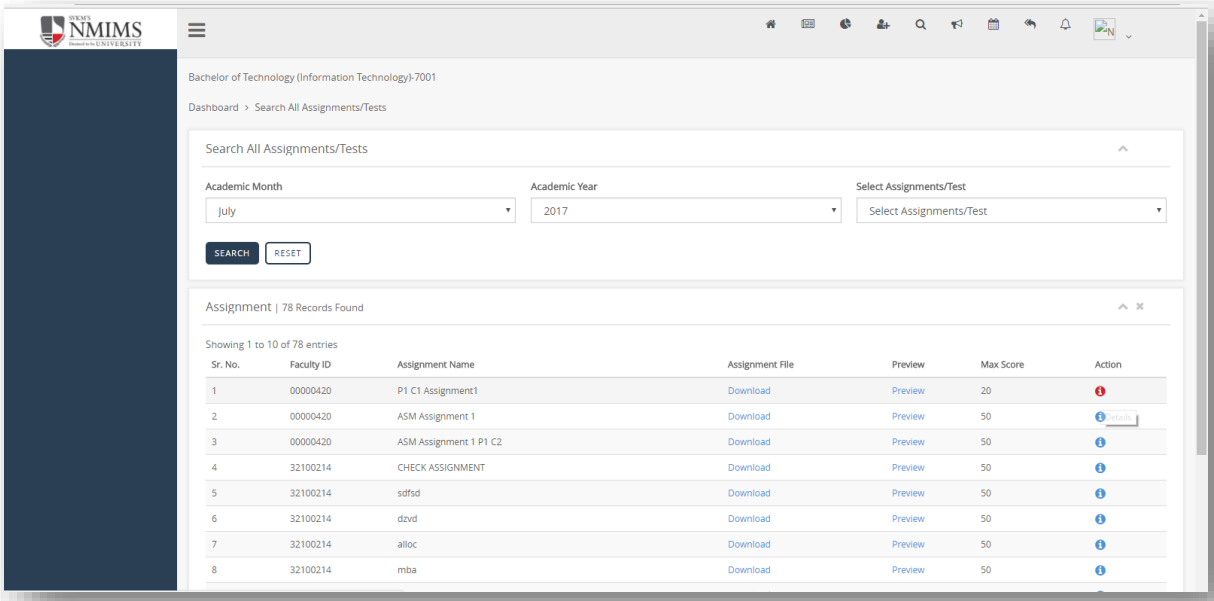
SEARCH

SEARCH ALL ASSIGNMENT/TESTS:

-Can be landed via Header - Search -> Search All Assignment/Tests

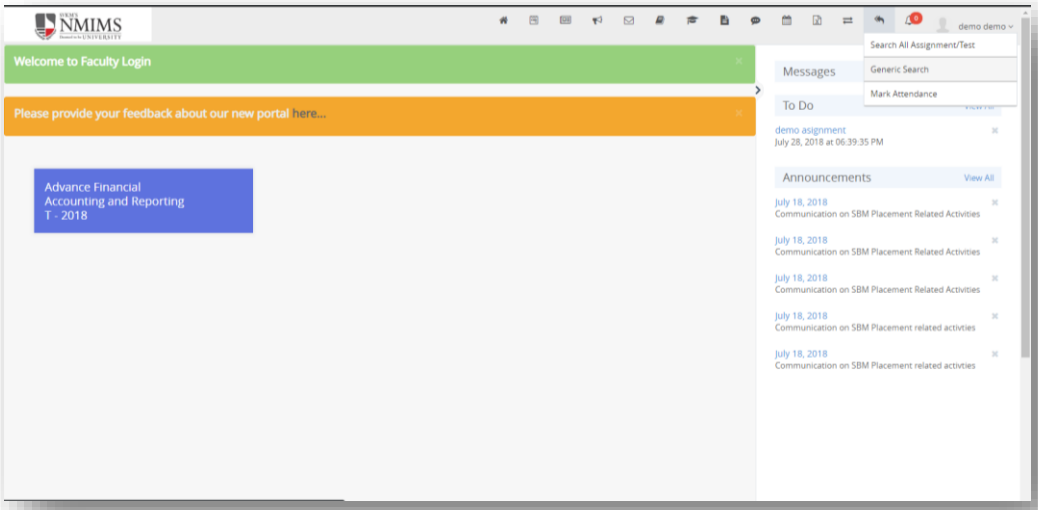
- Select the acad month and acad year and select the component to be searched [assignment/test/Content] from dropdown and click on SEARCH button.



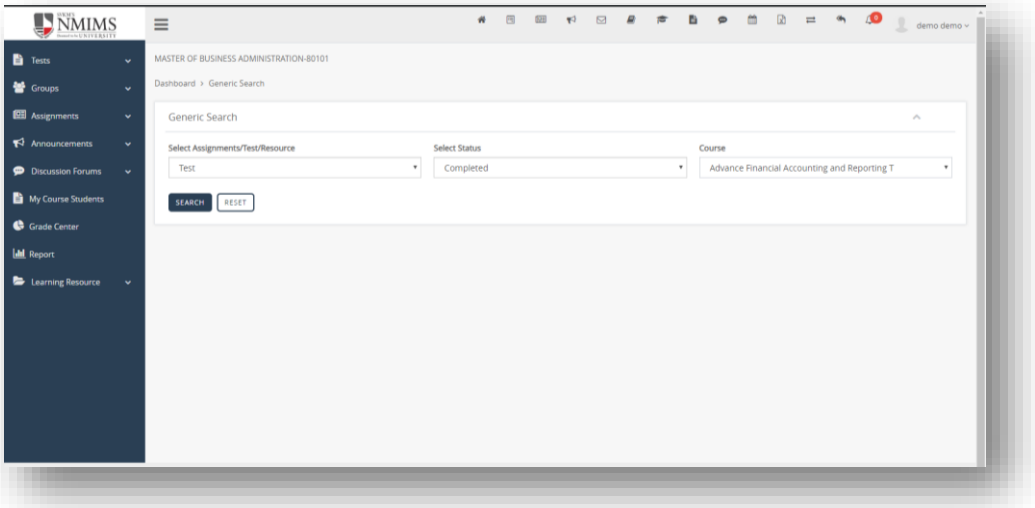


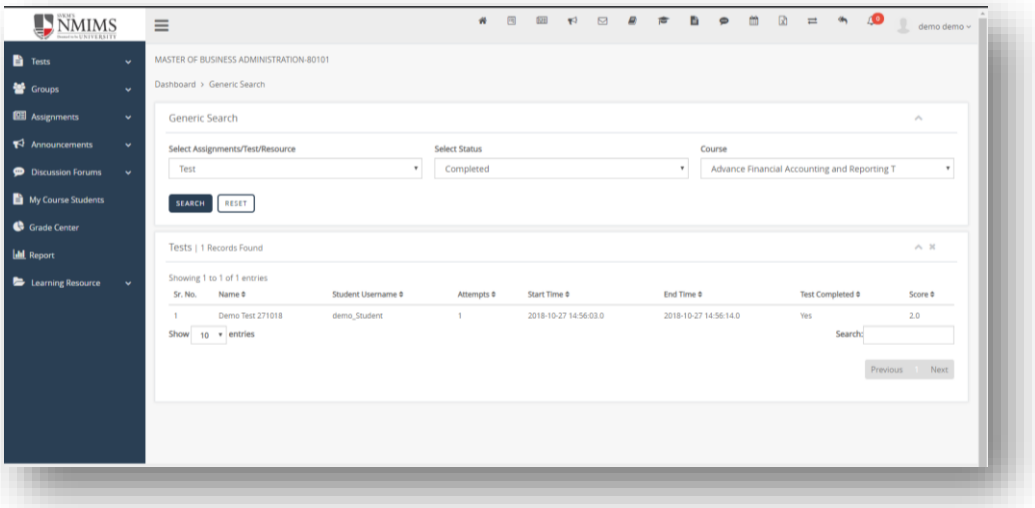
GENERIC SEARCH

-Can be landed via Header - Search -> Generic Search



Select the course, status from dropdown and select the component to be searched [assignment/test/Resource] from dropdown and click on SEARCH button.

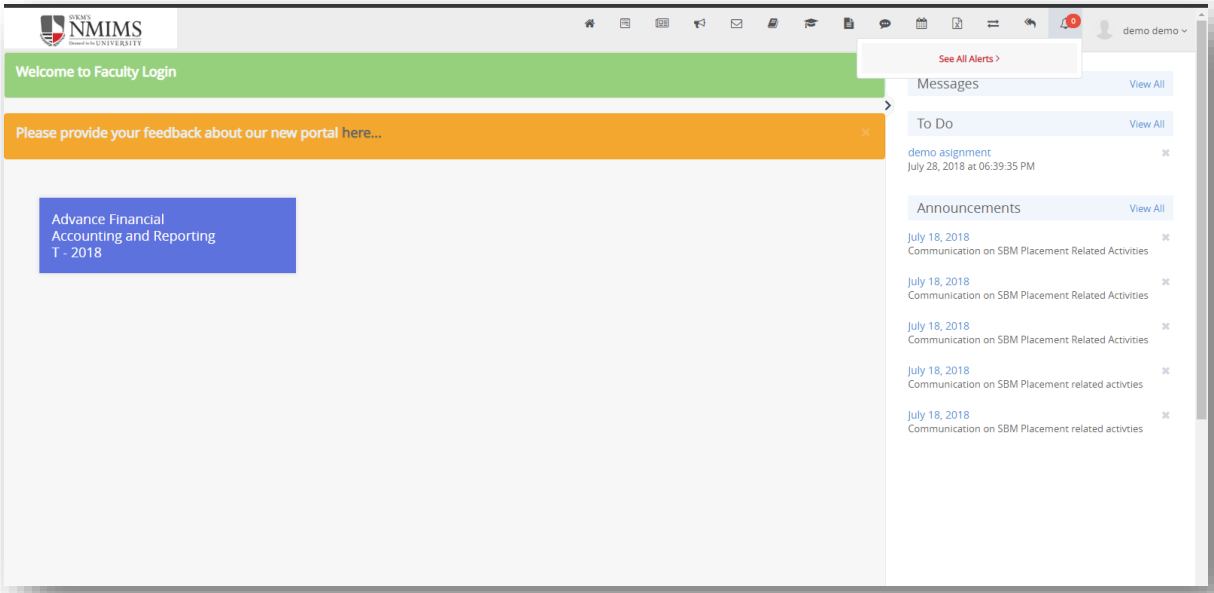


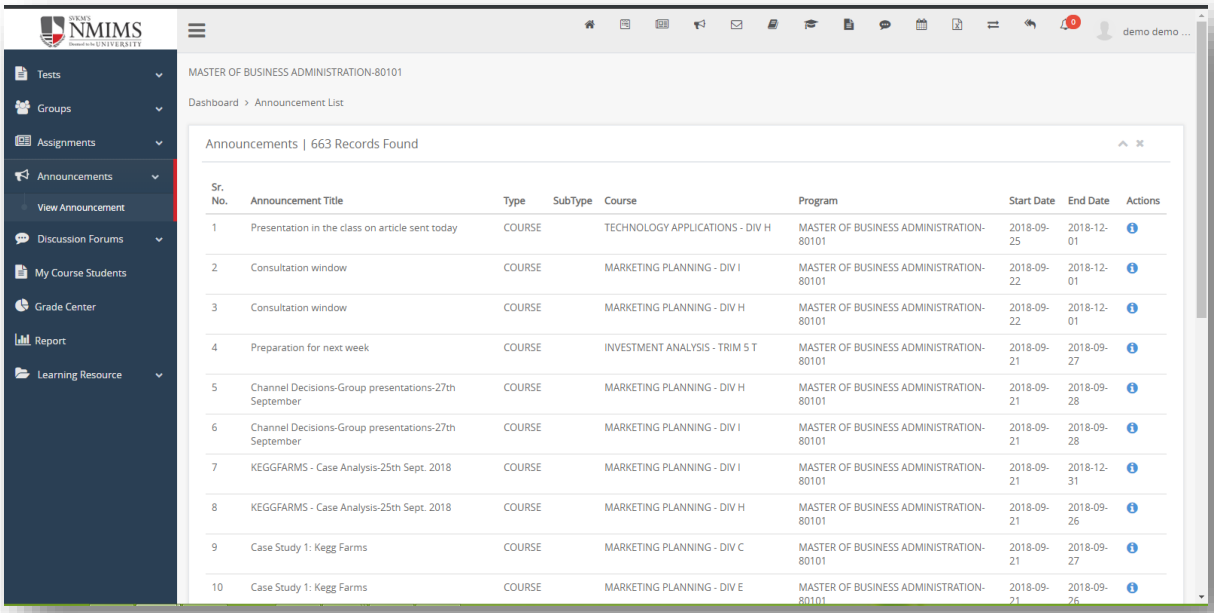


NOTIFICATION

-Can be landed via Header Alert (bell icon)

- Alert (rightmost icon on the header menu) - will show all announcements.



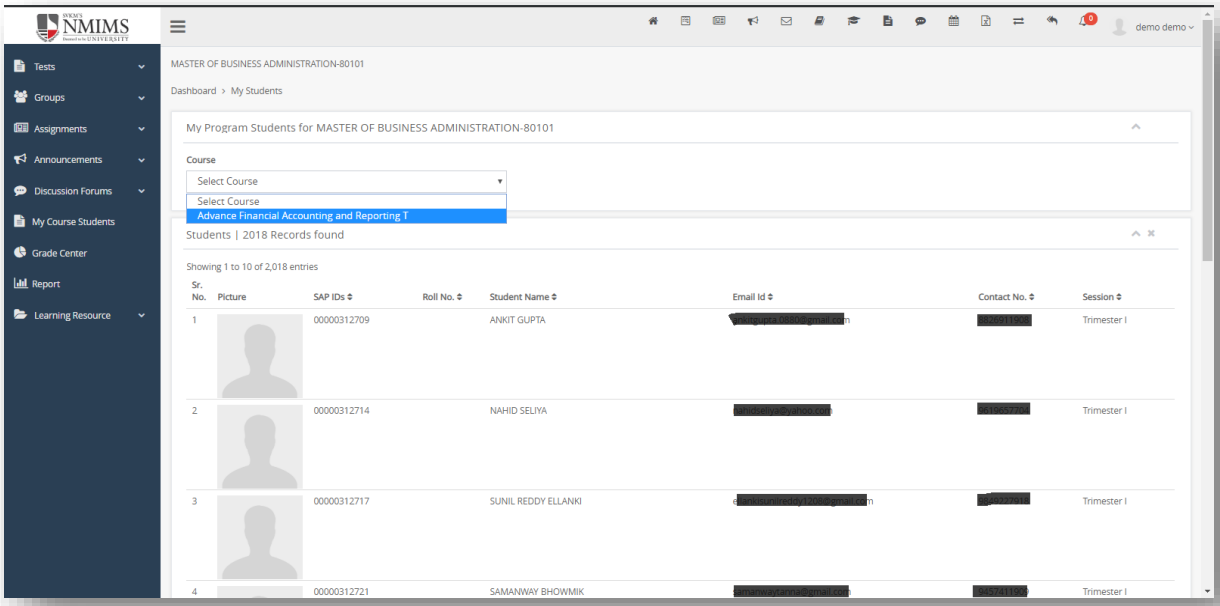


Sr. No.	Announcement Title	Type	SubType	Course	Program	Start Date	End Date	Actions
1	Presentation in the class on article sent today	COURSE		TECHNOLOGY APPLICATIONS - DIV H	MASTER OF BUSINESS ADMINISTRATION-80101	2018-09-25	2018-12-01	
2	Consultation window	COURSE		MARKETING PLANNING - DIV I	MASTER OF BUSINESS ADMINISTRATION-80101	2018-09-22	2018-12-01	
3	Consultation window	COURSE		MARKETING PLANNING - DIV H	MASTER OF BUSINESS ADMINISTRATION-80101	2018-09-22	2018-12-01	
4	Preparation for next week	COURSE		INVESTMENT ANALYSIS - TRIM 5 T	MASTER OF BUSINESS ADMINISTRATION-80101	2018-09-21	2018-09-27	
5	Channel Decisions-Group presentations-27th September	COURSE		MARKETING PLANNING - DIV H	MASTER OF BUSINESS ADMINISTRATION-80101	2018-09-21	2018-09-28	
6	Channel Decisions-Group presentations-27th September	COURSE		MARKETING PLANNING - DIV I	MASTER OF BUSINESS ADMINISTRATION-80101	2018-09-21	2018-09-28	
7	KEGGFARMS - Case Analysis-25th Sept. 2018	COURSE		MARKETING PLANNING - DIV I	MASTER OF BUSINESS ADMINISTRATION-80101	2018-09-21	2018-12-31	
8	KEGGFARMS - Case Analysis-25th Sept. 2018	COURSE		MARKETING PLANNING - DIV H	MASTER OF BUSINESS ADMINISTRATION-80101	2018-09-21	2018-09-26	
9	Case Study 1: Kegg Farms	COURSE		MARKETING PLANNING - DIV C	MASTER OF BUSINESS ADMINISTRATION-80101	2018-09-21	2018-09-27	
10	Case Study 1: Kegg Farms	COURSE		MARKETING PLANNING - DIV E	MASTER OF BUSINESS ADMINISTRATION-80101	2018-09-21	2018-09-26	

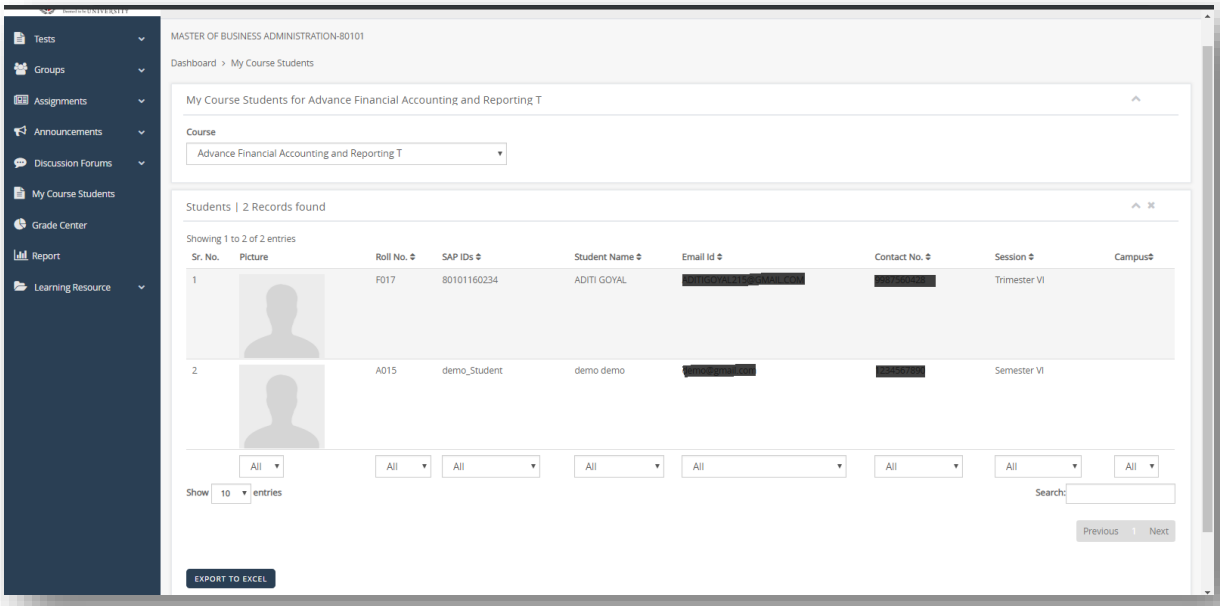
MY COURSE STUDENTS

-Can be landed via Left Side Bar - My Course Students

- Details of the students enrolled in the course can be viewed on this screen.



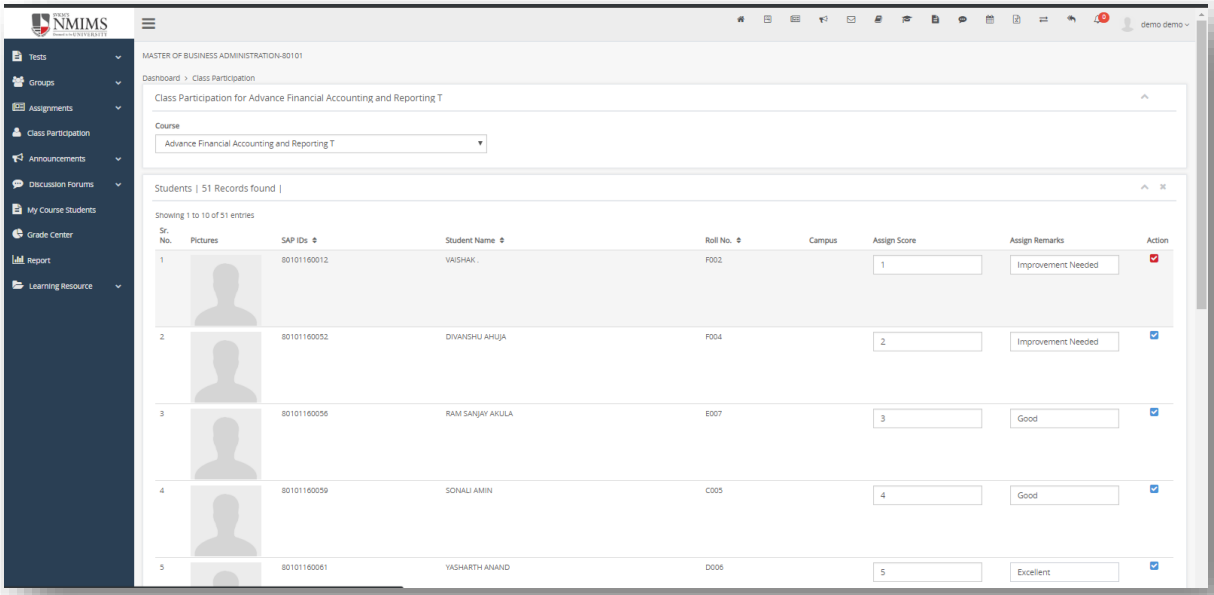
- Excel Report can be generated by clicking on EXPORT TO EXCEL button at end.



CLASS PARTICIPATION

-Can be landed via Left Side Bar – Class Participation

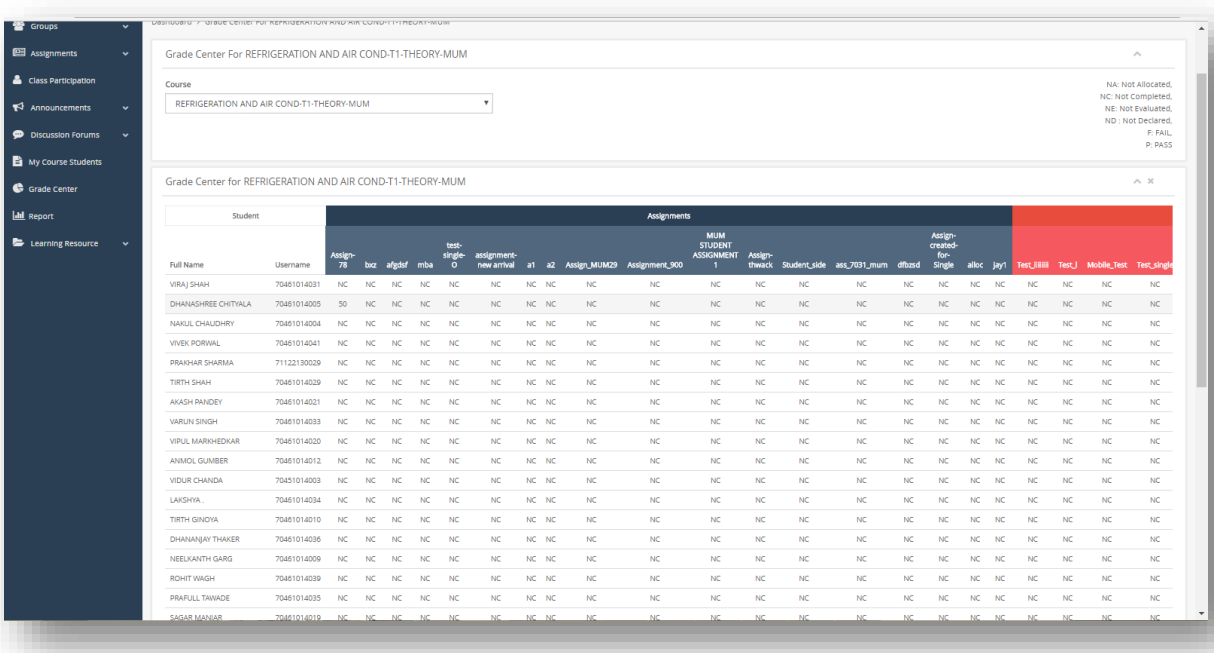
- Score and remarks can be given to Students for their participation in class. Click on checkbox at rightmost side.



GRADE CENTER

-Can be landed via Left Side Bar-Grade Centre

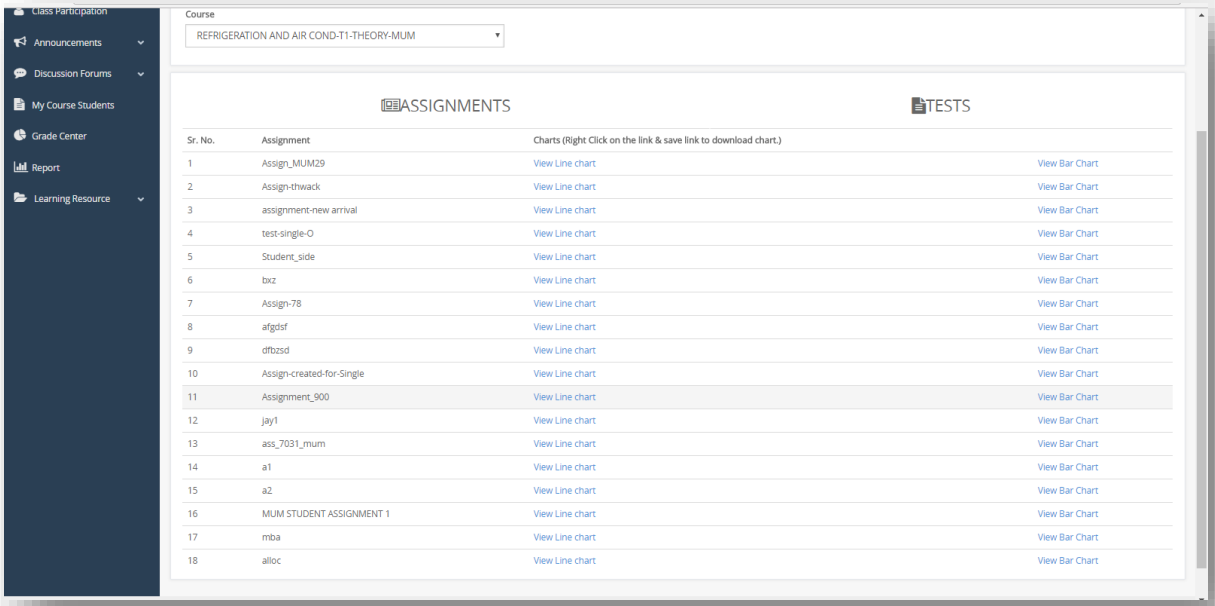
- Assignment/Tests marks of students can be viewed by faculty here.



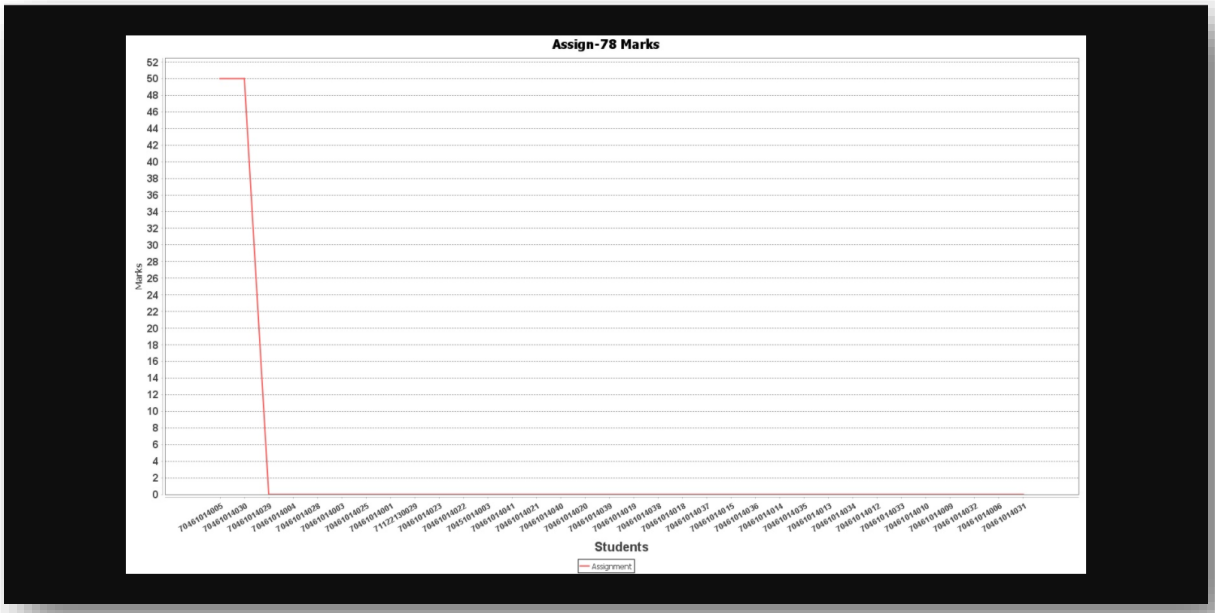
REPORTS

-Can be landed via Left Side Bar-Report

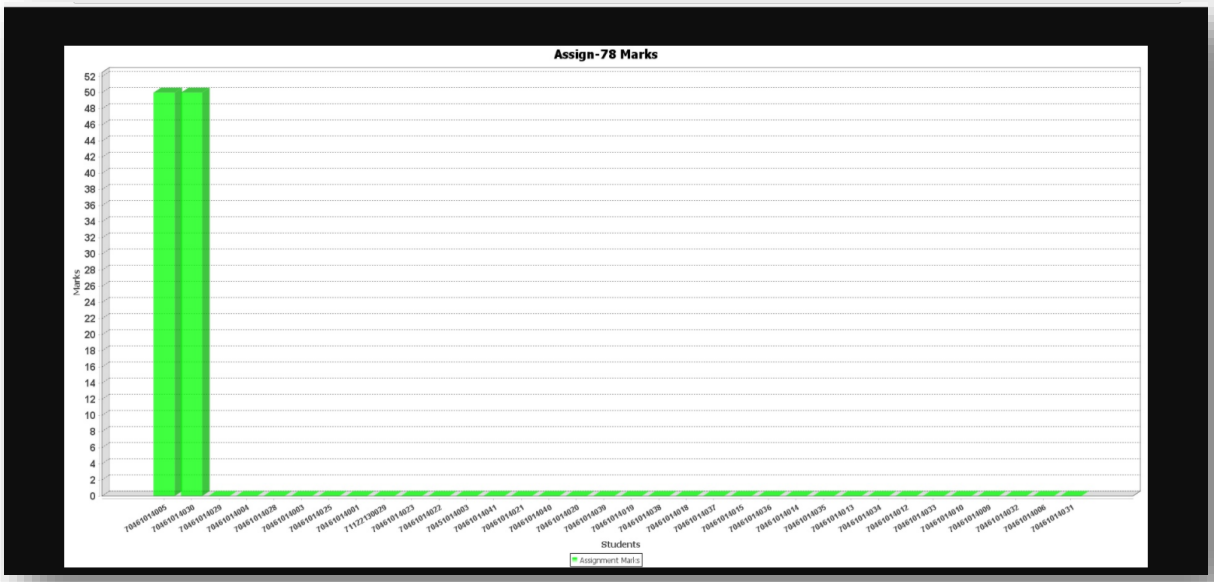
- Faculty can view report of Marks scored by Students in Test/Assignments in graphical manner.



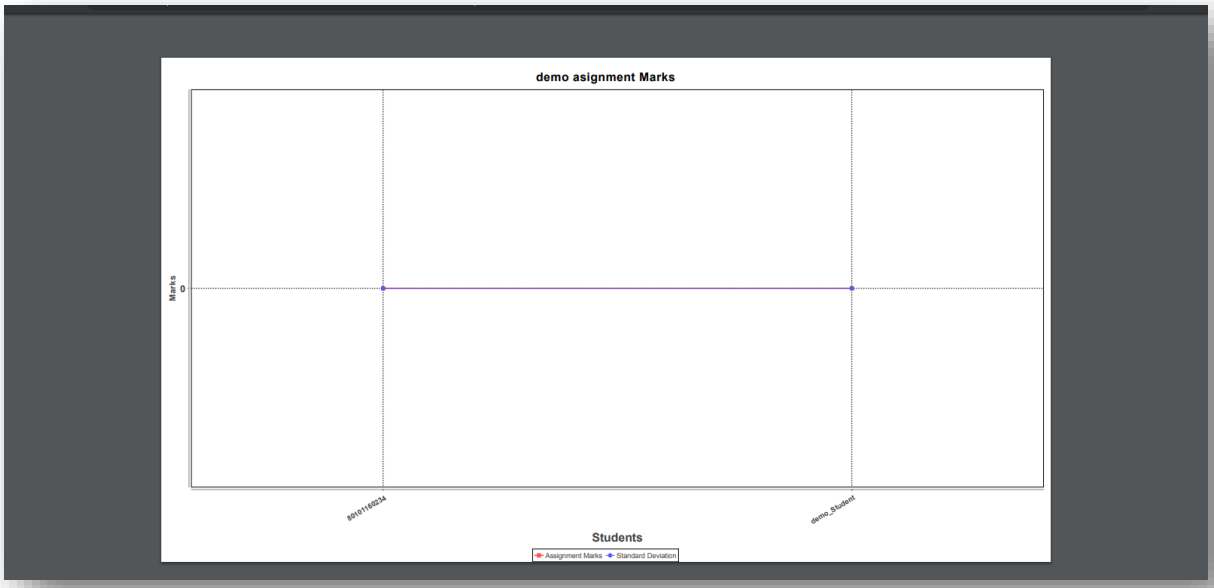
- On click of View Line Chart:



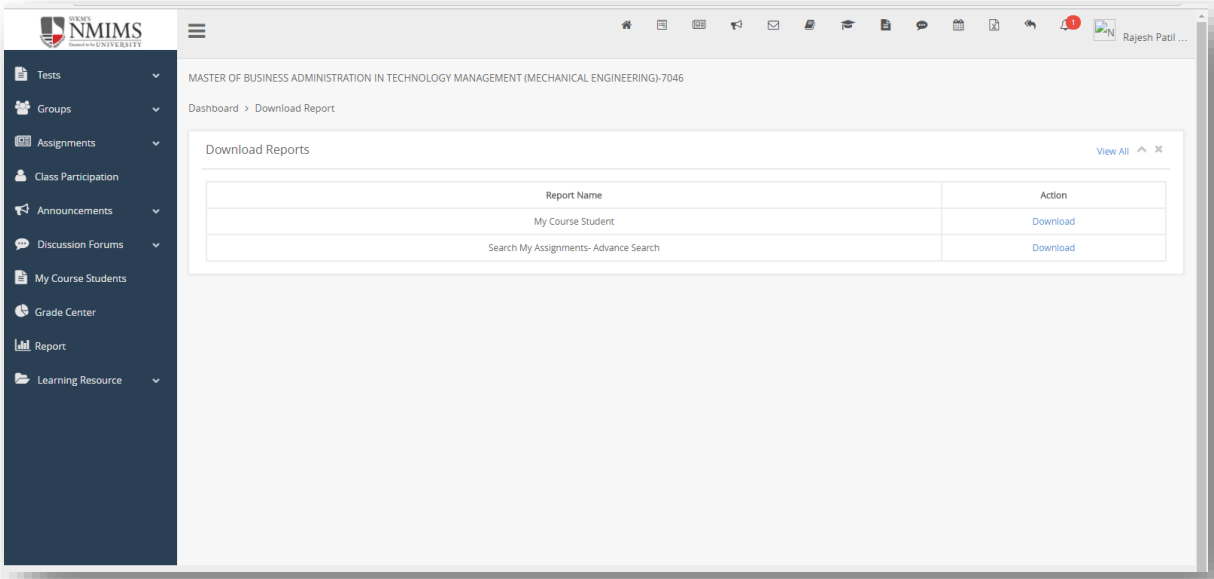
- On click of View Bar Chart:



- On click of View Standard Deviation chart:



DOWNLAODABLE REPORTS

-Can be landed via header – Reports

- Faculty can have the excel sheet download of all the reports needed by him.
- Click on download button next to the required report.