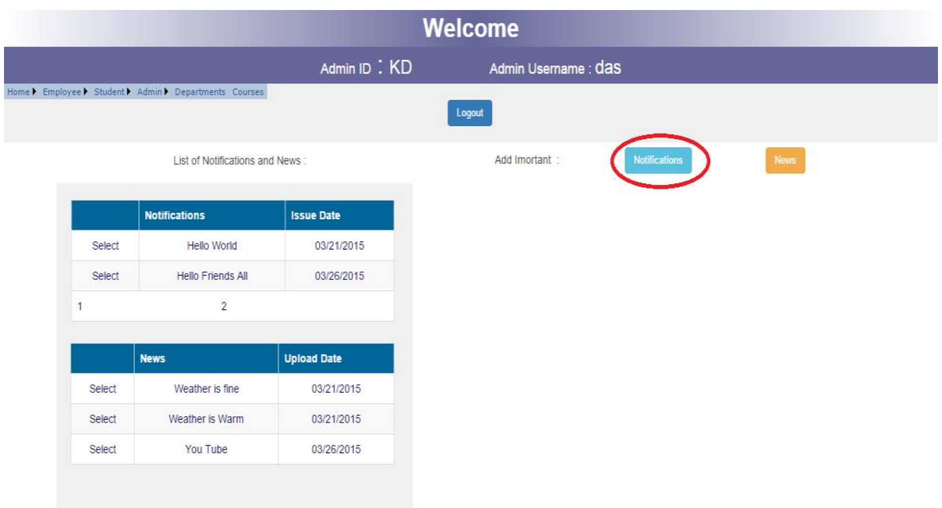
Admin Page

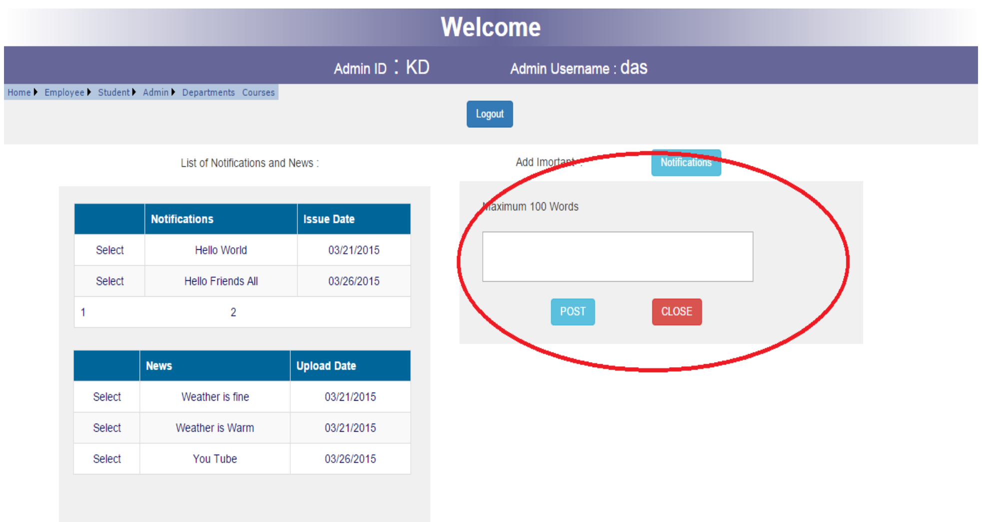
Navigation Menu appears towards the top of the page. Submenus appear by hovering on the items of the navigation menu.

Section 1.1 : Home -> Notice

Admin can add news and notifications. News and notifications can be updated as well as deleted on this page. These notices and notifications would be displayed on the site home page. **Notifications** are highly important feeds that would be displayed as a horizontal marquee separated by "|" towards the top of the site's login page. **News** are comparatively less important feeds that would be displayed in the form of vertical marquee on the site's login page.

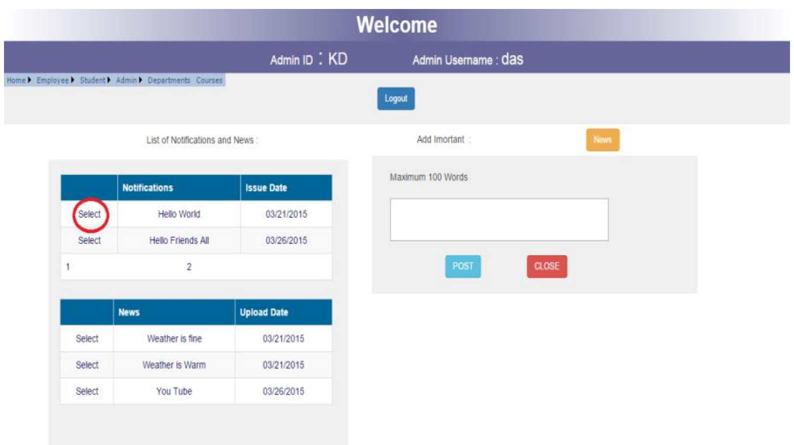
In order to add any notification, click on the "**NOTIFICATION**" button towards the top right. After this a box appears below this button. Feed your notification in this box and click on POST button to post it. To close this box, click on CLOSE button in this box. Same goes for adding any news.

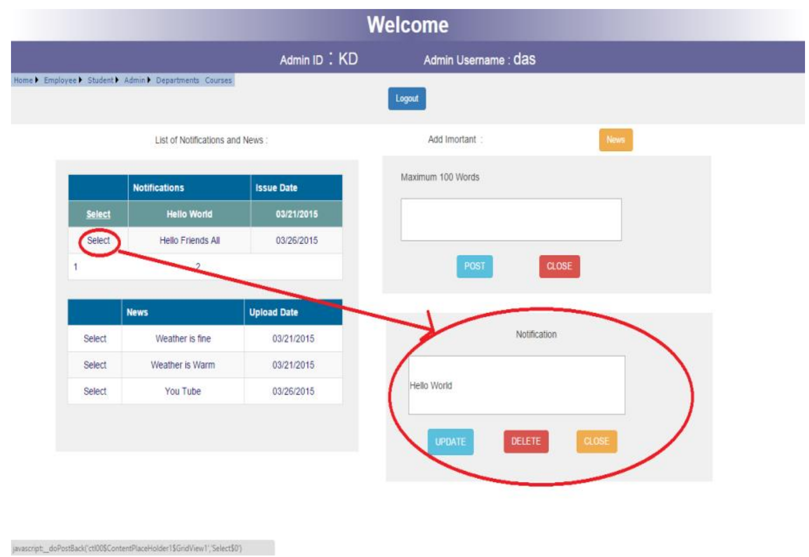




The two tables shown hold the list of active notices and notifications along with their issue dates. One can sort the data in the tables by just clicking on the column headings. This sorts the rows of the table in the ascending order of the entries of the selected column. By clicking again the rows of the table gets sorted in the descending order of the entries of that column. It reads the entries as strings and sorts them in alphabetical order. **This sorting technique using the column headings would be followed throughout the admin pages. So admin needs to understand it.** Let us call this technique "**Table Sorting Technique**".

In order to **update** or **delete** a notification, the admin just needs to click on the "**<u>Select</u>**" hyperlink given in the first column of the table corresponding to the concerned news or notification. As soon as the "**<u>Select</u>**" hyperlink is clicked, a box appears on the right corner containing the text of the selected News or Notification. In order to edit, just edit the text in this box and click on UPDATE. To delete, click on the DELETE button in this box. To close this box, click on CLOSE button in this box.

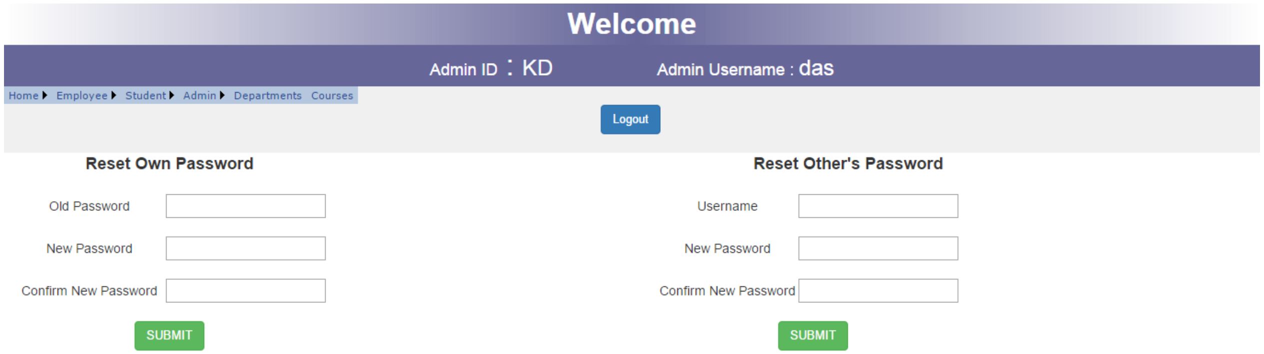




Section 1.2 : Home -> Reset Password

Using this page admin can reset the passwords of the users of the website.

If the current admin wants to change his own password, he just has to feed the required details under the "**Reset Own Password**" column. After filling in the current password, new password and confirm password textboxes click on the SUBMIT button to reset the password.

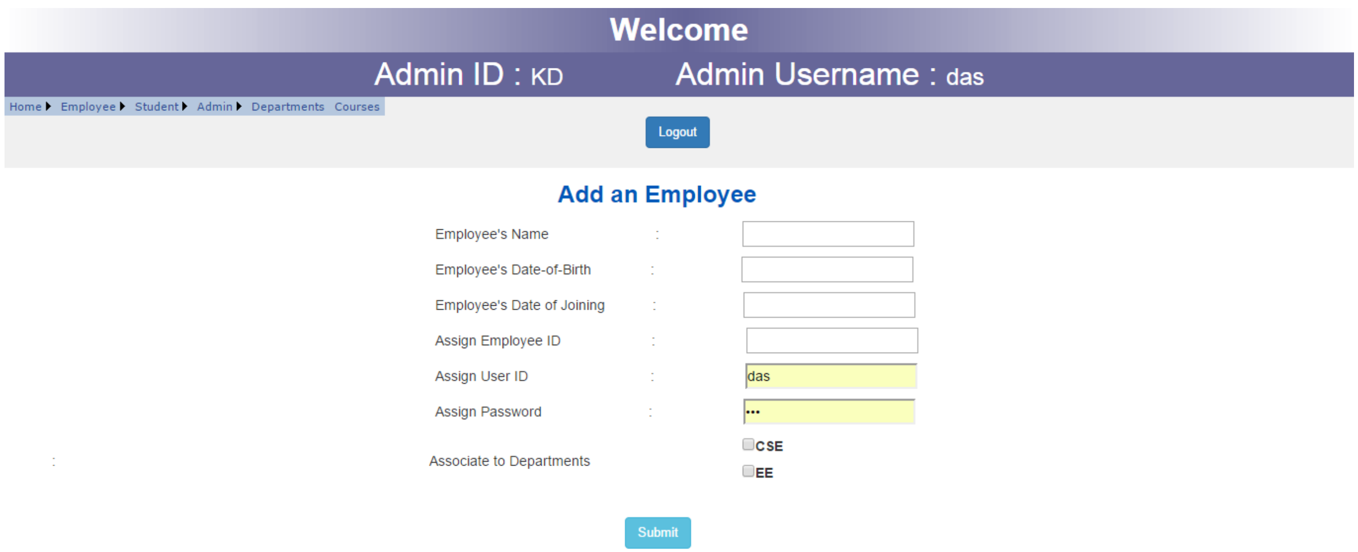


If the admin wants to change the password of some other user, he just has to feed the required details under the "**Reset Other's Password**" column. After filling in the username, new password and confirm password textboxes click on the SUBMIT button to reset the password.

Section 2.1 : Employee -> Add Employee

In order to add an employee to the system, admin just needs to feed the details of the new employee and click on the SUBMIT button after it. Things that should be taken care of are mentioned below

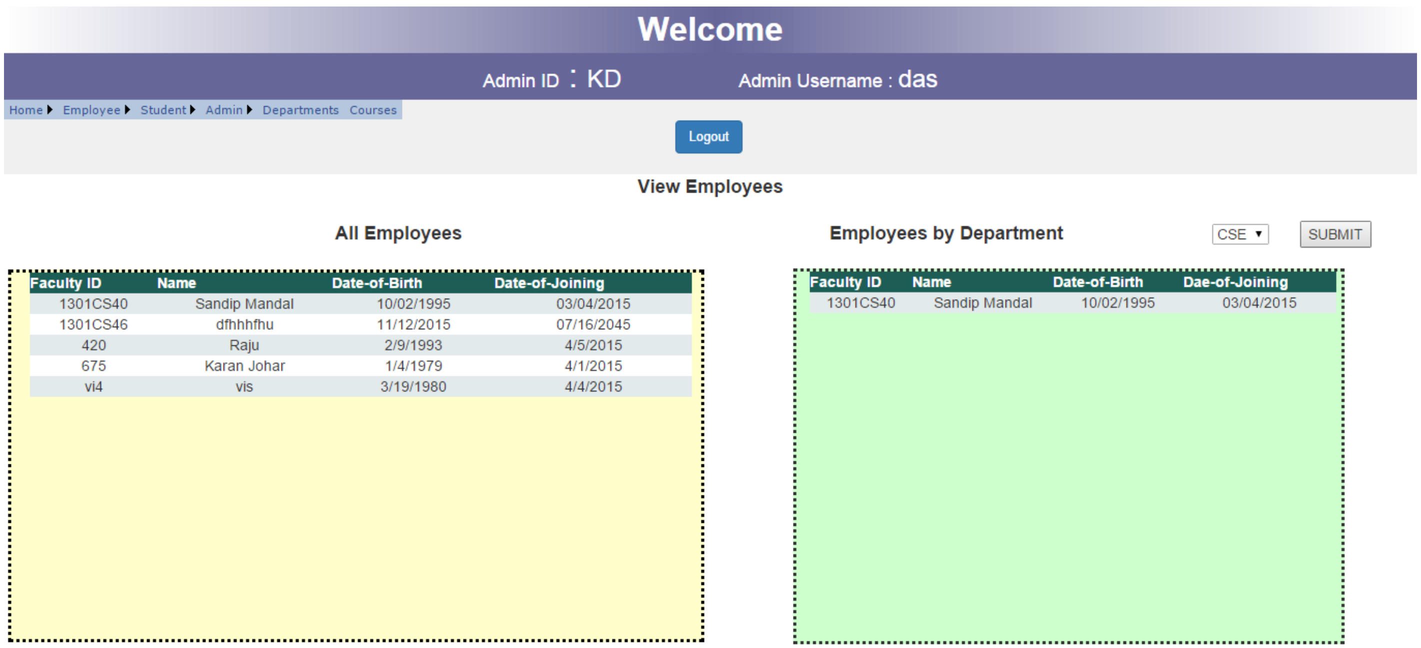
- Use dates in MM/dd/yyyy
- Employee ID is an unique ID given to the employee by the institute
- User ID is an unique login ID given to the employee to allow him to access this portal
- Password is the login password given to the employee corresponding to his login ID
- An employee may be associated to one or more departments. In order to associate the employee to any department, select the checkboxes of those departments in Associated Departments.



Section 2.2 : Employee -> View Employee

The table on the left holds the list of all the employees along with some basic details. This table follows the above mentioned "**Table Sorting Technique**".

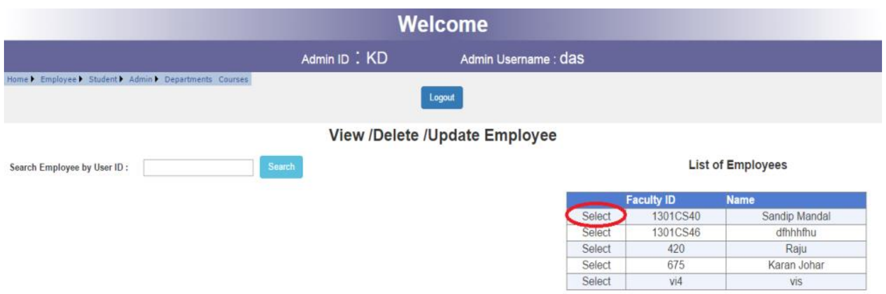
In order to see employees associated to a particular department, follow the "**Employees by Department**" column on the right. Choose the required department from the dropdown list and click on the SUBMIT button. This causes the list of the employees associated with the chosen department to appear in the right half. This table also follows the above mentioned "**Table Sorting Technique**".

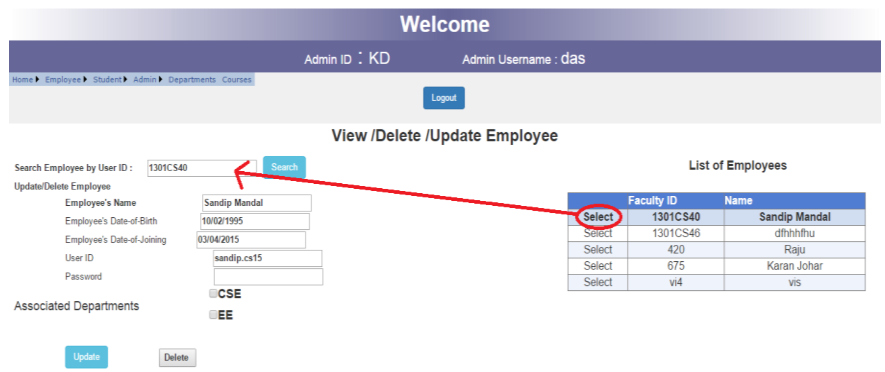


Section 2.3 : Employee -> Update or Delete Employee

Using this page admin can update and delete employee details. This page can also be used for viewing employee records. The table on the right holds the list of all the employees. This table also follows the “**Table Sorting Technique**”.

In order to update or delete an employee’s record just feed the unique **Employee ID** of the employee in the textbox against the “**Search Employee by User ID**” field. You can alternatively click on the “**<u>Select</u>**” hyperlink in the table given on the right side to copy the unique **Employee ID** of the selected employee to the textbox against the “**Search Employee by User ID**” field. This technique would also be used consistently throughout admin pages. Let us call it “**Select Copy Technique**”. After feeding the unique **Employee ID, double click** on the **Search** button. This would load the details of the chosen employee below the “**Search Employee by User ID**” field in editable format. The password would not be visible to the admin. It would appear as an empty string. Though, he can change it.





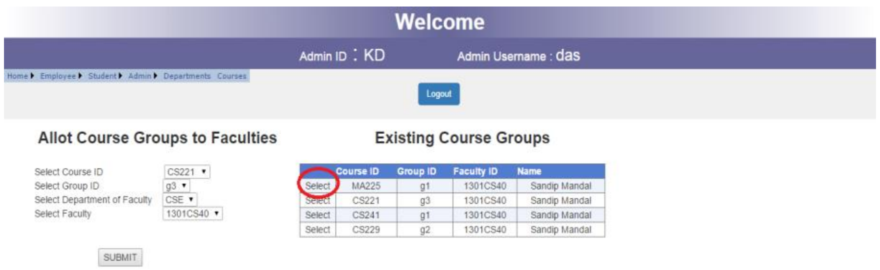
After this step

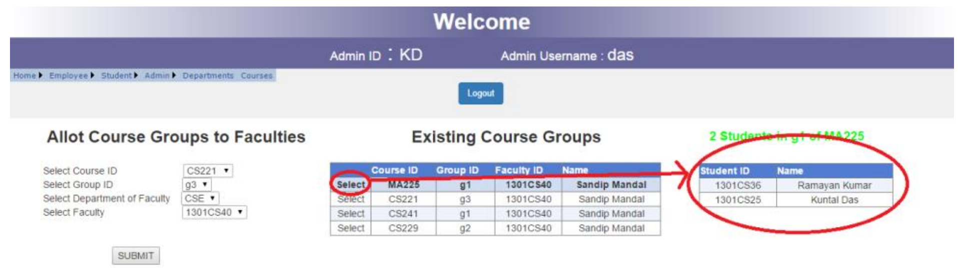
- In order to update employee details, rest of the procedure would be same as adding an employee in **Section 2.1**. After filling in the details click on the **Update** button to update the details of the employee.
- In order to delete the employee, just click on the **Delete** button to delete the employee from the system.

Section 2.4 : Employee -> Assign Group

Using this page admin can assign an existing **course group** to a faculty. There may exist more than one batch (group) for an academic course. The term “**course group**” would be used to refer to one of the existing batches of a course.

The table in the middle with the name “**Existing Course Groups**” holds the list of all the existing course groups in the institute that have already been allotted to some faculty. This table also follows the “**Table Sorting Technique**”. If one clicks on the “<u>**Select**</u>” hyperlink, a table appears on the right side containing the list of students corresponding to the selected course group in the table.





In order to allot an existing course group to a faculty, come under the section “**Allot Course Groups to Faculties**”. Stepwise process to assign a course group from this step :

- Select the course whose group is to be allotted
- Select the group to be allotted
- Select the department of the faculty who has to be assigned the above course group
- Select the faculty who has to be assigned the above course group
- Click on “**SUBMIT**” button to complete the course group assignment to the required faculty.

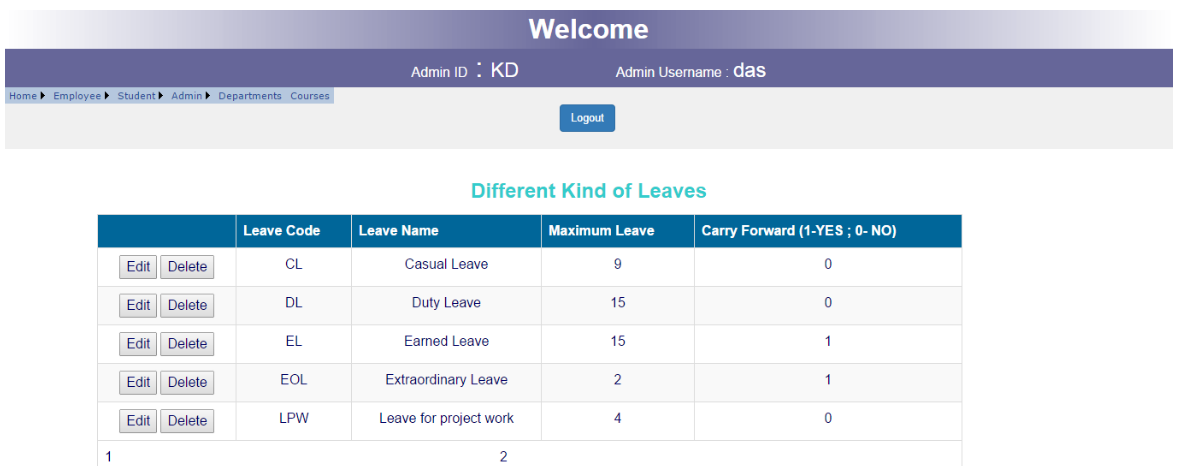
Section 2.5 : Employee -> View Leaves

This page is meant to display the specifications of different kinds of holidays existing in the system of the institute. The table shown holds the details of all kinds of leave types existing in the system of the institute. This table also follows the “**Table Sorting Technique**”.

The last column of the table shows whether the leave accumulates or not, i.e., whether the remaining leaves of a year are carried ahead to the next year or not. A “1” in this column represents leave accumulation whereas a “0” in this column shows that the leave does not accumulate.

In order to edit the details of a leave type, just click on the “**Edit**” hyperlink in column 1 corresponding to the required leave type which would allow the admin to edit all the details of the leave except the **Leave Code**.

In order to edit delete a leave type, just click on the “**Delete**” hyperlink in column 1 corresponding to the required leave type.

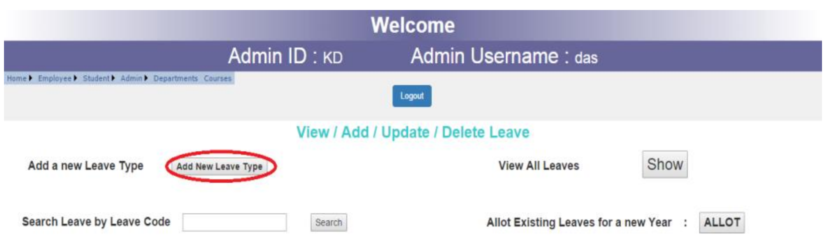


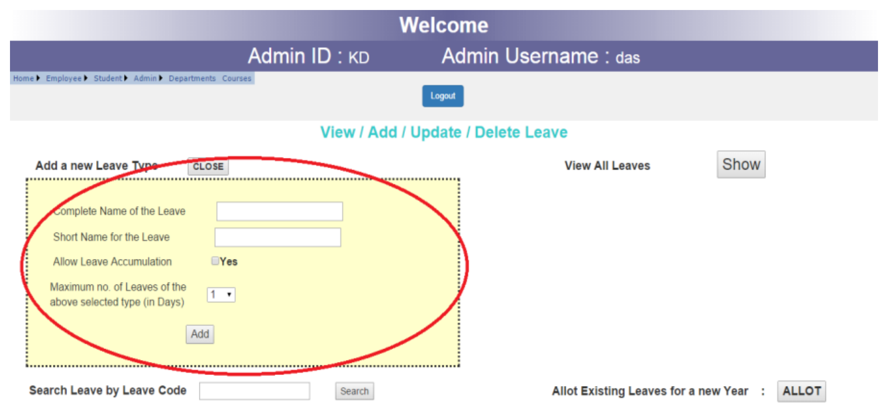
Section 2.6 : Employee -> Add Leaves

Using this page, admin can

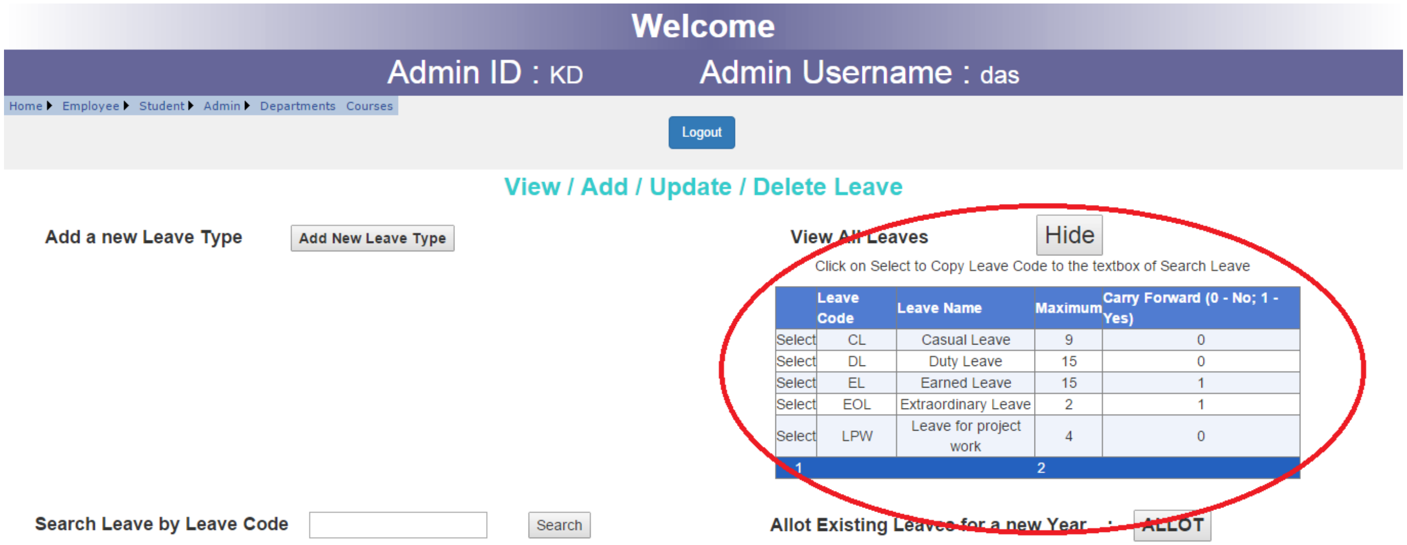
- Add new leaves
- View, Update and Delete existing leaves
- Allot the existing leaves for a new year

In order to add a new leave type, click on the “**Add New Leave Type**” button towards the top left. This changes the “**Add New Leave Type**” button to a button ”**CLOSE**” and also causes a panel to appear below this “**CLOSE**” button which would be used to feed the details of the new leave type. Feed a complete name to the leave, a unique short name to the leave, select whether to allow leave accumulation or not and also specify the maximum number leaves that can be allotted annually. After this click on “**ADD**” button to add this leave type to the system. If the “**CLOSE**” button is clicked, it would close the panel that appeared below the “**CLOSE**” button and would also change the button back to “**Add New Leave Type**” button thus restoring the default formation.



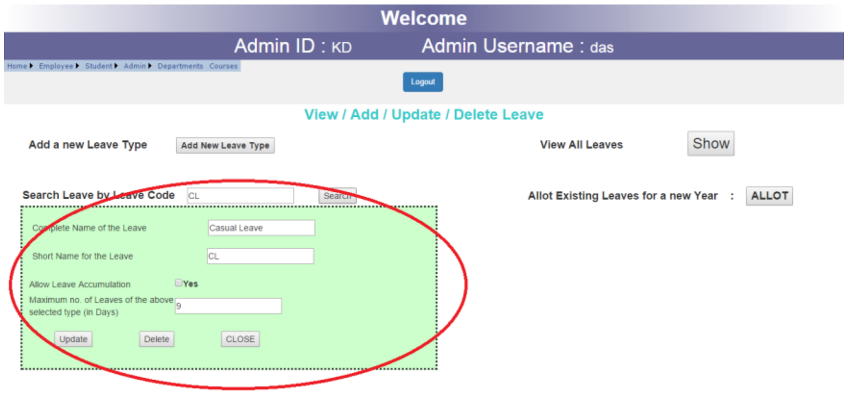


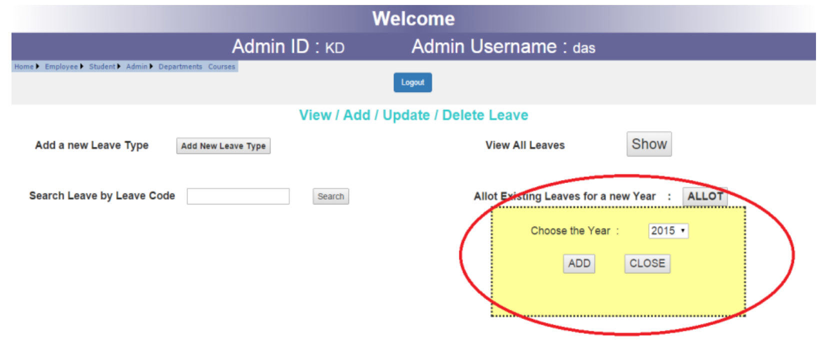
In order to view the list of existing leave types, click on the “**Show**” button towards the top right against the “**View All Leaves**” field. This changes the text of the “**Show**” button to “**Hide**”. This makes a table appear below this button containing the details of the leaves having a "**Select**" hyperlink in the first column which on being clicked copies the Leave Code to the textbox against the "**Search Leave by Leave Code**" field. If the "**HIDE**" button is clicked, it would close the table that appeared below the "**HIDE**" button and would also change the button back to "**SHOW**" button thus restoring the default formation.



In order to Update or Delete a leave type, feed the leave code in the textbox against the "**Search Leave by Leave Code**" field and click on the "**Search**" button. This could also have been done by "**Select Copy Technique**" using the table mentioned above. A panel appears below the search button which could be used just like adding a new leave to update the leave details of the selected leave. Click on "**Update**" button to update the leave details. Click on "**Delete**" button to delete the leave type. Click on "**Close**" button to close this panel.

In order to allot the existing leaves for a new calendar year, click on the "**ALLOT**" button towards the right side. A panel would appear, choose the year and click on "**ADD**" button in the panel to allot the existing leaves for the selected calendar year. Click on "**CLOSE**" button to close the panel thus restoring the default formation.

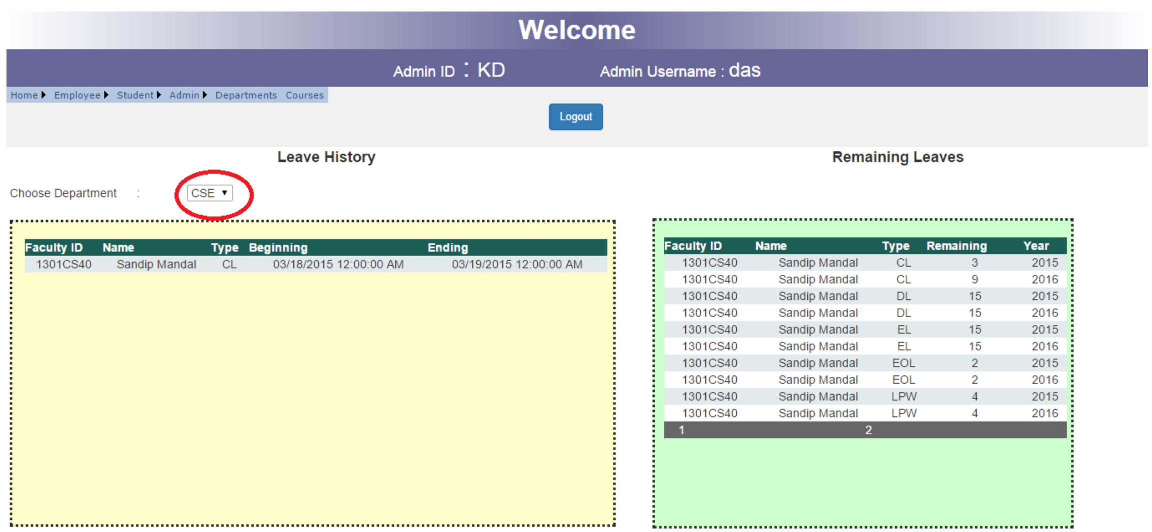




Section 2.7 : Employee -> Leave History

This page is meant to show the leave history and the remaining leaves of the employees.

The table on the left shows the leave history of the faculties who are associated with the department selected in the dropdown list against the "**Choose Department**" field. This table follows the "**Table Sorting Technique.**

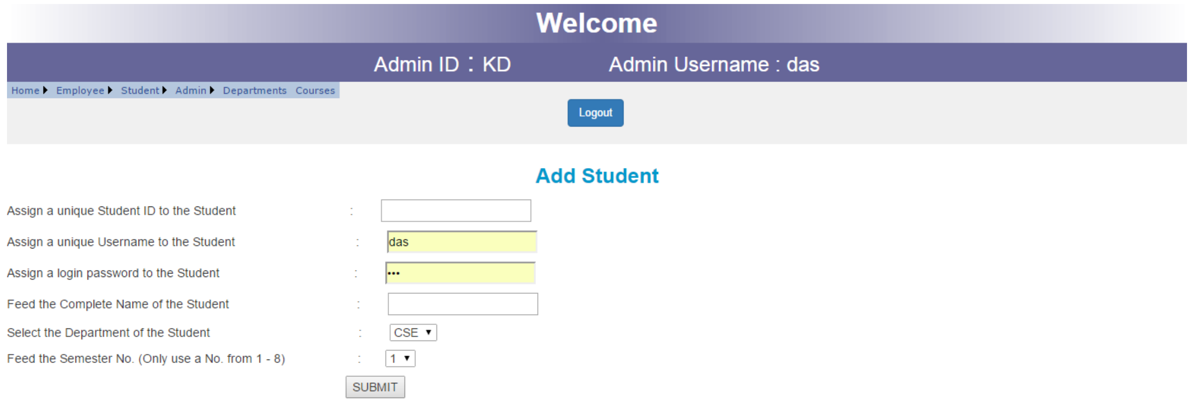


The table on the right shows the remaining leaves of the faculties who are associated with the department selected in the dropdown list against the "**Choose Department**" field. This table also follows the "**Table Sorting Technique.**

Section 3.1 : Student -> Add Student

This page allows the admin to add a new student to the system following the below guidelines :

- Assign a unique Student ID to the student.
- Assign a unique login username to the student.
- Assign a login password to the student.
- Feed the complete the name of the student.
- Choose the department of the student.
- Choose the semester of the student.
- Click on "**SUBMIT**" button to add the student to the system.



Section 3.2 : Student -> View / Update / Delete Student

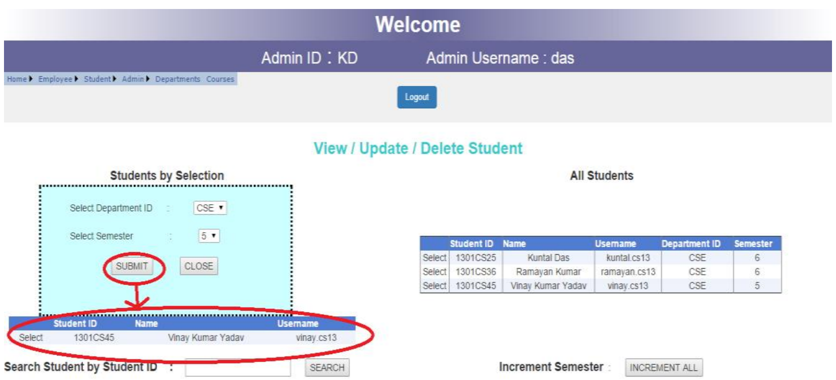
Using this page admin can view students, delete and update students. Admin can also increment the semester of all the students together. To change the semester of an individual student, admin would have to follow update student technique.

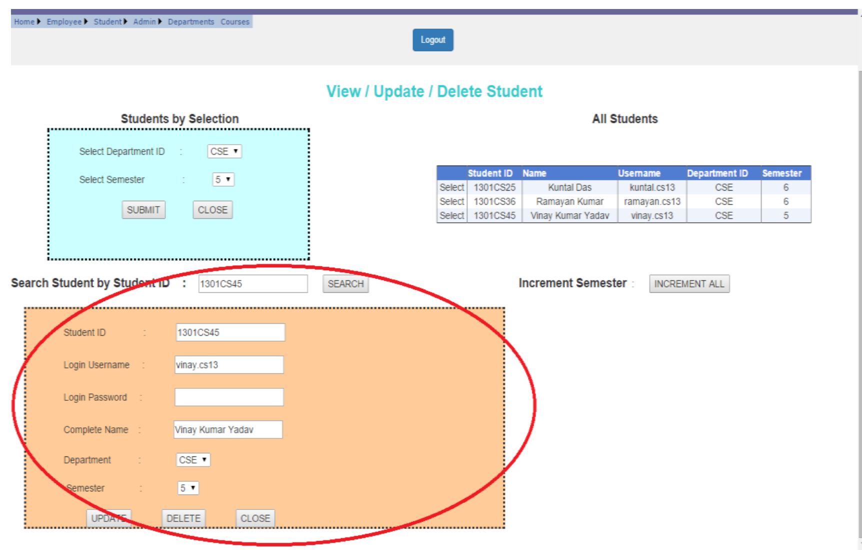
Table on the right side shows the list of all the students with hyperlink “**Select**” in the first column.

Students can be searched by three ways

- Using the search filters at the top left.
- Using the textbox search.
- Using the “**Select**” hyperlink of the table on the right.

In order to update or delete the records of a student feed the unique student ID in the textbox and click on “**SEARCH**” button. Now a panel will load where the admin can edit the details of the student and can even delete the student.





Click on the “**INCREMENT ALL**” button to increment the semester of all the students together.

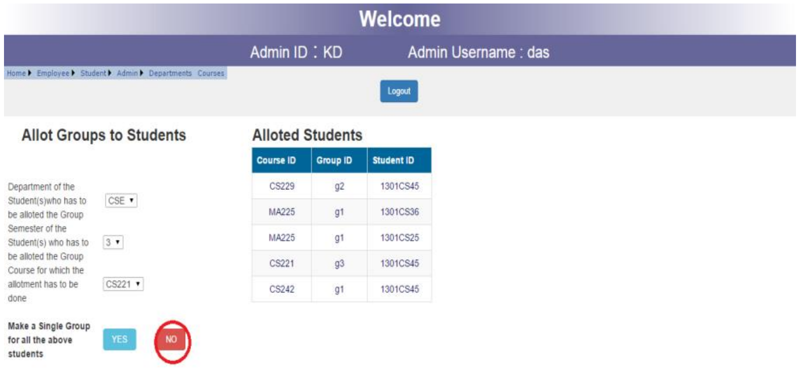
Section 3.3 : Student -> Allot Group / Course

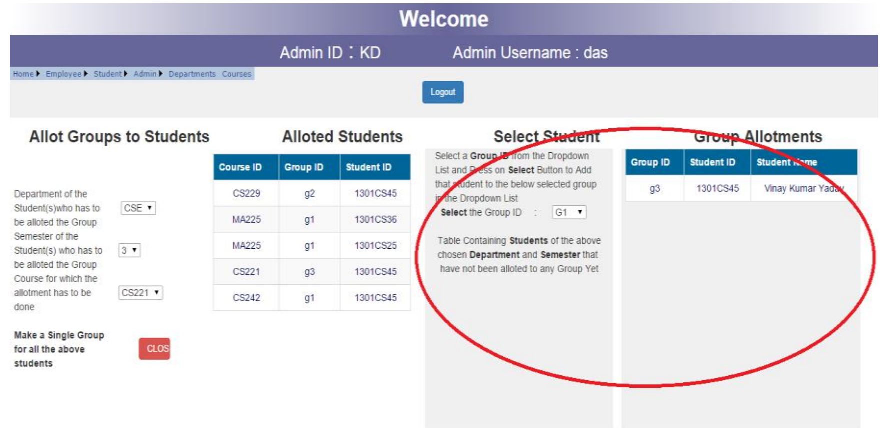
This page allows the admin to assign course groups to students both by bulk and individual selection.

The table under the heading "**Alloted Students**" shows course group allotments of all the students that have already been done.

Types of course group allotments :

- **Bulk allotment –** In case when none of the students of a department studying in a semester have been allotted for a course. In order to allot the course group to **entire** students of the department studying in that semester, first select the department of the students followed by the semester of the students and then the course. Now for making a single group, click on "**YES**" button. A panel will appear, choose the group ID from the dropdown list and then click on the "**SUBMIT**" button.
- **Individual Allotment –** In case when some of the students of a department studying in a semester have been allotted for a course. In order to allot the course group **individually** to students of the department studying in that semester, first select the department of the students followed by the semester of the students and then the course. Now for allotting the course groups individually to the students, click on "**NO**" button. This causes two panels to appear on the right side. The left one of these two panels contains the list of unalloted students of the selected department and semester for the selected course. The right one of the two panels contains the list of already alloted students of the selected department and semester for the selected course. Now for allotting a group to a student in the left panel, select the group ID from the dropdown list and after that click on the "**Select**" hyperlink corresponding to the desired student. This would allot the selected student to the above selected course group and the student would now be visible in the right panel amongst the already alloted students of the selected department and semester for the selected course.


Welcome
Admin ID : KD
Admin Username : das
Home
Employee
Student
Admin
Departments
Courses
Logout
Allot Groups to Students
Alloted Students
Department of the Student(s)who has to be alloted the Group
CSE
Semester of the Student(s) who has to be alloted the Group
3
Course for which the allotment has to be done
CS221
Make a Single Group for all the above students
YES
NO
Course ID
Group ID
Student ID
CS229
g2
1301CS45
MA225
g1
1301CS36
MA225
g1
1301CS25
CS221
g3
1301CS45
CS242
g1
1301CS45


Welcome
Admin ID : KD
Admin Username : das
Home
Employee
Student
Admin
Departments
Courses
Logout
Allot Groups to Students
Alloted Students
Select Student
Group Allotments
Department of the Student(s)who has to be alloted the Group
CSE
Semester of the Student(s) who has to be alloted the Group
3
Course for which the allotment has to be done
CS221
Make a Single Group for all the above students
CLOS
Course ID
Group ID
Student ID
CS229
g2
1301CS45
MA225
g1
1301CS36
MA225
g1
1301CS25
CS221
g3
1301CS45
CS242
g1
1301CS45
Select the Group ID
G1
Table Containing Students of the above chosen Department and Semester that have not been alloted to any Group Yet
Group ID
Student ID
g3
1301CS45
Vinay Kumar Yadav

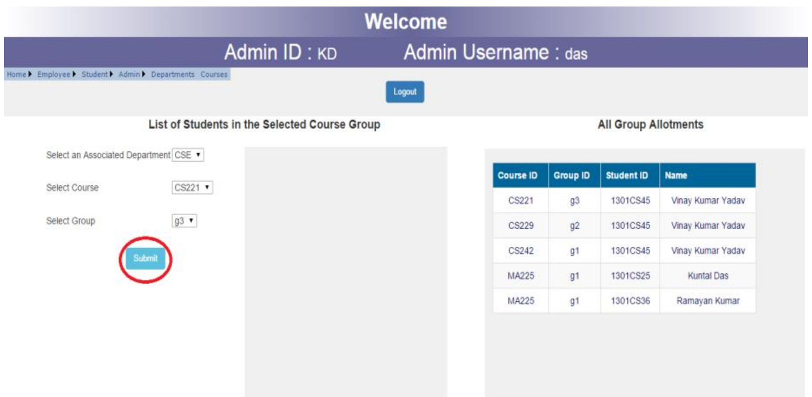
Section 3.4 : Student -> View Group / Course

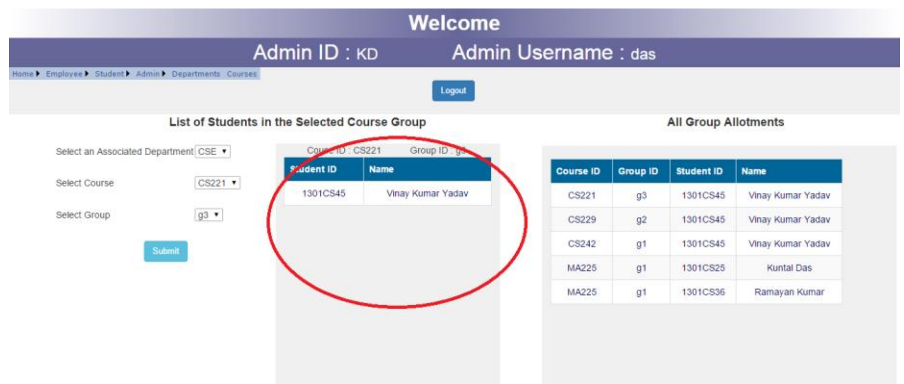
Using this page admin can see the existing groups of different courses along with the students enrolled in those groups.

The table on the right shows all the course group allotments.

In order to see all the students enrolled in a course group, follow these steps :

- Select the desired associated department, i.e., one of the departments that is running the desired course.
- Select the desired course.
- Select the desired group.
- Click on the “**Submit**” button.
- A table would appear in the center containing the list of students enrolled in the selected group of the selected course.





Section 4.1 : Admin -> Add Admin

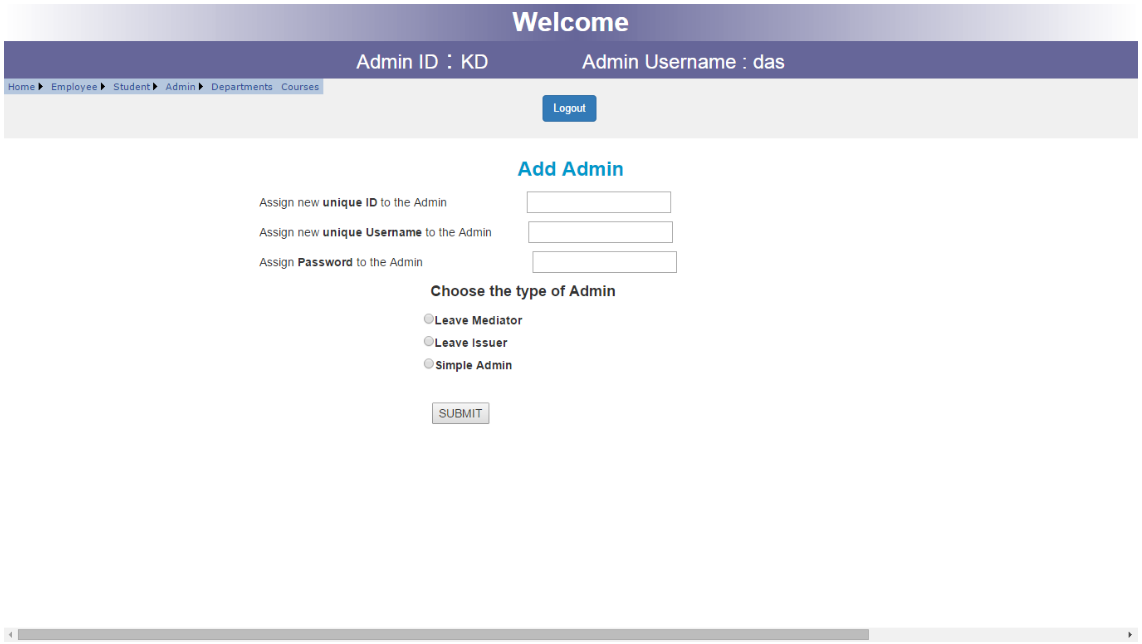
Using this page, admin can add other admins, leave issuers and leave mediators.

In order to add an admin

- Assign a unique ID to the admin
- Assign a unique login username to the admin
- Assign login password to the admin
- Choose one of the admin type

Simple Admin	:	Site admins
Leave Mediator	:	First level of leave approval
Leave Issuer	:	Second level of leave approval

- Click on the “**SUMBIT**” button to add the admin.

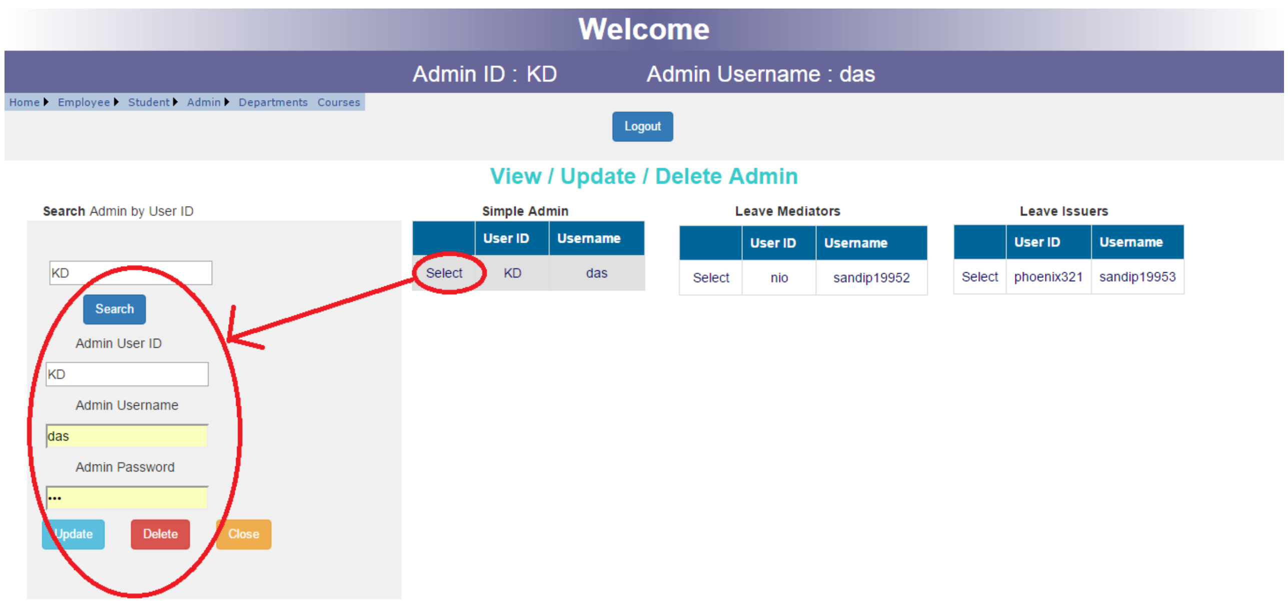


Section 4.2 : Admin -> View / modify / Delete Admin

Using this page admin can view, update and delete other admins.

The table under "**Simple Admin**" consists of the list of site admins. The table under "**Leave Mediators**" consists of the list of Leave Mediators. The table under "**Leave Issuers**" consists of the list of leave issuers.

In order to update or delete an admin, feed the unique ID of admin in the top left textbox. Alternatively this can be done by "**Select Copy Technique**" for all the three admin tables. Now the details of the admin would appear in an editable format. After editing, click on "**Update**" button to update the detail of the selected admin. Click on "**Delete**" button to delete the selected admin. Click on "**Close**" button to hide the details of the selected admin.



Section 5 : Departments

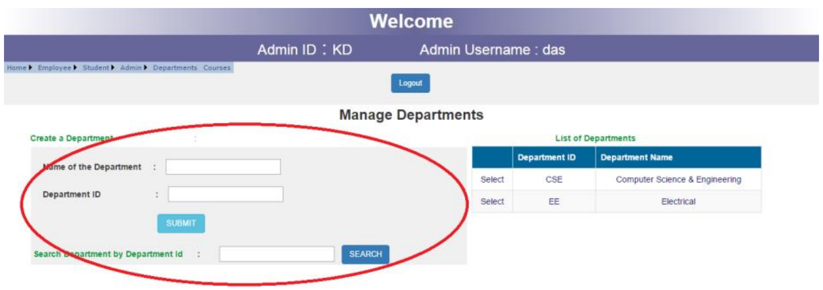
Using this page admin can add a new department, view the list of departments, update and delete a department.

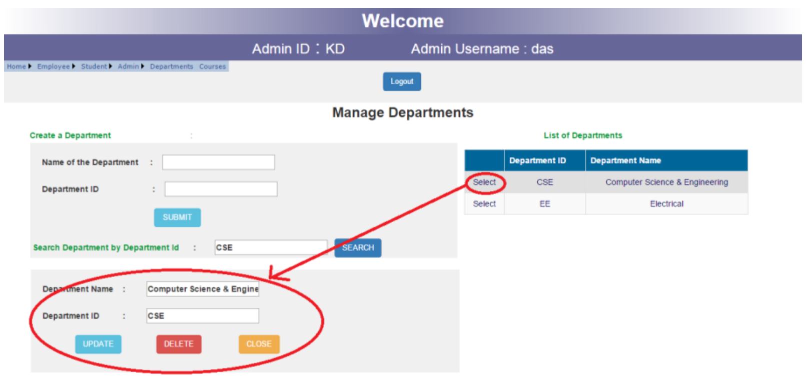
In order to create a department use the top left panel and do the following :

- Feed a name for the department.
- Feed a unique department ID.
- Click on the "**SUBMIT**" button inside the panel to complete the creation of the department.

The table on the right contains the list of the departments with "**Select**" hyperlink in the first column having "**Select Copy Technique**".

In order to update or delete a department, feed department ID in the textbox against the "**Search Department by Department ID**" field. This can also be done by using "**Select Copy Technique**" with the table on the right. Now click on the "**SEARCH**" button. This would cause a panel to appear which could be used to update or delete the chosen department.





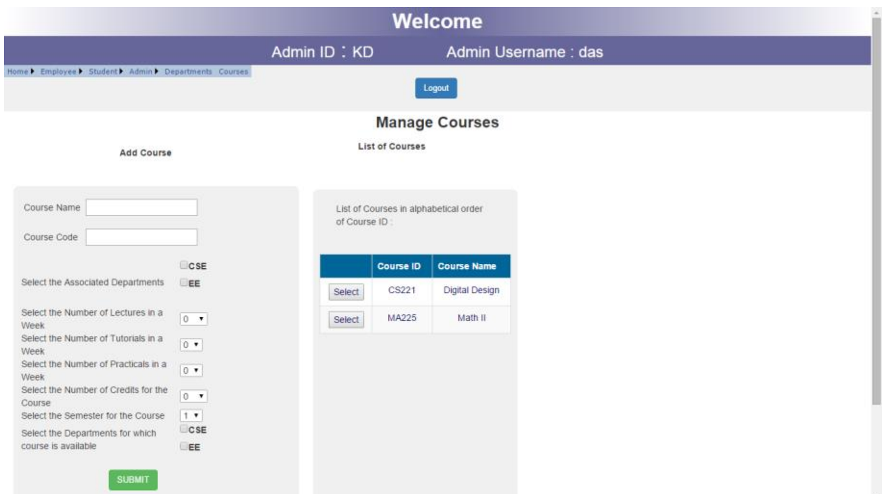
Section 6 : Courses

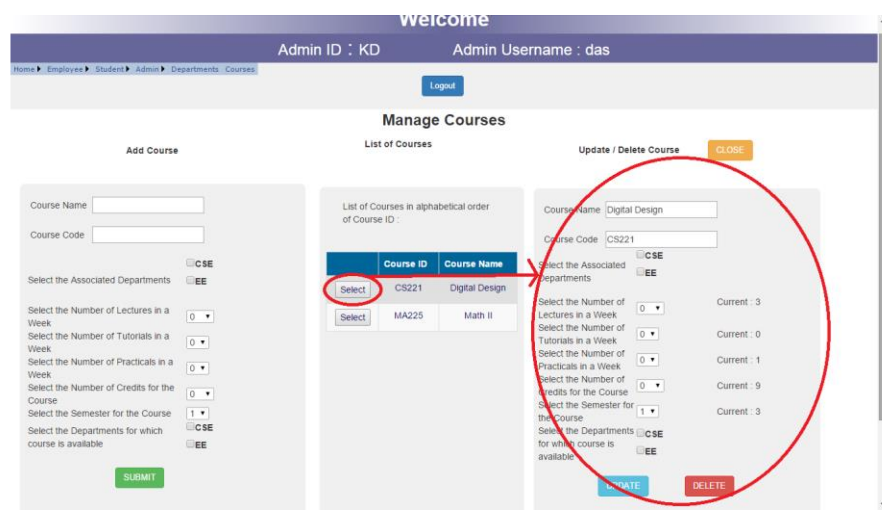
This page allows the admin to add a new course, view existing list of courses, update or delete an existing course.

In order to add a new course, feed the entries in the left panel taking care of :

- Course code should be unique.
- Select **Associated Departments** which refers to the departments that work together to run the course.
- Assign L-T-P-C values and the semester in which the course is available.
- Select the departments whose students can take this course in the selected semester.
- Click on “**SUBMIT**” button to add the course.

The table in the center consists of the list of courses. It contains “**Select**” hyperlink in the first column which upon **double clicking** opens on a new panel on the right for updating and deleting the selected course. Follow the same path just like adding a new course to update the course or click on delete to delete the course.





Leave Mediator

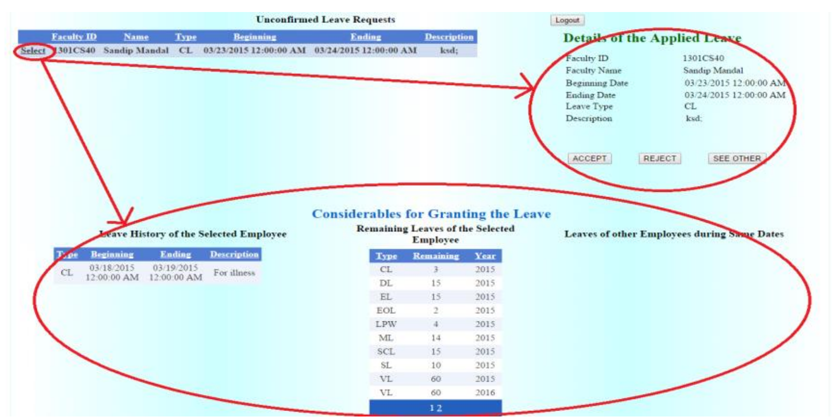
Using this page a Leave Mediator can see the leave requests and can either accept or reject them.

The table on the left shows the list of leave requests that have neither been accepted nor rejected.

In order to respond to a leave request, click on the “**Select**” hyperlink corresponding to that leave request. This would display the selected leave on the right side separately along with options to accept or reject it. To accept the leave request, click on the “**ACCEPT**” button. To reject the leave request, click on the “**REJECT**” button. To see any other leave request, click on the “**SEE OTHER**” button. **Three** tables would also load below the leave request table which would help the leave mediator to decide whether to accept or reject the leave request. The three tables from left to right are as follows :

- The first table lists the leave history of the selected employee.
- The second table lists the remaining leaves of the selected employee.
- The third table lists the leaves of other employees which are clashing with the dates of the selected leave request.

If a leave request is accepted by Leave Mediator, it is forwarded to the Leave Issuer for final approval.
If a leave request is rejected by Leave Mediator, it is permanently rejected.



Leave Issuer

Using this page a Leave Issuer can see the leave requests accepted by Leave Mediator and can either accept or reject them.

The table on the left shows the list of leave requests that have been accepted by Leave Mediator.

In order to respond to a leave request, click on the “**Select**” hyperlink corresponding to that leave request. This would display the selected leave on the right side separately along with options to accept or reject it. To accept the leave request, click on the “**ACCEPT**” button. To reject the leave request, click on the “**REJECT**” button. To see any other leave request, click on the “**SEE OTHER**” button. **Three** tables would also load below the leave request table which would help the Leave Issuer to decide whether to accept or reject the leave request. The three tables from left to right are as follows :

- The first table lists the leave history of the selected employee.
- The second table lists the remaining leaves of the selected employee.
- The third table lists the leaves of other employees which are clashing with the dates of the selected leave request.

If a leave request is accepted by Leave Issuer, it is permanently approved.
If a leave request is rejected by Leave Issuer, it is permanently rejected.

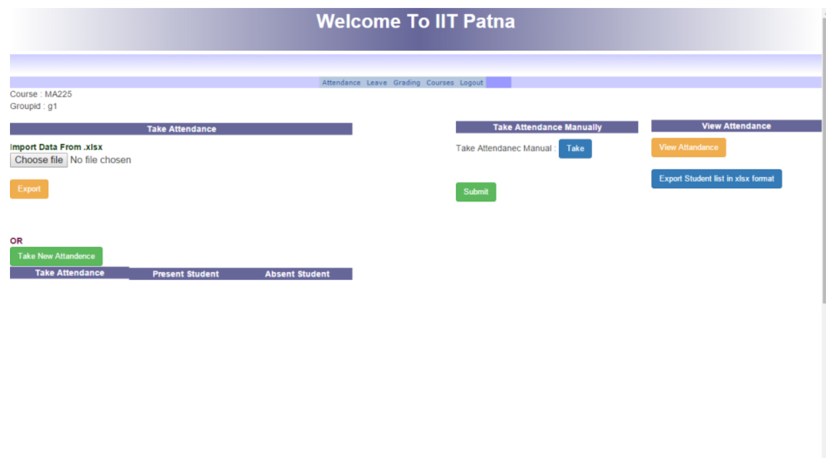
Employee

Navigation Menu appears towards the top of the page. Different menus can be selected from this menu.

Section 1 : Attendance

Using this menu, a faculty can manage attendances of the students studying under his supervision.

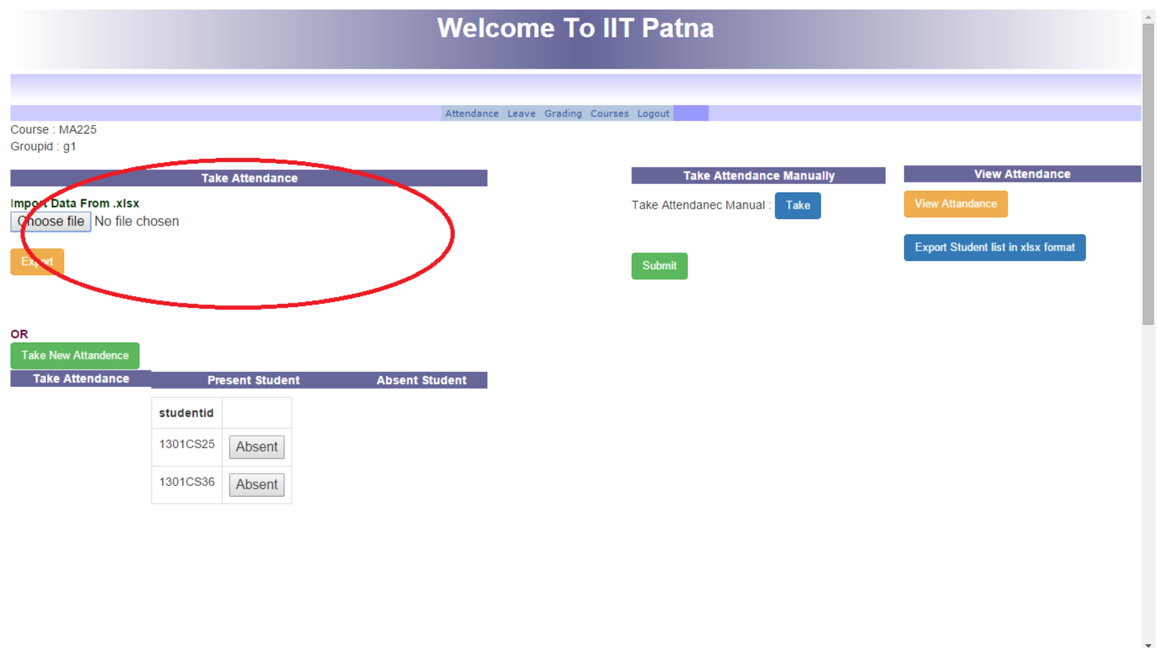
In order to take attendance of a batch, click on the "**Select**" button corresponding to the desired course and group.



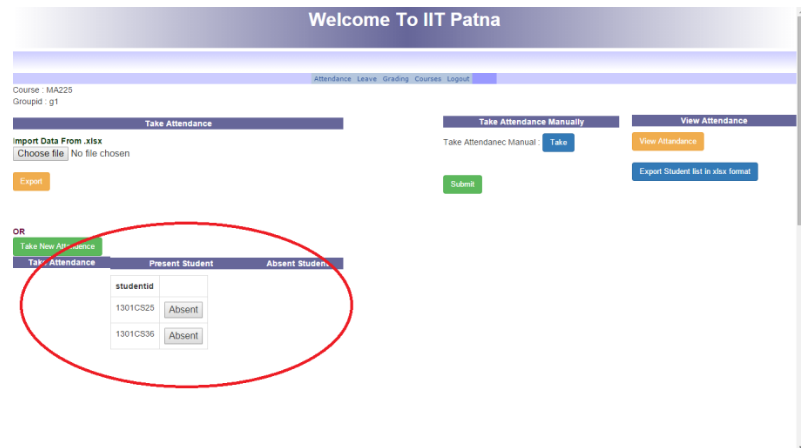
This would redirect the tab to a new tab where various kinds of options have been provided for taking attendance. Faculty can also export the list of students in **xlsx** format using the button "**Export Student List in xlsx format**".

There are three ways to take a new attendance :

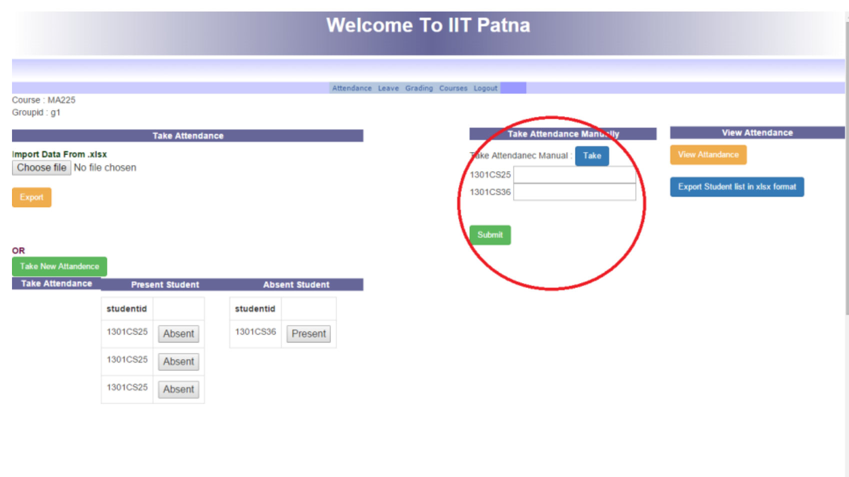
- Faculty can upload a **.xlsx** file whose format should be same as the **.xlsx** file downloaded for taking attendance.



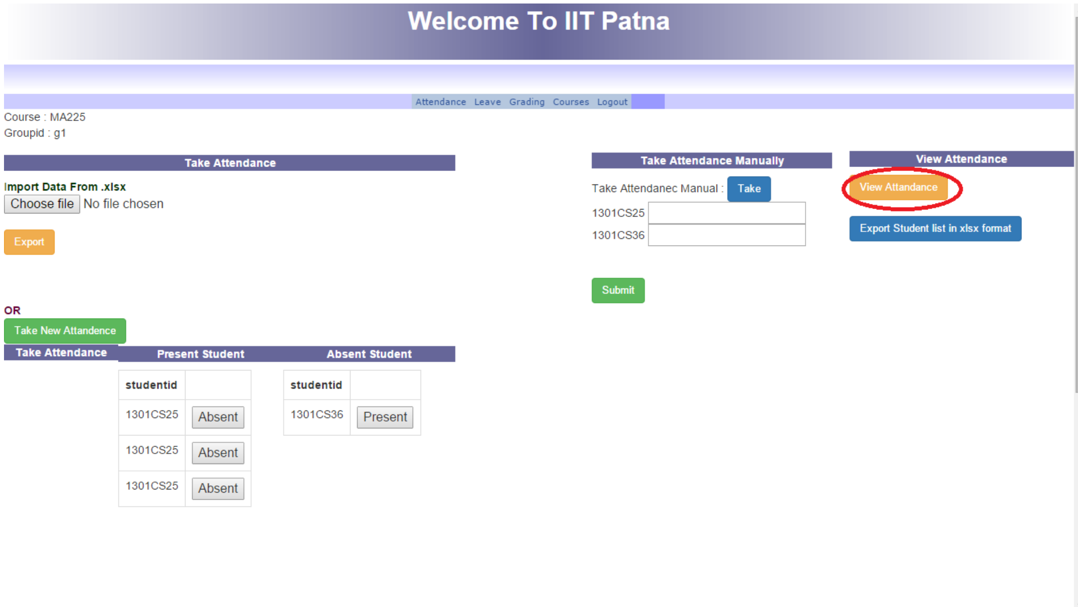
- Faculty can also take attendance by clicking on "**Take New Attendance**" button. This would load the attendance status of the students in the panel just below it. If attendance has not been taken on that day, all the students would appear below the "**Take Attendance**" column. If the student is present, click on button "**P**" otherwise on button "**A**". Once the attendance has been taken for a day, student who is absent would appear under the "**Absent Student**" column and the student who is present would appear under the “**Present Student**” column. Now if the faculty clicks on “**Absent**” button corresponding to the desired student under the “**Present Student**” column. This would move the student under “**Absent Student**” column. Now if the faculty clicks on “**Present**” button corresponding to the desired student under the “**Absent Student**” column, student would come under the list of “**Present Student**” column.



- Attendance can also be taken manually by clicking on the “**Take**” button under “**Take Attendance Manually**” column. This would load the list of relevant students. If a student is to marked **present**, fill integer “**1**” against him otherwise “**0**”. After filling, press on the “**Submit**” button below the list.



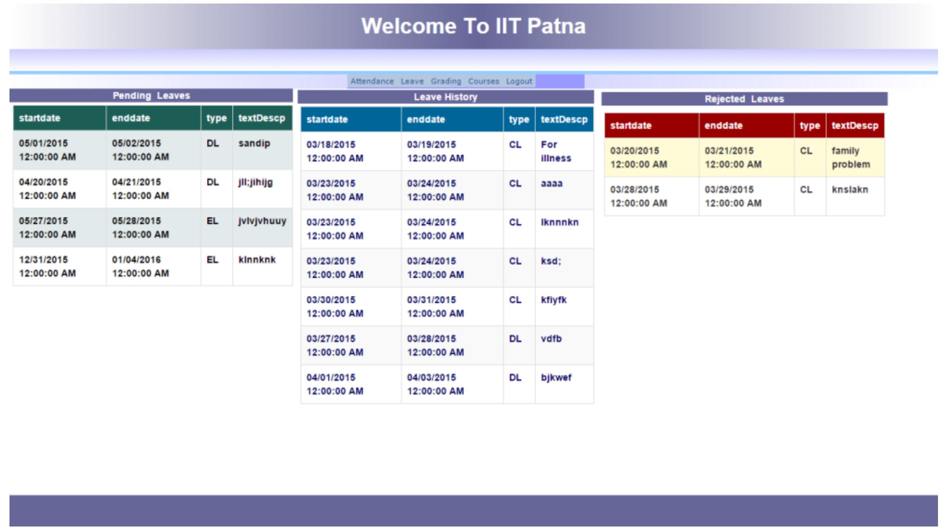
Faculty can see older attendances by clicking on the “**View Attendance**” button.



Section 2 : Leave

Using this page faculty can take a new leave, view his leave history, remaining leaves and can also cancel his leaves.

In order to see leave history, pending and rejected, click on “**Show**” button.



Section 3 : Grading

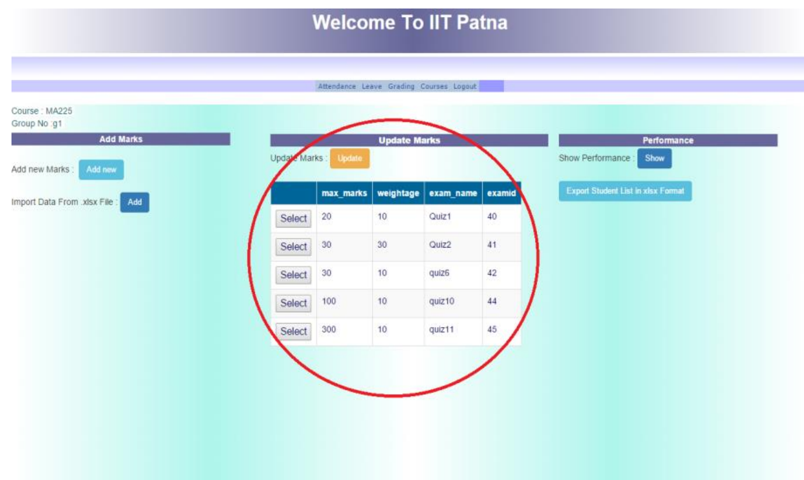
Using this page a faculty can manage marks of his students.

In order to handle marks of a batch, click on the "**Select**" button corresponding to the desired course and group.

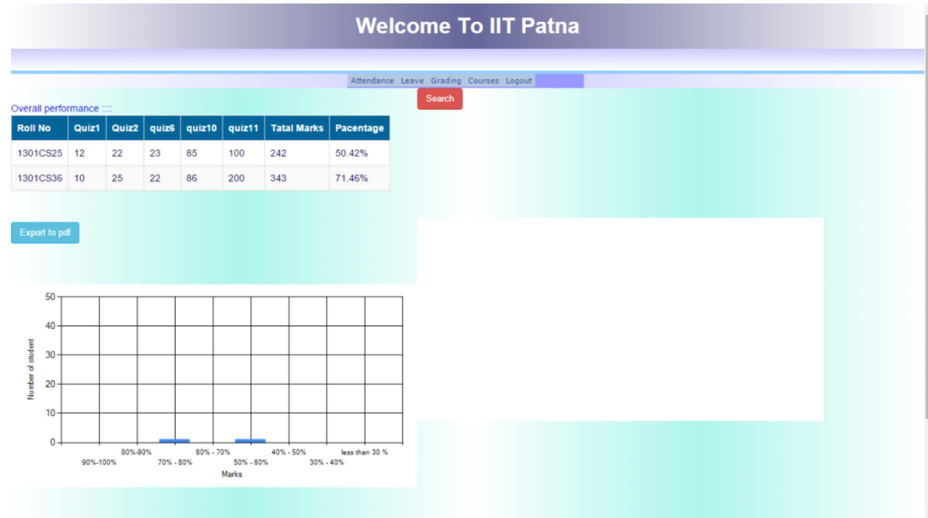
This would redirect the correct tab to a new tab shown on the right side above. Some features would go same as "**Section 1 – Attendance**".

- In order to add marks, click on "**Add New**" button and then fill the details and click on "**Confirm**". Alternatively you can upload a **.xlsx** file for the same as done in "**Section 1 – Attendance**" above.

- In order to update existing marks of an exam, click on "**Update**" button.



- In order to view the performances in various exams, click on "**Show**" button.



- Faculty can also export the list of students in **xlsx** format using the button "**Export Student List in xlsx format**".

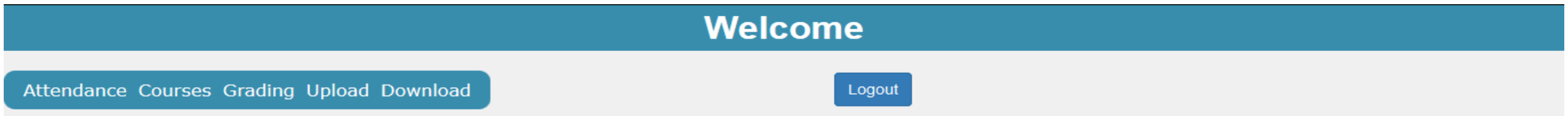
Section 4 : Course

Faculty will be able to see the list of course groups that he has been assigned on this page. He can also the list of students who have been enrolled in those course groups.

Student Page

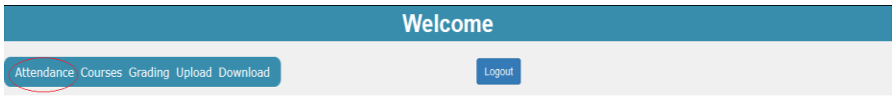
Section 1 : Student -> Home

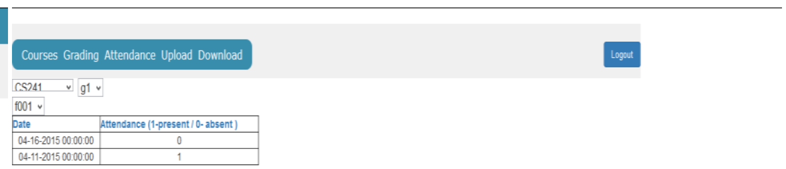
Once a student log in successfully he will be redirected to this page.



Section 2 : Student -> Attendance

A Student can check his/her attendance of the current semester. Clicking the Attendance button will redirect the student to a page where he/she have to choose the course id. Once selected the attendance in that course of the current semester will be displayed.



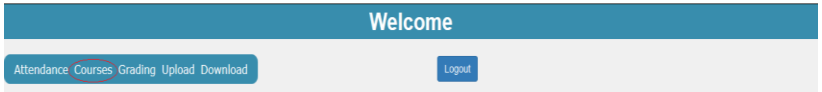


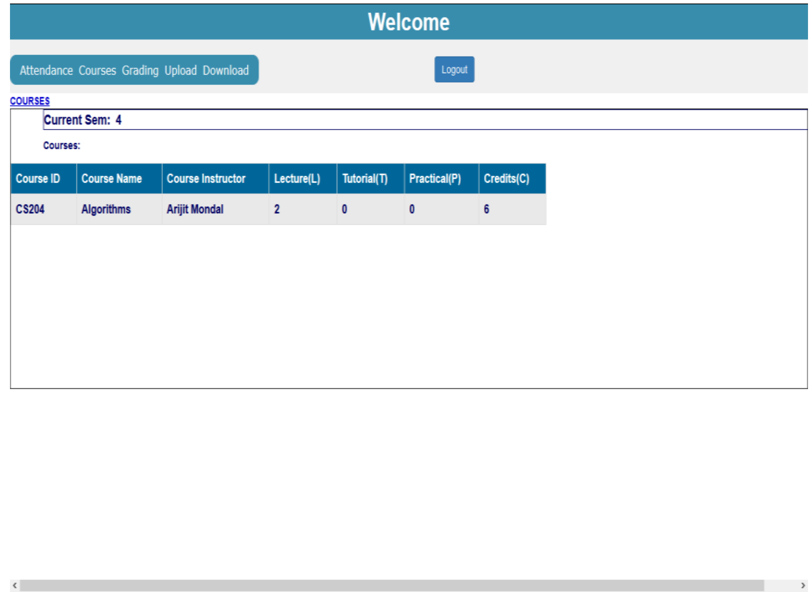
Section 3 : Student -> Courses

In this section a student can view the list of all courses in which he/she is registered for in that semester. Clicking on the course button will redirect the user to the course page.

It displays the following …

- Course Name - Name of the courses.
- Course ID - Course ID of the course.
- Course Instructor - Name of the course Instructor of the group corresponding to the student.
- Lectures (L) - Number of Lectures per week.
- Tutorials (T) - Number of Tutorials per week.
- Practicals (P) - Number of Practicals per week.
- Credits (C) - Total credits of that course.

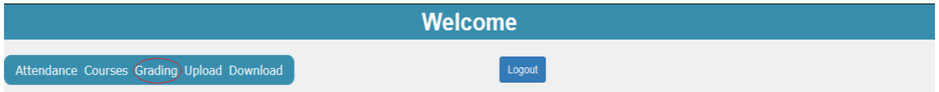




Section 4 : Student -> Grading (Marks)

In this section a student can view his marks of all the examinations (quizzes, mid-semester or end-semester, practical etc) , taken by the professor. Once the student navigates this page , all the current courses along with their corresponding course instructor will be shown. He/she will have to select a course. Once the course is selected the following details will be displayed.

- Exam name - List of all the exams taken by the professor (like quiz1, mid-semester etc) .
- Maximum Marks. - Maximum marks of the Exam i.e. the marks out of which it is taken.
- Marks Obtained - Marks obtained by the current user.
- Class Average - Average of the marks of whole class.
- Class Highest - Highest Marks obtained in that exam.

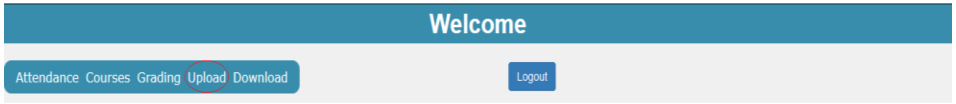


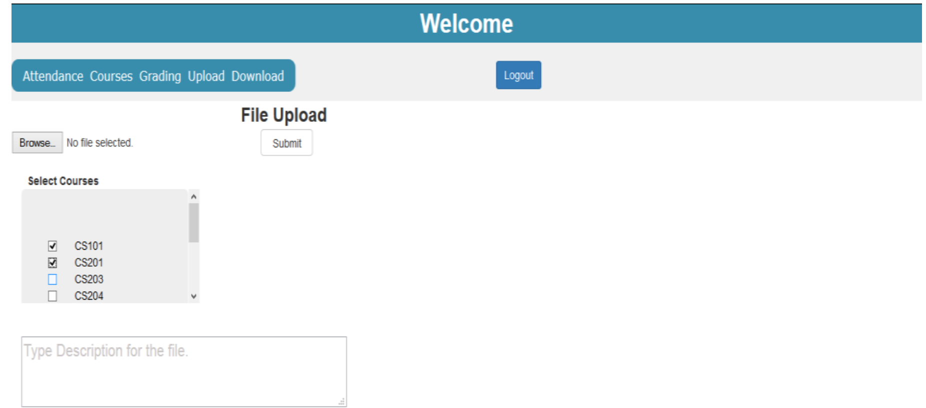
Section 5.1 : Student -> Resource Sharing ->File Uploading

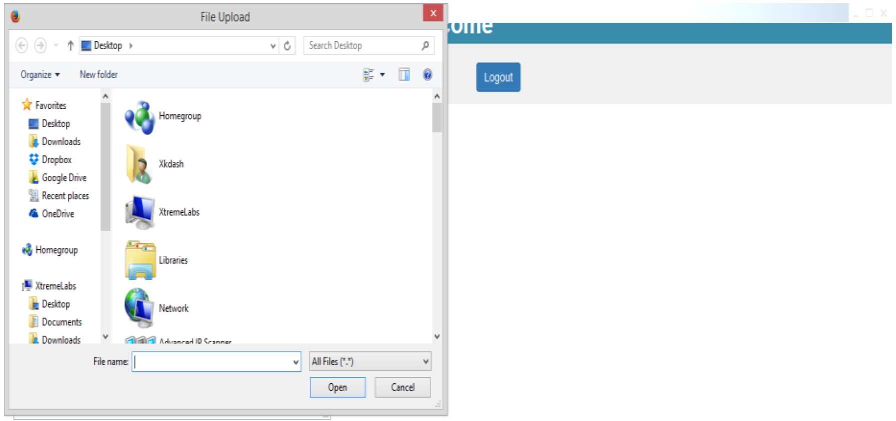
In this Section user will be able to upload a file for any course.

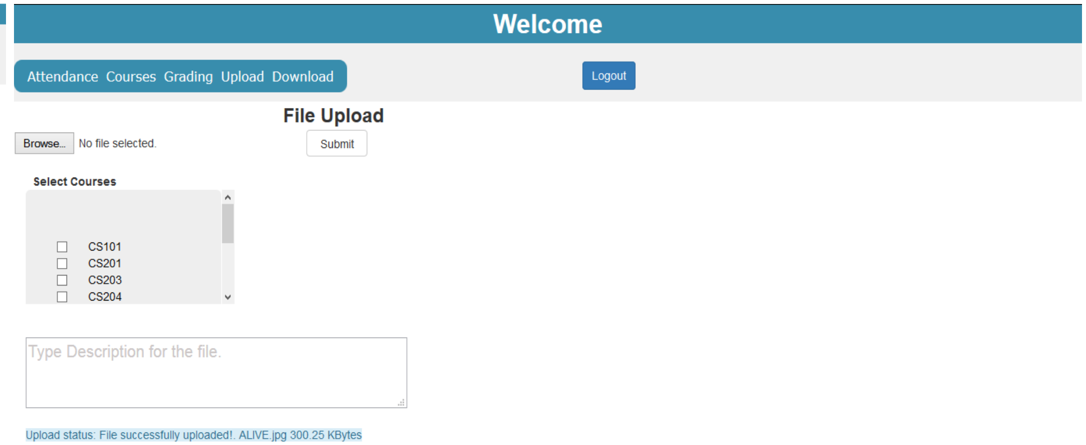
Once user navigates to the File Upload page he/she will be allowed to upload any file. Clicking on the file upload bar will open a file select module. Single file will be allowed to upload at a time. Once the user had selected file, the user will have to specify the supportive courses for the file by filling on the checkboxes. One may also add file description, but it is optional.

Clicking on the upload button will upload it.


Welcome
Attendance Courses Grading Upload Download
Logout

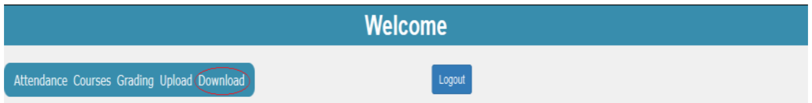

Welcome
Attendance Courses Grading Upload Download
Logout
File Upload
Browse... No file selected.
Submit
Select Courses
CS101
CS201
CS203
CS204
Type Description for the file.

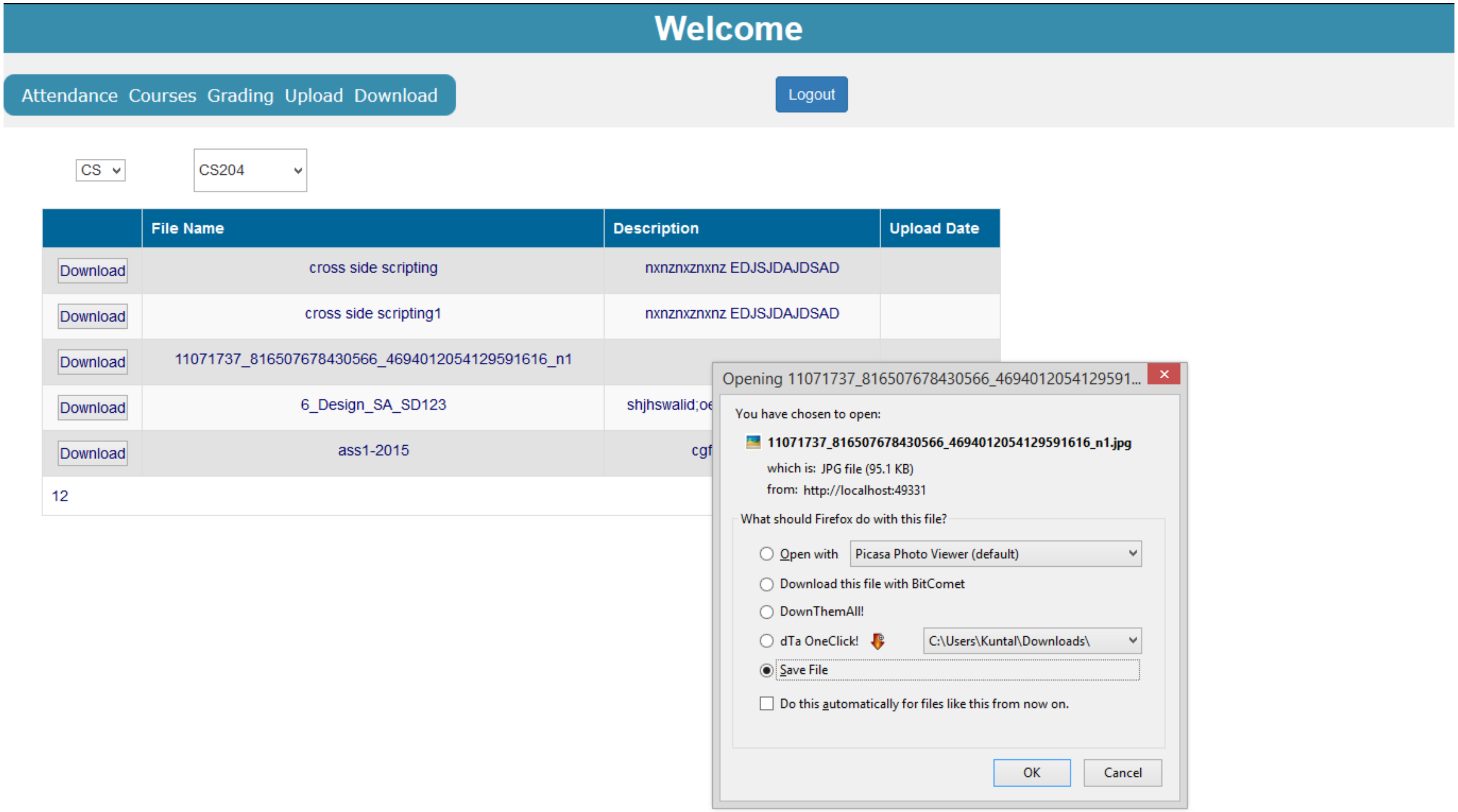

File Upload
Desktop
Search Desktop
Organize
New folder
Favorites
Desktop
Downloads
Dropbox
Google Drive
Recent places
OneDrive
Homegroup
XtremeLabs
Desktop
Documents
Downloads
Homegroup
Xkdash
XtremeLabs
Libraries
Network
File name:
All Files (*.*)
Open
Cancel
Logout


Welcome
Attendance Courses Grading Upload Download
Logout
File Upload
Browse... No file selected.
Submit
Select Courses
CS101
CS201
CS203
CS204
Type Description for the file.
Upload status: File successfully uploaded!. ALIVE.jpg 300.25 KBytes

Section 5.2 : Student -> Resource Sharing -> File Downloading

This page allows the users to download files related to any course. Once user visits the page he/she will have to choose the department first from the list of departments. Once chosen all the courses of that department will be listed. User will have to choose the corresponding course-id. Once chosen all the files related to that course will be displayed. The user can click on the download button to download the desired file.




Welcome
Attendance Courses Grading Upload Download
Logout
CS
CS204
File Name
Description
Upload Date
Download
cross side scripting
nxnznxznxnz EDJSJDAJDSAD
Download
cross side scripting1
nxnznxznxnz EDJSJDAJDSAD
Download
11071737_816507678430566_4694012054129591616_n1
Download
6_Design_SA_SD123
shjhswalid;oe
Download
ass1-2015
cgf
12
Opening 11071737_816507678430566_4694012054129591...
You have chosen to open:
11071737_816507678430566_4694012054129591616_n1.jpg
which is: JPG file (95.1 KB)
from: http://localhost:49331
What should Firefox do with this file?
Open with
Picasa Photo Viewer (default)
Download this file with BitComet
DownThemAll!
dTa OneClick!
C:\Users\Kuntal\Downloads\
Save File
Do this automatically for files like this from now on.
OK
Cancel