





Empowering Agricultural Higher Education through Next-Generation Learning Solutions

> Blended Learning Platform User Manual (Trainer)

ARE

NAHEP-Resilient Agricultural Education System (RAES) ICAR-Indian Agricultural Statistics Research Institute (IASRI)



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Table of **Contents**

1		Document Objective									
2		Overview									
3		Dasł	nboai	rd	.6						
4		Cale	ndar		.7						
	4.	1	Cale	ndar View	.8						
		4.1.1	L	Day-wise calendar view	.8						
		4.1.2	2	Week-wise calendar view	.8						
		4.1.3	3	Month-wise calendar view.	.9						
	4.	2	View	v meetings/events on the calendar1	10						
	4.	3	How	to create an Event/Meeting?	10						
	4.	4	How	to make Meetings recurring?	15						
	4.	5	How	v to start an instant meeting?	15						
		4.5.1	L	Public chat	17						
		4.5.2	2	Shared note	17						
		4.5.3	3	Users and Waiting Users	18						
		4.5.4	1	Recording1	18						
		4.5.5	5	Minimise presentation	19						
		4.5.6	5	Raise hand	20						
		4.5.7	7	White Board	21						
		4.5.8	3	How to leave the meeting?	21						
		4.5.9	Ð	How to end the meeting?	22						
		4.5.1	10	How to upload a presentation?	23						
		4.5.1	11	How to start a poll?	25						
		4.5.1	12	How to share an external video?	27						
		4.5.1	13	Layout Settings	28						
5		Coui	rses .		30						
	5.	1	How	v to Create Categories?	31						
	5.	2	Cate	gory	32						
	5.	3	Add	Audio	32						
	5.4	4	Edit	Audio	36						
	5.	5	Dele	te Audio	37						
	5.0	6	Add	Video	39						



	5.7	Edit Video	41
	5.8	Delete a Video	43
	5.9	Add Catalogue	45
	5.10	Edit a Catalogue	47
	5.11	Delete a Catalogue	48
	5.12	Course Creation	50
	5.12	2.1 Add Module.	55
	5.12	2.2 Assign Students	58
	5.12	2.3 Preview Course	62
	5.12	2.4 Content Review	64
	5.12	2.5 Bulk Upload of Content	69
6	Clas	sroom	73
	6.1	View Class from the Dashboard	73
	6.2	Edit class from the Dashboard	74
	6.3	How to create a class?	74
	6.4	How to create a topic underclass?	76
	6.5	How to create a session under the topic?	77
	6.6	How to add pre-requisites and post-requisites?	82
	6.7	How to Edit a class, topic, or session?	84
	6.8	How to Delete a class, topic, or session?	
	6.9	How to start a session?	87
	6.10	Lesson Planning	
7	Asse	essment	
	7.1	Create Assessment	90
	7.2	Add Questions	91
	7.3	Add Question Screen	92
	7.4	Steps to Create Questions	93
	7.5	Attaching documents and images with questions:	98
	7.6	Responses to Objective Questions, Negative Marking & Online Scoring	99
	7.7	Steps to Create/Export/Import Question Bank	99
	7.8	Steps to Create Assessment from Question Bank	101
	7.9	Managing Assessment Configuration	103
	7.10	Assessment Review	105
8	Ann	ouncement	108



8.1	How to view announcements?	
8.2	How to add a new announcement?	
8.3	How to search for an announcement?	
8.4	How to Delete an Announcement?	119
9 S	ocial Collaboration	
9.1	Steps to Create Social Collaboration Topic	
9.2	Steps to Edit Social Collaboration Topic	
9.3	Steps to Delete Social Collaboration Topic	
10	Reports	
10. :	L Overview Report	
10.2	2 User Report	
10.3	3 Course Report	
10.4	Assessment Report	
10.	5 Custom Report	
10.0	5 Classroom Report	
10.7	7 How to Schedule Report	
10.8	3 How to import the Report	
10.9	9 How to export Report	
11	Video Conferencing	
11.:	L Public chat	
11.2	2 Shared note	139
11.3	3 User and Waiting users	140
11.4	1 Recording	140
11.	5 Minimise Presentation	141
11.0	5 Raise Hand	142
11.	7 White Board	142
11.8	3 How to upload a presentation?	143
11.9	How to start a poll?	145
11.:	LO How to share an external video?	147
11.:	L1 Layout Setting	148
11.:	L2 How to leave meeting?	149
11.3	13 How to end meeting?	150
11.: 12	L3 How to end meeting? My Profile	150 152



12.2	2 Add Degree	
12.3	3 Add Certificate	
13	Notification Centre	
14	Support Information	
12.	My Profile	
13.	Notification Centre	159
14.	Support Information	161

1 Document Objective

The purpose of this document is to provide knowledge for the use of a Blended Learning System ICAR-BLP by the Faculties.

2 Overview

The BLP system is a blend of online learning and offline learning, Faculties can use the mentioned modules in the NARSE-BLP system.

- Dashboard
- Calendar
- Learning Paths
- Courses
- Classroom
- Assessment
- Announcement
- Social Collaboration
- Reports
- Social Wall

3 Dashboard

Step 1: After successful login to the system, users will land to the Dashboard of the application as shown below.

And and a second s	Dashboard		TEAM	HUDER ICAR NOME PARES	Component 2
Velcome yotika Trainer	Top 5 Courses				
ව Dashboard	Computer Organization And Architecture : MCA560 - Unit 2 Technology	5 Modules	1 No. of Learners	00:40 Total Time Spent	★★★★ 0 out of 5
Calendar Learning Path	Computer Organization And Architecture : MCA560 - Unit 5 Technology	6 Modules	2 No. of Learners	00:34 Total Time Spent	★ ★ ★ ★ 0 out of 5
Courses	Functional Testing Technology	3 Modules	1 No. of Learners	00:06 Total Time Spent	0 out of 5
Assessment	Agriculture Course	1 Modules	1 No. of Learners	00:02 Total Time Spent	\star \star \star \star
Classroom					
Social Collaboration	Course wise Performance				
Reports	0.9				

The dashboard will show the Top 5 Courses, Course Wise Performance.

									P 😑 Jitend	ira 🎄 🔹
भाकुअनुम ICA R	0.7									
Welcome Jitendra Trainer	0.5									
Dashboard	0.2									
Calendar	0- Jan Feb	Mar Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
🐉 Learning Path										
Courses	Top Learners			Assessm	ents					
Assessment	🚱 Jyotika	17 Courses	07:54:40 Time Spent	No Data						
別 Classroom		8	02:17:20							
⊄\$: Announcements	Raju	Courses	Time Spent							
🗟 Social Collaboration	Rahul Kumar	2 Courses	00:12:30 Time Spent							
Reports	Rani Mallik	3 Courses	00:10:10 Time Spent							
ഹ Social Wall										

Step 2: Scroll down on the dashboard screen to view the **Top learners** and **Assessment**.

4 Calendar

The calendar module is the functionality that enables faculties to create events and meetings to conduct webinars, seminars, and video conferencing.



Faculties can create an event, add a schedule to the event, add an event title, assign invitees, and add a description of the event.

A special feature of "Instant meeting" is provided by our BLP. Users can conduct sessions/events on this integrated platform.

4.1 Calendar View

Users can select the view of the calendar as preferred. There is a table from where the users can select the view of the calendar (Day wise, week-wise & month-wise).

N/HEI Jyotika Malik 🛛 🗸 Calendar Welcome Select Ŧ C Thursday Jun 22 > Day Week Month Jyotika Trainer Dashboard 12:00 AM 1:00 AM 🐥 Learning Path 2:00 AM 3:00 AM Courses 4:00 AM Assessment 5:00 AM 🖅 Classroom 6:00 AM Announcements 7:00 AM Social Collaboration 8:00 AM

4.1.1 Day-wise calendar view

Select Day from the tab to view the calendar day-wise.

4.1.2 Week-wise calendar view

					ange		HÉP Component 2
A REAL PROPERTY AND A REAL	Calendar			an RC		P 👔 🚑 c	g Create
Welcome Jyotika _{Trainer}	Select -		Day	Week Monti	h		< June 2023 >
② Dashboard	SUN	MON	TUE	WED	тни	FRI	SAT
	28	29 Session1	30	31	01	02	03
💂 Learning Path		Session 2					
Courses							
Assessment	04	Dryrun Bits Pilani E	00	07	UB	08	IU
P Classroom							
🕼 Announcements							
ন Social Collaboration	11	12	13	14	15	16 Pigments and <u>Fla</u>	17
-) Reports						Changes in Qualit Processing of fruit +3 more	

4.1.3 Month-wise calendar view.

Select Month from the tab to view the calendar Month-wise.

AND	Calendar			ie.		nstant Meetin	g Create
Welcome Jyotika Trainer	Select -		Day	Week Month			< June 2023 >
② Dashboard	SUN	MON	TUE	WED	THU	FRI	SAT
E Calendar	28	29 Session1	30	31	01	02	03
🎡 Learning Path		Session 2					
Courses	04	05	06	07	08	09	10
Assessment		Dryrun Bits Pilani E					
문코 Classroom							
	11	12	13	14	15	16	17
Social Collaboration						Pigments and Fla Changes in Qualit	
Reports						Processing of fruit +3 more	



And				ic.		2 🚵 🤌 🖕	Jyotika Malik
the rate of the	Calendar	_				Instant Meetin	g Create
Welcome Jyotika Trainer	Select	ן	Day	Week Month	1		< June 2023 >
Dashboard Dashboar	Event	MON	TUE	WED	тни	FRI	SAT
💮 Calendar	Meeting	9 Cession1	30	31	01	02	03
🍔 Learning Path		Session 2					
Courses		05	00	07			10
Assessment	04	Dryrun Bits Pilani E		07	08	09	10
문키 Classroom							
⊈∦: Announcements	11	12	12	14	15	16	17
ត Social Collaboration		12	13	1+4	10	Pigments and Fla	17
() Reports						Changes in Qualit Processing of fruit +3 more	

4.2 View meetings/events on the calendar

A drop-down in the upper right of the calendar gives the option to select an event or meeting. If the user selects an event from the drop-down, the user will be able to view all the scheduled events on the calendar. If the user selects meeting from the drop-down, the user will be able to view all the scheduled meetings on the calendar

4.3 How to create an Event/Meeting?

And)		P 👔 🤌	Jyotika Malik 😝
the store of	Calendar					Instant Meeti	ng Create
Welcome Jyotika Trainer		·	Day	Week Mon	th		< June 2023 >
Dashboard Dashboar	Event	MON	TUE	WED	THU	FRI	SAT
- E Calendar	Meeting	29 Session1	30	31	01	02	03
🐥 Learning Path		Session 2					
Courses	04	05	06	07	08	09	10
Assessment	04	Dryrun Bits Pilani E		07			10
司 Classroom							
t≱ Announcements	11	12	13	14	15	16	17
Social Collaboration						Pigments and Fla	
Reports						Changes in Qualit. Processing of fruit. +3 more	



Step-1. Click on "Create" from the upper right corner of the screen. The users will click on 'Create' to create a new event.

	Create	6	3 ICom
	Event Type*		
	Event Title*		3
Ľ	Make Recurring		
	Schedule		
4	Start Date*	End Date*	
	Invite	+	5
C	Paragraph ~ B <i>I</i>	\mathscr{O} := $\frac{1}{2}$ = :	pduc
C	Description		nal (p pro
1	Enter Link	Generate Link	

Once the user clicks on create, they will be able to see a pop-up.

Step-2. Select "Event Type" from the drop-down menu. There will be two options i.e. event and meeting.

Step-3. Enter "Event title".

Step-4. Select "Start date" and "End date".

Step-5. Clicking on "+ "in the invite section. A pop-up will appear to assign students.

			N Component 2
Assign data			8
Organization		Department	
IARI Campus		•	
Designation		Location	
			Q Search
All Users			Select All
 Divyanshu Kumar CHANDAN KUMAR 	Akshay Dheeraj	 AMRENDRA KUMAR MADHU 	ANJANI KUMAR NSRINIVASA
PSPandey	SHALOO	VOGESH GAUTAM	MUKESH KUMAR
Prabhat Jonathan	Srijita Dutta	🗌 Sapna Nigam	Dr Ashraful Haque
🗌 Dr Shashi Bhushan	🗌 Rajni Gulia	Sumit Dubey	Vibhore Tyagi
🗌 Rajarshi Dutta	🗌 Sanjeev Kumar	Dr Vikas Punia	Bhavsinh Parmar
🗌 Priyanka Wahi	Neeharika Chaudhary	🗌 Arijit Saha	🗌 Gaurav Sardana
Anchal	Jyotika Malik	🗌 Sonam Priya	SANJOG MITTAL
Abhinav B	Adarsh Singh	🗌 Sonam Priya	Sugavaneshwaran K
Decks of Keynes and			

Step-6. Select "Department" from the drop-down menu.

Step-7. Select "Designation" from the drop-down menu.

Step-8. Select "Location" from the drop-down menu.

HIP3HIE ICAR		
-----------------	--	--

		•	¥
			Q Search
All Users			Select All
🗌 Divyanshu Kumar	🗌 Akshay Dheeraj	🗌 AMRENDRA KUMAR	🗌 ANJANI KUMAR
CHANDAN KUMAR	KARAN SINGH	MADHU	
PSPandey	SHALOO	VOGESH GAUTAM	MUKESH KUMAR
🗌 Prabhat Jonathan	🗌 Srijita Dutta	🗌 Sapna Nigam	🗌 Dr Ashraful Haque
🗌 Dr Shashi Bhushan	🗌 Rajni Gulia	🗌 Sumit Dubey	🗌 Vibhore Tyagi
🗌 Rajarshi Dutta	🗌 Sanjeev Kumar	🗌 Dr Vikas Punia	🗌 Bhavsinh Parmar
🗌 Priyanka Wahi	🗌 Neeharika Chaudhary	🗌 Arijit Saha	🗌 Gaurav Sardana
🗌 Anchal	🗌 Jyotika Malik	🗌 Sonam Priya	SANJOG MITTAL
🗌 Abhinav B	Adarsh Singh	🗌 Sonam Priya	🗌 Sugavaneshwaran I
🗌 Rahul Kumar	🗌 Rashmi Anand	🗌 Gaurav Kumar	Abhishek Gangwal
🗌 Shaily Tandon			

Step-9. Search the name of the student from the local search.

Step-10. Click on the "Select All" check box to select all the students.

Step-11. Click on the check box associated with the name of the student/students.

Step-12. Click on "Add".



C	Make Recurring
S	chedule
	Start Date* End Date* June 22nd 11:00 a.m. June 22nd 12:30 p.m.
	Dkumar05@Judge.Com
	+
	Paragraph \sim B <i>I</i> \mathcal{O} := $\frac{1}{2}$ = :
	Description

Step-13. Enter "Description".

Step-14. Click on "Generate Link"

Step-15. Click on "Add".



4.4 How to make Meetings recurring?

Create	×
Event Type*	-
Event Title* Animal science	
Make Recurring	
Schedule	
Appointment Time	
Start Time* End Time*	H
Pecurrence Pattern	
Sunday Monday Tuesday	
🗌 Wednesday 📄 Thursday 📄 Friday	
Range of recurrence	

Step-1. Click on the check box "Make Recurring".

Step-2. Select "Start Time" and "End Time" under Appointment Time.

Step-3. Click on the checkboxes to select the days under the Recurrence Pattern.

Step-4. Select "Start Date" and "End Date" under Range of Recurrence.

4.5 How to start an instant meeting?



AND	Calendar			ž		Instant Meeting	Jyotika Malik
Welcome Jyotika _{Trainer}	Select]	Day	Week Month			< June 2023 >
Dashboard Dashboar	Event	MON	TUE	WED	THU	FRI	SAT
- Calendar	Meeting	29 Session1	30	31	01	02	03
🐥 Learning Path		Session 2					
Courses							
Assessment	04	05 Dryrun Bits Pilani E	06	07	08	09	10
P Classroom							
⊈‡: Announcements	11	12	13	14	15	16	17
Social Collaboration						Pigments and Fla	
() Reports						Changes in Qualit Processing of fruit +3 more	

Step-1. Click on "Instant Meeting".

MESSAGES	V Public Chat :	৻ঀৣ	BLP193558	Start recording		(at) :
Public Chat NOTES Shared Notes	Welcome to BLP193558!			Styles (A uploads complete ☐ default.pdf ⊘ 	×
USER MANAGEMENT	This server is running Blended Learning Platform.	How would y	rou like to join the audio?	×	Current presentation default.pdf	×
Jyotika Malik (You)		<u>U</u> Microphone	e Listen only			
				Slide 1 🗸 🖒 🖂	○ 100%	
	Message Public Chat					

The screen will display a pop-up stating, "How would you like to join the audio?" with two options: Microphone and Listen only.

Step-2. Select Microphone or Listen only.



MESSAGES		< Public Chat	:	৻৶	BLP193558 OStart recording	
Republic Chat						
NOTES		Welcome to BLP193558!			Styles 🔿 5 c 🗄	
Shared Notes						
USER MANAGEMENT		This server is running Blended Learning Platform.				
O Waiting Users					<u>_</u>	
USERS (1)	÷				P	
Jyotika Malik <i>(You)</i>						
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					Т	
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					\langle Slide 1 \checkmark \rangle \square \bigcirc 100% \oplus \leftrightarrow	
		Message Public Chat	\triangleright	+		٩

- Users can Mute/Unmute by clicking on the microphone icon.
- Users can On/Off video by clicking on the Camera icon.
- Users can share/unshare screen by clicking on the screen icon.

4.5.1 Public chat

MESSAGES	V Public Chat	: <2	ደ	BLP193558 (Start recording)	:
Public Chat					-
NOTES	Welcome to BLP193558!			Styles 🔿 5 č 🗄	
Shared Notes					
USER MANAGEMENT	This server is running Blended Learning Platform.				
Waiting Users				٣	
USERS (1)	¢			P	
Jyotika Malik (You)				\diamond	
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				٦	
				Т	
				ß	
				This slide left blank for whiteboard	
		_		\langle Slide 1 \checkmark \rangle \bowtie \bigcirc 100% \oplus \leftrightarrow	
	Message Public Chat		+		

Users can also write messages in public chat, and all the other users can view the message.

4.5.2 Shared note



MESSAGES	< Shared Notes	÷	<৪	BLP193558 🛛 💿 Start recording	:
Q Public Chat	B <i>I</i> <u>u</u> S \≡ ≔	+			
NOTES	Types of crops			Styles O 5 C :	
Shared Notes					
USER MANAGEMENT					
O Waiting Users				A	
USERS (1)	*				
Jyotika Malik <i>(You)</i>				\$	
-					
				7	
				Т	
				\langle Slide 1 \checkmark \rangle \bowtie \bigcirc 100% \oplus \leftrightarrow	
			+		

Users can write notes by clicking on shared notes. All the users will be able to view shared notes.

4.5.3 Users and Waiting Users

MESSAGES	< Public Chat	×۵	BLP193558 (Start recording)	:
Public Chat				
NOTES	Welcome to BLP193558!		Styles 🗿 5 č 🗄	
Shared Notes				
USER MANAGEMENT	This server is running Blended Learning Platform.			
Waiting Users				
USERS (1)				
Jyotika Malik <i>(You)</i>				
			R	
			Т	
			This slide left blank for whiteboard	
			۵	
			\langle Slide 1 \checkmark \rangle \square \bigcirc 100% \bigoplus \leftrightarrow	
	Message Public Chat	+		

The list of participants and the list of waiting participants can be seen under "USER MANAGEMENT".

4.5.4 Recording



1						
MESSAGES	< Public Chat	<u>ج</u>	BLP193558 (•) St	tart recording)		:
Public Chat						
NOTES	Welcome to BLP193558!			Styles O	5 č :	
Shared Notes						
USER MANAGEMENT	This server is running Blended Learning Platform.					
O Waiting Users					1	
USERS (1)					0	
Jyotika Malik (You)					\diamond	
-						
					7	
					Т	
					Ľ	
					Ê	
			< Slide 1 🔹	• > 🖻 🖯	100% (+) ↔	
	Message Public Chat	+				

Step-1. Click on the "Start recording" button.

his server is running Blended earning Platform.				
			×	
	S	Start recording		
	You can select the record	button again later to pause the record	ing.	
	2	Yes No		
			This slide left blank for white	

Step-2. Click on the" Yes" button.

4.5.5 Minimize presentation



	V Public Chat	:	<u>ج</u>	BLP333089 Start recording	:
	Welcome to BLP333089!			Styles 🔿 5 C 🗄	
	This server is running Blended Learning Platform.				
				A	
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				٦	
				Т	
				This slide left blank for whiteboard	
				Ê	
				\langle Slide 1 \checkmark \rangle \bowtie \bigcirc 100% \oplus \leftrightarrow	
	Message Public Chat	\triangleright	+		

Click on the "screen Icon" in blue to minimize the presentation.

4.5.6 Raise hand

	< Public Chat	:	<u>ج</u>	BLP333089 Start recording	:
	Welcome to BLP333089!				
				Styles O 5 C :	
	This server is running Blended				
	Learning Platform.				
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				Т	
				Ľ	
				This slide left blank for whiteboard	
				\langle Slide 1 \checkmark \rangle \square \bigcirc 100% \oplus \leftrightarrow	
	Message Public Chat	\triangleright	+		

Click on the "raise hand" button to raise your hand.



4.5.7 White Board

	< Public Chat	《오 BLP333089 ① Start recording	:
	Welcome to BLP333089!	Styles 🔿 5 C 🗄	
	This server is running Blended Learning Platform.		
4			
		Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z	
		This slide left blank for whiteboard	
	Message Public Chat	$(Slide 1 \lor) \bowtie (100\%) (1$	

Users have multiple features associated with a whiteboard. The features of the whiteboard are listed below:

- Select object The users can select an object by clicking on select.
- Move object The users can select Pan to move the board.
- Pen- The users can select a pen to draw on the board.
- Eraser- The users can select an eraser to erase.
- Text- The users can add text.
- Sticky- The users can add sticky notes.
- Delete- The users can click on delete to delete text.

4.5.8 How to leave the meeting?



	V Public Chat	: <u>ح</u>	BLP333089 Start recording		:
	Welcome to BLP333089!		Styles 🔿 5 C 🗄	1	
	This server is running Blended Learning Platform.				
*			0		
			⊅ T		
			This slide left blank for whiteboard		
			\langle Slide 1 \checkmark \rangle \square \bigcirc 100% \oplus \leftrightarrow		
	Message Public Chat				

Step-1. Click on the "three dots"

< Public Chat	:	<u>ላ</u> ይ	BLP333089 Start recording		:
Welcome to BLP333089!				👯 Fullscreen A	pplication
			Styles O 5	Settings	
This server is running Blended				(i) About	
Learning Platform.				Help	ď
				📼 Kevboard sh	ortcuts
				[ightarrow Leave meeti	ng
				End meeting	
				7	
				Т	
				ľ	
			i nis skoe lett blank tor writeboard	Ē	
			< Slide 1 🗸 > 🖂 🗇 100%	(\div) \leftrightarrow	
Message Public Chat		+			

Step-2. Select "Leave meeting".

4.5.9 How to end the meeting?



	Public Chat	<u>ح</u>	BLP333089 Start recording		:
	Welcome to BLP333089!		Styles 🔿 5 👌	: 2	
	This server is running Blended Learning Platform.			3	
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				Ť	
			< Slide 1 > □ 100% ←	→	
	Message Public Chat	+		F	

Step-1. Click on the "three dots"

< Public Chat	: < <u>ද</u>	BLP333089 (Start recording)	: 🔝
Welcome to BLP333089!			S Fullscreen Application
		Styles O 5	Settings
This server is running Blended			(i) About
Learning Platform.			⑦ Help
			Keyboard shortcuts
		2,	[ightarrow Leave meeting
			End meeting
		-	7
			Т
			ľ
		This slide left blank for whiteboard	a
		< Slide 1 🗸 > 🖂 🖂 100%	$(\div) \leftrightarrow $
Message Public Chat			📮 🕘

Step-2. Select "End meeting".

4.5.10 How to upload a presentation?



	৻ঽ	BLP333089 O 02:57	.
		Styles O 5 C 🗄	
		٩	
350		0	
		\$	
	Upload/Manage presentations	2	
	i≕ Start a poll	Т	
	Share an external video	This slide left black for whitehoard	
	Select random user		
	▷ Propagate layout		
	▷ Layout Settings Modal	Click \mathcal{J} to unmute yourself. $\Box \odot 100\% \oplus \Box$	
	•		R
S	tep-1	lue.	

Step-2. Select Upload/Manage presentations.



Step-3. Click on "or browse for files" or drag and drop the file in the given space.

Step-4. Click on "Confirm".

4.5.11 How to start a poll?



	୕ଌ	BLP333089 💽 02:57	:
		Styles O 5 C :	
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152			
	↔ Upload/Manage presentations		
	j≣ Start a poll	Т	
	Share an external video Select random user	This slide left blank for whiteboard	
	> Propagate layout		
	> Layout Settings Modal	Click \mathcal{U} to unmute yourself. \square \square \square \square \square \square	

Step-1. Click "+" in blue.

Step-2. Select "Start a poll".

MESSAGES	< Polling	<u>ح></u>	BL P193558 🛛 🔘 Start recording	:
R Public Chat 3	Custom Input OFF			
NOTES			Styles 🔿 5 č 🗄	
Shared Notes	Write your question (optional)			
USER MANAGEMENT				
O Waiting Users				
POLLING	Response Types		1	
Polling	True / False		\diamond	
USERS (1)	interraise	4		
Jyotika Malik (You)	A/B/C/D		7	
-	Yes / No / Abstention		Т	
	Typed Response		This slide left blank for whiteboard	
			8	
			\langle Slide1 \checkmark \rangle \bowtie \bigcirc 100% \oplus \leftrightarrow	
		+		

Step-3. Type a question under "Write your question".

Step-4. Select "Response types".



MESSAGES	A / B / C / D	^ ≺≙	BLP193558 Start recording	
Republic Chat				-
NOTES	Yes / No / Abstention		Styles O 5 C :	
Shared Notes	Typed Response			
USER MANAGEMENT	Response Choices			
O Waiting Users	Allow multiple answers per			
POLLING	respondent?		1	
Polling	A		⊘	
USERS (1)	В			
Jyotika Malik (You)	C Dim		٦	
			Т	
	D		This slide left blank for whiteboard	
	🕒 Add item		8	
	Anonymous Poll OFF			
6			\langle Slide 1 \checkmark \rangle \boxdot \bigcirc 100% \oplus \leftrightarrow	
	Start Poll	. 🕂		

Step-5. Enter answers.

Step-6. Click on "Start Poll".

4.5.12 How to share an external video?

	<u>ج</u>	BLP333089 O2:57	:
		Styles O 5 C :	
		5 1	
sr.			
22		~	
	↔ Upload/Manage presentations	7	
	≣ Start a poll	2 T	
	Share an external video	ď	
	Select random user	This slide left blank for whiteboard	
	> Propagate layout		
	▷ Layout Settings Modal	Click \mathcal{J} to unmute yourself. \bowtie \bigcirc 100% \oplus \leftrightarrow	



Step-1. Click "+" in blue.

Step-2. Select "Share an external video".

	Styles O	5	
	×		
Share an external video			
External Video URL			
Add Video URL			
		_	
Note: Shared external videos will not appear in the recording. YouTube, Vimeo, Instructure Me Dailymotion and media file URLs (e.g. https://example.com/xy.mp4) are supported.	edia, Twitch,		
Share a new video 4			

Step-3. Enter the URL, under Add Video URL.

Step-4. Click on "Share a new video"

4.5.13 Layout Settings



	<u>رچ</u>	BLP333089 O2:57		:	
		Styles 🔿 5 C	:		
7051			•		
			8		
	수 Upload/Manage presentations		⊔ ⊼		
	 Start a poll Share an external video 		T Ľ		
	Select random user ▷ Propagate layout	This slide left blank for whiteboard	1		
	Layout Settings Modal	Click \mathcal{J} to unmute yourself. \square \square 100% \oplus	↔		

Step-1. Click "+" in blue.

Step-2. Select "Layout Settings Modal".



		×	
Layo	outs		
Custom	Smart layout		o e
Focus on presentation	Focus on video		
Push layout to	o all 🚺		
	Cancel Confirm	4	0% (+)

Step-3. Select the layout.

Step-4. Click on "Confirm"

5 Courses



Course module is divided into three different segments:

Category, Course Library, Course Topic.

User Roles:

Trainer:

- Create courses with additional resources (i.e. syllabus, documents, videos)
- Can set enrollments cancellation deadline at Course level
- Students can be assigned materials videos at course level
- Can create courses with specific goals and milestones at Course level
- Create question bank with different questions at course level

5.1 How to Create Categories?

Step 1 - After successful login, user will be redirected to the dashboard of the application and screen will appear as shown below.

	Dashboard				🔑 😑 Jyotika Malik 😝 -
Welcome Jyotika Trainer	Top 5 Courses				
O Dashboard	Computer Organization And Architecture : MCA560 - Unit 2 Technology	5 Modules	1 No. of Learners	00:40 Total Time Spent	★★★★★ 0 out of 5
📰 Calendar 🧶 Learning Path	Computer Organization And Architecture : MCA560 - Unit 5 Technology	6 Modules	2 No. of Learners	00:34 Total Time Spent	0 out of 5
Courses	Functional Testing Technology	3 Modules	1 No. of Learners	00:06 Total Time Spent	★★★★ 0 out of 5
을 Assessment 문 Classroom	Agriculture Course Technology	1 Modules	1 No. of Learners	00:02 Total Time Spent	0 out of 5
⊄‡ Announcements					
Social Collaboration	Course wise Performance				
	0.9				
🗟 Social Wall	0.8				
l Help Desk	0.6				

Step 2 – Then navigate to the 'Courses' module and a screen will appear as shown below.

• Categories, Audio Content, Video Content, Catalogues and Course Topic are displayed as shown in the below images.



5.2 Category

Go to the Course Library which is divided into three segment Audio, Video and Catalogue. **Audio Content** – All the audio files, MP3 etc are available

5.3 Add Audio

Step 1 - Click on Add Audio from the below screen.

			Component 2
Horney and the second s	Course	N N N N N N N N N N N N N N N N N N N	HÉP 資 🤌 Jyotika Malik 😝 -
Welcome Jyotika Trainer @ Dashboard () Calendar	Categories		<u>See All</u>
Learning Path	Audio Content Add Audio	Video Content Add Video	Catalogues Add Catalogue
Courses	Test_Audio_File	Test video	test catalogue
Assessment	MP3	Adding MP4	test catalogue
🖅 Classroom	SDLC Audio file	Video	Sample PPT for test
⊈‡: Announcements	intro	Pointing Account	Sample PPT for test
्य हान् Social Collaboration	mp4 module See All	test04 <u>See All</u>	This is sample farmer book

Step 2 - A dialogue box will appear to enter Title, Description of Audio, and upload audio. For title of Audio file, click on Title option as shown below.

ALL AND	Courses		VILLE ALE ALE ALE ALE ALE ALE ALE ALE ALE
	Course	Upload Audio	8
Welcome	Categories		
Jyotika Trainer	Technology	Title	
Dashboard	<u>e</u>	Description	
🛗 Calendar			See All
🌼 Learning Path			
Courses	Audio Content		Catalogues Add Catalogue
	Test_Audio_File	Drop your "Audio" files here or brov	V test catalogue
Assessment	MP3	Support Mn3 size 50MB	test catalogue
🖓 Classroom	SDLC Audio file		Sample PPT for test
#1 Announcements	intro		Sample PPT for test
	mp4 module		This is sample farmer book
🗃 Social Collaboration		Upload	L See All

Step 3 - For writing Description, click on the Description option as shown below.



	Course		
	oourse	Upload Audio	0
Welcome	Categories		_
Jyotika Trainer	Technology	Title	
Dashboard	Ĝ	Description	
🛗 Calendar			See All
🤹 Learning Path		T.	
	Audio Content		Catalogues Add Catalogue
-	Test_Audio_File	Drop your "Audio" files here or bro	DW test catalogue
Assessment	MP3	Support Mp3 size 50MB	test catalogue
🗊 Classroom	SDLC Audio file		Sample PPT for test
¢1: Announcements	intro		Sample PPT for test
	mp4 module		This is sample farmer book
Social Collaboration		Upload	II See All

Step 4 - To upload an audio file, click on the upload icon as shown below.

All and a second s	0.000		NOTE P Southand Malik Or View Strangers 2 - RAES
an an a	Course	Upload Audio	0
Welcome	Categories	- 	
Jyotika Trainer	Technology		
Dashboard		Description	
Calendar			<u>See All</u>
🤹 Learning Path	Audio Content		Catalogues Add Catalogue
Courses	Test_Audio_File	Drop your "Audio " files here or brow	test catalogue
Assessment	MP3	se. Support Mp3 size 50MB	test catalogue
評 Classroom	SDLC Audio file		Sample PPT for test
⊈‡ Announcements	mp4 module		This is sample farmer book
Social Collaboration		Upload	L See All
(H Reports			

Step 4 - Click on Upload button, the audio will get added in the list. To see all audio files, click on see all as shown as below.

AND	Course	S N TEAR III	🖋 🕂 🔁 P 👔 🦨 🧳 yyotika Malik 😁 •
Welcome Jyotika Trainer Dashboard Calendar	Categories Technology :		
🎇 Learning Path			
	Audio Content Add Audio	Video Content Add Video	
Assessment	MP3	Adding MP4	test catalogue
詞 Classroom	SDLC Audio file	Video	Sample PPT for test
#% Appouncements	intro	Pointing Account	Sample PPT for test
	mp4 module	test04	This is sample farmer book
部 Social Collaboration	See A	<u>See All</u>	See All

Step 5 - The list of audio section will be displayed as shown below.

And	Audio			🎒 🕂 o Jyotika Malik 😝 🗸
Welcome Jyotika Trainer			Search	Q + Add Audio
Dashboard	Title			Duration Action
📰 Calendar	Test_Audio_File	This is a test audio file	Free_Test_Data_100 KB_MP3_T4RcwiF.mp 3	0
 Courses Assessment P Classroom 	MP3	MP3-Description	Preventing_Sexual_h arassment_at_the_ workplace_xtVaGa6. mp3	0
	SDLC Audio file	This audio is a test audio	Free_Test_Data_100 KB_MP3.mp3	0
	intro	audio	Audio_for_Testing_o	Δ 🔒



5.4 Edit Audio

	Audio • Back		W NOHEP HCampagenet 2 - RAES	🗿 📌 🖲 Jyotika Malik 😝 🗸
Welcome Jyotika Trainer			Search	Q + Add Audio
Dashboard	Title			Duration Action
📰 Calendar	Test_Audio_File	This is a test audio file	Free_Test_Data_100 KB_MP3_T4RcwiF.mp 3	Ø 🗊
Courses	MP3	MP3-Description	Preventing_Sexual_h arassment_at_the_ workplace_xtVaGa6. mp3	0
Announcements Social Collaboration	SDLC Audio file	This audio is a test audio	Free_Test_Data_100 KB_MP3.mp3	0
The Demoster	intro	audio	Audio_for_Testing_o	A

Step 1 - To Edit Audio, click on the edit icon as shown below

Step 2 - A dialogue box will appear to edit the audio file as shown below.

ALL	Jyoti			
an an C	Audio + Back	Edit Audio		
Welcome Jyotika Trainer		Test_Audio_File	rch	Q + Add Audio
Dashboard Dashboar	Title	This is a test audio file		
🛗 Calendar			Data 100	
🌷 Learning Path	Test_Audio_File	L.	IRcwiF.mp	
Courses		Free_Test_Data_100KB_MP3_T4RcwiF.mp3	_Sexual_h	
Assessment	MP3	Support Mp3 size 50MB	_at_the_ _xtVaGa6.	0
詞 Classroom				
⊈≱ Announcements	SDLC Audio file		Data_100 3	
Reports	intro	Done	Testing_o 3	0

Step 3 - After making changes click on 'Done' as shown below.


			MEAN Composent 2 - RAES	Jyotika Malik 😝 🗸
and the second sec	Audio + Back	Edit Audio	8	
Welcome Jyotika Trainer		Test_Audio_File	rch	Q + Add Audio
Dashboard		This is a test audio file		
🛗 Calendar				
🐥 Learning Path	Test_Audio_File	. T .	Data_100 IRcwiF.mp	0
Assessment	MP3	Support Mp3 size 50MB	_Sexual_h _at_the_ _xtVaGa6.	0
🗊 Classroom				
⊄≱ Announcements	SDLC Audio file		Data_100	0
Social Collaboration		Done		
	intro		Testing_o 3	

Step 4 – Success message will appear as shown below.

	Audio			🎒 🤌 🛛 Jyotika Malik 😝 🗸
Welcome Jyotika Trainer				Q + Add Audio
② Dashboard				
🛗 Calendar				
🐥 Learning Path	Test_Audio_File	Success!	Free_Test_Data_100 KB_MP3_T4RcwiF.mp 3	0
Courses		Audio has been updated		
Assessment	MP3	successfully!	Preventing_Sexual_h arassment_at_the_ workplace_xtVaGa6.	00
詞 Classroom		ОК	mp3	
⊄≱ Announcements	SDLC Audio file	This audio is a test audio	Free_Test_Data_100 KB_MP3.mp3	0 0
Social Collaboration				
	intro	audio	Audio_for_Testing_o R8ZCCk.mp3	0
🔐 Social Wall			5eYtrfgrve5_44100_5	
🕞 Help Desk	mp4 module	mp4 module 4 description	6_0.mp3	

5.5 Delete Audio

Step 1 - For deleting Audio, click on delete icon as per the screen shown below:

	Audio		UPDAR CAR NOTES	Component 2
Welcome Jyotika Trainer	← Back		Search	Q + Add Audio
Dashboard	Title			Duration Action
📺 Calendar 🌲 Learning Path	Test_Audio_File	This is a test audio file	Free_Test_Data_100 KB_MP3_T4RcwiF.mp 3	00
Assessment	MP3	MP3-Description	Preventing_Sexual_h arassment_at_the_	
P Classroom	INF 5	mro beschption	workplace_xtVaGa6. mp3	
⊄‡ Announcements	SDLC Audio file	This audio is a test audio	Free_Test_Data_100 KB_MP3.mp3	0
Social Collaboration	listro	quello	Audio_for_Testing_o	0.0

Step 2 - A pop will appear "Are you sure you want to delete this item?" as shown below.

	Audio			🚰 💿 Jyotika Malik 🛛 🗸
Welcome Jyotika Trainer				Q + Add Audio
① Dashboard 〇 Calendar	Title			Duration Action
learning Path	Test_Audio_File		Free_Test_Data_100 KB_MP3_T4RcwiF.mp 3	0
Courses	MP3	delete this item?	Preventing_Sexual_h arassment_at_the_ workplace_xtVaGa6. mp3	00
Announcements Social Collaboration	SDLC Audio file	This audio is a test audio	Free_Test_Data_100 KB_MP3.mp3	0
C Reports	intro	audio	Audio_for_Testing_o R8ZCCk.mp3	0
💮 Social Wall	mp4 module	mp4 module 4 description	5eYtrfgrye5_44100_5 6_0.mp3	0

Step 3 - Click on OK button, the item will get deleted and a message will appear "Deleted Successfully".

		,		
Survey of the second seco	Audio + Brok			🧬 💩 Jyatika Malik 😝 🗸
Welcome Jyotika Trainer				Q + Add Audio
Dashboard	Title	8		Duration Action
 Calendar Learning Path Courses 	мрз	Deleted!	Preventing_Sexual_h arassment_at_the_ workplace_xtVaGa6. mp3	0
Assessment	SDLC Audio file	Deleted successfully	Free_Test_Data_100 KB_MP3.mp3	0
라키 Classroom 4: Announcements	intro	auaio	Audio_for_Testing_o R8ZCCk.mp3	0
Social Collaboration	mp4 module	mp4 module 4 description	5eYtrfgrye5_44100_5 6_0.mp3	0
 Social Wall 	Lesson 6 Conversion of muscle to meat- P ost rigor changes	Conversion of muscle to meat- Post rigor changes	Cerebral_Cortex.mp 3	0
Neip Desk				

Step 4 – For going back to the main screen, click on 'Back' button as shown below;

ALL REAL FROM	Audio			🏹 🦨 o Jyotika Malik 😝 🗸
Welcome Jyotika Trainer			Search	Q + Add Audio
Dashboard Dashboar	Title			Duration Action
🛗 Calendar			Free Test Data 100	
🐥 Learning Path	Test_Audio_File	This is a test audio file	KB_MP3_T4RcwiF.mp 3	Ø 🚺
🛱 Assessment	MP3	MP3-Description	Preventing_Sexual_h arassment_at_the_ workplace_vtVaCa6	
詞 Classroom			mp3	•••
⊈‡ Announcements	SDLC Audio file	This audio is a test audio	Free_Test_Data_100	
्र हान् Social Collaboration			KB_MP3.MP3	•••
			a second second	

5.6 Add Video

Video File – All the video files e.g. mp4 , mov etc can be uploaded here.

Step 1 - For adding video, click on **Add Video** button as shown below.

				N N	Component 2
	Course			P 👔 🖡	🧧 Jyotika Malik 🨫 🕶
Welcome Jyotika Trainer @ Dashboard Calendar	Categories Technology :				
🌷 Learning Path					
Courses	Audio Content Add Audio	Video Content	Add Video Ca	italogues	Add Catalogue
🛱 Assessment	МРЗ	Test video	te	st catalogue	
园 Classroom	SDLC Audio file	Adding MP4	te	st catalogue	
Be classicolli	intro	Video	Sc	ample PPT for test	
⊄≵ Announcements	mp4 module	Pointing Account	Sc	ample PPT for test	
🕞 Social Collaboration	Lesson 6 Conversion of muscle to me	test04	HT	nis is sample farmer	book
-					

Step 2 - A dialogue box will appear, for adding the Title, click on Title option as shown below.

	Jyotika Malik				
and a second	Course	Add New Video	8		
Welcome Jyotika Trainer	Categories	Title			
Dashboard	Technology	Description			
🛗 Calendar					
🐥 Learning Path		,T,			
Courses	Audio Content	Brouse or Drep your "Videe" files here		Catalogues	
Assessment	MP3	Support MOV, MP4, WMV, AVI Size 50MB.		test catalogue	
Classroom	SDLC Audio file	l)	test catalogue	
29 Classroom	intro			Sample PPT for test	
⊄‡ Announcements	mp4 module	Inland		Sample PPT for test	
Social Collaboration	Lesson 6 Conversio	cpicca		This is sample farme	r book

Step 3 - For Adding Description, click on Description option as shown below.

				наранда Ісан	Component 2	
			HE SHE		🖵 🖲 Jyotika Malik 😝 🗸	
te un an gi	Course	Add New Video	8			
Welcome Jyotika Trainer	Categories	Title				
Dashboard	Technology	Description				
🛗 Calendar						
🤹 Learning Path						
Ourses	Audio Content	Browse or Drop your "Video" files here		Catalogues		
Assessment	MP3	Support MOV, MP4, WMV, AVI Size 50MB.		test catalogue		
詞 Classroom	SDLC Audio file	· · · · · · · · · · · · · · · · · · ·)	sample PPT for tes	t	
€‡ Announcements	mp4 module			Sample PPT for tes	t	
Social Collaboration	Lesson 6 Conversio	upload		This is sample farm	ner book	
					See All	

Step 4 - To upload video file, click on the upload icon and then click on 'Upload' button.

	la la companya da companya		Jyotika Malik		
and a second	Course	Add New Video	0		
Welcome Jyotika Trainer	Categories	Title			
② Dashboard	Technology	Description			
🛗 Calendar			See All		
🐥 Learning Path					
Ourses	Audio Content	Browse or Drop your "Video" files bere	Catalogues Add Catalogue		
Assessment	МРЗ	Support MOV, MP4, WMV, AVI Size 50MB.	test catalogue		
음 ^卿 Classroom	SDLC Audio file	·	test catalogue Sample PPT for test		
⊄‡ Announcements	mp4 module	Inlesd	Sample PPT for test		
Social Collaboration	Lesson 6 Conversio		This is sample farmer book		
(D. Poporte			See All		

5.7 Edit Video

Step 1 – Click on 'See All' option to all the added videos.



Welcome Jyotika Trainer (2) Dashboard	Categories Technology :		
🛗 Calendar			
쵫 Learning Path			
Courses	Audio Content Add Audio	Video Content Add Video	Catalogues Add Catalogue
Assessment	МРЗ	Test video	test catalogue
Classroom	SDLC Audio file	Adding MP4	test catalogue
De classioni	intro	Video	Sample PPT for test
⊄‡ Announcements	mp4 module	Pointing Account	Sample PPT for test
Social Collaboration	Lesson 6 Conversion of muscle to meat	test04	This is sample farmer book
() Reports	See All	See All	See All
🗟 Social Wall	Course topic Q. Search		Add Course
A			

Step 2 – Click on Edit icon as shown

in the below image.

A CONTRACT OF A	Video		💓 N	MEP Syotika Malik 🛛 -
Welcome Jyotika Trainer			Se	arch Q + Add Video
② Dashboard	Title			Duration Action
🛗 Calendar				
🌷 Learning Path	Test video	This is a sample test video	Agriculture_video_J 7oLwPI.mp4	
Courses	Adding MP4	Adding MP4 - Description	BLE_Logo_JXnpLKT.m	
Assessment		5	p4	•••
문 Classroom	Video	Agriculture video	Agriculture_video_C 69SM8M.mp4	
∰ Announcements 문	Pointing Account	Pointing Account	Organic_Agriculture. mp4	Ø ()

Step 3 – Edit dialogue box will appear, user can make changes and click on done as shown below.



				🖓 💿 Jyotika Malik 😝 🗸
Car and C	Video + Back	Edit Video	8	
Welcome Jyotika Trainer		Test video	arch	Q + Add Video
② Dashboard		This is a sample test video	Duration	
🛗 Calendar				
learning Path	Test video	L L		0
Courses	Adding MP4			0.0
Assessment		Support MOV, MP4, WMV, AVI Size 50MB.		00
詞 Classroom	Video			00
Announcements				
Social Collaboration	Pointing Account	Done		0
(D. Departs				

5.8 Delete a Video

	Video • Bock				🔑 👵 Jyotika Malik 🛛 🕂
Welcome Jyotika Trainer				Search	Q + Add Video
Dashboard	Title				Action
Calendar			Agriculture video J		
🌼 Learning Path	Test video	This is a sample test video	7oLwPI.mp4		
Courses	Adding MP4	Adding MP4 - Description	BLE_Logo_JXnpLKT.m p4		
Assessment					
卽 Classroom	Video	Agriculture video	Agriculture_video_C 69SM8M.mp4		
⊄‡ Announcements	Deletion to south	Deletion Account	Organic_Agriculture.		
Social Collaboration	Pointing Account	Pointing Account	mp4		V

Step 1 – Click on delete icon as shown in the below image.

Step 2 - A warning will appear "Are you sure you want to delete this item?" as shown below.

					нрэнд		CALL NO INDIAN AND
	Video			NAME AND A STREET		🤌 o Jyotika Malik 😝 🗸	
Welcome Jyotika Trainer				s		Q + Add Video	
🙆 Dashboard	Title	Discriptio	(!)			Action	
Learning Path Image: Courses	Test video	This is a s	are you sure to	ulture_video_J Pl.mp4		0	Ŀ
Assessment	Adding MP4	Adding M	elete this item?	ulture_video_C		0 0	
G≁ classicorn	Pointing Account	Pointing Account		3M.mp4 ganic_Agriculture.			
Social Collaboration		i i i	pe: 20	els-pressmaster-			
ନ୍ତି Social Wall ଜ୍ୱୋ Help Desk	test04	testnöw	25f	ps_EScNagz.mp4			

Step 3 - Click on Ok button, the item will get deleted and a message will appear "Successfully Deleted"

	Video				🧬 🕘 Jyotika Malik 🛛 🕈
Welcome Jyotika Trainer					Q + Add Video
Dashboard Dashboar		Discription		8	
🛗 Calendar & Learning Path	Adding MP4	Adding MI	0	>go_JXnpLKT.m	0 0
	Video	Agricultur	Deleted!	lture_video_C 3M.mp4	0
Assessment			Deleted successfully		
部 Classroom	Pointing Account	Pointing A		ic_Agriculture.	
Incomparise Social Collaboration	test04	testnow		pexels-pressmaster- 3195394-3840x2160- 25fps_EScNagz.mp4	0
🕒 Reports	test04	test		pexels-pressmaster- 3195394-3840x2160- 25fps WuxtmwDmp	0
Help Desk				4	



5.9 Add Catalogue

Catalogue file – In catalogue file, all the documents related files can be uploaded in the form of ppt, pdf, doc, images etc.

And the second s	Course	WEAK 9	🚺 📔 🖻 🎬 🌈 🛛 Jyotika Malik 😁 🖉
Welcome Jyotika Trainer @ Dashboard	Categories Technology :		
Calendar			<u>See All</u>
aşa tearning Patri			
	Audio Content Add Audio	Video Content Add Video	Catalogues Add Catalogue
Assessment	MP3	Adding MP4	test catalogue
	SDLC Audio file	Video	test catalogue
Classroom	intro	Pointing Account	Sample PPT for test
⊈‡ Announcements	mp4 module	test04	Sample PPT for test
Social Collaboration	Lesson 6 Conversion of muscle to meat	test04	This is sample farmer book
	See All	See All	See All

Step 1 - To add catalogue, click on Add Catalogue button.

Step 2 - A dialogue box will appear to enter Title, Description, and upload catalogue files. Supported files will be Doc, PDF, PPT, and the size will be 50 MB. Click on Title.



Step 3 – Add Description.



		RAR MEDINGERET 2 - RAES			
Contraction of the second	Course	Upload Catalogue	8		
Welcome Jyotika Trainer	Categories	Title			
② Dashboard	Technology	Description			
🛗 Calendar			See All		
🍓 Learning Path		T.			
Courses	Audio Content	Drop your "Catalogue" filos horo or	Catalogues Add Catalogue		
Assessment	МРЗ	brop your catalogue mes here of browse.	test catalogue		
园 Classroom	SDLC Audio file	Support Doc, PDF, PPT size 50MB	test catalogue		
Be classicolli	intro		Sample PPT for test		
⊄‡ Announcements	mp4 module		Sample PPT for test		
Social Collaboration	Lesson 6 Conversio		This is sample farmer book		
() Reports		Upload	<u>See All</u>		

Step 4 – Click on upload icon and click on 'Upload'

			BECAR BEComponent 2 - RAES				
and the second sec	Course	Upload Catalogue	0				
Welcome Jyotika Trainer	Categories	Title					
Dashboard	Technology	Description					
🛗 Calendar			See All				
쏋 Learning Path							
Courses	Audio Content		Catalogues Add Catalogue				
Assessment	МРЗ	brop your outlogue mes	test catalogue				
🗊 Classroom	SDLC Audio file	Support Doc, PDF, PPT size 50	DMB test catalogue				
th Appoundements	intro	(Sample PPT for test				
utin Announcements	mp4 module		Sample PPT for test				
Social Collaboration	Lesson 6 Conversio	Upload	This is sample farmer book				
			See All				

Step 5 - Catalogue will get added in the list. To see all catalogue files, click on **See All** button in catalogue section and the list will be shown as below.

ALCON TO A CONTRACT OF A CONTR	Course		y Ti 'E F' je Jyotika Malik 😝 -
Welcome Jyotika Trainer @ Dashboard	Categories Technology :		
🛅 Calendar 炎 Learning Path			<u>See All</u>
	Audio Content Add Audio	Video Content Add Video	Catalogues Add Catalogue
Assessment	МРЗ	Adding MP4	test catalogue
	SDLC Audio file	Video	test catalogue
음카 Classroom	intro	Pointing Account	Sample PPT for test
✿≱ Announcements	mp4 module	test04	Sample PPT for test
Social Collaboration	Lesson 6 Conversion of muscle to meat	test04	This is sample farmer book
🕒 Reports			

			HIPSHII ICAR	
And the second s	Catalogue		NOHEP Etensenet 7-RAES	🤌 😑 Jyotika Malik 😝 🗸
Nelcome Jyotika Trainer			Search	Q + Add Catalogue
Dashboard	Title			Action
📰 Calendar 🕵 Learning Path	test catalogue	test catalogue	FN502_205_Lesson_ 8_LContent.pdf	0
Courses	test catalogue	test catalogue	FN502_205_Lesson_ 8_LContent.pdf	0
assessment 列 Classroom	Sample PPT for test	PPT for test purpose	SDLC_pdf_Fskxzzy.pp tx	0
다 Announcements 코 Social Collaboration	Sample PPT for test	PPT for test purpose	SDLC_pdf_kZ7mbih. pptx	0
_				

5.10 Edit a Catalogue

A Contraction of the second se	Catalogue			🤔 🖲 Jyotika Malik 🤂 🗸
Welcome Jyotika Trainer			Search	Q + Add Catalogue
Dashboard	Title			
Calendar				
🌷 Learning Path	test catalogue	test catalogue	FN502_205_Lesson_ 8_LContent.pdf	>
Courses	tost cataloguo	test catalogue	FN502_205_Lesson_	
Assessment	test cutulogue	test editiogue	8_LContent.pdf	
문키 Classroom	Sample PPT for test	PPT for test purpose	SDLC_pdf_Fskxzzy.pp tx	
▲ Announcements 등 Social Collaboration	Sample PPT for test	PPT for test purpose	SDLC_pdf_kZ7mbih. pptx	

Step 1 - To Edit the catalogue, click on the edit icon as shown in image.

Step 2 - Edit dialogue box will appear, user can make changes and click on 'Done' as shown below.



				🖵 🍥 Jyotika Malik 😝 🔹
an an t	Catalogue « Back	Edit Catalogue	0	
Welcome Jyotika Trainer		test catalogue	arch	Q + Add Catalogue
Dashboard		test catalogue	gue	Action
Calendar 🔍 kearning Path	test catalogue		_205_Lesson_ ntent.pdf	0 0
Courses	test catalogue	FN502_205_Lesson_8_LContent.pdf Support Doc, PDF, PPT size 50MB	_205_Lesson_ ntent.pdf	0
詞 Classroom	Sample PPT for test		pdf_Fskxzzy.pp	00
♣Announcements ➡ Social Collaboration	Sample PPT for test	Done	pdf_kZ7mbih.	0
(P) Reports			book 9V8SMf	

Step 3 – A success message will appear.

	Catalogue		N/HÉP 🏔	🚇 🥥 Jyotika Malik 😝 🔹
Welcome Jyotika Trainer				Q + Add Catalogue
Dashboard Calendar				
🐥 Learning Path	test catalogue	Success!	FN502_205_Lesson_ 8_LContent.pdf	0
Dourses	test catalogue	Catalogue has been updated successfully!	FN502_205_Lesson_ 8_LContent.pdf	0
詞 Classroom	Sample PPT for test	ок	SDLC_pdf_Fskxzzy.pp tx	0
4): Announcements 문자 Social Collaboration	Sample PPT for test	PPT for test purpose	SDLC_pdf_kZ7mbih. pptx	0
	This is sample farmer book	This is for testing putpose	farmerbook_9V8SMf Lpdf	0 0
Help Desk	SDLC PPT	This is SDLC PPT	SDLC_pdf.pptx	2 6

5.11 Delete a Catalogue

Step 1 - For deleting the catalogue, click on delete icon.

	Catalogue			🔑 o Jyotika Malik 🤂 🗸
Welcome Jyotika _{Trainer}			Search	Q + Add Catalogue
Dashboard	Title			Action
🏢 Calenaar	test catalogue	test catalogue	FN502_205_Lesson_ 8_LContent.pdf	00
Courses	test catalogue	test catalogue	FN502_205_Lesson_ 8_LContent.pdf	Ø 🟮
E Assessment	Sample PPT for test	PPT for test purpose	SDLC_pdf_Fskxzzy.pp tx	Ø 🟮
C): Announcements ☐ Social Collaboration	Sample PPT for test	PPT for test purpose	SDLC_pdf_kZ7mbih. pptx	Ø 0

Step 2 - A pop up will appear "Are you sure you want to delete this item?" as shown below.

ADD	Catalogue			🧬 💿 Jyotika Malik 😝 🔸
Welcome Jyotika Trainer				Q + Add Catalogue
Dashboard				Action
🏢 Calenaar	test catalogue		FN502_205_Lesson_ 8_LContent.pdf	0
Courses	test catalogue	Are you sure to	FN502_205_Lesson_ 8_LContent.pdf	0
自 Assessment	Sample PPT for test		SDLC_pdf_Fskxzy.pp tx	
✿≱ Announcements	Sample PPT for test	PPT for test purpose	SDLC_pdf_kZ7mbih.	
Reports	This is sample farmer book	This is for testing putpose	farmerbook_9V8SMf	
🔐 Social Wall		,	Lpar 2010 or the sta	
(명) Help Desk	SDLC PPT	This is SDLC PP1	abio_put.pptx	

Step 3 - Click on Ok button, the item will get deleted and a message will appear "Successfully Deleted".



5.12 Course Creation

Step 1 – Click on 'Add Courses' button as shown below.

ALL AND A							
	Audio Content	Add Audio		Video Content	Add Video	Catalog	Ues Add Catalogue
Welcome	MP3			Adding MP4		test catal	logue
Jvotika Trainer	SDLC Audio file			Video		Sample P	PT for test
	intro			Pointing Account		Sample P	PT for test
Dashboard	mp4 module			test04		This is sar	mple farmer book
🖽 Calendar	Lesson 6 Conversion of	muscle to meat		test04		SDLC PPT	
🌷 Learning Path		<u>S</u>	ee All		See All		See All
Dourses	Course topic	Q Search					Add Course
Assessment	Agriculture Course	Cor	nputer	r Organization An	Computer Organizatio	n An	Computer Organization An
詞 Classroom	Agriculture Course Category:Technology	Basi	ic struct dware a	rure of computer nd system software -	Computer Organization an Architecture Tutorial provi	nd des in-	Computer Organization and Architecture Tutorial provides in-
⊈≱: Announcements	 training and Education 	Add Cate	ressing egory:Te raining ar	me echnology nd Education	Category:Technology Training and Education		Category:Technology Training and Education
्राज्य Social Collaboration							

Step 2 – A description page will appear as shown below.

		HID-D-HII ICAR	
And a second sec	Add New Course		s 🎒 🤌 o Jyotika Malik 😝
/elcome yotika _{Trainer}	Description	2 Modules	3 Configuration
Dashboard	Course		
Calendar	Course Name *	Search Categories	▼
Learning Path	Add Tags	Paragraph ~ B I 🔚 🎞	
Courses	Jyotika Malik 🛞 Search Assigned By	Course Description *	
Assessment	Upload Thumbnail *	<u>t</u>	
Classroom		Upload Intro Video *	Ŧ
Announcements	Course Summary		
Social Collaboration	Summary Title *	Paragraph ~ B I 1= :=	
Reports	Certificate of Completion *	Summary Description *	
Social Wall			
Help Desk			

Step 3. Enter Course name.

	Add New Course			😑 Jyotika Malik 😫 🕶
Welcome Jyotika Trainer	Description	2 Mod	ules	Configuration
② Dashboard	Course			
🛗 Calendar	Course Name *		Search Categories	•
🌼 Learning Path	Add Tags		Paragraph ~ B I 1= :=	
	Jyotika Malik 🛞 Search Assigned By	-	Course Description *	
Assessment	Upload Thumbnail *	Ţ		
卽 Classroom			Upload Intro Video *	t
⊄‡: Announcements	Course Summary			
Social Collaboration	Summary Title *		Paragraph v B I 1 = :=	

Step 4 – Search Categories from the dropdown.

ALL	Add New Course) Jyotika Malik 😫 🗸
Welcome Jyotika Trainer	Description	2 Modules		Configuration
Dashboard Dashboar	Course			
🛗 Calendar	Course Name *	Sea	rch Categories	•
🌼 Learning Path	Add Tags	Par	agraph → B I ½= :=	
	Jyotika Malik 🛞 Search Assigned By	Cou	rse Description *	
Assessment	Upload Thumbnail *	t		
문키 Classroom		Uple	oad Intro Video *	Ţ
⊄‡: Announcements	Course Summary			
न्त्र Social Collaboration	Summary Title *	Par	agraph ∨ B I ½= :=	
10 n ·			mer: Pessintian 2	

Step 5 – Add tags.

With the second se	Add New Course			Ҏ 😑 Jyotika Malik 🛛 🗣
Welcome Jyotika Trainer	Description	2 Modu	Jles	Configuration
Dashboard	Course			
Calendar	Course Name *		Search Categories	-
🐥 Learning Path	Add Tags		Paragraph → B I ½= :=	
	Jyotika Malik 🛞 Search Assigned By	÷ (Course Description *	
Assessment	Upload Thumbnail *	t		
🗊 Classroom			Upload Intro Video *	t
⊄‡: Announcements	Course Summary			
राष्ट्र Social Collaboration	Summary Title *		Paragraph ∽ B I ½= ∷=	

Step 6 – Search assigned by.

State of the state	Add New Course		🔑 😑 Jyotika Malik 🛛 🖌
Welcome Jyotika Trainer	Description	2 Modules	Configuration
Dashboard	Course		
Calendar	Course Name *	Search Categories	•
🐥 Learning Path	Add Tags	Paragraph - B I := :=	
Courses	Jyotika Malik 🛞 Search Assigned By	Course Description *	
Assessment	Upload Thumbnail *	L	
詞 Classroom		Upload Intro Video *	t
⊄≱ Announcements	Course Summary		
Social Collaboration	Summary Title *	Paragraph ~ B I 1= :=	
- ·		Procession and Proceeding at the set	



Step 7 – Upload thumbnail image of the course.

A CONTRACT OF A	Add New Course		🎒 🧬 🗕 Jyotika Malik 🔒 🛛
Welcome Jyotika Trainer	Description	2 Modules	Configuration
Dashboard Dashboar	Course		
🛅 Calendar	Course Name *	Search Categories	•
🌼 Learning Path	Add Tags	Paragraph ~ B I 1= :=	
	Jyotika Malik 🛞 Search Assigned By	Course Description *	
Assessment	Upload Thumbnail *	L	
評 Classroom		Upload Intro Video *	t
⊄‡: Announcements	Course Summary		
रू हारे Social Collaboration	Summary Title *	Paragraph ~ B I 1= :=	
		Promotion Passaviation 8	

Step 8 – Write Course Description.

and all all the second	Add New Course			🔑 😑 Jyotika Malik 😝 🕻
Welcome Jyotika Trainer	Description	2 Mod	dules	Configuration
Dashboard	Course			
🛗 Calendar	Course Name *		Search Categories	•
🌷 Learning Path	Add Tags		Paragraph ~ B I 1= :=	
	Jyotika Malik 🛞 Search Assigned By	~	Course Description *	
Assessment	Upload Thumbnail *	Ţ		
Classroom		L	Upload Intro Video *	t
⊄‡ Announcements	Course Summary			
Social Collaboration	Summary Title *		Paragraph ~ B I 1= :=	
1 · · ·			Comment - Description 3	

Step 9 – Upload inro video.

Jyotika Trainer	U Description	- 2 Ma	dules	- 3 Configuration
Dashboard Dashboar	Course			
🛗 Calendar	Course Name *		Search Categories	•
炎 Learning Path	Add Tags		Paragraph ~ B I 1= :=	
	Jyotika Malik 🛞 Search Assigned By	Ŧ	Course Description *	
Assessment	Upload Thumbhail *	Ţ		
Classroom			Upload Intro Video *	Ţ
⊄‡: Announcements	Course Summary			
Social Collaboration	Summary Title *		Paragraph ~ B I ½= :=	
() Reports	Certificate of Completion *		Summary Description *	
💮 Social Wall				
🕞 Help Desk				



Step 10 – Write Summary title.

Jyotika Trainer	Description	2 Modules	3 Configuration
Dashboard Dashboar	Course		
🛗 Calendar	Course Name *	Search Categories	•
🌷 Learning Path	Add Tags	Paragraph ~	B I 1= ==
	Jyotika Malik 🛞 Search Assigned By	Course Description	•
Assessment	Upload Thumbnail *	Ĺ	
ு Classroom		Upload Intro Video	• t
⊄‡: Announcements	Course Summary		
हान Social Collaboration	Summary Title *	Paragraph 🗸	B I := :=
🕒 Reports	Certificate of Completion *	Summary Description	on *
💮 Social Wall			
🙉 Help Desk			

Step 11 – Write Certificate of Completion.

Jyotika Trainer	1 Description	2 Mo	dules	Configuration
Dashboard Dashboar	Course			
🛗 Calendar	Course Name *		Search Categories	•
🌷 Learning Path	Add Tags		Paragraph ~ B I 1= :=	
	Jyotika Malik 🛞 Search Assigned By	*	Course Description *	
Assessment	Upload Thumbnail *	t		
罚 Classroom			Upload Intro Video *	t
⊄‡ Announcements	Course Summary			
Social Collaboration	Summary Title *		Paragraph - B I := :=	
() Reports	Certificate of Completion *		Summary Description *	
💮 Social Wall				
🕞 Help Desk				

Step 12 – Write Course Summary Description.

Jyotika Trainer	U Description 20 Mc		dules	Configuration
② Dashboard	Course			
🛗 Calendar	Course Name *		Search Categories	•
🌷 Learning Path	Add Tags		Paragraph ~ B I = :=	
	Jyotika Malik 🛞 Search Assigned By	*	Course Description *	
Assessment	Upload Thumbnail *	t		
卽 Classroom			Upload Intro Video *	Ţ
⊈‡ Announcements	Course Summary			
Social Collaboration	Summary Title *		Paragraph ~ B I 🔚 🎞	
() Reports	Certificate of Completion *		Summary Description *	
💮 Social Wall				
leip Desk)



Step 13- Click on Save and you will stay on the same page, when click on Save & Next you will go to the next page i.e., Module page.

	Course		
Velcome	Course Name *	Search Categories	
lyotika Trainer	Add Tags	Paragraph ∨ B I ½= :=	
Dashboard	Jyotika Malik 🛞 Search Assigned By		
Calendar	Liplaad Thumbaail *	t	
Learning Path			
Courses		Upload Intro Video *	
Assessment	Course Summary		
	Summary Title *	Paragraph 🗸 B I 🗄 🎞	
Classroom	Certificate of Completion *	Summary Description *	
Announcements			
Social Collaboration			
Reports		Save	& Ne
Social Wall			

5.12.1 Add Module.

After creating the course description, you need to add modules in the course.

Step 1 – Click on 'Add Module' button as shown in below image.

	Agriculture Course		WEAR CONSERVENT 2 - RAE	. 🎒 🤌 🛛	Jyotika Malik 🛛 🕈
Welcome	← Back				
Jyotika Trainer	Oescription	2 M	iodules		Configuration
Dashboard	Add Module				+ Add Module
🛗 Calendar	Sequence ID				Action
🌷 Learning Path					
🧕 Courses					Next
Assessment					
문 []] Classroom					
⊄≱ Announcements					
ू हा Social Collaboration					

Step 2 – A module description page will appear as shown below.

- 1. Write Module name.
- 2. Module description.
- 3. Enter Assessment URL.
- 4. Upload files.
- 5. Click on checkbox to make the module required



6. Enter sequence number

And the second s	Ag	griculture Course	VILLE NOTE - RAES A Jyotika Malik 😝 •
Welcome	€E	Back	
Jyotika Trainer		C Description 2 Mod	dules ③ Configuration
Dashboard			3.
🛗 Calendar	1.	Module Name	Assessment Url
🌲 Learning Path		Paragraph -> B I 1= :=	Upload File 4. ±
		Module Description	\land
Assessment	2.		U
詞 Classroom		Required Sequence 🗲 6.	
⊄‡ Announcements	Ð. L	Save Discard	
Social Collaboration			

Step 3 – When click on Upload file, a below page will appear where you upload files of below type.

- Quiz
- SCORM
- Videos
- Audios
- Docs
- PPTX
- PDF
- Survey

	Agriculture Course			NØH	IEP 👔	🔎 💩 Jyotika Malik 🔒
Welcome Jyotika _{Trainer}	Back Add Re	sourse		0		Configuration
Dashboard Calendar	Modulei Name		Videos	Audios		
Courses	Paragraph Module Descri					t
一 Classroom	Required	Word PPT	PDF	Survey		
Social Collaboration						

Step 4 - Suppose if you want to upload PDF type file, select the PD. A new page will appear.

- 1. Enter file name
- 2. Description of the page



- 3. Upload file
- 4. Click on Upload

F	Add Resourse		👿 NØHÉP 🅋 🔑 e Jyotika Malik 🥃
	Quiz Quiz Scorm Videos	Add PDF file	or browse" no 50Mb

Step 5 – One Module will get added as shown below. Repeat the process to add more modules.

- 1. Click on Next button to go to the net page/screen which is +Assign page of students.
- 2. Click on Back button to go to the previous page.
- 3. Click on Edit icon to edit the Module.
- 4. Click on delete icon to delete the Module.

	Agriculture	Course				ê (🥚 Jyotika Malik 😫 🗸
Welcome	← Back 2.						
Jyotika Irainer	🗸 Descripti	on		2 Modules			Configuration
Dashboard	Add Module						+ Add Module
🛗 Calendar	Sequence						Action
🌲 Learning Path	1	281	Agriculture Course	Aariculture Course	N	c	3 - 1
			0	5			
🖺 Assessment						1.	Next
문키 Classroom							
⊄≸ Announcements							
Social Collaboration							



5.12.2 Assign Students

	/ ,	c		
Step 1 – Click on	'+Assign'	trom th	e below	/ page.
				~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

AND	Agriculture Course			NUT AND A STATE	NØHÊP ≧Communit 2 - RAES	P 🦲 Jyot	ika Malik 🛛 🗸
Welcome	← Back						
Jyotika Trainer	Oescription —		Vodul	es		3 0	Configuration
( Dashboard	Annian	Dreulau					
🛗 Calendar	Assign	rieview				F	
🌷 Learning Path							+ Assign
	Select All	Organization	Name	Email ID	Valid Upto	Action	
Assessment						0-0 of 0	< >
문키 Classroom							Publish
⊄‡ Announcements							
हिंग Social Collaboration							

Step 2 - A pop will appear Select Organization, Department, Designation, Location and select based on the selection students name will appear.

- 1. Click on the check boxes associated with the names of the students to select single or multiple learners.
- 2. If you wish to select all students click on the check box associated with 'Select All' option.

				angaragi ICAR		
ALL AND A					â) 🤔 o	Nitish Kumar 🛛 🐞 🕶
a me	Assign				8	
Welcome Nitish Kumar Admin	Organization IARI Campus		Department		•	
Dashboard						Assign
🛗 Calendar	Designation		Location		T calid Linte	Actions
🐥 Learning Path					7/06/2023	Actions
Courses				Q Search	<b>To</b> 4/06/2023	
Assessment	All Users			Sel	ect All	1 of 1 < >
Classroom	<ul> <li>KARAN SINGH</li> <li>Sumit Dubey</li> <li>Adarsh Singh</li> </ul>	<ul> <li>MUKESH KUMAR</li> <li>Arijit Saha</li> </ul>	<ul> <li>Srijita Dutta</li> <li>Sonam Priya</li> </ul>	<ul> <li>Rajni Gulia</li> <li>Abhinav B</li> </ul>		
Announcements     Social Collaboration				Assign		
퓲 Organization						

Step 3 - After selecting student, a date option will come up, select dates, and click on Assign as shown below:

Higo 31-ju ICAR	Assign		* NAHED *	🤗 👷 Nitish Kumar 🛛 🕶
Welcome Nitish Kumar Admin	Organization ICAR-Indian Agricultural Research Institute, New Delhi	Department	÷	
Dashboard	Designation	Location		Configuration
🛗 Calendar		•	*	
🍓 Learning Path				+ Assign
Courses	Start date*	End date*		
Assessment			Q Search	
Classroom	All Users		Select All	. 🧭
<b>⊄</b> ‡: Announcements	🗌 Rajni Gulia 📃 Sumit Dube	ey Arijit Saha	Abhinav Bisht	
Social Collaboration			Assign	1-1 of 1 < >
age Organization				Publish

Step 4 – Students get added, for further edit the dates click on edit icon as shown in below image.

- 1. Click on 'Edit' icon to edit dates for students.
- 2. Click on 'Delete' icon to delete the details of the students
- 3. Click on 'Back' button to go back to the previous page.
- 4. Click on 'Publish' button to publish the course.

HIP 3-F.HI ICAR		
--------------------	--	--

Stran B	Computer Orga	nization And Arc	hitecture : MCA56	D -			
Welcome Jyotika Trainer	Edit C Back 3.						
Dashboard	Oescription —			Modules		3 Confi	guration
🛗 Calendar	Assign	Preview					
🎇 Learning Path							+ Assign
🦲 Courses	Select All	Organization	Name	Email ID	Valid Upto	Action	
Assessment		IARI Campus	KARAN SINGH	singhkaran@yahoo.com	23/05/2023 <b>To</b> 31/05/2023	1. 🖉 👩 <	2.
P Classroom		IAPI Compus	Diwapehu Kumar	dkumar/05@iudae.com	10/05/2023 To 16/06/2023		
⊄≱ Announcements		inn cumpus		akanalos@judge.com	10/03/2020 10 10/00/2020		
Social Collaboration						1-2 of 2	< >
Reports						4. Pu	blish
💮 Social Wall							

Step 5 – On the click on edit icon a below page will appear, make changes in dates, and click on Save button.

	Computer Orga	nization And Architect	ure : MCA560 -	ie an	ROHEP Examples at 2 - RAES	🔎 😑 Jyotika Malik 😝 🖲
Welcome	Unit 5 Edit					
Jyotika Trainer						
Dashboard	Oescription —		<b>_</b>	_		3 Configuration
🛗 Calendar	Assign	Edit		8		
🐥 Learning Path		Name KARAN SINGH	Email singhkaran@yahoo.com			
Courses		Orgai Start date	End date 31/05/2023			
Assessment		IARI C		com	23/05/2023 <b>To</b> 31/05/2023	0
詞 Classroom			Save			
⊄‡ Announcements		IARI Campus Div	anshu Kumar dkumar05@	)judge.com	10/05/2023 <b>To</b> 16/06/2023	<b>Ø</b>
हेन होने Social Collaboration						1-2 of 2 < >

Step 6 – A success message will appear.

				ange angel		Donent 2
A REAL PROPERTY OF A REAL PROPER	Computer Orgo Unit 5	anization And Arc	hitecture : MCA560 -			🤔 o Jyotika Malik 🛛 🗸
Welcome	Edit					
	Duck			-		
Dashboard	Oescription —			es ———		Configuration
🛗 Calendar	Assign	Preview				
🥋 Learning Path						+ Assign
Dourses	Select All	Organization	Success!	Email ID		Action
Assessment			Successfully updated			
詞 Classroom		IARI Campus	ок	r05@judge.com	10/05/2023 <b>To</b> 16/06/2023	
⊄‡ Announcements		IARI Campus		uran@yahoo.com	23/05/2023 <b>To</b> 31/05/2023	0
📴 Social Collaboration						1-2 of 2 < >
(P) Reports						
Social Wall						Publish

Step 7 – Click on 'Publish' button, a pop up will appear as shown below.

Higo 3i-iju ICA R	Add New Course					P 🕘 Jitendra	<b>-</b>
Welcome Jitendra Trainer	O Description		🕑 Modu	les		3 Configura	ition
① Dashboard 〇 Calendar	Assign	Preview	(!)				Assign
🌲 Learning Path	Select All	Orgc	$\bigcirc$	Email ID	Valid Upto	Action	
Courses		ICAR - Indian Agricu	Are you sure you want to publish?	jmallik@judge.com	14/11/2023 <b>To</b> 14/11/2023		
Assessment		ICAR - Indian Agricu		sraju01@mailinator.com	14/11/2023 <b>To</b> 14/11/2023	<ul> <li>Image: Image: Ima</li></ul>	
입국) Classroom			OK Cancel			1-2 of 2 <	>
⊈≱: Announcements							
हा Social Collaboration						Publish	
Social Wall							

Step 8 – Click on Ok to publish the course. The course will be sent for the approval to the reviewer. Below message will appear as shown below.



#### 5.12.3 Preview Course

Step 1 - Click on Preview option to see the course preview. Scroll down a below and you will be able to see course description, Content and FAQs are available.





#### Step 2 – Click on 'Content' to see the course content as shown in below image.

all and a second	💓 N 🖉 H 🔁 P 🎬 🖉 💿 Jyotika Malik 😁	•
	Computer Organization And Architecture :	
Welcome Jyotika Trainer @ Dashboard @ Calendar	MCA560 - Unit 4 ***** Computer Organization and Architecture Tutorial provides in- depth knowledge of internal working, structuring, and implementation of a computer system. Whereas, Organization defines the way the system is structured so that all those catalogued tools can be used properly. Our Computer Organization and Architecture Tutorial includes all topics of such as intraduction. ER model keys relationed model	
🐥 Learning Path	join operation, SQL, functional dependency, transaction, concurrency control, etc.	
Assessment	COURSE DESCRIPTION CONTENT FAQ	
P Classroom	Computer Organization And Architecture : MCA560 -	
⊈≱ Announcements	Unit 4	
Social Collaboration	Computer Organization and Architecture Tutorial provides in-depth knowledge of internal working, structuring, and implementation of a computer system. Whereas, Organization defines the way the system is structured so that all those catalogued tools can be used properly.	

Step 3 – Click on 'FAQ' button to see the Frequently Asked Questions as shown in below image.



### 5.12.4 Content Review

It's a functionality where content is reviewed by reviewers before it is published to the students.

**Step 1-** Login Faculty user and click on Drop down of my Profile and Select "Request" option.

					😤 🦲 Jitendra 🍇
нфзнц ІСАК	Dashboard				My Profile
Welcome Jitendra Trainer	Top 5 Courses				Support
මු Dashboard	BSc Soil And Water Management Agriculture	5 Modules	8 No. of Learners	04:45:15 Total Time Spent	a ^p Requests
	Agriculture Learning Advance food science	3 Modules	4 No. of Learners	02:15:55 Total Time Spent	🗈 Feedback
Learning Path	Computer Organization And Architecture : MCA560 Agriculture	10 Modules	2 No. of Learners	01:26:25 Total Time Spent	Sign out
Assessment	Microbiology Agriculture learning	6 Modules	18 No. of Learners	00:58:35 Total Time Spent	* * * * * 0 out of 5
見 Classroom ま Announcements	Advance Food Science Agriculture learning	18 Modules	6 No. of Learners	00:52:20 Total Time Spent	★★★★★ 4 out of 5
同 Social Collaboration					
Reports	Course wise Performance				
Social Wall	0.9				

Steps 2 - Click on Requestion option to get the list of all the Content requests.

							High	36g AR	N / H É Componen
HIP SHALL ICAR	Requ	ests						RAES	P 📄 Jitendra 🎡 •
Welcome	Search	by Keyword	Q				From DD/MM/YYYY	To DD/MM/YY	Status -
Jitendra Trainer	Sr. No.	Module	Module Name	Functionality	Date	Requester Name	Approver Name	Status	Action
<ul> <li>Dashboard</li> </ul>	1	Course	Content Approver	Add,Edit,Delete	14/11/2023	Jitendra	Jitendra	Pending	View   Approve   Reject
🛗 Calendar	2	Course	Testing EL	Add,Edit,Delete	09/11/2023	Jitendra	Jitendra	Approved	View
炎 Learning Path	3	Course	Delete test	Add.Edit.Delete	06/11/2023	Jitendra	Jitendra	Approved	
Courses									
Assessment	4	Course		Add,Edit,Delete	01/11/2023	Ashish Sharma	Jitendra	Approved	View
鈩 Classroom	5	Course		Add,Edit,Delete	01/11/2023	Ashish Sharma	Jitendra	Approved	View
⊄‡ Announcements	6	Assessment	Testing form	Add,Edit,Delete	01/11/2023	Jitendra	Jitendra	Approved	View
् हा Social Collaboration	7	Course	Approval workflow	Add,Edit,Delete	01/11/2023	Jitendra	Jitendra	Rejected	View
	8	Course		Add,Edit,Delete	17/10/2023	Jitendra	Jitendra	Approved	View
💮 Social Wall	9	Course		Add,Edit,Delete	16/10/2023	Nitish Kumar	Jitendra	Approved	View

**Step 3** – Click on "View" option to review the content before taking any action as Approved or Reject.

									🚆 🦲 Jitendra 🎄 🔹
भाकु अनुप ICA R	Requ	ests							
Welcome	Search	by Keyword	Q				From DD/MM/YYYY	To DD/MM/Y	Status 👻
Jitendra Trainer	Sr. No.	Module	Module Name	Functionality	Date	Requester Name	Approver Name	Status	Action
Dashboard	1	Course	Content Approver	Add,Edit,Delete	14/11/2023	Jitendra	Jitendra	Pending	View   Approve   Reject
🛗 Calendar	2	Course	Testing EL	Add,Edit,Delete	09/11/2023	Jitendra	Jitendra	Approved	View
쵫 Learning Path	3	Course	Delete test	Add,Edit,Delete	06/11/2023	Jitendra	Jitendra	Approved	View
Courses	4	Course		Add,Edit,Delete	01/11/2023	Ashish Sharma	Jitendra	Approved	View
문 Assessment	5	Course		Add,Edit,Delete	01/11/2023	Ashish Sharma	Jitendra	Approved	View
Announcements	6	Assessment	Testing form	Add,Edit,Delete	01/11/2023	Jitendra	Jitendra	Approved	View
ित Social Collaboration	7	Course	Approval workflow	Add,Edit,Delete	01/11/2023	Jitendra	Jitendra	Rejected	View
(L) Reports	8	Course		Add,Edit,Delete	17/10/2023	Jitendra	Jitendra	Approved	View
🗟 Social Wall	9	Course		Add,Edit,Delete	16/10/2023	Nitish Kumar	Jitendra	Approved	View



**Step 4** – After Review the content, faculty user (Could be approver 1, 2, 3) can take the action as "Approved".

								HEAR NOH	P 👔	P jitendra 🍇
भाकुअनुम ICAR	Requ	ests								
Welcome	Search	by Keyword	Q				_	From DD/MM/VVVV	To DO/MM/Y	Status ·
Jitendra Trainer	Sr. No.	Module	Мо				×	e Approver Name	Status	Action
Dashboard	1	Course	Col		Are you	sure	~	Jitendra	Pending	View   Approve   Reject
Calendar	2	Course	Tes	Course Name	You want to	approve		Jitendra	Approved	View
Courses	3	Course	Del	Requester Na	me : Jitendra			Jitendra	Approved	View
Assessment	4	Course			Approve	Cancel	$\supset$	Jitendra	Approved	View
問 Classroom	5	Course		Note: It will be p	oublish stakeholders !	Scheduled after t	he Approval	Jitendra	Approved	View
⊄≱ Announcements	6	Assessment	Test	ing form	Add,Edit,Delete	01/11/2023	Jitendra	Jitendra	Approved	View
Social Collaboration	7	Course	Appi	roval workflow	Add,Edit,Delete	01/11/2023	Jitendra	Jitendra	Rejected	View
	8	Course			Add,Edit,Delete	17/10/2023	Jitendra	Jitendra	Approved	View

Requ	ests								
				_	_			To DD/MM	Status
Sr. No.		Module			_	×			Action
1	Course	Conter					Jaslin Kaur	Pending	View   Approve   Reje
2	Course	Conter	Course Na Requester				Jitendra		View   Approve   Rej
3	Course	Conter		Request	Approv	ed	Nitish Kumar		View   Approve   Reje
4	Course	Testing	Note: It will		ок	oproval	Jaslin Kaur	Approved	View
5	Course	Testing co		Aud,cuit,Delete	03/11/2023	Jiteriara	Jitendra		View
6	Course	Testing EL		Add,Edit,Delete	09/11/2023	Jitendra	Nitish Kumar		View
7	Course	Delete tes	t	Add,Edit,Delete	06/11/2023	Jitendra	Jaslin Kaur	Approved	View

**Steps 5** - After Review the content, faculty user (Could be approver 1, 2, 3) can "Reject" the approval request with reason.

HIP30-JU ICAR							NOH	EP 👔	🔗 🦲 Jitendra  🎡 🕶
Welcome	Requ	ests							
Jitendra Trainer	Search	by Keyword	9				From DD/MM/YYYY	To DD/MM/Y	vrv 🖬 Status 👻
Dashboard									
🛗 Calendar	Sr. No.	Module	Module Name	Functionality	Date	Requester Name	Approver Name	Status	Action
炎 Learning Path	1	Course	Content Approver	Add,Edit,Delete	14/11/2023	Jitendra	Jitendra	Pending	View   Approve Reject
Courses	2	Course	Testing EL	Add,Edit,Delete	09/11/2023	Jitendra	Jitendra	Approved	View
Assessment	3	Course	Delete test	Add,Edit,Delete	06/11/2023	Jitendra	Jitendra	Approved	View
卽 Classroom	4	Course		Add,Edit,Delete	01/11/2023	Ashish Sharma	Jitendra	Approved	View
4 Announcements	5	Course		Add,Edit,Delete	01/11/2023	Ashish Sharma	Jitendra	Approved	View
Social Collaboration	6	Assessment	Testing form	Add,Edit,Delete	01/11/2023	Jitendra	Jitendra	Approved	View
() Reports	7	Course	Approval workflow	Add,Edit,Delete	01/11/2023	Jitendra	Jitendra	Rejected	View
💮 Social Wall									

**Step 6**- Click on "Reject "Button, a dialogue box displayed with Comment box.

HID-JI-JI ICAR					RAES	😤 🍥 Jitendra 🤹 🔹
Welcome Jitendra Trainer	Requ	ests by Keyword	Q ×	From DD/MM/YYYY	То со/мм/уз	Status -
Dashboard     Calendar	Sr. No.	Module	Are you sure You want to check	e Approver Name	Status	Action
& Learning Path	1	Course	Course Name : Content Approver Requester Name : Jitendra	Jitendra		View   Approve   Reject
Courses	2	Course	Comment*	Jitendra	Approved	View
Assessment	3	Course	Del	Jitendra	Approved	View
部 Classroom	4	Course		Jitendra	Approved	View
⊄‡ Announcements	5	Course	Note: It will be publich stokeholders Scheduled offer the Approval	Jitendra	Approved	View
Social Collaboration	6	Assessment		Jitendra	Approved	View
	7	Course	Approval workflow Add,Edit,Delete 01/11/2023 Jitendra	Jitendra	Rejected	View
😭 Social Wall	8	Course	Add,Edit,Delete 17/10/2023 Jitendra	Jitendra	Approved	View

**Step 7** – Once the Faculty user clicks on "OK" button, Approval Request gets Rejected.

भाकुअन्ध ICAR					HENHI HEAH	EP 🚵	Jitendra 🎡 🔹
Welcome Jitendra Trainer	Requ	ests by Keyword	٩		From DD/MM/YYYY	To DD/MM/Y	TTT 🖬 Status 🔻
🕐 Dashboard	Sr. No.	Module	Мо	Course No.	Approver Name	Status	Action
Learning Path Courses	2	Course	Tes	Requester Commen	Jitendra	Pending	
Assessment		Course	Del	Request rejected	Jitendra	Approved	
詞 Classroom	4	Course		ox	Jitendra Jitendra	Approved Approved	
Social Collaboration	6	Assessment	Tes	Note: It will be publish stakeholders Scheduled after the Approval	Jitendra		
() Reports		Course	Арр	proval workflow Add,Edit,Delete 01/11/2023 Jitendra	Jitendra		

**Step 8** – Content creator received the same message to their Course Configuration screen.

					HID 31-RI ICAR	
भाकुअनुम ICAR	Content Approver			NUMBER OF STREET		P 😑 Jitendra 🍇 🔹
e 1 Trainer	← Back		— 🕑 Modu	lles		3 Configuration
board	Assign	Preview View Plagiarism Report				
ng Path						+ Assign
	Select All	Organization	Name	Email ID	Valid Upto	Action
nt		ICAR - Indian Agricultural Research Institute	Jyotika	jmallik@judge.com	14/11/2023 <b>To</b> 30/11/2023	<ul> <li>Image: Image: Ima</li></ul>
n		ICAR - Indian Agricultural Research Institute	Raju	sraju01@mailinator.com	14/11/2023 <b>To</b> 30/11/2023	<ul> <li>Image: Image: Ima</li></ul>
ements						1-2 of 2 < >
llaboration						
		Rejected: Publication request was r	ejected by Jiteno	dra .		Publish
Vall		Need to add more les	sons			
		(				

### 5.12.5 Bulk Upload of Content

Faculty user can do bulk upload of same type of content at a time, while adding lessons in any course.

Steps 1 – Open any created Course and go to the module screen. Click on "Add Module "Button.

HIP 3HIL ICAR	Conter	nt Approve	er					P 😑 Jitendra 🔹 •
Welcome Jitendra Trainer	← Back	scription			2 Modules			Configuration
Dashboard								+ Add Module
Calendar		Sequence	ID	Title	Description	Required	Action	
Learning Path           Image: Courses	•	1	336	Content Review module	Content Review module - Description	No	00	Add Sub Module
Assessment								
同 Classroom								
⊄≱ Announcements								
Social Collaboration								
슮 Social Wall								Next
A								

**Step 2** – A dialogue box appear where need to fill Title and Description.

		(H	NHEP Component 2
HIP 31-RI ICAR	Content Approver		HÉP 資 🥬 🥙 Jitendra 🎡 -
Welcome	< Back		
Jitendra Trainer	Oescription	2 Modules	3 Configuration
② Dashboard	Add Module		
Calendar Calendar	Module Name	Upload File	<b>^</b>
🐥 Learning Path			ٺ
Courses			
Assessment	Module Description		
P Classroom			
⊈} Announcements	Required Sequence		
Social Collaboration	Save Discard		
ि Social Wall			Next

**Step 3** – Click on Upload File field to upload the multiple same type of File in the lesson.

Angrai-gu ICAR	Content Approver	N Ø	HÉP 資 🥬 Point Jitendra 🍖 •
Welcome	← Back		
Dashboard	Obescription	2 Modules	3 Configuration
🛗 Calendar	Add Module		
🍣 Learning Path	Module Name	Upload File	£
Courses	Paragraph v B I 1 = v = v		
Assessment	Module Description		
Classroom			
⊄‡ Announcements	Required Sequence		
Social Collaboration	Save Discard		
			View
💮 Social Wall			Wext
<b>A</b>			

**Step 4** - Course Library will appear. Now Faculty user and select multiple same type of file.



Ade	d Resource					🗑 N/HÉP 🌇 🔑 🖲	Jitendra 🎡 🔹
	Quiz	Select from li	brary		Upload		
w Ji		Q Sec	arch here				
ē		Select	File Name			Drop your <b>"File"</b> here, or <u>browse</u> * Support: All file size upto 500MB	
	Videos		ABT604_787_Lesson 2_PPT.pdf		(		
*	A		Food Microbiology Laboratory.pdf			Upload	
	Audios		Veterinary Microbiology Manual_Lpdf	OR			
	DOC		MCA560_1318_Lesson 5_LContent.pdf				
	Word		MCA560_1318_Lesson 5_PPT.pdf				
	PPT PT		MCA560_1318_Lesson 4_LContent.pdf				
e	PPTX		MCA560_1318_Lesson 4_PPT.pdf				
Socie	al Wall						Next

**Step 5** – After select the multiple files, click on "ADD" button. All the selected files get uploaded in a lesson.

High St-ILI	Content Approver		😤 😑 Jitendra  🎡 🗣
ICAR	Edit		
Welcome	← Back		
Jitendra Trainer	Obscription 2	Modules	3 Configuration
Dashboard			
🛗 Calendar	Add Module		
🌼 Learning Path	Module Name	Upload File	<u>1</u>
Courses	Paragraph V B I 1= V II V	ABT604_787_Lesson_2_PPT_fhlJ406.pdf	0
	Module Description	Food_Microbiology_Laboratory_YyOKVQg.pdf	
Assessment		Veterinary_Microbiology_Manual_l.pdf	0
🖅 Classroom		MCA560_1318_Lesson_5_LContent_Jf3X05w.pdf	0
⊄‡ Announcements	Required Sequence	MCA560_1318_Lesson_5_PPT_8DXBCUO.pdf	0
E social collaboration	Save Discard		
() Reports			
🔂 Social Wall			Next



## 5.18 Certificate Upload

24000 34-001	Food technology.mp	3		कृषि - One Shot _ Jo	ane	Pura Chapter FL	documer	nt%3A1000000450	
ICAR	-		See All			See All		26	ee /
Welcome Jitendra Trainer	Course topic	Q Searc	ð					👲 Import Course 🛛 Add Cou	rse
② Dashboard ゴ Calendar 象 Learning Path	Advance Food Scie Food technology is the food science to the se Category/sgriculture is Finance and Accounting	nce   eapplication of lect earning g.New Tags	Microbiolo Microbiolog dangerous strict saf Category:Ag Finance an	YGY ists who work with organisms must follow griculture learning d Accounting	I	Agriculture learning Agrianamic crops are thos occupy large acreage and bases of Category:Advance food si Training and Education	e that 1 are the clence	BSC Soil and water manage. Success pop up: Description Category:Agriculture Finance and Accounting	. 1
Courses Assessment Classroom	Farming practices Goo Category:Dairy	I	Pest mana a process y problems w Category:Ag	agement ou can use to solve pest hile minimizing ri griculture	i	Computer Organizatio Computer Organization a Architecture Tutorial provi depth knowle Category:Agriculture Inning and Education	n An 🚦 nd des in-	Approval workflow A Category:Dairy Technology	
g Social Collaboration 을 Reports	Course testing Better control of cultiv Cotegory:Advance foo Internet	ated areas of ad science	Delete tes Testing Category:Ac	t dvance food science	I	Approval workflow test Category Advance food se Internet	lence	Learning management syst A Category:Advance food science Internet	
🗟 Social Wall	Course Enrollment	testing	Testing EL		:	Approval workflow	ı		

# Step 1: Click on "Add Course" button from the "Courses" Module

## Step 2: "Add New Course" page will appear.

HIP31-JU ICAR	Add New Course	Jitendra 🌚
Welcome Jitendra Trainer	Description     2 M	lodules 3 Configuration
Dashboard     Dashboar	Course	
🛗 Calendar	Course Name *	
🐥 Learning Path	Course Code	
Durses	Credit points	Gamification points
Assessment	Add Togs	Add Category 🔹
同 Classroom	Paragraph $\vee$ <b>B</b> $I := \vee := \vee AI \vee A^{\mathbb{T}} \vee A \vee A \vee$ :	Paragraph ∨ <b>B</b> <i>I</i> := ∨ != ∨ A! ∨ A ^s ∨ A ∨ <b>A</b> ∨ :
🕼 Announcements	Description	Summary
Social Collaboration		
P Reports		Colort Assessment
🗟 Social Wall	Jitendra Select Trainer	


**Step 3:** Scroll down to the certificate section. The created certificate will be visible on the dropdown section of "Certificate of Completion" field. Faculty will be able to upload the certificate by selecting the certificate. Faculty can also fill in the certificate text and upload the signature.

			🛐 N 🖉 H 🛍 P 🍙 Jitendr	a 🎡 •
HID 31-UL	Credit points		Gamilication points	
Welcome	Add Togs		Add Category	•
Jitendra Trainer	Paragraph v B I := v := v AI v A ^s v A v M v	:	Paragraph $\vee$ <b>B</b> $I := \vee := \vee AI \vee A^{u} \vee \underline{A} \vee \underline{A} \vee$	:
@ Dashboard	Description		Summary	
Calendar				
🎄 Learning Path	Jitendra 🔊 Select Trainer	-	Select Assessment	•
Courses	Linkeed Thumbeell *	.1.	Linkout intro Vision *	
Assessment	opened market a		openda mino voleo	
8 Classroom	Certificate of completion	Ŧ	Paragraph $\vee$ <b>B</b> $I := \vee := \vee AI \vee A^{z} \vee A \vee A \vee$	:
⊄3( Announcements			Certificate Text	
ात हिंह Social Collaboration				
() Reports			Upload Signature	t
🔂 Social Wall				
uatbribhain			Save Save & N	ext

# 6 Classroom

The classroom module is the functionality that enables Super Admin, Administrator, and Faculty to conduct classes, topics, and sessions. The class organizer (Super Admin/Administrator/Faculty) can also edit or delete the class. The class organizer can add credits and gamification to the topics created.

On the dashboard, every user can see a calendar with the event cards of the class or event assigned to the user. Users will have the privilege to conduct online classes through our inbuilt video conferencing feature. Also, users can conduct offline classes through this functionality.

The classroom module supports quizzes and surveys aligned with every module in a course. These surveys are conducted as feedback on the session and delivery of the session. Classroom modules also support assessment with continuous online procuring and easy question navigation for students.

### 6.1 View Class from the Dashboard

Users can view a listing of all the classes on the dashboard with details like Class, Topic, Trainer, Session, Session Date, Start Time, and End Time.

di si				Component 2
Contraction of the second seco	Dashboard			
Welcome Jyotika Trainer		ALAAA Tot		Total
Dashboard Calendar	E Clusses			565510115
🍔 Learning Path	Upcoming Sessions			Add Classes
Courses Assessment	Crop Management and Production Class	Types of crops Topic	Fiber Crops Sessions	06/21/2023 05:00 pm-06:00 p Date Start and end time
🖓 Classroom	Adnvance Food Science Class	Classification Importance and Composition Topic	Processing of fruits and Vegies Sessions	06/16/2023 04:00 pm-06:00 pm Date Start and end time View
Announcements	Adnvance Food Science Class	Classification Importance and Composition Topic	Changes in Quality attributes Sessions	06/16/2023 03:00 am-04:00 am Date Start and end time
	Adnvance Food Science Class	Classification Importance and Composition Topic	Pigments and Flavours Sessions	06/16/2023 01:00 pm-03:00 pm Date Start and end time

Step-1. Click on "View".

If the session has occurred in the past, the Administrator user can view the class.

### 6.2 Edit class from the Dashboard

Users can edit upcoming sessions.

Classes					-	id Classe
Demo Class Class	Demo Topic Topic	<b>Jyotika</b> Malik Trainer	Demo Session Sessions	<b>06/16/2023</b> Date	10:51 am-02:51 pm Start and end time	0
Adnvance Food Science Class	Classification Importance and Composition Topic	Jyotika Malik Trainer	Processing of fruits and Vegies Sessions	<b>06/16/2023</b> Date	04:00 pm-06:00 pm Start and end time	View
Adnvance Food Science	Classification Importance and Composition	Jyotika Malik	Changes in Quality attribute Sessions	s 06/16/2023 Date	03:00 am-04:00 am	View

**Step-1.** Click on the "Edit Icon" associated with the class.

### 6.3 How to create a class?

			RIBAR	
ARC AND	vasnpoara		Composed 2 - RAES	🗿 🧬 😑 Jyotika Malik 😝 🗸
Welcome Jyotika Trainer	All Classes	4 AAAA Tot	al 12	Total Sessions 29
📰 Calendar & Learning Path	Upcoming Sessions			1 Add Classes
Courses	Crop Management and Production Class	<b>Types of crops</b> Topic	Fiber Crops Sessions	06/21/2023 05:00 pm-06:00 pm Date Start and end time
Assessment	Adnvance Food Science Class	Classification Importance and Composition Topic	Processing of fruits and Vegies Sessions	06/16/2023 04:00 pm-06:00 pm Date Start and end time View
문 Classroom	Adnvance Food Science Class	Classification Importance and Composition Topic	Changes in Quality attributes Sessions	06/16/2023 03:00 am-04:00 am Date Start and end time
📴 Social Collaboration	Adnvance Food Science Class	Classification Importance and Composition Topic	Pigments and Flavours Sessions	06/16/2023 01:00 pm-03:00 pm Date Start and end time View
() Reports	Adnvance Food Science	Classification Importance and Composition	Chemical Composition	06/16/2023 12:00 pm-01:00 pm

# Ste 2 Click on "Add Classes".

Class Name*	Assign Learners*
Enter Class Name	Choose Learners +Assign
Survey*	
Select Survey -	
	Add Cancel

### Step-2. Add "Class Name".

**Step-3.** Click on "+Assign" to assign users.

IARI Campus 🛞 U			
			Q Search here
All Learners Abhinav B	Adarsh Singh	🗌 Arijit Saha	KARAN SINGH
🗸 Divyanshu Kumar	🗌 Srijita Dutta	MUKESH KUMAR	Sumit Dubey
🗌 Rajni Gulia	🗌 Sonam Priya	Sugavaneshwaran K	🗌 Rahul Kumar
🗌 Rashmi Anand	🗌 Gaurav Kumar	Abhishek Gangwal	🗌 Shaily Tandon



Step-4. Click on "Select All".

- **Step-5.** Click on the check box associated with the student's name to select a student.
- Step-6. Click on "Add".

	Class Name*	Assign Learners*
	Enter Class Name	Choose Learners +Assign
7	Survey*	
	Select Survey 👻	
		8 Add Cancel

**Step-7.** Select "Survey" from the drop-down menu.

Step-8. Click on "Add".

#### 6.4 How to create a topic underclass?

Once the class is created Faculty can create a topic under the class. faculty user will be able to see the screen with the complete listing of classes with the details like university name, class name, faculty name, survey name, no. of topics, no of sessions, the status of the class, batch, total duration, action (Edit/delete).

A DECEMBER OF A					HIPOLE ICAR	N J H E Component 2 - R	P 🚵	🚰 😑 Jyotik	a Malik 😫 🗸
Welcome Jyotika Trainer	Classes ← Back Search here	Q,				From	23 🗖	To06/22/2023	Add Classes
① Dashboard 〇 Calendar	Sr. University No.	Class	Survey	Topic	Session	Status Bat	Total ch Duration	1	)
🙊 Learning Path	🕂 1 IARI Campus	Crop production	Class Survey	0	0	Draft	00:00:00	0	Add Topic

Step-1. Click on "Add topic".



A CONTRACTOR OF A CONTRACTOR A					NE AR		EP t 2 - RAES		Jyotik 🦲 Jyotik	ka Malik 🗧
elcome	Classes					- Fro	m		— то	Add Class
Dashboard	Search here Q					06)	22/2023		06/22/2023	
Calendar	sr. University No.									
Learning Path	🕞 1 IARI Campus	Crop production	Class Survey	0	0	Draft		00:00:00	0 0	Add Top
Courses	No Depart Found									
Assessment	No Record Found:									
Classroom	Add Topic			3			4			
Announcements	Z Topic Name*		Cree	dits*		Gamificatio	on Points	•	Sequence*	
Social Collaboration	Add topic name		0			0			0	
Reports									Add	ancel

Step-2. Enter "Topic Name".

Step-3. Add "Credits".

**Step-4.** Add "Gamification Points".

Step-5. Add "Sequence".

Step-6. Click on "Add".

A success message will appear, "Topic created successfully".

### 6.5 How to create a session under the topic?

Once the topic is created, you can see the list of topics underclass.



ALL STREAM AND ALL STREAM									JHÉP 👔 - Jyotika				
Contraction of the	← Back Search	n here	Q	Q       Image: Close series of the series of t	Add Classes								
Welcome Jyotika Trainer	Sr. No.	Universi	ty	Class	Survey	Topic	Session	Status	Batch	Total Duration	Action		
= Calendar	Θ	IARI Camp	ous	Crop production	Class Survey	1	0	Draft		00:00:00	0	Add Topic	
الله Learning Path	Seq	uence	Topic Name	Duration	Credits	Sessions	Go	imification Pc	ints	Action			
Assessment	Œ	) 1	Food crops	00:00:00	1	0		10		0	Add S	ession	
P Classroom	÷	2 IARI Camp	bus	Crop Management and Production	Class Survey	2	1	Published		01:00:00			
⊈∦: Announcements				Adnvance Food	Classroom								

Step-1. Click on "Add Session".

Session Name*			Day	Week	M	onth	<	June	18 – 2
Session name				18 S	19 M	20 T	21 W	22 T	23 Fi
Date*	Start Time*	End Time*							
06/22/2023	02:46 PM	02:46 PM	12:00 AM						
Room Type			1:00 AM						
Koonnype			2:00 AM						
Virtual	Physical		3:00 AM						
Enter Link		Generate Link	4:00 AM						
Description			Schedu	ıle					
-									

Step-2. Add Session Name



				Duy	Week	IVIO	JIIII	Ì	June	10 - 24	•
Rice crops	4				18 S	19 M	20 T	21 W	22 T	23 Fri	24
Date*	Start Time*	End Time*									
06/22/2023	02:46 PM	02:46 PM		12:00 AM							
Room Type				1:00 AM							
			5	2:00 AM							
Virtual	Physical			3:00 AM							
Enter Link		Generate	ink	4:00 AM							
Description				Schedu	ıle						

Step-3. Select "Date".

Step-4. Select "Start Time".

Step-5. Select "End time".



sequence	Topic Nume	Duration	Cieu	15	363310113	00	milleution	UIIIIS		Clon				
( <del>+</del> ) 1	Food crops	00:00:00		1	0		10					Ad		
Add Sess	ion													
Session Nam	e*						Day	Week	Mo	onth	<	June	8 – 24	>
Rice crops	8							18 S	19 M	20 T	21 W	22 T	23 Fri	24 S
Date*	Sto	art Time*		End Ti	me*									
06/22/202	23 🖬 🛛	02:46 PM		02:4	46 PM		12:00 AM							
							1:00 AM							
6							2:00 AM							
Vir	tual	Physical	7				3:00 AM							
Enter Lir	nk				Generate Link		4:00 AM							
Description							Schedu	ıle						
-														

**Step-6**. Click on "Virtual" to create a virtual session.

**Step-7.** Click on "Generate Link".

					ICAR	<b>Compone</b>	nt 2 — R <i>A</i>	ES 🕓					
Session Name*			Trainer*			Day	Week	M	onth	<	June	18 – 24	>
Fiber Crops			Jyotika Mal	ik	•		18 S	19 M	20 T	21 W	22 T	23 Fri	24 S
Date*		Start Time*		End Time*									
06/21/2023		04:00 PM	Ē	05:00 PM	İ	12:00 AM							
Room Type						1:00 AM							
	Г			8		2:00 AM							
Virtual		Physical				3:00 AM							
- Select Room *		-				4:00 AM							
Description						Schedu	lle						
Description													

**Step-8.** Click on "Physical" to create a physical session.



#### **Step-9.** Select Room from the drop-down menu.

				HIDSHE	Componer	t 2 - RAES		Ļ	init	ish Kumar	V
Date*	Start Time*	End Tin	ne*								
06/21/2023	04:00 PM	05:0	0 PM		12:00 AM						
Poom Type					1:00 AM						
(oom type					2:00 AM						
Virtual	Physical				3:00 AM						
BLP747406			Generate Link		4:00 AM						-1
					1						
					1						
					1						
					1						
					1		1				

Step-10. Add "Description".

Step-11. Click on "Add".

SUL STATISTICS									i 🖗 🚽	Nitish Kumar 🛛 👸 🕶
									Add	Cancel
Welcome Nitish Kumar Admin	Session Name	Trainer Name	Date	Start Time	End Time	Duration	Room Type	Prerequisite	Postrequisite	Action
- Calendar	Fiber Crops	Jyotika Malik	21/06/2023	04:00 pm	05:00 pm	01:00:00	Virtual	Add	Add	
🐥 Learning Path										
Courses	<del>()</del> 2	Steps o produ	f crop ction	00:00:00	10	0		1	0	Add Session
Assessment										
문 Classroom									Save	Publish
∰ Announcements										
-										

Step-12. Click on "Save".



# 6.6 How to add pre-requisites and post-requisites?

A DECEMBER OF A							EAR NO	HEP South t 2 - RAES	ê 🥐 🛛	Nitish Kumar	٩
Welcome Nitish Kumar Admin											
@ Dashboard									Add	Cancel	
🛗 Calendar											
🎇 Learning Path	Session	Trainer	Data	Start	End	Duratian	Room	Duran mulaita	De eter en de la	A	
Courses	Name	Name	Date	Time	Time	Duration	Туре	Prerequisite	Postrequisite	Action	
Assessment	Fiber Crops	Jyotika Malik	21/06/2023	04:00 pm	05:00 pm	01:00:00	Virtual	Add	Add		
⊈≱: Announcements	<del>()</del> 2	Steps o produ	f crop ction	00:00:00	10	0		1	0 💿	Add Session	
Social Collaboration											

**Step-1.** Click on "Add" under Prerequisite.

Step-2. Click on "Add" under Post requisite.

Session Name	Trainer Name	Date	Start Time	End Time	Duration	Room Type	Prerequisite	Postrequisite	Action
Fiber Crops	Jyotika Malik	21/06/2023	04:00 pm	05:00 pm	01:00:00	Virtual	Add	Add	0
Add prere Paragrap Let's get	quisition h → E started!	3 I :=			Upl	oad File	SAVE	CAN	L L

Step-3. Add Text under "Paragraph".

Step-4. Click on "Upload Icon".





#### **Step-5.** Select the file type.

This feature supports files like:

- Quiz
- SCROM
- Videos
- Audios
- Word
- PPTX
- PDF
- Survey

Higo Jugi ICA R	Component 2	
--------------------	-------------	--

Add Resourse		
Quiz	Add Scorm file	Namo*
Scorm		Description*
Videos		
Audios		Support: All file size upto 50Mb
Word		

**Step-6.** Enter the "Name" of the file.

**Step-7.** Add "Description" to the file.

Step-8. Select the file and click on "Upload".

# 6.7 How to Edit a class, topic, or session?

Class	ies										Add Clas
Search	n here	Q					6	m /21/2023		To 06/21/2023	Ċ
Sr. No.	University	Class	Trainer	Survey	Торіс	Session	Status	Batch	Total Duration	Action	
ו <del>()</del>	IARI Campus	Crop Management and Production	Jyotika Malik	Class Survey	2	1	Draft		01:00:00	00	Add Top

**Step-1.** Click on the "Edit Icon" associated with the class.

						HIGH ICA H	N	Component
					Read Income		<u>8</u> 4	🕘 💿 Nitish Kumar 🎲
Welcome	Sr. Universit No.							
Nitish Kumar Admin	🕞 1 IARI Camp	us Crop Management Jyotike	a Malik Class Su	irvey 2	1	Draft	01:00:00	Add Topic
Calendar	Sequence	Topic Name	Duration	Credits	Sessions	Gamification Poin	ts Action	
👺 Learning Path	( <del>+</del> ) 1	Types of crops	01:00:00	10	1	1	0	Add Session
Courses								
Assessment	<b>⊕</b> 2	Steps of crop production	00:00:00	10	0	1	0	add Session

Step-2. Click on the "Edit Icon" associated with the Topic.

ן	Types of	of crops	01:00:00	10	1		1	0	Add Session
Session Name	Trainer Name	Date	Start Time	End Time	Duration	Room Type	Prerequisite	Postrequisite	Action
Fiber Crops	Jyotika Malik	21/06/2023	04:00 pm	05:00 pm	01:00:00	Virtual	Add	Add	3 •
<del>()</del> 2	Steps of cro	p production	00:00:00	10	0		1	0	Add Session

**Step-3**. Click on the "Edit Icon" associated with the Session.

Step-4. Click on "Save"



# 6.8 How to Delete a class, topic, or session?

e Back	es										Add Clas
Search	n here	٩					- Fro	m /21/2023		To 06/21/2023	Ē
Sr. No.	University	Class	Trainer	Survey	Topic	Session	Status	Batch	Total Duration	Action	
0.1	IARI Campus	Crop Management and Production	Jyotika Malik	Class Survey	2	1	Draft		01:00:00	0	Add Top

**Step-1.** Click on the "Delete Icon" associated with the class.

י Θ	IARI Camp	us	Crop produc	tion	Class Survey	1	1	Draft		01:00:00	0	Add Topic
Sequ	ience	Topic Name	Duratio	n	Credits	Sessions	Ga	mification P	oints	Action		
Θ	1	Food crops	s 01:00	):00	1	1		10		0		dd Session
Se	ession ame	Trainer Name	Date	Start Time	End Time	Durc	Ro ation Ty	pe	Prerequisite	Postreq	quisite	Action
Ric	ce crops	Jyotika Malik	22/06/2023	04:00 pm	0 05:00 pm	01:00	0:00 V	irtual	Add	Ac	dd	

Step-2. Click on the "Delete Icon" associated with the Topic.

1	Types	of crops	01:00:00	10	1		1	0	Add Session
ession ame	Trainer Name	Date	Start Time	End Time	Duration	Room Type	Prerequisite	Postrequisite	Action
per Crops	Jyotika Malik	21/06/2023	04:00 pm	05:00 pm	01:00:00	Virtual	Add	Add	
2	Steps of cro	p production	00:00:00	10	0		1	0	Add Session

**Step-3**. Click on the "Delete Icon" associated with the Session.

Step-4. Click on "Save".

# 6.9 How to start a session?

1 IARI Campus	Crop Manageme and Production	ent Jyotika Malil	k Class Surve	еу 2	1	Published	01:00:00		
Sequence	Topic Name		Durati	ion	Credits	Sessions	Gamification Po	oints	Action
⊖ 1	Types	of crops	01:0	00:00	10	1	1		
Session Name	Trainer Name	Date	Start Time	End Tim	e Duration	Room Type	Prerequisite	Postrequisite	Action
Fiber Crops	Jyotika Malik	21/06/2023	05:00 pm	06:00 pr	m 01:00:00	Virtual			Join
<del>()</del> 2	Steps of cro	op production	00:0	00:00	10	0	1		

Step-1. Click on "Join".

The screen will display a pop-up stating, "How would you like to join the audio?" with two options: Microphone and listen only.



	Walcome to BLD7474051						
	Welcome to BLP141406;				Styles O	5	e :
	This server is runnif Learning Platform.			>	<		
		How would you li	ke to join the audio?				Ø
1.2		0	0				$\oslash$
		U	6 6				
		-					7
		Microphone	Listen only				T
							Ľ
				🔇 Slide 1 💌 💙			⊕ ↔

Step-2. Click on "Microphone" or "Listen only".

### 6.10 Lesson Planning

The faculty user can engage in lesson planning. if they attempt to create a session that overlaps with an existing one, they will receive a conflict message. In such cases, they can schedule the session for a different time slot.

**Step 1 –** Click on Add session button to create a new session in a class.

भाष्ट्र अनुप ICA R	Θı	New Top	pic	00:30:00		10	1			10			0	ad Ad	d Session	
Welcome	Add Session															
itendra Trainer	Session Name*								D	ay W	eek M	onth	< Nov	ember 1	2 - 18	>
Dashboard	Session name									12 Sun	13 Mon	14 Tue	15 Wed	16 Thu	17 Fri	18 Sat
🗐 Calendar	Date*		Start Time	•		End Time	•									
	14/11/2023	Ξ.	12:19 PM		Ē	12:49 PM			12:00 AM							
Learning Path	Room Type								1:00 AM							
Courses	Virtual	Phy	reical						2:00 AM							
Assessment									3:00 AM							
I Classroom	Generate a l	link 🔿 Add	a custom	link					4:00 AM							
	Generate link						Generate Link		Schedu	ıle						
\$ Announcements	Description								12:18 PM	12:48 PM	New sess test	ion				
Social Collaboration																
9 Reports																
🗟 Social Wall																
🕞 Help Desk														Add	C	ancel

**Step 2** – Create a new session with the overlap timings to get the conflict message.

		Jitendra 🐲 -
нірзіці ІСАВ	Date* Start Time* End Time*	
	14/11/2023 <b>1</b> 2:30 PM <b>1</b> 01:49 PM <b>1</b>	12:00 AM
Jelcome	Room Type	1:00 AM
iteriara franer		2:00 AM
Dashboard	Virtual Physical	3:00 AM
Calendar	Generate a link O Add a cus	4:00 AM
Learning Path	BLP241769	Schedule
Courses	Description Session has a conflict, do you still want to save the session?	12:18 PM - 12:48 PM New session text
Assessment	testing	
🔊 Classroom		
t): Announcements		
🕫 Social Collaboration		Add Cancel
Social Wall	Session Name Trainer Name Date Start Time End Time Duration	Room Type Prerequisite Postrequisite Action

# 7 Assessment

The assessment module is the functionality that enables the Faculty to create assessments in the form of surveys, polls, assessments, and quizzes. Student's responses will be reviewed post completing and submitting the assessments. The assessment created can comprises various types of questions like

- Multiple Choice
- Multiple Response
- Large Open Answer
- Small Answer
- Matching

Questions can also be tagged through advanced options, and durations for the questions can also be set. Different types of messages can be set for the assessment, like messages to be displayed before quiz comment box messages, messages displayed at the end of the quiz, etc. Some other options like the number of questions per page, the time limit for the assessment, force submission after time expiry, the number of times the assessment can be attempted, and the start time and end time of the assessment.

Once assessment framing is complete from the faculty end, the same can be assigned to the students. Students will be notified through notifications about the assessments.

Other features of the Assessment Module.

- Conduct online tests, assignments, and examinations with efficient mechanisms of evaluation and feedback.
- Ability to weigh and grade individual questions within an assessment.



- Get notifications for upcoming assessments.
- View assessment feedback.
- Ability to Create polls/surveys.
- Ability to report on question-level data from surveys and assessments/tests.
- Assign to Individual Learner or a Group in a fixed or Random Mode Bulk Upload.

**Step1.** The users can navigate to the assessment module by scrolling down the menu bar on the left side.

Step2. Users can set the date range to filter assessments.

**Step3.** Users can click on 'Create New' button to create new assessments.

**Step4.** Users can click on 'Question Bank' to Import, Export, or Add new questions to the question bank.

**Step5.** Users can click on 'Review' button to review the assessments sent for review

**Step6.** Users can click on 'Edit' to edit the assessment.

**Step7.** Users can click on 'Delete' to delete the assessments.



# 7.1 Create Assessment



Assessment			ICAR COMPONE	1	Search
_		From dd/mm/yyyy 🖬 T	o dd/mm/yyyy	Create New	
Type Nan	Create New 2	4	⊗ _{nt}		
Assessment	Select Type	✓ Select Categories	~	0/1	C Link
Assessment	Name	5		0/1	C Link
Assessment IWA	ADD	CANCEL	<b>7</b>	0/158	CLink
Assessment IWA	6			0/195	GLink
IWAI Assessment Lear	DL-2023 Day 1 (Basics of Deep ning)	Technology	10	0/122	Glink
Survey This	is a test survey	Technology	1	0/0	Cink

**Step1.** The user Clicks on 'Create New' button.

- **Step2**. A Create New pop-up will appear.
- **Step3.** The users select the assessment type
- **Step4.** The users select the assessment category.
- **Step5.** The users enter the assessment name.
- **Step6.**The users click on 'Add' button to add the assessment framework.

**Step7.**The users can click on cancel if he/she wants to cancel the assessment.

### 7.2 Add Questions



Velocime       Type       3       Category       Questions Count       Views/Taken       Links         Doshboord       Assessment       Assessment       Technology quiz_20062023 Edit Delete       Technology       5       0/0       SLink         Category       Assessment       Food Science       6       0/1       SLink         Assessment       Learning Path       Assessment       Demo Assessment       Technology       3       0/1       SLink         Assessment       Demo Assessment       Technology       3       0/1       SLink         Assessment       Demo Assessment       Technology       3       0/1       SLink         Assessment       IWADL-2023 Day 3 (Sequence Models)       Technology       10       0/158       SLink         Assessment       IWADL-2023 Day 2 (Basics of CNNs)       News       10       0/195       SLink         Assessment       IWADL-2023 Day 1 (Basics of Deep Learning)       Technology       10       0/122       SLink			Fro	dd/mm/yyyy	To dd/mm/yyyy		Question Bank Review
2       Assessment       Technology quiz_20062023       Technology       5       0/0       Ink         2       Dashboard       Assessment       Edit Delete       Food Science       6       0/1       Ink         2       Courses       Assessment       testing       Food Science       6       0/1       Ink         3       Courses       Assessment       Demo Assessment       Technology       3       0/1       Ink         4       Assessment       IWADL-2023 Day 3 (Sequence Models)       Technology       10       0/158       Ink         4       Assessment       IWADL-2023 Day 2 (Basics of CNNs)       News       10       0/195       Ink         4       Assessment       IWADL-2023 Day 1 (Basics of Deep       Technology       10       0/122       Ink	Velcome	Туре	3	Category	Questions Count	Views/Taken	Links
Calendar       Assessment       testing       Food Science       6       0/1       colink         Assessment       Demo Assessment       Technology       3       0/1       colink         Assessment       IWADL-2023 Day 3 (Sequence Models)       Technology       10       0/158       colink         Classroom       Assessment       IWADL-2023 Day 2 (Basics of CNNs)       News       10       0/195       colink         Assessment       IWADL-2023 Day 1 (Basics of Deep       Technology       10       0/122       colink	Dashboard	Assessment	Teenhology quiz_20062023 Edit Delete	Technology	5	0/0	co Link
Assessment Demo Assessment Demo Assessment Technology 3 0/1 Calink Assessment WADL-2023 Day 3 (Sequence Models) Technology 10 0/158 Calink Assessment WADL-2023 Day 2 (Basics of CNNs) News 10 0/195 Calink Assessment WADL-2023 Day 1 (Basics of Deep Technology 10 0/122 Calink	) Calendar	Assessment	testing	Food Science	6	0/1	C Link
Assessment       Assessment       IWADL-2023 Day 3 (Sequence Models)       Technology       10       0/158       Column 1000         Classroom       Assessment       IWADL-2023 Day 2 (Basics of CNNs)       News       10       0/195       Column 1000         Assessment       IWADL-2023 Day 1 (Basics of Deep Learning)       Technology       10       0/195       Column 1000		Assessment	Demo Assessment	Technology	3	0/1	C Link
Classroom     Assessment     IWADL-2023 Day 2 (Basics of CNNs)     News     10     0/195     CP Link       * Announcements     Assessment     IWADL-2023 Day 1 (Basics of Deep Learning)     Technology     10     0/122     CP Link	Assessment 1	Assessment	IWADL-2023 Day 3 (Sequence Models	) Technology	10	0/158	C Link
Announcements Assessment Learning) Technology 10 0/122	Classroom	Assessment	IWADL-2023 Day 2 (Basics of CNNs)	News	10	0/195	C Link
		Assessment	IWADL-2023 Day 1 (Basics of Deep Learning)	Technology	10	0/122	C Link

**Step1.** The users click on the assessment module

**Step2.** The users find the assessment name.

**Step3.** The users click on edit.

### 7.3 Add Question Screen

	n Back	AES Canada
Welcome Jyotika Trainer	Technology Quiz_20062023  Type: Assessment Category: Technology	Q Search
Calendar Learning Path	Questions         A         Preview         Assign           Create New Question         Save Order         Add Question From Question Bank         Image: Create New Question Bank	
Courses	Which of the following is a valid logical statement?	1 🖻
🗎 Assessment 評 Classroom	Which of the following is a logical gate that performs the NOT operation?	₫ 6
⊄‡ Announcements	Which of the following is a Boolean operator?	Ľ ī
Social Collaboration Reports	Which company developed the first graphical web browser?	5 ⊵ ፣

**Step1.** The users click on the edit icon to edit the assessment name.

**Step2.** The users can change categories through the drop-down.

**Step3.** The users can click on create new questions to add new questions.

**Step4.** The users click on Add question from Question Bank to add questions from question bank.

**Step5.** The user clicks on the edit icon to edit the question.



**Step6.** The user clicks on the delete icon questions to delete the question.

**Step7.** The user clicks on the drag icon to drag the question to change the order

**Step8.** The user clicks on the save order icon to save the order.

#### 7.4 Steps to Create Questions

Wh	ragraph $\sim \mathbf{B} \ I := \frac{1}{2} = \square$ ich of the following is fruit ?		
	Required		
Plea Ans	se select correct answer and add points. wer		
Ô	Pea	Points	Correct
Ô	Mango	1	0
Ô	Potato	Points	0
Ô	Tomato	Points	0
A	dd New Answer		
Show	advance options		

#### **Multi-Choice**

Step1. The users can set the question as a multi-choice through the drop-down



**Step2.** The users can type the question.

Step3. The users clicks on Add New Answer to add the answers.

**Step4.** The users enter the point for the correct answer.

**Step5.** The users can check the correct radio button

**Step6.** The users click on 'Save Question' to save the question.

Step7. The users click on the 'Cancel' button to cancel the question

Large Open Answer



Step1. The user can set the question as Large Open Answer through the drop-down

Step2. The users can type the question.

- **Step3.** The users check the required option.
- **Step4.** The users enter the point details.



Step5. The users click on Save Question to save the question.

**Small Answer** 



Step1. The users can set the question as Small Answer through the drop-down

- **Step2.** The users can type the question.
- **Step3.** The users check the required option.
- Step4. The users enter the point details
- Step5. The users click on Save Question to save the question

Match the following



	Matching	1		~
y Qı	Decembra			
ment	Paragraph V	B 1 •- 2-		
	Match the following	2		
estion	Required 3			Correct
	Answer			Correct
whicr	India	Delhi	1	
Whick	Nepal	Kathmando	4	
perfor	🗍 Sri Lanka	Colombo	1	
Whick	Pakistan	Islamabad	1	
	Add New Answer	)		
Which		/		
orows	Show advance option	<u>s</u>		
Which comn	5 Save Que	estion C	ancel	

**Step1.** The users can set the question as Matching through the drop-down

**Step2.** The users can type the question.

**Step3.** The users can check the required option.

**Step4.** The users add the answer and assigns the points, and checks the correct option

**Step5.** The users click on the save question.

Multi Response



**Step1.** The users can set the question as Multiple Responses through the drop-down

- **Step2.** The users can type the question.
- **Step3.** The users check the required option.
- **Step4.** The users add the answers, provides the points, and checks the correct option.
- **Step5.** The users click on Save Question to save the question



### 7.5 Attaching documents and images with questions:

Faculty user can add images and documents in the form of pdf, ppt, word doc, mp4 along with the questions with the help of "Add Media" button as shown below:

Add Question   Interview		NOHEP M	ţ <b>r</b> 🖲	Jitendro	•
Add Question   Wetere   Destroom   De					
Verter Type   Construction   Program   Program   Program   Program   Construction   Program   Progr	Add Question		8		
Image: Image	Jitendra Troiner Select		~		
Clearder   Image: B I Al * A * ::: * :: * :: * :: * :: * :: *	Dashboard     Dashboard     Dashboard				
Learning Top     Type Here.     Concel	Calendar				
Course     I heaving     I heaving <td>Paragraph v B I AI v A v ::: v ::: v :: v :: v :: v :</td> <td></td> <td></td> <td></td> <td></td>	Paragraph v B I AI v A v ::: v ::: v :: v :: v :: v :				
Accessful   Benjamid   Add New Answer   Benjamid   Book double   Book double   Book double   Book double   Book double   Book double   Concel     Add Question   Cuestion Type   Large Open Answer   Concel     Paragraph   >   B   I   Ali > Ali > Ali > in < in < in < in <in <<="" <in="" td=""><td>Courses</td><td></td><td></td><td>Ľ</td><td>Ō</td></in>	Courses			Ľ	Ō
It is is not one of the isotropy o	Assessment Required				
	Add New Answer				
Social Color	Announceme Show advance options				
Image: Preports   Image: Social West     Add Question   Question Type   Large Open Answer   Image: Social West     Image: Social West     Image: Social West     Paragraph     Image: Social West        Image: Social West        Image: Social West           Image: Social West <td>Bit Social Collabs</td> <td></td> <td></td> <td></td> <td></td>	Bit Social Collabs				
Add Question   Question Type   Large Open Answer <t< td=""><td>() Reports</td><td></td><td></td><td></td><td></td></t<>	() Reports				
Add Question       S         Question Type       Iarge Open Answer         Image Open Answer       Image Open Answer <td< td=""><td>🔂 Social Wall</td><td></td><td></td><td></td><td></td></td<>	🔂 Social Wall				
Add Question   Question Type   Large Open Answer					
Question Type       Large Open Answer       ✓	Add Question				$\otimes$
Large Open Answer       ✓	Question Type				
$\begin{array}{c c} & & & & & & & & & & & & & & & & & & &$	Large Open Answer				~
$\begin{array}{c c} & & & & & & & \\ \hline & & & & \\ \hline & & & & \\ \hline \\ \hline$		kenneth	1526-1000	) in	
Paragraph $\vee$ B       I       A1 $\vee$ A ^T $\checkmark$	$\left( \bigsqcup_{selected}^{2 \operatorname{file}(s)} \right)$	food-lap	d-land in	p	×
Paragraph       ∨       B       I       A1 ×       A≅ × := × := ×       I × ↔ ↔ □       □       □         Type Here.       Image: Sequired       Image: Sequired </td <td></td> <td>1000-1011</td> <td>u-iuriu.jp</td> <td>y</td> <td>×</td>		1000-1011	u-iuriu.jp	y	×
Type Here.	Paragraph $\vee$ <b>B</b> <i>I</i> Al $\vee$ A ^{$\Xi$} $\vee$ := $\vee$ := $\vee$ := $\vee$ := $\vee$ := $\circ$ := $\Box$ :=				
Points					
Points	Type here.				
Points					
Points	Required				
	Points				
Show advance options	Show advance options				





### 7.6 Responses to Objective Questions, Negative Marking & Online Scoring

Faculty user can set negative marking also for any wrong answer for Multi Choice, Multi Response, Matching as shown below

		NAHÉD 🛞	🧢 🦱 Jitendra 🦣
अग्रहा अग्रह	Add Question		0
ICAR	Question Type		
Welcome	Multi Choice		<u> </u>
Jitendra Trainer	Add Media		
Dashboard			
🛗 Calendar	Paragraph ∨ B I Al ∨ A ^a ∨ := ∨ ;= ∨ ≡ ∨ II ∨ ↔ ↔ ⊡		
ൢ Learning Path	Agriculture Features?		
Courses			_
<u>.</u>	Required		2 🗖
Assessment	Please select correct answer and add points. Answer	Correct	
문제 Classroom	True True	1	
⊈≱ Announceme	Talse False	-1 O	
Social Collab	Add New Answer		
	ihow advance options		
<ul> <li>Gamma Social Wall</li> <li>On Market Social Wall</li> </ul>	Save Question	Cancel	

### 7.7 Steps to Create/Export/Import Question Bank

		From dd/mm/yyyy	To dd/mm/yyyy	Create New	Question Bank
Туре	Name	Category	Questions Count	Views/Taken	1 inks
Assessment	Technology quiz_20062023	Technology	5	0/2	C Link
Assessment	testing	Food Science	6	0/1	<del>دی</del> Link
Assessment	Demo Assessment	Technology	3	0/1	C Link

**Step1.** The users can create a question by clicking on the question bank.



			angrange ICAR Component 2
Question	Bank		↑ Export ↓ Import Create New
Select All	Question	Тад	4 3
	Which of the following is fruit ? Edit Delete		Multi Choice
	Which of the following is a logical gate that performs the NOT operation? Edit Delete		Multi Choice
	Which of the following is a valid logical statement? Edit Delete		Multi Choice
	Which of the following is a valid logical statement? Edit Delete		Multi Choice

**Step2.** Users can import the questions by clicking on the import button.

**Step3.** Users can add new questions from 'Create New' button.



**Step4.** Users can export questions from the Export button.

**Step5.** The users get the upload file screen when he/she clicks on the import button.

Step6. Users can now choose the file to upload by clicking on choose file.

**Step7.** Users can download the sample file to prepare the question sheet to be uploaded.

Step8. The users click on the upload button once have browsed and selected the question file.

← Back	and the second	
Questio	Add Question	9
Q Sea	Arch Question Type 10	TEXPORT V Import Create New
	Quest Paragraph ∽ B I := ½= 🖬	Туре
0	Let's get started! Which Edit L	Multi Choice
0	Which NOT o Edit [ Add New Answer 11	Multi Choice
0	Which Show advance options Edit I Save Question Cancel	Multi Choice
0	Which 12 Edit Delete	Multi Choice
	Which of the following is a Boolean operator?	Multi Choice

**Step9.** The users click on create new button to add question screen.

**Step10.** The users select the question type and types of the question.

**Step11.** Users click on the Add New Answer button to add answer options.

**Step12.** The users can click on Save Question to save the questions.

Questio	n Bank	
Q Sea	rch	13 XLSX Import Create New
Select All	Question	Туре
	Which of the following is fruit ? Edit Delete	Multi Choice
	Which of the following is a logical gate that performs the NOT operation? Edit Delete	Multi Choice

**Steps13.** The users click on the export button to export the questions in .xlsx and .csv.

### 7.8 Steps to Create Assessment from Question Bank





Demo Exam 🖉			
Type: Assessment	Category: Select Categories 🗸	Q Search	
Questions	Text Options Preview Assign		
Create New Question	Save Order Add Question From Question Bank		
Is Agro	momy is part of Agriculture.		r 🗖
Origin	place of rice is		C i
💠 What a	are the type of functional testing ?		2 🗖

**Step1**. The users click on Add Questions from the question bank.

Add Questions From Question Bank 2	
Import All Selected Questions 3 All Question	ons 4 🗸
S: Which of the following is fruit ? Category: Technology	Add Question
Which of the following is a logical gate that performs the NOT operation? Category: Technology	Add Question
Which of the following is a valid logical statement? Category: Technology	Add Question
Which of the following is a valid logical statement? Category: Technology	Add Question



**Step2**. Add Questions from Question Bank Screen appears.

**Step3**. Select a question to be imported and click on Import All Selected Questions.

**Step4**. Users can use all question filters to filter questions.

### 7.9 Managing Assessment Configuration

Questions	Text	1 options	Preview	Assign	
Message Displayed	Before Quiz				
Paragraph 🗸	<b>B</b> <i>I</i> ¹ ₂ =	:=			
Welcome to your De	mo Exam				
Message Displayed	Before Comme	nts Box If Enabled			
Paragraph 🗸	<b>B</b> <i>I</i> ¹ ₂ [⊥]	:=			
Please fill in the com	iment box below				

**Step1.** The users click on the 'Text' tab and can now edit the pre-configured messages from this section.

Type: Assessment	Category: Select Categ	gories 🗸		
Questions	Text Options	2 iew	Assign	
Which system is this qu	iz graded on?	Points		
Show a progress bar?		-		
Should the user be requ this quiz?	iired to be logged in to take	•		
How many questions pe (Leave 0 to use pages c	er page would you like? reated on Questions tab)	0		
How many minutes doe the quiz? (Leave 0 for no time lim	es the user have to finish it)	0		
Force submit after time	r expiry?	•		

**Step2.** The users click on the 'Options' tab to edit the assessment option from this section.



Type: Assessment	Category:	Select Categories	· 3		
Questions	Text	Options	Preview	Assign	
Demo Exam					
Welcome to you	ır Demo Exam				NEXT

#### **Step3.** Users can click on the Preview tab to get a preview of the assessment.

Type: Assessment	Category	Select Categories	•	4	Q Search	
Questions	Text	Options	Preview	Assign		
Learners					5	+Assign
Select All		Organization	Name	Email II	D Valid Upto	
					•	Publish

**Step4.** Users can click on Assign to assign the assessment to the students.

**Step5**. The users click on +Assign Button to assign the assessment to the students.



Step6. The users get the assigned screen.

**Step7.** The users select Sub Organization, Department, Designation, and location from the drop-down.

**Step8.** Users can search for specific users from the search bar.

Step9. Users can select specific users from the list of users.

**Step10**. The users click on assign once the students have been selected.

emo Exam 🖉						
pe: Assessment	Category:	Select Categories	•		Q Search	
Questions	Text	Options	Preview	Assign		
Learners						+Assign
elect All		Organization	Name	Email ID	Valid Upto	
					11	Publish

Step11. The users click on 'Publish' button to publish the assessment.

#### 7.10 Assessment Review

				ango angu	O Componen
		From dd/mm/yyyy	To dd/mm/yyyy	Create New	Question Bank Review
Туре	Name	Category	Questions Count	Views/Taken	Links
Assessment	Technology quiz_20062023	Technology	5	0/2	C Link
Assessment	testing	Food Science	6	0/1	<del>ک</del> Link
Assessment	Demo Assessment	Technology	3	0/1	C Link
Assessment	IWADL-2023 Day 3 (Sequence Mod	dels) Technology	10	0/158	G Link

**Step1.** The users click on the 'Review' button to view the assessments.

d	ld/mm/yyyy <b>in</b> To dd/mm/yyy	/У 🖬	4	rch		Categor	y -
Sr No	Assessment Name	Туре	Category	Assigned	Completed	Pending	Avg Score
1	Technology quiz_20062023	6 Assessment	Technology	0	2	0	3.00
2	testing	Assessment	Food Science	0	1	0	3.00
3	Demo Assessment	Assessment	Technology	0	1	0	1.00
4	IWADL-2023 Day 3 (Sequence Models)	Assessment	Technology	0	158	0	6.47
5	IWADL-2023 Day 2 (Basics of CNNs)	Assessment	News	0	195	0	5.80

**Step2.** The users get the assessment review screen.

**Step3.** Users can set the date range.

**Step4.** Users can search for the assessment name from here.

**Step5.** The users can set the filter of category from here.

**Step6.** The users click the assessment name hyperlink to open the review screen.

				HID 31-BI ICAR	N	HEP Component 2	"BLAIN . INDIAN AGE
Fechnology quiz_20062023	3 7						
2023-06- Start da	20 2023-06-21 te ' End date			0 Assigned	8		
	0 Pending			0 Failed			
	2 Passed			2 Completed			
irom dd/mm/yyyy	To dd/mm/yyyy		Q Search		Total Assi	gned 👻	
Sr No Learner Name	Email Id	Time to Complete	Date	Questions	Status	Action	
1 Rashmi Anand	rashmi.anand@in.ey.com	00:00:56	06/20/2023	5	Completed	View 9	
2 Rahul Kumar	rahul.kumar1@in.ey.com	00:04:34	06/20/2023	5	Completed	View	

Step7. The users get the assessment review screen.

Step8. The users get the details of the assigned, pending, passed, and failed completed assessments.

Step9. The users clicks on view to review the assessment of the student.

		ICAR CO	mponent 2 - RAES	
Rashmi Anand	rashmi.anand@in.ey.com	00:00:56	06/20/2023	5
Learner Name	Email ID	Time To Complete	Date	Questions
			Total Marks: 7 To	tal Marks Obtained: 1
If A then B	wing is a valia logical statement?		Total Ma	Irks Marks Obtained
			2	0
If A then B or C				
O If A then B or C				
Correct: If A then B				

Step10. The users get the review screen with all the student details.



Q.4 Define agriculture and its advantages?	11		
TEst		Total M	arks Marks Obtained
		5	1

Step11.The users can only review the long or short answer type question and therefore allocate marks in the marks obtained section and finally clicks on save.

Re	Results								
Fror	m	dd/mm/yyyy		٩	Search		Categor	у -	
							_		
		Assessment Name	2 туре					Avg Score	
	1	Technology quiz_20062023	Assessment	Technology	0	2	0	3.00	
	2	testing	Assessment	Food	0	1	0	3.00	
	2	testing	Assessment	Science	0	'	0	3.00	
	3	Demo Assessment	Assessment	Technology	0	1	0	1.00	
	4	IWADL-2023 Day 3 (Sequence Models)	Assessment	Technology	0	158	0	6.47	
	5	IWADL-2023 Day 2 (Basics of CNNs)	Assessment	News	0	195	0	5.80	

Step12. Once the user has completed the review of the assessment, its name will be hyperlinked, and all the corresponding columns of the assessment will be filled accordingly.

### 8 Announcement


Announcement modules comprise the functionality to make global announcements. Announcements made by faculty can be viewed by the students through the announcement module. These announcements can also be scheduled to be published later.

#### 8.1 How to view announcements?

Users can click on the announcement from the left navigation. Once the user selects announcements, they will be able to see the announcements with the date of Publish.

	ALL DE LE CALLER		Jyotika Malik 🛛 🛛	) -
	LANE THE STATE	Announcements Q Search here	Add New	
Wel J <b>yc</b>	lcome Dtika Trainer	Jun 21, 2023 World Environment day	ī	
Q	Dashboard	World Environment Day is celebrated every year on the <b>5th of June</b> and aims at raising awareness and celebrating environmen action. This year's campaign is celebrated under the theme #OnlyOneEarth with the focus on living sustainably in harmony with	tal	
	Calendar	lun 21 2023	A	
¢	Learning Path	World Soil Day		
•	Courses	Indian Council of Agricultural Research (ICAR) through its research institutions and KVKs celebrated this year World Soil Day 202 under the theme "Soils: Where food begins" on <b>5th December 2022</b> throughout the country.	2	
Q	Assessment			
1	Classroom		1-2 of 2 <	>
	Announcements			
Ĩ	Social Collaboration			
Θ	Reports			

**Step-1.** Click on the "Announcement Name". Users can read the complete announcement.

8.2 How to add a new announcement?

	Instance Component 2
ALL AND A	Announcements
Welcome Jyotika Trainer	Jun 21, 2023
o Dashboard	World Environment Day is celebrated every year on the <b>5th of June</b> and aims at raising awareness and celebrating environmental action. This year's campaign is celebrated under the theme #OnlyOneEarth with the focus on living sustainably in harmony with
Calendar	Jun 21 2023
👺 Learning Path	World Soil Day
Courses	Indian Council of Agricultural Research (ICAR) through its research institutions and KVKs celebrated this year World Soil Day 2022 under the theme "Soils: Where food begins" on <b>5th December 2022</b> throughout the country.
Assessment	
🗄 Classroom	1-2 of 2 < >
Announcements	
Social Collaboration	

**Step- 1.** Click on "Add new" button to create a new announcement.

A pop-up will appear, "Add Announcements".

Announcement	Add Announcements	Q Search here
	Heading*	
May 31, 2023 World agriculture	Type Heading	
Agriculture is a vital in March 20th the world	Paragraph*	e world's growing population. Every ye
March 20th, the world	Paragraph $\vee$ <b>B</b> $I_{2}^{\perp}$ :=	nunce of agriculture and to recognize
Apr 20, 2023	Paragraph	
Word soil day – 2 The programme aims the growing challenge		systems and human well-being by ad g societies to improve soil health. The
Apr 20, 2023	Publish June 14th 06:17 p.m.	
ICBLE 2023	Target Users*	
The conference has be for the development o	Invite +	dge sharing, collaboration, and partne ural education in India. The learnings f
	Add	

Step-2. Add Heading of the announcement under "Heading" option.

		High 31-gi ICAR	
Announcement	Add Announcements	3	Q Search here
_	Heading*	- 1	
Jun 14, 2023	World soil day - 2023		
World's Animal D	Paragraph*		d appually op October 4 t
Francis of Assisi, the pa	Paragraph $\sim \mathbf{B}  I  \frac{1}{2} = :=$		a annuary on october 4, t
World agriculture	i di dgi dpi i		
Agriculture is a vital in March 20th, the world		rt	world's growing populatic ance of agriculture and to
Apr 20, 2023	Publish June 21st 11:31 a.m.	•	
Word soil day - 2	Target Users*	. 1	
The programme aims addressing the growin	Invite +	. sy ei	stems and human well-b ncouraging societies to im
Apr 20, 2023	Add		
ICBLE 2023			

**Step-3.** Add a description for an announcement under "Paragraph" option.

**Step-4.** Select Publish date and time of an announcement by clicking on the calendar associated with Publish.

			Component 2	WELLIN O MORAL STAF
		angoa-ji ICAR		
Announcement	Add Announcements	0	Q Search here	
_	Heading*			
Jun 14, 2023	World soil day - 2023			
World Animal Day is a	Paragraph*		ted annually on October 4, 1	
Francis of Assisi, the pa	Paragraph ~ <b>B</b> <i>I</i> ¹ ₂ =	:=		
May 31, 2023	Paragraph			
World agricultur				
Agriculture is a vital in March 20th, the world			e world's growing population rtance of agriculture and to	
Apr 20, 2023	Publish	<u>June 21st 11:31 a.m.</u>	4	
Word soil day - 2	Target Users*			
The programme aims addressing the growin	Invite	+	systems and human well-be encouraging societies to im	
Arr 00,0000	Add			
Apr 20, 2023				
ICOLE 2023				

Announcement	Add A	nnoun	ceme	ents				_	Ø	Q Search here
May 31, 2023	Head	2023 Jui	n 1	4	0	6	:17	7 AM PM		
Agriculture is a vital in March 20th, the world	Paraç	<		Ju	ne 20	)23		>		e world's growing population. Eve rtance of agriculture and to recog
	Para	Su	Мо	Tu	We	Th	Fr	Sa		
Apr 20, 2023	Parc					1	2	3		
Word soil day - 2		4	5	6	7	8	9	10		
The programme aims the growing challenge		11	12	13	14	15	16	17		systems and human well-being by g societies to improve soil health.
	Public	18	19	20	21	22	23	24	-	
Apr 20, 2023 ICBLE 2023	Targe	25	26	27	28	29	30			
The conference has be for the development o	Invit					CANC	FI	OK	+	dge sharing, collaboration, and po tral education in India. The learnin



#### Step-5. Select Date.



Step-6. Select time.

		Aligo Jegi ICAR	N HEP Component 2
Announcement	Add Announcements	8	Q Search here
_	Heading*	- 1	
Jun 14, 2023	World soil day - 2023		
World Animal Day is a	Paragraph*	teo	d annually on October 4, t
Francis of Assisi, the po	Paragraph → <b>B</b> I ½= :=		
May 31, 2023	Paragraph		
World agriculture			
Agriculture is a vital in March 20th, the world		e v	world's growing populatic ance of agriculture and to
Apr 20, 2023 7	Publish June 21st 11:31 a.m.		
Word soil day - 2	Target Users*		
The programme aims addressing the growin	Invite	+ sys	stems and human well-b couraging societies to im
Apr 20, 2023	Add		
ICBLE 2023			

**Step-7.** Click on the "+" associated with an invite.

A pop will display to assign participants.

				Ponent 2
Assign				×
Organization		Department		
IARI Campus		<b>v</b>		• 8
Designation		Location		feast
		(	Q Search	10
All Users			Select	All cogni
🗌 Divyanshu Kumar	Akshay Dheeraj	AMRENDRA KUMAR	🗌 ANJANI KUMAR	
CHANDAN KUMAR	KARAN SINGH	MADHU	NSRINIVASA	
PSPandey	SHALOO	VOGESH GAUTAM	MUKESH KUMAR	
Prabhat Jonathan	🗌 Srijita Dutta	🗌 Sapna Nigam	🗌 Dr Ashraful Haque	a by
🗌 Dr Shashi Bhushan	🗌 Rajni Gulia	Sumit Dubey	Vibhore Tyagi	ove so
🗌 Rajarshi Dutta	🗌 Sanjeev Kumar	🗌 Dr Vikas Punia	Bhavsinh Parmar	
🗌 Priyanka Wahi	🗌 Neeharika Chaudhary	🗌 Arijit Saha	🗌 Gaurav Sardana	
Anchal	🗌 Jyotika Malik	🗌 Sonam Priya	SANJOG MITTAL	
🗌 Abhinav B	Adarsh Singh	Sonam Priya	Sugavaneshwaran K	

Step-8. Select "Department" from the drop-down menu.

**Step-9.** Select "Designation" from the drop-down menu.

**Step-10.** Select "Location" from the drop-down menu.



		•	Ŧ
		11 (	Q Search
All Users			Select All
🗹 Divyanshu Kumar	🗌 Akshay Dheeraj	AMRENDRA KUMAR	ANJANI KUMAR
CHANDAN KUMAR	KARAN SINGH	MADHU	NSRINIVASA
PSPandey	SHALOO	VOGESH GAUTAM	MUKESH KUMAR
🗌 Prabhat Jonathan	🗌 Srijita Dutta	🗌 Sapna Nigam	Dr Ashraful Haque
🗌 Dr Shashi Bhushan	🗌 Rajni Gulia	Sumit Dubey	🗌 Vibhore Tyagi
🗌 Rajarshi Dutta	🗌 Sanjeev Kumar	🗌 Dr Vikas Punia	Bhavsinh Parmar
🗌 Priyanka Wahi	🗌 Neeharika Chaudhary	🗌 Arijit Saha	🗌 Gaurav Sardana
Anchal	🗌 Jyotika Malik	🗌 Sonam Priya	SANJOG MITTAL
🗌 Abhinav B	Adarsh Singh	🗌 Sonam Priya	🗌 Sugavaneshwaran K
🗌 Rahul Kumar	🗌 Rashmi Anand	🗌 Gaurav Kumar	Abhishek Gangwal
Shaily Tandon			

**Step-11.** Search the student's name in the local 'Search' given.

**Step-12.** Click on the check boxes associated with the names of the students.

**Step-13.** Click on the check box associated with "Select All" if you wish to select all the students.

Step-14. Click on "Assign".



	an IC	AR Component 2 - RAES
ouncement	Add Announcements	Q Search he
	Heading*	
14, 2023 orld's Animal D	Word soil day - 2023	
'ld Animal Day is ar	Paragraph*	ted annually on Oc
ncis of Assisi, the po	Heading 2 $\sim$ <b>B</b> $I_2 \equiv :=$	
/ 31, 2023	Word soil day - 2023	
orld agricultur		
iculture is a vital in <b>rch 20th</b> , the world		e world's growing rtance of agricultu
20, 2023	Publish June 21st 11:01 a.m.	
ord soil day - 2	Target Users*	
programme aims tressing the growin	Dkumar05@Judge.Com	systems and huma encouraging socie
20, 2023	15 Add	
1 5 2022		

Step-15. Click on "Add" button to save the announcement.



<b>1y</b> internatio tron saint		are celebr
<b>day</b> ustry that elebrates	Success! Added successfully	utrition to 1 of the imp
23	ок	
o raise awarene I challenges in s	ss of the importance of maintai oil management, increasing soi	ning healthy eco I awareness and

A success message will appear, "Added successfully".

## 8.3 How to search for an announcement?

When the users select announcement from the left menu navigation, they can see an option for search.

		angiangi ICAR	Component 2
A CONTRACT OF A	Announcements	NOHEP (A) 1 Q Search here	🗿 💿 Jyotika Malik 😫 🕶
Welcome			
Jyotika Trainer	Jun 21, 2023 World Environment day		
o Dashboard	World Environment Day is celebrated every year on th action. This year's campaign is celebrated under the l	te <b>5th of June</b> and aims at raising awareness and celebrating env theme #OnlyOneEarth with the focus on living sustainably in harm	ironmental iony with
🛗 Calendar			
D La surviva a Datta	Jun 21, 2023		Ō
💑 Learning Path	World Soil Day		D
Courses	under the theme "Soils: Where food begins" on <b>5th De</b>	n its research institutions and KVKs celebrated this year World Soil cember 2022 throughout the country.	Day 2022
Assessment			
Classroom			1-2 of 2 < >
⊈≱ Announcements			
Social Collaboration			

**Step-1.** Type the heading or keywords to search for any announcement.

#### 8.4 How to Delete an Announcement?

All and a second s	NIHEP 🔊 - Jyotika Malik 😝 -
an an	Announcements Q Search here Add New
Welcome Jyotika Trainer	Jun 21, 2023 World Environment day
Dashboard	World Environment Day is celebrated every year on the <b>5th of June</b> and aims at raising awareness and celebrating environmental action. This year's campaign is celebrated under the theme #OnlyOneEarth with the focus on living sustainably in harmony with
🛗 Calendar	lun 21 2023
🎇 Learning Path	World Soil Day
Courses	Indian Council of Agricultural Research (ICAR) through its research institutions and KVKs celebrated this year World Soil Day 2022 under the theme "Soils: Where food begins" on <b>5th December 2022</b> throughout the country.
Assessment	
Classroom	1-2 of 2 < >
Social Collaboration	

**Step-1.** Click on the delete button associated with every announcement published.

Once the users click on delete, a pop-up will appear with the message "Are you sure to delete this item"?





Step-2. Click on "OK" to delete this item. Click on "Cancel" to cancel.





A success message will appear "Deleted successfully".

## 9 Social Collaboration

Social and Collaborative Learning are educational approaches that emphasize interaction and cooperation among students.

In social learning, individuals learn through observing and imitating others. It is based on the idea that people learn from each other, whether it is through direct observation or by modelling behavior.

Collaborative learning, on the other hand, involves students working together in groups or teams to achieve a common goal. It encourages active participation, communication, and cooperation among students. In collaborative learning, each member of the group contributes their unique perspectives, knowledge, and skills to solve problems, discuss ideas, or complete projects.

In Social and Collaborative learning there will be Blogs and Discussions. Blogs and discussions are both forms of online communication, but they differ in their purpose, structure, and mode of interaction.

Blogs are primarily used for sharing information, opinions, and personal reflections in a more structured and formal manner.

Discussions are typically more open-ended and encourage back-and-forth conversations. Discussions are designed for many-to-many communication, where multiple participants can contribute and respond to each other's comments.

ALL AND AL	VIHEP ALS Jyotika Mali									
Section 20	Social Collaboration				Searcl	n here	Q			
Welcome Jyotika Trainer	All FMP 211 (1+1) HOR 211 (1+1)						Add New	•		
Dashboard	Topics					Views				
Calendar	Mid-Summer Agricultural Blog	Blog	FMP 211 (1+1)	0	0	3	0			
🐉 Learning Path	World Agriculture Day	Blog	HOR 211 (1+1)	1	0	25		D		
Courses	How A Farmer From Nashik Grew 195 Quintal Onion	Blog	HOR 211 (1+1)	2	0	35		D		
Assessment	What are the types of colloidal dispersions	Discussion	HOR 211 (1+1)	0	1	18	0			
孠 Classroom						1-4 of 4	<	>		
Announcements										
🚁 Social Collaborat 🛛 1										

**Step1.** The users scroll down the left menu bar to click on Social Collaboration.

**Step2.** The users can be able to see all the topics being discussed.



Step3. The users can edit the topics.

Step4. The users can delete the topics.

**Step5.** The users can add the topics of the discussion.

**Step6.** The users can click on the topic name to view the content.



Agriculture is a vital industry that plays a critical role in providing food and nutrition to the world's growing population. Every year, on **March 20th**, the world celebrates World Agriculture Day to raise awareness of the importance of agriculture and to recognize the hard work and contributions of farmers around the globe.

#### **Step7.** The users can now view the content and see the likes and dislike counts.

100			
-	Net	-	
0.0	1000	43	State of the local division of the local div
			wing population Fugguerer on March 20
Agriculture is a vital industry that the world celebrates World Agric	t plays a critical role in providing food ulture Day to raise awareness of the	i and nutrition to the world's gro importance of agriculture and to	o recognize the hard work and contributi
Agriculture is a vital industry that the world celebrates World Agric of farmers around the globe.	t plays a critical role in providing food ulture Day to raise awareness of the	i and nutrition to the world's gro importance of agriculture and to	o recognize the hard work and contributi
Agriculture is a vital industry that the world celebrates World Agric of farmers around the globe.	t plays a critical role in providing food ulture Day to raise awareness of the	I and nutrition to the world's gro	o recognize the hard work and contributi
Agriculture is a vital industry that the world celebrates World Agric of farmers around the globe.	t plays a critical role in providing food ulture Day to raise awareness of the	I and nutrition to the world's gro	o recognize the hard work and contributi

Step8. The users can add comments from this section.



**Step9.** The users can click on submit once comment is entered.

#### 9.1 Steps to Create Social Collaboration Topic

	Social Collaboration 2	Search here
Welcome	Add Topic	Add New
Jyotika Trainer	Type* Category*	Tag*
Dashboard	Select •	/iews Action
🛗 Calendar	Content* Paragraph ~ B I :=	26 🖉 🗊
斄 Learning Path	Let's get started!	35 🖉 🗊
Courses	3	18 🖉 🗊
Assessment		4 3ot3 < >
P Classroom		Cancel
⊄≱ Announcements		
🚔 Social Collaboratio		

**Step1.** The users can click on Add New button.

**Step2.** The users get a pop up to add topic.

**Step3.** The userss selects the topic, category, tag and enters the content of the topic.

**Step4.** The users click on 'Create' button to create the topic.

#### 9.2 Steps to Edit Social Collaboration Topic

eligion di ICA R	Component 2	
😻 NØHÉP 🎬	Jyotika Malik 😝 🗸	
Tag*	S are 1	

	Calib Tamia	2		Jyotike	a Malik 😫 🔹
ar ne B	Type"	Category*	Tag*	ere	
Welcome Jyotika Trainer	Blog	HOR 211 (1+1)	Training and Education & Add Tags		
② Dashboard	Heading*			/iews	
- Calendar	World Agriculture Day			26	20
@ Logming Path	Content*			26	00
ago teanning rath	Paragraph $\vee$ <b>B</b> $I := \frac{1}{2}$				
Courses	Agriculture is a vital industry that plays a critical March 20th, the world celebrates World Agricult	role in providing food and nutrition to the ure Day to raise awareness of the import	e world's growing population. Every year, on ance of agriculture and to recognize the	18	
Assessment	hard work and contributions of farmers around t	the globe.		-3 of 3	< >
🖅 Classroom	Featured Images*		4		
C Announcements	Browse				
🕞 Social Collaborati			Cancel Update		

**Step1.** The users can click on Add New button.

**Step2.** The users get an edit topic pop up and now the user can edit type, category, tag, heading and content

**Step3.** The users can click on browse button to change the image.

**Step4.** The users once has completed the editing can click on Update button to save the changes.

9.3 Steps to Delete Social Collaboration Topic

				, ³¹	🖲 Jyotik	a Malik 🛛 🕶
Social Collaboration					n here	٩
All HOR 211 (1+1)						
Topics						Action
World Agriculture Day		HOR 211 (1+1)	1	0	26	00
How A Farmer From Nashik Grew	Are you sure to	HOR 211 (1+1)	2	0	36	0 1
What are the types of colloidal di	delete this item?	HOR 211 (1+1)	0	1	18	00
	OK Cancel				1-3 of 3	< >

**Step1.** The users can click on delete button.



**Step2.** The users can click on ok to confirm the delete.

## 10 Reports

Repots module constitutes the functionality to facilitate data reporting through telemetry, which can help faculty to gain actionable insights and implement improvement in user experience and achieve better outcomes. This data will be used to carry out various analyses required to evolve the system in the future. Report Module comprises different types of reports related to application usage. These reports are as follows– user report, course report, assessment report, training report, custom report, batch report, and classroom report.

A user-based report and dashboard are created for all user profiles. These reports will be accessible to all users: Administrator/Faculties/Students based on their privileges. Admin can view/ export the reports for all Students of their university. Faculties can view/export the reports for all students that are enrolled in their courses. Students can view reports of their own and Assessments etc.

Reports generated can be exported to Excel and saved for later use. A functionality to schedule reports is also available.

The report module also has the functionality to upload past session data. Data can be prepared in the prescribed format and imported through the panel. Once the data is imported successfully will start reflecting in the panel. A provision to schedule and email reports is also available in the module. Search and filter functionalities help users to perform search and filter on user data.

At least twenty different types of reports are generated within the BLP to understand the Faculty\Student interaction with the BLP.

Special custom reports based on university, role, course, department, location, and skills can be generated. Faculty will choose custom fields and can generate custom reports as per their requirements.



1 HR 1	report							
Welcome Jyotika Trainer	Overview		User	c	Course	Assessment	Custom	Classroom
Dashboard     Dashboar	Statistics			Top 2 Lea	rner By Login		Time spent monthly	
🛗 Calendar		2	Active Users		Divyanshu Ku	mar	1.0 0.8 0.6	
🐥 Learning Path				<b>1</b>			0.4	
Courses		5	Active Courses	3	abhinav B		o Jan Fap ^{Watch} Ma	y me my and sep og nog bec
Assessment								
P Classroom							Number of Completion	
⊈≱ Announcements	<b>—</b>	0	Average Rating				1.5	
🕞 Social Collaboration	AVT	•	User Who Have				0.5	
	<b>N</b> ¹ *1	0	Not Started Training				Jan Fab Walton Holy Ma	y me my bug sep og boy og

#### Step1. The users scroll down to the left of the menu bar to click on the Reports Module



## 10.1 Overview Report

**Step1**. The user can view the overview of the report.



**Step2**. Users can view the statistical details like active users, user courses, average ratings, and users who have not started training.

Step3. The users can view top students by the login.

Step4. Users can view a graph of the monthly time spent on BLP.

Step5. Users can view a graph of course completion month-wise.

Step6. Users can view the top 5 courses.

**Step7**. Users can view a graph of the login month-wise.

#### 10.2 User Report



Step1. The users click on the user tab to view the user report.

Step2. The users can view the student report.



**Step3**. The users can view the course completion pie chart.

**Step4**. The users can view the user status report.

**Step5**. The users can view the top students.

Step6. The users can view the progress report of the students.

Step7. The users can view the detailed student report.

Step8. The users click on individual students to view the detailed report.



**Step9**. The users can view the complete details of the student.

Step10. The users can view the student report card in the grid view.



**Step11**. Users can view the performance report of the student along with the functionality to export the report in Excel.

**Step12**. The users can view the completed course report of the student along with the functionality to export the report in Excel.

**Step13**. The users can view the course progress report. Course filters and a filter to set the date range are also available to change the graph.

Step14. The users click on Back to return to the main page.



## 10.3 Course Report

							HIP-3HI ICAR	/ N		<b>E</b> ponent
come ika Trainer	Q 8	Search here				5			EXPC	ORT REPORT
Dashboard	S.NO.									No. of Views
alendar	1	Agriculture Course	01	Jyotika Malik	07/06/23	00:03:00	0:2:1	01	Completed	01
arning Path	2	Computer Organization And Architecture : MCA560 - Unit 5	6 06	Jyotika Malik	10/05/23	00:36:00	0:34:6	02	Completed	02
ssessment	3	Computer Organization And Architecture : MCA560 - Unit 4	05	Jyotika Malik	10/05/23	00:30:00	00:00:00	01	0%	00
assroom	4	Computer Organization And Architecture : MCA560 - Unit 2	05	Jyotika Malik	10/05/23	00:30:00	0:40:42	01	Completed	02
ouncements	5	Functional Testing	03	Jyotika Malik	10/05/23	00:09:00	0:6:58	01	33%	01

**Step1**. The users click on the Course tab to view the course report.

**Step2**. The users can view to view top 5 courses.

**Step3**. The users can view all course statistics as a donut chart.

**Step4**. The users can view overall category statistics.

**Step5**. The users can view detailed course reports.

**Step6.** The users click on the individual course name to study the more detailed report of the course.

			ICAR		Same and	
Dashboard	* Back					
🛗 Calendar		Computer O	rganization	And Archited	ture:MCA560	7
🌷 Learning Path		****				
Courses	Anno         Anno <t< td=""><td>0</td><td></td><td>0</td><td></td><td></td></t<>	0		0		
Assessment		Modules		Duration		
문 Classroom		08 Jun, 23 Start date		0 Learner		
∰ Announcements		0 Total view		0 Total time :	spent	
Social Collaboration	Q Search here					0
萫 Organization						EXPORT R 9
	S.NO. Ident Name	Email ID	StartDate	EndDate	TimeSpent	Progress
ि Social Wall	No data					
Help Desk						

**Ste7.** The users can view the full details of the course.

**Step8.** The users can view the details of the students enrolled in the course.

**Step9.** The users can export the report in Excel.



#### 10.4 Assessment Report



Welcome Jyotika Trainer	Over	view User	Cour	se	Assessment	Cust	om	Classroom	
Dashboard	Searc	ch Q	From DD-MM-YYYY	T T	DD-MM-YYYY	SCHEDULE REF	ORT	б л т	EXPORT REPORT
Calendar	3	ssessment	Туре	1 Durau	4 No. of Questions	Total Trks	Assigned users	Attendee	Average Score
🐺 Learning Path	1	Technology quiz	Assessment	0	5	5	2	2	3.00
Courses	2	testing	Assessment	0	6	7.00	1	1	3.00
🟦 Assessment	3	Demo Assessment	Assessment	0	1	1.00	1	1	1.00
문 []] Classroom	4	IWADL-2023 Day 3 (Sequence Models)	Assessment	15	10	10.00	220	158	6.47
⊈≱ Announcements	5	IWADL-2023 Day 1 (Basics of D Learning)	8 sment	15	10	15.00	192	122	8.45
Social Collaboration	6	This is a test survey	Survey	0	1	1.00	1	0	0

**Step1**. The users click on the Assessment tab to view the Assessment report.

- Step2. The users can view the assessment report.
- **Step3**. The users can use the search filter for filtering assessments.
- **Step4**. The user can set date range filters.
- **Step5**. The users can set a schedule report.
- **Step6**. The users can import reports to add back-date reports.
- **Step7**. The users can export report repExcell and csv.
- **Step8**. The users can click on the individual assessment name to view the detailed report.

	Overview	User	Course	Assessment	Custom	Classroor	n
Welcome Jyotika Trainer	<ul> <li>Back</li> <li>Technology quiz</li> </ul>	z_20062023					
@ Dashboard	Assessmen	t 0		7	2	2	
🛗 Calendar	Assessment Type	Total Duration	restions	Total Marks	Assigned users	Attendees	
🐥 Learning Path	3.00						
Courses	Average score						
Assessment	Search	Q	DD-MM-ҮҮҮҮ 🖬 То	DD-MM-YYYY 🖬 🗔	SCHEDULE REPORT	MPORT REPORT	EXPORT REPOR
鈩 Classroom	S.No. Learner Name qu	Total Total lestions Attempted	Total marks Time spe obtained (in sec)				
Announcements		_		Which of the	• 3 If A then B c	er C.	
Social Collaboration	1 Rashmi Anand	10 5	1.00 56	following is a valid logical statement?			
				Alla.			



**Step9**. The users can view the complete details of the assessment.

**Step10**. The users also able to view complete details of the student's response along with the score.

And a state of the	Report			NUMBER OF		🔑 😑 Jyotika Malik 🛛 🕈
Welcome Jyotika _{Trainer}	Overview	User	Course	Assessment	Custom	Classroom
Dashboard						
🛗 Calendar	New Search					
🐥 Learning Path	Report Type		-	2		
Courses	Role		-	3		
Assessment						
문화 Classroom	University		*	4		

#### 10.5 Custom Report

Step1. The users click on the Custom tab to view Custom Report.

**Step2**. The users select the report type. It's a mandatory field.

**Step3**. The users select the role. It's a mandatory field.

**Step4**. The user select University. It's a mandatory field.

Assessment	Course	-	5
🗊 Classroom	Department	-	
⊈≱: Announcements			•
Social Collaboration	Skills	•	7
퓹 Organization	21/06/2023		
🕒 Reports			8
බ Social Wall	9 Generate Rep	ort	
🚱 Help Desk			

Step5. The users select Course.

**Step6**. The users select Department.

**Step7**. The users select Skills.

**Step8**. The users select the date range.



Step9. The users click on generate a report to generate the custom report

# 10.6 Classroom Report

Dashboard	Report					
🛗 Calendar	Overview	User	Course	Assessment	Custom	Classroom
🐥 Learning Path						
Courses	Search	٩	From 01/01/2021 💼 T	o 06/21/2023 🛅	SCHEDULE REPORT	
Assessment	S.No. Class Tra	iner Topic Cr	edits Session Statu	s Enrollments	Avg Attendance	Duration Time Spent Avg Score
Classroom						

Overview	User C	Course	Assessmer	HE.	Train	ing	Custom	Batch	Cle	ssroom	
Search by k	eyword Q	2	From	20/10/2	na 🖽	To 20/10/202		Schedule Report	🛃 Import Re	port 🕆 Expo	ort Report 🔻
Sr. No.	Class	Trainer	Topic	Credits	Session	Stotus	Enrolments	Avg Attendence	Duration	Time Spent	Avg Score
3	Agronomy	Rahul	5	5	10	80%	100	80	20:00:00	HH:MM:SS	80%
2	Physics	Trainer Name	6	6	8	100%	100	80	30:00:00	HH:MM:SS	50%
3	Chemistery	Trainer Name	4	4	7	80%	100	80	40:00:00	HH:MM:SS	75%
4	Math	Trainer Name	7	7	5	80%	100	80	35:00:00	HH:MM:SS	65%

**Step1**. The users click on the classroom tab to view the classroom report.

**Step2**. The users can view classroom reports.

Step3. The users click on individual class names to view detailed reports.



empletion : 80%	4						
12 Topics	5 Cred	its	120 Sessions		90 Enrollments	80 Avg.	) Attandance
HH:MM:SS	HH:I	MM:SS	50 Avg Score				
Search by keyword Q		From 28	rey2000 🗐 To	x/4/302	E Schedule Report	🛓 Import Report	T Export Report V
Search by keywoord Q Session	Topic	From 28	rezon 🗂 To Prezequisite	zujajzza	Session Type	Limport Report	T Export Report V
Search by keywoord Q Session Session 1	Topic Topic 1	From 220 Dote 29/03/2023	rezoa 🖆 To Prerequibite Yes	x/n/xx  Postrequisites Yes	E Schedule Report Session Type Virtual	Limport Report Room http://icar.co	Coport Report
Search by keyword Q Session Session 1 Session 2	Topic Topic 1 Topic 2	From 22) Cote 29/03/2023 29/03/2023	rezoon 🛅 To Prerequisite Yes Yos	zonaczez 🛅 Postregulates Yes Yes	E Schedule Report Session Type Virtual Physical	Import Report Room http://car.co Room!	Completed
Search by keyword Q Session Session 1 Session 2 Session 3	Topic 1 Topic 2 Topic 3	From         28/           Dote         29/03/2023           29/03/2023         29/03/2023	rerzon To Prerequisite Yes Yes	zo/ho/zez  Postrequisites Yes Yes Yes Yes	Control of the second	import Report Room  Nttp://car.co  Nttp://car.co	Export Report     Stotus     Scheduled     Completed     Canceled

Step4. The users can view detailed class reports.

**Step5**. Users can view session details of the class, and the user who clicks on individual sessions can view session details.



Completion : 80%	6			
Topic 1 Topics	5 Credit	Session 1 Sessions	Physical Session Type	12 Enrollments
11 Attractance	Completed status	HH:MM:SS	HH:MM:SS Time Spents	20 Avg Score
Everest Judge	Noida UP			
Everest Judge	e, Noida, UP			
Everest Judge Room	e, Noida, UP	za/hajáza 📾 To zahkujaca	Schedule Report	± Import Report ▼ Export Report ▼
Everest Judge Room iearch by keyword Q. Learner Sessio	e, Noida, UP	20/10/2023 🖻 To 25/10/2027 Date Prerequisite Postrequ	Schedule Report	timport Report → Export Report spent Credit Score
Everest Judge Room earch by keyword Q Learner Sessio Learner 1 Sessio	e, Noida, UP	zo/m/zezz 📾 To zo/ku/zozz Dote Prerequisite Postrequ 03/2023 Yes Yes	isites Duration Total Time B HHEMMESS HHEMM	Emport Report     Poport Report     Score     SS     2.5     35
Everest Judge Room	e, Noida, UP From Topic Topic 1 1 29/ n 2 Topic 7 29/	20/m/2022 🖻 To 20/m/2022 Date Prerequisite Postrequ 03/2023 Yes Yes	Schedule Report  Schedule Report  Schedule Report  HH:MM:SS HH:MM  HH:MM:SS HH:MM	t import Report report Credit Score tSS 2.5 35 tSS 2.5 75

Step6. The users can view overall session details.

**Step7**. The users can view details of the students enrolled for the session.



**Step1**. The user clicks on the Schedule Report button.



Overview	User	Course	Assessment	Custom	Classroo	m
Search	Schedule Re	eport 2	8	SCHEDULE REPORT		
S.No. Class	Make Recu Report Date	rring 3 Schedule Cancel		Avg Attendance	Duration Time Sp	ent Avg Scc

Step2. The users get Schedule Report pop-up screen.

- Step3. The users select the date
- **Step4**. The users click on the Schedule button to schedule the report.

**Step5**. The users check on making recurring to get on a recurring date.

# 10.8 How to import the Report Search... Q From 01/01/2021 To 06/21/2023 Schedule REPORT Import REPORT S.No. Class Trainer Topic Credits Session Status Enrollments Avg Attendance Duration Time Spent Avg Score

Step1. The users click on the Import Report button.

Overview		course	Assessment		
		port Report	<b>3</b>		
	er Top Impo	ort Report*	ments		
		nport Cancel			



Step2. Users can Import Report screen.

**Step3**. The users click on Choose a File to browse the file and upload it.

**Step4**. The users click on the Import button to upload the file. Once the file is uploaded successfully, a success screen will appear.

#### 10.9 How to export Report

Searc	:h		Q	From	01/01/2021	То	06/21/2023	SCHEDULE REPORT		RT REP 1	EXPORT REPORT
S.No.	Class	Trainer	Торіс	Credits	Session	Status	Enrollments	Avg Attendance	Duration	Time Spent	Avg Score

**Step1**. The users click on the Export Report button.

Searc	h		Q	From	01/01/2021	То	06/21/2023	SCHEDULE REPORT		11	XLSX	T REPOR
S No	Class	Trainer	Topic	Credite	Session	Status	Enrollments		Duration	Time Sn	CSV	Scot

**Step2**. The users gets XLSX and CSV options. Users can select the format of the file, and the file will be downloaded in the format selected.

## 11 Video Conferencing

The system comprises of inbuilt Video Conferencing tool. Faculty can conduct sessions, events, or meetings through this platform. Faculty can share public chat and shared notes to the students.

**Pre-requisite:** Faculty can conduct classes via video conferencing. Once the user has started a class. A pop-up will appear. Faculty can Join a session from Classroom or start event or meeting from Calendar. (As discussed in Classroom and Calendar modules respectively)



ſ	Welcome to BLP747406!						
	This server is runnin Learning Platform,			×	Styles O	, e	
0	1	How would you lik	te to join the audio?	]			0
		Q	67				
		Microphone	Listen only				Т
							Ø
				ciliant or N			

The screen will display a pop-up stating, "How would you like to join the audio?" with two options: Microphone and listen only.

Step-1. Click on "Microphone" or "Listen only".

MESSAGES	< Public Chat	:	୕ୡ	BLP193558   O Start recording	: 1
Public Chat					
NOTES	Welcome to BLP193558!			Styles 🔿 5 c 🗄	
Shared Notes					
USER MANAGEMENT	This server is running Blended Learning Platform.				
O Waiting Users				~	
USERS (1)	\$				
Jyotika Malik (You)				♦	
-					
				7	
				Т	
				ß	
				This slide left blank for whiteboard	
				$\langle$ Slide 1 $\checkmark$ $\rangle$ $\bigcirc$ 100% $\oplus$ $\leftrightarrow$	
	Message Public Chat	$\triangleright$	+		٩

- User can Mute/Unmute by clicking on microphone icon.
- User can On/Off video by clicking on Camera icon.
- User can share/unshare screen by clicking on screen icon.



## 11.1 Public chat

MESSAGES	< Public Chat :	<오 BLP193558   ⓒ Start recording	
Public Chat	Welcome to BI D1935581		
NOTES	Helconic to DEF 193936:	Styles O 5 C :	
Shared Notes			
USER MANAGEMENT	This server is running Blended Learning Platform.		
O Waiting Users		<u>۳</u>	
USERS (1)		0	
Jyotika Malik (You)		A 1 − 1 − 1 − 1 − 1 − 1 − 1 − 1 − 1 − 1	
-			
		7	
		Т	
		ß	
		This slide left blank for whiteboard	
		$\langle$ Slide 1 $\checkmark$ $\rangle$ $\square$ $\square$ 100% $\oplus$ $\leftrightarrow$	
	Message Public Chat		

User can also write messages in public chat, all the other user can view the message.

## 11.2 Shared note

MESSAGES	< Shared Notes	÷	جھ	BLP193558   ( Start recording)	:
Republic Chat	B <i>I</i> <u>U</u> <del>S</del> ⊯ ≔	+			
NOTES	Types of crops			Styles O 5 C :	
Shared Notes					ĺ
USER MANAGEMENT					ĺ
O Waiting Users					
USERS (1)	\$ ²			ľ	
Jyotika Malik (You)				\$	
-					
				7	ĺ
				Т	ĺ
				This slide left black for whitebrand	
				$\langle$ Slide 1 $\checkmark$ $\rangle$ $\bowtie$ $\bigcirc$ 100% $\oplus$ $\leftrightarrow$	
			+		

User can write notes by clicking on shared notes. All the user will be able to view shared notes.



# 11.3 User and Waiting users

MESSAGES	< Public Chat	: <	BLP193558 Start recording	:
R Public Chat				
NOTES	Welcome to BLP193558!		Styles 🔿 5 C 🗄	
Shared Notes				
USER MANAGEMENT	This server is running Blended Learning Platform.		<b>€</b>	
O Waiting Users			<u>م</u>	
USERS (1)			P	
Jyotika Malik (You)				
			7	
			Т	
			I I I I I I I I I I I I I I I I I I I	
			This slide left blank for whiteboard	
			$\langle$ Slide 1 $\checkmark$ $\rangle$ $\bowtie$ $\bigcirc$ 100% $\oplus$ $\leftrightarrow$	
	Message Public Chat			

List of participants and list of waiting participants can be seen under "USER MANAGEMENT".

## 11.4 Recording

MESSAGES	Public Chat	: දෙ	BLP193558 Start recording	:
Rublic Chat	Welcome to BI D1935581			
NOTES	Welcome to ber 199990.		Styles 🔿 5 c 🗄	
Shared Notes				
USER MANAGEMENT	This server is running Blended Learning Platform.			
O Waiting Users			ر ال	
USERS (1)	8		/	
Jyotika Malik (You)				
-				
			7	
			Т	
			ď	
			This slide left blank for whiteboard	
			$\langle$ Slide 1 $\checkmark$ $\rangle$ $\bigcirc$ 100% $\oplus$ $\leftrightarrow$	
	Message Public Chat			

**Step-1.** Click on the "Start recording" button.



his server is running Blended earning Platform.						
					×	
	S	itart recordi	ng			
	You can select the record	button again la	ter to pause the rec	ording.		
	2	Yes	0			
				This slide left b	lank for white	

Step-2. Click on "Yes" button.

## 11.5 Minimise Presentation

	< Public Chat	<u>ج</u>	BLP333089 Start recording	:
	Welcome to BLP333089!			
			Styles O 5 C :	
	This server is running Blended			
	Learning Platform.			
ł				
			$\diamond$	
			٨	
			Т	
			ß	
			This slide left blank for whiteboard	
			$\langle$ Slide 1 $\checkmark$ $\rangle$ $\square$ $\bigcirc$ 100% $\oplus$ $\leftrightarrow$	
	Message Public Chat	+		

Click on the "screen Icon" in blue to minismise the presentation.



## 11.6 Raise Hand

< Public Chat :	KA BLP333089 Start recording	:
Welcome to BLP333089!	Styles O 5 C :	
This server is running Blended Learning Platform.		
	This slide left blank for whiteboard	
Message Public Chat	$\langle \text{Slide 1} \lor \rangle \bowtie \bigcirc 100\% \oplus \leftrightarrow$ $(\cancel{2}) (\cancel{2}) ($	

Click on the "raise hand" button to raise hand.

## 11.7 White Board



	< Public Chat	:	୕ୡ	BLP333089 Start recording	:	
	Welcome to BLP333089!			Styles 🔘 5 C 🗄		
	This server is running Blended					
	Learning Platform.			مبل مبل		
-4						
				т		
				This slide left blank for whiteboard		
				$\langle$ Slide 1 $\checkmark$ $\rangle$ $\bowtie$ $\bigcirc$ 100% $\oplus$ $\leftrightarrow$		
	Message Public Chat	$\triangleright$	+			

Users have multiple features associated with white board. The features of white board are listed below:

- Select object User can select object by clicking on select.
- Move object User can select Pan to move board.
- Pen- User can select pen to draw on the board.
- Eraser- User can select eraser to erase.
- Text- User can add text.
- Sticky- User can add sticky notes.

Delete- User can click on delete to delete text.

11.8 How to upload a presentation?



	୕ଌ	BLP333089 02:57	:
		Styles <b>O</b> 5 C :	
		-	
150			
		2	
	ନ Upload/Manage presentations	7	
	≣ Start a poll	Т	
	Share an external video	This slide left blank for whiteboard	
	Select random user	â	
	Propagate layout	Click & to unmute yourself.	

Step-1. Click "+" in blue.

Step-2. Select Upload/Manage presentations.

As a presenter you have the ability to u PDF file for best results. Please ensure t on the left hand side.	bload any office document or PDF file. We recommend hat a presentation is selected using the circle checkbox
Current presentation	Download
Selecting "Send to chat" will provide w	CURRENT Send to chat
Selecting "Send to chat" will provide us chat.	CURRENT Send to chat
Selecting "Send to chat" will provide us	CURRENT Send to chat
Selecting "Send to chat" will provide us chat.	CURRENT Send to chat
Selecting "Send to chat" will provide us chat.	CURRENT Send to chat


**Step-3.** Click on "or browse for files" or drag and drop the file in the given space.

**Step-4.** Click on "Confirm".

# 11.9 How to start a poll?

	୕ୡ	BLP333089 02:57			:
		Styles O 5 C	:		
			1		
1992			0		
			$\bigtriangleup$		
	↔ Upload/Manage presentations	2	7		
	≣ Start a poll	<b>—</b>	Т		
	Share an external video		ľ		
	Select random user		Û		
	▷ Propagate layout		$\sim$		
	arrho Layout Settings Modal	Click $\mathcal{J}$ to unmute yourself. $\square$ $\square$ $\square$ $\square$ $\square$ $\square$ $\square$	↔		



**Step-2.** Select "Start a poll".



MESSAGES	< Polling )	< د دی	BLP193558 O Start recording	:
R Public Chat	Custom Input OFF			
NOTES 3			Styles 🔿 5 c 🗄	
Shared Notes	Write your question (optional)			
USER MANAGEMENT				
O Waiting Users				
POLLING	Response Types		l	
Polling	True / False		&	
USERS (1)	hue/raise			
Jyotika Malik (You)	A/B/C/D	4	٨	
-	Yes / No / Abstention		Т	
	Typed Response		This slide left blank for whiteboard	
			$\langle$ Slide 1 $\checkmark$ $\rangle$ $\bowtie$ $\bigcirc$ 100% $\oplus$ $\leftrightarrow$	
		+		

**Step-3**. Type a question under "Write your question".

Step-4. Select "Response types".

MESSAGES	$\lt$ Polling $×$	×ع	BLP193558   ( Start recording)	:
Republic Chat	Custom Input OFF			
NOTES			Styles O 5 C :	
Shared Notes	Write your question (optional)			
USER MANAGEMENT		5		
O Waiting Users			1	
POLLING	Response Types			
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-	Yes / No / Abstention		Т	
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**Step-6.** Click on "Start Poll".



## 11.10 How to share an external video?

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Step-1. Click "+" in blue.

Step-2. Select "Share an external video"
------------------------------------------

Share an external video	en.
Add Video URL	
Note: Shared external videos will not appear in the recording. YouTube, Vimeo, Instructure Media, Twitch,	
Dailymotion and media file URLs (e.g. https://example.com/xy.mp4) are supported.	7
	Т
Share a new video	C

**Step-3.** Enter the URL, under Add Video URL.



**Step-4.** Click on "Share a new video".

# 11.11 Layout Setting

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**Step-1.** Click "+" in blue.

Step-2. Select "Layout Settings Modal".





Step-3. Select the layout.

Step-4. Click on "Confirm"

# 11.12 How to leave meeting?



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Step-1. Click on the "three dots"

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Message Public Chat		+		F	

Step-2. Select "Leave meeting".

11.13 How to end meeting?



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	Message Public Chat	>	+			

## Step-1. Click on the "three dots"

Public Chat	<u>ج</u> >	BLP333089 Start recording	
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Message Public Chat			

Step-2. Select "End meeting"



# 12 My Profile

Faculty view and edit their profile under the My Profile section and update it. Faculty get an option to fill in and update the details in their profile like basic Information, Education, Personal Information, localization, Additional Information, and social media. Faculty users can change their own profile pictures.

## 12.1 How to edit My Profile details

**Step:1** Login as a Faculty with credentials and click on the "My profile" icon on the top right corner.

Ange al-gi ICAR	Dashboard			N/HEP &	Jitendra 🚳 🕒 🖉
Velcome	Top 5 Courses				Support
ව Dashboard	BSc Soil And Water Management Agriculture	5 Modules	8 No. of Learners	04:45:15 Total Time Spent	a ^p Requests
] Calendar	Agriculture Learning Advance food science	3 Modulos	4 No. of Learners	02:15:55 Total Time Spent	Feedback
Learning Path	Computer Organization And Architecture : MCA560 Agriculture	10 Modules	2 No. of Learners	01:26:25 Total Time Spent	Sign out
Assessment	Microbiology Agriculture learning	6 Modules	18 No. of Learners	00:58:35 Total Time Spant	★★★★ 0 out of 5
Classroom	Advance Food Science Agriculture learning	18 Modules	6 No. of Learners	00:52:20 Total Time Spent	★★★★★ 4 out of 5
Social Collaboration					
Reports	Course wise Performance				

**Step:2** Click on My profile from the drop down. Once clicked, the page will appear.

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भाकृ अन्ध्र ICA R	Jitendra	🗹 jtiwari10@judge.com	¥ 6
Welcome Jitendra Trainer	Last login was 9 minutes ago Upload Photo	<ul> <li>54545454</li> <li>Section 2010</li> </ul>	© ©
Dashboard			
🛗 Calendar	Basic Information Educational Professio	onal Information Localization Additional Inf	ormation Social Media
🧶 Learning Path	First Name*	Last Name	
Courses	Jitendra	Last Name	
Assessment	Username	Email*	
습키 Classroom	blpjitendra2973	jtiwari10@judge.com	
⊄‡: Announcements	Website*	Phone*	
📄 Social Collaboration	https://uat.brihha.in/	54545454	
Reports     Social Wall	Quick Intro* Test		



**Step:3** Click on **"Upload Photo**" to upload an image to their profile and Select image from image library.



**Step:4** Click "**Basic information**" to update basic details to their profile as per below fields and click "**Save Changes**" to save the updated information.

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endra Treiner	Last login was 17 minutes og Upload Photo	90 C	5454545454	0	
Dashboard					
Calendar	Basic Information Educational	Professional Information	Localization Addi	tional Information Social Media	
Learning Path	First Name*		Last Name		
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	Username		Email*		
Assessment	bipjitenara2973		/tiwan10@judge	.com	
Classroom	Website*		Phone		
Announcemente	https://uot.brihho.in/		5454545454		
Announcements					
Social Collaboration	Quick Intro*				

**Step:5** Click "**Educational**" to update Degree and Certificate via clicking on "Add Degree" and "Add Certificate".

## 12.2 Add Degree

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Learning Path	Basic Information	Educational	Professional Information	Localization	Additional Inform	nation Social Media	
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Assessment	Title		University		Passing Year		Action
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Social Wall							

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Welcome	Jitendra 🖂 jtiwari10@judge.com
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🌼 Learning Path	Degree Certificate
Courses	
Assessment	Education* Specialization*
冔 Classroom	Select Education*   Select Specialization*
⊄‡: Announcements	University / Institute* Passing Out Year*
👼 Social Collaboration	Select University / Institute* Select Passing Year
Reports	Course Type*
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Assessment	Title			University	Passing Year	Action
Hz Classroom	B.Tech./B.E Bachelor of 1	echnology/ Bachelor of E	ОК	University of Delhi	2013	00
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🛗 Calendar			
🌷 Learning Path	Basic Information Educational	tion Additional I	nformation Social Media
Courses	Degree Certificate	Success!	+ Add Certificate
Assessment	Cer	rtificate successfully added	
P Classroom	Title	ОК	Action
⊈≱ Announcements	Selenium Certificate	https://uat.brihha.in/	
ह्न Social Collaboration			
Social Wall			

**Step:6** Click **"Professional information**" to update Language, Experience and Skills and click **"Save Changes**" to save the updated information.

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HIP 31-91 ICAR	Jitendra	jtiwari10@judge.com	Constant 1 - FAGE
lcome endra Trainer	Last login was 1 hours ago Uplood Photo	€ 54545454 ♥	6) (2) (2)
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Calendar Learning Path	Basic Information Educational Pro	• QA team	ormation Social Media
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**Step:7** Click "**localization**" to update the Current Location, Permanent Location, Office Location, Additional Contact, Locality, Area, City, State, Country, and Pin Code. Click "**Save Changes**" to save the updated information.

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Welcome Jitendra Trainer	Basic Information	Educational Pro	ofessional Information	Localization	Additional Ir	nformation	Social Media		_
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Calendar	Current Location			Offi	ce Location				
🐥 Learning Path									
Courses	Permanent Address			Addit	ional Contact				
Assessment	Permanent Address			Add	sitional Contact				
문키 Classroom	Type your locality			Туре	your area				
43: Announcements	Type your locality			Тур	e your area				
폙 Social Collaboration	Your city	Yours	state	Your	country		Your pin code		
() Reports	Your city	You	r state	You	ir country		Your pin cod	e	
💮 Social Wall									
🕞 uatbribhain								Save Char	nges

**Step:8** Click **"Additional information**" to update the personal information like gender, birthday, marital status, and anniversary. Click **"Save Changes**" to save the updated information.

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Calendar		2 × 1	
Learning Path	Basic Information Educational P	rofessional Information Localization Additional Inform	ation Social Media
Courses	Gender	Birthday	
Assessment	Male		
Classroom	Marital Status		
Announcements	Unmarried	*	
Social Collaboration			
Reports			Save Changes
Social Wall	© You	r changes has been saved successfully. X	

**Step:9** Click "Social Media" to update his/her social media profile link like Facebook, LinkedIn, Instagram, and Twitter. Click "**Save Changes**" to save the updated information.

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Assessment	Facebook			Twit	ter			
ê ^{ም)} Classroom	LinkedIn			Insta	ram			
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B Social Collaboration					- <del>.</del>			
🕒 Reports								Save Changes
🔂 Social Wall								

# 13 Notification Centre



Notification Center, where faculty users can receive notifications for upcoming events, meetings, sessions, courses, and assessments, all accessible through the notification bell icon.

**Step:1** Click on the notification bell icon to view all the notifications. Faculty user will be able to see the notifications for upcoming events, meetings, sessions, courses, and assessments.

ang ai-gi ICAR	Dashboard		U. JEAN	NØHĒP இ	Jaslin Kaur 😝
Welcome	Top 5 Courses				
Dashboard	Plant Genetic Resources	4 Modules	8 No. of Learners	03:58:20 Total Time Spent	5 out of 5
Colendor	Computer Organization And Architecture	5 Modules	<b>7</b> No. of Learners	02:36:40 Total Time Spent	★★★★★ 3 out of 5
炎 Learning Path	rectinology				
Courses	Agricultural Engineering     Agriculture123	5 Modules	1 No. of Learners	01:02:45 Total Time Spent	★★★★ 4 out of 5
Assessment	Course 30102023 Fruit Science	2 Modules	1 No. of Learners	00:06:45 Total Time Spent	5 out of 5
문 Classroom	T Antifacto Antonio			00-05-10	*****
¢⊉ Announcements	Agricultural Economics	Modules	No. of Learners	Total Time Spent	0 out of 5
Social Collaboration					
D Brouge	Course wise Performance				

HIP 31-BL ICAR	Notifications
Velcome	
Dashboard	Module classroom     Dr. Mohammed Nasir has requested for approval on Classroom Module. Please check      Read More
━ 前 Calendar	
Learning Path	Module classroom 6 days, 23 hours ago Dr. Arbind Gupta has requested for approval on Classroom Module. Please check the Read More
Courses	
Assessment	Module assessment 6 days, 23 hours ago Dr. Mohammed Nasir has requested for approval on Assessment Module. Please chec
Classroom	Read More
Announcements	Module classroom     6 days, 23 hours ago
🔋 Social Collaboration	Dr. Umesh Chandra has requested for approval on <b>Classroom</b> Module. Please check th Read More



#### Step 2: Faculty can also delete the notification.





# 14 Support Information

It is a customer service department within a business that helps and supports end-users.

**Step:1** Click on the "Support" option from the drop down when faculty clicks on the profile icon visible on the top right corner.





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