User Manual- Faculty Role

Overview

The document explains the different operations available to a user on logging in as a **faculty** in dhI.

Login Procedure

a) In Web

To Log-in use the URL: https://ramaiahgroup.dhi-edu.com/ramaiahgroup_msrcasc
Username: **<email ID>**
Password: Enter the password you have chosen (When using the system for the 1st time, enter **dhi001** as password)

b) In Mobile App
App Name: dhI)
College Name: **MSRCASC**
Username: **<email ID>**
Password: **dhi001**

My Dashboard (Fig 1.1)

As soon as you login, you will be directed to the dashboard page. Here you can see various widgets like – Class timetable,Student attendance, Lesson plan, Calendar of events, alerts, and Bulletin board. You can drill down on each widget and hence you will be directed to the respective features. These widgets are also available on the left navigation bar.
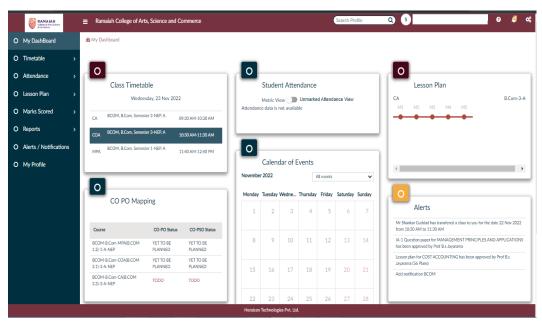

Fig 1.1

Verify Class Timetable (Fig 1.2)

1) To verify, click on **Timetable** in left navigation menu bar and then click on **Class Timetable**
2) Use toggle button to view either day-wise or week-wise timetable
3) Verify if the timetable available in dhI is the same as one you follow. In case you see discrepancies, do contact yourdepartment coordinator for corrections
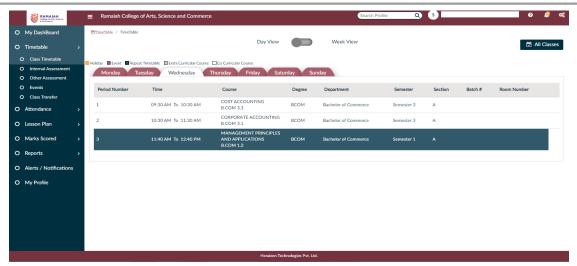4) To view all the classes of a particular section, click on All classes button

Fig 1.2

Events (Fig 1.3)

1) To view the events of the year, click on Timetable in the left navigation menu bar and then click on events
2) Dates with any events are highlighted by showing the number of events present on that date. Event descriptionwill be shown once you click on the highlighted date.
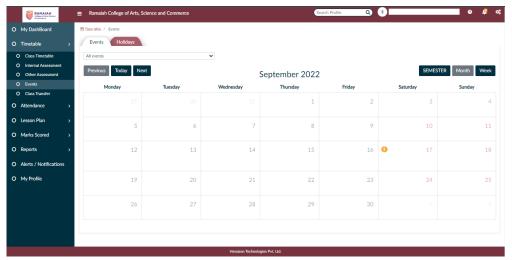3) The holidays for the year can be seen if you click on the Holidays tab.

Fig 1.3

Class Transfer (Fig 1.4)

1) Click on **Timetable** in left navigation menu bar and then click on **CLASS TRANSFER**
2) Select the DATE you want to transfer the class
3) Verify the DAY AND TIME, select **Transfer To** (name of staff to whom you want to transfer the class) of the specificsubject
4) Then click **Transfer** button
5) Verify your class transfer by clicking on **My Transfer Request**
6) You can cancel the class transfer request by clicking on **Cancel** beside each class

7) You can check the status of your class transfer by clicking on the **Status** drop down box on the same page(Submitted, Accepted, Rejected or Cancelled)

8) You can check the class transferred by others by clicking on **Transfer Request from others** you can accept or reject the Transfer request.

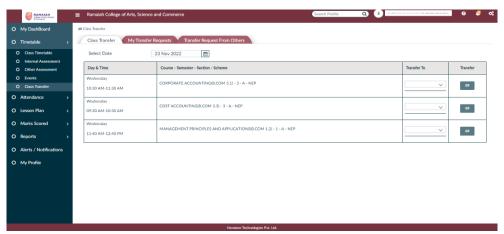9) Attendance can be marked after transfer class is accepted

Fig 1.4

Create/Update Lesson Plan (Fig 1.5)

1) To create lesson plan, click on **Lesson Plan** in left navigation menu bar and then click on **Planning and Tracking**

2) Click on **+** symbol beside create lesson plan to get **Module** option

3) Select **Module** and **Select All** or select individual module at a time

4) Click on **Set Dates and Periods**

5) Select Lesson plan generation type – All modules at a time or select the module for which you wish to plan

6) Enter semester **Start Date & End Date**

7) Edit **Period** if required

8) Click on **Generate**

9) Click on **View Lesson Plan** on top right corner of the page

10) Click on add **Source material button** if you wish to add any textbooks or reference books list. Materials link can alsobe added here.

11) Edit lesson plan if required by clicking on **Edit** option beside each topic in the **Plan**

12) **Select Approver** (HOD) at the bottom of the lesson plan and click **Submit Plan**

13) After getting the plan approved by HOD, you can start executing the topics of each class. For doing so click onexecution tab beside plan. Then click on the edit option towards your right-hand corner.

14) Change the status from **Todo to done**. Also, you can add any extra topics if you have covered in that class or deletea particular topic if you couldn't cover it on that day.

15) Then click on execute

16) If you have covered some portion of a topic and wish to continue the same on next class, you can use the cloneoption available.

17) Finally, after executing all the topics by the end of the semester, you can also generate your PDF copy of the lessonplan

18) We also have **Clone plan of work** option. Using this option, you can clone/copy the entire lesson plan either fromprevious year or plan of the same subject which is generated by a different faculty/yourself for different sections.
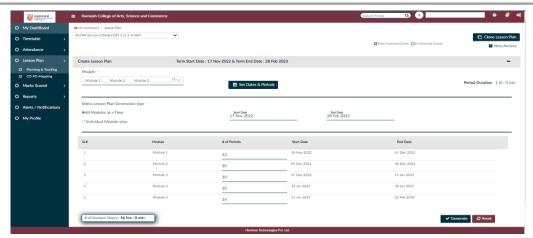
Fig 1.5

Mark Attendance (Fig 1.6)

1) To mark attendance, click on **Attendance** in left navigation menu bar and then click on **Student Attendance**
2) Select the theory or laboratory subject from the drop-down box
3) Select the Date and mark the attendance Present or Absent (for laboratory any one faculty can mark theattendance) then click on **Submit**
4) Click on **View Attendance** to view the student attendance
5) Edit student attendance by clicking Edit option beside each student name then Save option beside each studentname
6) Click on **View Attendance** then Generate Monthly Report to check for defaulters.
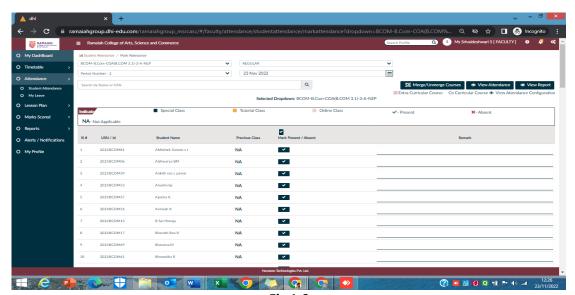

Fig 1.6

Applying for leave (Fig 1.7)

1) Click on **Attendance** in left navigation menu bar then click on **My Leave**
2) Choose the Leave Category, enter from date and to date.
3) **IMPORTANT**: Under the Reason option, enter the reason for applying leave. Also, in case you are not able toperform a Class Transfer before you apply for leave, mention this clearly. For e.g., no faculty

available to transfer class & have adjusted with a concerned faculty to handle this class. This will be seen by the HOD/Principal & approval accorded if the justification is valid.

4) You can also upload PDF or JPG documents as supporting documents wherever applicable using the browsebutton click **Submit** to apply leave.

5) Also, for your reference, you have leave details showing the number of leaves taken and available in eachleave category. Events and holidays calendar is also provided below.

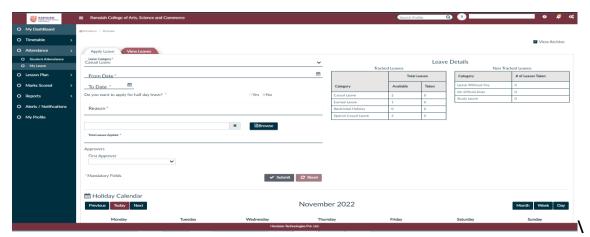6) You can also view the detailed status of your leaves in the View leaves tab

Fig 1.7

Scheduling of assessment (Fig 1.8)

1) To create assessment schedule, click on assessment in left navigation menu bar and then click onSchedule

2) Select the assessment number in the dropdown. Click on + symbol to create the schedule for a particularsubject

3) Select the subject from the dropdown and enter the test number as 1. Enter the date, start time, and endtime of the assessment. You can also edit this scheduled if required using the edit option.
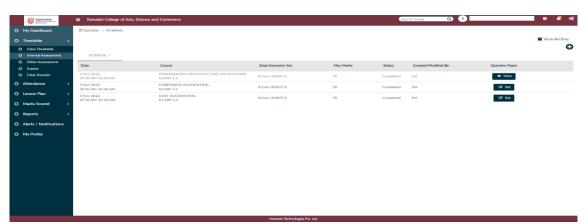

Fig 1.8

Marks Tabulation for assessment (Fig 1.9)

1) To tabulate marks for assessment, click on assessment in left navigation menu bar and then click ontabulation

2) From the dropdown list shown, choose the course for which assessment marks must be tabulated. Click on Tabulate**.**

3) You can enter marks for each of the students' displayed by clicking on the edit button against each student **or** you can download template and open the spreadsheet to enter marks and mark absentees. Save the spreadsheet and use the **Upload** button, select the file just saved and upload the marks. You can see the marks against all students.Verify and click on **Submit**.
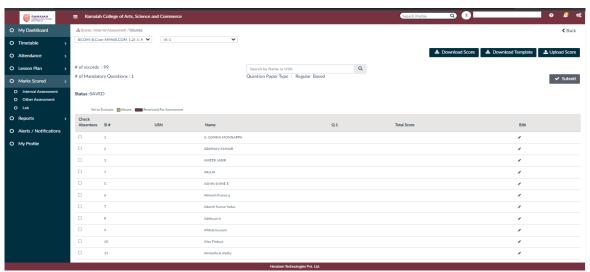

Fig 1.9

LAB Experiment Marks Allocation (Fig 1.10)

1) To tabulate marks for lab experiments, click on assessment in left navigation menu bar and then click on lab

2) Two options are available to assign marks:
   Click on **Tabulate**
   (a) Enter marks for each subcategory in each experiment
   (b) Download template in excel, enter marks, save and upload

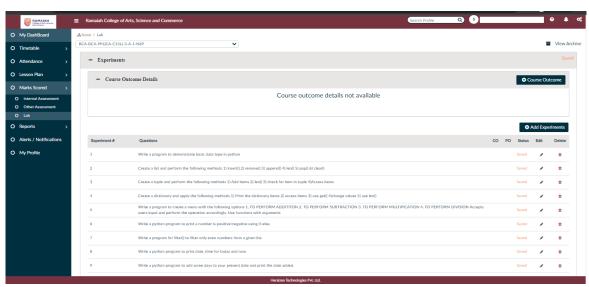3) You can also edit the experiment details and submit it for approval.

Fig 1.10

User Manual- Faculty Role

Progress Report / Attendance Report (Fig 1.11)

1) Click on **Reports** in left navigation menu bar & then select **Progress Report**
2) **Click on** Download Progress Report / Attendance Report
3) For individual student report, click on download option present in the line of student name
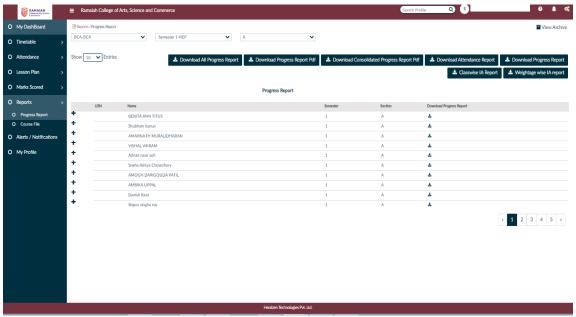

Fig 1.11

Course File (Fig 1.12)

1) Course file is generated using the related data updated by faculty
2) Click on **Reports** in left navigation menu bar & then click on **Course File**
3) Click on **Download Subject file** and select the course for which you need to generate the course file and click ondownload
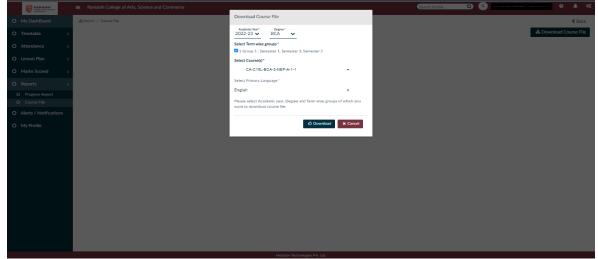

Fig 1.12

Alerts / Notifications (Fig 1.13)

1) Click on **Alerts / Notifications** in left navigation menu bar then select **Module**
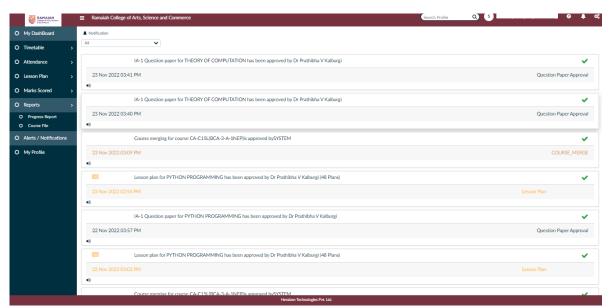2) You can see the Alerts / Notifications

Fig 1.13

Profile Update (Fig 1.14)

1) Click on **My Profile** in left navigation menu bar
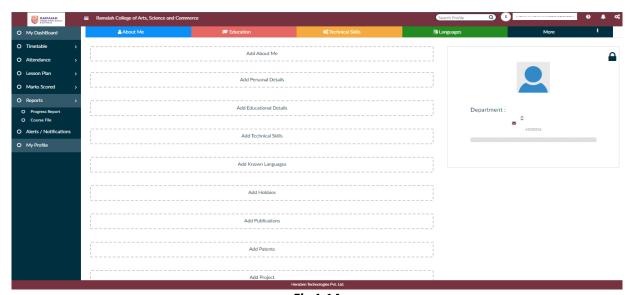2) Fill each category and then click on **SAVE**

Fig 1.14

To View Student Details

1) Click on **Search profile** option and type any student's Name/registration number **to get the complete details of the student.**