SEPTEMBER 2021

TECHNOLOGY ENABLED LEARNING

ERP ACADEMIC

USER MANUAL

vR1.2021

ERP Academic as Technology Enabled Learning (TEL) Curricula exploits us to the digital resource development and utilizing the digital resource through e-learning into quality courses and education. The use of technology to maximise the student learning experience is a vibrant area of interest across all tiers of global education. TEL is often used as a synonym for e-learning but can also be used to refer to technology enhanced classrooms and learning with technology, rather than just through technology.

ROLES & RESPONSIBILITIES

1. BATCH COORDINATOR

- Coordination with Principal, higher management, Teaching Learning Centre (TLC) team, Department Coordinators and HODs.
- In Weekly basis, maintaining status obtained from department coordinators regarding the department wise status and updating concern HODs if required.
- Arranging meetings as per schedule, communicating with department coordinators and record minutes of meeting and mailing it to the concern members, HODs.

2. COURSE COORDINATOR

- Uploading / Updating course materials by coordinating with course facilitators.
- Coordination with Department coordinators and individual course facilitators of the concern course.
- In Weekly basis, maintaining course wise status obtained from individual course facilitators and updating information Department Coordinators.
- Arranging meeting regularly with all members of the course regarding ERP Academic Curricula materials, preparation, in class solving and status, whenever it's necessary.

3. COURSE FACILITATOR / FACULTY

- Preparation of quality notes / PPT / Worksheet / MCQs / Short Questions / Long Questions as per assigned schedule by coordination with course coordinator.
- In Weekly basis, maintaining the status and report it to Course Coordinators as and when asked for it.
- Solving Worksheets / Learning Practice documents and using PPTs / Presentation documents, as per session learning plan inside the classrooms on regular basis.

4. DEPARTMENT COORDINATORS / REPORT LOGIN

- Coordinate with Batch Coordinator, Individual course coordinators and HOD's.
- In Weekly basis, maintaining status obtained from Individual course coordinators and updating College Coordinator and HOD.
- Communicating with Course Coordinators, HOD and all the faculties of the department about meeting minutes.

5. LEARNER / STUDENT

- Learner / Student can access course contents, participate in course activities and viewing all learning resources.
- They can see their own earned course statistics. Upload the practiced learning worksheets, viewing course outcomes, program learning outcomes and usage reports for a course.

NOTE

* Worksheets / PPTs / Learning Material / Notes must be submitted to the course coordinator, who will check the contents and get approval from responsible person
* All ERP Academic TEL Curricula Reference / Status Templates are available in https://tlc.krgi.in and http://tlc.mkce.ac.in
* Material Quality Review (MQR) will be conducted randomly for all departments
* In-class Observation (IO) will be conducted regularly
* Learning Material, Worksheets must be in digitally editable format such as doc, docx
* Uploading of ERP Academic TEL Curricula materials to be done as and when it is scheduled by Higher authorities
* Only Faculty ID and Official Mail ID to be used for all correspondence

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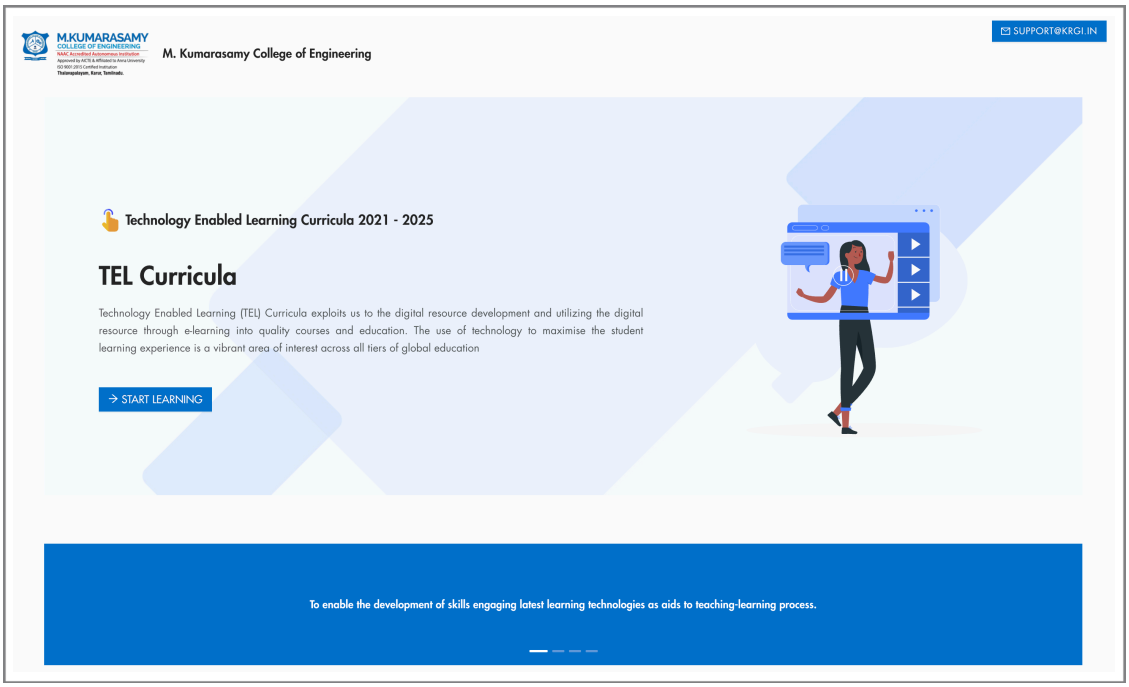
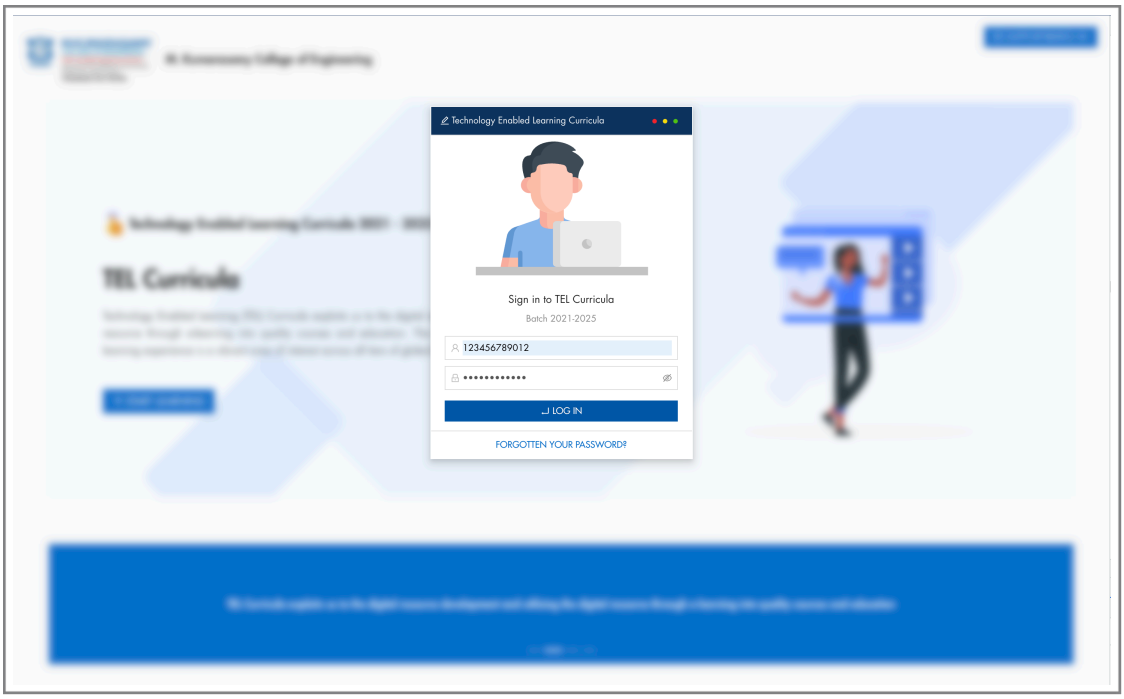
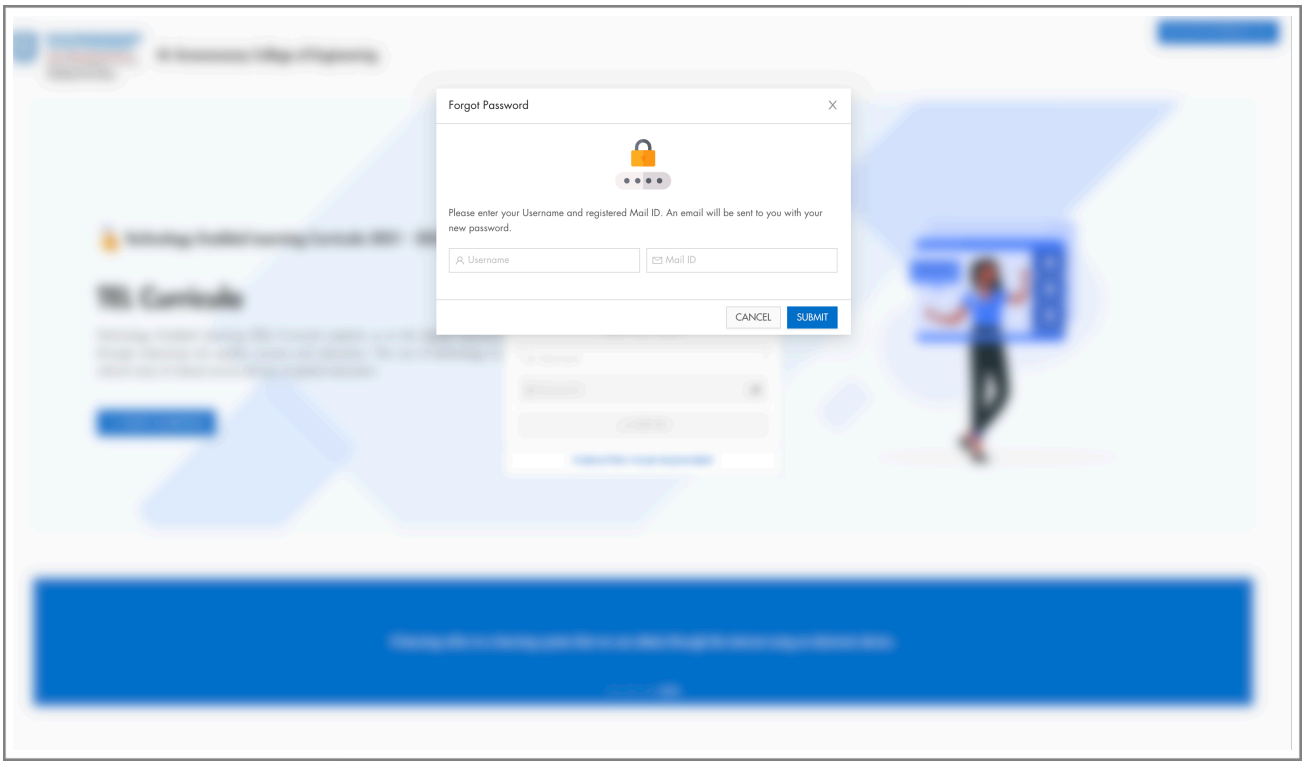
1. Home Page



2. Login Portal

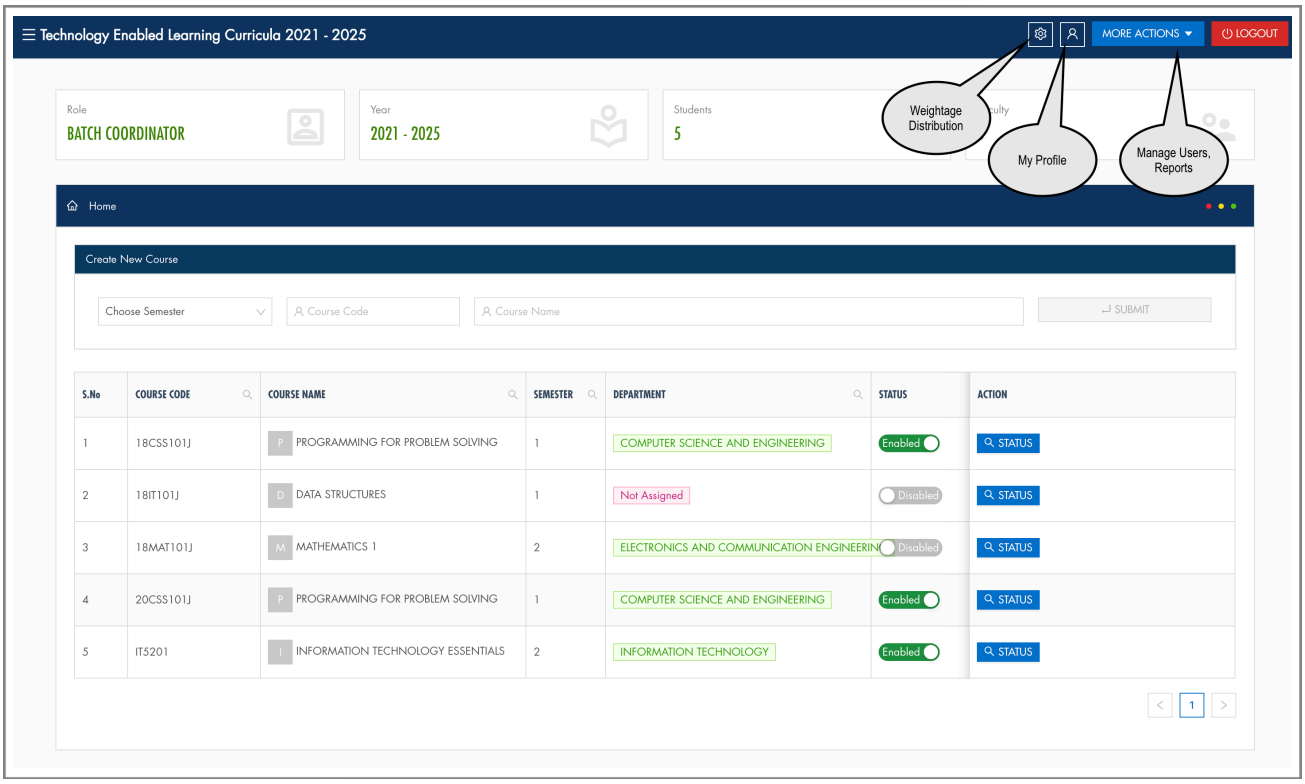


3. Login Portal > Forgot Password

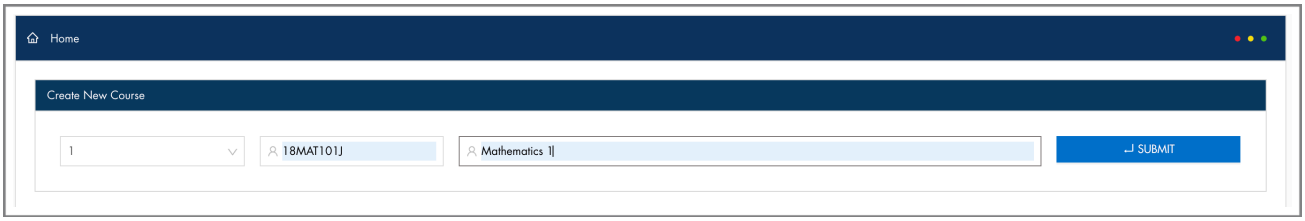


BATCH COORDINATOR

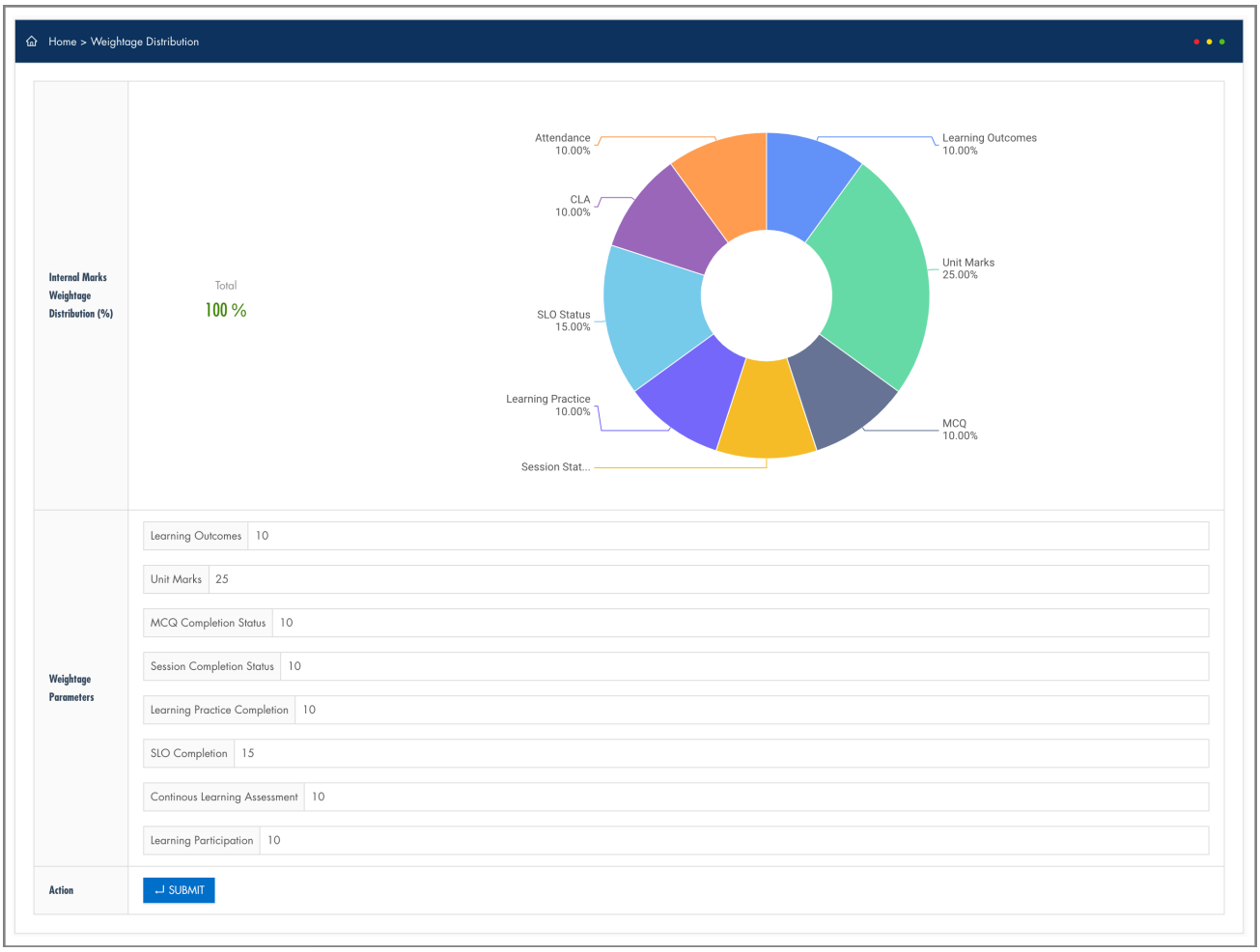
4. Batch Coordinator > Dashboard



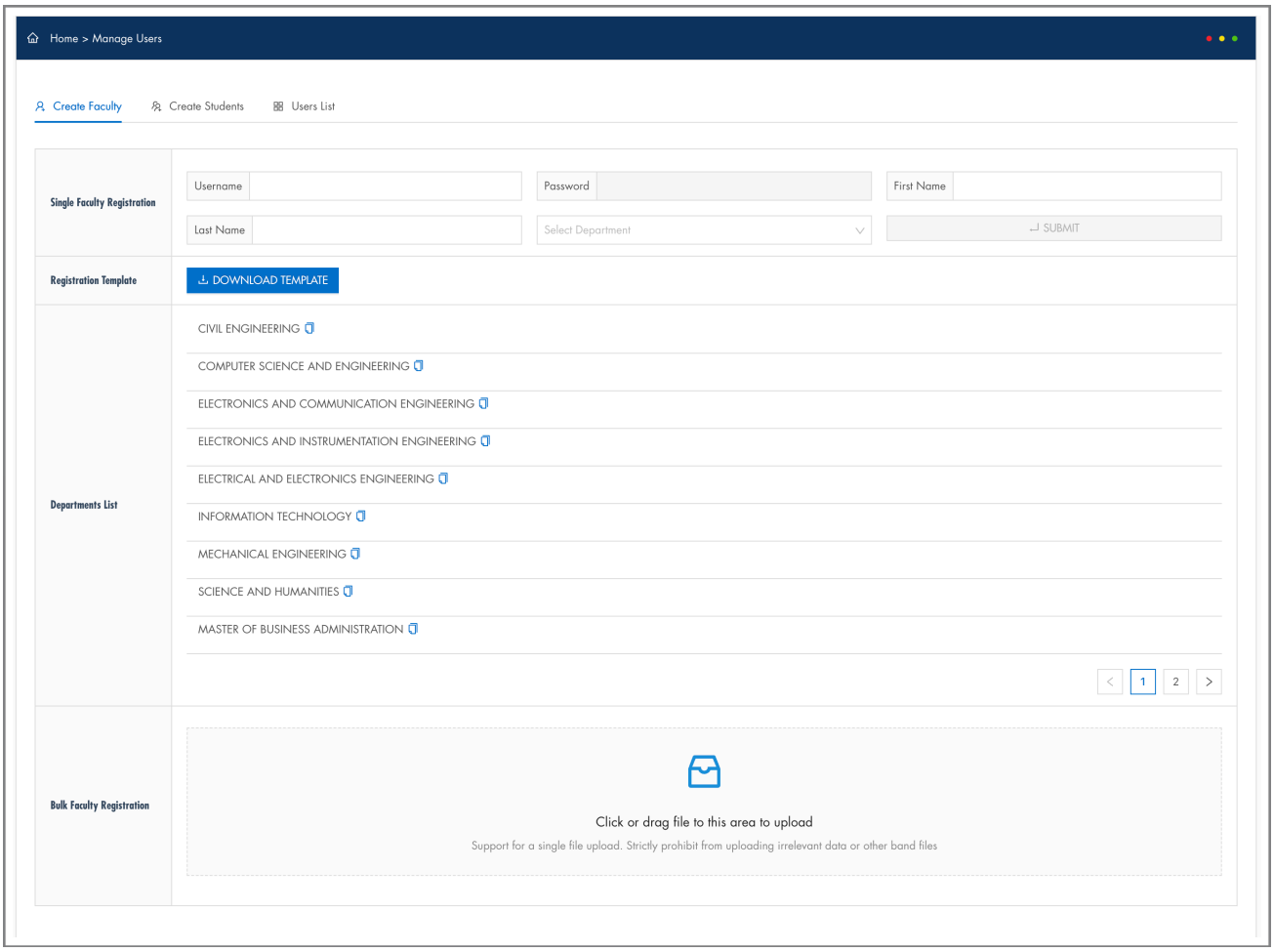
5. Batch Coordinator > Dashboard > Create Course



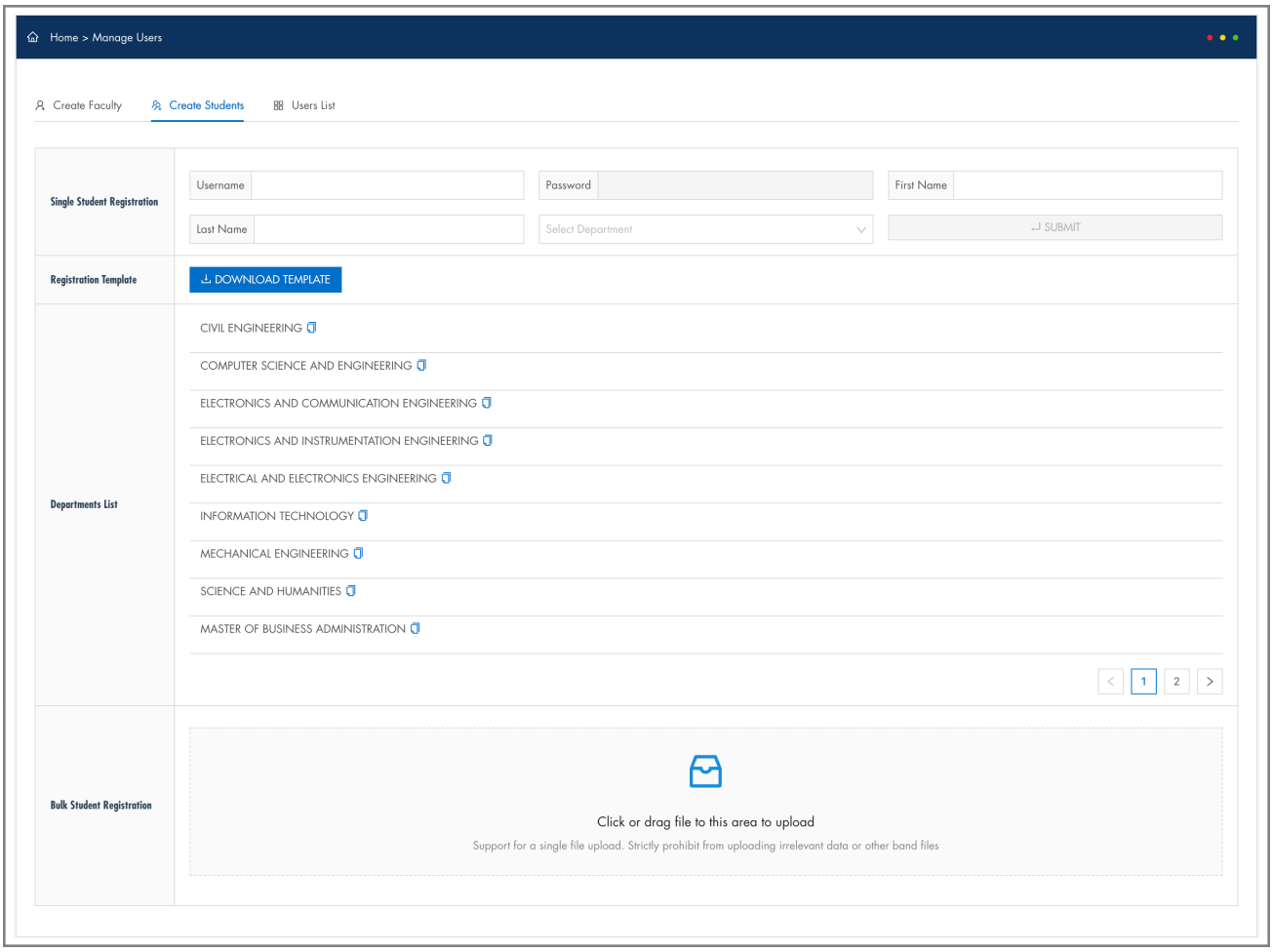
6. Batch Coordinator > Dashboard > Weightage Distribution



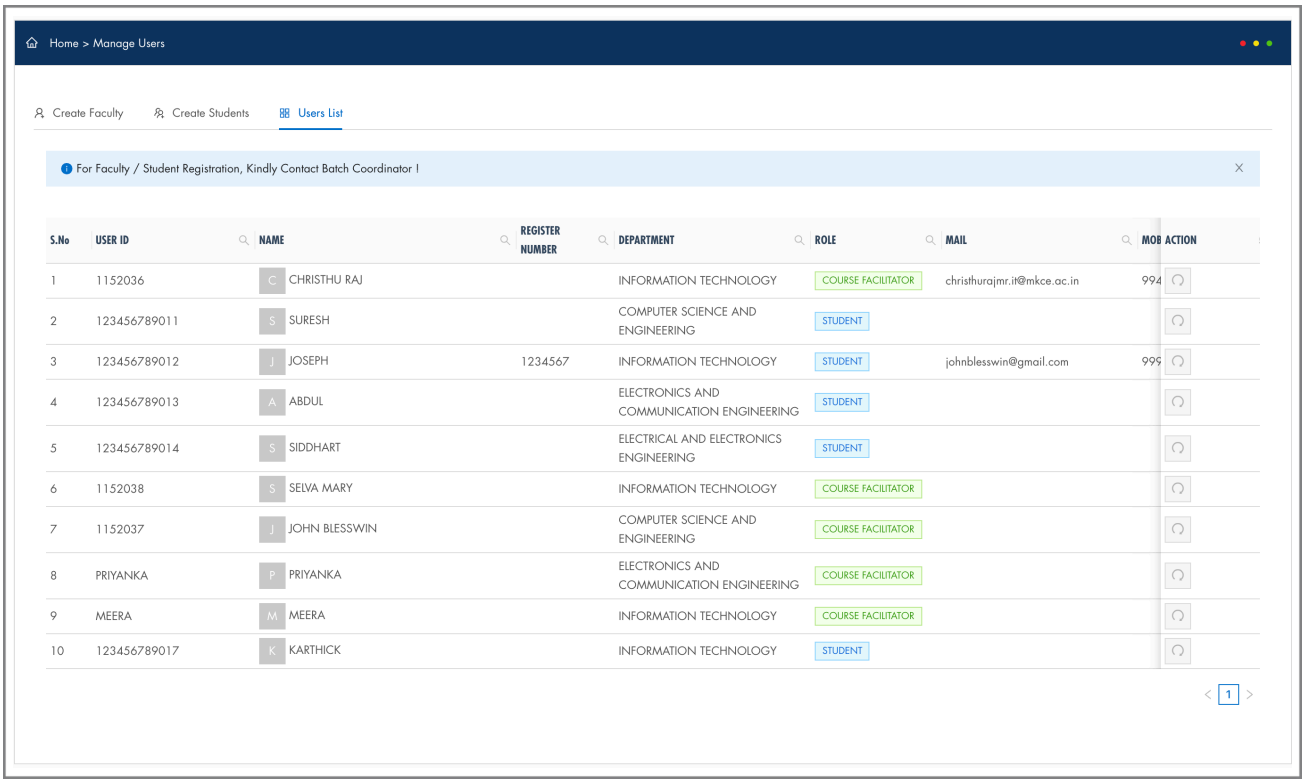
7. Batch Coordinator > Dashboard > Manage Users > Create Faculty



8. Batch Coordinator > Dashboard > Manage Users > Create Students



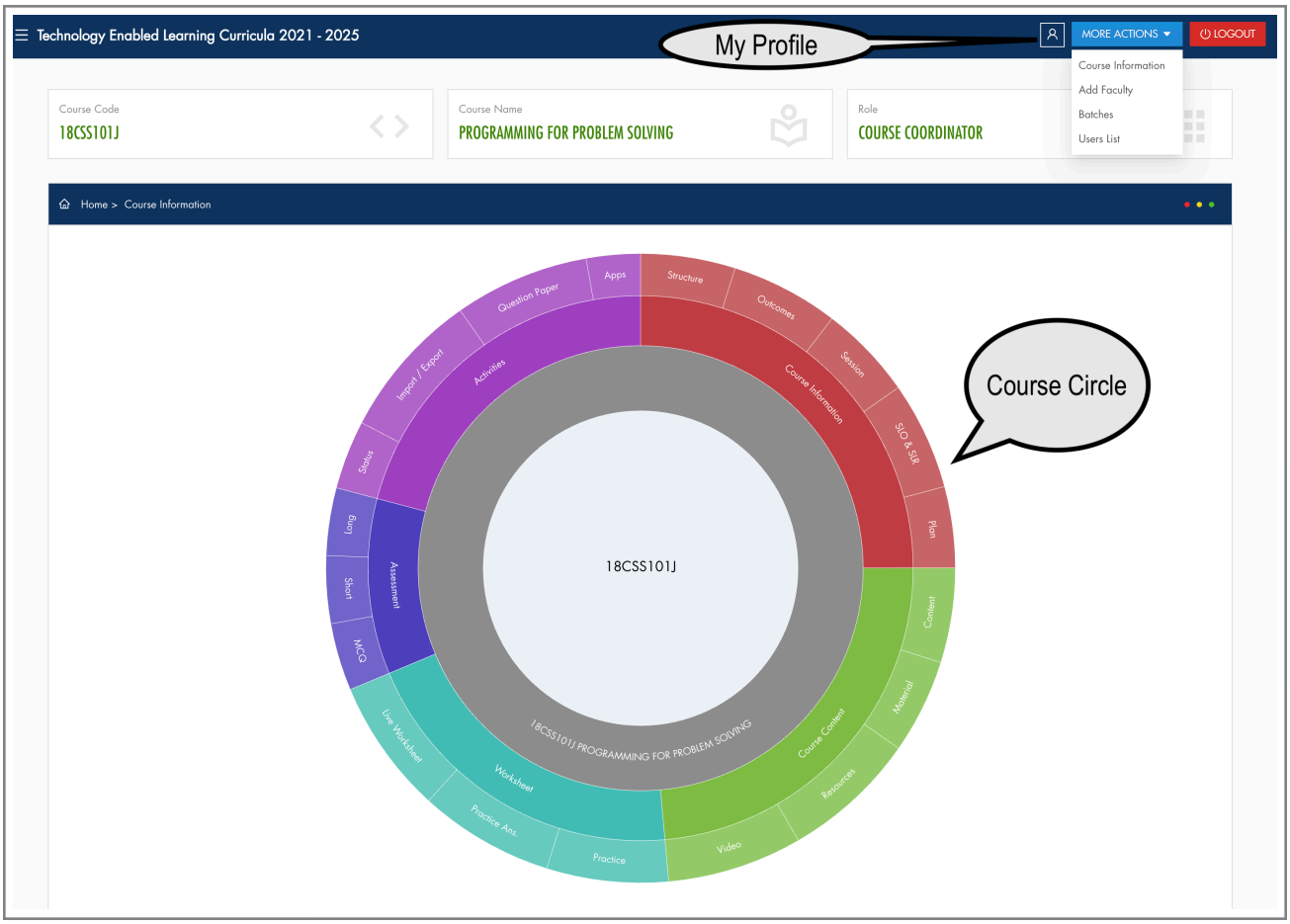
9. Batch Coordinator > Dashboard > Manage Users > Users List



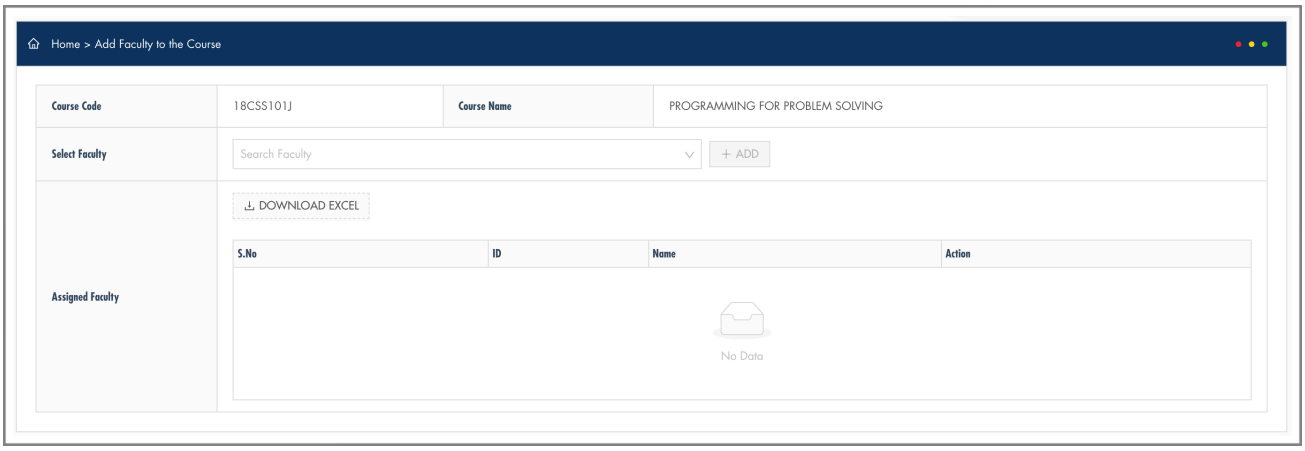
S.No	USER ID	NAME	REGISTER NUMBER	DEPARTMENT	ROLE	MAIL	MOB	ACTION
1	1152036	CHRISTHU RAJ		INFORMATION TECHNOLOGY	COURSE FACILITATOR	christhurajmr.it@mkce.ac.in	994	
2	123456789011	SURESH		COMPUTER SCIENCE AND ENGINEERING	STUDENT			
3	123456789012	JOSEPH	1234567	INFORMATION TECHNOLOGY	STUDENT	johnblesswin@gmail.com	999	
4	123456789013	ABDUL		ELECTRONICS AND COMMUNICATION ENGINEERING	STUDENT			
5	123456789014	SIDDHART		ELECTRICAL AND ELECTRONICS ENGINEERING	STUDENT			
6	1152038	SELVA MARY		INFORMATION TECHNOLOGY	COURSE FACILITATOR			
7	1152037	JOHN BLESSWIN		COMPUTER SCIENCE AND ENGINEERING	COURSE FACILITATOR			
8	PRIYANKA	PRIYANKA		ELECTRONICS AND COMMUNICATION ENGINEERING	COURSE FACILITATOR			
9	MEERA	MEERA		INFORMATION TECHNOLOGY	COURSE FACILITATOR			
10	123456789017	KARTHICK		INFORMATION TECHNOLOGY	STUDENT			

COURSE COORDINATOR

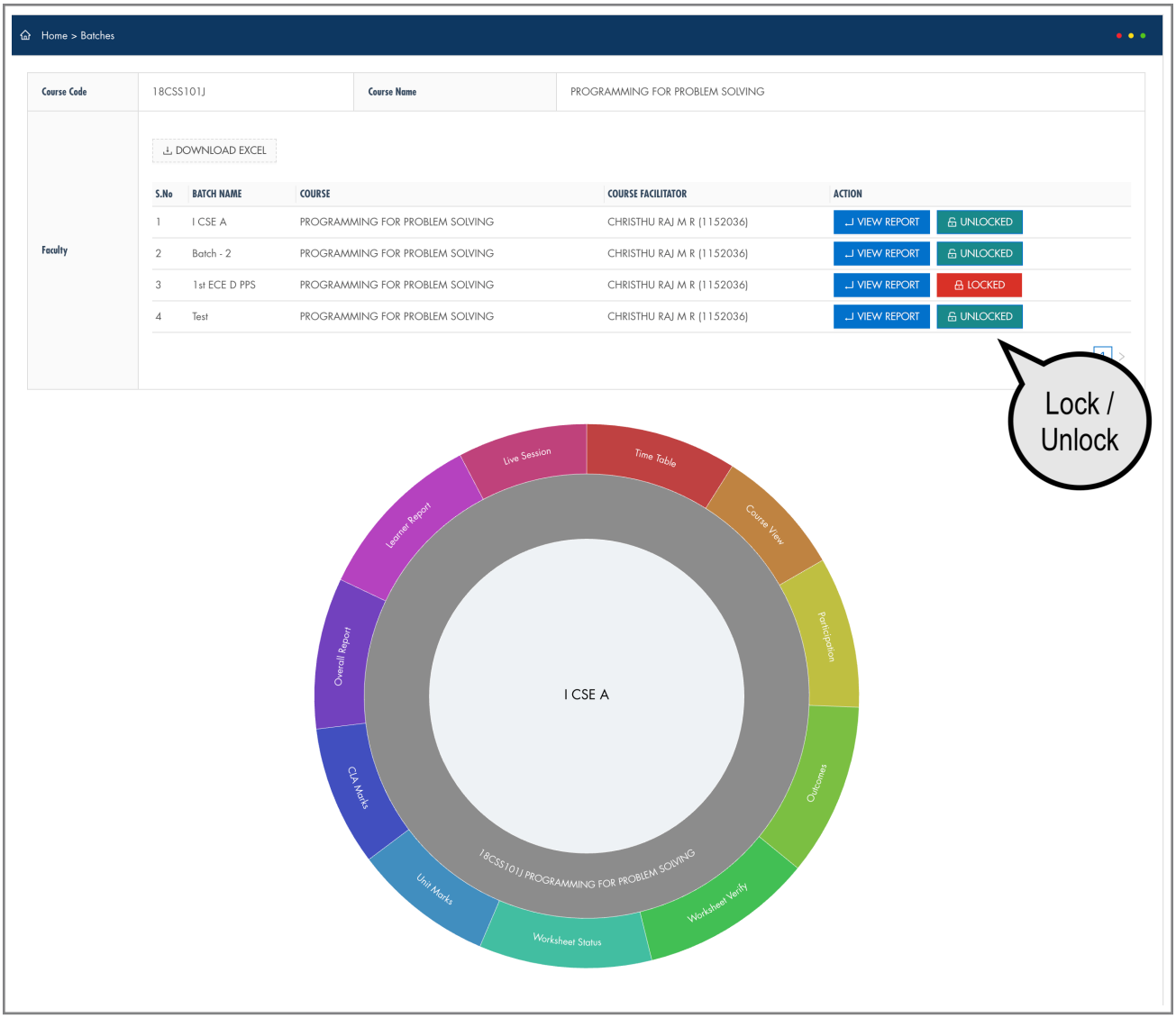
10. Course Coordinator > Dashboard > Course Information



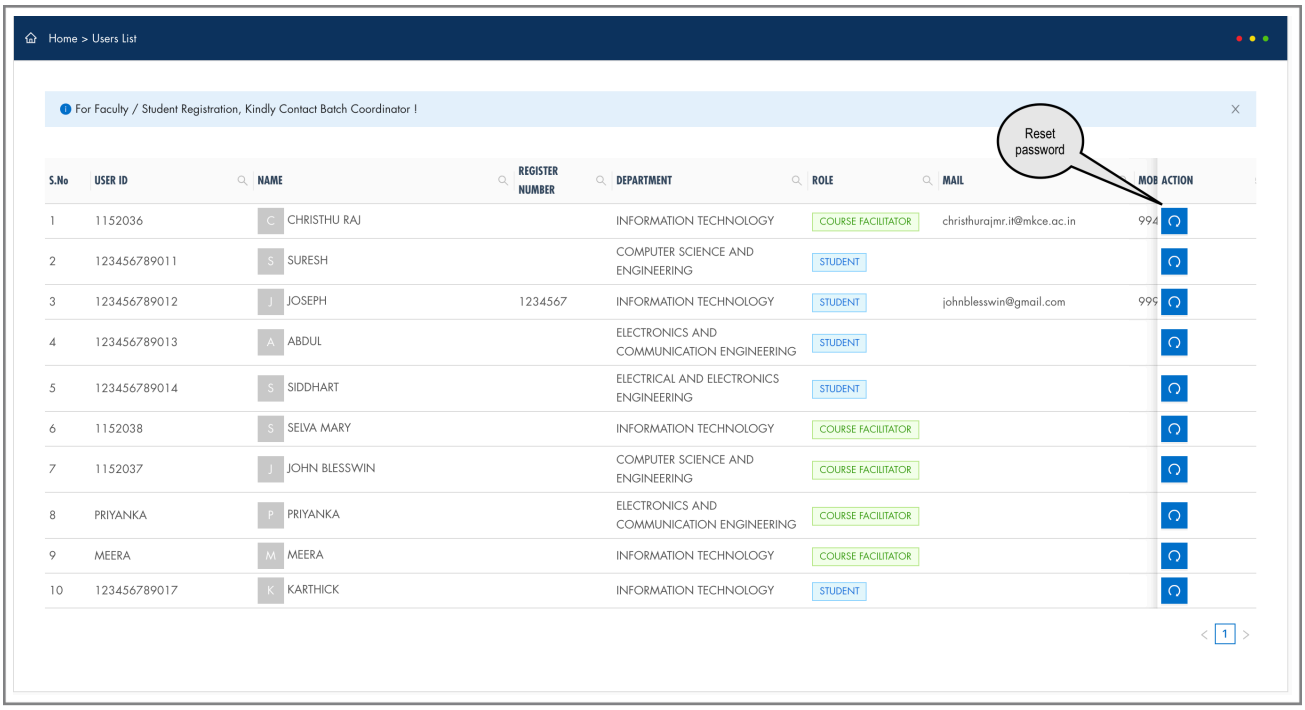
11. Course Coordinator > Dashboard > Add faculty to the course



12. Course Coordinator > Dashboard > Batches Reports

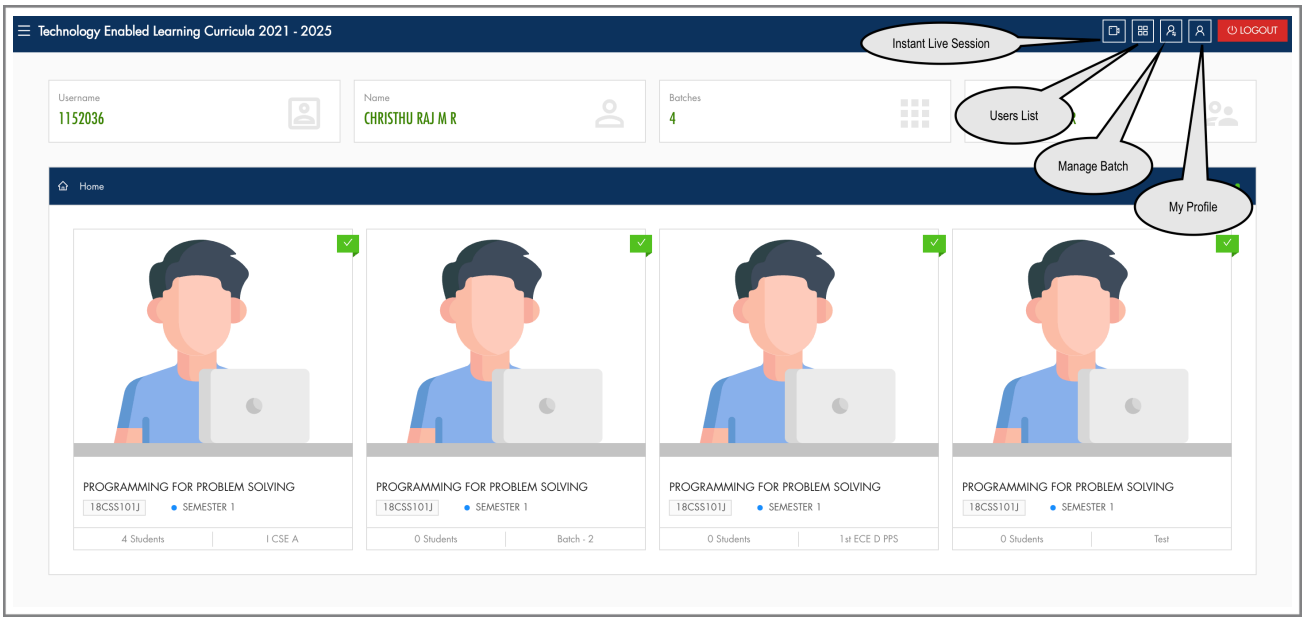


13. Course Coordinator > Dashboard >User List

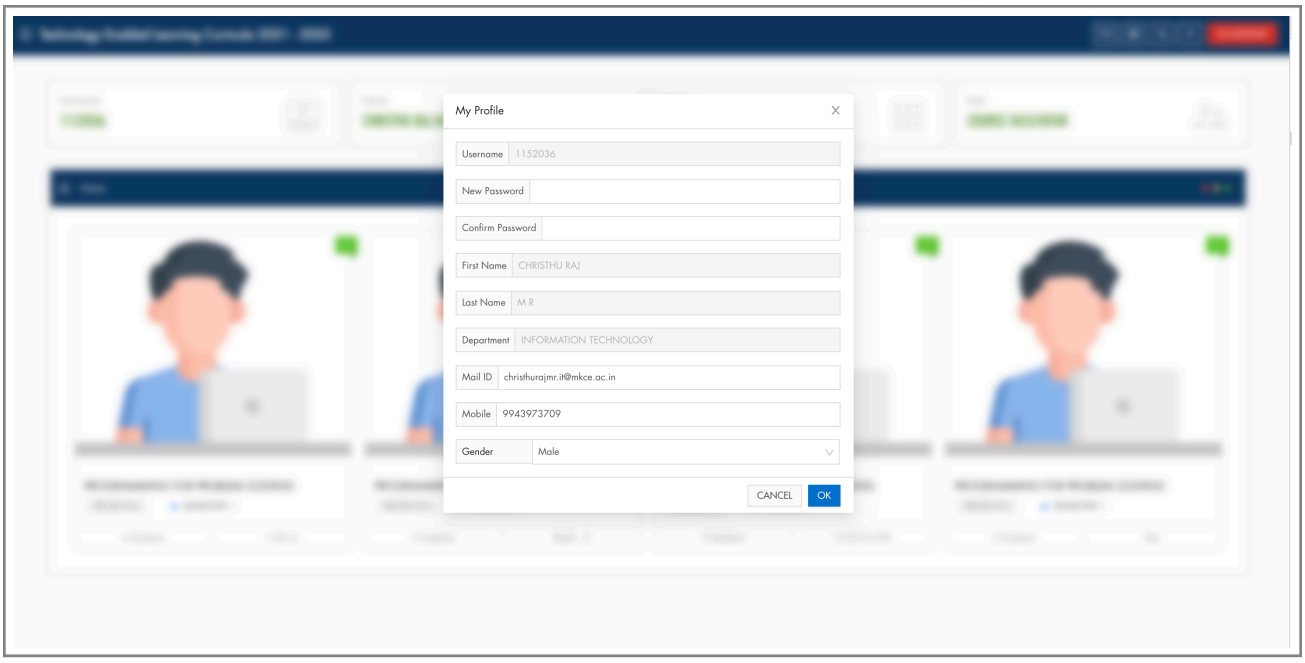


COURSE FACILITATOR (FACULTY)

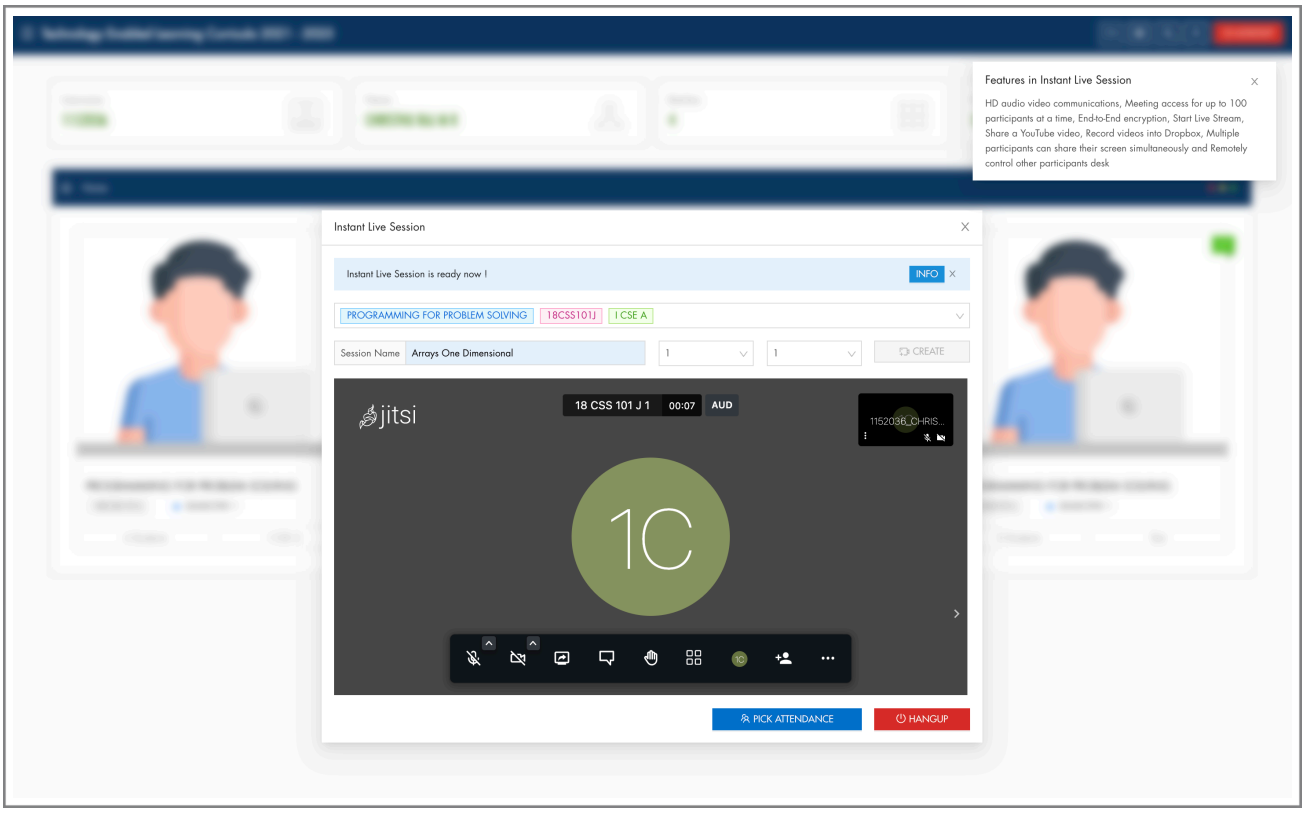
14. Faculty > Dashboard



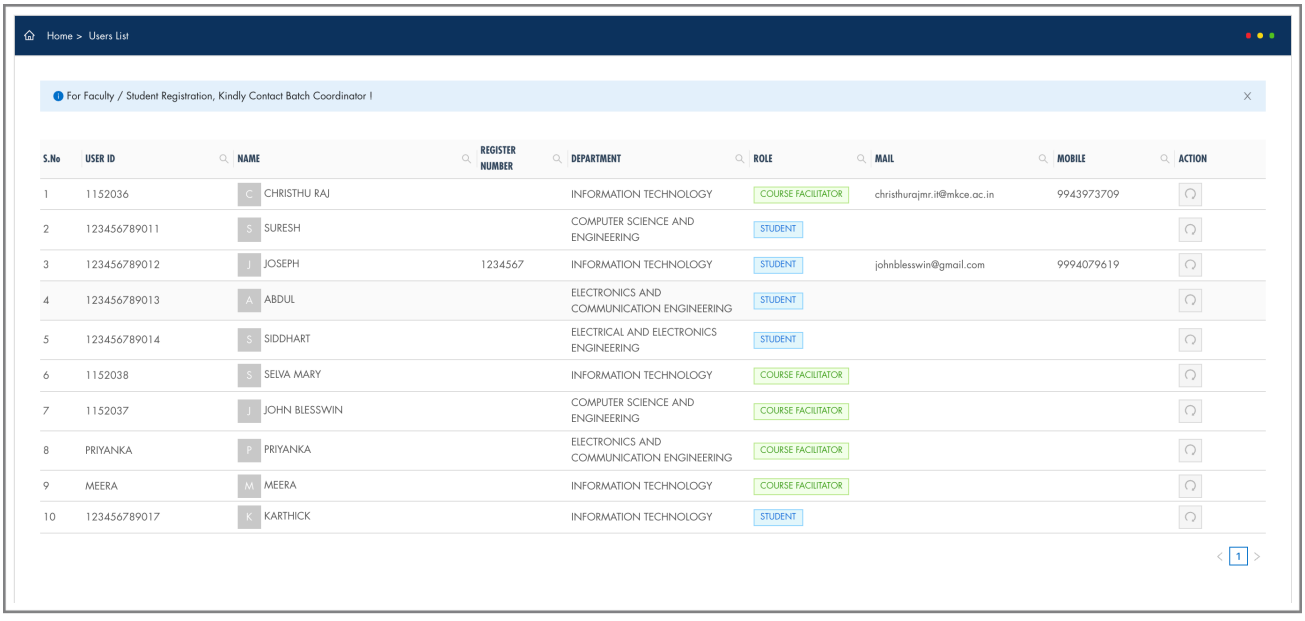
15. Faculty > Dashboard > My Profile



16. Faculty > Dashboard > Instant Live Session



17. Faculty > Dashboard > Users List



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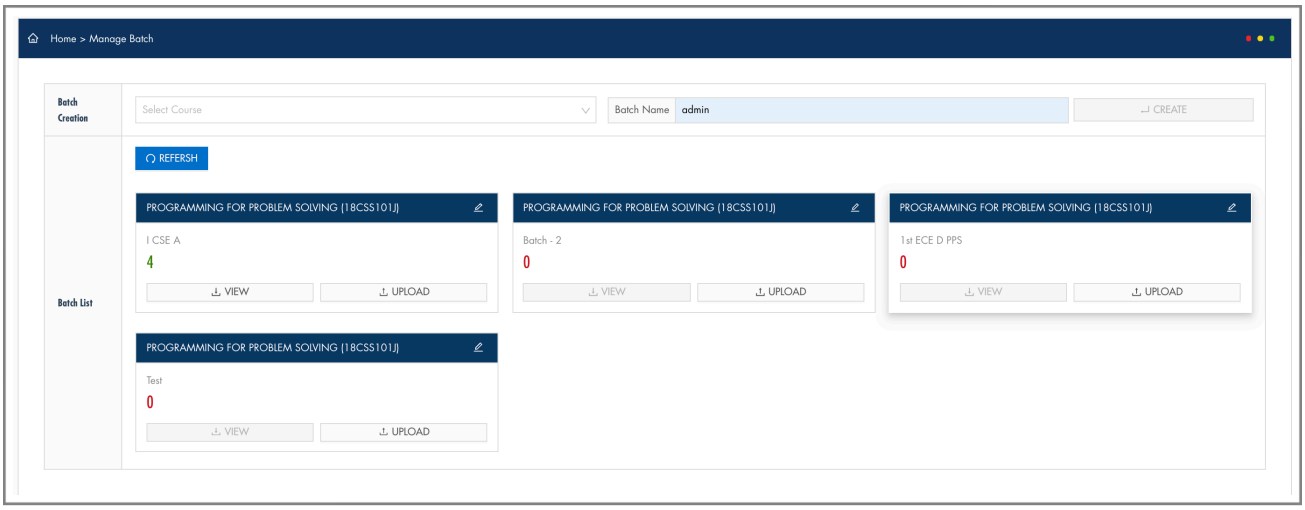
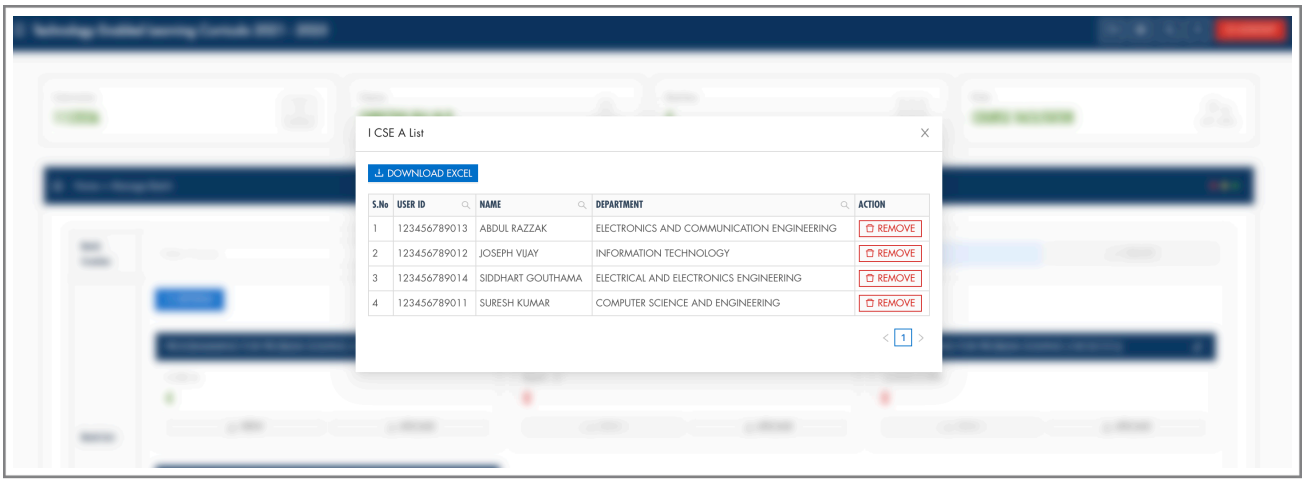
9	MEERA	MEERA		INFORMATION TECHNOLOGY	COURSE FACILITATOR			
10	123456789017	KARTHICK		INFORMATION TECHNOLOGY	STUDENT			

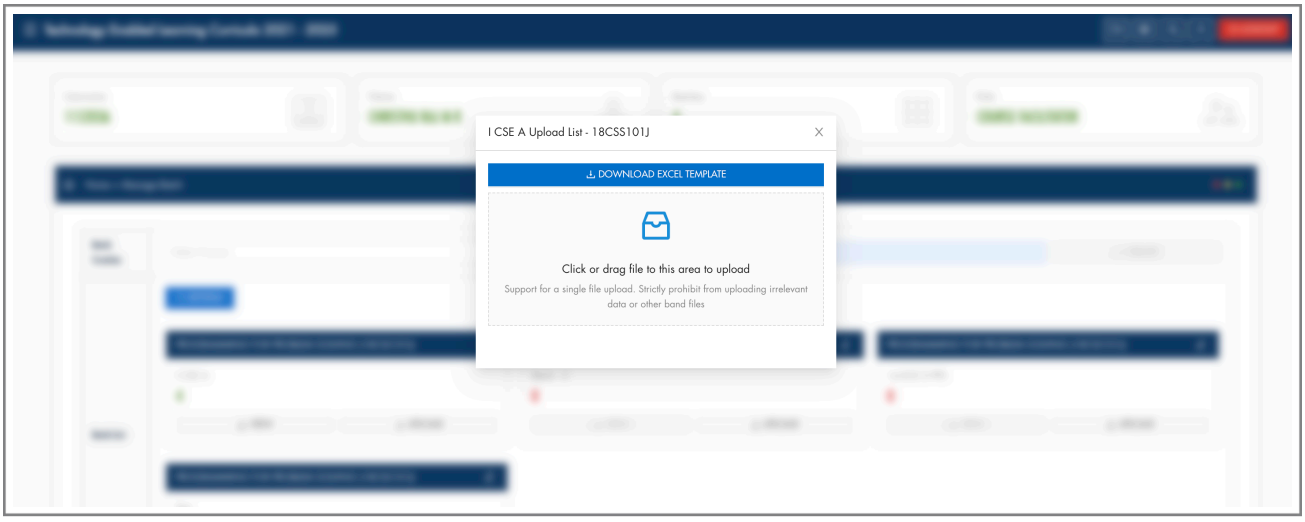
18. Faculty > Dashboard > Manage Batch



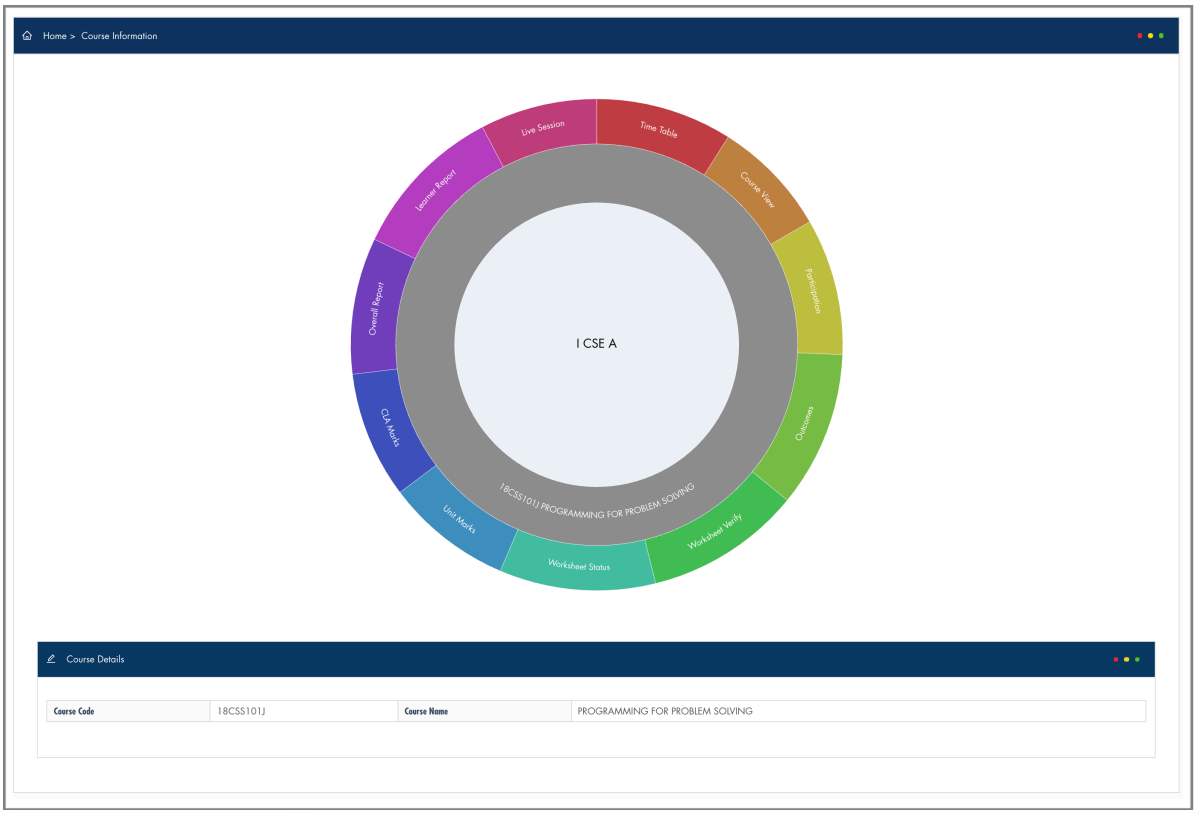
19. Faculty > Dashboard > Manage Batch > View



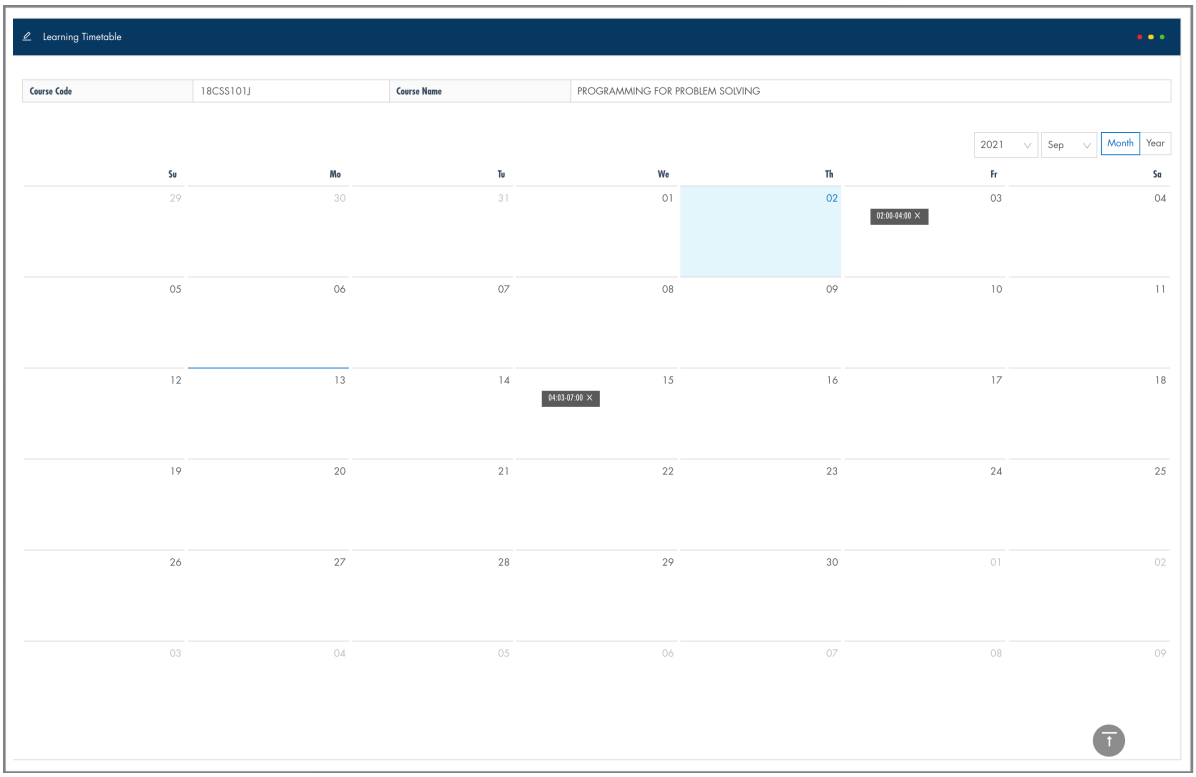
20. Faculty > Dashboard > Manage Batch > Upload



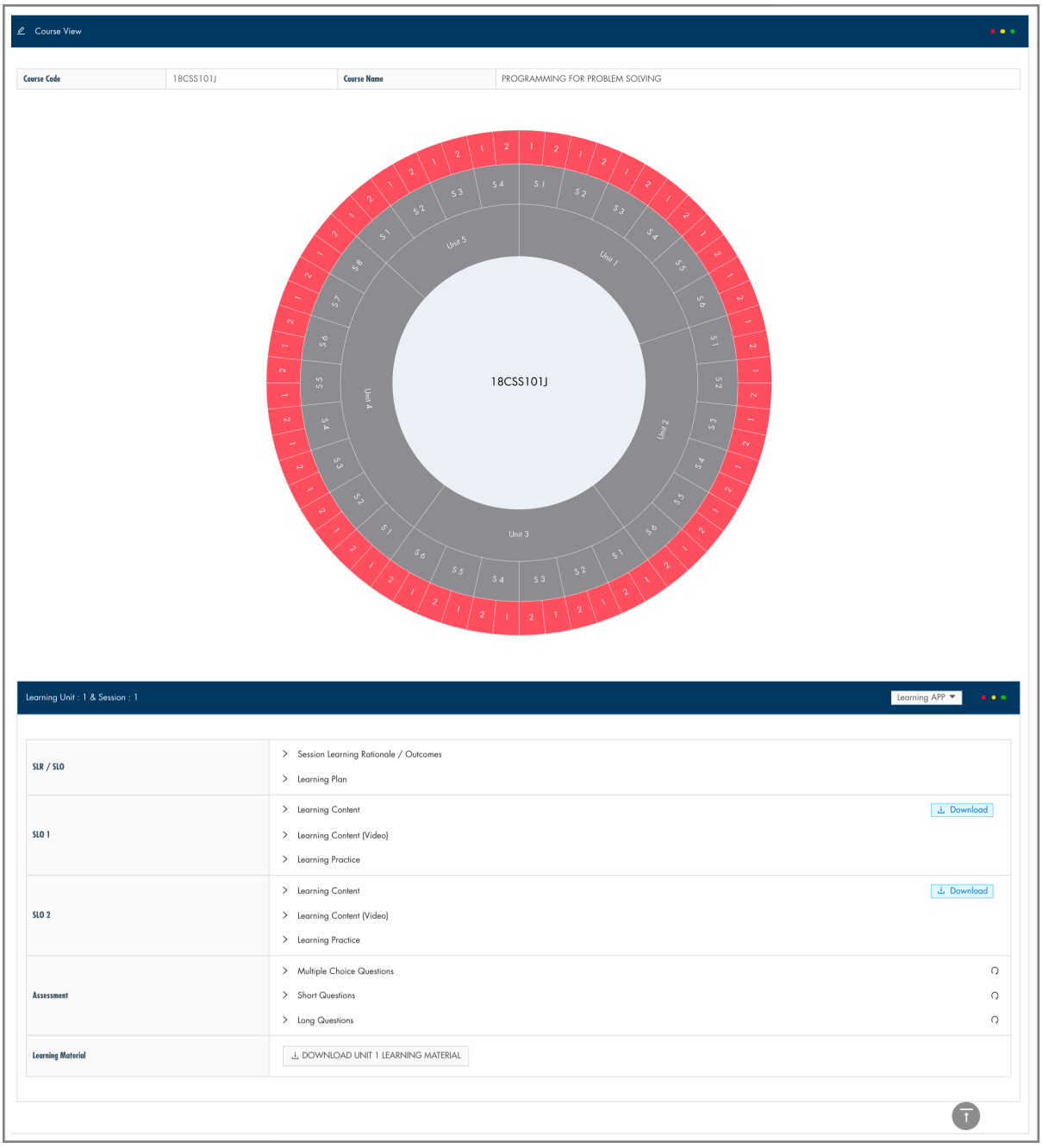
21. Faculty > Dashboard > Select Batch > Course Home



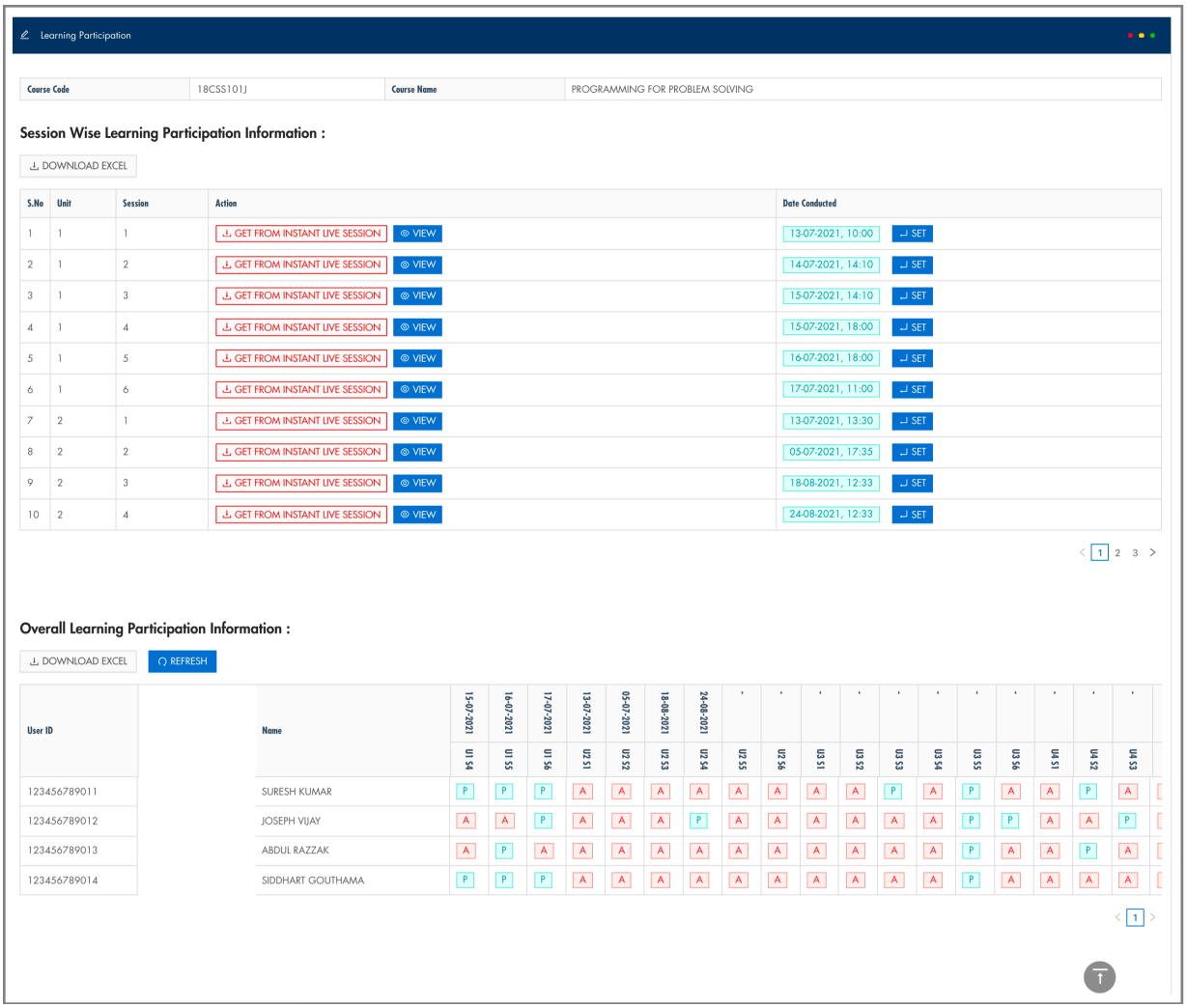
22. Faculty > Dashboard > Select Batch > Course Home > Add / Remove Time Table



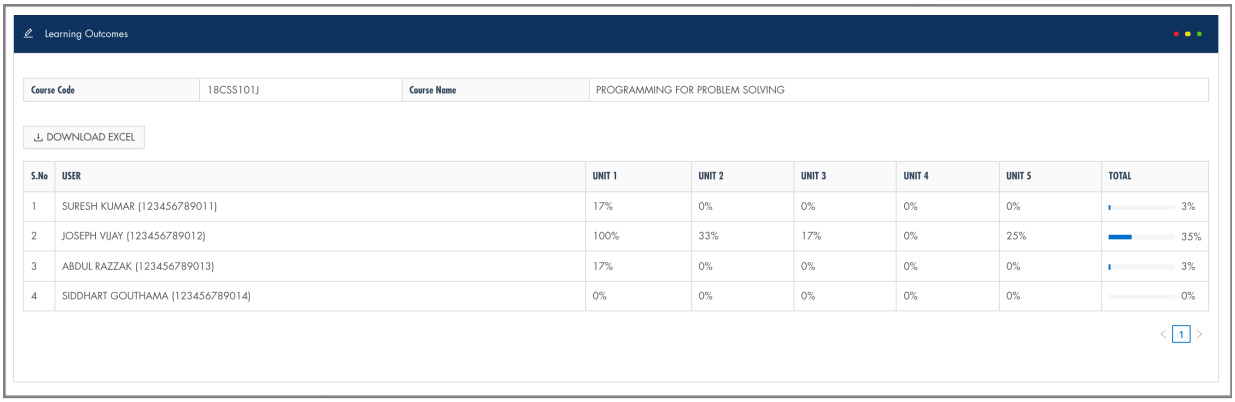
23. Faculty > Dashboard > Select Batch > Course Home > Course View



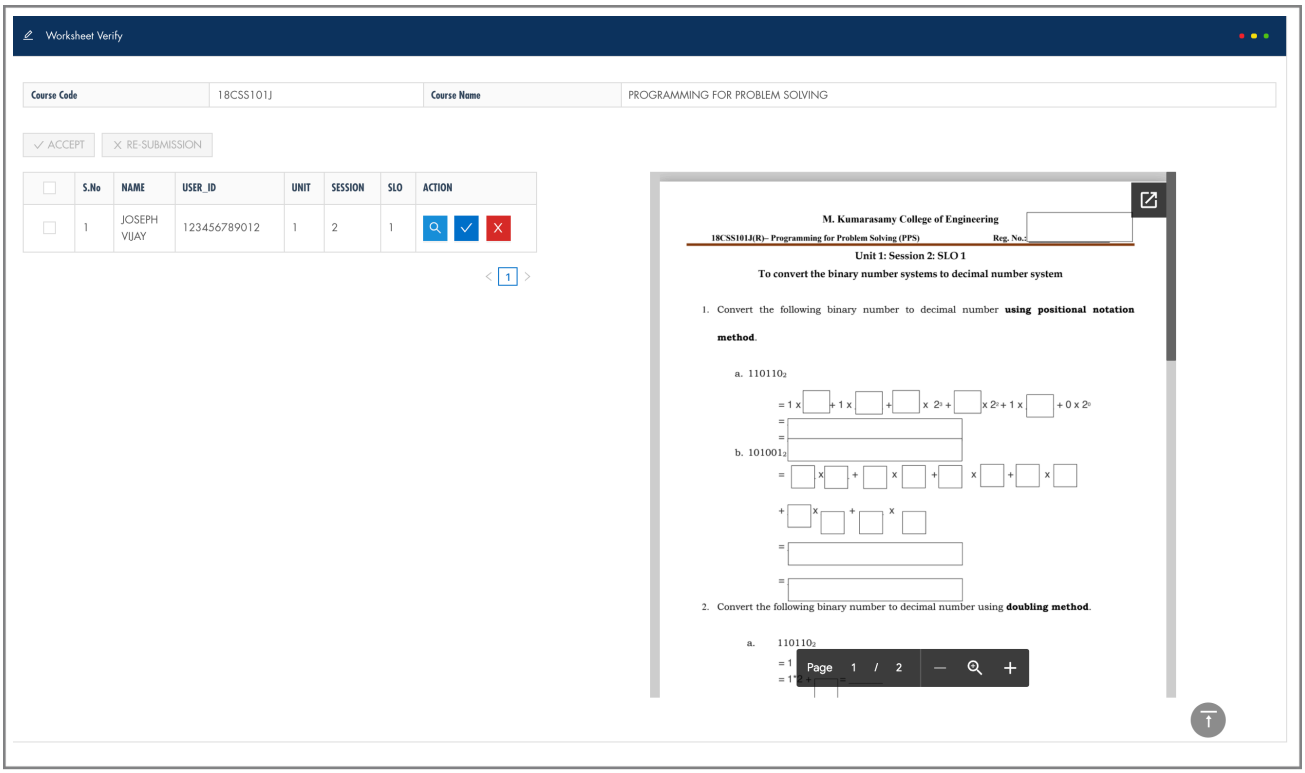
24. Faculty > Dashboard > Select Batch > Course Home > Learning Participation



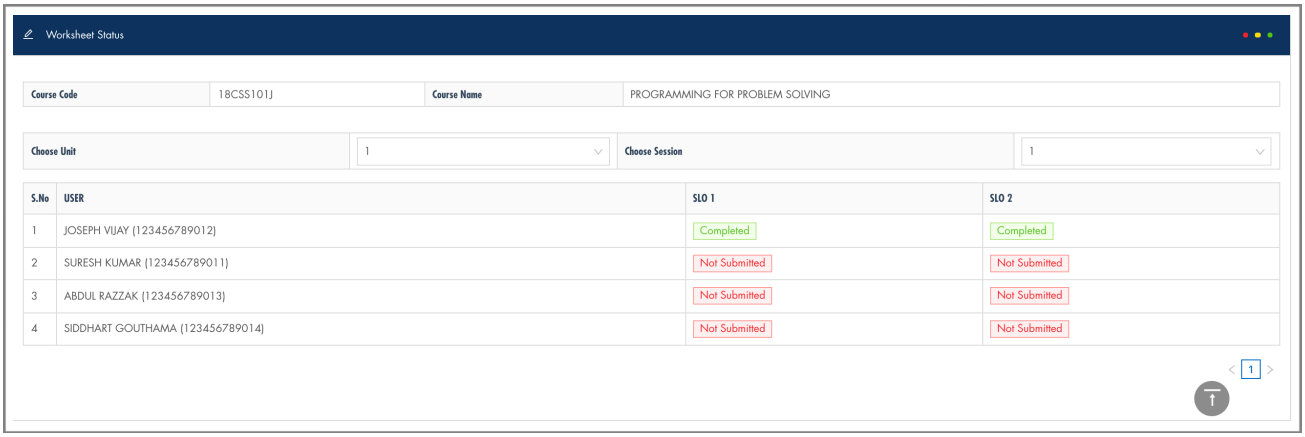
25. Faculty > Dashboard > Select Batch > Course Home >Learning Outcomes



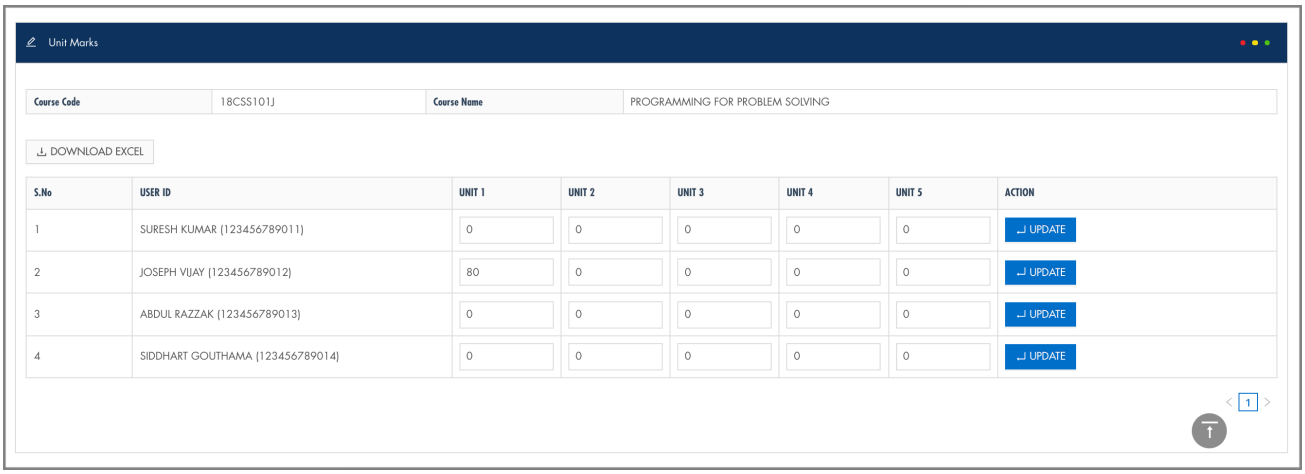
26. Faculty > Dashboard > Select Batch > Course Home > Worksheet Verification



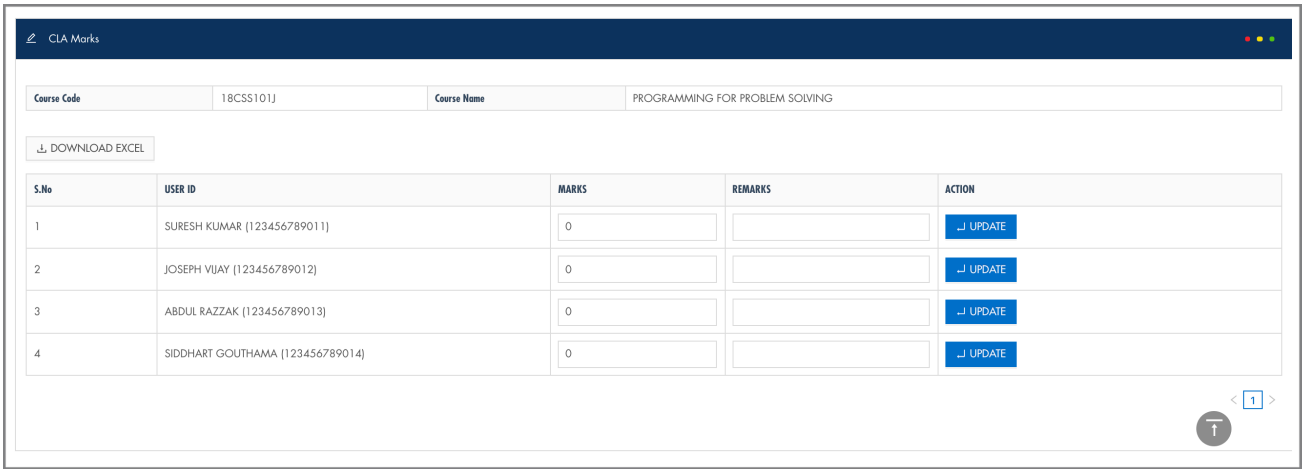
27. Faculty > Dashboard > Select Batch > Course Home > Worksheet Status



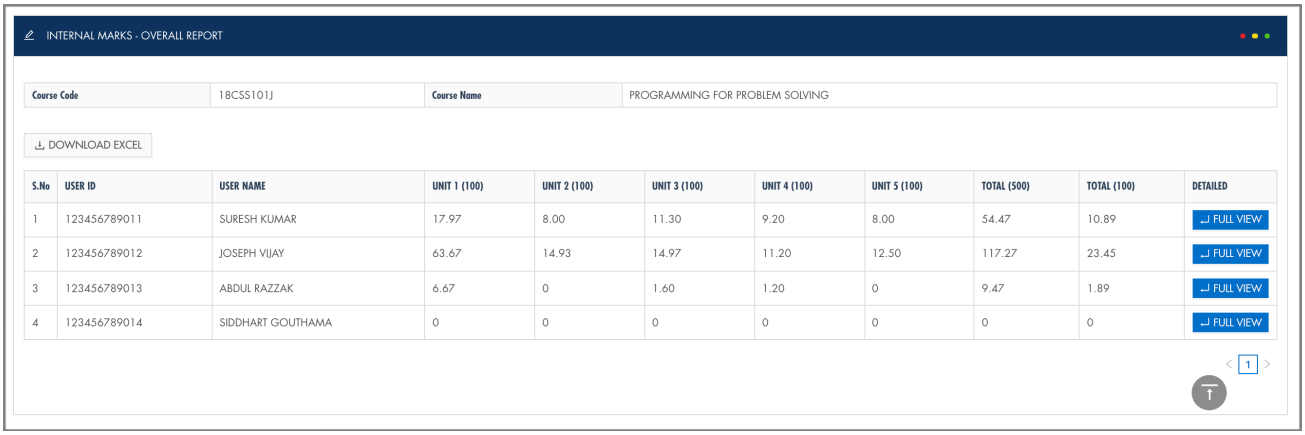
28. Faculty > Dashboard > Select Batch > Course Home > Unit Marks



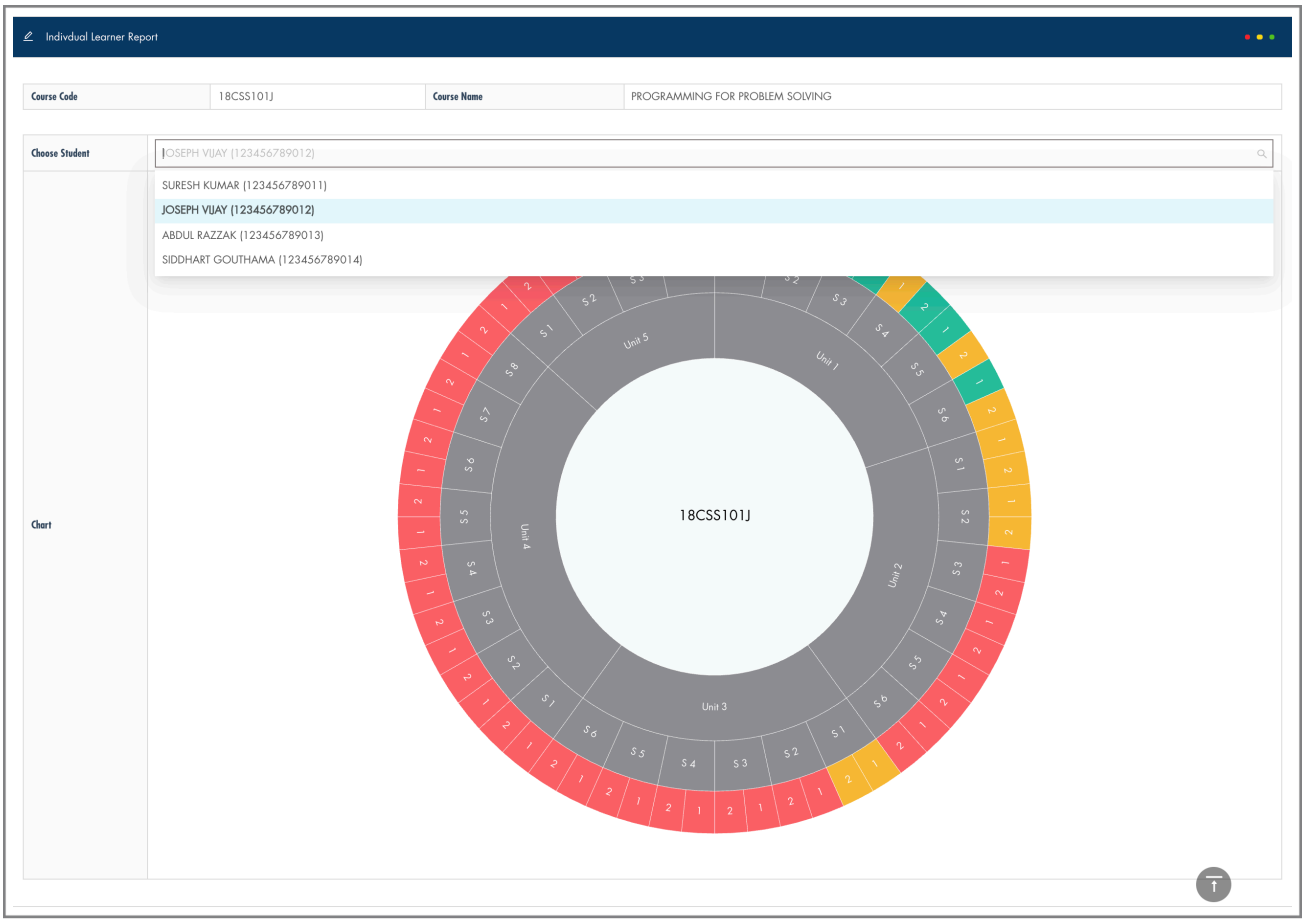
29. Faculty > Dashboard > Select Batch > Course Home > CLA Marks



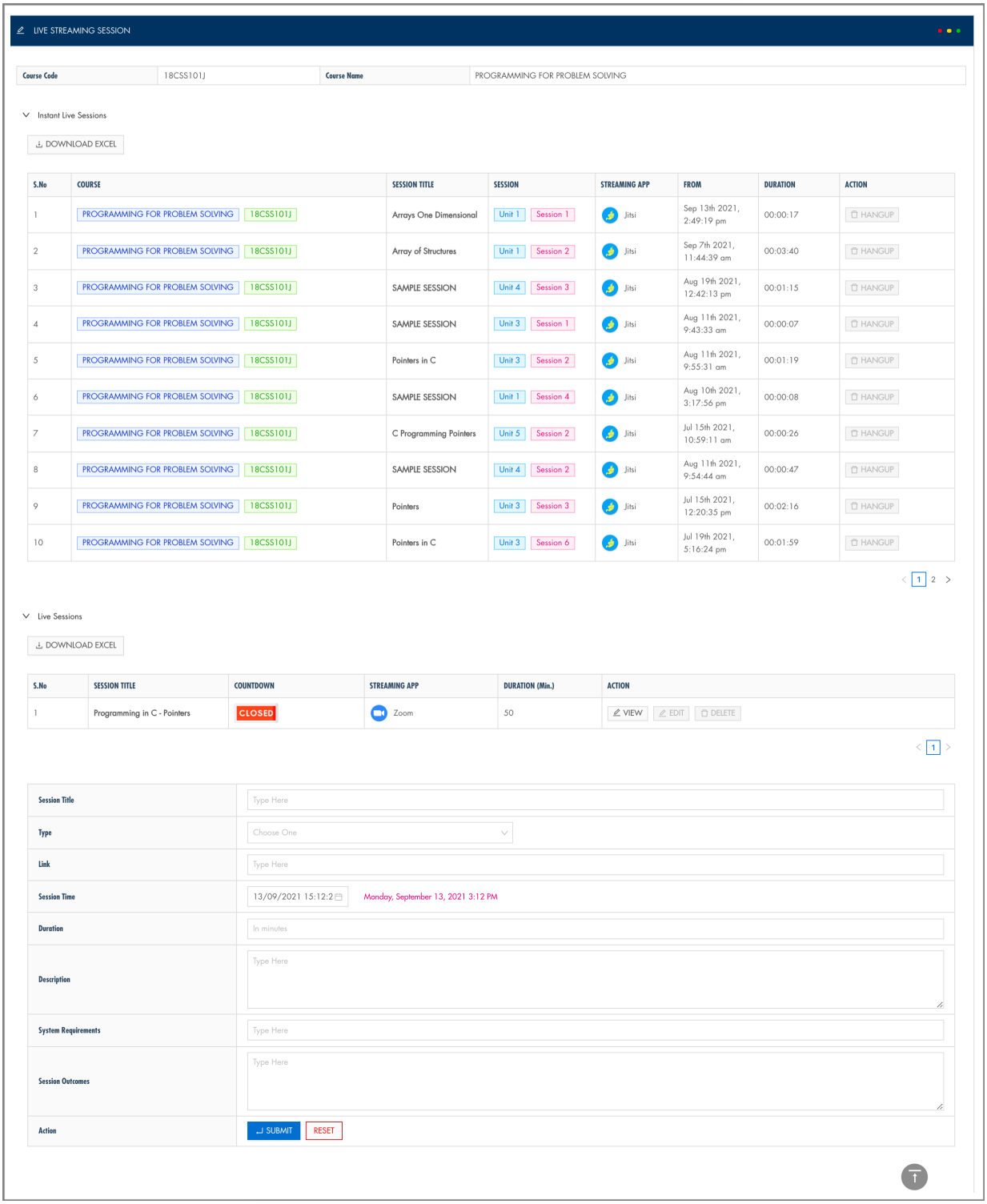
30. Faculty > Dashboard > Select Batch > Course Home > Overall Report



31. Faculty > Dashboard > Select Batch > Course Home > Individual Student Report

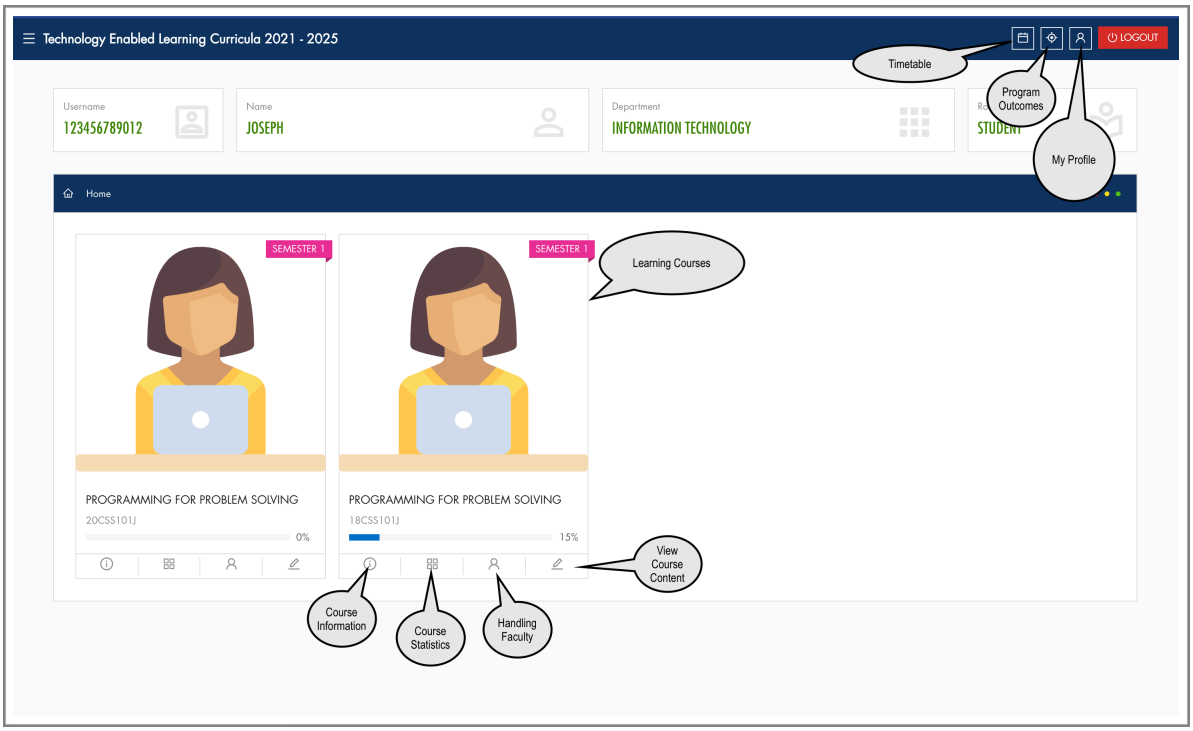


32. Faculty > Dashboard > Select Batch > Course Home > Live Sessions

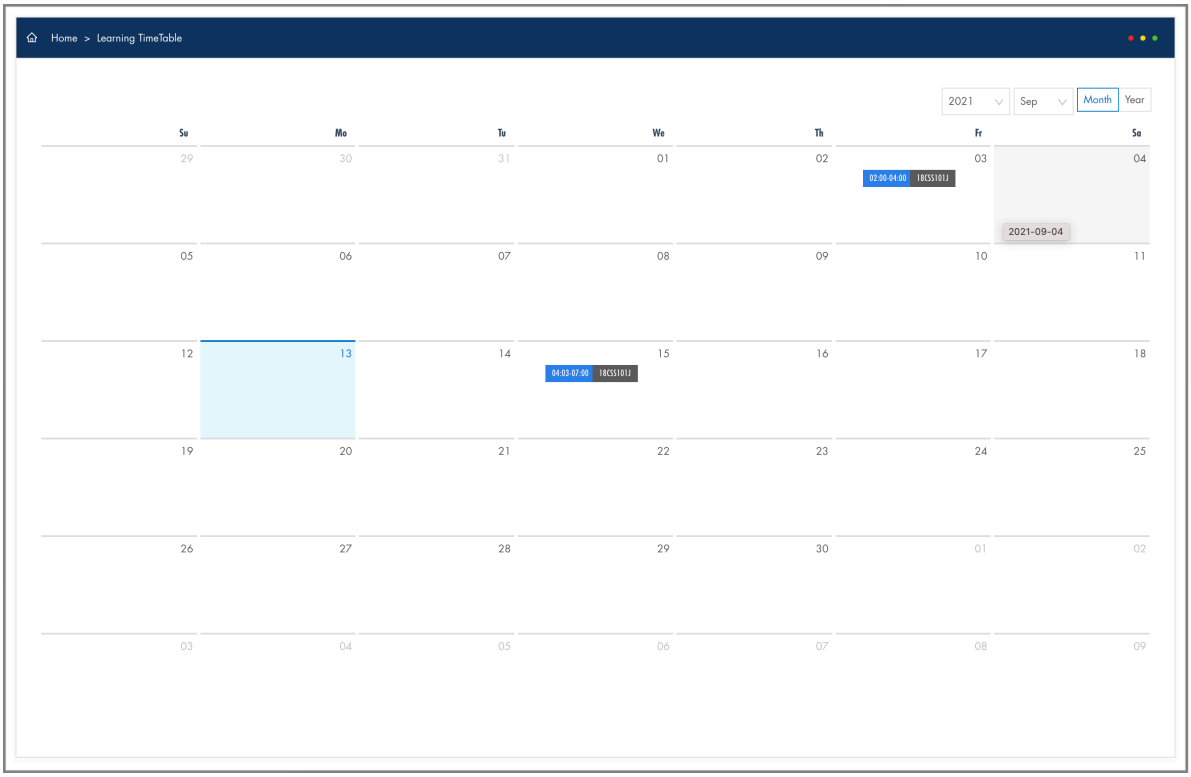


LEARNER (STUDENT)

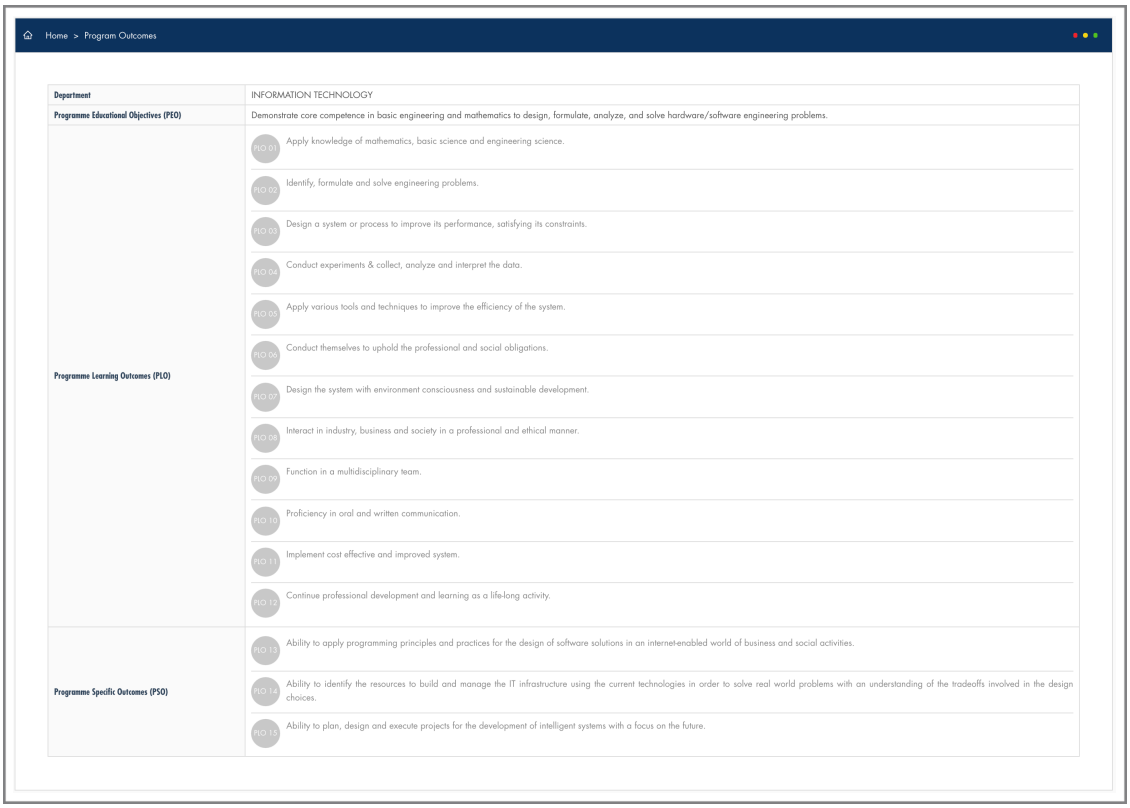
33. Student > Dashboard



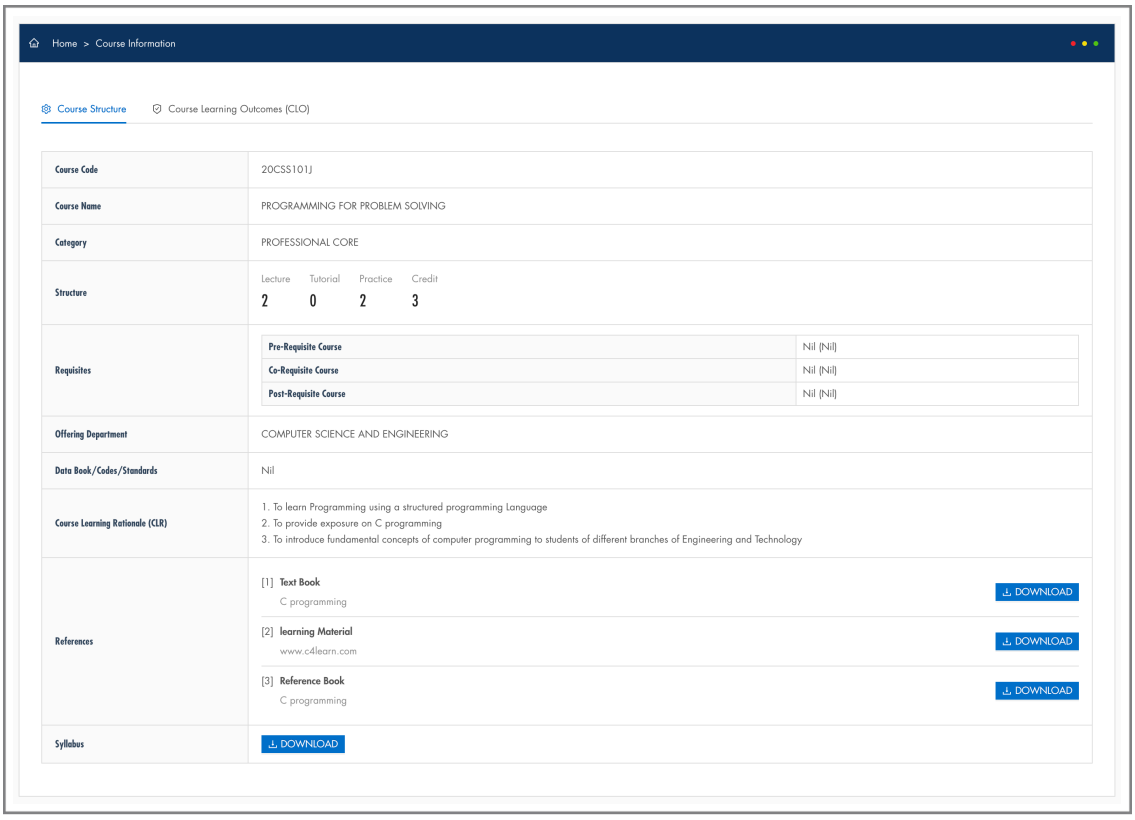
34. Student > Dashboard > Learning Timetable



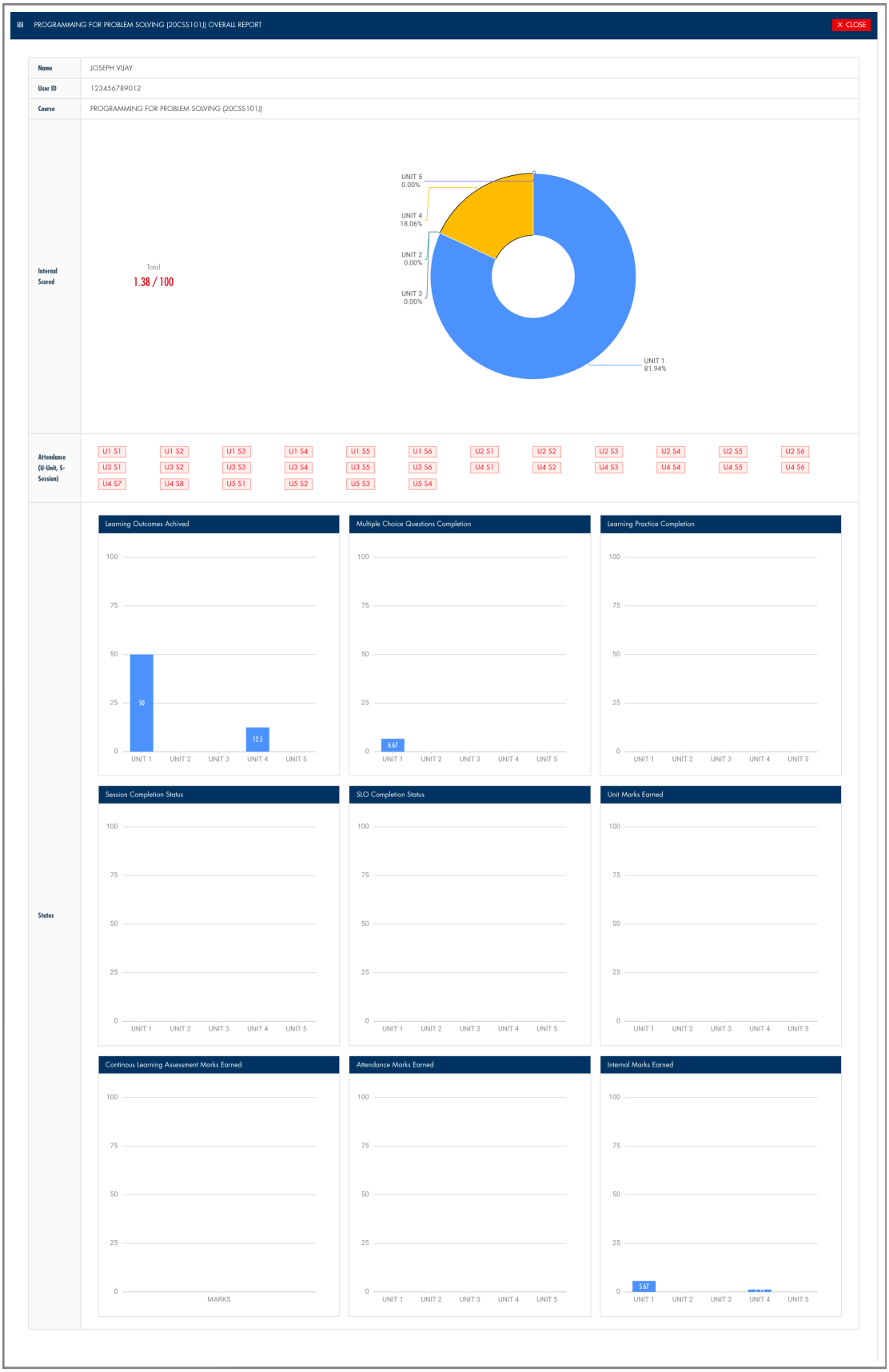
35. Student > Dashboard > Program Outcomes



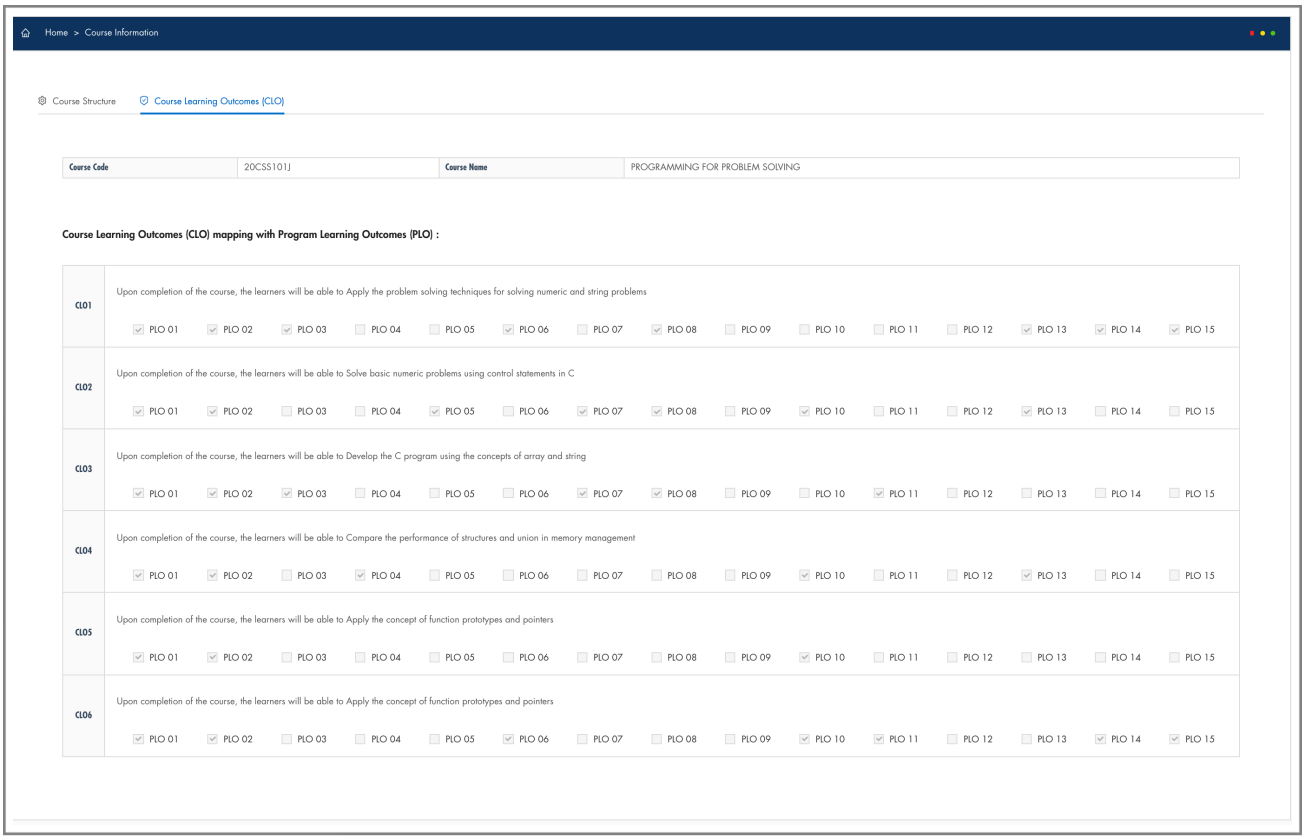
36. Student > Dashboard > Course > Course Structure



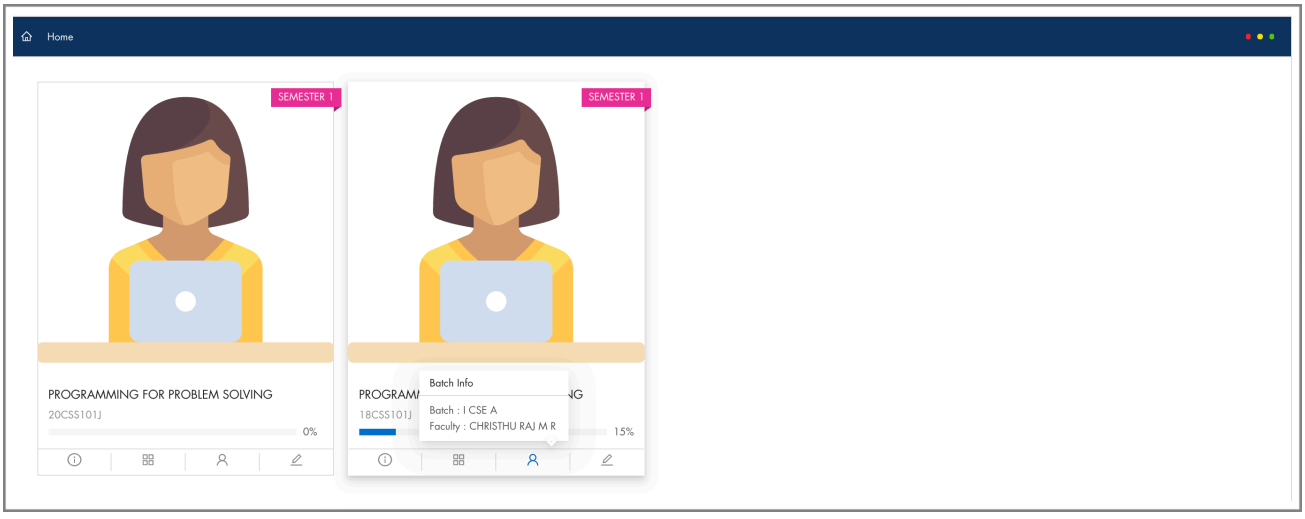
37. Student > Dashboard > Course > Individual Course Statistics



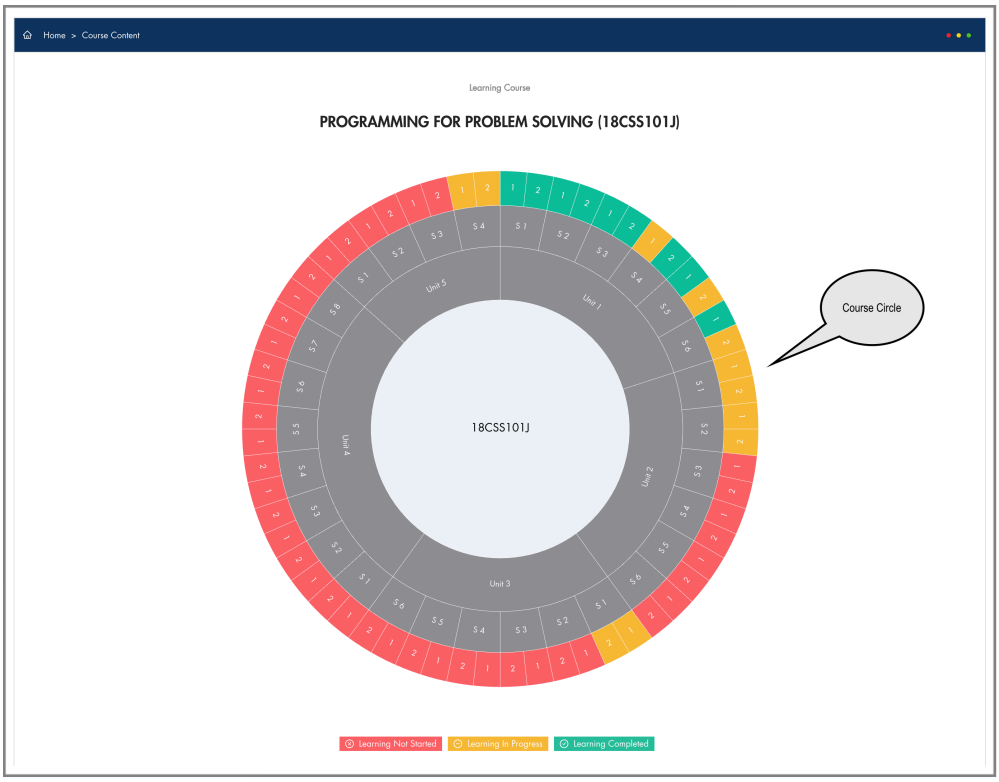
38. Student > Dashboard > Course > Course Learning Outcomes



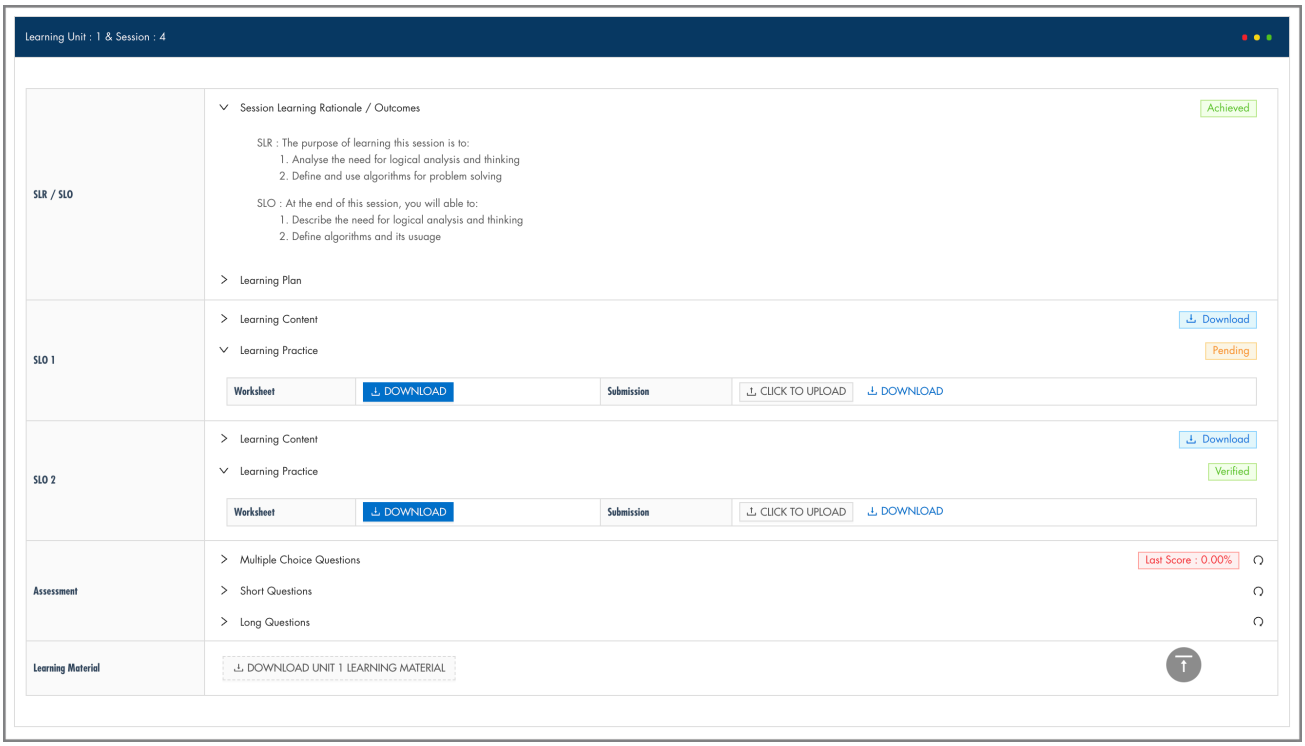
39. Student > Dashboard > Courses



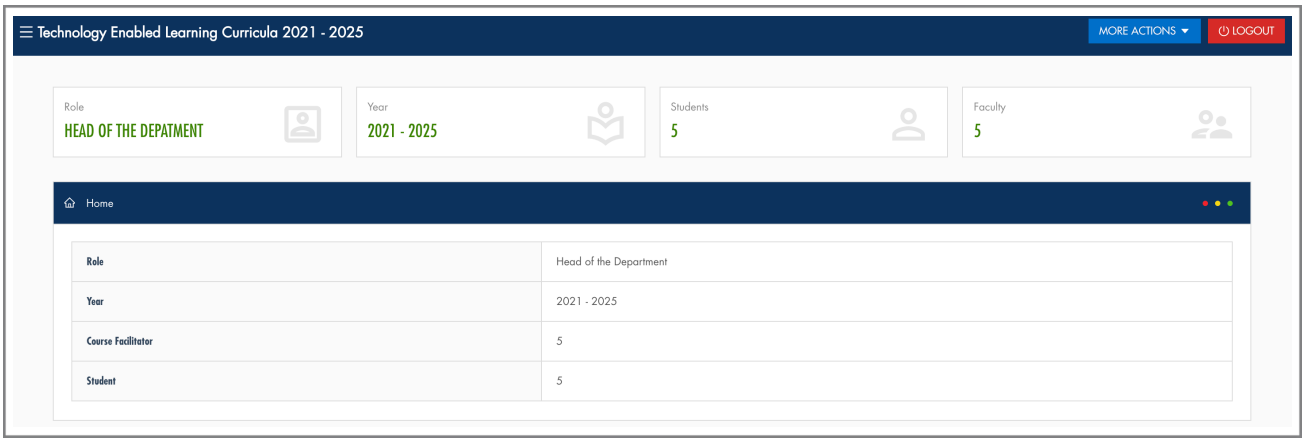
40. Student > Dashboard > Course > Course Circle



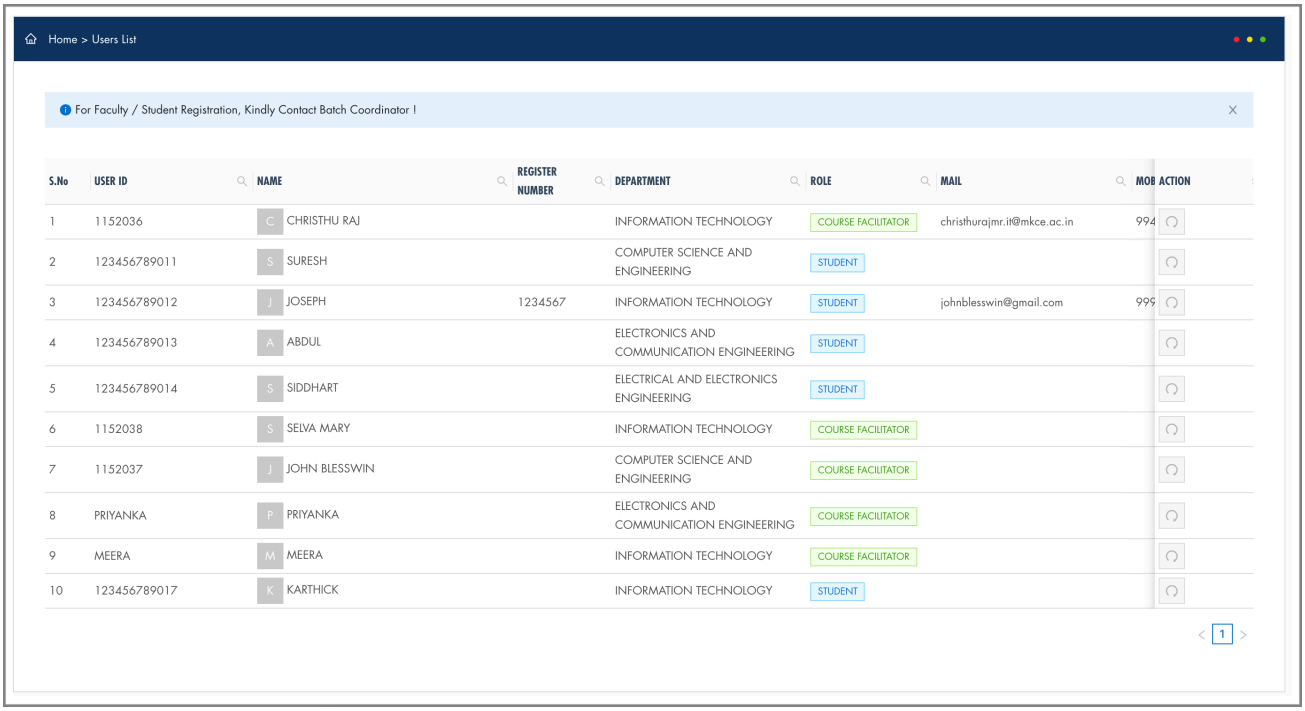
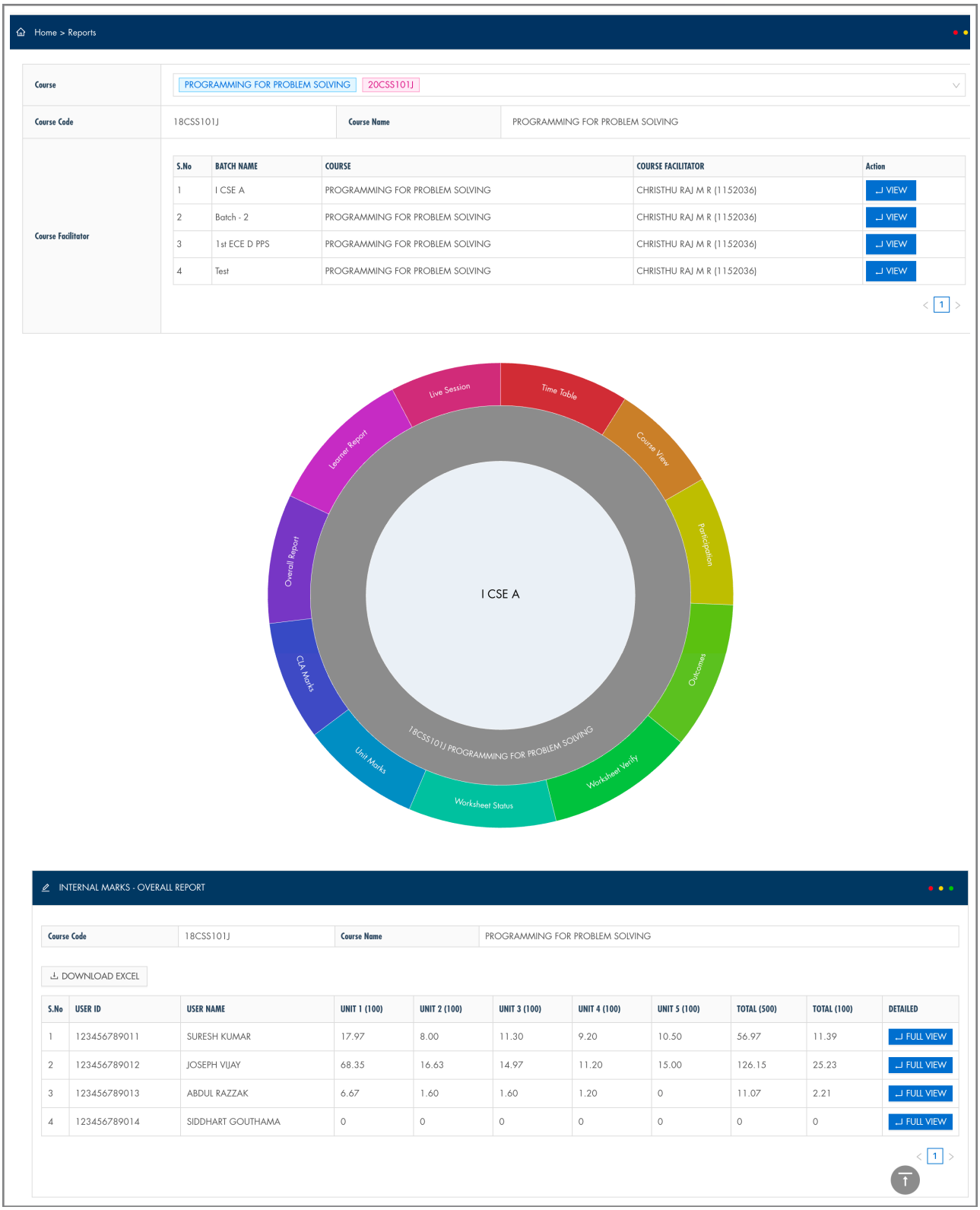
41. Student > Dashboard > Course > Course Circle > Learning Course Content Information



42. Report Login > Dashboard



43. Report Login > Dashboard > Users List



44. Report Login > Dashboard > Overall Report