LMS

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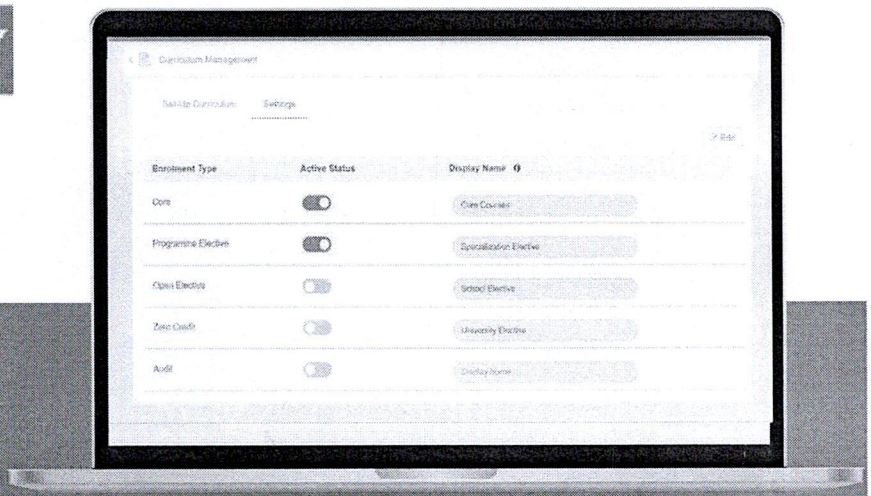

Academic Management System

Manage Your Institution's Academic Cycle Effortlessly With CollPoll

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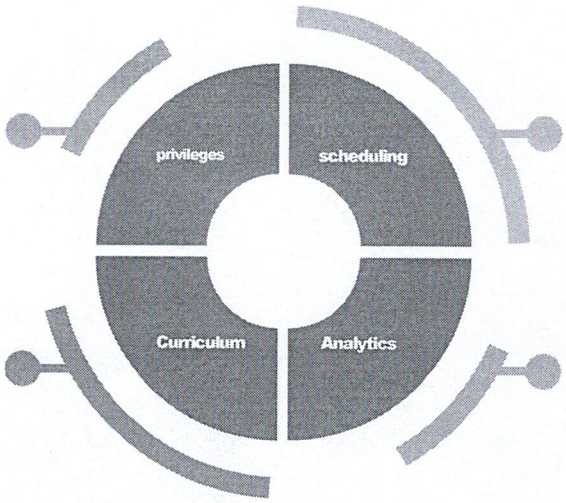
Smart Academic Management

Access Control

- ☑ Grant Faculty Privileges For Curriculum And Academic Management For Easy Access



Academic Structure

- ☑ Add Classes Manually
- ☑ Create Section wise Classes
- ☑ Schedule Classes
- ☑ Create a Term
- ☑ Upload Timetable

Manage Curriculum

- ☑ Define Semester Wise Curriculum
- ☑ Activate Multiple Enrollment Types
- ☑ Add Multiple Courses

Course Master

- ☑ Define Course Objectives
- ☑ Define Course Outcomes
- ☑ Add Syllabus
- ☑ Map Programme Objectives & Course Objectives
- ☑ Define Topic Level Outcomes

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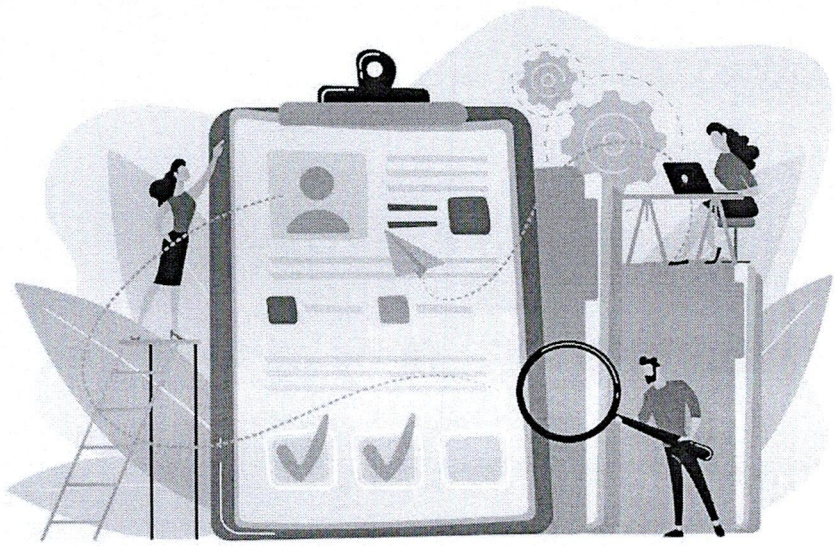
CURRICULUM MANAGEMENT



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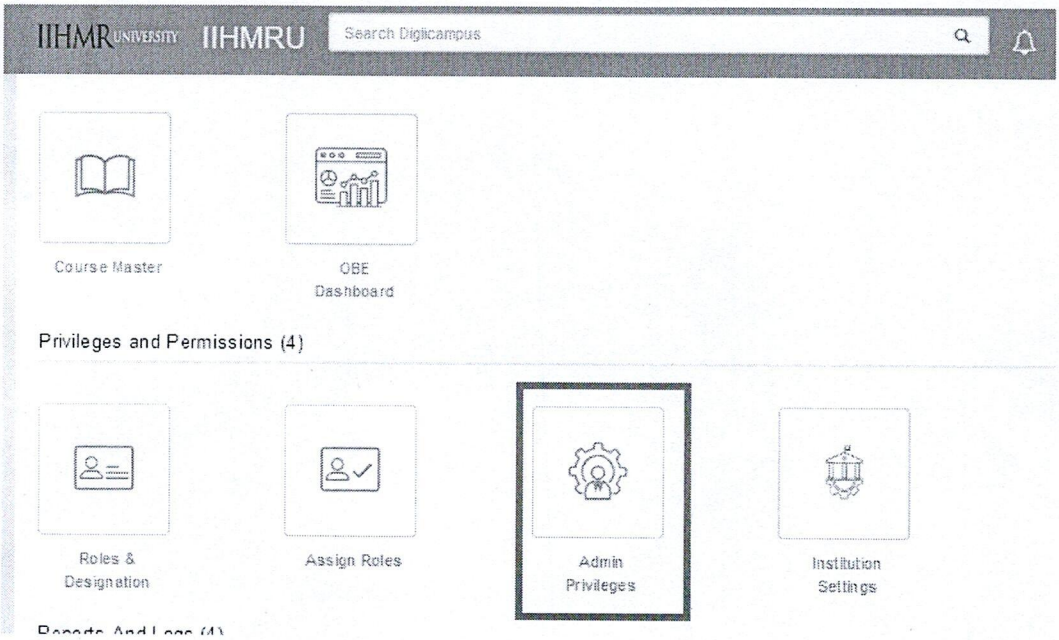
Step 1(a): Admin Privileges



Go to **admin privileges** under **admin console**

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Step 1(b): Admin Privileges

- An admin has to give privileges to academic management, academic term management & class schedule management
- This will give access to all 3 pages academic management(class schedule, class group & term)

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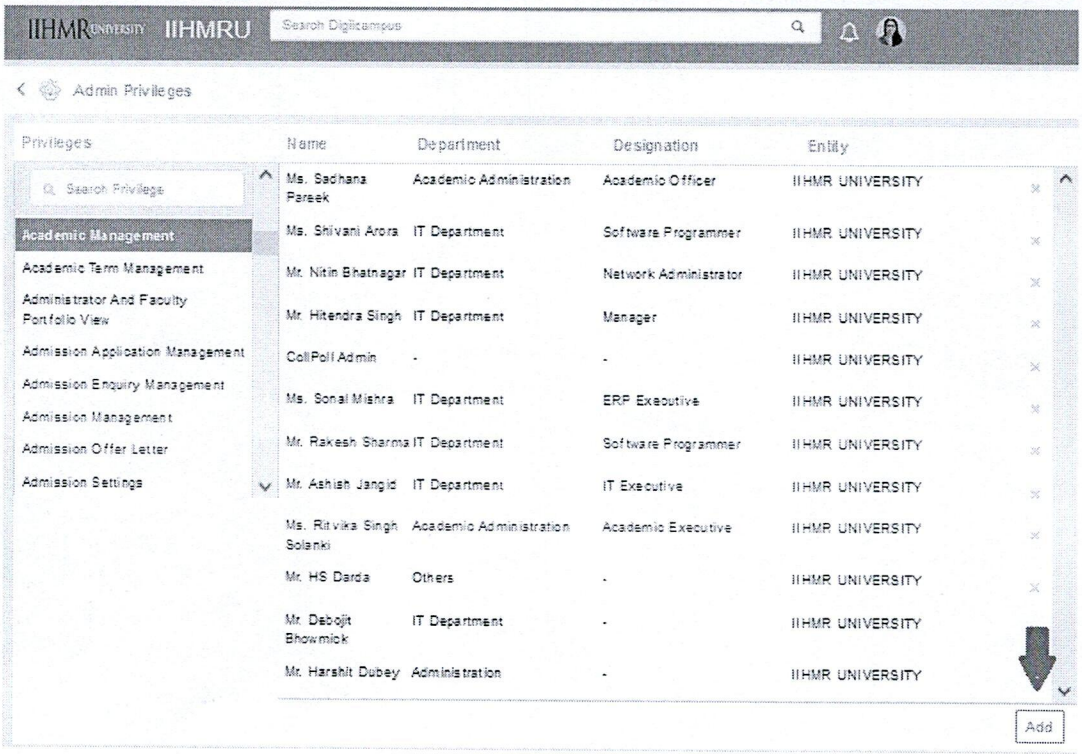
Step 1(c): Admin Privileges



Click on **add**

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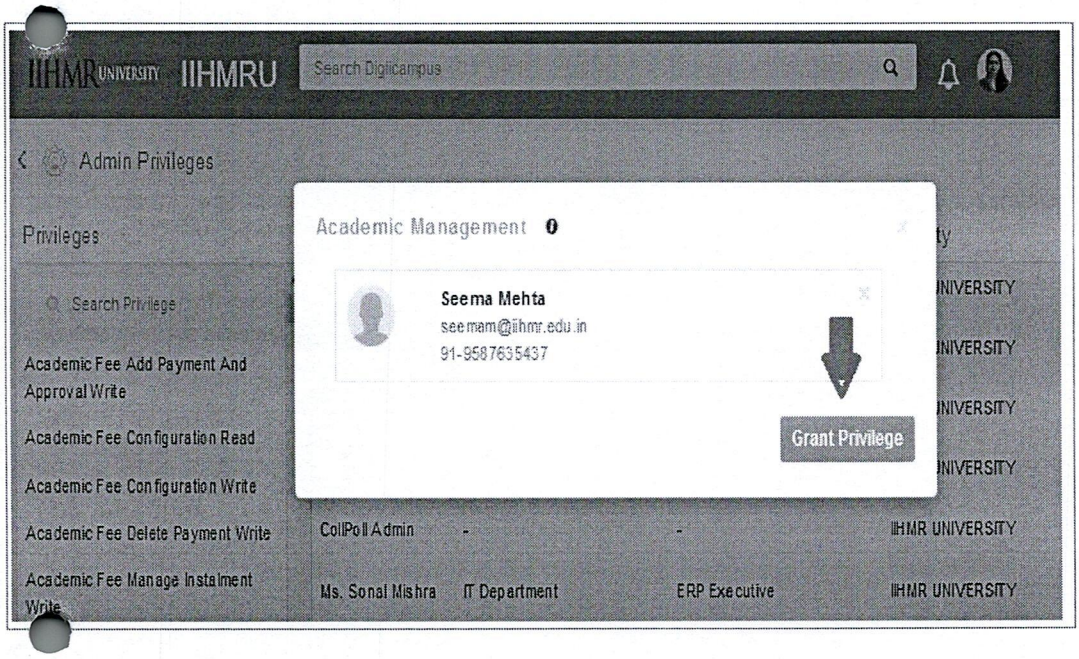
Step 1(c): Admin Privileges



- Search for the faculty name
- Click on **grant**

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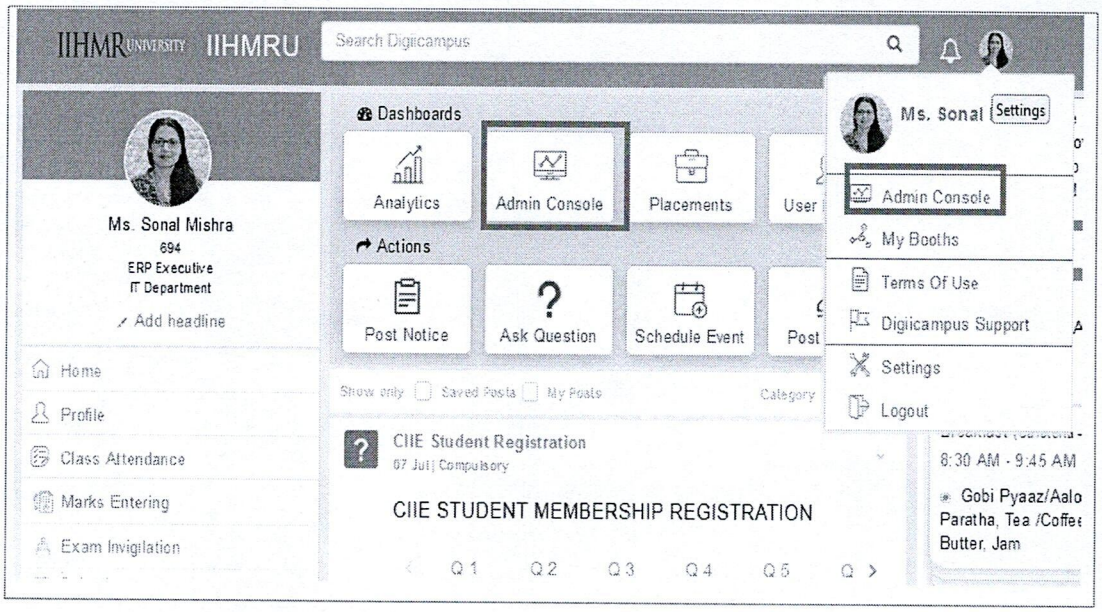
Step2: Navigating to Curriculum Module



CURRICULUM

- Viewing the existing departments and creating new departments in the Institution
- Defining new programs and courses in the department
- Go to **admin console** on the homepage

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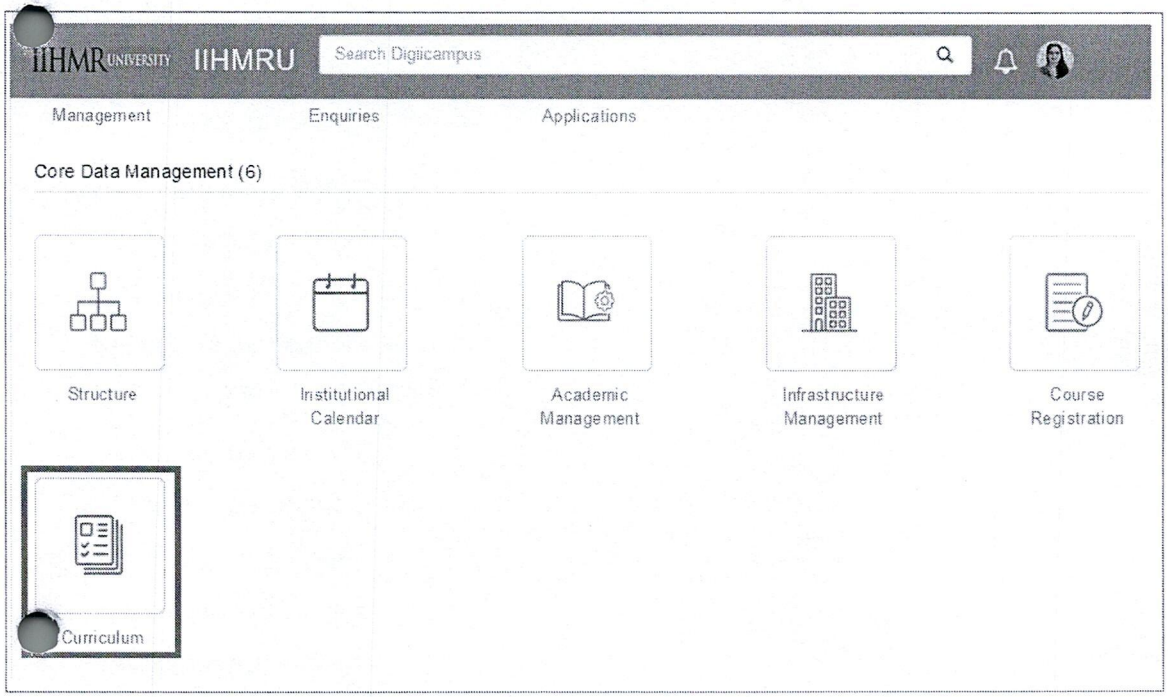
Step 2(a): Curriculum Management



- In the Admin Console, we need to click on **Curriculum**

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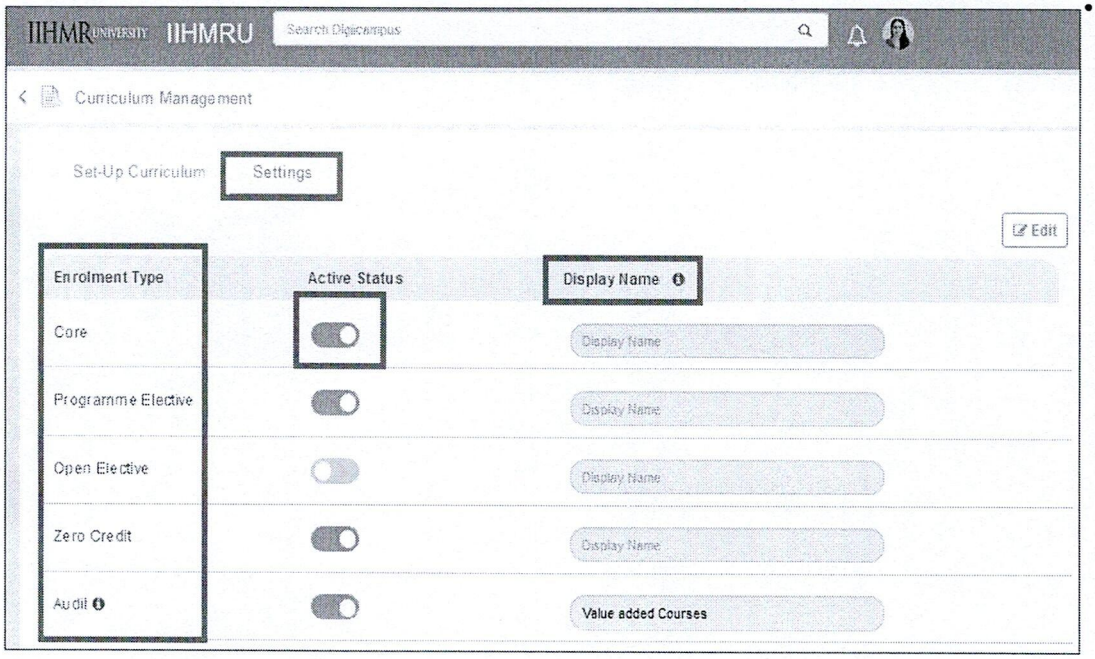
Step2(b): Curriculum Management - Settings



- Curriculum Settings can be configured under **settings tab**

Need to **switch on toggle** for the respective enrollment types that needs to be reflected.

Display name can be configured for the respective enrollment types as per the university course segregations

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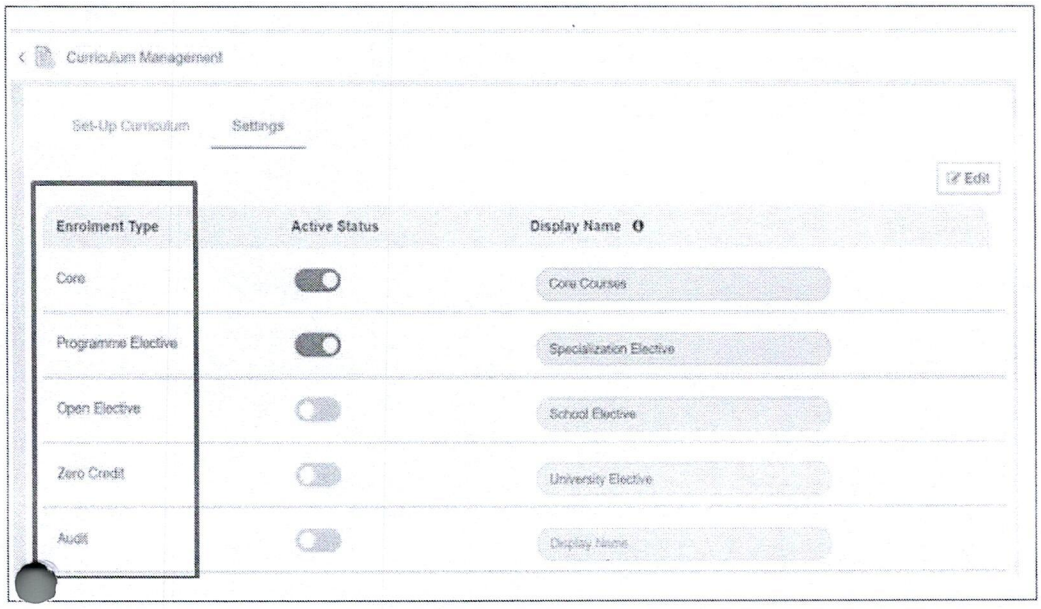
Step 2(c): Curriculum Management - Settings



- **CORE COURSES:** States the mandatory courses which student has to complete to earn a degree/diploma.
- **PROGRAM ELECTIVE:** A course that you choose to take as part of your programme of study.
- **OPEN ELECTIVE:** An elective course which is available for students of all programmes, including students of same department.
- **ZERO CREDIT:** Courses are taken for personal or professional interest and do not usually offer college credit.
- **AUDIT** : A course means a student can take classes but cannot be graded or given credit for a particular course.

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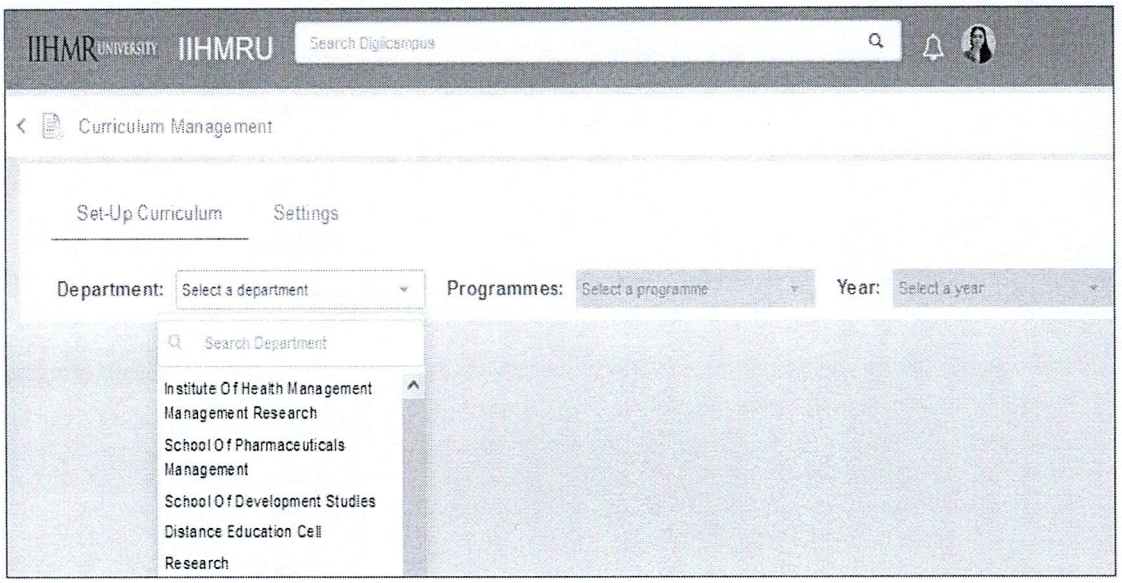
Step 3(a): Curriculum Management - Setting Up Curriculum



- In the Curriculum Page, we can click on the dropdown option to select a department, program & batch year from the list.

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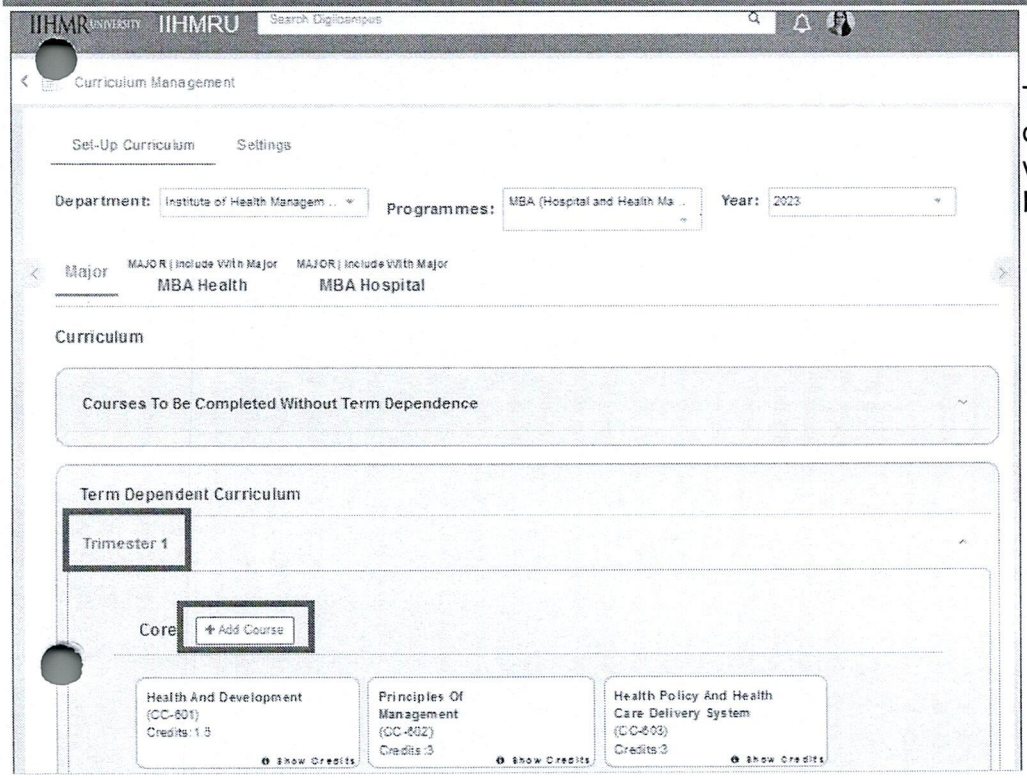
Step 3(b): Curriculum Management - Setting Up Curriculum



The program's curriculum as per different batch years can be viewed by selecting the required Batch Year

An elective can be added by clicking on **add course** under "Program & Open Elective" and a regular course can be added by clicking on "Add Course".

Clusters can be defined using **add cluster** where for the elective courses "Minimum & Maximum" course limit can defined.

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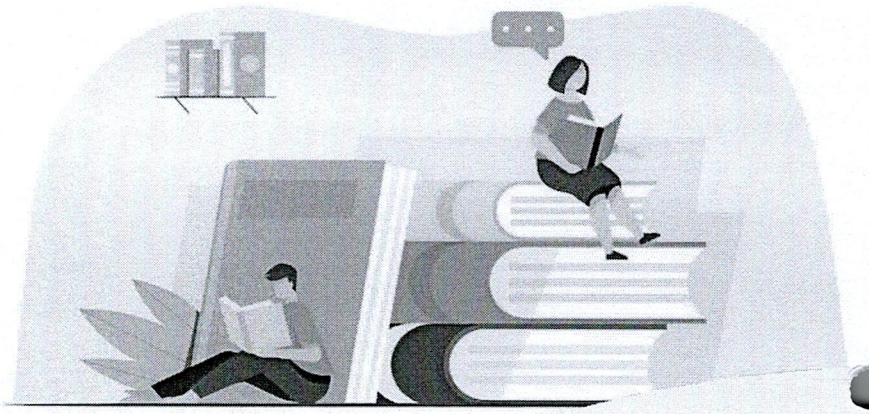
ACADEMIC MANAGEMENT



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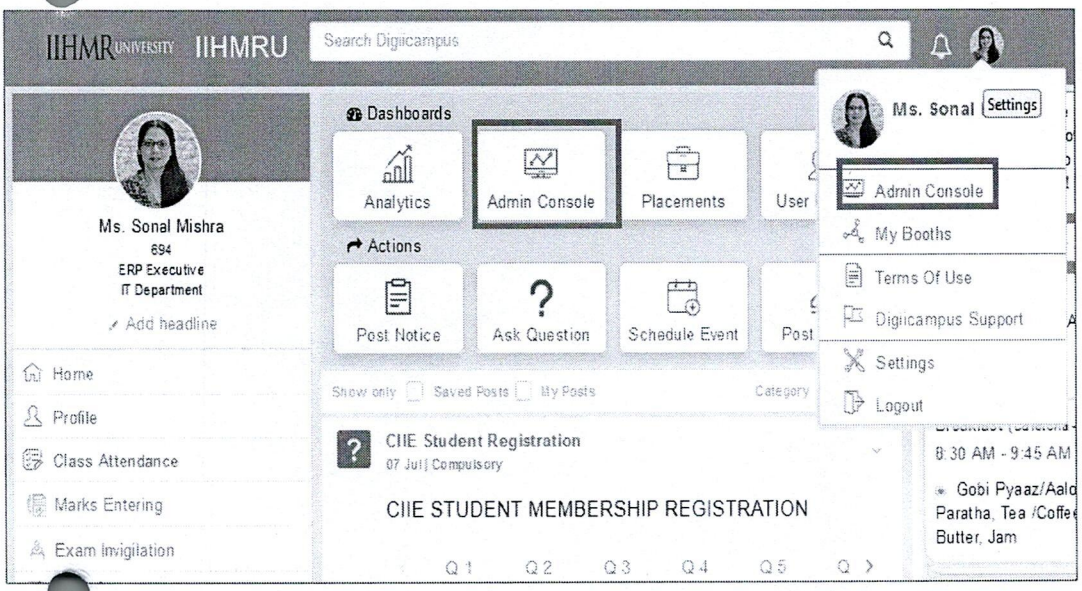
Step1: Navigating to Academic Management Module



ACADEMIC MANAGEMENT

- Defining and Understanding Terms as per the Institution's norms
- Creating Classes (Cohort Management)
- Developing the schedule / time table for the respective classes

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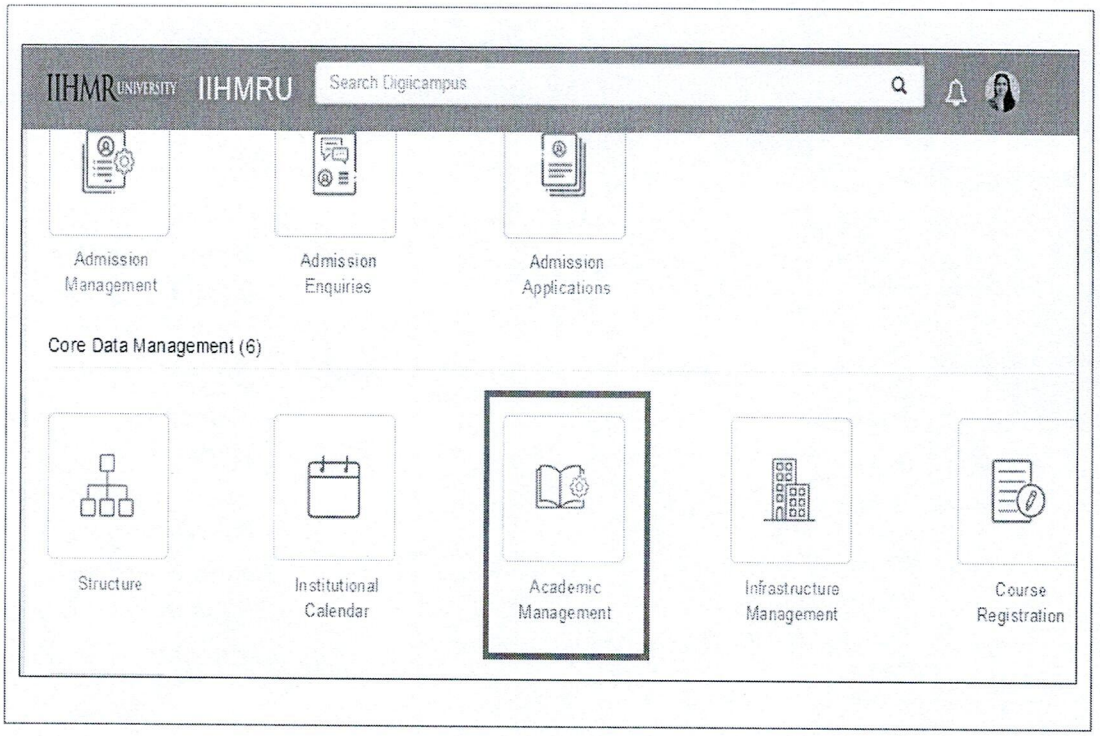
Step 2: Academic Management



- In the Admin Console, we need to click on Academic Management

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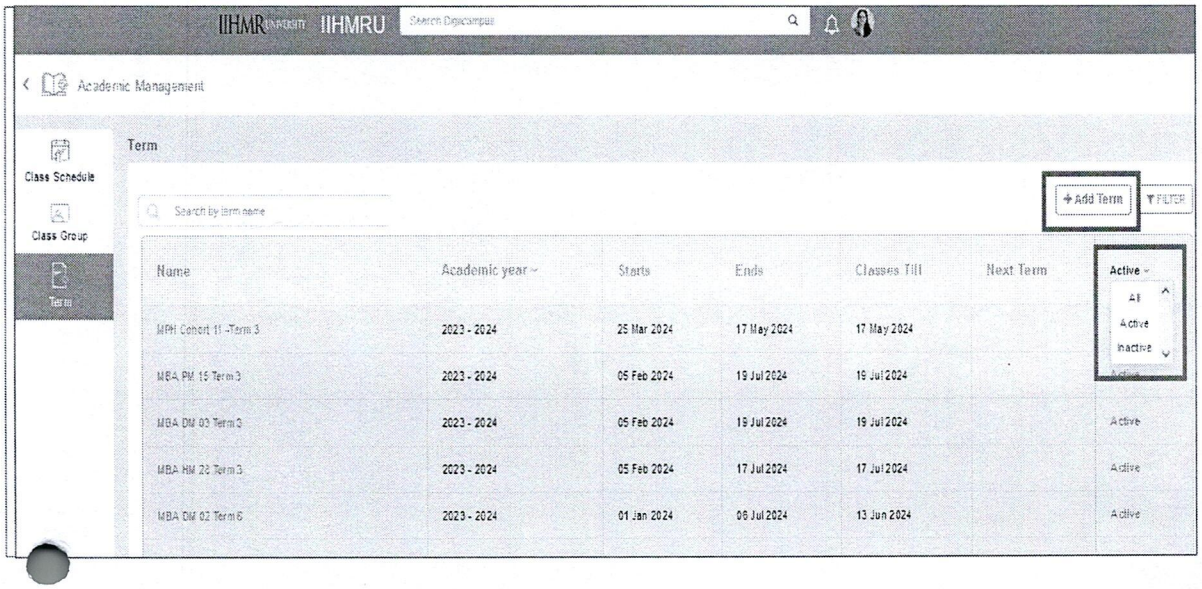
Step3(a): Academic Management - Term Configuration



- Term refers to the academic session planning where need to define which semester is currently going-on.
- Once you click on Add Term, you will be directed to a small window wishing the page which is explained in the next slide

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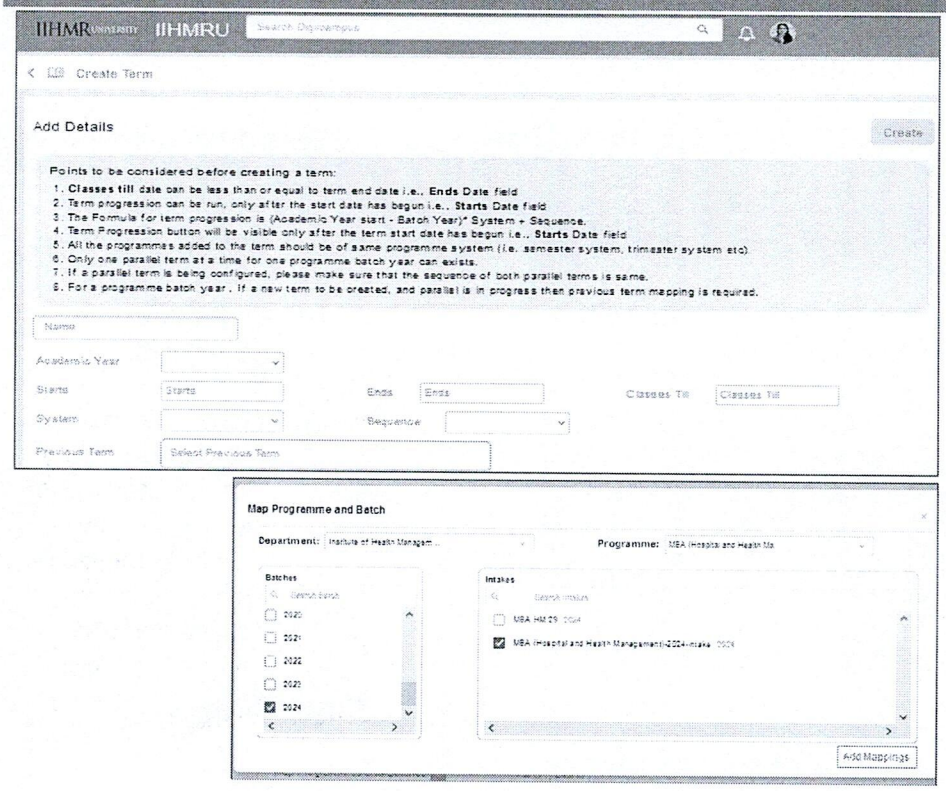
Step 3(b): Academic Management - Term Configuration



TERM CONFIGURATION

- **ACADEMIC YEAR:** States the current academic year which in going on.
- **START/END:** From which date academic year for a particular program will start & end.
- **SYSTEM:** As per the duration of the program system can be defined semester, trimester, quarter & year wise.
- **SEQUENCE:** It defines the current semester, trimster, quarter & year of the particular program in that academic year.
- **PREVIOUS TERM:** It states the previous semester, trimester, quarter & year for the defined for the current term.
- **CLASSES TILL:** Define till when the classes will go on for the current term

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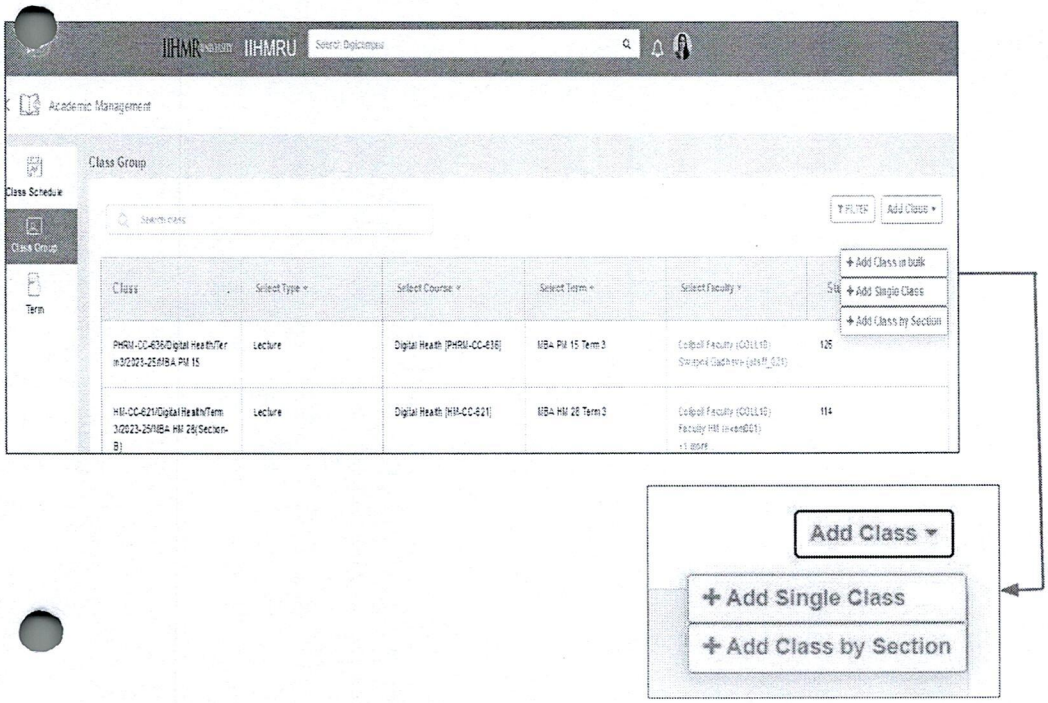
Step 4(a): Academic Management - Class Configuration



- **Class Filters:** Classes can be filtered on component (theory, practical), course/subject, term and faculty level.
- **Class Addition:** It can be configured in two ways i.e Course Registration & Program Batch Section specific.

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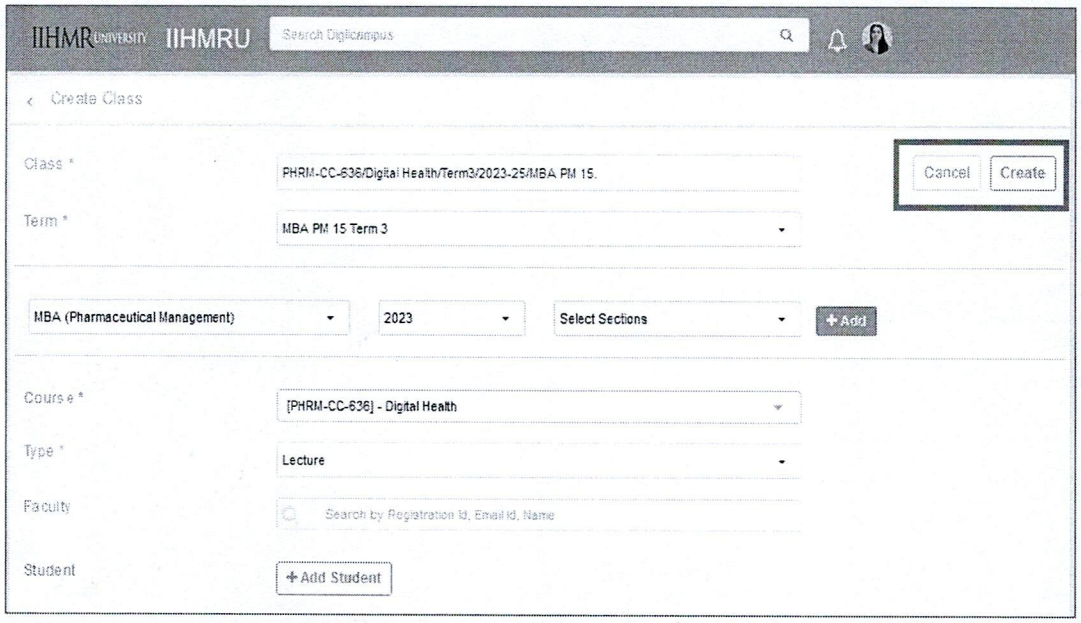
Step 4(b): Academic Management - Cohort/Class Group Configuration(Single)



- **CLASS:** Class Name can be defined here **ex:** Physics-2022-Semester 1
- **TERM:** For which particular term you are planning this class **ex**: Odd Semester, Even Semester 2022
- **PROGRAM, BATCH & SECTION:** Can be used to auto-fetch the student data to cohort as per the selection and will be able to add multiple program, batch & section.
- **COURSE & TYPE:** Put the course name/code & component for which we are creating this class **ex:.** Physics
- **USERS:** Multiple faculties and students can be mapped to the class group who will be teaching & learning.

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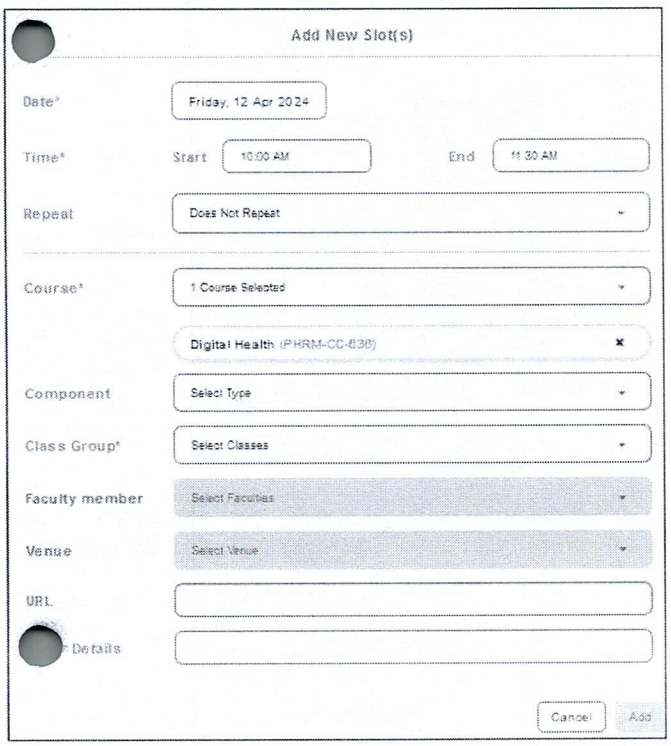
Step 5(a): Academic Management - Timetable Configuration



- The Schedule for a particular class can be set by clicking on **Class Schedule** and clicking on anywhere in the schedule that appears after selecting the appropriate term and course
- The exact date till which the selected schedule is to be repeated can be mentioned under '**repeat till**' field
- Scheduled classes can be skipped on holidays

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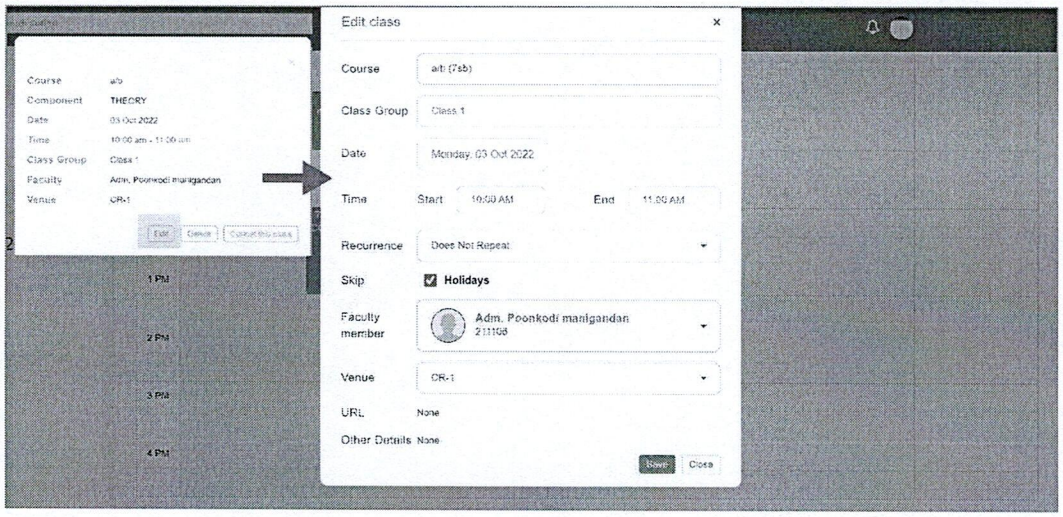
Step 5(b): Academic Management - Timetable Configuration



TIMETABLE CONFIGURATION

- **CLASS/SECTION:** Able to see the cohort/classes for the course in the selected term
- **START/END DATE-TIME:** When the selected class need to be planned.
- **RECURRENCE:** select to repeat the class
- **FACULTY/MEMBER:** States that which faculty will take this class on defined date-time.
- **VENUE:** Where we're planning this class e.x Building A or Block B
- **FACULTY MEMBER:** Available/not Available status can be viewed for a faculty member

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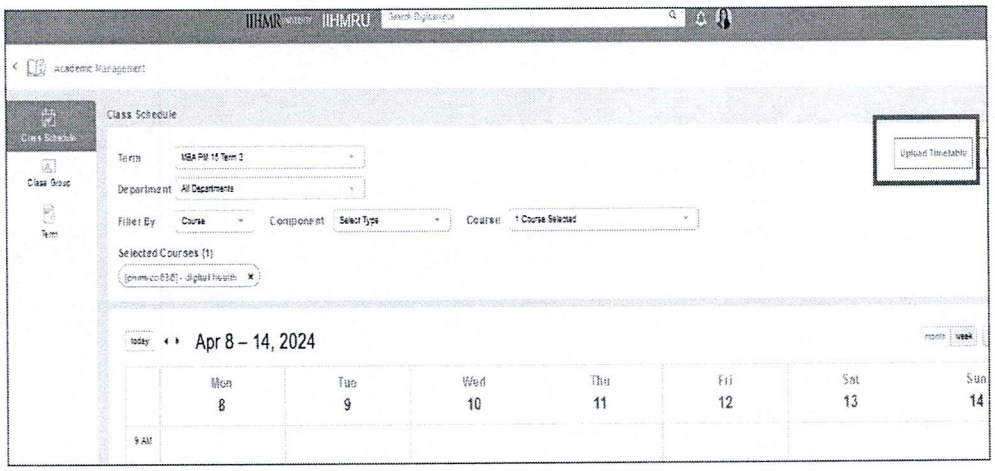
Step 5(c1): Academic Management - Timetable Configuration(Upload Timetable)



- Click on the **upload timetable** to upload timetable in bulk using CSV

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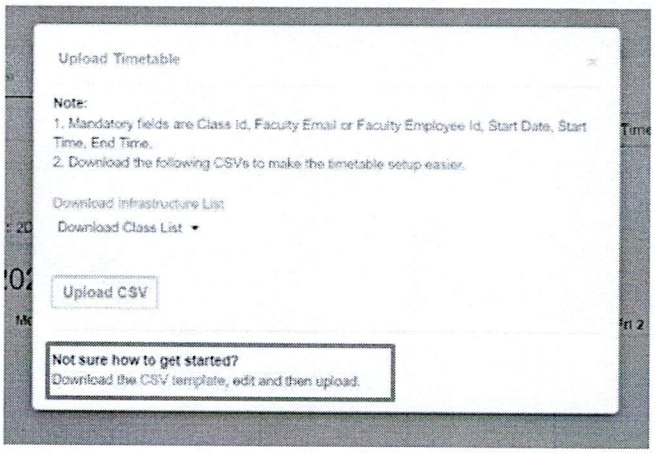
Step 5(c2): Academic Management - Timetable Configuration(Upload Timetable)



- Click on **download CSV template**

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Step 5(C3): Academic Management - Timetable Configuration(Upload timetable)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Class Id*	Component	Faculty Ema	Faculty Emp	Infrastructu	Start Date ((	Start Time (	End Time (2	Repeat Freq	Repeats Till	Skip Holiday	Sunday Star	Sunday End	Monday Sta	Monday End	Tuesday Sta	Tuesday End	Wednesday	Wednesday	Thursday St	Thursda
2	101	Lab	faculty1@g	FAC101	18	07-07-2020	12:00	13:30	Does Not Repeat												
3	102	Theory	faculty2@g	FAC102		07-07-2020	14:00	15:00	Daily	08-08-2020	1										
4	102	Practical	faculty2@g	FAC102		07-07-2020	14:00	15:00	Weekly	08-08-2020	1	12:30	12:40	12:50	13:00			12:30	12:40	15:30	17

- **CLASS ID:** Class Id's can fetched from the Class List
- **FACULTY EMPLOYEE ID/EMAIL:** States that which faculty will take this class on defined date-time.
- **INFRASTRUCTURE ID:** Where we're planning this class e.x Building A or Block B we need to the ID here.
- **START/END DATE-TIME:** When the selected class need to be planned.
- **REPEAT:** Classes can be repeated weekly & on daily basis
- **SKIP HOLIDAY:** Scheduled classes can be skipped on holidays

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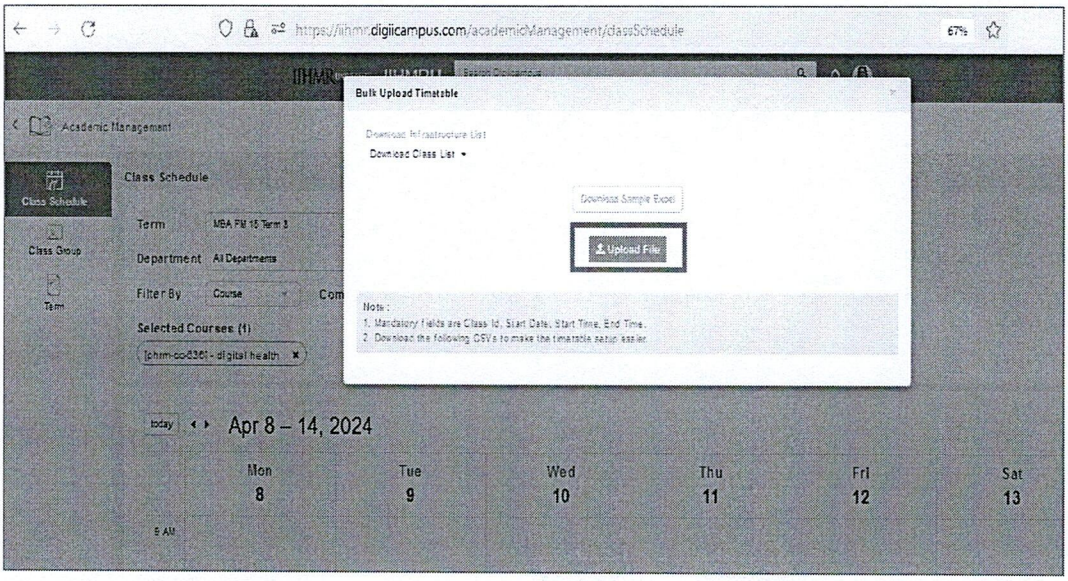
Step 5(Cd): Academic Management - Timetable Configuration(Upload timetable)



- Click on **upload CSV**

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Benefits of Automated Academic Management

Configure & manage curriculum with CollPoll as per the institution's requirement

Fluently configure term, class & timetable for better academic management

Plan your academic session & manage the semester from a single dashboard

CollPoll has streamlined various settings options for you to create your academic session as per your needs

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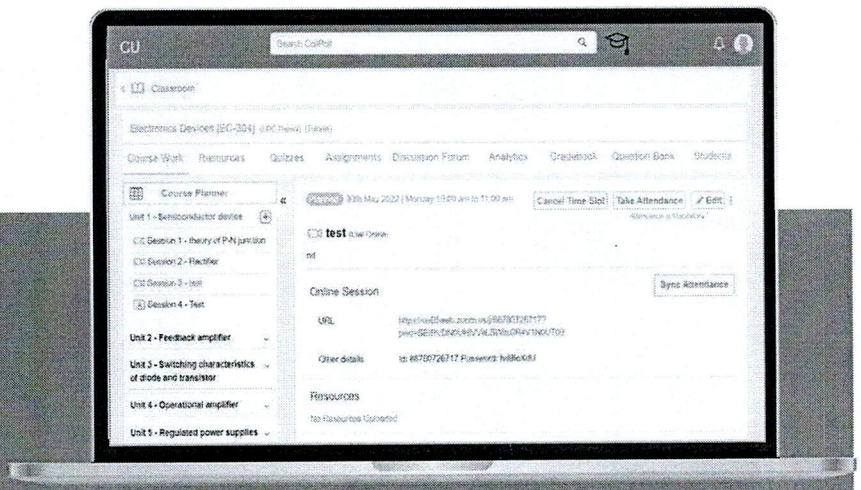

Smart Class Attendance For Quick & Easy Attendance Management

Take class attendance, edit, revoke & much more at your fingertips

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Take Online Attendance

Download Attendance Report

Upload Bulk Attendance

Sync Attendance

Edit & Revoke Attendance

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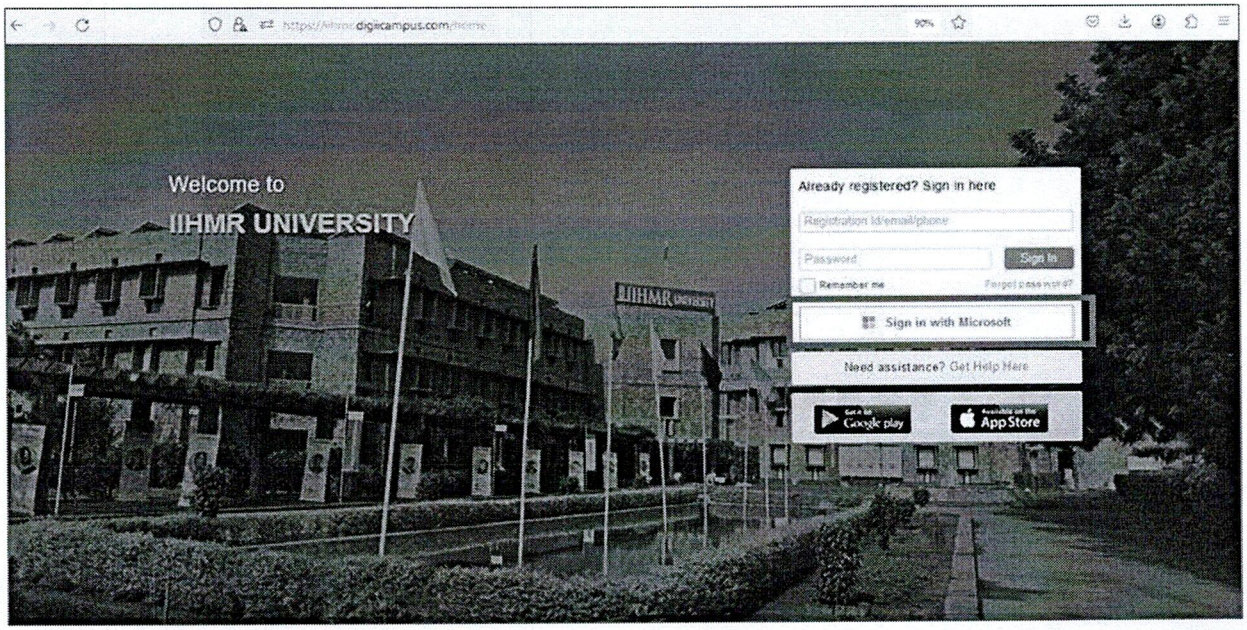
Step 1: Login Into The Faculty Account Using Your Credentials



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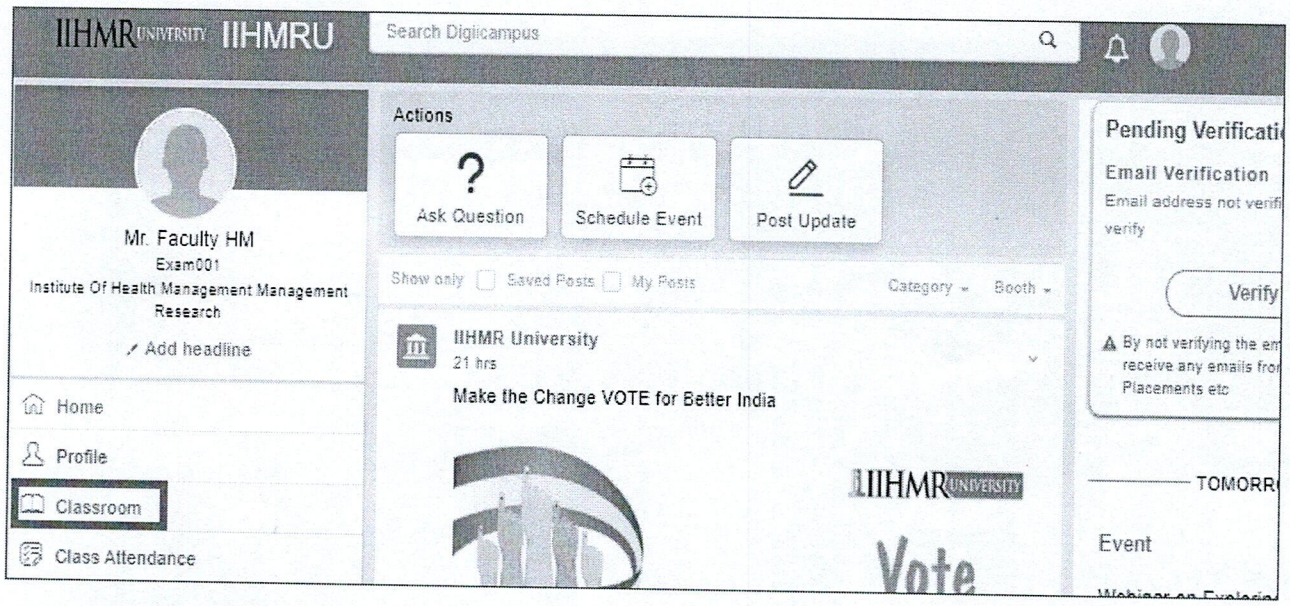
Step 2: Go To Classroom On The Left Panel



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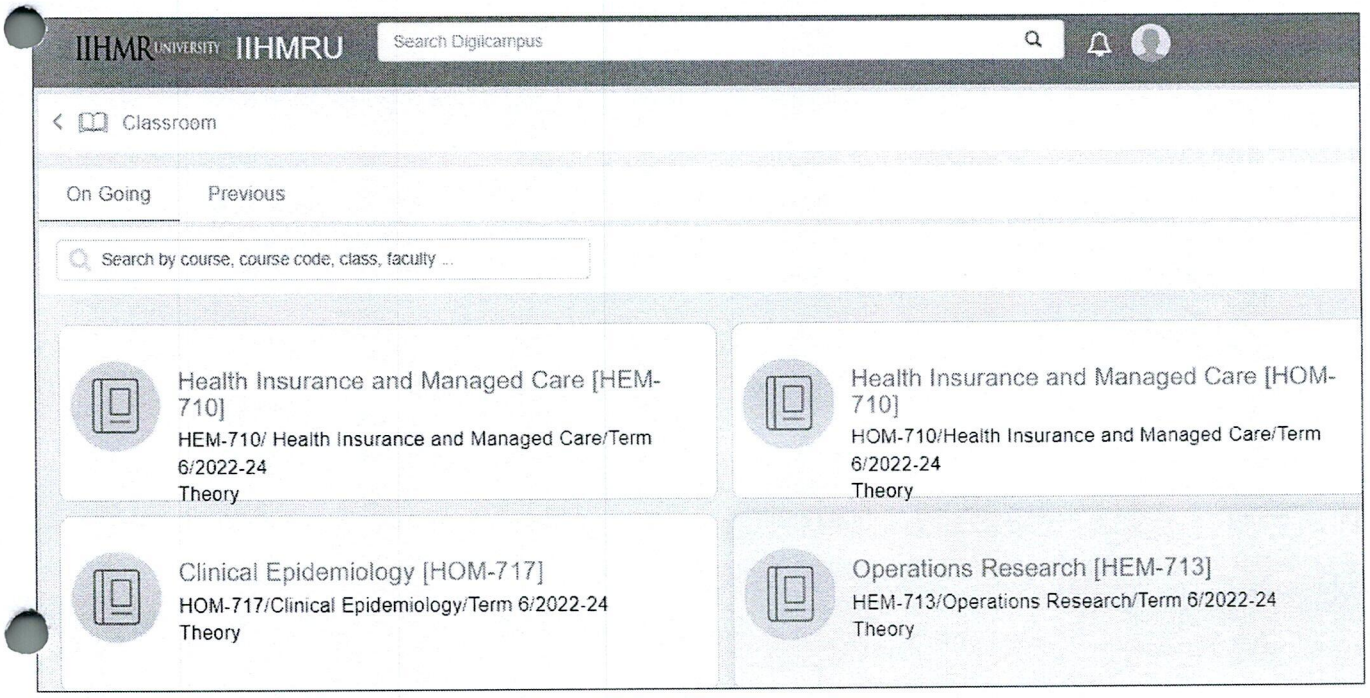
Step 3: Select The Class you Want To The Attendance For



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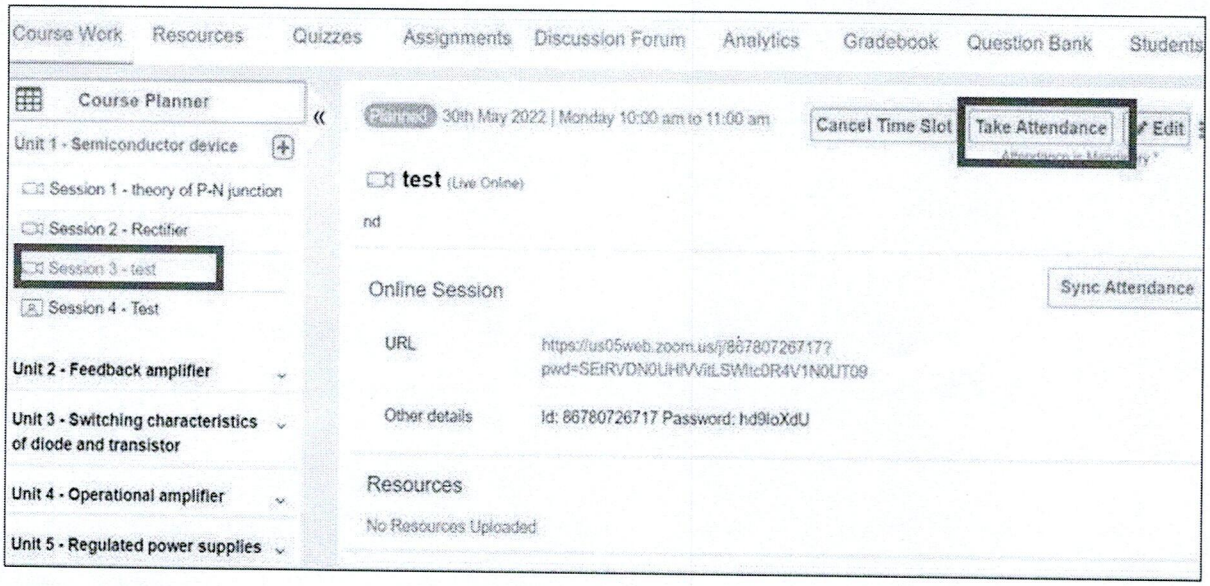
Step 4: Select The Session Then, Click On Take Attendance



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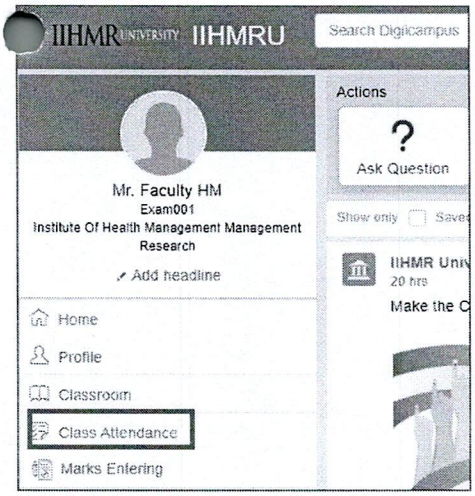
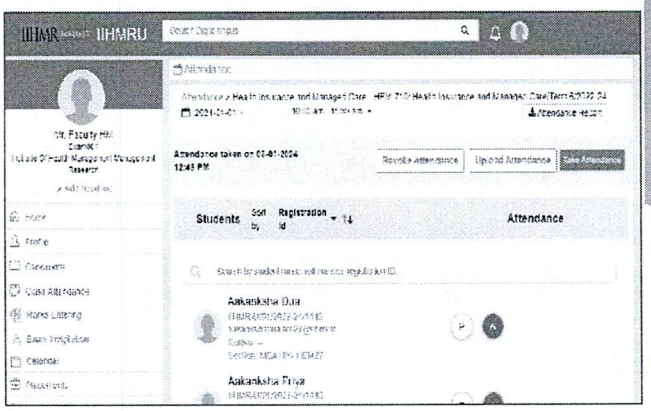
Step 5: Take Attendance





- You will be redirected to this dashboard
- Click on **take attendance**

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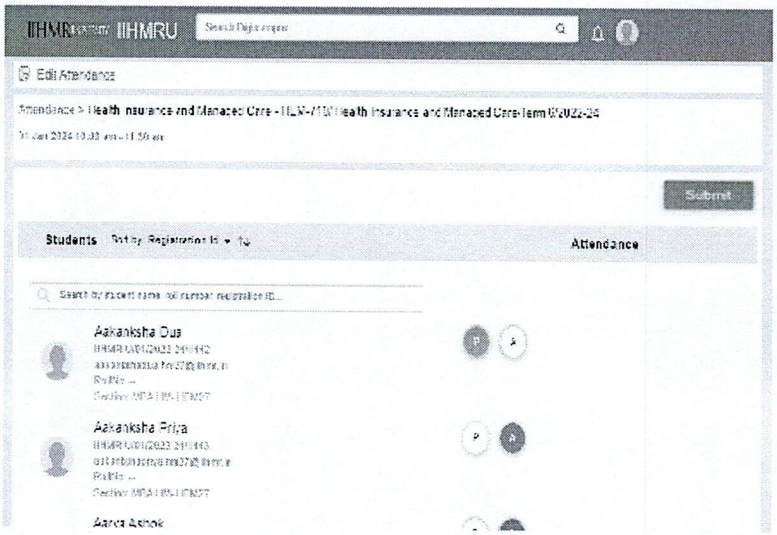
Step 6: Take Attendance



- Mark the student as:

→ Present
→ Absent
→ **PL:** Present Late
→ **CP:** Class Participation

- Click on **submit**

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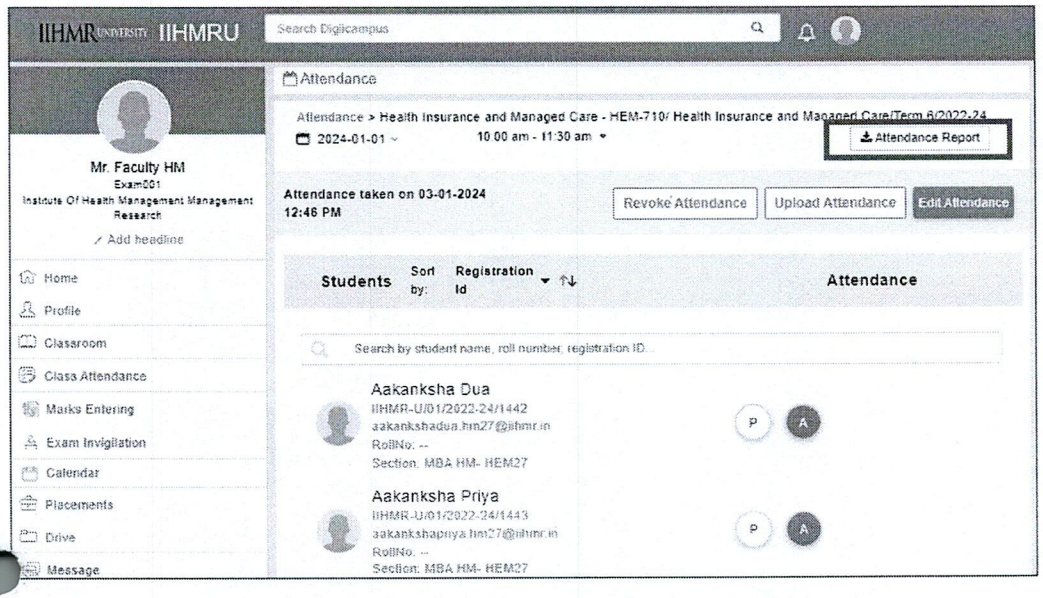
Step 7(a): Download Attendance Report



Click on **download attendance report**

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Step 7(b): Download Attendance Report

The attendance report will be as below:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
1	Roll Numl	Registrati	Email ID	Name	Status	Course Na	Course Co	Total Sess	Total Sess	Total Sess	Sessions (	Sessions /	Present Pe	2024-01-0	2024-01-0	2024-01-0	2024-01-0	2024-01-0	2024-01-0	2024-01-0	2024
2	--	IIHMR-U/0	aakanksh	Aakanksh	Active	Health Ins	HEM-710	32	0	32	0	16	50.0	ABSENT	ABSENT	ABSENT	ABSENT	PRESENT	PRESENT	PRESENT	PRE
3	--	IIHMR-U/0	aakanksh	Aakanksh	Active	Health Ins	HEM-710	32	0	32	0	20	62.5	ABSENT	ABSENT	ABSENT	ABSENT	PRESENT	PRESENT	ABSENT	ABS
4	--	IIHMR-U/0	aarya.hm	Aarya Ash	Active	Health Ins	HEM-710	32	0	32	0	22	68.75	ABSENT	ABSENT	ABSENT	ABSENT	PRESENT	PRESENT	ABSENT	ABS
5	--	IIHMR-U/0	aayushi.h	Aayushi V	Active	Health Ins	HEM-710	32	0	32	0	16	50.0	ABSENT	ABSENT	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRE
6	--	IIHMR-U/0	aditisharr	Aditi Shar	Active	Health Ins	HEM-710	32	0	32	0	20	62.5	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABS
7	--	IIHMR-U/0	akash.hm	Akash Sag	Active	Health Ins	HEM-710	32	0	32	0	28	87.5	ABSENT	ABSENT	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRE
8	--	IIHMR-U/0	akshatpat	Akshat Pa	Active	Health Ins	HEM-710	32	0	32	0	2	6.25	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABS
9	--	IIHMR-U/0	amitesh.h	Amitesh N	Active	Health Ins	HEM-710	32	0	32	0	12	37.5	PRESENT	PRESENT	PRESENT	PRESENT	ABSENT	ABSENT	ABSENT	ABS
10	--	IIHMR-U/0	ananya.hr	Ananya Sa	Active	Health Ins	HEM-710	32	0	32	0	8	25.0	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABS
11	--	IIHMR-U/0	ankitahaz	Ankita haz	Active	Health Ins	HEM-710	32	0	32	0	26	81.25	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	PRESENT	PRE
12	--	IIHMR-U/0	anushruti	Anushruti	Active	Health Ins	HEM-710	32	0	32	0	28	87.5	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRE
13	--	IIHMR-U/0	aparna.hr	Aparna Di	Active	Health Ins	HEM-710	32	0	32	0	30	93.75	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRE
14	--	IIHMR-U/0	aprajita.h	Aprajita .	Active	Health Ins	HEM-710	32	0	32	0	26	81.25	ABSENT	ABSENT	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRE
15	--	IIHMR-U/0	archanaje	Archana J	Active	Health Ins	HEM-710	32	0	32	0	28	87.5	PRESENT	PRESENT	ABSENT	ABSENT	PRESENT	PRESENT	PRESENT	PRE
16	--	IIHMR-U/0	archanak	Archana K	Active	Health Ins	HEM-710	32	0	32	0	18	56.25	PRESENT	PRESENT	ABSENT	ABSENT	PRESENT	PRESENT	ABSENT	ABS
17	--	IIHMR-U/0	archanas	ARCHANA	Active	Health Ins	HEM-710	32	0	32	0	20	62.5	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABS
18	--	IIHMR-U/0	architasri	ARCHITA S	Active	Health Ins	HEM-710	32	0	32	0	32	100.0	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRE
19	--	IIHMR-U/0	arushi.hm	Arushi Ary	Active	Health Ins	HEM-710	32	0	32	0	30	93.75	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRE

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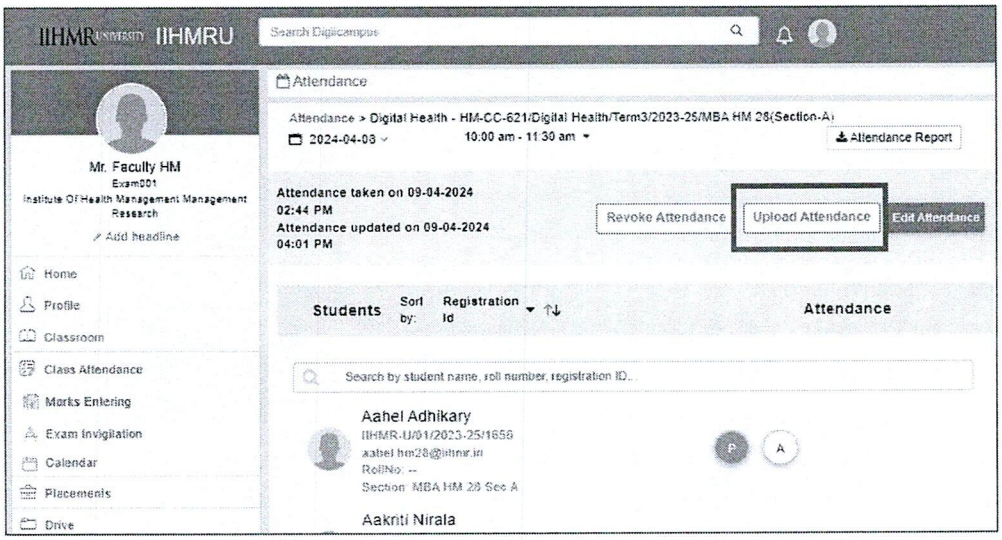
Step 8(a): Upload Bulk Attendance



- Under **class attendance**, select the class you want to upload the attendance for
- Click on **upload**

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Step 8(b): Upload Bulk Attendance

Bulk Attendance

Take attendance by uploading a CSV file

Note: Attendance Status of students in this class will be marked as per CSV file uploaded. Other students of this class who are not in the uploaded list, will be marked as Absent.

Upload CSV

Note: Please don't mark attendance for deactivated students.

Not sure how to get started?
Download the CSV template , edit and then upload

Click on **download CSV template**

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029

Step 8(b): Upload Bulk Attendance

Email Id

	A	B	C	D	E	F	G	H
1	Email Id	Rstration Id	Attendance *					
2	sam0@mailinator.com	REGN000	PRESENT					
3	sam1@mailinator.com	REGN001	ABSENT					
4	sam2@mailinator.com	REGN002	PRESENT LATE					
5	sam3@mailinator.com	REGN003	CLASS PARTICIPATION					
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Sample_student_list

Ready Accessibility: Unavailable

Edit the details in the CSV template

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Step 8(c): Upload Bulk Attendance

Bulk Attendance

Take attendance by uploading a CSV file

Note: Attendance Status of students in this class will be marked as per CSV file uploaded. Other students of this class who are not in the uploaded list, will be marked as Absent.

Sample_student_list.csv

Mark Attendance

Attendance will not be marked for 4 student(s) from file uploaded as they are not present in this class.
Note: Please don't mark attendance for deactivated students.

Not sure how to get started?
Download the CSV template , edit and then upload

- **Upload** the CSV template & **mark attendance**
- NOTE: Please don't mark attendance for deactivated students

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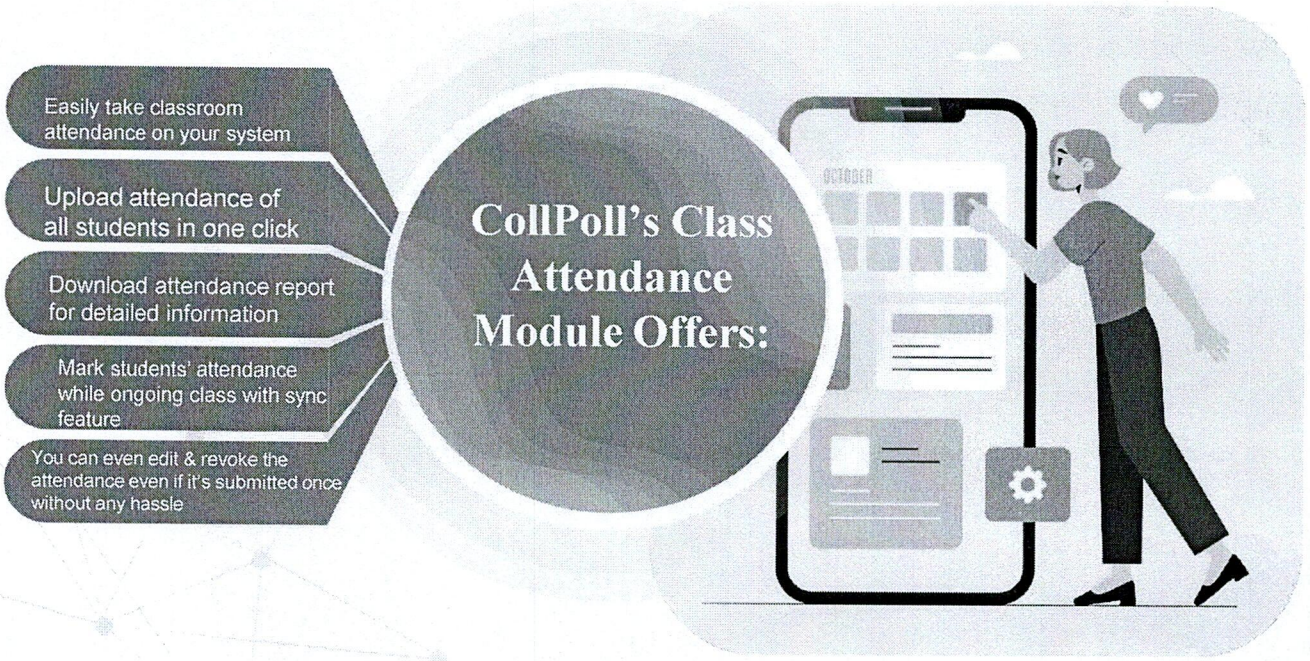
Benefits of LMS Class Attendance Management



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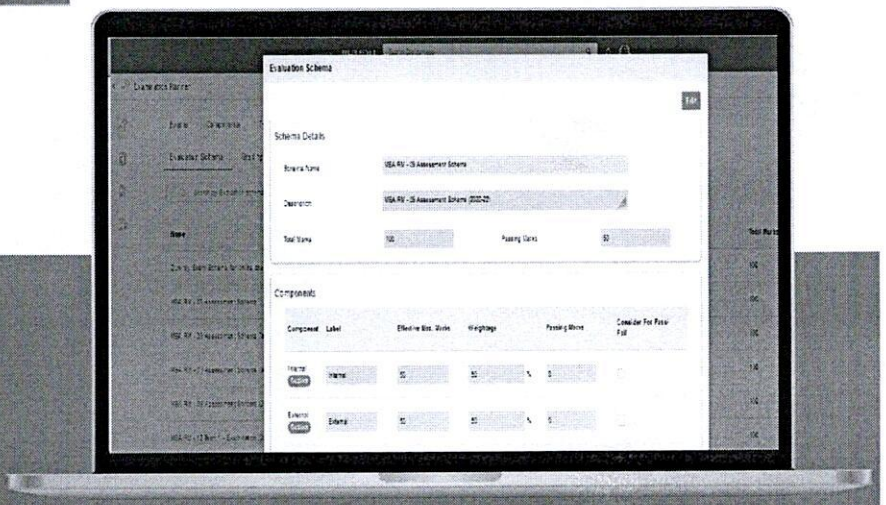
Ex.

IIHMR UNIVERSITY



Smart EMS For Quick & Error Free Result Management

Seamlessly Manage & Evaluate Results At Your Convenience

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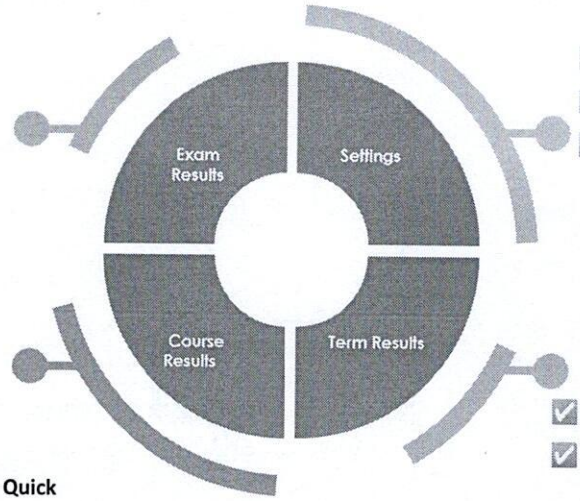
Smart Result Management

Result Management

- ☑ Generate Gradesheet
- ☑ Publish Marks
- ☑ Customized Settings



Settings

- ☑ Assign Evaluator
- ☑ Set Visibility Access
- ☑ Grant Edit Access

Course Results

- ☑ Upload Marks
- ☑ Manage Marks
- ☑ Apply Various Filters For Quick Search

Term Results

- ☑ Configure Gradesheet
- ☑ Generate SGPA?CGPA

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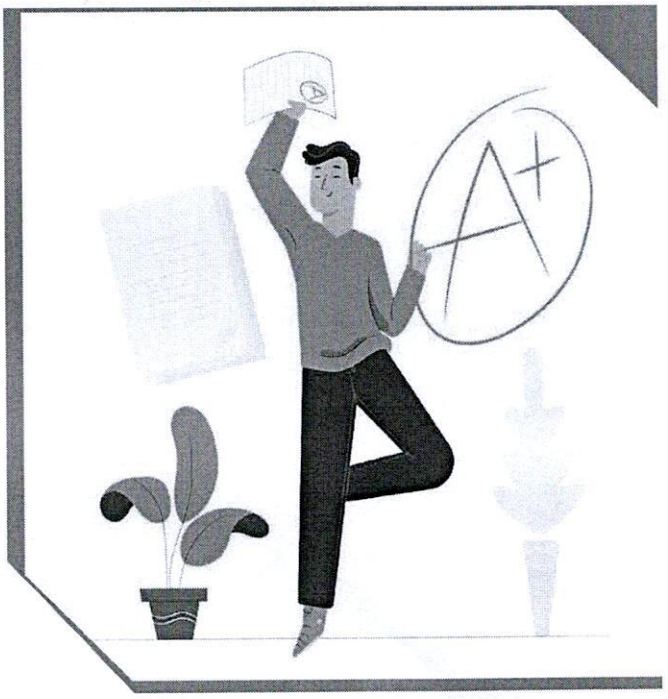
RESULT MANAGEMENT



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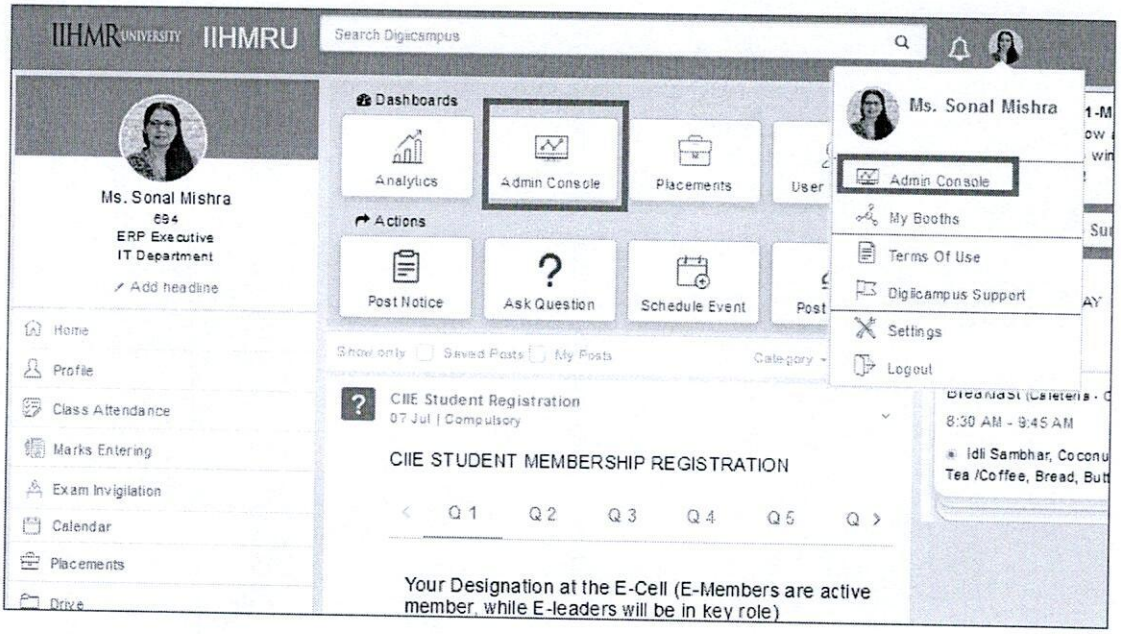
Navigating To Result Management



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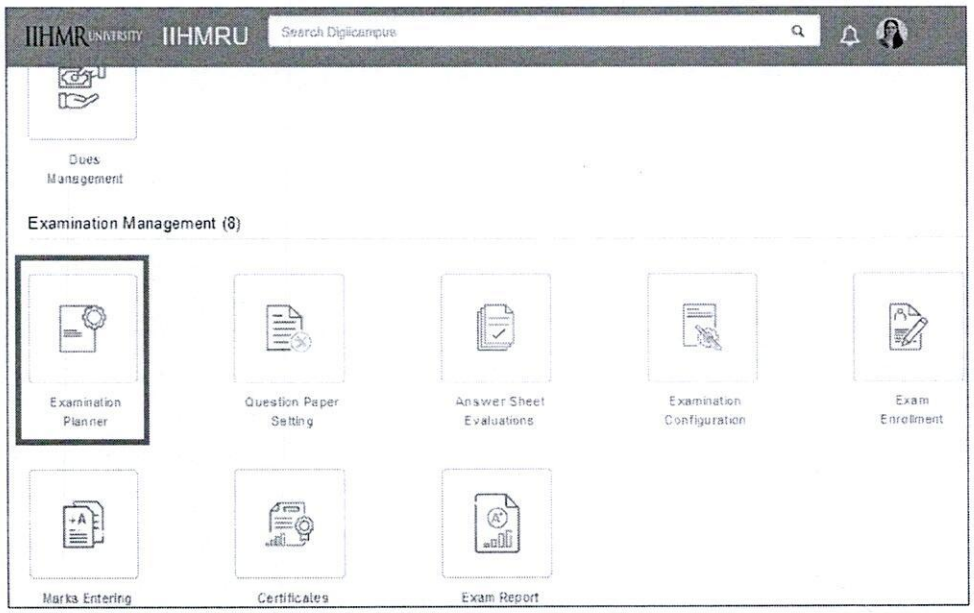
Examination Planner



In the Admin Console, we need to click on **Examination**

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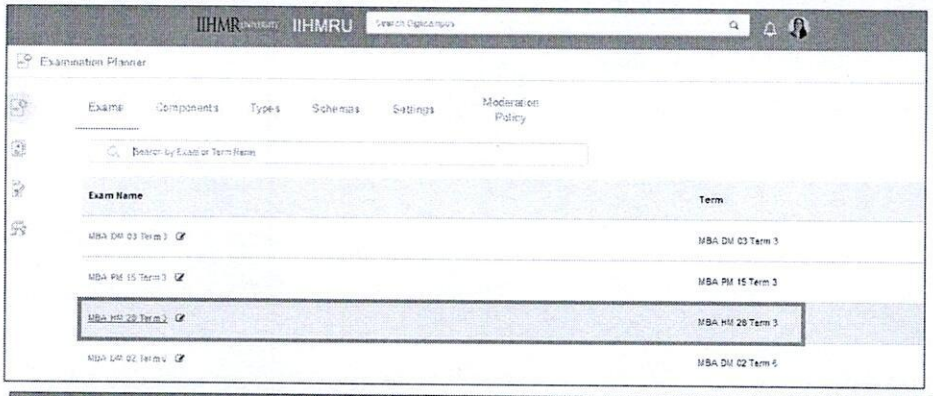
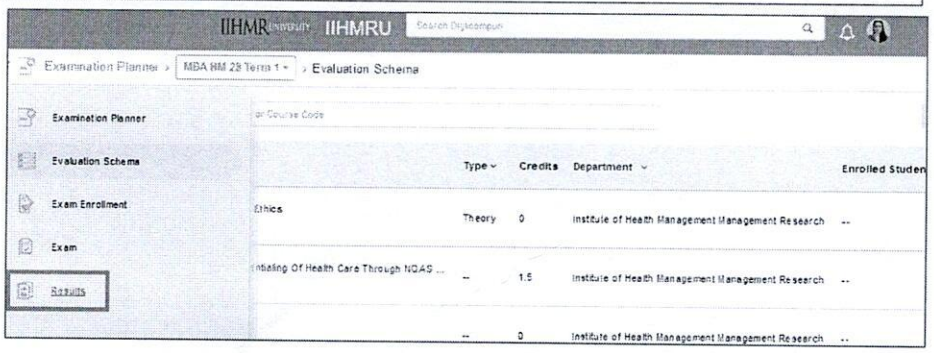
Result Management





- After clicking on **Examination Planner**
- Select the term and hover to the left hand side
- Click on **Results** tab and go to **Access Settings**

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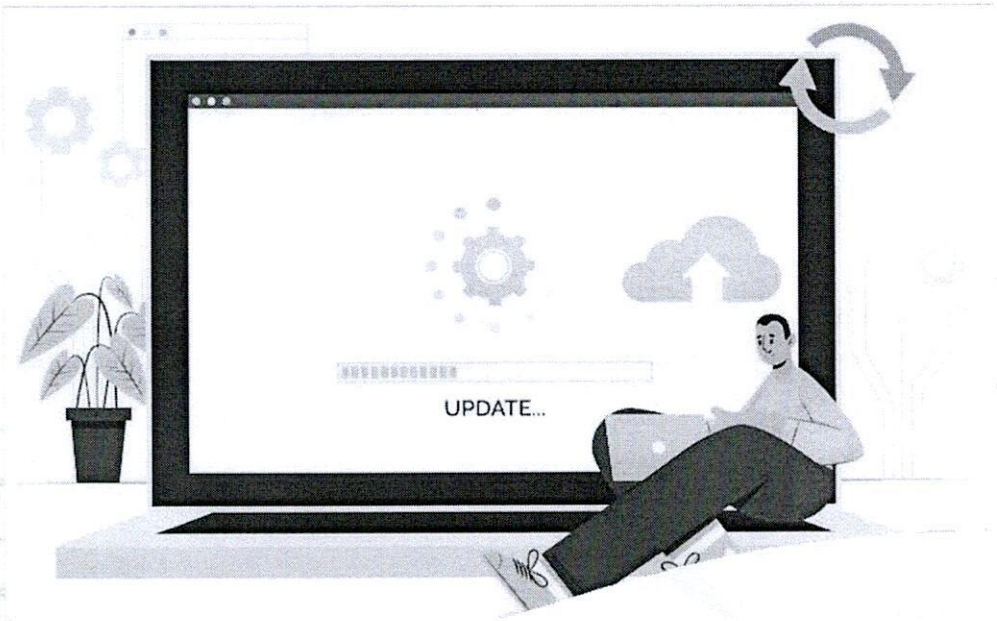
ACCESS SETTINGS



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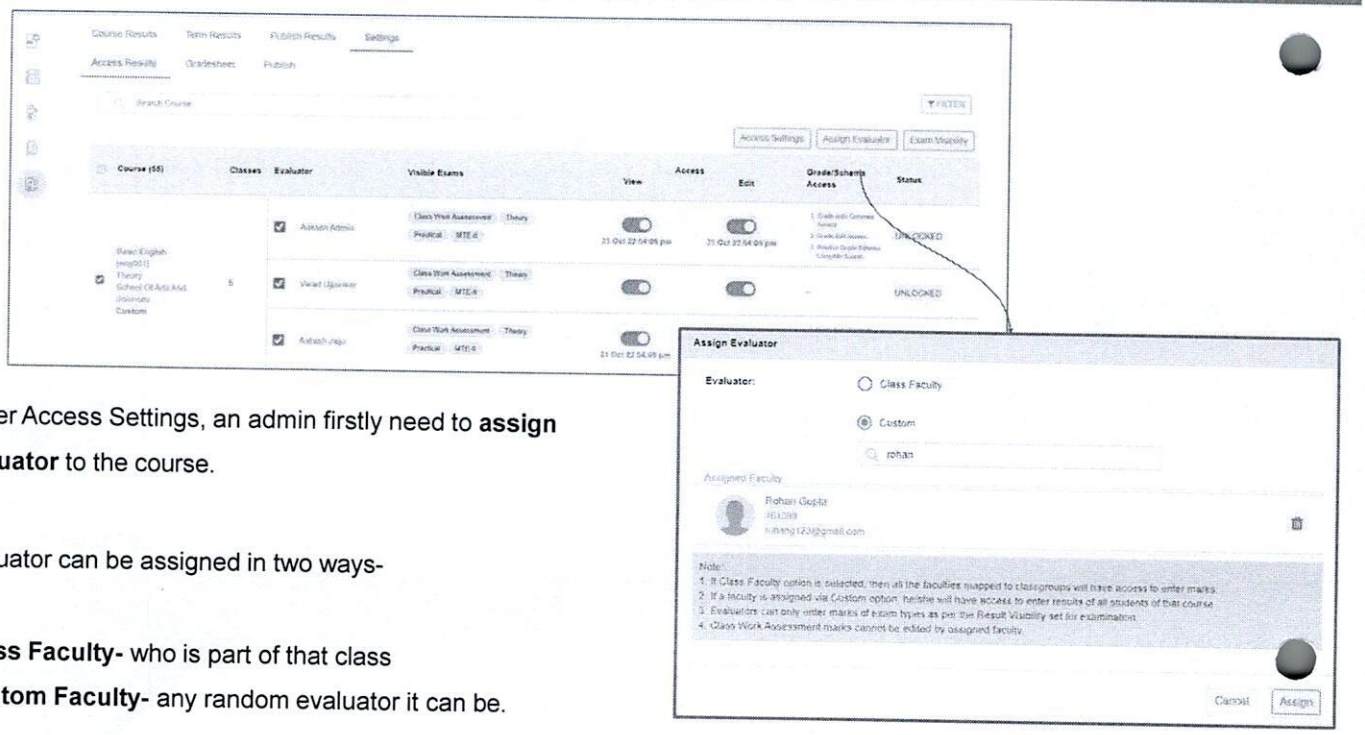
Marks Entering - Access Settings



- Under Access Settings, an admin firstly need to **assign evaluator** to the course.

- Evaluator can be assigned in two ways-

1. **Class Faculty-** who is part of that class
2. **Custom Faculty-** any random evaluator it can be.

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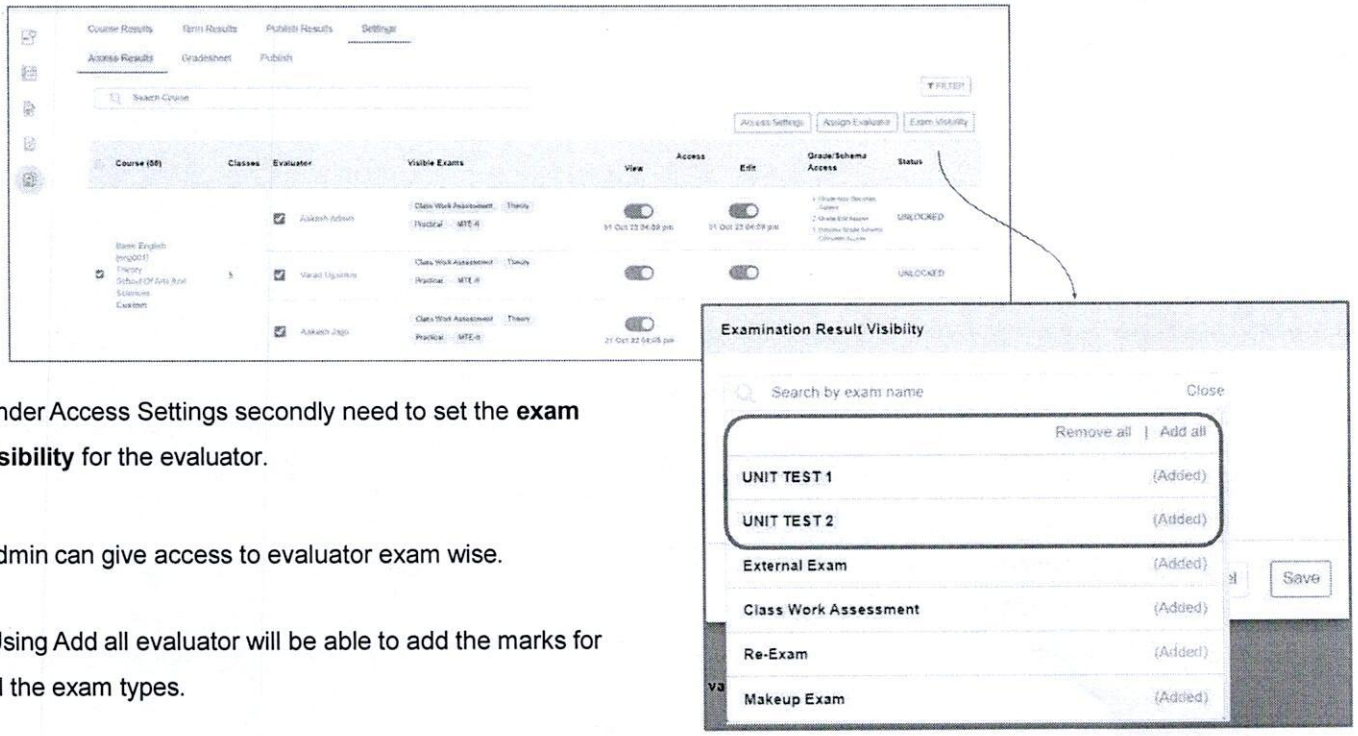
Marks Entering - Access Settings



- Under Access Settings secondly need to set the **exam visibility** for the evaluator.

- Admin can give access to evaluator exam wise.

- Using Add all evaluator will be able to add the marks for all the exam types.

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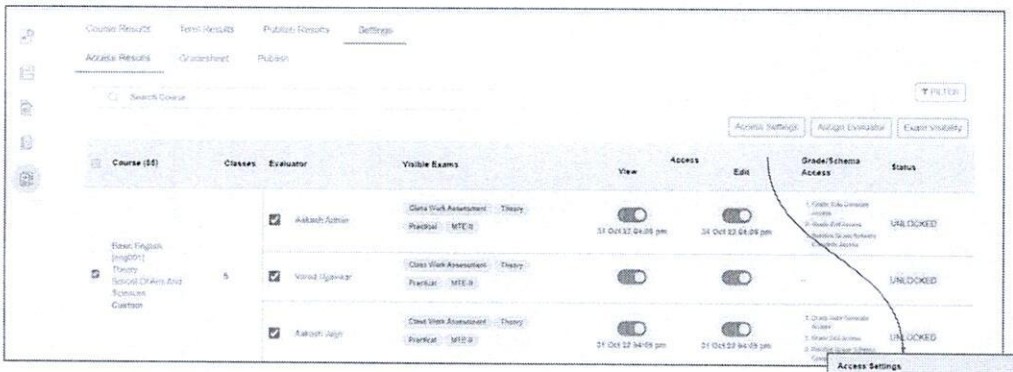
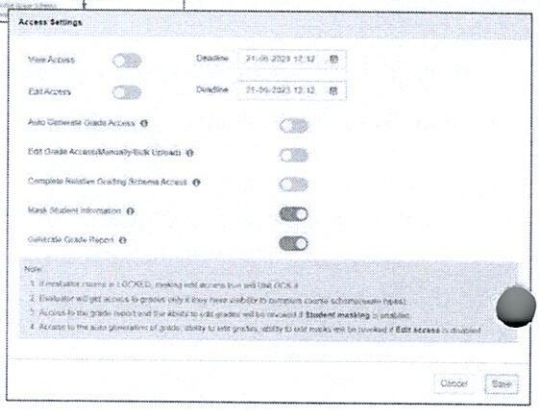
Marks Entering - Access Settings





- Under Access Settings the last step is to give **edit and view access** to evaluator.
- Evaluator with the **View access** along with the defined deadline will be able to view the marks till the due date.
- Evaluator with the **Edit access** along with the defined deadline will be able to edit the marks till the due date.
- Evaluator with the access of **Relative Grading Schema Access** will be able to define the grades by their own.

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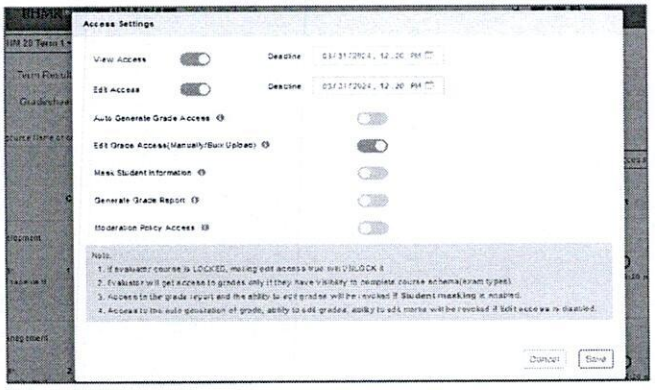
Access Settings - Relative Grading



It refers to the process of allowing the teacher to interpret the results of an evaluation and deciding and assigning grades based on student performance as compared to the others in the class.

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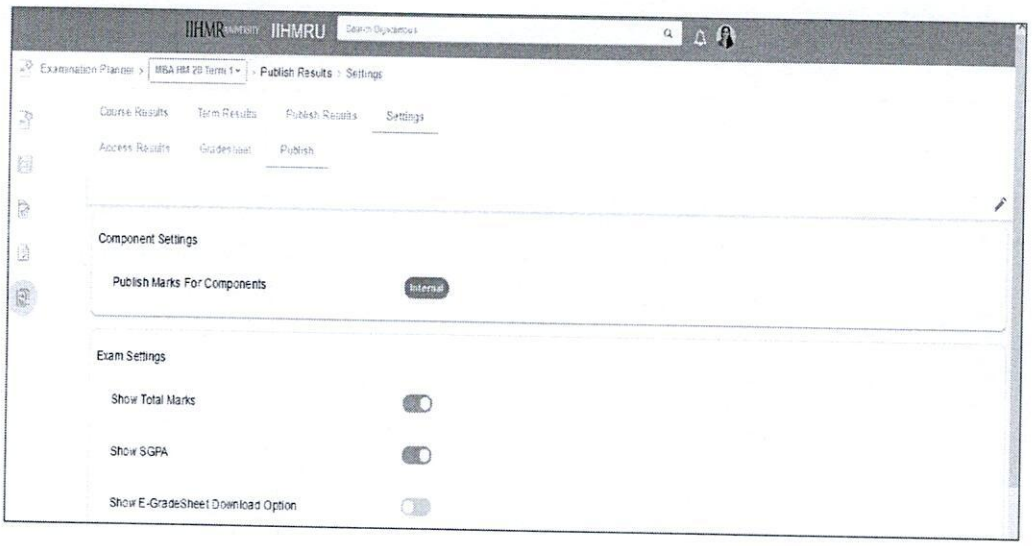
Access Settings - Publish Results



Edit and update the publish results settings from the publish tab under settings

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COURSE RESULTS

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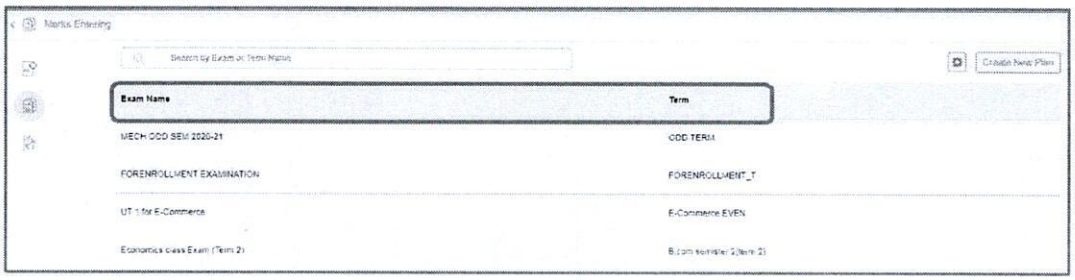
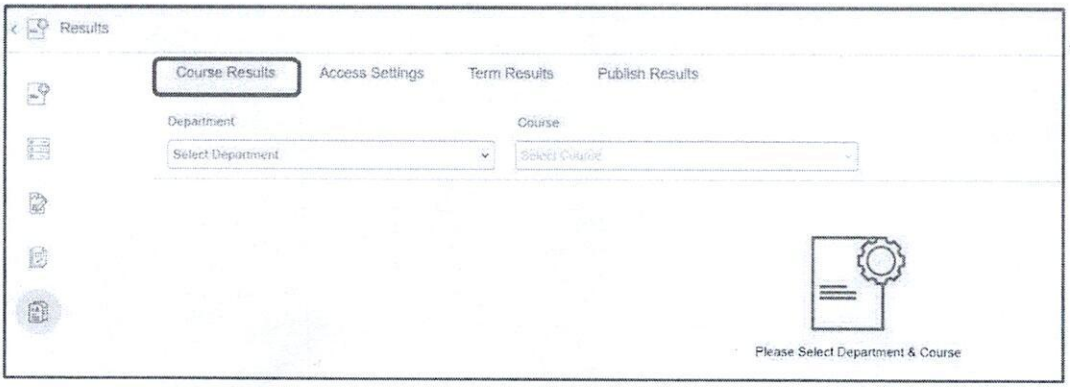
Marks Entering - Course Results





- Select the configured **term** for which marks needs to be uploaded
- After selecting the term this window will appear
- Under **Course Results** select **department and courses** for which we want to upload the marks.

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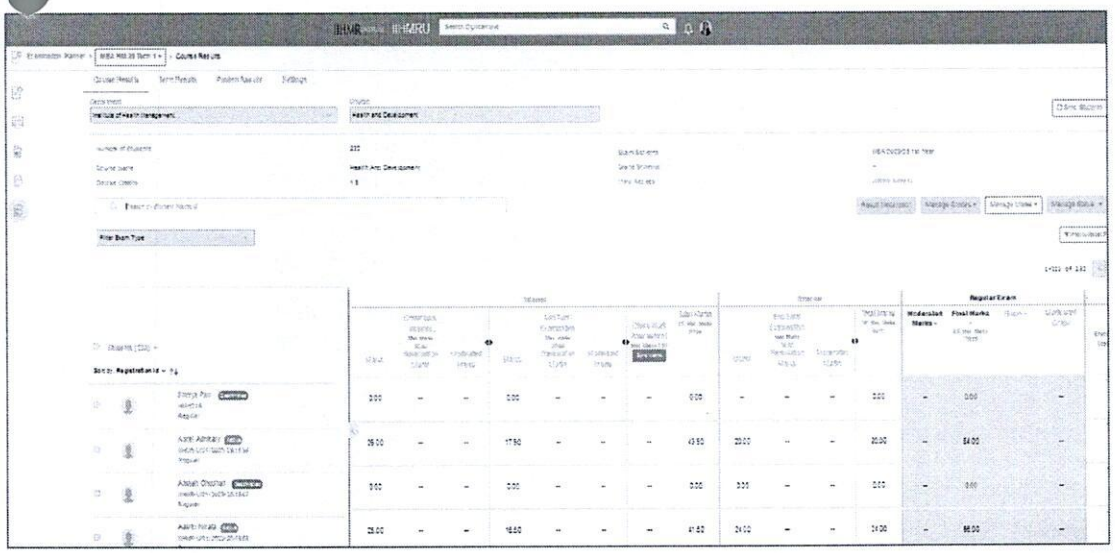
Marks Entering - Course Results



- After applying filter the students of respective **departments & courses** starts appearing
- Faculty can now **manage the marks** for the students with the access settings.
- Faculty can **publish the marks** to students
- Faculty can now edit the marks from their end

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Marks Entering - Course Results

Upload Marks

Add course results by uploading a excel file.

Note:
- Either student registration id or email id should be entered.
- Before updating results, Take a backup via Export as excel.
- If a student is not registered in this course, he/she will get registered and marks will be updated as per excel.

Upload Excel

Not sure how to get started?
Download the Excel template , edit and then upload

Click on bulk upload under manage marks, download the excel file, edit the details & upload it

A2 Amy Cooper

	A	B	C	D	E	F	G	H	I	J	K
1	Name	Student RegistrationId	EmailId	MTE-I	MTE-I Revaluation	MTE-II	MTE-II Revaluation	Class Work Assessment	Theory	Theory Revaluation	Practic
2	Amy Cooper	99887766	amy@gmail.com	10	10	9.8	9.8	48	50	50	
3	Amy Tribbiyani	REG1002	trib@gmail.com	8	8	7	7	45	40	(Ctrl)	
4	Balajii K	19BSC0046	bala@gmail.com	5	5	7	7	40	26	26	
5	Bernadatte Cooper	112233445	cooper@gmail.com	5	5	6	6	30	45	45	
6	Joey Tribbiyani	REG1001	joey@gmail.com	3	3	4	4	37	46	46	
7	John Lowell	1122233	john@gmail.com	7	7	8	8	45	48	48	
8	Joydeep	11222233	joy@gmail.com	8	8	8	8	38	36	36	
9	Penny Cooper	1122333	penny@gmail.com	4	4	7	7	45	48	48	
10	Sheldon cooper	11234455	shelly@gmail.com	10	10	10	10	34	39	39	
11											

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PUBLISH RESULTS

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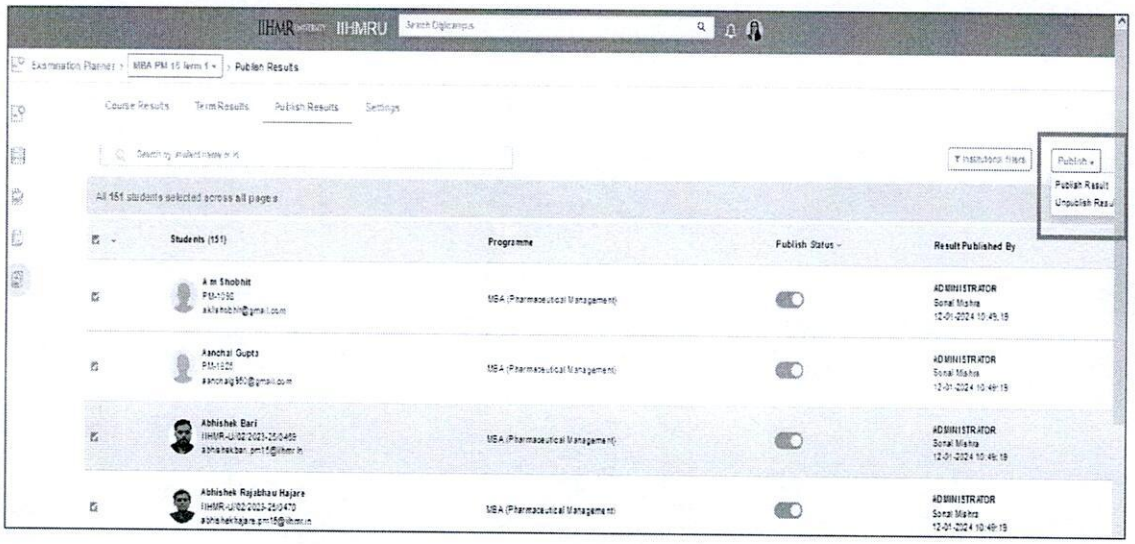
Marks Entering - Publish Results



After Grade sheet generation **marks can be published** to the students

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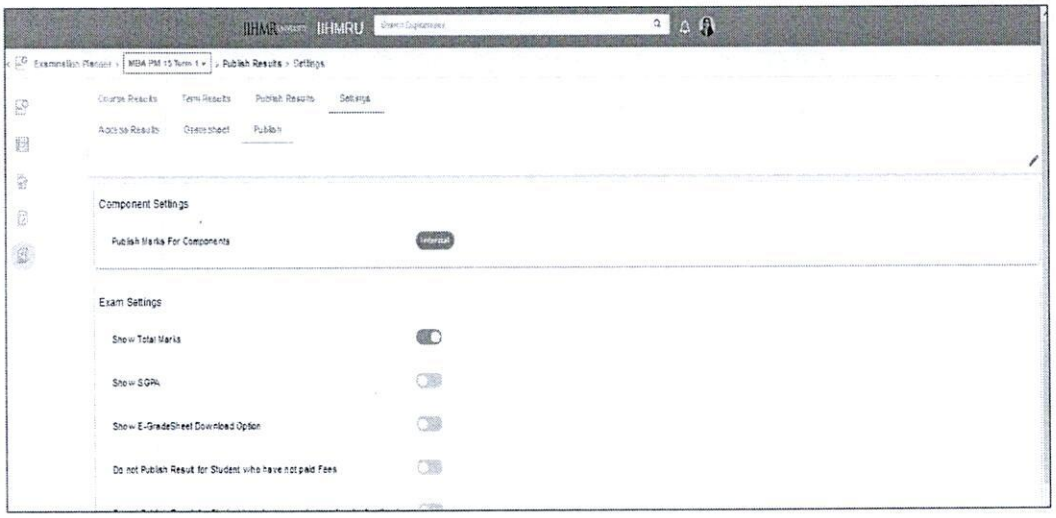
Marks Entering - Publish Results



- **Show total marks-** student can see the total marks of that particular course in profile
- **Show SGPA-** the generated SGPA will be visible at student side if we turn it on
- **Show E-Grade sheet-** students can download the e-grade sheets if we will turn it on
- **Do not publish result for student who have not paid fees-** students with dues won't be able to see the result.
- **Feedback Session-** Results will not be published for students who haven't given feedback for the session selected in settings

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Publish Results - Student View

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Search Digicampus

Ishika Agrawal
1st Year Student

E-portfolio | Official Record | Posts | Academics | Progress Card

Attendance Records | Exam Records

MBA DM 03 Term 1

Component Marks Published

Courses (3)	Enrollment Type	Credits	Marks	Grade
Essentials Of Economics (CC - 641)	Regular	3	81	--
Principles Of Management (CC-602)	Regular	3	74	--
Development Theory, Policies And Programs (CC-654)	Regular	3	75	--
Sustainable Development Goals (CC-655)	Regular	1.5	70	--
Demography And Development (CC-656)	Regular	1.5	86	--
Rural And Urban Society (CC-657)	Regular	1.5	59	--
Development Administration And Local Self Governance (CC-658)	Regular	1.5	64	--

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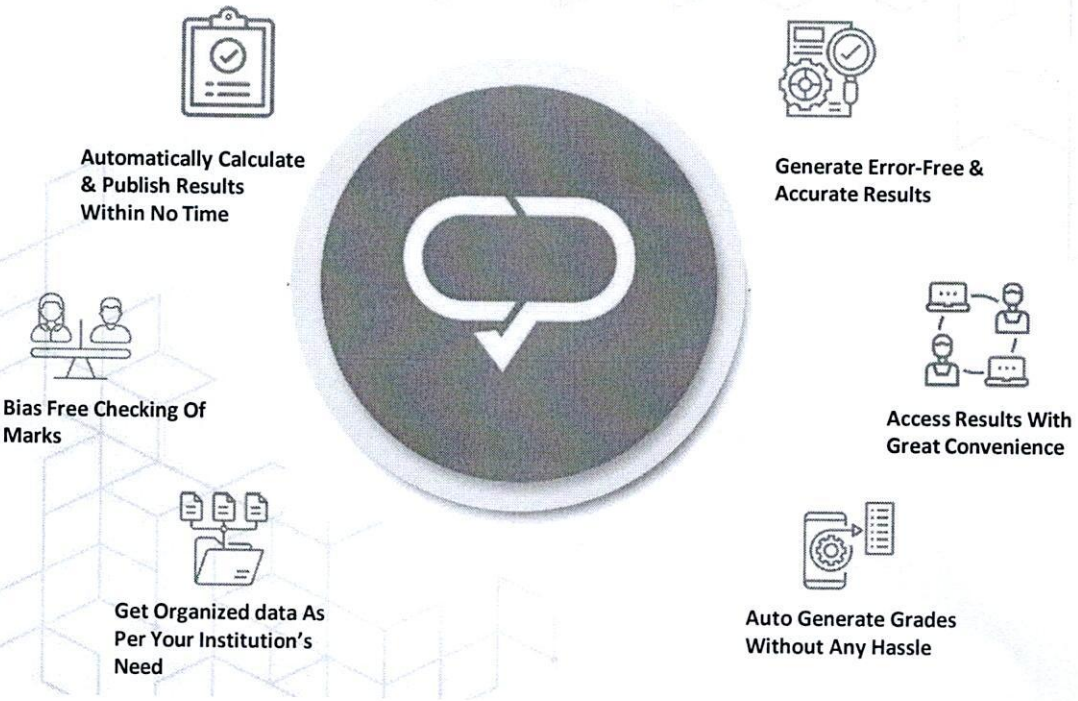
BENEFITS OF USING THE SMART EXAMINATION MANAGEMENT SYSTEM!



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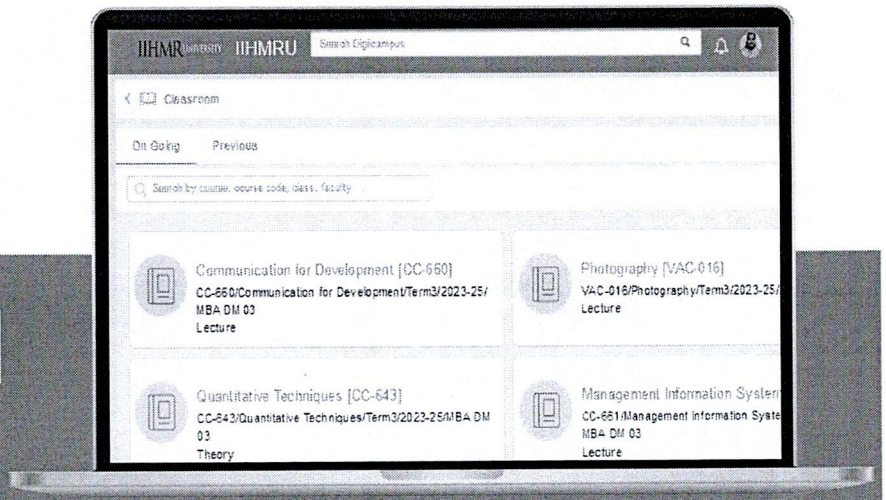
LMS

IIHMR UNIVERSITY



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Experience More Personalized Learning Experience With CollPOll'S Smart LMS

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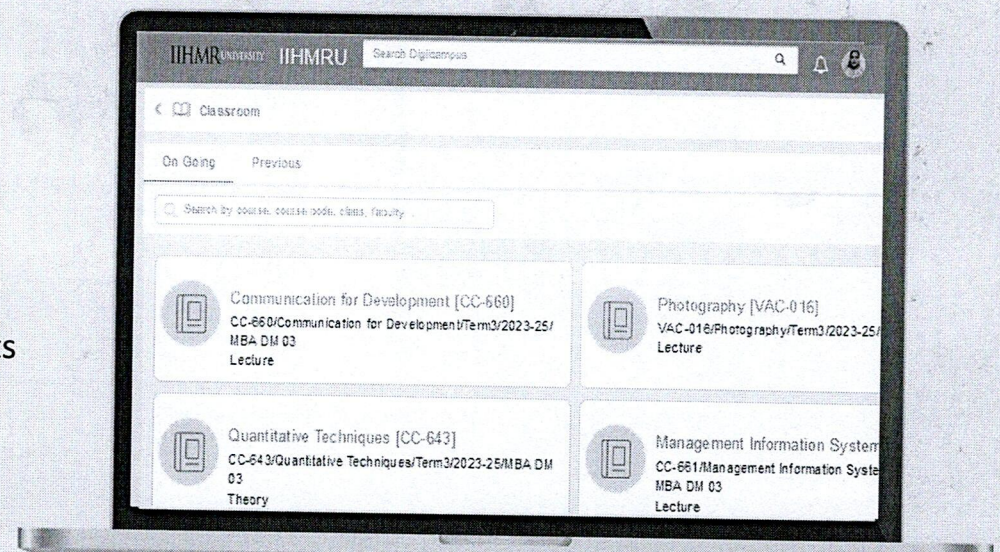
LMS - STUDENT VIEW

- Coursework
- Online Classes
- Assignments
- Quizzes
- Discussion Forums
- Assessment Results



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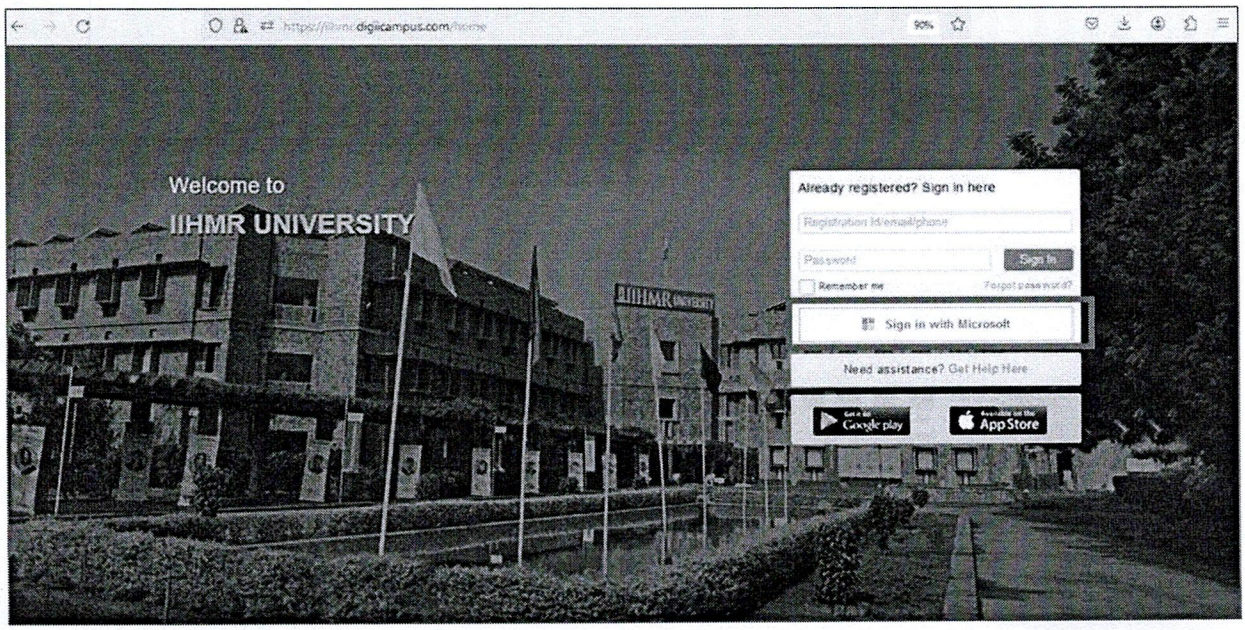

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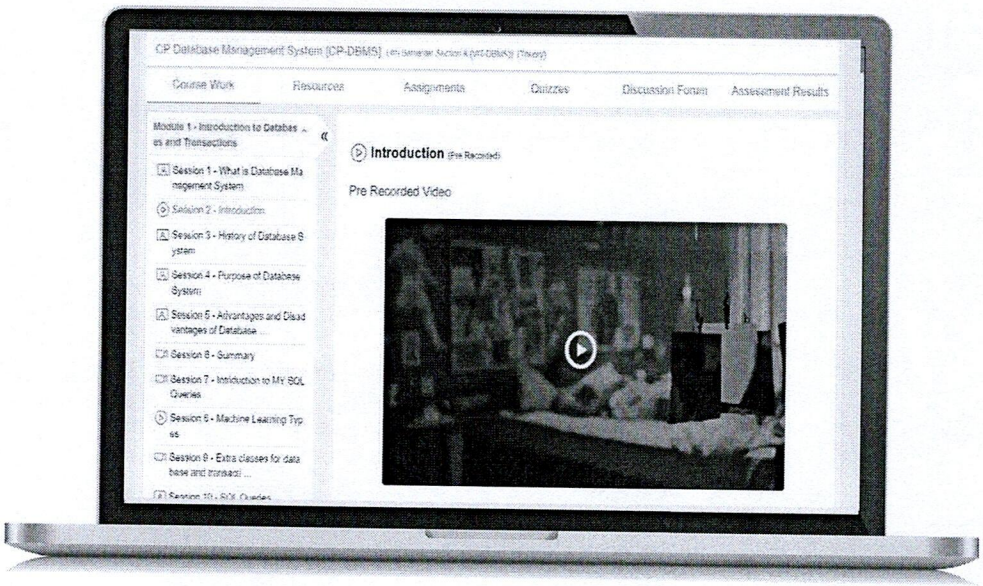
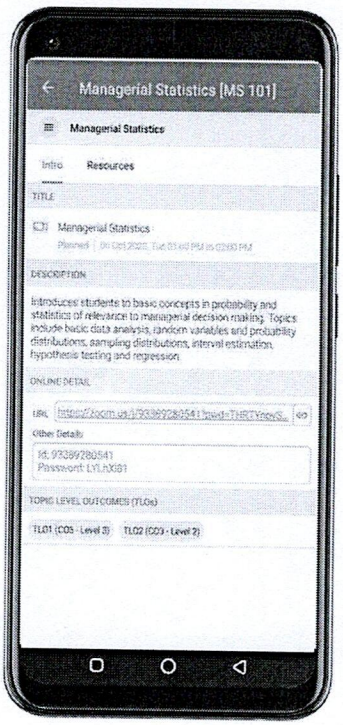
Coursework View





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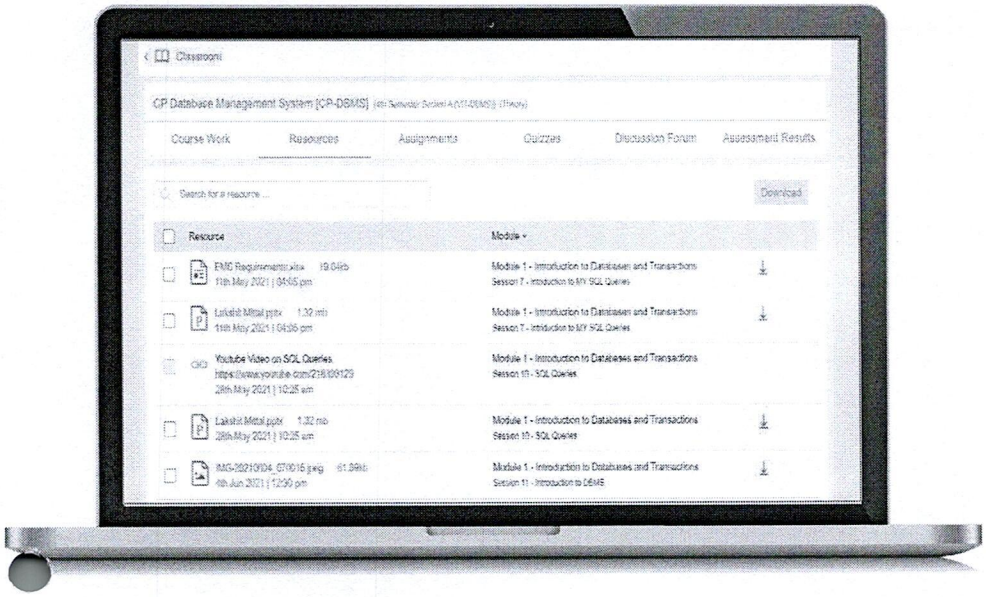
Resources View



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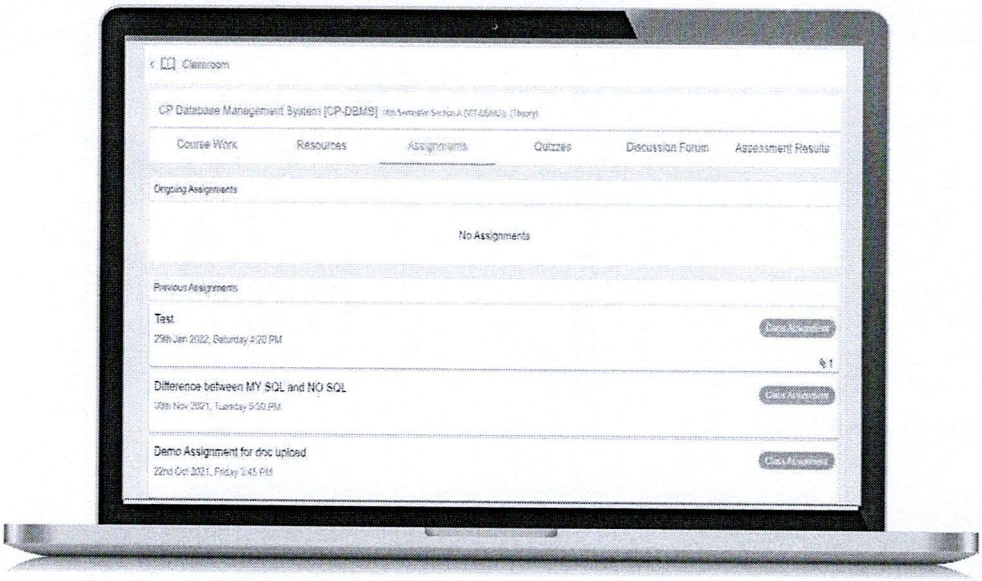
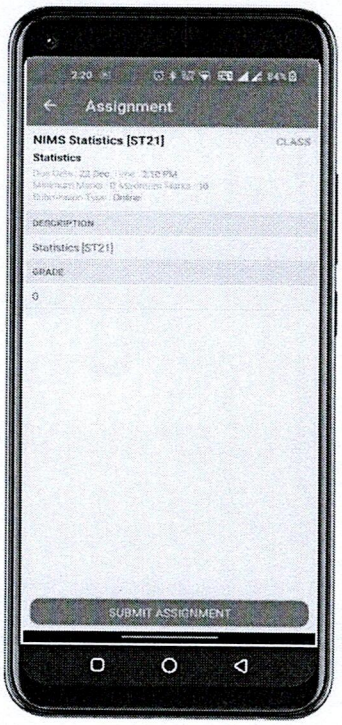
Assignments View





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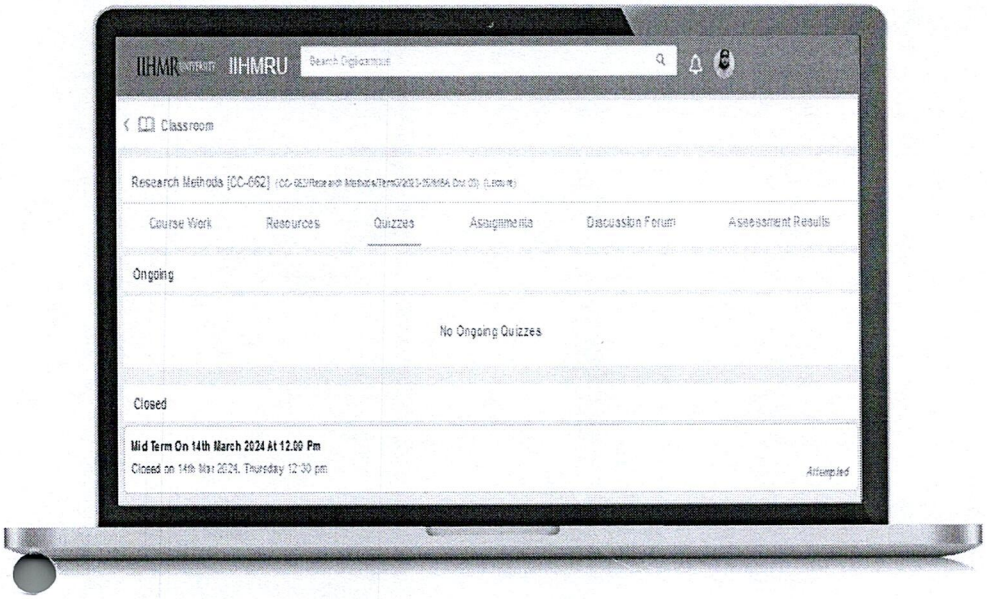
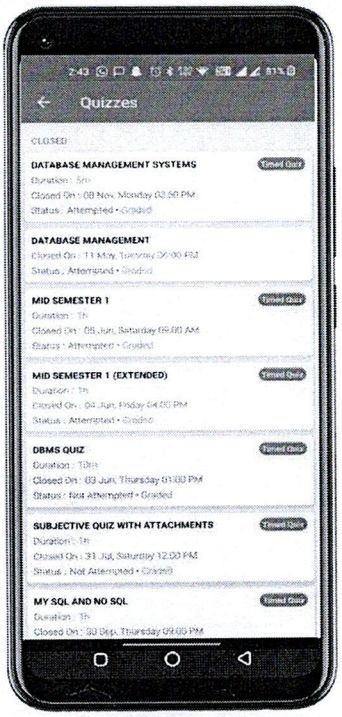
Quizzes View





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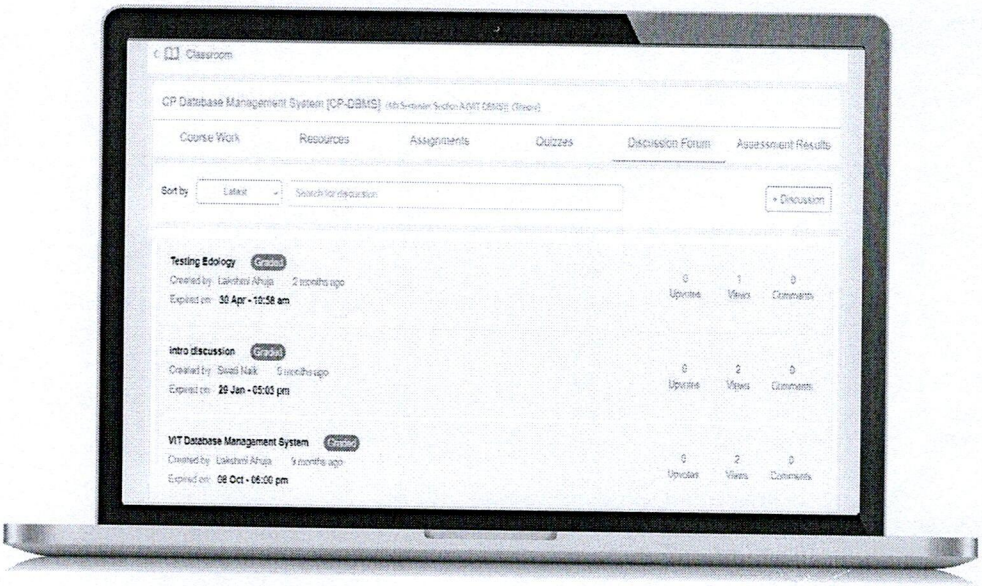
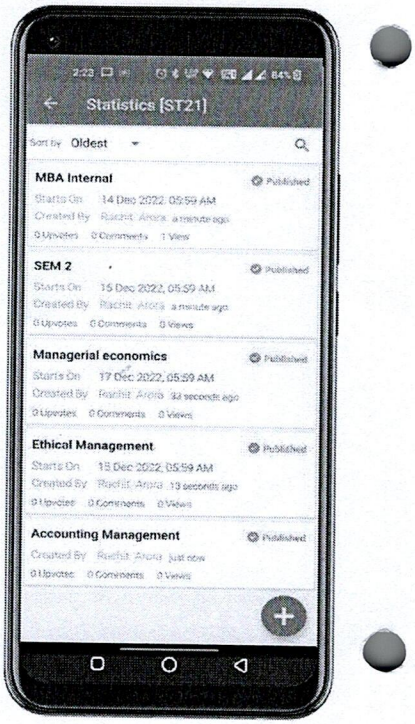
Discussion Forums View

CollPoll





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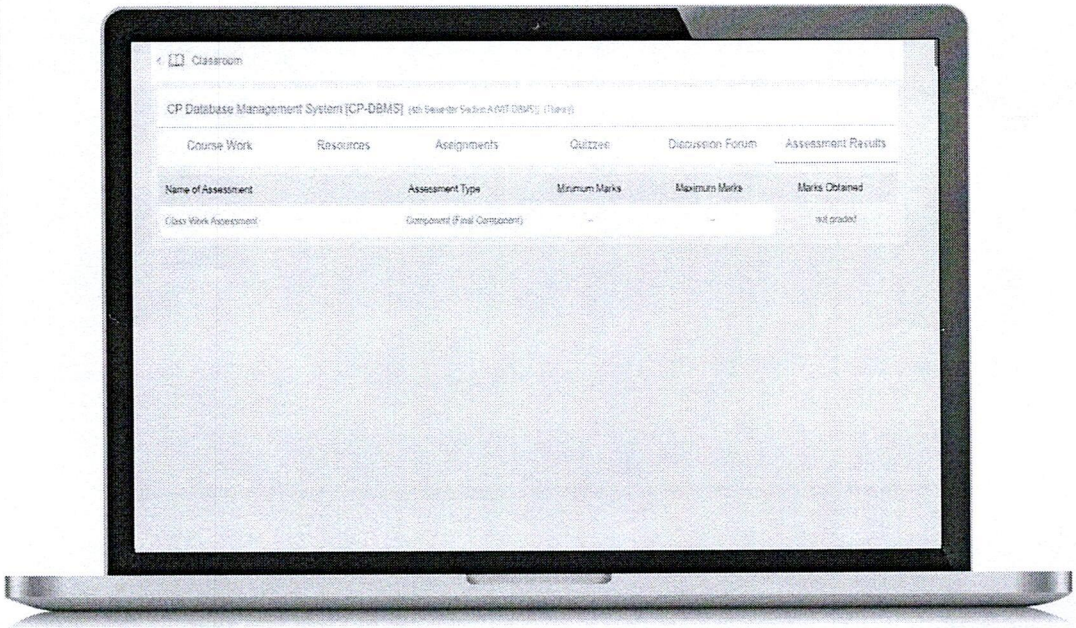
Assessment results View



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BENEFITS OF USING THE SMART LEARNING MANAGEMENT SYSTEM!

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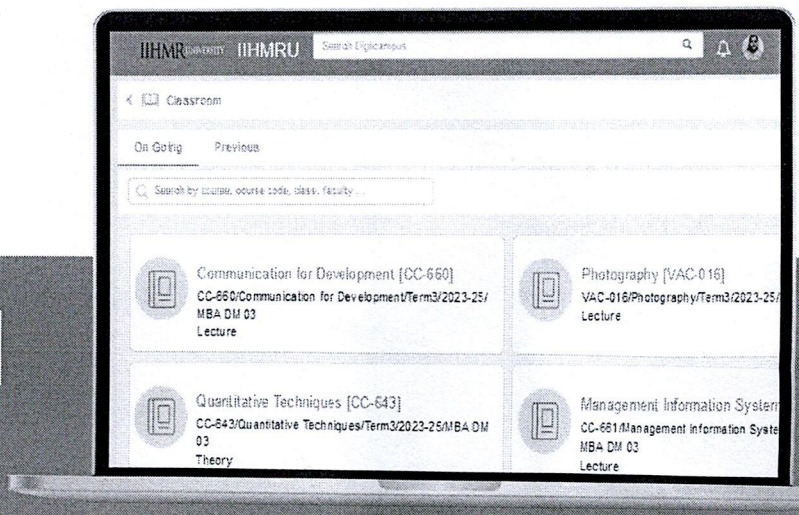

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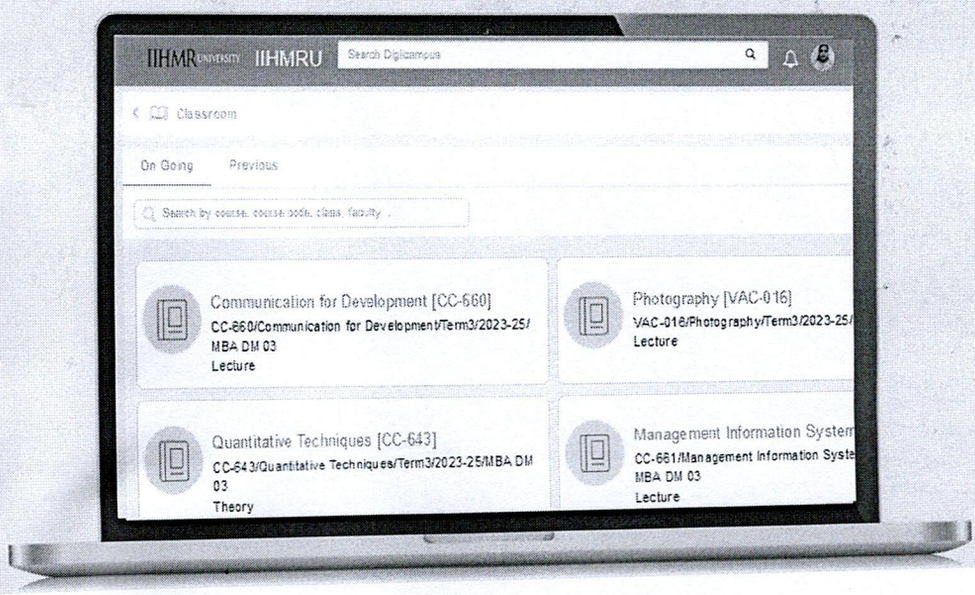

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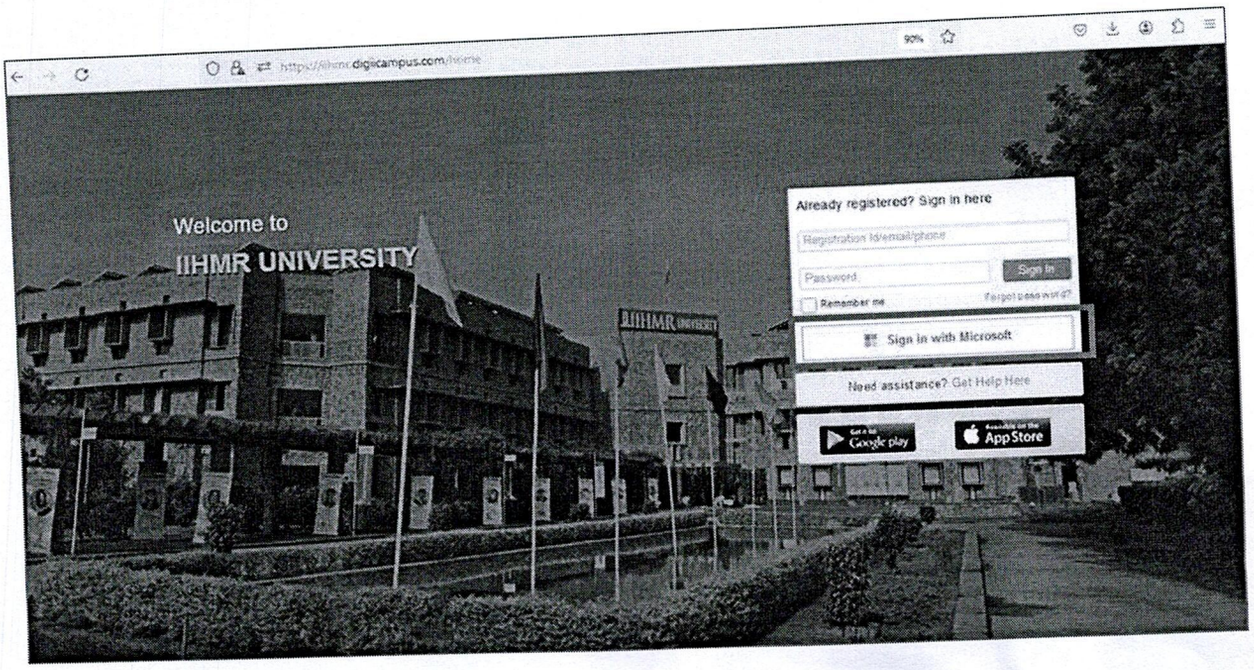

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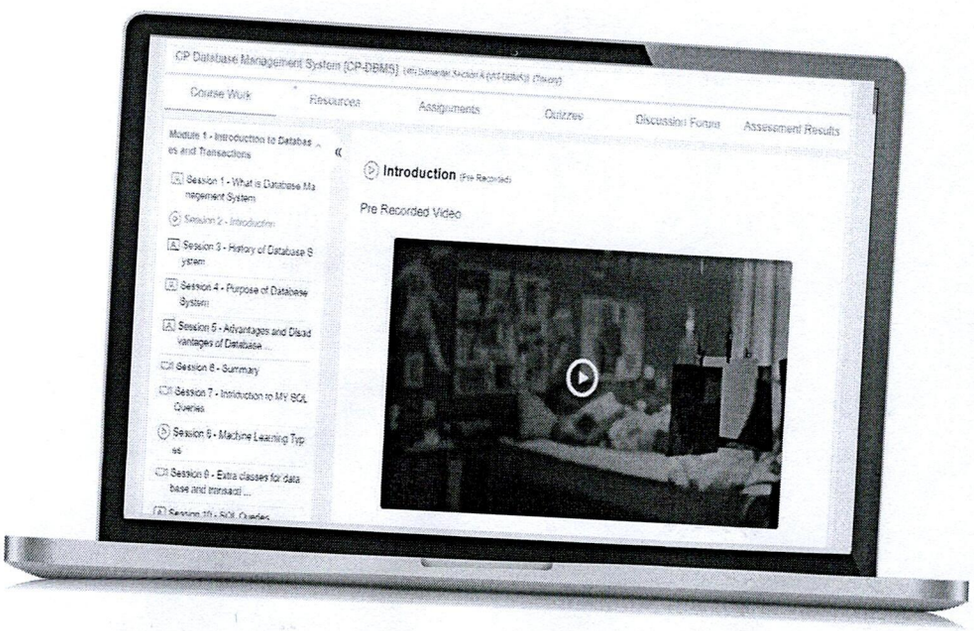
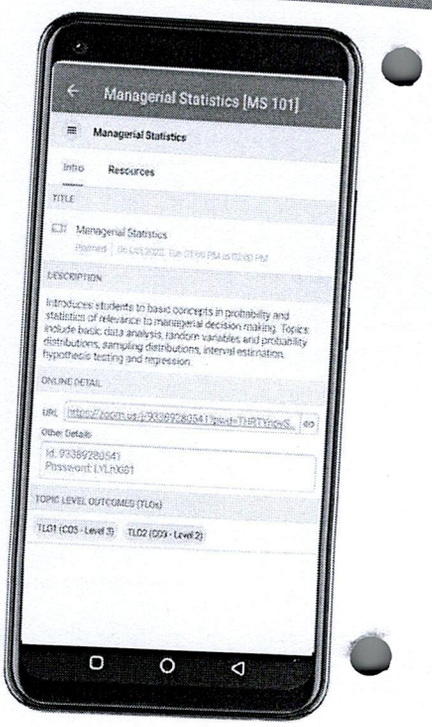
Coursework View





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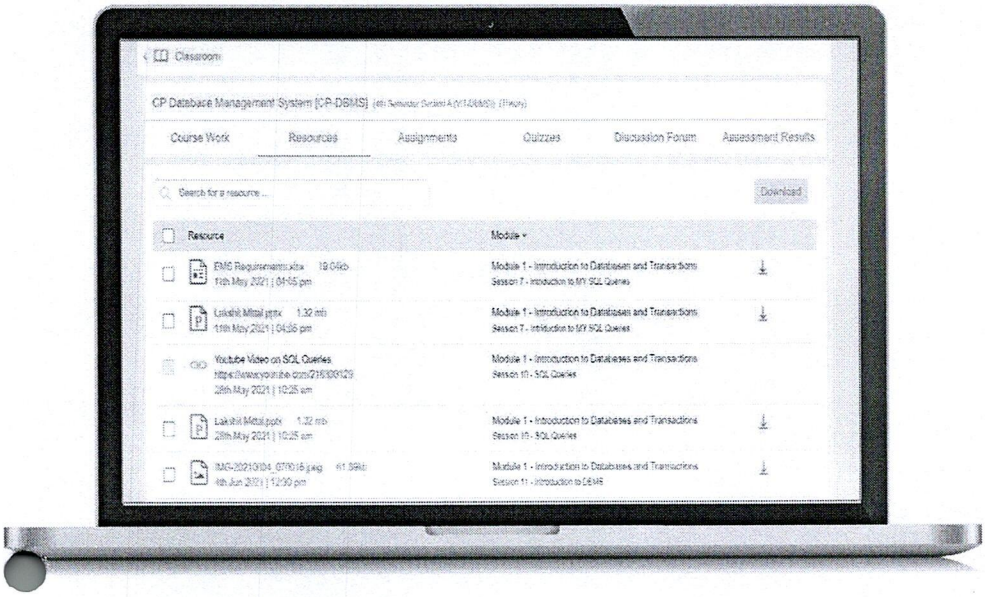

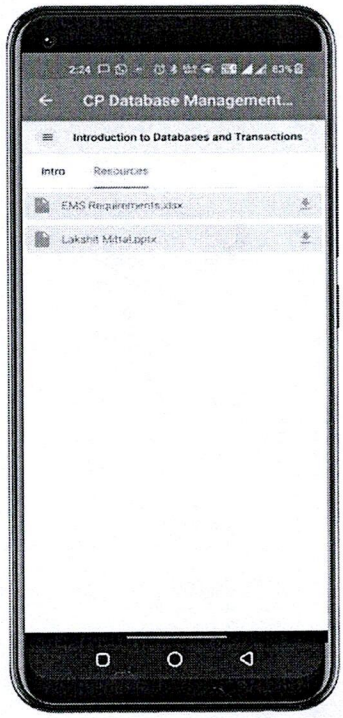

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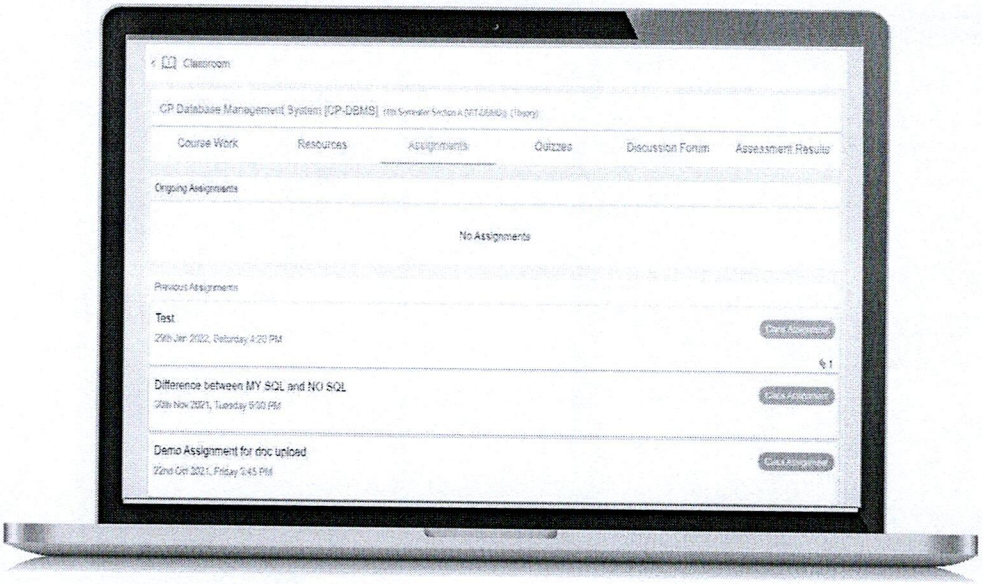

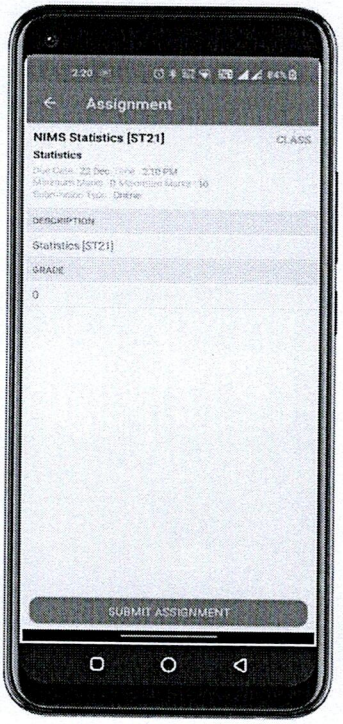

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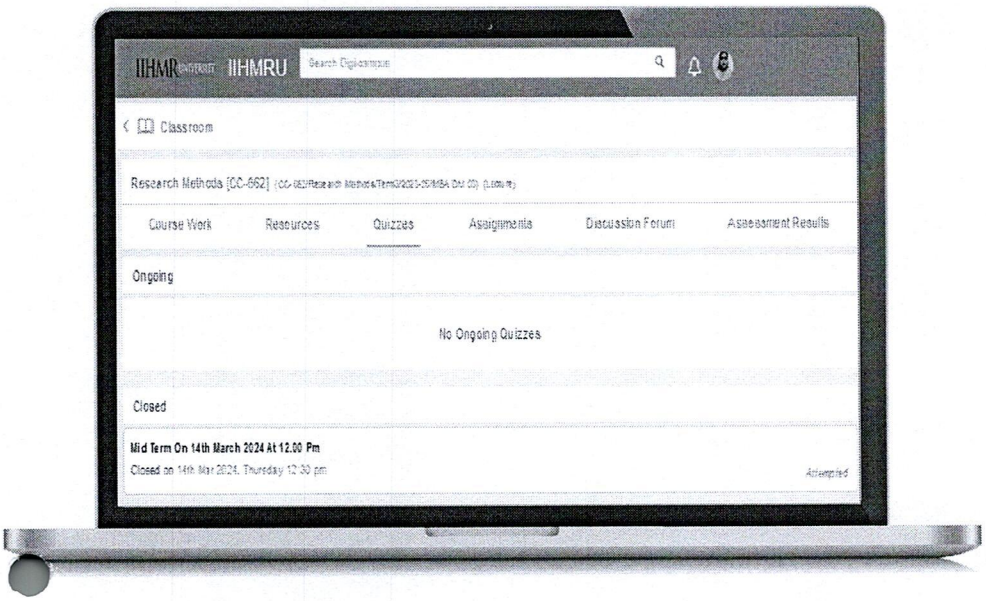

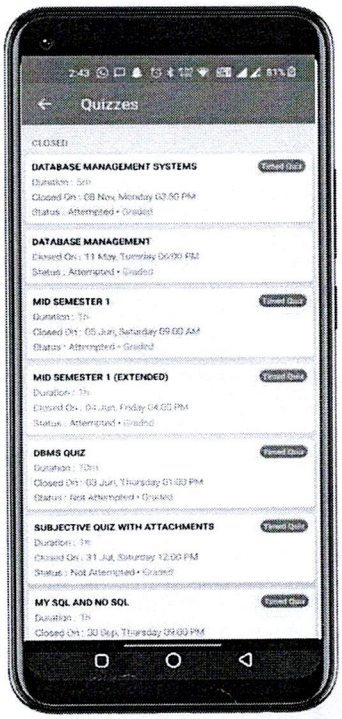

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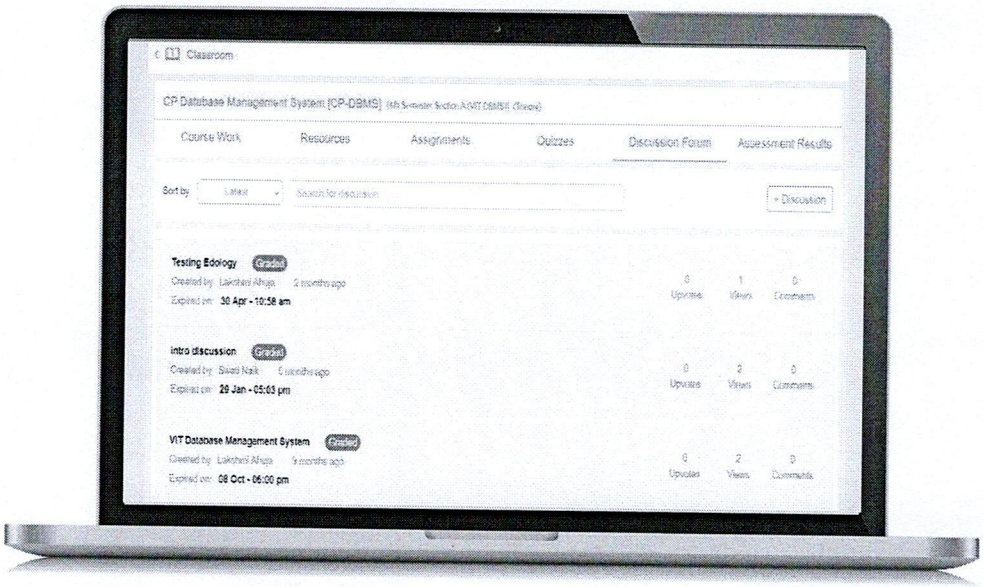

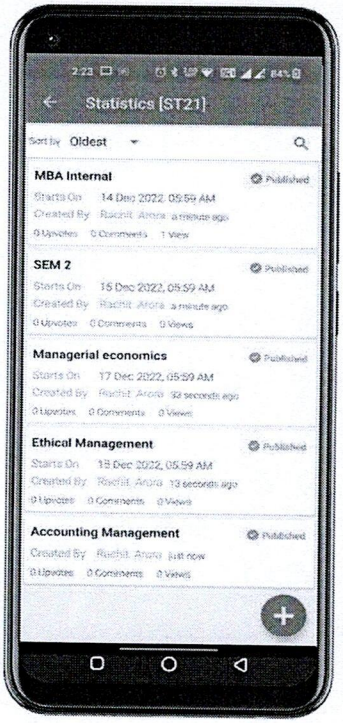

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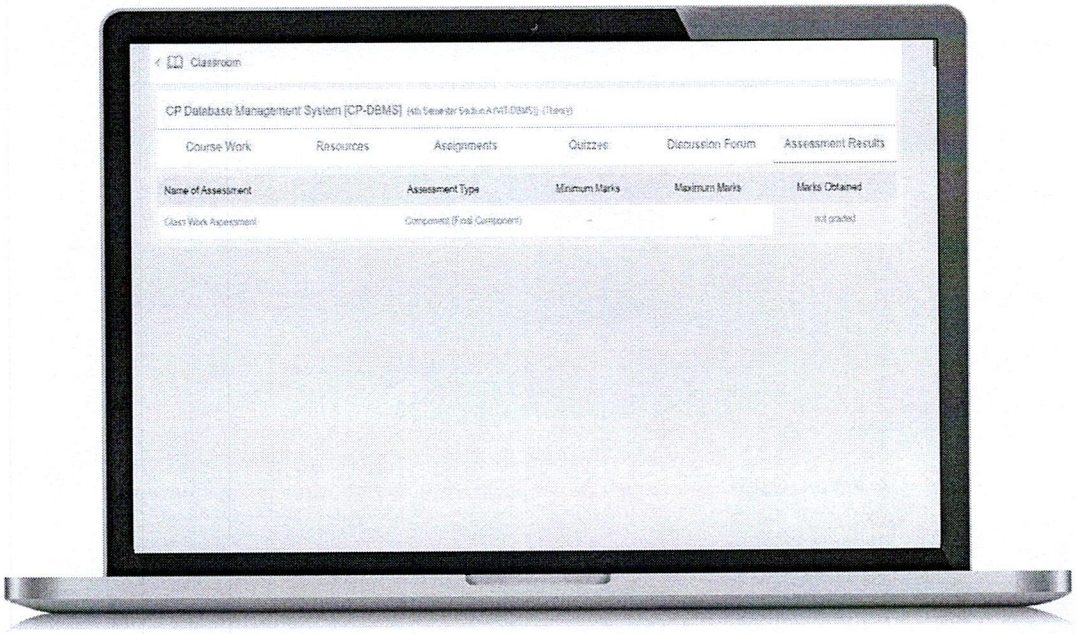

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