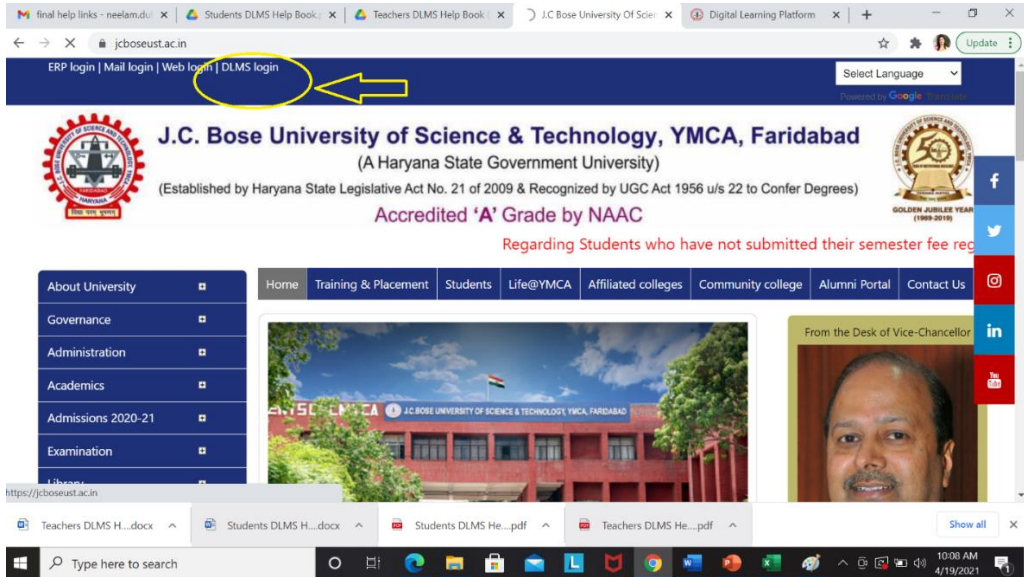


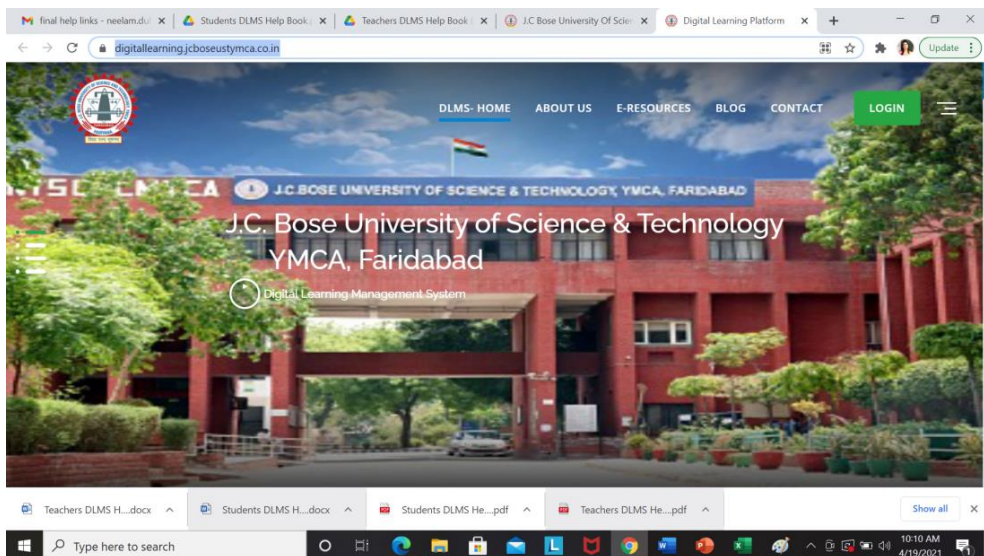
DLMS TEACHER'S GUIDE

How the System Works

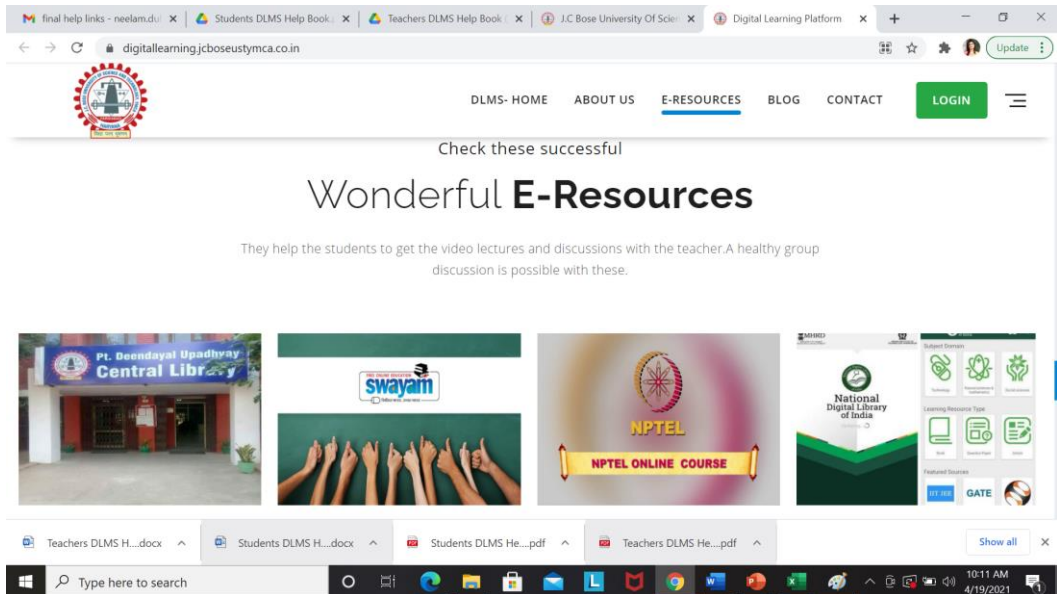
1. Open University's website by <https://jcboseust.ac.in/> and open DLMS.



One can also open <https://digitallearning.jcboseustymca.co.in/> to enter the system. The following home page will appear.



2. On home page, login button along with quick links of some important e- platforms like University's Library e-portal, National Digital Library, SWAYAM, NPTEL, spoken tutorial, ZOOM, Google Classrooms etc. appears.

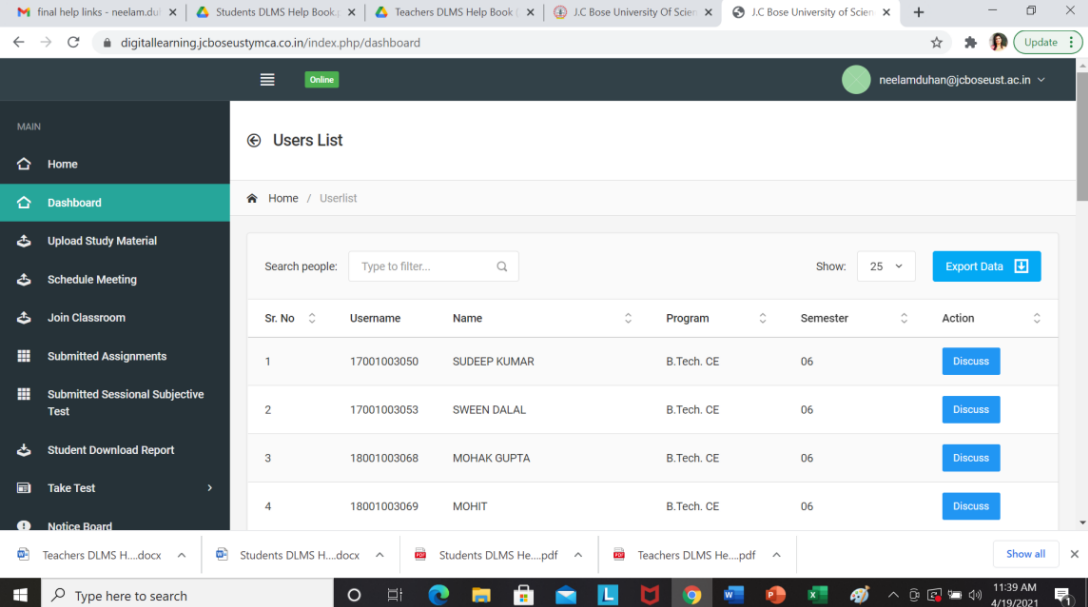


3. Enter your login details to join the system, as soon as you join the portal, you will be able to see the details of students attending the class. The list of students is obtained once you upload some study material for the target class. (See point 12 for more details)

The screenshot shows a web browser window displaying the digital learning portal dashboard. The browser's address bar shows the URL: `digitallearning.jcboseustymca.co.in/index.php/dashboard`. The dashboard has a dark sidebar on the left with navigation options: Home, Dashboard, Upload Study Material, Schedule Meeting, Join Classroom, Submitted Assignments, Submitted Sessional Subjective Test, Student Download Report, Take Test, and Notice Board. The main content area is titled 'Users List' and shows a table of users. The table has columns for Sr. No, Username, Name, Program, Semester, and Action. There are four rows of data, each with a 'Discuss' button in the Action column. A search bar and an 'Export Data' button are located above the table.

Sr. No	Username	Name	Program	Semester	Action
1	17001003050	SUDEEP KUMAR	B.Tech. CE	06	Discuss
2	17001003053	SWEEN DALAL	B.Tech. CE	06	Discuss
3	18001003068	MOHAK GUPTA	B.Tech. CE	06	Discuss
4	18001003069	MOHIT	B.Tech. CE	06	Discuss

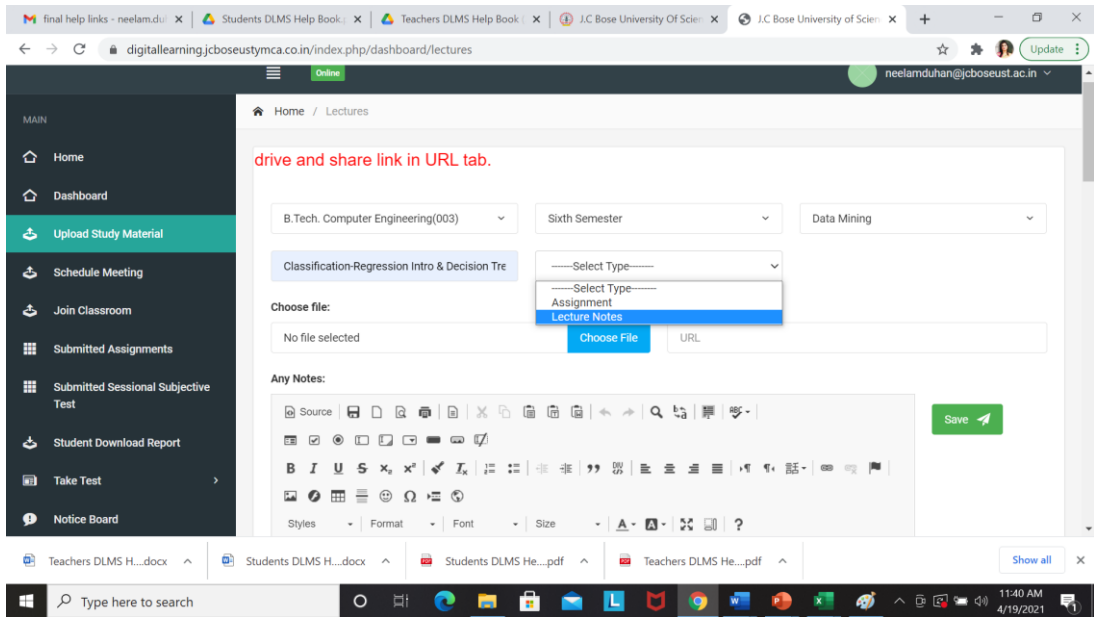
4. To upload study material, go to HOME-->UPLOAD STUDY MATERIAL. The page to upload your study material appears



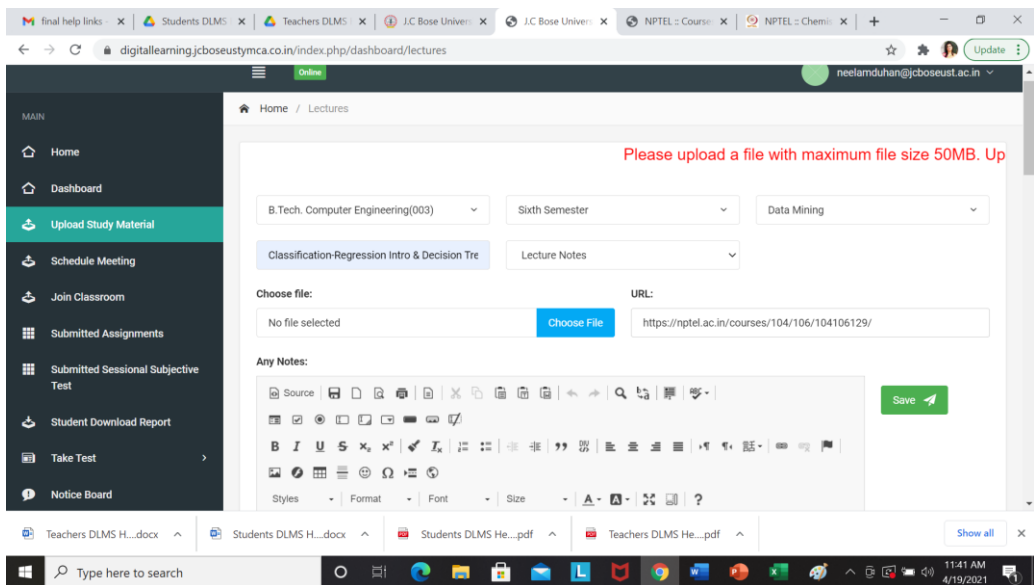
The screenshot shows a web browser window displaying the 'Users List' page. The browser's address bar shows the URL 'digitallearning.jcboseustymca.co.in/index.php/dashboard'. The page has a dark sidebar on the left with a menu containing options like 'Home', 'Dashboard', 'Upload Study Material', 'Schedule Meeting', 'Join Classroom', 'Submitted Assignments', 'Submitted Sessional Subjective Test', 'Student Download Report', and 'Take Test'. The main content area is titled 'Users List' and features a search bar, a 'Show: 25' dropdown, and an 'Export Data' button. Below this is a table with the following data:

Sr. No	Username	Name	Program	Semester	Action
1	17001003050	SUDEEP KUMAR	B.Tech. CE	06	Discuss
2	17001003053	SWEEN DALAL	B.Tech. CE	06	Discuss
3	18001003068	MOHAK GUPTA	B.Tech. CE	06	Discuss
4	18001003069	MOHIT	B.Tech. CE	06	Discuss

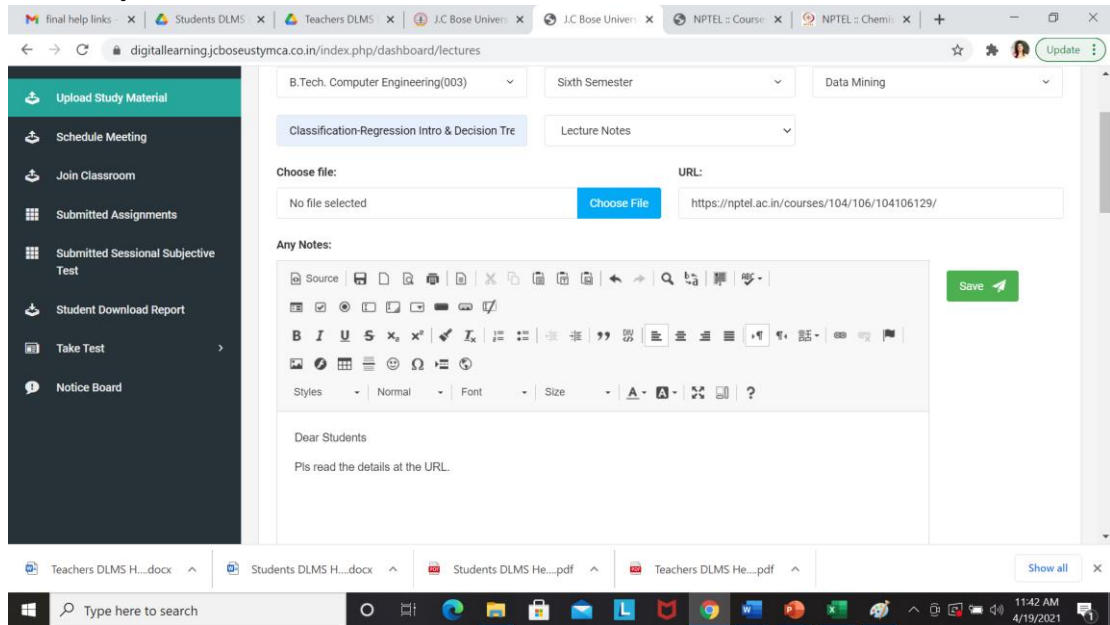
5. Now select the program & semester. Enter the topic of delivery, type of study material (Lecture Notes or Assignment) and subject name in the tabs provided. Choose any of the three options: choose/browse file and upload, enter any link of study material in URL tab, give any instructions or short notes in the text editor provided in “Any notes” tab. You can share the study material in the form of any file. You can also provide handwritten notes by using the “Any notes” tab provided for the same purpose. For assignments, you can mention due date in “Any notes” tab and the students will submit the assignments on the portal as well.



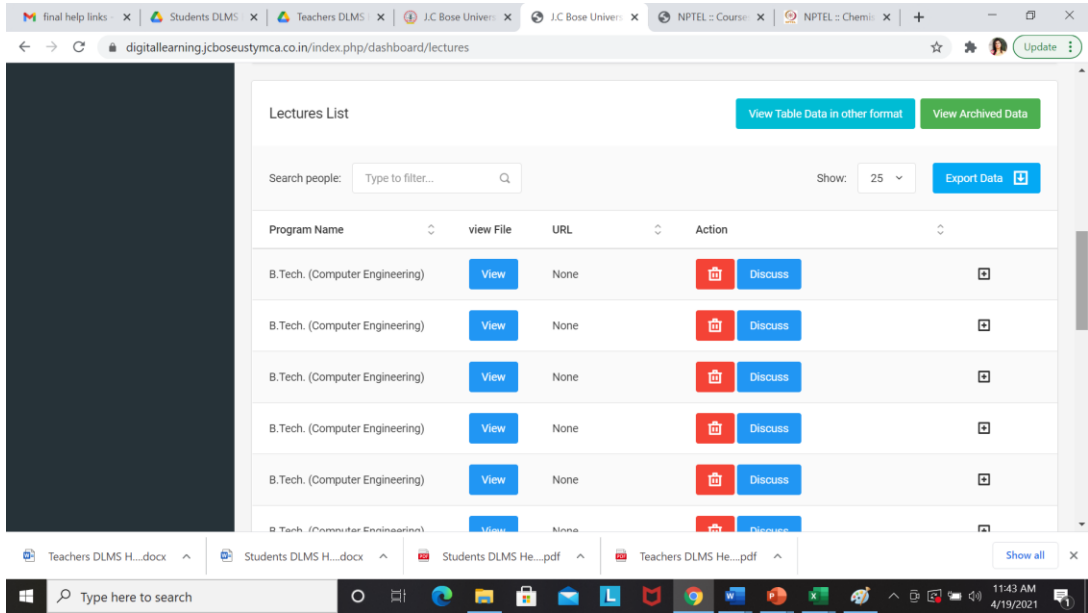
- Teachers can also share the invitation URLs of their scheduled online classes on ZOOM/Google Classrooms etc. in the URL tab. The links of study material available on SWAYAM/NPTEL etc or material placed on Google drive/Youtube can also be shared in URL tab.



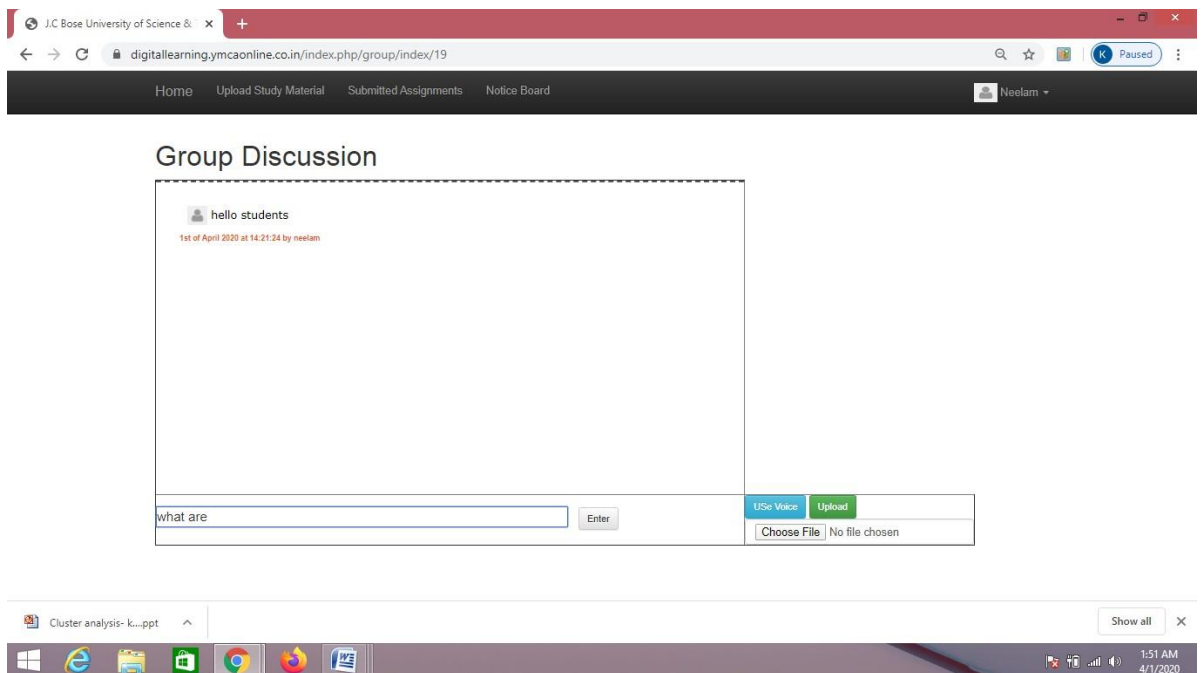
7. Press save button on bottom of screen to upload and save your study material.



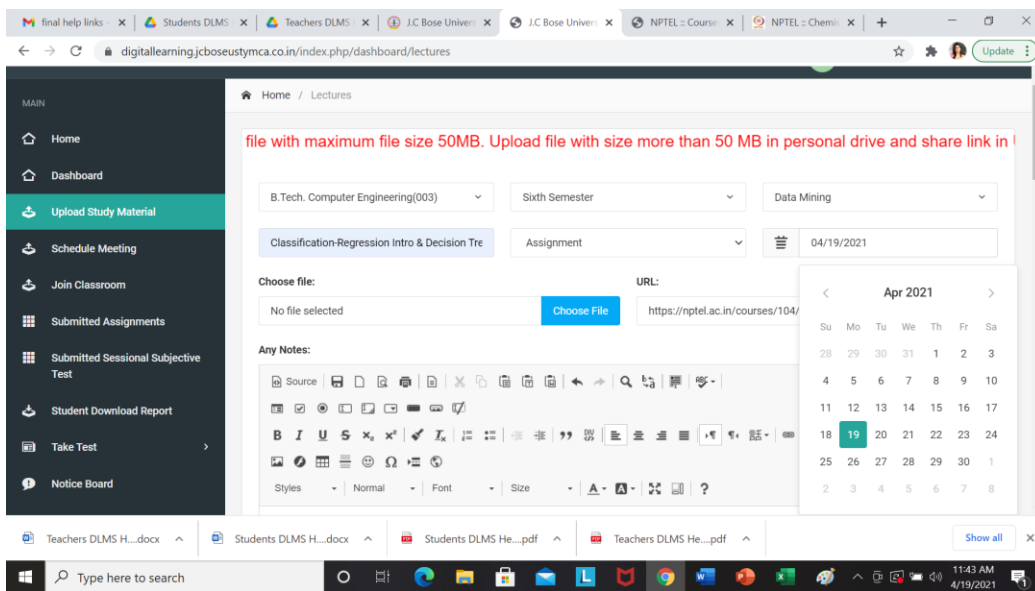
8. The uploaded study material will be viewed on the bottom of the screen where you can delete the wrongly uploaded material or can discuss the topic in the group of class by clicking discuss button. To initiate the group discussion, teacher has to click on discuss button to initiate the chat.



9. Clicking on the button "DISCUSS" on uploaded material, allows your students to ask queries in a group. You can do voice chat, textual chat and add some support files to justify the queries.



10. The teacher can also give assignments to students by clicking on “Assignment” as lecture type and giving a suitable deadline for the same.



To view the submitted assignments by your students, go to HOME-

>SUBMITTED ASSIGNMENTS. The page to view submitted assignments appears. Here, teacher can view the students who have submitted the given assignments and those who haven't submitted.

digitallearning.jcboseustymca.co.in/index.php/dashboard/assignment

Submitted Assignments

Submitted Sessional Subjective Test

Student Download Report

Take Test

Notice Board

Select Subject Name & Topic Name :

Search

Assignment List

View Table Data in other format

Search people: Show: 25 [Export Data](#)

Rollno	Semester	view File	Action	Topic Name	Subject
17001003050	06	View	Accept Reject Remarks	Assignment 4	Data Mining
17001003053	06	View	Accept Reject Remarks	Assignment 4	Data Mining

Teachers DLMS H...docx Students DLMS H...docx Students DLMS He...pdf Teachers DLMS He...pdf

Type here to search

11:45 AM 4/19/2021

11. There is another tab on top- the Notice Board. To give any notice or announcement to the students go to HOME-->NOTICE BOARD. Here, you can broadcast some announcement/notice/news to all your students.

The screenshot shows a web browser window with the URL digitallearning.ymcaonline.co.in/index.php/magazine. The page features a navigation menu with 'Home', 'Upload Study Material', 'Submitted Assignments', and 'Notice Board'. A user profile 'Neelam' is visible in the top right. Below the navigation is a text input field with the text 'Dear students|' and a 'Broadcast!' button. A table titled 'News' is displayed below the input field. The table has three columns: 'Date', 'Name', and 'Message'. The table contains four rows of data:

Date	Name	Message
2020-03-31 04:03:09	Komal	B.Tech CE 4th Sem Design & Analysis of Algorithms Lecture material uploaded for Dynamic Programming
2020-03-31 04:02:31	Komal	B.Tech CE 4th Sem Design & Analysis of Algorithms Lecture material uploaded for Greedy Algorithms
2020-03-31 03:57:57	Komal	B.Tech CE 4th Sem Design & Analysis of Algorithms Last Date for submission of Assignment-I is 05/04/2020
2020-03-31 02:50:23	Neelam	B.Tech CE 6th Sem: Lecture material uploaded for Cluster Analysis

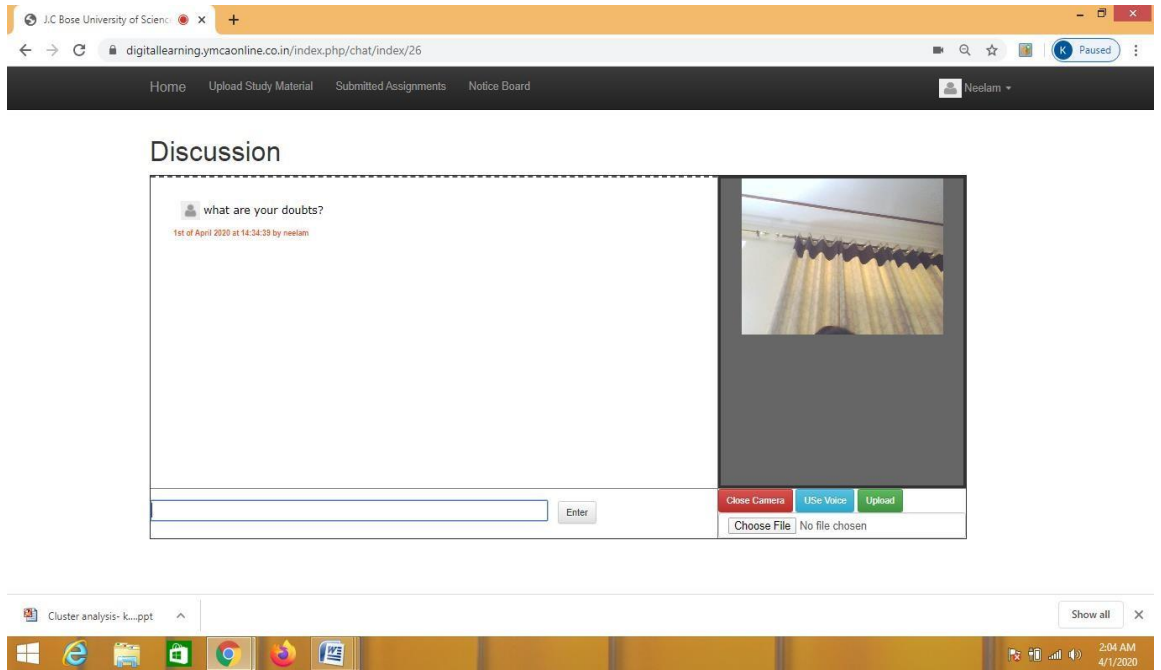
At the bottom of the screenshot, a Windows taskbar is visible with icons for various applications and a system tray showing the time as 1:56 AM on 4/1/2020.

12. Teachers and students can also discuss on one-to-one basis on the topics for clarification of doubts. This can be achieved by clicking on Discuss button on the student on the home page of teacher login (refer point 3).

The screenshot shows a web application interface for J.C Bose University of Science & Technology. The main content area displays a 'Users List' table. The table has the following columns: Sr. No, Username, Firstname, Lastname, Program, Semester, Status, and Action. There are 8 rows of data, each with a 'Discuss' button in the Action column. The Status column shows 'Online' for the first user and 'Offline' for the others. The dashboard also features a navigation bar with links to Home, Upload Study Material, Submitted Assignments, and Notice Board. A search bar and a user profile dropdown are also visible.

Sr. No	Username	Firstname	Lastname	Program	Semester	Status	Action
1	17001003001	Aayush	Bangroo	B.Tech. (Computer Engineering)	Sixth Semester	Online	Discuss
2	17001003002	Ankit	Kumar	B.Tech. (Computer Engineering)	Sixth Semester	Offline	Discuss
3	17001003003	Ankit	kumar	B.Tech. (Computer Engineering)	Sixth Semester	Offline	Discuss
4	17001003004	Anmol	Mittal	B.Tech. (Computer Engineering)	Sixth Semester	Offline	Discuss
5	17001003005	Ansh	Goel	B.Tech. (Computer Engineering)	Sixth Semester	Offline	Discuss
6	17001003006	Anshul	Goyal	B.Tech. (Computer Engineering)	Sixth Semester	Offline	Discuss
7	17001003007	Anup	Gaur	B.Tech. (Computer Engineering)	Sixth Semester	Offline	Discuss
8	17001003008	ARPIT	VERMA	B.Tech. (Computer Engineering)	Sixth Semester	Offline	Discuss

13. The teacher can view the students who are online/offline and can initiate the discussion. The one-to-one discussion in the form of video chat, voice chat and textual chat can be done.



14. How to change the password: Click on “Settings” in the user profile tab.

The screenshot shows a web application interface for J.C. Bose University of Science & Technology. The user is logged in as 'Neelam'. The main content area displays a 'Users List' table with 8 rows of user data. A dropdown menu is open for the user profile, showing 'Settings' and 'Exit' options. The table columns are: Sr. No, Username, Firstname, Lastname, Program, Semester, Status, and Action. The status of the users is either 'Online' or 'Offline'. The action column contains a 'Discuss' button for each user.

Sr. No	Username	Firstname	Lastname	Program	Semester	Status	Action
1	17001003001	Aayush	Bangroo	B.Tech. (Computer Engineering)	Sixth Semester	Online	Discuss
2	17001003002	Ankit	Kumar	B.Tech. (Computer Engineering)	Sixth Semester	Offline	Discuss
3	17001003003	Ankit	kumar	B.Tech. (Computer Engineering)	Sixth Semester	Offline	Discuss
4	17001003004	Anmol	Mittal	B.Tech. (Computer Engineering)	Sixth Semester	Offline	Discuss
5	17001003005	Ansh	Goel	B.Tech. (Computer Engineering)	Sixth Semester	Offline	Discuss
6	17001003006	Anshul	Goyal	B.Tech. (Computer Engineering)	Sixth Semester	Offline	Discuss
7	17001003007	Anup	Gaur	B.Tech. (Computer Engineering)	Sixth Semester	Offline	Discuss
8	17001003008	ARPIT	VERMA	B.Tech. (Computer Engineering)	Sixth Semester	Offline	Discuss

15. You can change your password and correct your mail id and click on “Submit” button to save your changes.

The screenshot shows a web browser window with the URL `digitallearning.ymcaonline.co.in/index.php/dashboard/setting/228`. The page title is "Setting Identity". The form contains the following fields:

- First name: Neelam
- Last name: Duhan
- Email: neelam.duhan@gmail.com
- Username: neelam
- Password: ymca@1234

A "Submit" button is located at the bottom left of the form.



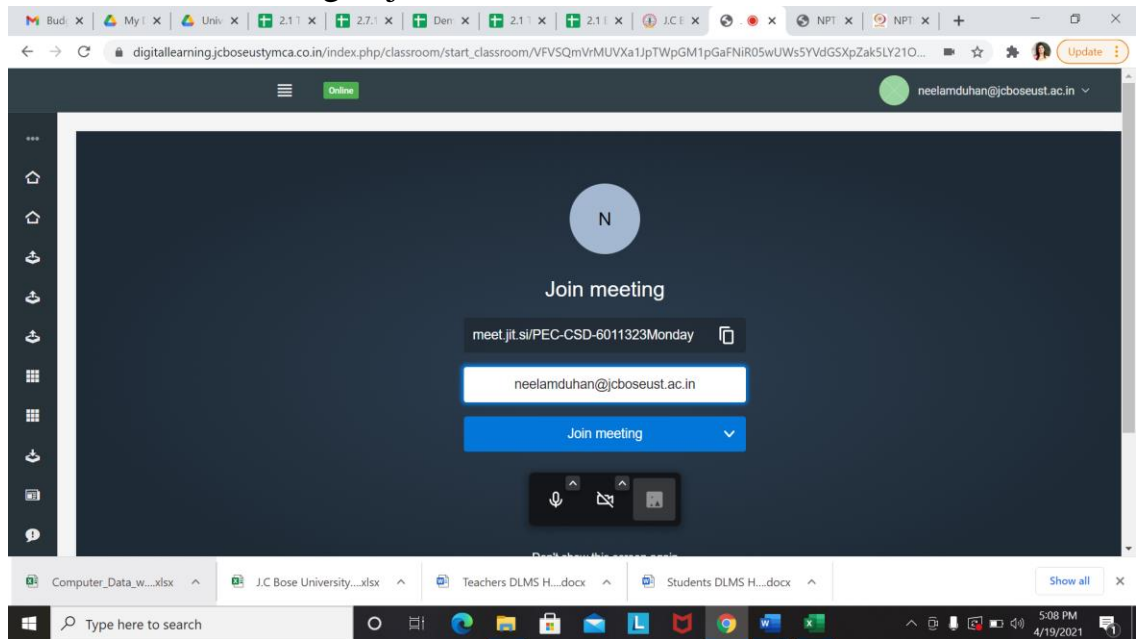
16. The online classes scheduled by the teachers will be visible in “Join Classroom” tab. The classes of today will be visible in green “Join” button. After clicking on this button, you will be redirected to the screen where live classes can be held online.

The screenshot shows a web browser window with the URL `digitallearning.jcboseustymca.co.in/index.php/classroom/schedule_classroom`. The page title is "Schedule Class". The sidebar on the left has the "Join Classroom" tab highlighted. The main content area shows a table of scheduled classes:

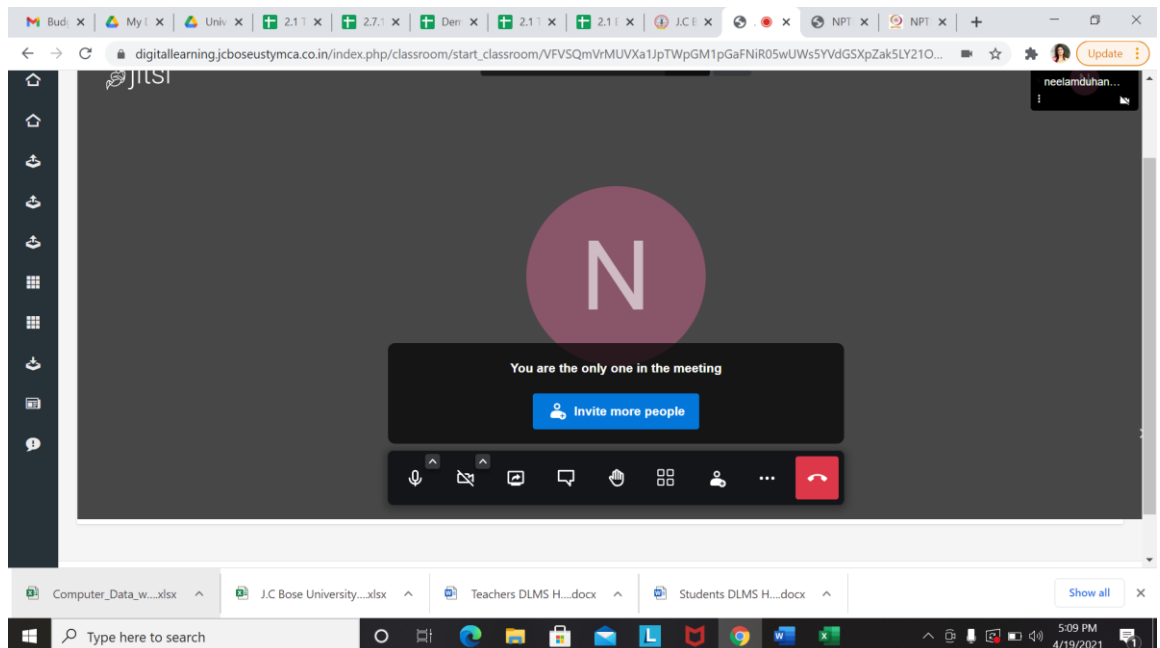
Action	Semester	Subject	Day	In Time	Out Time
B.Tech. CE					
JOIN View Attendance	06	Data Mining	Friday	10	11
JOIN View Attendance	06	Data Mining	Wednesday	10	11
JOIN Attendance Submitted	06	Data Mining	Monday	12	13

The table shows 3 entries. The "JOIN" button for the Monday class is highlighted in green, indicating it is the current day's class.

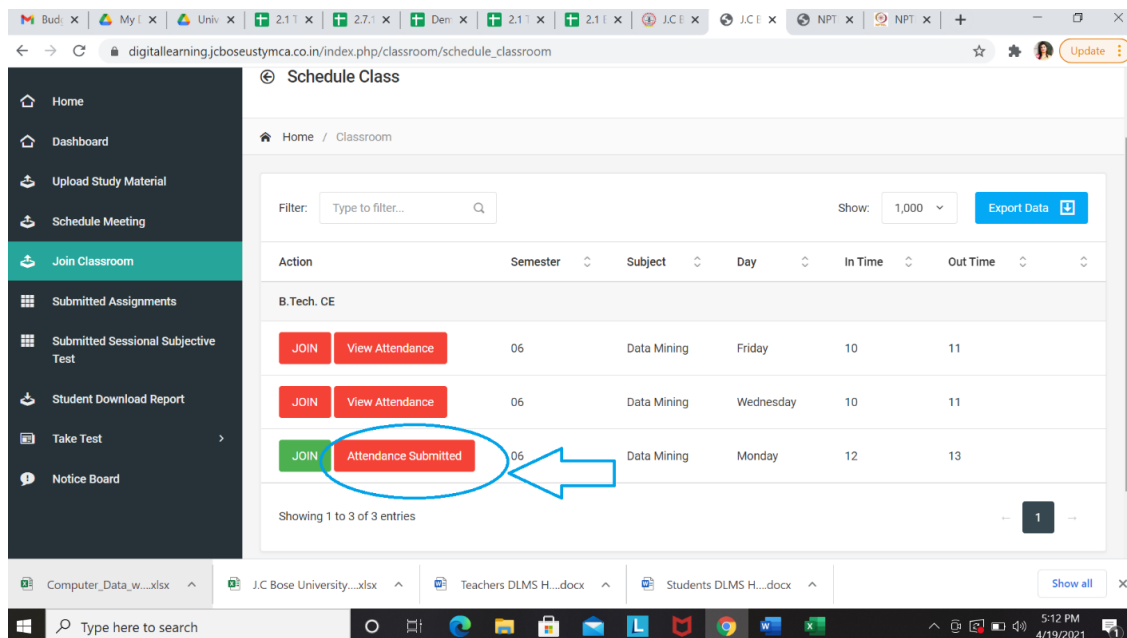
Click on Join Meeting to join the class.



All the controls for the meeting will appear in the next screen, the class can be ended by clicking on end meeting.

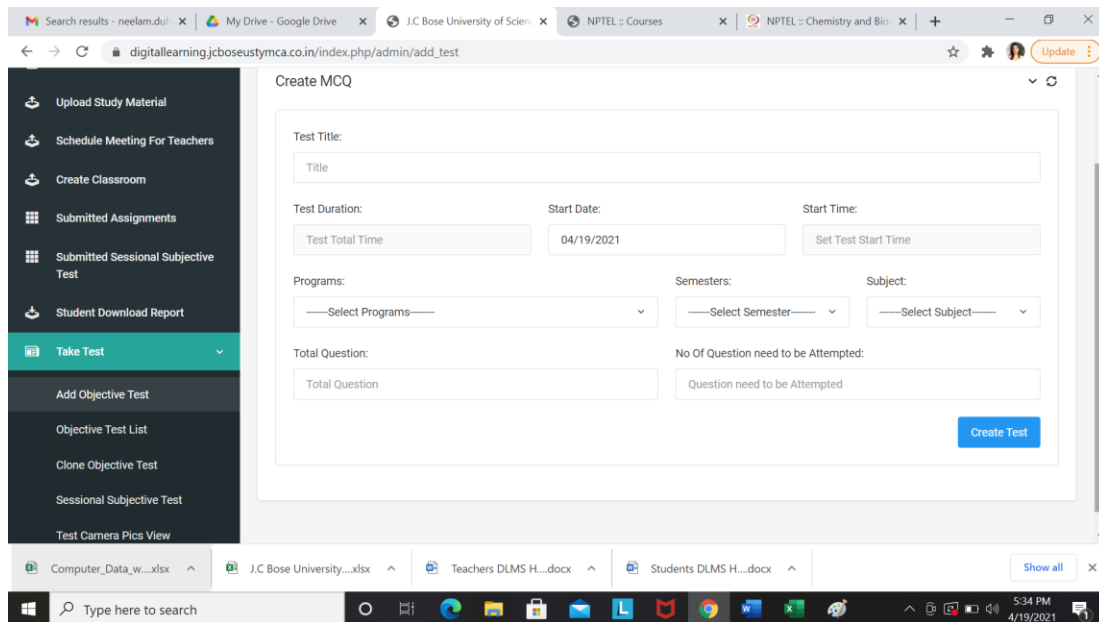


The attendance of the class will be marked automatically based on the presence of students in the class. The attendance can be viewed by clicking on “View Attendance” button adjoining to “Join” Button. Attendance can be submitted to ERP by clicking on submit button, after which “View Attendance” button will be auto-converted to “Attendance Submitted” status.



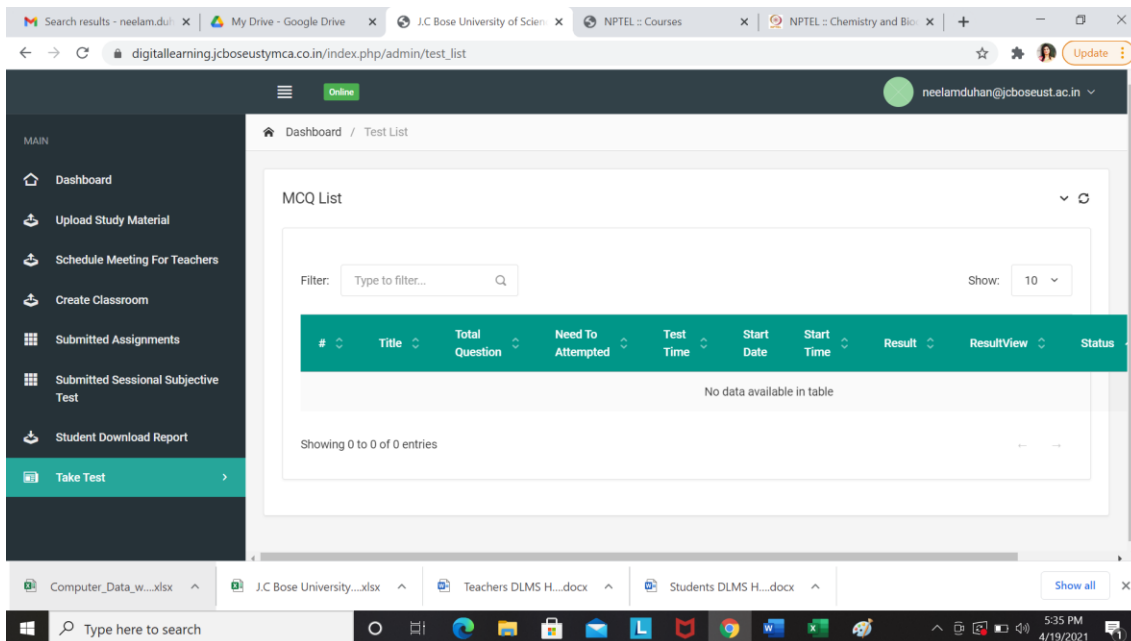
17. For continuous assessment, Test facility in form of objective and subjective tests is available under “Test” tab. A Department may conduct any of these two types of tests for students:

- MCQ (Multiple Choice Question) Test
- Subjective Test (Writing/expressing answers)

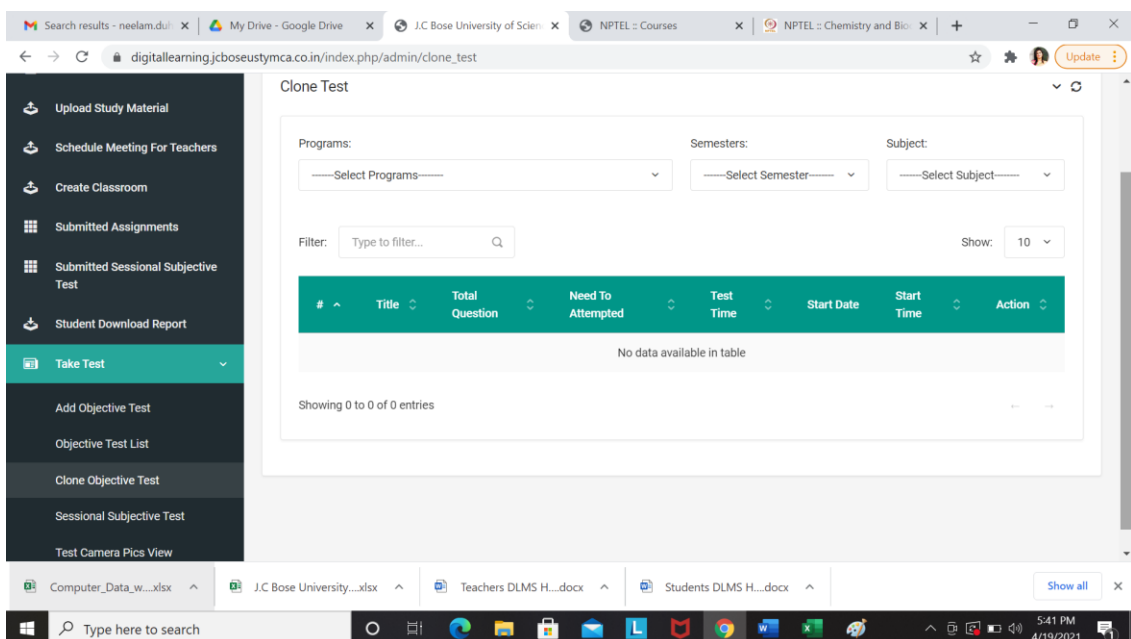


Objective test can be created by clicking on “Add objective Test” tab under “Take Test”. Teacher has to fill all details like title, duration, start date and time, program, semester and subject, questions to be attempted and max marks. Click on “Create Test” to add one test.

For adding MCQs, click on next tab “Objective Test List”, where under action button, add questions option can be used for the purpose. After adding all questions, click on final submit and make status “On” for scheduling the MCQ test.



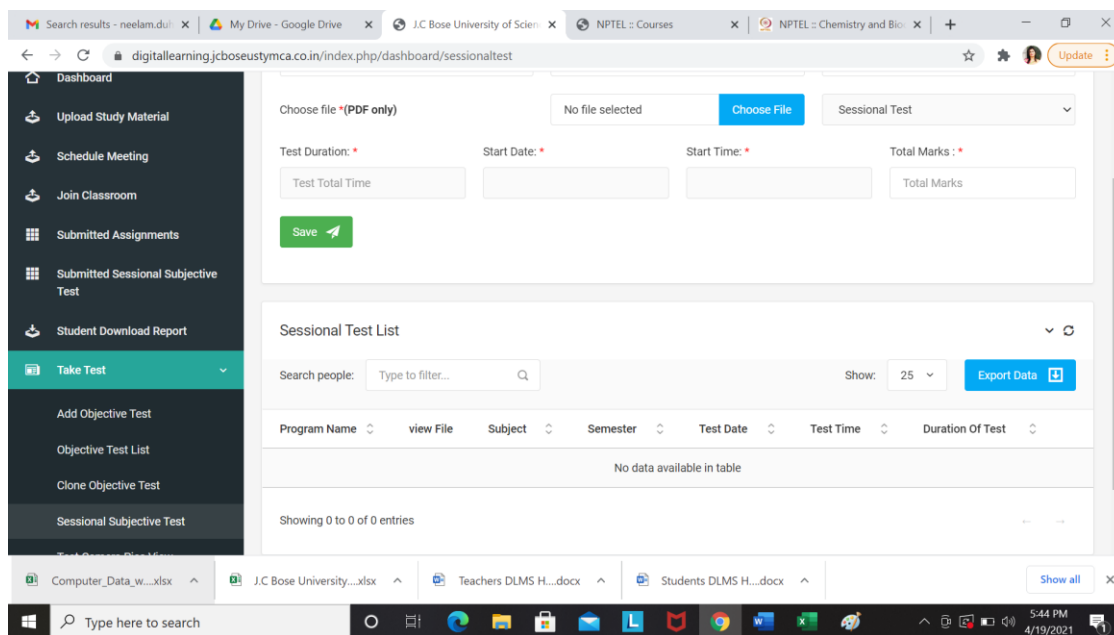
The tests created by the teachers can also be cloned for other classes by using “Clone Objective Test” option.



The result of the students can be viewed by clicking on result button in

the objective test list. The result can be downloaded also.

18. How to schedule Subjective Test: Click on “Sessional Subjective Test” tab under “Take Test” tab and fill all the details pertaining to subjective test. Upload the test in the PDF form by clicking on “Choose file” button. Click on save button to schedule the test on particular date and time.



All the submitted subjective tests will be visible to teachers under “Submitted sessional subjective tests” tab, where teachers can evaluate, assess and give marks to students.

The screenshot shows a web application interface for 'Sessional Subjective Test'. The left sidebar contains navigation items: Dashboard, Upload Study Material, Schedule Meeting, Join Classroom, Submitted Assignments, Submitted Sessional Subjective Test (highlighted), Student Download Report, Take Test, and Notice Board. The main content area is titled 'Sessional Subjective Test' and includes a form with three dropdown menus: 'Select Program Name & Semester (*)', 'Select Semesters', and 'Select Subject Name'. A 'Search' button is located to the right of the form. Below the form is a 'Sessional Subjective Test List' section with a search bar, a 'Show: 25' dropdown, and an 'Export Data' button. A table with columns: Rollno, Semester, view File, Action, Subject, Status, Marks, and Total Marks is partially visible.

19. The teachers can also view the download report of the students also to have a statistic of the study material viewed by the students by clicking on “Student download Report” tab.

The screenshot shows the 'Student Download Reports' page. The left sidebar includes: Home, Dashboard, Upload Study Material, Schedule Meeting, Join Classroom, Submitted Assignments, Submitted Sessional Subjective Test, Student Download Report (highlighted), Take Test, and Notice Board. The main content area is titled 'Student Download Reports' and contains a 'Report List' section with a search bar, a 'Show: 25' dropdown, and an 'Export Data' button. Below this is a table with the following data:

No	Program	Semester	Subject	Type
1	B.Tech. (Computer Engineering)	06	Data Mining	Assignment
2	B.Tech. (Computer Engineering)	06	Data Mining	Assignment
3	B.Tech. (Computer Engineering)	06	Data Mining	Assignment
4	B.Tech. (Computer Engineering)	06	Data Mining	Assignment
5	B.Tech. (Computer Engineering)	06	Data Mining	Lecture Notes
6	B.Tech. (Computer Engineering)	06	Data Mining	Lecture Notes

20. The announcements or notices can also be posted by the teachers by using the “Notice Board” tab.

The screenshot displays a web application interface for a digital learning platform. The browser's address bar shows the URL `digitallearning.jboseustymca.co.in/index.php/magazine`. The page title is "Users List". On the left, a dark sidebar contains a "MAIN" menu with options: Home, Dashboard, Upload Study Material, Schedule Meeting, Join Classroom, Submitted Assignments, Submitted Sessional Subjective Test, Student Download Report, Take Test, and Notice Board (highlighted in green). The main content area features a "Broadcast!" button, a search filter "Search people: Type to filter...", and a table with columns "Date", "Name", and "Message". The table is empty, with the message "No data available in table" and "Showing 0 to 0 of 0 entries". The Windows taskbar at the bottom shows the time as 5:50 PM on 4/19/2021.

Happy e-teaching.

Please post your queries to:

support@jboseust.ac.in

digitalindiacell@jboseust.ac.in