EARLY DIGITAL LEARNING PROGRAMME

CLASSROOM
MANAGEMENT SYSTEM
STUDENT MODULE

The document provides detailed information instructions, guidelines on the CLASSROOM MANAGEMENT SOFTWARE provided for the Students as part of the Early Digital Learning Programme

USER MANUAL

INDEX

1. How to Login

Step 01: Open the EDLP Application through a browser (Preferably Google Chrome) using the URL: edlp.erudex.com (OR) Open the EDLP Application through Tablet application.

Step 02: To log in to the User Account, please fill in the provided Login credentials i.e., User name and Password

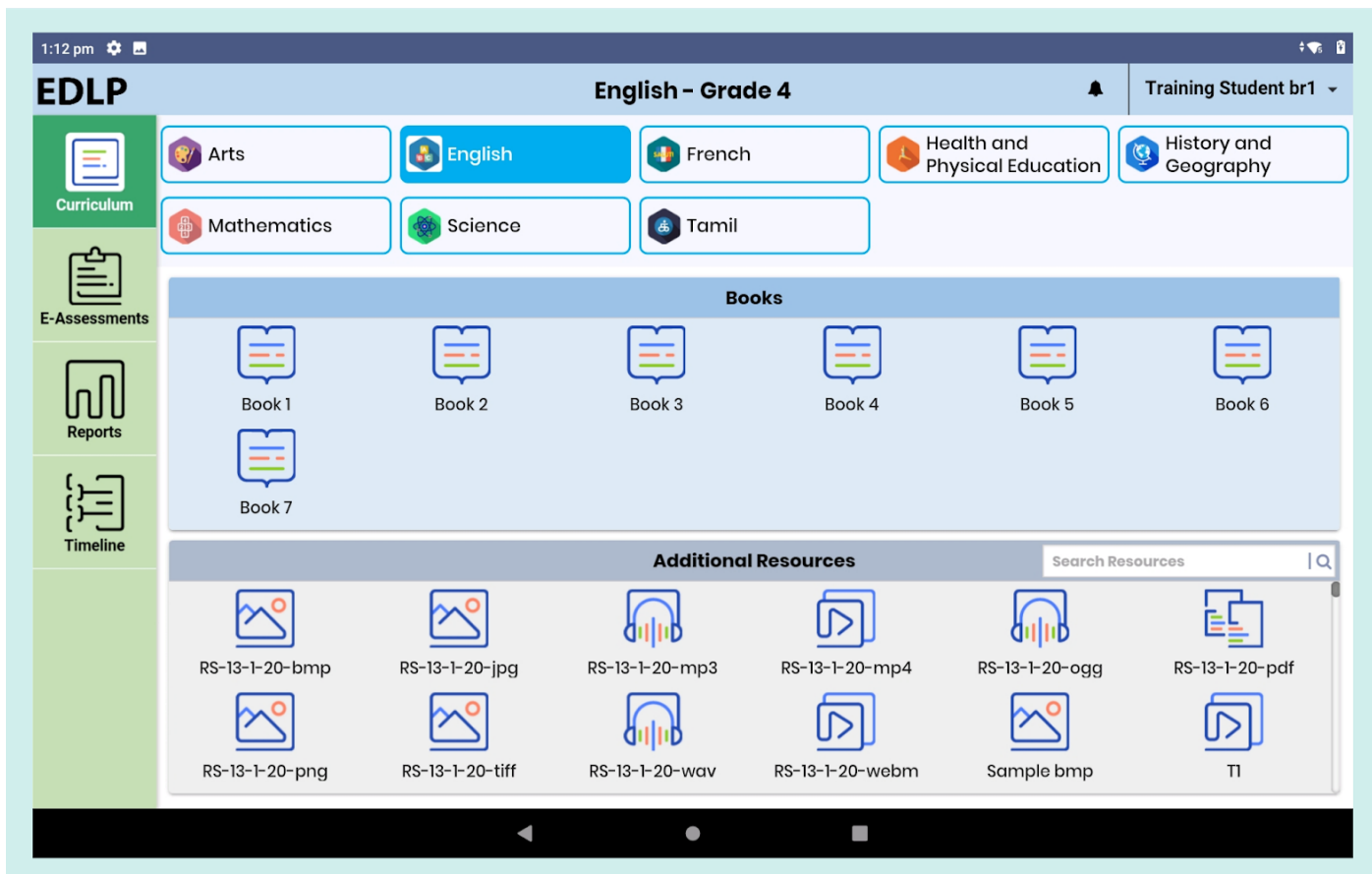Step 03: Click on the "Login" button after which the User will be directed to the Curriculum Screen
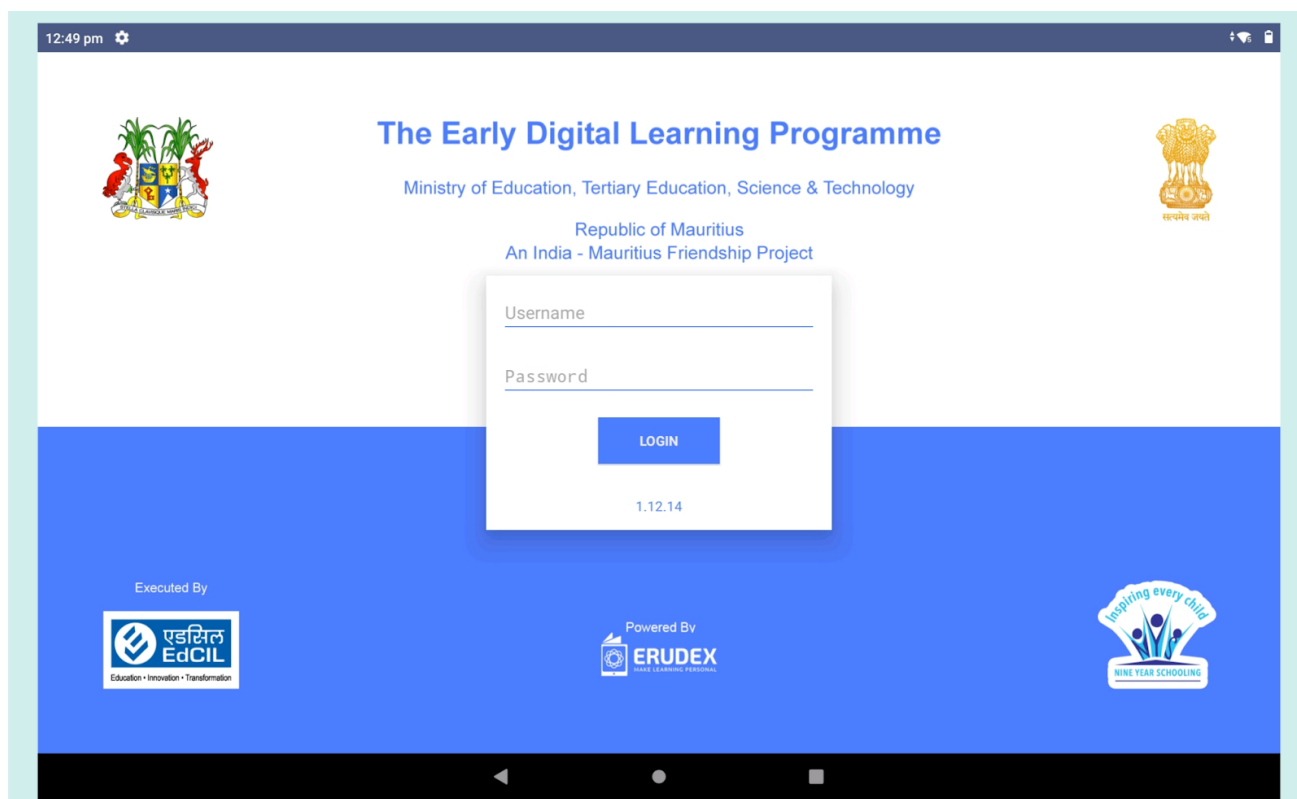
Pic 01: Login screen

If the Username / Password entered is incorrect, an error message will pop-up.

2. Curriculum view

The list of the subject(s) is displayed at the top of the screen. Once you choose a subject, a list of books will be displayed underneath it.

Pic 02: Curriculum View

2.1. View a Text book:

The screen will display the selected textbook on a screen, as shown below. A page navigator is available if you wish to navigate to a specified page number directly. If you want to go back to the Subject Selection Page, click on the arrow placed on the top-left corner of the screen.

Pic 03: Text Book

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2.1.1 Expand or collapse the book

The textbook can be viewed in expanded screen mode as well. This view is obtained by clicking on the blue "expand and collapse arrow" on the top right corner of the screen.

Pic 04: Expanded the book

Pic 05: Collapsed the book

NOTE: If you wish to insert a Note for the given textbook, click on the "New Note" button at the right bottom of the screen. A textbox will appear with options to Cancel and Save the note. Here type required text and click on "Save" to save the note.

Created and Saved notes will appear in the view in a green dialog box.

Pic 06: Creating a new note

Pic 07: Saving a new note

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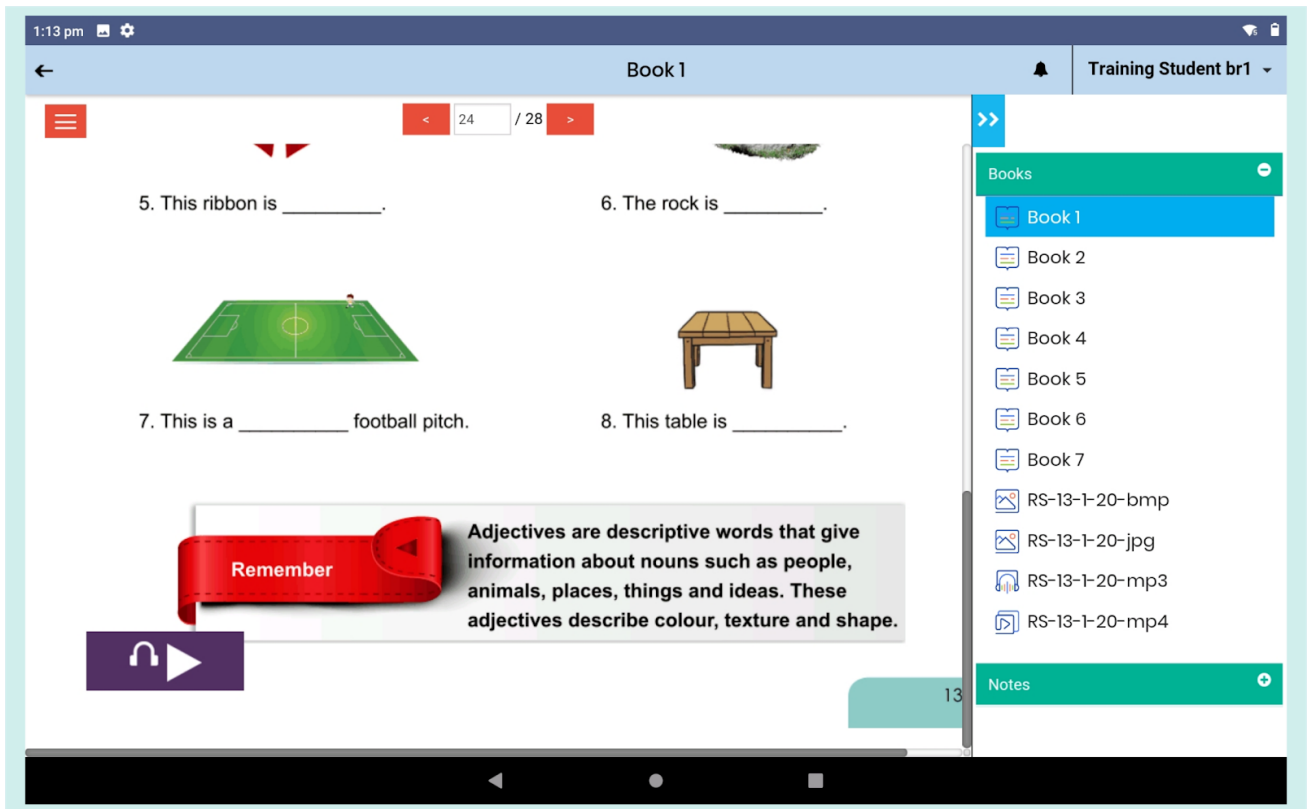Pic 08: Navigating to another book

2.2. Audio

If any page has an audio lesson(s), it is represented by a "Headset" icon. You can listen to the audio by clicking on the icon.

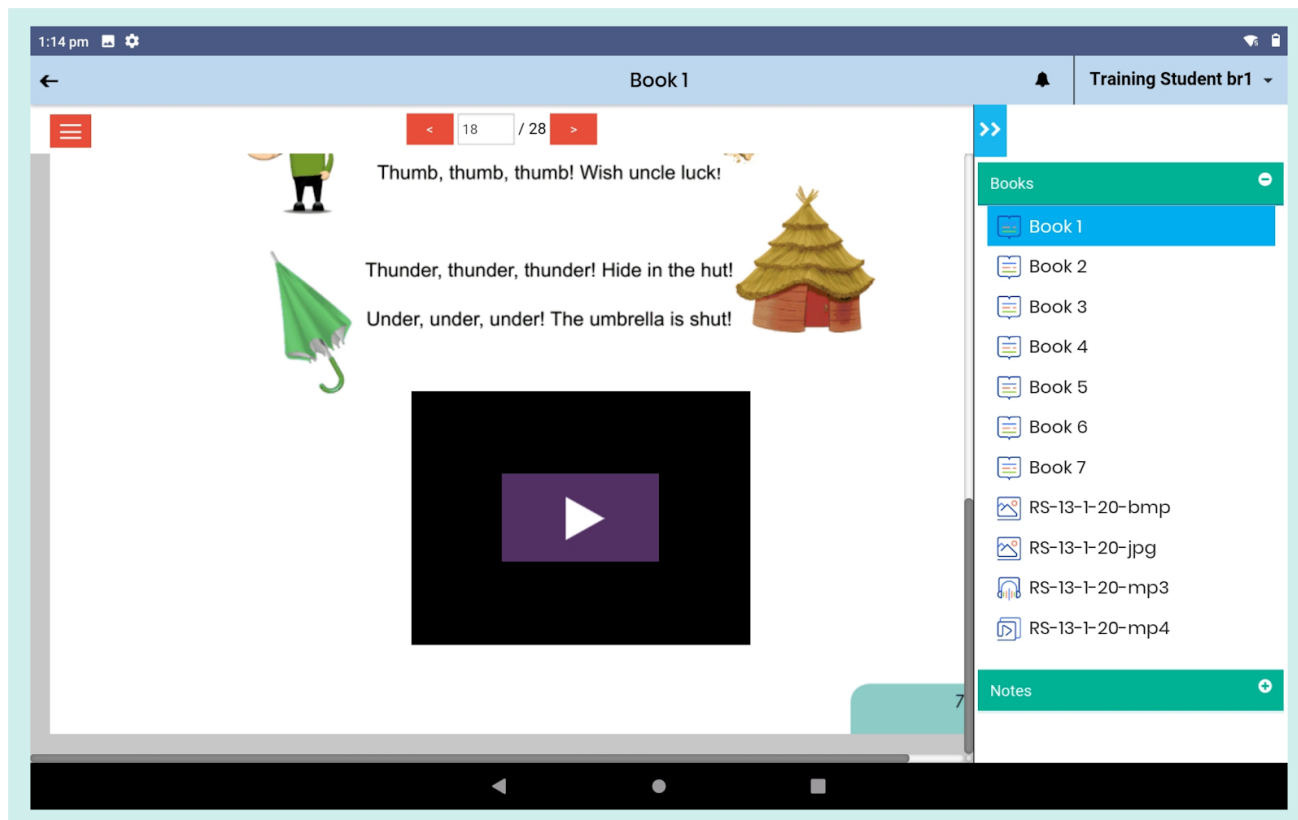Pic 09: Audio

2.3. Video

If any page has a video lesson(s), it is represented by a "Video Player" icon. Click on the icon to view the video resource. The video will play in the default mode, i.e., either landscape/portrait. To view the video in full screen, click on the expand arrow which is available at the bottom-right corner of the screen.
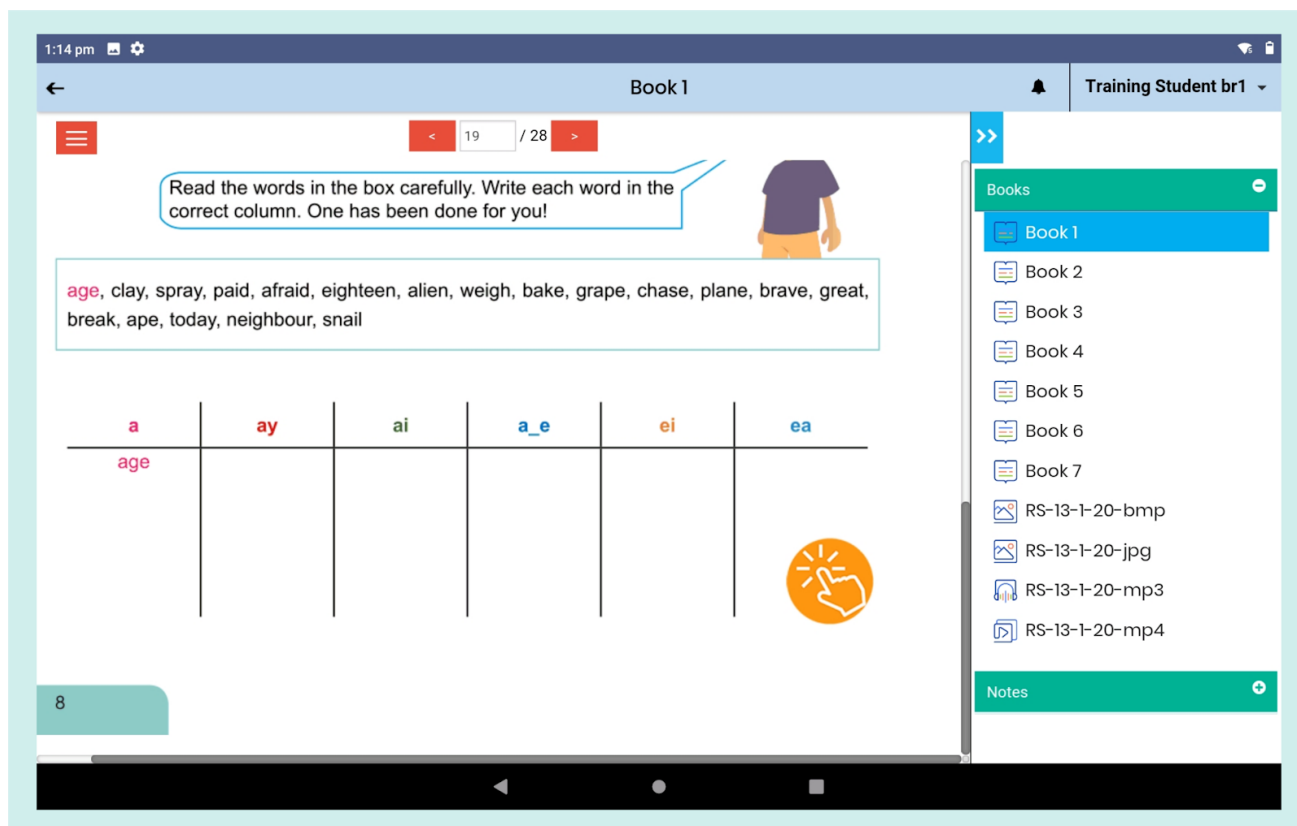

Pic 10: Video

2.4. Widget

If any page has activity, it is represented with an 'Index Finger Touch' icon. Click on it to start the activity, and use the "drag" and "drop" feature to finish the activity.
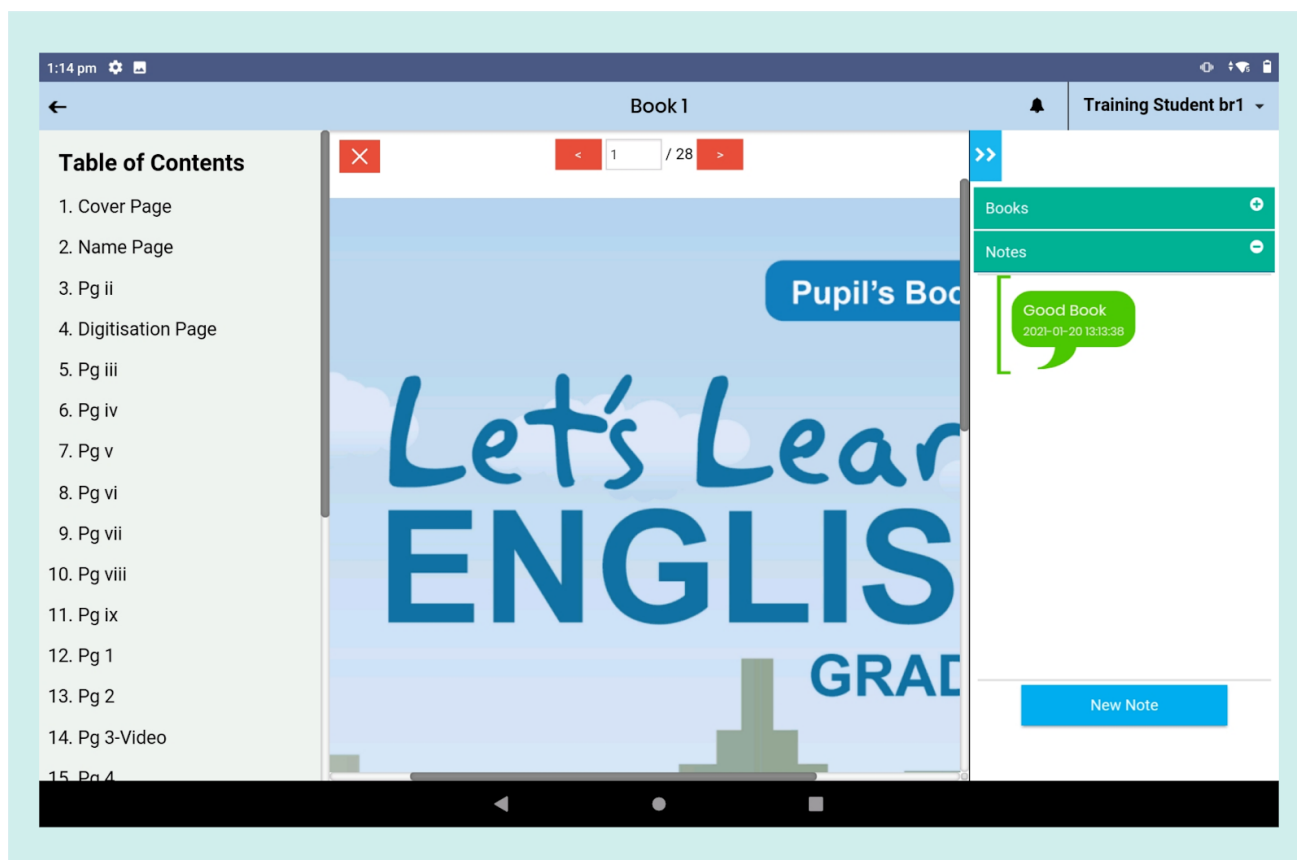

Pic 11: Widget

2.5. Table of Contents
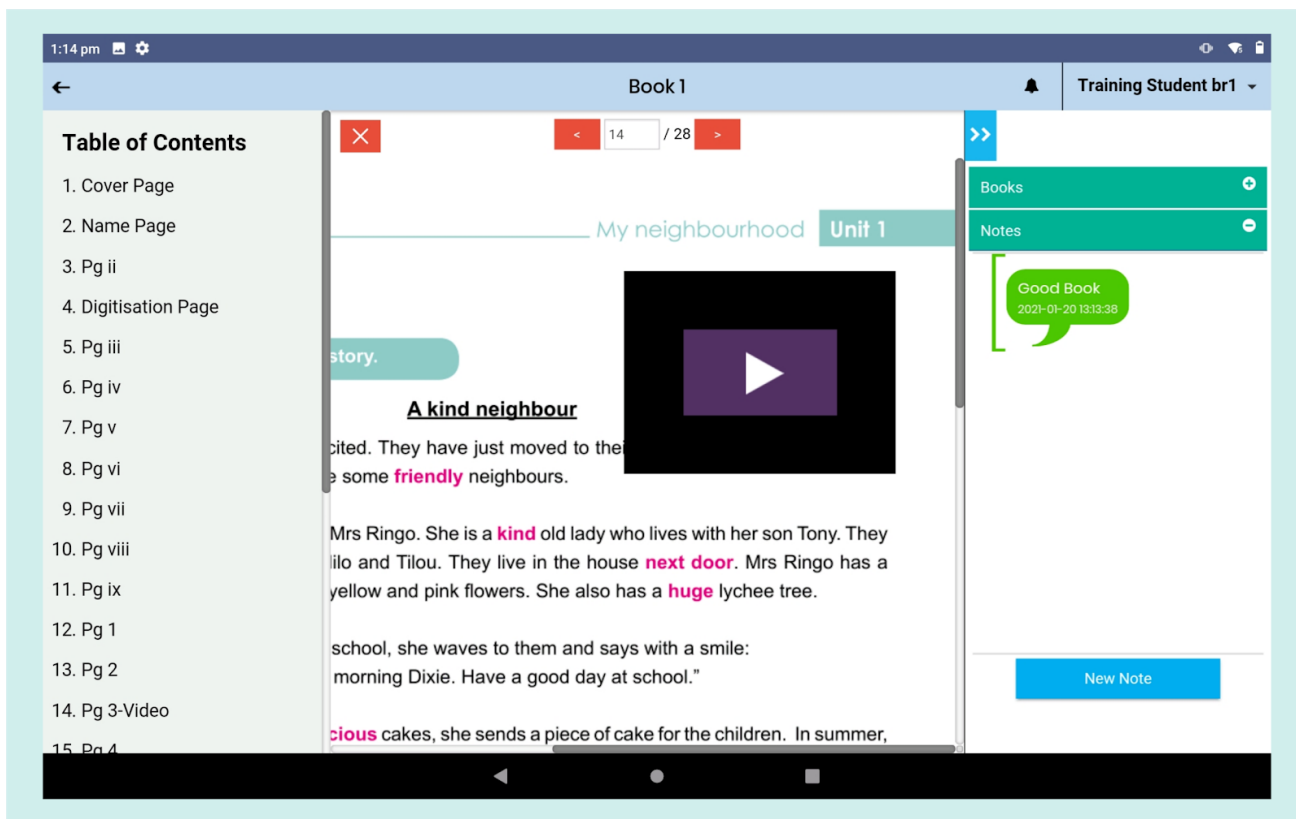
Click on the "List" icon at the top-left corner of the screen to view the "Table of Contents" pane. Use this feature to navigate directly across all the resources page-wise as indicated in the list.

Pic 12: Table of Contents

Example: When you click on a page with name e.g., "14. Pg 3-Video", you will be directed to that page directly.

Pic 13: Selecting a Page from Table of Contents

2.6. Additional Resources

If any content is uploaded, it will be displayed and available for access in the "Curriculum View" under the "Additional Resources" section. This feature is accessible for both, teachers as well as students.

A "search-box" is also available for quick search of the uploaded resource by name.
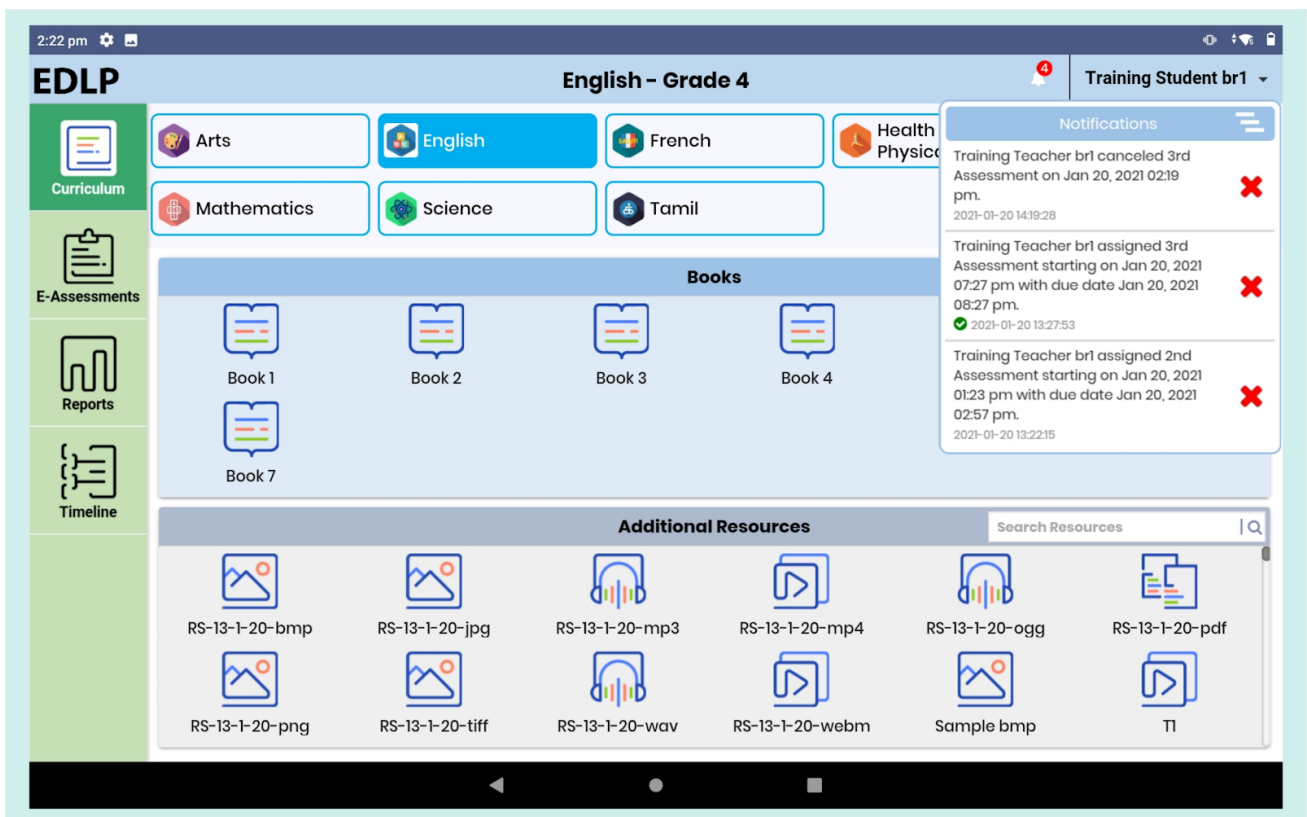

Pic 14: Teacher content

3. Notifications

Click on the "bell" icon at the top-right corner of the screen to view the "notifications" pane. Use this feature to navigate directly to the E-assessments.

NOTE: If Teacher pushes any E-assessments then you will get notifications and they are represented with a red colour circle with a number at top of the bell icon.

Pic 15: Notifications

Notifications are displayed for the following actions:

❖ E-assessments (Subjective and Objective)
❖ Cancelled E-assessments

NOTE:

    1. In every notification you can see the Teacher name and Assigned e-assessment name with start and due dates with time.

    2. If you navigate through notifications then count is decreased and a green colour right mark is displayed at date and time.

4. E-Assessments

If you click on "E-Assessment", you will be given a choice to choose one from either of the categories i.e., Subjective and Objective. By default, Objective type is selected.

NOTE: Select the Radio buttons which you want to navigate
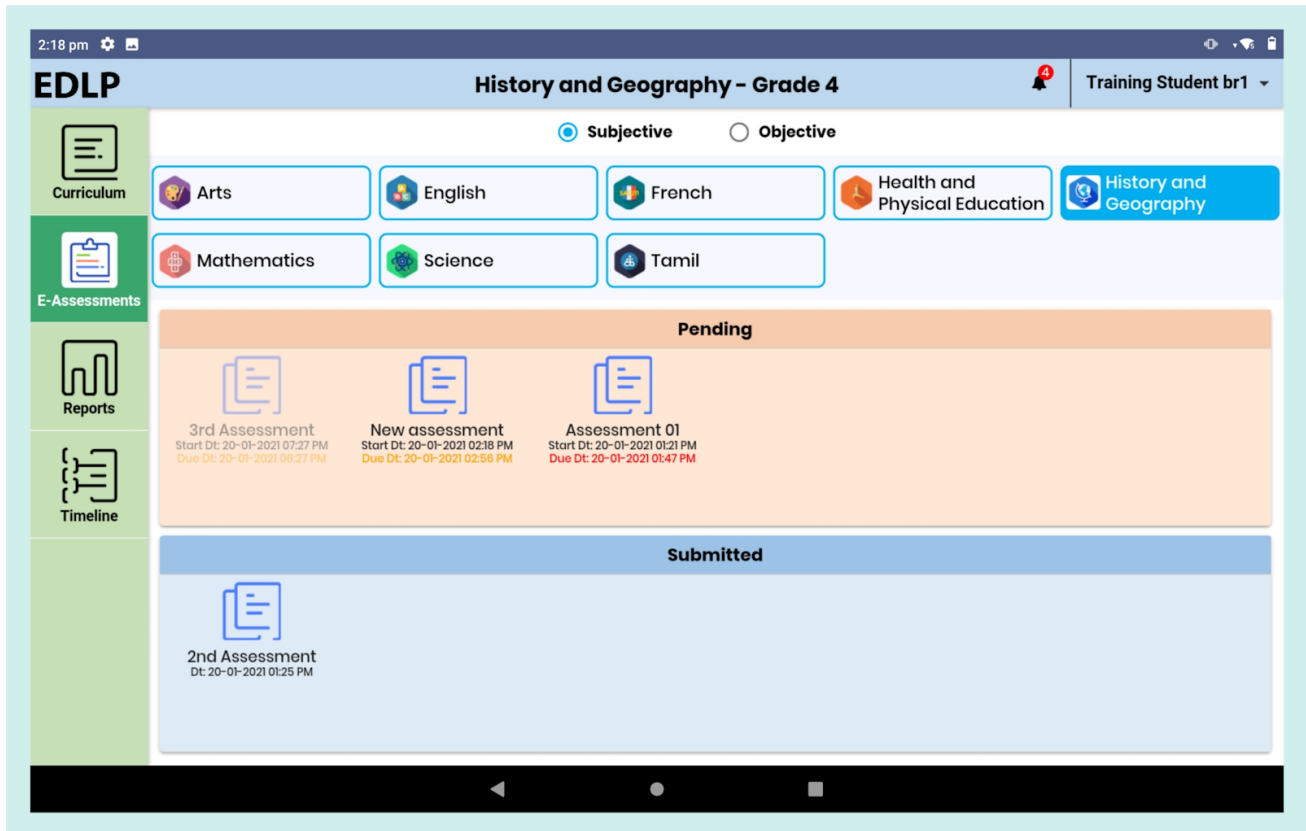
1. Subjective

2. Objective

4.1. Subjective

List of Subject(s) are displayed at top of the screen by default it will show one subject as selected in blue color, or select a subject of your choice then list of e-assessment (pushed by the Teacher) are displayed on the screen with two partitions. On the first partition you can see the pending e- assessments; on the second partition you can see the submitted e- assessment. Pending e-assessment is represented in red color block and submitted e-assessments represented in blue color block.

NOTE: If a selected subject doesn't have any E-assessments (pushed by the teacher) then it shows the message "No Subjective E-Assessments"

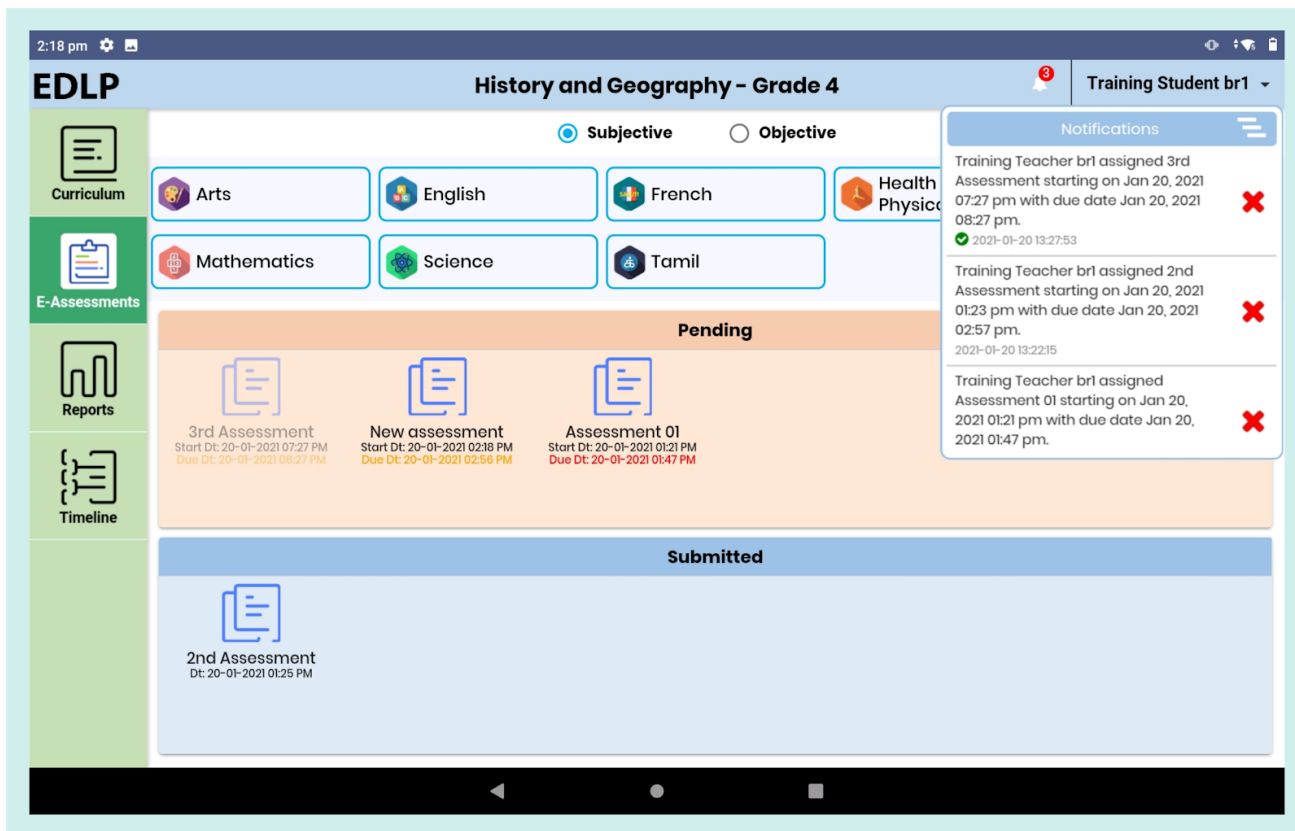
Pic 16: Subjective E-Assessments

If Teacher pushes any e-assessment then you will get a notification with start and due date with time by clicking on the notification you can directly navigate to the respective e-assessment page.

In Pending state e-assessments due date and time are represented in three colors namely Black: future, orange: current and red: past (expired/late

NOTE: If an e-assessment start date and time is due then that e-assessment is displayed in Disable mode.

Pic 17: Navigating to the Subjective E-Assessments through notification

Click on any pending e-assessment, it will navigate to E-assessment taking screen here the screen is divided into two halves' in first half it shows the E-assessment description with marks and special instructions if any, second half shows e-assessment editor to answer the question with Add attachments, Save& quit, save and submit buttons on bottom of the screen.

Save: Save the written answer and stay in the same page

Save & Quit: Save the written answer and quits from the e-assessment answer page (if you attach any files then those files are not saved)
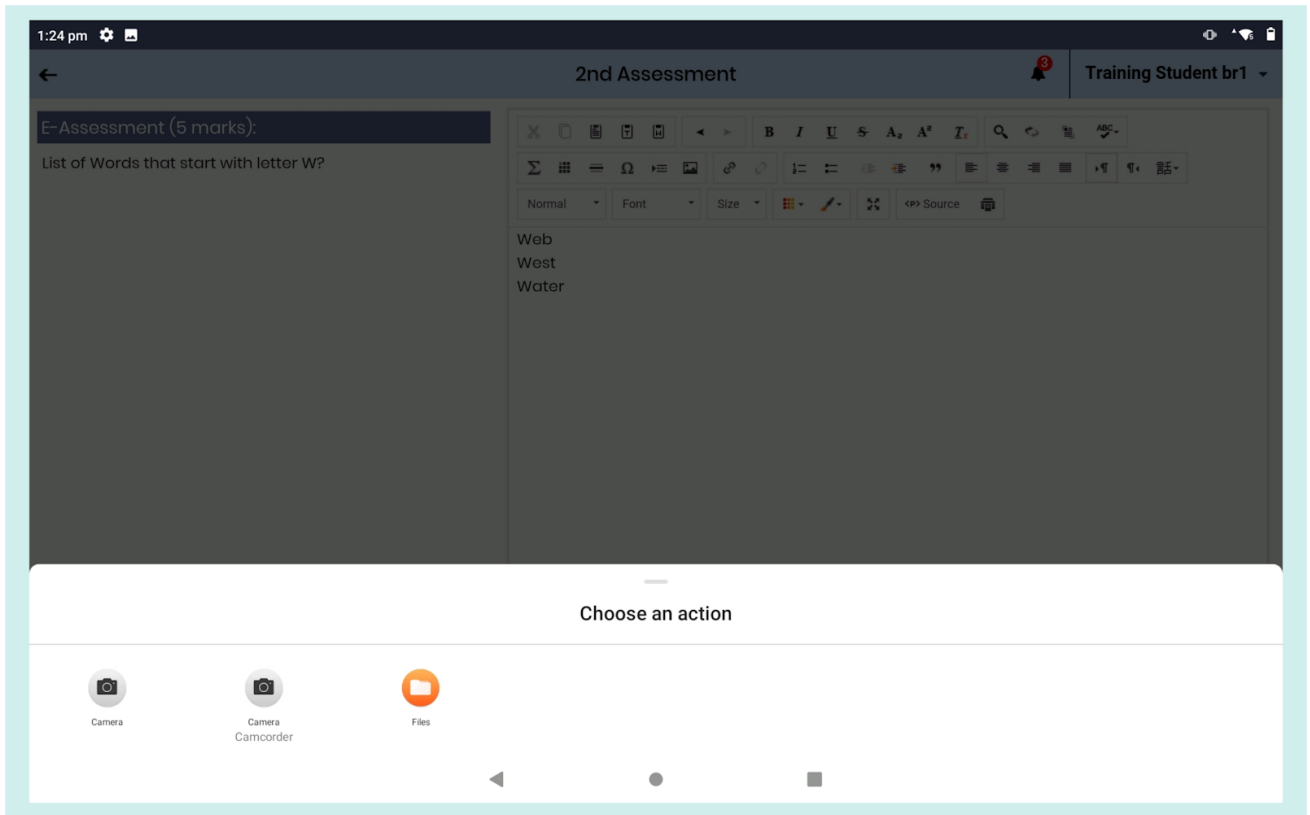
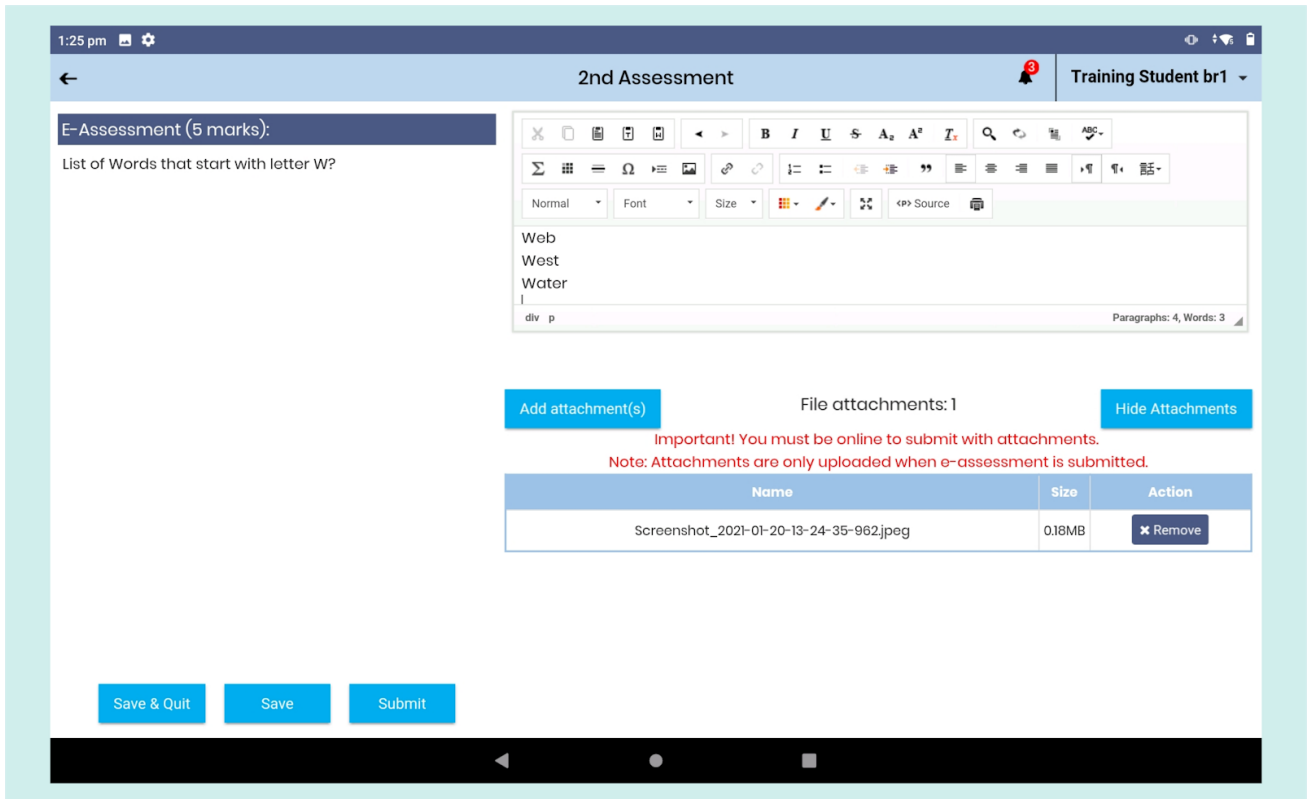**Submit:** Submit the e-assessment to Teacher

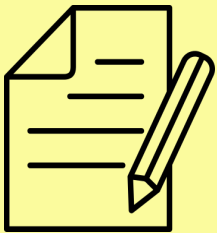(Back to Index)
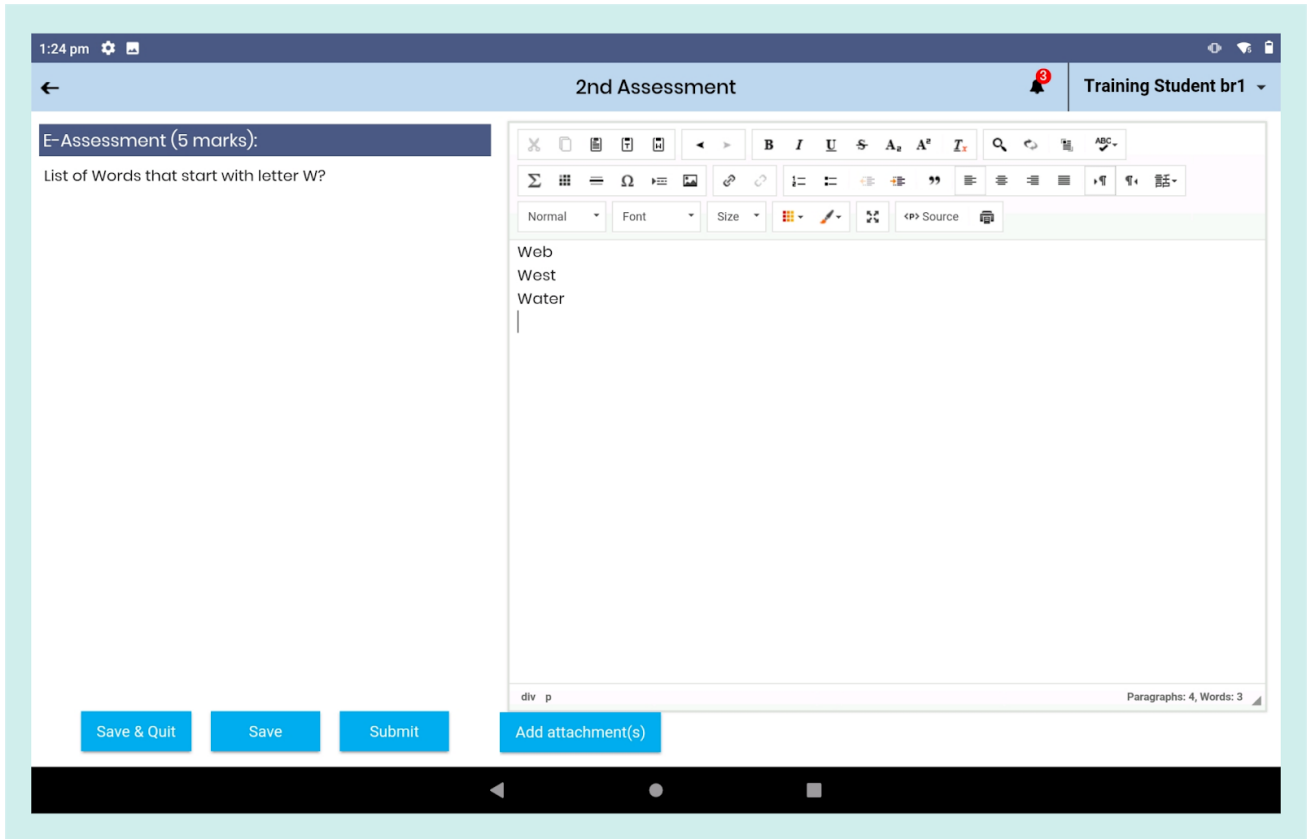
Pic 18: E-assessment Subjectiveanswer Editor

Pic 19: Subjective E-Assessment while attaching a file

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Pic 20: Subjective E-assessment with attachments

NOTE:

1. You can submit the e-assessment without attachments too

2. While attaching files you must be online to submit with attachments. Attachments are only uploaded when e-assessment is submitted

3. For an e-assessment you can attach only 5 files at a time

After answering the E-assessment click on submit to complete the submission then it shows a message submission with attachment(s) successful with Teacher feedback box and Submitted date and time on bottom of the screen. Click on the back arrow which is at the left side corner of the screen to navigate back to the previous screen.

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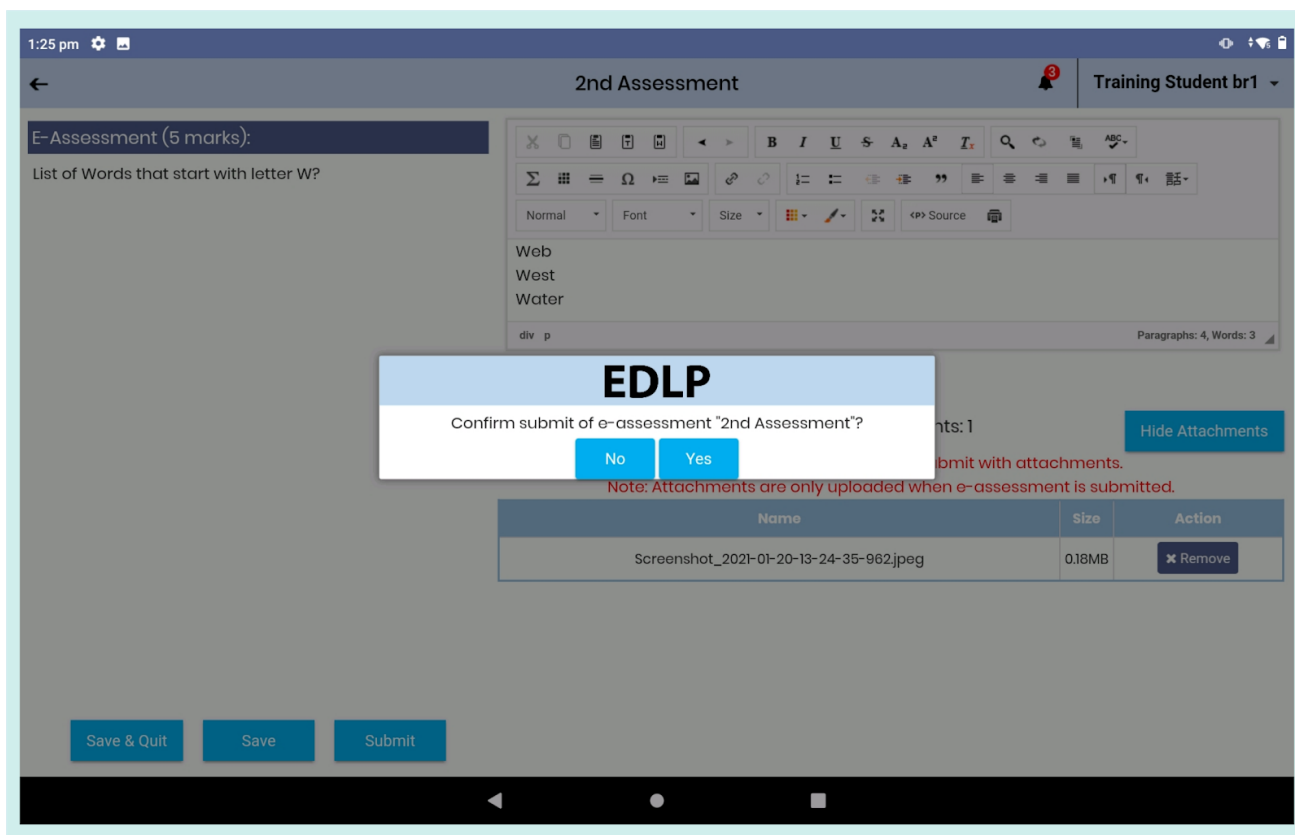
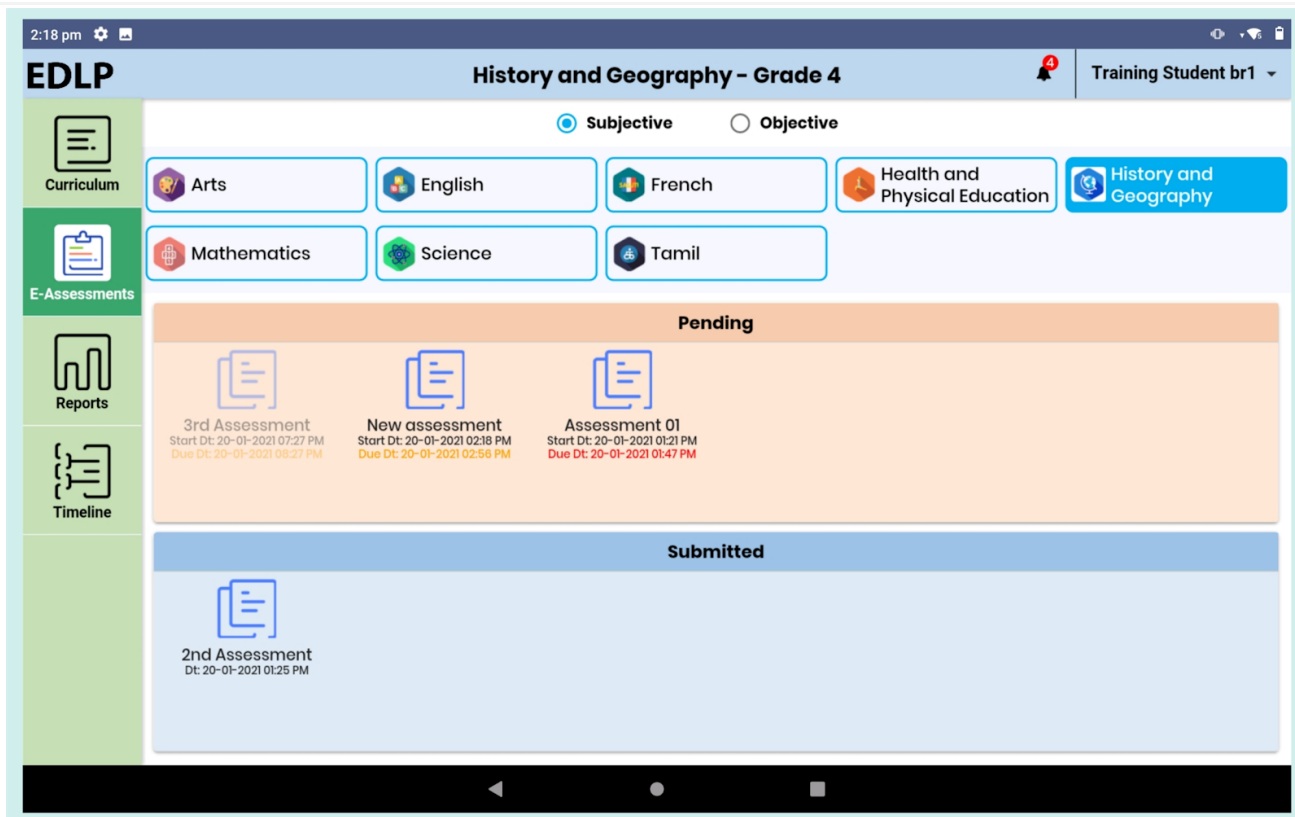Pic 21: Confirmation before submitting an e-assessment
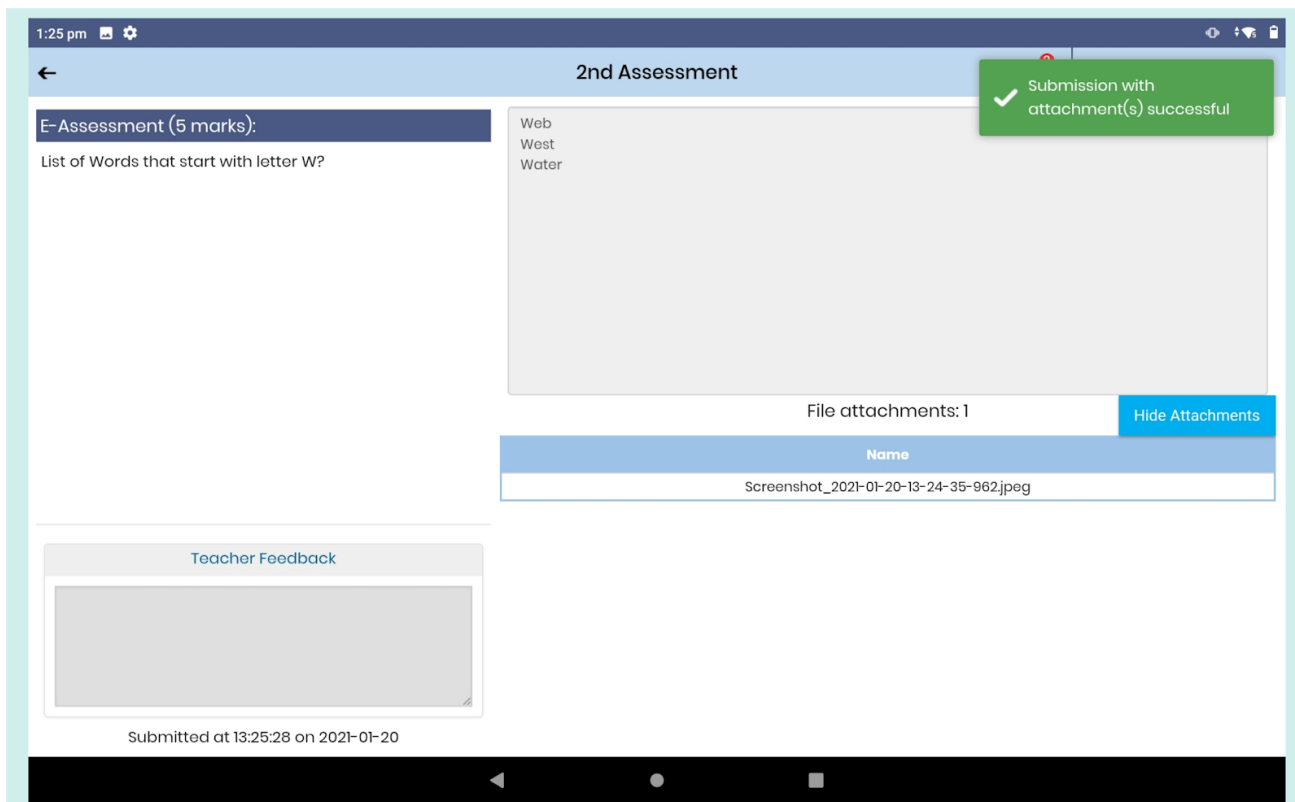
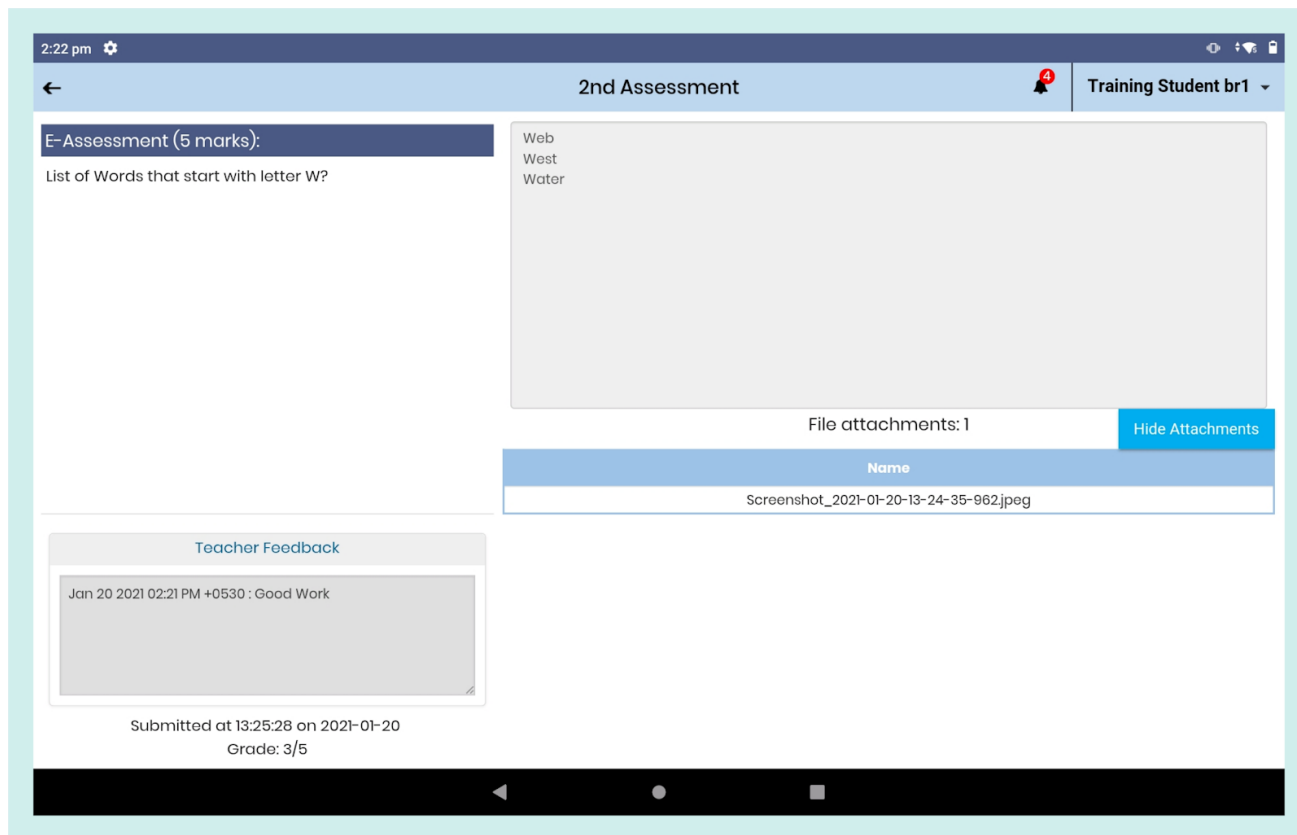Pic 22: Submitted Subjective E-assessment

Once you submit the E-assessment then it displays the e-assessment under Submitted E-assessments.

Pic 23: Submitted Subjective E-assessments

If the Teacher assigns marks and gives any feedback then you can see the grade and feedback in the Teacher feedback box at the bottom of the screen.

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Pic 24: Submitted Subjective E-assessment

4.2. Objective

List of Subject(s) are displayed at top of the screen by default it will show one subject as selected in blue color, or select a subject of your choice then list of e-assessment (pushed by the teacher) are displayed on the screen with two partitions. On the first partition you can see the pending e- assessments; on the second partition you can see the submitted e- assessment. Pending e-assessment is represented in red color block and submitted e-assessments represented in blue color block.

NOTE: If a selected subject doesn't have any E-assessments (pushed by the teacher) then it shows the message "No Objective E-Assessments".

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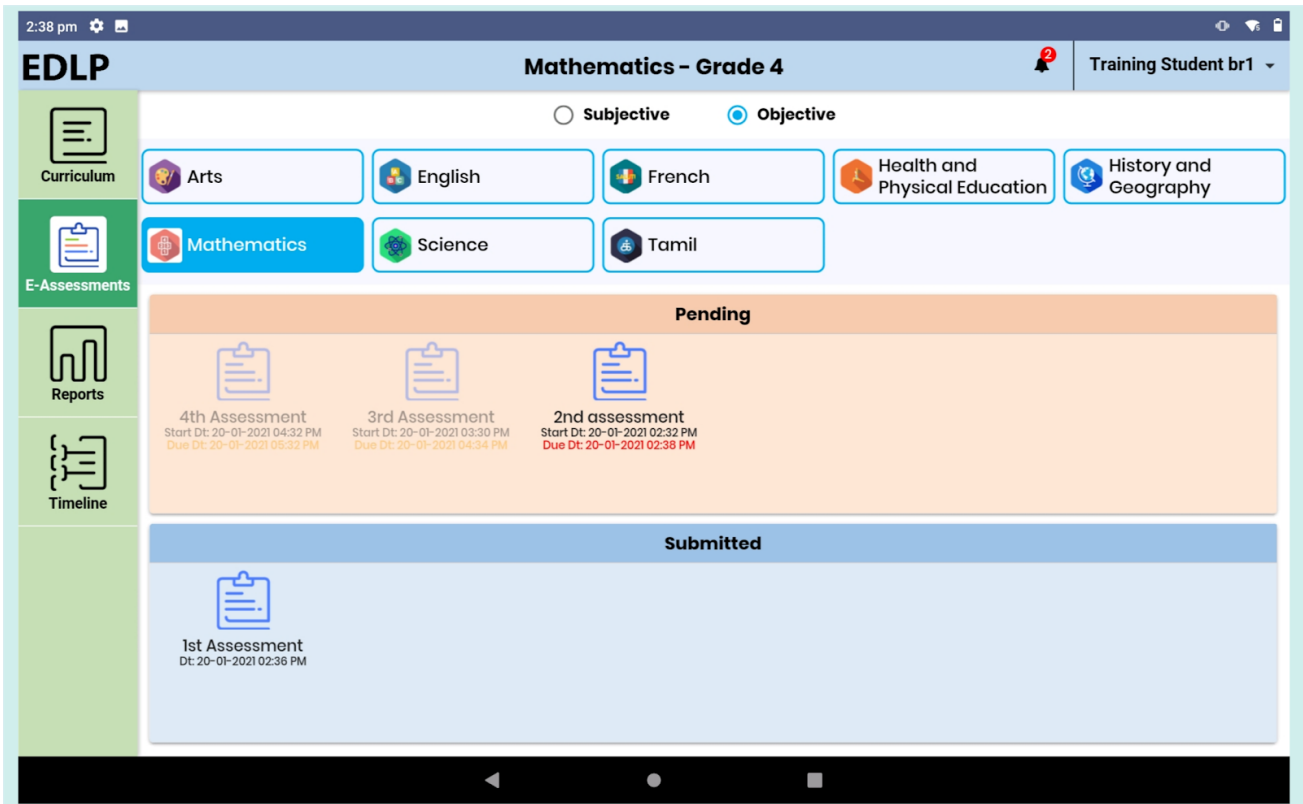
Pic 25: Objective E-Assessments

If the Teacher pushes any e-assessment then you will get a notification with start and due date with time by clicking on the notification you can directly navigate to the respective e-assessment page.
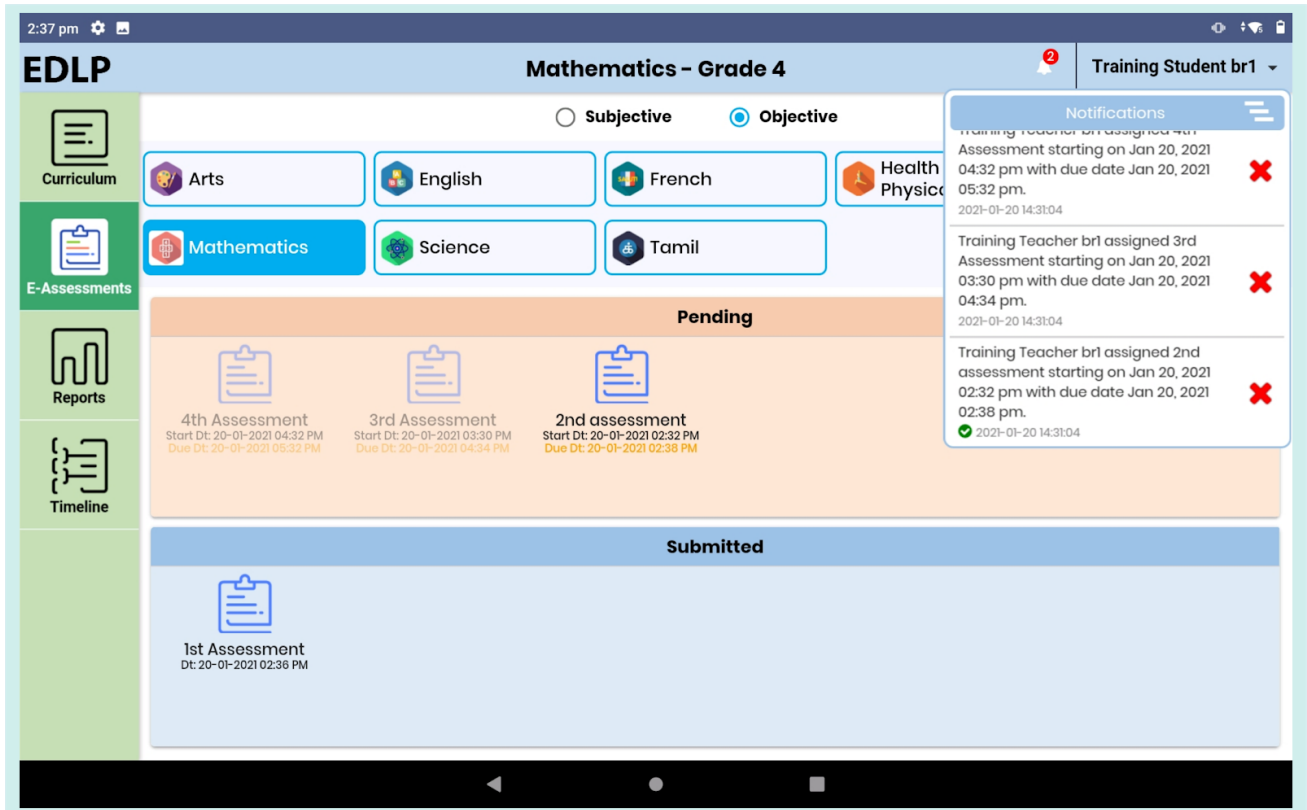
In Pending state e-assessments due date and time are represented in three colors namely

Black: future, orange: current and red: past (expired/late)

NOTE: If an e-assessment start date and time is due then that e-assessment is displayed in Disable mode.
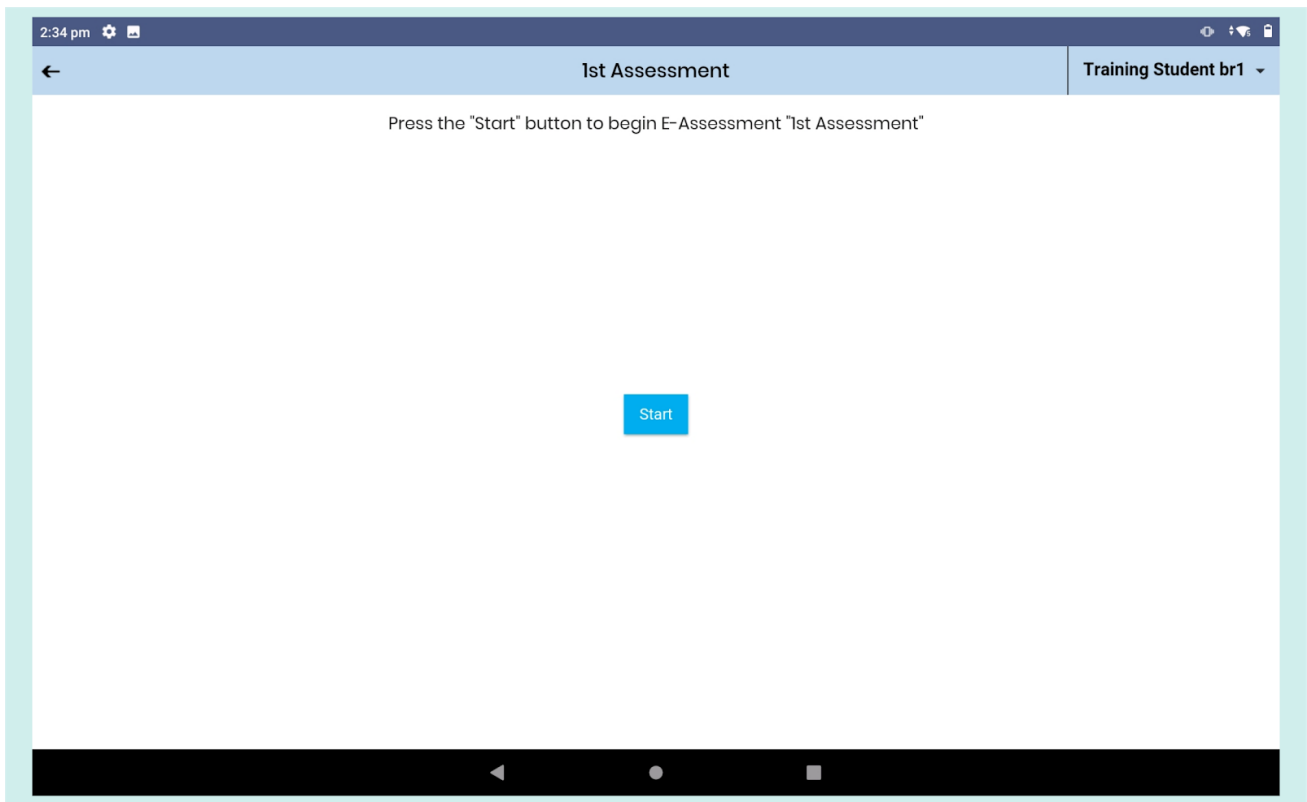
Pic 26: Navigating to the objective e-assessments through notification

Click on any pending e-assessment it will navigate to the e-assessment start page with "press the start button to begin E-Assessment" e-assessment name"" with start button, click on start button the assessment will be started. It shows a window "loading e-assessment, please wait".

Pic 27: Starting an objective E-assessment

Now you can see the e-assessment screen with question number and book mark symbol, on the topmost left corner of the screen and time on the right corner of the page. Remaining screen is divided into two halves' in first half it shows the selected question with question instruction and options, second half shows the question information like how many questions are answered, visited not answered and not answered with list of question numbers in that e-assessment with save & next,Clear response, back,next and submit buttons on bottom of the screen.

After answering any question click on question numbers which are at right side of the screen or else use next/previous arrows to navigate from one question to another

Save & Next: Save the option and navigate to next question

Clear response: Clears already selected option

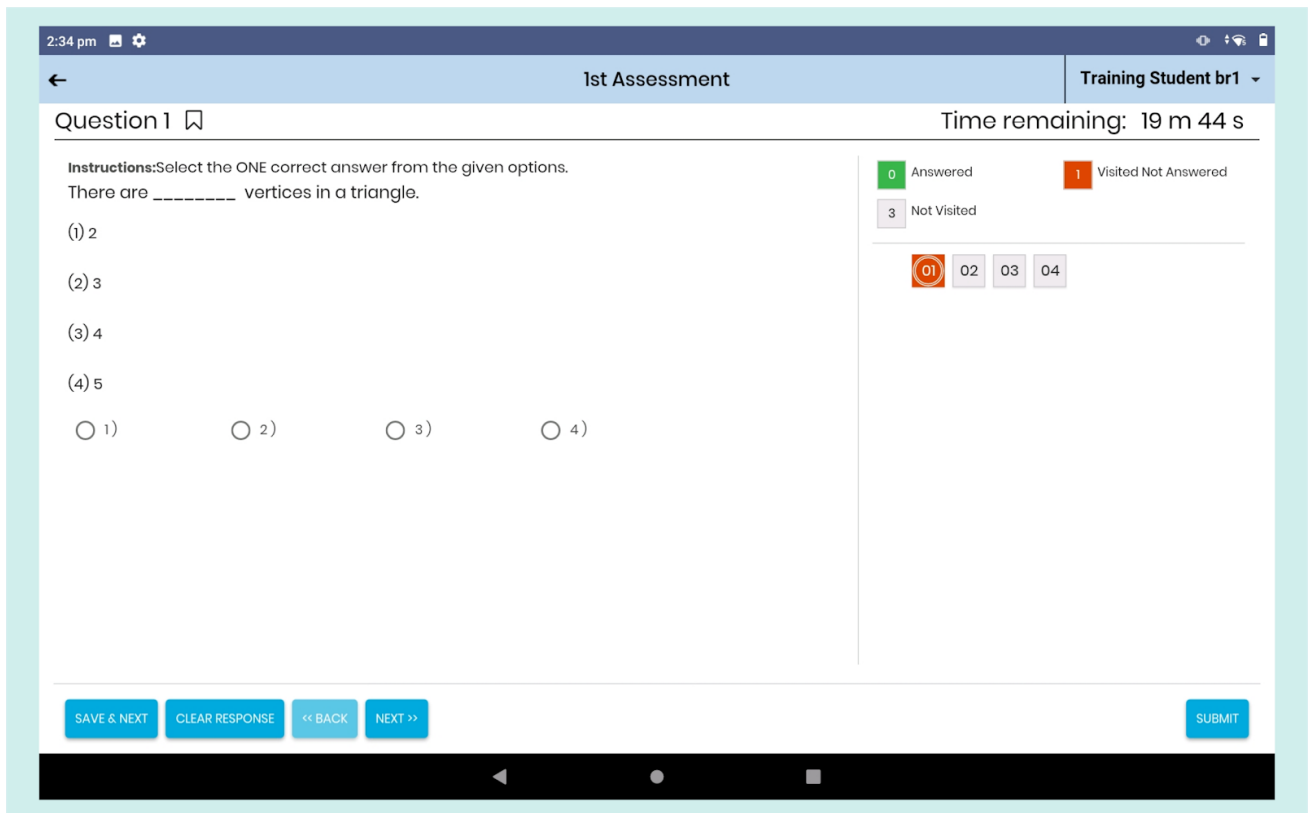**Back:** Navigate to the previous question

Next: Navigates to the next question
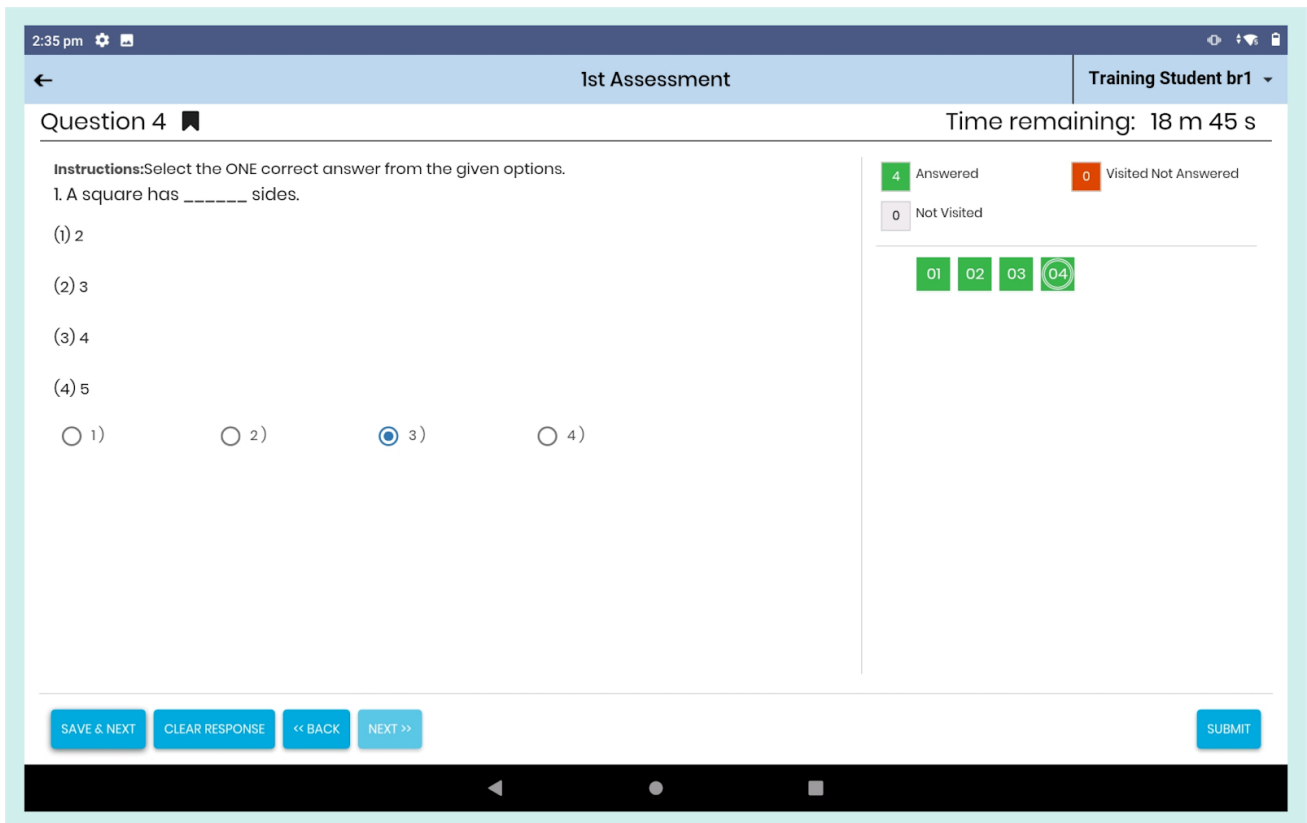
Submit: Submit the e-assessment to Teacher

NOTE: While answering the e-assessment notifications are not displayed

Pic 28: Objective e-assessment questions page

Pic 29: While answering objective e-assessment

NOTE: Once you start the E-assessment then time starts automatically and it auto submit if the e-assessment time completes.

If you try to submit the e-assessment before time completion and without answering questions then it shows the message **You have time available. You have number of questions unanswered question confirm submit of "e-assessment name"**
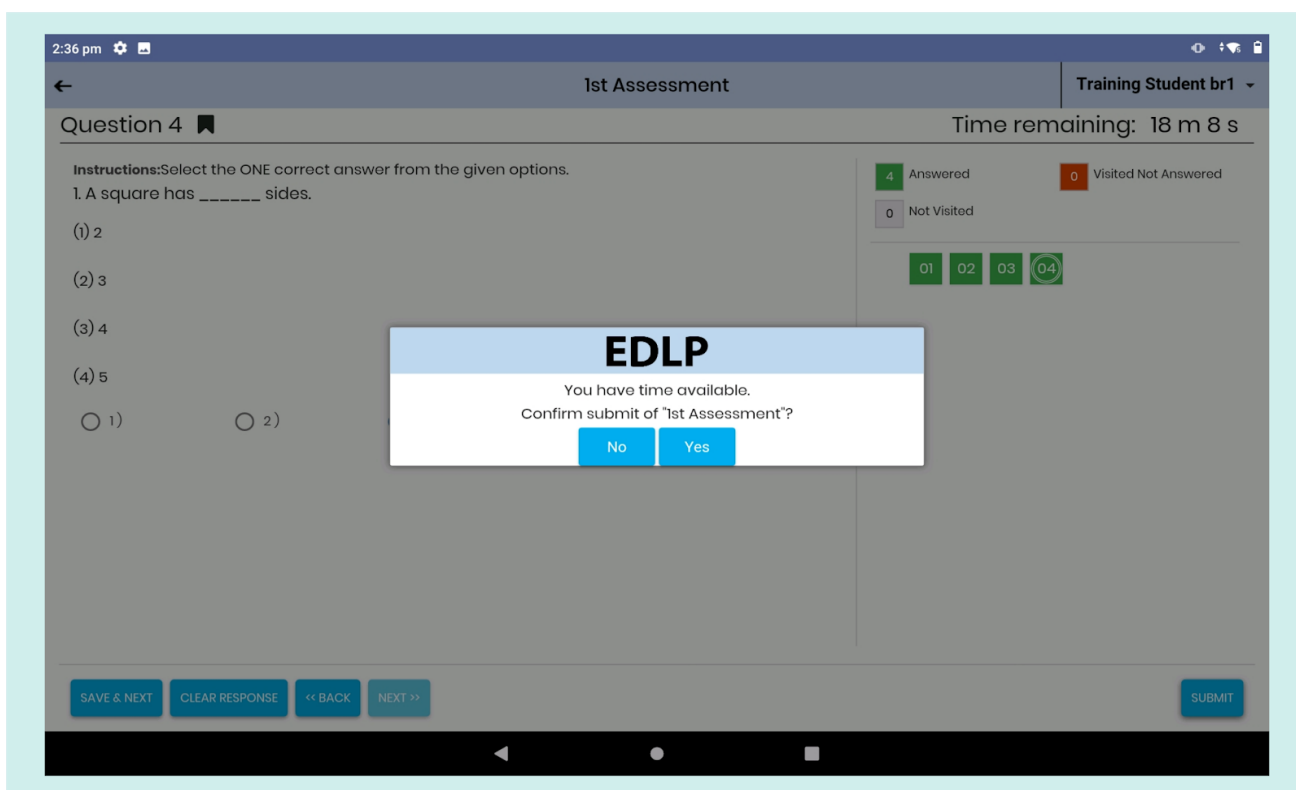
(or)

If you answer all the questions and try to submit the e-assessment before then it shows You have time available. confirm submit of "e-assessment name" with yes and No buttons.
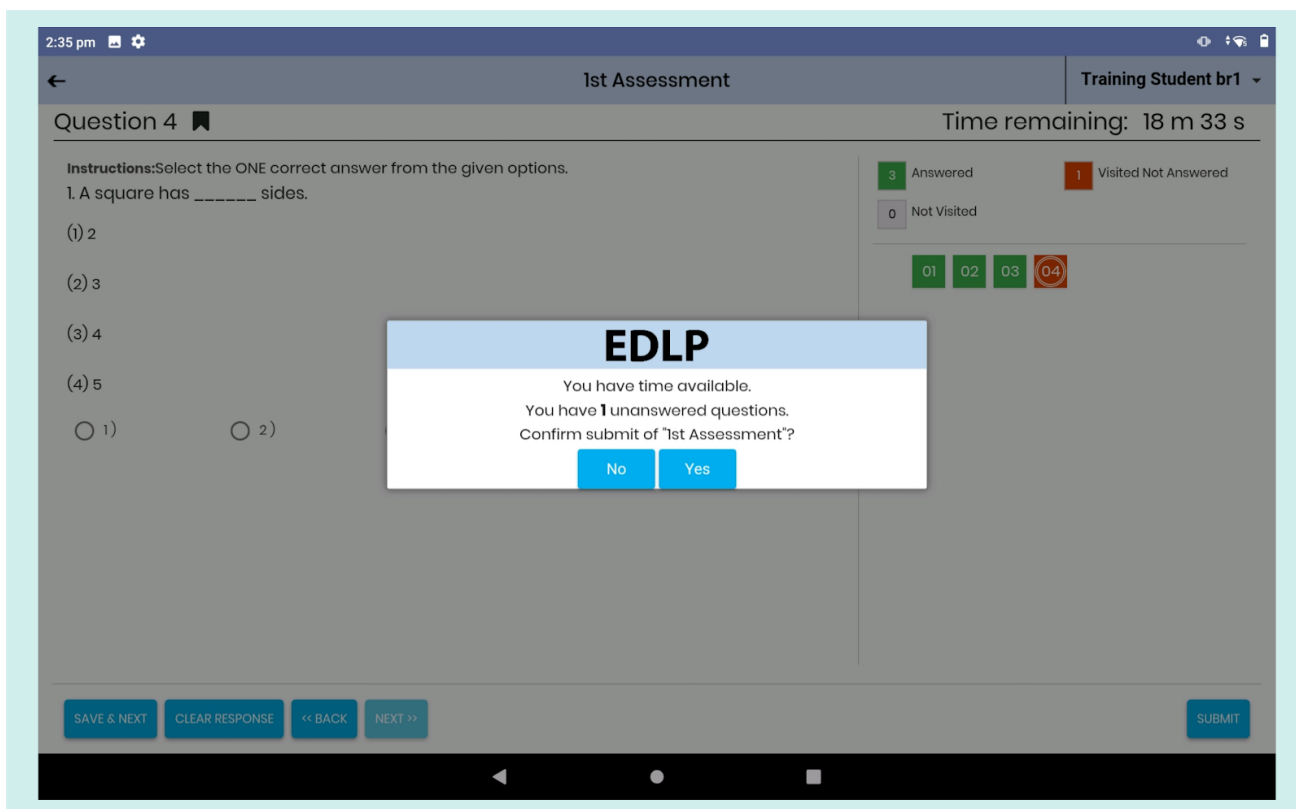
Pic 30: Confirmation before submitting an e-assessment with unanswered questions
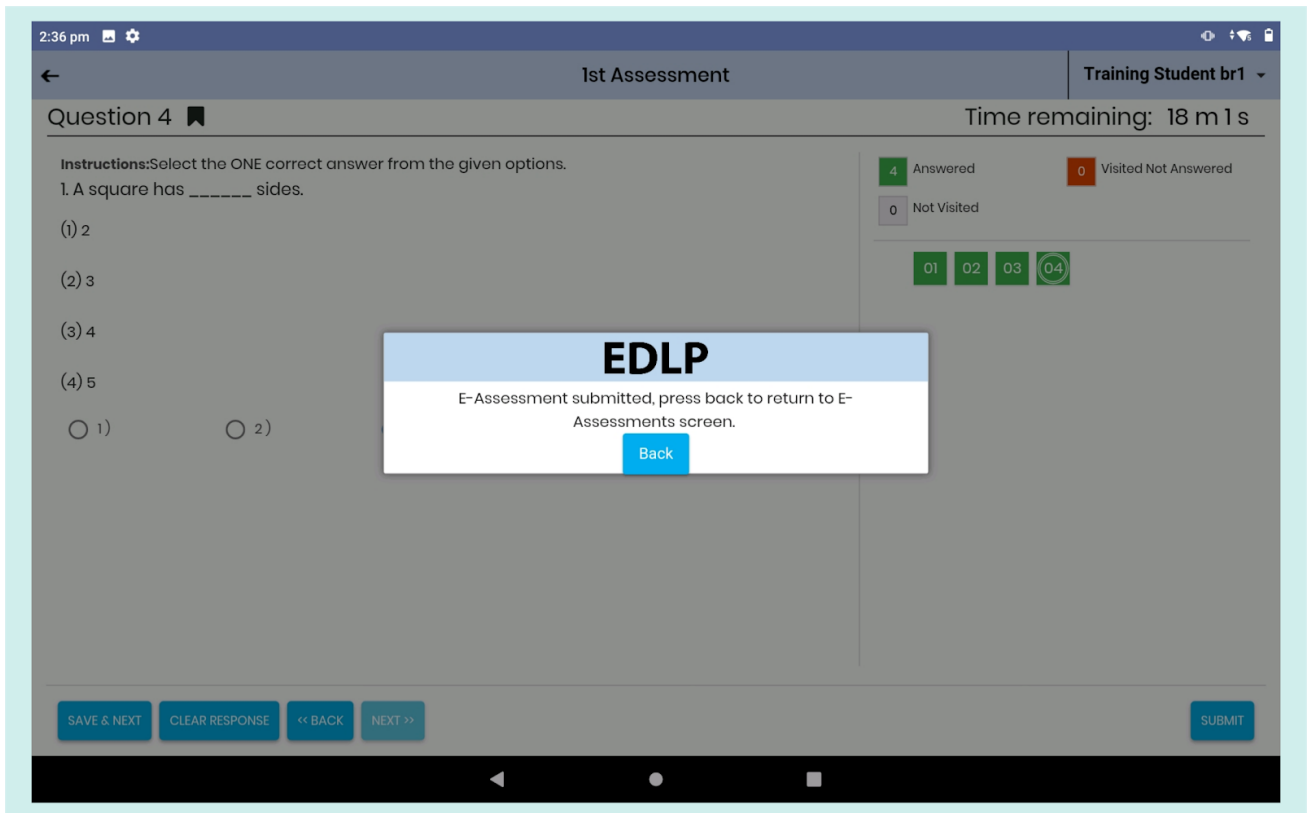

Pic 31: Confirmation before submitting an e-assessment

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If you click on the YES button the e-assessment will be submitted to the teacher and it shows the window with " E-Assessment submitted, press back to return to e-assessment screen" with a back button. Click on the back button then it navigates to the objective E-assessment screen.

Pic 32: Submitted Subjective E-assessment

Once you submit the E-assessment then it displays the e-assessment under Submitted E-assessments.
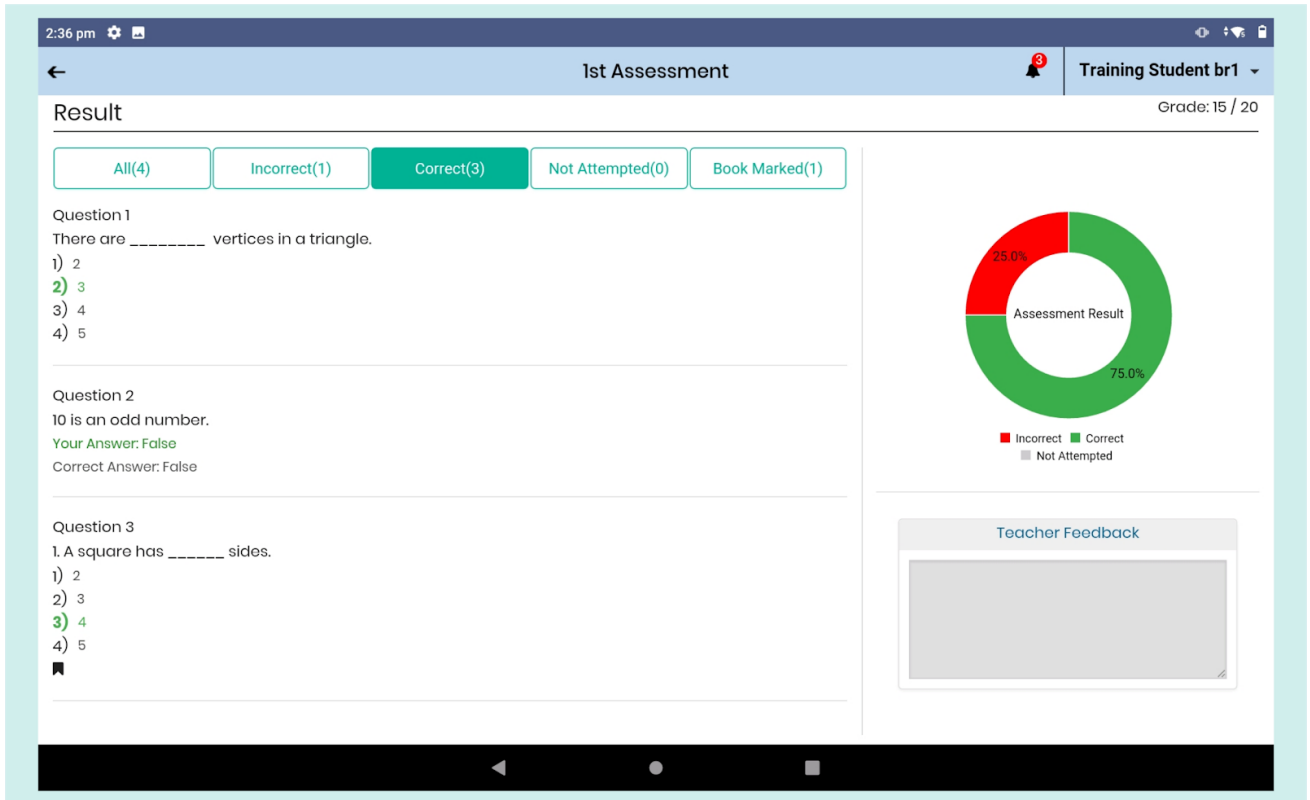
(Back to Index)
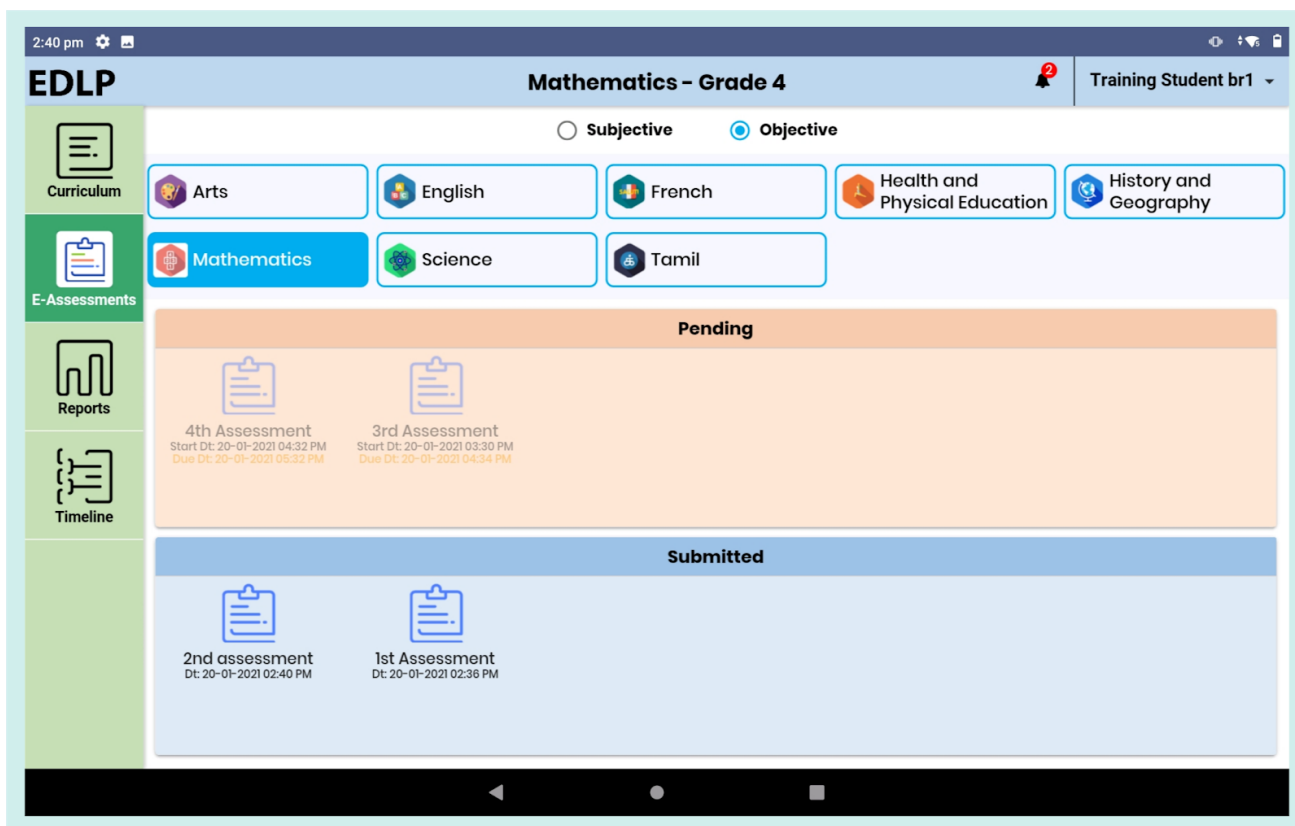
Pic 33: Submitted Objective E-assessment

NOTE: As it is an MCQ type paper, the E-Assessments get graded automatically.

To view the results, click on the submitted e-assessment here, in left side you can see the All, Correct, Incorrect and Not Attempted and Bookmarked questions by clicking on the buttons and in right side you can see the grade, donut with percentages based on correct (green color), incorrect (red color) and not attempted (gray color) and feedback in Teacher feedback box in bottom of the screen.

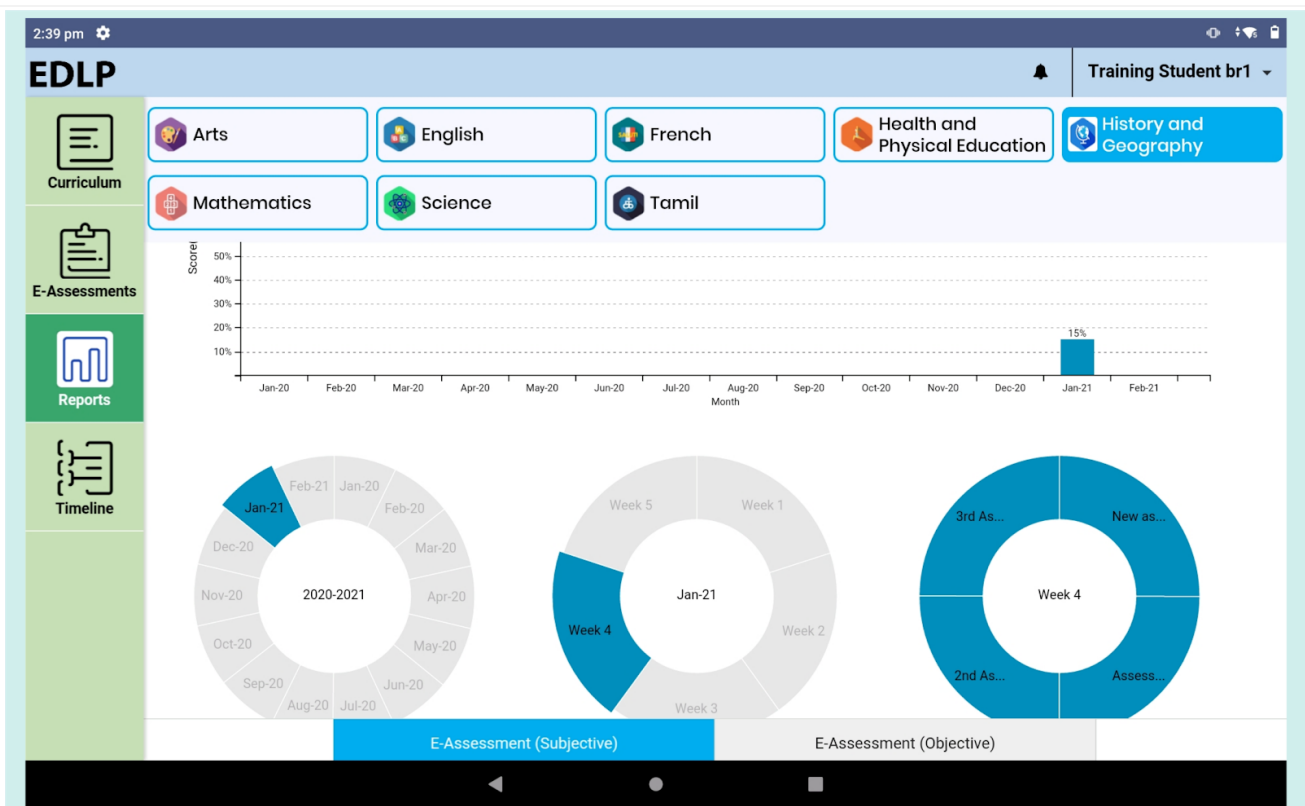(Back to Index)

Pic 34: Submitted Objective E-assessment

5. Reports

Reports are classified into two types:

1. Performance Reports

2. Usage Reports

5.1. Performance Reports

These reports mainly extract the performance report by month and by day with respect to the subject.

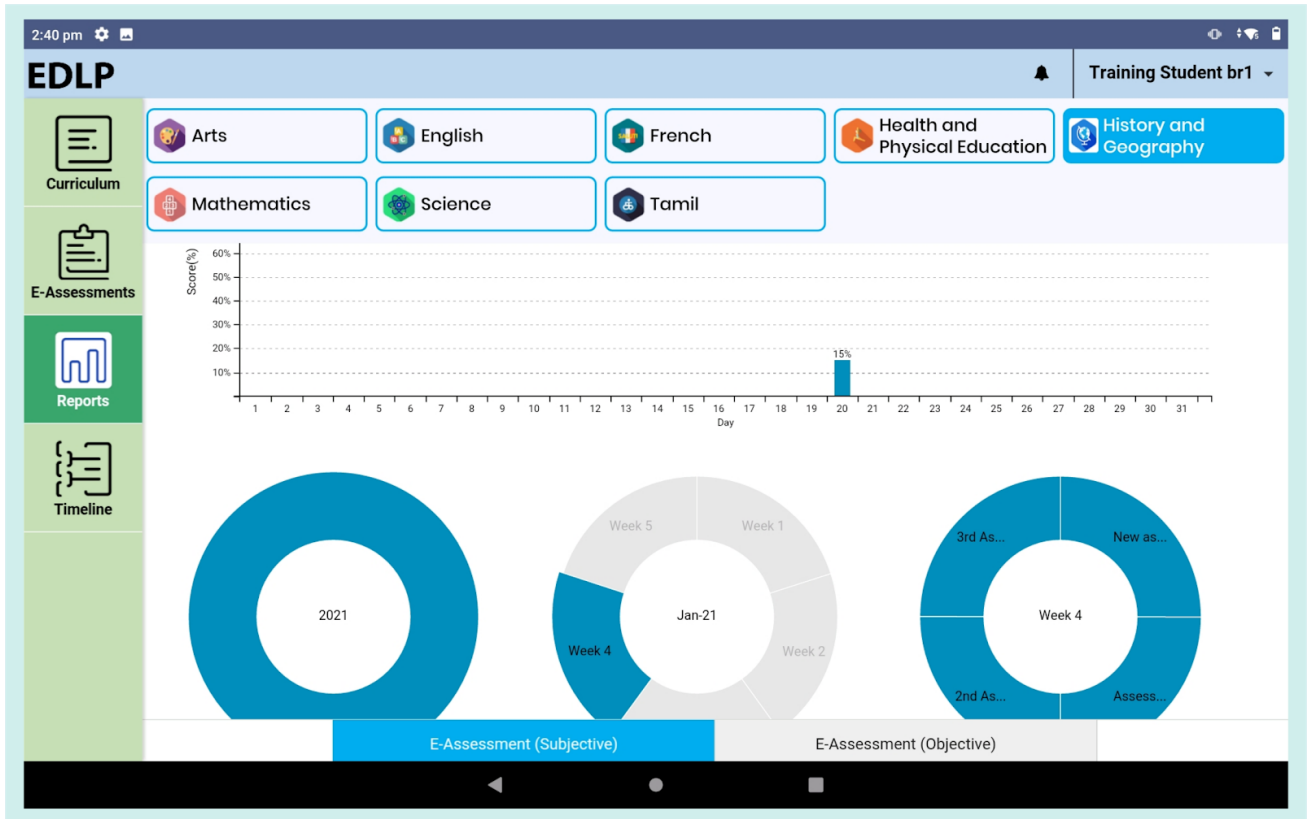Pic 35: Performance report by month

Performance is measured in the following two areas

· E-Assessment (Subjective)

· E-Assessment (Objective)

When Teacher assigns marks to your submitted subjective/objective e-assessments, then automatically performance Reports are generated with respect to the percentages.

Reports are represented via donut graphs, under the bar graph. The first donut graph shows "Present Academic Year". The second donut graph shows "Selected Month with Week" selection, and the third donut graphs represents "Selected Week" activities. If you hover over an activity, the name of Activity and percentage is displayed. Double click on any activity to display additional score details.

Pic 36: Performance report by day

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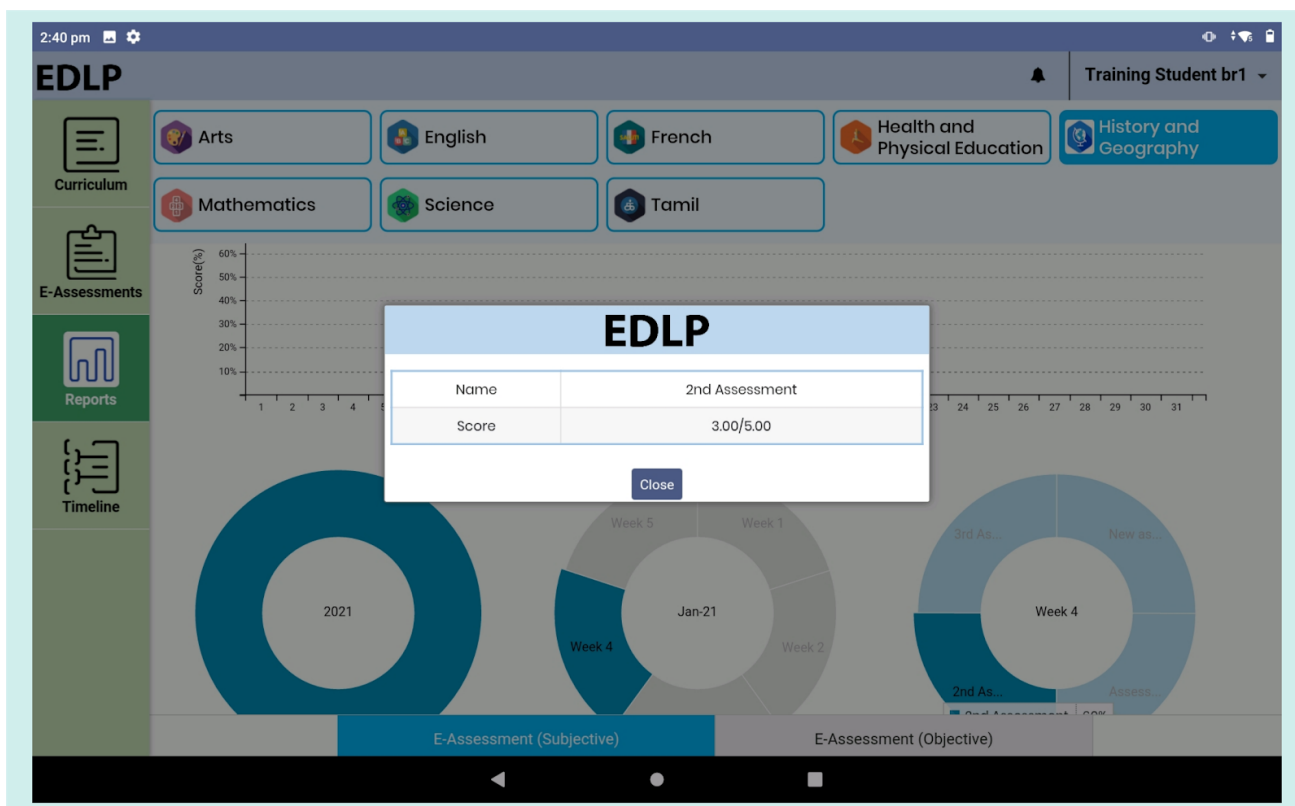
Pic 37: View score details of an E-assessment

5.2. Usage Reports:

These reports represent the Usage (quantitative time spent calculated in minutes and seconds) of E-Assessments (Subjective and Objective), Curriculum modules.

The default setting for viewing "Usage Reports" is "by Month". This can be changed on the basis of "by Day" usage by double clicking on the bar graph as well
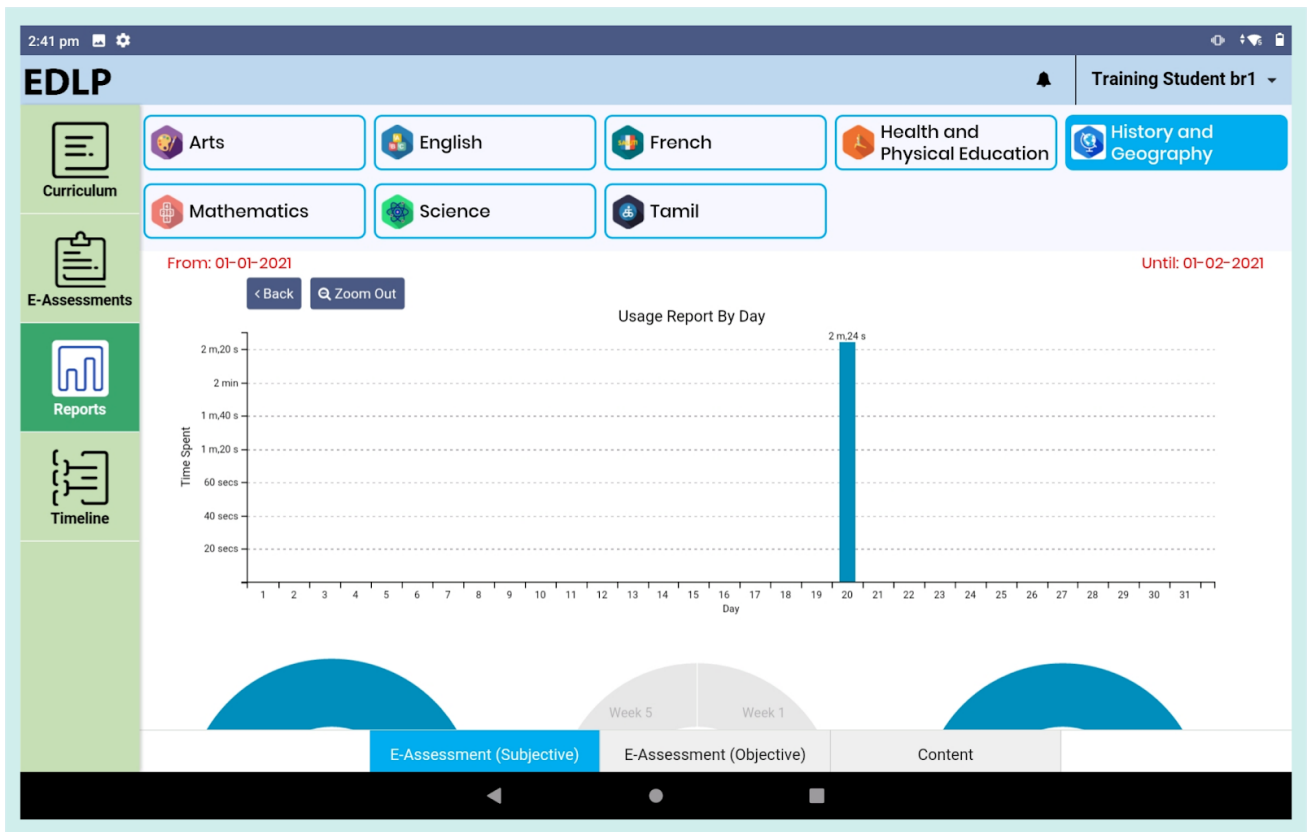
Pic 38: Usage report of a student by month

Usage Reports are measured across the following parameters:

· E-Assessments – Objective

· E-Assessments – Subjective

· Content

Reports are represented using donut graphs, where the data presented is based on academic year, month wise and week wise. (Similar to Performance reports).
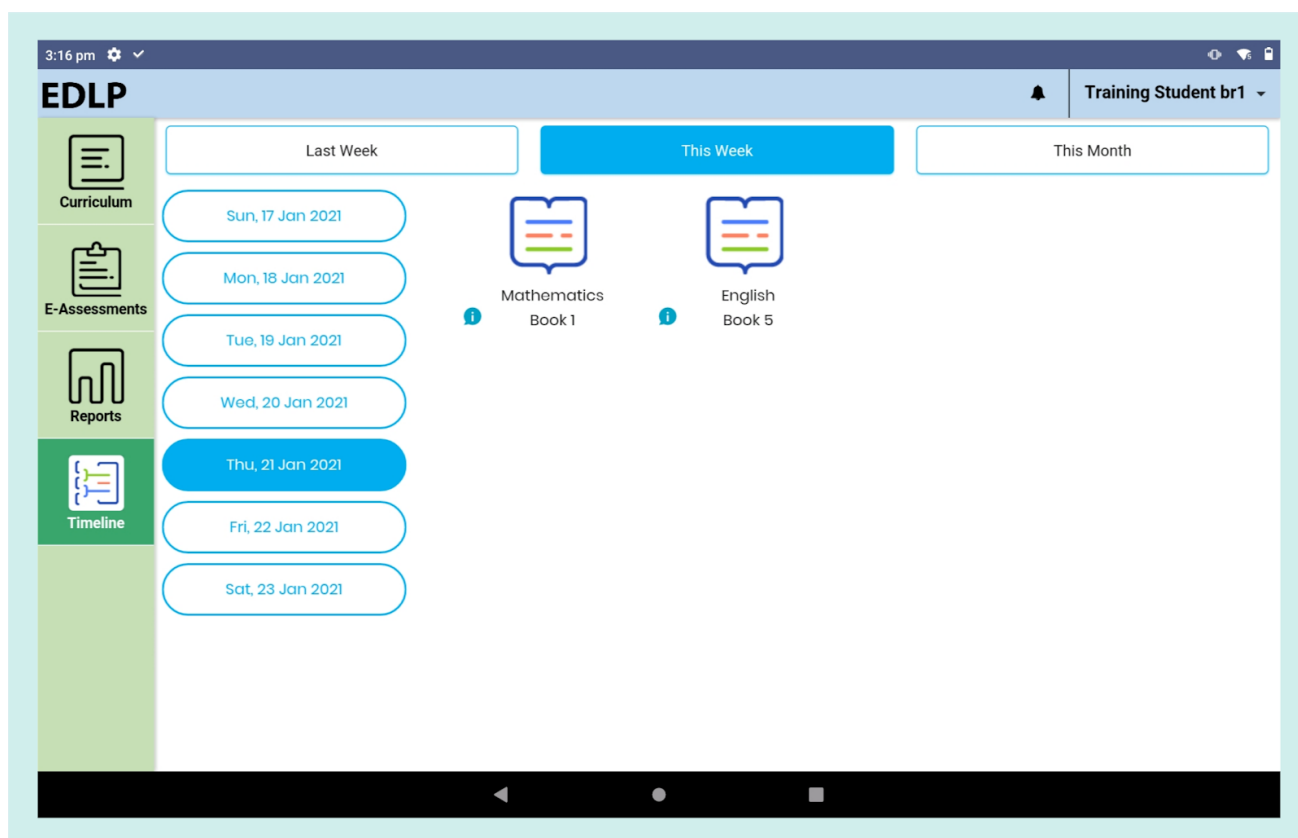
(Back to Index)

Pic 39: Usage report of a student by day

6. Timeline

Using this module, you can view usage activity across any module on a daily, weekly and monthly basis. "This Week" is selected as the default option.

Pic 40: This week activities

Against any resource if "i" is displayed, then this info box will show additional information about that resource e.g., time spent, number of times viewed. Timeline shows recent activity first.

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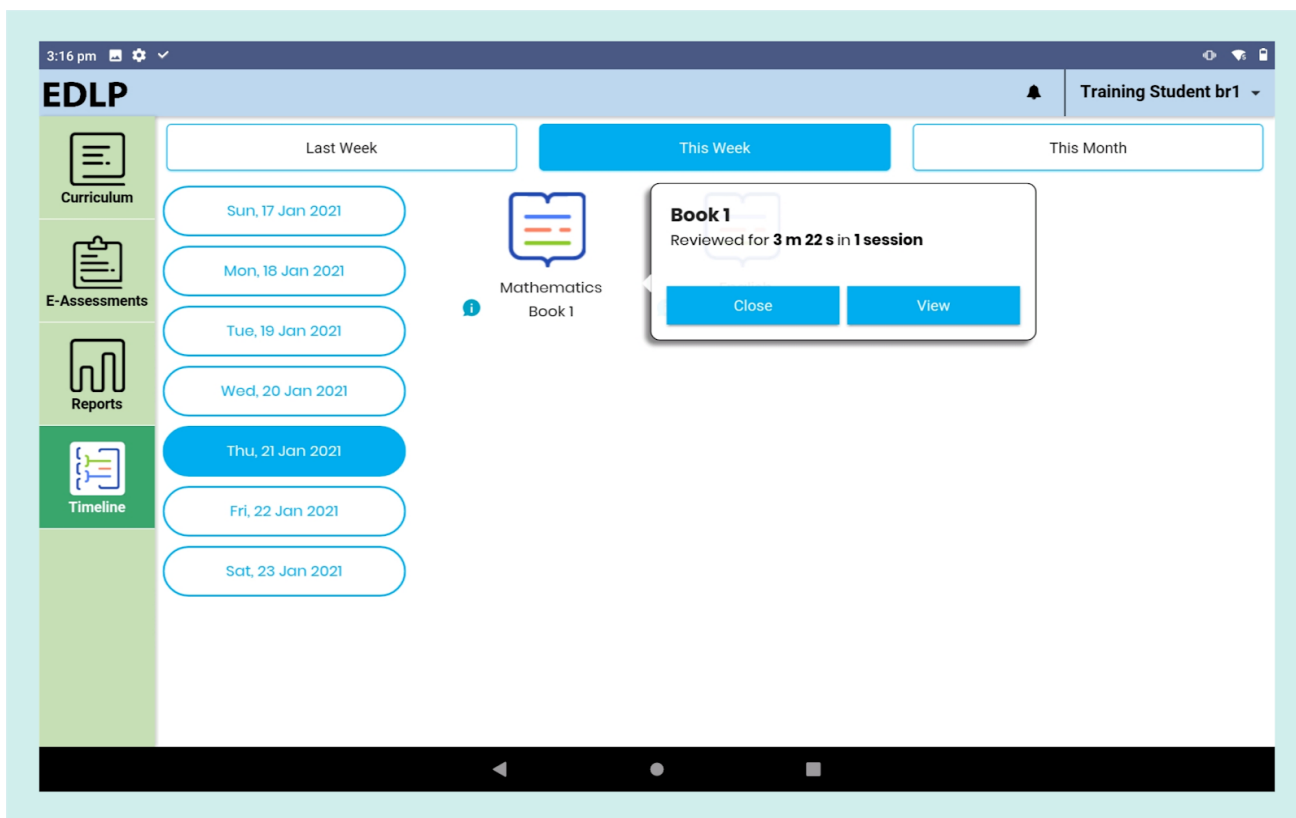
Pic 41: This week activities with time spend

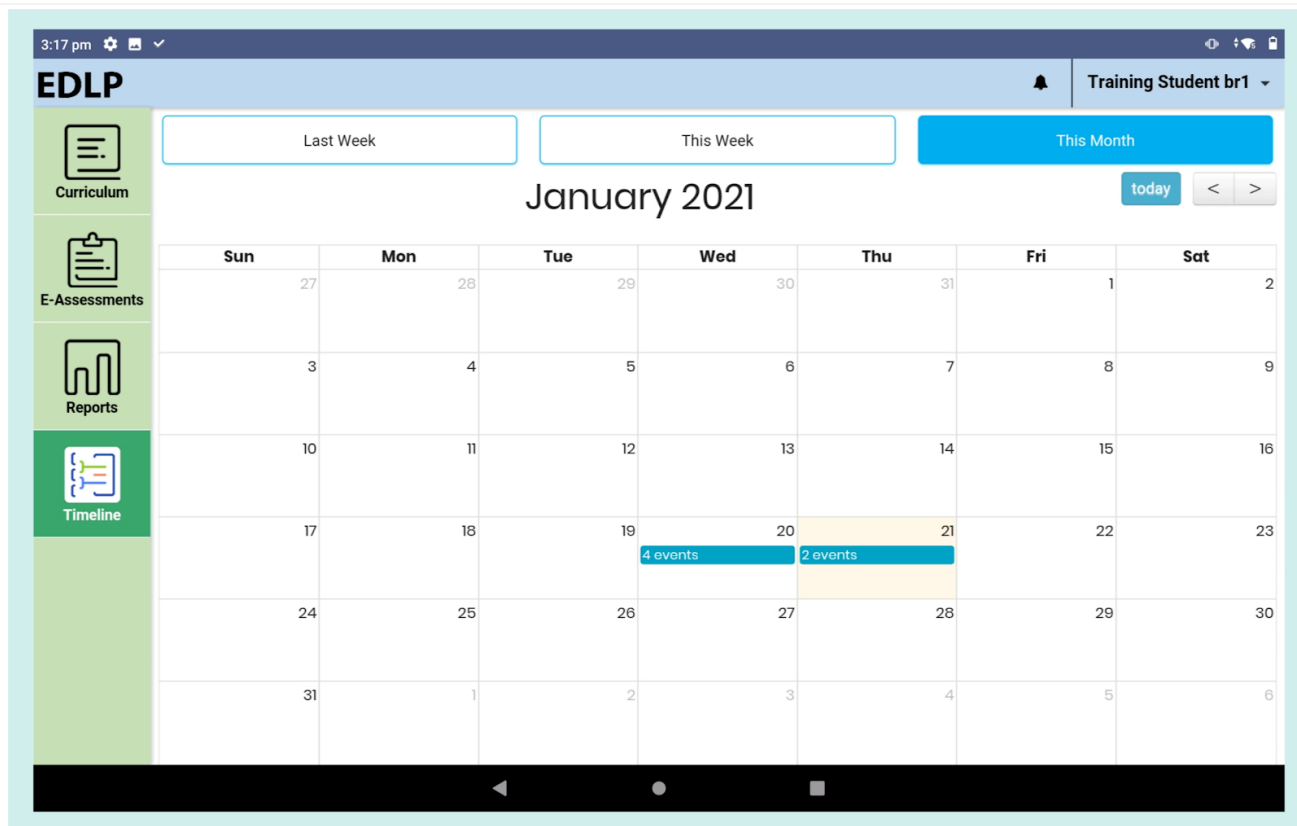Clicking on "Last Week" will show all the resources accessed last week.

Pic 42: Last week activities with time spend

Clicking on "This Month" will open a calendar view of the whole month and the count of activity will be shown against the date in blue colour.

Pic 43: This month activity

Click on any indexed day, list of the entire activity recorded on that day will appear in a pop-up window. Click on the close button to close this view.
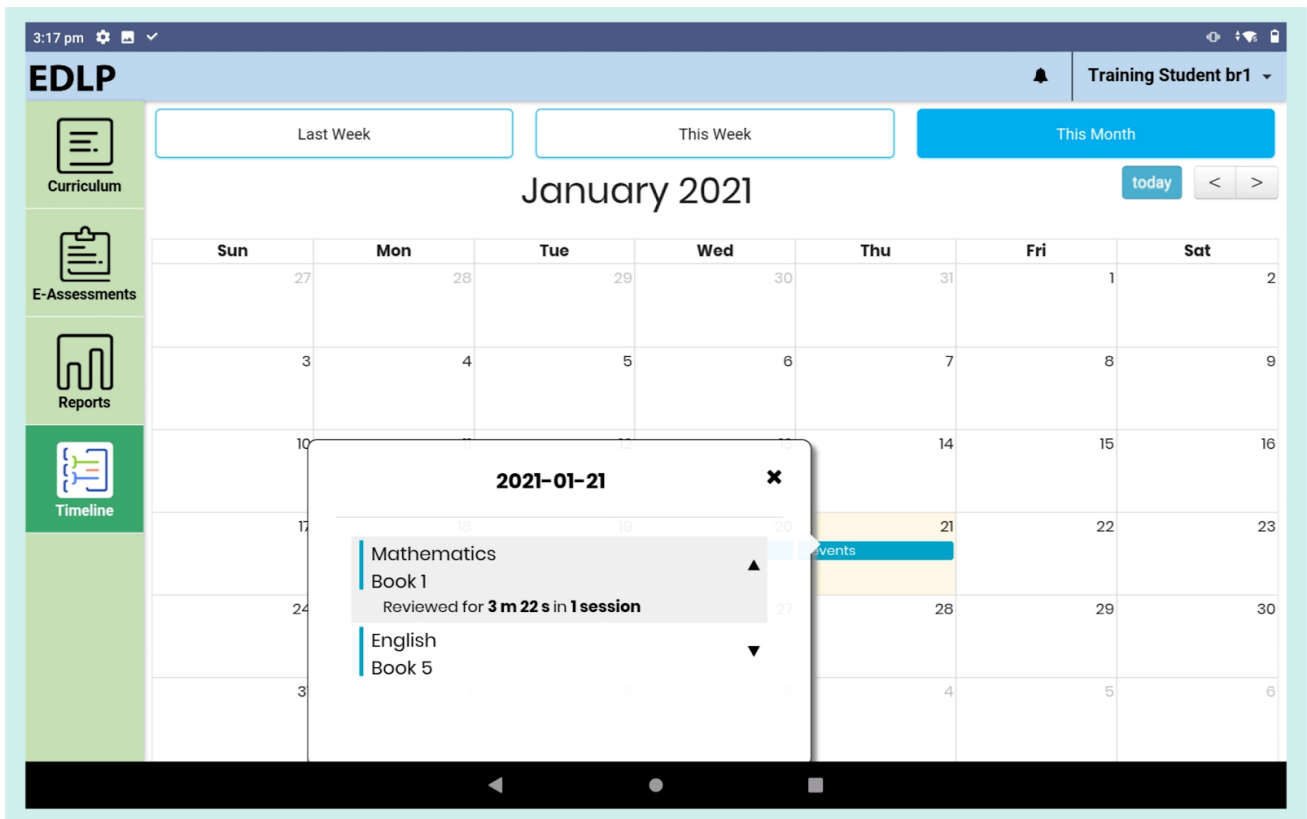
(Back to Index)
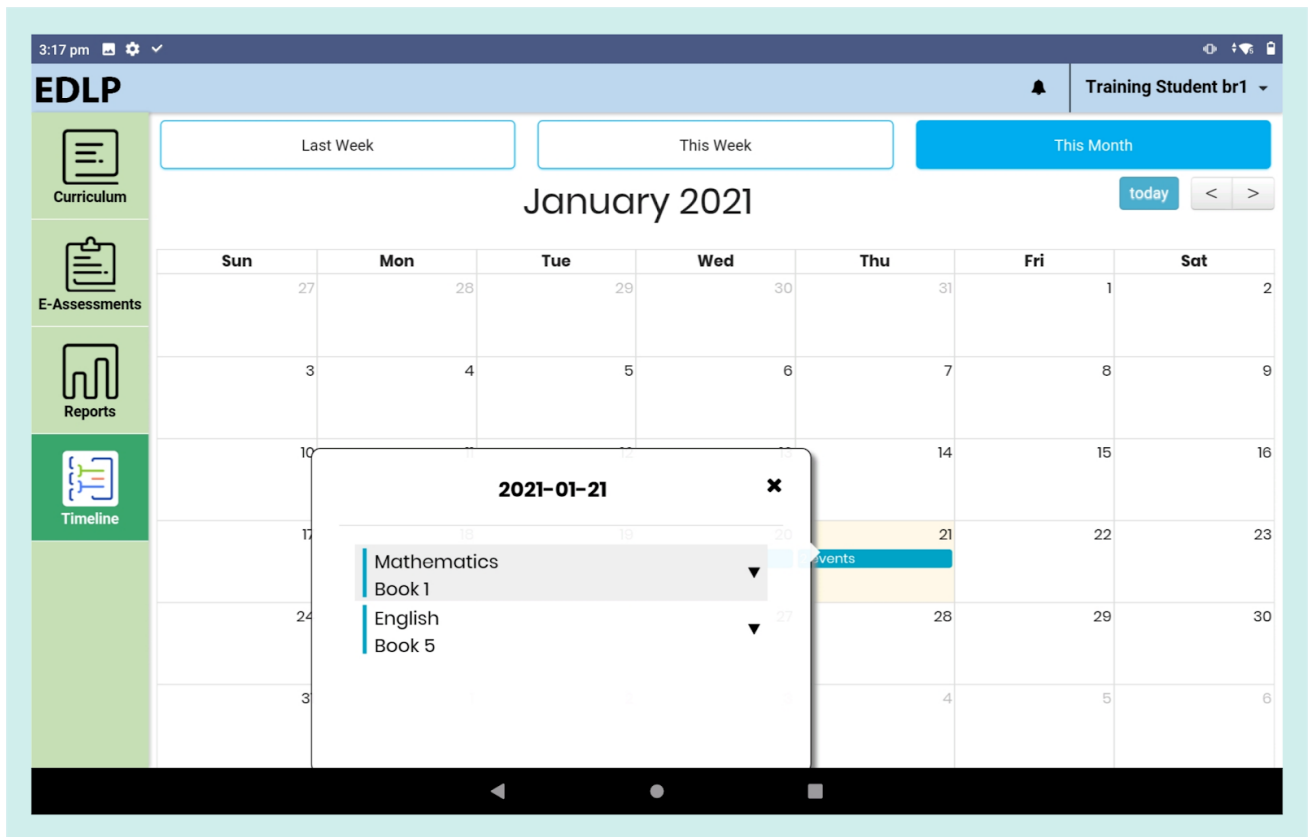
Pic 44: Events on the particular date of this month's activity

Click on the resource to directly navigate to that resource page. This window also shows a count of the number of times the resource is viewed.

Pic 45: Events with time spend

7. Settings

Hover over your name on the top-right corner of the screen, and you will get a drop-down list with four options:

Step 01: Settings

Step 02: for updates

Step 03: Sync App

Step 04: Logout

From the settings menu, change your password by typing the current password and the new password. Click on "Save" to save the new password.

Pic 46: Student Password setting

> NOTE: The new password must be between 8-32 characters, with at least one lower case, one upper case and one non-alphabetic character i.e., number or symbols
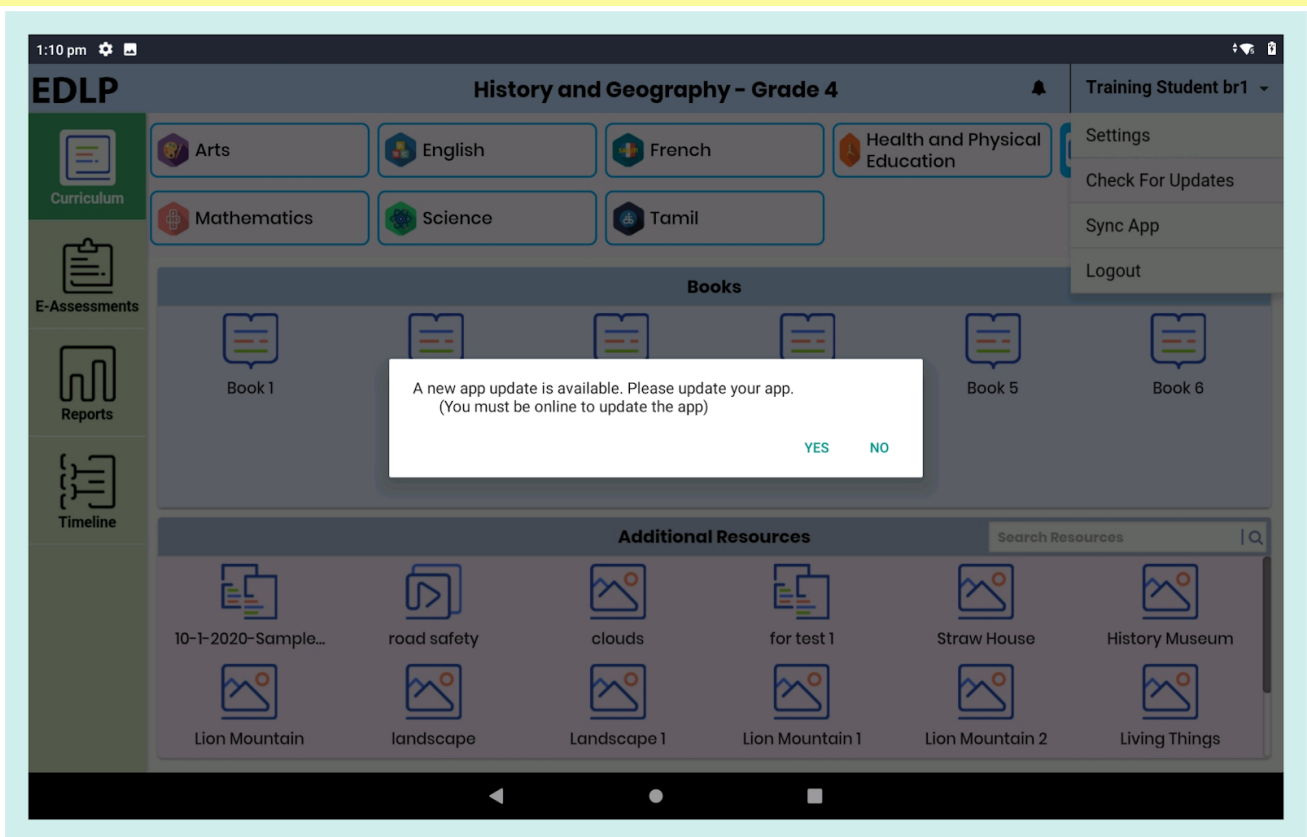
Check for Updates:

Updates the application with a new app. Click on check for updates it prompts a window "A new app update is available. Please update your app. (You must be online to update the app) "with Yes and No buttons. Here click on yes if you want to download the new app if not, click on No button.

NOTE:

1. The user should have an active Internet Connection with good speed to download the new updated application.

2. If there are no new updates in the app then it shows the message "Your app is up to date."

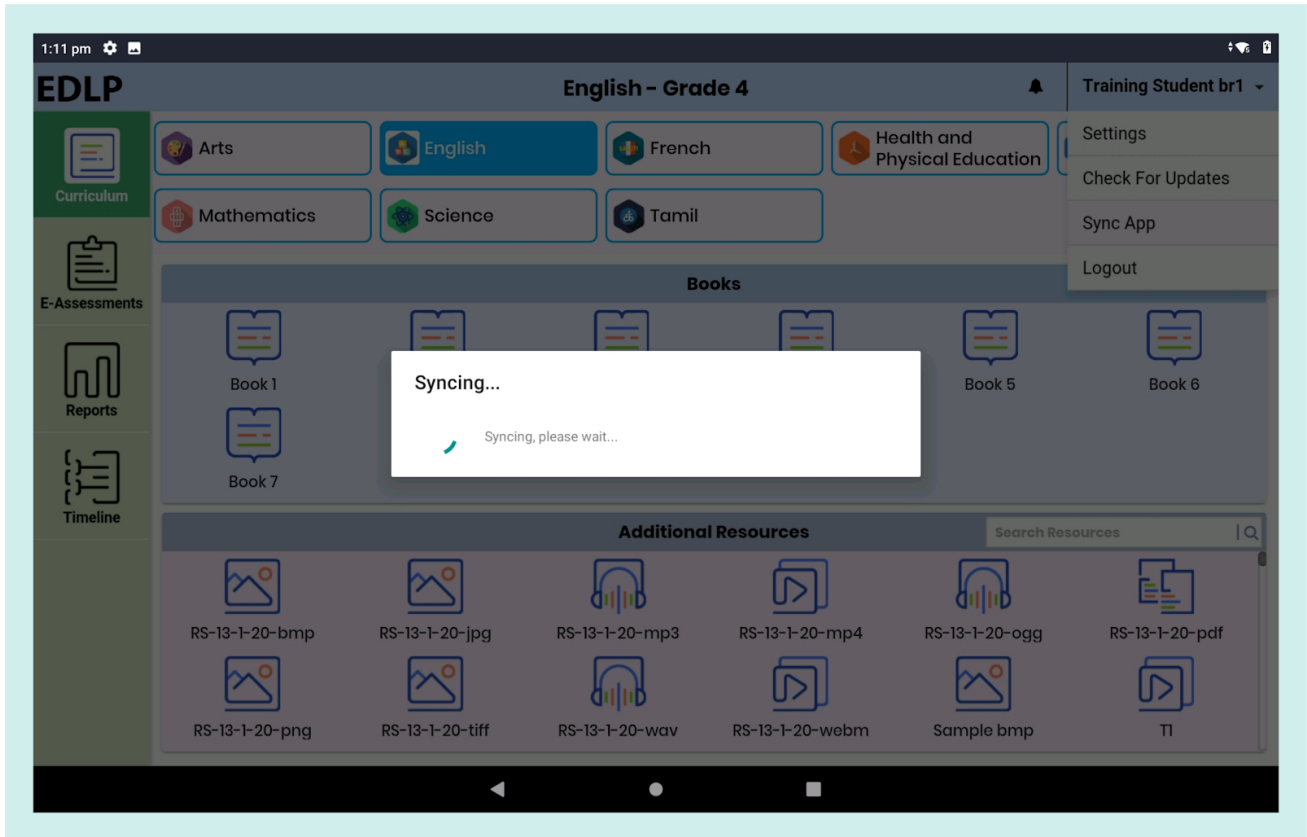3. If there is a poor internet connection then it shows the message "You must be online to check for updates"

Pic 47: Check for new updates

Sync App:

Refresh's the whole application.

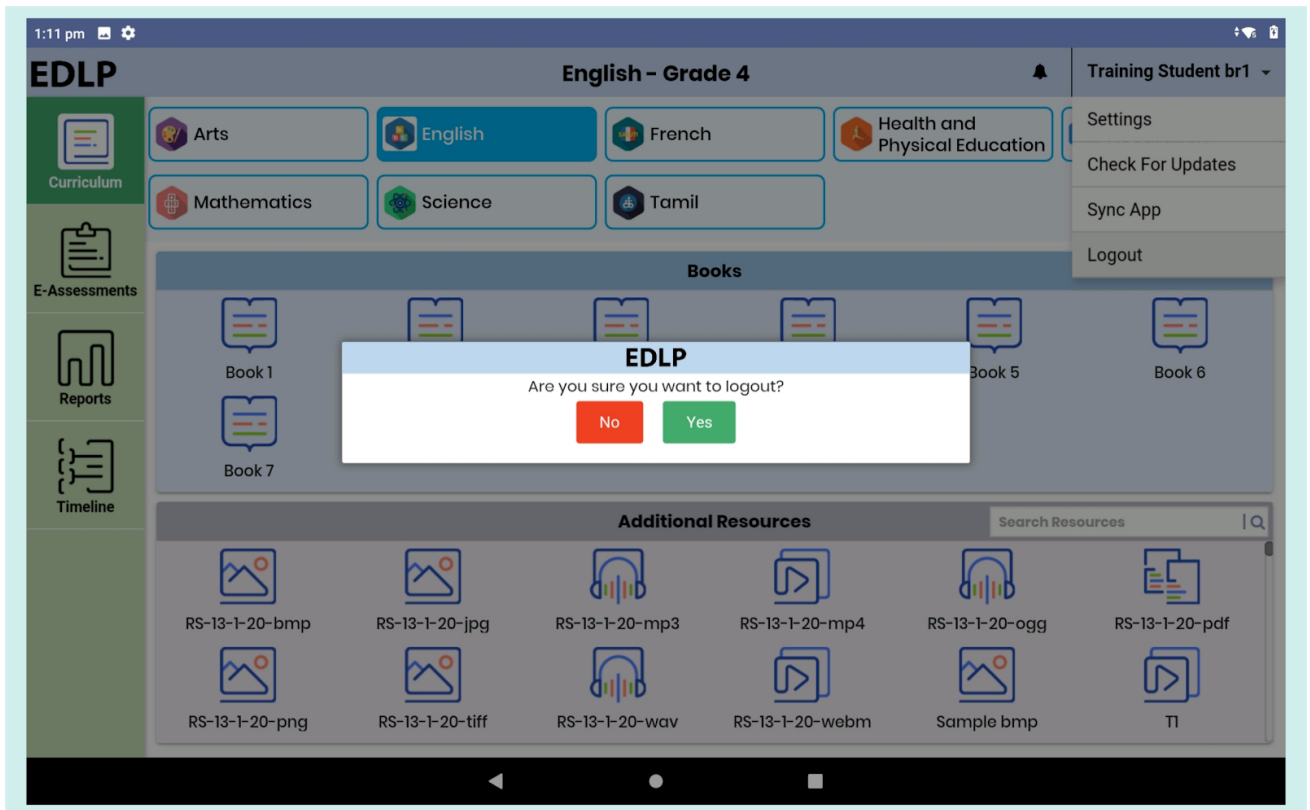Pic 48: Sync app

Logout:

Click on "Logout", and you will be prompted to confirm your action. "Yes" will log you out of the application and the screen will refresh to the login page, "No" will reset the application to the last accessed screen.
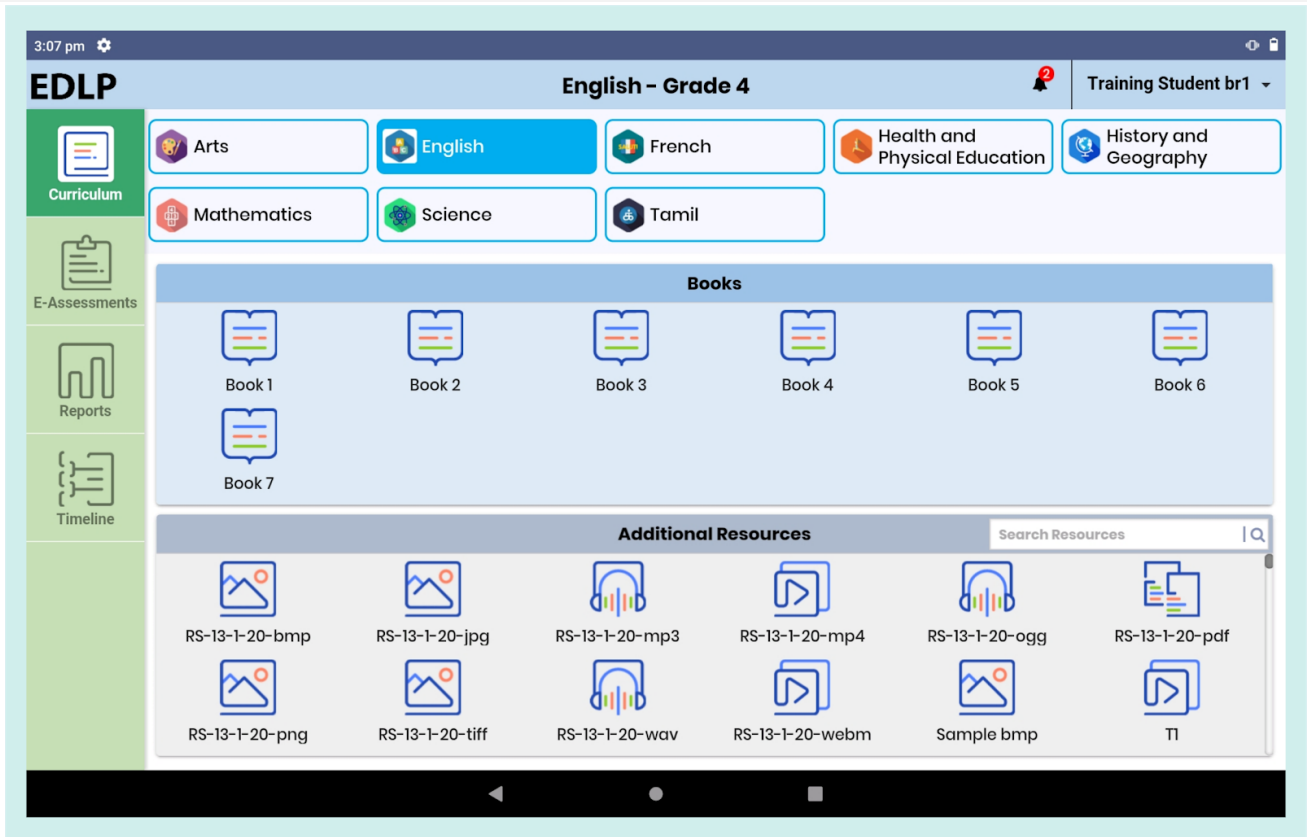
Pic 49: Logout page

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8. Offline

While in offline mode, only the curriculum module will be available for access, remaining other modules will be disabled and unavailable for access.

Pic 50: Offline mode

NOTE: If you click on a disabled module, an error message "Module is not available in offline" will be displayed.

That's All Folks!

EdCIL (INDIA) Limited
{A Mini Ratna Category-I CPSE Company}
EdCIL House, 18 A, Sector 16 –A, NOIDA, Uttar Pradesh – 201301 (INDIA)
Tel: 0120 – 4156001-6, Fax: 0091 120 2515372; Email: edcilsupport@edcil.co.in