ACADEMICS

INTRODUCTION

It is used to manage various academic activities for an institution like creating programs, courses and scheduling online or offline classes, conducting exams and creating question banks etc..

PREREQUISITIES

1. Create New Relgo Identity.(http://www.relgo.com)
2. Verify the Identity to generate Identity cast.
3. Register to Relgo Network Center with generated Identity cast.
4. Login to account with credentials (http://www.relgo.com/academics).
5. Login to elearning account

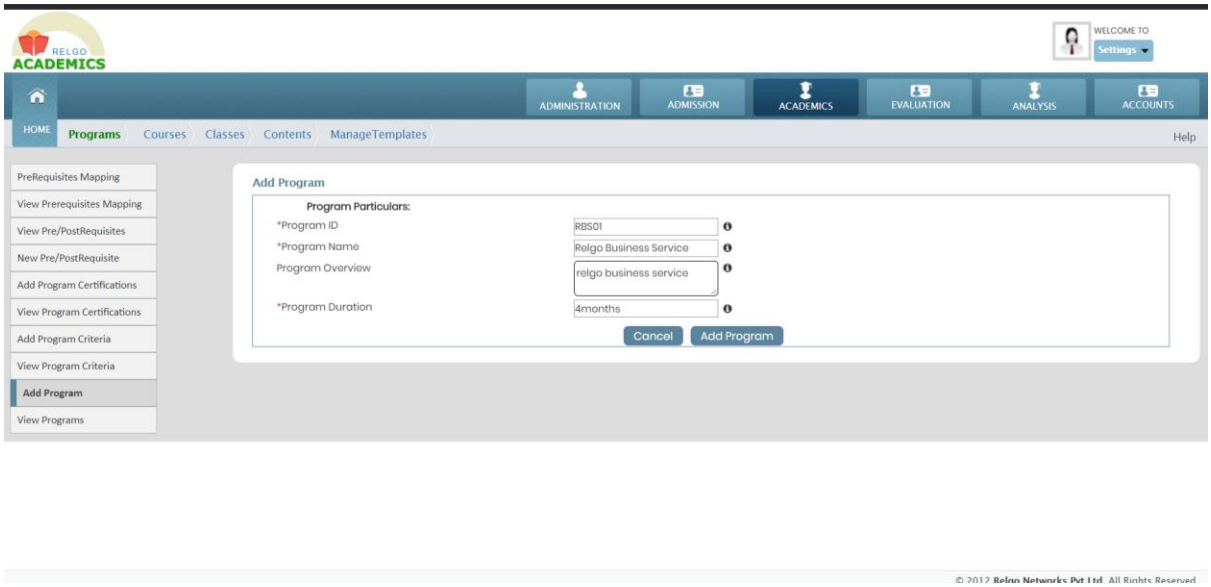
   (http://www.relgo.com/elearning/login.aspx).

PROCEDURE

ADD PROGRAM

- Programs were created to deliver learning activities of various sources and types in a structured manner.
- To add program, go to “Add program”, and fill the appropriate fields of program id, program name, program overview, program duration and then click on “Add program”.

Go to Academics →programs →Add program



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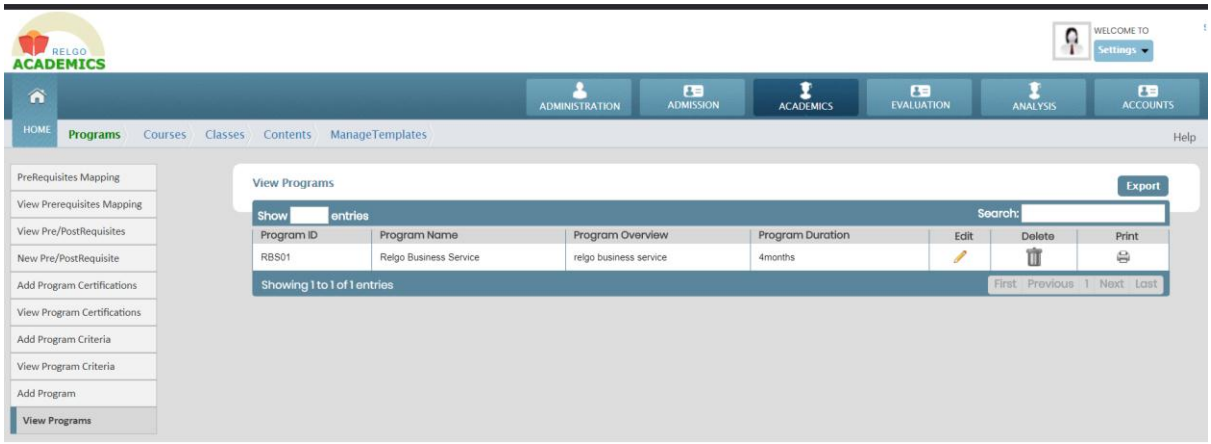
VIEW PROGRAM

- Go to “view program” to view the added program and in this we can use edit or delete options.

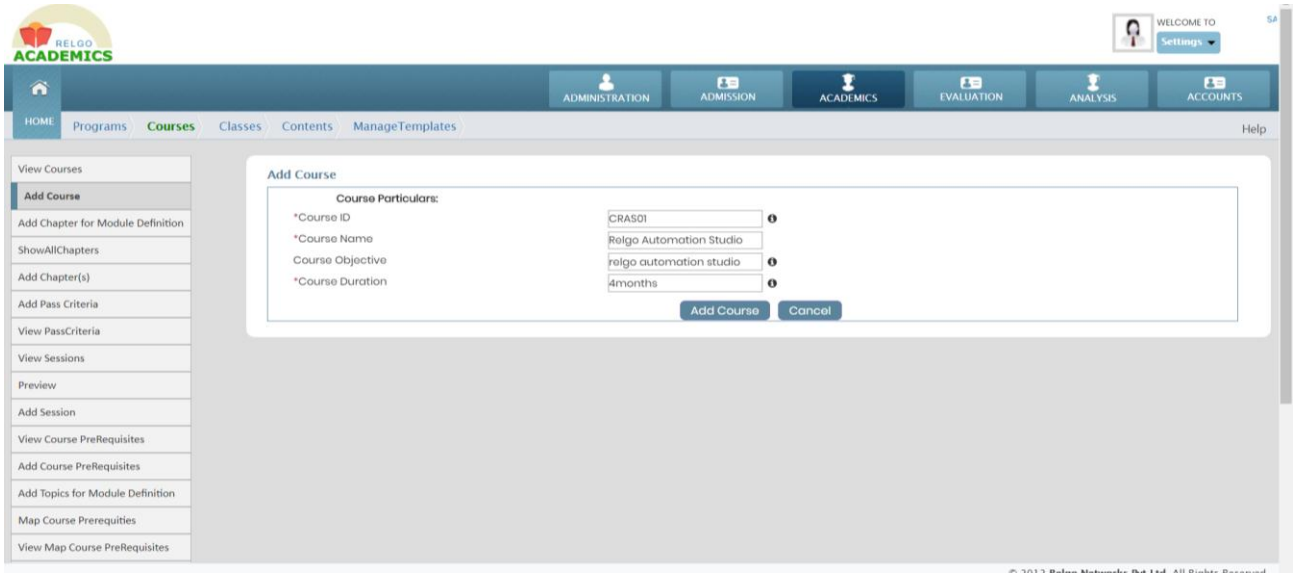
Go to Academics →programs →view programs



ADD COURSE

- Courses is defined as combination of chapters.
- Go to “Add Course” to add the course and fill the fields of course id, course name, course objective (description), course duration and then click on “Add course”. We can add any no of courses to that particular program.

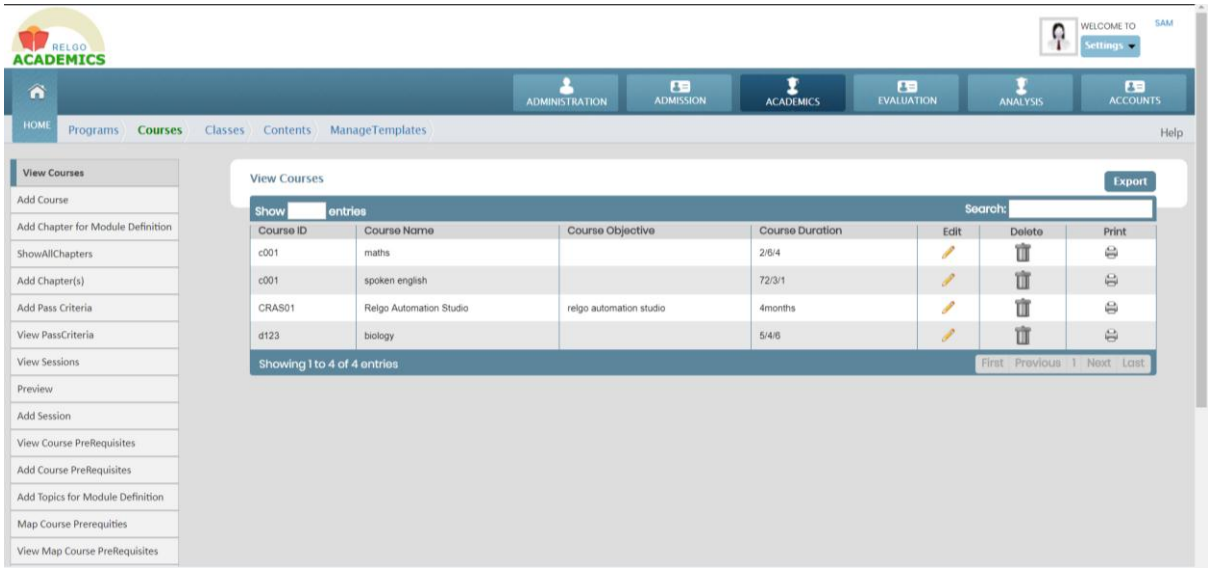
Go to Academics →Courses →add course



VIEW COURSE

- Go to “View Course” to view the course and in this we can use edit or delete options.

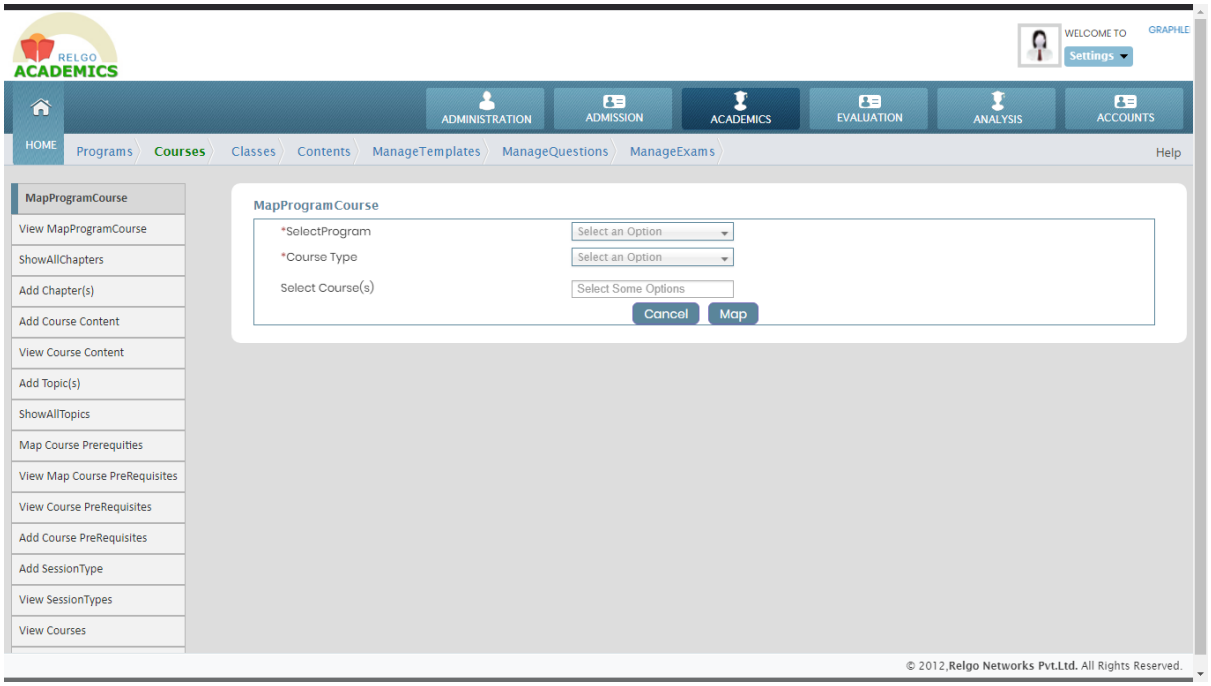
Go to Academics → Courses →View courses



MAP PROGRAM COURSE

- To map the course of related program, go to “map program course” and click on “map” button.

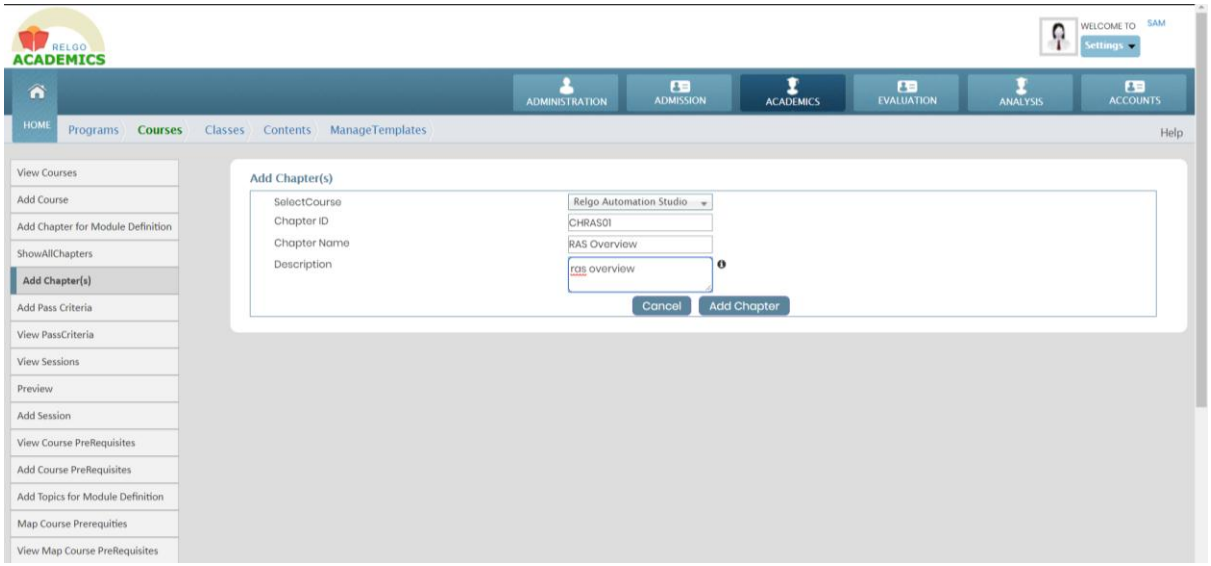
Go to Academics →Courses →Map program course



ADD CHAPTER

- It is used as a main division.
- To “Add chapter” go to “Add chapter”, select related course and fill the fields of chapter id, chapter name and description then click on “Add chapters”. We can add any no of chapters to that particular course.

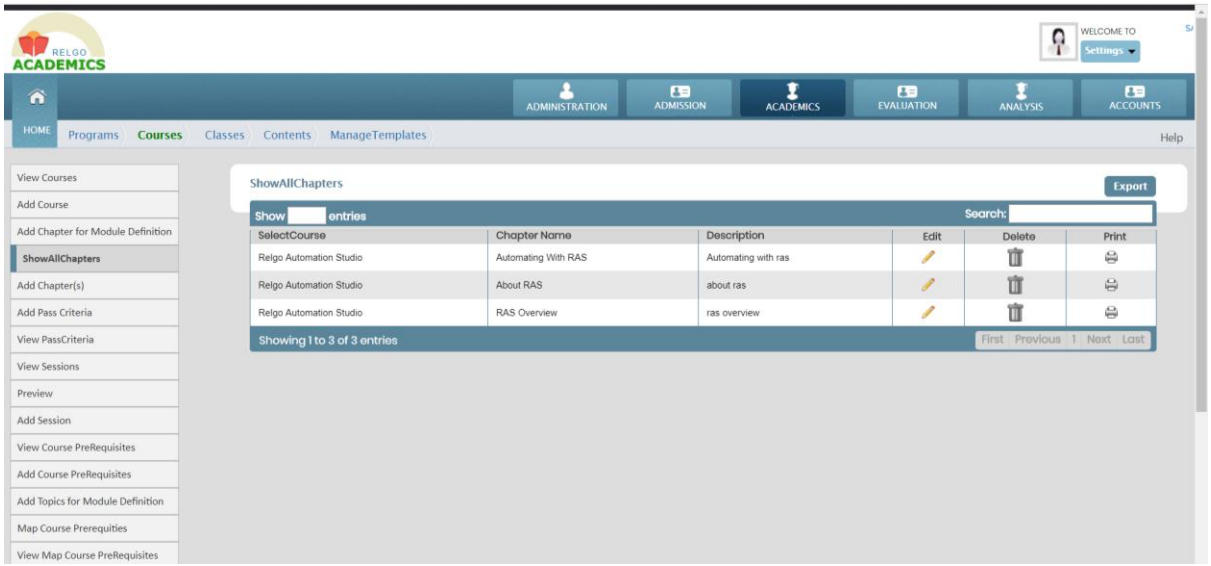
Go to Academics →Courses →Add chapters



SHOW ALL CHAPTERS

- Go to “Show all chapters” to view the added chapters and in this we can use edit or delete options.

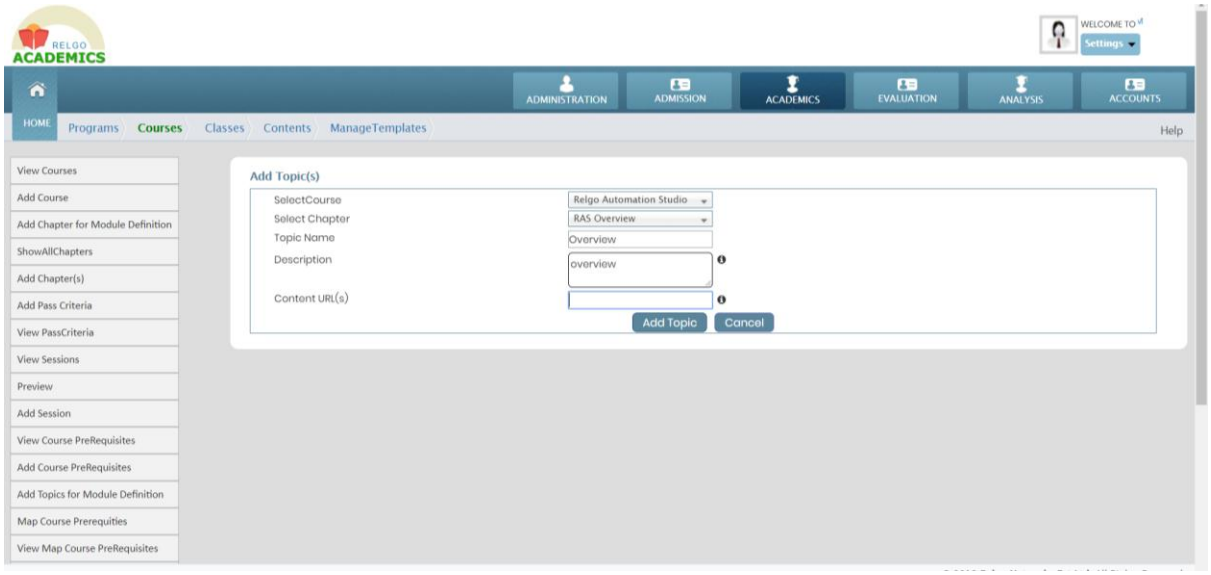
Go to Academics →Courses → show all chapters



ADD TOPIC

- It is used as a particular subject that you discuss or write about.
- Go to “Add Topic” to add topics to the related chapters, select related course and chapter and fill the fields of topic name, description and then click on “Add topic”.

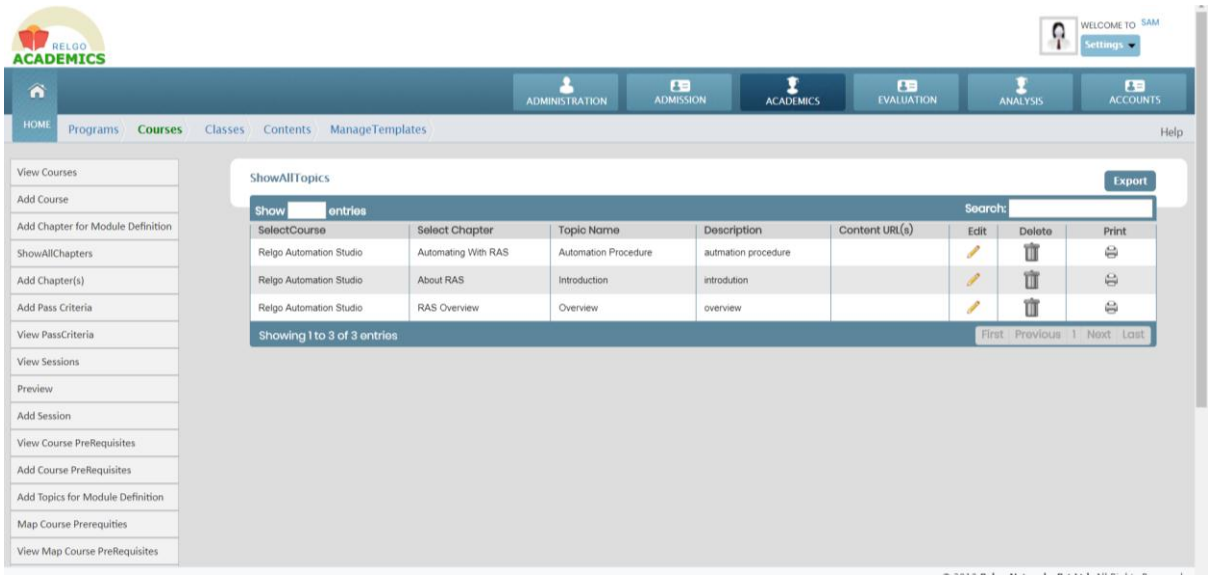
Go to Academics →Courses→Add Topics



SHOW ALL TOPICS

- Go to “Show all topics” to view the added topics and in this we can use edit or delete options.

Go to Academics → Courses → show all topics

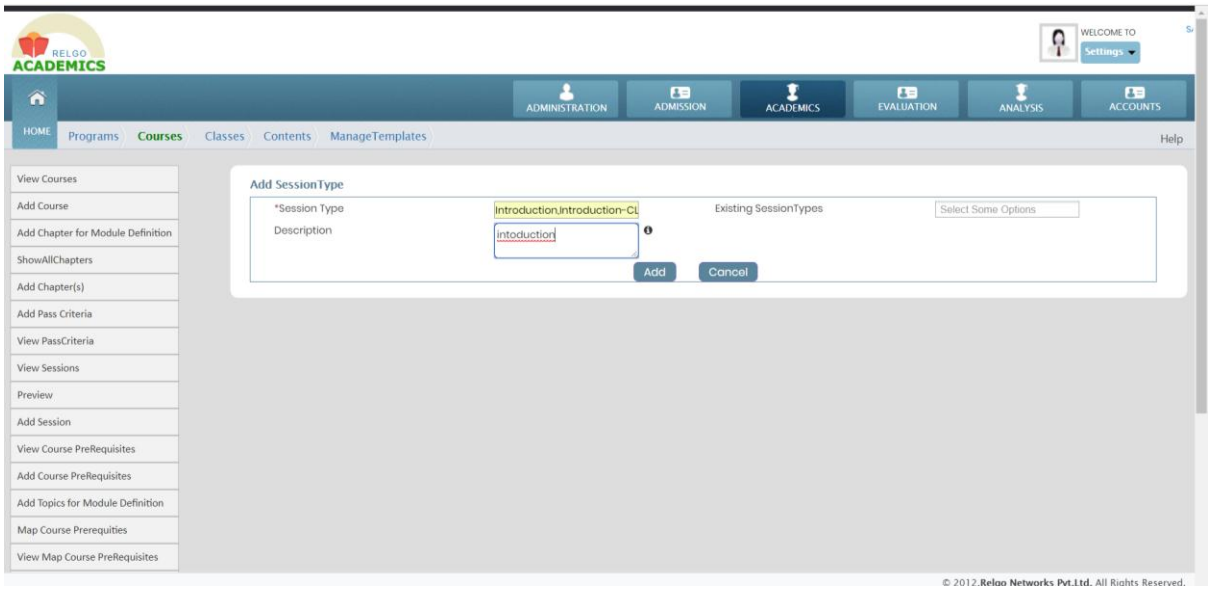


CLASS PUBLISHING

ADD SESSION TYPE

- We will have different methods to reach the content to the users. We have session types like Document, Audio, and Video
- Go to “Add session type” to add session type and fill the fields of session type and description and then click on “Add” button.

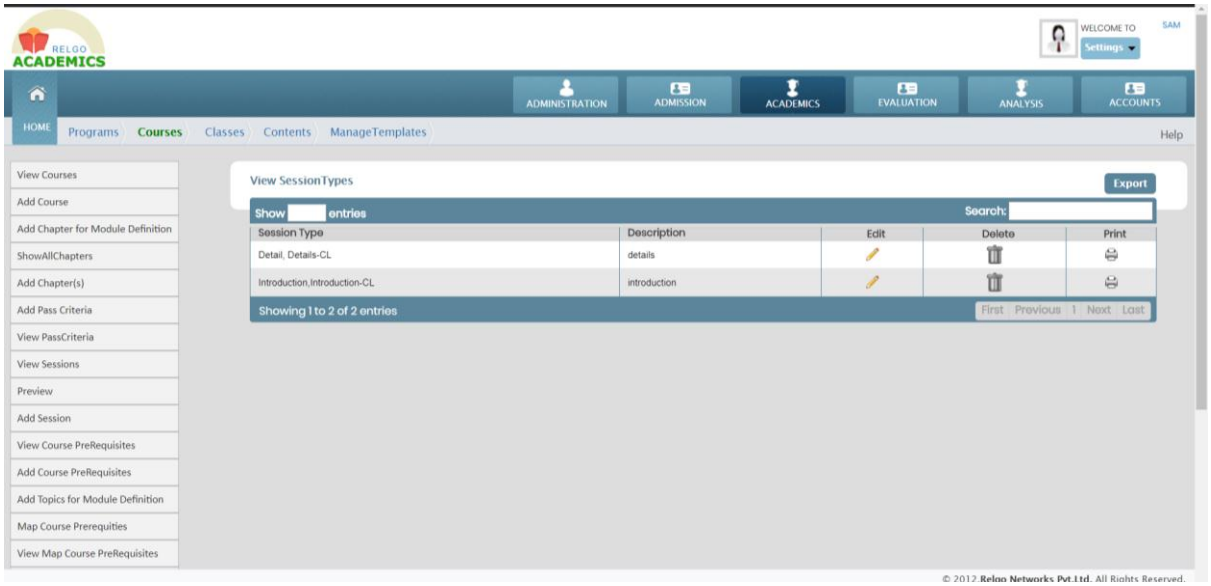
Go to Academics → Courses →Add session type



VIEW SESSION TYPES

- To view the added session types go to “view session type” and in this we can use edit or delete options.

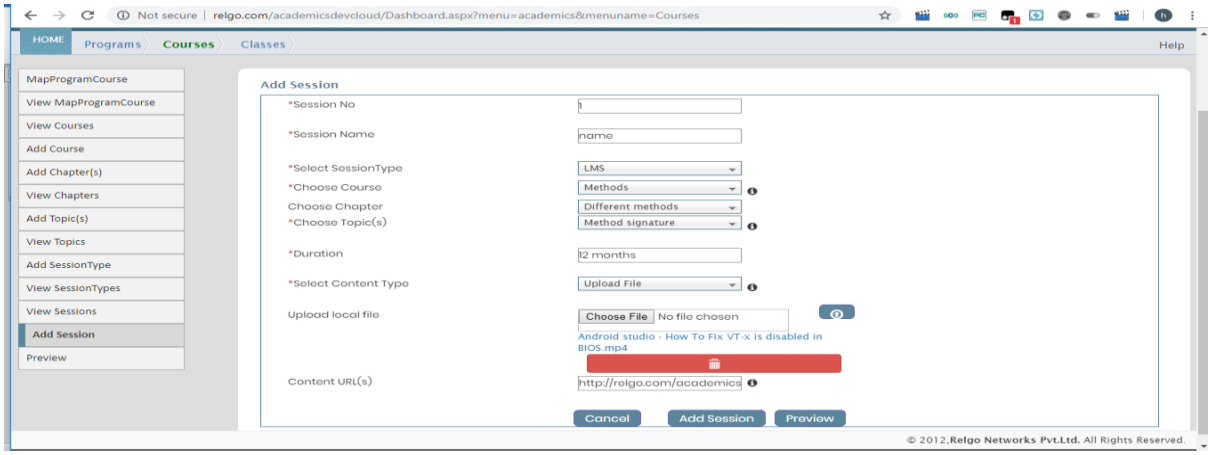
  Go to Academics → Courses →View session type



ADD SESSION

- A period of time that is used to do a particular activity.
- Go to “Add session” to add session no, session name and select class type, related session type, course, chapters and topics and provide duration of time and then select content type then upload local file from your local folder, then click on blue icon, you will get a link below, click on that it will take you to another tab, copy that URL and paste it on content URL then click on Add session, u may also preview what you have uploaded.

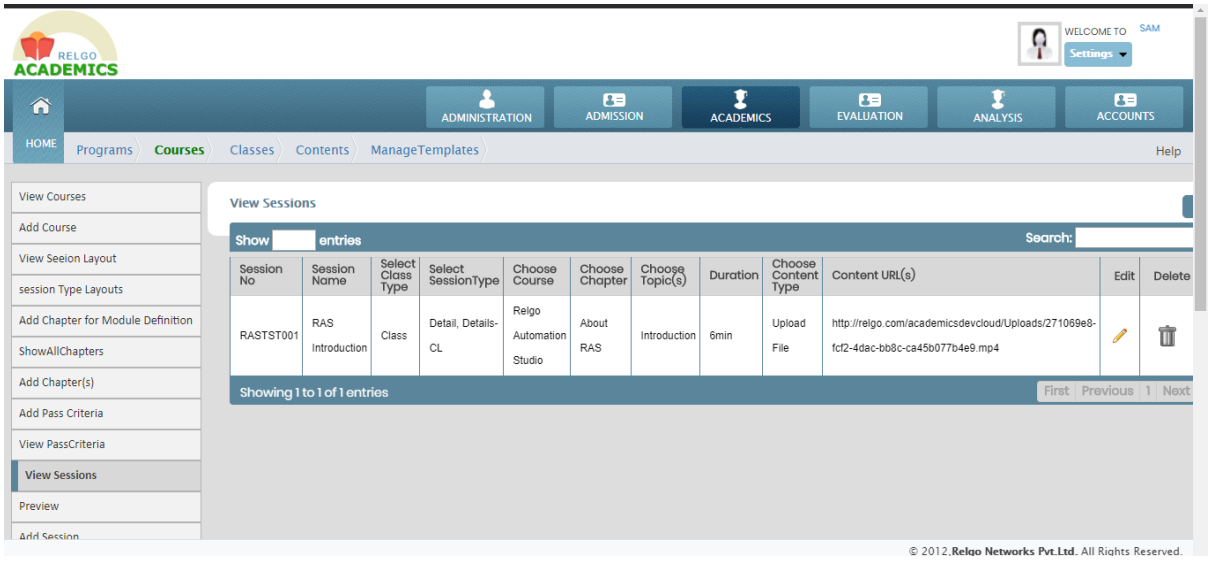
Go to Academics → Courses →Add session



VIEW SESSION

- Go to “view session” to view the added sessions and in this we can use edit and delete options.

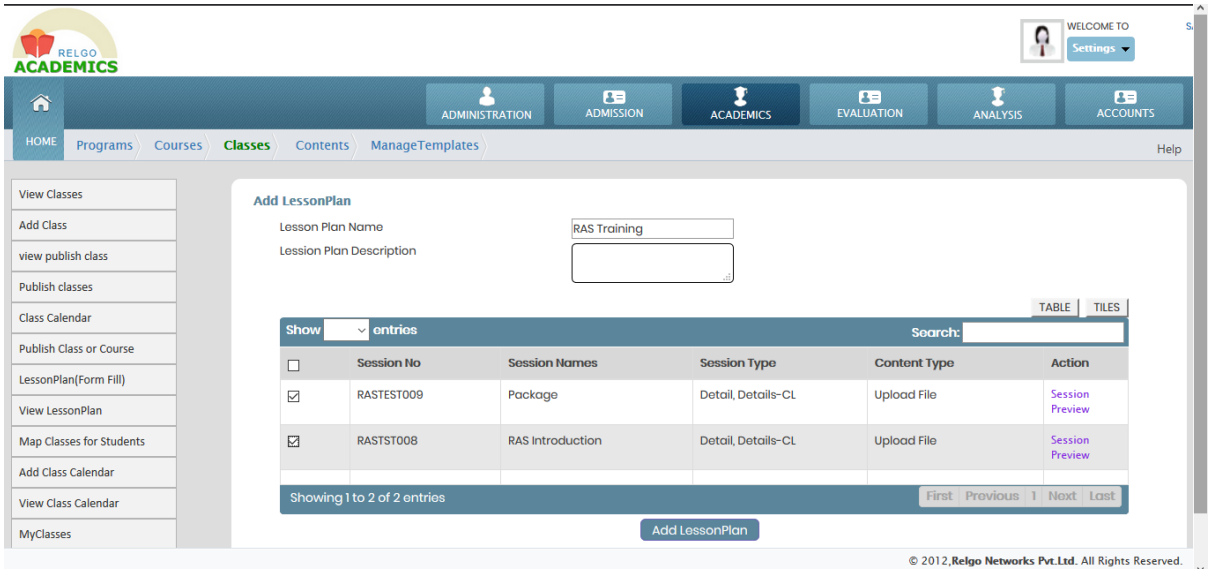
Go to Academics → Courses → View sessions



ADD LESSON PLAN

- It is used as a step-by-step guide which provides a structure for an essential learning.
- Go to “classes” to “Add lesson plan” and provide the fields of lesson plan name and description and then click on “add lesson plan”.

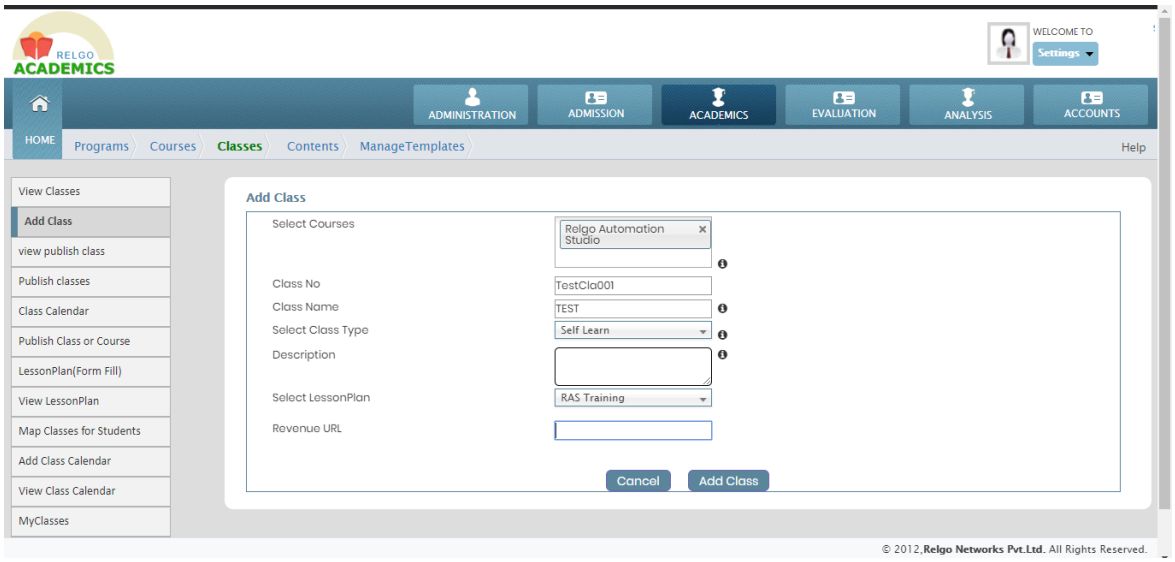
Go to Academics → Classes → Add lesson plan



ADD CLASS

- Go to “classes” to add class and select the related courses and provide the fields of class no, class name, class type and description to that class, select lesson plan for related session type, if class is paid then we have to give revenue URL otherwise no need to give and then click on” Add class”.

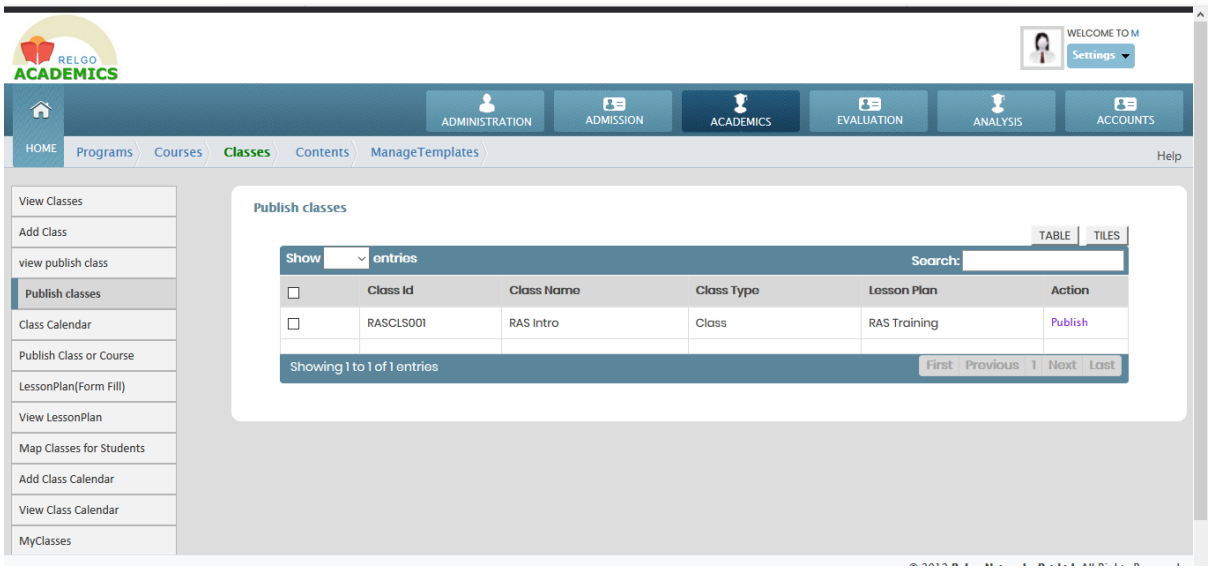
  Go to Academics → Classes → Add class



PUBLISH CLASS

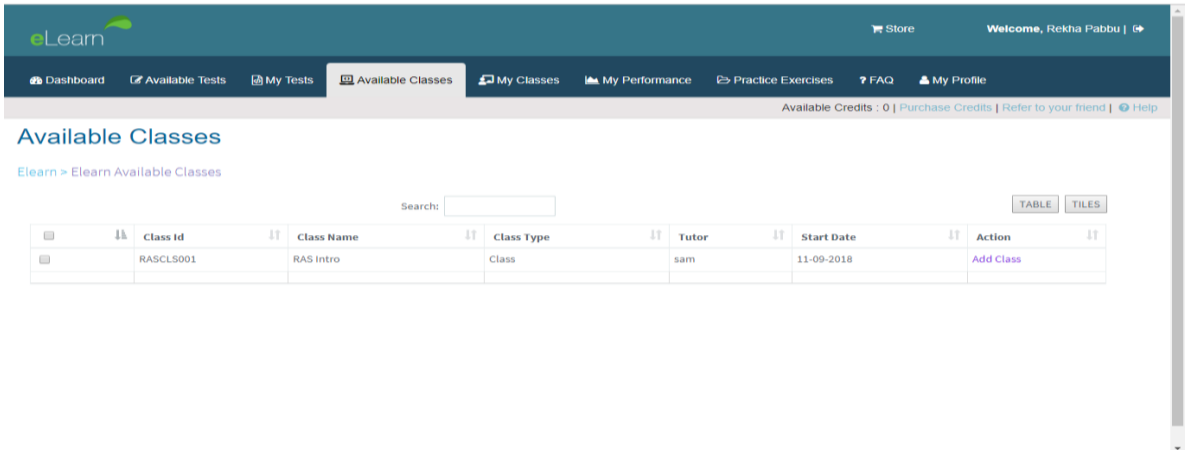
- Class Publishing is a platform where we can publish the classes in live environment for students to learn the courses.
- Go to “classes” to publish classes, when we click on publish classes the screen is shown below and click on publish, we can see the published classes in E-learning.

Go to Academics → classes → Publish class



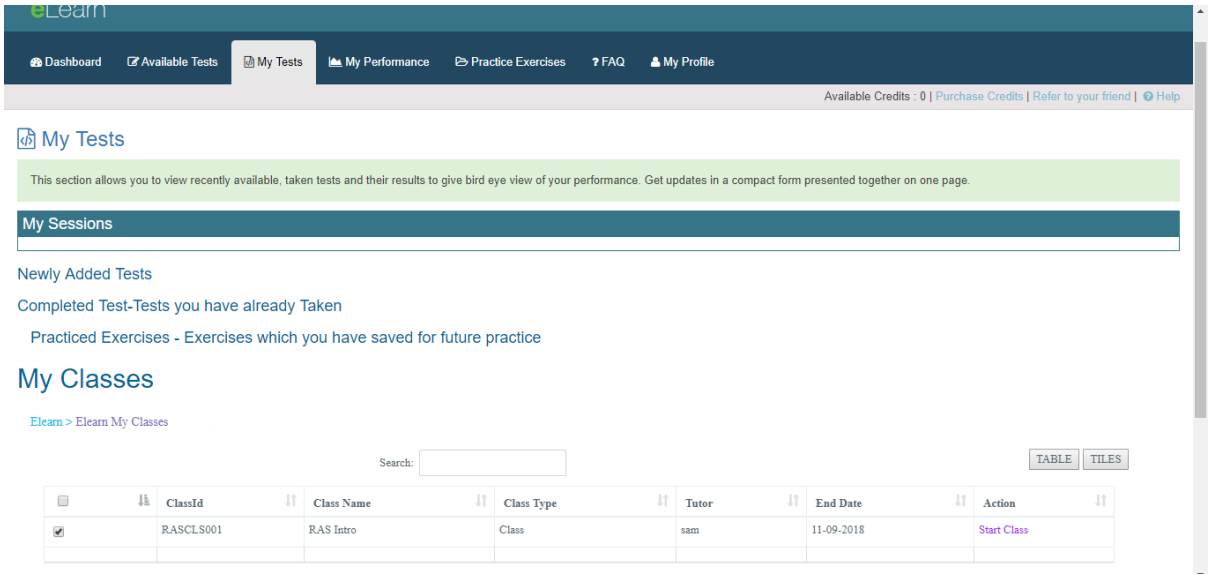
AVAILABLE CLASSES

- In ELearning Available classes published class will be shown.
- If we click on add class, it goes to my class as shown in below screen.



MY CLASSES

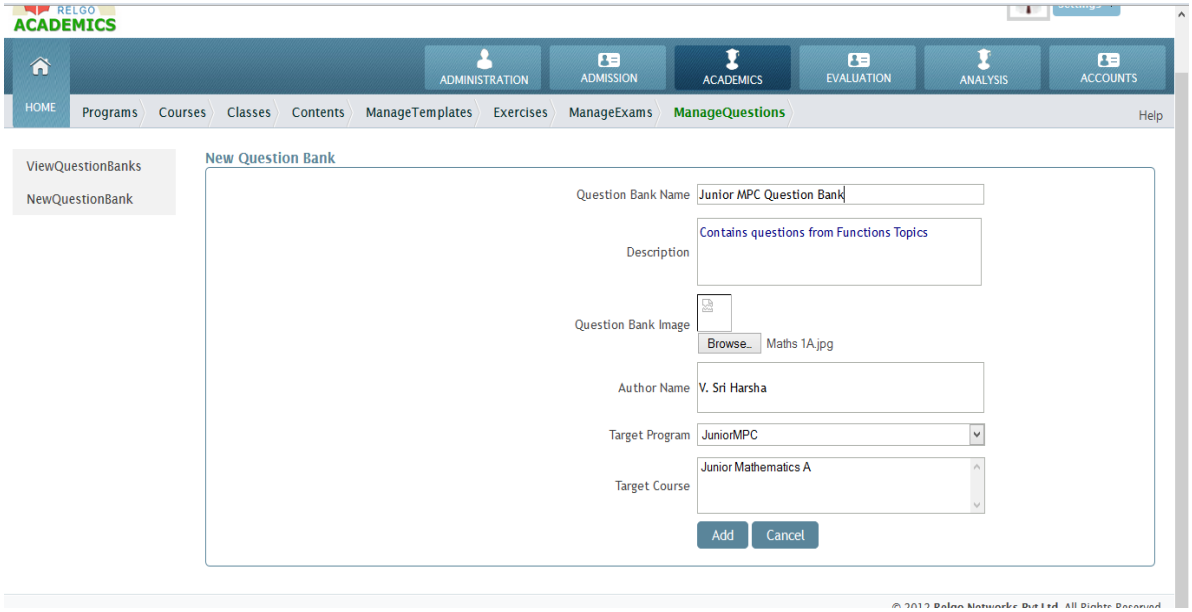
- Select the class and click on start class we get lesson plan and related sessions and in this we have only selected classes.



EXAM PUBLISHING

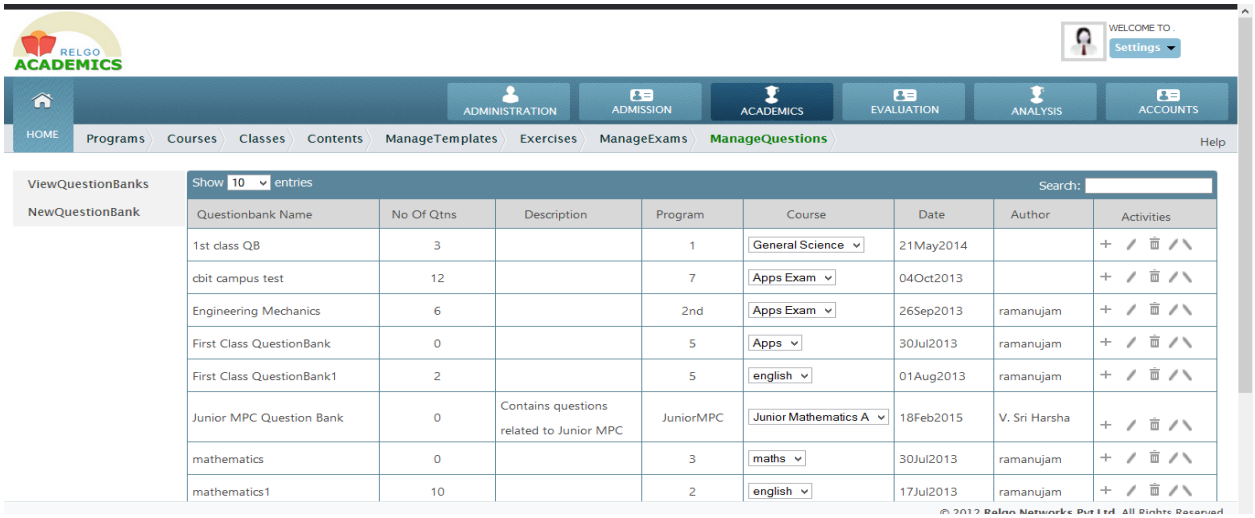
NEW QUESTION BANK

- If User wants to Publish Exam then user has to create Programs, Courses, Chapters and Topics which are explained in Publish Classes.
- Now you should create a new question bank from which the questions needed in the exam.
- In order to add a Question Bank
  Go to Academics -> Manage Questions->New Question Bank

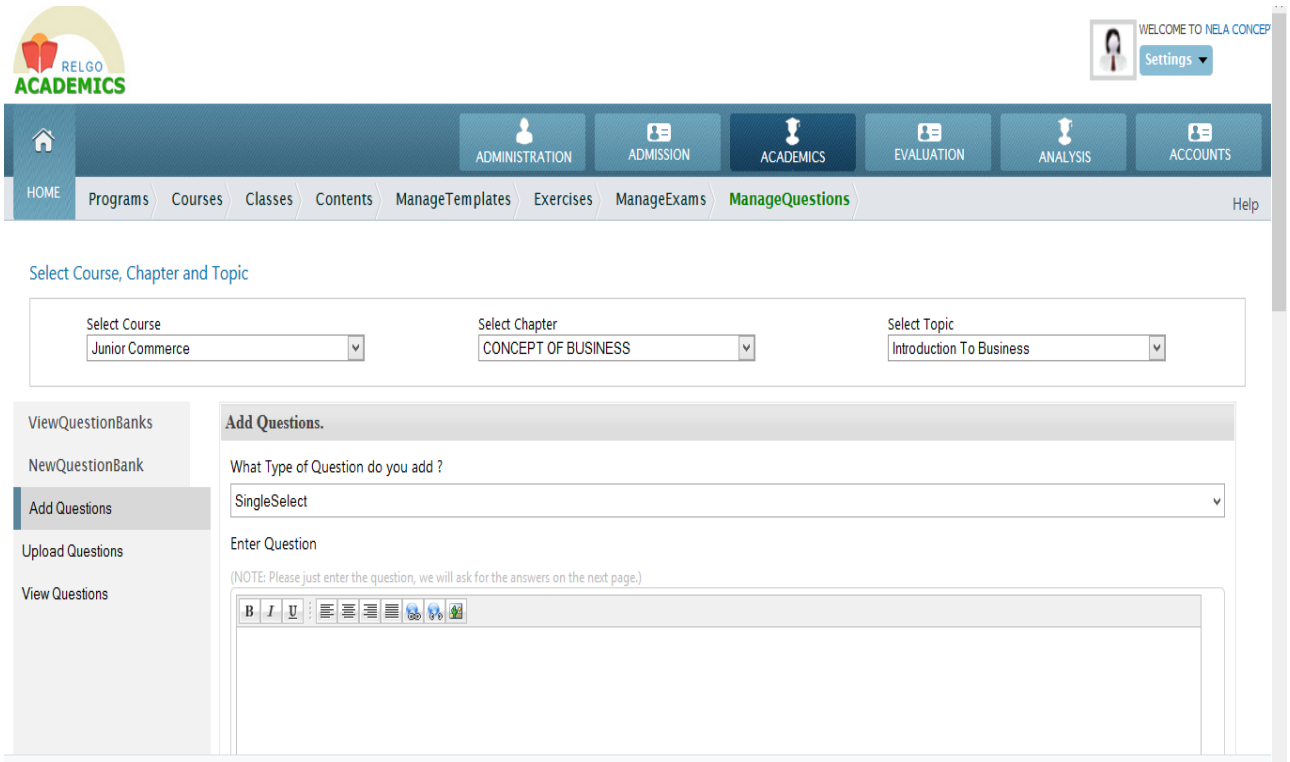


ADDING QUESTIONS TO THE QUESTION BANK

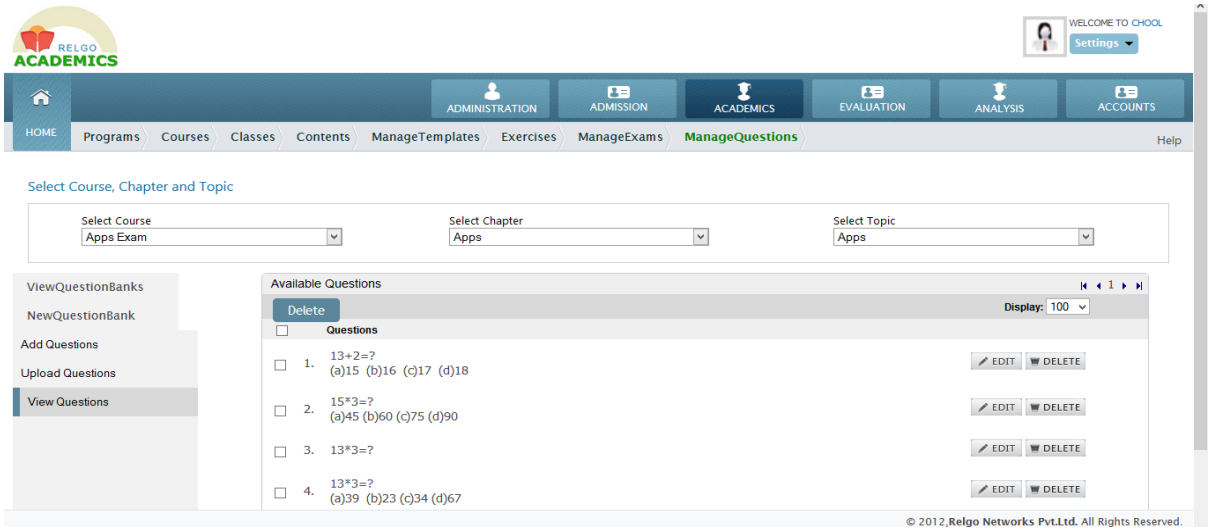
- In order to add the questions to the question bank
  Go to Academics →Manage Questions→view question bank



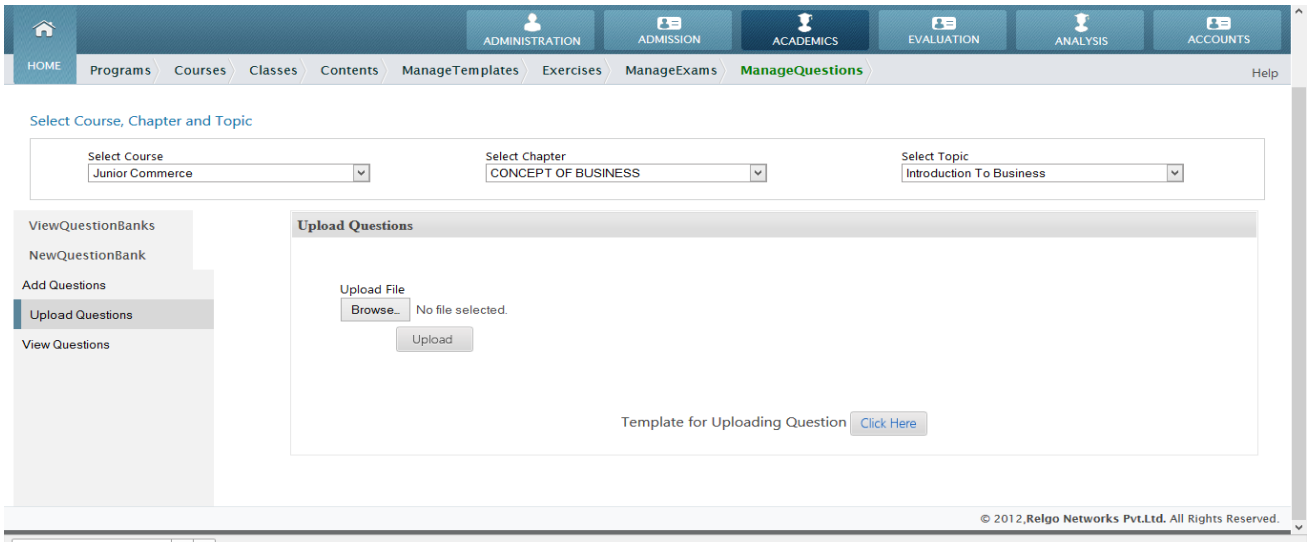
- Now here please click the [+] symbol located on the right end of the row of any question bank which you need
- Now select the appropriate course, chapter, topic and here there two ways of adding the questions to the question bank



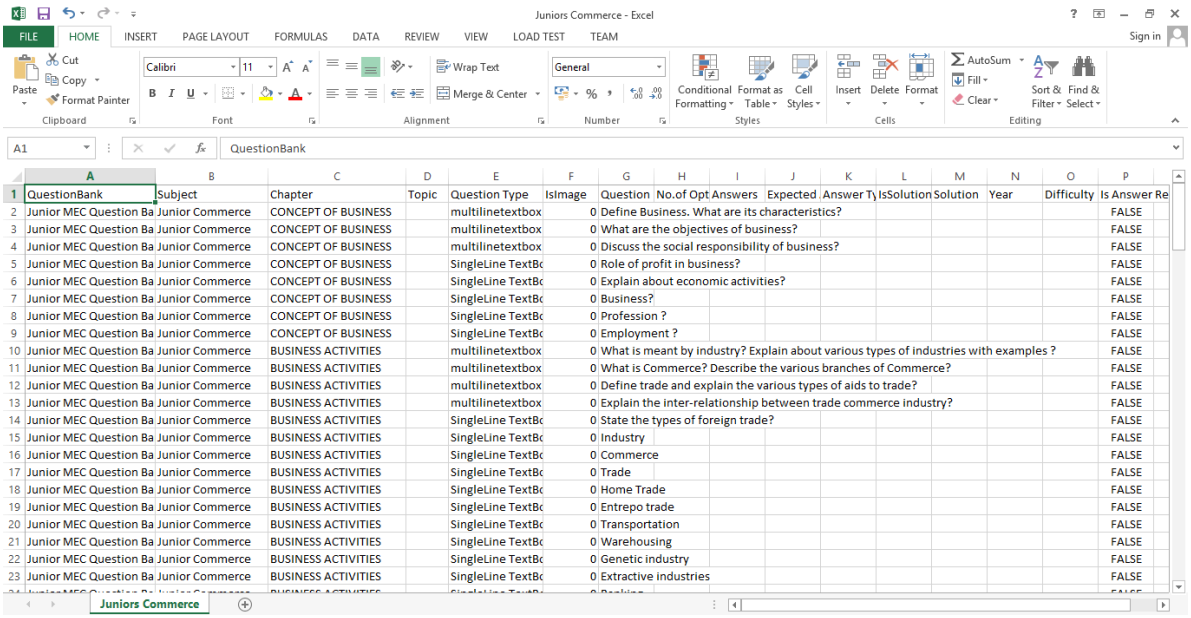
- Adding questions manually, by choosing the appropriate options manually.
- Here we can see added questions and also existing questions will display.



- Adding Questions Directly [Bulk]



- Here first download the “uploading questions” template by clicking the “click here” button provided
- After downloading that open the template and enter the questions as per the appropriate columns mentioned in the template and save it in [.CSV] format as shown below

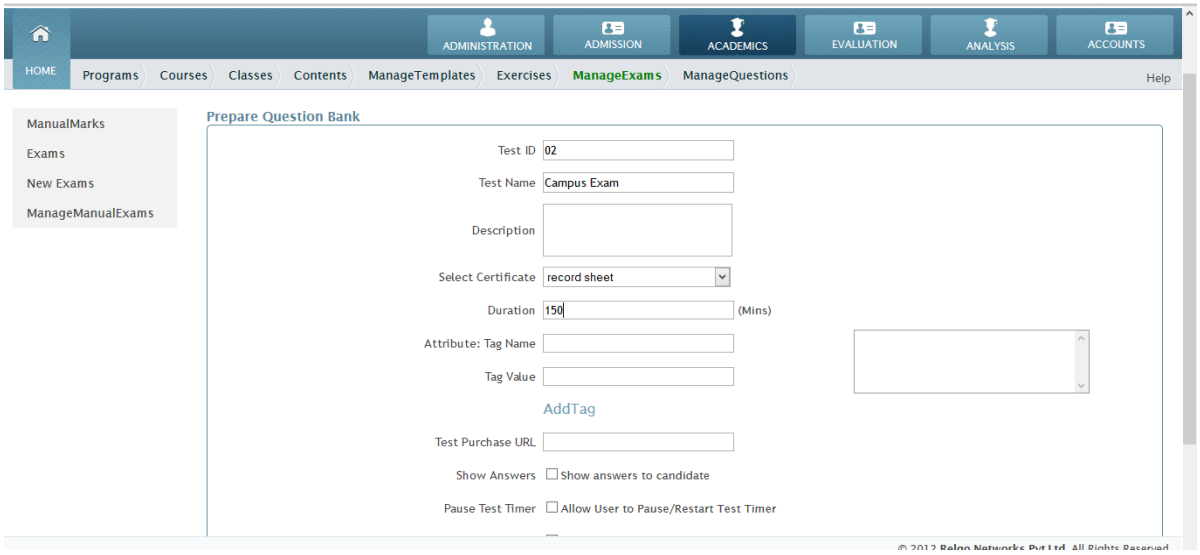


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	QuestionBank	Subject	Chapter	Topic	Question Type	IsImage	Question	No.of Opt	Answers	Expected	Answer Ty	IsSolution	Solution	Year	Difficulty	Is Answer Re
2	Junior MEC Question Ba	Junior Commerce	CONCEPT OF BUSINESS		multilinetextbox	0	Define Business. What are its characteristics?									FALSE
3	Junior MEC Question Ba	Junior Commerce	CONCEPT OF BUSINESS		multilinetextbox	0	What are the objectives of business?									FALSE
4	Junior MEC Question Ba	Junior Commerce	CONCEPT OF BUSINESS		multilinetextbox	0	Discuss the social responsibility of business?									FALSE
5	Junior MEC Question Ba	Junior Commerce	CONCEPT OF BUSINESS		SingleLine TextBc	0	Role of profit in business?									FALSE
6	Junior MEC Question Ba	Junior Commerce	CONCEPT OF BUSINESS		SingleLine TextBc	0	Explain about economic activities?									FALSE
7	Junior MEC Question Ba	Junior Commerce	CONCEPT OF BUSINESS		SingleLine TextBc	0	Business?									FALSE
8	Junior MEC Question Ba	Junior Commerce	CONCEPT OF BUSINESS		SingleLine TextBc	0	Profession ?									FALSE
9	Junior MEC Question Ba	Junior Commerce	CONCEPT OF BUSINESS		SingleLine TextBc	0	Employment ?									FALSE
10	Junior MEC Question Ba	Junior Commerce	BUSINESS ACTIVITIES		multilinetextbox	0	What is meant by industry? Explain about various types of industries with examples ?									FALSE
11	Junior MEC Question Ba	Junior Commerce	BUSINESS ACTIVITIES		multilinetextbox	0	What is Commerce? Describe the various branches of Commerce?									FALSE
12	Junior MEC Question Ba	Junior Commerce	BUSINESS ACTIVITIES		multilinetextbox	0	Define trade and explain the various types of aids to trade?									FALSE
13	Junior MEC Question Ba	Junior Commerce	BUSINESS ACTIVITIES		multilinetextbox	0	Explain the inter-relationship between trade commerce industry?									FALSE
14	Junior MEC Question Ba	Junior Commerce	BUSINESS ACTIVITIES		SingleLine TextBc	0	State the types of foreign trade?									FALSE
15	Junior MEC Question Ba	Junior Commerce	BUSINESS ACTIVITIES		SingleLine TextBc	0	Industry									FALSE
16	Junior MEC Question Ba	Junior Commerce	BUSINESS ACTIVITIES		SingleLine TextBc	0	Commerce									FALSE
17	Junior MEC Question Ba	Junior Commerce	BUSINESS ACTIVITIES		SingleLine TextBc	0	Trade									FALSE
18	Junior MEC Question Ba	Junior Commerce	BUSINESS ACTIVITIES		SingleLine TextBc	0	Home Trade									FALSE
19	Junior MEC Question Ba	Junior Commerce	BUSINESS ACTIVITIES		SingleLine TextBc	0	Entrepo trade									FALSE
20	Junior MEC Question Ba	Junior Commerce	BUSINESS ACTIVITIES		SingleLine TextBc	0	Transportation									FALSE
21	Junior MEC Question Ba	Junior Commerce	BUSINESS ACTIVITIES		SingleLine TextBc	0	Warehousing									FALSE
22	Junior MEC Question Ba	Junior Commerce	BUSINESS ACTIVITIES		SingleLine TextBc	0	Genetic industry									FALSE
23	Junior MEC Question Ba	Junior Commerce	BUSINESS ACTIVITIES		SingleLine TextBc	0	Extractive industries									FALSE

- Now after saving the file, select the browse button to select the saved file
- Now select the file and click on “upload button” to upload the file
- After this the questions will be uploaded to the question bank.
- In view questions, added questions will be shown.
- On clicking that, the questions will be displayed as follows

NEW EXAM

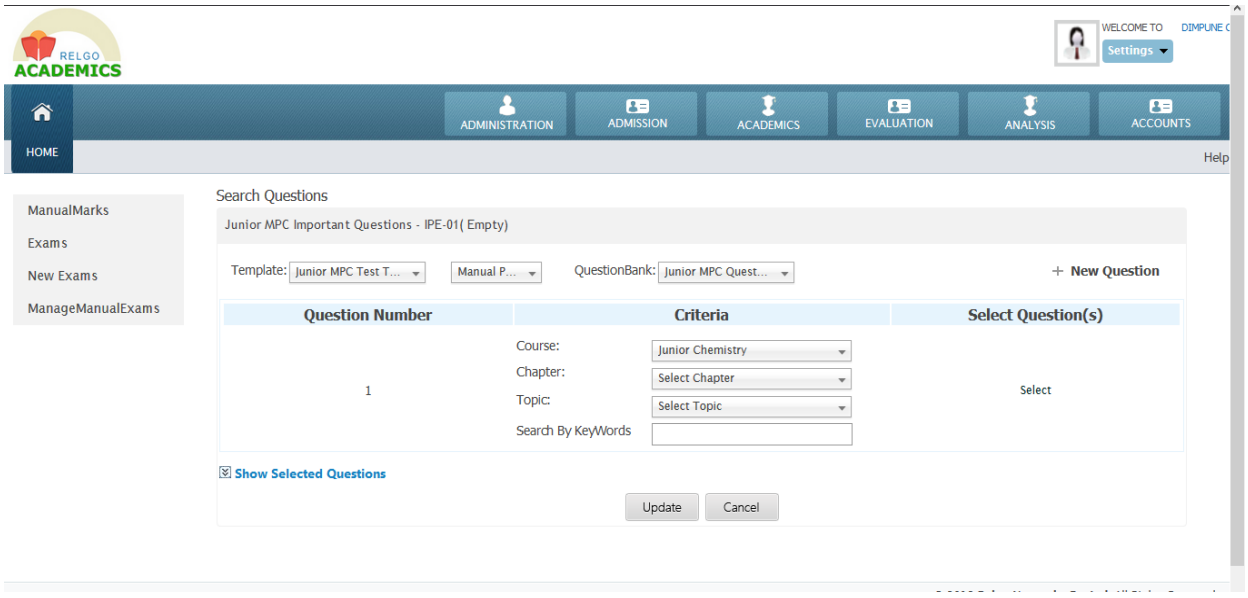
- In order to create or add a new exam
  Go to Academics→ Manage Exams→New Exam



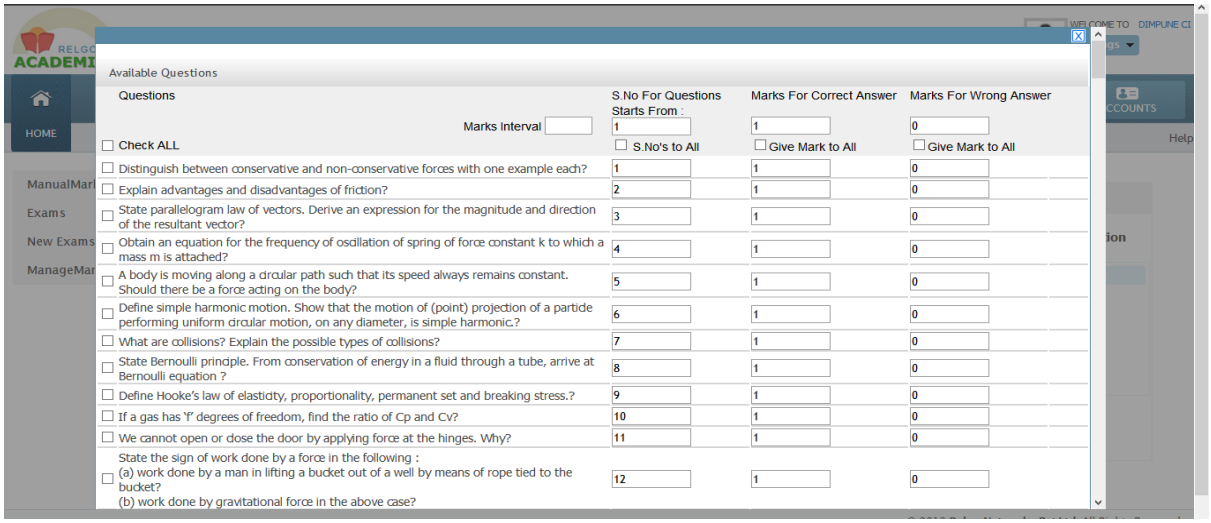
ADDING QUESTIONS TO THE CREATED EXAM

- In View Exam added Exam name should be displayed

- Now in order to add the questions click on the [+] symbol provided in the actions column in the right.
- On clicking that symbol you will get a screen as shown below.



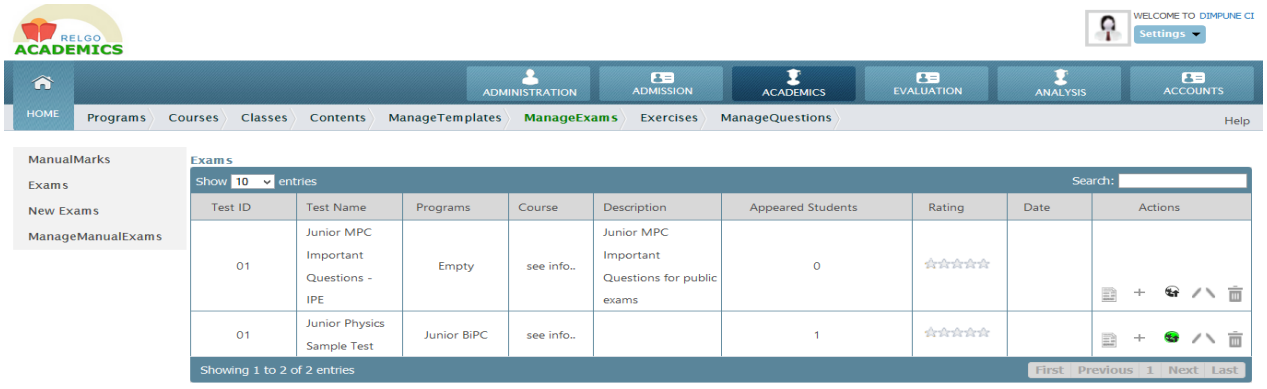
- Select the template name, question picking [manual or automatic], then select the question bank from which you want the questions.
- Now select the course, chapter and topic if needed and click on the “select” option which is provided on the right side of these criteria options, then a popup window will be opened as shown



- Now from the list select the list of questions by defining the marks
- Then scroll down in the popup, and click on the add questions button.

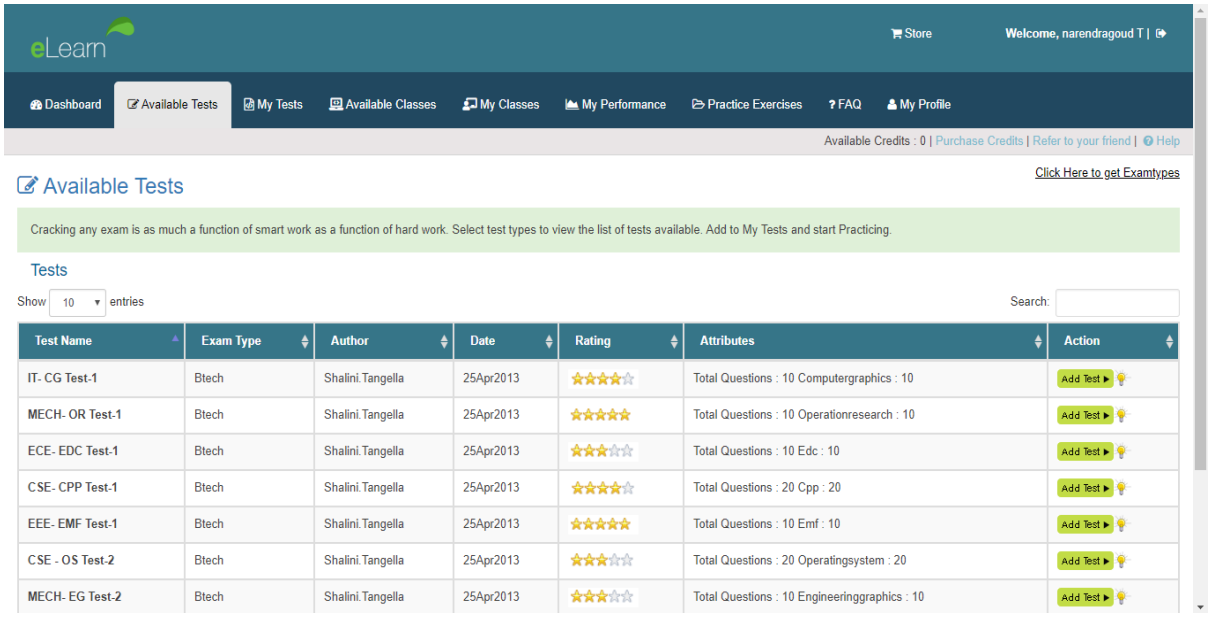
PUBLISH EXAM

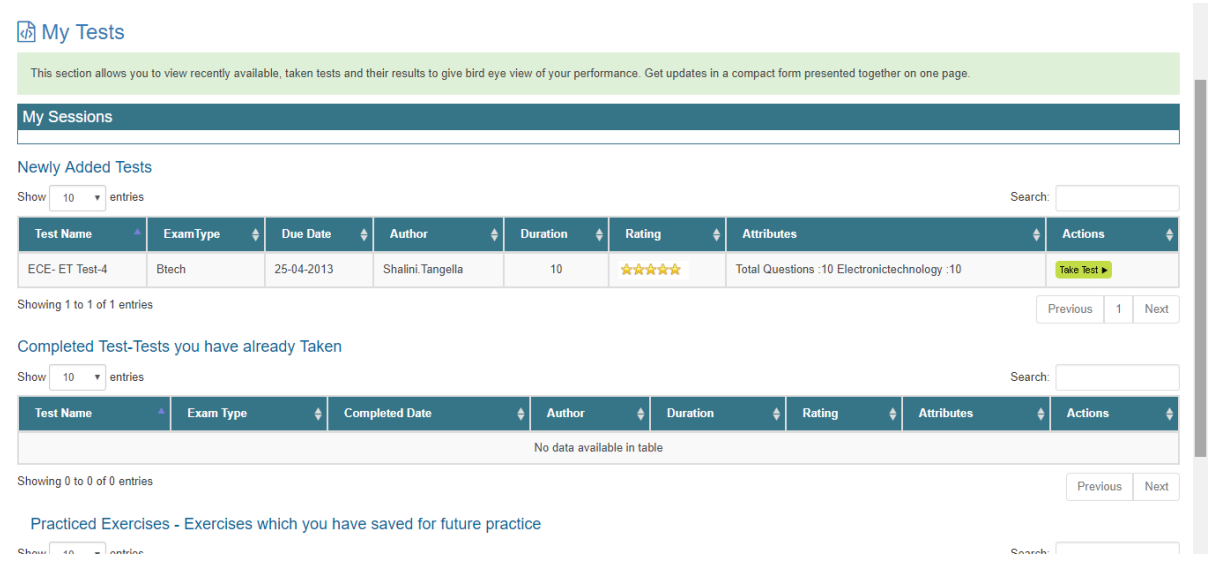
- After adding Exams click on “Globe symbol” to publish the Exam



AVAILABLE TEST

- In ELearning, Available Tests will be shown.
- If we click on add Test, it goes to My Test as shown in below screen.



MY TEST

- Select the test and click on start test and write the Exams