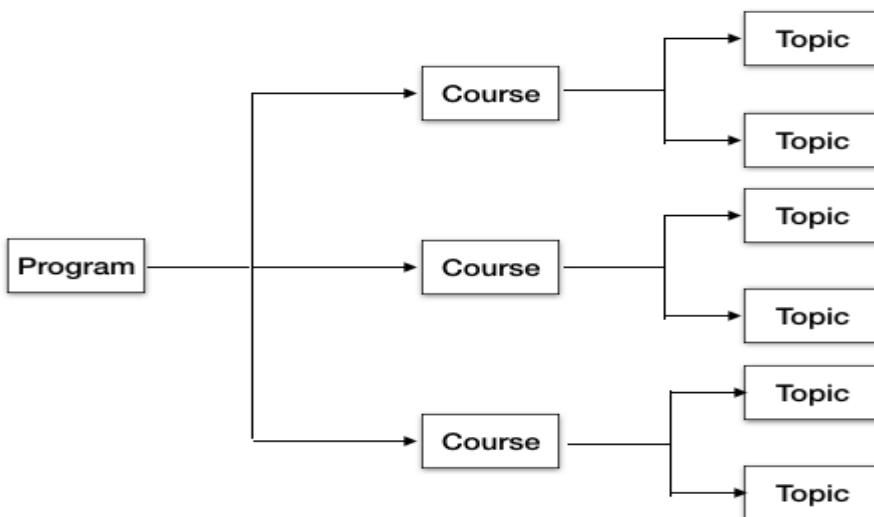


# Course Management

## Course

**A course can be considered as a subject or a part of an educational program which is to be taught for a term.**

For example, if for a particular term, Economics Major is a program taught in the institute, then Mathematical Methods for Economics would be a Course covered under the program.



A course will have a set of topics that are to be covered under its scope.

To access the course list, go to:

Home > Education > Masters > Course

## 1. Prerequisites

Before creating a course, it is advised to create:

1. Department
2. Topics

## 2. How to create a course

1. Go to Course List and click on New.
2. Enter the Course Name.
3. Select the Department under which this course is being made.
4. Add the Topics. You can also create the topics from here itself.
5. Add the Description for the course.
6. Save.

Core ECONOMICS

Comments 0

Assigned To

Attachments Screenshot 2020-01-...

Tags

Reviews

Shared With

Economics Core Course IV

Department

Economics - ESA

PORTAL SETTINGS

	Topic	Topic Name
<input type="checkbox"/>	1 Differential equations	Differential equations
<input type="checkbox"/>	2 Linear Algebra	Linear Algebra
<input type="checkbox"/>	3 Functions of several real variables	Functions of several real variables
<input type="checkbox"/>	4 Multi-variable optimization	Multi-variable optimization

Add Row

Description

This course is the second part of a compulsory two-course sequence. This part is to be taught in Semester II following the first part in Semester I. The objective of this sequence is to transmit the body of basic mathematics that enables the study of economic theory at the undergraduate level, specifically the courses on microeconomic theory, macroeconomic theory, statistics and econometrics set out in this Syllabus. In this course, particular economic models are not the ends, but the means for illustrating the method of applying mathematical techniques to economic theory in general. The level of sophistication at which the material is to be taught is indicated by the contents of the prescribed textbook.

Save

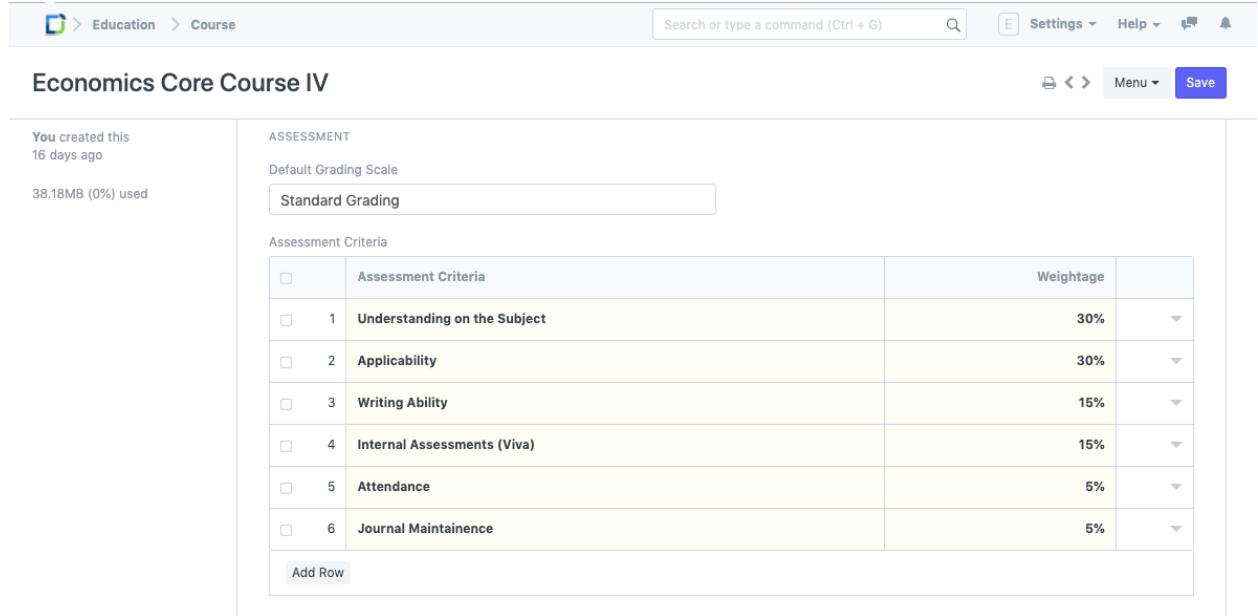
## 3. Features

### 3.1. Assessment

For every new Course a User can have a New Assessment setting where in they can define the criteria based on which the students will be assessed for the course.

1. **Default Grading Scale:** A default Grading Scale can be set up for the course, wherein you can define what would be the achievement level of the student based on the scores they earn for a course.

2. **Assessment Criteria:** You can define the Assessment Criteria for this course wherein based on the different parameters of assessment, the student's understanding of the subject would be assessed.



The screenshot shows the 'Economics Core Course IV' configuration page. On the left, a sidebar displays 'You created this 16 days ago' and '38.18MB (0%) used'. The main area is titled 'ASSESSMENT' and includes a 'Default Grading Scale' section with 'Standard Grading' selected. Below this is an 'Assessment Criteria' table:

	Assessment Criteria	Weightage	
<input type="checkbox"/>	1 Understanding on the Subject	30%	▼
<input type="checkbox"/>	2 Applicability	30%	▼
<input type="checkbox"/>	3 Writing Ability	15%	▼
<input type="checkbox"/>	4 Internal Assessments (Viva)	15%	▼
<input type="checkbox"/>	5 Attendance	5%	▼
<input type="checkbox"/>	6 Journal Maintenance	5%	▼

At the bottom of the table, there is a 'Add Row' button.

## 4. More Actions

Once the course has been created, the following documents can be created from the course, which will later be linked to the course.

1. Program
2. Student Group
3. Course Schedule
4. Assessment Plan

## Course Schedule

**Course Schedule can be used for scheduling a particular course by an Instructor.**

Using this feature, a time table or an itinerary can be created in the Institute, wherein each slot will be scheduled via Course schedule.

To access Course schedule, go to:

## 1. Prerequisites

Before creating a Course Schedule, it is advised that you create the following first:

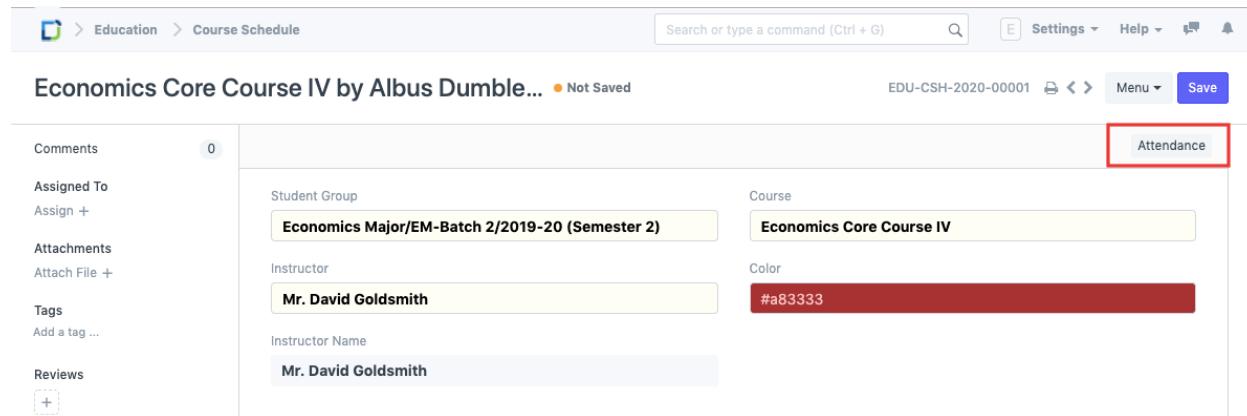
1. Student Group
2. Instructor
3. Course
4. Program
5. Room

## 2. How to create a Course Schedule

1. Create a new Course Schedule from the Schedule Calendar.
2. Select the **Student Group** for which you want to create the Course Schedule.
3. Select the **Instructor** who will be tutoring the students for the course.
4. Select the **Course** for which the schedule is being prepared.
5. Add the **From Time** and **To Time** for the Course Schedule.
6. Select and add the **Room** wherein the Lecture would be conducted.

## 3. Marking Attendance

You can mark attendance for a Student Group against a Course Schedule.



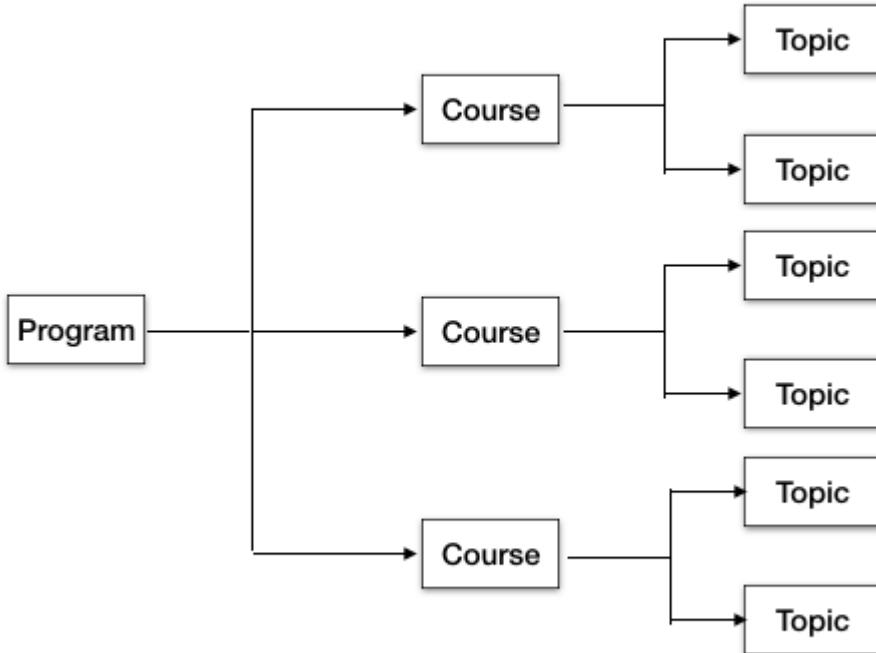
The screenshot shows the 'Course Schedule' page. On the left, there is a sidebar with options: Comments (0), Assigned To (with a 'Assign +' button), Attachments (with a 'Attach File +' button), Tags (with a 'Add a tag ...' button), and Reviews (with a '+'). The main area shows course details: 'Student Group' is 'Economics Major/EM-Batch 2/2019-20 (Semester 2)'; 'Course' is 'Economics Core Course IV'; 'Instructor' is 'Mr. David Goldsmith'; 'Instructor Name' is 'Mr. David Goldsmith'; and 'Color' is '#a83333'. At the top right, there is a search bar, a settings icon, a help icon, a menu icon, and a 'Save' button. A red box highlights the 'Attendance' button in the top right corner of the main content area.

To mark attendance for a course, click on **Attendance** in the Course Schedule. You will be redirected to a page, wherein the name of all the students will be listed along with check-boxes for marking attendance. You can check the Present students and **Mark Attendance**. You can also **Check All** or **Uncheck All** and mark attendance.

## Topic

**A Topic is a subunit of a Course and will contain all the contents related to the topic.**

For example, under the program Economics Major, the course Mathematical Methods in Economics would be course whereas, within the course 'Linear Algebra' would be a topic.



The content of the topic could be in the form of an article, a video or a quiz.

Topic Content

<input type="checkbox"/>	Content Type	Content	
<input type="checkbox"/>	1 Article	Vector Spaces	▼
<input type="checkbox"/>	2 Article	Orthogonality	▼
<input type="checkbox"/>	3 Video	Linear Algebra	▼
<input type="checkbox"/>	4 Quiz	Quiz on Linear Algebra	▼

Comments 0

Assigned To Assign +

To access the Topic list, go to:

Home > Education > Masters > Topic

## 1. Prerequisites

Before creating a New Topic, it is advisable that you create the following first:

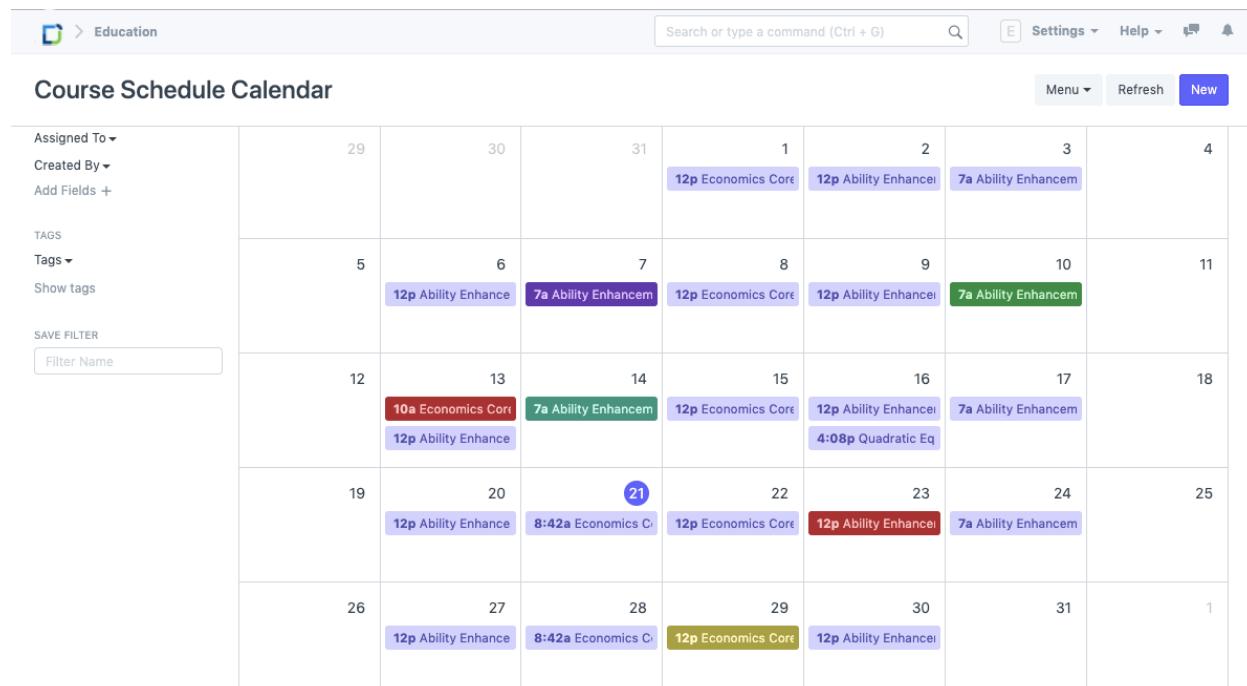
1. Article
2. Video
3. Quiz

## 2. How to create a Topic

1. Click on New Topic and add the title of the Topic.
2. Add the related course (optionally).
3. Select the Content Type for the topic. It could be an Article, a Video or a Quiz.
4. Select the Content for the Topic. You can create a New Article, Video or a Quiz from here itself.
5. Optionally add a description and Save.

## Course Scheduling Tool

**A Course Scheduling Tool will allow you to create Course Schedules in bulk for a particular Student Group and an Instructor.**



The screenshot shows a 'Course Schedule Calendar' interface. The calendar is a 4x7 grid representing weeks 4 and 5. The days are labeled 29, 30, 31, 1, 2, 3, 4 (top row) and 5, 6, 7, 8, 9, 10, 11 (bottom row). Each day cell contains one or more course blocks. The blocks are color-coded: purple, green, and red. Some blocks contain text like '12p Economics Core', '7a Ability Enhancer', '10a Economics Core', '4:08p Quadratic Eq', etc. On the left side, there are filters for 'Assigned To', 'Created By', 'Tags', and a 'SAVE FILTER' section with a 'Filter Name' input field. The top right of the interface includes a search bar, settings, help, and refresh buttons.

To access the Course Scheduling Tool, go to:

Home > Education > Schedule > Course Scheduling Tool

## 1. Prerequisites

Before creating a Course Schedule, it is advised that you create the following first:

1. Student Group
2. Instructor
3. Course
4. Room

## 2. How to create a Course Schedule using the Course Scheduling Tool

1. Select and add the **Student Group**. Once you do this, the Academic Term, Academic Year and the Program will be auto-populated.
2. Select and add the **Course**.
3. Select and add the **Instructor** whose lectures are being scheduled using the tool.
4. Select and add the **Room** wherein the lectures will take place.
5. Change the **From Time** and **To Time** to your desirable schedule.
6. Select the **Course Start Date** and the **Course End Date** for the Course Schedule.
7. Select the **Day** of the week on which the Course Lecture has to be scheduled.
8. Click on **Schedule Course** button, based on the dates selected and days for the course selected, the Tool will schedule the required course lectures.

## 3. Rescheduling

- If you wish to reschedule Course Schedules created against a Course, follow the instructions for creating course schedules
- Check the 'Reschedule' checkbox and then click 'Schedule Course' button.
- System will delete existing Course Schedules for specified Course within the mentioned Course Start Date and Course End Date and create new Course Schedules.