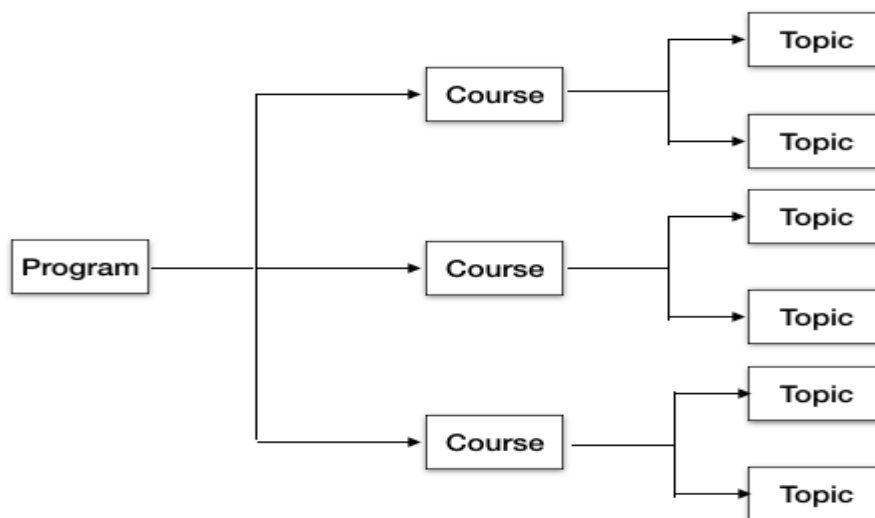


Course Management

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 it's 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.

The screenshot shows a web application interface for creating a course. The top navigation bar includes a search bar and links for Settings, Help, and notifications. The main header displays the course name 'Economics Core Course IV' and a 'Save' button. Below the header, there are tabs for 'Program', 'Student Group', 'Course Schedule', and 'Assessment Plan'. The form is divided into several sections: a left sidebar with 'Comments', 'Assigned To', 'Attachments', 'Tags', 'Reviews', and 'Shared With'; a main content area with a 'Department' dropdown set to 'Economics - ESA'; a 'PORTAL SETTINGS' section containing a 'Topics' table with 4 rows (Differential equations, Linear Algebra, Functions of several real variables, Multi-variable optimization) and an 'Add Row' button; and a 'Description' text area with a placeholder text about the course being the second part of a compulsory two-course sequence. A green circular icon is visible in the bottom right corner of the description area.

Topic	Topic Name
1 Differential equations	Differential equations
2 Linear Algebra	Linear Algebra
3 Functions of several real variables	Functions of several real variables
4 Multi-variable optimization	Multi-variable optimization

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.

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.

Education > Course

Search or type a command (Ctrl + G)

Settings Help

Economics Core Course IV

You created this 16 days ago
38.18MB (0%) used

ASSESSMENT

Default Grading Scale

Standard Grading

Assessment Criteria

	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 Maintainence	5%	▼

Add Row

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

Education
>
Course

Search or type a command (Ctrl + G)

Settings
Help

Economics Core Course IV

Program
Student Group
Course Schedule
Assessment Plan

Core
ECONOMICS

Comments 0

Assigned To
Assign +

Attachments
Screenshot 2020-01-...
Attach File +

Tags
Add a tag ...

Reviews

Department
Economics - ESA

PORTAL SETTINGS

Topics

	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			

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.

Education

Search or type a command (Ctrl + G)

Settings
Help

Course Schedule Calendar

Menu
Refresh
New

Assigned To
Created By
Add Fields +

TAGS
Tags
Show tags

SAVE FILTER
Filter Name

	29	30	31	1 12p Economics Core	2 12p Ability Enhance	3 7a Ability Enhancem	4
	5 12p Ability Enhance	6 12p Ability Enhance	7 7a Ability Enhancem	8 12p Economics Core	9 12p Ability Enhance	10 7a Ability Enhancem	11
	12 10a Economics Core 12p Ability Enhance	13 7a Ability Enhancem	14 12p Economics Core	15 12p Ability Enhance	16 4:08p Quadratic Eq	17 7a Ability Enhancem	18
	19 12p Ability Enhance	20 8:42a Economics C	21 12p Economics Core	22 12p Ability Enhance	23 7a Ability Enhancem	24	25
	26 12p Ability Enhance	27 8:42a Economics C	28 12p Economics Core	29 12p Ability Enhance	30	31	1

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.

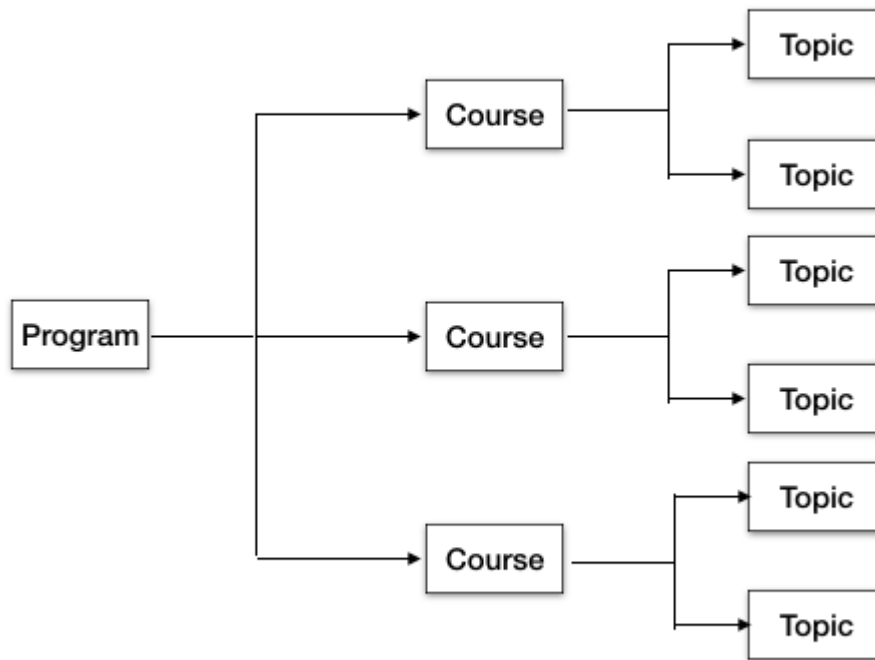
The screenshot shows a web application interface for managing course schedules. The top navigation bar includes 'Education > Course Schedule' and a search bar. The main header displays 'Economics Core Course IV by Albus Dumble...' with a 'Not Saved' status and a document ID 'EDU-CSH-2020-00001'. On the left sidebar, there are sections for 'Comments' (0), 'Assigned To' (Assign +), 'Attachments' (Attach File +), 'Tags' (Add a tag ...), and 'Reviews' (+). The main content area is titled 'Attendance' (highlighted with a red box) and contains a form with the following fields: 'Student Group' (Economics Major/EM-Batch 2/2019-20 (Semester 2)), 'Course' (Economics Core Course IV), 'Instructor' (Mr. David Goldsmith), 'Color' (#a83333), and 'Instructor Name' (Mr. David Goldsmith).

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.

Education > Topic

Search or type a command (Ctrl + G)

Settings Help

Linear Algebra

Menu Save

LA

Comments 0

Assigned To Assign +

Topic Content

	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	▼
Add Row			

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.

Education		Search or type a command (Ctrl + G)		Settings		Help	
Course Schedule Calendar		Menu		Refresh		New	
Assigned To	29	30	31	1	2	3	4
Created By				12p Economics Core	12p Ability Enhance	7a Ability Enhancem	
Add Fields							
TAGS							
Tags	5	6	7	8	9	10	11
Show tags		12p Ability Enhance	7a Ability Enhancem	12p Economics Core	12p Ability Enhance	7a Ability Enhancem	
SAVE FILTER							
Filter Name							
	12	13	14	15	16	17	18
		10a Economics Cor	7a Ability Enhancem	12p Economics Core	12p Ability Enhance	7a Ability Enhancem	
		12p Ability Enhance			4:08p Quadratic Eq		
	19	20	21	22	23	24	25
		12p Ability Enhance	8:42a Economics C	12p Economics Core	12p Ability Enhance	7a Ability Enhancem	
	26	27	28	29	30	31	1
		12p Ability Enhance	8:42a Economics C	12p Economics Core	12p Ability Enhance		

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 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.