Cloudcampus User Guide
Faculty Menu

1 INTRODUCTION

Here is the **Main Menu** of Cloudcampus:-
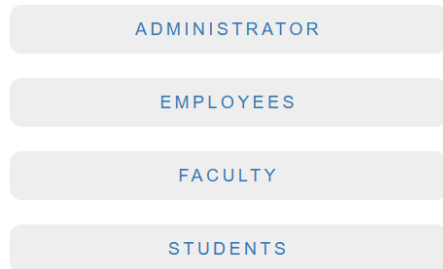
> ADMINISTRATOR

> EMPLOYEES

> FACULTY

> STUDENTS

<u>Figure 1</u>

A faculty can click **FACULTY**, and login, whereupon he / she is presented with the **Faculty Menu**:-

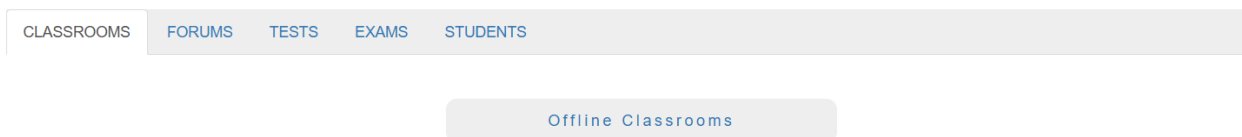| CLASSROOMS | FORUMS | TESTS | EXAMS | STUDENTS |

> Offline Classrooms

<u>Figure 2</u>

As can be seen, under the **CLASSROOMS** tab, there is only one button, viz., **Offline Classrooms**, by clicking which, the faculty can create one or more Offline Classrooms for each of the courses currently being taught by himself / herself. Once created, an Offline Classroom can be populated with one or more pre-recorded video lectures, as well as with one or more documents, such as course notes. An Offline Classroom can be accessed by each student currently taking the corresponding course, as well as each faculty currently teaching the course.

2 FORUMS TAB

| CLASSROOMS | FORUMS | TESTS | EXAMS | STUDENTS |

> Subject Forums

<u>Figure 3</u>

Under the **FORUMS** tab, there is only one button, viz., **Subject Forums**, by clicking which, the faculty can create one or more Subject Forums for each of the courses currently being taught by himself / herself. Once created, a Subject Forum is accessible by

1. A faculty currently teaching the corresponding course
2. Each and every student currently taking the corresponding course

A student accessing a Subject Forum can

1. Post a question in the forum
2. Post an answer to a question posted by a fellow-student
3. Post a comment

A faculty accessing a Subject Forum can

1. Post an answer to a question posted by a student
2. Post a comment
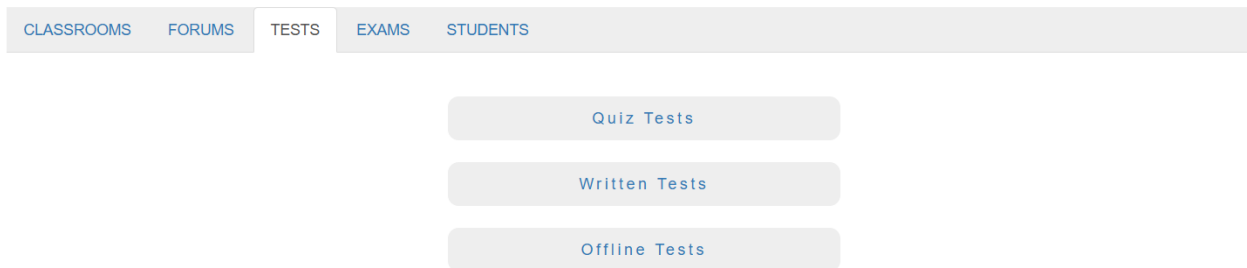3. Attach a document, e.g., supplementary course notes, etc.

3   TESTS TAB

| CLASSROOMS | FORUMS | TESTS | EXAMS | STUDENTS |

<div align="center">

Quiz Tests

Written Tests

Offline Tests

</div>

Figure 4

Under the **TESTS** tab, there are 3 buttons, viz., **Quiz Tests**, **Written Tests**, and **Offline Tests**.

Quiz Tests

By clicking **Quiz Tests**, the faculty can create one or more (Multiple-choice) Quiz Tests for each of the courses currently being taught by himself / herself.

The faculty can specify the percentage contribution of a Quiz Test to the grand total marks scored by a student in the corresponding course.

A Quiz Test can be *enabled*, or *disabled*. When enabled, the Quiz Test can be taken by any student currently taking the corresponding course; when disabled, the Quiz Test cannot be taken by a student (unless the faculty re-enables it).

As soon as a student takes a Quiz Test, and submits his / her answers, Cloudcampus software automatically computes the marks scored by the student, and displays the same to the student.

Written Tests

By clicking **Written Tests**, the faculty can create one or more Written Tests for each of the courses currently being taught by himself / herself. This means that the test comprises of one or more questions, while the test is in the form of one or more documents, which must be attached by the faculty to a Written

Test just created. The faculty is also required to create a table, called Marks Schedule, in which the marks allotted to each of the questions is specified.

The faculty can specify the percentage contribution of a Written Test to the grand total marks scored by a student in the corresponding course.

A Written Test can be *enabled*, or *disabled*. When enabled, the Written Test can be taken by any student currently taking the corresponding course; when disabled, the Written Test cannot be taken by a student (unless the faculty re-enables it).

When a student takes a Written Test, he / she must attach his / her Answer Script to the Written Test, and then submit. Faculty will be required to download the Answer Script, evaluate the same, question by question, then input the marks obtained by the student for each of the questions. Once the faculty does all of this, Cloudmooc software displays to the student his / her performance in the test.

Offline Tests

Faculty might have conducted one or more tests offline. These are typically tests that the faculty cannot conduct online, such as laboratory tests. These could also be tests which faculty would like to proctor.

By clicking **Offline Tests**, the faculty can input the maximum marks allocated to an Offline Test conducted by himself / herself in a course currently he / she is teaching. Thereafter, faculty can input the marks obtained by each of the students who have taken the test. Once this is done, a student can view his / her performance in the Offline Test.

The faculty can specify the percentage contribution of an Offline Test to the grand total marks scored by a student in the corresponding course.

4   EXAMS TAB

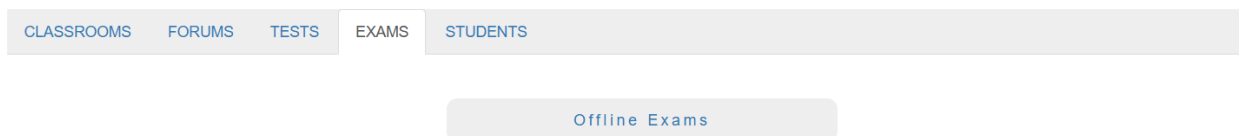| CLASSROOMS	FORUMS	TESTS	EXAMS	STUDENTS

Offline Exams

Figure 5

In Cloudcampus, it is assumed that all exams, Midterm, Final, or other, are proctored, and accordingly, conducted offline.

By clicking **Offline Exams**, the faculty can input the maximum marks allocated to an Offline Exam conducted by himself / herself in a course currently he / she is teaching. Thereafter, faculty can input the marks obtained by each of the students who have taken the exam. Once this is done, a student can view his / her performance in the Offline Exam.

The faculty can specify the percentage contribution of an Offline Exam to the grand total marks scored by a student in the corresponding course.

5   STUDENTS TAB

CLASSROOMS	FORUMS	TESTS	EXAMS	STUDENTS

My Students

My Students' Performance

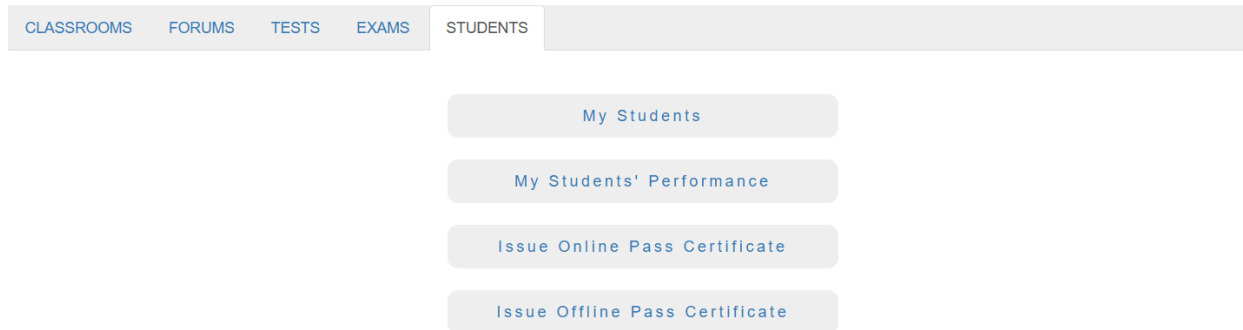Issue Online Pass Certificate

Issue Offline Pass Certificate

Figure 6

By clicking **My Students**, the faculty can know who are the students currently taking each of the courses currently being taught by himself / herself.

By clicking **My Students' Performance**, faculty can know the marks scored by a student in each of the tests / exams conducted by himself / herself.

Issue Online Pass Certificate is an important application. When a faculty clicks this button, and selects a course and a student, Cloudcampus software automatically suggests the percentage marks that should be awarded to the student by way of issuing a Pass Certificate, *based on the percentage contribution of each of the tests / exams.*

By clicking **Issue Offline Pass Certificate**, faculty can issue a Pass Certificate in a course to a student, with an adhoc percentage marks.