

# Cloudcampus User Guide

## Getting Started

### 1 INTRODUCTION

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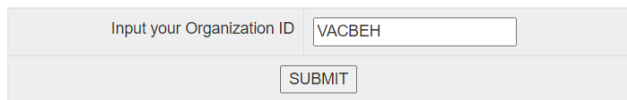
Recollect that when you created your Cloudcampus database, you received a message that looked like this:-

Welcome to Cloudcampus !  
You are the ADMINISTRATOR of your organization, ECE Department, IIT Yelahanka, whose unique Organization ID is **VACBEH**  
In order to access the Main Menu, visit <https://cloudcampuses2.appspot.com>, and input your Organization ID.

#### Figure 1

You also received your default Administrator password in your email.

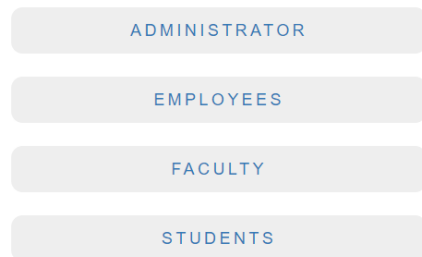
Accordingly, visit <https://cloudcampuses2.appspot.com>, whereupon you will see the following screen:-



The screenshot shows a light gray rectangular form. On the left side, there is a label "Input your Organization ID" followed by a text input field containing the text "VACBEH". Below the input field, centered horizontally, is a button labeled "SUBMIT".

#### Figure 2

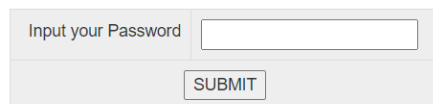
Now input your Organization ID, let us say VACBEH, and click **SUBMIT**. You will now see the **Main Menu** of *Cloudcampus*:-



The screenshot shows four light gray rounded rectangular buttons stacked vertically. Each button contains a role name in blue, uppercase letters: "ADMINISTRATOR", "EMPLOYEES", "FACULTY", and "STUDENTS".

#### Figure 3

You, being the Administrator, should now click **ADMINISTRATOR**, whereupon you will see the following login screen:-



The screenshot shows a light gray rectangular form. On the left side, there is a label "Input your Password" followed by a text input field. Below the input field, centered horizontally, is a button labeled "SUBMIT".

[Know your password / Change password ?](#)

#### Figure 4

Now input your password and click **SUBMIT**.

If you do not remember your password, click *Know your password / Change password ?* in the login screen (Figure 4), whereupon you will see the following forms:-

Want to change your password ?

Email ID:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="SUBMIT"/>	

Want to know your password ?  
(Your current password will be emailed to you)

Input your Email ID:	<input type="text"/>
<input type="button" value="SUBMIT"/>	

**Figure 5**

In the lower form, input your Email ID and click **SUBMIT**, whereupon you should see your password in your email INBOX, else in your spam folder. If you did not receive your password in your email, repeat the process, whereupon you should definitely see your password in your email.

When you input your password and click **SUBMIT** in the login screen (Figure 4), you will see the following **Admin Main Menu**:-

COURSES	DEGREES	FACULTY	STUDENTS	EMPLOYEES	PROCESSES	MISCELLANEOUS SERVICES	DASHBOARD
---------	---------	---------	----------	-----------	-----------	------------------------	-----------

Define Course
Delete Course
List Courses
Award Pass Certificate
Delete Pass Certificate
List Pass Certificates
Get Student Pass Certificates

**Figure 6**

Under the **COURSES** tab, you can register one or more courses. (As we shall see later, under the **STUDENTS** tab, you can register one or more students.) Under the same **COURSES** tab, you can award a “Pass Certificate” to a student for a specific course. (This is typically required to be done when transferring credits from another university to your university. Normally, a Pass Certificate is awarded to a student taking the course by the faculty teaching that course). The Pass Certificate simply declares the percentage marks obtained by the student in the specific course. (Please do not be misled by the word Pass in “Pass

Certificate”, because the Pass Certificate only declares the percentage marks obtained by the student in the specified course, and not whether he / she has passed or failed.)

## 2 DEGREES TAB

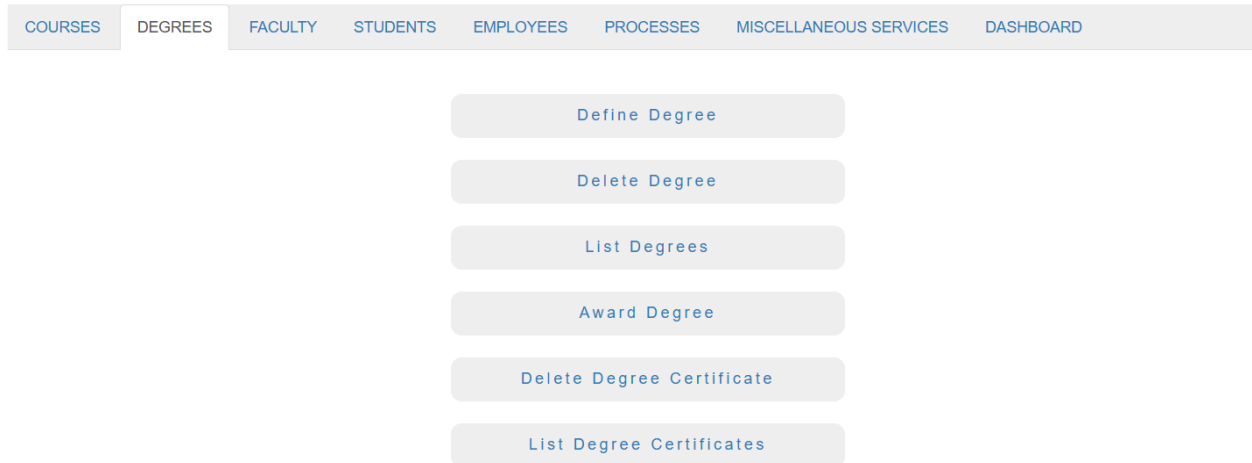


Figure 7

Under the **DEGREES** tab, you can register one or more degrees. (Please note that in Cloudcampus, B.E. I Year, B.E. II Year, etc., are also treated as degrees). By clicking **Award Degree**, the Administrator can launch the Award Degree process for awarding a specific degree to a specific student, who is registered for that degree under the **STUDENTS** tab. The process flows to an employee playing the role, “HeadOfDepartment”, upon whose approval the corresponding Degree Certificate is generated. To facilitate taking the decision to award the degree or not, “HeadOfDepartment” is presented with all the Pass Certificates and Degree Certificates awarded to the student up until that point in time.

## 3 FACULTY TAB



Figure 8

Under the **FACULTY** tab, you can register one or more faculty by clicking **Create Faculty**. When you register a faculty, he / she automatically receives his / her default password by email. Thereafter, you can register

one or more courses *currently* being taught by each of the faculty. See Faculty Menu User Guide for what a faculty sees upon logging in by clicking **FACULTY** in the Main Menu (Figure 3).

## 4 STUDENTS TAB

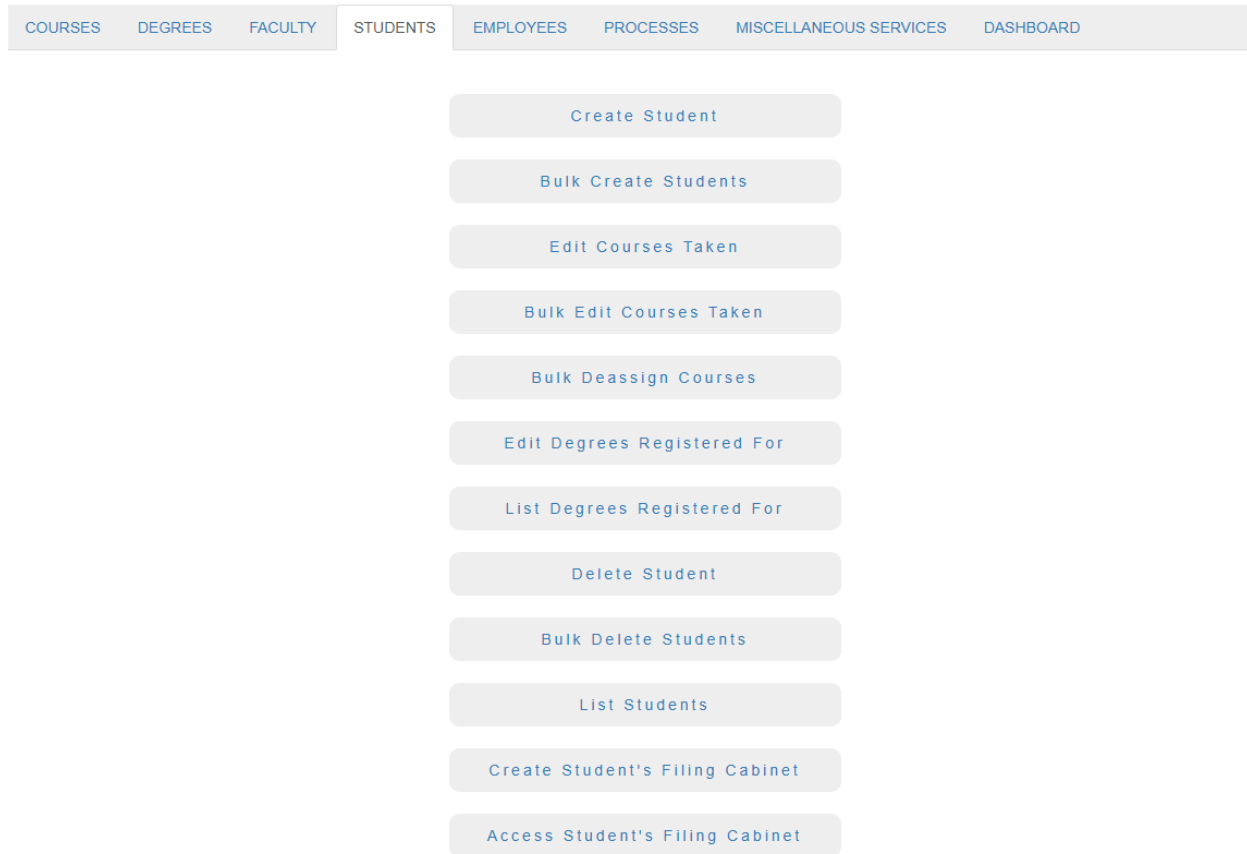


Figure 9

Under the **STUDENTS** tab, you can register one or more students by clicking **Create Student**, or by clicking **Bulk Create Students**. When you register a student, he / she automatically receives his / her default password by email. Thereafter, you can register one or more courses *currently* being taken by each of the students. A student might also be currently registered for one or more degrees; these can also be recorded. See Student Menu User Guide for what a student sees upon logging in by clicking **STUDENTS** in the Main Menu (Figure 3).

## 5 EMPLOYEES TAB

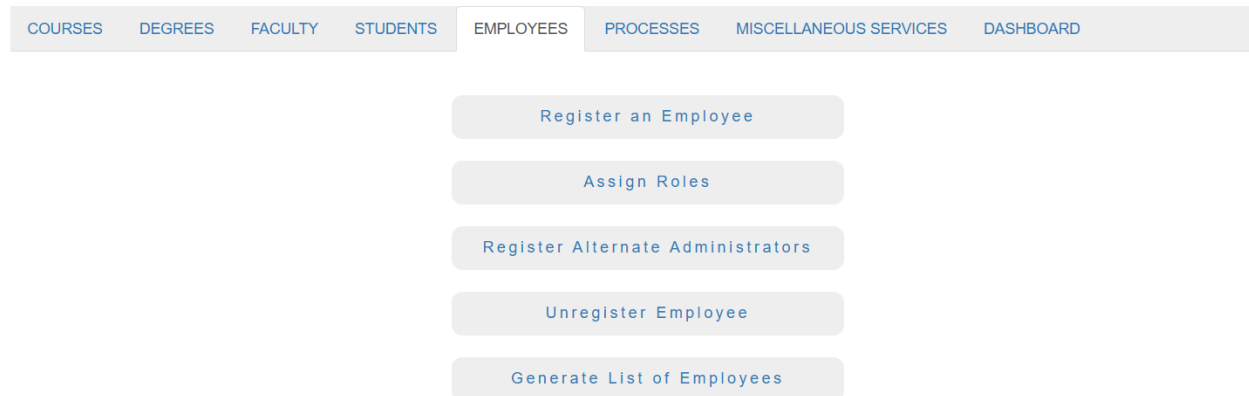


Figure 10

Under the **EMPLOYEES** tab, you can register one or more employees by clicking **Register an Employee**. When you register an employee, he / she automatically receives his / her default password by email. By selecting **Assign Roles**, an employee can be assigned the role, “HeadOfDepartment”, whereupon he / she can function as Head Of Department and approve / disapprove award of a degree to a student in the Award Degree process (See Figure 3).

You can select **Register Alternate Administrators**, and register one or more of the employees as Alternate Administrators. Clicking Generate List of Employees shows you the list of employees thus far registered, e.g.,

LIST OF EMPLOYEES			
SI. No.	Entity ID	Name	Email
1	ADMIN1	Sarah Connor	eflh003@gmail.com
2	ADMIN3	Burt Lancaster	eflh006@gmail.com
3	ADMIN2	Jim Kelly	eflh004@gmail.com

Current assigned roles	
Employee	Roles
ADMIN1::Sarah Connor	--
ADMIN3::Burt Lancaster	HeadOfDepartment
ADMIN2::Jim Kelly	--

Figure 11

Accordingly, when Burt Lancaster clicks **EMPLOYEES** button in the Main Menu (Figure 3) and logs in, he sees the following button:-

Welcome, Burt Lancaster

Award Degree

Figure 12

As and when an Award Degree process instance is awaiting his attention, Burt can click **Award Degree**, and participate in the process.

## 6 PROCESSES TAB

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When you click **PROCESSES** tab in the Admin Main Menu (Figure 6), you will see the following menu:-

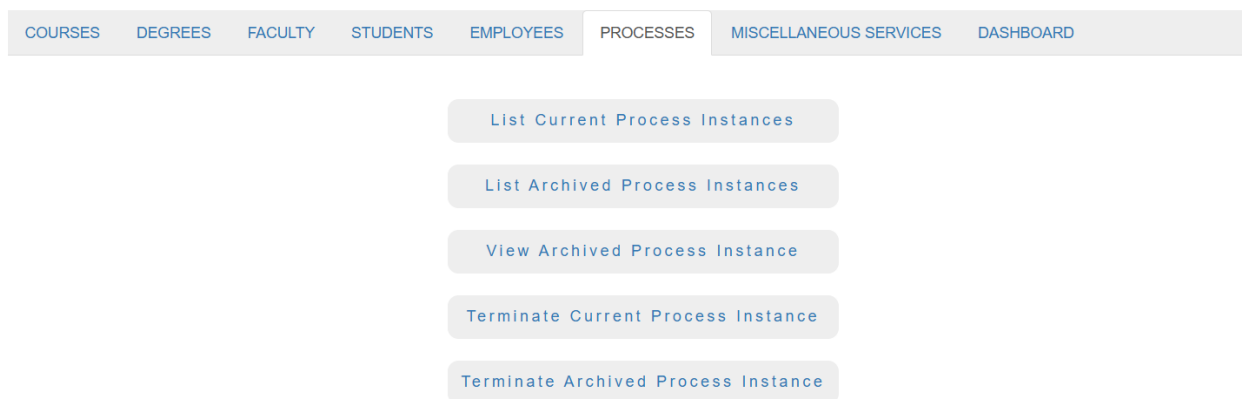


Figure 13

Only you, the Administrator, are authorized to terminate (i.e., completely remove from the database) a current or an archived business process instance, which will typically be of the Award Degree process.

## 7 MISCELLANEOUS SERVICES TAB

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There is only one button under this tab:-

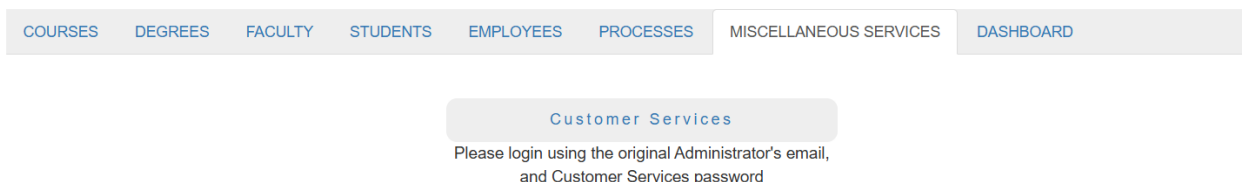


Figure 14

Only you, the original Administrator, (not any of the Additional Administrators) can click **Customer Services**, and avail the services of SAAS PROCESSES PRIVATE LIMITED; here is the login form you would see:-

Saas Processes Pvt. Ltd.  
Customer Login

Email ID:

Password:

[Forgot/change password ?](#)

**Figure 15**

Caution: Only you, the original Administrator, must login using your *Customer Services password*, which is different from your Administrator password. In order to retrieve or change your Customer Services password, you should click [Forgot/change password ?](#) in Figure 15.

Upon logging in, you can access the following **Customer Services Menu**:-

[HELPDESK](#)

[VIEW STATEMENT](#)

[MAKE PAYMENT](#)

**Figure 16**

Click [HELPDESK](#), in order to avail our support. We will typically respond within 1 working day.

Click [VIEW STATEMENT](#), in order to view your account statement.

Click [MAKE PAYMENT](#), in order to make online payment of SaaS charges to SAAS PROCESSES PVT. LTD.

## 8 DASHBOARD TAB

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Here is the information presented to you under this tab:-

<a href="#">COURSES</a>	<a href="#">DEGREES</a>	<a href="#">FACULTY</a>	<a href="#">STUDENTS</a>	<a href="#">EMPLOYEES</a>	<a href="#">PROCESSES</a>	<a href="#">MISCELLANEOUS SERVICES</a>	<a href="#">DASHBOARD</a>
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	Current	Maximum
No. of objects	29	100000
No. of document attachments	0	10000

**Figure 17**