ERP Manual

About ERP

The ERP of the University is Web based platform dedicated for e-governance of the University, that facilitates transparency in all dimensions of University i.e. are Admission, Academics, Administration, Examination, Learning Resources, etc.

Integral part of ERP is University LMS, those provisions, e-learning activities in the field of Engineering, Management, Science, Humanities, Architecture, Design, Arts, commerce, Hotel Management and Public Health. This LMS provides a wide variety of opportunities, resources, and new strategies for online education and training.

The University ERP is secured with login access to respective stakeholders, that have 6 modules,

A. The 1st Tab University LMS (Microsoft Teams), Catering to academic activities of University.

B. The 2nd Tab University LMS (Google Classroom), Catering to academic activities of University.

C. The 6th module has information for all the e-resources of the University for supporting Academics & Research and also for Web OPAC for online access of digital library.

ACADEMIC MANAGEMENT

USING MICROSOFT TEAM

Registered users

The LMS is only for the registered users. User need to logged in before using the functionality of LMS. In Windows, click Start > PU LMS, On Mac, go to the Applications folder and click PU LMS. On mobile, tap the PU LMS icon. then, sign in with registered email and password.

Manage Class

Teachers can create or join a team to collaborate with a certain group of people. Have conversations, share files and use shared tools with the group – all in one place. That group could consist of a class of students and educators, a group of staff and educators collaborating on a topic, or even agroup for a student club or other extra curricula's.

Manage Class
You can create or join a team to collaborate with a certain group of people.

Navigate class
Use these buttons to switch between activity feed, chat, your class, assignments, calendar and Files.

Use the command box
Search for specific items or people, take quick actions, launch apps

Manage profile settings
Change app setting, Change your pic, Download the mobile app

Join or create a class
Find the class you are looking for, Join with a code or make one of your own

Manage your class
Add or remove members, Create a new class, Get a link to the team

View and organize class
See you class, Drag class titles around to reorder them, Find personal apps, Find and manage your personal apps

View your team
Click to open your class or staff team.

Find personal apps
Click to find and manage your personal apps

Add apps
Launch apps to browse and search apps you can add to classes

Class Teams

Class teams provide special capabilities tailored for teaching and learning

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Class teams provide special capabilities tailored for teaching and learning.

Class Notebook
Open Class Notebook By clicking on Class Notebook button. Class Notebook is a digital binder you can use in your class to take notes and collaborate.

Assignments
To Open Assignments and Grades, user can click on Assignments button. Assignments allow educators to create and distribute assignments. Students can complete and turn in their assignments without leaving the app. Educators can use the Grades tab to provide feedback on assignments and track student progress. Students can see their progress, too.

Add channels and manage
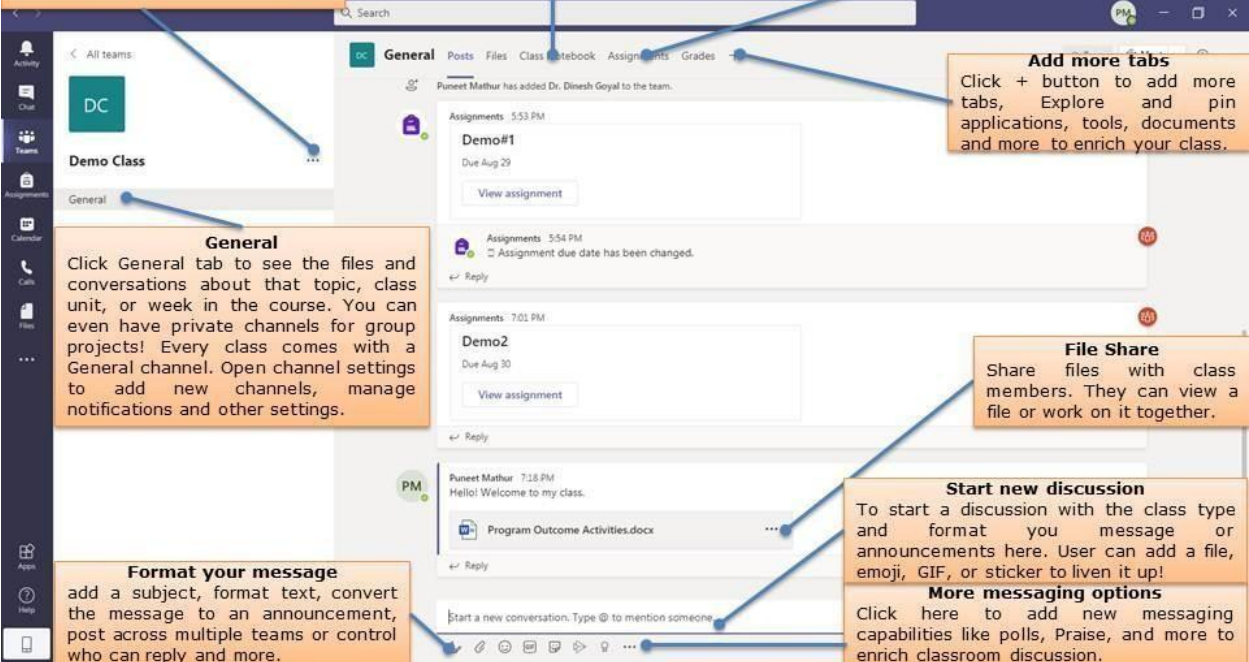You can change class settings, add members to the class add channels

Add more tabs
Click + button to add more tabs, Explore and pin applications, tools, documents and more to enrich your class.

General
Click General tab to see the files and conversations about that topic, class unit, or week in the course. You can even have private channels for group projects! Every class comes with a General channel. Open channel settings to add new channels, manage notifications and other settings.

File Share
Share files with class members. They can view a file or work on it together.

Format your message
add a subject, format text, convert the message to an announcement, post across multiple teams or control who can reply and more.

Start new discussion
To start a discussion with the class type and format you message or announcements here. User can add a file, emoji, GIF, or sticker to liven it up!

More messaging options
Click here to add new messaging capabilities like polls, Praise, and more to enrich classroom discussion.

Class Meeting

Schedule a meeting with your class

Hold classes, staff collaboration meetings, or trainings over online meetings
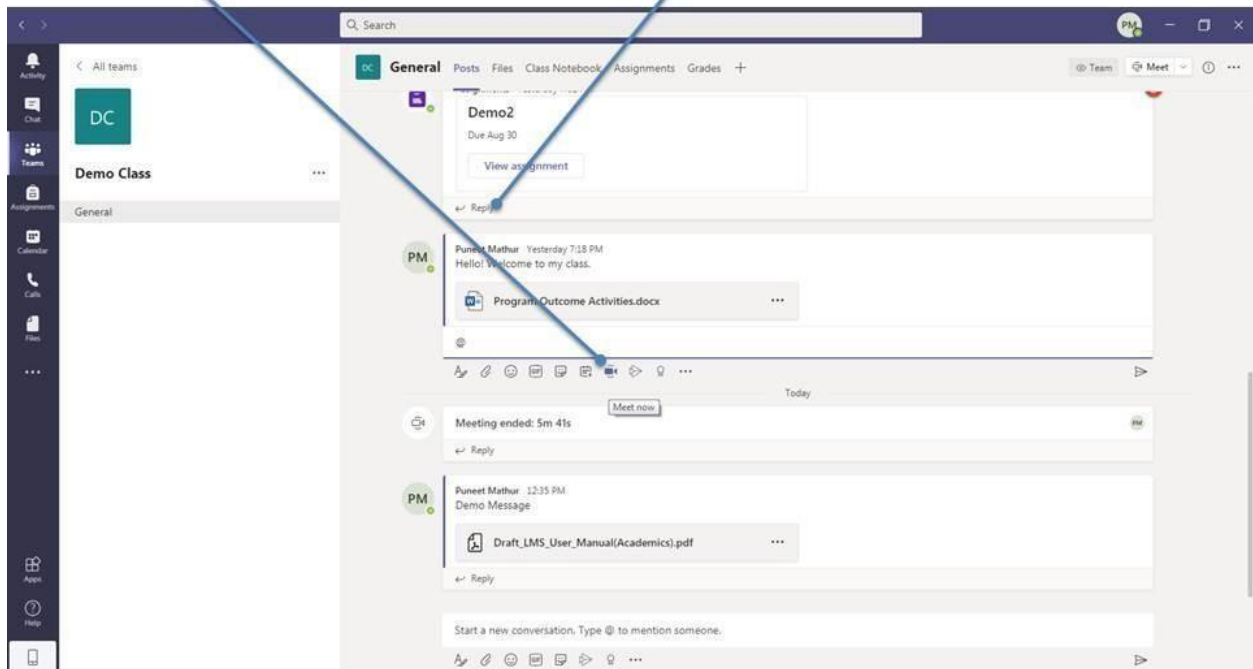

Schedule a meeting with your class
Hold classes, staff collaboration meetings, or trainings over online meetings

Meet now
Click Meet now under the message box to start a live meeting in a channel.

Reply
If you click Reply to a message, then the meeting will be attached to that conversation.

Schedule a meeting with your class
Hold classes, staff collaboration meetings, or trainings over online meetings

Invite individuals to a meeting
Invite one or more individuals to your meeting. Meeting recordings and resources shared during the meeting will be organized within the meeting history item in your Chat view.

Invite a channel to a meeting
Invite your whole class or working group to a meeting by selecting a channel to host the meeting. Meeting recordings and resources shared during meetings will be organized within the selected channel.

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Schedule a meeting with your class

Hold classes, staff collaboration meetings, or trainings over online meetings

Start a meeting right away
Add participants directly to a meeting that starts right away.

Add new meeting
Schedule a new meeting for live discussion with up to 250 people or schedule a live event for a broadcasted event with a wider audience.
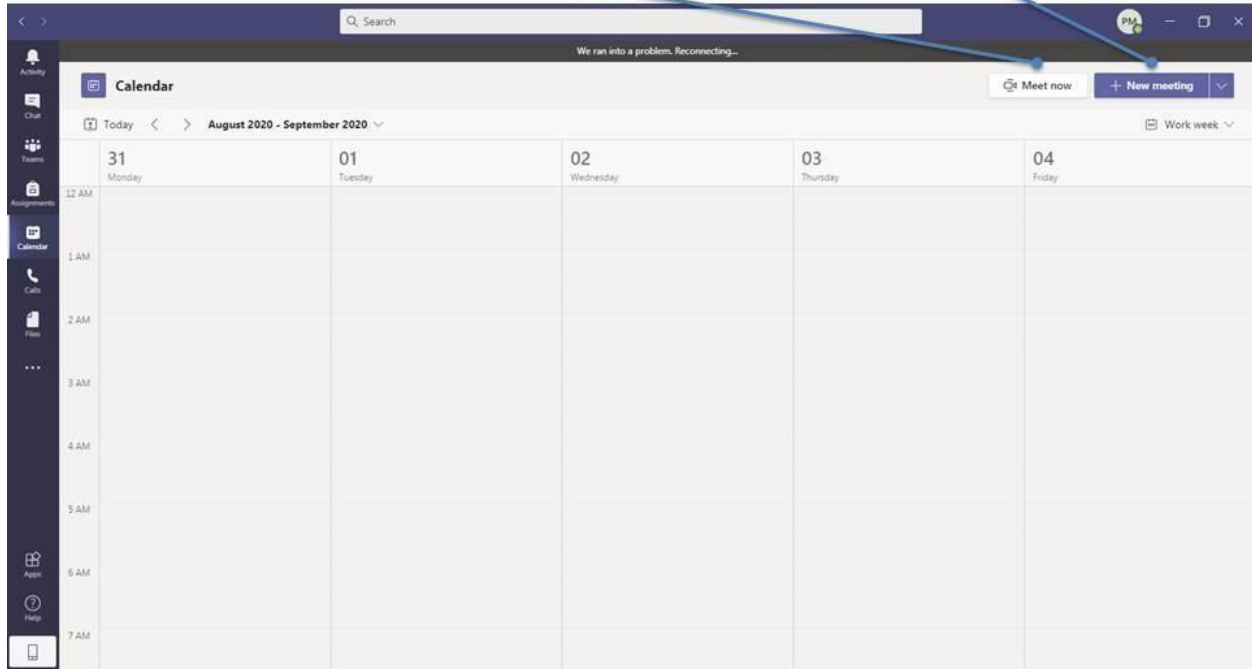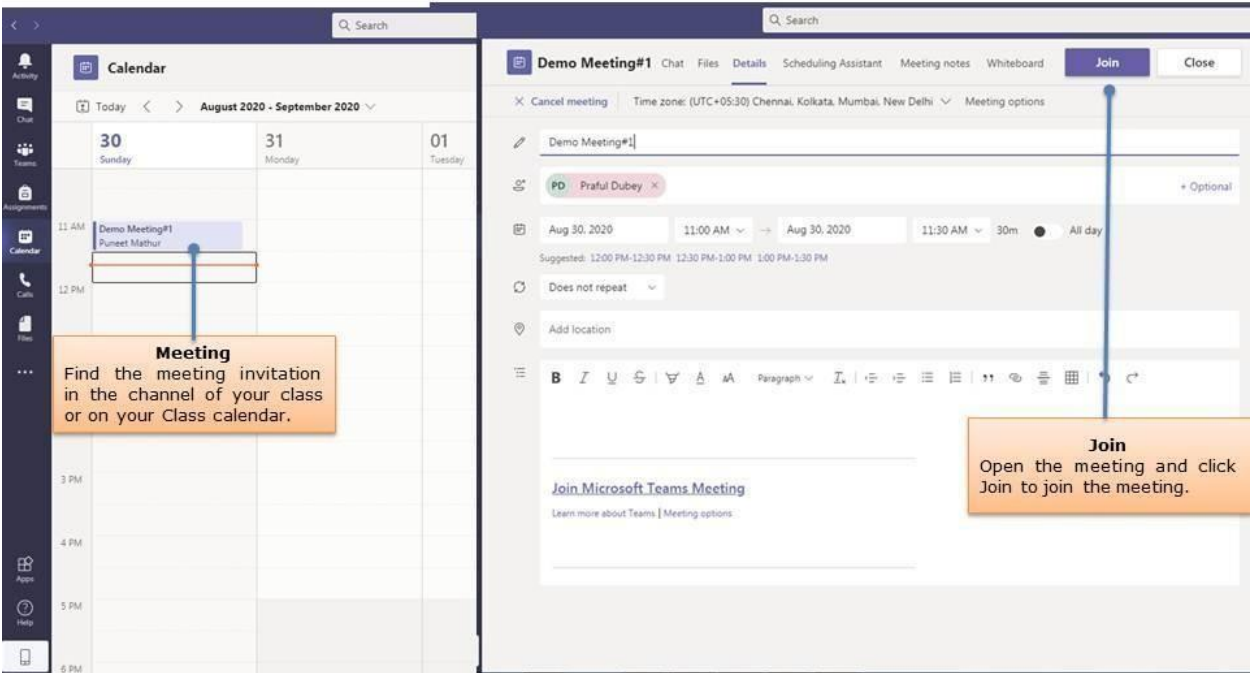

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Schedule a meeting with your class
Hold classes, staff collaboration meetings, or trainings over online meetings
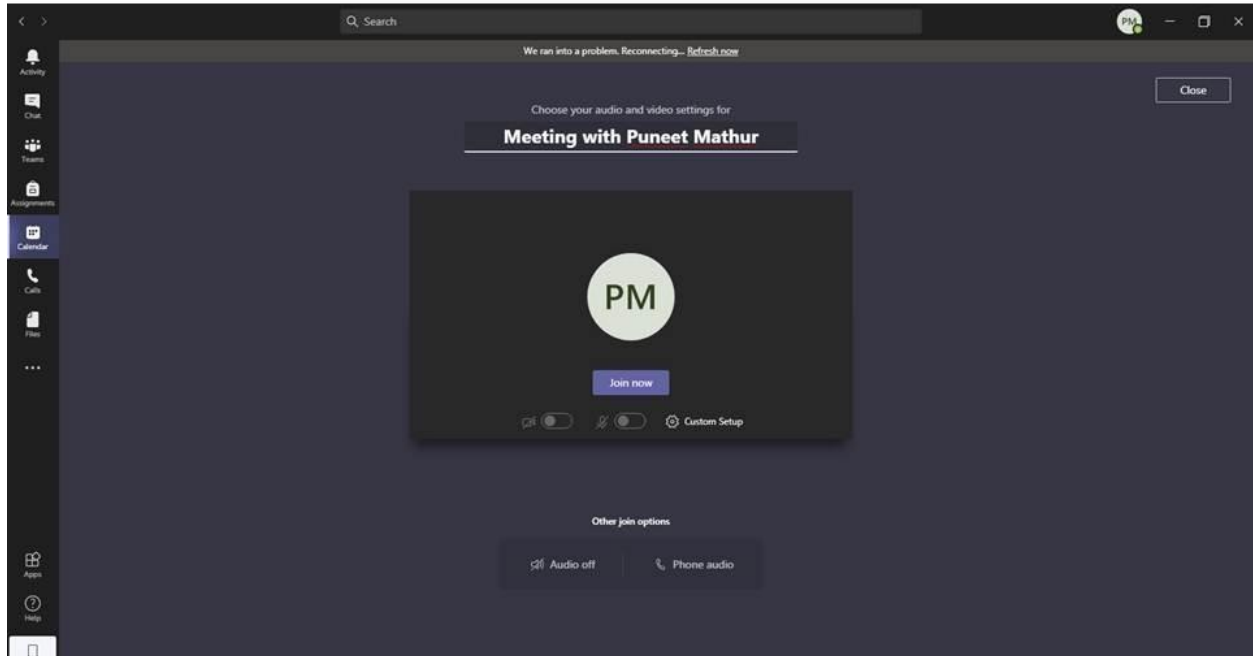
Set meeting roles through your Meeting options

Meeting options allow users to control if meeting participants join your meetings as attendees or presenters.

Meeting Options
Go to your Calendar and navigate to the meeting you'd like to update. Click or tap Meeting options near the meeting join link to open your Meeting options.

Control who can enter the meeting directly.
Use the virtual meeting lobby so that participants wait to be admitted to the meeting instead of joining immediately.

Control who joins the meeting as a presenter or attendee.
Select Only Me to designate all other participants as attendees. This is the safest set-up for meetings held in a classroom setting. If you expect to have more than one presenter in your meeting, select Specific people and pick the other participants who should join as presenters. Select Everyone if you want all participants to join the meeting as a presenter.

Change roles during a meeting

Every participant in a meeting is assigned a role as a presenter or attendee. A participant's role controls what they can do while in a meeting.
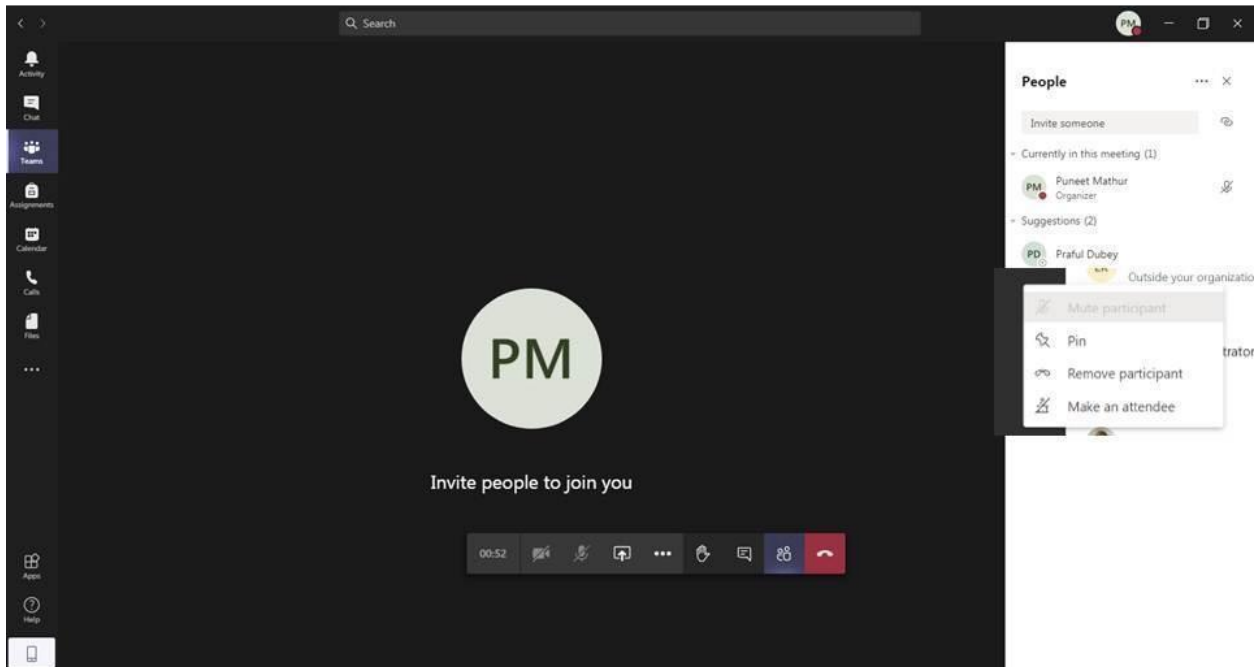
Join a meeting

Hold classes, staff collaboration meetings, or trainings over online meetings.

Join a meeting

Hold classes, staff collaboration meetings, or trainings over online meetings.

Meeting
Find the meeting invitation in the channel of your class or on your Class calendar.

Join
Open the meeting and click Join to join the meeting.

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Join a meeting

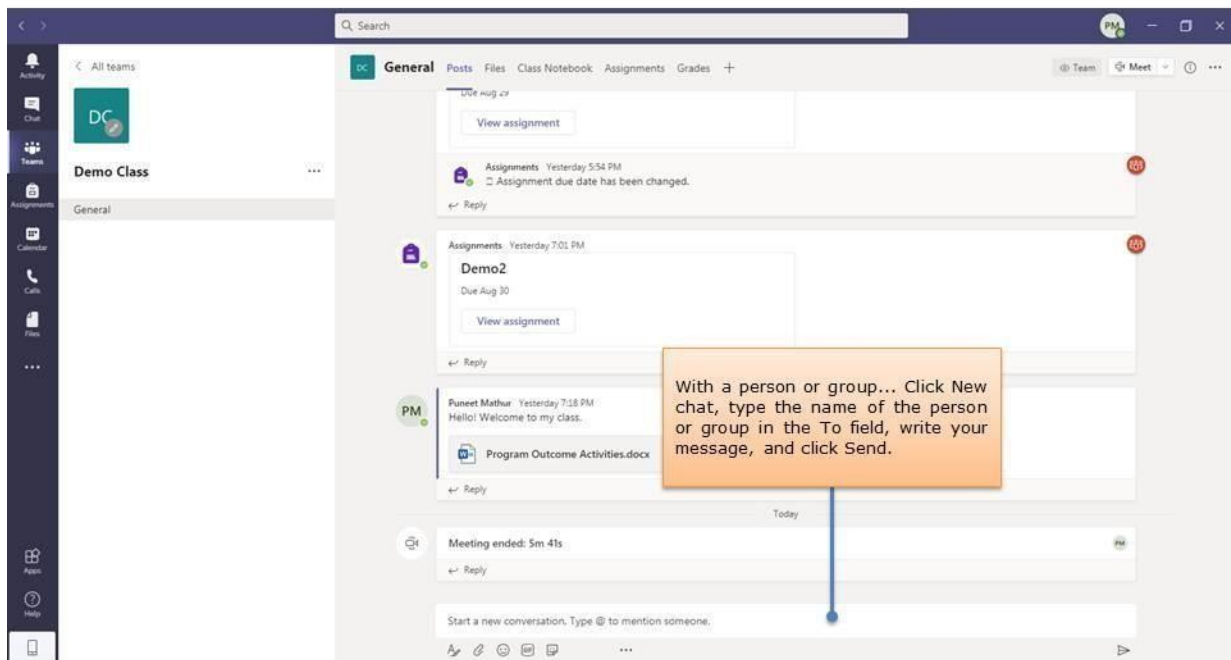### Hold classes, staff collaboration meetings, or trainings over online meetings.

Meeting
Click to open the meeting item and select Join.

Join Now
Select Join now to enter the meeting.

Participate in a meeting

Share video, voice, or your screen during the online call.

Participate in a meeting
Share video, voice, or your screen during the online call.

Turn video feed on and off.

User can mute and unmute himself / herself.

User can share the screen and sounds.

Access additional call controls.
Start a recording of the meeting, change your device settings, and more.

Send chat messages, share links, add a file, and more. Resources you share will be available after the meeting.

Leave the meeting
The meeting will continue even after you have left.

Add participants to the meeting.

Assessment

Assignments

Create learning activities for students with integrated Office applications.

Create learning activities for students with integrated Office applications.

Grades

Leave feedback for students, grade, and track student progress in the Grades tab.

See grades across all assignments and students
Each of your class teams has a Grades tab where you can view assignments at a glance, as well as track how individual students in your class are progressing.

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Class Conversation

Start conversation

How to interact with class and other members

Enrich your channel post

Create classroom announcements and posts. Edit your post to get your students' attention, control who replies, and post across multiple channels.

Enrich your channel post

Create classroom announcements and posts. Edit your post to get your students' attention, control who replies, and post across multiple channels.

Change your message type
Select if you want to start a new conversation topic or post an announcement.

Control who can reply
Allow everyone to reply to your post or limit replies to moderators only.

Post in any channel or team
Post your message in any of your teams and channels all at once. Great for broadcasting an important announcement!

Change the importance of your message
Mark your message as important if you want to draw more attention to the post.

Format your text
Change text color, format, and style.

Add a subject
Keep the topic of your new post clear by adding a subject.

Rich Format
Click here to enter a rich format mode for your message.
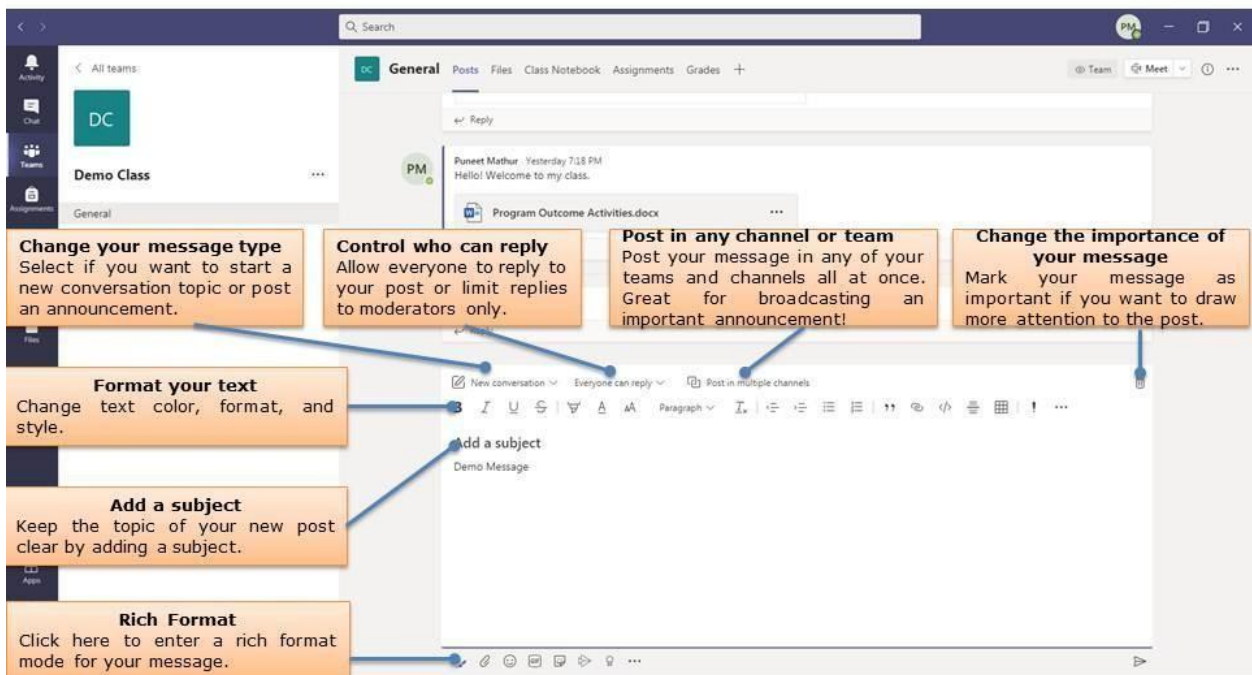
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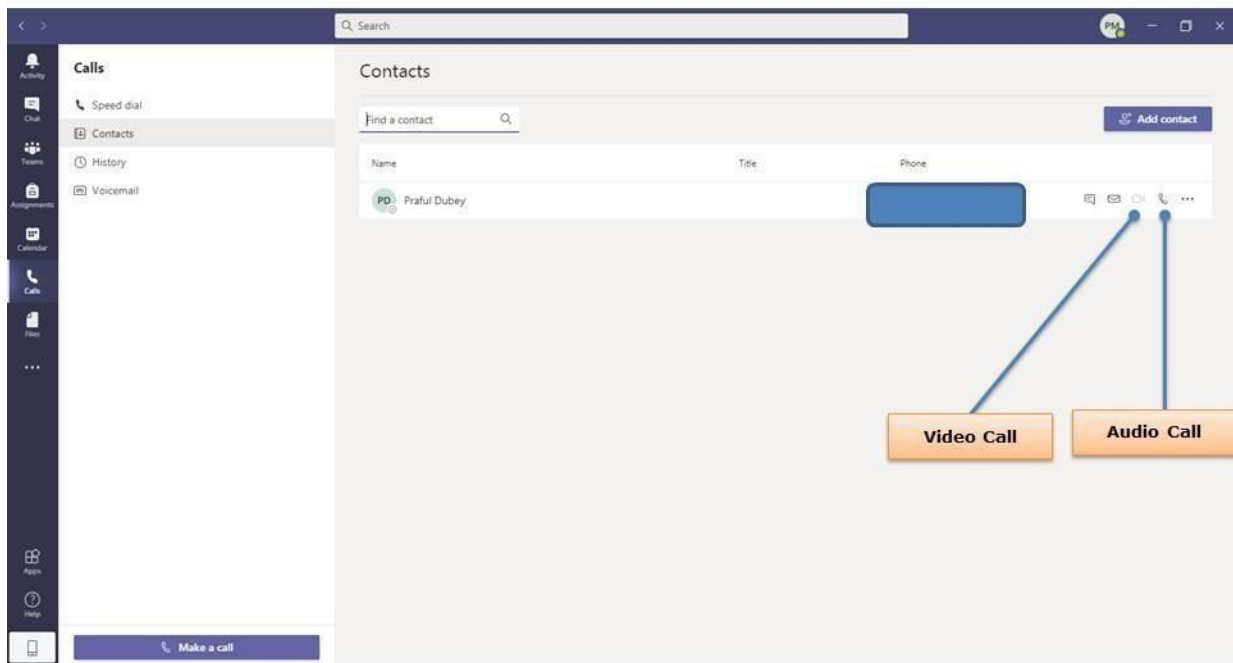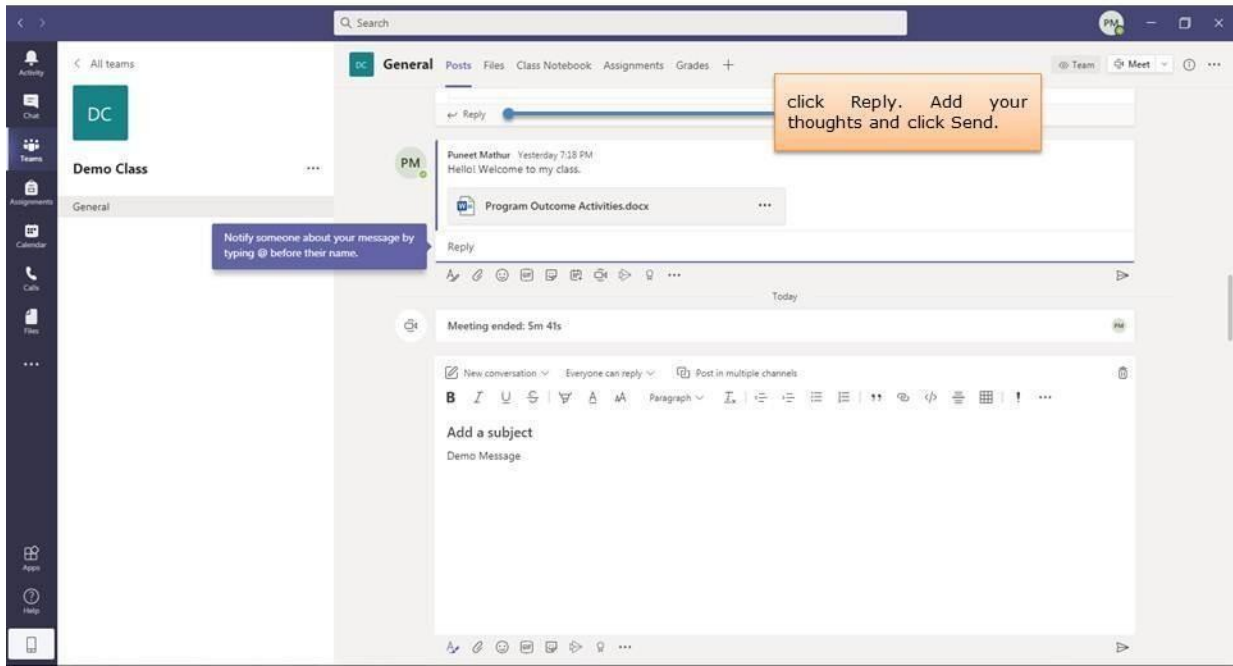Ramchandrapura, Sitapura Extension
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Crate live environment.

Video or Audio calls

User can make Video or audio calls by clicking on Video or Audio call button, to call someone from a chat.

Reply to a conversation

Participate in group discussion

File Handling

File Handling

Handle your files.

Share a file

Files can be share among the class members. User can click Attach button under the box where s/he types the messages, select the file location and then the file s/he want. Depending on the location of the file, user will get options for uploading a copy, sharing alink, or other ways to share.

Work with files

User can click files on the left to see all files shared across all of class. Click Files at the top of a channel to see all files shared in that channel. User can see what s/he can do with it by clicking More options ... next to a file to. In a channel, user can instantly turn a file into a tab at the top!
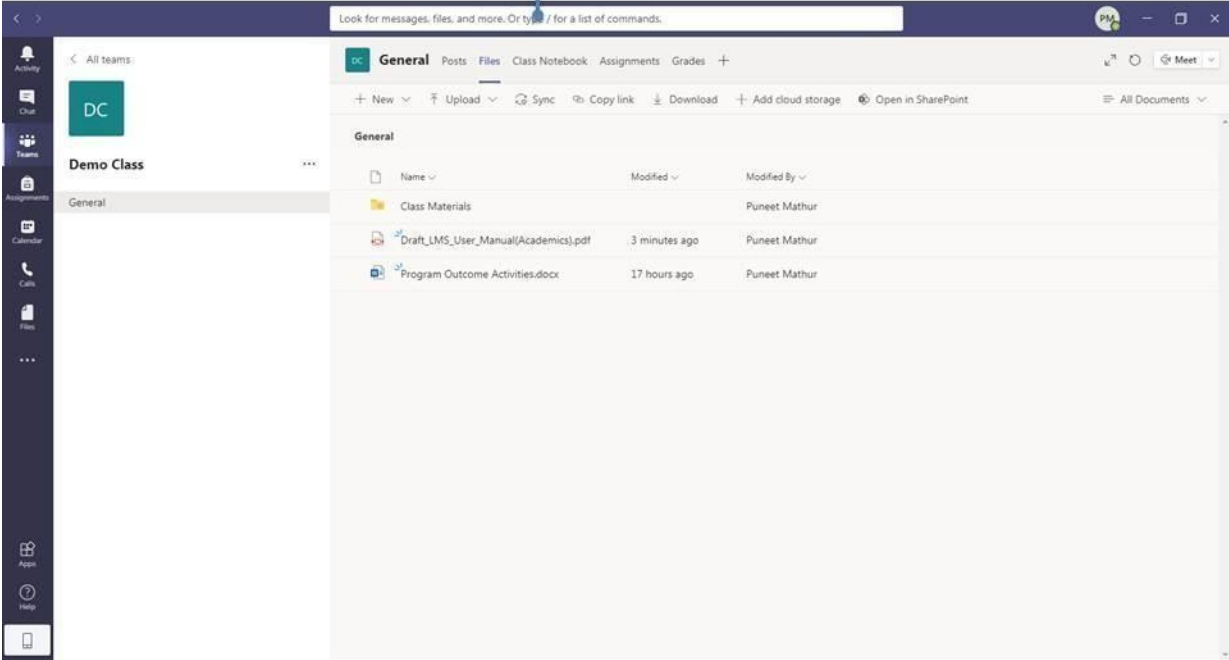
Search for stuff

Searching

User can search for a stuff by typing a phrase in the command box at the top of the app and press Enter. Then select the Messages, People, or Files tab. Select an item or click Filter to refine the searchresults.

ACADEMIC MANAGEMENT
THROUGH GOOGLE CLASSROOM

The google classroom module of the University ERP is used for Material/Resource sharing online assessment, assignments and quizzes etc.

1. Faculty module for Course allotment for Resource Sharing/ Assessment
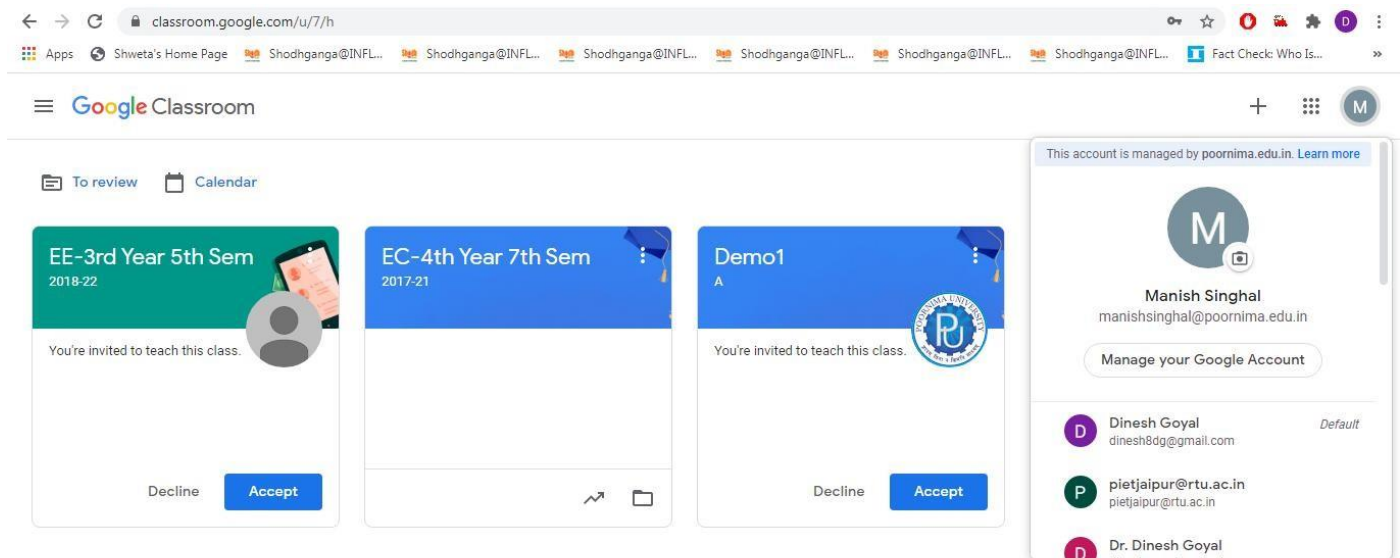
2. Course Interface for Individual Class

This interface helps the faculty members to provide/ schedule the assignments/ quizzes to the respective group of students along with sharing of resources too.

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3. Report generation & Student Performance module

This module helps the teachers to monitor the student's responses and performance and also track the scheduled activities

STUDENT & FACULTY INTERFACE FOR ACADEMICS, EXAMINATION & ADMINISTRATION

University administers its Faculty & Student Interfaces for Academics, Examination and Administration through Circles App of Microsoft Teams has been the game changer for way the education is delivered. It boosts productivity and saves precious time. It's successful adoption by many educational institutions is proof that this single collaboration platform really does give back precious hours.

Microsoft Teams is a one of kind unique digital hub that brings, meetings, conversations, files, and apps together in one place. Because Teams is built on Office 365, schools benefit from integration with their familiar Office apps and services. Your college or institution can create

- collaborative classrooms,
- connect in professional learning communities,
- communicate with teaching fraternity
- coordinate research across institutions
- Finance Reports of Student Fees
- Student Results
- Student Attendance view for student & parents
- Faculty workload alerts
- Faculty class attendance
- Examination Results & Date sheets
- more easily facilitate student life efforts like clubs or extracurricular activities

The interfaces for the same for student are as follows:

1. Student Information

Circle is a valuable virtual assistant to the students. With a simple "*Hi*" student are able to engage the bot into conversation. Bot responds via context aware informational cards.

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Poornima University
2020 - 2021
Student Details

Name :	Yogita Jain
Enrollment Number :	2018PUSSHBSAX06587
Branch :	Civil Engineering
Year :	II
Semester :	III
Attendance :	293/350
CGPA :	6.6

Attendance Details   Marks Details

2. Student Attendance

As the below interface indicates, Circle enables students to manage their attendance easily. Students can get an easy access to their attendance record through the bot. Through the above card the student can unswervingly connect to the faculty, with the "talk to faculty" button and resolve all queries related to attendance

Poornima University

2020 - 2021

Attendance Detail - III semester

Subject Code	Subject Name	Attendance	Percentage
BSA01101	General English	40/50	80%
BSA01102	Mechanics	40/50	80%
BSA01103	General Physics	47/50	94%
BSA01106	Calculus	31/50	62%
BSA01104	Inorganic Chemistry	40/50	80%
BSA01105	Organic Chemistry	45/50	90%
BSA01107	Vector Calculus	50/50	100%

Talk to Faculty

3. Student Result

Below Interface displays the grades of current academics. Selective Information can be colour coded so that they stand out.

Poornima University
2020 - 2021
Score Card - I semester

Subject Code	Subject Name	Grade	Result
BSA01101	English-I	A	Pass
BSA01102	Physics-I	B	Pass
BSA01103	CES	D	Pass
BSA01104	Maths-I	F	Back
BSA01105	EEE	C	Pass
BSA01106	C Programming	C	Pass
Aggregate (SGPA)		6.9	Pass

4. Parent Portal

For a parent, Circle will show the below introductory interface of their ward. Containing his /her basic information. Since the bot is context aware, leading to having ability to display CTA's that are meaningful to the users. This interface despite having similar information have different CTA's then the Student card.

5. Faculty Information

Circle helps Faculty members to save a lot of their time and energy which is wasted in chasing information about students , classes , salary leaves etc. Circle retrieves all that information in seconds with a simple *Hi*.

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Poornima University

2020 - 2021
Faculty Detail

EmployeeCo...	Name	Designation	Department
EMP 0017	Mr. Ankit Jain	Assitant Professor	CS

Class Type	No. of Class/ week
Regular	16
Substitution	1
Total	17

Leaves	Alloted	Taken	Remaining
Casual	10	1	9
Medical	12	2	10
Total	22	3	19

Gross Salary	₹ 25,000.00
Total Working Days	120

Class Detail	Leave Detail	Take Attendance

Apply For Leave

6. Faculty Class Assignment

With Circle no classes are being lost due to dearth of departmental communication or human error in Faculty timetable. Faculties are able to see their day wise schedule along with venue of the classes with the above Weekly class details cards.

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Poornima University

2020 - 2021
Weekly Class Detail

Day :	Monday	Date :	3/9/2020
Subject	**Venue**	**Time**	**Semester**
RTS	Room-1	09:00 - 9:50	III
MMS	Room-6	11:00 - 11:55	III
oop	Room-3	14:00 - 14:50	III
Total Hours :		3	

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LIBRARY & E-RESOURCES

The University library is 100% automated and is available online through remote access and students able to search books and check availability even at home. The library administration can also maintain all records and conduct check-in and check-out of books and resources. The complete student library profile can also maintained using this platform. The digital platform is based on KOHA open source software

In the campus the Digital databases like IEEE, Scopus, Delnet, J-Gate and Shodhganga, can also be accessed by the students as they are IP based services

1. The Home interface of the Admin Panel

2. Koha Web-OPAC Screen Shot

3. Books Check out Screenshot

4. Book Check in Screen Shot

Check in screen from Koha library management system showing the Circulation > Check in page.

Check in

Enter item barcode:

Checkin settings

Checked-in items

Due date	Title	Author	Barcode	Home library	Holding library	Shelving location	Call number	Record-level itemtype	Item type	Patron	Note
26/10/2020 23:59	MATLAB and Simulink for engineers /	Tyagi, Agam Kumar	738091	Poornima University Central Library	Poornima University Central Library	Computer	510.285 TYA-M	Books	Books Non Fiction	Mohan, Ravindra (Administrative Staff)	

5. Book Entry (Accessioning) Framework

6. Books Search on KOHA Staff Interface screen shot

7. Book Search on KOHA Web-OPAC Screen Shot

8. Books Barcode Screenshot