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<th>Date</th>
<th>Authors</th>
<th>Description of Changes</th>
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<td>003</td>
<td>20-11-2014</td>
<td>Suresh, Akhila</td>
<td>Third version for Release</td>
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<td></td>
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<td>Vijaykumar</td>
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<td>004</td>
<td>09-07-2015</td>
<td>Suresh, Akhila</td>
<td>UI changes, Local teachers can add/enrol</td>
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<td></td>
<td></td>
<td>Vijaykumar</td>
<td>students to their course</td>
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<td>005</td>
<td>14-12-2015</td>
<td>Suresh, Akhila</td>
<td>UI Changes, Ports, Attendance module</td>
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<td>Functionality updates of s/w application</td>
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<td>Akhila Vijaykumar</td>
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<td>Winston, Akhila</td>
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<td></td>
<td>Vijaykumar</td>
<td>v11.0</td>
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**Contents**

1 INTRODUCTION ......................................................................................................................................... 5

1.1 Purpose and Scope ................................................................................................................................. 5

1.2 Point of Contact ..................................................................................................................................... 5

1.3 Pre-requisites ........................................................................................................................................... 5

2 DESCRIPTION OF SYSTEM FUNCTIONS .............................................................................................. 5

2.1 QEEE Landing Page ............................................................................................................................... 5

2.1.1 Login.................................................................................................................................................. 6

2.1.2 Backup of Coursepack....................................................................................................................... 7

2.1.3 Forgot Password ................................................................................................................................. 7

2.2 Home Page ............................................................................................................................................ 7

2.2.1 Registration (For Admin only) ........................................................................................................... 7

2.2.2 Management..................................................................................................................................... 9

2.2.3 Course.............................................................................................................................................. 9

2.2.4 Reports............................................................................................................................................ 16

2.2.5 Dashboard ....................................................................................................................................... 17

2.2.6 Calendar—For all users..................................................................................................................... 18

2.2.7 Profile—For all users.......................................................................................................................... 18

2.2.8 Messages—For all users.................................................................................................................... 19

2.2.9 Survey.............................................................................................................................................. 19
Table of Figures

Figure 1 Required Port Numbers 5
Figure 2 QEEE Landing Page 6
Figure 3 Login Page 6
Figure 4 Institute Registration 7
Figure 5 Successful Institute Registration 8
Figure 6 Course List 8
Figure 7 Course Details 9
Figure 8 Cart 9
Figure 9 Teacher User Creation 10
Figure 10 Registered Courses 11
Figure 11 Teacher Enrolment 11
Figure 12 Drop Teachers from course 12
Figure 13 Course Management for Teachers 12
Figure 14 CSV File Format 13
Figure 15 Bulk Upload of students 14
Figure 16 Bulk Drop of Students 14
Figure 17 Course Schedule for Teachers 15
Figure 18 Attendance 15
Figure 19 Reports 16
Figure 20 Quiz & Assignment Reports 16
Figure 21 Enrollment Reports 17
Figure 22 Dashboard 17
Figure 23 Calendar 18
Figure 24 Edit Profile 18
Figure 25 Messages 19
Figure 26 Survey 19
1 INTRODUCTION

This User Manual contains all essential information for the users of QEEE system application. It includes a description of the system functions and capabilities and step by step procedures for system access and use.

1.1 Purpose and Scope

The purpose of this manual is to guide the Administrator, Teacher and Student of the QEEE application on how to access the different functionalities of the application.

1.2 Point of Contact

For any further queries, please mail to webappsupport@edureform.iitm.ac.in

1.3 Pre-requisites

The Ports required to be opened for this application:

<table>
<thead>
<tr>
<th>Port No.</th>
<th>Direction/Type</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>80</td>
<td>Incoming/Outgoing</td>
<td>HTTP</td>
</tr>
<tr>
<td>1935</td>
<td>Incoming TCP/UDP</td>
<td>RTMP</td>
</tr>
<tr>
<td>22, 4299</td>
<td>Incoming TCP/UDP</td>
<td>Shell Access</td>
</tr>
<tr>
<td>123</td>
<td>Incoming/Outgoing</td>
<td>NTP</td>
</tr>
<tr>
<td>5002, 8080,5080</td>
<td>Incoming/Outgoing</td>
<td></td>
</tr>
</tbody>
</table>

Figure 1 Required Port Numbers

2 DESCRIPTION OF SYSTEM FUNCTIONS

After the software package is installed on the server according to the installation procedure, the QEEE application can be accessed by typing the URL http://<IPAddr/Domain Name>/qeee which is set during the installation procedure.

2.1 QEEE Landing Page

On typing the URL in the browser the QEEE Landing page should display as below.
2.1.1 Login

Users click on the login button the login page should display and Users can login to the application with their registered username and password.
2.1.2 Backup of Coursepack

The backup of previous semesters (If applicable) Coursepack is available in the link On the Home page.

2.1.3 Forgot Password

To reset a user’s own password, click on Forgot password link. Submit New password, username and email Id given during user creation. On validation, the new password will be updated.

2.2 Home Page

On successful login, the user home page is displayed. On the left, a navigation menu is displayed – Management and Reports (for Coordinator, Admin and Teacher only), Courses, Calendar, Profile.

2.2.1 Registration (For Admin only)

2.2.2.1 Institute Registration

The institute is to be registered with QEEE cloud by giving in the required details. On successful submission, “QEEE Testing” course will be available in the server. The infrastructure testing is to be completed with QEEE Testing course.
2.2.2.2 Course Registration

The list of available courses in QEEE can be viewed in different categories. Click on each course to know more details of the course schedule, course outline, assessments etc. Click on Register to register for the course.

**QEEE Regular** – regular core engineering topics for students

**Faculty Training** – With an objective to enhance the faculty’s pedagogical and intellectual exposure, senior IIT Faculty will train the local faculty on the topics which were delivered in QEEE so that local faculty can deliver the topic to students using Coursepack. The training is a remote session for 2 hrs. A certificate is awarded to local faculty who delivers the topic and administers the proctored exam to students.

**Spark Courses** – To ignite the young minds, sessions which deal with current industry trends, technologies, start-up experiences etc. are planned as Spark Courses. These flying sparks can ignite the passion for learning in students.

**Minors** – A set of theory topics along with a project activity are grouped together to form a specialization or Minor. A student who has completed all the topics and project will be awarded a Minor certificate. The theory topics are self-study modules (through Coursepack) with proctored quiz to be administered by local faculty. Project activity will be designed by IIT Faculty and conducted by local faculty.
2.2.2.3 Event Calendar
Gives the view of the schedule of events with the event details for all the courses in QEEE.

2.2.2.4 Cart
On registration to a course, the cart is updated with the amount. Click on the cart to pay the required amount. On successful payment, the course is enabled in the server.

2.2.2 Management
2.2.2.1 User Management
Users of QEEE are of 4 types: Admin, Teacher, Coordinator and Student. Their privileges are listed below:

Admin:

- System setup, installation and maintenance
- Institute Registration and Course Registration
- Create and enroll Teacher users to courses

Teacher:

- Login to QEEE Live Classes
- Enroll/Drop students
- Guide students in accessing Coursepack
2.2.1.2 Email id Verification and SMS Notification
The logins for students and teachers is allowed only after their given email id is verified and they will receive the SMS notification that they are enrolled to QEEE.

2.2.1.3 Passwords
Passwords are set to default based on user role. For Student logins, the default password is `student`, for Teacher logins, the default password is `teacher` and for Coordinator logins, the default password is `Coordinator/123`. Passwords are not sent through email. On first time login, the passwords have to be mandatorily changed for Student and Teacher logins.

2.2.1.4 Edit/delete
Teacher role user details can be updated/deleted individually in admin Login.

2.2.2 Course Management
The list of courses available in the system is listed here. The courses are synchronized with the institute server during the “Update” operation.

**Enroll/Drop**: Actions to Enroll/Drop* of Teachers for the course.
**Course Name**: Name of the course
**Category**: Live Class/Bridge Programs/Live-Lab
**Faculty Name**: Remote Faculty of the course
**Department/ Semester**: Department/ Semester to which the course is addressed

**No. of Students Enrolled**: Number of the students enrolled to this course.
Students Enroll option is available only for Local Teachers, they can add and enroll students to their course.

2.2.2.1 Admin Login

Enroll

The list of teachers registered in the system is displayed. Each user can be selected and enrolled to the course for which Enroll is selected.

Drop

The list of users enrolled to the course is displayed. Select the user from the list which you want to unenroll by clicking Drop button.
2.2.2.2 Edit/Delete
Teacher role user details can be updated/deleted individually in admin Login. Students Details can be update through Bulk upload using the CSV file format.

2.2.2.3 Teacher Login
The list of available courses in the system is displayed. Teachers have the option to enroll/drop students through CSV file only.

2.2.2.3 Bulk Enroll for students
- Bulk upload is through a CSV file for Students in Teachers login.
  - New Column Phone Number added in csv file
  - Email ID should be unique (Because of Email verification)
- The format of CSV file is given below:
The department->value mapping:

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>EE/EC</td>
<td>1</td>
</tr>
<tr>
<td>CS/IT</td>
<td>2</td>
</tr>
<tr>
<td>ME</td>
<td>3</td>
</tr>
<tr>
<td>Civil</td>
<td>4</td>
</tr>
<tr>
<td>Math</td>
<td>5</td>
</tr>
<tr>
<td>Chemical</td>
<td>6</td>
</tr>
<tr>
<td>Common</td>
<td>7</td>
</tr>
<tr>
<td>Materials and Metals</td>
<td>8</td>
</tr>
<tr>
<td>ED</td>
<td>9</td>
</tr>
<tr>
<td>Mechatronics</td>
<td>10</td>
</tr>
<tr>
<td>Others</td>
<td>11</td>
</tr>
</tbody>
</table>

Semester values: 1-8

This function registers the users to the QEEE system which gives only the login access to QEEE. This does not assign any courses to the user.

**Note:**

- Department: Only numeric values (1-11)
- Semester : Only numeric values (1-8)
- User name/Roll no: Alphanumeric, Size (5-30)
- Name : Alphanumeric, Size (5-75)
- Email id : Valid email id.
2.2.2.4 Bulk Drop for students
Use the CSV file to drop users from a course. Users will not be deleted from the system.

2.2.3 Courses
The list of available courses in the system are displayed. On clicking the course, the list of upcoming/current events is listed.

Teacher Login:
- Courses enrolled to the teacher are displayed
- Link to the Coursepack is available.
- The current session is highlighted with
30 minutes before the scheduled time of the session and 30 minutes after session end time, **START** and **Attendance** buttons are enabled so that infrastructure (Mic, speaker, projectors etc) testing can be completed and classroom is ready for the session by scheduled time.

- To access the current Live Class, click the **START** button. AVIEW window is launched where the Live classes can be accessed.

### 2.2.3.1 Attendance

To submit the attendance of students for the current session, click on **Attendance** button and following screen is displayed. The names of students registered to the course are displayed and by default they are marked “Present”. The absent students can be checked and attendance Submitted. Teachers can take Attendance for registered students under their login or all students (registered to the course by other teachers) by using **All** and **My Students** button.
2.2.4 Reports

The Quiz/Assignment Reports of each course are displayed. This menu is available for Coordinator, Admin and Teacher.

**Quiz & Assignment Report**: The students’ submission status along with marks/grade for particular Quiz/Assignment for a course are displayed.

**Enrollment Report**: The list of Enrolled teachers to a course, teacher wise students’ details and list of students who are not enrolled to any course are displayed.

![Figure 19 Reports](image1)

![Figure 20 Quiz & Assignment Reports](image2)
2.2.5 Dashboard

A Dashboard for students and teachers is given to view their history and statistics in QEEE. Semester wise analytics reports, books and overall performs (Teachers & students)
2.2.6 Calendar – For all users
The Calendar gives a quick view of the schedule of events with the event details for the registered courses.

2.2.7 Profile – For all users
User Profile will display the following details:
Name, Email, Username, Gender.
Change password:
Users can change the password here.
2.2.8 Messages – For all users

The Messages slider lists the Notifications/Alerts received from the cloud server.

2.2.9 Survey

The survey questions (if available) will be displayed.
Figure 27 Survey