# SRI G.V.G VISALAKSHI COLLEGE FOR WOMEN

# USER REFERENCE MANUAL
## MY CAMU

**Document Owner:** Octoze Technologies India
**Version:** MyCamu_1.0

# Contents

## Introduction:

Parents/Students have access to the Student's Digital Record in their MyCamu Application. Attendance, Homework, Teaching Plans & Content, Timetable, Messages, Examination Schedules, Report cards, Feedback, Billing and Enrolment. Alert messages such as General Announcements and Assignment Notifications are available in Web Application and Android Mobile App.

For further queries, please write to support@octoze.com

## My Camu Home Screen:

1.Open MyCamu by entering the URL:'**www.mycamu.co.in'** and login.

2.Click [Password Reset] and the Password reset will open.

| Password Reset | | ✕ |
|---|---|---|
| Current Password | Current Password | |
| New Password | New Password | |
| Confirm Password | Confirm Password | |
| | Reset  Cancel  Save | |

3.Student / Parent can enter their Current and new Password and Click on [Save].

4. [◄× Announcements] will display the General Announcement.

## Home:

1. Click ⌂ **Home** ,the Home screen will open.

2. By clicking ⌘ **Share** ,Student can share the messages to the ⎸Share with :    Tag people ⎹ ,messages will be displayed in their login.

3. By clicking ✉ **Messages** ,Student/Parent can see the history of messages received from Camu.
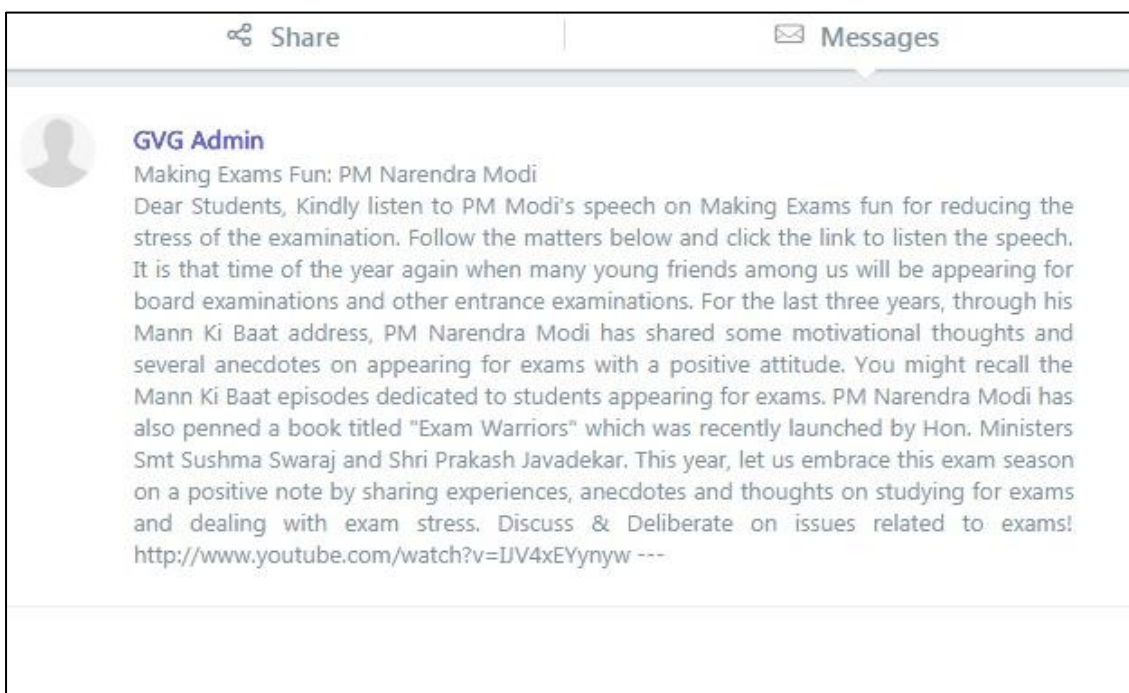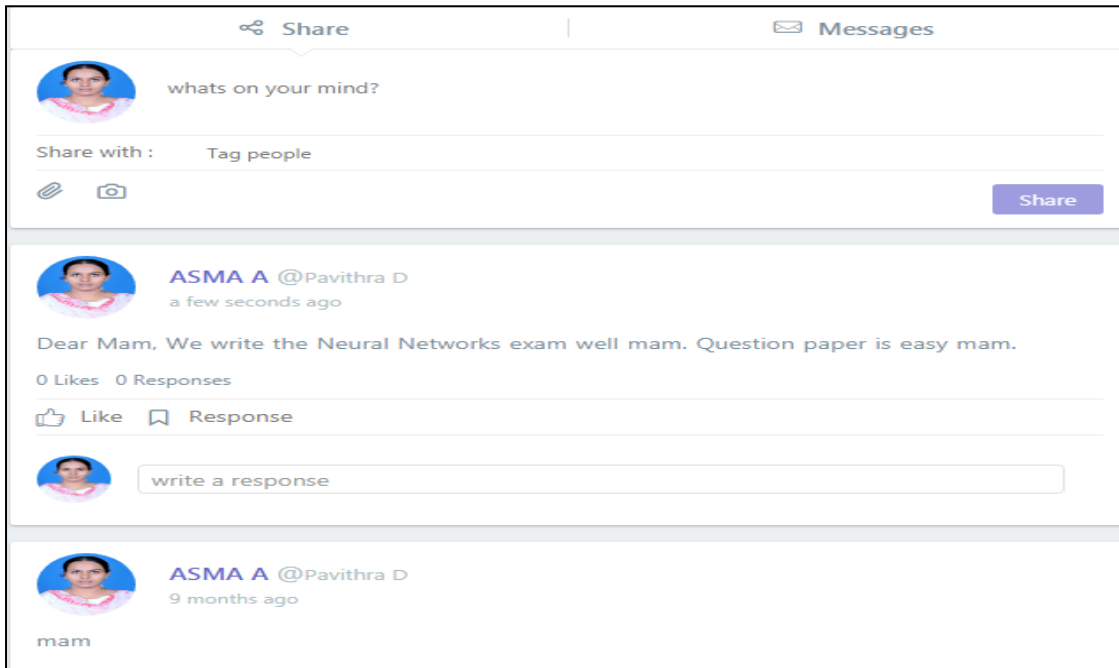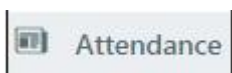




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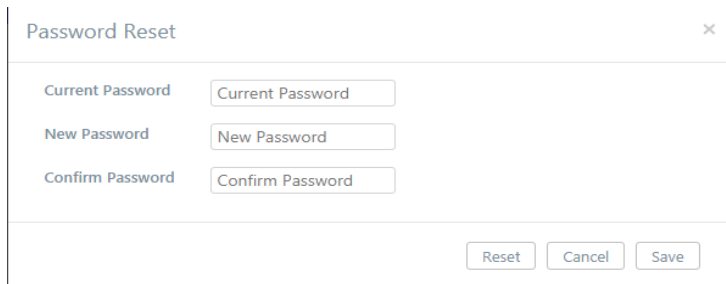
## Attendance:
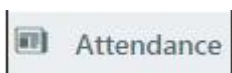
1. Click [■ Attendance] ,the Attendance screen will open.

2. Student/Parent can see the individual attendance percentage like, Present and Absent log, Subject-wise and Overall attendance.
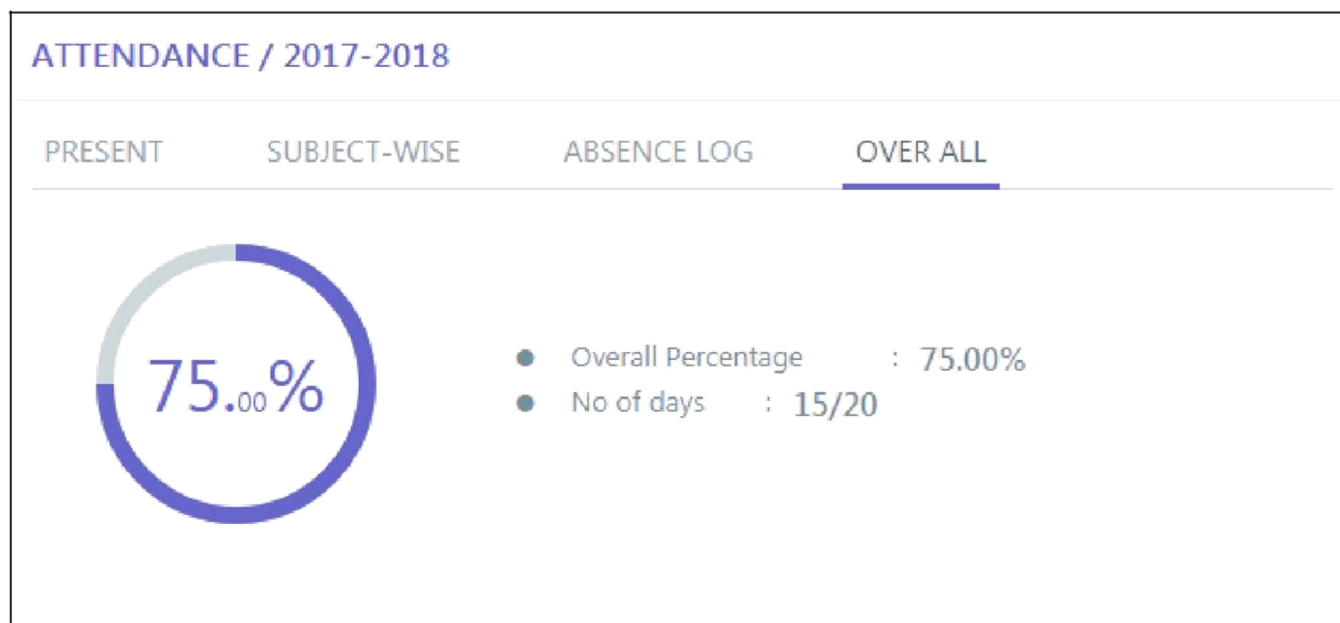
ATTENDANCE / 2017-2018

| PRESENT | SUBJECT-WISE | ABSENCE LOG | OVER ALL |

75.00%

● Overall Percentage    : 75.00%
● No of days    : 15/20

## Assignments:

1. Click [ⅈ\ Assignments] ,the Assignment screen will open.

2. Student can view the To-do assignments with due date and by clicking [👁] can also submit the Assignments as an attachment.

| | |
|---|---|
| **‹ ASSIGNMENT DETAILS** | **RATING: Not Available** |
| **ASSIGNMENT DATE:** 📅 22-Sep-2017 | **DUE DATE:** 📅 28-Sep-2017 |
| **TITLE:** read ln 1 | **SUBJECT:** Chemistry, |
| **REMARKS:** ------ | **STATUS:** Not Verified |
| **DESCRIPTION :** | |
| **DOWNLOAD(S)** ⤓ | |
| **ADD FILES** | 🔴 |
| **ATTACHEMENTS ( 0 )** | **DELETE** |
| | **Submit** |

3. Non-Submitted and Not verified Assignments will be shown in the Pending List.

### ASSIGNMENTS / 2017 - 18

| PENDING | ALL | | |
|---|---|---|---|
| **DATE** | **PROJECT** | **STATUS** | **VIEW** |
| Feb 07 | **Genetic algorithm** <br> E4 – Neural Networks and Fuzzy Logic <br> ● Homework <br> ★★★★☆ | **Verified** <br> **Submitted** | 👁 |
| Jan 06 | **Submit an assignment on – What is Neural Networks and Fuzzy logic? Its relationship and its applications.** <br> E4 – Neural Networks and Fuzzy Logic <br> ● Homework <br> ★★★★☆ | **Verified** <br> **Submitted** | 👁 |
| Dec 31 | **Selection of Appropriate Project Approach** <br> C13 – Software Project Management <br> ● Homework <br> ★★★☆☆ | **Verified** <br> **Submitted** | 👁 |

# Exam Schedules:

1. Click [Exam Schedules] ,the Exam Schedule screen will open.

2. Under the exam date, all Scheduled exams will be shown under 'All' category.

3. Specifically, the exam that are falling nearby will be shown under 'Upcoming' category

4. Also under this category, Student/Parent can view the Result and Report Card for the completed exam.



| Main Exam Subject | Exam Subject | Exam Code | Date | Time | Syllabus |
|---|---|---|---|---|---|
| Core XIII Software Project Management | I CIA | I CIA | 22-Jan-2018 | 9:30 to 12:30 | |
| Elective IV Neural Networks and Fuzzy Logic | I CIA | I CIA | 27-Jan-2018 | 9:30 to 12:30 | |
| Core XIII Software Project Management | II CIA | II CIA | 12-Mar-2018 | 9:30 to 12:30 | |
| Elective IV Neural Networks and Fuzzy Logic | II CIA | II CIA | 16-Mar-2018 | 9:30 to 12:30 | |
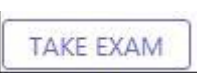
## Assessment:

1. Click [ ⏱ **Assessments** ] ,the Assessment screen Will open.

2. The student can take the assessment online at any time using their MyCamu Login.

**ASSESSMENTS**

Networks
📅 Expires in 20 hours                                    TAKE EXAM

3.Click [ TAKE EXAM ] ,Examination Start screen will open and then click on [ **START EXAM** ] .
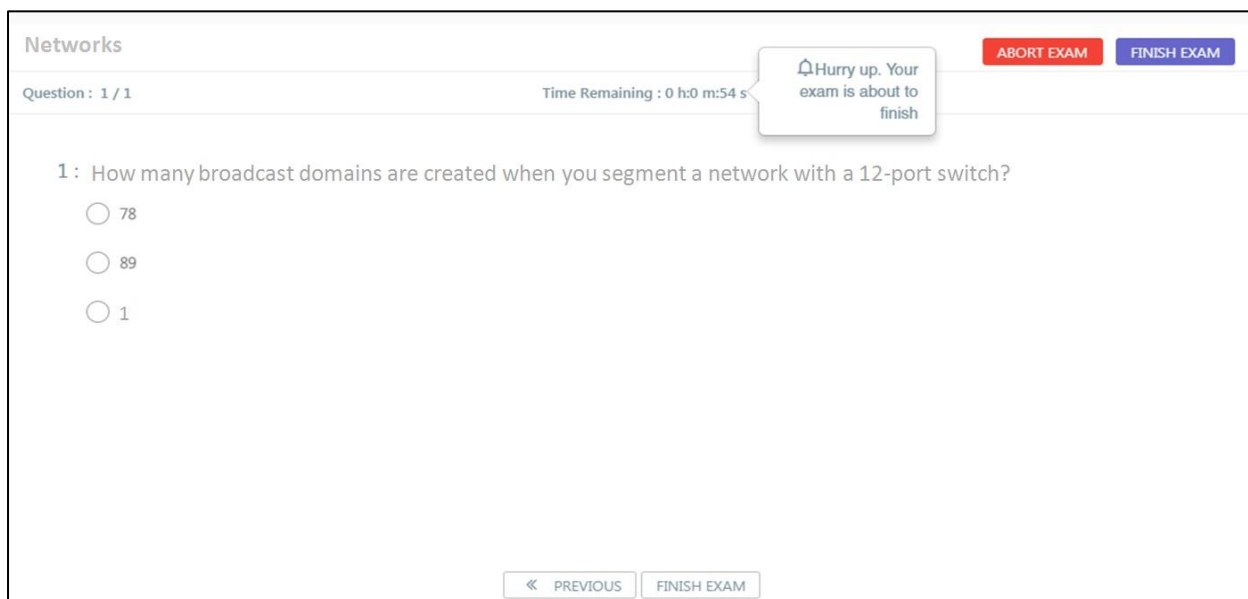
| Networks | | ABORT EXAM   FINISH EXAM |
|---|---|---|

Question : 1 / 1                          Time Remaining : 0 h:0 m:54 s    🔔Hurry up. Your exam is about to finish

1 : How many broadcast domains are created when you segment a network with a 12-port switch?

○ 78

○ 89

○ 1

« PREVIOUS   |   FINISH EXAM

4.Finally click on [ **FINISH EXAM** ] to finish the exam or [ **ABORT EXAM** ] to terminate the exam.

## Holidays:

1. Click [Holidays] ,the Holidays/Events screen Will open.

2. List of holidays declared by the school management will be displayed here.

3. The Holiday that are falling nearby will be shown under 'Upcoming' Category.

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**HOLIDAYS / EVENTS**

| UPCOMING | ALL | | ● HOLIDAYS ● EVENTS |
|----------|-----|---|---------------------|

| | |
|---|---|
| **College Reopens**<br>10 months ago | 📅 16-Jun-2017 |
| **Holiday**<br>10 months ago | 📅 24-Jun-2017 |
| **Ramzan**<br>10 months ago | 📅 26-Jun-2017 |
| **Holiday**<br>10 months ago | Ramzan    📅 01-Jul-2017 |
| **Holiday**<br>10 months ago | 📅 08-Jul-2017 |
| **Holiday**<br>9 months ago | 📅 15-Jul-2017 |
| **Holiday**<br>9 months ago | 📅 22-Jul-2017 |
| **Holiday**<br>9 months ago | 📅 29-Jul-2017 |

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## Timetable:

1. Click [📅 Timetable] ,the Timetable screen Will open.
2. Periodical time table of the subjects will be shown as day wise.
3. Student/Parent can view their respective Timetable of the Current Academic Year.
4. Also, MyCamu will automatically update their Timetable once they are progressing to their next Academic Year.
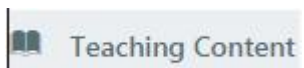
### TIMETABLE | 2017 - 18 - SEM 2 | A

| DAY 1 | DAY 2 | DAY 3 | DAY 4 | DAY 5 | DAY 6 |
|-------|-------|-------|-------|-------|-------|

**01-Dec-2017 to 09-Apr-2018**

| | |
|---|---|
| P1: Tamil II<br>👤 Anandhi | 🕐 09:30 Am - 10:30 Am |
| P2: English II<br>👤 Mahmoodha Muhsina | 🕐 10:30 Am - 11:30 Am |
| A2: Discrete Mathematics<br>👤 Priyadharshini | 🕐 11:30 Am - 12:30 Pm |
| Lunch | 🕐 12:30 Pm - 01:30 Pm |
| P4 – Value Education<br>👤 Yasodha | 🕐 01:30 Pm - 02:30 Pm |
| P3: C4 - Data Structures<br>👤 Yasodha | 🕐 02:30 Pm - 03:30 Pm |

## Teaching Content:

1.  Click [ 📖 Teaching Content ] ,the Teaching Content screen will open.

2.  Student/Parent can view every day teaching content from MyCamu.



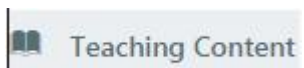3.  By touching [ ⊙ ] ,Student/Parent can view their subject wise teaching content.

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## Leave:

1. Click [☁ Leave] ,the Leave screen will open.

2. Student can apply leave by selecting [Apply Leave] .

3. Select the date range for which the leave is to be applied.

4. Leave Request will send to the respective staff / co-ordinator for Approval.

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**LEAVE**                                                    [Apply Leave]

**LEAVE FORM**                                              Type Of Leave ▾

Enter the Date range

📅 Start date                    📅 Expected Finish date

Partial Date

📅 Start date                    AM    PM

Reason for absence

[Apply]   [Reset]   [Cancel]

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## Billing:

1. Click [Billing] ,the Billing screen Will open.

2. Student/Parent can view All, Current, Paid and unpaid fee from their login

3. Also, partial settled fee status will reflect if the student has part paid the amount.

| Bill No. | Bill Item | Due Date | Amount | Outstanding | Status | Details |
|---|---|---|---|---|---|---|
| 69950 | Amenity Fee | 15-02-1918 | 1,200.00 | 1,200.00 | UNPAID | ⓘ |
| 38946 | Student Insurance | 01-07-2016 | 100.00 | 0.00 | SETTLED 01-07-2016 | ⓘ |
| 38947 | Note Books | 01-07-2016 | 400.00 | 0.00 | SETTLED 01-07-2016 | ⓘ |
| 38945 | Amenity Fee | 01-07-2016 | 1,200.00 | 0.00 | SETTLED 01-07-2016 | ⓘ |
| 38399 | CD | 17-07-2016 | 500.00 | 0.00 | SETTLED 24-06-2016 | ⓘ |
| 38400 | Special Fee | 17-07-2016 | 500.00 | 0.00 | SETTLED 24-06-2016 | ⓘ |
| 38401 | University Fee | 17-07-2016 | 975.00 | 0.00 | SETTLED 24-06-2016 | ⓘ |

**BILLING**  **VIEW TRANSACTIONS**

ALL    CURRENT    PAID    UNPAID    CANCELLED

**TO BE PAID : 4,100.00**

4. By clicking [VIEW TRANSACTIONS] ,Student/Parent can see the History of Transactions

### TRANSACTION

RECEIPTS    CREDIT NOTE    REFUND    INVOICE

| Receipt No. | Bill No(s). | Type | Payment Date | Amount | Payer |
|---|---|---|---|---|---|
| 47 | 176 | Receipt | 01-09-2017 | 10,000.00 | Student |
| 48 | 175 | Receipt | 01-09-2017 | 5,000.00 | Student |
| 71 | 165 | Receipt | 25-10-2017 | 5.00 | Student |
| 72 | 164 | Receipt | 25-10-2017 | 30.00 | Student |
| 85 | 269, 268, 267, 165 | Receipt | 06-12-2017 | 22,055.00 | Student |
| 87 | 282 | Receipt | 26-12-2017 | 20.00 | Student |

## Elective:

1. Click [ Enrollment ] ,the Electivet screen will open.

2. Choose the semester by clicking on [ K Past | Present ▷ | Future ≫ ]

**CHOOSE ELECTIVES**  [ K Past ] [ Present ▷ ] [ Future ≫ ]

ⓘ The elective subjects can be choosen between 07-Apr-2018 and 31-May-2018.

3. The offered courses will be displayed and select it using [ Select ] .
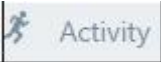
**GENERAL ELECTIVES** ⓞ

🔔 Only1 subject(s) can be selected.

| Subjects | Status |
|---|---|
| 317NTA – P4: NME – Animation | SELECT |
| 317NMC (SF – P4: NME – Basic Maths for C | SELECT |
| 317NFM – P4: NME – Basics of Interne | SELECT |
| 317NEC (SF – P4: NME – English for Compe | SELECT |
| 317NED (SF – P4: NME – Entrepreneurial D | SELECT |
| 317NMM – P4: NME – Materials Managem | SELECT |
| 317NEC – P4: NME – Mobile Commerce | CANCEL PENDING REQUEST |

## Activity:

1. Click [Activity] ,the Activity screen will open.

2. Student/Parent can view their activity by using MyCamu. This activity will be assigned by the staff for respective student.

| ACTIVITY | | | | | | |
|---|---|---|---|---|---|---|
| Activity Name | Activity Type | From Date | To Date | No Of Hours | Status | |
| Gaming | Sports | 28-12-2017 | 31-12-2017 | 40 | In Progress | ◎ |