

SRI G.V.G VISALAKSHI COLLEGE FOR WOMEN




User Manual

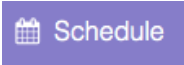

Student Attendance



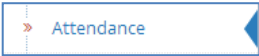

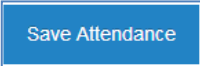

Attendance on Mobile Application

1. Open CAMU by clicking  and login
2. The schedule with the list of subjects for the logged in user is displayed
3. Touch the subject to open the 'Take Attendance' screen
4. By default all students are marked present. Touch the tick to mark a student as absent
5. Click on save. The system will prompt to 'Save and finalise' or 'Just Save'. If finalised the attendance can be changed only if the user has permission to do so.

Attendance on Staff Web Application (for the current day)

1. In the home screen in the  widget select the period for which attendance is to be taken
2. Click  and the attendance screen will open for the selected period
3. By default all students are marked present. Click on the Present to toggle to Absent
4. Click on save. The system will prompt to 'Save and finalise' or 'Just Save'. If finalised the attendance can be changed only if the user has permission to do so.


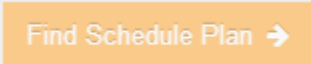

Retrospective Attendance on Staff Web Application

1. Click on Staff -> Attendance  to open the attendance screen
2. Fill in the search criteria and click . The list of students are displayed below and all students are marked present by default
3. To easily find the name of the student to mark absent search for a student by entering a part of the name in the Search Student search box
4. Clicking  will save the attendance and can be changed later.
5. Clicking  will save and finalise the attendance and cannot be changed again.

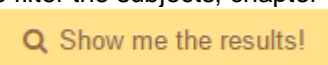

Assignments



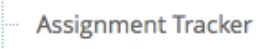

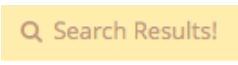

Create an Assignment (1 or many in advance of the class)

1. Click on Academic Plan -> Teaching Content  to open the teaching plan screen
2. Fill in the search criteria for the subject for which assignments must be created and click . The list of subjects are displayed
3. Click on the down arrow in front of the subject for which the assignment must be created
4. Click on  on the RHS of the subject, chapter or sub-chapter to create an assignment which will be linked to the subject, chapter or sub-chapter selected

View/Edit Assignments

1. Click on Assignments -> Assignment List to open the list of assignments
2. Enter the search criteria to filter the subjects, chapter or sub-chapter for which the assignments must be viewed and click 
3. Click on  to view and edit the details of an Assignments

Assignments from the Staff Web Application

1. Click on  under Assignments Menu
2. Choose the class if it is already not defaulted
3. Click on  and select the Subject and Chapter and Sub Chapter as required and click 
4. The matching assignments are listed. Click  to assign. The Assign screen will pop up. Select the Due Date and Save.


Assignments from the Android Application

1. Touch **My Classes** menu on the top LHS corner
2. Choose the class and touch **Assignments**
3. The assignments already assigned are displayed. Use the Filters Upcoming, Due Today and All to review if required
4. Touch **New Assignment** to give a new assignment
5. Select the subject and the assignments already created are slited for it to be assigned
6. Touch the assignments name and the due date screen will pop up
7. Touch a due date and tocuh Save and Assign
8. The assignment will appear in the Upcoming or the Due today or All Filter in the Assignment list based on the Due Date Selected

Grading Assignments from the Staff Web Application

1. Click on **Assignment Tracker** under Assignments Menu
2. Choose the class if it is already not defaulted
3. Choose the **All**, **Upcoming** or **Due Today** filter to find the assignment
4. Click **Get Students** to see the list of student
5. Click a star rating for each student to rate the submission
6. Click **Show Remarks** to View or Add New Remarks
7. The submissions by student will be listed as links below the student name. Click a link to download the document for review

Grading Assignments from the Android Application

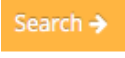

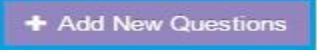


1. Touch **My Classes** menu on the top LHS corner
2. Choose the class and touch **Assignments**
3. The assignments already assigned are displayed. Use the Filters Upcoming, Due Today and All to find the Assignment
4. The student list is displayed. Touch a student to confirm the submission. A  mark appears
5. Select a star rating to grade the submission

Question Bank & Assessments



Upload Question Bank

Pre-requisite: None

1. Click on **Assessment->Question Bank**
2. Choose the class and Subject and click 
3. Click Upload  to Bulk Upload Questions from the Question Bank Excel prepared using the Camu Question Bank Template
4. Click  to add additional Questions
5. Enter the New Question and Options and Click on Save and Continue  for adding more than one Question. Click on  to Save and Exit.

Generate Question Paper

Pre-requisite: Question Bank

1. Click on **Assessment->Question Paper**
2. Select the Class and Subject and click 
3. Click 
4. Click one of   and create a Question Paper

Schedule Online Assessments

In the Schedule Assessment screen select the Course, Dept, Semester and Section details for which the assessment has to be scheduled.

Question paper for the assessment, assessment date and other related required information will be given as like below:



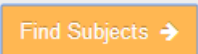

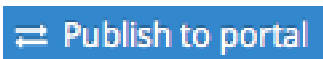
[Create New Assessment](#)

Question Paper* <input type="text" value="Comp. Program for CS"/>	Start Date* <input type="text" value="28-March-2018"/>	Show Answer* <input type="text" value="On Completion"/>
Assessment Name* <input type="text" value="Comp. Program for CS"/>	End Date* <input type="text" value="28-March-2018"/>	<input type="text" value="Immediately"/> <input type="text" value="On Completion"/> <input type="text" value="Don't Show"/>
No. of Attempts* <input type="text" value="Single"/>	Start Time* <input type="text" value="10:00"/>	Jumble questions and answers <input type="text" value="NO"/>
Allotted Time* <input type="text" value="5"/> Mins.	End Time* <input type="text" value="11:00"/>	



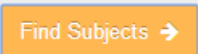




Teaching Content



Upload Teaching Content

1. Click on Academic Plan -> Teaching Content   to open the teaching content screen
2. Fill in the search criteria or choose the class by clicking Change Class and click  . The list of subjects for the standard (or) semester is displayed
3. Click on  and select the Excel File with the teaching content as per the template.
4. Click on the arrow in front of the subject to view the chapters
5. Edit the teaching content to add video's, files and any other supporting material as attachments
6. Click on  to publish the content to the students


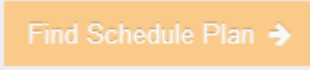


Add/Edit Teaching Content

1. Click on Academic Plan -> Teaching Content   to open the teaching content screen
2. Fill in the search criteria or choose the class by clicking Change Class and click  . The list of subjects for the standard (or) semester is displayed
3. Click on the arrow in front of the subject to view the chapters. If no chapters have been added the arrow will point upwards and no additional details will be displayed.
4. Click on the arrow in front of the chapter to view the sub chapters
5. Click on  to add a new chapter
6. Click  to save or  to save and create another sub-chapter.
7. To edit the details of a sub chapter click on the  icon on the RHS of the chapter or sub chapter name. For a Chapter only the name can be changed. All the other details are saved for the sub-chapter and can be edited

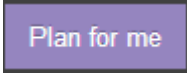

Teaching Plan



Create Teaching Plan (Manual)

1. Click on Academic Plan -> Teaching Plan  to open the teaching plan screen
2. Fill in the search criteria and click . The timetable periods and the list of chapter/subchapters are displayed
3. Select a timetable period and click on  Assign next to a subchapter to assign the sub-chapter to the selected timetable period
4. Click on  in the timetable period to un-assign the subchapter
5. Repeat the process until all the chapters are assigned. For each sub-chapter the system will display the duration and the assigned time. The user must ensure that the assigned time is equal to or more than the duration.

Create Teaching Plan (Automatic)

1. Click on  to automatically create the teaching plan
2. Enter the date from when the plan should start and click 
3. The system will automatically assign the subchapters to the timetable periods as per the subchapter no. sequence and the duration required.

Blocking a period

1. Select a period which needs to be blocked and click . The system will prompt the user to enter a remark.
2. The system will automatically re-schedule the topics scheduled from the blocked period onwards and free up the period for the staff.