

LEARNING MANAGEMENT SYSTEM



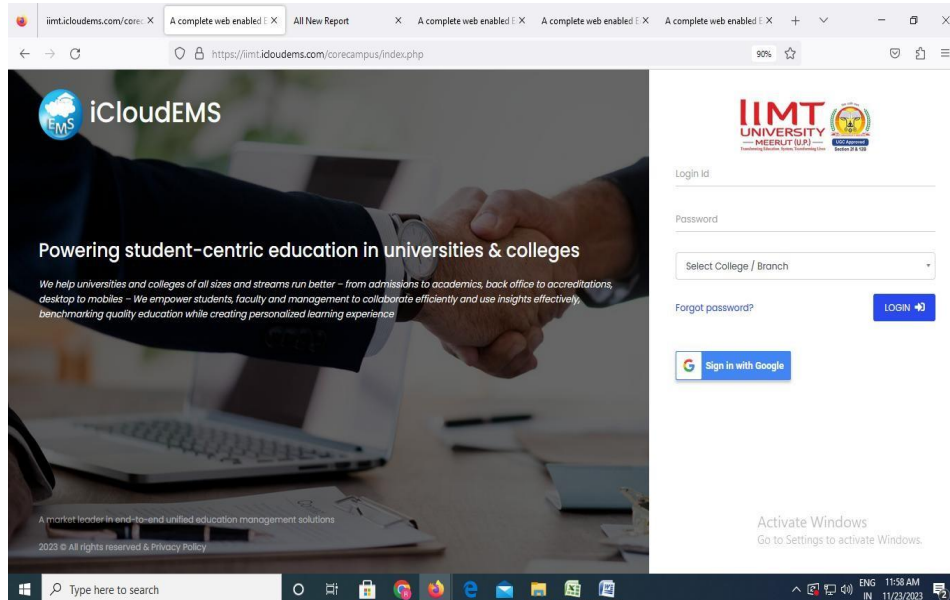
IIMT UNIVERSITY, MEERUT

SESSION PLAN IMPORT DOCUMENT



FOR SESSION PLAN IMPORT, YOU NEED TO FOLLOW THESE STEPS:

Visit Login Page:



Enter the Login Credentials:

Login ID: Your ID.

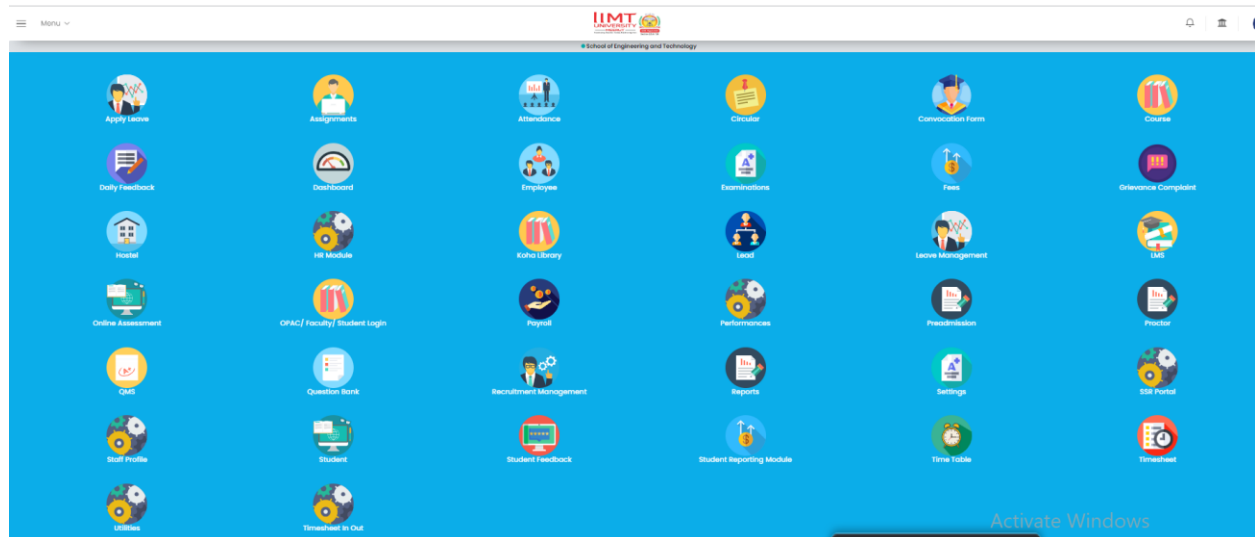
Password: Your Password.

Select your College/ Branch.

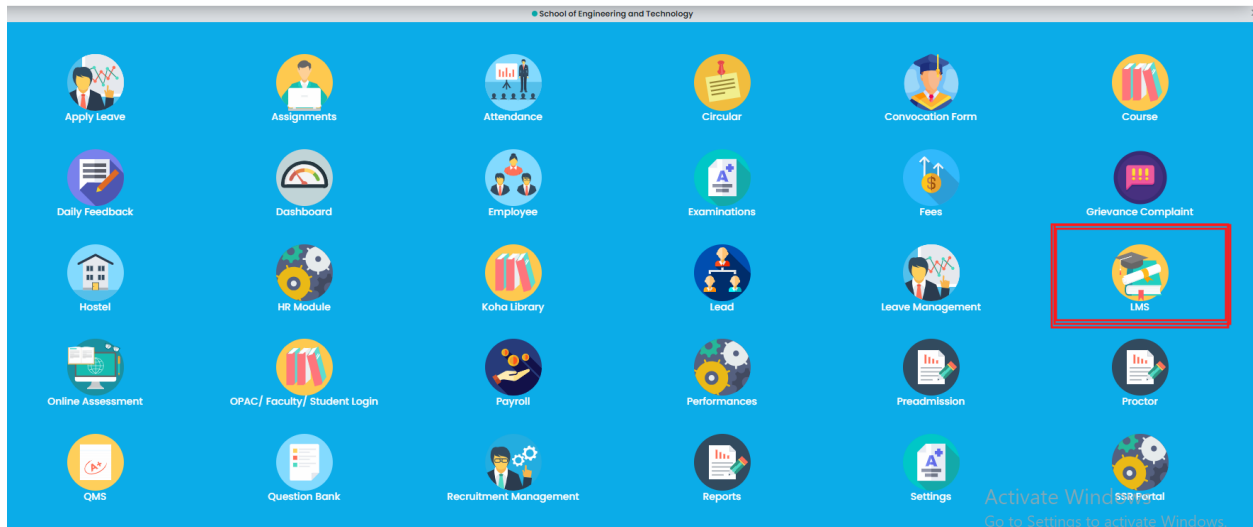
And Click on **LOGIN**.

After Login successfully.

Your Dashboard will display on the screen like this below:



To Start the Session Plan Import process, you need to click on the **LMS** tab.



After Click on LMS tab, you will see the LMS Dashboard, as below:



Now you have to select the “**COURSES**” option.

The screenshot shows the LMS Dashboard for a user named Riyanka Baral (T07509), Assistant Professor at SCMS. The dashboard features several navigation options: Courses, Assignments, Attendance, Calendar, and Reports. The 'Courses' option is highlighted with a red box, and a large black arrow points to it. The 'Courses' card includes the text 'View the list of courses allocated' and a right-pointing arrow.

https://siucloudems.com/corecampus/admin/session_plan/topic_input_screen.ph...

After click on the Courses option, you will redirect on a new page “ACADEMICS” – courses list.

The screenshot shows the 'Academic Course list' page. It includes a search bar with 'Academic Year' and 'Select Semester' dropdowns, and a 'Search' button. Below the search bar is a table with the following data:

Sr.No.	Class	Semester	Division	Course Name	Allotment Type	Practical Batch	Goto	Goto	Filled Status
1	BBA III (2020-2023)	SEM V	A	Sales and Distribution Management	PP	Sales and Distribution Management-A (Marketing Man	Topic List	Session Plan	Not filled
2	BBA III (2020-2023)	SEM V	A	Sales and Distribution Management	PP	Sales and Distribution Management-B (Marketing Man	Topic List	Session Plan	Not filled
3	BBA III (2020-2023)	SEM V	A	Sales and Distribution Management	PP	Sales and Distribution Management-D (Marketing Man	Topic List	Session Plan	Not filled
4	BBA II (2021-2024)	SEM III	A	Fundamentals of Services Marketing	PP	FSM_0206210312_D	Topic List	Session Plan	Not filled

At the bottom right, there is a watermark: 'Activate Windows Go to Settings to activate Windows.'

If you want to search another class, you can follow this: In the above page, you can see the classes and semester, which are already

available at a time; also, you can search by referring the Academic Year and Section in the Course list Section.

The screenshot shows the 'Academic Course List' page. At the top, there is a search section with a dropdown for 'Academic Year' and an input field for 'Select Section' with a placeholder 'X Select Semester'. A blue 'Search' button is located to the right of the input field. Below the search section is a table with columns: Sr.No., Class, Semester, Division, Course Name, Allotment Type, Practical Batch, Goto, Goto, and Filled Status. The table contains four rows of course data.

Sr.No.	Class	Semester	Division	Course Name	Allotment Type	Practical Batch	Goto	Goto	Filled Status
1	BBA III (2020-2023)	SEM V	A	Sales and Distribution Management	PP	Sales and Distribution Management-A (Marketing Man	Topic List	Session Plan	Not filled
2	BBA III (2020-2023)	SEM V	A	Sales and Distribution Management	PP	Sales and Distribution Management-B (Marketing Man	Topic List	Session Plan	Not filled
3	BBA III (2020-2023)	SEM V	A	Sales and Distribution Management	PP	Sales and Distribution Management-D (Marketing Man	Topic List	Session Plan	Not filled
4	BBA II (2021-2024)	SEM III	A	Fundamentals of Services Marketing	PP	FSM_0206210312_D	Topic List	Session Plan	Not filled

If you do not want to change the year or semester, then you can select from the given list, as below:

This screenshot is identical to the previous one, showing the 'Academic Course List' page. A red box highlights the table of course data, specifically the 'Goto' and 'Filled Status' columns.

Sr.No.	Class	Semester	Division	Course Name	Allotment Type	Practical Batch	Goto	Goto	Filled Status
1	BBA III (2020-2023)	SEM V	A	Sales and Distribution Management	PP	Sales and Distribution Management-A (Marketing Man	Topic List	Session Plan	Not filled
2	BBA III (2020-2023)	SEM V	A	Sales and Distribution Management	PP	Sales and Distribution Management-B (Marketing Man	Topic List	Session Plan	Not filled
3	BBA III (2020-2023)	SEM V	A	Sales and Distribution Management	PP	Sales and Distribution Management-D (Marketing Man	Topic List	Session Plan	Not filled
4	BBA II (2021-2024)	SEM III	A	Fundamentals of Services Marketing	PP	FSM_0206210312_D	Topic List	Session Plan	Not filled

Now, select the **“Session Plan”** option (recommended: you can open it in New Tab).

Academic | Main • Course List

Course list

Academic Year: Academic Year | Select Section: Select Semester | Search

10 | Search. | Search

Sr.No.	Class	Semester	Division	Course Name	Allotment Type	Practical Batch	Goto	Goto	Filled Status
1	BBA III (2020-2023)	SEM V	A	Sales and Distribution Management	PP	Sales and Distribution Management-A (Marketing Man	Topic List	Session Plan	Not filled
2	BBA III (2020-2023)	SEM V	A	Sales and Distribution Management	PP	Sales and	Topic List	Session Plan	Not filled
3	BBA III (2020-2023)	SEM V	A	Sales and Distribution Management	PP	Sales and	Topic List	Session Plan	Not filled
4	BBA II (2021-2024)	SEM III	A	Fundamentals of Services Marketing	PP	FSM_0206210312_D	Topic List	Session Plan	Not filled

Now, after click on this option for a particular class or semester, you will redirect on a new tab (to open this in new tab, press: **ctrl + mouse click**).

After successfully open the new tab, you will see the **Session Plan** page as below:

Session Plan | Course List • Session Plan

Session Plan

Select to copy from existing session plan. (Kindly make sure the topic list of session plan is empty for current semester)

Academic Year: Academic Year | Class: Select Class | Division: Select Division

Course: Select Course | Elective Batch: Select Batch

Copy Session/Teach Plan

Class: BBA III (2020-2023) SEM V Division: A | Batch: Sales and Distribution Management-A (Marketing Man)

Credit: 3.00

[Add Course Objective](#)
[Add Learning Outcome](#)
[Add Pedagogy](#)

The screenshot displays the iCloudEMS interface for course management. At the top, there are three dropdown menus: "Academic Year" (set to "Academic Year"), "Class" (set to "Select Class"), and "Division" (set to "Select Division"). Below these are two more dropdowns: "Course" (set to "Select Course") and "Elective Batch" (set to "Select Batch"). A blue button labeled "Copy Session/Teach Plan" is positioned below the dropdowns.

The main content area shows the following details:

- Class:** BBA III (2020-2023) SEM V **Division:** A
- Batch:** Sales and Distribution Management-A (Marketing Man)
- Credit:** 3.00
- Course:** Sales and Distribution Management PP
- Unit:** --Select--
- Consider attendance weightage:**

On the right side, there is a blue panel with several action links:

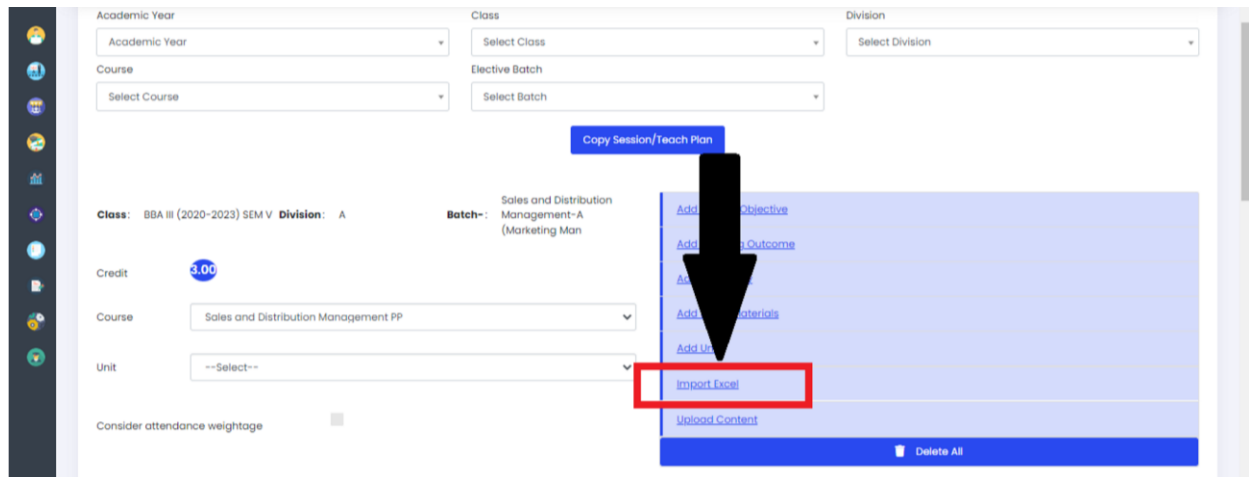
- [Add Course Objective](#)
- [Add Learning Outcome](#)
- [Add Pedagogy](#)
- [Add Study Materials](#)
- [Add Unit](#)
- [Import Excel](#)
- [Upload Content](#)

At the bottom right of this panel is a "Delete All" button with a trash icon.

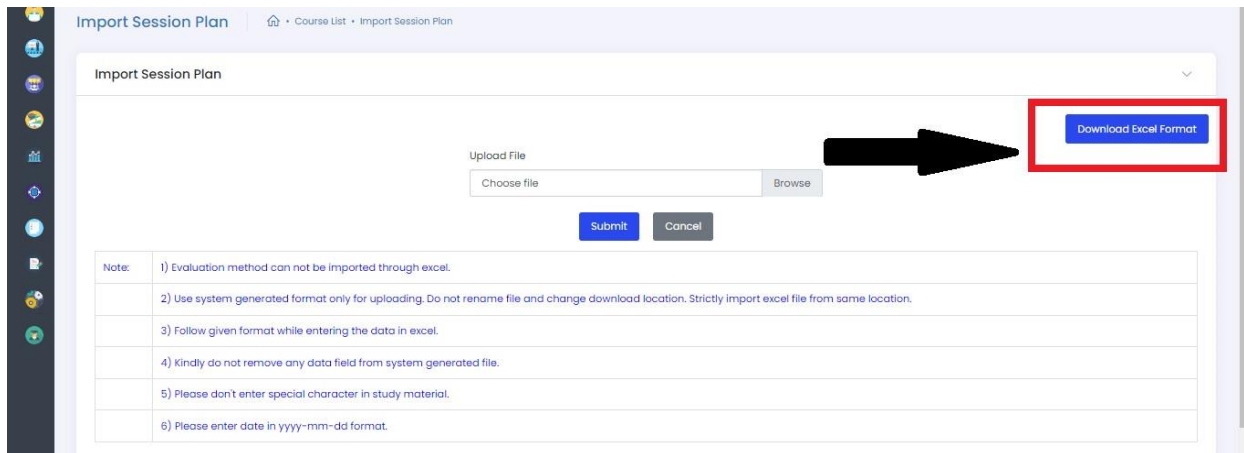
Now, these options you can see in BLUE SECTION that is related to session plan only. You can see this below:

This screenshot is identical to the one above, but with a red rectangular box highlighting the "Import Excel" link in the blue action panel on the right. The other elements of the interface, including the dropdowns, course details, and other links, remain the same.

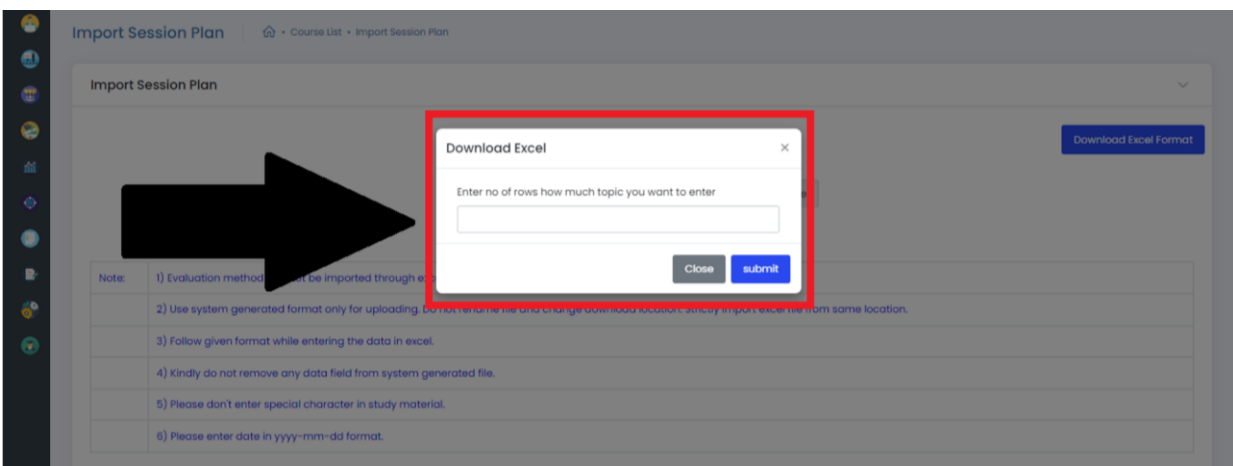
Now, Click on **IMPORT EXCEL:**



Now you will see this window below, then you have to click on **“Download Excel Format”**.



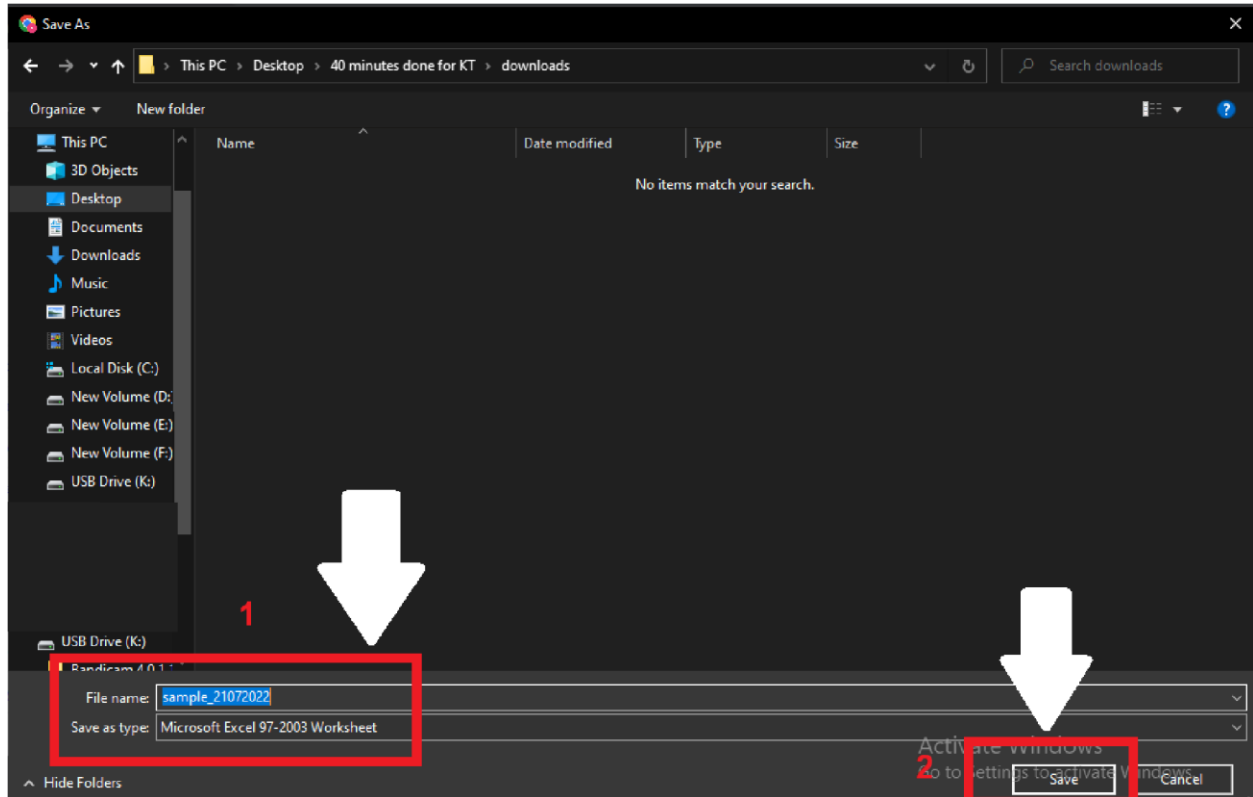
This will show a small Popup:



Enter the **Number of Rows** in this section and click on **SUBMIT**.

Now, a popup will display to download a sample file in a system.

Simply save it, as it is.



After downloaded the sample file, open it in Excel:

Lec.No	Proposed Date	Points To Covered	Methodology/Activities	Conducted Date	Unit No.	Unit No.	Unit Name
1	2022-06-05			0000-00-00			1 First unit
2	2022-06-05			0000-00-00			2 Second unit
3	2022-06-05			0000-00-00			3 Third Unit
4	2022-06-05			0000-00-00			4 Fourth unit
5	2022-06-05			0000-00-00			4 Fourth unit

This downloaded file will look like this above.

NOTE: DO NOT DELETE ANY COLUMN OR CHANGE FORMAT OR ANY FORMULA.

Update your class details and save it.

A	B	C	D	E	F	G	H	I	J
Lec.No	Proposed Date	Points To Covered	Methodology/Activities	Conducted Date	Unit No.			Unit No.	Unit Name
1	2022-06-05			0000-00-00				1	First unit
2	2022-06-05			0000-00-00				2	Second unit
3	2022-06-05			0000-00-00				3	Third Unit
4	2022-06-05			0000-00-00				4	Fourth unit
5	2022-06-05			0000-00-00					

A: LECTURE NUMBER

B: PROPOSED DATE
FORMAT: YYYY-MM-DD

E: CONDUCTED DATE,
WHEN THE ACTIVITY WAS DONE

I: UNIT NUMBER.
NOTE: UNIT NUMBER = UNIT NAME

J: UNIT NAME
ALL FIELDS ARE MANDATORY TO FILL

You can link the “Points to be Covered” with the “Unit No.” in Column F:

The screenshot shows an Excel spreadsheet with the following data:

A	B	C	D	E	F	G	H	I	J	K	L	M
1	Lec.No	Proposed Date	Points To Covered	Methodology/Activities	Conducted Date	Unit No.		Unit No.	Unit Name			
2	1	2022-06-05	java	Review	0000-00-00	2		1	First unit			
3	2	2022-06-05	html	Jury	0000-00-00	1		2	Second unit			
4	3	2022-06-05	php	interaction	0000-00-00	4		3	Third unit			
5	4	2022-06-05	css	interaction	0000-00-00	3		4	Fourth unit			
6	5	2022-06-05	etc	Demonstration	0000-00-00	3						

Diagram illustrating the link between Column C (Points To Covered) and Column F (Unit No.) in Column F, by entering the unit no.

FILL THE CORRECT INFORMATION AS MENTIONED IN THE TABLE.
DO NOT RELOCATE OR MOVE THE COLUMNS FROM THE TABLE.

Now go back to the browser -> Import Session Plan window:

Import Session Plan

Upload File

Choose file

Note:

- 1) Evaluation method can not be imported through excel.
- 2) Use system generated format only for uploading. Do not rename file and change download location. Strictly import excel file from same location.
- 3) Follow given format while entering the data in excel.
- 4) Kindly do not remove any data field from system generated file.
- 5) Please don't enter special character in study material.
- 6) Please enter date in yyyy-mm-dd format.

Click on **BROWSE** button and select your sample file, which you had updated in Excel.

And click on **SUBMIT**.

If no error will appear then the result will look like this:

Review Session Plan

Sr.No.	Lec.No	Proposed Date	Points To Covered	Methodology/Activity	Conducted Date	Unit No.
1	1	2022-06-05	java	Review	0000-00-00	2
2	2	2022-06-05	html	Jury	0000-00-00	1
3	3	2022-06-05	php	Interaction	0000-00-00	4
4	4	2022-06-05	css	Interaction	0000-00-00	3
5	5	2022-06-05	etc	Demonstration	0000-00-00	3

Unit No.	Unit Name.
1	First unit
2	Second unit
3	Third Unit
4	Fourth unit

Activate Windows

Click on **SUBMIT** button.

Done.

NOTE: IF YOU WILL SOMETHING WRONG AGAINST THE FORMAT OR ANY COLUMN VALUE WILL BE EMPTY THEN IT WILL DISPLAY THE ERROR AFTER SUBMIT THE FILE.

IF YOU DID SOME MISTAKE IN EXCEL SHEET LIKE THIS:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Lec.No	Proposed Date	Points To Covered	Methodology/Activities	Conducted Date	Unit No.			Unit No.	Unit Name			
2	1	2022-06-05	java	Review	0000-00-00	2			1	First unit			
3	2	21-07-2022	html	Jury	0000-00-00				2	Second unit			
4	3	2022-06-05	php	interaction	0000-00-00	4				Third unit			
5	4	2022-06-05	css	interaction	0000-00-00				4	Fourth unit			
6	5	2022-06-05	etc	Demonstration	0000-00-00								
7													
8													
9													
10													
11													
12													
13													
14													

THEN THE ERROR WILL LOOK LIKE THIS:

Review Session Plan

To check the reason for not accepting the session plan please point to the colored cell indicating error.

Sr.No.	Lec.No	Proposed Date	Points To Covered	Methodology/Activity	Conducted Date	Unit No.
1	1	2022-06-05	java	Review	0000-00-00	2
2	2	2022-07-21	html	Jury	0000-00-00	2
3	3	2022-06-05	php	interaction	0000-00-00	4
4	4	2022-06-05	css	interaction	0000-00-00	4
5	5	2022-06-05	etc	Demonstration	0000-00-00	4

Unit No.	Unit Name.
1	First unit
2	Second unit
4	Fourth unit

Submit Cancel

These colorful sections have some errors.

**THANK YOU
AND REGARDS.**

ICloudEMS