

E-Content Portal

Institution User's Manual



University Informatics Centre

Bharathidasan University

Tiruchirappalli 620 024

Uploading e-Content by faculty

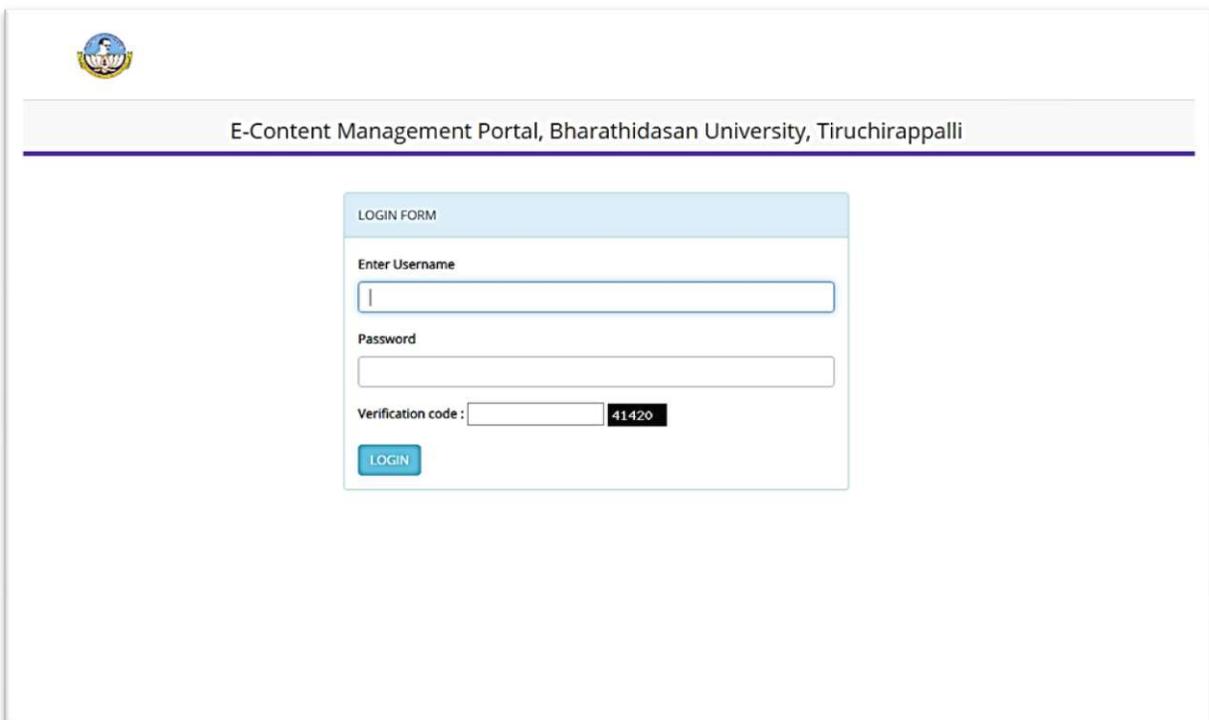
1. Login to e-Content Portal

The Portal can be accessed by clicking the following link.

<http://oms.bdu.ac.in/ec/admin>

The same Credentials (Username and Password) which are used to 'login' to the <http://exams.bdu.ac.in/> or <http://exams1.bdu.ac.in/> portals are used to 'login' to this portal too. If they users wish to change their password, they can change the password by clicking the '**Change Password**' link given inside the portal. If they have technical enquiries they can write a mail to econtents@bdu.ac.in.

The link <http://oms.bdu.ac.in/ec/admin> opens the portal's login page and using the credentials, the Administrator(s) can 'LOGIN' to the portal. The 'LOGIN' screen is given below.

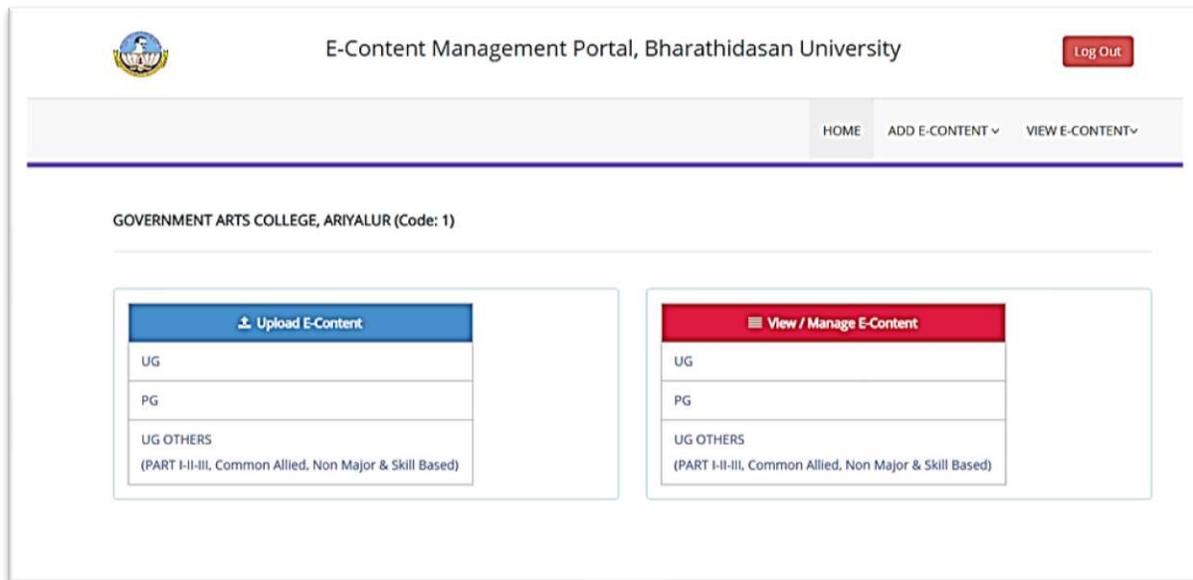


The screenshot displays the login interface for the E-Content Management Portal. At the top left is the university's logo. The header text reads "E-Content Management Portal, Bharathidasan University, Tiruchirappalli". The main content area contains a "LOGIN FORM" with the following elements:

- A label "Enter Username" above a text input field.
- A label "Password" above a text input field.
- A label "Verification code :" followed by a text input field containing the value "41420".
- A blue "LOGIN" button at the bottom of the form.

2. Dashboard Screen

After 'LOGIN', the e-Content portal displays the following 'Dashboard'.



The 'Dashboard' displays the 'Name of the Institution' and 'Centre Code' of the user who has logged in.

The Left Side Menu of the Dashboard shows the details about the following:

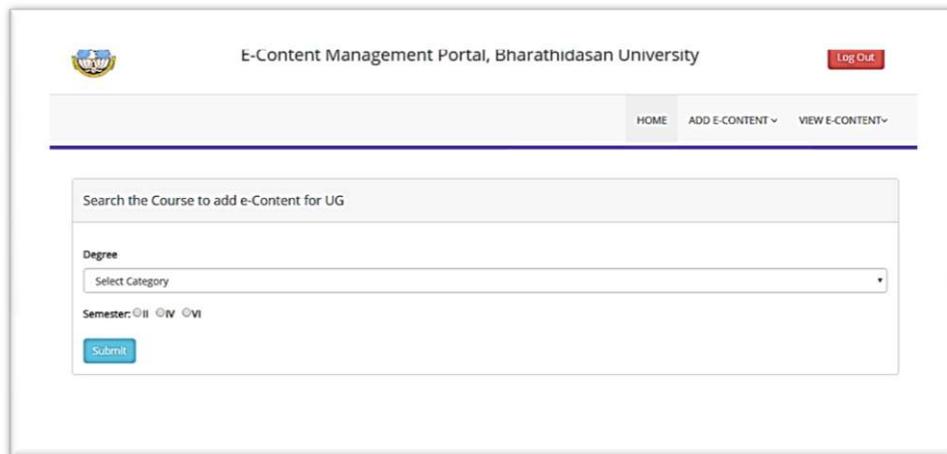
- Upload E-Content for Under Graduate Programmes (UG)
- Upload E-Content for Post Graduate Programmes (PG)
- Upload E-Content for Under Graduate – Other Courses (PART I-II, Non Major Electives, Allied, Skill Based Elective)

The Right Side Menu of the Dashboard shows the details about the following:

- View / Manage (Delete) the Uploaded E-Contents for UG
- View / Manage (Delete) the Uploaded E-Contents for PG
- View / Manage (Delete) the Uploaded E-Contents for UG Other Courses (PART I-II, Non Major Electives, Allied, Skill Based Elective)

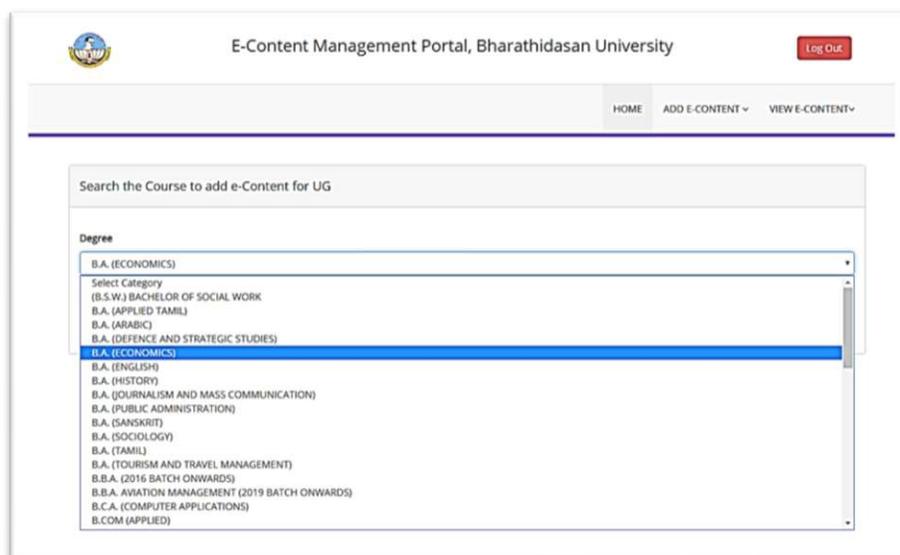
3. Upload E-Content for UG

By clicking on the respective links in the dashboard, the actions can be performed. For example, the **'Upload E-Content for UG'** link displays the following page. In this page, the user can see the information about the requests made by the users.



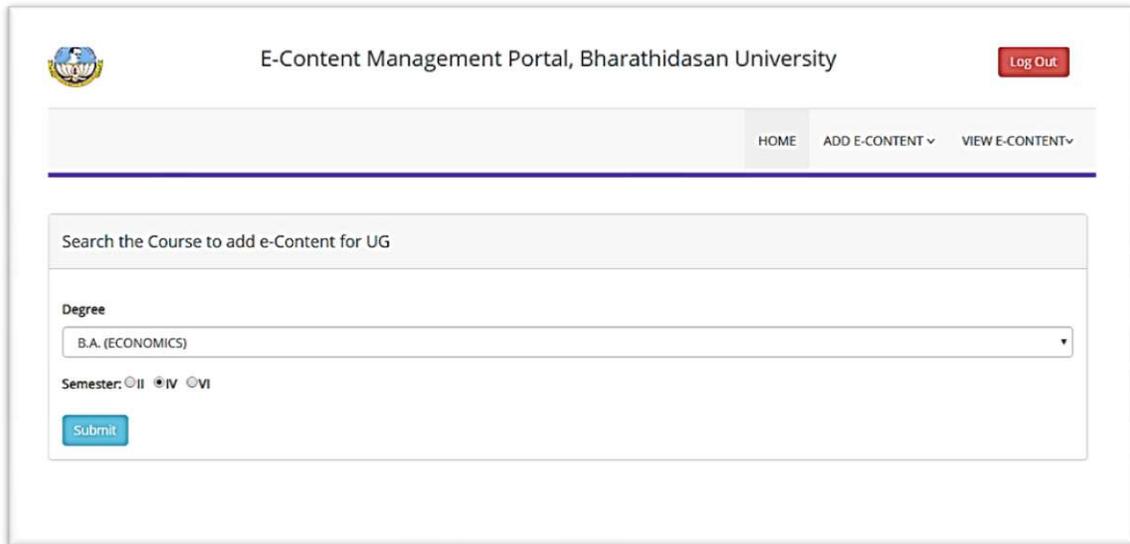
The screenshot shows the 'E-Content Management Portal, Bharathidasan University'. At the top right, there is a 'Log Out' button. Below the header, there are navigation links: 'HOME', 'ADD E-CONTENT', and 'VIEW E-CONTENT'. The main content area features a search bar with the text 'Search the Course to add e-Content for UG'. Below the search bar, there is a 'Degree' dropdown menu with the placeholder text 'Select Category'. Underneath the dropdown, there are three radio buttons for 'Semester' labeled 'II', 'IV', and 'VI'. A blue 'Submit' button is located at the bottom left of the form.

The 'Degree' dropdown box shown above will have all the list of degree-subjects under the UG category. The user has to select the degree for which he/she has to add an e-content. The following image shows that the user has selected 'B.A. (ECONOMICS)' from the given list of degree/subjects. After selecting the degree, the user has to select the semester from the given three buttons (II / IV / VI).



This screenshot shows the same portal as the previous image, but with the 'Degree' dropdown menu open. The dropdown list contains the following items: 'B.A. (ECONOMICS)', 'Select Category', '(B.S.W.) BACHELOR OF SOCIAL WORK', 'B.A. (APPLIED TAMIL)', 'B.A. (ARABIC)', 'B.A. (DEFENCE AND STRATEGIC STUDIES)', 'B.A. (ECONOMICS)', 'B.A. (ENGLISH)', 'B.A. (HISTORY)', 'B.A. (JOURNALISM AND MASS COMMUNICATION)', 'B.A. (PUBLIC ADMINISTRATION)', 'B.A. (SANSKRIT)', 'B.A. (SOCIOLOGY)', 'B.A. (TAMIL)', 'B.A. (TOURISM AND TRAVEL MANAGEMENT)', 'B.B.A. (2016 BATCH ONWARDS)', 'B.B.A. AVIATION MANAGEMENT (2019 BATCH ONWARDS)', 'B.C.A. (COMPUTER APPLICATIONS)', and 'B.COM (APPLIED)'. The 'B.A. (ECONOMICS)' option is highlighted in blue.

Here Degree has been selected as 'B.A.(ECONOMICS)' and Semester has been selected as IV. Now the user has to submit the form by clicking the 'Submit' button given at the bottom of the page.



E-Content Management Portal, Bharathidasan University

Log Out

HOME ADD E-CONTENT VIEW E-CONTENT

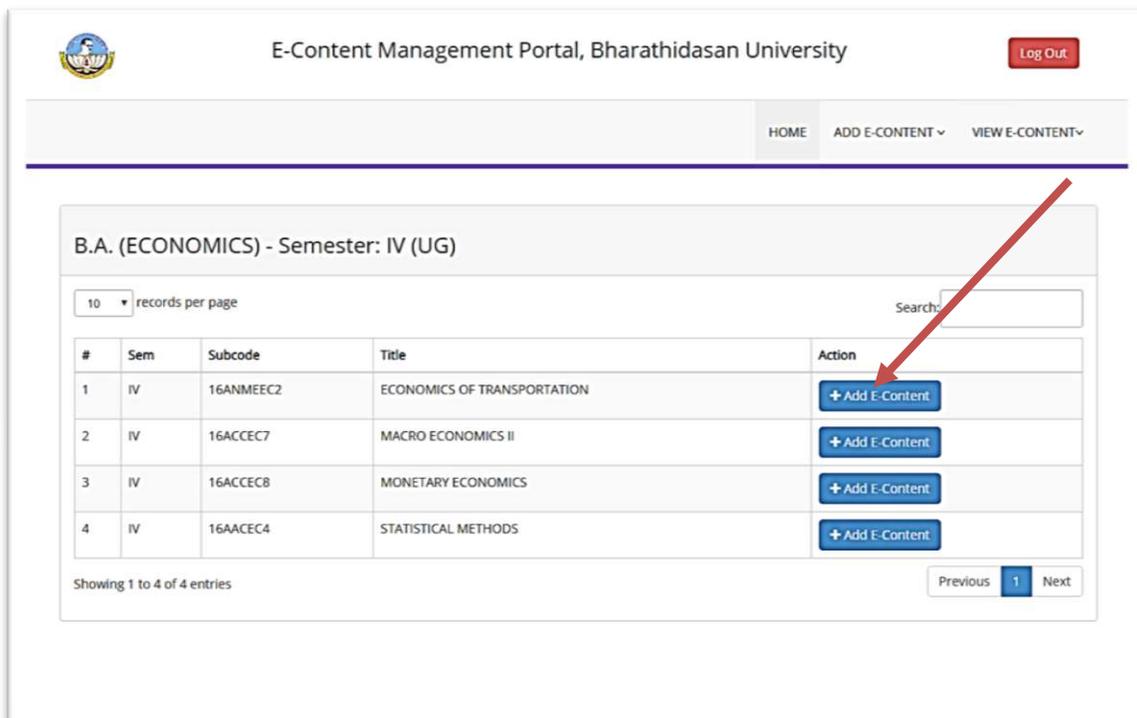
Search the Course to add e-Content for UG

Degree
B.A. (ECONOMICS)

Semester: II IV VI

Submit

The above actions show the following page.



E-Content Management Portal, Bharathidasan University

Log Out

HOME ADD E-CONTENT VIEW E-CONTENT

B.A. (ECONOMICS) - Semester: IV (UG)

10 records per page

Search

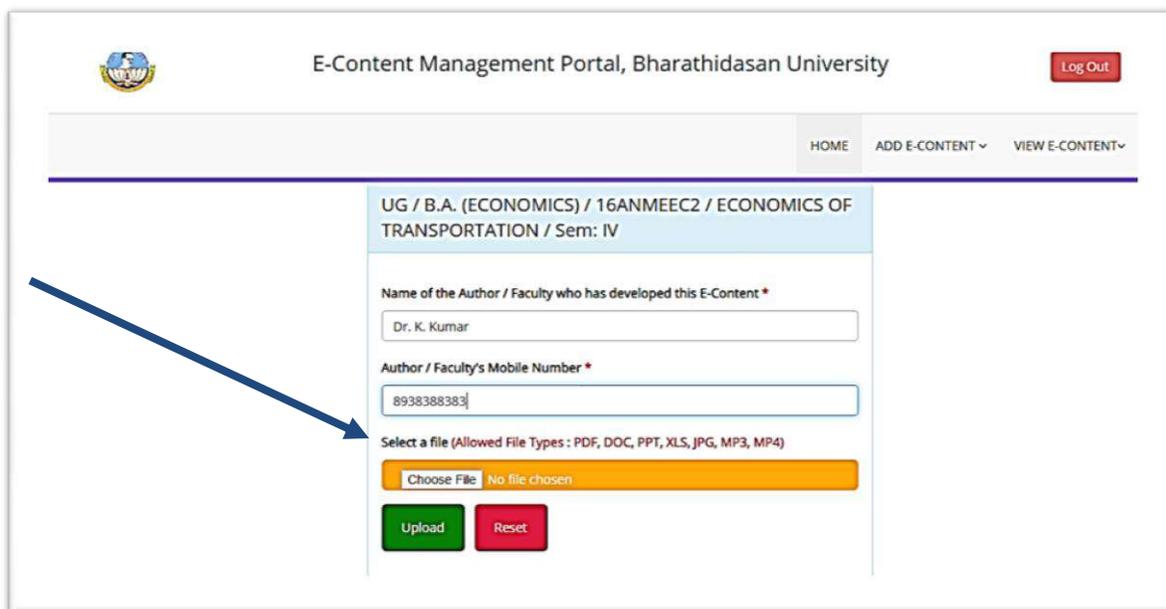
#	Sem	Subcode	Title	Action
1	IV	16ANMEEC2	ECONOMICS OF TRANSPORTATION	+ Add E-Content
2	IV	16ACCEC7	MACRO ECONOMICS II	+ Add E-Content
3	IV	16ACCEC8	MONETARY ECONOMICS	+ Add E-Content
4	IV	16AAECE4	STATISTICAL METHODS	+ Add E-Content

Showing 1 to 4 of 4 entries

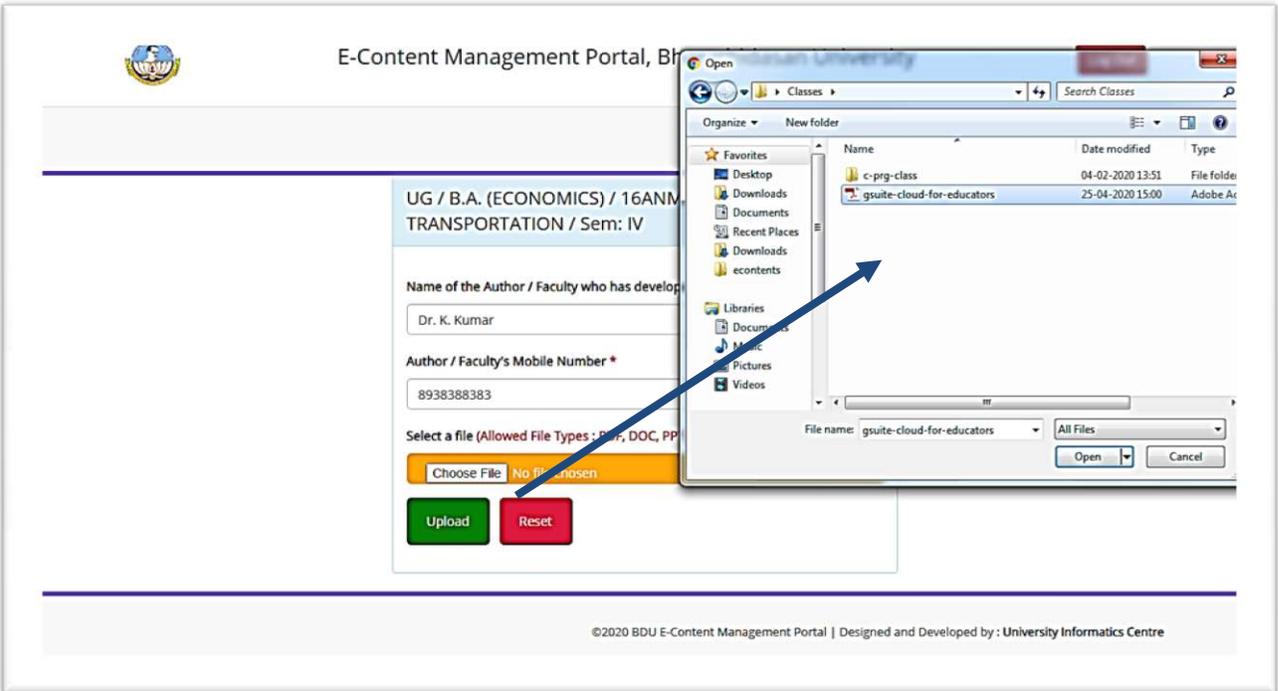
Previous 1 Next

The above screen shows all the courses in the Semester IV under the 'B.A. (ECONOMICS)' category. To add an e-content file to a course the user has to 'click' the 'Blue color' Button named as 'Add E-Content' (placed against the course) shown in the above picture with a 'Red color' arrow mark.

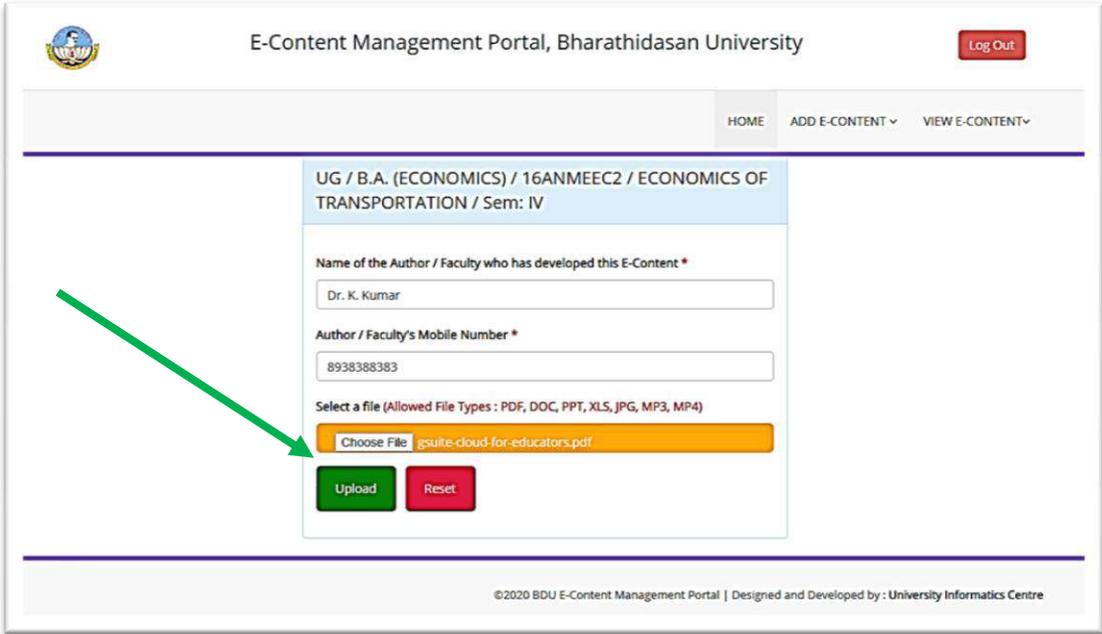
By clicking on the button, the following page will appear. The page header will have all the details about the course for which the user is now going to add an e-content. The page asks for the 'Name of the Author / Faculty', who has developed this e-Content and their contact mobile number. After filling up these two information, the e-Content file has to be uploaded by just 'clicking' on the 'Choose File' button as shown in the picture below with blue-color arrow mark. PDF Documents, Word Documents, Power Point Presentations, JPG Images, MP3 Audio and MP4 Videos can be uploaded. The upload time depends on the size of the file being uploaded. PDF files are preferred / recommended as they can be opened across different computer systems and mobile platforms easily.



The screenshot displays the 'E-Content Management Portal, Bharathidasan University'. The page header includes a logo, the portal name, and a 'Log Out' button. A navigation menu contains 'HOME', 'ADD E-CONTENT', and 'VIEW E-CONTENT'. The main content area shows the course details: 'UG / B.A. (ECONOMICS) / 16ANMEEC2 / ECONOMICS OF TRANSPORTATION / Sem: IV'. Below this, there are three input fields: 'Name of the Author / Faculty who has developed this E-Content *' with the value 'Dr. K. Kumar', 'Author / Faculty's Mobile Number *' with the value '8938388383', and a file selection area. The file selection area includes the text 'Select a file (Allowed File Types : PDF, DOC, PPT, XLS, JPG, MP3, MP4)', a 'Choose File' button, and the text 'No file chosen'. At the bottom of the form are 'Upload' and 'Reset' buttons. A blue arrow points to the 'Choose File' button.



The file can be uploaded as shown in the above image. The selected file name is displayed in the form. After this the user has to press the button upload. This is shown in the following picture with a green color arrow mark.



By clicking the button '**Upload**', the file has been uploaded as an e-Content. The following page shows the 'Success' Message and takes the user to the page where they can view the contents uploaded by them.

The screenshot displays the 'E-Content Management Portal, Bharathidasan University'. At the top right, there is a 'Log Out' button. Below the header, there are navigation tabs: 'HOME', 'ADD E-CONTENT', and 'VIEW E-CONTENT'. A green success message box states 'Success : E-Content Added Successfully'. Below this, there is a 'View / Delete - E-Content' section with a search bar and a dropdown for 'records per page' set to 10. A table lists the uploaded e-content records. A green arrow points to the 'Download' button in the table, and a red arrow points to the 'Delete' button. The table has the following data:

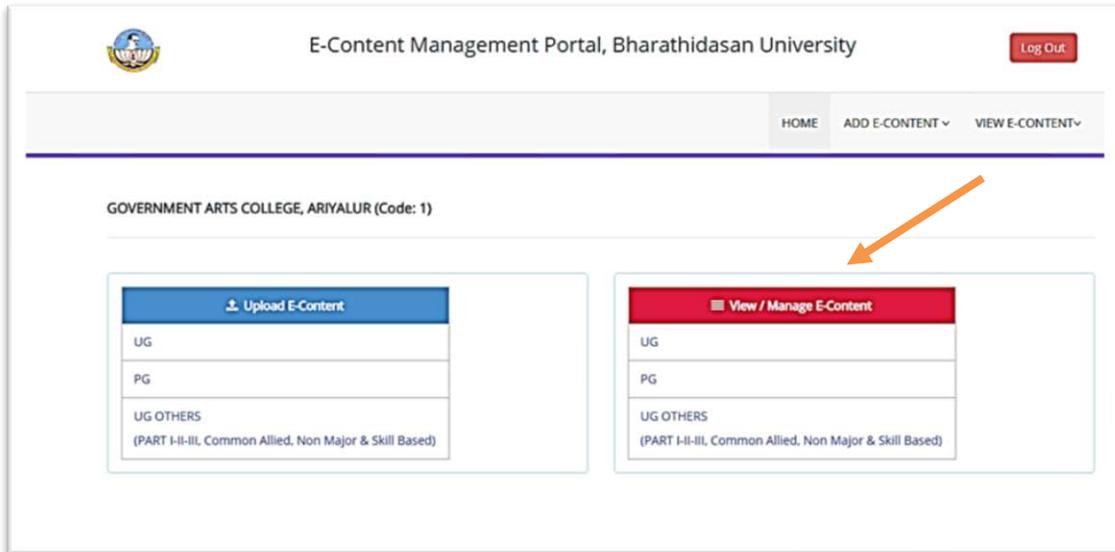
#	Type	Subject	Sem. / Sub. Code / Title	Download	Creation Date	Action
1	UG	B.A. (ECONOMICS)	IV / 16ANMEEC2 / ECONOMICS OF TRANSPORTATION / Dr. K. Kumar	Download	07-05-2020 20:18:59	Delete

At the bottom of the table, it says 'Showing 1 to 1 of 1 entries' and there are 'Previous', '1', and 'Next' navigation buttons.

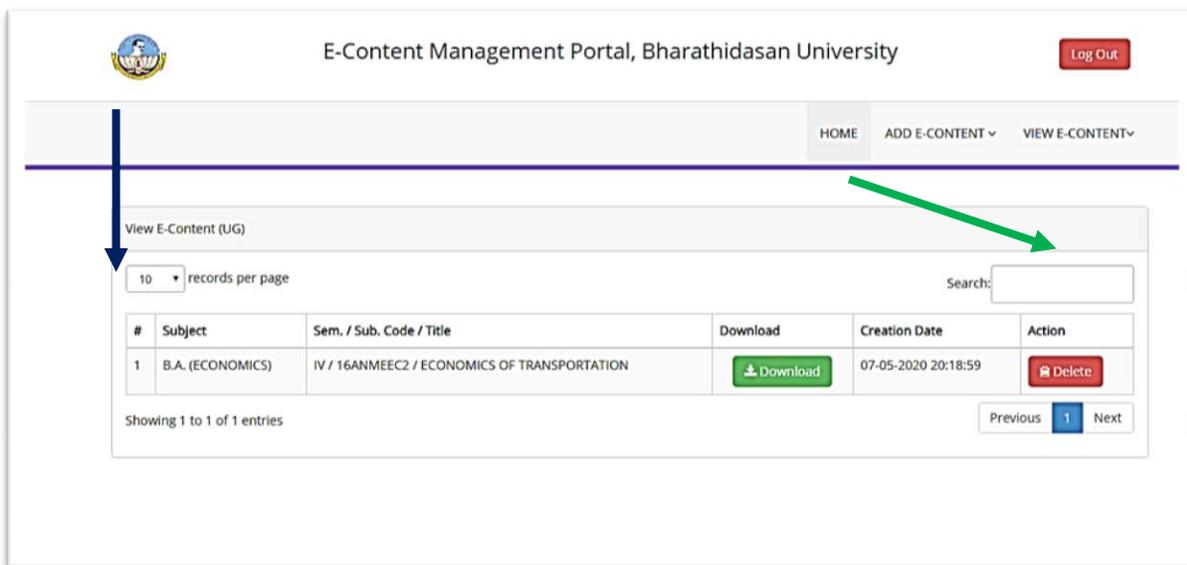
The page displays the name of the Degree, Subject, Semester, Course Code, Title of the Course and the author. By clicking the '**Download**' button, the users can view the file that has been uploaded by them. If a wrong file has been uploaded, the user has to delete the record by clicking on the '**Delete**' button (as shown above with a red color arrow mark). The record and e-Content file will be removed from the portal.

4. View the e-Contents

All the e-Contents uploaded by the user can be seen by 'click'ing on any of the links displayed in the 'Red box'.

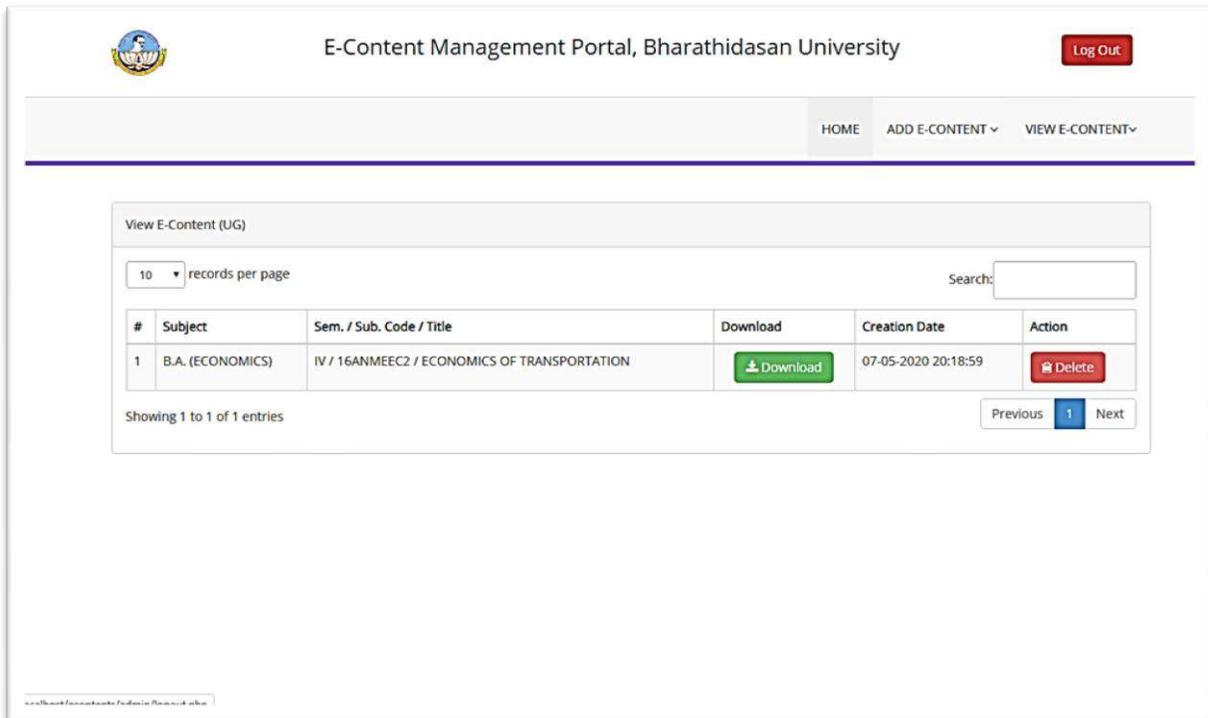


The following image shows all the e-Contents uploaded by the user. The page has a 'search' box to search and can show 10 records at a time. This can be increased by selecting the pagination option displayed in the page (as shown with a 'Blue' arrow mark).



5. Logout

After completing all the process related to uploading the e-contents, the user can 'click' on the 'Logout' button shown at the top right to sign out the session.



The screenshot displays the E-Content Management Portal for Bharathidasan University. At the top left is the university logo, and at the top right is a red 'Log Out' button. Below the header is a navigation bar with 'HOME', 'ADD E-CONTENT', and 'VIEW E-CONTENT' options. The main content area is titled 'View E-Content (UG)' and includes a dropdown menu for '10 records per page' and a search box. A table lists the e-content items, with one entry visible. The table has columns for '#', 'Subject', 'Sem. / Sub. Code / Title', 'Download', 'Creation Date', and 'Action'. The entry shows 'B.A. (ECONOMICS)' with a download button and a delete button. Below the table, it indicates 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons.

#	Subject	Sem. / Sub. Code / Title	Download	Creation Date	Action
1	B.A. (ECONOMICS)	IV / 16ANMEEC2 / ECONOMICS OF TRANSPORTATION	Download	07-05-2020 20:18:59	Delete