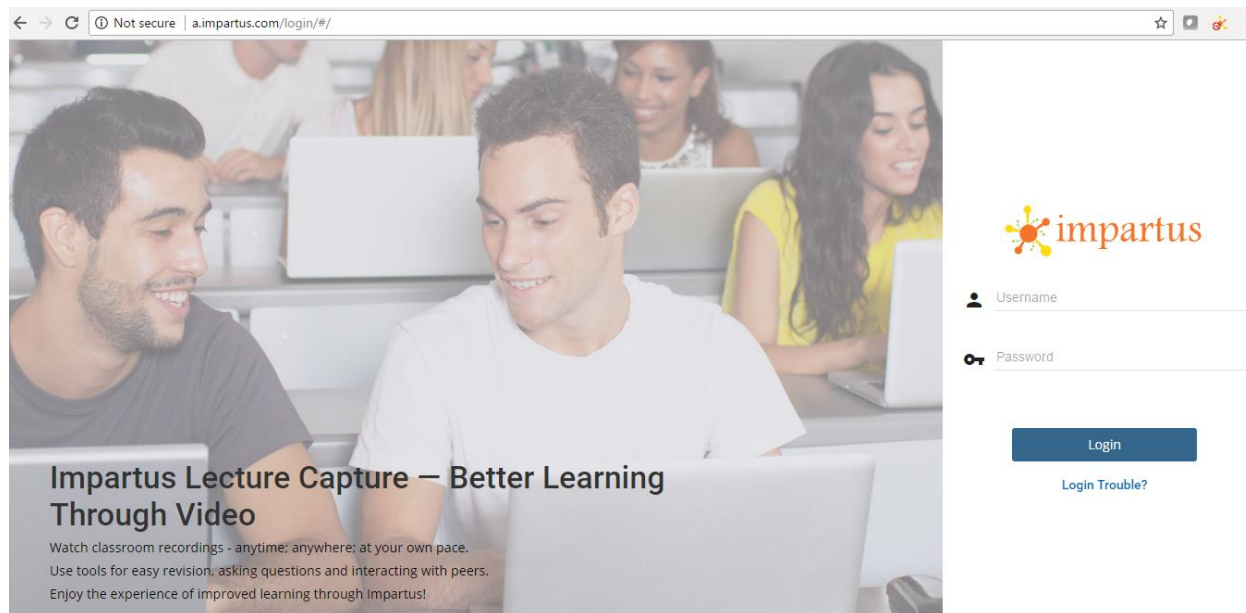


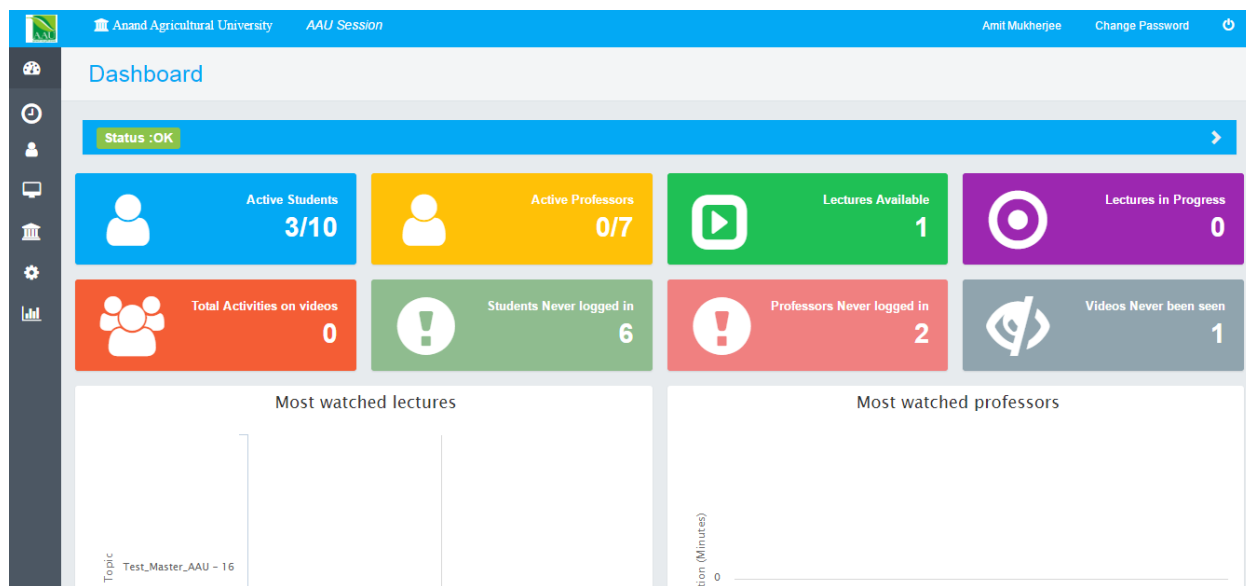
Admin Manual

Step (1): Logging into Impartus:



Type <https://a.impartus.com> on URL and enter your Login ID and password. In case, you forgot your password, utilize the login trouble link

Step (2): Dashboard



Post login, you will be able to see the admin dashboard. It will have the following options:

Active Students: No of students using the solution in last 7 days (View only)

Active Professors: No of professors using the solution in the last 7 days (View only)

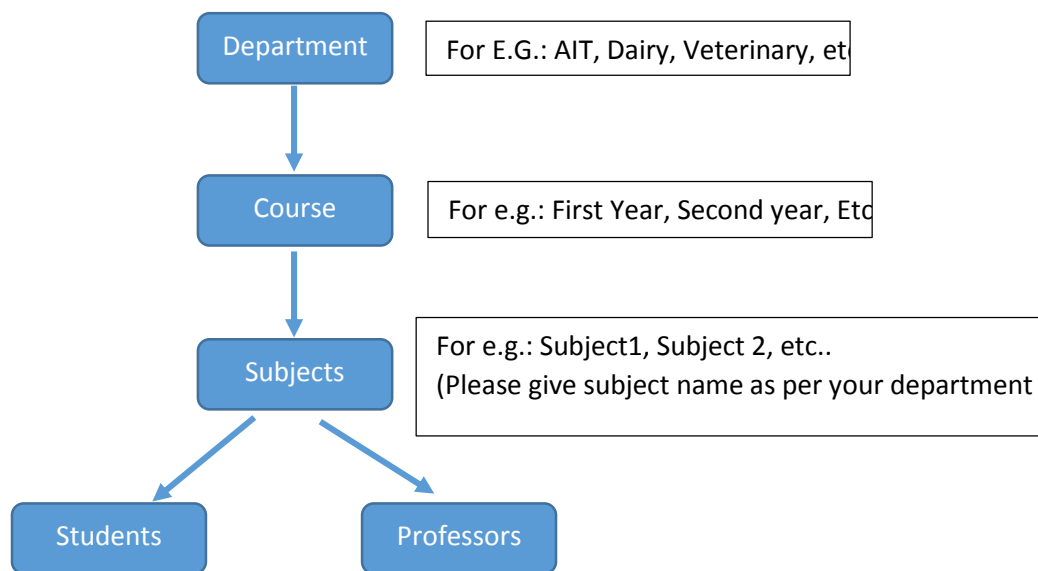
Lectures Available: Total no of lectures available for view till date

Lectures in Progress: Lectures being recorded/Live streamed/Video conferenced currently

Students never logged in/ Professors never logged in/ Videos never been seen: Self explanatory

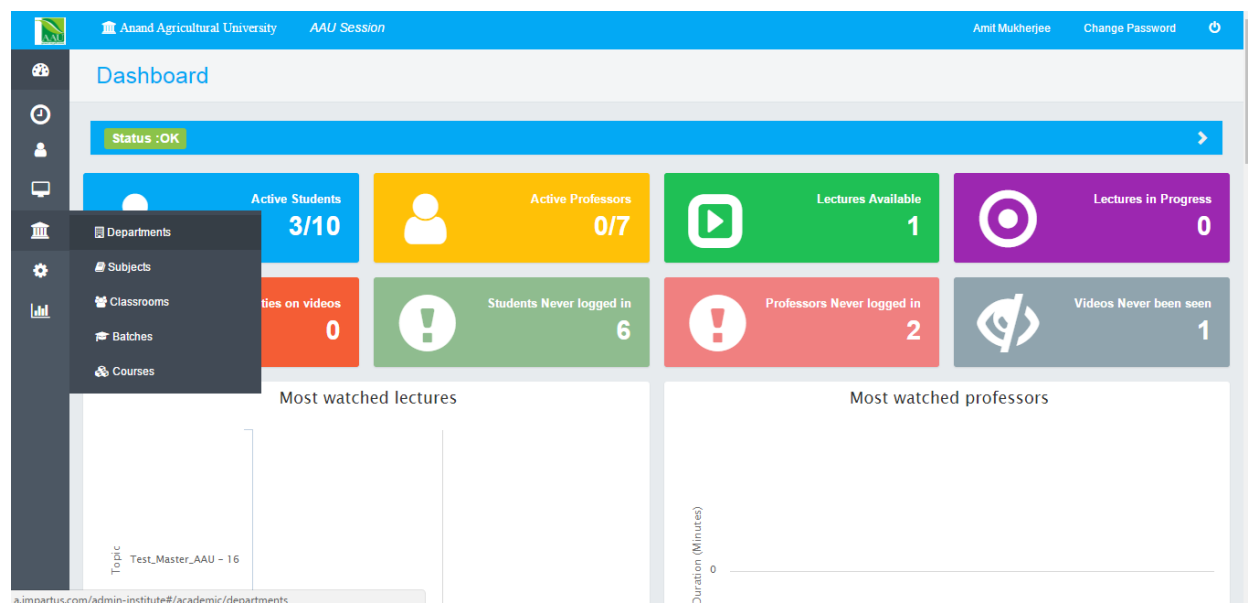
Step (3): Creation of Data:

As an admin you can create data yourself OR you can provide data to Impartus in a specified format in an excel. PFB the hierarchy of data creation:



Step (4): Creation of Department:

Let's start off by creation of a department, Let's create a department of AIT:



Select Departments from the 4th icon on the left hand side menu.

Anand Agricultural University AAU Session Amit Mukherjee Change Password

Departments

+Add New Department

1 - 10 / 10

Search by department name..

DEPARTMENT NAME	ACTIVE	
Ait	<input checked="" type="checkbox"/>	✉
Baca Aau	<input checked="" type="checkbox"/>	✉
Bsc Agri	<input checked="" type="checkbox"/>	✉
Bsc Honour Agri	<input checked="" type="checkbox"/>	✉
Dairy	<input checked="" type="checkbox"/>	✉
Fpt	<input checked="" type="checkbox"/>	✉
Imba	<input checked="" type="checkbox"/>	✉

Click on Add new department to create a new department and add the data:

Add New Department

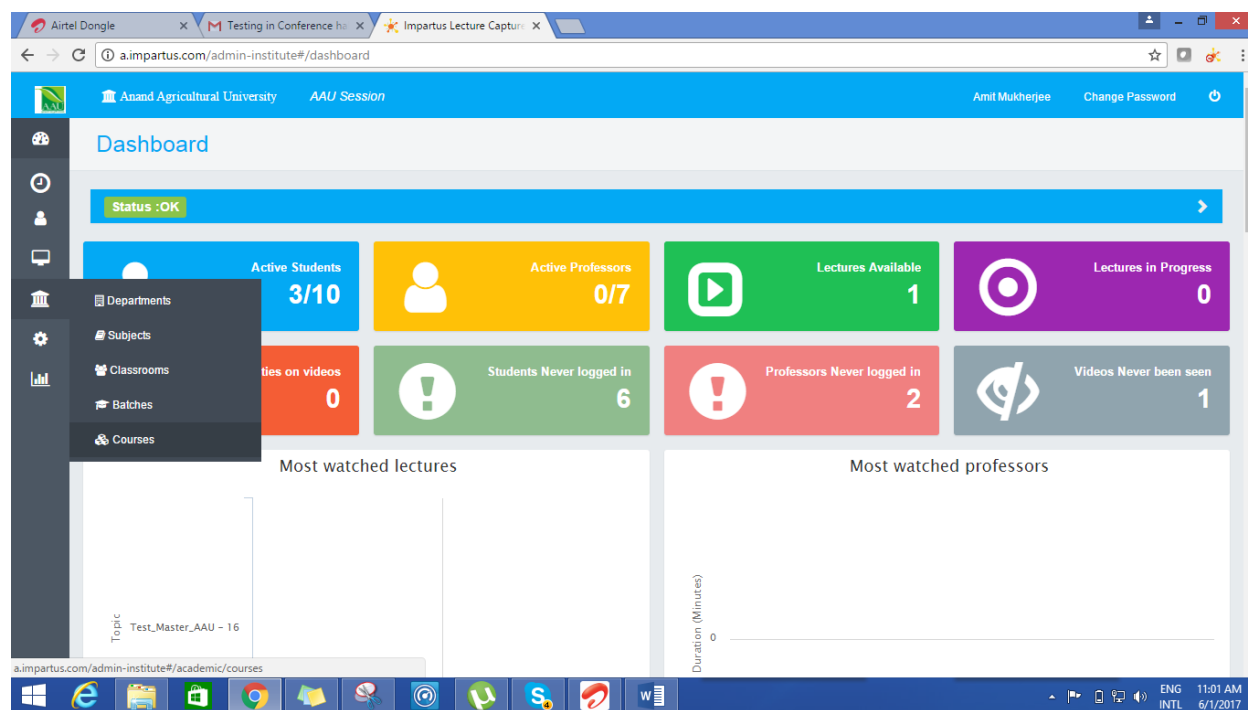
Department Name

AIT|

Active

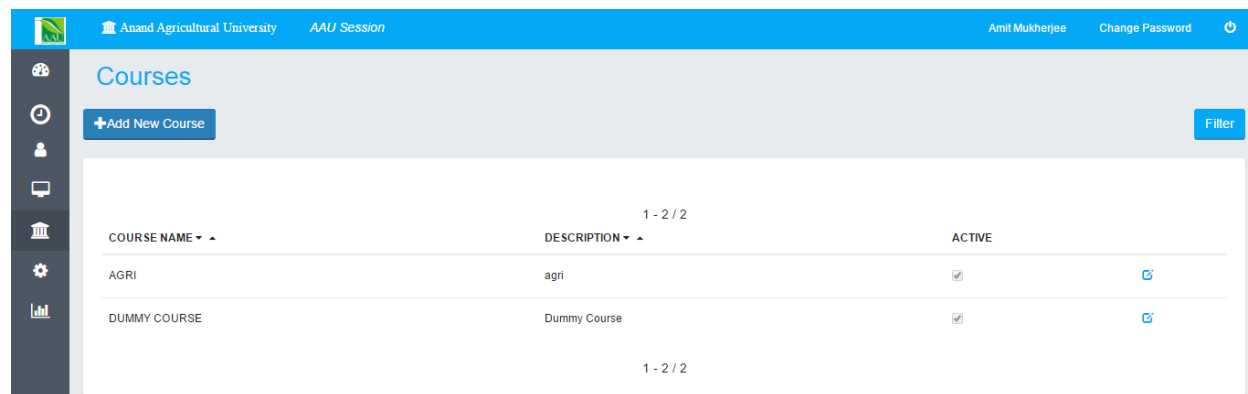
Save

Step (5): Creation of a Course:



The screenshot shows the Impartus dashboard for Anand Agricultural University. The dashboard includes a status bar at the top indicating 'Status : OK'. Below this are several key performance indicators (KPIs) in colored boxes: Active Students (3/10), Active Professors (0/7), Lectures Available (1), and Lectures in Progress (0). There are also four warning boxes: 'Lectures on videos' (0), 'Students Never logged in' (6), 'Professors Never logged in' (2), and 'Videos Never been seen' (1). The dashboard also features two charts: 'Most watched lectures' and 'Most watched professors'. A sidebar menu on the left contains icons for Departments, Subjects, Classrooms, Batches, and Courses. The 'Courses' icon is highlighted.

Select Courses from the 4th icon on the left hand side menu.



The screenshot shows the 'Courses' page in the Impartus system. It features a '+Add New Course' button and a 'Filter' button. Below these is a table listing existing courses. The table has columns for 'COURSE NAME', 'DESCRIPTION', and 'ACTIVE'. There are two rows of data: 'AGRI' with description 'agri' and 'DUMMY COURSE' with description 'Dummy Course'. Both are marked as active with a checked checkbox. The table also shows pagination information '1 - 2 / 2'.

COURSE NAME	DESCRIPTION	ACTIVE
AGRI	agri	<input checked="" type="checkbox"/>
DUMMY COURSE	Dummy Course	<input checked="" type="checkbox"/>

Click on Add new course to create a new course and add the data:

Add New Course



Course Name

First Year

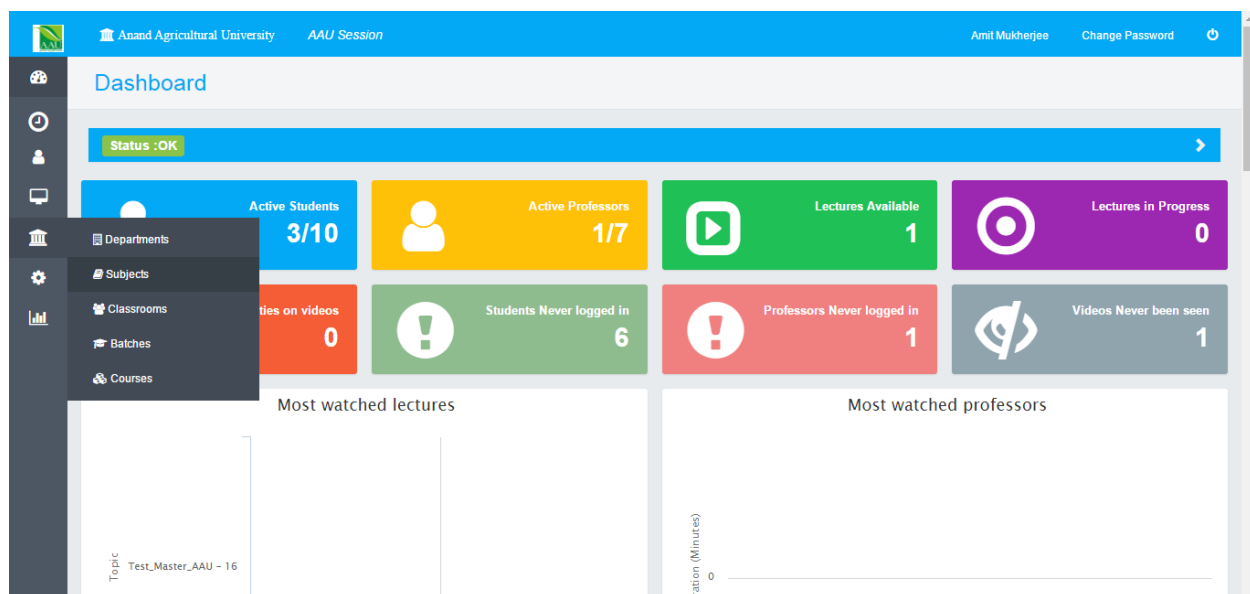
Course Description

please enter the course description

Active

Save

Step (6): Creation of a subject:



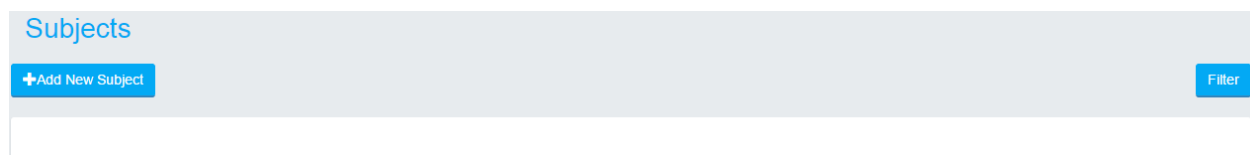
The dashboard displays the following metrics:

Metric	Value
Active Students	3/10
Active Professors	1/7
Lectures Available	1
Lectures in Progress	0
Logins on videos	0
Students Never logged in	6
Professors Never logged in	1
Videos Never been seen	1

The sidebar menu is open, showing the following options:

- Departments
- Subjects
- Classrooms
- Batches
- Courses

Select Subjects from the 4th icon on the left hand side menu.



The Subjects page features a header with the title "Subjects" and a blue "Filter" button on the right. Below the header is a large white area with a blue "Add New Subject" button on the left.

Click on Add new subject button to create a new subject

Add New Subject

Subject Name
lecture_ait

Subject Code

Department
ait

AIT

Self Enrollment

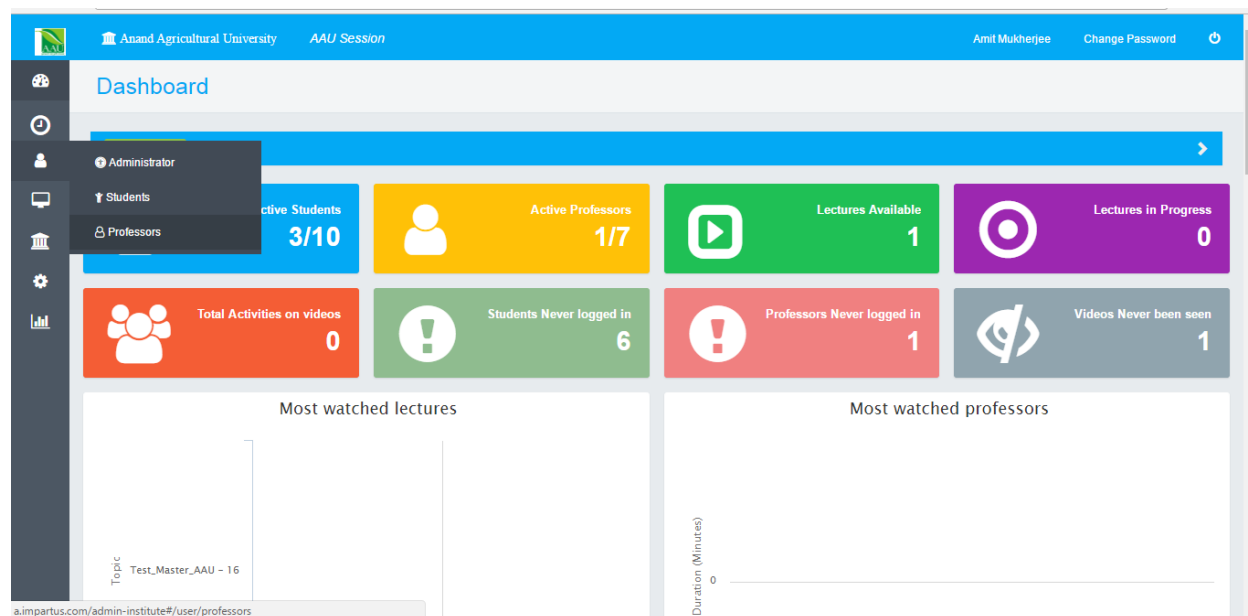
Save

Add a subject name. For E.g.: Lecture_AIT for the AIT college. Remember to select a department also for the subject. Previously added department will automatically appear in the dropdown.

Step (7): Creation of a Faculty/Professor/Presenter:

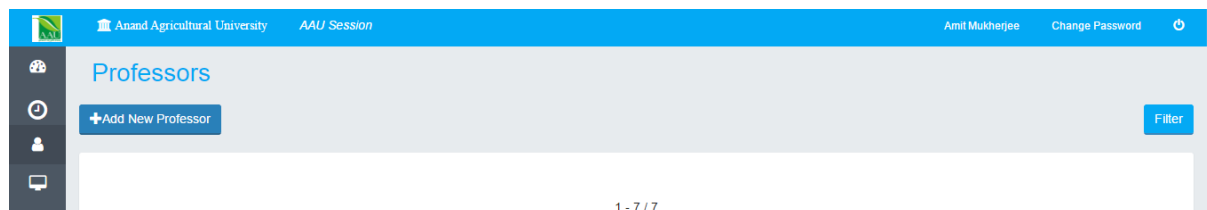
We will now create a professor ID OR in other terms a Video Conference presenter ID.

Note that you can create this yourself or if you need to do bulk entries I.e. >10 professors then please provide us the data and we will create it for you

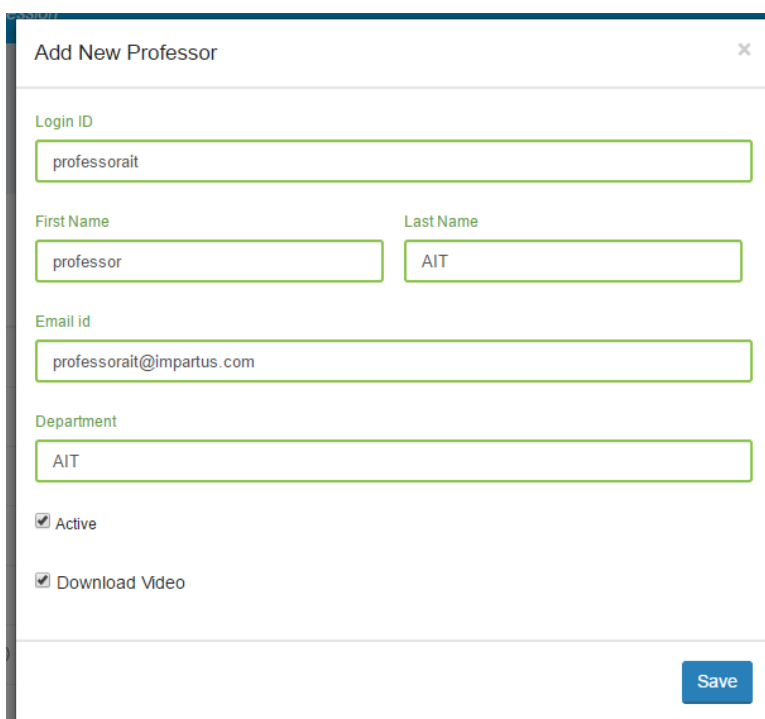


The screenshot shows the Impartus dashboard for Anand Agricultural University. The top navigation bar includes the university name, session type (AAU Session), user name (Amit Mukherjee), and a change password option. The main dashboard area features a left-hand navigation menu with options for Administrator, Students, Professors, and a search bar. The central area displays several statistics cards: Active Students (3/10), Active Professors (1/7), Lectures Available (1), Lectures in Progress (0), Total Activities on videos (0), Students Never logged in (6), Professors Never logged in (1), and Videos Never been seen (1). Below these are two empty charts for 'Most watched lectures' and 'Most watched professors'.

Select Professors from the second option from the left hand side menu.



Click on Add New Professor to create a new professor



Add New Professor

Login ID
professorait

First Name
professor

Last Name
AIT

Email id
professorait@impartus.com

Department
AIT

Active

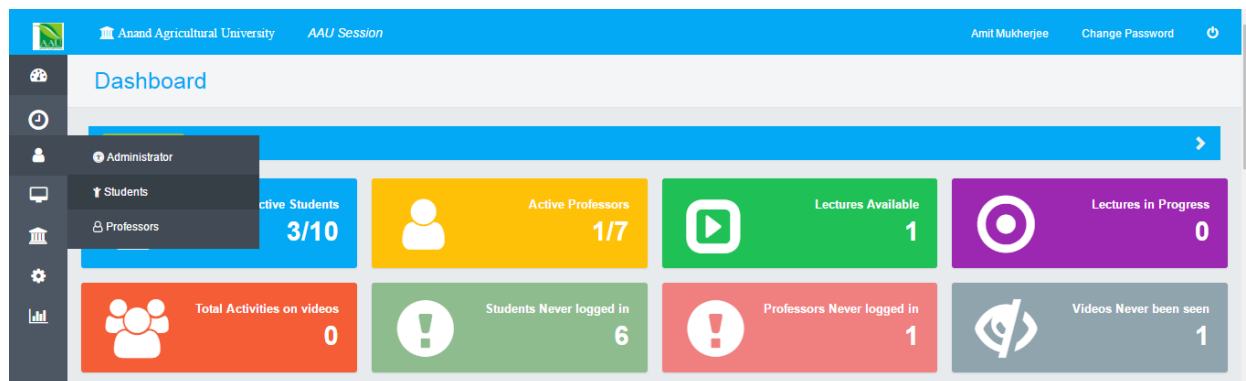
Download Video

Save

Enter the details as shown, namely name, Email ID and department of the professor. You can provide the professor with a Download Video option by checking on the box so that the professor can download his/her videos from the login. Else, you can uncheck the box if you want the download option only to be with the admins.

Step (8): Creation of a Student/ Viewer:

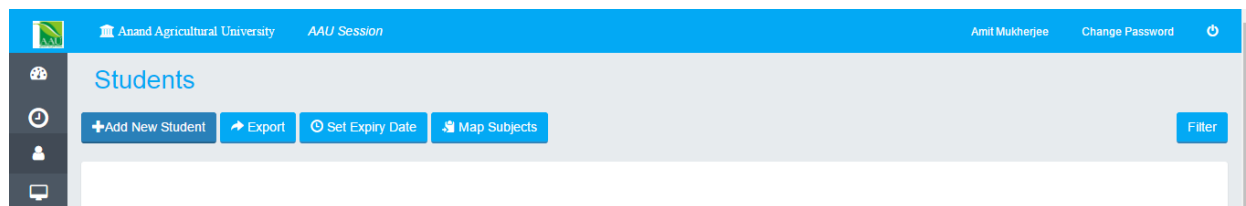
After the professor, we will now create a student ID as follows:



The screenshot shows the 'AAU Session' dashboard for Anand Agricultural University. The user is logged in as 'Amit Mukherjee'. The dashboard features a left-hand navigation menu with options for Administrator, Students, and Professors. The main content area displays several key metrics in colored cards:

Metric	Value
Active Students	3/10
Active Professors	1/7
Lectures Available	1
Lectures in Progress	0
Total Activities on videos	0
Students Never logged in	6
Professors Never logged in	1
Videos Never been seen	1

Select Students from the second option from the left hand side menu.



The screenshot shows the 'Students' management page. The user is still logged in as 'Amit Mukherjee'. The page title is 'Students'. Below the title, there are several action buttons: '+Add New Student', 'Export', 'Set Expiry Date', and 'Map Subjects'. A 'Filter' button is located on the right side of the page.

Click on Add New Student to create a new student

Add New Student

Login ID
studentait

First Name
student

Last Name
AIT

Enrollment No
please enter the enrollment number

Email id
studentait@impartus.com

Department
AIT

Course
First Year

Batch
2014 2015

Login Expiry Date
yyyy-MM-dd

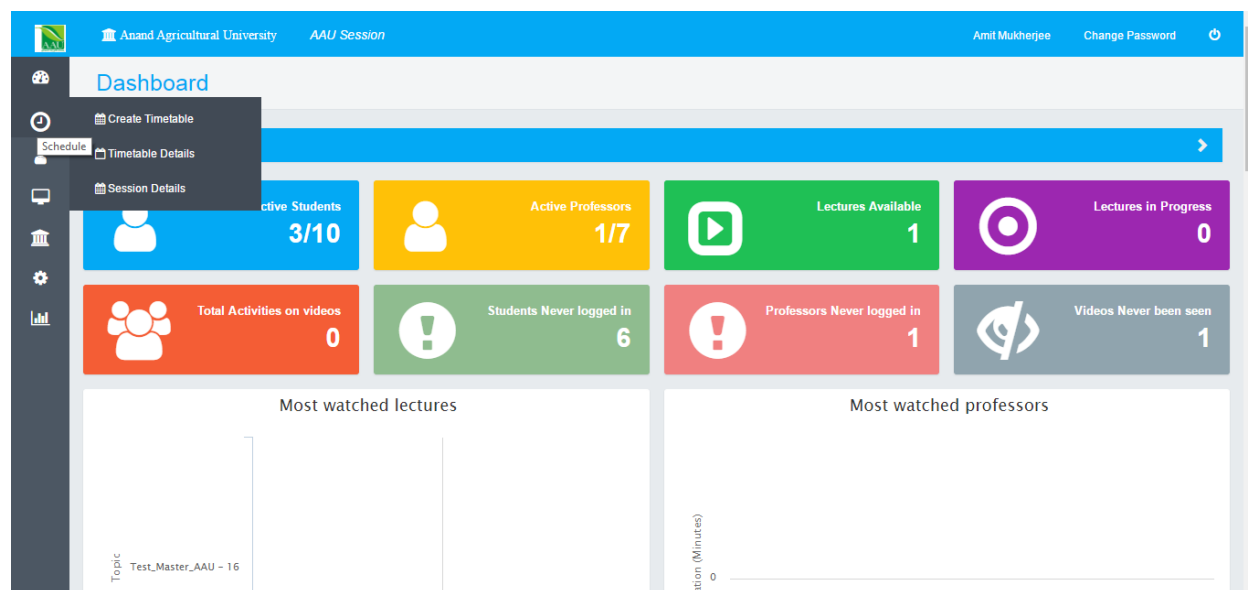
Active

Save

Enter the details as shown, namely name, Email ID, department, course and batch of the student. Again if there is bulk data entry for the students, you can provide it to Impartus in an excel file and we will add it on your behalf

Step (9): Creation of a Time-table/ Video Conference Session:

Now that we have created the users, let us schedule a Time-table as well as a VC session on Impartus. Following is the way to do it:

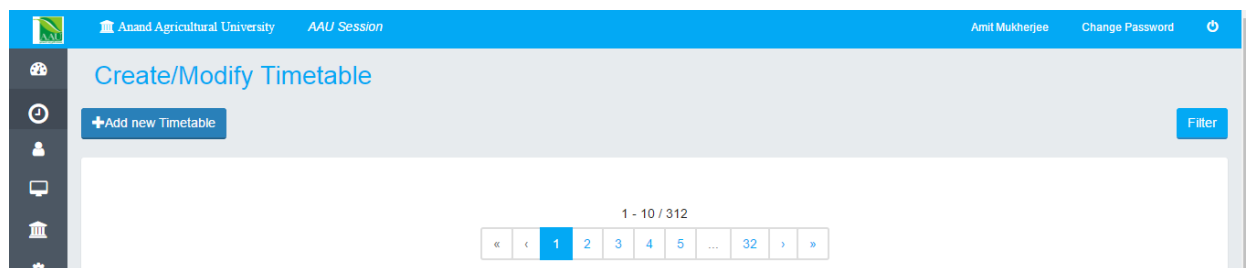


The screenshot shows the 'AAU Session' dashboard for Anand Agricultural University. The top navigation bar includes the university logo, name, and user information (Amil Mukherjee, Change Password). The main dashboard area features a left-hand menu with options like 'Create Timetable', 'Schedule', 'Timetable Details', and 'Session Details'. The central part of the dashboard displays several key performance indicators (KPIs) in colored boxes:

Metric	Value
Active Students	3/10
Active Professors	1/7
Lectures Available	1
Lectures in Progress	0
Total Activities on videos	0
Students Never logged in	6
Professors Never logged in	1
Videos Never been seen	1

Below the KPIs, there are two sections: 'Most watched lectures' and 'Most watched professors', each with a corresponding chart. The 'Most watched lectures' chart shows a topic 'Test_Master_AAU - 16' with a duration of 0 minutes.

Select Create Time-Table from the second option of the left hand side menu.



Click on Add new Time-table option

Add new Timetable

Subject Name

Professor Name

Classroom

Start Date **End Date**

Start Time

End Time

Frequency
 Mon Tue Wed Thu Fri Sat Sun

Livestream

Enter the details as shown in the above image. Note that the subject name, professor name, classroom name will be available in a dropdown from all the data that we had created previously. We have to just select the data from the dropdown.

Post this selection, you will then need to select the date and time for the lecture and click on the frequency. In the above image I have scheduled a lecture on only a single day, in case you want to schedule it for a whole month on the same day for e.g. every Thursday, the select the start date and end date accordingly. For e.g.: 1st June to 30th June and recording to be done every Thursday.

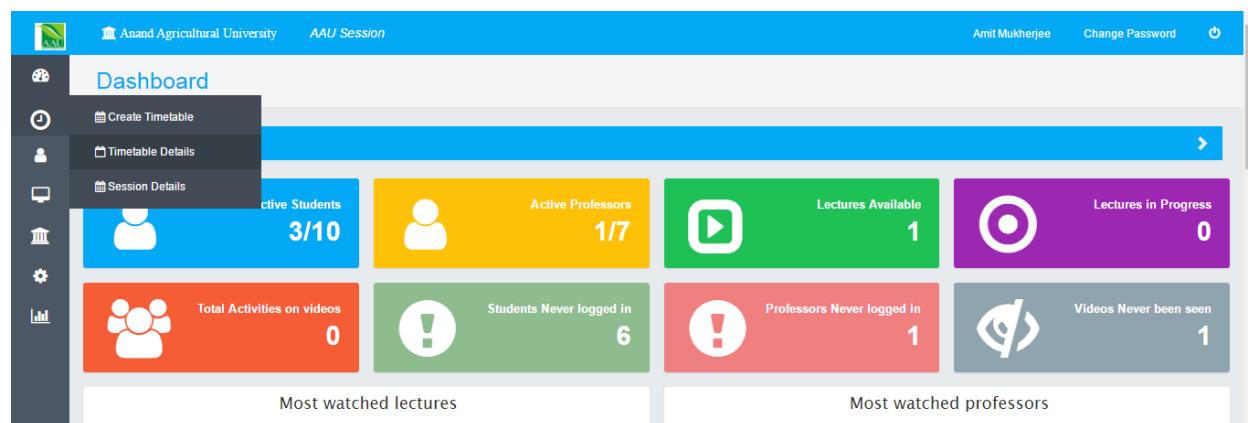
If you want the lecture to be a live-stream (One way broadcast) or a Video-Conference (Two Way broadcast), please check the Live stream box. Else, if you want it to be a recording only lecture then don't check the box.

Scheduling a Virtual classroom:

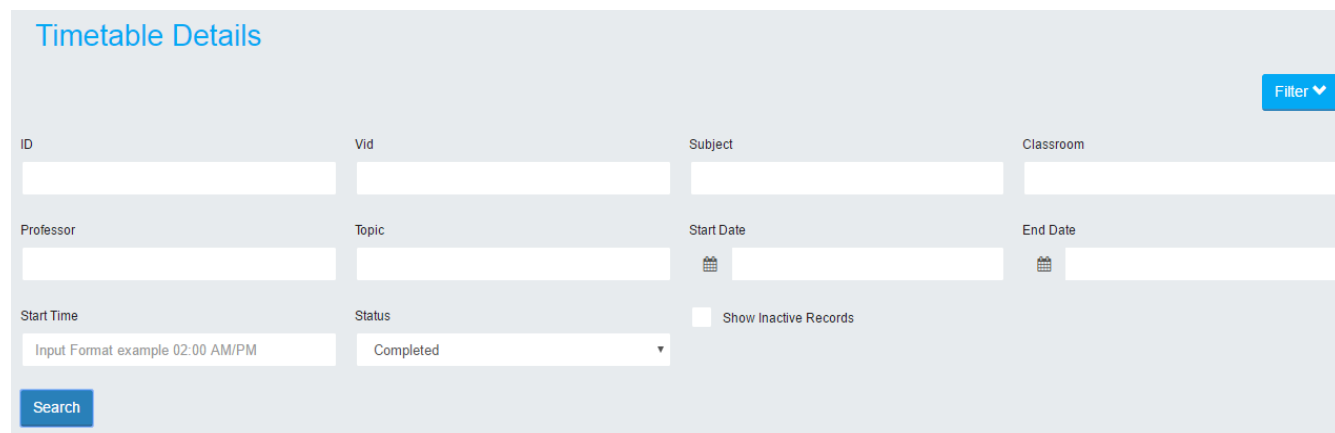
Another option is to select the classroom as a virtual classroom. A virtual classroom means that the lecture will be conducted from the professor's laptop itself and not from the classroom camera. The Professor's laptop webcam will be used for the lecture and it can be broadcasted from there provided internet is available.

Step(10): Viewing the Time-table:

You can view and modify the scheduled Time-table as well. For this you will need to select the Time-Table details option on the second option from the left hand side menu:



From the filter section you can select the lectures as per their status (Scheduled, Recording, Completed, etc..), classroom name, professor name, subject name, etc.



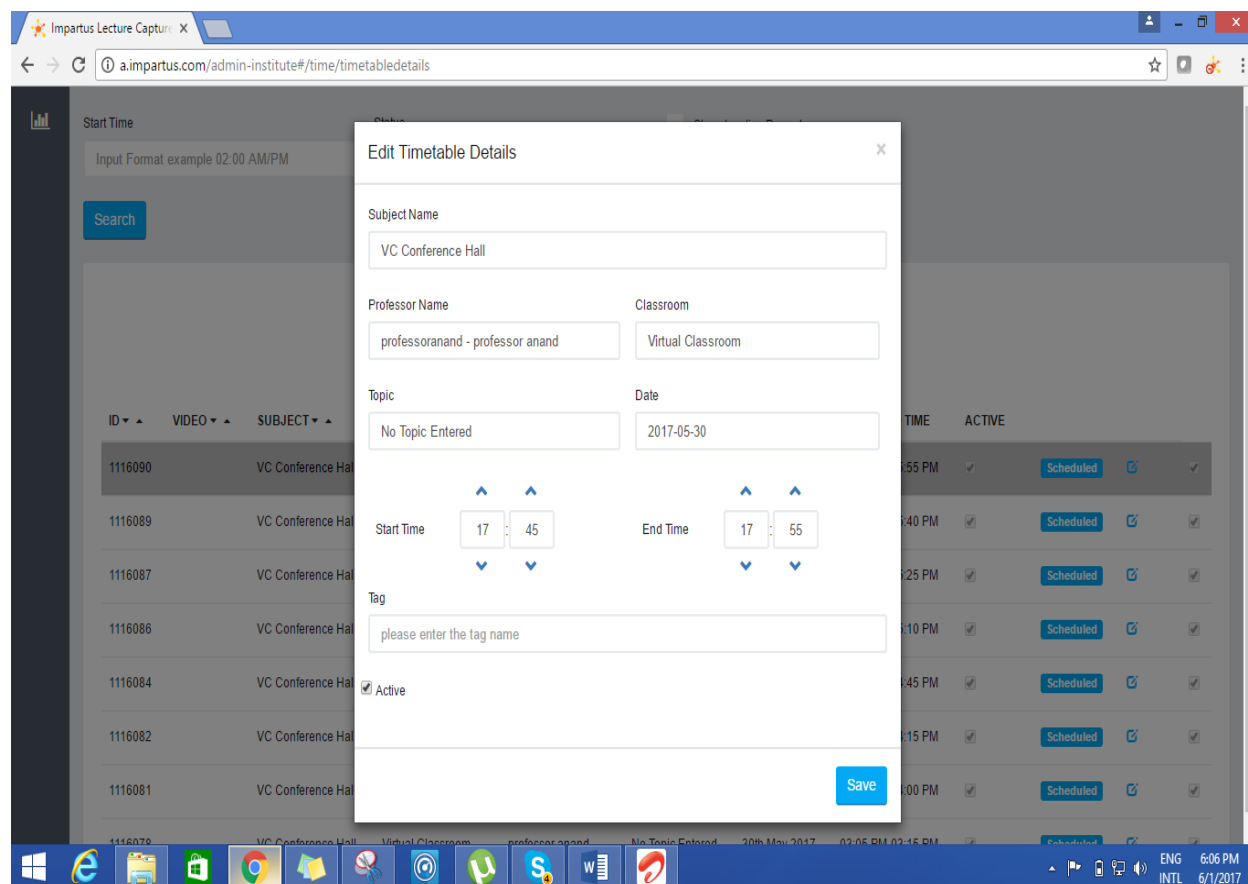
The 'Timetable Details' filter section includes the following fields and options:

- Filter** (dropdown menu)
- ID** (text input)
- Vid** (text input)
- Subject** (text input)
- Classroom** (text input)
- Professor** (text input)
- Topic** (text input)
- Start Date** (calendar icon and text input)
- End Date** (calendar icon and text input)
- Start Time** (text input with format example: 02:00 AM/PM)
- Status** (dropdown menu, currently set to 'Completed')
- Show Inactive Records**
- Search** (button)

For a completed(Available) lecture, you can watch the video, delete the video and edit the details (Change the professor name) using the options to the right-hand side of a lecture:

ID	VIDEO	SUBJECT	CLASSROOM	PROFESSOR	TOPIC	DATE	START-END TIME	ACTIVE
1113261	612585	Test_Master_AAU	IT LAB_Classroom	professor anand	No Topic Entered	16th May 2017	11:05 AM-12:55 PM	Available    

For a scheduled lecture, you can change the timings (in case the lecture is to be re-scheduled), inactivate the lecture (In case, the lecture is to be cancelled), change the subject and professor name:



The screenshot displays the 'Edit Timetable Details' modal window over a list of scheduled lectures. The modal contains the following fields and options:

- Subject Name: VC Conference Hall
- Professor Name: professoranand - professor anand
- Classroom: Virtual Classroom
- Topic: No Topic Entered
- Date: 2017-05-30
- Start Time: 17:45
- End Time: 17:55
- Tag: please enter the tag name
- Active:
- Save button

The background shows a table of scheduled lectures with columns for ID, VIDEO, SUBJECT, CLASSROOM, PROFESSOR, TOPIC, DATE, START-END TIME, and ACTIVE. The active column contains 'Scheduled' labels and icons for video, delete, edit, and check.