

OFFICE OF THE REGISTRAR Department of Information Techonology Navsari Agricultural University



Eru Char Rasta, Dandi Road, Navsari – 396450

I/C Dr. H. R. PANDYA REGISTRAR and Controlling Officer (IT) OW.No. NAU/REG/IT/74/2020

Email: itcell@nau.in ¦ D Contact: (M): 7359445544

Dt. 20/06/2020

CIRCULAR

All the Deans/Principals/Unit heads/Faculty/Staffs and students of NAU are informed that Department of Information Technology has implemented the new features of E-learning facility in NAU E-class portal. Using that e-facility, Staff and student get the benefit for uploading and downloading of e-assignments, epractical manuals, old question papers, video lectures and e-books. Guideline for the same is attached herewith.

All Deans, Principals and unit heads should inform their respective staff and student to refer the guideline.

Any faculty can contact ITCell through email on itcell@nau.in , if find any difficulty or need support.

A I/C. Registrar and Controlling Officer IT Navsari Agricultural University Navsari

User Guideline for STAFF Portal

1. Web View. (www.nau.in -> click on NAU E-Class into browser)



2. Staff Login Page. click on \rightarrow Staff Login Link



3. Login information Page. Fill the Login information and click on Login button.

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4. E-Old Question Paper Page. Select the Old Paper link by clicking on it from the staff portal menu on the left pane. Click on ADD EPAPER button to add an old question paper and to view the old question paper click on VIEW ALL EPAPER button. You can also edit and delete the old question paper by clicking on Edit & delete button.

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5. E-Old Question Paper information Page. Fill the old question paper information and click on Submit button. Click on Back button to move back.

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6. E-Book Page. Click on the E-Book link from the staff portal menu on the left pane. Click on ADD E-BOOK button to add your e-book and to view the list of your upload ebook click on VIEW ALL EBOOK'S button. You can also edit and delete the e-book by clicking on Edit & delete button.

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10. Practical Manual Page. Click on the Practical Manual link from the staff portal menu on the left pane. Click on ADD E-Practical Manual button to add your Practical Manual You can also edit and delete the e-practical manual by clicking on Edit & delete button.

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11. Practical Manual information Page. Fill the Practical Manual information and click on Submit button. Click on Back button to move back.

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12. Practical Manual Submission Page. Click on View Button to view the list of students whose Practical Manual is submitted.

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13. Student wise Practical Manual submission page. List the students whose practical manual is submitted. To download the submitted practical manual, click on download arrow. Click on "+" icon to take action for the practical manual and click on Back button to move back.

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15. Practical Manual Acceptance Page. To accept the practical manual select "Accept" from dropdown menu and give the marks of the practical manual then click on submit button to save your action.

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16. Practical Manual Rejection Page. To reject the Practical Manual select "Reject" from dropdown menu, then click on submit button to save your action.

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17. Assignment Page. Click on the Assignment link from the staff portal menu on the left pane. Click on ADD E-Assignment button to add your Assignment. You can also edit and delete the e-practical manual by clicking on Edit & delete button.

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18. Assignment information Page. Fill the Assignment information and click on Submit button. Click on Back button to move back.

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19. Assignment Submission Page. Click on View Button to view the list of students whose Assignment is submitted.

20. Student wise Assignment submission page. List the students whose Assignment is submitted. To download the submitted Assignment, click on download arrow. Click on "+" icon to take action for the assignment and click on Back button to move back.

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22. Assignment Acceptance Page. To accept the assignment select "Accept" from dropdown menu and give the marks of the assignment then click on submit button to save your action.

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Thank You



2. Student Login Page. click on → Student Login Link



3. Student Login Page for entering OTP. Enter your enrollment no and OTP received on your registered mobile number. Click on login button to login. This OTP will be valid for 24 hours.

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4. Dashboard Page. After logging successfully student dashboard is display which contains pending assignment and practical manual under notice board.



5. E-Old Question Paper Page. Select the Old Paper link by clicking on it from the student portal menu on the left pane. List of the question papers are display. Now click on download arrow button to download the selected question paper.

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6. E-Book Page. Select the E-book link by clicking on it from the student portal menu on the left pane. List of the E-books are display. Now click on download arrow button to view the selected E-book.

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7. Video Lecture Page. Select the Video Lecture link by clicking on it from the student portal menu on the left pane. List of the Video Lectures are display. Now click on download button to view the selected Video Lecture.

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8. Assignment Page. Select the Assignments link by clicking on it from the student portal menu on the left pane. List of the Assignments are display. Now click on download button to download the Assignments.

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9. Upload Assignment: After completing the assignment student can upload the assignment for checking by clicking on "+" button.

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10. Submit the completed Assignment. Click on File Button to upload Assignment file and then click on Submit button to submit Assignment for checking.



11. Practical Manual Page. Select the Practical Manual link by clicking on it from the student portal menu on the left pane. List of the Practical Manual are display. Now click on download button to download the Practical Manual.

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12. Upload Practical Manual: After completing the Practical Manual assignment student can upload that, for checking by clicking on "+" button.

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13. Submit the Practical Manual. Click on File Button to upload Practical Manual file and then click on Submit button to submit the practical manual for checking.



Thank You