


QEEE Jan–Apr 2017

Course Registration Process and other Updates

- **Registration Steps**
 - Install the QEEE Application v10.0 from [here](#). (*Authentication credentials are mailed to concerned institute*)
 - Login as admin/coordinator. Complete the Institute Authentication. On success, carry out the below 2-step process:
 1. **Institute Registration:** Click on Registration->Institute and give the institute details to register with QEEE cloud. On success, the QEEE Testing Course will be available in your server.
 2. **Course Registration:** Click on Registration->Courses to list the offered courses. Click on each course to see details on the Course outline, Schedule of the course. Click **Register** to give relevant details and enrol for the course. The **Event Calendar** link is given to show the schedule in clear way. Parallel sessions are highlighted in red.
- **Refundable Deposit**
 - *A refundable deposit of Rs. 2000/-* has to be paid per course registration. On successful registration for a course, the cart will be updated. Click on cart to Checkout and pay the required amount. The deposit is refunded (at end of semester) if all the sessions of the registered course are attended by students.
- **Registered Course listing in your server**
 - The registered courses are listed in your server only if the Classroom Testing is completed (with QEEE Testing course) and the payment for registered courses is successful.
- **Feedback**
 - On the completion of all sessions of a course, the feedback message is popped up to students and teachers.
- **Phone number and email id of students/teachers**
 - The phone number is an added field in the CSV file for students. The phone number and email id of the students is checked for uniqueness. **Students/teachers are allowed to login only if their email id is verified.**
- **Change Password**
 - On the first login, teachers and students should mandatorily change their password from the default password. This is to be done after the email verification.
- **'Admin' role privileges**
 - Register the institute and required courses
 - Admin can enrol teachers (maximum of 5) to a course.

- Teacher can be unenrolled from a course provided there are no students enrolled to that course. If students are enrolled, alternate teacher to be assigned to the course and then current teacher can be unenrolled.
- **Admin cannot enrol students.**
- **‘Teacher’ role privileges**
 - Students can be enrolled to the courses by Teacher only and through bulk upload only.
 - The students enrolled by the respective teacher are virtually linked to that teacher login
 - Student-teacher linkage reflects in Attendance, Assignment Grading and Reports
 - Deletion of students is not allowed
- **‘Coordinator’ role privileges**
 - Register the institute and required courses
 - View the list of courses in the system
 - View the list of all teachers and students enrolled to each courses
 - View the Reports – Quiz and Assignment Status of all students
- **Attendance for each Student for every session**
 - After logging in for a session, the names of students registered to the course by the logged in teacher are displayed and by default they are marked “Present”. The absent students should be marked and attendance submitted. Click on “All Students” to submit attendance for all the students enrolled for the course.
 - If Attendance is not submitted for a session, the class room is considered to be empty and certificates will not be issued to the respective faculty and students.
 - If Attendance is not submitted for a student, he/she is considered to be absent and course completion certificate will not be issued to the respective student.
- **Assignments**
 - **Grading:** In teacher login, only the students enrolled by the logged in teacher can be graded.
 - **Resubmissions:** Till the assignment is graded, the submission can be deleted and resubmitted.
 - **Submission File size:** increased to 5MB
- **Quiz**
 - **Proctored Quiz:** A final quiz called “Proctored Quiz” is given. Colleges are given the facility to conduct the quiz at their own time within a specified time frame given by QEEE. A **notification** will be displayed against the course to remind the end date. Please refer to QEEE User Manual for more details.
 - **Preview:** Quiz answers can be previewed only after the Proctored Quiz end date is completed.
- **Reports**
 - New menu Reports is available in the left side menu. This menu is used to view the Quiz and Assignment Status. Admin, Teacher, Coordinator roles can view this menu. Teacher login can view the status of the students enrolled by themselves. Admin and Coordinator logins can view the status of all students in the system.
- **Coursepack Repository**

- The courses taken by your college in the previous semester ie Aug-Oct 2016 are available on your QEEE server. Click on  available in the header of QEEE application login page. Individual logins not required.

If you need further information ,Kindly write mail to QEEE Team :

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