

USER MANUAL

VERSION. 1.0

# KSAWU OERC Portal User Guide Manual

**Karnataka State Akkamahadevi  
Women's University**

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# KARNATAKA STATE WOMEN'S UNIVERSITY ONLINE EDUCATION RESOURCE CENTRE (OERC )Website Student Guide Manual

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## 1. Introduction

Welcome to the KARNATAKA STATE WOMEN'S UNIVERSITY Online Educational Resource Centre (OERC) Website. This student guide is designed to help lecturers and teachers navigate and utilize the website effectively. The website provides various resources and tools to enhance the educational experience. This guide will cover the main modules and their functionalities to ensure you make the most out of this platform.

## 2. Getting Started

### Logging In

- Open your web browser and go to <https://oercksawu.in/>
- Click on the "Login" button at the top right corner of the homepage.
- Enter your studentname and password.
- Click "Submit" to log in to your account.

### Navigating the Dashboard

- After logging in, you will be directed to the dashboard.
- The dashboard provides an overview of available courses, announcements, and quick access links to different modules.
- Use the navigation menu on the left side to access various sections like My Account, Faculty, and Courses.

## 3. Admin Module

### Student Management

- Navigate to the "Admin" section from the dashboard.
- Click on "Student Management".
- To add a new student, click "Add Student" and fill in the required details.
- To update student information, select a student from the list and click "Edit".
- To remove a student, select a student and click "Delete".

### Course Management

- Click on "Course Management" under the Admin section.

- To create a new course, click "Add Course" and enter course details.
- To edit an existing course, select the course and click "Edit".
- To remove a course, select the course and click "Delete".

### **Content Management**

- Navigate to "Content Management" in the Admin section.
- To upload new content, click "Upload Content" and select the file.
- Organize the content by creating folders and categorizing resources.

### **Monitoring and Reporting**

- Go to "Monitoring and Reporting".
- Generate reports on student activity by selecting the desired filters and clicking "Generate Report".
- View real-time statistics on website usage and student engagement.

## **4. Chairperson Module**

### **Student Management**

- Navigate to the " Chairperson " section from the dashboard.
- Click on "Student Management".
- To add a new student, click "Add Student" and fill in the required details.
- To update student information, select a student from the list and click "Edit".
- To remove a student, select a student and click "Delete".

### **Course Management**

- Click on "Course Management" under the Chairperson section.

- To create a new course, click "Add Course" and enter course details.
- To edit an existing course, select the course and click "Edit".
- To remove a course, select the course and click "Delete".

### **Content Management**

- Navigate to "Content Management" in the Chairperson section.
- To upload new content, click "Upload Content" and select the file.
- Organize the content by creating folders and categorizing resources.

### **Monitoring and Reporting**

- Go to "Monitoring and Reporting".
- Generate reports on student activity by selecting the desired filters and clicking "Generate Report".
- View real-time statistics on website usage and student engagement.

## **5. Student Module**

### **Course Enrollment**

- From the dashboard, navigate to "Courses".
- Browse through the available courses by faculty.
- Click on a course to view details.
- To enroll, click "Enroll Now" and confirm your enrollment.

### **Accessing Resources**

- After enrolling in a course, go to "My Courses".
- Select the course you wish to access.
- Click on "Resources" to view and download available study materials.

### **Profile Management**

- Navigate to "My Account".
- Click on "Profile".
- Update your personal information and preferences.

- Click "Save" to apply changes.

## **6. Faculty Module**

### **Course Creation**

- Navigate to "Faculty" and click on "Create Course".
- Fill in the course details including title, description, and syllabus.
- Upload course materials and set the schedule.
- Click "Publish" to make the course available to students.

### **Student Interaction**

- Go to "Faculty" and select a course.
- Click on "Discussion Board" to interact with students.
- Provide feedback on assignments and respond to student queries.

### **Performance Monitoring**

- In the Faculty section, select "Performance Monitoring".
- View student progress and grades.
- Provide additional support and resources based on performance analysis.

## **7. Course Management Module**

### **Browsing Courses**

- Navigate to "Courses" from the dashboard.
- Browse courses by faculty such as Arts, Social Science, Science & Technology, Commerce & Management, and Education.
- Click on a course to view details.

### **Enrolling in Courses**

- After browsing, select the desired course.

- Click "Enroll Now".
- Confirm your enrollment to start accessing course materials.

## 8. Account Management Module

### Profile Management

- Go to "My Account" and click on "Profile".
- Update your personal details like name, email, and contact information.
- Save changes by clicking "Update Profile".

### Viewing Enrolled Courses

- Navigate to "My Courses".
- View the list of all courses you are enrolled in.
- Click on a course to access its materials and resources.

### Instructor Information

- In "My Courses", select a course.
- Click on "Instructor" to view information about the course instructor.
- Contact the instructor using the provided details for any course-related queries.

## 9. Contact Information

For further assistance, please contact:

Karnataka State Akkamahadevi Women's University, Vijayapura

Phone: +919449967887

Email: [contact@innoovatum.com](mailto:contact@innoovatum.com)

Office Hours: Monday-Friday: 8am to 5pm, Saturday: 10am to 3pm

## 10. Troubleshooting and Support

If you encounter any issues while using the website, please refer to the following steps:

- If the issue persists, contact the support team at [support@oercKarnataka State Women's University .in](mailto:support@oercKarnataka State Women's University .in).
- For technical assistance, call the helpline at +91 8073023923 during office hours.