

HOW TO UPLOAD COURSE MATERIALS

Created by: Vinay Kumar G S, ERP Analyst

Step 1: Choose course communities

HOME > QUICK ACCESS

My Timetable Communities Course Communities Academic Calendar

QUICK ACCESS

What are you looking for...

Timetable Daily Work Log Assessment Activity Points Student Leave Management Student

Faculty

Quick Access

Step 2: Choose the community for which you want to upload the course material

MY COMMUNITIES > COURSE COMMUNITIES

MY COURSE COMMUNITIES

Show Filters

Search by name, course name and code

Departments: ADMINISTRATION

Showing results : 4 / 4

IFS - INDIAN FINANCIAL SERVICES IFS - INDIAN FINANCIAL SYSTEM BBA B 2024	IT-1 - INCOME TAX - 1 IT-1 - INCOME TAX - 1 BBA B (2023-26)	BLP - BANKING LAW AND PRACTICE BLP - BANKING LAW AND PRACTICE BBA A (2023-26)
3FM - FINANCIAL MANAGEMENT-3 3FM - Financial Management-3 BBA C 2024		

Navigation sidebar: Search, Home, My Communities, Course Communities, My Tutor Batches, Timetable, Academic Calendar, Curriculum / Academic Pathway, Daily Work Log, Attendance, Assessment, Notification Center, My Ratings, Student Leave Management.

Bottom right: Quick Access

Step 3: Click on Course Materials

Search

- Home
- Course Info
- Course Handout
- Student Information**
- Lesson Planner
- Student Attendance
- Online Meetings
- Assessments
- Course Materials**
- CA/Internal Marks
- Course File
- OBE
- Polls And Survey

HOME > SUBJECT COMMUNITY > IT-1 - INCOME TAX - 1 > STUDENT INFORMATION

INCOME TAX - 1 (IT-1)

Export Student List

TEACHING STAFF

Dr.PAVITHRA H P (5377) Vinay Kumar G S (5516)

Roll Number

STUDENTS COUNT : 52

Batch :BBA B (2023-26)

ND	NAZNI DANIELA J Roll No : 22bba058 Reg No : U03BV22M0147	AA	AAKASH A Roll No : 23BBA062 Reg No : U03BV23M0013	AM	AKASH M Roll No : 23BBA063 Reg No : U03BV23M0023
AK	ANISH KUMAR SHARMA Roll No : 23BBA064 Reg No : U03BV23M0036	AA	ANSON ANTO KUMBALATHKUDY PAUL Roll No : 23BBA065 Reg No : U03BV23M0014	DA	DEESHA A REDDY Roll No : 23BBA067 Reg No : U03BV23M0031
DR	DHRAVIYA R Roll No : 23BBA068 Reg No : U03BV23M0036	HP	HARSH PATEL Roll No : 23BBA069 Reg No : U03BV23M0062	HN	HARSHITHA N Roll No : 23BBA070 Reg No : U03BV23M0070
HM	HUSAIN MUSTAFA LOLIWALA Roll No : 23BBA071 Reg No : U03BV23M0057	IP	ISSACK PRABU S Roll No : 23BBA072 Reg No : U03BV23M0047	JB	JAHNAVI B L Roll No : 23BBA073 Reg No : U03BV23M0168
VK	VINANTH K S Roll No : 23BBA074 Reg No : U03BV23M0088	MY	MANOHAR Y Roll No : 23BBA075 Reg No : U03BV23M0108	MH	MOHAMMED HASSAN NOORI Roll No : 23BBA077 Reg No : U03BV23M0121

Quick Access

Click on Course Materials option, 5th option from the bottom

Step 4: Click on Create Course Materials

Search

Course Info

Course Handout

Student Information

Lesson Planner

Student Attendance

Online Meetings

Assessments

Course Materials

Manage

Copy

CA/Internal Marks

Course File

OBE

Polls And Survey

HOME > SUBJECT COMMUNITY > BLP - BANKING LAW AND PRACTICE > COURSE MATERIALS > **MANAGE**

MANAGE COURSE MATERIAL

+ Create Course Material

This page shows all course materials uploaded by you and other faculty in your course community. You can only edit/delete materials you uploaded.

Search with title

#	NAME	TYPE	DESCRIPTION	UPLOADED ON	ACTIONS
 No course materials found					

Quick Access

MANAGE COURSE MATERIAL

This page shows all course materials uploaded by you and other faculty in your course community. You can only edit/delete materials you uploaded.

Search with title

#	NAME	TYPE	DESCRIPTION
No course materials found			

Fill in all the details and upload the documents that you want to share with students and choose whether to share the same material with other faculty teaching same subject.



UPLOAD COURSE MATERIAL

Type
DOCUMENT *

Upload File Choose from Google Drive

Select Files

Drop files here

Supported formats: docx, pptx, xlsx, xls, doc, pdf, odt, txt, rtf, ppt, png, jpeg, jpg

Title
Enter Title *

Topic
Enter Topic *

Description
Enter Description

Share with others across all my subject communities
Note: This course material will be automatically copied to other staff materials in the same community.

X Close ↺ Clear ✓ Submit

Step 5: Unpublish, Edit or Delete the material

Search

Course Info

Course Handout

Student Information

Lesson Planner

Student Attendance

Online Meetings

Assessments

Course Materials

Manage

Copy

CA/Internal Marks

HOME > SUBJECT COMMUNITY > BLP - BANKING LAW AND PRACTICE > COURSE MATERIALS > MANAGE

MANAGE COURSE MATERIAL + Create Course Material

This page shows all course materials uploaded by you and other faculty in your course community. You can only edit/delete materials you uploaded.

Search with title

1 course material found.

#	NAME	TYPE	DESCRIPTION	UPLOADED ON	ACTIONS
1	Test	DOCUMENT	Test	27-01-2026 06:25:08 PM	

This option allows you to publish and unpublish the documents to students.

This option allows you to edit the details

This option allows you to delete the uploaded doc

Step 5: Copy Course Material

Search

Course Info

Course Handout

Student Information

Lesson Planner

Student Attendance

Online Meetings

Assessments

Course Materials

Manage

Copy

CA/Internal Marks

Course File

OBE

HOME > SUBJECT COMMUNITY > BLP - BANKING LAW AND PRACTICE > COURSE MATERIALS > COPY

COPY COURSE MATERIAL

You can copy your course materials from other courses or course materials uploaded by other staff to your course here. Use filter to search for course materials.

Search with title

Copy from my course materials Copy course community materials Copy materials uploaded by staff from this community in other communities

Batch
Choose batch

Term
Choose term

Type
Choose type

Uploaded date

Reset Search

Step 2: Click on filters and fill in the details

Step 1: Click on Copy

Step 3: Click on search

No course materials found for copying

Quick Access