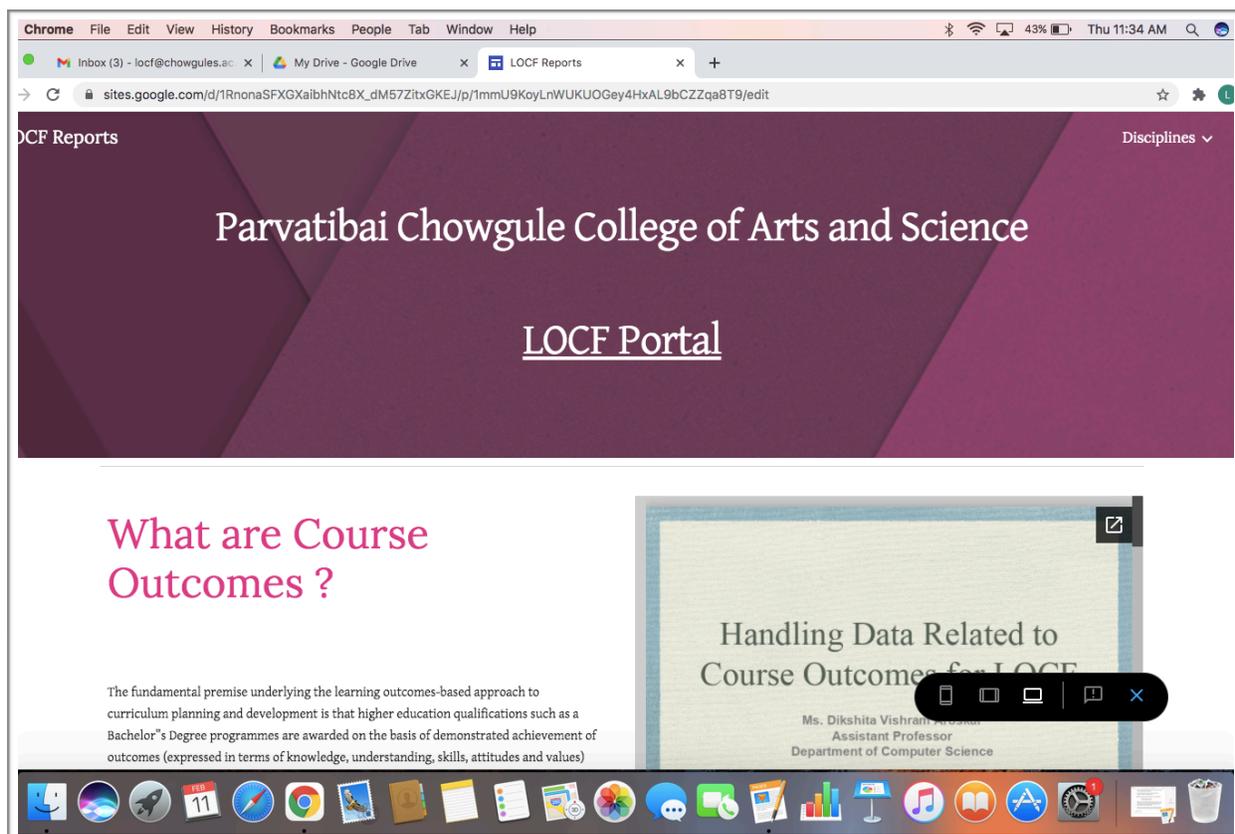


LOCF Portal Manual



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Ms. Ashweta Anand Fondekar

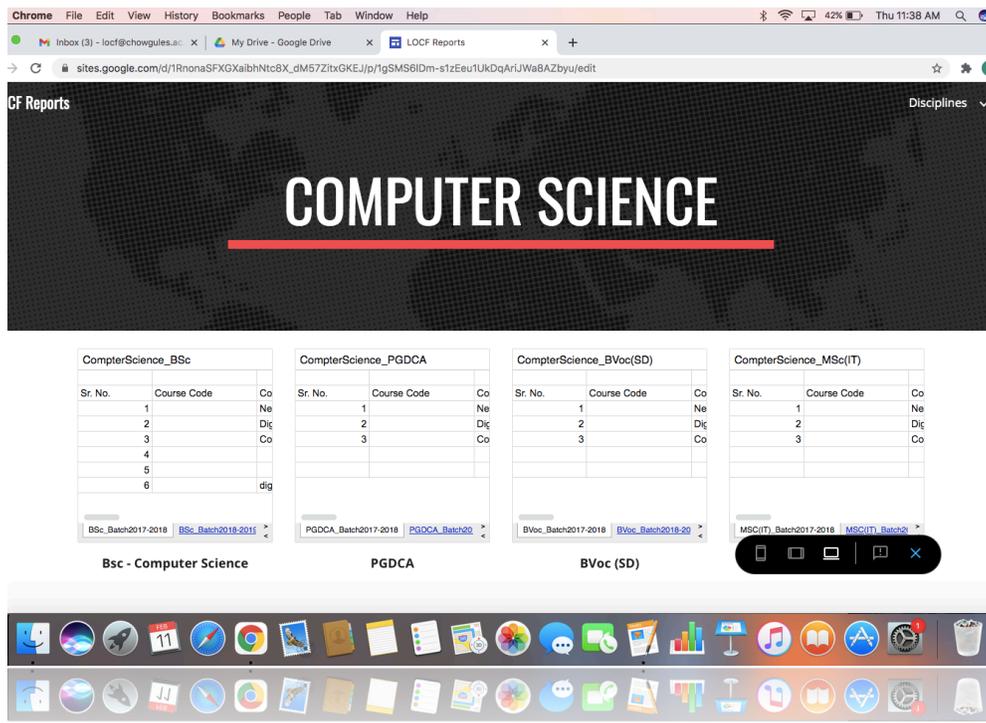
Assistant Professor,

Department of Computer Science

Objective

LOCF portal offers a structural approach for Storing, Updating and generating Reports of the data related to Course Outcomes. This portal is designed to offer an organized storage and retrieval mechanism of Course Outcome files for each course offered in the institution and access it whenever the need be.

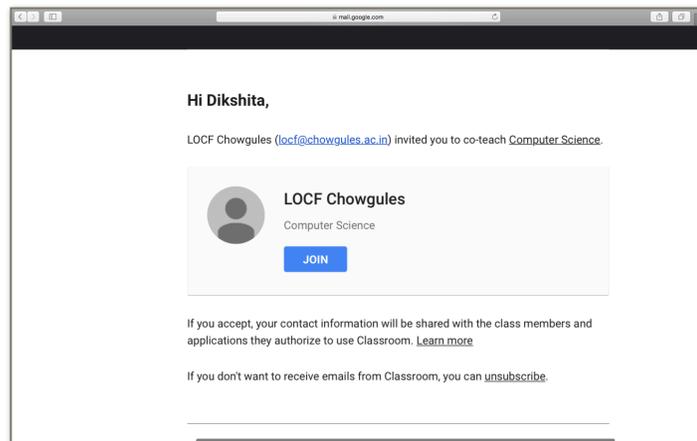
This report elaborates on the **Uploading** of Course Outcome files on the portal by the faculty members, **Storing** and **Retrieving** of course outcomes attainment files submitted by the faculties and checking the status of submission.



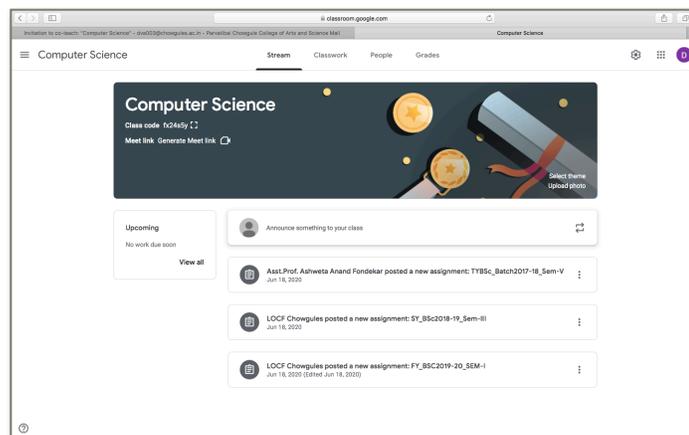
Accepting Invitation and Joining Portal

Steps for HOD / Secretary

1. Invitation will be sent to the Department email id for joining the LOCF portal.
2. HOD/Secretary is requested to accept the invitation and join the portal by clicking on the join button being displayed in the email.



3. After clicking on the join button you will be redirected to the LOCF portal(classroom).



Creating link for faculty members to upload CO Attainment files

Note :

I. Ensure you have opened the portal on your computer by performing step 3 before performing the following steps.

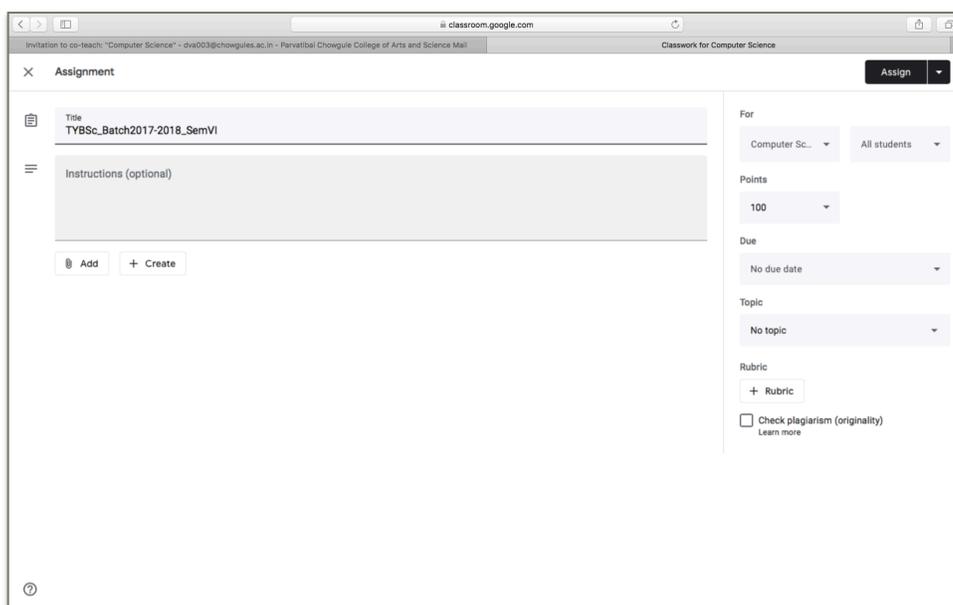
II. The HOD to share the class code or invite all the faculties of the department to join the portal as student using the invite option before performing following steps.

Steps for HOD / Secretary

1. Click on the Classwork tab, click on the create button, create a new assignment by clicking on the assignment option.

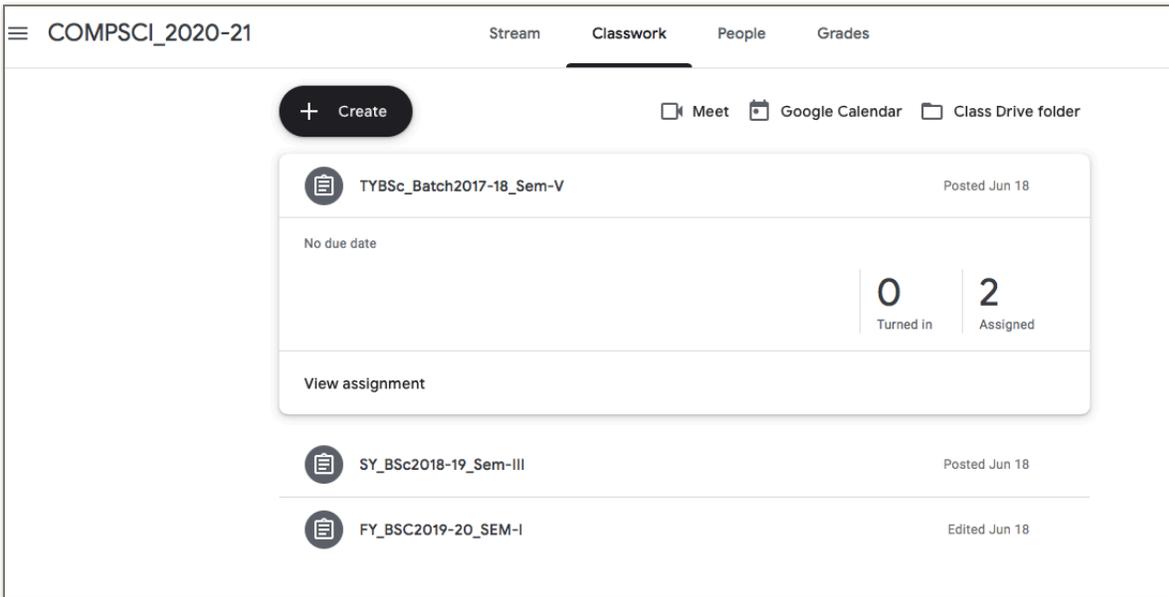
Kindly follow the naming convention given below for naming the assignment.

Eg. TYBSc_Batch2017-2018_SemV
(Class name_Batch_Semester)

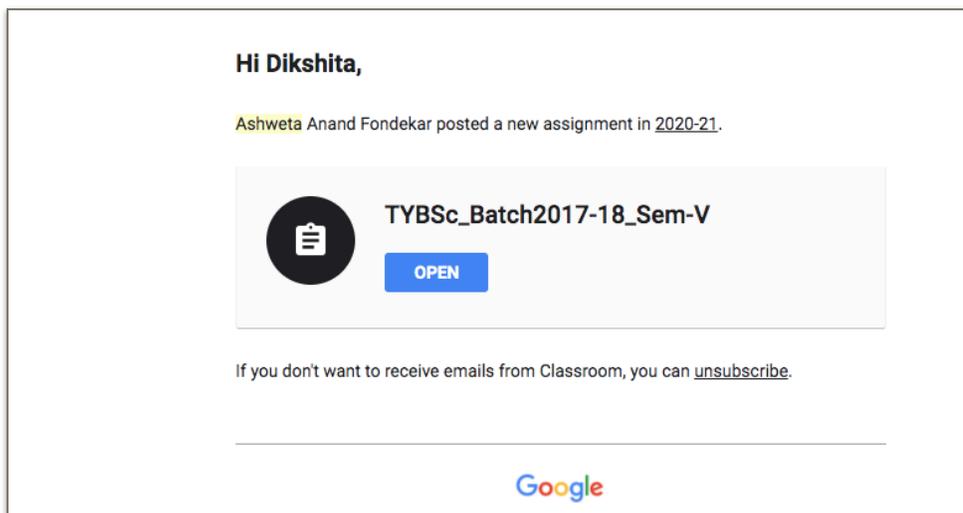


The screenshot shows the Google Classroom 'Assignment' creation form. The title field is filled with 'TYBSc_Batch2017-2018_SemVI'. The 'For' dropdown is set to 'Computer Sc...' and 'All students'. The 'Points' dropdown is set to '100'. The 'Due' dropdown is set to 'No due date'. The 'Topic' dropdown is set to 'No topic'. There is a '+ Rubric' button and a checkbox for 'Check plagiarism (originality)' with a 'Learn more' link below it. The 'Add' and '+ Create' buttons are visible at the bottom left of the form.

- HOD/Secretary to assign rights to upload CO attainment file only to those faculties who teach for the given semester by clicking on “All student” option and selecting the names of the faculty members who teach for the given semester and then click on the “Assign” button.



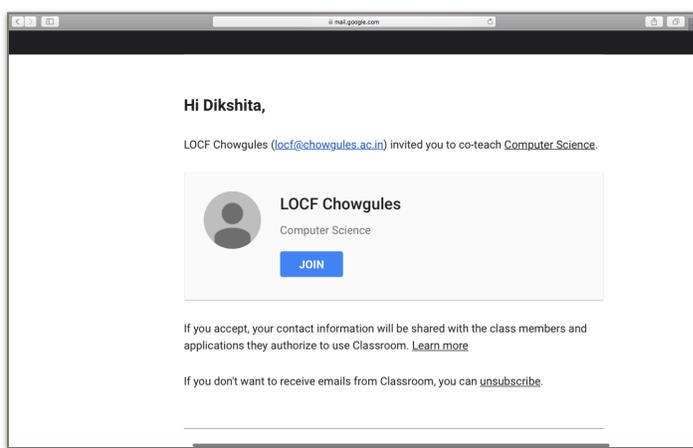
- This will create a link for the faculty member to upload their CO attainment file for their respective courses. An email will be sent to the assigned faculty member intimating about the link to upload the CO attainment file.



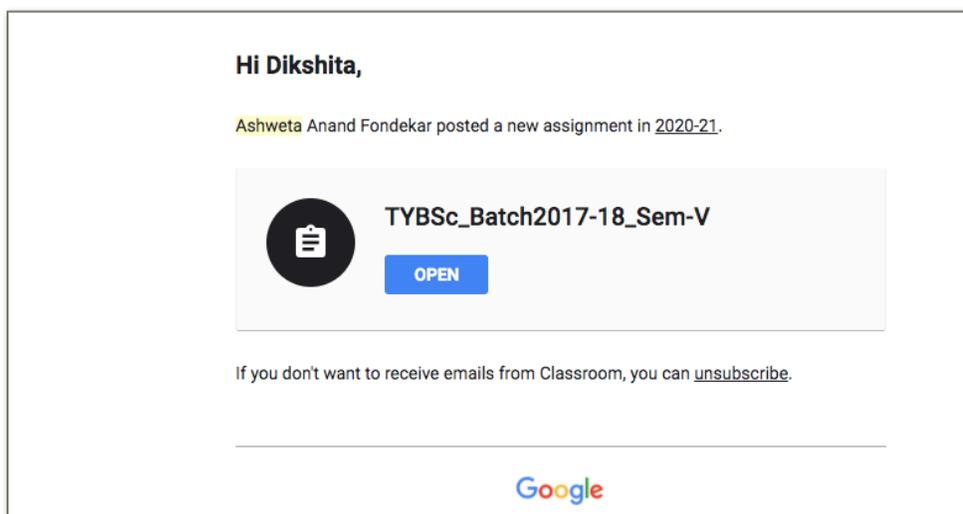
Uploading of CO Attainment file by Faculties

Steps for Faculty

1. Join the portal by clicking on the join button sent through an invitation email/by joining the class code shared by the HOD/Secretary.

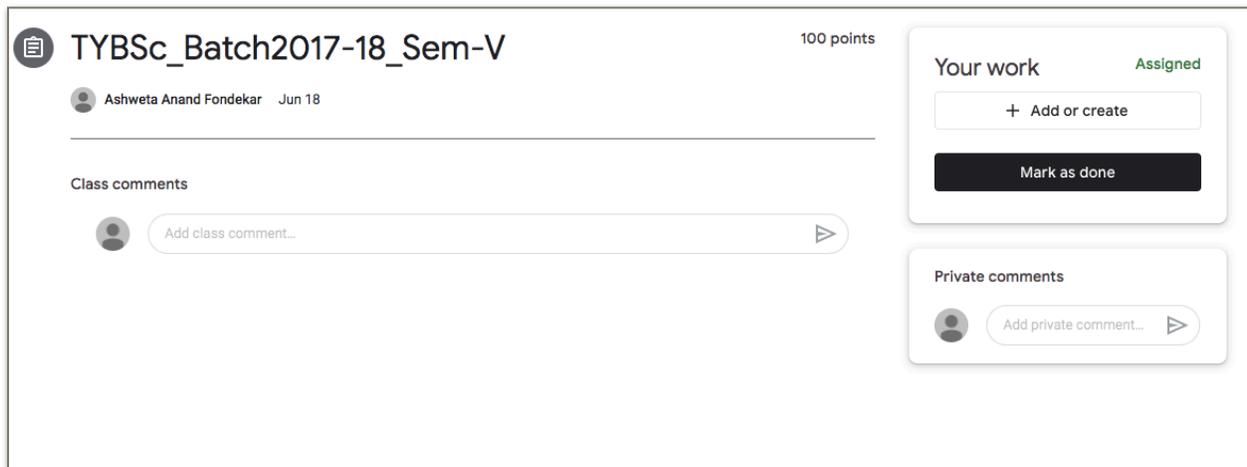


2. Once the HOD/Secretary creates a link for you to upload a CO attainment file, you will be notified via an email.



3. Click on the OPEN option being displayed in the email.

4. You will be redirected to the page to upload a CO attainment file.



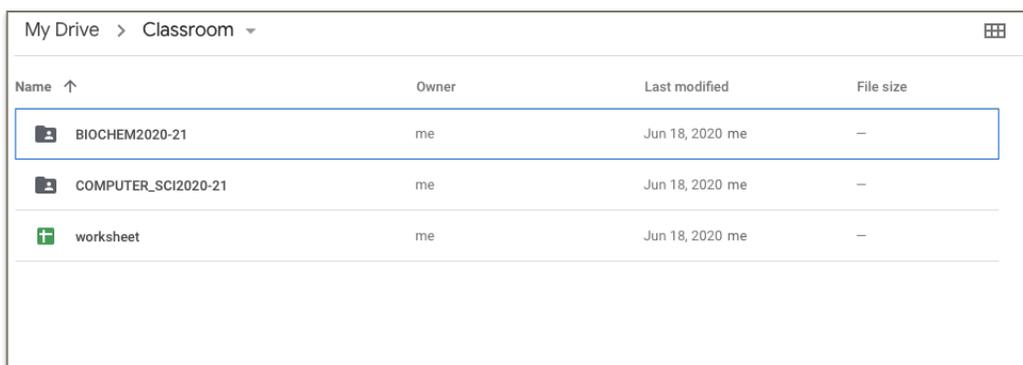
5. Click on the “Add or Create” option, select and upload the CO attainment file for the given course from your computer and click on the “Mark as Done” option once you finish uploading.

This will upload you CO attainment file on the portal.

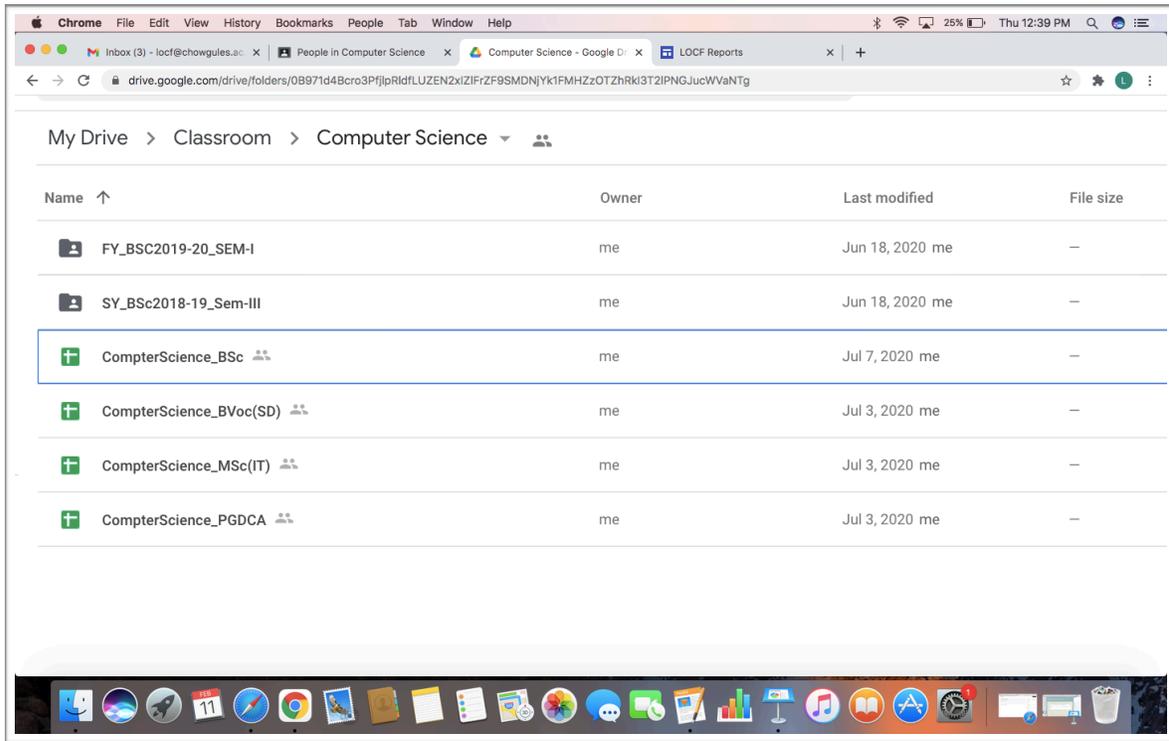
Updating the records of submission of CO attainment files for all the courses

Step for HOD/Secretary

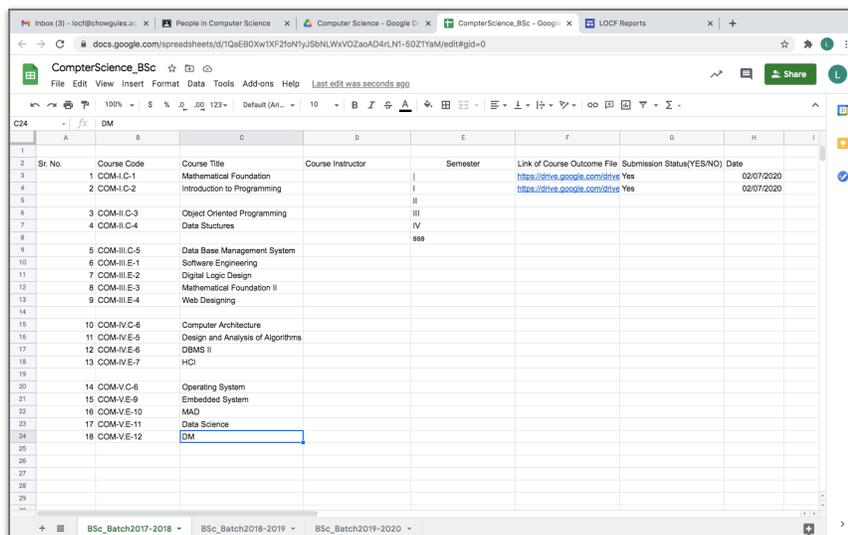
1. Navigate to google drive by clicking on the nine dots from the department email id(Google apps).
2. Double click on the classroom folder, Navigate to the classroom with the department name.



3. You will be displayed with the worksheet for all the programs offered in your department.

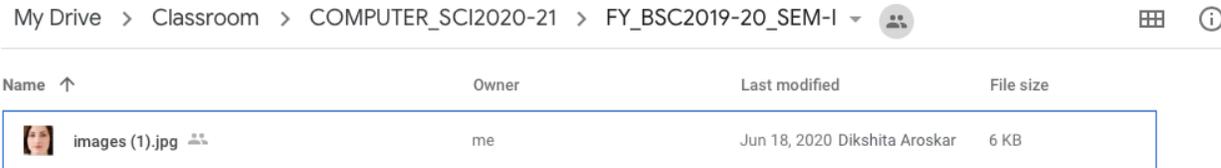


4. Select the worksheet of the program you wish to update the status of submission of CO attainment file.



5. Now, select the batch you wish to edit information about.
6. Then, enter the link to the CO attainment file for the given course.

Note : To enter the link of the uploaded file go to the google drive and navigate through respective folders. Then right click on the file and copy its link by selecting “Get link” option. Paste this link in the worksheet corresponding to the respective course.



My Drive > Classroom > COMPUTER_SCI2020-21 > FY_BSC2019-20_SEM-I

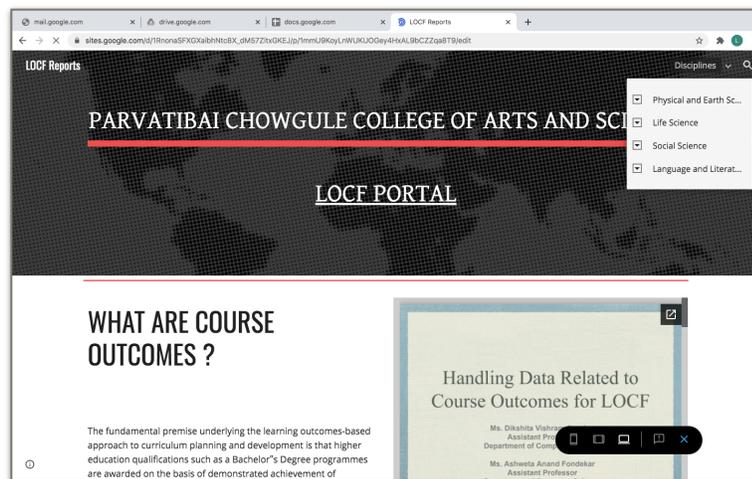
Name ↑	Owner	Last modified	File size
 images (1).jpg	me	Jun 18, 2020 Dikshita Aroskar	6 KB

Viewing/Displaying the submitted files of CO

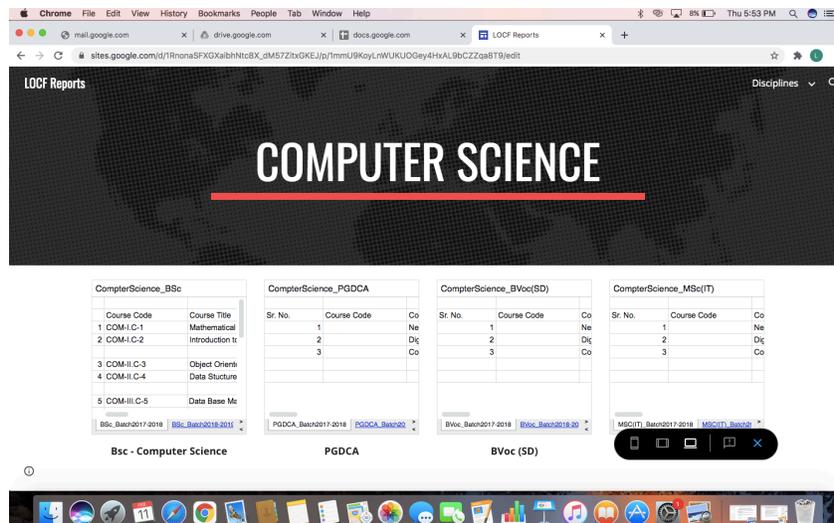
Steps for all the stakeholder who wish to view the CO attainment files submitted by each department for all batches for all the courses.

Note : Kindly open the Google site for viewing the information.

1. Click on Discipline tab on the website and select your Discipline.



2. Click on your department name being displayed under the discipline. This will navigate you to your department page and you will see all the programs offered by your department.



4. Select the program you wish to view information about.

Sr. No.	Course Code	Course Title	Course Instructor	Semester	Link of Course Outcome File	Submission Status(YES/NO)	Date
1	COM-I-C-1	Mathematical Foundation		I	https://drive.google.com/drive	Yes	02/07/2020
2	COM-I-C-2	Introduction to Programming		II	https://drive.google.com/drive	Yes	02/07/2020
3	COM-II-C-3	Object Oriented Programming		III			
4	COM-II-C-4	Data Structures		IV			
5	COM-III-C-5	Data Base Management System		SSS			
6	COM-III-E-1	Software Engineering					
7	COM-III-E-2	Digital Logic Design					
8	COM-III-E-3	Mathematical Foundation II					
9	COM-III-E-4	Web Designing					
10	COM-IV-C-6	Computer Architecture					
11	COM-IV-E-5	Design and Analysis of Algorithms					
12	COM-IV-E-6	DBMS II					
13	COM-IV-E-7	HCI					
14							
15	COM-V-C-6	Operating System					
16	COM-V-E-9	Embedded System					
17	COM-V-E-10	MAD					
18	COM-V-E-11	Data Science					
19	COM-V-E-12	DM					

5. You will be redirected to the page with list of all the courses that the students has undergone in that particular batch.

6. Select the link of the course you wish to view the CO attainment file.

Note : You can select any batch and view the information about all the courses the student has undergone in that batch and check the CO attainment file for each course.