



# Impartus Lecture Capture Starter Kit

## Manual for Professor/Faculty Post Live Lecture

**Gopi. B. R.**

**Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.**



# Contents

About this Manual

Audience

Conventions, Acronyms, and Abbreviations

Conventions

Acronyms and Abbreviations

## 1 Introduction

1.1 Access the Application

## 2 Course Catalog

2.1 Access Course Catalog Module

2.2 Course Catalog

2.2.1 Course Details

2.3 Search

## 3 Dashboard

3.1 Access Dashboard Module

3.2 My Courses

3.2.1 Session Change

3.2.2 Course Details

3.3 News Feed

3.3.1 Related Threads

3.4 Trending Discussions

3.5 My Topics

3.5.1 Look up and Follow Topics

3.5.2 Unfollow a Topic

3.6 Similar Topics

3.7 Trending Topics

3.7.1 Follow/Unfollow Trending Topics

3.8 Unanswered Questions



**Gopi. B. R.**  
**Manager - IT Administration**  
**Rajalakshmi Engineering College**  
**Rajalakshmi Nagar, Thandalam,**  
**Chennai-602 105.**



- 3.9 Leaderboard
  - 3.9.1 Follow/Unfollow Users in Leaderboard
- 4 Advanced Search
  - 4.1 Access Advance Search Module
  - 4.2 Perform Advance Search
- 5 Reports
- 6 My Playlists
  - 6.1 Access My Playlists Module
  - 6.2 Watch Playlists
- 7 Learn and Support
  - 7.1 Access Learn and Support Module
  - 7.2 Ask a Question
  - 7.3 View Question Details
- 8 Lecture Videos
  - 8.1 Manage Media Player
    - 8.1.1 Edit Lecture Video Title
    - 8.1.2 Video Views
    - 8.1.3 Play/Pause Video
  - 8.2 Manage Video Data Manager
    - 8.2.1 Feeds
    - 8.2.2 Lecture Slides
    - 8.2.3 Player Control

Appendix A – Additional Functions

Search

Change Language

My Profile

Add Profile Picture

  
**Gopi. B. R.**  
**Manager - IT Administration**  
**Rajalakshmi Engineering College**  
**Rajalakshmi Nagar, Thandalam,**  
**Chennai-602 105.**



- Posts
- Followers
- Following
- Insights
- Feedback
- Change Password
- Calendar
- Discussion (Across Campuses)
- Logout
- Copyright



*Gopi. B. R.*

**Gopi. B. R.**  
**Manager - IT Administration**  
**Rajalakshmi Engineering College**  
**Rajalakshmi Nagar, Thandalam,**  
**Chennai-602 105.**



# Preface

## About this Manual

This User Manual helps the Professors who use the **Impartus Web Application** in managing the functionality of the application, in educational institutions. The Manual explains the functionality of each module in the **Impartus Web Application** and also provides the detailed procedure to perform every task that the application offers.

## Audience

This User Manual is intended to be used by the Professors in various educational Institutions, where the **Impartus Web Application** is used.

## Conventions, Acronyms, and Abbreviations

### Conventions

Following are the conventions used in this User Manual:

- **Bold** text indicates the field names, application name, button names, and so on.
- *Italicized* text indicates window names, module names, and so on.

### Acronyms and Abbreviations

Following are the acronyms and abbreviations used in this User Manual:

Acronym/Abbreviation	Description
Admin	Administrator
LHS	Left Hand Side
URL	Uniform Resource Locator



**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.



# 1 Introduction

**Impartus Web Application** is a video-based learning platform that enables educators to capture, edit, and distribute content. It provides students the deeper understanding of their topics as they review classroom content at any time, from anywhere.

The platform of **Impartus Web Application** is designed around real users and real learning needs, with robust security features to protect your identity. Few unique features of the **Impartus Web Application** include automated lecture capture, remote access, live streaming, attachments, notes, video editing, bookmarks, search, playlist, and so on.

## 1.1 Access the Application

You can access the **Impartus Web Application** through any web browser, by entering the application URL: <http://a.impartus.com/>.

Upon entering this URL in your Web browser's address bar, the **Impartus Web Application** login screen is displayed, as depicted in the following figure:



Enter your **Login ID (User Name)/Email Address** and **Password** in the respective fields and click

Login

button to access the **Impartus Web Application**.

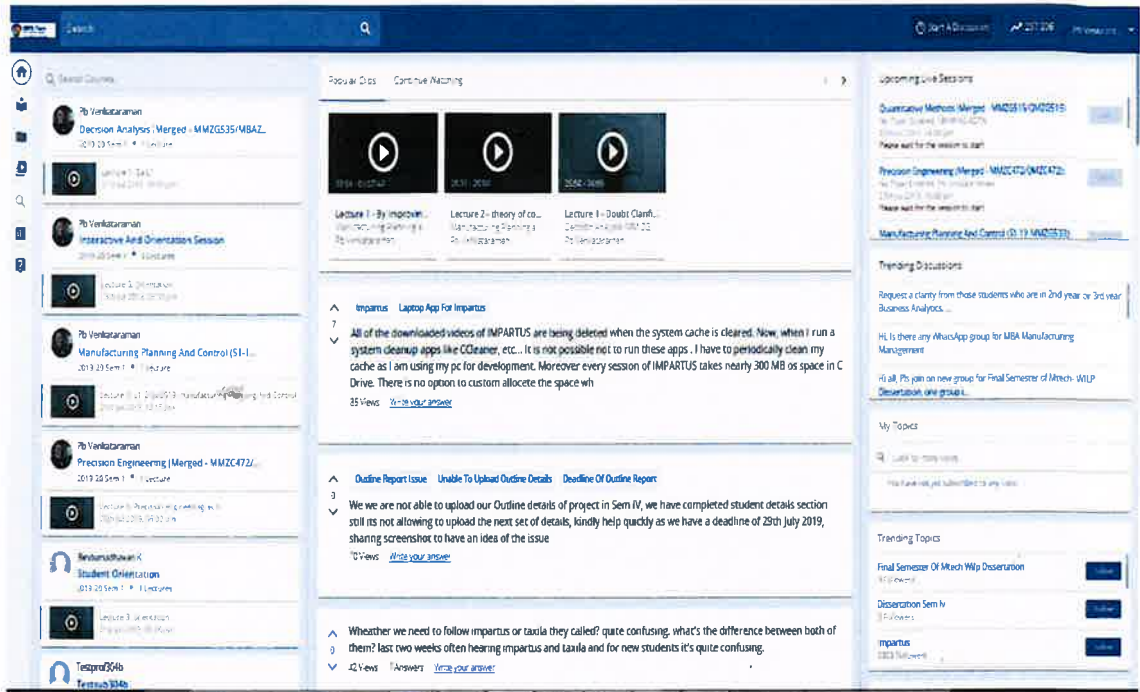
If you forget your password, click on **Forgot password?** provide your registered email

Address before clicking **Forgot Password** button to receive the reset password link in the provided email address.

Once logged in, you are navigated to the **Professor Home** page, as depicted in the following figure:

*Thi*  
**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.





The LHS of the **Professor Home** page displays the **Navigation Menu** and the RHS displays the **Dashboard**.

The **Dashboard** contains sections such as My Courses, News Feed, Trending Discussions, My Topics, Trending Topics, Unanswered Questions, and Leaderboard.

These Dashboard elements are detailed in the following section.



*Gopi. B. R.*


**Gopi. B. R.**  
**Manager - IT Administration**  
**Rajalakshmi Engineering College**  
**Rajalakshmi Nagar, Thandalam,**  
**Chennai-602 105.**



## 2 Course Catalog

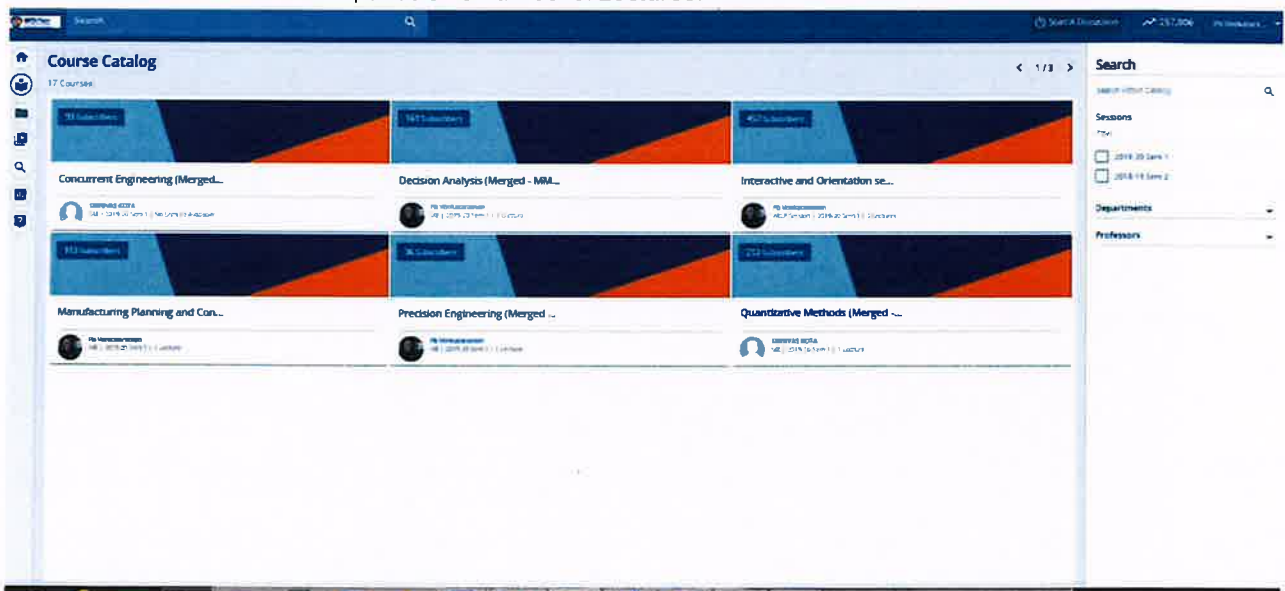
Impartus Professor Course Catalog provides certain Super Users access to other Courses. For Example, as a Head of the Department, I may be taking some Courses myself which will feature under **My Courses** segment of the Dashboard. Following are the various sections of the dashboard:

### 2.1 Access Course Catalog Module

You can access **Course Catalog** module by clicking the  icon, present in the LHS pane of the Impartus Web Application. The Course Catalog includes the following sections.

### 2.2 Course Catalog

The **Course Catalog** section lists all the courses, along with the details such as Subject name, the name of the Professor, Session & number of Lectures.



#### 2.2.1 Course Details

See [Course Details](#) section.

### 2.3 Search

Search feature enables you to search for a specific Course in the **Content Catalog**. The user can type the name of the Course in the text field showing **Search within the catalog**. The user can also choose Session, Department & Professor name from the List and reduce the Result set of Search.



**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.





Once we select the Filters in the Search, the Courses automatically arranges on the LHS.

## Search

Search Within Catalog



### Sessions

Filter

2019-20 Sem 1

2018-19 Sem 2

Departments



Professors




**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.



## 3 Dashboard

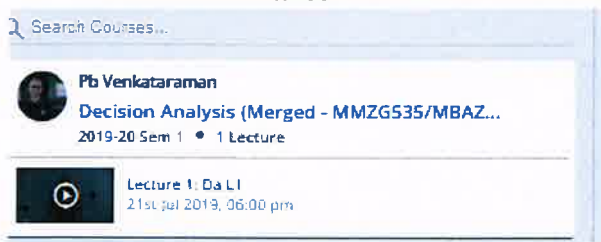
Impartus Professor Dashboard provides you an insight to your activities in the **Impartus Web Application**. Following are the various sections of the dashboard:

### 3.1 Access Dashboard Module

You can access **Dashboard** module by clicking the  icon, present in the LHS pane of the Impartus Web Application. The Dashboard includes the following sections.

### 3.2 My Courses

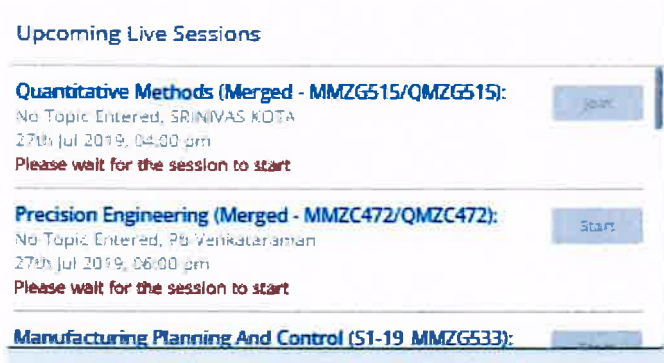
The **My Courses** section in the **Dashboard** lists the courses to which you are mapped to, along with the details such as Topic, the name of the Professor, Institute, Academic Year, and number of classroom lectures.



You can click on the courses to view all the associated lecture videos and other details in the Course Details page.

#### 3.2.1 Upcoming live sessions

On the dashboard at the right top corner you will find Upcoming live sessions. In this you will be able to see any activity scheduled by the professors and you can attend the session by clicking on the Start button. You can see the course name, professor's name and the date and time at which it has been scheduled.



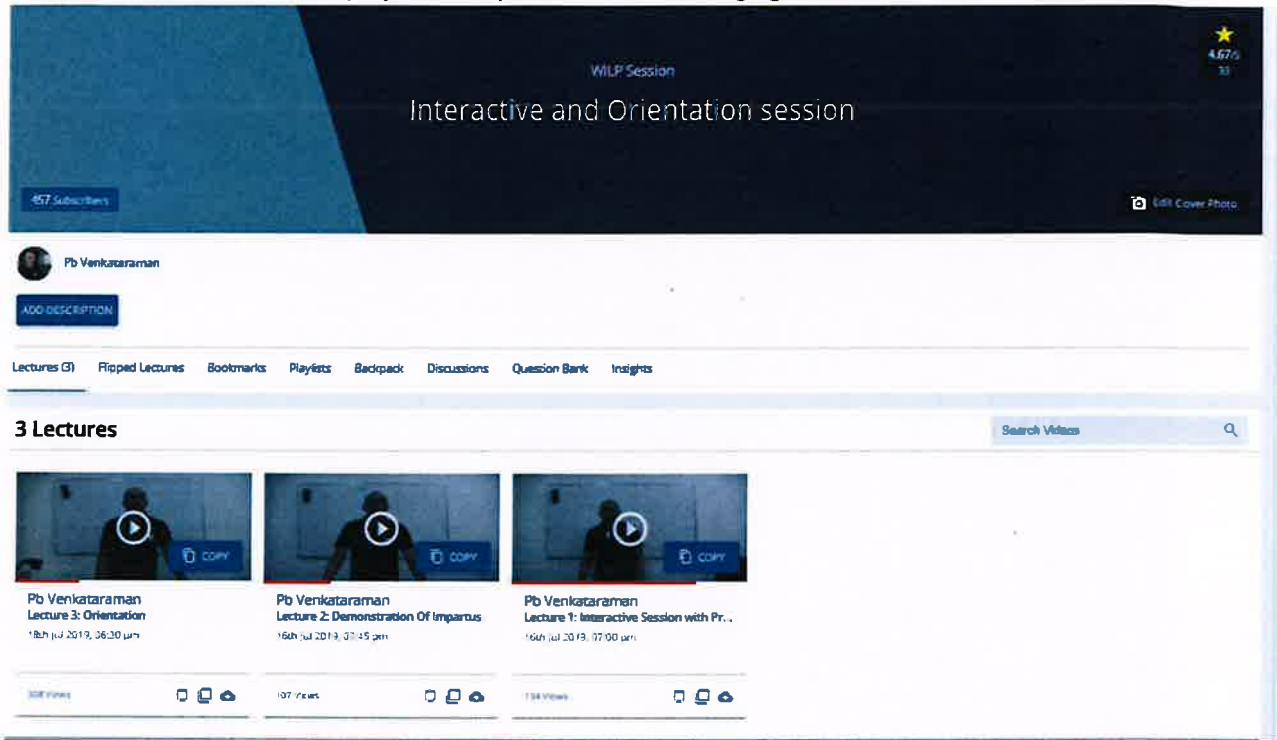


**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.




### 3.2.2 Course Details

The Course Details section provides you all the details associated with a course. The Course Details section is displayed as depicted in the following figure:



#### 3.2.2.1 Add Description

You can click on  button to add a description about the course. Upon clicking this button, the **Description** text field is displayed. Enter the required description about the course in the Description field and click to save the Description.

You can also click on  button adjacent to the description text to edit the description.


#### 3.2.2.2 Edit Cover

The Edit Cover feature enables you to include or update a cover picture for the course. To include or edit a cover picture, click the  button and select the required image file from your local machine.

  
**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.




### 3.2.2.3 Follow a Course

The Follow a Course feature enables you to follow a course and receive updates regarding that course. To follow a course that is listed in your Dashboard, click to open the course and click the  button. Once you start following a course, you will receive notification about the same in your News Feed in the Dashboard.

**Note: The follow option is available only for those courses which are not mapped to you and are present in your Dashboard.**

### 3.2.2.4 Lectures

The **Lectures** tab in the **Course Details** page displays all the lecture videos available for the selected course. The lecture videos are displayed with information such as Name of the Professor, Topic, Schedule on which the video was captured, and the number of views. You can click on the Lecture Video to watch the video. For more information, see [Lecture Videos](#) section.

The Search functionality in the **Lectures** tab enables you to search for a video in the tab. To perform a search, enter the keyword in the **Search Videos** field and click  icon.

### 3.2.2.5 Bookmarks

The **Bookmarks** tab in the **Course Details** page lists the bookmarks created by students and other professors in your lecture videos. The Bookmarks are listed with the details such as Bookmark Title, Lecture Video Topic, and the Schedule on which the Bookmark was created. Only Public Bookmarks will be shown to the Professor. Also, if there are no Bookmarks available to show, the Bookmarks Tab is not present.

You can click on the Bookmark Title to view the bookmarked video portion.

For more information, see [Lecture Videos](#) section.

#### 3.2.2.5.1 Create Playlist

The Create Playlist feature enables you to create a playlist by selecting multiple Bookmarks to watch later. To create a playlist, select the check boxes adjacent to the Bookmark Titles you want

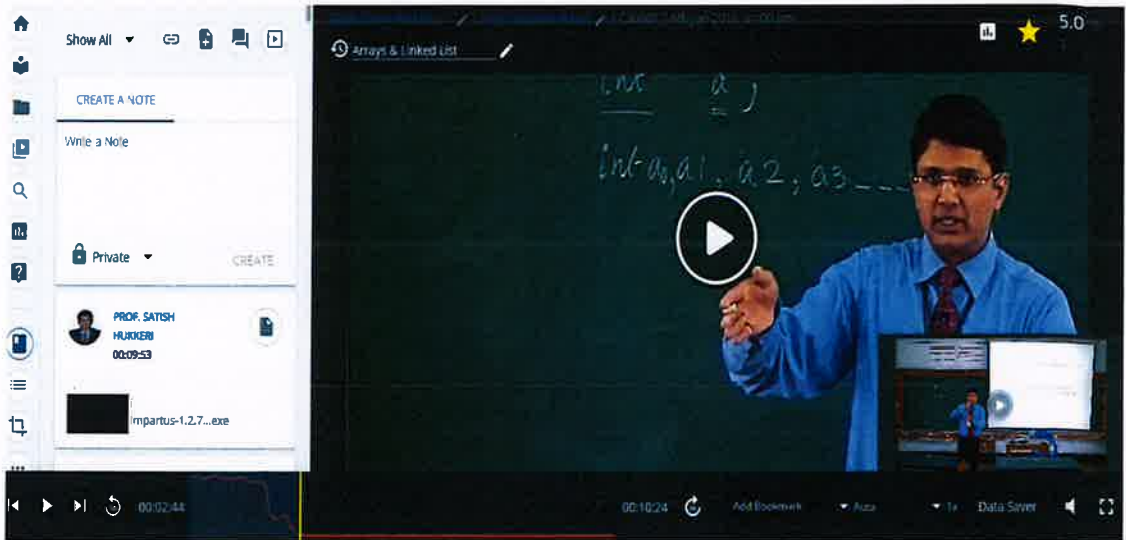
to include in the playlist and click  button after entering a name for the playlist in the **Enter Playlist Name** field.

### 3.2.2.6 Playlists

The **Playlists** tab in the **Course Details** page displays all the playlists you have created with the Playlist Name and Duration. You can click on the playlist name to watch the Playlist.

  
**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.





**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.



### 3.2.2.7 Backpack

The **Backpack** tab in the **Course Details** page displays the documents and URLs added to the lecture videos by students, other professors, or yourself. You can add URLs by clicking on



ADD REFERENCES

And then you enter the URL and




UPLOAD DOCUMENT

description and click on add. To upload a document you can click on Choose or select a file from your computer and click on upload.


The documents and reference URLs in Backpack section are displayed with the Filename/Website name and with the schedule on which it was added.

Once you upload any files click on add course button to add the course name and then click on share button and choose the desired users to whom you want to send the files




Shared with one or more users



The Search functionality in the **Backpack** tab enables you to search for a document in the tab. To perform a search, enter the keyword in the **Search Documents** field and click  icon.

You can click on the documents or reference URL to open it in a new tab of your web browser. Also, you can download the attached files by clicking the  icon.

To remove an unwanted document, you can click  icon.

### 3.2.2.8 Discussions

The **Discussions** tab in the **Course Details** page displays all the questions asked by students and other professors. The Discussions are displayed with the details such as User Name, Role, and Institution, Schedule on which the questions was asked, Course Name, Discussion Topic, along with the options to comment and upvote the Discussion.

You can click on the Discussion Topic to view the details, as displayed in the following figure:



ASK A QUESTION

Anonymous  
Asked this question 2 weeks ago

Accounting For Managers-CDL  
**automatic submission is good**

UPVOTE DOWNVOTE

  
**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.





From the **Discussions** tab, you can also perform the following actions:

- [Ask a Question](#)
- [Add Comments](#)
- [Up Vote a Discussion](#)
- [Manage Your Discussions](#)

### 3.2.2.8.1 Ask a Question

The Ask Question feature enables you to create a new discussion topic. To ask a question, perform the following procedure, from the **Discussions** tab:

1. Click  button.  
The **Write your question** field is displayed.
2. Enter the question/discussion topic in the **Write your question** field.
3. (Optional) Select the checkbox adjacent to the **Post Anonymously?** if you do not want to reveal your identity while asking the question.
4. Click  button to save and submit the question/discussion.

  
**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.




### 3.2.2.8.2 Add Comments

The Add Comments feature enables you to include comments to any of the discussions present in the **Discussions** tab. To add a new comment, enter the comment text in the **Write a comment** text field and click **Enter** key.

The comment is saved and is displayed under the discussion topic with the name of the user and the schedule on which the comment was added.

### 3.2.2.8.3 Up Vote/Down Vote a Discussion

The UpVote a Discussion feature enables you to upvote a discussion topic if you find it useful. You can upvote any discussion that is not created by you. To upvote a discussion, click  icon. The number of upvotes is displayed under the icon.

You can click  icon to down vote a discussion.

### 3.2.2.8.4 Manage Your Discussions

The Manage Discussion feature enables you to update the discussions created by you. You can perform the following actions on your discussions:



- [Edit Tags](#)
- [Add Tags](#)
- [Edit Question/Discussion Topic](#)
- [Edit Description](#)
- [Add Comments](#)
- [Delete Comments](#)
- [Answer the Question](#)

#### 3.2.2.8.4.1 Edit Tags

The Edit tags feature enables you to update the existing tags in the Question. You can edit the existing tags by performing the following procedure:

1. Click the  button.

Upon clicking this button, the existing tags are marked for removal.

2. Click the  icons adjacent to the tag to remove the tag.
3. Click  button to save the tags.

  
**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.





#### 3.2.2.8.4.2 Add Tags

The Add tags feature enables you to include new tags in a question. You can add new tags by performing the following procedure:


1. Click the  button.

Upon clicking this button, the existing tags are marked for removal. Also, a text field to add the new tags is displayed.

2. Enter the name of the new tag in the **Add a tag** text field.
3. Click  button to save the tag.


The saved tags are displayed in the question.

#### 3.2.2.8.4.3 Edit Question/Discussion Topic

You can edit the Question/Discussion Topic, which is created by you. To edit the topic, click the  icon present adjacent to the Question/Discussion Topic, update the Question text, and click **SAVE** button.

The updated Question is displayed.

#### 3.2.2.8.4.4 Edit Description

You can edit the description of the Question/Discussion Topic, which is created by you. To edit the description, click the  icon present adjacent to the description field, update the description text, and click **SAVE** button.

The updated description is displayed.

#### 3.2.2.8.4.5 Add Comments

The Add Comments feature enables you to add new comments to the Discussions. To add comments to a Discussion in which no comments are present, click the **No Comments Available** link, enter the comments in the **Write a comment** text field and click **Enter** key.

If there are comments present already, click the **<number of comments> Comment** link, enter the comments in the **Write a comment** text field and click **Enter** key.

#### 3.2.2.8.4.6 Delete Comments

To delete Discussion comments that are added by you, click the  button adjacent to the comment you want to delete and click **OK** button in the confirmation dialog.




**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.




### 3.2.2.8.4.7 Answer Questions

To answer a Question, perform the following procedure:

1. Click  button.
2. Enter the answer text in the **Write your answer** field.
3. (Optional) Select the checkbox adjacent to the **Anonymous** field, if you do not want to reveal your identity while answering the question.
4. Click save button to save and submit the answer. The

answer is displayed under the **Question/Discussion Topic** tab.

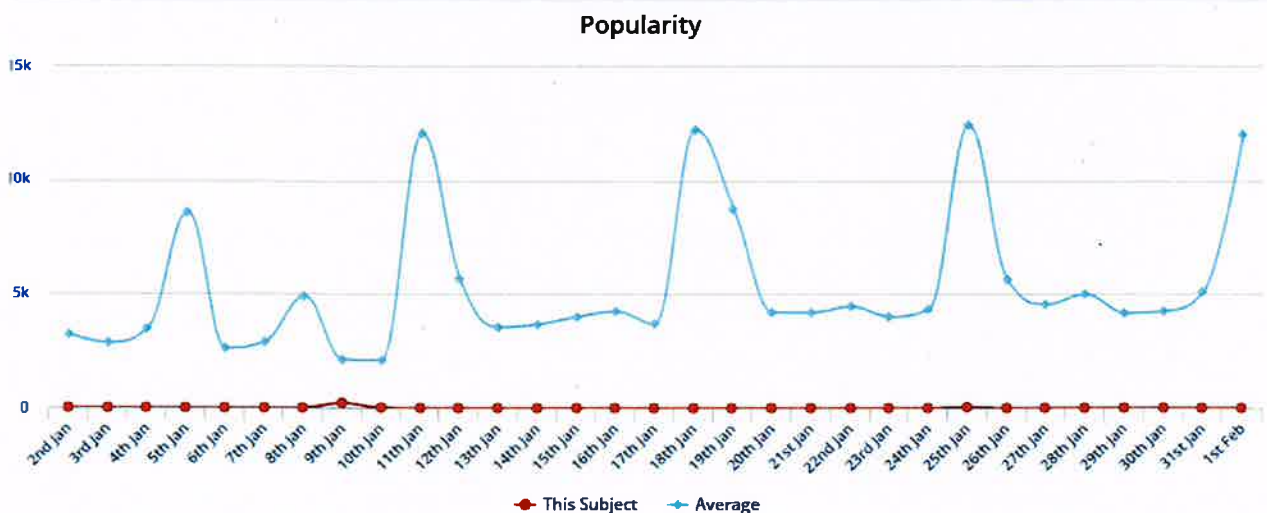
Once saved, you can click the  icon present adjacent to the answer text, to update the answer and click button.

### 3.2.2.9 Insights

The **Insights** tab in the **Course Details** page provides you a graphical representation of the statuses of the lecture videos. These representations include Popularity, Popular Videos, Daily Watching Pattern, and Leaderboard.

#### 3.2.2.9.1 Popularity

The Popularity line graph represents the popularity of the subject under reference, in comparison with the average popularity of other subjects. This is depicted as follows:



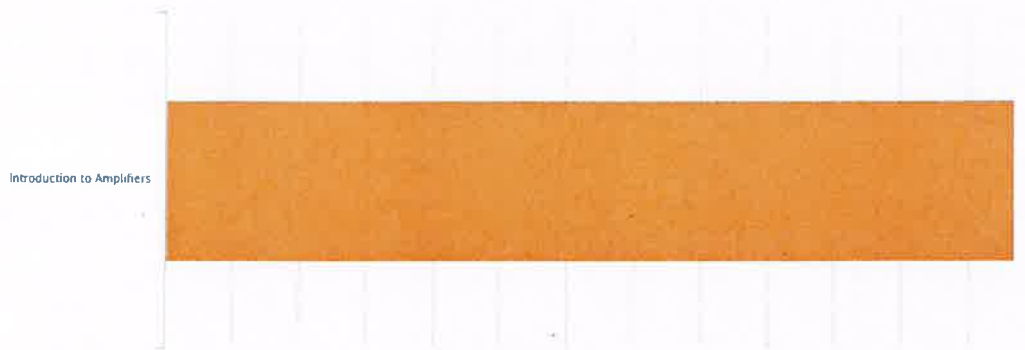
The X-axis of the graph represents the number of lecture video views and the Y axis represents the period in days.

  
**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.



### 3.2.2.9.2 Popular Videos

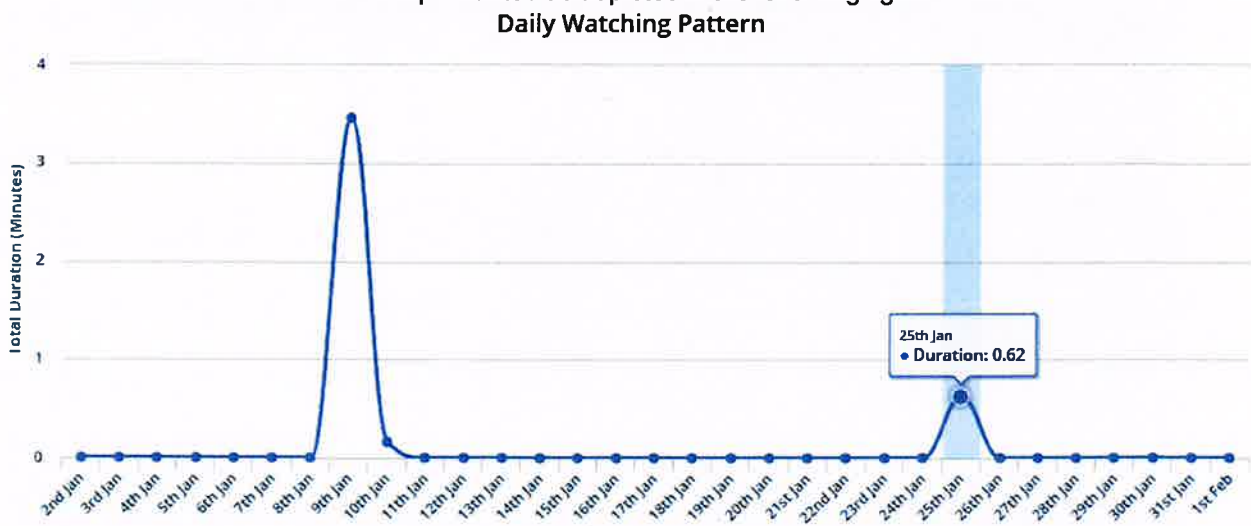
The Popular Videos bar graph represents the result of a comparison study of the popularity of lecture videos in the subject under reference. This is represented as depicted in the following figure:



The X axis represents the lecture video titles and the Y-axis represents the number of views.

### 3.2.2.9.3 Daily Watching Pattern

The Daily Watching Pattern line graph represents the number of lecture video views in the subject under reference. This is represented as depicted in the following figure:



**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.



The X-axis represents the number of views and the Y axis represents the days on which there is a change (high/low) in views.



**Gopi. B. R.**  
**Manager - IT Administration**  
**Rajalakshmi Engineering College**  
**Rajalakshmi Nagar, Thandalam,**  
**Chennai-602 105.**



### 3.2.2.9.4 Leaderboard

The Leaderboard bar graph represents the number of lecture video views of each professor. This is represented as depicted in the following figure:



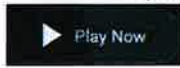
The X axis of this graph represents the professor names and the Y axis displays the number of video views.

## 3.3 News Feed

The **News Feed** section in *Dashboard* lists the recent discussions. The News Feed is displayed as depicted in the following figure:

You can click on the discussions/questions to view the details. For more information, see [View Question Details](#) section.

You can also click on the lecture video titles in the newsfeed to open the [Lecture Videos](#) section

and watch the video. Alternatively, you can click the  button to watch the lecture video from the news feed itself.

Below the name of the user who posted the feed you can see fuzzy time. Fuzzy time shows an approximate time of when that feed was posted.

  
**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.



^ Mind Maps Sa Mind Maps Ooad Mind Maps

2

Friends there are few mind maps for SA and OOAD, have a look these will be very handy for clear understanding of these subjects:- <https://drive.google.com/open?id=1t33tNn00acolbuk1D4uE8uN6TwgqRa1b>

123 Views [Write your answer](#)

^ Quality Management Teaching Quality

1

Are the classes for Mtech quality management cancelled for today ?

70 Views 2 Answers [Write your answer](#)

^



UDAYA KUMAR A  
Student in WILP Session

1

Yes, no classes today.



May be we were given time to watch the pre recorded lectures before attending next live lecture.

0

*Gopi B. R.*

**Gopi. B. R.**  
**Manager - IT Administration**  
**Rajalakshmi Engineering College**  
**Rajalakshmi Nagar, Thandalam,**  
**Chennai-602 105.**



### 3.3.1 Related Threads

When you click on any question in the news feed, you will be directed to the feed page. On the RHS you will see related threads. In this section, you will see all the questions or feeds that are related to the main question on the page. Related Threads can provide more information which is relevant to your query.

### 3.4 Trending Discussions

The **Trending Discussions** section in *Dashboard* enables you to view the most popular discussions in the institution. This section is displayed as depicted in the following figure:

#### Trending Discussions

---

[What Is Karma Points?](#)

---

[What Are The New Features In Impartus Beta](#)

---

[How Are Karma Points Determined?](#)

---

[How Can I Customize Links Of Pagination?](#)

---

The discussions/questions are hyperlinked and you can click these links to view the details.

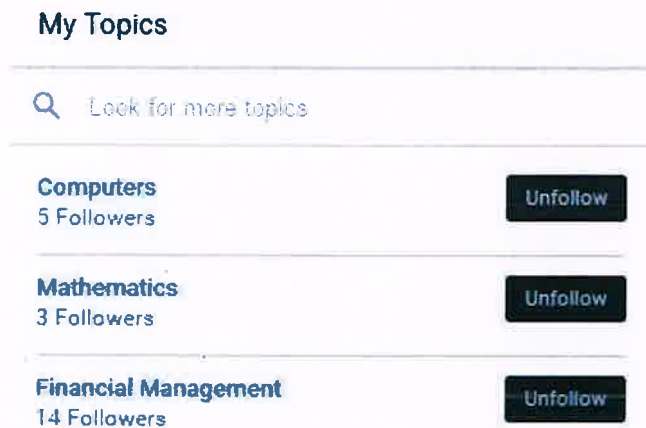


**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.



## 3.5 My Topics

The **My Topics** section in **Dashboard** enables you to view all the topics that are mapped to your account. This section is displayed as depicted in the following figure:



**My Topics**

Look for more topics

<b>Computers</b> 5 Followers	Unfollow
<b>Mathematics</b> 3 Followers	Unfollow
<b>Financial Management</b> 14 Followers	Unfollow

The topics are displayed with number of followers and are hyperlinked. You can click on these links to view more content under those Topics.

### 3.5.1 Look up and Follow Topics

To search for more topics and follow the same, perform the following procedure:

1. Enter the keyword to search for a topic in the **Look for more topics** field.

The search is performed and the dynamic suggestions are displayed, as depicted in the following figure:



12 Such topics found

<b>Computer Networks</b> 1 Follower
<b>Computer Science</b> 1 Follower
<b>Mobile Computing</b> 1 Follower

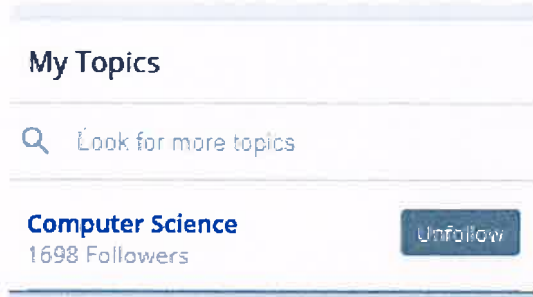


**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.





2. Mouse over the topic you want to select and click button displayed adjacent to the topic name, as displayed in the following example:



The selected topic is displayed under the **My Topics** section.

### 3.5.2 Unfollow a Topic

To unfollow a topic, click the **Unfollow** button adjacent to the topic name present under **My Topics** section. The topic is unfollowed and is removed from the **My Topics** section.

### 3.6 Similar Topics

When you click on any of the topics, you will get the topic page. On the RHS, you can see similar topics. It is a list of topics which are related to the main topic which you have selected.



**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.



### 3.7 Trending Topics

The **Trending Topics** section in **Dashboard** displays the most popular topics, in the institution. This section is displayed as depicted in the following figure:



The topics are displayed with number of followers and are hyperlinked. You can click on these links to view the details.

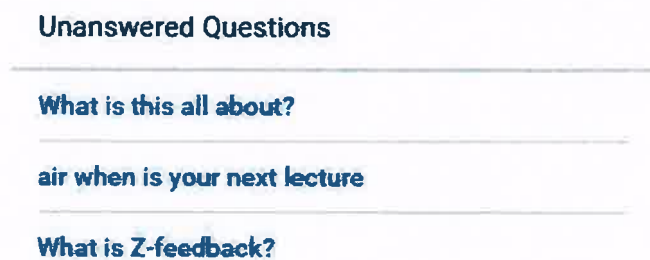
#### 3.7.1 Follow/Unfollow Trending Topics

To follow a trending topic, click the [Follow](#) button adjacent to the topic name. To unfollow a topic, click the [Unfollow](#) button.

The topics are displayed with number of followers and are hyperlinked. You can click on these links to view the details.

### 3.8 Unanswered Questions

The **Unanswered Questions** section in **Dashboard** provides you the list of questions that are asked but not answered so far. This section is displayed as depicted in the following figure:



You can click on these links to view the details and perform additional operations. For more information, see [View Question Details](#) section.

  
**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.



### 3.9 Leaderboard

The **Leaderboard** section in Dashboard lists the user details with respect to the Karma points. **Karma Points:** Karma Points is the result of a statistical model devised by Impartus to estimate the user's engagement level on this platform. In plain terms, more you contribute to the system, higher is your Karma score.

Each action (for example, sharing a note, answering a question, watching a video, and so on) performed on the Impartus Platform awards the user some Karma Points. The number shown on the user's profile is the sum of all such points. The points awarded for some action types decay with time. Hence, an inactivity of a longer period will gradually reduce the Karma Points of the user.

This section is displayed as depicted in the following figure:



The Leaderboard displays the Username, Role (Professor or Student), Institution, and Karma points.

#### 3.9.1 Follow/Unfollow Users in Leaderboard

To follow a user in Leaderboard, click button adjacent to the username. To unfollow a user, click the **Unfollow** button.

The usernames are displayed and you can click these links to view the user details.


  
**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.

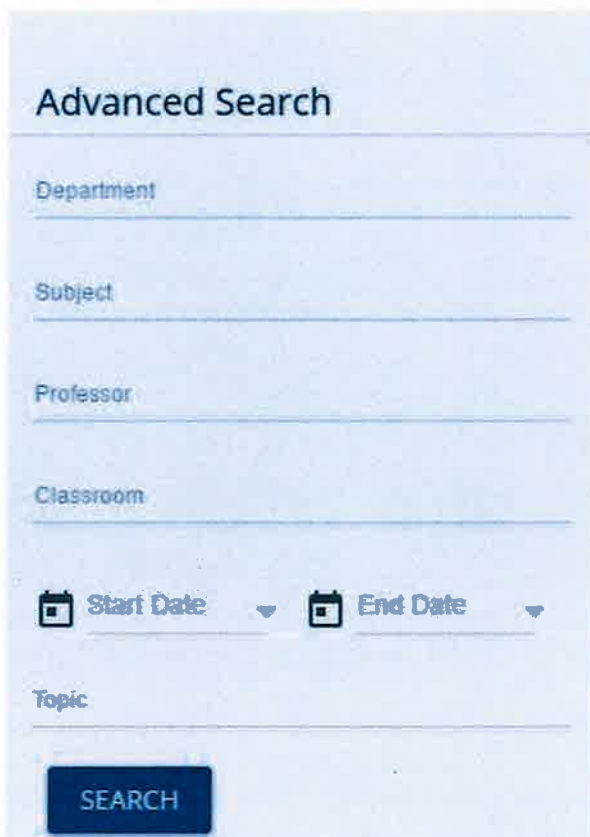


## 4 Advanced Search

The **Advance Search** feature enables you to perform a search for elements such as Lectures, Bookmarks, Notes, Playlists, and so on.

### 4.1 Access Advance Search Module

You can access **Advanced Search** module by clicking the  icon present in the LHS Pane of the Impartus Web Application. The **Advance Search** page displays all the available Lectures, Bookmarks, Notes, and Playlists in different tabs.



Advanced Search

Department

Subject

Professor

Classroom

Start Date

End Date

Topic

SEARCH

### 4.2 Perform Advanced Search

You can perform advanced search on all the available elements such as Lectures, Bookmarks, Notes, or Playlists. To initiate a search, perform the following procedure:

1. Enter one or more characters of the name of the department in the **Department** text field, under **Advanced Search** pane.

  
**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.



The names of all the available departments that matches with the entered keyword are displayed in a drop-down list.

2. Click the required department to select it.
3. Enter one or more characters of the name of the subject in the **Subject** text field, under **Advanced Search** pane.

The names of all the available subjects that matches with the entered keyword are displayed in a drop-down list.

4. Click the required subject to select it.
5. Enter one or more characters of the name of the professor in the **Professor** text field, under **Advanced Search** pane.

The names of all the available professors that matches with the entered keyword are displayed in a drop-down list.

6. Click the required professor to select it.
7. Enter one or more characters of the name of the classroom in the **Classroom** text field, under **Advanced Search** pane.

The names of all the available classrooms that matches with the entered keyword are displayed in a drop-down list.

8. Click the required classroom to select it.
9. Enter the start date in the **Start Date** field in DD/MM/YYYY format.

OR


Click ▼ icon adjacent to the **Start Date** field and select the required date from the calendar. For more information, see [Calendar](#) section.

10. Enter the start date in the **End Date** field in DD/MM/YYYY format.

OR

Click ▼ icon adjacent to the **End Date** field and select the required date from the calendar. For more information, see [Calendar](#) section.

11. Select the element you want to search by selecting the required tab from among **Lectures**, **Bookmarks**, **Notes**, or **Playlists**.
12. Click on search button-The search is performed and the results matching the search criteria are displayed under the selected tab.

  
**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.



To know more about Lectures, Bookmarks, Notes, and Playlists, see the respective sections.

- [Lectures](#)
- [Bookmarks](#)
- [Notes](#)
- [Playlists](#)

## 5 Reports

The **Reports** modules in Impartus Web Application enable you to view Attendee Count Access Reports Module.


You can click on report icon on the Impartus web application for reports.

## 5 My Playlists

The **My Playlists** section in Impartus Web Application enables you to view all the playlists created by you and watch the lecture videos in the playlist.

### 6.1 Access My Playlists Module




You can access **My Playlists** module by clicking  icon from the LHS pane of the Impartus Web Application. The **My Playlists** page displays all the playlists that you have created. The playlists are displayed with the information such as playlist name, the number of bookmarks, total duration, and the schedule on which the playlist was captured.

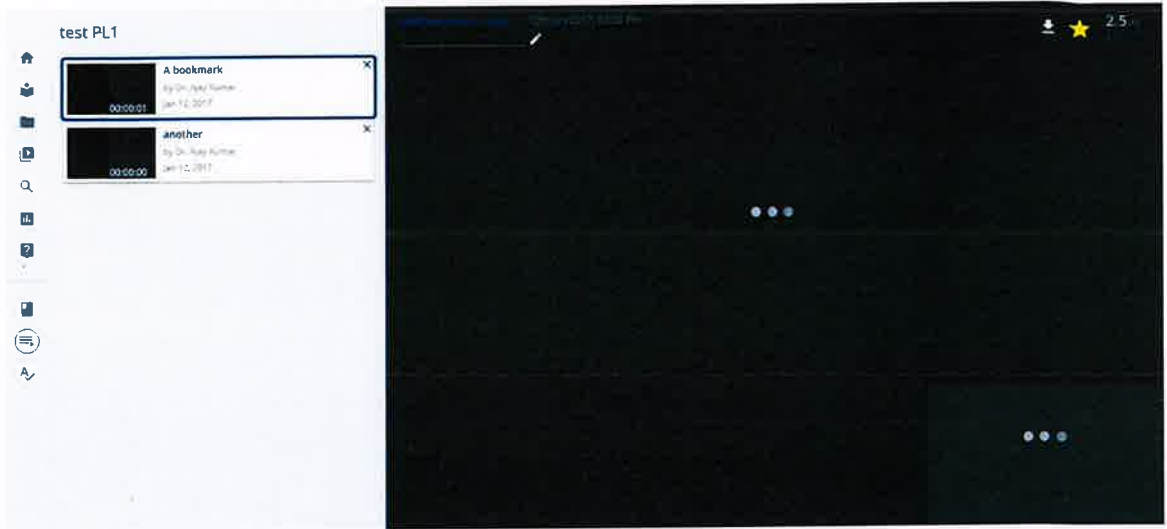
The Search functionality in the **My Playlists** module enables you to search for a playlist in the page. To perform a search, enter the keyword in the **Search** field. Upon entering the keyword, the results matching the search criteria are dynamically filtered and are displayed in the My Playlists page.

### 6.2 Watch Playlists

You can watch the playlists you have created by clicking on them, from the **My Playlists** module. Upon clicking on a playlist, the player is opened as depicted in the following figure:

  
Gopi. B. R.  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.





The LHS of the player screen displays the lecture videos in the playlist. By default, the first video gets played. You can click on the video of your choice to watch the same.

You can toggle between Feeds, Playlist, and Lecture Slides by clicking , , and  icons present in the LHS menu. For more information on player settings, see [Lecture Videos](#) section.


  
**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.

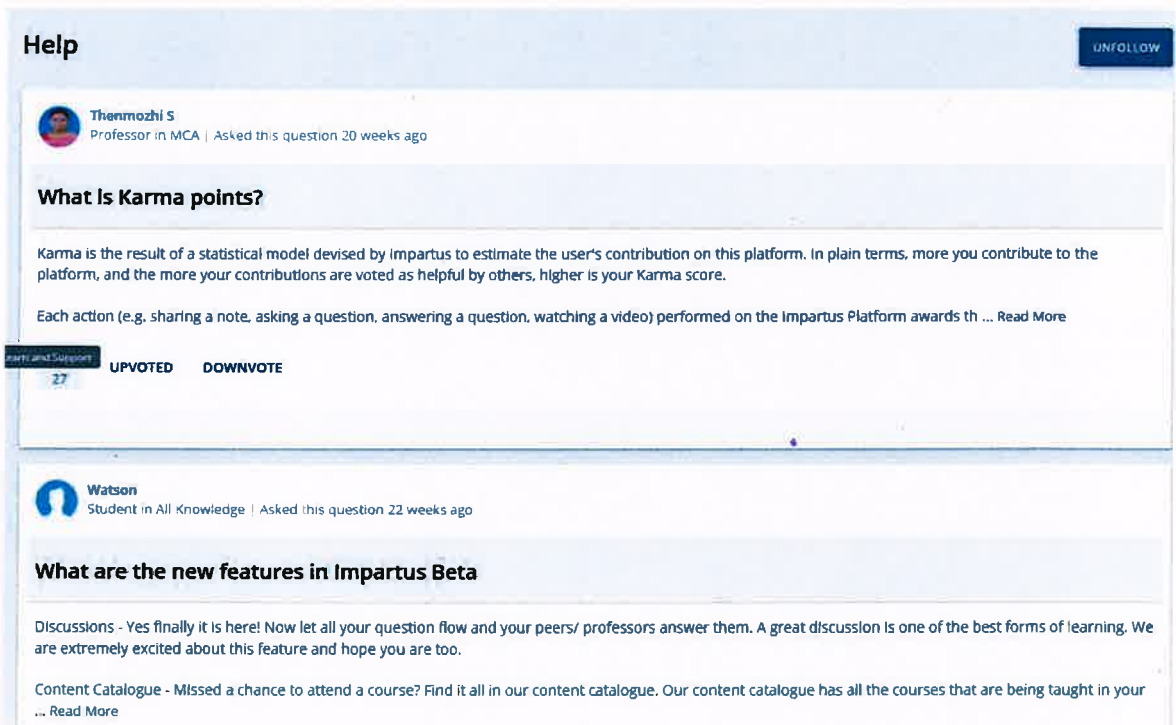


## 7 Learn and Support

The **Learn and Support** module in Impartus Web Application enable you to access the help and support. You can view the existing queries by various users and also can ask questions or answer questions that are already present.

### 7.1 Access Learn and Support Module

You can access **Learn and Support** module by clicking  icon from the LHS pane of the Impartus Web Application. Upon clicking this icon, the **Help** page is displayed with the existing questions, as depicted in the following figure:



**Help** UNFOLLOW

**Thenmozhi S**  
Professor in MCA | Asked this question 20 weeks ago

**What Is Karma points?**

Karma is the result of a statistical model devised by impartus to estimate the user's contribution on this platform. In plain terms, more you contribute to the platform, and the more your contributions are voted as helpful by others, higher is your Karma score.

Each action (e.g. sharing a note, asking a question, answering a question, watching a video) performed on the Impartus Platform awards th ... [Read More](#)

**UPVOTED** **DOWNVOTE**

**Watson**  
Student in All Knowledge | Asked this question 22 weeks ago

**What are the new features in Impartus Beta**

Discussions - Yes finally it is here! Now let all your question flow and your peers/ professors answer them. A great discussion is one of the best forms of learning. We are extremely excited about this feature and hope you are too.

Content Catalogue - Missed a chance to attend a course? Find it all in our content catalogue. Our content catalogue has all the courses that are being taught in your ... [Read More](#)

The questions are displayed with the author name, designation, schedule on which the question was asked.

You can perform the following actions from the **Help** page:

- [Ask a Question](#)
- [View Question Details](#)

  
**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.

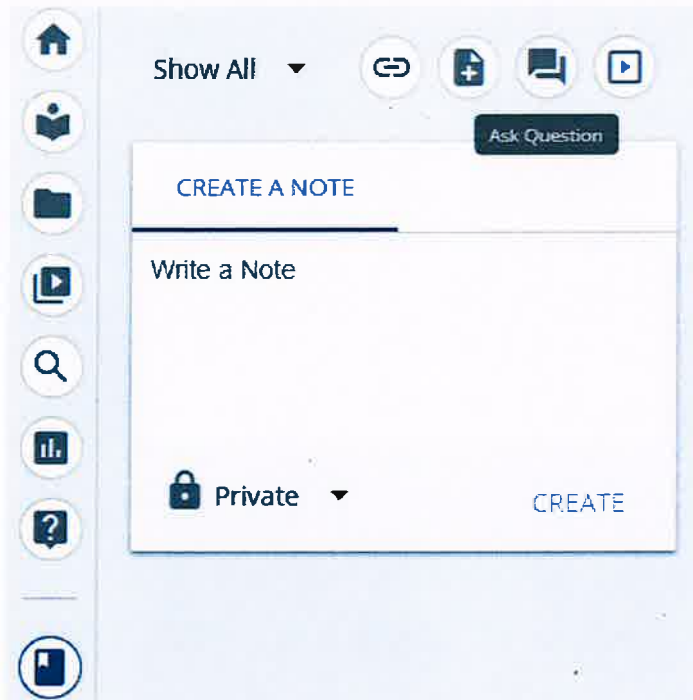




## 7.2 Ask a Question

You can ask general questions using the Ask Question feature of the Impartus Web Application. To ask a new question, perform the following procedure:

1. Enter the question you want to ask, in the following field in the taskbar:




2. (Optional) Select the checkbox adjacent to the **Post Anonymously** field, if you do not want to reveal your identity while asking the question.

3. Click  button to post your question.

Once submitted, the question is saved and is displayed on the Help page. The questions while saving associate relevant tags in them.

## 7.3 View Question Details

You can view the question details by clicking on the Question text. Upon clicking, the question is displayed in a new window with all the following details and additional options.

  
**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.



The Add Comments feature enables you to include comments to any of the questions. To add comments to a question in which no comments are present, click the **No Comments Available** link, enter the comments in the **Write a comment** text field and click **Enter** key.

If there are comments present already, click the **<number of comments> Comment** link, enter the comments in the **Write a comment** text field and click **Enter** key.

The comment is saved and is displayed under the question with the name of the user and the schedule on which the comment was added.

To delete comments that are added by you, click the  button adjacent to the comment you want to delete and click **OK** button in the confirmation dialog.




**Gopi. B. R.**  
**Manager - IT Administration**  
**Rajalakshmi Engineering College**  
**Rajalakshmi Nagar, Thandalam,**  
**Chennai-602 105.**



### 7.3.1.1.1 Up Vote/Down Vote a Question


The Up Vote a question feature enables you to upvote a question topic if you find it useful.

You can upvote any question that is not created by you. To upvote a question, click  icon. The number of upvotes is displayed under the icon.

You can click  icon to down vote a question.

### 7.3.1.1.2 Report Abuse

The report abuse feature enables you to mark a question for review and report the question to

the admin. To report a question, click the abuse button and then click  button in the pop-up window.

### 7.3.1.1.3 Manage Your Questions

The Manage Questions feature enables you to update the question information. You can perform the following actions on questions:



- [Edit Tags](#)
- [Add Tags](#)
- [Edit Question/Discussion Topic](#)
- [Edit Description](#)
- [Answer the Question](#)

#### 7.3.1.1.4.1 Edit Tags

The Edit tags feature enables you to update the existing tags in the question. You can edit the existing tags by performing the following procedure:

1. Click the  button.

Upon clicking this button, the existing tags are marked for removal.

2. Click the  icons adjacent to the tag to remove the tag.
3. Click  button to save the tags.

  
**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.




#### 7.3.1.1.4.2 Add Tags

The Add tags feature enables you to include new tags in a question. You can add new tags by performing the following procedure:


1. Click the  button.

Upon clicking this button, the existing tags are marked for removal. Also, a text field to add the new tags is displayed.

2. Enter the name of the new tag in the **Add a tag** text field.
3. Click  button to save the tag.


The saved tags are displayed in the question.

#### 7.3.1.1.4.3 Edit Question Topic

You can edit the question, which is created by you. To edit the topic, click the  icon present adjacent to the question, update the question text, and click **SAVE** button.

The updated question is displayed.

#### 7.3.1.1.4.4 Edit Description

You can edit the description of the Question Topic, which is created by you. To edit the description, click the  icon present adjacent to the description field, update the description text, and click **SAVE** button.

The updated description is displayed.

#### 7.3.1.1.4.5 Answer Questions

To answer a Question, perform the following procedure:

1. Click  button.

The **Write your answer** field is displayed.



2. Enter the answer text in the **Write your answer** field.
3. (Optional) Select the checkbox adjacent to the **Anonymous** field, if you do not want to reveal your identity while answering the question.

4. Click  button to save and submit the answer.


The answer is displayed under the question.

  
**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.





Once saved, you can click the  icon present adjacent to the answer text, to update the answer and click  button.

#### 7.3.1.1.5 Up Vote/Down Vote an Answer

The Up Vote an answer feature enables you to upvote an answer if you find it useful. You can upvote any answer that is not created by you. To upvote an answer, click  icon. The number of upvotes is displayed under the icon.

You can click  icon to down vote an answer.

#### 7.3.1.1.6 Report Abuse

The report abuse feature enables you to mark an answer for review and report the answer to the admin. To report an answer, click the  button and then click  button in the pop-up window.



*Thi*  
**Gopi. B. R.**

**Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.**




## 8 Lecture Videos

The **Lecture Videos** enables you to watch the lecture videos and manage these videos. Upon clicking a video from anywhere in the **Impartus Web Application**, the lecture videos section is displayed as depicted in the following figure:

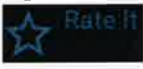
The lecture videos are displayed with the media player on the RHS, video feed on the LHS and a player control at the bottom. The following sections detail the way in which you can manage these:

### 8.1.1 Edit Lecture Video Title

You can edit the title of the lecture video, by performing the following procedure:

1. Click  button adjacent to the title of the video.
2. Enter the new title in the **please enter a topic name** field.
3. Click **Enter** key.

The updated title is saved and displayed.

You can see the average rating of the video given by other users at the top LHS and you can also rate the video by clicking on . The rating of one to five stars indicates the quality of the video.

### 8.1.2 Video Views

There are two watching panes such as the main player and picture-in-picture (PIP) player in the media player.



  
**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.



## 8.1.2 Play/Pause Video

You can click anywhere on the main player to play or pause the video.

## 8.2 Manage Video

The Video displays the Feeds, Lecture Slides, and provide you the option to edit the videos. By default, the newsfeed is displayed.

You can toggle between Feeds, Lecture Slides, and Edit videos by clicking between



Buttons

### 8.2.1 Feeds

The Feeds display the Notes, Bookmarks, Documents, and Discussions associated with the selected lecture video, as depicted in the following figure:




You can perform the following additional tasks from the News feed:

  
**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.



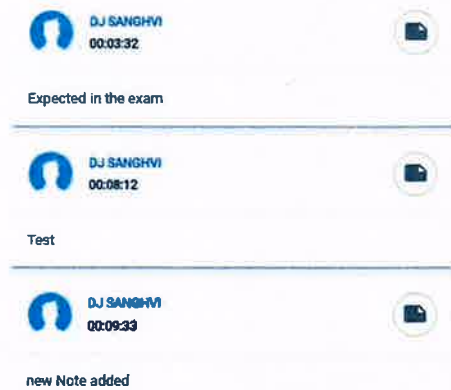
### 8.2.1.1 View Specific Elements

You can choose to view only Notes, Bookmarks, Documents, or Discussions. By default, the Show All option is selected. To select a specific element, click the  icon and select the required option from the drop down. The available options are Show All, Notes, Bookmarks, Documents, and Discussions.

Upon selecting an element, only those items are displayed in the feed.

#### 8.2.1.1.1 Notes

The Notes are displayed in the feed, as depicted in the following figure:



The notes are displayed with details such as author and time on the video, where the note was added. The note text is displayed under this. To view the video from the location where the note

is added, click  button in the note.



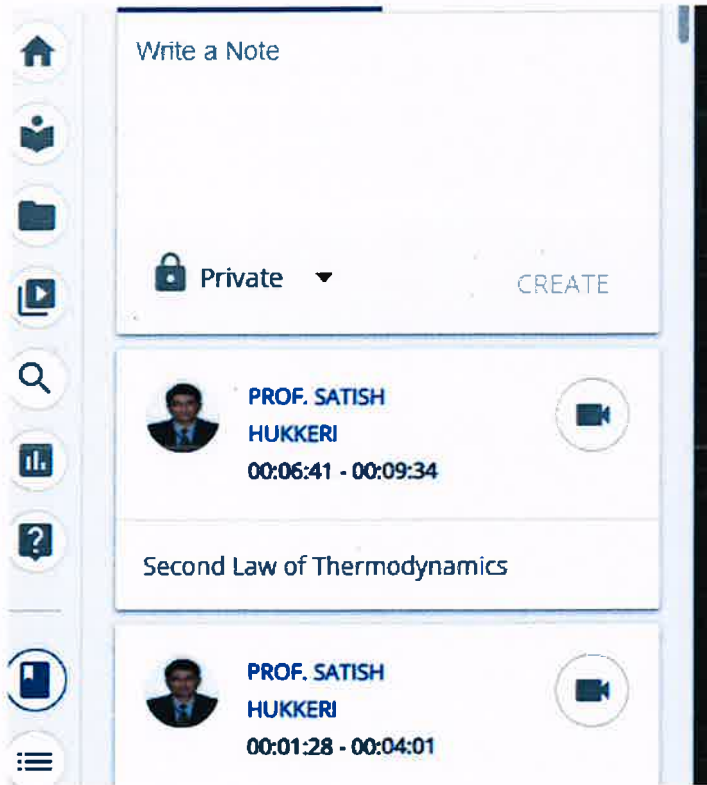
  
**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.





### 8.2.1.1.2 Bookmarks

The Bookmarks are displayed in the feed, as depicted in the following figure:



The bookmarks are displayed with details such as author and start time and end time on the video, where the video is bookmarked. The bookmark text is displayed under this. To view the Book marked video, click camera button in the note.

### 8.2.1.1.3 Documents

The Documents are displayed in the feed, as depicted in the following figure:



**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.



The documents are displayed with details such as author and time on the video, where the document is added. The document URL is displayed under this. To view the video from the

Location where the document is added, click create button in the note.




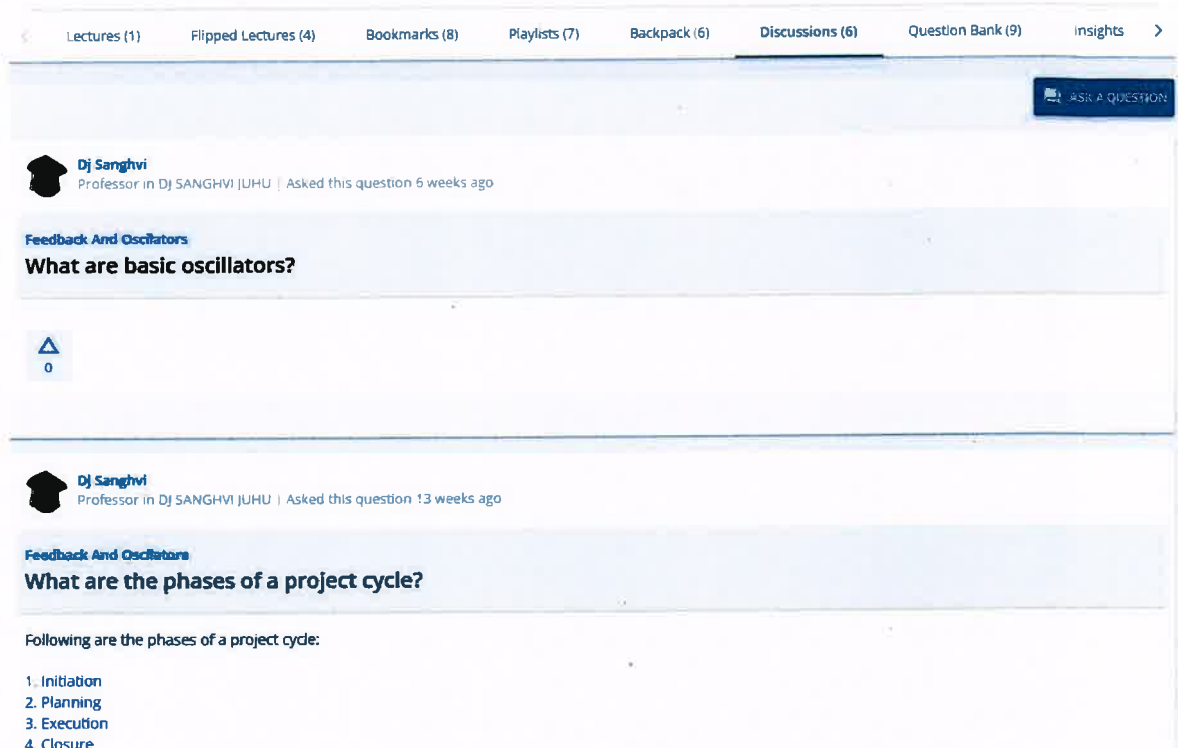
**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.



#### 8.2.1.1.4 Discussions

The Discussions are displayed in the course catalog, as depicted in the following figure:

The discussions are displayed with the author name. The discussion question is displayed under the author name. To view the details of the discussion click  button. Upon clicking this button, the **Discussion Details** page is displayed:



Lectures (1) Flipped Lectures (4) Bookmarks (8) Playlists (7) Backpack (6) Discussions (6) Question Bank (9) Insights >

**ASK A QUESTION**

**Dj Sanghvi**  
Professor in DJ SANGHVI JUHU | Asked this question 6 weeks ago

**Feedback And Oscillators**  
**What are basic oscillators?**

0

**Dj Sanghvi**  
Professor in DJ SANGHVI JUHU | Asked this question 13 weeks ago

**Feedback And Oscillators**  
**What are the phases of a project cycle?**

Following are the phases of a project cycle:

1. Initiation
2. Planning
3. Execution
4. Closure

From the **Discussion Details** page, you can edit tags, edit the question, upvote/downvote discussion, comment, and answer the question. For more details, see [Manage Your Questions](#) section.



**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.



### 8.2.1.2 Create a Note



The Create Note feature enables you to add a new note to the current point in the playing lecture video. This acts as a reference for the viewers. To create a new note from the feed, perform the following procedure:

1. Click Feed tab, click on create note.
2. Enter the required note text in the **Write a Note** field.

If you want to attach files to the note, perform the following procedure:

- a. Click  button.

The **Upload Backpack** window is displayed.


- b. Click  button adjacent to the Choose a File field.
- c. Enter the description in the description field.
- d. Click  button.

The file is uploaded and saved.

If you want to add a reference URL to the note, perform the following procedure:



- a. Click  button.

The **Add References** window is displayed

- b. Enter the reference URL in the **URL** field.
- c. Enter the description in the description field.
- d. Click  button.

The reference URL is attached to the note.

3. Click the  button and select one of the following options:

-  **Public** - Share the note publicly.
-  **Private** - Make the note private.

4. Click save button.



  
**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.



The note is saved and displayed in the feed.

### 8.2.1.3 Start a Discussion

The Start a Discussion feature enables you to create a discussion and ask queries. To create a new discussion, perform the following procedure:

1. Click  tab.
2. Enter the question in the **Write your question** field.
3. (Optional) Select the checkbox adjacent to the **Post Anonymously** field, if you do not want to reveal your identity while sharing the question.
4. Click  button.

The question is saved and is displayed in the feed.

For more details regarding the discussions/questions, see [Manage Your Questions](#) section.

### 8.2.2 Lecture Slides

The lecture slides option displays the presentation slides associated with the lecture video. You can see the lecture slides by clicking the  button. Upon clicking this button, the slides in the presentation are displayed in the LHS pane, as depicted in the following figure:



impartus

  
Gopi. B. R.

Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.



The currently playing slide is highlighted.

You can click on a particular slide to watch the portion of the video where the selected slide is detailed.

### **8.2.2.1 Update Subject and Professor Details**

The **Subject** and **Professor** fields are displayed with default values. You can remove these and

type in the keywords to select the new values from the drop down list. Click  button to save the details.



**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.



## 8.2.3 Player Control

The **PlayerControl** section enables you to manage the way you watch the video. Following are the buttons available and actions possible from this area:

- - Click this button to play the previous video.




- - Use these buttons to play or pause the video.



- - Click this button to play the next video.



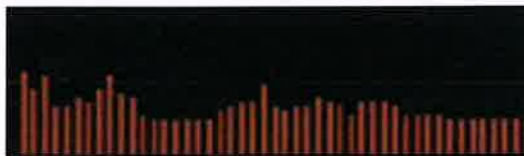
- - Click this button to go 10 seconds backward,  click this button to go ten seconds forward and play the video from there. Helps in going back to the Instance for Bookmark creation.

00:00:51

- - The time elapsed indicates the total time the current video has played.



- - The progress bar displays the progress of the video. You can click anywhere on the progress bar to play the video from the clicked location.



- The progress bar also displays the segment popularity. The Bars denote the relative amount of time viewers are spending on a particular video.

00:08:59

- - The time remaining display. This indicates the total time left for the video.

Add Bookmark

- - Click this button to start bookmarking the video from the

currently playing location. Once completed, you can click button to stop bookmarking the video at the current location. Enter a Description and

  
**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.



SAVE

select the bookmark to be displayed as Public or Private before clicking button to save the bookmark.

- - Click/Mouse-over this icon to select the player speed. The available options vary from 0.5x to 2x.
- - Mouse over this icon to increase or decrease the player volume. You can also, click on this icon to mute the player.
- / - Use these buttons to toggle the player view between full screen and normal view.



*Gopi B. R.*  
**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.





## Appendix A – Additional Functions

This Appendix includes additional functions available in the Impartus Web Application. You need not use these as part of your daily operation. But these are useful for specific functions.

### Search

The Search option enables you to perform a global search for any element in the Impartus Web Application. To perform a search, enter the keyword in the Search field, displayed in the header bar of Impartus Web Application:


As you key in the keywords, suggestions are displayed dynamically and depicted in the following figure, by the Impartus Search Engine:



You can click on People, Courses, or Discussions tabs to find the result of your choice. The **Discussions** tab also enables you to post discussions/questions.

### My Profile

The My Profile section provides you the details of your activities. You can access the My Profile section by clicking the name displayed on top left hand side button displayed while

clicking the  button adjacent to the User Name in the taskbar. The My Profile section is displayed as depicted in the following figure:

  
**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.






The My Profile is displayed with Professor Name and Karma Points along with Posts, Followers, Following, and Insights in various tabs.

You can view the following information/perform the following tasks from the **My Profile** page:

## Add Profile Picture

You can add a profile picture to your account by clicking the  and by selecting the required image from the local machine.

## Posts

The **Posts** tab displays the discussions you have posted. The tab header also displays the number of posts available. To know more about discussions/questions, see [Manage Your Questions](#) section.

  
**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.



## Followers


The **Followers** tab displays the number of users who follow you. You can click on each user name to view the details.


## Following

The **Following** tab displays the number of users who follow you. You can click on each user name to view the details.

## Feedback

The Feedback section provides you the option to provide feedback about the Impartus Web

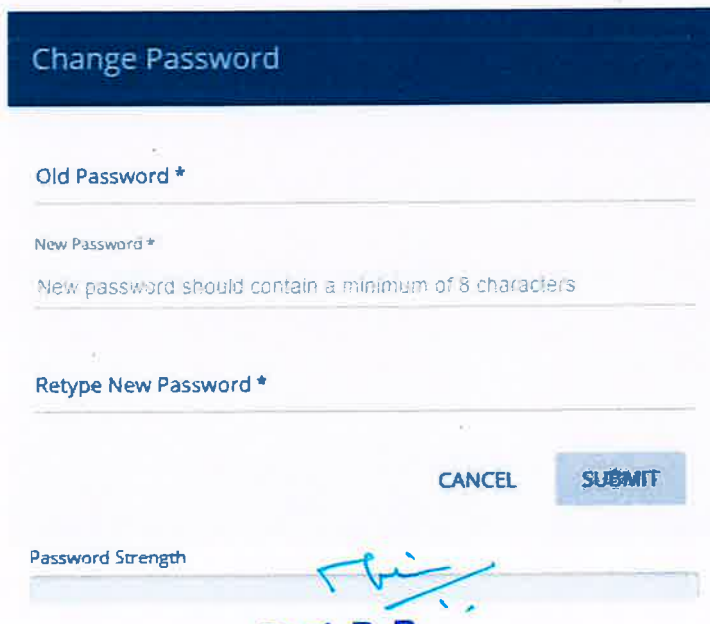
Application. You can access the Feedback section by clicking the  Feedback button

displayed while clicking the  button adjacent to the User Name in the taskbar. The **Leave Feedback** window is displayed as depicted in the following figure:



## Change Password

The Change Password option enables you to update your existing password. You can access the button adjacent to the User Name in the taskbar. The **Change Password** window is displayed as depicted in the following figure:



**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.




Perform the following procedure to change your password:

1. Enter the old password in the **Old Password** field.
2. Enter the new password in the **New Password** field.

**Note: Ensure that the new password you have entered is of minimum 8 characters.**

As you key in the password, the **Password Strength** field indicates the strength of your password.

3. Reenter the new password in the **Retype New Password** field.
4. Click  button.

The updated password is saved. You can use the new password for all subsequent logins.

## Calendar

The Calendar helps you to pick a date easily and enter it in the fields as the application expects. If a field is expecting date as input, upon clicking the field, the calendar is displayed as follows:



**Gopi. B. R.**  
Manager - IT Administration  
Rajalakshmi Engineering College  
Rajalakshmi Nagar, Thandalam,  
Chennai-602 105.





You can perform the following operations in a calendar:


- Click on a date to select the date. The selected date is displayed in the date field.
- Click on a month name to open the year list, as depicted in the following figure:
- Scroll this window to navigate to previous or forthcoming years.

## Discussion (Across Campuses)

Students can start a Discussion at a Lecture or Subject level. Users within the same college can participate and contribute in the same. However, Students can also create Discussion Thread which is Public in nature and can be seen by Users from other campuses registered on Impartus platform. These discussions can also be attached to a Topic. Users following the Topic will also see the Discussion in their Feed.

## Logout

To logout your session from the **Impartus Web Application**, you can click the  Logout

button displayed while clicking the  button adjacent to the User Name in the taskbar. Upon clicking this button, you are logged out from the application session.

## Copyright

© Copyright 2020-21 Impartus Innovations Pvt. Ltd., all rights reserved.

*Gopi B. R.*  
**Gopi. B. R.**  
 Manager - IT Administration  
 Rajalakshmi Engineering College  
 Rajalakshmi Nagar, Thandalam,  
 Chennai-602 105.

