

SOP
Standard Operating Procedure for
PPTs Uploading by Teacher on GNDU ODL
Teacher / Admin Panel for
GNDU e-LMS Portal for ODL and Online
Studies Students.



Guru Nanak Dev University
Amritsar

Directorate of ODL and Online Studies

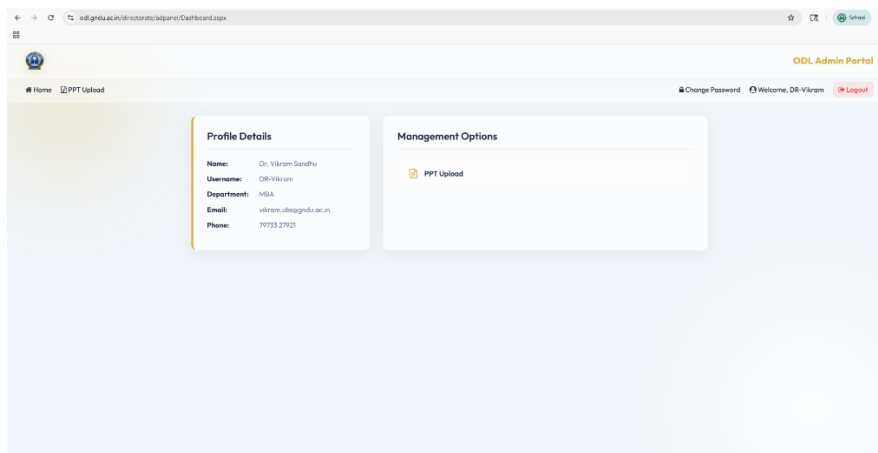
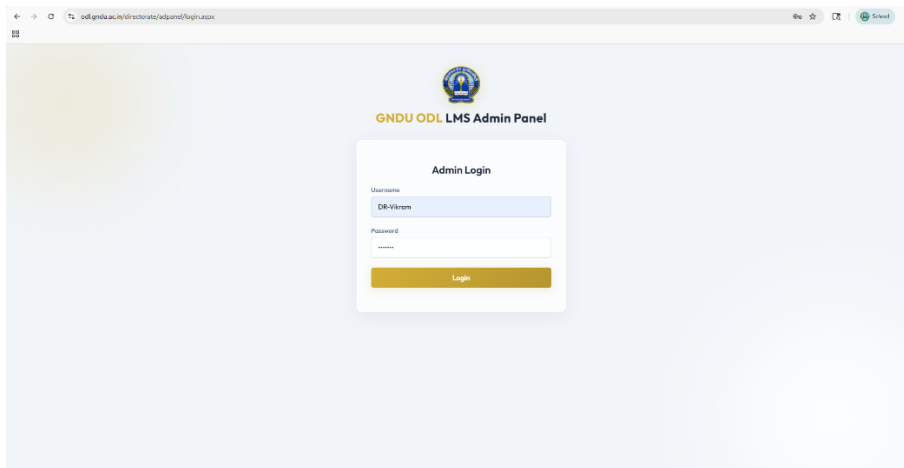
(Established by the State Legislature Act No. 21 of 1969)

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1. Accessing the Upload PPT Panel

1. Login to the LMS Teacher/Admin Portal. <https://odl.gndu.ac.in/directorate/adpanel/login.aspx>
2. Navigate to: **Dashboard** and Verify the **Teacher Details** displayed at Profile Details.
2. Click on: **PPT Upload**.
3. The “PPT Upload” page will open.



2. Teacher Information Verification

1. Verify the **Teacher Name** displayed at the top of the form.
2. This field is auto-filled and non-editable.

The screenshot shows a web browser window with the URL `odl.gndu.ac.in/directorate/adpanel/upload_ppt.aspx`. The page title is "ODL Admin Portal". The user is logged in as "DR-Vikram" and has options to "Change Password" and "Logout". The main content area is titled "Upload PPT" and contains the following fields:

- Teacher Name:** A text input field containing "Dr. Vikram Sandhu".
- Course Name:** A dropdown menu with "-- Select Course --".
- Course Code:** A text input field with "Auto-fill".
- Class Name:** A dropdown menu with "-- Select Class --".
- Class Code:** A text input field with "Auto-fill".
- Subject Name:** A dropdown menu with "-- Select Subject --".
- Subject Code:** A text input field with "Auto-fill".
- Section:** A dropdown menu with "-- Select Section --".
- PPT / Lecture Number:** A text input field.
- Generated PPT Name:** A text input field containing "Auto-generated based on Class & Subject".

A "Copy" button is located next to the "Generated PPT Name" field.

3. Course Selection

1. From the **Course Name** dropdown:
 - Select the appropriate course.
2. After selection:
 - The corresponding **Course Code** will auto-populate.

Validation

- Course selection is mandatory.
- System will not proceed without selecting a course.

4. Class Selection

1. From the **Class Name** dropdown:
 - Select the appropriate class.
2. After selection:

- The corresponding **Class Code** will auto-populate automatically.

Validation

- Class selection is mandatory.
-

5. Subject Selection

1. From the **Subject Name** dropdown:

- Select the subject for the PPT.

2. After selection:

- The corresponding **Subject Code** will auto-populate.
- The PPT title may auto-generate based on lecture number and subject.

Validation

- Subject selection is mandatory.
-

6. Section Selection

1. Select the appropriate section from:

- A
- B
- C
- D

Validation

- Section selection is mandatory.
-

7. Enter Lecture Number

1. In the **PPT / Lecture Number** field:

- Enter the lecture number.
- Only numeric values are allowed.

Example

- Lecture 1
- Lecture 5
- Lecture 12

System Action

- The system auto-generates:
 - PPT Title
 - Standardized PPT File Name

Validation

- Lecture number is mandatory.

The screenshot shows a web browser window with a form titled "Upload PPT". The form has several input fields and dropdown menus. The "Teacher Name" field is filled with "Dr. Vikram Santhi". The "Course Name" dropdown is set to "Bachelor of Arts" and the "Course Code" field shows "1905". The "Class Name" dropdown is set to "Bachelor of Arts, (ODL) Semester-I" and the "Class Code" field shows "190501". The "Subject Name" dropdown is set to "DRUG ABUSE, PROBLEMS, MANAGEMENT AND PREVENTION" and the "Subject Code" field shows "008A0100T". The "Section" dropdown is set to "A". The "PPT / Lecture Number" field is empty. Below the form, there is a section for "Generated PPT Name" which displays "Auto-generated based on Class & Subject" and a "Copy" button. Below this, there is a "Title" field and a "Copy" button.

8. Generated PPT Name

The system automatically creates a standardized PPT naming format using:

- Class Code
- Subject Code
- Section
- Lecture Number

Naming Format

```
ClassCode_SubjectCode_SectionLecture_PPT
```

Example

```
190502_ODBAG211T_A1_PPT
```

9. Copy Generated PPT Name (Recommended)

1. Click the **Copy** button beside the generated PPT name.
2. Rename your local PPT file using the copied format before uploading.

Benefit

- Maintains standardized file naming across LMS records.
- Prevents duplicate or invalid uploads.

10. Enter PPT Title

1. In the **Title** field:
 - Verify or edit the auto-generated title.

Auto-Generated Format

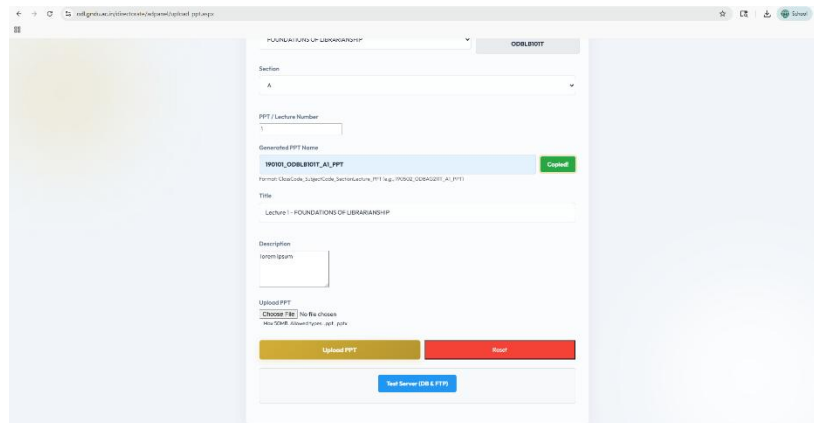
```
Lecture <LectureNumber> - <SubjectName>
```

Example

```
Lecture 1 - Data Structures
```

Validation

- Title is mandatory.



The screenshot shows a web form titled "ADD NEW PPT" with a "COGNIZANT" header. The form contains the following fields and elements:

- Section:** A dropdown menu with "A" selected.
- PPT / Lecture Number:** A text input field with "1" entered.
- Generated PPT Name:** A text input field with "1" entered. A green "Copy" button is next to it.
- Format:** A text input field with "Format: UploadCode, SubjectCode, SectionCode, PPT (e.g., P002, COGNIZANT_AL_PPT)" entered.
- Title:** A text input field with "Lecture 1 - FOUNDATIONS OF LIBRARIANSHIP" entered. This field is highlighted in yellow.
- Description:** A text input field with "Lecture 1" entered.
- Upload PPT:** A yellow button.
- Reset:** A red button.
- Test Server (DB & FTP):** A blue button.

11. Add Description (Optional)

1. In the **Description** field:
 - Enter lecture details, module information, or notes if required.

Example

```
Introduction to Arrays and Linked Lists.
```

12. Upload PPT File

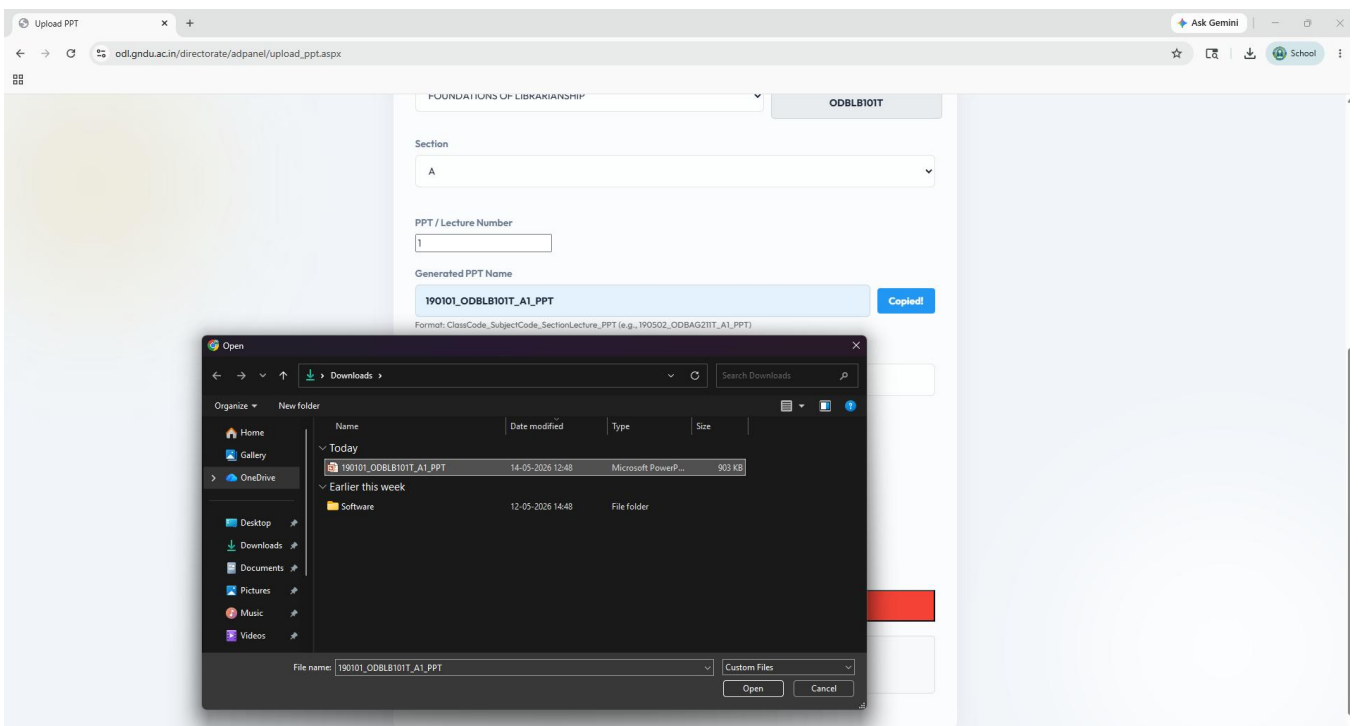
1. Click **Choose File**.
2. Select the PPT file from your system.

Allowed File Types

- .ppt
- .pptx

Maximum File Size

- 50 MB



13. File Name Validation

After file selection:

System Validation

The system checks whether the uploaded file follows the recommended naming convention.

Possible Outcomes

A. Valid File Name

System displays:

```
☐ Filename looks good!
```

B. Invalid File Name

System displays:

```
☐ Filename does not follow the recommended format.
```

Recommended format example:

```
190502_ODBAG211T_A1_PPT.pptx
```

14. Skip Validation (If Required)

If the filename does not match but upload must proceed:

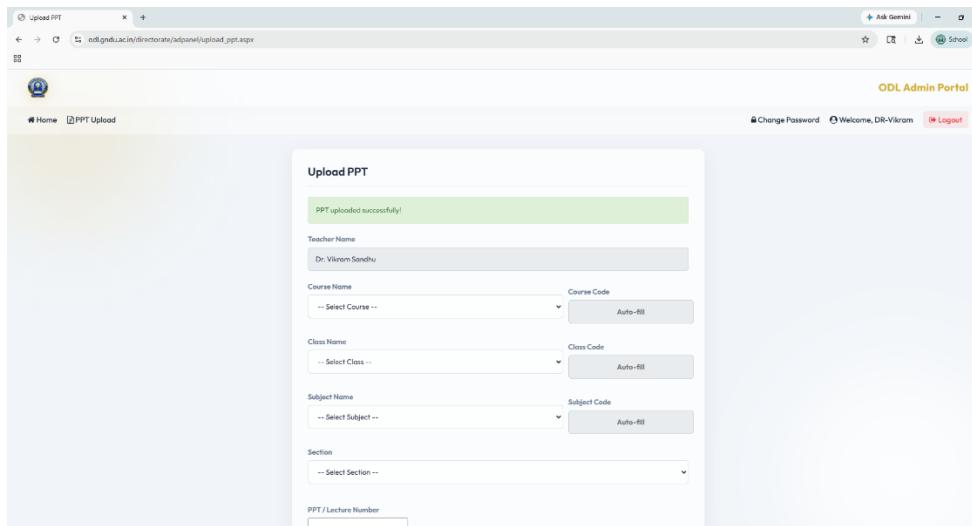
1. Click **Skip Validation**.
2. System allows upload despite naming mismatch.

Note

- Use this option only when necessary.
 - Recommended naming convention should always be preferred.
-

15. Upload the PPT

1. Click the **Upload PPT** button.
2. System will:
 - Validate mandatory fields
 - Upload the file
 - Save metadata to database
 - Transfer file to server/FTP location



The screenshot displays the 'Upload PPT' interface in a web browser. At the top, there's a navigation bar with 'Home' and 'PPT Upload' links, and a user profile section for 'Dr. Vikram Sandhu' with options for 'Change Password', 'Welcome, DR-Vikram', and 'Logout'. The main content area features a form titled 'Upload PPT'. A green banner at the top of the form indicates 'PPT uploaded successfully!'. Below this, the form includes several input fields and dropdown menus: 'Teacher Name' (pre-filled with 'Dr. Vikram Sandhu'), 'Course Name' (dropdown), 'Course Code' (button labeled 'Auto-Fill'), 'Class Name' (dropdown), 'Class Code' (button labeled 'Auto-Fill'), 'Subject Name' (dropdown), 'Subject Code' (button labeled 'Auto-Fill'), 'Section' (dropdown), and 'PPT / Lecture Number' (text input).

e-LMS View

Usually students can:

- View slides one by one
- Read text/images from PPT
- Navigate between slides

The screenshot shows the user profile page of the GURU NANAK DEV UNIVERSITY e-LMS. The page features a navigation bar with links for Home, SLMs, Recorded Online Classes, Recorded Video Lectures, PPTs, and Logout. The user's profile is displayed on the left, including a photo of JASPREET SINGH, his name, student ID (2012012030188), and gender (Male). To the right, personal details are listed: FATHER'S NAME (BALJIT SINGH), MOTHER'S NAME (MANJIT KAUR), MOBILE NUMBER (8288934691), EMAIL ADDRESS (preethhai06@gmail.com), and Address (VPO WADALA, BHITTEWAD, RAM TIRATH ROAD, AMRITSAR).

The screenshot shows the PowerPoint Presentations page of the GURU NANAK DEV UNIVERSITY e-LMS. The page features a navigation bar with links for Home, SLMs, Recorded Online Classes, Recorded Video Lectures, PPTs, and Logout. The main content area is titled "PowerPoint Presentations" and includes a search filter with dropdown menus for Course, Class, Section, Subject Code, and PPT / Lecture No., along with a Search button. Below the search filter, a presentation card is displayed for "Lecture 1: Lecture 1 - FOUNDATIONS OF LIBRARIANSHIP". The card includes the course name (FOUNDATIONS OF LIBRARIANSHIP | ODILS101T), the program (Bachelor Of Library & Information Science - Bachelor Of Library & Information Science Semester - I (ODU) A), a placeholder for the presentation content (lorem ipsum), a "View PPT (Read-Only)" button, and the author information (By Dr. Vikram Sandhu | 14 May 2025). The footer of the page indicates it was developed by the GDL Department.

16. Reset Form

If incorrect information is entered:

1. Click **Reset**.
2. All entered values will clear/reset.

17. Server Testing Utility

The panel also includes a:

“Test Server (DB & FTP)” button

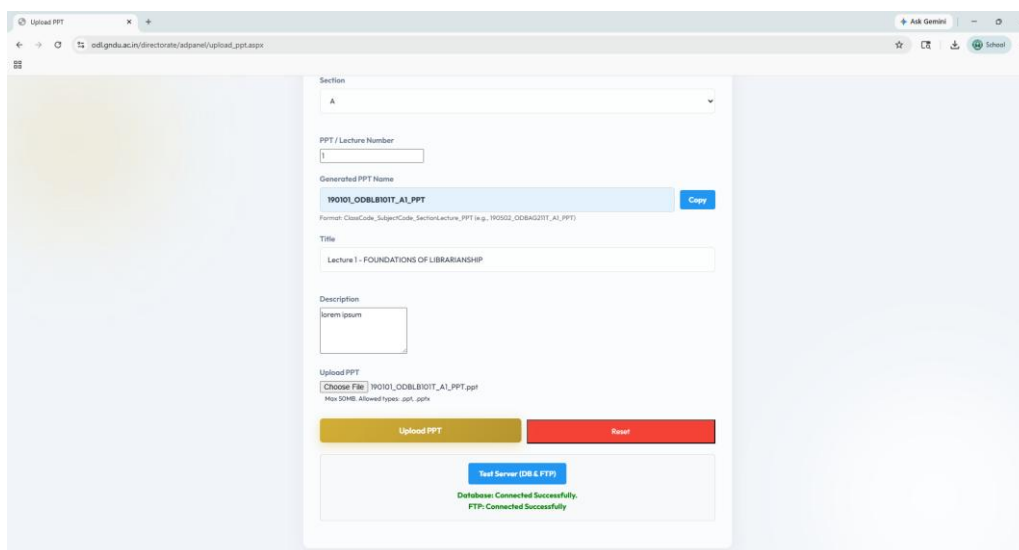
Purpose

Used to verify:

- Database connectivity
- FTP/server connectivity

Usage

1. Click the button.
2. Review the status message displayed below.



The screenshot shows a web browser window with the URL `odl.gndu.ac.in/directorate/edpanel/upload_ppt.aspx`. The form contains the following fields and buttons:

- Section:** A dropdown menu with the value 'A' selected.
- PPT / Lecture Number:** An empty text input field.
- Generated PPT Name:** A text field containing the value `190101_ODBLB101T_A1_PPT` and a **Copy** button.
- Format:** A small text label showing `ClassCode_SubjectCode_SectionLecture_PPT (e.g., 190502_ODBAG201T_A1_PPT)`.
- Title:** A text field containing the value `Lecture 1 - FOUNDATIONS OF LIBRARIANSHIP`.
- Description:** A text area containing the value `lorem ipsum`.
- Upload PPT:** A yellow button.
- Reset:** A red button.
- Test Server (DB & FTP):** A blue button.

Below the form, a status message is displayed: **Database: Connected Successfully. FTP: Connected Successfully.**

18. Mandatory Field Checklist

Before upload, ensure the following fields are completed:

Field	Mandatory
Course Name	Yes
Class Name	Yes
Subject Name	Yes
Section	Yes
Lecture Number	Yes
Title	Yes
PPT File	Yes

19. Best Practices

- Always use the generated PPT filename.
- Keep lecture numbering sequential.
- Upload only finalized lecture PPTs.
- Ensure file size is below 50 MB.
- Verify subject and class before upload.
- Avoid using special characters in filenames.

20. Troubleshooting

Issue	Solution
Upload button not working	Check mandatory fields
Invalid filename warning	Rename file as per generated format
File not uploading	Ensure file size is below 50 MB
Dropdowns not loading	Refresh page or contact admin
Server test failed	Contact technical support