

SOP

Standard Operating Procedure for accessing the GNDU LMS Portal for ODL and Online Studies Students.



**Guru Nanak Dev University
Amritsar**

Directorate of ODL and Online Studies

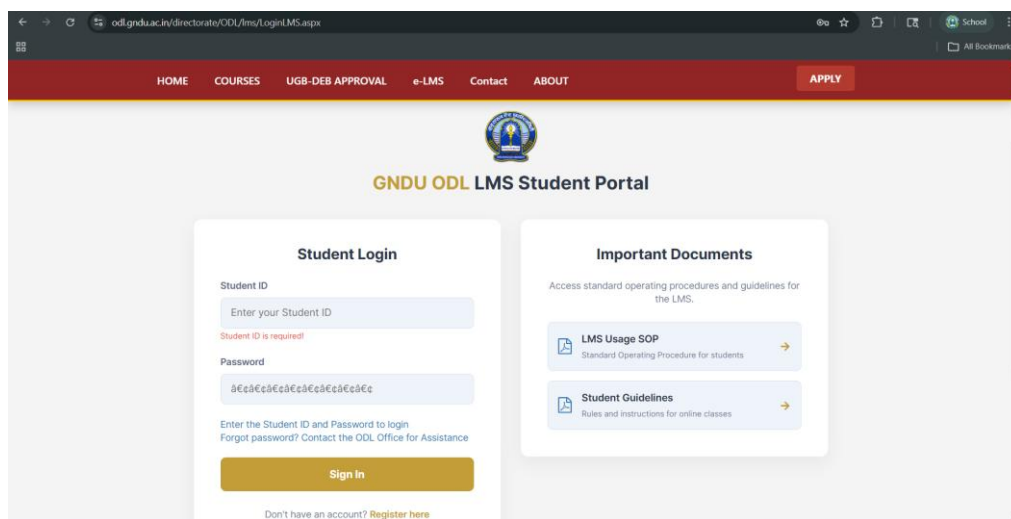
(Established by the State Legislature Act No. 21 of 1969)

"Only University with Category-I status in the states of Punjab, Himachal Pradesh and Chandigarh"

Accredited with CGPA of 3.85 on four-point scale at "A++" grade (highest level) by NAAC and Conferred "University with Potential for Excellence" status by UGC

Access the e-LMS (Learning Management System)

1. Navigate to the official GNDU ODL LMS login page using your web browser.
2. Enter the **Student ID** and **Password** you are provided with in the respective login fields.
3. Click the secure login button to access your Student Dashboard.

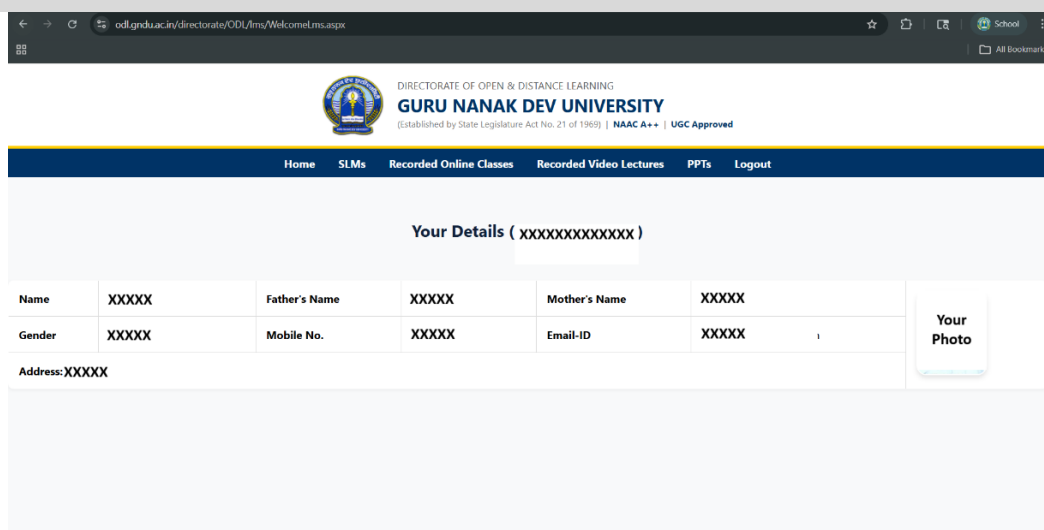


URL: <https://odl.gndu.ac.in/directorate/lms/LoginLMS.aspx>

Dashboard Overview (New Navigation Bar)

After login, you will see the updated navigation bar:

Home | SLMs | Recorded Online Classes | Recorded Video Lectures | PPT | Logout



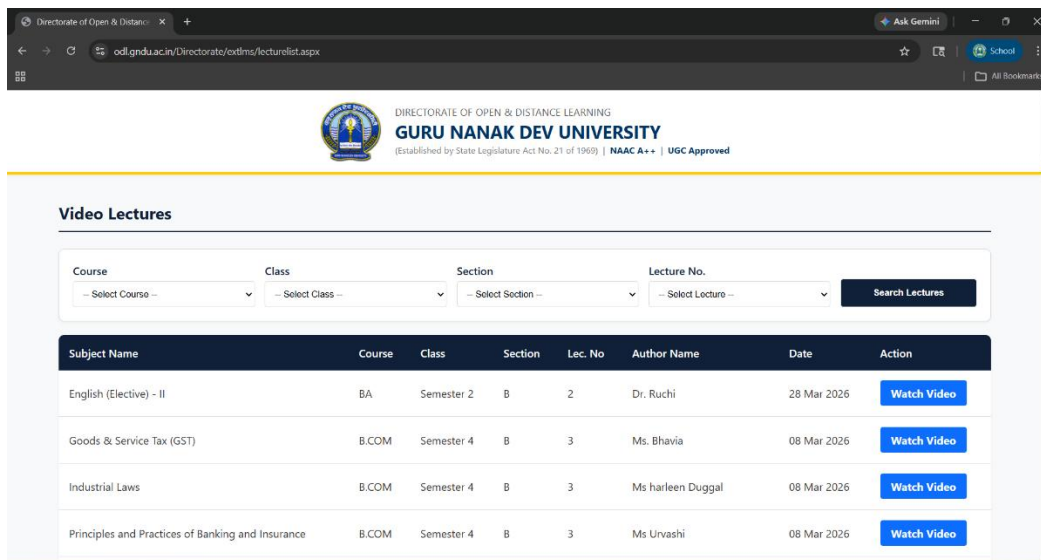
Recorded Online Classes

Step 1: Accessing the Student Dashboard

1. Log in to your LMS account using your student credentials.
2. Upon successful login, you will be directed to the **Student Details Dashboard**.
3. Verify your personal details (Name, Father's Name, Roll Number, etc.) displayed on the screen.

Step 2: Navigating to the Lecture Portal

1. Look at the dark blue navigation bar at the top of the screen.
2. Click on the **"New Video Lectures"** tab with the pencil icon.

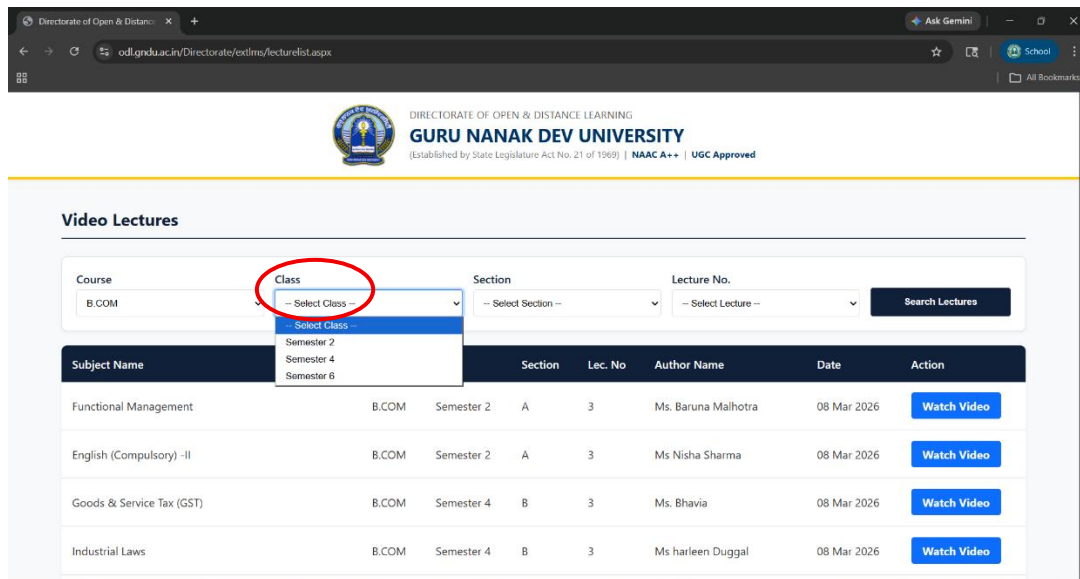


The screenshot displays the 'Video Lectures' page on the GURU NANAK DEV UNIVERSITY website. At the top, there is a navigation bar with the university's logo and name. Below this, the page title 'Video Lectures' is visible. The main content area features a search interface with four drop-down menus labeled 'Course', 'Class', 'Section', and 'Lecture No.', each with a placeholder text like '-- Select Course --'. A dark blue 'Search Lectures' button is positioned to the right of these menus. Below the search interface is a table with the following columns: Subject Name, Course, Class, Section, Lec. No, Author Name, Date, and Action. The table lists four video lectures, each with a 'Watch Video' button in the Action column.

Subject Name	Course	Class	Section	Lec. No	Author Name	Date	Action
English (Elective) - II	BA	Semester 2	B	2	Dr. Ruchi	28 Mar 2026	Watch Video
Goods & Service Tax (GST)	B.COM	Semester 4	B	3	Ms. Bhavia	08 Mar 2026	Watch Video
Industrial Laws	B.COM	Semester 4	B	3	Ms harleen Duggal	08 Mar 2026	Watch Video
Principles and Practices of Banking and Insurance	B.COM	Semester 4	B	3	Ms Urvashi	08 Mar 2026	Watch Video

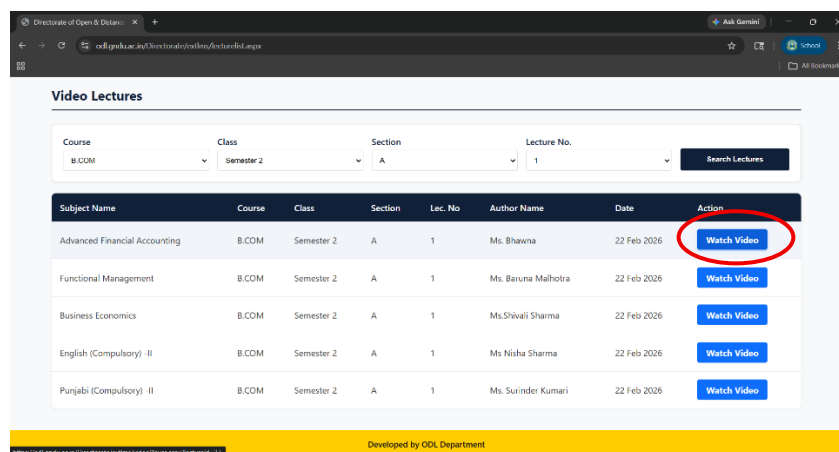
Step 3: Filtering and Searching for Lectures

1. You will be redirected to the **Video Lectures** page (lecturelist.aspx).
2. To find the exact lecture you need, use the four drop-down menus provided:
 - **Course:** Select your enrolled program (e.g., B.COM, BA, BCA).
 - **Class:** Select your current semester (e.g., Semester 2).
 - **Section:** Select your assigned section (e.g., A).
 - **Lecture No:** Select the specific lecture number you wish to view.
3. Once all fields are selected, click the dark blue **"Search Lectures"** button.



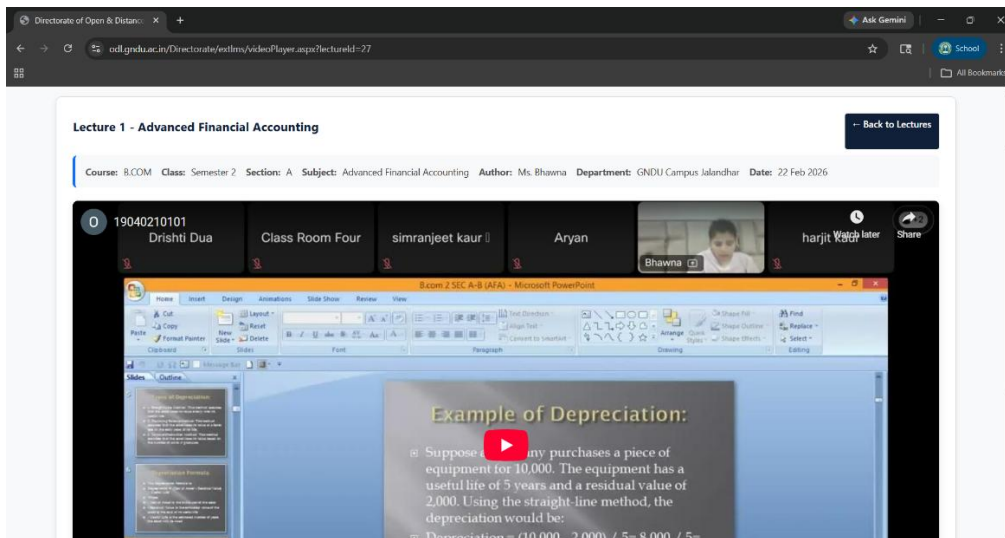
Step 4: Launching the Video

1. A table will populate below the search bar displaying the available subjects matching your criteria (Subject Name, Author Name, Date).
2. Locate the specific subject you want to study (e.g., *Advanced Financial Accounting*).
3. Click the blue **"Watch Video"** button located in the Action column on the far right.



Step 5: Using the Secure Video Player

1. You will be taken to the secure video player interface (videoPlayer.aspx).
2. Review the lecture details highlighted at the top (Course, Class, Subject, Author, Department, Date) to ensure you are viewing the correct material.
3. To return to the course list, click the dark blue **"← Back to Lectures"** button at the top right of the page. Do not use the browser's back button.

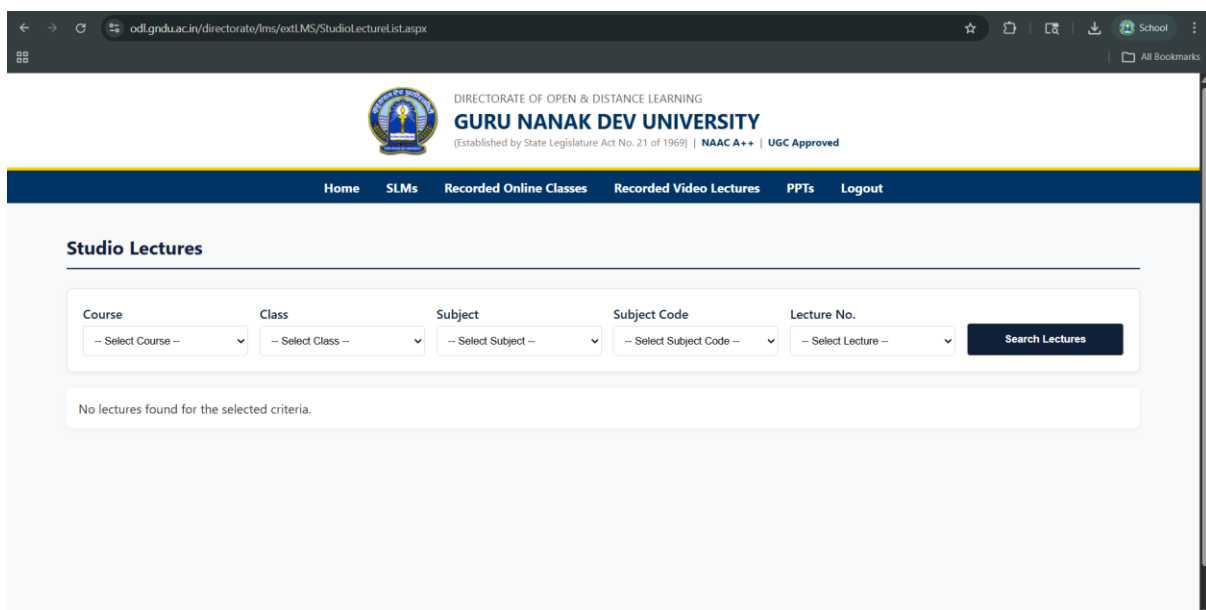


Recorded Video Lectures

⚠ Important:

Same interface and steps as **Recorded Online Classes**

Only the **type of content** differs

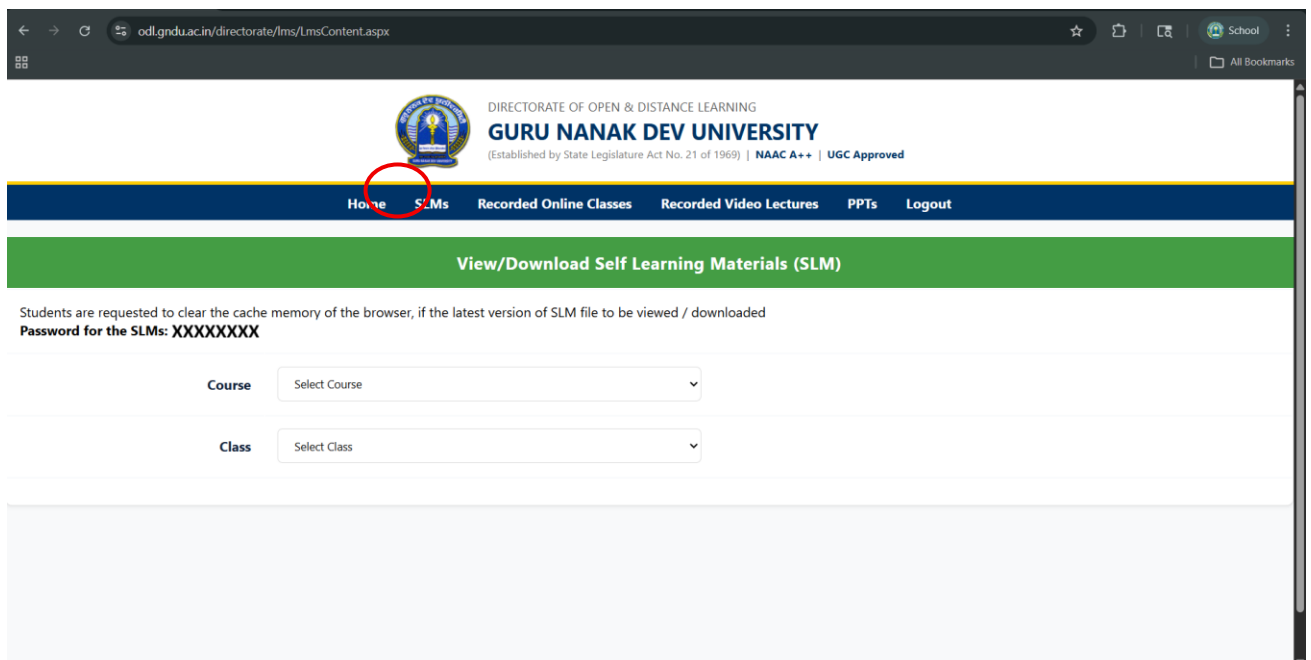


SLMs

Purpose: Access study material (PDF format)

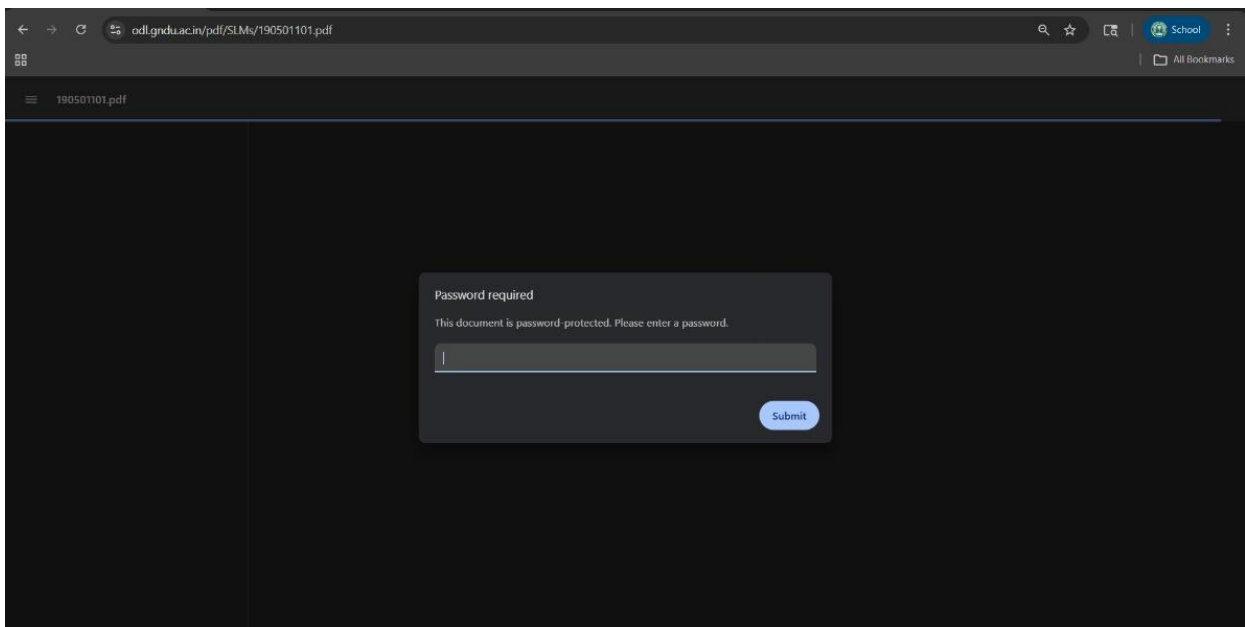
Steps:

1. Select Course Details
 - a. Click on SLMs in the navigation bar.
 - b. Choose:
 - i. Course (e.g., BA, B. Com, BCA)
 - ii. Class/Semester
2. Locate Subject
 - a. A list of subjects will appear.
 - b. Find your subject and go to the SLM column.
3. Open Material
 - a. Click “To view/download click here”.
 - b. A secure PDF viewer opens in a new tab.
4. Enter Password
 - a. Enter the document password provided by the department.



The screenshot shows a web browser window with the URL `odl.gndu.ac.in/directorate/lms/LmsContent.aspx`. The page header includes the university logo and the text "DIRECTORATE OF OPEN & DISTANCE LEARNING GURU NANAK DEV UNIVERSITY (Established by State Legislature Act No. 21 of 1969) | NAAC A++ | UGC Approved". The navigation bar contains links for "Home", "SLMs", "Recorded Online Classes", "Recorded Video Lectures", "PPTs", and "Logout". The "SLMs" link is circled in red. Below the navigation bar is a green banner with the text "View/Download Self Learning Materials (SLM)". A message states: "Students are requested to clear the cache memory of the browser, if the latest version of SLM file to be viewed / downloaded Password for the SLMs: XXXXXXXX". Below this message are two dropdown menus: "Course" with "Select Course" and "Class" with "Select Class".

S. No.	Name of the Subject	Author(s)	SLM	PPT	Online Recorded Classes	Online Video Lectures
1	PUNJABI (COMPULSORY)-I	Dr. Megha Salwan	School of Punjabi Studies, GNDU Amritsar	To view/download click here	-	-
2	COMMUNICATION SKILLS IN ENGLISH-I	Ms. Khushboo	-	To view/download click here	-	-
3	FUNDAMENTALS OF MANAGEMENT	Mr. Dheeraj Giri	Baba Namdev University College, Kishankot (Gurdaspur)	To view/download click here	-	-
4	BUSINESS STATISTICS	Dr. Suman Nayyar	Khalsa College for Women, Amritsar.	To view/download click here	-	-



Logout

Purpose: Securely exit LMS

Steps:

1. Click on **Logout** in the navigation bar.
2. You will be safely logged out of the system.

Security & Privacy Guidelines (Important)

The Video Lecture in LMS portal has been upgraded with a new design and enhanced security protocols to protect university intellectual property. Please note the following system behaviours:

- **Secure Embedded Viewing:** All video lectures are securely embedded directly within the university's LMS portal. You do not need a YouTube account to view them.
- **Restricted Link Access:** To protect the privacy and copyright of the educational materials, **direct links to the source videos are disabled.** You cannot view these lectures directly on YouTube.
- **Disabled Controls:** Standard YouTube sharing features, including the "Watch on YouTube" button, title links, and "Copy Video URL" options, have been restricted by the administration.
- **Right-Click Protection:** Context menus (right-clicking) on the video player are disabled to prevent unauthorized downloading or link extraction.
- **Session Tracking:** Video access is tied to your specific *lectureId* and active LMS login session. Sharing the page URL with an unenrolled user will result in an access error.

Troubleshooting Note

- *Please note the system advisory at the top of the page:* If you ever have trouble seeing the most recent updates to a file, clear your browser's cache memory to ensure you are downloading the latest version of the SLM.