

Lesson Plan

21-03-2024

AIMS

Advanced Institutional Management System A Project of UNAZ Services Limited

Overview

Academic Setup is a pivotal component within the AIMS Institutional Management Software, designed to streamline and optimize academic processes within educational institutions. This module serves as the backbone for organizing various academic activities, from curriculum planning to assessment management. Here's a brief overview:

- 1. **Curriculum Management**: Academic Setup allows institutions to efficiently manage their curriculum by defining courses, subjects, and academic programs. It facilitates the creation, modification, and deletion of course structures according to institutional requirements.
- 2. **Class Scheduling**: This feature enables administrators to schedule classes, allocate classrooms, and assign faculty members to specific courses. It ensures an organized and optimized timetable, avoiding conflicts and maximizing resource utilization.
- 3. **Grading and Assessment**: The module assists in setting up grading systems and assessment criteria. It allows educators to input grades, generate transcripts, and analyze student performance efficiently. Additionally, it supports various assessment methods, including exams, assignments, and quizzes.
- 4. **Academic Calendar**: Institutions can create and manage academic calendars, including important dates such as semester start and end dates, examination schedules, holidays, and events. This ensures transparency and helps students and faculty stay informed about academic timelines.
- 5. **Resource Management**: Academic Setup aids in managing academic resources such as textbooks, educational materials, and teaching aids. It helps in tracking inventory, issuing resources to faculty and students, and maintaining records of resource utilization.
- 6. **Reporting and Analytics**: The module offers reporting tools and analytics capabilities to assess academic performance, track trends, and make data-driven decisions. Administrators can generate custom reports on various aspects of academic operations, facilitating institutional planning and improvement.

In essence, Academic Setup within AIMS Institutional Management Software serves as a comprehensive solution for managing the academic lifecycle, promoting efficiency, transparency, and effectiveness within educational institutions.

The Academic Setup in AIMS has been divided in several sections for the easy process and understanding.

Academic Setup

1. Lesson Plan

1.1 Lesson 1.2 Topic 1.3 Manage Lesson Plan 1.4 Manage Syllabus Status

1.5 Syllabus Status Report 1.6 Subject Lesson Report

2. Content

2.1 Add Content

3. Content Reports

3.1 Assignments 3.2 Study Materials 3.3 Syllabus 3.4 Other Downloads

4. Home Work

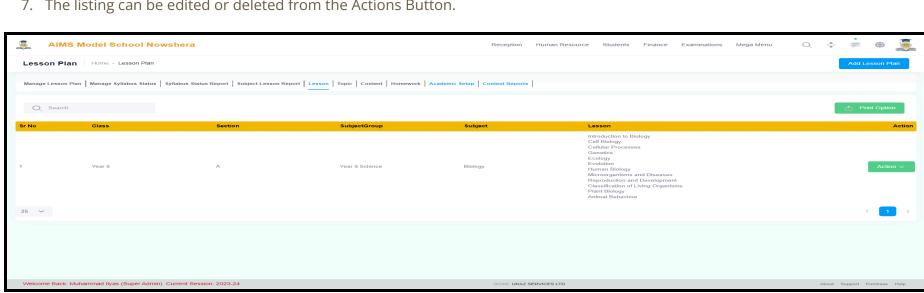
4.1 Add Home Work 4.2 Evaluate Homework 4.3 View Attached File

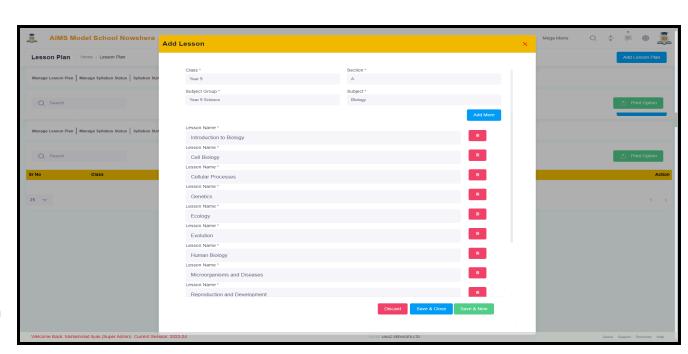
Now all of the above headings will be explained here in details:

1. Add Lesson

First of all we need to add Lessons to Manage the Syllabus.

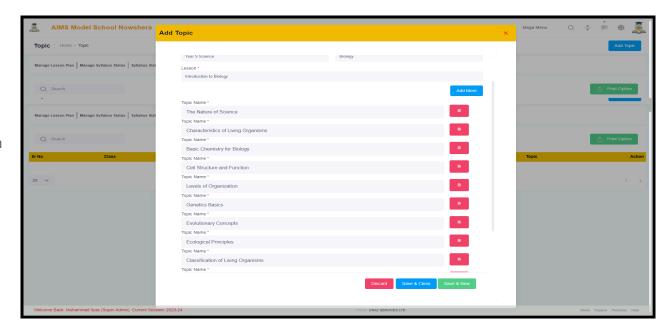
- 1. Click on Students in the main menu.
- 2. Click Academic Setup and Select Lesson Plan.
- 3. Click on the Lesson Tab to create a lesson first...
- 4. Click on Add Lesson Blue Button in the top right corner.
- 5. Enter the lessons in the form and Add More with the button at once.
- 6. Click on the Save Button.
- 7. The listing can be edited or deleted from the Actions Button.

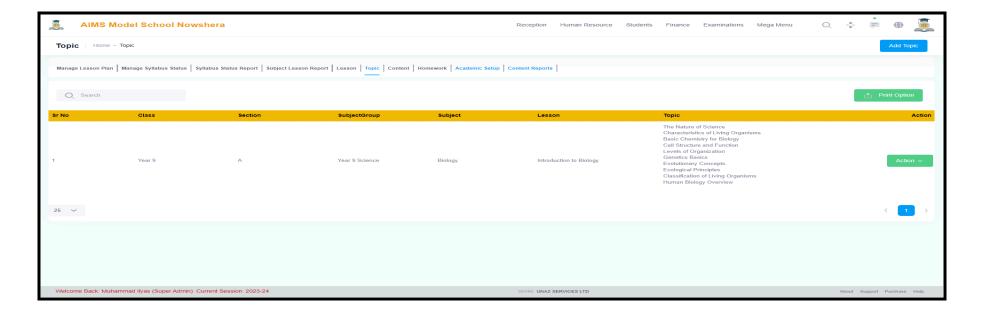




2. Add Topic

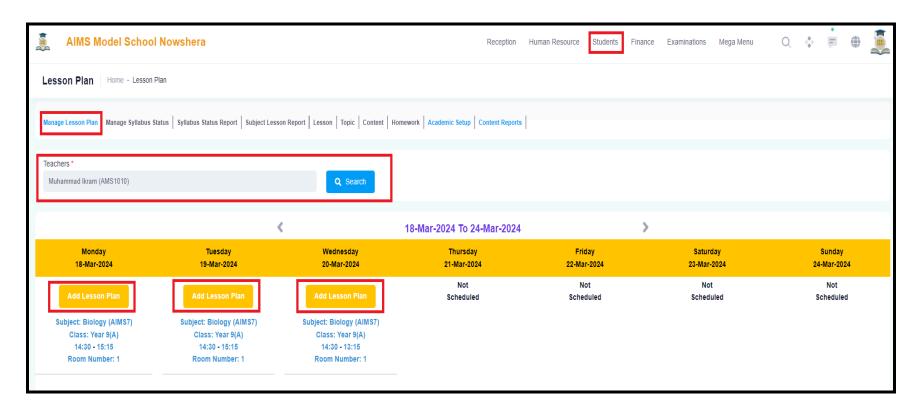
- 1. Click on Students in the main menu.
- 2. Click on Academics and Select Lesson Plan Link
- 3. Click on the Topic Tab.
- 4. Click on Add Topic Blue Button in the top right corner.
- 5. Select Class Section Subject Group Subject and Lesson.
- 6. Enter Topics and More can be added at once with Add More Button.
- 7. Click on the Save Button.
- 8. The listing can be edited or deleted from the Actions Button.



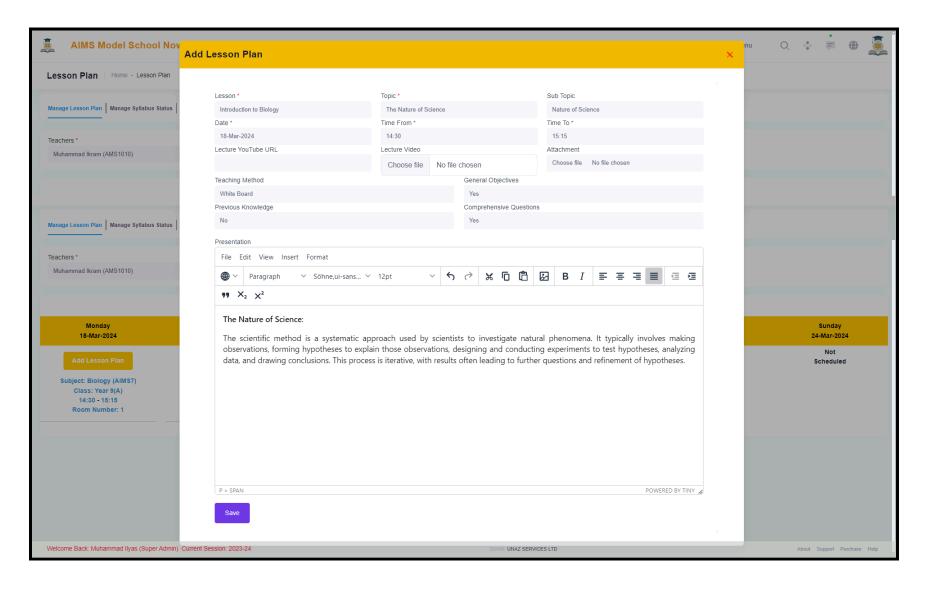


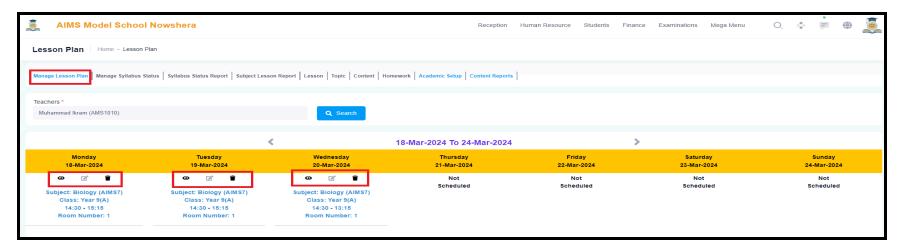
3. Manage Lesson Plan

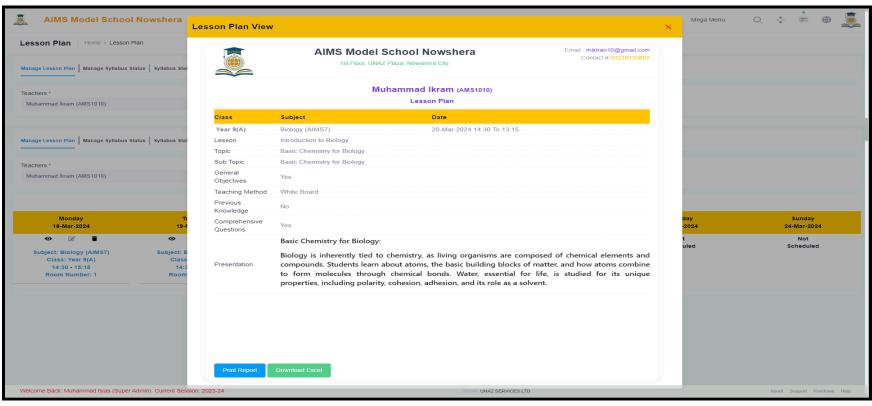
- 1. Click on Students in the main menu.
- 2. Select Lesson Plan from Academics Link
- 3. Click on the Manage Lesson Plan Tab.
- 4. Select Teacher from the list to manage his time table and lesson plan.
- 5. Click on the Yellow Button Add Lesson Plan.
- 6. Fill in the form.
- 7. Enter the detailed topic content to be covered.
- 8. Click on the Save Button.



Add Lesson Plan Form:

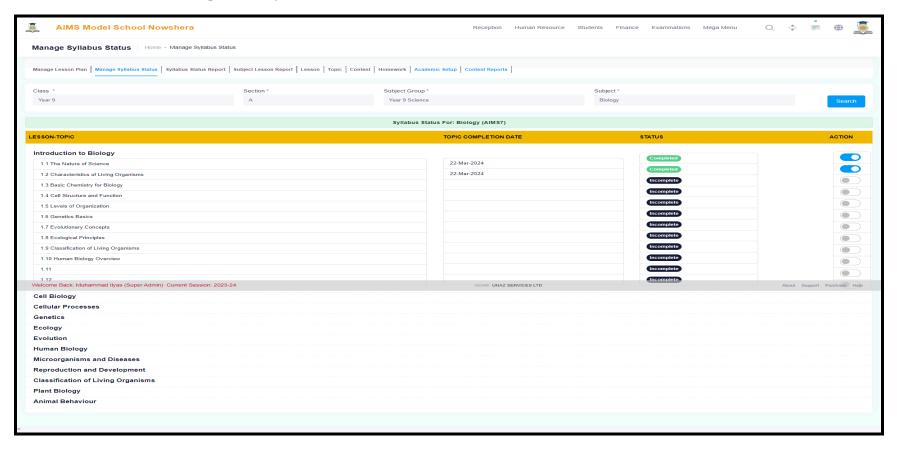






4. Manage Syllabus Status

- 1. Click on Students in the main menu.
- 2. Select Lesson Plan from Academics Link
- 3. Click on the Manage Syllabus Status Tab.
- 4. Select Class Section Subject Group Subject and Click Search.
- 5. Click the radio button in Action if the topic is completed.
- 6. The status will change to completed on the date shown.



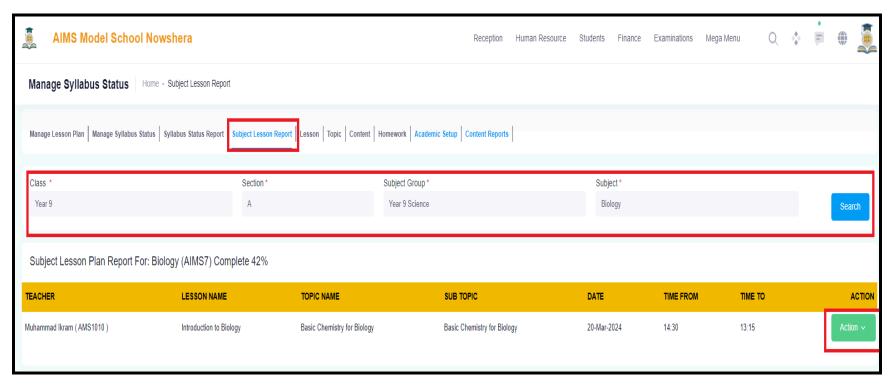
7. Syllabus Status Report

- 1. Click on Students in the main menu.
- 2. Select Lesson Plan from Academics Link
- 3. Click on the Syllabus Status Report Tab.
- 4. Select Class Section Subject Group and Click Search.
- 5. All the status can be viewed in every collapse drop down with all topics.



8. Syllabus Status Report

- 1. Click on Students in the main menu.
- 2. Select Lesson Plan from Academics Link
- 3. Click on the Subject Lesson Report Tab.
- 4. Select Class Section Subject Group Subject and Click Search.
- 5. Report for the subject Lesson will be displayed, which can be viewed from actions or can be deleted.

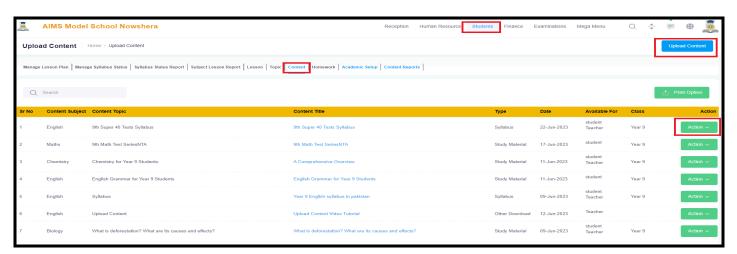


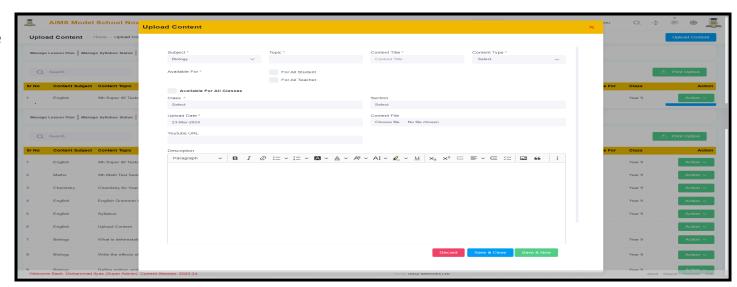
9. Contents

- 1. Click on Students in the main menu.
- 2. Select Lesson Plan from Academics Link
- 3. Click on the Content Tab.

Click on the Big Blue Button Upload Contents in the top right corner.

- Select Subject Enter
 Topic and Content Title
 - Select Content Type.
- 2. Check option for All Students or All Staff.
- 3. Check Available for All Classes Checkbox.
- 4. Select Class and Section.
- 5. Enter all relevant records.
- 6. Enter Content Text in Description.
- 7. Click on Save Button.



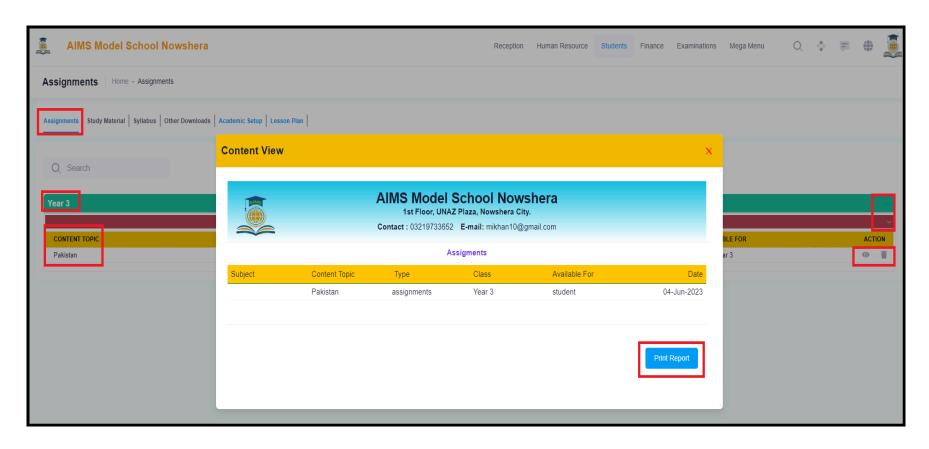


Contents can be viewed - Edit or Deleted from Actions Button.

10.Content Reports

- 1. Click on Students in the main menu.
- 2. Select Lesson Plan from Academics Link
- 3. Click on the Content Reports Tab.
- 4. Click on Assignments.
- 5. Assignments can be viewed Edit or Deleted from Actions Button.

Assignments Listing:



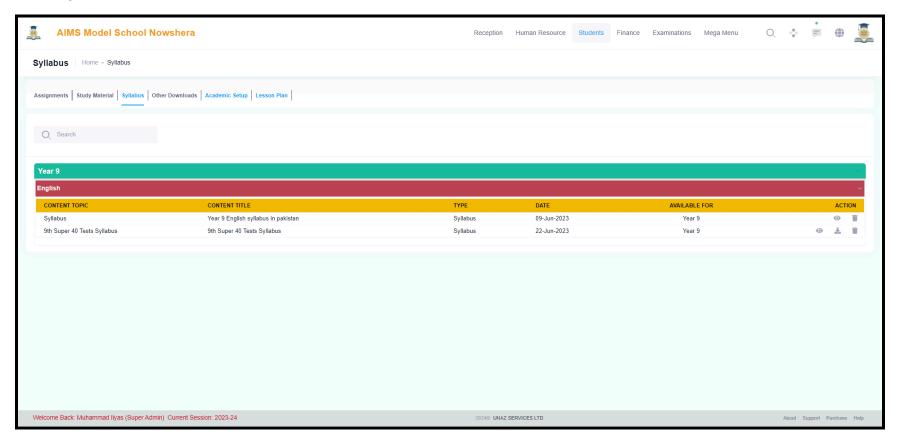
Study Material Listing:

- 1. Click on Students in the main menu.
- 2. Select Lesson Plan from Academics Link
- 3. Click on the Content Reports Tab.
- 4. Click on Study Material.
- 5. Study Materials can be viewed Edit or Deleted from Actions Button.



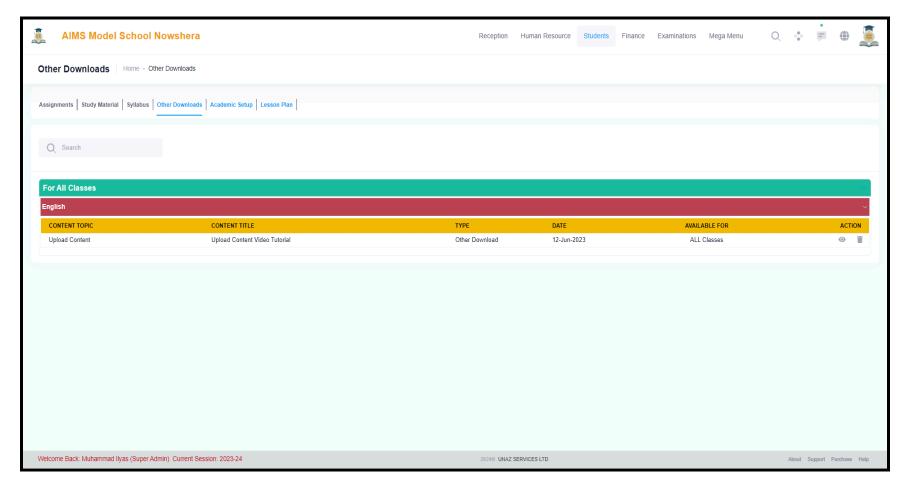
Syllabus Listing:

- 1. Click on Students in the main menu.
- 2. Select Lesson Plan from Academics Link
- 3. Click on the Content Reports Tab.
- 4. Click on Syllabus
- 5. Syllabus can be viewed Edit or Deleted from Actions Button.



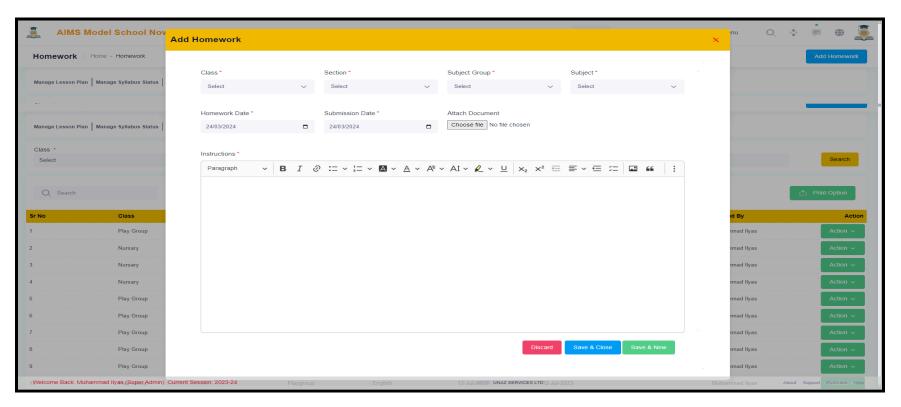
Other Downloads Listing:

- 6. Click on Students in the main menu.
- 7. Select Lesson Plan from Academics Link
- 8. Click on the Content Reports Tab.
- 9. Click on Other Download
- 10. Other Downloads can be viewed Edit or Deleted from Actions Button.



11. Home Work

- 1. Click on Students in the main menu.
- 2. Select Lesson Plan from Academics Link
- 3. Click on the HomeWork Tab.
- 4. Click on Add Home Work Blue Button in the top right corner.
- 5. Select Class Section Subject Group Subject Homework Date Homework submission Date Attach a file if needed and Enter Instructions for students.



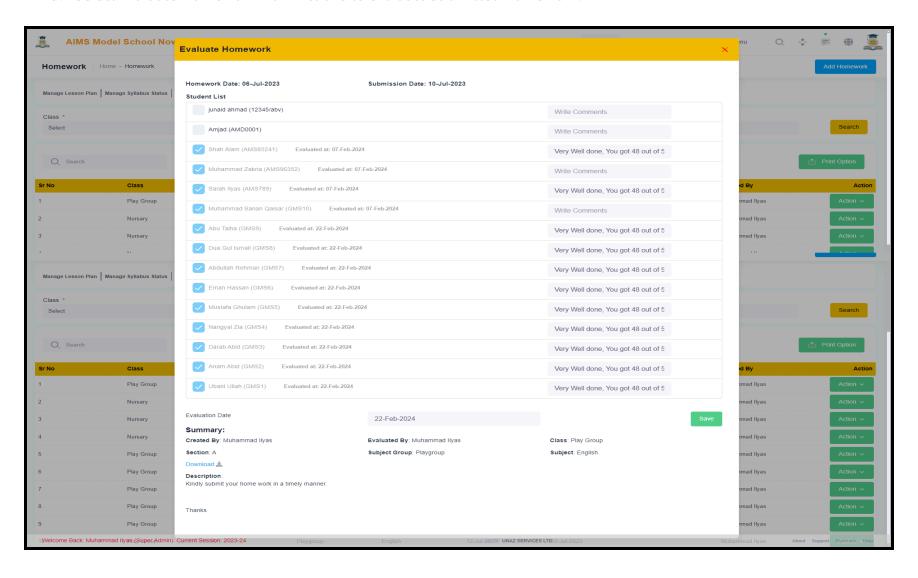
6. Click on Save Button.

7. An automatic message or WhatsApp message will be sent to students that a new homework assignment has been assigned.

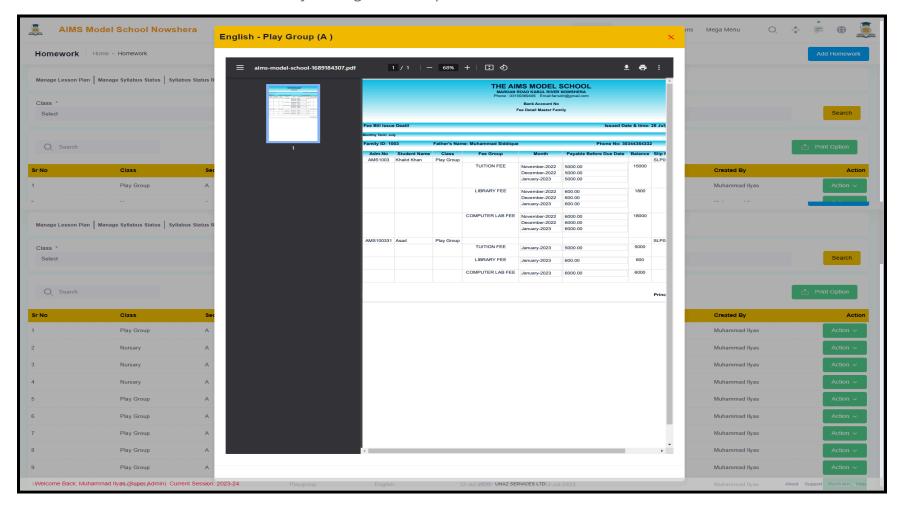
Home Work Listing:



- 8. Assignments can be viewed Edit or Deleted from Actions Button.
- 9. Select Evaluate Homework from Actions to evaluate submitted homework.



- 10. The attached files can be downloaded by clicking the download icon in the bottom.
- 11. The Attached files can be viewed by clicking the view option in the Action Button.



- 12. All the assigned homeworks is accessible from the student portal.
- 13. All the submitted and evaluated homeworks can be seen in the Student Profile in Homework Tab.