

BrightDesk – Learning Management System

Tutorial for Students

Version 5.0

19th August 2021

Brightdesk LMS

1. INTRODUCTION

About Brightdesk

The global pandemic 2020 has changed education dramatically, whereby education on digital platform has emerged as a necessary resource for learning-teaching. A set of recommendations for promoting online education has been covered by the New Education Policy 2020. Brightdesk offers the most secured and reliable advanced digital platform for institutions to carry out educational activities and to achieve its goals at the most affordable rates and easy-to-navigate platform. Brightdesk is committed to guide each individual to adapt to the new way of learning, teaching and functioning efficiently. Each individual work is made convenient through Brightdesk LMS portal. The tutorial will guide you on how to use the features offered by Brightdesk LMS.

Overview

With our motto **Keep I.T Simple** we intend to make the smart portal conveniently accessible to all by adding only the necessary features to enable the portal remains vivid towards its functioning. Brightdesk is packed with Course Management, Notes, Assignments, Online Attendance, Digital Results, Online Test/Examination, Student's Progress Report, Leave Request Management and more.

Getting Started

For this tutorial, <https://demo.brightdesk.in> will be used for demonstration. **The school/college/university will be given a separate domain for website and web application (Android) for accessing the portal.** The User Credentials will be provided by BrightDesk Officials for a hassle-free start. After successful login, you can change your password and other account information.

Basic Requirements

To be able to access Brightdesk Portal, please ensure that you have atleast: -

1. **Login Credential** (*Roll Number & Password*) which will be provided by Brightdesk.
2. **Internet Connectivity** (2G, 3G, 4G or Wifi)
3. **A smart device** (Android/iOS Mobile Phone, Laptop or Desktop)

Basic Information

2. HOW TO LOGIN?

Your Login Credential **Roll Number & Password** with a **website link** and/or Web Application will be provided to you by your school/college/university. For this tutorial, we will be using www.demo.brightdesk.in for accessing the portal.

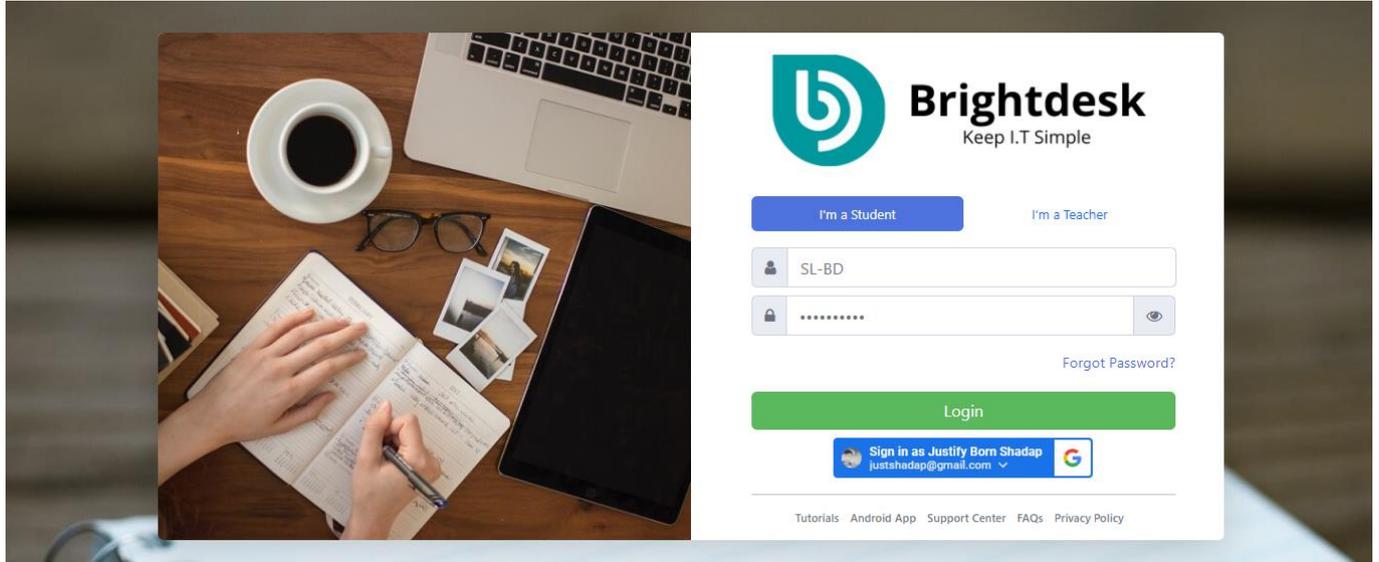


Figure 2.1: Homepage

How to Login using Roll Number & Password?

1. Open the website from the link given for your school/college university.
2. Choose **I'm a student**.
3. Enter your Registered **Roll Number & Password**.
4. Click **Login**.

The roll number given to you will be in this format **YYAA-CSR** where,

YY is the Year,

AA is your school/college/institute short name,

C is the class/course,

S is the section/semester and

R is your serial number.

For example, **21BD-8A12** is a roll number assigned to Class VIII A student of BrightDesk (BD) school in the year 2021 with serial number 12.

Student Dashboard Overview

3. DASHBOARD, NOTES & ASSIGNMENTS

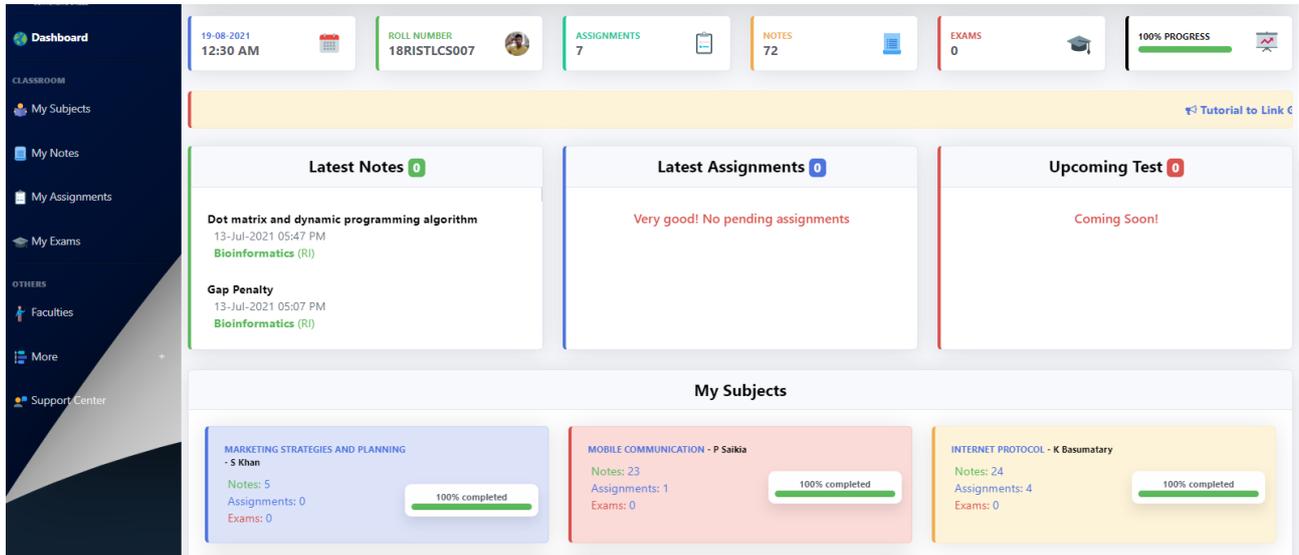


Figure 3.1: Student Dashboard

Dashboard Overview

1. **Menu Bar:** On the left side, there is a list of menus, My Subjects, Notes, Assignments, Exams and more.
2. **Toolbar Menu:** Menu Toggler, Search Option, Important Notification and Messages and Profile Icon.

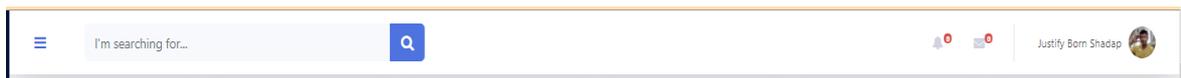


Figure 3.2: Toolbar Menu

3. **Information Box:** Below the toolbar menu, there is Date & Time, Roll Number, Number of Assignments, Notes, Exams and Progress Indication.

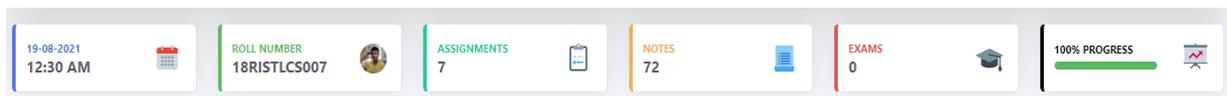


Figure 3.3: Information Box

4. **Announcement Box:** All the important announcement will be displayed in the box.



Figure 3.4: Announcement Box

5. **Notes, Assignments & Test/Exams Box:** A list of latest notes, pending assignments and upcoming test/exams will be displayed here for all subjects.

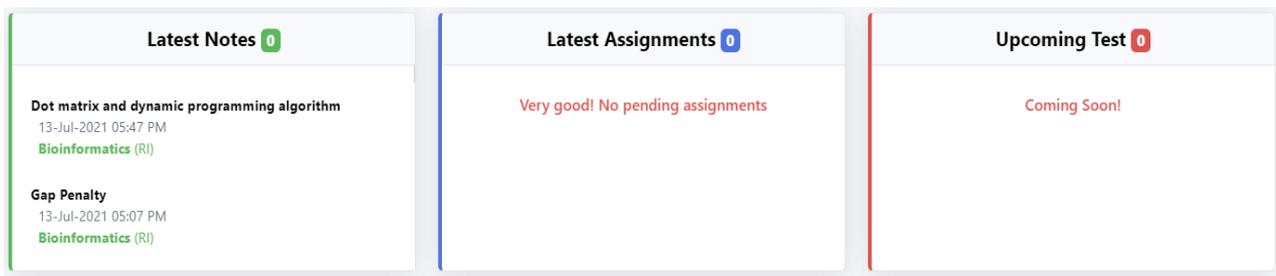


Figure 3.5: Notes, Assignments, Test/Exams Box

6. **My Subjects:** A list of all the subjects allocated to you along with additional information like teacher's name, total number of notes, assignments, exams and your progress in that subject will be displayed.

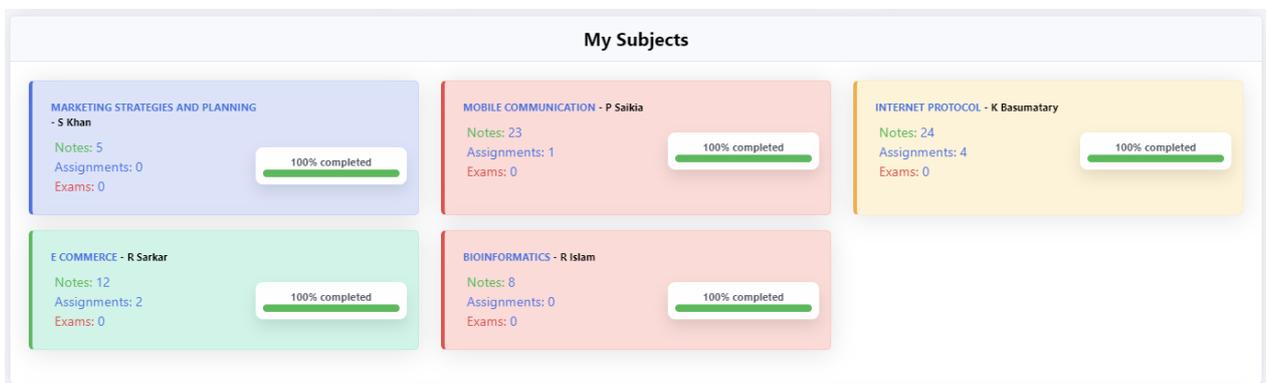


Figure 3.6: My Subjects

7. **Class Routine:** A daily class routine with subject name and teacher's name. When you click on the subject name, a list of all notes & assignments will be displayed.

Class Routine						
Day/Class	1st	2nd	3rd	4th	5th	6th
Mon		Bioinformatics (R Islam)	Internet Protocol (K Basumatary)	E Commerce (R Sarkar)	Mobile Communication (P Saikia)	Major Project (R Sarkar)
Tue		Bioinformatics (R Islam)	Mobile Communication (P Saikia)	Marketing Strategies and Planning (S Khan)	E Commerce (R Sarkar)	
Wed		Internet Protocol (K Basumatary)	E Commerce (R Sarkar)	Marketing Strategies and Planning (S Khan)	Mobile Communication (P Saikia)	
Thu		Bioinformatics (R Islam)	Internet Protocol (K Basumatary)	Marketing Strategies and Planning (S Khan)	Mobile Communication (P Saikia)	Major Project (R Sarkar)
Fri		Bioinformatics (R Islam)	Marketing Strategies and Planning (S Khan)	Internet Protocol (K Basumatary)	E Commerce (R Sarkar)	
Sat		Bioinformatics (R Islam)	Mobile Communication (P Saikia)	E Commerce (R Sarkar)		

Figure 3.7: Class Routine

8. **Notice Board & Calendar:** All notices, announcements and important file will be displayed in the Notice Board. A Calendar will contain a list of important events, test/exams date and more.

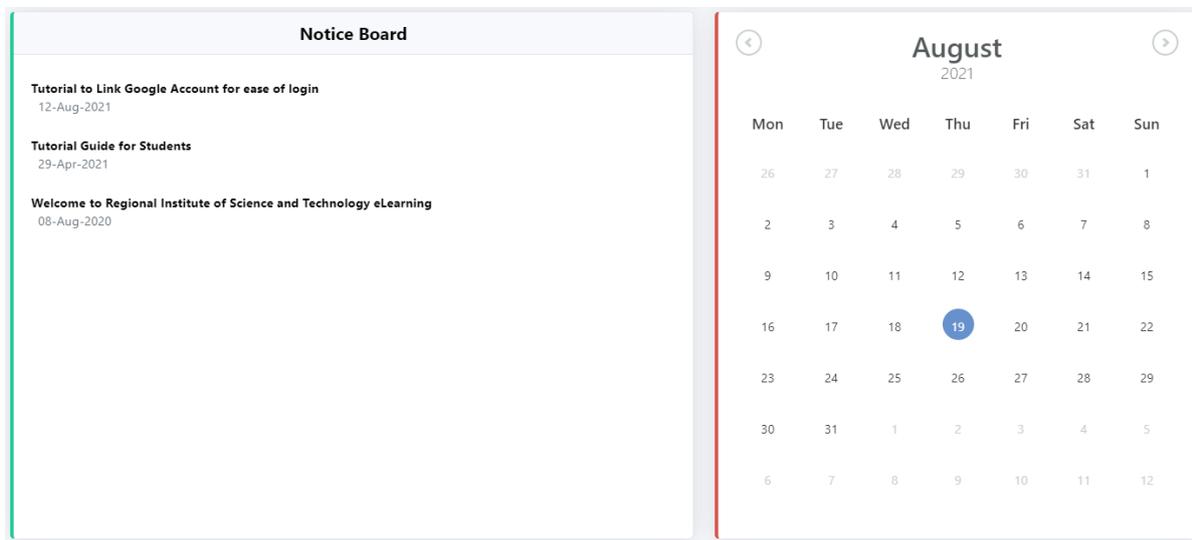


Figure 3.8: Notice Board & Calendar

How To View Notes?

1. **Menu & Toolbar:** From menu, you can click on **My Notes** to view a list of all notes. Newly added notes will be displayed on the **toolbar's notification icon**.

My Notes

Show entries Search:

#	Notes	Subject	Given By	Views	Date	Status	Tools
1	Dot matrix and dynamic programming algorithm	Bioinformatics	R Islam	6	13-07-2021 05:47 PM	Viewed	
2	Gap Penalty	Bioinformatics	R Islam	2	13-07-2021 05:07 PM	Viewed	
3	Unit V	Bioinformatics	R Islam	3	13-07-2021 05:06 PM	Viewed	
4	Unit IV	Bioinformatics	R Islam	2	13-07-2021 05:05 PM	Viewed	
5	Unit III	Bioinformatics	R Islam	2	13-07-2021 05:04 PM	Viewed	
6	Numerical	Mobile Communication	P Saikia	2	12-07-2021 01:05 PM	Viewed	
7	UNIT - V: Marketing Research	Marketing Strategies and Planning	S Khan	2	07-07-2021 11:26 AM	Viewed	
8	Combine question	Mobile Communication	P Saikia	2	03-07-2021 10:33 AM	Viewed	
9	SSL	Internet Protocol	K Basumatary	1	02-07-2021 06:39 PM	Viewed	
10	Unit IV	Marketing Strategies and Planning	S Khan	5	01-07-2021 12:00 PM	Viewed	

Figure 3.9: List of all Notes

Click on the notes title to view the note content. For example, click on *the Dot matrix and dynamic programming algorithm*. You can also preview and download the attached file from the Download button on the right side under **Tools** column.

Figure 3.10: Notes Content

You can also download the attached file (*Document, Video, Audio, etc.*) from the Tools Box.

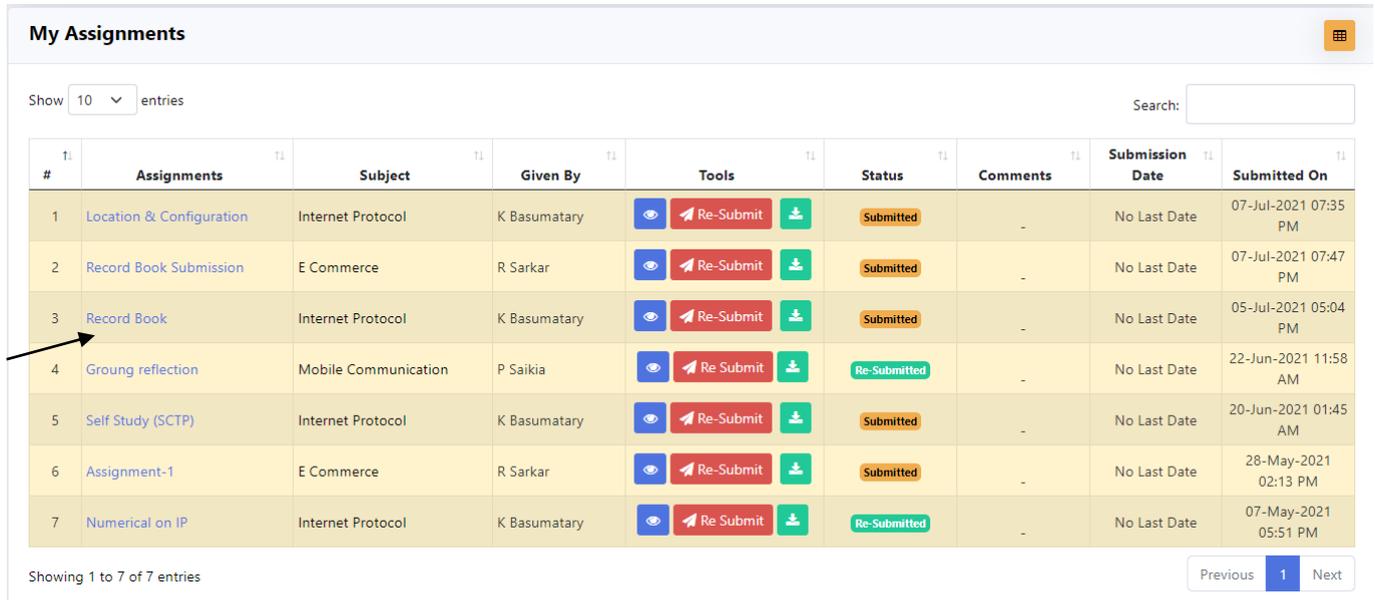
2. Dashboard View: From the **Dashboard** (Figure 3.1), click on any note that you want to view from **Latest Notes Box** (Figure 3.5).

You can also click on the subject name in the **My Subject Box** (Figure 3.6) or **Class Routine** (Figure 3.7)

Figure 3.11: Notes of a particular subject

How To View Assignment?

- 1. Menu & Toolbar:** From menu, you can click on **My Assignments** to view a list of all assignments. Newly added and pending assignments will be displayed on the **toolbar's notification icon**.



#	Assignments	Subject	Given By	Tools	Status	Comments	Submission Date	Submitted On
1	Location & Configuration	Internet Protocol	K Basumatary		Submitted	-	No Last Date	07-Jul-2021 07:35 PM
2	Record Book Submission	E Commerce	R Sarkar		Submitted	-	No Last Date	07-Jul-2021 07:47 PM
3	Record Book	Internet Protocol	K Basumatary		Submitted	-	No Last Date	05-Jul-2021 05:04 PM
4	Group reflection	Mobile Communication	P Saikia		Re-Submitted	-	No Last Date	22-Jun-2021 11:58 AM
5	Self Study (SCTP)	Internet Protocol	K Basumatary		Submitted	-	No Last Date	20-Jun-2021 01:45 AM
6	Assignment-1	E Commerce	R Sarkar		Submitted	-	No Last Date	28-May-2021 02:13 PM
7	Numerical on IP	Internet Protocol	K Basumatary		Re-Submitted	-	No Last Date	07-May-2021 05:51 PM

Showing 1 to 7 of 7 entries

Previous 1 Next

Figure 3.12: List of all Assignments

To view the assignment content, click on the Assignment title. For example, click on *Record Book*.

You can also download the attached file (*Document, Video, Audio, etc.*) from the **Tools** Column.

- 2. Dashboard View:** From the **Dashboard** (Figure 3.1), click on any note that you want to view from **Latest Assignment Box** (Figure 3.5). You can also click on the subject name in the **My Subject Box** (Figure 3.6) or **Class Routine** (Figure 3.7)



Submission Date	Assignment Title
07-Jul-2021 05:07 PM	Location & Configuration
30-Jun-2021 10:44 PM	Record Book
01-Jun-2021 08:26 PM	Self Study (SCTP)
07-May-2021 05:35 PM	Numerical on IP

Figure 3.13: Assignments of a particular subject

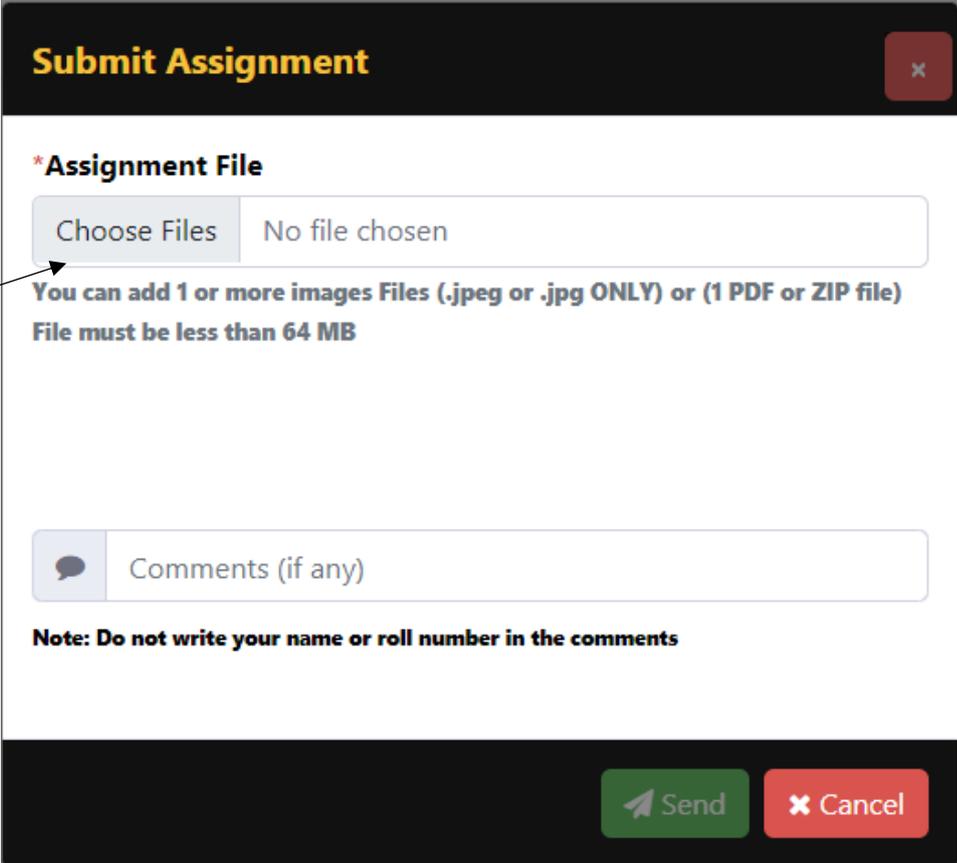
How To Submit Assignment?

1. Take a photo of all the pages of your assignment using some 3rd Party application like **Document Scanner** or **Adobe Scan**.
2. Save the file as **.pdf**
3. Once you are ready with the photos/files, open the **LMS Portal App/ website**.
4. From **Menu**, you can click on **My Assignments** to view a list of all assignments.
5. Click on the **Submit** Button.

#	Assignments	Subject	Given By	Tools	Status
1	Exercise 3.1	Mathematics	S Teacher		Incomplete

Figure 3.14: Assignment Submission

6. Click on **Choose Files** and locate your assignment files. **The file must below 64 MB.**



Submit Assignment

***Assignment File**

Choose Files No file chosen

You can add 1 or more images Files (.jpeg or .jpg ONLY) or (1 PDF or ZIP file)
File must be less than 64 MB

Comments (if any)

Note: Do not write your name or roll number in the comments

Send Cancel

Figure 3.15: Assignment Submission File Selection

7. You can add any comments or leave it blank. *Do not write your name or roll number in the comment box.*
8. Once you have selected the file, click on the **Send Button**.
9. Wait until you see a message that your assignment has been submitted. In case some error occurred, please try again after 1 or 2 minutes.

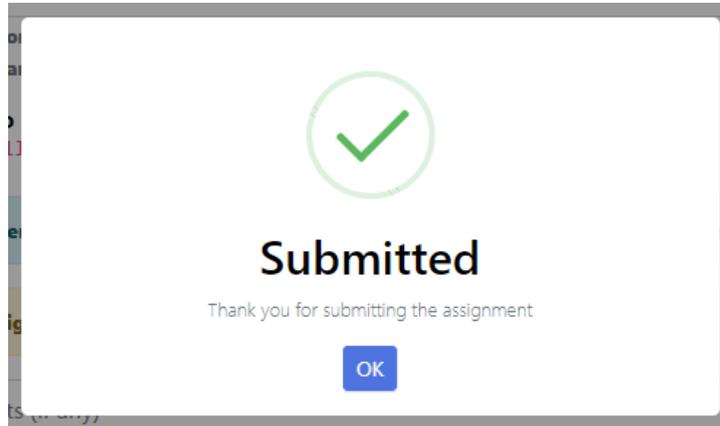


Figure 3.16: Assignment Submission Completed Successfully.

Important Points: -

1. A **green line** indicates a note item and a **red line** indicates an assignment item

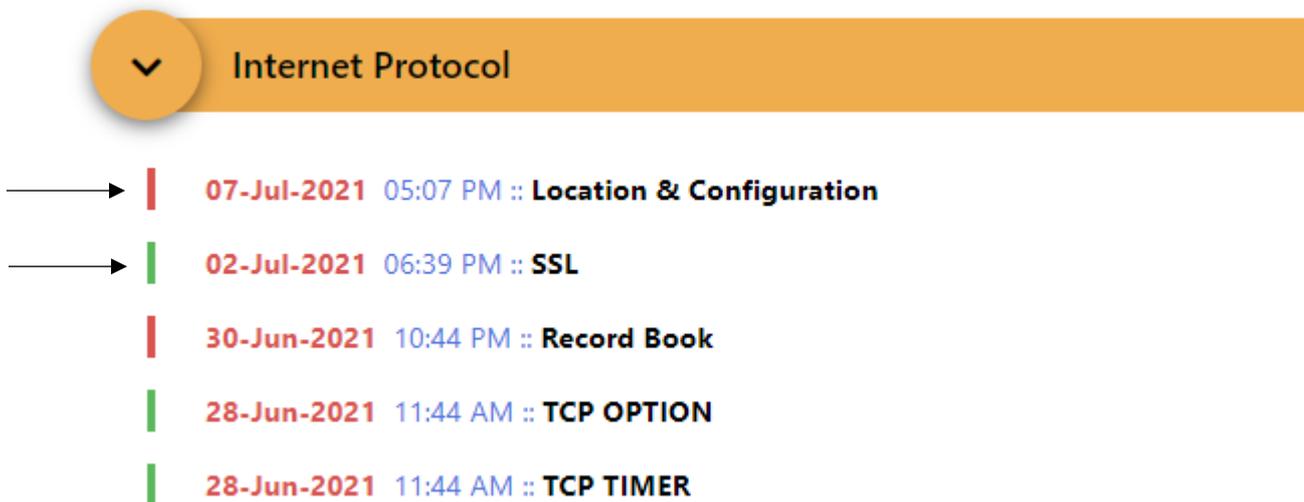


Figure 3.17: Notes & Assignment Color Indication.

2. Always try to submit the assignment before the last date.
3. Write page number on all the assignment page before taking a photos
4. Do not write your name or roll number in the assignment submission comment.
5. The assignment file must be below 64 MB.
6. If you submit assignment as pictures (jpeg or jpg format), you can select **more than one files**. If you submit assignment as pdf, video or audio, you can select **only one file**.
7. Make sure you included all the pages of the assignment before pressing the Send button.

Evaluation

4. HOW TO WRITE ONLINE TEST/EXAMINATION?

Basic Requirements

To write online test/examination, please ensure that you have the following: -

1. Make sure that your device is charged **at least 70%** before attempting the exams.
2. Set the **Screen Timeout** from your phone Settings to at least 10/20/30 minute or **Always On** to prevent your phone display from turning off during exams. *Tutorials on how to increase Screen Timeout are given in this this tutorial below.*
3. After clicking on **Take Test now**, do not refresh the page, wait for the questions to be loaded (it may take 10-20 seconds depending on the internet connectivity).

How to Write Online Test/Examination?

1. From the dashboard, under **Upcoming Test Box**, or **Menu > My Exams**, you will see the test/exam.

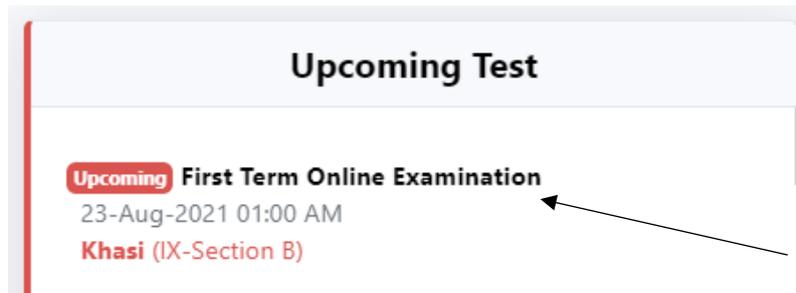


Figure 4.1: Upcoming Test Box

2. Click on the Text/Exam link as shown above. An informational box will appear with the test/examination information like *Date, Time, Total Marks, Total number of questions and more*. Click on the **Take Test Now button**. (*Note that Take Test Now button will appear only during the test/exam time*)

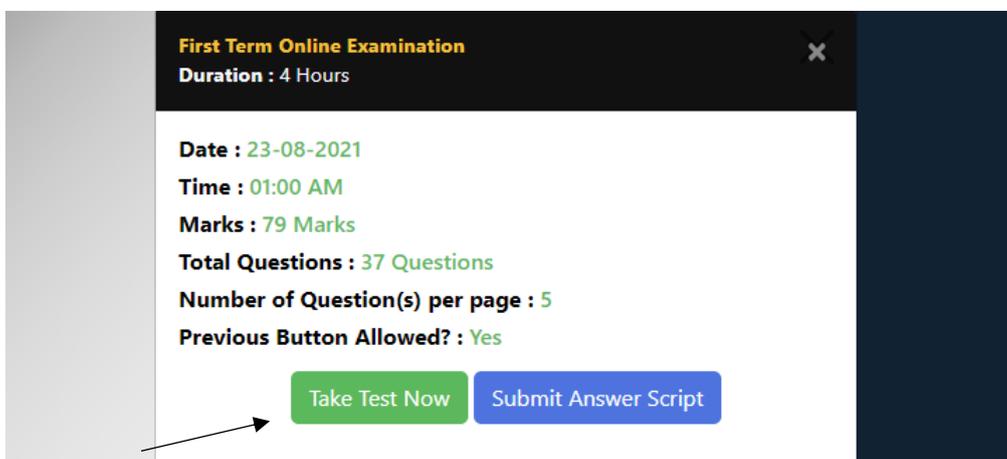


Figure 4.2: Test/Exam Information Box

3. Read on instruction given in the exam pages and click on **Click here to begin your exam button** when you are ready.

Time left :

23 AUG 2021
01:00 AM

DURATION
4 Hours

TOTAL QUESTIONS
37 Questions

TOTAL MARKS
79 Marks

Important Note:

1. All Objective questions (MCQs, True or False) are to be answered on the portal.
2. Fill in the blanks, short answers/ descriptive are to be written in note books/ copies as usual, take pictures and upload at the end of the exams.
3. In case there is a problem with uploading your answer script, you can upload it from **Menu > My Exams**.

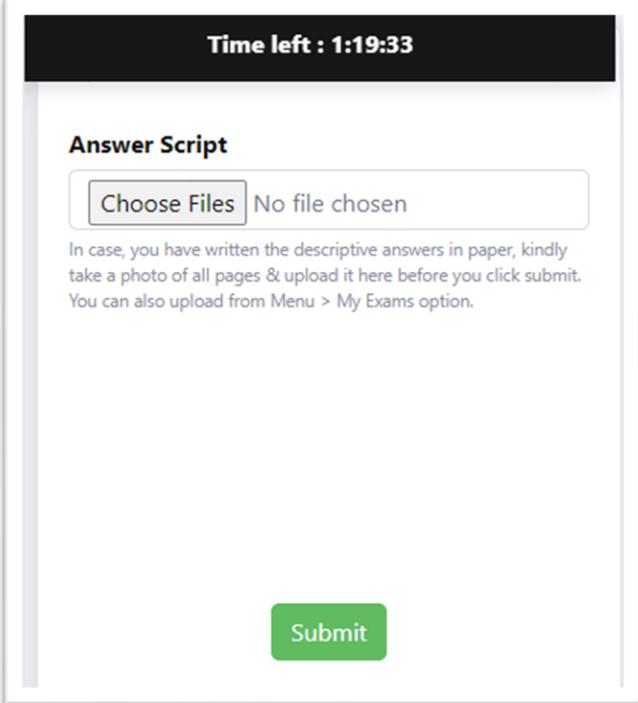
[Click here to begin your exam](#)

Figure 4.3: Test/Exam Information

4. All **MCQs and True/False** question must be answer in the portal by ticking the answer. For **Objective and Descriptive** type questions you can write your answer in the portal or in your notebook/ A4 paper and then take a photo of all the answer script and upload them at the end of the exams.

How to upload answer script?

1. Write down the page number on every page before clicking photos.
2. Take a clear photo of all the pages of the answer script. You can also download the App **Document Scanner** to click photo of your answer script and save it as **PDF**.
3. When you are ready with the photos or pdf file, open the Website/App again.
4. Click **Choose File** and select your answer script photos or .pdf file and click **Submit**.



Time left : 1:19:33

Answer Script

Choose Files No file chosen

In case, you have written the descriptive answers in paper, kindly take a photo of all pages & upload it here before you click submit. You can also upload from Menu > My Exams option.

Submit

Figure 4.4: Uploading Answer Script

In case you cannot view the above page after taking pictures, you can upload the answer script by clicking **Menu > My Exams** as shown in the first picture below.

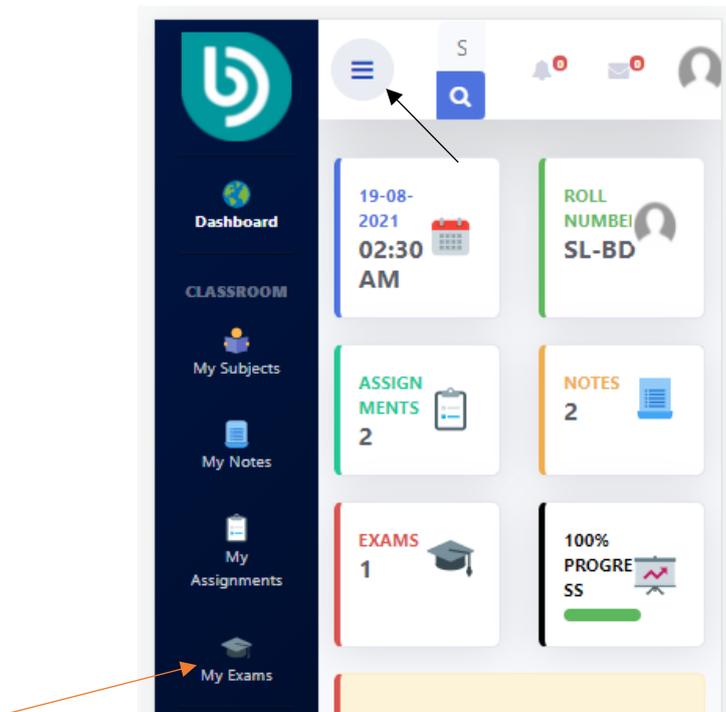


Figure 4.5: Menu > My Exams

Click on the **Submit Answer Script** (blue button) as shown in the second picture below to upload your answer script.

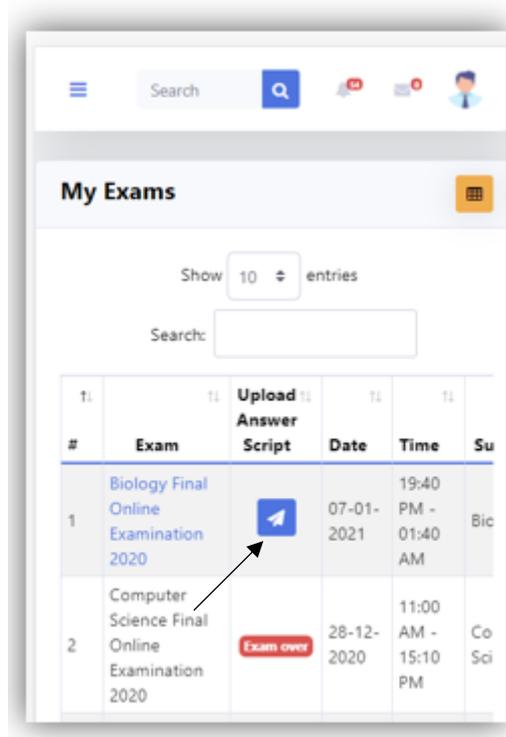


Figure 4.6: List of Test/Exam

Brightdesk LMS

How to Link and sign in using Google Account?

Sign In with Google is a secure authentication system that allows you to login into the system without typing your Roll Number/ Email and Password.

Requirements

1. Login Credentials (Roll Number/Email and Password)
2. Google Account. If you do not have a google account, [click here](#) to create one.

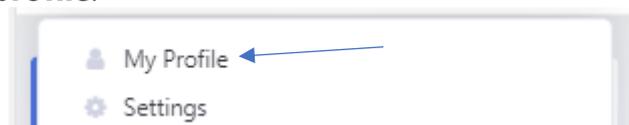
A. How to link Google Account?

Step 1: Login into your account using **Roll Number/ Email** and **Password**.

Step 2: Click on **Profile Icon**.



Step 3: Click on **My profile**.



Step 4: Scroll down, you will see **Link social media**, Click on **Sign up with Google**.

Link Social Media



Step 5: Once you have completed the Sign-in process, you will see a successful message.



Success

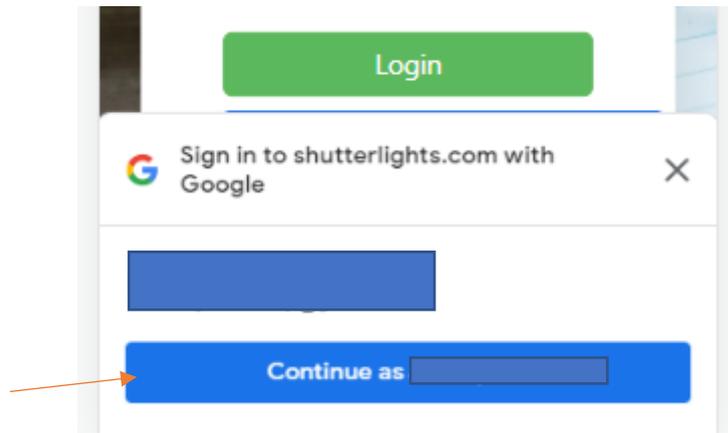
Congratulations, your Google Account has been linked successfully. You can now login with your google account.



Step 6: Now you can logout and try logging in using your Google Account.

B. How to login using Google Account?

Step 1: On the homepage, you will see your Google account. Click on **Continue as your Google Account name**.



Step 2: If you have multiple accounts, you have to select the account that you have previously linked.

Step 3: After successful login, you will be redirected to your dashboard.

C. How to unlink Google Account?

Step 1: If you want to unlink your Google account, follow step 1-3 from **A. How to link Google Account?** section.

Step 2: Scroll down and find **Link social media**.

Link Social Media

Google Account: You have link [redacted]@gmail.com with your account. [Click here](#) if you want to unlink your account

Brightdesk LMS

Additional Information

1. You can download the following apps to scan your assignment / answer scripts better.

- i. [Document Scanner \(Made in India\) – Android](#)
- ii. [PhotoScan by Google Photos – Android](#)
- iii. [Adobe Scan: PDF & Doc Scanner – iOS](#)

2. Tutorial to increase Screen timeout

- a. <https://www.wikihow.com/Adjust-the-Screen-Timeout-on-an-Android-Phone>
- b. <https://www.howtogeek.com/685034/how-to-stop-your-android-phones-screen-from-turning-off/>
- c. <https://www.androidcentral.com/how-change-screen-timeout-option-miui>

Support Center

If you have any suggestion, feedbacks feel free to write to us via **Support Center**.

The undersigned acknowledge that they have reviewed the Tutorial Document and agree with the information presented within this document. Changes to this Document will be coordinated with, and reviewed by, the undersigned, or their designated representatives.

SI No.	Name	Designation	Contact	Date
1.	Justify B Shadap	Developer	8787338204	19 th August 2021

Thank you,
Brightdesk