# README DOCUMENT <u>UPLOADING STUDENT RESOURCES</u>

Step 1: Browse www.mjcollege.ac.in website and Click WebMail Link



Step 2: Login to college gmail account with your username and password





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Step 3: Click Apps Icon on the right top Conner of the web page, dialog pops up with various icons, click Drive icon

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 Step 5: Click on the upload icon found on left top Conner below the college logo. Select File and click

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Step 6: Dialog pops ups for selecting file to be uploaded. Select the file and click open

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Step 7: Wait till the file gets uploaded, then click share link, found on the upload window.

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Step 8: Sharing settings window opens, Click change link

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Step 9: Under sharing settings window select Public on the web and click save





#### Step 10: Copy the URL under Link to share

### Step 11: Log out from the Google Drive

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Step 13: Login in with your username and password ( username is same for login to gmail, google drive and student resources ). When login for first time on student resources you will be asked to change the password.





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Step 14: After login Click add new button

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Step 15: Enter the title for the resource and paste the URL copied from the google drive.

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#### Step 16: Click Insert

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Step 17: New Title will be listed in the title list



Step 18: Log out from the student resources menu page

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## README DOCUMENT <u>VIEWING STUDENT RESOURCES</u>

Step 1: Browse www.mjcollege.ac.in website and Click Student Resource Link



Step 2: Click Faculty Name (Xxxx Yyyy (zzz) <u>xyz@gmail.com</u>) to view list of resources uploaded by the faculty



Step 3: Displays list of resources uploaded by the respective faculty

