README DOCUMENT

UPLOADING STUDENT RESOURCES

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

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

Step 3: Click Apps Icon on the right top Conner of the web page, dialog pops up with various icons, click Drive icon
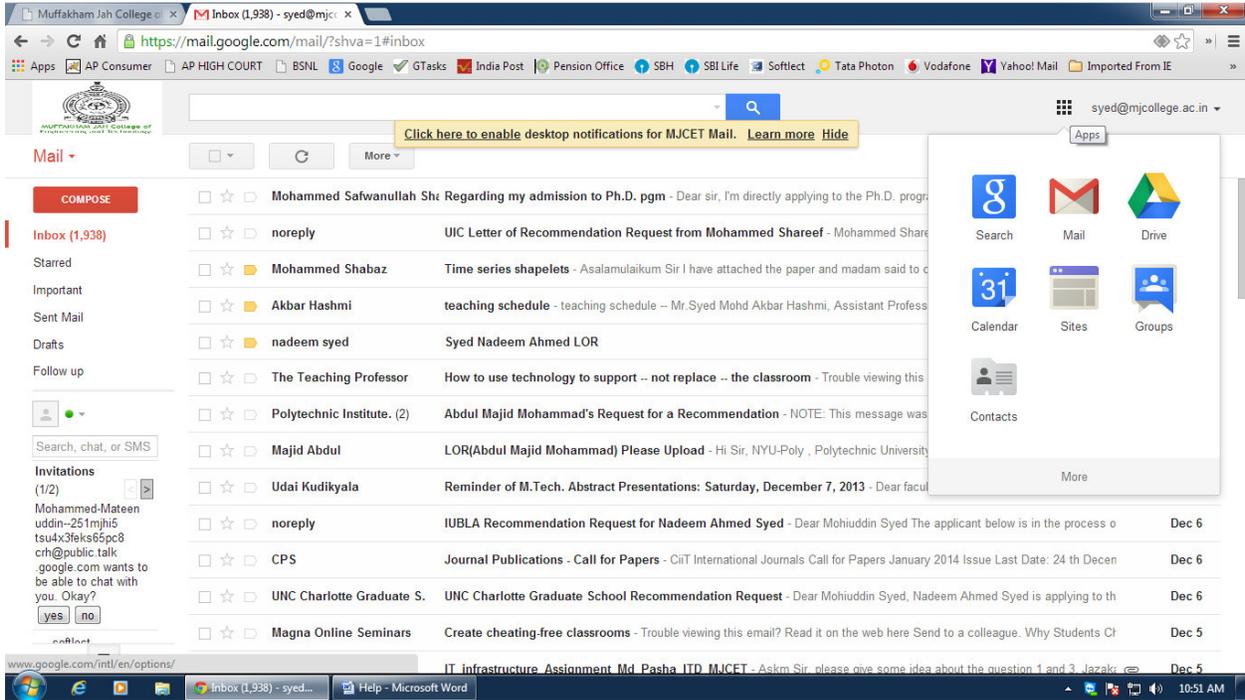
Step 4: Google Drives pages opens

Step 5: Click on the upload icon found on left top Conner below the college logo. Select File and click
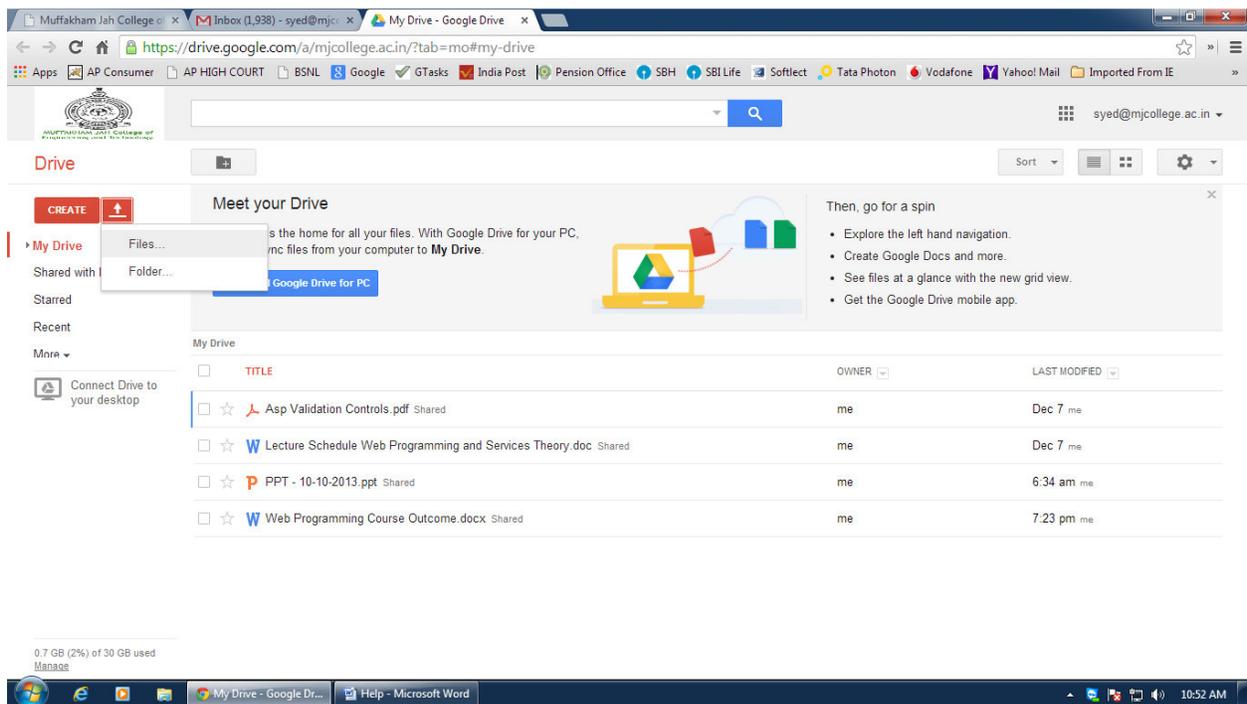
Step 6: Dialog pops ups for selecting file to be uploaded. Select the file and click open
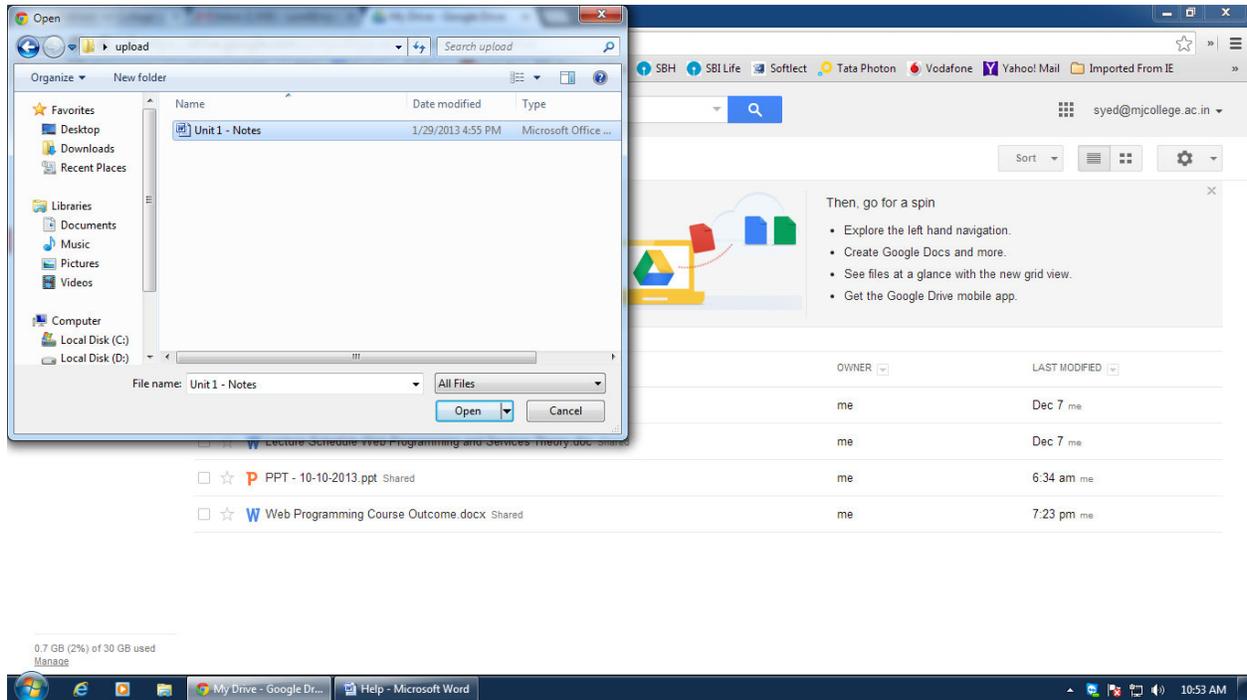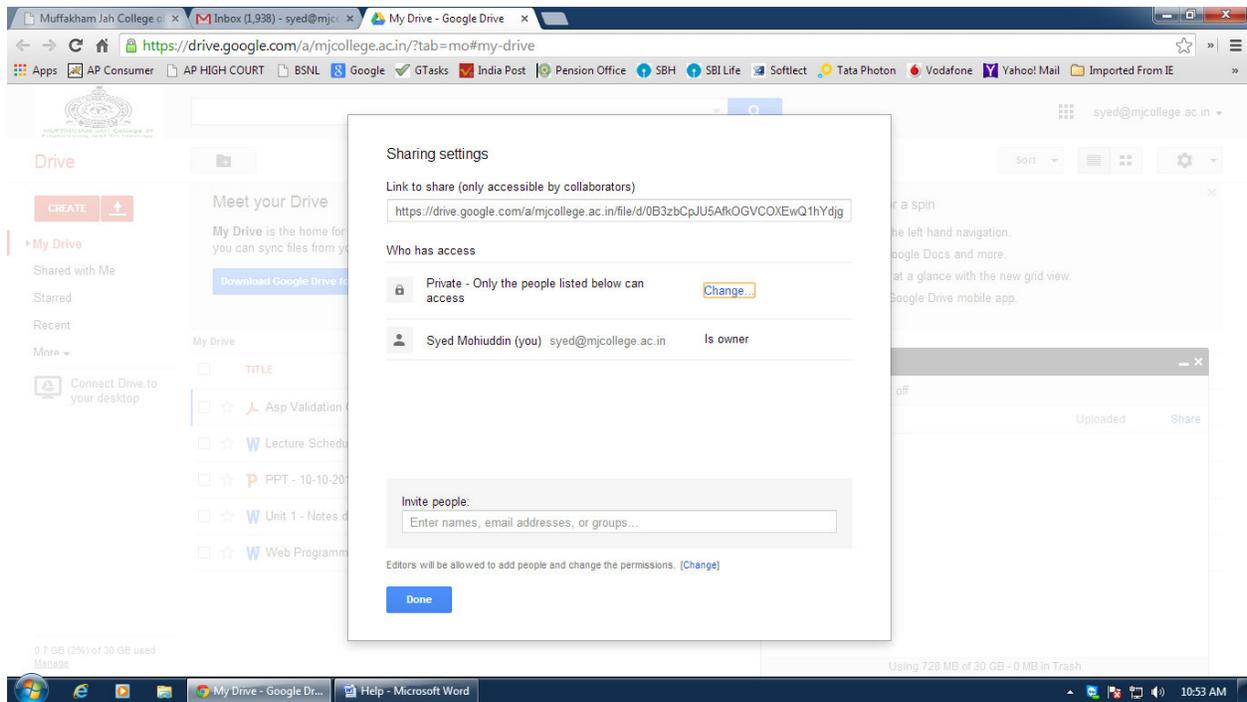
Step 7: Wait till the file gets uploaded, then click share link, found on the upload window.
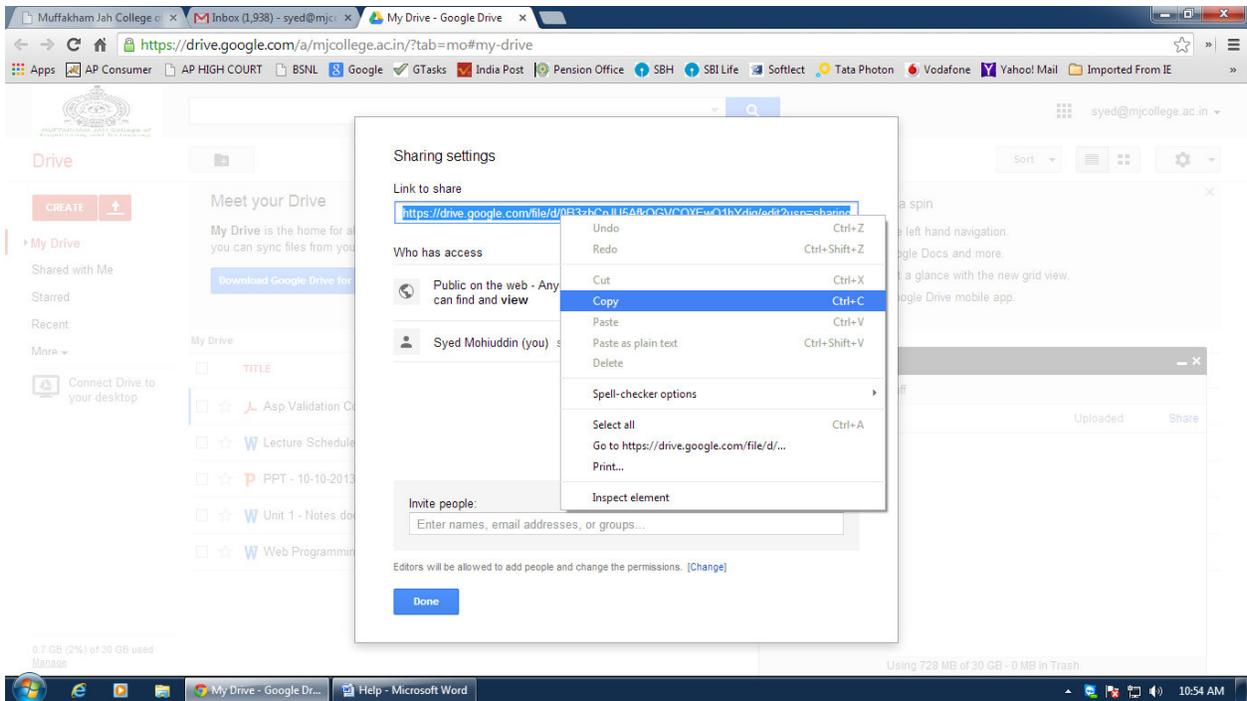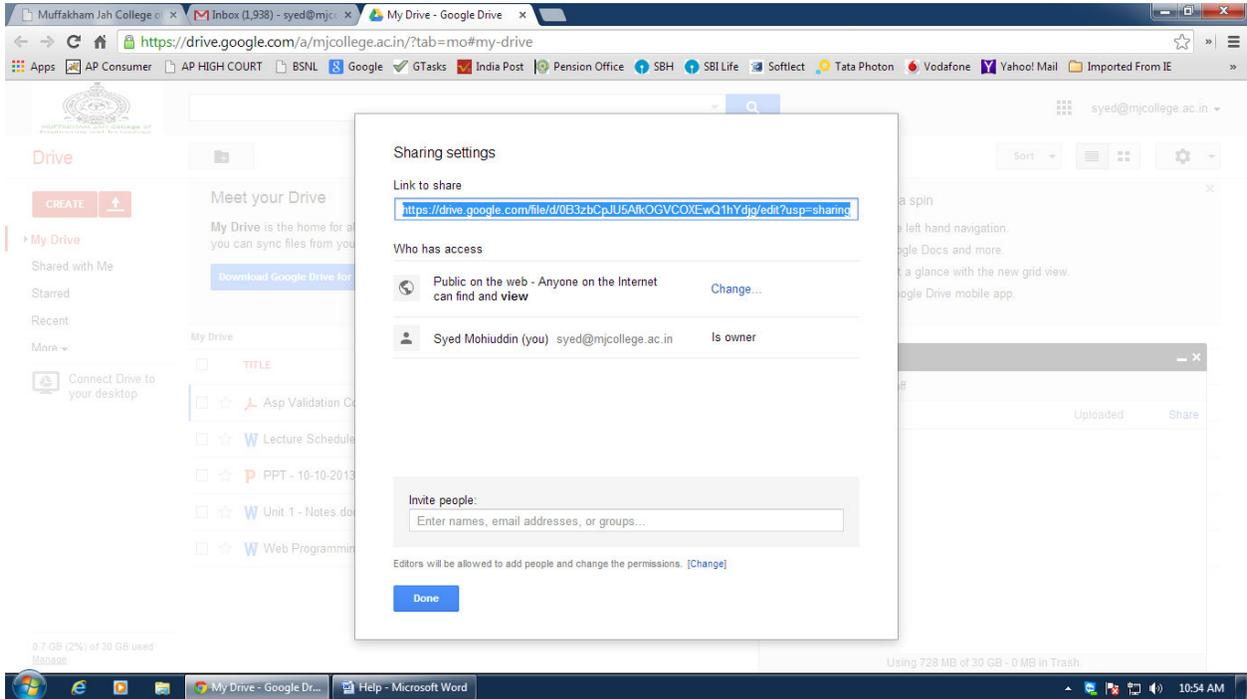
Step 8: Sharing settings window opens, Click change link

Step 9: Under sharing settings window select Public on the web and click save
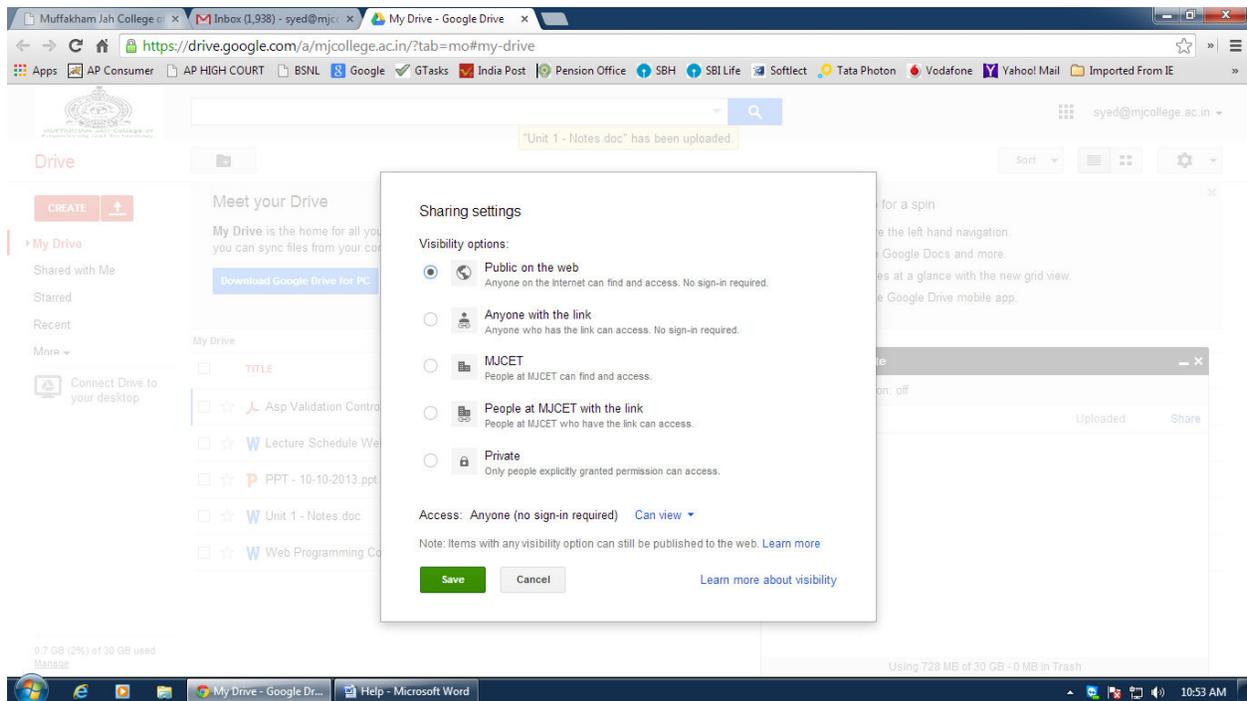
Step 10: Copy the URL under Link to share

Step 11: Log out from the Google Drive

Step 12: Click Faculty Login on mjcollege.ac.in

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.
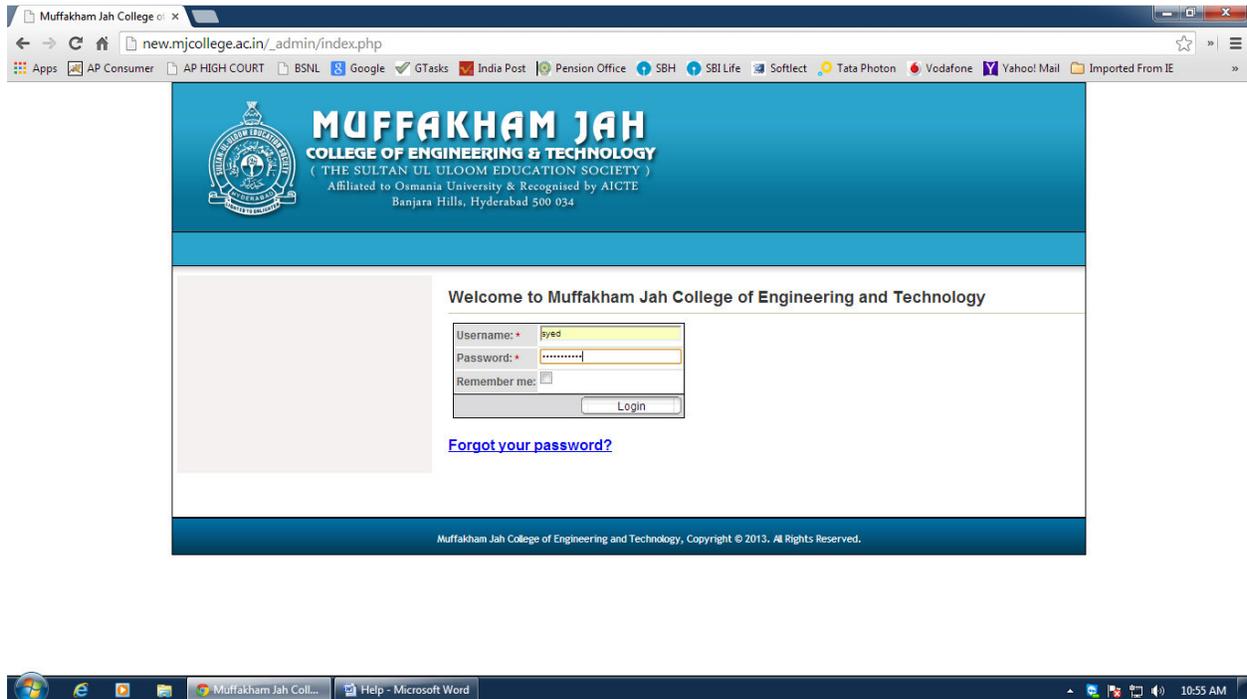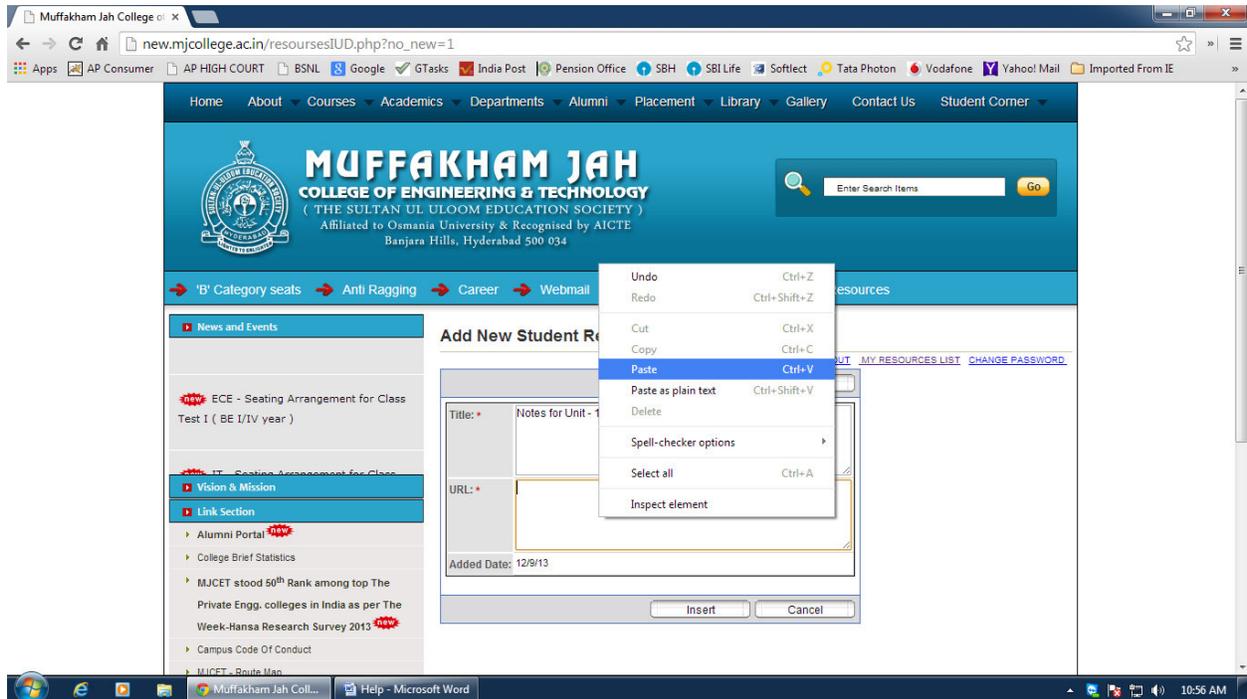
Step 14: After login Click add new button

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

Step 16: Click Insert

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

Step 18: Log out from the student resources menu page

README DOCUMENT

VIEWING STUDENT RESOURCES

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

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

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