

Guidelines for Faculty to create Assignment

1. Log on to <https://oneoncloud.com/> using your login credentials.
2. Type the assignment questions along with Instructions (if any) in the description field available in the portal (refer Faculty_Assignment_Creation_Manual_V1.0)
3. The descriptive assignment question and due dates for the submission should be approved from the course coordinator.
4. The mode of assignment submission should be scanned copy/image file of the handwritten document.
5. Uncheck the online text submission of the document to prevent the copy/ paste by the students.
6. Students can submit maximum of 20 files for each assignment.
7. Students can be given one assignments per day in concerned with class coordinators.
8. Grade point may be fixed as maximum 10 points and Grade may be awarded after the deadline.
9. Student file submission activities can be monitored in the portal.
10. Similarly, the formative assessments can be also conducted by enabling the online text option in the same manner.