User Manual

Student Mobile Application

TABLE OF CONTENTS

1. Introduction

Welcome to the Student Mobile Application by Creatrix Campus – your gateway to a seamless and enriched educational experience. This user manual is designed to guide you through the various features and functionalities of the mobile application, ensuring that you make the most of the innovative tools at your fingertips.

The Student Mobile Application is a dynamic and user-friendly platform tailored to meet the unique needs of students, providing access to vital academic information, communication tools, and resources anytime, anywhere. Whether you're checking grades, staying informed about upcoming events, or collaborating with peers, this application is your companion in navigating the educational journey.

In this user manual, you'll find comprehensive explanations, step-by-step instructions, and helpful tips to navigate through the application effortlessly. From the initial login process to utilizing advanced features, we aim to empower you with the knowledge needed to maximize the benefits of the Student Mobile Application.

Embark on a mobile-enhanced learning experience, stay connected with your educational ecosystem, and take control of your academic journey with the Student Mobile Application by Creatrix Campus. Let this user manual be your guide to unlocking the full potential of this innovative tool.

1.1 Overview of the Student Mobile Application
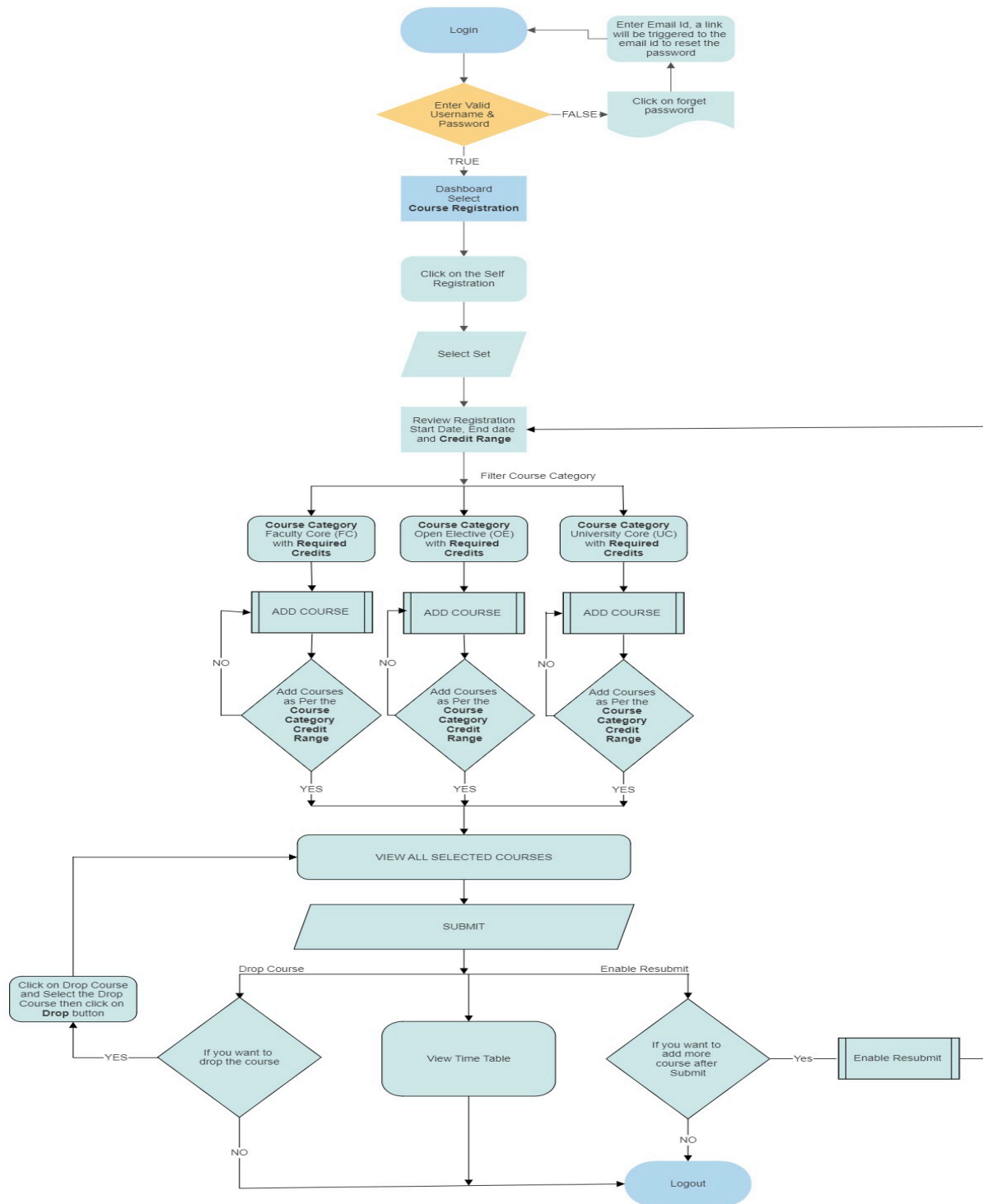
1.2 Purpose and Scope of the User Manual

The purpose of this User Manual is to provide a comprehensive and user-friendly guide for individuals using the Student Mobile Application by Creatrix Campus. It serves as a valuable resource to empower users with a detailed understanding of the application's functionalities, features, and best practices. The manual aims to facilitate a seamless user experience by offering step-by-step instructions, explanations, and practical insights. Whether you're just starting to use the app or you've been using it for a while and want to learn more about its cool features, this manual is here to help you get better at using the Student Mobile Application. It's designed to make you more skilled and make sure you can use the app easily and effectively.

The User Manual goes beyond just teaching you how to navigate the app. It covers a lot of things, like how to check your academic info, use communication tools, and make the most out of mobile learning. Whether you're a beginner or an experienced user, this manual is meant to be your main guide. It's here to make sure you understand everything about Creatrix Campus and feel confident using the Student Mobile Application. The goal is to give you the knowledge to have a great educational experience with the app.

2. Student Mobile Application

2.1 Creatrix Mobile App Installation

The below steps need to be followed to download the creatrix mobile application.
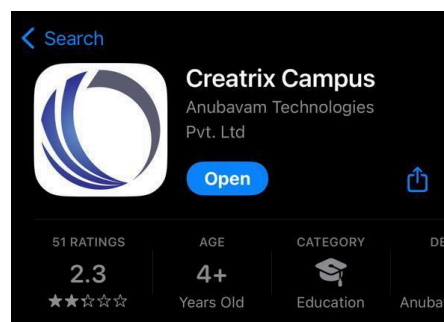
Step 1: Students need to download and install the mobile application of **creatrix campus** from the Play Store or App Store

Android OS:

https://play.google.com/store/apps/details?id=com.creatrixcampus&hl=en_US&gl=US&pli=1
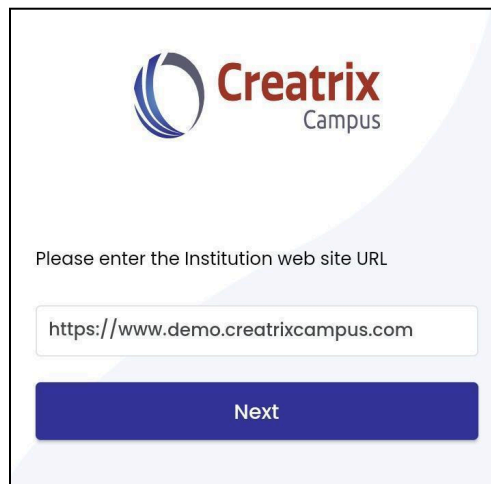

IOS: https://apps.apple.com/us/app/creatrix-campus/id97298743
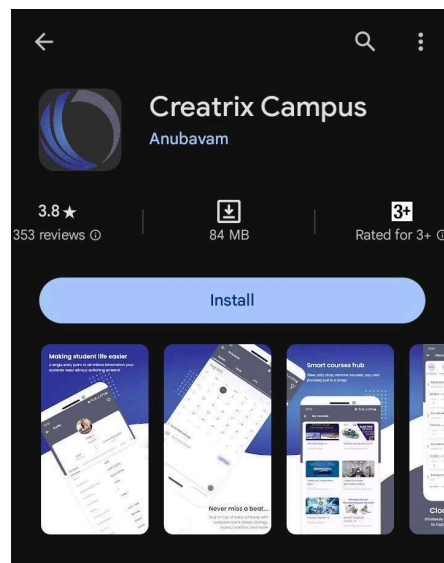
3. Creatrix Mobile App Students Login

How can students log in to the Creatrix platform
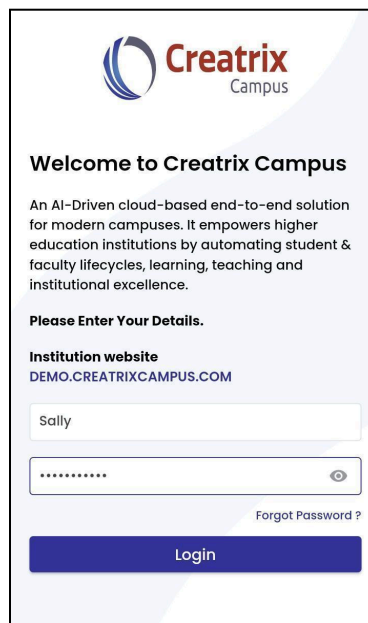
Students can follow the steps below to access the Creatrix platform.

Step 1: Enter the institution's website URL (e.g., https://www.demo.creatrixcampus.in) and proceed by clicking the next button.

Step 2: Enter your credentials to log in.

Step 3: Select the **Forgot Password** option, input your official email address, and proceed by clicking the **Send** button.
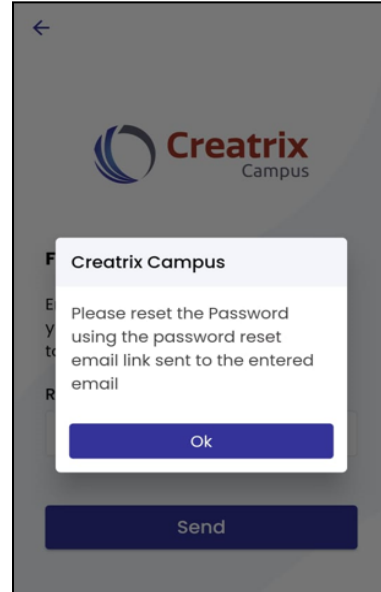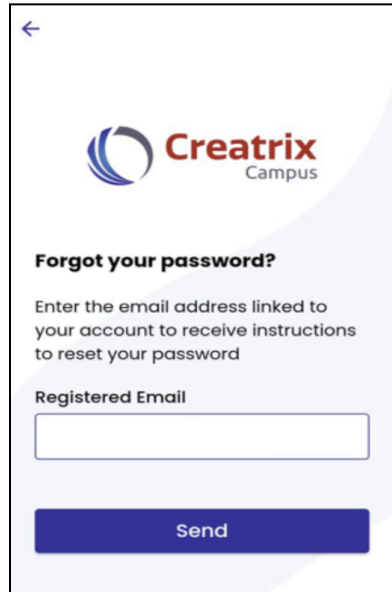
Step 4: Once you request a **password reset**, an email will be sent to your **email** address. Click on the provided **link** in the email to reset your password.
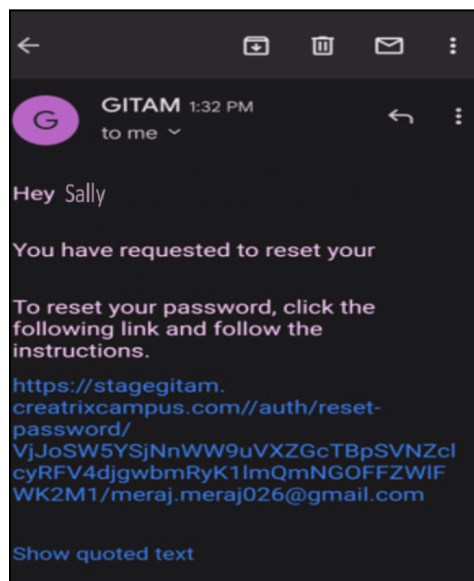
Step 5: Input the **new password** and select the **submit** button to confirm and update your password.
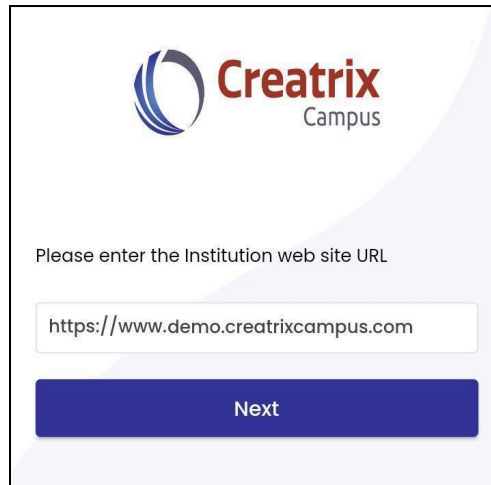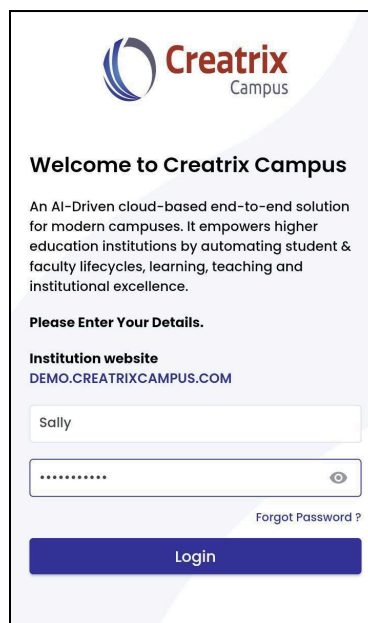
4. Student Profile

Step 1: Enter the institution's website URL (e.g., https://www.demo.creatrixcampus.in) and

proceed by clicking the next button.

Step 2: Enter your credentials to log in.

Step 3: After logging in, you will be directed to this page. To access the student profile, simply click on the **Profile** option.
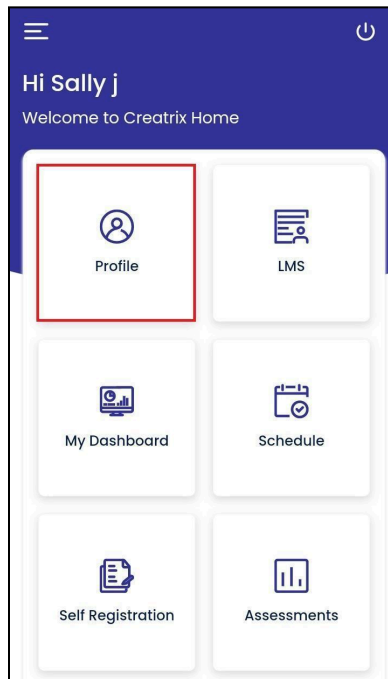
Step 4: Now, you can see your general and academic information. If you wish to make changes, click on this ✏️ button.
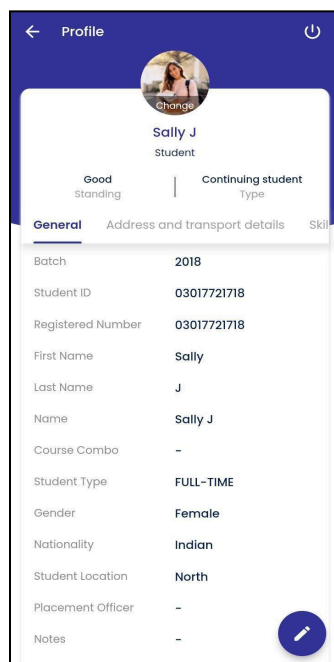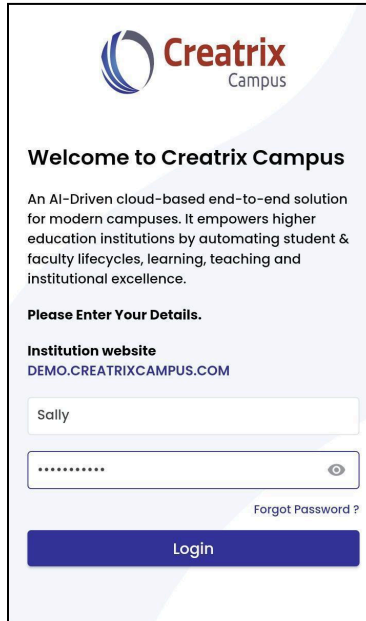
5. Self Registration

5.1 Add Courses Into The Cart

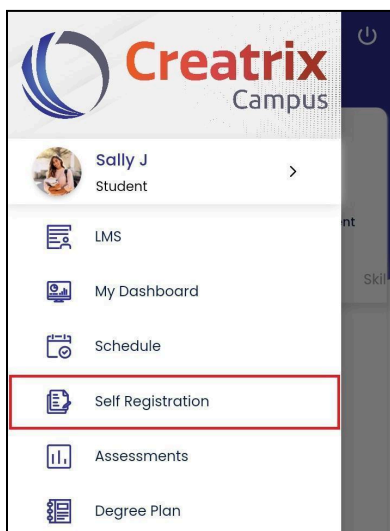How can students register for courses themselves in the Creatrix application?

Please perform the following steps.
**Step 1:** Enter your credentials to log in.

Step 2: Upon logging into the platform, students can access the dashboard and click on the ☰ icon. Subsequently, select **Self Registration** to view details related to Course registration.

Step 3: Students have the ability to observe course registration details on their screen, including student name, semester name, self-registration schedule name, start date, end date, and mentor name details. Now, click on the **›** arrow to proceed.
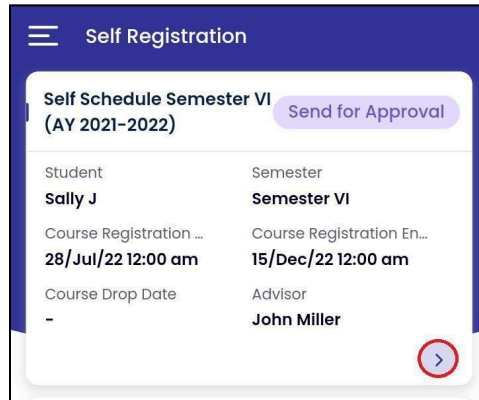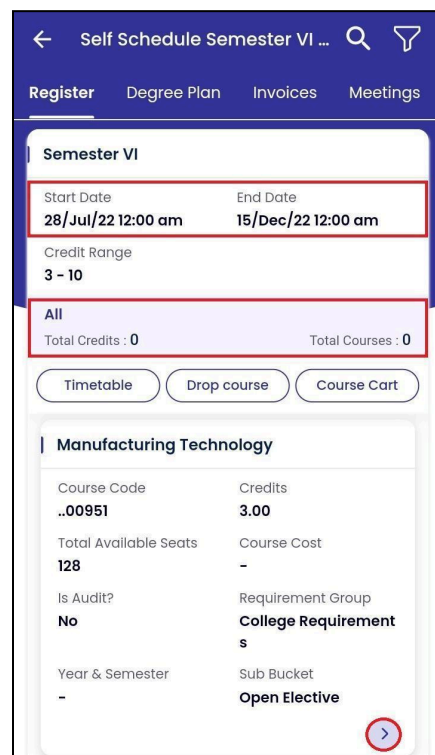

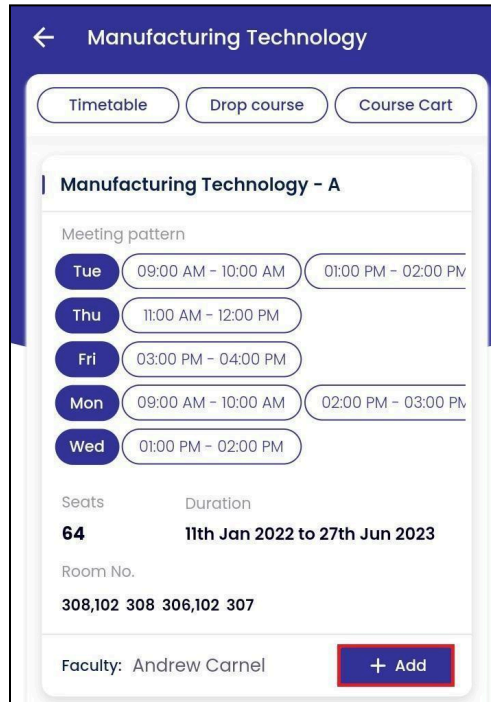**Step 4:** To select the course section set, click the **Filter** button.
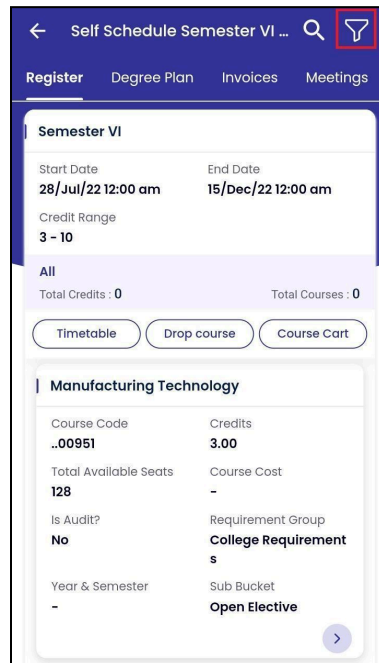
Step 5: To proceed, select the **Group** by clicking the filter option.
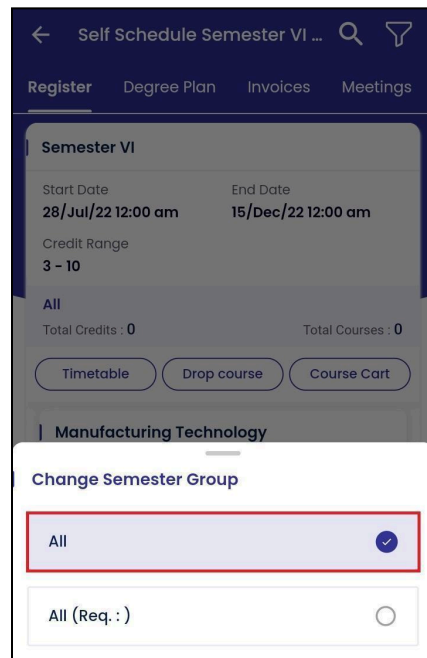
Step 6: Now, take a look at the beginning and ending dates, along with the total credits and courses linked to them. Now, click on the ❯ arrow to proceed.

Step 7: The student is required to choose the Meeting pattern, verify Seat availability, assess the course Duration, and identify the teaching Faculty. The student should click on the **+Add** button to include the course in their cart.

5.2 Course Purchase Timer

After adding a course to the Cart, the countdown timer initiates, requiring the user to choose all desired courses and finalize the registration within the allocated timeframe.

Step 1: After adding the course to the cart, a pop-up message will appear on the screen, and the status will be updated to **Added** under the action tab.
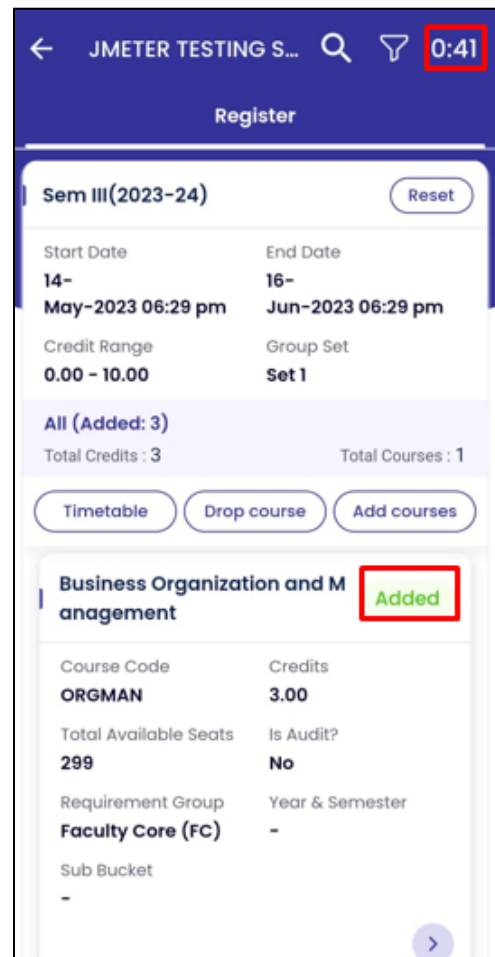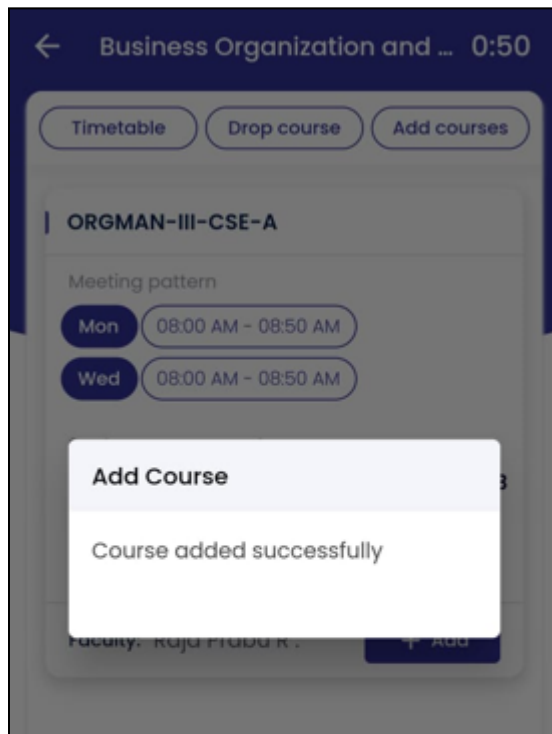
5.2.1 Time Exceed Warning

If the user fails to complete the registration within the specified time, a warning message for exceeding the time limit will be displayed, and the selected courses will be dropped automatically.
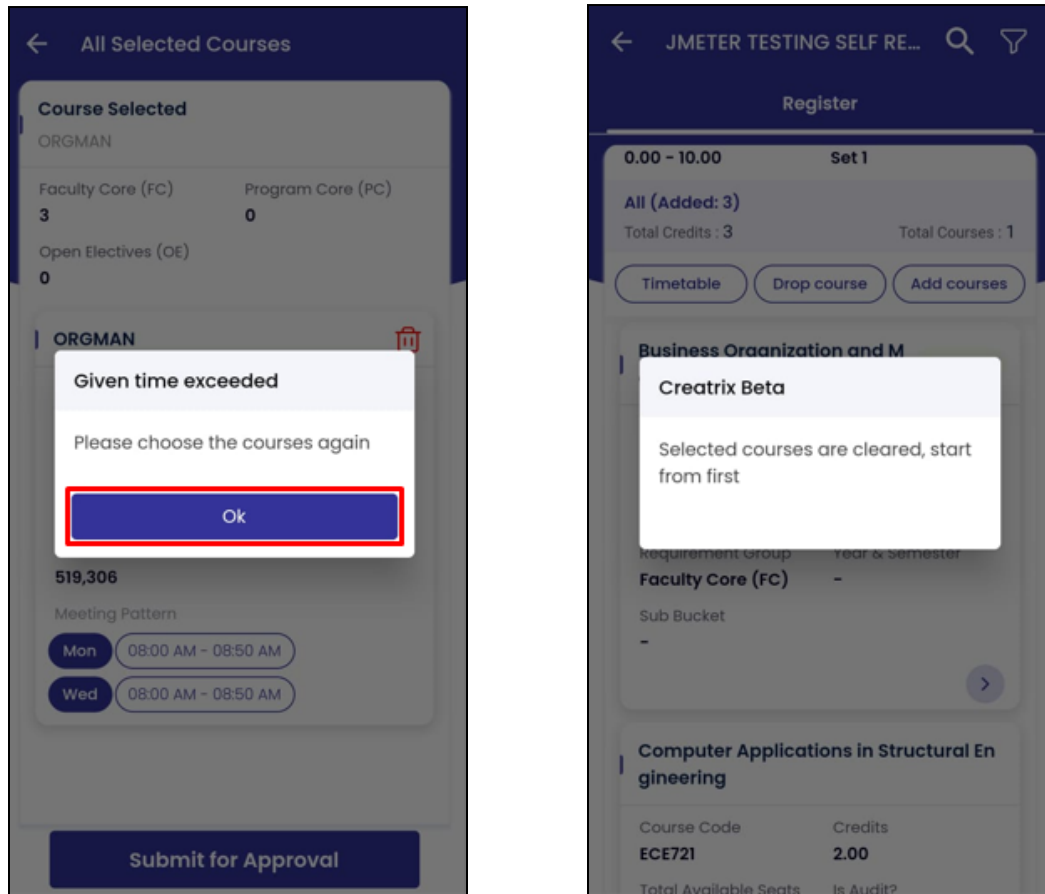
Reminder: The user has to choose the courses again.

5.2.2 Remove Courses from Cart
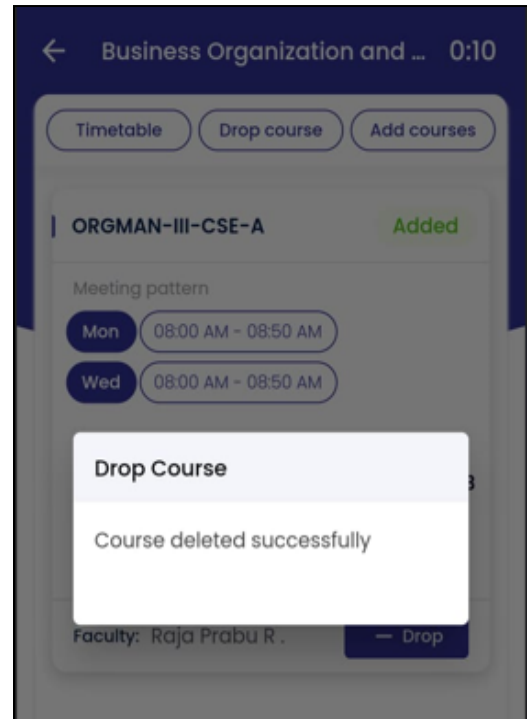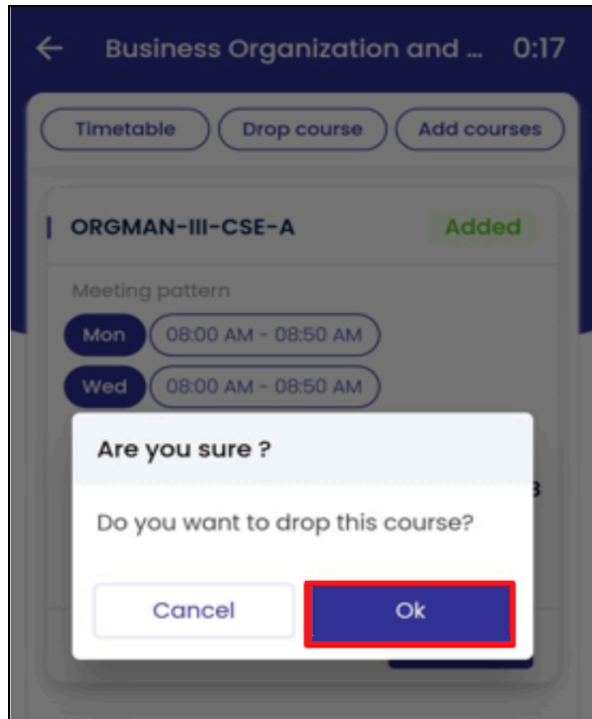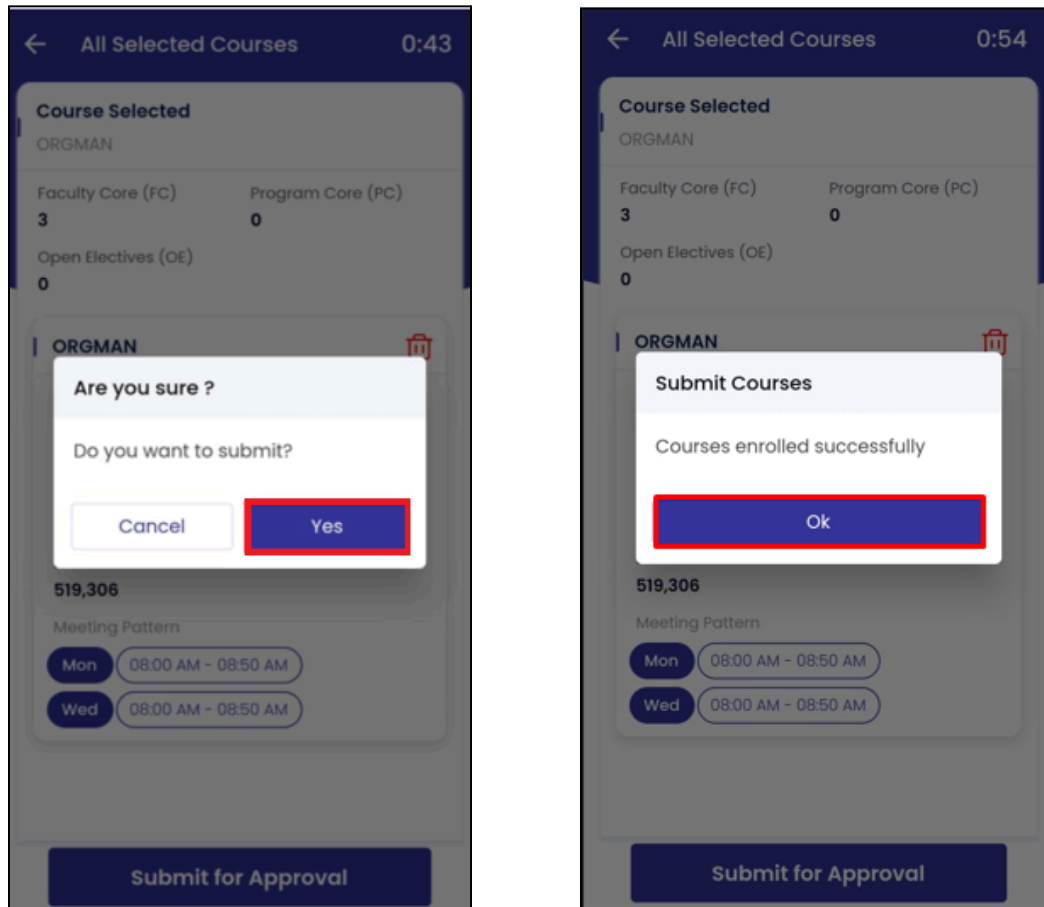
Students can remove a selected course by clicking on the drop button next to the respective course in the added courses list.

5.3 Review and Submit Courses from Your Cart

Step 1: Click on the Submit Courses button to review all selected courses, including category wise credits, under the Action button.


Step 2: After reviewing the selected courses, the student is required to press the submit button and confirm their choices by selecting the Yes button to save the preferences.

Reminder: Prior to submission, the student should carefully review details such as selected courses, total credits, and the overall number of courses.

5.4 Course Resubmission

**Step 1:** If a student wishes to add more courses after successfully registering, the screen will display the **Enable Resubmit** button. The student needs to click the **Yes** button to enable the course resubmission.
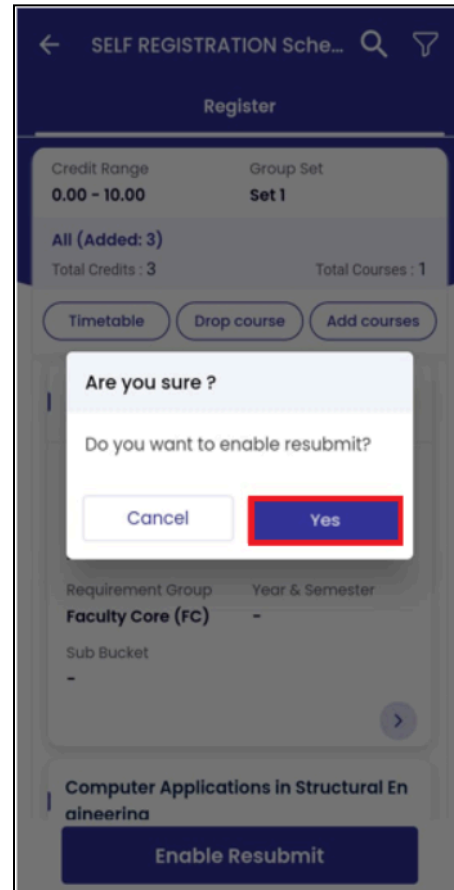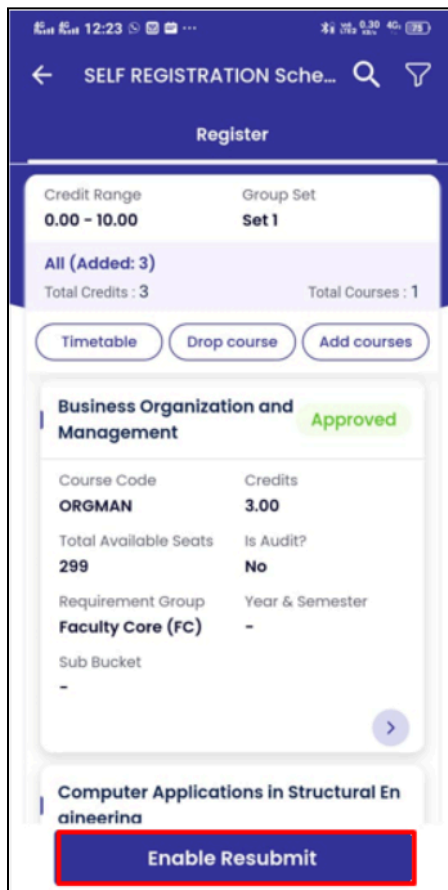
Once the student activates the feature, they can Add a new course in the cart. They should press the button for the chosen course to see the newly added one and hit the submit button to save it.

5.5 Access the Timetable

Step 1: Access the timetable for the selected courses by clicking on the **Timetable** button.
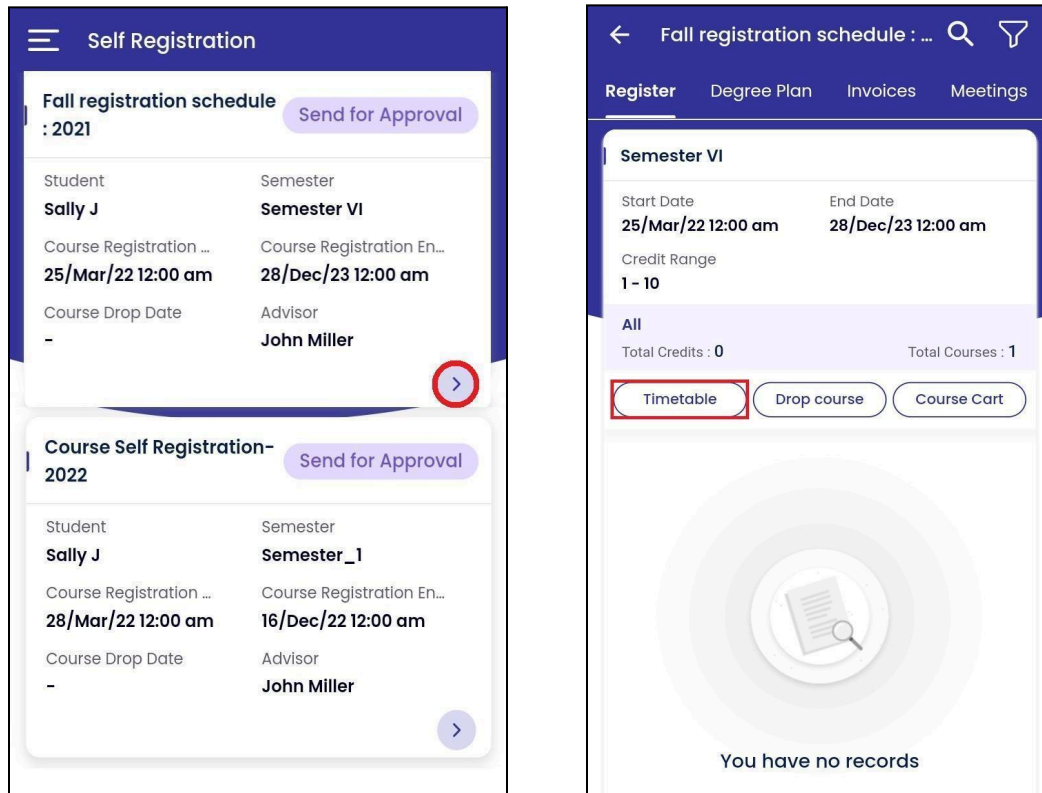
Step 2: You have the option to check the timetable, and within the schedule list, you can find the details of your course schedule.

5.6 Drop Approved Courses From The Cart

Step 1: The student has the option to remove a selected course from the cart by clicking on

the **Drop Course** button.
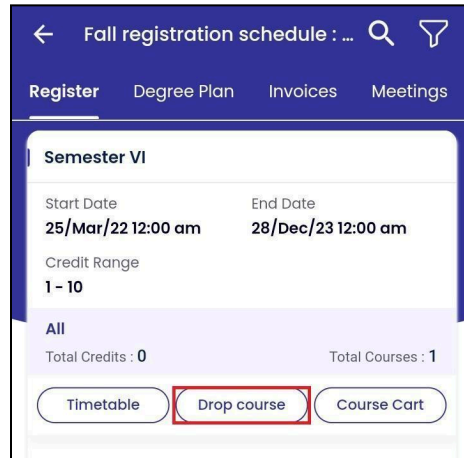
Step 2: Choose the course you wish to remove and press the **Drop** button.

Step 3: Click **Yes** to confirm the removal of the approved course.

Reminder:

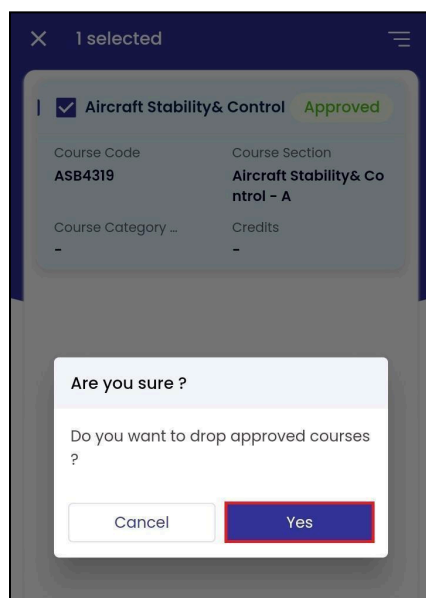1. You can remove courses from the cart based on the minimum required credits.

2. When dealing with Theory Practical (TP) Courses, students must choose either Theory or Practical, as both will be added to the cart if both are selected. Conversely, dropping any TP course will result in the automatic removal of both Theory and Practical (TP) courses from the cart. For example, Course101-Chemistry and Course101P-Chemistry Lab.

5.7 Reset Courses - Switch to Another Set

Step 1: Students have the option to switch to a different set during course registration. Clicking on **RESET** allows them to transition to another set, but it removes all previously selected courses from the previous set.
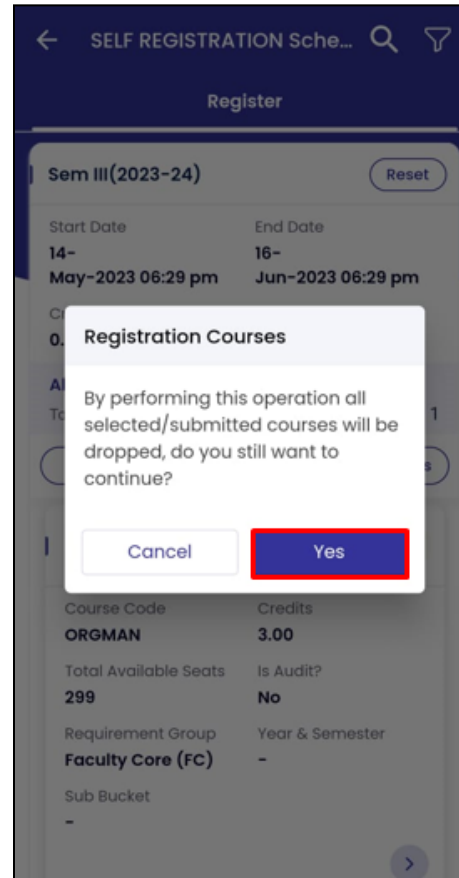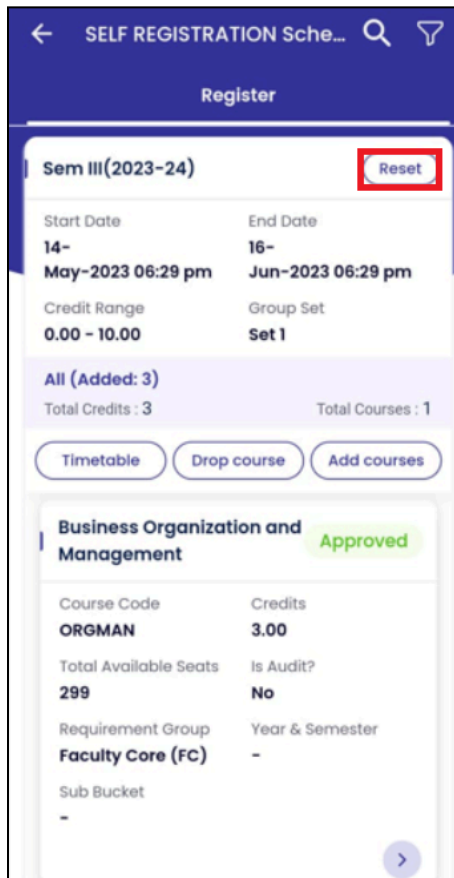
Step 2: Students cannot navigate to the home page while adding courses. If they attempt to do so, a popup message will appear, asking if they want to clear all added courses. If they choose **Yes**, all courses in the cart will be cleared.
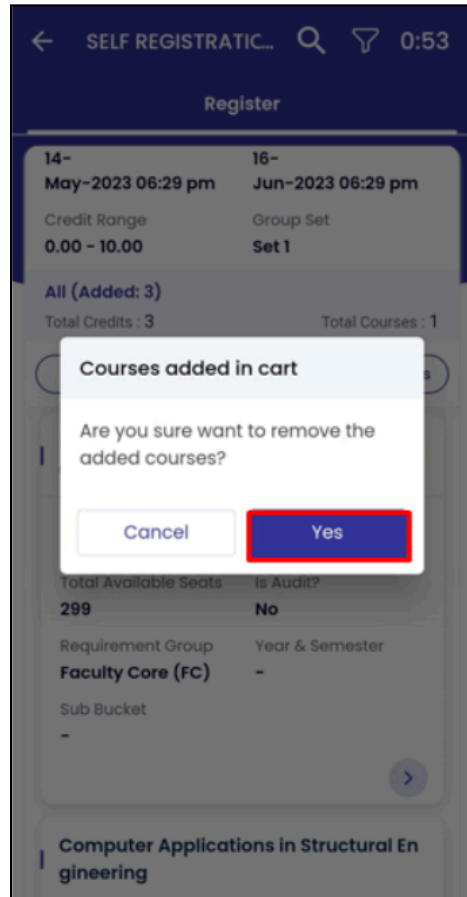
Reminder: If there is no activity from the student for more than one minute, the system will automatically refresh and return to the home page.

Step 5: You can now begin learning the course and participate in self-assessment for evaluation. Check the course overview, and if you have any questions, use the Q&A section to get clarification from the course specialist.