



GUJARAT TECHNOLOGICAL UNIVERSITY

MOOCs REGISTRATION

User Manual

For Students' Use

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1. Introduction

The MOOCs Registration Portal is an online module within the Gujarat Technological University (GTU) Student Information System that allows students to register for Massive Open Online Courses (MOOCs), submit examination and assessment results, and track their MOOC exemption status.

This manual explains, step by step, how to use both phases of the portal — the **‘Registration Phase’** and the **‘Exam, Result and Exemption Phase’** — and describes every field on each screen so that students can complete their MOOC formalities accurately and without error.

2. Getting Started — Accessing the Portal

1. Log in to the GTU Student Portal using your registered student credentials.
2. Navigate to the “MOOCs Registration” section from the student dashboard menu.
3. On the MOOCs Registration page, two phase tabs are displayed at the top of the screen:
 - **Registration Phase** — used to register for a new MOOC subject.
 - **Exam, Result and Exemption Phase** — used to submit exam results and claim exemption after completing a registered course.

Select the appropriate tab depending on the task you wish to perform. Each phase is explained in detail in the sections below.

3. Module 1: Course Registration Phase

The Registration Phase is used to register for a MOOC subject in a given session. This must be completed before a student can submit results for that subject.

3.1 Registering for a MOOC Subject

To register for a new MOOC subject, follow the steps below.

4. Click the **‘Registration Phase’** tab. The Registration form is displayed.
5. Select the **‘Session’** for which you are registering
6. Select the **‘Platform’** from the dropdown list (for example, NPTEL or SWAYAM).
7. The Local Chapter ID and EXAMTYPE fields are pre-filled by the system based on your institute and program, and cannot be edited.
8. Select **‘Semester’** from the dropdown list.

9. Select the **'Category'** of the course.
10. Select the **'Subject Code'** from the dropdown list. Once selected, the corresponding Subject Name is automatically displayed.
11. Your ABC ID / AAPAR ID (12-digit Academic Bank of Credits identifier) will be pre-filled.
12. Enter the **'Course Registration Date'** — the date on which you registered on the external platform (e.g. NPTEL or SWAYAM).
13. Click Choose File under Registration Receipt (PDF) and upload the e-mail copy or Rs. 1100/- fee receipt in PDF format.
14. Review all entered details, then click Submit Registration to complete the process.

The screenshot displays the 'Moocs Registration' dashboard in the 'Registration Phase'. The form is titled 'Registration Dashboard' and contains the following fields:

- Session ***: Radio buttons for 'Jan - 2026' and 'Feb - 2026'.
- Platform ***: A dropdown menu with the option 'Select Platform'.
- Local Chapter ID**: A text input field with the value '0000'.
- EXAMTYPE**: A text input field with the value '00'.
- Semester ***: A dropdown menu.
- Category ***: A dropdown menu with the option 'Select Category'.
- Subject Code ***: A dropdown menu with the option 'Select Subject Code'.
- Subject Name**: A text input field.
- ABC ID / AAPAR ID**: A text input field with the value '000000000000'.
- EXAMTYPE Registration Date ***: A date input field with the value 'dd-mm-yyyy'.
- Registration Receipt (PDF) ***: A button labeled 'Choose File' and a link 'No file chosen'.

A blue 'Submit Registration' button is located at the bottom of the form.

Figure 1 — Registration Dashboard (blank form, Registration Phase)

Figure 2 — Registration Dashboard with Session, Semester, Category, and Subject Code selected

3.2 Understanding the Fast Track Policy Note

Note: If a student is **eligible for the Fast Track policy**, has **applied under the Fast Track policy**, and selects the **Current Semester** during registration, the system displays an informational message indicating that the registration will be processed according to the applicable Fast Track policy rules. This message is for informational purposes only and does not require any additional action from the student.

3.3 Viewing the Registered Subjects List

After a subject is successfully submitted, it appears in the Registered Subjects List at the bottom of the Registration part. This table displays the Examtype, Platform, Local Chapter ID, Semester, Category, Subject Code, Subject Name, Course Registration Date, AAPAR ID, and current Status of each registered subject.

- Click View under the View Receipt column to view the uploaded registration receipt.
- The Status column shows the current stage of the registration, such as Result Upload Pending, until an exam result is submitted.

The screenshot displays the GTU MOOCs Registration Portal. At the top, there is a header with 'GTU TECHNOLOGICAL UNIVERSITY' and a 'Logout' button. The main content area is divided into two sections. The top section is a registration form with the following fields: 'Local Chapter ID' (dropdown), 'EXAMTYPE' (dropdown), 'Semester' (dropdown), 'Category' (dropdown), 'Subject Code' (dropdown), 'Subject Name' (text input), 'ABC ID / AAPAR ID' (text input), 'EXAMTYPE Registration Date' (date picker), and 'Registration Receipt (PDF)' (file upload button). A red alert box states: 'Note: You are registering for the Jan 2020 session under the Fast Track policy.' Below the form is a 'Submit Registration' button. The bottom section is titled 'Registered Subjects List' and contains a table with the following data:

Examtype	Platform	Local chapter Id	Semester	Category	Subject Code	Subject name	Course Registration Date	AAPAR ID	View Receipt	Status	Action
BT	NPTEL	0402	6	REC-03 (MOOC)	mc06-w01	Computer Vision and Image Processing – Fundamentals and Applications	23-07-2018	078348750415	View	Result Upload Pending	Delete

Figure 3 — Registered Subjects List showing a submitted registration with status “Result Upload Pending”

3.4 Deleting a Registration

If an incorrect entry has been submitted, a student may remove it and re-register with the correct details.

15. Locate the relevant row in the Registered Subjects List.
16. Click the Delete button in the Action column for that row.
17. Confirm the deletion when prompted. The subject will be removed from the list and can be registered again with correct details.

4. Module 2: Exam, Result and Exemption Phase

Once a MOOC subject has been registered and the course/exam has been completed on the external platform, the student must submit the exam and assessment marks through the Exam, Result and Exemption Phase to obtain exemption.

4.1 Submitting Exam and Assessment Details

18. Click the ‘Exam, Result and Exemption Phase’ tab.
19. Select the ‘Subject Code’ for which you wish to submit the result. This must already exist in your Registered Subjects List.
20. Enter your ‘Exam Seat Number’ as issued by the platform.

21. Re-enter the same value in '**Repeat Exam Seat Number**' to confirm accuracy.
22. Enter the '**Exam Date**' on which the exam was conducted.
23. Enter the marks obtained in '**Enter Assignment Obtained Marks**'. The Assignment Total Marks field is pre-filled by the system (e.g. 25 or 30) and cannot be edited.
24. Enter the marks obtained in Enter Exam Obtained Marks. The Exam Total Marks field is pre-filled by the system (e.g. 75 or 70) and cannot be edited.
25. The Overall Percentage and Result fields are calculated automatically once both mark fields are entered (see Section 4.2).
26. If the Result is Pass, click Choose File under Upload Exam Result and attach the result/certificate document.
27. Select the Exemption option — Yes or No — as applicable.
28. Click Submit to save the exam result.

The screenshot displays the 'Moocs Registration' portal interface. At the top, there is a blue header with the text 'Moocs Registration'. Below the header, there are two tabs: 'Registration Phase' and 'Exam, Result and Exemption Phase', with the latter being selected. The main content area is titled 'Exam, Result and Exemption Phase Dashboard'. It contains a form with the following fields and controls:

- Subject Code: A dropdown menu showing 'rpx26-w01'.
- Exam Seat Number: A text input field.
- Repeat Exam Seat Number: A text input field.
- Exam Date: A date picker showing 'dd-mm-yyyy'.
- Enter Assignment Obtained Marks: A text input field.
- Assignment Total Marks: A text input field with the value '25'.
- Enter Exam Obtained Marks: A text input field.
- Exam Total Marks: A text input field with the value '75'.
- Overall Percentage: A text input field.
- Result: A text input field.
- Exemption: Radio buttons for 'Yes' (selected) and 'No'.
- Submit: A blue button at the bottom.

Figure 4 — Exam, Result and Exemption Phase Dashboard (blank form)

Figure 5 — Exam, Result and Exemption Phase Dashboard with marks entered and result auto-calculated

4.2 Auto-Calculated Fields

The following fields are computed automatically by the system and cannot be typed into directly:

Field	Description
Assignment Total Marks	Fixed maximum marks for the assignment component, set according to the subject platform (e.g. 25 or 30).
Exam Total Marks	Fixed maximum marks for the exam component, set according to the subject platform (e.g. 75 or 70).
Overall Percentage	Automatically calculated from (Assignment Obtained Marks + Exam Obtained Marks) against the combined total marks.
Result	Automatically shown as Pass or Fail based on the Overall Percentage and the subject's passing criteria.

4.3 Viewing the Exam Results List

Submitted results appear in the Exam Results List at the bottom of the page, showing the Subject Code, Subject Name, Exam Seat Number, Exam Date, Assignment Obtained Marks, Exam Obtained Marks, Overall Percentage, Result, Exemption status, and options to view the uploaded result document.

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Repeat Exam Seat Number:

Exam Date:

Enter Assignment Obtained Marks:

Assignment Total Marks:

Enter Exam Obtained Marks:

Exam Total Marks:

Overall Percentage:

Result:

Exemption: ☒ Yes ☐ No

Exam Results List

Subject Code	Subject name	Exam Seat Number	Exam Date	Assignment Obtained Marks	Exam Obtained Marks	Overall Percentage	Result	Exemption	View Result	Status / Action
result-ed/1	Computer Vision and Image Processing - Fundamentals and Applications	123	01-08-2020	20.00	70.00	80.00	Pass	Yes	View	Edit / Delete

Figure 6 — Exam Results List showing a submitted and passed result with Edit and Delete options

4.4 Editing or Deleting a Result Entry

If a mistake is found after submission, it can be corrected as follows.

29. Locate the relevant row in the Exam Results List.
30. Click Edit in the Status / Action column. The form above is populated with the existing values for that entry.
31. Update the required fields and click Save Edit to apply the changes.
32. Alternatively, click Delete to remove the entry entirely. Confirm the action when prompted.

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☐ Registration Phase ☒ Exam, Result and Exemption Phase

Exam, Result and Exemption Phase Dashboard

Subject Code:

Exam Seat Number:

Repeat Exam Seat Number:

Exam Date:

Enter Assignment Obtained Marks:

Assignment Total Marks:

Enter Exam Obtained Marks:

Exam Total Marks:

Overall Percentage:

Result:

Upload Exam Result: No file chosen

Exemption: ☒ Yes ☐ No

Figure 7 — Exam, Result and Exemption Phase form in Edit mode, showing the “Save Edit” action