



Student User Manual for Problem Based Learning Activities (PBL) – Task Submission System “MyTasks Page”

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1. Introduction

The MyTasks page is the official student dashboard for managing monthly academic activities, subject-wise assignments, uploads, and continuous evaluation submissions. This portal enables students to complete faculty-assigned academic tasks digitally in a structured and transparent manner, ensuring efficient academic workflow management.

This manual provides comprehensive guidance on how to navigate, utilize, and maximize the MyTasks system for optimal academic performance and submission management.

2. System Purpose

The MyTasks portal is strategically designed to assist students with the following objectives:

- View assigned tasks organized month-wise for better temporal organization
- Select specific subjects and corresponding activity categories



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- Upload assignment and project files securely and reliably
- Track comprehensive submission history and status updates
- Monitor submission deadlines and real-time status indicators

3. Pre-Requirements

Before accessing the MyTasks system, students must ensure the following prerequisites are met:

- Possession of valid login credentials issued by the institution
- Correct semester and subject selection in the system
- Required documents in supported formats (PDF, DOC, DOCX, or TXT)
- Stable and reliable internet connection for smooth file upload operations
- Familiarity with basic computer operations and file management

4. Page Overview with Screen References

The MyTasks interface comprises several key functional sections that work together to provide a seamless user experience:

Screen Reference 1: Subject and Task Schema Selection

This section displays subject selection dropdown menus and task schema options for different academic activities. Users can select their enrolled subjects and view corresponding task categories assigned by faculty.

Screen Reference 2: Upload Controls and Submission Status

This section displays upload controls, submission action buttons, and a comprehensive status grid showing submission history with timestamps and file details.

Screen Reference 3: Category/Activity Selection and Task Progression

This section demonstrates category and activity selection functionality, along with deadline-based task progression indicators. It clearly displays upcoming, active, and expired tasks with visual status indicators.



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My Tasks Dashboard
Manage and track your academic submissions efficiently

Student Information

SEMESTER
Semester: 6

INSTITUTE CODE
Institute Code: 013

BRANCH CODE
Branch Code: 07

COURSE NAME
Course Name: BE

Select Subject

BE08000151 - Java Technology

Task Schema & Guidelines

Access the official university task schema and submission guidelines for your semester and degree program.

View Task Schema (BE08000151)

Monthly Submissions

Month 1 Task (Last Date: 11-Jul-2026)

-- Select Category --

Upload

10 Marks

Active Now

Month 2 Task (Last Date: 10-Jul-2026)

-- Select Category --

Upload

10 Marks

Active Now

Month 3 Task (Last Date: 10-Jul-2026)

-- Select Category --

Upload

10 Marks

Coming Up

Submission History

MONTH	UPLOADED FILE	SUBMISSION DATE
1	OutgoingPDFView.pdf	02-May-2026 16:57



5. Step-by-Step Student Process

Follow these carefully ordered steps to successfully submit tasks via the MyTasks system:

- **Authentication:** Log into the student portal using your authorized credentials and unique student ID.
- **Navigation:** Locate and open the MyTasks page from the main dashboard or navigation menu.
- **Verification:** Verify that your personal and academic details displayed on screen are accurate and current.
- **Subject Selection:** Select the correct subject from the dropdown menu corresponding to your coursework.
- **Time Period:** Choose the appropriate month or task cycle from the available options.
- **Category Selection:** Select the correct activity category or assignment type as specified by your faculty.
- **File Selection:** Click Browse or Choose File button and attach your prepared document.
- **Verification:** Carefully verify all selected file details including filename, format, and size before proceeding.
- **Submission:** Click the Upload or Submit button to initiate the file upload process.
- **Confirmation:** Check the submission grid to confirm successful upload with status indicators and timestamps.

6. File Upload Guidelines

Adherence to the following guidelines will minimize failed submissions and ensure optimal system performance:

The maximum marks allotted for the PBL component are 30. Faculty members shall award marks out of 10 for each month (Month 1, Month 2, and Month 3), making a total of 30 marks. Students are required to upload only one consolidated file per month. In case more than one activity is assigned by the faculty during a particular month, all activities shall be included in the same file.

Supported File Formats

- PDF (Portable Document Format)
- DOC (Microsoft Word 97-2003 format)
- DOCX (Microsoft Word 2007 and later format)
- TXT (Plain text format)



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Critical Upload Requirements

- Upload only supported file formats as specified above
- Avoid corrupted, damaged, or password-protected files
- Ensure file size remains within institutional limits
- Use proper and descriptive file naming conventions
- Complete all submissions well before the designated deadline

7. Submission Status Guide

The submission status grid displays various status indicators that inform you of the current state of your submissions:

Status	Description
Pending	Task has been assigned but not yet submitted by the student
Uploaded	Submission has been completed successfully with confirmation
Updated	Previous submission has been replaced with a new version
Deadline Closed	Submission period has ended and no further uploads are accepted

8. Troubleshooting Common Issues

If you encounter difficulties while using the MyTasks system, consult the following troubleshooting guide:

Upload Failed Error

Issue: The system returns an error message when attempting to upload a file.

Solution: Verify stable internet connection, confirm file format compatibility, and check that file size does not exceed system limits.

Subject Not Available

Issue: Expected subject does not appear in the dropdown menu.

Solution: Refresh the page, clear browser cache, or contact system administrator for enrollment verification.



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Submission Not Showing in Grid

Issue: Submitted files do not appear in the status grid despite successful upload.

Solution: Refresh the page, re-login to your account, and verify correct subject and time period selection.

Deadline Expired

Issue: The submission period for a task has closed and uploads are no longer accepted.

Solution: Contact your faculty member immediately to request submission deadline extension or late submission approval.

9. Best Practices

Implement these professional practices to optimize your use of the MyTasks system:

- Do not postpone submissions until the final deadline day; submit early to avoid last-minute technical issues
- Always verify subject, month, and category selections before initiating file upload
- Maintain backup copies of all uploaded files for future reference and record-keeping
- Check submission confirmation and status indicators after every upload operation
- Use desktop or laptop browsers for optimal upload experience and system compatibility
- Regularly monitor assignment deadlines by checking the MyTasks page weekly
- Rename files descriptively to facilitate faculty identification and organization
- Contact system support immediately if you encounter persistent technical issues

10. Final Submission Checklist

Before submitting any assignment, complete this comprehensive checklist:

✓	Checklist Item
☐	Correct Subject Selected
☐	Correct Month/Time Period Selected
☐	Correct Activity Category Selected
☐	Correct File Attached and Verified



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☐	File Format is Supported (PDF, DOC, DOCX, or TXT)
☐	File Size is Within Acceptable Limits
☐	Submission is Within Deadline
☐	Submission Confirmed with Status Update

Conclusion

The MyTasks system represents a critical academic workflow tool for continuous evaluation and assignment management. Its proper utilization ensures timely submissions, accurate tracking, and significantly improved academic performance management.

Students are strongly advised to:

- Use this system carefully and diligently throughout the academic term
- Regularly monitor assignment deadlines and submission statuses
- Seek technical support promptly when encountering issues
- Maintain organized records of all submissions and confirmations
- For additional support, contact your institution's support team or academic administration office.