

J-17060/129/2013
Government of India
Ministry of Rural Development
Department of Rural Development
(DDU-GKY Division)

New Delhi, dated 21st April, 2015

Notification No.15 /2015

Subject: Assessment and Certification on the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU GKY) – Standard Operating Procedures (SOP)

1. The SOP of DDU-GKY (erstwhile Aajeevika Skills), version 1 was notified in July, 2014 and lays down some of the key procedures and quality norms relating to the implementation of the program through Project Implementation Agencies (PIAs).
2. It is incumbent that all stakeholders directly involved with the execution of the project should be well versed with the contents of the SOP for effective implementation of the DDU GKY projects. It is therefore being made mandatory for all stakeholders directly involved with the implementation of the projects under DDU GKY to be trained, assessed and certified on the important aspects of the SOP. To facilitate easy access and self-learning of the SOP an e-learning portal with web address <http://ddugkysop.in/> is under development. Currently a beta version is ready and is being tested. All potential users are requested to use the website extensively and give feedback for improving it. The portal will be fully functional from 1st May, 2015 and the certification process will start immediately after that.
3. A user manual for the beta version of the website is also attached with this document.
4. There will be two levels of courses available - namely Professional and Trainer:
 - a. **Professional:** This is the minimum level to which all personnel involved in execution and implementation of the DDU GKY project need to be trained and certified. There are four courses available at this level :
 - i. Operations and Quality
 - ii. Finance
 - iii. MIS
 - iv. Comprehensive
 - b. **Trainer:** On successful completion of the course at Trainer level a candidate is expected to train examinees and to guide the organisational teams in various processes prescribed by the SOP. There will be four courses at this level :

- i. Operations and Quality
- ii. Finance
- iii. MIS
- iv. Comprehensive

Currently, in the beta version the MIS module is not active. Till then MIS personnel should take the Operations and Quality course.

5. Keeping the exigencies of the projects in view the PIAs, state governments and CTSAAs are requested to follow the following schedule for certification:

Certification cut-off date 30-06-2015		
Stakeholder	Personnel - Professional Level	Personnel -Trainer Level
PIA	1. Project head and functional heads of MIS and Q team, and Q team members 2. At least 3 operations team members 3. At least 2 finance team members	1. Operations team – 1 2. Quality team - 1 3. MIS team – 1 4. Finance team - 1
State	1. State level functionaries	
CTSA		1. Operations team members 2. Finance team members 3. MIS team members
MoRD		1. YP team members 2. State Partnership team members 3. Monitoring team members 4. Standards and QA team members
Certification cut-off date 30-09-2015		
PIA	1. Operation team members including Centre In-charges	
State	1. District level functionary	

6. **Examination centres and minimum equipment:** While detailed instructions about the examination centres will be given in the website the following is provided as a guidance:

- a. Two centres – one by NIRD at Hyderabad and another by NABCONS at New Delhi will be accessible to everybody. The days on which examination is to be conducted at these centres will be decided jointly by MoRD, NIRD and NABCONS. NIRD and NABCONS centres, however, will give preference to their and MoRD examinees and the left over slots will be open to others.
- b. In addition, PIAs and state governments are free to set up their own examination centres for their staff. Desirous state governments and PIAs will register their centres with NIRD and slot booking at these centres will happen through the website. Further details for the registration process of these centres are available on the website. These centres can be operated exclusively for their in house examinees or open to everyone at the sole discretion of the organisation.
- c. Examination centres should be equipped with a video camera to record the examination proceedings. One or more video cameras should be so located to cover the complete examination area so that all examinees are visible in the video.
- d. There will be four exam slots as given below:

Slot Number	Start Time	Remarks
1	10.30 AM	Candidates appearing for the assessment will be expected to reach the centre at least 30 mins before the starting time of their assessment to complete their documentation.
2	12.00 PM	
3	02.30 PM	
4	04.00 PM	

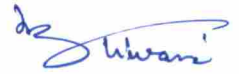
7. Assessment Process

- a) The final assessment will be through an open-book approach.
- b) Participants will have to carry Laptop and Dongle (Data Card) for NIRD and NABCONS centres. For PIAs and state centres information will be available on the web site.
- c) A photo ID card from the list (Aadhar Card / Passport / Pan card / Driving License / Office ID card if government employee/PIA) and Exam Seat Allotment Letter (Assessment Registration Copy) are necessary to take the examination.
- d) The process of obtaining certificates for the successful examinees will be available on the website.

In case of any clarifications queries may be addressed to to elarningnird@gmail.com and CC to the following contact person's email.

- MV Nikitesh Reddy, Project Manager
Mobile: +91-9441189936 E-Mail: nikiteshnird@gmail.com
- MD Afrozuddin, Project Manager

8. This notification issues with the approval of competent authority.



(S. B Tiwari)

Under Secretary to the Government of India

Tel: 23743625

To

1. All Secretaries (in-charge) of Rural Development in State Governments.
2. All State Nodal Agencies for Skill/ SRLM
3. TSAs NIRD and NABCONS
4. All Registered Project Implementing Agencies
5. All officials in DDU-GKY Division, MoRD
6. All officials in Rural Livelihoods Division, MoRD
7. Guard File
8. Shri Abu Osama Saifi - with a request to ensure that this notification is uploaded on the website.
9. ASDMS team at MoRD.

Copy to:

1. PS to JS Skills, DDU-GKY, MoRD.
2. PS to COO Skills, DDU-GKY, MoRD.
3. PS to DS Skills, DDU-GKY, MoRD.

Enclosure: User manual

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USER MANUAL - eSOP PORTAL Version 1.0 FOR DIFFERENT USER ROLES

Developed for
National Institute of Rural Development
and Panchayati Raj (NIRD & PR)

By

Centre for Development of Advanced
Computing (C-DAC), Hyderabad

1.3.2. About us

This page contains information about the institutions involved in e-SOP portal management.

1.3.3. Courses

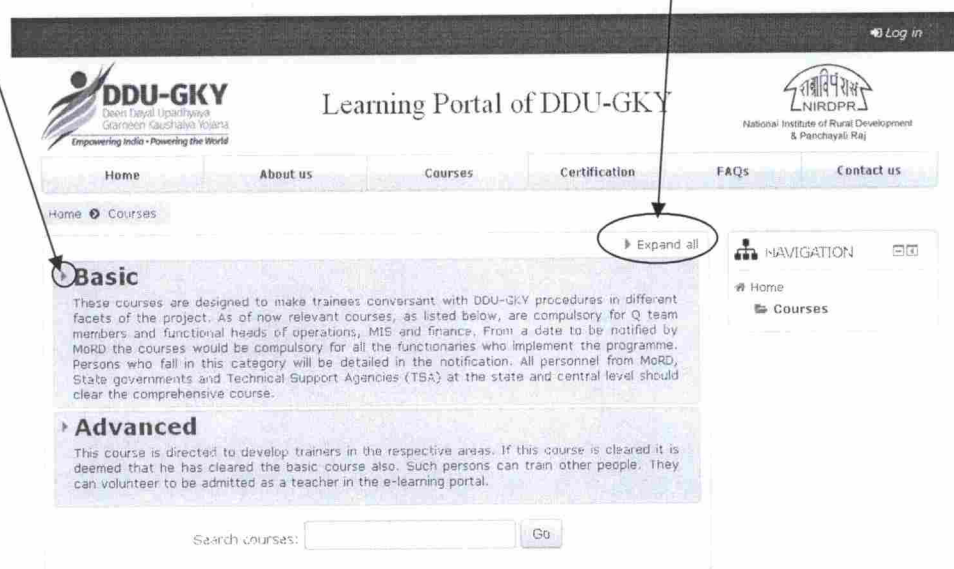
This section contains the course content.

1.3.3.1 Course categories

The course content is arranged under various categories. Currently, there are two categories viz.

- Basic - Courses designed for basic users i.e. users who implement the programme
- Advanced - Courses designed for users who can train basic users.

Each category contains multiple courses. Clicking on “Expand All” or clicking on the arrow icon in front of the category name will display the complete list of courses under each category. A navigation block to display the courses and a search facility to search courses is also available.



1.3.3.2 Course structure

Each course is structured as follows. The structure is explained through an example.

Course Category: Basic

Course Name: Finance

Course Structure

- Course content is arranged in the following three sections
 - Chapter Content
 - Resources
 - Course Assessment

Current course

Finance

- Chapter 1 - Introduction
- Chapter 2
- Chapter 3 - Project Implementation procedures
- Chapter 4 - Training Design and Planning
- Chapter 5 - Training Centres
- Chapter 6 - Training initiation
- Chapter 7 - Tracking and Placement
- Chapter 8 - Project Financial Management
- Chapter 9 - Grading of a Project and Project Imple...
- Resources
- Course Assessment

1. Overview

Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) is the skilling and placement initiative of the Ministry of Rural Development (MoRD), Government of India. It evolved out of the need to diversify incomes of the rural poor and to cater to the occupational aspirations of rural youth.

e-SOP is an e-learning portal that is designed to impart knowledge on guidelines and Standard Operating Procedures (SOP) adopted for implementing projects under DDU-GKY.

1.1. Key Features of the e-SOP Portal

- A web based learning management system
- Desktop, mobile and tablet compliant
- Portal has multiple stakeholders with distinct privileges
- Structured course materials with self assessment modules
- Collaborative tools and activities such as discussion forums, message boards, etc
- Supports multiple file formats with a simple and easy to use text editor
- Built-in certification and activity monitoring modules
- Inter-operability in terms of import and export of content that meets open standards
- Robust question bank that supports multiple question types
- Audited for security by CERT-In empanelled agency

1.2 URL of e-SOP Portal

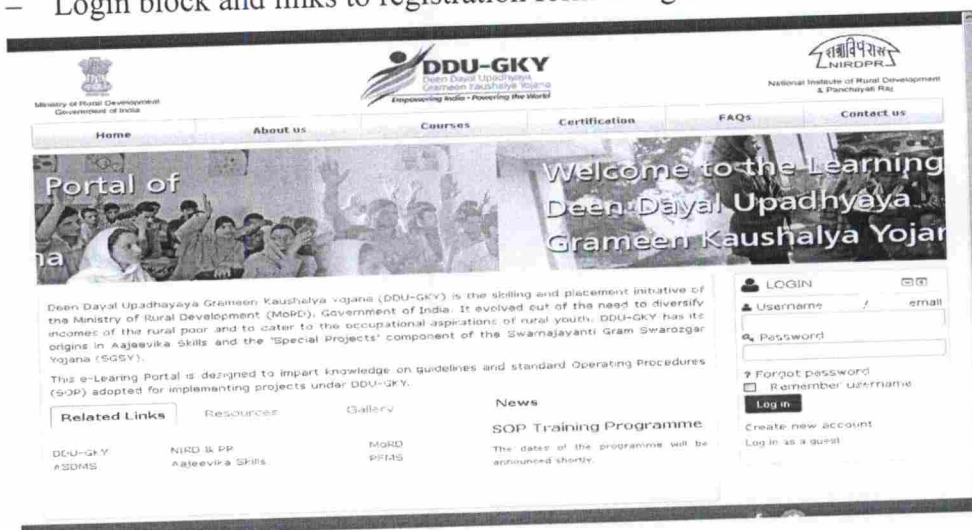
The e-SOP portal can be accessed from the URL <http://ddugkysop.in/>.

1.3. Sections of the Portal

The portal has the following main sections:

1.3.1. Home

- Contains general information about the portal
- Displays related links, resources and gallery
- Displays updated news / announcements
- Login block and links to registration form and guest access



2. User Roles and their Privileges

The e-SOP portal supports the following user roles:

User Role	Description
Guest	A guest user is one who visits the portal without any registration.
Registered user	A registered user is a user who gets registered on the portal by filling the registration form made available in the portal for this purpose.
Student	A registered user who has enrolled for a course becomes a student in that particular course.
Local facilitator	Acts as a facilitator for a group of students and monitors them to enable course completion. This role is assigned to an identified user/s by the portal Manager.
Teacher	They mentor a group of students and grade their assessments. This role is assigned to an identified user/s by the portal Manager.
Content creator	Creates course content on the portal. This role is assigned to an identified user/s by the portal Manager.
Manager	Manages the overall administration of the portal.

This manual deals with the user roles – Guest, Registered user, Student and Local Facilitator only.

2.1 Guest User

A guest user is one who visits the portal without any registration.

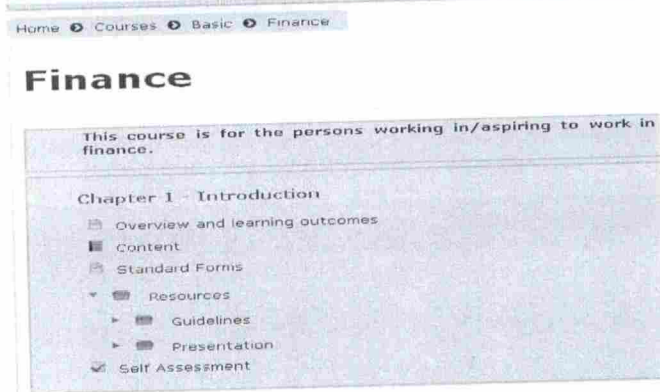
2.1.1 Privileges of a guest user

A guest user on the e-SOP portal has the following privileges:

- Browse the portal sections including the course content, *except for the self and the course assessments*
- Register in the portal

A view of the course content page by a guest user is depicted below.

- Each chapter is further arranged as follows:
 - Overview and learning outcomes
 - Content
 - Standard Forms
 - Resources
 - Self-Assessment



1.3.4 Certification

This section provides information related to examination and certification process.

1.3.5 FAQs

This section lists down the Frequently Asked Questions (FAQs) on e-SOP portal and responses to them.

1.3.6 Contact us

This section provides contact details of people who can be contacted for specific queries regarding the e-SOP portal.

Step 3 – Authentication of email

On successful submission of the registration form, a confirmation mail (as shown below) is sent to the email id specified by the user during the time of registration.

From: Admin User <krishnapriyam@cdac.in>
Date: Wed, Feb 18, 2015 at 3:49 PM
Subject: DDU-GKY Courses: account confirmation
To: "Piyush Kumar" <piyush.ku77@gmail.com>

Hi Piyush Kumar,

A new account has been requested at 'DDU-GKY Courses' using your email address.

To confirm your new account, please go to this web address:

<http://ddugkysop.in/login/confirm.php?data=Qn60Zse3OmUTHvJ/piyush%2Eku77%40gmail%2Ecom>

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator,

Admin User
krishnapriyam@cdac.in

To confirm the account, the user has to click the web address mentioned in the mail.

On clicking the link, the portal opens and the user's account is confirmed.

On confirmation of the account, a user becomes a registered user in the portal.

2.2.2 Privileges of a registered user

Besides the privileges of a guest user, a registered user has the following additional privileges.

1. Edit his/her preferences
2. Set his calendar to alert him/her of planned activities.
3. Access communication options
4. Enrol for a course

2.2.2.1 Edit his/her preferences

A registered user has the option to edit the following:

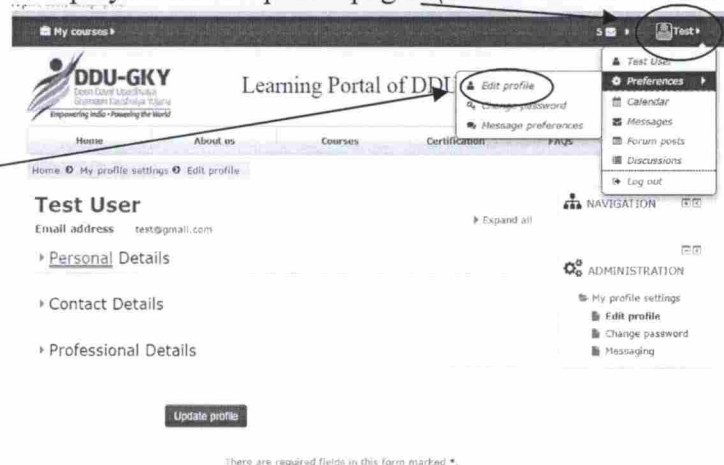
- User profile
- Password
- Message preferences

The option to edit preferences can be found in the drop down menu that is displayed while clicking on the user name displayed on the portal pages (*other than the Home page*).

2.2.2.1.1 Edit profile

To edit the profile, click on Preferences--Edit profile.

Please note that **expect email address** which is also the username, all the other details filled by the user at the time of registration can be modified.



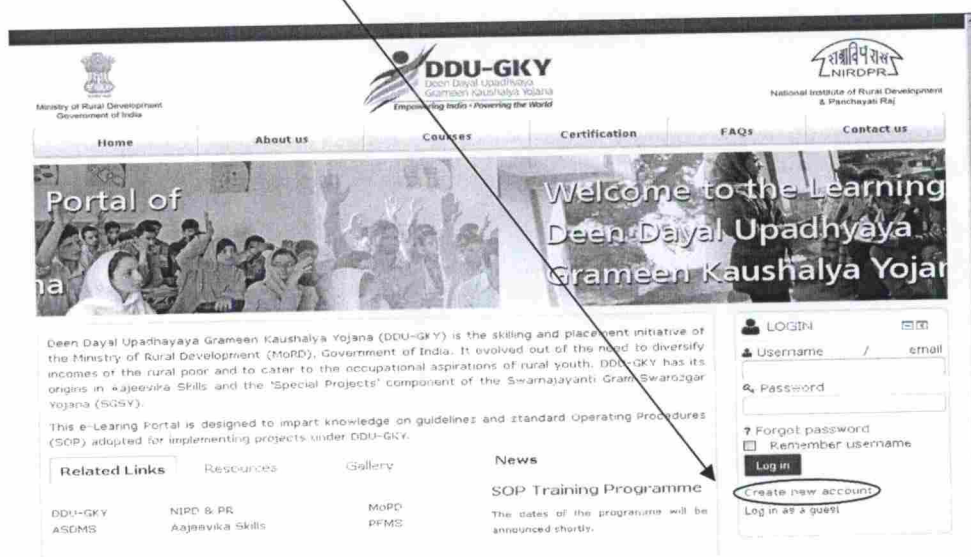
To browse the course content as a guest user, users can directly navigate to the course content or login as a guest (option available below the login module at the Home page). In both the cases, the users are automatically logged in, without the need for entering a username and password.

2.2 Registered User

A registered user is a user who gets registered on the portal by filling the registration form made available in the portal for this purpose.

2.2.1 Registration on the portal

Step 1 – Click the “Create new account” option that is available at the Home page.



Step 2 – The registration form opens for the users to fill. All the required details have to be filled in and submitted. Please note that all mandatory fields (marked as *) are to be filled in for acceptance of the form. To see all the fields of the registration form, click “Expand all” option.

Please note that the email id of a user is his / her username as well.

The instructions for setting the password is to be followed.

The following general settings are also made available:

- Beep when popup notification is displayed
- Prevent non-contacts from messaging the user – A non-contact is a person who the user has not added as part of his/her contact list
- Temporarily disable notifications

Notifications are sent to the user on the following occasions:

- Receipt of new messages and forum postings
- Submission of quiz
- Completion of grading of quizzes

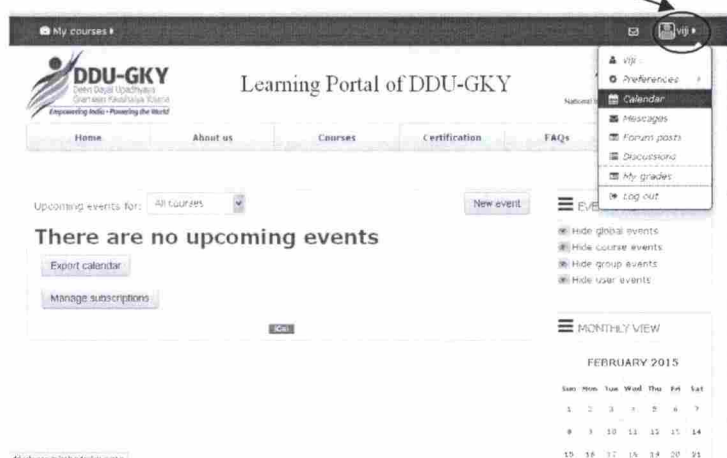
2.2.2.2 Schedule activities using a calendar

The calendar option could be accessed from the drop down menu that is displayed while clicking on the user name displayed at the top right of any of the portal pages (*other than the Home page*).

Once events/activities are added, the same is displayed when the user visits the calendar option.

The calendar with scheduled activities can also be exported so that it can be imported into other calendar programs like Outlook/Google Calendar, etc.

The export process creates an .ics file (calendar file) which can be opened through calendar programmes like Outlook/Google Calendar, etc.



2.2.2.3. Access communication options

The following are the communication options available for registered users.

Messaging	Enables a registered user to interact with a group of users between the user and his/her teacher, as defined by the portal Manager.
Forum posts	Enables a registered user to view general announcements posted by a Manager/Teacher to a group of users.
Discussion forum	Enables a registered user to view ongoing discussions in discussion forums of the portal.

2.2.2.1.2 Change password

To change password, click on Preferences—Change password. A user can change/update his password through this option.

Please note that the following rules for a strong password, mentioned at the time of filling the registration form, is valid for reset of password too.

A password must have atleast eight characters and should contain

- Atleast 1 digit
- Atleast 1 lowercase letter
- Atleast 1 uppercase letter
- Atleast 1 non-alphanumeric character

Change password

Username / Email: test@gmail.com

Current password: *

New password: *

New password (again): *

Buttons: Cancel, Save changes

2.2.2.1.3 Message preferences

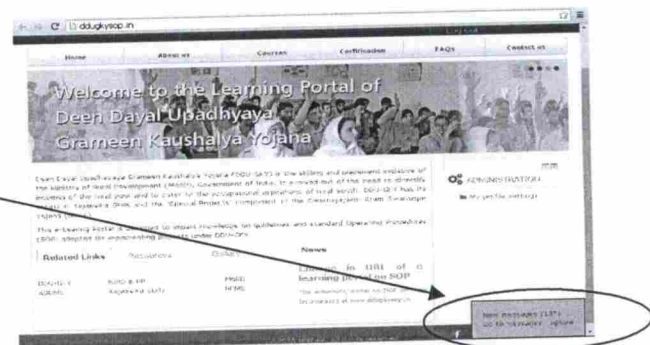
There are two types of receiving notifications - popup notices and messages sent as email. The default notification method is popup notices.

Pop-up notices –

When a user is logged into the portal, the message will pop up from the bottom right corner of the page.

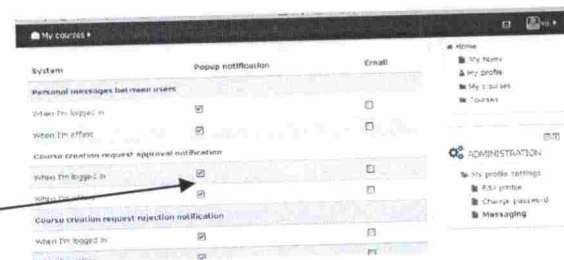
The user can choose to read the message immediately or can ignore it.

If they choose to ignore it, the message remains as new message that is unread until it is read.



Email notifications –Users receive notifications as emails to the email address specified by them during the registration process.

Different types of message preferences can be set by the users based on whether they are online or offline. The message preferences can be set by checking the relevant box for each item.



2.3 Student

A registered user who has enrolled for a course becomes a student in that particular course.

2.3.1 Privileges of a student

A Student has all the privileges of a registered user. Besides those, he or she has the following additional privileges:

- View and participate in assessments (self and course assessments)
- Participate in discussion forums
- View his/her grade reports
- Un-enrol from a course

2.3.1.1 View and participate in assessments (self and course assessments)

As a student of a course, the user will be able to access the self-assessments and course assessment available at the end of the course.

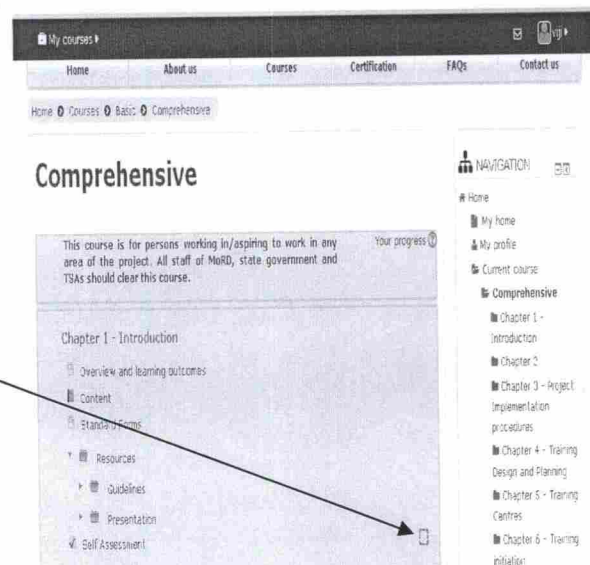
2.3.1.1.1 Process to participate in the assessments

a. Self-assessments

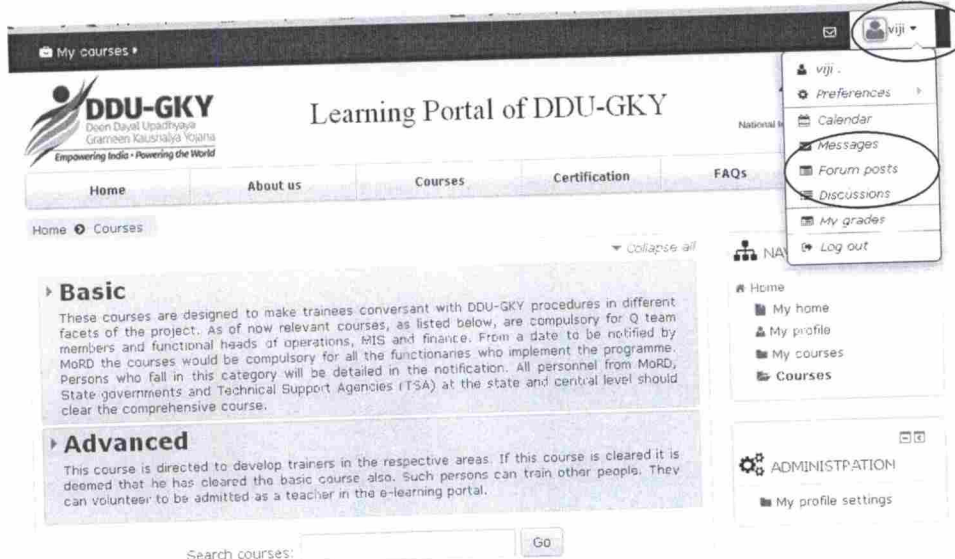
Self-assessment enables the student to assess his/her level of understanding of the chapter content. The student can take the self-assessment multiple times. There is no negative marking for it. The questions are randomly picked from a centralised question bank and are mostly multiple choice questions. The choices within a question are also shuffled. There is no time limit for completion of the self-assessment.

The following are the steps to take the self-assessment:

- Navigate to particular course
- Click on the “self-assessment” available at the end of each chapter content. The quiz opens for a student to take the assessment.
- If a user has completed a self assessment, a box with a tick is displayed next to the assessment activity. This indicates that the activity is complete. If a box with a dotted border is shown, a tick will appear automatically when a user completes the activity according to conditions set by the teacher.



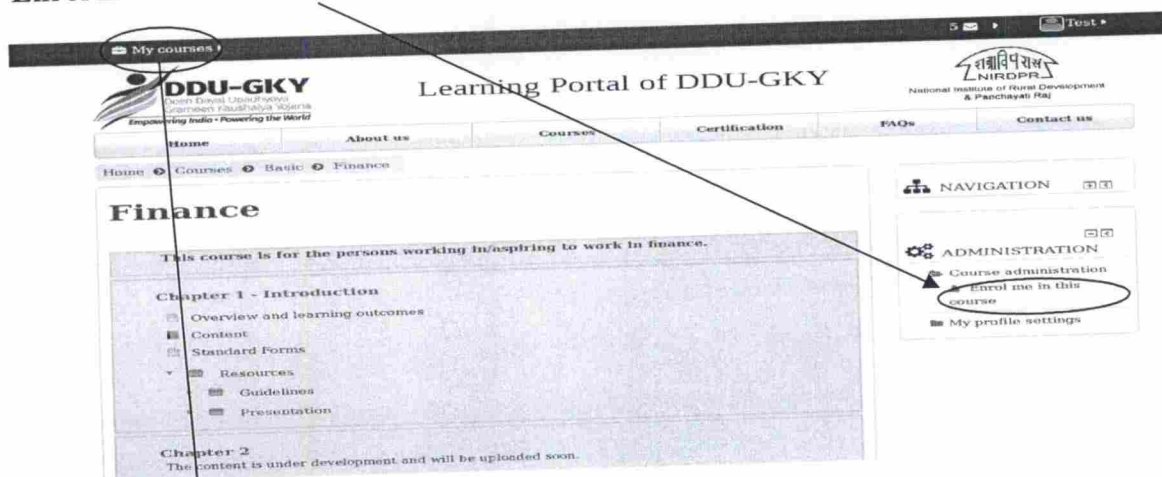
The above mentioned communication channels can be accessed from the drop down menu that is displayed while clicking on the username displayed at the top right of the page.



2.2.2.4 Enrol for a course

Registered users can enrol themselves to a course of their choice. Once they enrol for a course they become a student of that course and hence are eligible to take self and course assessments in the enrolled course.

To enrol for a course, the user has to visit the course of his/her choice and then click **“Enrol me in this course”** option available in the administration block.



Once enrolled, the user becomes a student in that particular course and remains a registered user in all other courses. Users will be able to see the courses he or she has enrolled in from the **“My courses”** link available in the left top of the title bar.

Enrolment has to be done course-wise for each of the available courses.

Home Courses Basic Comprehensive Chapter 1 - Introduction Self Assessment

Comprehensive

Started on Monday, 2 March 2015, 5:31 PM
State Finished
Completed on Monday, 2 March 2015, 5:50 PM
Time taken 19 mins 15 secs
Grade 0.00 out of 10.00 (0%)

Question 1

Not answered

Marked out of 1.00

Remove flag

Which of the following is not a role of PIA Quality Team (Q Team)?

Select one:

- ☐ a. Ensure that op. team corrects the mistakes before reporting the checks
- ☐ b. Check the quality of outcomes as shared by OP team
- ☐ c. Report the results of checks transparently
- ☐ d. Be a watchdog of the programme quality

The correct answer is: Ensure that op. team corrects the mistakes before

QUIZ NAVIGATION

1 2 3 4 5 6 7 8
9 10

Show all questions on one page

Finish review

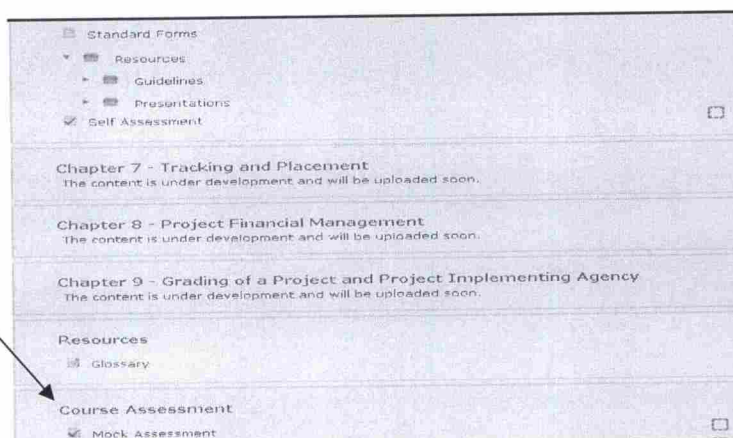
On confirmation of the submit all and finish action, a feedback sheet is displayed. This displays the time taken for completion of the quiz and the feedback on every question along with the grade.

b. Course Assessment

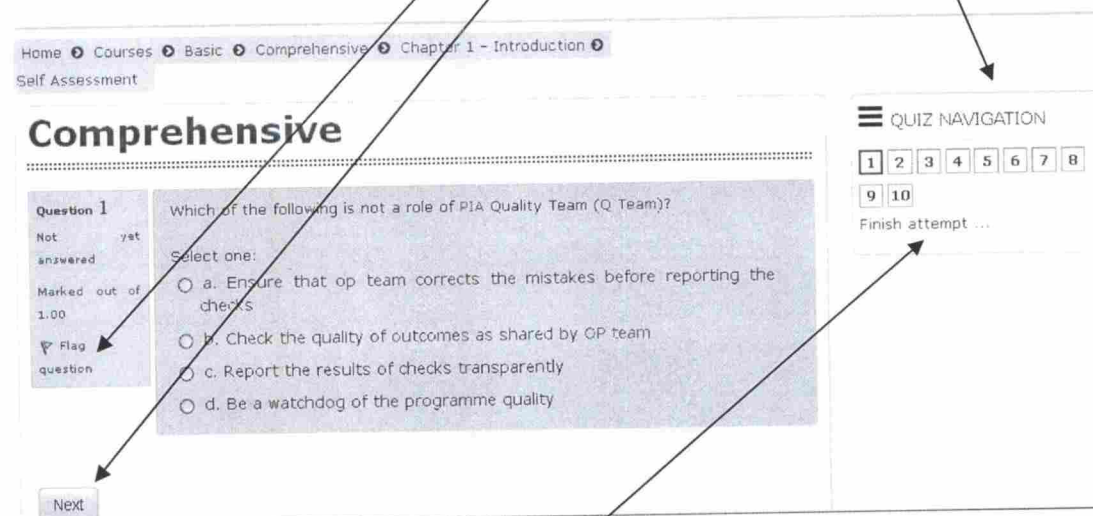
- Course assessment enables the student to assess his/her level of understanding of the complete course content. It also serves as a mock test for the final certification exam.
- The number of attempts for the course assessment is restricted to one.
- There is no negative marking for the course assessment.
- The questions are randomly picked from a centralised question bank. The choices within a question are also shuffled.
- The question types include multiple choice for the Basic category of courses along with short and essay types for the Advanced category of courses.
- There is a time limit set for the exam. For the Basic category of courses it is 60 minutes and for the Advanced category of courses it is 75 minutes.

The following are the steps to take the course assessment:

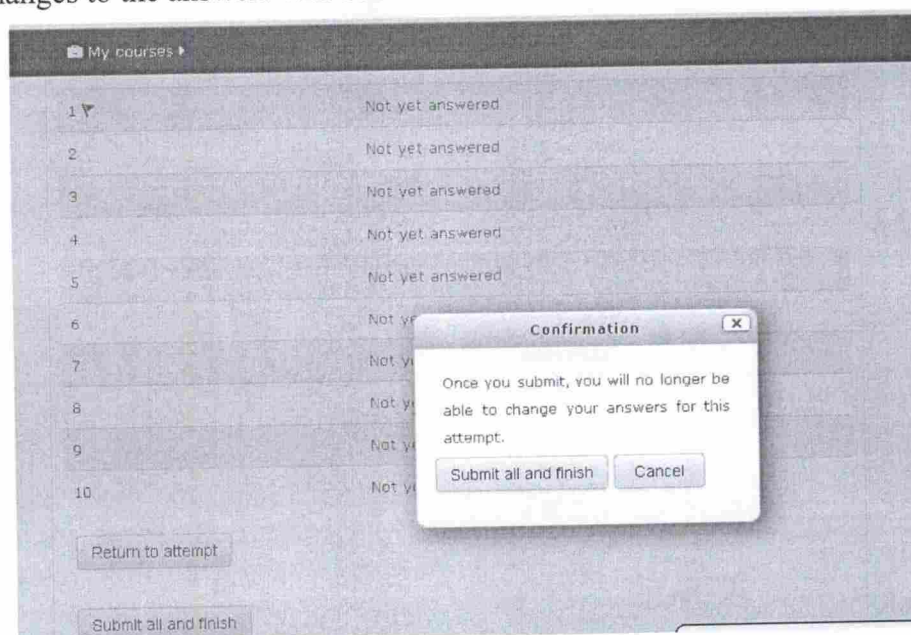
- Navigate to a particular course.
- Click on the Course Assessment link found at the end of the course to take the assessment.
- Follow the steps as indicated in the previous section on self-assessment.



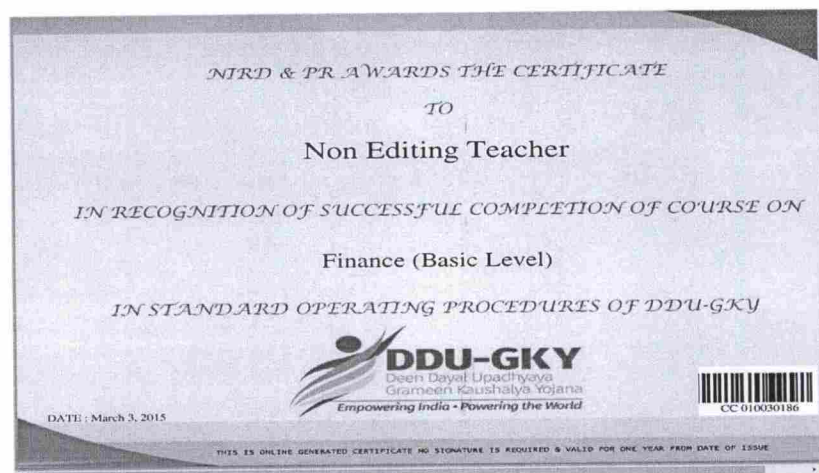
- The quiz is displayed one question at a time. The quiz navigation helps to navigate to the questions. Clicking on **Next** button also takes a user to the next question.
- The question can be answered, flagged (if the answer to the question is doubtful or needs to be reviewed later) or can be left unanswered too.
- To flag a question, click on “Flag question” link available in question summary block.



- The status on whether a question is answered or not can be seen both from the navigation block (filled in boxes with question number for answered questions and empty boxes with question number for the unanswered one) or from the question status indicated in the question summary block.
- Click on “**finish attempt**” once the quiz is completed. A summary of attempt (question-wise) is displayed. A user can choose to “**return to the attempt**” or “**submit all and finish**” the assessment. Return to the attempt will reopen a quiz, while submit all and finish will submit the assessment for grading. No further changes to the answers will be allowed.



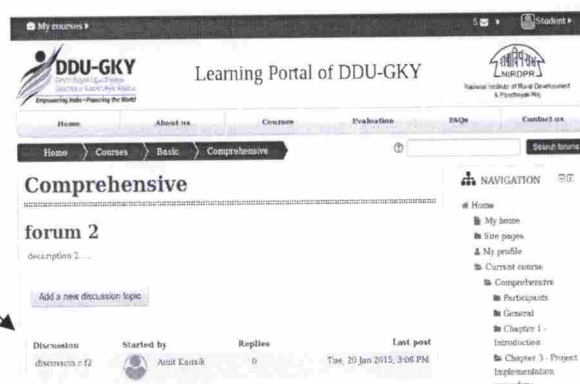
Model Certificate



2.3.1.2 Participate in discussion forums

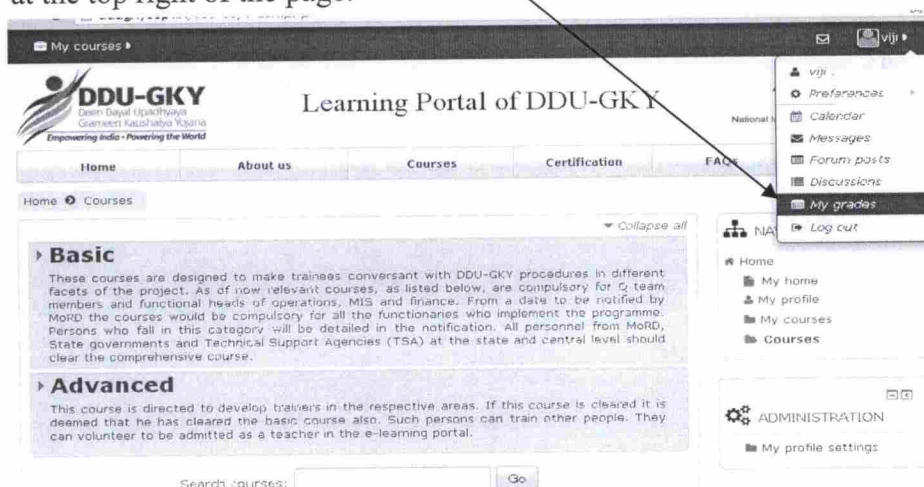
A student of a course can view and participate in existing discussion forums of a course. He or she cannot create forums.

The discussion threads added are published in moderation. The discussion forum posts made by the user can also be tracked from his/her profile page.

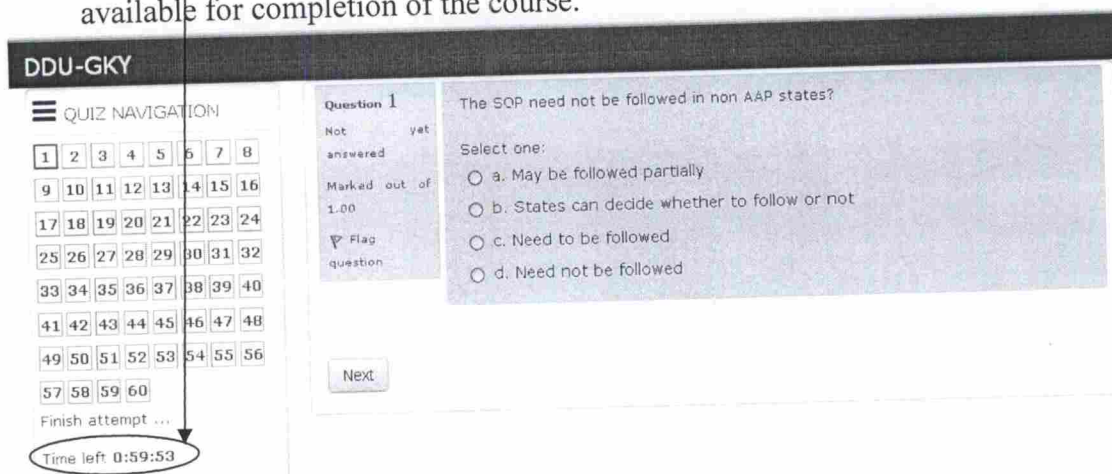


2.3.1.3 View his/ her grade reports

A Student can view his grades for the courses he or she has enrolled for. The grades can be accessed from the drop down menu that is displayed while clicking on the user name at the top right of the page.



- A timer is displayed below the quiz navigation block to indicate to users the time available for completion of the course.



- On completion of the course, grade for the course assessment is not displayed immediately, if the assessment includes short and essay type questions which are to be graded manually. Once the teacher completes grading of the assessment, the student is notified of the same.

c. Final Certification

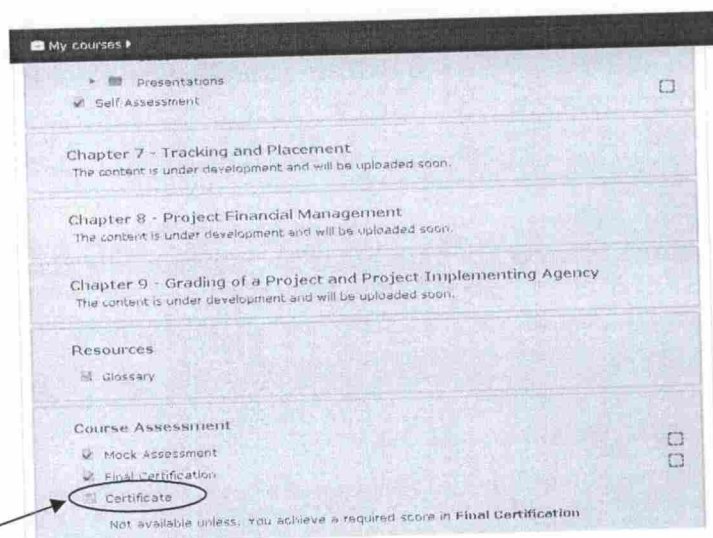
The final certification exam is to be taken by all students who aspire to become certified professionals in a particular course. The certification exam is conducted at specified centres on specified date and time slots. Details regarding certification process can be accessed from the “Certification” section available in the home page.

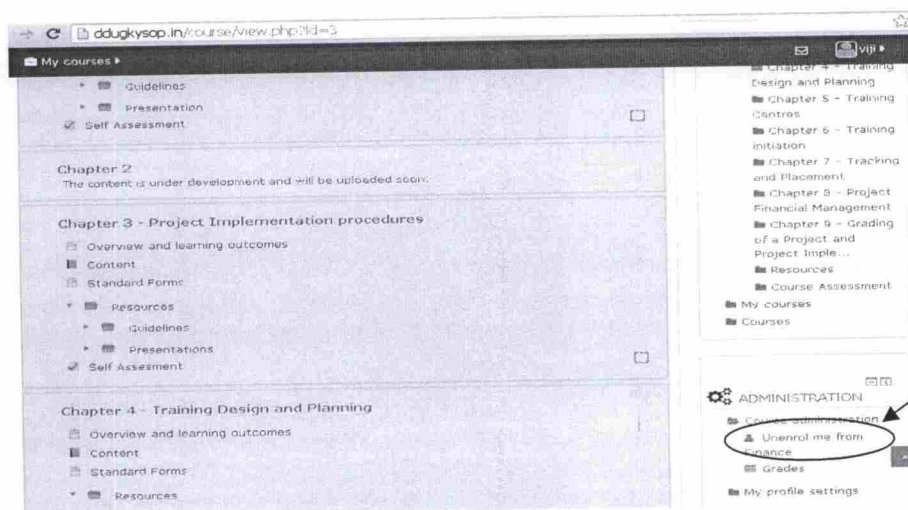
The process of the certification exam is similar to that of course assessment. However, the final certification assessment is password protected. To attempt the same, a user needs to know the password which is set by competent authority. The password is generally revealed to the students who take the certification exam at the exam centre.

A pass percentage for the final certification exam of each of the course categories is set by the competent authorities.

A user on achieving the pass percentage in the final certification exam will be eligible to get an online certificate.

The certificate can be retrieved at any point of time by visiting the course page for which the final certification exam was taken.





Link to Un-
enroll from a
course

Once un-enrolled, the student becomes a registered user for the course. His/her grade data, if the assessments have been completed, will no longer be available.

2.4. Local facilitator

A local facilitator monitors and facilitates a group of students to complete the course. This role is assigned to an identified user/s by the portal Manager.

2.4.1. Privileges of a local facilitator

Besides the privileges of user roles mentioned in the above sections, a local facilitator has the following additional privileges:

- Create new user accounts
- Create groups of students from users added by him/her
- View grade reports and generate activity reports of his/her group of students

2.4.1.1 Create new user accounts

A Local Facilitator can create new user accounts in the following ways:

- Single account creation
- Bulk user accounts creation

2.4.1.1.1. Single account creation

The process of single account creation is similar to that of registration by filling in the registration form. Along with other particulars of the registration form, a password for the user account is also set by the Local Facilitator. A Local Facilitator can create any number of user accounts by this method.

The same can also be viewed by navigating to the enrolled course. Visit the Course administration – Grade administration section to view the grades.



A user can see their grade for the particular course (View – User Report) as well as their overall grades for the courses he or she has enrolled for (View - Overview report).

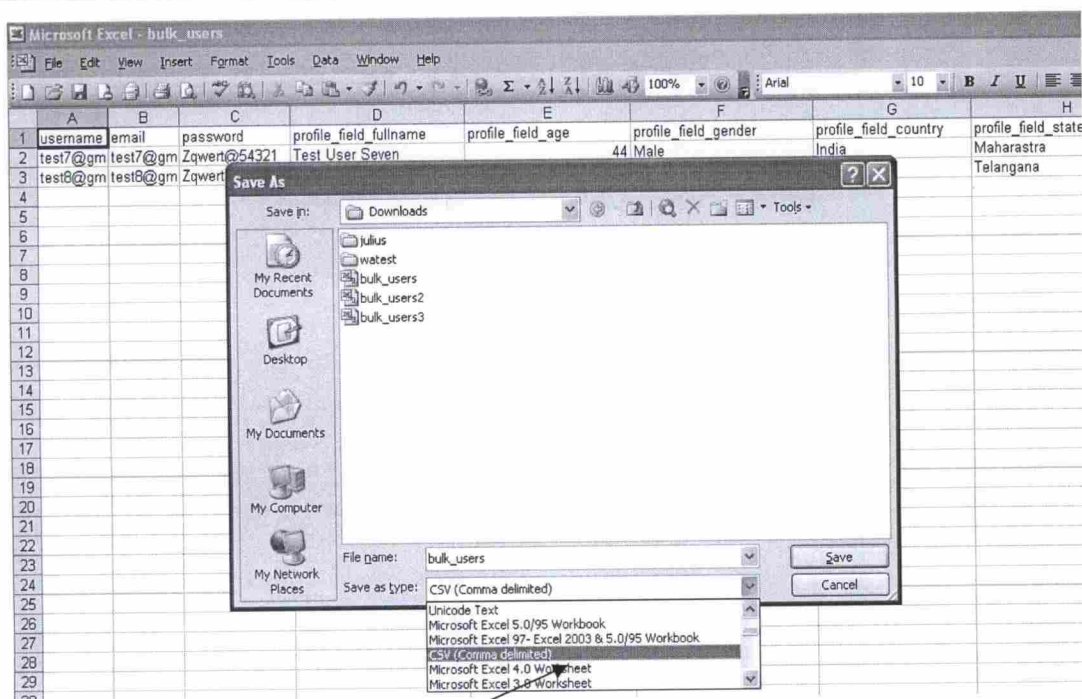
Grade item	Grade	Range	Percentage	Feedback
Finance				
Self Assessment	-	0-10	-	
Self Assessment	-	0-10	-	
Self Assessment	-	0-10	-	
Self Assessment	-	0-10	-	
Self Assessment	-	0-10	-	
Mock Assessment	-	0-100	-	
Course total	-	0-100	-	

Overview Report

Course name	Grade
Finance	-
Comprehensive	0.00

2.3.1.4 Un-enrol from a course

A student can un-enrol from a course he or she has enrolled for previously. To un-enroll, navigate to the enrolled course and click the “Un-enrol me from the course” link available in the Course administration block.



- Save spreadsheet file as CSV (comma-delimiter) format.

b. Upload the user account details file

The file created in the previous step is to be uploaded by visiting *Home > Site Administration > Users > Accounts > Upload users*.

- Add file to upload



- Choose the CSV file to upload
- Select CSV (comma-delimiter) and UTF-8 encoding format

To create user accounts, visit *Home > Site administration > Users > Accounts > Add a new user*. Fill all the user details and click on “Create User” to submit user details.

Home > Site administration > Users > Accounts > Add a new user

New password

Email address

Personal Details

Aadhar ID

Full Name*

Age*

Gender*

Contact Details

Professional Details

Create user

NAVIGATION

- Home
- My home
- My profile
- My courses
- Courses

ADMINISTRATION

- My profile settings
- Site administration
 - Users
 - Accounts
 - Browse list of users
 - Add a new user
 - Cohorts
 - Upload users
 - Reports

There are required fields in this form marked *.

On creation of the account, the user would get an email with set credentials which can be changed by the user during his/her first log-in.

2.4.1.1.2. Bulk user accounts creation

A Local Facilitator can at one stretch upload any number of users through this process. The steps to be followed are as follows:

a. Create file for uploading users' details

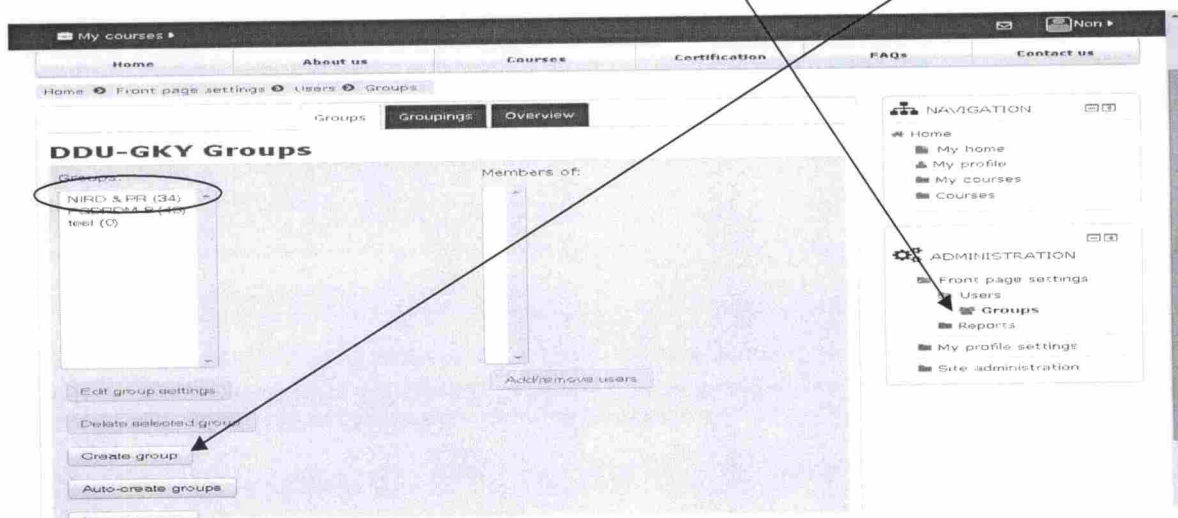
	A	B	C	D	E	F	G	H	I
	username	email	password	profile_field_fullname	profile_field_age	profile_field_gender	profile_field_country	profile_field_state	profile_field_location
1	test7@gmail.com	test7@gmail.com	Zqwert@54321	Test User Seven	44	Male	India	Maharashtra	Mumbai
2	test8@gmail.com	test8@gmail.com	Zqwert@54321	Test User Eight	44	Female	India	Telangana	Hyderabad
3									
4									
5									
6									
7									
8									
9									

- Create an excel spreadsheet containing these fields:
(Username, email, password, profile_field_fullname, profile_field_age, profile_field_gender, profile_field_country, profile_field_state, profile_field_district, profile_field_city, profile_field_aadharid, profile_field_address, profile_field_mobile, profile_field_telephone, profile_field_destination, profile_field_organization, profile_field_work location)

Note: Gender, Country, State, District should contain valid values present in their list as predefined.)

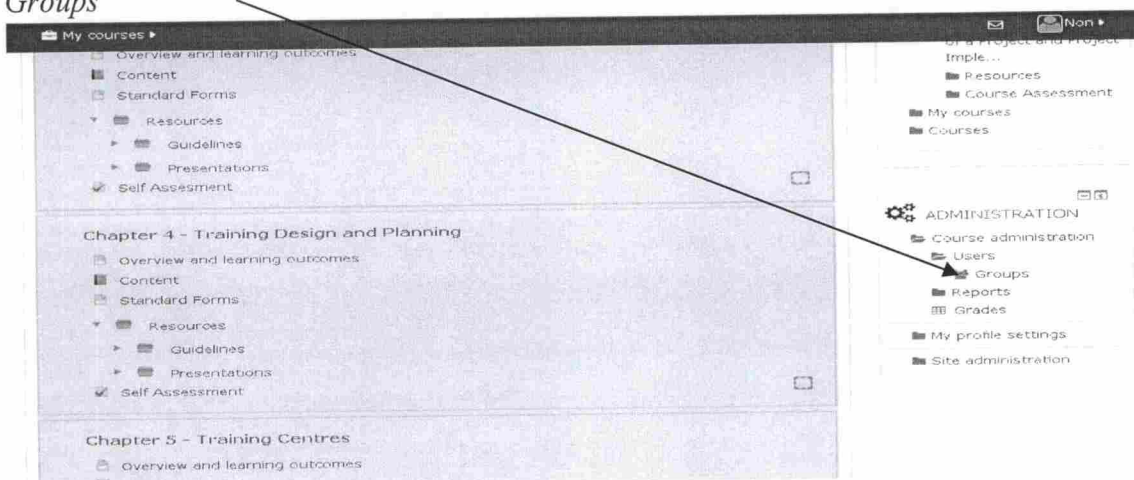
Creating a group at the system level

Visit Home > Front page settings > Users > Groups. Click on the 'Create group' button option to create a new group.

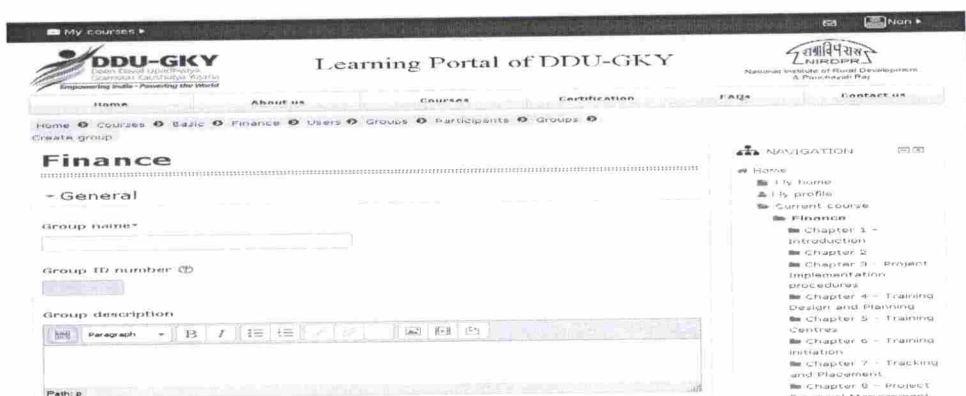


Creating a group at the course level

Go to a course. Click the 'Create group' button under *Course administration* > *Users* > *Groups*



Add a group name and description (optional). The description if added will be displayed above the list of group members on the participant's page. On completion, click the 'Save changes' button which will create the group with the specified name.



- Click on Upload users to add the file
- c. A preview of the "Upload Users" details is displayed. Check settings and default user profile settings.

Upload users preview

CSV line	username	email	password	profile_field_fullname	profile_field_age	profile_field_gender	profile_field_country
2	test7@gmail.com	test7@gmail.com	Zqwert@54321	Test User Seven	44	Male	India
3	test8@gmail.com	test8@gmail.com	Zqwert@54321	Test User Eight	44	Female	India

► Expand all

▼ Settings

Upload type: Add new only, skip existing users ▼

New user password: Create password if needed ▼

Existing user details: No changes ▼

Existing user password: No changes ▼

Force password change: Users having a weak password ▼

Allow renames: No ▼

- d. Once verified, click "Upload users"
- e. The results of the uploaded users is then displayed (list of users, exceptions made in upload and summary of number of users).
- f. Click "Continue" to complete the process.

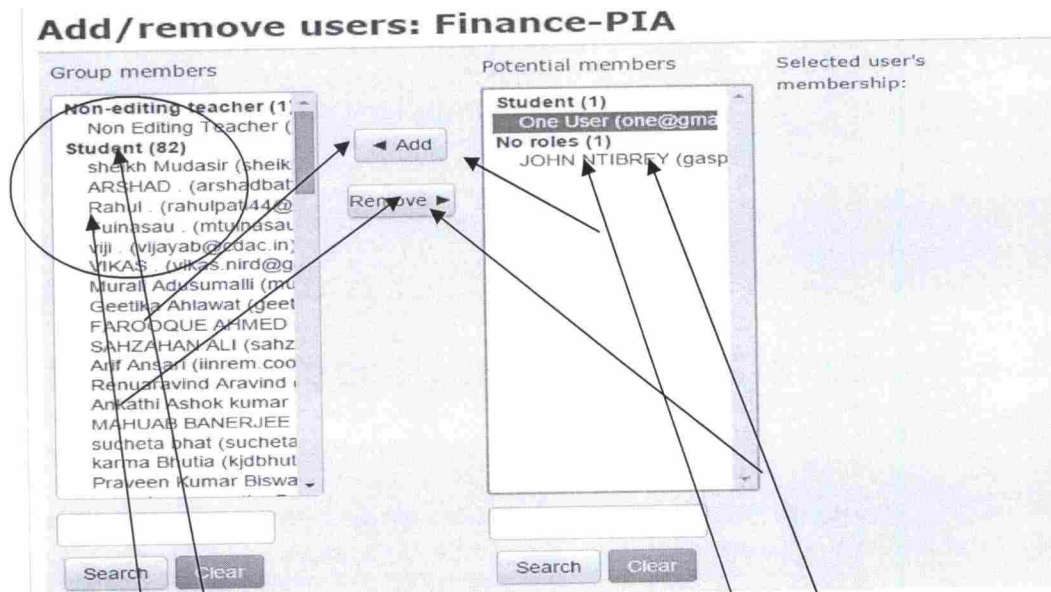
2.4.1.2 Create groups of students from users added by him/her

A Local Facilitator can organise users into groups as follows.

- At the system level – Users added by him/her can be formed into groups at the system level.
- At the course level – Enrolled members (from users added by him/her) can be formed into groups at the course level.

Groups can be formed to better manage users. Eg: Groups of new and experienced staff, groups of staff from various centres, etc.

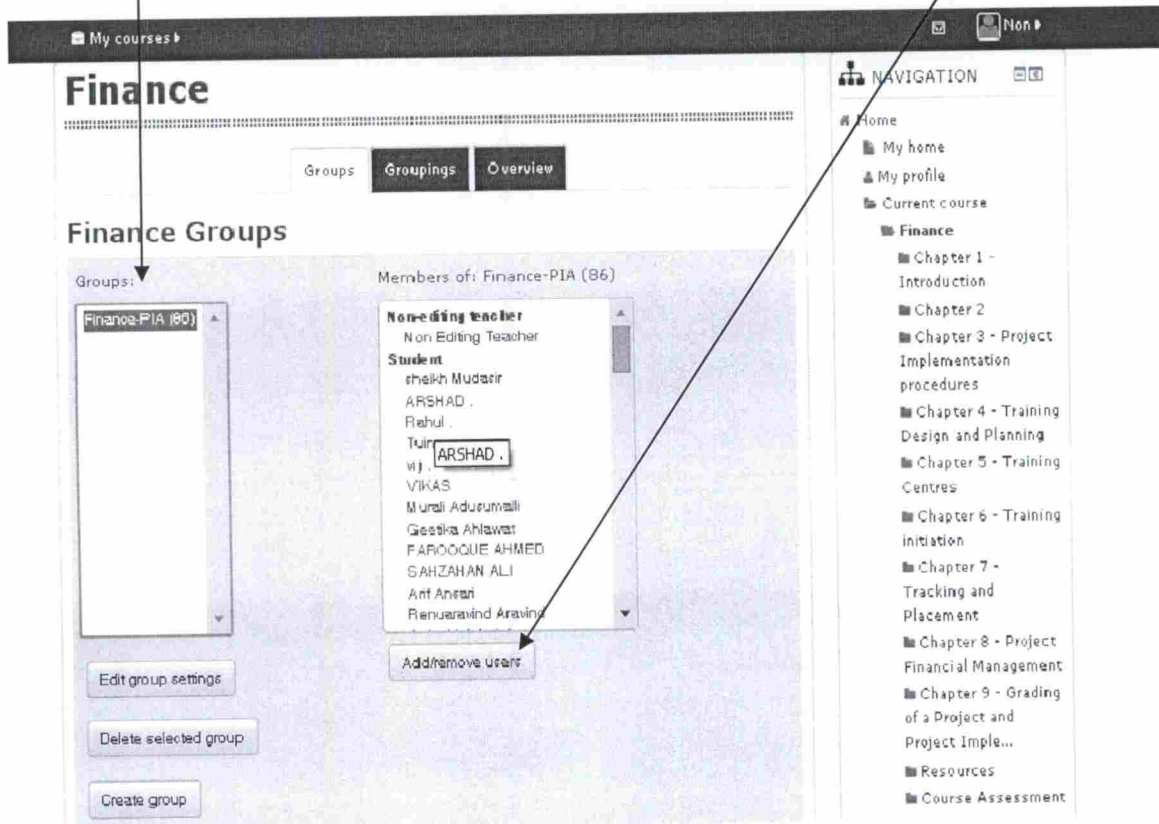
Note: Local Facilitator can add only users created by him/her.



- To add user/s, select one/multiple users and click “Add” to a group.
- To remove user/s, select one or multiple users and click “Remove” to remove selected user/s from a group

Adding members to a group

1. Select the group to which you want to add users and then click the “Add/remove” users button.



2.4.1.3.1 View reports and logs

As a Local Facilitator s/he can also generate the following reports for his/her group of users:

- A course-wise/system-wise log of activity, for a given time period. To generate the same, visit the course > *Administration* > *Course Administration* -> *Reports* > *Logs*.

Use different log filters to get desired reports. The Local Facilitator can only access the activity logs of his/her users.

- **Activity reports** – A course activity report, shows the number of views for each activity and resource. To view the reports, visit *Course Administration* -> *Logs* -> *Reports* > *Activity Report*.

2.4.1.3 View grade reports of his/her group of students

The Course grades of the users can be viewed user-wise and group-wise by the Local Facilitator. To view the grade reports, visit the Course > Course Administration > Grades.

By default, the grade report of all the users will be displayed.

- Select the group name in the course to view the group-wise grades.

The screenshot shows the 'Finance' course page. On the left is a 'NAVIGATION' sidebar with links to Home, My home, My profile, Current course, and Finance. Under Finance, there are links for Chapter 1 through Chapter 9. The main content area is titled 'Finance' and has a 'Grader report' dropdown menu. Below this, it says 'Separate groups: Finance-PIA' and 'Finance-PIA: 85/85'. It also shows 'First name : All' and 'Surname : All' with dropdown menus. A table displays the grade report for the Finance-PIA group.

Surname *	First name	Email address	Self Assessment	Self
sheikh Mudasir		sheikhnird@gmail.com	- Q	
ARSHAD .		arshadbattoli@yahoo.com	- Q	
Rahul .		rahulpai44@gmail.com	- Q	
Tuinasau .		mtuinasau@gmail.com	6.00 Q	
viji .		vijayab@cdac.in	- Q	

- Select user to view grades for a particular user.

The screenshot shows the 'Finance' course page with the 'User report' dropdown menu selected. It displays 'User report - Rahul .' and 'Separate groups: Finance-PIA'. A 'Select all or one user' dropdown menu is open, showing a list of users: ARSHAD, Choose..., All users (85), sheikh Mudasir, ARSHAD, Rahul, Tuinasau, viji, Vikas, Murali Adusumalli, Geetika Ahlawat, FAROQUE AHMED, and SAHZAHAN ALI. Below the dropdown, a table displays the grade report for the selected user, ARSHAD.

Grade item	Grade	Range	Percentage	Feedback
Self Assessment	-	0-10	-	
Self Assessment	-	0-10	-	
Self Assessment	-	0-10	-	

- **Activity Completion reports** – It allows the Local Facilitator to monitor the completion of activities at the course level. A check ☒ appears against the activity when the student has completed an activity. The completion of the assessments – self, course and final certification are indicated in these reports.

To view the reports, visit a particular course > *Course Administration-> Logs > Reports > Activity Completion*

My courses ▾

Home ▾ Courses ▾ Basic ▾ Finance ▾ Reports ▾ Activity completion

NAVIGATION

Home

My home

My profile

Current course

Finance

Chapter 1 - Introduction

Chapter 2

Chapter 3 - Project Implementation procedures

Chapter 4 - Training Design and Planning

Chapter 5 - Training Centres

Chapter 6 - Training initiation

Chapter 7 - Tracking and Placement

Chapter 8 - Project Financial Management

Chapter 9 - Grading

Finance

Separate groups: Finance-PIA

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Page: 1 2 3 4 (Next)

First name / Surname	Email address	Self Assessment	Self Assessment	Self Assessment	Self Assessment	Self Assessment	Mock Assessment	Final Certification
sheikh Mudasir	sheikhnird@gmail.com	☐	☐	☐	☐	☐	☐	☐
VIKAS .	vikas.nird@gmail.com	☐	☐	☐	☐	☐	☐	☐
Rahul .	rahulpati44@gmail.com	☐	☐	☐	☐	☐	☐	☐
viji .	vijayab@cdac.in	☐	☐	☐	☐	☐	☐	☐
ARSHAD .	arshadbattoli@yahoo.com	☐	☐	☐	☐	☐	☐	☐
Tuinasau .	mtuinasau@gmail.com	☒	☒	☒	☒	☒	☐	☐
Murali Adusumalli	murali_a@apolloedskills.com	☐	☐	☐	☐	☐	☐	☐
Geetika Ahlawat	geetika.ahlawat@icagroup.in	☐	☐	☐	☐	☐	☐	☐
FAROOQUE AHMED	markazheadoffice@gmail.com	☐	☐	☐	☐	☐	☐	☐
SAHZAHAN ALI	sahzahanali@gmail.com	☐	☐	☐	☐	☐	☐	☐

- **View certificates of final certification exams of his/her group** – The Local Facilitator can view the course-wise final certification exam certificates obtained on successful completion of the exam by his/her users. To view the certificate, visit a particular course and then navigate to the “Course Assessment” link available in the navigation block.

My courses ▾

Guidelines

Presentation

Self Assessment

Chapter 2

The content is under development and will be uploaded soon.

Chapter 3 - Project Implementation procedures

Overview and learning outcomes

Content

Standard Forms

Resources

Guidelines

Presentations

Self Assessment

Chapter 4 - Training Design and Planning

Overview and learning outcomes

Content

Standard Forms

Resources

Guidelines

Chapter 5 - Training Centres

Chapter 6 - Training initiation

Chapter 7 - Tracking and Placement

Chapter 8 - Project Financial Management

Chapter 9 - Grading of a Project and Project Imple...

Resources

Course Assessment

Mock Assessment

Final Certification

Certificate

My courses

Courses

ADMINISTRATION

Course administration

Users

Reports

To view the certificates, click on "View Issued Certificates" link.

The screenshot shows the DDU-GKY Learning Portal interface. The user is logged in as 'Non'. The breadcrumb trail is: Home > Courses > Basic > Finance > Course Assessment > Certificate. The main heading is 'Finance'. Below it, there's a section for 'Summary of Previously Received Certificates'. A link labeled 'View 1 issued certificates' is circled in red. Below this, a table shows the issued date: 'Monday, 23 February 2015, 10:28 AM'. A note at the bottom says: 'Click the button below to open your certificate in a new browser window.'

The summary of group members who have passed the final certification exam is displayed along with their certificates. The list can be downloaded in the specified formats (ODS, Excel, Text).

The screenshot shows the DDU-GKY Learning Portal interface. The user is logged in as 'Non'. The breadcrumb trail is: Home > Courses > Basic > Finance > Course Assessment > Certificate > Report. The main heading is 'Finance'. Below it, there's a section for 'Certificates'. A table shows the issued certificates:

Awarded To	Date Received	Grade	Code
Piyush Kumar	Friday, 20 February 2015, 3:17 PM Certificate.pdf		Dc6JiVi8Z7

Below the table, there are three buttons: 'Download in ODS format', 'Download in Excel format', and 'Download in text format'.