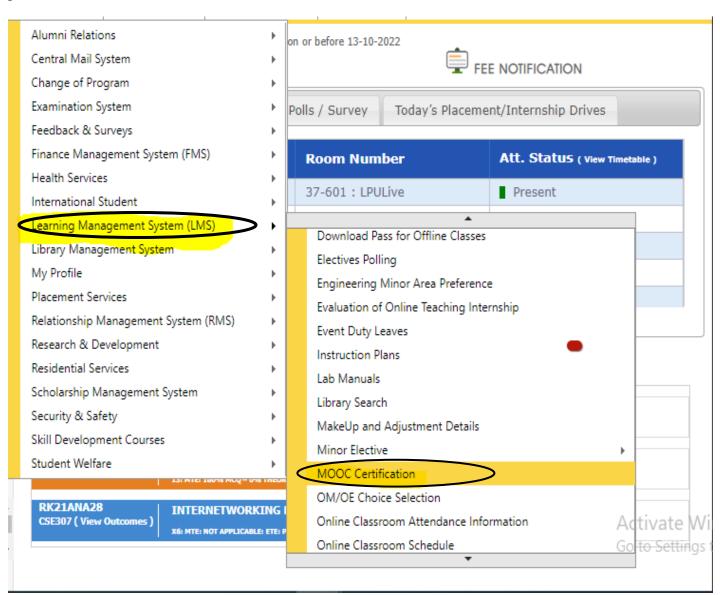
# Step-by-Step Guide for Students to use the interface to View the available MOOCs/Certifications and Apply for Academic Benefit

Massive Open Online Courses (MOOCs) are courses offered via various private/government companies and other global educational online platforms. All these courses are delivered by subject or topic experts with many additional features like flexible learning timings, availability of recorded lectures for easy and round the clock access, peer-to-peer interactions, discussion forums etc.

After successful completion of MOOCs/Certificate Course the University has planned host of academic benefit ranging from relaxation in one or multiple evaluation components to even entire course waiver for courses registered to students in the current or upcoming academic term(s). Moreover, the academic benefit has been extended to the courses already completed by the student in his/her previous terms.

In this regard an interface has been activated in student's UMS account which can be assessed by following the path detailed below: UMS>LMS> MOOCs/Certification



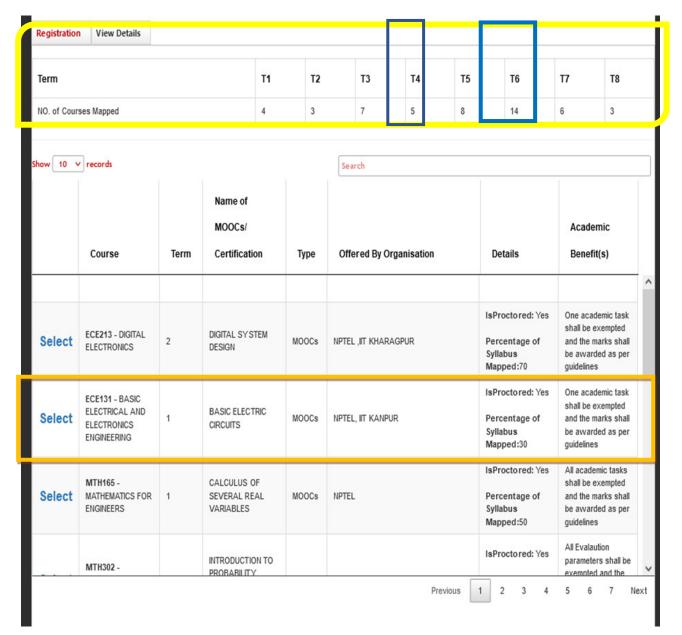
### The cases can be categorized in to the following types:

Category	Where student has not enrolled himself in any MOOCs/Certifications and the student is				
A	curious to know about the suggestive list of MOOCs/Certifications which have alread				
	been mapped and approved for the courses of his program.				
Category	Where the Student has enrolled/completed the MOOCs/Certifications from the				
В	suggestive list and now he wants to apply for the academic benefit				
Category	Where the Student has explored some MOOCs/Certifications beyond the suggestive				
C	list and now he wanted to apply for its approval and associated academic benefit (if any				

## Detailed process for each category has been summarized below:

**Category A:** Students can view the already mapped and approved MOOCs/Certifications against the courses running in their schemes by following the below given Steps:

**STEP 1.** Log in to your UMS >LMS>MOOC/Certification, you will find a table showing term wise number of mapped MOOCs/Certifications. Eg. in this attached screen shot student has 5 mapped MOOCs/certifications in his Term 4 and similarly there are 14 mapped MOOCs /certifications available in the Term 6.



**STEP 2.** To view the mapped MOOCs/certifications against any particular course code, student can use either the **Search Box** or he can **select the course code** reflecting below the search box .

**STEP 3.** For any selected course code, student shall be able to see the details of MOOCs/certification like:

- The name of MOOCs/certification
- The organization offering the MOOCs/URL link
- Proctored and non-proctored Ness of the MOOCs
- Percentage mapping of content
- The associated academic benefit to be given after completion of MOOCs.

STEP 4. Kindly note that the student need to get himself registered for those suggested MOOCs/certifications from the website of host institution /Organization offering MOOCs/certification.

STEP 5. Once the student has registered himself in the MOOCs /certification, now he can apply for the Academic benefit against that MOOCs by following the STEP 1 to STEP 6 to in category B.

#### **Category B:**

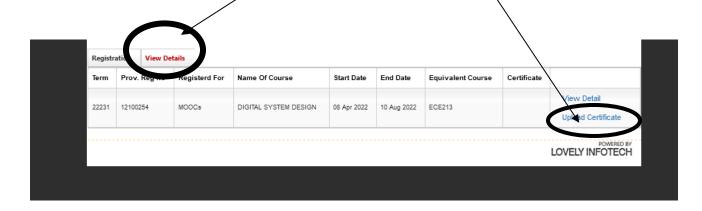
If the student is pursuing /has already completed any MOOCs/Certifications from the suggested list of MOOCs/Certification in his UMS then student can apply for academic benefit using the same path >UMS>LMS>MOOCs/CERTIFICATION.

**STEP 1. Select the course code** from given courses and the information already saved shall be auto filled and the remaining information cells with \* mark(mandatory fields) shall be filled by the student himself.

Select the course against which you wish to pursue the	ECE131:BASIC ELECTRICAL AND ELECTRONICS ENGINEERING						
* I wish to register for	Ocertificate Course						
* Organization/Institute/Platform offering MOOC/Certificate Course	Select						
* Name of the MOOC/Certificate course you wish to register for	BASIC ELECTRIC CIRCUITS						
* Enter the URL/Web link of the Organization/Institute/Platform where the MOOC/Certificate course details are available							
* Type of Organization /Institute/ Platform offering MOOC/ Certificate course	National (Indian) OInternational						
* MOOC/ Certificate course Start Date							
* MOOC/ Certificate course End Date		100					
* Mode of Assessment of MOOC/ Certificate Course	Online Examination Offline Examination No Examination						
* In case of Online Examination, the mode will be	®Proctored Not-Proctored Not-Available						
* Percentage Mapping of Course Syllabus with MOOC/Certificate course syllabus	30						
	Save Reset						

- **STEP 2.** Student must ensure that the information filled by his is CORRECT in all respects and unerring.
- **STEP 3.** When the student has filled all the information, **CLICK** the save button, then he/she shall be asked to upload the MOOCs completion Certificate in the **VIEW DETAILS** tab.

STEP 4. For those, who have completed the MOOCs can upload the certificate by clicking the VIEW DETAILS TAB, where student need to fill the required information along with uploading of the certificate in the formats mentioned there.



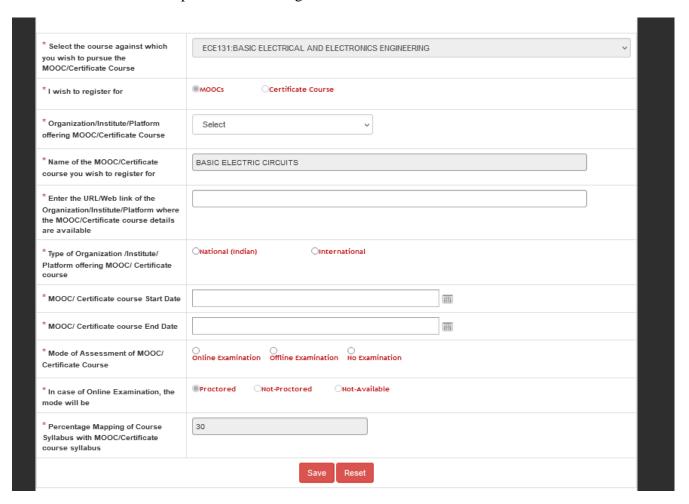
**STEP 5**. The uploaded certificate shall be verified by authorized committee and if approved then the associated academic benefit shall be awarded to student by the end of the semester

**STEP 6**. In case student has not completed the MOOCs/Certifications yet, then his/her request shall be kept pending and same shall be visible to student in the tab **View Details**. Once the MOOC course is successfully completed the student can **upload the MOOCs completion certificate by following the same path UMS>LMS>MOOCS/Certification>VIEW Details**.

#### **Category C:**

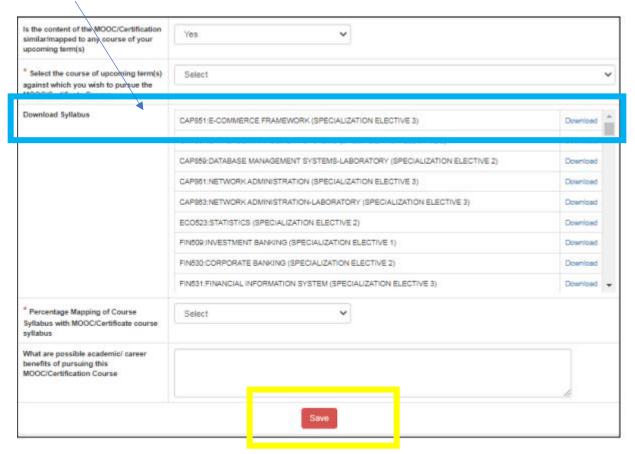
When a student has explored MOOCs/certifications other than the list already provided in UMS, Then the student has to Apply for the approval of the MOOCs, its percentage mapping , reputation of the Organization and associated academic benefit if any .

- **STEP 1**. Follow the path UMS>LMS>MOOCs/Certifications. Then select the course against which the student wishes to do the MOOCs.
- **STEP 2.** Fill all the required information as per given snap shot, Make sure that information filled by the student is correct in all respects and unerring.

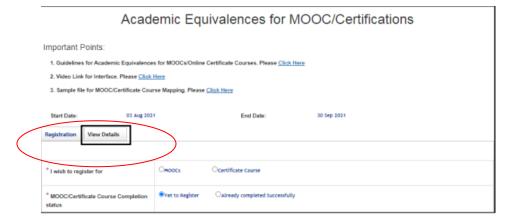


* Ownership of Organization /Institute/ Platform offering MOOC/ Certificate course	Oprivate Ocovernment				
* Type of Organization /Institute/ Platform offering MOOC/ Certificate course	ONational (Indian)				
* MOOC/ Certificate course Start Date	8/19/2021				
* MOOC/ Certificate course End Date	8/19/2021				
* Mode of Assessment of MOOC/ Certificate Course	Online Examination Offline Examination ONo Examination				
* In case of Online Examination, the mode will be	OProctored ONot-Proctored ONot-Available				
Applicable MOOC/Certificate Course Fee (INR)					

• **STEP 3.** For the content mapping, the student can refer the syllabi of the courses from drop the option download syllabus



- **STEP 4.** After completion of all the details, the student must double check and verify the information entered and then press the "SAVE" button.
- **STEP 5**. After doing so, the student's request will be forwarded to the respective Authorized Committee for the further verification of the details provided by the student.
- **STEP 6.** All the MOOC/Certificate Course registration requests by the students will be visible in "View Details" tab as shown in Snapshot. Information such as student requests, action taken by Authorized Committee, and decision on academic equivalence against the requested MOOC/Certificate Course can be seen in this section.



**STEP 7**. Upon completion of the MOOC/Certificate course, the student is mandatorily required to upload the grade sheet/completion certificate provided by the host institution/organization through the UMS interface available in "View Details" tab shown in Snapshot .

Note: Academic equivalences/benefit approved by the Authorized Committee shall be granted to student only after verification of the completion certificate uploaded by the student.



IMPORTANT: If for whatever reasons the student is unable to complete the approved MOOC or fails to submit completion certificate, then in that case the evaluation component(s) which had earlier been waived off in anticipation of MOOCs/certification completion will now be null and void (only for the courses of his current term )

Based on the recommendations of the School Committee the student in such cases will be required to register the course as backlog/re-appear course.