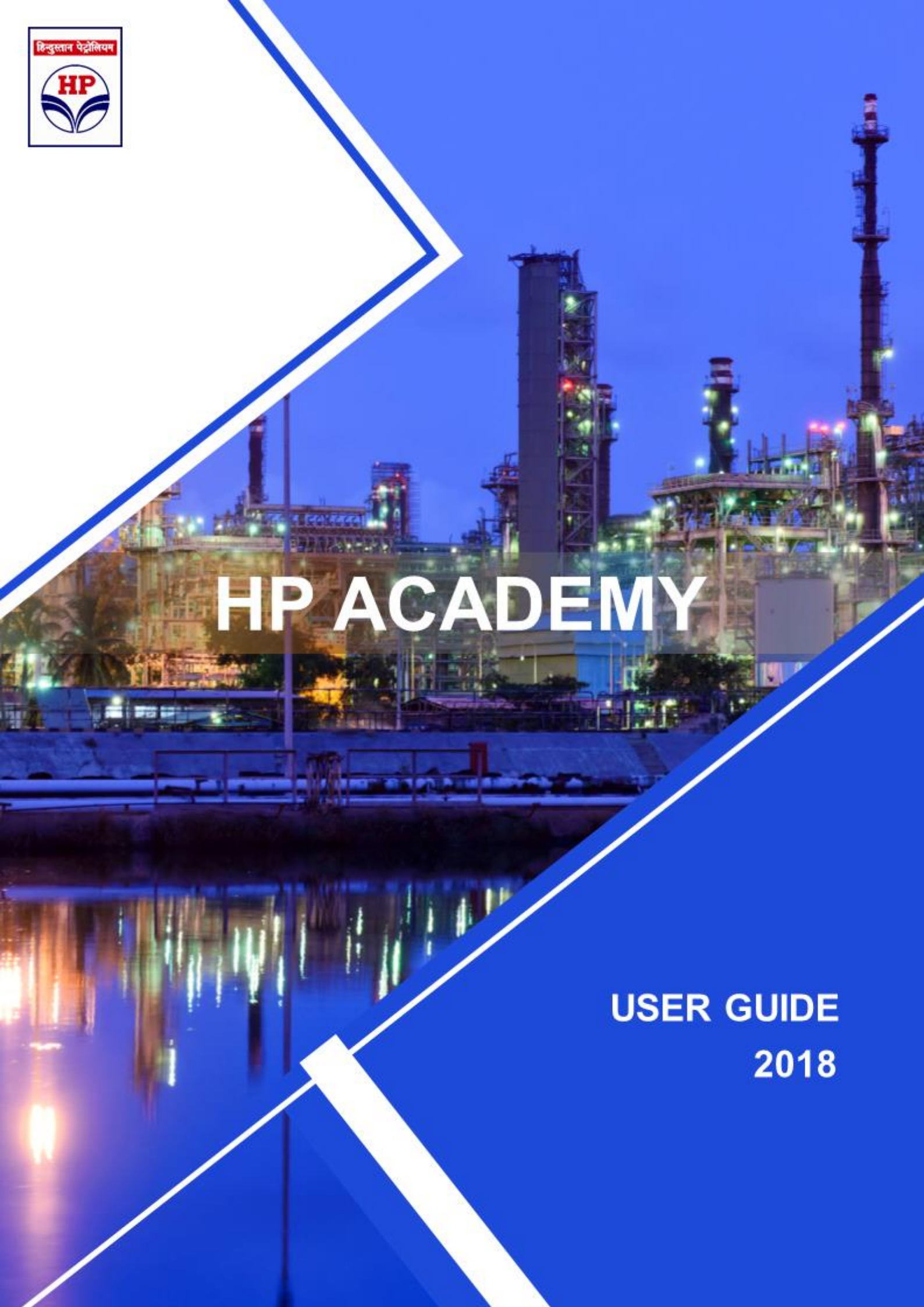

HP ACADEMY

USER GUIDE
2018

An Introduction to HP Academy – User Guide

Second Version – August 2018

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This manual has been published strictly for internal circulation.

HP Academy can be accessed at https://hpacademy.hpcl.co.in/elearning/

For any queries, write to hpacademy@mail.hpcl.co.in

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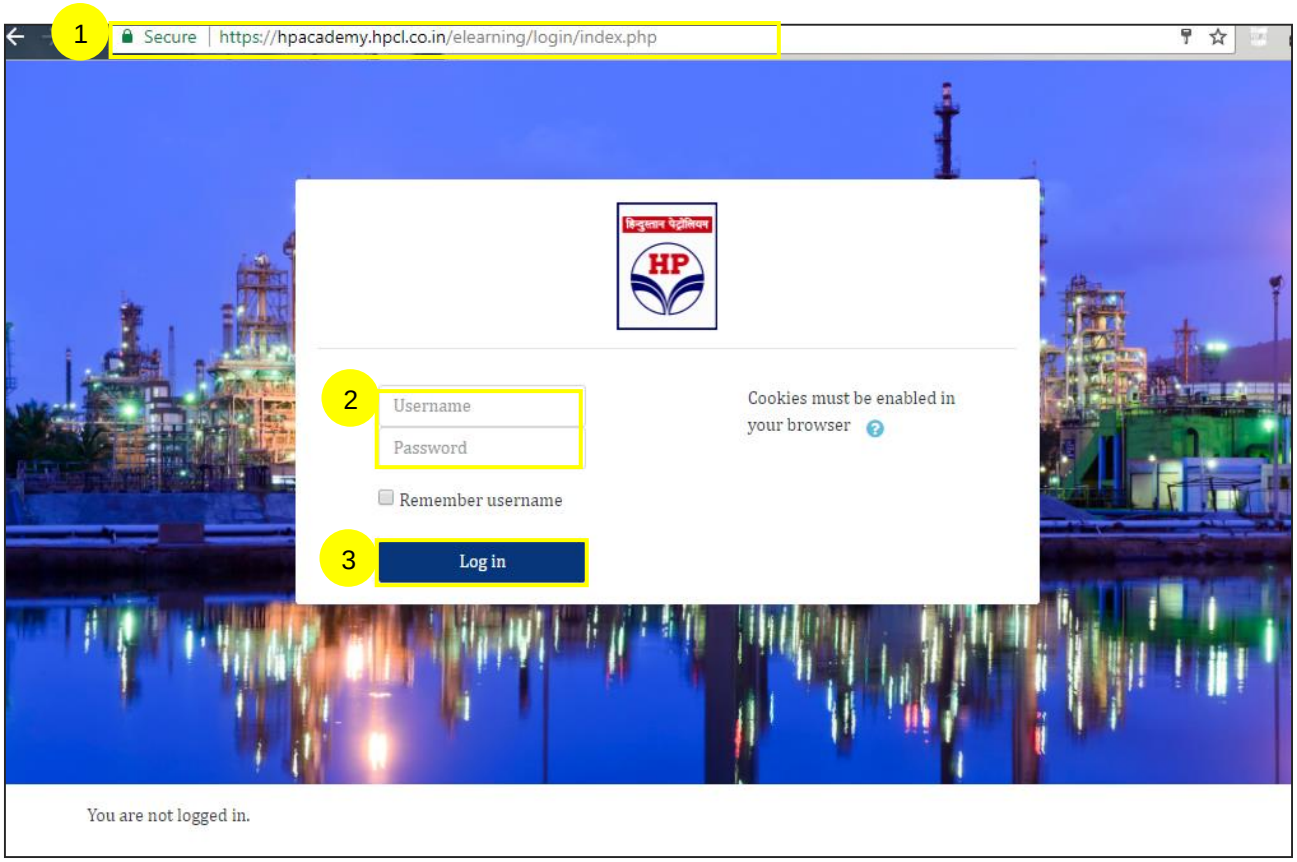
1 The ‘How-tos’ of HP Academy

1.1 Logging into HP Academy

You can log in to HP Academy from any device and on any network. Follow the steps below to log-in:

1. Navigate to https://hpacademy.hpcl.co.in/elearning/ in the web browser. This takes you to the login screen.
2. Enter your username and password. Your username is your **eight-digit employee ID** and your password is your **ADS password**.
3. Click the **Log in** button. This will direct you to the Home Page.



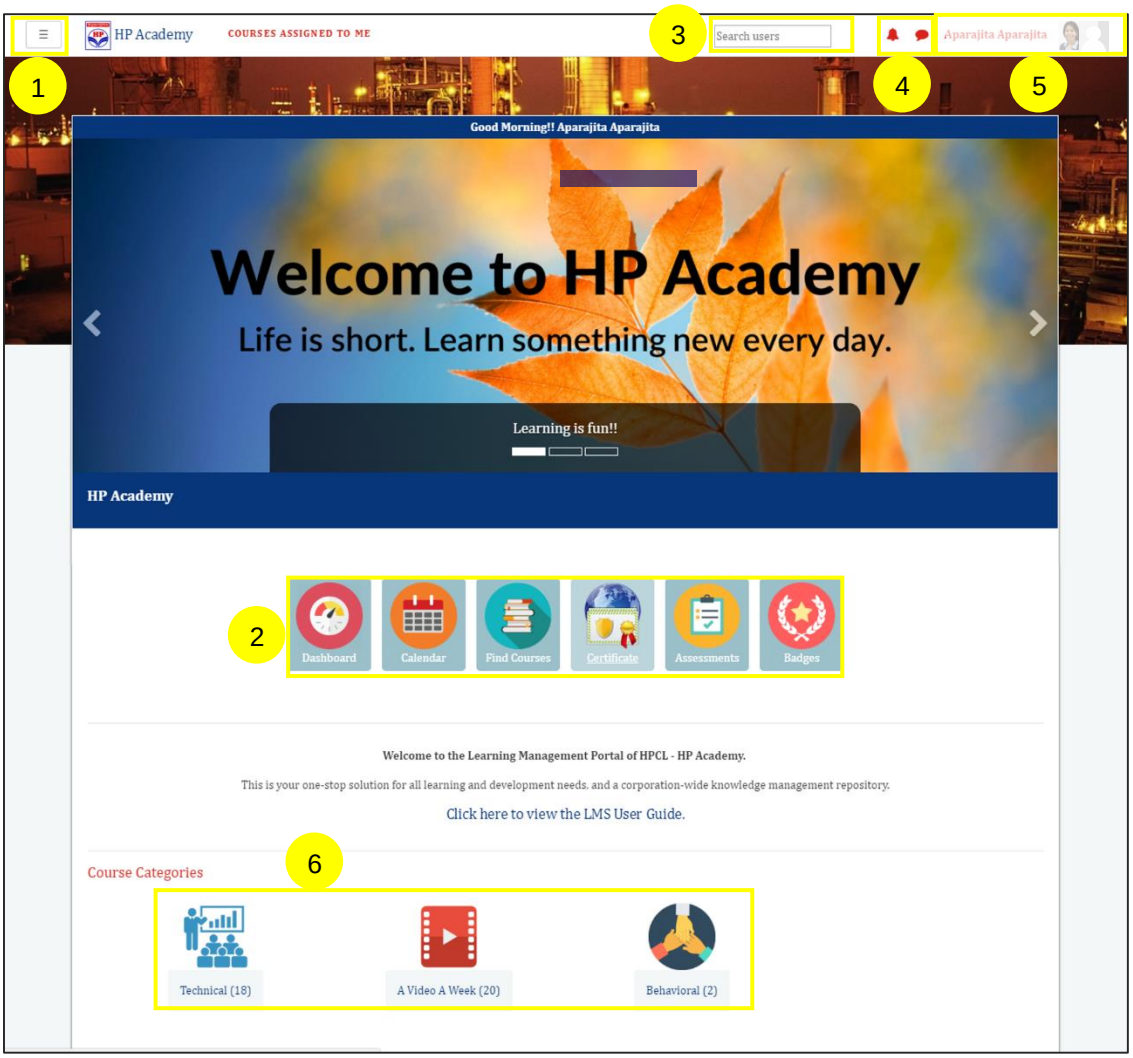
1.2 Familiarizing Yourself with HP Academy

Let's first look at the screens you would be using the most and the features available on them.

1.2.1 The Home Page

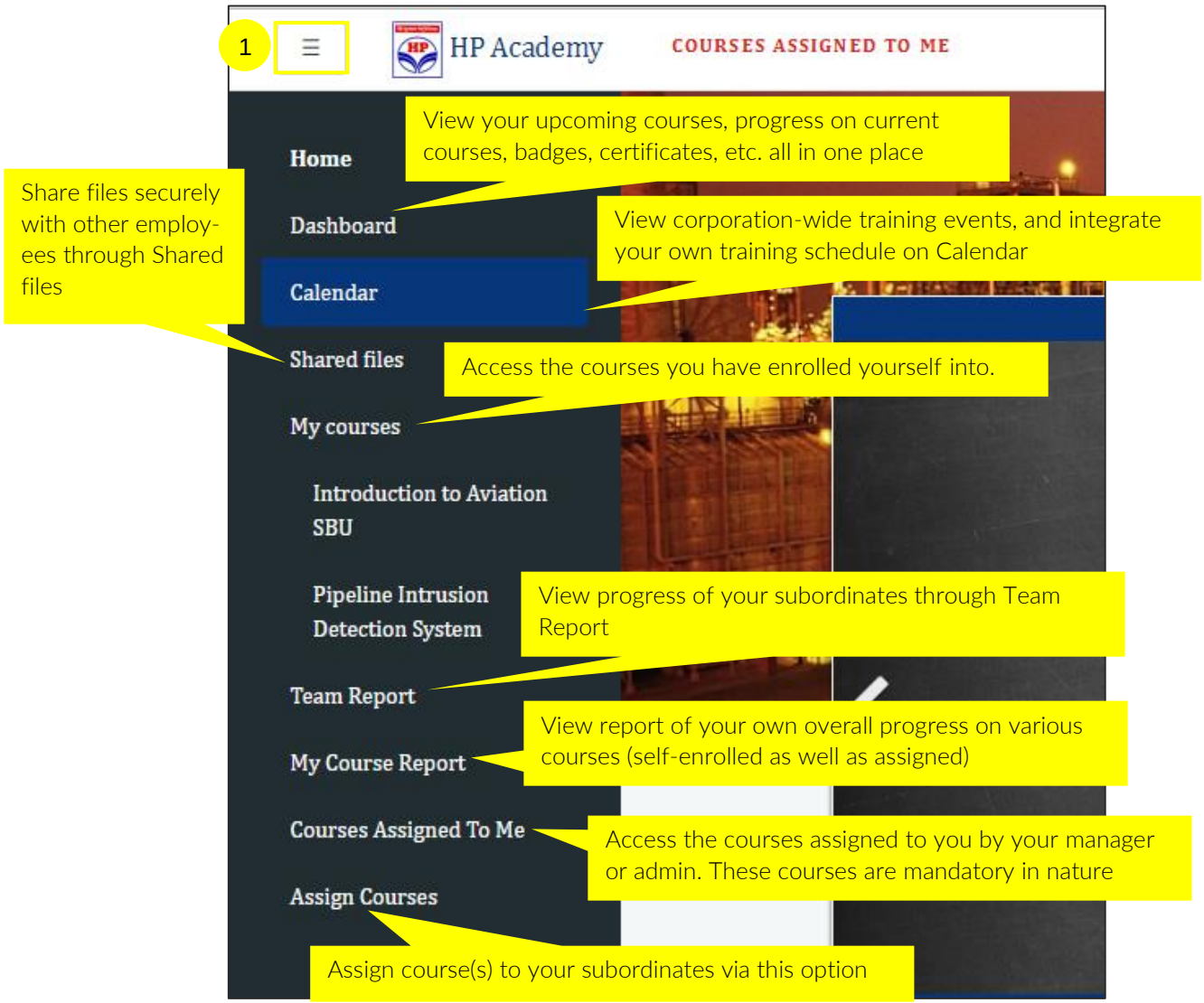
Home page is the screen where you land once you log in to HP Academy. Given below are various components of HP Academy:

1. **Hamburger Menu –** This menu allows navigation to various pages of HP Academy.
2. **Quick Access Tabs –** These tabs allow quick access to frequently used pages of HP Academy.
3. **Search Bar** – Search other employees on HP Academy to view their profiles.
4. **Notifications and Messages –** Check the notifications you have received, as well as messages from other employees through the respective icons.
5. **Profile Drop-down** – Click this drop-down to check / edit your profile, manage settings and to log out of HP Academy.
6. **Course Categories –** Check and enrol in Technical and Behavioural courses through these two categories.



1.2.2 The Hamburger Menu

1 Click the hamburger icon to expand / collapse the hamburger menu. The various items on the menu are explained below:

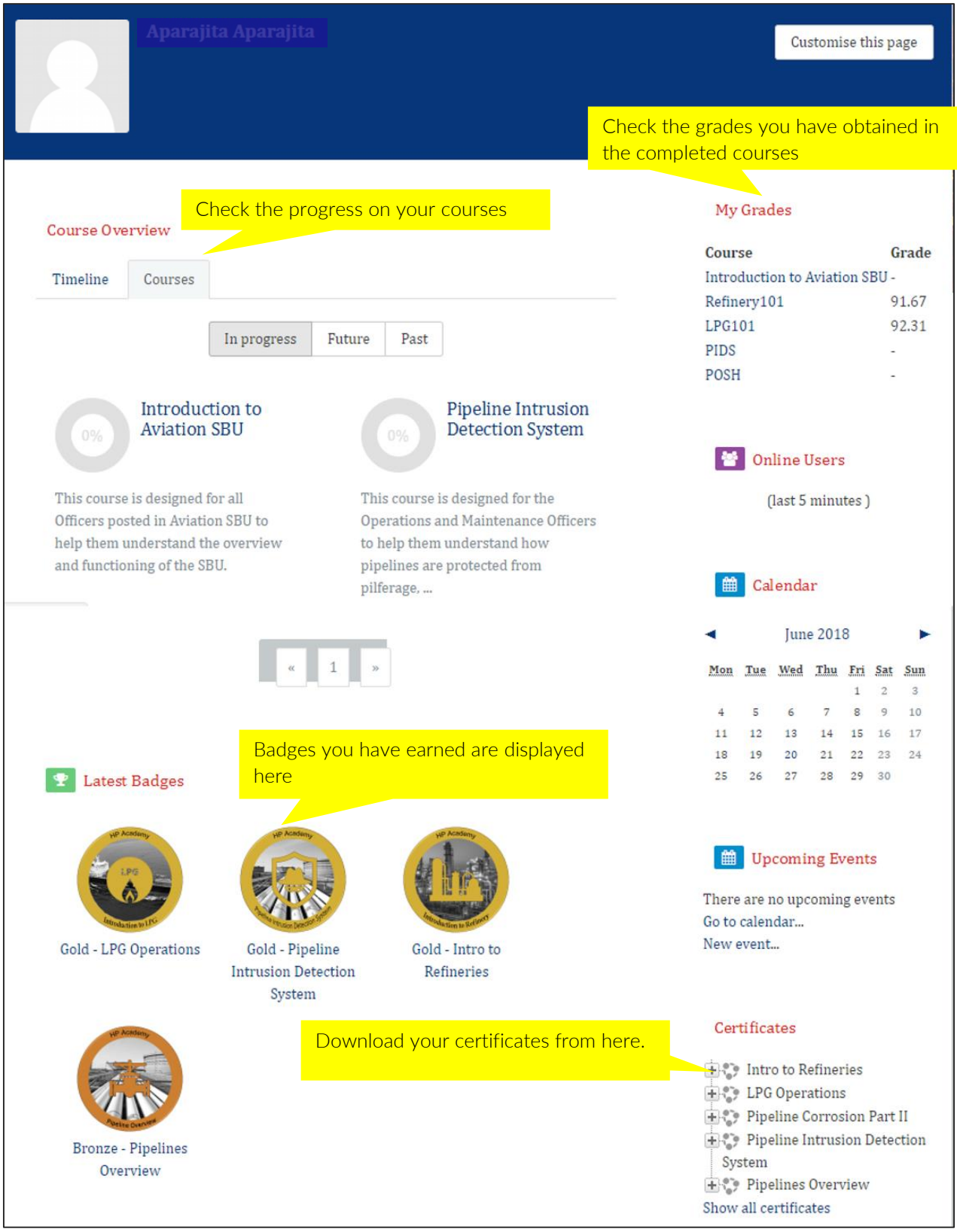


1.2.3 The Dashboard

Go to the Dashboard through the following path:

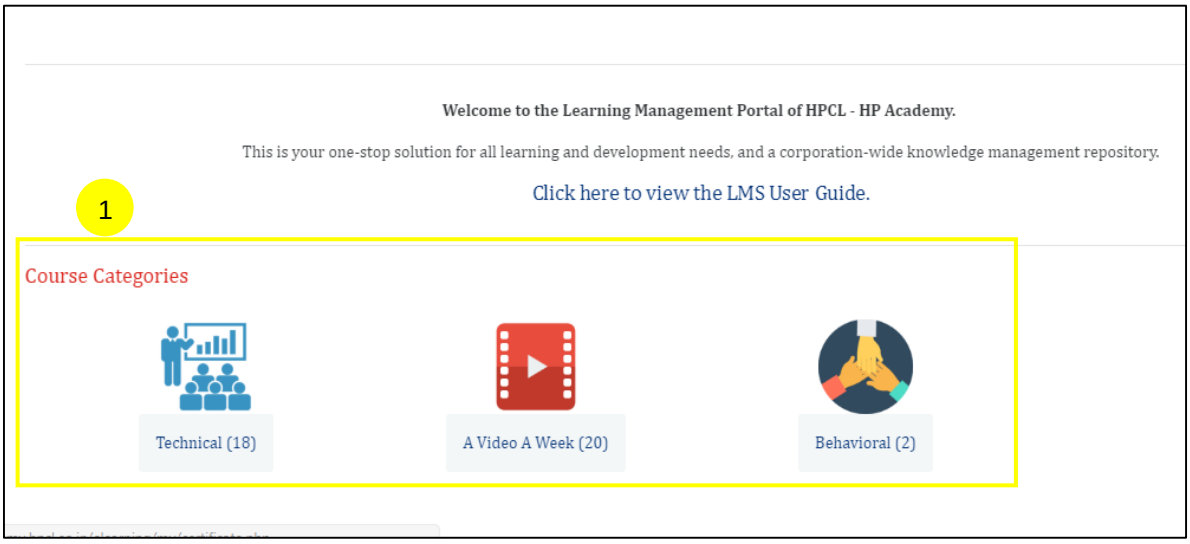
Home Page ➔ Hamburger Menu ➔ Dashboard

Alternatively, click on the Dashboard tab on the Quick Access Tabs on Home Page.

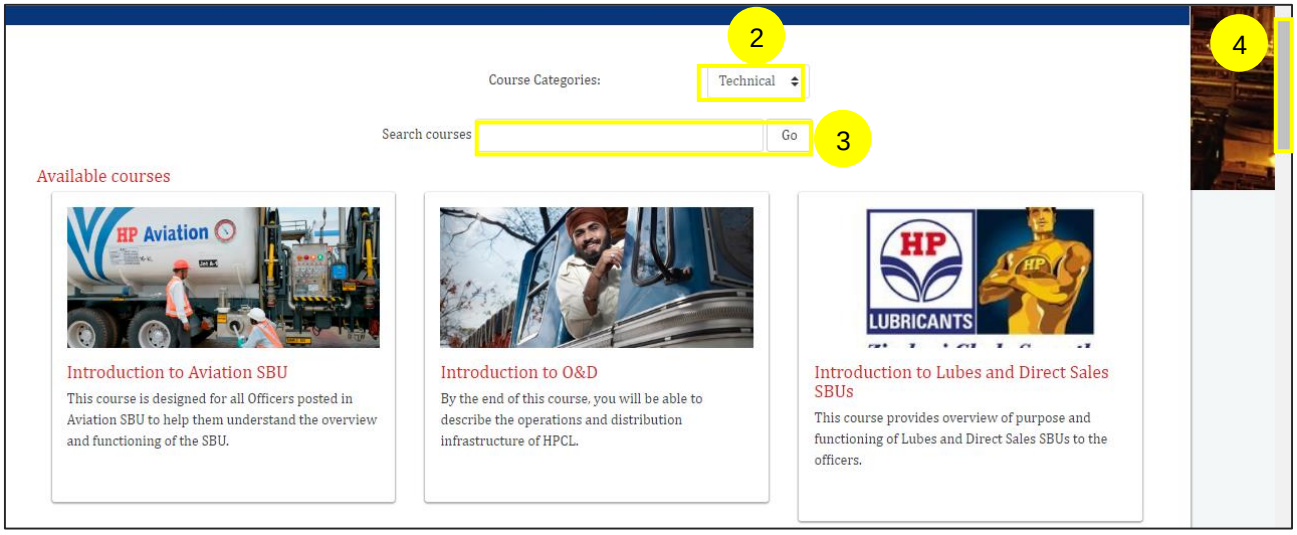


1.3 Browsing Course Categories on HP Academy

1. Scroll down to the Course Categories on the Home Page. There are three categories: Technical, A Video A Week, and Behavioural. Click the category you want to browse.

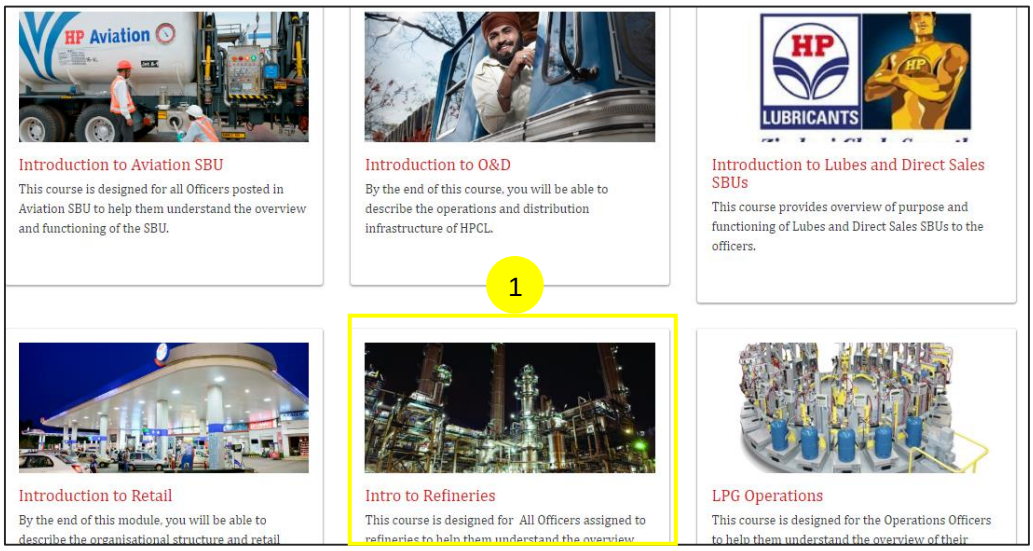


2. You can toggle between the course categories using the dropdown.
3. Enter the search term in the **Search Courses** text box and click **Go** button.
4. Alternatively, use the scroll bar to scroll through the courses and read their description.

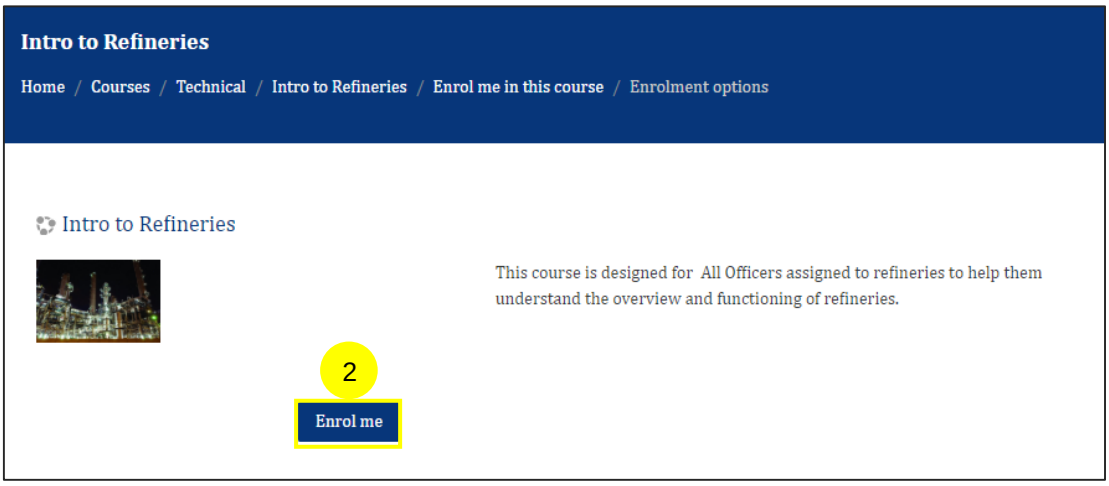


1.4 Self-Enrolling in Courses

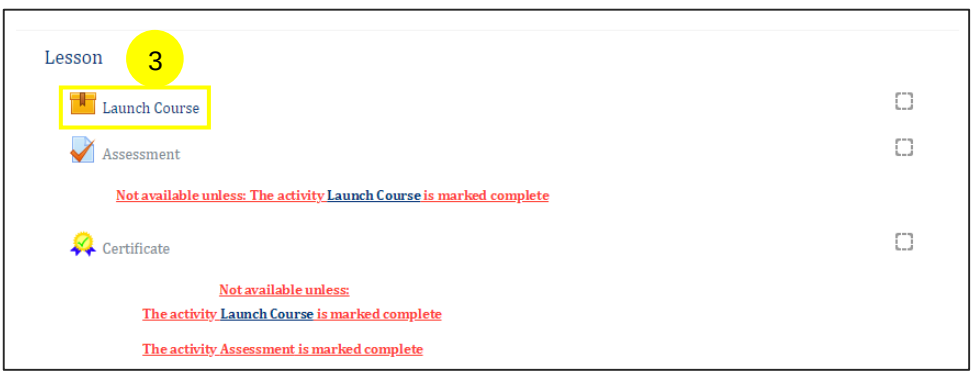
1 As discussed in 1.3. browse the course you want to enrol yourself in, and click the course. **Note:** Enrolment is not required in A Video A Week courses.



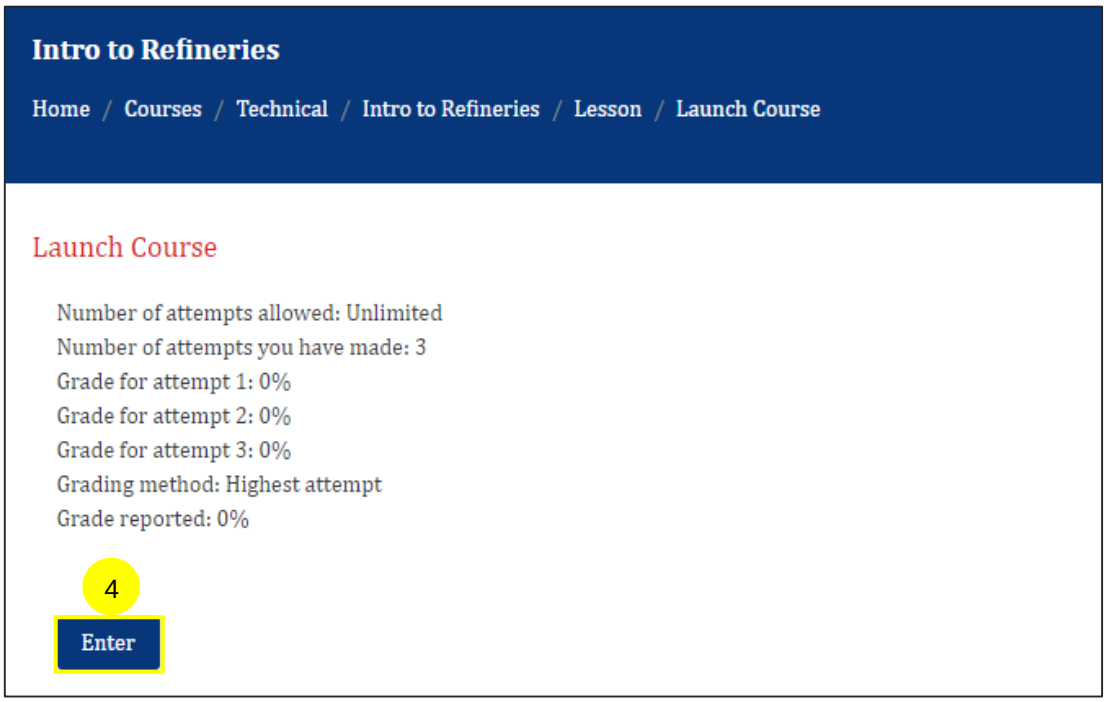
2 Click the **Enrol me** button.



3 Click the **Launch Course** link. Note that Assessment link is not available till you complete the course. Similarly, Certificate is not available for download till you clear the assessment.

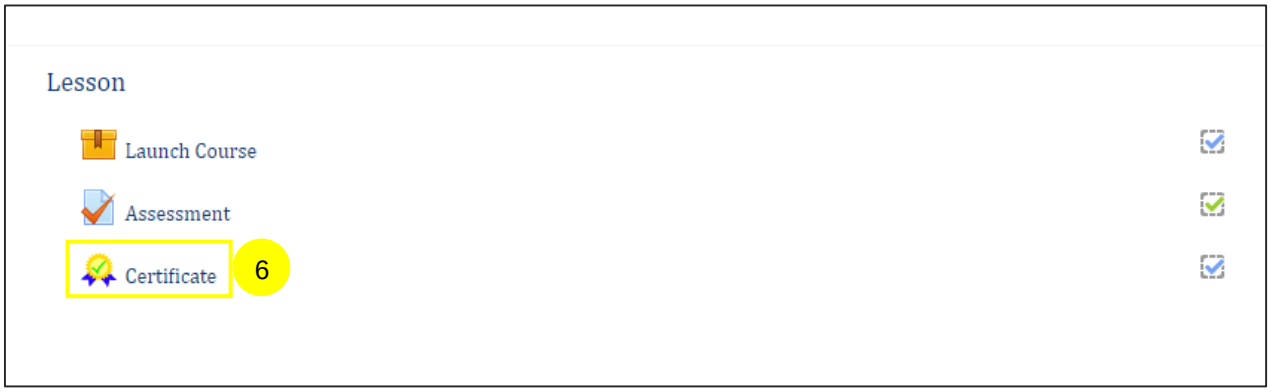


4 Click the **Enter** button. The course will open in a new window.



5 Once you have completed the online course, the box in front of **Launch Course** will be clicked blue, meaning, the activity has been completed. Click the **Assessment** link now to launch assessment.

6 Once you have successfully completed the assessment (that is, scored more than 70% in the assessment) you will be able to download the certificate from the **Certificate** link.

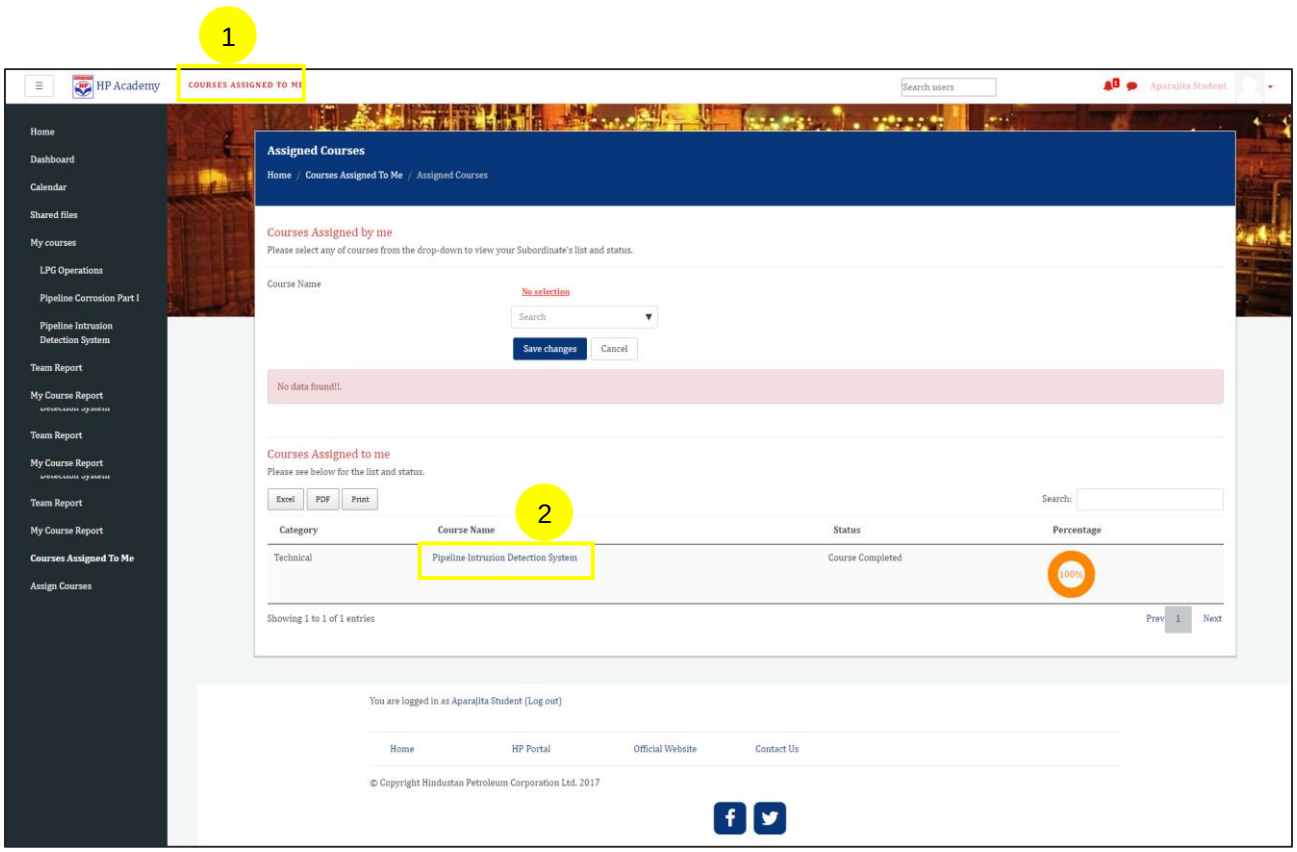


1.5 Accessing 'Courses Assigned to Me'

"Courses Assigned to Me" section displays the courses that have been assigned to you by either your manager or by the HP Academy Admin. Such courses are mandatory in nature and usually come with a set deadline. Follow the steps below to access these courses.

1. Click the **Courses Assigned to Me** tab on the top of the screen. Alternatively, you can access the option through the Hamburger menu.

2. Click the link of the course assigned to you by your manager / admin. This will take you to the course launch screen. Follow the steps to complete the course as listed in 1.4.

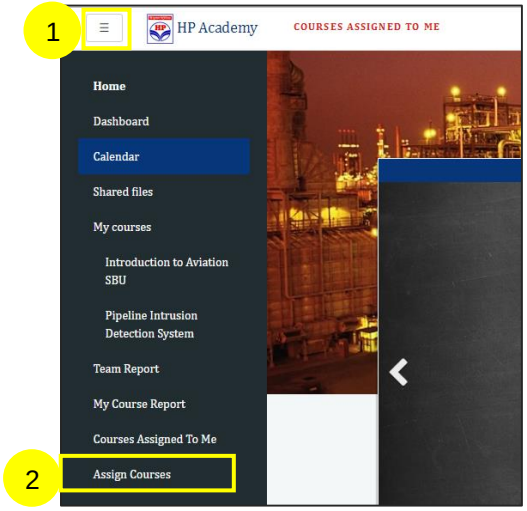


Note that you can always self-enrol yourself in courses which are of your interest, even if they haven't been assigned to you by your manager.

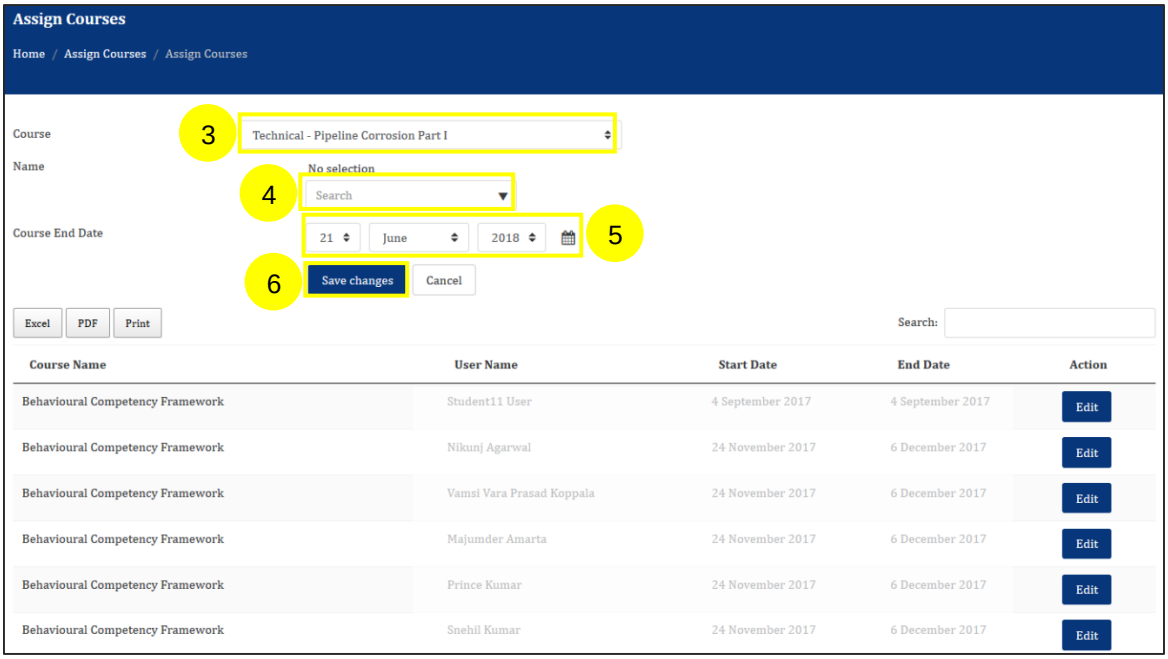
1.6 Assigning Courses to Your Team

You can assign courses to Officers reporting to you with a set start and end date. The courses will be available only during the set period and would appear under "Courses Assigned To Me" section of your subordinate's profile. Follow the steps below to assign courses to your team:

1. Click the **Hamburger Menu.**
2. Select the **Assign Courses** option. Note that in case you do not have any employee reporting to you, you would not have permission to assign courses.



3. Select the course from the **Course** drop-down.
4. Search to select the **Name** of the employee you want to assign the course to.
5. Select the **Course End Date**. The course would not be available to the employee post the end date.
6. Click the **Save Changes** button.

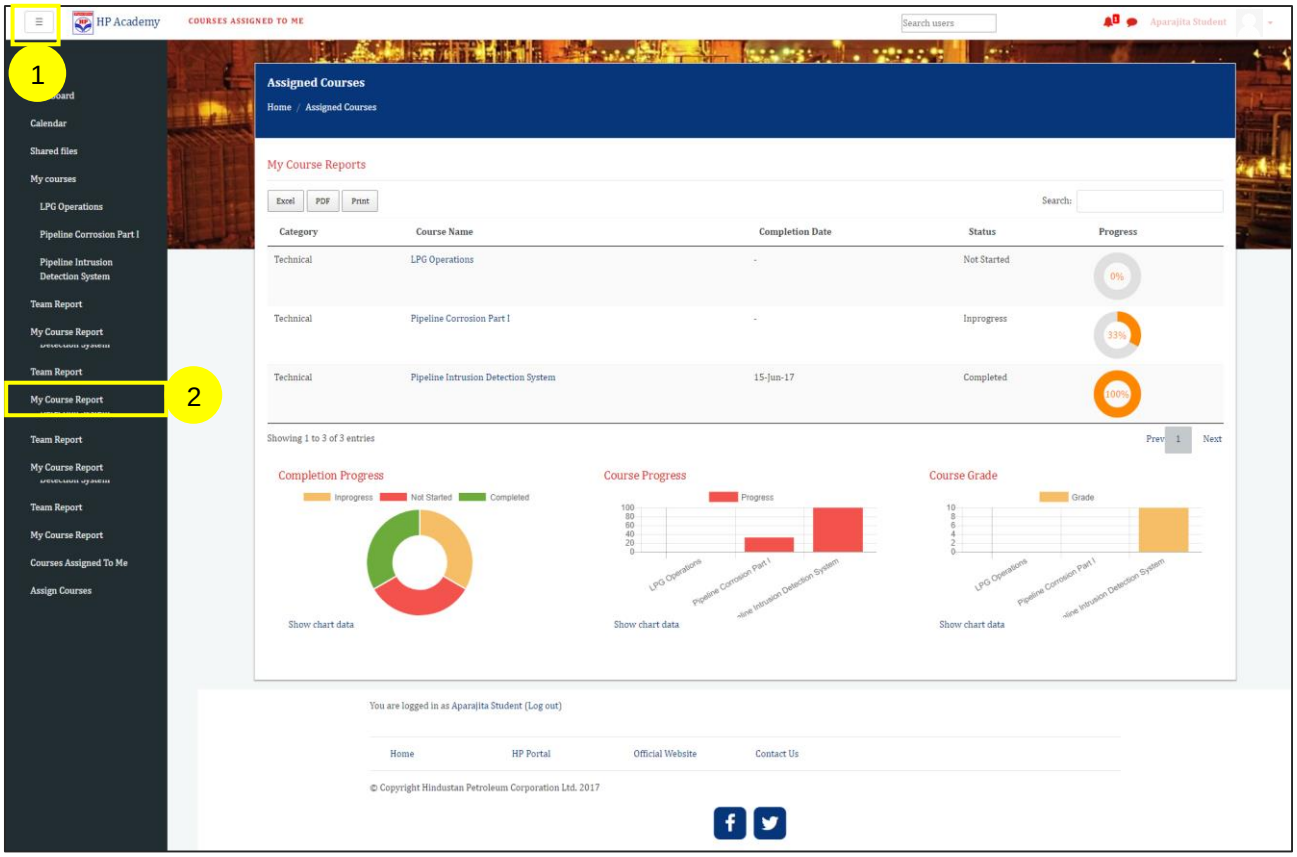


1.7 Viewing Report of Your Performance

You can generate a composite report of your performance and activities on HP Academy. Follow the steps below to view your reports:

1. Click the **Hamburger** Menu.
2. Select **My Course Report** option.

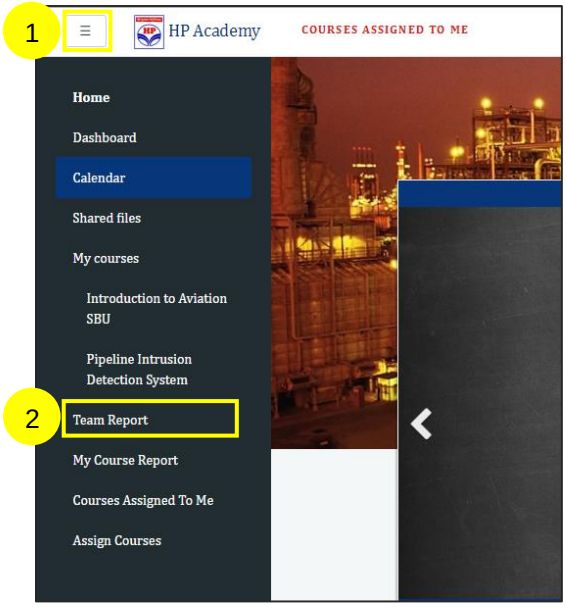
Once you click on the "My Course report" from the left menu, you will be able to see the page like below which reports all the progresses of your courses.



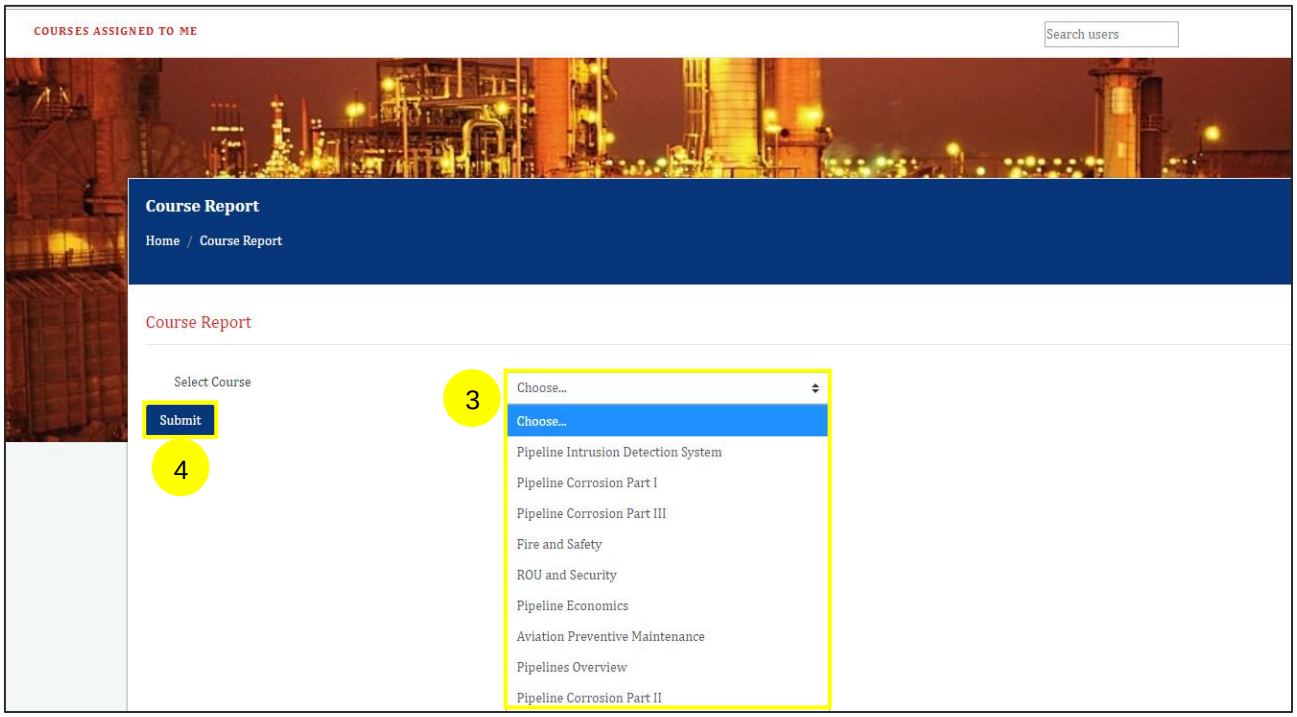
1.8 Generating Team Reports

You can generate course-wise performance reports of your team. The report lists the progress of your various team members on a particular course, the grades scored by them in assessment, etc. Follow the steps below to generate Team Reports:

1. Click the **Hamburger Menu.**
2. Select the **Team Report** option.



3. On the **Course Report** screen, select the course for which you want to generate the report from the drop-down.
4. Click the **Submit** button. This will generate the team report for the selected course.



1.9 Searching Users on HP Academy

You can view profile of other employees, the courses that they have taken, the badges they have earned, and their forum posts on HP Academy. Follow the steps below to search users:

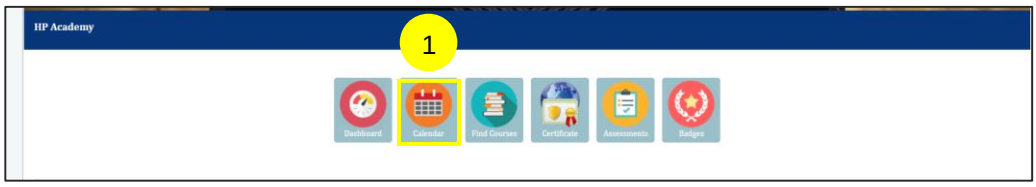
1. Enter the name of the employee or eight-digit employee ID in the search bar. Minimum four characters are required to populate search suggestions.

2. Click the appropriate employee name from the search suggestions.

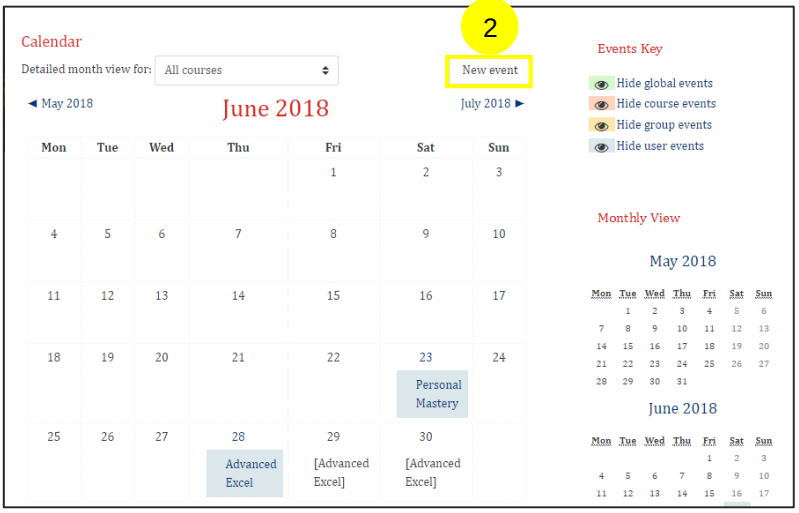
1.10 Viewing / Adding Calendar Events

You can view various calendar events set by the Capability Building department, like the annual training calendar, course deadlines, etc. through the **Calendar** option. You can also add events on your calendar for better managing learning and development activities. Follow the steps below to check the events:

1. On the **Home Page**, click the **Calendar** tab.



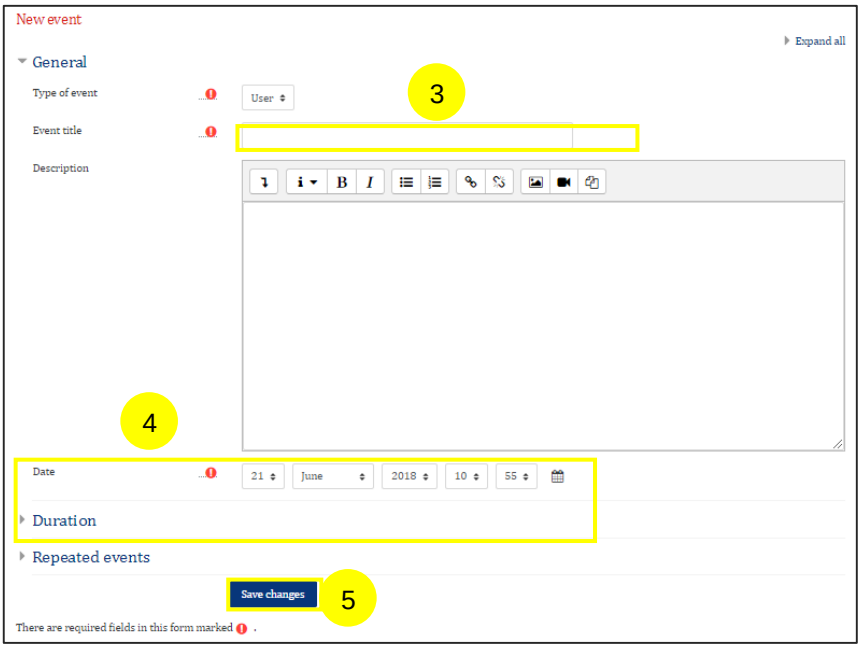
2. View the events on the calendar. To add a new event, click the **New Event** button.



3. Enter **Event Title**, which is the name that will appear on the calendar.

4. Enter the **Date** and **Duration** of the event.

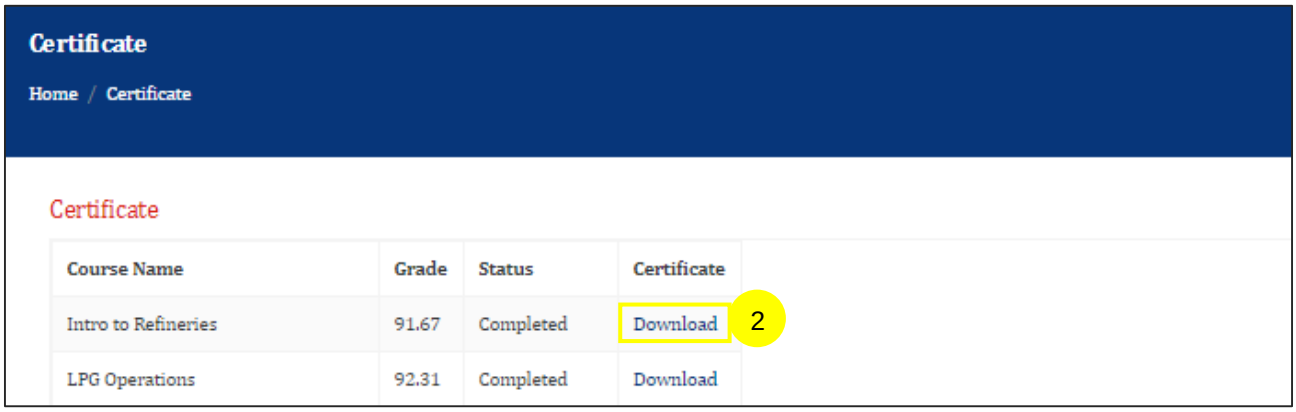
5. Click the **Save Changes** button.



1.11 Accessing Your Certificates

1 On the **Home Page**, click the **Certificates** tab.

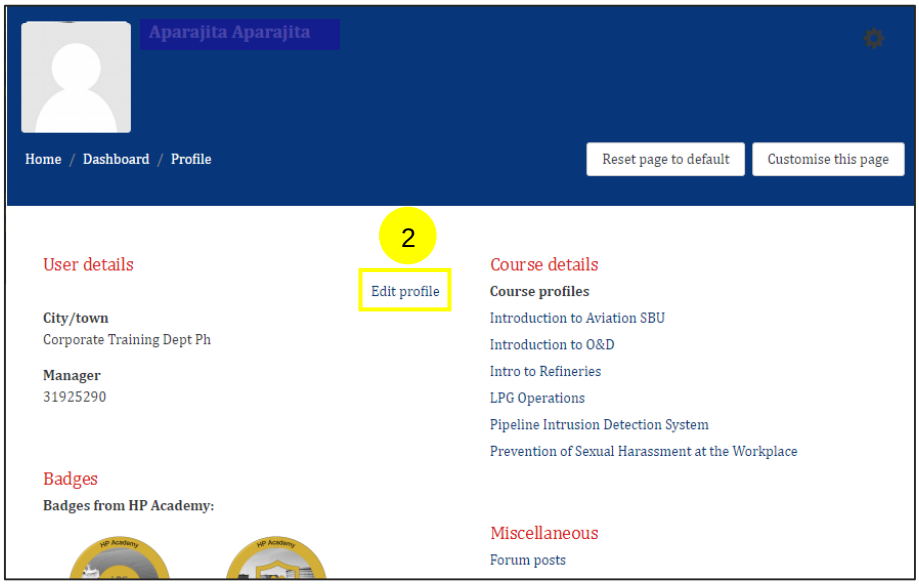
2 Click the **Download** link to download the certificate you want to see.



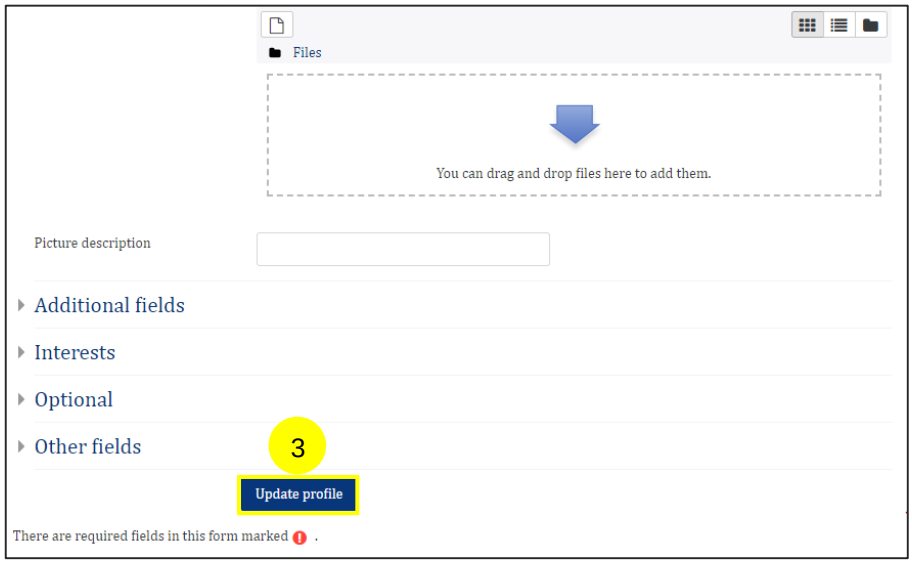
1.12 Editing Your Profile

1 Click the drop-down next to your name on **Home Page** and select the **Profile** option.

2 Click the **Edit Profile** link.



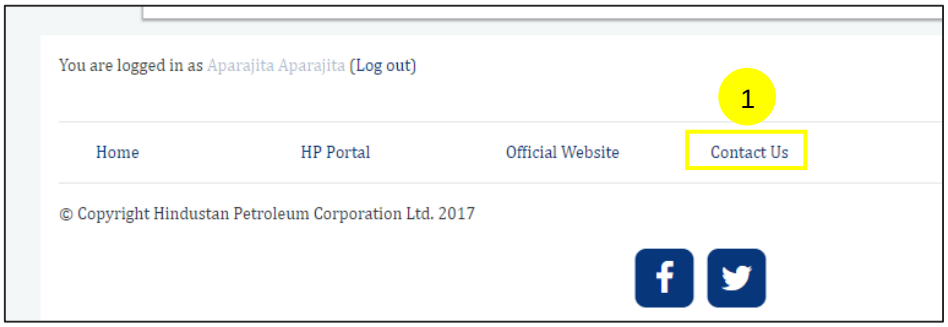
3 Update the appropriate fields and click the **Update Profile** button.



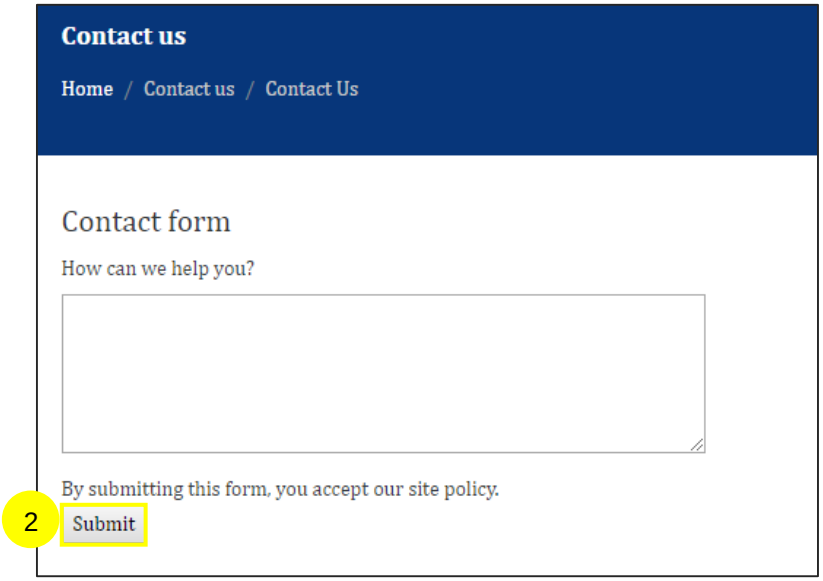
1.13 Leaving Feedback for HP Academy

Your feedback is valuable to us. HP Academy can only grow into an ideal learning management platform with continuous user input. Leave your feedback / comments / insights by following the steps below:

1. Scroll down on the **Home Page** and click the **Contact Us** link.



2. Enter your comments and click the **Submit** button.



3. Alternatively, you can write to us at hpacademy@mail.hpcl.co.in .

1.14 Logging Out of HP Academy

1 Click the drop-down next to your name on **Home Page** and select the **Log out** option.

2 Answering Your FAQs

2.1 What is HP Academy?

HP Academy is our maiden Learning Management System, meaning, it is a platform that will be used to administer, monitor, and track online training. In other words, it is a "portal" wherein you can go and "attend trainings", and the "portal" maintains a record of your progress on these trainings, the list of the trainings you have taken on the portal, etc.

2.2 Who is it meant for?

HP Academy has been developed for all officers, across grades.

2.3 How will HP Academy benefit me? What is in it for me?

HP Academy provides a chance to you to upskill yourself, polish your skills, and be the best in what you do. It, to a certain extent, removes your dependency on others to train you on skills you would like to possess. It also removes constraints on which training you can be nominated for, since you can choose to enrol yourself in trainings which do not pertain to your function / SBU. HP Academy gives the reins of your professional development in your hands.

2.4 Is it mandatory for me to complete trainings on HP Academy?

Yes, and no. There are two parts to this question. Some trainings will be mandatory – which will be assigned to you either by Capability Building department (admin) or your supervisor. You will be notified about these trainings and their end date. The rest of the trainings which are available on the platform, however, are purely interest based. You can choose to complete some or all based on your interest.

2.5 Will my trainings on HP Academy be monitored? Who will keep a track of it?

The Capability Building department is the administrator on HP Academy and will keep a track of all the mandatory and voluntary trainings. Your supervisor can assign your trainings on HP Academy which will be "mandatory" in nature, and can keep a track of whether you have completed them or not.

2.6 Will there be assessments for trainings on HP Academy?

Most of the trainings on HP Academy are followed by assessments. It is mandatory to clear the assessments with a score of 70% or more in order to obtain the course completion certificate. There is a "badge" system as well, which is as follows:

1. More than 90% in assessment – Gold Badge
2. Between 80-90% in assessment – Silver Badge
3. Between 70-80% in assessment – Bronze Badge

The badges are displayed on your profile and are also printed on your course completion certificates.

2.7 Will my trainings or assessment scores on HP Academy have any bearing on my performance?

No. HP Academy aims to provide you a safe learning zone wherein you can comfortably learn and make mistakes. You can retake the courses and assessments as many times as you like, with no bearing on your performance whatsoever. Having said that, as an added advantage, you can mention your learning activities in your annual balanced scorecard as your investment into your professional development.

2.8 Will HP Academy replace other forms of trainings, such as those in HP MDI, Nigdi?

No. HP Academy is not a substitute to HP MDI, Nigdi, but only a supplement. HP Academy aims to provide increased learning opportunities to you, irrespective of your location / designation. Nominations to all the external / internal training programs will continue as usual.

2.9 I cannot find the trainings I want on HP Academy. What do I do?

HP Academy is a new initiative with a handful of trainings available right now. We plan to scale it further with more trainings every month. Do keep checking HP Academy for new trainings of your interest. Additionally, we would be happy to hear about any particular training you want on HP Academy and will try our best to make it available as soon as possible.

2.10 I cannot enrol in a course / cannot log in / have issues accessing a course. What do I do?

Write to us at hpacademy@mail.hpcl.co.in with your queries / issues. We will try our best to resolve it ASAP.

2.11 I have suggestions to improve HP Academy. Who do I tell them to?

We are happy to receive your valuable inputs / suggestions at hpacademy@mail.hpcl.co.in.

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