TCS iON Remote Internships

User Help Document

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Introduction

During TCS iON Remote Internship, you will be involved in various collaborative activities. You will be enrolled to following on TCSiON Digital Learning on successful registration to internship:

1. **My Courses**: Provides the internship curriculum.

2. **My Communities:** For day to day interaction with mentors and fellow colleagues. Here, you need to work on assigned tasks, ask questions, share your learnings, discuss, clear your doubts and perform various activities.
   This is also known as Digital Discussion Room.

You need to visit both these segments regularly and complete the activities and assigned tasks.

How to Login?

To login of TCS iON Digital Learning,

1. Go to https://learning.tcsionhub.in/iDH/India/. Login screen as shown in Figure 1 will be displayed. Login with your credentials.
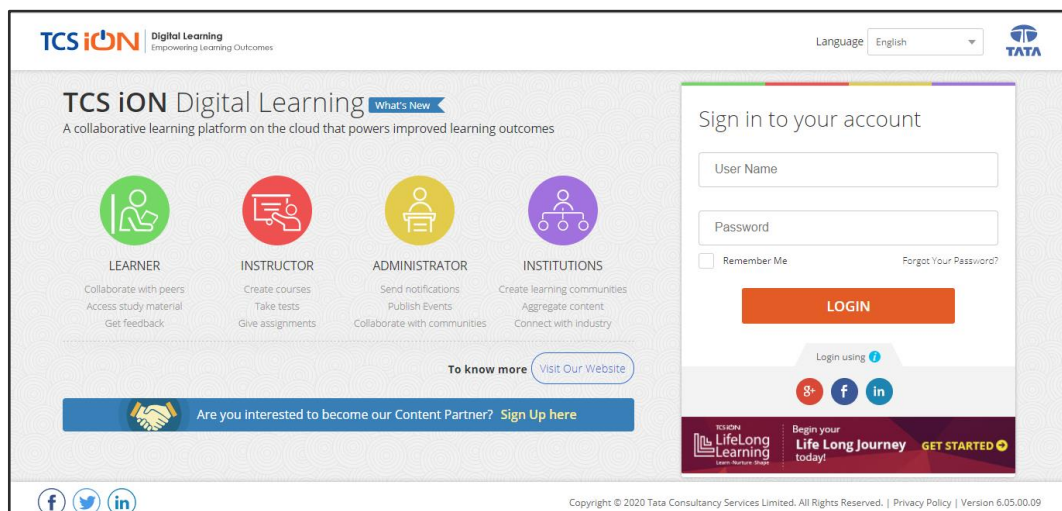

Figure 1

2. The learning course for the Internship selected during registration will be displayed in **My Courses**. Click My Courses icon on the left panel as
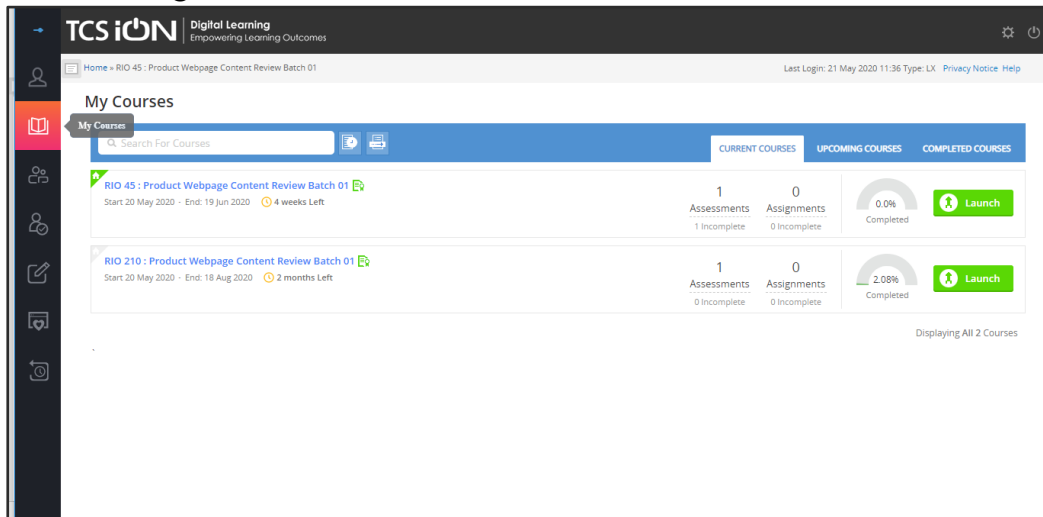
shown in Figure 2.

Figure 2

Following section describes the sequence of activities to be completed in My Courses.

My Courses

You can use the **My Courses** screen to access the course content for the registered internship.

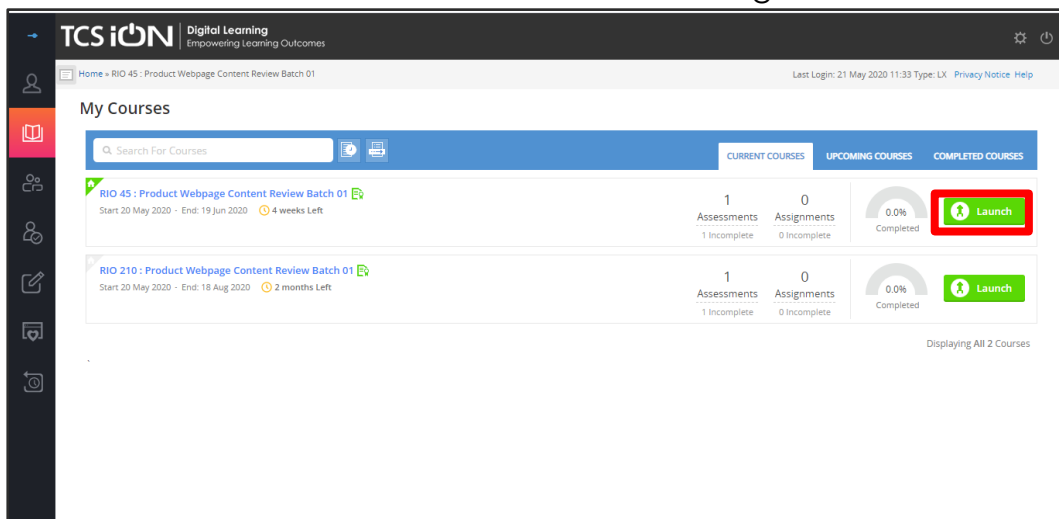1. Click **Launch** to access the course as shown in Figure 3.

Figure 3

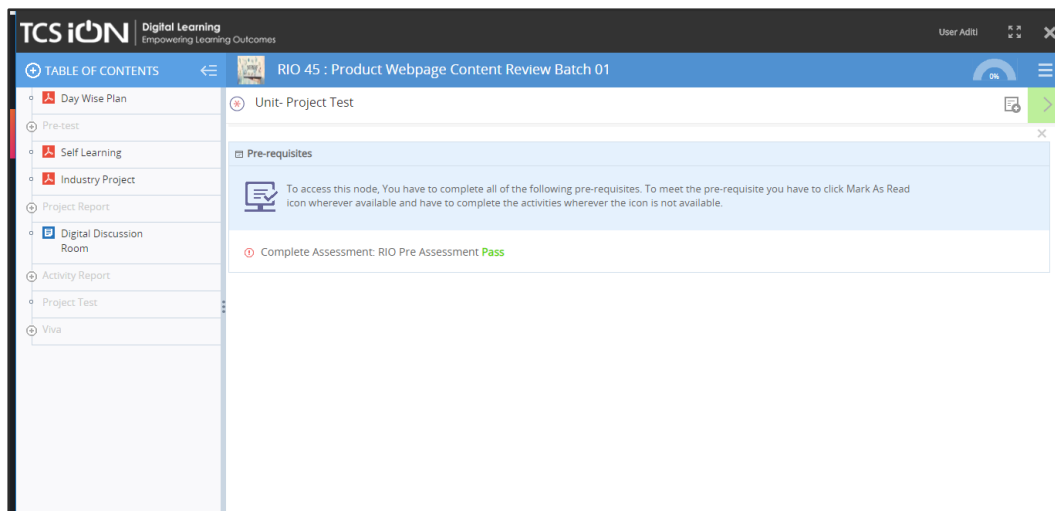You need to complete and Pass the **Pre-Test** to proceed with the course as shown in Figure 5.

Figure 4

2. Go to **Pre-test** module and **Launch Assessment** as shown in Figure 5.
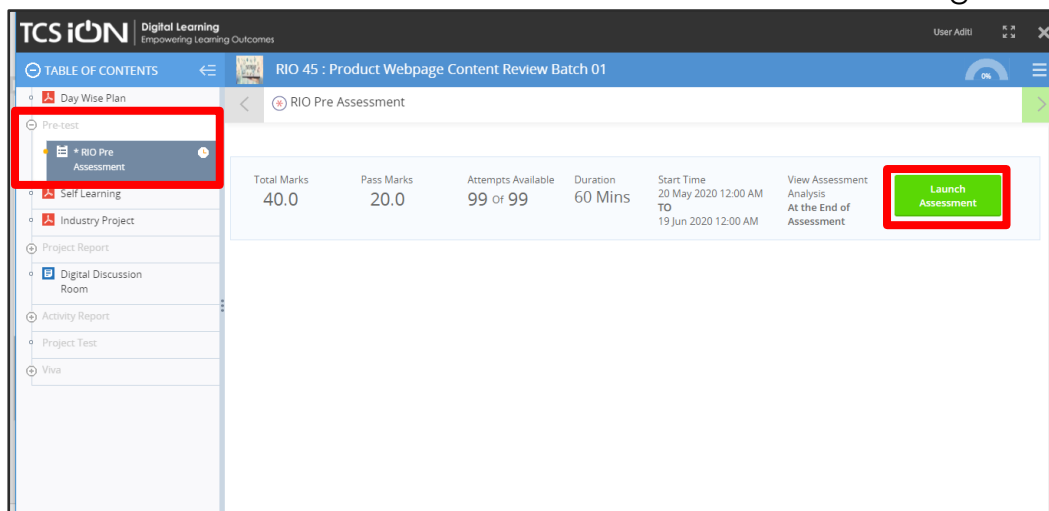

Figure 5

Once you clear the Pre-test, other modules are enabled.

3. Go to **Daywise Plan** module as shown in Figure 6. This module provides plan of activities you would be performing during the internship. The actual plan and daily activities would be assigned by your respective mentor.
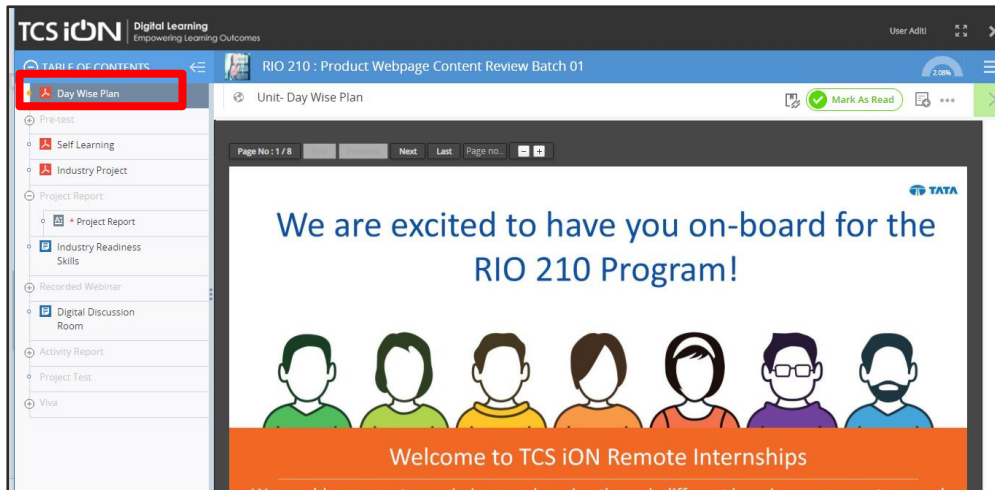
Figure 6

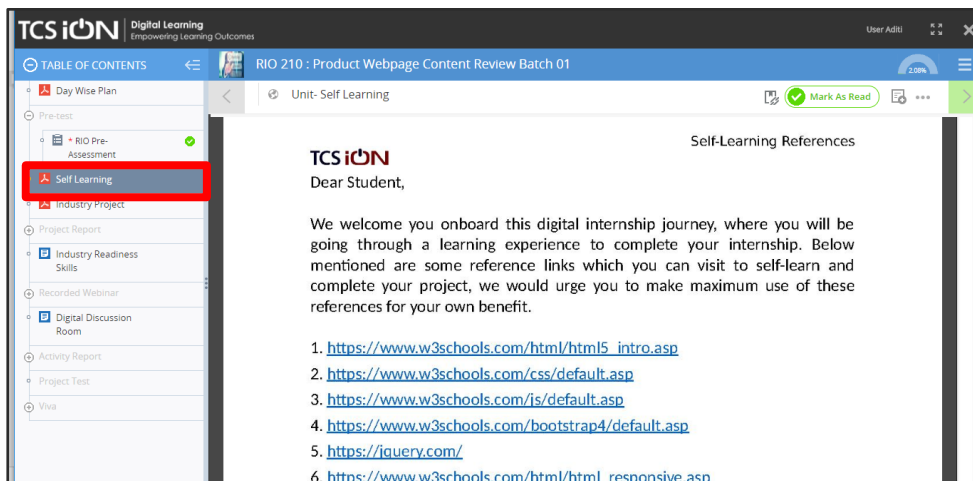4. Go through all the courses as recommended in **Self learning module** as shown in Figure 7.

Figure 7

5. Go to **Industry Project module** to get the details about the project work you would be carrying out during the internship.

6. Go to **Project Report** module and click **Launch Report** to download the template for preparing your internship report as shown in Figure 8. You need to submit this report for evaluation at the end of the internship.
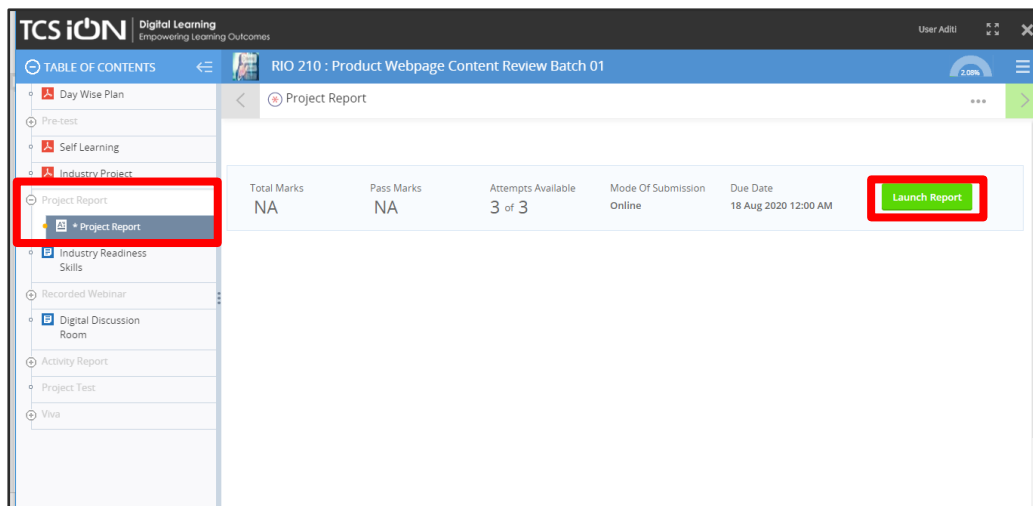
Figure 8

You need to **Download** the template, update the details, browse and select the updated file and **Submit** the report as shown Figure 9.
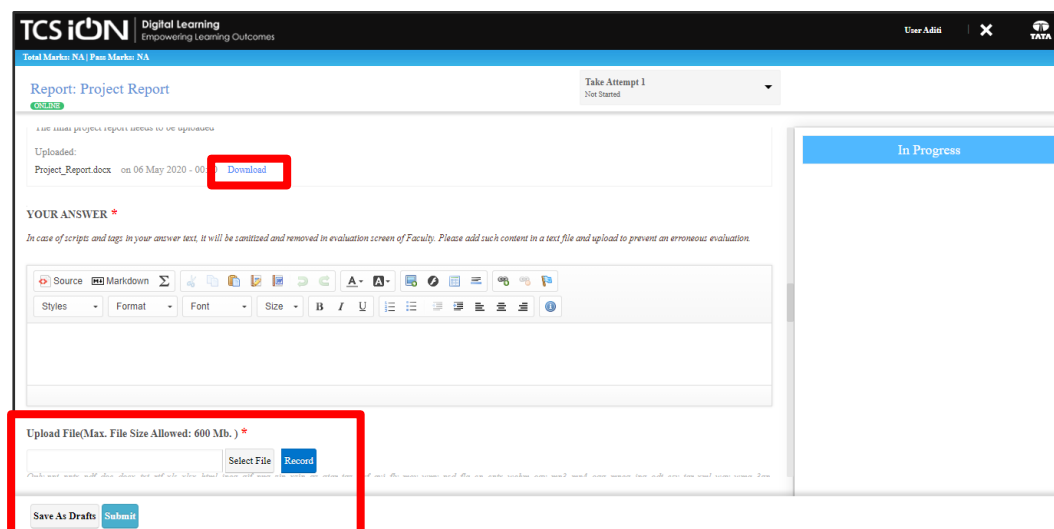

Figure 9

Template for writing a Project Report is shown in Figure 10. You need to share your Project report at the end of your Internship, once you complete the project work.

INTERNSHIP: PROJECT REPORT

Internship Project Title	
Project Title	
Name of the Company	
Name of the Industry Mentor	
Name of the Institute	

Start Date	End Date	Total Effort (hrs.)	Project Environment	Tools used
Project Synopsis:				
Solution Approach:				
Assumptions:				
Project Diagrams:				
Algorithms:				
Outcome:				
Exceptions considered:				
Enhancement Scope:				
Link to Code and executable file:				

Figure 10

7. Go through the recommended **Industry Readiness Skills courses** and view **Recorded Webinars**. Industry Readiness Skills are 20 hour learning modules which will help you understand and develop personal behavioral skills that are essential for success at workplace.
Note: *Both these modules are available for all the internship projects under **RIO 210** and **RIO 125** only*.
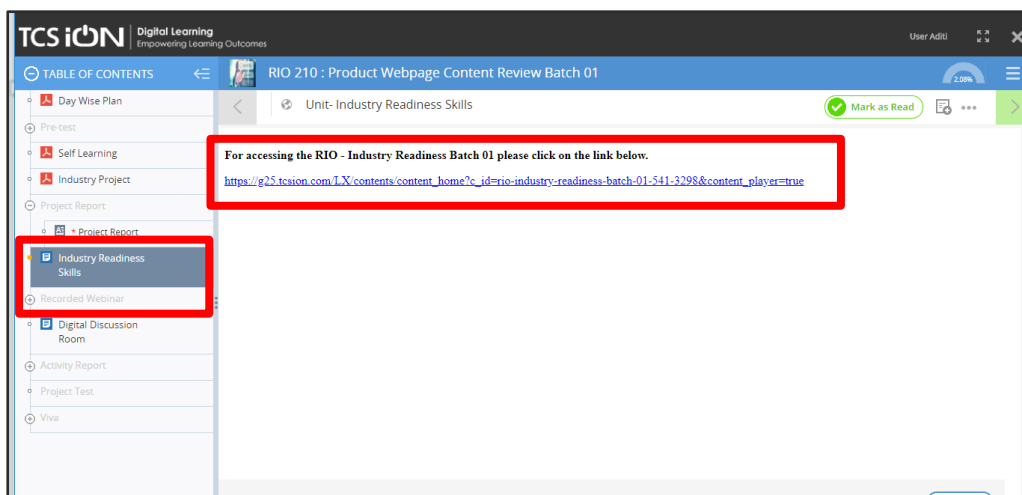

Figure 11

8. The link in **Digital Discussion Room** will redirect you to the corresponding community. You are a member of this community.
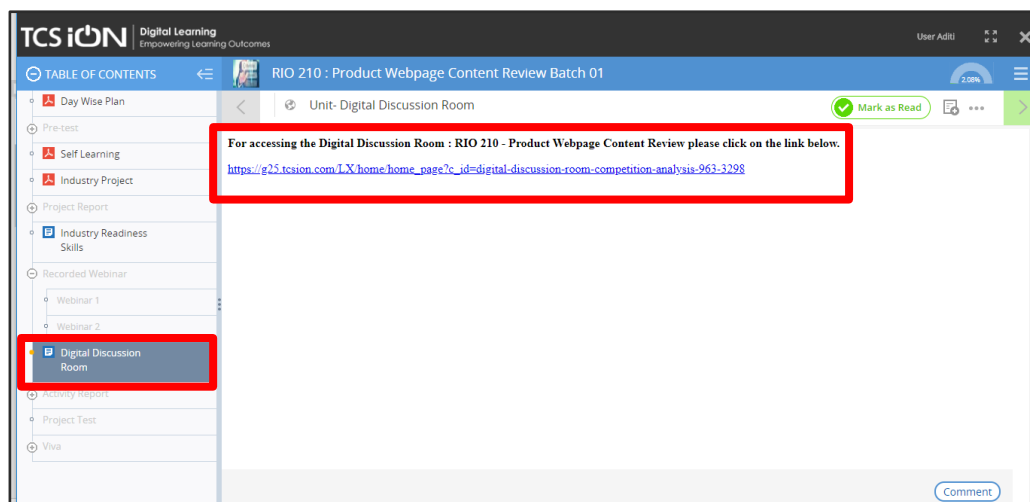
Figure 12

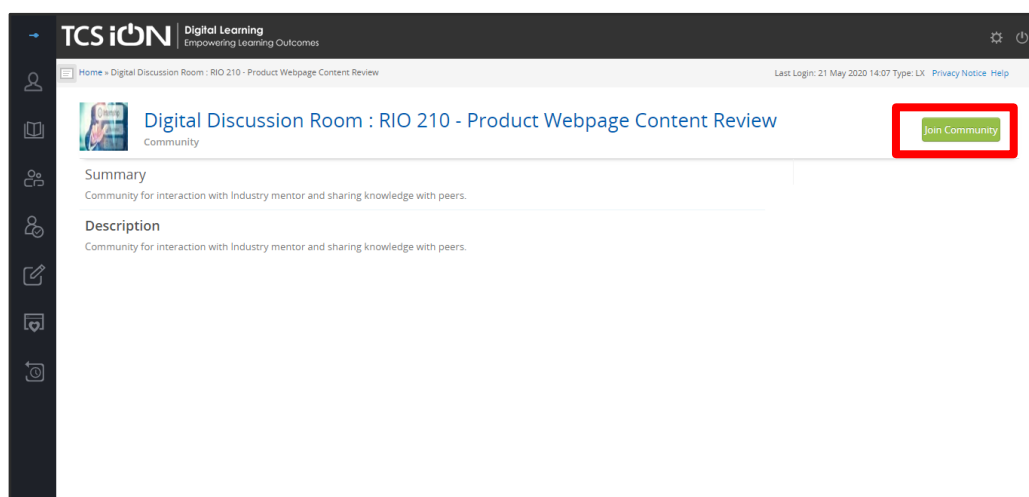In case, you are not a part of the community, click **Join Community** as shown in Figure 13.

Figure 13

Select – I want to join as **Community User** and click **Send Request** as shown in Figure 14.
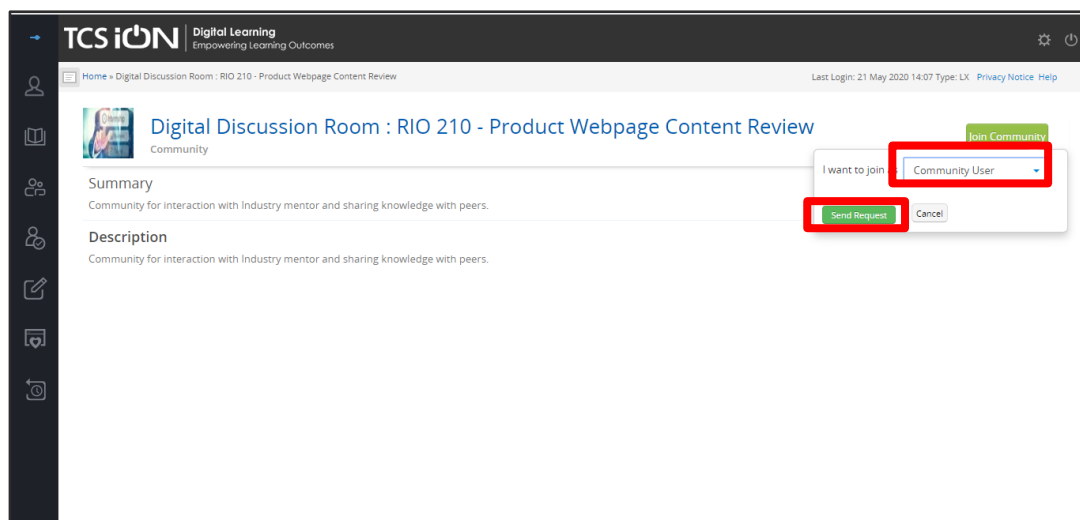
Figure 14

You would be enrolled to the community once your Mentor approves the request.

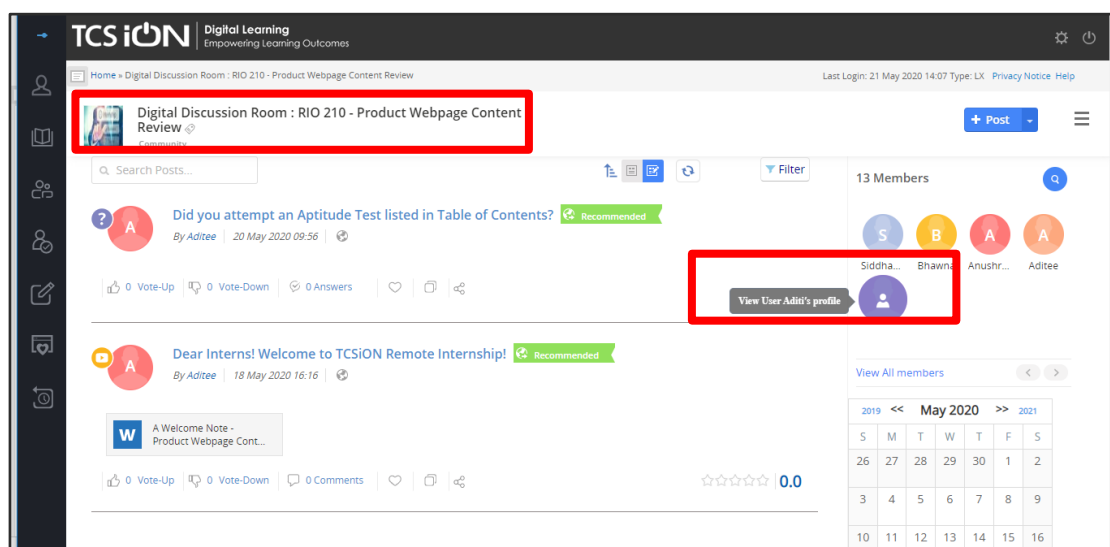The community homepage is shown in Figure 15.

Figure 15

9. Next in the course, fill in day-wise **Activity Report** regularly. Click **Launch Report** as shown in Figure 16.
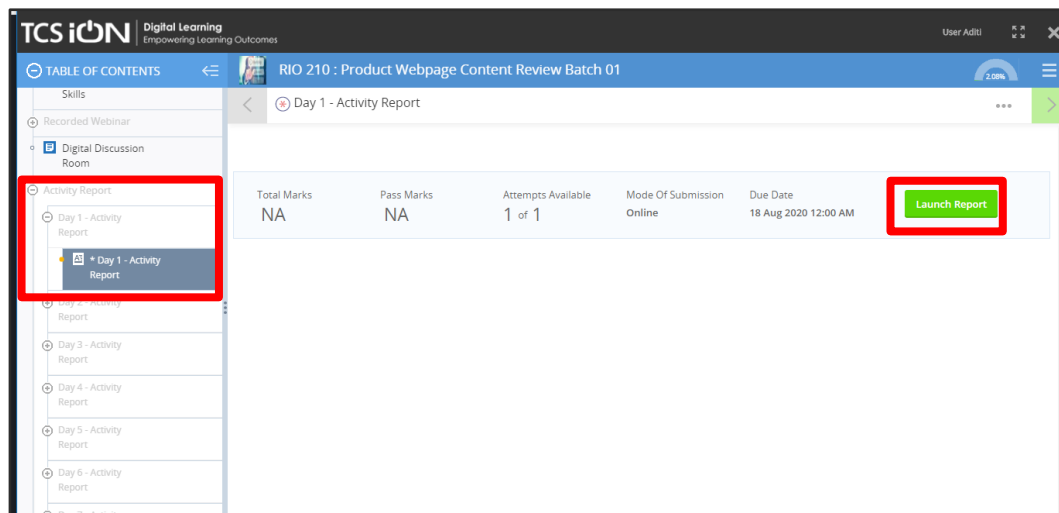
Figure 16

Download the report, update the daily activities in the report and **Submit** as shown in Figure 17.
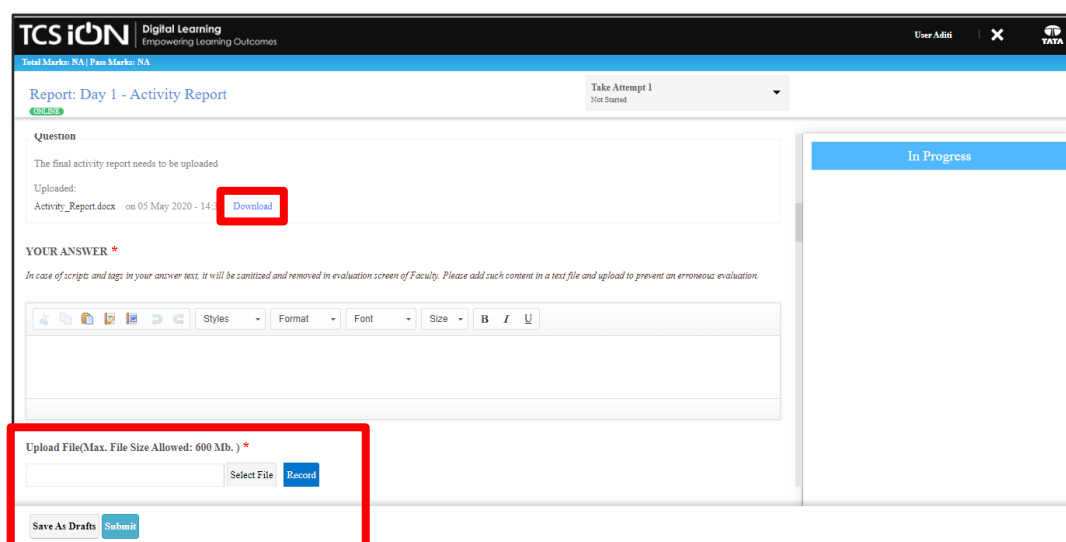

Figure 17

Template of daily Activity Report is shown in Figure 18. You need to share this report at the end of the day throughout your Internship. In this, you need to list all the learning activities and/or project related activities you have performed during the day.

INTERNSHIP: STUDENT DAILY REPORT

Name Of The Student	
Internship Project Topic	
Name of the Organization	
Name of the Industry Mentor	
Name of the Institute	

Date	Day #	Hours Spent
Activities done during the day:		

Figure 18

10. Project test is an online self-assessment on the internship project topic to be taken by the interns at the end of the internship. The test will have 10 objective-type questions.
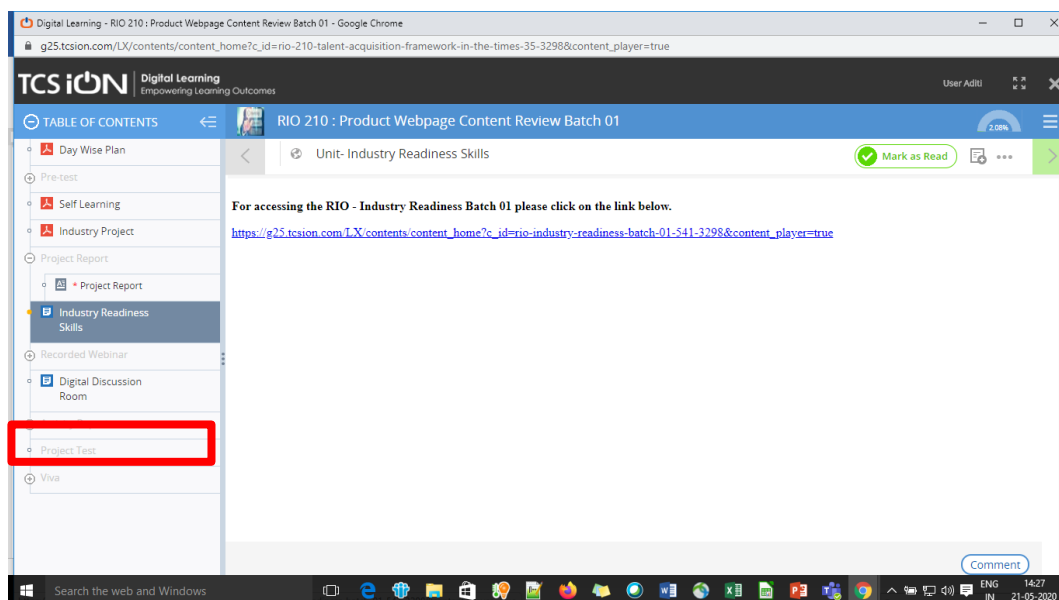

Figure 19

11. Next, upload Viva Report as scheduled at the end of the internship. Once you submit the project work, we will be mailing the project report, Data on your active participation in Digital Discussion Room, On time completion of learning, Project Report and Industry mentor's feedback on it, etc., to the academic guide identified by you. Please note that we will be having self-assessment on internship project topic for you to take, scores of which will also be sent to the Academic guide. Academic guide can use the above details to evaluate your project work and carry out viva voice. You are then required to submit the evaluation report/Viva report in the template that you will be supplied with, as the last step to complete the internship.

In case you do not have an academic guide and, you have done this project only for gaining some exposure on own, you will need to submit a self-declaration mentioning the same and upload that in the Viva Report node. Apart from self-declaration, you are requested to include top 5 learnings from the project and feedback on the experience in the same document.
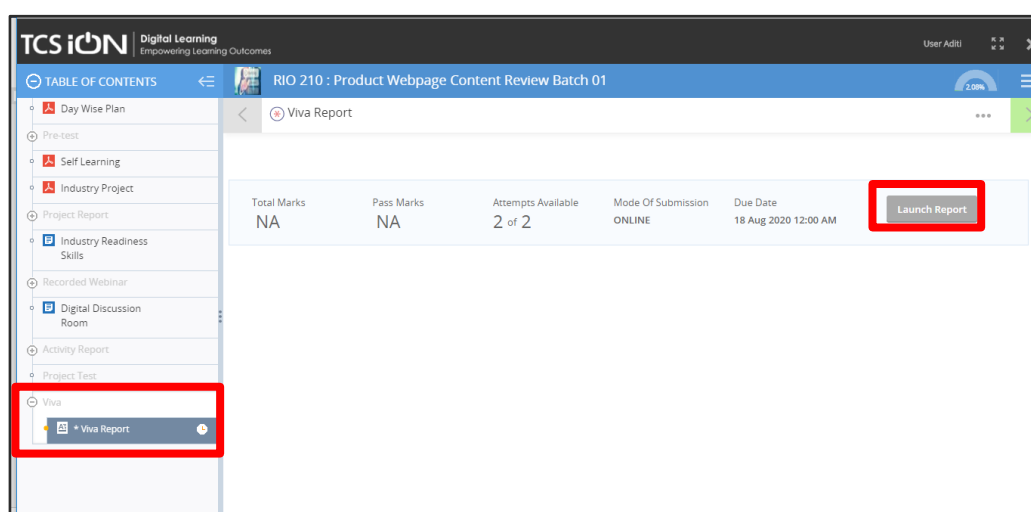

Figure 20

My Communities

You can join My Communities or Digital Discussion Room through the Digital Discussion Room module in the course as described in section My Courses.

In the Digital Discussion Room, you can:

- Interact with your mentors and fellow colleagues.

- Read the posts available in Digital Discussion Room.

- Perform daily tasks assigned by Mentors

- Ask and clear your doubts by posting questions,

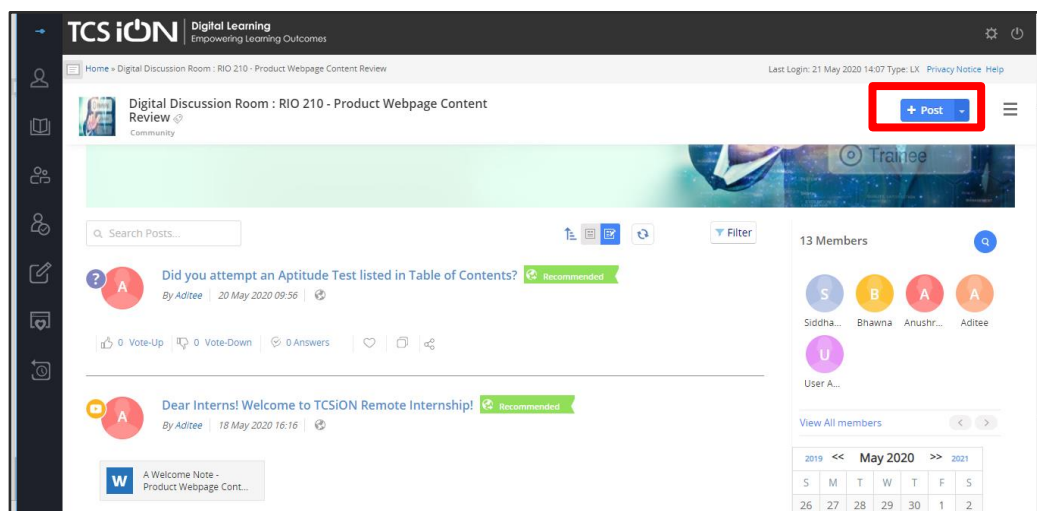- Share your learnings through Blogs, comment on others' posts, and so on.

Figure 20

The elements under **Post,** as shown in Figure 21, are called Collaboration Enablers. You may use them appropriately. Once you click any of theses enabler, a pop-up will appear on the screen, informing about how to use that particular enabler.
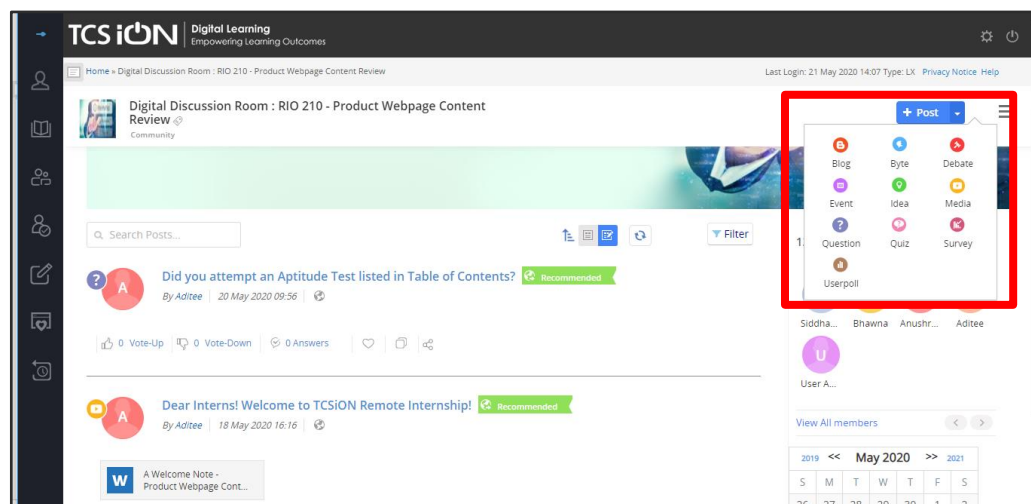

Figure 21

The details on the use of collaboration enablers is described in Collaboration Enablers section.

Collaboration Enablers

You can collaborate with Community Members through ten different enablers.

i. **Blog**: Share experiences, best practices.
ii. **Byte**: Express quick thoughts. The Administrators can share a Byte as an email notification for critical communications.
iii. **Debate**: Start a discussion in the organization to find out pros and cons of a decision.
iv. **Event**: Create events to list in the calendars of community/course Members.
v. **Idea**: Share the ideas for innovation and improvement in organization.
vi. **Media**: Share various videos, audios, photo albums, documents, policies and circulars.
vii. **Questions**: Ask peers and seniors about queries, if any.
viii. **Quiz**: Conduct a quiz with single/multiple choice and true/false questions.
ix. **Survey**: Create a survey to get a feedback from the stakeholders.
x. **Userpoll**: Take a userpoll to know the public opinion.

You can select all or some of the **enablers for collaboration** in the community.

Explore Yourself!!