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# USER MANUAL

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Beta Version

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## Introduction

The document describes the features available on the iGOT platform. iGOT is accessible by the users authorized by the Department of Personnel and Training (DoPT). The different categories of the users on the platform are – Learner, Content creator, Content reviewer and Administrator.

### 1. Organization Onboarding

The organization is on-boarded to the iGOT platform in the following manner-

- Organization requests for onboarding onto iGOT platform by contacting iGOT team or DoPT by email at [ceo@igot.gov.in](mailto:ceo@igot.gov.in) .
- Organization provides the following details-
  - Complete official name
  - Organizations short name like “dopt” for “Department of Personnel and Training”.
  - The name and email Id of the admin of the organization to be onboarded.
- The admin account is created by the iGOT Admin team.
- After the account is created, the admin user receives email.
- The email contains the instructions to set the password  
Sender of the email: [fdc-eagle@tarento.com](mailto:fdc-eagle@tarento.com)  
Subject of the email: iGOT: Set password
- The user clicks the link to set the password.
- On click, the user is redirected to the ‘Set password’ page on iGOT.
- The user sets the password.
- After setting the password the user is asked to login.  
Username: <email Id of the user>  
Password: <password>

## 2. User Onboarding

The user is on-boarded to the iGOT platform in the following manner-

- The organisation admin creates the users from Admin console.
- After the account is created, the user receives email.
- The email contains the instructions to set the password  
Sender of the email: [fdc-eagle@tarento.com](mailto:fdc-eagle@tarento.com)  
Subject of the email: iGOT: Set password
- The user clicks the link to set the password.
- On click, the user is redirected to the 'Set password' page on iGOT.
- The user sets the password.
- After setting the password the user is asked to login.  
Username: <email Id of the user>  
Password: <password>

### 3. Login

The user navigates to <https://dtsdtkcet40x.cloudfront.net/>

The user enters the registered email address and password to login to the portal.



## 4. User profile

User **updates** her profile when logged in for the first time.

The screenshot shows the 'Personal Details' section of the iGOT user profile. The form is divided into two main columns. The left column contains fields for First Name (test), Surname (two), Date of Birth (dd-mm-yyyy), Nationality, Domicile Medium (Mother Tongue), Gender (Male, Female, Others), Marital Status (Single, Married), and Category (General, OBC, SC, ST). The right column contains fields for Mobile Number (+91, Mobile Number), Primary Email (ibrahimshah22\*7@gmail.com), a checkbox for 'This is my official email', Postal Address (Type Your Residence Address Here), and Pin Code (123456). A 'Save Details' button is located at the bottom right of the form.

The User is able to update his/her details in profile, Personal details few fields are mandatory. User fills with correct details for mandatory fields then save the details by clicking on submit button.

Explore all Features-> Update Profile

Details in profile update

- Personal Details
- Academics
- Professional Details
- Certifications

Personal Details

Academics

Professional Details

Certification & Skills

First Name \*

ibrahim

Middle Name

no

Surname \*

shah

Date of Birth (dd-mm-yyyy) \*

02-12-1989

Nationality \*

India

Domicile Medium (Mother Tongue)

Tamil

Gender \*

Male

Female

Others

Marital Status \*

Single

Married

Category \*

General

OBC

SC

ST

Other Languages Known

Tamil

Known Languages

Mobile Number \*

+91

9972645527

Telephone Number

80023456789

Primary Email \*

ibrahim.shah@toronto.com

☒ This is my official email

Secondary Email

ibrahim.shah22@gmail.com

Postal Address \*

6th a cross voc nagar angara talgudi

37/500 characters

Pin Code \*

625601

Save Details

Personal Details

Academics

Professional Details

Certification & Skills

10th Standard

School Name

Enter School Name

Year of Passing

1998

12th Standard

School Name

Enter School Name

Year of Passing

1998

Graduation Details

Degree

Select--

Institute Name

Enter institute Name

Year of Passing

1998

Add Other Qualification

Post Graduation Details

Degree

Select--

Institute Name

Enter institute Name

Year of Passing

1998

Add Other Qualification

Save Details



Personal Details

Academics

Professional Details

Certification & Skills

Government Organisation

New Government Organisation

Organisation Name

Industry

Designation

Location

Date of Joining

Choose Date of Joining

Description

Type Your Business Address Here

Other Details For Government Employees (If Applicable)

Pay Band (Grade Pay)

Service

Grade

Appointment Year of Service

Date of Joining

Choose Date of Joining

Civil Id Number

Enter Civil Id Number

Employee Code

Enter Employee Code

Office Postal Address

Enter Office Postal Address

Pin Code

Enter Pin Code

Save Details

<

Personal Details

Academics

Professional Details

Certification & Skills

>

Additional Skill Acquired/Course Completed

Description

Skills acquired or courses completed

Provide Certification Details

Description

Provide certification details

Professional Interests

Type your interests and press enter

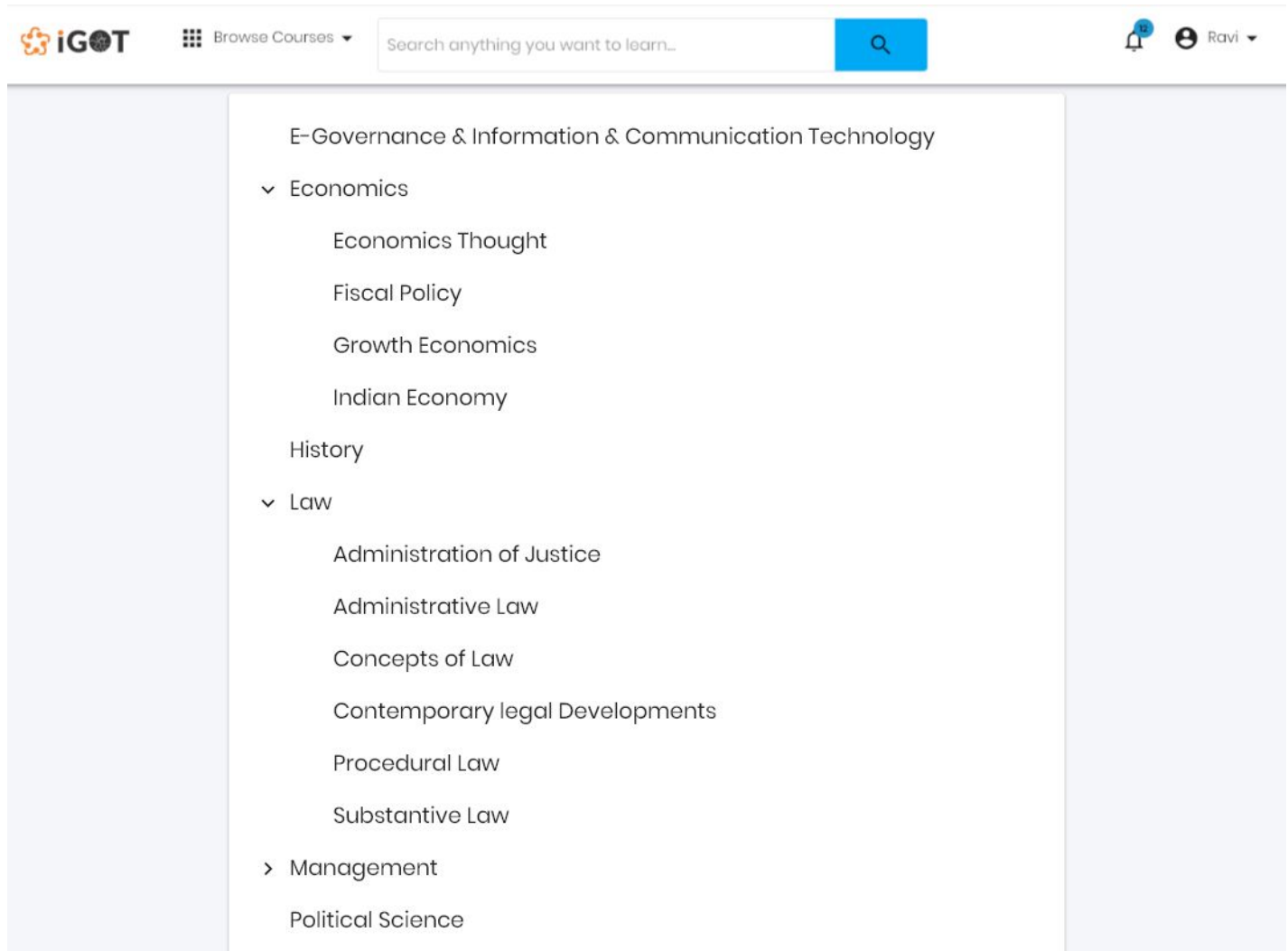
Hobbies

Type your hobbies and press enter

Save Details

## 5. Exploring Catalog

*Catalog* **enables** the arrangement of contents in a systematic order. *User* **navigates** through the catalog and **discovers** the contents.



The screenshot displays the iGOT user interface. At the top, there is a navigation bar with the iGOT logo, a 'Browse Courses' dropdown menu, a search bar with the placeholder text 'Search anything you want to learn...', and a user profile icon labeled 'Ravi'. Below the navigation bar, the main content area shows a list of subjects. The subjects are organized into a hierarchical structure with expandable/collapsible icons (chevrons). The visible subjects are:

- E-Governance & Information & Communication Technology
- ▼ Economics
  - Economics Thought
  - Fiscal Policy
  - Growth Economics
  - Indian Economy
- History
- ▼ Law
  - Administration of Justice
  - Administrative Law
  - Concepts of Law
  - Contemporary legal Developments
  - Procedural Law
  - Substantive Law
- › Management
- Political Science

## 6. Search contents

User **enters** the keywords to **search** the contents. The *platform* **displays** the results satisfying the entered keywords.

The search results can further be filtered based on the different parameters.

The screenshot shows the iGOT search interface. At the top, there's a header with the iGOT logo, a 'Browse Courses' dropdown, a search bar containing 'covid', and a search button. To the right of the search bar are notification and user profile icons. Below the header, a 'Search' sidebar on the left lists various filters: Mode, Duration, Content Type, Costs, Level, Catalog, Source, Format, and Published Date, each with a dropdown arrow. The main content area displays 'Showing 23 results' and lists five items:

- Coronavirus disease (COVID-19) Pandemic**  
Article  
10:00 | Apr '20  
Information on Coronavirus disease (COVID-19) Pandemic
- Introduction to COVID-19**  
Webinar-Recording  
00: 5 | Jun '20  
IPR Declaration
- Draw covid Banner**  
Article | Beginner  
12:10 | Jun '20  
Hellow friends this is a drawing of corona fighters with pastel color .coronavirus drawing.
- COVID - 19 AYUSH training - Hand washing**  
Lecture  
5:00 | Apr '20  
Maharashtra Council of Indian Medicine Mumbai
- Create COVID-19 banner**  
Webinar-Recording  
12:10 | Jun '20

## 7. Learner's Dashboard

The *platform* **offers** a variety of contents to Learners. Learner **navigates** through the catalog and **explores** the contents available on the platform.

*Learner* **views** the contents offered by multiple content providers. She can **like** and **share** the available contents with other learners on the platform.

The screenshot displays the iGOT Learner's Dashboard. At the top, there is a navigation bar with the iGOT logo, a 'Browse Courses' dropdown, a search bar containing 'covid', and a user profile for 'Ravi'. Below the navigation bar is a large banner for 'CAPACITY BUILDING OF CIVIL SERVICES AS A NATIONAL MISSION.' with a sub-header 'Transform and re-energise yourself. Explore a variety of topics, learn on your schedule.' and an 'Explore' button. The main content area is divided into three sections: 'Welcome, Ravi', 'Recently added', and 'Trending Courses'. The 'Recently added' section features four course cards: 'Basics and Importance - Explore - Storyline' (20m), 'Practice Question - Introduction to' (5m), 'Basics & Importance - Collaborate - Storyline' (20m), and 'Overview of Administrative Law' (15m 11s). The 'Trending Courses' section features four course cards: 'Safety and security' (59m 59s), 'Training by AYUSH' (25m), 'COVID-19 FACILITATOR GUIDE' (25m), and 'Test course creation - Ravi' (1h 20m). The 'Last viewed' section features four course cards: 'CDC' (2m), 'Administrative Law' (15m 11s), 'WHO' (10m), and 'iGOT' (25m). A 'View All' button is located at the bottom right of the 'Last viewed' section.

Welcome, Ravi

Recently added

- Basics and Importance - Explore - Storyline (20m)
- Practice Question - Introduction to (5m)
- Basics & Importance - Collaborate - Storyline (20m)
- Overview of Administrative Law (15m 11s)

Trending Courses

- Safety and security (59m 59s)
- Training by AYUSH (25m)
- COVID-19 FACILITATOR GUIDE (25m)
- Test course creation - Ravi (1h 20m)

Last viewed

- CDC (2m)
- Administrative Law (15m 11s)
- WHO (10m)
- iGOT (25m)

View All

## 8. Goals Setting

Learner **sets** goals. Learner **adds** contents to her goals. She **sets** a duration to achieve her goal. She **tracks** the progress of her goals. Learner can share her goals with other members on the platform.

COMMON GOALS CREATE MY OWN

1 Name your Goal

For eg: My Awesome goal (10-100 characters)

Describe your Goal

For eg: This goal would help me to...

2 Add Content to your Goal

Search content

EN

☐ Use of Cloth Face Coverings ARTICLE | 2m

☐ Safety Tips for persons who... ARTICLE | 5m

☐ Practice Question - Introdu... ASSESSMENT | 5m

☐ Overview of Administrative ... LESSON | 5m

☐ Coronavirus disease (COVL... ARTICLE | 10m

☐ Basics and Importance - Ex... LESSON | 20m

☐ Basics & Importance - Coll... LESSON | 20m

☐ Subordinate Legislation LESSON | 20m

Accept or Reject goals shared with you!

Hey Ravi!

My goals For others

ALL COMPLETED

Temporary registration

Deadline on Jun 2, 2020

7% achieved

This goal includes

Use of Cloth Face Coverings

2m | Article

Quarantine and Isolation

25m | Article

Covid 19 training

## 9. Playlist Creation

*Learner* **creates** a playlist of contents. *Learner* **adds** contents of her interest to her playlist and provides a name to it. Learner can share playlist with other members on the platform.

The *platform* **displays** the contents added to Learner's playlist, on the dashboard.

The screenshot displays the iGOT platform's Playlist Creation interface. The top navigation bar features the iGOT logo, a 'Browse Courses' dropdown menu, language and category filters (EN, all), a search bar, and a user profile (ibrahim). The main content area is divided into two sections: 'Add Title' and 'Search Content'.

**Add Title Section:**

- Add Title:** A text input field for the playlist title.
- Title Name \*:** A required text input field for the playlist name.
- Share With:** A section for sharing the playlist with other users.
- Search users:** A text input field for searching users to share the playlist with.
- Your message..:** A text input field for a message to accompany the share.
- Create:** An orange button to create the playlist.

**Search Content Section:**

- Search content:** A text input field for searching content.
- Grid View:** A button to toggle the content view to a grid.
- Filter:** A button to toggle the content view to a list.
- Language:** A globe icon and 'EN' indicating the current language.


**Content List:**

Checkbox	Thumbnail	Title	Type	Duration
<input type="checkbox"/>		Overview of Administrative Law	MODULE	15m 11s
<input type="checkbox"/>		Teamwork_Hindi	MODULE	8h 12m
<input type="checkbox"/>		Organizing Official Meetings	MODULE	1164h 34m
<input type="checkbox"/>		Records_Management_Level-II	MODULE	157h 23m
<input type="checkbox"/>		022-50th Level-II	RESOURCE	1m 32s
<input type="checkbox"/>		Subordinate Legislation	MODULE	19m 10s
<input type="checkbox"/>		Module_Swachh Bharat Mission Level-II	MODULE	38m 49s
<input type="checkbox"/>		54th Level-II Training Programme	COURSE	7m 26s
<input type="checkbox"/>		021-50th Level-II	RESOURCE	3m 28s
<input type="checkbox"/>		011-50th Level-II	RESOURCE	3m 22s

## 10. Add topics of Interests


*Learner* **searches** the topics of her interests. The *platform* **displays** the topics based on entered topics.

*Learner* **selects** the topics from the search result and **adds** to her interests. The *platform* **recommends** contents based on learner's interest.

 Interests

**What are your interests?** ⓘ

Search and add topics that interest you. This information will be used to recommend contents based on your interests. Take the first step towards your personalised learning experience.



**My Interests**


Artificial Intelligence ⓘ Leadership & Management ⓘ Politics ⓘ Social Science ⓘ covid ⓘ training ⓘ


**Our Suggestions**


Civil Services ⓘ COVID ⓘ Tasks Management ⓘ Economics ⓘ Good governance ⓘ


11. Feedback and Rating

Learner **rates** contents on the platform and **provides** feedback. Learner **reports** the issue on the platform.

 Browse Courses ▾



 13

 Ravi ▾

[back](#)

We appreciate your feedback

My Feedback 9

Platform Feedback

Request Content

What was helpful?

Type your feedback here

Limit to 2000 characters.

What can be improved?

Type your feedback here

Limit to 2000 characters.

Submit



## 12. Notification

The user gets notification on the platform. The number of unread notifications is displayed on the top of the bell icon.

The screenshot displays the iGOT platform's notification interface. At the top, the iGOT logo and navigation links are visible. The main content area is titled 'Notifications' and is divided into two sections: 'For Your Action' and 'For Your Information'.

**For Your Action**

Mark all as read

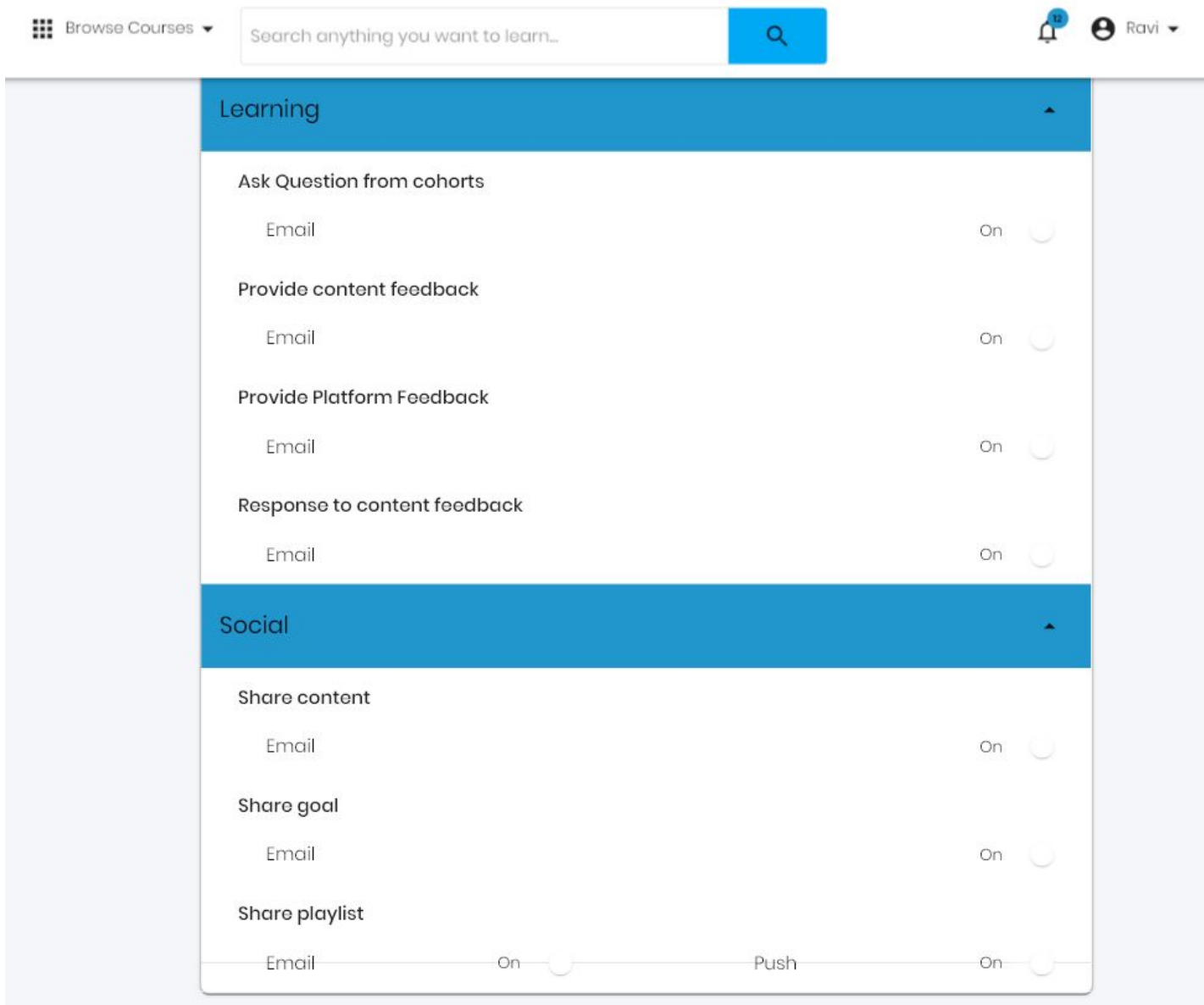
- ibrahim shah has shared a goal "new goal to check this" with you! 15 Jun
- Rakesh Sasidharan has shared a Course "Test course creation - Ravi" with you! 13 Jun
- Rakesh Sasidharan has shared a Resource "Safety and security" with you! 23 May
- You have received feedback for Resource - "Safety and security". 29 Apr
- You have received feedback for Resource - "Safety and security". 29 Apr

**View More**

**For Your Information**

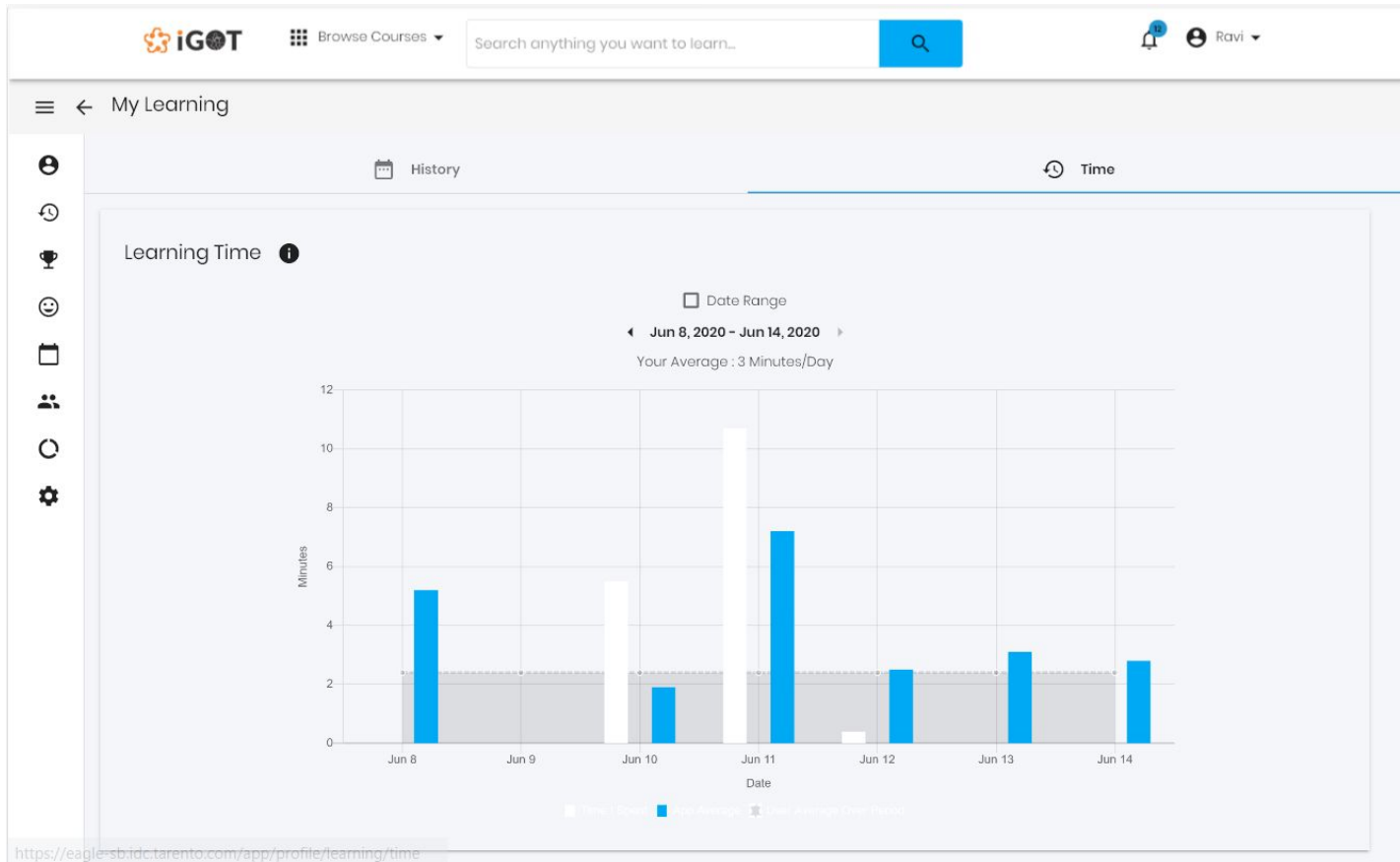
- Resource published - "COVID - 19 AYUSH training - Role of AYUSH Training" 14 Jun
- Collection published - "Social distancing practices" 12 Jun
- Course published - "Test course creation - Ravi" 12 Jun

The user can set the actions against which she wants to be notified, navigating through Notifications -> Settings



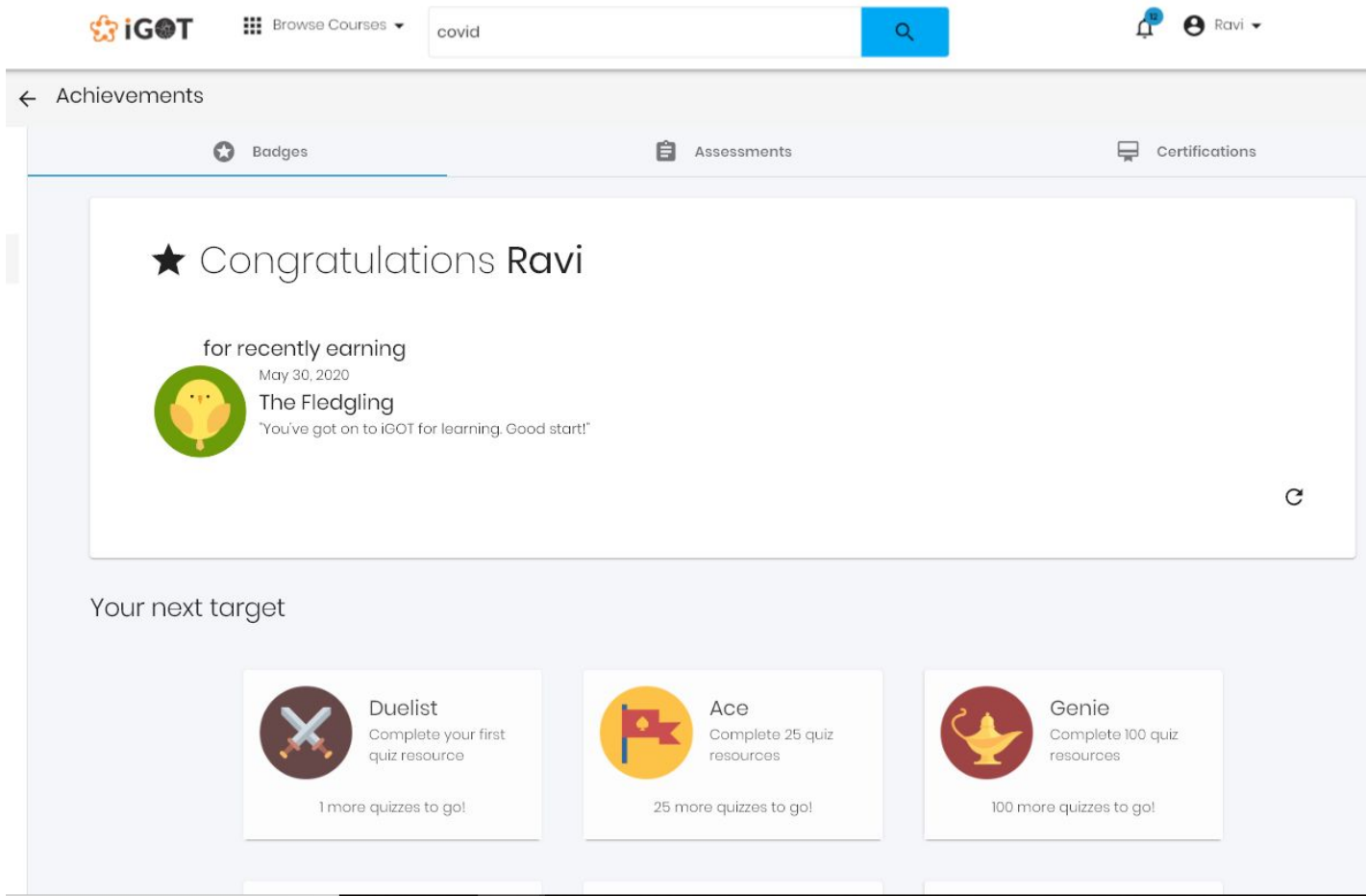
13. Learning Time

Learner **checks** the time spent on the platform. Learner **selects** the date range. The platform **displays** the time spent each day by learner and the average time, during the selected date range.



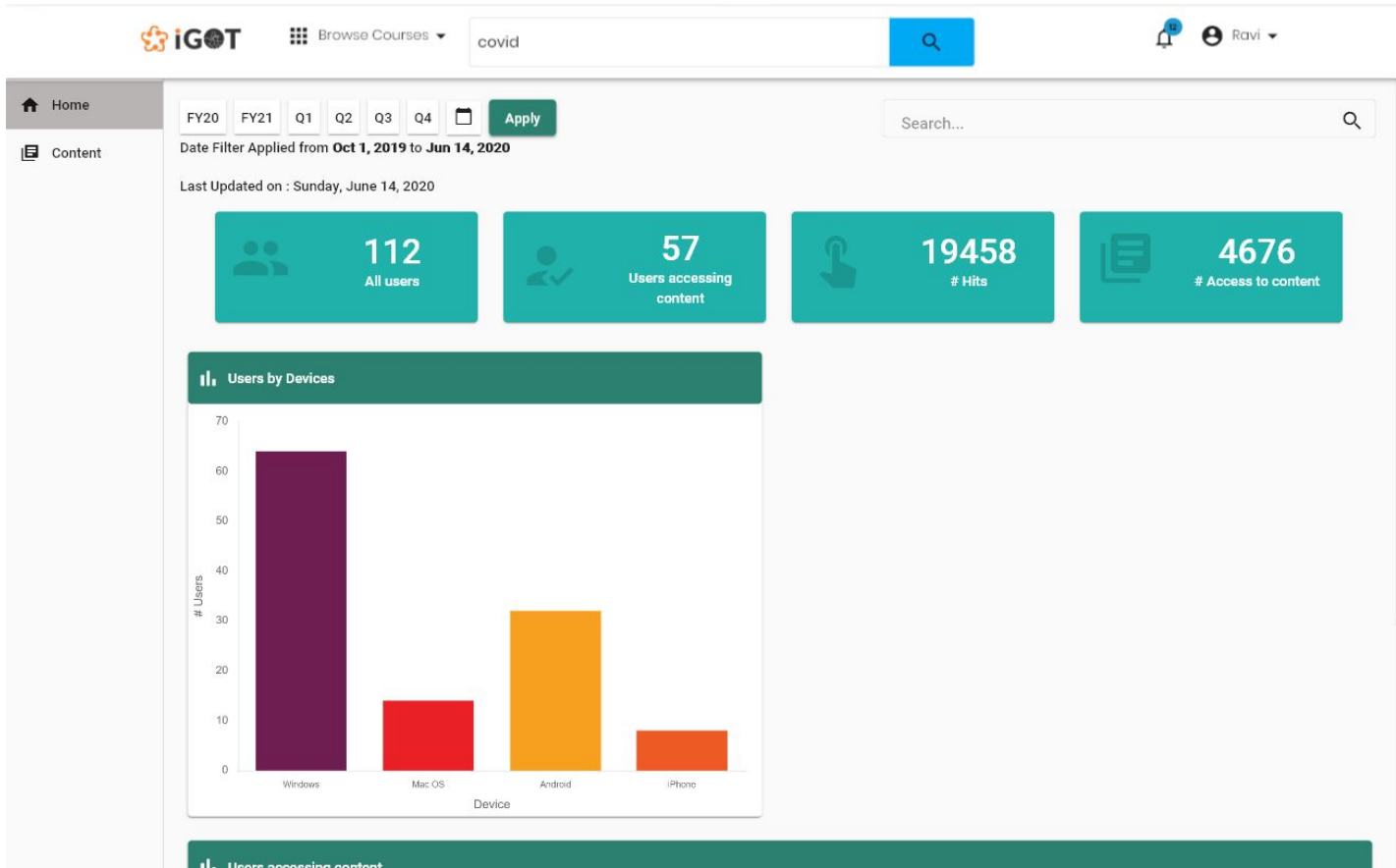
14. Badges Earned

Learner **earns** badges. Learner **completes** courses and **assesses** herself. The *platform displays* badges on successful completion of the courses.



15. Learning Analytics

The *platform* **analyzes** the Learner’s activities over a period and **displays** the statistics. The analysis is done on the basis of time spent, assessments taken and contents viewed by the learner.



# User Management iGOT

The organization can manage different users on the iGOT platform in the following manner.

## 16. User Creation

The organisation admin creates a user from the Admin console.

[Home](#) > [Features](#) > [Manage](#)

Users

User Org Management

User Bulk Upload

users ▶ create new user

Create New User

Sign up

First Name

Last Name

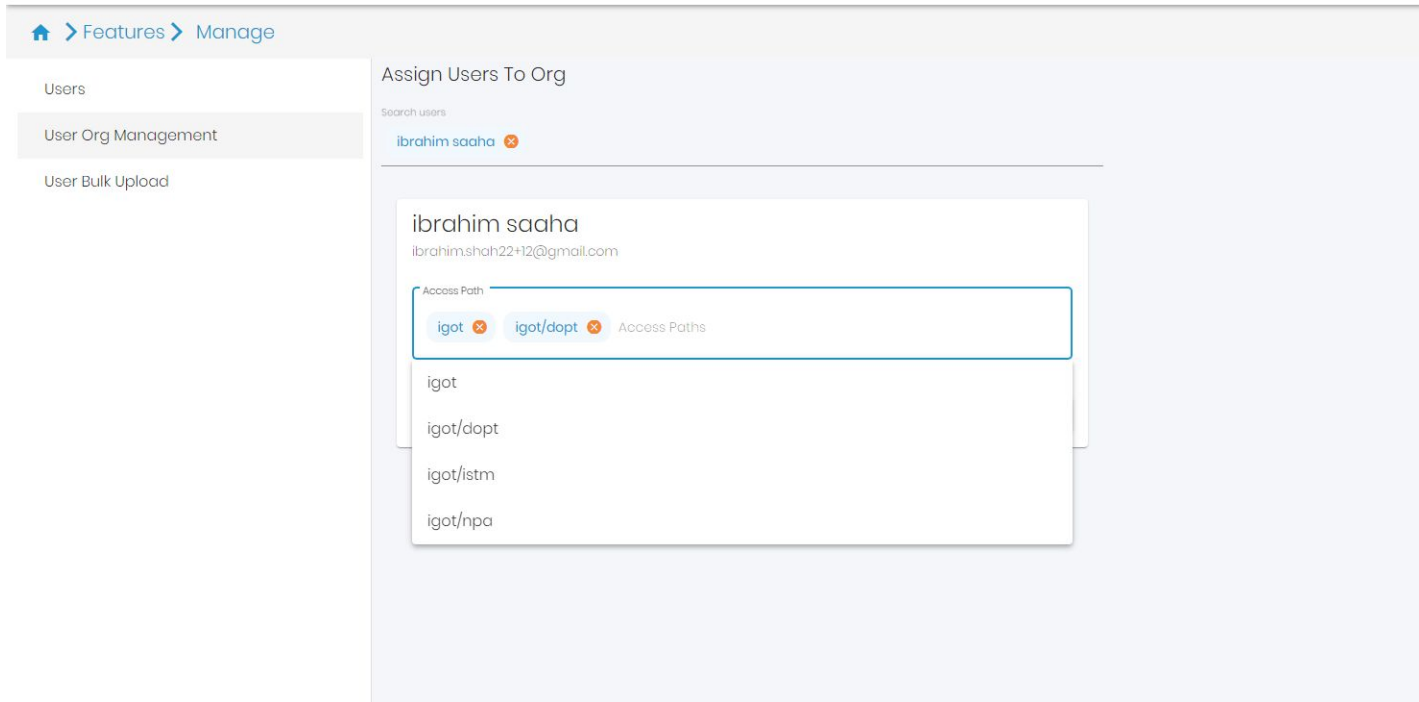
Email

--Select Department Name--

Create User

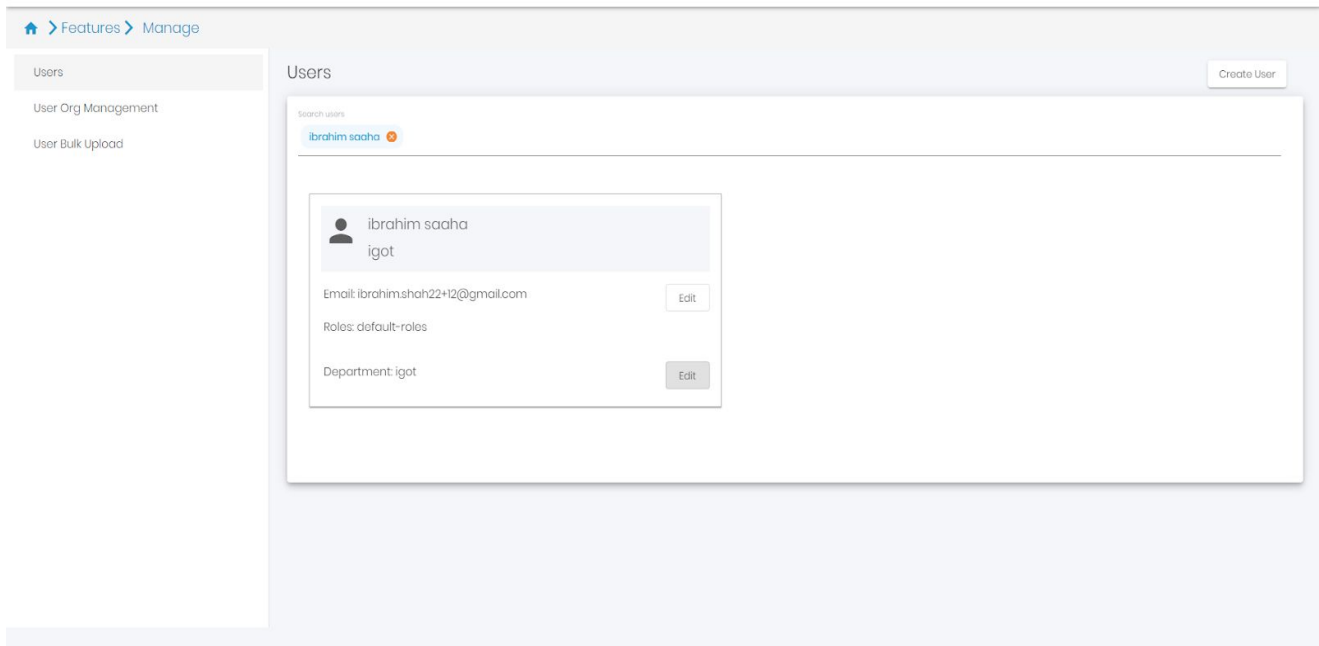
# 17. User Org Assignment

After the account is created, the admin adds the user to his organization by selecting the organization from the drop down in User Org Management console.

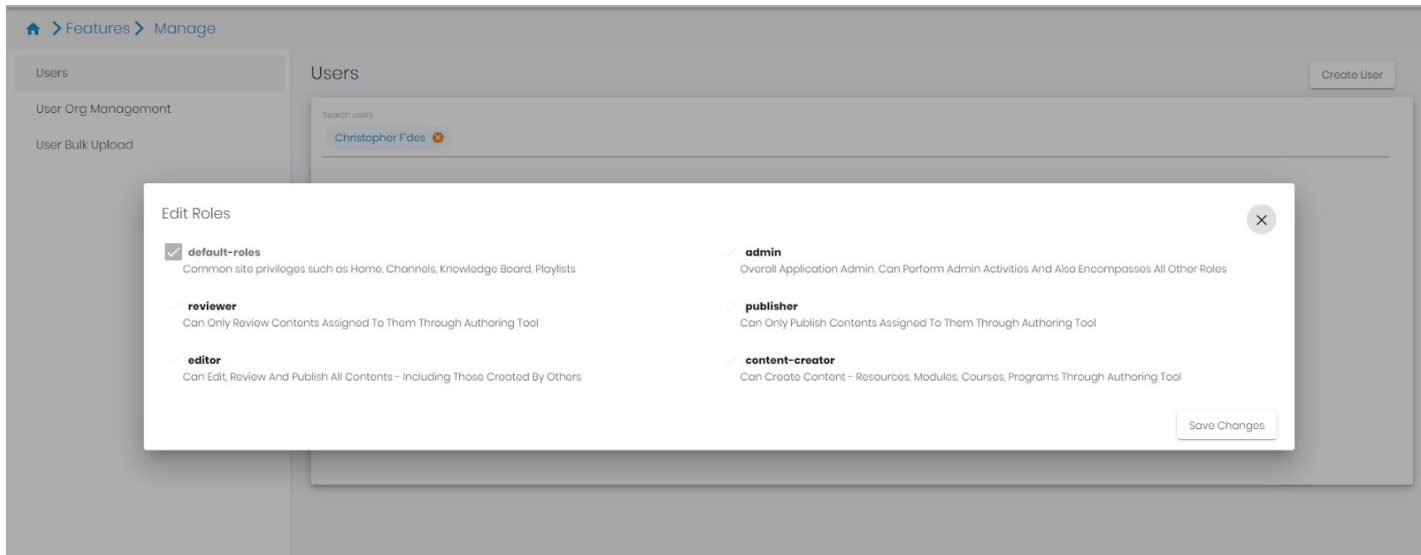


18. User Role Management

After org assignment Admin can assign a role to the user from the Users console by selecting a user for the search box.

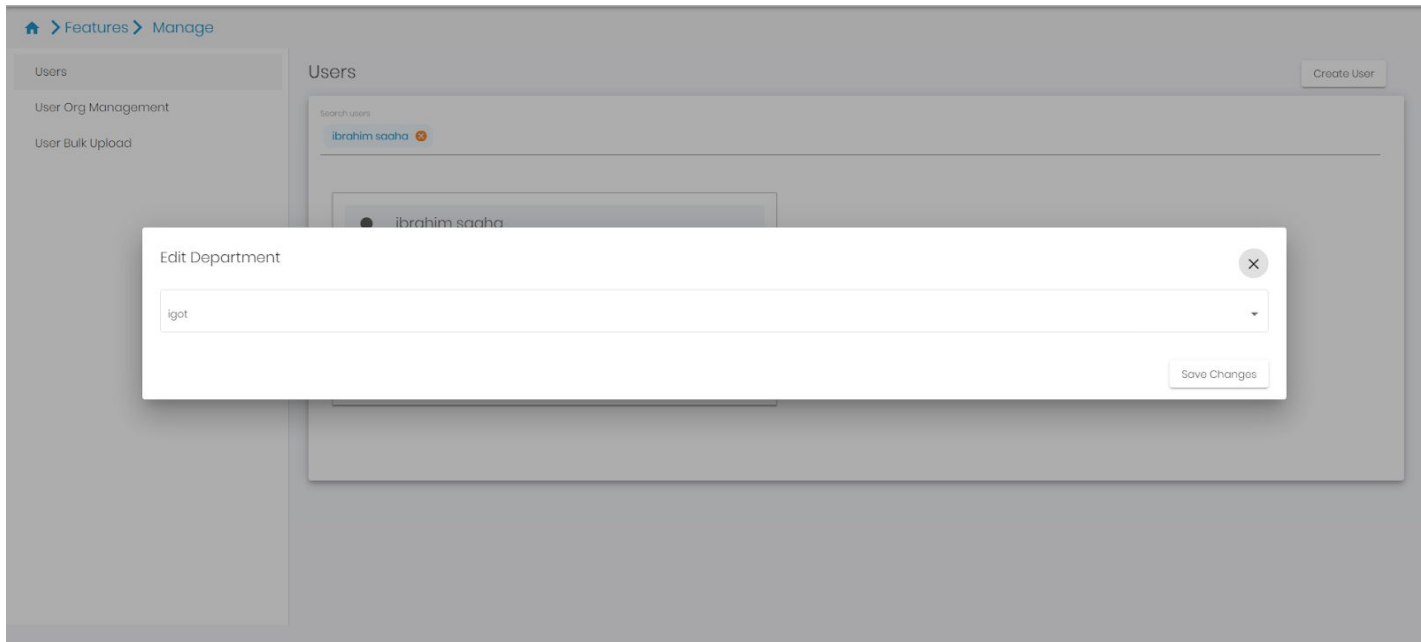


Edit and assign roles





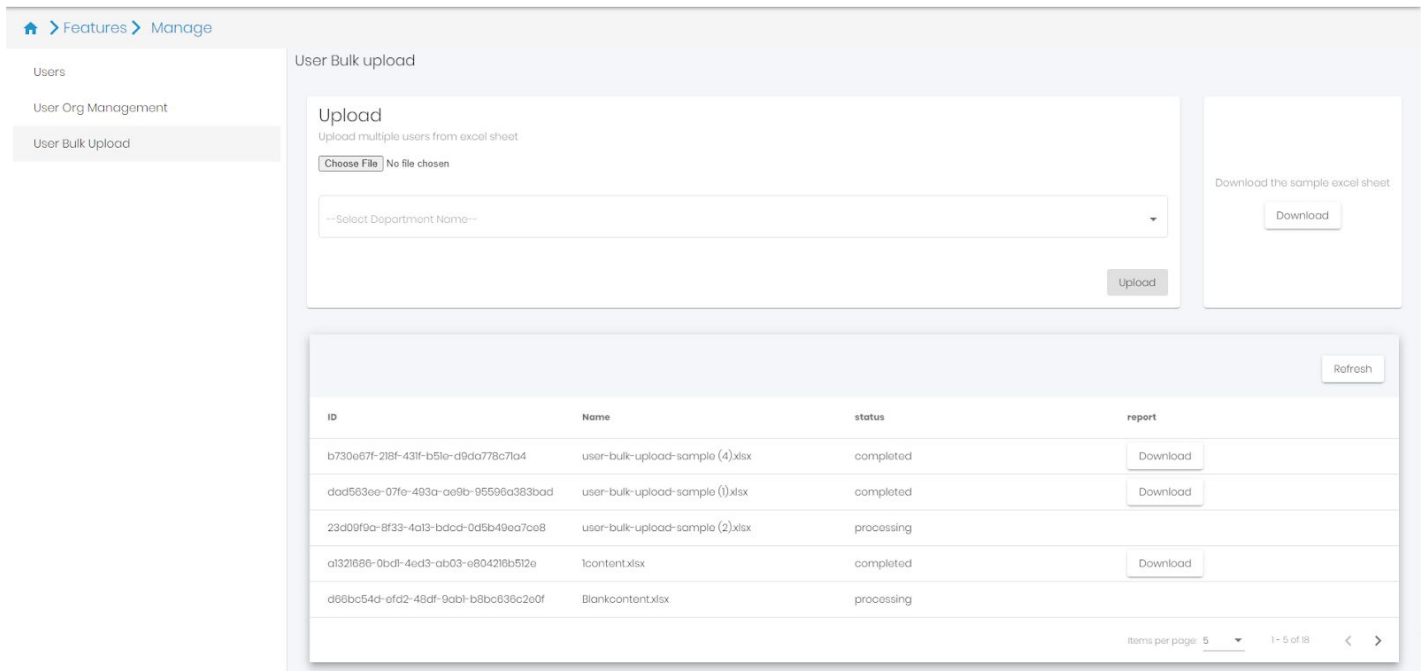
Edit Department for users



19. Bulk Users Upload

Admin can create users by uploading a bulk number of users. Admin downloads the template, fills the details of users in the template then selects the file and department then clicks on the upload button.

Explore all features -> Create(under Admin) ->User bulk upload



Once upload Admin can see the status progress of the upload file in below table. Clicking on refresh button, status changes to completed with report to get it downloaded.

Home

Features

Manage

Users

User Org Management

User Bulk Upload

User Bulk upload

Upload

Upload multiple users from excel sheet

Choose File

user-bulk-upl...ple (2).xlsx

igot

Upload

Download the sample excel sheet

Download

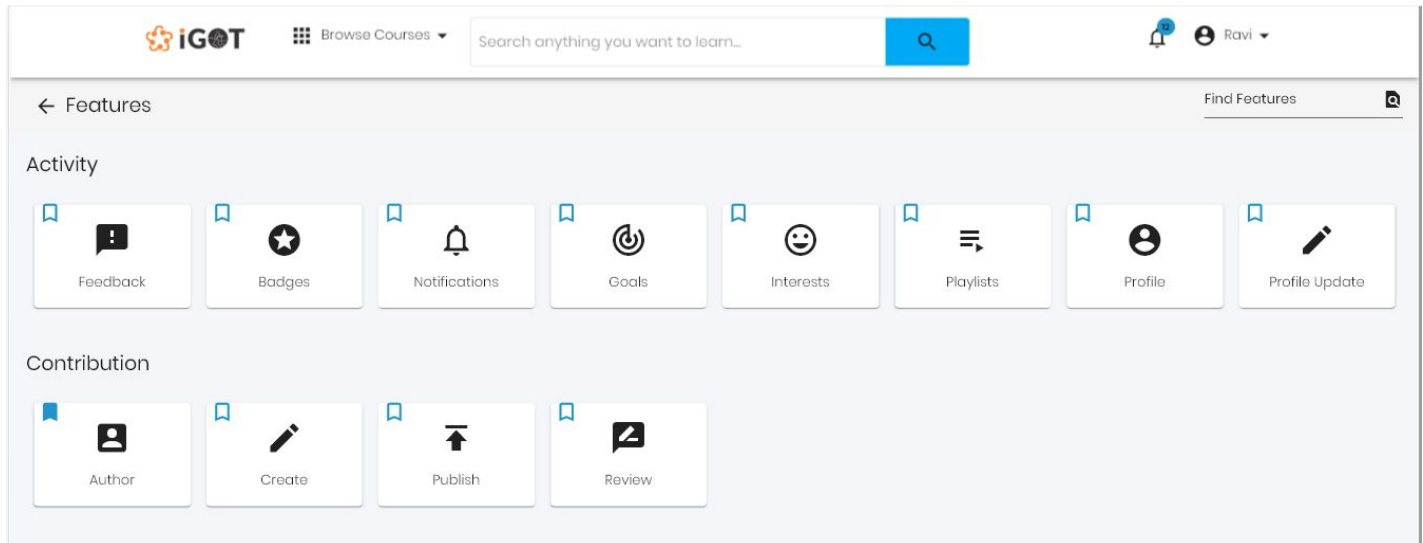
Refresh

ID	Name	status	report
b730e67f-218f-431f-b51e-d9da778c71a4	user-bulk-upload-sample (4).xlsx	completed	<div>Download</div>
dad563ae-07fe-493a-ae9b-95596a383bad	user-bulk-upload-sample (1).xlsx	completed	<div>Download</div>
23a09f9a-8f33-4a13-bdcd-0d5b49ea7ce8	user-bulk-upload-sample (2).xlsx	processing	
a132f69b-0bd1-4ed3-ab03-e8042f6b5f2e	1content.xlsx	completed	<div>Download</div>
d66bc54d-afd2-48df-9ab1-b8bc836c2a0f	Blankcontent.xlsx	processing	

Items per page: 51 - 5 of 18

## Content Creation on iGOT

Administrator **provides** registered users with appropriate rights for content creation on iGOT Platform. The authoring tool can be accessed under the Contribution section of the feature.



The *platform* **enables** the creators to offer contents to the learners, in the form of -

- Embedded youtube video
- External web URL
- Pdf file
- Scorm content Zip file
- Mp3 file
- Mp4 file
- Quiz and assessments
- Learning module
- Course
- Program

The maximum file size that can be uploaded on the platform is 200 MB.

*Creator* **creates** contents and sends it to the Reviewer for review.

*Reviewer* **reviews** the contents and provides comments.

*Publisher* **publishes** the approved contents to the platform.

## Authoring Tool -&gt; Create

The screenshot displays the iGOT Authoring Tool interface. At the top, the iGOT logo is on the left, followed by a 'Browse Courses' dropdown, a language selector set to 'EN', a search bar with the placeholder 'Search for anything you want to learn', and a user profile for 'ibrahim' with a notification bell icon.

The breadcrumb navigation shows: Home > Features > Authoring Tool > Home. A green 'Create' button with a pencil icon is positioned above a dark blue sidebar.

The sidebar contains two sections: 'My Content' with a dropdown arrow and four items: 'Sent for review' (with a magnifying glass icon), 'Draft' (with a document icon), 'Published' (with a checkmark icon), and 'Unpublished' (with a left arrow icon); and 'Action Items' with a dropdown arrow.

The main content area is titled 'Authoring Tool' and includes a welcome message: 'Welcome, you can use this tool to create new contents or modify existing ones.' Below this is a list of four bullet points:

- Use 'Create' to start creating a new content. Once the content is saved, it would be available in Draft.
- The contents sent for review, would be available in 'Sent for Review' folder. To edit the content sent for review, it needs to be recalled.
- The contents approved by the Reviewer would be available in 'Publish' folder under 'Action Items' section.
- Published contents would be available in 'Published' section. Once you start editing, the content will be available in the Draft section.

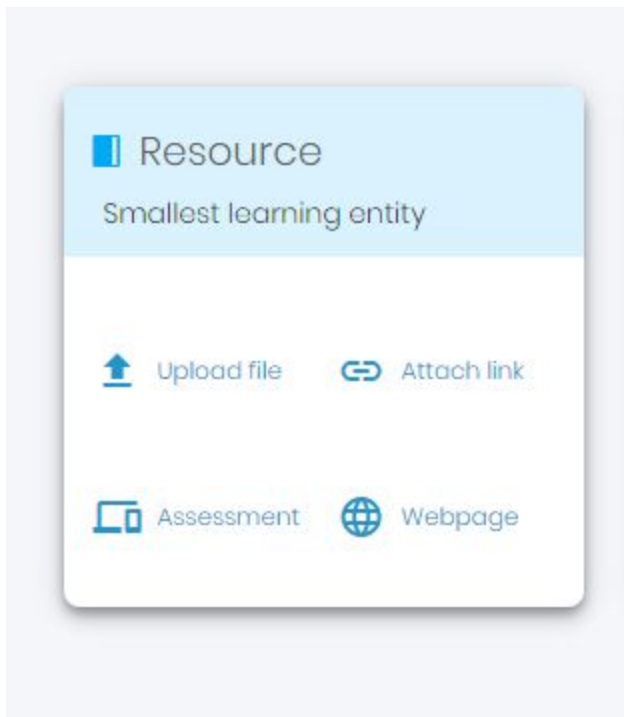
The bottom section of the interface is titled 'Create' and prompts the user to 'Choose your starting point from the below available options'. A language dropdown is set to 'English'. There are four main options, each in a light blue box:

- Resource**: Smallest learning entity. Includes icons for 'Upload file', 'Attach link', 'Assessment', and 'Webpage'.
- Module**: Create a collection of Resources.
- Course**: Create a collection of Modules.
- Program**: Create a collection of Courses.

## 20. Resource creation

The *creator* **accesses** the authoring tool. Resource is the simplest unit of content. The different ways a resource can be created or offered on the platform are-

- Upload files (i.e.,file format: mp4, mp3, pdf)
- Embedded Youtube URL
- Embedded web URL
- Web Page
- Assessment



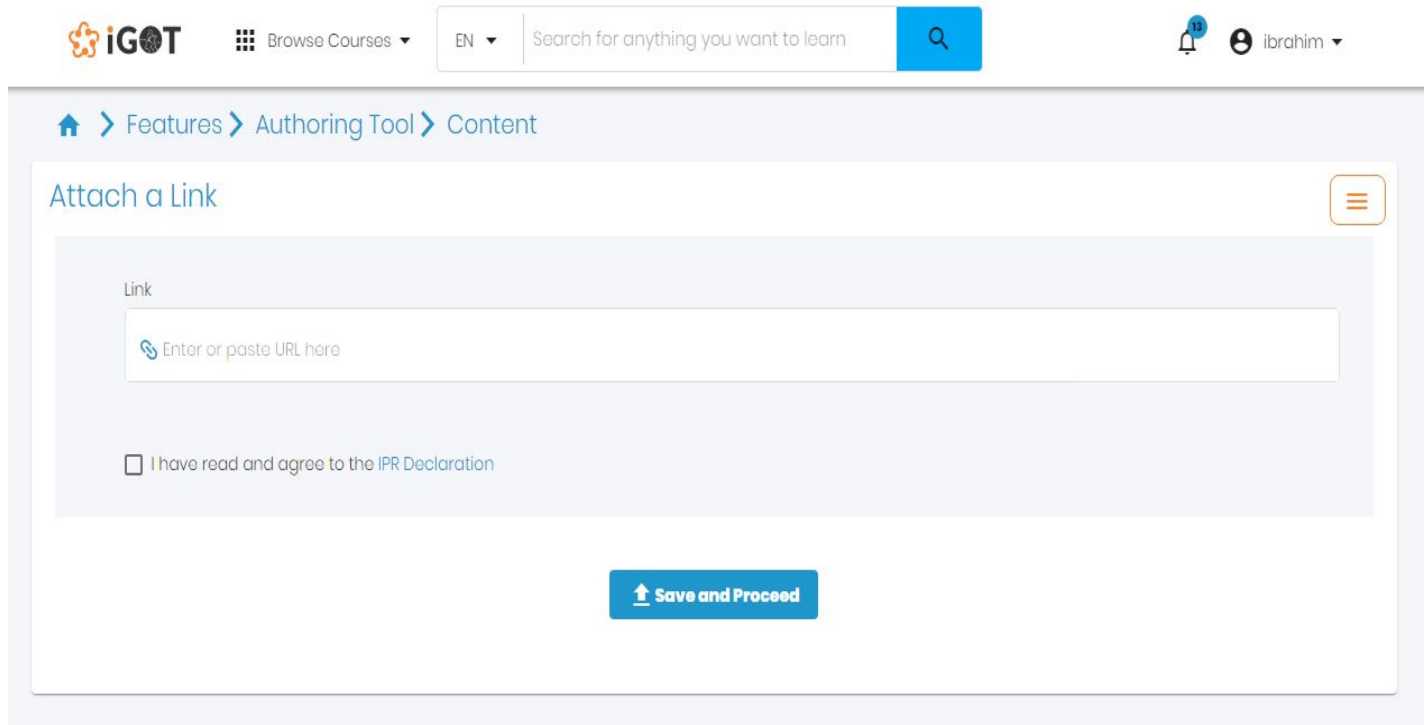
## Uploading Files

- *Creator* **uploads** files on the platform. She **browses** her system for the files to be uploaded.
- The *platform* **allows** pdf, mp3 and mp4 file formats and maximum allowed size is 200 mb.
- The platform also allows **Scorm HTML** content zip upload. which supports html5 contents
- The creator clicks on Upload Content. He/She browses the content to upload.

The screenshot shows the iGOT user interface. At the top, there is a navigation bar with the iGOT logo, a 'Browse Courses' dropdown, a language selector set to 'EN', a search bar with the placeholder text 'Search for anything you want to learn', and a user profile for 'ibrahim'. Below the navigation bar, a breadcrumb trail reads 'Home > Features > Authoring Tool > Content'. The main content area is titled 'Upload Content' and contains a large dashed box for file upload. Above the box, it specifies 'File Type : PDF, MP3, MP4 (Upto 200 mb)'. Inside the box, the text 'Drop file to Upload' is accompanied by an upward arrow icon, with 'or' and a 'Browse' link below it. At the bottom of the upload area, there is a checkbox labeled 'I have read and I agree with the IPR Declaration' and a blue 'Upload' button with an upward arrow icon.

## Embed YouTube links or web URL

- *Creator* clicks Attach a Link
- *Creator* **embeds** Youtube videos or web URL onto the platform.
- The creator provides all the necessary details and Proceeds.



The screenshot shows the iGOT user interface. At the top, there is a navigation bar with the iGOT logo, a 'Browse Courses' dropdown, a language selector set to 'EN', a search bar with the placeholder 'Search for anything you want to learn', and a user profile for 'ibrahim'. Below the navigation bar, a breadcrumb trail reads 'Home > Features > Authoring Tool > Content'. The main content area is titled 'Attach a Link' and contains a form. The form has a 'Link' section with a text input field containing the placeholder 'Enter or paste URL here'. Below the input field is a checkbox labeled 'I have read and agree to the IPR Declaration'. At the bottom of the form is a blue button labeled 'Save and Proceed'.

## Assessment

- Creator clicks Assessment
- Creator **Add Quizzes**.
- The creator Provides all the necessary details for questions and answers then proceeds.

The screenshot displays the iGOT Assessment creation interface. At the top, the navigation bar includes the iGOT logo, a 'Browse Courses' dropdown, a language selector set to 'EN', a search bar, and a user profile for 'ibrahim'. The breadcrumb trail indicates the path: 'Features > Authoring Tool > Content'.

The main section is titled 'Assessment' and features a sidebar on the left with a 'Questions' tab and a list of quizzes: 'Quiz-3: MTF', 'Quiz-2: FITB', and 'Quiz-1: MCQ'. The 'Quiz-1: MCQ' is currently selected and highlighted in blue.

The main area is dedicated to 'Quiz-1' and contains the following elements:

- Problem Statement:** A rich text editor with a toolbar (including bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, quote, unquote, table, table of contents, and source) and a text input field containing the text 'this is first question'.
- Add Options:** A section with a plus icon and two options:
  - I. correct:** The option is selected (checkbox checked) and labeled 'correct'.
  - II. wrong:** The option is not selected (checkbox unchecked) and labeled 'wrong'.
- Navigation:** 'Previous' and 'Next' buttons are located at the bottom of the main area.
- Save and Proceed:** A blue button at the bottom right of the interface.



## WebPage

- *Creator* clicks *WebPage*
- *Creator* **Add WebPages.**
- The creator Provides all the necessary details for web pages then proceeds.

[illegible]

- On proceeding further, the Creator provides the details related to the content.

iGOT

Browse Courses ▾

EN ▾

Search for anything you want to learn

🔔

ibrahim ▾

<

>

Features > Authoring Tool > Content

✓ Attach Link

● Basic Details

○ Classification

○ Intended for

Basic Details

Thumbnail 256 X 150 (pixel)\*

Source Image  
  
256 X 150 (pixel)

Duration(hh:mm:ss) \*  

0 : 0 : 0

Banner Colour \*

Title \*  

Enter a Descriptive title

0 / 500

Subtitle \*  

Enter subtitle here

0 / 1000

Summary \*  

Description will appear on card

0 / 2000


Description


B I U S x₂ x² ↶ ↷

Format Font Size A- A+ ↺ ↻

↵ ⇄ Source 🔍 🗎 ⌂ ☰ ⏮ ⏭ ⏯ ⏹ Ω 🔒 ⌨


Save and Proceed





 Browse Courses


EN

Search for anything you want to learn



 12


 ibrahim





Features


Authoring Tool

Content









Attach Link

Basic Details

Classification

Intended for

Classification

Provider/Source \*

--Select--

Category Type \*

--Select--

Knowledge Level

--Select--

Best viewed in

--Select--

Learning Mode

Self-Paced

Allow preview in draft mode for others

Don't Allow


Cost

Free

Keywords


Search Keywords


Catalog

 Update


0 Catalog Selected


Save and Proceed







- The creator provides the name of the Reviewer.




 Browse Courses

EN







 ibrahim


Features


Authoring Tool

Content

 Attach Link

 Basic Details

 Classification

 Intended for


Intended for

Organisation

--Select--

Access Restrictions

igot/dopt




Accessible by everyone

Stakeholders

Curators / Contacts

ibrahim shah



Search by mail

Authors

Enter name

Reviewers

Search by mail

Save

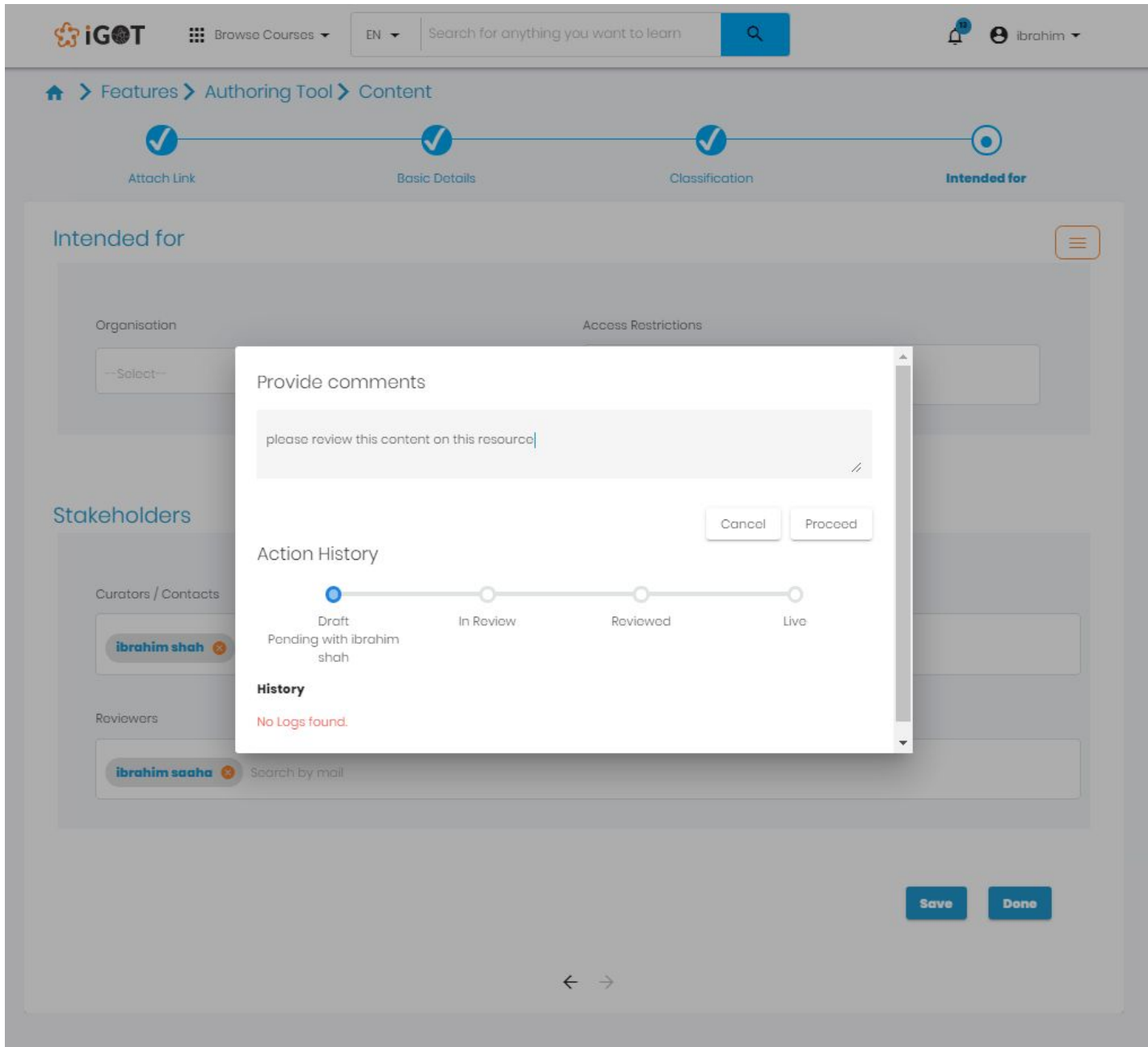
Done

←

→

35

- The creator provides comments and submits the content to the Reviewer to review it.



## 21. Module creation

A module consists of multiple resources. The creator adds multiple resources to create a module.

Add Resources to module in below mentioned ways

- 1.Create a New Child Resource
- 2.Add a Child Resource which is already created either it may be in Drafts/Published

The creator provides all the details relevant for the module. She submits the module with the Reviewer for review.

The screenshot displays the iGOT Authoring Tool interface. At the top, there is a navigation bar with the iGOT logo, a 'Browse Courses' button, a language selector set to 'EN', a search bar, and a user profile for 'ibrahim'. Below the navigation bar, a breadcrumb trail shows 'Features > Authoring Tool > Content'. The main content area is titled 'Basic Details' and includes a 'TABLE OF CONTENTS' sidebar on the left with a dropdown menu for 'Module' containing 'Resource one' and 'Resource two'. A context menu is open over the 'Module' dropdown, showing options: 'Delete', 'Create New Sibling', 'Create New Child', and 'Add a Child'. The 'Basic Details' form itself has a progress indicator at the top with three steps: 'Basic Details' (active), 'Classification', and 'Intended for'. The form fields include:
 

- Title \***: A text input field with the value 'Module' and a character count of '8 / 500'.
- Subtitle \***: A text input field with the placeholder 'Enter subtitle here' and a character count of '0 / 1000'.
- Summary \***: A text input field with the placeholder 'Description will appear on card' and a character count of '0 / 2000'.
- Duration(hh:mm:ss) \***: A time input field with three segments, each showing '0'.
- Banner Colour \***: A row of four color swatches (dark blue, purple, green, and teal) with radio buttons below them.
- Source Image**: A large image placeholder area with a smaller 'Source Image' thumbnail to its right, both labeled '256 X 150 (pixel)'.
- Description \***: A rich text editor with various formatting tools (bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, quote, code, undo, redo) and a 'Source' button.

 At the bottom right of the form is a blue 'Save and Proceed' button. Navigation arrows are visible at the very bottom of the interface.

## 22. Course creation

A course consists of multiple modules and resources. The creator adds the related modules and resources as children to create a course.

Similar to Module Creation, creator can add its child contents in two ways

The creator provides all the details relevant for the course. He/She submits the course with the Reviewer for review.

The screenshot displays the iGOT Course Creation interface. At the top, the iGOT logo is on the left, followed by a 'Browse Courses' button, a language dropdown set to 'EN', a search bar with the placeholder 'Search for anything you want to learn', and a user profile for 'ibrahim'. The breadcrumb trail shows 'Features > Authoring Tool > Content'. A progress bar at the top indicates three steps: 'Basic Details' (active), 'Classification', and 'Intended for'.

On the left, a 'TABLE OF CONTENTS' sidebar shows a tree structure: 'Courses' (expanded) contains 'Module 1' (expanded) with 'Resource 1' and 'Resource 2', and 'Module 2' (expanded) with 'Resource 3' and 'Resource 4'.

The main 'Basic Details' form includes the following fields and options:

- Thumbnail**: A dashed box for a 256 X 150 (pixel) image.
- Source Image**: A smaller dashed box for a 256 X 150 (pixel) image.
- Title \***: A text input field containing 'Cours' (8 / 500 characters).
- Subtitle \***: A text input field with the placeholder 'Enter subtitle here' (0 / 1000 characters).
- Summary \***: A text input field with the placeholder 'Description will appear on card' (0 / 2000 characters).
- Duration(nhmmss) \***: Three input fields for hours, minutes, and seconds, each with a '0'.
- Banner Colour \***: Four color swatches (dark blue, purple, green, teal) with radio buttons; the first is selected.
- Description \***: A rich text editor with a toolbar containing bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, quote, code, and other formatting options. Below the toolbar are input fields for 'Format', 'Font', and 'Size', along with color and background color pickers.

A 'Save and Proceed' button is located at the bottom right of the form. Navigation arrows (back and forward) are at the very bottom.

## 23. Program creation

A Program consists of multiple Courses, modules and resources. The creator adds the related Course, modules and resources as children to create a program.

Adding a child Course under for a program only if it is Published.

The creator provides all the details relevant for the Program. He/She submits the Program with the Reviewer for review.

TABLE OF CONTENTS

▼ Program

▼ Course 1

- Module 1
  - Resource 1
  - Resource 2
- Module 2
  - Resource 3
  - Resource 4

Course 2

- Module 3
  - Resource 5
  - Resource 6
- Module 4
  - Resource 7
  - Resource 8

Basic Details

Classification

Intended for

Thumbnail 256 X 150 (pixel)\*

Source Image  
  
256 X 150 (pixel)

Duration(hh:mm:ss) \*  
 :  :

Banner Colour \*  

☒

☐

☐

☐

Title \*  
 / 500

Subtitle \*  
 / 1000

Summary \*  
 / 2000

Description \*

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Source

&magnifying\_glass;

&bullseye;

Format

-

Font

-

Size

-

A-

A+

&x;

&y;

Description one

Description two

Description three

Description four

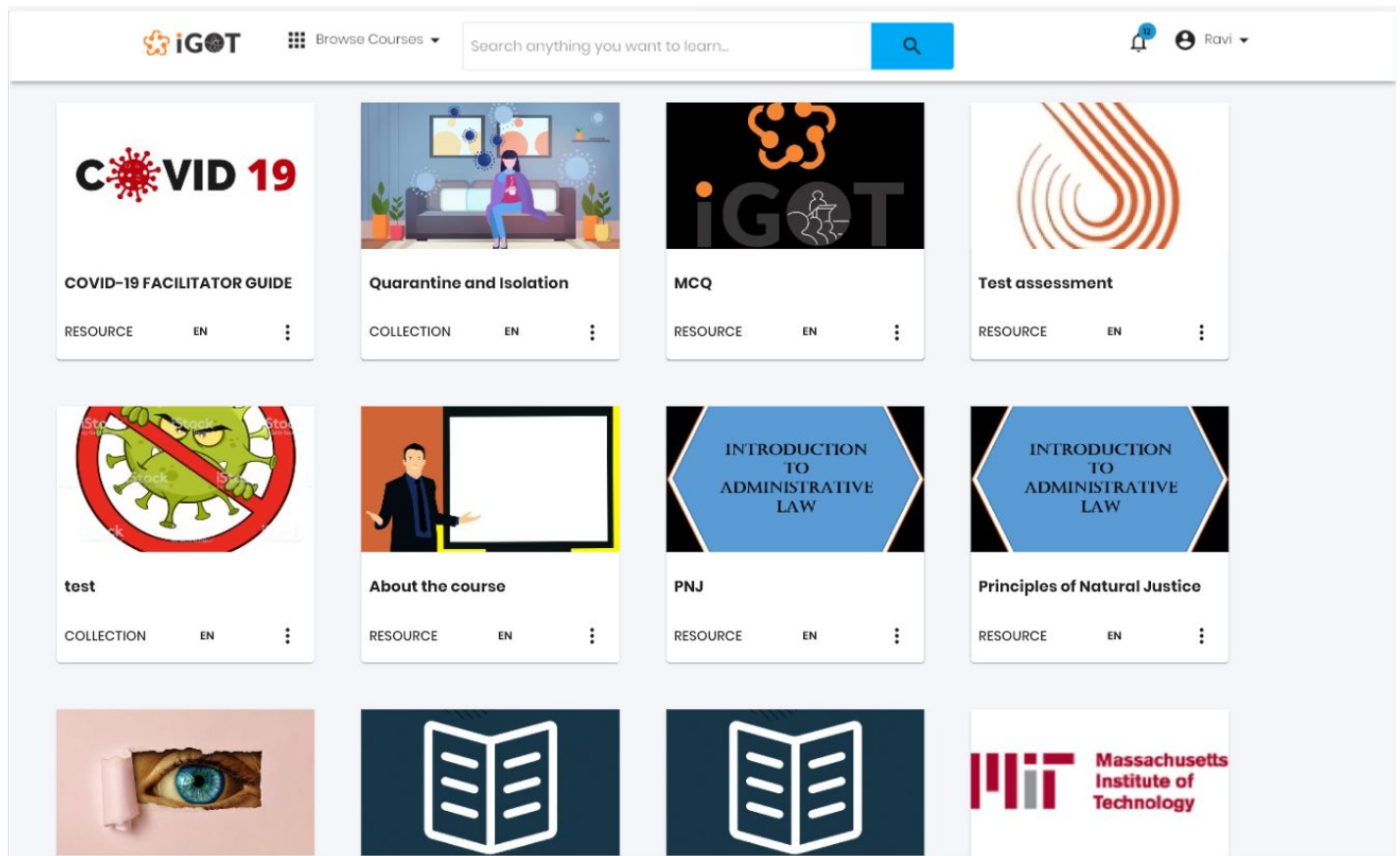
Save and Proceed



## 24. Draft section

The unfinished contents are kept available in the Draft section. The creator edits the content to finish it.

Authoring tool -> Draft

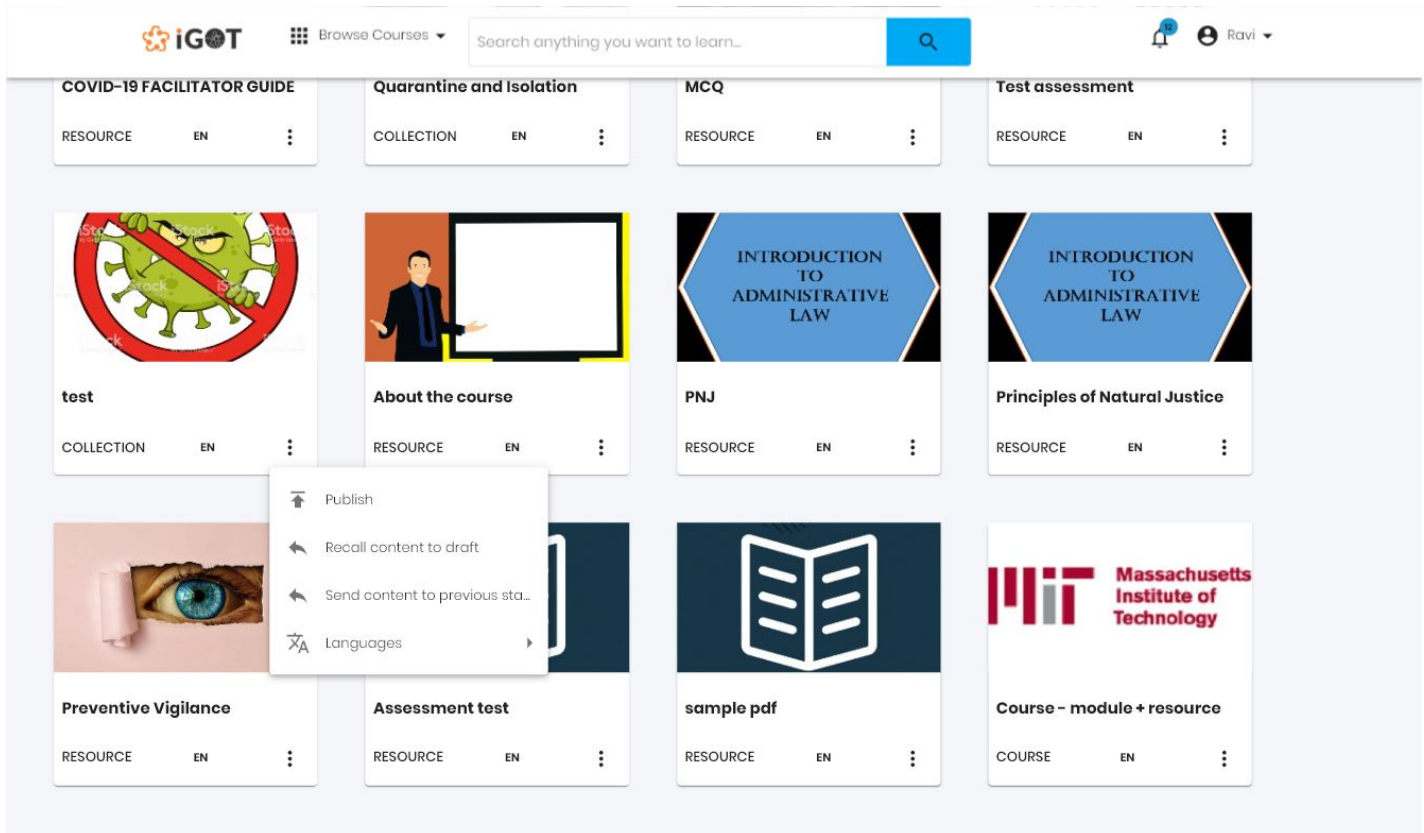


## 25. Review contents

The Reviewer finds all the contents sent to her for review under the Action Items -> Review section.

The Reviewer reviews the contents and if found fit, approves it. He/She can recall the contents to her Draft section to further modify the content details.

Authoring tool -> Action Items -> Review

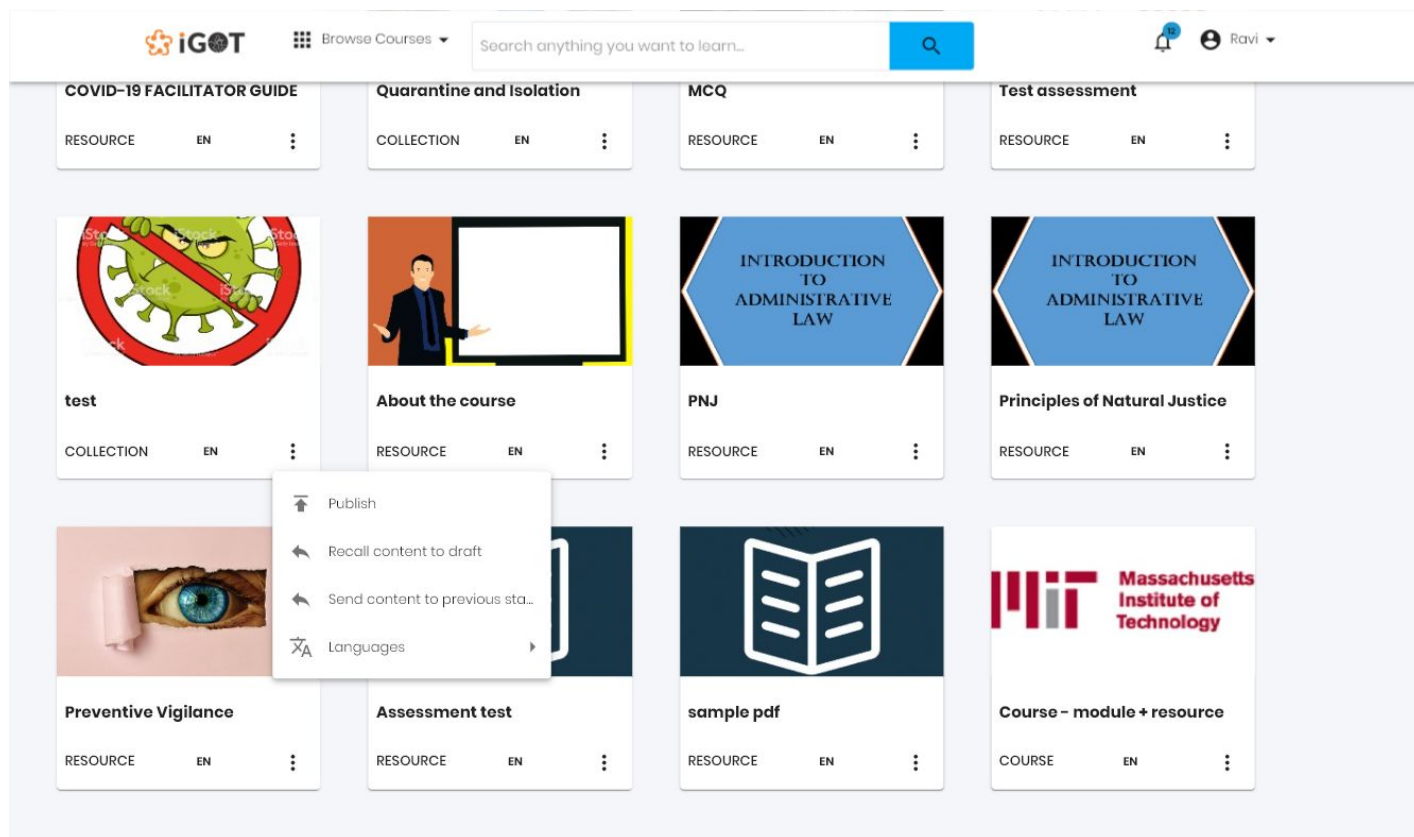


## 26. Publish contents

The Publisher finds all the contents ready for publishing under the Action Items -> Publish section.

The Publisher reviews the contents and if found fit, publishes it. He/She can reject the contents and it goes back to the draft stage. He/She can also send it back to the reviewer for further action.

Authoring tool -> Action Items -> Publish




## 27. View published contents




The Publisher finds all the contents published by her under the Published section.


- The publisher can edit the published content. She can also make it unavailable for the learners by unpublishing it.
- The unpublished contents are found under the Unpublished section.
- On deletion, the published content gets deleted and is no more accessible by anyone.

Authoring tool -> Published

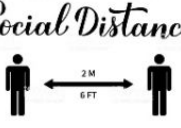
 Browse Courses ▾

Search anything you want to learn...


   Ravi ▾




**Module**  
COLLECTION EN ⋮




*Social Distance*  
**Social distancing practices**  
COLLECTION EN ⋮




**SAFETY FIRST!**  
**safety**  
COLLECTION EN ⋮




**edX**  
de identidad en edX  
**Test course creation – Ravi**  
COURSE EN ⋮




**COVID-19**  
**COVID-19 : Prevention tips**  
COURSE EN ⋮




**SKILLING**  
**Training by AYUSH**  
COLLECTION EN ⋮




**Basics and Importance – Do ...**  
RESOURCE EN ⋮




**Overview – Subordinate Legi...**  
RESOURCE EN ⋮




**COVID 19**





**COVID 19**




**COVID 19**

 Edit

 Delete

 Unpublish content

 Languages ▸

## 28. View unpublished contents

The Publisher finds all the contents which have been recalled after publishing or the contents which have been reviewed by the reviewer, under the Unpublished section.

- The publisher can recall the contents to the draft section to edit it further to publish it.

Authoring tool -> Unpublished

The screenshot displays the iGOT Authoring Tool interface. At the top, there is a navigation bar with the iGOT logo, a 'Browse Courses' dropdown, a search bar with the placeholder 'Search anything you want to learn...', and a user profile for 'Ravi'. Below the navigation bar, the page title is '← Authoring Tool'. The main content area features a grid of content cards. A context menu is open over the 'Module - mp4 + mp3' card, showing options: 'Recall content to draft' (with a left arrow icon) and 'Languages' (with a star icon). The content cards include:

- AngularJS**: COURSE, EN
- Knowledge Board**: KNOWLEDGE BOARD, EN
- Video Resource**: RESOURCE, EN
- pdf resource**: RESOURCE, EN
- Module - mp4 + mp3**: COLLECTION, EN
- safe OPD practices**: RESOURCE, EN
- sample mp4 file**: RESOURCE, EN
- Mustang sample1**: RESOURCE, EN


Each card also has a three-dot menu icon for additional actions.

# Content viewing on iGOT

## Overview

User clicks on any Contents then he/she lands on the Overview screen of the content.

[Home](#) > [Details](#)



# Level – I Training Programme

Level – I Training Programme

0.0 ☆☆☆☆☆ (0)

Start

Overview

Content

Authors

Cohorts

Discussion

Summary

Level – I Training Programme

Description

Level – I Training Programme

Rate content

☆☆☆☆☆

At a glance

Content Type

Lesson

Duration

19h 9m

Cost

Free

Structure

2 Courses

14 Modules

66 Videos

38 PDFs

20 Assessments

Last Updated On

Sep 10, 2020

Show More

45

Authors & Content

User clicks on the Author tab on content,it scrolls down to display Author of the content.  
User clicks on the Contents tab, it scrolls down to display all its contents under that particular content.

Authors

MS

MOLOY SANYAL

Ask


AA

Agam Aggarwal

Ask

Content

Expand All



Level-I CSSS Course to Develop Domain Competencies


Lesson

3h 14m

4 Modules

Course

▼



Level-I CSSS Course to Develop Functional Competencies

Lesson

15h 54m

10 Modules

Course

▼

Cohorts

Learners

▼

Top performers

▼

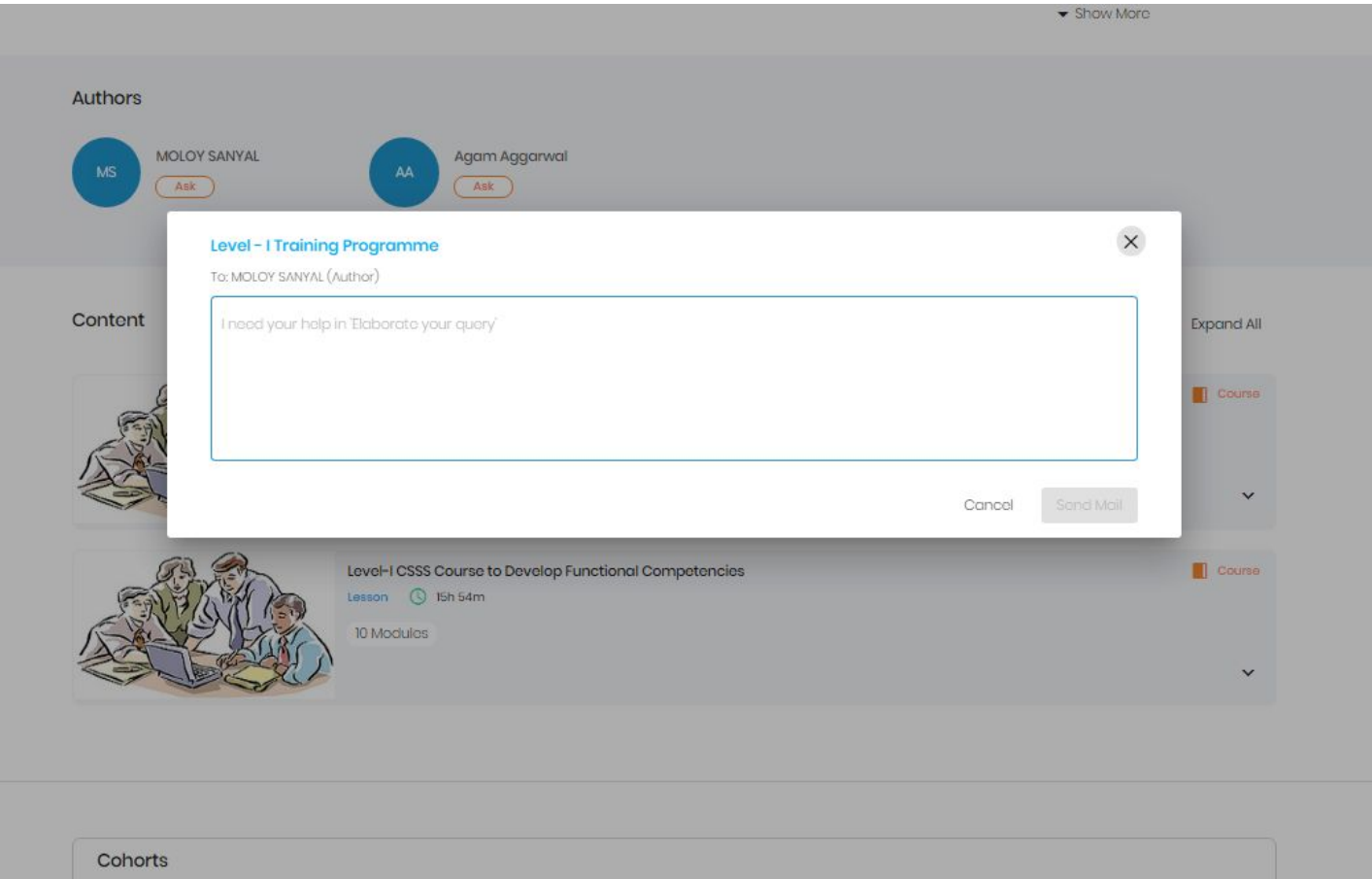
Curators

▼

Discussion Forum >

46

User clicks on ask button of any author and send his clarifications to them






User clicks on expand all under contents, when contents contains sub contents to it.

Content


Collapse All



Level-I CSSS Course to Develop Domain Competencies

Lesson 3h 14m


4 Modules



Duties & Responsibilities of PAs


Lesson 48m 55s

1 Video 2 PDFs 1 Assessment




Duties and Responsibilities of PAs - Watch

Lecture 8m 55s




Duties & Responsibilities of PAs - Self Assessment

Assessment 10m




Duties & Responsibilities of PAs - Case Study

Case-Study 10m



Duties & Responsibilities of PAs - RM

Article 20m



Official Meetings

Lesson 45m 53s

5 Videos 2 PDFs 1 Assessment

48

Cohorts

User clicks on Cohorts tab, it scrolls down to the cohorts section with learners, top performers and curators.

Cohorts

Learners

KC

Kail Charan

Currently viewing

NS

Noolam Singh

Currently viewing

CK

Chandan Kumar

Currently viewing

SS

S. Sundararajan

Last active 1 hour ago

RK

Ram Kumar

Last active 1 hour ago

MS

MOLOY SANYAL

Last active 2 hours ago

RM

Rana Mukesh Singh

Last active 2 hours ago

RS

Ritika Sohgal

Last active 2 hours ago

HC

H Cing Khan Nuam

Last active 3 hours ago

NK

NIRANJAN KUMAR

Last active 3 hours ago

VB

V BALAJI

Last active 3 hours ago

SK

sanjoov kumar besra

Last active 3 hours ago

NM

Neha Mittal

Last active 3 hours ago

LE

Lata Ekka

Last active 3 hours ago

DM

Dileshwari Manjhwari

Last active 3 hours ago

RK

Raj Kumari

Last active 3 hours ago

NK

Nirbhay Kumar Mishra

Last active 3 hours ago

MT

Mohammad Tayyab

Last active 3 hours ago

VK

vijay kumar

Last active 4 hours ago

CS

CHANDRA SINGH BONAL

Last active 5 hours ago

KK

Krishan Kant Sharma

Last active 5 hours ago

MK

Moonakshi Kukroti

Last active 5 hours ago

KP

Kritika Prasad

Last active 7 hours ago

PM

Pushpendra meena

Last active 21 hours ago

RK

Rajendra Kumar Moena

Last active 23 hours ago

MT

Monika Tigga

Last active 1 day ago

Top performers

Curators

Cohorts

Learners

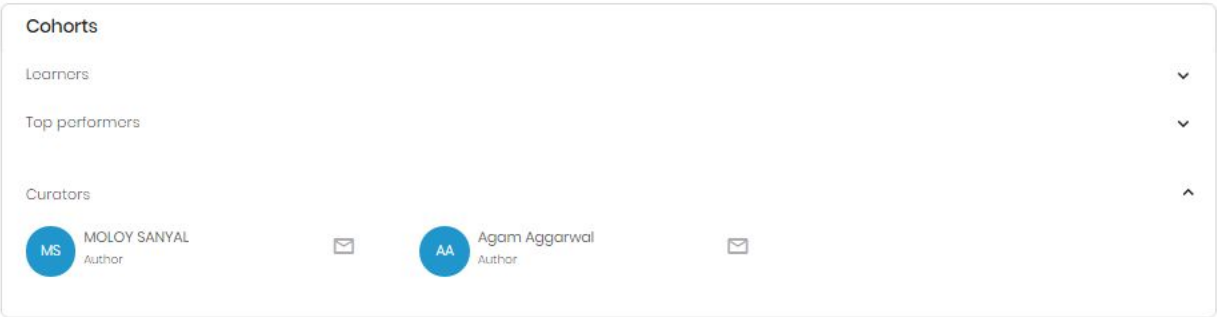
Top performers

RV

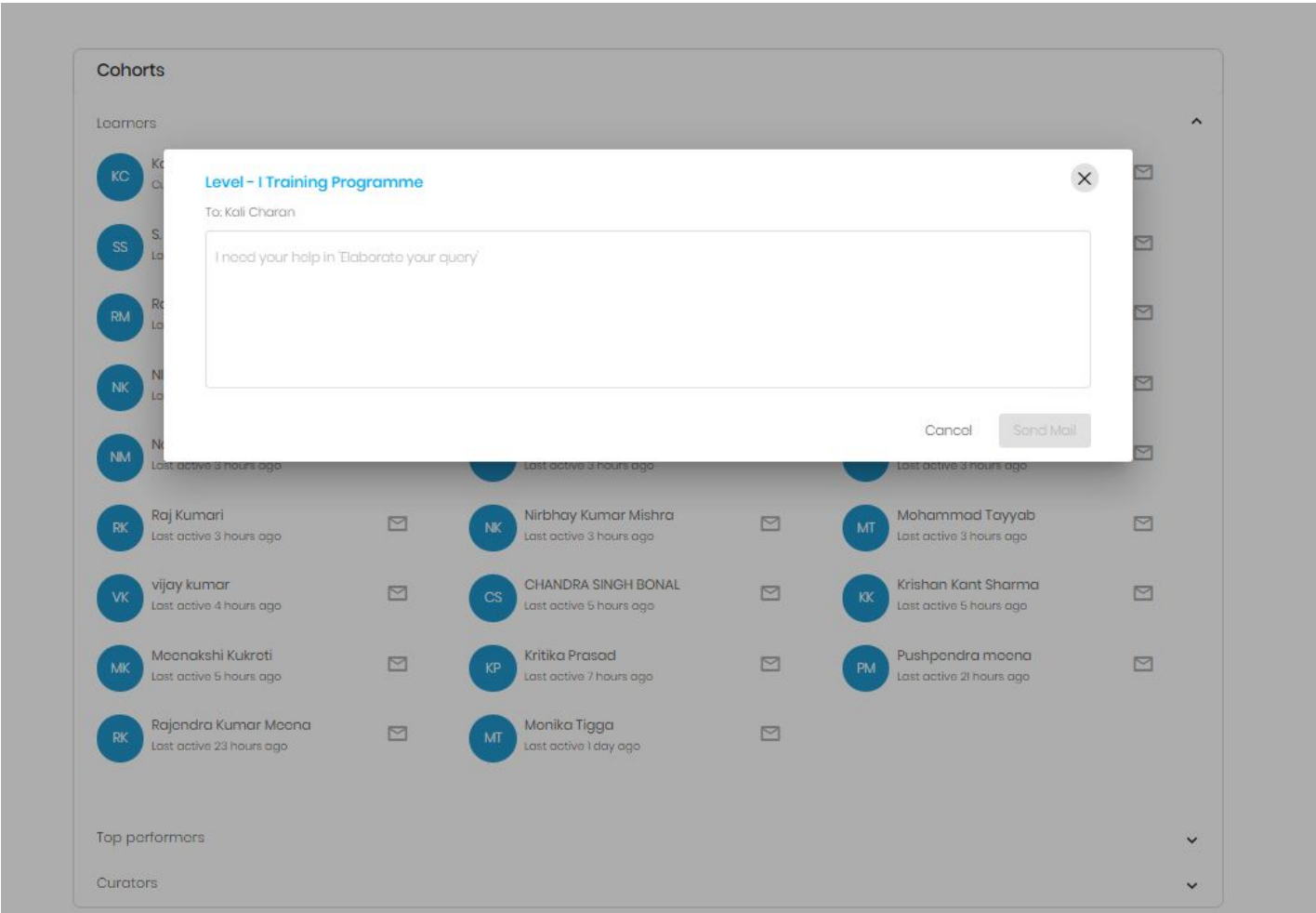
Rambabu Vadali

Top Learner

Curators

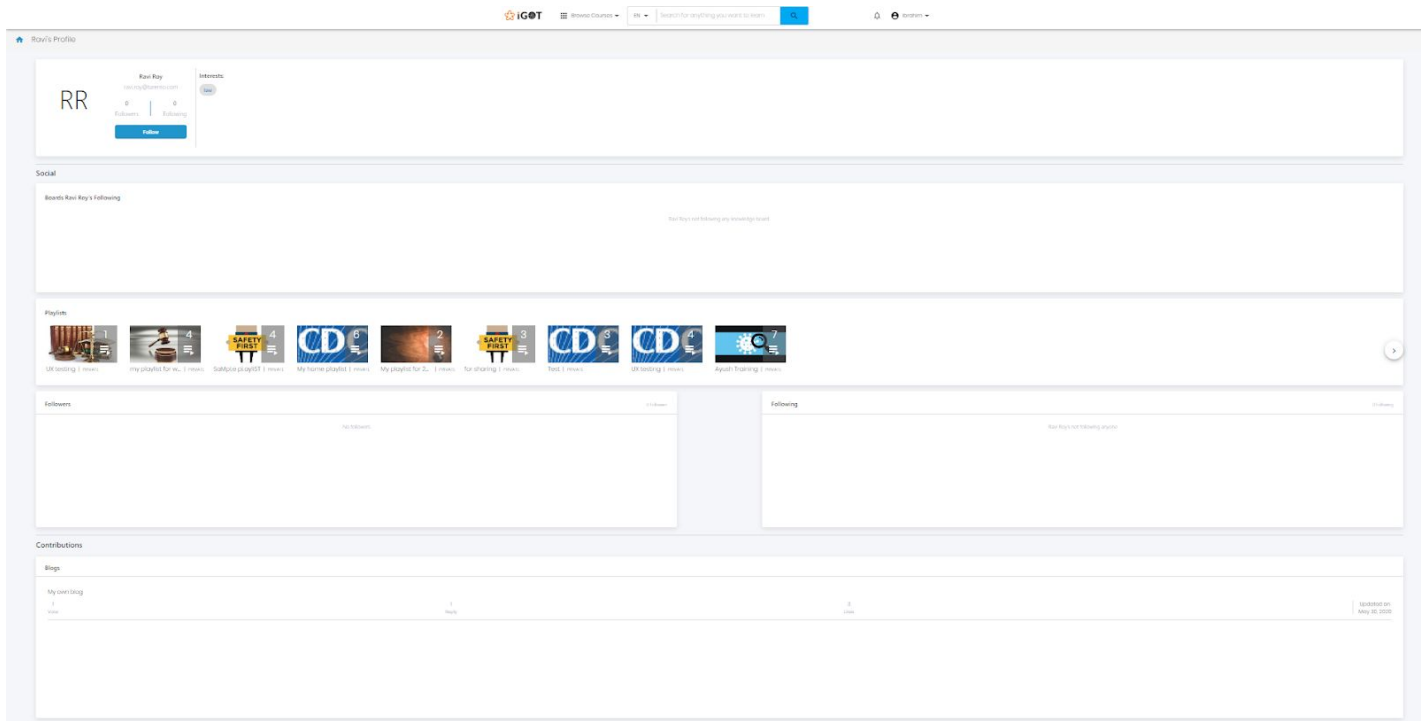


Users clicks on mail button and sends their clarifications to any of the other users under cohorts section.



User clicks on any of the users name then he/she will land on the users profile screen

Two sections social and contribution section are present for all user profile



## Discussions

User clicks on Discussions tab, it scrolls down to discussion form

- Users can post his discussion in this section.
- Reply to other users' comments.
- Like other users comment.
- View all discussion done under this section.

Discussion Forum ▾

IS

Ask a question, or add something you found helpful

Comment

Renuka Bhatt

Jul 21, 2020 at 2:27 PM

RB

It is to request that the exam at the end of this ongoing training should also be undertaken ON-LINE only. Safety from mass gathering is the priority for all in the current Pandemic situation.

1

Like

Reply

View 1 reply

Renuka Bhatt

Jul 21, 2020 at 2:26 PM

RB

In the absence of any guidance given to us since beginning we all are facing problems. It is going on like "DO IT Yourself" (DIY). As already requested by many of the participants over whatapp Group formed by Sh. Padhy, the Course Coordinator of this Training, I request here that we may please be provided :-

1. Study material
2. Topics for examination
3. Answers of Self assessment

1

Like

Reply

View 1 reply

Show More Posts

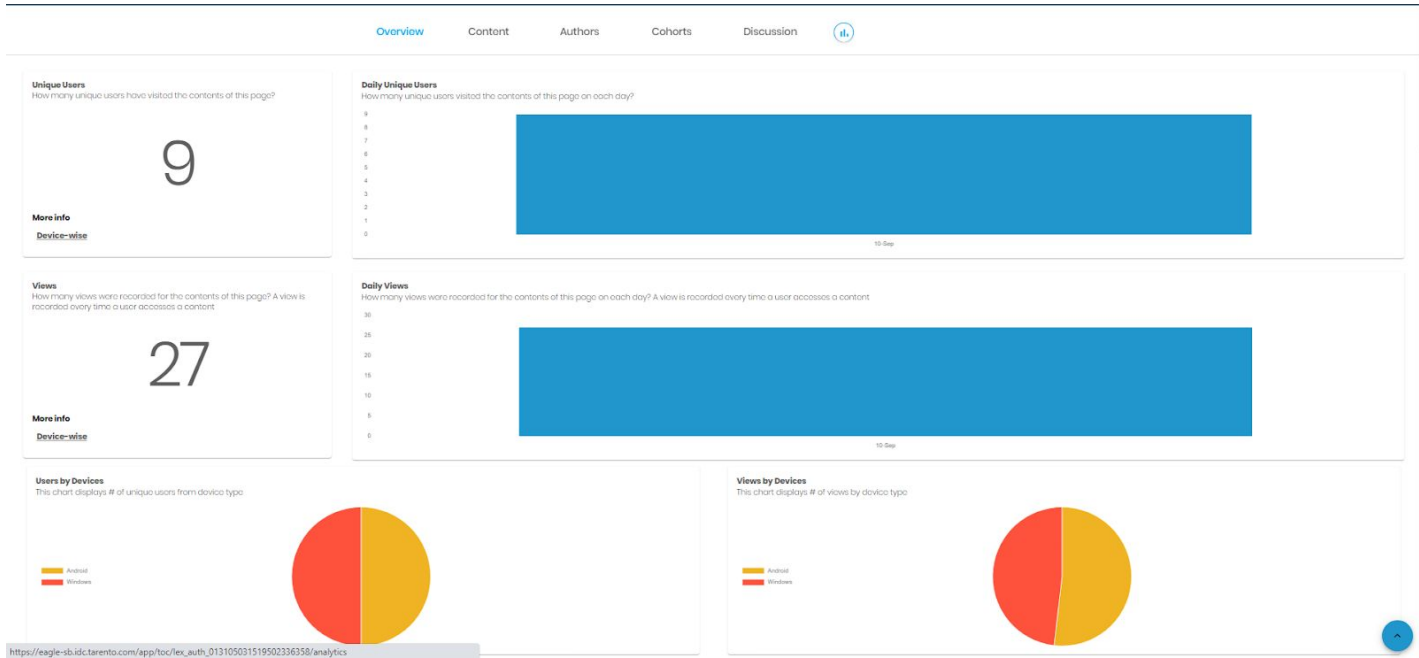
52

Analytics

Users clicks on Analytics icon next to Discussion tab of the content lands on Analytics sections

Analytics provides brief information about users and views in below format.

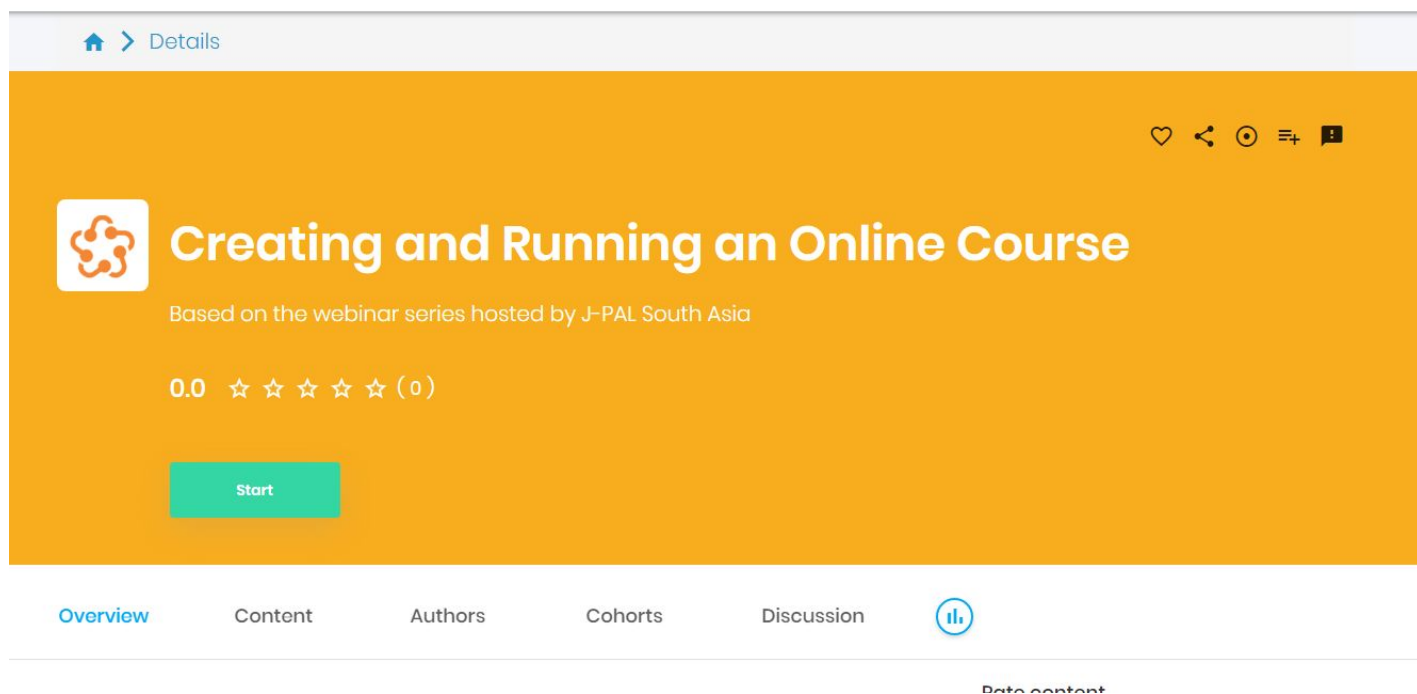
- Daily Unique Users Bar Graph.
- Daily views Bar Graph.
- Users By Devices Pie Chart.
- Views By Devices Pie Chart.



## Additional Options

User are provided with additional options at top right while viewing content

- Like/Unlike
- Share to users
- Add to Existing/New goals
- Add to Existing/New playlist
- Provide feedback



## Started content

User Clicks on the Start button in the contents then he/she will land on the section where contents is viewed.

- User clicks on the Burger icon in the top right then he/she can see all the contents on the right side.
- User clicks on the Details tab then he/she can see details of the viewing contents.
- User clicks on Next then he/she moves to next content.
- User clicks on previous then he/she moves to previous content.
- User clicks on the fullscreen button then he/she can view the content in fullscreen.

The screenshot displays the iGOT application interface. At the top, there is a navigation bar with the iGOT logo and the title "Duties and Responsibilities of PAs - Watch". Below this, a large video player area is visible, currently showing a play button in the center. To the right of the video player is a sidebar menu. The sidebar has two tabs: "Contents" and "Details". Under the "Contents" tab, there is a list of items with icons and titles, including "Duties and Responsibilities of PAs", "Duties & Responsibilities of PAs - Assessment", "Duties & Responsibilities of PAs - Case Study", "Duties & Responsibilities of PAs - Article", "1\_ Official Meetings of PAs", "2\_ Official Meetings of PAs", "3\_ Official Meetings of PAs", "4\_ Official Meetings of PAs", "5\_ Official Meetings of PAs", "Official Meetings of PAs - Assessment", "Official Meetings of PAs - Case Study", "Official Meetings of PAs - Article", "Handling of Visitors of PAs", "Handling of Visitors of PAs - Assessment", "Handling of Visitors of PAs - Case Study", "Handling of Visitors of PAs - Article", and "1\_ Getting along with PAs". Each item has a duration listed next to it. At the bottom of the sidebar, there is a "Discussion Forum" section with a text input field and a button labeled "Ask a question, or add something you found helpful".





## Overall & Content Progress


Users can identify the progress of content by the green progress bar displaying once the content has been started.

Users find the Start button changed to the Resume button, once he/she starts the content.

Users hovers on the progress bar, he/she can find the percentage of over all content completion


The screenshot shows the iGOT user interface. At the top, there's a navigation bar with the iGOT logo, a 'Browse Courses' dropdown, a language selector set to 'EN', a search bar with the placeholder 'Search for anything you want to learn', and a user profile for 'ibrahim'. Below this is a large orange banner for the course 'Creating and Running an Online Course', which is based on a webinar series by J-PAL South Asia. The banner shows a rating of 0.0 stars from 0 reviews and a green 'Resume' button. A progress bar is visible at the bottom of the banner. Below the banner is a navigation menu with tabs: Overview (selected), Content, Authors, Cohorts (showing 88%), and Discussion. The main content area is divided into two columns. The left column has a 'Summary' section stating the course has 3 modules and a 'Description' section explaining the course objectives. The right column has a 'Rate content' section with 5 empty star icons and an 'At a glance' section listing course details: Content Type (Principles), Complexity Level (Intermediate), Duration (2h 28m), and Cost (Free).

**iGOT** Browse Courses ▾ EN ▾ Search for anything you want to learn 🔍 🔔 👤 ibrahim ▾

 **Creating and Running an Online Course**  
Based on the webinar series hosted by J-PAL South Asia

0.0 ☆ ☆ ☆ ☆ ☆ (0)

[Resume](#)

[Overview](#) [Content](#) [Authors](#) [Cohorts](#) **88%** [Discussion](#) 

**Summary**

This course consists of 3 modules 1. Planning your course launch 2. Best practices on creating an online course 3. Running an online course

**Description**

The objective of this course is to give learners a concrete idea of how to create their own online courses and to ensure that they are able to understand the key best practices.

The first module will touch upon key questions such as: how do your modules work together? How will you measure student learning and the effectiveness of your teaching innovations?


**Rate content**


☆☆☆☆☆

**At a glance**


<b>Content Type</b>	Principles
<b>Complexity Level</b>	Intermediate
<b>Duration</b>	2h 28m
<b>Cost</b>	Free



Users can identify the progress of the sub contents by the green progress bar displaying once the sub contents has been started or in progress or completed.



 Browse Courses

EN



  ibrahim

Content

Expand All


Planning you course launch

Planning you course launch

J-PAL

International Policy Action Lab

Principles

 40m 16s

7 Videos


1 Assessment

Module

Introduction

Introduction to the module

Principles


 6m 13s

Resource

Typical Course Timeline

Typical Course Timeline

Principles


 3m 24s

Resource

Course Team Formation

Course team formation

Principles


 4m 59s

Resource

Course tracking and sequencing

Course tracking and sequencing

Principles


 3m 43s

Resource

Course Components

Course components

Principles


 12m 19s

Resource

Course Review and Revision

Course review and revision

Principles

 2m 30s

Resource