



CBP PORTAL - USER MANUAL

User Manual

Document Version: 1.0

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1. Overview

The document describes how capacity building product providers or CBP providers can create a course, edit a course, review & publish the course. Also how they can request for new competencies.

1.2 Link

Karmayogi user portal link stage: <https://.igot-stage.in/>

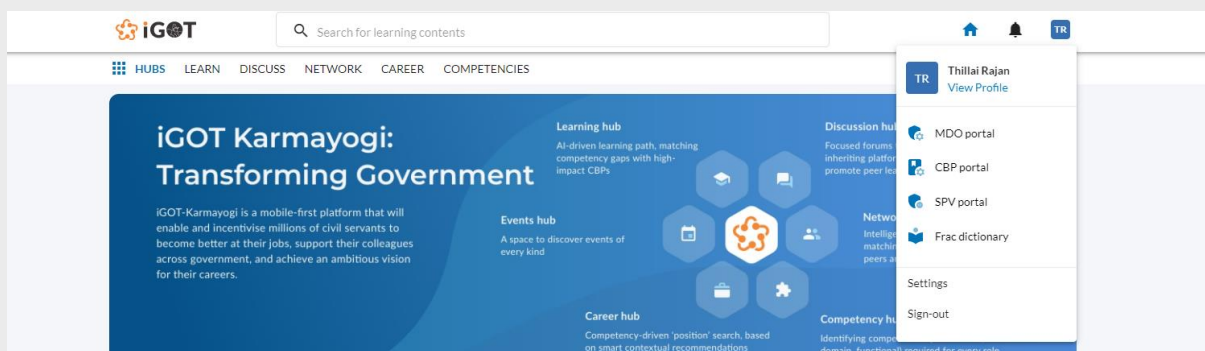
CBP portal link stage : <https://cbp.igot-stage.in/>

1.3 Login

Once the iGOT user account gets created, they receive an email to reset password.

Users use the above karmayogi link to login to the Karmayogi portal.

After login to Karmayogi portal click on username on top right. Users can find portal links based on the roles of which user got created in the platform. From there users will be able to access the SPV portal, MDO portal, CBP and FRAC dictionary.



2. CBP Portal

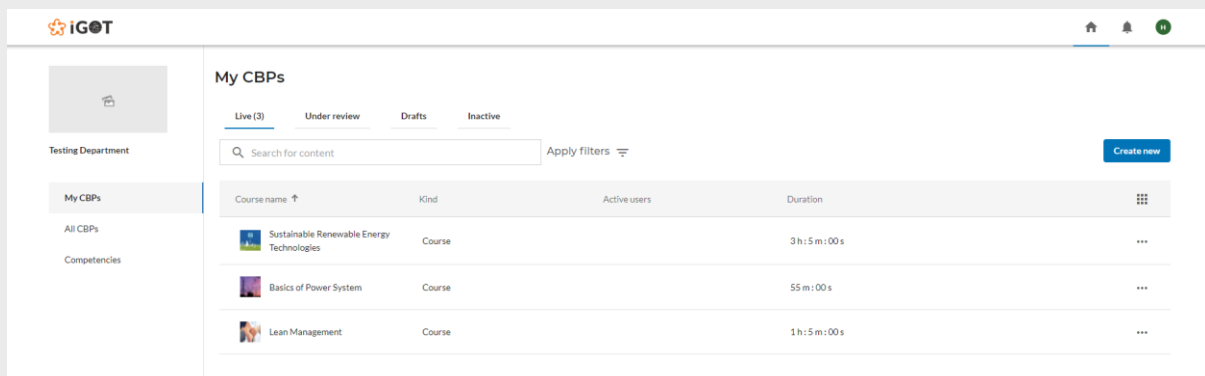
CBP portal is to create content, review and publish them into iGOT Karmayogi portal.

As the user clicks on the “CBP portal” link from the profile drop down of the Karmayogi portal, they will be navigated to the MDO portal. User roles like Editor, Content creator, Reviewer and Publisher have access to the CBP portal.




Created users in the MDO portal with roles of an Editor, Content creator, Reviewer and Publisher can access the CBP portal.

As the content creator logs in to the CBP portal, there will be four tabs in the home screen as :

1. Live: courses which are created by the content creator of the MDO.
2. Under review: courses which are sent for review.
3. Drafts: courses which are in progress and have not been completed
4. Inactive: Courses which are no longer valid.

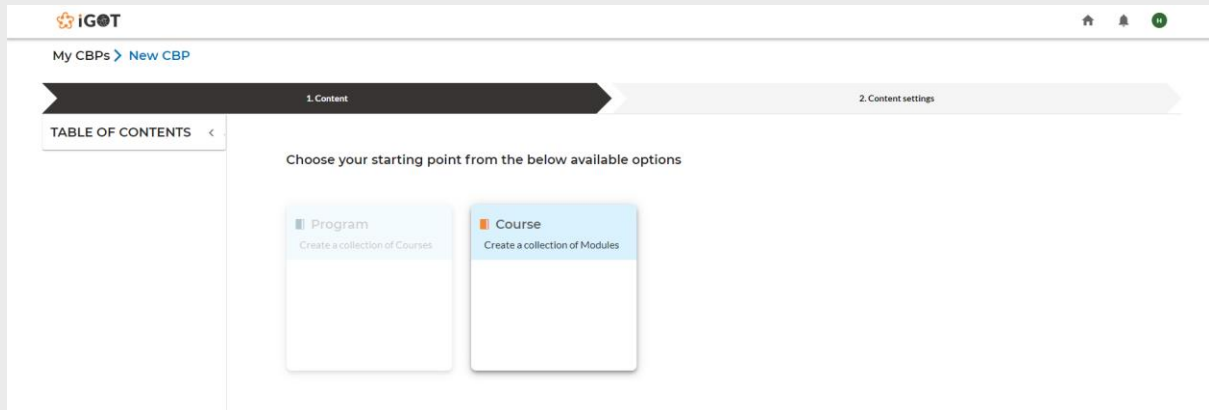


The screenshot displays the iGOT CBP Portal interface. On the left is a sidebar with navigation options: 'Testing Department', 'My CBPs', 'All CBPs', and 'Competencies'. The 'My CBPs' section is active. The main content area is titled 'My CBPs' and features four tabs: 'Live (3)', 'Under review', 'Drafts', and 'Inactive'. The 'Live (3)' tab is selected. Below the tabs is a search bar labeled 'Search for content' and a button labeled 'Apply filters'. A 'Create new' button is located in the top right corner. The main content area displays a table of courses:

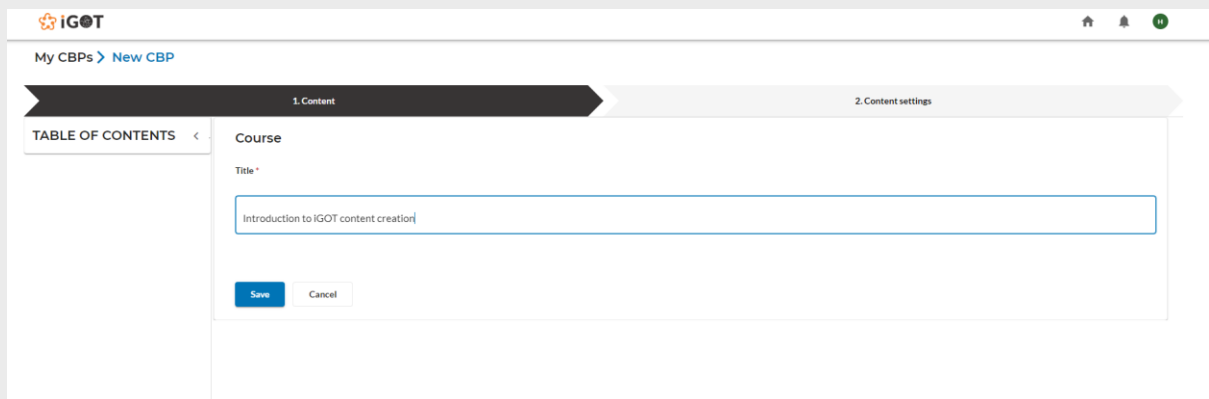
Course name ↑	Kind	Active users	Duration	
 Sustainable Renewable Energy Technologies	Course		3 h : 5 m : 00 s	...
 Basics of Power System	Course		55 m : 00 s	...
 Lean Management	Course		1 h : 5 m : 00 s	...

2.1 Creating a course

Content creator clicks on the “Create new” button on the top right to start creating a new course and lands on the below screen.



Content creator clicks on the “Course” option and lands on the below screen, where the content creator will enter the name of course that is being created.

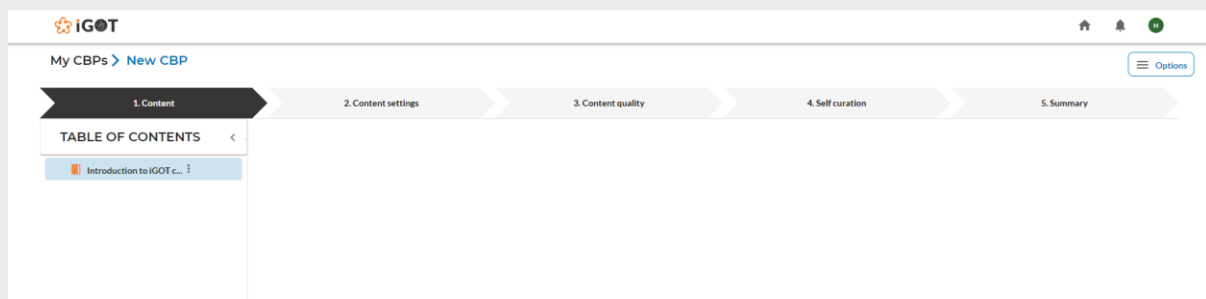


Note:

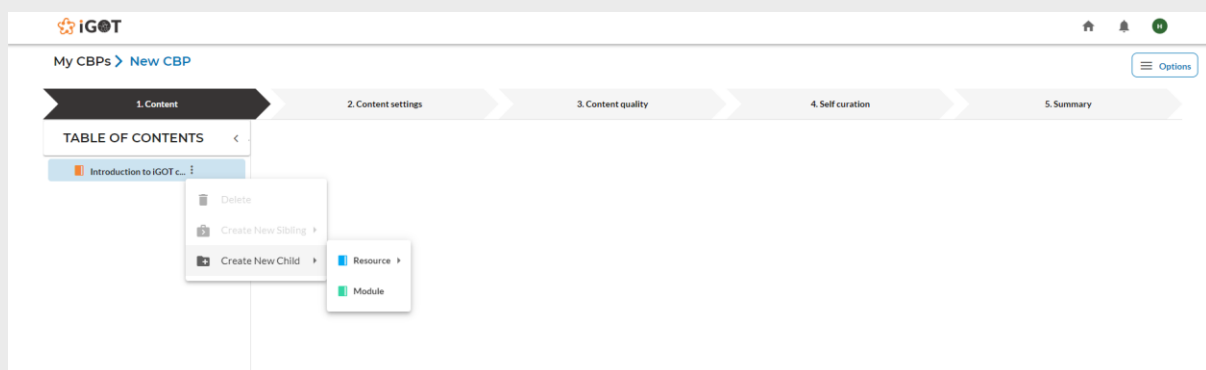
Hierarchy of course creation is as follows:

Course-> Module-> Resources or Course -> Resources

Content creator clicks on the “Save” button and lands on the content menu to add child content for the course.

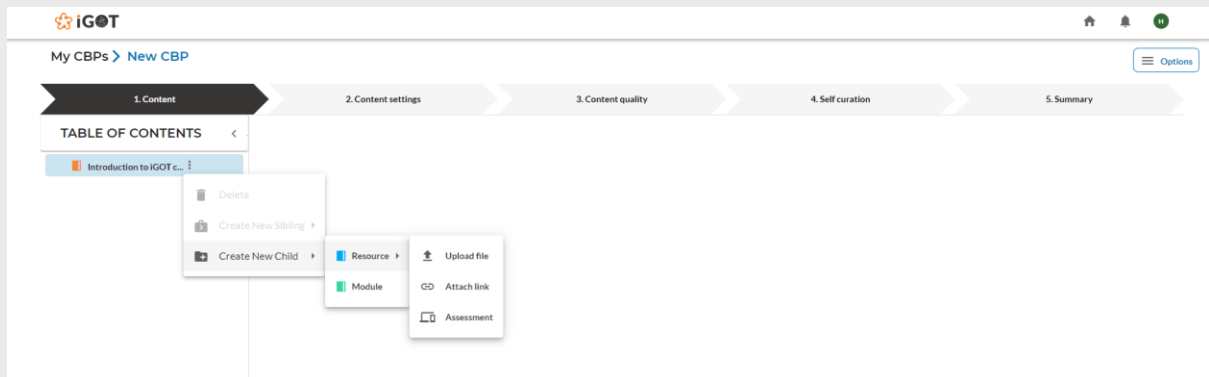


Content creator clicks on ‘three dots’ next to the course name and selects the “Create new child” option to create a module or resources for the course.

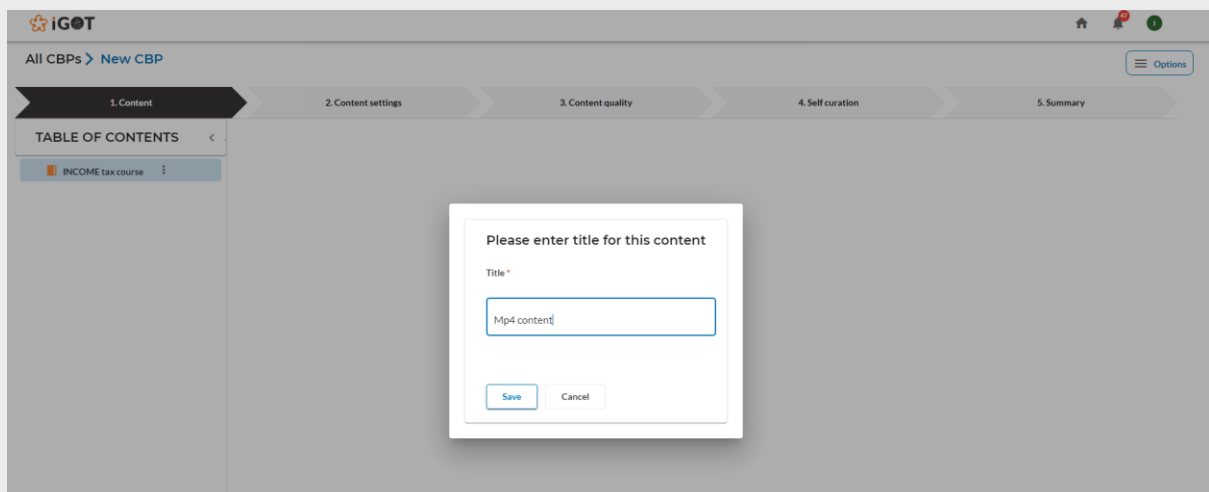


As the content creator selects resources, there will be three options as shown below.

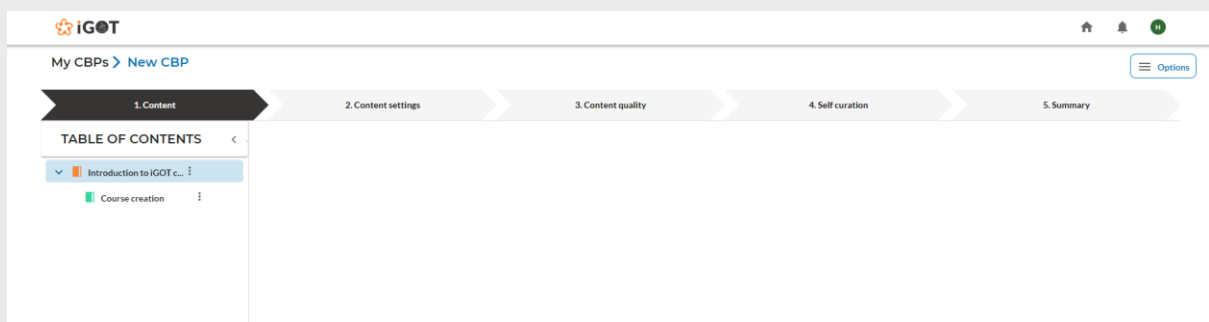
1. Upload file: Upload file accepts MP4, MP3, PDF, ZIP (HTML content for this need to select index.html file as entry file)
2. Attach link: Embedded video links can be used here(Example : youTube embedded video link)
3. Assessment: Assessment accepts multiple choice questions(MCQ), ‘Fill in the blanks’ and ‘Match the following’.



Content creator clicks on the “Module” option and lands on the below screen, where the user will enter the name of the module that is to be created under the course.

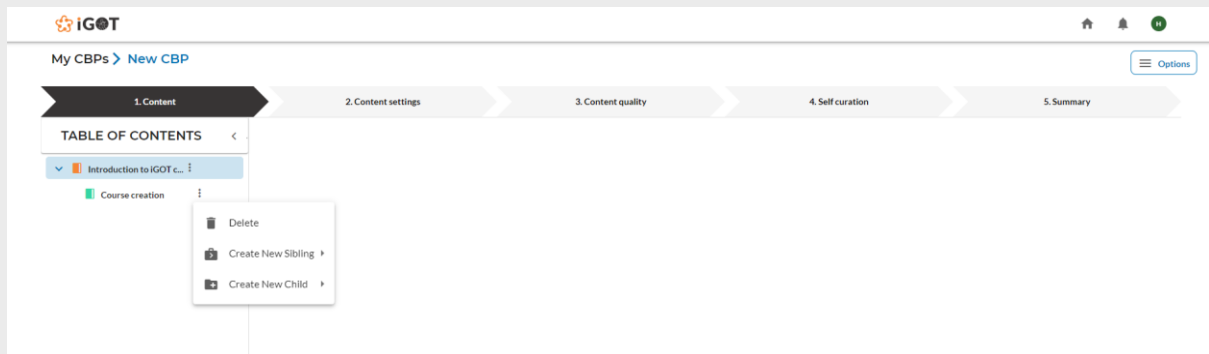


Content creator clicks on the “save” button and lands on the below screen

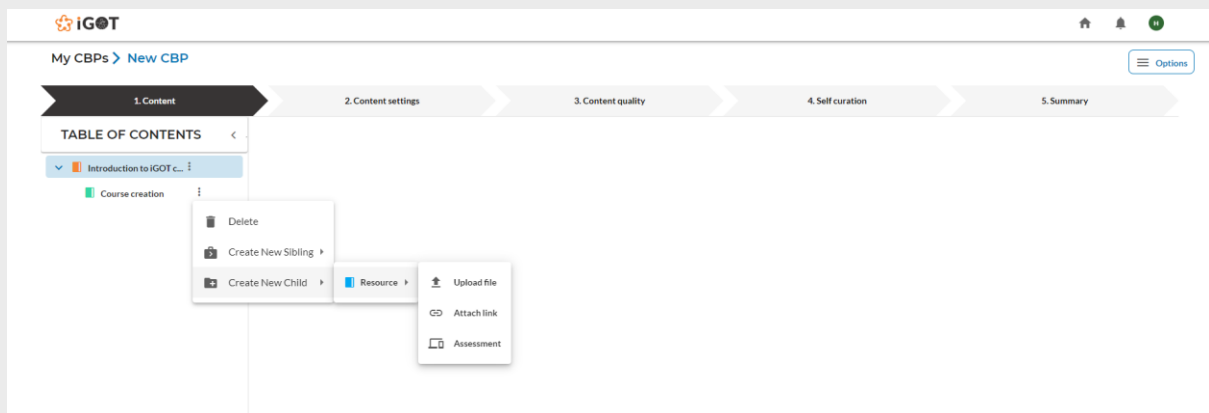


As the content creator clicks on three dots next to the module name, user will see the below options

1. Delete: User can click on “Delete” button to delete the created module
2. Create new sibling: User can create new resources under the course
3. Create new child: User can create new resource under the module

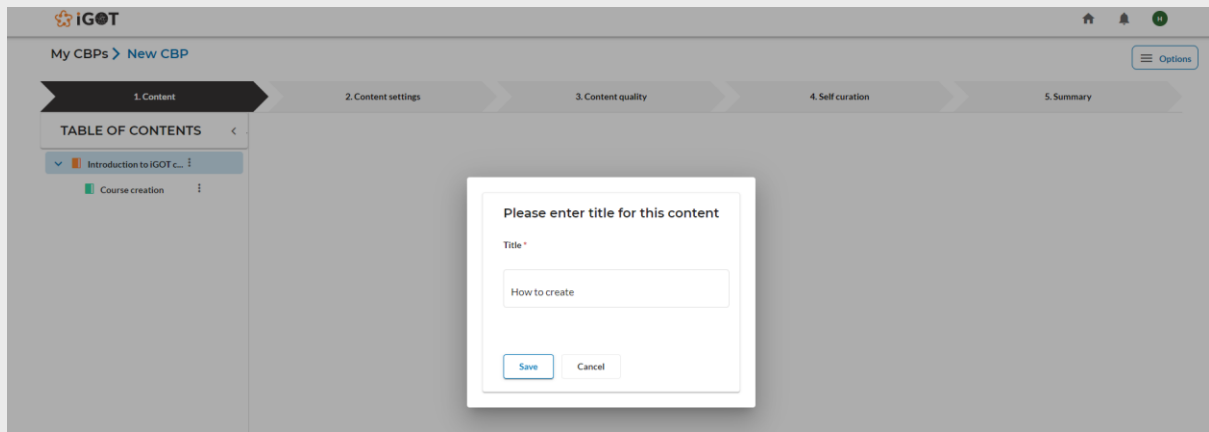


As the user Content creator on “Create new child” button , there will three options to add resources as shown below

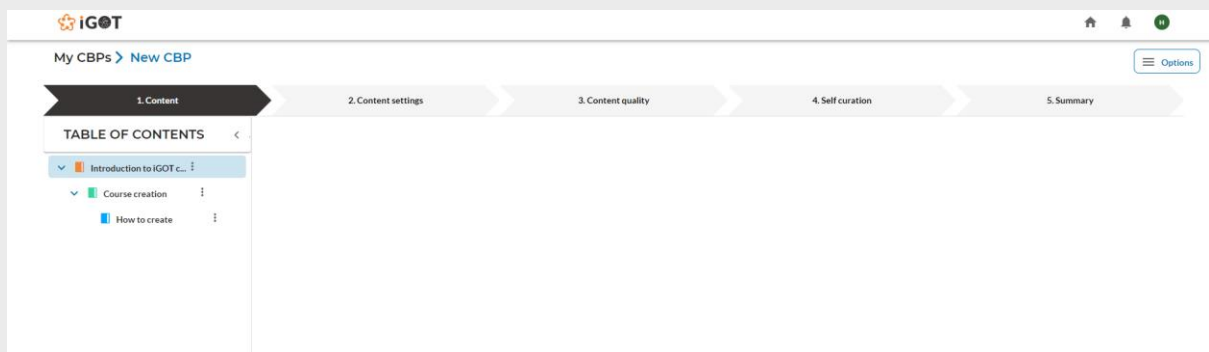


2.1.1 Upload file

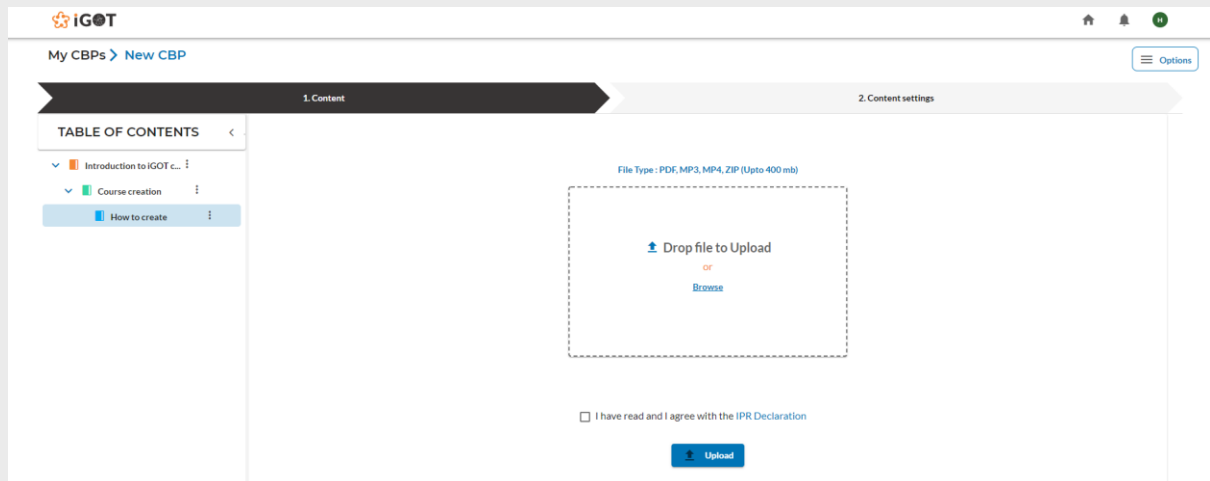
Content creator clicks on the “Upload file” option to land on the below screen



Once the Content creator clicks on “Save” button, the resource will be added and the screen will look as shown below

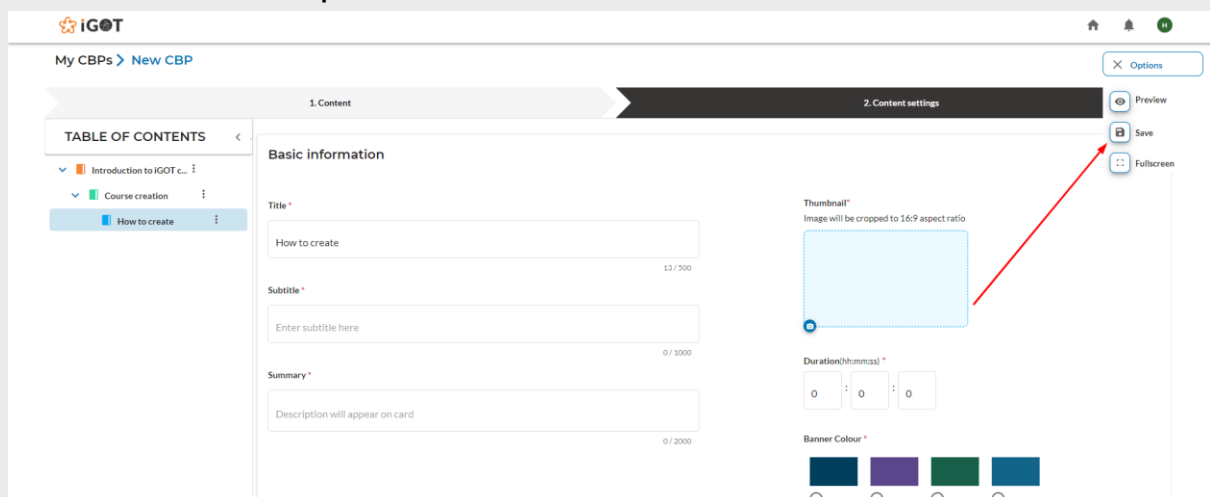


Content creator clicking on the added resource will land on the below screen



Content creators can click on “Browse” and upload any type of content like MP4, MP3, PDF and ZIP. Once uploaded, the user should check the IPR declaration checkbox then click on the “Save and proceed” button.

Content creator clicks on save button in “Content settings” tab as shown below to save the uploaded content



Content creator fills all the mandatory fields in the 'Content settings' tab and clicks on the "Save" button as shown in the below screen.

The screenshot shows the 'Content settings' tab for a new CBP in the iGOT system. The form is divided into three main sections: Basic Information, Classification, and Stakeholders. Red arrows point to various fields that are mandatory for completion.

Basic Information:

- Title ***: A text input field with a character count of 12 / 300.
- Subtitle ***: A text input field with a character count of 0 / 300.
- Summary ***: A text input field with a character count of 0 / 2000.
- Description ***: A rich text editor with a character count of 0 / 2000.
- Thumbnail ***: A placeholder for a thumbnail image with a note: "Image will be cropped to 16:9 aspect ratio".
- Duration (hh:mm:ss) ***: A time input field with a character count of 0 / 300.
- Banner Colour ***: A color selection field with four color swatches (blue, purple, green, red).

Classification:

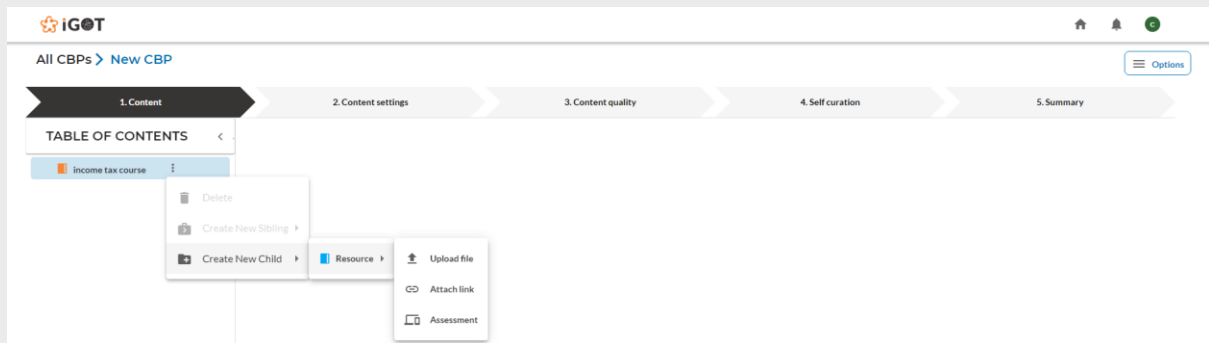
- Provider ***: A dropdown menu with a note: "CBP provider Image will be cropped to 2:1 aspect ratio".
- Best viewed in**: Radio buttons for Desktop, Tablet, and Mobile.
- Knowledge level**: Radio buttons for Beginner, Intermediate, Advanced, and Expert.
- Learning Mode**: Radio buttons for Self-Paced and Instructor-Led.
- License ***: Radio buttons for CC BY-NC-SA 4.0, Standard YouTube License, CC BY-NC 4.0, CC BY-SA 4.0, and CC BY 4.0.
- Allow preview in draft mode for others**: Radio buttons for Private, Public, and Default.
- Keywords**: A text input field with a placeholder "Search Keywords".
- Catalog**: A dropdown menu with a note "0 Catalog Selected" and an "Update" button.

Stakeholders:

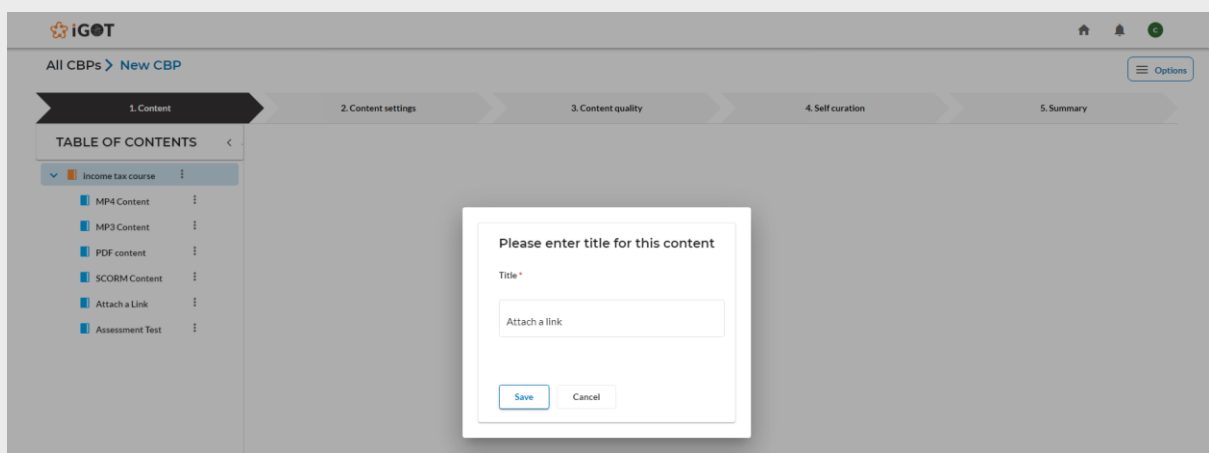
- Curators / Contacts**: A text input field with a placeholder "Search by mail".
- Authors**: A text input field with a placeholder "Enter name".
- Reviewers**: A text input field with a placeholder "Search by mail".
- Publishers**: A text input field with a placeholder "Search by mail".

2.1.2 Attach a link

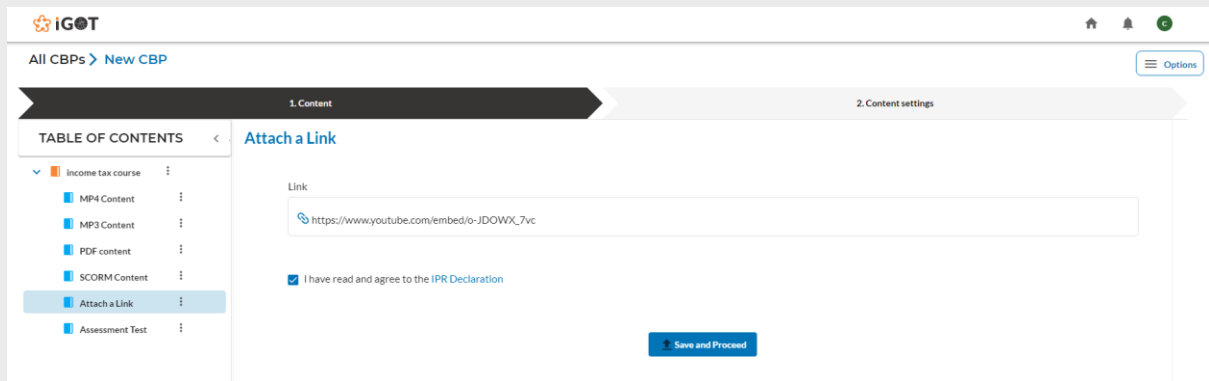
Content creator clicks on three dots next to the course name and selects the attached link of child content for the course to be added.



Content creator clicks on the “Save” button after entering the name of the resource as shown below



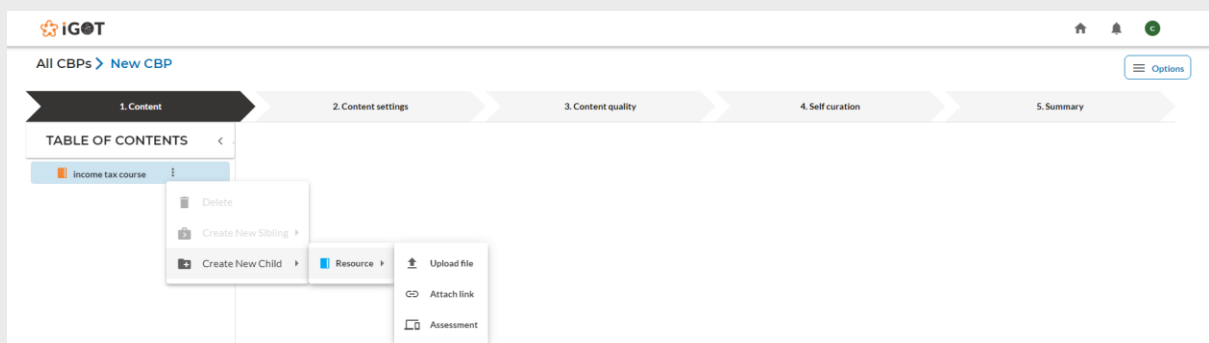
Content creator fills the embedded youTube link, checks the IPR declaration checkbox then clicks on the “Save and proceed” button



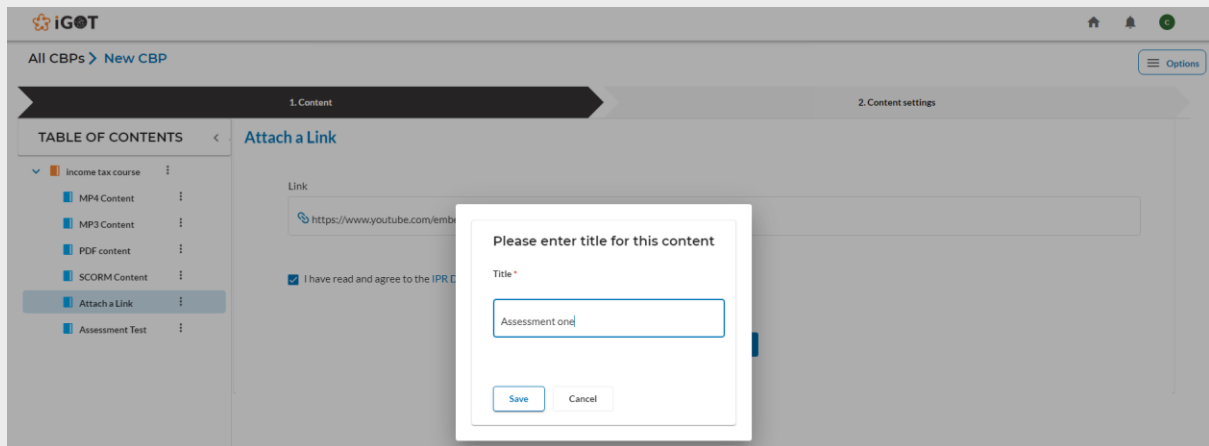
Content creator can fill all the mandatory fields in ‘Content settings’ and click on the “Save” button.

2.1.3 Adding an assessment

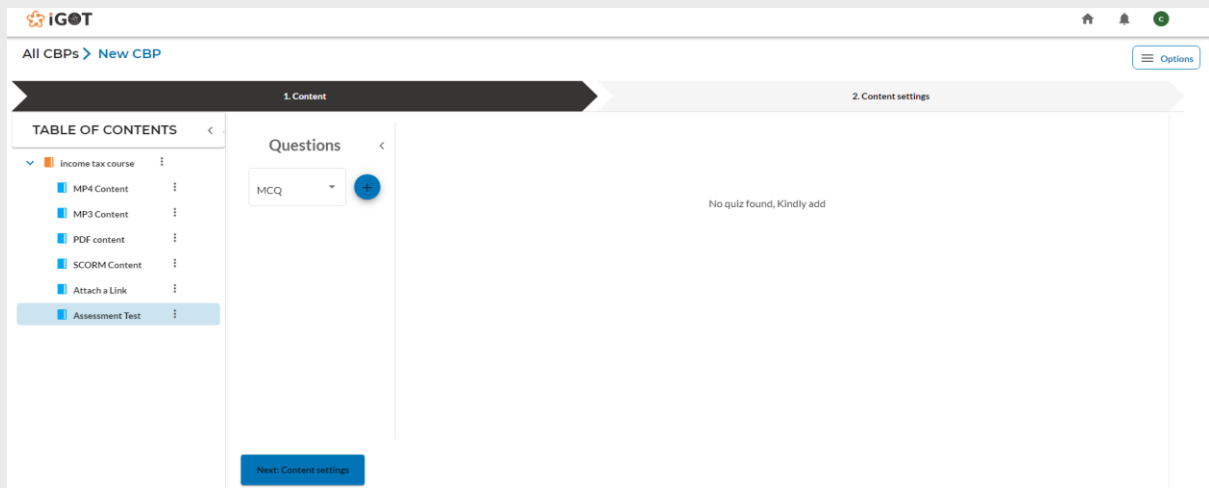
Content creator clicks on the three dots next to the course name and selects ‘Assessment’ of child contents for the course being added.



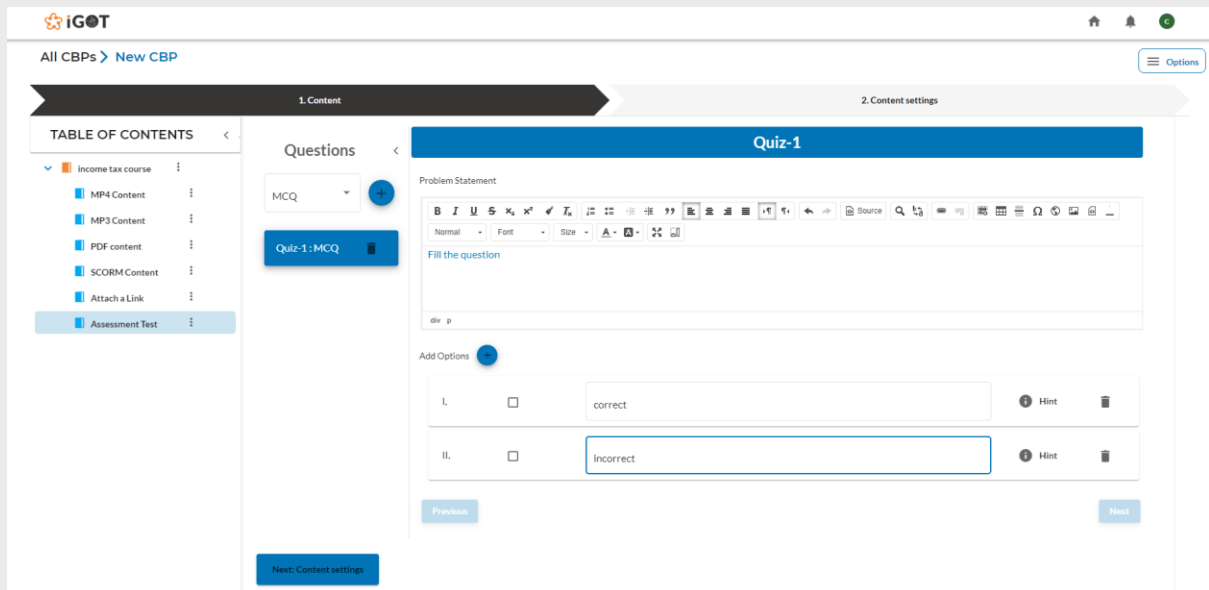
Content creator fills the assessment name and clicks on “Save” button as shown below



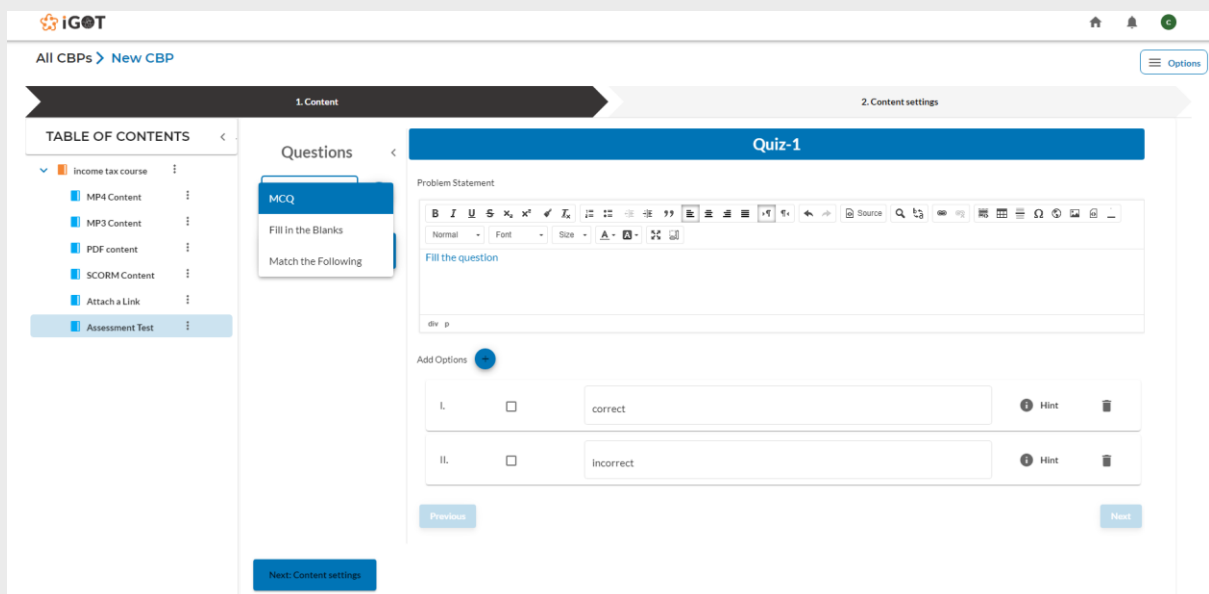
Content creator clicks on add button (+) next to MCQquestion as below



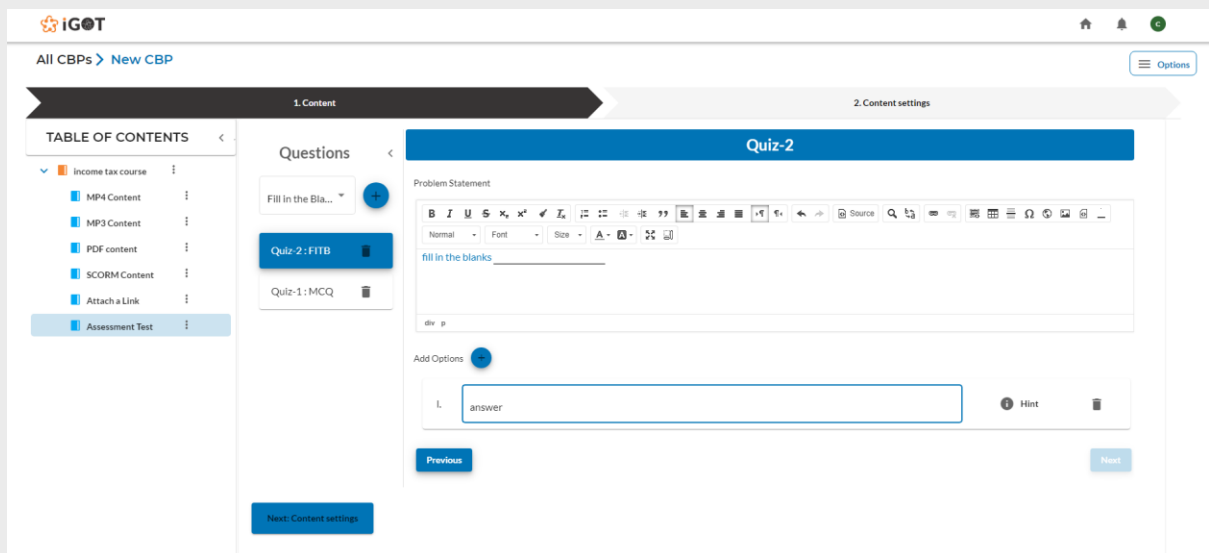
Content creator fills the details of question and options for MCQ created as below



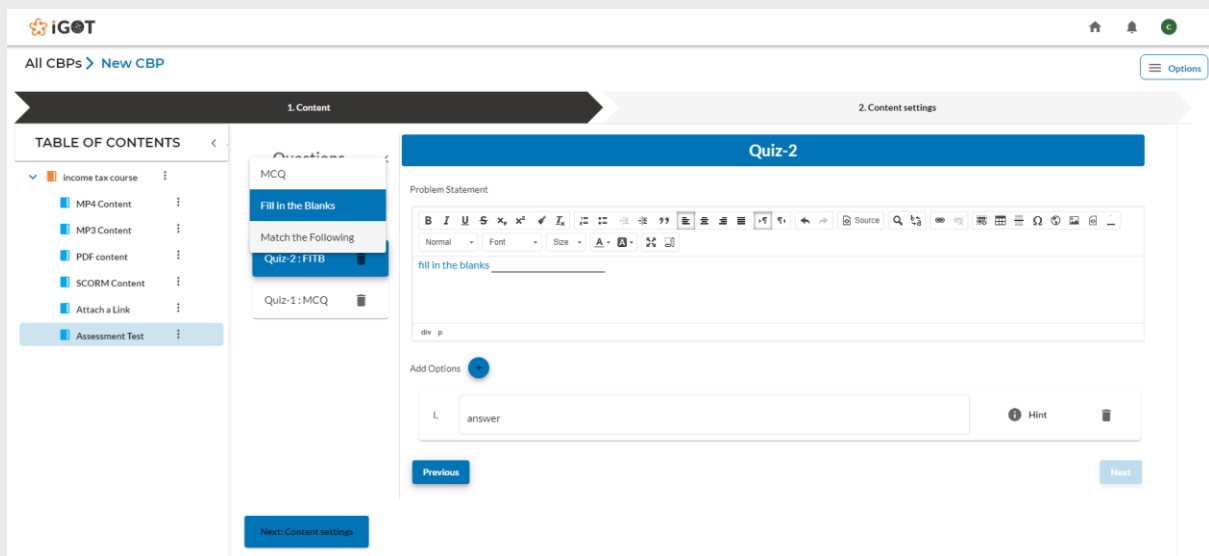
Content creator clicks on the 'Question' option and chooses the "Fill in the blanks" option as below screen then clicks on add next to it.



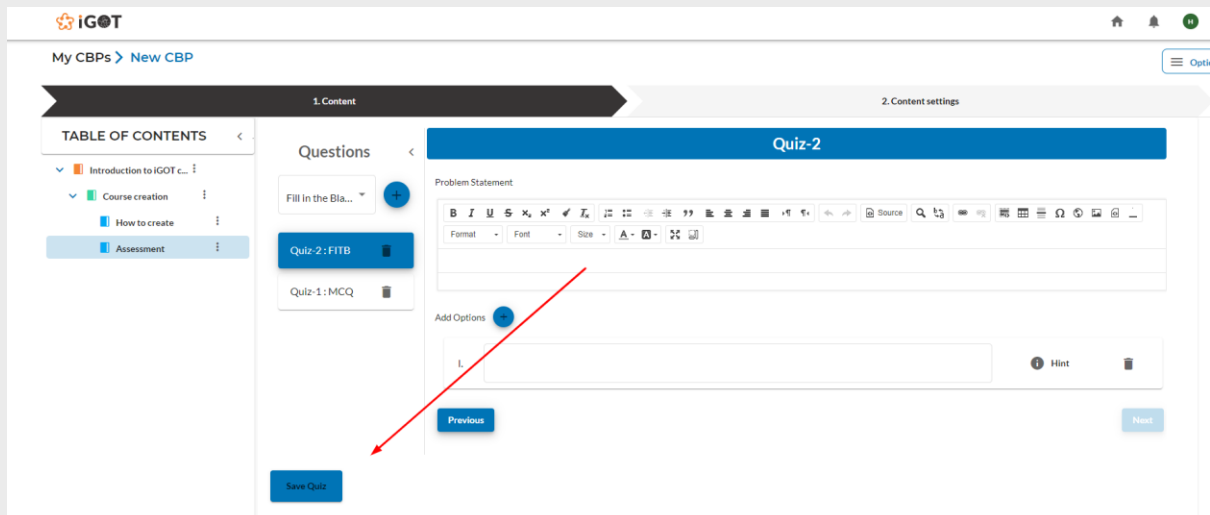
Content creator enter the details of the question in the "Problem statement" section and fills the answer option created as shown below screen



Content creator clicks on the 'Question' option and chooses "Match the following" option as below screen then clicks on add next to it.



Content creator fills in the details of the question and options for 'Match the following' type along with the right answer right next to it as shown in the screen below.



After filling the questionnaires for the resources, the user clicks on the “Save quiz” button to save the questions and navigates to the “Content settings” tab.

2.1.4 Content settings

After adding all the child content under the parent content, the Content creator clicks on the “Content settings” tab for the course and fills in the

details like Basics information, Classification, Competencies and Stakeholders .

The screenshot shows the 'iGOT' interface for creating a new Content-Based Package (CBP). The user is on the 'New CBP' page, specifically in the '2. Content settings' step. The left sidebar shows a 'TABLE OF CONTENTS' with items like 'Income tax course', 'MP4 Content', 'MP3 Content', 'PDF content', 'SCORM Content', 'Attach a Link', and 'Assessment Test'. The main form area is titled 'Basic Information' and contains the following fields:

- Title ***: Income tax course (17 / 500 characters)
- Subtitle ***: INCOME is more important (24 / 2000 characters)
- Summary ***: Income tax details overview (27 / 2000 characters)
- Description ***: A rich text editor containing the text 'Different type of taxes in the income'.
- Thumbnail ***: A placeholder image for the course thumbnail, with a note that it will be cropped to a 16:9 aspect ratio.
- Duration (h:mm:ss) ***: 20 : 0 : 0
- Banner Colour ***: A selection of four color swatches (blue, purple, green, and dark blue), with the first blue swatch selected.

A 'Save' button is located at the bottom of the form.

The screenshot shows the 'Classification' section of the iGOT interface. It contains the following fields and options:

- Provider ***: A dropdown menu showing 'DoPT(Department of Personnel and Training)'.
- Best viewed in**: Three radio buttons for 'Desktop', 'Tablet', and 'Mobile'. 'Tablet' is selected.
- Knowledge level**: A section titled 'Learner's knowledge level expected' with four radio buttons: 'Beginner' (selected), 'Intermediate', 'Advanced', and 'Expert'.
- Learning Mode**: Two radio buttons: 'Self-Paced' (selected) and 'Instructor-Led'.
- License ***: Five radio buttons for different licenses: 'CC BY-NC-SA 4.0', 'Standard YouTube License', 'CC BY-NC 4.0', 'CC BY-SA 4.0', and 'CC BY 4.0' (selected).
- Allow preview in draft mode for others**: Three radio buttons: 'Private', 'Public', and 'Default' (selected).
- Keywords**: A text input field containing 'Tax' and 'Income tax', with a 'Search Keywords' button.
- Catalog**: A section with a 'Catalog Selected' label and an 'Update' button.

A 'Save' button is located at the bottom of the form.

Below, all the competencies present in the FRAC dictionary are displayed.

Competencies [Can't find the competency you are looking for?](#)

Popular competencies

Q Search ↻

Attention to Detail Having an underlying drive to being thorough and meticulous and to comply with procedures, rules, guidelines, and standards. Digs deeper and strives to reduce uncertainties and errors.	Innovative Thinking Open to change, approaches issues differently, offers alternate/out of the box solutions and strives for efficiency by working smartly.	Delegation Delegates responsibility with the appropriate level of autonomy so that others are free to innovate and take the lead.
Result Orientation High drive for achieving targets and competing against a standard of excellence.	Leading Others Ability to engage, energise and enable the team to excel.	Problem Solving Understanding a situation by breaking it into smaller parts, organising information systematically, and setting priorities

[Save](#)

Content creator selects the required competency(s) and clicks on the “Add competency” button to tag those in the course being created.

After the competency(s) gets added, it looks like the screen below. Content creator clicks on the “Save” button in the below form to save the tagging of competency.

Competencies [Can't find the competency you are looking for?](#)

Behavioural-Innovative Thinking Behavioural-Problem Solving

Popular competencies

Q Search ↻

Attention to Detail Having an underlying drive to being thorough and meticulous and to comply with procedures, rules, guidelines, and standards. Digs deeper and strives to reduce uncertainties and errors.	Delegation Delegates responsibility with the appropriate level of autonomy so that others are free to innovate and take the lead.	Result Orientation High drive for achieving targets and competing against a standard of excellence.
Leading Others Ability to engage, energise and enable the team to excel.		

[Save](#)

Content creator adds the author, reviewer and publisher for this content and then clicks on the “Save” button below the form.

The screenshot shows the 'Mandatory Requirements' section of the '3. Content quality' step. It includes a list of requirements on the left: Instructions, Mandatory Requirements, Sustainable Development, Instructional Methods, Assessment Design, Competency and Skills, Learner Engagement, Diversity & Inclusion, and Learner Support. The 'Mandatory Requirements' section is active, displaying a question: 'The content does not contain hate speech, abuse, violence and profanity.' with 'Yes' and 'No' radio button options. A progress bar at the bottom shows 9 steps, with step 1 highlighted. Navigation buttons for 'Previous question' and 'Next question' are present.

Content creator takes the assessment by answering the questions under the 7 sections and then clicks on the “Submit” button at the last to get the content quality score.

The screenshot shows the 'Content quality report' after completing the assessment. The report displays 'IGOT Qualified' with a score of '96.25%' and a green progress bar. A 'Download' button is available. Below the report, there are buttons for 'Take test again' and 'Self curation'. The left sidebar shows all 9 requirements checked with green checkmarks.

- Only when the content quality score is equal to or higher than 70%, the content will be send to review from drafts
- Also, all the 7 sections need to individually have at least 70% or more content quality score.

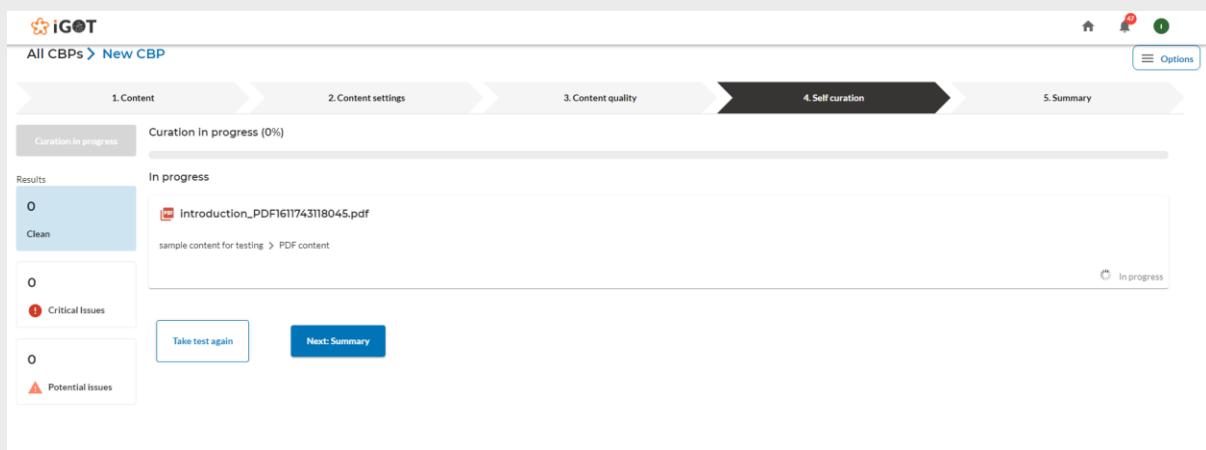
If neither of the above conditions are satisfied, the Content creator has to take the test again by clicking the “Take test again” button inorder to satisfy the above two conditions.

Note:

During the review of the course , the Reviewer also should do a content quality check.

2.1.6 Self curation

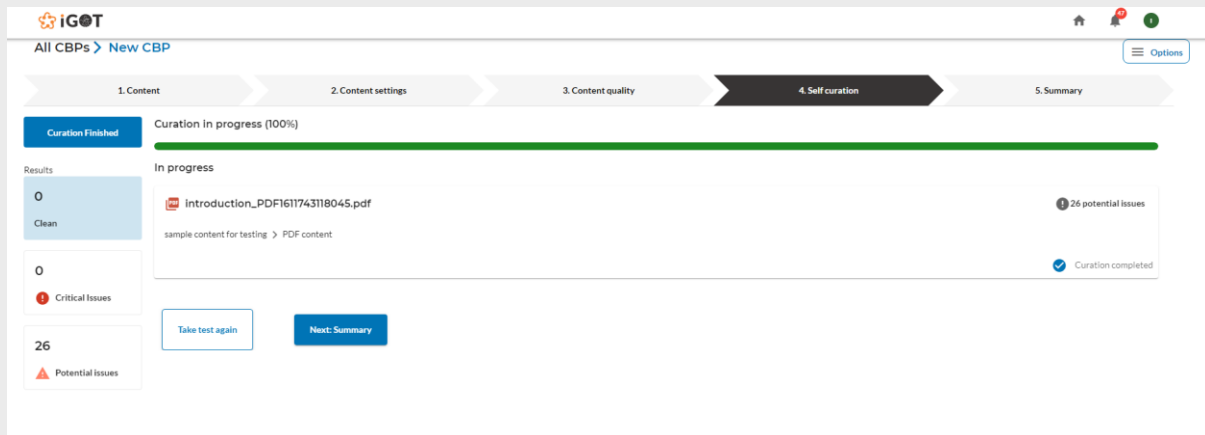
Content creator clicks on the “Self curation” tab once the above two conditions for the content quality score are met.



This self curation will be displayed only if the content contains any pdf type of content.

Profanity services have been integrated here in order to find offensive words in pdf content.

Profanity service scans the words in all pages of the pdf. There is a progress bar that indicates the completion of the curation process.



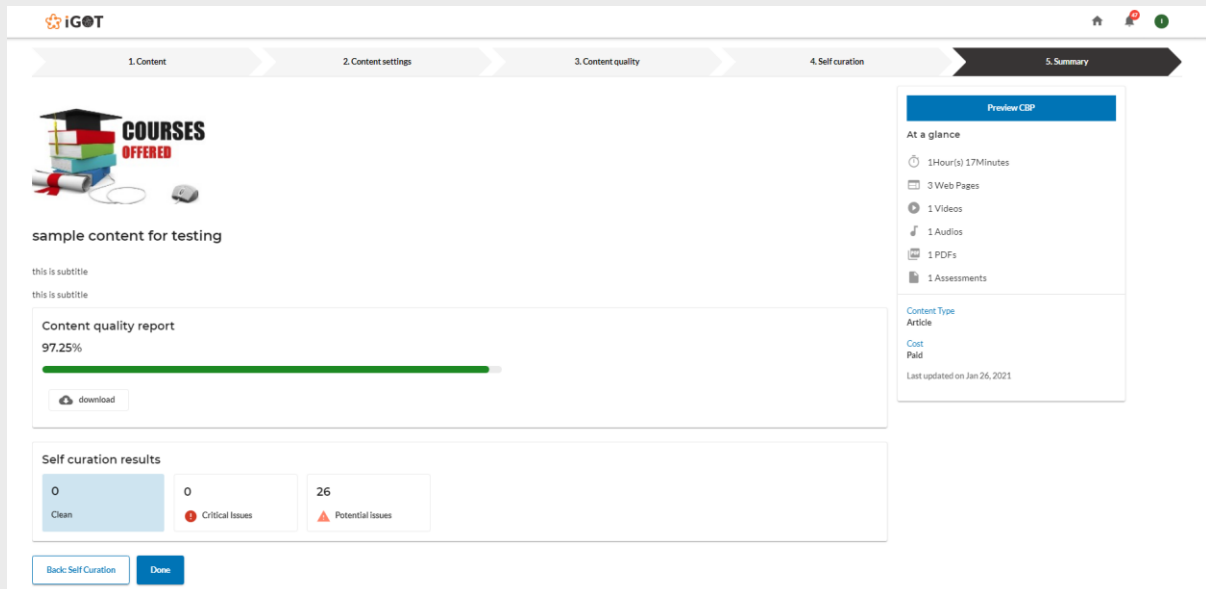
Content creator click on the potential issues next to the PDF to see the words used in the pdf.



Content creator clicks on the “Next: Summary” button to move to the summary tab.

2.1.7 Summary

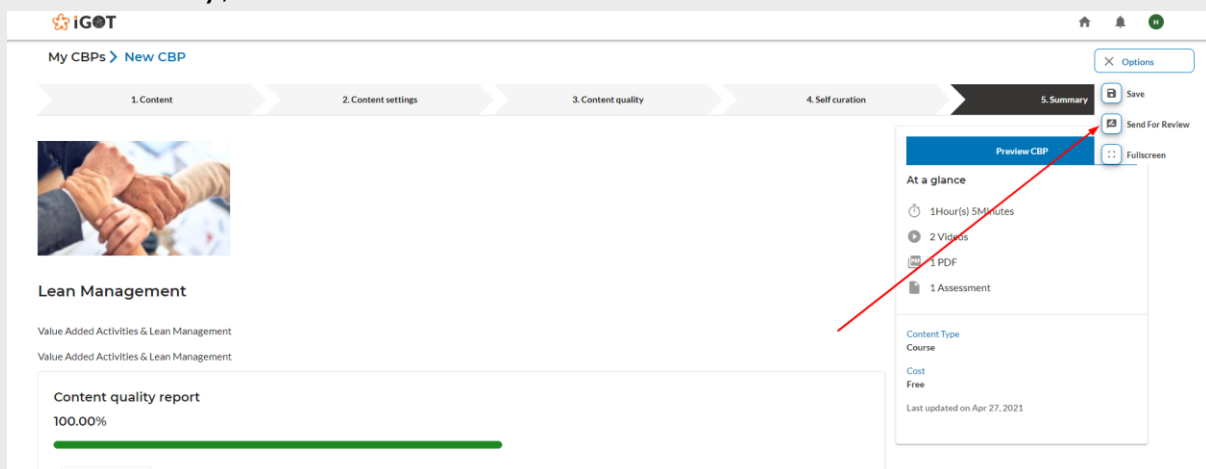
Summary of the course is displayed in the “Summary” tab.



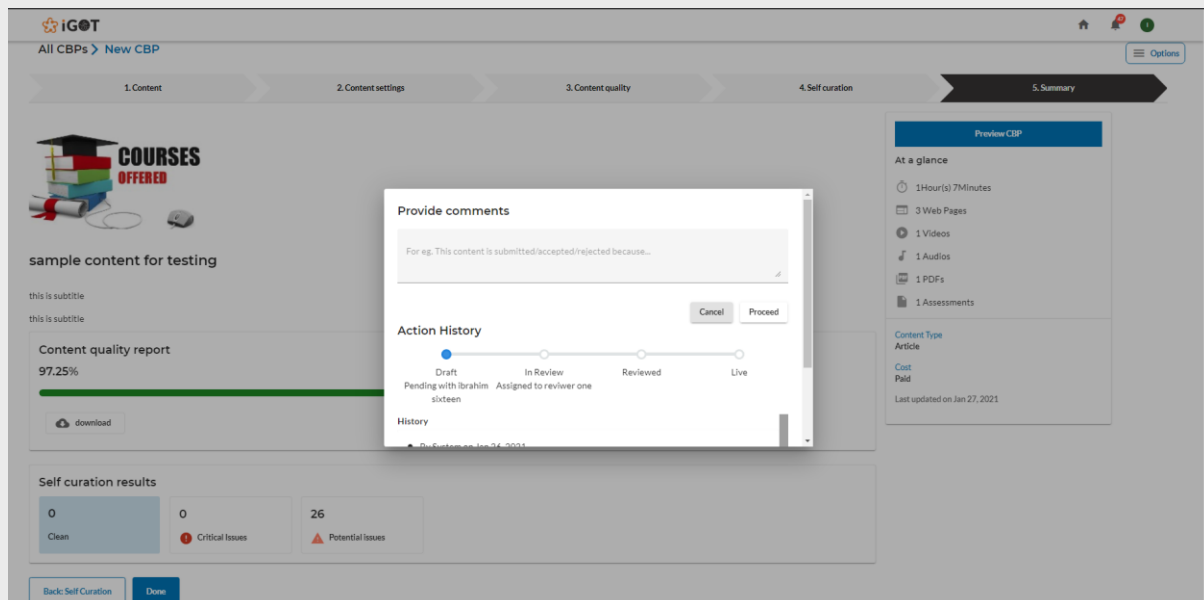
Content creator clicks on the “Preview CBP” button to preview the content.

Content creator either clicks on the “Options” button and selects the “Send for review” option in order to send the content for review as shown below .

Alternatively, the user can click on the “Done” button.



Clicking on either the “Send for review” or “Done” button, the Content creator will land on the below screen where the content creator can add the comments and click on their “Proceed” button.



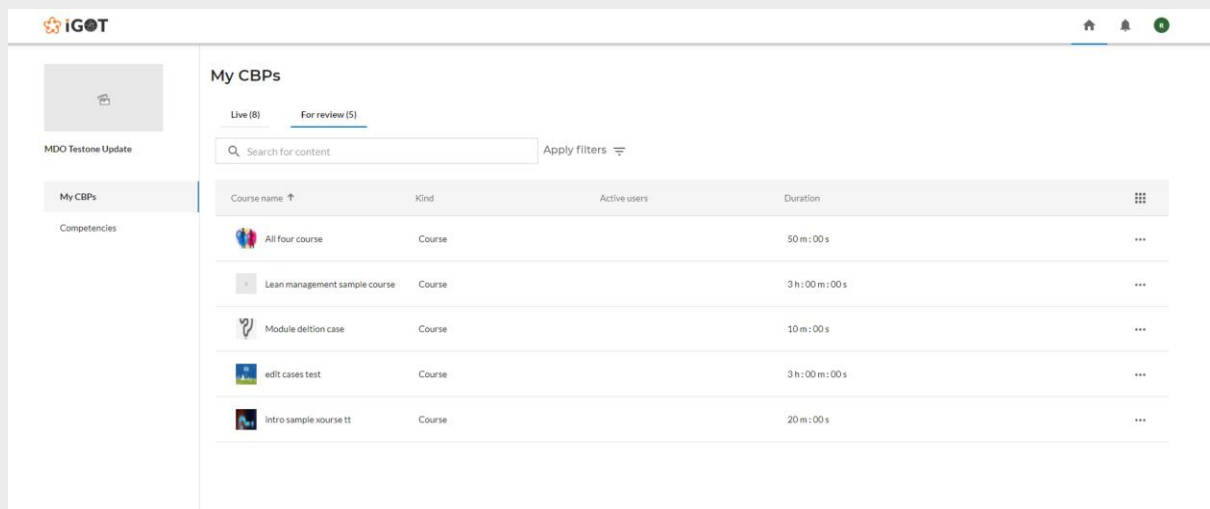
Courses created by the content creator will be saved under the “Drafts” tab of “My CBP’s” once it is saved.

2.2 Review & Publishing

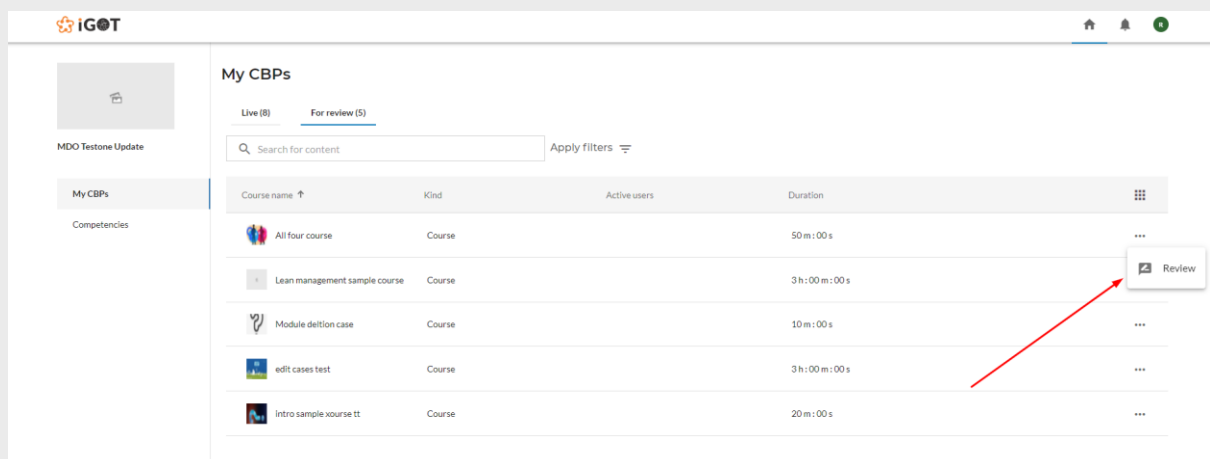
As the reviewers login to the CBP portal , there will be two tabs in home screen as:

1. Live: Once the courses are reviewed and published it will be displayed in the “Live” tab
2. For review: Courses that need to be reviewed will be displayed in the “For review” tab

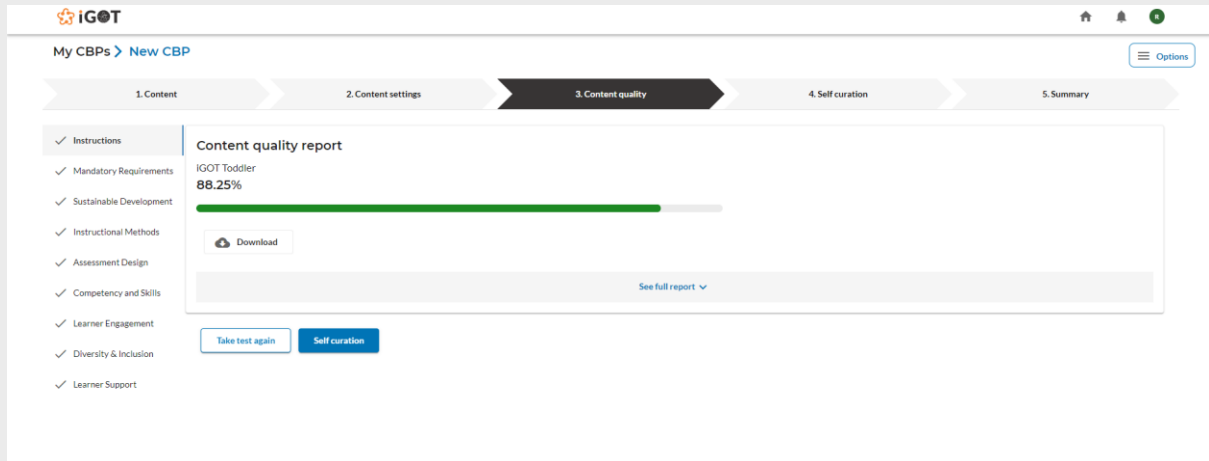
Reviewer click on “For review” tab and lands on the below screen



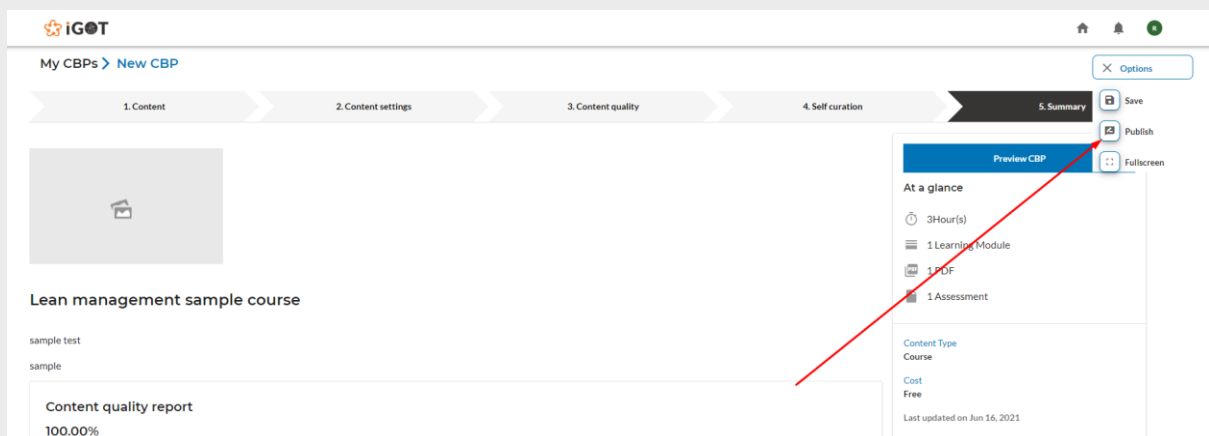
To review the course , click on the “three dots” as shown below and select “Review”



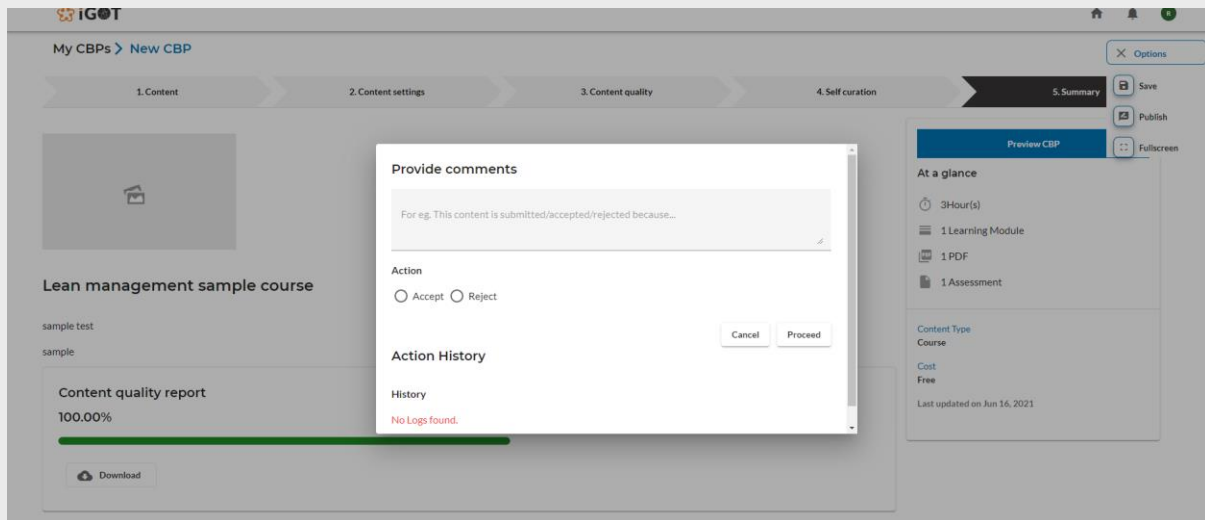
Reviewer can view all the course content and take the content quality check in “Content quality” tab by clicking on the “Take test again” button as shown below



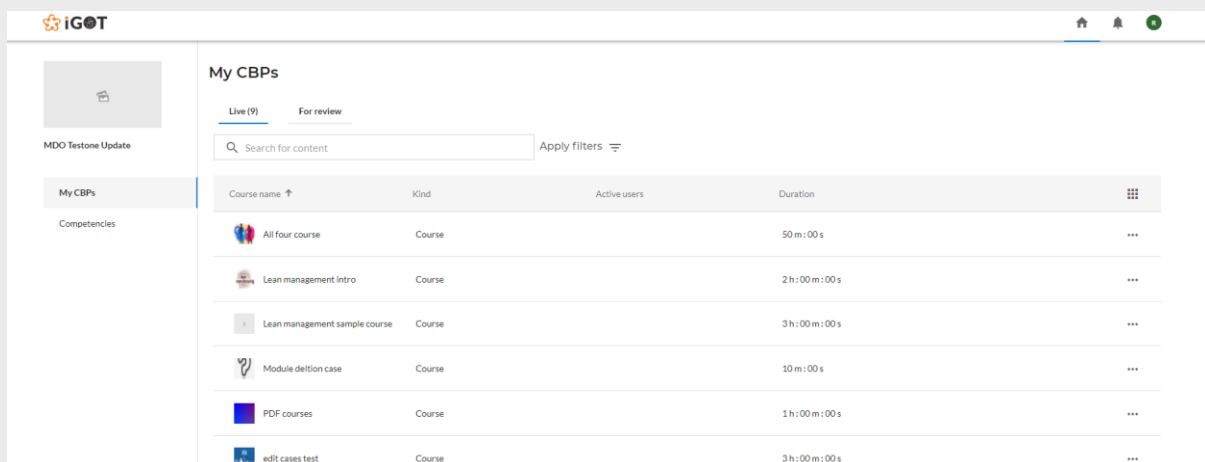
Once the course is reviewed, reviewer clicks on the “Options” button and selects “Publish” as shown below



Reviewer clicking on “Publish” will land on the below popup where there is a provision to either accept or reject the course .



Reviewer selects “Accept” and clicks on the “Proceed” button. The course is then displayed under the “Live” tab as shown below



NOTE: Currently publishing is a 2 step process, where reviewers are the one who publish the content.

2.3 Editing & Unpublishing

Content creators clicks on the three dots as shown below will have two options to choose. Either they can edit the existing content or unpublish the already published content.

The screenshot shows the 'My CBPs' dashboard in the iGOT system. It features a sidebar with navigation options like 'MDO Testone Update', 'My CBPs', 'All CBPs', and 'Competencies'. The main area displays a table of courses under the 'Live (8)' tab. The table has columns for 'Course name', 'Kind', 'Active users', and 'Duration'. A dropdown menu is open for the 'All four course' entry, showing 'Edit' and 'Unpublish content' options.

Course name	Kind	Active users	Duration
All four course	Course		50 m : 00 s
Lean management sample course	Course		3 h : 00 m : 00 s
Module delition case	Course		10 m : 00 s
PDF courses	Course		1 h : 00 m : 00 s
edit cases test	Course		3 h : 00 m : 00 s
four courses	Course		4 h : 00 m : 00 s

Edit course:

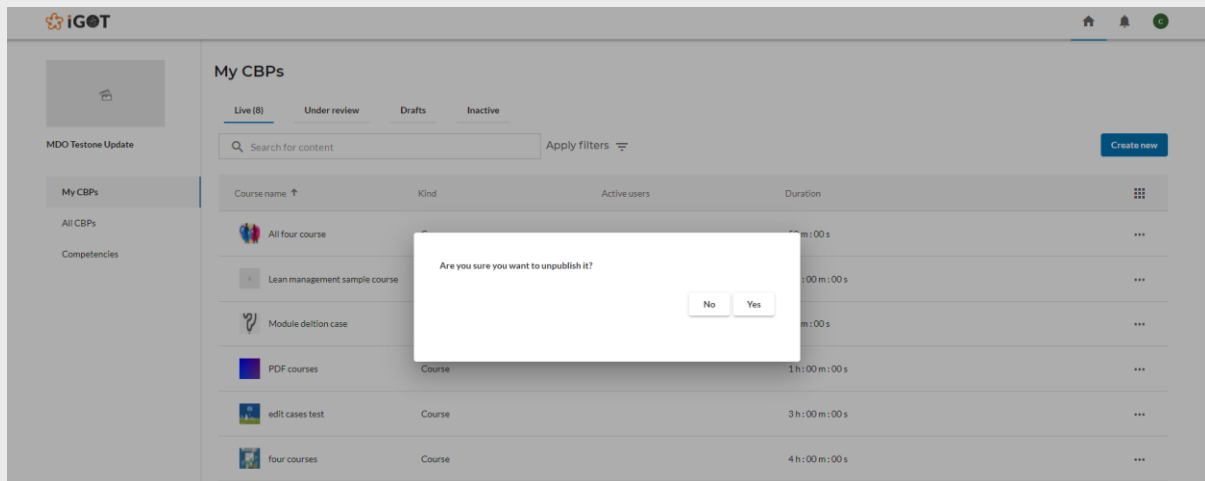
On click of the “Edit” button, the content creator lands on the below screen where user can make the necessary changes to course/resources and again sent it for review.

The screenshot shows the 'New CBP' workflow screen in the iGOT system. It features a progress bar with five steps: '1. Content', '2. Content settings', '3. Content quality', '4. Self curation', and '5. Summary'. The '1. Content' step is currently active. Below the progress bar, there is a 'TABLE OF CONTENTS' section with a list of items, including 'All four course'.

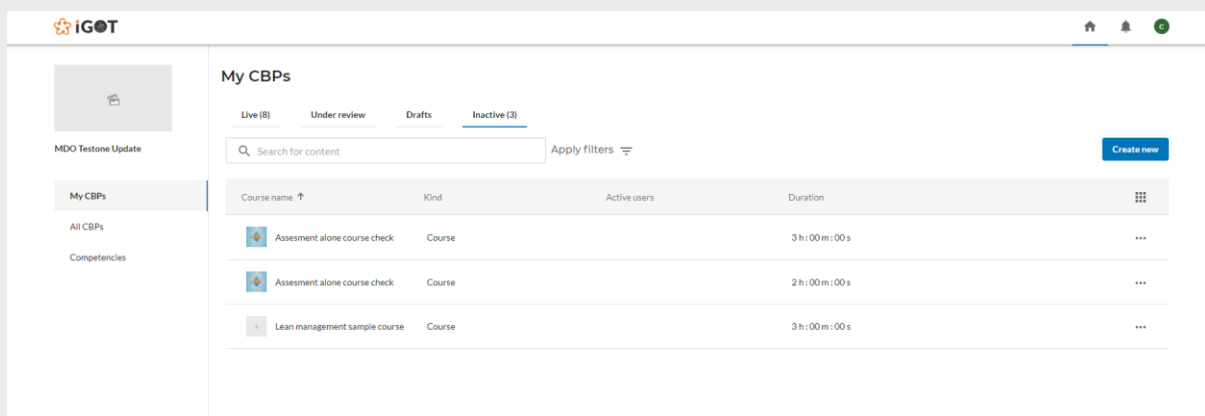
Content creator clicks on the “Options” and selects the “Sent for review” option.

Unpublish course:

As the user clicks on the “Unpublish” button, a confirmation popup will be displayed as below.



Content creator clicks on the “ Yes” option from the popup to unpublish the content and the course will be displayed under the “Inactive” tab as shown below.



2.4 My CBPs

Contents created by the logged in CBP provider user is displayed under 'My CBPs'

The screenshot shows the iGOT dashboard with the 'My CBPs' section selected in the sidebar. The main content area displays a table of courses created by the user. The table has columns for Course Name, Kind, and Duration. There are three courses listed: 'sample content test', 'testing man' (with a duration of 12 m : 00 s), and 'this is course with all content'. A 'Create new' button is visible in the top right corner.

Course Name	Kind	Duration
sample content test	Course	
testing man	Course	12 m : 00 s
this is course with all content	Course	

2.5 All CBPs

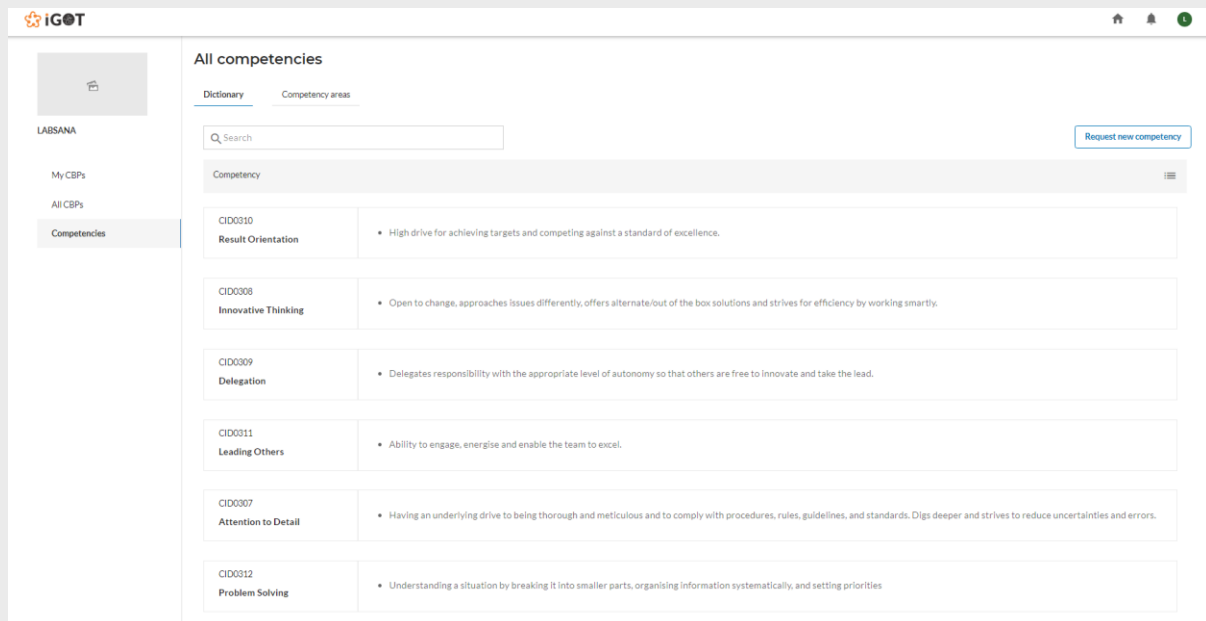
Content created by other users of the logged in user's MDO is displayed under 'All CBPs'.

The screenshot shows the iGOT dashboard with the 'All CBPs' section selected in the sidebar. The main content area displays a table of courses created by other users. The table has columns for Course Name, Kind, and Duration. There are six courses listed: 'Income tax course test', 'Income tax course' (two instances), 'sample content test', 'sample testing course', and 'this is course with all content'. A 'Create new' button is visible in the top right corner.

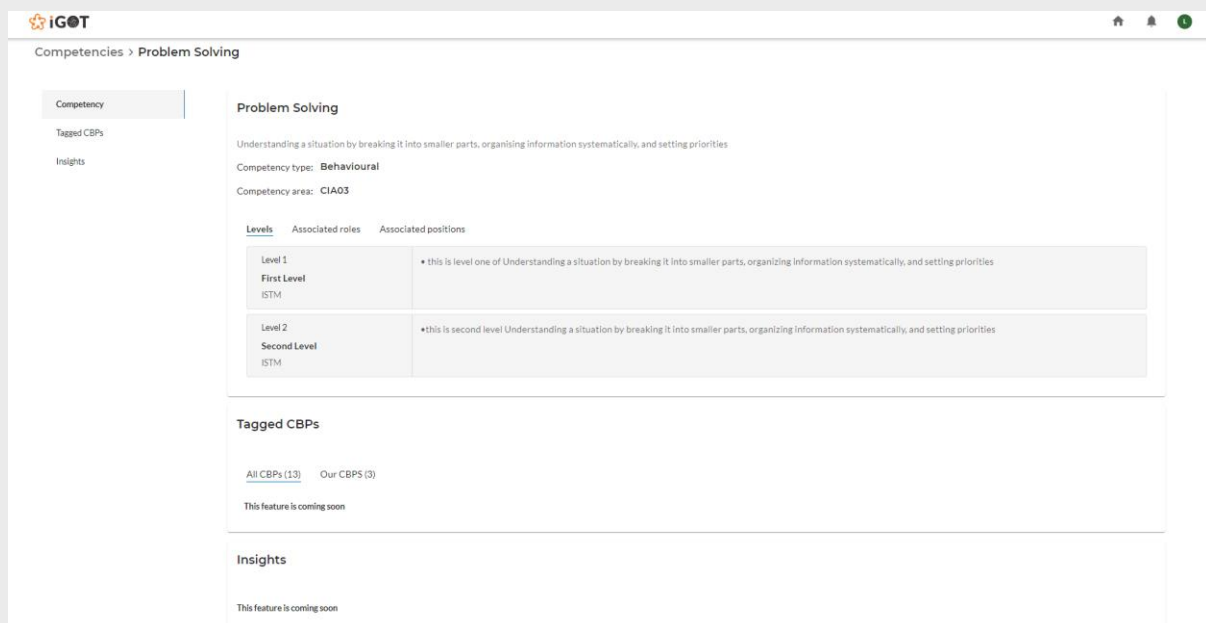
Course Name	Kind	Duration
Income tax course test	Course	00 m : 00 s
Income tax course	Course	00 m : 00 s
Income tax course	Course	00 m : 00 s
sample content test	Course	
sample testing course	Course	00 m : 00 s
this is course with all content	Course	

2.6 Competencies

CBP portal users can see the list of verified competencies by the FRAC review board under the “Competencies” menu on the left side.



Under the ‘Dictionary’ tab, the user clicks on any one of the competencies in the list to see the details of that competency.



The CBP provider user can request for a new competency by clicking on the “Request new competency” button on the top right. User clicks on that “Request New Competency” button to see the below screen.

The screenshot shows the 'Request new competency' form in the iGOT system. The form is titled 'Competencies > Request new' and includes a 'Cancel' button and a 'Save' button in the top right corner. The form is divided into several sections: 'How to draft competencies' (containing a video player and a PDF icon), 'Competency details' (with fields for 'Competency label *', 'Competency description *', 'Competency type *' (radio buttons for Behavioural, Domain, Functional), and 'Competency area *'), and 'Competency levels' (with a 'Create level' button). A note at the bottom states: 'Please add minimum of 2 levels to submit the request'.

User fills all the details of the competency like Competency label, Competency description, Competency type, Competency area and the Competency levels.

The screenshot shows the 'Create level' modal form in the iGOT system. The modal is titled 'Create level' and contains three fields: 'Level *' (a dropdown menu), 'Label (optional) *' (a text input field), and 'Competency description *' (a text area). A note at the bottom of the modal states: 'Subscribers minimum (20 characters)'. The modal has 'Cancel' and 'Create' buttons.

After submission of the competency from the CBP portal, it undergoes a review process in the FRAC tool. Once, the competency is verified, it gets listed in the FRAC dictionary which can then be used for consumption.