Learning Management System (LMS):

USER Manual Version 5.0

E-Learning for Competency Courses

Sl. No	Version	Version History	Date
1	1.0	Initial Version	10 th April 2017
2	2.0	Live Q&A Session	14 th May 2021
3	3.0	Assessment Section and Edits in the Enrollment, LMS Dashboard	7 th Feb 2022
4	4.0	Edits on re-enrollment process	11 th Apr 2023
5	5.0	Update reflecting the latest LMS UI changes Update of minimum topic progress criteria for accessing assessment Update of Live Q&A Session	14 th Oct 2023

This manual provides instructions on how to use the Learning Management System (LMS) to access Competency courses and learning material (E-book).

Table of Contents

- Course Enrollment
- Learning Management System (LMS) Access
- LMS Dashboard
- E- book
 - Layout Navigation, TOC, Content and Media
 - o Quizzes
- Assessment
- Report
- Live Q&A Sessions

Course Enrollment

Access Competency Courses e-Learning Portal

It's important to access this site with Google Chrome Browser on your laptop or desktop with Windows 7 and above.

Have a 2 Mbps speed broad band connection for accessing Competency courses.

Do not use mobile phone or tablet or iPad to access your course.

If you do not have Google Chrome Click on the link to download the browser: <u>https://www.google.com/chrome/browser/</u>

Access the Competency Course e-Learning Portal with the URL https://www.dgshipping.gov.in/

Open "E-Learning" Menu, click on "Competency Courses" Sub Menu as shown below.



SCREENSHOT: DG SHIPPING WEBSITE

You will be directed to the website https://dgsmtt.aduacademy.in

Enrollment

Click on the "Register Now" link to access the Enrollment Page, as shown below.



SCREENSHOT: https://dgsmtt.aduacademy.in website

Enroll for the course by filling the required information in the Registration Page. Enter your INDoS number & Date of Birth and click on the 'Verify' button.

	Directorate G Ministry of Ports,	त महानिदेशालय ieneral of Shipping Shipping and Waterways nment of India	E-Learning 🃎 🚱 🗞
		rollment Form	
<u>a</u> -	INDes " INDes " Enter your INDas (oxyyxxxx format) Captcha " Bj##9sei Cap	Date of Birth *	Verify

The enollment form will be auto-populated, based on your profile data as available on DGS E-Governance database

You will also need to provide your email id and phone number that is registered with the DGS E-Governance database and complete the enrollment for the course by clicking on the 'Submit' button. Refer enrollment form given below.

					populated				
mail'	-		Mobile		Provide your email ID and Mobile that is registered				
			-		with the DGS e-Governand database				
profile in the l	OGS Database.	ss displayed above is va g emails to this email a	lid and currently used by me. ddress.	It is the same as availa	ble in my seafarer				
Note: Are y	ou unable to	register for the co	rrect course? Please sub	mit a <u>Ticket</u> with y	vour INDoS				
number.					your indoos				
number.		_			your invoos				
number.		S	ubmit Back		your involos				
number.		S	ubmit Back		your involos				
number.		S	ubmit Back		your involos				
			ubmit Back		your involos				
	COURSE ENRO	S OLLMENT PAGE	ubmit Back		your involos				
REENSHOT: C									
REENSHOT: C	successful c	OLLMENT PAGE			your invoids				
REENSHOT: C	successful c	OLLMENT PAGE ourse enrollment		Q @ *					
REENSHOT: C	successful co	OLLMENT PAGE ourse enrollment :tus-class4.php नौवहन म	हानिदेशालय		 ✓ - ♂ × ★ □ ♥ Update : 				
REENSHOT: C	successful co	OLLMENT PAGE ourse enrollment tus-class4.php नौवहन म Directorate Gen		۹ ۲ × E-Learni	 ✓ - ♂ × ★ □ ♥ Update : 				
REENSHOT: C nfirmation of	successful co	OLLMENT PAGE ourse enrollment tus-class4.php नौवहन म Directorate Gen Ministry of Ports, Shi	हानिदेशालय eral of Shipping		 ✓ - ♂ × ★ □ ♥ Update : 				
REENSHOT: Confirmation of	successful co	OLLMENT PAGE ourse enrollment tus-class4.php नौवहन म Directorate Gen Ministry of Ports, Shi Governme	हानिदेशालय eral of Shipping pping and Waterways		 ✓ - ♂ × ★ □ ♥ Update : 				
REENSHOT: Confirmation of	successful co	OLLMENT PAGE ourse enrollment tus-class4.php नौवहन म Directorate Gen Ministry of Ports, Shi Governme	हानिदेशालय eral of Shipping pping and Waterways		 ✓ - ♂ × ★ □ ♥ Update : 				
REENSHOT: Confirmation of	successful co	OLLMENT PAGE ourse enrollment tus-class4.php नौवहन म Directorate Gen Ministry of Ports, Shi Governme	हानिदेशालय eral of Shipping pping and Waterways		 ✓ - ♂ × ★ □ ♥ Update : 				
REENSHOT: Confirmation of	successful co	OLLMENT PAGE ourse enrollment tus-class4.php नौवहन म Directorate Gen Ministry of Ports, Shi Governme	हानिदेशालय eral of Shipping pping and Waterways		 ✓ - ♂ × ★ □ ♥ Update : 				
REENSHOT: Confirmation of	successful co	OLLMENT PAGE ourse enrollment tus-class4.php नौवहन म Directorate Gen Ministry of Ports, Shi Governme	हानिदेशालय eral of Shipping pping and Waterways		 ✓ - ♂ × ★ □ ♥ Update : 				
REENSHOT: Confirmation of	successful co	DLLMENT PAGE ourse enrollment tus-class4.php नौवहन म Directorate Gen Ministry of Ports, Shi Governme ccessful	हानिदेशालय eral of Shipping pping and Waterways		 ✓ - ♂ × ★ □ ♥ Update : 				
REENSHOT: C nfirmation of	Successful co	DLLMENT PAGE ourse enrollment tus-class4.php नौवहन म Directorate Gen Ministry of Ports, Shi Governme ccessful	हानिदेशालय eral of Shipping pping and Waterways		 ✓ - ♂ × ★ □ ♥ Update : 				
REENSHOT: C	Successful co	DLLMENT PAGE ourse enrollment tus-class4.php नौवहन म Directorate Gen Ministry of Ports, Shi Governme ccessful	हानिदेशालय eral of Shipping pping and Waterways		 ✓ - ♂ × ★ □ ♥ Update : 				

NOTE: First-time users during eLearning course enrollment need to check the following:

- Check if the mobile number and email id are correct
- If not, then first update your mobile number, email id and your latest photograph in the seafarer profile section in the **DGS e-Governance system** before enrolling for the e-Learning Course
- The course is automatically selected as per your CoC presently held and so displayed in the DGS e-Governance system
- This form allows you to raise a ticket to the help desk if you are unable to register for the correct course

Note: ADU is not authorized to update/upload email id, mobile number and photo in the DGS e-Governance system on behalf of student. The student needs to do it himself.

- On Successful Registration you will receive a welcome email on your email id as available on the DGS e-governance database.
- User Name and Password will be provided in the welcome email.
- A link to the latest User Manual will be provided in the welcome email. Users should download and refer to it while doing the course.
- Users will not be able to reply to the welcome email. If they have any issues then they can raise a ticket under 'FAQ' section at the homepage of the website https://dgsmtt.aduacademy.in/

Access Learning Management System

It's important to access this site with Google Chrome Browser on your laptop or desktop with Windows 7 and above.

Do not use mobile phone or tablet or iPad to access your course.

If you do not have Google Chrome Click on the link to download the browser: <u>https://www.google.com/chrome/browser/</u>

Access the Competency Course eLearning Portal with the URL https://www.dgshipping.gov.in/

Open "E-Learning" Menu, click on "Competency Courses" Sub Menu as shown below.



Use your Login User ID and Password as given in the welcome email sent to your email id during enrollment.

- Course Access- Enter the username and password
- Forgot password- Click to receive a temporary password to your registered email id



LMS DASHBOARD

After entering the Learning Management System (LMS) Portal the course list dashboard will appear as shown below.

MAIN NAVIGATION

The main NAVIGATION can be found at the top right corner of your browser window.

These buttons will always be on each page within the LMS at the same location.

HELP – Click to access the user manual
PASSWORD - Click the password button on the homepage after login and enter new password, if you wish to change it.
HOME - Takes you back to your course list overview / dashboard
LOGOUT - It is best to use this button to logout rather than just quitting the system

COURSE NAVIGATION

Each of your courses has its own set of navigation buttons / tools. Within each course section you will see the following buttons:

Your courses and instructors

ASSESSMENTS – Link to access the assessment section of the course NOTES- View your consolidated notes that you have noted in the eBook notes section REPORT- Grading and progress evaluation for each course CONTACT ACADEMIC SUPPORT– Send email to your courses instructor CONTACT TECHNICAL SUPPORT– Send email to your technical support

COURSE LIST DASHBOARD



E-BOOK Layout

The LMS e-book contains learning material, various tools and quizzes.

Features

- TABLE OF CONTENTS (TOC)- List of course topic and subtopics
- COURSE TOPIC- The highlighted title for the displayed content
- PROGRESS BAR- The overall percentage of completion for the course (100% is recommended)
 - HIDE / SHOW TOC- Control the e-book display as shown below.
 - HIDE TOC- Click on "HIDE TOC" and the screen will move to the left, and you will be able to see the full screen.
 - SHOW TOC- Click on "SHOW TOC" and it will go back to the original screen when you can see the TOC (Table of Contents).
- CONTENT Textual content along with related images/videos that are displayed for the selected topic
- QUIZ –Self Assessment Quiz comprising of questions from a particular main topic and its related sub topics.
- SEARCH To search for a specific word or phrase in the e-book or TOC. Click "Clear" button to remove the highlighted topics in TOC.
- HIGHLIGHT- Turn on the toggle button labeled "Highlight" to enable the highlighting feature
- REMOVE HIGHLIGHT- You can remove all the highlighted texts by clicking on the "Remove Highlight" link.
- QUESTION BANK View different questions associated with a topic by clicking on the "QUIZ"

E-BOOK LAYOUT FEATURES

CLICK COURSE NAME TO OPEN E-BOOK





E-BOOK LAYOUT FEATURES



SCREENSHOT: EBOOK PAGE AFTER HIDING TOC

E-BOOK FEATURES

E-BOOK with Video Content



SCREENSHOT: EBOOK PAGE WITH VIDEO CONTENT

E-BOOK FEATURES



Video is in maximized mode. Press Esc button in your keyboard to return back to the E-book screen

SCREENSHOT: VIDEO IN MAXIMIZED MODE

EBOOK FEATURES

Notes Area

Click on the "Notes" link on the e-book page to view the notes area at the bottom of the e-book page where you can type in your notes for that specific topic. Click on the "Save notes" link to save the notes typed. Also, you can hide the notes by clicking on the "Hide notes" link.



Consolidated Notes



E-BOOK Quiz

Quizzes

As you go through the course, you should attempt the Quiz, which is available only at the head of each main topic. The purpose of the Quiz is for you to gauge your own performance, before taking the final assessment. The Quiz questions appear in random whenever you click the tab. Ten questions appear each time you click the tab, and every time different questions appear (depending on the number of questions in the bank, more in crucial topics, less in others).

- Click the quiz button which is at the head of a main topic. Refer Screenshot QUIZ LINK IN THE E-BOOK PAGE
- Begin the quiz for the selected main topic
- To answer questions for the quiz, click on the bubble to choose the answer
- Click Submit to complete the quiz
- After submission, view the results on the next page

ACCESS EBOOK QUIZ



SCREENSHOT: QUIZ LINK IN THE EBOOK PAGE

QUIZ SCREEN

Quiz	SUBMIT CLOSE
- 1	ID:1CF45F16 (1)
Direct calculation of power is done by using	
O Voltmeter	
O Ammeter	
O Watt meter	
2	ID:21F45F16 (1)
A 200 V battery has to supply a current of 5 A. Find the power required by the battery.	
O 40 W	
O 500 W	
O 1000 W	
O 80 W	
3	ID:1EF45F16 (1)
If the current and voltage of a circuit are 10 A and 7 V respectively, find the power consumed by the load in the circuit.	
O 230 W	
O 70 W	
O 490 W	-

SCREENSHOT: EBOOK PAGE SHOWING QUIZ

QUIZ RESULT SCREEN





Assessment

Assessment is presently MANDATORY only for MEO CLASS IV

The Assessment link will be activated when the following criteria are met:

% of Topics Accessed in the E-book is **Minimum** of **75%**

"Course Content Access Time" meets the Minimum requirement for the course.

On satisfying the % of topics as well as course content access time criteria, you will need to take an assessment, for each of the six subjects of the MEO Class IV e-Learning course. The Minimum Course Content Access Time and the minimum pass marks are given in the table below:

No.	MEO CLASS IV Subjects	Minimum Course Content Access Time (hours)	Minimum Pass %	Minimum Pass Marks
1	Marine Electrotechnology (MET)	30	70%	42/60
	Marine Engineering Knowledge - General (EKG)	40	70%	42/60
3	Marine Engineering Knowledge - Motor (EKM)	38	70%	42/60
4	Marine Engineering Practice (MEP)	24	70%	42/60
5	Ship Construction and Stability (SCON)	24	70%	42/60
6	Ship Safety and Environmental Protection (SSEP)	24	70%	42/60
	Minimum Course Access time	180 *		
1.4	Marine Engineering Knowledge - Steam (EKS)	38	70%	42/60

*If you wish to do EKS, in addition to EKM, then the Minimum Course Content Access Time will be 218 hours.

The Assessment will be activated when the "course content access time" meets the minimum requirement for the course.

- 1. In the dashboard navigation, click the assessment link to access a list of assessments
- 2. On the list of assessment page, click on the attend icon to open the assessment screen
- **3.** Read the Instruction on the assessment page
- **4.** Select the question number from the list of questions
- 5. To answer questions in the assessment, click on the bubble to fill-in the chosen answer
- 6. Click Finish after answering all the questions to complete the assessment

The full MEO Class IV e-Learning course and the Assessments of all subjects must be completed within 365 days. If you are not able to complete the course and assessments within 365 days, we will re-enroll you on the course, on receiving your request for re-enrollment, to complete all the subjects and assessments again.

Access of assessment list screen from the dashboard



Access of assessment list screen from eBook



Access of assessment link from assessment list screen



Online Assessment Screen

Assessment list screen after attending the test

estions	PSSR : PERSONAL SAFETY AND SOCIAL RESPONSIBILIT	N HELP P	Time Remaining
			CALCUI
inish Close			Time Left - 00:29:54
is is a 30 minutes assessment with 30 Multiple Choice Q	uestions. You need to score 50% or answer 15 questions corre	ectly to pass this assessment.	Good Luck !
1			(1)
As a watchstander, when should yor cellove	Multiple Chains Questions	Instruction	
	Multiple Choice Questions		D 4 - vilse ve ev
30-15 minutes before the start of your on time	rwatch		Marks per
1 hour before your watch starts			question
Yellow indicates that the	ese questions have been attempted		
8			
9			
0			
1			
2			
3			

After Submission, see the following

- A) Due on meaning Submit before The time / date the assessment will be available
- B) Submitted on -The time / date you have completed the assessment
- C) Marks- Ratio of correct answers out of total number of questions.
- D) Attempts- There is no restriction on number of attempts. Students can take any number of attempts.

	MARINE ENGINEERING KNOWLEDGE (GENERA	L) - (EK		HELP PASSW	ORD HOME	LOGOUT
Description	E-BOOK CLA Due On	SS SESSION AS Submitted On		Attempts		ER SESSION Result
Engineering Knowledge (General)- EKG- MEO Class 4- End-of-course Assessment	31/12/2022 12:00 AM	26/01/2022 8:47 PM ↑ B	28 / 60 ↑ C	1/3	E Resul show	t will no

Note:

- The relevant data on successful course completion gets updated in the DGS e-Governance system.
- No certificate is issued on completion of the e-Learning course.
- The Student Learning Report is the main document for the student. It can be downloaded.

Student Learning Report

The Student Learning Report link can be seen in the screenshot below.



SCREENSHOT: ACCESS REPORT FROM THE COURSE DASHBOARD PAGE

The Student Learning Report contains the following Data, as shown below:

- <u>Course Start Date</u> (date of enrollment)
- <u>Course End Date</u> (date of expiry)
- Session count: The number of times you have opened the e-learning program.
- Login time: The time that you remain logged in to the system (this is NOT considered as e-learning hours)
- <u>% of Topics accessed:</u> % of the total number of topics of the e-book accessed by you (100% Recommended)
- <u>Course Content Access Time (in E-Book)</u>: Time that you actually spent in reading the course material (This is considered as e-learning hours). Minimum requirement of e-learning hours is indicated to you in our Welcome email to you, at the time of Registration and also under the course section at https://dgsmtt.aduacademy.in
- <u>Quiz</u> Date, time, and marks obtained at every quiz taken
- Videos watched
- Show from: Minimum number of hours, only after which, Assessment will be accessible
- <u>Submit before:</u> Same as End Date or Date of Expiry
- <u>Submitted on:</u> Date of submitting the Assessment
- Attempt: Number of the attempt made for the assessment
- <u>Marks</u>: Marks obtained at every attempt for the assessment.

"(Pass)" will be indicated below the marks if the student has obtained the minimum pass marks, and the course is then completed.



Assessments

Description	Show From	Submit Before	Submitted On	Attempt	Marks
Engineering Knowledge (General)- EKG- MEO Class 4- End-of-course Assessment	01/01/2022	31/12/2022	26/01/2022	1/3	28 / 60
	12:00 AM	12:00 AM	8:47 PM		

Assessment Score

Live Q&A Sessions

The purpose of the Live Q&A session is to address any specific queries or doubts you have with regard to the study material in the E-book. Live Q&A sessions are also referred to as Live Doubt Clearing Sessions

- It is not mandatory to attend these live sessions as these are not classroom lectures.
- These sessions are meant for students who cannot fully understand any part of the course content.
- The student will have to register separately for the Live Q&A sessions.
- The questions need to be provided in advance during registration for the Live Q&A session.

Registration for a live Q&A Session

- Click on the link "Register for the Live Q&A session" on the landing page of <u>https://dgsmtt.aduacademy.in/</u> website
- 2. Enter INDoS number and Submit
- 3. The course that you have registered for, will be automatically enabled
- 4. Select the Live Q&A Session that you would like to attend
- 5. Enter your course related questions
- 6. Click "Register"
- 7. You will receive an email confirming the registration of the Live Q&A Session with a link to the session



SCREENSHOT: https://dgsmtt.aduacademy.in website to

Access the LIVE Q&A Session



Register for a live Q&A Session

	नीवहन महानिदेशालय Directorate General of Shipping Ministry of Shipping Government of India
ft forme / Live Question & Answer	
INDo S	Real
Full Name	
Mobile No	
Emaili	
Course [Auto-Selected]	MEO - Class 4 MEO - Class 2 MEO - Class 1 2 2nd Mate Chief Mate Master
Session *	20th May 2021 - Cargo Handling & Stowage 21st May 2021 - Engineering knowledge, instruments & Control systems Enter Your Questions?
	28th May 2021 - Naval Architecture 27th May 2021 - Ship safety, emergencies, Maintenance and Managerial skills 28th May 2021 - Maritime Legislation
	©Start at 04:00:PM
	Submit
	Are you unable to register for the correct course? Please submit a <u>Ticket</u> with your INDOS number.

SCREENSHOT: Live Q&A Session Registration Form

DGS E-Learning Live Q&Request (EMAIL)



SCREENSHOT: Confirmation email after Q&A registration

Live Q&A Session

- Click the link for the live Q&A Session and open it in your Google Chrome Browser on your laptop or desktop on the said date and time
- Do not use mobile phone or tablet or iPad to log into the Live Q@A session
- Your live Q&A Session would appear similar to the screen -shown below
- Ensure your speaker and mike are working before joining the Live Q&A session.

Z Launch Meeting - Zoom x +		~	- 0	×
← → C 🔒 us05web.zoom.us/j/84724155766?pwd=UnZ3dVc4YXdlc1YxSVZvN09KSWR4Zz09#success	☆	•	🔒 Incognito	:
zoom	Support	English	-	<u> </u>
				1
				1
				1
Your meeting has been launched				
Don't see your Zoom meeting?				
By joining a meeting, you agree to our Terms of Service and Privacy Statement				1
Launch Meeting				
				1
Don't Live Q&A Class moad Now			0	·
📲 🔎 Type here to search 🛛 🔍 💭 🛱 📃 💽 🛱 💼 👘 🍪 🥒 🕎 🧒 🧒 🧭 👙 34	℃ ^ 19	偏 (1))	20:19 20-07-2023	2

Click on Launch Meeting Button



You will automatically be led to the meeting room.

The live Q&A class would initiate exactly on the said date and time.





As you have clicked from the link, the meeting passcode will automatically be entered in the meeting info

Enter your name and click on the JOIN Buton

		Enter Meeting Info
		Meeting Passcode
		Your Name
		Remember my name for future meetings
		By clicking "Join", you agree to our Terms of Service and Privacy Statement.
	Join Audio Start Video	Join
	© 2022 Zoom Video Communications. Inc	. All rights reserved. Privacy & Legal Policies Send Report
🔎 Type here to search 🛛 🏾 🌘) 😥 🛱 📮 💽 📅 🚞	🛛 ڬ 🧳 🚾 🧒 🧒 🧭 🚔 34°C ~ 🖮 🦟 di) 20-07-20



SCREENSHOT: Live Q&A Classroom