



E-Learning Guidelines

1. Prerequisites

Use the following

- Laptop/Desktop
- Google chrome browser
- Windows 7 OS or above
- Inbuilt Camera/USB web camera – 2 mega pixels
- Sufficient light for facial recognition
- 2MBPS speed broad band

Note: **Do not use mobile phones or tablets to access your course and carry out assessment.**

2. Seafarer Profile data at DGS e-Governance database

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

- Check if the mobile number and email id are correct and your latest photo is updated in the DGS e-Governance database
- 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**
- During enrollment for the course tick the boxes provided and confirm if the mobile number and email id displayed are correct and updated.

Note: ADU cannot update/upload email id, mobile number and photo in the DGS e-Governance system on behalf of student.

3. Welcome Email

- For every course enrollment a Welcome Email is sent to your email id available at the DGS e-governance database.
- User Name and Password are provided in the welcome mail sent to the users to enroll for the first course. The user credentials will remain the same for the subsequent courses provided the user has not changed the password.
- A link to the latest User Manual is provided in the welcome email. User is encouraged to 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 'Course Related Support' queries or 'Technical Support' queries section at the homepage of the website <https://dgsstcw.aduacademy.in>

4. Live Q&A Sessions

- The purpose of the Live Q&A session is to address any specific queries you have with regard to the study material in the E-book.
- It is not mandatory to attend 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.
- Steps to join the Live Q&A sessions are available on the 'Course Related Support' page on the website.
- The queries need to be provided during registration for the Live Q&A session.

5. Student Learning Report

The Student Learning Report can be accessed by clicking on the "Report" link on the Course Dashboard Page, and it contains the following data:

- **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)
- % of Topics accessed: % of the total number of topics of the e-book accessed by you.
- Course Content Access Time (in E-Book): 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://dgsstcw.aduacademy.in>
- Quiz score – given at every quiz taken
- Assessment score – given against total marks, on the last page of the Student Learning Report

The course is completed if you attain the minimum pass marks (percentage) in your assessment.

6. Access to Assessment

- The Assessment link will be activated when the “course content access time” meets the minimum e-learning hours recommended for the course. The minimum e-learning study hours is available under the course section at <https://dgsstcw.aduacademy.in>
- On the dashboard, click on the assessment link.
- You will be directed to the page to access Assessment List

7. How to take the Assessment

- On the Assessment List page, click on the “attend” icon to open the assessment page.
- Read the Instruction given on the top of the assessment page.
- Select the question number from the list of questions.
- To answer questions in the assessment, click on the bubble to fill-in the chosen answer
- **Click on the “Finish” button after you complete answering all the questions.**

8. Successful completion of the course

- The course is completed if you attain the minimum pass marks in your assessment. For minimum pass marks refer to the respective course information available at the website <https://dgsstcw.aduacademy.in/>
- 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.

9. Steps after successful course completion

- Students have to complete the same course in any of the DGS approved training institutes.
- ADU doesn't recommend the name of MTIs or provide the list of MTIs to the students.
- Post completion of the course at the MTI, students will have to appear and pass the Exit Examination.
- ADU is not involved either in the course delivery by the MTI or in the process of the Exit Examination.
- For all queries related to Course Completion Certificate, student will have to approach the concerned MTI.
- For all queries that are beyond the scope of conducting the E-Learning courses, students may contact the help desk at DGS (helpdesk-dgs@gov.in)

10. List of DGS Training Circulars and DGS Orders for reference

- DGS Training Circular 13 of 2020 dated 01.04.2020
- DGS Circular 17 of 2020 dated 24.04.2020
- DGS Order 16 of 2020 dated 22.06.2020
- DGS Order 20 of 2020 dated 03.08.2020