# Learning Management System (LMS): USER Manual Version 8.0

# E-Learning for STCW Modular Courses

SI. No	Version	Version History	Date		
1	1.0	Initial Version	21st Feb 2020		
2	2.0	Included Enrollment Modified e-Learning Access Flow	28th Feb 2020		
0	2.0		2 <sup>fg</sup> Mar 2020		
3	3.0	Facial Recognition under course access section 3 <sup>rd</sup> Mar 2020			
4	4.0	Minor changes in assessment section 16 <sup>th</sup> Mar 2020			
5	5.0	Device and OS requirement information	28 <sup>th</sup> May 2020		
6	6.0	Elaborated on Modular Course Enrollment Corrections carried out on LMS Dashboard Elaborated the use of Notes Included Consolidated Notes Note on the purpose of the quiz section Elaborated on Assessment Section Modified Report Included Live Q&A Sessions	27 <sup>th</sup> Aug 2020		
7	7.0	Elaboration of Student Learning Report Minimum parameters for assessments	12 <sup>th</sup> Jun 2021		
8	8.0	Minimum %age of Topics to be accessed as a criteria for enabling assessment is added	29 <sup>th</sup> Mar 2022		

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

# **Table of Contents**

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- LMS Dashboard
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# **Modular Course Enrollment**

#### **Access STCW Modular Course e-Learning Portal**

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

Ensure you have an inbuilt camera/USB web camera with 2 mega pixels and sufficient lighting for facial recognition.

Have a 2 Mbps speed broad band connection for accessing STCW Modular Courses.

Do not use mobile phone or tablet or iPad to access your course and carry out

assessment If you do not have Google Chrome.

Click on the link to download the browser: <a href="https://www.google.com/chrome/browser/">https://www.google.com/chrome/browser/</a>

Access the STCW Modular Course e-Learning Portal with the URL <a href="https://www.dgshipping.gov.in/">https://www.dgshipping.gov.in/</a>

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



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

# **Enrollment**

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



# Enroll for the course by filling the required information in the Enrollment Page

NOTE: 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 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 Enrollment you will receive a **welcome email** that is sent toyour email id available at the DGS e-governance database.
- User Name and Password will be provided in the welcome mail sent to the student to
  enroll for the first course. The user credentials will remain the same for the subsequent
  courses provided the student has not changed the password.
- A link to the latest User Manual will be provided in the welcome email. User should download and refer to it while doing the course.
- Students 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/

# **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. Your device would need to be equipped with a web camera of 2 mega pixels for facial recognition.

**Do not use mobile phone or tablet or iPad** to access your course and carry out assessment.

If you do not have Google Chrome

Click on the link to download the browser: <a href="https://www.google.com/chrome/browser/">https://www.google.com/chrome/browser/</a>

Access the STCW Modular Course E-Learning Portal with the URL

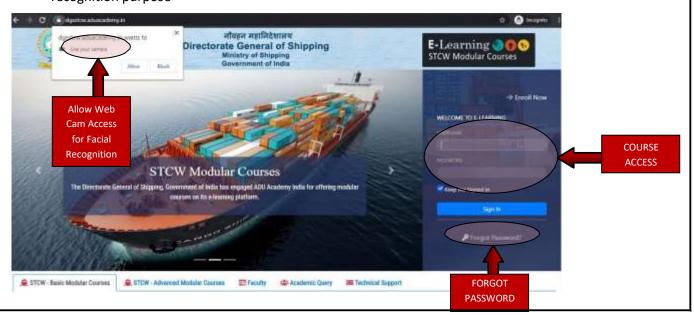
https://www.dgshipping.gov.in/

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



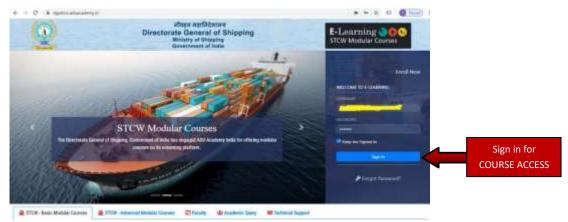
Use your Login User ID and Password as given in the welcome mail sent to your email id during enrollment.

- Course Access- Enter the username and password in the Course Access Section
- Forgot password- Click to receive a temporary password to your registered email id
- Camera Access Click "Allow" for "dgsstcw.aduacademy.in" to use web camera for facial recognition purpose



# **FACIAL RECOGNITION**

After sign-in, you would be prompted by a facial recognition window



A window will open asking for Face Verification. You need to click on "capture photo".



After your photo is captured, click on "verify photo". Your photo will be verified with the database maintained by the DGS e-Governance cell. This system is automated and the verification will be instantaneous.



If your captured photo matches the photo in DGS records, you will reach the student home page.

# LMS DASHBOARD

After sign-on and on facial recognition and authentication, the LMS Portal and the course list dashboard will appear.

The dashboard displays the registered courses along with navigation to explore the following:

## **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.

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 box you will see the following buttons:

## Your courses and instructors

ASSESSMENTS – Link to access the assessment section of the course

EMAIL - Direct access to your courses instructor

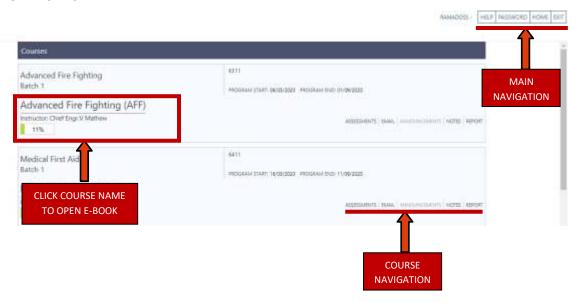
ANNOUNCEMENTS – News or updates from your instructor. (NOT IN USE)

**REPORT-** Grading and progress evaluations for each course

NOTES- View your consolidated notes that you have noted in the eBook notes section

#### **COURSE LIST DASHBOARD**





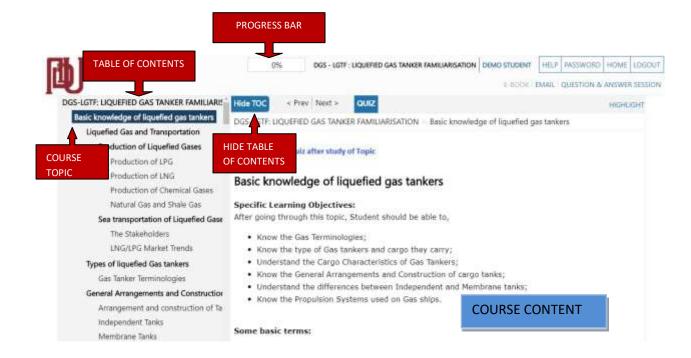
# **E-BOOK Layout**

The LMS e-book contains learning materials, coursework, various tools and course assessments / 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 (Minimum requirement is 90%)
- 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 topic and its related sub topics.
- NOTES The empty "Notes" box at the end of each topic in the program is for you to write your own notes.

#### **EBOOK LAYOUT FEATURES**

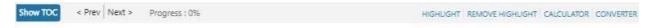


## **EBOOK LAYOUT FEATURES**



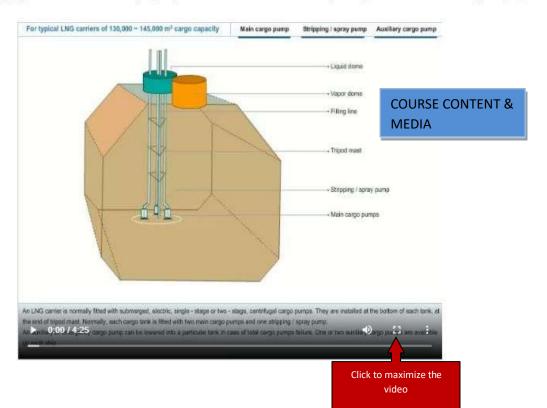
## **EBOOK FEATURES**

#### **EBOOK with Video Content**



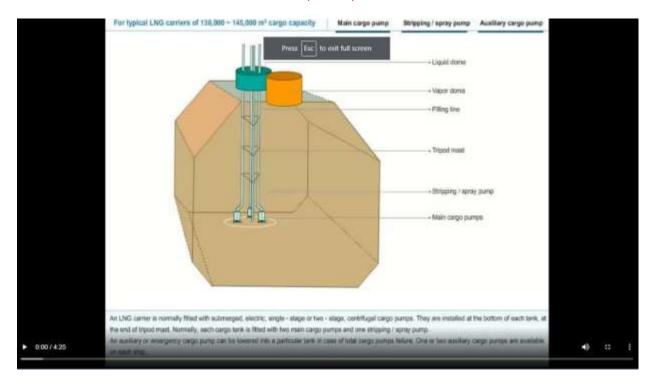
#### **Typical Pumps**

Let us consider typical main cargo pumps, stripping/spray pumps and the auxiliary cargo pumps used onboard membrane type LNG carriers of  $130,000\sim145,000\mathrm{m}^3$  (800 – 900 thousand barrels) capacity. Click on the link below to view the system layout and cross sections of typical pumps.



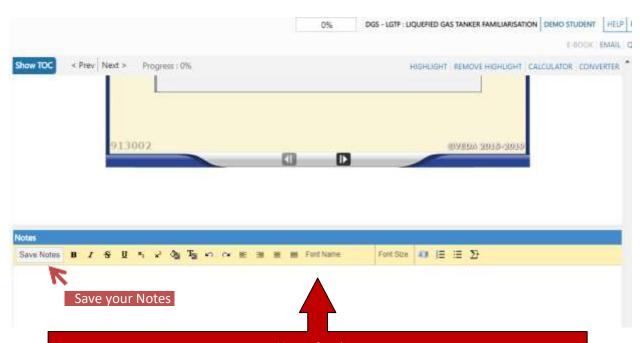
## **EBOOK FEATURES**

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



# **EBOOK FEATURES**

#### **Notes Area**

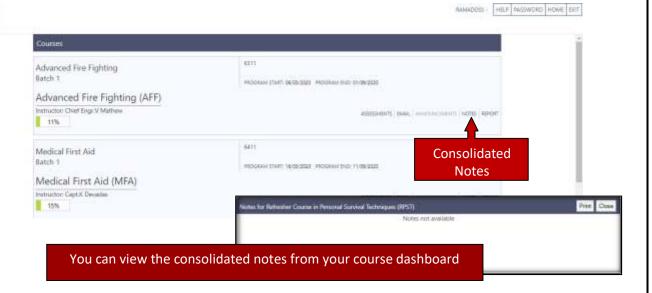


# **Notes Section**

The empty "Notes" box at the end of each topic in the program is for you to write your own notes, for your own reference, as you go through the course. You can also save your notes and view the consolidated notes from your course dashboard. The course material is above this "Notes" box, and nowhere else."

# **Consolidated Notes**





# **E-BOOK Quiz**

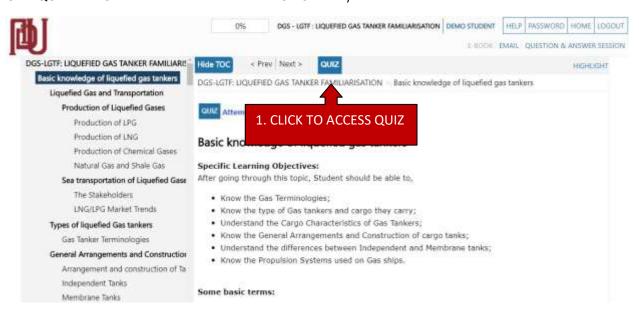
# Quizzes

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).

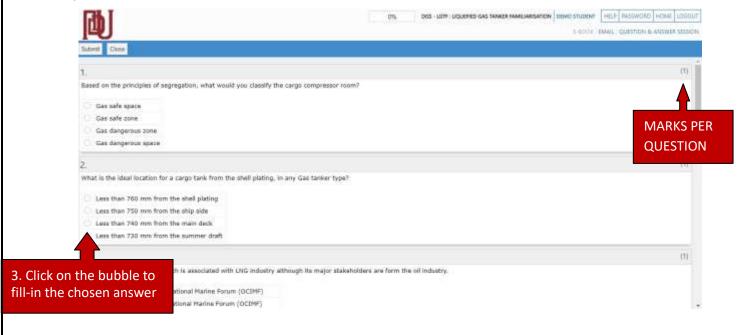
- 1. Click the quiz button on the e-book header
- 2. Begin the quiz for the selected topic or subtopic
- 3. To answer questions for the quiz, click on the bubble to choose the answer
- 4. Click Submit to complete the quiz
- 5. After submission, view the results on the next page

## **ACCESS EBOOK QUIZ**

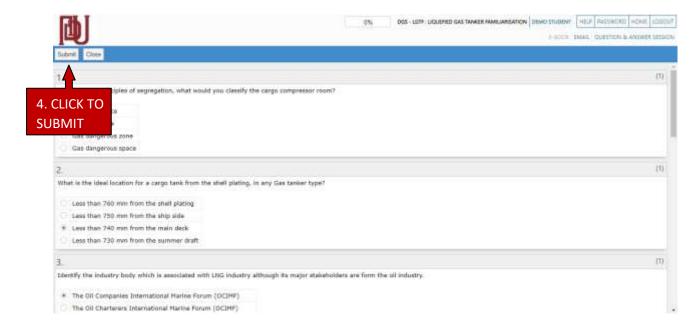
(NOTE: QUIZ WILL ONLY APPEAR AT THE MAIN TOPIC LEVEL)



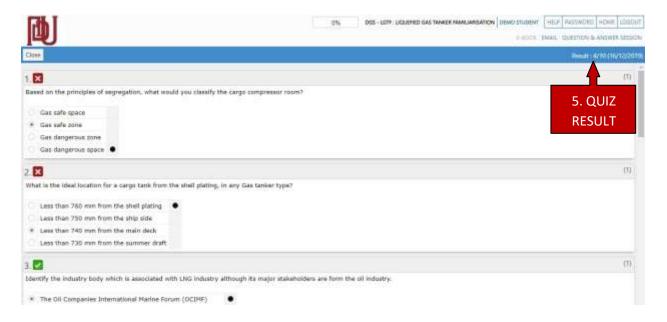
# **QUIZ SCREEN**



# **QUIZ SCREEN**



# **QUIZ RESULT SCREEN**



# **Assessment**

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

% of Topics Accessed in the E-book is Minimum of 90%

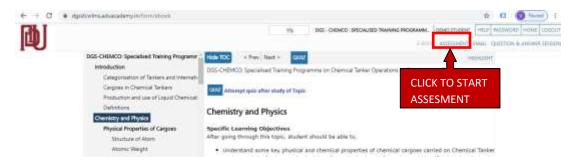
"Course Content Access Time" **meets the Minimum requirement for the course.** This is available for each course on Page 17 of this manual. This "Course content access time" also known as "Minimum e-Learning Study Hours" is available under the course section at <a href="https://dgsstcw.aduacademy.in">https://dgsstcw.aduacademy.in</a>.

- 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

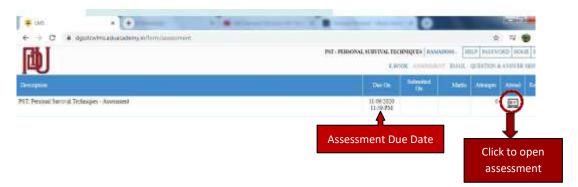
## Access of assessment list screen from the dashboard



# Access of assessment list screen from eBook



#### Access of assessment link from assessment list screen



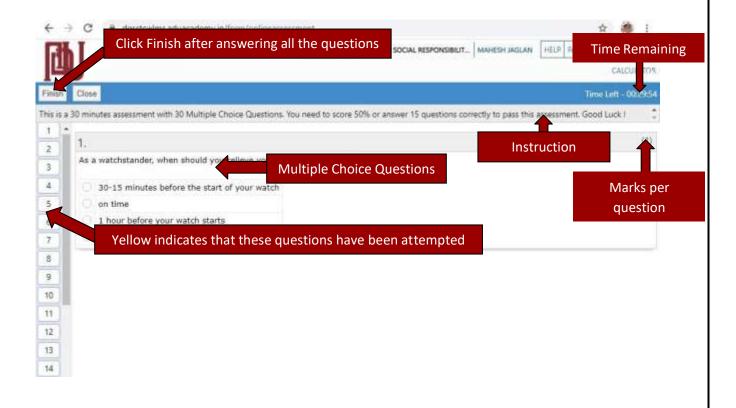
Note: Assessment Attend Icon will appear only after the assessment criteria is met

- % of Topics Accessed in the e-Book: Minimum 90%
- Course Content Access Time: Meets the Minimum E-learning hours mentioned against the chosen course.

**The minimum e-**learning study hours are available under the course section at https://dgsstcw.aduacademy.in

The current status of the eLearning hours completed can be seen through the Student Learning Report. Refer the Report section of this manual

# **Online Assessment Screen**



## Assessment list screen after attending the test

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.

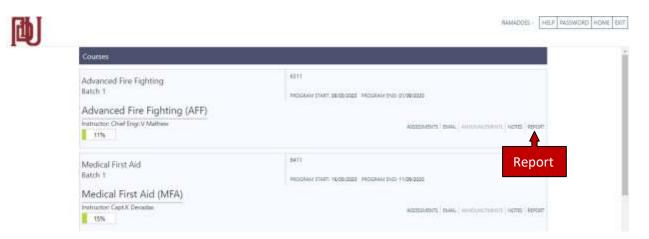


## Note:

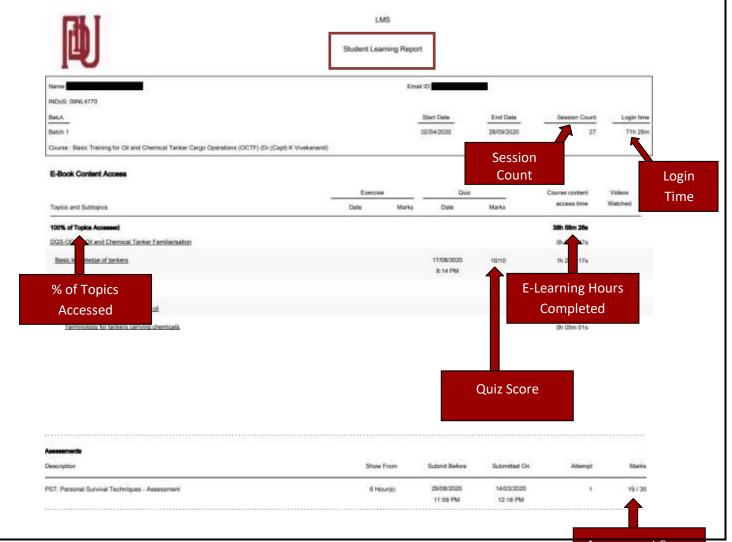
- The course is completed if you attain the minimum pass marks in your assessment. For minimum pass marks refer to the respective course information available at the website\_https://dgsstcw.aduacademy.in/
- The relevant data on successful course completion gets updated in the DGS e-Governance system.
- 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.

# Report

The Student Learning Report gives you a glance of the topics covered, time spent on each topic, number of eLearning hours completed, quiz score and assessment score



- Start Date: Date of Enrollment
- End Date: Date of Expiry (180 days after enrolling)
- <u>Session count:</u> The number of times you have opened the e-learning program.
- <u>Login time:</u> 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 (Minimum requirement is 90%)
- <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://dgsstcw.aduacademy.in
- Quiz 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
- Marks: 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.



			Minimum			Maximum
			Course Content		Minimum	Time for
		Course	Access Time	Minimum	Pass	assessment
S.No.	Course	ID	required	Pass %	marks	in minutes
1	AECS	1062	28h	70%	32/45	45
2	AFF	6311	15h	60%	27/45	45
3	APW	5412	11h	60%	27/45	45
4	BETO	3611	44h	70%	32/45	45
5	BPW	5411	18h	50%	15/30	30
6	CHEMCO	5113	28h	70%	32/45	45
7	CSO	6512	12h	60%	27/45	45
8	EFA	6131	9h	50%	15/30	30
9	FPFF	6121	9h	50%	15/30	30
10	GASCO	5122	31h	70%	32/45	45
11	HVSM	3223	18h	70%	32/45	45
12	HVSO	3123	6h	50%	15/30	30
13	IGFA	5312	16h	70%	32/45	45
14	IGFB	5311	14h	70%	32/45	45
15	IMLC	1101	12h	70%	32/45	45
16	LGTF	5121	20h	50%	15/30	30
17	MBSM	3222	26h	70%	32/45	45
18	MBSO	3122	14h	70%	32/45	45
19	MC	6421	28h	70%	32/45	45
20	MFA	6411	15h	60%	27/45	45
21	OCTF	5111	28h	50%	15/30	30
22	PFRB	6221	6h	60%	27/45	45
23	PFSO	6513	12h	60%	27/45	45
24	PSCRB	6211	12h	60%	27/45	45
25	PSFC	5211	10h	60%	27/45	45
26	PSSC	5212	20h	60%	27/45	45
27	PSSR	6141	12h	50%	15/30	30
28	PST	6111	6h	50%	15/30	30
29	RAFF	6312	15h	60%	27/45	45
30	RFPFF	6122	9h	50%	15/30	30
31	RMC	6422	28h	70%	32/45	45
32	RMFA	6412	15h	60%	27/45	45
33	RPFRB	6222	6h	60%	27/45	45
34	RPSCRB	6212	12h	60%	27/45	45
35	RPST	6112	6h	50%	15/30	30
36	RUCDM	1111	48h	70%	32/45	45
37	RUCDO	1112	24h	70%	32/45	45
38	RUCE	1118	18h	70%	32/45	45
39	RUCM	1116	48h	70%	32/45	45
40	RUCO	1117	24h	70%	32/45	45
41	SSO	6511	12h	60%	27/45	45
42	STSDSD	6621	6h	50%	15/30	30
43	TASCO	5112	32h	70%	32/45	45
44	TSTA	1063	12h	70%	32/45	45
45	VICT	1061	18h	70%	32/45	45

# **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 be referred as Live Doubt Clearing Sessions

- 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.
- The questions need to be provided during registration for the Live Q&A session.

# Register for a live Q&A Session

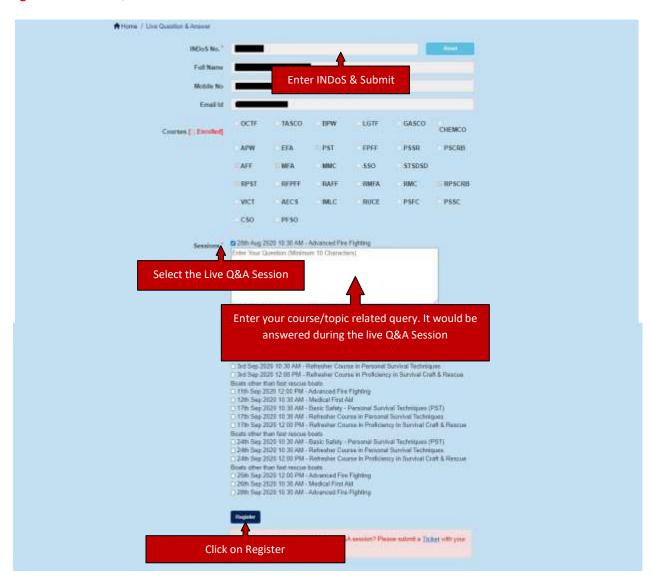
- Click on the link "Register for the Live Q&A session" on the landing page of https://dgsstcw.aduacademy.in/ website
- 2. Enter INDoS and Submit
- 3. The course that you have registered for, will be automatically enabled
- 4. Select the Live Q&A Session that you would like to attend
- 5. Enter your 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



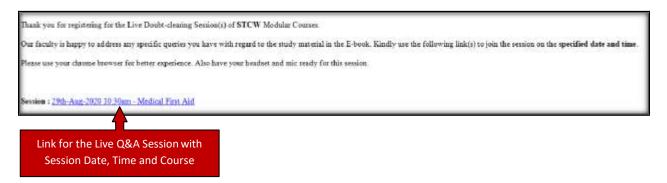
Note: Students who have enrolled for any course and have not logged into the LMS will not be able to register for the the Live Q&A session



# Register for a live Q&A Session...continuation



# **DGS STCW E-Learning Live Q&Request (EMAIL sent to Student)**



# **Live Q&A Session**

- Click the link for the live Q&A Session and open it in your google chrome browser on the said date and time
- Your live Q&A Session would appear similar to screen as shown below
- Ensure your speaker and mike is working before joining the Live Q&A session.
- Do not use mobile or tablet or iPad to login into the Live Q&Asession

