# eAbhigyan: An overview for users

#### **Initial Screen**



Initial screen is guest access.

Instructions for logging in are given just below the welcome screen for those who have never logged in.

The login button is at the top right corner.

## Logging in



- The Login button is given on top right side of the screen
- If you are logging-in for the first time, you may use the following scheme:

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	सं	र ल SAIL				
	Your session has timed out. Please log in a	again.				
	Username Password Remember username Log in	Forgotten your username or password? Cookies must be enabled in your browser ? Some courses may allow guest access Log in as a guest				
You are not logged in. Home Get the mobile app						

Username: Your SAIL Personnel Number (in small letters) eg. z000009

Password(default): {first letter of SAIL PINo in Capital} {DoB in ddmmyy format}{sail\*}

Example: if SAIL PINo is Z000009 and DoB is 01/02/1978 then password shall be Z010278sail\*

• In case you face any difficulties in logging in please send an email to

prashant.soni@sail.in or send SMS at 89868 80632

• If you want to access material without logging in - log in as a guest. Guest login provides limited content and privileges.

## Changing password and personal profile

From the username at the top right of the screen, pick up preferences from the menu to get a screen where you can make changes in your profile



Here You may change your password, Put Profile Photograph, Course preferences etc.

You may Update other details as well, especially your email.

## First Screen on logging in

You are directed to the frontpage, from where you may search for courses or go to desired categories and Plant/Unit Virtual Campus. On the right side, Tags are visible, which can take you to resources available on site, related to that particular word.



You may also show/hide (toggle) the navigation bar by clicking on the three horizontal bars on the top-left corner. From here you can go to your dashboard or directly to any course you are enrolled in



Your Dashboard shows you the recent courses you took, the courses you are subscribed to and also anything that is pending in them, percentage of completion or new developments. You can also see other users logged in.



Any badges earned by you for completing courses or quizzes or any other activities, are also visible on your dashboard. Any activity scheduled by your course teachers are also marked on the calendar shown on your dashboard. Any upcoming events are also notified here.



## **Categories and Courses in eAbhigyan**

Categories are a top-level breakup up of the courses in the site and a navigation tool

There can be subcategories within categories, but in eAbhigyan, categories have been kept in only one level with courses within each category



The search box (available on the frontpage and inside each category) can be used to locate courses directly rather than searching through categories

🗙 e-Abhigyan: All courses 🛛 🗙	+	- 0
→ C 🖙 eabhigyan.com/cou	urse/index.php?categoryid=23	☆ 立   泰
e-Abhigyan Engl	lish (en) 👻	🔔 🍺 Prashant Soni 🐨 👻
jearch courses	Go 😧	Search Box inside a Category
Open Learning		
CENTRAL INDUCTI	ON PROGRAM FOR MANAGEME	ENT TRAINEES
		The aim of the programme is to enable management trainees to become a useful, integrated member of SAIL team so that
		they can contribute effectively and grow in the organization.
• ADC समुत्कर्ष		
Ĩ		ADC Developmental Intervention for E6 grade executives.
Personal Effectiven	ess Development through Learnii	ng, Engagement, Attitude and Performance for High Potential Employees
PPT-LEAP- Personal Effective	ness- Characteristics and Importance.pdf	
		Programme Aim
		The programme aims to enhance the personal effectiveness of participants to enable them to exhibit better teamworking skills, and proactively take up expanded roles for higher performance at workplace.

A Course can be searched by their Title, Tag or Description.

#### Navigating within a course

You can access any course by clicking on the Course Title shown inside the category or in the search result.

After you enter a course, you may be required to enrol yourself in that course, by clicking on the button at the bottom of the course or on the top left. In some cases, you may be required to provide an enrolment key or password to enrol yourself in a course. This key shall be provided to you by your course coordinator.



There are some courses where enrolment is not open to everyone, as they are closed group or specific purpose courses.



Once enrolled in a course, the full course material shall be visible to you. Depending on the layout of the course you may go to each section by scrolling down or one at a time by clicking on next topic.



You will find different types of resources within a course such as - forums, videos, quizzes, resources like web pages, ebooks, SCORM packages etc.



Depending on the course, you may be required to take on Pre and/or Post Assessment Quiz. Depending on your score and completion criteria, some courses offer Completion Certificates and sometimes accomplishment badges. In most courses, you can submit your feedback regarding different aspects of the courses.

#### **Other Features**

Besides regular courses, a user can participate in Forums. Inside Forums – you can read posts by other users on relevant topics and reply to them. As a participating member, you can become part of a community in Community of Practices Category. It is also possible to start your own discussion forum for discussing on different areas of work and life.



Members may post or refer to articles, Videos, Images, books etc in these forums and discuss about their problems and give and receive probable solutions from other participating members.





A user can take on many interesting quizzes by going to Self Assessment centre category.

## Virtual Campus of Plants and Units

Virtual campus categories of different plants and units are available on eabhigyan, where plant/unit specific courses are available. These courses are created and managed by respective plants and units.





#### **Thank You**