

Help document for RPL – CITS Online PoT Course by NIMI, Chennai

- 1) Login
- 2) Entering the Course
- 3) Accessing the course materials (Videos, PDFs, etc)
- 4) Assignments, Quizzes and submissions
- 5) Weekly assessment
- 6) FAQ

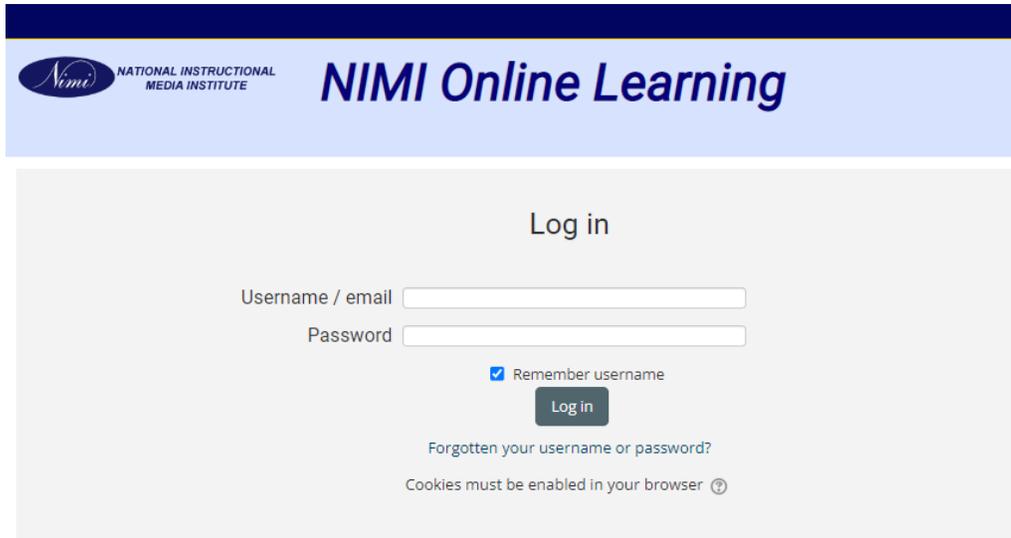
<http://rpl.nimilearningonline.in>

The screenshot displays the NIMI Learning Online website. At the top, there is a navigation bar with the Ministry of Skill Development and Entrepreneurship logo, the NIMI logo, and the text 'National Instructional Media Institute'. To the right, it says 'HOME | CONTACT' and 'NIMILEARNINGONLINE.IN'. Below this is a secondary navigation menu with links: 'NIMI', 'About us', 'Ebooks', 'Interactive EBooks', 'Online Courses', 'Videos', 'Question Bank', and 'Contact Us'. The main banner features the 'Skill India' logo with the tagline 'कोशलं भारत - कुशलं भारत', the Directorate General of Training logo, and the Industrial Training Institute logo. The central graphic includes the word 'Skills' in a large font, a circular collage of educational icons, a stack of books with a graduation cap, and an icon of a person at a computer. The text 'Transforming the Skill Landscape' is prominently displayed. Below the banner, there is an 'Updates' section with a link to 'CITS RPL 2022 - REGISTRATION Register Now (Last Date of Registration 23-07-2022) | RPL Guidelines'. A notification states: 'UserID and Password of the Candidates Verified sent Via Registered Emails. Can login by 1st April 2023 after 10.00 a'. A statistics bar shows: '13 Languages | 1100 Titles | 2Lac+ Question Bank Items | 60+ eLearning Contents | 150+ eBooks'. The 'ACTIVITIES' section is partially visible, showing 'Development of Instructional Material' and a profile picture of a man.

1) Login into RPL CITS Online PoT Course

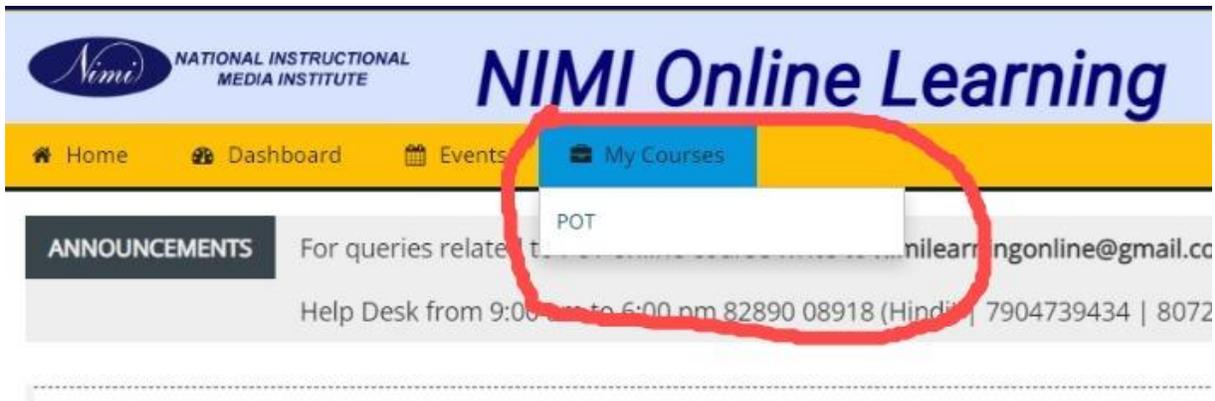
The user credentials are already sent via Email to all the Participating Verified Instructors through their Registered email ids.

Through the link in the email they can login into the Online PoT course. They can use the following link to login : <http://rpl.nimilearningonline.in/PoTLogin/>



The screenshot shows the login interface for NIMI Online Learning. At the top, there is a header with the NIMI logo (National Instructional Media Institute) and the text "NIMI Online Learning". Below the header, the page is titled "Log in". There are two input fields: "Username / email" and "Password". A checkbox labeled "Remember username" is checked. A "Log in" button is positioned below the fields. Below the button, there are links for "Forgotten your username or password?" and a note "Cookies must be enabled in your browser" with a help icon.

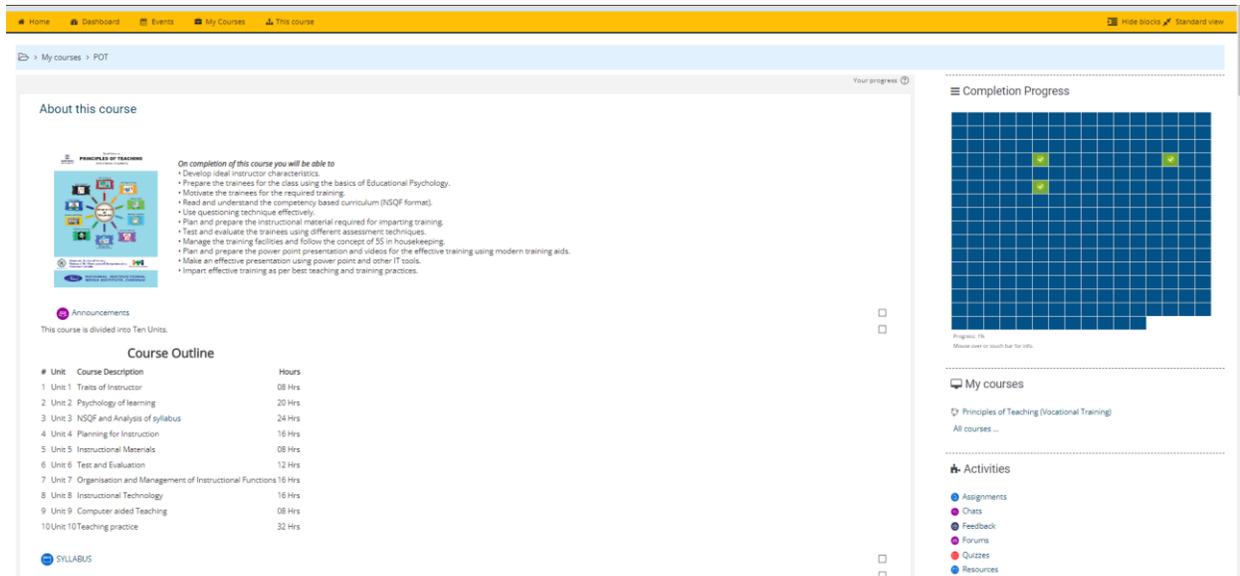
After logging in, it will enter in to the Course Dashboard. Please scroll on the My Courses tab and click on POT course to continue.



The screenshot shows the Course Dashboard for NIMI Online Learning. The header includes the NIMI logo and "NIMI Online Learning". A navigation bar contains icons for Home, Dashboard, Events, and My Courses. The "My Courses" tab is highlighted in blue and circled in red. Below the navigation bar, there is an "ANNOUNCEMENTS" section with text: "For queries related to... nilearningonline@gmail.co" and "Help Desk from 9:00 am to 6:00 pm 82890 08918 (Hindi) | 7904739434 | 8072". A dropdown menu is open under "My Courses", showing the option "POT".

2) Entering in to the Online PoT Course

After PoT is selected from the courses, you will be directed to Course page of Online PoT as below :



The screenshot displays the course page for 'Principles of Teaching (Vocational Training)'. The page is divided into several sections:

- Navigation Bar:** Home, Dashboard, Events, My Courses, This course, Hide tools, Standard view.
- Course Header:** My courses > POT, Your progress.
- About this course:** Includes a course icon and a list of learning outcomes such as 'Develop ideal instructor characteristics', 'Prepare the trainees for the class using the basics of Educational Psychology', and 'Manage the training facilities and follow the concept of 5S in housekeeping'.
- Announcements:** This course is divided into Ten Units.
- Course Outline:** A table listing 10 units with their descriptions and durations in hours.
- Completion Progress:** A grid showing the status of various tasks, with some cells marked with green checkmarks.
- My courses:** A list of courses, currently showing 'Principles of Teaching (Vocational Training)'. Below it is a link for 'All courses ...'.
- Activities:** A list of activity types including Assignments, Chats, Feedback, Forums, Quizzes, and Resources.

#	Unit	Course Description	Hours
1	Unit 1	Traits of Instructor	08 Hrs
2	Unit 2	Psychology of Learning	20 Hrs
3	Unit 3	NSQF and Analysis of syllabus	24 Hrs
4	Unit 4	Planning for Instruction	16 Hrs
5	Unit 5	Instructional Materials	08 Hrs
6	Unit 6	Test and Evaluation	12 Hrs
7	Unit 7	Organisation and Management of Instructional Functions	16 Hrs
8	Unit 8	Instructional Technology	16 Hrs
9	Unit 9	Computer aided Teaching	08 Hrs
10	Unit 10	Teaching practice	32 Hrs

The above screen has the preview, as there is Menu Bar for navigation, Course contents in the left side, status of the completion of the tasks in the Flow Bars, access the Assignments, Quizzes, etc. through the navigation available.

Scroll down for more and get idea of the course first.

3) Accessing the Course Materials

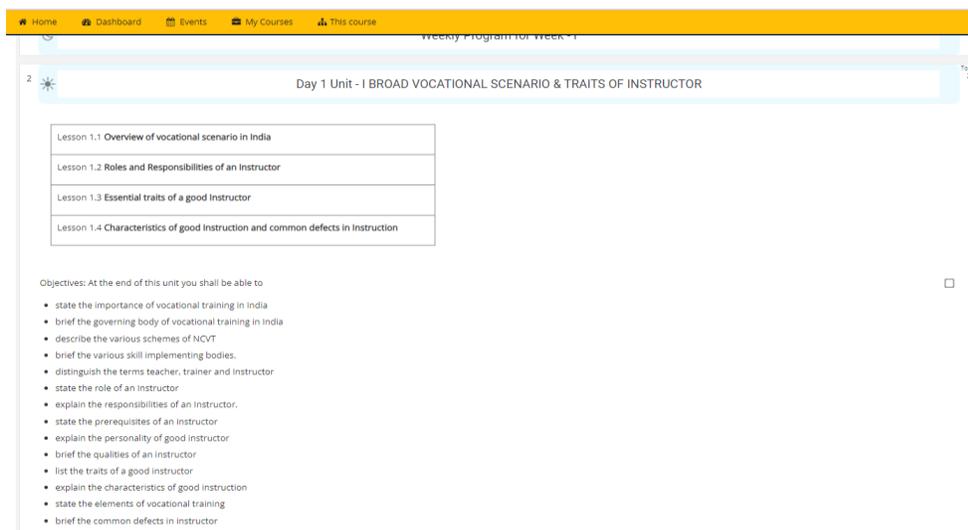
You can find many tabs are there one by one as Tasks, which are scheduled time by time.

Week 1 Course Structure

	Video Materials	80 minutes
	Reading Material	125 minutes
	Test your Understanding	50 minutes
	Assignment	150 minutes
	Reference Materials	150 minutes

After Scrolling the Weekly Program Details are Visible.

While you Click UNIT 1 Lesson, the following screen will be visible.



The screenshot shows a course interface with a navigation bar at the top containing 'Home', 'Dashboard', 'Events', 'My Courses', and 'This course'. Below the navigation bar, the page title is 'Weekly Program for Week 1'. The main content area displays 'Day 1 Unit - I BROAD VOCATIONAL SCENARIO & TRAITS OF INSTRUCTOR'. A table lists four lessons:

Lesson 1.1 Overview of vocational scenario in India
Lesson 1.2 Roles and Responsibilities of an Instructor
Lesson 1.3 Essential traits of a good Instructor
Lesson 1.4 Characteristics of good Instruction and common defects in instruction

Below the table, the 'Objectives' section states: 'At the end of this unit you shall be able to' followed by a list of 14 bullet points:

- state the importance of vocational training in India
- brief the governing body of vocational training in India
- describe the various schemes of NCVT
- brief the various skill implementing bodies.
- distinguish the terms teacher, trainer and instructor
- state the role of an instructor
- explain the responsibilities of an instructor.
- state the prerequisites of an instructor
- explain the personality of good instructor
- brief the qualities of an instructor
- list the traits of a good instructor
- explain the characteristics of good instruction
- state the elements of vocational training
- brief the common defects in instructor



It is required, to view the tasks one by one. After clicking the task, it will be marked as Checked in the right side Check Box. If not, please click it to mark it as completed.

There are reading documents in PDFs also, where you have to view them to get knowledge by reading them.

Home Dashboard Events My Courses This course

My courses > POT > Day 1 Unit - I BROAD VOCATIONAL SCENARIO & TRA... > Reading material for Lesson 1.2 Roles and Responsi...

Reading material for Lesson 1.2 Roles and Responsibilities of an Instructor

2. Roles of an Instructor

Teacher : A person who works to imparts knowledge in an official institution of formal education being responsible for the overall learning progress of the learners undertaken by him/her. It would include those teachers in preschools, schools, colleges and universities, etc.

Trainer : A person who guides and supports someone in acquiring new physical skills by participating in the physical activities and demonstrating the ways to properly achieve the desired goals in a systematic manner. A gym trainer, a sports trainer, a dance trainer, etc. are a few examples.

Instructor : A person who provides live interactions to the learners during a learning activity which is a part of the program. An instructor cannot work without a teacher. Either the instructor has acted as a teacher to teach the basic pre-requisites of that activity or there has to be a separate teacher to do that. e.g. in the case of a flight instructor.

Role of an Instructor Instructor has the following important roles to play in the training institute.

As an Organizer

- Organize a training programme: Based on the syllabus provided, the instructor has to organize the entire training programme by analyzing it further.
- Prepare training material: Before commencing the course the instructor has to prepare various kinds of teaching aids like lesson plan, information sheet, training aids, demonstration plan, etc. This requires a lot of preparation.
- Conduct a training programme: The main job of a vocational instructor is to conduct training programme, which includes planning, preparation, presentation, testing and evaluation.
- Workshop demonstration: For acquiring particular skill there will be certain steps which are to be followed. For example, stitching of a garment, an instructor has to draw the style feature on the chalkboard. Then instructor has to do the drafting of the same either on the board or on a paper. The paper pattern is marked on the cloth & then cutting is performed. The cut component will be stitched with the help of sewing machine. By attending the demonstration the trainees will learn the entire cutting & stitching procedure.
- Attitude Formation: An instructor must motivate and guide to improve the attitude of the trainees towards the training without which they will not be able to acquire the skill which has been taught.
- Evaluation & Grading: No training is completed if it is not properly evaluated & graded. The extent of instructional objectives achieved will be known through testing and evaluation. Grading will help the learners to perform better than the previous test. Instructor's efficiency in teaching also will be known by means of evaluation and grading.

As a Manager

- Maintenance of tools & equipments: For conducting training various kinds of tools & equipments are required. An instructor has to procure all tools and equipments as per the syllabus & maintain them properly.
- Supervise the practical training: During the practical exercise it is very much necessary for the instructor to be present with the trainee. Just by giving the theoretical knowledge to the trainees and then asking them to do practical work is not enough. But the instructor must be physically present to supervise and guide the trainees.
- Liaison with the institution: The instructor is the link between administration & the trainees. So instructor has to inform the administration about the training activity of the trade. At the same time instructor must also keep the student informed about the instructions issued by the administration.

As a Student Vocational instructor should always update their knowledge, upgrade their skill with new techniques, depending upon the changes in latest technology.

4) Assignments, Quizzes and submissions

There are assignments on most of the days, quizzes for evaluating the learning done through the online Course. While assignment is clicked the following screen will be opened.

Home Dashboard Events My Courses This course

My courses > POT > Day 1 Unit - I BROAD VOCATIONAL SCENARIO & TRA... > Assignment for Lesson 1.1 Vocational Scenario in O...

Assignment for Lesson 1.1 Vocational Scenario in Other Countries

Browse the internet and analyse the vocational scenario in other countries and submit a brief outline of the scenario in any two countries. compare it with our nation
Suggest changes that can be effected in our Vocational system.
The work should be of your own.

Submission status

Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not graded
Due date	Monday, 1 May 2023, 11:59 PM
Time remaining	30 days 11 hours
Last modified	-
Submission comments	▶ Comments (0)

End Date Pending Date

Add submission

You have not made a submission yet

To submit your assignment, click the Add Submission button to proceed.

In the next window, you will have the given screen, where there is a provision to type your content and submit it live.

Another option is you can create a Word document and upload using the Upload Option.

The screenshot shows a web interface for submitting an assignment. At the top, there is a navigation bar with 'Home', 'Dashboard', 'Events', 'My Courses', and 'This course'. Below this, the breadcrumb trail reads: 'My courses > POT > Day 1 Unit - I BROAD VOCATIONAL SCENARIO & TRA... > Assignment for Lesson 1.1 Vocational Scenario in O... > Edit submission'.

The main content area is titled 'Assignment for Lesson 1.1 Vocational Scenario in Other Countries'. It contains a text box with the following instructions: 'Browse the internet and analyse the vocational scenario in other countries and submit a brief outline of the scenario in any two countries. Compare it with our nation. Suggest changes that can be effected in our Vocational system. The work should be of your own.' Below the text box is a rich text editor with a toolbar and a large area labeled 'Enter Your Text'.

Below the text editor is a 'File submissions' section. It features a file upload icon and a large dashed box labeled 'Enter your Attachments File'. Below this box, it lists 'Accepted file types: Document files (.doc, .docx, .pub, .gdoc, .odt, .oth, .ott, .pdf, .rtf), PDF document (.pdf), Word 2007 document (.docx), Word document (.doc)'. At the bottom of this section, there are two buttons: 'Save changes' (circled in red) and 'Cancel'.

On the right side, there is a 'Navigation' sidebar. It includes a 'Dashboard' section with links to 'Site home', 'Site pages', and 'My courses'. Below this is a 'POT' section with links to 'Participants', 'Badges', and 'Competencies'. The main part of the sidebar is a 'Weekly Program for Week - I' section, which lists various units and lessons, including 'Day 1 Unit - I BROAD VOCATIONAL SCENARIO & TRA...', 'Reading material for Lesson 1.1 Overview of vocad...', 'Assignment for Lesson 1.1 Vocational Scenario in O...', and 'Save your Understanding for UNIT-I'.

This is a close-up view of the 'File submissions' section from the previous screenshot. It shows a file upload icon, a 'Files' folder icon, and a large dashed box labeled 'Enter your Attachments File'. Below the box, the 'Accepted file types' are listed: 'Document files (.doc, .docx, .pub, .gdoc, .odt, .oth, .ott, .pdf, .rtf)', 'PDF document (.pdf)', 'Word 2007 document (.docx)', and 'Word document (.doc)'. At the bottom, the 'Save changes' button is circled in red, next to a 'Cancel' button.

After uploading your document or typing of the assignment, to confirm submission, you have to Save Changes using the given button.

Then the submissions will be ready to evaluated by your Assessors and will be reverted you through your dashboard.

In the same way, you can attend Quizzes and Weekly evaluations as required.

Link to view the tasks are available in the Activities tab of the right side.

Course Outline

# Unit	Course Description	Hours
1	Unit 1 Traits of instructor	08 Hrs
2	Unit 2 Psychology of learning	20 Hrs
3	Unit 3 NSQF and Analysis of syllabus	24 Hrs
4	Unit 4 Planning for instruction	16 Hrs
5	Unit 5 Instructional Materials	08 Hrs
6	Unit 6 Test and Evaluation	12 Hrs
7	Unit 7 Organisation and Management of instructional Functions	16 Hrs
8	Unit 8 Instructional Technology	16 Hrs
9	Unit 9 Computer aided Teaching	08 Hrs
10	Unit 10 Teaching practice	32 Hrs

Activities:

- Assignments
- Chats
- Feedback
- Forums
- Quizzes
- Resources
- Surveys

If Assignment is clicked, it will show all the assignments to be submitted with status of submission.

Assignments

Section	Assignments	Due date	Submission	Grade
Day 1 Unit - I BROAD VOCATIONAL SCENARIO & TRAITS OF INSTRUCTOR	Assignment for Lesson 1.1 Vocational Scenario in Other Countries	Monday, 1 May 2023, 11:59 PM	No submission	-
	Assignment for Lesson 1.2 Roles and responsibilities of an instructor	Monday, 1 May 2023, 11:59 PM	No submission	-
	Assignment for Lesson 1.3 Traits of a Good Instructor	Monday, 1 May 2023, 11:59 PM	No submission	-
	Assignment for Lesson 1.4 Good Instruction and defects in instruction	Monday, 1 May 2023, 11:59 PM	No submission	-
Day 2 Unit - II Psychology of Learning	Assignment for Lesson 2.1	Wednesday, 3 May 2023, 11:59 PM	No submission	-
	Assignment for Lesson 2.2	Wednesday, 3 May 2023, 11:59 PM	No submission	-
Day 3 Unit - II Psychology of Learning - continued	Assignment for Lesson 2.4	Friday, 5 May 2023, 11:59 PM	No submission	-
	Assignment for Lesson 2.3	Friday, 5 May 2023, 11:59 PM	No submission	-
Day 4 Unit - III NSQF and Analysis of Syllabus	Assignment for Lesson 3.1	Monday, 8 May 2023, 11:59 PM	No submission	-
Day 5 Unit - III NSQF and Analysis of Syllabus - continued	Assignment for Lesson 3.2	Wednesday, 10 May 2023, 11:59 PM	No submission	-
	Assignment for Lesson 3.3	Wednesday, 10 May 2023, 11:59 PM	No submission	-

Likewise, quizzes can be accessed.

5) Weekly assessment

Every week a consolidated weekly assessment is there as Quiz format. All the learnt ideas will be randomly evaluated by this.

Do attend all the tasks without fail to complete the course.

6) FAQs

a) What if there is login error as 'Resource Limit Exceeds' ?

Please login after sometime as too many users are trying to log in at the same time.

b) How to get our User ID and Password ?

User ID and Password are sent to the registered emails of the Verified Candidates. If not received, it can be obtained by sending an Email to : nimionlineadmission@gmail.com

c) I am seeing a different screen in the website

Please ensure you have logged in into RPL course. On the right top, it will be showing the user name, who has logged in. If not, please logout once and re-login to access. Please follow the instructions in this user manual for proper accessing.

d) What is the timeline to complete the course ?

It is given 45 days of time to complete the course. The original timeline is 30 days, due to non-availability of Internet issues, examinations of other sections, it is being extended for 45 days. It should be completed within the timeline and all the tasks given to be completed.

e) Formats accepted to tasks involved ?

MS-Word (doc, docx) for assignments, JPG, PNG for images uploads. Use commonly accepted formats for ease of uploads.

f) In case of any queries, whom to contact ?

You may contact NIMI helpline through **9498087085 - 9498069086 – 7904739434** For availability, please use Whatsapp to the number to get faster reply instead of calling. In case of any online course doubts, you may share the screenshot where you stuck, for easy solutions.