



# LEARNER'S MANUAL - SAMARTH

LEARNING MANAGEMENT SYSTEM OF CBIC

## Objective

Samarth, the Learning Management System of CBIC (LMS), serves as a platform for delivering training to officers and maintaining training records. It facilitates the publication of various courses, including E-Learnings, Computer-Based Trainings (CBT), and traditional trainings, allowing learners to undertake them at their convenience.

The LMS supports the creation and management of scheduled classroom training sessions. Additionally, it features an assessment component designed to evaluate learners' knowledge at the conclusion of training.

Users engaging with the LMS may encounter these terms in their interactions.

- **Audience:** A group of users created by the administrator
- **Curriculum:** A group of training programs in LMS
- **ILT Course:** An Instructor Led Training
- **ILT Class / ILT Class Offering:** An Instructor Led Training created in LMS. ILT Class is linked to ILT Course
- **Courses:** A training program in the Learning Management System (LMS)

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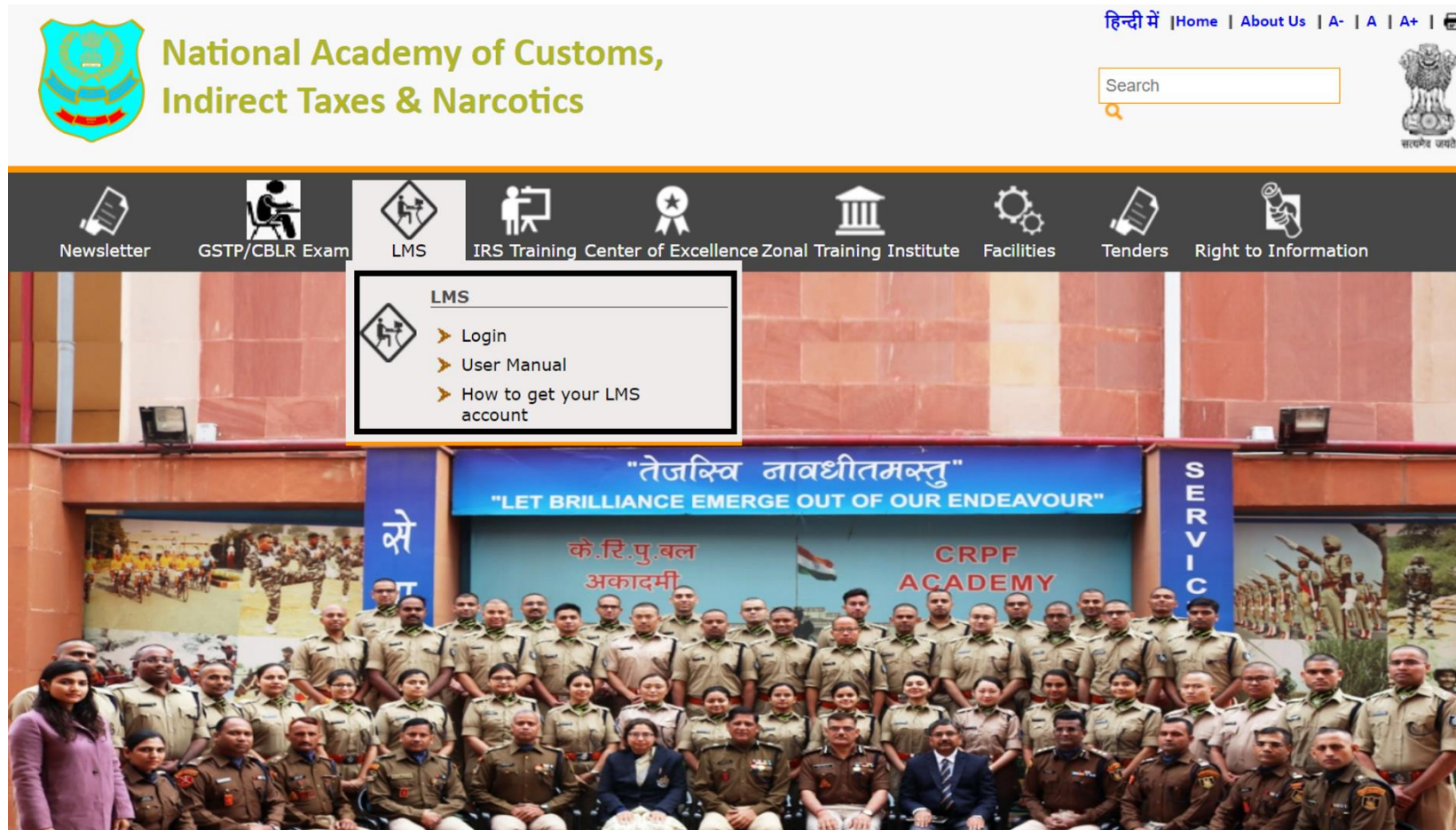
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## 1. Log in to Samarth LMS

Visit the NACIN, website at <https://nacin.gov.in/> and select the LMS icon to access the LMS login page.

Alternatively, you can directly launch the LMS using the URL: <https://samarth.cbic.gov.in/core/login.html>.

Figure 1: Nacin website homepage



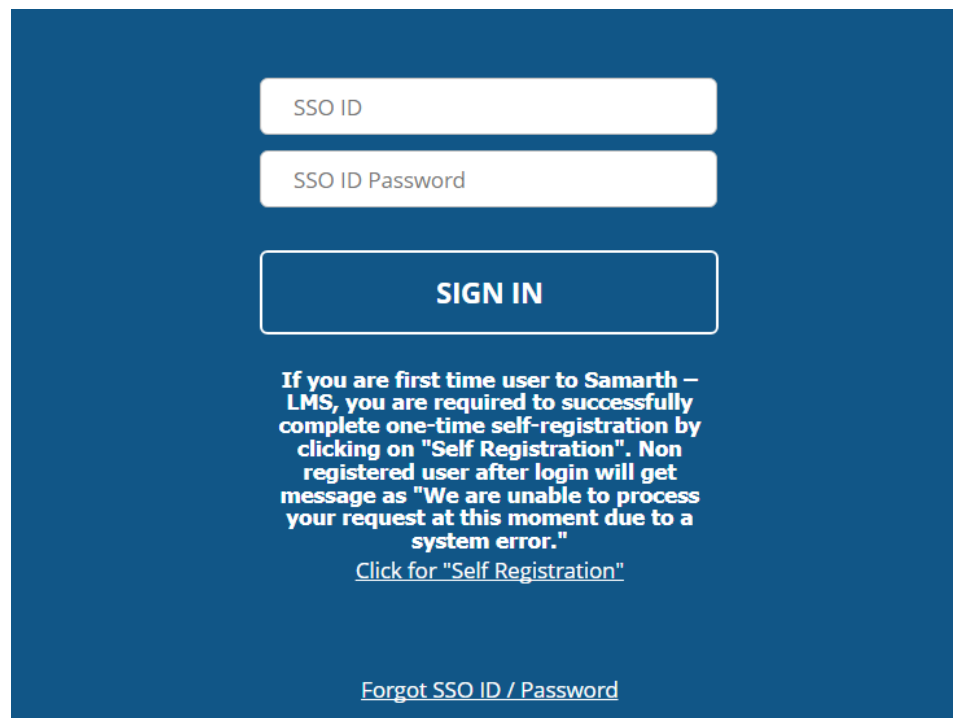
If you possess an SSO ID, click on the "Click here to login" link (as depicted in Figure 2). This action will direct you to the login page where you should input your SSO ID and password into the designated text boxes (as shown in Figure 3). Subsequently, click on "Sign In" to access the login. Ensure that the SSO ID matches the one you use for logging into your AIO (All in One Machine) along with the corresponding password.

**NOTE:** You would require an SSO ID and user account in LMS to access LMS.

Figure 2: LMS welcome screen



Figure 3: LMS authentication screen



## 2. Accessing the Learner mode

After successful authentication, Samarth LMS home screen will be displayed as given in figure 4. From here, you can view listed below:






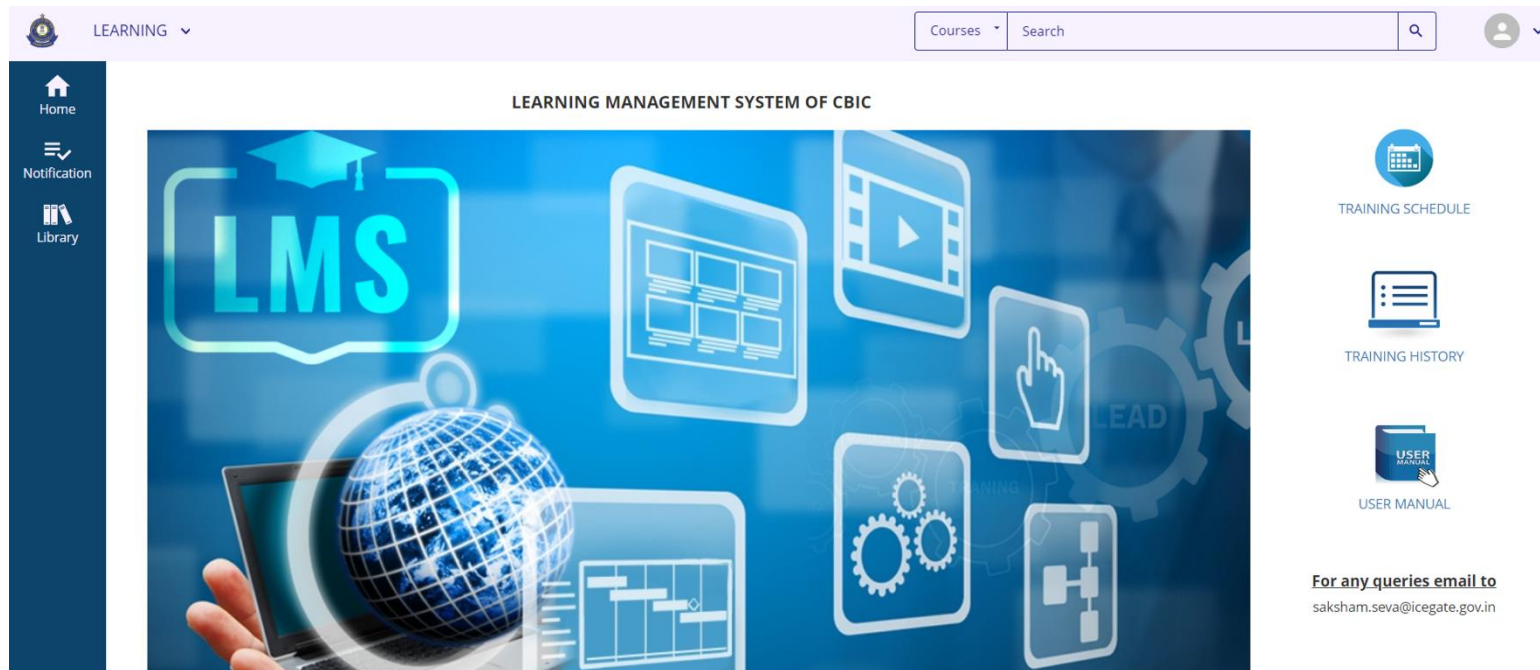
Icons					
Description	Profile Details	Library to browse for training courses.	Home button to return to home screen.	Search to find Courses or menu items.	Notification to see what tasks you need to accomplish.

Figure 4: LMS Learner home screen



### 3. Library

To enter the library, click on the library icon and utilize the Navigation (left-hand) pane for browsing. Employ the arrows to expand or collapse lists of subcategories.

The numerical count beside a category encompasses courses linked to its subcategories as well. When selecting a category with subcategories, the library will display all courses associated with both the main category and its subcategories.

Figure 5: Library View

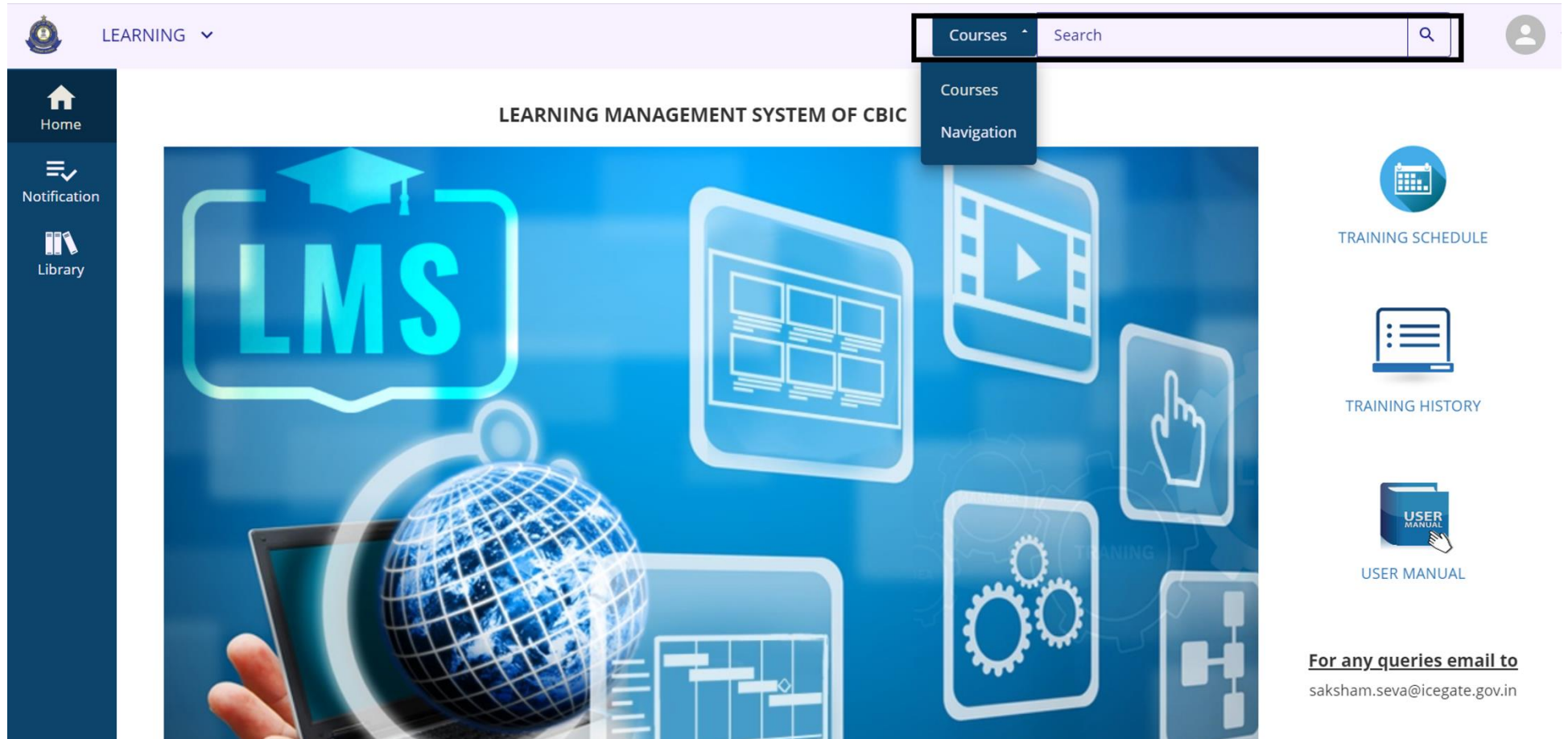
The screenshot displays the 'LEARNING' library interface. At the top, there is a search bar with a dropdown menu set to 'Courses' and a search icon. Below the search bar, a navigation pane on the left contains icons for Home, Notification, and Library (which is highlighted). The main content area is titled 'LIBRARY' and includes a breadcrumb 'Library'. Below the title, there is a descriptive sentence: 'Browse and search for available learning activities. You can use the Topics tab to narrow your results by subject and the Filters tab to apply additional criteria (such as the activity type or duration)'. There are two tabs: 'TOPICS' and 'FILTERS'. Under 'TOPICS', there is a search bar containing an asterisk (\*), a search icon, and the text '20 of 90 results for "\*"'. To the right of the search bar, it says 'Sort By: Name: A To Z'. The list of learning activities includes:

- SESSION**  
**01. Overview of ADVAIT**  
Explains ADVAIT features, why it is needed, log in steps, basic navigation  
ADV001C  
★★★★★ (14) [Heart] [Share]
- COURSE**  
**02. ADVAIT Portal Deep Dive**  
Design themes, dashboard and KPI features, entity search overview  
ADV002C  
★★★★★ (6) [Heart] [Share]
- COURSE**  
**03. ADVAIT Reports Deep Dive**  
Accessing reports, report template, filter prompt, 3 categories of reports - Customs, Central Excise, GST  
ADV003C  
★★★★★ (6) [Heart] [Share]

#### 4. Search a course.

Using the Search option in the LMS, learners can explore available courses. The search results, aligned with the learner's domain, are presented on the home screen. Learners can then register and initiate the course directly from the search results.

Figure 6: Search in LMS application

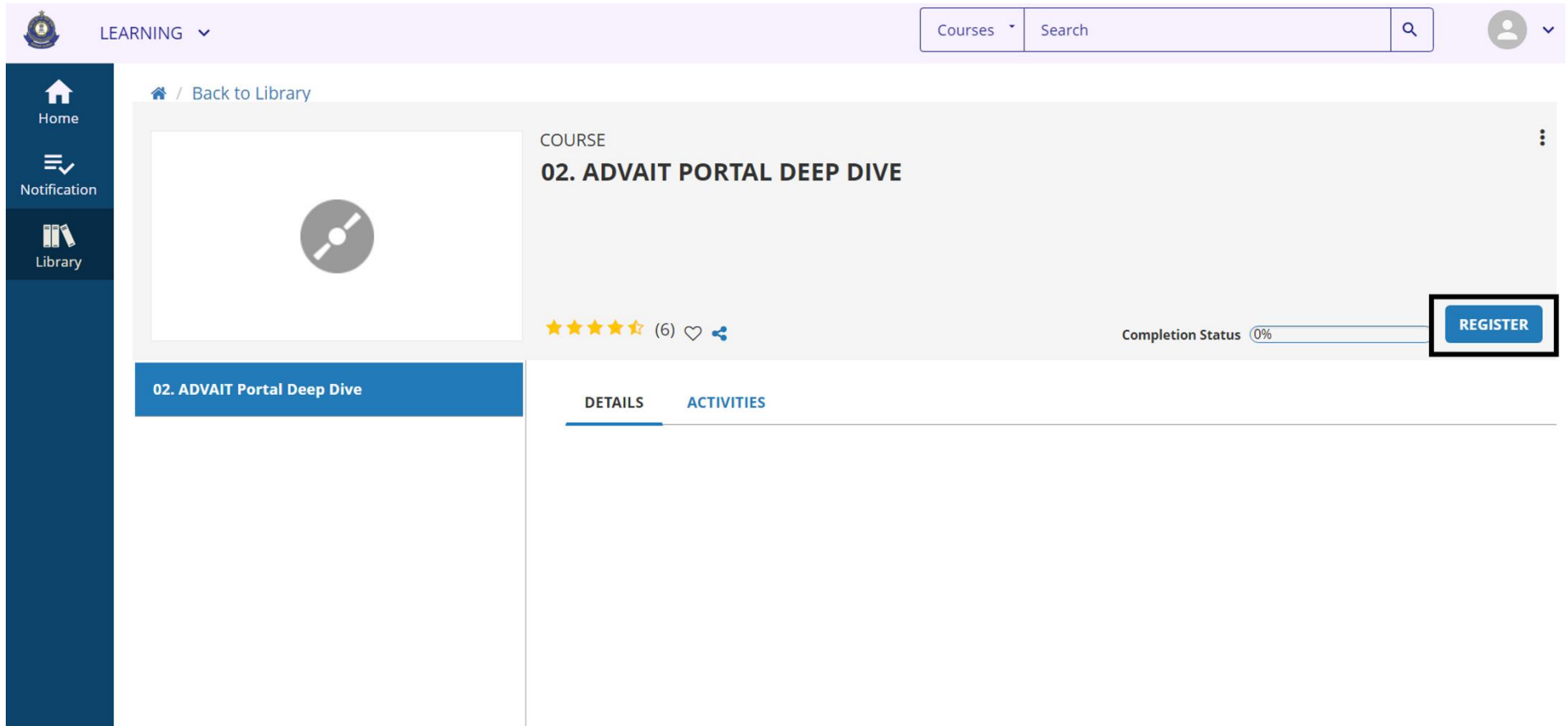




## 5. Registering for a Course

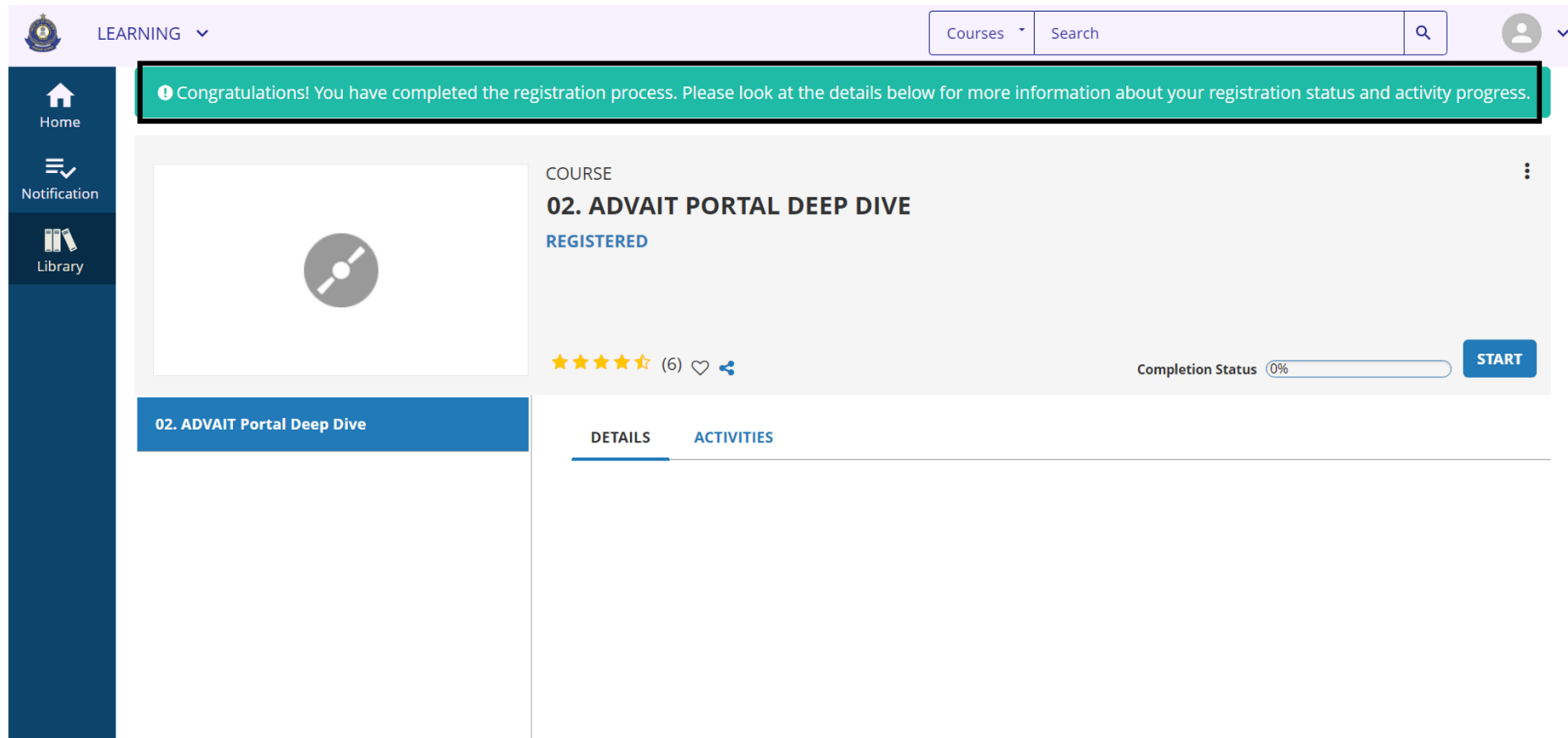
When learner choose a course for registration, the screen below will be displayed. After the learner clicks on "register," they will encounter Figure 8, confirming the successful course registration.

Figure 7: Registering for a course.



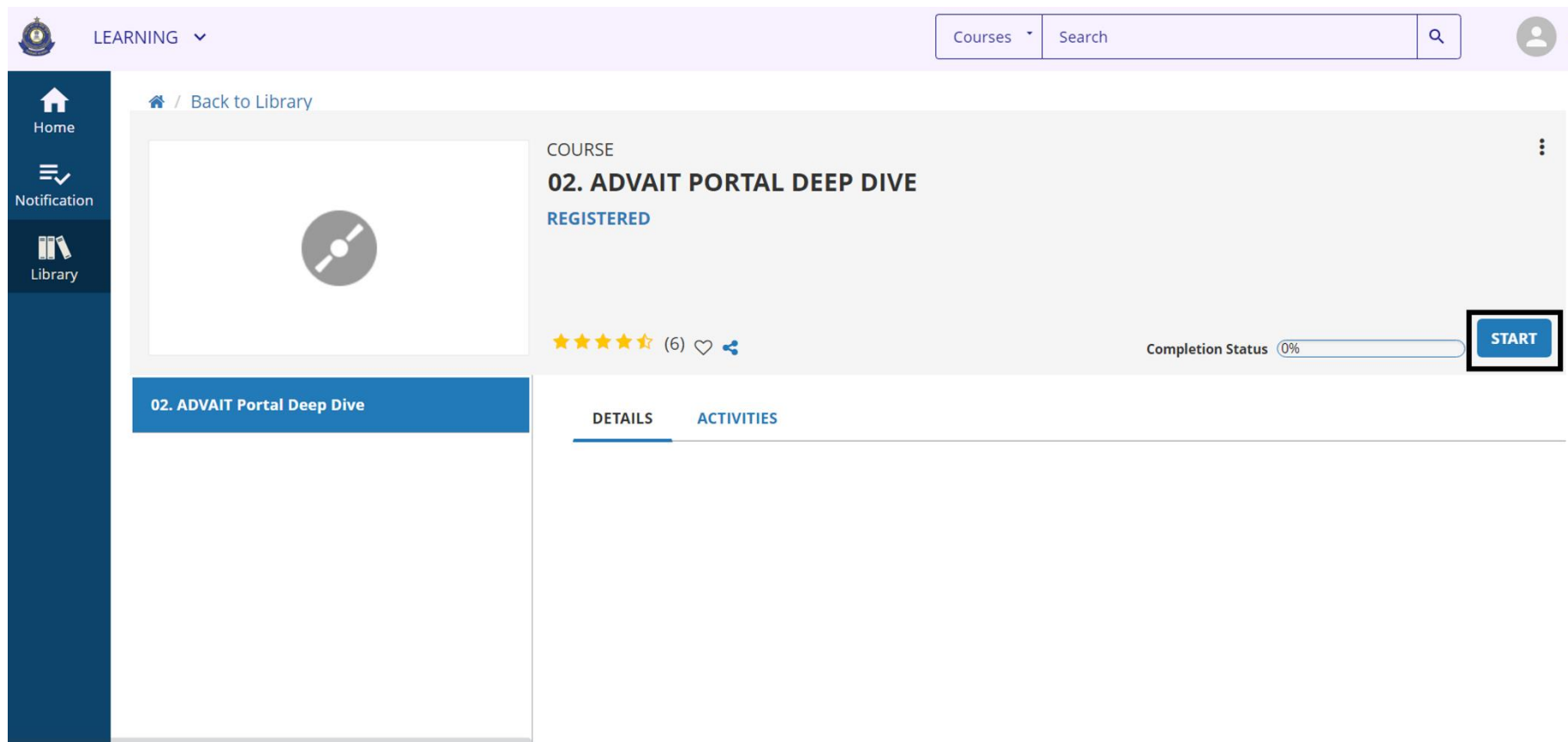
Upon registration, the system will display a confirmation message indicating a successful registration.

Figure 8: Registering in a course.



After registering, learners must click "start" to commence the course or access the learning content.

Figure 9: Registering for a course - Confirmation screen



## 6. Views under Training Schedule

The Learner can also check various views under Training Schedule page. Click on “Training Schedule” listed on the right side pan on the Homepage.

Figure 10: Training Schedule current/upcoming courses

LEARNING

Courses Search

### TRAINING SCHEDULE

This is a list of current training activities for which you are registered.

Search ...

**CURRENT/UPCOMING** EXPRESSED INTEREST PENDING SIGNATURES COMPLETED CANCELED WAITING LIST OR PENDING APPROVAL LEARNER ATTACHMENTS

ALL **ONGOING ACTIVITIES** UPCOMING ACTIVITIES FIXED DURATION ACTIVITIES COMPLETION REQUESTED ACTIVITIES

Displaying 10 of 21 Records 10 25 50 100

Export To Excel Print Cancel Registration View Calendar

<input type="checkbox"/>	Activity Name ^	Status	Code	Region	Start Date	End Date	Actions
<input type="checkbox"/>	01. Overview of ADAIT Session	IN PROGRESS	ADV001C				START
<input type="checkbox"/>	02. ADAIT Portal Deep Dive Course	REGISTERED	ADV002C				START
<input type="checkbox"/>	03. ADAIT Reports Deep Dive Course	IN PROGRESS	ADV003C				START
<input type="checkbox"/>	04. ADAIT Mobile Portal Course	IN PROGRESS	ADV004C				START

## 6.1 Current registrations

Here is a display of the courses in which the learner is presently enrolled and actively participating. This view encompasses registrations for all courses and other ongoing learning activities that the learner is engaged in.

Figure 11: List of learning activities the learner is registered for

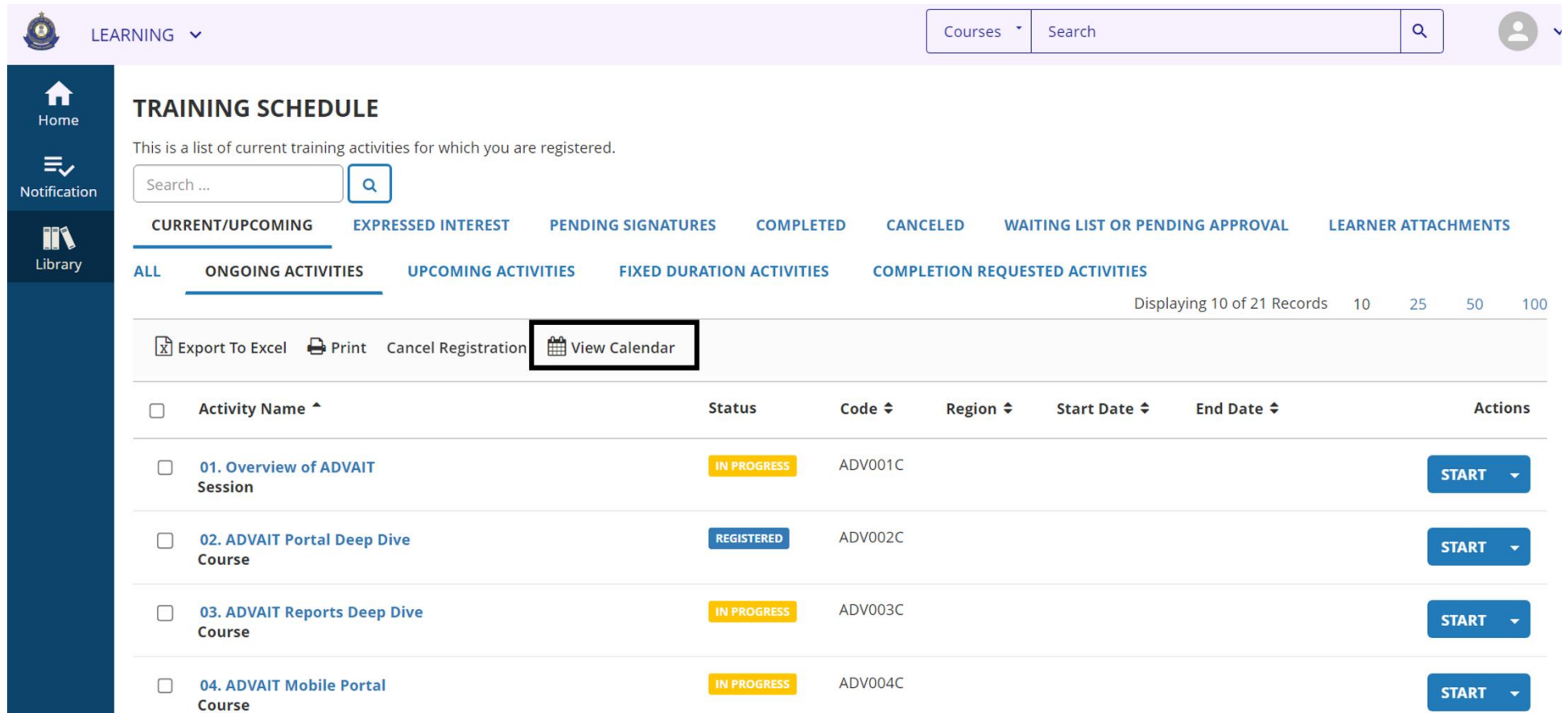
The screenshot displays the 'TRAINING SCHEDULE' page. At the top, there is a navigation bar with 'LEARNING' and a search bar. A left sidebar contains 'Home', 'Notification', and 'Library' options. The main content area shows a list of activities under the 'CURRENT/UPCOMING' tab. The list includes four items: '01. Overview of ADVAIT Session' (IN PROGRESS), '02. ADVAIT Portal Deep Dive Course' (REGISTERED), '03. ADVAIT Reports Deep Dive Course' (IN PROGRESS), and '04. ADVAIT Mobile Portal Course' (IN PROGRESS). Each item has a 'START' button in the Actions column. Below the list are options for 'Export To Excel', 'Print', 'Cancel Registration', and 'View Calendar'.

<input type="checkbox"/>	Activity Name ^	Status	Code	Region	Start Date	End Date	Actions
<input type="checkbox"/>	01. Overview of ADVAIT Session	IN PROGRESS	ADV001C				START
<input type="checkbox"/>	02. ADVAIT Portal Deep Dive Course	REGISTERED	ADV002C				START
<input type="checkbox"/>	03. ADVAIT Reports Deep Dive Course	IN PROGRESS	ADV003C				START
<input type="checkbox"/>	04. ADVAIT Mobile Portal Course	IN PROGRESS	ADV004C				START

## 6.2 Calendar View

This will show Calendar View in training schedule page, learner can also check his training calendar based on the courses that he has registered.

Figure 12: To view calendar view of the courses.



The screenshot displays the 'TRAINING SCHEDULE' page. At the top, there is a navigation bar with 'LEARNING' and a search box. A left sidebar contains 'Home', 'Notification', and 'Library' options. The main content area shows a list of training activities. A search box is present above the activity list. Below the search box, there are several filter tabs: 'CURRENT/UPCOMING', 'EXPRESSED INTEREST', 'PENDING SIGNATURES', 'COMPLETED', 'CANCELED', 'WAITING LIST OR PENDING APPROVAL', and 'LEARNER ATTACHMENTS'. Underneath these, there are more specific filters: 'ALL', 'ONGOING ACTIVITIES', 'UPCOMING ACTIVITIES', 'FIXED DURATION ACTIVITIES', and 'COMPLETION REQUESTED ACTIVITIES'. The 'View Calendar' button is highlighted with a black box. Below the filters, there are options to 'Export To Excel', 'Print', 'Cancel Registration', and 'View Calendar'. The table below lists activities with columns for 'Activity Name', 'Status', 'Code', 'Region', 'Start Date', 'End Date', and 'Actions'.

Activity Name ^	Status	Code	Region	Start Date	End Date	Actions
<input type="checkbox"/> 01. Overview of ADAIT Session	IN PROGRESS	ADV001C				START
<input type="checkbox"/> 02. ADAIT Portal Deep Dive Course	REGISTERED	ADV002C				START
<input type="checkbox"/> 03. ADAIT Reports Deep Dive Course	IN PROGRESS	ADV003C				START
<input type="checkbox"/> 04. ADAIT Mobile Portal Course	IN PROGRESS	ADV004C				START

Calendar View will show the training calendar for the courses learner has registered.

Figure 13: Calendar View

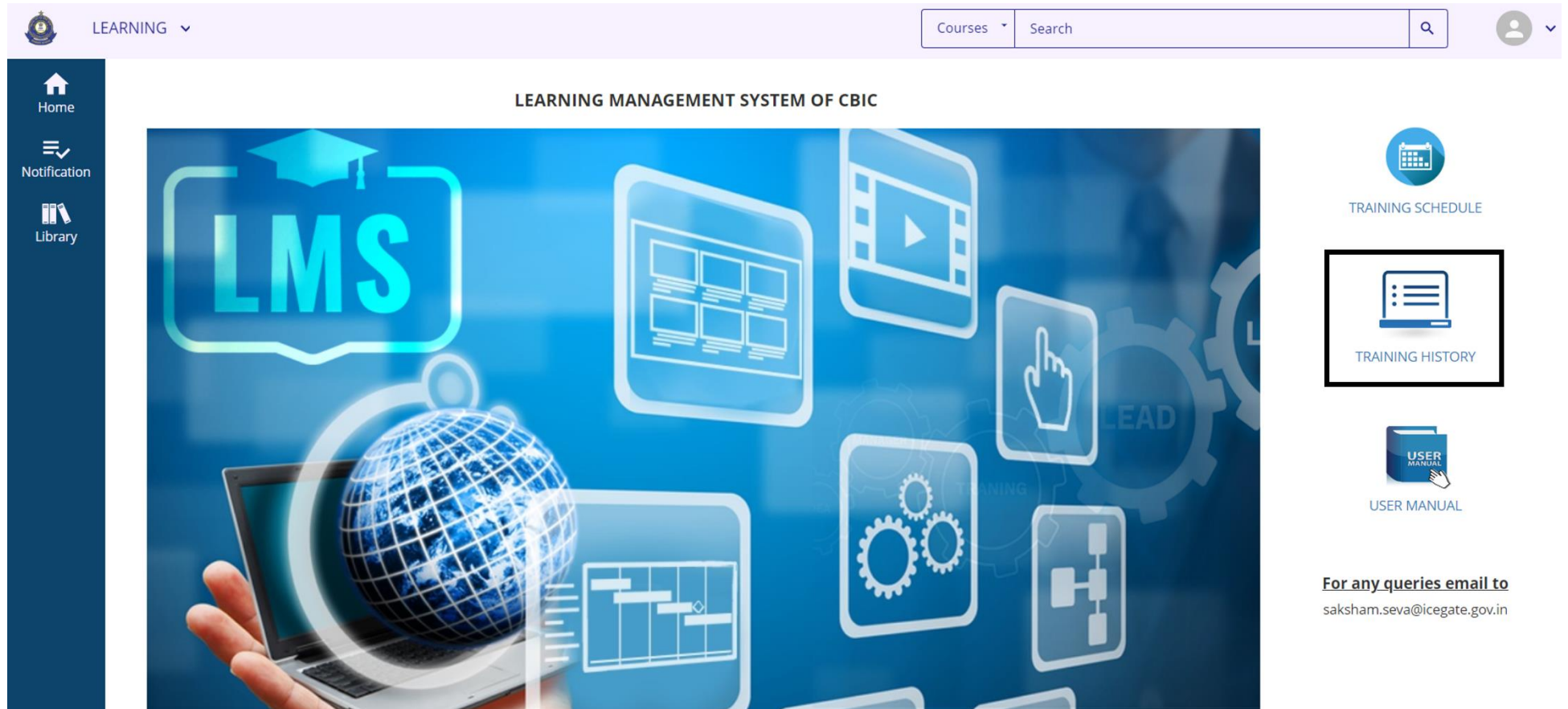
The screenshot displays the 'CALENDAR VIEW' section of a learning management system. At the top, there is a navigation bar with 'LEARNING' and a search bar containing 'Courses' and 'Search'. A sidebar on the left includes 'Home', 'Notification', and 'Library' options. The main content area features a title 'CALENDAR VIEW' and a subtitle 'This is a list of scheduled training activities for which you are registered for a specified period.' Below this, there is a calendar for 'November 2023' with view options for 'Day', 'Week', and 'Month'. The calendar grid shows dates from 29 to 25, with the 16th highlighted in yellow. A 'CANCEL' button is located at the bottom right of the calendar area.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

## 7. Training History / Self-Report

The "Training History/Self Report" view presents a list of completed trainings by the learner. It is accessible from the homepage, where "Training History" is located on the right-hand side panel.

Figure 14: Accessing Training History / Self Report





The following screen shows the view of the report of the trainings completed.

Figure 15: Report of the trainings completed

LEARNING

Courses Search

Home

Notification

Library

## TRAINING TRANSCRIPT

Select a year or date range to filter completed training records.

Date Range

Start Date End Date

11/16/2022 05:56pm 11/16/2023 05:56pm

REFRESH

List of completed activities from 11/16/2022 to 11/16/2023

Username: E-mail:

User number:

There are no records in your Training Transcript.

PRINT EXPORT TO PDF

## 7.1 Training History / Report based on completion date range

The Learner can also filter Course report based on completion date range. Specify the start date and end date in the range selection to see the required view.

Figure 16: Filtering Report/Training History based on date range.

LEARNING

Courses Search

Home

Notification

Library

### TRAINING TRANSCRIPT

PRINT EXPORT TO PDF

Select a year or date range to filter completed training records.

Date Range

All

2022

2020

2019

Date Range

End Date

11/16/2023 05:56pm

REFRESH

List of completed activities from 11/16/2022 to 11/16/2023

Username:

E-mail:

User number:

There are no records in your Training Transcript.

## 7.2 Training History based on year of completion.

Learner can also view Course completion report based on selection of year of completion.

Figure 17: Filtering Report/Training History based on year of completion.

The screenshot displays the 'TRAINING TRANSCRIPT' page. At the top, there is a navigation bar with 'LEARNING' and a search bar. A sidebar on the left contains 'Home', 'Notification', and 'Library' options. The main content area features a filter section with the text 'Select a year or date range to filter completed training records.' Below this, a 'Date Range' dropdown menu is open, showing options for 'All', '2022', '2020', and '2019'. The '2022' option is highlighted. To the right of the dropdown, there is an 'End Date' field with a calendar icon and a 'REFRESH' button. Below the filter section, there is a message: 'List of completed activities from 11/16/2022 to 11/16/2023'. Underneath, there are labels for 'Username:', 'E-mail:', and 'User number:'. At the bottom, an information icon is followed by the text 'There are no records in your Training Transcript.'

## 7.3 Printing Training History

Learner can also click on 'Export to PDF' and export his Course completion report to PDF file or can click on 'Print' to directly print the training history.

Figure 18: Printing Training Report / History

LEARNING

Courses Search

Home

Notification

Library

## TRAINING TRANSCRIPT

Select a year or date range to filter completed training records.

Date Range

All  
2022  
2020  
2019  
Date Range

End Date

11/16/2023 05:56pm

REFRESH

List of completed activities from 11/16/2022 to 11/16/2023

Username:

E-mail:

User number:

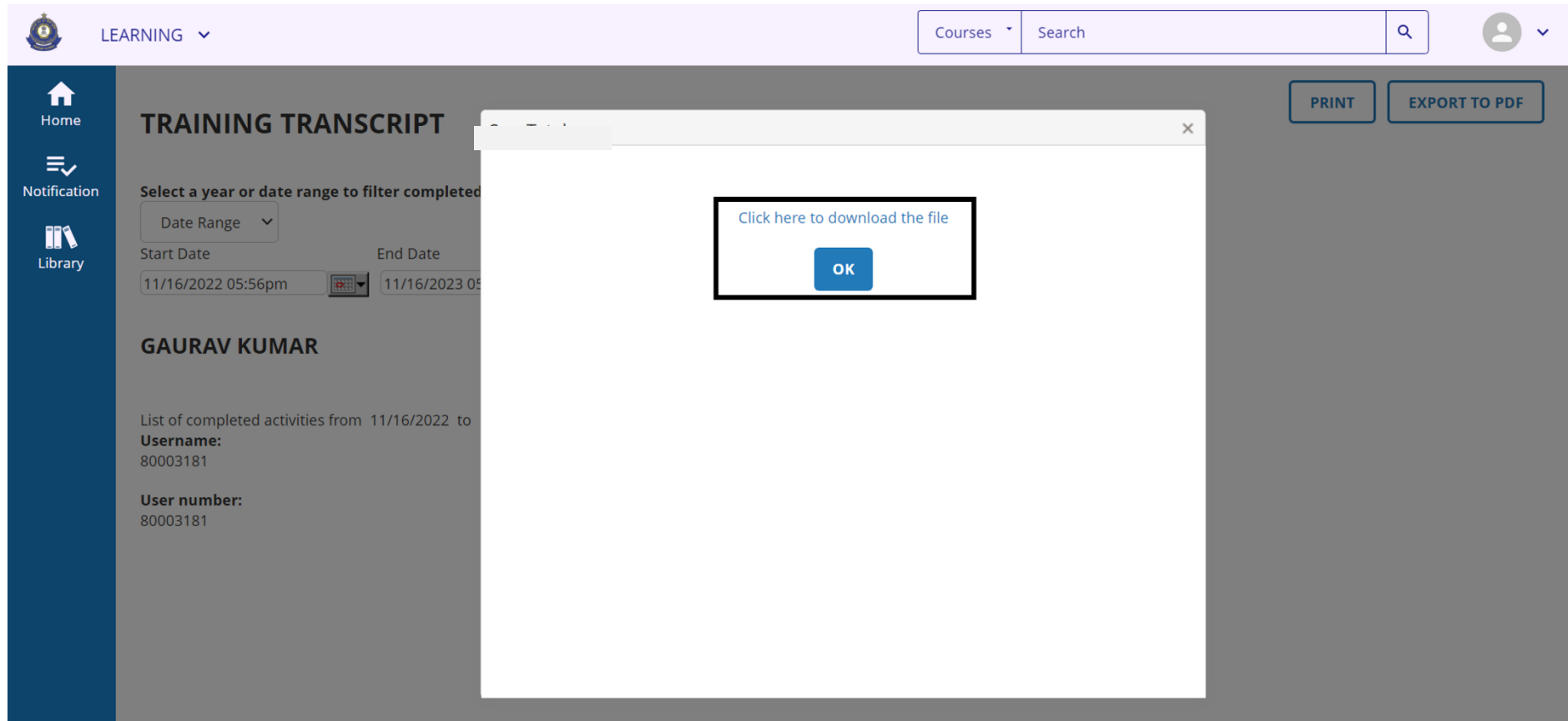
There are no records in your Training Transcript.

PRINT EXPORT TO PDF

## 7.4 Exporting Training History

To download the report, click on “Export to PDF”. The listed below figure 18 will show, once the Course completion report has been exported to PDF file, click on the file to download the PDF file.

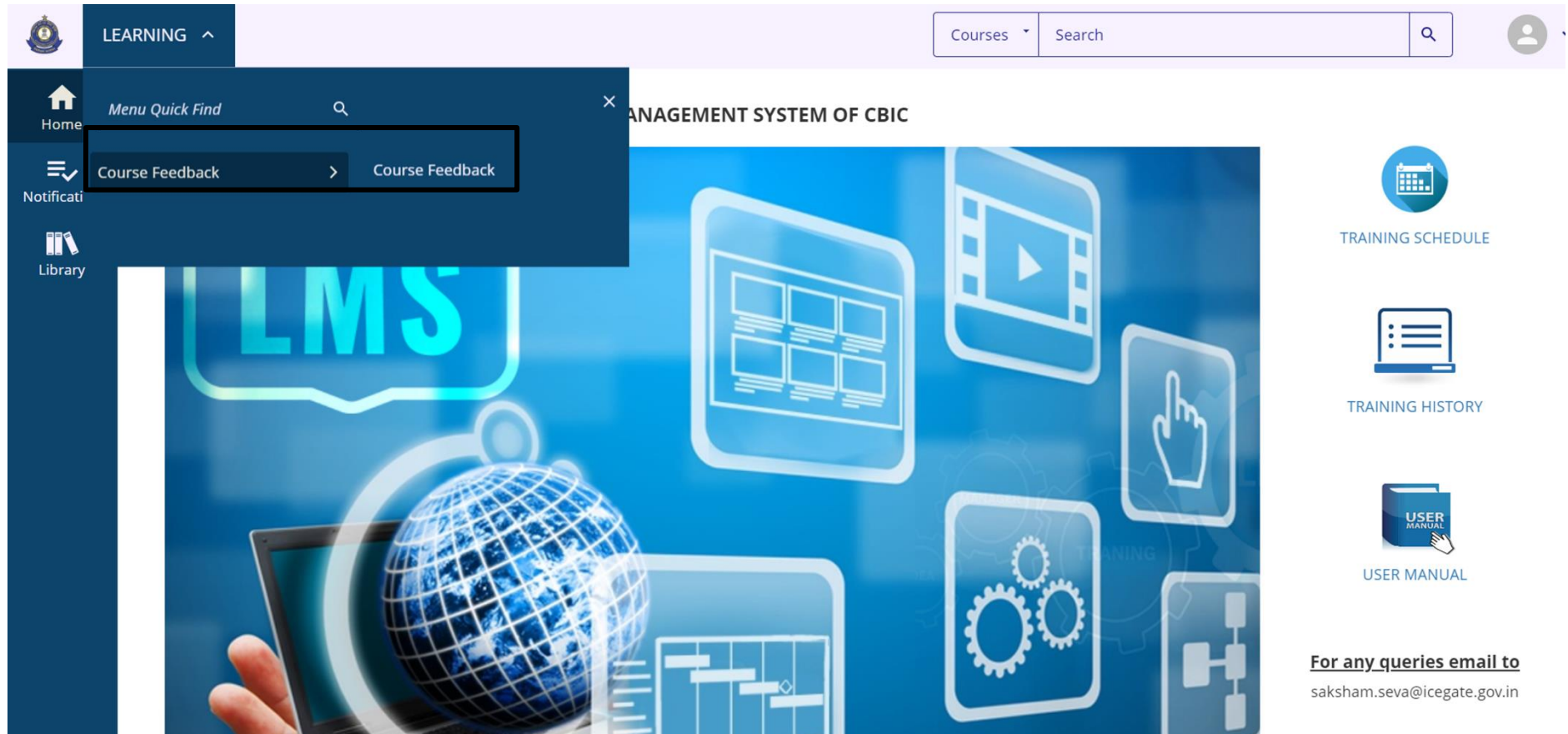
Figure 19: Download link for Training Report / History in .pdf



## 8. Course Feedback

Feedback form for the course can be viewed in Learning under Learning Icon menu, using the following path: Learning → Course Feedback.

Figure 20: Accessing Course Evaluations



From the dropdown list, when the Learner selects 'Pending Evaluation' the LMS will show the evaluations that are pending for the Learner. Click on Start to give evaluation / feedback of the course.

Figure 21: Pending Evaluations

The screenshot displays the 'LEARNING ACTIVITY EVALUATIONS' section of an LMS. At the top, there is a navigation bar with 'LEARNING' and a dropdown arrow, a 'Courses' dropdown, a search bar, and a user profile icon. On the left, a dark blue sidebar contains icons for 'Home', 'Notification', and 'Library'. The main content area is titled 'LEARNING ACTIVITY EVALUATIONS:' and includes a descriptive sentence: 'This is a list of all evaluations assigned to you. Select from the View list to see pending, expired, and completed evaluations.' Below this is a search bar with a 'Search:' label, a 'Help' link, and a search icon. To the right of the search bar is a 'View:' dropdown menu, which is highlighted with a red box and currently shows 'Pending evaluations'. Below the search and view controls, there is a message: 'There are no records to display.' and a 'Records: 0' indicator.

The feedback / evaluation form will show upon clicking start, as listed below. Click on Submit, once the feedback is completed.

Figure 22: Evaluation

The screenshot displays a web application interface for a Learning Management System (LMS). The main header includes a logo, the word "LEARNING" with a dropdown arrow, and a search bar with "Courses" and "Search" labels. A sidebar on the left contains navigation icons for Home, Notification, and Library. The main content area shows a list of evaluations with a search bar and a "View:" dropdown menu set to "Pending evaluations". A modal window titled "SumTotal" is open, displaying a "Feedback Form" with three sections:

- 1. What would you rate the training ?**
  - Outstanding
  - Good
  - Fine
  - Needs Improvement
- 2. What would you rate the training ?**

Test
- 3. Kindly share your feedback for the trainer**
  - Expert
  - Intermediate
  - Beginner

At the bottom of the modal, there are three buttons: "FINISH LATER", "SUBMIT", and "CANCEL".



From the same dropdown list, when the Learner selects 'Completed Evaluation' the Samarth LMS will show the evaluations that Learner has already completed.

Figure 23: Completed Evaluations

The screenshot displays the 'LEARNING ACTIVITY EVALUATIONS' section of the Samarth LMS. At the top, there is a navigation bar with 'LEARNING' and a dropdown arrow, alongside 'Courses' and a search field. A sidebar on the left contains icons for Home, Notification, and Library. The main content area features the title 'LEARNING ACTIVITY EVALUATIONS:' followed by a descriptive sentence: 'This is a list of all evaluations assigned to you. Select from the View list to see pending, expired, and completed evaluations.' Below this is a search bar with a 'Search:' label, a 'Help' link, and a search icon. To the right of the search bar is a 'View:' dropdown menu, which is highlighted with a black box and currently shows 'Completed evaluations'. Below the search and view controls, a message states 'There are no records to display.' with a small information icon. In the bottom right corner of the evaluation area, it says 'Records: 0'.

## 9. Returning on homepage

Clicking on the home button will take learner back to the Samarth LMS home page for learners.

Figure 24: Returning to the Learner home page



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