Objective

Samarth - Learning Management System of CBIC (LMS) is a platform through which training can be imparted to officers. It is also used to keep training records. All courses including E Learnings, Computer Based Trainings (CBT) and Trainings can be published in it and learners can take these courses at their convenient time.

The scheduled classroom training can also be created and managed in the LMS. It also has an assessment feature that can be used to test learner's knowledge at the end of training.

A user may come across these terms while working with LMS.

- **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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1. Log in to Samarth LMS

Open Nacin website (https://nacin.gov.in/), then click on the LMS icon listed there to go to the LMS login page.

Direct URL to launch LMS: https://samarth.cbic.gov.in/core/login.html

Figure 1: Nacin website homepage
If you have SSO ID, then you click on “Click here to login” (as given on figure 2), which will take you to the login page, enter your SSO ID and password in the text boxes provided (as given on figure 3) and click on sign in to login. The SSO ID should be same as the one you use to log in to your AIO (All in One Machine) and corresponding password.

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

<table>
<thead>
<tr>
<th>Icons</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Icon 1" /></td>
<td>Profile Details</td>
</tr>
<tr>
<td><img src="image2.png" alt="Icon 2" /></td>
<td>Library to browse for training courses.</td>
</tr>
<tr>
<td><img src="image3.png" alt="Icon 3" /></td>
<td>Home button to return to home screen.</td>
</tr>
<tr>
<td><img src="image4.png" alt="Icon 4" /></td>
<td>Search to find Courses or menu items.</td>
</tr>
<tr>
<td><img src="image5.png" alt="Icon 5" /></td>
<td>Notification to see what tasks you need to accomplish.</td>
</tr>
</tbody>
</table>

*Figure 4: LMS Learner home screen*
3. Library

You can access the Library by clicking on the Library icon, use the Navigation (left-hand) pane to browse. Use the arrows to expand or minimize lists of sub categories.

The number count next to a category also includes courses associated with its sub categories. When you click on a category that has sub categories, the Library shows all courses associated with that category & sub category.

Figure 5: Library View
4. Search a course

The Learner can search for the available courses in the LMS by Search option. The search results are displayed on the home screen as per the learner’s audience membership rules. The Learner can register and start the course from the search results.

Figure 6: Search in LMS application
5. Registering for a Course

On selecting a course for registration, you will see the listed below screen. For ILT Course, once the learner selects the ILT course, then LMS will show available ILT class under it. Learner should click on ‘Register’ button to complete the selection process.

Figure 7: Registering for a course
Once the Learner selects course of the choice, he can click on ‘Submit’ button and complete the registration process.

*Figure 8: Registering for course – Conclusion screen*
Once registered, the system will show confirmation message for successful registration.

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
6.1 Current registrations

Following is a view of courses that the Learner is currently registered for & currently pursuing. This will show registration for all courses that Learner has registered for and other learning activities that the Learner is pursuing.

![List of learning activities the learner is registered for](image)

**Figure 11:** List of learning activities the learner is registered for
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
Calendar View will show the training calendar for the courses learner has registered.

Figure 13: Calendar View
7. Training History / Self-Report

Training History / Self Report view shows list of trainings that learner has completed. It can be accessed from the homepage, “Training History” is listed on the right side pan of the homepage.

Figure 14: Accessing Training History / Self Report

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

Figure 15: Report of the trainings completed

TRAINS HISTORY

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

Start Date   End Date
2/18/2018 08:25am  2/18/2019 08:25am

LMS TEST1

List of completed activities from 2/18/2018 to 2/18/2019

Username: Imtest1
E-mail: imtest1@kogate.gov.in
User number: 0000531

ACTIVITIES

<table>
<thead>
<tr>
<th>Activity</th>
<th>Start Date</th>
<th>Completion Date</th>
<th>Score</th>
<th>Attended Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Evaluations</td>
<td>2/18/2019</td>
<td>2/18/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Database Management System For Project Saiksham</td>
<td>1/16/2019</td>
<td>1/16/2019</td>
<td></td>
<td>Days: 0, Hours: 0, Minutes: 13, Seconds: 13</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Start Date</th>
<th>Completion Date</th>
<th>Score</th>
<th>Attended Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Evaluations</td>
<td>2/18/2019</td>
<td>2/18/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Database Management System For Project Saksham</td>
<td>1/16/2019</td>
<td>1/16/2019</td>
<td>Days: 0, Hours: 0, Minutes: 13, Seconds: 16</td>
<td></td>
</tr>
</tbody>
</table>
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
### 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*

<table>
<thead>
<tr>
<th>Activity</th>
<th>Start Date</th>
<th>Completion Date</th>
<th>Score</th>
<th>Attended Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Evaluations</td>
<td>2/18/2019</td>
<td>2/18/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Database Management System For Project Saksham</td>
<td>1/16/2019</td>
<td>1/16/2019</td>
<td></td>
<td>Days: 0, Hours: 0, Minutes: 13, Seconds: 16</td>
</tr>
</tbody>
</table>
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 Self Icon menu, using the following path: Self → 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**

<table>
<thead>
<tr>
<th>Evaluation Name</th>
<th>Activity Name</th>
<th>Code</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feedback Form</td>
<td>Test Evaluations</td>
<td>A002130</td>
<td>2/23/2019</td>
<td>New</td>
</tr>
</tbody>
</table>
The feedback / evaluation form will show upon clicking start, as listed below. Click on Submit, once the feedback is completed.

Figure 22: Evaluation
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*
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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