



Ref. No.: F86.V3/REG/0517-20

Date: 15.04.2020

## NOTIFICATION

It is hereby notified for general information to all concerned of Cooch Behar Panchanan Barma University that the University Authority has introduced Online Classes through TCS iON platform.

For this purpose, all the Students (**students of MA / M.Sc. / M.Com. / LL.M / BLIS / MLIS / MCJ**) are requested to login to the said portal and for attending the classes as provided by the concerned department.

**Weblink:** “<https://g25.tcsion.com/LX/login#lx>”

If any technical issue arises in this regard, please contact **Dr Avijit Datta**, System Administrator (**Email ID: [systemadmin@cbpbu.ac.in](mailto:systemadmin@cbpbu.ac.in)**) or **Mr. Tanmay Dutta**, Junior Assistant (**Email ID: [tdutta@cbpbu.ac.in](mailto:tdutta@cbpbu.ac.in)**) through Email Only.

Sd/-  
Registrar

Encl: As stated.

### In communication to:

1. The Hon'ble Vice Chancellor, Cooch Behar Panchanan Barma University.
2. The Dean, Faculty of Post-Graduate Studies in Arts, Fine Arts, Performing Art and traditional Art Forms, Cooch Behar Panchanan Barma University.
3. The Dean, Faculty of Post-Graduate Studies in Science, Technology and Vocational Studies, Cooch Behar Panchanan Barma University.
4. The System Administrator, Cooch Behar Panchanan Barma University.
5. The Head/ Co-ordinator with all Faculty Members, All the Departments, Cooch Behar Panchanan Barma University.
6. Dr Avijit Datta, System Administrator, Cooch Behar Panchanan Barma University, to upload the notice in the University Website.
7. Guard File.

  
Registrar  
**Registrar**  
Cooch Behar Panchanan Barma University

# TCS iON Digital Learning

## User Manual

## Index

|   |    |
|---|----|
| <b>Introduction</b> .....               | 3  |
| <b>Login and Forgot Password</b> .....  | 5  |
| <b>My Courses</b> .....                 | 6  |
| <b>My Communities</b> .....             | 8  |
| <b>3.1 Collaboration Enablers</b> ..... | 9  |
| <b>My Favourites</b> .....              | 11 |

## Introduction

Education is one of the pivotal aspect of our lives, and for ages, our society has not only emphasised on the importance of education, but also, taken evolutionary steps towards its betterment.

Universities and schools have invested countless years and great amount of money to facilitate a conducive environment for students and teachers. Over the last few decades, our education system has come a long way.

And now, the ever evolving technology and the sheer size of the information available today, has compelled our society to look at innovative ways of passing the relevant knowledge in an optimal way. Today, the focus of the educational institutions is not just on the curriculum, but also on the ways in which it can be delivered faster and with utmost convenience.

Educational institutes are now adopting a hybrid method of traditional classroom and online platforms to enhance the teaching as well as the learning experience.

This has led to the advent of distance learning and digital pedagogy, where the geographical and demographic are no longer a restriction for the students to access universities and other educational institutions. Distance learning enables students to enrol for a course without having to physically attend a traditional classroom. It offers a flexibility that many students find appealing.

However, with every ground-breaking idea, comes its share of challenges and distance learning is not an exception. Distance learning classes can present problems for students in number of areas which make conducting/attending a course challenging.

These challenges could be in terms of:

- **Engagement:** Learning is a Social Process. The lack of face-to-face interactions between students, teachers and other classmates may cause students to feel isolated and become discouraged from enrolling in to an online course, especially if a student has never enrolled for one.
- **Content:** If distance learners are being sought, they will need to be provided with similar or better pedagogical resources than that received by on-campus students. This can be particularly challenging if the Universities do not engage in using the right kind of tools to deliver their courses.

- **Commitment:** A traditional classroom environment carries with it, a certain level of social pressure: the teacher and other classmates expect each student to come to class every week, complete the assignments answer the teacher's questions and actively participate in group projects. In a distance learning class, these behaviours are expected as well, but the social pressure to comply is absent. Students must possess or learn to develop the selfdiscipline required to organize their time effectively and participate fully in the learning process.

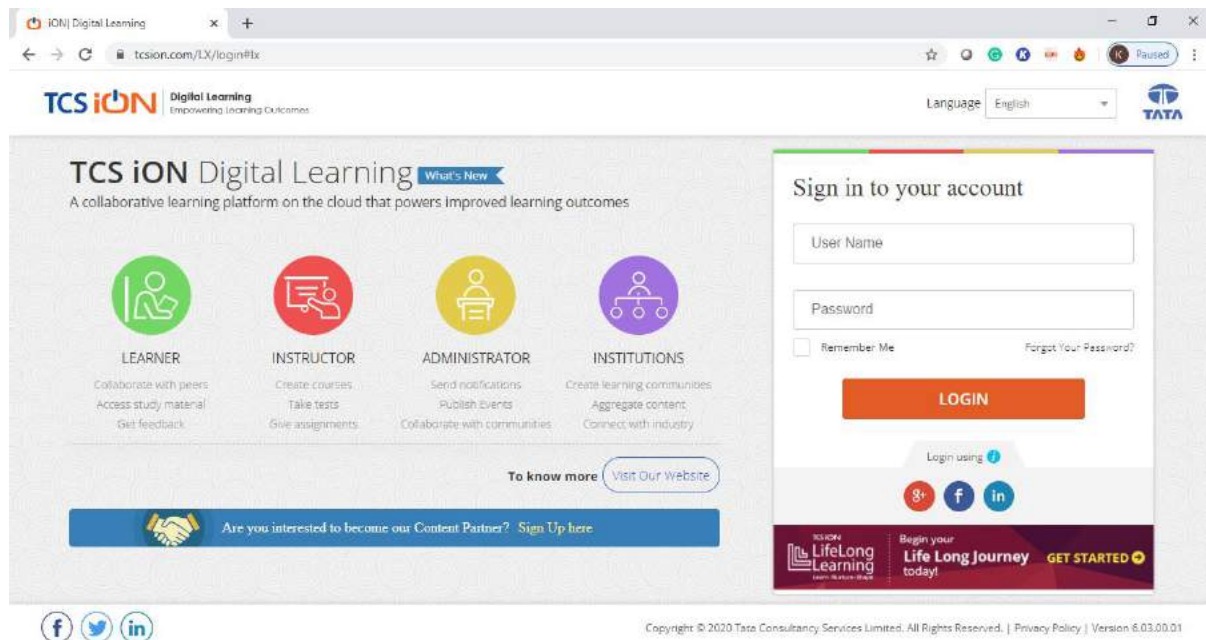
To overcome these challenges, TCS iON developed a collaborative platform— **TCSiON Digital Learning** —that integrates the comfort of an online course with the efficiency of a traditional classroom, all the while allowing social interaction around content or events. Using the different features available on the iDL platform, any university or any other educational institution can engage geographically dispersed students in various learning activities and assess them as well.

Please follow the steps below to log on to TCSiON Digital Learning and explore.

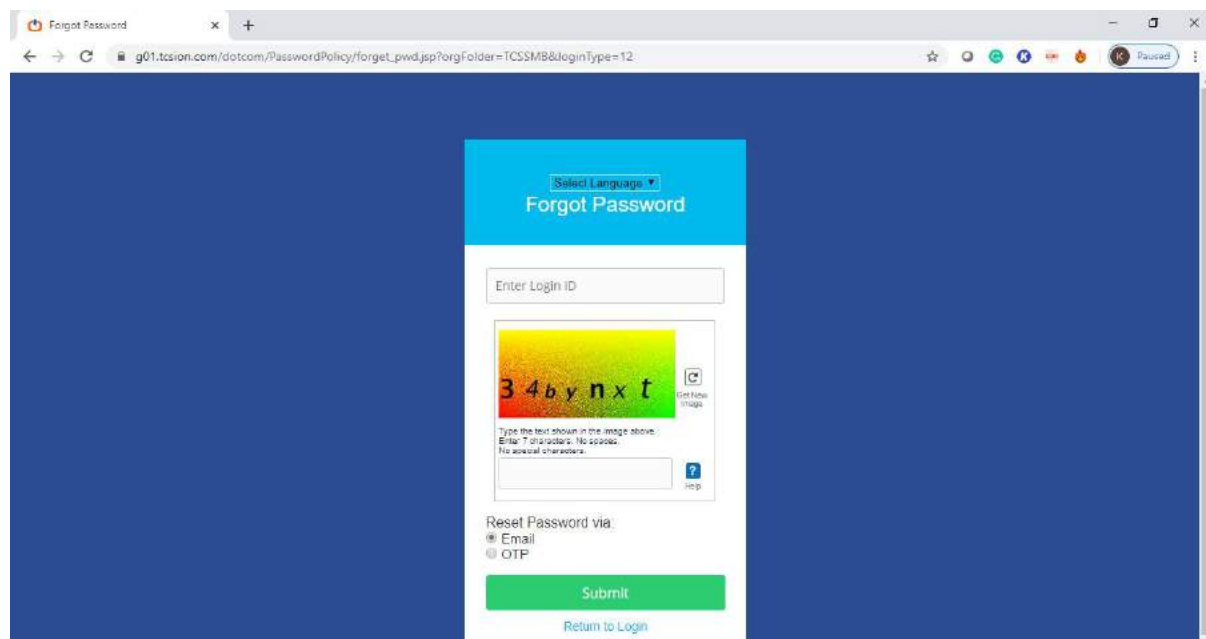
## Login and Forgot Password

Launch the following URL and enter the iON Credentials received.

- URL: <https://www.tcsion.com/LX/login#lx>
- Login ID: <Login ID provided by TCS iON Team to be entered here>



- Password: <Password provided by TCS iON Team to be entered here>
- If user forgets password, click **Forgot Your Password?** and follow the instruction on screen below.



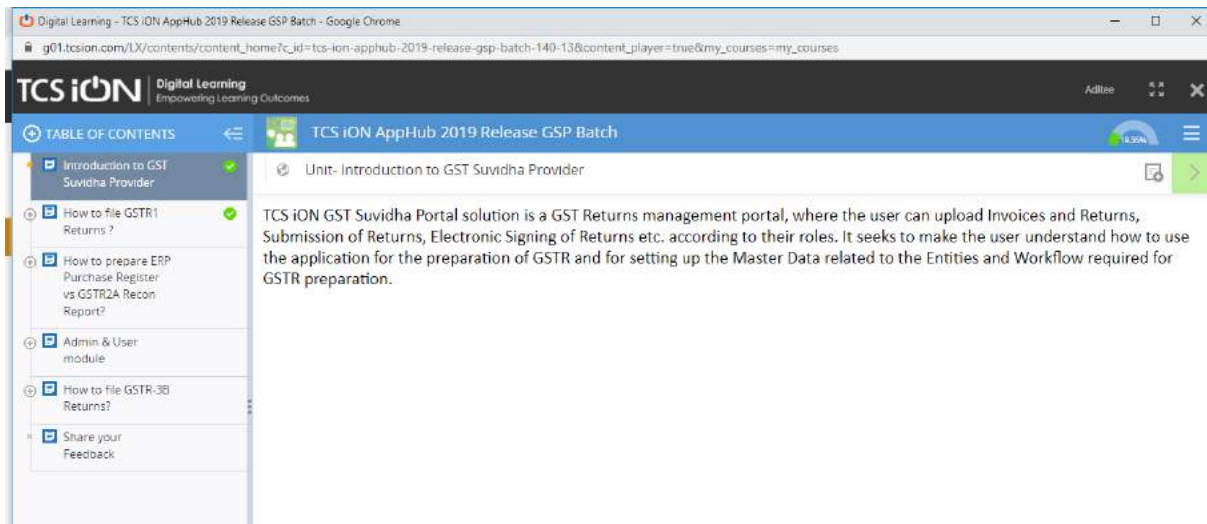
## My Courses

Post login, My Courses dashboard appears as shown on the screen. Left Hand Side shows the User Name, and a list of My Courses, My Communities, My Actions, My Posts, My Favourites and My History.

The screenshot shows the 'My Courses' dashboard in the TCS iON Digital Learning system. The user is logged in as 'Aditee'. The dashboard features a sidebar with navigation options: My Courses, My Communities, My Actions, My Posts, My Favourites, and My History. The main content area displays a list of courses with the following details:

| Course Name                                | Assessments  | Assignments  | Hands-on     | Completion Percentage | Action |
|--|--------------|--------------|--------------|-----------------------|--------|
| TCS ION AppHub 2019 Release GSP Batch      | 0 Incomplete | 0 Incomplete | 0 Incomplete | 21.43% Completed      | Launch |
| Process Awareness - Product Service Unit 1 | 1 Incomplete | 0 Incomplete | 0 Incomplete | 100.0% Completed      | Launch |
| Word Pecker Game for TCS ION Batch 1       | 0 Incomplete | 0 Incomplete | 0 Incomplete | 0.0% Completed        | Launch |
| Word Pecker Game for TCS ION - SoftSkills  | 0 Incomplete | 0 Incomplete | 0 Incomplete | 0.0% Completed        | Launch |
| Bouquets and Bricks: Education Solution    | 0 Incomplete | 0 Incomplete | 0 Incomplete | 0.0% Completed        | Launch |

- My Courses dashboard displays a list of Current Courses, shows a list of all the courses where you are participant. It also shows Upcoming Courses and Complete Courses in separate tabs.
- Course details like, duration, Assessment and Assignments, and Course Completion Percentage are viewed under Course Name. User can Launch the course either by clicking the Course Name or Launch.



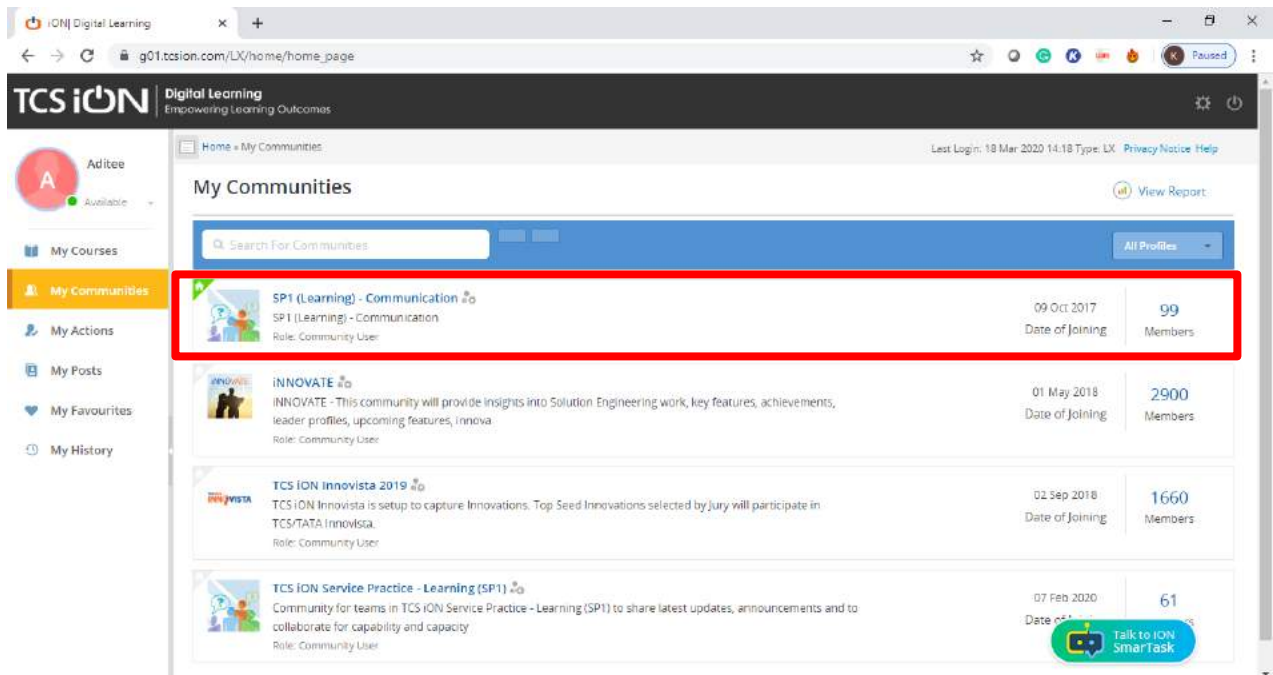
The course opens in a separate window. The Left Hand Side of the screen shows Table of Content and the corresponding content opens in the Right Hand Side window.



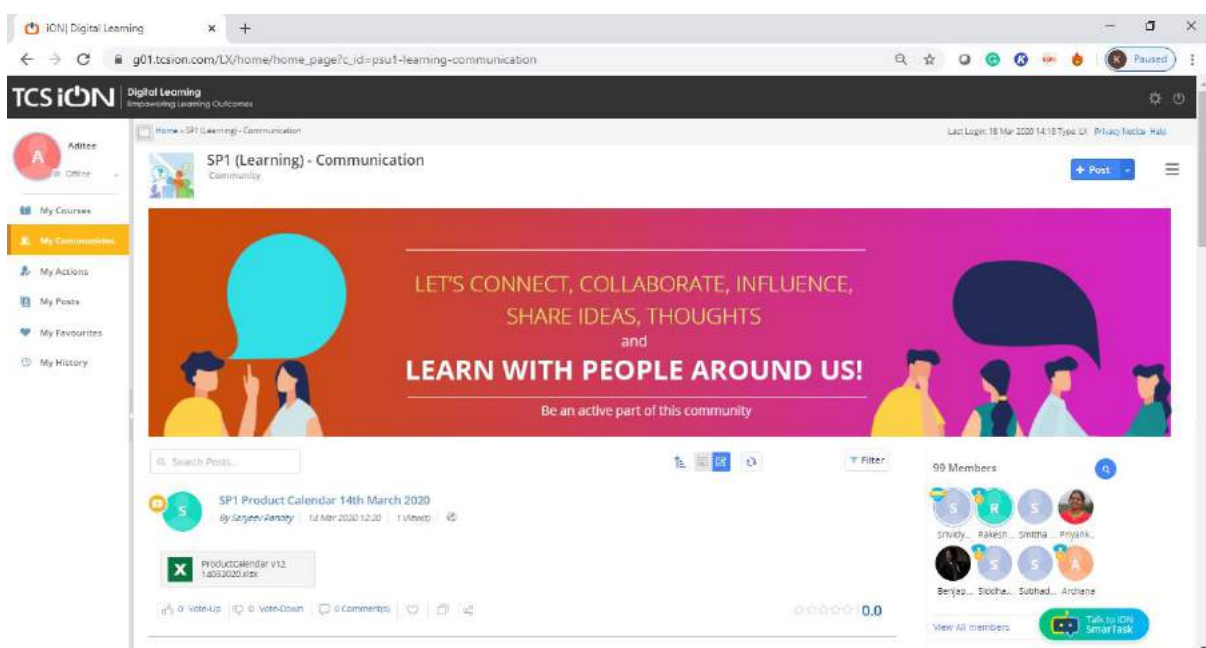
## My Communities

User can access various Communities through My Communities.

- Community details like Community Name, User Role, Date of Joining and Number of Members in the community are viewed on the screen.



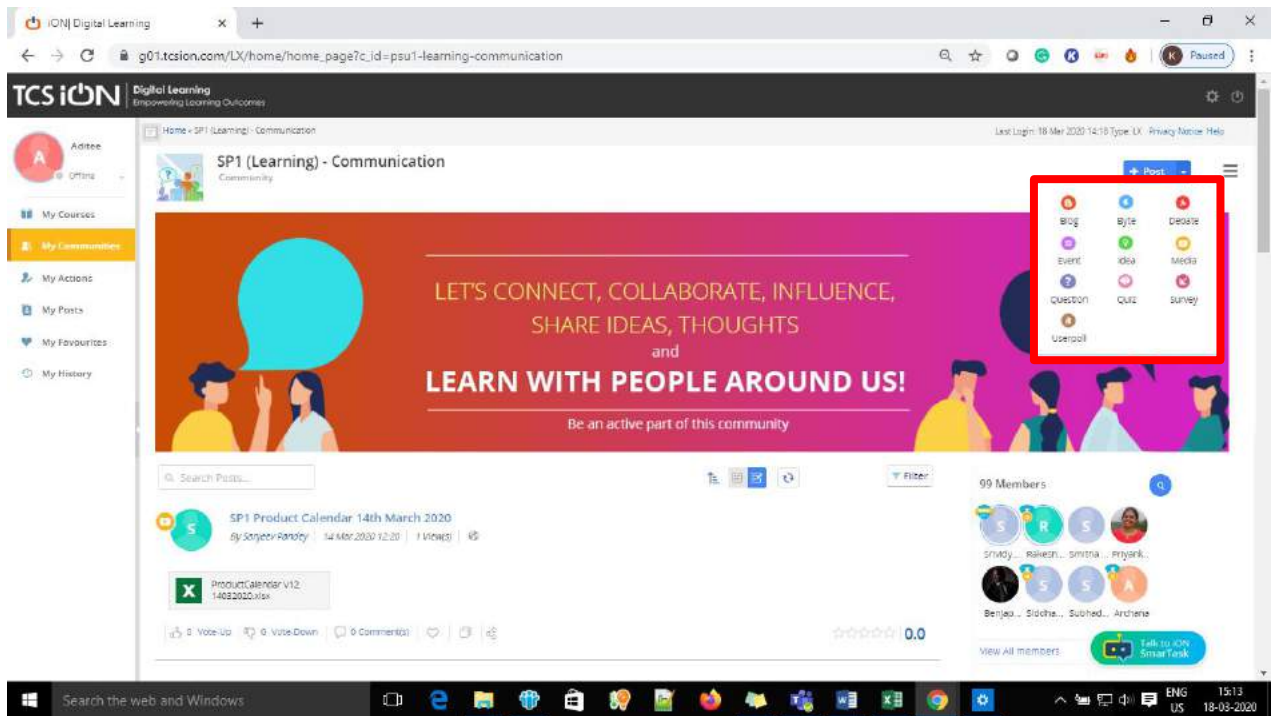
- User can view the posts of Community Members, Share files, Vote, Comment, Add to favourite, Copy link, Share, Rate the post and so on.



### 3.1 Collaboration Enablers

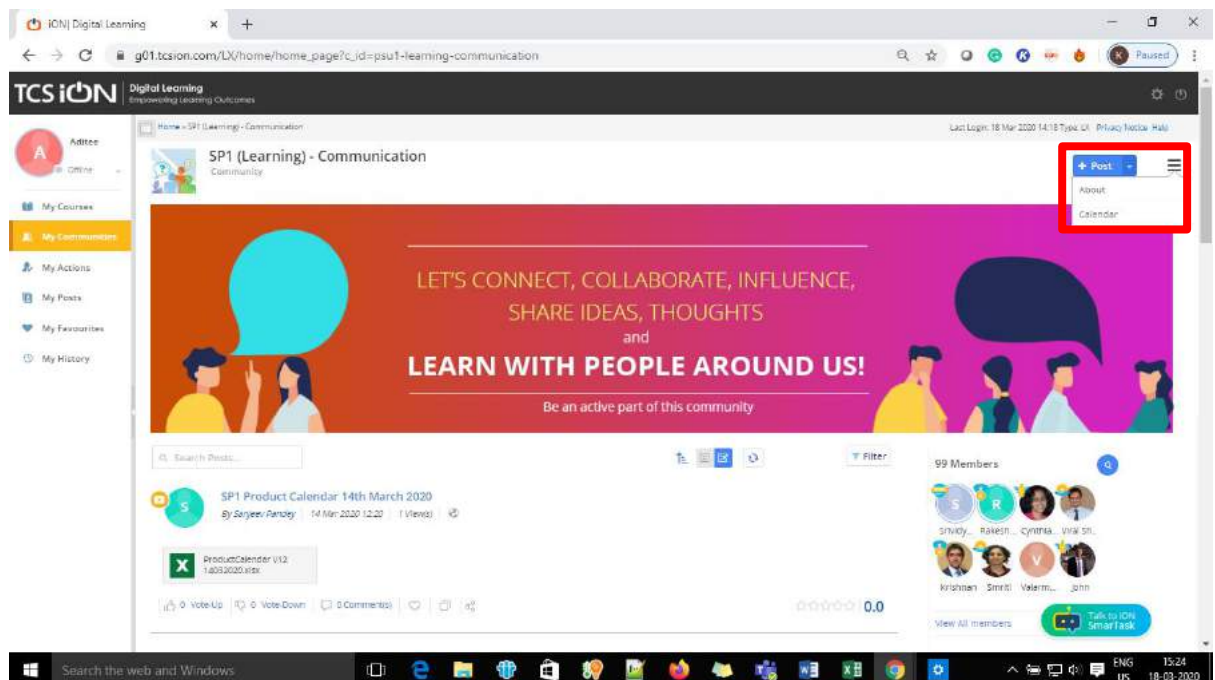
User can collaborate with Community Members through 10 different enablers.

- i. **Blog:** To share experiences, best practices.
  - ii. **Byte:** To express quick thoughts. The Administrators can share a Byte as an email notification for critical communications.
  - iii. **Debate:** To start a discussion in the organization to find out pros and cons of a decision.
  - iv. **Event:** To post event of organization to list in the calendars of community/course Members.
  - v. **Idea:** To share the ideas for innovation and improvement in organization.
  - vi. **Media:** To share various videos, audios, photo albums, documents, policies and circulars.
  - vii. **Questions:** To ask peers and seniors about queries, if any.
  - viii. **Quiz:** To conduct a quiz with single/multiple choice and true/false questions.
  - ix. **Survey:** To create a survey to get a feedback from the stakeholders.
  - x. **Userpoll:** To take a userpoll to know the public opinion.
- 
- a. User can select all or some of the **enablers for collaboration** in the community/course.
  - b. User can save posts, such as surveys, to **Global Repository** for future use in a course or another community.



c. About displays Community Overview, like Administrator, Moderator, Summary and Description of the Community.

d. User can view the Calendar for various activities held on the Community.



## My Favourites

If user marks any post as Add to Favourite, it is added in the list under My Favourites as shown on the screen.

The image shows two screenshots from the TCSiON Digital Learning platform. The top screenshot shows a user profile for 'Aditee' with a navigation menu on the left. The main content area displays a post titled 'SP1 Product Calendar 14th March 2020' by Sanjeev Pandey. A red box highlights the 'Add to Favourite' button, and a yellow arrow points to the bottom screenshot. The bottom screenshot shows the 'My Favourites' page, which contains a table of saved items. The table has columns for Community/Course Name, Post Title, Author, Date, and Action. One item is listed: 'SP1 (Learning) ...' with post title 'SP1 Product Calendar 14th March 2020', author 'Sanjeev Pandey', and date '14 Mar 2020'. The action for this item is 'Unfavourite'. A red box highlights the table content.

| COMMUNITY/COURSE NAME | POST TITLE                           | AUTHOR         | DATE        | ACTION      |
|-----------------------|--------------------------------------|----------------|-------------|-------------|
| SP1 (Learning) ...    | SP1 Product Calendar 14th March 2020 | Sanjeev Pandey | 14 Mar 2020 | Unfavourite |

These are few of the key features available on TCSiON Digital Learning.\

Happy Learning!!