Date:- 07 November, 2023

Trainer User Manual for Skill India Digital

Table of Content

1. Introduction

Skill India platform is envisioned to provide skilling, upskilling, and multi-skilling opportunities and ensure access to lifelong learning to citizens through classroom, online and blended learning. It aims to bring together academic; industry demands and linkages; improve employment prospects and enable the start-up ecosystem. The integrates the existing government databases in education, skilling, entrepreneurship and jobs and acts as a one-stop solution for the learners pursuing education and skilling.

Skill India Digital Platform is developed by National Skill Development Corporation (NSDC). NSDC was set up by the Ministry of Finance as a Public Private Partnership (PPP) model. The Government of India, through the Ministry of Skill Development & Entrepreneurship (MSDE), holds 49% of the share capital of NSDC, while the private sector has a balance 51% of the share capital.

NSDC aims to promote skill development by catalyzing the creation of large, quality, and for-profit vocational institutions. Further, the organization provides funding to build scalable and profitable vocational training initiatives. Its mandate is also to enable a support system which focuses on quality assurance, information systems and training the trainer academies either directly or through partnerships. NSDC acts as a catalyst in skill development by providing funding to enterprises, companies and organizations that provide skill training.

2. Formatting Standards

This document attempts to provide step-by-step instructions for every key action in SID. Each instruction is accompanied by a brief text write-up and a screenshot. For greater clarity, all text instructions and screenshots follow standardized formatting. These standards are briefly described in this section.

1. Formatting for Text Instructions

Messages in Blue and Underlined: These are hyperlinks. Press the Ctrl button and click on these messages to go to the referred section of the document

2. Formatting for Screenshots

The page screenshots use standard visual markers to indicate actions:

3. **Arrow-** Indicates the area where the user needs to look into

4. **Square-** Indicates the area where the user needs to click

3. System Requirements

You can access Skill India from Android and iOS mobile devices. Our system requirements for these follow below:

i. Minimum system requirements

- Browser: The latest Chrome, Firefox, Safari, Edge, or Opera for desktop/laptop
- A broadband/mobile internet connection with good speed

ii. Mobile specific requirements

- iOS 14.0 and above
- Android 8.0 and above

The Skill India app is available on iOS and Android devices.

4. How to Install Skill India Digital app?

These are the steps to visit Skill India Digital:-
   a. In order to install the application, please open the playstore or the appstore in your device

   b. Search for the Skill India Digital
   c. Select the application with the name Skill India Digital (SID)
   d. Install the application on your device
   e. Open the application from your app drawer

Sr. No.	Title	Steps
4	How to install Skill India Digital app?	Open Play Store/App Store >> Search Skill India Digital >> Select the application "Skill India Digital" >> Install the Application >> Open the application

5. How to create an account in Skill India Digital ?

Users can create an account with Skill India Digital by Signing up in the Mobile Application. In order to do so please follow the below steps:-

a. Open the Mobile Application on your device
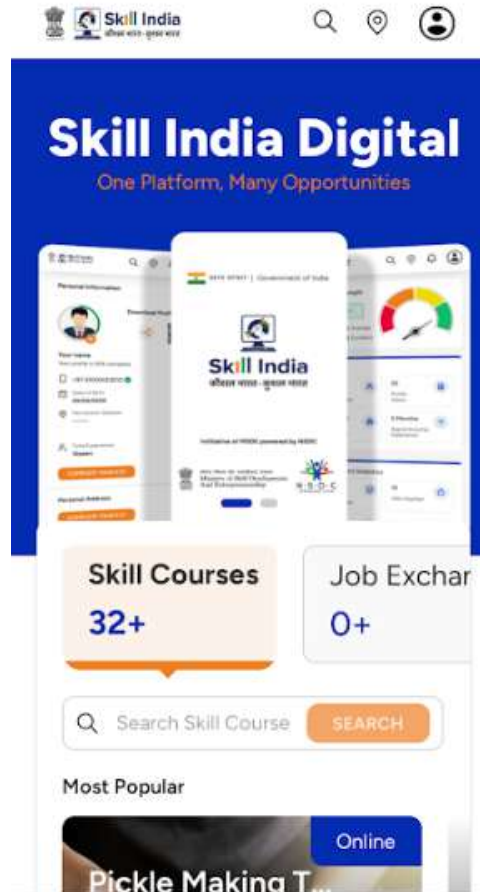

b. Tap on the top right corner profile icon

c. Tap on the Register / Login button
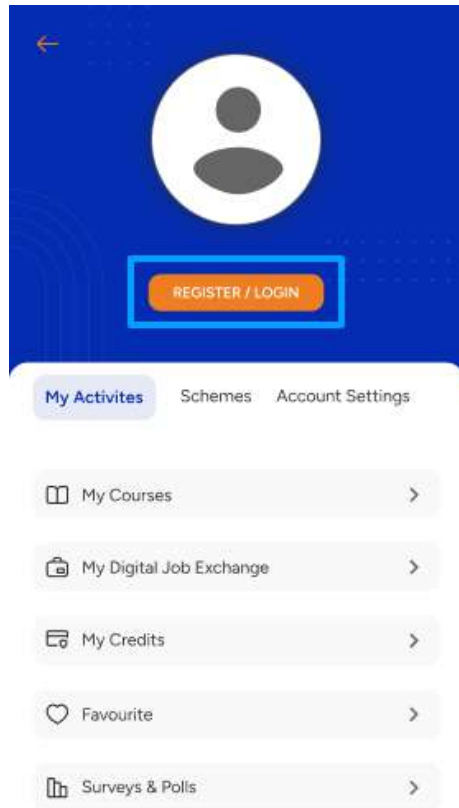
d. Select "Partner" option and click on "PROCEED" button
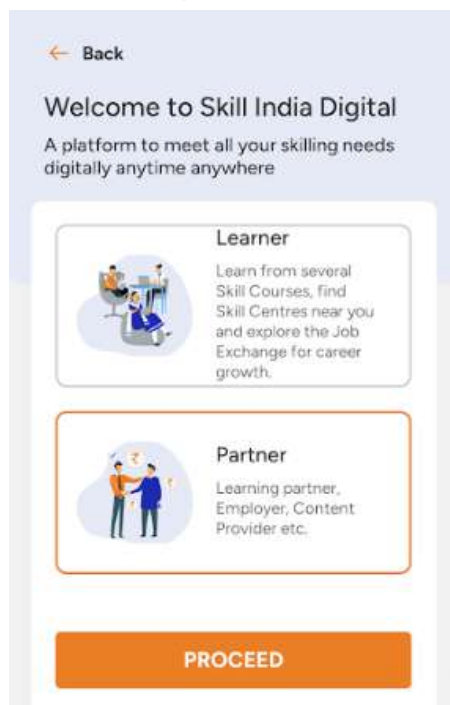
e. Select "Trainer" option
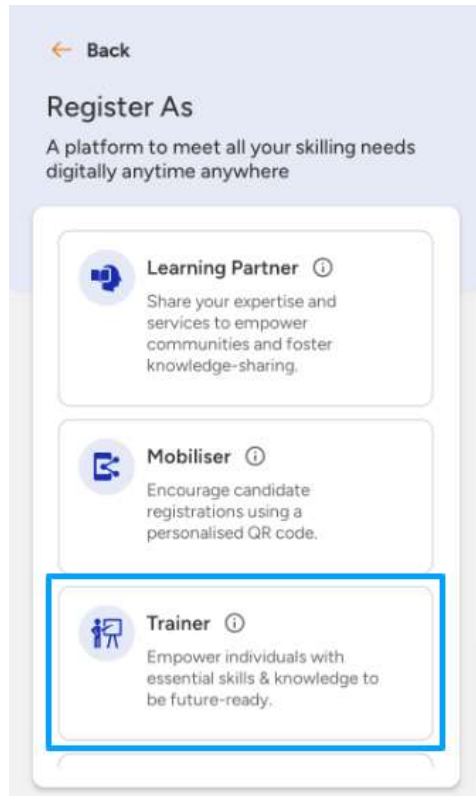
f. Enter the Mobile Number(Numbers) from which you want to register in the Skill India Digital
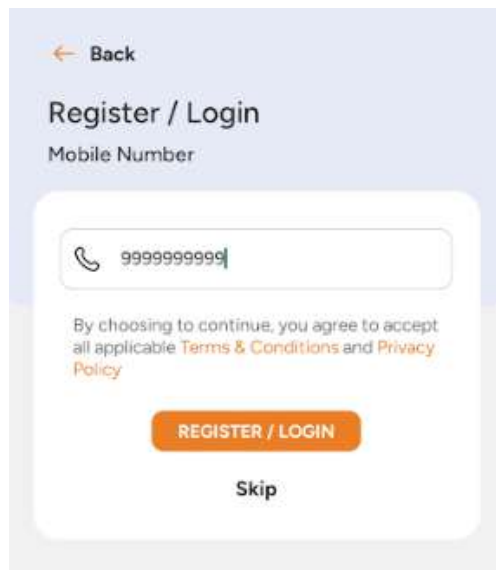
g. Enter the OTP(Numbers) in the next screen, and click on "VERIFY" button

h. On the next screen you will be asked to Set Account Password, Enter your desired 4 Digit Password(Numbers), Confirm password and click on "CREATE" button.

Sr. No.	Title	Steps
5	How to create an account in Skill India Digital?	Open SID application >> Select profile icon from top right corner >> Click on "Register/Login" button >> Select "Partner" option and click on "PROCEED" button >> Select "Trainer" option and click on "PROCEED" button >> Enter Mobile number >> Enter OTP >> Set Account Password >> Click on "Create" button

6. How to login as Trainer in Skill India Digital?

Users can login as Trainer to start Virtual Training Sessions in Skill India Digital. In order to do so, please follow the below steps:-

a. Open the Mobile Application on your device
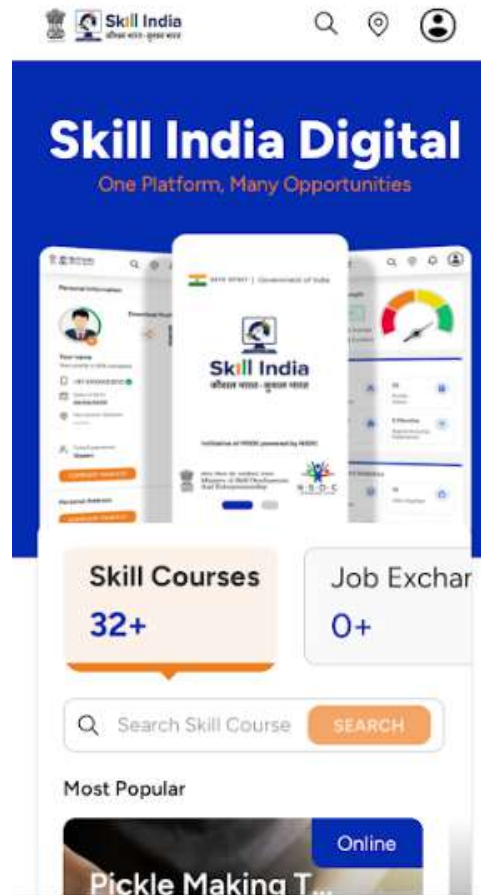
b. Tap on the top right corner profile icon

c. Tap on the Register / Login button
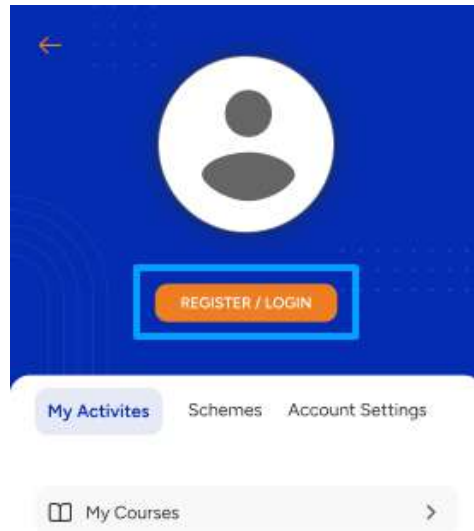
d. Select "Partner" option and click on "PROCEED" button
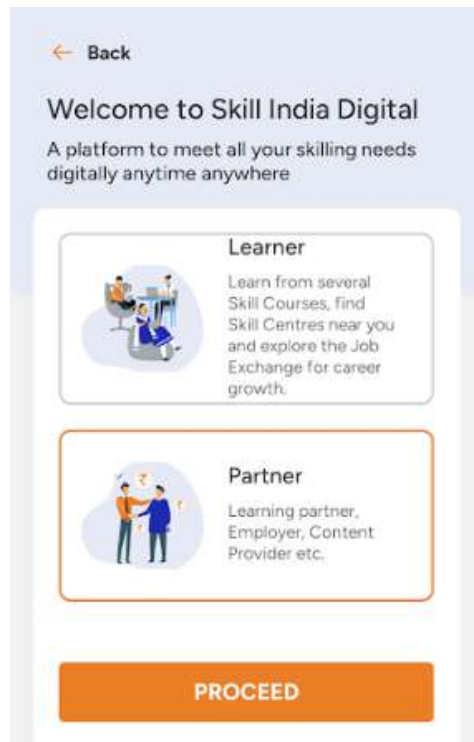
e. Click on "Login" button in Trainer role card
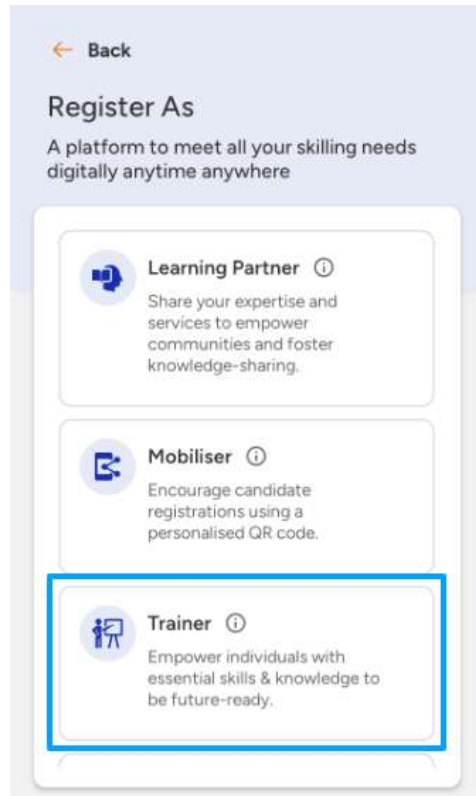
f. Enter the Mobile Number(Numbers) and press "REGISTER/LOGIN" Button
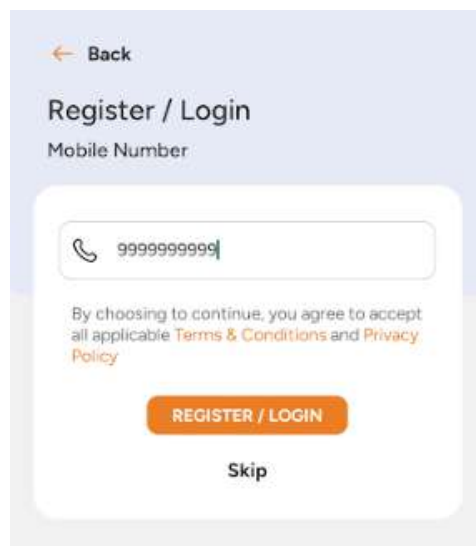
g. Enter your four digit account password(Numbers), and then press LOGIN Button.
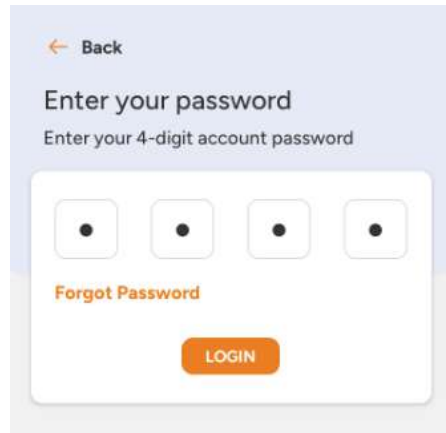
h. You will be successfully logged in as a Trainer in the Skill India Digital.
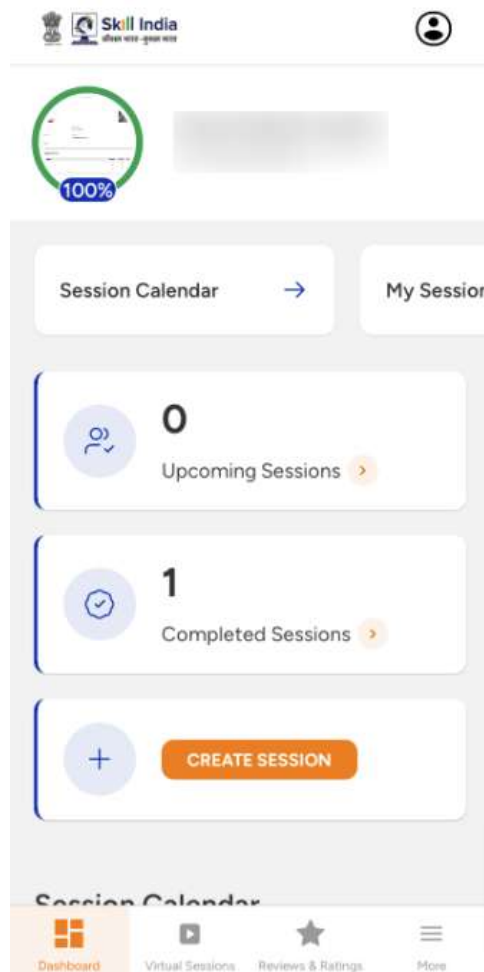
Sr. No.	Title	Steps
6	Login as Trainer	Open SID app>> Click on "LOGIN" button >> Select "Partner" option >> Click on "Login" button in Trainer role >> Enter mobile number >> Enter password >> Login successful

7. How to Create Virtual Session in Skill India Digital?

Trainer can Create Virtual Sessions in Skill India Digital. In order to do so, please follow the below steps:-

a. Open the Mobile Application on your device
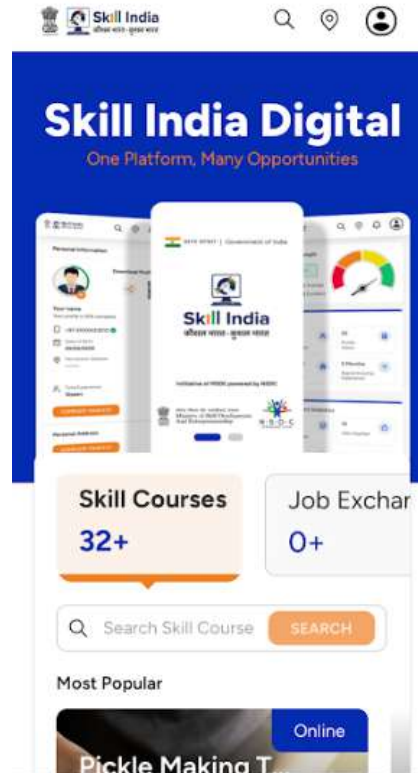
b. Login or Register as Trainer on the Portal with your Mobile Number(Numbers)
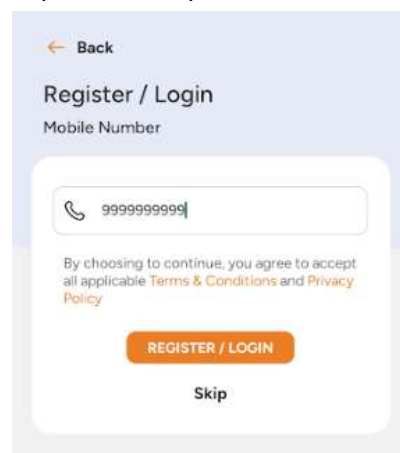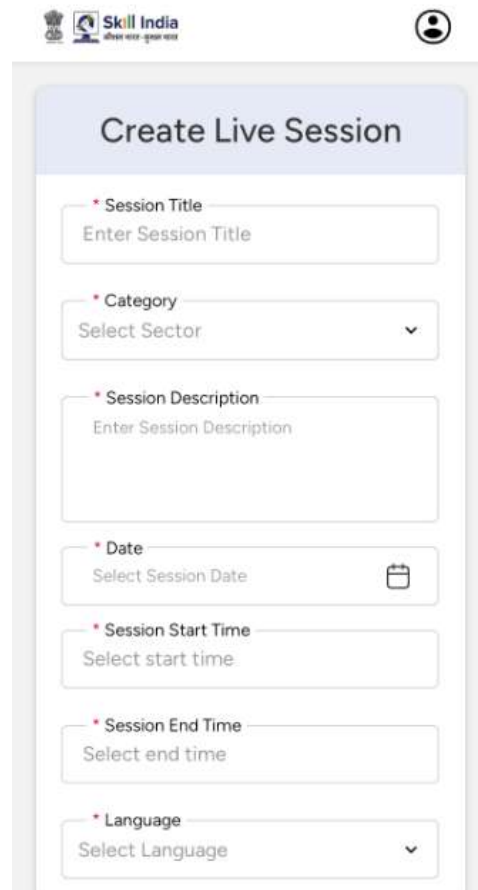
c. Click on "CREATE SESSION" button in trainer dashboard
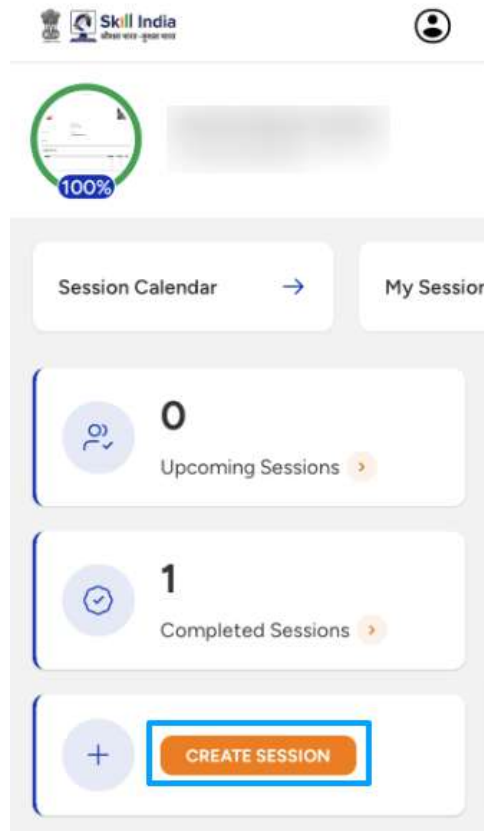
d. You need to fill the session creation form and click on "CREATE SESSION" button. The form includes following information:-

1. Session Title (Characters)
2. Category (Dropdown)
3. Session Description (Characters, Numbers, Special Characters)
4. Date (Calendar)
5. Session Start Time (Dropdown)
6. Session End Time (Dropdown)
7. Language (Dropdown)
8. Trainer Name
9. About the Trainer (Characters, Numbers, Special Characters)
10. Session image/video file (MP4, JPG, JPEG & PNG)

e. Trainer will be able to create session

| Sr. No.	Title	Steps
7	Create Virtual Session	Open SID website >> Login as trainer to SID website >> Click on "CREATE SESSIONS" button in dashboard >> Fill session creation form >> Click on "CREATE SESSION" button in form

8. **How to get access to all Virtual Sessions created by trainer in Skill India Digital?**

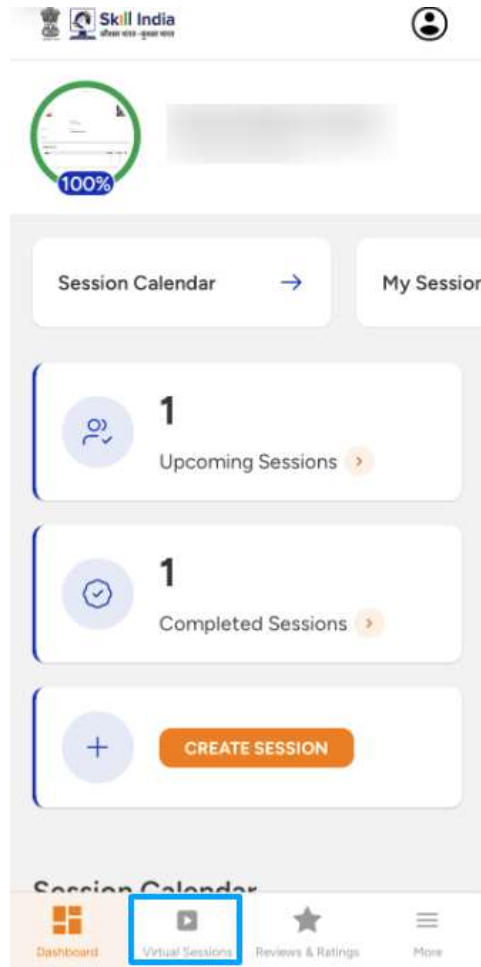Trainer can access all sessions in Skill India Digital. In order to do so, please follow the below steps:-
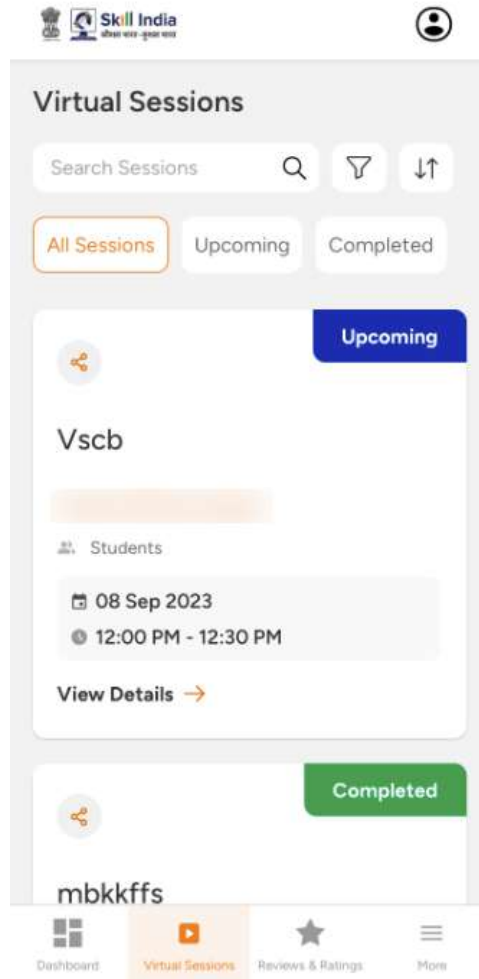
   a. Open the Mobile Application on your device
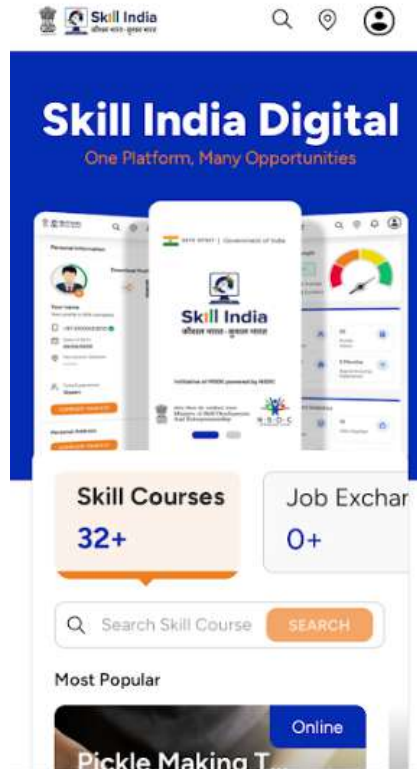
   b. Login or Register as Trainer on the Portal with your Mobile Number(Numbers)
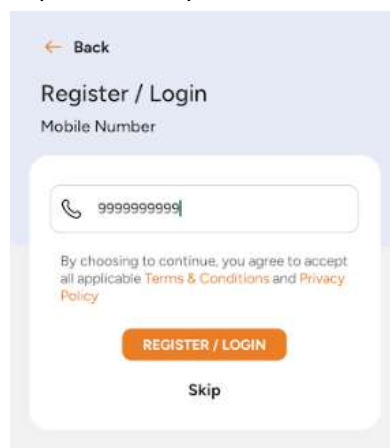
c. Click on "Virtual Sessions" from the bottom navigation bar

d. By default all sessions will be displayed

e. Each of these Virtual Training Session descriptive tile provides different information such as
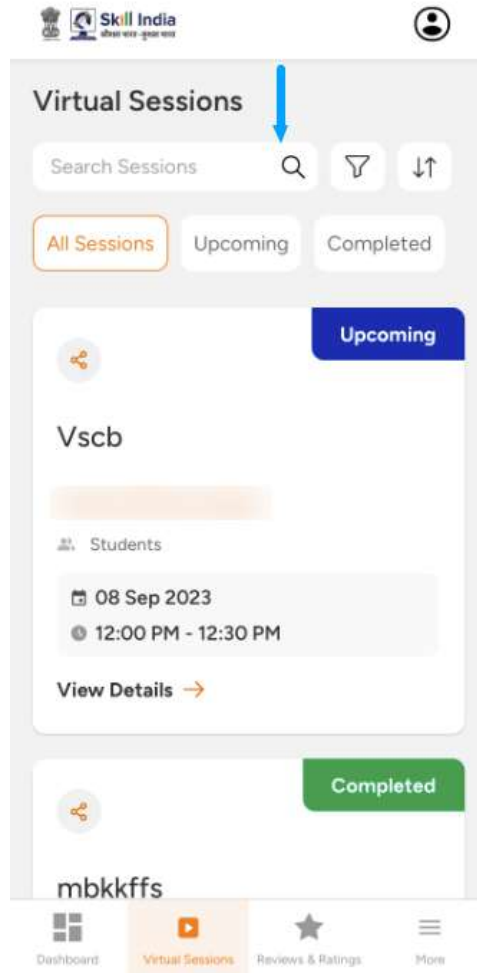
1. Name of the Training Session
2. Button to share the Training Session
3. Number of students enrolled to the Training Session
4. Time duration of the Training Session
5. Date of the Training session
6. "View Details" Button to view the details of the Training Session
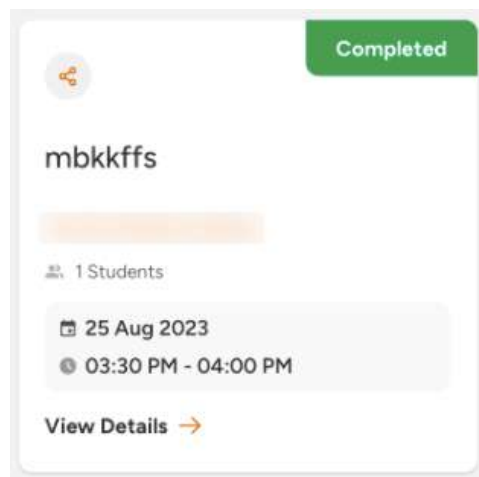
f. Use filters such as 'Date Range', 'Sectors', 'Upcoming', 'Completed', and 'Sort' to sort the sessions for a personalized experience.
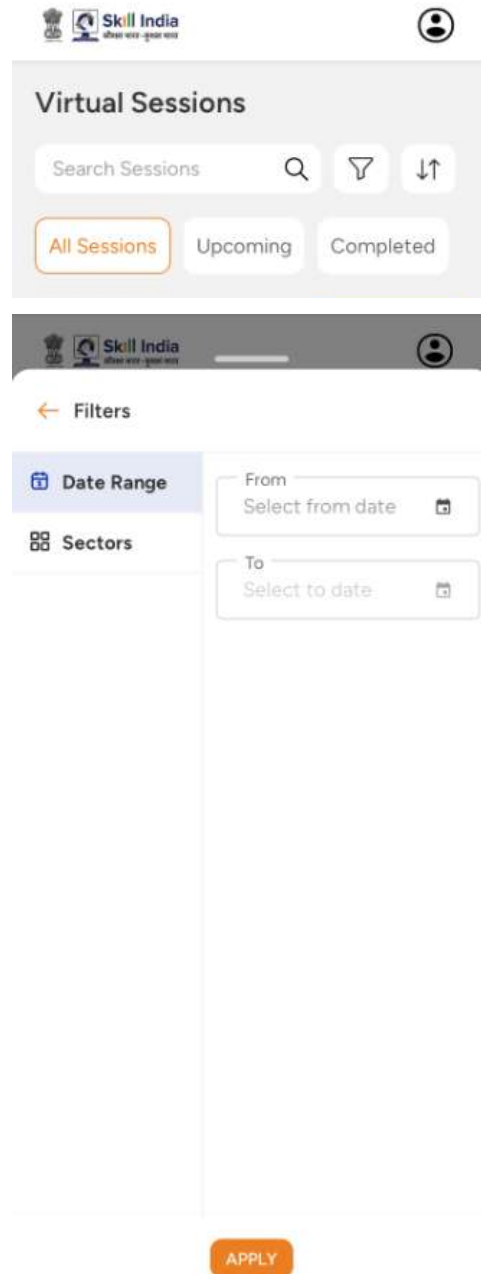
g. Use search filter to search any specific session by word

h. You will be redirected to the Training Session detail screen which has the details of the selected training session. This Page contains more detailed information about the training session such as:-
1. Sector of the training session
2. Share button to share the training session
3. Name of the training session
4. Number of students enrolled in the training session
5. Duration of the training session
6. Language of the training session
7. Date of the training session
8. Training Session Description
9. Trainer name and description
10. "EDIT SESSION" button
11. "START SESSION" button
12. List of interested candidates

Interested Candidates

1 Total Candidates	
0 Male Candidates	
1 Female Candidates	

ARUNACHAL PRADESH ,
06 Sep 2023
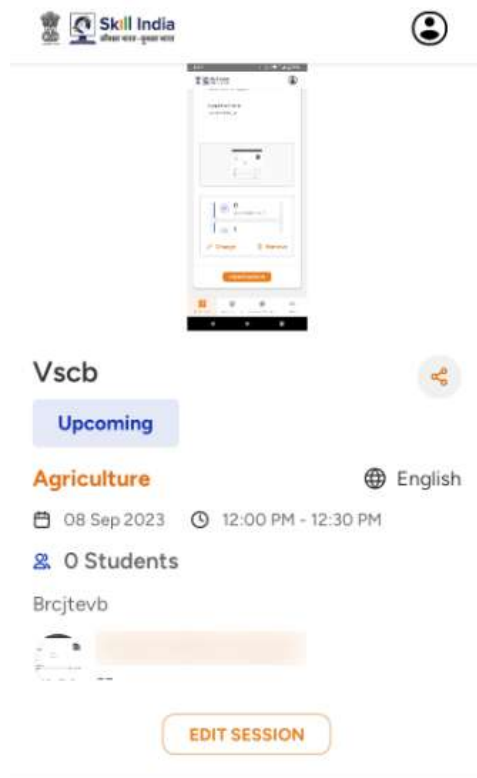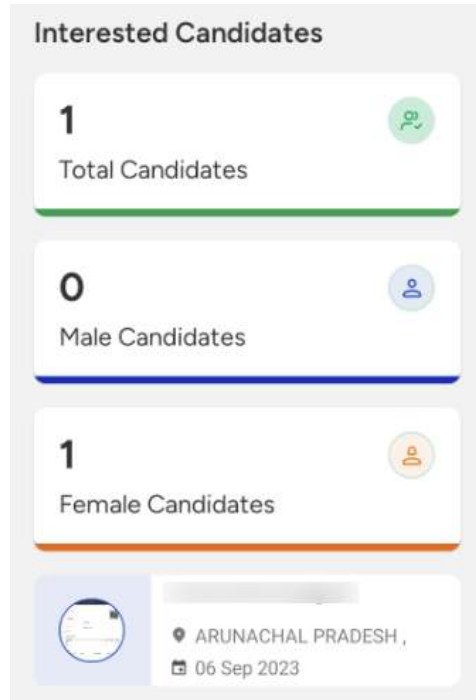
| Sr. No.	Title	Steps
8	Get access to Virtual Sessions	Open SID website >> Login as trainer to SID website >> Click on "Virtual Sessions">> All virtual sessions will appear >> User filters to sort sessions >> Click on "View Details" button in session card >> Session details will appear

9. How to get access to Reviews & Ratings in Skill India Digital?

Trainer can access reviews & ratings in Skill India Digital. In order to do so, please follow the below steps:-
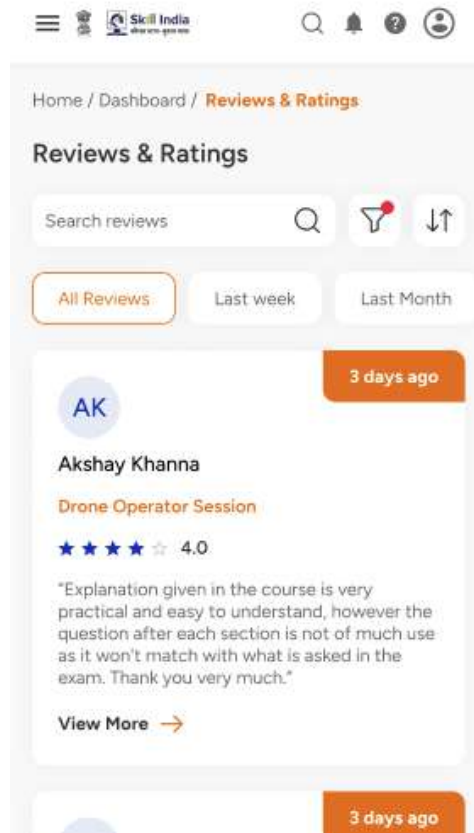
a. Open the Mobile Application on your device
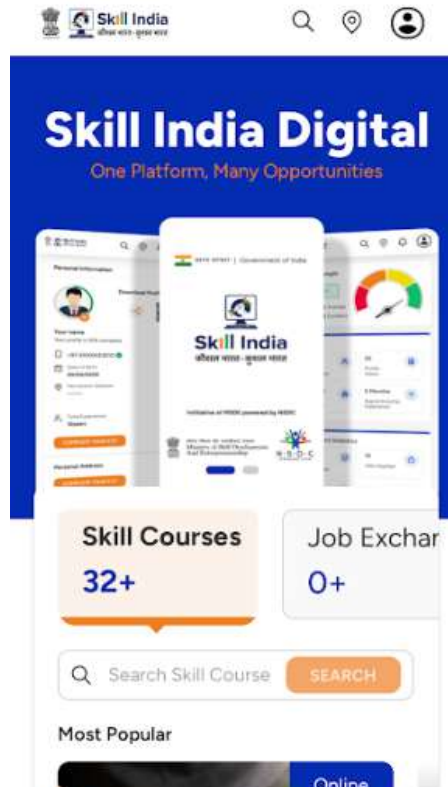
b. Login or Register as Trainer on the Portal with your Mobile Number(Numbers)
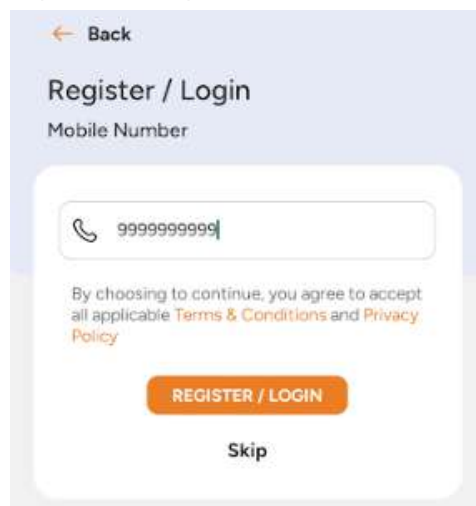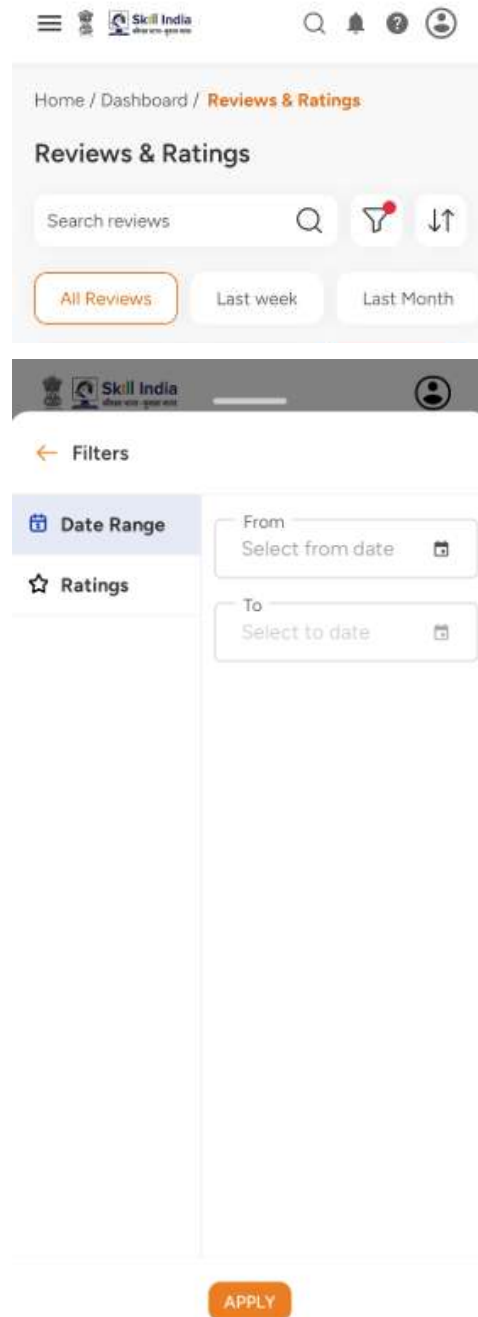
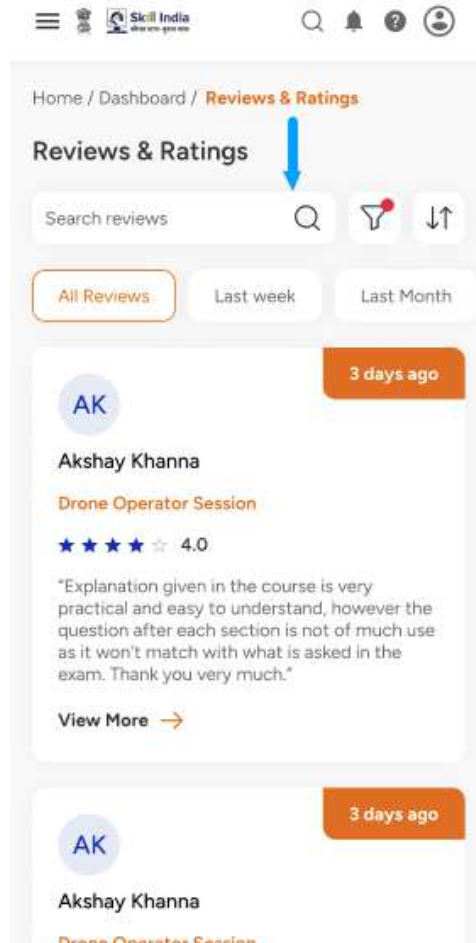c. Click on "Reviews & Ratings" from the bottom navigation bar
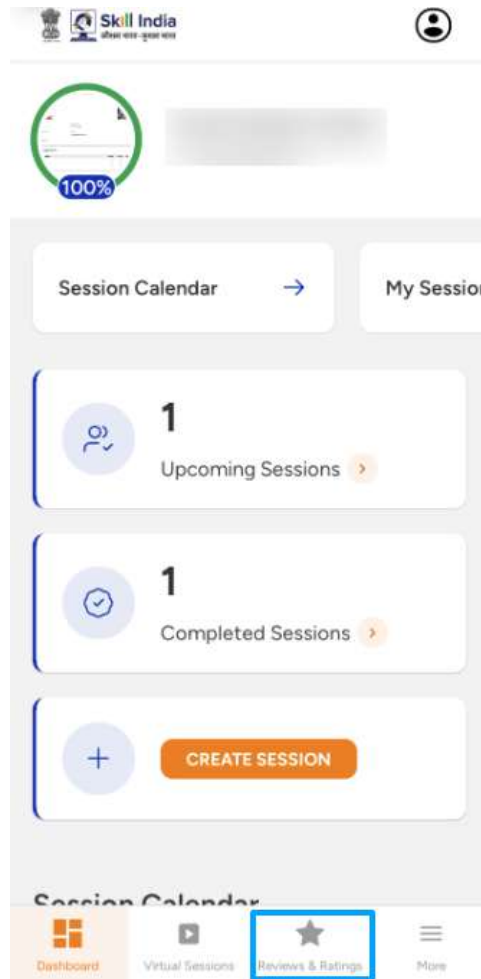
d. By default, all reviews & ratings will be displayed

e. Use filters such as 'Date Range', 'Ratings' , 'All', 'Last Week', 'Last Month', and 'Sort' to sort the sessions for a personalized experience.

f. Use search filter to search any specific session by word

Sr. No.	Title	Steps
9	Get access to Reviews & Ratings	Open SID website >> Login as trainer to SID website >> Click on "Reviews & Ratings">> All reviews & ratings will appear >> User filters to sort sessions

10. How to Cancel a session in Skill India Digital?

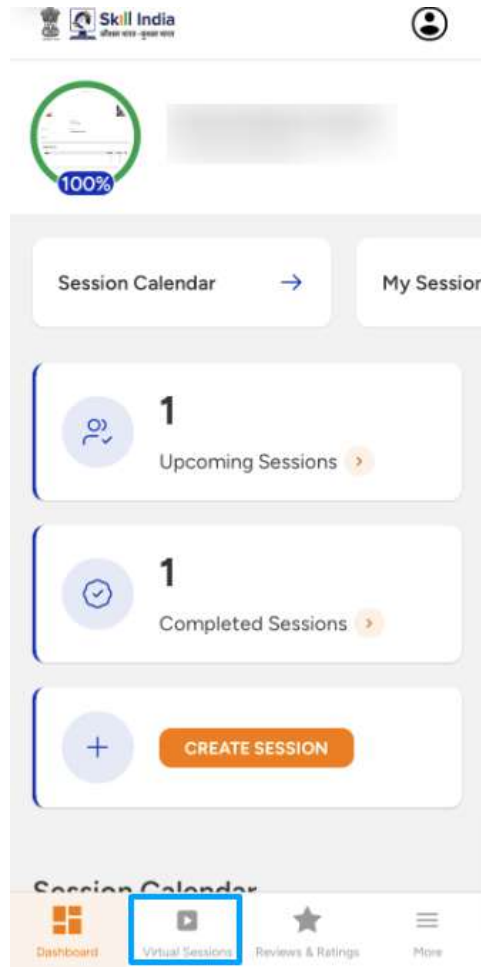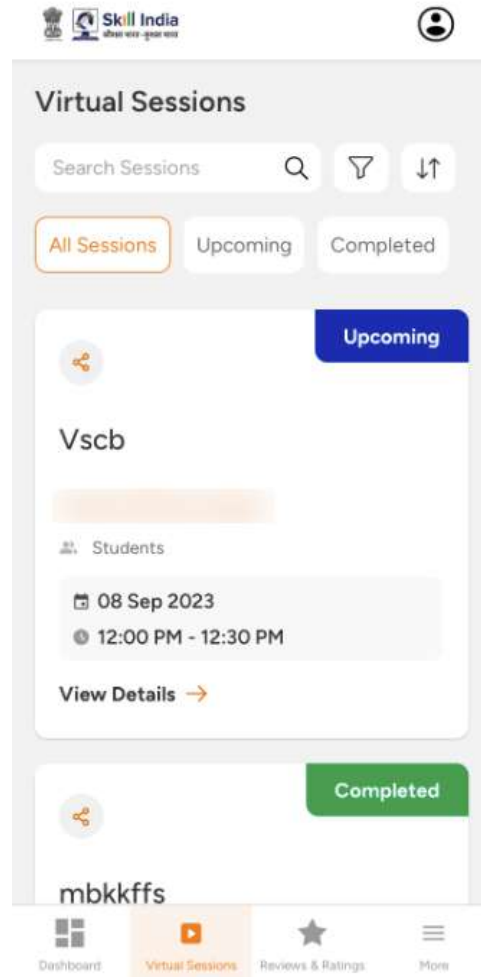Trainer can cancel sessions in Skill India Digital. In order to do so, please follow the below steps:-

a. Open the Mobile Application on your device
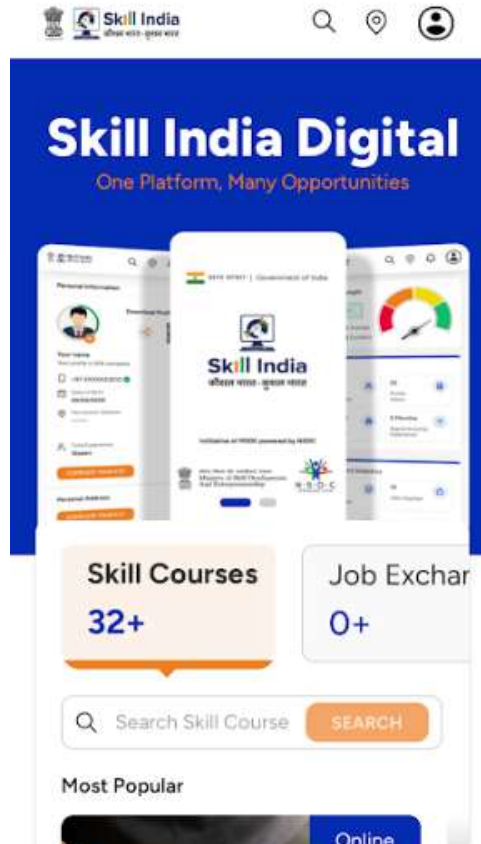
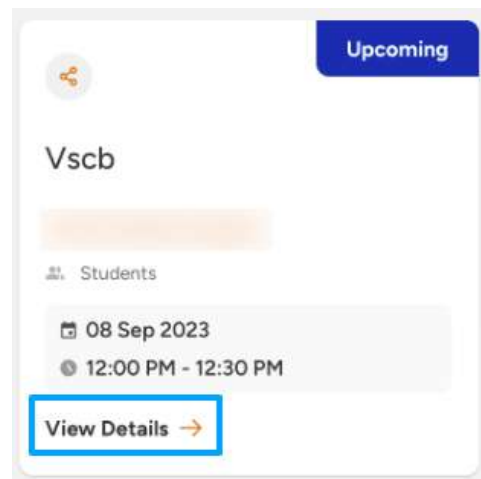b. Login or Register as Trainer on the Portal with your Mobile Number(Numbers)
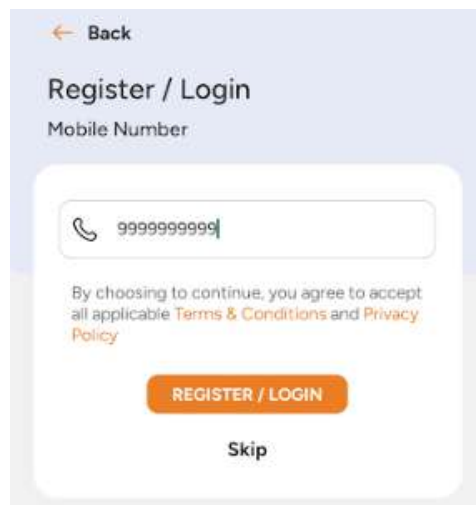
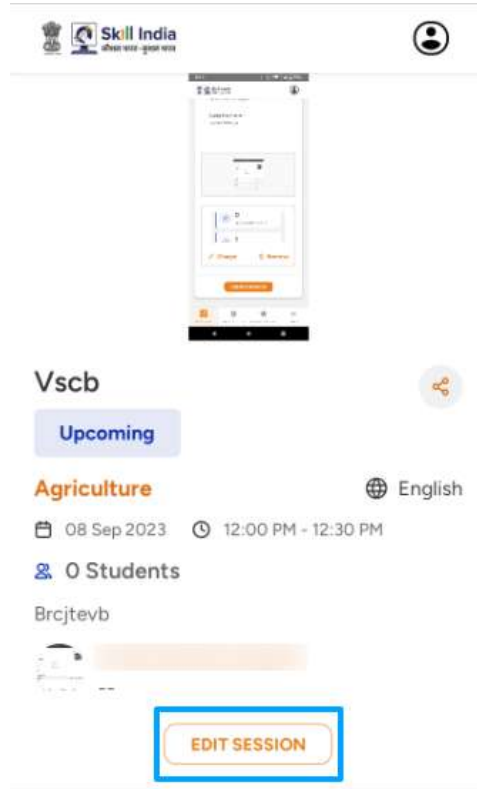c. Click on "Virtual Sessions" from the bottom navigation bar
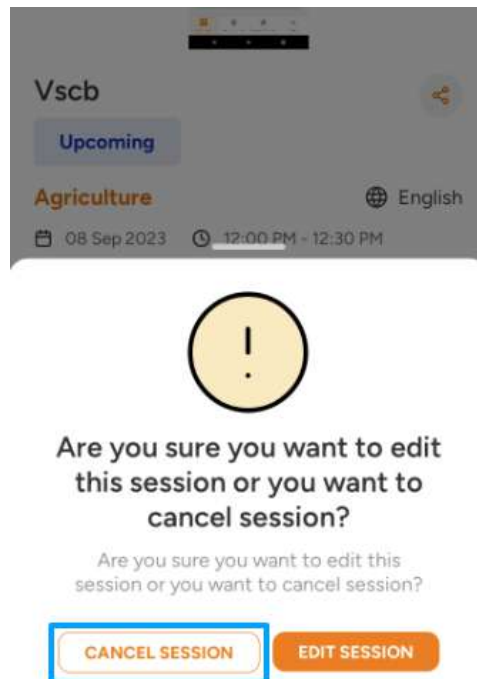
d. By default all sessions will be displayed

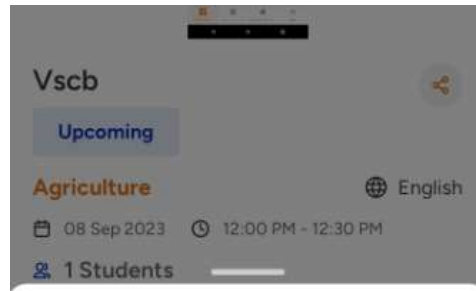e. Click on "View Details" button in session card

f. Click on "EDIT SESSION" button

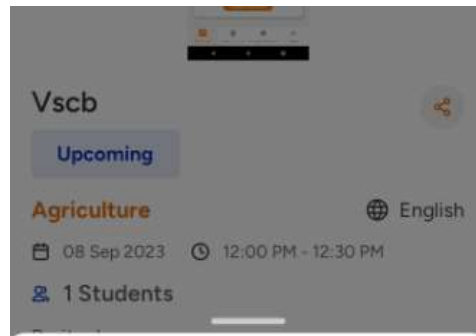g. Click on "CANCEL SESSION" button

h. Click on "YES" button

i. You will be able to cancel session successfully

| Sr. No.	Title	Steps
10	How to Cancel a session?	Open SID application >> Login as trainer to SID website >> Click on Virtual Sessions >> All session list will appear >> Click on "View Details" button >> Click on "EDIT SESSION" button in detail page >>Click on "CANCEL SESSION" button in popup >> click on "YES" button >> Session deleted

11. How to Modify created session in Skill India Digital?

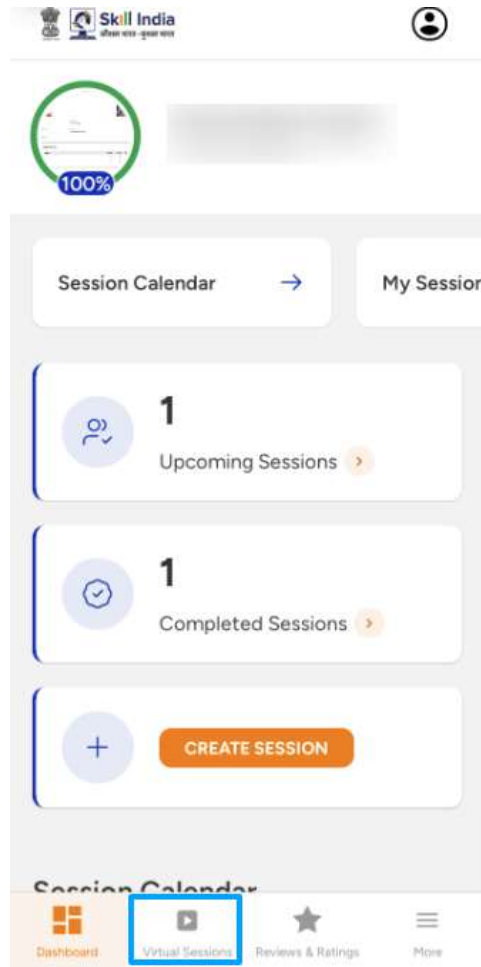Trainer can edit sessions in Skill India Digital. In order to do so, please follow the below steps:-
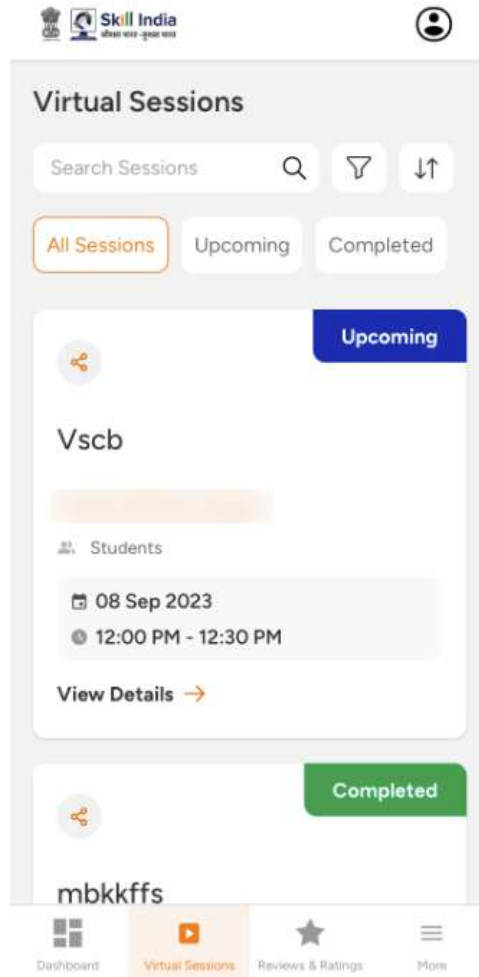
    a. Open the Mobile Application on your device
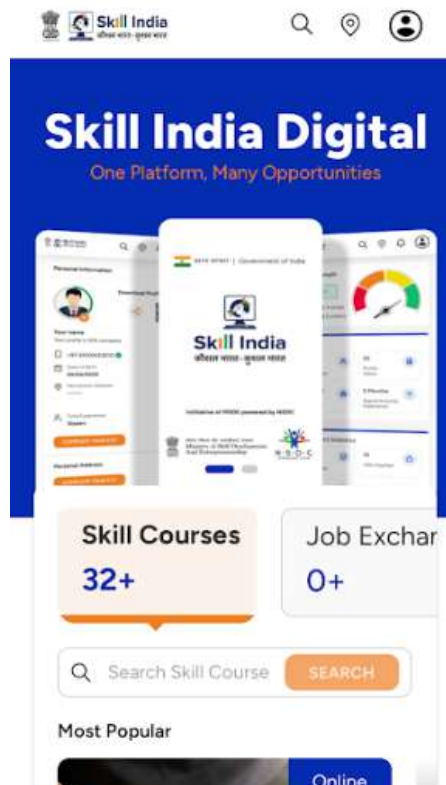
    b. Login or Register as Trainer on the Portal with your Mobile Number(Numbers)
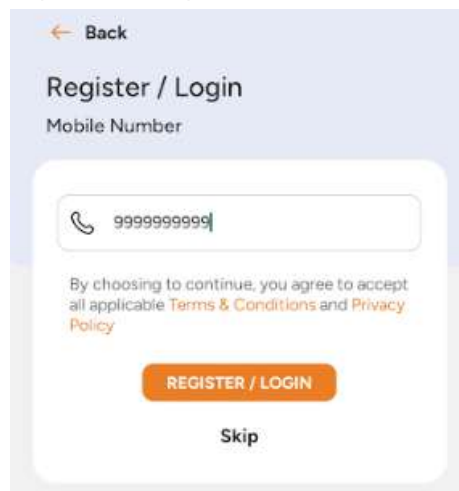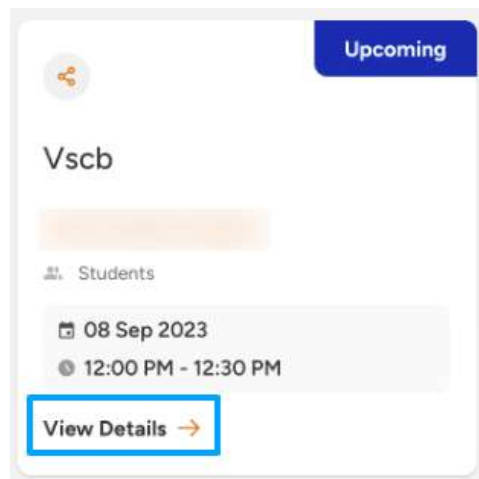
c. Click on "Virtual Sessions" from the top navigation bar
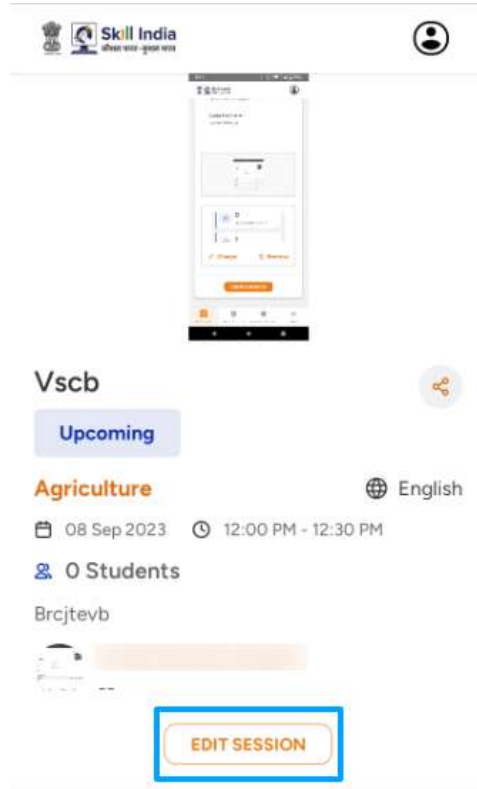
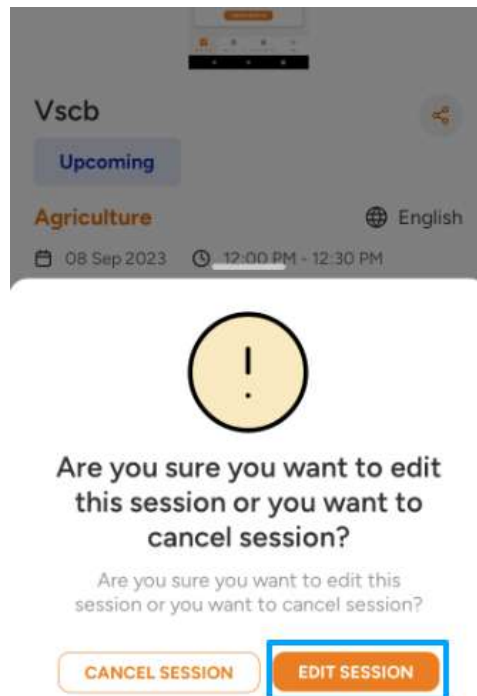d. By default all sessions will be displayed
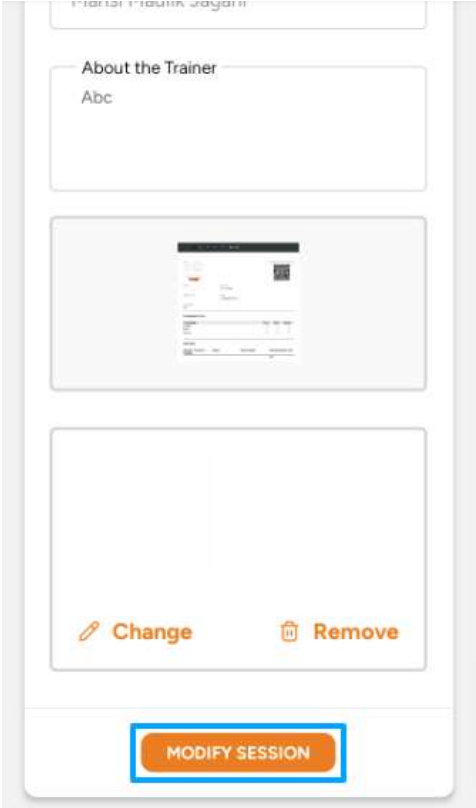

e. Click on "View Details" button in session card

f. Click on "EDIT SESSION" button

g. Click on "EDIT SESSION" button

h. Make the required changes and click on "MODIFY SESSION" button

i. You will be able to modify the session successfully

Sr. No.	Title	Steps
11	How to modify created sessions?	Open SID application >> Login as trainer to SID website >> Click on Virtual Sessions >> All session list will appear >> Click on "View Details" button >> Click on "EDIT SESSION" button in detail page >>Click on "EDIT SESSION" button in popup >> Make changes and click on "MODIFY SESSION" button >> Session modified successfully