



# PRAZ e-Learning portal

LMS Learner Guide – Version 1.0

## Contents

Purpose of this User Manual.....	2
Browser Requirements.....	2
Allow pop-ups.....	2
Access to the eLearning Portal.....	3
1. Login.....	4
2. Successful login.....	5
3. Enroll to Course.....	5
4. Enrolled Courses.....	6
5. Course Modules.....	6
6. Module Content page.....	8
7. Assessment.....	9
8. Certificate.....	10
9. Contact Details.....	13

## **Purpose of this Learner Guide**

This Learner Guide is meant for site visitors of the Learning portal <https://uatpraz.tmivirtually.com/> .It contains detailed step-by-step instructions with screenshots for accessing and using different features and functionalities available on the Portal.

## **Browser Requirements**

The LMS is a web-based digital platform which is accessible using following compatible web browser with internet connectivity.

- Chrome
- Firefox Mozilla
- Safari

Note: For the best experience and optimum security, we recommend to keep your browser up to date.

## **Allow pop-ups**

If the learning material does not display, it is because the pop-up has been blocked by browser. To enable pop-ups from the LMS, follow these steps

1. In the address bar on the right-hand side there will be a red alert titled Pop-ups blocked.
2. Select the red alert.
3. To always see pop-ups for the site, select Always show pop-ups from [site] and then select Done

## Access to the eLearning Portal

A Learner will be able to access the LMS Portal via Internet.

To login to the LMS, open the browser from your computer. Type the domain name in the address bar of the browser. **Currently it is <https://uatpraz.tmivirtually.com>**

The below homepage will appear on successful accessing of the portal. (Figure 0.1)

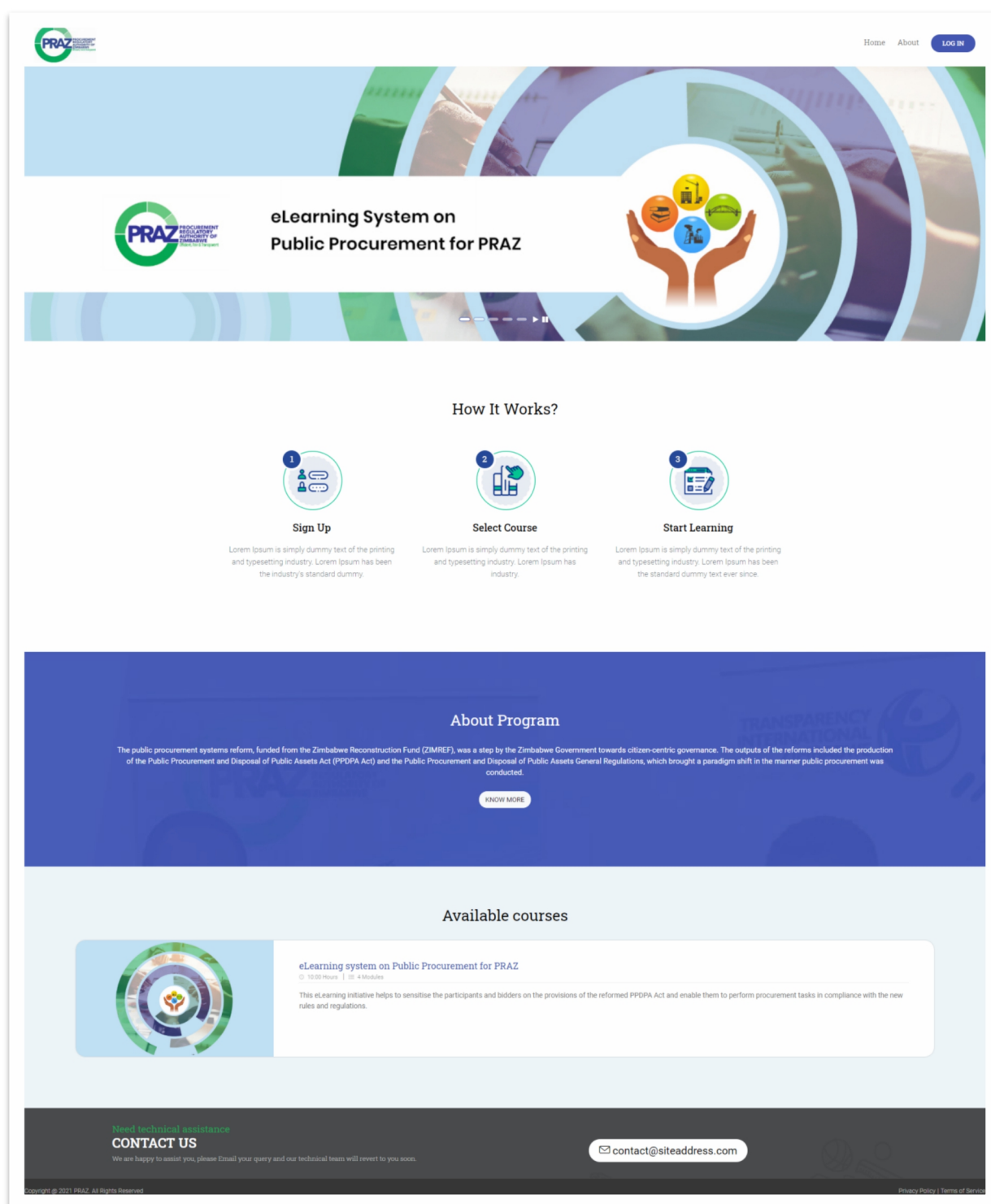


Figure 0.1: LMS landing screen

## 1. Login

For accessing the courses Learner must login onto the portal. To do this,

**Step 1** – In the home page. Click on the Login button at the top right of the page as shown in the below image (Figure 1)



Figure 1: Logging Into the LMS

**Step 2** - In the login box, enter the Username and Password (Figure 1.1)

- Enter your Username
- Enter your Password
- Click on Log in or press 'Enter' on the keyboard

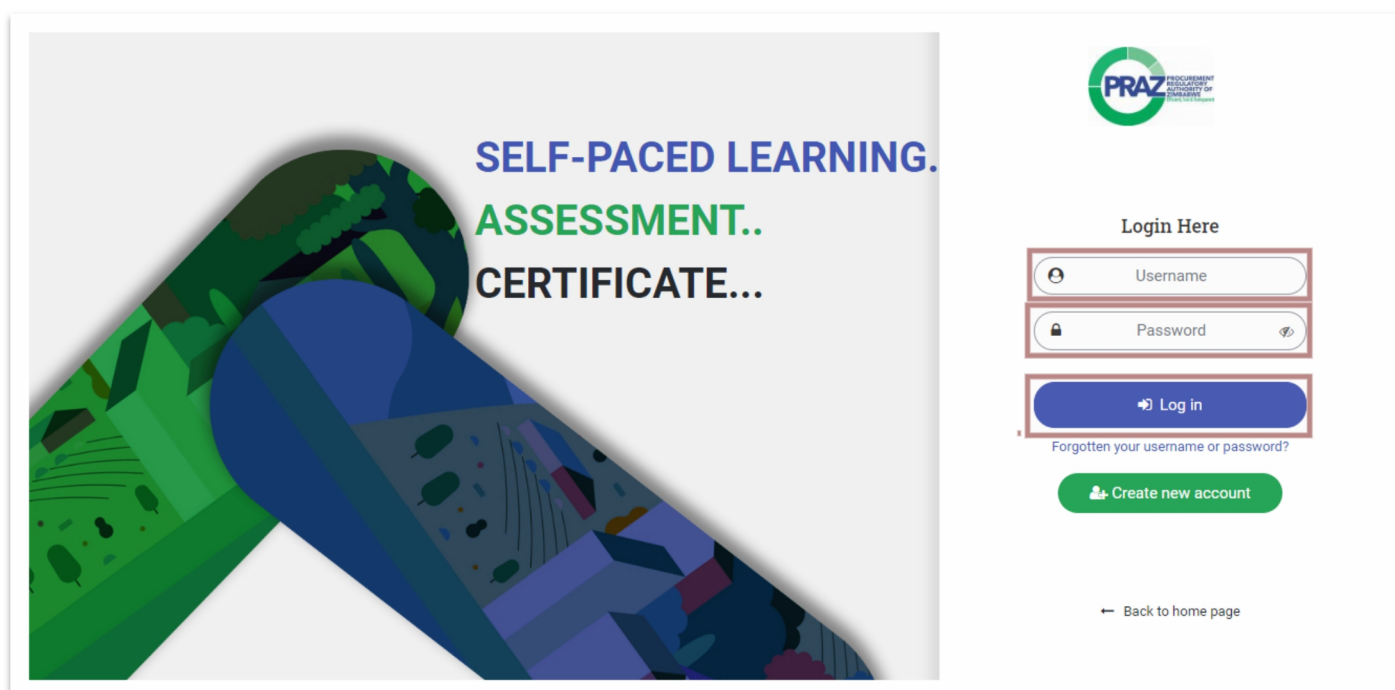


Figure 1.1: Logging Into the LMS

## 2. Successful login

Upon successful login into the LMS, you will find the menu bar at the top of the page within the LMS. At the far right, you will always see a Welcome message with your name and the menu bar provides access to your profile and a Log Out option. (Figure 2)

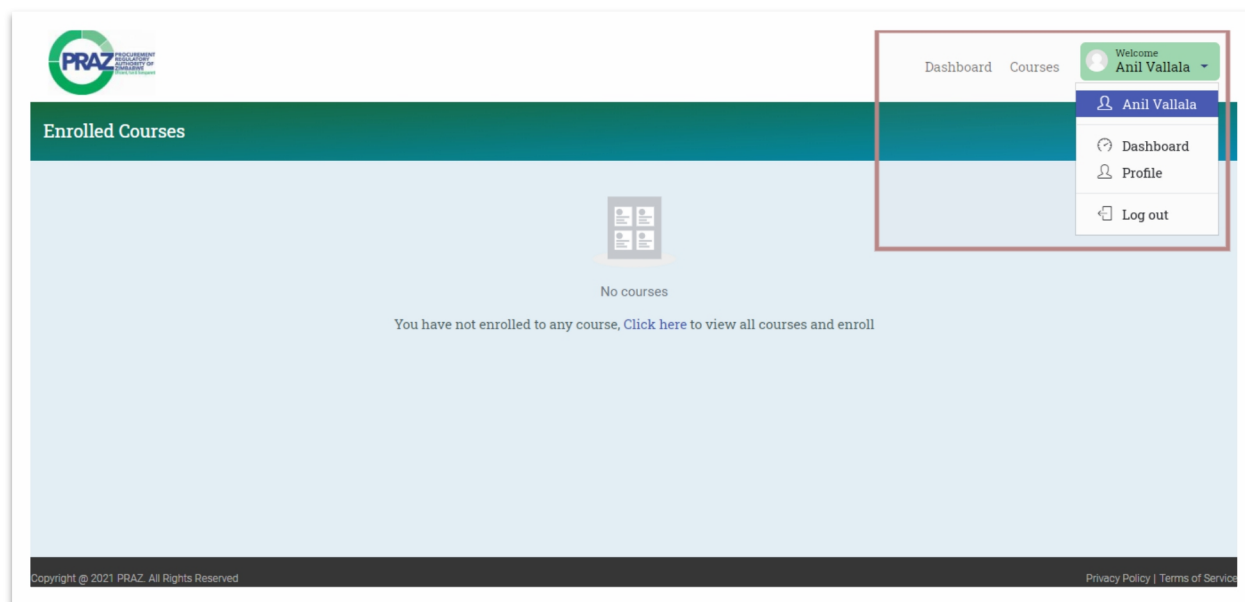


Figure 2: Welcome Message after Login

## 3. Enroll to Course

Click on the 'Courses' button at the top right of the page to see the list of available courses (Figure 3)

- ✓ Select the course of your choice from the list of available courses
- ✓ Click on course title or Access button to see the course overview and description
- ✓ Click on Enrol me button
- ✓ And you will get an onscreen confirmation message

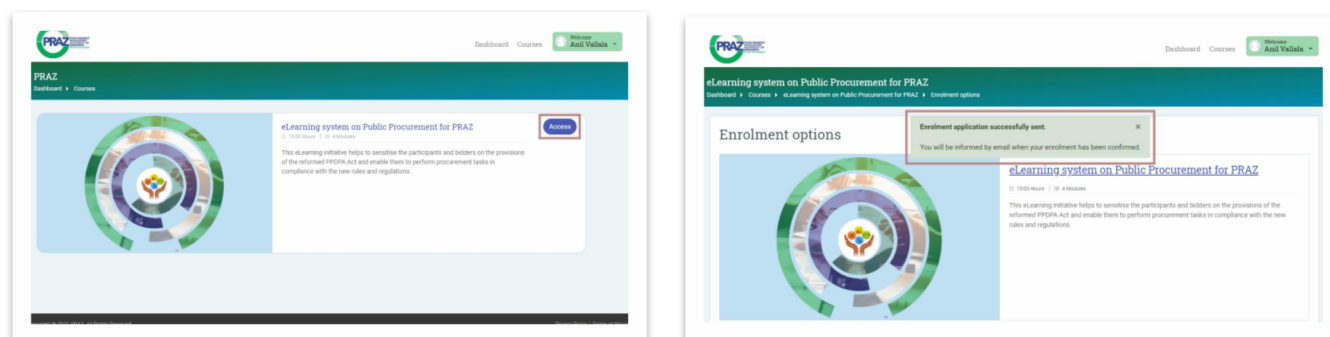


Figure 3: Enrol to the Course

## 4. Enrolled Courses

In the Enrolled Courses section, you will see the list of courses you got enrolled with following information:

- ✓ Course Title , Duration of the course and Description
- ✓ Course Completion percentage with Progress bar

To access the course, click on the course title (Figure 4)

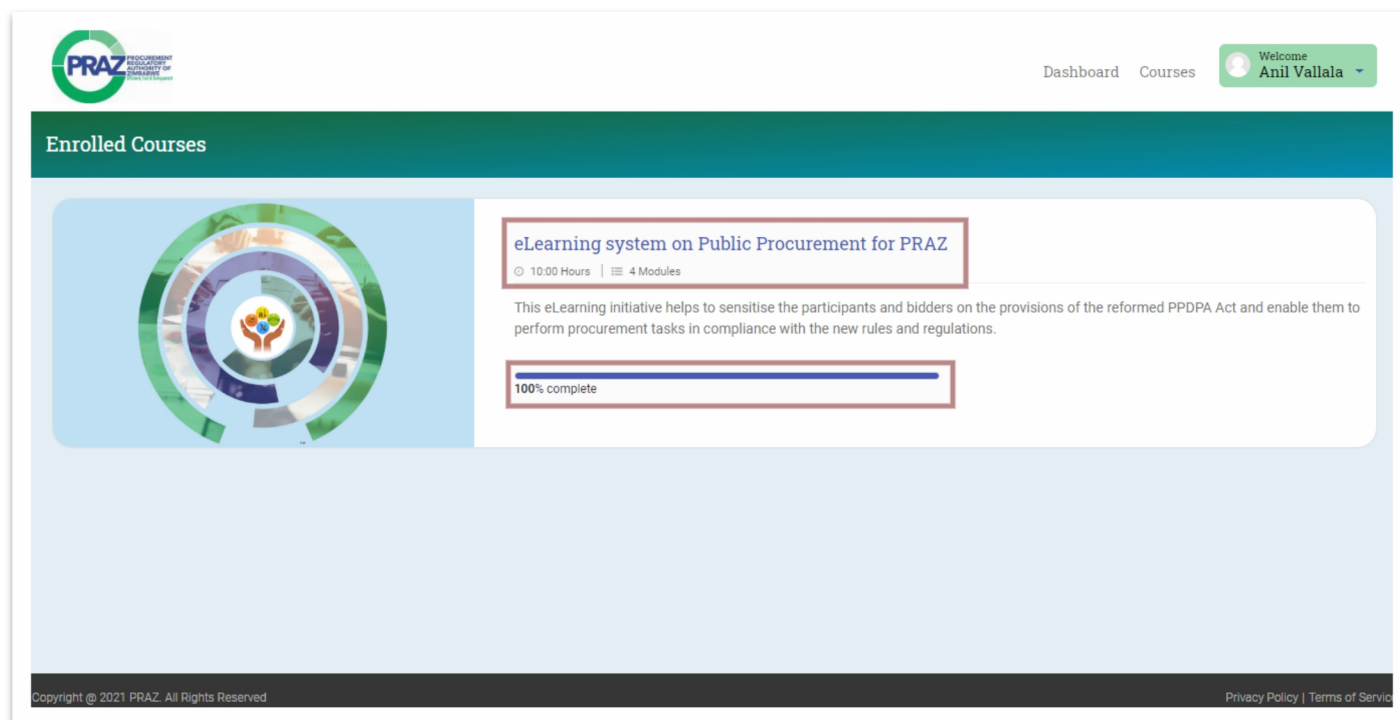


Figure 4: My Courses

## 5. Course Modules

Upon clicking on the course title you can view a screen as in figure 5 where the below list of activities can be found. (Figure 5)

- Self-paced learning modules
- Final Assessment
- Download Certificate

The screenshot displays the 'Module Status' page in the PRAZ LMS. It features six module cards arranged in a 2x3 grid. Each card includes an icon, a title, duration, units, and a description. A light gray checkmark indicates the module is not started, while a green checkmark indicates it is completed. The modules are:

- Law Sensitisation**: 04:00 Hours | 12 Units. The module on "Law Sensitisation" has 12 units. It takes approximately four hours and thirty minutes to complete. (Green checkmark)
- Bidder Sensitisation**: 00:45 Hours | 2 Units. There are two units in this module. It takes approximately 45 minutes to complete the module. (Green checkmark)
- Standard Bidding Documents**: 02:15 Hours | 6 Units. There are six units. And it takes approximately two hours and fifteen minutes to complete the module. (Green checkmark)
- Elementary Certification Training**: 03:00 Hours | 6 Units. The module has six units and it takes approximately three hours to complete the module. (Light gray checkmark)
- Final Assessment**: 10 Minutes | 10 Questions. Check your understanding of the subject. You need 70% marks to pass the assessment. (Light gray checkmark)
- Download Certificate**: 1 Certificate. On successful completion of the final assessment, you will be able to download the course completion certificate. (Light gray checkmark)

**Instructions**

Click on the module name to view course content.

Initially the "Final Assessment" link will be disabled. Once the modules are completed, then "Assessment" button will be enabled to access the assessment

Initially the "Certificate" button will be disabled. Once the assessment is completed, this link will be enabled, and the certificate will be available to view/download.

Please allow pop-ups for this website to view the course content. [Click here](#) for instructions to disable pop-up blockers.

Figure 5: Module status

Self-paced learning modules: You will see the list of Modules with following features:

- ✓ Module Title , Description , Duration and No of Units
- ✓ The Module status
  - 'Light gray check mark 'indicates that the Module is not started.
  - 'Green check mark' indicates that the Module is completed.

On clicking the Module name link, you will be directed to the Module Content page.

Final Assessment: Initially the "Final Assessment" link will be disabled. Once the self-paced learning modules are completed, then "Assessment" button will be enabled to access the assessment

Download Certificate: Initially the "Download Certificate" button will be disabled. Once the assessment is completed, this link will be enabled, and the certificate will be available to view/download.



## 6. Module Content page

Module Content page will have list of units covered in the Module (Figure 4)

- ✓ Module Title, Duration,
  - ✓ No of Units
  - ✓ An Introduction to the Module
  - ✓ Unit status
- ☐ - Indicates that the Unit is not started
- ☐ - Indicates that the Unit is partially completed
- ☒ - Indicates that the Unit is completed

The screenshot shows the PRAZ LMS interface. At the top left is the PRAZ logo. On the top right, there are links for 'Dashboard' and 'Courses', and a user profile for 'Anil Vallala'. Below this is a green header bar with the text 'eLearning system on Public Procurement for PRAZ' and a breadcrumb trail: 'Dashboard > My courses > eLearning system on Public Procurement for PRAZ > Topic 2 > Standard Bidding Documents'.

The main content area is titled 'Standard Bidding Documents' with a duration of '02:15 Hours' and '6 Units'. Below the title is a section 'An Introduction to the Module' with a paragraph explaining that PRAZ issued Standard Bidding Documents to be used by both procuring agencies and bidders. A note below this states: 'Note: Please allow pop-ups for this website to view the course content. [Click here](#) for instructions to disable pop-up blockers.'

Under the 'Contents' section, there is a list of units:
 

- ☒ [Introduction](#)
- ☐ [Introduction to SBD](#)
- ☐ [About Procurement of Consultancy Services](#)

At the bottom of the content area is a green button labeled 'ENTER'.

Figure 6: Modules list

On clicking the Unit name or View Course button the e-Learning course will appear in a new window, for the first time, you may need to “Allow Pop-Up Windows” so that you can see the screen properly. To allow the Pop-Up Window, please follow these steps:

- In the address bar on the right-hand side there will be a red alert titled Pop-ups blocked.
- Select the red alert.
- To always see pop-ups for the site, select Always show pop-ups from [site] and then select Done

## 7. Assessment

Once all the self-paced learning modules are completed, the assessment button will be enabled automatically. Only one attempted is permitted. You can navigate to any question in middle of the attempt. It's a time based assessment and must complete it within the specified time (Figure 7).

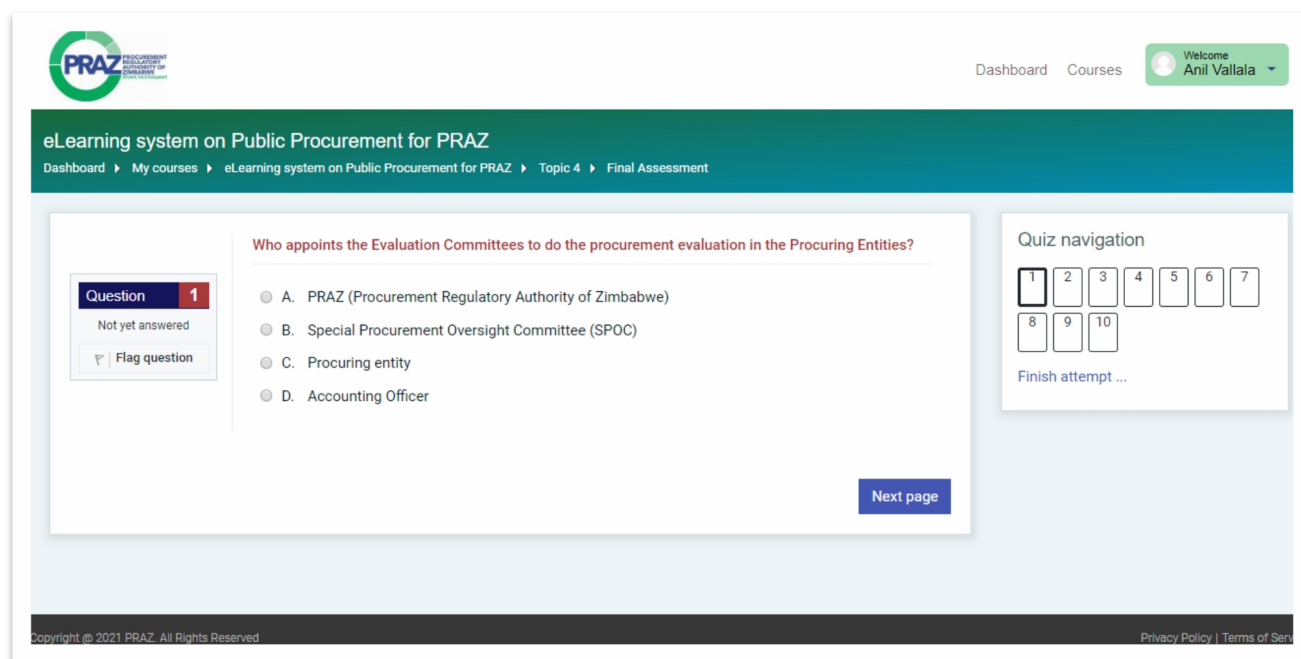


Figure 7: Assessment

## 8. Certificate

The link to download the certificate will be enabled on successful completion of assessment and getting the passing grade. You can view the certificate online or download as PDF file.



Figure 8: Certificate

## 9. Create New Account

In order to access the complete eLearning courses, the user has to register on the portal, by following the steps given below

Step 1. Click on Login → Create New Account. A new registration form will open as shown in the Figure 9

**New account** There are required fields in this form marked ① [Collapse all](#)

**Choose your username and password ▼**

Username ①

Password ①

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as \*, -, or #

**More details ▼**

First Name ①

Last Name ①

Email address ①

Please enter a valid email address, all the communications related to the portal will be sent to this email.

Email (again) ①

City/town

**Other Information ▼**

Gender ①

Designation ①


Department ①

Highest Qualification ①

Years of Experience ①

ZIP Code

Security question ①

☐ I'm not a robot  reCAPTCHA Privacy - Terms

[Create my new account](#) [Cancel](#)

By clicking "Create my new account", you agree to the PRAZ LMS Privacy Policy, and Cookie Policy.

Figure 9: Create New Account

Step 2. In the respective fields enter details such as First Name, Last Name, Gender, Email ID, Department, Designation, Highest Qualification, Years of Experience, Country, City/Town and ZIP Code.

Please note and enter a valid email address, all the communications related to the portal will be sent to this email.

Step 3. : Select Security question and Click “Create my new account” button.

Step 4. On successful submission, a thank you message is displayed on the screen open as shown in the Figure 10

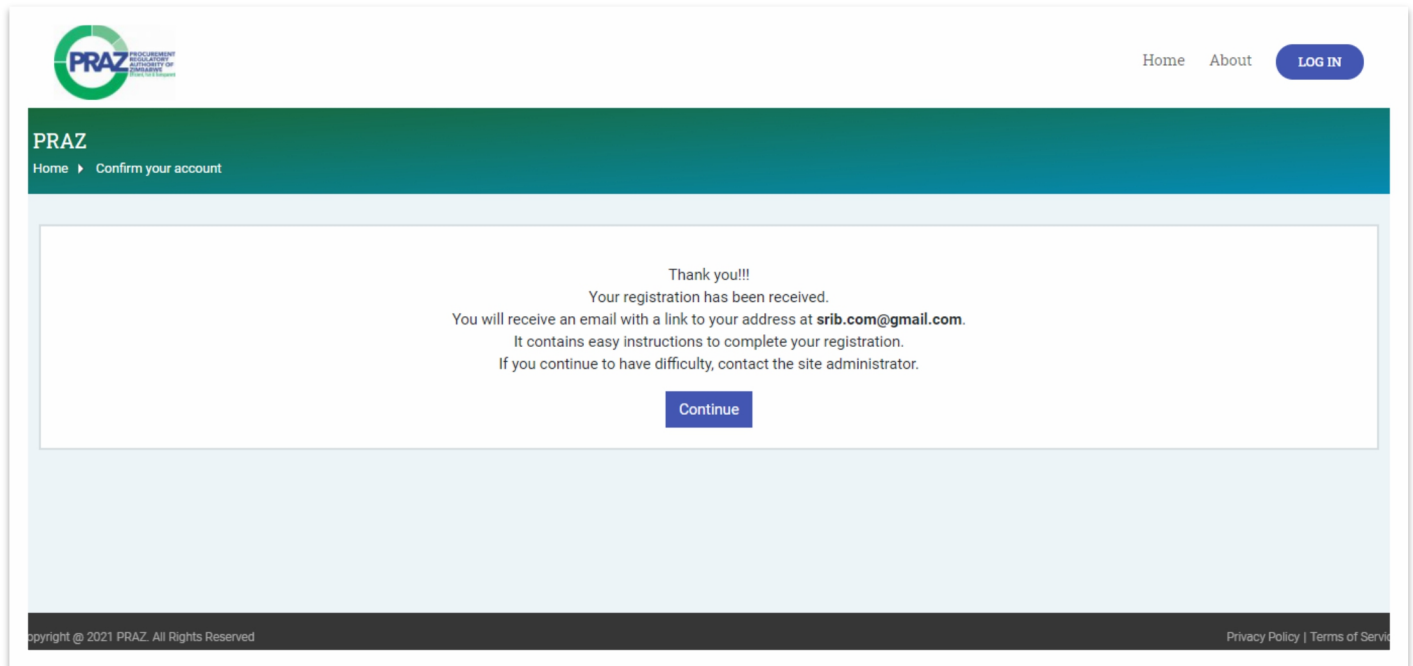
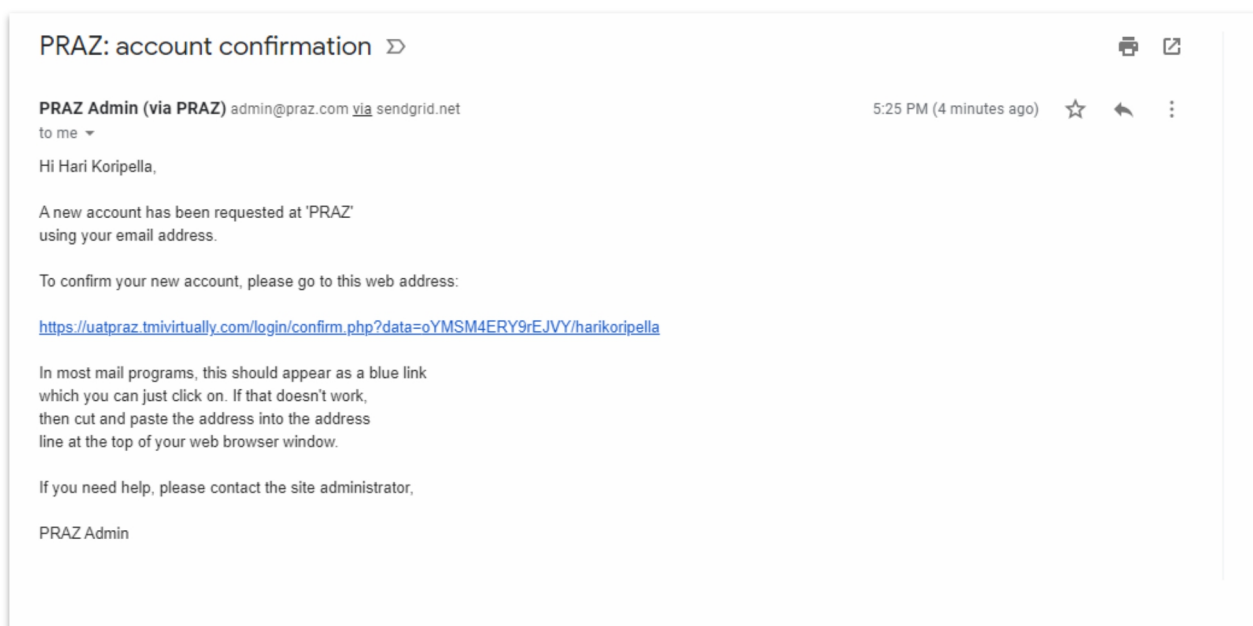


Figure 9: Create New Account

Step 5: Communication is sent to the email ID provided while registering

Step 6: The user needs to click “Activate Your Account” for account activation and to log in.



## 10. Contact Details

For any further information regarding this PRAZ eLearning portal, an email can be sent on:  
xxxx@xxxx.com

---- END OF LEARNER GUIDE ----