

4. Courses:

Please go to “Courses” from left menu. Click on “Courses”, it will expand with-

- i. Course Info
 - a. Show Courses
- ii. Course Batch
 - a. Show Batches
 - b. Create Batch
- iii. Course Mapping
 - a. Map Course Trainers

i. Course Info:

a. Show Courses:

To see all course added in TMS, user have to navigate to “Courses >> Course Info >> Show Courses”.

- To see all the courses of user’s association, click on “Show” button. User can see all the added course for that training partner.
- To view specific course list, select “Training Institute” and “Tranche”.
- Click the “Show” button to see the course list according to users’ choice.

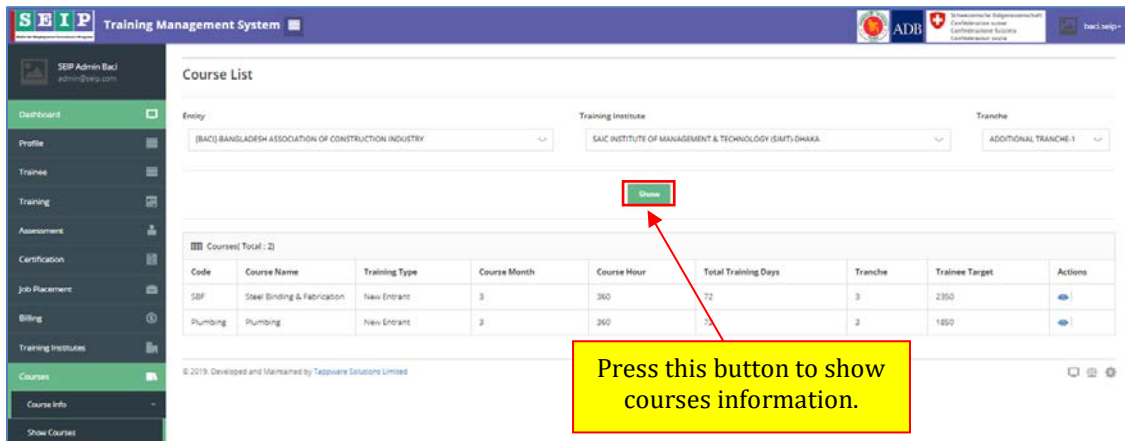


Figure 1

Viewing Course details:

Click on → button from **Action Column** in the right-hand side of the table on your screen to see details of a course.

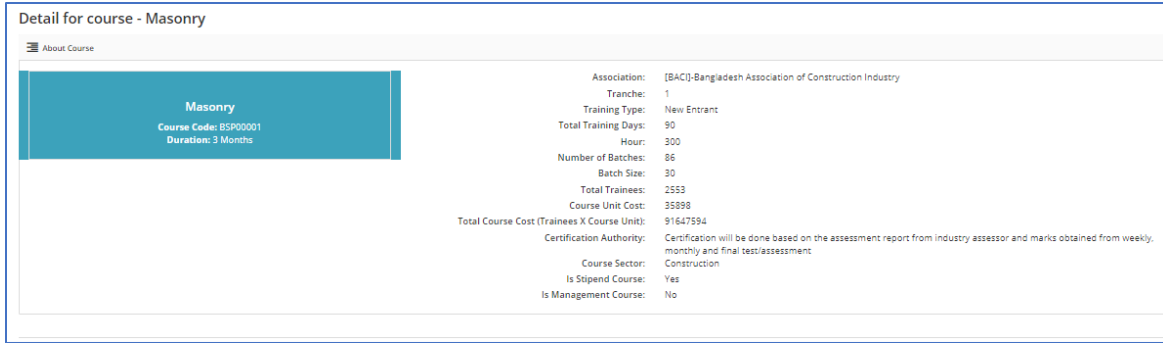


Figure 2

ii. **Course Batch**

To add/see course batch details on system, navigate to “Courses” from left panel. “Courses” will expand with-

- a. Show Batches
- b. Create Batches

a. **Show Batch:**

- Select institute/center, tranche and course from dropdown.
- After clicking “Show Batch”, batch information in System will take you to the page “Batch list”. From there, you can see batch information. Please follow figure: 3.

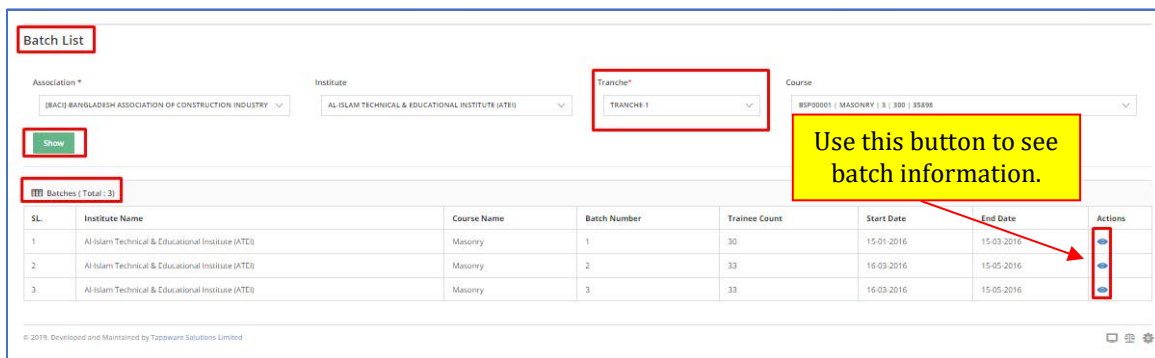
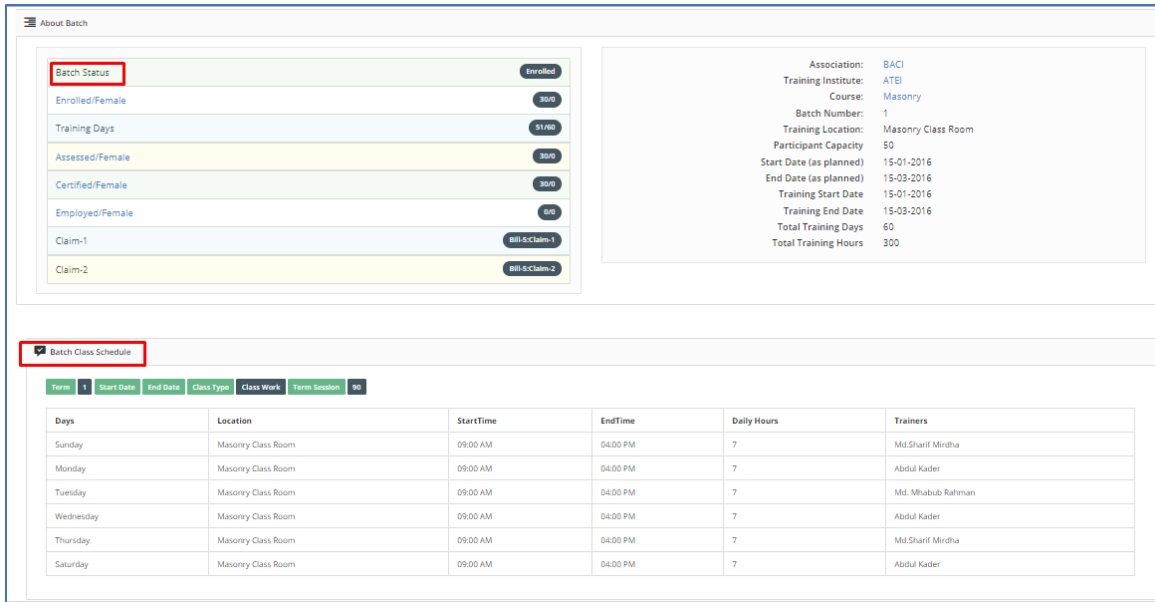


Figure 3

Viewing Batch details:

Click on → button from action column in figure 3 to see details of that batch.

The details will be shown in like figure 4.



About Batch

Batch Status: Enrolled (300)

Enrolled/Female: 300

Training Days: 51/60

Assessed/Female: 300

Certified/Female: 300

Employed/Female: 0/0

Claim-1: 0/0 Claim-1

Claim-2: 0/0 Claim-2

Association: BACI
 Training Institute: ATEI
 Course: Masonry
 Batch Number: 1
 Training Location: Masonry Class Room
 Participant Capacity: 50
 Start Date (as planned): 15-01-2016
 End Date (as planned): 15-03-2016
 Training Start Date: 15-01-2016
 Training End Date: 15-03-2016
 Total Training Days: 60
 Total Training Hours: 300

Batch Class Schedule

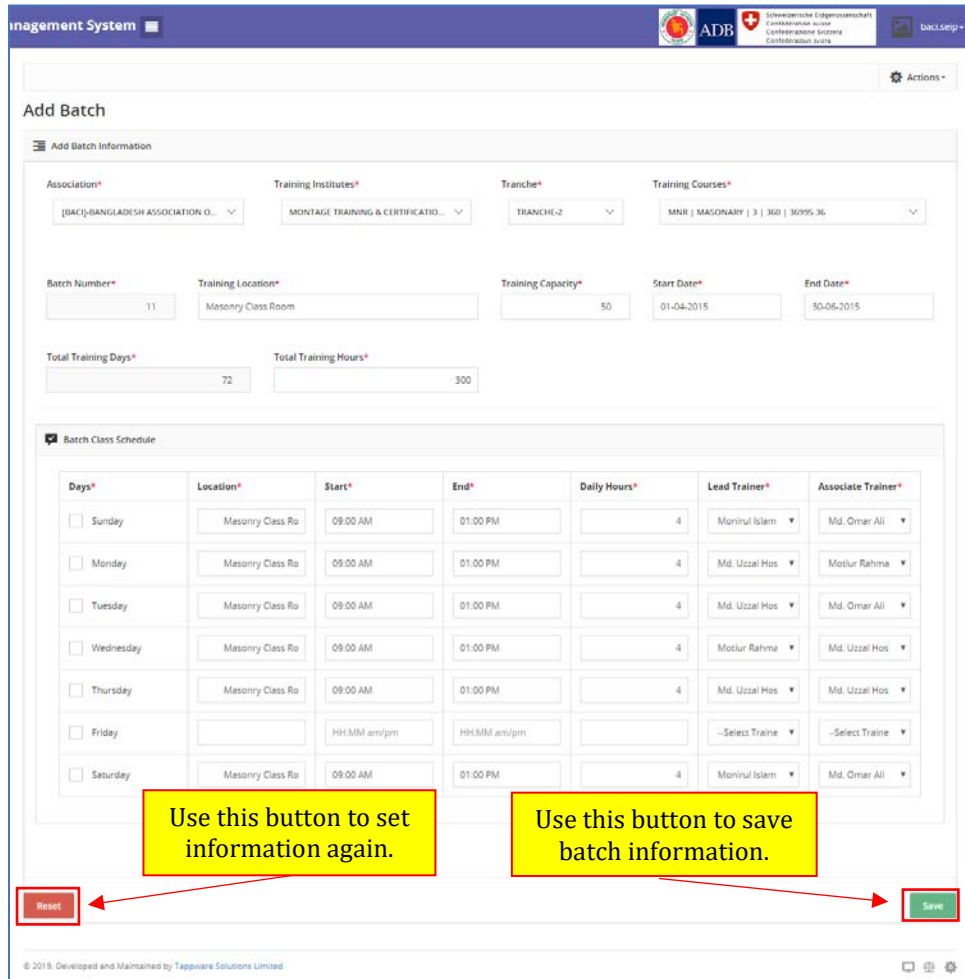
Term	Start Date	End Date	Class Type	Class Work	Term Session	NO
Days	Location	StartTime	EndTime	Daily Hours	Trainers	
Sunday	Masonry Class Room	09:00 AM	04:00 PM	7	Md.Sharif Miridha	
Monday	Masonry Class Room	09:00 AM	04:00 PM	7	Abdul Kader	
Tuesday	Masonry Class Room	09:00 AM	04:00 PM	7	Md. Mhabub Rahman	
Wednesday	Masonry Class Room	09:00 AM	04:00 PM	7	Abdul Kader	
Thursday	Masonry Class Room	09:00 AM	04:00 PM	7	Md.Sharif Miridha	
Saturday	Masonry Class Room	09:00 AM	04:00 PM	7	Abdul Kader	

Figure 4

b. How to Create a new Course Batch:

To create a batch, click “Courses >> Course Batch >> Create Batch” from the left menu of system. User will get a new page, which contains heading “Add Batch”.

- Fill up all the required field (*) with proper information, like- “Training Institute”, “Tranche” and “Training Courses”.
- The System will provide you a “Batch Number” which is generated automatically.
- Add “Training Location”, “Training Capacity”, “Start Date”, “End Date”, and “Total Training Days” & “Total Training Hours” in the respective field.
- Select “Days”, “Location”, “Start” & “Ending Time”, “Daily Hours”, “Lead Trainer” and “Associate Trainer” from Batch Schedule table.
- Fill up all the information and press “Save” button to save the information for a particular batch. If, for any reason, you need to change any saved information, press “Reset” button.



Add Batch

Add Batch Information

Association* [IBAC]-BANGLADESH ASSOCIATION O...
 Training Institutes* MONTAGE TRAINING & CERTIFICATIO...
 Tranche* TRANCHE-2
 Training Courses* MNR | MASONARY | 3 | 360 | 30995.36

Batch Number* 11
 Training Location* Masonry Class Room
 Training Capacity* 50
 Start Date* 01-04-2015
 End Date* 30-06-2015

Total Training Days* 72
 Total Training Hours* 300

Batch Class Schedule

Days*	Location*	Start*	End*	Daily Hours*	Lead Trainer*	Associate Trainer*
<input type="checkbox"/> Sunday	Masonry Class Ro	09:00 AM	01:00 PM	4	Monirul Islam	Md. Omar Ali
<input type="checkbox"/> Monday	Masonry Class Ro	09:00 AM	01:00 PM	4	Md. Uzzeal Hos	Motlur Rahma
<input type="checkbox"/> Tuesday	Masonry Class Ro	09:00 AM	01:00 PM	4	Md. Uzzeal Hos	Md. Omar Ali
<input type="checkbox"/> Wednesday	Masonry Class Ro	09:00 AM	01:00 PM	4	Motlur Rahma	Md. Uzzeal Hos
<input type="checkbox"/> Thursday	Masonry Class Ro	09:00 AM	01:00 PM	4	Md. Uzzeal Hos	Md. Uzzeal Hos
<input type="checkbox"/> Friday		HH:MM am/pm	HH:MM am/pm		--Select Trainee	--Select Trainee
<input type="checkbox"/> Saturday	Masonry Class Ro	09:00 AM	01:00 PM	4	Monirul Islam	Md. Omar Ali

Reset Save

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Figure 5

iii. Course Mapping:

Adding course details is maintained by admin panel (SEIP user). Training partners can only view course details and add (map) trainer name in TMS who will conduct course for that training partner. The mapped trainer's name will be loaded into "Lead/Associate Trainer" drop-down while creating a new batch for that course.

a. How to Map Course with Trainers:

For mapping trainers with course, navigate to "Courses >> Course Mapping >> Map Course Trainers" option. User will see the "Map Course Trainers" heading in the page.

- To map, select "Institute", "Tranche" and "Courses" from the dropdown menu.
- In the left box, there are trainers for this institute. Select trainers from left box and press the →  (forward) button to map trainers with the concerned courses.

- Select trainers from right box and press the → (backward) button to un-map.
- Use red → (forward)/ ← (backward) button to map/unmapped all by one click.

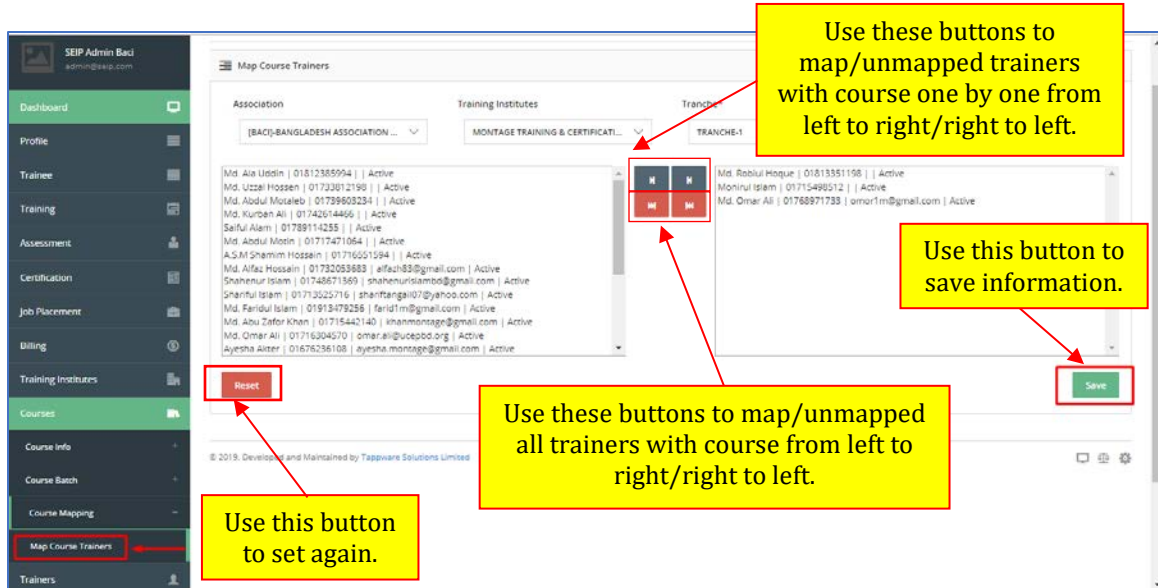


Figure 6