REGIONAL TRAINING INSTITUTE, NAGPUR

ONLINE TRAINING GUIDE (OTG) FOR TRAINEES

1. Online training will be conducted through Microsoft Team Software.

2. Please go through the attached time table for training timings. Adhere with the timings and always login at least 10 min before the session.

3. On the first day of the training, you have to login in SAI system (www.pdrtcb.gov.in) and fill the Registration form online. Complete filling this form at least half an hour before commencement of training. Unless you not fill the registration form you will not get joined in the online training through MS-Team.

4. The login ID for SAI system will your @cag.gov.in email id through which your office has nominated you. The default password will be your registered mobile number unless you changed it later on.

5. All correspondence during this training will be mailed to your @cag.gov.in email id only. No other mail id will be considered for this training programme. Hence you are requested to login your @cag.gov.in email and see if it is operational, else contact your office for email support.

6. The MS Team link for joining in the training programme will be sent to your @cag.gov.in email id.

7. You have to fill the daily feedback form after the training session through SAI system.

8. You have to fill the final day feedback form also on the last day of the training through SAI system only.

9. Your e-certificate will be issued through SAI system only and will be visible under your login.

10. Read further to know how to login in MS-Team software. Before that few important points to remember.

Important points to remember

Trainees should kindly take care of adhering to the following practice/points for the smooth conduct of the online training:

- Trainees should ensure that they attend the training session in a **silent place where they shall not be disturbed.**
- Training should be accessed over a **high-speed internet connection where possible**; A cellular network may also be used if other high-speed connections are not available.
- A **laptop or desktop computer** would be preferable to use instead of a mobile phone. Training accessed on a mobile phone may be interrupted by phone calls and other notifications.
- Trainees should logon to the MS Teams application **at least 10 minutes** before the start of the training session.
- The online training should be attended with the **same decorum** as is expected in a regular classroom training. Therefore, trainees **are NOT** expected to use their mobile phones or consume food and beverages while the training session is in progress. Mobile phones may be kept on silent mode during the training.
- Participants must **NOT** indulge in exchanging pleasantries or initiate any discussion using this platform before commencement or during the program.

Using Microsoft Teams for attending online training

Hardware and Software requirements

- A laptop or a desktop computer equipped with microphone and webcam or a smartphone or a tablet.
- Access to the internet
- Microsoft Teams Application installed on the device to be used while attending the training. This is optional for Desktop and Laptop. You may login without installing the software also. But if you are using mobile phone you have to install the MS-Team App from Google Play Store.

Joining the online training
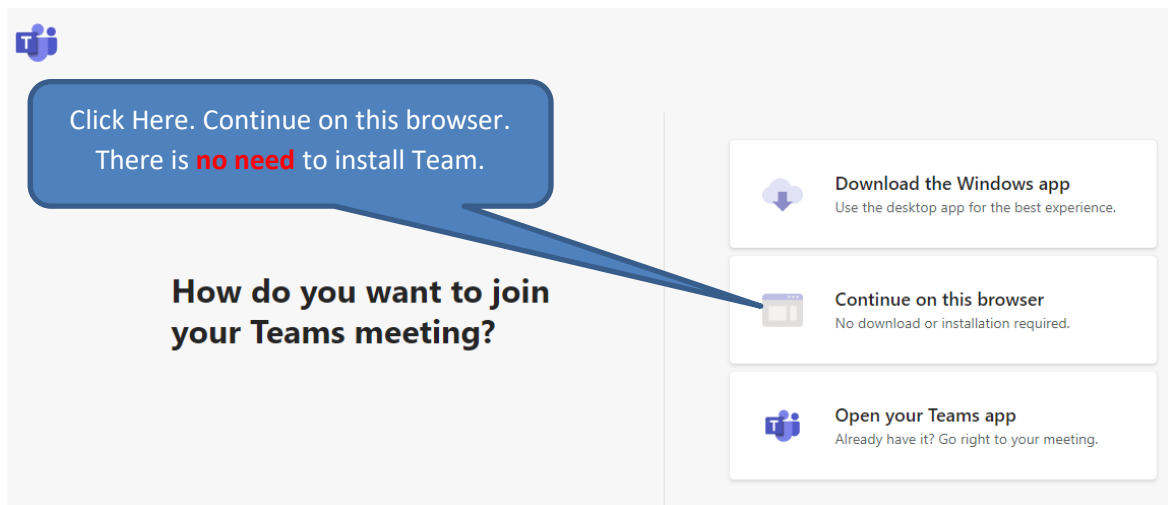
There are two ways to join in MS-Team.

1. For those who have MS Team Account

1. If you have MS-Team Login account provided by Hqrs, then you should install the Team software in your desktop/laptop/smart phone or similar devices. You can login with your @cag.gov.in email id and default password will be **Cag@1234** unless you change it.
2. After login in MS Team → Go in your "Calendar" section. You will find the training link there. Click on the link and join the training. Screen shot is give below.

1. Login in MS-Team and click on Calendar

2. Then click on RTI Nagpur training link to join the online training

3.
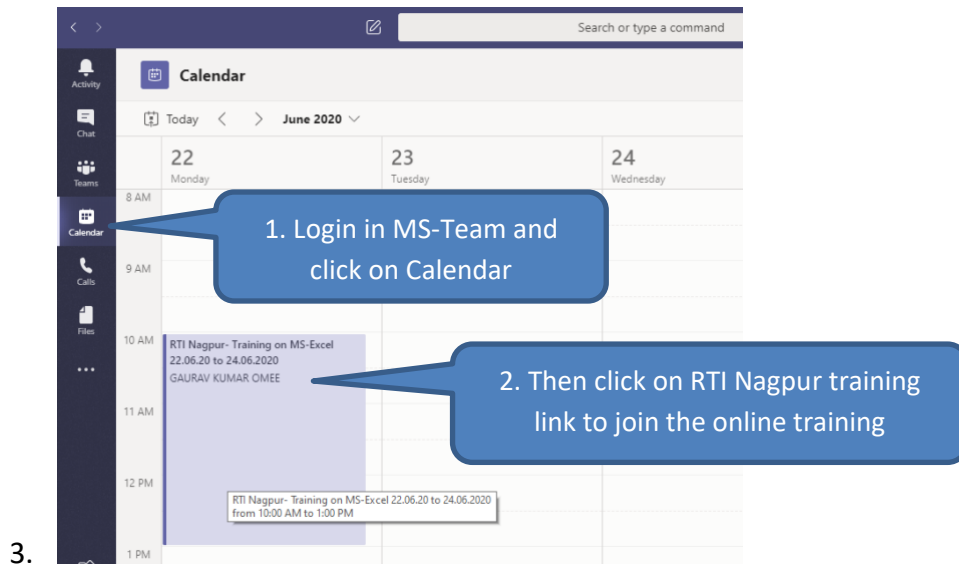
2. For those who DON'T have MS Team Account

1. If you don't have MS-Team Login account provided by Hqrs, then you open your email @cag.gov.in. You will find a mail having link to join the training programme. You can join as "**Guest**". If you join as Guest, you will not be asked for any login ID or password. However you MUST type your full name when asked by MS-Team during Guest login.

Click Here. Continue on this browser. There is **no need** to install Team.

How do you want to join your Teams meeting?

Download the Windows app
Use the desktop app for the best experience.

Continue on this browser
No download or installation required.

Open your Teams app
Already have it? Go right to your meeting.

This will help others to identify you during the training programme.

2. Once you click on "Continue on this browser, you will get a window like below. We have recommended not to install MS-Team software just to make it simple for you. If you wish, you can install the MS-Team software on your desktop or laptop or smart phone.
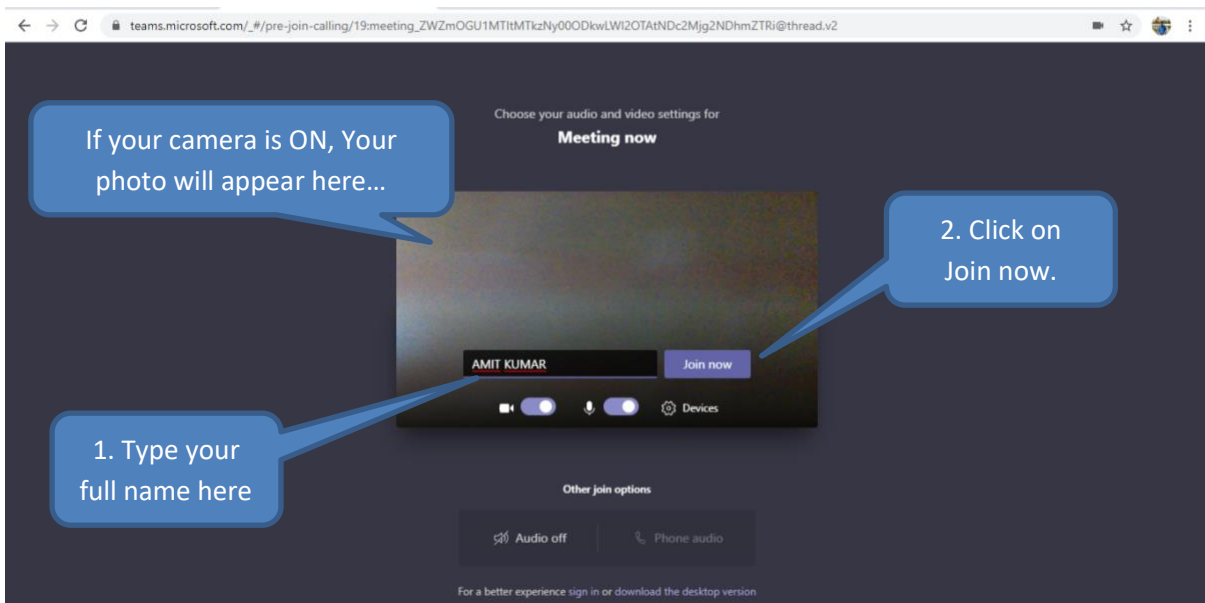
You have to use this menu bar when the training is in progress and all participants are on board.

- While the training is in progress, trainees should ensure that their **microphones are turned off while they are not speaking**. This is how the interface would look like when the microphone is disabled:
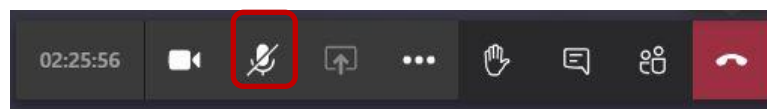
- Except during the break time, trainees **should try to keep their cameras enabled for the entire training program where their internet connectivity allows them to do so.** This will facilitate face to face online interactions and leads to a better training experience.
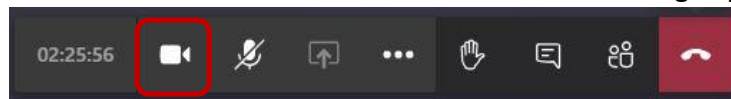
- When asking questions or raising queries or participating in discussion, trainee should ensure that **her/his camera and microphone are enabled** before she/he starts speaking.


Trainees should look at the camera while speaking. This ensures a better connection with the faculty and other participants in a virtual setup.

Communicating during the training

Trainees **should keep their microphones on silent mode and may enable these** to communicate with the faculty when specifically requested by the faculty. They may use the '**raise hand**' icon to indicate to the faculty that they have a query or observation and await the faculty's go-ahead so as to allow for a streamlined environment for discussion during the online training. As far as possible, trainees should use the inbuilt features of the MS Teams Application to communicate during the training session.

The following methods may be used for discussing issues with or making queries to the faculty:

'Raise your hand'
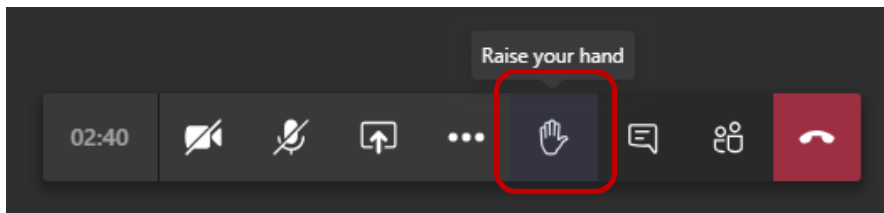
This feature is analogous to raising one's hand in the real classroom/meeting environment. When a participant clicks on the highlighted button, the faculty gets notified on a real-time basis. You may request the attention of the faculty by using this feature and get your queries addressed. The outlined hand as shown in the image above represents a '***lowered hand***'.
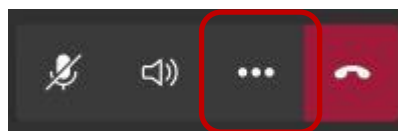
When using a Desktop/Laptop computer

Click on the icon to 'Raise your hand'. This is how a 'raised hand' should appear in your interface.
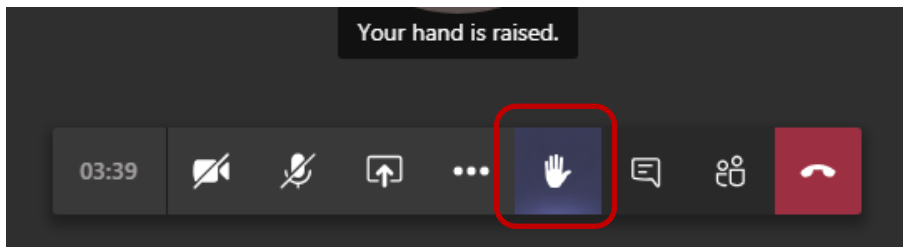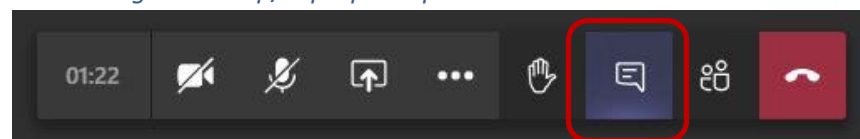

When using a Smartphone/Tablet

Tap on the three dots in the interface for more options.

Chat

Chat runs synchronously with the online training interaction on screen. It allows the trainees to communicate with the faculty and to ask questions, participate in the discussion or to make a point/share an observation.
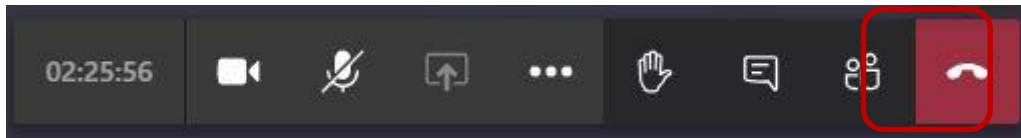
When using a Desktop/Laptop computer

When the icon shown in the image is clicked, a chat window opens up on the right-hand side of the screen. Both trainees and faculty can participate in the discussion using this instant chat.

Leaving the training

The trainees may exit the training session and close the screen by clicking on the highlighted button.

Note: The trainees should leave/close the application **only during the lunch break or after the conclusion of the last session of the day**. If a trainee is not found to be present online for a large part of a session, she/he would be deemed to be absent from that particular session.