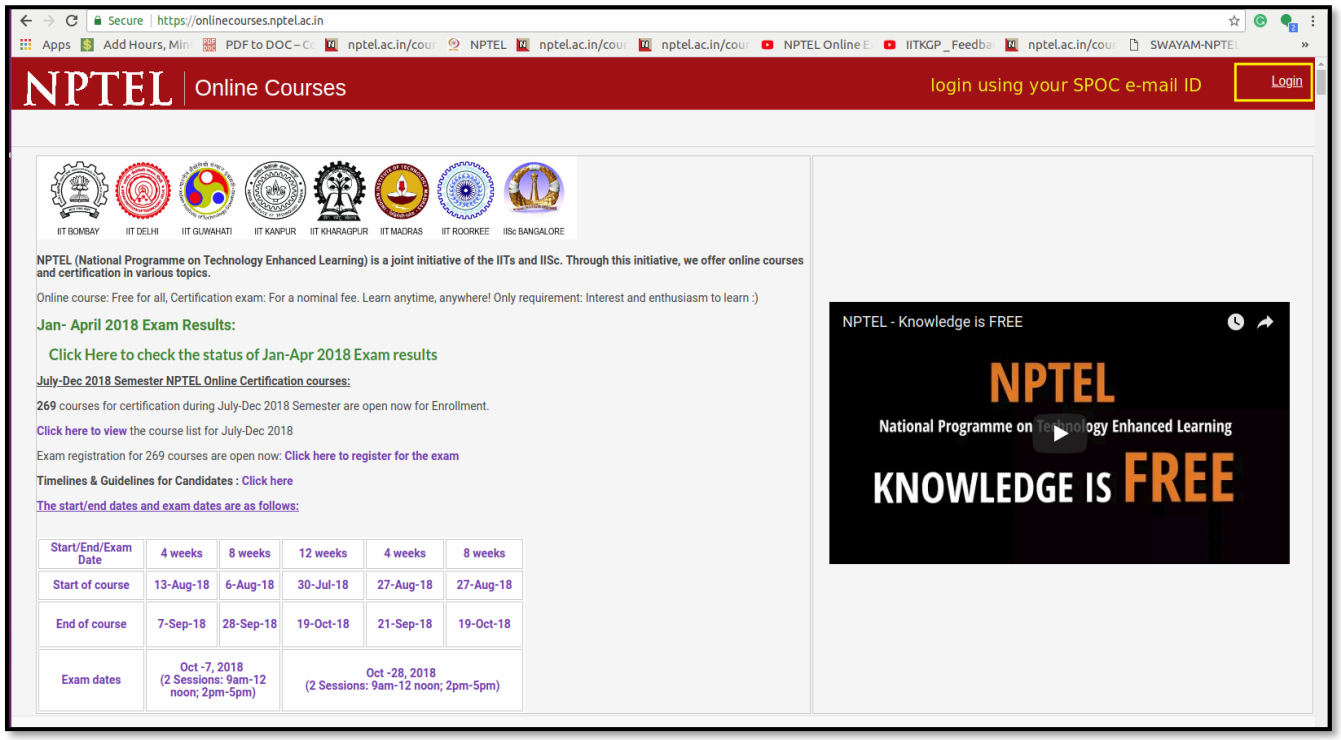
GUIDELINES FOR THE INDUSTRY ASSOCIATE SPOC – ONLINE COURSES PORTAL

Phase 1: How to check Enrollment numbers of your firm

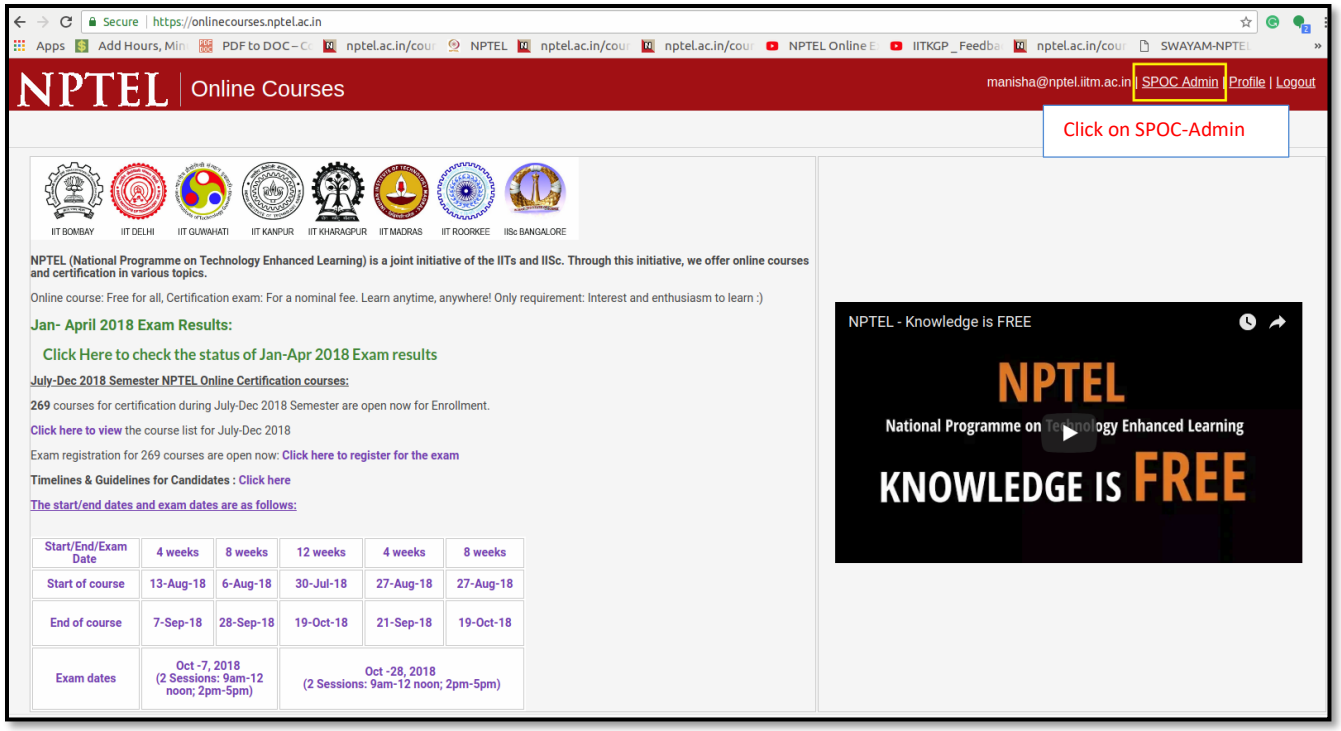
Step 1: - Navigate to the online courses portal -->> onlinecourses.nptel.ac.in

- Login using your SPOC e-mail ID (Google-enabled) shared with us.

(Refer the screenshot below)

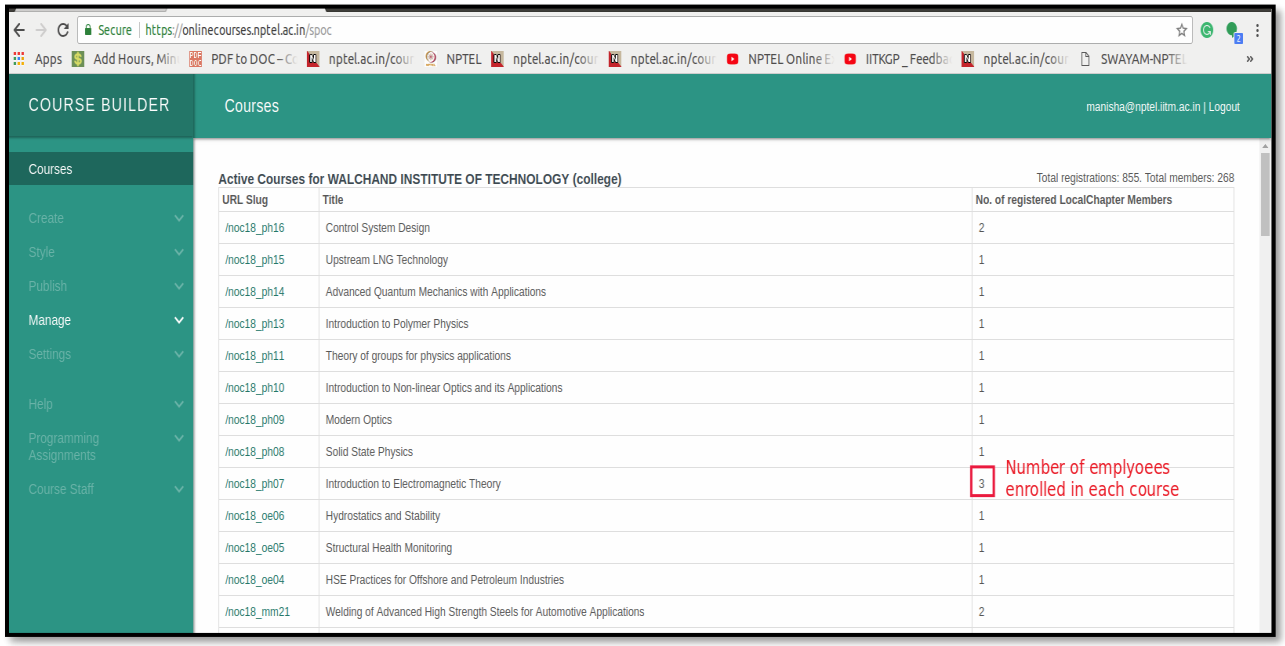


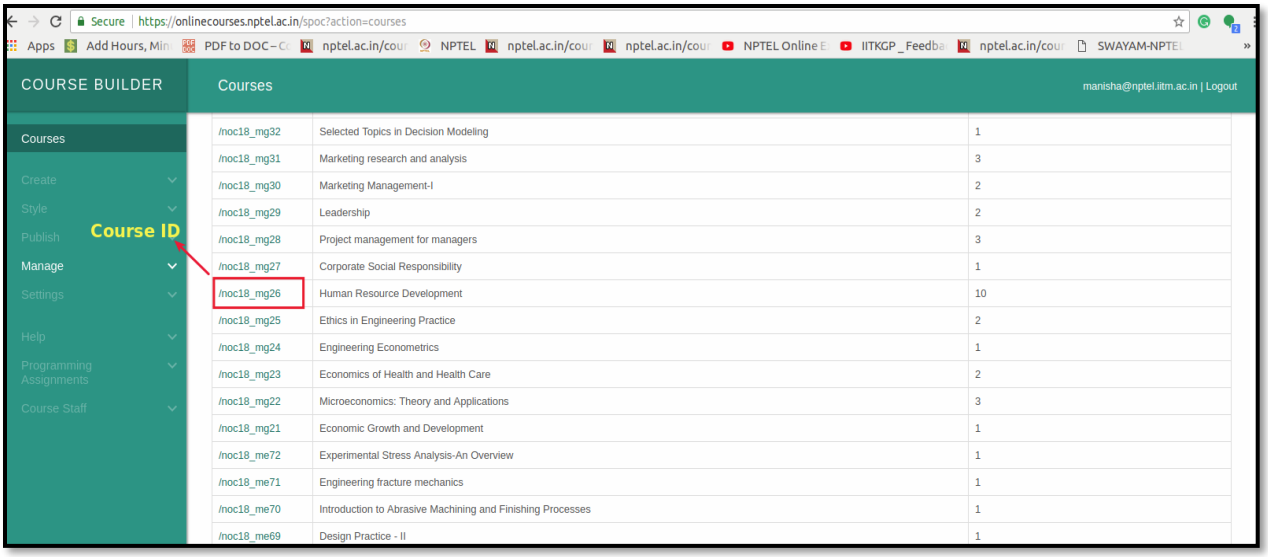
Step 2: - Once you log-in, click on to the SPOC-Admin at the top right corner of window as shown in the reference screenshot below.



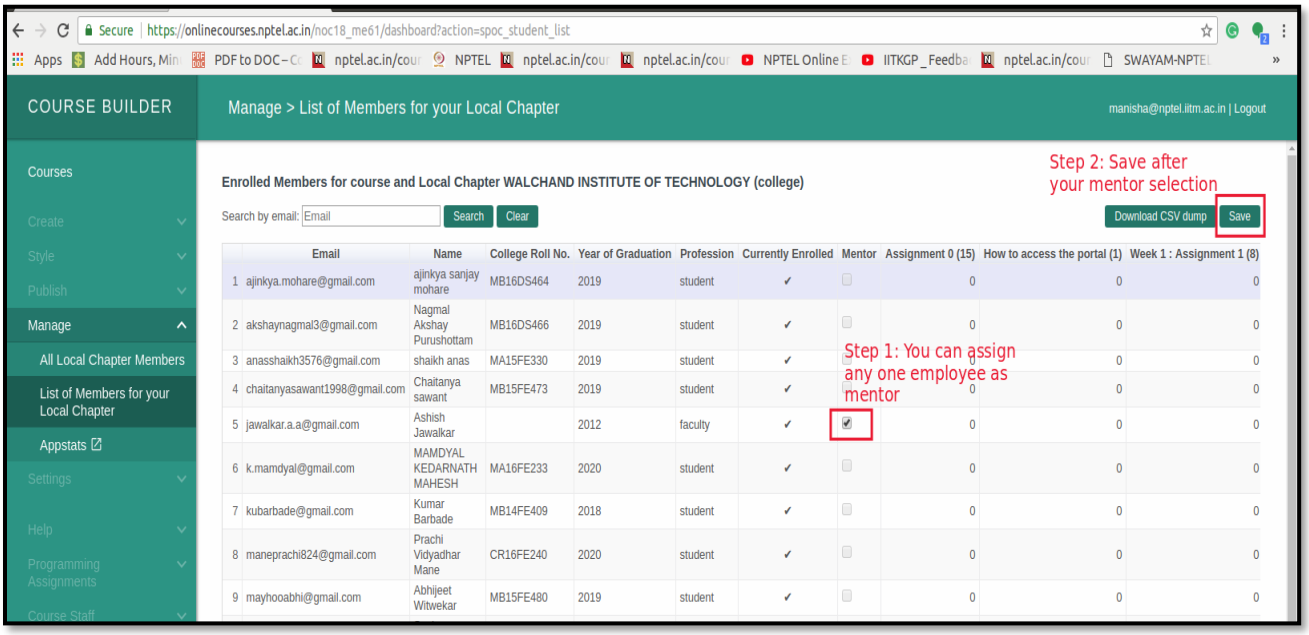
Step 3: - You will be directed to a new window (Refer the screenshot below).

- In this page you can see the number of employees enrolled in each course for the current semester.
- Click on each course ID to view the details of the employees enrolled to that particular course.
- You can download the data as csv file for your reference.





Phase 2: How to assign mentors to monitor the course takers of your organization.

- In SPOC-Admin page of your login, click on the Course ID (Refer Screenshot) of a particular course for which you wish to assign a mentor.
- The complete list of the employees enrolled to that course is displayed.
- Select the checkbox beside the name of the employee whom you wish to assign as mentor under the mentor column. (Refer the Screenshot : Step 1)
- After enabling the checkbox, click on Save (Refer the Screenshot : Step 2)
- You may even download the data as csv file for your reference.

Similarly you can assign mentors for the other courses too.