



Harbinger Academy

USER MANUAL

L&D TEAM

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1. Introduction

Harbinger Academy is single robust, secure and integrated learning system for creating personalized learning environments for organizations. It is designed to support for both teaching and learning aspects and at the same time helps the organizers/administrators with great level of management and reporting capabilities.

Harbinger Academy will assist trainers to create training sessions, upload training content & assessments, review submissions and grade students. It will also assist learners for studying uploaded training contents, Join online sessions using collaboration tools like Zoom, upload assignments, and share feedback on training sessions as well as view individual grades.

2. Registering to Harbinger Academy

If you are a new user to Harbinger Academy, you will need to register to the Harbinger Academy. For this you will need to follow

Below steps:

- 1) Go to <https://academy.harbingergroup.com>
- 2) To Login use your Windows Login Credentials
- 3) You are now an active user of Harbinger Academy and all set to use the Harbinger Academy with the roles (Manager, trainer/teacher and student, as assigned to you by the Harbinger Academy administrator for a particular course)
- 4) Go to your Profile page to update other profile details.

3. Available Roles

Harbinger Academy allows below roles to access it.

- Administrator
- Manager
- Teacher
- Student
- Training Coordinator- Duplicate of Teacher

4. Getting Started with Teacher

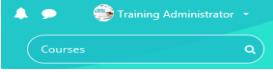
The purpose of this section is to give an overview of Harbinger Academy to a new user who is a teacher on a course.

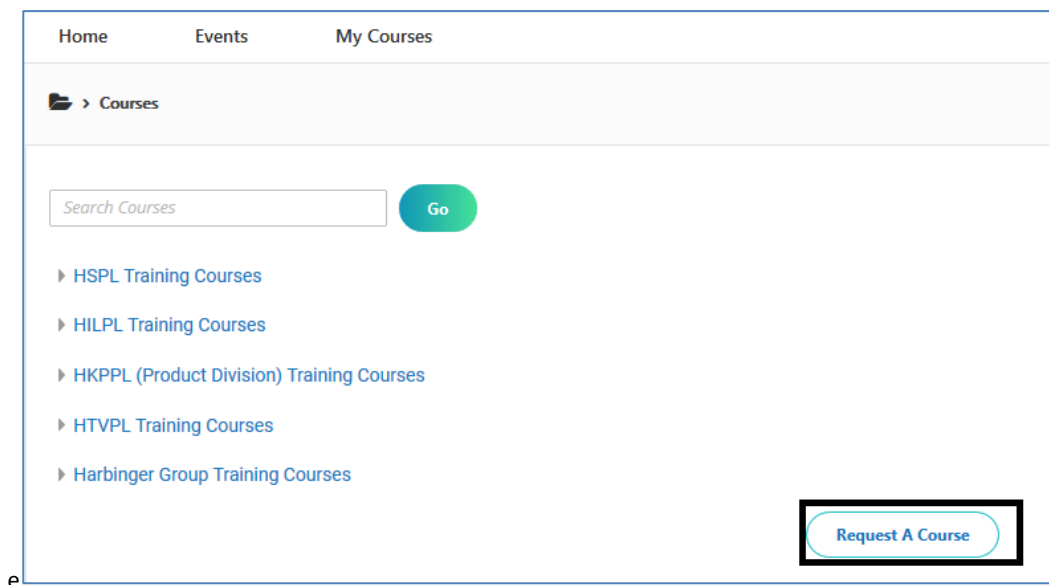
Before you start

- We are assuming that your site administrator has assigned you teacher role a course
- You must be logged in order to edit a course and use most of the features described below.

5. How To request New Course

5.1 Request – Any user

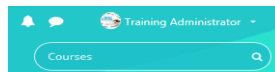
1. Login to Harbinger Academy
2. Search for key word Courses from the  search window and click on Courses →
Click **Request a course** from Courses page to request a new course



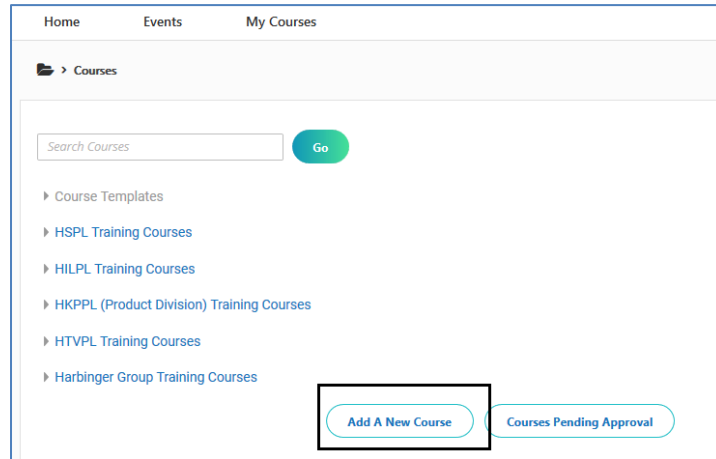
3. Fill in the necessary details in the Course Request form. This request will be sent to the training administrator who will approve or reject the course. If the course request is approved, then you will find a course created in the Harbinger Academy with yourself added as a teacher. You can then have rights to change the settings of the course, assign students and more teachers, and add presentation.

5.2 Create a course– By Site Administrator

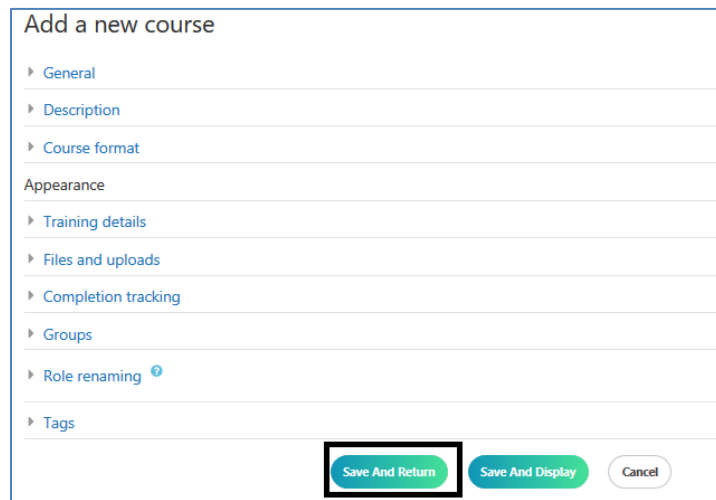
Site administrator can create a new course in Harbinger Academy.



Search for key word 'Courses' from the search window and click on Courses → Click **Add A New course** from Courses page to create a new course



Fill the required details in Add a new course page and click on Save and Return



6. Course Settings

6.1 Assign Roles

1. Login
2. Click on the course

The screenshot displays two panels from a course management system. The left panel, titled 'Administration', shows a sidebar menu with 'Users' expanded. Under 'Users', 'Enrolled users' is highlighted with a red box. The right panel, titled 'Participants', shows a search bar, a dropdown menu, and a button labeled 'Enrol Users' in the top right corner, also highlighted with a red box. Below the search bar, it indicates 'Number of participants: 11' and provides letter selection grids for 'First name' and 'Surname'.


3. In Administration → 'User', → Enrol Users
4. In Participants page, click on Enrol Users, insert the required user, and 'Enrol Selected User and Cohorts' (as shown below)

Enrol users ✕

Enrolment options

Select users No selection

Select cohorts

 Satyabaji Sahu satyabaji@harbingergroup.com

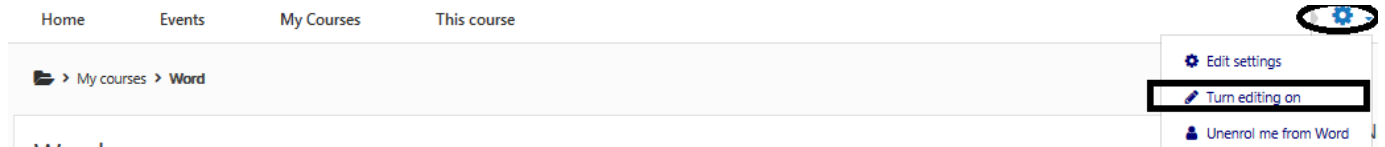
Assign role

[Show more...](#)

6.2 Add Activity and Resource

6.2.1 Login and go to the course you want to edit. Make your **Turn Editing On** to edit the course

To make your turn editing on click on Settings Icon and select option **Turn Editing On**



6.2.2 Click on Add an Activity or Resource available in each and every topic



6.2.3 Following **Activities** and **Resources** can be created here-

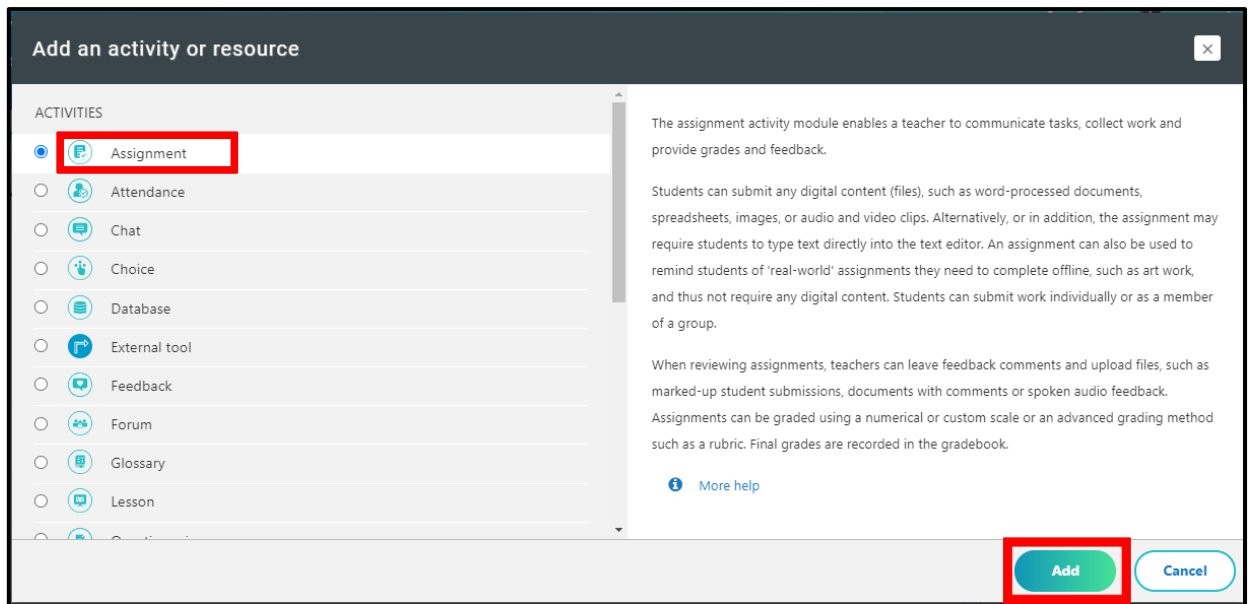
Activities	Resources
Assignment	Book
Attendance	File
Chat	Folder
Choice	IMS content package
Database	Label
External tool	Page
Feedback	URL
Forum	-
Glossary	-

Lesson	-
Questionnaire	-
Quiz	-
SCORM Package	-
Survey	-
Zoom Meeting	-

6.3 Add Assignment

6.3.1 In the course, Turn Editing On

6.3.2 Add Activity and Resources → Assignment → Add → Insert the required field → Save and Display




6.4 Grading/Evaluation Submission for Assignment

6.4.1 Click on Assignment that has been given in the course



6.4.2 Assignment can be submitted in Online Text and Attachment format

6.4.3 Click on View All Submission → Scroll Right → Check the submitted assignment and grade it



2 September 2020, 11:10 AM

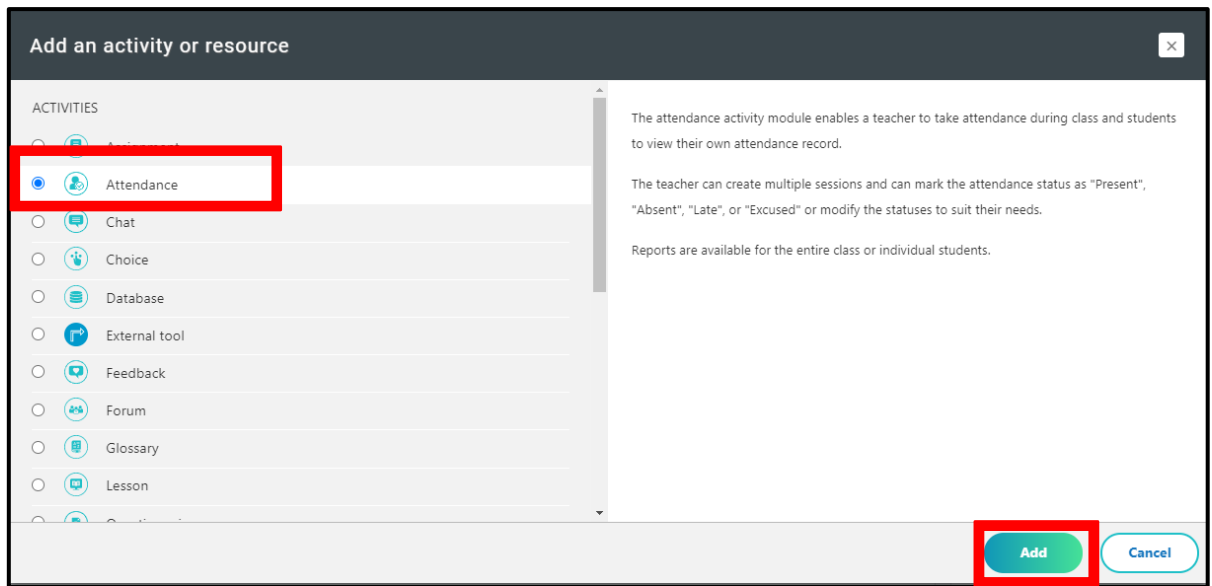
Grading summary

Hidden from students	No
Participants	10
Submitted	3
Needs grading	3
Due date	Wednesday, 2 September 2020, 11:59 PM
Time remaining	Assignment is due

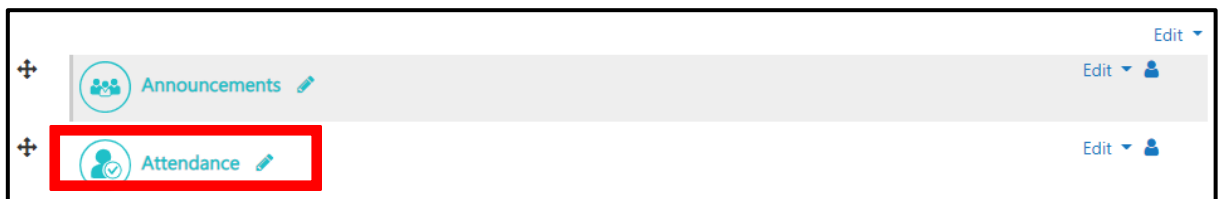
[View All Submissions](#) [Grade](#)

6.5 Adding Attendance

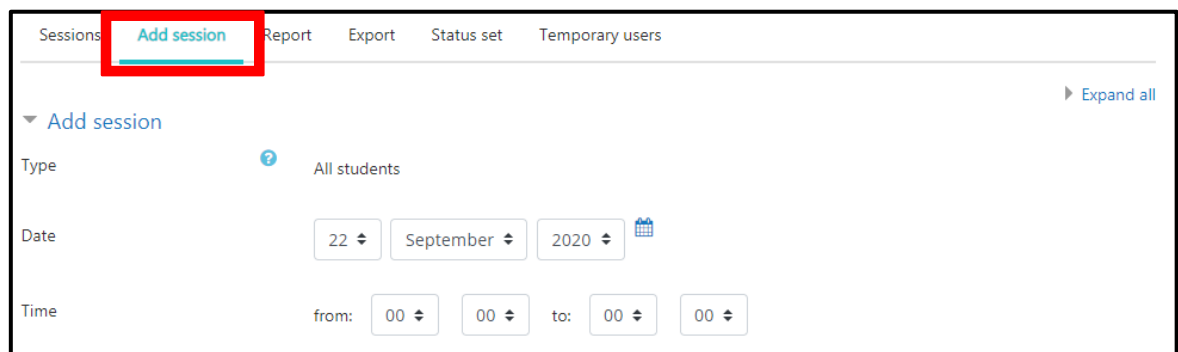
6.5.1 Add Activity and Resources → Add Attendance → Insert required field → Save and Display



6.5.2 Once the Attendance is added on the main page of the course, Click on Attendance

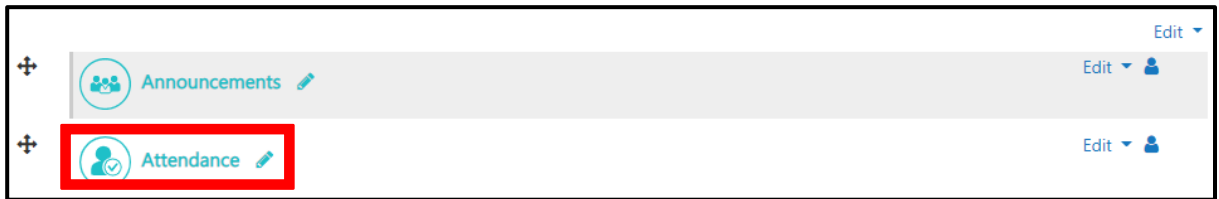


6.5.3 Add Session → Insert required field and Add









6.6 Marking Attendance (Present, Absent, Late, etc.)

6.6.1 Once the Attendance is added on the main page of the course, Click on Attendance



6.6.2 Click on record attendance as highlighted in the image and mark the radio button (P= Present, L= Late, E= Early Intimation, A= Absent) as per the participant availability

#	DATE	TIME	TYPE	DESCRIPTION	MORE INFO.
1	Tue 22 Sep 2020	2:30PM - 3:30PM	All students	Session 13 Attendance	   <input type="checkbox"/>
2	Thu 24 Sep 2020	2:30PM - 3:30PM	All students	Session 14 Attendance	   <input type="checkbox"/>

Sessions Add session Report Export Status set Temporary users

24 September 2020 2:30PM - 3:30PM
Session 14 Attendance

Page 1 of 1
View mode Sorted list
25

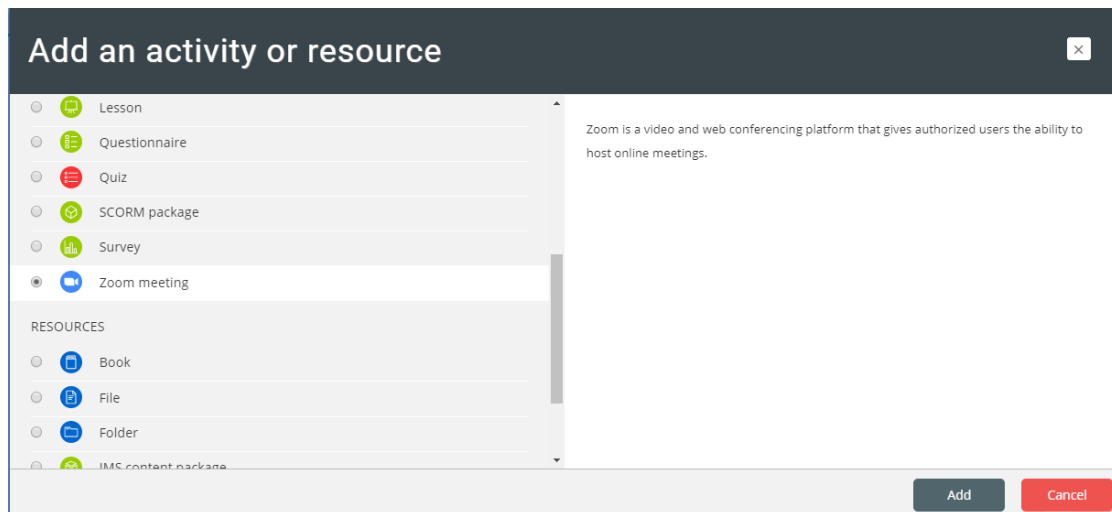
#	FIRST NAME / SURNAME	EMAIL ADDRESS	P	L	E	A	REMARKS
Set status for all			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	

6.7 Zoom for Virtual trainings

Harbinger Academy has integrated Zoom for Virtual trainings and one on one mentoring online

Here are the steps for invoking zoom from the Harbinger Academy.

1. Add the Zoom Meeting as Activity in Your Course



2. Fill the required details in Adding a new Zoom Meeting page and save the course

➤ Adding a new Zoom meeting to Creating Connect ➤ ▶ Expand all

▼ General

Topic ● Zoom meeting to Creating Connect

Description

Zoom meeting to Creating Connect

Display description on course page ?

When 15 May 2020 13:00

3. To launch, navigate to Course Activity Section

Home Dashboard Events My Courses This course

- Attendance- For- Creating Connect
- Remember the 5 W's
- Video- On Improve Communication Skills
- Creating Connect- Masterclass - Zoom Session**
- Activity On Positive Language
Due 22 May 2020
0 of 5 Submitted
- Discussion Forum- On Creating Connect

4. Launch the Zoom Meeting Activity

The screenshot displays a web interface for an LMS. At the top, there is a green header with the text 'LMS Demo- Professio ...'. Below the header is a navigation bar with icons and labels for 'Home', 'Dashboard', 'Events', 'My Courses', and 'This course'. A breadcrumb trail shows the path: 'Courses > HSPL Training Courses > LMS Demo- PEP GOLD Course May 2020 > Creating Connect > Creating Connect- Ma'. The main content area is titled 'Creating Connect- Masterclass - Zoom Session'. A prominent green button labeled 'Start Meeting' is highlighted with a red rectangular box. Below this button, there is a 'Sessions' section with two buttons: 'Add to calendar' and 'Download iCal'. The session details are listed below: 'Start Time' is 'Friday, 15 May 2020, 1:00 PM' and 'Duration (minutes)' is '2 hours'.

5. Start the Meeting

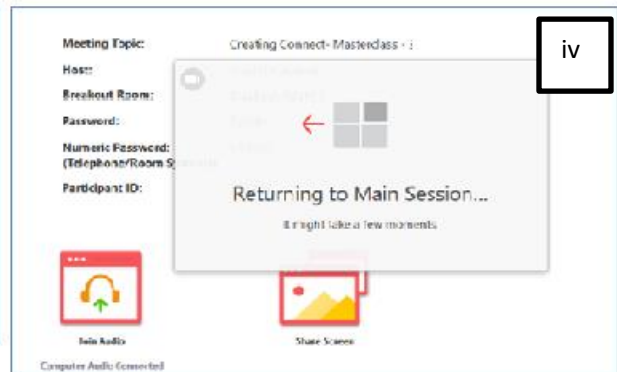
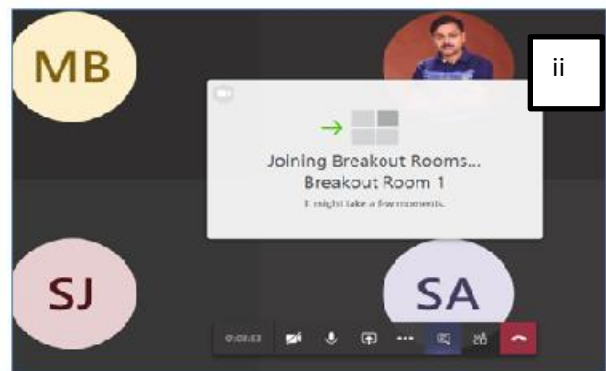
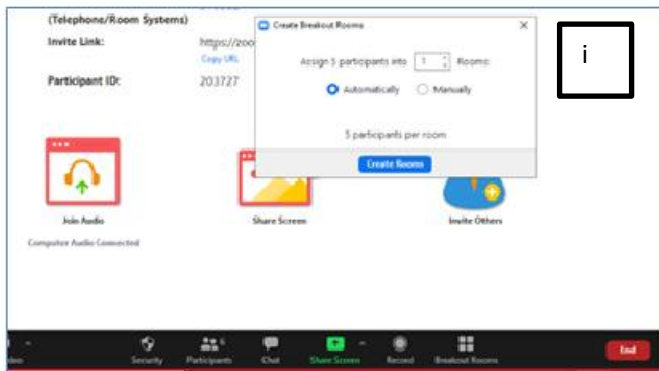
6.8 Zoom Breakout Feature for One on One Mentoring

The Zoom Break Out Room feature can be used for one on one mentoring.

You can create break out rooms as per your needs and mentor people.

Here are the steps:

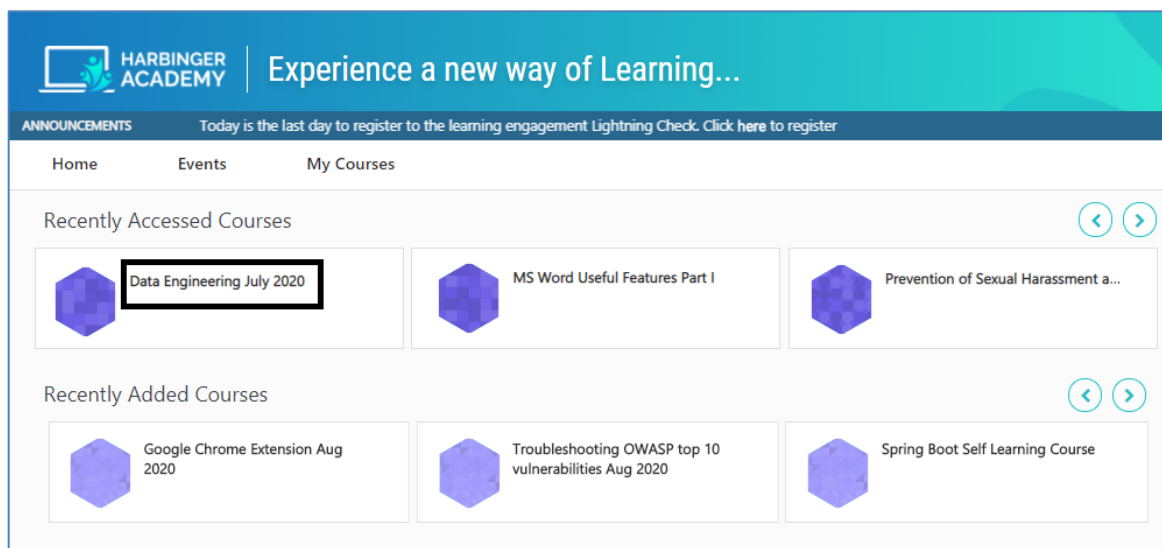
- i. Create Breakout Rooms as Per your Need
- ii. Join the Breakout Room for One on One Mentoring
- iii. Mentor People
- iv. Return to Main session



7. Getting Started with Student

7.1 View course contents

1. Log in as a student
2. Select the appropriate course



3. Click on the course to browse the content

The screenshot shows the Harbinger Academy interface. At the top left is the Harbinger Academy logo. The main header area is blue and contains the text 'Data Engineering Jul ...'. Below the header is a navigation bar with links for 'Home', 'Events', 'My Courses', and 'This course'. A 'Turn Editing On' button is visible in the top right corner. The main content area shows a breadcrumb trail: 'My courses > Data Engineering July 2020'. Below this is a section titled 'Welcome to Data Engineering Program!!!'. Underneath, it says 'Key Highlights of the Program:' followed by a bulleted list of topics: 'Advanced SQL', 'Python for Data Analytics And Data Science', 'Statistical Analysis, Data Mining and Data Visualization with Python', 'Data Engineering Concepts such as Cleaning and preparing data, Data Modelling', 'Data Visualization with Tableau/ SQL/ SSIS/ Gretl/ Julia', and 'Machine Learning (Supervised and Unsupervised, Regression, Classification, Random forest, Clustering, Association, K-Means, Apropri)'. Note the typo 'Apropri' in the original image.

7.2 Submit solutions to the assignment

1. Select the course
2. Click Assignments Link

The screenshot shows an assignment page. At the top left is a circular icon with a checkmark. The title of the assignment is 'Assignment on Python in Data Science'. Below the title is a green button that says 'Submitted 31 August 2020'. Underneath this is a section titled 'Prerequisite to complete this assignment:' followed by a numbered list: '1. Python must be installed in your machine', '2. Anaconda must be installed your Machine', and '3. Perform the assignment on Jupyter notebook'. Below the list, it says 'It requires approx. 10 hours to complete this assignment. Hence last date to complete it is 26th Aug, 2020 by EOD.' At the bottom left is a circular icon with a spreadsheet symbol, followed by the text 'Salaries.csv File for Assignment'.

3. Upload the assignment and click on Save Changes.

Assignment on Python in Data Science




Prerequisite to complete this assignment:

1. Python must be installed in your machine
2. Anaconda must be installed your Machine
3. Perform the assignment on Jupyter notebook


It requires approx. **10 hours** to complete this assignment. Hence last date to complete it is **26th Aug, 2020** by EOD.

- Assignment on Python in Data Science.pdf 19 August 2020, 10:40 PM
- Reference document for assignment Salaries.csv 27 August 2020, 12:15 PM

File submissions




Files



Assignment_H...

7.3 View attendance

1. Select the course
2. Click Attendance Link




Attendance

3. Browse attendance records

Attendance for the course :: Data Engineering July 2020

Sessions Add session Report Export Status set Temporary users

All All past Months Weeks Days

#	DATE	TIME	TYPE	DESCRIPTION	MORE INFO.
1	Fri 14 Aug 2020	2PM - 3PM	All students	Python Session 1	   <input type="checkbox"/>

Choose...

7.4 View grades on assignments


1. Select the course
2. Go to appropriate assignment for which you are looking for the feedback/grade
3. Select the *Feedback available* Link to view it

SprinkleZone Assessment on MySQL

Not Submitted

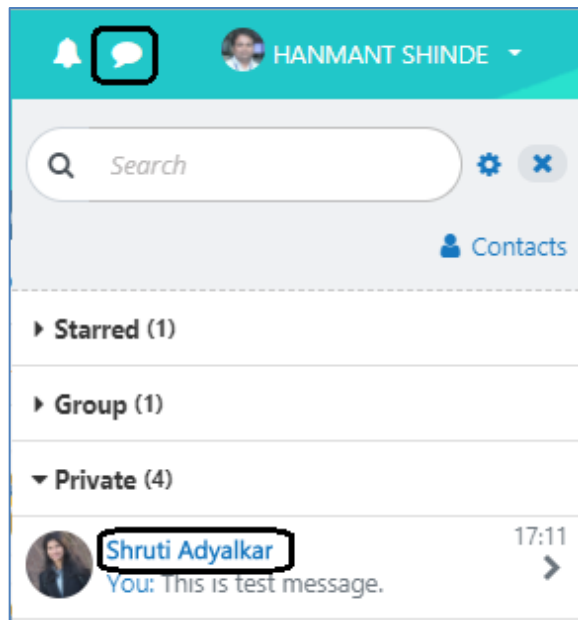
4. You will see the grades/ feedback about your assignment or assessment

Feedback

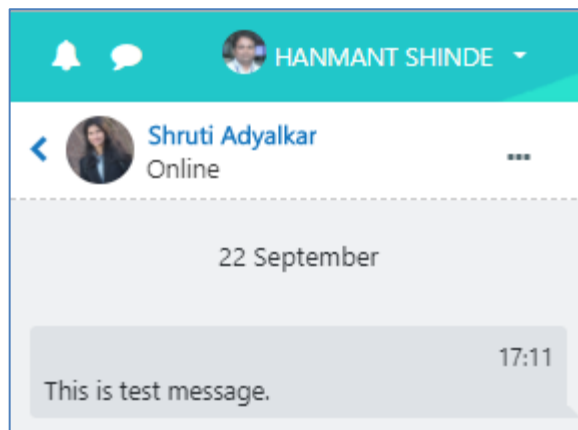
Grade	100.00 / 100.00
Graded on	Friday, 11 September 2020, 7:47 PM
Graded by	 Training Administrator

7.5 Chat with online users

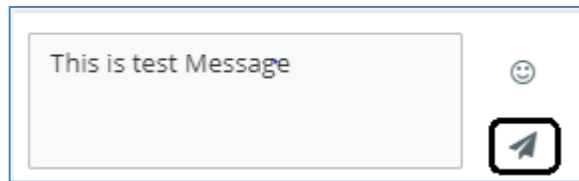
1. Login
2. Navigate to top right corner Click on the **Chat** Icon.



3. Select the *User to Chat*

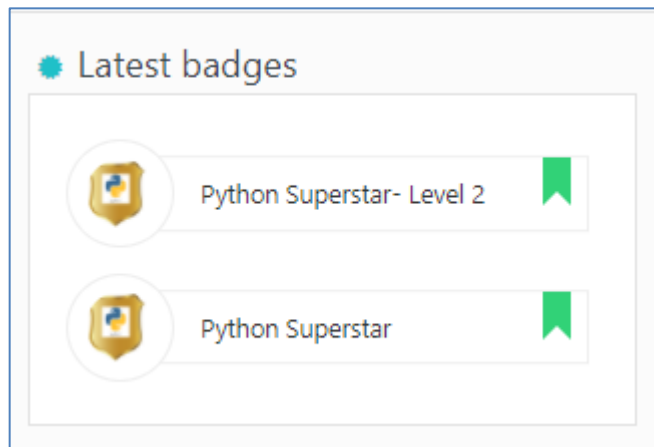


4. Draft and send message.




7.6 View your badges

1. Login
2. Navigate to top right corner, you will see the badges you have earned so far under Latest Badges section.




3. You can click and see the details about the badge.


[Download](#)

Recipient details	
Name	HANMANT SHINDE
Issuer details	
Issuer name	Harbinger Academy
Contact	admin.training@
Badge details	
Name	Python Superstar- Level 2
Version	Level2
Language	English
Description	Python Superstar- Level 2

8. Help

To know more about specific feature in Harbinger Academy, please click on help icon  to see notes to assist you further.

You can also reach to LMS admin at:

Training Administrator (admin.training@harbingergroup.com)

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