

# Introduction to PrepInsta Learning Portal

We utilize the Learning Portal to streamline and centralize all learning activities throughout the course.

Through this platform, you will be able to:



Access learning  
videos and resources



Track your attendance  
and upcoming events



View performance  
scores



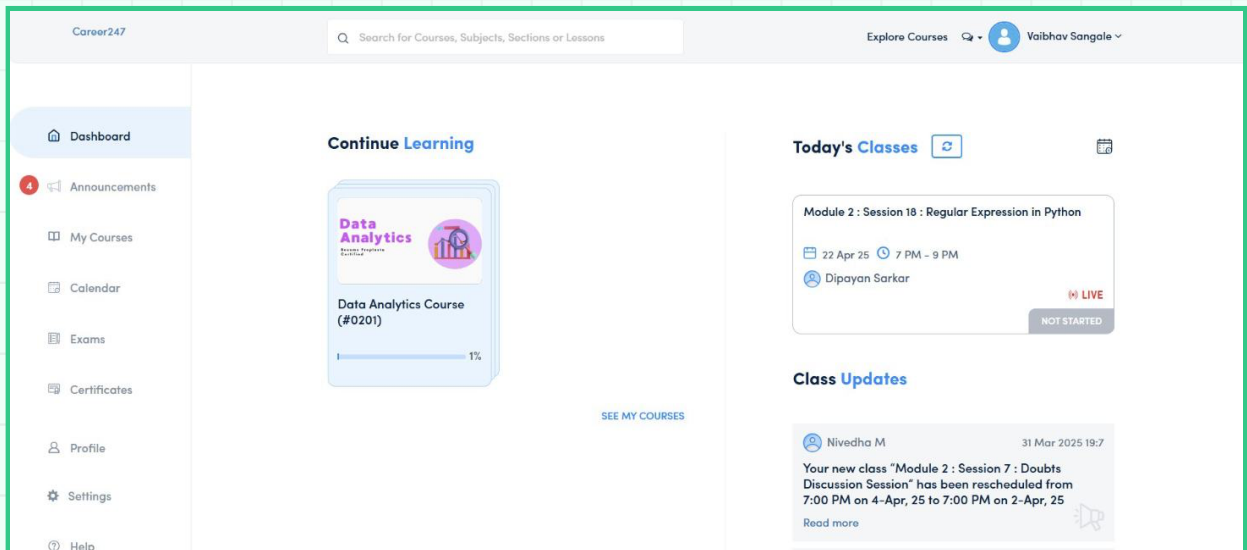
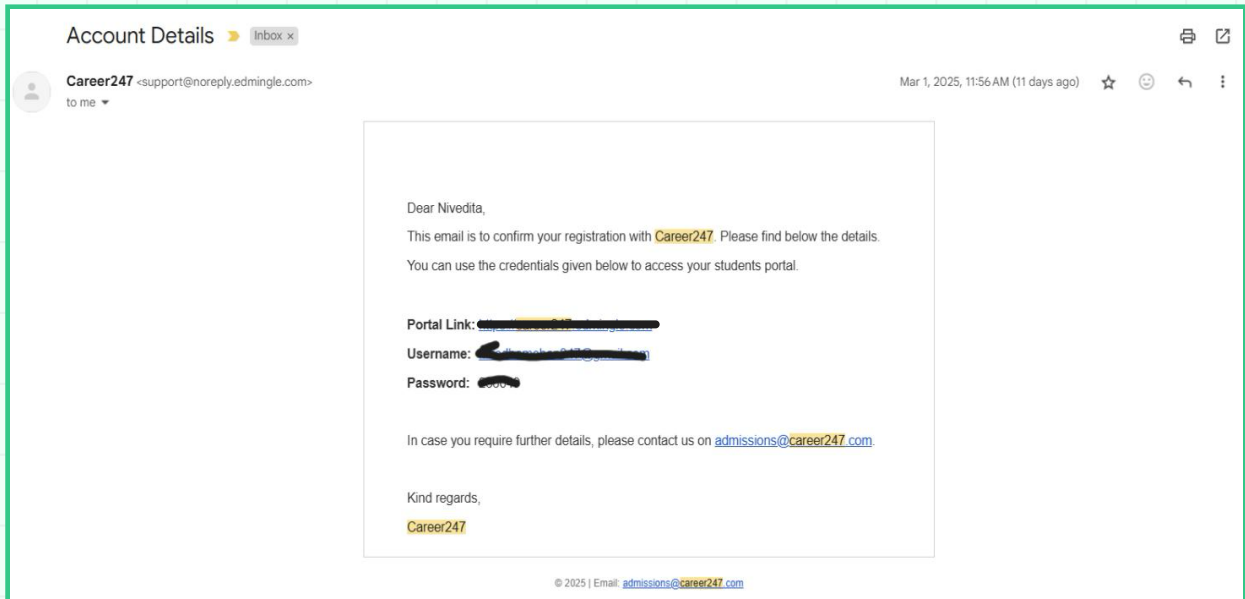
Attempt quizzes  
and assessments



Upload assignments  
and project work

# Students Dashboard

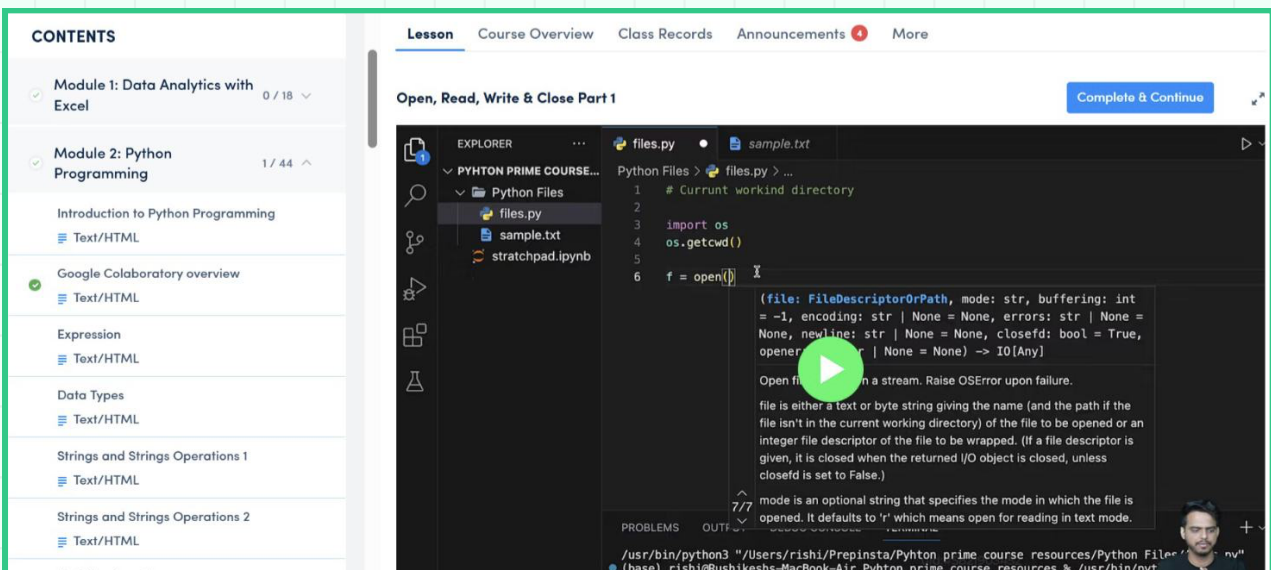
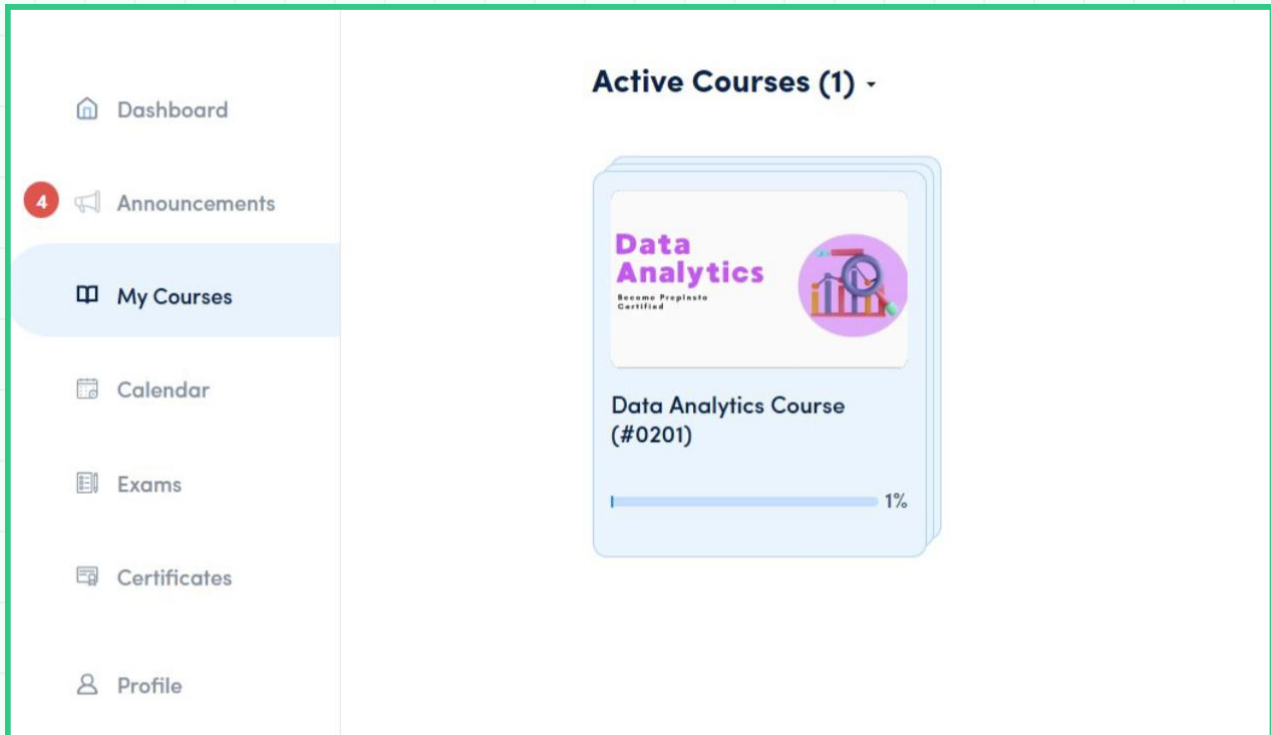
**Step 1:** Learners will receive an email at their registered email address containing the LMS portal link Prepinsta Career247.edmingle.com along with their username and password.



**Step 2:** After logging into the LMS Portal, you will be directed to the Dashboard. Here, you can view the courses you've purchased, any scheduled classes for the day (if applicable), and important class updates or announcements related to your batches

# Students Dashboard

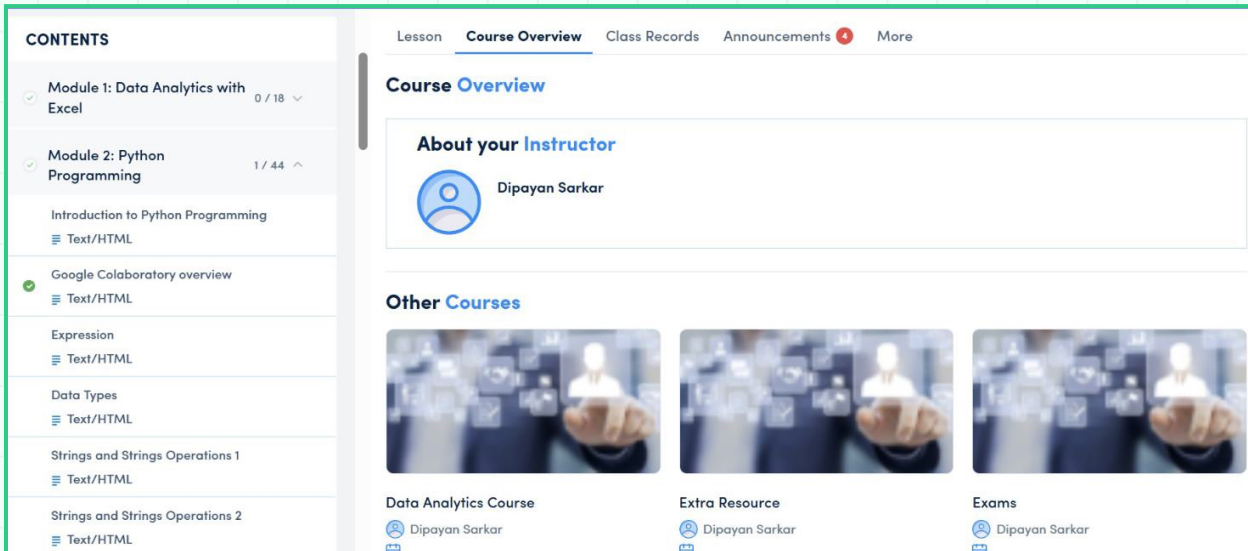
**Step 3:** Click on 'My Courses' to view all the courses you have purchased..



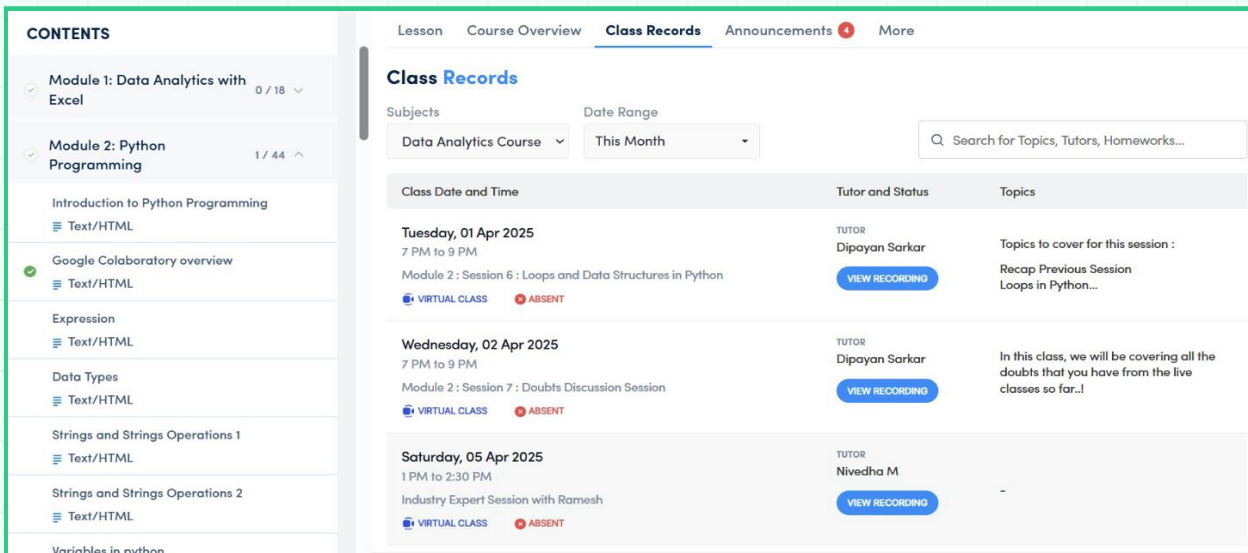
**Step 4:** Once you click on the course, you will see the contents, including the module details, on the left-hand side.

# Students Dashboard

**Step 5:** Click on "Course Overview" to view details about the instructor and other course information...



The screenshot shows the 'Course Overview' page. On the left is a 'CONTENTS' sidebar with a list of modules and topics. The main area has tabs for 'Lesson', 'Course Overview' (selected), 'Class Records', 'Announcements', and 'More'. Below the tabs is a section titled 'About your Instructor' featuring a profile picture and the name 'Dipayan Sarkar'. Further down is a section titled 'Other Courses' with three placeholder images for 'Data Analytics Course', 'Extra Resource', and 'Exams', each by 'Dipayan Sarkar'.



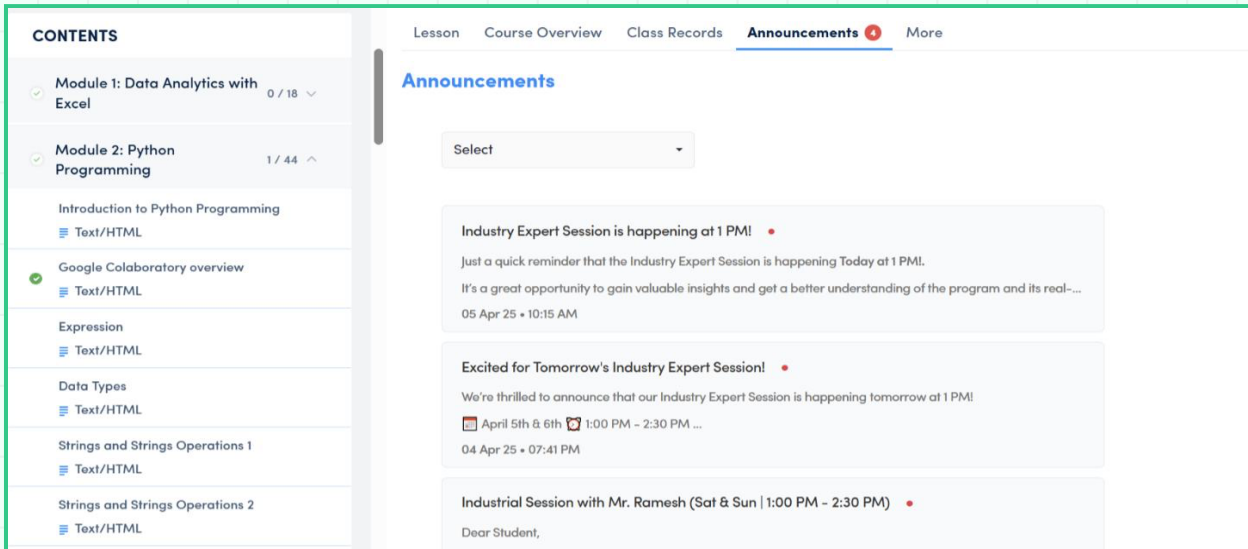
The screenshot shows the 'Class Records' page. The 'CONTENTS' sidebar is on the left. The main area has tabs for 'Lesson', 'Course Overview', 'Class Records' (selected), 'Announcements', and 'More'. Below the tabs are filters for 'Subjects' (set to 'Data Analytics Course') and 'Date Range' (set to 'This Month'). A search bar is also present. The main content is a table of class recordings.

Class Date and Time	Tutor and Status	Topics
<b>Tuesday, 01 Apr 2025</b> 7 PM to 9 PM Module 2 : Session 6 : Loops and Data Structures in Python VIRTUAL CLASS ABSENT	TUTOR Dipayan Sarkar <a href="#">VIEW RECORDING</a>	Topics to cover for this session : Recap Previous Session Loops in Python...
<b>Wednesday, 02 Apr 2025</b> 7 PM to 9 PM Module 2 : Session 7 : Doubts Discussion Session VIRTUAL CLASS ABSENT	TUTOR Dipayan Sarkar <a href="#">VIEW RECORDING</a>	In this class, we will be covering all the doubts that you have from the live classes so far..!
<b>Saturday, 05 Apr 2025</b> 1 PM to 2:30 PM Industry Expert Session with Ramesh VIRTUAL CLASS ABSENT	TUTOR Nivedha M <a href="#">VIEW RECORDING</a>	-

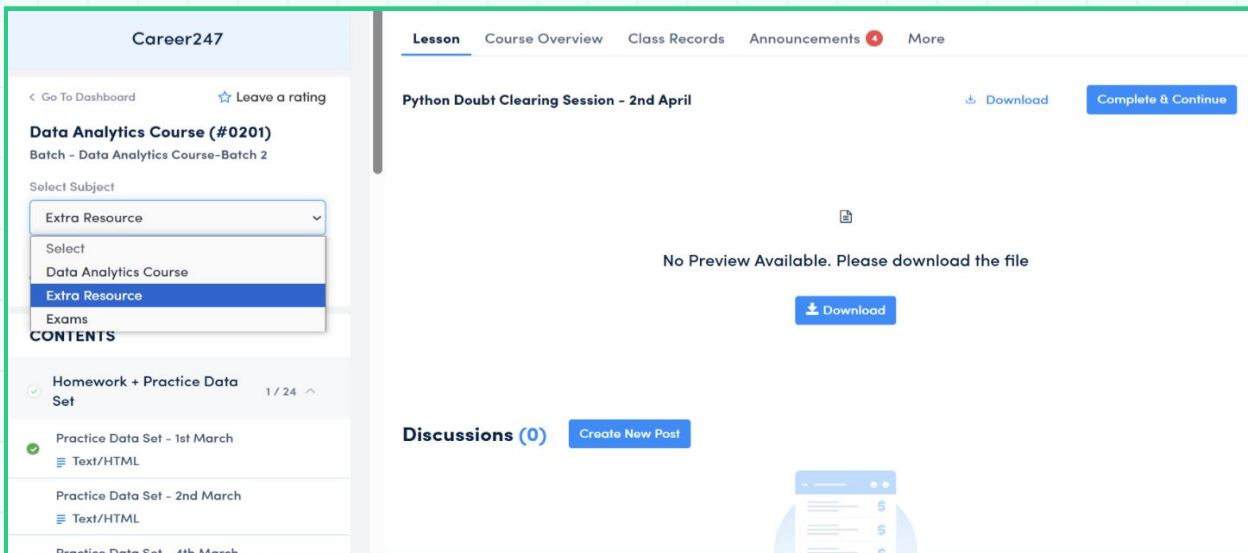
**Step 6:** Click on "Class Records" to view past class recordings, including the instructor details and topics covered in previous sessions. You can also filter the recordings by date, month or customized.

# Students Dashboard

**Step 7:** In the "Announcement" section, learners will receive updates regarding notes, homework, exams, and other important information.



The screenshot displays the 'Announcements' section of a student dashboard. On the left, a 'CONTENTS' sidebar lists modules: 'Module 1: Data Analytics with Excel' (0/18), 'Module 2: Python Programming' (1/44), and 'Google Colaboratory overview' (1/44). The main area shows three announcements: 'Industry Expert Session is happening at 1 PM!', 'Excited for Tomorrow's Industry Expert Session!', and 'Industrial Session with Mr. Ramesh (Sat & Sun | 1:00 PM - 2:30 PM)'. Each announcement includes a date and time.

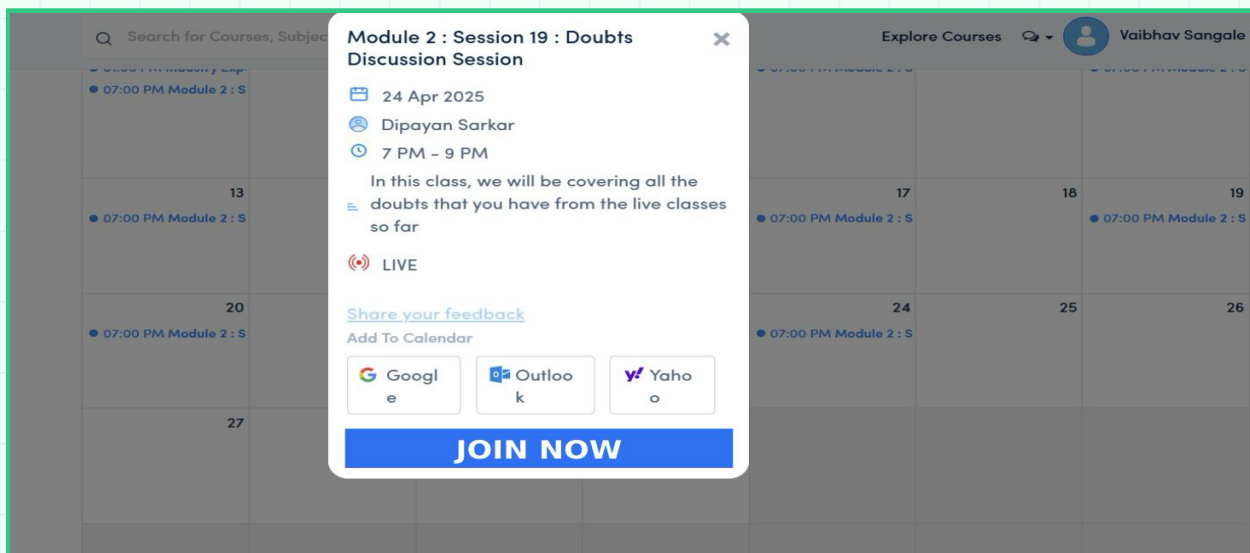
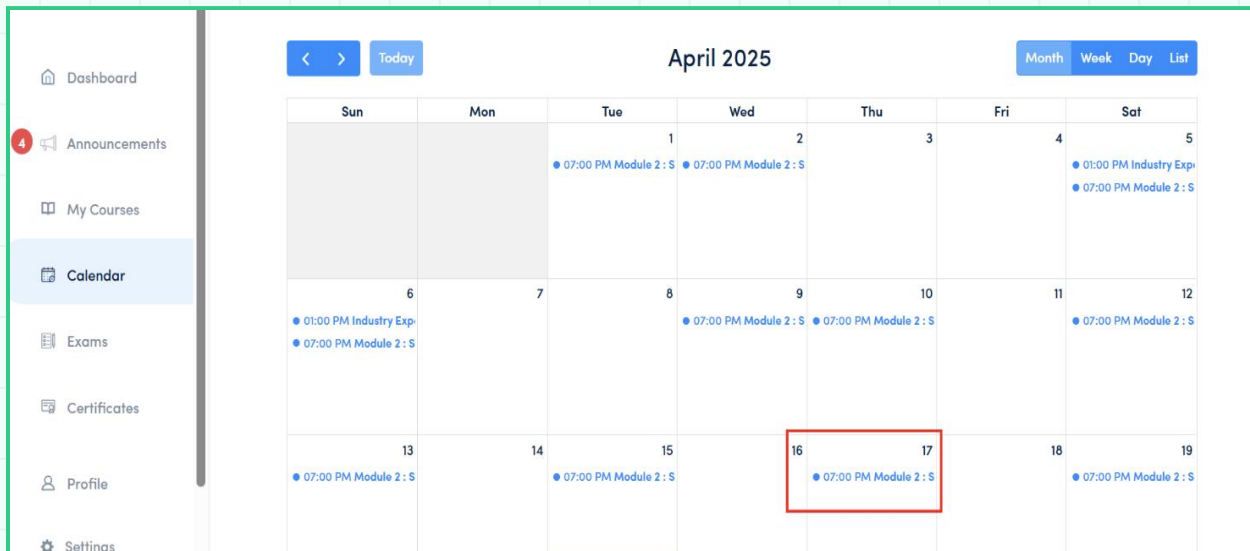


The screenshot displays the 'Course Overview' section of a student dashboard. On the left, a 'CONTENTS' sidebar lists 'Homework + Practice Data Set' (1/24) and 'Practice Data Set - 1st March'. The main area shows a 'Python Doubt Clearing Session - 2nd April' with a 'Download' button and a 'Complete & Continue' button. Below this, there is a 'Discussions (0)' section with a 'Create New Post' button.

**Step 8:** Click on 'Select Subject' to view a dropdown of the main course and extra resources. (These extra resources are additional materials provided by the trainers.)

# Students Dashboard

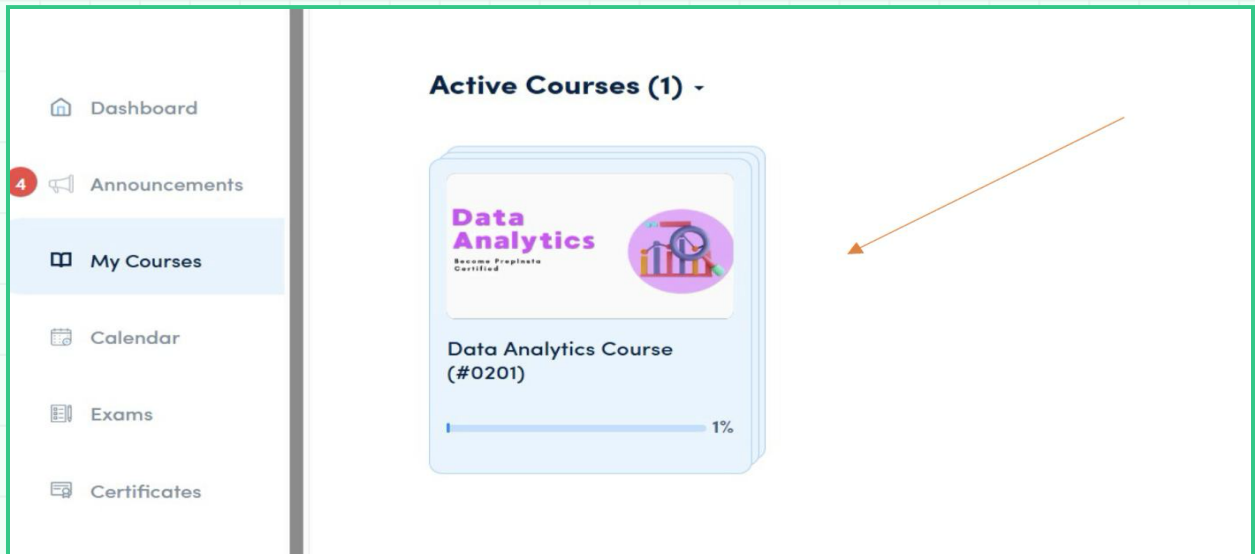
**Step 9:** Go to Dashboard and Click on "Calendar" to view all the sessions scheduled for the respective batch and click on the hyperlink



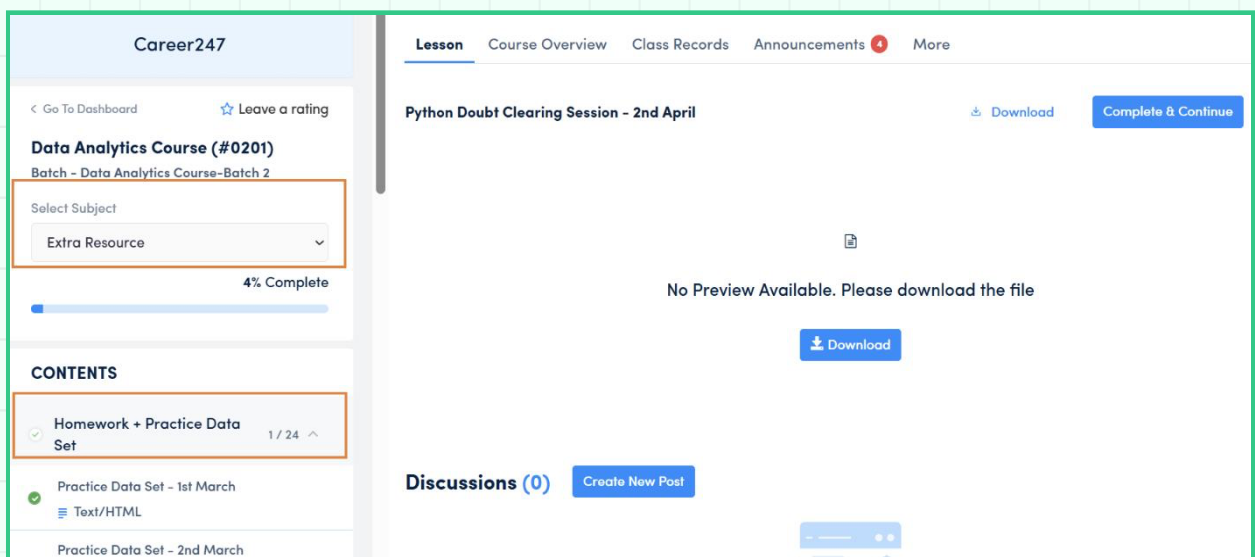
**Step 10:** Once you click, the pop-up will appear. Click Join now and It will direct you to the Zoom session, provided the Zoom tool is installed on your laptop/desktop

# Students Dashboard

**Step 11:** To navigate to your homework session, First go to dashboard and click your course

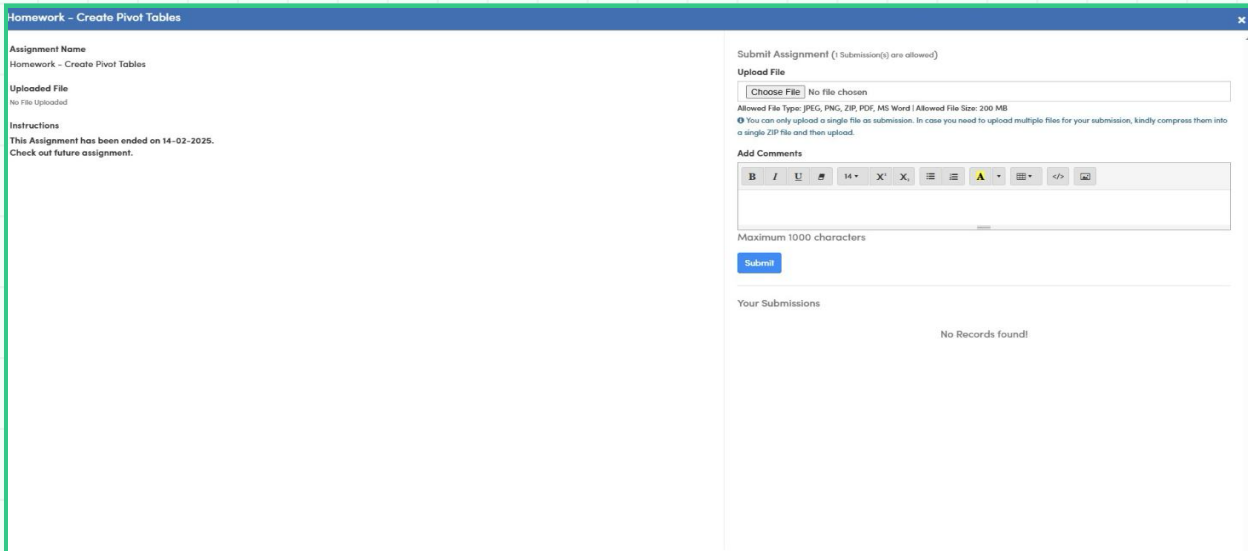


**Step 12:** Next, In the 'Select Subject' dropdown, select extra resource. Once you select it, you will find the homework/ Assignments below.





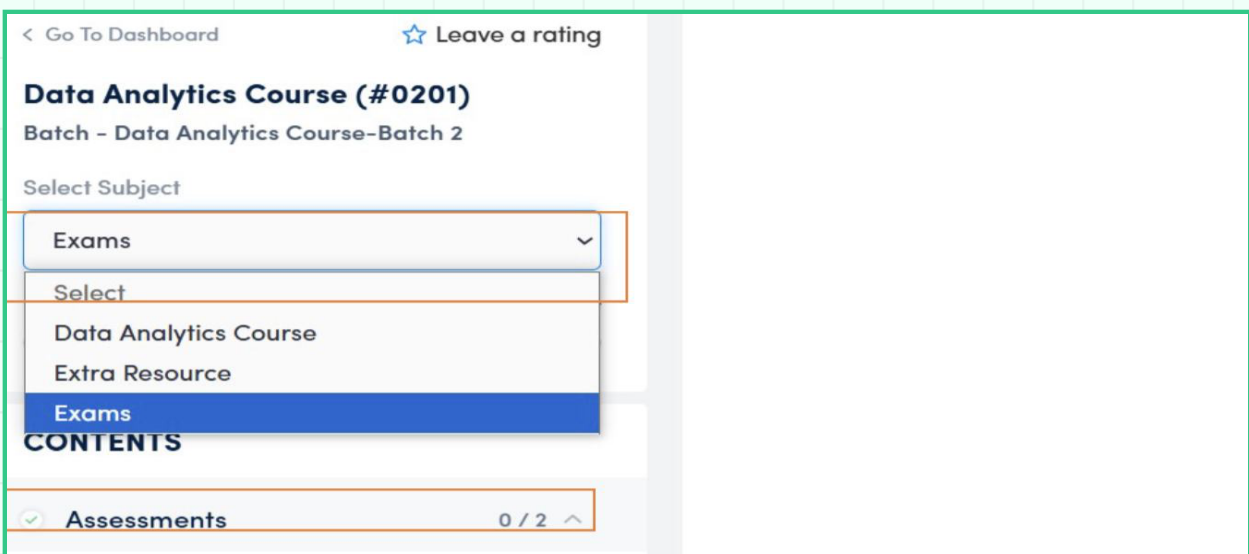
# Students Dashboard



The screenshot shows a web interface for submitting homework. The title bar reads "Homework - Create Pivot Tables". On the left, under "Assignment Name", it says "Homework - Create Pivot Tables". Below "Uploaded File", it says "No File Uploaded". Under "Instructions", it says "This Assignment has been ended on 14-02-2025. Check out future assignment." On the right, there is a "Submit Assignment" section with a note "(1 Submission(s) are allowed)". Below this is an "Upload File" section with a "Choose File" button and the text "No file chosen". It specifies "Allowed File Type: JPEG, PNG, ZIP, PDF, MS Word" and "Allowed File Size: 200 MB". A note states: "You can only upload a single file as submission. In case you need to upload multiple files for your submission, kindly compress them into a single ZIP file and then upload." Below this is an "Add Comments" section with a rich text editor toolbar and a text area. A "Submit" button is located below the text area. At the bottom, under "Your Submissions", it says "No Records found!"

**Step 13:** Once you click on homework, you can upload the Excel, PDF or JPGE Format, as shown in the figure below

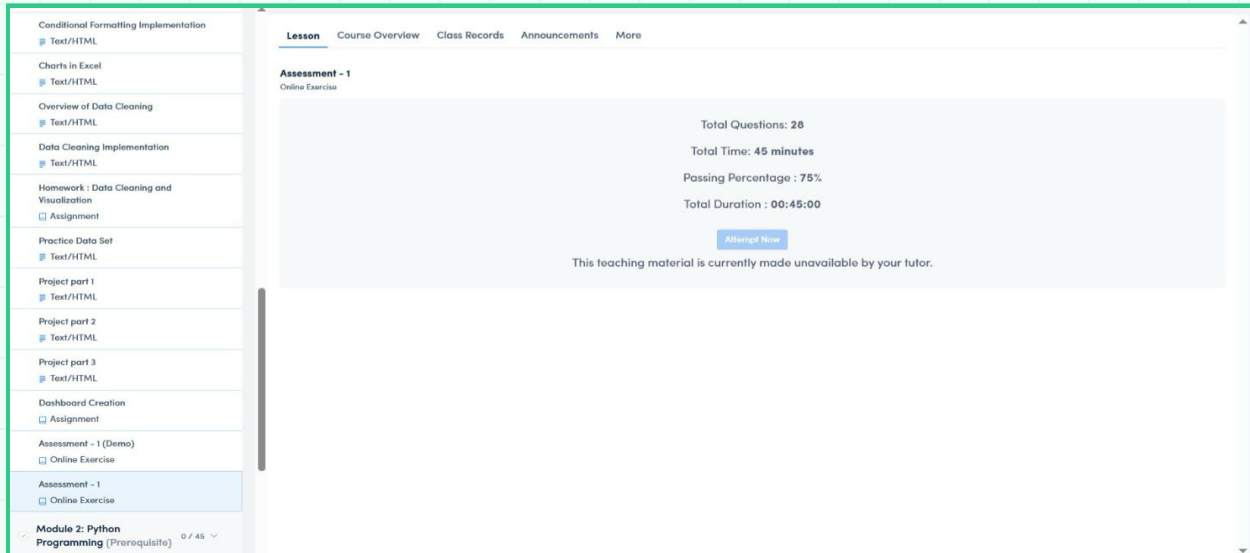
**Step 14:** In the same 'Select Subject' dropdown, select **Exams** and click on **Assessments** to attend your assessment.



The screenshot shows a page for the "Data Analytics Course (#0201)" with the batch "Data Analytics Course-Batch 2". At the top, there are links for "Go To Dashboard" and "Leave a rating". Below the course title, there is a "Select Subject" dropdown menu. The dropdown is open, showing options: "Exams" (selected), "Select", "Data Analytics Course", "Extra Resource", and "Exams". Below the dropdown, there is a "CONTENTS" section. At the bottom, there is a progress bar for "Assessments" showing "0 / 2" with a checkmark icon and an upward arrow.

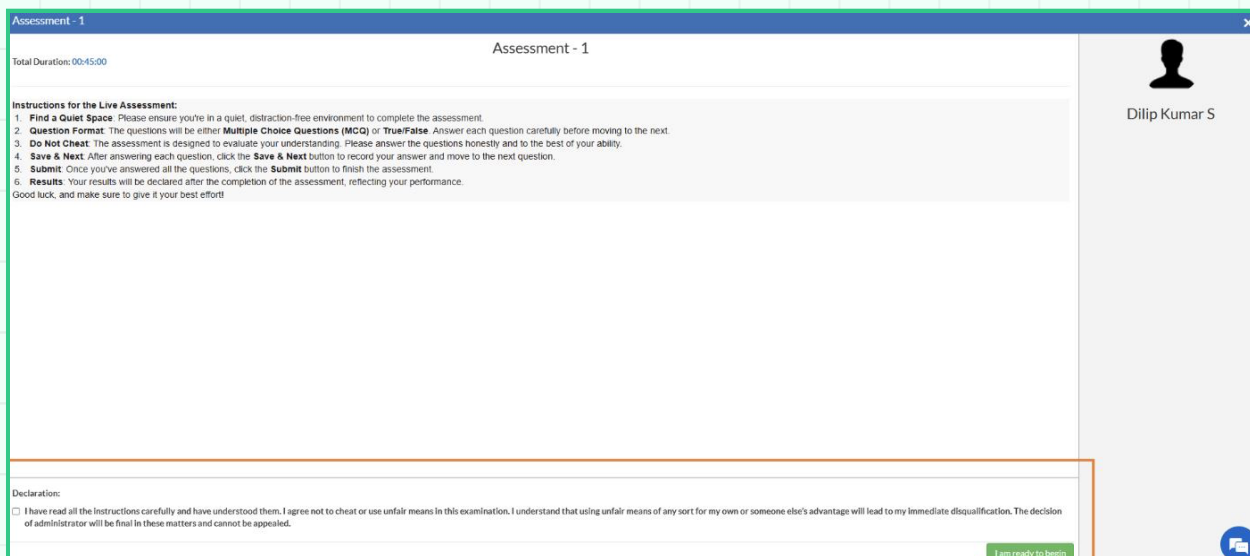


# Students Dashboard



**Step 15:** The Assessments will be given in the MCQ format with all instructions as shown in the below image.

**Step 16:** The sample assessment is given below before attempting, you have to click the checkbox and start attempting your assessment.



# Etiquette and Support

1

Make sure to regularly check the dashboard for announcements, new materials, and schedule changes.

2

Explore additional resources shared by trainers to enhance your learning experience.

3

For any technical issues or platform-related queries, please contact the Support Team at: [support@career247.com](mailto:support@career247.com)

