

# ENABLING FACULTY OF YOUR COLLEGE AS MENTOR FOR NPTEL COURSES

## Mentor Addition by SPOC:

### How to add a faculty of your college as Mentor

1. Login to <https://onlinecourses.nptel.ac.in/explorer> with your **SPOC mail id**

2. Click on the mail id to find the drop down and select '**Local Chapter SPOC**'

This will direct you to a page where you can find all the courses listed along with the candidates count enrolled per course.

3. Clicking on the **course ids**, (under the Courses Tab, top left corner) will provide the candidate who are enrolled for that particular course

4. Last column is '**Mentor**'. Select the check box to add your college faculty as mentor to the NPTEL course.

5. Click on **Save**

### NOTE:

- While enrolling, only if the role is chosen as 'Faculty', he/she can be selected as Mentor.
- One faculty can serve as mentor for up to 2 courses
- For every 50 students, 1 faculty can serve as mentor (Ratio is - 50:1)

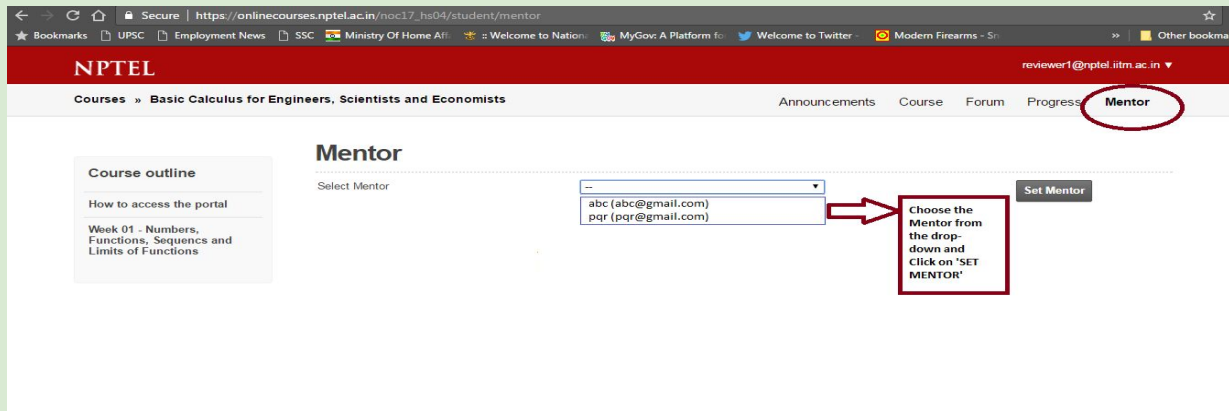
## STEPS TO BE FOLLOWED BY STUDENTS

1. Log into course page with his/her login details. After the login, the below page will appear.

The screenshot displays the NPTEL course interface. At the top, the NPTEL logo is on the left, and the user's email 'reviewer1@nptel.iitm.ac.in' is on the right. Below the header, a navigation bar contains 'Courses » Basic Calculus for Engineers, Scientists and Economists', 'Announcements', 'Course', 'Forum', 'Progress', and 'Mentor' (which is highlighted with a green box). The main content area is divided into two columns. The left column, titled 'Course outline', lists 'Week 01 - Numbers, Functions, Sequences and Limits of Functions' with sub-items: 'Lecture 01 - Numbers' (selected), 'Lecture 02 - Functions-1', 'Lecture 03-Sequence-1', and 'Lecture 04- Sequence-2'. The right column features an announcement titled 'Basic Calculus for Engineers, Scientists and Economists - Assignment-1 Released' dated 2017-01-25. The announcement text reads: 'Dear Participants, The Assignment-1 for the course "Basic Calculus for Engineers, Scientists and Economists" has been released in the portal. The last date to submit the assignment is 07/02/2017, 11:59 pm. Happy Learning! Thanks & Regards, NPTEL Team'.

2. The student should select the **"Mentor"** Option in the top right corner as highlighted above.

3. Once the **"Mentor"** Option is selected, the following will be displayed.



4. The student has to click on the drop down (shown above).

Here the student will find the list of Mentors from their Local Chapter.

Please note that the drop down contains the names and email ids of the Mentors.

5. The student has to select the mentor of their Local Chapter.

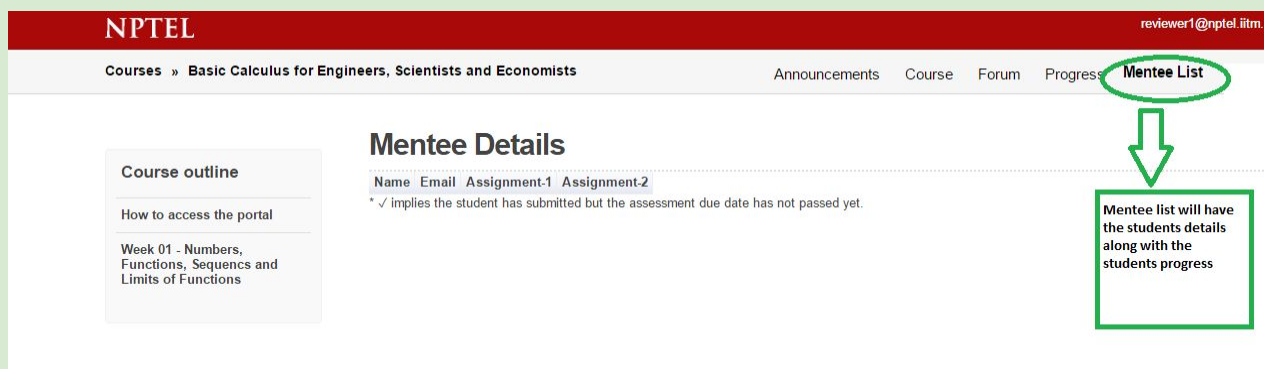
Once the selection is done, they should click on the **"Set Mentor"** Option that is shown above in Step 3.

6. Once the **"Set Mentor"** is clicked, the Mentor gets selected by the student.

## STEPS TO BE FOLLOWED BY MENTORS

a) Once the student has undertaken the above steps, the Mentor has to now login into the course page with his/her details.

b) Once the Mentor has logged in to the course page, they have an option **"Mentee List"** which is visible on the top right corner of the page. The Mentors have to click on this option.



c) Once they click on the **"Mentee List"**, they can view the page which shows all the student details and progress.

If you have any doubts, please write to: localchapter@nptel.iitm.ac.in.