DPU Skill Online Program Learner Guide

Applicable to all professional certificate programs

Welcome! This guide outlines key procedures for your success in our online certificate program.

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1.   Live Classes (Attend & Engage)

- **Check Schedule:** Always know your class times (LMS/email).

- **Tech Ready:** Ensure stable internet, working mic/headphones, and webcam (if needed). Test before class!

- **Be On Time:** Join 5 mins early.

- **Participate:** Ask questions, join discussions, mute when not speaking.

- **Be Professional:** Respect instructors and peers.

2.   Session Recordings (Review & Learn)

- **Access:** Recordings are available on the LMS within 24-48 hours after each live session. Look for the "Recordings" section.

- **Purpose:** Use for review and catching up on missed content.

- **No Sharing:** Recordings are for your personal use only. Sharing is strictly prohibited.

3.   Assessment Submission (On Time, Every Time)

- **Deadlines:** All due dates are on the LMS. Mark your calendar!

- **Instructions:** Read all assessment guidelines and rubrics carefully.

- **Submit via LMS:** Always submit assessments through the designated LMS portal.

- **No Excuses:** Submit before the deadline. Technical issues are your responsibility plan ahead!

- **Academic Integrity:** All work must be original. Plagiarism is not tolerated.

4.   Results & Certification (Within 45 Days)

- **Timeline:** Expect your final results within 30 days of the last live class.

- **Notification:** Results will be available via email.

- **Queries:** You'll have 7 days after results are out to submit grade queries in writing.

- **Certificate:** Issued within 45 business days after successful program completion and result declaration.

5.   Need Help?

- **Technical Support:** info.csd@dpu.edu.in

- **Course Content/Assessments:** Contact your Program Admin - info.csd@dpu.edu.in

- We aim to respond to queries within 24 business hours.