



ONLINE **TRAINING** PORTAL

About Opus Technology Limited

Opus Technology Limited is a software development firm, experienced in developing custom software, mobile apps, web development, artificial intelligence, games, animation and so. Founded in 2012, Opus Technology Ltd delivers advanced software today that empowers, innovates, and transforms the office completely and digitally for all our clients tomorrow. Collaborating with our clients to establish efficient, unified, and trusted data insights is what we excel at, sharing all of our state-of-the-art technology and unmatched skills. Using years of experience, our range of solutions tackle specific process, planning, consolidation, reporting and analysis challenges with adaptable, out-of-the-box functionality, designed to deliver a faster time to value whilst remaining easy to use.

About Online Training Portal

We offer the best Online Training Portal (OTP) Software which is adaptable for most of the Industries and Academic Institutions all over the world. The software includes various online portals, it will act as a centralized e-Learning platform, unifying knowledge & skills. Moreover, it encloses various outlooks like learning delivery, online test & assessment and course performances by generating unrivalled visibility and analytics.

The designed software has the capability to engage, entertain, and delight the learning procedure through the Course friendly, Learning friendly, Enterprise friendly, Customization, Technology friendly and User-friendly procedures. In order to accomplish this, various modules such as course management system, discussion forums, automatic certificate generation tools, question banks, online exam tools, organization training management system and portal, student portal, teacher/trainer portal and notification management system, are included to provide one stop solution.



What clients Get?

Admin Portal

- ✓ Dashboard
- ✓ Course Management
- ✓ Lecture Management
- ✓ Student Management
- ✓ Teacher Management
- ✓ Admin Management
- ✓ Organization Management
- ✓ Certificate Management
- ✓ Event Management
- ✓ Blog Management
- ✓ Webinar Management



Student Portal

- ✓ Course Purchase
- ✓ Profile Personalization
- ✓ View Course
- ✓ View Lectures
- ✓ Course Progress
- ✓ Attend Exam & Mock
- ✓ Webinar
- ✓ Certificate
- ✓ Forum Discussion
- ✓ View Invoice



Teacher Portal

- ✓ Dashboard
- ✓ Webinar Scheduling
- ✓ Forum Management
- ✓ Course Management
- ✓ Exam Scheduling
- ✓ Prepare Exam Question
- ✓ Discount Coupon
- ✓ Announcement
- ✓ Profile Personalization



Organization Portal

- ✓ Dashboard
- ✓ Course Management
- ✓ Employee Management
- ✓ Connected Teachers
- ✓ Webinar



Features

The Online Training Portal Management system provides admin, faculty, student and organization training portal to its client where client will manage faculty, student and organization training using the administrative portal. Few of its features are summarized down below:

- ✓ **Course creation in a snap** make your presentations and videos or choose from a wide range of online material and make stunning courses with minimal effort.
- ✓ **Accessibility of training materials** help to stream course videos, listen to audio lectures and view course materials. Discover and search for relevant content and view archived or favorite courses with just a few taps
- ✓ **Receive automated certificate** after successful completion of courses and exams, learners get course certificate which is generated automatically.
- ✓ **Optimal learning** is the ability to take quizzes or practice exams on your portal and interact with instructors through our Q&A features, email, etc.
- ✓ **Organization training platform** is a separate admin panel is created for organization training. The organization admin authority can add training as per requirement.
- ✓ **Always available on the cloud** hence no need to install, upgrade or back up anything.
- ✓ **Immediate support** assistance from technical team if facing any issues technically.

Additional Features

Other additional features of Online Training Portal includes:

- ✓ the use of automation that allows users to forget about tedious, repetitive tasks - such as user enrollment and certification distribution - and focus on more important activities.
- ✓ increased eLearning accessibility without geographic limitations;
- ✓ the ability to monitor user progress and performance
- ✓ the ability to personalize the online training and learning experience
- ✓ the ability to easily and efficiently update training modules and activities
- ✓ the ability to easily ensure online training and learning materials are being distributed effectively



Module Summary

Course management

These are the core features of OTP as client can create the total number of courses to be offered and assign faculty designated courses. Course price can be added during the course creation process, if there is any discount for specific course that can also be managed by the client. Designated faculty can add course materials after being assigned by the admin.

Lecture management

Admin will have the authority to create and delete lecture for the assigned faculty, add and edit content in the lecture to ensure the content quality. Teacher can add lecture as per his syllabus and requirement. While preparing the lecture teacher can add title, learner level, course description and a video demo for attracting learners. While creating the course, teachers can add lessons and create exams as per requirement and moreover lessons and exam can be sorted accordingly. For example, after 2 lessons there will be one exam, after passing the exam student can move to the next lesson. If required teacher has the option to create a mock exam for students' practice.

Student management

Anyone who is interested can sign up to open a profile from the homepage or any clients preferred link. The sign-up process is very easy and students will require a valid and unique email address and phone number to complete the sign-up process. Afterwards a student can view summary of courses, lecture details, demo trailer, details of faculty, contributors in the course, discussion forum, course length, price etc. Students can easily buy courses via credit card, online payments and other sources required by clients. Students can always update their profile info, view the courses he owns, without this they can view upcoming events, blogs written by different trainers and faculties.

There are two types of students in this project: general student with link can sign-up and the other category is for organization trainee who is created by organization admin only. The portal shows the course progression to every student, summary of the exams attended and upcoming one, students have the facility to attend mock test to judge their current condition. After completing total courses and satisfactory exam result, they can apply for certificates which he can get from the certificate section.

Admin management

The super admin can add admin through this module by adding the person's name, phone number, email address, password and profile picture. The super admin has a button to active or inactive the admin.

Blog Management

Blog management allows admin create, delete and post blog on the website. If the clients have a good content developer, then the company can make the best out of it. All the students and teachers can view the posted blogs from their portal as well.

Teacher management

Only admin can create the new teachers/faculty portal by authorized email address and can also remove whenever required. The faculty gets access to the teacher portal where the teacher can add content in the courses and lectures, create webinars, schedule and create exams and mock test, add exam rules and so.

The teacher portal will have a summary Dashboard which will portray his total students, lectures and feedback. There is a facility to perform live or upload recorded by the system and schedule the webinar date, time. Apart from that teacher portal has forum management, course management, exam scheduling, prepare exam question, discount coupon, announcement, profile personalization.

Also, after exam attended by students, teacher can check and score the theoretical answers. Moreover, they can recommend to admin for certification after the training session is totally completed.

Organization management

When the client wants to provide training to other employee of the organization, organization portal is for them. The admin will create an organization profile for its client first, then an assigned person from the client will be given the admin authority for that organization portal management. While creating organization portal, organization name, authorized person, contact number, organization logo everything will be added.

The super admin will limit the maximum number of participants for organization training. Organization's admin will then add required participants for the training by email address hence trainee will have the access to student portal. If they want to add more participants for the training then they will have to request to super admin for increasing the training participants.

Certificate Management

This section allows the admin to check and approve the Certificate that has been requested by students and then recommended by teachers. After admin approves it, student can directly view and download the certificate from their portal.

Event Management

If you want to create a training event it can be created from this section by the admin. Event category and details with pictures can be added here while creating the events. After successfully publishing the events, teachers and students will be able to see the event from their portals.

Webinar Management

Through webinar management the admin can view the list of all webinars created by teachers. Also, admin has the access to create webinar for general students and teachers as well.

Profile Settings

Profile image for Admin can be set. Admin's personal details such as name, contact information, location, and languages, can be customized.



Security

The primary focus of Opus Technology Limited is to keep your data safe. As the system deals with important user and company information, it should require safety protocol to ensure the safety of the information. The online training portal management system provides security through the ISO standard, GDPR complaint, registered and trademark organization.

ISO standard

The standardization of the online training portal system ensures the safety and quality of operations by providing the guidelines to meet learners' and consumer's expectations. The ISO certification for the system ensures the compliance training more efficiently within the scheduled time automatically with proper system configuration. ISO 9001:2015 is the international standard that specifies requirements for Quality Management System (QMS). Opus Technology Limited is an ISO 9001:2015 certified organization, following their high standards for consistently providing products and services to customers to which other organizations can certify.

GDPR Compliant

The online training portal system has the ethical duty to ensure the safety of the information with the principles of availability, privacy, integrity, and confidentiality. It means safeguarding the information is the responsibility of the system and should be provided to those who can access it. Our system completed the GDPR compliance and it follows the guidelines for the collection and processing of personal information from learners.

Finally, centralized learning is another major benefit provided by Online Training Portal. It allows an organization to safely organize and store all big data in one location. This allows instructors and admins to more easily update and maintain learning materials. It also helps produce effective training that is consistent across the organization. Furthermore, it includes advanced encryption features that help guarantee the data and content remain secure.

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