

1. Create New Users (Single User)

Step 01: Website: ksprpti.in



Step 02: Company Dashboard → Users → Create Users

Step 03: Fill in the required user details

Step 04: Click Submit to create the user

The screenshot shows a 'Create user' form. It has fields for 'First name', 'Last name', and 'Email address', each with a red error icon. There's a checkbox for 'Use email address as user name'. Below these fields, there's a 'New password' field with a 'Click to enter text' button and a password strength indicator. A note states: 'The password must have at least 8 characters, at least 1 digit(x), at least 1 lower case letter(x), at least 1 upper case letter(x), at least 1 special character(x) or Leave empty to have a password generated. If you are manually setting a password, for security reasons, only select to send by email if the Force change password option is selected.' There's a checkbox for 'Force password change'. At the bottom, there's a 'Send temporary passwords by email' checkbox and a 'Send email on' section with a date picker set to '22 January 2026' and a time picker set to '13:34'.

2. Upload New Users Using Excel Sheet (Bulk Upload)

Step 01: Company Dashboard → Users → Upload Users

Step 02: Select the example CSV file

Step 03: Upload the CSV file

Step 04: Click Upload Users to complete the process

Upload users

File * Choose a file...

You can drag and drop files here to add them.

Accepted file types:

Comma-separated values ☒

CSV separator: ⌵

Encoding: UTF-8

Preview rows: 10

Upload type: Add new only, skip existing users

Upload users

* Required

3. View and Edit All Users

Step 01: Company Dashboard → Users → Edit User

Step 02: View all users in the platform

Step 03: Edit individual user details if required

Edit Users

Department: KSPRPRTI_test

KSPRPRTI_test

User search

11 Users Reset table preferences

First name	Last name	Email address	Role	Department	Last access	
rpti manager2		manager2rpti@gmail.com	User	KSPRPRTI_test	2026-01-22	User controls

4. Create New Courses

Step 01: Company Dashboard → Courses → Create Course

Step 02: Enter course name and required details

Step 03: Click Create Course

Create a course

Course full name *

Course short name *

Course enrolment type: Users can enrol themselves onto course

Course summary

Maximum file size: Unlimited, maximum number of files: 1

5. Import (Copy) One Course to Another Course

Step 01: My Courses Dashboard → Select New Course

Step 02: Inside course → More → Course Reuse → Import

Step 03: Select the course to copy from

Step 04: Choose required sections

Step 05: Click Final Import

Course Participants Grades Reports Question bank More

Drone Pilot Course - 032

Import

Import items from other courses, such as activities, blocks or calendar events. No user data will be imported.

1. Course selection ► 2. Initial settings ► 3. Schema settings ► 4. Confirmation and review ► 5. Perform import ► 6. Complete

Find a course to import data from:

Select a course Total courses: 10

Course short name	Course full name
<input type="radio"/> ksprpt1	KSPRPT1
<input type="radio"/> DPC BATCH 39	DRONE PILOT COURSE
<input type="radio"/> DPC-BATCH-37	DRONE PILOT COURSE BATCH NO 37
<input type="radio"/> Day 0 Course	Day 0 Course(eOCA Login & Registration)

Import

Import items from other courses, such as activities, blocks or calendar events. No user data will be imported.

1. Course selection ► 2. Initial settings ► 3. Schema settings ► 4. Confirmation and review ► 5. Perform import ► 6. Complete

Import settings

- ☐ Include permission overrides
- ☒ Include activities and resources
- ☒ Include blocks
- ☒ Include files
- ☒ Include filters
- ☐ Include badges
- ☒ Include calendar events
- ☒ Include question bank
- ☒ Include groups and groupings
- ☒ Include competencies
- ☒ Include custom fields
- ☒ Include content bank content

Drone Pilot Course - 032

Import

Import items from other courses, such as activities, blocks or calendar events. No user data will be imported.

1. Course selection ► 2. Initial settings ► 3. Schema settings ► 4. Confirmation and review ► 5. Perform import ► 6. Complete

Import complete. Click continue to return to the course.

Continue

6. Download User Excel Sheet Batch-wise

Step 01: Company Dashboard → Courses → Select Course (e.g., DPC 32)

Step 02: Click the green arrow button on the right

Step 03: Manage Report → User Excel Report (Batch-wise)

Step 04: Download as CSV file

The screenshot shows the 'Drone Pilot Course - 032' interface. The top navigation bar includes 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. The left sidebar lists various course topics under 'DAY 01' and 'DAY 02'. The main content area is divided into 'General' and 'DAY 01' sections. The 'General' section has a 'Collapse all' button and a list of announcements. The 'DAY 01' section is titled 'Introduction & History of Drones' and lists topics like 'Aerodynamics', 'Basics of Drones', 'Fixed Wings Drones PPT', and 'Drones | How do they Work?'. A 'User Details' sidebar on the right shows 'User Details in Excel Form' and 'Manage reports'.

The screenshot shows the 'Reports' section. The top navigation bar is the same. The left sidebar is also the same. The main content area is titled 'Reports' and contains a table with columns: 'Name', 'Manage reports', 'Type of report', 'Username', 'Edit', and 'Download'. The table has one row: 'User Details in Excel Form', 'Drone Pilot Course - 032', 'SQL Report', 'Administrator User1', and a green 'CSV' download button. Below the table is an 'Import report' section with a 'File' input field, a 'Choose a file...' button, and a 'Maximum size for new files: 200 MB' label. There is a dashed box for file upload and an 'Import report' button.

The screenshot shows the 'User Details in Excel Form' interface. The top navigation bar is the same. The left sidebar is also the same. The main content area is titled 'User Details in Excel Form' and contains a table with columns: 'name of the pilot', 'gender', 'batch no', 'candidate roll number', 'id number', 'type of id', 'apca rpe no', 'uin no', 'date of birth', 'authour number', 'email id', 'mobile no', and 'reside'. The table has one row: 'rpti manager2', 'manager2@gmail.com'. Below the table is a 'Total record count = 12' and 'Execution time = 0.002 (Sec)' label. There is a 'Download report: CSV' button.

7. Enrol Students Course-wise

Step 01: Company Dashboard → Courses → Select Course

Step 02: Click Participants → Enrol Users

Step 03: Add usernames of students

Step 04: Click Enrol Users to complete enrollment

Participants Grades Reports More ▾

Drone Pilot Course - 032

Enrolled users ▾ Enrol users

Match Any ▾ Select ▾ ✕

+ Add condition Clear filters Apply filters

13 participants found

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Enrol users ✕

Enrolment options

Select users No selection

Search ▾

Assign role Student ▾

Show more...

Cancel Enrol users