

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

Create user

First name:

Last name:

Email address: Use email address as user name

New password: The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) as
 Click to enter text 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!
 Force password change

Send temporary passwords by email:

Send email on: 22 January 2026 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

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

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

4. Create New Courses

Step 01: Company Dashboard → Courses → Create Course

Step 02: Enter course name and required details

Step 03: Click Create Course

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

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:

Course short name	Course full name
ksprpti	KSPRPTI
DPC BATCH 39	DRONE PILOT COURSE
DPC-BATCH-37	DRONE PILOT COURSE BATCH NO 37
Day 0 Course	Day 0 Course(eGCA 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

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

7. Enrol Students Course-wise

Step 01: Company Dashboard → Courses → Select Course

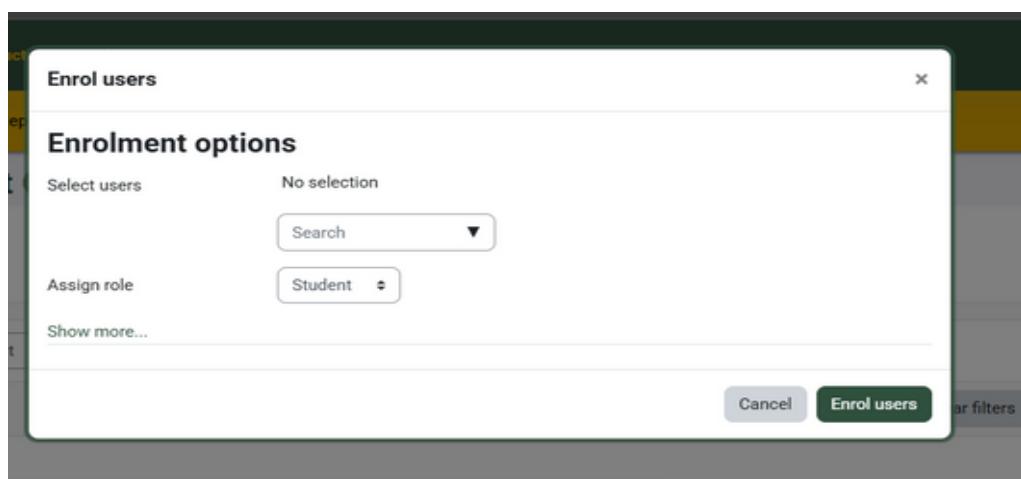
Step 02: Click Participants → Enrol Users

Step 03: Add usernames of students

Step 04: Click Enrol Users to complete enrollment



The screenshot shows a search interface for 'Enrolled users' in the 'Drone Pilot Course - 032'. At the top, there are tabs for 'Participants', 'Grades', 'Reports', and 'More'. The search bar contains the course name. Below the search bar, there are filters for 'Match' (set to 'Any') and 'Select'. A button to 'Add condition' is available. To the right are 'Clear filters' and 'Apply filters' buttons. The results section shows '13 participants found' with dropdown menus for 'First name' and 'Last name', both currently set to 'All'. There are also dropdown menus for 'Gender' and 'Status'.



The screenshot shows the 'Enrol users' modal window. The title is 'Enrol users'. The main section is titled 'Enrolment options'. It includes a 'Select users' field showing 'No selection' and a 'Search' dropdown. Below it is an 'Assign role' field set to 'Student' with a dropdown. A 'Show more...' link is available. At the bottom are 'Cancel' and 'Enrol users' buttons.