



USER MANUAL

For

CERTIFIED FARM ADVISOR – MOOCs

National Institute of Agricultural Extension Management

(An Organisation of Ministry of Agriculture & Farmers Welfare, Govt. of India)

Rajendranagar, Hyderabad – 500 040, Telangana, India

1. Open any browser on your computer and type URL: <http://www.cfa.manage.gov.in> to browse the Certified Farm Adviser MOOCs home page.



About Certified Farm Advisor

MANAGE launched a "Certified Farm Advisor/ Certified Livestock Advisor" program to develop Agricultural Extension Personnel into Specialists in a particular Crop / Enterprise. The program consist of three Modules. Module-I is on the basic aspects of latest technologies in Crop / Livestock, through online on CFA MOOCs for about 3 months which will be conducted by MANAGE.

Thereupon, in Module-II candidate can opt for any particular crop or enterprise to become expert in that subject (kindly see the List of specialization). However specialization training will not be taken up unless minimum 20 candidates are enrolled. Based on the choice of the crop/enterprise, the candidates will be sponsored to relevant ICAR institution/SAUs or any reputed institute to undergo training for a period of 15 days. During the training, the candidate will have an in-depth knowledge and learn the latest technologies relevant to selected crop/ enterprise. After completing rigorous training, the candidate will be allotted Mentor Scientist/s from the concerned Research Institute for a period of one year for technical guidance to face the field level challenges. On completion, the candidate's Knowledge will be assessed based on the identified parameters and declare as "Certified Farm Advisor/ Certified Livestock Advisor" by MANAGE and technical partner Institute.

Expected outcome: Candidate completing this course will acquire good knowledge on a particular crop / enterprise. After certifying the candidates as 'Certified Farm Advisor/ Certified Livestock Advisor', MANAGE will display their names in its Website so that the stakeholders could verify the credentials of the Advisor and make use of their services.

Available courses

Certified Farm Advisor

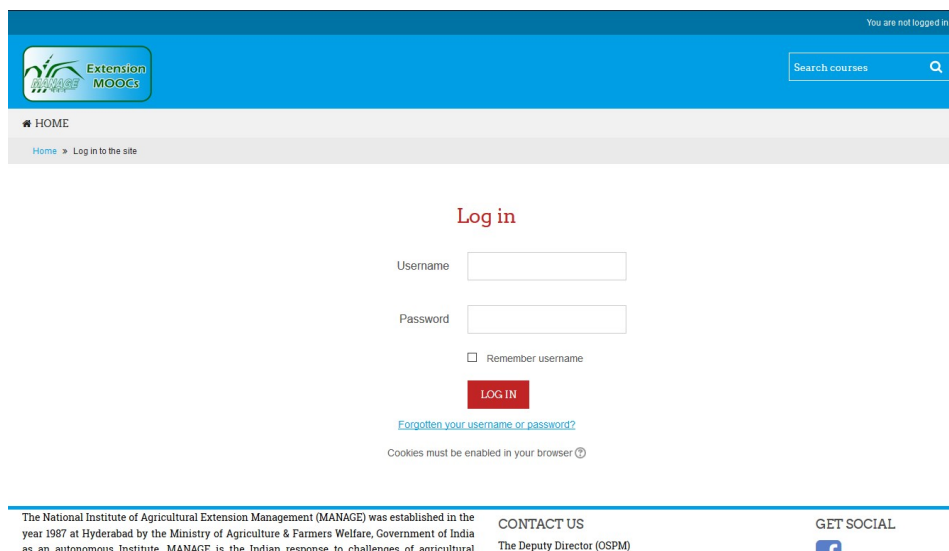
[View course](#)

The National Institute of Agricultural Extension Management (MANAGE) was established in the year 1987 at Hyderabad by the Ministry of Agriculture & Farmers Welfare, Government of India as an autonomous Institute. MANAGE is the Indian

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2. Select the course "CERTIFIED FARM ADVISOR" and CLICK ON / CLICK ON LOG IN link to open the login screen. The login screen will appear on your browser, as shown below.



Log in

Username

Password

☐ Remember username

[LOG IN](#)

[Forgotten your username or password?](#)

Cookies must be enabled in your browser

The National Institute of Agricultural Extension Management (MANAGE) was established in the year 1987 at Hyderabad by the Ministry of Agriculture & Farmers Welfare, Government of India as an autonomous Institute. MANAGE is the Indian response to challenges of agricultural

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The Deputy Director (OSPM)

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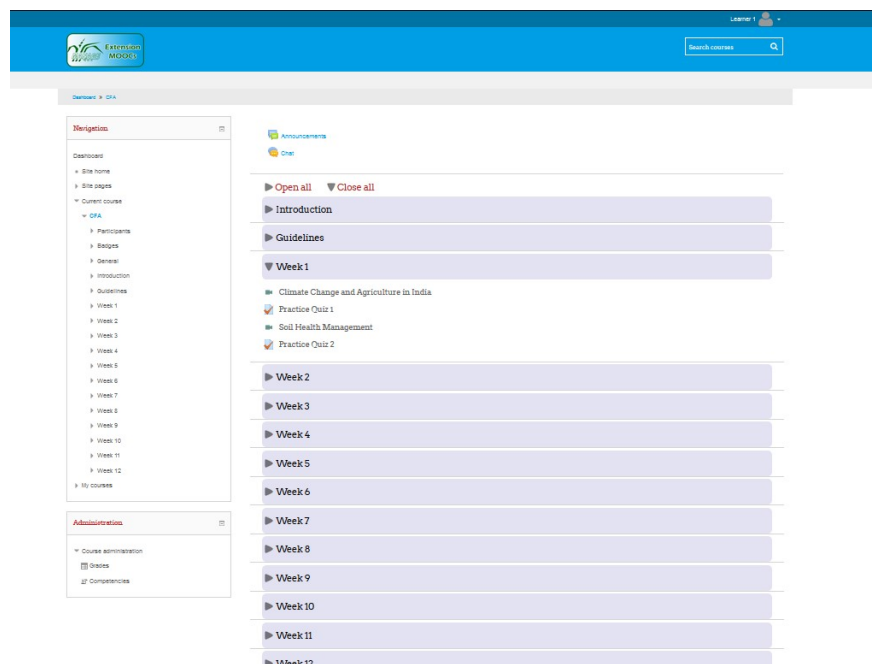
3. Enter user name and password provided to you and click-on LOGIN button to access MOOCs course on “Certified Farm Advisor”. Once login is successful, the HOME PAGE of CFA course is shown on your browser as below:

The screenshot shows the 'HOME' page of the 'Certified Farm Advisor' course. The header is blue with the 'Extension MOOCs' logo on the left and a 'Search courses' bar on the right. Below the header is a 'HOME' breadcrumb and a 'Dashboard' link. The main content area is divided into three columns. The left column, titled 'Navigation', contains a 'Dashboard' section with links to 'Site home', 'Site pages', 'My courses', and 'CFA'. The middle column, titled 'Course overview', features a large box with the text 'Certified Farm Advisor'. The right column contains two sections: 'Online users' showing 'Learner 1' and 'MANAGE- MOOCs' (last 5 minutes) with a chat icon, and 'Upcoming events' which states 'There are no upcoming events' with links to 'Go to calendar...' and 'New event...'. The footer contains three sections: 'The National Institute of Agricultural Extension Management (MANAGE) was established in the year 1987 at Hyderabad by the Ministry of Agriculture & Farmers Welfare, Government of India as an autonomous Institute. MANAGE is the Indian response to challenges of agricultural extension in a rapidly growing and diverse agriculture sector. Increasing focus on commercialization, market orientation in Agriculture as well as the growing complexity of Agriculture technologies, demanded major initiatives towards reorienting and modernizing the', 'CONTACT US' with details for The Deputy Director (OSPM) at the National Institute of Agricultural Extension Management, Rajendranagar, Hyderabad, Telangana - 500 030, India, and 'GET SOCIAL' with a Facebook icon and a message notification 'New messages (1)' with links to 'Go to messages' and 'Ignore'.

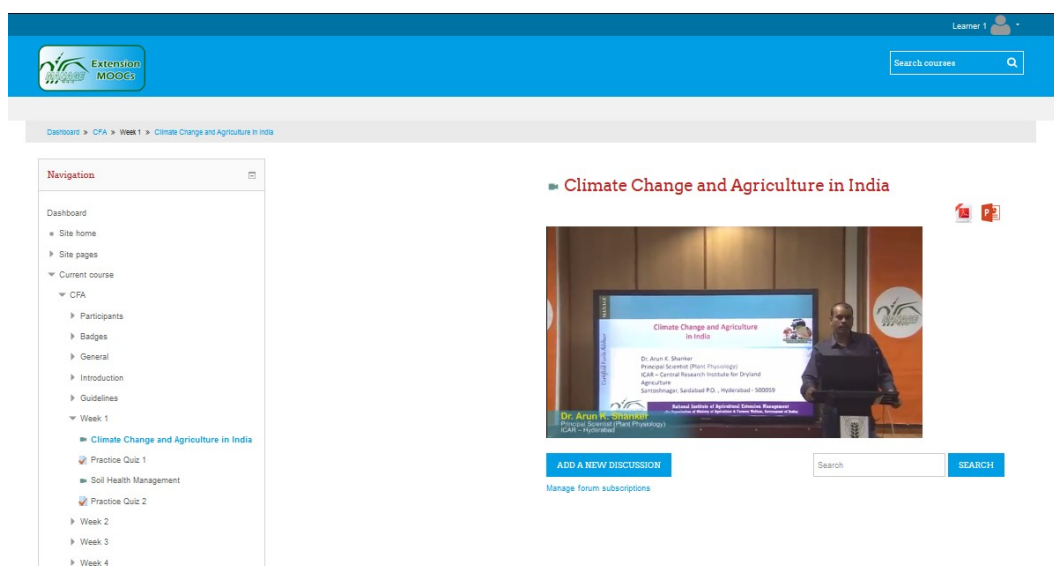
4. Select the “Certified Farm Advisor” link to open the CFA course content. The course content is organized week wise (week 1 to 12). Student can access any course during the course duration. The course content is presented in the form lecture videos, pdf format course material, Power Point presentation and followed a practice quiz for each topic of CFA course.

The screenshot shows the course content page for the 'Certified Farm Advisor' course. The header is blue with the 'Extension MOOCs' logo on the left and a 'Search courses' bar on the right. Below the header is a breadcrumb 'Dashboard > CFA'. The main content area is divided into three columns. The left column, titled 'Navigation', contains a 'Dashboard' section with links to 'Site home', 'Site pages', 'Current course', 'CFA', 'Participants', 'Banners', 'General', 'Introduction', 'Guidelines', 'Week 1', 'Week 2', 'Week 3', 'Week 4', 'Week 5', 'Week 6', 'Week 7', 'Week 8', 'Week 9', 'Week 10', 'Week 11', 'Week 12', and 'My courses'. The middle column, titled 'Administration', contains a 'Course administration' section with links to 'Quizzes' and 'Competencies'. The right column, titled 'Announcements', contains a 'Chat' section and a list of course content items: 'Open all', 'Close all', 'Introduction', 'Guidelines', 'Week 1', 'Week 2', 'Week 3', 'Week 4', 'Week 5', 'Week 6', 'Week 7', 'Week 8', 'Week 9', 'Week 10', 'Week 11', and 'Week 12'. The footer contains three sections: 'The National Institute of Agricultural Extension Management (MANAGE) was established in the year 1987 at Hyderabad by the Ministry of Agriculture & Farmers Welfare, Government of India as an autonomous Institute. MANAGE is the Indian response to challenges of agricultural extension in a rapidly growing and diverse agriculture sector. Increasing focus on commercialization, market orientation in Agriculture as well as the growing complexity of Agriculture technologies, demanded major initiatives towards reorienting and modernizing the Agricultural Extension system in the country.', 'CONTACT US' with details for The Deputy Director (OSPM) at the National Institute of Agricultural Extension Management, Rajendranagar, Hyderabad, Telangana - 500 030, India, and 'GET SOCIAL' with a Facebook icon.

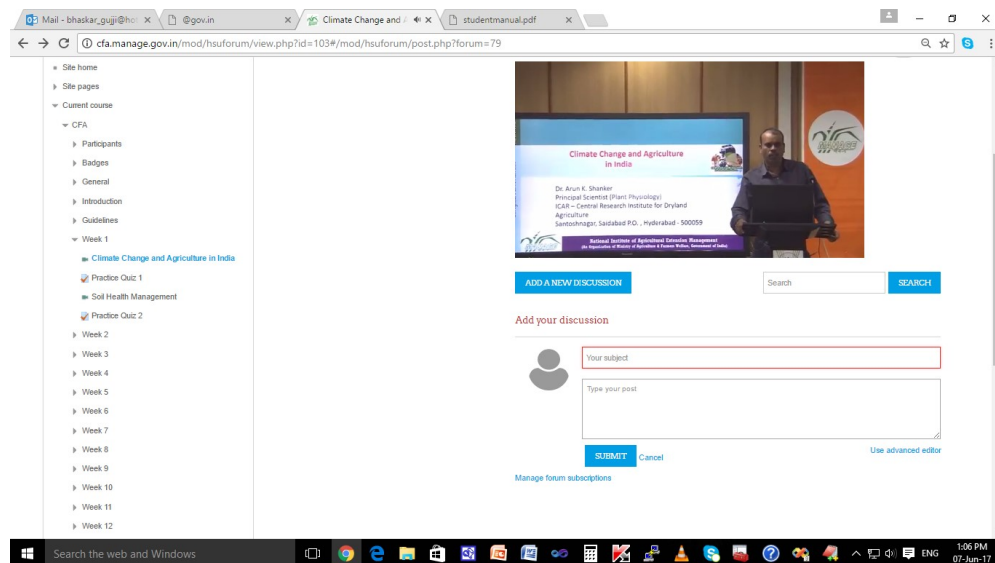
5. Screen below shows course structure of CFA.



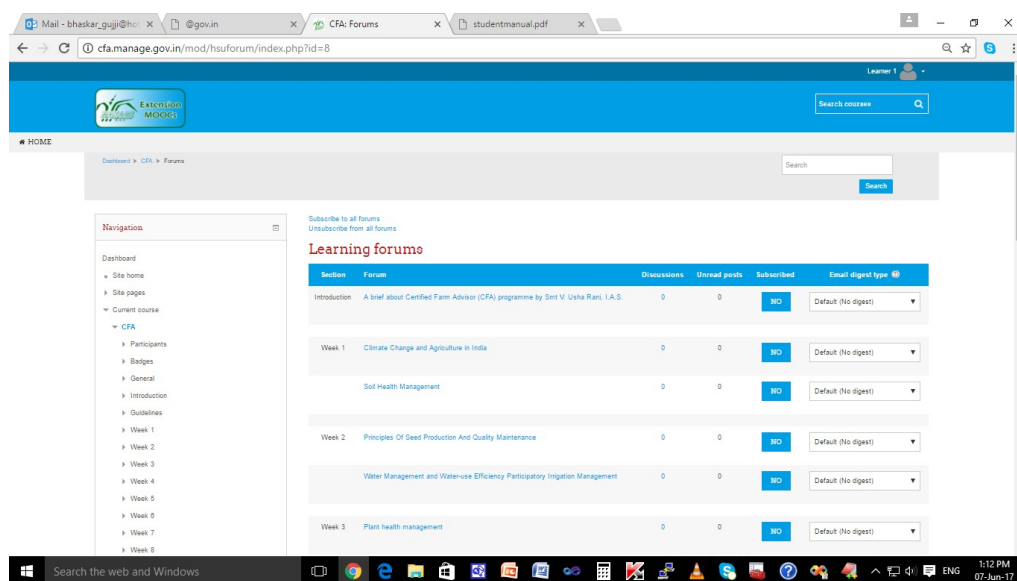
6. Click on week and topic name to browse the video lecture. Just above the video, links are available to access topic material in the form PDF and topic presentation in the PPT. Click on the PDF button or PPT button to access the topic text material or presentation.



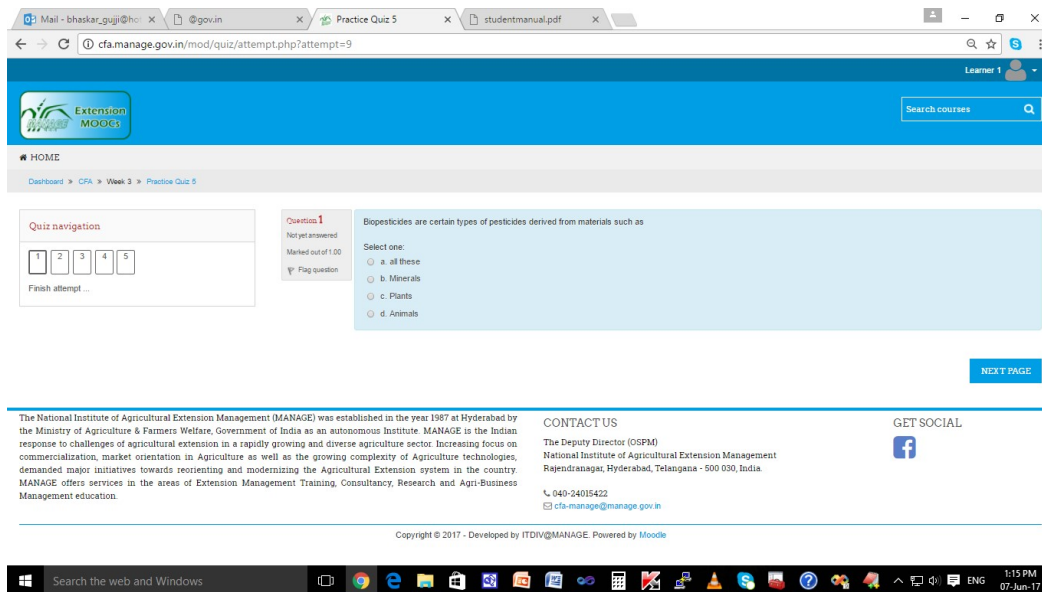
7. There is a provision for the students to create a discussions forum on any topic related to the course. Click on “ADD A NEW DISCUSSION” button to create a topic for the discussions. The screen shown below will appear on your browser.



8. Enter topic (Your subject) and post the message on the forum. Then click on SUBMIT to create discussion forum on your topic.
9. The student can also enter into various discussion forums created by other students by clicking on “MANAGE Forum Subscriptions” button. A screen will be shown as below for selecting various forums for subscribing.



10. To access the practice quiz at the end of video lecture, CLICK on “Practice Quiz” and CLICK on “Attempt Quiz Now” button. The following screen will appear on the browser. The number of questions available in each practice quiz is only five. You can attempt any number of times quiz for practice purpose.



11. CLICK on *NEXT* button to move to next question. Finally, CLICK on *FINISH ATTEMPT* button and then *SUBMIT ALL TO FINISH* to close the Quiz. Student can review the results of quiz attempted.
12. Student can also use CHAT for general discussions on CFA course and can interact with students and also instructor of the CFA MOOCs. Click on the CHAT link on top of the screen. The following screen will be displayed and allows the student for CHAT discussions.

