

Robotic Process Automation

Session No#	Session mode	Session Details	Week-Day	Duration Hrs
1	Adaptive Knowledge KN-Async	<p>IU 1: Introduction to Power Automate</p> <p>1. Instructional contents (text)</p> <ul style="list-style-type: none"> • Explore Microsoft Power Platform • Describe the business value of the Power Platform • Getting Started with Power Automate Templates • Introducing Power Automate • Capabilities of Power Automate • Components of a cloud flow • Power Automate scenarios • Build a basic Power Automate cloud flow • Build a cloud flow with Copilot <p>2. Instructional contents converted to PPT Video/Podcast</p> <ul style="list-style-type: none"> • Why Use Power Automate • Creating Templates in Power Automate • Building Blocks, triggers and Actions <p>3. Instructional contents curation from third party (eLearning videos/articles)</p> <p>Reading</p> <ul style="list-style-type: none"> • Get Started with Power Automate • Power Automate - E-Learning Resources • Understand the Strategic Impact of Robotic Process Automation • Get Started with Power Automate <p>Videos</p> <ul style="list-style-type: none"> • Microsoft Official Power Automate Video Series • How to Learn Microsoft Power Automate - Full Tutorial by Anders Jensen <ul style="list-style-type: none"> • Learners are required to complete all e-content to develop a strong understanding of the concepts. • If clarification is required, learners should seek assistance from the AI Mentor. • Any unresolved questions related to concepts, case studies, or skills should be posted in the Teams channel for peer or mentor support. • Learners must complete formative assessments (e.g., MCQs, short-answer questions) and achieve minimum 70% score before progressing. 	Week 1 - Before next Sync session	3

		<ul style="list-style-type: none"> Auto-graded results and feedback will be provided. Learners are required to review the feedback and reattempt the assessments until minimum 70% is achieved. 		
2	Adaptive Knowledge KN-Sync	<p>IU 1: Introduction to Power Automate</p> <p>Concept and Demo</p> <ul style="list-style-type: none"> Introduction to Power Platform, Digital transformation trends, Role of low-code in strategy, Business process automation Key use cases (approvals, notifications, integrations with other apps) <p>Case Study</p> <ul style="list-style-type: none"> EDUCLaaS Digital Transformation: Automating workflows Demo workflow - Automating Feedback Management. <p>Hands-on Activity</p> <ul style="list-style-type: none"> Create a Power Automate Flow for Automating Feedback Management using a Template- New email arrives with Subject Header 'Feedback'. Explore Power Automate Interface and Components (Triggers, Actions, Connectors), <p>Assignments</p> <p>Assignment 1: Introduction to Automation (Power Automate Basics)</p> <p>Assignment 2: Simple Email Notification Flow</p> <ul style="list-style-type: none"> This session will be delivered either as a live synchronous session conducted by the instructor or through a recorded instructor-led flipped class, which learners are required to attend. During this session, the instructor will explain the case study to reinforce learners' understanding of the concepts. An overview of the assignment will be provided, outlining the requirements that learners are expected to complete. This is a mandatory session, and attendance is required to meet the 75% attendance criteria. 	1-1	3
3	Adaptive Skills Practice SK-Async	<ul style="list-style-type: none"> Upon completing the adaptive knowledge (synchronous and asynchronous) sessions, learners will be able to work on the assignments. <p>Assignment 1: Introduction to Automation (Power Automate Basics)</p> <p>Create a flow that sends an email when a lost item is reported (manual trigger). "Student reports lost item → Teacher receives email"</p>	Week 1- Before next	3

		<p>Assignment 2: Simple Email Notification Flow Create a flow that sends different email notifications based on different messages based on status: If item is found → notify student If not found → send follow-up message</p> <ul style="list-style-type: none"> • If clarification is required, learners should seek assistance from the AI Mentor. If further support is needed, they may post queries in the Teams channel for peer or mentor support. • After submission, learners are required to review the auto-grading results and feedback provided by the AI Mentor and iteratively refine their work until competency is achieved. 	Sync Session	
4	Adaptive Mentoring Support MS-Sync (M)	<ul style="list-style-type: none"> • This is a live synchronous session conducted by the mentor to support learner queries across all modules of the qualification. <p>The mentor will review During this session:</p> <ul style="list-style-type: none"> • questions posted by learners and the corresponding responses from peers related to the assignments. • The mentor will address queries from attending learners across all subjects within the qualification. • The objective of this session is to ensure that learners complete all pending assignments within the stipulated deadlines and score minimum 70% in each assignment • Attendance at this session is mandatory to meet the minimum 75% attendance requirement. 	1-2	3
5	Adaptive Mentoring Support MS-Sync (M)	<ul style="list-style-type: none"> • This is a live synchronous session conducted by the mentor to support learner queries across all modules of the qualification. <p>During this session:</p> <ul style="list-style-type: none"> • The mentor will review questions posted by learners and the corresponding responses from peers related to the assignments. • The mentor will address queries from attending learners across all subjects within the qualification. • The objective of this session is to ensure that learners complete all pending assignments within the stipulated deadlines and score minimum 70% in each assignment • Attendance at this session is mandatory to meet the minimum 75% attendance requirement. 	1-3	3
		<p>IU2: Microsoft Dataverse</p> <p>1. Instructional Contents</p> <ul style="list-style-type: none"> • Environments in Microsoft Dataverse 		

6	Adaptive Knowledge KN-Async	<ul style="list-style-type: none"> • Create and manage an environment • Create an instance of a Microsoft Dataverse database • Add users and roles within an environment • Manage settings in an environment • Environmental operations • Exploring the Dataverse Interface and Creating Basic Tables • Dataverse Table Characteristics • Dataverse Table Relationships • Tables and table types in Dataverse • Add Columns to a view in Microsoft Dataverse <p>2. Instructional contents converted to PPT video/Podcast</p> <ul style="list-style-type: none"> • PPT Interface Exploration and Creating a Basic Tables • Microsoft Dataverse Overview (with features & demo) • Introduction to Microsoft Dataverse <p>3. Instructional contents curation from third party (eLearning videos/articles)</p> <p>Reading</p> <ul style="list-style-type: none"> • Learning Resources on Microsoft Dataverse by Microsoft Learn <p>Videos</p> <ul style="list-style-type: none"> • Microsoft Power Apps and Dataverse: Exploring the interface and the tables • How to Create Dataverse Tables Like a Pro • Configure your Power Apps Copilot to talk with your Dataverse data <ul style="list-style-type: none"> • Learners are required to complete all e-content to develop a strong understanding of the concepts. • If clarification is required, learners should seek assistance from the AI Mentor. • Any unresolved questions related to concepts, case studies, or skills should be posted in the Teams channel for peer or mentor support. • Learners must complete formative assessments (e.g., MCQs, short-answer questions) and achieve minimum 70% score before progressing. • Auto-graded results and feedback will be provided. Learners are required to review the feedback and reattempt the assessments until minimum 70% is achieved. • 	Week 1 - Before next Sync session	3
	Adaptive Knowledge	<p>IU2: Microsoft Dataverse Concept and Demo</p> <ul style="list-style-type: none"> • Introduction to Microsoft Dataverse, SharePoint List and Excel as data sources, Condition and Control Structures in Power Automate Workflows. 		

7	KN-Sync	<p>Hands-on Activity</p> <ul style="list-style-type: none"> Create a simple approval process flow using template for SharePoint list 'Start approval when a new item is added' - simple approval process and integrate with Outlook or Teams. <p>Assignments Assignment 3: Create a "Lost Items" Dataverse table Assignment 4: Create a "Lost Items" Tracking App</p> <p>This session will be delivered either as a synchronous session conducted by the instructor or through a recorded instructor-led flipped class, which learners are required to attend.</p> <p>During this session, the instructor will explain the case study to reinforce the learners' understanding of the concepts.</p> <p>An overview of Assignment will also be provided, outlining the requirements that learners are expected to complete.</p> <p>This is a mandatory session, and attendance is required to meet the 75% attendance criteria.</p>	1-4	3
8	Adaptive Skills Practice SK-Async	<ul style="list-style-type: none"> Upon completing the adaptive knowledge (synchronous and asynchronous) sessions, learners will be able to work on the assignments. <p>Assignment 3: Create a "Lost Items" Dataverse table Fields: Student Name Item Name Description Date Lost Status (Pending / Found / Not Found)</p> <p>Assignment 4: Create a "Lost Items" Tracking App Form to report lost item Screen to view reported items</p> <ul style="list-style-type: none"> If clarification is required, learners should seek assistance from the AI Mentor. If further support is needed, they may post queries in the Teams channel for peer or mentor support. After submission, learners are required to review the auto-grading results and feedback provided by the AI Mentor and iteratively refine their work until competency is achieved. 	Week 1- Before next Sync Session	3

9	Adaptive Mentoring Support MS-Sync (M)	<ul style="list-style-type: none"> This is a live synchronous session conducted by the mentor to support learner queries across all modules of the qualification. <p>During this session:</p> <ul style="list-style-type: none"> The mentor will review questions posted by learners and the corresponding responses from peers related to the assignments. The mentor will address queries from attending learners across all subjects within the qualification. The objective of this session is to ensure that learners complete all pending assignments within the stipulated deadlines and score minimum 70% in each assignment Attendance at this session is mandatory to meet the minimum 75% attendance requirement. 	1-5	3
10	Adaptive Mentoring Support MS-Sync (M)	<ul style="list-style-type: none"> This is a live synchronous session conducted by the mentor to support learner queries across all modules of the qualification. <p>During this session:</p> <ul style="list-style-type: none"> The mentor will review questions posted by learners and the corresponding responses from peers related to the assignments. The mentor will address queries from attending learners across all subjects within the qualification. The objective of this session is to ensure that learners complete all pending assignments within the stipulated deadlines and score minimum 70% in each assignment Attendance at this session is mandatory to meet the minimum 75% attendance requirement. 	2-6	3
11	Adaptive Knowledge KN-Async	<p>IU3: Introduction to Power Apps</p> <p>1. Instructional contents (text)</p> <ul style="list-style-type: none"> Introduction to Power Apps Start Power Apps Power Apps data source Designing a Power Apps app Use Power Apps with Power Automate and Power BI Work with external data in a Power Apps canvas app <p>2. Instructional contents converted to PPT video/Podcast</p> <ul style="list-style-type: none"> PPT Video : The future of Power Platform Microsoft Power Apps Overview What is Power Apps? <p>3. Instructional contents curation from third party (eLearning videos/articles)</p> <p>Reading</p> <ul style="list-style-type: none"> Power Apps e-Learning Resources: Building Simple Apps 	Week 2 - Before next Sync session	3

		<ul style="list-style-type: none"> • PowerFx Formulas and Expressions • Microsoft Learn : Get started with Power Apps canvas apps <p>Videos</p> <ul style="list-style-type: none"> • First Steps in Power Apps: A beginner's Guide • Power Apps Table & Form Control- Beginner's Tutorial • Get Started with Power Apps: Navigating the Interface • Power Apps e-Learning Resources: Building Simple Apps • First Steps in Power Apps: A beginner's Guide • Power Apps Table & Form Control- Beginner's Tutorial • Get Started with Power Apps: Navigating the Interface • Power Apps e-Learning Resources: Building Simple Apps • First Steps in Power Apps: A beginner's Guide <ul style="list-style-type: none"> • Learners are required to complete all e-content to develop a strong understanding of the concepts. • If clarification is required, learners should seek assistance from the AI Mentor. • Any unresolved questions related to concepts, case studies, or skills should be posted in the Teams channel for peer or mentor support. • Learners must complete formative assessments (e.g., MCQs, short-answer questions) and achieve minimum 70% score before progressing. • Auto-graded results and feedback will be provided. Learners are required to review the feedback and reattempt the assessments until minimum 70% is achieved. 		
12	Adaptive Knowledge KN-Sync	<p>IU3: Introduction to Power Apps</p> <p>Concept and Demo</p> <ul style="list-style-type: none"> • How to create a canvas app? Case Study – Automating Asset Tracking of Office Equipment using PowerApps <p>Hands on Activity</p> <ul style="list-style-type: none"> • Explore PowerApps Interface and Components using the “Book A Room” PowerApps Template <p>Assignment 5</p> <ul style="list-style-type: none"> • Build a Complete Lost & Found Automation Process <p>This session will be delivered either as a synchronous session conducted by the instructor or through a recorded instructor-led flipped class, which learners are required to attend.</p>	2-7	3

		<p>During this session, the instructor will explain the case study to reinforce the learners' understanding of the concepts.</p> <p>An overview of Assignment will also be provided, outlining the requirements that learners are expected to complete.</p> <p>This is a mandatory session, and attendance is required to meet the 75% attendance criteria.</p>		
13	<p>Adaptive Skills Practice SK-Async</p>	<ul style="list-style-type: none"> Upon completing the adaptive knowledge (synchronous and asynchronous) sessions, learners will be able to work on the assignments. Assignment 05: Build a Complete Lost & Found Automation Process Student submits lost item via app Data saved in Dataverse Teacher/admin receives notification Status updated (Found / Not Found) Student receives update If clarification is required, learners should seek assistance from the AI Mentor. If further support is needed, they may post queries in the Teams channel for peer or mentor support. After submission, learners are required to review the auto-grading results and feedback provided by the AI Mentor and iteratively refine their work until competency is achieved. 	<p>Week 1-3 Before next Sync Session</p>	3
14	<p>Adaptive Mentoring Support MS -Sync (M)</p>	<ul style="list-style-type: none"> This is a live synchronous session conducted by the mentor to support learner queries across all modules of the qualification. <p>During this session:</p> <ul style="list-style-type: none"> The mentor will review questions posted by learners and the corresponding responses from peers related to the assignments. The mentor will address queries from attending learners across all subjects within the qualification. The objective of this session is to ensure that learners complete all pending assignments within the stipulated deadlines and score minimum 70% in each assignment Attendance at this session is mandatory to meet the minimum 75% attendance requirement. 	2-8	3
		<ul style="list-style-type: none"> This is a live synchronous session conducted by the mentor to support learner queries across all modules of the qualification. <p>During this session:</p>		

15	Adaptive Mentoring Support MS-Sync (M)	<ul style="list-style-type: none"> The mentor will review questions posted by learners and the corresponding responses from peers related to the assignments. The mentor will address queries from attending learners across all subjects within the qualification. The objective of this session is to ensure that learners complete all pending assignments within the stipulated deadlines and score minimum 70% in each assignment Attendance at this session is mandatory to meet the minimum 75% attendance requirement. 	2-9	3
16	Adaptive Knowledge KN-Async	<p>IU3: Introduction to Power Apps (Continuation)</p> <p>1. Instructional contents (text)</p> <ul style="list-style-type: none"> Introduction to Power Apps Start Power Apps Power Apps data source Designing a Power Apps app Use Power Apps with Power Automate and Power BI Work with external data in a Power Apps canvas app <p>2. Instructional contents converted to PPT video/Podcast</p> <ul style="list-style-type: none"> PPT Video : The future of Power Platform Microsoft Power Apps Overview What is Power Apps? <p>3. Instructional contents curation from third party (eLearning videos/articles)</p> <p>Reading</p> <ul style="list-style-type: none"> Power Apps e-Learning Resources: Building Simple Apps PowerFx Formulas and Expressions Microsoft Learn : Get started with Power Apps canvas apps <p>Videos</p> <ul style="list-style-type: none"> First Steps in Power Apps: A beginner's Guide Power Apps Table & Form Control- Beginner's Tutorial Get Started with Power Apps: Navigating the Interface Power Apps e-Learning Resources: Building Simple Apps First Steps in Power Apps: A beginner's Guide Power Apps Table & Form Control- Beginner's Tutorial Get Started with Power Apps: Navigating the Interface Power Apps e-Learning Resources: Building Simple Apps First Steps in Power Apps: A beginner's Guide 	Week 2 - Before next Sync session	3

		<ul style="list-style-type: none"> Learners are required to complete all e-content to develop a strong understanding of the concepts. If clarification is required, learners should seek assistance from the AI Mentor. Any unresolved questions related to concepts, case studies, or skills should be posted in the Teams channel for peer or mentor support. Learners must complete formative assessments (e.g., MCQs, short-answer questions) and achieve minimum 70% score before progressing. Auto-graded results and feedback will be provided. Learners are required to review the feedback and reattempt the assessments until minimum 70% is achieved. 		
17	Adaptive Knowledge KN-Sync	<p>IU3: Introduction to Power Apps</p> <p>Concept and Demo</p> <ul style="list-style-type: none"> How to customize a canvas app? <p>Hands on Activity</p> <ul style="list-style-type: none"> Customise a Canvas App by navigating its interface and applying Power Fx formulas and variables to shape app behaviour and functionality. <p>Project Brief</p> <ul style="list-style-type: none"> Leave of Absence Automation System <p>This session will be delivered either as a synchronous session conducted by the instructor or through a recorded instructor-led flipped class, which learners are required to attend.</p> <p>During this session, the instructor will explain the case study to reinforce the learners' understanding of the concepts.</p> <p>An overview of Assignment will also be provided, outlining the requirements that learners are expected to complete.</p> <p>This is a mandatory session, and attendance is required to meet the 75% attendance criteria.</p>	2-10	3
18	Adaptive Skills Practice SK-Async	<ul style="list-style-type: none"> Upon completing the adaptive knowledge (synchronous and asynchronous) sessions, learners will be able to work on the assignments. <p>Project : Leave of Absence Automation System</p> <ul style="list-style-type: none"> Learners will build a simple end-to-end solution using: <ul style="list-style-type: none"> Power Apps (form to submit leave) Microsoft Dataverse (store leave records) Microsoft Power Automate (approval + notifications) 	Week 3- Before next Sync Session	3

		<p>What Students Must Demonstrate</p> <ol style="list-style-type: none"> 1. Power Apps (Front-End) Simple leave request form View submitted requests 2. Dataverse (Data) “Leave Requests” table Fields like Name, Reason, Dates, Status 3. Power Automate (Process) Trigger when request is submitted Send approval to teacher Update status (Approved/Rejected) Notify student <ul style="list-style-type: none"> • If clarification is required, learners should seek assistance from the AI Mentor. If further support is needed, they may post queries in the Teams channel for peer or mentor support. • After submission, learners are required to review the auto-grading results and feedback provided by the AI Mentor and iteratively refine their work until competency is achieved. 		
19	Adaptive Mentoring Support MS-Sync (M)	<ul style="list-style-type: none"> • This is a live synchronous session conducted by the mentor to support learner queries across all modules of the qualification. <p>During this session:</p> <ul style="list-style-type: none"> • The mentor will review questions posted by learners and the corresponding responses from peers related to the assignments. • The mentor will address queries from attending learners across all subjects within the qualification. • The objective of this session is to ensure that learners complete all pending assignments within the stipulated deadlines and score minimum 70% in each assignment • Attendance at this session is mandatory to meet the minimum 75% attendance requirement. 	3-11	3
20	Adaptive Mentoring Support MS-Sync (M)	<ul style="list-style-type: none"> • This is a live synchronous session conducted by the mentor to support learners in completing the project and submitting the project report. • The objective of this session is to ensure that learners complete and submit the project report prior to the summative assessment. <p>Attendance at this session is mandatory to meet the minimum 75% attendance requirement.</p>	3-12	3
21	SA-Sync	<p>Learners who have submitted the project report will attend this session.</p> <p>Summative Assessment (Individual learner)</p> <ul style="list-style-type: none"> • Presentation • Oral Questioning 	3-13	30 min

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