

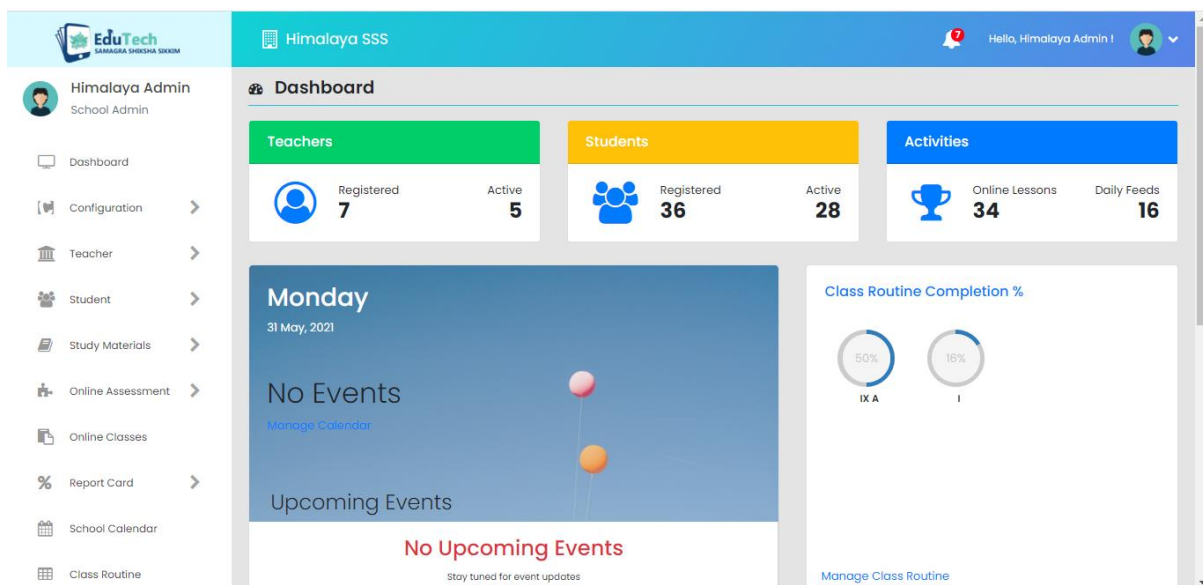
School Admin Manual

This Manual has been designed to help the school admins to perform various activities in Sikkim Edutech.

The manual has 6 sections:

1. School Dashboard
2. Configuration Section
3. Student promotion to new class
4. Student and Teacher transfer from another school
5. Online Live Classes
6. Examination

School Dashboard



In the school dashboard the admins can see the total number of registered teachers and registered students in their school. They can also check the online lessons posted, online daily feeds posted and upcoming events as shown in the figure above.

School Scheduled Online Classes


South District School Heads Edutech Presentation 1

Class I - ENGLISH

Tomorrow
(11:00 AM - 12:30 PM)

Conducted By : Arpan Rai

[View All Classes](#)



Himalaya SSS (29101904)

Gangtok, East
State Government
Established on 1990

8116156615 himalayasss@gmail.com

[Edit Details](#)

[Configuration Manual](#) [Registration Manual](#)

SAMAGRA SHIKSHA, GOVT. OF SIKKIM

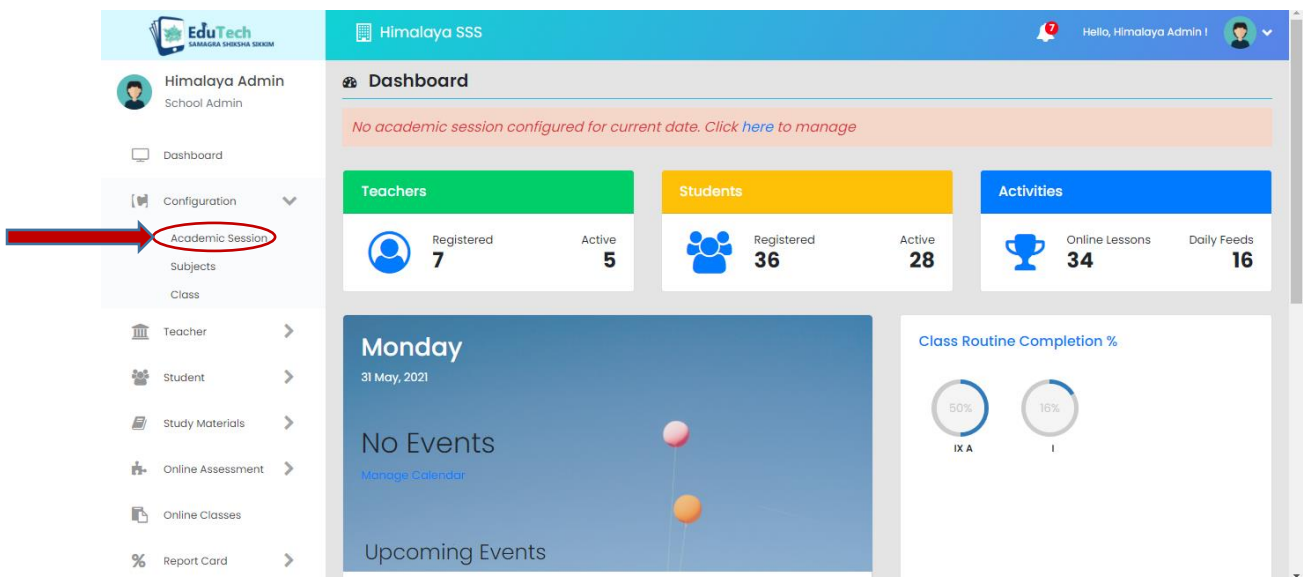
In the bottom section of the dashboard the school admins can see the upcoming live classes, upcoming examinations and basic school details as shown in the figure above.

Configuration Section

It is mandatory for all schools to complete this section because only after the configuration is done the students and teachers will be able to use Sikkim Edutech through their mobile Application.

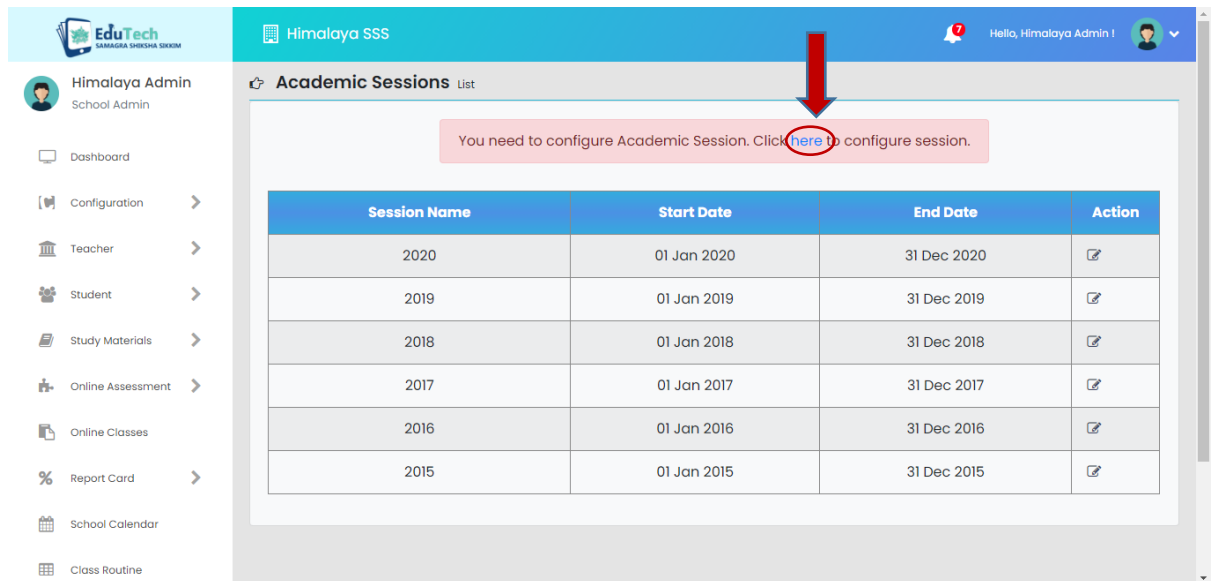
1. Academic Session: As a new academic session begins in schools each year we need to configure a new session in Sikkim Edutech as shown in the steps below.

Step 1: Select the configuration menu and then Academic Session in the side panel.



The screenshot shows the Sikkim Edutech dashboard for Himalaya SSS. On the left sidebar, the 'Configuration' menu is expanded, and 'Academic Session' is highlighted with a red circle and a red arrow. The main dashboard area shows a message: 'No academic session configured for current date. Click [here](#) to manage'. Below this, there are three summary cards: Teachers (Registered: 7, Active: 5), Students (Registered: 36, Active: 28), and Activities (Online Lessons: 34, Daily Feeds: 16). At the bottom, there is a 'Monday 31 May, 2021' section with 'No Events' and 'Upcoming Events' links, and a 'Class Routine Completion %' section with two progress indicators for IX A (50%) and I (16%).

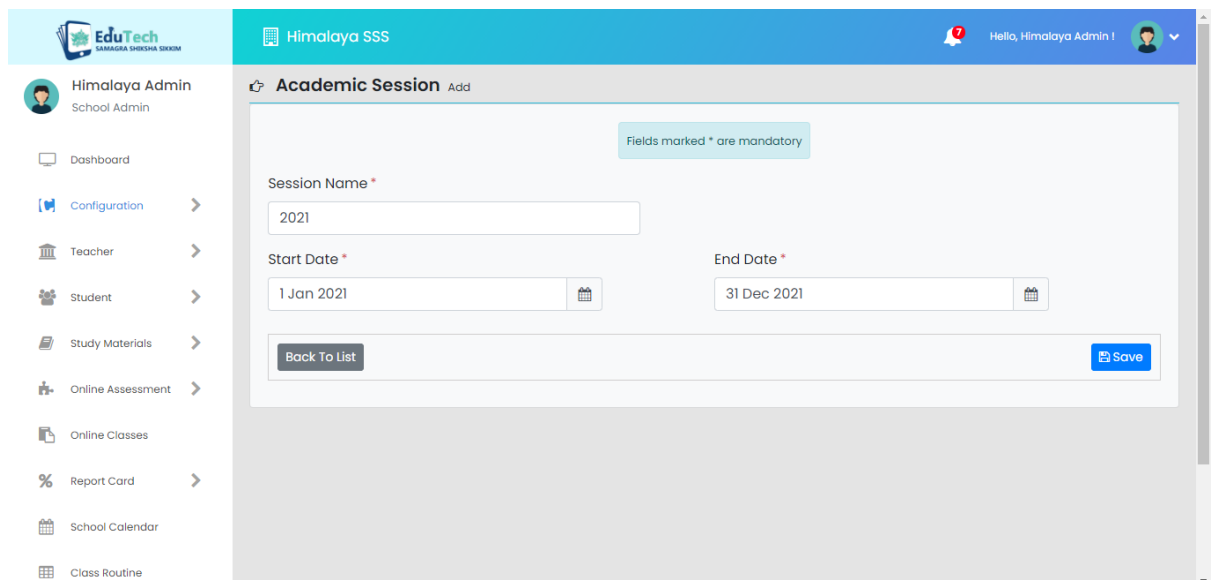
Step 2: Select the click here button represented in blue.



The screenshot shows the 'Academic Sessions' list page in the Himalaya SSS interface. A message box at the top states: 'You need to configure Academic Session. Click [here](#) to configure session.' A red arrow points to the 'here' link. Below the message is a table with columns: Session Name, Start Date, End Date, and Action.

Session Name	Start Date	End Date	Action
2020	01 Jan 2020	31 Dec 2020	
2019	01 Jan 2019	31 Dec 2019	
2018	01 Jan 2018	31 Dec 2018	
2017	01 Jan 2017	31 Dec 2017	
2016	01 Jan 2016	31 Dec 2016	
2015	01 Jan 2015	31 Dec 2015	

Step 2: Fill in the details and click the save button and that's it the new session has been added.



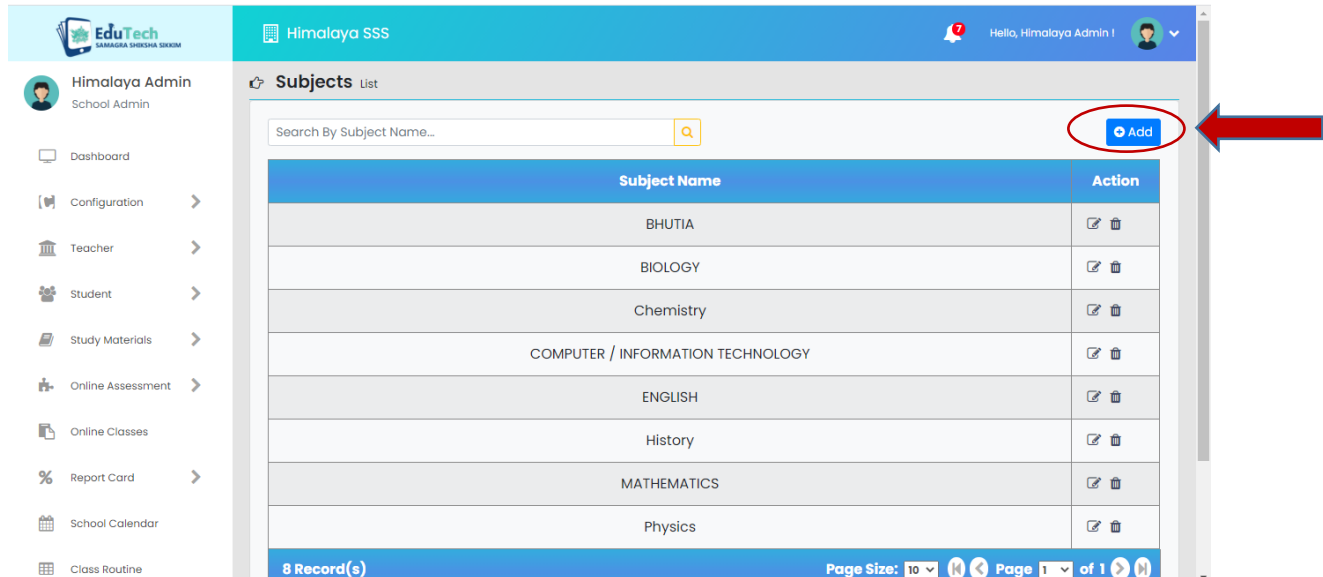
The screenshot shows the 'Academic Session Add' page. A message box at the top states: 'Fields marked * are mandatory'. The form contains the following fields:

- Session Name *: 2021
- Start Date *: 1 Jan 2021
- End Date *: 31 Dec 2021

At the bottom, there are two buttons: 'Back To List' and 'Save'.

Subject Configuration:

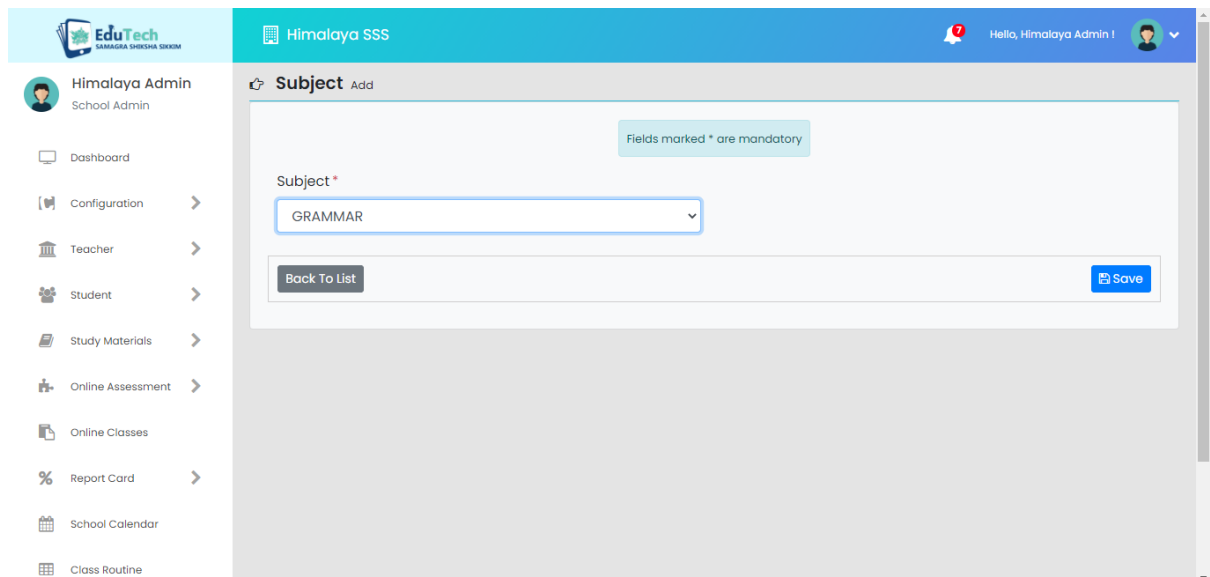
Step 1: Go to configuration then subjects and click on the add button.



The screenshot shows the 'Subjects List' page in the Himalaya SSS system. The left sidebar contains the user profile 'Himalaya Admin School Admin' and a menu with options: Dashboard, Configuration, Teacher, Student, Study Materials, Online Assessment, Online Classes, Report Card, School Calendar, and Class Routine. The main content area has a search bar 'Search By Subject Name...' and a table of subjects. The 'Add' button is circled in red, and a red arrow points to it from the right. The table lists 8 subjects: BHUTIA, BIOLOGY, Chemistry, COMPUTER / INFORMATION TECHNOLOGY, ENGLISH, History, MATHEMATICS, and Physics. Each row has edit and delete icons. The footer shows '8 Record(s)', 'Page Size: 10', and 'Page 1 of 1'.

Subject Name	Action
BHUTIA	
BIOLOGY	
Chemistry	
COMPUTER / INFORMATION TECHNOLOGY	
ENGLISH	
History	
MATHEMATICS	
Physics	

Step 2: Select the subject you want to add from the dropdown and click the save button. In this way all the subjects taught in the school can be added one by one.



The screenshot shows the 'Subject Add' page in the Himalaya SSS system. The left sidebar is the same as the previous screenshot. The main content area has a form with a 'Subject *' dropdown menu set to 'GRAMMAR'. Below the dropdown are 'Back To List' and 'Save' buttons. A message 'Fields marked * are mandatory' is displayed above the form.

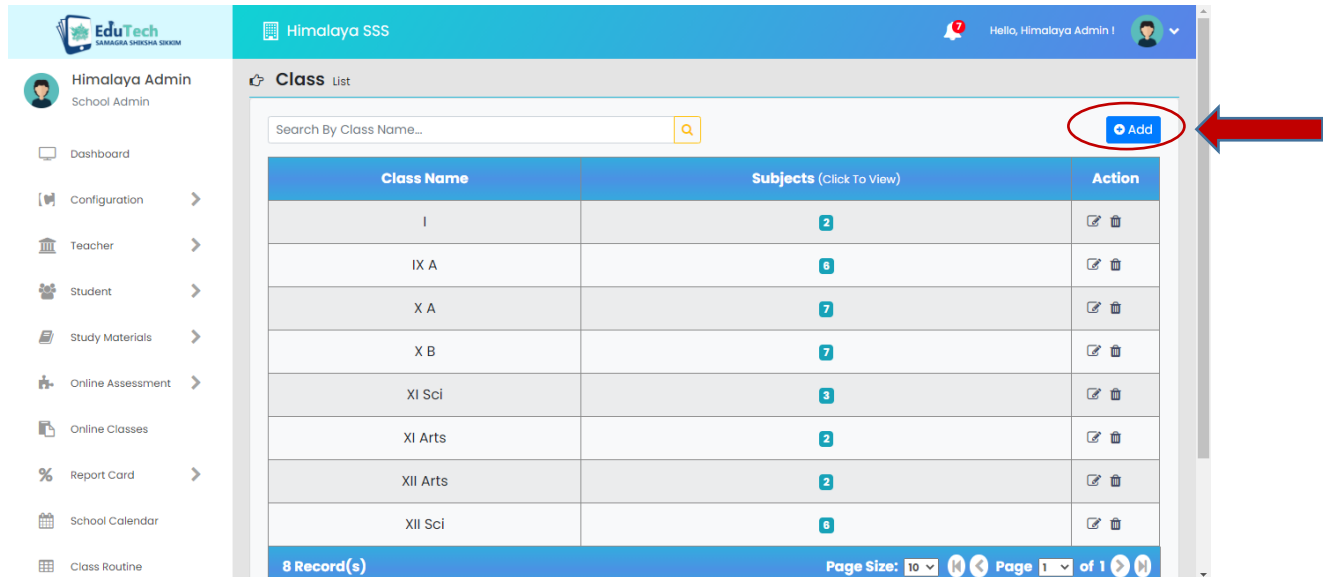
Fields marked * are mandatory

Subject *
GRAMMAR

Back To List Save

Class Configuration:

Step 1: Select configuration then class and click on the add button.

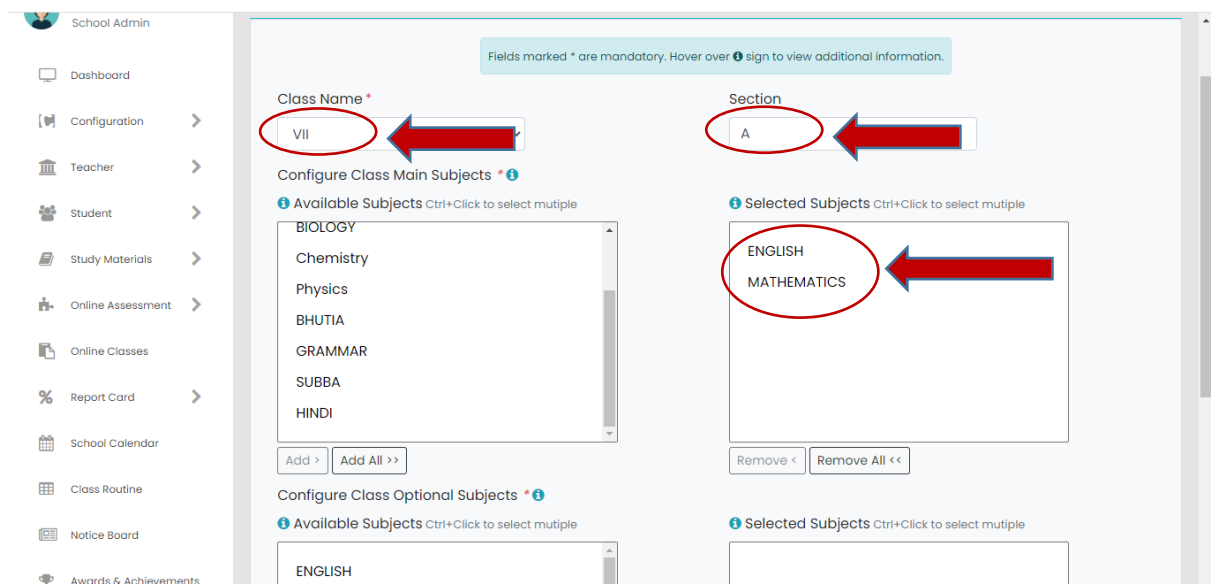


The screenshot shows the 'Class List' page in the Himalaya SSS system. The left sidebar contains navigation options: Dashboard, Configuration, Teacher, Student, Study Materials, Online Assessment, Online Classes, Report Card, School Calendar, and Class Routine. The main content area displays a table of classes with columns for Class Name, Subjects (Click To View), and Action. The table lists classes from I to XII Sci. The 'Add' button is circled in red, and a red arrow points to it.

Class Name	Subjects (Click To View)	Action
I	2	
IX A	6	
X A	7	
X B	7	
XI Sci	3	
XI Arts	2	
XII Arts	2	
XII Sci	6	

8 Record(s) Page Size: 10 Page 1 of 1

Steps 2. Now add the class name and section and then the main subjects (excluding vernacular or elective subjects) in the first box.



The screenshot shows the 'Class Configuration' form. The 'Class Name' field is set to 'VII' and the 'Section' field is set to 'A'. The 'Main Subjects' list includes ENGLISH and MATHEMATICS. The 'Optional Subjects' list includes ENGLISH. Red circles and arrows highlight the 'Class Name', 'Section', and 'Main Subjects' fields.

Fields marked * are mandatory. Hover over sign to view additional information.

Class Name * VII

Section A

Configure Class Main Subjects *

Available Subjects Ctrl+Click to select multiple

BIOLOGY
Chemistry
Physics
BHUTIA
GRAMMAR
SUBBA
HINDI

Add > Add All >>

Selected Subjects Ctrl+Click to select multiple

ENGLISH
MATHEMATICS

Remove < Remove All <<

Configure Class Optional Subjects *

Available Subjects Ctrl+Click to select multiple

ENGLISH

Step 3: Finally add the vernacular subjects in the 2nd box and click on the save button and the class will be added. Similarly we can add all the classes applicable in the school.

Online Classes

Report Card

School Calendar

Class Routine

Notice Board

Awards & Achievements

Communication

GRAMMAR

SUBBA

HINDI

Add > Add All >>

Configure Class Optional Subjects * ?

Available Subjects Ctrl+Click to select multiple

MATHEMATICS

COMPUTER / INFORMATION TECHNOLOGY

History

BIOLOGY

Chemistry

Physics

GRAMMAR

Add > Add All >>

Remove < Remove All <<

Remove < Remove All <<

Back To List

Save

Configuration Manual Registration Manual

SAMAGRA SHIKSHA, GOVT. OF SIKKIM

Student Promotion

Step 1: Click on students and then Assign Class New Session

School Admin

Dashboard

Configuration

Teacher

Student

Study Materials

Online Assessment

Online Classes

Report Card

Teachers

Registered 7 Active 5

Students

Registered 36 Active 28

Activities

Online Lessons 34 Daily Feeds 16

Monday 31 May, 2021

No Events

Manage Calendar

Upcoming Events

No Upcoming Events

Stay tuned for event updates

Class Routine Completion %

50% IX A

16% I

Manage Class Routine

School Scheduled Online Classes

Step 2: Select the previous session i.e. 2020 in our case and the old class of the student we want to promote. In this case we will be promoting a student of class 11 arts so we select that and click get students.

Himalaya Admin
School Admin

Students - Assign Class 2021 Academic Session

Search Previous Academic Session Students

Session - 2020 XI Arts **Get Students**

Step 3: After the student list is shown we mark the student and select the new class of the student i.e. 12 arts in this case. We finally click the save button and the student is promoted after that.

Himalaya Admin
School Admin

Students - Assign Class 2021 Academic Session

Search Previous Academic Session Students

Session - 2020 XI Arts **Clear** **Get Students**

Showing Students of Class XI Arts for Session - 2020

Mark	Student Name	Gender	Aadhar No	Guardian Name
<input checked="" type="checkbox"/>	Adarsh kharel	Male		D kharel

Assign New Class XII Arts **Save**

Step 4: For students who have not passed the exam we will select the same class so in our case both old class and new class will be 11 arts.

Himalaya Admin
School Admin

Dashboard
Configuration
Teacher
Student
Study Materials
Online Assessment
Online Classes
Report Card
School Calendar
Class Routine

Himalaya SSS

Students - Assign Class 2021 Academic Session

Search Previous Academic Session Students

Session - 2020 XI Arts Clear Get Students

Showing Students of Class XI Arts for Session - 2020

Mark	Student Name	Gender	Aadhar No	Guardian Name
<input checked="" type="checkbox"/>	Adarsh kharel	Male		D kharel

Assign New Class XI Arts Save

Student and Teacher transfer from another school

Step 1: Select Student then re-register from the side panel. Then click other options and select old school and name of the student to be transferred in your school and click the re-register button to transfer the student.

Himalaya Admin
School Admin

Dashboard
Configuration
Teacher
Student
Study Materials
Online Assessment
Online Classes
Report Card
School Calendar
Class Routine

Himalaya SSS

Student Re-Register

Find Student to Re-register

Search By Student Edutech Code... + Other Options

Aadhar No. Aditya Sir Tashi Namgyal Seni... Guardian Name Close Options Search

Showing Search Result(s) Clear Result

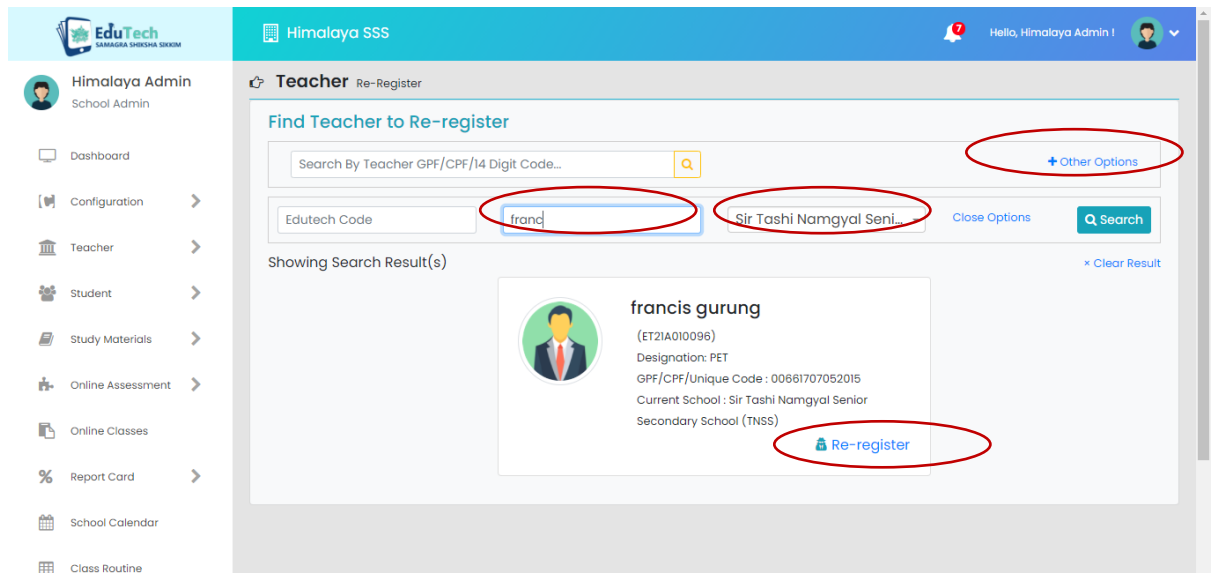
Aditya kr singh (Sir Tashi Namgyal Senior Secondary School (TNSS))

(ES2IA043381)
DOB: 20 May 2009
Aadhar No: 304990261331
Address: near tamang gumpa gangtok
ID No:
Social Status: OTHERS

Guardian Information
Father's Name: p.singh
Mother's Name: Tannu singh
Email: Mobile: 8167790022

Re-register

Step 2: Select Teacher then re-register from the side panel. Then click other options and select old school and name of the teacher to be transferred in your school and click the re-register button to transfer the teacher.



Online Live Class

The admins can monitor the online classes that have been scheduled by clicking on the online class button in the side panel. The admin won't be having any role in the online classes but they can view the list of online classes.

Online Assessment	South District School Heads Edutech Presentation I	Upcoming
Online Classes	Conducted By : Arpan Rai	
Report Card	North District School Heads Edutech Presentation Class I - COMPUTER / INFORMATION TECHNOLOGY Scheduled on 31 May 2021 Starts from 11:00 AM to 12:30 PM North District School Heads Edutech Presentation Total Capacity: 100 Conducted By : Arpan Rai	Completed View Recording
School Calendar	Test session Class I - MATHEMATICS Scheduled on 30 May 2021 Starts from 3:30 PM to 4:30 PM Test session Total Capacity: 100 Conducted By : Arpan Rai	Completed View Recording
Class Routine	Edutech training & workshop with School Heads Class I - ENGLISH Scheduled on 29 May 2021 Starts from 3:50 PM to 4:43 PM Test session Total Capacity: 100 Conducted By : Arpan Rai	Completed View Recording
Notice Board		
Awards & Achievements		
Communication		

Examination

The school admins can click on the Online Assessment and then on online examination to view the list of question papers added by the teachers. After checking the question papers the admin can click on the publish button so that the exam is live and students get notification when the exam is starting and appear for the exam on the scheduled day.

Similarly the admins can also approve the teachers quiz added by the teachers in the online assessment section.

<div>Student ></div> <div>Study Materials ></div> <div>Online Assessment ▾<div>Question Bank</div><div>Examinations</div><div>Teacher Quiz</div><div>Subject Chapters</div></div> <div>Online Classes</div> <div>Report Card ></div> <div>School Calendar</div> <div>Class Routine</div> <div>Notice Board</div> <div>Awards & Achievements</div> <div>Communication</div>	Maths term 1 exam - Others First Term Class IX - MATHEMATICS Valid from 25 May 2021 3:10 PM to 25 May 2021 4:10 PM Full Marks - 10 Pass Marks - 4 Complete Objective: 5 / Subjective: 5 Added By : Arpan Rai (Himalaya SSS)	Edit Question Set Question List Delete Publish
	Math test paper - Others First Term Class IX - MATHEMATICS Valid from 10 May 2021 11:15 AM to 10 May 2021 5:00 PM Full Marks - 7 Pass Marks - 5 Complete Published Objective: 2 / Subjective: 5 Added By : Arpan Rai (Himalaya SSS)	Question List
	test 9 5 (2) - Others First Term Class IX - MATHEMATICS Valid from 09 May 2021 3:45 PM to 09 May 2021 4:45 PM Full Marks - 7 Pass Marks - 2 Complete Published Objective: 2 / Subjective: 5 Added By : Arpan Rai (Himalaya SSS) <div>1 student(s) has appeared the exam. Click to manage marks</div>	Question List
	test 9 5 - Others First Term	

Thank You