# WORKING MANUAL

The following manual will assist the user to use the Sikkim Edu-Tech web application easily.

1. Registration – Teachers

➢ For the registration of teachers, you need to once again go to the side bar (menu list) on the left hand side of the screen.

➢ From the menus, you need to click on the option "**Teacher**". Once you click on it you will get a dropdown and from the dropdown you can click on **"List or New Registration"** as shown in the figure below.
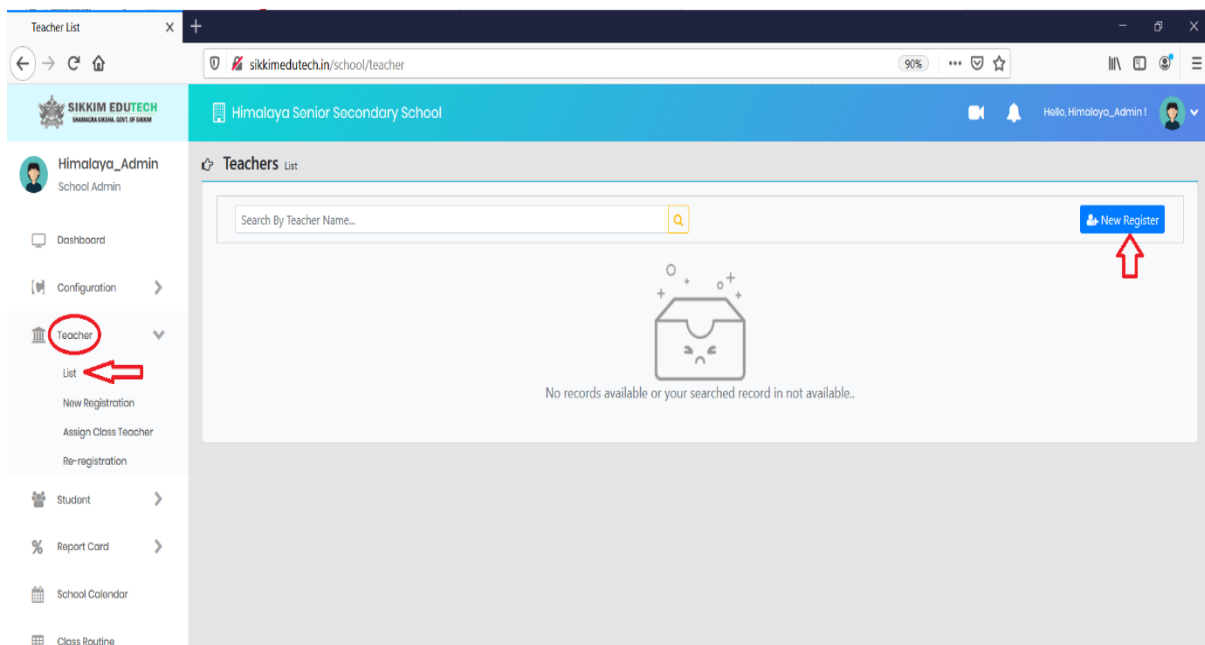
➢ As soon as you click on the **"List or New Registration",** a list will appear. To register new teacher you need to click on **New Register** button.

➢ Once you click on the **New Register** button the registration page will open up as shown in the figure below.

➢ Here you need to enter the details of the teacher and then click on the **"Save"** button.

➢ Once you click on the Save button, the teacher registered will appear on the list. Further to register new teacher, you can again click on the "**New Register"** button.


➢ Kindly note that at the time of registration, if the registered teacher does not receive the activation mail then you have an option to send the activation mail as shown in the figure above.

- Additionally, you also have an "**Edit and Delete"** button to update and details or to delete the registered teacher.

- Once all the teachers has been registered in the database, next step is to "**Assign Class Teacher"**.

- For assigning the class teacher, you need to again go to the option "**Teacher"** and click on it.

- From the dropdown, this time you need to click on "**Assign Class Teacher"** as shown in the figure below.
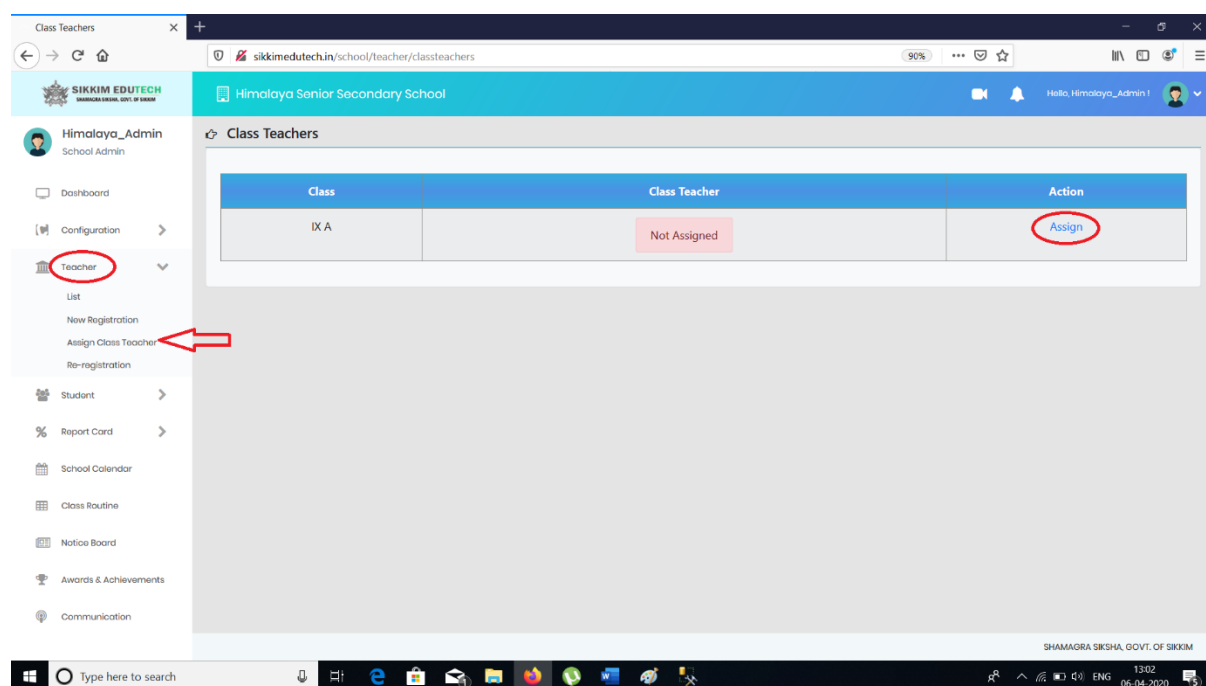
- Once you click on it, you will get the list from where you will be able to check if the class teacher has been already assigned or not.

- If not then, you can click on the **Assign** button.
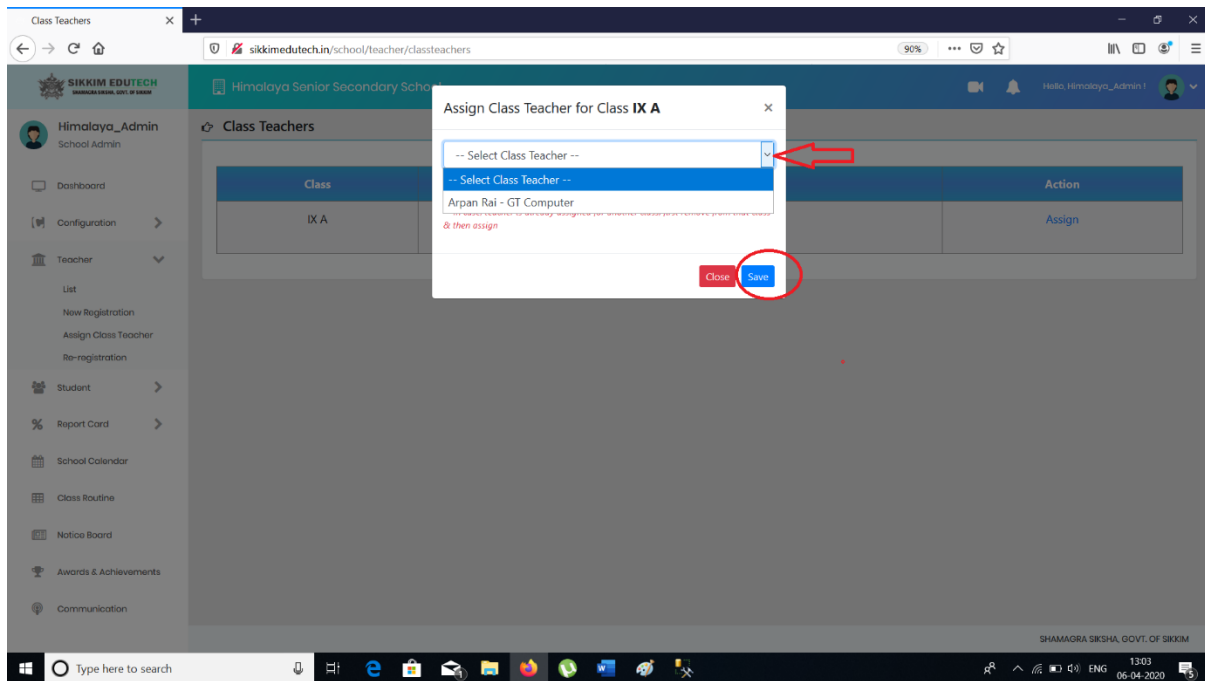
➤ After you click on it the following pop-up will appear. Here the pop-up will contain the list of teachers along with the subjects they teach. From this list you can select the Class Teacher and then click on the "**Save"** button.
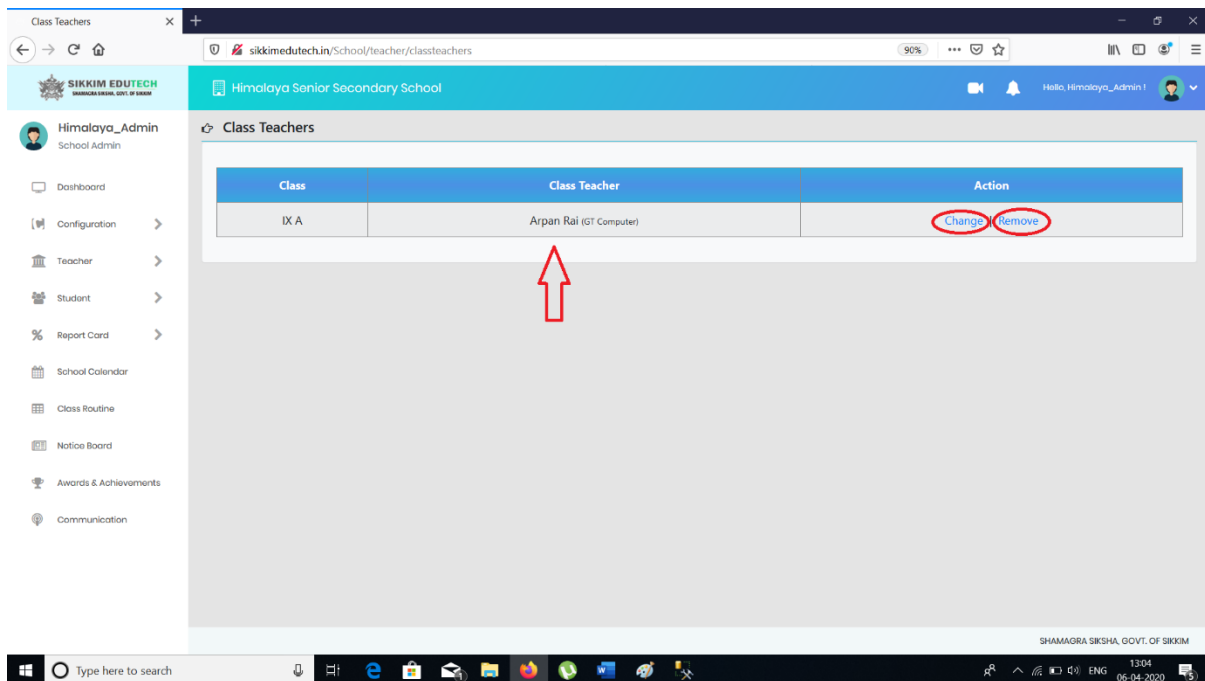
➢ As soon as you click on the **Save** button the selected Class Teacher will be assigned and you will be able to see the details as shown in the figure above.

➢ You will also find an option to either "**change or remove"** the Class Teacher if required.

2. Registration – Students

➢ Similarly like teachers, Students needs to be registered in the database too.

➢ To register students, you need to again go the menu list and click on the option "**Student"**. From the dropdown you need to the click on "**New Registration"**.

➢ Once you click on it the Registration page of the student will open up, as shown in the figure above.

➢ You need to fill up all the details of the student and then click on the "**Save"** button.

➢ Once you click on the **Save** button the student registered will appear on the list as shown in the figure below.

➢ To register another new student you need to click on the "**New Register"** button.

➢ If the activation email is not received then you also have an option to resend it.

➢ You will also find an option to view the Student **Portfolio** from the list and last but not the least you will see the **edit and delete** button to change/update any other details of the registered student or delete the student.