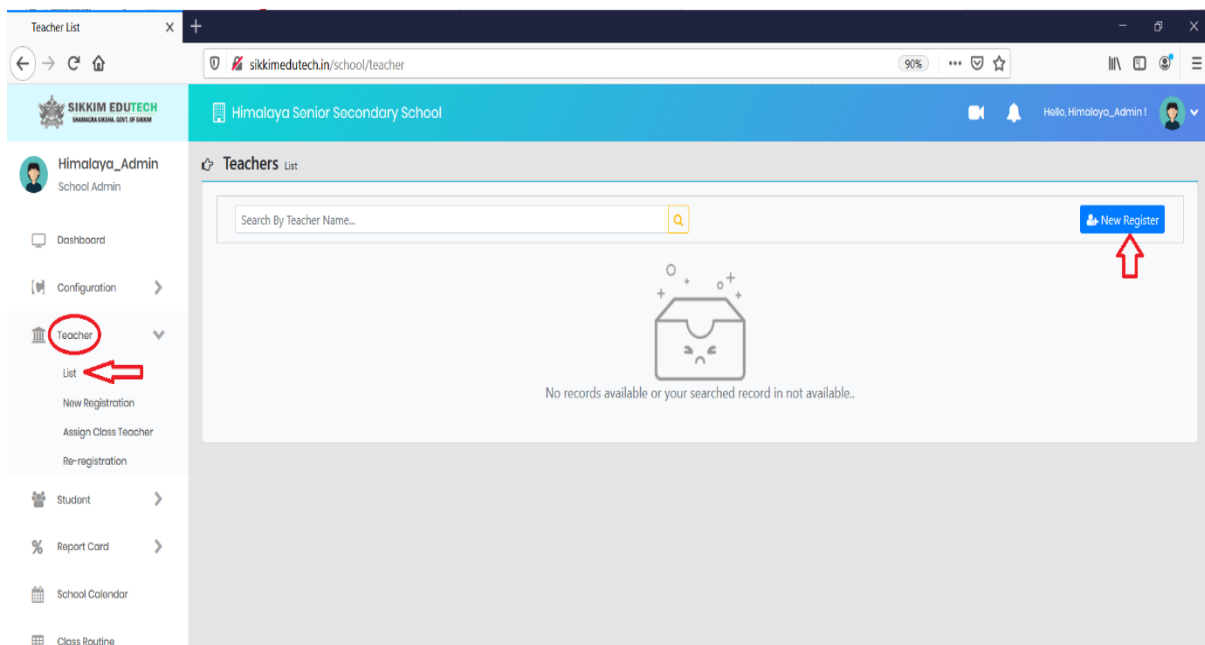


WORKING MANUAL

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.

Register

SIKKIM EDUTECH

Himalaya Senior Secondary School

Himalaya_Admin School Admin

Teacher Register

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

Teacher Name * Arpan Rai

Designation * GT Computer

Gender Male

GPF/CPF/14 Digit No/Employee Code * 142266

Date Of Joining 3 Feb 2020

Employment Type * Ad-hoc

Contact No

Email penultimate4@gmail.com

Select Classes ⓘ IX A

Select Subjects ⓘ Computer Application

Back To List

Save

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- 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.

Teacher List

SIKKIM EDUTECH

Himalaya Senior Secondary School

Himalaya_Admin School Admin

Teachers List

Search By Teacher Name...

New Register

Arpan Rai

(ET20A002483) Active

Designation: GT Computer

Employment Type: Ad-hoc

Send Activation Mail

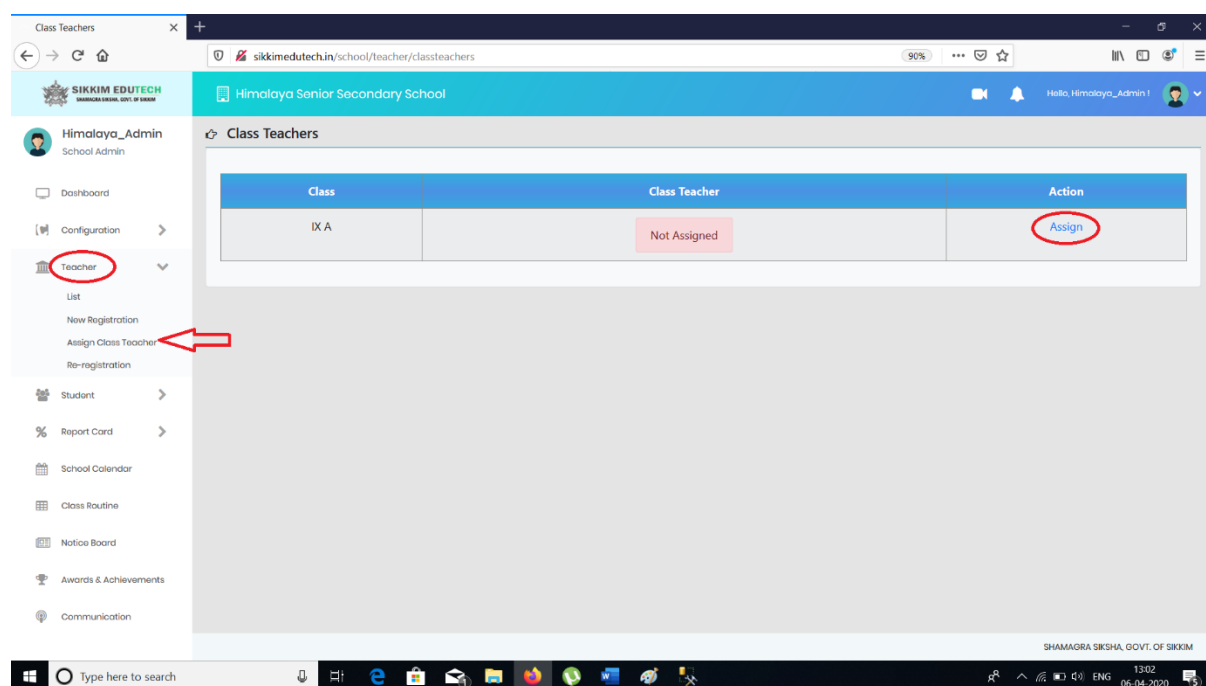
1 Record(s)

Page Size: 10 Page 1 of 1

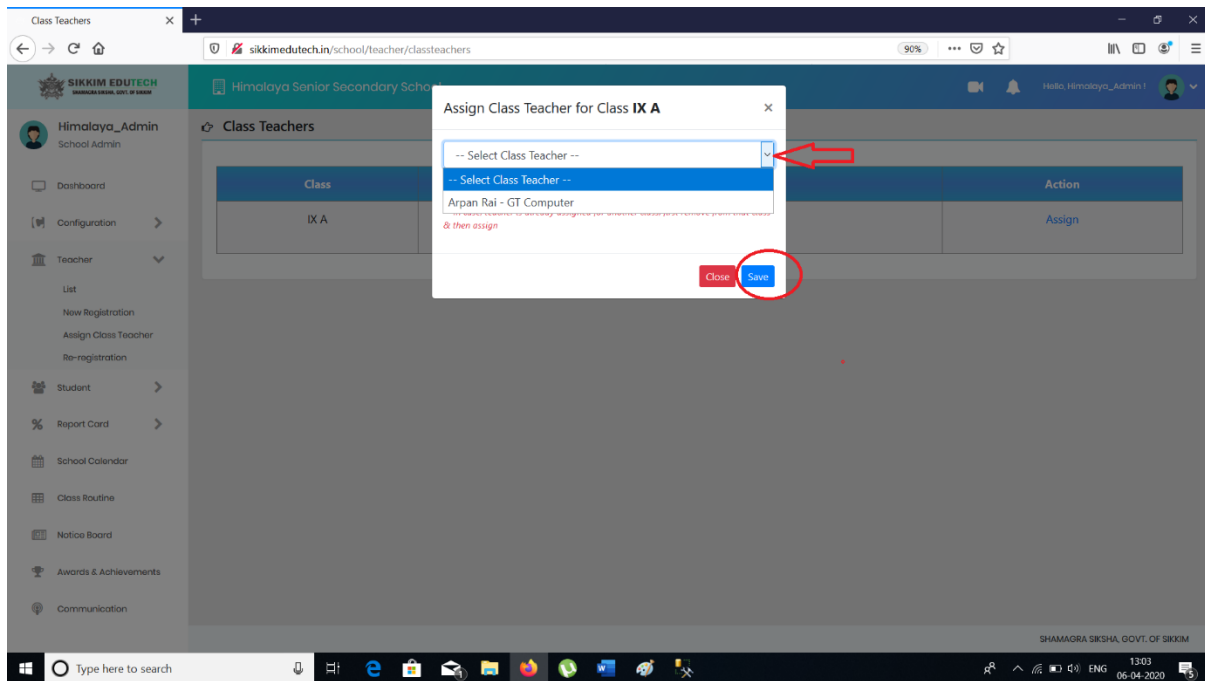
SHAMAGRA SIKSHA, GOVT. OF SIKKIM

- 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.

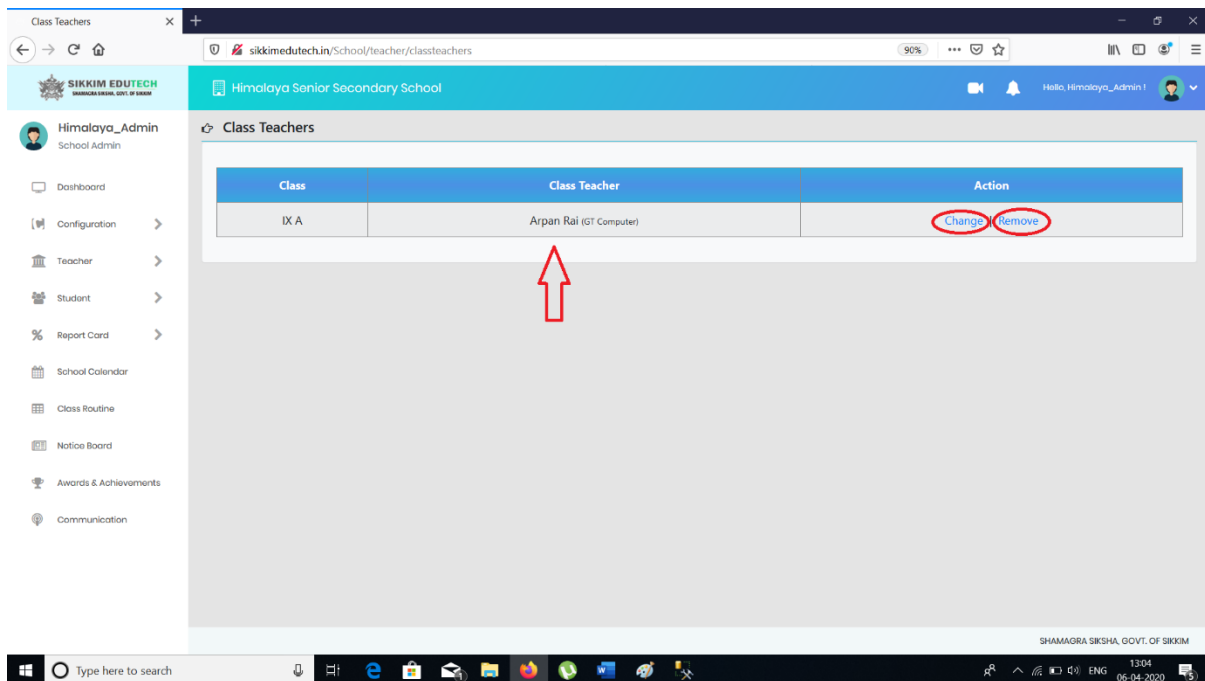
- Additionally, you also have an **“Edit and Delete”** button to update and details or to delete the registered teacher.
- Once all the teachers has been registered in the database, next step is to **“Assign Class Teacher”**.
- For assigning the class teacher, you need to again go to the option **“Teacher”** 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 click on “**New Registration**”.

The screenshot shows the 'New Registration for Academic Session 2020' form. The left sidebar contains a menu with 'Students' highlighted, and 'New Registration' selected from its dropdown. The form fields are as follows:

New Registration for Academic Session 2020		
Student Name *	Mrinal Thapa	
Gender *	Male	
Social Category *	Admission No	Children With Special Needs (CWSN) *
OBC(C)	1121	<input type="radio"/> Yes <input checked="" type="radio"/> No
Student ID No	Aadhar No	Date of Birth *
23264	5465ss	1 Jan 2013
Blood Group	Class *	Roll No
A+	IX A	25
Address *	Student Email	Guardian Email
6th Mile		m.thapa0101@gmail.com
Mother Name *	Father Name *	Guardian Mobile No
Asha Thapa	Mahendra Thapa	
Bank Information		
Account Holder Name	Account No	Relation To Student
Mrinal Thapa	121345481513	Self
Bank Name	Bank Branch	IFSC Code
BOB	GANGTOK	gSKNAKL5
Back To List		Save

- 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.

The screenshot shows the Sikkim Edutech Student List interface for Himalaya Senior Secondary School. The interface includes a sidebar with navigation options and a main area displaying student details. Red annotations highlight specific features:

- A red arrow points to the **New Register** button in the top right corner.
- A red circle highlights the **Portfolio** link below the student profile.
- A red circle highlights the **Send Activation Mail** link.
- A red circle highlights the **Edit** and **Delete** icons in the bottom right corner of the student profile card.

The student profile for **Mrinal Thapa (Class IX A)** includes the following details:

- DOB: 01 Jan 2013
- Aadhar No: 546555
- Address: 6th Mile
- Guardian Information:
 - Father's Name: Mahendra Thapa
 - Mother's Name: Asha Thapa
 - Email: m.thapa0101@gmail.com
 - Mobile:

The interface also shows a table with 1 record(s) and a page size of 10. The bottom status bar indicates the user is logged in as Himalaya_Admin and the date is 06-04-2020.