Shaala Siddhi

NATIONAL PROGRAMME ON SCHOOL STANDARDS AND EVALUATION

User Manual for uploading Self-Evaluation Dashboard





Unit on School Standards and Evaluation National University of Education Planning and Administration New Delhi, 110016 Website: www.nuepa.org, www.shaalasiddhi.nuepa.org

Introduction

A User Manual is intended to provide assistance and instructions to schools for filling up and uploading School Self-evaluation Dashboard to the Shaala Siddhi Web portal. This Manual includes step by step procedures so that anyone can easily access the Web Portal.

Uploading School Evaluation Dashboard to the Web Portal

School should fill the hard copy of the Dashboard before uploading it to the Web Portal. For uploading the Dashboard, school needs to register itself on the Shaala Siddhi Web portal:

www.shaalasiddhi.nuepa.org

Imp Note:

- This website should be used only by authorized personnel of the School.
- Please save your login Id, Password and PIN (OTP) for any future use.
- Please fill up all the components of the Dashboard.
- You can click on the ICON on the left hand of your screen and sequentially fill up the Dashboard.
- Kindly edit your information (if needed) before final submission.
- After completing the process, press final submission.

Please follow the steps for uploading the Dashboard to the web portal:

Step 1: Create New User

- Go to Shaala Siddhi Web Portal through this link <u>www.shaalasiddhi.nuepa.org</u>
- Click on Login icon
- If you are a first-time user then click on New User
- Fill in all the New User Details given below to generate your PIN (OTP)
 - Select Level
 - UDISE code
 - First Name
 - Last Name
 - Mobile No or Email ID
- Enter the Pin (OTP) received on your mobile no. and Email ID and click on Submit
- After submitting your PIN (OTP) you can create your Password. (Follow the rules for creating password)
- Save your Password and PIN for future use.

Step 2: Login

- 11-digit School U-DISE code is your User Name.
- Enter password.
- Click Submit.

Step 3: Filling up the Dashboard

- Fill in Demographic profile
- Fill class wise Attendance rate. Class wise Annual Attendance rate can be calculated by the formula given in the Web Portal, Click on Submit and then Next
- Fill class wise learning outcomes in percentage in respective percentage range for each class, Click on Submit and then Next
- Fill the number of teachers, Click on Submit and then Next

- Fill the number of Teachers who availed long leave as well as short leave, Click on Submit and then Next
- Select your level against each Core Standard and prioritize the Area of Improvement.

(Low/Medium/High), Click on Submit and then Next

- Likewise fill all the Seven Key Domains
- Fill the Mission Statement in English only (Word limit; 20-50 words)
- Fill Area of Improvement, Proposed Action, Support Needed, and Action Taken for all Seven Key Domains only in English, Click on Submit

Step 4: Final Submission and Data Unfreeze

- Before final submission click on the check box 'I Accept Terms & Conditions'
- Click on Final Submit (Kindly edit your data (if needed) before final submission)
- A dialogue box will appear to confirm your final submission
- To confirm Click on OK
- After final submission Unfreeze Icon will appear
- Click on Unfreeze Icon if you want to edit your information
- A dialogue box will appear on the screen for the confirmation
- Click on OK to confirm unfreeze request
- You can check your unfreeze request status from 'Manage User Request' icon

Step 5: Generating Reports

- Click on Reports Icon
- Select the type of report mentioned below:
 - School evaluation composite matrix
 - school evaluation report
 - School Evaluation Dashboard
 - Composite Matrix Status report
- Save the PDF/word/excel copy / For your own record

Step 1: Create New User







SCHOOL EVALUATION DASHBOARD

Go to Login

Please follow these instructions while creating the User ID and Password.	Sten 1 - New User Details Sten 2 - Create Password
Step 1 :	
 Schools should login only through the school user. 	
Enter a valid UDISE Code (Ex: For School user eleven digit UDISE code).	
3. Enter all mandatory fields.	New User Details *Indicates Mandatory Fields
4. To generate a Unique PIN (OTP), enter either Mobile No. /Email Id or Both.	*Select Level School Level
5. After the successful PIN (OTP) generation, enter the valid PIN (OTP) that is	
received on your Mobile No. /Email Id to proceed further.	*ODISE Code
Note: If you don't receive PIN(OTP) within 120 seconds, click on Regenerate	*First Name
PIN(OTP) button.	Lact Name
6. Click on Submit.	
a) If you have entered valid PIN(OTP), you will be redirected to Step 2.	Mobile No.
b) If the entered PIN(OTP) is invalid, you will be shown a message saying 'Invalid	(or)
PIN(OTP)'.	Email Id
	Note: In case you have trouble in creating user or needs any technical assistance, please contact Mr. Deepak :+91-8743861642.
Step 2 :	Generate PIN(OTP)
7. Enter new password and confirm password.	
(Rule:Password length should be between 8 to 10 characters, must contain at least	
one lower case letter, one upper case letter, one digit and one special	
character.Allowed special chars are !@#\$%^&*()+=.)(Ex: Nav@2012)	
8. Click on Create User.	

- Follow the instructions carefully before Create User.
 - 1. Schools should login only through the school user.
 - 2. Enter a valid UDISE Code (Ex: For School user eleven digit UDISE code).
 - 3. Enter all mandatory fields.
 - 4. To generate a Unique PIN (OTP), enter either Mobile No. /Email Id or Both.

5. After the successful PIN (OTP) generation, enter the valid PIN (OTP) that is received on your Mobile No. /Email Id to proceed further.

Note: If you don't receive PIN(OTP) within 120 seconds, click on Regenerate PIN(OTP) button.

6. Click on Submit.

a) If you have entered valid PIN(OTP), you will be redirected to Step 2.

b) If the entered PIN(OTP) is invalid, you will be shown a message saying 'Invalid PIN(OTP)'.

- Kindly fill all details to generate your PIN (OTP).
- Refer to the example given below.

CREATE USER			
Step 1 - New User Details	Step 2 - Create	Password	
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- Enter your PIN (OTP) and click on Submit.
 If you do not receive your PIN (OTP) within 120 seconds then you can click on regenerate PIN (OTP).

	CREATE USER		
	Step 1 - New User Details	Step 2 - Create Password	
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	Note: In case you have trouble in creating	password or needs any technical assistance, please contact Mr. Deepak : +91-8 Create User	743861642.
 After Enter ne (Rule: Pa upper ca Nav@20 8. Click a) On s b) If th Note- Ki regarding Save y 	submitting your PIN (OT w password and confirm assword length should be se letter, one digit and on 012) on Create User. successful creation of pas the password entered does andly fill up the information g seven key domains prov- our Password and PIN fo	(P) you can create your Password. password. between 8 to 10 characters, must contain a e special character. Allowed special chars sword, you will be redirected to home page not confine to the Rule (Refer Point 7), a v on regarding Students and Teachers for the vide the current year information. r future use.	at least one lower case letter, one are!@#\$%^&*()+=.)(Ex: e. alidation message will be shown. previous year and for information
Step 2: Logi	n		
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		New User? Click Here Forgot Password? Click Here	

- Enter password. •
- Click Submit. •

Step 3: Filling up the Dashboard

Kindly read the instructions given below for uploading Self -Evaluation Dashboard



- Fill Demographic profile.
- Fill class wise Attendance rate. Class wise Annual Attendance rate can be calculated by the formula given in the Web Portal.
- Click on Submit and then Next

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номе	Address	NAGA NAMGOR, MANUL, MANGAN, NORTH SIKKIM SIKKIM - 737116	Locality	Rural 🗹 Urban 🗖 Tribal 🗖	Academic Year	2016-17	*				
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Check on Submit and then Next Image: Stability of Stability (Stability) Image: Stability (Stability)

- Select your level against each Core Standard and prioritize the Area of Improvement. (Low/Medium/High)
- Click on Submit and then Next
- Likewise fill all the Seven Key Domains

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	Name of School	NADAY PS	School U-DISE Code	11010100101	Category(Classes being taught)	Primary only (1-5)	
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		Area of Improvement (As per the defined Core Standard)	Proposed Acti	m	Support Needed		Action Taken
OR CONTINUOUS SCHOOL IPROVEMENT PLAN Evaluation End	DOMAIN-I Enabling Resources (School: Availability, Adequacy and Usability	of Lati		GR .		sal.	
REPORTS	DOMAIN-II						
	Teaching-learning an	d National University of Educat	tional Planning and Admini	tration. All Rights Reserved (@2016		
	Back Instructions for Final I. Instruction 2. Instruction	Seb mission		submit			
	3. Instruction 4. Instruction	Click on	the check box '	I I			

- Fill the Mission Statement in English only (Word limit; 20-50 words)
- Fill Area of Improvement, Proposed Action, Support needed, and Action Taken for all Seven Key Domains only in English.
- Click on Submit
- Click on the check box 'I Accept Terms & Conditions'
- Click on Final Submit (Kindly edit your data (if needed) before final submission)
- A dialogue box will appear to confirm your final submission
- <u>To confirm Click on OK</u>

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	DONAIN-IV Managing Tree Performance a Professional Development	ince you do final submit, you will not be	allowed to change evaluation data in future. Ar	e you sure you want to subr	
MATHIX	DDMAIN-V School Leadership and Management				
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DURDS.	DOMAIN-VI Productive Continuutity Participation	COMMUNITY PARTICIPATION IN ALL FIVE STANDARDS	COMMUNITY PARTICIPATION SHOULD BE SHIFTED FROM PAPER TO PRACTICAL ORDUNDS	VILLAGE PEOPLE DEPARTMENT AND ADMINISTRATIVE BODIES	NO ACTION TIL DATE



- After final submission Unfreeze button will appear
- Click on Unfreeze button
- A dialogue box will appear on the screen for the confirmation
- Click on OK to confirm unfreeze request.

You can check you	r unfreeze	request stati	us from 'M	anage User Reques	st' icon	
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	REPORTS					
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Step 5: Generating	Reports				0761011	<u></u>

- Click on Reports Icon •
- Select the type of report mentioned below:
 School evaluation composite matrix, School evaluation report, School Evaluation Dashboard and Composite Matrix Status report
- Save the PDF/word/excel copy / For your own record •

शाला सिद्धि Shaala Siddhi		Welcome, 33311307606PUPS T KDTTUR Today is Thuraday, June 15, 2017 11:34:40 AM Last Logis: Thuraday, June 15, 2017 11:40:12 AM 9 <u>Change Profile</u> Clogend				
номе	Search			DATA STATUS REPORT		Click here for Instructions
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etenerr	Level_2		Level_2	Medium
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Subject and Pedagogical Knowledge of Teachers		Level_2		Medium
Enabling Learning Environment		Level_2		Medium
Teaching-learning Process		Level_2		Medium
Class Management		Level_2		Medium
Utilization of Teaching-learning Resources		Level_2		Medium
Teachers' Reflection on their own Teaching-learning P	ractice	Level_2		Medium
	Aggregation Level-1	- 0 Level-2 - 9 Level-3	- 0	
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Unit on School Standards and Evaluation National University of Educational Planning and Administration 17-B, Sri Aurobindo Marg, New Delhi-110016 (INDIA) EPABX Nos.: 26565600, 26544800 Fax: 91-011-26853041, 26865180 E-mail: usse@nuepa.org Website: www.nuepa.org, www.shaalasiddhi.nuepa.org