e-TRC Standard Operating Procedure

Himachal Pradesh e-Training Resource Center

Management System **A Standard Operating Procedure**

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# 1 Overview

This section outlines the purpose and scope of the SOP.

## 1.1 Purpose:

This SOP outlines the procedures for effectively utilizing the e-Training Resource Center, to fulfill the required responsibilities under each of the respective designated roles. It is designed to ensure that all users and administrators including SCERT, DIET and School authorities, trainers, coordinators and trainees can navigate the platform designated to them efficiently. Administrators can manage training sessions, track progress of each area, school and teacher-wise and utilize available resources coherently.

## 1.2 Scope:

This SOP applies to all users of the e-Training Resource Center, including teachers, training coordinators and the administrative staff. It also serves as a guide for navigating through the features made available for the respective user types.

The SOP covers the process of logging in, accessing relevant data and utilizing support features. Other key features such as tracking the progress of teachers, training program creation, the nomination of teachers and also their generation of certificates after the completion of the training will be discussed under their corresponding user-specific instructions.

The training that will be catered through the platform will be an in-service training such as Refresher Training, Induction training, Subject-specific training and more under the following categories or types:

- Administrative.
- Academic.
- Monitoring and evaluation.
- Technology Advancement.
- Capacity Building.
- Financial Administration & School Management.
- Lab Technology.
- Lab Skills.
- Office Procedures.
- POCSO.
- Guidance and Counselling.
- In-service Orientation Program
- Induction Procedures

These trainings have further sub-categories. Each of the categories and subcategories of training can be allotted to the target group by the administration.

Different types of users are involved with the in-service training and the functionality of the user type will determine their access level.

## 1.3 Navigating the Portal

To access the e-TRC portal visit - https://ttms.deepspatial.app/

The following section discusses all the logins in detail:

1) SCERT Login.
2) School Login.
3) Teacher Login.
4) Admin Login
5) DIET Login
6) Co-Ordinator Login

# 2 Login Access Guidelines

*This section contains the step-by-step procedure for logging into the portal for various user types.*

## 2.1 How to Login?

The e-TRC portal opens to the homepage, which contains a link to the e-HSCRC portal, information about the e-TRC portal, a link to the registration page, and a link to the Login page, as shown in the Figure below.

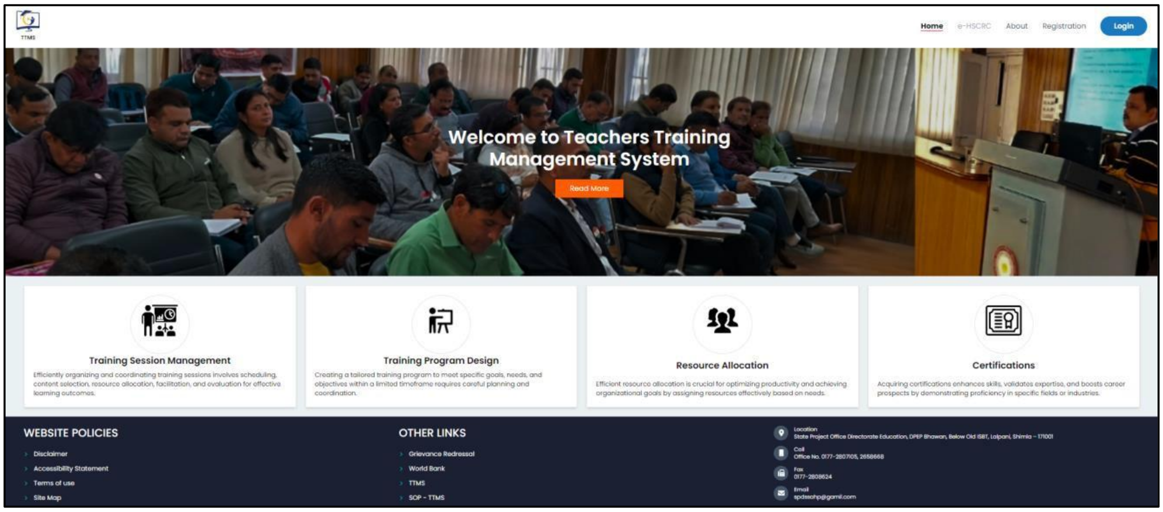



*Figure 1 - eTRC Homepage*

The user has to register using the Registration link on the homepage. After submitting details user will receive the username and password on their registered mobile number and the user will be redirected to the login page of the e-TRC application. After registration the user can visit the login page directly every time by clicking [https://ttms.deepspatial.app/](https://ttms.deepspatial.app/) and the following image shows the interface of login page.

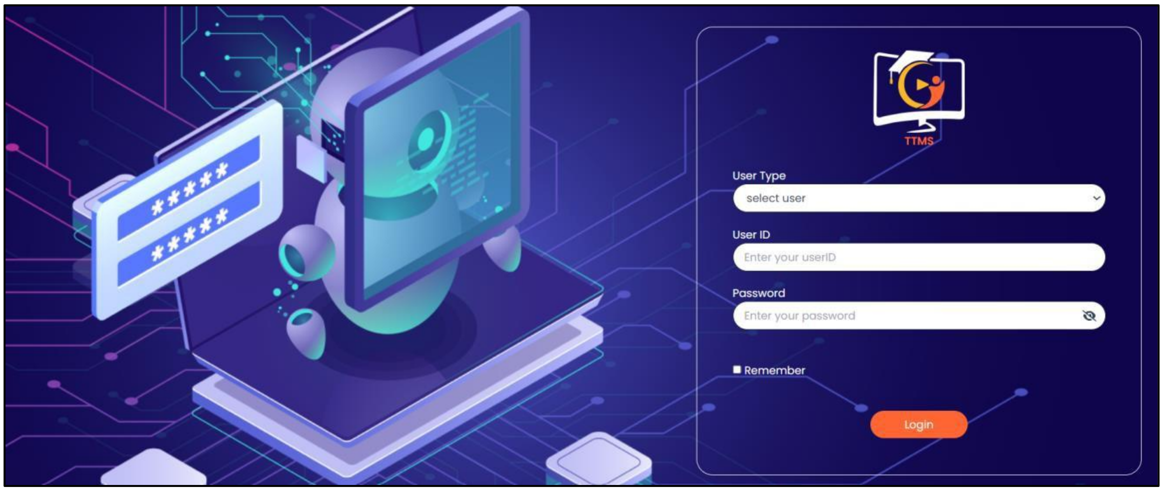



*Figure 2 - e-TRC portal - Login Interface*

Thereafter, the following are the steps to follow:

**Step 1** – Select the User Type – SCERT, DIET, Admin, School, Teacher, Coordinator

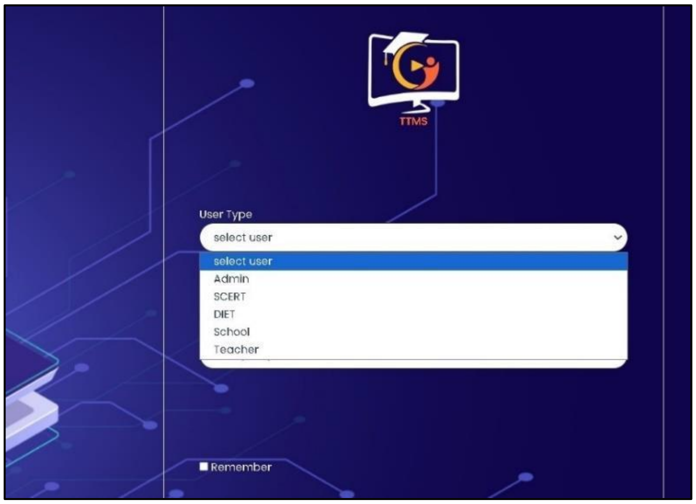



*Figure 3 - Login page - select user type*

**Step2** - Here user enters the credentials (received on the registered mobile number), i.e., username and password.
**Step 3** – After entering the correct credentials click on “Login” to access the portal.


*Figure 4 - After Adding Credentials, Click Login (SCERT login as example)*

**Step 5 -** Upon validation of the correct credentials, a dialog box opens which reads – "User logged in successfully" on the top right-hand corner and the page.

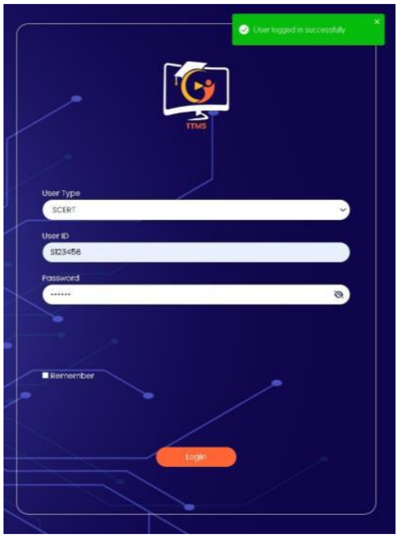



*Figure 5 - User logged in successfully interface*

## 2.2 Errors and exceptions in Logging in

The login of the users may fail due to one or all of the following reasons:

- Incorrect User ID or password
- User Login Expired/Account is locked (report the matter to e-TRC Helpdesk (spdssahp@gmail.com) and mention employee number)
- Network / Server failure

In all cases of errors, the system will display relevant error message.

### 2.2.1 Incorrect User ID or Password

This error could occur because the user has entered the User ID /or password incorrectly. The system will display "Incorrect Credentials" as a pop-up message:

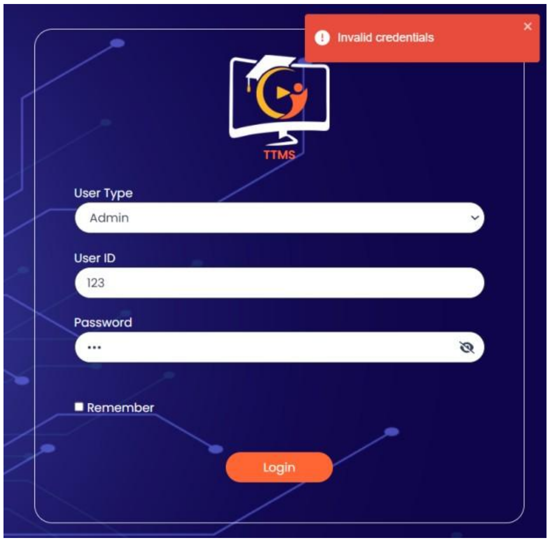



*Figure 6 - Error on incorrect user ID or password*

### 2.2.2 User Login Expired/Account is locked

In the user management module, corresponding to every new user created, the expiry date for that user ID is stored. Upon reaching the expiry date, the user would not be able to login successfully.

### 2.2.3 Network / Server failure

In the case where your system is unable to establish a network connection with the designated server, the system will display a message.

## 2.3 Initiation

After a successful registration and login, the dashboards of the respective users open, giving specific details about training progress, track record and management. The dashboards also open to important notices and a calendar showing important training dates.

These dashboards are important for consolidating information. The different tabs in various logins help to get through the details of the training pertaining to each user.

# 3 Access Levels and Features

This section lists all features available for each access level.

The access granted and features made available depend on the type of user logged into the e-TRC. A key factor in determining this is the roles and responsibilities of the different users.

Given below are the details on the roles according to the corresponding user type:

| User type→ | Admin | SCERT/DIET | School | Teacher | Coordinator |
|---|---|---|---|---|---|
| **Roles and responsibilities →** | **1.Address any glitch in the system while logging in**<br><br>**2.Maintain and supervise records of the number of users logged in and crash of the system.**<br><br>**3.Provide need based access to all the users** | **1) Oversee the overall training programs.**<br><br>**2) Monitor the effectiveness and impact of the training programs.**<br><br>**3) Create and schedule new training programs.**<br><br>**4) Add new training categories to the database.**<br><br>**5) Add new venue, resource persons, venues and coordinators to the database.**<br><br>**6) Alot the venue for each program.**<br><br>**7. Alot resource persons and coordinators to the training sessions**<br><br>**8) Declare the number of participants for each training.**<br><br>**9) Notify the schools** | **1) Monitor training status of their respective teachers.**<br><br>**2) Stay up to date with upcoming training information.**<br><br>**3) Upload teacher details to the database.**<br><br>**4) Nominate staff to attend training/ workshops.**<br><br>**5) Monitor the number of registrations for every training session.**<br><br>**6) Monitor the overall training status of school teachers.** | **1) Register for training workshops.**<br><br>**2) Monitor self-progress with respect to the overall training courses.**<br><br>**3) Keep track of training session details and topics discussed.**<br><br>**4) Achieve training targets.**<br><br>**5) Download certificates of training and improve personal profile.** | **1. Mark presence or absence of trainees and share with SCERT**<br><br>**2.Maintain records of the training under him/her**<br><br>**3.See his/her overall progress as a coordinator** |

| | | | | | |
|---|---|---|---|---|---|
| | | **and trainers of scheduled trainings.**<br><br>**10) Analyze reports on the trainings conducted and their outcomes.**<br><br>**11) Generate certificate for the participants** | | | |

## 3.1 Admin login:

Under the responsibilities associated with the Admin, the features available on this portal serve as an aid to effectively fulfill their administrative and monitoring goals in a faster and more efficient manner.

### 3.1.1 Admin Dashboard:

Once the user selects the AC year, District, Block, and the information on users logged on, the number of tickets raised by a user, issues resolved by the admin, and crucial information wrt the server is displayed.:

The Login opens to a dashboard page as below:

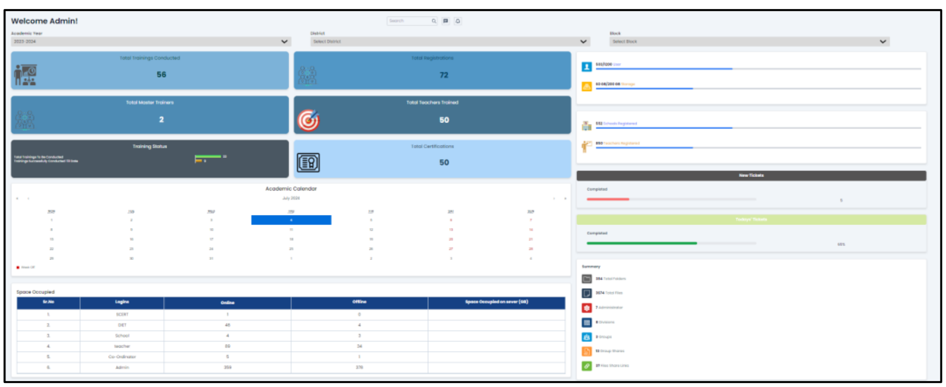



*Figure 7 - Admin dashboard information*

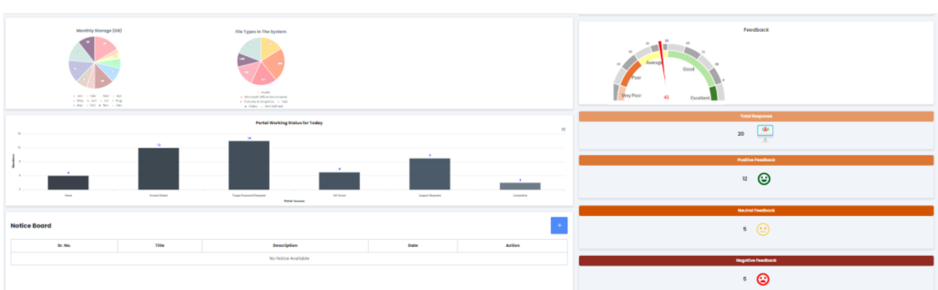


*Figure 8: Feedbacks and Storage information*

### 3.1.2 Training Program Design

This tab has four subtabs – 1) Add New Training, 2) Add New Venue, 3) Add New Trainer and 4) Add New Coordinator


*Figure 9 - Subtabs for Training Program Design, Admin Login*

#### *3.1.2.1 Add New Training:*

To create a new Training Program for a batch, this feature has been introduced within SCERT/DIET, e-TRC.

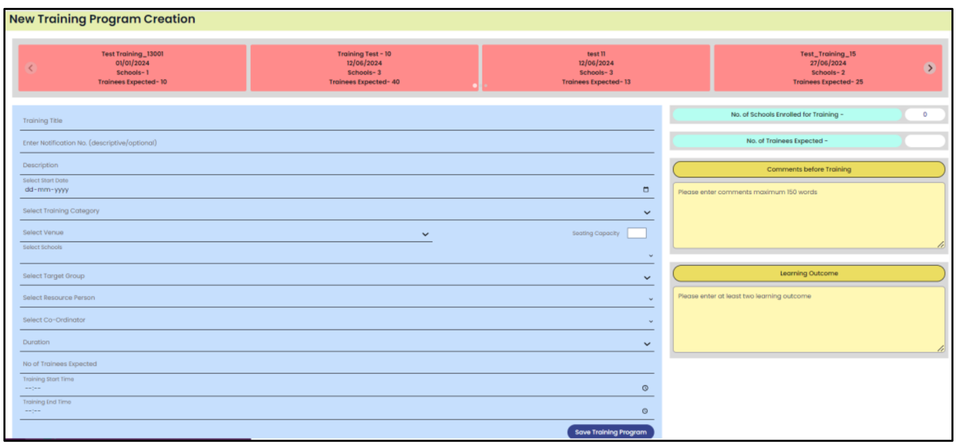



*Figure 10 - Add a new Training Page, Admin Login*

To create and schedule a new training program, fill in the details to get started:

**Step 1 -** Enter the training title, notification number (which is optional), and the description of the training.

**Step 2 -** Input the date: this may be done manually in the *dd-mm-yy* format or by clicking on the calendar icon and selecting the date from the virtual calendar.

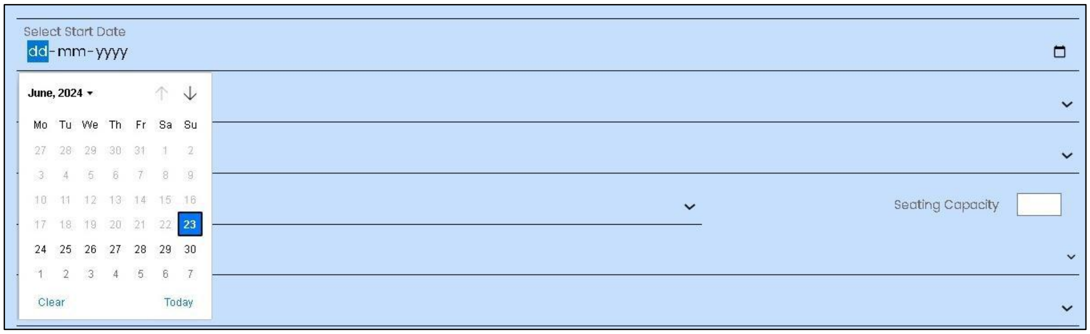



*Figure 11 - Calendar selection, Admin Login*

**Step 3** - Select the training category.

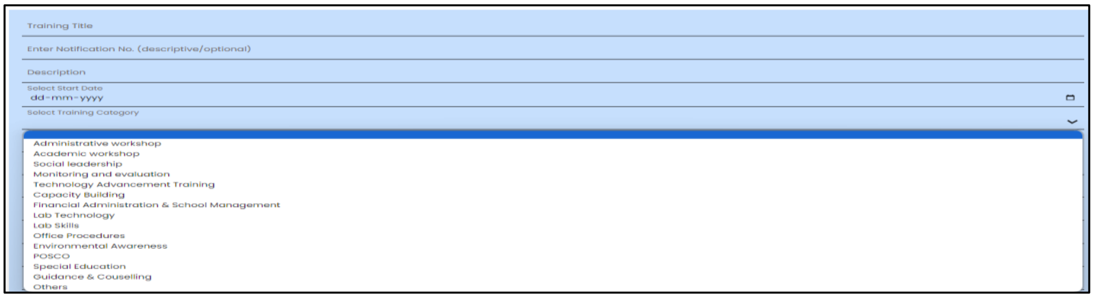



*Figure 12 - Training Category selection, Admin Login*

**Step 4** - After selecting the relevant training category and an additional "Sub-category" drop-down menu will be revealed.

**Step 5** - Likewise, to select the training sub-category, click on the "Select Training Sub-Category" drop-down menu to see the available options.

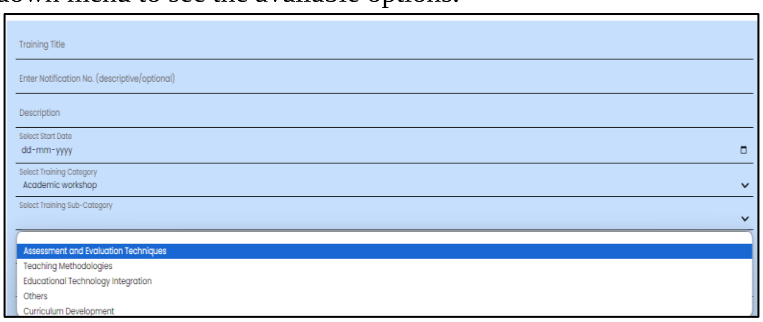



*Figure 13 - Training Sub-category, Admin Login*

**Step 6** - Choose the venue where the particular training is to be scheduled. Once the venue is selected, it's seating capacity will be automatically populated in the box on the right.

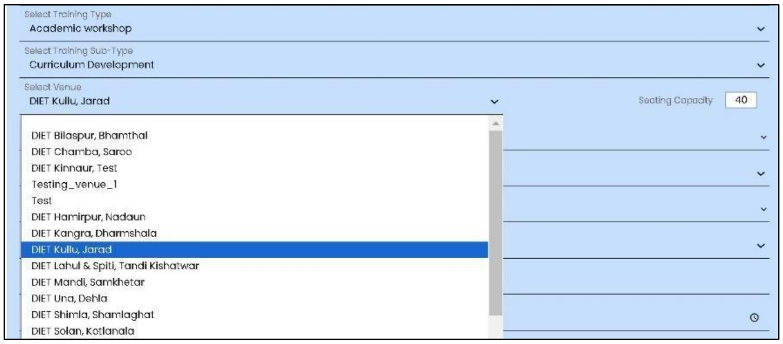



*Figure 14 - Venue Selection and seating capacity, Admin login*

**Step 7** – Select the schools that are to participate in the training (example selection - GSSS Guglara, GMSSS B.Kulu and GSSS Parwanoo). Note that a tick mark appears on the left side of the school's name once it has been selected.

- To deselect an already selected school, click on its name again.

**Step 8 -** Subsequently, select the target group from the selected schools, for which the training is designed.

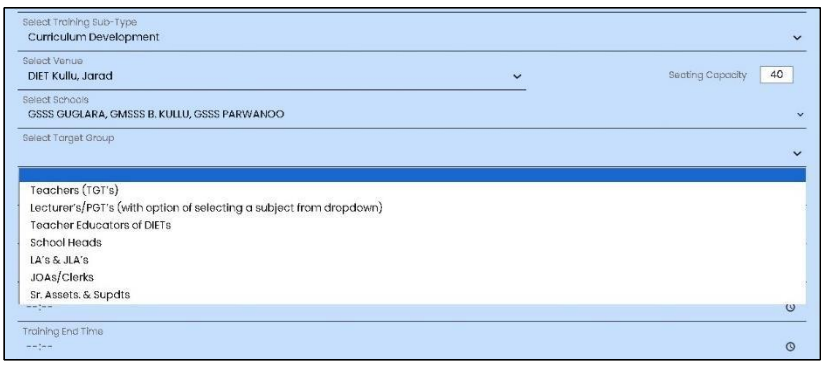



*Figure 15 - Select Target Group, Admin Login*

**Step 9 -** Select the resource person(s) to be designated for this training. If you want to add a new trainer whose name is not in the dropdown list, go to "Add new trainer" (Section 4.2.2, part iii)).

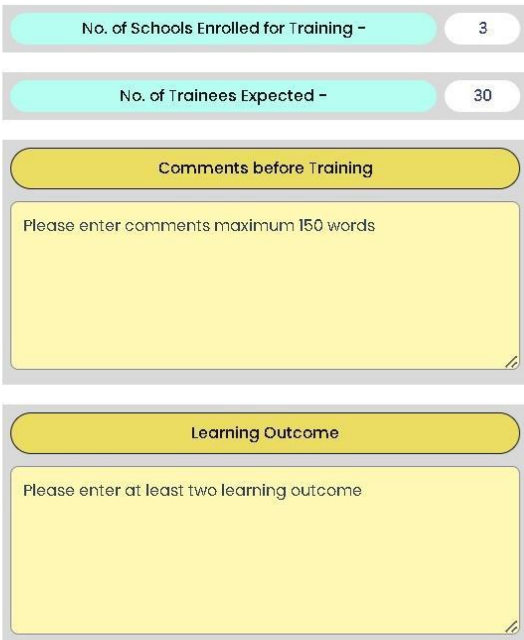
**Step 10 -** Specify the duration of the workshop.

**Step 11 -** Enter the number of expected trainees from selected schools, manually.

**Step 12 -** Set the Training Start and End Times.

- This may be done manually.
- Or by selecting the clock icon on the right and then choosing from the menu.


*Figure 16 - Enter the start and end time, Admin Login*




- The number of schools and the number of trainees that have been added for the training will automatically appear on the right-hand side of the page.
- Moreover, the additional options of providing comments before the training as well as stating the learning outcomes that will be focused upon during the workshop is provided in the form of two boxes as shown here. (Filling these is mandatory*).

**Step 13 -** Click on the **Save Training Program** button.

- After the training program is saved, the training is shown on the top panel of the page with the details available on a click.

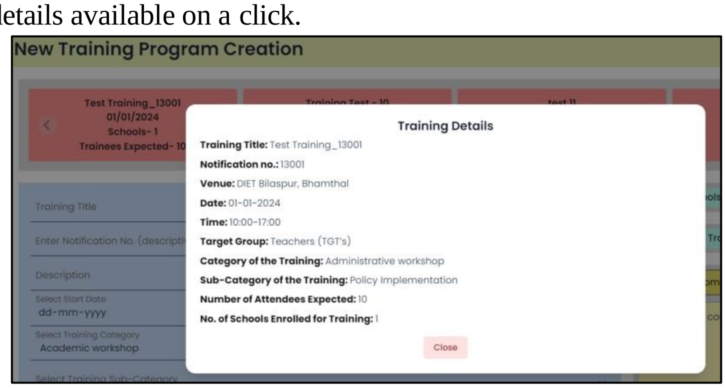



*Figure 17 - Training details, after saving, Admin Login*

### *3.1.2.2 Add New Venue:*

**Steps to follow to add a new venue:**

**Step 1 -** To add a new venue, first select the district it is located in.

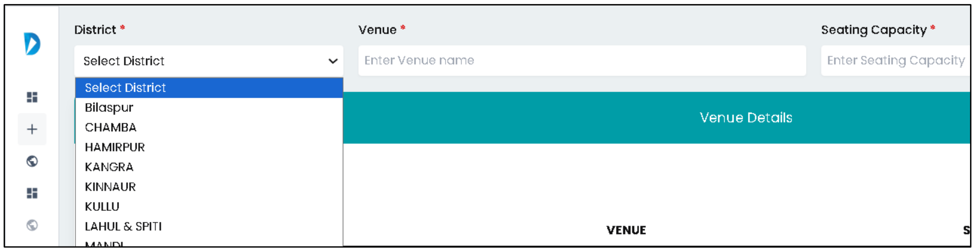



*Figure 18 - Select the district to add a new venue, Admin Login*

**Step 2** - Enter the venue name and the seating capacity in their respective text boxes.

**Step 3** - Specify whether the venue will have ICT (Information and Communications Technology) or not.

**Step 4** - Click on the "Add" button and the new venue and its corresponding details will be stored in the database.


*Figure 19 - Select the availability of ICT, Admin Login*

These added venues will be shown in the dropdown list while adding a new training (previous section).

### *3.1.2.3 Add New Trainers:*

**Steps to follow to add a new trainer:**

**Step 1 -** Click on Add New Trainer tab under Training Program Design.

**Step 2 -** Enter the personal information of the trainer.

**Step 3 -** Scroll down and enter other relevant details as well.

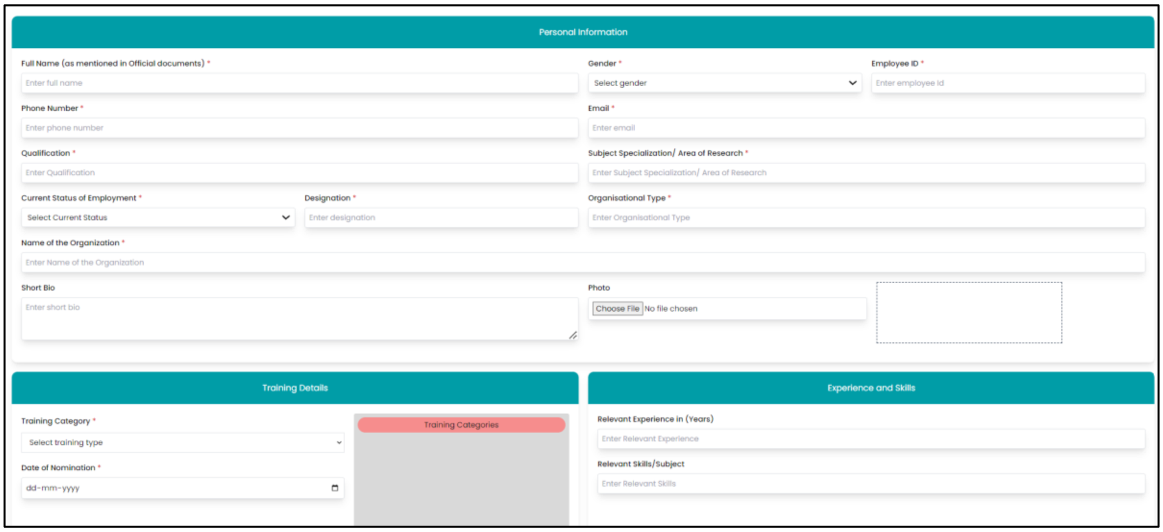



*Figure 20 - Resource Person adding an interface, Admin Login*

**Step 4 -** Select the training types that the trainer will be associated with; click on the drop-down menu and all options will be visible. (More than one option may be selected at a time and all these selected options can be viewed by the official under training categories, as shown below).


*Figure 21 - Add experience and associated trainings with the trainer and Save, Admin Login*

**Step 5 -** Click on the SAVE button once all information has been entered.

### *3.1.2.4 Add New Coordinators:*

**Steps to follow to add a new coordinator:**

**Step 1 -** Click on Add New Coordinator tab under Training Program Design.
**Step 2 -** Enter the personal information of the Coordinator.
**Step 3** – Click Save, the information will be saved in the database.

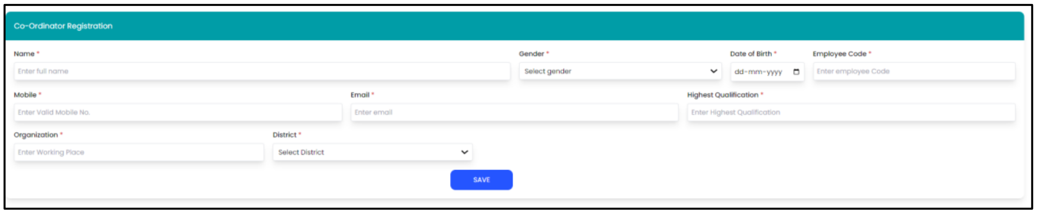



*Figure 22 - Add a new coordinator, Admin Login*

### 3.1.1 Training Session Design:

**Step 1 -** Click on the Training Session Design tab in the menu to access this section of the platform.

**Step 2 -** To view the details of a particular training session, click on the drop-down menu at the top of the page and select it. The details of the training will be revealed

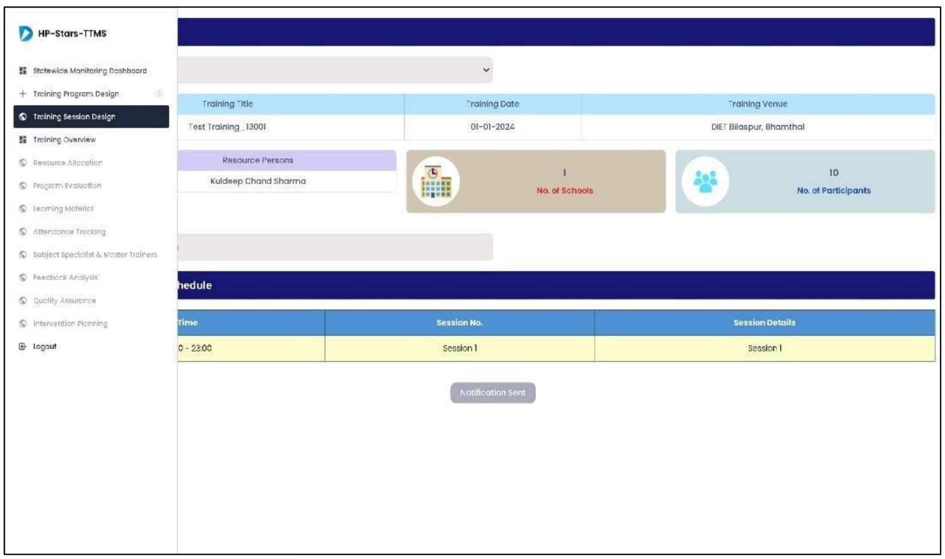



*Figure 23 - Training Session Design interface, Admin Login*

**Step 3 -** All the details of scheduled training sessions are seen including the date of the workshop, the training venue, the resource persons who will be coordinating the session as well as the participants who will be trained.

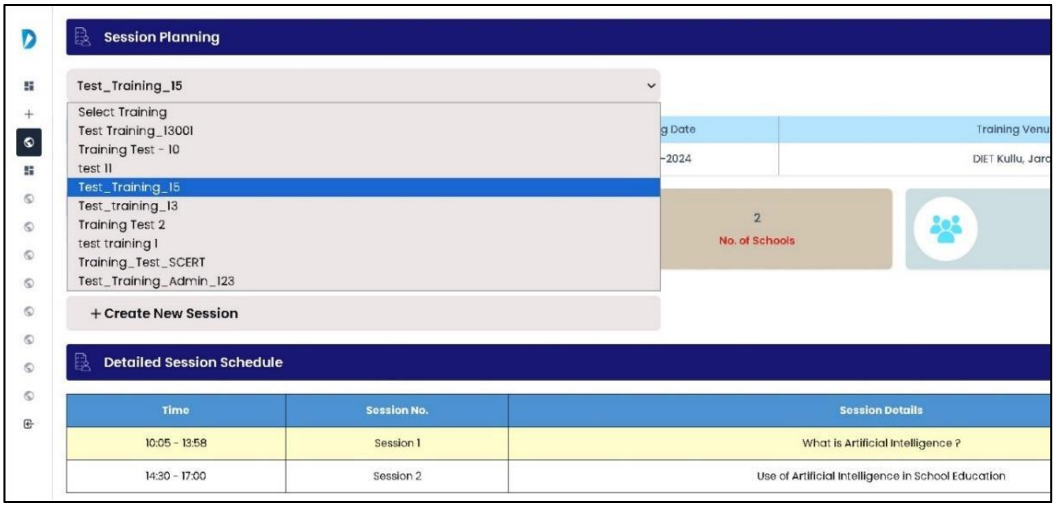



*Figure 24 - Select the training to see the details, Admin login*

**Step 4 -**To create a new session for the given training program, click on Create New Session. A new section of the page will open.

**Step 5 -** Enter the relevant details accordingly to create sessions within the training. Note that all sessions that have already been planned will be reflected at the bottom of the page under “**Detailed Session Schedule**”.

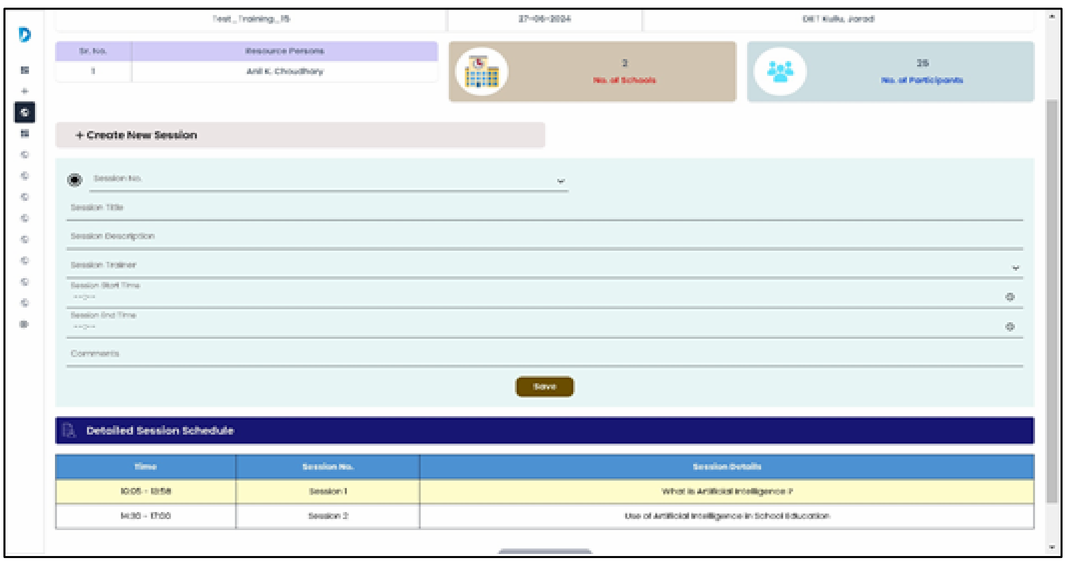



*Figure 25 - Create new sessions of training, Admin Login*

Upon saving the details on the new session, it will be added to the session schedule and a notification will be sent to all concerned persons accordingly.

### 3.1.2 Training Overview

#### *3.1.2.1 Trainings*

This page shows the overall details of the trainings (both completed and upcoming), i.e., training title, Category and Sub-category of trainings, date, venue, allotted resource persons, number of teachers, target group, duration and action to be taken.

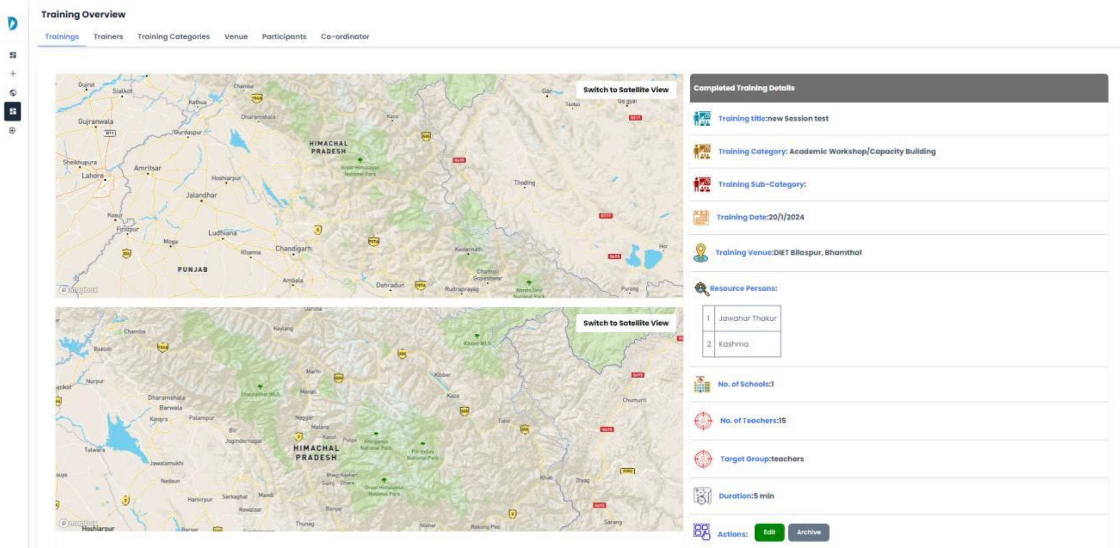



*Figure 26 - Trainings Summary, Admin Login*

#### *3.1.2.2 Trainers*

This window shows the list of trainers with their employee ID, trainings that they have taken, gender and their contact information, highest qualifications and subject specialization, the current status of employment and action to be taken for their information present.

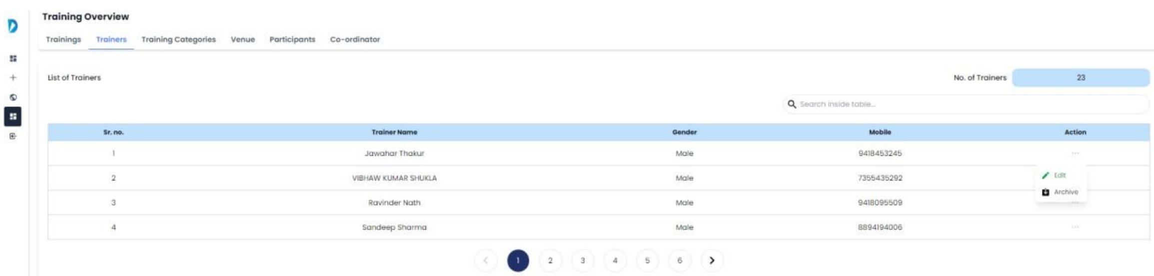



*Figure 27 - Trainers Summary, Admin Login*

#### *3.1.2.3 Training Categories*

This window is a summary of all the trainings added by the officials, their categories and sub-categories.

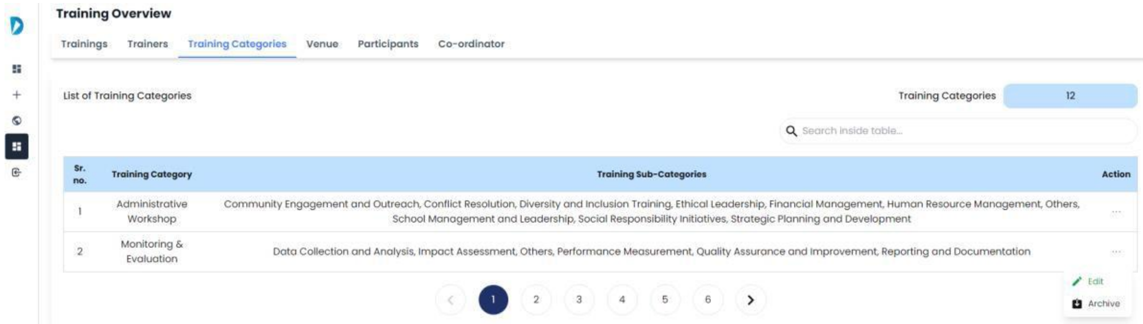



*Figure 28 - Training Categories, Admin Login*

#### *3.1.2.4 Training Venue*

This window is to summarize all the venues and their seating capacities besides other availability of infrastructure.

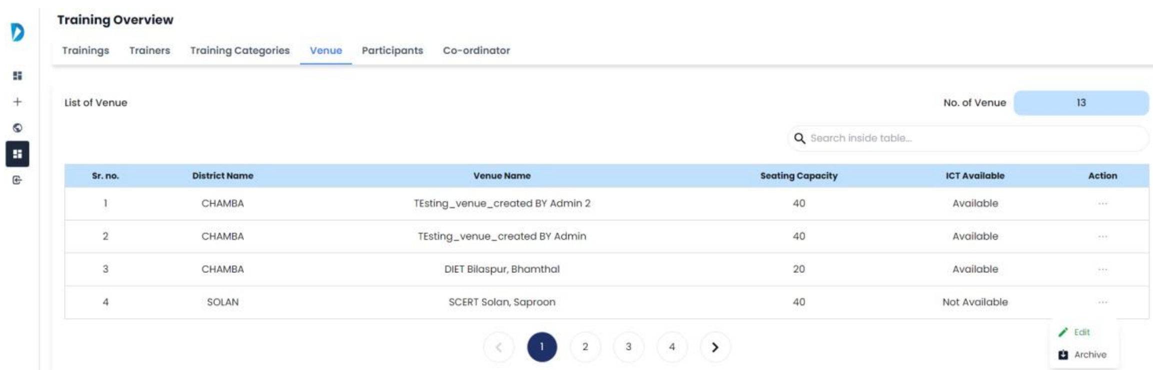



*Figure 29 - Venue Summary, Admin Login*

#### *3.1.2.5 Participants*

This window gives the details of participants for each training.

Select the training from the dropdown to see the contact and organization details of the participants.

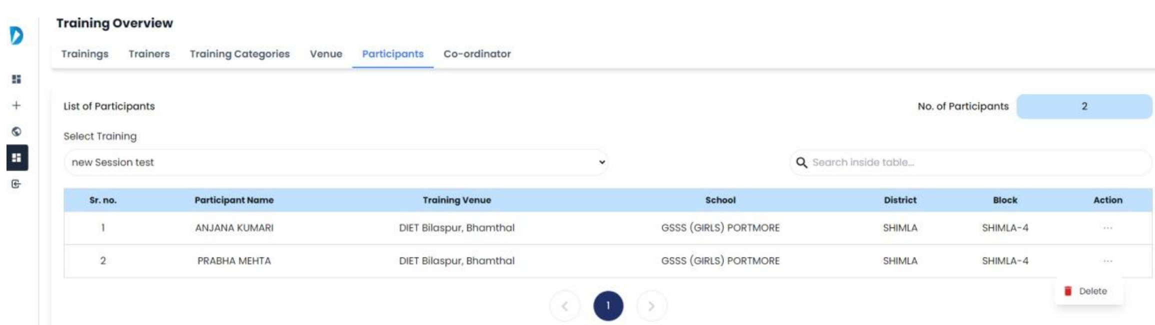



*Figure 30 - Participants Summary, Admin Login*

#### *3.1.2.6 Co-Ordinator*

This window shows the list of coordinators with their employee ID, trainings that they have taken, gender and their contact information, highest qualifications and subject specialization, the current status of employment and action to be taken for their information present.

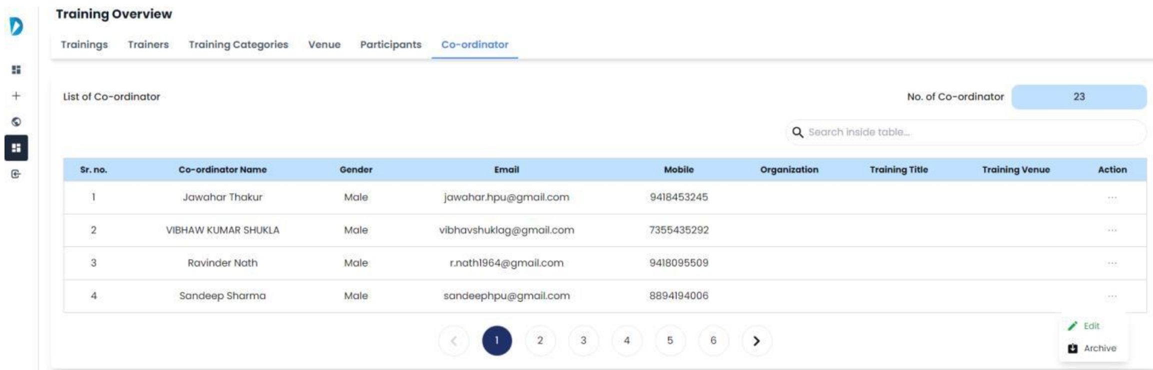



*Figure 31 - Coordinator Summary, Admin login*

## 3.2 SCERT/DIET login:

Under the responsibilities associated with the SCERT, the features available on this portal serve as an aid to effectively fulfill their administrative and monitoring goals in a faster and more efficient manner.

After logging in the user lands on the dashboard that provides the following features.

### 3.2.1 SCERT Dashboard:

The key features available on the SCERT dashboard are as below:

- A geographical map that can be used to locate and view the schools individually. The schools may also be filtered based on the block or district that they are in.
- Here, the concerned SCERT official can also see relevant data such as total trainings conducted, total registrations till date, total master trainers, total teachers trained as well as the status of trainings for each school or the region of interest upon selection from the map.
- Data related to the school category wise break ups as well as gender wise distribution of students under each DIET is shown graphically.
- Participants' attendance details per venue both school category-wise and gender-wise as shown below.

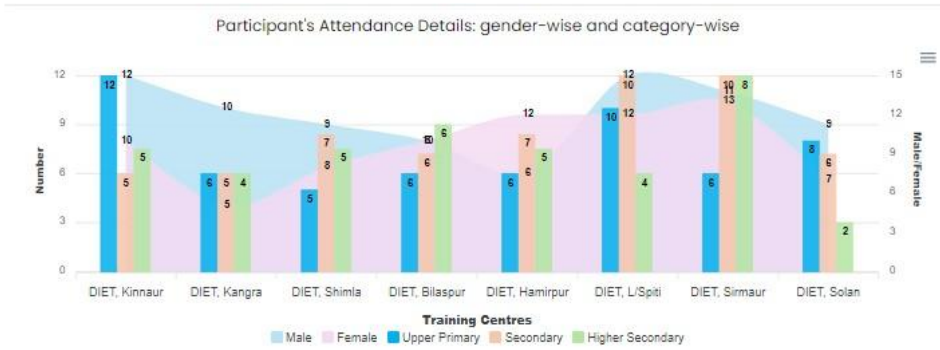



*Figure 32 - Attendance details on the dashboard, SCERT Login*

- Details on the feedback for training workshops.
- Statistics on the total number of venue coordinators and timings.
- The average attendance at each training center.

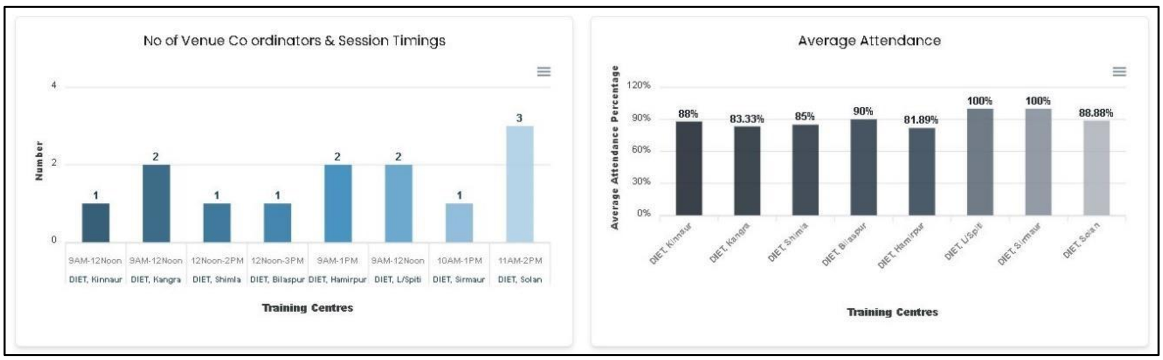



*Figure 33 - Venue and avg attendance details, SCERT Login*

- A notification section is available here to keep track of any upcoming training workshops.

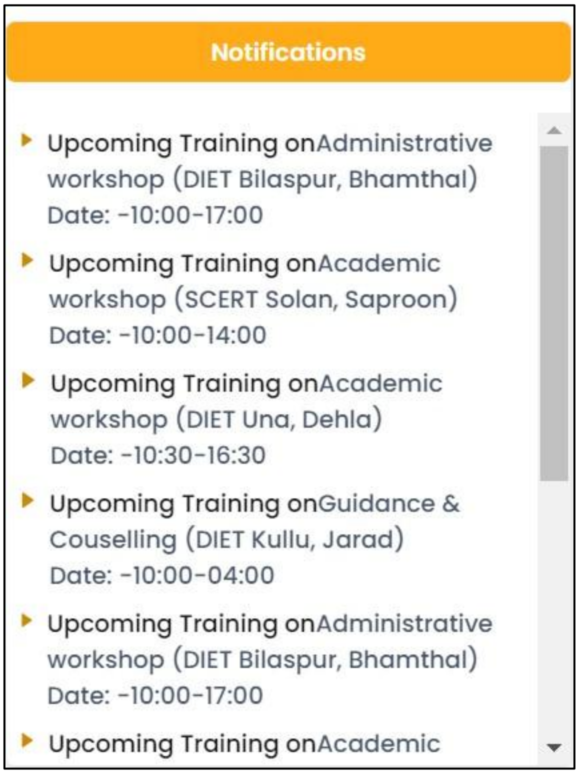



*Figure 34 - Notifications Section, SCERT Login*

- The average feedback for each DIET and the total training days of the previous year as well as the current year.
- The total seating capacity of all training centers saved in the database. A search bar is provided for convenience.

### 3.2.2 Training Program Design

This tab has four subtabs – 1) Add New Training, 2) Add New Venue, 3) Add New Trainer and 4) Add New Coordinator


*Figure 35 - Subtabs for Training Program Design, SCERT Login*

#### *3.2.2.1 Add New Training:*

To create a new Training Program for a batch, this feature has been introduced within SCERT/DIET, e-TRC.

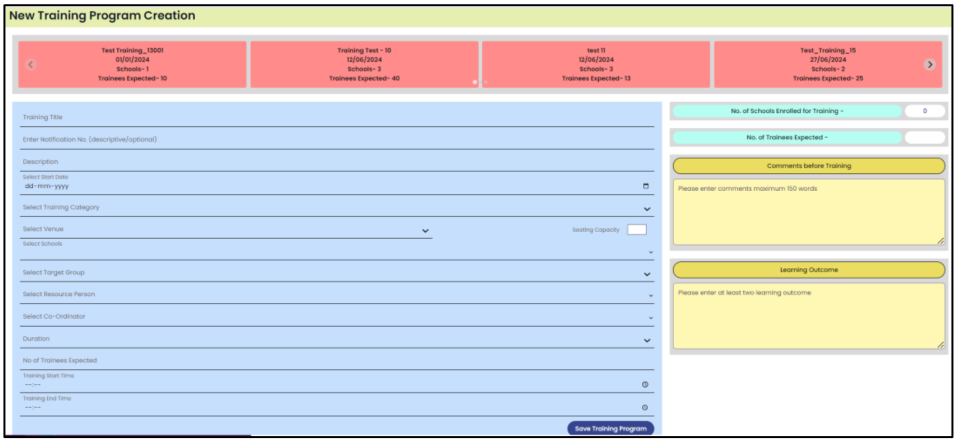



*Figure 36 - Add a new Training Page, SCERT Login*

To create and schedule a new training program, fill in the details to get started:

**Step 1** - Enter the training title, notification number (which is optional), and the description of the training.

**Step 2** - Input the date: this may be done manually in the *dd-mm-yy* format or by clicking on the calendar icon and selecting the date from the virtual calendar.

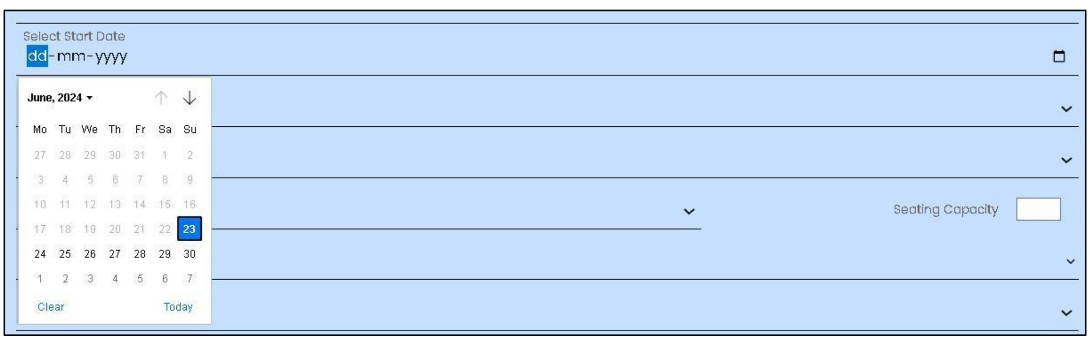



*Figure 37 - Calendar selection, SCERT Login*

**Step 3** - Select the training category.

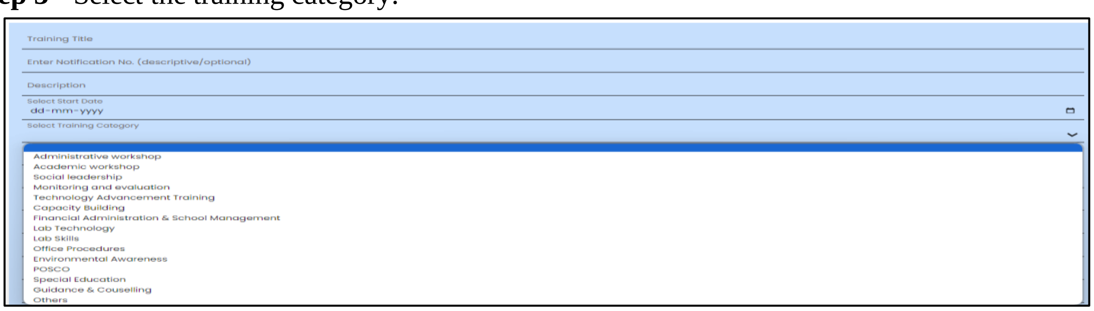



*Figure 38 - Training Category selection, SCERT Login*

**Step 4** - After selecting the relevant training category and an additional "Sub-category" drop-down menu will be revealed.

**Step 5** - Likewise, to select the training sub-category, click on the "Select Training Sub-Category" drop-down menu to see the available options.

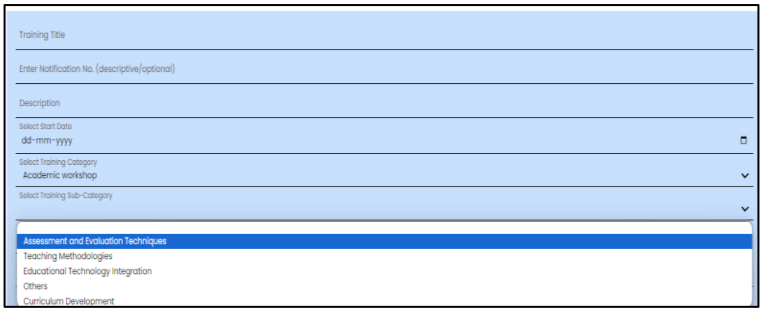



*Figure 39 - Training Sub-category, SCERT Login*

**Step 6** - Choose the venue where the particular training is to be scheduled. Once the venue is selected, it's seating capacity will be automatically populated in the box on the right.

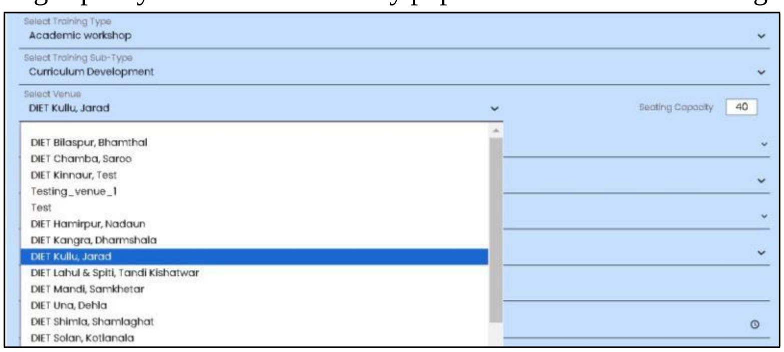



*Figure 40 - Venue Selection and seating capacity, SCERT login*

**Step 7** – Select the schools that are to participate in the training (example selection - GSSS Guglara, GMSSS B.Kulu and GSSS Parwanoo). Note that a tick mark appears on the left side of the school's name once it has been selected.

- To deselect an already selected school, click on its name again.

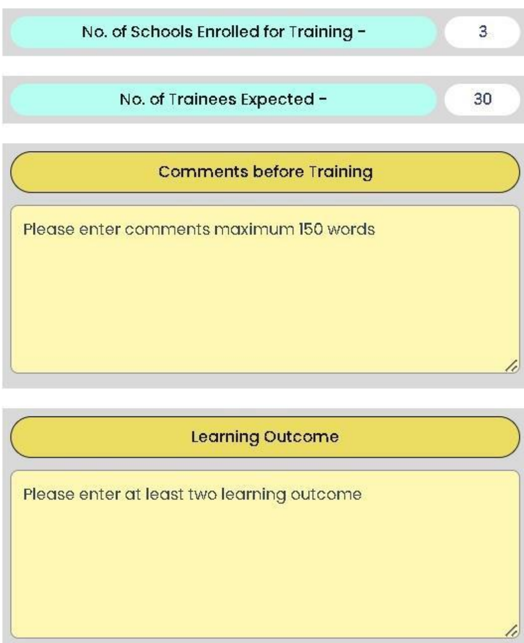
**Step 8** - Subsequently, select the target group from the selected schools, for which the training is designed.


*Figure 41 - Select Target Group, SCERT Login*

**Step 9 -** Select the resource person(s) to be designated for this training. If you want to add a new trainer whose name is not in the dropdown list, go to "Add new trainer" (Section 4.2.2, part iii)).
**Step 10 -** Specify the duration of the workshop.
**Step 11 -** Enter the number of expected trainees from selected schools, manually.
**Step 12 -** Set the Training Start and End Times.

- This may be done manually.
- Or by selecting the clock icon on the right and then choosing from the menu.


*Figure 42 - Enter the start and end time, SCERT Login*




- The number of schools and the number of trainees that have been added for the training will automatically appear on the right-hand side of the page.
- Moreover, the additional options of providing comments before the training as well as stating the learning outcomes that will be focused upon during the workshop is provided in the form of two boxes as shown here. (Filling these is mandatory*).

**Step 13 -** Click on the **Save Training Program** button.

- After the training program is saved, the training is shown on the top panel of the page with the details available on a click.

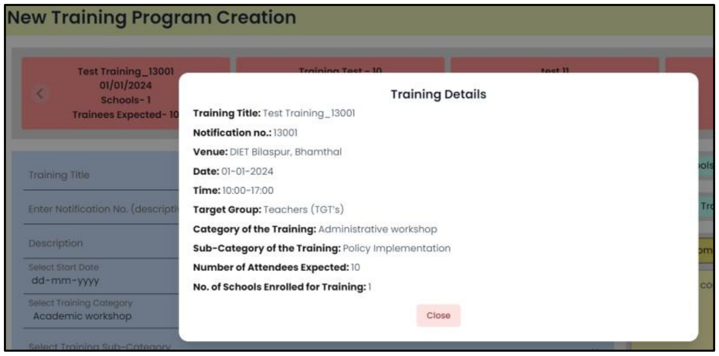



*Figure 43 - Training details, after saving, SCERT Login*

### *3.2.2.2 Add New Venue:*

**Steps to follow to add a new venue:**

**Step 1 -** To add a new venue, first select the district it is located in.

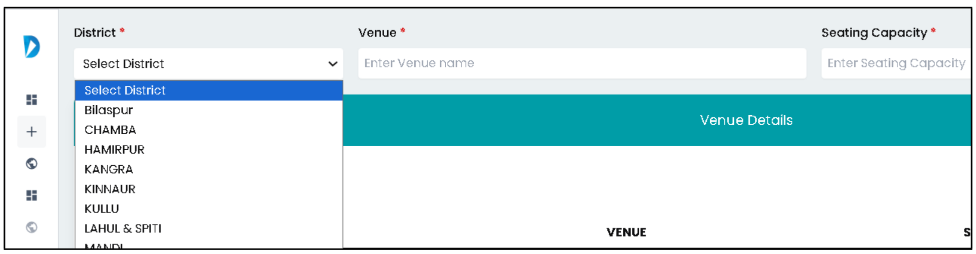



*Figure 44 - Select the district to add a new venue, SCERT Login*

**Step 2 -** Enter the venue name and the seating capacity in their respective text boxes.

**Step 3 -** Specify whether the venue will have ICT (Information and Communications Technology) or not.

**Step 4 -** Click on the "Add" button and the new venue and its corresponding details will be stored in the database.


*Figure 45 - Select the availability of ICT, SCERT Login*

These added venues will be shown in the dropdown list while adding a new training (previous section).

### *3.2.2.3 Add New Trainers:*

**Steps to follow to add a new trainer:**

**Step 1 -** Click on Add New Trainer tab under Training Program Design.

**Step 2 -** Enter the personal information of the trainer.

**Step 3 -** Scroll down and enter other relevant details as well.

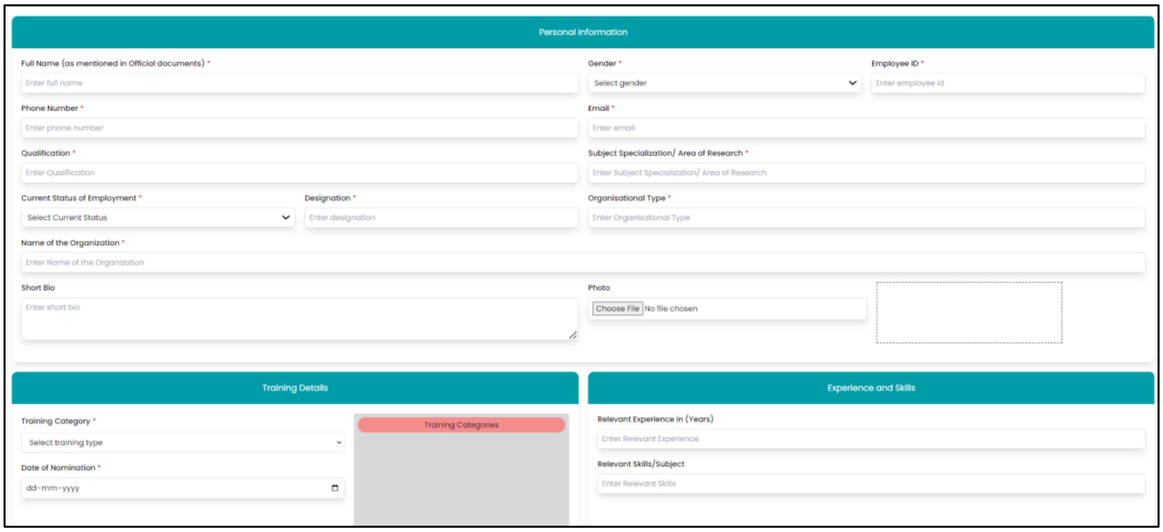



*Figure 46 - Resource Person adding an interface, SCERT Login*

**Step 4** - Select the training types that the trainer will be associated with; click on the drop-down menu and all options will be visible. (More than one option may be selected at a time and all these selected options can be viewed by the official under training categories, as shown below).


*Figure 47 - Add experience and associated trainings with the trainer and Save, SCERT Login*

**Step 5 -** Click on the SAVE button once all information has been entered.

### *3.2.2.4 Add New Coordinators:*

**Steps to follow to add a new coordinator:**

**Step 1 -** Click on Add New Coordinator tab under Training Program Design.
**Step 2 -** Enter the personal information of the Coordinator.
**Step 3** – Click Save, the information will be saved in the database.

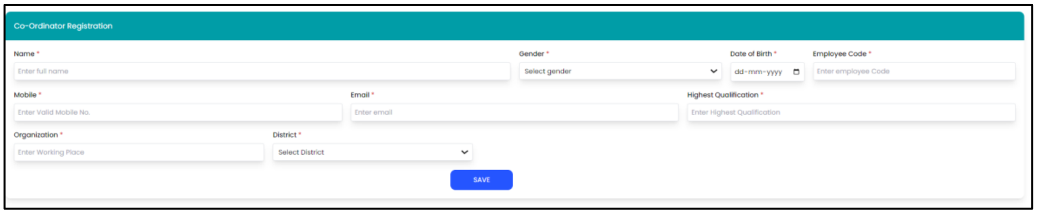



*Figure 48 - Add a new coordinator, SCERT Login*

### 3.2.3 Training Session Design:

**Step 1 -** Click on the Training Session Design tab in the menu to access this section of the platform.

**Step 2 -** To view the details of a particular training session, click on the drop-down menu at the top of the page and select it. The details of the training will be revealed

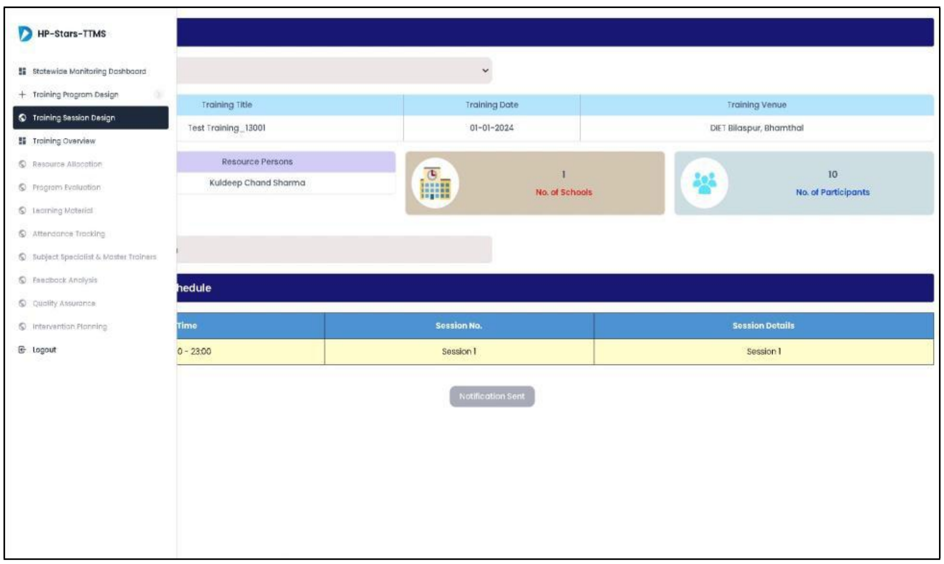
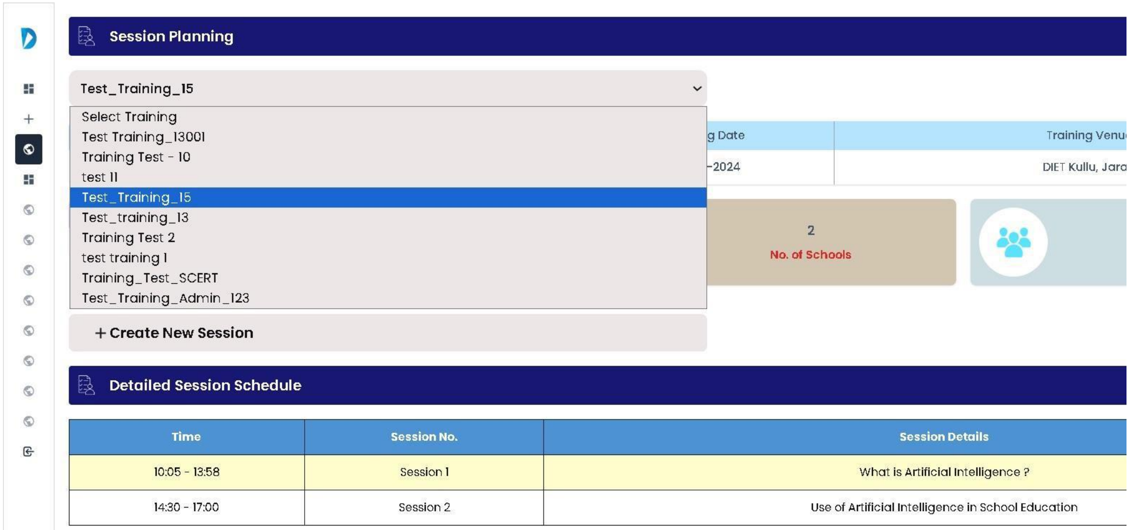



*Figure 49 - Training Session Design interface, SCERT Login*

**Step 3 -** All the details of scheduled training sessions are seen including the date of the workshop, the training venue, the resource persons who will be coordinating the session as well as the participants who will be trained.




**Step 4 -**To create a new session for the given training program, click on Create New Session. A new section of the page will open.

**Step 5 -** Enter the relevant details accordingly to create sessions within the training. Note that all sessions that have already been planned will be reflected at the bottom of the page under "**Detailed Session Schedule**".

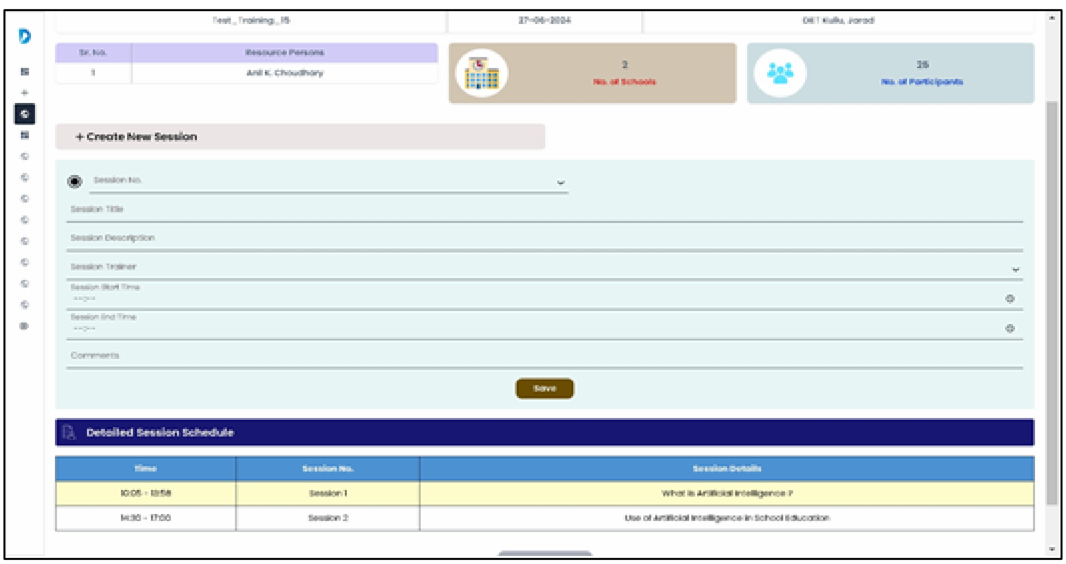



*Figure 50 - Create new sessions of training, SCERT Login*

Upon saving the details on the new session, it will be added to the session schedule and a notification will be sent to all concerned persons accordingly.

### 3.2.4 Training Overview

#### *3.2.4.1 Trainings*

This page shows the overall details of the trainings (both completed and upcoming), i.e., training title, Category and Sub-category of trainings, date, venue, allotted resource persons, number of teachers, target group, duration and action to be taken.

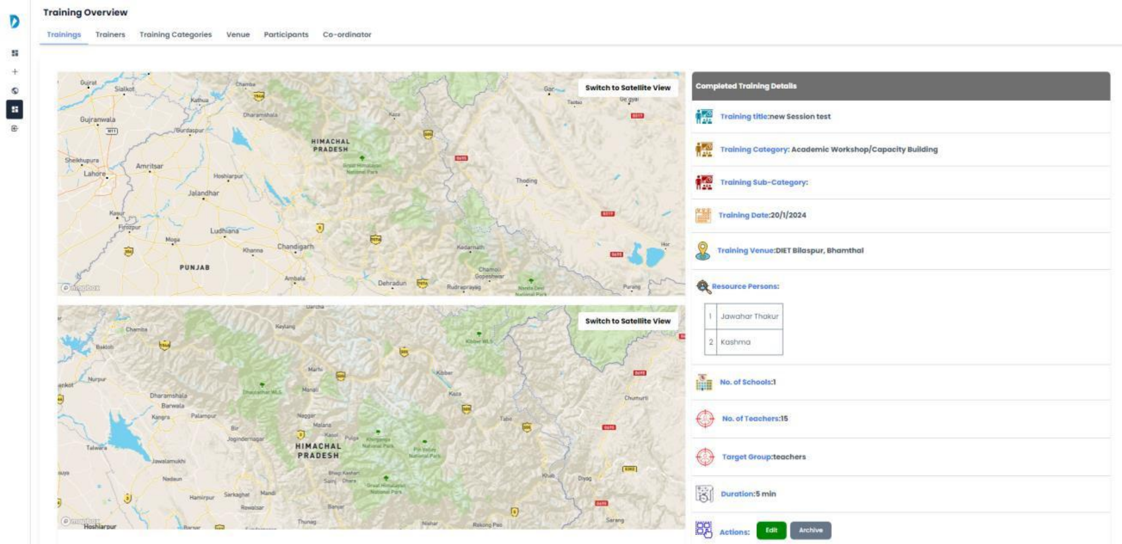



*Figure 51 - Trainings Summary, SCERT Login*

#### *3.2.4.2 Trainers*

This window shows the list of trainers with their employee ID, trainings that they have taken, gender and their contact information, highest qualifications and subject specialization, the current status of employment and action to be taken for their information present.

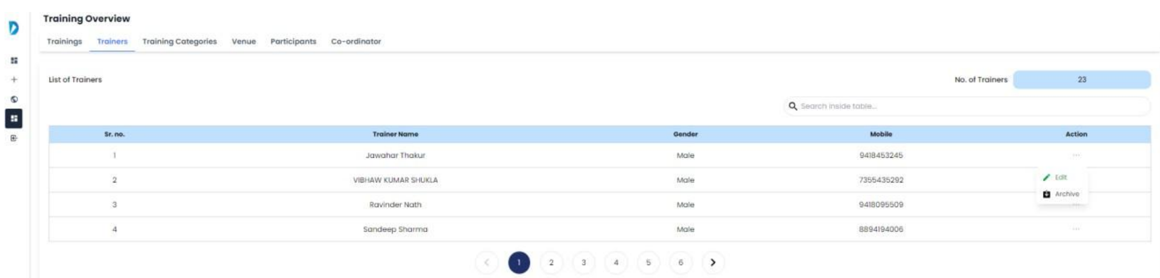



*Figure 52 - Trainers Summary, SCERT Login*

#### 3.2.4.3 *Training Categories*

This window is a summary of all the trainings added by the officials, their categories and sub-categories.

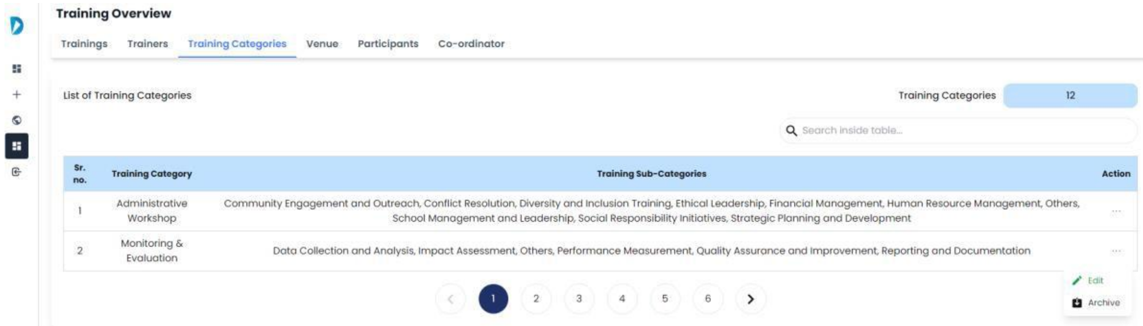



*Figure 53 - Training Categories, SCERT Login*

#### *3.2.4.4 Training Venue*

This window is to summarize all the venues and their seating capacities besides other availability of infrastructure.

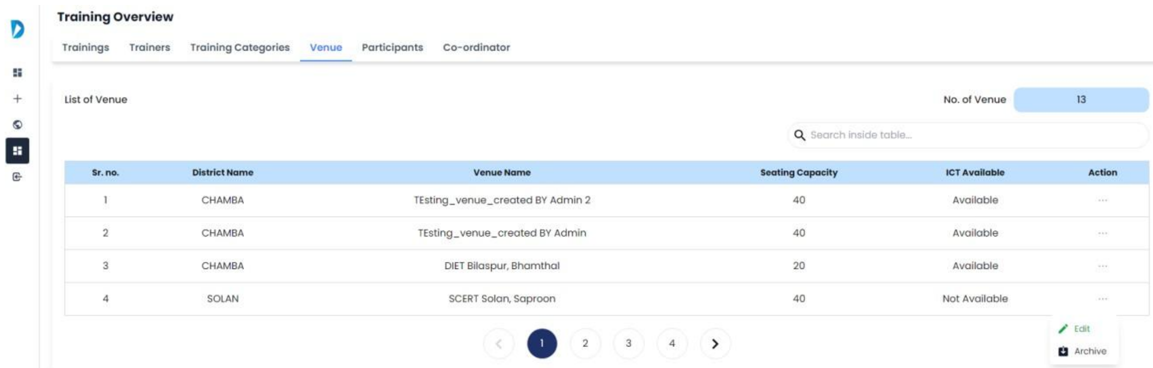



*Figure 54 - Venue Summary, SCERT Login*

#### *3.2.4.5 Participants*

This window gives the details of participants for each training.

Select the training from the dropdown to see the contact and organization details of the participants.

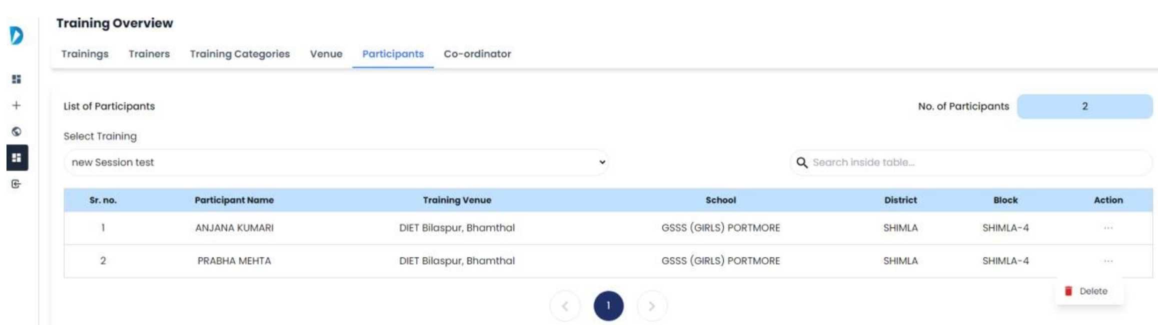



*Figure 55 - Participants Summary, SCERT Login*

#### *3.2.4.6 Co-Ordinator*

This window shows the list of coordinators with their employee ID, trainings that they have taken, gender and their contact information, highest qualifications and subject specialization, the current status of employment and action to be taken for their information present.

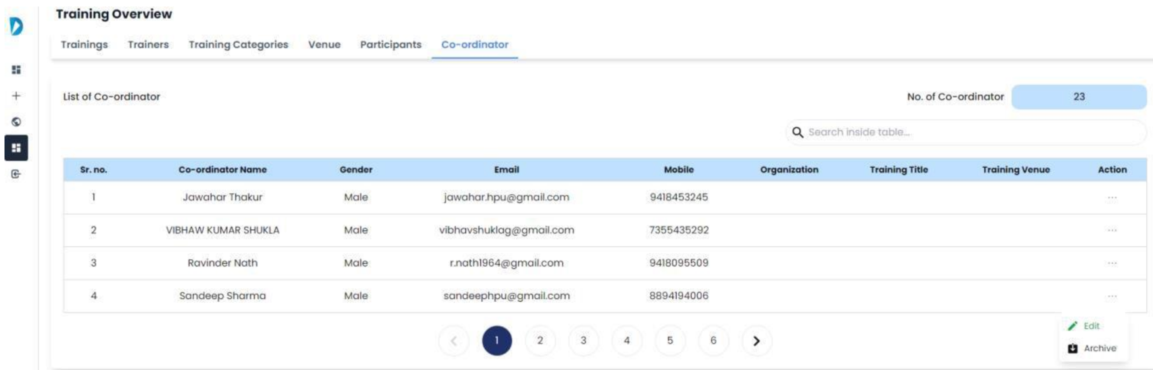



*Figure 56 - Coordinator Summary, SCERT login*

## 3.3 School Login:

The school administrative staff responsibilities are multifaceted, involving oversight and support to teachers. The school receives notifications on the dashboard, once their school is selected for training by SCERT/DIET. The school is given access to nominate their staff for the trainings designed by SCERT/DIET.

### 3.3.1 School Dashboard

School Dashboard gives all the important information in a consolidated form like:

- Data related to the number of teachers assigned for training, number of teachers registered for trainings on different days, teachers' registration status for upcoming status as well as the overall training status of the school as a performance.
- A notification section to keep track of all the upcoming training programs.
- A virtual calendar that will have the important dates marked.


*Figure 517 - Dashboard interface, School Login*

### 3.3.2 Teacher Information Management

This page is to ensure that details of all the teachers of the school are in the database.

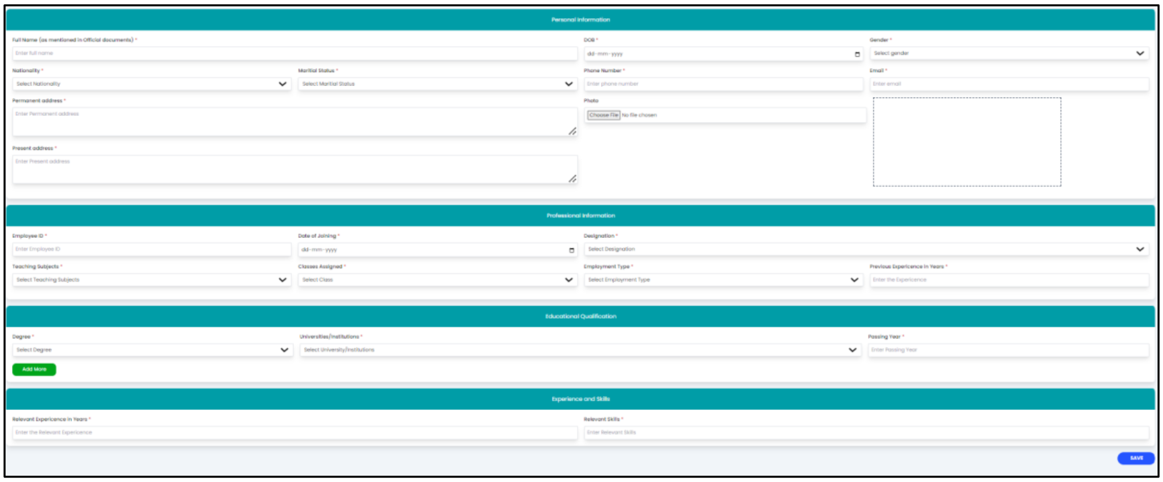


*Figure 52 - Teacher Information Management, School Login*

**Step 1 –** Fill teacher's personal information from their biodata

**Step 2 –** Fill their professional information next.

**Step 3 –** Fill the highest educational qualifications of the staff

- To add more educational qualification details, click on "Add more" to create another set of boxes to fill in the required information.

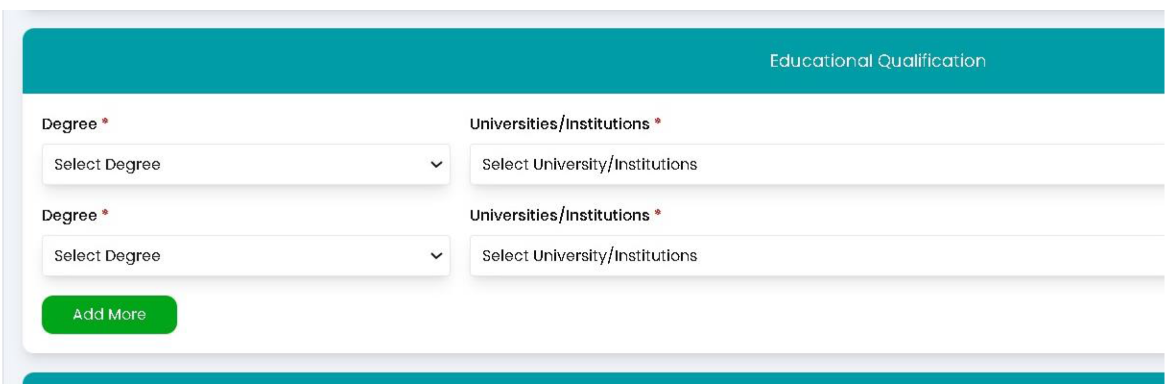



*Figure 53 - Add more educational details, School Login*

**Step 4 –** Fill the relevant experience of the staff

**Step 5 -** After completion, click on the "Save" button to save the details to the database.

### 3.3.3 Training Management

Once the school receives the notification of the training to be held, the nomination of staff is to be done by the school.

Steps to nominate staff for training:

**Step 1** - Click on the Training Management tab.

**Step 2 -** Select the training program of choice from the drop-down menu at the top of the page. All relevant details about the selected training program will be displayed here.

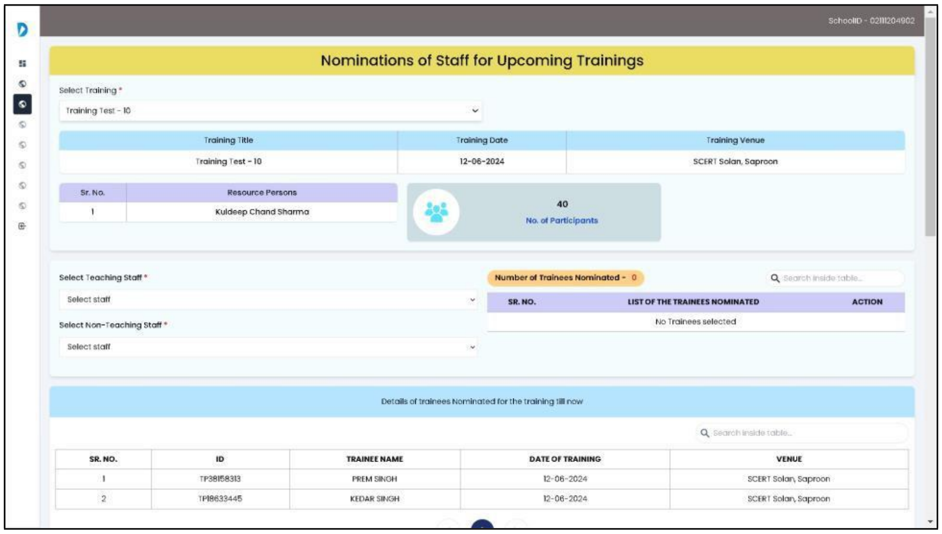



*Figure 60 - Nomination for the training interface, School login*

**Step 3 -** Nominate teachers for the selected training program by using the available drop-down menus and clicking on their names. More than one name can also be selected at a time.

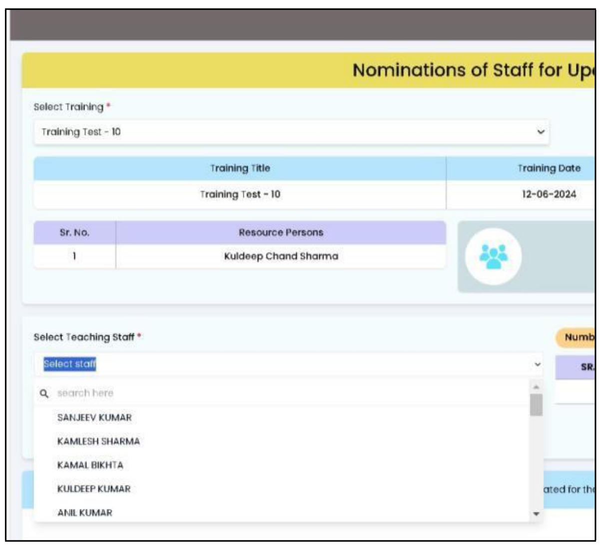



*Figure 54 - Teacher nomination for the training, School login*

**Step 4 -** Upon selection, the names will appear on the right-hand side for confirmation. To deselect an already selected name, click on the name again or click on the delete button next to the name under the LIST OF THE TRAINEES NOMINATED section.

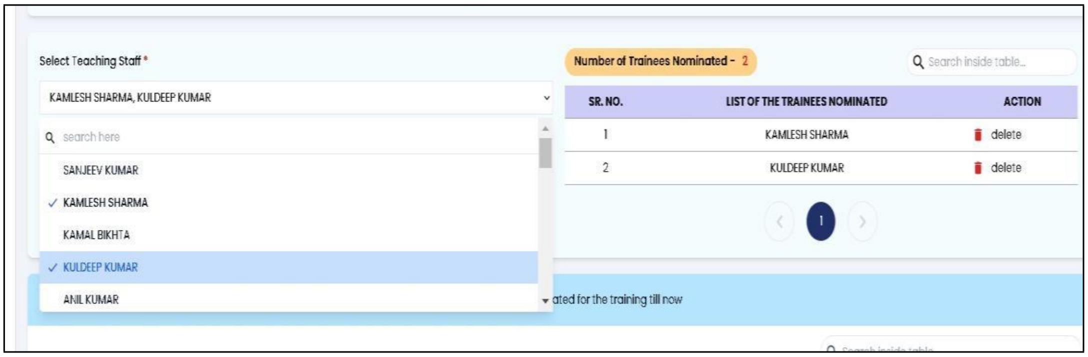



*Figure 55 - Deletion of the selected teachers, School login*

**Step 5 -** To view the details of all the training upcoming programs that the school has been nominated for, the notification section at the bottom of the page displays all the essential information.

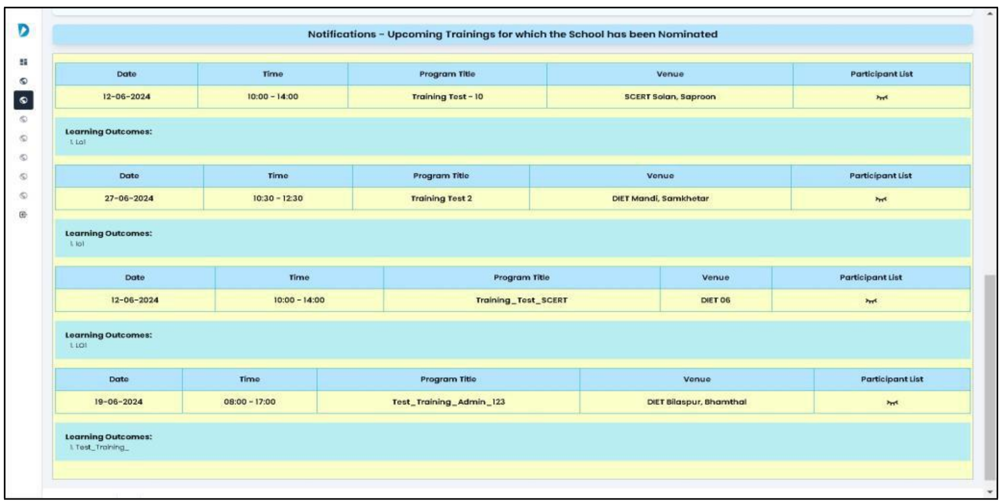



*Figure 56 - Notification of upcoming training for the school, School login*

## 3.4 Teacher login:

Select the teachers The following features are available to the Teacher user type login to aid and encourage the accomplishment of these trainings:

### 3.4.1 Teacher Dashboard

The teacher dashboard gives comprehensive information on the trainings held and achieved by the individual and has following features:

- A calendar is provided to keep track of all the trainings that the teacher has been nominated for.
- The set milestones and the current status training completed.

- A notification section having relevant details of upcoming trainings. (Note - View!! will redirect the user to a different section of the platform to view all the other information about the training. This section is discussed later under Training Session Details).
- Training attendance, course completion and number of days in which they have participated in training programs.

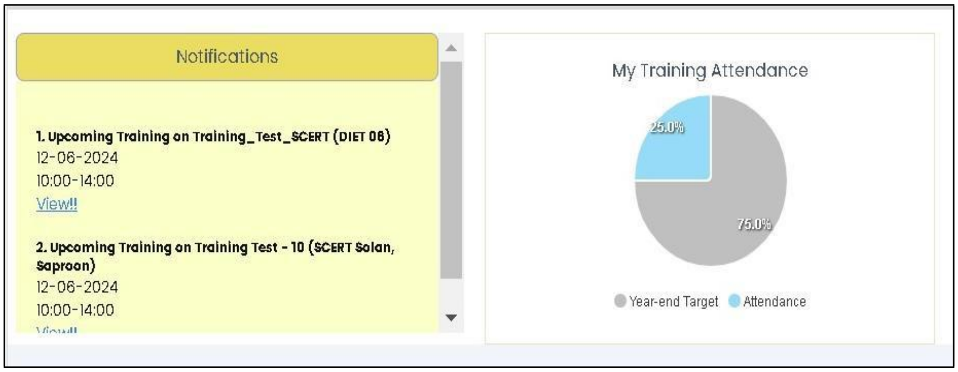



*Figure 57 - Notifications and attendance status, Teacher login*

### 3.4.2 My Profile

Step 1 - Click on My Profile to check the profile details.

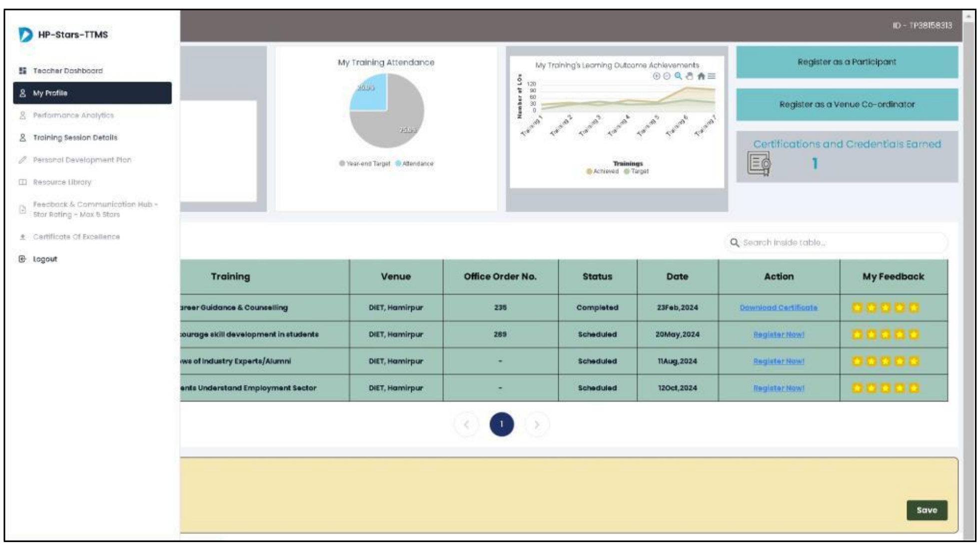
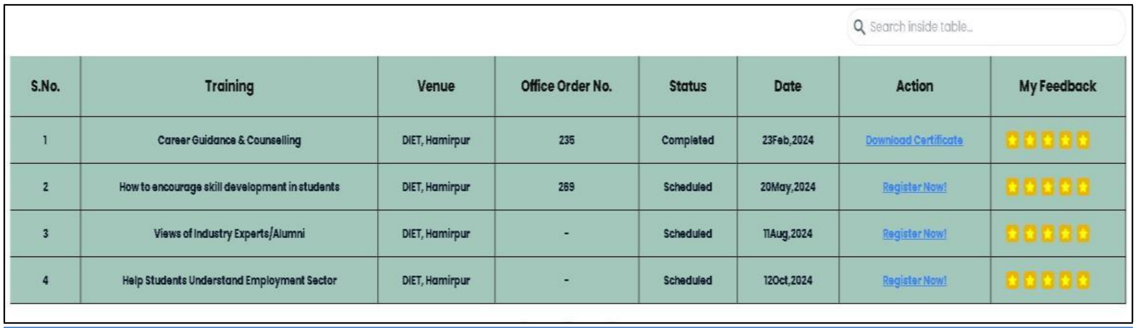



*Figure 58 - Profile page, Teacher's login*

Step 2 – This page shows:

- The personal details of the user.
- The user's learning outcomes achievement.
- All the training that has been completed.
- All the upcoming trainings, including the target courses.

- To download the corresponding certificate, click on Download Certificate under the "Action" column.



Search inside table...

| S.No. | Training | Venue | Office Order No. | Status | Date | Action | My Feedback |
|---|---|---|---|---|---|---|---|
| 1 | Career Guidance & Counselling | DIET, Hamirpur | 235 | Completed | 23Feb,2024 | Download Certificate | |
| 2 | How to encourage skill development in students | DIET, Hamirpur | 269 | Scheduled | 20May,2024 | Register Now! | |
| 3 | Views of Industry Experts/Alumni | DIET, Hamirpur | - | Scheduled | 11Aug,2024 | Register Now! | |
| 4 | Help Students Understand Employment Sector | DIET, Hamirpur | - | Scheduled | 12Oct,2024 | Register Now! | |

*Figure 59 - To download certificate and to register for a training section, Teacher's login*

### 3.4.3 Training Session details

Teachers can view all training session related details on their user account. The "View!!" click in notifications section on the dashboard will also direct the user to this page.

**Step 1-** Click on the Training Session Details tab to view all the information about the upcoming trainings for which the teacher has registers in "My profile" section.


*Figure 60 - Training Session Details interface, Teacher's login*

## 3.5 Coordinator Login:

### 3.5.1 Dashboard

Select the coordinator from the dropdown in the login page and add the correct credentials.

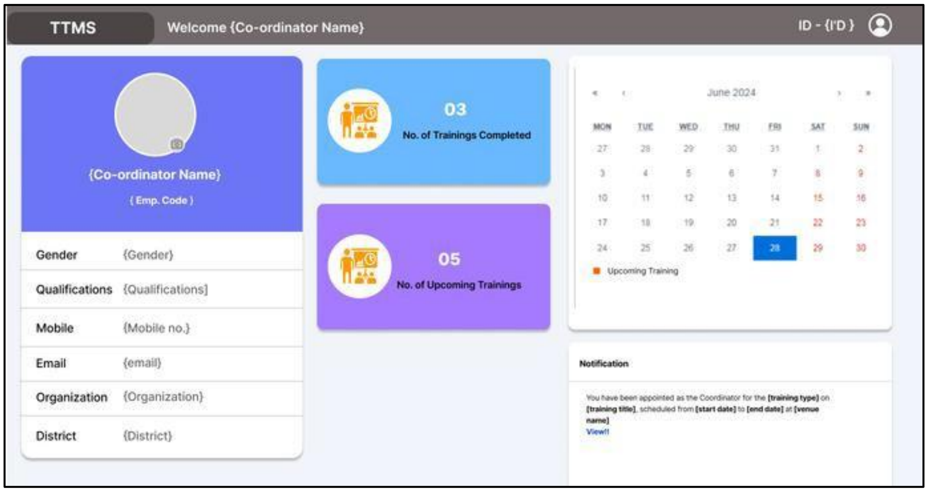


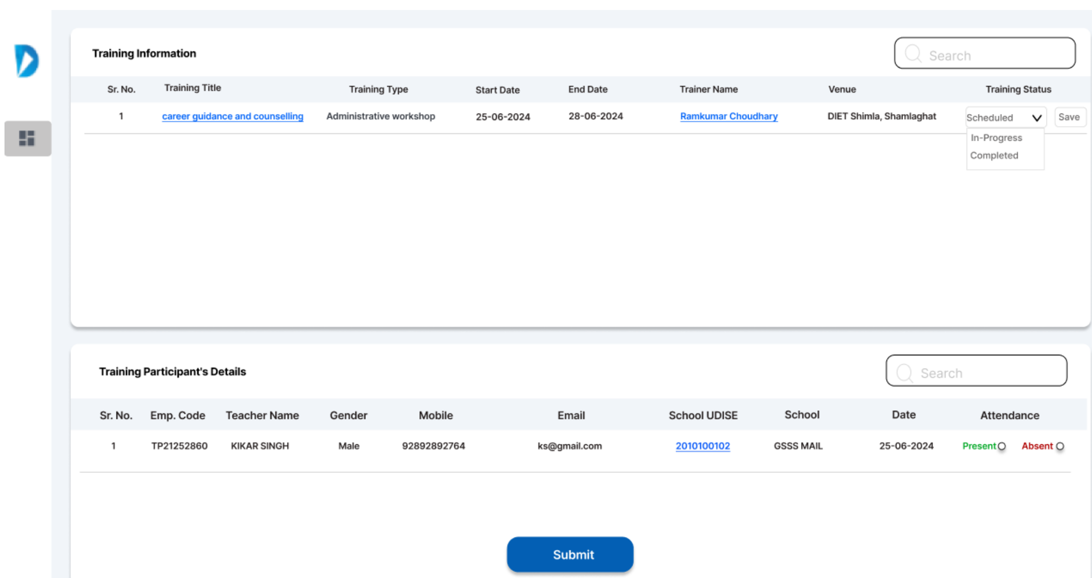

*Figure 61 - Dashboard, Coordinator login*

The coordinator login opens to a dashboard containing information on:

- Calendar to see the important dates
- Notifications section to see the important notices
- Profile of the coordinator
- Upcoming of training for the coordinator

### 3.5.2 Teacher Attendance

Step 1 - Click on the Attendance tab to check the attendance details and mark the attendance.



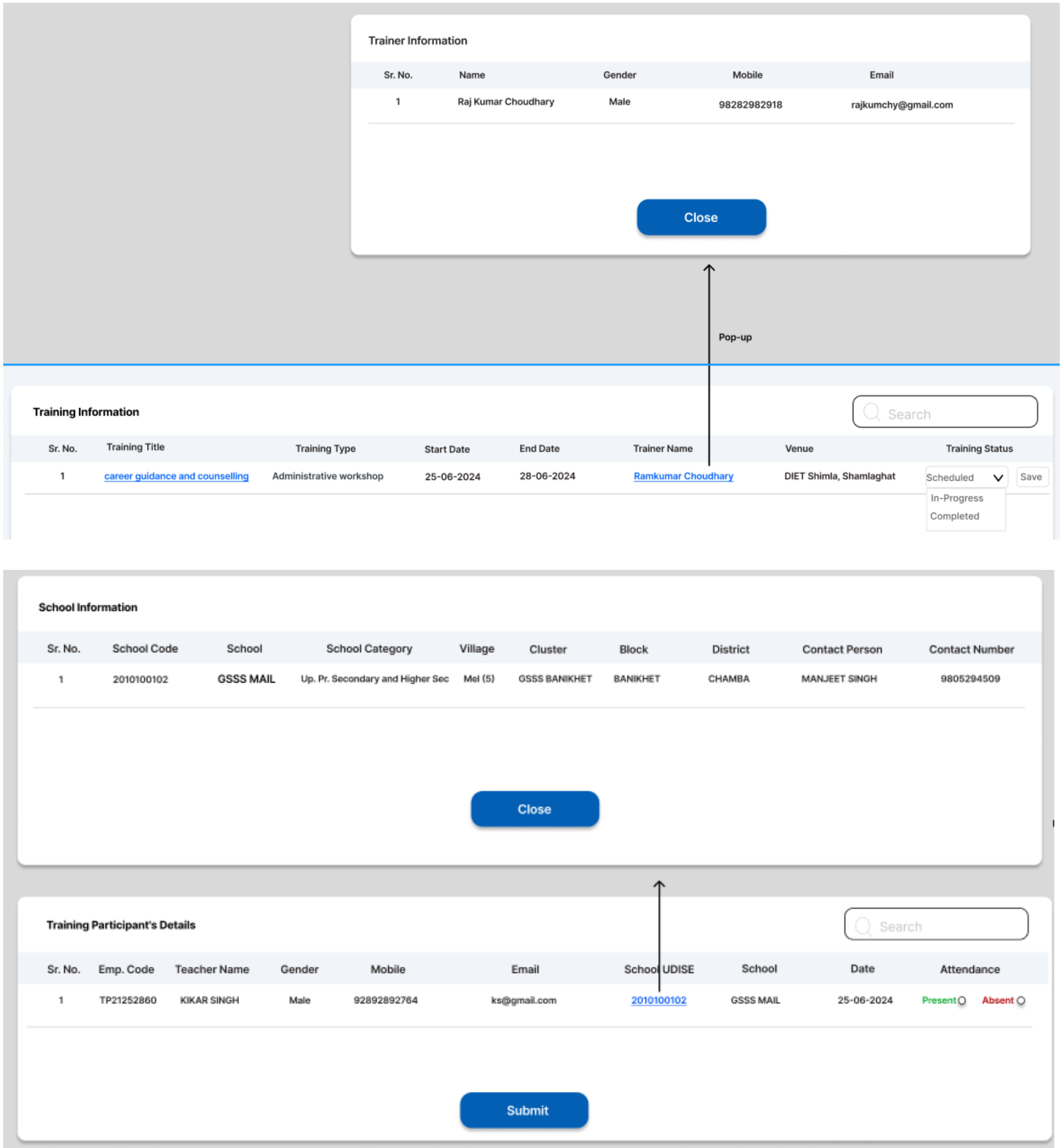



*Figure 62 – Training information and participant's details, Teacher's login*

Step 2 – The training details will be seen once the user clicks on the training title. The "Training Participant's Details" table opens as the user clicks on the training title.

Step 3 - Click on the teacher's name under training information to see the contact details of the teacher.

Step 4 - The "completed" option in status gets activated after the last date and the submission of attendance for all days

Step 5 – Click the save button to send a notification to SCERT that the training has been completed.

Step 6 – Click the present/absent option as per the attendance record to save the attendance.

Step 7 – Once the teacher submits the feedback from their profile, the feedback reflects on the page of the coordinator.

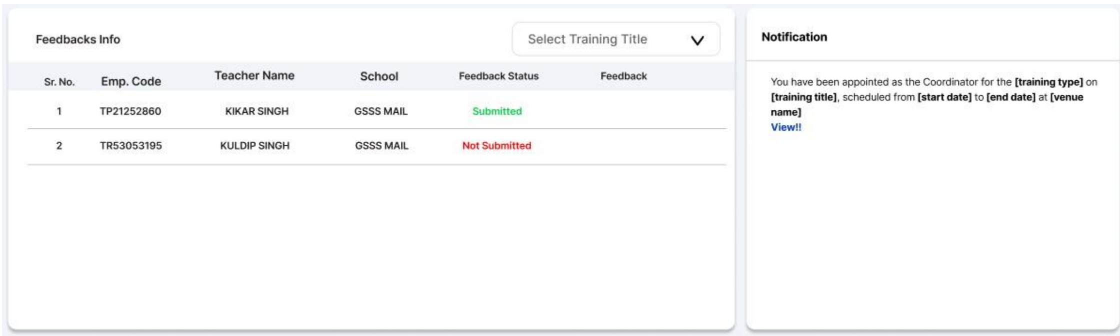



*Figure 70 - Feedback section, Coordinator login*

Step 8 – The overall summary of attendance for the participants is visible at the bottom section of the page.


*Figure 63 - Attendance Summary, Coordinator Login*