Dos and Don'ts for Teachers

DO's [You should do always]

1. Update Class Settings of your class in the beginning itself. Updating class settings in the middle of the session will create error in result and report cards.

2. Updating class setting should be done as per the direction of Exam Incharge. If you are confused, ask Exam Incharge.

3. Keep your student data updated. Name of student, mother name, father name, date of birth, mobile, email, Aadhaar etc, should be updated.

4. Maintain student record as per your attendance register and as per record available in school office.

5. Find little time and try to understand different modules of the web application so that you can work easily.

6. Help other class teachers if they are not able to work on the web application.

7. Enter the marks and grades as soon as you get from the subject teachers.

8. Download report card of all students when a test is over. Keep all report cards [PDF format] safely in your email or google drive. If web application crashes, at least you have the report cards your class.

9. Download student data in excel format and keep it safely in your email or google drive.

10. If a student is going on TC, you should download his/her Student Profile and all report cards and keep safely in your email or google drive.

11. When you are informed that a student has been issued TC by the Principal, then only you should delete the student record. But before deleting download student profile and all report cards as mentioned in the point earlier.

12. When marks entry and result preparation is in progress, you should block your class from login. It means, parent cannot login during the period of result preparation otherwise they will download incomplete report card and get confused.

Don'ts [You should never do]

1. Never share your password with any other teacher.

2. You should change your default password. Make your password strong [at least 8 characters long].

3. Never disturb the "Class Settings" unnecessarily. Changing the class settings will create error in result and report card.

4. Never delete any student record casually. Record once deleted cannot be recovered back. Delete a record when you are sure that this record is not needed in future.