

Class Teacher Panel

Getting Started Guide - Class Teacher

MANDATORY STEPS TO BE CARRIED OUT BY THE CLASS TEACHERS

1. Logging-in in the portal

- The employee should open the portal mis.kvsindia.in and select the role of Employee.
- In the ID field, he should enter the Employee Code (Provided by Kendriya Vidyalaya Sangathan) or the Employee Code provided by the KV Admin (If employee is a contractual employee).
- In the password field, the employee should enter the default password that has been set by the admin before adding the employees in the portal.

2. Uploading Students in the portal

If the KV Admin has not uploaded students, the same can be done by Class Teacher too. Here they need to download the file from UBI for the students of their respective classes and upload the same in the portal. In case the school has already uploaded students, the uploaded data will not be overwritten and no duplicates will be created if the file is uploaded again by a class teacher. It also applies to vice-versa.

3. Assigning Subjects to Subject Teachers

Please read article on [Assigning Roles to Employees](#)

4. Marking of Active Subjects

Since the project caters multiple KVs across various regions, we have included various subjects in the list. The Class Teacher needs to mark the subjects that are taken by any student in the Class-Section. For this, the class teacher should go to the “Manage Active Subjects” link under “One Time Configuration” Section in the Class Teacher Zone. Here, all the subjects that are to be used should be selected and submitted.

5. Assigning Subjects to Students

Once the Active Subjects have been marked using the above step, the class teacher should assign subjects to students. Subject teachers will be able to view and give marks only to students who have opted respective subjects.

6. Setting up role numbers.

Though not mandatory, it's a good practice to update roll numbers as that affects the sorting of students when viewed by the subject teachers and also in all reports. In case roll number is not assigned in the system, students will be sorted by Name.

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