

# 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](https://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.

**IMPORTANT** - If the school has already used the portal in previous session, the Class Teachers must import students instead of uploading the UBI file. New admission cases (if any) can be added using the link "Add Single Student". **Students in class I are always to be uploaded using the UBI file.**

#### 3. 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.

#### 4. Assigning Subjects to Subject Teachers

This can be done either by the Admin or the Class Teacher.

The Class Teacher should first Activate applicable subjects from "Manage Active Subjects" link. Once active subjects have been set, please go to "Manage Subject Teachers". Select an employee and subject and click Assign. Only active subjects not assigned to any teacher will be listed in the drop down.

For assigning subject teachers from Admin side, Please read article on [Assigning Roles to Employees](#)

#### 5. Assigning Subjects to Students

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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 roll 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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