

Getting Started Guide - KV Admins

This article includes all the mandatory (and optional) steps required to be carried out to start entering marks of Monthly tests for classes X and XII in the MIS Portal. Though the portal also features Holistic Progress Card for Balvatika, Skill Based Report Card for Classes I & II, Marks based Report Card for classes III-IX and XI, Attendance System with real time alerts to parents and many other features, this article focuses on Monthly Tests for Classes X & XII. All the links can be opened to have a detailed guide.

MANDATORY STEPS TO BE CARRIED OUT BY KV ADMIN

1. Open MIS Portal

To get started with, simply open the web browser (We recommend Google Chrome) and open the website <https://mis.kvsindia.in> or simply mis.kvsindia.in

The portal can be opened on any device with a web browser. It includes but is not limited to Desktops, laptops, chrome books, tablets, smartphones, smart television sets and all devices having a browser and internet connection.

2. Login as a Kendriya Vidyalaya

Select the role as kendriya Vidyalaya. In the login ID field, enter your 5 digit Numeric ID and in the password field, enter the password that you have received from Your Regional Office or Medialab®.

3. Update your profile

The system will then prompt you to update your basic communication info and some other basic details. You can also update these details later from the profile section.

4. Add Employees

Once you have reached the dashboard, only 2 mandatory tasks remain pending in the "Get Started" list. One is adding employees and second is assigning classes to class teachers. To add employees in the system, go to [Adding Employees](#)

5. Assign Classes to Class Teachers

After adding / uploading employees, it is important to make class teachers. To make class teachers, go to [Assigning Roles to Employees](#)

Here it is important to note that assigning class teachers can be done only by the KV Admin. Assigning subjects to subject teachers can be done by KV Admin as well as class teachers. So Assigning subject teachers is an optional action for KV Admin as it can also be carried out by class teachers.

Similarly, uploading students can also be done by the KV Admin for the whole

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school or by class teachers for their respective classes. The process is very simple and can be understood by reading the article Adding (Uploading) Students

OPTIONAL STEPS TO BE CARRIED OUT BY KV ADMIN (As they can also be performed by Class Teachers)

6. Uploading Students in the portal

- Students for the entire school can be uploaded in a single go.
- Simply download the Students list from UBI Portal. **No need to filter out students that have taken TC.**
- Open the downloaded Excel (xlsx) file in MS Excel and rename the sheet “AllstudentDetails” to “Data” or any other word. (This step is required as the ubi file has an error in encoding the sheet name and renaming the sheet fixes the issue.)
- In the MIS Portal, goto “Upload Students Data” link available in the Dashboard of KV Admin.
- Upload the excel file prepared above. (Downloaded from ubi and sheet renamed)
- All active students will be imported in the system and aligned with their respective class and sections.

7. Assigning subjects to subject teachers.

This step can be carried out by the KV Admin or by the class teacher. Mixed action is also allowed where a few teachers are added by the Admin and rest by Class Teacher. Either of them can also edit entries made by each other. To know details of the process, please go to [Assigning Roles to Employees](#)

Support & Discussions

In case you need any further support, feel free to call us at 9424-10-20-30KV admins are also requested to join the WhatsApp group of KV Admins to participate in discussions and also have updates about the new features. To join the group, please scan the code below. You can also join the group by clicking the link given in the “Profile” section in the Dashboard of KV Admin.

SCAN TO JOIN THE GROUP

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MIS.KVSINDIA - KV Admins

WhatsApp group



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