Guidelines to add questions to Sawaliram

Read guidelines → Download excel → Enter data → Submit file

1. To enter multiple questions, use the excel template designed to capture all the relevant information needed for Sawaliram.

2. There are 20 fields (columns) in the template that need to be filled row-wise. The excel sheet has a help box that appears when you hover or click on a cell. This prompt describes the field and guides the data entry.

3. The 'Question' should be written in its original language. All the other fields should be preferably filled in English. The fields *Student, School, Area* and *Contributor name* have no language restriction.

4. The fields *Context*, *Gender*, *How was the question asked, Curriculum, Published (Yes or No)* and *Contributor Role* have drop downs. Rest of the fields accept string and number entries.

5. <u>Tips while entering bulk data:</u> To copy the contents of the cell above use [Ctrl + d] on Windows/Linux systems and [Command + d] for MacOS.

6. <u>For MacOS users</u>: The template may not be compatible with the application 'Numbers'. Open the same with Microsoft Office or Google Spreadsheet.

7. Once the excel is complete, save the file as "Sawaliram_Place_Date" in .xlsx format.

8. Check for spelling or grammatical errors before submitting the file.

<u>IMPORTANT</u>: AVOID changing the format of the template. Kindly refrain from merging cells, adding new columns or adding multiple sheets in a single excel file.

If you have questions or trouble submitting the document, write to
mail.sawaliram@gmail.com.

Checklist while entering data

Column no.	Field (Column)	Overview
A	Question	The question as asked by a student, in its original language. Minor grammatical corrections are permissible.
B	Question Language	The language in which the question was originally asked.
C	English translation of the question	Translation of the question in English. Leave blank if the original question is in English. Translate the question ensuring correct spelling, grammar, punctuation. Scientific names may be added in brackets where required for clarification.
D	How was the question originally asked?	Format in which the question was asked. Choose one of the options listed.
E	Context	The setting in which the question was asked. If none of the options match the context, select the 'Other' option, and elaborate in the Notes Column.
F	Date of asking the question	The date on which the question was asked (dd/mm/yyyy).
G	Student Name	Name(s) of the student(s) who asked the question (may be entered in the local language). If multiple students have asked the same question, enter their names with comma-separation, eg: Geeta, Ali, Mary.
H	Gender	Gender of the student who asked the question. If the gender is not known, leave this field blank.
I	Student Class	The class of the student(s) as Nursery, Preschool, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12. If the class of that student is not known but the group had students from multiple classes, enter the classes with comma-separation, Eg: 7, 8, 9, 10.
J	School Name	Name of the school the student is enrolled in (may be entered in the local language).
K	Curriculum Followed	The curriculum of the school. If none of the options match the curriculum, select the 'Other' option, and elaborate in the Notes

		Column.
L	Medium of instruction	Language in which classes are taught in the school (enter the language in Roman script).
M	Area	The address of the student's school or residence (village-town-city/district). May be entered in the local language.
N	State	The state in India where the school/residence is located, in English.
O	Published (Yes/No)	Has the question been published in a magazine, book, newspaper or website? Select Yes/No. In case you select 'No' then leave the next two columns blank.
P	Publication Name	Name of the publication in which the question appeared. Include details of issue or volume separated by a semicolon. Leave blank if not published.
Q	Publication Date	Date of publication (dd-mm-yyyy).
R	Notes	Space for additional details or information points not recorded in any other field. Use semicolon (;) as a separator for more than one point.
S	Contributor Name	Name of the person who collected or entered the question.
T	Contributor Role	Role of the person who collected or entered the question.