LEARNING RECOVERY PROGRAMME
STEP WISE GUIDE

Common steps for all

URL:
https://lrp.odisha.gov.in

HOMEPAGE:
Home:

 Click on home to refresh homepage.

About:

 Click on about to view LRP details.

Download:

 Click on download to download user guides, step wise guides and video guide.

Media:

 Click on media to view programme press releases, teacher training and LRP photographs.

Support:

 Click on support to see contact details.

Login:
Step1:

 Go to **User Login** on homepage.

Step2:

 Enter your **Login Id** on top box.

Step3:

 Enter your **Password** in the box below.

Dashboard common settings

➢ Keep your cursor on top right corner **Profile Icon**

1. Click on **My Profile** to view your profile details.
2. Click on **Change Password** to change password.
3. Click on **Logout** to logout.

➢ Click on top left corner **List Icon** to hide the sidebar.

➢ Click on **Dashboard** to view Reports.

➢ Click on **My Profile** to view your profile.

➢ Click on **Logout** to logout.

Head Master Learning Recovery Programme

Steps Wise Guide

Step 1:

Click on **Dashboard** to view Reports.

Step 2:

Click on **H.M.** to view H.M. menu.

- o Click on **My Profile** to view your profile.

- o Click on **Teacher Profile** to update Teacher profile.

- o Click on **Student Profile** to update Student profile.

- o Click on **Student Attendance** to update Student   Attendance.

Teacher Profile:

Click on **Teacher Profile** to update Teacher profile.

STEP1: Click on + right top corner to add teacher profile.

STEP2: Fill in the form with details below.
   1. Teacher Full Name
   2. Teacher Regd. No.
   3. Teacher Father Name
   4. DOB
   5. Gender
   6. Teacher Mail Id
   7. Mobile
   8. Designation
   9. School

   10. Pin Code

   11. Address

STEP3: Click on submit button after filling the form.

STEP4: Teacher List screen will come after submitting the form view entered details on the Teacher List screen.

Teacher Learning Recovery Programme

Steps Wise Guide

Step 1:

  Click on **Dashboard** to view Reports.

Step 2:

  Click on **Teacher** to view Teacher menu.

- o Click on **My Profile** to view your profile.

- o Click on **Student Profile** to update Student profile.

- o Click on **Student Attendance** to update Student   Attendance.

Common menu Step Guide for Head Master and Teacher.

Student Profile:

Click on **Student Profile** to update Student profile.

STEP1: Click on **+** right top corner to add student profile.

STEP2: Fill in the form with details below.
1. Student Full Name
2. Student Father Name
3. DOB
4. Gender
5. Class
6. Section
7. District
8. Block

STEP3: Click on submit button after filling the form.

STEP4: Student List screen will come after submitting the form view entered details on the Student List screen.

Student Attendance:

Click on **Student Attendance** to update Student Attendance

STEP1: Click on + right top corner to add Student Attendance.

STEP2: Fill in the form with details below.
1. School Name
2. Class
3. Section
4. Subject name
5. Select day
6. Class start time.
7. Class end time
8. Upload attendance photo
9. Upload class proof photo
10.   Tick present students box beside their names

STEP3: Click on check box beside student name to select all. Deselect for absent students.

STEP4: Click on submit button after filling the form.

STEP5: Student Attendance screen will come after submitting the form view entered details on the Student attendance screen.

STEP6: Click on count button below Attendance heading to view student name and regd. no. Present on that day.