RMSA - GYANSHALA User Guide for Coordinators

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Open Gyanshala website

Open http://gyanshala.hp.gov.in/ on any web browser – Chrome, Edge, Internet Explorer



Login

Login details:

Click on 'For RMSA Coordinators' → 'Registered Login'

Enter your Registered User Name (It is the email ID you have provided for registration)

Enter your Password that you have received in the registration confirmation email.

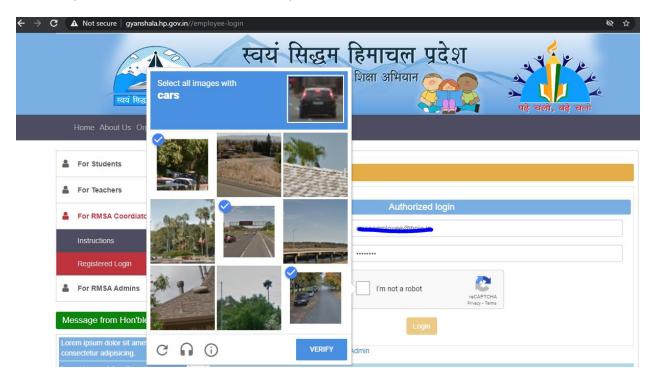
Click on the square checkbox for re-capcha.



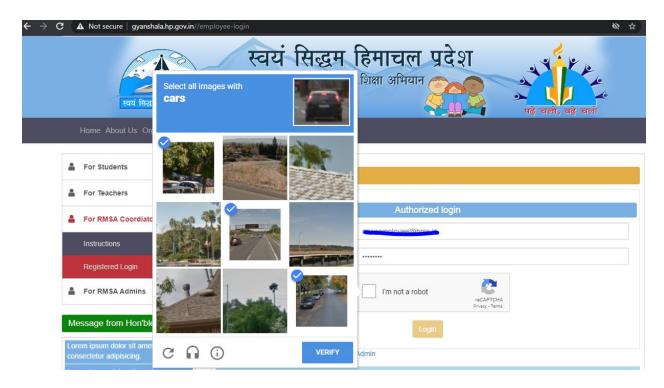
Once you click on the check box – I'am not a robot – it might open pictures like this.

Select the pictures matching the object given in the heading. For instance – in this picture – the object is cars and you need to select all the pictures that have cars.

Once the pictures are selected – click on Verify.

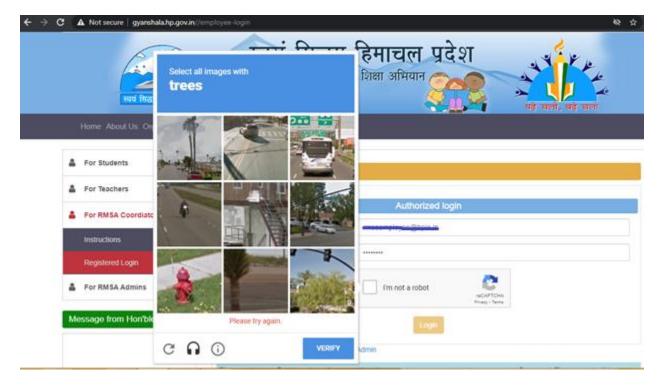


Once you get successful message – click on Login.



Captcha fails:

If the selected pictures are not correct, It will give new pictures to try again for new object.



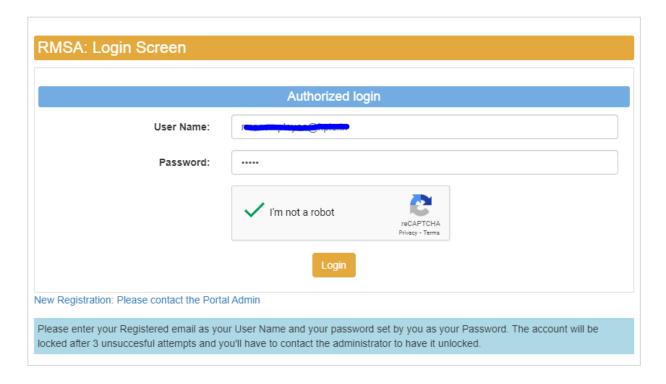
Successful Login

This is the homepage for Employees



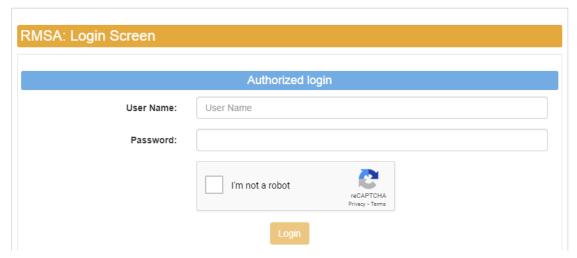
Login failed:

For any wrong user name or wrong password, account is not locked. Please contact the Admin team if you are not able to login.



Error message will be shown on the screen.





For RMSA Coordinators

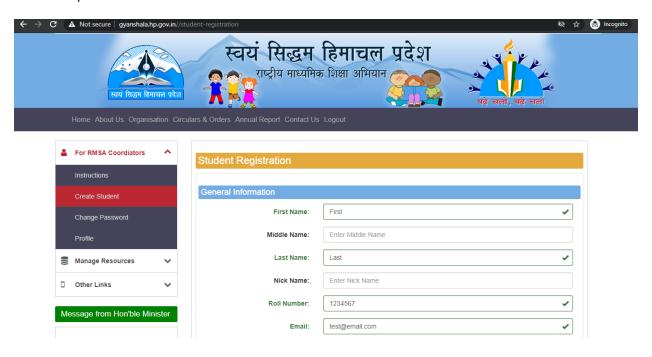


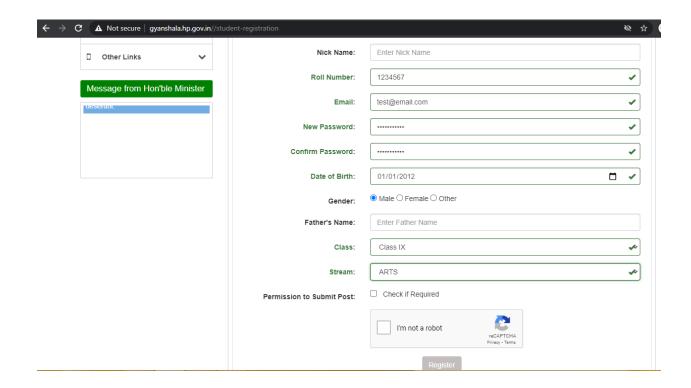
Instructions:

Create Student:

Enter required details of the student and click Submit.

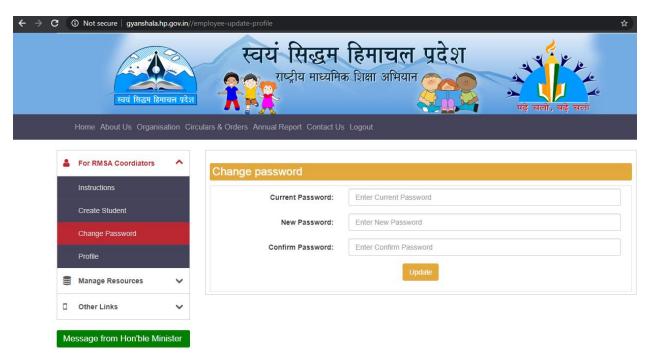
Once the student record is created, an automated email is sent to the registered email id with the User name and password details.





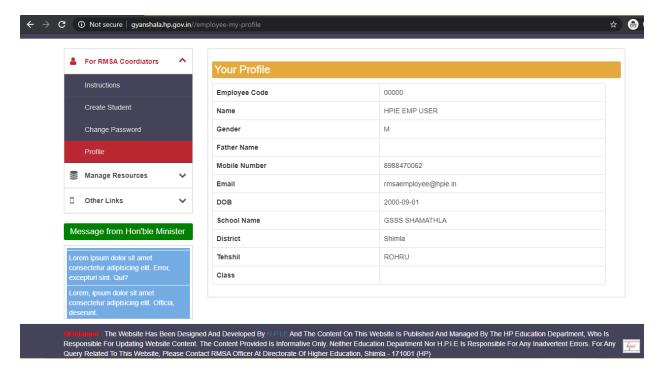
Change Password:

You can change your password on this page.



View Profile:

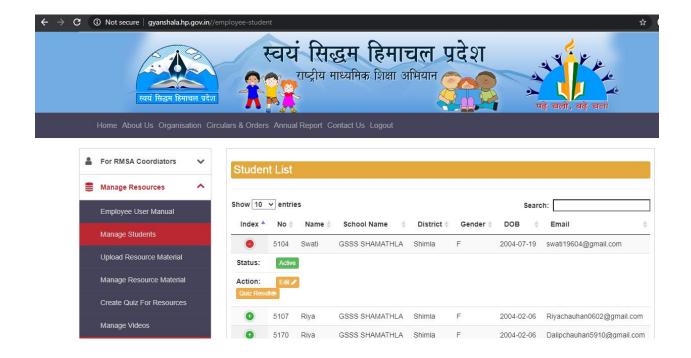
This page shows your profile details.



Manage resources:

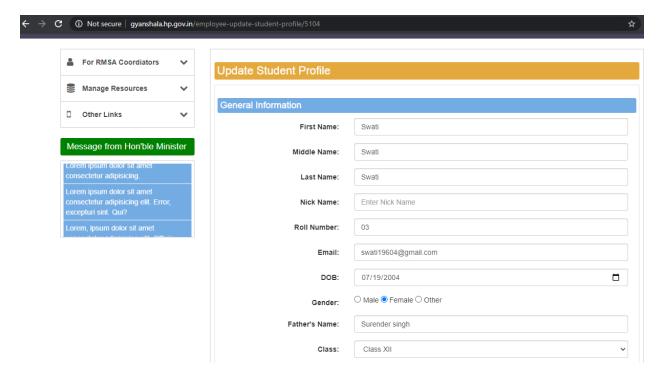
Manage Students:

Here you can see all the students that you have created.



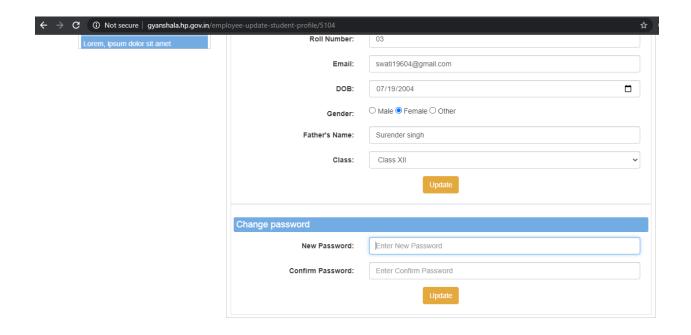
Edit Student:

You can edit any details of the student and save it.



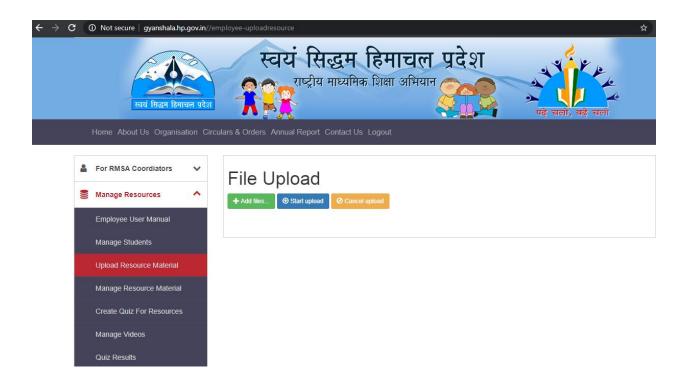
Change Student Password:

You can reset student's password. Once you reset the password, an email with the new password will be sent to the registered email id.



Upload Resource Material(Document upload):

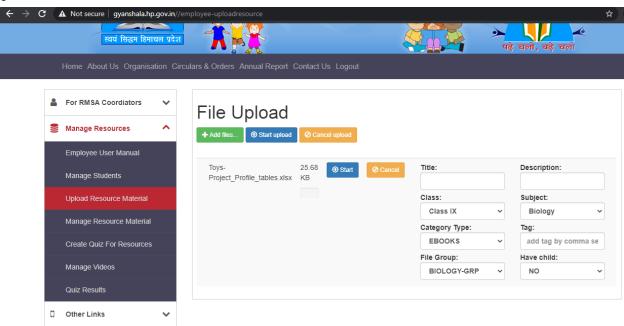
You can upload any document in this section.



Option 1 to upload file:

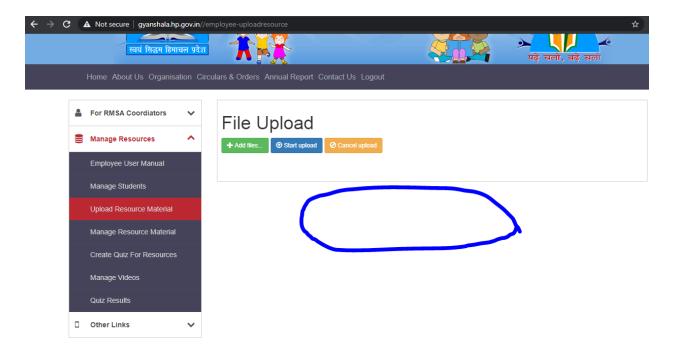
Click on Add Files and it opens your computer's file system. Select a file and start uploading it.

0

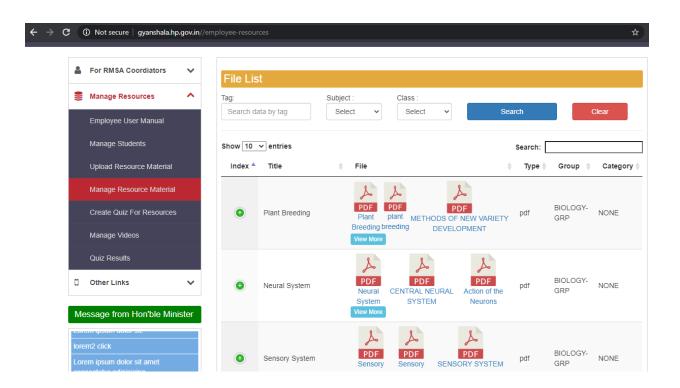


Option 2 to upload a file/s:

You can even drag and drop file/s (if more than one file – select all of them) drag and drop them in the area highlighted below.



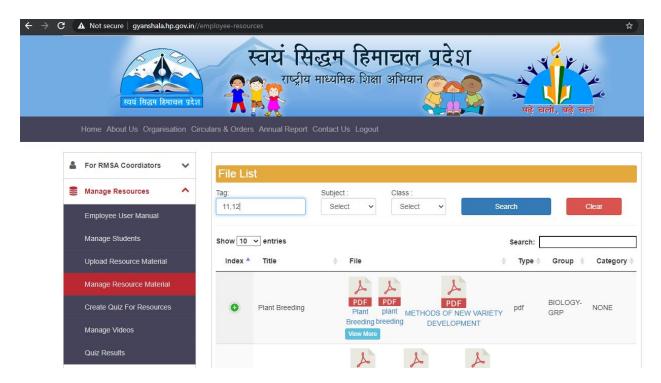
Manage Resource Material (Manage documents):



Search document:

Search document using tag/s:

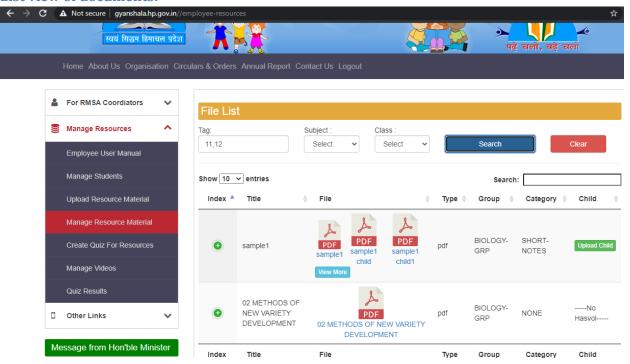
You can use one or more tag ids you have given while uploading the document and search for those documents.



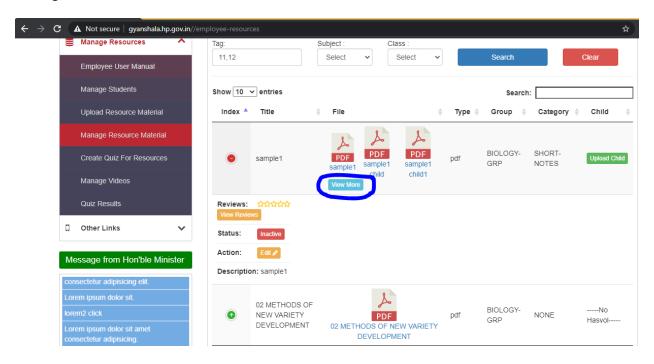
Search document using Subject:

Search document using Class:

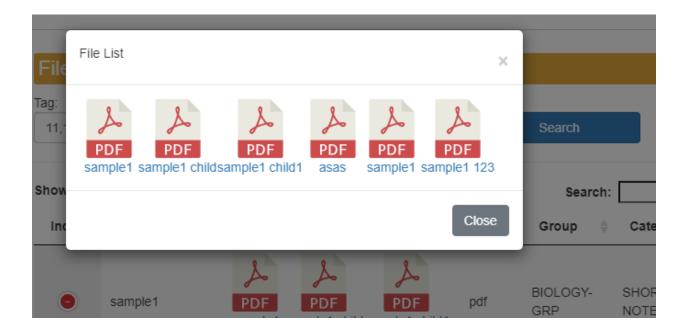
List view of documents:



If there are more than 4 documents uploaded under one Title, View More button will be enabled. Upon clicking that

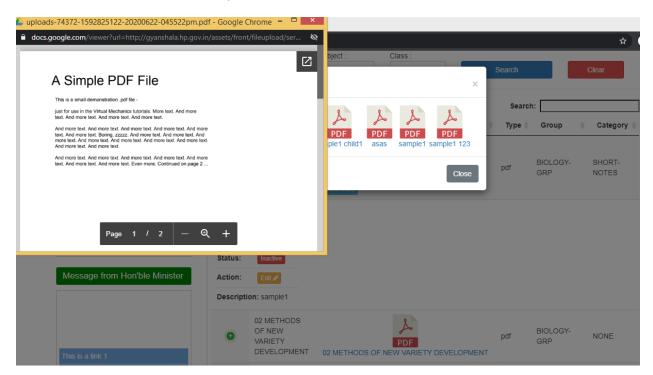


All the files will be visible



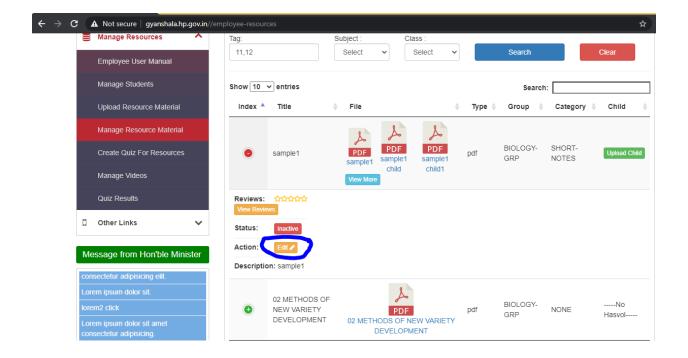
Open file:

Click on one of the files and it will open for view on a new window.

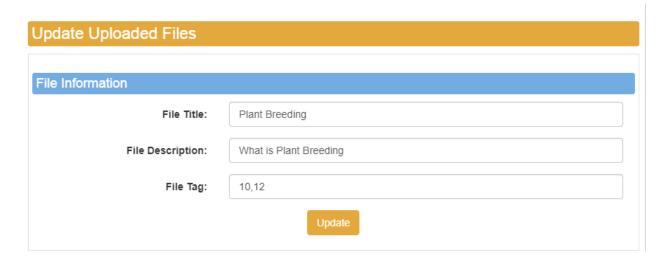


Edit uploaded files:

Click on + Symbol, it will expand the view and you can click on Edit button.



You can update these details:



Add Child document:

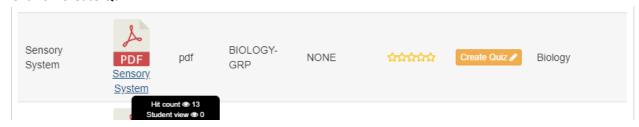


Create Quiz for resources:

Quiz can be created on a document.

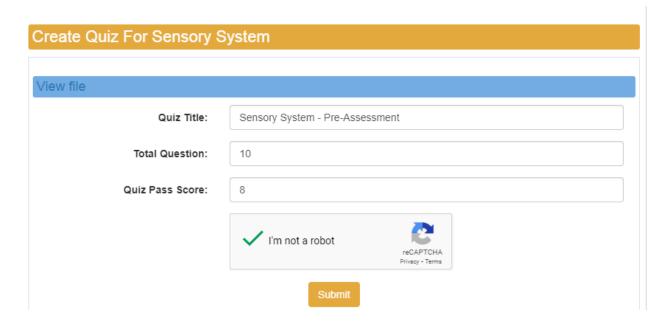
Create Quiz:

Click on Create Quiz.



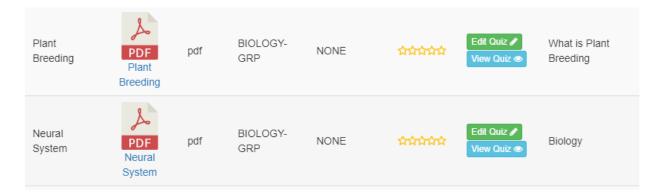
Title: 'Total Question' is the Number of questions you want to be shown to the students. Even if you have added more than 10 (in the below example) questions to the quiz, random 10 questions will be shown to the students.

Suggestion would be to create more than the 'Total Questions' so that every students can get different questions every time.

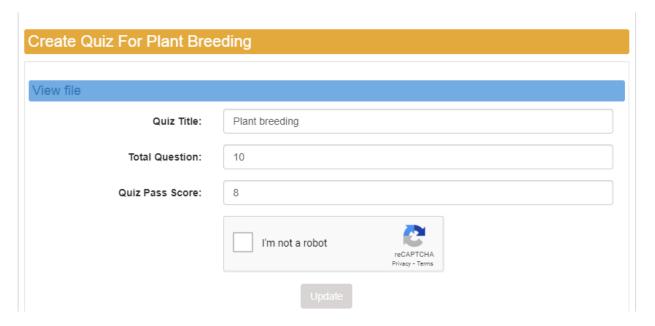


Edit quiz:

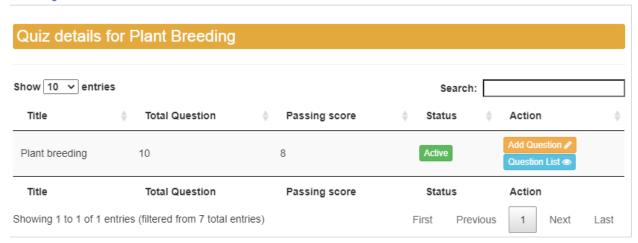
If there is already a quiz added – then buttons Edit Quiz, View Quiz will be enabled.



You can edit the quiz details. You can change the number of questions to be shown to students and the Minimum pass score.

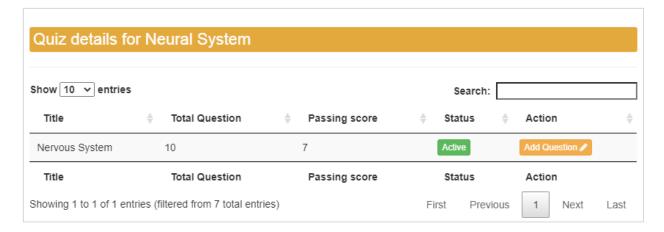


View Quiz:



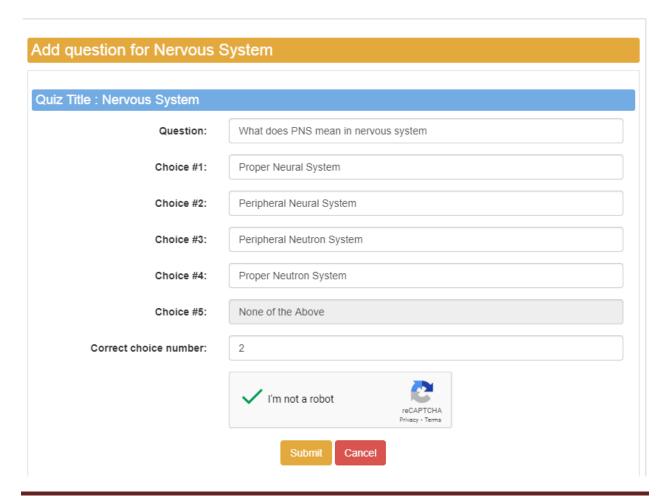
Add Question:

Click on Add Question



Create the question (note that Question does not accept any special characters)

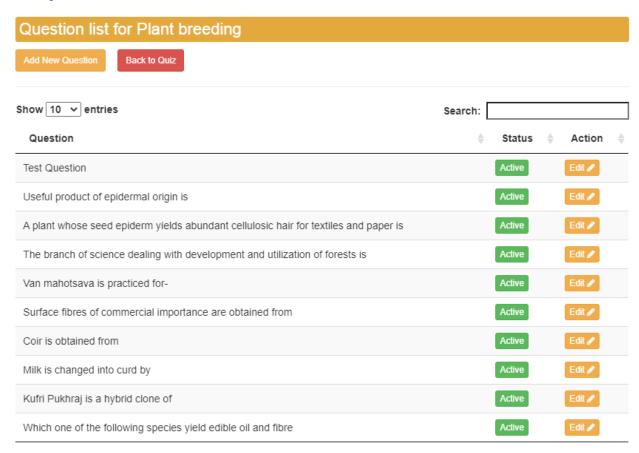
Provide all answer options. In the Correct choice number – mention the Choice Number. For instance, the below example – the correct answer is Peripheral Neural System which is the 2nd answer, hence the Correct choice number will be 2.



If the answer is none of the above, then **correct choice number** will be 4. (As shown below)

Add question for Nervous System		
Quiz Title : Nervous System		
Question:	The human neural system is divided into how many types	
Choice #1:	3	
Choice #2:	4	
Choice #3:	1	
Choice #4:	6	
Choice #5:	None of the Above	
Correct choice number:	5	
	I'm not a robot reCAPTCHA Privacy - Terms	
	Submit Cancel	

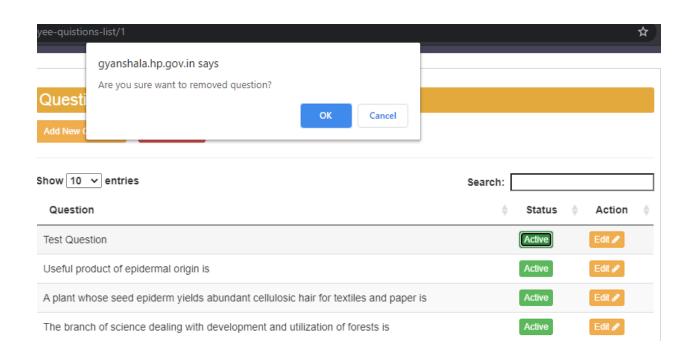
View questions:



Delete Question:

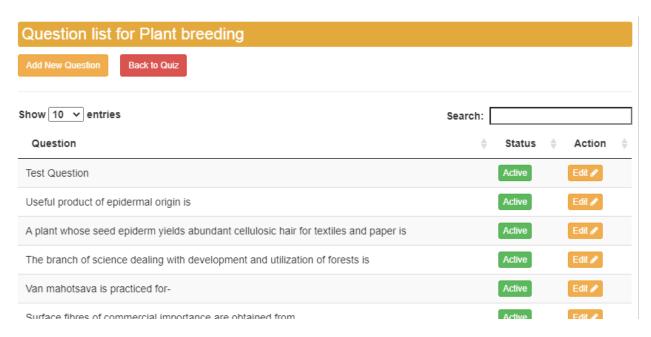
Click on Active – and click Ok on the pop-up. It will delete the question.

Question list for Plant breeding Back to Quiz Show 10 ∨ entries Search: Question Status Action Test Question Useful product of epidermal origin is A plant whose seed epiderm yields abundant cellulosic hair for textiles and paper is The branch of science dealing with development and utilization of forests is Van mahotsava is practiced for-Surface fibres of commercial importance are obtained from Coir is obtained from Active Milk is changed into curd by Active Kufri Pukhraj is a hybrid clone of Active Which one of the following species yield edible oil and fibre

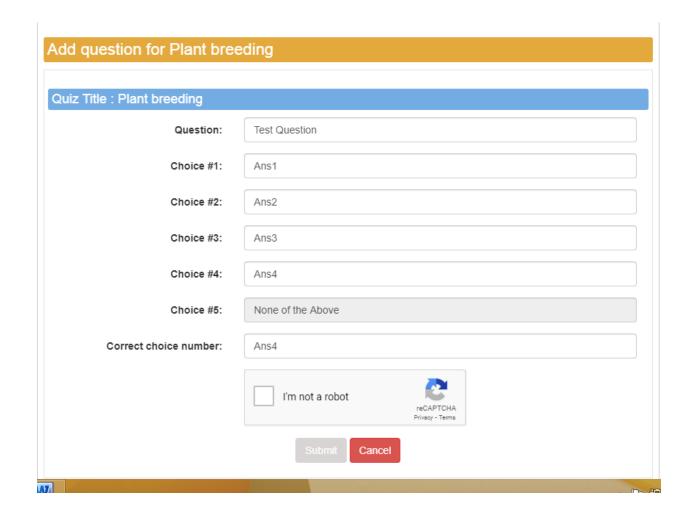


Edit question:

Click on Edit question



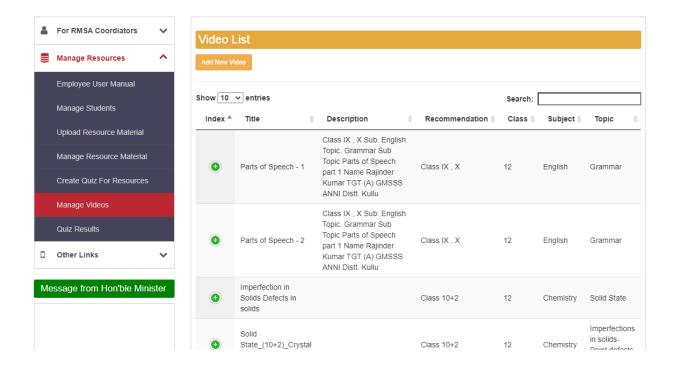
You can update the question.



Manage Videos:

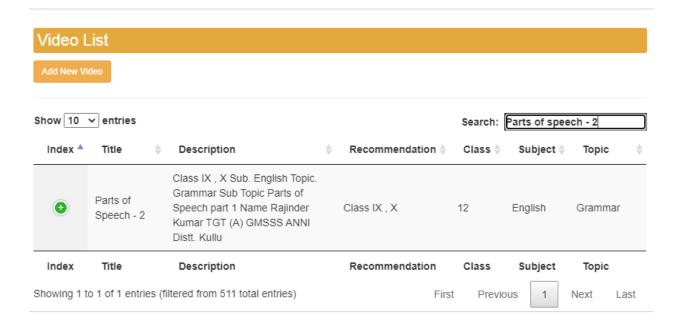
List of Videos:

This will show the videos uploaded by you.

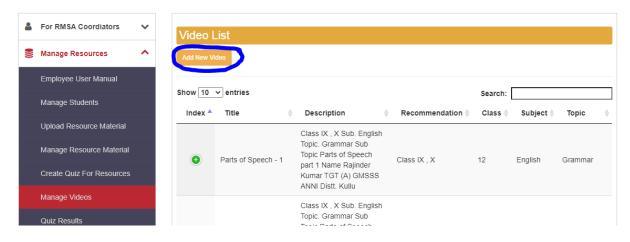


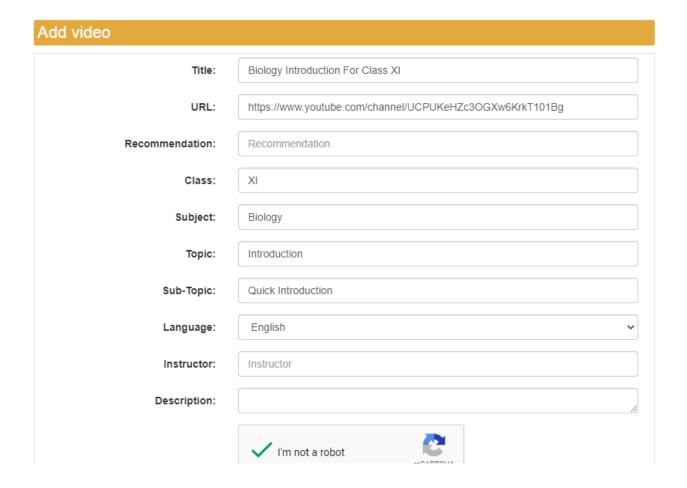
Search for a video:

Type the name in the search box, the videos matching the name will appear in the result.



Add a video:





Edit Video:

Expand the + button on Video list. Click on Edit

Video L	_ist						
Add New Vi	ideo						
Show 10	✓ entries			Search:			
Index 🔺	Title	Description	\$ Recommendation	Class 🏺	Subject 🔷	Topic	\Leftrightarrow
•	Parts of Speech - 1	Class IX , X Sub. English Topic. Grammar Sub Topic Parts of Speech part 1 Name Rajinder Kumar TGT (A) GMSSS ANNI Distt. Kullu	Class IX , X	12	English	Grammar	
Subtopic	Parts of Speech						
Language	e: English						
Instructor	r: Rajinder Kumar TG	Г					
URL:	https://www.youtube	.com/embed/-kCxZc1qrx8					
Status:	Active						
Action:	Edit 🥒						

dit video	
Title:	Parts of Speech - 1
URL:	https://www.youtube.com/embed/-kCxZc1qrx8
Recommendation:	Class IX , X
Class:	12
Subject:	English
Topic:	Grammar
Sub-Topic:	Parts of Speech
Language:	English
Instructor:	Rajinder Kumar TGT
Description:	Class IX , X
	I'm not a robot

Remove Video:

This will not remove the video from youtube. This will only remove the record from Manage Videos list.

Click on Active button. It will open a pop up to confirm if you want to delete it. Click ok and the record will be deleted from the list.

