



BANGLAR SHIKSHA

School Management System

School Education Department
Government of West Bengal

SCHOOL MANAGEMENT SYSTEM (SMS)

HOI/TEACHER USER MANUAL FOR MARKS ENTRY

Prerequisite

- Please check the medium(s), which is/are showing in **Medium** dropdown in **Marks Entry** page from **Hol** login.
- If there is/are any improper medium(s), please select that/those medium(s) (one by one) and then select the class, section, subject (any) and click on **Search** button; student's/students' name will be available in list against the particular medium.
- Please change the medium of instruction of the student(s) concerned from **e-Portal** (through '**Update Student's Basic Details**' / '**Student's Profile Edit / Download**' sub-menu under '**Student Management**' menu in Hol login)
- Then click on '**Update Student Details**' to synchronize students' information in SMS Portal. If required data is updated in e-Portal, that would also be updated in SMS Portal in this way.

LOGIN SCREEN

HOI / Teacher can login from here
(URL: <https://school.banglarshiksha.gov.in/sms/>)

Note: Secondary and Primary teacher should apply 'S' and 'P' respectively as prefix before their Unique Employee Code as Username.

A screenshot of the login form with six numbered callouts in orange boxes with red arrows pointing to specific fields or buttons. 1. 'Select Role' points to the 'Login As' dropdown menu, which currently shows 'School' and 'Administrate'. 2. 'Enter Valid DISE Code' points to the 'DISE Code *' input field, which has a 'Please fill out this field.' error message below it. 3. 'Enter Valid Username' points to the 'Username *' input field. 4. 'Enter Default Password "password"' points to the 'Password *' input field. 5. 'Put Valid Captcha' points to the captcha input field, which shows the numbers '5 9 7 5' and a 'Type Captcha' label. 6. 'Click to Login' points to the 'Sign In' button at the bottom of the form.

DOWNLOAD OPTIONS

HOI/Teacher can download User Manual for entry of evaluation data 2021 in the web as well as in Android Mobile App and view Notification by clicking on help icon present in login page

The image shows the login page of the 'বাংলার শিক্ষা' (Banglar Shiksha) School Management System. The page has a blue background with educational icons and a banner for 'School Management System' with the motto 'শিক্ষা আনে সভ্যতা সভ্যতা আনে মানবিকতা'. The login form includes fields for 'DISE Code', 'Username', and 'Password', along with 'Login As' buttons for 'School' and 'Administrator'. A 'Help' icon is located next to the password field. A red arrow points from an orange callout box labeled 'Click on Help Icon' (with a circled '1') to this icon. A 'Help' dropdown menu is open, showing options: 'Notification for Evaluation Data Entry 2021', 'Download Android App', 'Download Web Manual', and 'Download App Manual'. A red arrow points from an orange callout box labeled 'Download Options' (with a circled '2') to this menu. At the bottom of the page, there are three download links: 'Download Android App', 'Download Web Manual', and 'Download App Manual'.

SCHOOL/HOI DASHBOARD SCREEN

After login, Dashboard page will appear. User name, school name, menu, teacher and student information will be available in dashboard page

The screenshot displays the School/HOI Dashboard interface. At the top, the school name is "VIDYA MANDIR HIGH SECONDARY SCHOOL, KPG INTENSIVE CIRCLE, KALIMPONG". The user is logged in as ROMA MOKTAN, TIC. The dashboard shows overall statistics for Teachers (26) and Students (394). The sidebar menu includes options like Dashboard, Evaluation, Allocation, Marks Entry, and Marksheet. The footer contains contact information: Helpline : 6289-352676, Email : contactsmswb@gmail.com, and Copyright © 2021 School Management System.

Category	Count
Teachers	26
Students	394

EXAM. COPY ALLOCATION (ECA) FROM HOI LOGIN

HOI can allocate exam. copy to any particular teacher for particular class, section and subject. Single teacher can be assigned for multiple class, section and subject.

The screenshot displays the SMS interface for Exam Copy Allocation (ECA). The top navigation bar shows the school name: BALIKA VIDYA MANDIR HIGH SECONDARY SCHOOL, KPG INTENSIVE CIRCLE, KALIMPONG. The user is logged in as ROMA MOKTAN, TIC. The sidebar menu on the left has 'Evaluation' selected, with 'Allocation' highlighted. The main content area is titled 'Exam Copy Allocation (ECA)' and contains a 'Teacher Allocation' form. The form has dropdowns for 'Medium' (set to ENGLISH) and 'Class' (set to VII), and a 'Search' button. Below the form is a table for 'ECA Entry For - 2021 Academic Year' with columns for subject and teacher. The 'ENGLISH' row is selected, and 'BINITA THAPA (AT)' is assigned. A 'Choose Teacher' list on the right shows a list of teachers, with 'BINITA THAPA (AT)' selected. A 'Save' button is visible at the bottom right of the table.

Subject	Teacher
BENGALI	<input type="checkbox"/>
ENGLISH	<input checked="" type="checkbox"/> BINITA THAPA (AT)
MATHEMATICS	<input type="checkbox"/>
ENVIRONMENT AND SCIENCE	<input type="checkbox"/>
ENVIRONMENT AND HISTORY	<input type="checkbox"/>
ENVIRONMENT AND GEOGRAPHY	<input type="checkbox"/>
HEALTH & PHYSICAL EDUCATION	<input type="checkbox"/>

1
Click Allocation Under Evaluation Menu

2
Select Medium, Class and Click on Search Button

3
Select Teacher

4
Select Subject

5
Click Save Button

MARKS ENTRY FROM TEACHER LOGIN

Any Teacher who has been assigned through ECA module from the end of the Hol for entering marks for any particular class/section/subject, can do the same for assigned class/ section/ subject. Click 'Submit' button for permanent save and click 'Save as Draft' for further updating.

1 Click 'Marks Entry' Under Evaluation Menu

2 Select Medium, Class, Section and Subject

3 Click on Search

4 Uncheck if Student is Absent

5 Enter Marks

6 Click 'Save as Draft Button for Temporary Save for Further Updating

7 Click Submit Button for Permanent Save

The screenshot shows the following interface elements:

- Header:** SMS logo, user name (PUJA SHARMA SHARMA AT), school name (BALIKA VIDYA MANDIR HIGH SECONDARY SCHOOL, KPG INTENSIVE CIRCLE, KALIMPONG), and notification icons.
- Navigation:** Dashboard, Evaluation (selected), Allocation, Marks Entry, Marksheet.
- Form:** Summative Marks section with dropdowns for Medium (ENGLISH), Class (VII), Section (A), and Subject (ENGLISH). A search button is present.
- Table:** Table with columns: Roll No, Name, Marks in ENGLISH, and Uncheck if Absent. The table lists 28 students with checkboxes for absence.
- Buttons:** Save (green), Draft (blue), and Submit (green) buttons.

UNLOCK MARKS ENTRY FIELDS FROM HOI LOGIN

Marks entry fields will be locked after submission of the respective data by the assigned teacher. HOI can unlock the marks entry fields by clicking on 'Unlock' button, if required so for any particular subject. After that, concerned assigned teacher will have to edit/update the existing marks from own login and submit the same once again.

1

2

3

4

Click 'Marks Entry' Under Evaluation Menu

Select Medium, Class, Section and Subject

Click on Search

Click on Unlock Button

PUJA SHARMA
AT

ACADEMIC 2021

Medium *
ENGLISH

Class *
VI

Section *
A

Subject *
ENGLISH

Search

Reset

Set marks for VI - A (ENGLISH Medium) Model Activity Task, Special Evaluation (Full Marks - 50)

Unlock

Submit

Save as Draft

Roll No	Name	Marks in ENGLISH	Uncheck if Absent
1	AAISHA THAPA	5	<input checked="" type="checkbox"/>
2	CHANDNI GUPTA	34	<input checked="" type="checkbox"/>
3	KHUSBOO KUMARI	34	<input checked="" type="checkbox"/>

PROGRESS REPORT GENERATION FROM HOI LOGIN

Hoi can generate and print progress report for individual student as well as all students of a section at a time.

ROMA MOKTAN
TIC

Model Activity Compilation (Final) 2021

Progress Report Card
Print single or section wise all student's marksheet

Medium * ENGLISH
Class * V
Section * A

Search

Report Card for V - A (ENGLISH Medium)

Print All Marksheet

Roll No	Name	Print
1	CHRISTINA GURUNG	Print
2		Print
3	LEENOM LEPCHA	Print
4	ROSHMIKA BHUJEL	Print
5	ANA THAPA	Print
6	SUMPANDI LEPCHA	Print
7	DIKCHA RAI	Print
8	MINGSHANG TAMANG	Print

1
Click 'Marksheet' Under Evaluation Menu

2
Select Medium, Class, and Section

3
Click on Search

5
Click to Generate/Print Progress Report

4
Click for Individual Progress Report Generation

VIEW OF PROGRESS REPORT CARD

BALIKA VIDYA MANDIR HIGH SECONDARY SCHOOL

Circle : Kpg Intensive Circle, District : KALIMPONG
schoolkpg@gmail.com | 03552260760/9800150200
Model Activity Task (Final) Evaluation Score Card
Academic Session - 2021



ID : 1097782100016

Name of the Student : MINGSHANG BHUJEL

Mother's Name : TARA TAMANG

Medium : ENGLISH

Father's Name : BUDDHA BHUJEL

Class : CLASS V (A)

Guardian's Name : BUDDHA BHUJEL (FATHER)

Roll No. : 8

SUBJECT	FULL MARKS	MARKS OBTAINED
BENGALI	40	24
ENGLISH	40	27
MATHEMATICS	40	18
ENVIRONMENTAL STUDIES	40	29
HEALTH & PHYSICAL EDUCATION AND ART EDUCATION	40	28

FULL MARKS : 200

TOTAL MARKS OBTAINED : 126

PERCENTAGE : 63

.....
(Signature of Guardian's)

.....
(Signature of Class Teacher's)

.....
(Signature of Hol.)

Generated from "Banglarshiksha" www.banglarshiksha.gov.in

Thank You

