



GOVERNMENT OF GOA
DIRECTORATE OF TECHNICAL EDUCATION

ALTO PORVORIM - GOA
403521

PROJECT MANAGEMENT UNIT



o/c

No. DTE/BUD 21/CARES/Website & LMS/2022/942

Date: /06/2023

To,
The Director,
Directorate of Education
Porvorim- Goa.

Sub: Regarding complaints related to Hardware queries, Time- Table and Log Book entry of Computer Teacher, Enrolling all students of Std VI, VII and VIII on PRERNA-LMS portal.

Ref: No.DE/VOC/Coding & Robotics/1037/2022-23/380 dated: 23/03/2023

Ref: No.Acad/Cod.& Rob/189/2022/253 dated: 19/01/2023

Sir,

The new revised ICT Curriculum has already been implemented in the State of Goa from the Academic Year 2021-2022 for Class VI to Class VIII. Further all Computer Teachers teaching ICT subjects (VI to VIII) are being trained by the Project Management Unit (PMU), Directorate of Technical Education, Porvorim.

For successful implementation of the Revised ICT Curriculum, following instructions are requested to be adhered by the Head of the Institutions:

1. Equipment supplied under CARES Scheme comes with 3 years' onsite warranty beginning from the date of commissioning and installation of the equipments. Head of Institutes are requested to report any software/hardware/LAN network related issues on the helpdesk, on portal. The link for the same is provided as follows:
Step 1: Go to the link, <https://cares.goa.gov.in/>
Step 2: Click on **Help Desk.--> ICT Equipment Maintenance.**
2. The Username for logging onto the Helpdesk is: **School UDISE Number** and Default password is: **Cares@123**. After the first login, user would be prompted to change password.
NOTE: All complaints have to be mandatorily submitted via the Helpdesk. No complaint to be registered via phone calls or other means.
3. Time-Table and Log book modules are implemented by PMU & are now live on PRERNA portal. The link for the same is: <https://cares.goa.gov.in/prerna/>.
4. All Heads of the Institutes need to update the Time-Table of their Computer Teachers for the academic year 2023-24 onwards on PRERNA.
5. The Username for logging in for school administrator on PRERNA is: **School UDISE Number** and Default password is: **Cares@123**. After the first login, user would be prompted to change password.
6. The Computer Teachers have to enter their weekly class completion plans/Log book through their account on PRERNA,
7. Instructions related to the modules; Time-Table and Log book on PRERNA are attached at **ANNEXURE- I** for reference.
8. PMU is in the process of **enrolling all students** of STD VI, VII and VIII on PRERNA and needs schools valuable support in doing so. The detailed procedures for uploading the data of the students on PRERNA are attached at **ANNEXURE – II**, the Head of Institutes **would need to get the students data updated on or before 10th July 2023.**

[Handwritten Signature]
27/06/2023



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Project Management Unit Team would be visiting schools for feedback on curriculum delivery from std.VI to std. VIII.

You are kindly requested to inform the contents of the circular to all Govt/Govt..Aided Schools in the State of Goa.

For any queries, the Head of the School can mail to pmu.admin@goa.gov.in.

Yours Sincerely

[Signature] 27/06/2023
[Dr. Vijay Menino Jesus Borges]
Project Director-PMU-CARES
Coding & Robotics Education in Schools Scheme
Directorate of Technical Education , Porvorim- Goa, India

Attached: 1) No.DE/VOC/Coding & Robotics/1037/2022-23/380 dated: 23/03/2023
2) Instructions related to Time table and Log book module- ANNEXURE-I
3) Instructions for Enrolling Students data on PRERNA- ANNEXURE-II

Copy to:

Alaila 27.6.23 ✓ Office file 2. Guard file 3. To the Nodal Officer (CARES), DoE

ANNEXURE - I

Functional Documentation

For adding

1. TimeTable

2. Log Book

of your school teacher using PRERNA

Contents

- | | | |
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| I. | Prerequisite for using Teacher timetable plugin..... | 2 |
| II. | Principal Login: To create timetable for the teachers..... | 6 |
| III. | Teachers Login: View the timetable..... | 8 |
| IV. | Teacher Entering Weekly class completion plans. | |

Note:

- Principal** — *only to create the timetable*
 - Teachers** — *only to view the timetable*
-

4. Upload user picture

▼ User picture

Current picture None

New picture



Maximum file size: Unlimited, maximum number of files: 1

Files

You can drag and drop files here to add them

Accepted file types:

Image files to be optimised, such as badges gif jpe jpeg jpg png

Picture description

5. Click on **School Registration**.

> Additional names

> Interests

> Optional

> General Details

> **School Registration**

> Teaching Details

▼ School Registration

UDISE- School Code

UDISE - School Name

UDISE- School Taluka

IF Teacher

6. Kindly select your **UDISE ID** from the dropdown menu.

Picture description

> Additional na

> Interests

> Optional

> General Deta

✓ School Regis

UDISE- School Code

UDISE - School Name

UDISE- School Taluka

IF Teacher

Select UDISE ID

Select UDISE ID

Select School Name

Select taluka

ised, such as badges gif jpe jpeg jpg png

30010201401

30010202406

30010204406

30010205401

30010203401

30010200210

30010200301

30010200808

30010205601

30010200220

30010203502

30010200217

30010200218

30010203403

30010202905

30010203004

30010200813

30010202706

30010200705

7. Kindly select your **school name** from the dropdown menu.

Picture description

> Additional na

> Interests

> Optional

> General Deta

✓ School Regis

UDISE- School Code

UDISE - School Name

UDISE- School Taluka

IF Teacher

Select School Name

Select taluka

Select School Name

Assagao Union High School, Assagao, Bardez

Chubby Cheeks Spring Valley High School

Corner Stone High School, Karisswada

Dattaram Mantravadi Memorial High School

Dayanand Bandodkar Memorial High School, Verem, Bardez

Dnyanprasad Vidyalyaya, Mapusa

Don Bosco High School, Calangute, Bardez

Dona Leonar Memorial High School, Alto Betim

Dr. Ambedkar English High School, Kuchelma

G. S. Amankar Vidya Mandir, Mapusa

G.P.M.S. Assorora

G.P.M.S. Khorlim

G.P.M.S. Mapusa

G.P.M.S. Rea Magos Verem

G.P.M.S. Socorro

G.P.M.S. Tivim

Govt. High School Alto Betim, Porvorim, Bardez

Govt. High School Nadora, Revora, Bardez

Govt. High School Namoshi, Guarm, Bardez

8. Kindly select the **taluka name** from the dropdown menu. Refer Screenshot below

> Additional names

> Interests

> Optional

> General Deta

✓ School Regis

UDISE- School Code

UDISE - School Name

UDISE- School Taluka

Select taluka
Bardez
Bicholim
Pernem
Sattari
Tiswadi
Ponda
Canacona
Mormugao
Salcette
Sanguem
Quepem
Dharbandora
Select taluka

IF Teacher

9. Follow this step only while updating the **Teacher's** profile. Check the **IF teacher** box.

> Additional names

> Interests

> Optional

> General Details

✓ School Registration

UDISE- School Code

Select UDISE ID

UDISE - School Name

Select School Name

UDISE- School Taluka

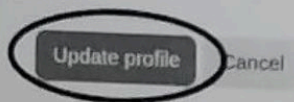
Select Taluka

IF Teacher

> Teaching Details

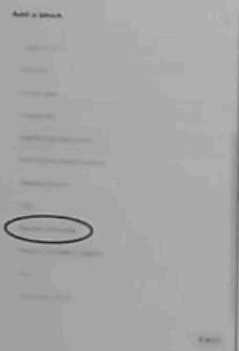
10. Click **update profile**.

- > Additional names
- > Interests
- > Optional
- > General Details
- > School Registration
- > Teaching Details



11. Kindly follow the above steps for all other teachers in your school.

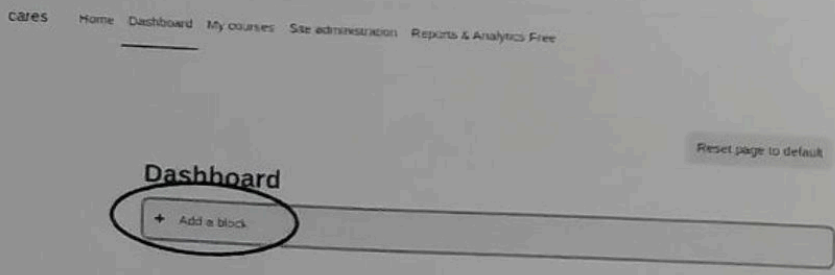
Principal Login : II. To create timetable for the teachers



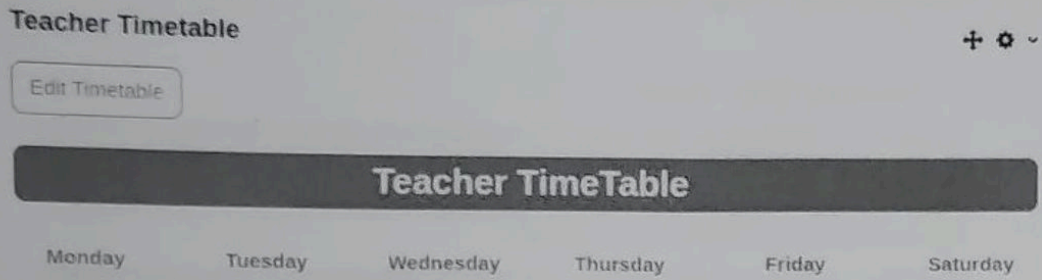
12. Login using the principal's login credentials and click on the dashboard. Turn on **Edit mode**.



13. Click on **Add block**.

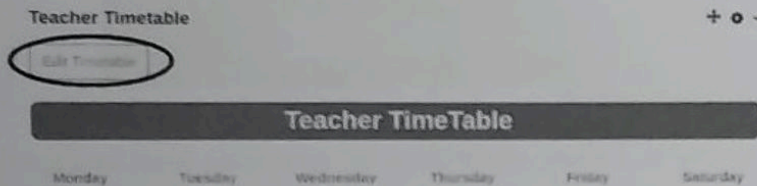


14. Select **Teacher Timetable**.



15. Now click on the **Dashboard tab**, **Teachers Timetable block** will be now visible on your dashboard.

16. Click on **Edit Timetable**.



17. Select Name of the teacher from the drop down list.

SELECT TEACHER

Select Teacher

NAME SELECTION

Save changes

Cancel

18. Click **Save Changes**. Timetable interface will open as shown below.

TEACHER TIME TABLE PAGE

Monday Time Table

<input type="text"/>	Lecture 1 (Class & Div) <input type="text"/>
<input type="text"/>	Lecture 2 (Class & Div) <input type="text"/>
<input type="text"/>	Lecture 3 (Class & Div) <input type="text"/>
<input type="text"/>	Lecture 4 (Class & Div) <input type="text"/>

19. You can edit the timetable here. By entering subjects & class & click save changes.

TEACHER TIME TABLE PAGE

Expand all

Monday Time Table

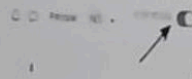
Lecture 1 Class: <input type="text" value="Maths"/> : Div: <input type="text"/>	Lecture 1 (Class & Div) Class: <input type="text" value="5-A"/> : Div: <input type="text"/>
Lecture 2 Class: <input type="text" value="History"/> : Div: <input type="text"/>	Lecture 2 (Class & Div) Class: <input type="text" value="5-B"/> : Div: <input type="text"/>
Lecture 3 Class: <input type="text" value=""/> : Div: <input type="text"/>	Lecture 3 (Class & Div) Class: <input type="text"/> : Div: <input type="text"/>
Lecture 4 Class: <input type="text" value=""/> : Div: <input type="text"/>	Lecture 4 (Class & Div) Class: <input type="text"/> : Div: <input type="text"/>

20. This completes the teacher's timetable. Follow above steps for remaining days for a specific teacher.

Teacher Login: III. View the timetable

1. Log in using **teachers credentials**.
2. Click on **dashboard**
3. Turn on **Edit mode**.

cares Home Dashboard My courses Site administration Reports & Analytics Free



4. Click on **Add block**.

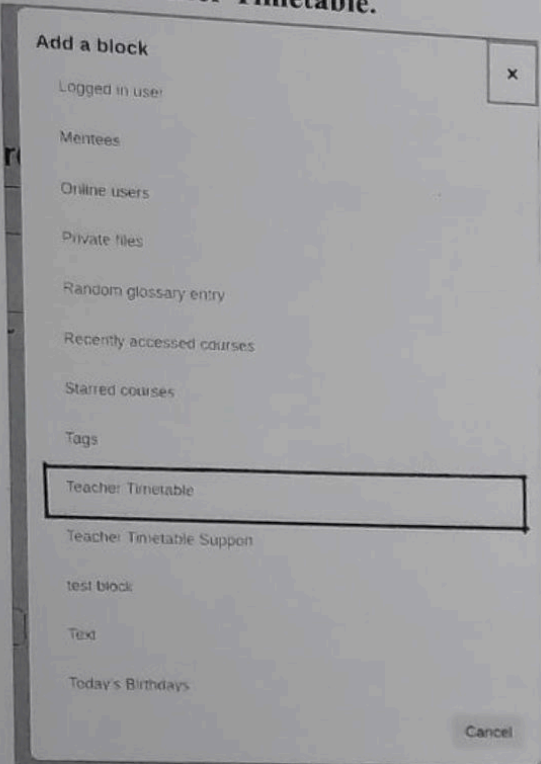
cares Home Dashboard My courses Site administration Reports & Analytics Free

Reset page to default

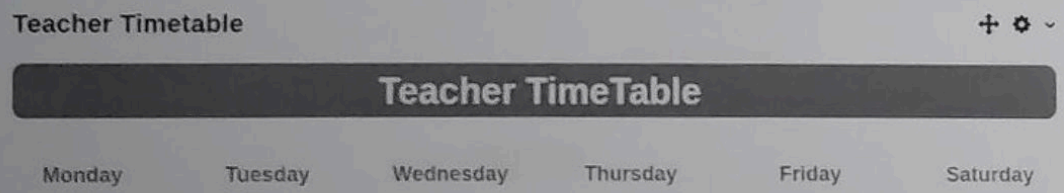
Dashboard

+ Add a block

5. Select Teacher Timetable.



6. Now click on the **Dashboard** tab, Teachers Timetable block will be now visible on your dashboard.



Here the *Teacher can only view the timetable created by the principal.*

IV. Teacher Login: To update Weekly class completion plans/Log book

1. Click on Add logbook button to create teacher's logbook

Teacher Timetable

Teacher TimeTable

Monday Tuesday Wednesday Thursday Friday Saturday

LOGBOOK

Date	Subject	Class	Topic Covered	Tool Used	No. of Students attended	Feedback
No Data						

2. The following screen appears

Add Logbook

Select Week:

Select Date:

Select Subject:

Select Class:

Select Topic Covered:

Select tool used:

No. of students attended:

Feedback:

Here the teacher will get an option to create the logbook. Select week, date, subject, class for which the logbook has to be created. Select the topic covered and the tool used during the class. Enter the number of students attending the class and provide the feedback about the class. Once done, click on save changes. The feedback provided along with class details will be saved on PRERNA for further processing.

ANNEXURE - II
Enrolling Students On PRERNA

We are in the process of adding all students of STD VI, VII and VIII on PRERNA Portal and need your valuable support in doing so.

Rules For Data Entry

1. Download the sample CSV file from PRERNA by logging in from your school account.
2. Click on **CARES School Data Center** course.
3. The download sample CSV file should be renamed to: *SchoolName_U-DISE_Taluka*
4. Enter all students details of class VI,VII,VIII in a **single** sheet
5. In the absence of a valid student email address, please enter an email address in the following format: **schoolname@example.com1,schoolname@example.com2** and so on (Use consecutive numbers 2,3, and so on as you create consecutive email addresses)
6. Class Details- Please enter student class details in the following format
UDISE_Class_classnumber for example
 - U-DISE number **_Class_6 -for class Sixth**
 - U-DISE number **_Class_7 -for class Seventh**
 - U-DISE number **_Class_8 -for class Eight**
7. Enrolled for Elective column- Please type Yes if the student has been enrolled for elective curriculum ELSE leave the cell blank.
8. Upload the completed student data file in the submission in the **CARES School Data Center** course.