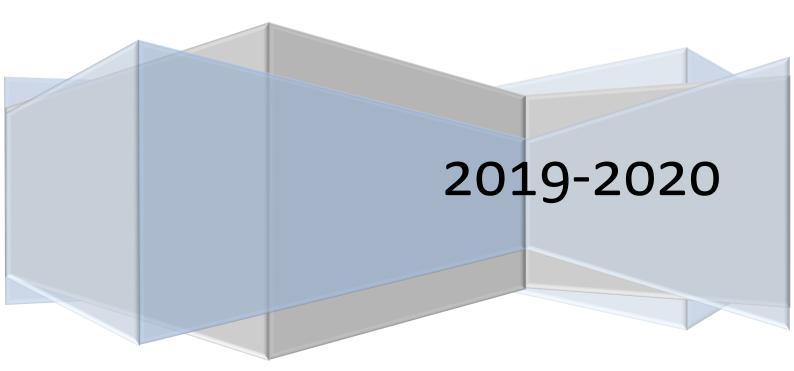
PISA

User Manual

Uploading of Data of Competency & Creative Thinking Practice

CBSE



<u>Index</u>

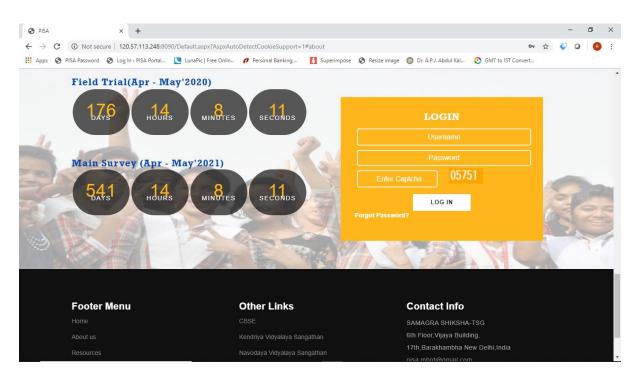
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General Guidelines

- The website will be used for uploading students' data after the teachers evaluate the CCT practice papers of all students (Science, Mathematics and Reading).
- The data of only those students which comprise the PISA population is to be uploaded.
- The scoring key of the CCT practice has items that may have following credits :
 - a. Full Credit FC
 - b. Partial Credit PC
 - c. No Credit NC
 - d. Not Attempted NA
 - e. Absent AB

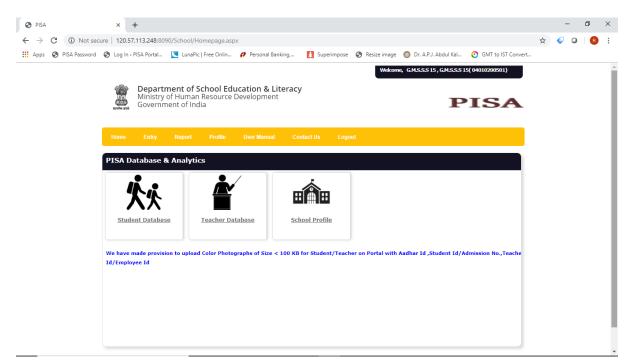
Procedure to Upload Data

- Open website using seshagun.gov.in or http://120.57.113.248:8090
- Click on Login given at top right corner of the browser, following screen will appear :



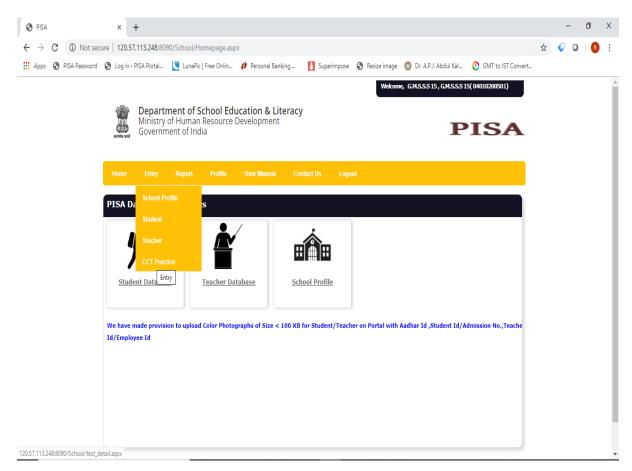
• Login with your school username and password which was given for PISA website. Use username as the 11 digit UDISE code of your school.

• After login, following screen will appear



CCT Practice Paper Entry Module

• Click on Entry -> CCT Practice as shown in the screen



• After clicking the Entry -> CCT Practice, following screen will appear

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- Select the Academic year as 2019-2020 and Month October
- Select the Subject :
 - Science & Mathematics
 - Reading
- Select the translated version of the CCT Practice paper :
 - o English
 - \circ Hindi
- Select the Class for which the evaluation data is to be uploaded
 - o 6th
 - \circ 7th
 - 0 8th
 - \circ 9th
 - \circ 10th

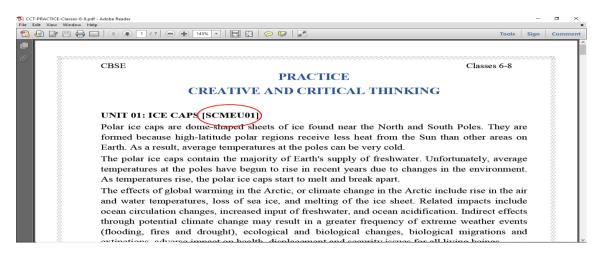
In case the parameters (Subject / Version / Class) are to be changed, the "**Reset**" button should be used as shown below:

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After selecting all the parameters, the student list will be shown as in the grid below:

- The list will be shown according to the version and class selected. In the example above, the version is English and class is 6th, so the list here shows only those students who are studying in Class 6th and have Medium as "English" in Student profile entry module.
- Before starting the entry, please refer to the labels given in the topmost row of the grid (shown above). The column heads are detailed below :
 - **SI.No. :** The unique system identity of the student
 - **Student Name :** The name of the student studying in Class 6th and with the Medium English
 - SCMEU01 : This label will change according to the Subject (Science / Mathematics / Reading) chosen to enter the evaluation results. The same heading was also provided in the CCT Practice paper of each Unit, as shown below :



Each Unit code will be displayed in the form of label in the entry module, before entering the result be sure to check the **Unit Code**

- **Q01..Q02..Q03..Q04** : In each drop down of each question , you have to select the evaluation result in the form of :
 - Full Credit
 - Partial Credit
 - No Credit
 - Not Attempted
 - Absent

As shown in the screen below:

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Modification of the Uploaded Data

Following procedure to be followed for modification :

- Open the CCT Practice module, select all the parameters required (Subject / Version / Class).
- The data will be retrieved according to the parameters selected.
- The data which was not freeze by the user can be modified easily by clicking the drop-down list of each questions.

Saving the Uploaded Data

To Save the record, scroll to the right and click on " 🖺 "Save Button .

Locking the Uploaded Data

After each entry the data should be locked , click on image to **freeze the evaluated result** for the student. Please be sure at the time of clicking lock button, once clicked the data for the student will not be modified again.

The locked data will be highlighted **"GREEN"** as shown in the figure

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