

Online Mentoring Tracker for the LEP Programme

User manual for Mentor 1

Objective of the tracker: To capture accurate data on implementation of the LEP in all primary schools and streamline the program.

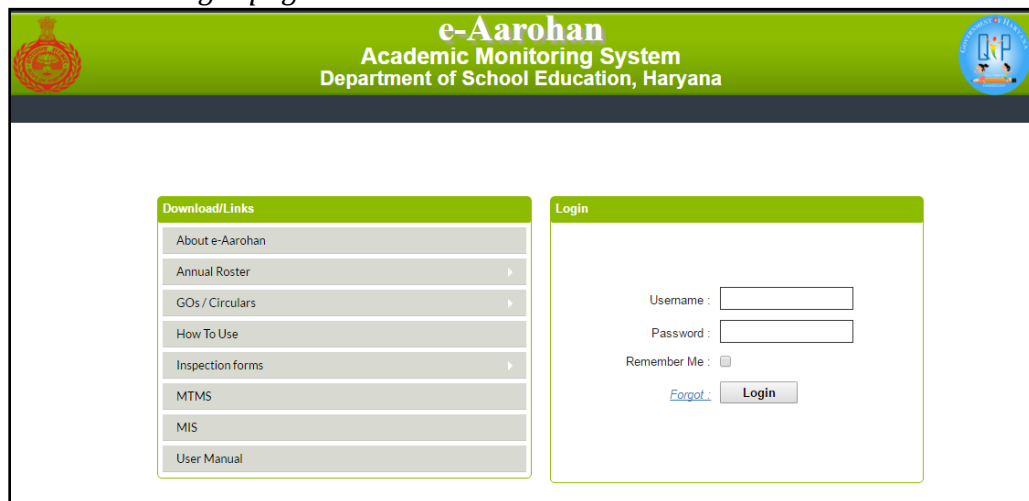
Please go through this step-by-step user manual carefully before operating the tracker.

1. **Step 1:** Login
2. **Step 2:** Dashboard
3. **Step 3:** Fill in information for Attendance and Assessment of the LEP process
4. **Step 4:** Fill in information for Student Assessment 3(a) section
5. **Step 5:** Fill in information for Overall Assessment 3(b) section

Step 1: Login

1. **Enter the link** for the tracker (<http://www.dsehry.in/AMSWeb/>) in your web browser and click on Enter.
2. **Enter your Mentor ID and Password** – these have been provided on the SCERT website (<http://scertharyana.gov.in/lep-mentoring/>)
3. Click on "**LOGIN**".

Screenshot: Login page



e-Aarohan
Academic Monitoring System
Department of School Education, Haryana

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Login

Username :

Password :

Remember Me : ☐

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Step 2: Dashboard

1. You will see the list of schools that are allocated to you for LEP mentoring, the number of visits you have done and the number of visits pending.
2. You will also see the total number of issues identified by you, the type of issues identified and the number of issues still pending (to be resolved).
3. Click on **"LEP Mentoring"** tab to fill the mentoring visit report.
4. You will then need to select the school, visit type, observation month and year to create a new entry. Then click on **"CREATE NEW VISIT"**. You can also simply click on the **"Not yet filled/ अभी तक नहीं भरा"** under Visit 1 or Visit 2 and a new form will open up.

Tip 1: You will not be able to create a repeat entry for a school once you have visited it in a given month. If you have visited a school and filled the visit details, you will see "Filled/भरा" instead of "Not yet filled/ अभी तक नहीं भरा".

Screenshot: Dashboard page

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Welcome : GHS RAMPUR CHHAPRA_LEPM_100_Others Contact Us Change Password Logout

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DASHBOARD ACTIONS LEP MENTORING REPORT

Dashboard For Current Month

Own Visit Detail:

Visits To Be Done	Total Visits Done	% Visits Done	Issue Identified	Issue Pending	% Issue Pending
2	1	50.00	2	2	100.00

Total Visits : 2

School Code	Location	Visits Required	Visits Done	Pending Visits
10411	Hamidpur	1	1	0
10414	Rampur Chappra	1	0	1

Total Issue Identified: 2

Action Type	Issue Identified
LEP not being conducted due to lack of books	1
Teaching not adapted for two levels of learners	1
Teacher present but LEP not being conducted	0
Lesson plan not being followed	0
Mulyankan soochi not being followed	0

Dashboard

Screenshot: LEP Mentoring page

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DASHBOARD ACTIONS **LEP MENTORING** MEETING REPORT

LEP Mentoring Details

School / विद्यालय : -- Select -- Visit Type / विज़िट प्रकार : -- Select --
Observation Month / अवलोकन माह : -- Month -- Observation Year / अवलोकन वर्ष : -- Select --

Create New Visit

Assigned Schools Details For Current Month / वर्तमान माह में आवंटित स्कूलों का विवरण

School Code	School	Block	District	Visit 1 Completed	Visit 2 Completed
10241	Ram Nagar_GPS	Barara	Ambala	Not yet filled/अभी तक नहीं भरा	Not yet filled/अभी तक नहीं भरा
10265	Ugala_GGPS	Barara	Ambala	Not yet filled/अभी तक नहीं भरा	Not yet filled/अभी तक नहीं भरा
10278	Mangalpur_GPS	Barara	Ambala	Not yet filled/अभी तक नहीं भरा	Not yet filled/अभी तक नहीं भरा
10279	Prem Nagar_GGPS	Barara	Ambala	Not yet filled/अभी तक नहीं भरा	Not yet filled/अभी तक नहीं भरा

Step 3: Fill in information for Attendance and Assessment of the LEP process


1. The form is broadly divided into 4 sections – Attendance, Assessment of the LEP process, Student Assessment and Overall Assessment. At the top there are fields for date and school details.
2. You will notice a few fields are in pink color and are pre-filled. The other fields need to be filled by you. Fill the **date of the visit** and the **subject being taught** on the day of the visit.

Tip 2: You should fill the date of the visit and not the date you are filling the form.

3. Next, fill the attendance data required in the Attendance section of the form.
4. Click on the blue band for "Assessment of the LEP process" section. The section will open up.
5. Answer the 4 questions in the "Assessment of the LEP process" section.

Tip 3: You can only choose the reason for LEP not happening if you select 'No' on the first question.


Screenshot: Form for Visit-I



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DASHBOARD ACTIONS LEP MENTORING MEETING ▾ REPORT ▾

LEP Mentoring Visit 1

District / जिला : <input type="text" value="Ambala"/> Name of School / स्कूल का नाम : <input type="text" value="Ram Nagar_GPS_10"/> Total students / कुल छात्र : <input type="text" value="8"/> Mentor Name / मेंटर का नाम : <input type="text" value="GSSS UGALA"/> Date of Visit / दिनांक (विज़िट) : <input type="text"/> Classes covered while visit / विज़िट के दौरान निरीक्षित कक्षा : <input type="text" value="Visit 1 (Class 1-2)"/>	Block / ब्लॉक : <input type="text" value="Barara"/> School code / स्कूल कोड : <input type="text" value="10241"/> Total teachers / कुल अध्यापक : <input type="text" value="0"/> Mentor ID / मेंटर ID : <input type="text" value="LEPM_1"/> Day of Visit / दिन (विज़िट) : <input type="text"/> Subject being taught while visit / विज़िट के दौरान पढ़ाया जा रहा विषय : <input type="text" value="--Select--"/>
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1. Attendance / उपस्थिति

Was the HT/ in-charge present on the day of your visit? / क्या हेड टीचर / स्कूल प्रभारी विज़िट वाले दिन उपस्थित थे ? :	<input type="radio"/> Yes <input type="radio"/> No
Students present on the day of visit (total across Class 1-5) / विज़िट के दिन उपस्थित छात्रों की संख्या [सभी कक्षाओं (कक्षा 1 से 5) को मिला कर] :	<input style="width: 100px;" type="text"/>
Teachers present on the day of visit (total across Class 1-5) / विज़िट के दिन उपस्थित शिक्षकों की संख्या [सभी कक्षाओं (कक्षा 1 से 5) को मिला कर] :	<input style="width: 100px;" type="text"/>

2. Assessment of the LEP process (through classroom observation, discussion with teachers) एनईपी प्रक्रिया का आकलन (कक्षा में अवलोकन एवं शिक्षकों के साथ चर्चा के माध्यम से)

3(a). Student assessment (on 2 competencies covered during the visit) विद्यार्थी मूल्यांकन (विज़िट के दौरान पूरी गयी 2 दक्षताओं पर आधारित)

3(b). Overall assessment / समग्र मूल्यांकन

Screenshot: Assessment of the LEP Process section

2. Assessment of the LEP process (through classroom observation, discussion with teachers) एलईपी प्रक्रिया का आकलन (कक्षा में अवलोकन एवं शिक्षकों के साथ चर्चा के माध्यम से)

Classes	Does the class spend the first 1 hour of the day (say, 8.30 a.m. -9:30 a.m.) on the LEP?(Yes/No) क्या कक्षा के पहले घंटे (उदाहरण हेतु- सुबह ८.३०-९.३०) में LEP कराया जा रहा था?(हाँ/नहीं)	Choose one or many amongst the possible reasons for LEP not being conducted in classes कक्षा में LEP ना आयोजित करने के एक या कई संभावित कारणों को चुनें-					If the teacher post is vacant or the teacher is on leave/absent, please specify which teacher is teaching this class यदि शिक्षक किसी कारण अनुपस्थित है या शिक्षक रिक्ति है तो यह स्पष्ट करें की इस कक्षा को किस कक्षा के शिक्षक पढ़ा रहे हैं
		Lack of books पुस्तकों की कमी	Teacher absent / on leave शिक्षक अनुपस्थित / छुट्टी पर	Teacher Vacancy शिक्षक रिक्ति	Training of teachers is not done शिक्षकों की ट्रेनिंग नहीं हुई है	Teacher present but LEP not conducted शिक्षक उपस्थित लेकिन एल इ पी नहीं हुआ	
Class 1	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	--Select--
Class 2	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	--Select--

Classes	Is the teacher recording whether students have acquired the LEP competencies or not in the competency tracker ("mulyankan suchi") given in the books? (Yes/ No) क्या शिक्षक LEP की पुस्तकों में दी गयी मूल्यांकन सूची में छात्रों की दक्षताओं(competencies) में प्रगति दर्ज कर रहे हैं ?(हाँ/नहीं)	Is the teacher following the detailed lesson plan and activities as given in the LEP book to teach students? (Yes / No) क्या अध्यापक LEP की पुस्तकों में दिए गए विस्तृत lesson plan और गतिविधियों का उपयोग कर रहे हैं ? (हाँ/ नहीं)	Are students engaged in the program? क्या LEP कार्यक्रम में छात्र संलग्न थे ?
Class 1	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Most students <input type="checkbox"/> Some students <input type="checkbox"/> Almost no students
Class 2	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Most students <input type="checkbox"/> Some students <input type="checkbox"/> Almost no students

Remark / टिप्पणी

Below are the questions covered so far and the list of answers in the required formats.

Questions	Possible answers (select appropriate answer from drop down)
(School/ Date Details)	
Total Students	Text field; enter total number of students, in numeric format
Total Teachers	Text field; enter total number of teachers, in numeric format
Date and Day of Visit 1	Select the date of the visit, day will get filled automatically



Subject being taught on Visit 1	Mathematics/ English/ Hindi (choose the appropriate option from the drop down menu)
Section-I: Attendance	
Was the HT/ in-charge present on the day of your visit?	Yes/ No
Students present on the day of visit (total across Class 1-5)	Text field; enter actual number of students present on that day, in numeric format
Teachers present on the day of visit (total across Class 1-5)	Text field; enter actual number of teachers present on that day, in numeric format
Section-II: Assessment of the LEP process	Assessment of the LEP process (through classroom observation, discussion with teachers)
Does the class spend the first 1 hour of the day (say, 8.30 a.m. - 9:30 a.m.) on the LEP?	Yes/ No
Is the teacher following the detailed lesson plan and activities as given in the LEP book to teach students	Yes/ No
Is the teacher recording whether students have acquired the LEP competencies in the Assessment tracker (<i>Mulyankan Soochi</i>) given in the books?	Yes/ No
Are students engaged in the program?	<ul style="list-style-type: none"> • Most Students- Select this option if more than 60% of the students in the class seem interested. • Some Students- Select this option if 20%-60% students in the class seem interested. • Almost No Students- Select this option if very few or no students in the class seem interested.
Other comments / remarks	You can use this box to enter any other information that you

(optional)	think may be relevant.
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Step 4: Fill in information for Student Assessment 3(a) section

1. Click on the blue band "3(a) Student Assessment" to open the section.
2. Fill up the information for each student as follows:
 - a. **Select the Class** of the student (Class 1/ Class 2)
 - b. **Select the Subject** tested (Hindi/ English/ Mathematics).
 - c. **Enter the Student Name.**
 - d. **Select Competency 1** (the first competency the student was tested on for the subject) from the drop down menu.
This should be a competency that has already been covered in class.

Tip 4: Teachers record the competencies covered in the class in the competency tracker (Mulyankan Soochi). This can be found at the back of the LEP book.

- e. **Enter the Total Questions** asked and **Total Answered Correctly** as numeric fields for the first competency. The % score will automatically be calculated.
- f. **Select Competency 2** (the second competency the student was tested on for the subject) from the drop down menu. Please note that you cannot leave the second competency blank (i.e., you must select 2 competencies). This should be a competency that has already been covered in class.
- g. **Enter the Total Questions** asked and **Total Answered Correctly** as numeric fields for the second competency. The % score will automatically be calculated.
- h. **Click on "Add"** once the student entry is complete. You can delete any student's entry using  button and then clicking "OK" in the dialogue box that opens. You can edit any student's entry using  button and then clicking "UPDATE".

Tip 5: It is recommended to assess about 5 students per class, per subject as a representative sample of the learning level of students in the class.



Screenshot: Form for Visit-I: Student Assessment

1. Attendance / उपस्थिति											
2. Assessment of the LEP process (through classroom observation, discussion with teachers) एलईपी प्रक्रिया का आकलन (कक्षा में अवलोकन एवं शिक्षकों के साथ चर्चा के माध्यम से)											
3(a). Student assessment (on 2 competencies covered during the visit) विद्यार्थी मूल्यांकन (विज़िट के दौरान पूछी गयी 2 दक्षताओं पर आधारित)											
Class / कक्षा	Subject / विषय	Name of student / छात्र का नाम	Competency 1 assessed / दक्षता 1 जिस पर मूल्यांकन हुआ			Competency 2 assessed / दक्षता 2 जिस पर मूल्यांकन हुआ				Add More	
			Competency / दक्षता	Total Question / कुल प्रश्न	# Qs answered correctly / कुल सही जवाब	% score / स्कोर	Competency / दक्षता	Total Question / कुल प्रश्न	# Qs answered correctly / कुल सही जवाब		% score / स्कोर
I	English	Sabir	Unit 1-Introduces	5	4	80.00	-- Select --			0	Add
Subjects	Student assessment / विद्यार्थी मूल्यांकन		Class 1 / कक्षा 1				Unit 1-Recites poems with appropriate actions and gestures Unit 2-Speaks the names of objects in their immediate surroundings Unit 2-Speaks number names from one to ten Unit 2-Talks about family members Unit 3-Speaks the names of birds in their immediate surroundings Unit 3-Speaks the names of animals in their immediate surroundings Unit 3-Writes letters of the alphabet, capital and small (A to H) Unit 4-Speaks the names of parts of body Unit 4-Talks about healthy habits Unit 4-Understands simple yes/no type questions Unit 4-Writes letters of the alphabet, capital and small (I to Q) Unit 5-Speaks the names of fruits and vegetables Unit 5-Speaks the names of different colours Unit 5-Understands and follow simple instructions Unit 5-Writes letters of the alphabet, capital and small (R to Z)				
	Total Students assessed / कुल छात्र जिनका मूल्यांकन हुआ		0								
	Competency 1 assessed / दक्षता 1 जिस पर मूल्यांकन हुआ										
	Number of students that have acquired competency 1 / कुल छात्र जिन्होंने दक्षता 1 में योग्यता हासिल कर ली हैं		0								
	Competency 2 assessed / दक्षता 2 जिस पर मूल्यांकन हुआ										
	Number of students that have acquired competency 2 / कुल छात्र जिन्होंने दक्षता 2 में योग्यता हासिल कर ली हैं		0								

Select the competency from dropdown menu

- The Student Assessment Result form (shown below) will get filled automatically as per your input for Student Assessment in the step above.

Screenshot: Form for Visit-I - Student Assessment Result

Edit / Delete	Class / कक्षा	Subject / विषय	Name of student / छात्र का नाम	Competency 1 assessed / दक्षता 1 जिस पर मूल्यांकन हुआ				Competency 2 assessed / दक्षता 2 जिस पर मूल्यांकन हुआ				Overall / समग्र		
				Competency / दक्षता	Total Question / कुल प्रश्न	# Qs answered correctly / कुल सही जवाब	% score / स्कोर	Competency / दक्षता	Total Question / कुल प्रश्न	# Qs answered correctly / कुल सही जवाब	% score / स्कोर	Total Qs / कुल प्रश्न	# Qs answered correctly / कुल सही जवाब	% score / स्कोर
 	I	English	Sabir	37	5	4	80.00	38	5	1	20.00	10	5	50.0

Subjects	Student assessment / विद्यार्थी मूल्यांकन	Class 1 / कक्षा 1	Class 2 / कक्षा 2
Hindi / हिंदी	Total Students assessed / कुल छात्र जिनका मूल्यांकन हुआ	<input type="text" value="0"/>	<input type="text" value="0"/>
	Competency 1 assessed / दक्षता 1 जिस पर मूल्यांकन हुआ	<input type="text"/>	<input type="text"/>
	Number of students that have acquired competency 1 / कुल छात्र जिन्होंने दक्षता 1 में योग्यता हासिल कर ली हैं	<input type="text" value="0"/>	<input type="text" value="0"/>
	Competency 2 assessed / दक्षता 2 जिस पर मूल्यांकन हुआ	<input type="text"/>	<input type="text"/>
	Number of students that have acquired competency 2 / कुल छात्र जिन्होंने दक्षता 2 में योग्यता हासिल कर ली हैं	<input type="text" value="0"/>	<input type="text" value="0"/>
English / अंग्रेज़ी	Total Students assessed / कुल छात्र जिनका मूल्यांकन हुआ	<input type="text" value="1"/>	<input type="text" value="0"/>
	Competency 1 assessed / दक्षता 1 जिस पर मूल्यांकन हुआ	Unit 1-Introduces oneself in simple sentences	<input type="text"/>
	Number of students that have acquired competency 1 / कुल छात्र जिन्होंने दक्षता 1 में योग्यता हासिल कर ली हैं	<input type="text" value="1"/>	<input type="text" value="0"/>
	Competency 2 assessed / दक्षता 2 जिस पर मूल्यांकन हुआ	Unit 1-Recites poems with appropriate actions and gestures	<input type="text"/>
	Number of students that have	<input type="text"/>	<input type="text"/>

Assessment results are updated automatically

Step 5: Fill in information for Overall Assessment 3(b) section

1. If the student assessment results are not satisfactory, you will need to fill the Student Assessment 3(b) section.
2. Click on the blue band to open the 'Student Assessment 3(b)' section.
3. Choose the appropriate answer from the drop down menu to select the reason you think the student performance was not satisfactory.
4. Click on "SUBMIT".

- After submitting, click on "OK" in the dialogue box that opens. You will notice, on the LEP Mentoring page, status of your visit will be modified as "Filled/भरा".
- If you visit the dashboard page now, you will notice that the visit completion and issues identified by you, will be reflected on the page.

Screenshot: Form for Visit-I - Overall Assessment 3(b)

LEP Mentoring Visit 1	
District / जिला : Ambala	Block / ब्लॉक : Barara
Name of School / स्कूल का नाम : Ram Nagar_GPS_10	School code / स्कूल कोड : 10241
Total students / कुल छात्र : 8	Total teachers / कुल अध्यापक : 5
Mentor Name / मेंटर का नाम : GSSS UGALA	Mentor ID / मेंटर ID : LEPM_1
Date of Visit / दिनांक (विज़िट) : 08/31/2016	Day of Visit / दिन (विज़िट) : Wednesday
Classes covered while visit / विज़िट के दौरान निरीक्षित कक्षा : Visit 1 (Class 1-2)	Subject being taught while visit / विज़िट के दौरान पढ़ाया जा रहा विषय : English
<p>1. Attendance / उपस्थिति</p> <p>2. Assessment of the LEP process (through classroom observation, discussion with teachers) एलईपी प्रक्रिया का आकलन (कक्षा में अवलोकन एवं शिक्षकों के साथ चर्चा के माध्यम से)</p> <p>3(a). Student assessment (on 2 competencies covered during the visit) विद्यार्थी मूल्यांकन (विज़िट के दौरान पूछी गयी 2 दक्षताओं पर आधारित)</p> <p>3(b). Overall assessment / समय मूल्यांकन</p>	
Submit	

LEP Mentoring Visit 1	
<p>1. Attendance / उपस्थिति</p> <p>2. Assessment of the LEP process (through classroom observation, discussion with teachers) एलईपी प्रक्रिया का आकलन (कक्षा में अवलोकन एवं शिक्षकों के साथ चर्चा के माध्यम से)</p> <p>3(a). Student assessment (on 2 competencies covered during the visit) विद्यार्थी मूल्यांकन (विज़िट के दौरान पूछी गयी 2 दक्षताओं पर आधारित)</p> <p>3(b). Overall assessment / समय मूल्यांकन</p>	
What are the reasons for low performance of the students? / छात्रों के खराब प्रदर्शन के कारण क्या है ?	Select
1. Children need to spend more time on competencies tested / जाँची गयी दक्षता को समझने के लिए छात्रों को समय लगेगा	<input type="checkbox"/>
2. High absenteeism of students / छात्रों की निरंतर अनुपस्थिति	<input type="checkbox"/>
3. High absenteeism of teachers / शिक्षकों की निरंतर अनुपस्थिति	<input type="checkbox"/>
4. Training of teachers is not done / शिक्षकों की ट्रेनिंग नहीं हुई है	<input type="checkbox"/>
5. Teacher present but LEP not conducted / शिक्षक उपस्थित लेकिन एल इ पी नहीं हुआ	<input type="checkbox"/>
6. Teacher Vacancy / शिक्षक रिक्ति	<input type="checkbox"/>
7. Lack of books / पुस्तकों की कमी	<input type="checkbox"/>
Remark / टिप्पणी	
Submit	

Screenshot: LEP mentoring page after submitting form for Visit 1

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 Department of School Education, Haryana

DASHBOARD ACTIONS LEP MENTORING MEETING ▾ REPORT ▾

LEP Mentoring Details

School / विद्यालय : -- Select --
 Observation Month / अवलोकन माह : -- Month --

Visit Type / विजिट प्रकार : -- Select --
 Observation Year / अवलोकन वर्ष : -- Select --

Create New Visit

Assigned Schools Details For Current Month / वर्तमान माह में आवंटित स्कूलों का विवरण

School Code	School	Block	District	Visit 1 Completed	Visit 2 Completed
10241	Ram Nagar_GPS	Barara	Ambala	Filled/भरा	Not yet filled/अभी तक नहीं भरा
10265	Ugala_GGPS	Barara	Ambala	Not yet filled/अभी तक नहीं भरा	Not yet filled/अभी तक नहीं भरा
10278	Mangalpur_GPS	Barara	Ambala	Not yet filled/अभी तक नहीं भरा	Not yet filled/अभी तक नहीं भरा
10279	Prem Nagar_GGPS	Barara	Ambala	Not yet filled/अभी तक नहीं भरा	Not yet filled/अभी तक नहीं भरा

Screenshot: LEP Dashboard after submitting form for Visit 1

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Dashboard For Current Month

Own Visit Detail:

Visits To Be Done	Total Visits Done	% Visits Done	Issue Identified	Issue Pending	% Issue Pending
4	1	0	2	2	100.00

Total Visits : 4

School Code	Location	Visits Required	Visits Done	Pending Visits
10278	Mangalpur	1	0	1
10279	Prem Nagar	1	0	1
10241	Ram Nagar	1	1	0
10265	Ugala	1	0	1

Total Issue Identified: 2

Action Type	Issue Identified
Lesson plan not being followed	1
Mulyankan soochi not being followed	1
Teaching not adapted for two levels of learners	0
Teacher present but LEP not being conducted	0
LEP not being conducted due to lack of books	0

Tip 6: Follow the same steps for filing the form for Visit 2. Choose Visit 2 on the dashboard page or you can simply click on the "Not yet filled/ अभी तक नहीं भरा" under Visit 2 and a new Visit 2 form will open up for the respective school.

Troubleshooting

- In case of any clarifications on the pro-forma, you can email us on lepharyana@gmail.com. The subject line should be "Query: Mentoring utility tool, <block name>, <district name>". In the email, please specify your name, mobile number, and specific query.
- You can also post your query on the Whatsapp group for your division.