

**Frequently Asked Questions on Projects' Capability**  
**Vidya Amrit Mahotsav**

GENERAL
<p><b>What is project capability? How can I use it for Vidya Amrit Mahotsav (VAM)?</b></p> <p>Micro-improvement projects can be taken up for a particular time to bring in the desired changes in any process, program or activity. For VAM, school leaders and teachers can do the project that is assigned to them by their respective states.</p>
<p><b>Who has access to the project capability on the DIKSHA app?</b></p> <p>Currently, project capability for VAM is available for the 'HT and other officials' and 'Teacher' role on the Diksha app.</p>
<p><b>How can I find the projects of Vidya Amrit Mahotsav?</b></p> <p>You can find the DIKSHA project via 4 ways:</p> <ul style="list-style-type: none"><li>● Find Project via Link shared by the state</li><li>● Find Project via QR Code shared by the state</li><li>● Find Project via Programs tile in DIKSHA Homepage.</li><li>● Find Project via Projects tile in DIKSHA Homepage.</li></ul>

PROFILE UPDATE
<p><b>Can I access the project if my profile is not updated?</b></p> <p>No. You have to update the profile on DIKSHA in order to access the project</p>
<p><b>What is 'HT &amp; other Officials' role on DIKSHA?</b></p> <p>'HT &amp; other Officials' roles are for users who are at different leadership positions in the education department for example, school headmasters, cluster level officials, block and district level officials. Users who choose their role as HT &amp; official will see another field of sub-role in their profile section. They can choose the relevant designation as per their content preference. They will also see a range of options in their homepage which will help them to learn, manage and act.</p>
<p><b>How do I login as HT and other officials on DIKSHA if I am a first time user?</b></p> <p>Follow these simple steps:</p> <ol style="list-style-type: none"> <li>1. Download the app and open it</li> <li>2. Choose your preferred language</li> <li>3. Select Role as 'HT and other official'</li> <li>4. Continue with the login process.</li> </ol>
<p><b>What is the sub role in Diksha?</b></p> <p>The option of Sub-role appears in your profile when you choose the role of 'HT &amp; officials'. It is the list of all designations that exist in the state. You can choose appropriate designation to get access to desired content/observation form/project. Examples of sub-role on Diksha are Head Teacher, BEO, CRP, DEO etc.</p>
<p><b>What does Profile page constitute for 'HT &amp; official' role on Diksha?</b></p> <p>Profile page has username details, DIKSHA ID, content preference details, Board details, contact details and your learning details. You can click on 'Edit Profile' option to update your role, sub-role, your assigned district/block/school as per your designation.</p>
<p><b>How can I update my profile to access the project ?</b></p>

1. Click on the Profile Icon.
2. Click on the edit button.
3. Select role as HT & official or Teacher.
4. If you selected 'HT and official', select your sub-role.
5. Select your state, district, cluster, block and school.
6. Click on submit.

**How will I access the projects assigned to me under the 'HT and official' role?**

1. Click on the Program Tile on DIKSHA Home page
2. Select the Program title 'VAM\_StateName'
3. Select the VAM projects assigned to you.
4. Start the project that you wish to take.

**How will I access the projects assigned to me under the 'Teacher' role?**

1. Update your profile to the 'Teacher' role and click on submit
2. Update your board. E.g. If State is UP, Board will be UP
3. From the home page, click on Burger menu (Three dash on the top left corner)
4. Select 'Try new DIKSHA Experience'

Note-The user gets a pop-up for it every time they log in on the app.

**If I am already logged in as a 'Teacher', how do I change my role to 'HT and Officials'?**

1. Click on the 'Profile' option on the homepage
2. Click on 'Edit' option below Role and Location details
3. Choose your role as 'HT & Officials'
4. Choose your Sub Role
5. Fill other necessary details like district, cluster, school
5. Click on 'Submit'

**How can I update my District/Block/Cluster/School?**

1. Click on the 'Profile' button on the homepage
2. Click on 'Edit' below your Role and Location details
3. Update your District, Block, Cluster and School
4. Click on 'Submit'

**How will I see the programs and other resources relevant to me?**

To see the programs relevant to your sub role and location, you will be required to update your profile from the 'Profile' tab. Once the profile is updated, you will have access to the relevant programs and resources from the homescreen.

**PROJECT DISCOVERY****Can I access the Project if I'm offline?**

For accessing a project offline, please download the project. To download the project,

1. Click on the project tile
2. Come to the project listing page
3. Click on the download icon for the project to download

**How can I access the project if I do not have the Diksha app installed on my phone?**

You need to install the DIKSHA app on your phone in order to access Projects. To download the DIKSHA app you need to go to the playstore and type DIKSHA on the search option. Select DIKSHA- Platform for school education. Click on install and open the app.

**How can I access the project via link if I am a guest user?**

No user can access projects as a guest user.

### **How can I access the project via programs tiles ?**

**Note: Program tile is only available for HT & Officials role**

1. Open the Diksha app.
2. Click on the program tile
3. Select the Vidya Amrit program mapped to you
4. Click on the project
5. Now you can work on the project

### **How can I access the project via link?**

1. Click on the project link.
2. You will be redirected to Diksha's project page.
3. Click on the start button.
4. Now you can work on the project.

### **How can I access the project via link if I am a new user on Diksha?**

If you don't have the app it will take you to an intermediate page where you will be asked to download the app. If you have the app and you have not logged in, it will redirect you to the login page

### **How can I access the project via QR code ?**

1. Once you get the QR Code, open Diksha App.
2. Open the QR Code scanner and scan the QR Code.
3. Your Project will open.
4. Start using the Project.

## EDITING A PROJECT

### Can I edit the assigned projects for VAM?

Yes, you can edit details like Project Objective, Start date, End date, Tasks or Subtasks etc. in the assigned project by the state. Follow the steps given below to edit-

1. Click on the 'Projects' tile on the homepage.
2. Choose the VAM Project that you wish to edit or modify.
3. Click on the three dots on the top right corner of the screen.
4. Select the 'Edit' option.

### Can I share the projects and tasks with my peers?

Yes, you can choose to share the entire project or a particular task in the project. The project and tasks can be shared as PDF files via different sharing platforms- eg: Mail, WhatsApp etc.

### How do I access learning resources attached in the project?

1. Click on the 'Projects' tile on the homepage.
2. Select the 'Assigned To Me' option.
3. Choose your Project.
4. All the learning resources attached to your Project will be mentioned below Project details.
5. Click on 'View Resources' to access it.
6. You may also see the 'View Resources' icon at a few task levels. Click on the same to view the resources

Please note : Not all the projects will have the learning resources attached to them

### How can I change the status of the task?

1. On the left side of the task, click on the three dots.
2. Click on Edit.
3. Click on the status.
4. Change the status of the task as per the progress.

### **How can I mark my task complete?**

1. On the left side of the task, click on the three dots.
2. Click on Edit.
3. Click on the status.
4. Change the status of the task as completed.

### **How can I attach evidence to my task?**

1. Mark your task complete,
2. Click on 'Add files options'
3. Accept the terms and click on upload.
4. Click on 'Attach files'
5. Select the source.
6. Select the evidence. You will see notification- 'Attached successfully'.

### **Where can I view my attached evidence?**

Click on the files option from your project home page to access images, files and links you have attached as evidence.

### **How do I sync my project?**

1. Click on the project under the 'Project' tab that you want to sync.
2. Click on the sync button on the project page.

Please note : The icon turns green once sync is successful.

### **Can I track the progress of the tasks in the improvement projects?**

Yes, with Diksha Project you can easily track the progress of different tasks in the project. It also allows you to assign timelines to your tasks and mark the status of the task.

### **How can I access reports?**

Follow these steps to access reports-

1. Click on the 'Reports' tile on the homepage
2. Click on 'Improvement Projects'
3. View the report