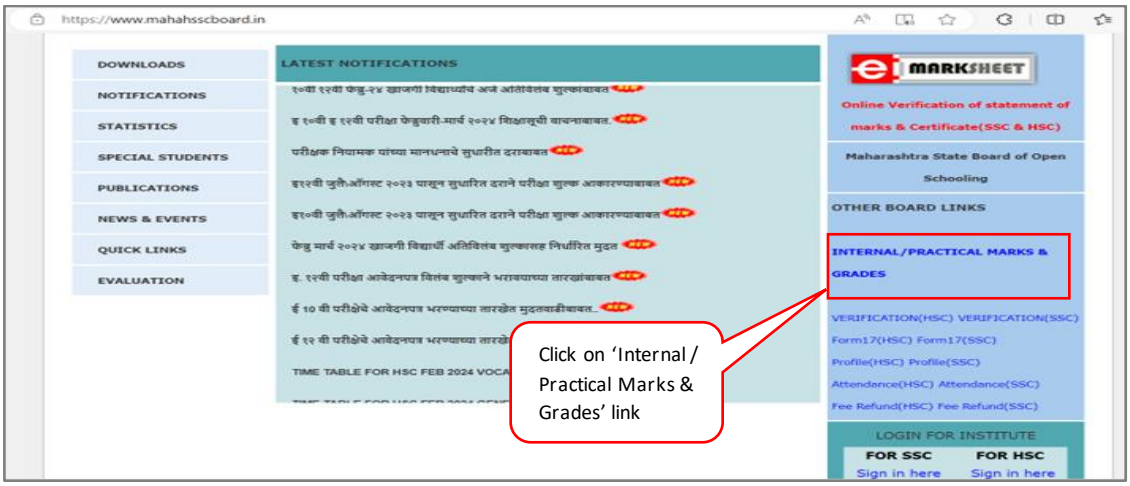
User Manual

Internal Assessment Marks Entry Module

Open the website of the state board (mahahsscboard.in) and click on the "Internal / Practical Marks & Grades" link to access the Internal Assessment marks entry module, which is available on the right side of the home page of the State Boards official website.

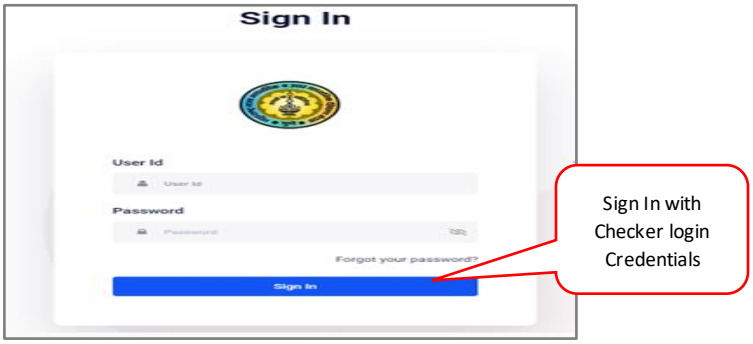


Login to Internal / Practical Marks & Grades module

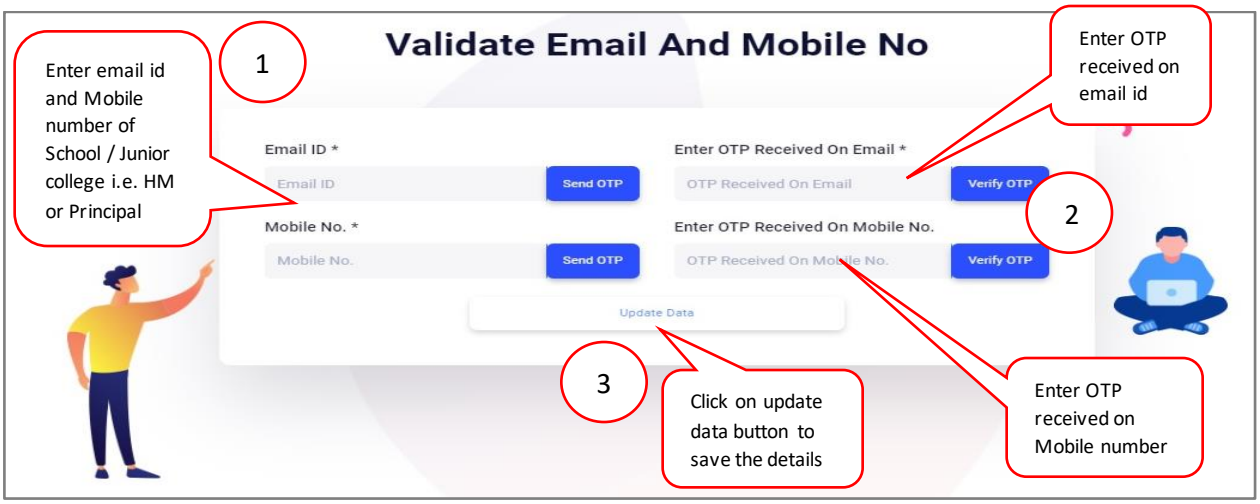
After clicking on the link, a login page will be opened. Users are required to enter their login id and password. Schools / Junior Colleges can use their existing user id and password of current application forms system.

Please note that, login of school / junior colleges can be used by the respective Headmaster / Principal. This login will be used as "**Checker**" login for various activities to be performed in the system.

Based on the type of the users, system will provide the various menus / options which can be used by the users.



If school / junior colleges are logging-in first time in this system, then you are required to submit your valid "Mobile Number and Email id". Kindly enter the valid mobile number and email id. Once the valid mobile number and email id is entered, system will send separate One Time Password (OTP) to mobile number and email id. Users are required to enter the respective OTP to validate the entered mobile number and email id.

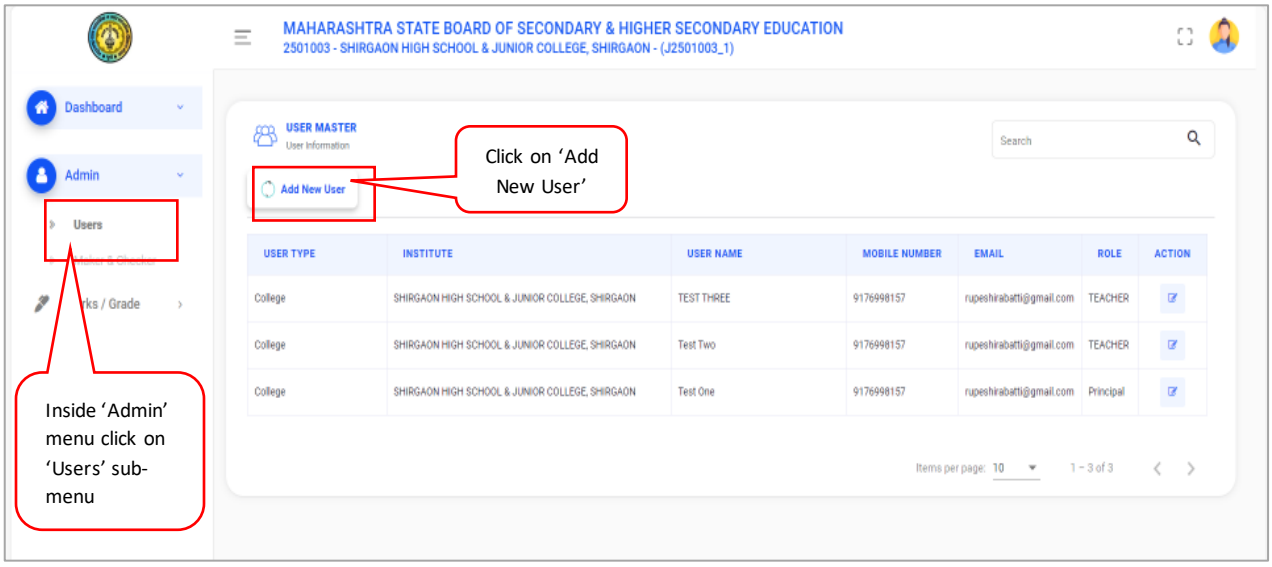


New User Creation (i.e., Maker user)

After login from Checker user (i.e., Principal or Headmaster), checker is required to create some maker user (may be teacher or clerk) for the entry of internal assessment marks. In this system, Maker user are required to enter the marks and sent to checker user for verification. Checker users are required to verify / update the marks entered by the maker user and submit to the Divisional Board.

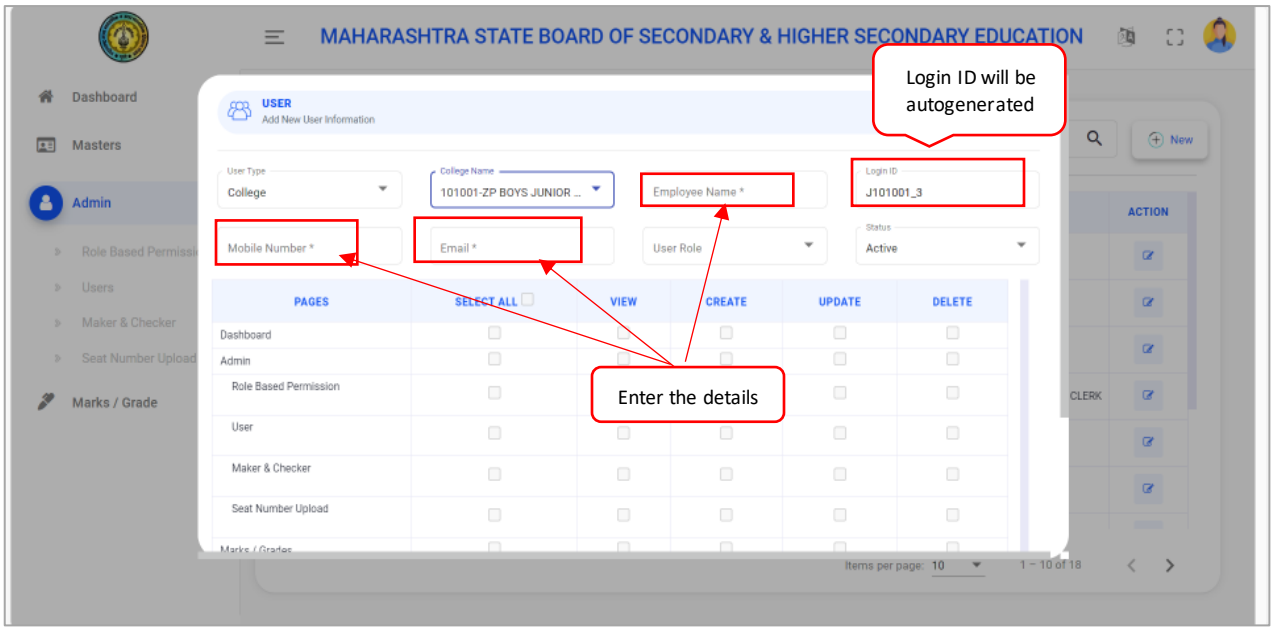
To create the maker user, click on Admin menu (available on left side of the screen) and select 'Users'. On right side, list of all the existing user (if already created) will be displayed.

Click on "Add New User" button to add new user.

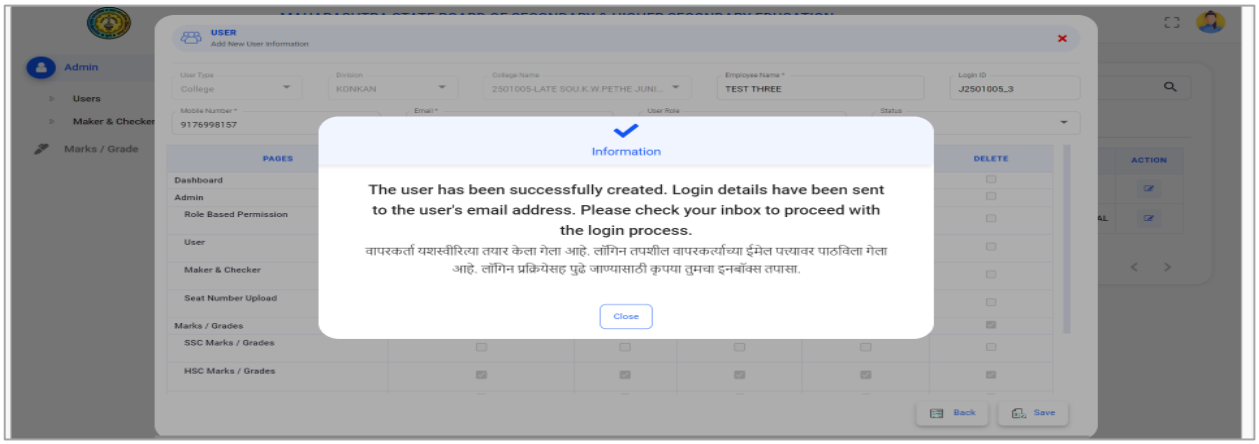


On user creation page, Checker is required to enter required details of maker users such as name of the teacher / clerk in the Employee Name field, valid Mobile Number and Email id of the user and User role. User role can be a teacher or clerk. User id and college name will be displayed by default based on your login details.

Login Id for this newly created user will be autogenerated based on the type of the school / junior college. User Id is generally the index number of the school / junior college and the number of users created so far under the respective school / junior college.



Once the required information is filled, click on “Save” button available on the bottom of the page. Below message will appear, which indicates that the User is created successfully.



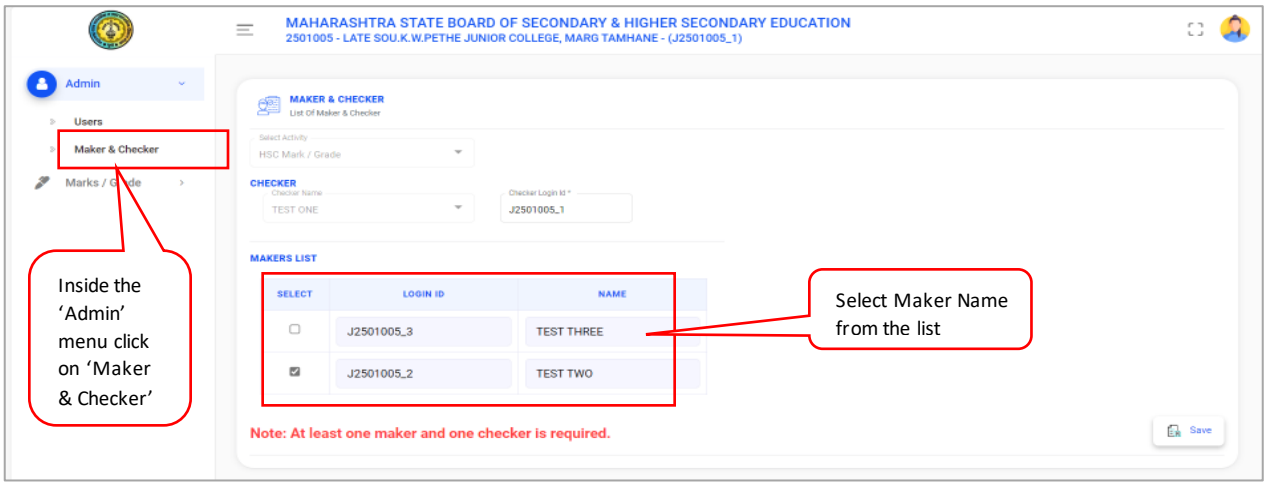
The maker user will receive a temporary password on the provided mobile number and email id.

Creation of Maker & Checker workflow

Once the maker user is created successfully, now the checker is required to create the maker-checker workflow.

To create the maker-checker workflow, go to 'Admin' menu and click on 'Maker & Checker' sub menu.

On the maker & checker page, checker name will be selected by default, which is name of the HM / Principal of the school / junior college.
Select at least one maker by clicking in the check box provided; multiple makers can also be selected. Once, required number of maker users are selected, click on "Save" button to save the maker & checker workflow.



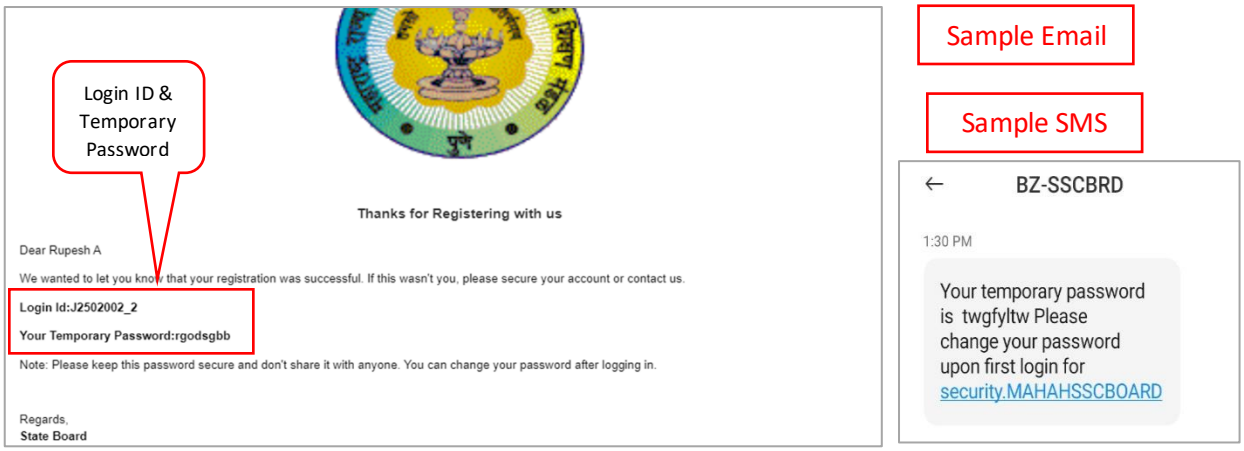
Marks / Grade Entry

Maker will receive email and SMS notification (as shown below), where Login Id and Temporary Password (system generated) will be provided. In case the mail is not received, user should also check 'Spam' folder of the mailbox.

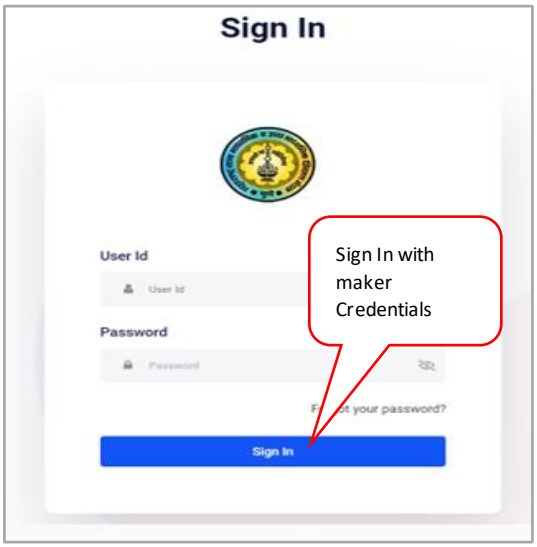
The maker user can use these credentials to login into the system.

Please not that, maker users are required to change the system generated temporary password upon first time login with personalized, unique, and strong password.

Users are required to change their password regularly.



Maker user can enter these 'User Id' and 'Password' on the login page, as received in the system generated email.



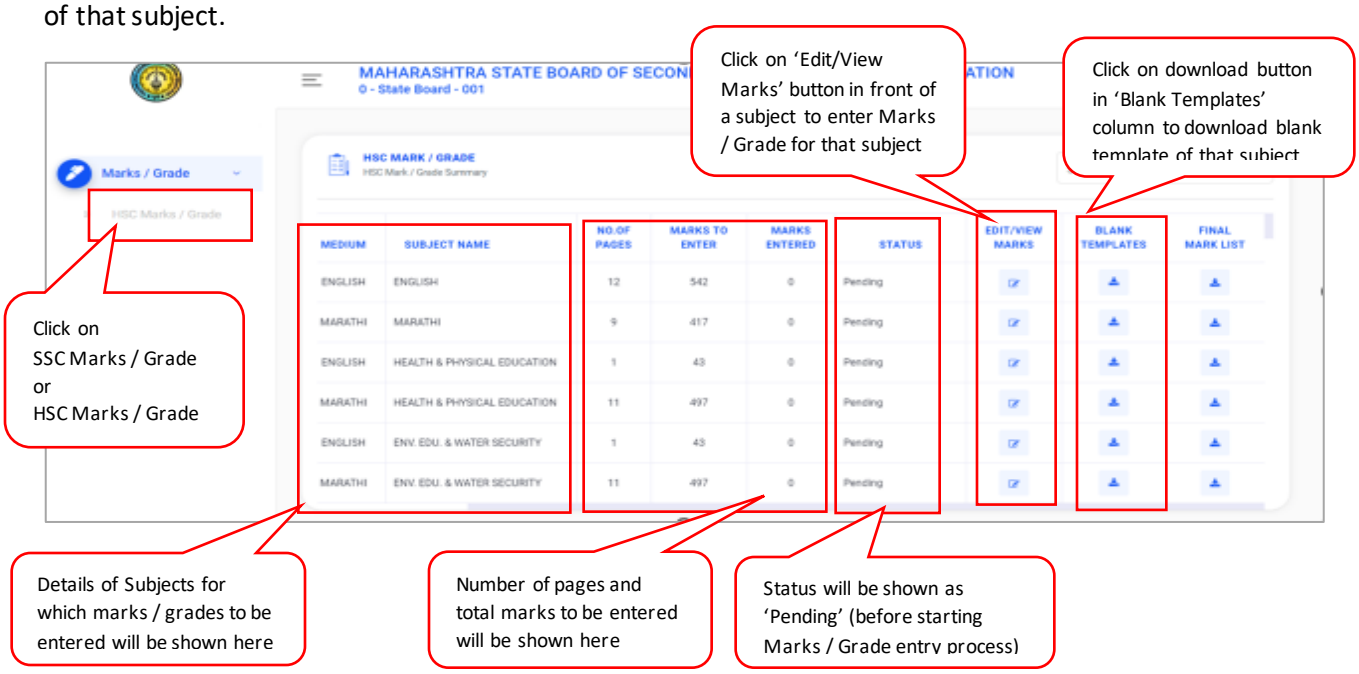
Internal Assessment Marks Entry Module

Inside Marks/Grade link from the left-hand side menu, click on 'SSC Marks/Grade' (for Schools) or 'HSC Marks/Grade' (for Junior Colleges) to access the functionality of Marks/Grade entry. On this page maker can see all the subjects in their School/Jr. College for which Marks/ Grades need to be entered.

Details of Subjects such as Subject Name & Medium are displayed in first two columns. 'Number of pages' column show the total number pages on which marks/grades need to be entered; total 48 seat numbers are displayed on each page. 'Marks to Enter' column shows the total seat numbers for which marks need to be entered by the maker. 'Marks Entered' column show the total seat numbers for which marks/grade entry is done. 'Status' column will show 'Pending' status when marks/grades entry is yet to be started by the maker.

Blank templates are to be used by the Schools/Jr. Colleges to note down the seat number wise Marks/Grades while conducting internal/ practical/oral examinations. To download Blank Templates of the subjects, click on download button in the 'Blank Templates' column.

Maker has to perform the marks/grades entry task by referring to the seat number wise marks/grades noted down on blank templates while conducting internal/practical/oral examinations. To enter Marks/Grade for a particular subject, maker has to click on 'Edit/View Marks' button provided in front of that subject.



Sample Blank Template pdf file is shown below. School/Jr. College need to take printouts of the same to note down the seat number wise marks/grades during internal/practical/oral examinations.



MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION, PUNE

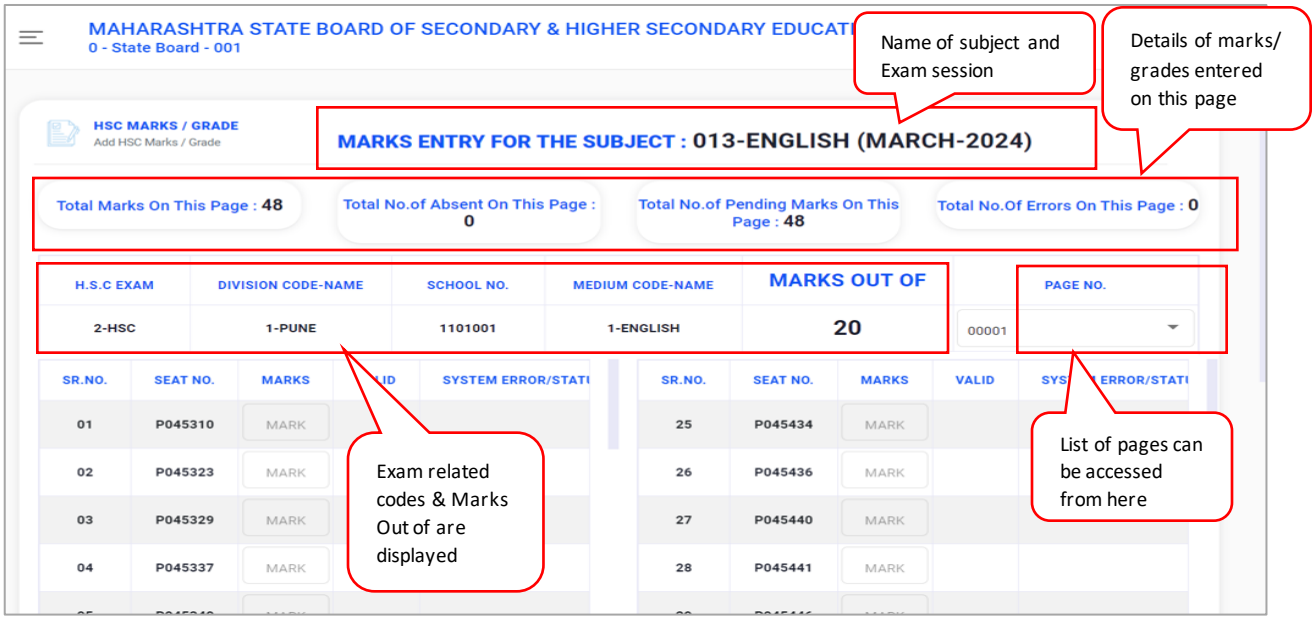
ORAL/INTERNAL/PRACTICAL MARK LIST IN

MARK Entry For The Subject : 013-ENGLISH (MARCH-2024)

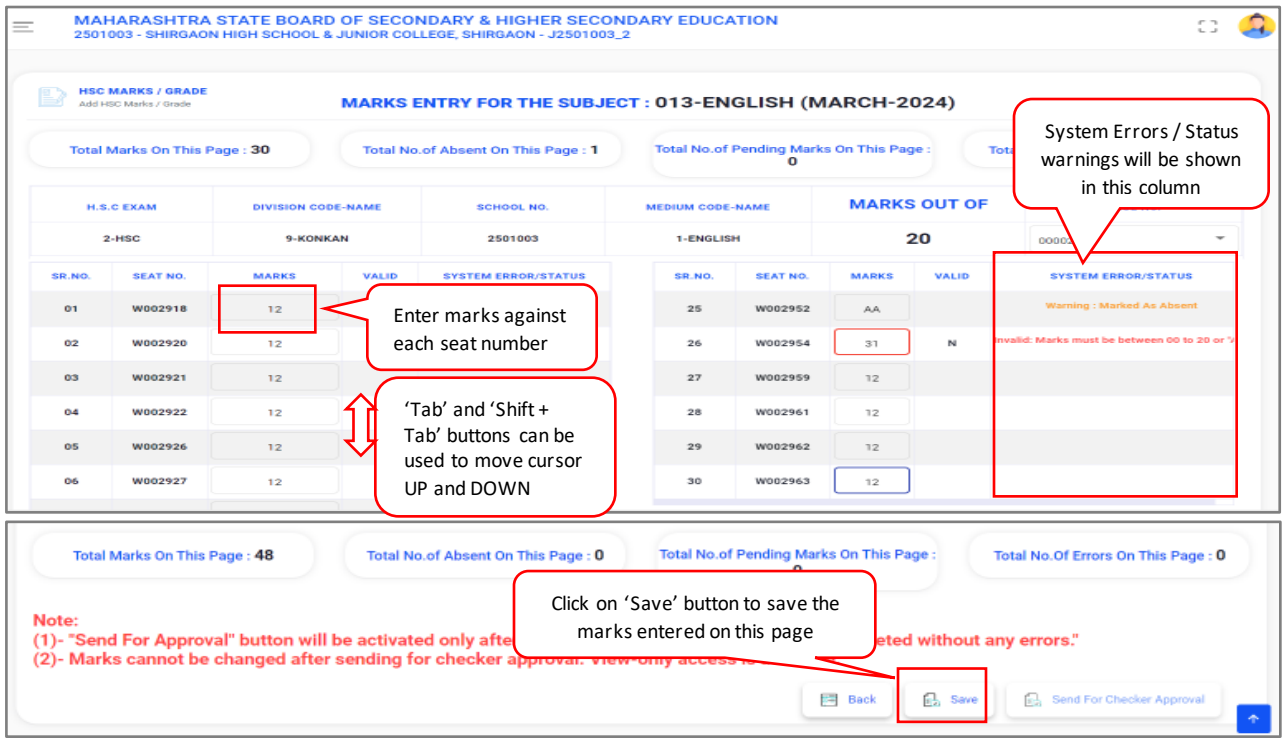
H.S.C EXAM	DIVISION CODE-NAME	JR.COLL NO.	MEDIUM CODE-NAME	MARKS OUT OF	PAGE NO.
2-HSC	9-KONKAN	2501005	1-ENGLISH	20	00001

SR.NO.	SEAT NO.	MARKS	SR.NO.	SEAT NO.	MARKS
01	W005228		25	W005252	
02	W005229		26	W005253	
03	W005230		27	W005254	
04	W005231		28	W005255	
05	W005232		29	W005256	
06	W005233		30	W005257	
07	W005234		31	W005258	
08	W005235		32	W005259	
09	W005236		33	W005260	

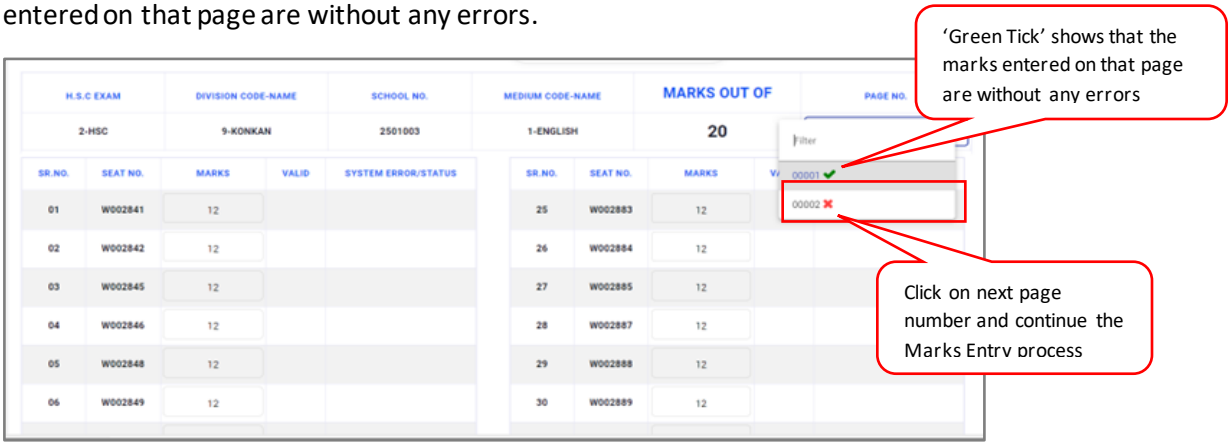
Details visible on the Marks / Grade entry page are as shown below



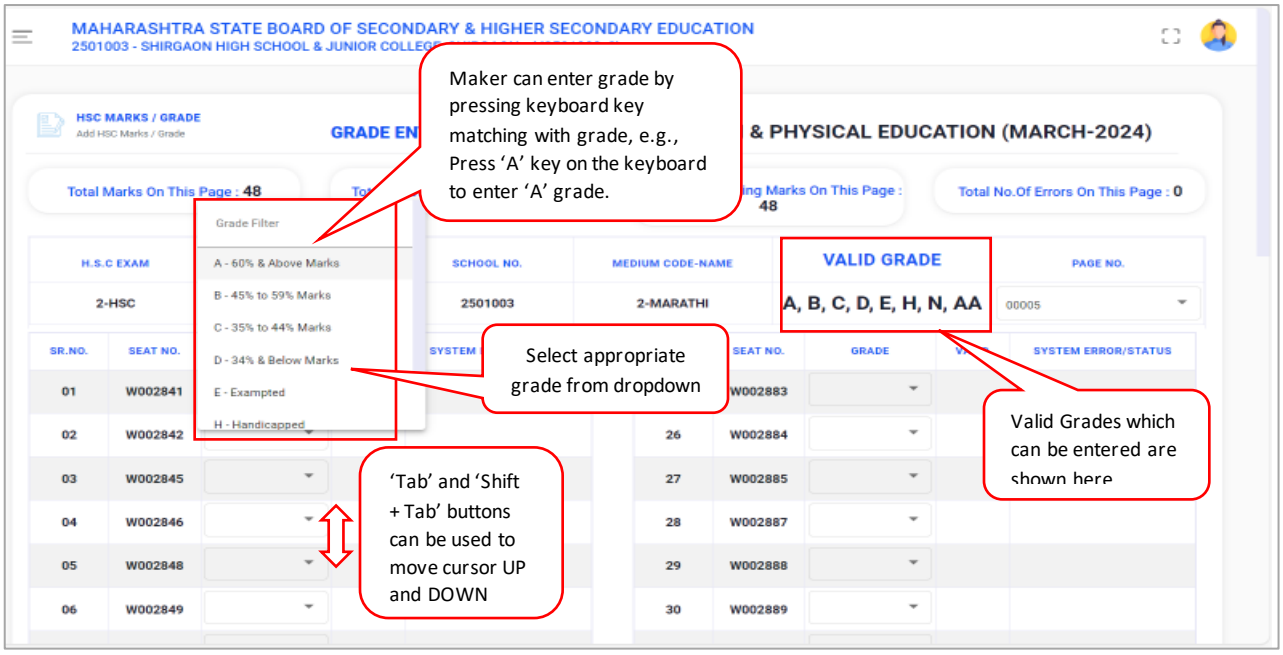
Maker has to enter Marks/Grades in the box provided in front of each seat number by referring the seat number wise marks/grades noted on blank templates during the conduction of internal/practical/oral examinations. Maker has to enter marks/grades without making any mistakes; maker has to ensure correctness of marks/grades entered. 'System Error/Status' column displays any errors/warnings such as error for more than out of marks entered, error for marks/grade entry box left blank, warning for student marked absent, etc.



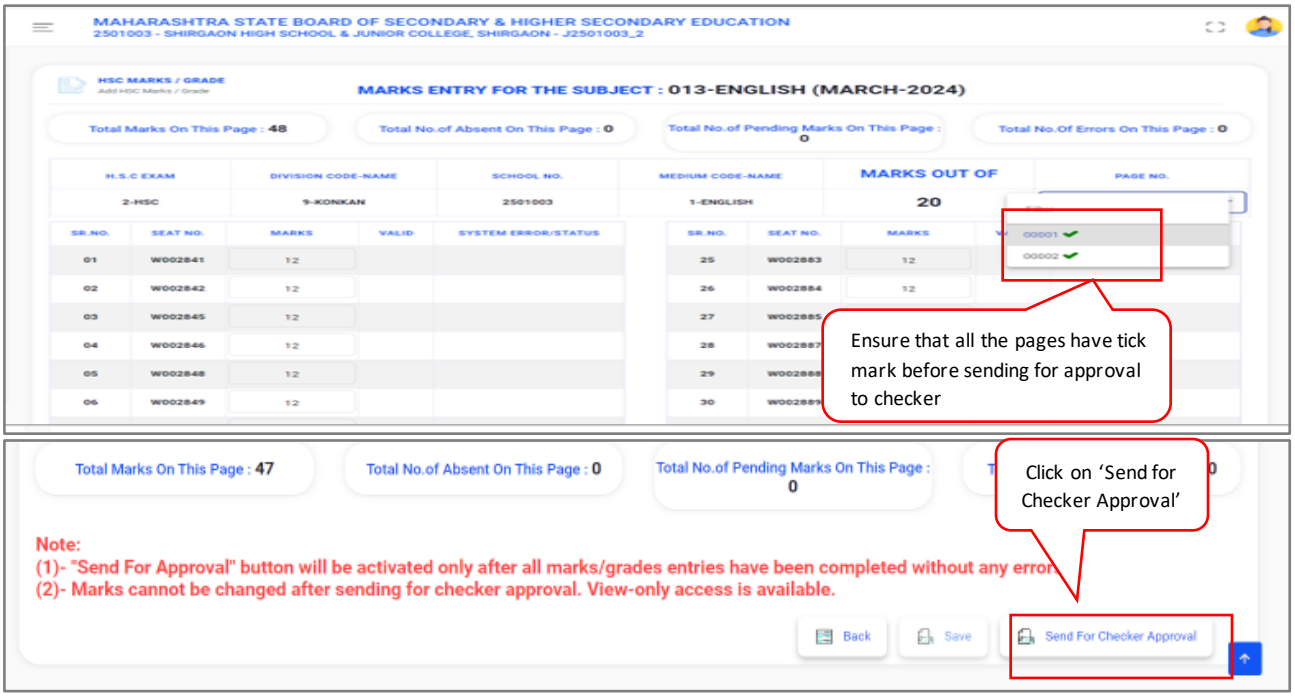
Click on next page number to go to that page and continue the Marks Entry process. Maker should make sure that the 'Green Tick' appears next to the page number, which indicates that the marks entered on that page are without any errors.



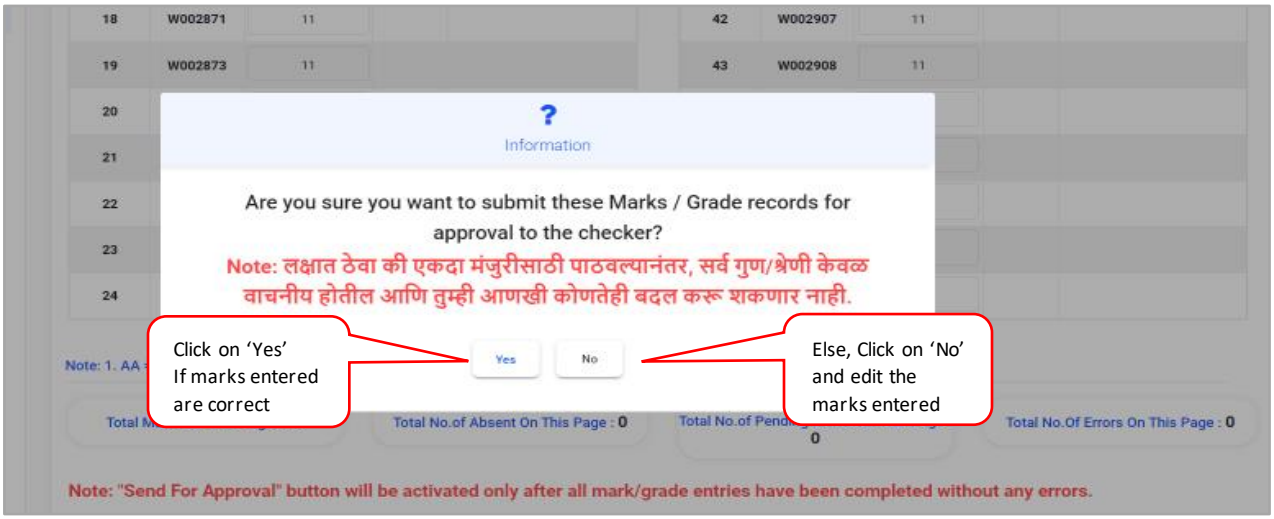
For the subject where grades need to be entered, maker needs to select the appropriate grade from the dropdown in front of each seat number.



'Send For Checker Approval' button will be activated only after all mark/grade entries have been completed without any errors, click on 'Send For Checker Approval' button to send the Marks Entered of the subject to the Checker. Maker cannot make any changes to the marks entered after the marks are sent to Checker for approval.

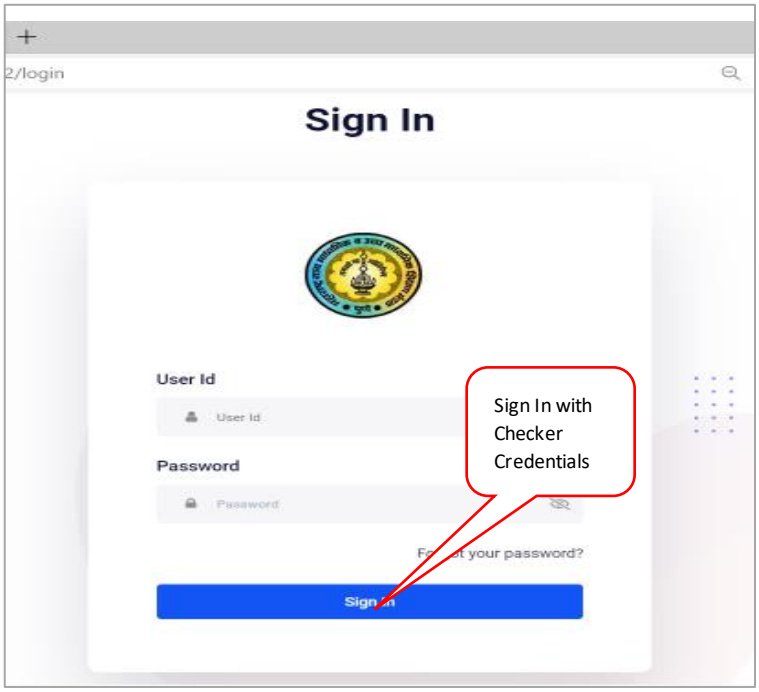


A pop-up message will appear warning maker that no changes can be made once the marks entered for the subject are sent for Checker's approval. Maker should click on 'Yes' if the marks entered are correct or else click on 'No' and edit the marks entered.



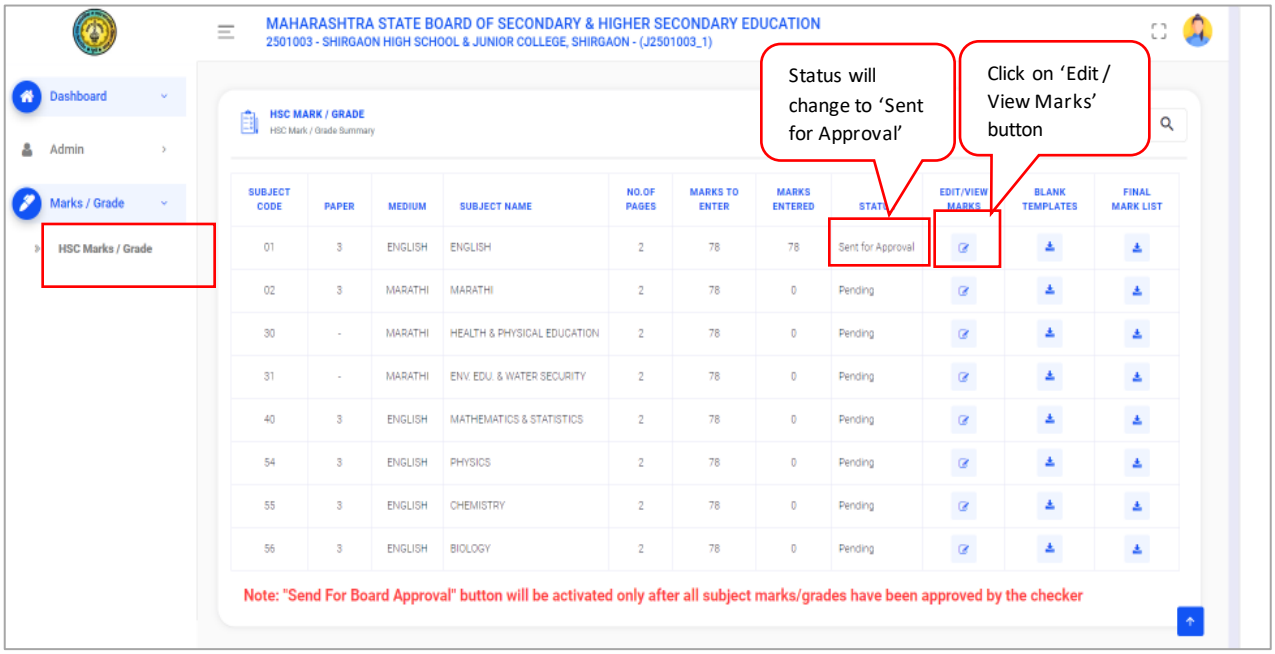
Checker Validation and Approval Process

On the login page enter 'User ID' and 'Password' of 'Checker' (Principal/Headmaster) of the School/Junior College

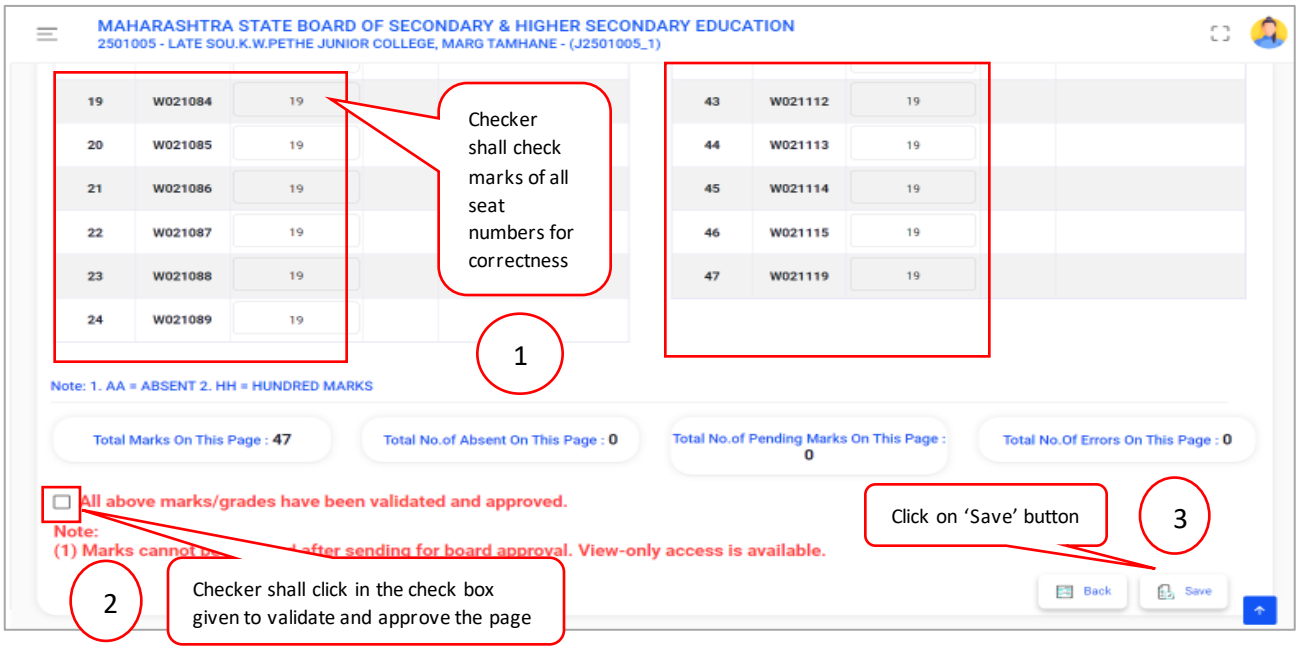


Inside Checker login in HSC Marks / Grade (for colleges) or SSC Marks / Grade (for schools), the status 'Sent for Approval' will be displayed for the subject which is sent by maker for approval of the checker.

Checker needs to click on 'Edit / View Marks' button provided in front of that subject

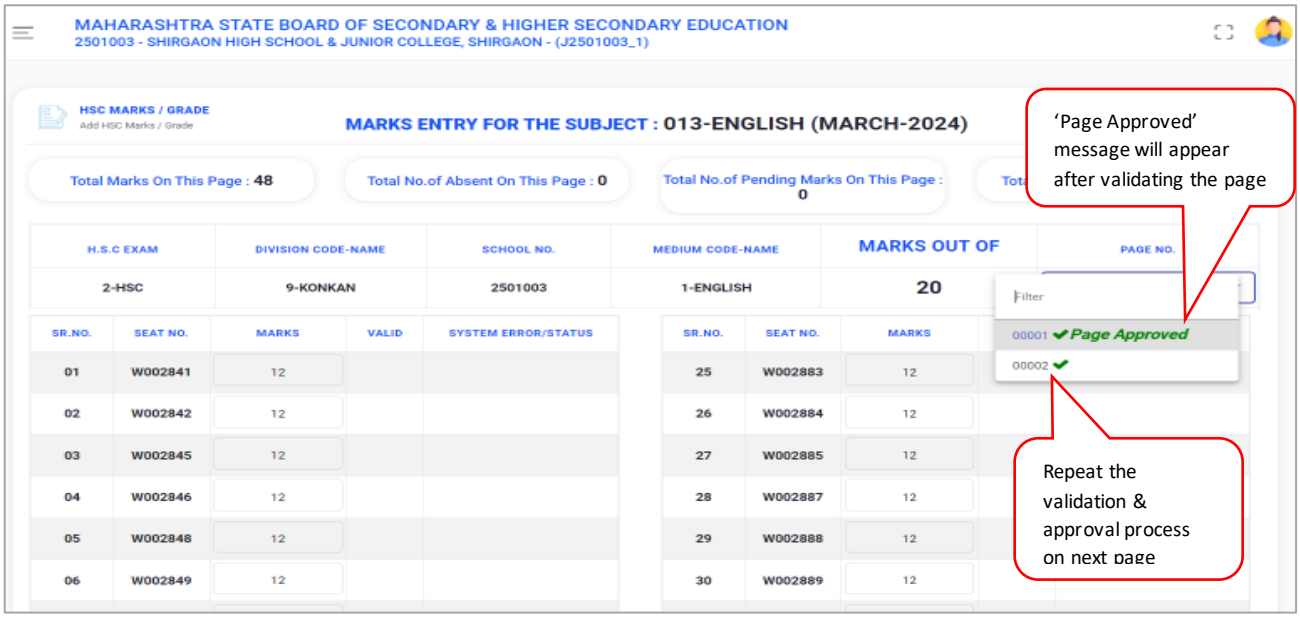


Principal / Headmaster, as a checker, shall check marks entered against all the seat numbers for correctness and shall click in the check box provided at the bottom of the page having instruction "All above marks/grades have been validated and approved." After this checker shall click on the 'Save' button

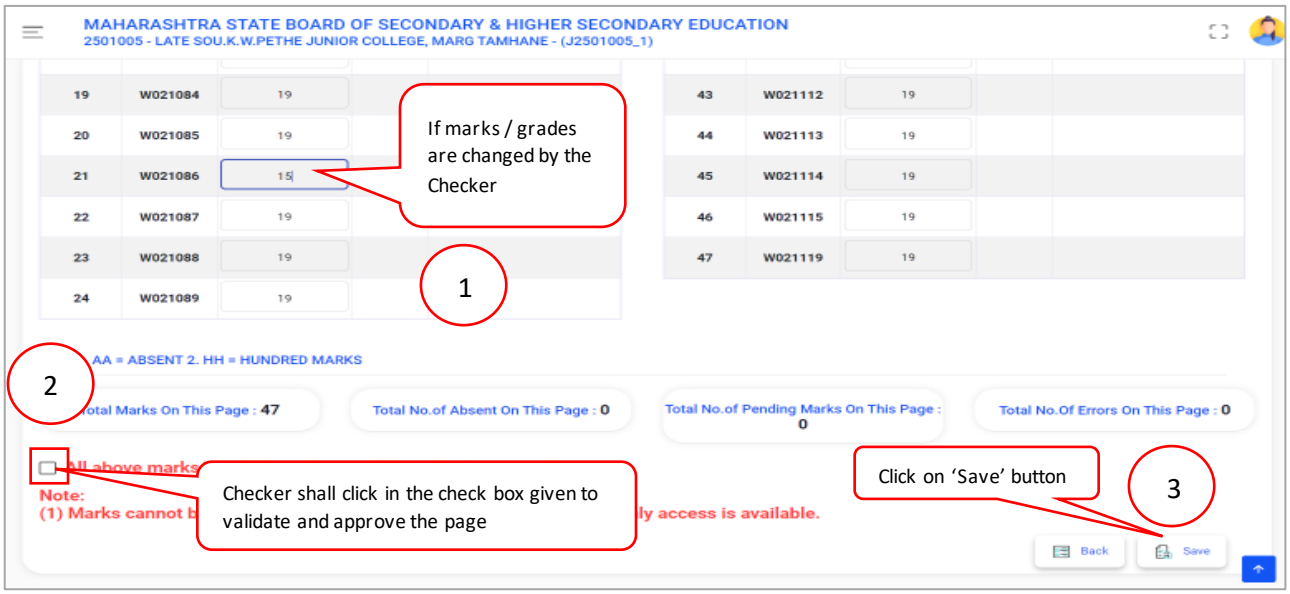


After validating and saving the page by Checker, 'Page Approved' message will appear next the page number in the page selection drop down, this message indicates that the marks on the page are checked and validated by the Principal / Headmaster (as a checker).

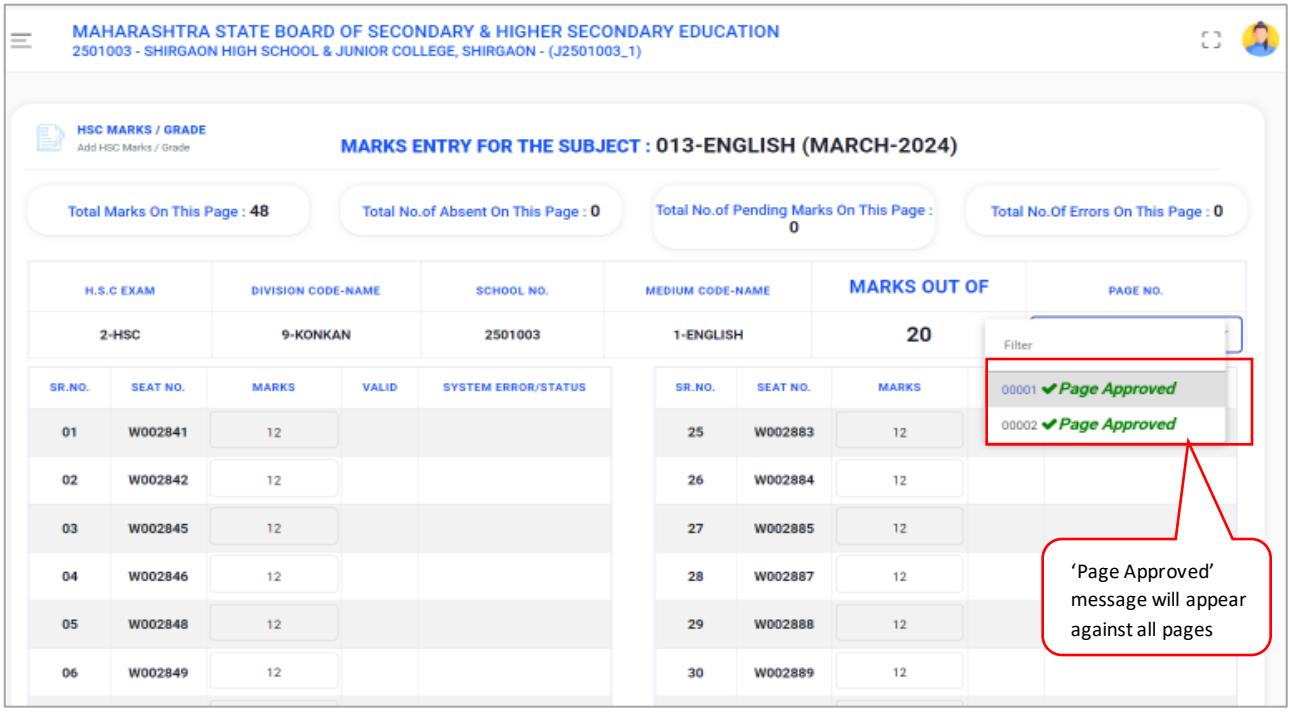
Checker shall repeat the checking and validation process on next page.



In case if the Principal / Headmaster, as a checker, makes any changes in the marks/grades entered by the maker, then to validate the change in the marks/grades, the checker has to again click in the check box provided at the bottom of the page having instruction “All above marks/grades have been validated and approved.” After this checker shall click on the ‘Save’ button.



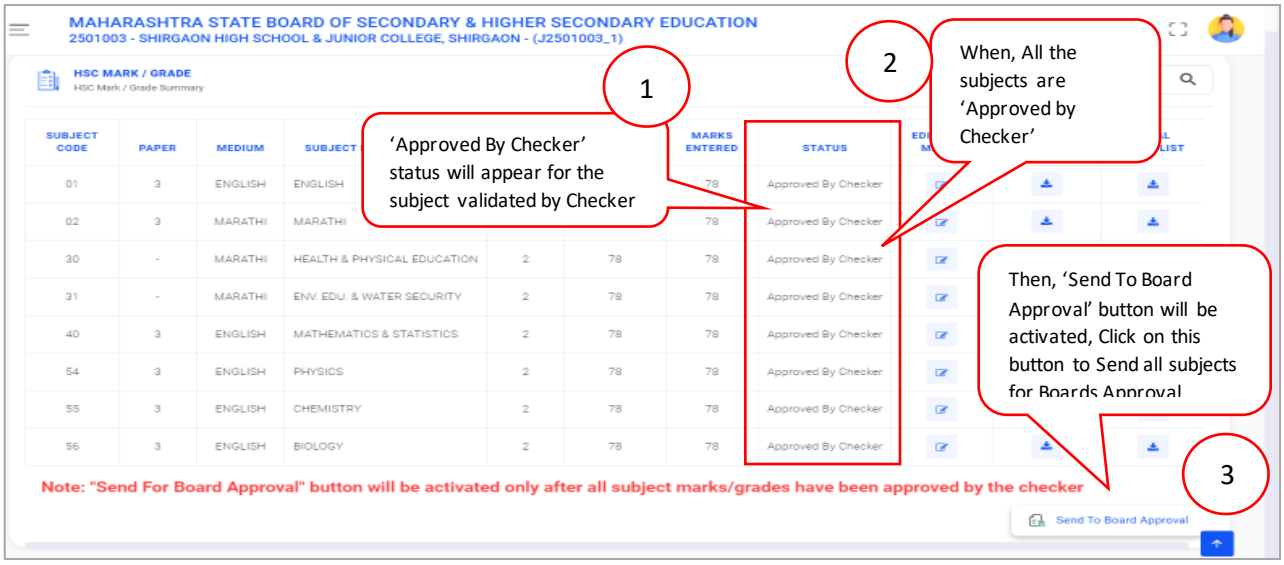
When Principal/Headmaster, as a Checker, checks and validates each page in the particular subject, ‘Page Approved’ message will be shown against all the pages in that subject.



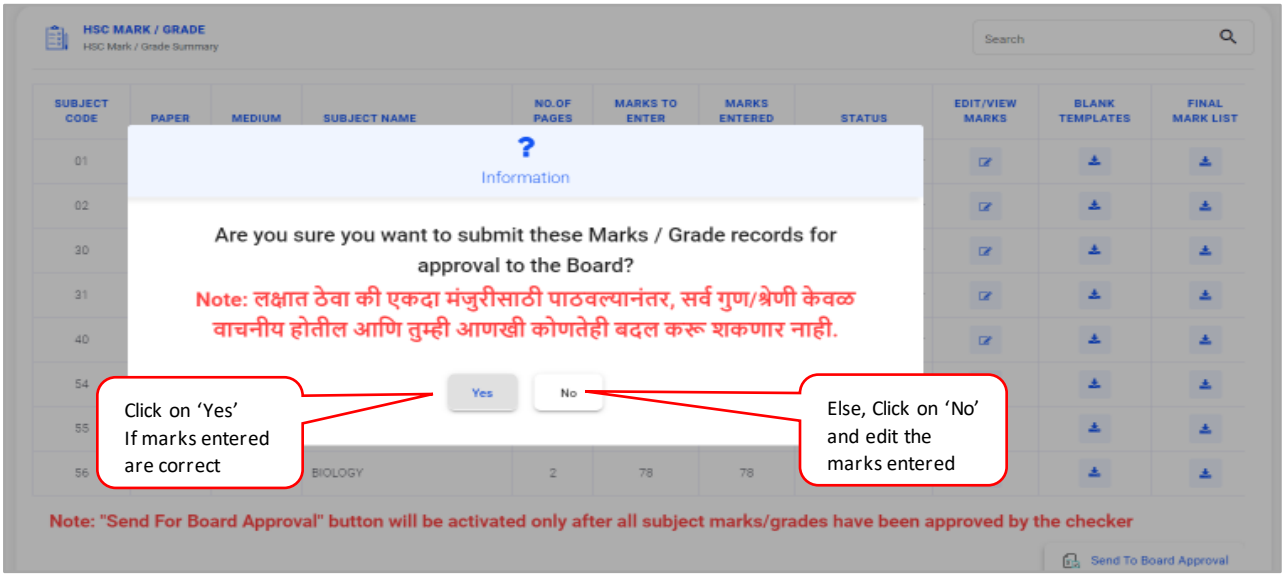
Sending All Subjects for Board's Approval

When Principal / Headmaster, as a Checker, checks and validates each page in the subject, the status 'Approved By Checker' will be displayed for the subject.

When all the subjects are approved by the checker, 'Send To Board Approval' button will be activated, by clicking on this button the Principal / Headmaster of the School/Junior College should sent the marks/grades entered, approved and validated for all the subjects to the Board.

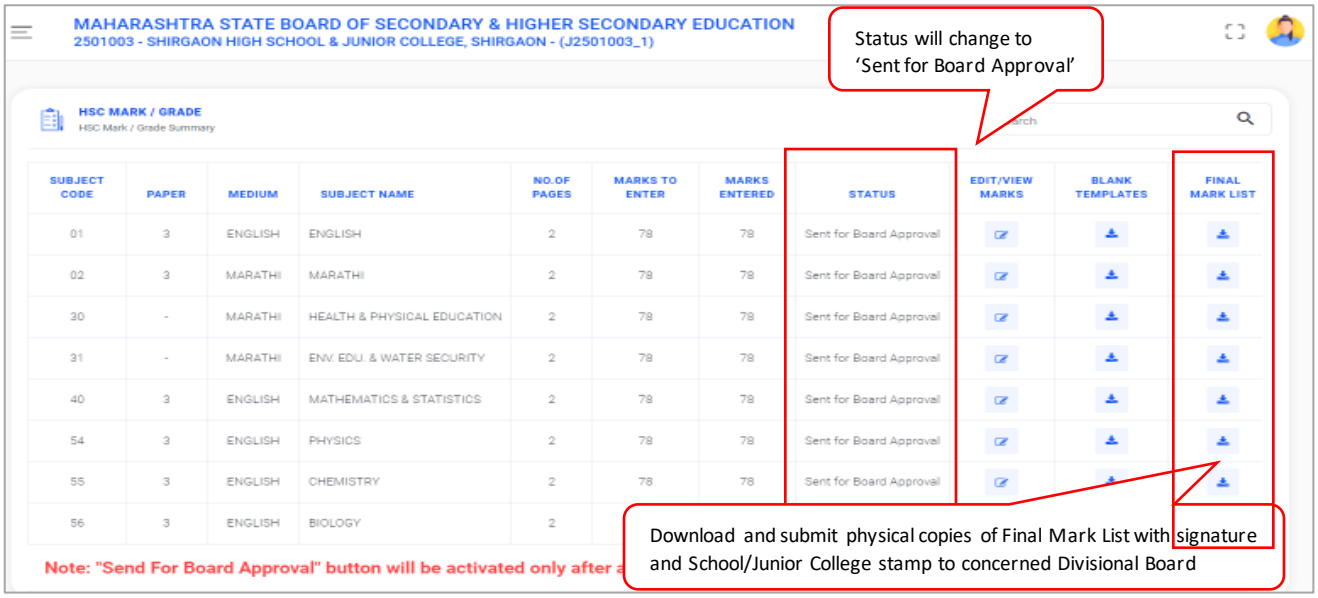


A pop-up message will appear warning Checker that no changes can be made once the marks entered for the subject are sent for Board's approval. Checker should click on 'Yes' if the marks entered are correct or else click on 'No' and edit the marks entered.



Status of all the subjects will change to 'Sent for Board Approval', when the Checker has sent the marks/grades for Board's approval.

After submitting the marks/grades for Board's Approval, Principal/Headmaster should download Final Mark List from the button provided against each subject and should submit the hard copies of the same with signature and school/junior college stamp to the concerned Divisional Board.



Final Marks List pdf file is as shown below; School/Junior College need to submit the signed and stamped physical copy of the same to the concerned Divisional Board.

