

FAQ SAHITHAM Mentoring Portal

FAQ Technical

1. Who can Sign Up in Sahitham Mentoring Portal?

All teachers who are to become mentors can Sign Up in Sahitham Mentoring Portal.

2. How can HMs get the User Name and Password for Sahitham Mentoring Portal?

HMs can use Sampoorna User Name and Password for Sahitham Portal.

3. When a teacher Signs Up as 'Guest', what is his/her User Name?

A guest teacher's User Name consists of either 8 letters of English alphabet or letters combined with numbers not exceeding 8 characters.

4. Can a teacher Login soon after the completion of Sign Up?

No. One can Login only after the approval of the Head Teacher.

5. Can a teacher change the Login password?

Certainly. Through e-mail or SMS, a teacher can change the Login password. There is an option in HMs Login for it.

6. Can a Head Teacher use their HM/School login for recording mentoring details in Sahitham Portal?

No, HM/School login can be used only for making arrangements in providing recording in the Sahitham Portal.

7. In schools where HMs are mentors, do they need to sign up separately?

Yes, when HMs are mentors, they need to Sign Up separately.

8. How do HMs arrange medium of instruction in Sahitham Portal?

In HM Login, in Mentor Mentee Mapping page, there is option for choosing class and division, and arranging medium of instruction.

9. If a mentor teacher is transferred from school, is it necessary to transfer the teacher in Sahitham Portal?

Yes. In HM Login, there are provisions in 'Advanced option' for Deactivating teachers and after that using 'Manga users' page for transferring teachers.

10. What can be done, if a mentor teacher is mistakenly transferred?

The transfer can be cancelled using 'Roll back' option.

- 11. What is to be done, if the transfer of a mentor teacher is mistakenly approved?**
If a mentor teacher's transfer is mistakenly approved, reverse the transfer.
- 12. What can be done, if the transfer is mistakenly rejected?**
If a transfer is mistakenly rejected, transfer the mentor teacher again.
- 13. How do we Map the subject of a teacher who teaches only a subject (Eg, Hindi, Sanskrit, Arabic, Urdu etc.) to mentor their subject?**
It is possible to Map one subject or more than one subjects in Sahitham using 'Advanced Option' in HM Login.
- 14. Is it possible to Map more than one subject to a mentor teacher?**
Yes. It is possible to Map more than one subjects to a mentor teacher in Sahitham using 'Advanced Option' in HM Login.
- 15. Is it possible to Map a mentor class teacher's subjects in other classes for mentoring?**
Yes. It is possible to Map a mentor class teacher's subjects in other classes for mentoring in Sahitham, using 'Advanced Option' in HM Login.
- 16. When do we use 'Sync First Standard' option in Sahitham?**
'Sync First Standard' option is used to transfer all the first standard students added in Sampoorna during the beginning of an academic year.
- 17. What is to be done, if the name of a student/students is duplicated in Sahitham?**
Use the option 'Merge similar students' in 'Student list' in HM Login, to correct the duplication.
- 18. When do we use 'Add Students from Sampoorna' option?**
The 'Add Students from Sampoorna' option should be used to transfer students to Sahitham using their admission numbers, for those who have been newly added to Sampoorna.
- 19. How can we change the class/division of a student in Sahitham?**
The class/division of a student in Sahitham can be changed using the 'Change Class' option found in the 'Action' menu within the 'Student List' in the HM login.

20. While accepting the 'Transfer' of a student, it shows 'Admission Number Already Exists'. What is to be done?

This happens because a child with the same Admission number exists in Sahitham, while accepting the transfer of a child in a particular Admission number. One option is to verify the Admission number of the child if it is correct, before accepting the transfer. Or else using 'Search Student' option find out the student with the same Admission number in Sahitham and initiate action to correct the admission number.

FAQ Academic

1. What is Sahitham Mentoring Portal?

Sahitham is a digital portal that helps teachers to create digital profiles for students. The information within these profiles allows teachers to understand the capabilities and challenges of each child, enabling effective mentoring and scaffolding for the holistic development of students.

2. What is the objective of Sahitham Mentoring Portal?

The objective of the Sahitham Mentoring Portal is to know the child, understand the child and to foster the all-inclusive development of children through mentoring.

3. What does it mean by knowing a child?

Knowing a child means understanding the child as a learner and as a developing individual.

4. What are the principles based on which Sahitham portal is developed?

The Sahitham portal is developed based on the principles of digital profiling, developmental psychology, and mentoring, aiming to scaffold students for all-inclusive development.

5. How does Sahitham Portal help the teachers in understanding and mentoring the child?

The Sahitham portal equips teachers to generate the profile of each student through the use of digital technology. Teachers can effectively use the digital profile to understand, support each child, and facilitate their comprehensive development through the mentoring process.

6. What is student profile?

A student profile refers to a comprehensive record of information about a student, including social-emotional skills, academic performance, educational background, personal details, achievements, skills, interests, challenges, and other relevant data.

7. Who is a mentor?

A mentor is an experienced and knowledgeable individual, typically a teacher, who guides and supports students in their academic, personal, and social development. Mentor should play a nurturing or caring role to ensure the all-inclusive development of the mentee.

8. What are the stages of mentoring?

The first stage involves observing and listening to the child and parents to know the child. The second stage includes setting realistic short-term goals and planning for the child to achieve them. In the third stage, an action plan is made and executed, with mentor teachers reflecting and collecting feedback from the mentee.

9. How can we mentor young student mentees?

Effective mentoring of young students involves knowing their unique characteristics in expressing emotions, behaviour, and attention. Since these kids come from diverse backgrounds for formal education, the challenge is to prepare them for school by understanding their individual traits. Mentor teachers play a crucial role in creating a nurturing environment that aligns with each child's temperamental characteristics, fostering optimal learning and development.

10. Can you give two examples of mentoring young and older students?

Mentoring can be individual based or group based. In a class of 30 students, after creating student profiles, if the mentor identifies common features such as issues in emotional management or difficulties in reading and writing, these are general challenges among students. So mentor can address such challenges in groups. For example, as part of mentoring, teacher may introduce an emotion in lower classes using emojis and say "I feel sad today" giving proper reasons. Teacher can ask, "Have ever felt like this and for what reasons?" In higher classes, teacher can generate discussion on other situations that may make them sad, discuss what happens in our behaviour and body language when we become sad and discuss if the feeling of sadness is good or bad. Emotions are neither inherently good nor bad; rather, they serve specific functions.

11. Can you give a specific example of mentoring students?

In your classroom, you may observe some shy students who may be anxious in social situations and find it difficult to perform well in group activities. If mentor teacher provides supportive and non-threatening environment, appreciate the child, even in slightly better performance and give the child time for performing well, then gradually we can improve the child's performance.

12. How can teachers mentor energetic and high-activity children?

Students who complete tasks quickly or partially may disrupt others due to a lack of self-management, especially in controlling their emotions. To mentor such students, teachers should provide clear instructions and firmly

communicate the expectation to complete tasks thoroughly. These students require extra attention, and teachers must exercise patience, avoiding expressions of anger or negative reactions when dealing with them. Mentor teachers need to be supportive to ensure the holistic development of these energetic students.

13. What is the relationship between mentoring and counselling?

The processes of mentoring and counselling are rooted in developmental psychology. While both involve a supportive relationship between two individuals, mentoring tends to emphasize holistic development and long-term guidance, whereas counselling is more focused on addressing specific issues through a structured and therapeutic approach. In many countries worldwide, teachers often serve as both mentors and counsellors.

14. How many students can a teacher mentor?

Each teacher may mentor a maximum of 30 children.

15. What are the basic details teachers have to collect and enter in the Sahitham Portal?

Teachers should collect basic information about the children assigned to them from the 'Sampoorna' Portal. Basic details, such as the socio-economic and cultural status, innate abilities, and areas where students need special support, should be entered into the Sahitham Portal.

16. How can the teacher collect these details?

The essential information about the child, including socio-economic and cultural status, innate abilities, and areas requiring special support, can be gathered through home visits, observations, field trips, and interactions with parents and students.

17. What are the types of indicators used in the Sahitham Portal?

The Sahitham Portal contains indicators for Social Emotional Learning skills, as well as indicators for all academic subjects.

18. What are Social Emotional Learning skills?

Social and emotional learning (SEL) refers to the process through which children learn and apply a set of social, emotional, and related skills, attitudes, behaviours, and values that help guide students. This includes thoughts, feelings, and actions in ways that enable them to succeed in school.

19. What are the five competencies under Social Emotional Learning skills?

The five competencies under Social Emotional Learning skills are self-awareness, self-management, social awareness, relationship skills and responsible decision making.

20. How are the indicators arranged in the Sahitham Portal?

The indicators are arranged in three levels, such as **Level 1:** Able to do well, **Level 2:** Able to do satisfactorily, **Level 3:** Needs more support

21. How can the teacher constantly update the profile of each student?

At each stage, the mentor teacher should observe and identify the difficulties the child faces in their learning based on their profile and plan and implement the necessary scaffolding and guidance for the child. As part of this, the changes taking place in the child's performance should be recorded and updated in the child's profile simultaneously, making the portfolio a constantly developing personal information document of the child.

22. What is meant by 'Mentor Review Remarks'?

Mentor Review Remarks refers to the specific observations and findings made by the mentor teacher. These remarks are noted in the profile of the students, supplementing the details related to the child's performance in social-emotional development and academic subjects. The mentor teacher writes specific observations into the child's specific skills, attitudes in social-emotional skills, and unique performances in different subjects. These observations are briefly documented under the section labeled "Mentor Review Remarks," in the student's profile.

23. What is meant by the Digital Profile Report of a child?

A Digital Profile Report of a student refers to a comprehensive digital record generated after recording a child's basic details and performance details based on specific indicators related to social-emotional skills and academic subjects. It is the digital document that describes a child's personal and academic status. The Digital Profile Report can be viewed, saved as a PDF, and shared with parents.

24. How can a teachers use the digital profile for mentoring?

Teachers should offer mentoring and scaffolding to individual students according to their digital profile generated from the Sahitham portal. They must scaffold and guide students belonging to different learning levels (*Level 1:* Able to do well, *Level 2:* Able to do satisfactorily, *Level 3:* Needs more support) based on their achievements and challenges while engaged in learning activities. For example, it is possible to provide slightly more

challenging learning activities for those who have achieved learning objectives at a higher level. Children achieving learning objectives at an average level require learning activities and support to help them progress to a higher level. Children in Level 3 need continuous mentoring and support from teachers.

25. Can the Digital Profile Report be shared with the parents?

Yes, it is crucial for the teacher, child, and parent to be aware of the child's learning progress. It is mandatory for the teacher to maintain the confidentiality of the details in a child's digital profile.