

Sahitham Mentoring Portal

User Guide

sahitham.kite.kerala.gov.in is the web address of Sahitham Mentoring Portal

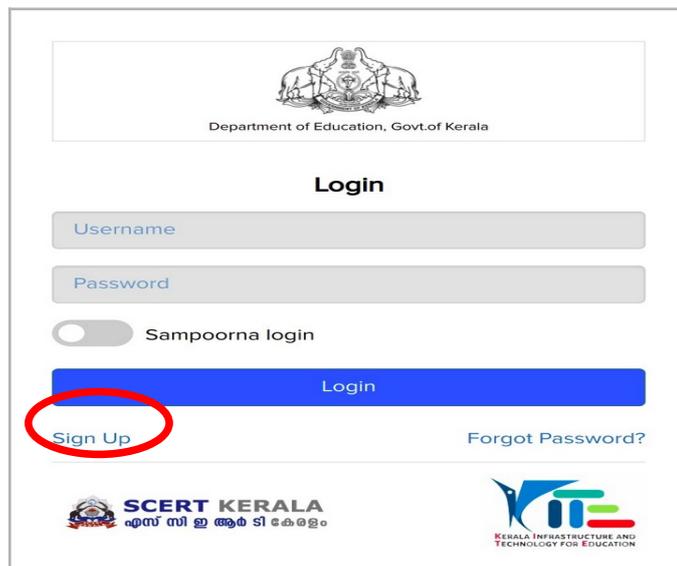


There are two types of Logins in 'Sahitham', as given below:

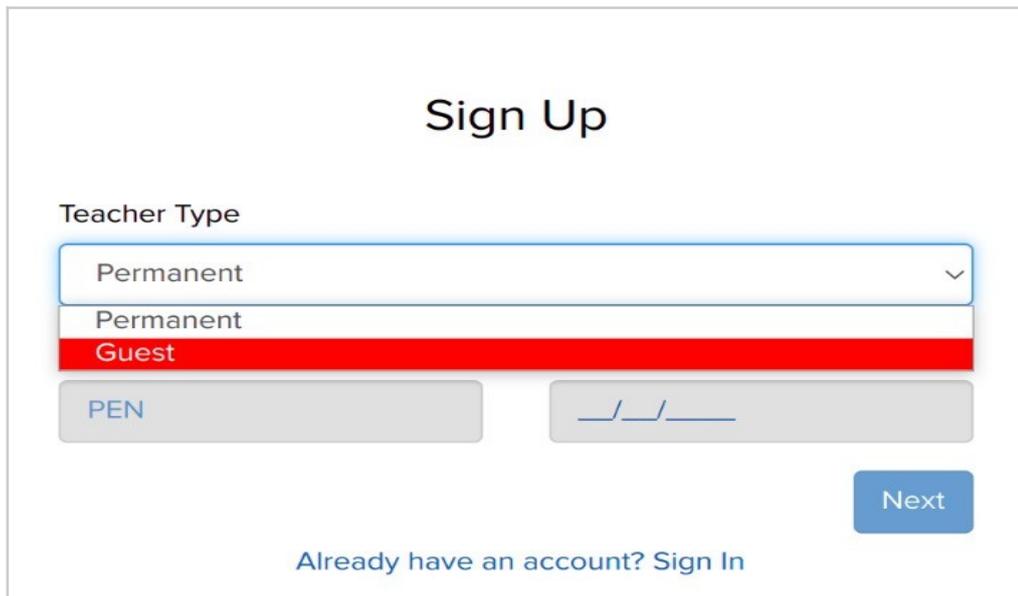
- Login for Teachers (Mentor login)
- Login for HMs (Sampoorna Login)

1. How a teacher (Mentor) can Register in Sahitham Portal (Sign Up)

- Click on Sign Up in the Login portion

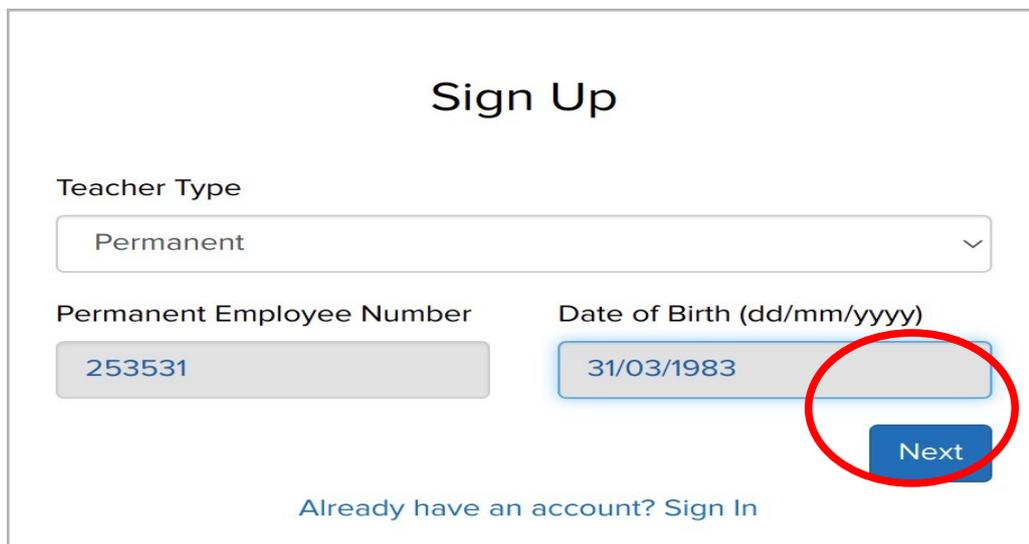


- There are two options such as Permanent and Guest in the Sign Up window under Teacher Type.



The screenshot shows a 'Sign Up' form. At the top, the title 'Sign Up' is centered. Below it, the 'Teacher Type' dropdown menu is open, showing two options: 'Permanent' and 'Guest'. The 'Guest' option is highlighted in red. Below the dropdown, there are two input fields: one labeled 'PEN' and another with a date format '___/___/___'. A blue 'Next' button is located to the right of the date field. At the bottom, there is a link that says 'Already have an account? Sign In'.

- Teachers who have PEN can select the Permanent option and provide their PEN & Date of Birth and click Next button.



The screenshot shows the 'Sign Up' form with 'Permanent' selected in the 'Teacher Type' dropdown. The 'Permanent Employee Number' field contains the value '253531'. The 'Date of Birth (dd/mm/yyyy)' field contains the value '31/03/1983'. A red circle highlights the 'Next' button. At the bottom, there is a link that says 'Already have an account? Sign In'.

- In the subsequent window, you can see your Name and PEN displayed under User Name.

The screenshot shows a 'Sign Up' form with the following fields and values:

- Name:** NIDHIN JOSE
- User Name:** 253530
- Password:** Password
- Confirm Password:** Confirm Password
- District:** Select
- School:** select or search schools

Buttons: Previous, Submit

Link: [Already have an account? Sign In](#)

In the same window, enter your Password, District and School, then click Submit button to complete the Sign Up process. You can use this User Name and Password to Login to the Sahitham Mentoring Portal.

- Teachers who don't have PEN, can select 'Guest' under Teacher Type and click Next button.

The screenshot shows a 'Sign Up' form with the following field and value:

- Teacher Type:** Guest

Button: Next

Link: [Already have an account? Sign In](#)

- After that, enter the required details in the Sign Up window and click Submit.

Sign Up

First Name Last Name

User Name

Mobile Email

Password Confirm Password

District

School

[Already have an account? Sign In](#)

Guest teachers can Login to the Sahitham Portal using this User Name and Password.

2. Head Teacher's Login (School Login)

- Head Teachers can use the User Name and Password of Sampoorina to Login Sahitham Portal. Before clicking Login button, HMs should click Sampoorina Login and make it active.

SAHITHAM Mentoring Portal

Department of Education, Govt of Kerala

Login

admin@40304

.....

Sampoorina login

[Sign Up](#) [Forgot Password?](#)

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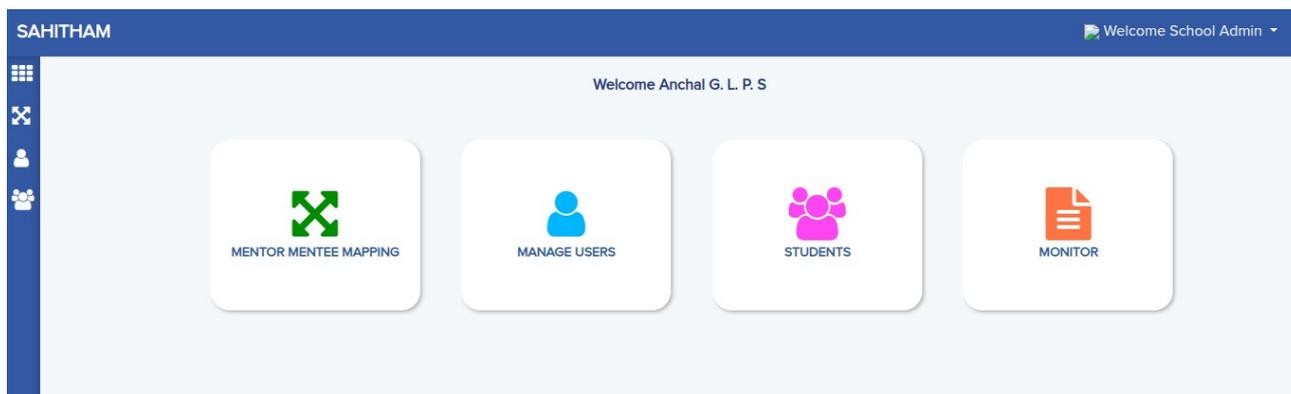
SAHITHAM KERALA
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സൗഹൃദ ഭാവത്തിൽ നിരീക്ഷിക്കുക
അധ്യാപകരുടെ നിർദ്ദേശം കർമ്മങ്ങളെ അനുഷ്ഠിച്ച് ഭാവം വളർത്താൻ

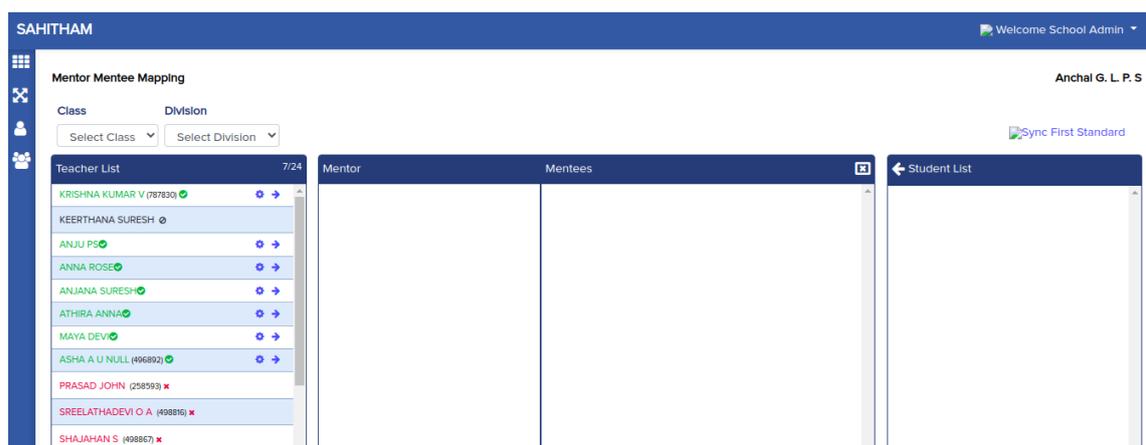
നിരന്തരമായി മനസ്സിലാക്കുക
കുട്ടികളെ മനസ്സിലാക്കണം. അവരുടെ പഠനപ്രവൃത്തികളെക്കുറിച്ച് കൽപ്പിച്ച് അഭിപ്രായങ്ങൾ നിർവ്വഹിക്കണം.

ആസൂത്രണമേന്മയുടെ സഹായികൾ
നൂതനരീതികൾ ഉപയോഗിച്ച് കുട്ടികളെ ആസൂത്രണമേന്മയുടെ പാതയിലേക്ക് നയിക്കണം.

HMs can see the links **MENTOR MENTEE MAPPING**, **MANAGE USERS**, **STUDENTS** & **MONITOR** in the subsequent Dashboard.

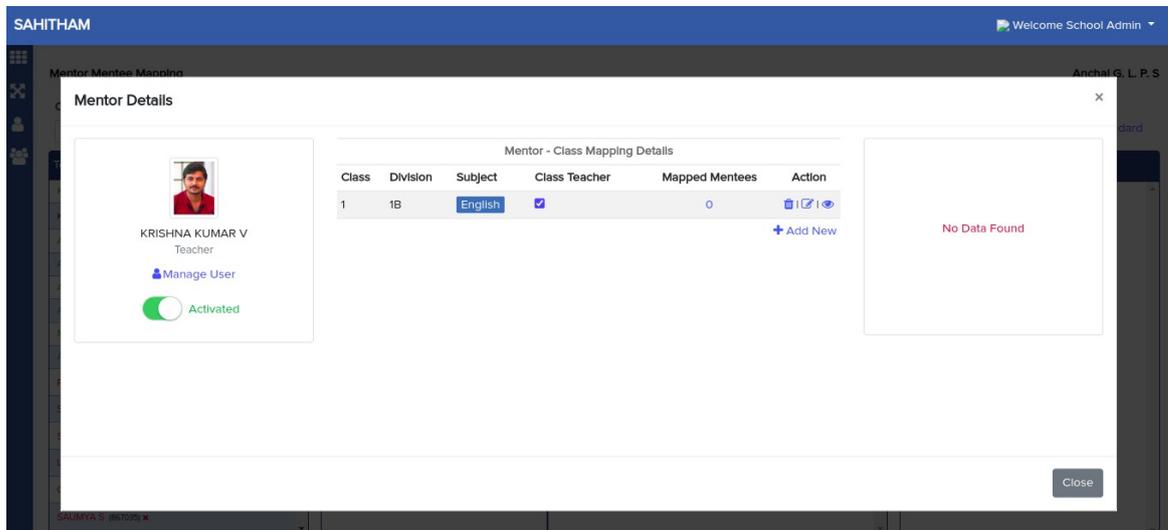


- The panels Teacher list, Mentor, Mentees and Students list are visible on the MENTOR MENTEE Mapping.

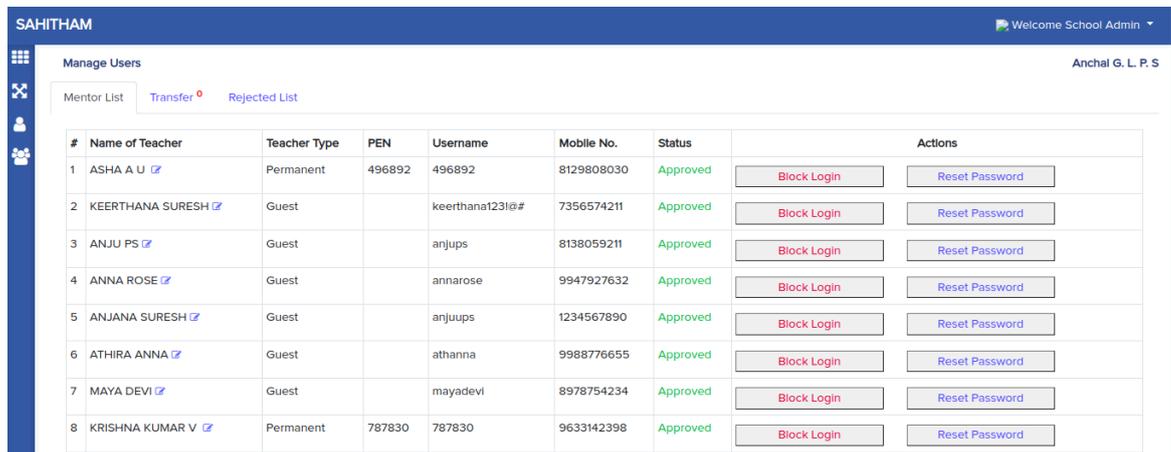


- You can find the names of the teachers registered in Sampoorna and those who registered as Guest under the Teacher List.
- In this list, teachers approved by the Head Teacher will be displayed in green with a tick mark, while teachers who haven't registered will be shown in red. Head Teachers are responsible for approving all the teachers registered in the Sahitham Portal and designating them as Mentors.

- The MENTOR MENTEE MAPPING can be completed by clicking the Gear Wheel  symbol NEXT of the teachers highlighted in green.



- By clicking the 'MENTOR MENTEE MAPPING' link, the names of teachers Approved by HM will be visible, accompanied by the word 'Approved' against their names. In addition, on this page, there are provisions for deactivating registered teachers (Block Login) and resetting passwords (Reset Password).



- On this page, under the 'Transfer' link, there are options for transferring teachers to other schools and for including transferred teachers in the list.

3. MENTOR LOGIN

- Using their User Name and Password, the mentor teachers can login and select their Class and view the list of students on the left side.

The screenshot shows the SAHITHAM mentoring portal interface. At the top, it says 'SAHITHAM' and 'Welcome KRISHNA KUMAR V'. The user is logged in as 'Anchal G. L. P. S' and is viewing the 'Assessment Period : 2023-24 - First Term(2023-24)'. The class is set to '11B' and the medium is 'English'. On the left, there is a search bar and a list of students with their names and IDs. The main area shows 'Overall performance of mentees' with a pie chart indicating the distribution of students across three levels: Level 1 (green), Level 2 (yellow), and Level 3 (red). Below this, there are sections for 'Students who need more support' and 'Expert Mentees'. On the right, there is a summary table showing 'Total Number of Students' (48), 'Assessment Started / Completed' (4), and 'Not Assessed Yet' (44). There is also a section for 'Select a subject' and 'Overall performance of the subject (%)' with a table for 'Skills' across 'Level 1', 'Level 2', and 'Level 3'.

- The mentor teacher can click the 'Edit' button placed below the name of the child and record relevant information in the profile window

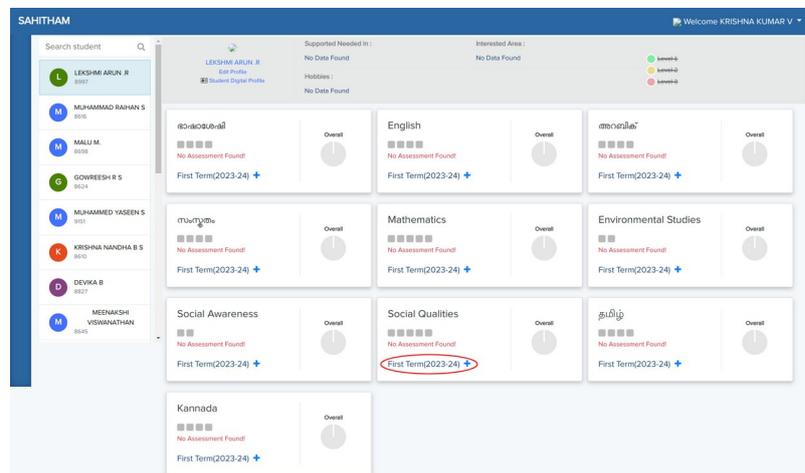
The screenshot shows the 'Edit' form for a student profile. The form includes a 'Back' button, a profile picture placeholder, and various fields for personal and family information. The fields are:

- Name: SARAYU S
- Class: 3 3A
- Guardian occupation: --
- Guardian Name: SHIJUMON B
- Guardian annual income: (empty field)
- Guardian qualification: Select Qualification (dropdown menu)
- Living with parents?: YES NO
- Parents help in learning?: YES NO
- Living in own house?: YES NO
- Facilities for studying in house?: YES NO
- Interested area: Other (Mention below) (dropdown menu)
- Hobbies: (empty text area)
- Support needed in: Other (Mention below) (dropdown menu)

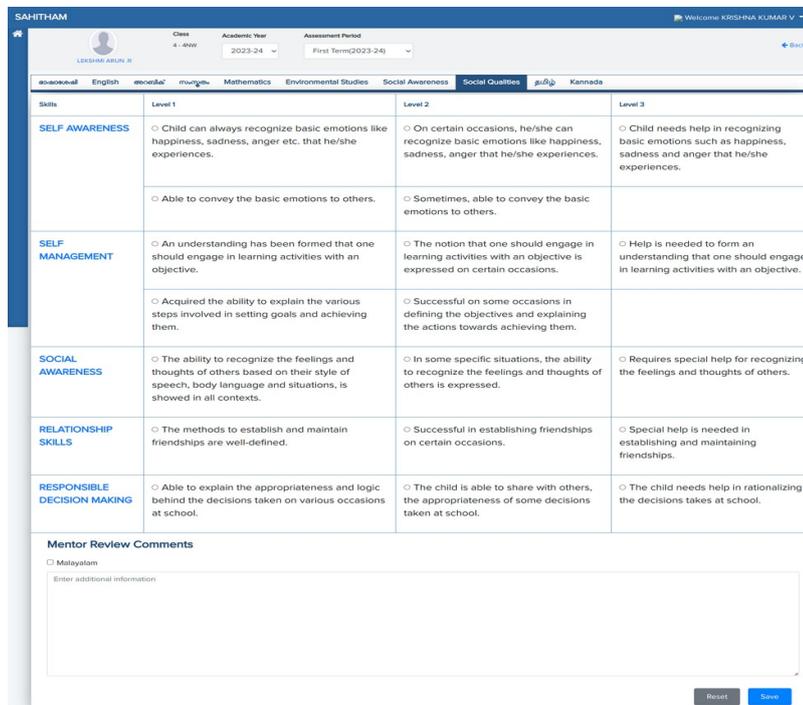
A 'Save' button is located at the bottom right of the form.

Recording Indicators in Students' Profile

- When you click on the name of the child, the following window will appear below for adding indicators.



- For recording Social Qualities in the profile of a child, click on the “+” symbol, as given below.
- The qualitative indicators of Social Qualities are organized into three levels: Level 1, Level 2, and Level 3, as shown in the window below:



- Appropriate indicators have to be clicked and chosen to indicate the child's proficiency level in each area. The change in background colour of the selected indicators is observable.

Skills	Level 1	Level 2	Level 3
SELF AWARENESS	<ul style="list-style-type: none"> Child can always recognize basic emotions like happiness, sadness, anger etc. that he/she experiences. Able to convey the basic emotions to others. 	<ul style="list-style-type: none"> On certain occasions, he/she can recognize basic emotions like happiness, sadness, anger that he/she experiences. Sometimes, able to convey the basic emotions to others. 	<ul style="list-style-type: none"> Child needs help in recognizing basic emotions such as happiness, sadness and anger that he/she experiences.
SELF MANAGEMENT	<ul style="list-style-type: none"> An understanding has been formed that one should engage in learning activities with an objective. Acquired the ability to explain the various steps involved in setting goals and achieving them. 	<ul style="list-style-type: none"> The notion that one should engage in learning activities with an objective is expressed on certain occasions. Successful on some occasions in defining the objectives and explaining the actions towards achieving them. 	<ul style="list-style-type: none"> Help is needed to form an understanding that one should engage in learning activities with an objective.
SOCIAL AWARENESS	<ul style="list-style-type: none"> The ability to recognize the feelings and thoughts of others based on their style of speech, body language and situations, is showed in all contexts. 	<ul style="list-style-type: none"> In some specific situations, the ability to recognize the feelings and thoughts of others is expressed. 	<ul style="list-style-type: none"> Requires special help for recognizing the feelings and thoughts of others.
RELATIONSHIP SKILLS	<ul style="list-style-type: none"> The methods to establish and maintain friendships are well-defined. 	<ul style="list-style-type: none"> Successful in establishing friendships on certain occasions. 	<ul style="list-style-type: none"> Special help is needed in establishing and maintaining friendships.
RESPONSIBLE DECISION MAKING	<ul style="list-style-type: none"> Able to explain the appropriateness and logic behind the decisions taken on various occasions at school. 	<ul style="list-style-type: none"> The child is able to share with others, the appropriateness of some decisions taken at school. 	<ul style="list-style-type: none"> The child needs help in rationalizing the decisions taken at school.

- The observations and conclusions based on the child's performance are to be typed and recorded in the column "Mentor Review Comments".

Mentor Review Comments

Malayalam

Requires special help for recognising the feelings and thoughts of others.

- After the completion of recording, 'Save' them.
- After adding appropriate indicators in all subjects based on child's performance, 'Save' the chosen indicators. For example, the window below shows after adding appropriate indicators for Social Awareness in standard 4.

Skills	Level 1	Level 2	Level 3
Interprets according to the context	<ul style="list-style-type: none"> Realises that self-sacrifice and cooperation played a key role in the nation's freedom and that traits like sacrifice, honesty, helping mentality, and willingness to share have been made a part of life. 	<ul style="list-style-type: none"> Recognizes that the selfless effort of numerous heroic patriots led to the independence of our nation. 	<ul style="list-style-type: none"> Teacher's help is needed to understand that the selfless effort of numerous heroic patriots led to the independence of our nation.
Evaluates Critically	<ul style="list-style-type: none"> Understands the role of the three-tier Panchayat system in the development of the country and one's own responsibilities in it and entails developmental needs which are prioritized. A few solutions are also investigated upon. 	<ul style="list-style-type: none"> The role of three-tier Panchayat system in the development of the country and the role of the public in decision-making of developmental matters have been recognized. 	<ul style="list-style-type: none"> Teacher's help is needed to understand the role of three-tier Panchayat system in the development of the country and the role of the public in decision-making of developmental matters.

Mentor Review Comments

Malayalam

Enter additional information

- The child's profile, formed based on chosen indicators, can be viewed by clicking on the child's name or by clicking on the 'Student Digital Profile' link below the child's name.

The Digital Profile Reports of the students have to be updated regularly on the basis of discussion among fellow teachers and in SRG meetings.

4. Student Digital Profile Report

- Select the class in the Teacher's Login
- The Digital Profile Report of the child can be seen in the subsequent window.
- If you want to take the print version of Student Digital Profile Report, click on Print Icon. You can either print or save it as PDF file. In this way the Digital Profile Report of a student can be obtained.

The screenshot shows the 'STUDENT DIGITAL PROFILE' page for a student named LEKSHMI ARUN R. The page includes a header with the Sahitham logo and a 'Print' icon circled in red. The profile details are as follows:

Name	LEKSHMI ARUN R	Class	4 4NW
Address	VJAYA COTTAGE, THOTTAKKADU,KALLAMBALAM	Contact No	8289879869
Email	No Data	Name of Guardian	ARUN CHANDRAN R
Occupation of guardian	BANK EMPLOYEE	Qualification of guardian	No Data
Guardian annual income	No Data	Living with parents?	No Data
Parents help in learning?	No Data	Living in own house?	No Data
Facilities for studying in house?	No Data	Interested area? Other if any:	No Data
Interested area?	No Data	Support needed area? Other if any:	No Data
Hobbies?	No Data		
Support needed area?	No Data		

Academic Year : 2023-24 Assessment Period : First Term(2023-24)

Social Awareness
The role of three-tier Panchayat system in the development of the country and the role of the public in decision-making of developmental matters have been recognized. Realises that self-sacrifice and cooperation played a key role in the nation's freedom and that traits like sacrifice, honesty, helping mentality, and willingness to share have been made a part of life.

Mentor Review Remarks

#	Title	File Type	Remarks	Preview
No Attachment Found...				

Social Qualities
Requires special help for recognizing the feelings and thoughts of others. Special help is needed in establishing and maintaining friendships. The child is able to share with others, the appropriateness of some decisions taken at school. Child can always recognize basic emotions like happiness, sadness, anger etc. that he/she experiences. Able to convey the basic emotions to others. The notion that one should engage in learning activities with an objective is expressed on certain occasions. Successful on some occasions in defining the objectives and explaining the actions towards achieving them.

Mentor Review Remarks
Special help is needed in establishing and maintaining friendships.

#	Title	File Type	Remarks	Preview
No Attachment Found...				