





# School Onboarding Guide

Everything your school needs to get fully operational on eBodhya

## Before You Begin — Checklist

### PREREQUISITES

- School coordinator identified (primary point of contact for eBodhya)
- List of all classes, sections, and subjects finalised
- Teacher roster with names, email addresses, and assigned subjects
- Student roster with name, class, section, and roll number
- School board and academic calendar confirmed
- Admin account credentials received from eBodhya team

## Step 1 — School Profile Setup

Log in with your administrator account. Navigate to Settings !' School Profile and complete:

- School name, UDISE code (if applicable), and board affiliation
- Academic year start and end dates
- Assessment policy: marks, grading scheme, and pass criteria
- Time zone and language preference

## Step 2 — Department and Class Setup

Navigate to Setup !' Classes. Create each class in the format Class–Section (e.g. 10-A, 10-B). Assign subjects to each class. Subject–teacher mapping is done in the next step.

## Step 3 — Teacher Account Creation

Navigate to Teachers !' Add Teacher. You can add teachers individually or use the bulk import (CSV). Required fields:

- Full name, email address (used as login ID)
- Subject(s) assigned
- Class(es) assigned

Teachers receive an email with their login credentials and a link to the Quick Start Guide automatically.

## Step 4 — Student Import

Navigate to Students !' Bulk Import. Download the CSV template, fill in student data, and upload. Required fields: Name, Roll No., Class, Section.

- Students do not need accounts at this stage
- Student App accounts will be available in the upcoming release

## Step 5 — First Assessment Checklist



1. At least one teacher has logged in and completed their profile

☐ 2. A class group is set up with at least one student assigned

☐ 3. A test has been created and published to that group

☐ 4. Answer sheets have been uploaded and evaluated

☐ 5. The coordinator has reviewed the School Analytics dashboard