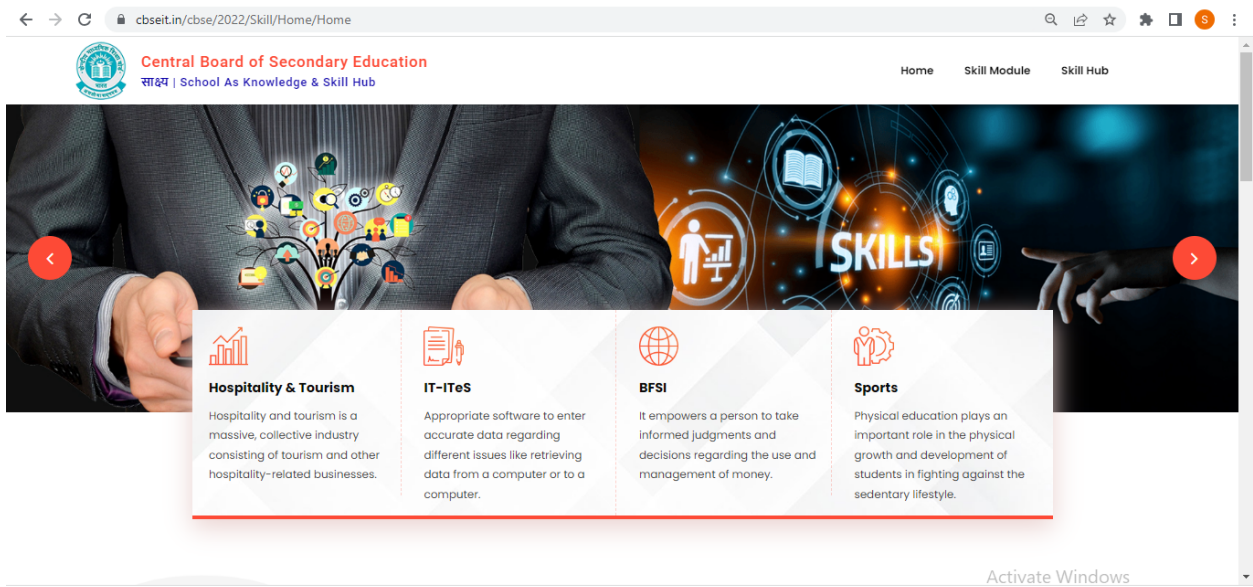
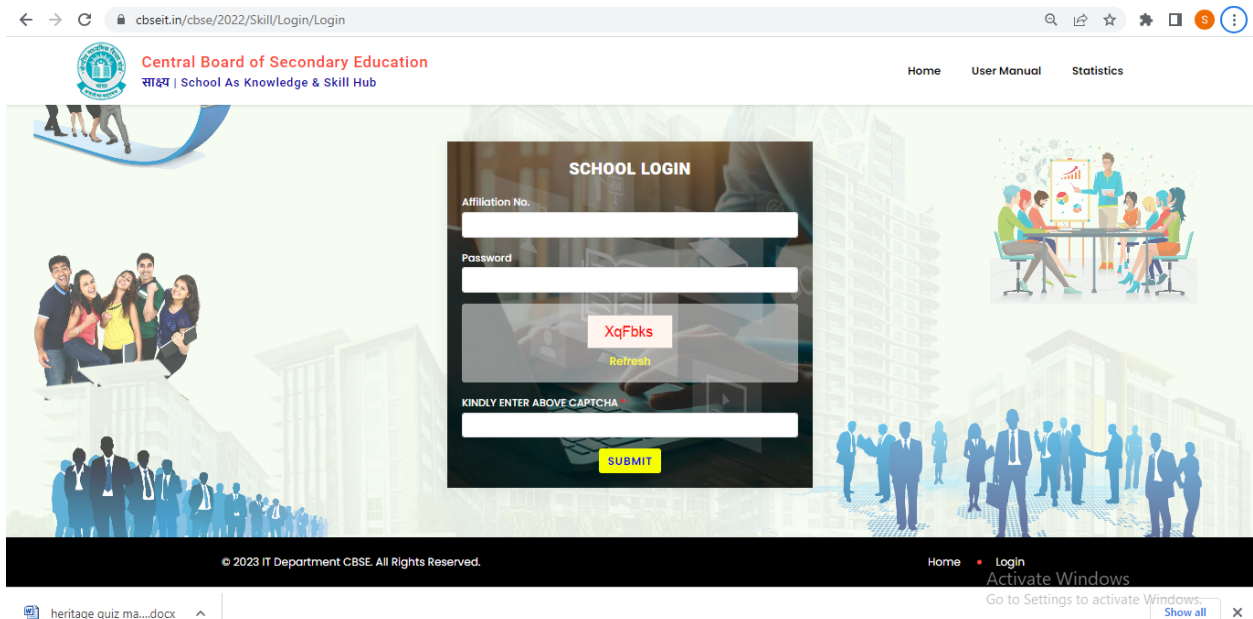


# User Manual for School As Knowledge & Skill Hub Portal

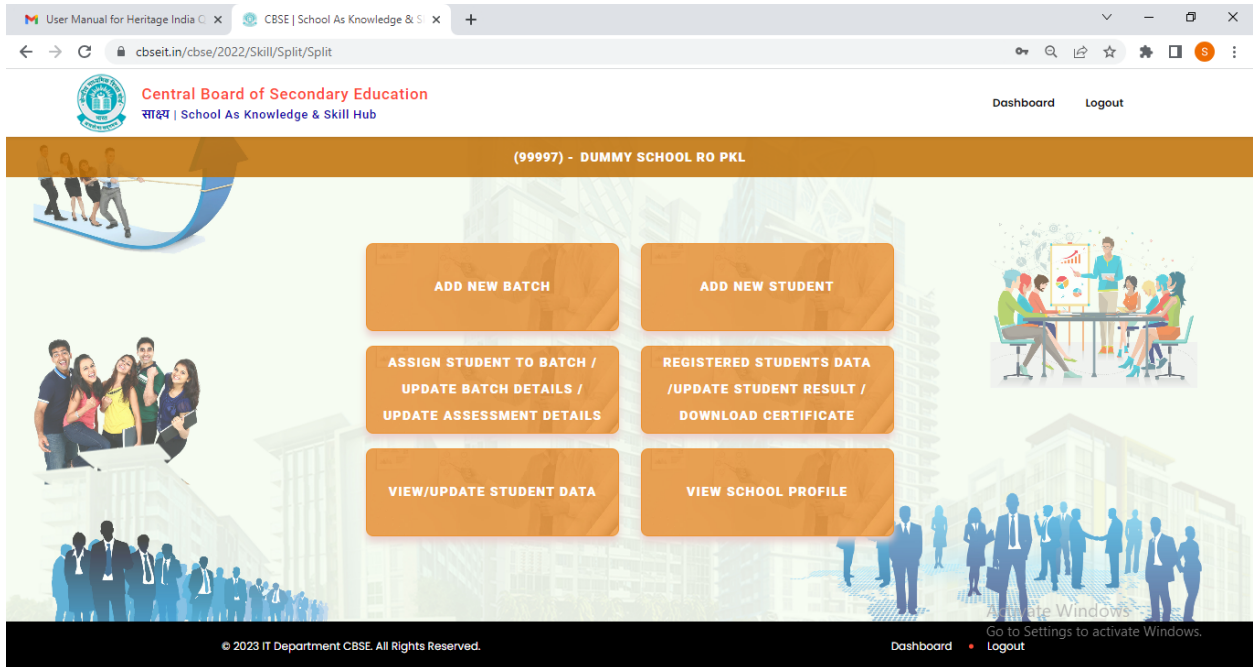
1. Given below is the Home Page. School has to click on “Skill Hub” option to go to Login Page of the Skill Hub Portal.



2. Schools can login in the portal using their LoC Credentials. Two menus **Statistics** and **User Manual** is given for the school on the Web Page. Schools can go through the user manual to check the flow of the portal.

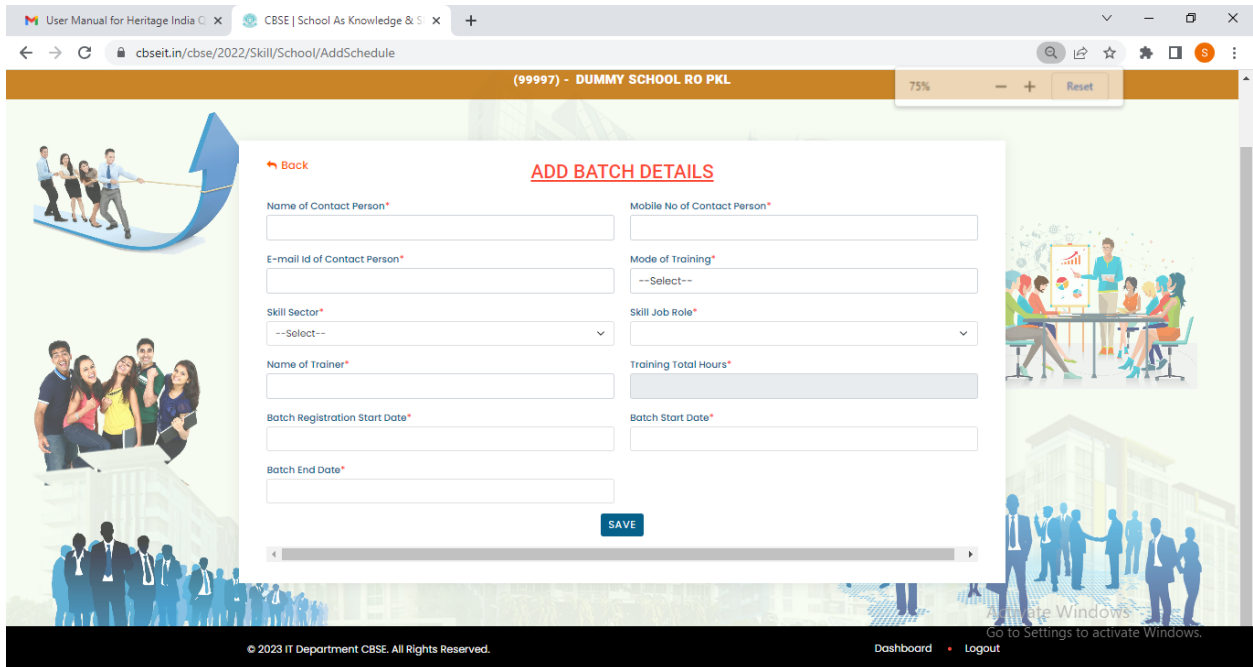


3. After login Dashboard having various options is available for school as given in the screen below.



4. Workflow for the portal is as follows:

A. First school has to add a new batch using the option “**Add Batch Details**”. School has to fill all the information for creation of page as given in the screenshot below:



B. Then the school has to add student details along with images of photo and signature using option “**Add New Student**” given in the dashboard.

**ADD NEW STUDENT DETAILS**

Back

Photo  
Choose File No file chosen  
(Max image size is 100kb)

School Name \*  
DUMMY SCHOOL RO PKL

Applicant Name \*

Father Name \*

Mother Name \*

Gender \*  
--Select--

Category \*  
--Select--

Date of Birth \*

Submission Date  
14-06-2023

Signature  
Choose File No file chosen  
(Max Upload size is 20kb)

SAVE

C. After that, the school has to assign students to the Batch using option “**Assign Student To Batch /Update Batch Details /Update Assessment Details**” available on the dashboard.

Central Board of Secondary Education  
साक्षर | School As Knowledge & Skill Hub

Dashboard Logout

(99997) - DUMMY SCHOOL RO PKL

**LIST OF SKILL SCHEDULED BATCHES**

Show 10 entries Search:

Batch No	Sector Name	Job Role	Training Mode	Training Hours	Registration Date	Start Date	End Date	Assign Student	Update Batch Details	Update Assessment Details
1	Logistics	Land Transportation Associate	Offline	300	12-04-2023	01-05-2023	31-05-2023	Assign	Update	Update

Showing 1 to 1 of 1 entries Previous 1 Next

Three different options are given in the above screen to perform three tasks.

- i. To proceed for assignment school first click on the “**Assign**” option to assign the students to the selected batch. Then the school has to click on checkbox against student names to assign that student and then click on “**Save**” button to finally save the data.

**ASSIGN STUDENTS TO BATCH**

**Batch Details**

Sector Name: Logistics Job Role: Land Transportation Associate Schedule: 01 May 2023 - 31 May 2023

**List of Students Available to Assign**

Show 10 entries Search:

Serial No	Please tick to Assign	Student Id	Name of Applicant	Father Name	Mother Name	Date of Birth
1	<input checked="" type="checkbox"/>	SH9997000001	vbcvb	bxb bb	vcbgg gfdgfg	08-02-2000
2	<input checked="" type="checkbox"/>	SH9997000002	gfdgfdg	gfdgf	gfdgfdgfdg	08-02-2000
3	<input checked="" type="checkbox"/>	SH9997000003	fds	gfdgfdg	gfdgfdg	08-02-2000

Showing 1 to 3 of 3 entries Previous 1 Next

**SAVE**

ii. Next option is **“Update Batch Details”** which is used to update the batch details e.g. Batch End date or Trainer name etc.

**UPDATE BATCH DETAILS**

Affiliation No.  Name of Contact Person

Mobile No of Contact Person  E-mail Id of Contact Person

Skill Sector  Skill Job Role

Name of Trainer  Training Total Hours

Batch Registration Start Date  Batch Start Date

Batch End Date  Mode of Training

**SAVE**

© 2023 IT Department CBSE. All Rights Reserved. Dashboard Logout

iii. Next option is **“Update Assessment Details”** to update the Assessment period, Invigilator name and Assessment year in the Batch.

**UPDATE BATCH ASSESSMENT DETAILS**

Back

Affiliation No. XXXXXXXX

Name of Contact Person hbdhdf

Mobile No of Contact Person 8878787878

E-mail Id of Contact Person re@gg.com

Sector Name Logistics

Job Role Land Transportation Associate

Name of Trainer safasafas

Training Total Hours 300

Batch Registration Start Date 12-04-2023

Batch Start Date 01-05-2023

Batch End Date 31-05-2023

Mode of Training Offline

Period of Assessment 30

Year of Assessment 2023

Name of invigilator fdfdfds

SAVE

© 2023 IT Department CBSE. All Rights Reserved. Dashboard Logout

5. “Registered Students Data/Update Student Result /Download Certificate” option is given on the dashboard to view batch wise registered students data. Three options are available in the screen below to view, update result and download certificate of student after updation of result.

Central Board of Secondary Education  
साक्षर | School As Knowledge & Skill Hub

Dashboard Logout

(99997) - DUMMY SCHOOL RO PKL

Back

**LIST OF STUDENTS REGISTERED IN BATCHES**

Show 10 entries

Search:

Export To Excel



Serial No	Student id	Student Name	Date of Birth	Batch id	Sector	Job Role	Schedule	Student Details	Update Result	Download Certificate
1	SH99997000001	vbcvb	08-02-2000	1	Logistics	Land Transportation Associate	01/05/2023 - 31/05/2023	View	Pass	Download
2	SH99997000002	gfdgfdg	08-02-2000	1	Logistics	Land Transportation Associate	01/05/2023 - 31/05/2023	View	Update Result	
3	SH99997000003	fds	08-02-2000	1	Logistics	Land Transportation Associate	01/05/2023 - 31/05/2023	View	Update Result	

Showing 1 to 3 of 3 entries

Previous 1 Next

6. “Update Result” option is used to update the result of the student i.e. **Pass** or **Not Pass**.

← Back **UPDATE RESULT OF STUDENT**

Student Photo  Signature 

School Name  Applicant Name

Skill Sector  Skill Job Role

Batch Schedule  Date of Birth

Father Name  Mother Name

Gender  Category

Result of Student

**UPDATE RESULT**

© 2023 IT Department CBSE. All Rights Reserved. Dashboard Logout

7. “Download Certificate” option is used to download certificates after updating the result of the student.
8. Schools can update their student data using the “View/Update Student Data” option as given on the dashboard.
9. Schools can view profiles using the “View School Profile” option as given on the dashboard.
10. For any query please contact at email id: **skillhub.cbse@gmail.com**