Steps on how to use the KPTC E-learn portal

The KPTC E-learn portal shall enable students of KPTC to be able to access assignments / worksheets / videos given to them by their teachers, and also allow discuss and post any questions related to those assignments. This portal shall further be used to conduct Online Tests. The portal is intended to be used both on Desktop Computers and Mobile Devices.

This document shall explain how to use the portal, and explain various terms and settings that are made available to the students. Parents and Students are advised to go through this page and familiarize themselves with the various features, terms used throughout the portal.

Terms:

- Student ID / Enrollment Number: The Unique Alpha-Numerical Admission number given to each student from the school (eg: J0182253)
- Mobile Number: The primary registered mobile number in school records for the student.
- Assignment: The Uploaded Assignment/Worksheet provided by the Teacher.
- Discussion: The Questions posted by students, and replied by the concerned teacher in relation to the Assignment.
- Push Notification: The system sent alerts that notify new assignments or replies given by teachers.

Step 1: The E-learn Portal can be accessed at this secure URL :

https://portal.kptc.ac.in/

Preferred Browsers: Chrome, Firefox on Windows or Android phones.

On this Page, enter your Enrollment Number in first field.
Registered Primary Mobile Number in Second Field, and then click on LOGIN Button.

If there are any mismatch of information, an error shall be displayed. In case you have entered the student Number or Mobile number incorrectly, you may correct it and re-try.

If you are still unable to move to Second Step, you may contact your teacher for assistance.

Step 2: Student Dashboard.

On The student Dashboard page, the Available links, and their function are described as below:

1. Name of the Student: This is the Student name for which the dashboard is presently open.
2. Logout e-class Link. This is used to LOG out of the portal. It is however suggested to not Log out of the portal, unless you are using the portal on a shared device, or computer (eg Cyber café , friends computer etc). Logging out will disable PUSH notification and alerts that the portal may send to you.
3. Student Information Detail: Brief Details about the Student
4. Name of the Assignment and Subject.
5. Buttons to Download the Assignment or Watch related Videos.
6. Discuss Button to ask any questions.

   Uploading Submissions.
   Please read the following important instructions before attempting to upload:
   * Acceptable File Formats for Submission are Image (JPG) and PDF Formats.
   * If you have multiple pages to submit, combine into one single file before submitting.
   * Once you upload your submission, you will NOT be allowed to re-submit, so choose your correct file carefully.
   * Last Date for submission is on or before the date marked on the Assignment
   * Maximum File size allowed is 2MB per upload.
   * You may use Free tools like Clear Scanner to combine multiple pages into a single file.
   * Any irrelevant information uploaded shall be deleted and noted against the student.
   * Some Useful URLs (Opens external site in new window):
   * Clear Scanner Tutorial | b. PDF Compression Tool | c. JPG Compression Tool.

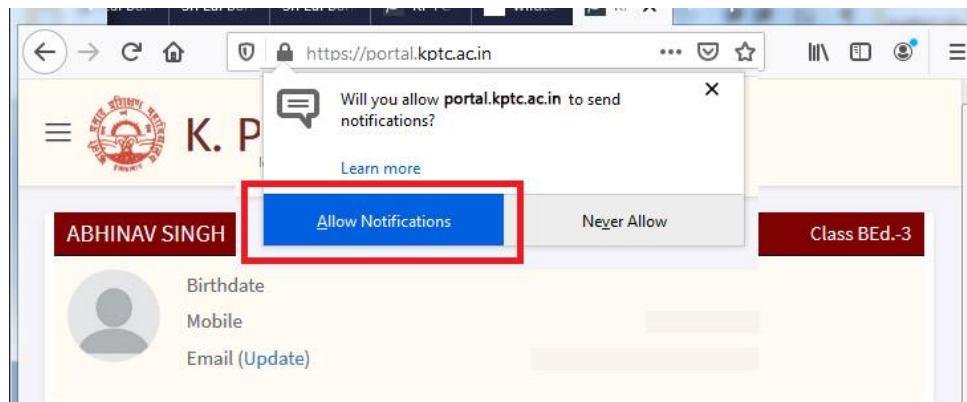Once your Submission file is ready, Use the following steps to upload:

7. Select the file to upload.
8. Click on the "Preview & Upload" Button.
   (Note: - Please use the "Preview & Upload" button to submit your assignment. Only if you face any errors, then use the Direct Upload button. The Preview helps in finding out any errors in file selection before upload and is recommended to be used.)

Further, for the first time visitor, the Dashboard shall present with a browser alert to Allow Notifications to be sent.
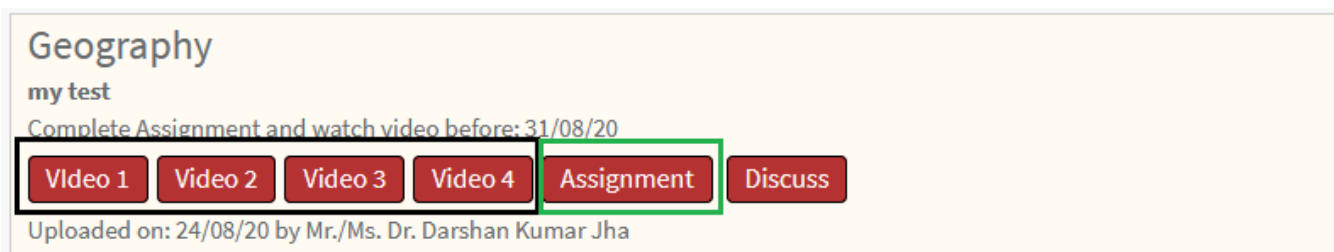
Students are advised to click on Allow button to enable the Notification alerts
(This feature is presently available only on Chrome/Firefox users on Windows/Android PCs/Phones)

Step 3: Watch Assignment Related Videos, or download the Assignment.

Students may use the links provided through buttons to watch Assignment related videos (if any)
And/ Or Download the Assignment file using the buttons as shown below.

Step 4: Use of Discuss Button
Discussion feature has been provided for the students/parents to ask assignment related questions to the concerned teacher, and view the teachers' reply.
The Discuss button may be used for the same.
Note: Students should ask relevant, assignment related questions only. Each submission is flagged with the Student's ID, Name and IP address. And any misuse of this shall be reported.

The Discuss page shows the following options:

Discussion Page for Geography - my test

← Back to Assignment List   **2.**   **1.**   Post a new question

My Test Question 1
Posted by: AAKANKSHA on date: 24/08/20 19:01:48   **3.**

> **Reply posted by your teacher Mr/Ms. Dr. Darshan Kumar Jha on date: 24/08/20 19:02:14**
> Test Answer 1   **4.**

1. Post New Question Button
2. Back to Assignment List Link
3. Question Asked by Teacher
4. Answer Replied by Teacher

To Post a new question the Button may be used, which presents a text box for the submission of the question.
Note: Questions may be posted only on and before the last date of submission of the assignment.

Discussion Page for Geography - my test

← Back to Assignment List   Post a new question

Post New Question
Ask only questions related to this topic. Unrelated questions will be deleted/ignored.

Please enter your question here...

Post Question