

DIETs Access to DIKSHA

Standard Operating Procedure (SOP)

Version 1.0
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☐ **Background - The need to empower DIETs**

DIETs are in charge of multiple initiatives at the district level. They are an important body that designs and plans initiatives for multiple stakeholders with the larger goal of empowering stakeholders and improving education. DIETs also do a varied number of interventions on the guidance of the SCERTs. Student enrollment drives, Teacher needs analysis or student competency testing, teacher capacity building etc are some of the programs they run. Currently, DIETs run these programs in a physical mode.

DIETs sometimes leverage Digital modalities when it is a program cascaded by the state. But DIET programs aren't usually run as digital programs as they do not have rights to create/review or publish content on the DIKSHA platform. States have the ability to bestow these rights to DIETs to further empower them to imagine and run their own digital programs.

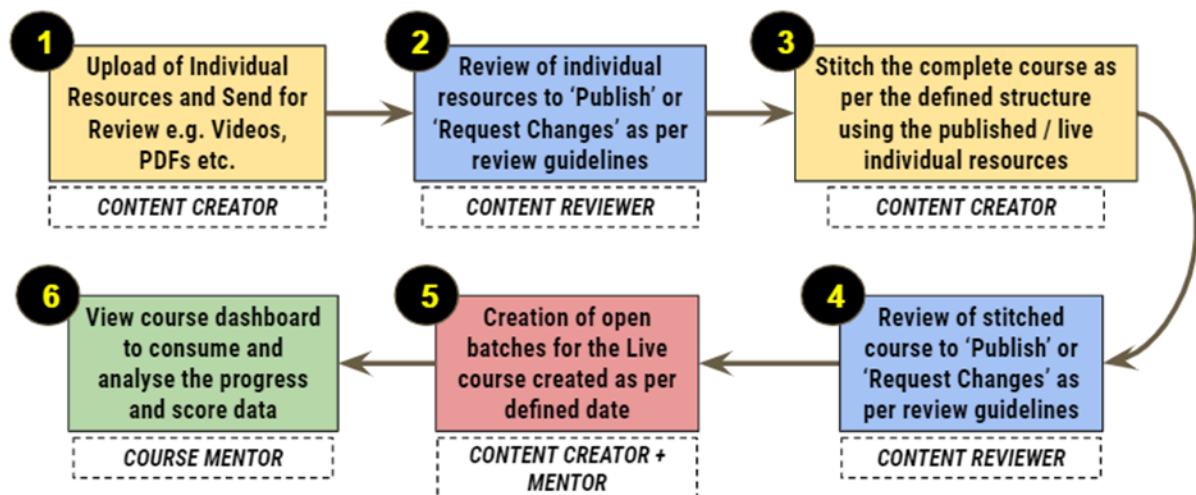
- ☐ **About this Document** - This SOP has been designed to address the specific need for SCERTs to understand the process to get DIETs onboarded on DIKSHA. This needs to be done by giving independence to the districts in the form of creation and allocation of DIET specific User IDs for independent access to the DIKSHA platform.

Another SOP regarding how to use DIKSHA on a technical level, as well as how to leverage DIKSHA for district programs will be soon shared. On the second level SOP is designed and rolled out, SCERTs will be required to cascade that document down to all DIETs where DIKSHA rights will be already extended, so that DIETs are empowered to do programs for their districts. This can be done in close collaboration with the DEO as well, based on the extent of activity in any given district.

☐ **Types of User IDs and their Rights on DIKSHA**

To rollout programs some specific User IDs need to be available, to create digital resources, upload digital resources and stitch a course or create a practice test or an assessment etc.

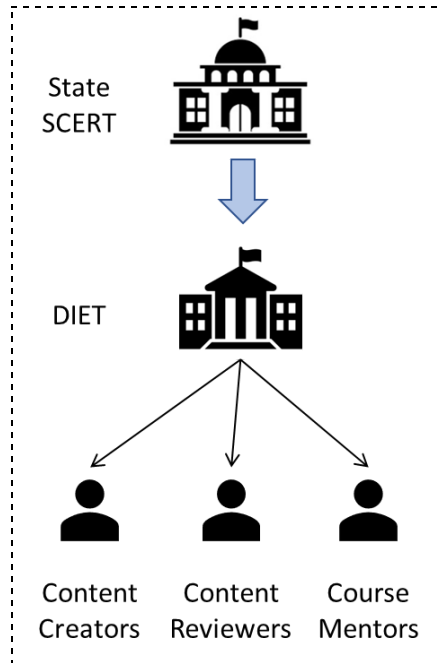
A broad outline of creation flow is as follows:



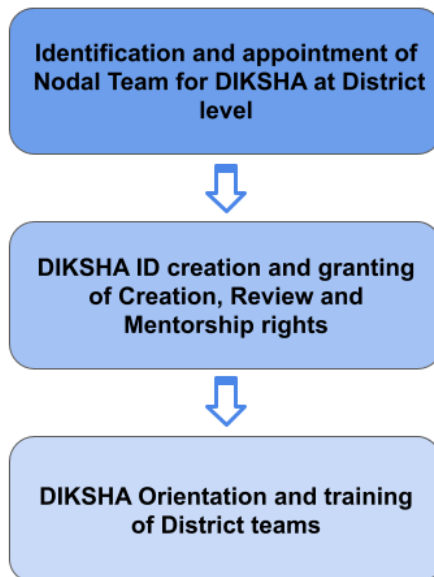
The type of IDs needed are shown below. Most states would have these IDs already created.

- **CONTENT CREATOR** – This role is required to create and upload individual resources which can be then reviewed by the reviewer. These individual resources will in turn form part of the complete collection / course. Once the individual resources are reviewed and live on DIKSHA, this role is responsible for stitching the complete collection / course as per defined structure.
- **CONTENT REVIEWER** – This role includes reviewing resources as well as the stitched courses and then either rejecting it with appropriate comments or approving it. Once approved, the resource / course gets automatically published on DIKSHA.
- **COURSE MENTOR** - This role can be added as mentors to the batch so that they can view the dashboard and access the course progress report.

With these rights, any DIET can create and run their own targeted and contextual



Steps to be undertaken to grant DIKSHA rights to districts



☐ Roles required at DIET level

The State DIKSHA Co-ordinator from SCERT can work with DIETs to help them Identify 2 key roles that will be required for each DIET to have:

- **District DIKSHA Co-ordinator:** From the DIET side, there first needs to be identified and appointed To start with a District DIKSHA Coordinator needs to be identified by the

DIET. This role will include planning, designing and overseeing DIKSHA programs at the district level

- **DIKSHA Technical Admin:** One or two Technical Admins can be appointed as DIKSHA technical team members under the DIKSHA co-ordinator to help manage all creation/ upload/ review and publish and data related work. The role will include providing help with all technical work on DIKSHA, including uploading and publishing content, stitching courses, downloading reports and doing basic analysis of the program adoption based on the reports, and associated activities.

☐ **Generic Email creation for giving DIKSHA rights**

Once District DIKSHA co-ordinator is identified, three Generic email IDs need to be created to enable rights for the same.

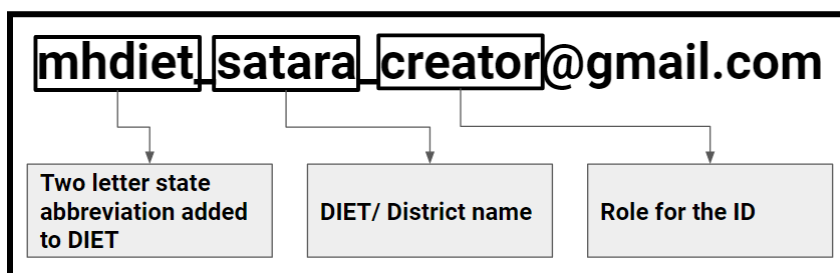
The IDs to be created need to be **generic** in nature not attributing to some individual staff member. This 'Generic ID creation' approach helps in ensuring ease in managing the ID in case of unavailability of the individual. This is especially important because any kind of password resetting is OTP (On time Password) based, and being a generic email based ID, there is no dependency on any one designated individual's mobile or personal email id for retrieval of the OTP.

Given below are the steps to get these IDs created, the turnaround time (TAT) for which will be 3 to 4 working days -

- I. The excel format as shown below, needs to be used to fill the **details of DIET** on whose name these IDs need to be created. Important to note that during creation of user IDs, only a generic email id of the DIET needs to be entered in the excel format. A filled sample can be seen below -
- II. A request needs to be raised via email, by writing to support@teamdiksha.org with the information below, keeping DIKSHA State PMU in cc. Shown below is a sample of a filled 'User Creation' template. As can be seen DIET name has been added under the 'Name' column, and role-wise unique emails ids have been added.

STATE_NAME	NAME	MOBILE	EMAIL	USER_TYPE	ROLES	USER ID	SCHOOL EXT. ID
MAHARASHTRA	MH_DIET_Satara	NA	mhdiet_satara_creator@gmail.com	OTHER	CONTENT_CREATOR	NA	NA
MAHARASHTRA	MH_DIET_Satara	NA	mhdiet_satara_reviewer@gmail.com	OTHER	CONTENT_REVIEWER	NA	NA
MAHARASHTRA	MH_DIET_Satara	NA	mhdiet_satara_mentor@gmail.com	OTHER	COURSE_MENTOR	NA	NA

It will be important to note that the nomenclature of email Id to be created for a DIET needs to be easily interpreted to extract the State and District name from it. This will help the support team in identifying the sender of email as well as this can help in standardizing the email is creation.



- III. The User IDs once created will be shared on email to SCERT who will cascade it to DIETs
- IV. The DIET users need to log into DIKSHA and get their passwords changed at the first login, using the 'forgot password' link provided on the login page

Orientation of DIKSHA co-ordinators and Technical Admins

- State will take up orientation and training of all District DIKSHA Coordinators as well as technical admins from the districts. This will help in ensuring the district team is updated on all features of DIKSHA and the team understands how prior programs were designed and implemented. This will give the district team an idea on how to design and implement their own programs.
- A DIKSHA SOP will be shared with all states and DIETs, on how to create and run programs on the DIKSHA platform at the district level. This will include how to create resources and courses, how to publish them, and also how to look at data.

Next Steps for States / SCERTs

Sr.	Stakeholder	Action to be taken
1	SCERT DIKSHA Coordinator	Sends SOP to all DIETs
2	DIET Principal	Identifies and appoints DIKSHA Coordinator for the district
3	District DIKSHA Coordinator	Identifies and appoints Technical Admin(s) to work in District DIKSHA team
4	Technical Admin (DIET)	Creates generic Email IDs for Creator, Reviewer and Mentor roles
5	SCERT	For raising the request for giving rights to created generic Email IDs, State SCERT needs to use its white listed email ID to raise a ticket on support@teamdiksha.org on behalf of DIETs

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