



Quick User Guide

Web-based direct reporting

How to Enter Information of Sindh's Secondary and Higher Secondary Schools through a web-based direct reporting IT platform

Version Date
19/03/2014

Step by Step Quick User Guide “How to enter School Information through Web-based platform”

Note:

- (1) Ensure that your **internet** connection is working properly
- (2) This web-based reporting is only for the **High & Higher Secondary Schools** School Census 2013 - 14
- (3) Before start the web based entry of your school please keep information about School such as A) infrastructure (building ownership, number of rooms and classrooms etc) B-Teachers information (Name, designation, CNIC etc) and C-Class wise and group wise enrolment
- (4) If any issue please contact helpline Numbers 021-32775772 & 0333-2223718 timing 9:00 to 5:00pm and Days Mon to Friday
- (5) For the quick user guide **Google Chrome** (Version 28.0.1500.52 m) used
- (6) For a normal user the estimated time to entering a School's with detail information of Ten Teachers is recorded 1 hour but its depend on the computer skills of user, information availability and number of Teachers.

Step 00: Type the below mentioned address on address bar

http://www.semismodule.com



Step 01: Type your Schools' New SEMIS Code as username and for password type "testme" (without quotes) and click on the Login button

The close-up image shows the login form with the following details:

- Username: 401010829
- Password: testme
- Login button

System will ask you for the password change. You can change the password as well.

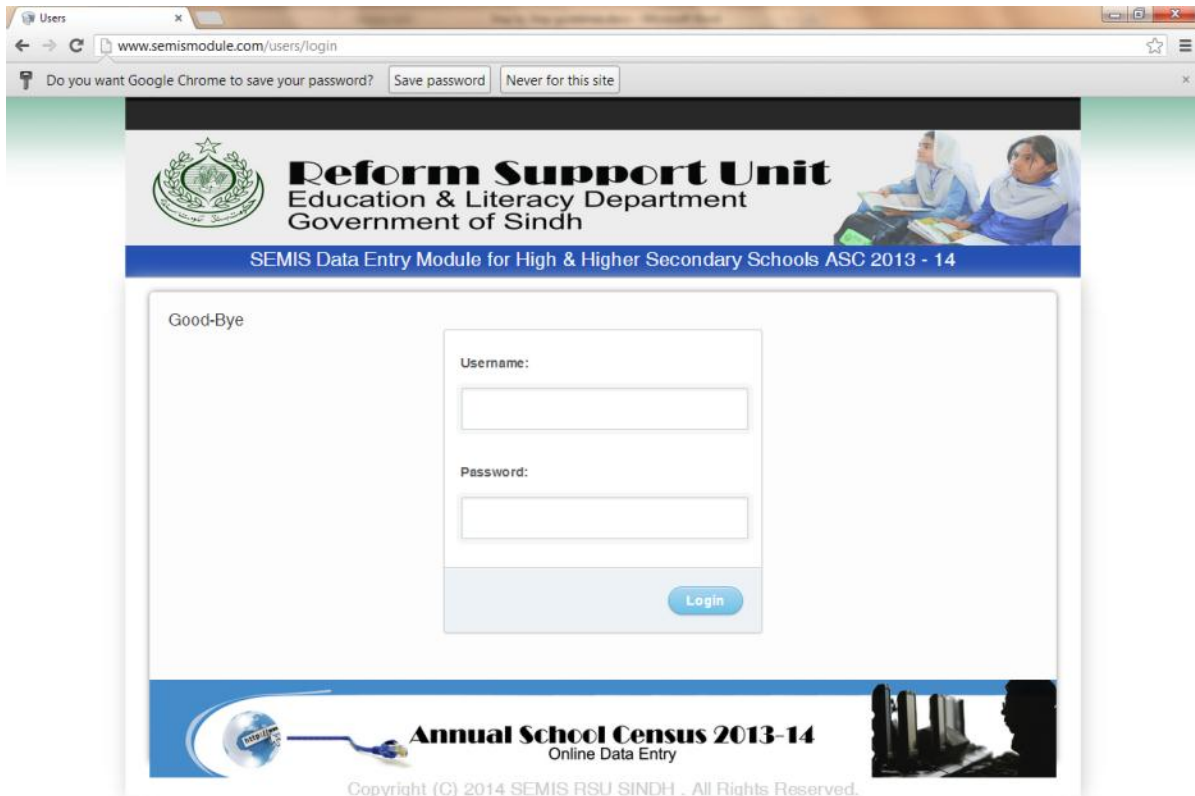
Change Password

Username

Password

Match Password

Step 02: After password changed system will automatically logout and it will ask you. As you have put in **Step 01:** username and new changed password



Step 03: Click on “Add” link mentioned on **Third** quarter (S.No 3)

Note: Before starting the entry kindly ensure that you are viewing the right School Name

Welcome to the Dashboard for Data Entry of High and Higher Secondary Schools

School Name	GBHS - KADHAN
School ID	401010829
HM Name	MUHAMMAD ASLAM KHUWAJA

S.No.	Year	Quarter	Add / Edit	Finalize	Add / Edit status	Remarks
1	2014	First	Add	Form Not Available	This quarter is not to be filled	Editing / Adding not allowed
2	2014	Second	Add	Form Not Available	This quarter is not to be filled	Editing / Adding not allowed
3	2014	Third	Add	Form Not Available	Editing / Adding allowed	
4	2014	Fourth	Add	Form Not Available	This quarter is not to be filled	Editing / Adding not allowed

Annual School Census 2013-14
Online Data Entry

Copyright (C) 2014 SEMIS RSU SINDH . All Rights Reserved.

S.No.	Year	Quarter	Add / Edit	Finalize	Add / Edit status
1	2014	First	Add	Form Not Available	This quarter is not to be filled
2	2014	Second	Add	Form Not Available	This quarter is not to be filled
3	2014	Third	Add	Form Not Available	Editing / Adding allowed
4	2014	Fourth	Add	Form Not Available	This quarter is not to be filled

Click here to Start

Step 04: Put the information as questions mentioned on form

Please Note: (1) The reference date for the Third quarter is **15 February 2014** so please enter the information accordingly. (2) use vertical scrollbar for further view for the information.

Home x
www.semismodule.com/home/semishquarterdata/add/2014/3

Reform Support Unit
Education & Literacy Department
Government of Sindh

logout

School Based Online Monitoring System

New SEMIS Code: 401010829

Basic Information of School

Old SEMIS Code: 496

District: Badin

Tehsil: Badin

Union Councils: 10-Kadhan

Tappa: KADHAN

Deh: KADHAN

National Assembly: 225

Provincial Sindh: 58

School Name: GBHS - KADHAN

School Address: PO KADHAN

School Village / Mohalla: KADHAN

Phone Number:

Information About Head of School / Head Teacher

Head Teacher Name *

Head Teacher CNIC *

Head Teacher Contact Number (Tel/Mob) *

Head Teacher Gender *
 Male
 Female

Head Teacher Designation *
 Head Master Incharge Teacher Other (Specify)

Level of School
 Secondary Higher Secondary

School Gender
 Boys Girls Mixed School / Co-Education

Medium (Multiple Ticks Allowed) and Medium Wise
 Urdu Medium Sindhi Medium English Medium

EN 10:48 AM 20/03/2014

Silent Features:

<p>Red Background Color</p>	<p>⇒ System will highlighted the red background if any question(s) data inconsistent/Error/illogical [Action required: check the data and correct]</p>
<p>Green Background Color</p>	<p>⇒ System will highlighted the green background if any question(s) data exactly matched or consistent with other question(s) [Action required: your data is correct go ahead]</p>

Step 05: for the teachers detail information go to the bottom of the page which we already opened on **Step 04 :**) and click on “Add another Teachers Detail”

Current session ID: 20U

Total Meetings held: 10

Date of last meeting: 2014-03-20

Write Total Number of following facilities available in School

Items	Working	Repairable
Blackboard	10	
Student Chais		
Student Desks		
Student Benches		
Teacher Chais		
Teacher Tables		
Electric Fans		
Electric Fans		
Water Pump (Electric Motor)		
Computes		
Computer Lab	Not Available	
Internet Available	Not Available	
From where this form is being filled:	<input type="radio"/> School <input checked="" type="radio"/> DO (SEMIS) Office <input type="radio"/> DO (Secondary) Office <input type="radio"/> LSU Office <input type="radio"/> Internet Cafe <input type="radio"/> Other (Specify)	

Full Name CNIC Number Designation Code BPS Code 10

Add Teacher Details Add Another Teacher Details

submit

Sindh Education Management Information System
School Based Monitoring System

Copyright (C) 2014 SEMIS RSU SINDH. All Rights Reserved

11:19 AM 26/03/2014

Full Name CNIC Number Designation Code BPS Code 10

Add Teacher Details Add Another Teacher Details ✓

submit

Click here for Teacher

Sindh Ed

System will enable you for enter a teachers record

From where this form is being filled. School DO (SEMIS) Office DO (Secondary) Office LSU Office Internet Cafe
 Other (Specify)

S.No.	Full Name	CNIC Number	Designation Code	BPS	Code for Type of Post	Subjects Taught	Leaves Availed in academic year	On Detailment	Contact Number
1	<input type="text"/>	<input type="text"/>	No Info <input type="text"/>	<input type="text"/>	Not Prov <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

Add Teacher Details [Add Another Teacher Details](#)

Sindh Education Management Information System

Please note: for more teachers each time we have to click on link "Add another Teachers Detail" as mentioned at **Step 05**

From where this form is being filled. School DO (SEMIS) Office DO (Secondary) Office LSU Office Internet Cafe
 Other (Specify)

S.No.	Full Name	CNIC Number	Designation Code	BPS	Code for Type of Post	Subjects Taught	Leaves Availed in academic year	On Detailment	Contact Number
1	<input type="text"/>	<input type="text"/>	No Info <input type="text"/>	<input type="text"/>	Not Prov <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	No Info <input type="text"/>	<input type="text"/>	Not Prov <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

Add Teacher Details [Add Another Teacher Details](#)

Sindh Education Management Information System

Step 06: After entering all the data click on “Submit” button for saving the record first time.

Write Total Number of following facilities available in School

Items	Working	Repairable
Blackboard	10	
Student Chairs		
Student Desks		
Student Benches		
Teacher Chairs		
Teacher Tables		
Electric Fans		
Electric Fans		
Water Pump (Electric Motor)		
Computers		
Computer Lab	Not Available	
Internet Available	Not Available	

From where this form is being filled.

School DO (SEMIS) Office DO (Secondary) Office LSU Office Internet Cafe
 Other (Specify)

S.No.	Full Name	CNIC Number	Designation Code	BPS	Code for Type of Post	Subjects Taught	Leaves Availed in academic year	On Detailment	Contact Number
1	Mr. Wali	29111-1111	DT	19	Govt Re	Drawl	365	<input type="radio"/> Yes <input checked="" type="radio"/> No	0300-000
2	Ms. Iman	22222-2222	HM	18	Govt Co	Web	200	<input checked="" type="radio"/> Yes <input type="radio"/> No	3333-333

Add Teacher Details Add Another Teacher Details

Sindh Education Management Information System
School Based Monitoring System

Copyright (C) 2014 SEMIS RSU SINDH. All Rights Reserved

11:44 AM
20/03/2014

After saving the information system will show the message “The form has been saved successfully”

www.semismodule.com/home/semishsdashboard/editingcompleted

Reform Support Unit
Education & Literacy Department
Government of Sindh

logout

The form has been saved successfully.

Dashboard for Data Entry of High and Higher Secondary Schools

School Name	GEHS	School ID	HM Name	Check	HM Contact Number
	KADHAN	401010829			0300-1111111

S No.	Year	Quarter	Add / Edit	Finalize	Add / Edit status	Remarks
1	2013-14	First	Add	Form Not Available	This quarter is not to be filled	Editing / Adding not allowed
2	2013-14	Second	Add	Form Not Available	This quarter is not to be filled	Editing / Adding not allowed
3	2013-14	Third	Edit	Finalize Form	This quarter is filled but it needs to be finalized	Editing / Adding allowed
4	2013-14	Fourth	Add	Form Not Available	This quarter is not to be filled	Editing / Adding not allowed

Sindh Education Management Information System
School Based Monitoring System

Copyright (C) 2014 SEMIS RSU SINDH . All Rights Reserved.

12:29 PM
20/03/2014

Step 07: if you want to recheck or modify the information then click on the “Edit” link otherwise click on “Finalize Form” (further detail see Step 07A & 07B)

The form has been saved successfully.

Welcome to the Dashboard for Data Entry of High and Higher Secondary Schools

School Name	GBHS - KADHAN	School ID	401010829
HM Name	Check	HM Contact Number	0300-1111111

S.No.	Year	Quarter	Add / Edit	Finalize	Add / Edit status	Remarks
1	2013-14	First	Add	Form Not Available	This quarter is not to be filled	Editing / Adding not allowed
2	2013-14	Second	Add	Form Not Available	This quarter is not to be filled	Editing / Adding not allowed
3	2013-14	Third	Edit	Finalize Form	This quarter is filled but it needs to be finalized	Editing / Adding allowed
4	2013-14	Fourth	Add	Form Not Available	This quarter is not to be filled	Editing / Adding not allowed

Sindh Education Management Information System
School Based Monitoring System

Copyright (C) 2014 SEMIS RSU SINDH All Rights Reserved.

Step 07A: if you want to recheck or modify the information then click on the “Edit” link


S.No.	Year	Quarter	Add / Edit	Finalize	Add / Edit status
1	2013-14	First	Add	Form Not Available	This quarter is not to be filled
2	2013-14	Second	Add	Form Not Available	This quarter is not to be filled
3	2013-14	Third	Edit	Finalize Form	This quarter is filled but it needs to be finalized
4	2013-14	Fourth	Add	Form Not Available	This quarter is not to be filled

Click here for Edit

Sindh Education Management Inform


Home

www.semismodule.com/home/semishsdashboard/editingcompleted



Reform Support Unit

Education & Literacy Department
Government of Sindh



logout

The form has been saved successfully.

Welcome to the Dashboard for Data Entry of High and Higher Secondary Schools

School Name	QBHS - KADHAN	School ID	401010829
HM Name	Check	HM Contact Number	0300-1111111

S.No.	Year	Quarter	Add / Edit	Finalize	Add / Edit status	Remarks
1	2013-14	First	Add	Form Not Available	This quarter is not to be filled	Editing / Adding not allowed
2	2013-14	Second	Add	Form Not Available	This quarter is not to be filled	Editing / Adding not allowed
3	2013-14	Third	Edit	Finalize Form	This quarter is filled but it needs to be finalized	Editing / Adding allowed
4	2013-14	Fourth	Add	Form Not Available	This quarter is not to be filled	Editing / Adding not allowed

Sindh Education Management Information System
School Based Monitoring System

Copyright (C) 2014 SEMIS RSU SINDH. All Rights Reserved.

Step 07B: if the information is correct then click on **“Finalize Form”**

S.No.	Year	Quarter	Add / Edit	Finalize	Add / Edit status
1	2013-14	First	Add	Form Not Available	This quarter is not to be filled
2	2013-14	Second	Add	Form Not Available	This quarter is not to be filled
3	2013-14	Third	Edit	Finalize Form	This quarter is filled but it needs to be finalized
4	2013-14	Fourth	Add	Form Not Available	This quarter is not to be filled

Click
here
for
Edit

Sindh Education Management Inform

Note once form finalized then you cannot edit the record

System will show the message **“The form has been Successfully Finalized”** and the links for **“Edit”** & **“Finalize Form”** disabled.

The form has been Successfully Finalized.
Welcome to the Dashboard for Data Entry of High and Higher Se

School Name	GBHS - KADHAN	School ID
HM Name	Check	HM Contact Number
Total Number of Rooms	10	Total Number of ClassRooms
Total Teachers	2	Total Enrollment

S.No.	Year	Quarter	Add / Edit	Finalize	Add / Edit s
1	2013-14	First	Add	Form Not Availble	This quarte
2	2013-14	Second	Add	Form Not Available	This quarte
3	2013-14	Third	The form can not be edited now it has been finalized	The form has been finalized	The Form i
4	2013-14	Fourth	Add	Form Not Available	This quarte