

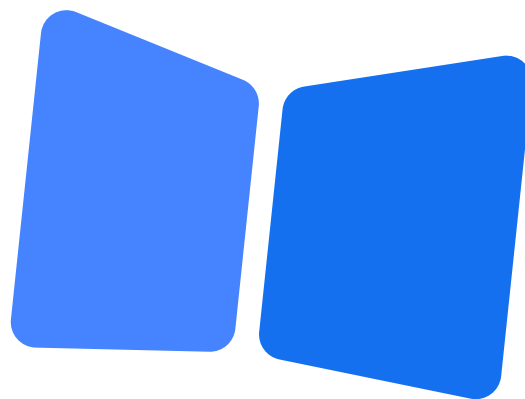
School User Manual

विद्यालय प्रयोगकर्ता पुस्तिका

Everything a school administrator needs on Abhyas:
following your classes, bringing teachers in, verifying
them and keeping your school profile up to date.

कक्षाको अनुगमन, शिक्षक जोड्ने र प्रमाणित गर्ने, र विद्यालयको
प्रोफाइल अद्यावधिक राख्ने: विद्यालय प्रशासकलाई चाहिने सबै कुरा ।

September 2026 edition



Contents

विषयसूची

1	About this manual यस पुस्तिकाबारे	2
2	Signing in साइन इन गर्ने	3
3	Your workspace तपाईंको कार्यक्षेत्र	4
4	Home: your school at a glance गृहपृष्ठ: विद्यालय एक नजरमा	5
5	School Classes विद्यालयका कक्षाहरू	6
6	Teachers शिक्षकहरू	8
7	Verify Teachers शिक्षक प्रमाणीकरण	11
8	Students विद्यार्थीहरू	13
9	Recommendation सिफारिस	15
10	Settings सेटिङ	16
11	Getting your school started विद्यालयलाई सुरु गराउने	18
12	Troubleshooting and FAQ समस्या समाधान र प्रायः सोधिने प्रश्न	19
13	Glossary of interface terms इन्टरफेस शब्दावली	20

1 About this manual

यस पुस्तिकाबारे

This manual is for school administrators on Abhyas, usually the head teacher or an IT or ICT focal teacher who manages the school's account. It shows how to follow your school's classes, bring teachers into the school, verify them and keep your school profile up to date. It follows the screens exactly as they appear on the platform in September 2026.

यो पुस्तिका अभ्यासका विद्यालय प्रशासकका लागि हो, प्रायः प्रधानाध्यापक वा विद्यालयको खाता सम्हाल्ने आईटी / आईसीटी सम्पर्क शिक्षक । यसले विद्यालयका कक्षाको अनुगमन गर्ने, शिक्षकलाई विद्यालयमा जोड्ने, प्रमाणित गर्ने र विद्यालयको प्रोफाइल अद्यावधिक राख्ने तरिका देखाउँछ । यसमा सेप्टेम्बर २०२६ मा प्लेटफर्ममा देखिने स्क्रिन जस्ताको तस्तै समेटिएका छन् ।

How to read this manual - यो पुस्तिका कसरी पढ्ने

Convention	English	नेपाली
Button and menu names	Shown in bold , exactly as on screen in the English interface	नेपाली इन्टरफेसमा देखिने नाम बाक्लो अक्षरमा
Steps	Numbered, in the order you do them	गर्ने क्रमअनुसार नम्बर दिइएको
Notes	Important rules or limits you should know	जान्नैपर्ने नियम वा सीमा

Switching the interface language - इन्टरफेसको भाषा बदल्ने: Every Abhyas screen has **EN** and **नेपाली** buttons at the top. Click one to switch the whole interface; your data stays the same. · हरेक स्क्रिनको माथि **EN** र **नेपाली** बटन हुन्छन् । कुनै एक थिचेर पूरै इन्टरफेसको भाषा बदल्न सकिन्छ; तपाईंको डेटा उस्तै रहन्छ ।

What a school administrator can do - विद्यालय प्रशासकले के गर्न सक्छन्

Area	English	नेपाली
Monitoring	See your school's classes, students, ratings and top subjects	विद्यालयका कक्षा, विद्यार्थी, मूल्याङ्कन र प्रमुख विषय हेर्ने
Teachers	Invite teachers, approve or reject their requests to join the school	शिक्षकलाई निम्तो दिने, विद्यालयमा जोडिने अनुरोध स्वीकृत वा अस्वीकृत गर्ने
Verification	Check teachers' documents and approve them to publish classes	शिक्षकका कागजात जाँची कक्षा प्रकाशित गर्न स्वीकृत गर्ने
Students	See which of your school's classes each student is taking	हरेक विद्यार्थीले विद्यालयका कुन कक्षा लिएका छन् हेर्ने
School profile	Keep the school's name, logo, contact details and PAN up to date	विद्यालयको नाम, लोगो, सम्पर्क विवरण र प्यान अद्यावधिक राख्ने

Your school and your municipality · तपाईंको विद्यालय र नगरपालिका: Your municipality oversees all its member schools. It approves your school, can also verify your teachers, and decides reports and account suspensions. Your school handles its own teachers day to day. · नगरपालिकाले आफ्ना सबै सदस्य विद्यालयको अनुगमन गर्छ । यसले तपाईंको विद्यालय स्वीकृत गर्छ, शिक्षक प्रमाणित गर्न सक्छ, र उजुरी तथा खाता निलम्बनको निर्णय गर्छ । दैनिक रूपमा आफ्ना शिक्षकको व्यवस्थापन विद्यालय आफैं गर्छ ।

2 Signing in साइन इन गर्ने

A school account is created when your municipality or the Abhyas team registers the school. The administrator email receives an onboarding email to set the password; there is no password to type at registration.

नगरपालिका वा अभ्यास टोलीले विद्यालय दर्ता गर्दा विद्यालयको खाता बन्छ । प्रशासकको इमेलमा पासवर्ड राख्न अनबोर्डिङ इमेल आउँछ; दर्ता गर्दा पासवर्ड लेख्नु पर्दैन ।

The sign-in page

Step	English	नेपाली
1	Open the onboarding email from Abhyas and set your password.	अभ्यासबाट आएको अनबोर्डिङ इमेल खोली पासवर्ड राख्नुहोस् ।
2	Go to the Abhyas website and click Login .	अभ्यास वेबसाइटमा गई Login थिच्नुहोस् ।

Step	English	नेपाली
3	Enter the school's Email and Password , then click Sign In .	विद्यालयको इमेल र पासवर्ड लेखी साइन इन थिच्नुहोस् ।
4	You land on Home , the overview of your school.	तपाईं विद्यालयको सिंहावलोकन गृहपृष्ठ मा पुग्नुहुन्छ ।

Forgot your password? · पासवर्ड बिर्सिएमा? Click **Forgot password?** on the sign-in page, enter the school email and follow the one-time code. · साइन इन पृष्ठमा **पासवर्ड बिर्सनुभयो?** थिची विद्यालयको इमेल लेख्नुहोस् र आएको कोड प्रयोग गर्नुहोस् ।

Is your school approved? · विद्यालय स्वीकृत भयो? Until your municipality approves the school, teachers cannot pick it at sign-up and you cannot invite them. **Settings** shows **This school is verified** once it is approved. · नगरपालिकाले स्वीकृत नगरेसम्म शिक्षकले साइन अपमा विद्यालय छान्न सक्दैनन् र तपाईं निम्तो दिन सक्नुहुन्न । स्वीकृत भएपछि **सेटिङ** मा **This school is verified** देखिन्छ ।

3 Your workspace

तपाईंको कार्यक्षेत्र

The left menu has your main views and the **Control Center**, where you manage teachers and students.

बायाँ मेनुमा मुख्य दृश्यहरू र शिक्षक तथा विद्यार्थी व्यवस्थापन गर्ने **Control Center** छन् ।

Menu item	English	नेपाली
Overview · सिंहावलोकन	How your school is doing (section 4).	विद्यालयको अवस्था (खण्ड ४) ।
Classes · कक्षाहरू	Every class run by your teachers (section 5).	तपाईंका शिक्षकले चलाएका सबै कक्षा (खण्ड ५) ।
Verify Teachers · शिक्षक प्रमाणीकरण	Check documents and approve teachers (section 7).	कागजात जाँची शिक्षक स्वीकृत गर्ने (खण्ड ७) ।
Teachers · शिक्षकहरू	Your staff and requests to join (section 6).	कर्मचारी र जोडिने अनुरोध (खण्ड ६) ।
Students · विद्यार्थीहरू	Students in your school's classes (section 8).	विद्यालयका कक्षाका विद्यार्थी (खण्ड ८) ।
Recommendation · सिफारिस	Learning material your teachers published (section 9).	शिक्षकले प्रकाशित गरेका सिकाइ सामग्री (खण्ड ९) ।
Settings · सेटिङ	School profile and password (section 10).	विद्यालयको प्रोफाइल र पासवर्ड (खण्ड १०) ।

The top bar holds the **EN / नेपाली** switch, the bell icon for **Notifications**, and your school name with the **School Admin** role. On a phone, tap the menu icon at the top-left to open the menu.

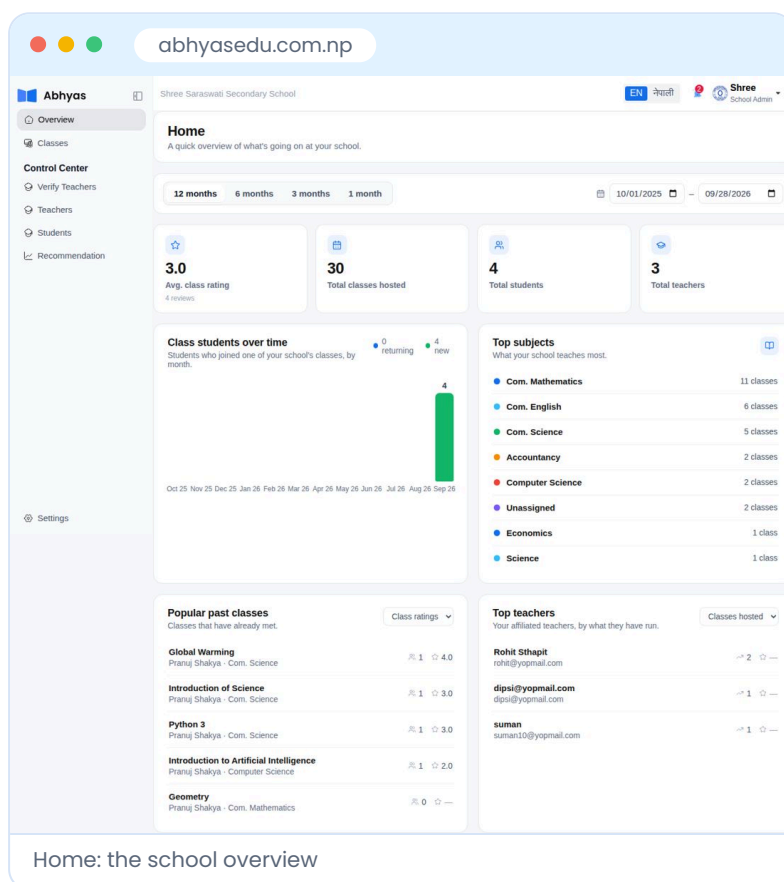
माथिल्लो पट्टीमा **EN / नेपाली** बटन, **सूचना** को घण्टी आइकन, र **School Admin** भूमिकासहित विद्यालयको नाम हुन्छ । फोनमा मेनु खोल्न माथि बायाँको आइकन थिच्नुहोस् ।

4 Home: your school at a glance

गृहपृष्ठ: विद्यालय एक नजरमा

Home gives a quick overview of what is going on at your school. Choose a period at the top: **12 months**, **6 months**, **3 months**, **1 month**, or your own **From** and **To** dates.

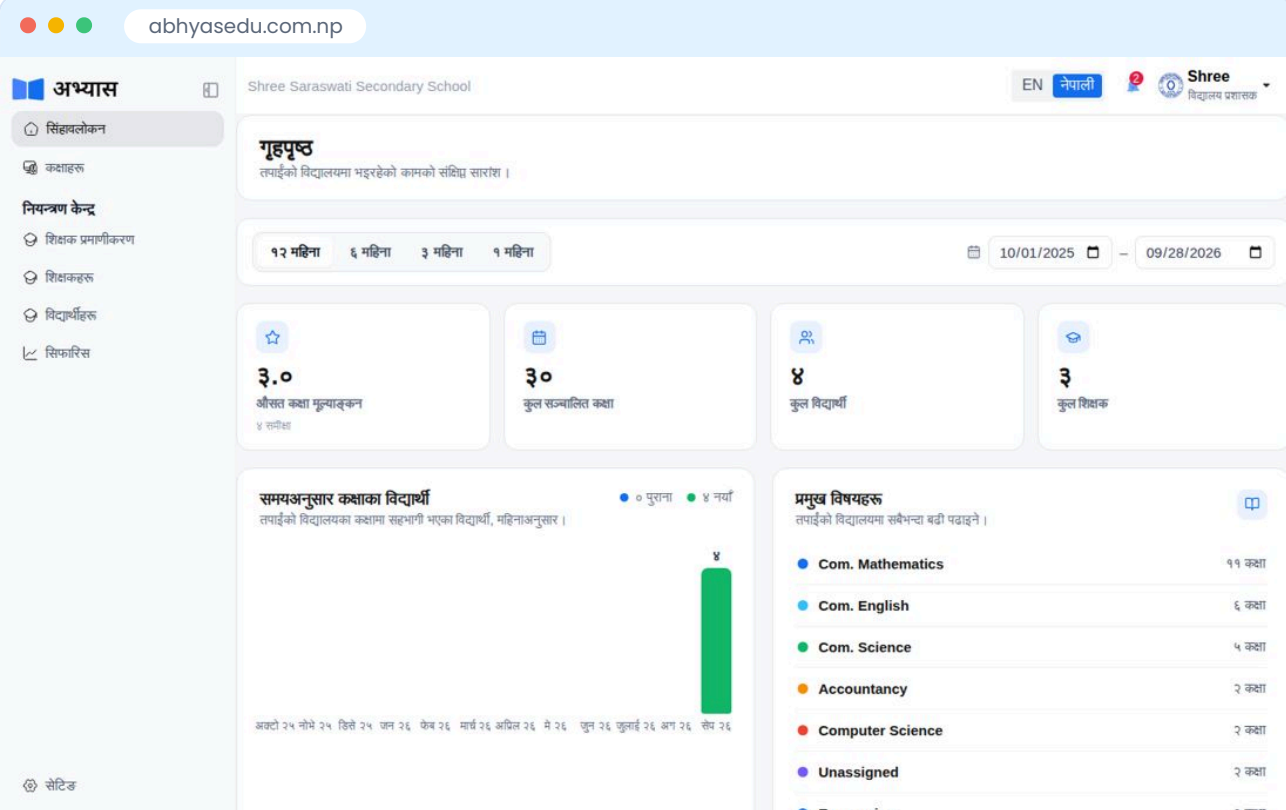
गृहपृष्ठ ले विद्यालयमा भइरहेको कामको संक्षिप्त सारांश दिन्छ । माथिबाट अवधि छान्नुहोस्: **१२ महिना**, **६ महिना**, **३ महिना**, **१ महिना**, वा आफ्नै **देखि र सम्म** मिति ।



Panel	English	नेपाली
Avg. class rating	Students' average rating of your classes, with the number of reviews.	तपाईंका कक्षाको विद्यार्थीले दिएको औसत मूल्याङ्कन र समीक्षा सङ्ख्या ।
Total classes hosted	Classes your teachers have run.	तपाईंका शिक्षकले चलाएका कक्षा ।
Total students / Total teachers	Students in your classes, and teachers affiliated with the school.	कक्षाका विद्यार्थी र विद्यालयमा आबद्ध शिक्षक ।
Class students over time	Students who joined your classes each month, new and returning.	हरेक महिना कक्षामा सहभागी विद्यार्थी, नयाँ र पुराना ।

Panel	English	नेपाली
Top subjects	What your school teaches most, by number of classes.	विद्यालयमा सबैभन्दा बढी पढाइने विषय, कक्षा सङ्ख्याअनुसार ।
Popular past classes	Classes that have already met. Order by Class ratings or Students .	सकिएका कक्षा । Class ratings वा Students अनुसार क्रम मिलाउनुहोस् ।
Top teachers	Your most active teachers.	सबैभन्दा सक्रिय शिक्षक ।

Tip • सुझाव: Share the **Popular past classes** in staff meetings, and ask teachers with good ratings to help colleagues who are just starting. • **Popular past classes** शिक्षक बैठकमा साझा गर्नुहोस्, र राम्रो मूल्याङ्कन पाएका शिक्षकलाई भर्खर सुरु गर्ने साथीलाई सघाउन अनुरोध गर्नुहोस् ।



The screenshot shows the Abhyas School User Manual interface in Nepali. The page is titled 'गृहपृष्ठ' (Home) and displays various school statistics and data. The left sidebar contains navigation links like 'सिंहलोकन', 'कक्षाहरू', 'नियन्त्रण केन्द्र', 'शिक्षक प्रमाणीकरण', 'शिक्षकहरू', 'विद्यार्थीहरू', 'सिफारिस', and 'सेटिङ'. The main content area shows a 'गृहपृष्ठ' (Home) section with a description, followed by a 'समयानुसार कक्षाका विद्यार्थी' (Students by class time) section with a bar chart, and a 'प्रमुख विषयहरू' (Main Subjects) section with a list of subjects and their counts.

The same page in the Nepali interface

5 School Classes

विद्यालयका कक्षाहरू

Classes lists every class run by teachers at your school, with totals for classes, handouts shared and sessions planned.

कक्षाहरू मा विद्यालयका शिक्षकले चलाएका सबै कक्षा, कुल कक्षा, साझा सामग्री र तय सत्रको सङ्ख्यासहित देखिन्छन् ।

Recordings open in a new tab and replay the slides, audio and chat of the session together. They are a simple way to follow teaching quality and support new teachers.

रेकर्डिङ नयाँ ट्याबमा खुल्छ र सत्रको स्लाइड, आवाज र च्याट सँगै देखाउँछ । पढाइको गुणस्तर हेर्न र नयाँ शिक्षकलाई सहयोग गर्न यो सजिलो उपाय हो ।

Your role in classes · कक्षामा तपाईंको भूमिका: Teachers create and run classes; the school administrator watches over them. A class a teacher publishes while affiliated is attributed to your school. · कक्षा शिक्षकले बनाउने र चलाउने हुन्; विद्यालय प्रशासकले अनुगमन गर्छन् । आबद्ध रहँदा शिक्षकले प्रकाशित गरेको कक्षा तपाईंको विद्यालयको नाममा जान्छ ।

6 Teachers शिक्षकहरू

Teachers shows your school's teachers and everyone asking to join. Approving a request lets that teacher publish classes attributed to the school and see school-only content. Nothing takes effect until you decide.

शिक्षकहरू मा विद्यालयका शिक्षक र सामेल हुन अनुरोध गर्ने सबै देखिन्छन् । अनुरोध स्वीकृत गरेपछि ती शिक्षकले विद्यालयको नाममा कक्षा प्रकाशित गर्न र विद्यालयभित्रका सामग्री हेर्न पाउँछन् । तपाईंले निर्णय नगरेसम्म केही लागू हुँदैन ।

The screenshot shows the 'Teachers' management page in the Abhyas application. The sidebar on the left contains navigation links: Overview, Classes, Control Center, Verify Teachers, Teachers (highlighted), Students, and Recommendation. The main content area is titled 'Teachers' and includes a description: 'Your school's teachers, and everyone asking to join them. Approving a request lets that teacher publish classes attributed to the school and see school-only content. Nothing takes effect until you decide.' Below this is a search bar 'Search by name' and filters for 'Waiting for review' (0), 'Affiliated' (3), and 'Ended' (2). A '+ New teacher' button is in the top right. The table lists three teachers:

Name	Email	School	Status	Updated	Joined	Specialization
dipsi@yopmail.com	dipsi@yopmail.com	Shree Saraswati Secondary School	Affiliated, Verified teacher	Sep 14, 2026, 6:29 AM	Sep 7, 2026	Com. Science
Rohit Sthapit	rohit@yopmail.com	Shree Saraswati Secondary School	Affiliated, Verified teacher	Sep 14, 2026, 5:33 AM	Sep 8, 2026	Com. Science, Com. Mathematics
suman	suman10@yopmail.com	Shree Saraswati Secondary School	Affiliated, Verified teacher	Sep 7, 2026, 10:33 AM	Sep 7, 2026	Com. Science, Com. English

6.1 The three tabs

तीन ट्याब

Tab	English	नेपाली
Waiting for review · समीक्षाको पर्खाइमा	Teachers who asked to join your school.	विद्यालयमा जोडिन अनुरोध गर्ने शिक्षक ।
Affiliated · आबद्ध	Teachers who currently teach under your school, with their verification, join date and subjects.	हाल विद्यालयमा पढाउने शिक्षक: प्रमाणीकरण, जोडिएको मिति र विषयसहित ।
Ended · समाप्त	Teachers whose affiliation has ended. Their past classes stay in your records.	आबद्धता सकिएका शिक्षक । तिनका विगतका कक्षा अभिलेखमा रहन्छन् ।

Use **Search by name** to find a teacher quickly. · शिक्षक छिटो भेट्न **Search by name** प्रयोग गर्नुहोस् ।

6.2 Invite a teacher

शिक्षकलाई निम्तो दिने

The screenshot shows the 'Teachers' management page in the Abhyas application. The sidebar on the left contains navigation links: Overview, Classes, Control Center, Verify Teachers, Teachers (highlighted), Students, Recommendation, and Settings. The main content area is titled 'Teachers' and includes a description: 'Your school's teachers, and everyone asking to join them. Approving a request lets that teacher publish classes attributed to the school and see school-only content. Nothing takes effect until you decide.' There is a '+ New teacher' button. Below this is a form to 'Invite a teacher who already has an Abhyas account. They choose whether to accept.' with an input field for an email address (teacher@example.com) and a 'Send invite' button. A search bar labeled 'Search by name' is also present. At the bottom of the main area, there are filters for 'Waiting for review' (0), 'Affiliated' (3), and 'Ended' (2). The list of teachers shows three entries: dipsi@yopmail.com (Shree Saraswati Secondary School), Rohit Sthapit (Shree Saraswati Secondary School), and suman (Shree Saraswati Secondary School). Each entry includes a status badge (Affiliated, Verified teacher), an update timestamp, a join date, and a specialization (Com. Science, Com. Science, Com. Mathematics, Com. Science, Com. English).

Step	English	नेपाली
1	Ask the teacher to create an Abhyas teacher account first (see the Teacher User Manual).	शिक्षकलाई पहिले अभ्यासमा शिक्षक खाता बनाउन भन्नुहोस् (शिक्षक प्रयोगकर्ता पुस्तिका हेर्नुहोस्) ।
2	Click New teacher .	नयाँ शिक्षक थिच्नुहोस् ।

Step	English	नेपाली
3	Type the teacher's account email, for example teacher@example.com, and click Send invite .	शिक्षकको खाताको ईमेल लेख्नुहोस्, जस्तै teacher@example.com, र Send invite थिच्नुहोस् ।
4	The teacher chooses whether to accept. Once they do, they appear under Affiliated .	शिक्षकले स्वीकार गर्ने कि नगर्ने आफैं रोज्छन् । स्वीकार गरेपछि आबद्ध मा देखिन्छन् ।

6.3 Approve or reject a request to join जोडिने अनुरोध स्वीकृत वा अस्वीकृत गर्ने

Teachers can also ask to join your school from their own **Settings**. Their requests appear under **Waiting for review**. शिक्षकले आफ्नै **सेटिङ** बाट पनि विद्यालयमा जोडिने अनुरोध गर्न सक्छन् । ती अनुरोध **समीक्षाको पत्राइमा** मा देखिन्छन् ।

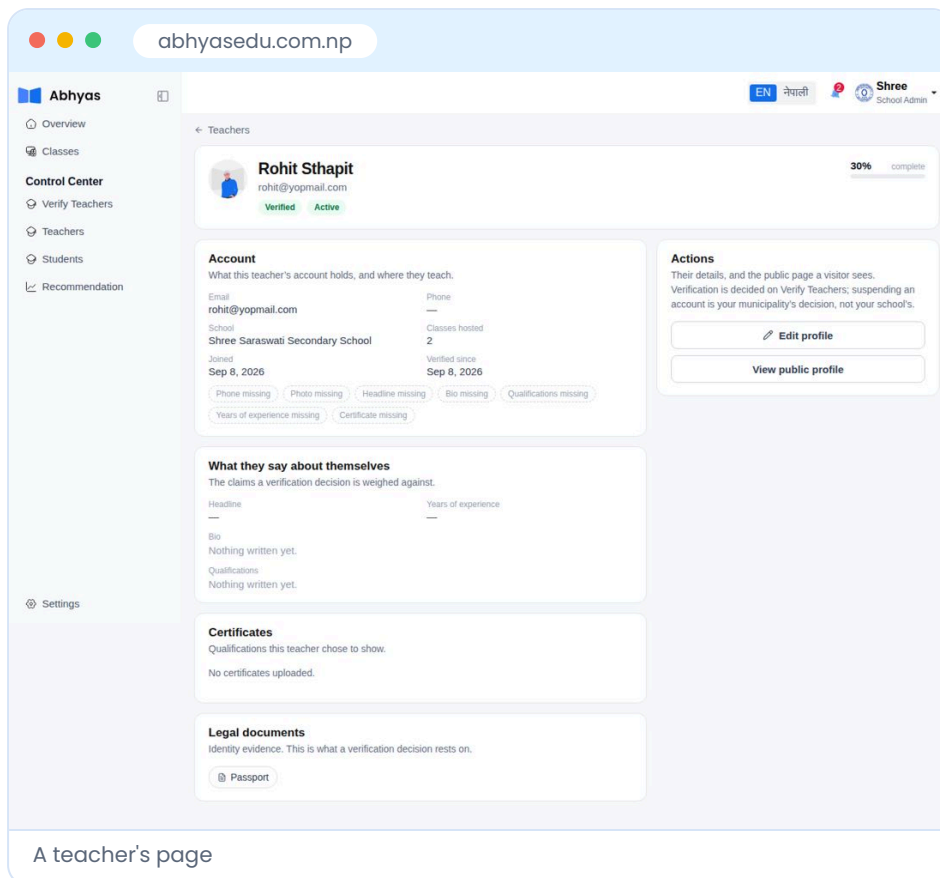
Decision	English	नेपाली
Approve → Approve teacher	They teach under your school from the moment you approve. Classes they publish are attributed to the school, they gain access to school-only content, and any affiliation with another school ends.	स्वीकृत गरेकै क्षणदेखि उनी तपाईंको विद्यालयमा पढाउँछन् । प्रकाशित कक्षा विद्यालयको नाममा जान्छन्, विद्यालयभित्रका सामग्री हेर्न पाउँछन्, र अर्को विद्यालयसँगको आबद्धता सकिन्छ ।
Reject → Reject request	They are told their request was not approved. They gain nothing from the school, any affiliation elsewhere is untouched, and they can ask again later.	अनुरोध स्वीकृत नभएको जानकारी उनलाई दिइन्छ । विद्यालयबाट केही पाउँदैनन्, अन्यत्रको आबद्धता यथावत् रहन्छ, र पछि फेरि अनुरोध गर्न सक्छन् ।

Check before you approve - स्वीकृत गर्नुअघि जाँच्नुहोस्: Only approve people who really teach at your school. Classes they publish will carry your school's name. विद्यालयमा वास्तवमै पढाउनेलाई मात्र स्वीकृत गर्नुहोस् । उनले प्रकाशित गर्ने कक्षामा विद्यालयको नाम रहन्छ ।

6.4 The teacher page शिक्षकको पृष्ठ

Click a teacher to open their page. It shows their **Account** (email, phone, classes hosted, join and verified dates, and what is missing from their profile), **What they say about themselves**, **Certificates** and **Legal documents**.

शिक्षकलाई थिचेर पृष्ठ खोल्नुहोस् । यसमा **Account** (ईमेल, फोन, सञ्चालित कक्षा, जोडिएको र प्रमाणित मिति, प्रोफाइलमा छुटेका कुरा), **What they say about themselves**, **Certificates** र **Legal documents** देखिन्छन् ।



Action	English	नेपाली
Edit profile	Correct the teacher's name, phone, headline, bio, qualifications and experience.	शिक्षकको नाम, फोन, परिचय, जीवनी, योग्यता र अनुभव सच्याउने ।
View public profile	Opens the page students see.	विद्यार्थीले देख्ने पृष्ठ खोल्छ ।

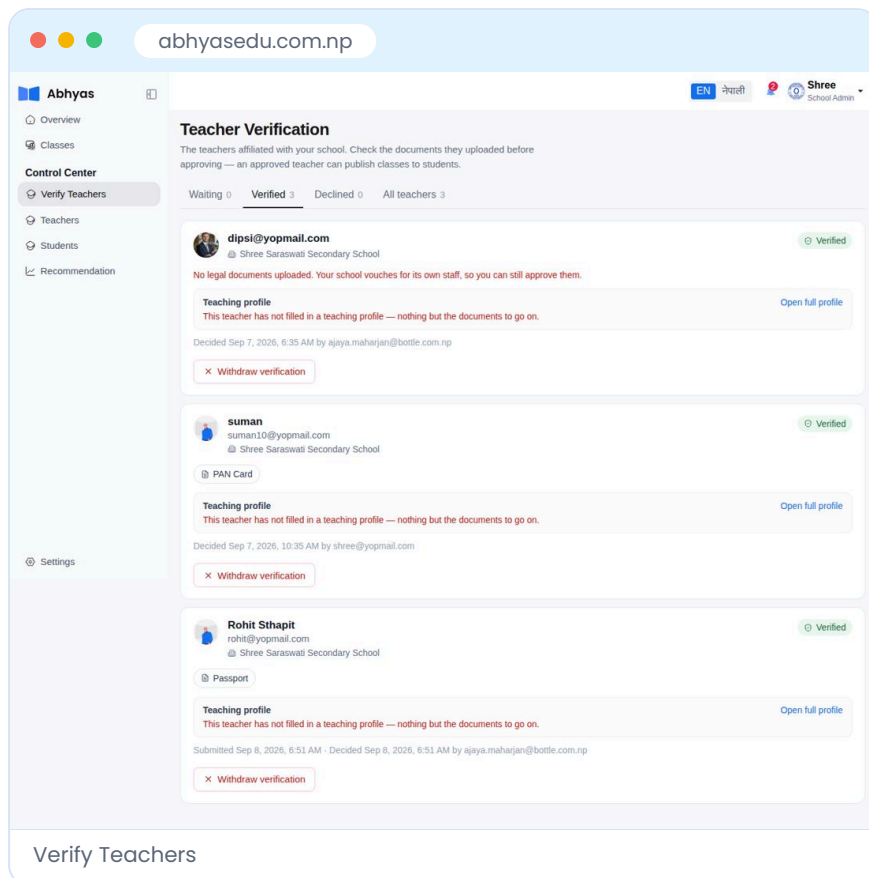
What schools cannot do · विद्यालयले गर्न नसक्ने: Verification is decided on **Verify Teachers** (section 7). Suspending an account is your municipality's decision, not your school's. · प्रमाणीकरणको निर्णय **शिक्षक प्रमाणीकरण** मा हुन्छ (खण्ड ७) । खाता निलम्बनको निर्णय विद्यालयको होइन, नगरपालिकाको हो ।

7 Verify Teachers

शिक्षक प्रमाणीकरण

A teacher must be verified before they can publish classes to students. **Verify Teachers** lists the teachers affiliated with your school so you can check their documents.

शिक्षक प्रमाणित भएपछि मात्र विद्यार्थीका लागि कक्षा प्रकाशित गर्न सक्छन् । **शिक्षक प्रमाणीकरण** मा विद्यालयमा आबद्ध शिक्षक देखिन्छन्, ताकि तपाईं तिनका कागजात जाँच्न सक्नुहोस् ।



7.1 The tabs ट्याबहरू

Tab	English	नेपाली
Waiting · पखाइमा	Teachers waiting for your decision. No teacher is waiting on you right now means none.	तपाईंको निर्णय पखिरहेका शिक्षक । अहिले कुनै शिक्षक तपाईंको पखाइमा छैनन् भए कुनै छैन ।
Verified · प्रमाणित	Teachers who can publish, with who decided and when.	प्रकाशित गर्न सक्ने शिक्षक: कसले र कहिले निर्णय गरेको सहित ।
Declined · अस्वीकृत	Teachers told what to fix.	के सच्याउने भनिएका शिक्षक ।
All teachers · सबै शिक्षक	Everyone affiliated with your school.	विद्यालयमा आबद्ध सबै ।

7.2 Approve or decline a teacher

शिक्षक स्वीकृत वा अस्वीकृत गर्ने

Step	English	नेपाली
1	Open Waiting . Each card shows the teacher's uploaded documents (for example PAN Card or Passport) and their teaching profile. Click Open full profile for more.	पखाइमा खोल्नुहोस् । हरेक कार्डमा शिक्षकले अपलोड गरेका कागजात (जस्तै PAN Card वा Passport) र शिक्षण प्रोफाइल देखिन्छ । थप हेर्न Open full profile थिच्नुहोस् ।
2	Check that the document matches the teacher's name and that they really teach at your school.	कागजात शिक्षकको नामसँग मिल्छ र उनी वास्तवमै विद्यालयमा पढाउँछन् भनी जाँच्नुहोस् ।
3	Click Approve . The teacher is verified and can publish classes now.	Approve थिच्नुहोस् । शिक्षक प्रमाणित हुन्छन् र अब कक्षा प्रकाशित गर्न सक्छन् ।
4	Or click Decline , write what to fix (for example "The citizenship scan is cut off. Please upload both sides in full.") and click Send decline . The teacher sees your reason and can submit again.	वा Decline थिची के सच्याउने लेख्नुहोस् (जस्तै "नागरिकताको स्क्यान काटिएको छ । दुवै पाटा पूरै अपलोड गर्नुहोस् ।") र Send decline थिच्नुहोस् । शिक्षकले कारण देखेर फेरि बुझाउन सक्छन् ।

No documents uploaded? • कागजात अपलोड गरिएको छैन? Your school vouches for its own staff, so you can still approve a teacher you know personally. Ask them to upload a document later for their records. • विद्यालयले आफ्ना कर्मचारीको जिम्मा लिन्छ, त्यसैले व्यक्तिगत रूपमा चिनेका शिक्षकलाई कागजातबिना पनि स्वीकृत गर्न सकिन्छ । पछि अभिलेखका लागि कागजात अपलोड गर्न भन्नुहोस् ।

7.3 Withdraw verification

प्रमाणीकरण फिर्ता लिने

On a verified teacher, click **Withdraw verification**. They keep their account and classes but cannot publish or start a session until verified again, and they are emailed so they know why. Use it when a teacher leaves the school or their documents turn out to be wrong.

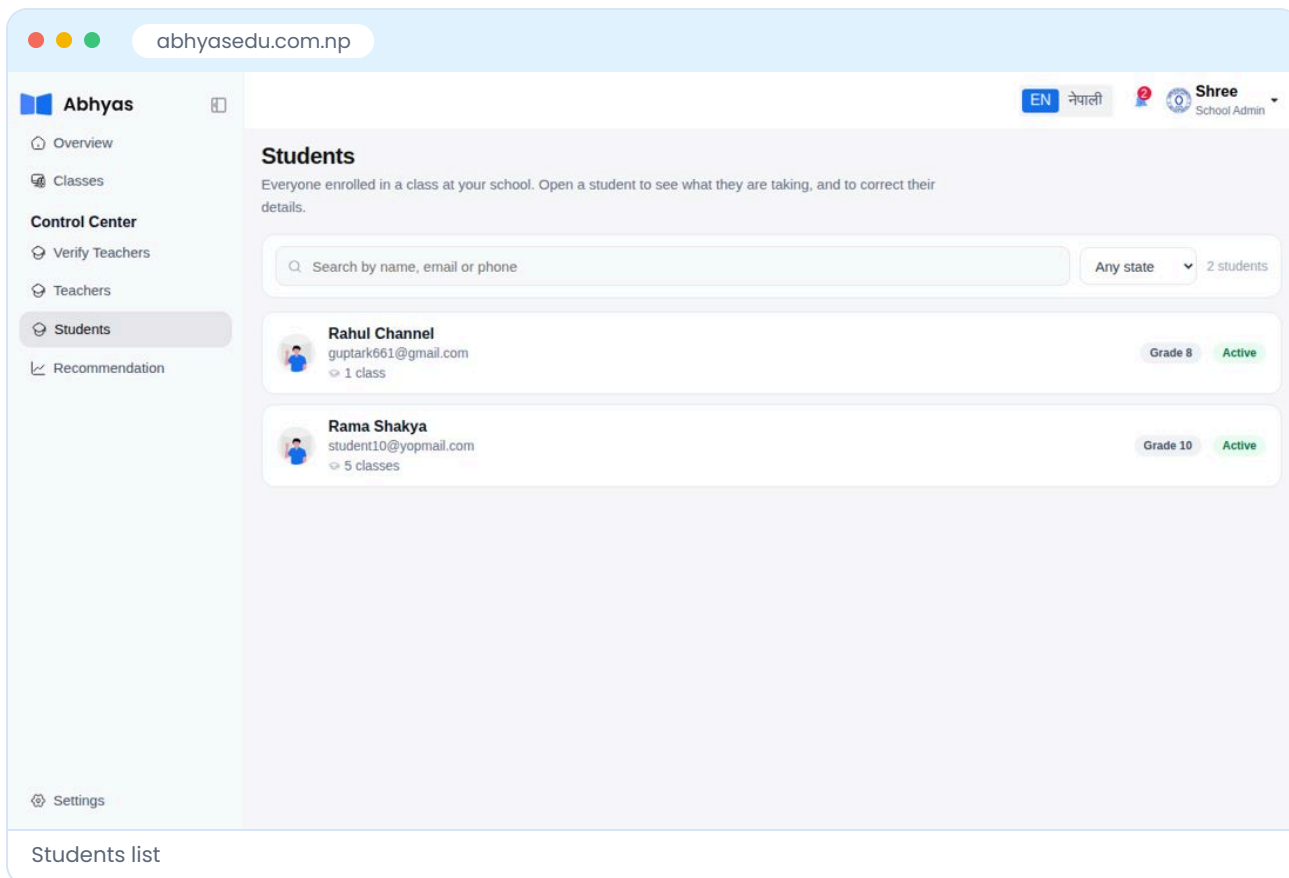
प्रमाणित शिक्षकमा **Withdraw verification** थिच्नुहोस् । खाता र कक्षा रहन्छन्, तर फेरि प्रमाणित नभएसम्म प्रकाशित गर्न वा सत्र सुरु गर्न सक्दैनन्; कारण थाहा होस् भनी इमेल जान्छ । शिक्षकले विद्यालय छोडेमा वा कागजात गलत देखिएमा प्रयोग गर्नुहोस् ।

8 Students

विद्यार्थीहरू

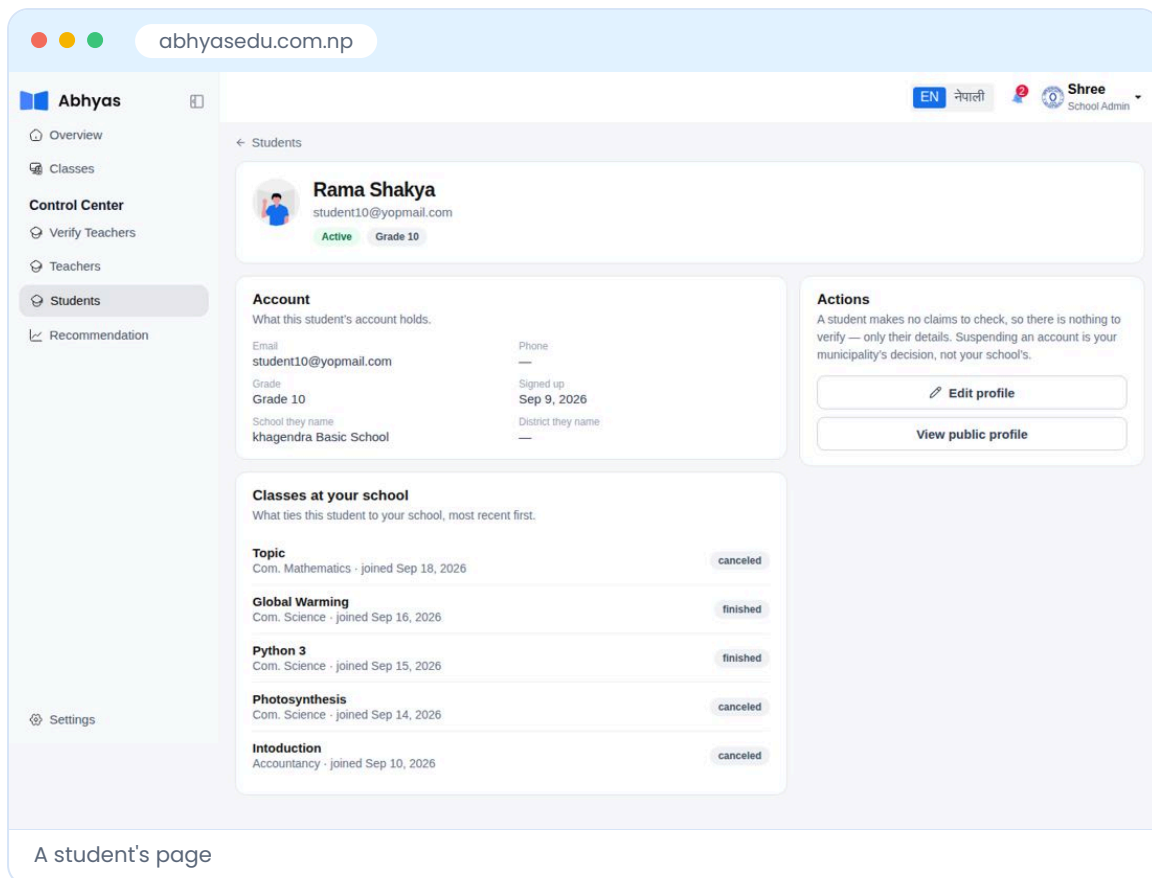
Students lists everyone enrolled in a class at your school. Filter by account state (**Active**, **Suspended**, **Deactivated**, **Deleted**).

विद्यार्थीहरू मा विद्यालयका कक्षामा भर्ना भएका सबै देखिन्छन् । खाताको अवस्था (**सक्रिय**, **निलम्बित**, **निष्क्रिय**, **मेटिएको**) अनुसार छान्न सकिन्छ ।



Open a student to see their account (email, phone, grade, sign-up date, and the school and district they name) and **Classes at your school**, most recent first.

विद्यार्थी खोलेर खाता (इमेल, फोन, कक्षा तह, साइन अप मिति, उल्लेख गरेको विद्यालय र जिल्ला) र **Classes at your school** (पछिल्लो पढिले) हेर्नुहोस् ।



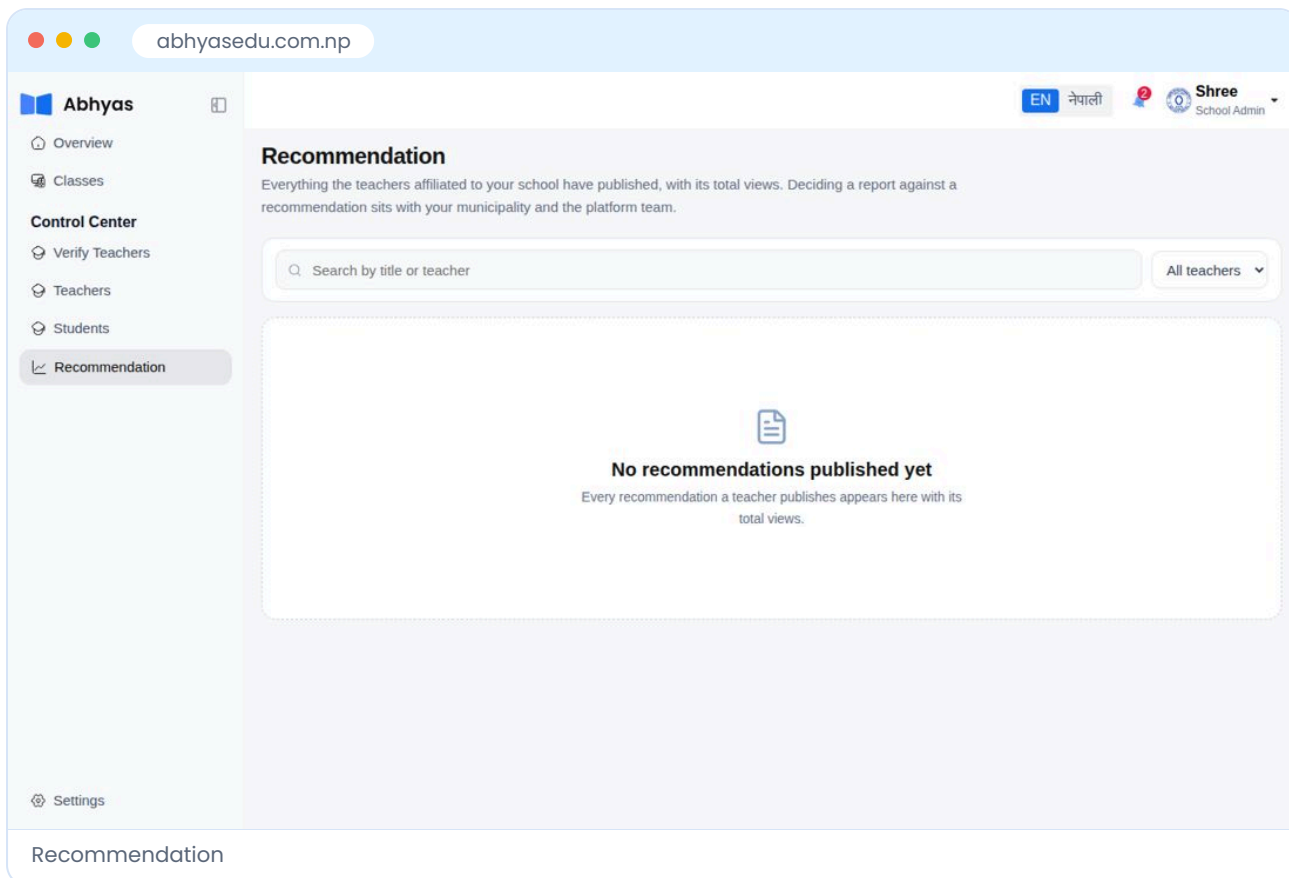
Action	English	नेपाली
Edit profile	Correct the student's details, for example a misspelt name or wrong grade.	विद्यार्थीको विवरण सच्याउने, जस्तै गलत हिज्जे वा गलत कक्षा तह ।
View public profile	Opens the student's profile page.	विद्यार्थीको प्रोफाइल पृष्ठ खोल्छ ।

Privacy · गोपनीयता: Most students are children. Open student records only for a clear school reason and never share their details outside the school. Suspending a student account is your municipality's decision. · धेरैजसो विद्यार्थी बालबालिका हुन् । स्पष्ट विद्यालयको कारण भएमा मात्र अभिलेख खोल्नुहोस् र विवरण विद्यालयबाहिर नदिनुहोस् । विद्यार्थीको खाता निलम्बन नगरपालिकाको निर्णय हो ।

9 Recommendation सिफारिस

Recommendation lists every learning material the teachers affiliated to your school have published, with its total views. Use **All teachers** to look at one teacher at a time.

सिफारिस मा विद्यालयमा आबद्ध शिक्षकले प्रकाशित गरेका सबै सिकाइ सामग्री, कुल हेराइसहित देखिन्छन् । एक पटकमा एउटा शिक्षक हेर्ने **All teachers** प्रयोग गर्नुहोस् ।



Who decides reports · उजुरीको निर्णय कसले गर्छ: If a student reports a recommendation, the decision sits with your municipality and the Abhyas platform team, not the school. · विद्यार्थीले कुनै सिफारिसबारे उजुरी गरेमा निर्णय विद्यालयले होइन, नगरपालिका र अभ्यास प्लेटफर्म टोलीले गर्छ ।

Nothing listed yet? · केही देखिएन? **No recommendations published yet** means your teachers have not shared material. Encourage each teacher to recommend a few good videos for their subject. · **No recommendations published yet** भनेको शिक्षकले अझै सामग्री साझा गरेका छैनन् । हरेक शिक्षकलाई आफ्नो विषयका केही राम्रा भिडियो सिफारिस गर्न प्रोत्साहन गर्नुहोस् ।

10 Settings सेटिङ

Settings has two tabs: **Profile Information** (your school's public details) and **Privacy & Security** (the password).

सेटिङ मा दुई ट्याब छन्: **प्रोफाइल जानकारी** (विद्यालयको सार्वजनिक विवरण) र **गोपनीयता र सुरक्षा** (पासवर्ड) ।

The screenshot shows the 'Settings' page for a school on the Abhyas platform. The page is titled 'Settings' and has a sub-header 'Manage your profile, preferences and account.' The left sidebar contains navigation links: Overview, Classes, Control Center, Verify Teachers, Teachers, Students, and Recommendation. The main content area is divided into sections: School, General information, Contact information, Specialization, and Legal / verification documents. The School section shows a verified status and a green banner. The General information section includes fields for Name, Description, and Logo. The Contact information section includes fields for Email, Address, and Phone. The Specialization section includes checkboxes for various subjects. The Legal / verification documents section includes a field for PAN card upload.

School settings

10.1 Profile Information

प्रोफाइल जानकारी

Part	English	नेपाली
Status	This school is verified. You can invite teachers to affiliate with it. appears once your municipality approves the school.	नगरपालिकाले स्वीकृत गरेपछि यो विद्यालय प्रमाणित छ । तपाईं शिक्षकहरूलाई आबद्ध हुन निमन्त्रणा गर्न सक्नुहुन्छ । देखिन्छ ।
General information	The school's Name, Description and Logo (PNG, JPG or WebP, up to 2 MB).	विद्यालयको नाम, विवरण र लोगो (PNG, JPG वा WebP, बढीमा २ MB) ।
Contact information	School Email, Address and Phone .	विद्यालयको इमेल, ठेगाना र फोन ।
Specialization	The subjects your school specializes in.	विद्यालयले विशेष रूपमा पढाउने विषय ।
Legal / verification documents	A photo or scan of the school's PAN card (PDF, PNG, JPG or WebP, up to 2 MB). Only platform administrators can see it. Use View uploaded PAN to check it.	विद्यालयको प्यान कार्डको फोटो वा स्क्यान (PDF, PNG, JPG वा WebP, बढीमा २ MB) । प्लेटफर्म प्रशासकले मात्र हेर्न सक्छन् । जाँचन View uploaded PAN थिच्नुहोस् ।

Click **Save changes** when you are done. · सकिएपछि **परिवर्तन सुरक्षित गर्नुहोस्** थिच्नुहोस् ।

10.2 Privacy & Security

गोपनीयता र सुरक्षा

The screenshot shows the 'Settings' page for a user named 'Shree School Admin'. The 'Privacy & Security' tab is selected. Under 'Password Management', there are three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Below these fields, there are four password requirements listed with radio buttons: 'At least 8 characters long', 'Contains at least one uppercase letter', 'Contains at least one number', and 'Contains at least one special character'. An 'Update Password' button is located at the bottom right of the password management section. Below this, there is a 'Danger Zone' section with a warning icon and the text 'Irreversible actions that affect your account permanently.' and a 'Deactivate Account' button.

Enter **Current Password**, **New Password** and **Confirm New Password**, then click **Update Password**. The new password must have at least 8 characters, one uppercase letter, one number and one special character. Every other device is signed out.

Current Password, **New Password** र **Confirm New Password** लेखी **Update Password** थिच्नुहोस् । नयाँ पासवर्डमा कम्तीमा ८ अक्षर, एउटा ठूलो अक्षर, एउटा अंक र एउटा विशेष चिन्ह हुनुपर्छ । अरु सबै उपकरणबाट साइन आउट हुन्छ ।

Handing over the account? · खाता हस्तान्तरण गर्दै हुनुहुन्छ? When the staff member managing Abhyas changes, give the new person the password in person and ask them to change it on their first sign-in. · अभ्यास सम्वाल्ने कर्मचारी फेरिँदा नयाँ व्यक्तिलाई पासवर्ड प्रत्यक्ष दिनुहोस् र पहिलो पटक साइन इन गर्दा बदल्न भन्नुहोस् ।

11 Getting your school started

विद्यालयलाई सुरु गराउने

A short checklist for the first weeks on Abhyas. · अभ्यासमा पहिलो केही हप्ताका लागि छोटो चेकलिस्ट ।

Step	English	नेपाली
1	Complete Settings : logo, description, contact details, subjects and PAN.	सेटिङ पूरा गर्नुहोस्: लोगो, विवरण, सम्पर्क, विषय र प्यान ।

Step	English	नेपाली
2	Ask every teacher to create an Abhyas teacher account.	हरेक शिक्षकलाई अभ्यासमा शिक्षक खाता बनाउन भन्नुहोस् ।
3	Invite them with New teacher , or approve their requests under Waiting for review .	नयाँ शिक्षक बाट निम्तो दिनुहोस्, वा समीक्षाको पखडिमा का अनुरोध स्वीकृत गर्नुहोस् ।
4	Verify each teacher on Verify Teachers .	शिक्षक प्रमाणीकरण मा हरेक शिक्षक प्रमाणित गर्नुहोस् ।
5	Ask each teacher to publish their first class and recommend a few lessons.	हरेक शिक्षकलाई पहिलो कक्षा प्रकाशित गर्न र केही पाठ सिफारिस गर्न भन्नुहोस् ।
6	Tell students how to create an account and register (see the Student User Manual).	विद्यार्थीलाई खाता बनाउने र दर्ता गर्ने तरिका बताउनुहोस् (विद्यार्थी प्रयोगकर्ता पुस्तिका हेर्नुहोस्) ।
7	Check Home each month and discuss the figures in staff meetings.	हरेक महिना गृहपृष्ठ हेरी शिक्षक बैठकमा तथ्याङ्क छलफल गर्नुहोस् ।

12 Troubleshooting and FAQ

समस्या समाधान र प्रायः सोधिने प्रश्न

A teacher can't find our school when signing up. • शिक्षकले साइन अप गर्दा विद्यालय भेटेनन् । The school may not be approved by the municipality yet. Check **Settings** for the verified message, or invite the teacher with **New teacher** after they sign up. • विद्यालय नगरपालिकाबाट अझै स्वीकृत नभएको हुन सक्छ । **सेटिङ** मा प्रमाणित सन्देश हेर्नुहोस्, वा शिक्षकले साइन अप गरेपछि **नयाँ शिक्षक** बाट निम्तो दिनुहोस् ।

"That invitation could not be sent." • "निम्तो पठाउन सकिएन ।" The email probably has no Abhyas teacher account yet, or has a typo. Ask the teacher to sign up first and to send you the exact email they used. • सम्भवतः त्यो इमेलमा अझै शिक्षक खाता छैन वा हिज्जे गलत छ । शिक्षकलाई पहिले साइन अप गरी प्रयोग गरेको इमेल ठ्याक्कै पठाउन भन्नुहोस् ।

A teacher says they can't publish. • शिक्षकले प्रकाशित गर्न सकिन्न भन्छन् । Check that they are **Affiliated** under **Teachers** and **Verified** under **Verify Teachers**. • उनी शिक्षकहरू मा **आबद्ध** र शिक्षक प्रमाणीकरण मा **प्रमाणित** छन् कि जाँच्नुहोस् ।

A teacher has left the school. • शिक्षकले विद्यालय छोडे । Use **Withdraw verification**. If they need their affiliation ended too, ask them to leave the school from their own **Settings**, or contact your municipality. Their past classes stay in your records. • **Withdraw verification** प्रयोग गर्नुहोस् । आबद्धता पनि अन्त्य गर्नुपर्ने शिक्षकलाई आफ्नै **सेटिङ** बाट विद्यालय छोड्न भन्नुहोस्, वा नगरपालिकालाई सम्पर्क गर्नुहोस् । विगतका कक्षा अभिलेखमा रहन्छन् ।

Someone behaves badly in a class. • कक्षामा कसैले दुर्व्यवहार गर्‍यो । Ask a student or teacher to use **Report this class**, and contact your municipality, which decides reports and suspensions. • विद्यार्थी वा शिक्षकलाई **Report this class** प्रयोग गर्न भन्नुहोस्, र उजुरी तथा निलम्बनको निर्णय गर्ने नगरपालिकालाई सम्पर्क गर्नुहोस् ।

Can we change the school's email? • विद्यालयको इमेल बदल्न मिल्छ? The contact email can be changed in **Settings**. The sign-in email can only be changed by a platform administrator. • सम्पर्क इमेल **सेटिङ** मा बदल्न

सकिन्छ । साइन इन इमेल प्लेटफर्म प्रशासकले मात्र बदल्न सक्छन् ।

Need more help? • थप सहयोग चाहियो? Contact your municipality's education section or your Abhyas program coordinator, or email info@abhyasedu.com.np. Help is available in Nepali. • नगरपालिकाको शिक्षा शाखा वा अभ्यास कार्यक्रम संयोजकलाई सम्पर्क गर्नुहोस्, वा info@abhyasedu.com.np मा इमेल गर्नुहोस् । नेपालीमा सहयोग उपलब्ध छ ।

13 Glossary of interface terms

इन्टरफेस शब्दावली

These are the labels Abhyas uses in each language, so you can follow the manual whichever interface you use.

अभ्यासले दुवै भाषामा प्रयोग गर्ने नामहरू यस्ता छन्, ताकि जुनसुकै इन्टरफेसमा पनि पुस्तिका पछ्याउन सकियोस् ।

English interface	नेपाली इन्टरफेस	Meaning • अर्थ
Overview / Home	सिंहावलोकन / गृहपृष्ठ	School dashboard • विद्यालयको ड्यासबोर्ड
School Admin	School Admin	Your role • तपाईंको भूमिका
Control Center	Control Center	Management tools • व्यवस्थापन उपकरण
Verify Teachers	शिक्षक प्रमाणीकरण	Approve teachers to publish • प्रकाशनका लागि शिक्षक स्वीकृति
Waiting / Verified / Declined	पखाडिमा / प्रमाणित / अस्वीकृत	Verification state • प्रमाणीकरणको अवस्था
Withdraw verification	Withdraw verification	Remove verified status • प्रमाणित अवस्था हटाउने
New teacher	नयाँ शिक्षक	Invite a teacher • शिक्षकलाई निम्तो
Send invite	Send invite	Send the invitation • निम्तो पठाउने
Waiting for review / Affiliated / Ended	समीक्षाको पखाडिमा / आबद्ध / समाप्त	Affiliation state • आबद्धताको अवस्था
Approve teacher / Reject request	Approve teacher / Reject request	Decide a request to join • जोडिने अनुरोधको निर्णय
Affiliation	आबद्धता	A teacher's link to the school • शिक्षकको विद्यालयसँगको सम्बन्ध
School-only content	विद्यालयभित्रका सामग्री	Material only your school sees • विद्यालयले मात्र देख्ने सामग्री
Recommendation	सिफारिस	Learning material by teachers • शिक्षकका सिकाइ सामग्री

English interface	नेपाली इन्टरफेस	Meaning · अर्थ
Specialization	Specialization	Subjects the school focuses on · विद्यालयका मुख्य विषय
PAN	प्यान	School tax registration · विद्यालयको कर दर्ता
Settings	सेटिङ	School profile and password · विद्यालय प्रोफाइल र पासवर्ड