Vidyadaan Manual

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Vidyadaan is a way of sourcing content from Organisations or individuals in an organized and coordinated manner

Objective: To utilise the Vidya Daan portal to invite organisations and individuals to contribute content for students in a systematic manner, mapped to the respective taxonomy.

There are 5 main portal with different functionalities as mentioned below

Sourcing Organisation Admin

Sourcing Organisation Reviewers

Contributing Organisation Admin

Contributing Organisation Contributors

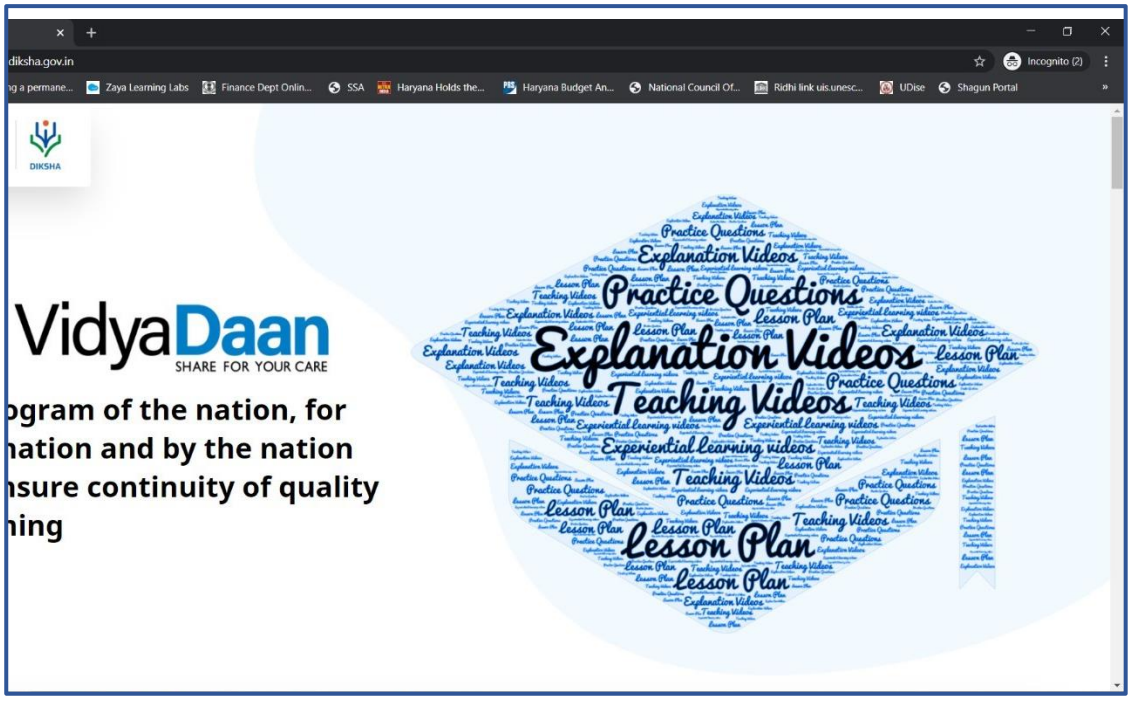
Contributing Organisation Reviewers

Individual Contributors

2. Contributing Organisation Portal

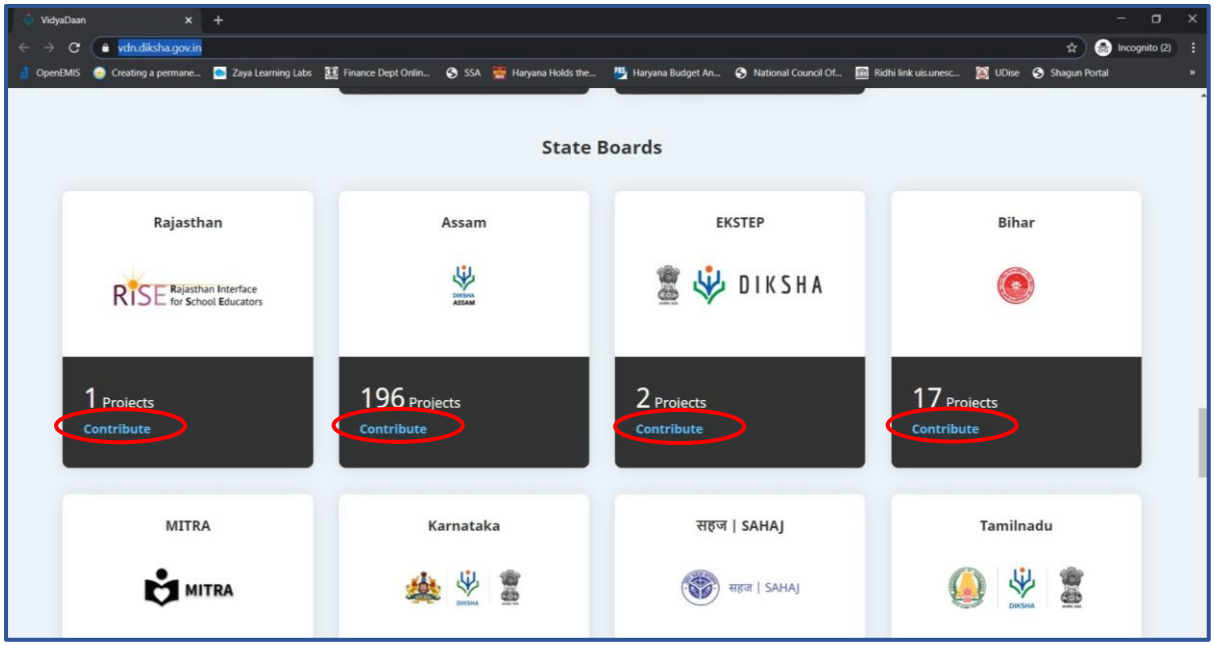
2.1 Log in on the Contribution Portal

Step 1: Log on to https://vdn.diksha.gov.in/

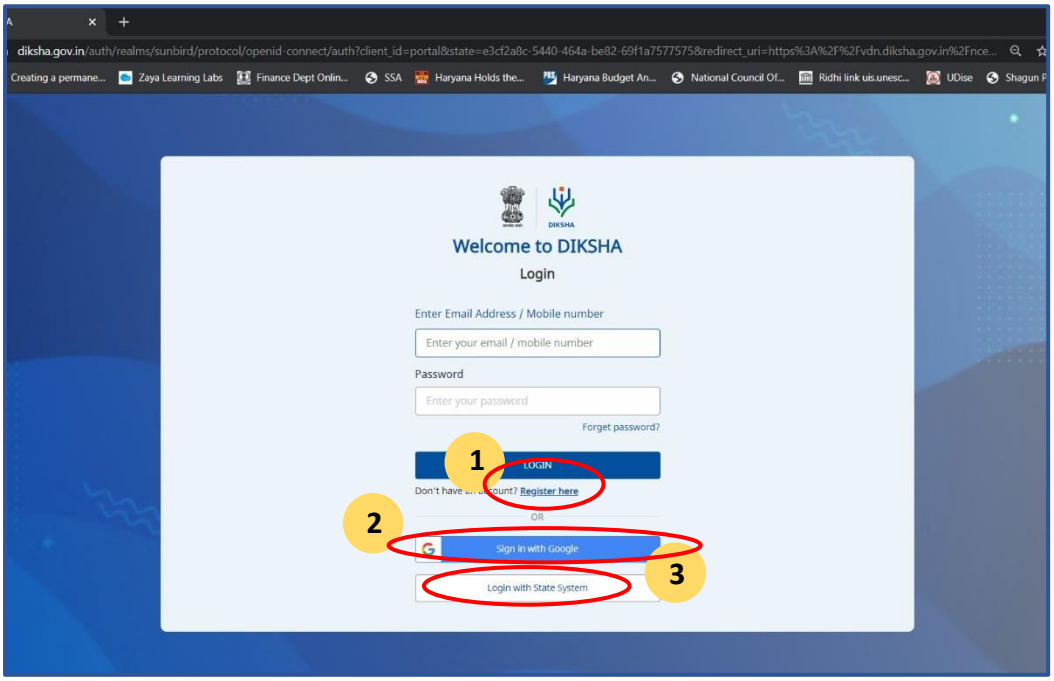


Step 2: Scroll to the bottom of the page

Step 3: Find your state and click on Contribute corresponding to your state, you will be directed to the log-in page



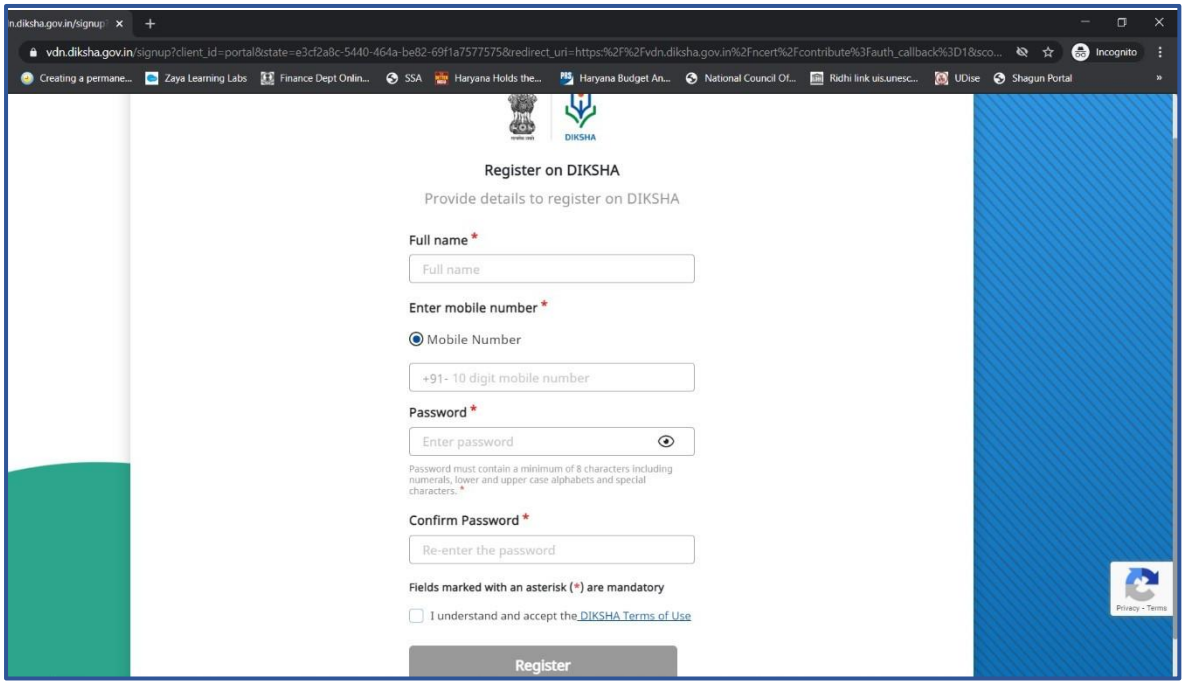
Step 4: Following are the three methods to log in. Choose the mode most suitable to you



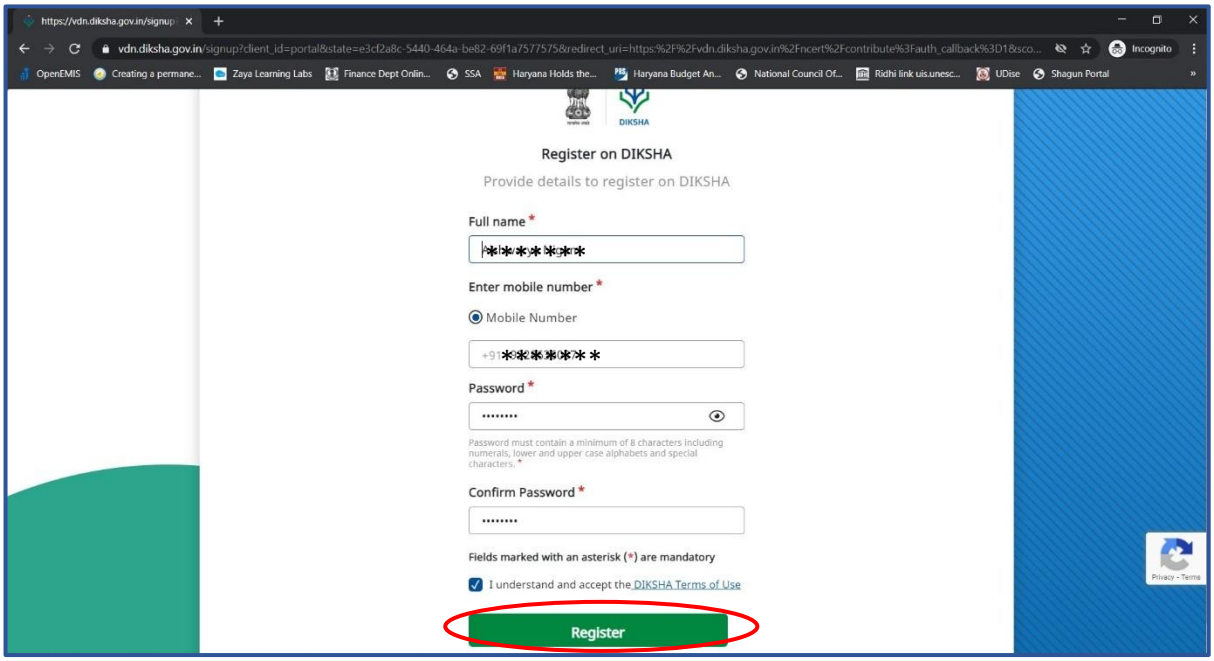
Log in method A: Register Here

Step 1: Click on Register here

Step 2: The following page will open, enter your details as requested



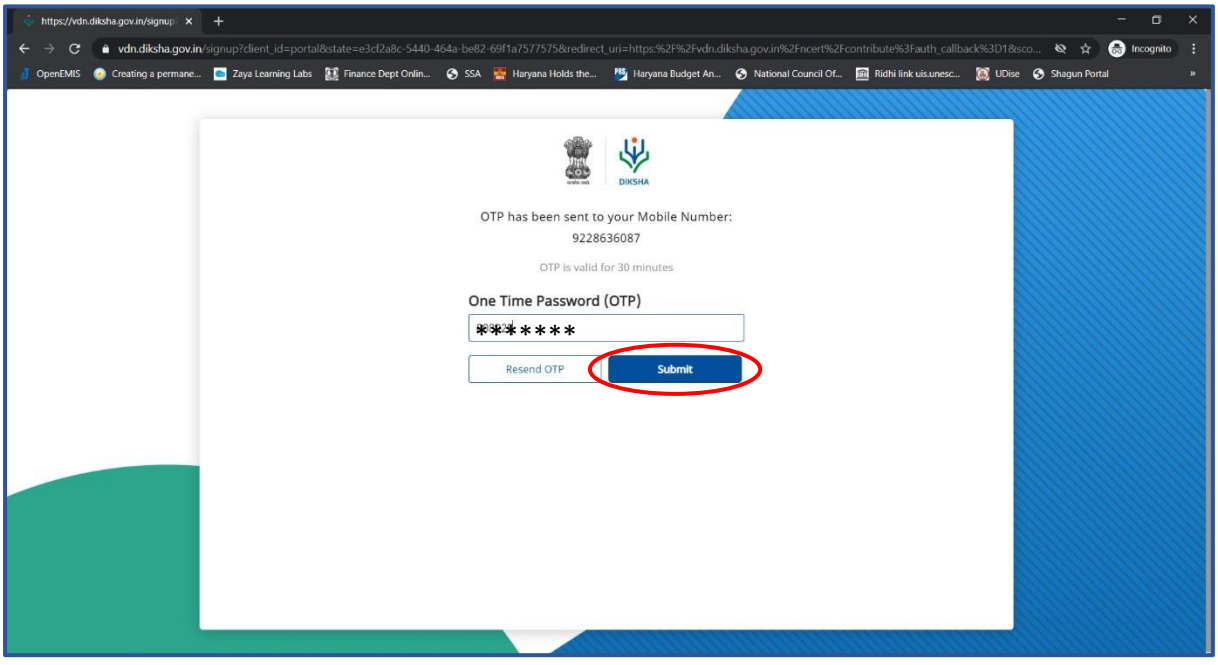
Step 3: Click on Register



Step 4: Enter the OTP

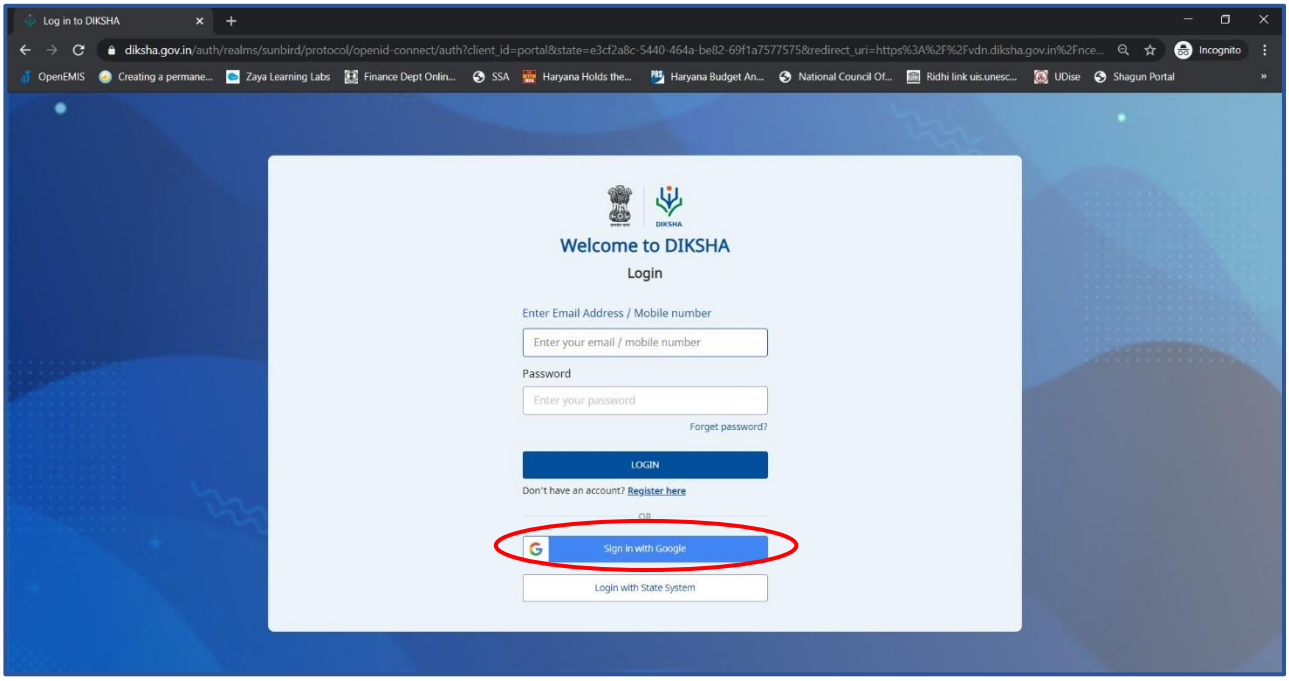
Step 5: Click on **Submit**

Your ID has been created

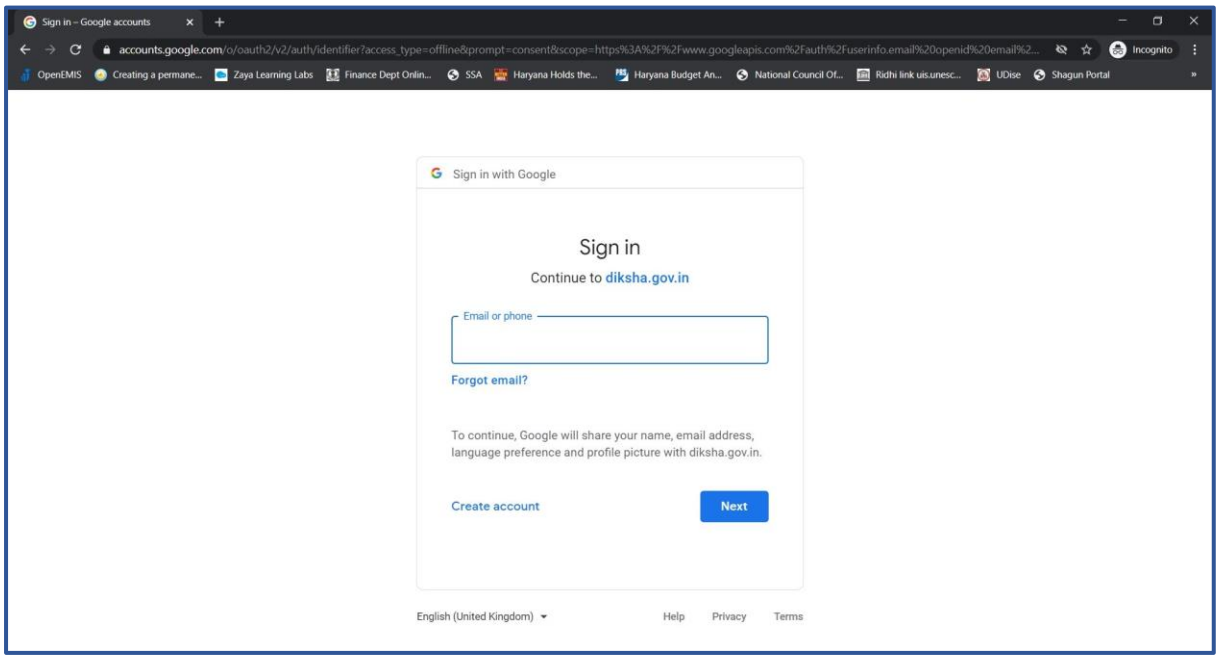


Log in method B: Sign in with Google

Step 1: Click on Sign in with Google

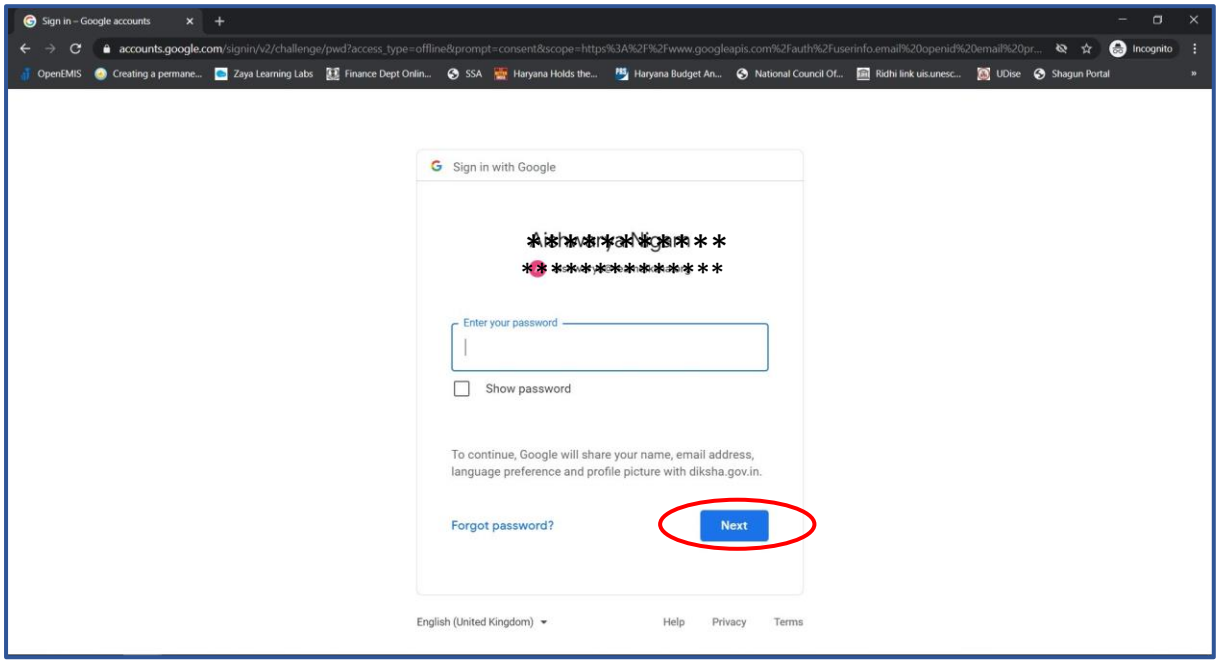


Step 2: The following page will open, enter your Gmail ID here



Step 3: Enter your password for the Gmail ID, and click on Next

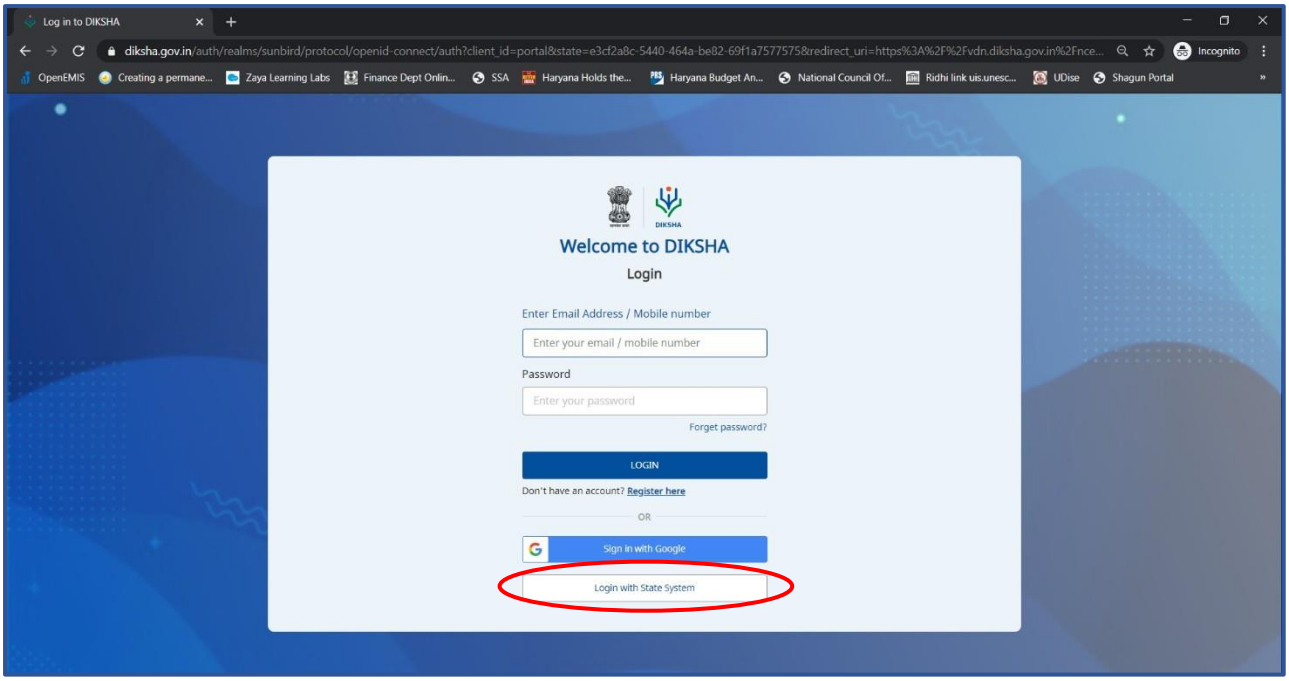
Your ID has been created



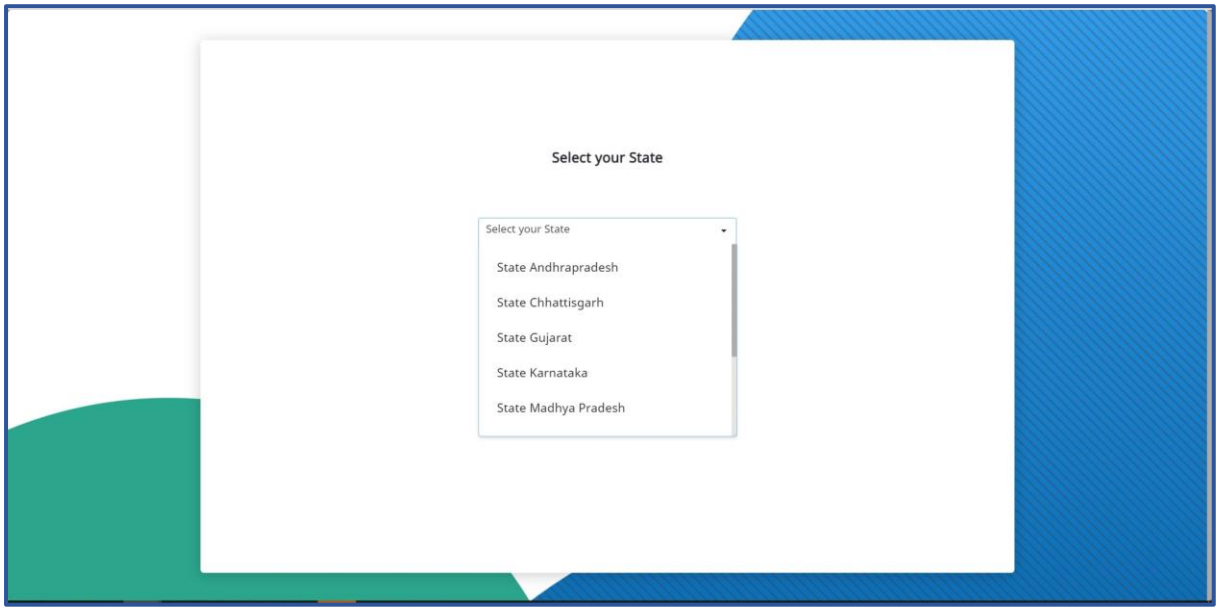
Log in method C: Login with State System

This will only be applicable to the states that have enabled DIKSHA sync with their internal State

Step 1: Click on **Login with State System**



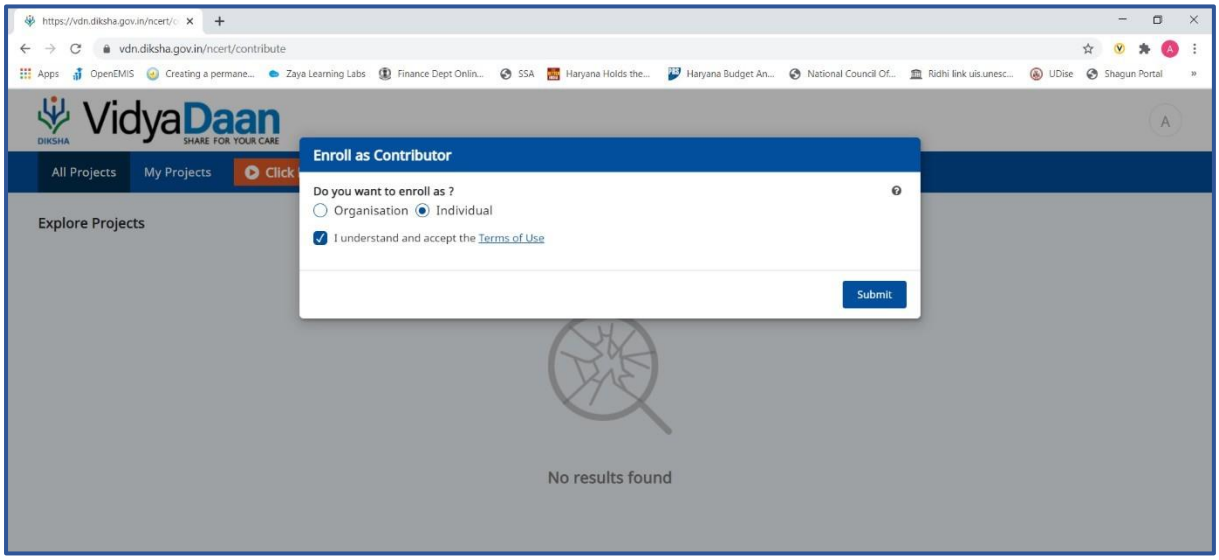
Step 2: Select your state from the drop down



Step 3: *Proceed with the log in system and credentials of your state*

2.2. Enrol as Contributor

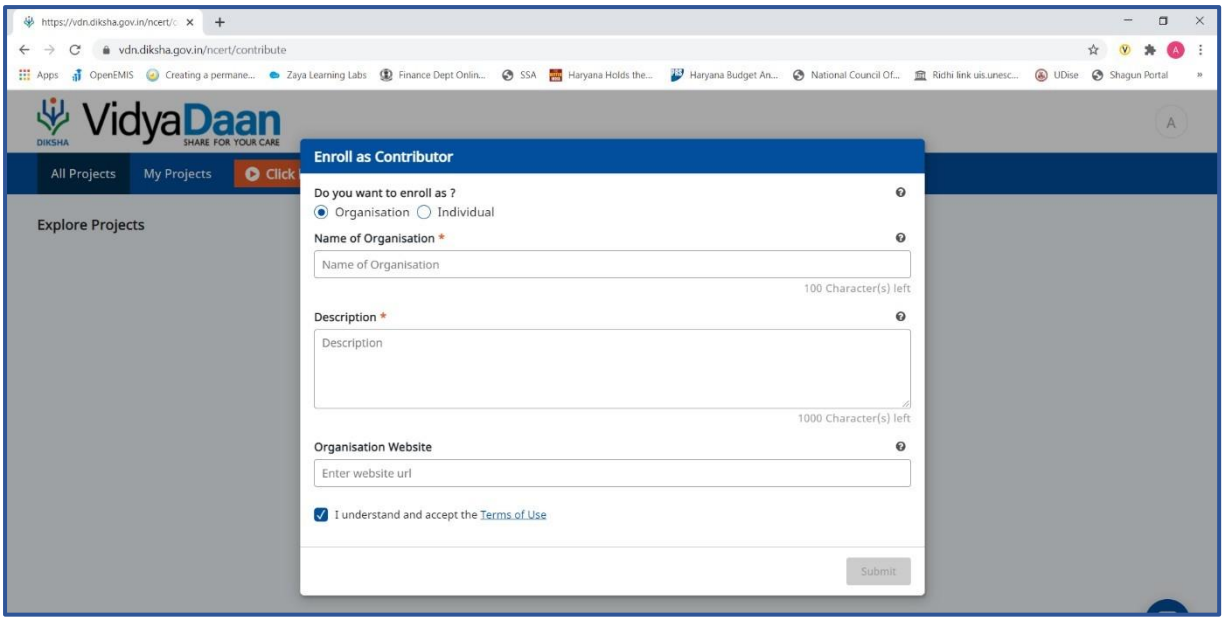
Upon signing in for the ***first time*** you will be presented with the option to Enrol as Organisation or Individual. This is **onetime** option, once any of the options are selected, it will not be presented again. **The selection, once made, cannot be changed.**



2.2.1. Enrol as Organizations

This option should be selected in case of there are multiple people from a single organization who will be contributing content. Example: **Content Companies, DIETs**
Under this option, DIETs, Content companies etc. can add their own contributors and reviewers. Once all content has been uploaded, it will be submitted to Sourcing Org post review of Contributing Organisation Admin.

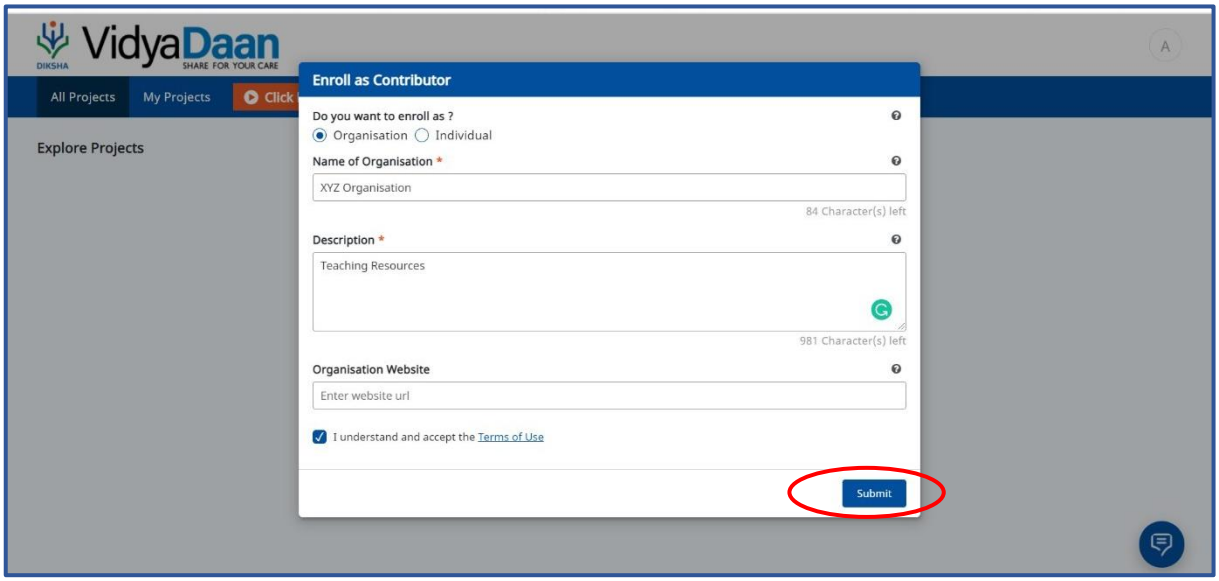
Step 1: Select **Organisation,** and enter your details as requested,



Step 2: Click on **Submit**

*You are now registered as a **Contributing Organisation***

The credentials used to register as the organization will act as the admin credentials allowing the functions of adding contributors, reviewers and also reviewing contributed content.



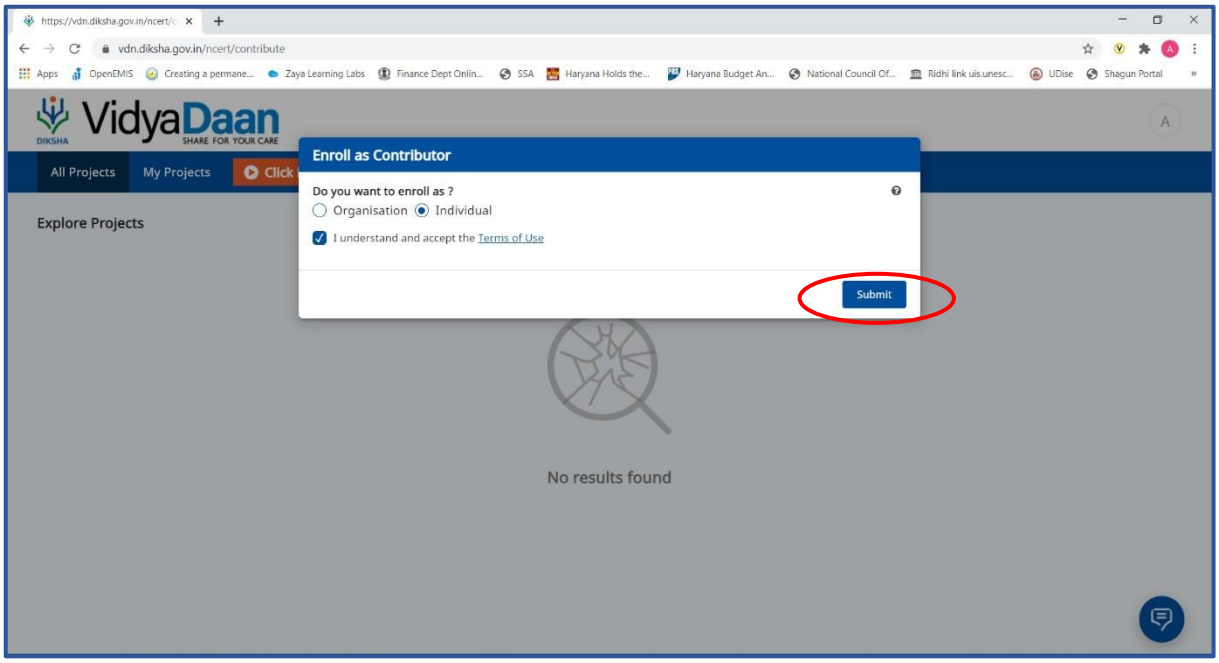
2.2.2. Enrol as Individual

This option should be selected when an individual wishes to contribute content for a project. The content submitted by the individual will directly be submitted to the Sourcing Organisation for

Step 1: Click on **Individual**

Step 2: Click on Submit

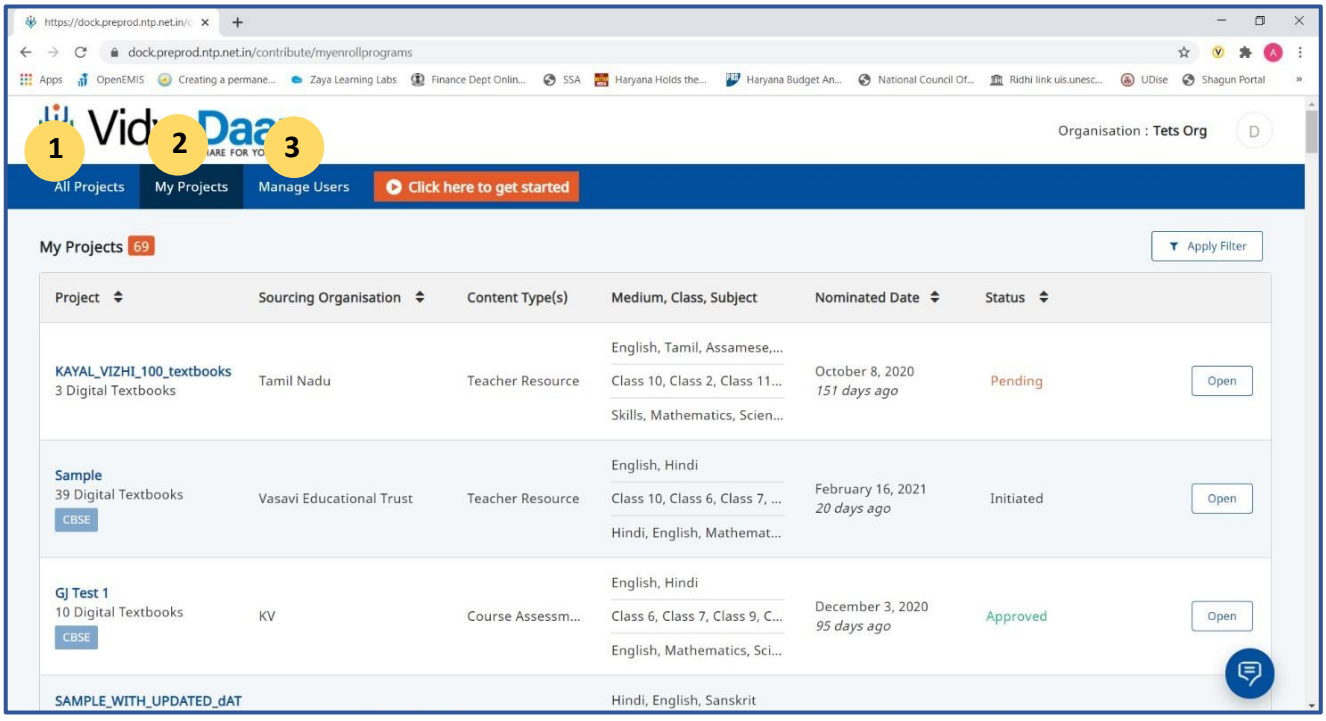
You are registered as an individual contributor



2.3. Contributing Portal (for Organisation Admin)

*Let us now understand the portal for the **Contributing Organisation Admin***

There are **three** main tabs in the portal with multiple features. These feature have been described below.

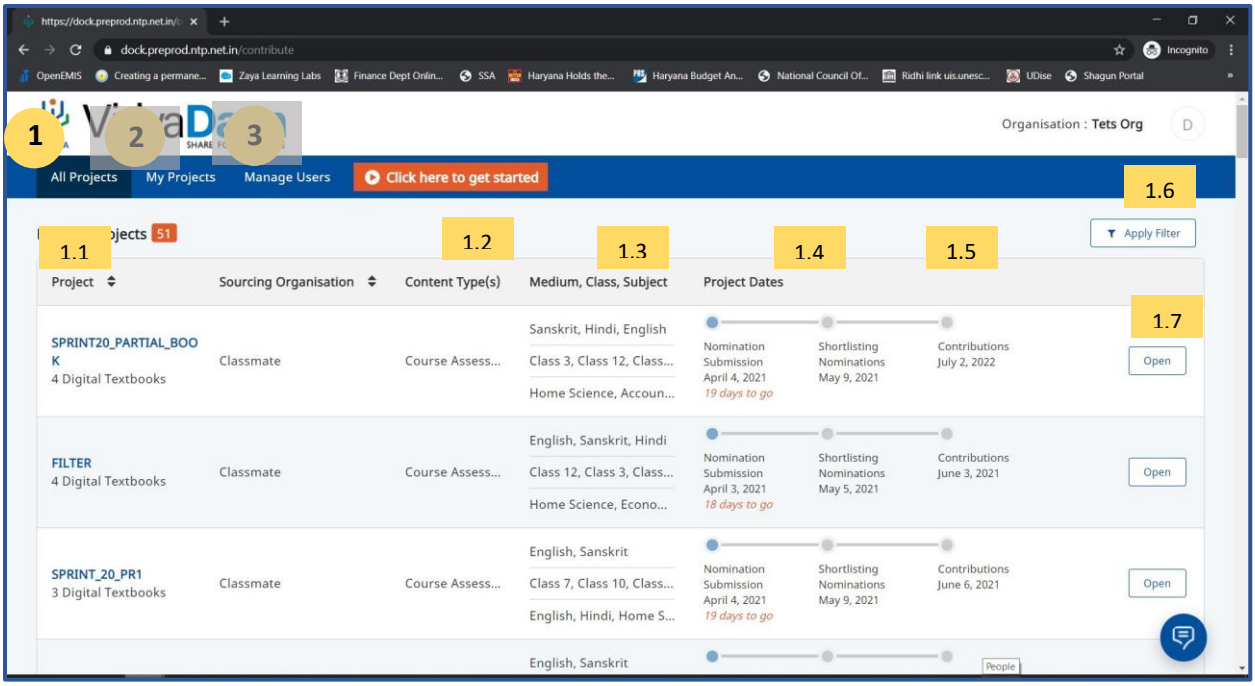


*Contributing Organisation Admin will follow an order to successfully contribute content to the Vidyadaan Program:*Nominate for the desired projects

1. Add individuals that have been identified to contribute content and individuals that will review content from the **Manage Users** tab
2. Once the nomination of the project is approved, the Admin will allot **Contributor** and **Reviewer** roles to the users for that particular project from **Assign Users to Project** tab within the project.

2.3.1. All Projects

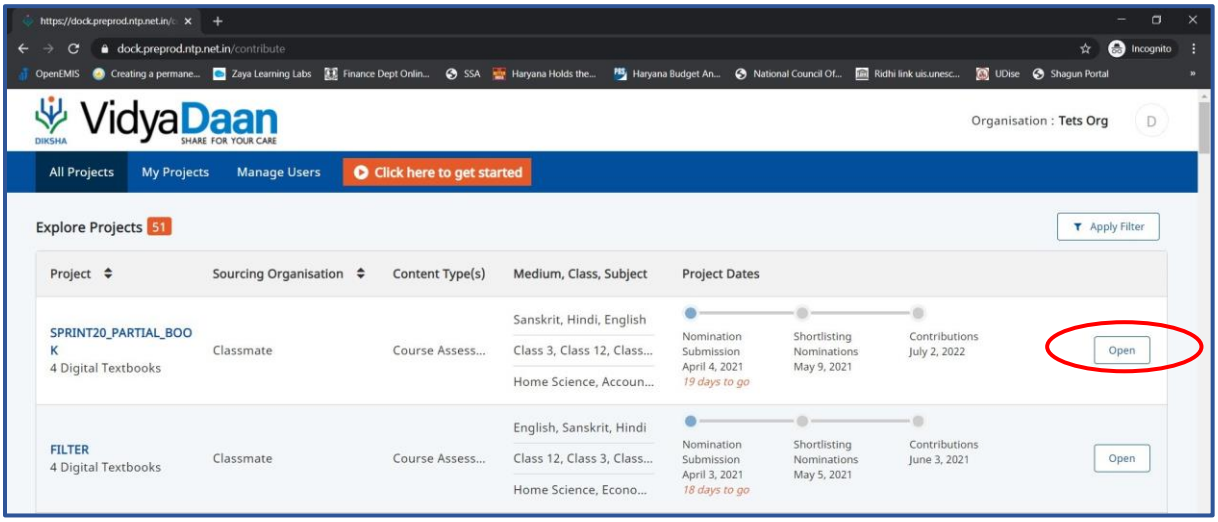
User will be able to see all the projects (and related information listed in the table below) opened under a state Vidyadaan portal by the Sourcing Organisation of that state.



Point No.	Feature Title	Description
1.1	**All Projects**	Names of the project created by the Sourcing Organisation
1.2	**Content Types**	Type of content that can be contributed for this project
1.3	**Medium, Class, Subject**	Medium, class, and subject for which the project will accepting content
1.4	**Nominated Date**	The date on which nomination was sent
1.5	**Status**	Status of your nomination- (Pending, or Approved)
1.6	**Open**	Click on this button to open a project

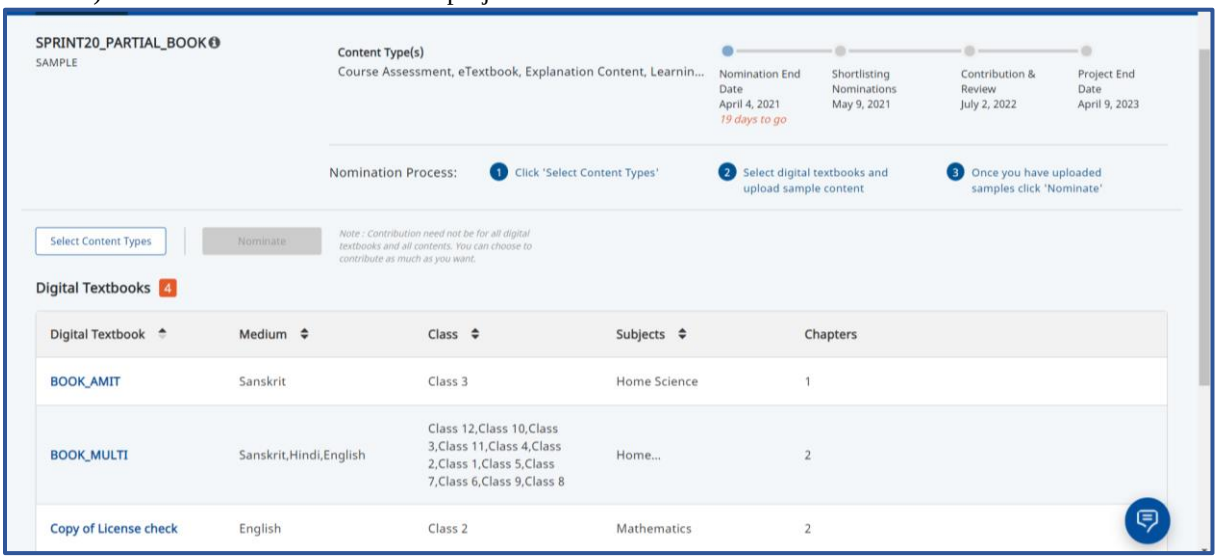
2.3.1.1. View Project Details

Step 1: Click on **Open** corresponding to a project



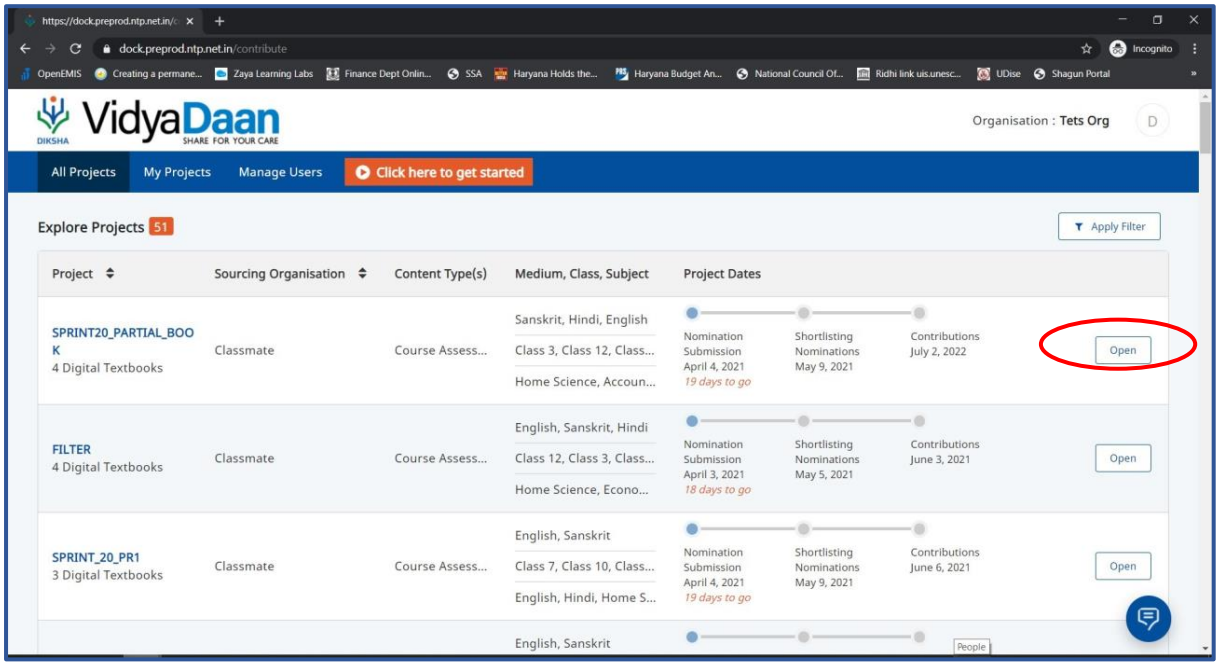
Step 2: The following page will open displaying the following details for the project

a) Content types
b) List of textbooks with medium, grade, subject and chapter numbers
c) Timeline of the project
d) Provision to nominate for the project

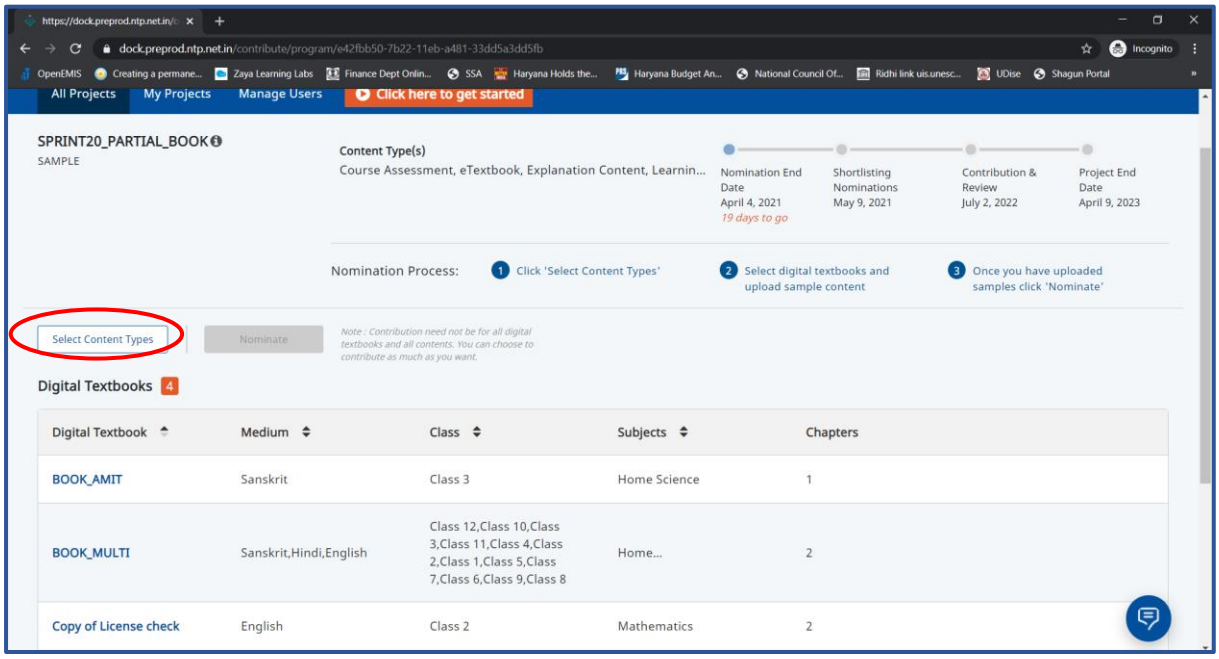


2.3.1.2. Nominate for a Project

Step 1: Click on **Open** corresponding to the project for which you want to contribute content

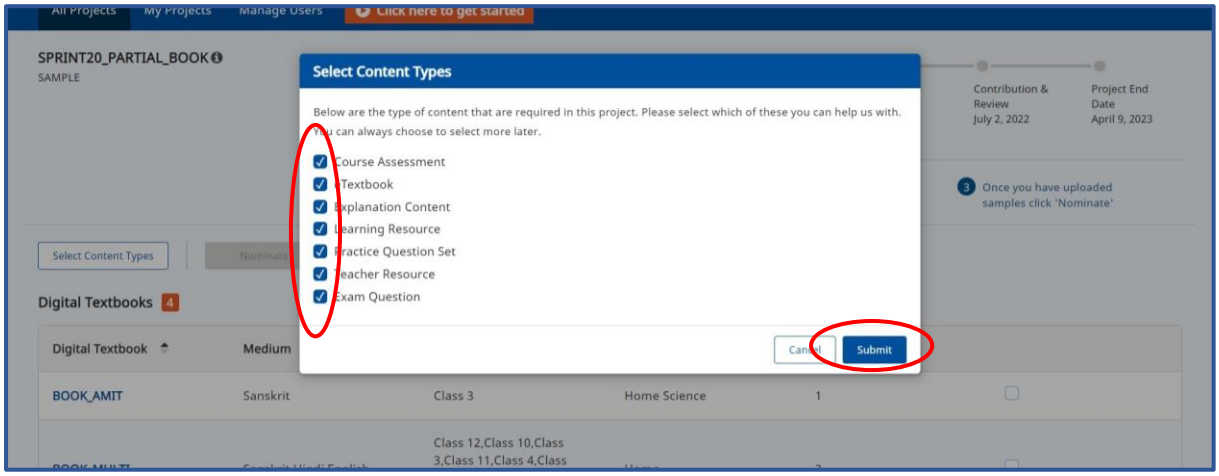


Step 2: The following screen will open, click on **Select Content Types**



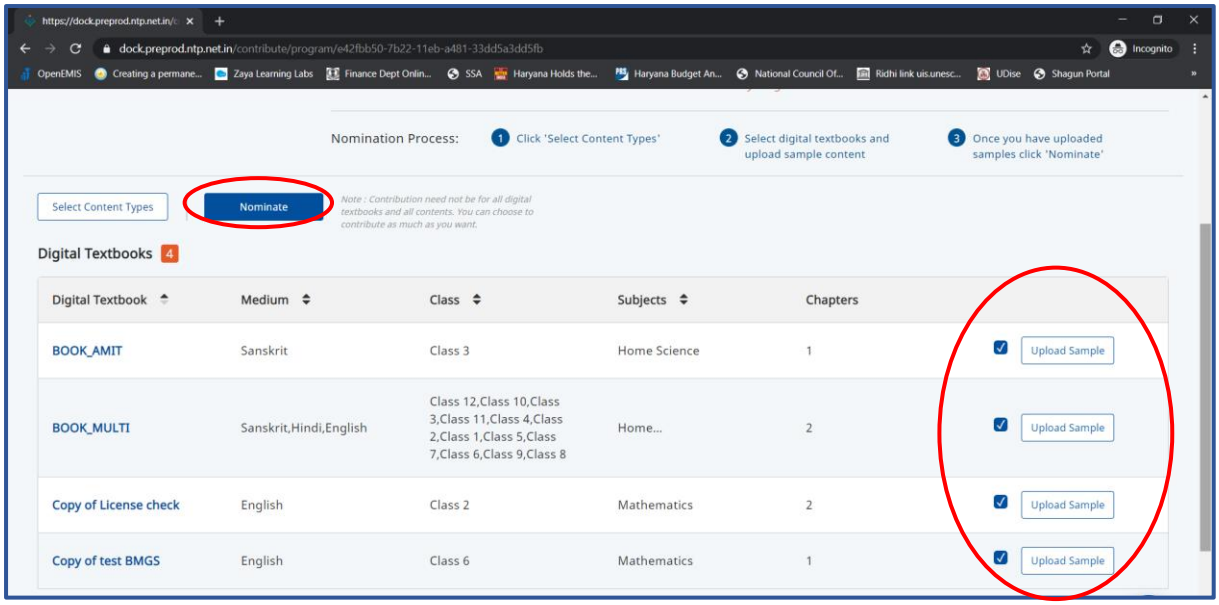
Step 3: The following pop-up will open. Select all the content types for which you want to contribute content

Step 4: Click on **Submit**

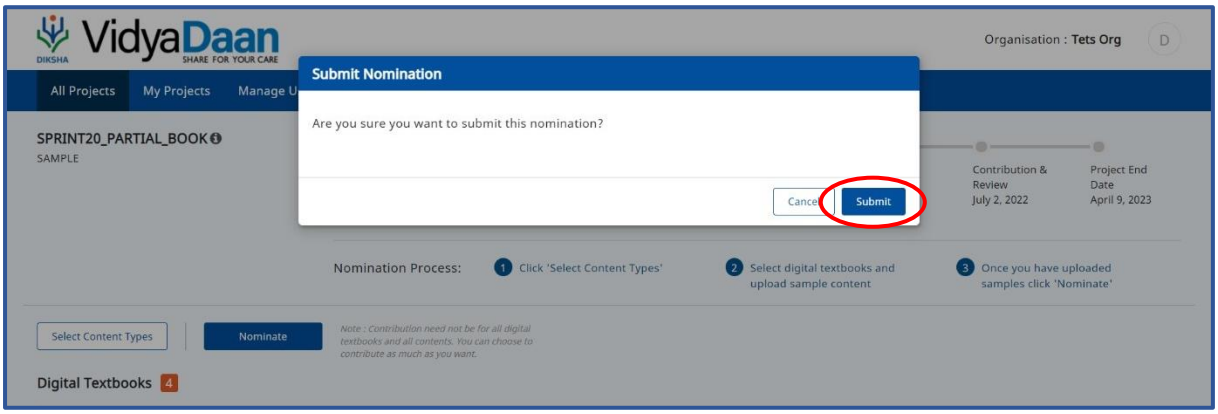


Step 5: Check mark the boxes corresponding to the textbooks for which you want to contribute content

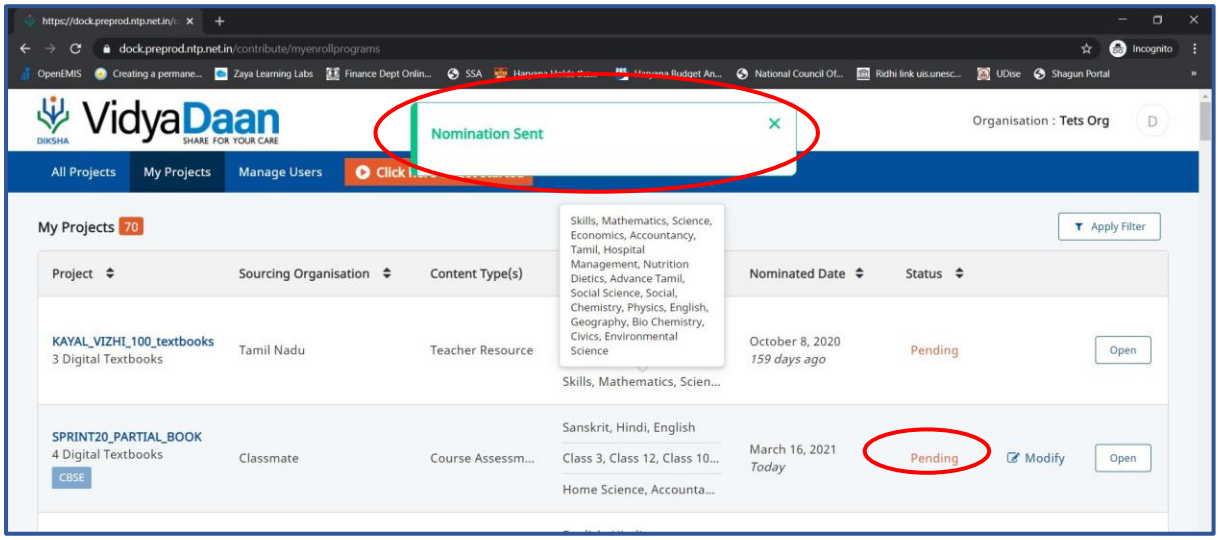
Step 6: Click on Nominate



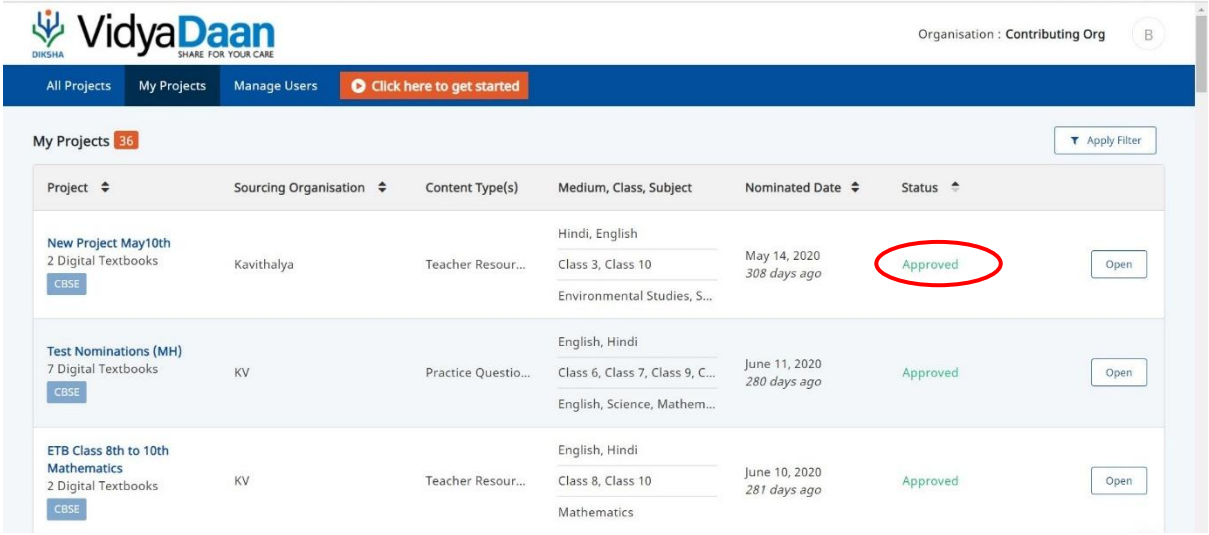
Step 7: The following pop-up will appear, click on **Submit**



Your nomination has been sent!



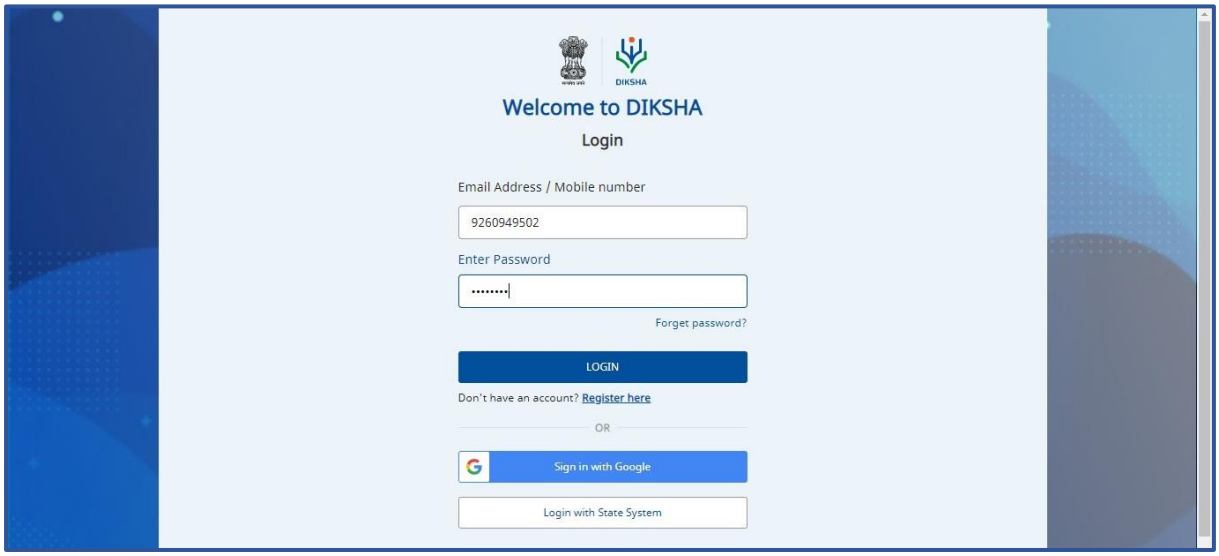
*Once the nomination is approved by the Sourcing Organization the status will change from **Pending** to **Approved***



2.4. Contributing Portal (for Individual Contributors / Contributors of Organization)

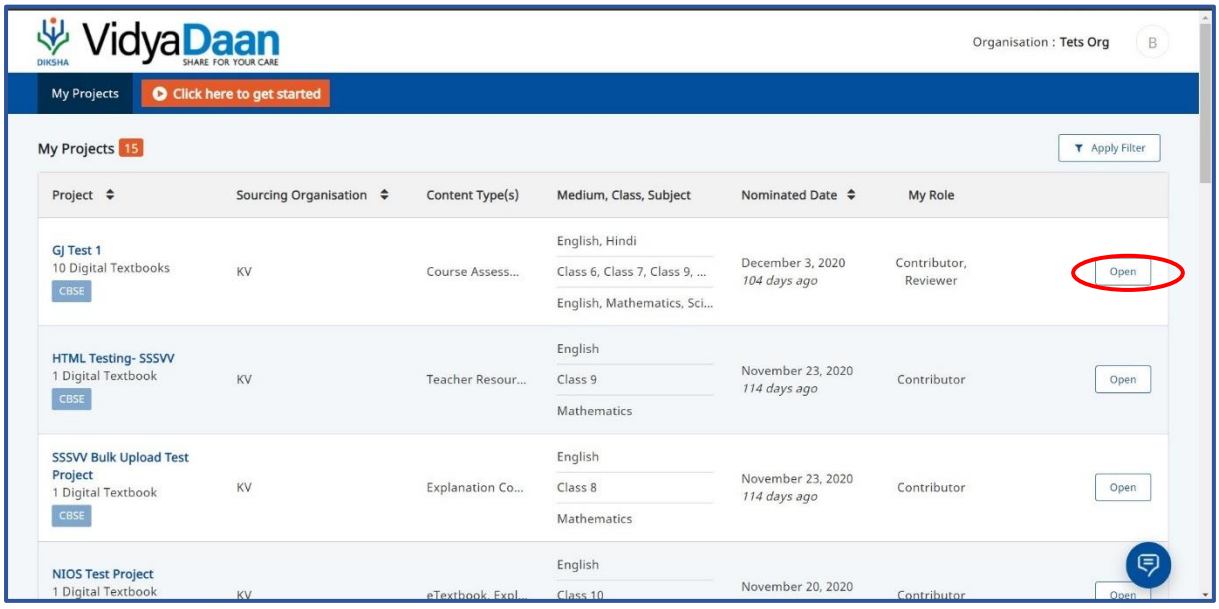
The process for contributing content is same for a **Contributor of an organization** and an **Individual Contributor.**

Step 1: Log in to DIKSHA using the credentials used for signing up



The following page will open. All the projects for which the roles have been assigned to you will be listed.

Step 2: Click on **Open** corresponding to the project.



Once this is done, there are multiple methods to upload content for different types of content, let's explore them one by one below.

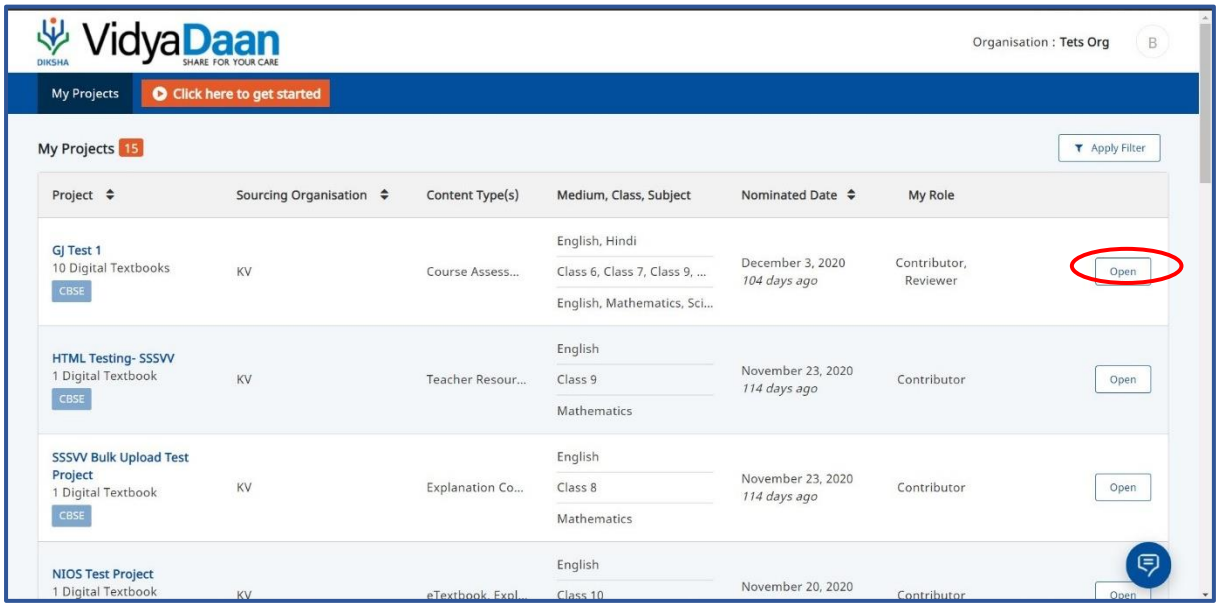
2.4.1. All Projects (**Only** for Individual Contributors)

Same as 2.3.1

2.4.2. My Projects

1. **Individual contributors:** The My Project section will contain the projects where nomination has been approved
2. **Contributors of contributing Organisation:** For the contributors of the contributing org this section will contain the list of projects for which the allocation has been provided

View Project Details



Contribute for a Project

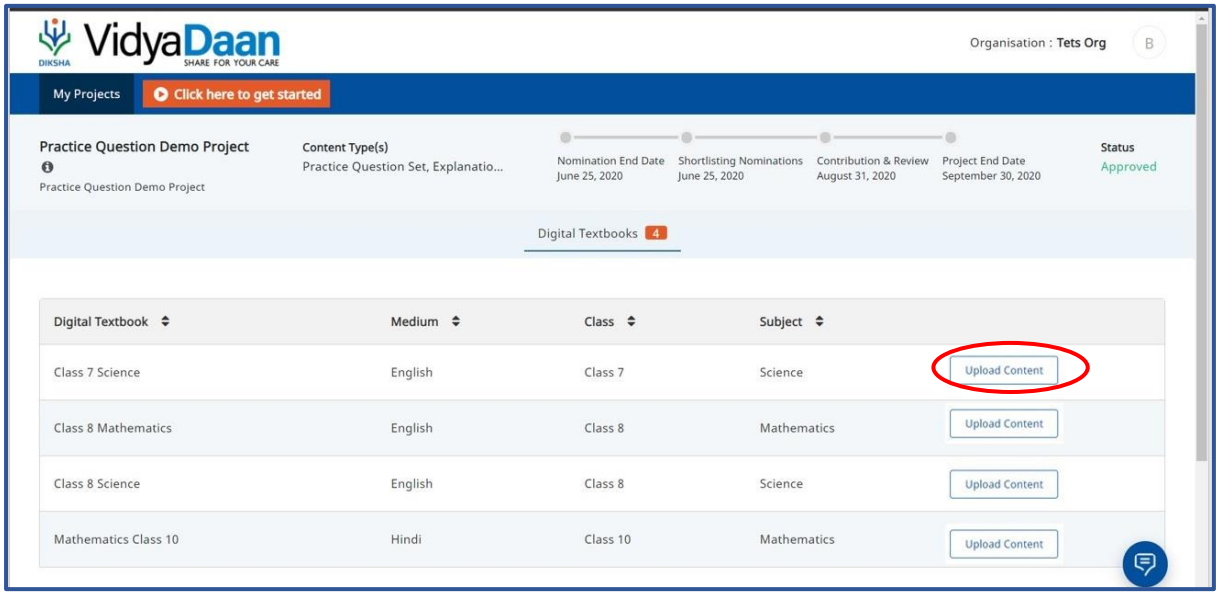
Following are the methods to contribute content for a project, these have been detailed out below.

A. Upload content- one content at a time
B. Create Practice Content
C. Bulk Upload Content

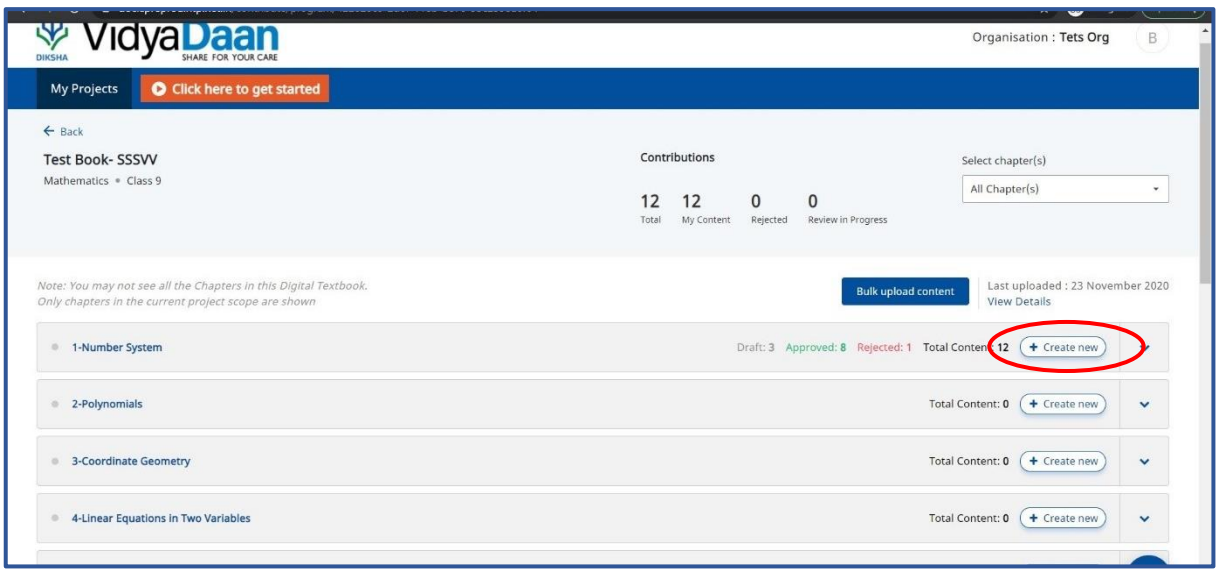
A. Upload content- one content at a time

This process can be followed for uploading PDFs, ePub, HTML, MP4, webm, H5P type of content

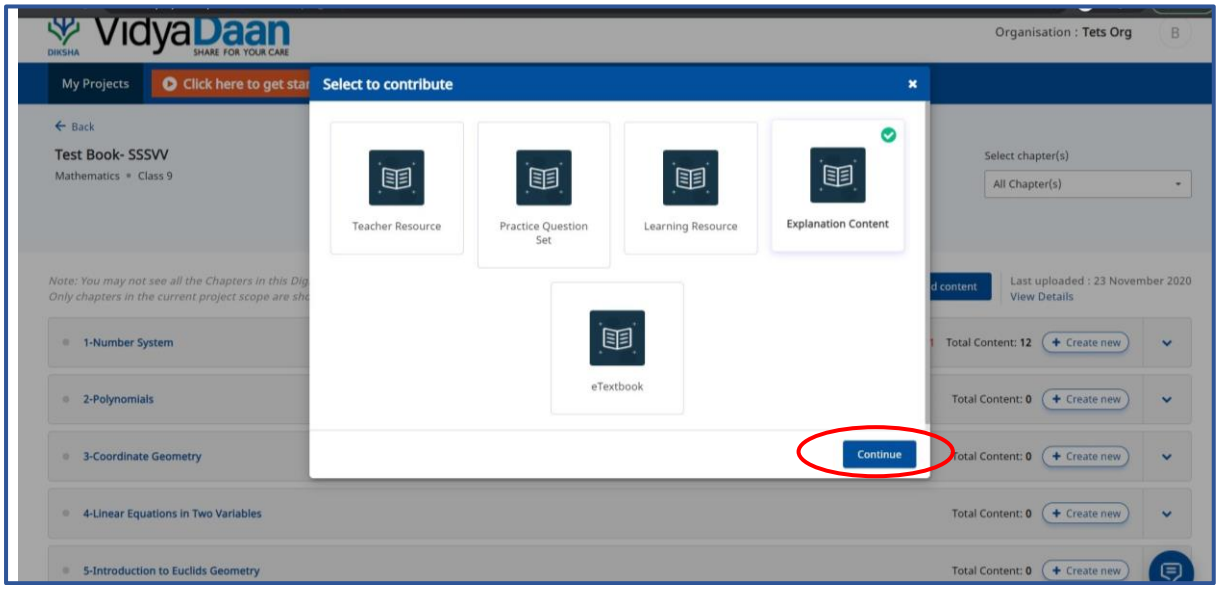
Step 1: Click on Upload Content' corresponding to the textbook for which you want to upload content



Step 2: Click on **Create New** to upload a content corresponding to the chapter



Step 3: Select the type of content you want to upload and click Continue

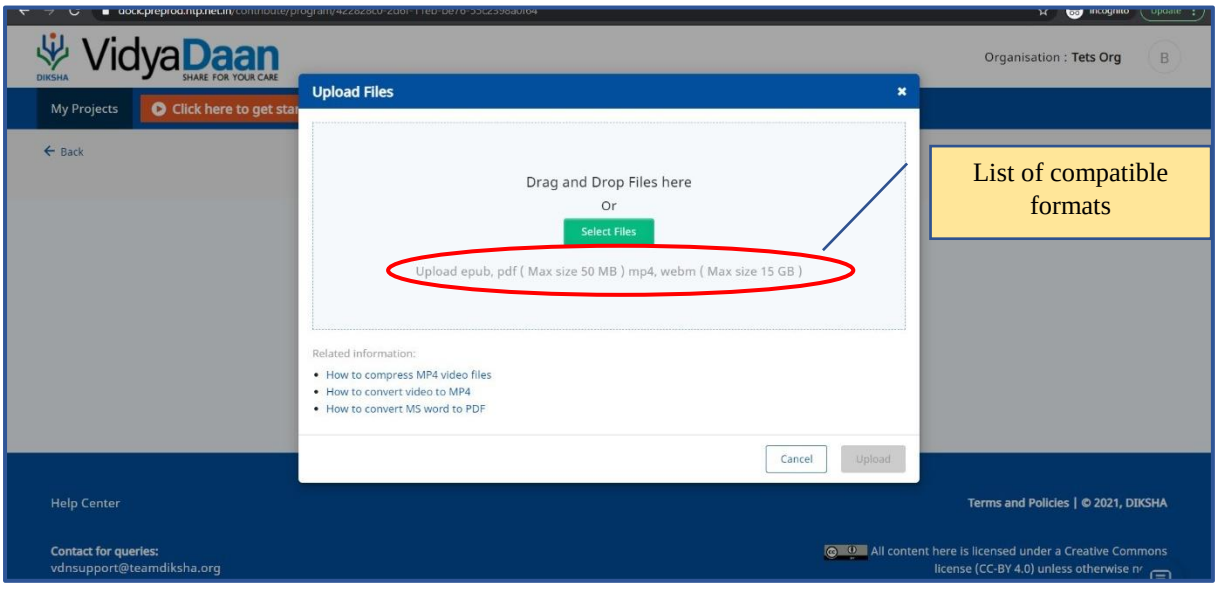


Step 4: Select Click on **Select Files** to upload content

The compatible formats for that content type will be mentioned in this pop-up. It differs for each content type

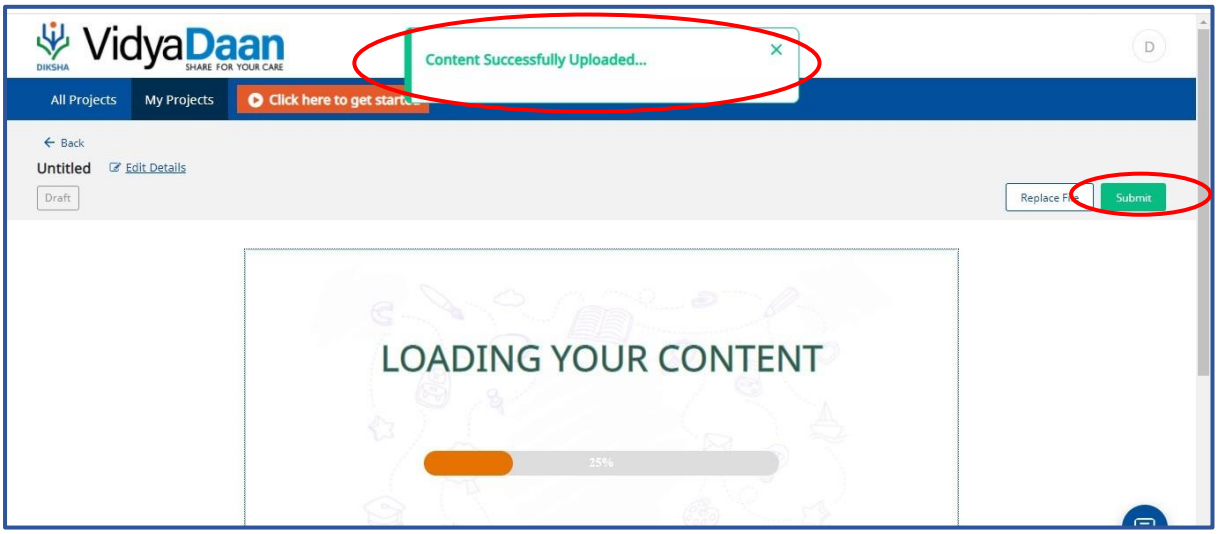
(Content Types Include: Explanation Content, Teacher Resources, Learning Resources, eTextbooks, Practice Content*)

*Process for practice content is different. It is mentioned below.

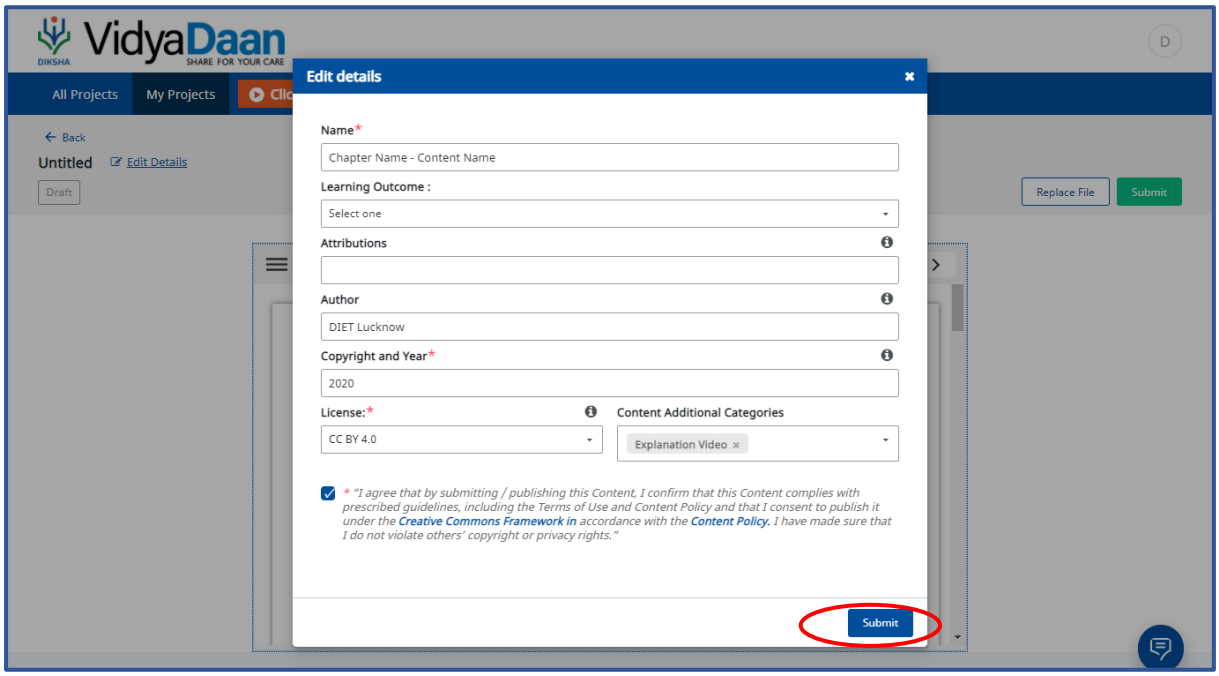


Step 5: You will get a message stating “Content Successfully Uploaded”

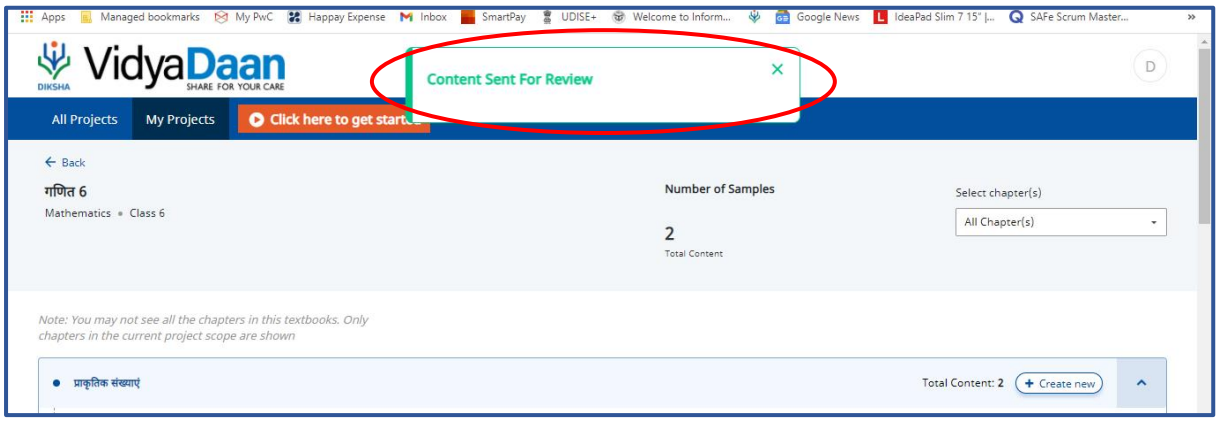
Step 6: Click on Submit, a box will open for details of the content



Step 7: Fill in all details of the content and click on **Submit**

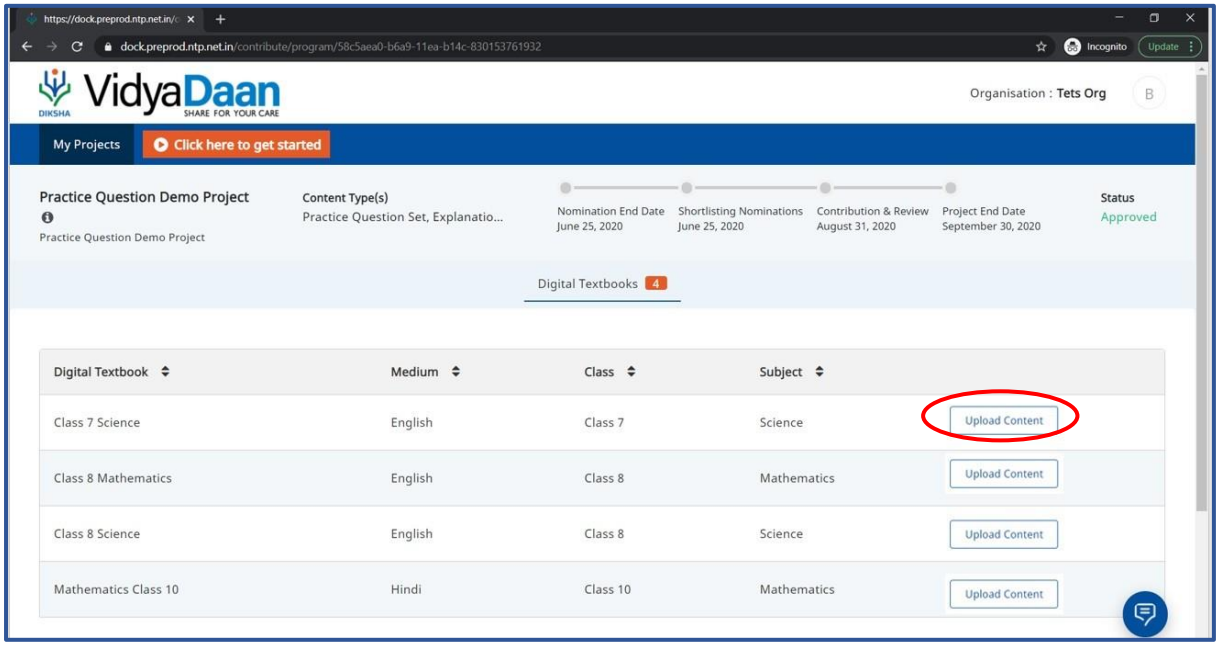


Following confirmation message will appear

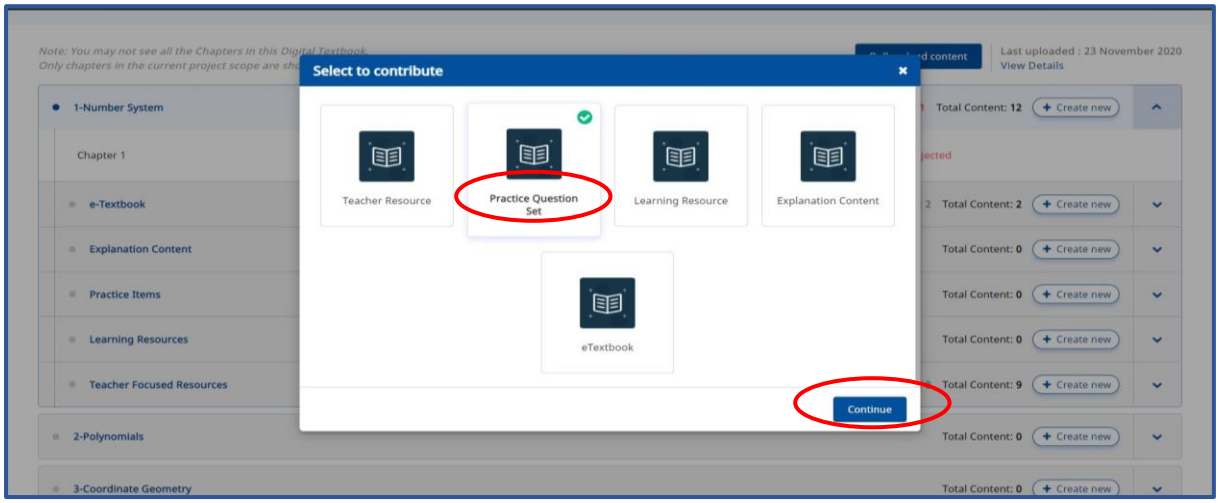


B. Create Practice Content

Step 1: Click on Upload Content' corresponding to the textbook for which you want to upload content



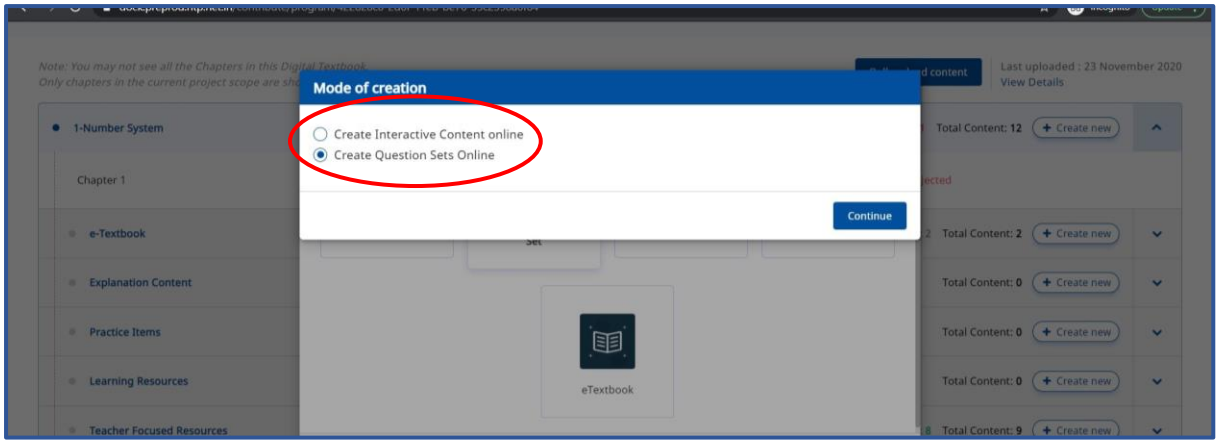
Step 2: Select the Practice Question Set and click Continue



Step 3: You will be presented with the following two options

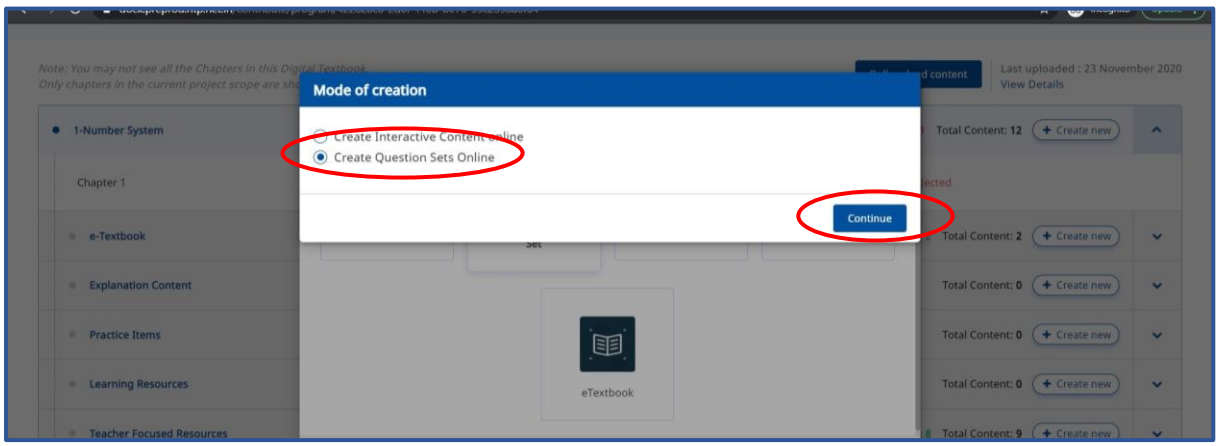
1 Create Question Set Online
2 Create Interactive Content online

Let's discuss them one by one



B.1. Create Question Set Online

Step 1: Select Create Question Sets Online and click Continue



The following options will be presented to select the question type,

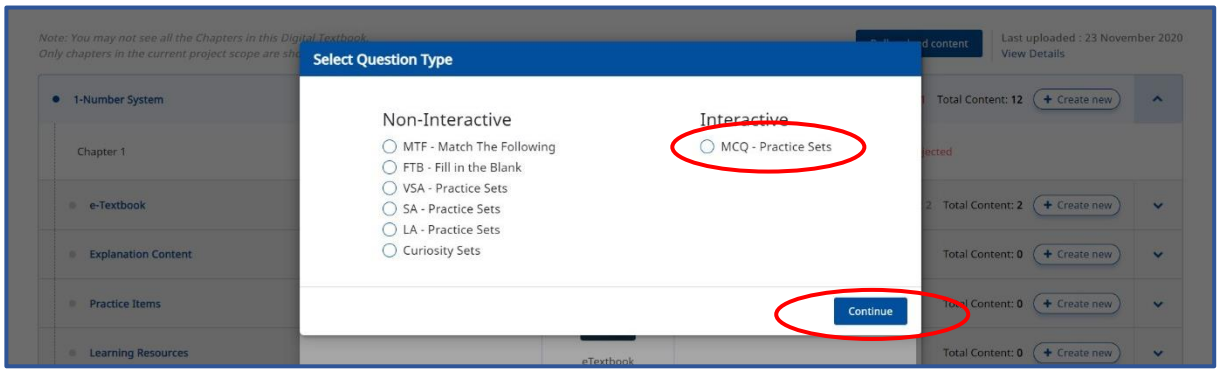
1 Interactive
2 Non-interactive

Let's begin with (i) ***Interactive***

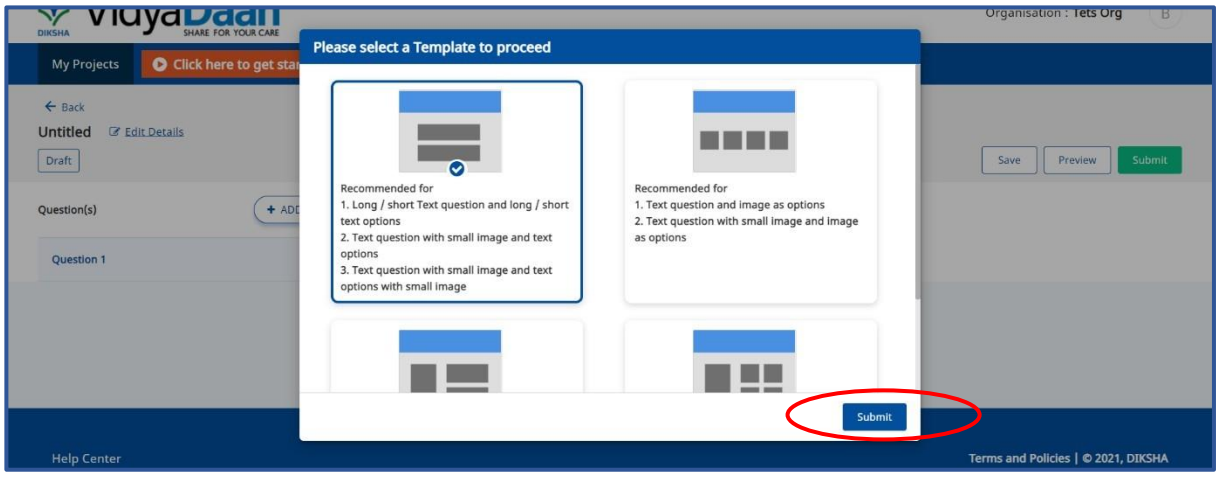
B.1.1. Interactive

Step 1: Select MCQ-Practice Set

Step 2: Click on Continue

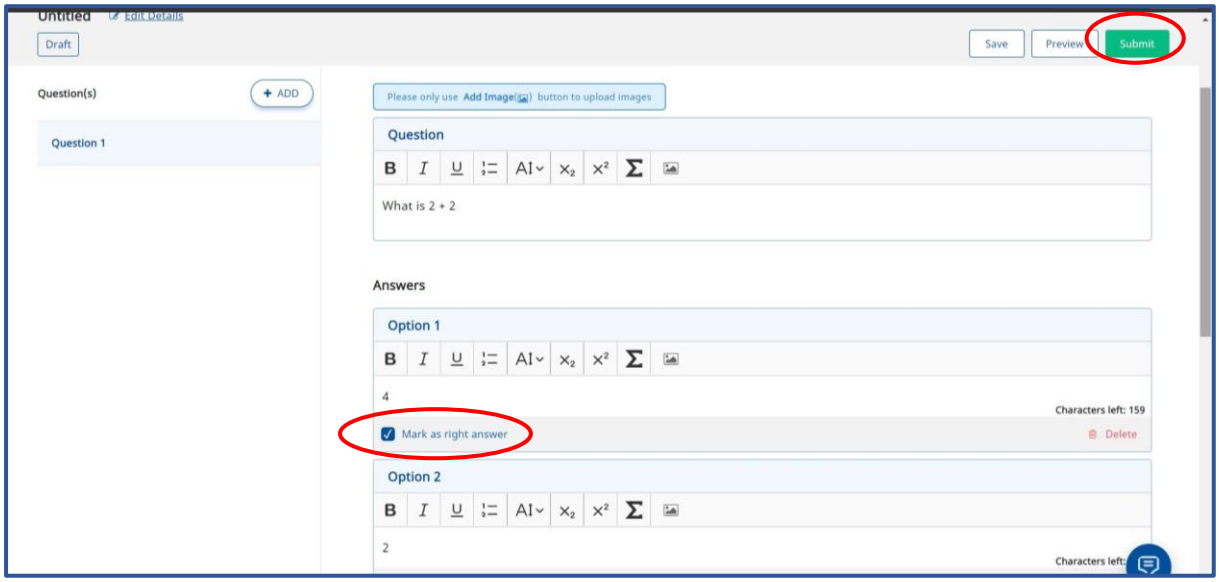


Step 3: Once you select the 'MCQ' option. You will get a pop-up with 4 options, select the any option, click on Submit.

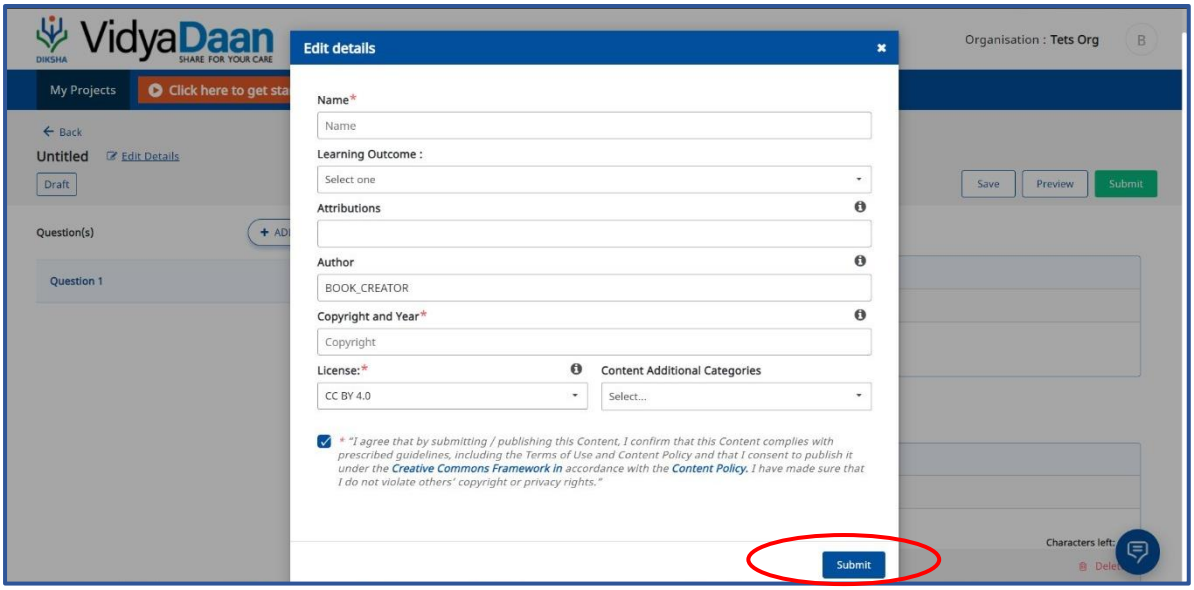


Step 4: It will open the option for you to type the question. There are options to insert symbols as well as images can be uploaded for questions and answers both. Under the correct answer select the box which says 'Mark as right answer'

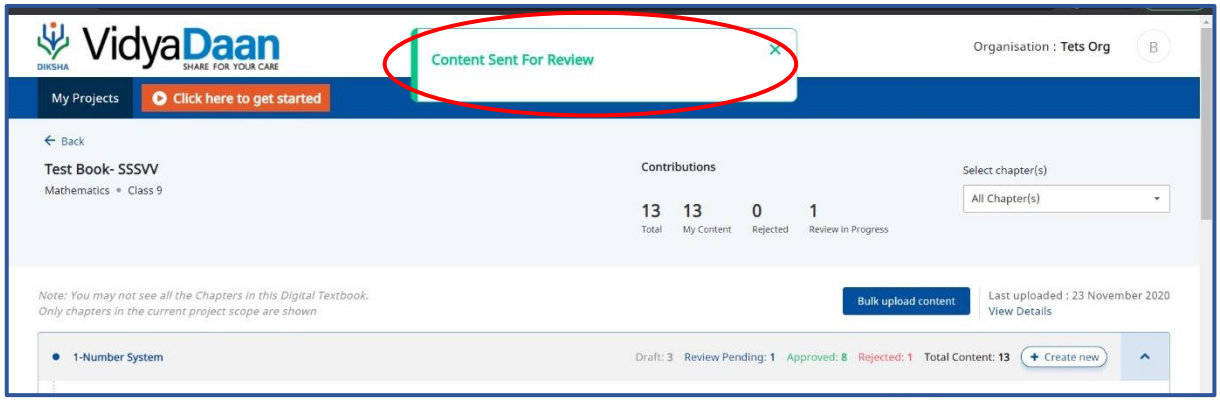
Step 5: Click on **Submit**



Step 6: Enter the requested details and click on **Submit**



Following confirmation message will appear

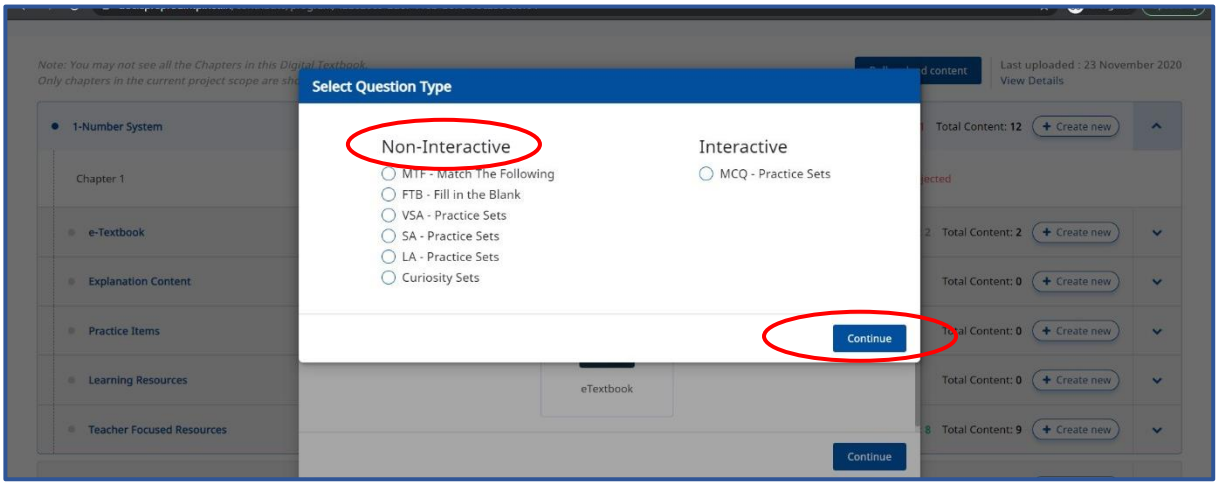


B.1.2. Non-Interactive Content

The process for creation questions for all the Non-Interactive content is the same, hence only one sample process will be explained in this manual.

Step 1: Select VSA-Practice Set

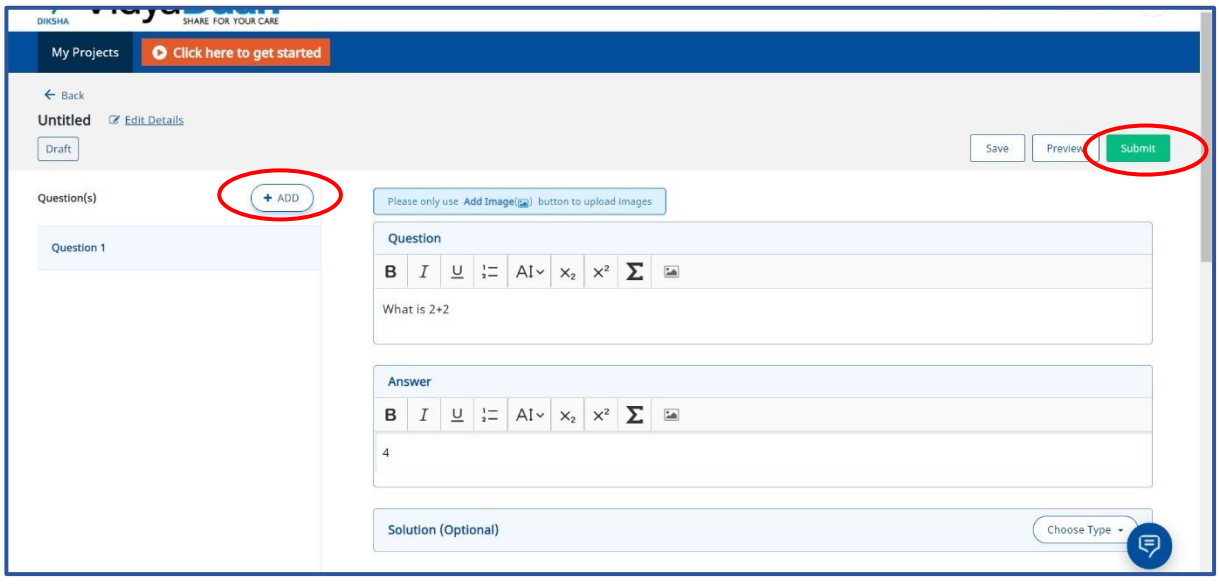
Step 2: Click on Continue



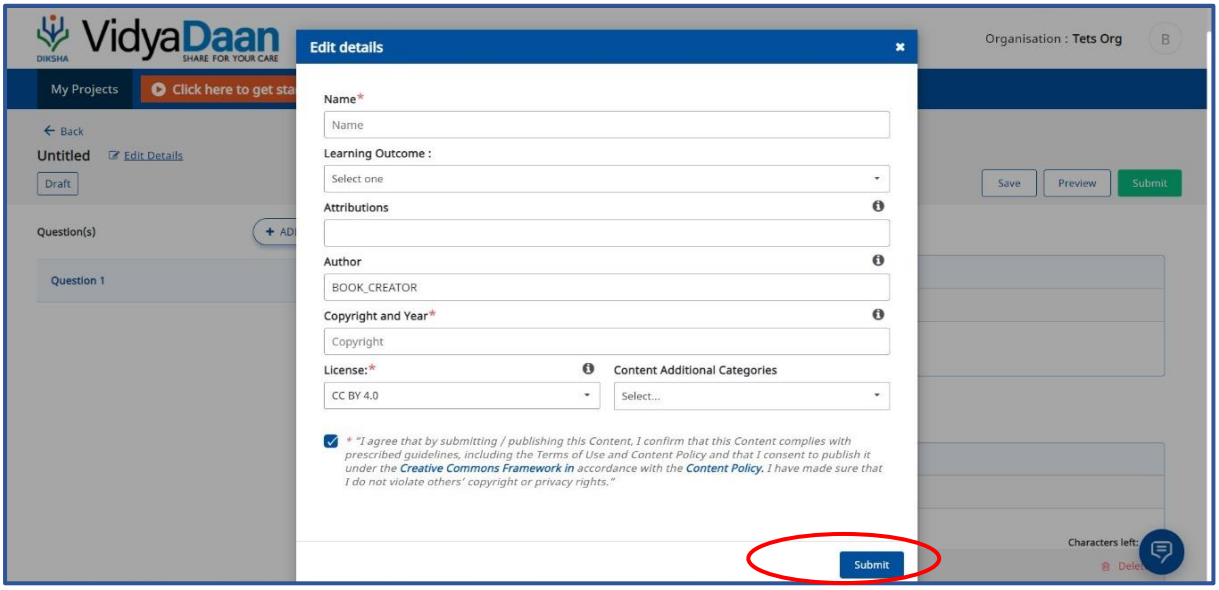
Step 3: Enter the question and answers in the respective boxes

Step 4: Click on **Add,** to add more questions to the set

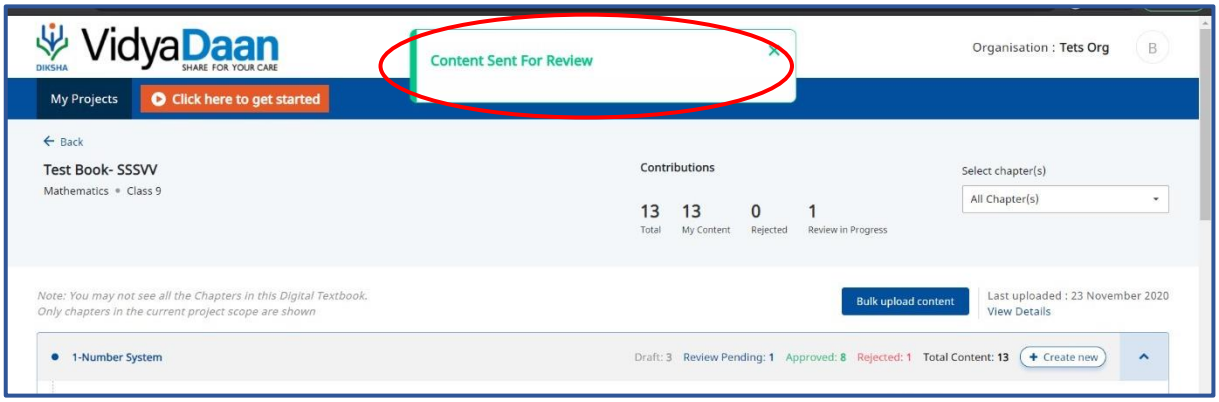
Step 5: Click on **Submit** once all the questions are added



Step 6: Enter the requested details and click on **Submit**

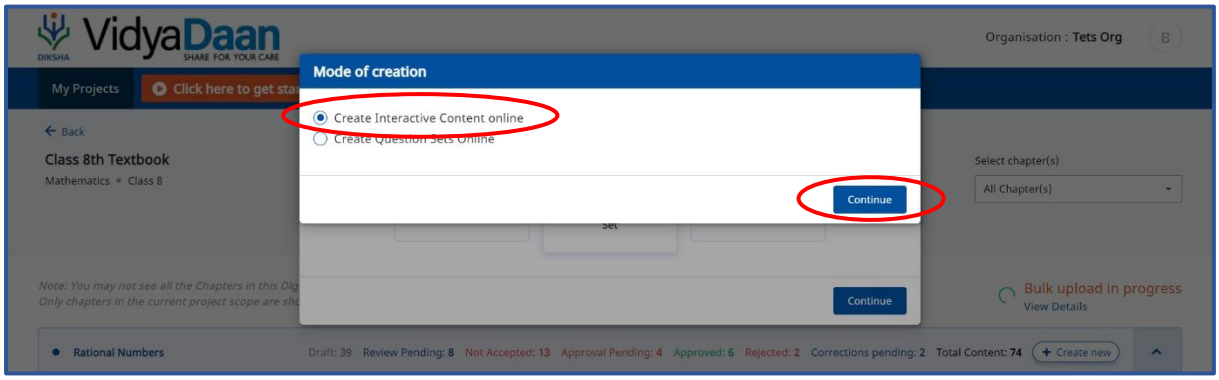


Following confirmation message will appear

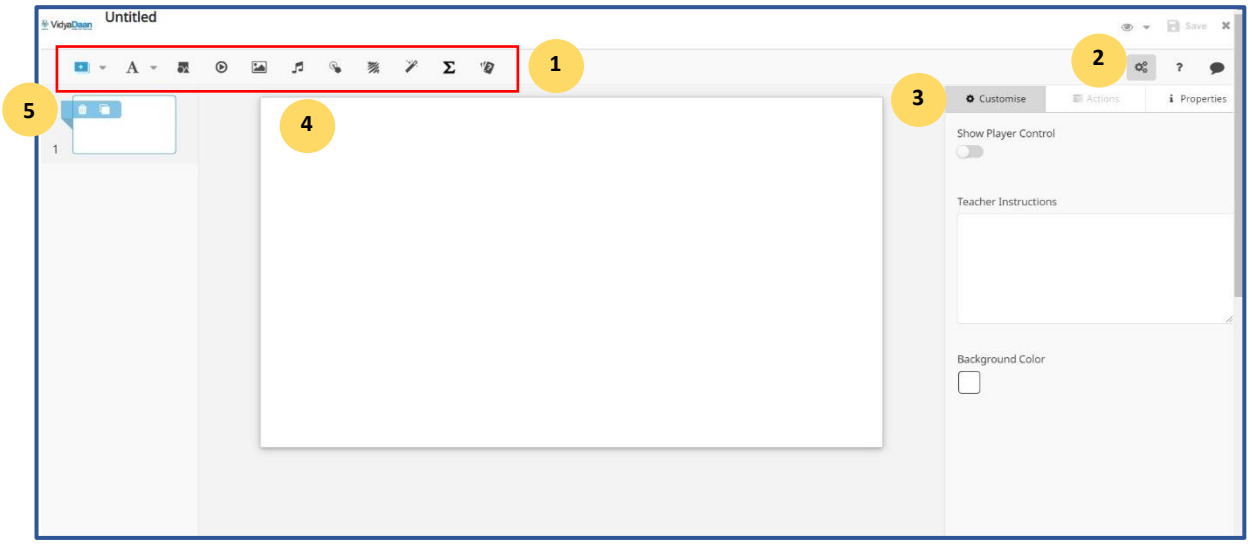


B.2. Create Interactive Content online

Step 1: Select **Create Interactive Content online** and click on **Continue**

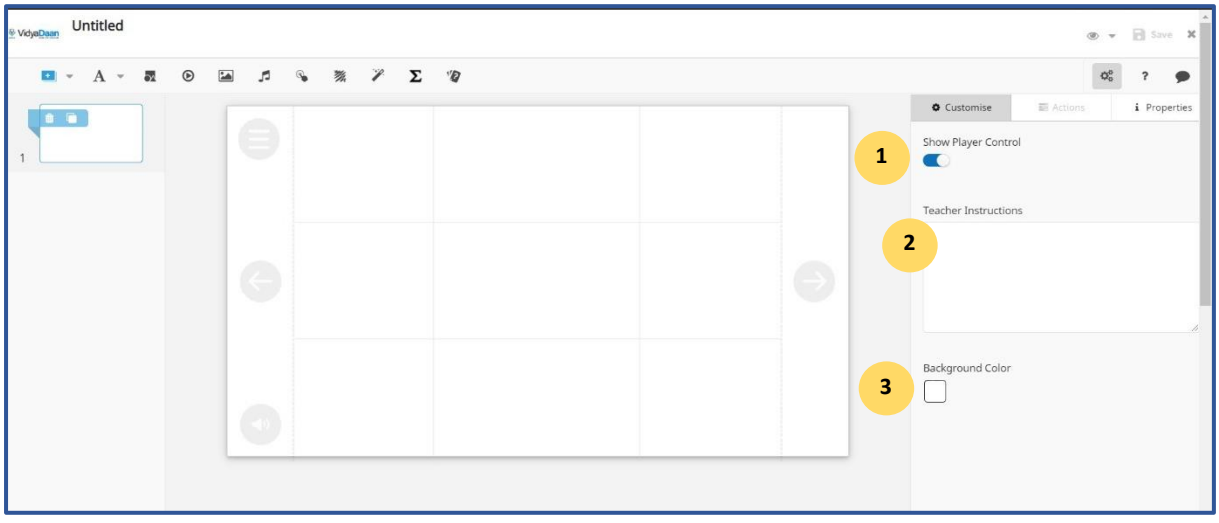


The following page will open, let's understand the different tabs in this page, this will help guide us in using the same to create content



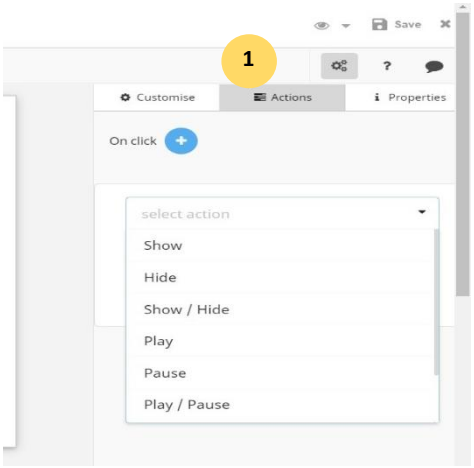
SN	Feature Title	Description
1	Tool Bar	A collection of several tools available to create content resources
2	Preview	A viewer that allows you to see how content will display when published
3	Right Pane	A collection of tabs that allow you to customize defaults for tools from the tool bar, add animation or interactive controls and view information about the slide
4	Working Area	The slide that is currently being worked upon
5	Slide Sorter	Use this area to order your slides

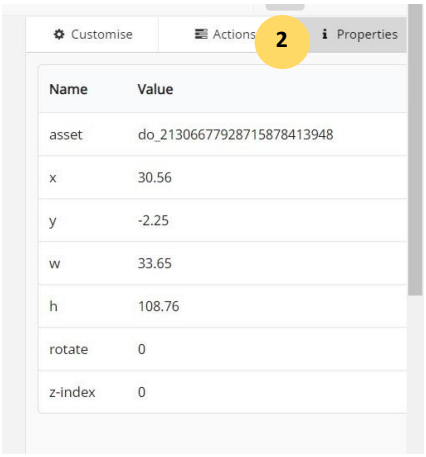
A. Customize Tab and Default Options



SN	Feature Title	Description
1	Show Player Control	A slider button that allows you to view or hide grid lines and the position of player control buttons. This button is not enabled by default. Enabling this option helps you effectively visualize your slide composition
2	Teacher Instructions	A pane to enter notes or instructions to teachers, about the slide content
3	Background Color	Select the background color of the slide from color bar. The default background color is white.

B. Actions Tab and Properties Tab

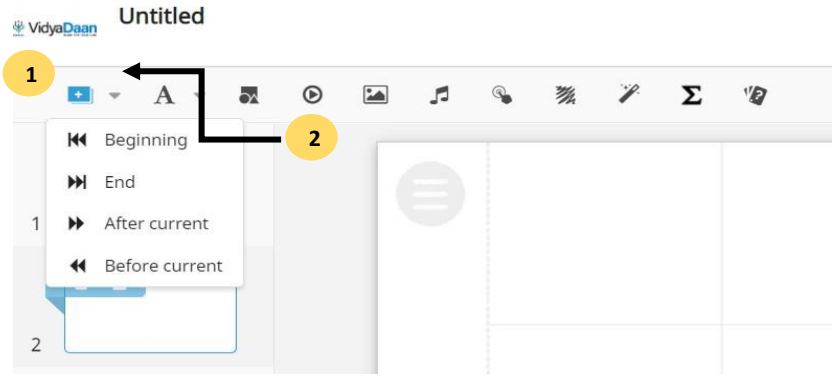




SN	Feature Title	Description
1	Actions	This tab enables you to add, modify or delete actions to animate objects on the slide. Ensure that you select a target object before you attach an action to it
2	Properties	Properties enables you to view information that the editor automatically adds about the slide and the objects on the slide

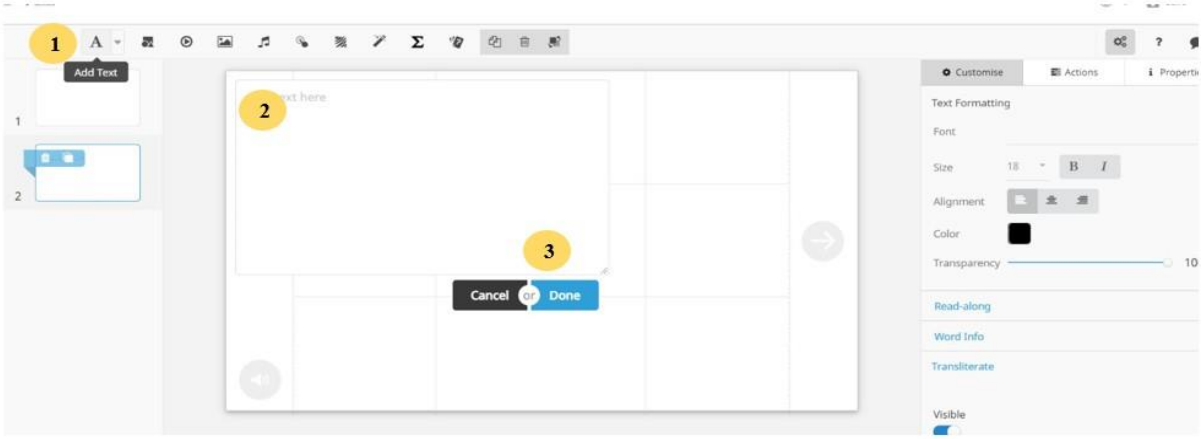
While creating content, you can add shape, slide, rich text, image, audio files, video files, hotspot, scribblepad, question sets and activities using the tool bar. An alignment bar is displayed around any items that are added using the tool bar. You can drag, adjust, align and reshape the items using the bar.

C. Add Slide



SN	Feature Title	Description
1	Add Slide	To add slides, click the Add Slide icon
2	Slide location	Click to add a slide either in the: a) Beginning: as the first slide b) End: as the last slide c) After Current: after the current slide d) Before Current: before the current slide Note: Drag and drop slides in the left page to reorder them

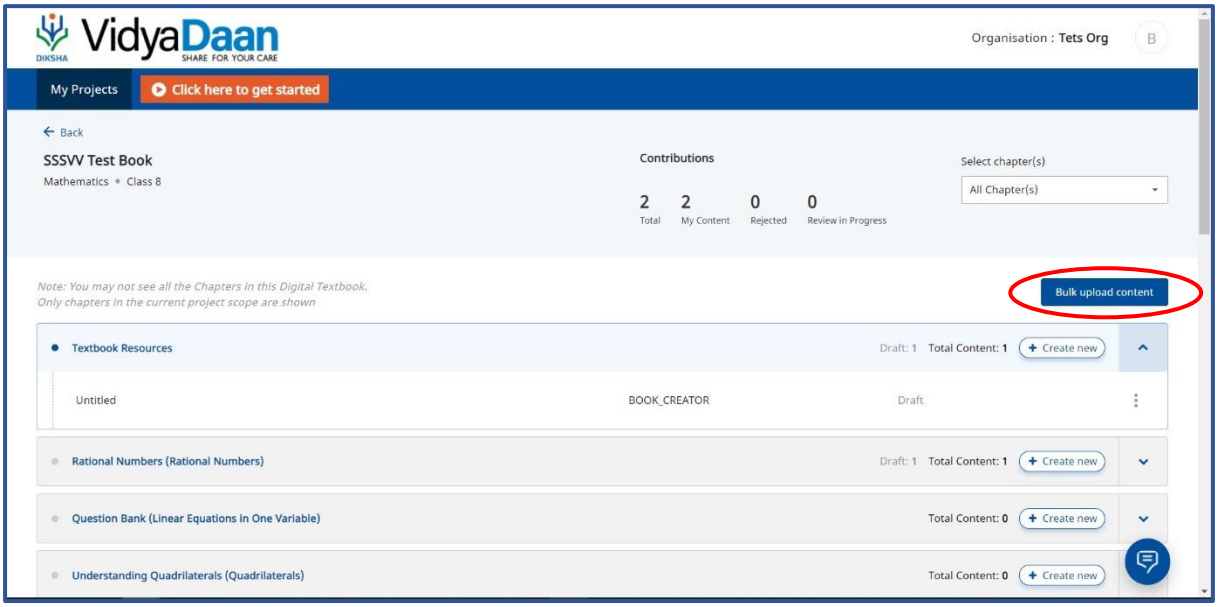
D. Add Text



SN	Feature Title	Description
1	Add Text	Click the Add Text icon
2	Text Box and Text Formatting	Type text into the text box that is added to the slide. You can use different text formatting such as bold, italic, underline, strikethrough, subscript, superscript.
3	Done	Click Done to add the text box or Cancel to remove the text box After clicking Done, you can format and reposition the text box

C. **How to bulk upload content**

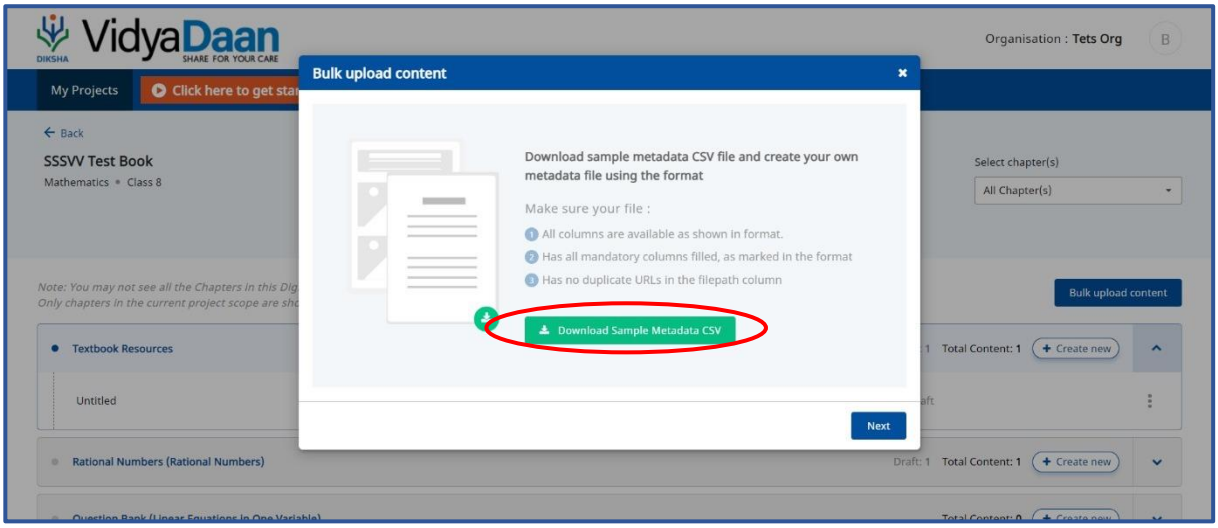
Step 1: Click on the Bulk Upload option within the textbook



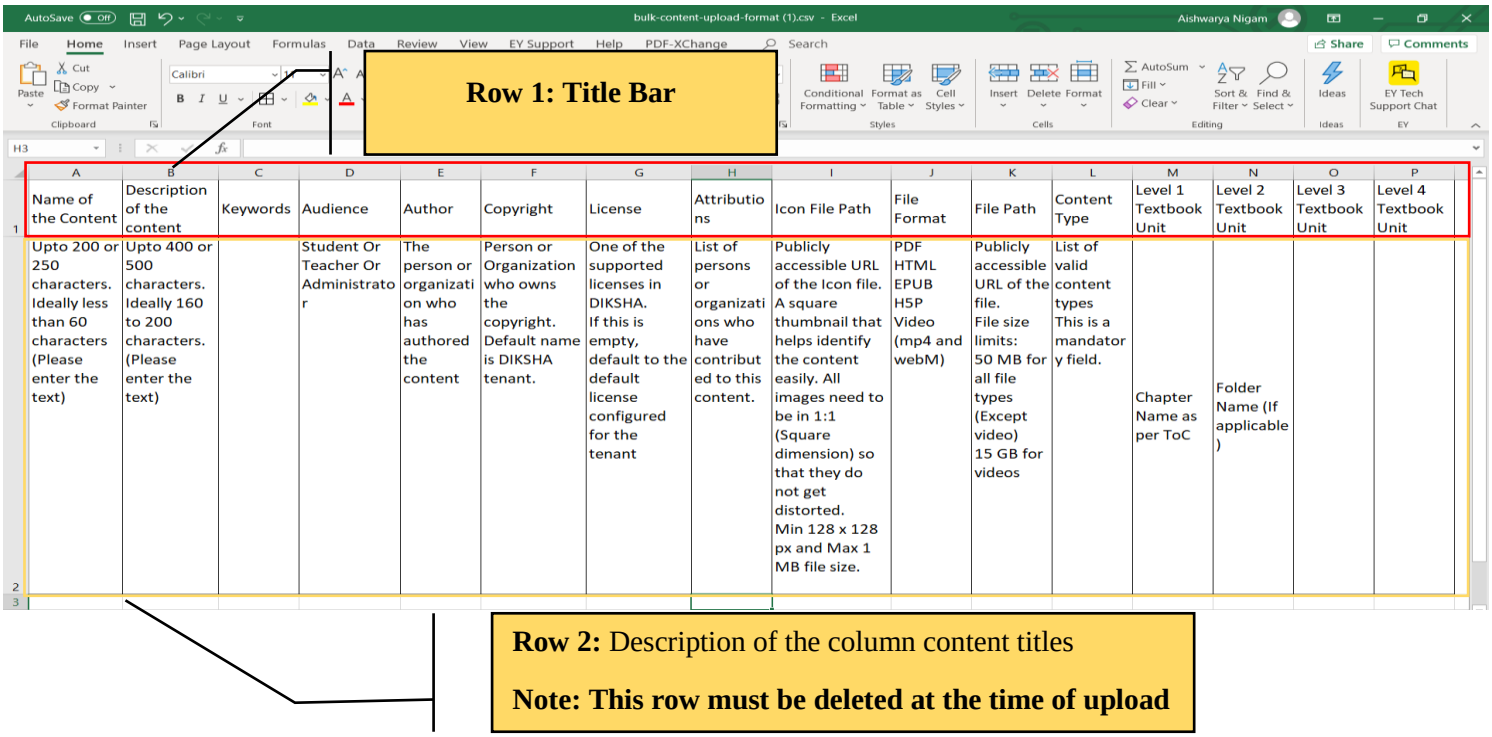
Step 2: Click on Download Sample Metadata CSV to download the **format** for uploading content

Step 3: Click on Download Sample Metadata CSV to download the **format** for uploading content

Step 4: Open the CSV file and start entering your details as per the given format.

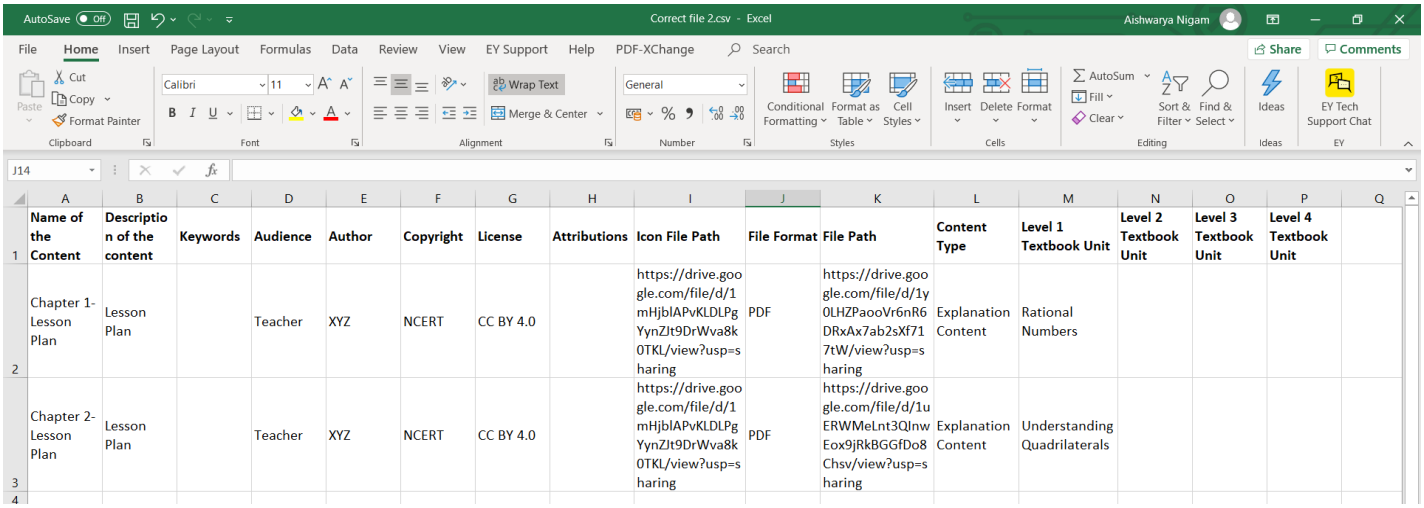


Note: The description of the content to be added is mentioned in **Row 2**



Name of the Content	Description of the content	Keywords	Audience	Author	Copyright	License	Attributions	Icon File Path	File Format	File Path	Content Type	Level 1 Textbook Unit	Level 2 Textbook Unit	Level 3 Textbook Unit	Level 4 Textbook Unit
Upto 200 or 250 characters. Ideally less than 60 characters (Please enter the text)	Upto 400 or 500 characters. Ideally 160 to 200 characters. (Please enter the text)		Student Or Teacher Or Administrator	The person or organization who has authored the content	Person or Organization who owns the copyright. Default name is DIKSHA tenant.	One of the supported licenses in DIKSHA. If this is empty, default to the default license configured for the tenant	List of persons or organizations who have contributed to this content.	Publicly accessible URL of the Icon file. A square thumbnail that helps identify the content easily. All images need to be in 1:1 (Square dimension) so that they do not get distorted. Min 128 x 128 px and Max 1 MB file size.	PDF HTML EPUB H5P Video (mp4 and webM)	Publicly accessible URL of the file. File size limits: 50 MB for all file types (Except video) 15 GB for videos	List of valid content types This is a mandatory field.	Chapter Name as per ToC	Folder Name (If applicable)		

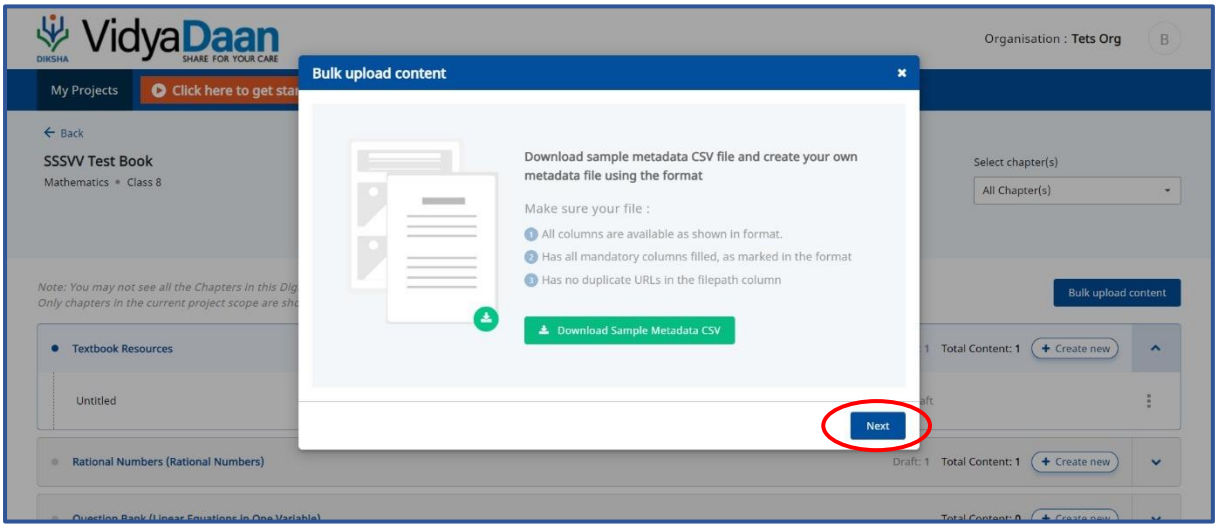
Sample of the CSV with content filled



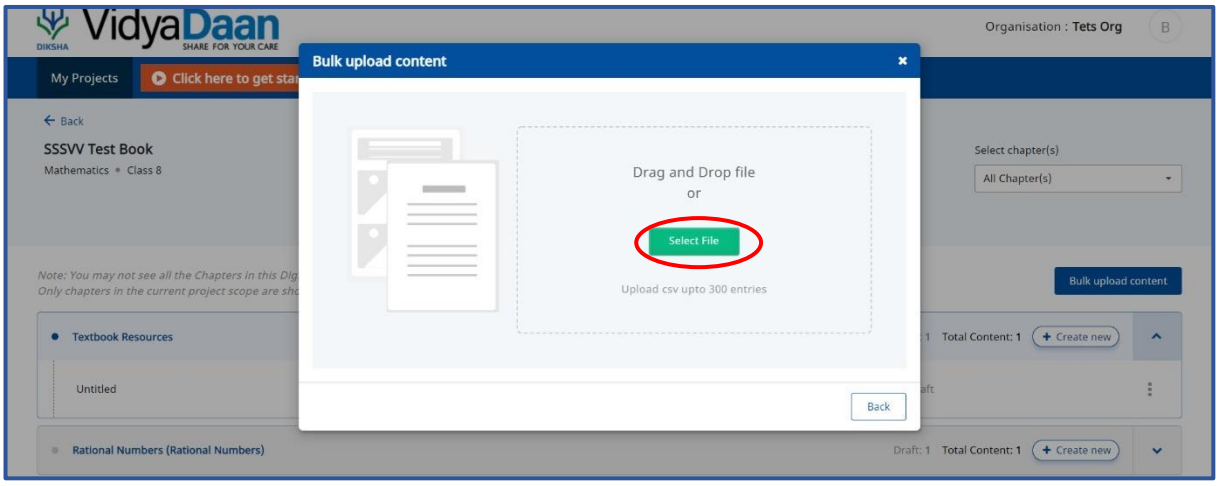
Name of the Content	Description of the content	Keywords	Audience	Author	Copyright	License	Attributions	Icon File Path	File Format	File Path	Content Type	Level 1 Textbook Unit	Level 2 Textbook Unit	Level 3 Textbook Unit	Level 4 Textbook Unit
Chapter 1-Lesson Plan	Lesson Plan		Teacher	XYZ	NCERT	CC BY 4.0		https://drive.google.com/file/d/1mHjblAPvKLDLPgYynZJt9DrWva8k0TKL/view?usp=sharing	PDF	https://drive.google.com/file/d/1y0LHZPaooVr6nR6DRxAx7ab2sXf717tW/view?usp=sharing	Explanation Content	Rational Numbers			
Chapter 2-Lesson Plan	Lesson Plan		Teacher	XYZ	NCERT	CC BY 4.0		https://drive.google.com/file/d/1mHjblAPvKLDLPgYynZJt9DrWva8k0TKL/view?usp=sharing	PDF	https://drive.google.com/file/d/1uERWMeLnt3QInwEox9jRkBGGfDo8Chsv/view?usp=sharing	Explanation Content	Understanding Quadrilaterals			

Step 5: Save the file, go back to VDN page

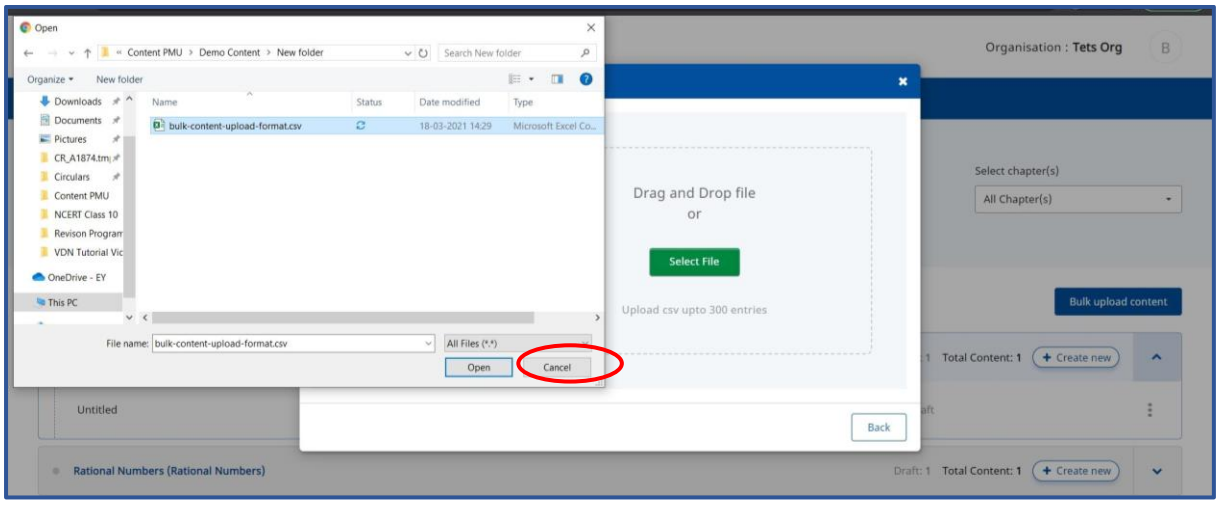
Step 6: Click on **Next**



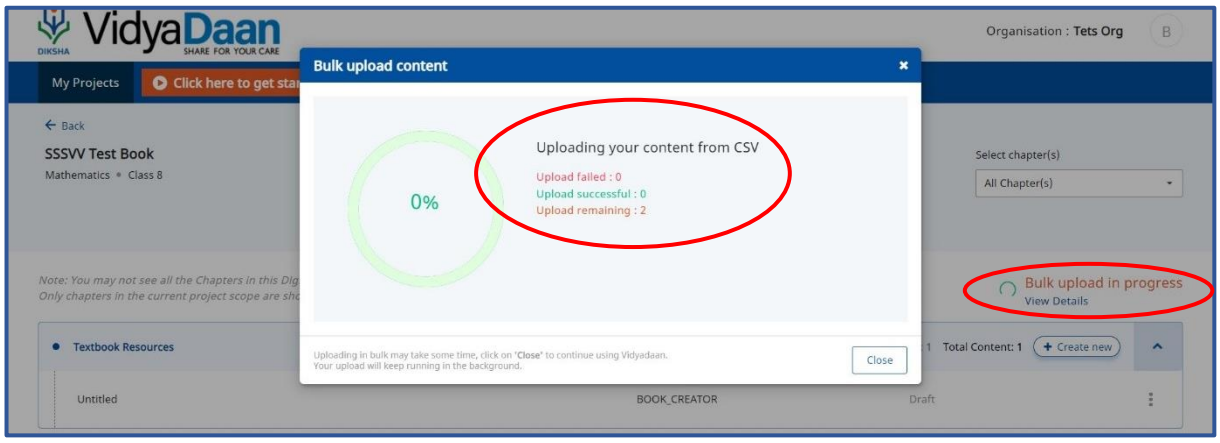
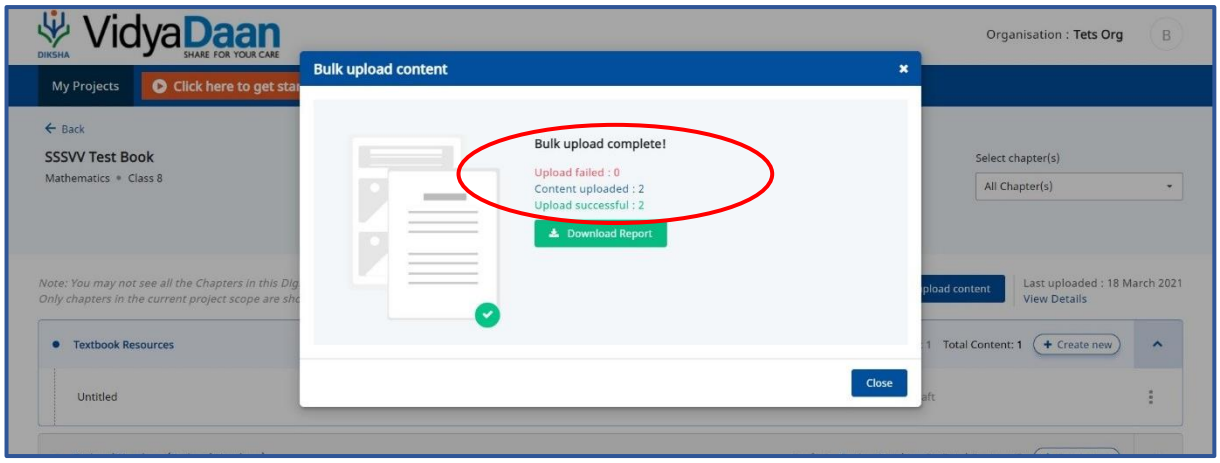
Step 7: Click on Select File



Step 8: Select the file as shown below, and click on **Open**



Step 9: The process for upload has begun



Once the upload is completed, the following confirmation message will appear,