

**NSS Units – Schoolwiki club page updation – Help**

## Schoolwiki User

*Figure 2: Create Account*

- To edit schoolwiki,  
Login required

## Activity 1: user ID Creation

- Go to <https://schoolwiki.in>.
- Click അംഗത്വമെടുക്കുക
- ഉപയോകതുനാമം (User ID) – Phone number
- രഹസ്യവാക്ക് (password) – More than 10 characters required.  
Give English letters, digits and special characters as you like.  
Don't use regional language characters in the password field.
- Email ID - Give your personal Email ID
- Give name
- Type the captcha correctly. If the word is confusing, refresh it.
- Create the account

## Activity 2: Email confirmation

- Open your Email
- Find the email from [schoolwiki@kite.kerala.gov.in](mailto:schoolwiki@kite.kerala.gov.in)
- If the mail is not seen in the inbox, type SCHOOLWIKI and search
- Open the mail
- Click the first link given in the mail to confirm the user creation.
- Now, the edit permission is granted and can edit schoolwiki.



Figure 3: User page link

- When you login, you can see the user ID on the right top side. Click the user name.
- User page opens. Click Edit (ഐപ്പിക്കേ).
- On the user page, type your name, Designation, School Code, Name of school, Email ID and contact number. Then save the page.

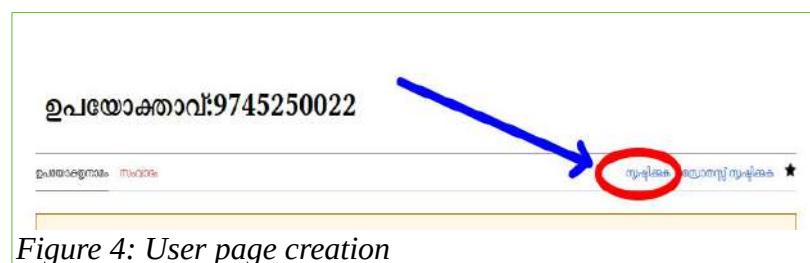


Figure 4: User page creation

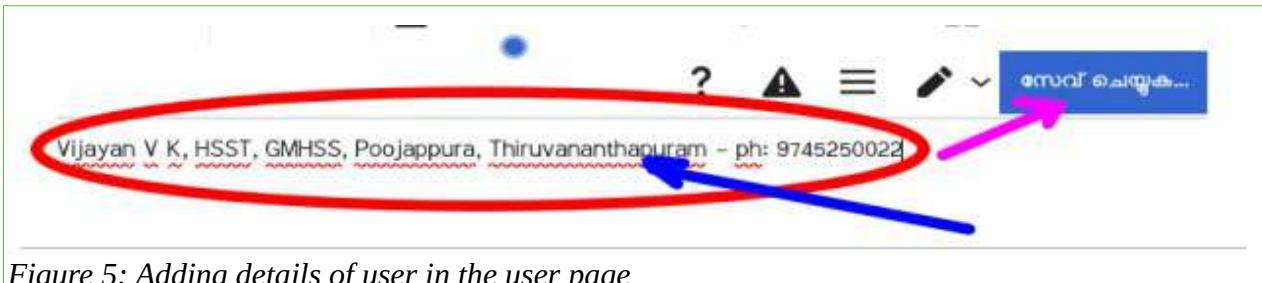


Figure 5: Adding details of user in the user page

## Editing the NSS Club Page

### Activity 1: Finding school page

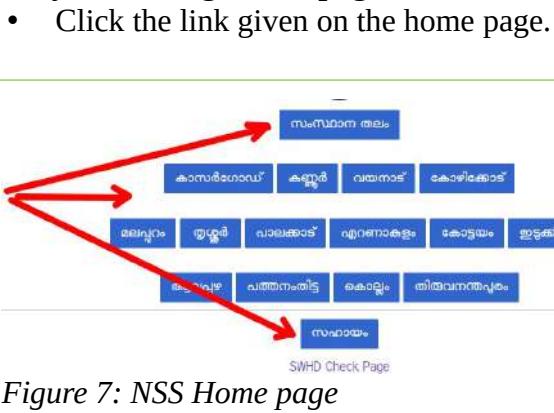


Figure 7: NSS Home page



സംബന്ധം കേരളം

Figure 6: Link

- Click the button required to go to the **district page** or to **Help** page
- On the page of each district, list of schools with school code is given.
- Find your school and open the link
- The school page is opened.
- You can find the school, **searching with the school code** too.

**Note:** Sometimes, you may see two schools with the same code, if so, select your school from the disambiguation page, as shown below.

14004 എന്ന സൂൾ കോവിൽ രണ്ട് വിദ്യാലയങ്ങളാണ്.

1. ഗവ.ബുള്ളൻ എച്ച്.എസ്.എസ്.തലഭേദം, കണ്ണൻ (ഹൈസ്കൂൾ)
2. ജി.എച്ച്.എസ്. എസ്. കണ്ണകാളി, കാസർഗോഡ് (ഹയർസെക്കന്റ്)

Figure 8: Disambiguation page

- Open the school page, find the **Clubs (ക്ലബ്കൾ)** section below the infobox and click **Expand (വികസിപ്പിക്കുക)**
- YearTab can be seen there. If such tabs are not seen, contact the Master Trainer concerned or the SchoolwikiHelpDesk
- All the details given in previous years seen in the first tab.
- Open the **YearTab 2025-26**.
- Page template including the infobox can be seen there.

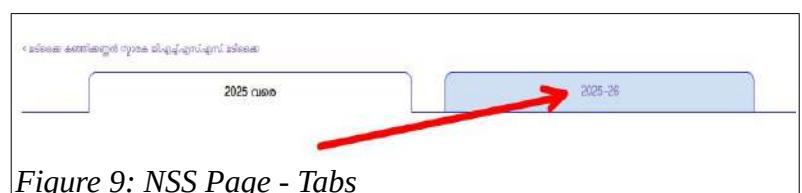


Figure 9: NSS Page - Tabs

### Uploading Images

- If file size is more than 4.8 MB, resize it (See the help given in the upload page)
- Rename** the image files with the file name generated from the NSS Portal.
- Don't make any change to the filename after generating from the portal.



Figure 10: Renaming

- Go to the Upload (അപ്ലോഡ്) Menu

- Read the instructions given in the upload window
- See the options to resize the file.
- Resize the file, if the size is more than 4.8 MB.
- Browse for the file.
- See the preview to check whether the selected file is correct.
- Check whether the file name is correct, as per that generated from NSS Portal.
- Give a short description about the image. Here, detailed explanation is **not** required.
- Select one license from the drop down menu of പകർപ്പുവകാശ വിവരങ്ങൾ (eg: CC-BY-4.0)
- Give **school code** in the field വർഗ്ഗാജസ്ഥി. But, this is not compulsory.
- Click the button at the bottom (പ്രമാണം അപ്ലോഡ് ചെയ്യുക) to submit the file.
- Repeat the steps to add more images.

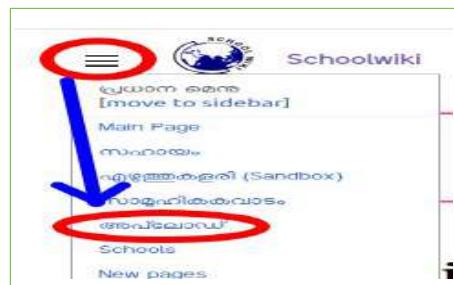


Figure 11: Upload Link

2. See the preview

1. Browse and select file

3. File name

4. Give a short description of the programme

5. Select one of the given options

6. Give school code and click ശരി

7. Click to upload

Figure 12: Upload page

## Editing

- Open your school page (searching with the school code)
- See the **Clubs (ക്ലബ്സ്)** section, just below the main page Infobox
- Click വികസിപ്പിക്കുക to expand the clubs link
- Click the link എൻ.എസ്.എസ്. and open the page.
- **Templates** are already added to the page ( if not seen, contact the Schoolwikihelpdesk on 7012037067 ).
- The details given in previous academic years are seen in the Tab 2025

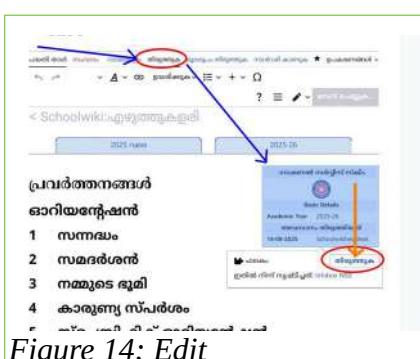


Figure 14: Edit



Figure 13: Template and infobox

- All the required heading and sub headings, as per the NSS portal, are given in 2025-26 tab. Also see the infobox.

## Editing Infobox

- Click **தித்துக்க** seen at the top menu
- Again click the **தித்துக்க** button that pop-ups.
- The infobox becomes editable and each field can be seen when scrolling up or down.
- Fill the details in the fields applicable to your school.
- Don't fill with any character, if the field is not applicable to your club.
- If there are 2 batches, then you can fill the name of the **Programme Officer 2** field. The same way, fill the name of the Volunteer Leader of each batch.
- To Save the changes click the button **மாருண்ட வாய்க்காலக்க**, then click **மாருண்ட ஸேவ் செய்க**
- The field where you filled details will only be displayed.
- No need to change the **Logo** field.
- Don't** change the **Box-width**

Figure 15: Infobox editing window

Figure 16: Edited Infobox

## Editing Page

- Find the activity that is going to be documented.
- Click **தித்துக்க**.
- See the **Headings** or **Sub Headings**.
- Add additional headings, if required.
- Type the content

Figure 17: Editing under the heading

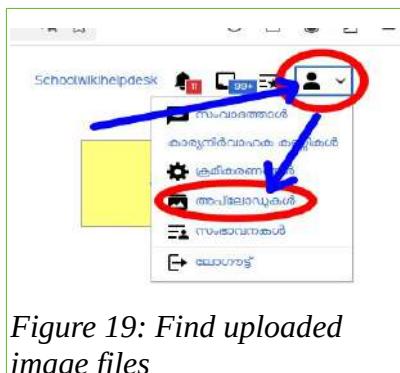
- Here, see the additional sub heading given:  
ലഹരിവിത്തും ബോധവൽക്കരണം.
- Also see the note prepared on the event.
- (Either type the content directly or copy -paste from another software.)
- Make corrections (spelling mistakes or sentence errors, if any) and save the changes.

*Figure 18: Content - addition and correction*

## Image gallery

For each programme, more than one image may be there. Make sure that only appropriate images are uploaded and added to the gallery.

- Your uploaded photos are seen together at the menu uploads (അപ്ലോഡുകൾ)



*Figure 19: Find uploaded image files*

20/05/19 05:00:00 2025	2025/2025-14009-8-OD-NITC-04.02 (0400016) (202504)		3.4 obj_email
12/05/19 05:00:00 2025	2025/2025-14009-8-OD-NITC-03.02 (0400016) (202504)		3.35 obj_email
12/05/19 05:00:00 2025	2025/2025-14009-8-OD-NITC-02.01 (0400016) (202504)		3.35 obj_email

*Figure 20: Find the file name*



Figure 21: Click and **open** the file and **Copy** the filename

- Copy the file name
- To make a gallery in the NSS page, click திட்டங்கள்.
- Click where the gallery is to be inserted



Figure 22: Insert gallery

- Paste the file name copied from the upload section and select the file



Figure 24: Paste the file name



Figure 23: Select the file

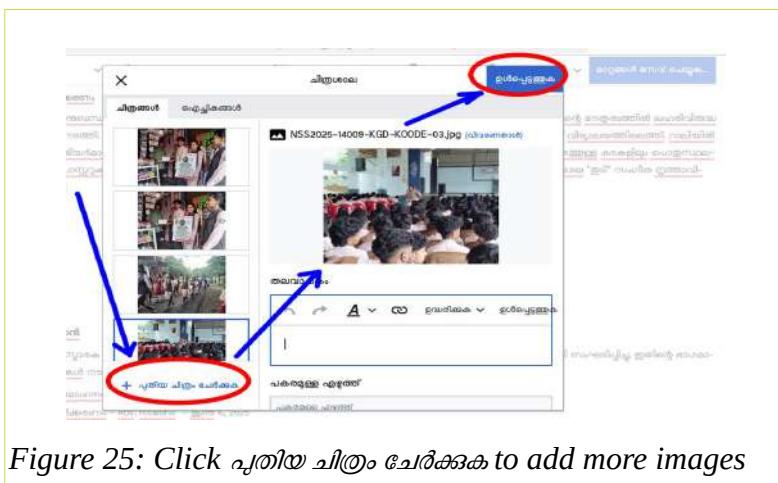


Figure 25: Click പുതിയ ചിത്രം ചേരുക to add more images

- Add more images clicking the option പുതിയ ചിത്രം ചേരുക
- Click ഉൾപ്പെടുത്തുക
- Save the changes as done earlier



Figure 26: See the result

- For more details regarding schoolwiki editing and for the online support visit the **HELP** page
- WhatsApp groups are available for more discussion and support. **Invite links** are given on the **HELP** Page.

