

## NSS Units – Schoolwiki club page updation – Help

### Schoolwiki User

ഉപയോക്തൃനാമം  
അക്ഷരങ്ങളുടെ ഉപയോഗം നൽകുക

രഹസ്യവാക്ക്  
ഒരു രഹസ്യവാക്ക് നൽകുക

രഹസ്യവാക്ക് സ്ഥിരീകരിക്കുക  
രഹസ്യവാക്ക് വീണ്ടും നൽകുക

ഇമെയിൽ വിലാസം  
താങ്കളുടെ ഇമെയിൽ വിലാസം നൽകുക

ശരിയായ പേര് (നിർബന്ധമില്ല)  
ശരിയായ പേര് (നിർബന്ധമില്ല)

താങ്കളുടെ യഥാർത്ഥ പേര് നൽകണമെന്നു നിർബന്ധമില്ല, എന്നാൽ അങ്ങനെ ചെയ്താൽ താങ്കളുടെ സഹോദരങ്ങൾ ആ പേരിൽ അംഗീകരിക്കപ്പെടുന്നതാണ്.

യാത്രയ്ക്കായി അംഗത്വം സൃഷ്ടിക്കുന്നതിൽ നിന്നും വീതിയെ സംരക്ഷിക്കുന്നതിന്റെ ഭാഗമായി, ദയവായി താഴെ കൊടുത്തിരിക്കുന്ന വാക്കുകൾ പെട്ടിയിൽ നൽകുക (കൃത്യത വിലാസങ്ങൾ)

കാപി സൂക്ഷിക്കാൻ ശ്രമിക്കുക

ചിത്രത്തിൽ കാണുന്ന

അക്ഷരങ്ങളുടെ ഉപയോഗം സൃഷ്ടിക്കുക

Figure 2: Create Account

- To edit schoolwiki, Login required

#### Activity 1: user ID Creation

- Go to <https://schoolwiki.in>.
- Click അംഗത്വമെടുക്കുക
- ഉപയോക്തൃനാമം (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.

#### Activity 3: User page creation

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



Figure 3: User page link

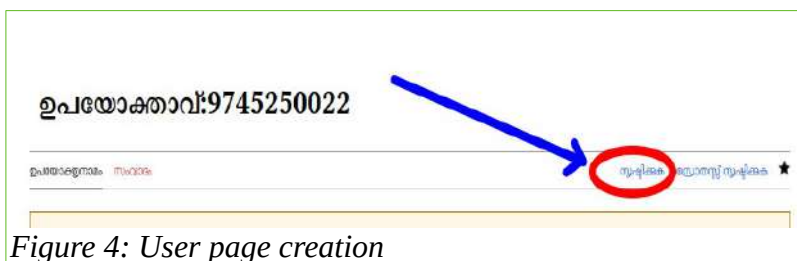


Figure 4: User page creation

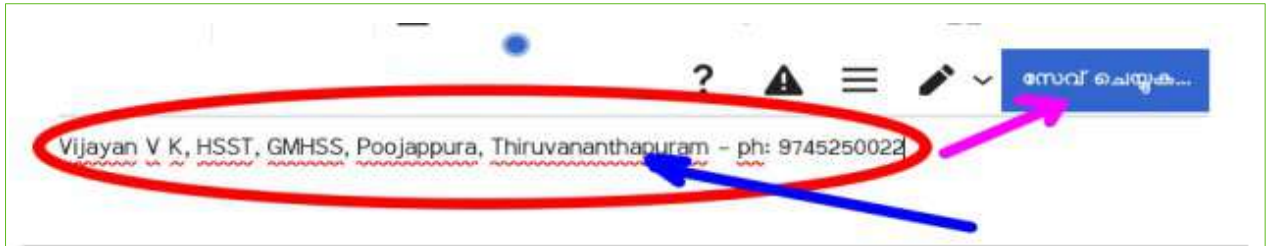


Figure 5: Adding details of user in the user page

## Editing the NSS Club Page

### Activity 1: Finding school page

- Click the link given on the home page.



Figure 7: NSS Home page



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.



Figure 8: Disambiguation page

- Open the school page, find the **Clubs (ക്ലബുകൾ)** 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.

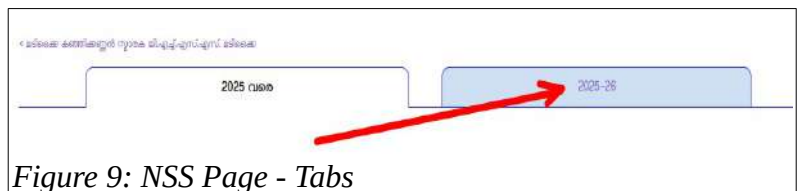


Figure 9: NSS Page - Tabs

## 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.

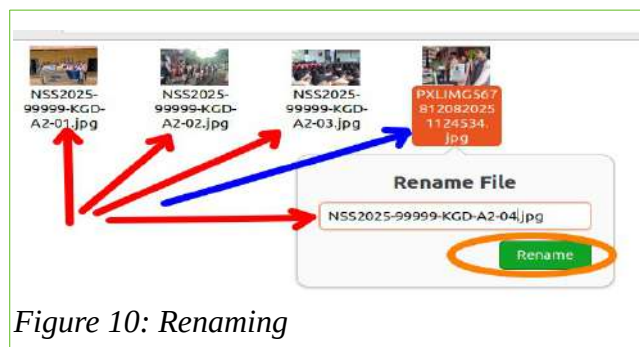


Figure 10: Renaming

- 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 പകർപ്പവകാശ വിവരങ്ങൾ (eg: CC-BY-4.0)
- Give **school code** in the field വർഗ്ഗങ്ങൾ. 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.

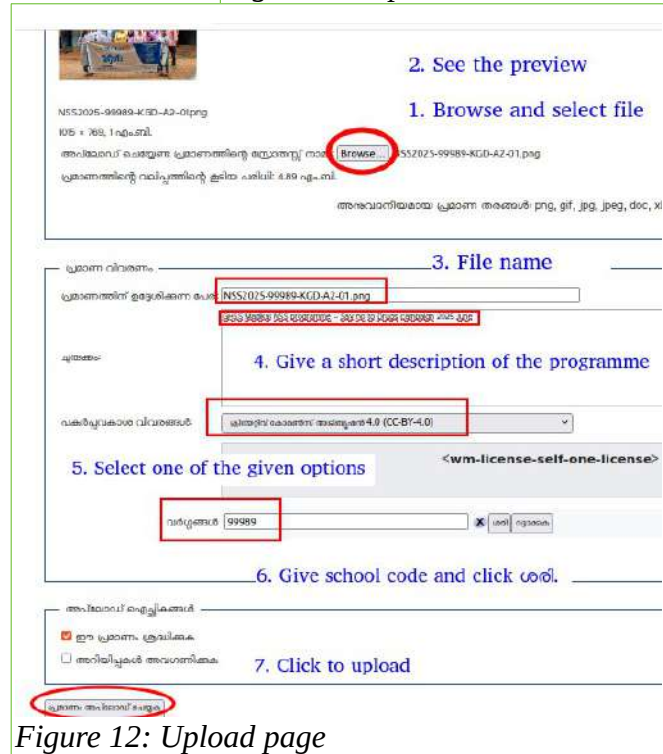


Figure 12: Upload page

## Editing

- Open your school page (searching with the school code)
- See the **Clubs (ക്ലബ്ബുകൾ)** 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**

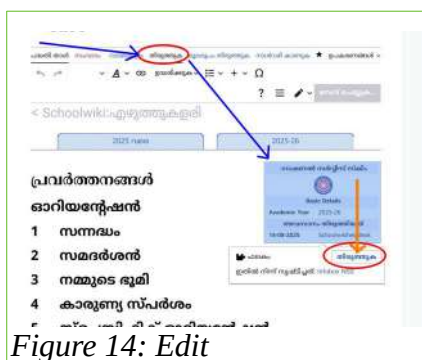


Figure 14: Edit

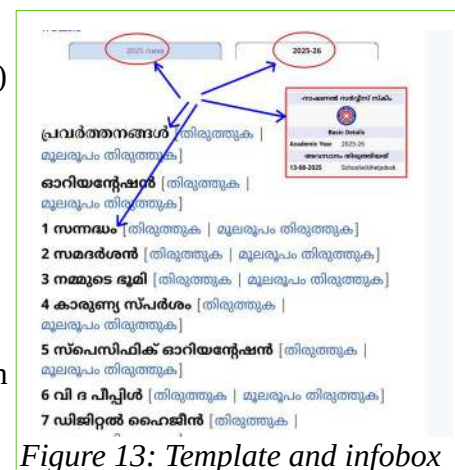


Figure 13: Template and infobox

- 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 തിരുത്തുക seen at the top menu
- Again click the തിരുത്തുക 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 മാറ്റങ്ങൾ ബാധകമാക്കുക, then click മാറ്റങ്ങൾ സേവ് ചെയ്യുക
- The field where you filled details will only be displayed.
- No need to change the **logo** field.
- Don't** change the **Box-width**

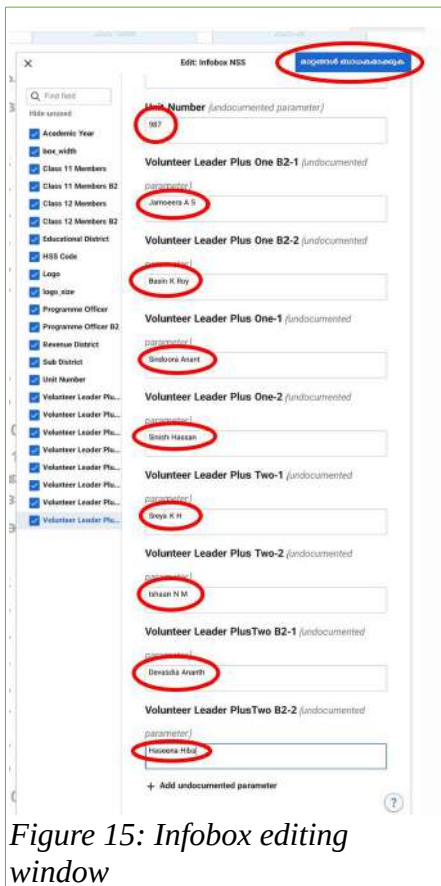


Figure 15: Infobox editing window



Figure 16: Edited Infobox

## Editing Page

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

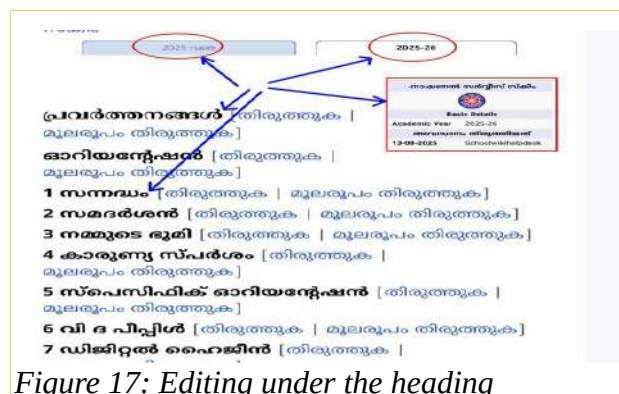


Figure 17: Editing under the heading



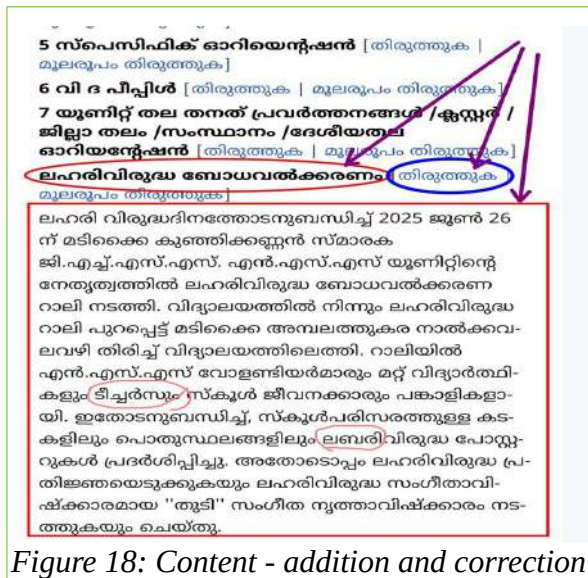


Figure 18: Content - addition and correction

- Here, see the additional sub heading given:  
ലഹരിവിരുദ്ധ 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.

### 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)

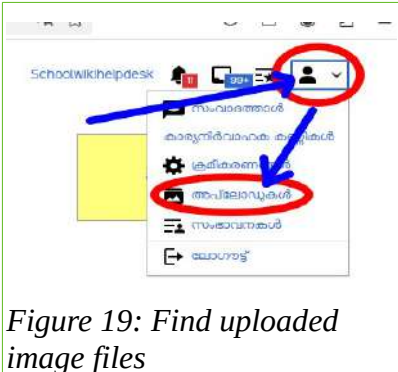


Figure 19: Find uploaded image files




1208, 19 ജൂലൈ 2025	NSS2025-14009-KGD-NTDC-04.jpg (uploading) (മാതൃക)		3.4 എം.ബി.
1208, 19 ജൂലൈ 2025	NSS2025-14009-KGD-NTDC-05.jpg (uploading) (മാതൃക)		3.35 എം.ബി.
1208, 19 ജൂലൈ 2025	NSS2025-14009-KGD-NTDC-03.jpg (uploading) (മാതൃക)		3.38 എം.ബി.

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 തിരുത്തുക.
- Click where the gallery is to be inserted

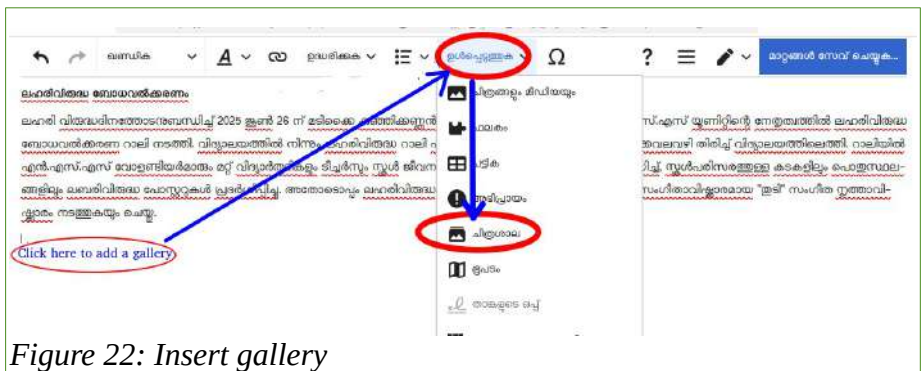


Figure 22: Insert gallery

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

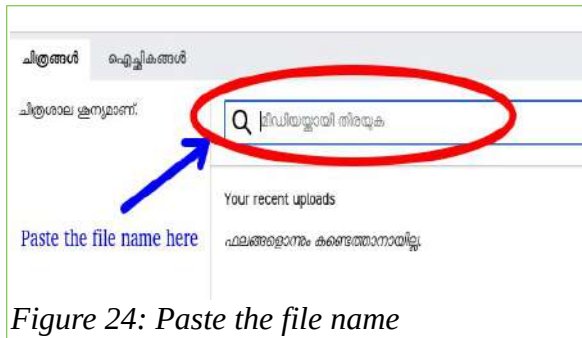


Figure 24: Paste the file name

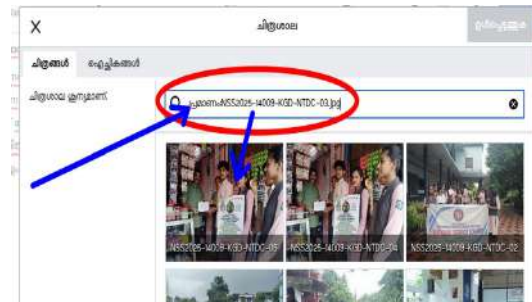


Figure 23: Select the file

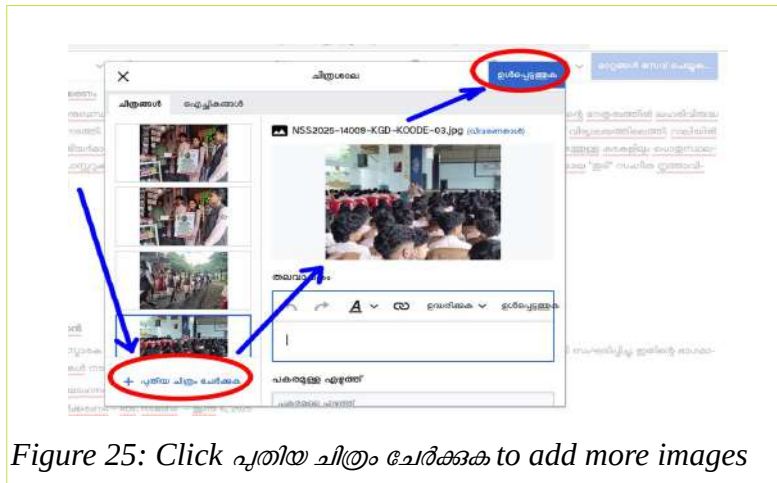


Figure 25: Click പുതിയ ചിത്രം ചേർക്കുക to add more images

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

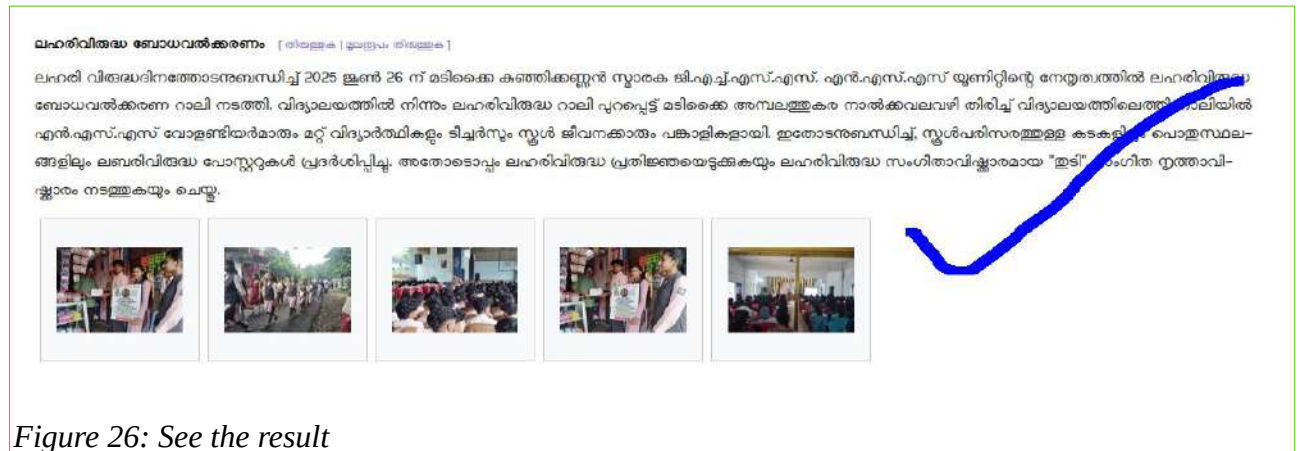


Figure 26: See the result

- 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.

