Step 1 - Open <u>https://nishtha.ncert.gov.in</u> and click on the "Login" button, given at the top right corner of the portal.



Step 2 - Use your credentials to login into the portal.

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Step 3- You will be redirected to the Home Page After login, which is shown below:

Step 4- Scroll down and then click on "Gallery" link on the homepage.



✤ Front page settings

Step 5 - On the Gallery page, click on "**NRG/SRG**" icon to add images of SRGs trainings, click on the "**Teachers, Principals, BRCs and CRCs**" to add Gallery images of Teachers and School Heads.

Step 6- For SRG Gallery: Click on NCERT link given on the icon. For Teachers and School Head Gallery: Click on the state link.



Step 7-Click "Turn Editing on" Button



Step 8-Click on the **Pencil icon** in front of heading **Topic Number** to change the heading name

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Step 9- Type **Training of SRGs of 'State Name' - Phase 'No.'** for eg. **Training of SRGs of Delhi - Phase 1** in the input box and press the Enter key on the keyboard.

Type Training Programme of Teachers/ School Heads - Batch 'No.' for eg. Training **Programme of Teachers/ School Heads - Batch 1** in the input box and press the Enter key on the keyboard.

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Step 10-Click on Add an Activity or Resource and select Lightbox Gallery under Resources. Press the Add button



Step 11- In Name type Inaugural Session/ Training Session/ Valedictory Session. Now press Save and display button

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Step 12- Click on Add Images link.

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Step 10 : Click on **Browse Repositories** and select **.zip** file containing images which have to be uploaded.

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Step 11 : After adding the .zip file, click Upload this file button

Step 12 : Now click Add images button

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Step 13 : The uploaded images can be seen listed

