Steps for the Implementation team to follow

The Field Technologists will be the **Point of Contact** :

1 The field team will have a list of schools where the internet is available, where the range is available and where the principals will connect using their own internet connection and where the data collection will be manually done.

2. The state teams will be informing all the schools (Headmasters and teachers) about keeping their systems on 2 & 4th Fridays of every month.

3. For manual data collection, the FRCs will download the data from the platform directly.

Note that the data collection will be happening in 2 rounds(1 st in the first fortnight of the month and 2nd in the second fortnight of the month already mentioned above)

4. The FRCs will download the data into their pen drives and upload them in the designated folder.

5. the Field Technologists will sync this to the central server. Only the Field Technologists will be syncing the data to the central server.

6. The tech team will give (or make provision to get) weekly reports covering the following points :

- The date at which the data was downloaded
- The date at which the data was uploaded
- who uploaded the data
- which school is the data coming from
- which district
- which state
- how the data was collected (syncthing or manual syncing from the FTs)

7. The research team will retrieve the data on a monthly basis to carry out their analysis

8. The implementation team will use these reports to report back to the state teams regarding the number of schools the data is not coming from. FRCs Informing HM and/or Teachers (keep computers on)

Note: Along with the weekly tech reports, a common spreadsheet will be maintained by the tech- implementation- research team which will track the data coming in from the field.

** Need to finalize and attach the format of the spreadsheet that will be maintained and the format of the text reports.

https://docs.google.com/document/d/1lOxrV6yvijzRwMo4RLN3J_ouxnremRGsgSIlhZwmVXs/edit

---

Revision #2

Created Tue, Mar 31, 2020 5:46 AM by Raju Sambari

Updated Mon, Apr 6, 2020 10:39 AM by Raju Sambari