



WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION  
VIDYASAGAR BHAVAN  
9/2, BLOCK-DJ, SECTOR-II, SALT LAKE  
KOLKATA - 700091

No. : L/SECY/ 58 /2023

Date: 06/04/2023

## NOTIFICATION

Attention: All Heads of the Institutions

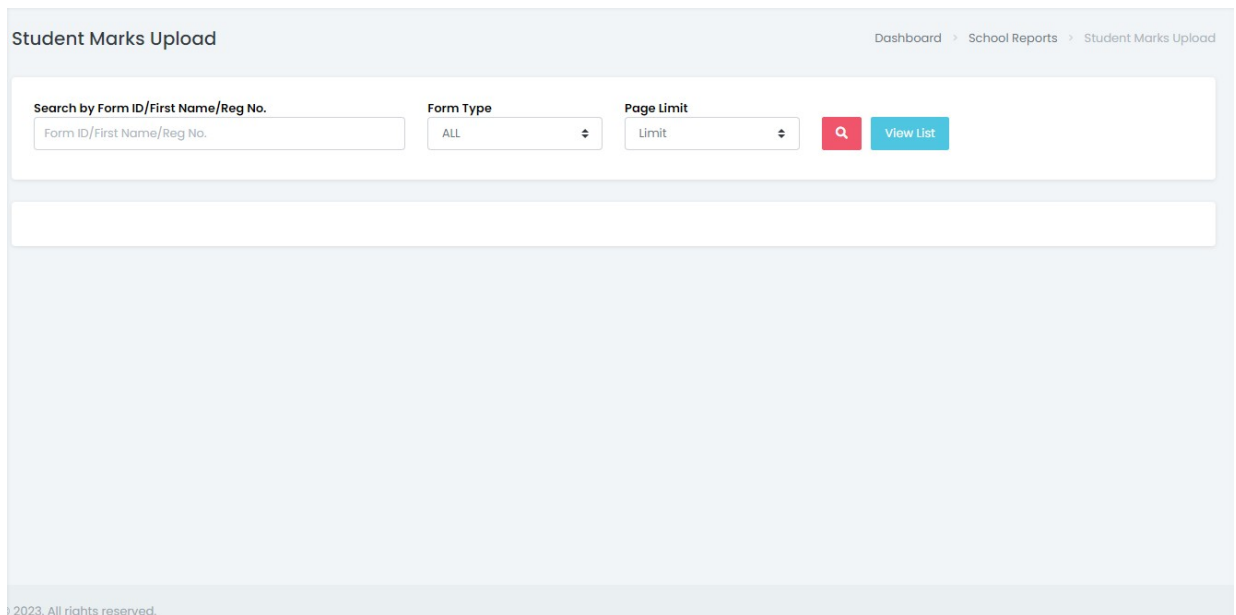
As directed, I am to inform you that the Council is going to upload the Marks Entry Module for Class-XI Annual Examination on 11.04.2023. Institutions have to enter the marks of the students of Class-XI Annual Examination by visiting Council online portal ([https://wbchseapp.wb.gov.in/portal/sec\\_users/login](https://wbchseapp.wb.gov.in/portal/sec_users/login)) from 11.04.2023 to 02.05.2023 using existing login id & password. A detailed guideline is attached with this notice for ready reference.

(Tapas Kumar Mukherjee)  
Secretary

W.B. Council of H.S. Education

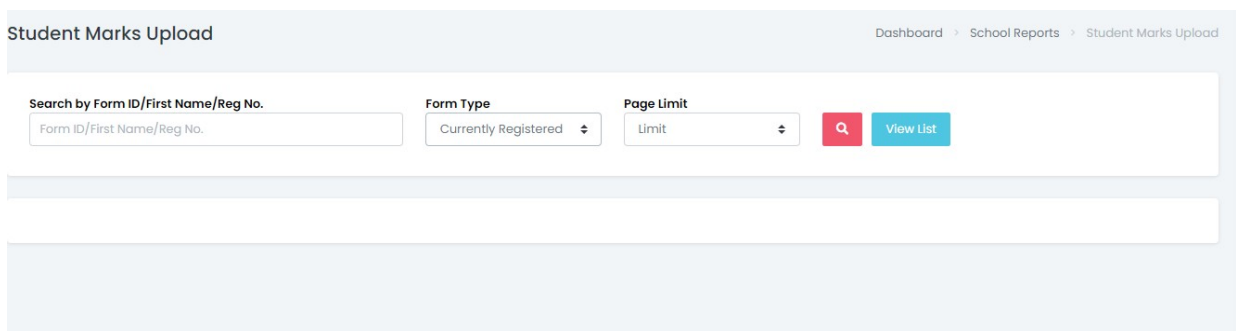
## Detailed Guidelines for Class XI Marks Entry

1. First enter in to the Council's Website <https://wbchseapp.wb.gov.in/portal/main> and login using credentials given by Council earlier.
2. After Login, on the Left side of the dashboard under the Forms > go into Student Marks Upload (Interface will look like follows).



The screenshot shows the 'Student Marks Upload' interface. At the top right, there is a breadcrumb trail: 'Dashboard > School Reports > Student Marks Upload'. Below this is a search bar with the label 'Search by Form ID/First Name/Reg No.' and a text input field containing 'Form ID/First Name/Reg No.'. To the right of the search bar are two dropdown menus: 'Form Type' with 'ALL' selected and 'Page Limit' with 'Limit' selected. Further right are a red search button with a magnifying glass icon and a blue 'View List' button. The main content area below is empty, and at the bottom left, there is a small copyright notice: '© 2023. All rights reserved.'

3. Then select the type of student's on Form Type, mark want to upload, i.e. currently registered or DC XI student



This screenshot is identical to the previous one, but the 'Form Type' dropdown menu is now set to 'Currently Registered'.

4. And click on the Search button, List of currently registered student will appear

## Student Marks Upload

Dashboard > School Reports > Student Marks Upload

Search by Form ID/First Name/Reg No.

Form Type

Page Limit



View List

Showing 1 to 40 of 40 entries

Total Count: 40

Export XLS

Action	Form ID	Form Type	Marks Status	Name	Registration No.	LANA Total Marks	LANB Total Marks	ELE1 Total Marks	ELE2 Total Marks	ELE3 Total Marks	OPEL Total Marks	Overall Total Marks	Overall Grade
Add	CSEF-23-105855-000045	DC XI Student		aaa	8565552666								
Add	CSEF-23-105855-000044	DC XI Student		Rupa	5464655656								
Add	CSEF-22-105855-000041	DC XI Student		Anupam kumar test	4567890324								
Add	CSEF-22-105855-000040	DC XI Student		Anupam kumar test	1236547899								
Add	HSRF-22-105855-598296	Currently Registered		SK ARIP	322118890								
Add	HSRF-22-105855-334852	Currently Registered		SOUMYADEEP PATTANAYAK	322118880								
Edit	HSRF-22-105855-333982	Currently Registered		BUDDHADEV DAS	322118879	86	75	77	71	75	75	459	A
Edit	HSRF-22-105855-079797	Currently Registered		ANIRUDHYA PRAMANIK	322118876	40	73	44	45	39	61	302	B

Or can Search using student's First Name / Form ID / Reg. No

Search by Form ID/First Name/Reg No.

Form Type

Page Limit



View List

Showing 1 to 1 of 1 entries

Total Count: 1

Export XLS

Action	Form ID	Form Type	Marks Status	Name	Registration No.	LANA Total Marks	LANB Total Marks	ELE1 Total Marks	ELE2 Total Marks	ELE3 Total Marks	OPEL Total Marks	Overall Total Marks	Overall Grade
Edit	HSRF-22-102111-969084	Currently Registered		Fatema Bibi	55575686787	45	46	48	60	55		254	B

Showing 1 to 1 of 1 entries

- Click on the Add Button to entry selected student marks on respective subject in the respective field of theory and practical.



Showing 1 to 100 of

Export XLS

Language 2(ENGB)	80	<input type="text" value="54"/> <b>Passed</b> Is Absent: <input type="checkbox"/>	20	<input type="text" value="18"/> <b>Passed</b> Is Absent: <input type="checkbox"/>	<input type="text" value="72"/>
Elective 1 (EDCN)	80	<input type="text" value="54"/> <b>Passed</b> Is Absent: <input type="checkbox"/>	20	<input type="text" value="19"/> <b>Passed</b> Is Absent: <input type="checkbox"/>	<input type="text" value="73"/>
Elective 2 (POLS)	80	<input type="text" value="78"/> <b>Passed</b> Is Absent: <input type="checkbox"/>	20	<input type="text" value="20"/> <b>Passed</b> Is Absent: <input type="checkbox"/>	<input type="text" value="98"/>
Elective 3 (HMFR)	70	<input type="text" value="45"/> <b>Passed</b> Is Absent: <input type="checkbox"/>	30	<input type="text" value="29"/> <b>Passed</b> Is Absent: <input type="checkbox"/>	<input type="text" value="74"/>
Optional (PSYC)	70	<input type="text" value="68"/> <b>Passed</b> Is Absent: <input type="checkbox"/>	30	<input type="text" value="28"/> <b>Passed</b> Is Absent: <input type="checkbox"/>	<input type="text" value="68"/>

Disclaimer: This is not the result screen. The final result will be available after result processing.

Submit

Close

- In case of any edit required can edit the submitted student marks using Edit button and then click on Submit to save changes.