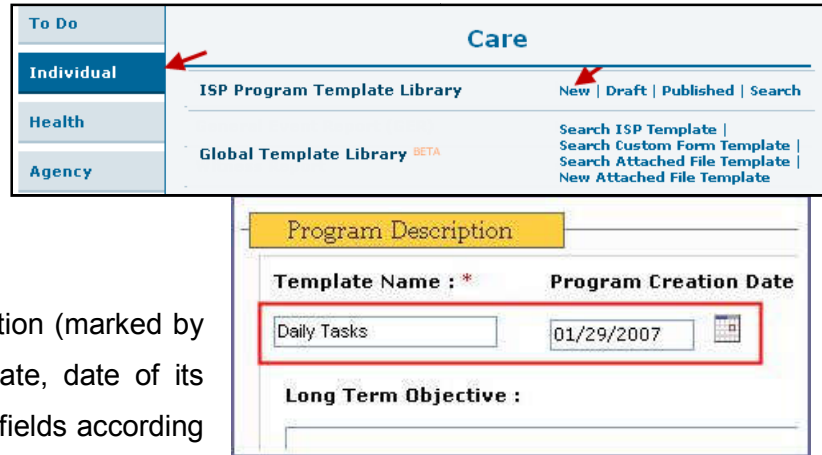


Creating and Approving ISP Program Template

Creating a new template

Click on the **New** link in the 'ISP Program Template Library' area on the 'Individual' tab of your 'Dashboard'. You will be taken to the 'ISP Program (Template)' page.



On this page, enter the required information (marked by *) such as the name of the new template, date of its creation and so on. Fill in the rest of the fields according to your requirements.

You can specify a Scoring Method by

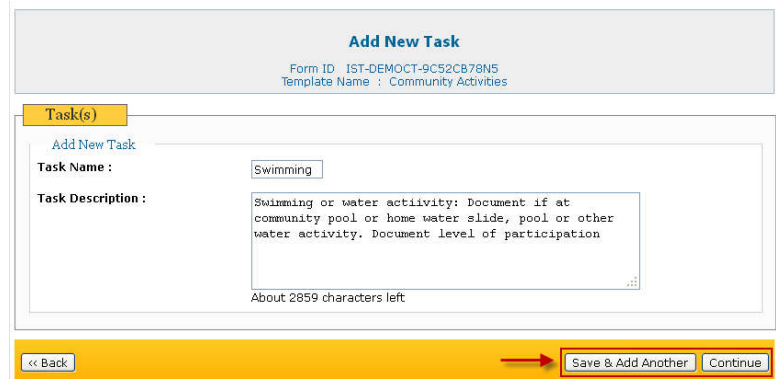


clicking the '**Select Scoring Method**' button at the bottom of the page which will redirect you to the 'ISP Template Scoring Method' page.



In the 'Other Details' section enter the name of the Program Author and specify the Input Method.

Click on the '**Add Task**' button to define a list of tasks. This will take you to the 'Add New Task' page. Write description of the task here and click on the '**Continue**' button. Repeat the process to add more tasks.



The tasks you have added will be displayed in the **Task(s)** section of the 'ISP Program (Template)' page.

You can specify a teaching method in the same way. Click on the '**Add Teaching Method**' button to add one or more teaching methods.

Click on the '**Save**' button to submit the draft template. You can access it using the **Draft** link in the 'ISP Program Template Library' section on the 'Individual' tab of your Dashboard.

Click on the '**Copy**' button to copy the draft template to create a new template.



Approving a draft template

Use the **Draft** or **Search** link (according to your role) in the 'ISP Program Template Library' area on the 'Individual' tab of your 'Dashboard'.

As the template opens go through it and make necessary corrections. Click on the '**Approve**' button to approve the template. The approved templates can be accessed through the **Published** link in the 'ISP Program Template Library' area on the 'Individual' tab of your 'Dashboard'.

You can also delete a draft template or discontinue an approved template (with proper access privilege). You can copy an approved or discontinued template to make a new one.