

RIT^eSchool

Functionality FAQs



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Admin Modules - Basic Configuration

1. Where can I configure the Standards, Divisions and Subjects those are applicable to my school?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Basic Configuration.

- Follow the path: Dashboard >> Admin Activities >> School Configuration >> Basic Configuration >> Standards, here you can add standards by selecting available Standards.
- Unwanted standards can be removed by deselecting the required standards. Once Classes are configured standards cannot be removed.
- Select the required standards and click on the Save button to configure the applicable standards to your school.

2. How are the divisions configured?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Basic Configuration >> Divisions,

- Here you can add divisions by selecting available Divisions. You can add division name of your own choice by changing the name of the default available division.
- Unwanted divisions can be removed by deselecting the required divisions. Once Classes are configured divisions cannot be removed.
- Select the required divisions and click on the Save button to configure the applicable divisions to your school.

3. How to set the classes for each standard?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Basic Configuration >> Standardwise Divisions.

- You will see the configured Standards and divisions are arranged in the tabular format.
- Select applicable divisions for each standard apply for standard.
- The display name can be selected for each class if the division names are different for each standard is different in your school. (Like 1-A 1-Lili and 2-A-Mikey).
- Each standard should have at least one division selected and each division need to be applied to at least one standard.
- Assignment can be removed by deselecting the applied division. Once the subjects are assigned to a selected class then it cannot be removed.
- Click on the Save button to save the classes for each standard.

4. How can I assign applicable Subjects to my School?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Basic Configuration >> Subjects.

- Maximum 55 subjects are allowed to set.
- Here few well known subjects already define to select subjects easily.
- You can change subject name by modifying the default subject names.
- Unwanted subjects can be removed by deselecting the required subjects. Once

Standardwise subjects are configured subjects cannot be removed.

- Select the required subjects and click on the Save button to configure the applicable subjects to your school.

5.How to assign Subject Groups for each class?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Basic Configuration >> Subject Groups.

- Select a class you want to configure group of subjects.
- Select add button it displays you Add Subject Group screen.
- Select Parent Subject For Group (Maths) which you want to set as group parent.
- Select two or more than two different Child Subjects (Algebra and Geometry) and click on Add Subject to Group button after selecting required child subjects for a group save that group by clicking on Save button.
- These subjects will appear in group on the progress report.

6.How to apply different set of subjects per standard?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Basic Configuration >> Standardwise Subjects.

- Standards and subjects are arranged in the tabular format.
- You may select different set of subjects displayed front of standard to apply them to the respective standard.
- Each standard should have at least one subject selected and each subject need to be applied to at least one standard.
- Assignment can be removed by deselecting the applied subject. Once the subjects are assigned to class of the selected standard then respective subject cannot be removed for that standard.
- Click on the Save button to save the set subjects to each standards.

7.Can the subjects have different sequences per standard? How to set the sequence of the subject per standard?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Basic Configuration >> Standardwise Subjects.

- Select Subject Sort Order link available on the screen.
- Subject Sort Order popup will be displayed.
- Select required standard.
- Choose the required sequence for subjects just by selecting numbers from Sort Order dropdown list.
- Set sequence and click on the Save button.

8.How to assign Subjects to Division?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Basic Configuration >> Division wise Subjects.

- Class and subjects are arranged in the tabular format.
- You may select different set of subjects displayed front of class to apply them to the respective class.
- Each class should have at least one subject selected and each subject need to be applied to at least one class.
- Assignment can be removed by deselecting the applied subject. Once the subjects are assigned to the teachers or exams are configured then respective subjects cannot be removed for that class.
- Click on the Save button to save the set subjects to each class.

9.How to assign Optional Subjects to Class?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Basic configuration >> Classwise Optional Subjects.

- Select subjects to configure optional subject if you select any subject's more than one subject then you have to select Compulsory Subjects Count.
- I.e. if you enter 1 Compulsory Subjects Count then you has to select Is Default? Check box for one subject is default.

10.Is there a provision to set different documents those need to be submitted to school by student? How to configure them standardwise?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Basic configuration >> Standardwise Documents.

- Check Is Submitted? Check box if students submitted all documents of selected standards.

11.Is there a provision available for the admin staff to configure the Menus which will be displayed on the top? How are they managed?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Basic configuration >> Menus.

- Yes, the menus are available for admin staff to configure for school.
- Select Add Button to add new menu then enter all details like Menu Name, End Date, and Contents etc...
- If you want to display new menu under existing Top Menus select existing menu as a main menu your menu.
- Select Is Active? Option to display the added menu till end date of the menu.
- Click on the Add button to save the menu.
- After adding a menu Update, Delete and Preview buttons get available; using them you can Update, Delete and Preview it.

Admin Modules – Teacher Related

1. How can I add teacher to the application?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Teacher Related >> Teachers.

- Check the list of the already added teacher is displayed.
- Click on the Add Teacher button to open the teacher details wizard.
- Fill in the required details for teacher to be added and complete the wizard.
- Click on Finish button to add the teacher.
- Once teacher is added, it can be seen in the list.
- Standards and subjects have to be defined to add teacher.
- Once class or subjects are assigned to the teacher, he/she cannot be removed from the application.

2. What are important details those need to be added to the teacher profile?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Teacher Related >> Teachers >> Teacher Information Wizard.

- The Teacher Information Wizard has following pages
- Page 1: Personal Information – Add the details like Teacher Name, Designation, Date of Birth, Phone Number, Mobile Number, Nationality, Religion, Caste & Sub-Caste, Category and Emergency Contact. Click on the Next button.
- Page 2: Address - Local and Permanent Address - Address, City, State and Pincode. There is an option ‘Is Permanent Address same as Local Address?’ Need to be selected if the Local and Permanent Addresses are same. If different then add the details separately. Click on the Next button.
- Page 3: It contains further subsections as follows
- Employee Details: Enter the details like Date of Retirement, Pan No., Joining Date, Permanent Date and Resignation Date.
- Experience Details: Add multiple records for experience details. It contains fields as Achievements, Past Experience School Name, Joined Date and Left Date.
- Educational Information: Add multiple records for educational details. It contains fields as Qualification, Class Year of Passing and University.
- Click on the Next button.
- Page 4: Select the standard and subjects to assign the standards and subjects applicable to the teacher to be added and click on the Next button to proceed.
- Page 5: User Information: Add information like Email, User Name, Password and Confirm Password. Following are few authority options to be set for teacher.
- Can User Approve Requisitions?: To authorize teacher to approve any Requisitions.
- Can User Create General Requisitions?: To authorize teacher to create general requisitions.
- Can User Sanction Leave?: To authorize teacher to sanction the leaves of the students of his/her class.
- Is Internal User?: To define teacher who need to provide the access to the school application but should not appear in the communication.

- Can User Publish / UnPublish Exam?: To authorize teacher to publish or Un-publish the exams.
- Can User Approve Vouchers?: To authorize teacher to approve the vouchers.
- Can User Create Vouchers?: To authorize teacher to create the vouchers.
- Can User Self-Approve Voucher?: To authorize teacher to approve the voucher created by himself.

3.How can I view the teacher information at one glance?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Teacher Related >> Teachers.

- Check the list of the already added teacher is displayed.
- Click on the required teacher name link to open the teacher details.
- The details can be viewed in single page.

4.How can I update teacher to the application?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Teacher Related >> Teachers.

- Check the list of the already added teacher is displayed.
- Search the required teacher using teacher name filter on the top.
- Click on the Edit button for the required teacher to open the teacher details wizard to update existing information.
- Fill in the required details for selected teacher.
- User has given the provision to finish the wizard on every page.
- Click on Finish button once updates to the teacher details.
- Once teacher is updated the details can be viewed in single page by clicking on the teacher name.

5.How can I view and change assignment the class subject to the teacher?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Teacher Related >> Teachers.

- Search the required teacher using teacher name filter on the top.
- Click on the Class-Subjects button to open the teacher details wizard to update existing information. This opens Assign Class Subject to the teacher
- All of the assigned class subject can be seen in the list.
- Select class and subject combination to be assigned to teacher and click on the Add Subject to add the subject to the list.
- Duplicate subject is not allowed to add.
- The assignment can be removed by un-checking and saving the changes.
- If assigned subject is already allocated in the timetable the deletion is not allowed.
- Once assignment is done click on the Save button to finally assign the list of the subject to the teacher.

6. What is the use of the Std.-Sub assignment?

➔ This is shortcut to the Standard and Subject assignment page of the teacher wizard. This is provided to make user easy to update information for teacher without going through the wizard.

7. What are conditions to delete the teacher?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Teacher Related >> Teachers.

- To delete a Teacher use the Delete button available for each teacher in the list.
- Teacher has not assigned class or class subject then teacher will be removed.
- If teacher has assigned a class or class subject then teacher deletion is not allowed.
- In such case, you have to remove all class subject assignment and then try to delete the teacher.

8. How to upload photos for the teacher?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Teacher Related >> Teachers.

- To upload a photo teacher use the Upload Photo button available below the teacher list. Click on it to open the Teacher Photos screen.
- The list shows the teacher without photo.
- Search the teacher to upload photo for.
- Photo can be uploaded browsing an image file or using Webcam to capture photo if the Webcam is available.
- To upload existing image file Click on the Choose File button for required teacher, choose file and click on the Upload button.
- Maximum height and width of image should be 151px and 112 px respectively and image size should not exceed 80 KB.
- Supported file formats are JPG, JPEG.
- To capture the photo using webcam click on the Webcam button; this will open the Capture Image Using Webcam screen.
- If Webcam is not attached then capture function remains unavailable, error message for the same is displayed.
- Attach the Webcam and click on the Submit button.
- You can capture photos for more than one teacher or browse existing image files for teachers and click on the Upload button to upload the photos at a time.

9. How to assign class teacher to a class?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Teacher Related >> Class Teacher Assignment.

- Classes are arranged in the tabular format.
- Choose the class to assign the class teacher to it. A link to assign class teacher is available if class is defined and teacher is available for assignment (i.e. teacher has assignment of selected standard.)
- If not please assign standard to the required teacher on the teacher profile.
- Click on the Assign Class Teacher link to the required class; Assign Class Teacher

screen will appear.

- Select the teacher to assign to the class as class teacher.
- Use ‘assign one more class teacher’ option to assign one more class teacher to the selected class. This facility is useful for the Pre-Primary classes where generally two class teachers are assigned.
- Once class teachers are selected click on the Save button to assign class teacher(s) to a class.
- Assigned class teacher(s) name is displayed as a link in the table on the base screen to let user easily know the class teacher of a class.
- Class teacher assignment is important as it is used to select a class on screens like Attendance, Exam Module, and Timetable etc.
- A provision of assigning single teacher as class teacher of multiple classes.

10. How to change class teacher of a class?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Teacher Related >> Class Teacher Assignment.

- Click on the class teacher name link of the required class; Assign Class Teacher screen will appear.
- To change the class teacher, select another teacher from the list.
- If one more class teacher is assigned and want to change it repeat the above step for it.
- Once class teachers are changed to the required; click on the Save button to change the class teacher(s) to a class.
- Changed class teacher(s) name is displayed as a link in the table on the base screen to let user easily know the class teacher of a class.
- Class teacher can be changed at any time.

11. How to remove the class teacher of a class?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Teacher Related >> Class Teacher Assignment.

- Click on the class teacher name link of the required class; Assign Class Teacher screen will appear.
- If two class teachers had assigned to the class then both or only assistant class teacher can be removed.
- To remove the class teacher and assistant class teacher, select “Remove Assignment” from the drop down list.
- Click on the Save button to remove the class teacher(s) to a class.
- The link changes back to Assign Class Teacher if both class teachers are removed else name of the class teacher will remain as a link.
- Class teacher can be removed at any time.

12. How to allocate teacher to a class subject?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Teacher Related >> Teacher Class Subject Assignment.

- Classes and subjects are arranged in the tabular format.

- A link to assign is available only for the subjects if subject is applicable and teacher is available for assignment to the each class.
- Choose the class-subject to assign the teacher to it.
- Click on the Assign Teacher link of the required class-subject; Assign Teacher to Subject screen will appear.
- Select the teacher to allocate to the class-subject and choose option Is Exclusive? If teacher should be exclusively present in the class and cannot be allocated to another lecture at a time on the time table.
- Click on the Add Teacher button to add the assignment.
- To add more than one teacher to a subject, add another teacher as above. This facility is useful for the subject where there section handled by two different teachers. Like science theory and practical.
- Once class –subject teacher(s) are added, click on the Submit button to save class-subject teacher(s).
- Assigned class teacher(s) names are displayed as a link in the table on the base screen to let user easily know the class-subject teacher(s).
- Class-Subject teacher assignment is important as it is used on screen Assign Exam Marks.

13.How to remove the teacher class-subject assignment?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Teacher Related >> Teacher Class Subject Assignment.

- Click on the link of teacher name; Assign Teacher to Subject screen will appear.
- Assigned teacher name is displayed. Click on the Delete button. Click on OK button for confirmation message.
- This will remove the teacher class-subject assignment.
- Once subject teacher is assigned in the Timetable for class then user cannot remove the teacher class-subject assignment.

14.How to assign extra screens for teacher login?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Teacher Related >> Assign Extra Screens To Teacher.

- Select the teacher name to which extra screens are to be assigned on login.
- List of School Menus and Reports are available on screen. Select menus which you wish to appear on Teacher Login Screen.
- Can Edit checkbox is available. If this checkbox is not selected then teacher will not have the right to edit the data related to that menu.
- Select the appropriate checkboxes and click on Save button.
- Check that on the respective teacher login, selected screens are displayed under the Extra Assigned Screens section.

15. How can teacher view the details of old academic year?

- ➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Teacher Related >> Assign Extra Screens To Teacher.
- Select the teacher name to whom we need to provide access of old academic year.
 - Select the checkbox 'Academic year change applicable'
 - Click on Save button.
 - On the dashboard of respective teacher, Academic year combo box is displayed with all of the academic years of school.
 - Teacher can view the details of any academic year by changing the year from combo box.

16. How to transfer teacher from one class to another?

- ➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Teacher Related >> Teacher Transfer.
- Select the Source Teacher and Target Teacher. Click on Show button. If you select the Transfer checkbox for class subject then class subjects of source teacher will get transferred to Target Teacher.
 - Subjects which are disabled can't be transferred to target subject.
 - Class Subjects can be removed from target teachers by selecting the Remove checkbox for subject.
 - In case of additional lecture, both (base and additional) lectures will be transferred/removed.
 - While transferring additional or base lecture if standard/subject of any one of the lecture is not associated with target teacher then both lectures cannot be transferred.
 - The assignment of MPT, Assembly and Stay Back will not be transferred but it will depend on selection of individual check boxes.
 - Select checkboxes as per the need and click on the save button.

Exam Modules

1. How can I define term wise exams?

- ➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Exam Related >> Exams.
- Select Term from dropdown list for your Exams which you want to apply.

2. How can I define Grades and Remarks for Percentage grades that would be displayed on student progress report?

- ➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Exam Related >> Percentage Grades.
- Select standard for which you want to define Grades and Remarks.
 - Select Subject/Co-Curricular options. You can see the default percentage ranges, grades names and remarks are given, modify them as per your need. This grades and remarks would be displayed on the progress report of the student.

3. How can user manage to apply or not to apply the fail criteria for a standard?

- ➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Exam Related >> Fail Criteria.
- Select “Fail Criteria Not Applicable” option, if you don’t want to apply fail criteria to standards.
 - If the “Fail Criteria Not Applicable” is not selected this means you need to select the fail grade and number of subjects.

4. How Exams are Defined for Standard?

- ➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Exam Related >> Standard wise Exams.
- Select exam which you want to define for standards. The selected exams applicable to particular standard.

5. Can user define the sequence of exams for each standard as desired?

- ➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Exam Related >> Standard wise Exams.
- Select Exam Sort Order link it open Exam Sort Order Popup. Default sort order is already maintained according to the exams configured.
 - Select the required standard and set sequence by selecting the sort order for each applicable exam. This sequence will be maintained for a standard throughout the application.

6. Do we have provision to apply the different set exams to different subjects? How to achieve it?

- ➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Exam Related >> Exam Configuration.
- Classes and their applicable subjects are arranged in tabular format. Select the required subject for a class; it will navigate you to Subject Exam Configuration screen.

- You will find there is Select Exam dropdown list. You can choose the required exam add required information for that exam and add it.
- You can choose next applicable exam and configure as per requirement. This is how the required set of exams for selected subject is set.
- Now close the pop up and repeat above step to configure different set of exams to another subject of same class.
- While assigning the marks subject will appear only for applicable exams.

7.How can user configure the Marking System a subject?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Exam Related >> Exam configuration.

- Classes and their applicable subjects are arranged in tabular format. Select the required subject for a class; it will navigate you to Subject Exam Configuration screen.
- On pop up screen there is option called Marking System / Grading System. This is the first setting for a subject exam.
- Choose required one for selected subject. Once it is set and exam is configured for that subject the marking system cannot be changed unless all of the configured exams are not deleted for the subject.

8.Up to what extend the exam configuration modification is possible?

➔ Update/Delete the exam configuration for exam is not allowed when marks/grades are assigned to students.

9.How is Term Configured? How to define term wise exams?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Exam Related >> Term Configuration.

- Select Start Date and End Date of term for each Standard .and click on Save Button.
- Follow the path: Dashboard >> Admin Activities >> School Configuration >> Exam Related >> Exams
- Select the term form the dropdown list for each exam.

10.How can user delete marks/grades assignment?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Exam Related >> Exam configuration >> Configuration screen.

- Select Delete Exam Marks button to delete marks/grades.
- If exam is published then you cannot delete marks assignment.

11.Is delete marks/grades which are assigned to students allowed when exam is published?

➔ No. For this you have to first Un-publish the published exam and attempt to delete the mark assignment.

12. What setting can be done to the subject to consider/not to consider marks/grades in exam total?

- ➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Exam Related >> Exam configuration >> Subject Exam Configuration screen.
- On pop up search for a **Should be considered in totals** option, deselect it if you don't want to consider marks/grades or absentee of subject in exam total. Such subject are marked with * in on the progress report for easy understanding.
 - If selected marks will be considered in the totals for percentage and grade calculation.

13. What setting can be done to the subject to consider/not to consider marks/grades of subject in final result?

- ➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Exam Related >> Exam configuration >> Subject Exam Configuration.
- On the screen, find Consider in Final result? Option, deselect it if you don't want to consider marks/grades of subject in final result.
 - If selected this option to consider the marks/grades in final result.

14. How can user assign marks in decimal numbers e.g. 10.5?

- ➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Exam Related >> Exam configuration >> Subject Exam Configuration.
- You will see an option available Select Allow Decimal Numbers? Set this option for the subject to allow mark assignment in decimal numbers.

15. How can user display grades on report, even if marks are assigned to the third language subject?

- ➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Exam Related >> Exam configuration >> Subject Exam Configuration.
- Select Display Grade on Report? If you want to show grade instead of marks for third language (if applicable) on the progress reports.
 - Third language will not be considered in the total.

16. How is passing marks/grades configured for subject for exam?

- ➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Exam Related >> Exam configuration >> Subject Exam Configuration.
- Select required Exam type for an exam of the subject.
 - Enter total marks and passing marks for each exam type.
 - If there is no fail criteria then you can leave it 0.
 - For grading system you have to define passing grade.
 - If passing marks or marks is defined then it is used while calculating if student is pass/fail.

17. How to configure Out of marks?

- ➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Exam Related >> Exam configuration >> Subject Exam Configuration.
- Select required Exam type for an exam of the subject.

- Enter Total marks, Passing marks.
- You will find an Out of marks column; you can set Out of marks.
- You can set Out of mark at exam type level or for total marks.
- If it is set for exam type then on progress report marks are converted and displayed at exam type level. Where as if set at exam total, type then on progress report marks are converted and displayed in the subject total.

18.Can exam configuration of one subject copied to other subject having similar configuration?
How to achieve it?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Exam Related >> Exam configuration.

- Select the link Exam Configuration for the source subject of particular Class
- Find the Copy Subject Exam Configuration button; click on it.
- A Copy Subject Exam Configuration screen is opened with all class subject arranged in the tabular format. With source class subject highlighted.
- Select the checkboxes of target class subjects to which exam configuration need to be copied and click on Copy button.
- This action will override the existing configuration of the target class subject with source class subject.
- If there is mark assignment already done for the class subject then configuration is not copied.

19.How is exams scheduled for multiple exam type for a subject?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Exam Related >> Exam Schedule.

- Select exam which you want to configure schedule, it displays you Standard wise Exam Schedule popup screen.
- Select subject for which you want to configure multiple exam type.
- Add schedule for one exam type e.g. Theory using title.
- Now click on the new '+' button displayed at right side of the row this will add one another row for the same subject to configure schedule for another exam type for one subject with different date and time.

20.Can user add instruction to be displayed on the for exam schedule?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Exam Related >> Exam Schedule.

- Select exam which you want to create schedule it display you Standardwise Exam Schedule popup,
- Select Add Instruction link it opens Exam Instructions popup, here you can add Instructions for selected exam.

21.How is Exam configuration for pre-primary?

➔ You can configure Exam for pre-primary using following ways:

- Follow the path: Dashboard >> Admin Activities >> School Configuration >> Exam Related >> Pre-Primary Progress Report General Configuration.

- Select standard for exam configuration from dropdown list.
- Click on add button, it open Add Development Area popup enter development area and select Applicable for exam check box for apply added development area for entered development area.
- Follow the path: Dashboard >> Admin Activities >> School Configuration >> Exam Related >> Pre-Primary Skills and Behaviour, Select standard for exam configuration from dropdown list, select Module Name, Pre-Primary Subject Name and enter Skills / Behaviour Name then save configuration.

22.How is skills configured for development area for pre-primary standards?

- ➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Exam Related >> Pre-Primary Progress Report General Configuration.
- Select standard from dropdown list click on add button it opens Add Development Area popup.
 - Enter all fields and save it. After saving development area you can see saved development area there is skill column display.
 - Select skill link available on that column it shows you skills screen click on add button available on screen it opens Add Skill popup here you can add skills and save them.

23.How can user able to set if he/she does not want to display pre-primary subject on progress report?

- ➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Exam Related >> Pre Primary Subject.
- Select Is Visible on Report? Column if you don't want to display pre-primary subject on progress report.

24.How is Pre-Primary Assessment Months configured?

- ➔ Follow the path: Dashboard >> School Configuration >> Exam Related >> Pre-Primary Assessment Months.
- Select month when you want to start assessment then select end month for selected assessment.

25.How can user able to set if he/she wants to make comment or remark applicable for assessment month?

- ➔ Follow the path: Dashboard >> School Configuration >> Exam Related >> Pre-Primary Assessment Months.
- Select **Is Comment Applicable?** Check box to make comment or remark applicable for assessment month.

26.How can User configure Sort order for Assessment Months for Each Standard Desired?

- ➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Exam Related >> Pre-Primary Assessment Months.
- Select Month Sort Order it open Months Sort Order popup here you can configure sort order of Assessment Months.

27. How is Term period Configured?

- ➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Exam Related >> Term Configuration.
 - Select Term and its start date and end date; this will configure terms.
 - The exams can then be associated with the terms.

28. Can the Progress Remarks configured so that teacher can use it instead of typing text for students?

- ➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Exam Related >> Progress Remark Configuration.
 - Progress Remark Configuration: You can add new remarks type and also can update existing remark types.
 - Remark Category Configuration: Add your remarks category in this remarks you can add students observations like (Attitude, Behaviours etc...) with short explanations.
 - Remark Templates: Remark Templates is a short explanation of student's observations and behaviours which observed by teachers.

29. How are optional subjects configured for a class?

- ➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Basic configuration >> Class wise Optional Subjects.
 - Select a class; select subjects which you want to configure as optional subject for the selected class.
 - Select Compulsory Subjects Count means if you enter 1 Compulsory Subjects Count then user has to select one of the subject with "Is Default?" Option selected box for one subject. This subject is assigned to the student as default optional subject.

30. How is optional subject applied to students?

- ➔ Follow the path: Dashboard >> Examination Management >> Exam Result.
 - Select Transfer Optional Subject Marks link; click on the link it opens Transfer Optional Subject Marks screen.
 - Select class teacher; the student list and their current applicable subjects.
 - Select that student who you want to assign optional subject.
 - Select required optional subjects which available right side check which optional subject you want to assign to the selected students.

31. How is group of subjects configured for a class?

- ➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Basic configuration >> Subjects Group.
 - Select a class you want to configure group of subjects.
 - Select add button it displays you Add Subject Group screen.
 - Select Parent Subject For Group (Maths) which you want to set as group parent
 - Select two or more than two different Child Subjects (Algebra and Geometry) and click on Add Subject to Group button after selecting required child subjects for a group save that group by clicking on Save button.

- These subjects will appear in group on the progress report

32. Who all users are allowed for mark assignment?

➔ Follow the path: Dashboard >> Assign Exam Marks

- This is the mainly available for the subject teachers and class teachers to assign the marks for their class subject. Here teacher need to select the exam and proceed for mark assignment.
- Apart from teacher, screen can be assigned to the teacher or the admin staff with full access. So that this authorized user can supervise the exam process and make corrective action if required.

33. How is Exam Marks Assigned for an exam?

➔ Follow the path: Dashboard >> Examination Management >> Assign Exam Marks.

- Select Exams to assign marks/grades. All of the subject teachers will be listed in another dropdown.
- Select the required teacher. It will list the subjects for which selected subject teacher is teaching and having configuration for the selected exam. For teacher login only exam selection is required.
- Select edit it opens Subject Exam Marks screen here you can assign selected subject marks to selected class students.
- Select save button to save all marks which you entered for student.

34. How can user mark student's absentee, any kind of leaves or exemptions for subject?

➔ Follow the path: Dashboard >> Examination Management >> Assign Exam Marks.

- Select any Exams to assign marks/grades.
- Click on the Edit button, it opens Subject Exam Marks screen; here you will find the status dropdown for each student; status of student on exam day like Absent, Medical Leave, Exempted etc.
- Selected the appropriate status of the student for the selected subject exam.
- If status is selected then marks for that subject cannot be assigned. The status will appear on the progress report instead of marks or grade.

35. How are one optional subject marks/grades transferred to other optional subject for students?

➔ Follow the path: Dashboard >> Examination Management >> Exam Result.

- Select Transfer Optional Subject Marks link it display Transfer Optional Subject Marks screen.
- Select class teacher, list of the student with their assigned optional subjects. Select students for which you want to transfer optional subject.
- Select required optional subjects group which are available right side to be assigned to the selected students.
- Click on the Transfer button to transfer to the selected optional subject. If the mark assignment is done then marks are also transferred along with the subject.

36. When should subject teacher submit the assigned marks/grades?

- ➔ Follow the path: Dashboard >> Examination Management >> Assign Exam Marks.
- For a class subject if marks/grades is not started or partially done then status indicator appears for the subject.
 - Once marks for all of the students are entered, the Submit button for that subject appears instead of status.
 - Click on the submit button to submit the mark sheet class teacher

37. Can subject teacher change assigned marks/grades once marks/grades are submitted?

- ➔ No, once subject teacher submits marks/grades of student then marks update for subject teacher is not allowed (to edit that subject marks all fields disabled). To make any further correction to the mark entry subject teacher has to make a request to class teacher or supervisor.

38. Can class teacher change assigned marks/grades once marks/grades are submitted?

- ➔ Yes. Class teacher can make any correction to the mark sheet before publishing the exam.

39. Is there a provision for class teacher to preview the exam result and toppers before proceeding to the publishing it?

- ➔ Yes, once all of the subject teachers have submitted their mark sheets, the View Progress Report buttons is made available for class teacher to preview progress report. Also Generate Topper button is available for class teacher to generate and view the toppers of selected exam.

40. How Exam Results are published?

- ➔ Follow the path: Dashboard >> Examination Management >> Exam Result.
- Class teacher can find status of all of the subjects for required exam. If submission for all of the subjects for particular class is done for exam, the publish button is available to publish the exam.
 - Click on the Publish button; class teacher can publish the exam marks/grades.
 - Once the exam is published, it will be visible to the parent on progress report.

41. How would be parents informed that exam result is available on website?

- ➔ Follow the path: Dashboard >> Examination Management >> Exam Result.
- On the screen select Send Message option and click on the publish button.
 - This will inform parents that exam result is published and available on website for their view.

42. Can class teacher change assigned marks/grades once exam result is published?

- ➔ No, once the exam is published the edit function is disabled even for the class teacher. The class teacher needs to Unpublish the Published exam then can make any correction to the assigned marks.

43. How is exam result of individual student generated?

- ➔ Follow the path: Dashboard >> Examination Management >> Student Wise Progress Report.
- Select Class Teacher.
 - Select Student and click on edit button then you will get navigate to Progress Report
 - Select Exam which exam marks you want to display that individual student and click on publish button to generate exam result of individual student.

44. How is progress remarks assigned to students?

- ➔ Follow the path: Dashboard >> Examination Management >> Exam Result.
- Click on Progress Remark link you will navigate to Progress Remarks screen.
 - Select class teacher, Student name and Term you can see list of students and configured Remarks columns.
 - Enter your remarks on that text box which is available in remarks column.

45. Can class teacher un-publish the published exam result?

- ➔ Yes, Follow the path: Dashboard >> Examination Management >> Exam Result.
- Select published exam and click on the Unpublish button available on Exam Result screen.
 - Enter Reason For Unpublish.
 - This will un-publish the exam, this will remove the exam form the progress report of the students and will not be available for parent's view.

46. How can user view the toppers of exam/subject?

- ➔ Follow the path: Dashboard >> Examination Management >> Exam Result.
- If the exam is not published but mark sheet submission for the exam is done then Generate Toppers button is available to generate toppers. Click on it to generate toppers. The topper will remain till any more editions not done to the marks of any subject of the selected exam.
 - If the exam is published then toppers are automatically generated.

47. How Student wise progress Report Generated?

- ➔ Follow the path: Dashboard >> Student Wise Progress Report.
- Select Class Teacher.
 - Select student for which progress report need to be published.
 - This will navigate to the Students' progress report with published and unpublished exams. All of the mark assignment will be available in this progress report.
 - Select exam for which mark entry need to be done.
 - Enter the marks and click on Save button to save the marks. Click on the publish button to publish the selected exam.
 - Progress report preview is also available.

48.How is Final Result Generated?

➔ Follow the path: Dashboard >> Final result.

- On class teacher login; click on the Generate button to generate final result for a class.
- Select Generate button from the student list if result for individual need to generated.
- Class teacher can view the final result once it is generated.

49.How is failed student promoted to next standard?

➔ Follow the path: Dashboard >> Examination Management >> Final result.

- Select class for which you want to Generate Final result.(admin login)
- Select Generate All button it will show final result of that class.
- If any student failed you can promote that student to next standard by giving grace marks this link get available in Grace column if any student fail.
- This can be done if grace marks are allowed in your school.

50.How Final Results are published?

➔ Follow the path: Dashboard >> Examination Management >> Final result.

- Select class for which you want to Generate Final result.(admin login)
- Select Generate all button it will generate the final result for the entire students of the selected class.
- Click on the Publish button to publish final result.
- This will make the final result visible to the parents.
- Final result can be published with few of configured exams.

51.How can user view the toppers of Final Result?

➔ Follow the path: Dashboard >> Examination Management >> Final result.

- Select published final result class.
- Click on Toppers link Class Toppers popup is displayed; here you can view class toppers and standard toppers for final result.

52.When can parents view the Final result of their child?

➔ After Final Result is published parents can view the final result of their child.

53.Can user change final result once final result is published?

➔ No. To do so class teachers have to un-publish published final result then teacher can change final result.

54.Can class teacher un-publish the published Final Result?

➔ Yes. Follow the path: Dashboard >> Examination Management >> Final result.

- Select class that has already published the final result.
- Select Unpublish button to unpublish the final result.

55. What if one of published exam of a class is un-published after final result is generated / published?

➔ If one of published exam of a class is un-published after final result is generated/published then final result also get un-publish for that class.

56. How are exam name configured to respective Terms?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Exam Related >> Exams.

- Enter Exam Name.
- Select term for added exam and click on the save button.

Fees Module

1. How can I add Fee Types?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Fee Related >> Fee Type.

- Select Fee types which are applicable to your school by selecting by default fee types. Or you may add fee types by changing the fee type name of your choice.
- Click on Save button to save the selected fee types.
- Once fee type is associated with Standardwise Fees Type, it cannot be removed.

2. Is there a provision for user to set a fee types for IT Reconciliation? How to configure it?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Fee Related >> Fee Type.

- For selected fee types, set Consider for IT Reconciliation option which you want to consider for IT Reconciliation.
- So, while printing the IT Reconciliation report only amount for the above fee type will be consider.

3. How can I add Fee Sub Types?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Fee Related >> Fee Sub Type,

- Here you can set fee sub-types for school.
- Select Fee Sub Types which are applicable to your school by selecting the default fee sub types. Or you may add fee types by changing the fee subtype name of your choice.
- Click on Save button to save the selected fee sub types.
- Fees are paid against the fee sub types.
- Once amount for fee sub type is added in fee details on Standardwise it cannot be removed.

4. How the fee types are set for the standards?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Fee Related >> Standardwise Fee Types.

- Standard and Fee Types are arranged in the tabular format.
- Set the instalment frequency for the standard for each applicable fee type.
- If the instalment frequency is not set of the fee type for a standard then it is considered as fee type not applicable to standard.
- Click on the Save button.
- Once fee type is associated with Standard Fees details, Late Fee configuration, it cannot be removed.

5. How to set the different instalment for each fee types of the standard?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Fee Related >> Standardwise Fee Types.

- Standard and Fee Types are arranged in the tabular format.
- Set the instalment frequency count for the standard for each applicable fee type.
- The frequency count can be different for each fee type of a standard.
- If the instalment frequency is not set to any fee type for a standard then it is considered as fee type not applicable to standard.
- Click on the Save button to save the no. of instalment for each fee type.
- The debit entry will appear on fee screen according to the instalment setting.

6. How to configure Late fees? Can it be different across the standards?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Fee Related >> Late Fees.

- Yes, Late Fee is flexible to set different across the standards.
- Standardwise Fee Types should be configured for the required standard.
- Click on the link Late Fee Configuration for a required standard, it displays Late Fee Setting Details popup.
- You will find Fee types appear according to the set instalment count with default names. You may choose to set different name for the instalments.
- Enter the applicable Interval Start Date and End Date and Due Date for each fee instalment.
- Enter Value for Type (Count for Late Fee Type), Late Fee Type (Day, Month etc.) and Amount for late fee.
- Click on the Save button to save the late fee settings.

7. Can the fees amounts details configured standard wise? How to configure it?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Fee Related >> Standardwise Fee.

- Yes, fee details are flexible to set different across the standards.
- Standard wise fee type, Fee Sub Type should be configured.
- Select any fee type for a standard it will navigate you to Standardwise Fee Details screen.
- Enter applicable amounts for New and Old students for applicable fee sub type.
- Click on the Save button to save the fee details for selected fee type of a standard.

8. Can the fee details revised any time? What are effects of the fee updates?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Fee Related >> Standardwise Fee.

- Fees can be revised any time throughout the academic year. The Amount can be increased but cannot be decreased.
- Select required fee type to update for a standard it will navigate you to Standardwise Fee Details screen.
- Enter revised amounts for New and Old students for applicable fee sub type.

- Click on the Save button to save the fee details for selected fee type of a standard. Add the Due date for arrear of the fees with due date added.
- If student has already paid (partial/full) the revised fees new arrear entry will be added.
- If student has not paid fees the existing fees will be updated with new amount.

9.How can I Pay fee?

➔ **Student**- Follow the path: Dashboard >> Fee Related >> Fees,

- Here Parent can pay the fees online i.e. using net banking.
- Select the fees to be paid; it will be open the online payment wizard.
- Select the bank for online payment, confirm the amount and proceed for the payment.
- This will navigate you to the selected bank page where you can pay fee online.
- Once online payment transaction done you will be taken back on the fee payment page where you can check and print the receipt of the payment.

Accountant - Follow the path: Dashboard >> Fee Related >> Fees.

- Search required student to fee for.
- List of applicable fees will be displayed; select one or more fees for payment.
- Fees can be paid using different payment modes like Cash Payment, Cash at Bank Payment, Cheque Payment, PDC Payment, and Swipe Card Payment.
- Select the payment mode, add required details. (Payment can be done as full or partial.)
- Click on Pay and Print to pay the fees and print the receipt immediately.
- Click on the Pay button to pay the fees. Receipt is all time available to get it printed.

10.How can I handle Bounce Cheque entries?

➔ Follow the path: Dashboard >> Fee Related >> Student Payables.

- Search the required student / Reg.No. Filters and click on show button.
- Select Cheque Bounce Entry option. This will make the Cheque numbers which are submitted by selected student for fee payment.
- Select Cheque number which is bounced. If the selected cheque already cleared then a message will be displayed.
- To sent SMS or Message choose the option available on screen.
- Click on Save button to bounce that cheque.

11.How can I refund fees to student?

➔ Follow the path: Dashboard >> Fee Related >> Fees.

- If student paid fees then and need to refund fees it for any reason.
- Select the student.
- Select Refund fee link, which is displayed on screen.
- Select fee which to refund, you can refund fees by cash or by cheque.
- Add the required details of refund and click on the Refund button.

12.How can I pay fee for next year?

➔ **Student** - Follow the path: Dashboard >> Fee Related >> Fees.

- Select Pay for next year link available on the fee screen.

- Here Parent can pay the fees online i.e. using net banking.
- Select the fees to be paid; it will be open the online payment wizard.
- Select the bank for online payment, confirm the amount and proceed for the payment.
- This will navigate to the selected bank page where you can pay fee online.
 - Once online payment transaction done you will be taken back on the fee payment page where you can check and print the receipt of the payment.

Accountant- Follow the path: Dashboard >> Fee Related >> Fees.

- Select Pay for next year link, then select fee which you want to pay.
- Search required student to fee for.
- List of applicable fees for next year will be displayed; select one or more fees for payment.
- Fees can be paid using different payment modes like Cash Payment, Cash at Bank Payment, Cheque Payment, PDC Payment, and Swipe Card Payment.
- Select the payment mode, add required details. (Payment can be done as full or partial.)
- Click on the Pay button to pay the fees. Receipt is all time available to get it printed.

13.How can I add PDC (Post dated cheque) which can be used for fee payment?

➔ Follow the path: Dashboard >> Fee Related >> Fees.

- Select Add Post Dated Cheque details link which is displayed on fees screen.
- Add the cheque details i.e. Cheque no., cheque date, cheque amount, bank name etc...
- Click on the Add button to add the PDC for the selected student.
- Check on fee screen, a message will be displayed “Post dated check is available.”
- This PDC can be used as and when required for fee payment.

14.How can I pay fee partially?

➔ Follow the path: Dashboard >> Fee Related >> Fees.

- Search required student to fee for.
- List of applicable fees will be displayed; select one or more fees for payment.
- Select the payment mode, add required details. Add the amount for the fee less than the applicable amount.
- Click on Pay and Print to pay the fees and print the receipt immediately. You will see that fee type need to paid outstanding amount is marked Partial.
- The debit entry with the remaining amount is added to the student.

15.How can I Edit fees?

➔ Follow the path: Dashboard >> Fee Related >> Fees.

- Select edit button it open Edit Fee Payment popup here you can edit your paid fees.
- Only last payment transaction can be edited.
- You cannot edit fees if it is paid online.

16.How can I delete fees?

➔ Follow the path: Dashboard >> Fee Related >> Fees.

- Select delete button to delete the paid fees.
- Only last payment transaction can be edited.
- You cannot delete fees if it is paid online.

17.How can I configure the extra fees?

➔ Follow the path: Dashboard >> Fee Related >> Student Payables.

- Select standard/class/student for which extra fees need to be added.
- Choose required option to add Existing or New Fee Type.
- Enter details for fee like Amount, Fee Type, Due Date, Payable for and Remarks etc...
- Click on the Save button to save the extra debit entry.
- Added entry can be viewed in the below list.
- Once the fee is added to the School/Standard/Class/Student; it is be applied to the appropriate students.
- Once the fee is paid by any student, it cannot be edited or deleted.

18.How can I configure the internal fees?

➔ Follow the path: Dashboard >> Fee Related >> Student Payables.

- Select standard, division for which the internal fees need to be added.
- Enter details for internal fee like Amount, Fee Type, Due Date, Payable for and Remarks etc...
- Select the Is Internal Fee? Option to mark fee as internal fee.
- Click on the Save button to save the internal fee.
- This is the internal fee configuration can be viewed in the list.
- Once the internal fee is added to the standard is be applied to the entire students that standard.
- Once the internal fee is paid by a student of the selected standard, it cannot be deleted.

19.How can I copy the configured internal fees of one standard to another standard?

➔ Follow the path: Dashboard >> Fee Related >> Student Payables.

- Select standard, division for which the internal fee is already added with the option Include Internal Fee ON.
- Select the required internal fee to be copied to another standard.
- Click on the Copy button; Copy Internal Fee pop up screen is opened.
- Select the target standards to copy the selected internal fees.
- Click on the Copy button to copy the internal fee.
- The copied internal fee configuration can be viewed by selecting target standard.

20. How to pay internal fees?

➔ You can pay internal fees from following screens.

- Follow the path: Dashboard >> Fee Related >> Fees.
 - Select Internal Fee link then popup will open.
 - Select Internal Fee Type to pay.
 - Click on Pay button to pay the internal fee.
 - Internal fee can be paid full or partial.
 - Receipt is always available to print.
- Follow the path: Dashboard >> Fee Related >> Internal Fees.
 - Search student by using Student Name/Reg.
If filter is not applied then select Show button Internal Fee link then popup will open.
 - Select Internal Fee Type to pay
 - Click on Pay button to pay the internal fee.
 - Internal fee can be paid full or partial.
 - Receipt is always available to print.

21. Is there a facility to clear the payments? How can it be achieved?

➔ Follow the path: Dashboard >> Fee Related >> Payment Clearance.

- All types of payment like Cash at Bank, Cheque including PDC, Swipe Card and Online Transactions can be cleared here.
- Select payment type to be cleared.
- Search payment or transaction using various filters like student, payment date,
- Select clearance date and bank name then click on save button to done clearance.

22. How can I pay Caution Money?

➔ You can pay Caution money following ways:

- Follow the path: Dashboard >> Fee Related >> Fees.
 - Select Pay Caution money button available on the screen.
 - Select payment mode Cash or Cheque.
 - Add the details of selected payment mode.
 - Click on Pay button to pay caution money.
 - Caution money cannot be paid partially.
- Follow the path: Dashboard >> Caution Money Details.
 - Select the option Students Not Paid Caution Money
 - Search the student/ caution money entry using various filters.
 - Click on the Pay button. This opens the caution money pop up.
 - Select payment mode Cash or Cheque.
 - Add the details for selected payment mode.
 - Click on Pay button to pay caution money.
 - Caution money cannot be paid partially.

23.How can I add Bank Name?

➔ You can add Banks as following ways:

- Follow the path: Dashboard >> Fee Related >> Fees.
 - Select Add Bank Name link it displays you Add Bank Name popup.
 - Enter your bank name; duplicate bank names are not allowed.
 - Click on the Save button to add bank.
 - Bank Name can be modified at any time.
- Follow the path: Dashboard >> Caution Money Details.
 - Select Add Bank Name link it displays you Add Bank Name popup.
 - Enter your bank name; duplicate bank names are not allowed.
 - Click on the Save button to add bank.
 - Bank Name can be modified at any time.

24.How can I do Online Admission Fee Clearance?

➔ Follow the path: Dashboard >> Fee Related >> Online Admission Fee Clearance.

- Search student using filters, after that view details of transaction.
- Select clearance date and click on Save button to done clearance.

25.How can I Print or Open receipt?

➔ Follow the path: Dashboard >> Fee Related >> Fees.

- For any paid fees, click on Receipt link which is displayed under Print column.
- It will open paid fee details on screen, you can print this receipt in multiple formats i.e. PDF, Excel, Word etc...

26.How can I send pending fees reminder through the Message or SMS to student?

➔ Follow the path: Dashboard >> Fee Related >> Fees.

- Select Pending Fees SMS/Message Reminder link displayed on Fees screen.
- Select student whose fees are pending by using various filters.
- Select Send Message and/or Send SMS button.
- This will navigate to the SMS and/or Message centre screen for any modification in the default message text.
- Here you can send SMS and/or Message to the selected Students.

27.How can I pay Fee Online?

➔ Follow the path: Dashboard >> Fee Related >> Fees.

- Select Fee Type which fee you want to pay, click on Pay Online button it open Fee Payment verify amount.
- Select Pay button then Select Bank/Card and click on Proceed To Pay button.
- Select Confirm button for confirmation of payment.

Attendance Related

1. What are the necessary configurations prerequisites required to make the attendance working?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Attendance Related >> Weekends, Holidays

- Weekend and Holidays have to be configured before proceeding towards attendance management.
- Apart from Weekend and Holidays the Class Teacher assignment and student entry for a class has to be done to mark the attendance.

2. How can I configure Weekends?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Attendance Related >> Weekends.

- Select Weekday Names which you want to add as working days.
- Leave uncheck which day you want to configure as weekend.
- Defined Weekend will be marked on the attendance and annual planner calendar.

3. How can I configure Holidays standardwise?

➔ Follow the path: Dashboard >> Admin Activities >> School Configuration >> Attendance Related >> Holidays.

- Click on the button Add to add the holidays.
- On the Add/Edit Holiday pop up; enter the details for the new holiday like Name, Start Date, End Date and Description.
- Here standards can be selected to apply the holiday for selected standards.
- Click on the Add button to add the holiday. If holiday with same name or overlapping dates is already defined then holiday is not added.
- If the added holiday is the very next upcoming holiday, then you will find the holiday is highlighted.
- The passed holidays are greyed out and kept at the bottom.
- Defined holidays will be marked on the attendance and annual planner calendar.

4. Who all can mark the attendance of students? How?

➔ Follow the path: Dashboard >> Student Related >> Attendance.

Admin/Admin Staff (having access to attendance screen) –

- Select Class Teacher from dropdown list.
- Select the date for which attendance need to be marked.
- Mark the Is Present? check box for present students do not select check box if student is absent.
- Select Save button to save the attendance.

Teachers –

➔ Follow the path: Dashboard >> Attendance.

- Teacher need not to be selected for teacher login.
- Select the date for which attendance need to be marked.
- Mark the Is Present? check box for present students do not select check box if student

is absent.

- Select Save button to save the attendance.

5.How can I modify attendance of a student for a month?

➔ Follow the path: Dashboard >> Student Related >> Attendance.

- Select Class teacher which class you want modify attendance.
- Select Individual Attendance Link displayed on screen.
- It displays you Individual Attendance popup.
- Select Student whose attendance you want to modify.
- Modify the attendance as desired.
- Click on the Save button to save modified attendance.

6.Where I can check Present or Absent student count for a day?

➔ Follow the path: Dashboard >> Student Related >> Attendance.

- Below the calendar you can see summary of the attendance for the selected date
- This shows Present, Absent and Total for girls and boys count.

7.How can I check Attendance marked or not for classes of school?

➔ Follow the path: Dashboard >> Student Related >> Attendance,

- Select Attendance marked classes / Total Classes link displayed on screen on the top.
- It displays Attendance Status of each class for selected date.
- This is useful information for the principal or supervisor to view the attendance status for a day to take corrective action.

8.How can I check Present students of entire school?

➔ Follow the path: Dashboard >> Student Related >> Attendance.

- Select Present Students / Total Students link displayed on screen on the top.
- It displays Attendance Status with count of present student of each class with respective legends for selected date.

9.Can I mark attendance on Holiday or on Weekend?

➔ Yes, attendance can be marked on Holiday or on Weekend as attendance required to be marked on national holiday or weekend may be kept working for few standards to finish the portion.

10.Where can parents check the attendance for their ward?

➔ Follow the path: Dashboard >> Attendance.

- Here calendar view is given, selecting months you can check your attendance

11.Where can parents check Attendance toppers?

➔ Follow the path: Dashboard >> Attendance,

- Select link Attendance Toppers.
- It displays your class toppers and your attendance in percentage.

12. Can parents check the old attendance records of their ward?

➔ Follow the path: Dashboard >> Attendance.

- If your child is the student of the school from past few years (at least one), then you can check old attendance records using a link Old Academic Year Records.
- Select link Attendance Toppers.
- Select the required Academic year to check the records for.
- It displays you class toppers of previous years.

Student Related

1.How can I transfer a student from one division to other?

➔ Follow the path: Dashboard >> Student Related >> Student Transfer.

- Select Standard.
- Select students Current Division.
- It displays you students list of the selected class
- You can search the student.
- Select student to be transferred.
- Select Target division.
- Click on the Transfer button to transfer the student.
- Once student is transferred, it details like Exam marks, fees and attendance details will also be transferred to the new division.

2.Which changes are done when we transfer student to another standard?

➔ Following changes done when we transfer students to another standard:

- If current division's subject is not in the target division then student will lose this subject's marks.
- If current division's subject total marks are not equal to the target division's subject then also student(s) will lose this subject's marks.
- If current and target division's subject exam configuration is different then also student(s) will lose this subject's marks.
- If target division's attendance for particular date is not marked then student(s) will lose their attendance for that date.
- If student's current division's attendance is not marked but target division's attendance is marked then student's attendance will mark as present for that date.
- Student(s) will get new roll number i.e. next roll number of new division.
- Fee: All the fees related to student(s) will remain as it is and if target division having extra fees then those fees will also be applied to transfer student(s).

3.Can we transfer student from one standard to another?

➔ No, you cannot transfer student from one standard to another for this you have to send mail or call to the Software Coordinator with request to transfer the student across the standard.

4.How can I configure Leaving Certificate for students?

➔ Follow the path: Dashboard >> Student Related >> LC Report Configuration.

- You will find number of details that can be printed on the LC report.
- Select LC Report details which you want to display on LC.
- Enter Report details name which you want to print on report.
- Select Sort order of report details in which you want to make them appear on LC report.
- Click Save button to save configuration.

5.How to print the LC report for student who is leaving the school?

- ➔ Follow the path: Dashboard >> Student Related >> LC Report
 - Select the student for whom LC need to be given.
 - On screen you would see all of the details that are configured on LC Report Configuration appear according to the sequence.
 - Click on the Print LC button to print the report.
 - LC report can be printed as many times as per requirement for a left student.

Other Utilities

1. Can I put the events, holidays and exams together so that everyone would have the consolidated view of important happening in the academic year? What is the provision available?

➔ Follow the path: Dashboard >> Annual planner.

- Yes, RITeSchool provides you Annual Planner for make this happen.
- Where the exams and holiday appears automatically if they are configured in the application.
- Events are configurable.
- It is a calendar which shows consolidated view exam, holiday and events for each month.

6. Which are the events displayed on the Annual Planner?

➔ The events which are added in annual planner by admin staff are displayed on annual planner according to the specified standards.

7. Who all have access to the annual planner? What is authority of these users?

➔ Follow the path: Dashboard >> Annual planner.

- Admin and admin staff can view the annual planner and manage the events as required for the entire standards.
- Teachers can view the annual planner for classes to which they are teaching
- If teacher has full access to the screen then can view the annual planner and manage the events as required for the entire standards.
- Students can view the annual planner for their class.

8. How is an event added for standards?

➔ Follow the path: Dashboard >> Annual planner.

- Select required month and select the date from calendar. Or select the required date form date control to add event.
- Event(s) Management popup will be displayed; add details for the event like Title, Start Date, End Date and the standards for which specified event is applicable.
- Click on the Add button to save the event.
- Added event will appear on the annual planner calendar for specified dates and standards.

9. How can user add events which need to display on home page?

➔ Follow the path: Dashboard >> Annual planner.

- Add events with date range such that start date is greater than today's date.
- Find an option Display on Homepage to display events on home page.
- Select Display on Homepage for an event on home page and click on the Add button.
- The upcoming 5 events having above option selected will be displayed on the home page.

10. Is there a provision to take an overview of event? How are they arranged?

➔ Follow the path: Dashboard >> Annual planner.

- Unlike annual planner, Event Overview displays only events.
- It shows all of the events grouped by month in a single view.
- Select Standard, Month and Academic Year for which you wish to see the Events.

11. Which are the ways to broadcast the verity of messages to the staff and parents?

➔ Though the annual planner is well set, school organization would need medium to broadcast the messages or events as notifications.

- Application provides two effective ways to accomplish this task these are - Notice Board and School Notices.
- School can choose to add the low priority notices which are all time scrolling on the dashboard of the user.
- Else the School Notices can be used to flash the urgent notices on the websites as well as on the user dashboard.

12. How to Add Notices (low priority) for School to be displayed on Notice board section of the user dashboard?

➔ Follow the path: Dashboard >> Notice Board.

- Notices of the school which can be added on Notice Board which is shown on user dashboard at the top and kept scrolling one by one.
- Enter the notice text need to be displayed on Notice Board. Add the Start Date and End Date i.e. time duration for which notice will be displayed and also select the user roles. For the selected user roles, notice will be shown on their respective logins.
- User can also add notices from School Notices. Follow the path: Dashboard >> School Notices.
- From school notices screen, user can add notices by uploading PDF files as well. Notice text can be added by filling information Link/Notice Name, Start-End Date, Start-End Time and uploading data file.

13. What are kind of notices can be added through School Notices? How these types are helpful to school admin staff?

➔ Follow the path: Dashboard >> School Notice.

- Notices related to school can be added on School Notice where user can choose the appropriate type from File and Text according to their need.
- File type help admin staff to set a notice which needs to broadcast certain GR, Results, images and long text. Such notices can simply be added as file type by attaching the ready files with appropriate link name.
- Text type helps admin staff to set a notice which just contains the text.

14. Can the display duration be decided for notice? How to achieve it?

➔ Follow the path: Dashboard >> School Notice.

- Yes, durability of displaying notice can be set for both the notice types i.e. file and text.
- To do this while adding a notice, set the display Start Date & Time and End Date & Time.

- The notice will be visible during the defined period.
- In addition to this a sort order is also captured to customize the sequence of the notices.

15.How to add File type notices through School Notices?

➔ Follow the path: Dashboard >> School Notice.

- Select File type, all of the file type notices (if exists) will be listed at the bottom.
- Enter the appropriate Link Name, Location, Duration (for testing purpose add current date and time), Sort Order etc.
- Attach required file to broadcast certain GR, Results, Images and Long text.
- Click on Save button to save the notice.
- Check on the appropriate location, a Notice list pop up of active notices will be displayed.
- Select the file notice; this will open the file school notice.

16.How to add Text type notices through School Notices?

➔ Follow the path: Dashboard >> School Notice.

- Select Text type, all of the text type notices (if exists) will be listed at the bottom.
- Enter the appropriate Notice Name, Location, Duration (for testing purpose add current date and time), Sort Order etc.
- Enter required notice to be broadcasted. Provided editor is helpful to build the formatted text.
- Click on Save button to save the notice.
- Check on the appropriate location, a Notice list pop up of active notices will be displayed.
- Select the text notice; this will display the text school notice.

17.How to Add Notices for School to be displayed on the home page of the school website?

➔ Follow the path: Dashboard >> School Notice.

- Notices related to school can be added on School Notice where user have can choose the appropriate places (Home Page and/or Control Panel) to display them.
- Enter the notice text/file need to be displayed and all required data.
- Select Display Location as Both or Home Page.
- Save the notice with all required data.
- Notice will be displayed on the home page of school website.
- Apart from this, staff can choose a notice to be displayed on the home page even though the active duration is finished by selecting Select option available per notice in the grid. These notices can be seen on click of School Notice Link available on the school website.
- Go to the Home Page of the school web site.
- On page load the list of active notices will be popped up to view the notices.

18.How user can upload and share photos of different occasion/events at school on RITeSchool Website?

➔ Follow the path: Dashboard >> Photo / Video Gallery.

- While adding photos, first of all, give appropriate name for your album i.e. gallery name.
- To add photos in gallery, click on browse button to select image file from your local directory. Add short and appropriate comment to be displayed under that.
- When you are done with all images upload, click on Add button.
- All Uploaded images can be seen on Website home page under Activities >> Photo / Video Gallery.
- Click on Slide Show button. A Screen will be displayed where user can view photos.
- Information like Gallery Name, Total images in Gallery and Last Updated Date is shown on screen. Options like Slide Show / Download is available to view or download the images.

19.Can User add more Photos to already existing Photo Gallery?

➔ Yes, it is possible to add Photos. Follow the path: Dashboard >> Photo / Video Gallery.

- It is easy to add more photos to existing Photo Gallery.
- Click on Edit Link for Gallery available in the list on screen.
- Select Add More Photos option if more than five images need to be added.
- Upload more images and Click on Update button.
- This will upload more images.
- If Add More Photos option is selected the gallery remains open to accept more photos.

20.Can user add/update comments for existing Photos of a gallery?

➔ Follow the path: Dashboard >> Photo / Video Gallery.

- Yes, it is easy to add/edit comments photos to existing Photo Gallery.
- Click on View Images link of required gallery available in the list on screen.
- Select Photos from the list on the pop up.
- Add/update photo comment as per requirement.

21.How to delete Photo/Photo Gallery from RITeSchool Website?

➔ Follow the path: Dashboard >> Photo / Video Gallery.

- Click on Delete Link for a required gallery available in the list on screen.
- You will be asked whether you want to delete gallery completely. Click on ok.
- Photo Gallery will get deleted successfully.
- To delete few photos in the Gallery, click on View Images link of required gallery available in the list on screen.
- Click on Delete button for required Photos from the list on the pop up.
- You will be asked whether you want to delete photo. Click on OK to proceed.
- Photo from the Gallery will get deleted successfully.

22.How user can upload and share video of different occasion/events at school on RITeSchool Website?

➔ Follow the path: Dashboard >> Photo / Video Gallery.

- Enter Video Name in provided textbox. Next you need to enter Video URL.
- Only YouTube Video URL's are valid to upload. So make sure to choose it

appropriately.

- Help is provided to get the appropriate video URL. To get help click on image (?).
- Click on Add button.
- Existing added video links are also shown on screen with options available like view, edit and delete. Same like Photo Gallery, user can edit URL link, delete it.
- Uploaded Video can be seen on Website home page under Activities >> Photo / Video Gallery.
- Click on View button. A Screen will be displayed where user can view video.

23. Where can see staff view the Staff Birthday details of School?

➔ Follow the path: Dashboard >> Staff Birthdays.

- On this screen, information like Staff Person Name, DOB, Designation, Email and Mobile Number is displayed. Staff members with upcoming birthdays are displayed at the top on screen and are highlighted.

24. What is Parent Teacher Association? How to form Parent Teacher Association?

➔ Follow the path: Dashboard >> Parent Teacher Association.

- First of all, select Teacher / Admin Staff Radio button. Search for staff member (Teacher / Admin Staff) you wish to add in Executive Committee of School.
- Add PTA Designation for that staff member.
- Next you need to select section i.e. whether staff member will be associated with pre-primary PTA or Primary and Secondary PTA. Click on save button.
- To add Parents in Executive Committee, select Parent radio button. Next search student name. When you select the student name, student related information will get auto filled in text boxes such as Father Name, Mother Name etc.
- You need to add designation for parent i.e. whether selected parent's role is Secretary, Representative or Coordinator. Add contact timings, Residence Area and click on save button.
- You can edit or delete information related to any Executive committee member.

25. How can parents send Feedbacks for School or Software?

➔ To add Feedback, click on Feedback link which is available on upper right corner on parent/student login.

- First select whether you want to add feedback for School or for Software.
- Next select type of feedback you are submitting i.e. whether it is general feedback or Concern/issue or Testimonial.
- Add Your Name, Email and Feedback. After filling all information, click on Submit Your Feedback.
- Feedbacks added can be seen from Appreciations section on Website home page.


26. How can school staff send Feedbacks for School or Software?

➔ To add Feedback, click on Feedback link which is available on upper right corner on school staff login.

- First select whether you want to add feedback for School or for Software.
- If staff wants to send feedback for school then next select type of feedback you are

- submitting i.e. whether it is general feedback or Concern/issue or Testimonial.
- Add Your Name, Email and Feedback. After filling all information, click on Submit Your Feedback.
 - Feedbacks added can be seen from Appreciations section on Website home page.
 - If staff wants to send feedback for software then select Software option.
 - Click on Submit Your Feedback, user will be redirected to the Google form and can submit the feedback about software.

27.How to send request for support?

- ➔ To send support request, click on support image () which is available on upper right corner on user login.
- Enter your e-mail address and mobile number.
 - Enter problem subject and detailed description about problem.
 - Attach the file (if any) for additional information and click on submit button.
 - Once the query is received by the support team of Software Company, a resolution action for the query is done and a response to the mail is sent to you to acknowledge you about the resolution of your problem.

28.How to view Support details?

- ➔ Follow the path: Dashboard>> Support Details.
- Click on Support details link.
 - Click on view link, which detail you want to view.

Admin Activities

1. Where and how to add information of Administrator of School?

➔ Follow the path: Dashboard >> Edit Profile.

- User can add information of administrator here. Information like Name of Administrator, Address, DOB, Contact Details and Designation.
- Authorities like Publishing/ Unpublishing Exams, Sanctioning Leaves, Creating and Approving vouchers can be given to Administrator by selecting respective checkboxes.
- Login credentials for Administrator can be set here. First enter User Name then enter Password.
- Functionality like Administrator Photo Upload is also available. Photo can be uploaded from Local Directories or by capturing it using Webcam.
- Add Administrator's enrolment details like Pan No., Joining Date, Permanent Date and Resignation Date.
- Finally click on Save button to save all information of Administrator.

2. Can school related information be added in application?

➔ Yes, School related information can be added in application.

Follow the path: Dashboard >> School Information.

- Following details can be added related to School :
 - School Name.
 - School Reg. Number.
 - School Venue i.e. Address, City, State etc.
 - School Contact Information i.e. Phone No., Email-Id, Fax, Website etc.
 - Email addresses for feedback, career, forgot password request
 - School Logo Image can be uploaded.
 - Foundation Date of School.
 - School Organization Name.
 - Professional Tax Registration Certification No., School Recognition No.
 - Tax related information like Index No, PAN No, TAN No etc.
- Finally click on Save Button to Save School Information.

3. Where we can upload Information to be displayed on I Cards?

➔ Follow the path: Dashboard >> School Information >> I Card Information.

- User can enter address to be displayed on I Card.
- User can also upload Principle's signature and Logo to be displayed on I Card. Supported file types are .PNG, .JPG, .JPEG, .BMP.

4. Can school administration can activate/ deactivate other user accounts?

➔ Follow the path: Dashboard >> User Management

- Select User Role for which account is to be activated/ deactivated.
- Depending on your choice i.e. Teacher or admin staff, list will be displayed on the screen of respective.
- Click on Activate/ Deactivate link of the user.
- Popup will get open which will ask to specify the reason for deactivation. Enter

- reason and click on deactivate button.
- If activation of account is to be done, reason will be displayed their why account was deactivated previously. Click on activate button.
 - User can send SMS to respective user about deactivation/activation of account.
5. Can administrator change the password of other user's login?
- ➔ Yes, administrator has the rights to change the password of teachers or admin staff or student login. Follow the path: Dashboard >> User Management
- Select User Role of which you wish to change the password. List of users will be displayed.
 - Click on Change Password link. Popup will be displayed.
 - Enter new password, confirm password and click on save button. Password will be updated successfully.
6. Can I remove user from address book of message and SMS center?
- ➔ Follow the path: Dashboard >> User Management.
- Select User Role of which you wish to change the password. List of users will be displayed.
 - Click on Send SMS/Message link of user.
 - To remove user from address book of message and SMS Center, click on OK button for confirmation message.
 - To add user again in address book of message and SMS center, click on Send SMS/Message link of user which is removed and click on OK button for confirmation message.
7. Where can user see all reports related to school?
- ➔ Follow the path: Dashboard >> Reports.
- Reports allows user to view various reports for all of the modules available in the application.
 - Reports are categorized by the module like School Configuration, Teacher, Students, Fee and Exam etc.
 - Click on module name related to which you want the report and select report. Enter necessary parameters and click on Display Report Button. User will get report file in PDF format which can be printed.
 - Total 118 Reports are available on Report screen.
8. How to upload user photos?
- ➔ Follow the path: Dashboard >> User Photo Upload.
- Select the user role for which you want to upload photo. Next search for the user name.
 - Filter is also available to see the list of user whose photos haven't uploaded yet.
 - Click on browse button to upload the photo from local directories.
 - Webcam functionality is also available for photo upload. To use Webcam, you need to connect webcam. Click on Webcam link, capture the image. In this way you can successfully update the user photo.

9. Can I add admissions form details in the application?

➔ Follow the path: Dashboard >> New Admissions

- Click on Add button.
- Enter all required data and click on Next button.
- On second page, enter all required date and click on Submit button.
- If parent has submitted the application for student's sibling then application form for sibling can also be submitted.
- Submitted admission forms are displayed on the New Admissions screen.

10. What is Admission Lottery?

➔ Admission lottery system selects students randomly for admission from the student's applications received

➔ Follow the path: Dashboard >> Admission Lottery

- Select standard for which you want to generate admission lottery.
- Select living locations.
- Enter main list and waiting list count for student.
- Click on Generate button.
- You can regenerate the lottery.
- You can send SMS to students from Main and Waiting list.
- You can publish admission lottery. This will send SMS to the parents that their child is selected in lottery system and need to confirm admission by paying fees.

Timetable Related

1. Where configuration of School Timetable can be done?

- ➔ Follow the path: Dashboard >> School Configuration >> Timetable Related.
- On this screen, you can do all configuration related to School Timetable. Configurations like Weekly Max. Lectures Per Class Sub., Max. Lectures Per Standards and External Lectures Assignments need to be done to use Timetable functionality.

2. Where can user define weekly maximum lectures for subject per class?

- ➔ Follow the path: Dashboard >> School configuration >> Timetable Related, here you can add maximum lectures that can be allotted in a week for particular subject of class.
- Enter appropriate count of maximum lectures that can be allotted for respective class subjects.
 - If no lecture is to be assigned, enter 0.
 - Click on Save button.

3. Where user can define maximum lectures per standard for each week day?

- ➔ Follow the path: Dashboard >> School Configuration >> Timetable Related
- Enter appropriate count of maximum lectures that can be allotted for respective standard on each day of week.
 - Click on Save button.

4. Where user can define maximum lectures for a teacher per standard for a week?

- ➔ Follow the path: Dashboard >> School Configuration >> Timetable Related, here you can define maximum lectures allowed for a teacher per standard for a week.

5. How the External Lectures like Assembly, M.P.T., and Stay Back Lectures can be configured for teachers?

- ➔ Follow the path: Dashboard >> School Configuration >> Timetable Related, here you can assign External Lectures for teachers.
- Search for the teacher name to whom you wish to assign External Lectures.
 - Select the appropriate checkbox depending on whether you wish to assign Assembly, M.P.T. and Stay Back Lectures for that teacher.
 - When you assign External Lectures for a class, it overrides the Existing Lecture assignment.
 - After proper selection, click on Save button.

6. How to assign Assembly, Stay Back and M.P.T lectures for Standards?

- ➔ Follow the path: Dashboard >> School Configuration >> Timetable Related, here you can assign Assembly, Stay Back and M.P.T Lectures for Standards on selected day.
- Click on 'Assign Assembly/M.P.T./Stay Back Lectures' link for the Standard for particular day, popup will get open.
 - Select the checkbox for the lectures which you want to define as Assembly/M.P.T./Stay Back Lectures.
 - Click on Save button. Configuration will get reflected on screen.

7. Where we can define Weekly Timetable for School?

➔ Follow the path: Dashboard >> Weekly Timetable, here you can define Timetable for selected teacher or class.

- Select Teacher name from dropdown box for which you want to define Timetable and click on show button. Or select Standard and Division from dropdown box and click on show button.
- Define Timetable for Teacher -
 - Weekdays are listed in column. Dropdown list is available for each cell in column. If M.P.T. or Assembly Lectures are assigned, that will be shown in grid.
 - Select weekday and lecture number and select appropriate class-subject from dropdown box which you wish to allot for that lecture. For e.g. If you wish to assign 3rd lecture on Monday for 4-B class as English, for Monday column, select 4-B English from dropdown box for 3rd lecture. Do all selections as per your need and click on Save button.
 - Reset button is available if you wish to rollback all the changes you have done and to start from the very beginning.
 - Class-Subject lecture count is displayed on the page from where you can count Total Weekly Lectures for selected Teacher.
- Define Timetable for Class-
 - Same grid as for teacher will be available for configuration.
 - Select subject with associated teacher from dropdown list box which you wish to assign for that class. Do the same procedure for all weekdays and click on Save button.
 - Reset button is available if you wish to rollback all the changes you have done and to start from the very beginning.

8. How to assign Additional Lectures to Teacher?

➔ Follow the path: Dashboard >> Weekly Timetable >> Additional Lectures, here you can assign Additional Lectures to Teacher.

- Select Teacher from dropdown and click on Show button.
- Click on Additional Lectures button.
- Select Weekday and lecture number from dropdown box for which you wish to assign additional lectures.
- Next select class-subject and click on Submit button.
- Once additional lecture is saved, base lecture cannot be removed.
- Saved additional lectures are shown under Additional lectures.

9. How to add Optional Subject Lectures?

➔ Follow the path: Dashboard >> Weekly Timetable >> Optional Subject Lectures, here you can add Optional Subject Lectures.

- Select standard and division from dropdown and click on Show button.
- Select Weekday and lecture number from dropdown box for which you wish to add external lectures.
- Next select subject- teacher and click on Submit button.

- Saved optional subject lectures are shown under Additional/ Optional Subject Lectures.
- Once optional subject lecture is saved, base lecture cannot be removed.
- Delete button is available on screen to delete added Optional Subject Lectures.

10. Is it possible to see timetable of entire school at one place?

➔ Yes, it is possible to see timetable of entire school at one place.

Follow the path: Dashboard >> School Timetable, here timetables of teacher and classes are available.

Other User Related

1.How can I add student?

- ➔ Follow the path: Dashboard >> School Configuration >> Other User Related >> Students
- To add students, first fees for that standard should be configured.
 - Click on Students link.
 - On students screen click on “Add Student in class” icon.
 - Enter Student details, which is mandatory for adding student.
 - Select Checkboxes “Admission Document Information”.
 - If last School details are available then fill last School details.
 - You can also upload photo for student.
 - Click on save button.

2.How can I add sibling details for student?

- ➔ Follow the path: Dashboard >> School Configuration >> Other User Related >> Students
- Open student list by clicking on “View Students in Class”.
 - Click “Edit” button for student for which you want to add sibling details.
 - Click on “Add Sibling Details” button.
 - Search student which is sibling for student.
 - Select check box for student which is sibling.
 - Click on “Submit” button.
 - Click on “Save” button.

3.How can I regenerate Roll no?

- ➔ Follow the path: Dashboard >> School Configuration >> Other User Related >> Students
- Click on “Regenerate/Reassign Roll Nos” link.
 - “Regenerate Roll. No” option is default selected. Select “Standard” and “Division” and click on “Show” button.
 - Select criteria to regenerate roll no.
 - Click on “Regenerate Roll. No.” button.
 - This will regenerate roll numbers according to selected criteria.

4.How can I reassign Roll no?

- ➔ Follow the path: Dashboard >> School Configuration >> Other User Related >> Students
- Click on “Regenerate/Reassign Roll Nos” link.
 - Select “Reassign Roll. No.” option. Select “Standard” and “Division” and click on “Show” button.
 - Enter roll no manually for student to assign.
 - Click on save button.

5.How can I import student?

- ➔ Follow the path: Dashboard >> School Configuration >> Other User Related >> Students
- Click on “Import Students” link.
 - Click on Download Template link and download a template.
 - Fill a Student details in that template and save template.

- Select “Standard” and “Division”.
- Upload a saved template.
- Click on “Import Students” button.

6.How can I assign “House” to students?

- ➔ Follow the path: Dashboard >> School Configuration >> Other User Related >> Students
- Click on “House Assignment” link.
 - Select “Standard” and “Division”.
 - Click on “Show” button.
 - Select House for students.
 - Click on save button.

7.Where can I record long leave of students?

- ➔ You can record long leave of students on Sanction Student’s Leave screen. For this follow path Dashboard >> School Configuration >> Other User Related >> Students >>Sanction Leave.

8.How can I sanction leave for student?

- ➔ Follow the path: Dashboard >> School Configuration >> Other User Related >> Students
- Click on “Sanction Leave” link.
 - Search student by using filters.
 - Set Start and End date for that student.
 - Click on save button.

9.Can I mark sanction leave of student as used?

- ➔ Follow the path: Dashboard >> School Configuration >> Other User Related >> Students
- Click on “Sanction Leave” link
 - For entered leave, select check box “Is Used” and click on “Save” button.

10.How can I view the used leave of students?

- ➔ Follow the path: Dashboard >> School Configuration >> Other User Related >> Students
- Click on “Sanction Leave” link
 - Select check box “Show Used Leaves”.
 - Search student by using filters

2.How can I set second language?

- ➔ Follow the path: Dashboard >> School Configuration >> Other User Related >> Students
- Click on “Set Second Language” link.
 - Select “Standard” and “Division”.
 - Set second language.
 - Click on save button.

3.How can I mark student as left?

- ➔ Follow the path: Dashboard >> School Configuration >> Other User Related >> Students
- Open student list by clicking on “View Students in Class”.

- Click on Delete button for student that you want to mark as left.
- Select the left date and enter Cancellation form number (this is optional).
- Click on OK button to mark student as left.

4.How can I delete student completely?

- ➔ Follow the path: Dashboard >> School Configuration >> Other User Related >> Students
- Open student list by clicking on “View Students in Class”.
 - Click on Delete button for student that you want to completely delete.
 - Select Complete Delete option
 - Click on OK button to completely delete student.
 - You cannot delete student if data for the student is available for Attendance, Fee, Caution Money and Exam.

5.How can I update registration number of students?

- ➔ Follow the path: Dashboard >> School Configuration >> Other User Related >> Students
- Open student list by clicking on “View Students in Class”.
 - Click on “Update Reg. No.” button.
 - Change registration numbers of students and click on “Update” button.

6.How can I add administrative staff details?

- ➔ Follow the path: Dashboard >> School Configuration >> Other User Related >> Admin Staff
- Click on Admin Staff link.
 - Click on Add button.
 - Fill a mandatory details as First name, Last name, Address, Mobile no, Emergency contact, Email, Designation, User name, Password and Confirm password.
 - Click on Submit button.

7.How to Import Admin Staff?

- ➔ Follow the path: Dashboard >> School Configuration >> Other User Related >> Admin Staff
- Click on Admin Staff link.
 - Click on Download Template link and download a template.
 - Fill an Admin staff details in that template and save template.
 - Upload a saved template.
 - Click on Import button to import admin staff details.

8.How to edit the admin staff details?

- ➔ Follow the path: Dashboard >> School Configuration >> Other User Related >> Admin Staff
- Click on Admin Staff link.
 - Click on Edit button for admin staff.
 - Change details and click on Submit button.

9.How to delete admin staff details?

- ➔ Follow the path: Dashboard >> School Configuration >> Other User Related >> Admin Staff
- Click on Admin Staff link.
 - Click on Delete button for admin staff.

- To delete admin staff, click on OK button for confirmation message.

10.Can I customize access of screens for admin staff?

- ➔ Follow the path: Dashboard >> School Configuration >> Other User Related >> Admin Staff
- In Add/Edit mode for admin staff, open the Menu collapsible by clicking on + sign.
 - Give or remove the access of screens for selected admin staff.
 - Click on Submit button.

11.How can I add Other Staff?

- ➔ Follow the path: Dashboard >> School Configuration >> Other User Related >> Other Staff
- Click on Other Staff link.
 - Fill a mandatory details as First name, Last name, Address, Mobile no, Emergency contact and Designation.
 - Click on Save button then Other staff is added successfully.

12.How to edit the other staff details?

- ➔ Follow the path: Dashboard >> School Configuration >> Other User Related >> Other Staff
- Click on Other Staff link.
 - Click on Edit button for other staff.
 - Change details and click on Update button.

13.How to delete other staff details?

- ➔ Follow the path: Dashboard >> School Configuration >> Other User Related >> Other Staff
- Click on Other Staff link.
 - Click on Delete button for other staff.
 - To delete other staff, click on OK button for confirmation message.