

Process of Batch Creation

Date of Creation:

Batch Day: (e.g Monday)

Batch Date: (e.g 24/08/25)

Batch Id: (M-2408-1)

Set Batch Time (e.g 12:00-15:00)

Select Subject: (e.g Chemistry)

Assign Teacher: (e.g Sir Mohamed)

Select Students from drop down

The drop down from data base should looks like

Stu Id:	Name	Class	year	Names of registered subjects	Check boxes
101	A	KS1	3	From Admission form	
102	B	KS3	7	From Admission form	
103	C	GCSE	11	From Admission form	

When we select the students from this drop-down list the system pops up a message you have successfully completed the (batch M-2408-1)

- When the batch has been completed it appears in student schedule, teacher schedule and management can see all the created badges.
- Only manager level user can create new badges.
- If we want to edit the badge the manager level user is allowed to change (either add a student or remove a student from a specific badge)