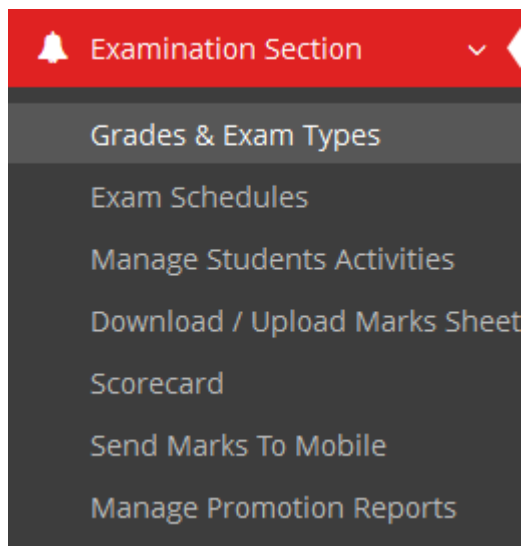


Examination Section

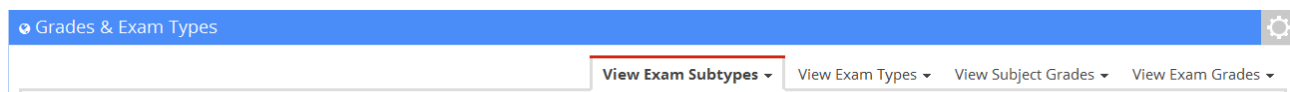
Once after login from the home page click on Examination section to perform the following Operations



Grades & Exam Types

We have the following options “Grades & Exam Types”

1. View Exam Subtypes
2. View Exam Types
3. View Subject Grades
4. View Exam Grades



1. View Exam subtypes

This option is used to update or edit exam subtypes.

Grades & Exam Types

View Exam Subtypes View Exam Types View Subject Grades View Exam Grades

Current exam subtypes

NOTE : You can edit exam subtypes by clicking on the edit pen icon in each row at right side.

15 records Search:

Subtype	Is Scheduled Type	Manage Subtype Grades	Edit	Delete
Theory	Yes	Manage		
Assignment	No	Manage	Edit	Delete
Practical	Yes	Manage	Edit	Delete
FA1	Yes	Manage	Edit	Delete
FA2	Yes	Manage	Edit	Delete
SA1	Yes	Manage	Edit	Delete
FA3	Yes	Manage	Edit	Delete
FA4	Yes	Manage	Edit	Delete
SA2	Yes	Manage	Edit	Delete
written	Yes	Manage	Edit	Delete
Dictation	No	Manage	Edit	Delete
Written Work	No	Manage	Edit	Delete
Oral	No	Manage	Edit	Delete

Showing 1 to 13 of 13 entries

To Add exam subtype click on [Add Exam Subtype](#) link.

Grades & Exam Types

Add Exam Subtype View Exam Types View Subject Grades View Exam Grades

Add exam subtype

SubType Name :

(Subtype name like Theory, Practical, Assignment e.t.c)

Is Scheduled Exam : ☐

(If you want to conduct exam for this type please check this check box.)

[Submit](#) [Cancel](#)

Enter Sub Type Name, and select the check box **Is scheduled exam** if you want to conduct exam for this subtype.

Hit Submit Button After adding the details.

Grades & Exam Types

Add Exam Subtype View Exam Types View Subject Grades View Exam Grades

Subtype added successfully.

Current exam subtypes

NOTE: You can edit exam subtypes by clicking on the edit pen icon in each row at right side.

15 records Search:

Subtype	Is Scheduled Type	Manage Subtype Grades	Edit	Delete
Theory	Yes	Manage		
Assignment	No	Manage	Edit	Delete
Practical	Yes	Manage	Edit	Delete
FA1	Yes	Manage	Edit	Delete
FA2	Yes	Manage	Edit	Delete
SA1	Yes	Manage	Edit	Delete
FA3	Yes	Manage	Edit	Delete
FA4	Yes	Manage	Edit	Delete
SA2	Yes	Manage	Edit	Delete
written	Yes	Manage	Edit	Delete
Dictation	No	Manage	Edit	Delete
Written Work	No	Manage	Edit	Delete

To Add Subtypes Grades click on Manage link under Manage Subtypes Grades link provided at Each Subtype.

You have successfully added subtype grades.

Current exam subtypes

NOTE: You can edit exam subtypes by clicking on the edit pen icon in each row at right side.

15 records Search:

Subtype Name : FA1
Subtype Grades

Grade Name	Min Marks	Max Marks	Grade Point	Delete
A	90.0	100.0	10.0	Delete
B	80.0	89.0	9.0	Delete
C	70.0	79.0	8.0	Delete

[+ Add Subtype Grade](#)

[Submit](#)

Click on [+ Add Subtype Grade](#) to add the subtype grade.

Grades & Exam Types

Add Exam Subtype View Exam Types View Subject Grades View Exam Grades

You have successfully added subtype grades.

Current exam subtypes

NOTE: You can edit exam subtypes by clicking on the edit pen icon in each row at right side.

15 records Search:

Subtype Name : FA1
Subtype Grades

Grade Name	Min Marks	Max Marks	Grade Point	Delete
A	90.0	100.0	10.0	Delete
B	80.0	89.0	9.0	Delete
C	70.0	79.0	8.0	Delete
				Delete

[+ Add Subtype Grade](#)

[Submit](#)

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Add values

- Grade Name
- Min Marks
- Max Marks
- Grade Points

Hit Submit button after adding the details

Similarly you can add remaining subtype grades.

Click on [close](#) after adding all the grades under these subtypes.

Follow same process to add Grades for remaining subtypes.

Edit Subtype Grades

To edit subtype grades click on [Manage Subtype Grades](#) link Update the required data and hit submit button.

Subtype Name : FA1

×

Subtype Grades

Grade Name	Min Marks	Max Marks	Grade Point	Delete
<input type="text" value="A"/>	<input type="text" value="90.0"/>	<input type="text" value="100.0"/>	<input type="text" value="10.0"/>	✕ Delete
<input type="text" value="B"/>	<input type="text" value="80.0"/>	<input type="text" value="89.0"/>	<input type="text" value="9.0"/>	✕ Delete
<input type="text" value="C"/>	<input type="text" value="70.0"/>	<input type="text" value="79.0"/>	<input type="text" value="8.0"/>	✕ Delete
<input type="text" value="D"/>	<input type="text" value="50.0"/>	<input type="text" value="69.0"/>	<input type="text" value="7.0"/>	✕ Delete

[+ Add Subtype Grade](#)

Submit

Delete Subtype Grades

To **delete Subtype grades** click on delete icon provided at delete column of each subtype grade

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Subtype Name : FA1
 Subtype Grades

Grade Name	Min Marks	Max Marks	Grade Point	Delete
A	90.0	100.0	10.0	✕ Delete
B	80.0	89.0	9.0	✕ Delete
C	70.0	79.0	8.0	✕ Delete
D	50.0	69.0	7.0	✕ Delete

[+ Add Subtype Grade](#)

[Submit](#)

Change Subtypes Order

To Change Exam Types order click on [Change Subtypes Order](#) link

Grades & Exam Types

Change Subtypes Order
View Exam Types
View Subject Grades
View Exam Grades

Change subtypes order

NOTE: You can change subtypes order click on the subtype and drag and drop into respective position.

Order	Subtype
1	Theory
2	Assignment
3	Practical
4	FA1
5	FA2
6	SA1
7	FA3
8	FA4

If we want to change the exam subtype FA4 to 3rd position, then just click on Exam subtype name and drag to the position as you need.

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2. View Exam Type

This option is used to update or edit exam types.



















Grades & Exam Types

Change Subtypes Order
View Exam Types
View Subject Grades
View Exam Grades

Current exam types

NOTE: You can edit exam types by clicking on the edit pen icon in each row at right side.

15 records Search:

Exam Type	Pass Marks	Max Marks	Edit	Delete
ANNUAL	35	100	 Edit	 Delete
Annual Exam	35	100	 Edit	 Delete
ASSIGNMENT IV	9	25	 Edit	 Delete
Fourth Internal	9	25	 Edit	 Delete
HALF-YEARLY	35	100	 Edit	 Delete
Internal I	9	25	 Edit	 Delete
Internal II	9	25	 Edit	 Delete
Internal III	9	25	 Edit	 Delete
Internal IV	9	25	 Edit	 Delete

To Add exam types, click on [Add Exam Types](#) link under View Exam Types.

Add exam type

NOTE: You can give exam type name like term1,unit test 1,half yearly...etc.

*Exam Type :
*Pass Marks :

*Max Marks :
*Send Reminder Before No. of Days :

(Reminder for SMS/E-mail)

Content for Email reminder : Dear Parents,The <examination Type> exams are starting from <start date> get the timetable from website.Please help your son/daughter to score better marks.

(Do not remove < >type variables)

Content for SMS reminder : Dear Parents <examination> examination is going to start from <date> for your children. Thank You From <school name>

(Do not remove < >type variables)

*Applicable Classes :

☐ All Classes
☐ 1ST CLASS
☐ 2ND CLASS
☐ IIIRD CLASS
☐ IV

☐ V
☐ VI
☐ VIII
☐ IX

☐ X
☐ INTER 2ND YEAR
☐ UKG

*Applicable Exam Sub Types :

☐ All Exam Sub Types
☐ Theory
☐ PRACTICAL
☐ FA

Submit
Cancel

Fill all the necessary details

- Exam Type
- Pass Marks
- Max Marks
- Send Reminder Before No. of Days (Based on the added days system will send the remainder message & Email to Parents)
- Applicable Classes (Select the applicable classes to which you need to conduct this exam type by selecting the check box provided at each class)

Hit Submit button after adding all the details.

Exam type added successfully. ✕

Current exam types

NOTE : You can edit exam types by clicking on the edit pen icon in each row at right side.

15 records

Search:

Exam Type	Pass Marks	Max Marks	Edit	Delete
Unit Test	35	100	Edit	Delete
UNIT TEST-II	35	100	Edit	Delete
ANNUAL	35	100	Edit	Delete
Term-I	40	100	Edit	Delete

Showing 1 to 4 of 4 entries

<
1
>

Edit Exam type

To **Edit Exam Type** click on pencil icon provided at edit column of each exam type.

Update the necessary details

- Exam Type
- Pass Marks
- Max Marks
- Send Reminder Before No. of Days (Based on the added days system will send the remainder message & Email to Parents)
- Applicable Classes (Select the applicable classes to which you need to conduct this exam type by selecting the check box provided at each class). Hit Submit button after updating the details.

Update Exam Type

NOTE: Each Exam Type can have subtypes like Theory, Practical, Assignment etc...

*Exam Type :

*Pass Marks :

*Max Marks :

*Send Reminder Before No. of Days :

(Reminder for SMS/E-mail)

Content for Email reminder : Dear Parents, The <examination Type> exams are starting from <start date> get the timetable from website. Please help your son/daughter to score better marks.

(Do not remove <> type variables)

Content for SMS reminder : Dear Parents <examination> examination is going to start from <date> for your children. Thank You From <school name>

(Do not remove <> type variables)

*Applicable Classes :

☐ All Classes

☐ SIX

☐ LKG

☐ IV

☐ II

☐ III

☐ V

☐ XI

☐ TENTH

☐ I

☐ TESTING 1

☐ IX

☐ LKG

☒ II

☐ I

☐ VIII

☐ IV

☐ UKG

☐ XII

☐ TESTING 2

☐ INTER

☐ X-12

☐ TESTING

☐ UKG

☐ X

☐ V

☐ III

☐ X

☐ VI

☐ VII

☐ FIRST

☐ THIRD

☐ PER KG

☐ TESTING122

Submit

Cancel

Delete Exam Type

To **Delete Exam Type** click on delete icon provided at delete column of each exam type.

Grades & Exam Types

View Exam Subtypes View Exam Types View Subject Grades View Exam Grades

Current exam types

NOTE: You can edit exam types by clicking on the edit pen icon in each row at right side.

15 records Search:

Exam Type	Pass Marks	Max Marks	Edit	Delete
Unit Test	35	100		
UNIT TEST-II	35	100		
ANNUAL	35	100		
Term-I	40	100		

Showing 1 to 4 of 4 entries

1

Hit "Yes" to delete the exam type.

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Change Exam Types Order

To Change Exam Types order click on [Change Exam Types Order](#) link

Grades & Exam Types

View Exam Subtypes ▾
Change Exam Types Order ▾
View Subject Grades ▾
View Exam Grades ▾

Change exam types order

NOTE: You can change exam types order click on the exam type and drag and drop into respective position.

Order	Exam Type
1	ANNUAL
2	Term-I

If we want to change the exam type Term-I to 1st position, then just click on Exam type name and drag to the position as you need.

3. View Subject Grades

This option is used to update or edit Subject grades.

Grades & Exam Types

Change Subtypes Order ▾
View Exam Types ▾
Add Subject Grades ▾
Add Exam Grades ▾

Subject individual grades

NOTE: You can edit/update existing grades by clicking on edit pen icon in each row at right side.

15 ▾ records
Search:

Grade Name	Min Marks (%)	Max Marks (%)	Grade Points	Edit	Delete
A	90.0	100.0	10.0	Edit	Delete
B	80.0	89.0	9.0	Edit	Delete
C	70.0	79.0	7.0	Edit	Delete

Showing 1 to 3 of 3 entries

<
1
>

Add Subject Grades

To Add Subject Grades, click on [Add Subject Grades](#) link under View Subject Grades.

Grades & Exam Types

Change Subtypes Order
View Exam Types
Add Subject Grades
Add Exam Grades

Add subject grades

Grade Name :

Min Marks (%) :

Max Marks (%) :

Grade points :

Submit
Cancel

Fill all the necessary details

- Grade Name
- Min Marks (%)
- Max Marks (%)
- Grade Points

Hit Submit button after adding all the details.

Grades & Exam Types

Change Subtypes Order
View Exam Types
Add Subject Grades
Add Exam Grades

Grade added successfully.

Subject individual grades

NOTE: You can edit/update existing grades by clicking on edit pen icon in each row at right side.

15 records
Search:

Grade Name	Min Marks (%)	Max Marks (%)	Grade Points	Edit	Delete
A	90.0	100.0	10.0	Edit	Delete
B	80.0	89.0	9.0	Edit	Delete
C	70.0	79.0	8.0	Edit	Delete
D	60.0	69.0	7.0	Edit	Delete

Edit Subject Grades

To **Edit Subject Grades** click on pencil icon provided at edit column of each subject grade.

Update the necessary details

- Grade Name
- Min Marks (%)
- Max Marks (%)
- Grade Points

Hit Submit button after updating the details.

Update subject grades >

*Grade Name :

D

*Min Marks (%) :

60

*Max Marks (%) :

69

*Grade points :


7.0

Submit

Cancel

Delete Subject Grades

To **Delete Subject Grades** click on delete icon provided at delete column of each subject grade.









Grades & Exam Types 

Change Subtypes Order View Exam Types Add Subject Grades Add Exam Grades

Subject individual grades

NOTE: You can edit/update existing grades by clicking on edit pen icon in each row at right side.

15 records Search:

Grade Name	Min Marks (%)	Max Marks (%)	Grade Points	Edit	Delete
A	90.0	100.0	10.0	 Edit	 Delete
B	80.0	89.0	9.0	 Edit	 Delete
C	70.0	79.0	8.0	 Edit	 Delete
D	60.0	69.0	7.0	 Edit	 Delete

Showing 1 to 4 of 4 entries

< 1 >

Hit "Yes" to delete subject grades.

4. View Exam Grades

This option is used to update or edit Exam grades.







Grades & Exam Types

Change Subtypes Order View Exam Types Add Subject Grades **Add Exam Grades**

Exam grades

NOTE: You can edit/update existing exam grades by clicking on edit pen icon in each row at right side.

15 records Search:

Grade Name	Min Marks (%)	Max Marks (%)	Description	Edit	Delete
A	90.0	100.0	Excellent	 Edit	 Delete
B	80.0	89.0	Good	 Edit	 Delete
C	60.0	79.0	Average	 Edit	 Delete

Showing 1 to 3 of 3 entries

Add Exam Grades

To Add Exam Grades, click on [Add Exam Grades](#) link under View Exam Grades.

Grades & Exam Types

Change Subtypes Order View Exam Types Add Subject Grades **Add Exam Grades**

Add exam grades

*Grade Name :

*Min Marks (%) :

*Max Marks (%) :

*Description :

Submit Cancel

Fill all the necessary details

- Grade Name
- Min Marks (%)
- Max Marks (%)
- Description

Hit Submit button after adding all the details.

Grades & Exam Types









Change Subtypes Order ▾ View Exam Types ▾ Add Subject Grades ▾ **Add Exam Grades ▾**

Grade added successfully.

Exam grades

NOTE: You can edit/update existing exam grades by clicking on edit pen icon in each row at right side.

15 ▾ records Search:

Grade Name	Min Marks (%)	Max Marks (%)	Description	Edit	Delete
A	90.0	100.0	Excellent	 Edit	 Delete
B	80.0	89.0	Good	 Edit	 Delete
C	60.0	79.0	Above Average	 Edit	 Delete
D	40.0	59.0	Average	 Edit	 Delete

Showing 1 to 4 of 4 entries

< 1 >

Edit Exam Grades

To **Edit Exam Grades** click on pencil icon provided at edit column of each exam grade.

Update the necessary details

- Grade Name
- Min Marks (%)
- Max Marks (%)
- Description

Hit Submit button after updating the details.

Update exam grades

*Grade Name : *Min Marks (%) :

*Max Marks (%) : *Description :

Delete Exam Grades

To **Delete Exam Grades** click on delete icon provided at delete column of each exam grade.

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Grades & Exam Types

Change Subtypes Order ▾ View Exam Types ▾ Add Subject Grades ▾ **Add Exam Grades ▾**

Exam grades

NOTE: You can edit/update existing exam grades by clicking on edit pen icon in each row at right side.

15 ▾ records Search:

Grade Name	Min Marks (%)	Max Marks (%)	Description	Edit	Delete
A	90.0	100.0	Excellent		
B	80.0	89.0	Good		
C	60.0	79.0	Above Average		
D	40.0	59.0	Average		

Showing 1 to 4 of 4 entries < 1 >

Hit "Yes" to delete subject grades.

Once after login click on **Academics** under this select **Exam Schedules**

Before going to Exam Schedules make sure that you have already configured **Grades & Exam Types**

View Exam Schedules **Add Exam Syllabus** Add Exam Schedule

Completed Exam Schedules

NOTE: These are the completed exam schedules. You can view exam schedules by click on class name. You can visit the active schedules at [Active Schedules](#)

Class	Exam Type	Start Date	End Date	Download	Print
LKG-A	half yearly	31-May-0014	12-Jun-2014	Marks Sheet	
LKG-A	Term-3	02-Jun-2014	03-Jun-2014	Marks Sheet	
LKG-A	Half-Yearly	29-Apr-2014	06-May-2014	Marks Sheet	
LKG-A	Term-2	27-May-2014	27-May-2014	Marks Sheet	
LKG-A	Quarterly	03-Jun-2014	04-Jun-2014	Marks Sheet	
LKG-A	Pre Public	10-Jun-0014	09-Jun-2014	Marks Sheet	
X	Slip	12-Jun-2014	13-Jun-2014	Marks Sheet	
V	Term-2	30-Apr-2014	31-May-2014	Marks Sheet	
V	Unit Test - I	30-Apr-2014	08-May-2014	Marks Sheet	
UKG-A	half yearly	04-Jun-2014	10-Jun-2014	Marks Sheet	
UKG-A	Quarterly	17-Mar-2014	19-Mar-2014	Marks Sheet	
UKG-A	Unit Test II	12-May-2014	23-May-2014	Marks Sheet	

By default system will show Active Exam Schedules Page.

The system will show the active and archive Schedules

Active Exam schedules will shows the exam which is going to be conducted at present / future by school.

Active Exam Schedules

NOTE: You can visit the completed schedules at [Archive Schedules](#)

You do not have any active exam schedules

To add Exam Schedules click on [Add Exam Schedule](#) link

- Select the class for which you want to conduct an exam from Select Class drop down box
- Select the Exam Type from Select Exam Type drop down box.
- Fill the necessary details like
 - a. Max marks
 - b. Exam Date
 - c. Start time
 - d. End Time and
 - e. Subtype
- There is a checkbox as **Copy schedules to all sections**, if you click the check box the same exam schedule will define for remaining sections of that class.
- If you are conducting any exam subtype like Theory, Practical, Assignment etc than you have to click on subtype.
- Define the marks for the every subject subtype (for eg:- If you are conducting the English Exam for 50 marks and subtype is applicable like FA and Theory both than the marks should be (25 and 25) or (30 and 20), the mark for both the subtype should be equal to total marks).
- After Adding all the details hit on Submit button.

Create or Update Exam Schedule

NOTE: Just three steps: select class, applicable sections and exam type then System would display input form for all the available subjects.

* Select Class :

* Select Exam Type :

Copy schedules to all sections : ☐

NOTE: Please select this check box for copying these exam schedules to remaining sections if available. These exam schedules will copy only if remaining sections have same subjects. If exam schedules are already defined to remaining sections those schedules should be overridden.

15 records

Search:

Subject	Max Marks	Exam Date	Start Time	End Time	SubType	Delete
Drawing	<input type="text"/>				<input type="checkbox"/> type-A	
Drawing	<input type="text"/>	<input type="text"/>	- Select -	- Select -	<input type="checkbox"/> SA 2	
Drawing	<input type="text"/>	<input type="text"/>	- Select -	- Select -	<input type="checkbox"/> FA1	
Drawing	50	<input type="text"/>	- Select -	- Select -	<input type="checkbox"/> FA	
Drawing	<input type="text"/>	<input type="text"/>	- Select -	- Select -	<input type="checkbox"/> FA2	
Drawing	<input type="text"/>	<input type="text"/>	- Select -	- Select -	<input type="checkbox"/> SA1	

- You will get a message as saying that Exam Schedule details added successfully.
- You can see the added exam in Active Exam Schedule as shown below.
- If you want to print the copies of exam schedule you can do by click on print option given in print column.

View Exam Schedules							
Active Exam Schedules							
NOTE: These are the active exam schedules. You can view exam schedules by click on class name. You can visit the completed schedules at Archive Schedules							
Class	Exam Type	Start Date	End Date	Download	Print	Add/Edit	Delete
LKG-A	half yearly	31-May-0014	23-Jun-2014	Marks Sheet		Edit	Delete

To edit Exam Schedules

- Click on Edit icon provided at edit column of each exam type.
- Update the necessary details provided at each subject
 - Exam Date
 - Max Marks
 - Exam Subtype
 - Start Time
 - End Time

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Note:

- a. For completed Exam Subjects you cannot edit anything.
- b. If you want to change anything you need to delete that Exam Schedules of that subject and recreate it.
 - If you want to delete any subject exam schedule you can delete it by clicking on Delete icon provided at delete column of each subject subtype.

[View Exam Schedules](#) | [Add Exam Syllabus](#) | [Add Exam Schedule](#)

Create or Update Exam Schedule

NOTE: Just three steps: select class, applicable sections and exam type then System would display input form for all the available subjects.

* Select Class :

* Select Exam Type :

Copy schedules to all sections : ☐

NOTE: Please select this check box for copying these exam schedules to remaining sections if available. These exam schedules will copy only if remaining sections have same subjects. If exam schedules are already defined to remaining sections those schedules should be overridden.

15 records Search:

Subject	Max Marks	Exam Date	Start Time	End Time	SubType	Delete
Conversation					<input type="checkbox"/> type-A	
Conversation	100	6/23/14	07:00 AM	08:00 AM	<input checked="" type="checkbox"/> SA 2	Delete
Conversation					<input type="checkbox"/> Practical	
Conversation					<input type="checkbox"/> Practical	
Conversation			- Select -	- Select -	<input type="checkbox"/> SA1	
Conversation			- Select -	- Select -	<input type="checkbox"/> FA2	

Showing 1 to 15 of 90 entries

[1](#) [2](#) [3](#) [4](#) [5](#)

[Submit](#) [Cancel](#)

Hit submit button after updating all the details.

Follow same process to edit the remaining exam schedules.

To see the Added exam Schedule information click on class name provided under **Class** column

[View Exam Schedules](#) | [Add Exam Syllabus](#) | [Add Exam Schedule](#)

Active Exam Schedules

NOTE: These are the active exam schedules. You can view exam schedules by click on class name. You can visit the completed schedules at [Archive Schedules](#)

Class	Exam Type	Start Date	End Date	Download	Print	Add/Edit	Delete
LKG-A	half yearly	31-May-0014	23-Jun-2014	Marks Sheet		Edit	Delete

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System will display information of the selected class exam schedule as shown

Exam Schedules					
Class Name : LKG-A		Exam Type : half yearly		Max Marks : 100	
Subject Name	SubType Name	Exam Date	Max Marks	Start Time	End Time
English	SA 2	01-Jun-2014	100.0	09:00 AM	12:00 PM
Music	SA1	12-Jun-2014	100.0	09:00 AM	12:00 PM
Addl. Optional Subject	SA1	31-May-0014	100.0	09:00 AM	12:00 PM
Conversation	SA 2	23-Jun-2014	100.0	07:00 AM	08:00 AM

To Download the marks sheet click on [Marks Sheet](#) provided under [Download](#) column then you will get the excel sheet where you can enter each student marks.

View Exam Schedules					
Add Exam Syllabus					
Add Exam Schedule					
Completed Exam Schedules					
NOTE: These are the completed exam schedules. You can view exam schedules by click on class name. You can visit the active schedules at Active Schedules					
Class	Exam Type	Start Date	End Date	Download	Print
LKG-A	half yearly	31-May-0014	12-Jun-2014	Marks Sheet	

You will get the excel sheet as shown.

Ravi E Techno Schools									
NULL, Ravi E Schools, Hennur Cross, Bangalore - 524002									
Note :-									
1) You shouldn't change green colour fields.									
2) If any student is absent for particular subject add 'A' for that subject.									
Class	I - A	Exam Type	Unit Test 1	Computer	English 1 (Grammar)	English 2 (Literature)	GK	Hindi	Kannada
Admission Number	Student Roll No	Student Name	FA(Max Marks: 50.0)	FA(Max Marks: 50.0)	FA(Max Marks: 50.0)	FA(Max Marks: 50.0)	FA(Max Marks: 50.0)	FA(Max Marks: 50.0)	FA(Max Marks: 50.0)
0023	1	GODWIN JOHNS MATHEW A							
0024	2	DHYEYA MANE S A							
0025	3	JOEL JACOB G A							
0026	4	KUSHANK J KHALE A							
0027	5	DEEPAK K							
0028	6	THANMAYI G A							
0029	7	INDUPRIYA A A							
0030	8	RISHIKA SHREE REDDY E							
0031	9	ROHINI A							
0032	10	SHREYA J A							

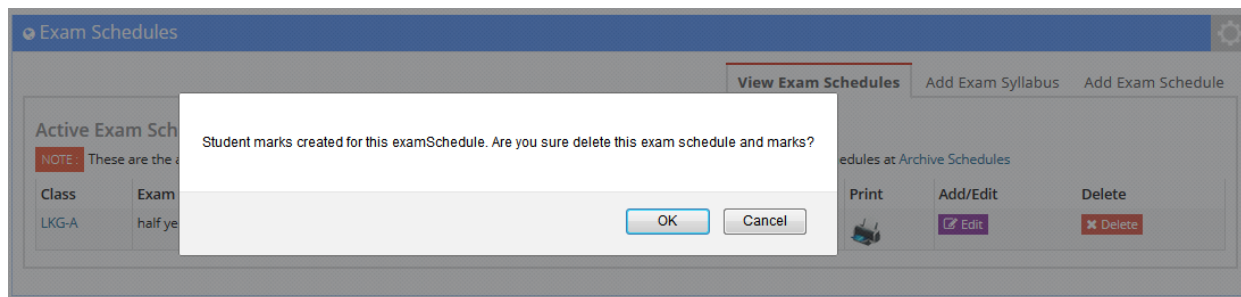
After entering the marks just upload the sheet in [Manage Student Marks](#) under [Admin](#).

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To **delete the exam schedules** click on delete icon provided at delete column of each exam schedule.

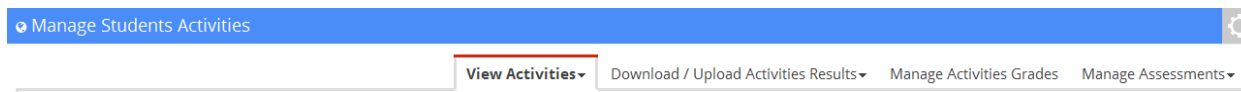


Click ok to delete the Exam schedules.

Manage Student Activities

We have the following options “Manage Student Activities”

1. View Activities
2. Download / Upload Activities Results
3. Manage Activities Grades
4. Manage Assessments



1. View Activities

This option is used to update or edit Activities.

Manage Students Activities

View Activities ▾ Download / Upload Activities Results ▾ Manage Activities Grades Manage Assessments ▾

NOTE :

- You can view all activities from the below.
- You can create or Update any activities.

15 ▾ records Search:

Student Activity Name	Manage Sub Activities	Edit	Delete
ART / CRAFT	Manage Sub Activities	Edit	Delete
ATTITUDES AND VALUES	Manage Sub Activities	Edit	Delete
CO-CURRICULAR ACTIVITIES	Manage Sub Activities	Edit	Delete
COCO	Manage Sub Activities	Edit	Delete
LITERARY SKILLS	Manage Sub Activities	Edit	Delete
MUSIC	Manage Sub Activities	Edit	Delete
READING	Manage Sub Activities	Edit	Delete
SPORTS	Manage Sub Activities	Edit	Delete
TEST	Manage Sub Activities	Edit	Delete
VISUAL ARTS & PERFORMING ARTS	Manage Sub Activities	Edit	Delete
WORK EDUCATION	Manage Sub Activities	Edit	Delete

Showing 1 to 11 of 11 entries

< 1 >

Add Activities

To Add Activities, click on [Add Activities](#) link under View Activities.

Manage Students Activities

View Activities ▾ Download / Upload Activities Results ▾ Manage Activities Grades Manage Assessments ▾

Add activity

* Category Name :

* Activity Name :

Activity Description :

Submit Cancel

Fill all the fields which have asterisk mark and Hit on submit button after adding the data.

Manage Students Activities

View Activities ▾ Download / Upload Activities Results ▾ Manage Activities Grades Manage Assessments ▾

Activity added successfully

NOTE:

- You can view all activities from the below.
- You can create or Update any activities.

15 ▾ records Search:

Student Activity Name	Manage Sub Activities	Edit	Delete
ART / CRAFT	Manage Sub Activities	Edit	Delete
ATTITUDES AND VALUES	Manage Sub Activities	Edit	Delete
CO-CURRICULAR ACTIVITIES	Manage Sub Activities	Edit	Delete
COCO	Manage Sub Activities	Edit	Delete
CRICKET	Manage Sub Activities	Edit	Delete

Add Sub Activities

To Add Sub Activities, click on Manage Sub Activities icon. This screen will appear.

Manage Students Activities

View Activities ▾ Download / Upload Activities Results ▾ Manage Activities Grades Manage Assessments ▾

[+ Add Sub Activity](#) [Back To View Activities](#)

15 ▾ records Search:

Sub Activity Name	Description	Edit	Delete
ART / CRAFT		Edit	Delete
GENERAL KNOWLEDGE		Edit	Delete
MORAL INSTRUCTION		Edit	Delete
PHYSICAL EDUCATION		Edit	Delete

Showing 1 to 4 of 4 entries

< 1 >

To Add Sub Activities, click on [Add Sub Activity](#) Link.

Fill all the fields which have asterisk mark and Hit on submit button after adding the data.

Manage Students Activities

View Activities ▾ Download / Upload Activities Results ▾ Manage Activities Grades Manage Assessments ▾

Add sub activity

* Sub Activity Name :

Description :

*Applicable Classes & Sections :

All Classes & Sections : ☐

Select Classes & Sections :

<input type="checkbox"/> I - A	<input type="checkbox"/> I - B	<input type="checkbox"/> II - A
<input type="checkbox"/> II - B	<input type="checkbox"/> III - A	<input type="checkbox"/> III - B
<input type="checkbox"/> IV - A	<input type="checkbox"/> IV - B	<input type="checkbox"/> V - A
<input type="checkbox"/> V - B	<input type="checkbox"/> VI - A	<input type="checkbox"/> VI - B
<input type="checkbox"/> VII - A	<input type="checkbox"/> VII - B	<input type="checkbox"/> VIII - A
<input type="checkbox"/> VIII - B	<input type="checkbox"/> IX - A	<input type="checkbox"/> IX - B
<input type="checkbox"/> X - A	<input type="checkbox"/> X - B	<input type="checkbox"/> INTER
<input type="checkbox"/> XI_ARTS - A	<input type="checkbox"/> XI_SCI - A	<input type="checkbox"/> XI_SCI - B
<input type="checkbox"/> LKG - A	<input type="checkbox"/> LKG - B	<input type="checkbox"/> LKG - C
<input type="checkbox"/> TESTING - A		

Submit Cancel

2. Download / Upload Activities Results

This option is used to download / upload activities results.

Download Activities

With this option we can download activities

1. Click on "Download Activities" option. Then the following page will appear

Manage Students Activities

View Activities ▾ Download / Upload Activities Results ▾

Download activities template

NOTE

- Please select class then system shows exam types applicable for this class then click on 'Download Sheet' button.
- This excel sheet has marked with set of column names that are supported by the system.
- Please do not add new columns or delete the marked columns. If you want add more columns, please contact EazySchool support team(support@eazyschool.com).
- If any activity doesn't contain category name then that activity come under Others.

*Select Class :

*Select Exam Type :

*Select Type :

Sort Students By : ☒ Student Name ☐ Roll Number ☐ Admission Number

*Select Category : ☒ CO-CURRICULAR ACTIVITIES ☐ P.T. ☐ SPORTS

☐ PT ☐ ASSESSMENT3

Select Assessment : ☐ ASSESSMENT1 ☐ ASSESSMENT3

Select Grading Type : ☒ Grade ☐ Points ☐ Marks

Download Sheet

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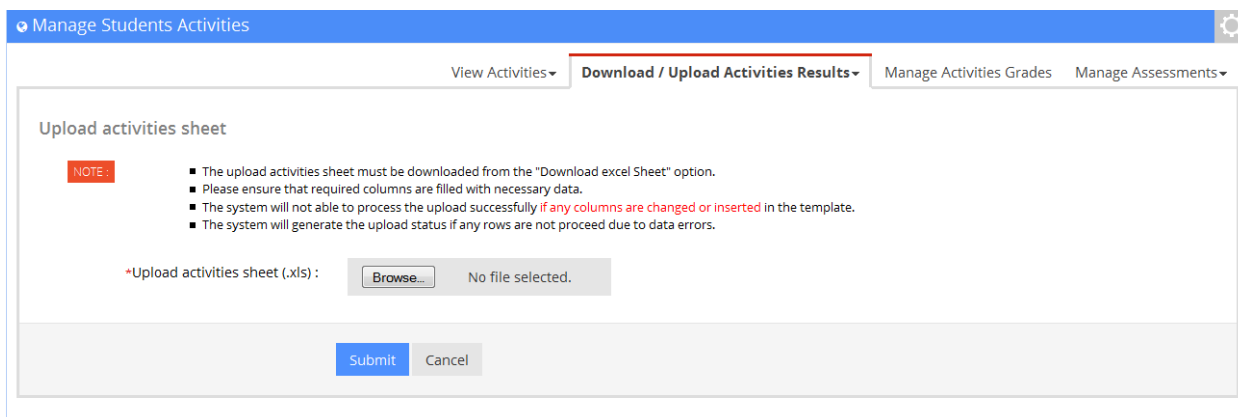
2 Fill all the fields which have asterisk mark and Hit on “Download sheet “ button. Then an excel template is downloaded in your computer

3. Type the Activities information and save the file.

Upload Activities

With this option we can upload activities

1. Click on "Upload Activities" option. Then the following page will appear



Manage Students Activities

View Activities ▾ **Download / Upload Activities Results ▾** Manage Activities Grades Manage Assessments ▾

Upload activities sheet

NOTE :

- The upload activities sheet must be downloaded from the "Download excel Sheet" option.
- Please ensure that required columns are filled with necessary data.
- The system will not able to process the upload successfully if **any columns are changed or inserted** in the template.
- The system will generate the upload status if any rows are not proceed due to data errors.

*Upload activities sheet (.xls) : No file selected.

2. Click on browse button to select the Activities file and click on open button to select the file.

3. Click on " Upload Activities Excel Sheet" button to upload the all Activities information into the application.

4. Click "Cancel" button to stop this process.

Download / Upload Marks Sheet

We have the following options “Download / Upload marks sheet”

1. Download mark sheet

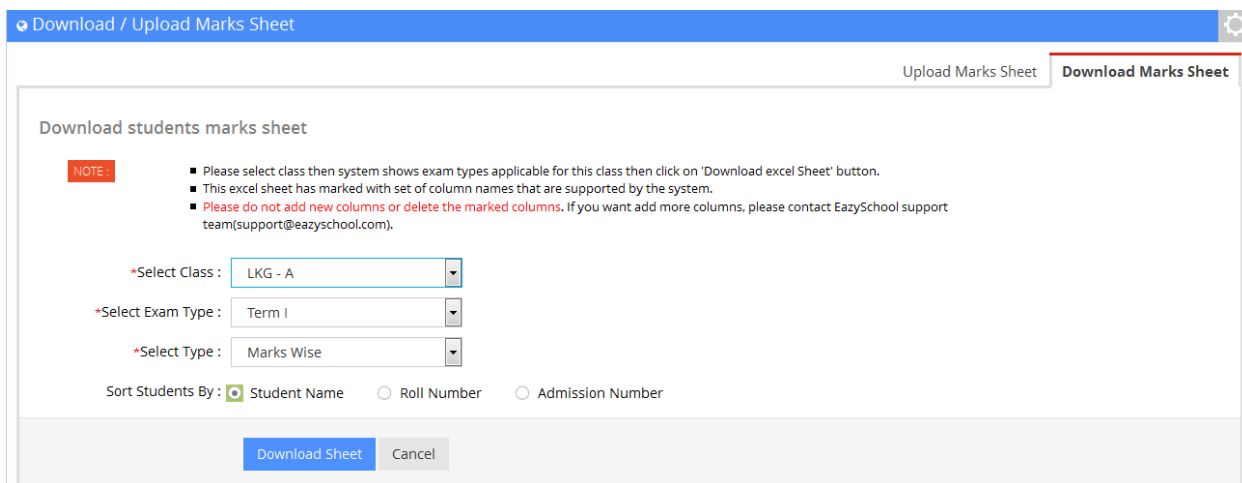
2. Upload marks sheet

1. Download marks sheet

Download marks sheet

With this option we can download mark sheet

1. Click on "Download mark sheet" option. Then the following page will appear



Download / Upload Marks Sheet

Upload Marks Sheet | **Download Marks Sheet**

Download students marks sheet

NOTE

- Please select class then system shows exam types applicable for this class then click on 'Download excel Sheet' button.
- This excel sheet has marked with set of column names that are supported by the system.
- Please do not add new columns or delete the marked columns. If you want add more columns, please contact EazySchool support team(support@eazyschool.com).

*Select Class : LKG - A

*Select Exam Type : Term I

*Select Type : Marks Wise

Sort Students By : ☒ Student Name ☐ Roll Number ☐ Admission Number

Download Sheet Cancel

2 Fill all the fields which have asterisk mark and Hit on "Download sheet " button. Then an excel template is downloaded in your computer

3. Type the marks information and save the file.

4. Click "Cancel" button to stop this process.

Upload Marks sheet

With this option we can upload marks sheet

1. Click on "Upload marks sheet" option. Then the following page will appear

Download / Upload Marks Sheet



Upload Marks Sheet

Download Marks Sheet

Upload students marks sheet

NOTE :

- The upload marks sheet must be downloaded from the "Download Marks Sheet" option.
- Please ensure that required columns are filled with necessary data.
- The system will not be able to process the upload successfully if any columns are changed or inserted in the template.
- The system will generate the upload status if any rows are not processed due to data errors.

*Upload marks sheet (.xls) :

Browse...

No file selected.

Submit

2. Click on browse button to select the marks file and click on open button to select the file.
3. Click on " Upload marks Excel Sheet" submit button to upload the all Marks information into the application.
4. Click "Cancel" button to stop this process.

Score Card

This option is used to upload and generated score cards.

1. Generate Score card
2. Upload Score card Templates.
3. Default Score card.

Scorecard



Generate Scorecard

Upload Templates

Default Scorecard


1. Generate Score card

With this option we can generate score card

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Scorecard 

Generate Scorecard | Upload Templates | Default Scorecard

Generate by : ☒ Class & Section ☐ Student Name ☐ Admission Number

NOTE:

- Before generating scorecard please upload template for that class.
- After uploading template if you have changed any examtype, subject names and subtype names details in system, system cannot generate scorecard.
- Every time you need to regenerate the scorecards if you updated any of the students marks.
- Select exam type,class then click on 'Generate Scorecard' button to generate the scorecard.

*Select Exam Type :

Select Class :


Generate Scorecard

- Fill all the fields and Hit on “Generate Score card “button. Then an score card excel zip is downloaded in your computer.

2. Upload Score card Templates

With this option we can upload score card templates.

1. Click on "Upload Templates" option. Then the following page will appear

Scorecard 

Generate Scorecard | **Upload Templates** | Default Scorecard

Upload scorecard template

NOTE:

- If you will not find any score card or need to prepare the scorecard please contact eazyschool supporting team at (support@eazyschool.com).
- Eazyschool supporting will prepare the scorecard with respect to school scorecard design and upload those score card after getting the approval from the school management.

*ExamTypes : ☐ All Exam Types

☒ Term I
☐ UNIT TEST II
☐ UNIT TEST IV
☐ Internal I
☐ Internal IV
☐ FINAL
☐ FINAL1

☐ Term II
☐ HALF YEARLY
☐ Term 1
☐ Internal II
☐ Annual Exam
☐ 1st UNIT TEST
☐ Term IV

☐ UNIT TEST I
☐ ASSIGNMENT IV
☐ Term 2
☐ Internal III
☐ Fourth Internal
☐ ASSIGNMENT 1

*Classes : ☐ All Classes

☒ LKG - A
☐ I - B
☐ III - A
☐ IV - B
☐ VI - A
☐ VII - B
☐ IX - A
☐ X - B
☐ XI_MAT_HIN - A
☐ XI_COM_HIN - C
☐ XI_ARTS - A
☐ XI_SCI - A
☐ NURSERY - B

☐ UKG - A
☐ II - A
☐ III - B
☐ V - A
☐ VI - B
☐ VIII - A
☐ IX - B
☐ XI_BIO_PHY - A
☐ XI_MAT_PHY - A
☐ XI_COMM_PEDU - D
☐ XI_COMM - A
☐ XI_SCI - B

☐ I - A
☐ II - B
☐ IV - A
☐ V - B
☐ VII - A
☐ VIII - B
☐ X - A
☐ XI_BIO_HIN - A
☐ XI_PCM_PED - B
☐ PRE PRIMARY - A
☐ XI_COMM - B
☐ XI_SCI - BIFOCAL_A

*Upload academics template (.xlsx) : No file selected.

No file selected.

Submit

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2. Fill all the fields and click on browse button to select the score card excel template and click on open button to select the file.
3. Click on "submit" button to upload the score card templates into the application. Then the following page will appear
4. Click "Cancel" button to stop this process.

Uploaded scorecard templates

15 records Search:

Class name	Exam Type	Profile template	Academics template	Download	Delete
I - A	ASSIGNMENT IV		St.JohnsA.P(I-V)(1).xls	Download	Delete
I - A	UNIT TEST IV		XI-BIO-HINDI-A.xlsx	Download	Delete
I - B	Annual Exam		St.JohnsA.P(IX).xlsx	Download	Delete
I - B	Term II		ScoreCardTemplate.xlsx	Download	Delete
III - B	HALF YEARLY		ScoreCardTemplate.xlsx	Download	Delete
IX - A	UNIT TEST II		ScoreCardTemplate.xlsx	Download	Delete
LKG - A	Term I		GulbargaFinalPreprimaryNew.xlsx	Download	Delete
LKG - A	Term II		GulbargaFinalPreprimaryNew.xlsx	Download	Delete

3. Default Score card

With this option we can generate default score card templates.

1. Click on "Default score card" option. Then the following page will appear

Scorecard

Generate Scorecard Upload Templates **Default Scorecard**


NOTE:


- Please create grades for sub types in 'ACADEMICS' -> 'Grades ExamTypes' section.
- Please create grades for Overall Grades and Subject Grades in 'ACADEMICS' -> 'Grades ExamTypes' section.

Generate Students Progress Report

NOTE: Select class then system shows marks uploaded exam types then click on 'Generate Report'.

*Select Class :

* Exam Date From : 
 (MM/DD/YYYY)

* To Date : 
 (MM/DD/YYYY)

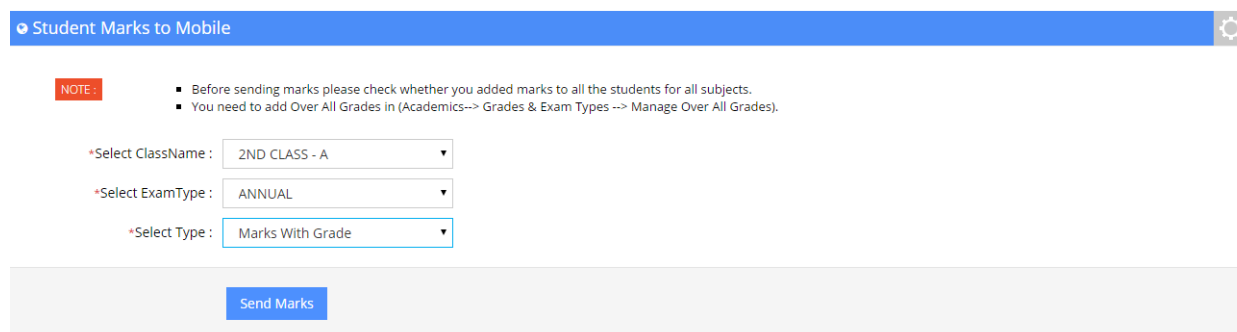
[Generate Report](#) [Cancel](#)

2. Fill all the fields and Hit on "Generate Report "button. Then an score card excel zip is downloaded in your computer.
3. Click "Cancel" button to stop this process.

Send Marks to Mobile

With this option we can send marks to parent mobile.

1. Click on "Send Marks to Mobile" option. Then the following page will appear



Student Marks to Mobile

NOTE :

- Before sending marks please check whether you added marks to all the students for all subjects.
- You need to add Over All Grades in (Academics--> Grades & Exam Types --> Manage Over All Grades).

*Select ClassName : 2ND CLASS - A

*Select ExamType : ANNUAL

*Select Type : Marks With Grade

Send Marks

2. Fill all the fields and Hit on "Send marks "button.

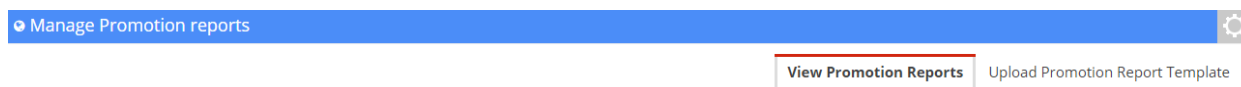
3. Click "Cancel" button to stop this process.

Manage Promotion Students

This option is used to promote the students for next year.

1. View Promotion Report

2. Upload Promotion Report Template.



Manage Promotion reports

View Promotion Reports **Upload Promotion Report Template**

1. View Promotion Report

With this option we can view promotion report.

1. Click on "Manage Promotion Students" option. Then the following page will appear

Manage Promotion reports

View Promotion Reports | Upload Promotion Report Template

Generate Promotion Report

Select class and click on 'Generate Report' system will generate promotion report for that class based on template you have uploaded.

NOTE:

- Before generating score card please upload template for that class.
- After uploading template if you have changed any examtype, subject names and subtype names details in system, system can't generate promotion report.

*Select Class :

Generate Report

2. Select the Select class drop box and hit on “Generate Report” button.

2. Upload Promotion Report Template.

With this option we can upload promotion report templates.

1. Click on “Upload Promotion Report Template” option. Then the following page will appear

Manage Promotion reports

View Promotion Reports | **Upload Promotion Report Template**

* Available Classes : ☐

Classes :

<input type="checkbox"/> 1ST CLASS	<input type="checkbox"/> 2ND CLASS	<input type="checkbox"/> IIIIRD CLASS
<input type="checkbox"/> IV	<input type="checkbox"/> V	<input type="checkbox"/> VI
<input type="checkbox"/> VIII	<input type="checkbox"/> IX	<input type="checkbox"/> X
<input type="checkbox"/> INTER 2ND YEAR	<input type="checkbox"/> UKG	

*Upload promotion report template (.xls or .xlsx) : No file chosen

Submit

2. Fill all the fields and click on browse button to select the promotion report excel template and click on open button to select the file.

3. Click on “submit” button to upload the promotion report templates into the application.

4. Click "Cancel" button to stop this process.

Click “Promote students submit” button, respective class students will be promoted to next class. We can see the following success message after student’s promotion.

Manage Promotion reports

View Promotion Reports

Upload Promotion Report Template

Successfully uploaded promotion report template.

Generate Promotion Report

Select class and click on 'Generate Report' system will generate promotion report for that class based on template you have uploaded.

NOTE :

- Before generating score card please upload template for that class.
- After uploading template if you have changed any examtype, subject names and subtype names details in system, system can't generate promotion report.

*Select Class : - Select -

Generate Report