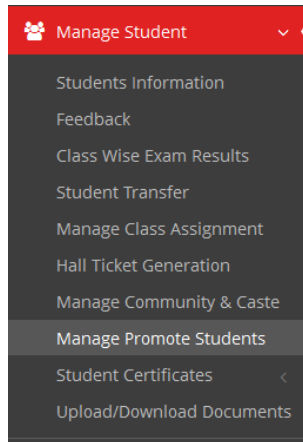# Manage Promote Students

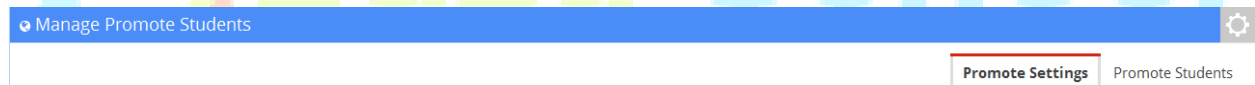Once after login from the home page click on Manage Students to perform the following Operations

Manage Promote students

We have the following options "Manage promote students"

1. Promote Settings

2. Promote Students

1. Promote Settings

This option is used to create or edit promotion class settings

- ➢ Promote students process is based on the promote settings.
- ➢ Please select promotable classes of each class.
- ➢ For promotion of students, please select class and section in select box, if you don't find class in select box please type class and section. Format should be 'I - A'. If no section available for that class just type 'I'.
- ➢ If you don't have any further classes to promote, Please select course completed option.

Promote Settings | Promote Students

Create or edit promotion class settings

Promote students process is based on the following settings . Please select promotable classes of each class.

NOTE :

- For promotion of students, please select class and section in select box, if you don't find class in select box please type class and section. Format should be 'I - A'. If no section available for that class just type 'I'.
- If you don't have any further classes to promote,Please select course completed option.

Class Names (Medium)	Promotable Class Names	Promotable Class Medium
II - A (ENGLISH) :	III - A	ENGLISH
III - A (ENGLISH) :	IV - A	ENGLISH
III - B (ENGLISH) :	IV - B	ENGLISH

Submit

➢ Select the promotable class names and promotable class medium from the list boxes.

➢ Click "submit" button to add the promotion class details. We can see the following success message after added promotion class details.

You have successfuly added Promotion class details. ✕

2. Promote Students

With this option we can promote students to corresponding classes.

➢ Select "Promote students" option from "Manage promote students" Page. Then the following page will be displayed.

➢ Select the classes by which we need to promote students.

- We need to select a class/the classes and need to check the conditions which we need to verify and promote for that class students.
- This is optional and we no need to check anything if we don't want to de-promote the student according to the options given.
- In case if we want to do the promotion process based on the options given, then check out them which ever are required as:
- Attendance: If you want to screen the students for promotion process if the students don't reach the cut-off percentage of attendance.
- Exam Marks: If you want to screen the students for promotion process according to the pass/fail marks they get in exams.
- School Fee: If you want to screen the students for promotion process if they don't pay the complete school fee.
- Transport Fee: If you want to screen the students for promotion process if they don't pay the complete transport fee.
- And next we have an option of "Do you need to view all students". If we check that when we click next we have list of all the students of each class so that we have an option to promotion/de-promote and to which class you want to promote each student.
- Click "Next" button. Then the following page is displayed.
- Click "Cancel" to stop the process

➢ Click "Promote students" button, respective class students will be promoted to next class. We can see the following success message after student's promotion.
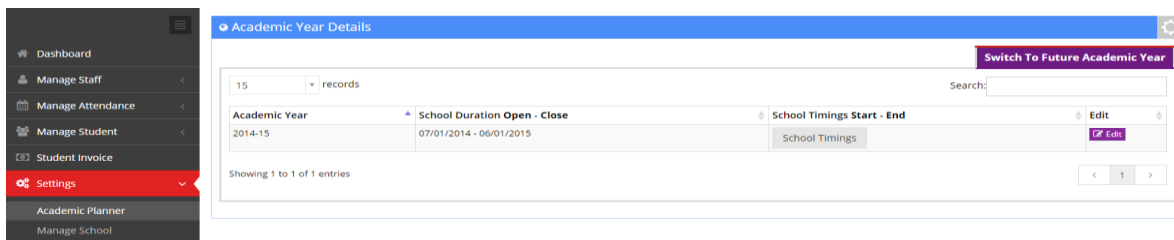
> You have successfully promoted students.   ×

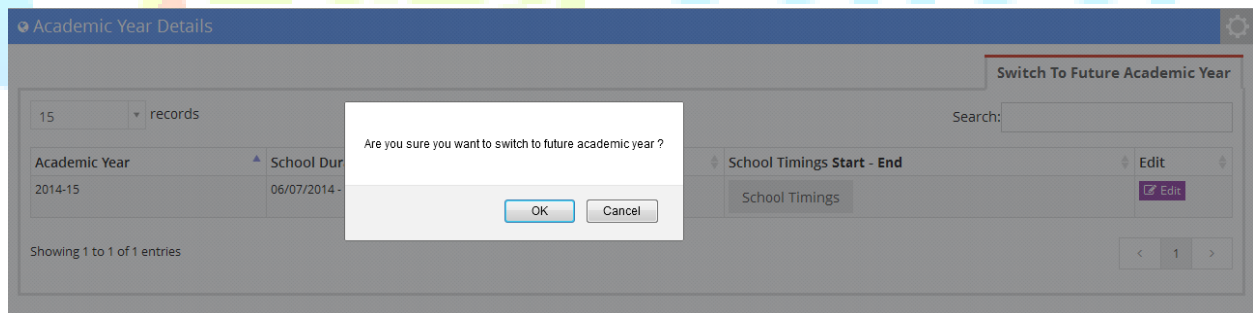➢ By this you have completed the promotion settings process.

Promotion process: To complete the promotion process

From Home page click on "Settings" option from the left navigation and select "Academic Planner" option.

Then the following screen will appear

➢ Click on "Switch to future academic year" option. We can see the confirm box pops up, click "OK" then the next academic planer.

➢ Click "Cancel" to stop the process.
➢ We can see the following success message after updated academic details.