Transition Monitoring System

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Government of Uttar Pradesh

Supported by

Document Revision History

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List of Abbreviations

LIST OF ABBREVIATIONS	
Acronym	**Description**
TMS	Transition Monitoring System
UP	Uttar Pradesh

This user guide, aims to guide the Users how to add new student (upper primary level) who are eligible for transition to secondary level of education to the system/TMS application and how to enrol upper primary students in secondary education.

1. Getting Started

1.1. Procedure to 'Login'

User has to log in with the log in credentials provided by the admin, in order to perform her/his tasks. To login User can click on **Log in** button located on the top right corner of the home page.
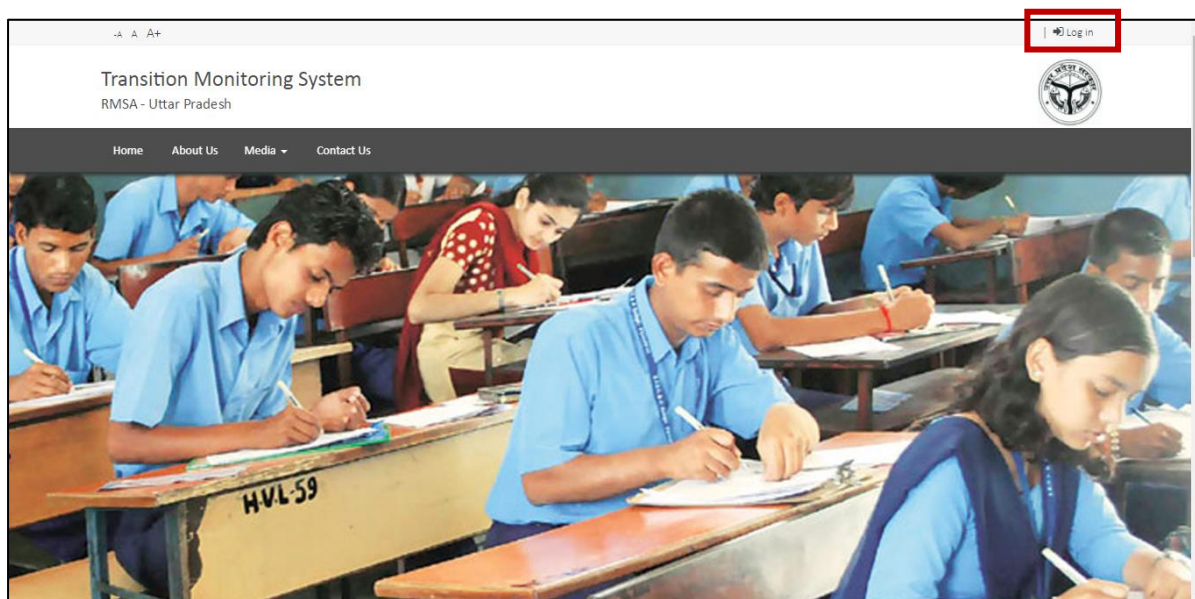

Figure 1: TMS Home Page

To login to the TMS application, a user at block level can provide the authenticated **Username** and **Password** and click on **LOGIN** button.
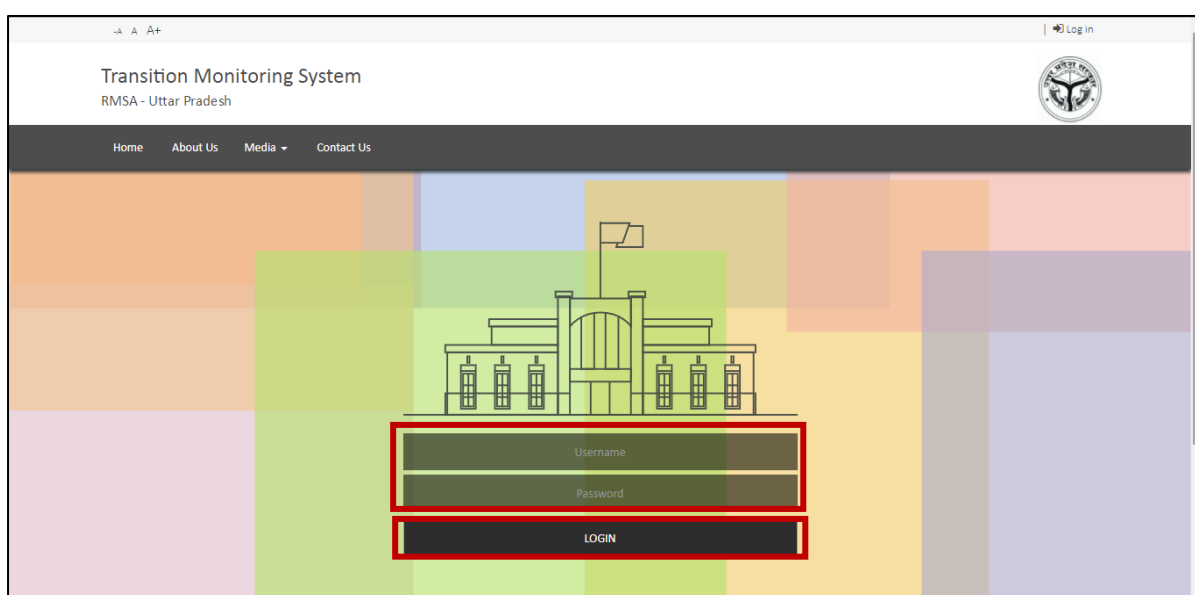

Figure 2: TMS Login Page

After clicking on the login button, user is navigated to TMS Manage Student page where s/he can perform two tasks

a. Add new student (upper primary level) who are eligible for transition to secondary level of education to the application

b. Enrol upper primary students in secondary education.
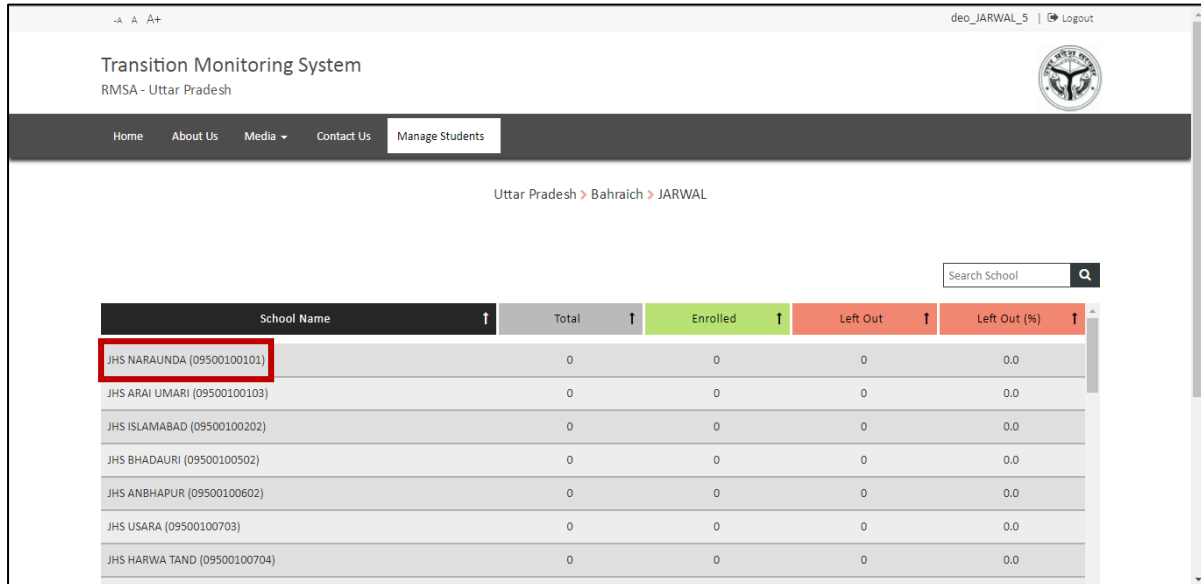
In this page, a user can see:

- The list of all schools that fall under her/his block.

- Total number of upper primary students who are eligible for transition to secondary level.

- Number of enrolled students in secondary schools.

- Number of left out (not enrolled) students in the secondary level and its percentage.

Figure 3: TMS Manage Students Page

a. Procedure to 'Add a New Student'

First, the block level users have to add all the upper primary students (who are eligible to get transited to secondary level) in their respective schools. To add a student, user has to select student's school first. Here, in the below image JHS NARAUNDA school is selected.
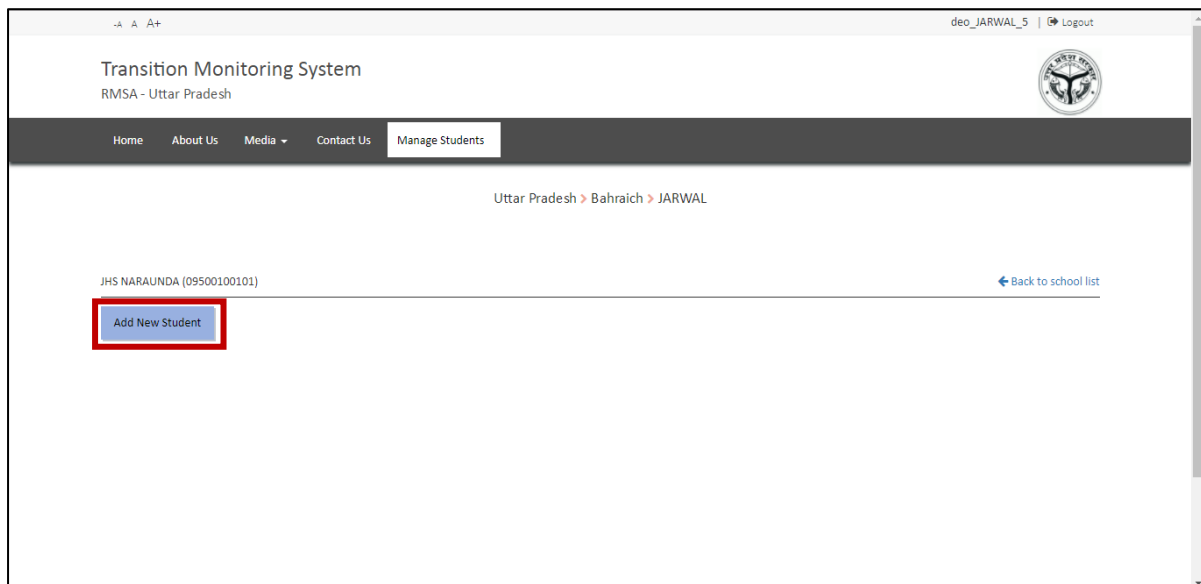

Figure 4: TMS Manage Students Page

Upon clicking on any of the schools, user is navigated to a page where s/he can add students. To add a new student in the selected school, user can click on **Add New Student** button.

Figure 5: TMS Manage Students – Add New Student Page

Upon clicking on **Add New Student** button, user is navigated to student details page. Here, user can provide all the details of the student and click on **Submit** button to add that student in the selected school.

Figure 6: TMS Manage Students – Add New Student Details Page

Once user clicks on the submit button, a success message pops-up displaying **Student added to school record.**

Figure 7: TMS Manage Students – Add New Student Page

Once the student is added, the details of the student appears in the TMS Manage Students – Add New Student Page.

Figure 8: TMS Manage Students – Add New Student Page

A user can add all the upper primary students (who are eligible to get transited to secondary level) in their respective schools by following the above mentioned process/flow.

ii.   Procedure to 'Enrol a student in secondary level'

To enrol students of a school in the secondary level of education, user has to select that school first. Here, in the below image JHS NARAUNDA school is selected which has 3 upper primary students who are eligible for transition to secondary level of education.

Figure 9: TMS Manage Students Page

Upon clicking on one of the schools, user is navigated to TMS Manage Students – Add New Student Page. Here, user can see the list of all students who are eligible to be enrolled in secondary level of education. To enrol a student, user can select the check box located on the left side of the name and click on **Enrol Student** button.

Figure 10: TMS Manage Students – Add New Student Page

Once user clicks on the Enrol Student button, a window opens where user can enrol an upper primary student in the secondary school. By default, user can see the list of schools (present in the database) for the district and block of the logged in user.

Figure 11: TMS Manage Students – Enrol Student Window

User can choose whether s/he wants to enrol the selected student

- In a secondary school that is within either 5 or 7 or 10kms of distance from the upper primary school.
- In a secondary school that is in some other district or block
- In other school of UP
- In a secondary school that is in some other state

a. To enrol a student in a secondary school that is within 5 or 7 or 10kms of distance from the upper primary school of the selected student

User can click on the ▤ list button located next to **From Existing** tab. A drop down menu appears from which user can use Enrolment School type option.
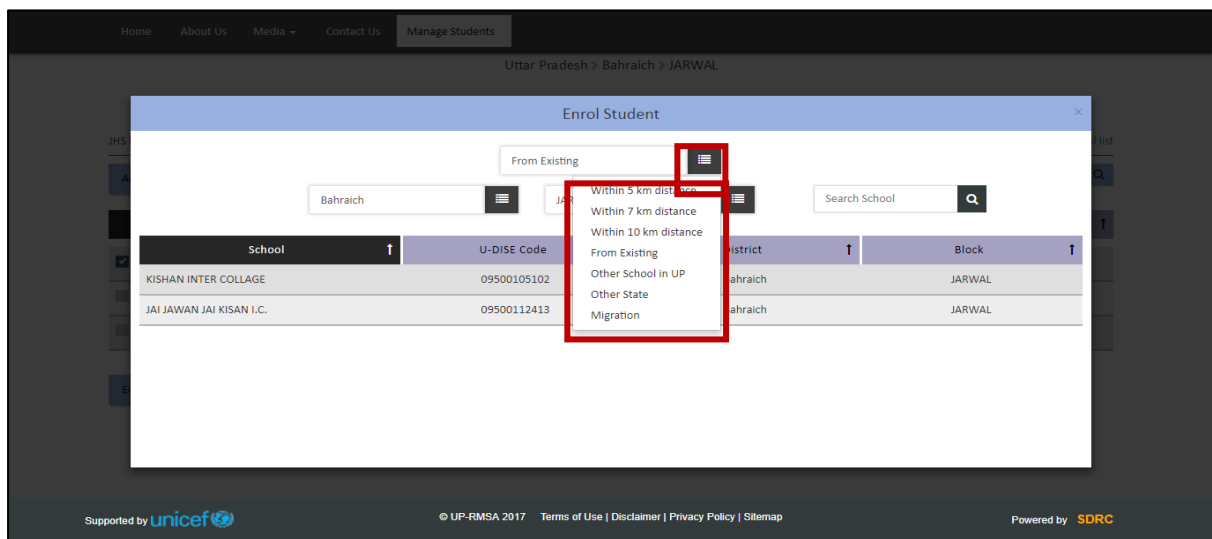

Figure 12: TMS Manage Students – Enrol Student Window

If the user selects within 5 or 7 or 10kms, the list of respective schools that come within the selected distance appears. If a user has selected within 7kms and there are no schools within that range then a message **No schools found** is displayed.
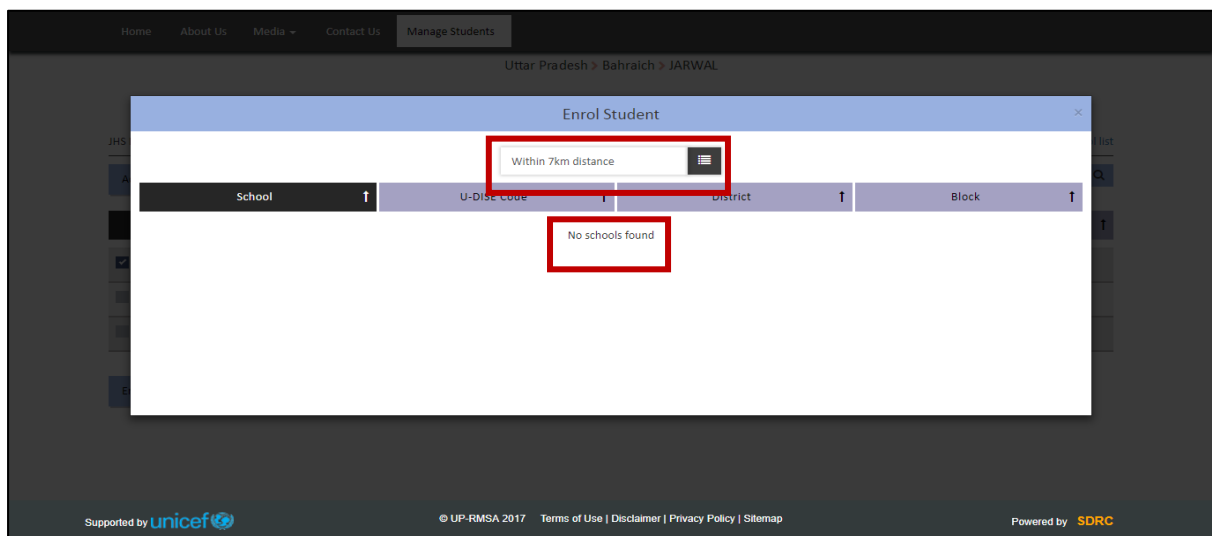
Figure 13: TMS Manage Students – Enrol Student Window

If a user has selected within 10kms and there are schools within that range then a list of all schools that are within 10kms appears. User can click on any one of the school in which s/he wants to enrol the selected student.

Figure 14: TMS Manage Students – Enrol Student Window

Upon clicking on the name of any school, a confirm message pops-up. User can click on **Confirm** button to proceed.

Figure 15: TMS Manage Students – Enrol Student Window

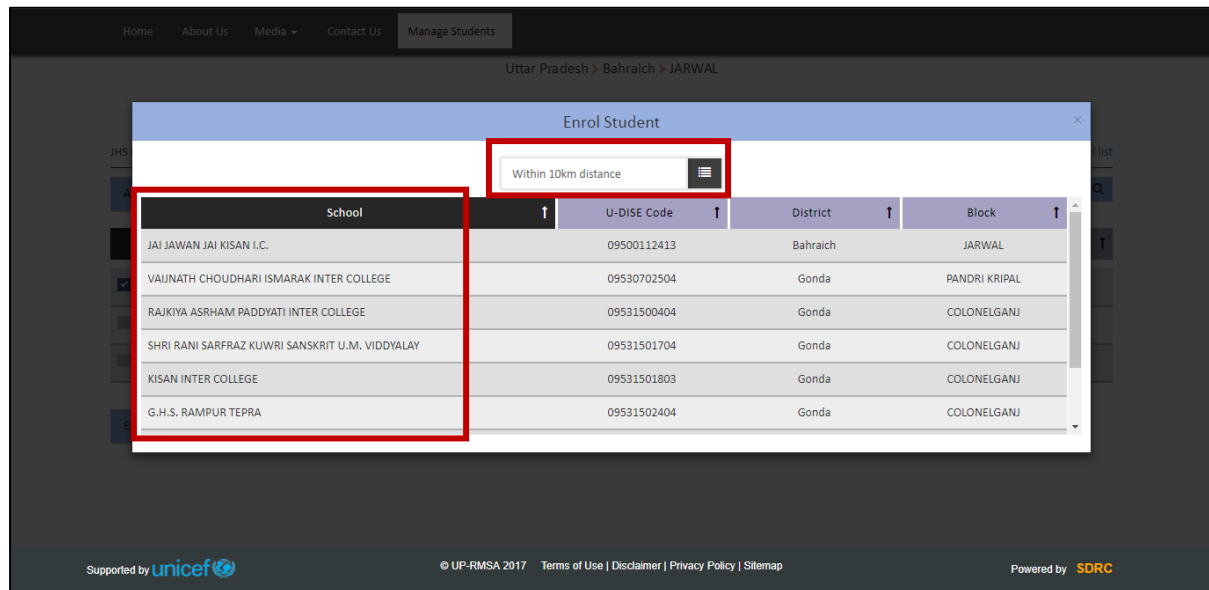Once a student is successfully enrolled in the selected secondary school a success message pops-up displaying **Students(s) enrolled successfully.**

Figure 16: TMS Manage Students – Enrol Student Window

b. To enrol a student in a secondary school from the existing list of schools (same/other district and same/other block)

User can click on the ▤ list button located next to **From Existing** tab. A drop down menu appears from which user can click on **From Existing** if not selected by default**.**

Figure 17: TMS Manage Students – Enrol Student Window

Here, by clicking on the 🔲 list button, user can select another district (1st tab) and corresponding block (2nd tab). On the basis of the selection, the list of schools will appear. User can select any one school as per need.
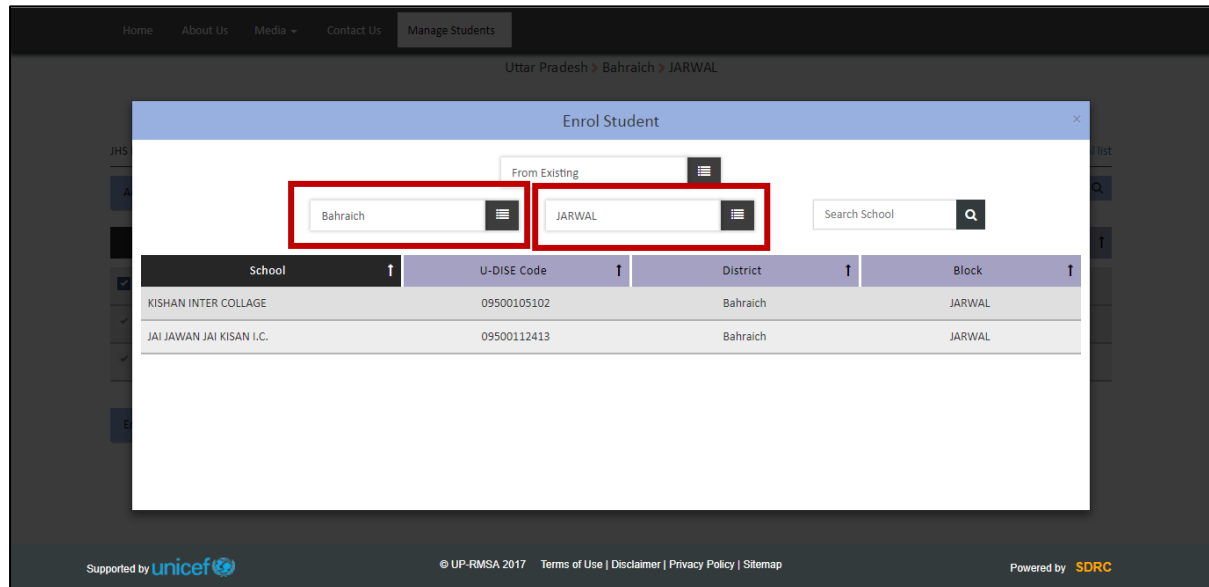
Figure 18: TMS Manage Students – Enrol Student Window

On selecting a school, a confirmation message pops-up. Click on **Confirm** button to proceed. Once a student is successfully enrolled in the selected secondary school a success message pops-up displaying **Students(s) enrolled successfully.**

c. To enrol a student in other school of UP (i.e., not in the list)

User can click on the 🔲 list button located next to **From Existing** tab. A drop down menu appears from which user can click on **Other School in UP.**

Upon clicking **Other School in UP,** a window appears where user can provide the mandatory details and click on **Save** button.

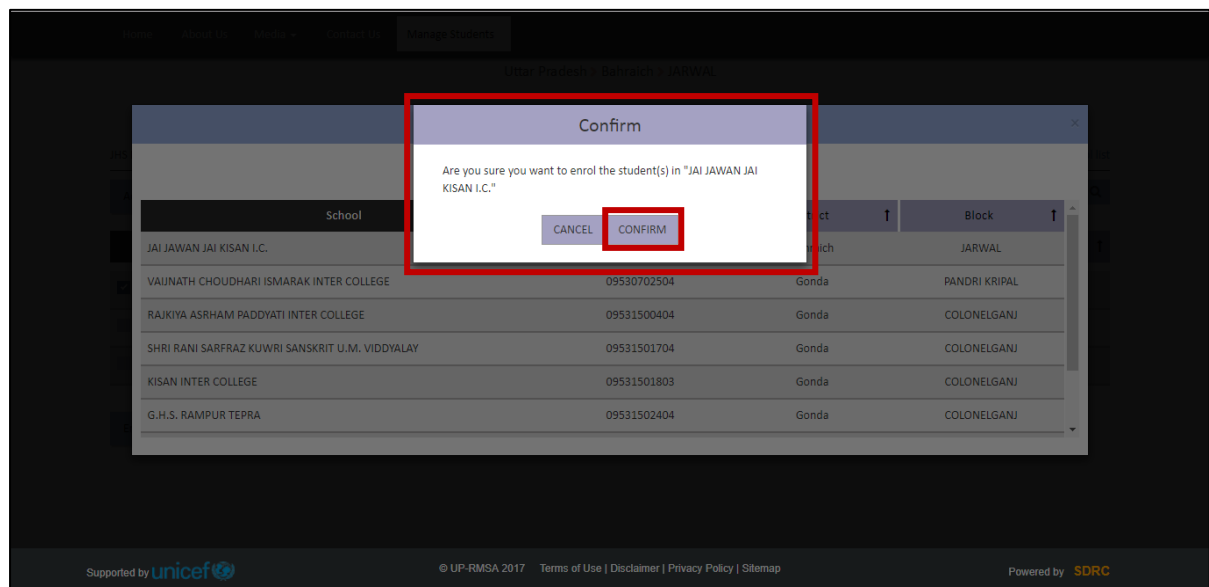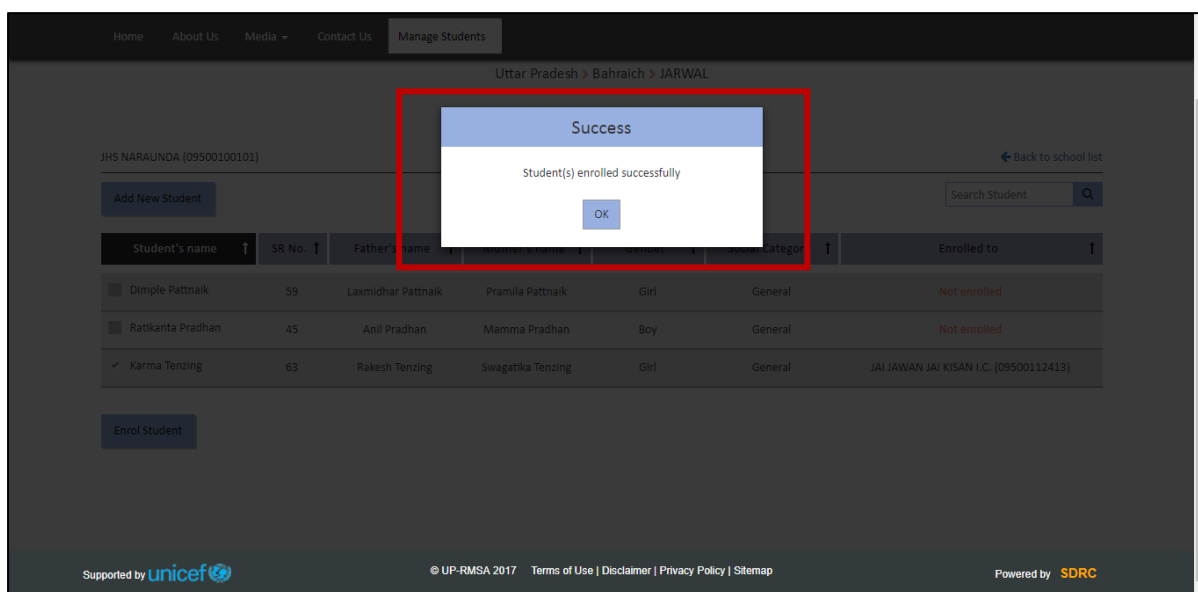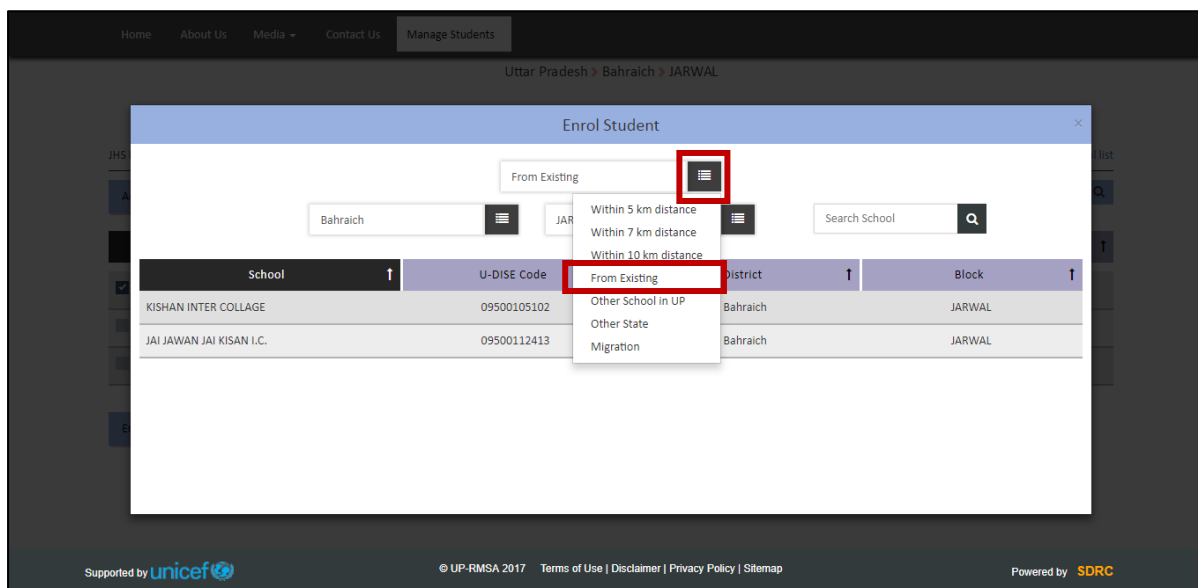*Figure 20: TMS Manage Students – Enrol Student Window*

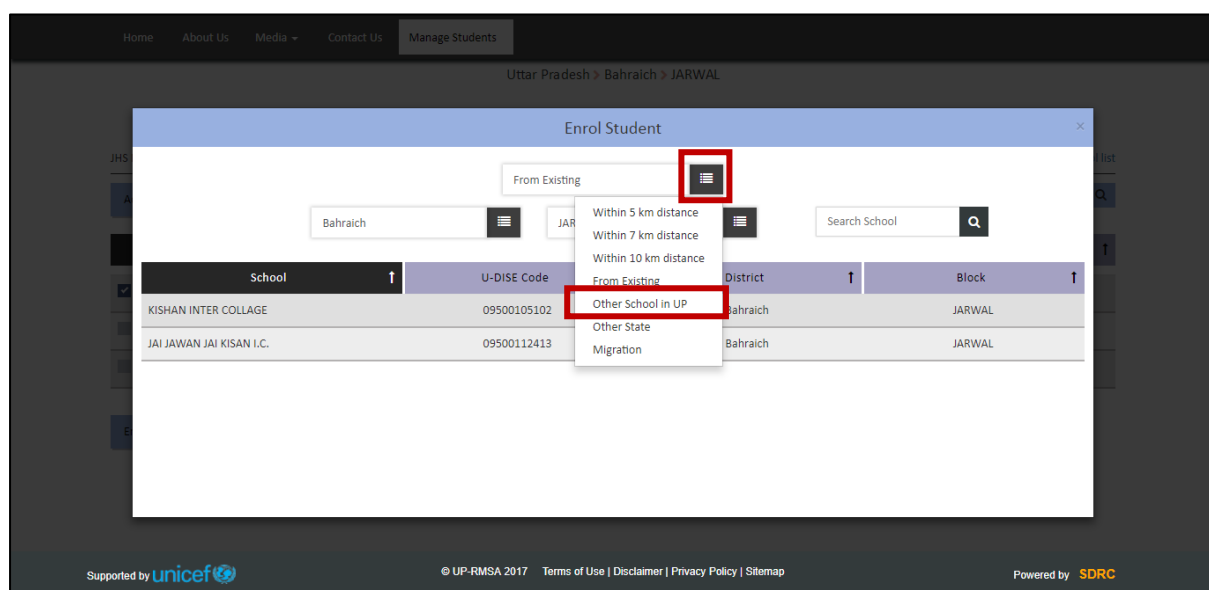Once a student is successfully enrolled a success message pops-up displaying **Students(s) enrolled successfully.**

d. To enrol a student in Other State

User can click on the [icon] list button located next to **From Existing** tab. A drop down menu appears from which user can click on **Other State.**

Figure 21: TMS Manage Students – Enrol Student Window

Upon clicking **Other State,** a window appears where user can provide the mandatory details and click on **Save** button.

Figure 22: TMS Manage Students – Enrol Student Window

Once a student is successfully enrolled a success message pops-up displaying **Students(s) enrolled successfully.**

e. To enrol a student who has migrated to some other place

If a student has migrated to some other place and the user is not aware if the student has taken admission in secondary school then s/he can choose **Migration** from the drop down menu.

Figure 23: TMS Manage Students – Enrol Student Window

Upon clicking **Migration,** a window appears where user can provide the name of the state and district to which the student has migrated and click on **Save** button.

Figure 24: TMS Manage Students – Enrol Student Window

A success message pops-up displaying **Students(s) enrolled successfully.** But the students enrolled under Migration are considered to be drop-outs.

1.2.   Procedure to 'Logout'

User can logout from the application by clicking on the 'Logout' button located on the top right corner of the page.

Figure 25: Logout Page