



Report Plus

How to Update Marks

Add Marks (For Subject Teachers)

- To add marks for a student, go to add marks module.
- Select class and student name from the list.
- Select the term for which marks are to be updated.
- Select the subject from the dropdown list and add marks
- After adding the marks, click on 'Update' button. This will store the marks temporarily. For saving the marks permanently, Click on "Update Term". This will save the marks of the selected subject for the selected term.
- **[Important] After adding marks, click on "Update" and click on "Update Term" Button.**

View Updated Marks

- To view already updated marks, go to add marks module.
- Select class and student name from the list.
- Select the term.
- Click on "Load Saved Marks" Button. This will load all the saved subject marks in the selected term.
- Teachers can select the subject and see the marks and can update marks if required. (Follow the same procedure of adding marks)

Note:

To add all subject marks in a term, follow the same procedure of adding marks, but in this case, update each subject mark (click update after adding each subject marks) and click on "update term" button after adding all the subject marks.