**Student Registration**

This tool is to register new students to the center. Students can be registered by a faculty member or they can register themselves from home.

* **Tool Used by a Faculty Member**

**1) To Register Student:**

A form is available to add new student by an Add student button at the student-dashboard.This form is used to add new and existing students to their new classes. If the user is to register a new student the form will be filled with the student details. The registered student details will be saved in the student\_table in database and the student class details will be saved in the student class table. If the student already exists, the user will be notified and will be permitted to add the existing student to a new class. The existed student details in the student\_table will remain the same, however a new record in the student\_class table will be added. The registered students can be retrieved by going to the student list section. The students details can be exported as excel files and can be printed into report.

**2) To print reports:**

To print reports the user must use the available filters to retrieve the required information

1) Class filter:

To choose the class at which the students are registered, the class options will be retrieved from the database. If a class is empty there will be no option available for a report for that class.

2)Year filter:

To choose the year at which the students are registered, the year options will be retrieved from the database. If a year is empty there will be no option available for a report for that year.

3)Report Filer

To choose the request report. It can be a report for grades, attendance or general information and details about students.