## 1. ADD SUBJECT TO TEACHER
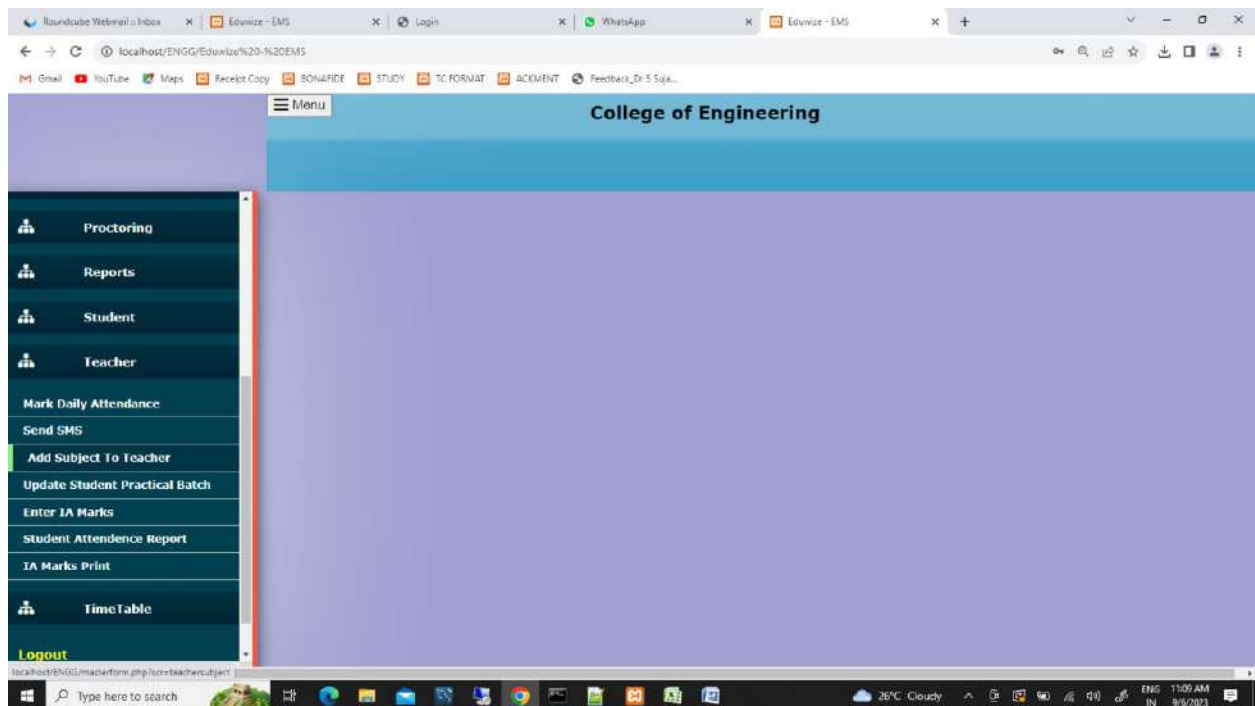
Mapping of Class and Section.
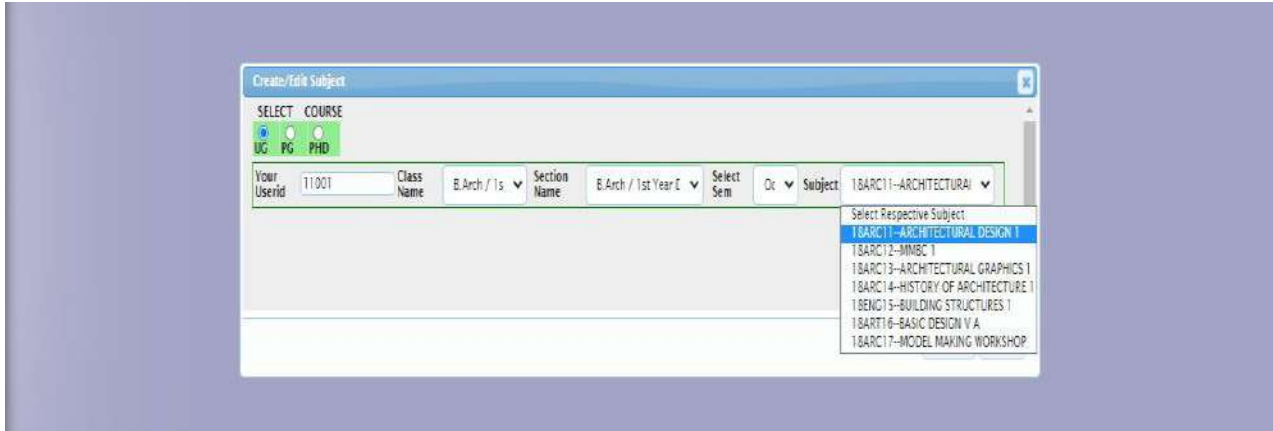After Login you need to map your Section andSubject which you handle.

Follow the steps below to add subject.
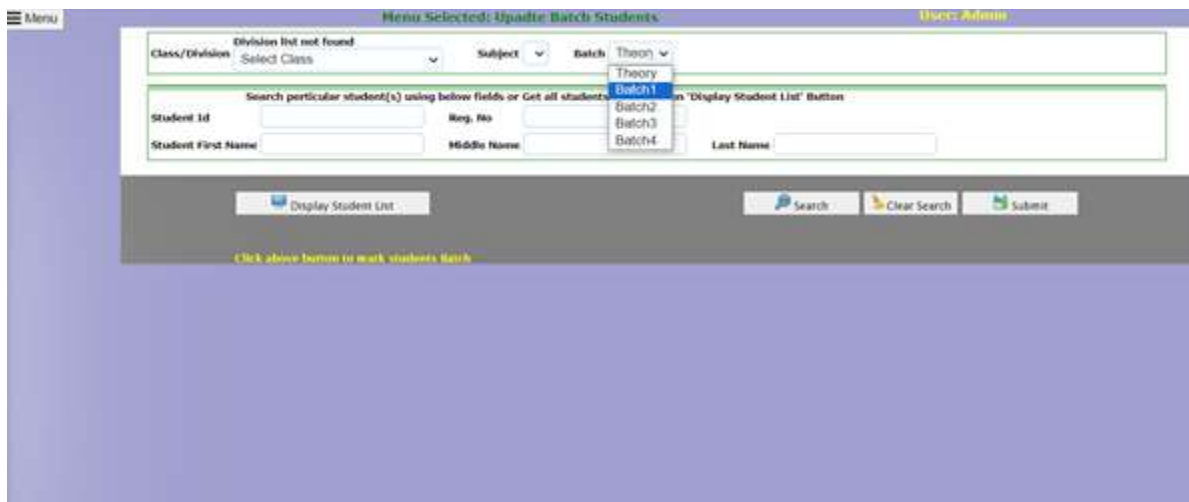
- Click on "**Teacher Menu**".

- Select "**Add Subject to Teacher**".

- Click on "**Add Subject**" button.

➢ Click On "**Add Subject**"

➢ Select "**Course/Class**", Class **Name,** Section **Name,** Select **Semester,** Select **Subject.**



## 2. UPDATE PRACTICAL BATCH



➢ Select Class, Select Subject, Select Batch
➢ Click on Display Student List
➢ Select Student for  Batch1,2,3
➢ Click on Submit

## 3. MARK DAILY ATTENDANCE

➢ Go to menu, Click on **TEACHER Menu**

➢ Click on **Mark Daily Attendance**

➢ Select **Class/Division,** Select **Subject,** Select **Period,** Select **Period Date,**Select **Batch.**
Click on **Display Student List**





➢ It will show the **Student List**. Mark only **absent** students.

➢ Add **Topic covered** in **Remarks.**

➢ Click on **Submit.**

➢ Once Attendance is marked the **Absent message** is sent to Parent's Contact Number
given for particular students.

➢ **NOTE: The Absentee's will be indicated in Red Colour after submission.**

## 4. STUDENT ATTENDANCE REPORT



- ➤ Open Menu.
- ➤ Click on Reports
- ➤ Select Student Attendance Report
- ➤ Select **Class and Division, Subject, From Date, To Date** and three tabs will be visible.

  You can check.
    1. Horizontal Day wise Report
    2. Consolidate Report
    3. Class Conducted Report



## 5. ENTER IA MARKS

- ➢ Go to **Menu**, Click on **Teacher.**
- ➢ Select **Enter IA Marks**.
- ➢ Select Class, Subjects, Format as theory, exam name.
- ➢ Click on Display All.
- ➢ Enter Marks for all students and click save marks.

  (Note: For Absentees enter value as -1)



# 6. IA MARKS UPLOADED PRINT



- ➢ Open Menu.
- ➢ Click on Reports.
- ➢ Select IA Marks Uploaded Report Print.
- ➢ Select **Class and Division, Format, Subject , Exam.**
- ➢ Click on **Download Reports**.

## 7. CONSOLIDATE ATTENDANCE REPORT
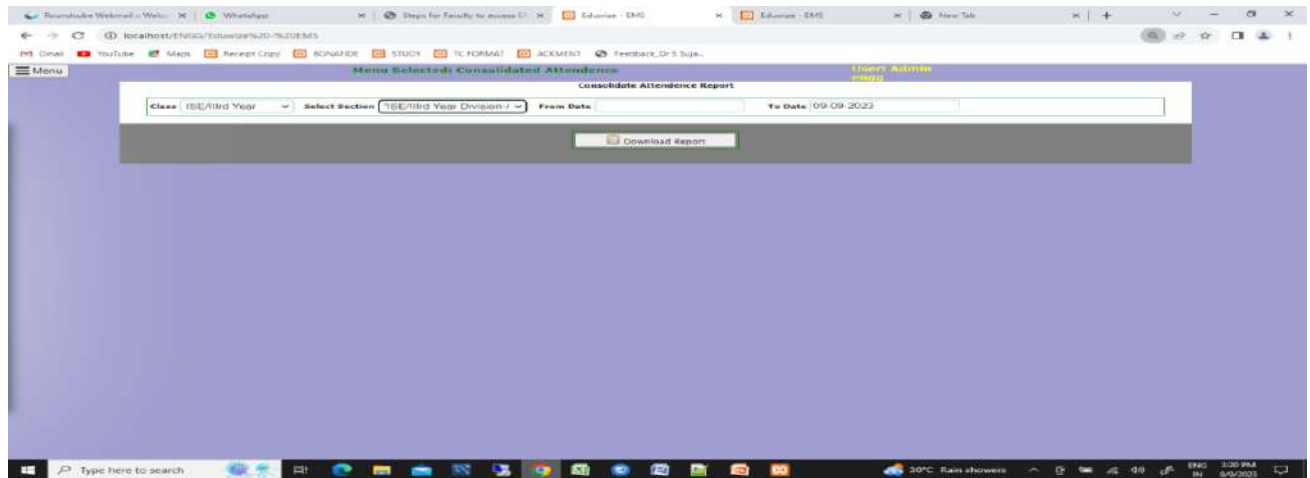


➢ Open Menu.

➢ Click on Dean.

➢ Select Consolidated Attendance.

➢ Select **Class and Division, From date,** To Date**.**
Click on **Download Reports**

## 8. CONSOLIDATE IA REPORT.



➢ Open Menu.

➢ Click on Academics.

➢ Select Consolidated IA Marks.

➢ Select **Report Type, select Class, C**lass / Div**.**
Click on **Download Reports**

## 9. ABSTRACT ATTENDANCE REPORT



- ➢ Open Menu.
- ➢ Click on Academics.
- ➢ Select Abstract Attendance Report Date wise .
- ➢ Select **Course,Branch Name,From Date,To Date .**
  Click on **Download Reports**

## 10.CLASSWISE SUBJECT MAPPING REPORT



- ➢ Open Menu, Click on Academics.
- ➢ Select Class Wise Faculty Subject Mapping Report.
- ➢ Select **Course, Sem Type, Branch, Class, Section .**