

Adding New Students to Next Academic Year from the Current Academic Year.

How to Add New Student(s) to Next Academic Year?

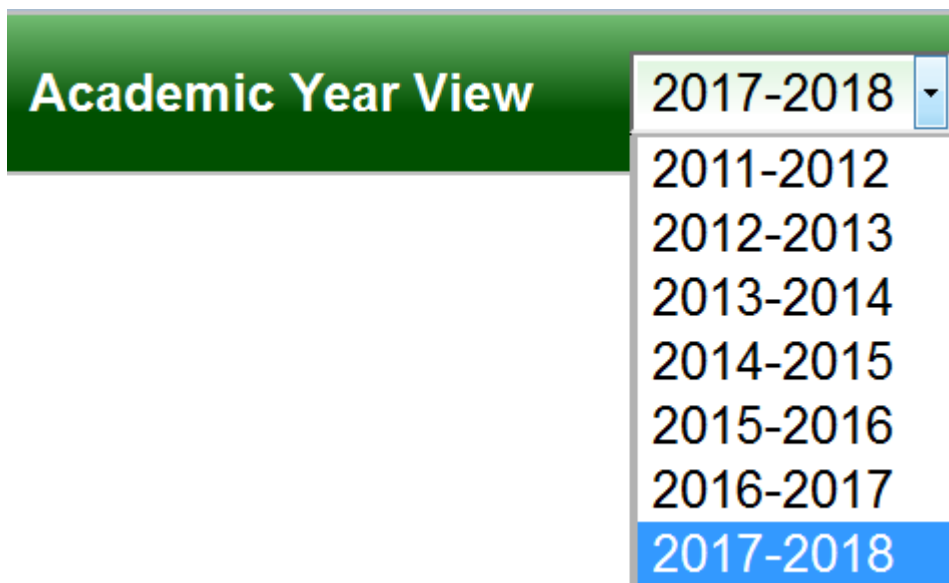
Initial settings,

- Create a new Academic Year.
- Then Switch Academic Year.

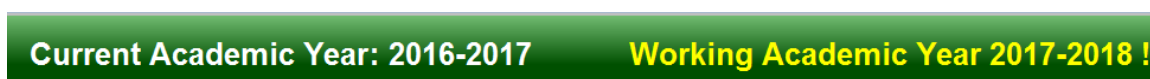
(Detailed steps on creating and switching academic year is been explained in [Student\(s\) Promotion](#) page).


i First time, **switch academic year** in **settings menu** itself (**hard switch**), logout and login again. Next time you can **soft switch** the academic year in **Academic Year View** drop down at top right corner.

1. Soft switch Academic year, choose year in **Academic Year View** drop down at top right corner.




Once you soft switch Academic Year View, On Menu bar A message will be displayed as shown below.





 **Significance of Soft Switching:** Staying in the Current Academic, you can still *collect fee* or *add new students* for *Next Academic Year*.


For Example: At the end of Academic year, you might be working on Marks entry & Report Card generation for Current Academic Year (2016-2017), but still want to collect Fee or Add New student to Next Academic Year (2017-2018) at that time go for soft switching.


1. Click on **Students Information** tab.


Admin Master 


Students Information 


 **Students**


 **Student Photo**


 **Student Slabs**


 **Student Language**


 **Slab Wise Student Details**


 **Time Table**


 **Monthly Attendance**

 **Daily Attendance**

 **Assignment**

 **Dairy**

Grading System 

Inventory 

3. Under Students Information, Click on **Students** tab.

A page will be displayed as shown below.

Find Student

Class
Section
Student*
Inactive Students ☒
Admitted Students ☐

Search Student by*

Barcode

Student Master

| Sl.No. | Adm.No | Roll No | Student Name | Age | Blood Group | Sex | Mother Tongue |
|--------|----------------------|---------|----------------------|-----|-------------|-----|---------------|
| | <input type="text"/> | | <input type="text"/> | | | | |

Once after initial settings,

1. Click on **ADD** button.

A page will be displayed as shown below.

Add/Edit Student

First Name*
Last Name
Class*
Admission Number
Application Number

Student ID
Section*
Admission Date (dd/mm/yyyy)
Application Date (dd/mm/yyyy)
Joining Class*

Fee Slab
Transport Slab
ADMISSION FEE
GOVT FEE

Personal Details*
Address*
Demography
Fee Payment's
Attendance
Student History
Help

Student No*
Date Of Birth (dd/mm/yyyy)*
Gender*
Age
Father's Name
Mother's Name
Guardian's Name
UID
Single Girl Child ☐
Is Vaccinated ☐
Identification Marks
Blood Group

Add Student Photo

- 2.Enter all the details of the students. (Name, class, student No, DOB all the student information can be entered here).

3. Click on **ADD** button.

New student(s) will be added successfully to next academic year.