

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

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

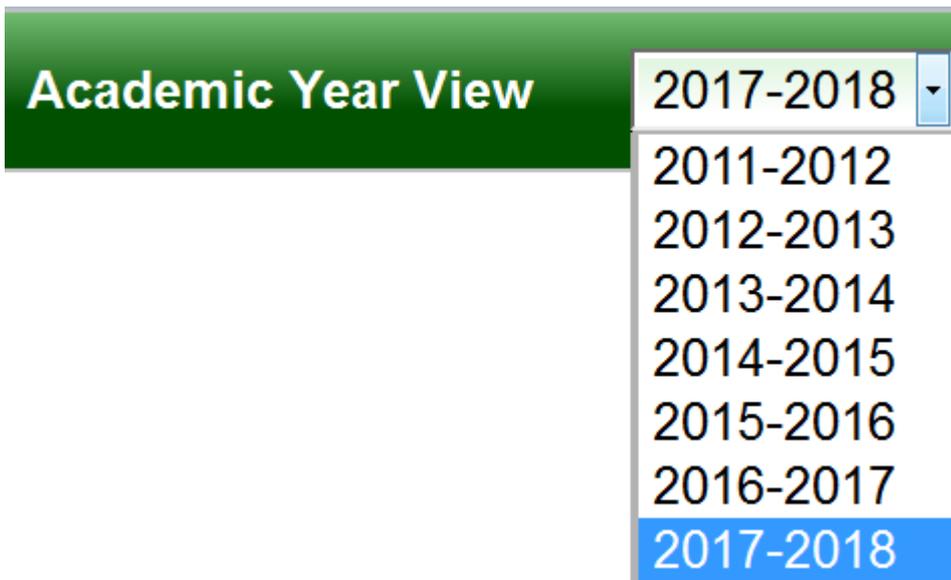
Initial settings,

- 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.

The image shows a sidebar menu with the following items:

- Admin Master** (dropdown arrow)
- Students Information** (upward arrow, selected)
- Students** (with student icon)
- Student Photo** (with photo icon)
- Student Slabs** (with pencil icon)
- Student Language** (with books icon)
- Slab Wise Student Details** (with pencil icon)
- Time Table** (with clock icon)
- Monthly Attendance** (with student icon)
- Daily Attendance** (with student icon)
- Assignment** (with document icon)
- Dairy** (with video icon)
- Grading System** (dropdown arrow)
- Inventory** (dropdown arrow)

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\*  Student ID   
 Last Name  Section\*   
 Class\*  Admission Date (dd/mm/yyyy)   
 Admission Number  Application Date (dd/mm/yyyy)   
 Application Number  Joining Class\*

Fee Slab  Transport Slab  ADMISSION FEE  GOVT FEE

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