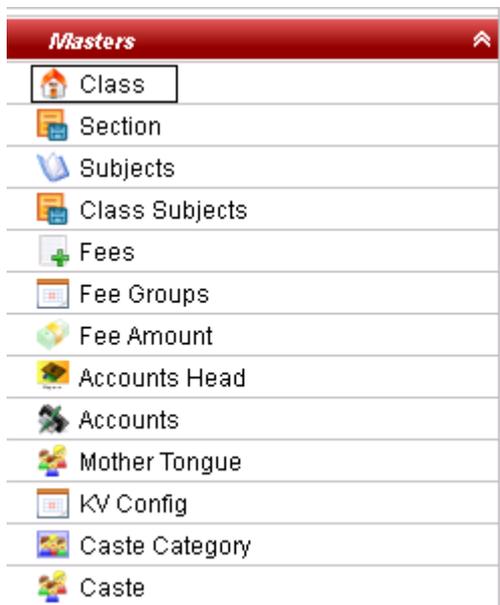


Creating Class

Step 1: Goto Masters , Click on Class menu

Declaration of class is required to specify number of classes present in the school.



Step 2: Once you click on Class menu in the masters, class master will be opened as shown below.

click on **Add** button to add new class. In the class table it will show all the classes previously created.

Class Master						
Sl.No.	Class	Weight	Strength	Attendance Type	Division	Action
1	Pre-N	1	100	Single		
2	LKG	2	100	Single		
3	UKG	3	100	Single		
4	I	4	100	Single		
5	II	5	100	Single		
6	III	6	100	Single		
7	IV	7	100	Single		
8	V	8	100	Single		
9	VIII	9	100	Single		

Help Add << < > >>

Step 3: Once you click on Add, Add/Edit Class window will be shown as below

Add / Edit Class

Class Details

Class* VI

Weight* 10

Strength* 100

Grade Name

Send Fee Defaulters SMS

Attendance Type* Single

Division MIDDLE

Add Close

In the Add / Edit class dialog, you need to provide the details as show in the screen.

Class is the Name of the class, for example for LKG, UKG, I-STD, II-STD etc.,

Weight indicates the level of the class which will be used by the software for its internal uses. for example if there are 10 - classes in a School, lowest class will have the Weight as 1 and the highest class will have the weight value as 10. This helps to display class in an order.

Strength value will be used in the Higher versions of SchoolAdmin.

Finally, Click on **Add** button to create a class. Once the data is saved you will see a **Class Successfully added message**. Repeat the above steps to add all the Classes in your School. Once all the classes are added click on **Close** button to close the Add/Edit window.

The Class Master will look as shown below.

Class Master						
Sl.No.	Class	Weight	Strength	Attendance Type	Division	Action
1	Pre-N	1	100	Single		
2	LKG	2	100	Single		
3	UKG	3	100	Single		
4	I	4	100	Single		
5	II	5	100	Single		
6	III	6	100	Single		
7	IV	7	100	Single		
8	V	8	100	Single		
9	VIII	9	100	Single		
10	VI	10	100	Single	MIDDLE	

Help Add << < > >>

Edit or Delete a record

You can edit and change the added record by clicking on Edit icon in Action column.

You can delete the record if created duplicated or not required by clicking on delete icon in Action column.

