

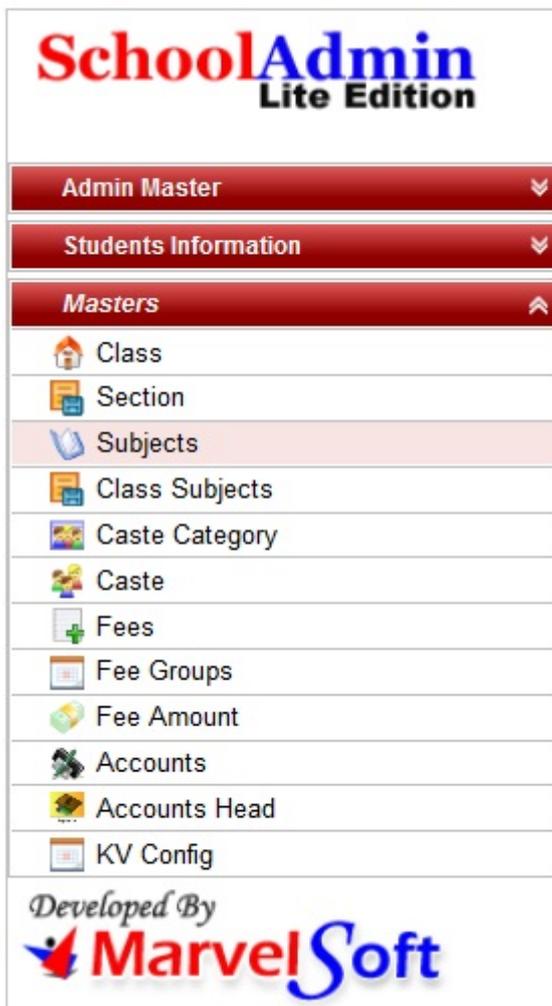
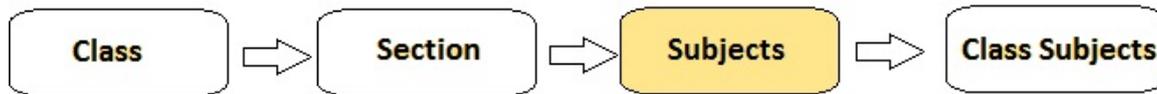
Creating Subject

Step 1: Goto Masters, Click on Subject menu

Declaration of **Subject** is required to specify which are the subjects taken in the respective classes.

Subjects are used in Marks Card module which is included in the higher version of School Admin.

To Add Students in a Virtual Class (**Class Subjects**), You must first create a subject to create Class Subject. Once you create subjects then you can create Class subjects a virtual class in School Admin Lite.



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

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

Subject Master				
Sl.No.	Subject Name ↕	Short Name ↕	Sort Order ↕	Action
+ Add <<< < > >>>				

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

Add / Edit Subject

Enter Subject

Subject Name* English

Short Name* Eng

Sort Order* 1

Add **Close**

Part A - Below 30
Part B - Above 30

Add / Edit Subject

Enter Subject

Subject Name* Moral Science

Short Name* M Sc

Sort Order* 31

Add **Close**

Part A - Below 30
Part B - Above 30

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

Subject Name is the Name of the subject, for example English , Kannada , Mathematics etc.,

Short Name is to use the Subject name in short, for example Eng , Kan ,Maths etc.,

Sort Order is the order in which sequence the subjects have to be listed. By sort order value we can have separation of subjects between core subjects ie Part-A subjects(Ex : Kannada, English ,Mathematics) and min subjects Part-B subjects(Ex : Moral Science, General Knowledge).

As we have said above, the separation of subject by sort order will be helpful while entering Marks Card of student which is included in higher version of School Admin.

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

The Subject Master will look as shown below.

Subject Master				
Sl.No.	Subject Name ↕	Short Name ↕	Sort Order ↕	Action
1	English	Eng	1	 
2	Kannada	Kan	2	 
3	Hindi	Hin	3	 
4	Social Science	SSc	4	 
5	General Science	GSc	5	 
6	Mathematics	Maths	6	 
7	Moral Science	MSc	31	 
8	General Knowledge	GK	32	 
9	Physical Training	PT	33	 

 Add

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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.