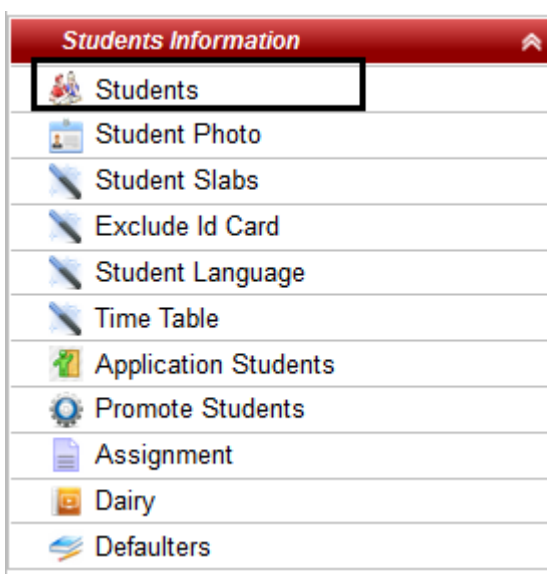
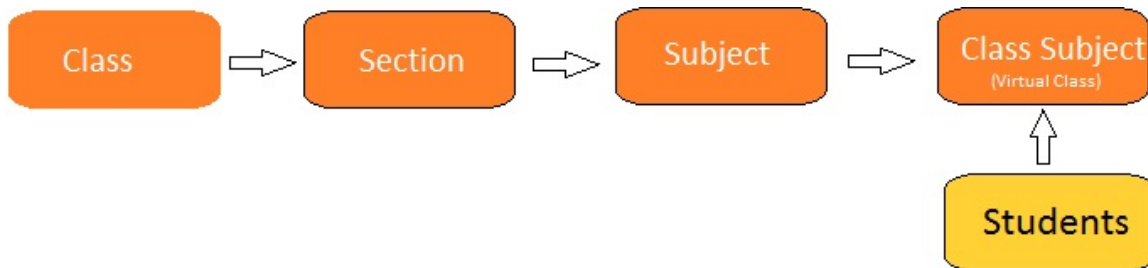


# Creating Student Record

## Step 1: Goto Student Information , Click on Students menu

Declaration of student is required to specify which class the student belongs.

To Add **Students** in a **Virtual Class (Class Subjects)**, You must first create Class Subject. Once you create a virtual class ie class subject then you can add students into respective classes.



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

click on **Add** button to add new student. In the Student table it will show all the students previously added.

The screenshot displays the "Student Master" window. At the top, there's a "Find Student" section with dropdown menus for "Class", "Section", and "Student\*", and a "Search Student by\*" dropdown set to "StudentID". Below these are "Find" and "Reset" buttons, and an "Export" button with a spreadsheet icon. The main area contains a table with the following headers: "Sl.No.", "Adm.No", "Student Name", "Blood Group", "Sex", "Father Name", "Mother Name", "Address", "City", and "Action". At the bottom, there is a green "+ Add" button and a set of navigation arrows.

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

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

- Add the details of the student.
- (\*)mark in front of any label means that field is mandatory , user has to enter the information for that label.
- Have a note that Date of birth should be above two and half years for a student to join to the School.
- Fill all the required details and mandatory details of the student.

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

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

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

Student Number\*
Sex\*
Father's Name
Guardian's Name
Single Girl Child

Date Of Birth (dd/mm/yyyy)\*
Blood Group
Mother's Name
UID
Identification Marks

Add Student Photo
+ Add...

Add
Close

- [Adding Student Details](#)
- [Searching Student details](#)
- [Generating Student Report](#)

The Student Master will look as shown below.

Find Student

Class  Section  Student\*

Search Student by\*

Student Master						
Sl.No.	Adm.No	Student Name	Sex	Father Name	Mother Name	Action
1	111	Arnav	Boy	Prakash	Tejaswini	
2	235	Aryan	Boy	Dev	Mega	
3	237	Kanasu	Girl	Prakayath	Rani	
4	333	Keerthi	Girl	Balachandra	Pavani	
5	125	Kishore	Boy	Amar	Shravanthi	
6	101	Kruthi Shetty	Girl	Ramesh	Anuragha	
7	222	Manasa	Girl	Prajwal	Deepa	
8	103	Priya Patil	Girl	Prabhugouda	Ganga	
9	126	Ramakanth	Boy	Ram	Reshma	
10	114	Ramya	Girl	Satish	Aruna	
11	123	Ravish	Boy	Ravish	Shruthi	

### Note

User cannot / should not delete student once Fee payment is done for the student or attendance is given for the student. As delete of student may cause loss of data.

User should cross check once all the students are added by filtering on class and section. As they can confirm number of students present in respective class-section by last Serial no or by Exporting report.