

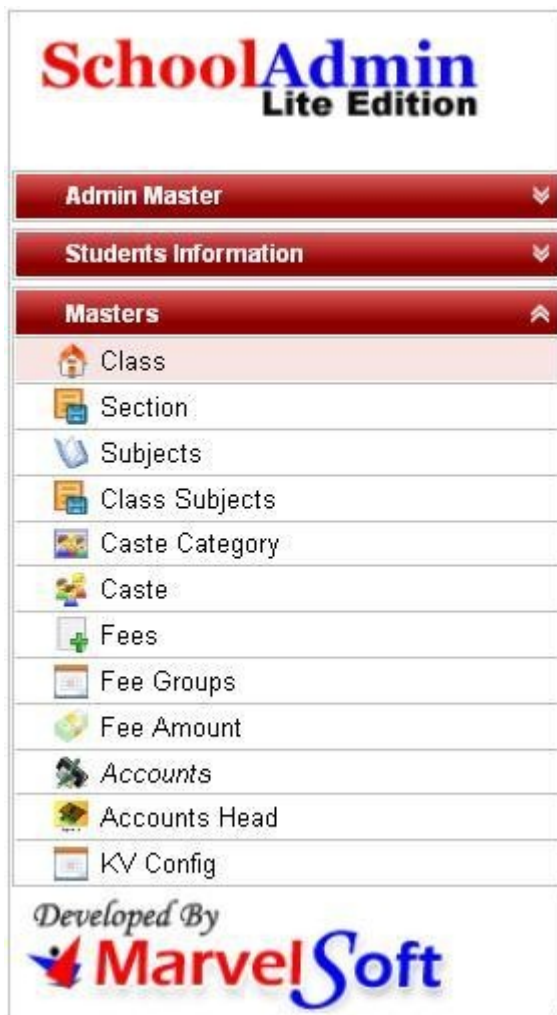
# Generate Term Marks Card

## Generating Term Progress Report Card

For Creating Report Card you need to go through Master Menus,

Menus and Student Report Menu:-

- Class
- Section
- Subject
- Class Subject
- Result Comments
- Student
- Subject Marks
- Student Exam Result
- Monthly Attendance
- Report Card



**Step 1: Go to master, Click on class menu**

**Class** is used to specify Number of class present in school. Before Adding Student you need to create Class, Section, Subject, and Class Subject.

After Clicking on Class menu Class, Menu Master Window will appear as shown below.

Class Master				
SLNo.	Class ↕	Weight ↕	Strength	Action
1	PRE NUR	1	100	
2	LKG	2	100	
3	UKG	3	100	
4	I	4	100	

### Click on Add button

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. In the Lite Edition you can give any value of your choice say 50. This value is not used in SchoolAdmin Lite Edition.

**Add / Edit Class**

Class Details

Class\* 
Weight\* 
Strength\*

Add Close

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.

### Step 2: Go to master, Click on Section Menu, section menu master window will appear.

**Section** is used to specify Number of section present in a Class. Before adding

Student you need to create Section, Subject, and then Class Subject.

Section Master		
SLNo.	Section ↕	Action
1	A	
2	B	
3	C	

Click on **add** button and enter name of section like A,B,C,D etc. Once the data is saved you will see a **Section successfully added message**

Add / Edit Section

Enter Section

Section\* A

Add Close

**Step 3: Go to master, Click on Subject Menu,subject menu master window will appear.**

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

Subject Master				
Sl.No.	Subject Name ↕	Short Name ↕	Sort Order ↕	Action
1	English	Eng	1	 
2	Math	Math	2	 
<div>  Add           &lt;&lt; &lt; &gt; &gt;&gt;         </div>				

Click ADD button to add new subjects,In the subject table it will show all the subjects previously created.

Add / Edit Subject

Enter Subject

Subject Name\* English

Short Name\* Eng

Sort Order\* 1

Add Close



Part-A  
Below 30  
,Part-B  
Above 30

**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 . Once the data is saved you will see a **Subject successfully added message.**

**Step 4: Go to master Click on Class Subject Menu.**

Class Subjects Master				
SL.No.	Class ⇅	Section ⇅	Subjects	Action
1	PRE NUR	A	English Math Hndi Science Moral scienc Drawing	 






1 2




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

Add / Edit Grade Subjects

Select Class\*

☐ PRE NUR
☐ LKG
☐ UKG
☐ I
☐ II
☐ III
☐ IV
☐ V
☐ VI
☐ VII
☐ VIII
☐ IX
☐ X

Select Section\*

☐ A
☐ B
☐ C

Select Subjects\*

English  
Math  
Hndi  
Science  
Moral scienc  
Drawing

Copy all

Copy

Remove

Remove All

Add

Close

Select Class, Section and copy subject you want to add in that particular class,and then click on add button. Once the data is saved you will see a **Class Subject**

**successfully added message**

**Step 5: Go to master, click on Marks Grades Menu, marks grades menu master window will appear as shown bellow.**

Marks Grade Master				
Sl.No.	Grade Name ↕	Weight ↕	Description ↕	Action
1	A	80		 
2	B	70		 
3	C	50		 
4	D	35		 
<div>  <b>Add</b>      </div>				

Click on add button and add details. Enter name of grade like A,B,C,A+,B+,C+ and weight like for A+ you can use weight as 90-100 ,for A 80-90 ,for B+ 70-80 and so on ,means weight is less than or equal to percentage score in descending order.

Once the data is saved you will see a Marks Grades successfully added message.

**Step 4: Go to master, Click on Result Comments Menu, result comment menu master window will appear as shown below.**

Comments Master		
Sl.No.	Comments ↕	Action
1	BAD	 
2	GOOD	 
3	SATISFACTORY	 
<div>  <b>Add</b>      </div>		

Click on **add** button and enter comments like **GOOD, BAD, SATISFACTORY** etc.

Add / Edit Comments

Comment Details

Comment

GOOD

Add

Close

Once the data is saved you will see a **Result Comments successfully added message**

**Step 5: Go to Student Information, Click on Student Menu ,student menu master window will appear.**

**Find Student**

Class  Section  Student\*

Search Student by\*

Student Master							
Sl.No.	Adm.No	Student Name	Date Of Birth	Gender	Father Name	Address	Action
	<input type="text"/>	<input type="text"/>			<input type="text"/>		

click on **add** button and enter all student details

**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

Student Number\*  Date Of Birth (dd/mm/yyyy)\*   
 Gender\*  Blood Group   
 Father's Name  Mother's Name   
 Guardian's Name  UID   
 Single Girl Child ☐ Identification Marks

Add Student Photo

Once the data is saved you will see a **Student successfully added message**.

**Step 6: Go to Student Information, Click on Subject Marks Menu.**

Subject Marks
View /Edit Subject Marks

Enter Subject Marks

Class\* I Section\* A Subject\* English  
Select Term ☒ Term 1 Test --Select--  
Max Marks\* 50 Min Marks 18 Filter Reset

Subject Marks Master									
Sl.No.	Roll No	Student	Subject	Term	Max Marks	Min Marks	Marks	Grade	
1	3	Kartike Sm	English	1	50	18	46	A	<input type="checkbox"/>
2	1	manju yadav	English	1	50	18	45	A	<input type="checkbox"/>
3	4	Parthibha Patil	English	1	50	18	43	A	<input type="checkbox"/>
4	1	Raju Singh	English	1	50	18	34	C	<input type="checkbox"/>
5	5	Sunil Kumar	English	1	50	18	33	C	<input type="checkbox"/>
6	1	Swetha Nadig	English	1	50	18	48	A	<input type="checkbox"/>
<span>Update</span>		<span>Delete All</span>							

Enter Class, Section, Subject, as we assign many subject to one section under one class, for that you need to assign marks for each subject one by one , then select **Term**.(\*In order to set Term and Test go to **setting ->Switch Academic Year**. Click on add button and define number of Term or Test as many you required. ) and select maximum marks, minimum will be automatically selected. Enter marks for each student and click on update, grade will be automatically updated. Once the data is saved you will see a **Subject marks successfully added message**.

**Step 7: Go to student Information, Click on Student Exam result Menu.**

Enter Student Exam Result

Grade\* I Section\* A Term 1 Test --Select-- Filter Reset

studentExamResult Master				
Sl.No.	Roll No	Student	Pricipal Comments	Teacher Comments
1	1	manju yadav	BAD	GOOD
2	3	Kartike Sm	GOOD	GOOD
3	4	Parthibha Patil	SATISFACTORY	GOOD
4	1	Raju Singh	GOOD	SATISFACTORY
5	5	Sunil Kumar	BAD	GOOD
6	1	Swetha Nadig	BAD	GOOD
<span>Update</span>				

Select Class, Section and Term. Click on filter button, enter principal comments and teacher comments (which we are created in Result comments menu under master) and click on update. Once the data is saved you will

see a **Student Result Record successfully added message.**

**Step 7: Go to Student Information, Click on Monthly Attendance Menu.**

Enter Attendance

Class\*  Section\*  Month\*  Total Days

Attendance Master						
Sl.No.	Roll No	Student	Total Days	Present Days	Percentage	<input type="checkbox"/>
1	3	Kartike Sm	<input type="text" value="24"/>	<input type="text" value="24"/>	100	<input type="checkbox"/>
2	1	manju yadav	<input type="text" value="24"/>	<input type="text" value="21"/>	87.5	<input type="checkbox"/>
3	4	Parthibha Patil	<input type="text" value="24"/>	<input type="text" value="21"/>	87.5	<input type="checkbox"/>
4	1	Raju Singh	<input type="text" value="24"/>	<input type="text" value="23"/>	95.83	<input type="checkbox"/>
5	5	Sunil Kumar	<input type="text" value="24"/>	<input type="text" value="11"/>	45.83	<input type="checkbox"/>
6	1	Swetha Nadig	<input type="text" value="24"/>	<input type="text" value="23"/>	95.83	<input type="checkbox"/>

Select Class, Section, Month, Total Days and click on filter button and add number of day's class attended by each student, percentages will be automatically calculated and click on update button.

**Step 8: In order to generate Report Card, Go to Student Report, Click on Report Card Menu.**

Report Card

Enter Student Exam Result

Grade\*  Section\*  Student\*  Term  Test

Select Grade, Section, Student and select Term. Click on preview, Pdf or Export as Open Office in order to see generated report card.





# MarvelSoft Demo School

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Date :05/03/2013

## TERM PROGRESS REPORT

Name	ABHISHEK.N.	Examination	TERM - 1
Class	I	Section	A
Rank	23	Attendance	199/199

Part A				
Subjects	Max Marks	Min Marks	Obtained Marks	Grade
Kannada	125	50	45	D
English	100	35	5	FAIL
Hindi	100	35	78	B
Mathametics	100	35	78	B
General Science	100	35	54	C
Social Science	100	35	77	B
<b>Total</b>	<b>625</b>	<b>225</b>	<b>337</b>	<b>53.92 %</b>

Part B	
Subjects	Grade
Computer Edu	D
General Knowledge	B
Physical Edu	C
Drawing	B

School Teacher's Comments: Good

School Principal's Comments: Excellent

Class Teacher Signature	Parent Signature	Principal Signature

