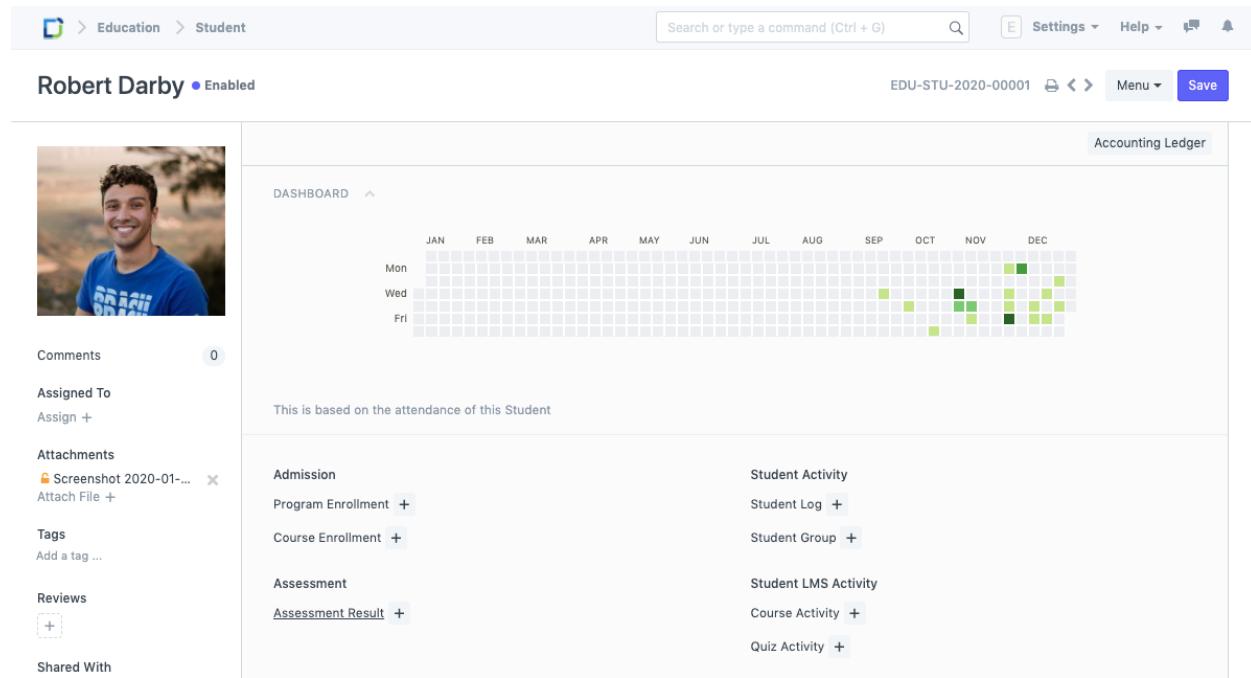


Student Management

Student

The Student document will hold all the data of any Student in your Academy like their Personal Information, Photo, Date of Birth, Address, etc.

This form will also contain any additional details like the Student's Guardian and Sibling details.



The screenshot shows the 'Student' page in a software application. At the top, there is a navigation bar with 'Education > Student'. A search bar and a 'Save' button are also present. The main area displays a student profile for 'Robert Darby' (Enabled). On the left, there is a sidebar with links for 'Comments' (0), 'Assigned To' (with an 'Assign +' button), 'Attachments' (a screenshot file), 'Tags' (with an 'Add a tag ...' button), 'Reviews' (with a '+' button), and 'Shared With'. The main content area has a 'DASHBOARD' section showing a grid of attendance data from January to December. Below the dashboard, there are several management links: 'Admission', 'Program Enrollment +' (highlighted in blue), 'Course Enrollment +' (with a '+' button), 'Assessment', 'Assessment Result +' (with a '+' button), 'Student Activity', 'Student Log +' (with a '+' button), 'Student Group +' (with a '+' button), 'Student LMS Activity', 'Course Activity +' (with a '+' button), and 'Quiz Activity +' (with a '+' button). The top right of the main area says 'Accounting Ledger'.

The student is enrolled in a Program when the application is approved. Once the enrollment is done the Student Applicant status is update to Admitted.

To access Student, go to:

Home > Education > Student > Student

1. Prerequisites

Before creating a student, it is advised to create the following first:

- User (If Applicable)

2. How to create a New Student

1. Go to the student list and click on New.

2. Enter the First Name, Middle Name and Last Name of the student.
3. Enter other details like Student Email Address, User ID(If Applicable) and Joining Date.
4. Save.

Robert Darby • Not Saved

Enabled

First Name <input type="text" value="Robert"/>	Naming Series <input type="text" value="EDU-STU-YYYY-"/>
Middle Name <input type="text" value="Michael"/>	Student Email Address <input type="text" value="robert.darby@excellence.com"/>
Last Name <input type="text" value="Darby"/>	Student Mobile Number <input type="text" value="+91 999-990-0000"/>
User ID <input type="text" value="robert.darby@excellencesuite.com"/>	Joining Date <input type="text" value="02-01-2020"/>

3. Features

Apart from the aforementioned details, some additional details of the student that can be captured are as follows:

3.1. Personal Details

Personal details of the Student like their Date of Birth, Gender, Blood Group, and Nationality can be added here.

Robert Michael Darby • Enabled

EDU-STU-2020-00001

PERSONAL DETAILS

Date of Birth <input type="text" value="17-01-1995"/>	Gender <input type="text" value="Male"/>
Blood Group <input type="text" value="O+"/>	Nationality <input type="text" value="Indian"/>

3.2. Home Address

The address of the student, along with the City, State, and Pincode can be captured here. Two address lines can be captured for each student.

Search or type a command (Ctrl + G) Settings Help Menu Save

Robert Michael Darby • Enabled EDU-STU-2020-00001 Menu Save

HOME ADDRESS	
Address Line 1	City
LBS Marg	Mumbai
Address Line 2	State
Shitaladevi Temple	Maharashtra
Pincode	
400078	

3.3. Guardian Details

The details of the student's guardian and their relationship with the student can be captured here. You can create a Guardian from here itself, or create a guardian first and then create the Student.

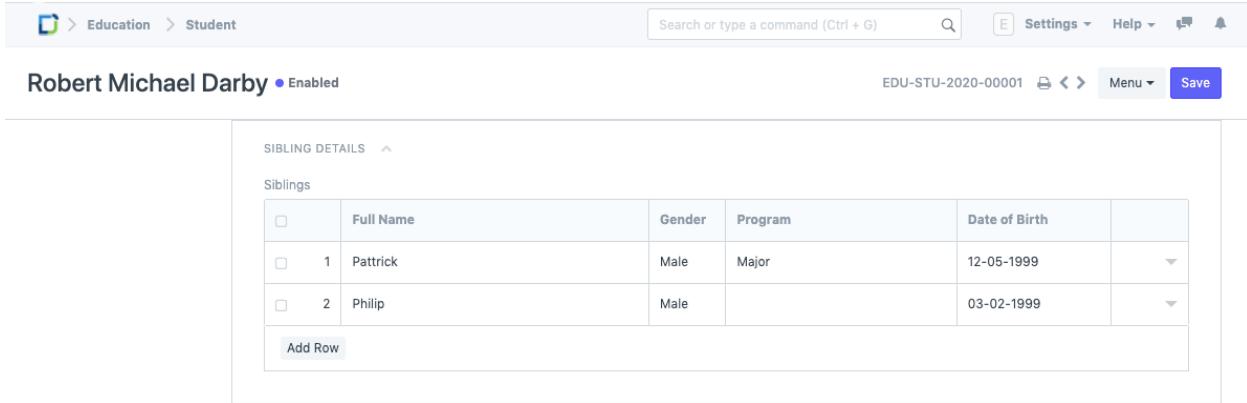
Search or type a command (Ctrl + G) Settings Help Menu Save

Robert Michael Darby • Enabled EDU-STU-2020-00001 Menu Save

GUARDIAN DETAILS				
Guardians				
<input type="checkbox"/>	Guardian	Guardian Name	Relation	
<input type="checkbox"/>	1 EDU-GRD-2020-00001	Mr. Darby	Father	▼
<input type="checkbox"/>	2 EDU-GRD-2020-00002	Mrs. Darby	Mother	▼
<input type="checkbox"/>	3 EDU-GRD-2020-00003	Mr. Doyle	Others	▼
Add Row				

3.4. Sibling Details

This section will have all the details of the Student's Siblings. You can select if the sibling is studying in the Same Institute or no. If the Sibling is also a student of your institute, you will be required to enter their Student ID, if not, you can enter the name of the Institution they are associated with. Their academic details like Program and personal details like Gender and Date of Birth can also be captured.



Robert Michael Darby • Enabled

EDU-STU-2020-00001 Save

SIBLING DETAILS

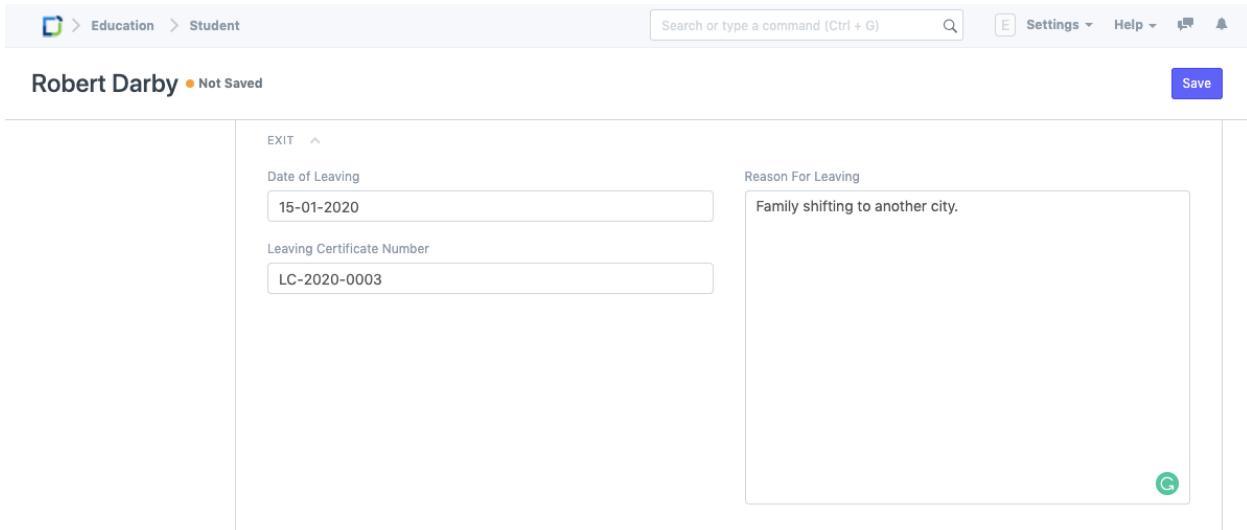
Siblings

	Full Name	Gender	Program	Date of Birth	
<input type="checkbox"/>	Patrick	Male	Major	12-05-1999	▼
<input type="checkbox"/>	Philip	Male		03-02-1999	▼

Add Row

3.5. Exit Details

The Student's exit details can be captured here, like their Date of Leaving, and Leaving Certificate Number as captured in your institute's records can be captured. Further, you can also enter the Reason For Leaving in here.

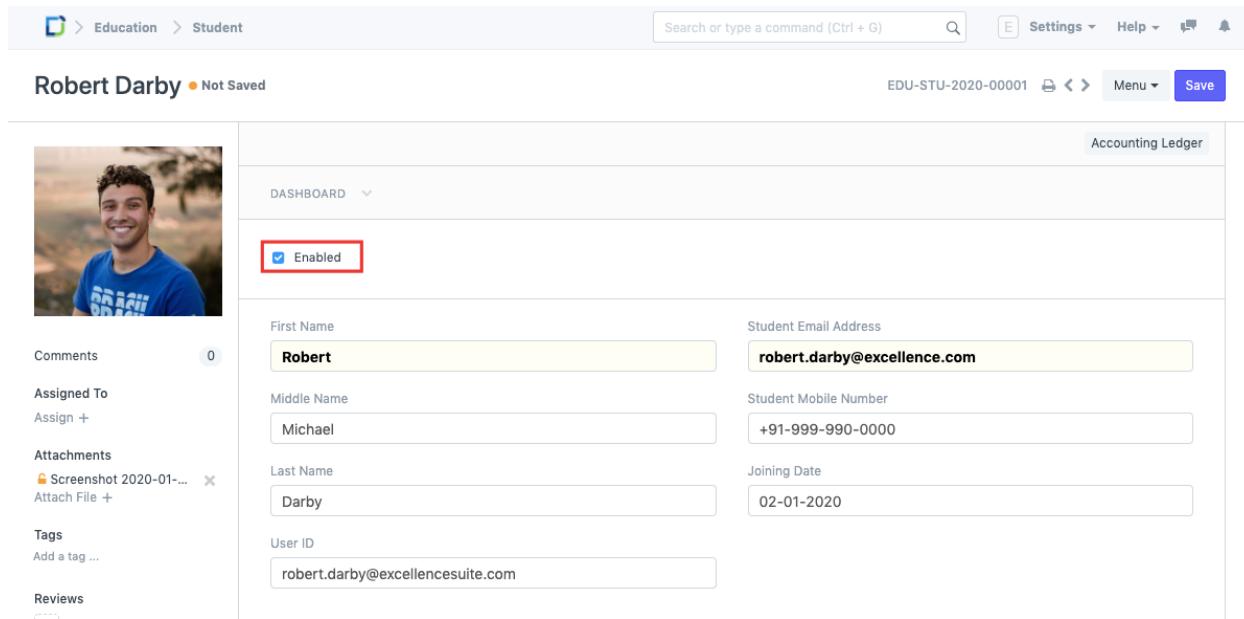


Robert Darby • Not Saved Save

EXIT

Date of Leaving	Reason For Leaving
15-01-2020	Family shifting to another city.
Leaving Certificate Number	
LC-2020-0003	

Note: On top of the student form, there is an '**Enabled**' checkbox using which the student by default would always be enabled. Once you have recorded the Student's Exit Details, you must uncheck this box to disable the student.



Robert Darby Not Saved

EDU-STU-2020-00001 Save

Comments 0

Assigned To Assign +

Attachments Screenshot 2020-01-... Attach File +

Tags Add a tag ...

Reviews

First Name Student Email Address

Middle Name Student Mobile Number

Last Name Joining Date

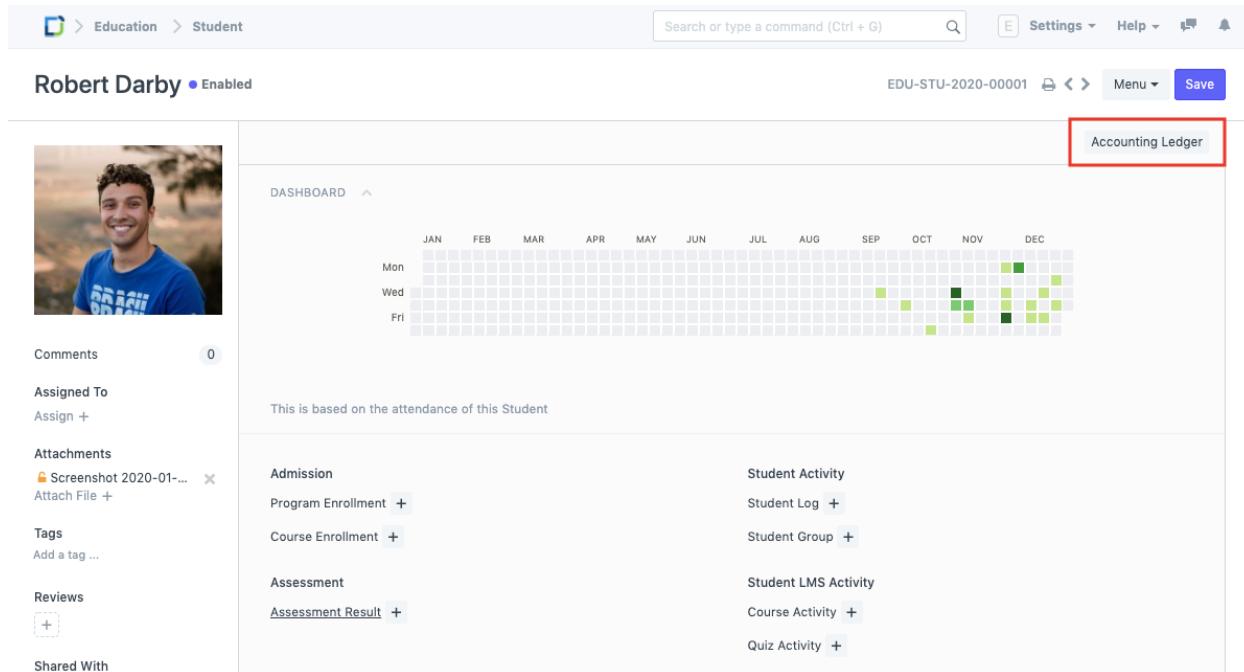
User ID

3.6. After Saving

Once you save the Student Form, the student gets created in the system and you will be able to link this document to other documents related to Admission, Assessment, Attendance, Student Activity, Student LMS Activity, and Fees. Further, you will also be able to see a dashboard that will indicate their activities throughout the year.

4. Other actions

Once a student is created in the system, you can also view the Accounting Ledger, which will show a report of all the payments made by the student.



Robert Darby • Enabled

EDU-STU-2020-00001

Comments 0

Assigned To

Attachments Screenshot 2020-01-...

Tags Add a tag ...

Reviews

Shared With

DASHBOARD

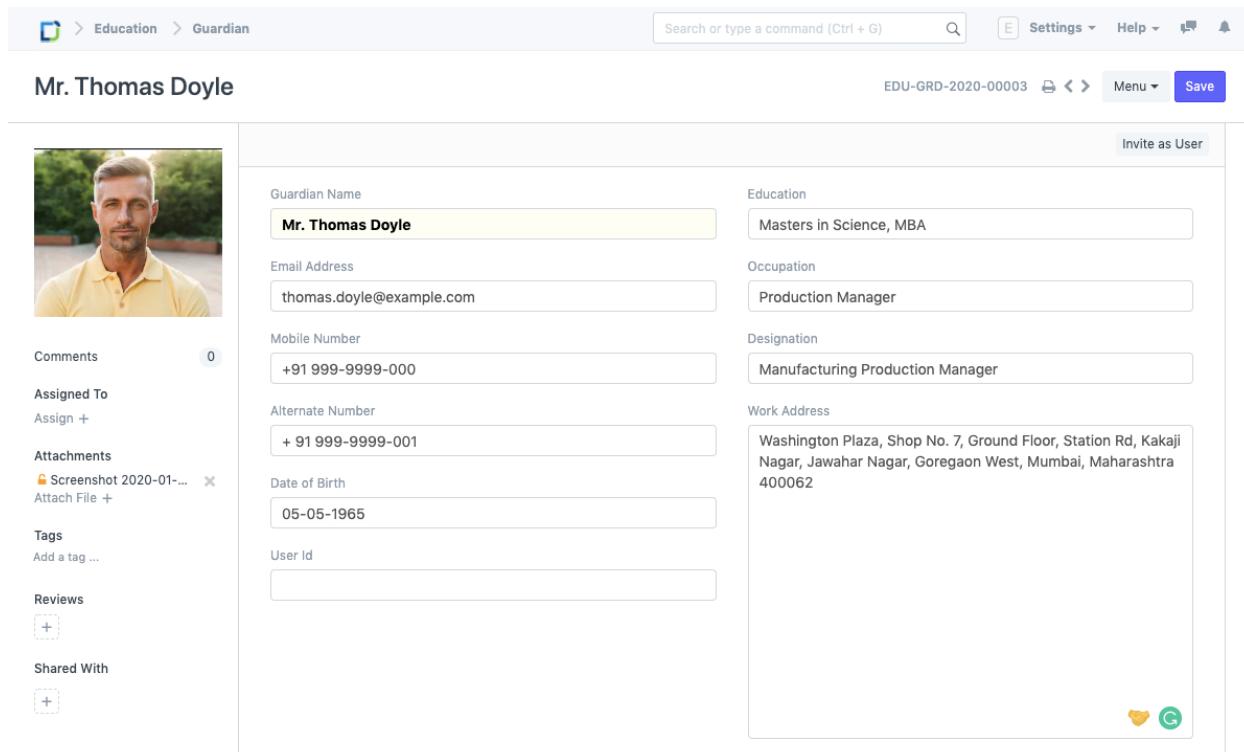
This is based on the attendance of this Student

Admission		Student Activity	
Program Enrollment	Student Log	Course Enrollment	Student Group
Assessment		Student LMS Activity	
<u>Assessment Result</u>	Course Activity	Quiz Activity	

Accounting Ledger

Guardian

Guardian allows you to record the details of the Guardians of a Student.



Mr. Thomas Doyle

EDU-GRD-2020-00003

Comments 0

Assigned To

Attachments Screenshot 2020-01-...

Tags Add a tag ...

Reviews

Shared With

Guardian Name Mr. Thomas Doyle

Education Masters in Science, MBA

Email Address thomas.doyle@example.com

Occupation Production Manager

Mobile Number +91 999-9999-000

Designation Manufacturing Production Manager

Alternate Number + 91 999-9999-001

Work Address Washington Plaza, Shop No. 7, Ground Floor, Station Rd, Kakaji Nagar, Jawahar Nagar, Goregaon West, Mumbai, Maharashtra 400062

Date of Birth 05-05-1965

User Id

Invite as User

Every student can have multiple guardians like Father, Mother, Brother, or Sister.

To access Guardian, go to:

Home > Education > Student > Guardian

1. Prerequisites

Before creating a Guardian, it is advised to create the following first:

- Student
- User

2. How to create a Guardian

1. Click on New Guardian in the Guardian List.
2. Add the name of the Guardian and click on Save.

2.1. Additional Options while creating a Guardian

Apart from the mandatory details of the Guardian, you can also add the following details:

1. **Email Address:** Enter the email address of the Guardian. The email address can be linked to an email group for sending Newsletters or Announcements.
2. **Mobile Number:** The mobile number of the Guardian can be recorded here.
3. **Alternate Mobile Number:** You can add the Alternate Mobile Number of the Guardian over here for emergency purposes.
4. **Date of Birth:** The date of birth of the Guardian can be recorded here.
5. **User ID:** If the Guardian is a User of the system, their User Id can be mentioned here.
6. **Education:** The Academic and Educational details of the Guardian can be recorded here.
7. **Occupation:** The occupation of the Guardian can be captured here.
8. **Designation:** You can enter the designation of the Guardian here.
9. **Work Address:** The Work Address of the Guardian can be recorded here for emergency purposes.



Comments 0

Assigned To [Assign +](#)

Attachments [Screenshot 2020-01-...](#) [Attach File +](#)

Tags [Add a tag ...](#)

Reviews [+](#)

Shared With [+](#)

Guardian Name

Education

Email Address

Occupation

Mobile Number

Designation

Alternate Number

Date of Birth

User Id

Work Address

Invite as User
Save

3. Features

3.1. Guardian Of

While creating a Student, if you have selected a Particular Guardian for them, the name of that Student will automatically be fetched here. Multiple students can have the same person as their guardian. In that case, multiple entries will be made in this section. However, on the front end, one will not be able to add more students to this section.

You edited this 8 minutes ago

You created this a day ago

38.12MB (0%) used

GUARDIAN OF

Students

		Student	Student Name	
<input type="checkbox"/>	1	EDU-STU-2020-00002	Philip Thomas	▼
<input type="checkbox"/>	2	EDU-STU-2020-00001	Robert Michael Darby	▼

3.2. Guardian Interests

Interests could be a list of activities that the Guardian would be willing to do for the institute or would like their Dependent or Ward to do as a part of extra-curricular activities.

Mr. Thomas Doyle • Not Saved

EDU-GRD-2020-00003

Settings ▾ Help ▾

Save

GUARDIAN INTERESTS

Interests

	Interest	
<input type="checkbox"/>	1 Monetary help to the school	▼
<input type="checkbox"/>	2 Learning Football	▼
<input type="checkbox"/>	3 Guitar Classes	▼
Add Row		

4. Making the Guardian A User

Once Guardian has been saved, you can find a button **Invite As User** on the top right corner of the form. This button would allow you to invite the guardian as a User of DellSuite by sending them an invitation email on the recorded email ID.

Mr. Thomas Doyle • Not Saved

EDU-GRD-2020-00003

Settings ▾ Help ▾

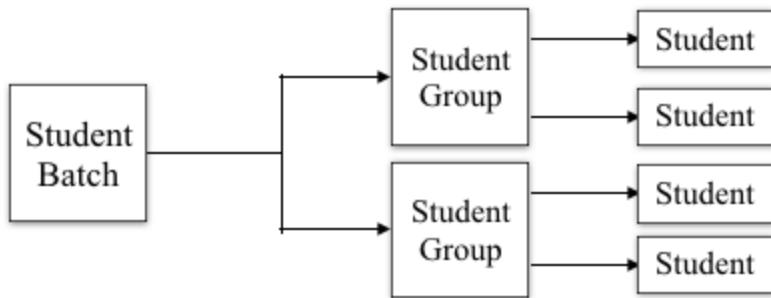
Save

	Guardian Name Mr. Thomas Doyle	Education Masters in Science, MBA
Comments 0	Email Address thomas.doyle@example.com	Occupation Production Manager
Assigned To	Mobile Number +91 999-9999-000	Designation Manufacturing Production Manager

Student Group

A student group is a collection of students from the same batch or taking the same course.

For example, if a group of students studying the same program together will be called a student batch, then from within this group, the cluster of students who have taken up the same elective course will be called a Student Group.



To access Student Group, go to:

Home > Education > Student > Student group

1. Prerequisites

Before creating a Student group, it is advisable that you first create the following:

1. Student
2. Program Enrollment
3. Student Batch name
4. Student Category
5. Instructor

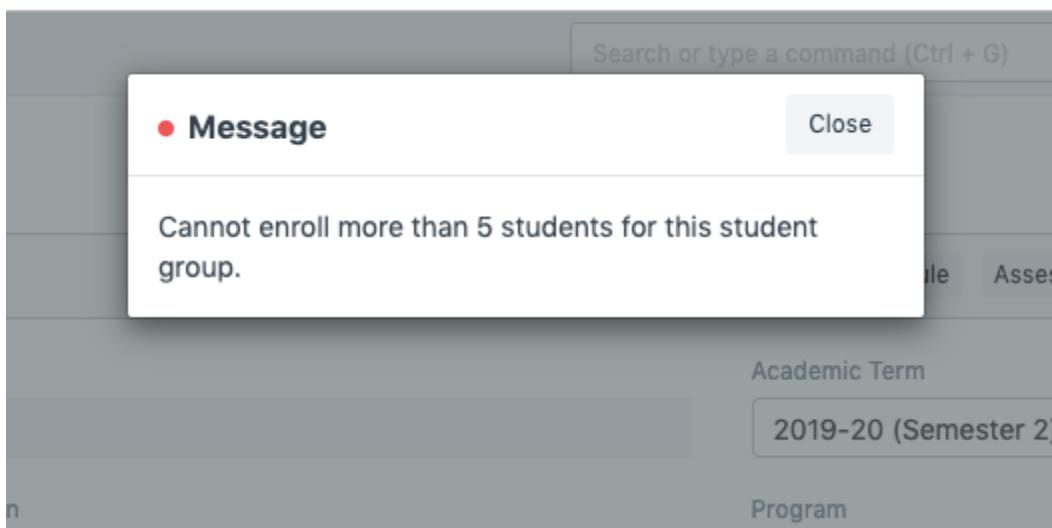
2. Creating a Student Group

1. Go to Student Group List and click on New.
2. **Group Based On:** Select the basis on which you would like to create the student group. The three options available are:
 - Batch: List of all the students from within a specific batch will be fetched in this case.
 - Course: List of all the students who have enrolled for a specific course will be fetched in this case.
 - Activity: You can select this option when you want to create a group of students for certain activities happening in the school.
3. **Student Group Name:** Enter the name of the student group.
4. Save.

2.1. Additional Options while creating a Student Group

Apart from the above mandatory options, the following fields should also be filled in the form to create a Student Group:

1. Select the **Academic Year** and **Academic Term** for which the Student Group is being made.
2. **Program:** Select the Program for which the Student Group is being made.
3. **Batch:** Select the Batch based on which you would want to fetch the list of students for the student group.
4. **Max Strength:** Enter the Maximum number of students that can be a part of this Student Group. If the number of selected students in the group is more than the Max Strength, the system will not allow you to save this group and an error will be shown.



5. **Student Category:** If you want the students of a specific category to be a part of this group, you can select that.
6. **Course:** This option only appears when the Group is Based on a Course. You can select a particular course here, and a list of only those students who have been enrolled in this course would be fetched to create this student group.

2.2. Features:

- **Students:** Enter the names of the students that you wish to add to this Student Group. The student list will be fetched according to the parameters selected above, like Academic Year, Academic Term, Batch, Program, Course, etc.

- **Get Students:** Based on the parameters selected above, the system will automatically fetch the list of students, and all the students who have the criteria matching with the Student Group, will be enlisted in the Students list once you click on 'Get students'.

Note: You have to select the students Manually for an Activity-Based group as this group may not have any defined criteria and any student can be selected to be added in this group. **Get Students** will not be functional in this condition.

- **Instructors:** Select the Instructors who will be teaching or mentoring this particular group of students.

	Student	Student Name	Group Roll Number	Active
<input type="checkbox"/>	1 EDU-STU-2020-00019	Faith Ann	1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2 EDU-STU-2020-00001	Robert Michael Darby	2	<input checked="" type="checkbox"/>

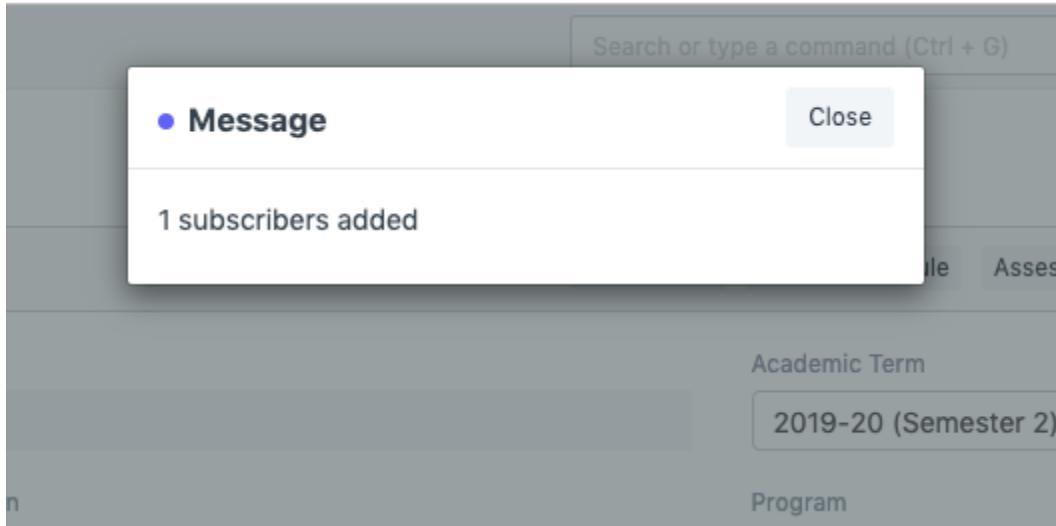
	Instructor	Instructor Name
<input type="checkbox"/>	1 Mr. David Goldsmith	Mr. David Goldsmith

3. After creating a Student Group

Once the student group has been created and saved, the following can be created from the Student group:

1. **Attendance:** You will be redirected to Student Attendance Tool through which you can mark the attendance of all the students for a particular date.
2. **Course Schedule:** You will be redirected to Course Schedule, wherein you will be able to see the schedule for this student group and further you can also create a New Course Schedule for the students in this group.
3. **Assessment Plan:** You will be redirected to Assessment Plan list, where all the assessment plan for your student group will be listed and you will also be allowed to create a New Assessment Plan for the group.

4. **Update Email Group:** Once you select this option if the Email Ids of the Students in this group will be added to the Email Group and you will be able to send newsletters to all the subscribers in this Student Group.



5. **Newsletters:** You will be able to send Newsletters to all the subscribers from within the student group with this option.

EM Batch 2: Group 1 • Enabled

Students

You edited this 5 days ago

You created this 18 days ago

39.0MB (0%) used

	Student	Student Name	Group Roll Number	Active	
<input type="checkbox"/>	1 EDU-STU-2020-00019	Faith Ann	1	✓	▼
<input type="checkbox"/>	2 EDU-STU-2020-00001	Robert Michael Darby	2	✓	▼

Add Row

Instructors

Instructors

	Instructor	Instructor Name	
<input type="checkbox"/>	1 Mr. David Goldsmith	Mr. David Goldsmith	▼

Add Row

Student Attendance

Student Attendance allows you to track and manage the attendance of a student for a day. The Attendance module is designed to help teachers easily mark student attendance during class.

Attendance Records can be created against Students on a daily basis.

To access Student Attendance, go to:

Home > Education > Attendance > Student Attendance

1. How to create Student Attendance

Select the **Student, Course Schedule, and Student Group** for which attendance is to be marked for the given date. Set the Status to Present/Absent and save.

Student Attendance tool can be used for bulk updation of the attendance based on **Batch, Course, or Activity**.

From version 15.3.1 onwards: Attendance DocType have 3 States:

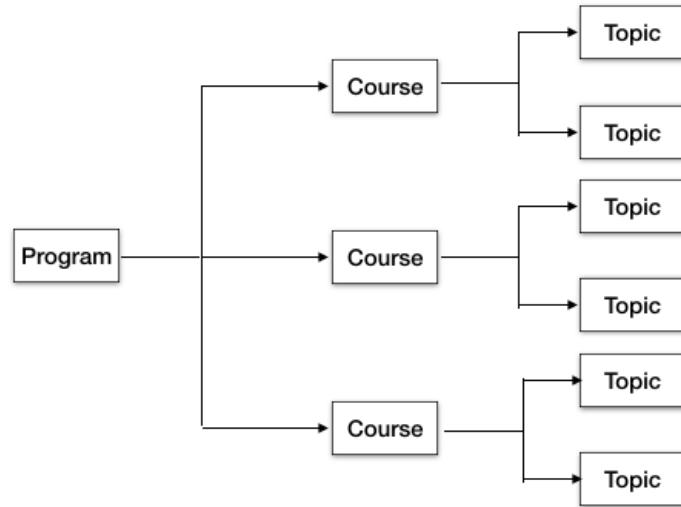
1. Present
2. Leave
3. Absent

The status of the attendance can be changed even after submitting the doctype

Program

A Program will have an educational curriculum defined by your institute to streamline the learning process and goals in each subject or course.

For example, Economics Major would be a Program taught at an institution that will have various courses within.



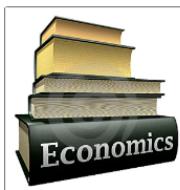
An Economics major would look something like this:

Education > Program

Search or type a command (Ctrl + G) Settings Help Print Save

Economics Major

Print Back Forward Menu Save



Economics Major

DASHBOARD ▼

Department: **Economics - ESA**

Program Abbreviation: **EM**

COURSES

Courses

	Course	Course Name	Manda...	
<input type="checkbox"/>	1 Meaning and Importance of Managerial Economics	Meaning and Importance of Managerial Econo...	<input checked="" type="checkbox"/>	▼
<input type="checkbox"/>	2 Economics Core Course 1 : Introductory Microeconomics	Economics Core Course 1 : Introductory Micro...	<input checked="" type="checkbox"/>	▼
<input type="checkbox"/>	3 Economics Core Course 2 : Mathematical Methods for E...	Economics Core Course 2 : Mathematical Met...	<input checked="" type="checkbox"/>	▼
<input type="checkbox"/>	4 Economics Core Course 3 : Introductory Macroeconomics	Economics Core Course 3 : Introductory Macr...	<input checked="" type="checkbox"/>	▼
<input type="checkbox"/>	5 Economics Core Course IV	Economics Core Course IV	<input checked="" type="checkbox"/>	▼
<input type="checkbox"/>	6 Ability Enhancement Compulsory Course (AECC)-I	Ability Enhancement Compulsory Course (AEC...	<input type="checkbox"/>	▼
<input type="checkbox"/>	7 Ability Enhancement Compulsory Course (AECC)-II	Ability Enhancement Compulsory Course (AEC...	<input type="checkbox"/>	▼

Add Row

To access the Program list go to:

Home > Education > Masters > Program

1. Prerequisites

To create a New Program, it is advised to create the following first:

1. Department
2. Course

2. Creating a New Program

1. Go to the Program list and click on New.
2. Enter the Program Name and the Program Abbreviation.
3. Select the Department for the Program.
4. Select and add the courses within the Program.
5. Save.

2.1 Alternate ways of creating a new Program

A new program can also be created from a course.

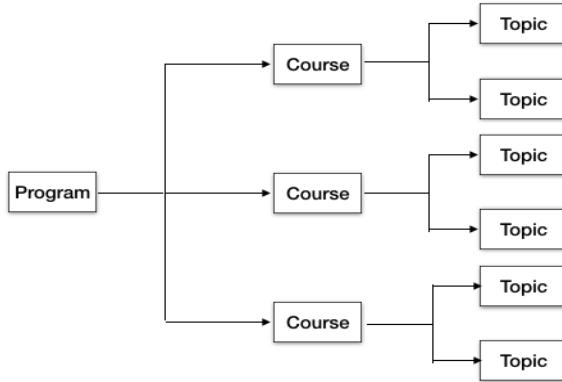
2.2 Additional Options while creating a new Program

- **Portal Settings**
 - **Is Published:** For every program created in DellSuite, there is a check-box in the Portal settings, that allows the Program to be published on the portal. This can facilitate Self Enrollment and other settings for the program. Once this box is checked, the following options will be available for the user.
 - **Allow Self Enroll:** Once this box is checked, the students/applicants would be able to enroll themselves for the program on the portal.
 - **Is Featured:** Enabling this option would allow the program to be featured on the portal.
 - **Intro Video:** Enter the link for the video that you wish to add an Introductory Video for the Program.
 - **Description:** Add the description of the Program which you want to be visible on the portal.

Course

A course can be considered as a subject or a part of an educational program which is to be taught for a term.

For example, if for a particular term, Economics Major is a program taught in the institute, then Mathematical Methods for Economics would be a Course covered under the program.



A course will have a set of topics that are to be covered under its scope.

To access the course list, go to:

Home > Education > Masters > Course

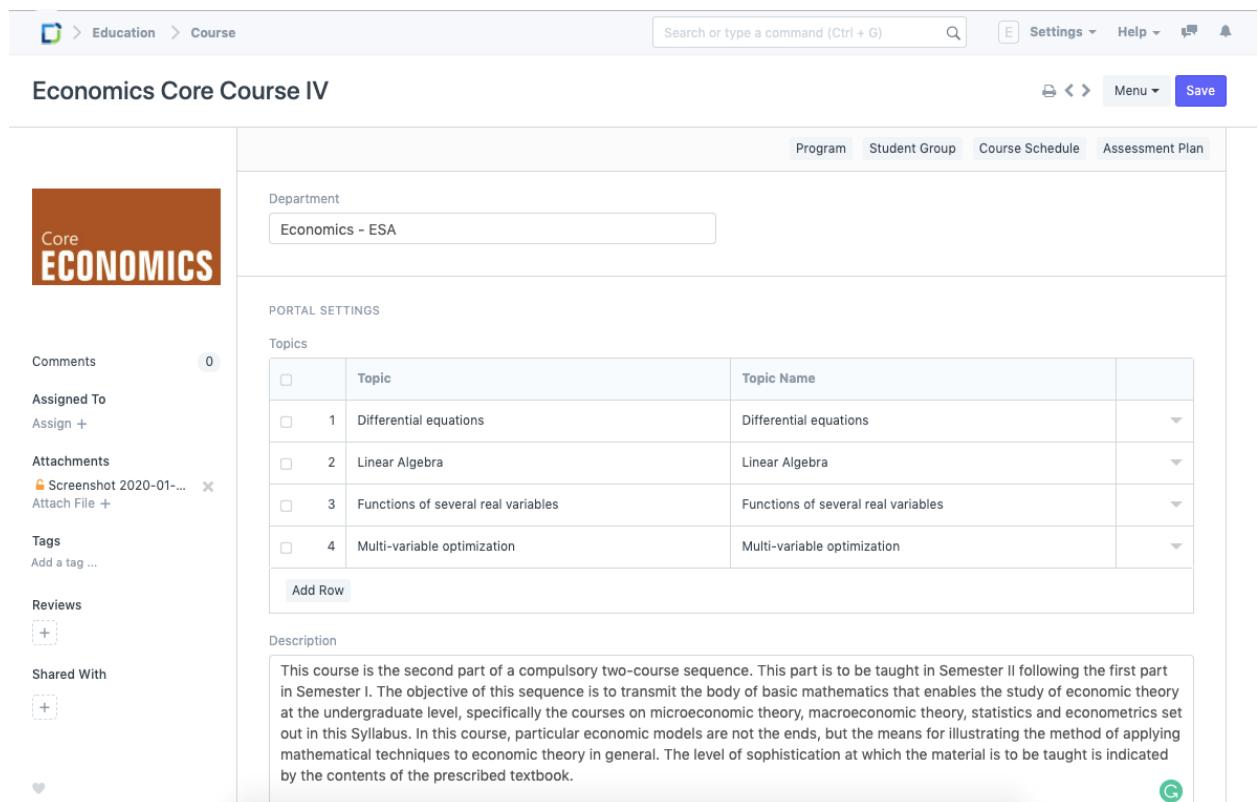
1. Prerequisites

Before creating a course, it is advised to create:

1. Department
2. Topics

2. How to create a course

1. Go to Course List and click on New.
2. Enter the Course Name.
3. Select the Department under which this course is being made.
4. Add the Topics. You can also create the topics from here itself.
5. Add the Description for the course.
6. Save.



The screenshot shows a course creation interface. At the top, there is a navigation bar with 'Education > Course' and a search bar. On the right, there are buttons for 'Settings', 'Help', and a bell icon. The main title is 'Economics Core Course IV'. Below the title, there is a 'Department' field containing 'Economics - ESA'. The interface is divided into several sections: 'PORTAL SETTINGS', 'Topics', 'Description', and a sidebar with various course management options like 'Comments', 'Assigned To', 'Attachments', 'Tags', 'Reviews', and 'Shared With'.

Topics

	Topic	Topic Name
<input type="checkbox"/>	1 Differential equations	Differential equations
<input type="checkbox"/>	2 Linear Algebra	Linear Algebra
<input type="checkbox"/>	3 Functions of several real variables	Functions of several real variables
<input type="checkbox"/>	4 Multi-variable optimization	Multi-variable optimization

Description

This course is the second part of a compulsory two-course sequence. This part is to be taught in Semester II following the first part in Semester I. The objective of this sequence is to transmit the body of basic mathematics that enables the study of economic theory at the undergraduate level, specifically the courses on microeconomic theory, macroeconomic theory, statistics and econometrics set out in this Syllabus. In this course, particular economic models are not the ends, but the means for illustrating the method of applying mathematical techniques to economic theory in general. The level of sophistication at which the material is to be taught is indicated by the contents of the prescribed textbook.

3. Features

3.1. Assessment

For every new Course a User can have a New Assessment setting where in they can define the criteria based on which the students will be assessed for the course.

1. **Default Grading Scale:** A default Grading Scale can be set up for the course, wherein you can define what would be the achievement level of the student based on the scores they earn for a course.
2. **Assessment Criteria:** You can define the Assessment Criteria for this course wherein based on the different parameters of assessment, the student's understanding of the subject would be assessed.

You created this 16 days ago
38.18MB (0%) used

ASSESSMENT

Default Grading Scale
Standard Grading

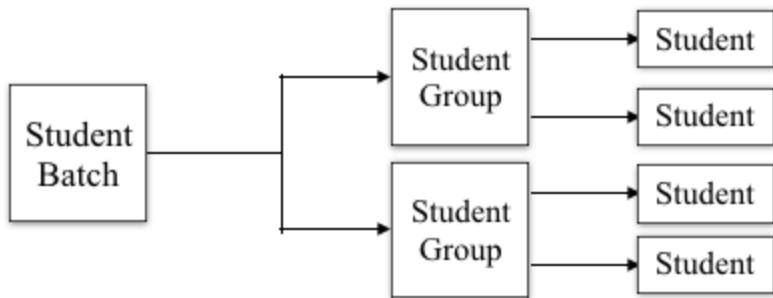
	Assessment Criteria	Weightage	
<input type="checkbox"/>	1 Understanding on the Subject	30%	▼
<input type="checkbox"/>	2 Applicability	30%	▼
<input type="checkbox"/>	3 Writing Ability	15%	▼
<input type="checkbox"/>	4 Internal Assessments (Viva)	15%	▼
<input type="checkbox"/>	5 Attendance	5%	▼
<input type="checkbox"/>	6 Journal Maintenance	5%	▼

Add Row

Student Batch

A Student batch is a collection of students from within Student Groups.

For example, A group of students studying the same Program together will be called a Student Batch.



To access the Student Batch, go to:

Home > Education > Settings > Student Batch Name

When a student is enrolled for a Program, the batch can be selected for the student, and they shall be a part of that batch.

You can also get a Student Batch-Wise Attendance report to view the number of students present from the Batch.

Student Applicant

A Student Applicant record gets created when a student applies to your institute for admission.

You can Approve or Reject a student applicant. By accepting a student applicant you can add them to the student master.

To access student Applicant, go to:

Home > Education > Admission > Student Applicant

1. Prerequisites

Before creating a Student Applicant, it is advisable to first create the following:

1. Academic Term
2. Academic Year

3. Program

2. How to create a Student Applicant

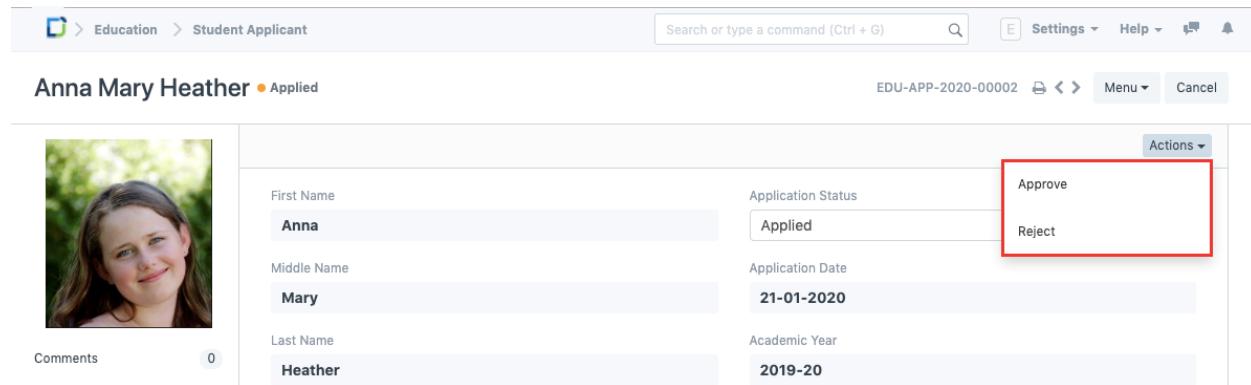
1. Go to the student Applicant and click on New.
2. Enter the **First Name** of the student Applicant.
3. Enter the **Program** for which the student has applied.
4. Enter the **Student Email Address**.
5. Save.

3. Features

3.1 Online Application via a Web Form

A Student Applicant gets automatically created when a student applies online. This can be made possible through the Student Applicant Web Form which is created by default in the system. Search for "Web Form List" in the awesome bar to access the list of all the web forms in the system.

Once the student applies, the status of the application by default is "Applied". You can either "Approve" or "Reject" the form.



The screenshot shows a web-based application form for a student applicant. At the top, the navigation bar includes 'Education > Student Applicant', a search bar, and various system settings like 'Settings', 'Help', and 'Cancel'. The main content area displays the following data:

First Name	Anna	Application Status	Applied
Middle Name	Mary	Application Date	21-01-2020
Last Name	Heather	Academic Year	2019-20

On the right side, there is an 'Actions' dropdown menu with two options: 'Approve' and 'Reject', with 'Reject' highlighted by a red box. Below the form, there is a 'Comments' section with a count of 0.

Once the application is approved, you can "Enroll" the student to a program. When you click the **Enroll** button, the system shall create a student against that applicant and redirect you to the Program Enrollment form.

Note: Once a student is created against the student applicant, the system will set the application status to 'Admitted' and will not allow you to change the application status unless the student record is deleted.

Student Category

Student Category allows you to classify the students based on various categories.

In Institutions, there may be fee concession for some categories such as Handicapped Students, Foreign Nationals, Reserved Categories by the government, etc.

When a Student is enrolled for a Program, you can select the select the Category for the Student.

To access Student category, go to:

Home > Education > Settings > Student Category

Name	Category	Last Modified On
<input type="checkbox"/> Name	Category	4 of 4
<input type="checkbox"/> Reserved Category Students	Reserved Category Students	Category Students now
<input type="checkbox"/> Foreign Nationals	Foreign Nationals	Foreign Nationals now
<input type="checkbox"/> Handicapped Students	Handicapped Students	Handicapped Students now
<input type="checkbox"/> Economically Challenged Family	Economically Challenged Family	Economically Challenged Family 1 h
<input type="checkbox"/> Navy Officer's Children	Navy Officer's Children	Navy Officer's Children 1 h
<input type="checkbox"/> General Category	General Category	General Category 1 h
<input type="checkbox"/> Top 10 Performing Students of the Batch	Top 10 Performing Students of the Batch	Top 10 Performing Students of the Batch 18 d

1. How to create a Student Category

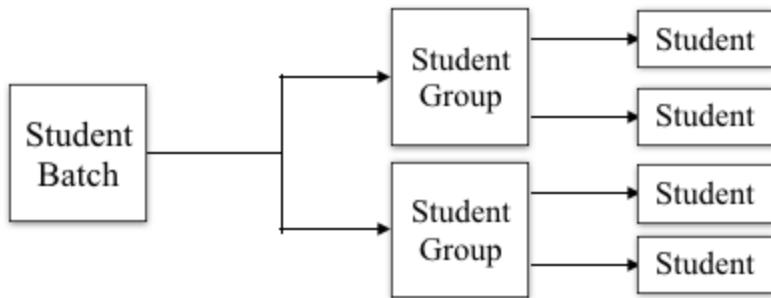
To create a new student category, click on New Student Category and add the name of the Student Category.

You can select the Student Category while making the Fee Structure and accordingly the student from the selected groups can be filtered out while making the Fee Schedule.

Student Group

A student group is a collection of students from the same batch or taking the same course.

For example, if a group of students studying the same program together will be called a student batch, then from within this group, the cluster of students who have taken up the same elective course will be called a Student Group.



To access Student Group, go to:

Home > Education > Student > Student group

1. Prerequisites

Before creating a Student group, it is advisable that you first create the following:

1. Student
2. Program Enrollment
3. Student Batch name
4. Student Category
5. Instructor

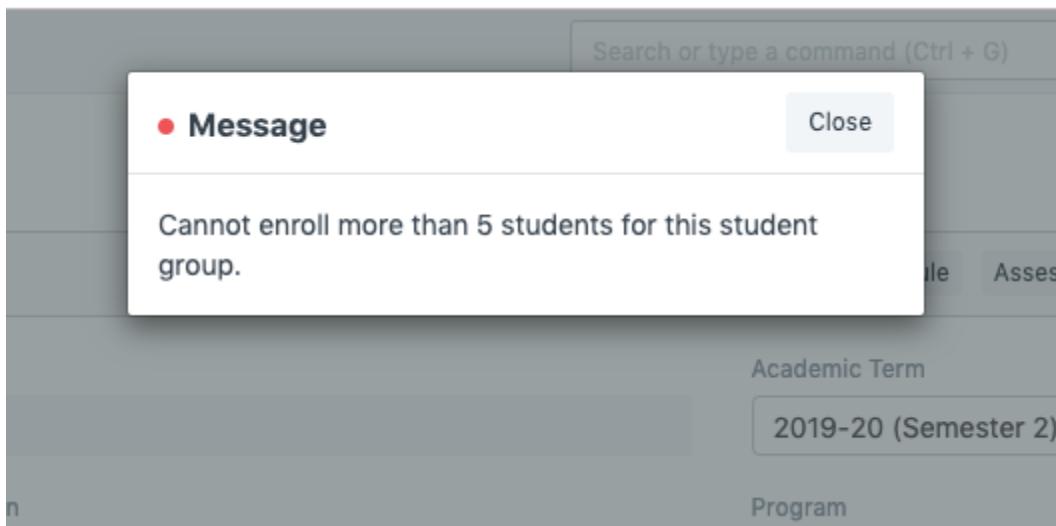
2. Creating a Student Group

1. Go to Student Group List and click on New.
2. **Group Based On:** Select the basis on which you would like to create the student group. The three options available are:
 - Batch: List of all the students from within a specific batch will be fetched in this case.
 - Course: List of all the students who have enrolled for a specific course will be fetched in this case.
 - Activity: You can select this option when you want to create a group of students for certain activities happening in the school.
3. **Student Group Name:** Enter the name of the student group.
4. Save.

2.1. Additional Options while creating a Student Group

Apart from the above mandatory options, the following fields should also be filled in the form to create a Student Group:

1. Select the **Academic Year** and **Academic Term** for which the Student Group is being made.
2. **Program:** Select the Program for which the Student Group is being made.
3. **Batch:** Select the Batch based on which you would want to fetch the list of students for the student group.
4. **Max Strength:** Enter the Maximum number of students that can be a part of this Student Group. If the number of selected students in the group is more than the Max Strength, the system will not allow you to save this group and an error will be shown.



5. **Student Category:** If you want the students of a specific category to be a part of this group, you can select that.
6. **Course:** This option only appears when the Group is Based on a Course. You can select a particular course here, and a list of only those students who have been enrolled in this course would be fetched to create this student group.

2.2. Features:

- **Students:** Enter the names of the students that you wish to add to this Student Group. The student list will be fetched according to the parameters selected above, like Academic Year, Academic Term, Batch, Program, Course, etc.

- **Get Students:** Based on the parameters selected above, the system will automatically fetch the list of students, and all the students who have the criteria matching with the Student Group, will be enlisted in the Students list once you click on 'Get students'.

Note: You have to select the students Manually for an Activity-Based group as this group may not have any defined criteria and any student can be selected to be added in this group. **Get Students** will not be functional in this condition.

- **Instructors:** Select the Instructors who will be teaching or mentoring this particular group of students.

	Student	Student Name	Group Roll Number	Active
<input type="checkbox"/>	1 EDU-STU-2020-00019	Faith Ann	1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2 EDU-STU-2020-00001	Robert Michael Darby	2	<input checked="" type="checkbox"/>

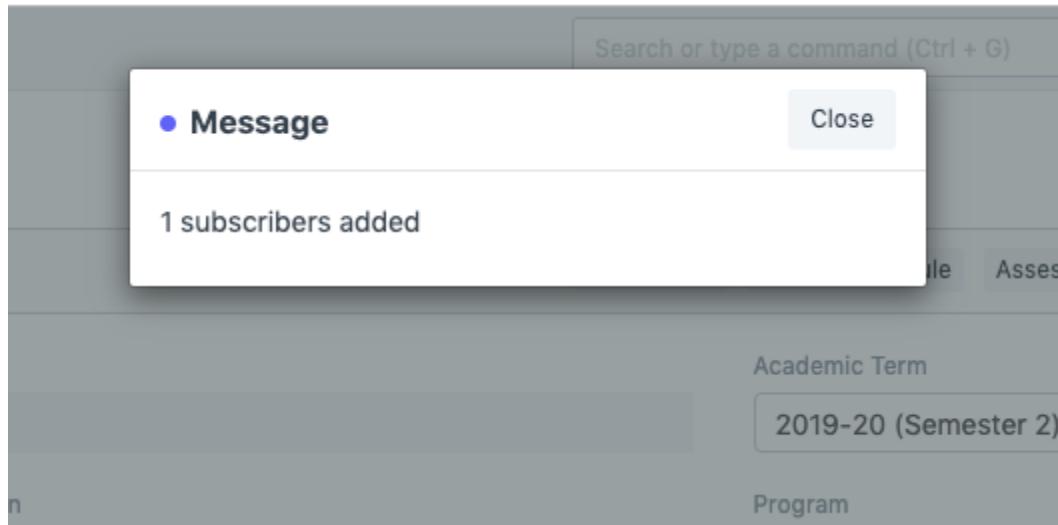
	Instructor	Instructor Name
<input type="checkbox"/>	1 Mr. David Goldsmith	Mr. David Goldsmith

3. After creating a Student Group

Once the student group has been created and saved, the following can be created from the Student group:

1. **Attendance:** You will be redirected to Student Attendance Tool through which you can mark the attendance of all the students for a particular date.
2. **Course Schedule:** You will be redirected to Course Schedule, wherein you will be able to see the schedule for this student group and further you can also create a New Course Schedule for the students in this group.
3. **Assessment Plan:** You will be redirected to Assessment Plan list, where all the assessment plan for your student group will be listed and you will also be allowed to create a New Assessment Plan for the group.

4. **Update Email Group:** Once you select this option if the Email Ids of the Students in this group will be added to the Email Group and you will be able to send newsletters to all the subscribers in this Student Group.



5. **Newsletters:** You will be able to send Newsletters to all the subscribers from within the student group with this option.

	Student	Student Name	Group Roll Number	Active	
<input type="checkbox"/>	1 EDU-STU-2020-00019	Faith Ann	1	<input checked="" type="checkbox"/>	<input type="button" value="▼"/>
<input type="checkbox"/>	2 EDU-STU-2020-00001	Robert Michael Darby	2	<input checked="" type="checkbox"/>	<input type="button" value="▼"/>

	Instructor	Instructor Name	
<input type="checkbox"/>	1 Mr. David Goldsmith	Mr. David Goldsmith	<input type="button" value="▼"/>

Student Group Creation Tool

The Student group creation tool allows you to create student groups in bulk.

To access the Student Group Creation Tool, go to:

Home > Education > Tools > Student Group Creation Tool

1. How to use the Student Group Creation Tool

1. Select the **Academic Term** and the **Program** for which a student group is to be created.
2. Select the **Program** under which you are creating the student group.
3. By default, the student group is created based on the courses only. The check-box for **Separate course based Group for every Batch** allows you to create different batch-wise Student groups for each course.
4. Click on **Get Courses**: All the courses within the selected Program will be enlisted here. You can choose and delete courses from the list already added in the list. You can also select and add courses from other programs on this list.
5. Click on **Create Students Groups**. Multiple Student groups for each course and batch will be created.

Student Log

The student Log will act as a Student Diary, wherein, all their logs and other notes can be recorded.

A student log can be used to record the student's performance in General, Academic, Medical or Achievement terms.

To access Student Log, go to

Home > Education > Student > Student Log

1. Prerequisites

- Student
- Academic Year
- Academic Term
- Program
- Student Batch

2. How to create a Student Log

1. Go to Student Log List and click on New.
2. Enter the Student ID. The moment you do this, the name of the student will automatically be fetched.

3. Save.

Philip Thomas • Not Saved

Comments	0	Student	EDU-STU-2020-00002	Academic Year	2019-20
Assigned To		Student Name	Philip Thomas	Academic Term	2019-20 (Semester 2)
Attachments		Type	Medical	Program	Economics Major
Attach File +		Date	03-01-2020	Student Batch	EM-Batch 2
Tags					
Add a tag ...					
Reviews					
+					
Shared With					

3.1. Additional Options while creating a Student Log

- **Type:** You can enter the type of the Log that is being created for the student. A student log can be a General, Academic, Medical or Achievement log. Following are some examples wherein you can make a log for the student:
 - General: If the student was extremely well behaved during the entire day or if they were sleeping during the class.
 - Academic: If a student gets a full score in a surprise test, or if they get a very bad score.
 - Medical: If the student was found not having their lunch, or if they complained of some other medical issue.
 - Achievement: If the student scored a goal for the team in a football match.

Philip Thomas • Not Saved

Comments	0	Student	EDU-STU-2020-00002	Academic Year	2019-20
Assigned To		Student Name	Philip Thomas	Academic Term	2019-20 (Semester 2)
Attachments		Type	General Academic ✓ Medical Achievement	Program	Economics Major
Attach File +		Date	03-01-2020	Student Batch	EM-Batch 2
Tags					
Add a tag ...					
Reviews					
+					
Shared With					

- **Date:** You can select the date on which the log was entered.
- **Academic Year:** You can select the academic session for which this log is being made.
- **Academic Term:** You can select the term in which this log is being recorded.

- **Program:** Select the Program under which the student is enrolled.
- **Student Batch:** Select the batch of which this student is a part of.
- **Log:** This field will have your note of log for the student.

The screenshot shows the 'Student Log' interface in the Education module. The top navigation bar includes 'Education > Student Log', a search bar, and various system settings. The main content area is titled 'Philip Thomas' with a status 'Not Saved'. On the left, there are several sidebar buttons: 'Comments' (0), 'Assigned To' (with an 'Assign +' button), 'Attachments' (with an 'Attach File +' button), 'Tags' (with an 'Add a tag ...' button), 'Reviews' (with a '+:' button), and 'Shared With' (with a '+:' button). Below these are two small heart icons. The main form area is divided into sections: 'Student' (with 'EDU-STU-2020-00002' in the ID field), 'Academic Year' (2019-20), 'Academic Term' (2019-20 (Semester 2)), 'Program' (Economics Major), 'Type' (Academic), 'Date' (03-01-2020), 'Student Batch' (EM-Batch 2), and a 'Log' section. The 'Log' section contains a rich text editor toolbar and a text area with the entry 'A+ in surprise test in Mathematical Methods for Economics-II'.

Student Portal

From Version 15.2.0 onwards the Student Portal is available with the Education Module.

Note: As of now only a Student can login to the portal, which is only possible if a user is created against that student who is trying to login. The portal is accessible at the url "/student-portal".

"Current Academic Year" in "Education Settings" should be set for the portal to work.

Features with the portal:

1. School/College Timetable
2. Current and Previous Grades
3. Fee History and Fee Payment
4. Student Attendance
5. Student Profile Data

Timetable

Schedule

February, 2024

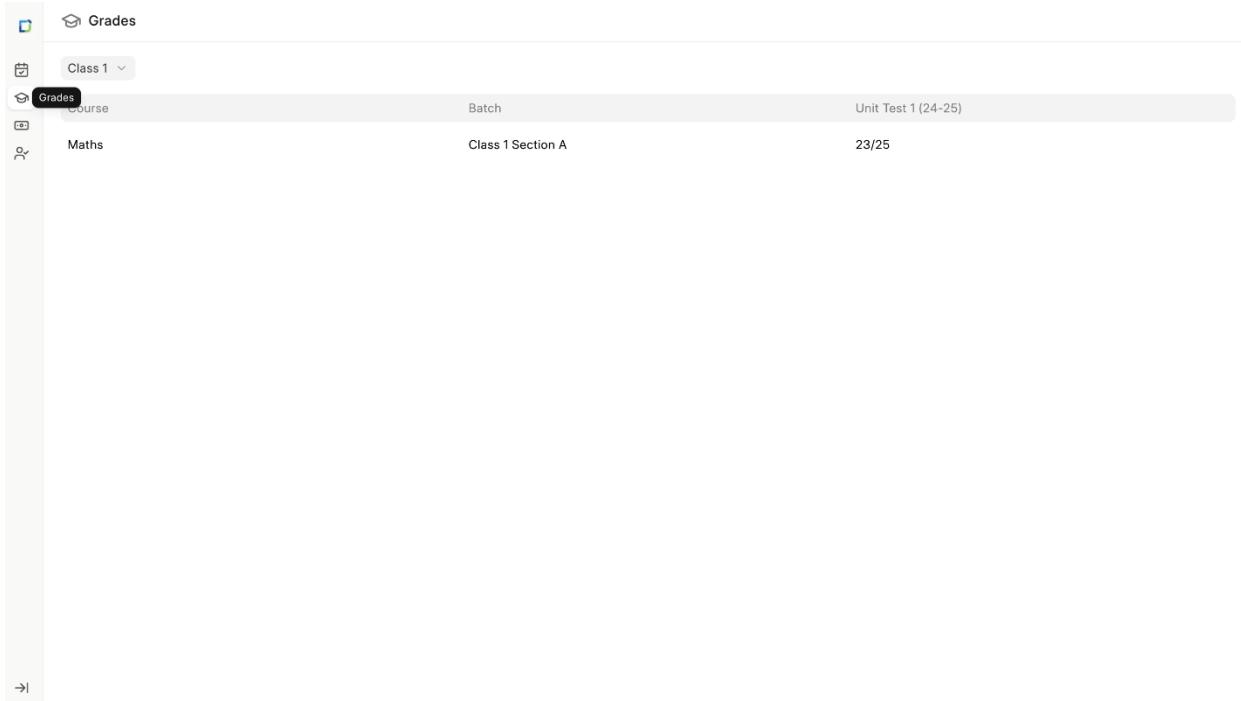
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Jan 28	Jan 29	Jan 30	Jan 31	1	2	3
				Maths by Sheldon 12:00:00 - 13:00:00	Maths by Sheldon 12:00:00 - 13:00:00	
4	5	6	English by Ryan M 16:00:00 - 17:00:00	English by Ryan M 16:00:01 - 17:00:00	Tue, Feb 06 by Sheldon 16:00:01 - 17:00:00	9
	Maths by Sheldon			Room No: HTL-ROOM-2024-00001	Maths by Sheldon 12:00:00 - 13:00:00	10
11	12	13	English by Ryan M 16:00:00 - 17:00:00	English by Ryan M 16:00:00 - 17:00:00	English by Ryan M 16:00:00 - 17:00:00	Maths by Sheldon 12:00:00 - 13:00:00
	Maths by Sheldon			Maths by Sheldon 12:00:00 - 13:00:00	Maths by Sheldon 12:00:00 - 13:00:00	17
18	19	20	English by Ryan M 16:00:00 - 17:00:00	English by Ryan M 16:00:00 - 17:00:00	English by Ryan M 16:00:00 - 17:00:00	Maths by Sheldon 12:00:00 - 13:00:00
	Maths by Sheldon			Maths by Sheldon 12:00:00 - 13:00:00	Maths by Sheldon 12:00:00 - 13:00:00	24
25	26	27	English by Ryan M 16:00:00 - 17:00:00	English by Ryan M 16:00:00 - 17:00:00	English by Ryan M 16:00:00 - 17:00:00	
	Maths by Sheldon					Mar 1
Mar 3	Mar 4	Mar 5				Mar 2
						Mar 3

All the courses which are scheduled for the particular program for that particular student will be displayed on the "/education/schedule" page. The data of the same is taken from the "Course Schedule" DocType

Whatever color the user will decide in the Course Schedule DocType, will be displayed in the Calendar.

On clicking each class, student will be able to see data related to the class.

Grades

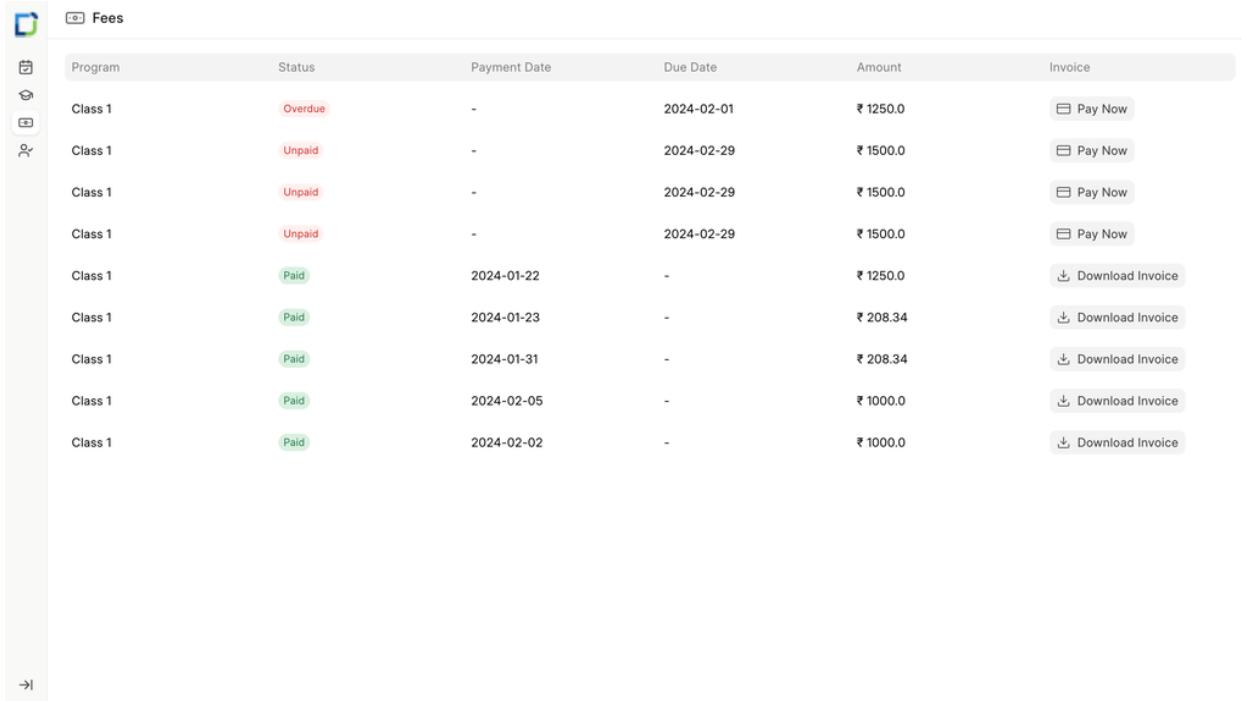


Subject	Section	Score
Maths	Class 1 Section A	23/25

On this page the Student can check the results of the examination conducted in the current Program, or from the Drop down list student can select previous programs and see the grades for the each exam conducted in that program.

The data in this page is taken from "Assessment Result" DocType. Then the data is grouped together to show the results in the format shown in the image.

Fees



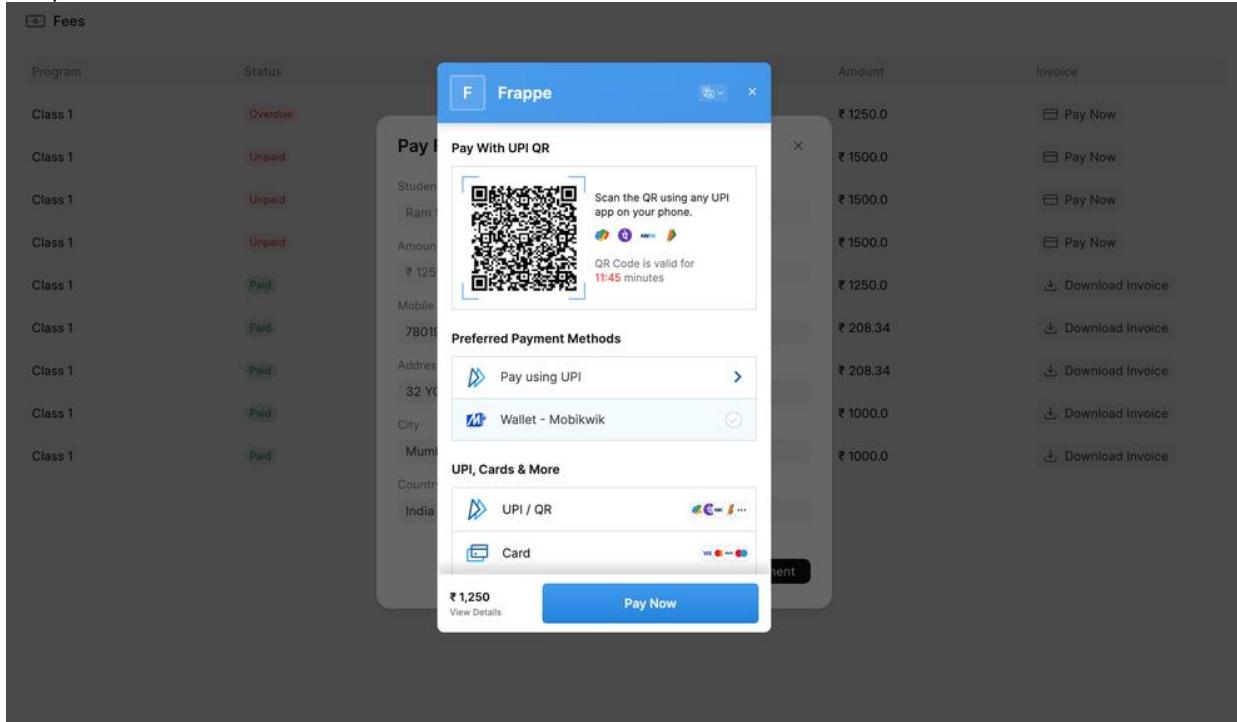
The screenshot shows a fees management interface with a table titled 'Fees'. The table has columns: Program, Status, Payment Date, Due Date, Amount, and Invoice. The data is as follows:

Program	Status	Payment Date	Due Date	Amount	Invoice
Class 1	Overdue	-	2024-02-01	₹ 1250.0	Pay Now
Class 1	Unpaid	-	2024-02-29	₹ 1500.0	Pay Now
Class 1	Unpaid	-	2024-02-29	₹ 1500.0	Pay Now
Class 1	Unpaid	-	2024-02-29	₹ 1500.0	Pay Now
Class 1	Paid	2024-01-22	-	₹ 1250.0	Download Invoice
Class 1	Paid	2024-01-23	-	₹ 208.34	Download Invoice
Class 1	Paid	2024-01-31	-	₹ 208.34	Download Invoice
Class 1	Paid	2024-02-05	-	₹ 1000.0	Download Invoice
Class 1	Paid	2024-02-02	-	₹ 1000.0	Download Invoice

On this page student can either check the previous payments or they can pay any fees if there is any.

For already "Paid" Fees, the student can download the Invoice and whatever is the "Standard Print Format" is in "Sales Invoice" doctype, will be shown to the student. The data on this Page is taken from the Sales Invoice DocType

If the student wants to pay the Fees, then on Clicking "Pay Now", a razorpay payment gateway is opened.



To setup Razorpay, go to Education Settings -> Portal Settings, and enter your "Razorpay Key" & "Razorpay Secret".

On successful payment, a Payment Entry is created against that Fees (which basically is a Sales Invoice), and the status of the payment is then updated to "Paid" in that particular "Sales Invoice", which is then reflected in the frontend.

Attendance

Attendance

Class 1 Class 1 Section A

February, 2024

← →

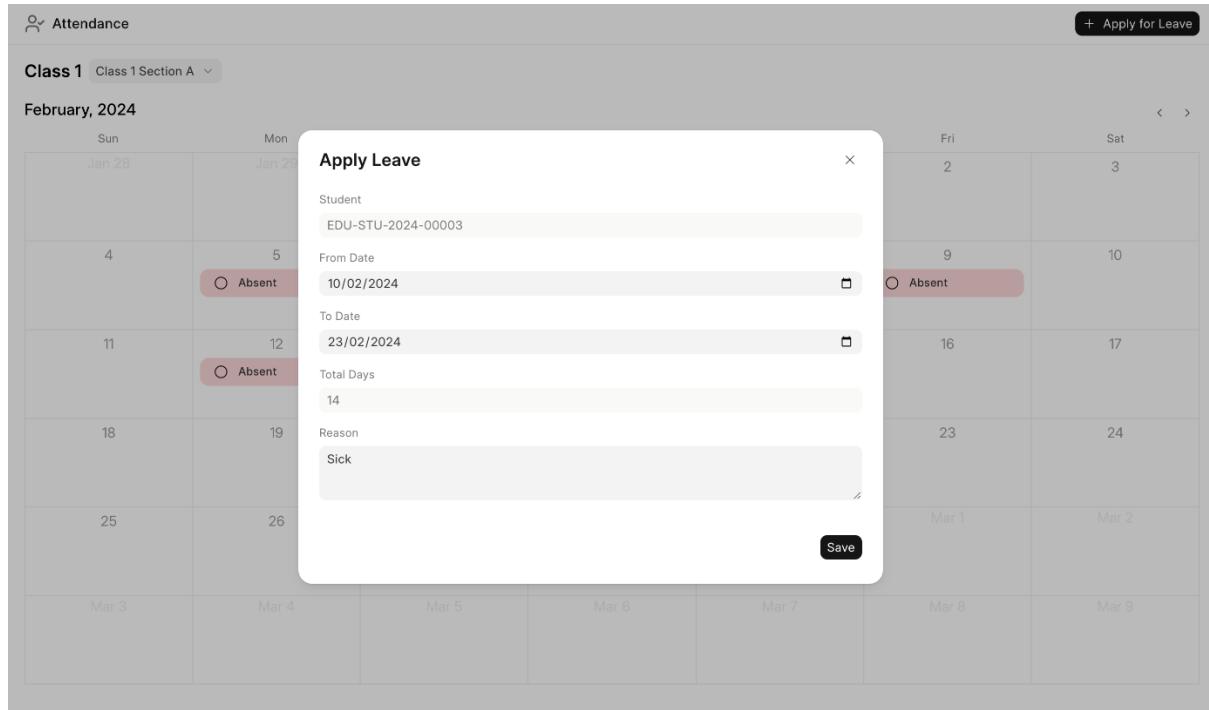
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Jan 28	Jan 29	Jan 30	Jan 31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	Mar 1	Mar 2
Mar 3	Mar 4	Mar 5	Mar 6	Mar 7	Mar 8	Mar 9

→ |

Attendance data for current Program and any Student Groups is displayed over here, as a student can be enrolled in various Student Groups so all the Student Groups are visible in the dropdown.

On clicking of any Student Group the Present and Absent Data is shown in the calendar. The data for this page is taken from "Student Attendance" DocType.

A student can also apply for leave here from the attendance page by clicking on "Apply for Leave" button. A dialog is popped up.



When the save button is clicked, attendance is marked for the student with the status of "Leave".

Based on Education Settings (Portal Tab), the attendance is marked for the student.

If "Attendance Based on Course Schedule" is enabled, the attendance will be marked on Course Schedule basis and will be mandatory. If disabled, the attendance will be marked on Student Group Basis for that particular date.

The use case for the above is:

Some schools like to take attendance at the starting of the day and some schools take attendance for each class, so depending upon your use case you can change the education settings.

Student Profile Data

After clicking on the School Logo, the student can see their profile data. The profile data is taken from the Student Master.

Student Admission

Student Admission is a document which can be configured to initiate an Admission Process for your institution by publishing it on the DellSuite generated website.

To access student Admission, go to:

Home > Education > Admission > Student Admission

1. Prerequisites

Before creating a Student Admission, it is advisable that you first create the following:

1. Academic Year
2. Program

2. How to create a Student Admission

1. Go to Student Admission list and click on New.
2. Select the **Academic Year** for the Student Admission.

3. Enter the **Application Form Route**. This is the navigation URL for the Online Admission portal.
4. Save.

Once the Student Admission has been saved, you will be able to see a link on the left sidebar, saying **See on Website**. This link will allow you to see the Student Admission Portal on DellSuite generated website.

Online Admission for Academic Year 2020-21

See on Website

Comments 0

Assigned To

Attachments

Tags

Title: Online Admission for Academic Year 2020-21

Academic Year: 2020-21

Route: admissions/online-admission-for-academic-year-2020-21

Application Form Route: student-applicant

Admission Start Date: 01-02-2020

Admission End Date: 01-03-2020

Publish on website

This is what the Student Admission will look like in the website view:

Home

Projects

Request for Quotations

Supplier Quotation

Purchase Orders

Purchase Invoices

Quotations

Orders

Invoices

Shipments

Issues

Addresses

Timesheets

Fees

Newsletter

Admission

Material Request

Appointment Booking

My Account

All Student Admissions / Online Admission for Academic Year 2020-21

Online Admission for Academic Year 2020-21

Application will open

Start on: February 1, 2020
End on: March 1, 2020

Admissions are being called for Economics Major Programs for Term 1 and Term 2. All the aspiring students are requested to apply online for the admissions.

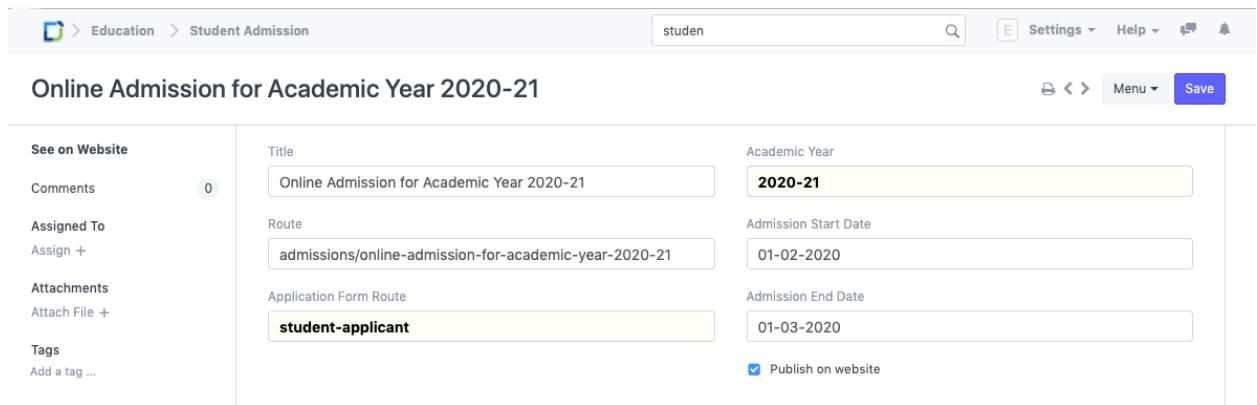
Eligibility and Other Details:

Program/Std.	Minimum Age(DOB)	Maximum Age(DOB)	Application Fee
Economics Major	2000-01-01	1980-01-01	1000.0
Economics Major: Term 2	2000-01-01	1980-01-01	1500.0

2.1. Additional Details while creating a Student Admission

1. **Title:** Enter the title for the Student Admission Portal.
2. **Route:** Enter a desirable path which will become the url extension for the admission portal.

3. **Admission Start Date:** Select the date for the start of online Admission Process.
4. **Admission End Date:** Select the last date for applying to online Admission Process.
5. **Publish on Website:** Check this box when the content of the portal is ready and the Admission Process can be kickstarted on the website.



The screenshot shows a software interface for managing an online admission process. The title bar indicates the application is for 'Education > Student Admission'. The main content area is titled 'Online Admission for Academic Year 2020-21'. On the left, there is a sidebar with options: 'See on Website' (disabled), 'Comments' (0), 'Assigned To' (with a 'Assign +' button), 'Attachments' (with a 'Attach File +' button), and 'Tags' (with a 'Add a tag ...' button). The main form fields include: 'Title' (input: 'Online Admission for Academic Year 2020-21'), 'Academic Year' (input: '2020-21'), 'Route' (input: 'admissions/online-admission-for-academic-year-2020-21'), 'Application Form Route' (input: 'student-applicant'), 'Admission Start Date' (input: '01-02-2020'), 'Admission End Date' (input: '01-03-2020'), and a checked checkbox for 'Publish on website'. The top right of the interface includes a search bar with 'studen', a magnifying glass icon, and various navigation and settings buttons.

2.2. Eligibility And Details

- **Program:** Here you can select which program are the admissions being called for.
- **Minimum Age:** Enter the probable birth-date of the youngest person that can seek admission in the program.
- **Maximum Age:** Enter the probable birth-date of the oldest person that can seek admission to the program.
- **Application Fee:** You can choose to declare the application fee for the selected program.
- **Naming Series:** Here you can define the Naming series based which the forms of the Admission Seekers will be named and ordered.
- **Introduction:** You can add a brief introductory information about the admission process so that it is better understood to the admission seekers.

Guardian

Guardian allows you to record the details of the Guardians of a Student.

Every student can have multiple guardians like Father, Mother, Brother, or Sister.

To access Guardian, go to:

1. Prerequisites

Before creating a Guardian, it is advised to create the following first:

- Student
- User

2. How to create a Guardian

1. Click on New Guardian in the Guardian List.
2. Add the name of the Guardian and click on Save.

2.1. Additional Options while creating a Guardian

Apart from the mandatory details of the Guardian, you can also add the following details:

1. **Email Address:** Enter the email address of the Guardian. The email address can be linked to an email group for sending Newsletters or Announcements.
2. **Mobile Number:** The mobile number of the Guardian can be recorded here.
3. **Alternate Mobile Number:** You can add the Alternate Mobile Number of the Guardian over here for emergency purposes.
4. **Date of Birth:** The date of birth of the Guardian can be recorded here.
5. **User ID:** If the Guardian is a User of the system, their User Id can be mentioned here.
6. **Education:** The Academic and Educational details of the Guardian can be recorded here.
7. **Occupation:** The occupation of the Guardian can be captured here.
8. **Designation:** You can enter the designation of the Guardian here.
9. **Work Address:** The Work Address of the Guardian can be recorded here for emergency purposes.



Comments 0

Assigned To
Assign +

Attachments
Screenshot 2020-01-... Attach File +

Tags
Add a tag ...

Reviews
+

Shared With
+

Guardian Name

Education

Email Address

Occupation

Mobile Number

Designation

Alternate Number

Date of Birth

User Id

Work Address

Invite as User
Save

3. Features

3.1. Guardian Of

While creating a Student, if you have selected a Particular Guardian for them, the name of that Student will automatically be fetched here. Multiple students can have the same person as their guardian. In that case, multiple entries will be made in this section. However, on the front end, one will not be able to add more students to this section.

You edited this 8 minutes ago

You created this a day ago

38.12MB (0%) used

GUARDIAN OF

Students

	Student	Student Name	
<input type="checkbox"/>	EDU-STU-2020-00002	Philip Thomas	▼
<input type="checkbox"/>	EDU-STU-2020-00001	Robert Michael Darby	▼

3.2. Guardian Interests

Interests could be a list of activities that the Guardian would be willing to do for the institute or would like their Dependent or Ward to do as a part of extra-curricular activities.

Mr. Thomas Doyle • Not Saved

EDU-GRD-2020-00003    [Menu](#) 

GUARDIAN INTERESTS		
Interests		
<input type="checkbox"/>	Interest	
<input type="checkbox"/>	1 Monetary help to the school	
<input type="checkbox"/>	2 Learning Football	
<input type="checkbox"/>	3 Guitar Classes	
Add Row		

4. Making the Guardian A User

Once Guardian has been saved, you can find a button **Invite As User** on the top right corner of the form. This button would allow you to invite the guardian as a User of DellSuite by sending them an invitation email on the recorded email ID.

Education > Guardian

Search or type a command (Ctrl + G)

EDU-GRD-2020-00003

Mr. Thomas Doyle • Not Saved

Menu Save

Invite as User

	<p>Guardian Name</p> <p>Mr. Thomas Doyle</p> <p>Email Address</p> <p>thomas.doyle@example.com</p> <p>Mobile Number</p> <p>+91 999-9999-000</p>	<p>Education</p> <p>Masters in Science, MBA</p> <p>Occupation</p> <p>Production Manager</p> <p>Designation</p> <p>Manufacturing Production Manager</p>
--	--	--