

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' management page for Robert Darby. The top navigation bar includes 'Education' and 'Student' breadcrumbs, a search bar, and links for 'Settings', 'Help', and a notification bell. The student's name 'Robert Darby' is followed by a status indicator 'Enabled'. The ID 'EDU-STU-2020-00001' and a 'Save' button are also visible. The main content area is divided into a left sidebar and a main dashboard. The sidebar contains sections for 'Comments' (0), 'Assigned To' (Assign +), 'Attachments' (Screenshot 2020-01-..., Attach File +), 'Tags' (Add a tag ...), 'Reviews' (+), and 'Shared With'. The main dashboard features a 'DASHBOARD' header with a calendar grid showing attendance from January to December. Below the calendar, a note states 'This is based on the attendance of this Student'. The dashboard is organized into two columns of links: 'Admission' (Program Enrollment +, Course Enrollment +), 'Assessment' (Assessment Result +), 'Student Activity' (Student Log +, Student Group +), and 'Student LMS Activity' (Course Activity +, Quiz Activity +). A 'Menu' button is located at the bottom right of the dashboard area.

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.

Education > Student

Search or type a command (Ctrl + G)

Settings Help

Robert Darby • Not Saved Save

☒ Enabled

First Name: Robert

Middle Name: Michael

Last Name: Darby

Naming Series: EDU-STU-YYYY-

Student Email Address: robert.darby@excellencesuite.com

Student Mobile Number: +91 999-990-0000

User ID: robert.darby@excellencesuite.com

Joining Date: 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.

Education > Student

Search or type a command (Ctrl + G)

Settings Help

Robert Michael Darby • Enabled

EDU-STU-2020-00001 Menu Save

PERSONAL DETAILS

Date of Birth: 17-01-1995

Gender: Male

Blood Group: O+

Nationality: 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.

Education

Student

Search or type a command (Ctrl + G)

Q

E

Settings

Help

Robert Michael Darby

Enabled

EDU-STU-2020-00001

Menu

Save

HOME ADDRESS

Address Line 1

LBS Marg

City

Mumbai

Address Line 2

Shitaladevi Temple

State

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.

Education

Student

Search or type a command (Ctrl + G)

Q

E

Settings

Help

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.

Education
Student

Search or type a command (Ctrl + G)

E Settings Help

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

SIBLING DETAILS

Siblings

		Full Name	Gender	Program	Date of Birth	
<input type="checkbox"/>	1	Patrick	Male	Major	12-05-1999	
<input type="checkbox"/>	2	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.

Education
Student

Search or type a command (Ctrl + G)

E Settings Help

Robert Darby Not Saved
Save

EXIT

Date of Leaving

15-01-2020

Leaving Certificate Number

LC-2020-0003


Reason For Leaving

Family shifting to another city.

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.

Education > Student
Search or type a command (Ctrl + G)
E Settings Help

Robert Darby • Not Saved
EDU-STU-2020-00001
Menu Save



Comments 0
Assigned To Assign +
Attachments
Screenshot 2020-01-...
Attach File +
Tags
Add a tag ...
Reviews

Accounting Ledger
DASHBOARD
☒ Enabled

First NameRobert
Middle NameMichael
Last NameDarby
User IDrobert.darby@excellencesuite.com

Student Email Addressrobert.darby@excellence.com
Student Mobile Number+91-999-990-0000
Joining Date02-01-2020

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.

Education
> Student

Search or type a command (Ctrl + G)

E
Settings
Help

Robert Darby
Enabled

EDU-STU-2020-00001
Menu
Save

Accounting Ledger

DASHBOARD

This is based on the attendance of this Student

Admission
Program Enrollment
Course Enrollment
Assessment
Assessment Result

Student Activity
Student Log
Student Group
Student LMS Activity
Course Activity
Quiz Activity

Comments
0

Assigned To
Assign

Attachments
Screenshot 2020-01-...
Attach File

Tags
Add a tag ...

Reviews
+

Shared With

Guardian

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

Education
> Guardian

Search or type a command (Ctrl + G)

E
Settings
Help

Mr. Thomas Doyle

EDU-GRD-2020-00003
Menu
Save

Invite as User

Guardian Name
Mr. Thomas Doyle

Email Address
thomas.doyle@example.com

Mobile Number
+91 999-9999-000

Alternate Number
+ 91 999-9999-001

Date of Birth
05-05-1965

User Id

Education
Masters in Science, MBA

Occupation
Production Manager

Designation
Manufacturing Production Manager

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

Comments
0

Assigned To
Assign

Attachments
Screenshot 2020-01-...
Attach File

Tags
Add a tag ...

Reviews
+

Shared With

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.

Education
>
Guardian

Search or type a command (Ctrl + G)

E
Settings
Help

EDU-GRD-2020-00003
Menu
Save

Mr. Thomas Doyle

Comments
0

Assigned To
Assign

Attachments
Screenshot 2020-01-...
Attach File

Tags
Add a tag

Reviews

Shared With

Guardian Name
Mr. Thomas Doyle

Email Address
thomas.doyle@example.com

Mobile Number
+91 999-9999-000

Alternate Number
+ 91 999-9999-001

Date of Birth
05-05-1965

User Id

Education
Masters in Science, MBA

Occupation
Production Manager

Designation
Manufacturing Production Manager

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

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.

Education
>
Guardian

Search or type a command (Ctrl + G)

E
Settings
Help

EDU-GRD-2020-00003
Menu
Save

Mr. Thomas Doyle

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	Phillip 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.

Education
>
Guardian

Search or type a command (Ctrl + G)

E Settings Help

Mr. Thomas Doyle Not Saved

EDU-GRD-2020-00003 Menu Save

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)

E Settings Help

Mr. Thomas Doyle Not Saved

EDU-GRD-2020-00003 Menu Save



Comments 0
Assigned To

Guardian Name

Mr. Thomas Doyle

Email Address

thomas.doyle@example.com

Mobile Number

+91 999-9999-000

Education

Masters in Science, MBA

Occupation

Production Manager

Designation

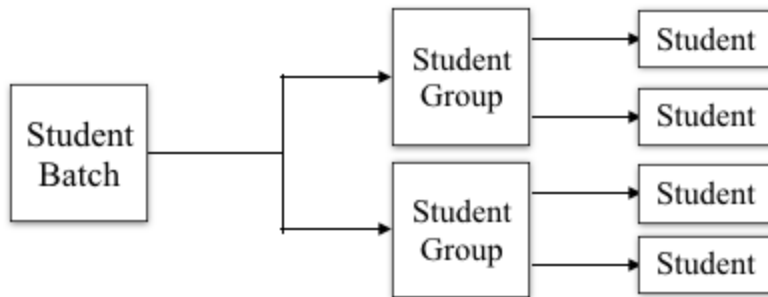
Manufacturing Production Manager

Invite as User

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

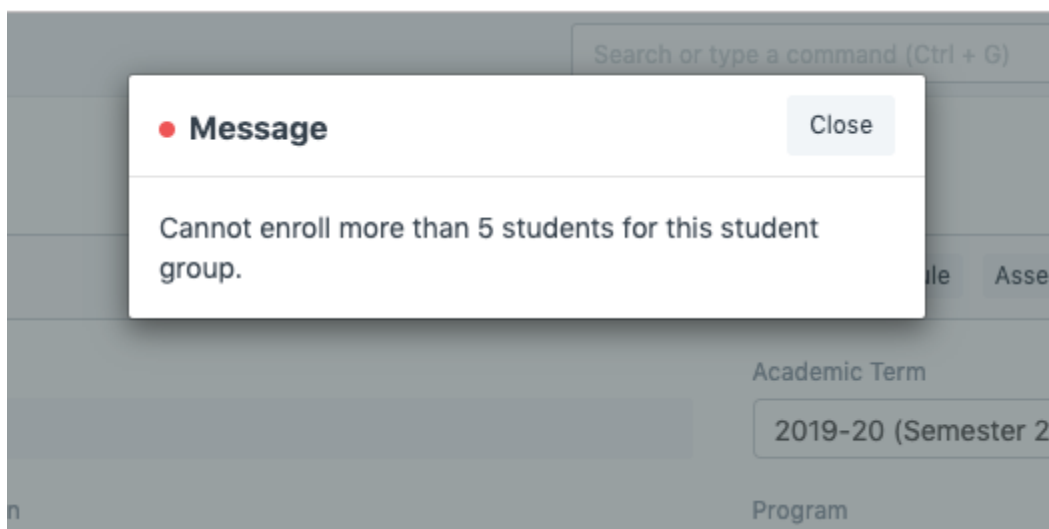
2. Creating a Student Group

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.

Education
> Student Group

Search or type a command (Ctrl + G)

E Settings Help

EM Batch 2: Group 1
Enabled
Menu Save

You edited this
5 days ago

You created this
18 days ago

39.2MB (0%) used

STUDENTS

Get Students

Students

	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	▼

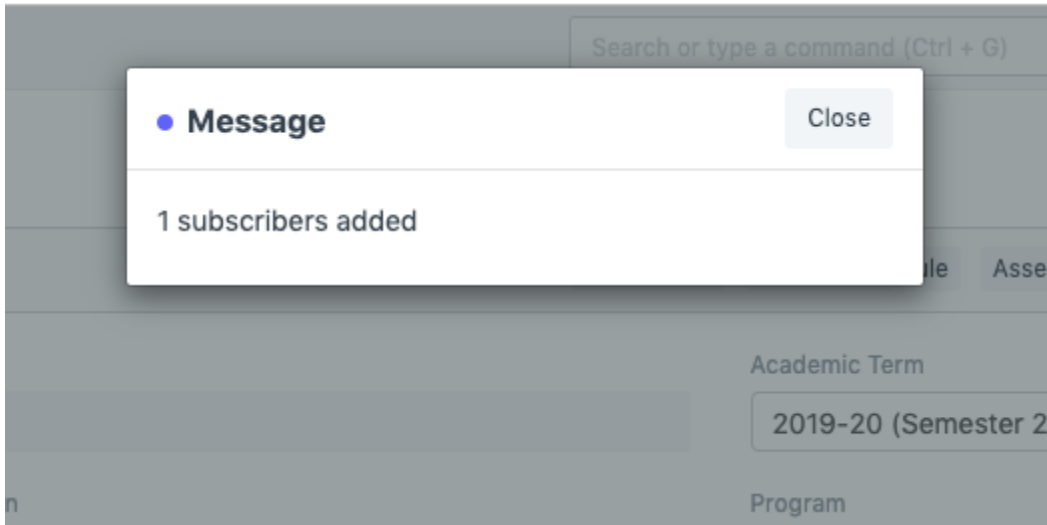
Add Row

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 Menu Save

You edited this
5 days ago

You created this
18 days ago

39.2MB (0%) used

STUDENTS

[Get Students](#)

Students

<input type="checkbox"/>	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

<input type="checkbox"/>	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.

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.

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.

Education
>
Course


Search or type a command (Ctrl + G)

Settings
Help

Economics Core Course IV

Menu
Save

Program
Student Group
Course Schedule
Assessment Plan



Comments
0

Assigned To
Assign +

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

Tags
Add a tag ...

Reviews
+

Shared With
+

Department
Economics - ESA

PORTAL SETTINGS

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	▼

Add Row

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.

 > Education > Course

Search or type a command (Ctrl + G) 

E Settings  Help  

Economics Core Course IV

 < > Menu  Save

You created this
16 days ago

38.18MB (0%) used

ASSESSMENT

Default Grading Scale

Standard Grading

Assessment Criteria

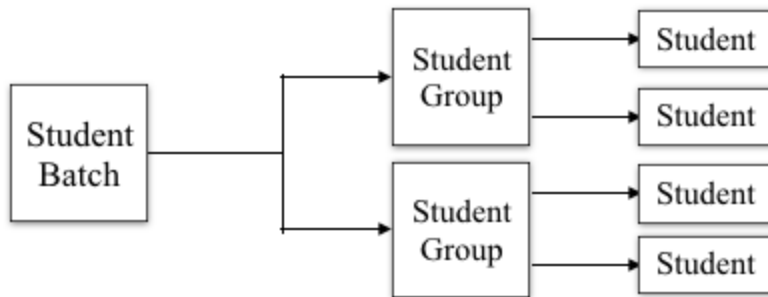
<input type="checkbox"/>	Assessment Criteria	Weightage	
<input type="checkbox"/>	1 Understanding on the Subject	30%	▼
<input type="checkbox"/>	2 Applicability	30%	▼
<input type="checkbox"/>	3 Writing Ability	15%	▼
<input type="checkbox"/>	4 Internal Assessments (Viva)	15%	▼
<input type="checkbox"/>	5 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 application interface for managing student applicants. At the top, there is a breadcrumb trail: "Education > Student Applicant". A search bar is present with the placeholder text "Search or type a command (Ctrl + G)". Below the breadcrumb, the student's name "Anna Mary Heather" is displayed with a status indicator "Applied". To the right of the name, the application ID "EDU-APP-2020-00002" is shown, along with navigation buttons: "Menu" and "Cancel".

The main form area contains the following fields:

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

On the left side of the form, there is a profile picture of a young girl and a "Comments" section with a count of "0". On the right side, an "Actions" dropdown menu is open, showing two options: "Approve" and "Reject".

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

Education

Search or type a command (Ctrl + G)

Settings

Help

Student Category

Menu Refresh New

Reports

List

Calendar

Kanban

FILTER BY

Assigned To

Created By

Add Fields

TAGS

Tags

Show tags

SAVE FILTER

Filter Name

Name

Add Filter

Last Modified On

Name	Category		4 of 4
Reserved Category Students	Reserved Category Students	Category Students	now 0
Foreign Nationals	Foreign Nationals	Foreign Nationals	now 0
Handicapped Students	Handicapped Students	idicapped Students	now 0
Economically Challenged Family	Economically Challenged Family	r Challenged Family	1 h 0
Navy Officer's Children	Navy Officer's Children	y Officer's Children	1 h 0
General Category	General Category	General Category	1 h 0
Top 10 Performing Students of the Batch	Top 10 Performing Students of the B...	udents of the Bat...	18 d 0

1. How to create a Student Category

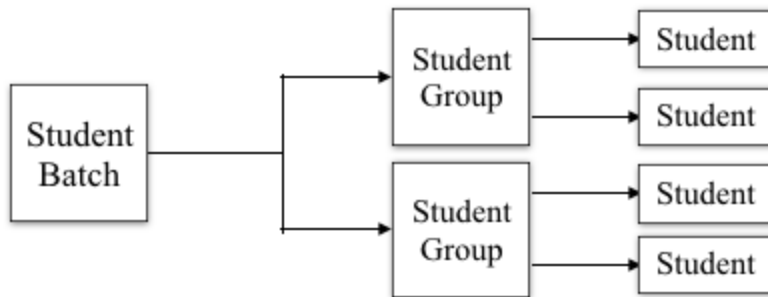
To create a new student category, click on New Student Category and add the name of the Student Category.

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

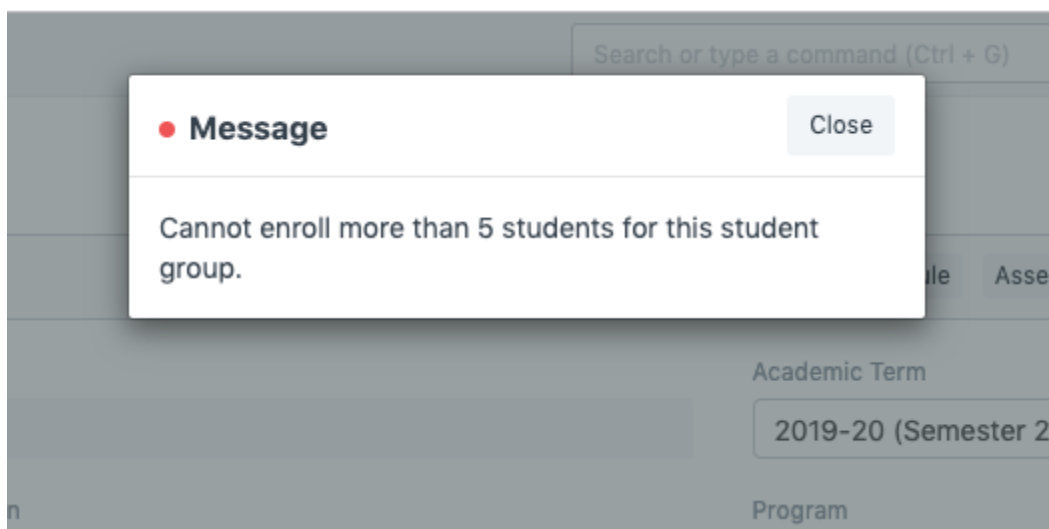
2. Creating a Student Group

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.

Education
> Student Group

Search or type a command (Ctrl + G)

E Settings Help

EM Batch 2: Group 1
Enabled
Menu Save

You edited this 5 days ago

You created this 18 days ago

39.2MB (0%) used

STUDENTS

Get Students

Students

	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	▼

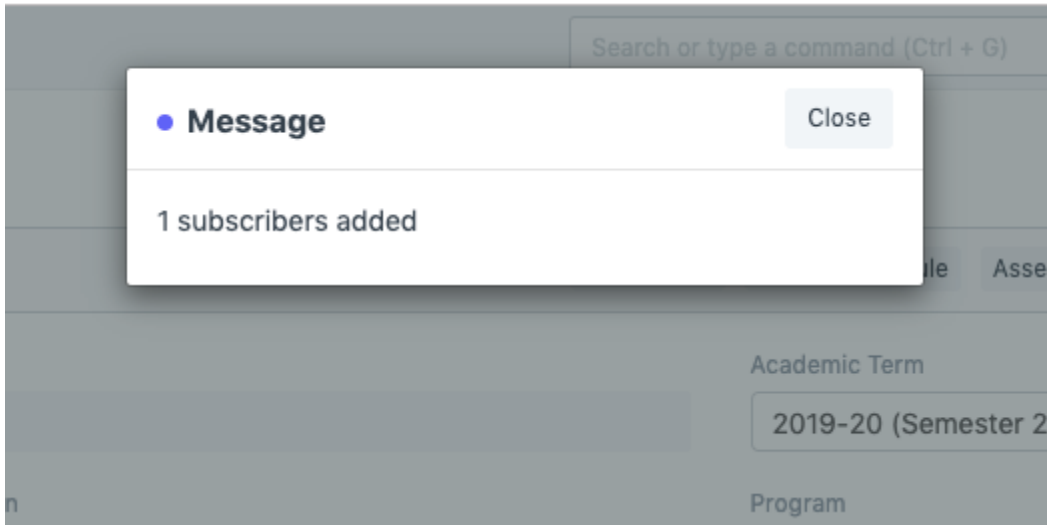
Add Row

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.

Education > Student Group

Search or type a command (Ctrl + G)

E Settings Help

EM Batch 2: Group 1 • Enabled

Menu Save

♥

You edited this 5 days ago

You created this 18 days ago

39.2MB (0%) used

STUDENTS

Get Students

Students

<input type="checkbox"/>	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

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

Add Row

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 **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 EDU-SLOG-2020-00001 Menu Save

Comments 0

Assigned To
Assign +

Attachments
Attach File +

Tags
Add a tag ...

Reviews
+

Shared With

Student
EDU-STU-2020-00002

Student Name
Philip Thomas

Type
Medical

Date
03-01-2020

Academic Year
2019-20

Academic Term
2019-20 (Semester 2)

Program
Economics Major

Student Batch
EM-Batch 2

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 EDU-SLOG-2020-00001 Menu Save

Comments 0

Assigned To
Assign +

Attachments
Attach File +

Tags
Add a tag ...

Reviews
+

Shared With

Student
EDU-STU-2020-00002

Student Name
Philip Thomas

Type
General
Academic
✓ Medical
Achievement

Date
03-01-2020

Academic Year
2019-20

Academic Term
2019-20 (Semester 2)

Program
Economics Major

Student Batch
EM-Batch 2

- **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 a web application interface for managing student logs. The top navigation bar includes 'Education' and 'Student Log'. The main header displays the student's name 'Philip Thomas' and a 'Not Saved' status. The form is divided into several sections: 'Student' (ID: EDU-STU-2020-00002), 'Student Name' (Philip Thomas), 'Academic Year' (2019-20), 'Academic Term' (2019-20 (Semester 2)), 'Type' (Academic), 'Date' (03-01-2020), 'Program' (Economics Major), and 'Student Batch' (EM-Batch 2). A 'Log' section at the bottom features a rich text editor with the text 'A+ in surprise test in Mathematical Methods for Economics-II'. The left sidebar contains various action items like 'Comments', 'Assigned To', 'Attachments', 'Tags', 'Reviews', and 'Shared With'.

Student Portal

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

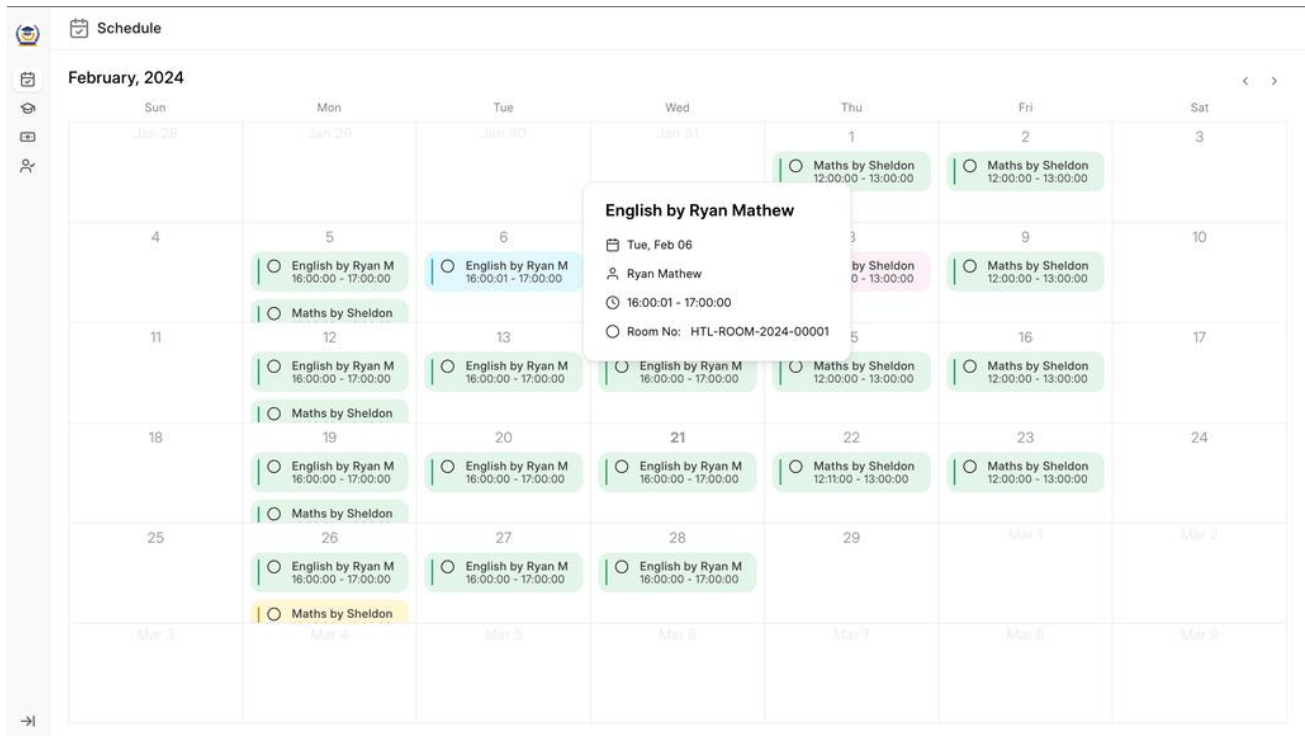
Note: As of now only a Student can login to the portal, which is only possible if a user is created against that student who is trying to login. The portal is accessible at the url `"/student-portal"`.

"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



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

Course	Batch	Unit Test 1 (24-25)
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.

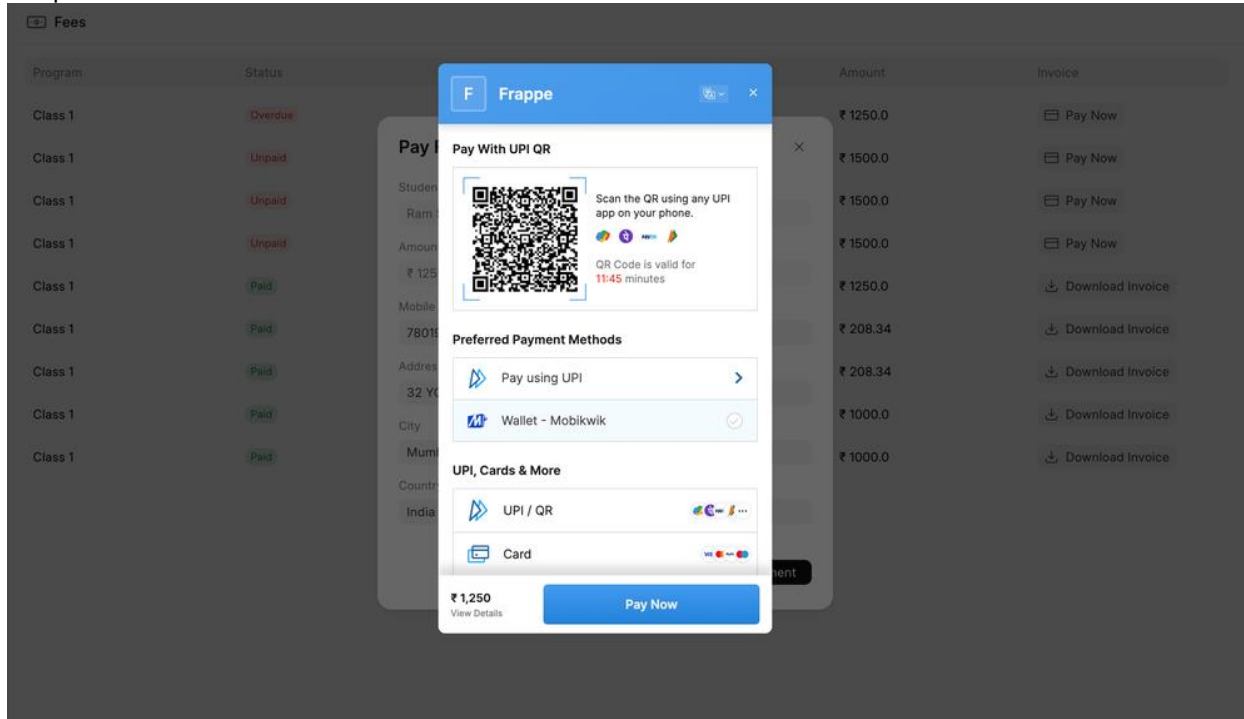
Fees

Fees						
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 Present	2	3
4	5 Absent	6	7 Absent	8 Absent	9 Absent	10
11	12 Absent	13 Absent	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.

The screenshot shows a web application titled "Attendance". At the top right, there is a button labeled "+ Apply for Leave". Below the title, there is a dropdown menu showing "Class 1" and "Class 1 Section A". The main area displays a calendar for "February, 2024". The calendar grid shows days from Sunday to Saturday. Some days (4, 5, 11, 12) are marked as "Absent" with a red circle and the word "Absent". An "Apply Leave" modal form is open in the center. The form contains the following fields:

- Student: EDU-STU-2024-00003
- From Date: 10/02/2024
- To Date: 23/02/2024
- Total Days: 14
- Reason: Sick

A "Save" button is located at the bottom right of the modal form.

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

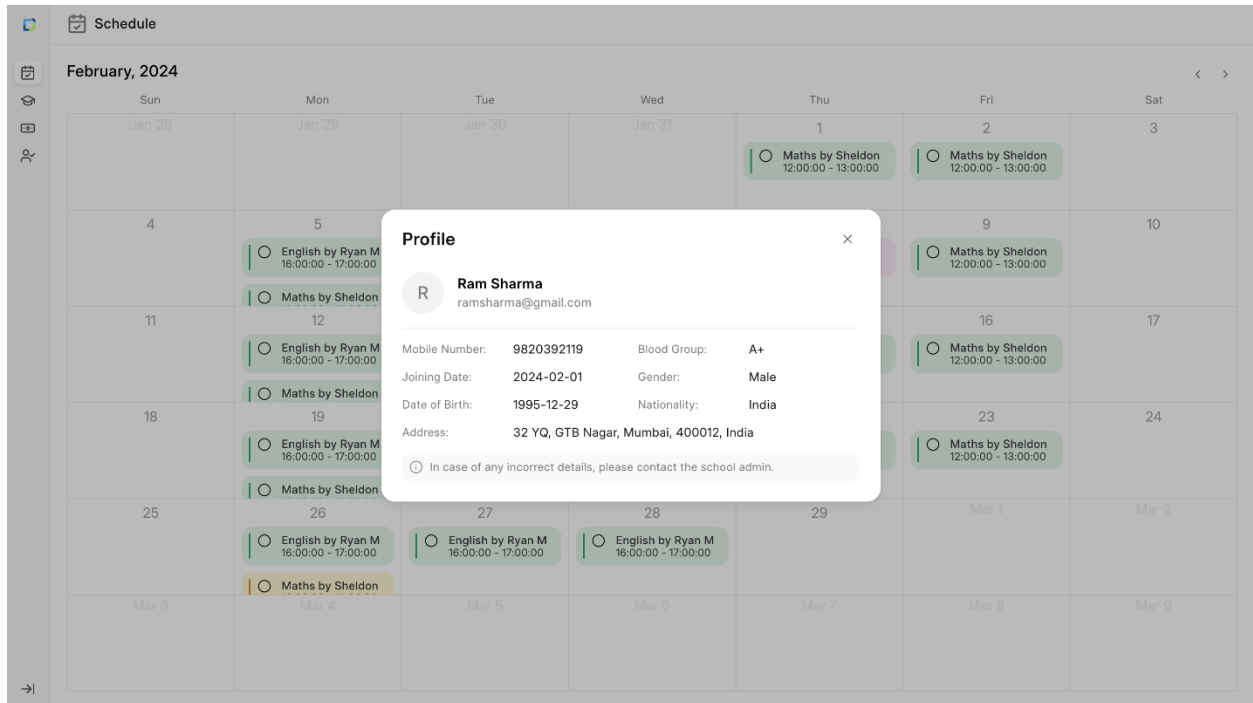
Based on Education Settings (Portal Tab), the attendance is marked for the student.

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.

The screenshot shows the DellSuite interface for creating a student admission. The top navigation bar includes 'Education' and 'Student Admission'. The main title is 'Online Admission for Academic Year 2020-21'. The left sidebar contains a 'See on Website' link, which is highlighted with a red arrow. The form fields are as follows:

Field	Value
Title	Online Admission for Academic Year 2020-21
Route	admissions/online-admission-for-academic-year-2020-21
Application Form Route	student-applicant
Academic Year	2020-21
Admission Start Date	01-02-2020
Admission End Date	01-03-2020

There is a checkbox for 'Publish on website' which is checked.

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

The screenshot shows the website view of the student admission portal. The page title is 'Online Admission for Academic Year 2020-21'. The application status is 'Application will open'. The page includes a table of eligibility details and an 'Apply Now' button.

Program/Std.	Minumum 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 web application interface for managing online admissions. The main heading is "Online Admission for Academic Year 2020-21". The form contains the following fields and values:

- Title:** Online Admission for Academic Year 2020-21
- Academic Year:** 2020-21
- Route:** admissions/online-admission-for-academic-year-2020-21
- Admission Start Date:** 01-02-2020
- Application Form Route:** student-applicant
- Admission End Date:** 01-03-2020
- Publish on website:** ☒

The left sidebar includes the following sections:

- See on Website:** (Link)
- Comments:** 0
- Assigned To:** Assign +
- Attachments:** Attach File +
- Tags:** Add a tag ...

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.

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.

Education
Guardian

Search or type a command (Ctrl + G)

E
Settings
Help

EDU-GRD-2020-00003
Menu
Save

Mr. Thomas Doyle

Comments 0
Assigned To Assign +
Attachments
Screenshot 2020-01-...
Attach File +
Tags
Add a tag ...
Reviews +
Shared With +

Guardian Name
Mr. Thomas Doyle

Email Address
thomas.doyle@example.com

Mobile Number
+91 999-9999-000

Alternate Number
+ 91 999-9999-001

Date of Birth
05-05-1965

User Id

Education
Masters in Science, MBA

Occupation
Production Manager

Designation
Manufacturing Production Manager

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

Invite as User

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.

Education
Guardian

Search or type a command (Ctrl + G)

E
Settings
Help

EDU-GRD-2020-00003
Menu
Save

Mr. Thomas Doyle

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	Phillip 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.

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.



Comments

0

Assigned To

Invite as User

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