

About Student Information

Student information module is a collection of data all the students. It is used for keep maintaining end to end details of students including student category, admission, sibling, bank details, parent/guardian details etc.

Student information module workflow- First we will add Student Categories, Student House and then take Student Admission and then Online Admission, Student Details. If you want to add additional fields in student admission form then you can use Custom Fields feature for this go to System Settings > Custom Fields and add your desired fields in Student. If you also don't want any default fields in student admission then you can disable it from System Settings > System Fields and disable student system fields.

How to check Parent Login Credential Report?

To check Parent login credential report, go to Reports > Student Information Report click on Parent Login Credential.

Now, select Class and Section and then click on Search button, you can see Parent's login credential details as Admission No, Student Name, Parent Username and Parent Password.

How to Assign Fees during Student Enrolment?

To assign fees at the time of Student Enrolment, go to Student Information > Online Admission, the student list will be open, and the Edit icon will be visible in the Action column.

If you did not pay the fee at the time of online admission, you need to enrol that student. For that, just click on the Edit icon, which is showing in the Action column, so that the Confirmation Model will appear. When you click on the OK button, the Student Admission form will open, where you can easily assign multiple fees from the Fee Details, and you can also assign the transport fees from the Transport Details.

Multiple fee options are displayed in the Fee Details field. A plus icon and a check box are displayed next to the fee name. You can expand the fee details, such as fee type, due date, and amount, by clicking the Plus icon, and you can assign those specific fees to that student by checking the appropriate check box.

You can also assign the transport fees to the student from the Transport Details field, which is shown in the student admission form. For this, first you need to select the route from the route list as well as the route pickup point, and then select the fee month. When you click on the fees month drop-down here, all months are displayed, and you simply check the checkbox for that month's fees to be assigned to that student.

How to check class & section report?

To check class & section report, go to Report > Student Information then click on Class & Section Report. Here you can see class section wise student list.

To view student list, click on the View icon present in the Action column, at click of this icon a modal will open where you can see student's details like Admission No, Student Name etc.

How to create Student Categories?

To create student category, go to Student Information > Student Categories then enter Category and then click on the Save button. You can view this added record in the Category List on the right side of the page.

To edit student category click on Edit icon and to delete student category click on Delete icon present in the category list.

How to add Student House?

To add student house, go to Student Information > Student House then enter house Name and Description and then click on Save button. You can view this added record in the Student House List on right side of the page.

To edit student house click on Edit icon and to delete student house click on Delete icon present in the student house list.

How to conduct student admissions offline?

To student admission, go to Student Information > Student Admission then enter Admission No (if you want to use auto generation of student admission number then enable it from System Setting >

General Setting), Roll Number (Here the roll number does not contain any validation, this will be managed by administrator. Roll number is only for reference purpose, when you will generate the admit card of the student from the exam module, then a roll number will be auto generated for the related exam.) and Fill all entries here Class, Section, First Name, Last Name Gender, Date of Birth, Category, Religion, Caste, Mobile Number, Email, Admission Date, Student Photo, Blood group, student House, Height, weight, As on Date.

Add sibling- click on Add Sibling, sibling modal will be open. Here select Class, Section and Student and then click on Add button (note that if student has more than one sibling study in school then you do not have to select all the siblings just select anyone sibling and system automatically detects other siblings).

To add student Parent Guardian Detail, Fill the details Father Name, Father Phone, Father Occupation, Father Photo, Mother Name, Mother Phone, Mother Occupation, Mother Photo and fill the Guardian Details and click on Save button.

If you want to add more details of the student, then click on the Add(+) icon. Here you fill all the details Student Address Details, Transport Details, Hostel Details and Miscellaneous Details and Upload Documents and then click on Save button.

How to add Siblings?

You can add multiple siblings by adding student as a sibling to each other's, but you can only add sibling to those students in which no sibling is already added, so to add multiple siblings e.g. A, B, C, D follow these steps---

1. Select student to which you want to add sibling e.g. if you want student B as sibling of student A so select student A profile (note: student A should not have any sibling).

2. Go to student A profile and click on Edit button, then add sibling, student B here and click on Save button.
3. Now, edit student C profile and add student A or student B as sibling here and click on Save button.
4. Same as edit student D profile and add student A or student B or student C as sibling here and click on Save button and so on.

How to Import Student?

To import student, go to Student Information > Student Admission click on the Import Student button present at top right corner on right side in the student admission page, at click of this button page will be open.

You have to follow all the necessary instructions given here to create CSV file. Here you can also add multiple students at the same time for this, you have to create a CSV file format. You can also download the sample file from top right corner by clicking on Download Sample Import File button.

You shouldn't delete the first row of CSV file. It is necessary to fill the required field in this file. You cannot use duplicate admission number and always fill the unique number in this file because even if you have enabled auto generation of student admission number.

After completing the file, here select the Class and Section and then you have to select this CSV file on Select CSV File option and then click on Import Student button.

Note - In the student import page instructions are given for preparing csv files, be careful for admission number and date format Duplicate "Admission Number" (unique)rows will not be imported and you can get the message of record already exist.

How to Online Admission?

To student online admission, go to Student Information > Online Admission. To use online admission first it should be enabled from System Setting > General Setting. The online admission from can be access directly from url--

http://yoursite.com/online_admission. To use it in the front side, you must add the URL in the menu of front.

Fill all entries here select the Class, First Name, Last Name, Gender, Date of Birth, Mobile Number, Email, Parent Guardian Detail, Upload Document and then click on Save button.

You can view this added record, Student Information > Online admission.

To admit/enroll student click on Edit icon present at Action column in the student list page, at click of this icon Edit Student page will be open. Here enter required details of student then click on Save button and if you just want to save student submitted record but to admit / enroll student you must click on Save And Enroll button. To delete admit student click on Delete icon present in the student list page.

After this student will be admitted and can be view in Student Admission > Student Details.

How to view Student Details?

To view student details, go to Student Information > Student details then select Class and Section and then click on Search button. You can also search the student by keyword in Search Text Box and then click on the Search button. The list of searched records will be shown in the below of the page. You can see student list in list view and detailed view by clicking List View and Details View tab.

To view student's detail click on Show icon present at Action column in the student list, at click of this icon student profile page will be open. Here you can view basic details of student like Class, Section, Address Details, Parent/Guardian Details, Hostel Details and Miscellaneous Details.

To check student's and their guardian login credentials click on Login Details icon present at right side in the student profile page, at click of this icon login detail modal will be open. Here you see the student's and parent's credentials.

If you want to disable a student then click on the Disabled icon present at right side in the student profile page, at click of this icon it will ask you to confirm, after your confirmation disable student modal will be open. Here select the Reason, Date and Note and then click on the Save button. Student will be disabled.

How to view Disabled Student?

To view disable student, go to Student Information > Disabled Student then select Class and Section and then click on Search button. You can also search the student by keyword in Search Text Box and then click on the Search button. The list of all disabled students will be shown in the below of the page.

To view student profile click on Show icon present in the student list.

How to delete student in Bulk?

To delete student in bulk, go to Student information > Bulk Delete then select Class and Section and then click on Search button. The list

of searched student will be shown in the below of the page. Here you can see all student list. To delete single or multiple students select the student list and then click on Delete button.

How to add Disable Reason?

To add disable reason, go to Student Information > Disable Reason then enter the Name and then click on Save button. You can view this added record in the Disable Reason List on the right of the page.

To edit disable reason click on the Edit icon and to delete disable reason click on the Delete icon present in the disable list.

How to check Student Report?

To check student report, go to Reports > Student Information Report click on Student Report. Here select the Class, Section and Category, Gender, RTE and then click on Search button. Here you can see student details like Section, Admission No, Student Name, Father Name, Date of Birth, Gender etc.

How to Check Guardian Report?

To check guardian report, go to Reports > Student Information Report click on Guardian Report. Here select the Class and Section and then click on Search button. Here you can see guardian details like Class, Admission No, Student Name, Mobile Number, Guardian Name, Guardian Relation, Guardian Phone etc.

How to check Student History report?

To student history report, go to Reports > Student Information Report click on Student History. Here select the Class and Admission Year and then click on Search button. Here you can see student history details like Admission No, Student Name, Admission Date, Class (Start-End), Session (Start-End) etc.

How to check Student Login Credential report?

To check student login credential report, go to Reports > Student Information Report click on Student Login Credential.

Here select Class and Section and then click on Search button. Here you can see student's login credential details as Admission Number, Student Name, Student Username, Student Password.

How to check Class Subject Report?

To check the class subject report, go to Reports > Student Information Report click on Class Subject Report. Here select Class and Section and then click on Search button. Here you can see class-subject details like Class, Section, Subject, Teacher, Time, Room Number.

How to check Admission Report?

To check admission report, go to Reports > Student Information Report click on Admission Report. Here select the Search Type and then click on Search button. Here you can see admission details like

Admission No, Student Name, Class, Father Name, Date of Birth, Admission Date etc.

How to check Sibling report?

To check sibling report, go to Reports > Student Information Report click on Sibling Report. Here select the Class and Section and then click on Search button. Here you can see sibling details like Father Name, Mother Name, Guardian Name, Guardian Phone, Student Name(sibling) etc.

How to check Student Profile Report?

To check student profile report, go to Reports > Student Information Report click on the Student Profile. Here select the Search By Admission Date, Class and Section and then click on Search button. Here you can see student profile details like Admission No, Roll Number, Class, Section, First Name, Last Name, Gender, Date of Birth, Category etc.

How to check Student Gender Ratio Report?

To check student gender ratio report, go to Reports > Student Information Report click on Student Gender Ratio Report. Here you can see girls and boys ratio in every class.

How to Check Student Teacher Ratio Report?

To check student teacher ratio report, go to Reports > Student Information Report click on Student Teacher Ratio Report. Here you can see teacher student ratio in the class section.