

CHECK STUDENTS AND UPDATE PROFILE

1. When you login you will be able to see all students of your class section. Check whether all students name are shown or not.
2. If any unwanted name is showing, you can delete that student record.
3. If some students are not shown in the software, you need to enter student as new record.
4. Updating profile is very important. Mother name, father name, category, gender, mobile and email etc should entered and save as per your attendance register.
5. There are two parts in student profile. Part-A and Part-B. Part-A is mandatory to be updated. Part-B is optional and can be updated later on.
6. You are advice to ask WhatsApp number and email id from parents and update it in student profile. Parent will be able to reset password only when there are email, mobile, date of birth data is filled in the student profile.
7. If class teacher has not updated the student profile, the parent will not be able to reset his/her password.
8. You can ask student to submit their photos. Upload photo of students one by one. Check that all photos are shown correctly.
9. How to upload photo...? Read the PDF in instruction.
10. After uploading photo of all students, arrange the roll number of students as per your attendance register. If during the year, roll number is changed, you need to update it again in the web application.
