


UPDATE CLASS SETTINGS

1. Login using your id and password and go to "**Marks and Reports > Class Settings**".
2. Select or enter name of subjects of your class section. Sequence of subjects should be same in all sections. For example if Hindi is the first subject in class 6-A, then Hindi should also be first subject in 6-B, 6-C, 6-D etc.
3. Therefore, consult other class teachers and examination in-charge before updating the class setting.
4. Enter max. Marks for PT-1, PT-2 and other exams. Please note that Class Settings have be updated in the beginning of session. If you have already entered some marks for periodic test and then in the middle of session you make change in subject or maximum marks, then it will create error in result and report card.
5. Other fields should also be carefully entered and updated.
6. If you are class teacher of class 11th or 12th then you need to update subject combination of each students.
7. Now the software is ready to accept marks. Whenever there is a test conducted by Exam Dept, class teacher need to enter the marks and update it.

Login and Messege for Student / Parents

Parent / Student Login	<input type="text" value="Yes"/>
Result Download	<input type="text" value="Yes"/>
Message	<input type="text"/>

[Update Settings](#) 

8. You will see above item in the settings.
 - a. **Parent / Student Login = Yes** [It means parents or student can login]
 - b. **Result Download = Yes** [It means parent or student can download report card]
 - c. **Message = Type a message here.** This message will be shown to parents if you have blocked them from downloading report cards.
9. During the marks entry and result preparation. You should block the parents / students from downloading report card. Otherwise they will download incomplete report card and get confused.
10. You should allow them to download report card only all marks have been entered properly and you have checked that all report cards are coming properly.
