

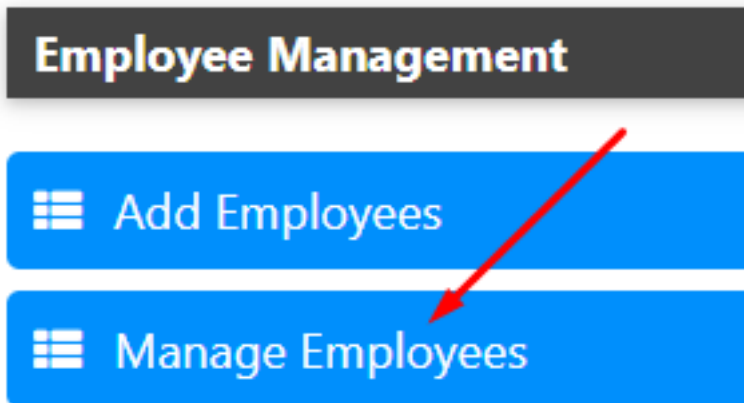
# Employee Management

## Assigning Roles to Employees

The employees can be assigned Roles under 3 Categories

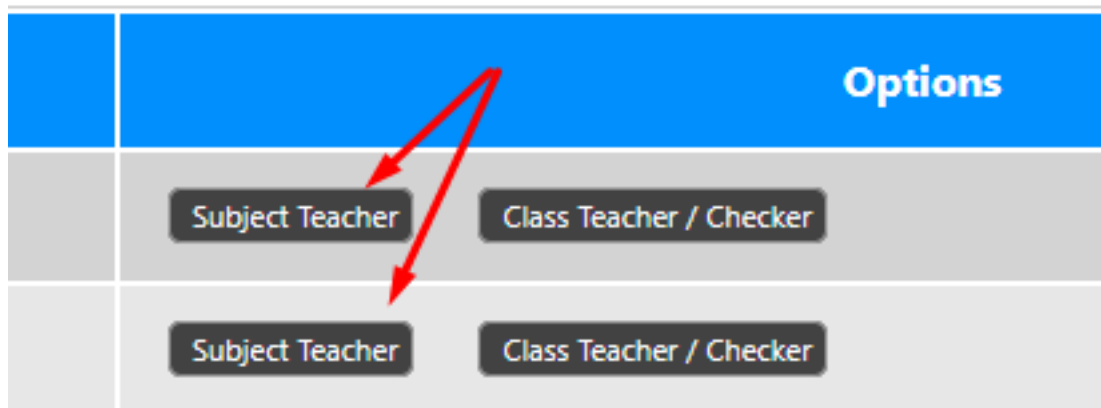
- Subject Teacher (Enters marks for assigned subjects)
- Class Teacher (Enters Attendance, CoScholastic Grades, etc. Assigns roll nos., generates report cards, etc)
- Examination Committee I/C or member (Monitors entries and Generates report cards)

Click on Manage Employees



### Subject Teacher

Click on Subject Teacher Link



You will see a list of currently assigned subjects for the particular teacher

# Employee Management

## Subjects for Employee

S.P. Dwivedi [ TGT Sanskrit ]

### Current Subjects

English 8 A

Hindi 8 A

Maths 8 A

Sanskrit 8 A

Science 8 A

Social 8 A

### Assign Subject

Class  Section



To assign new subject, select Class & section. As soon as you change class, the subjects field will be saturated with all the subjects applicable for that class. Select the section and appropriate subject for the employee.

# Employee Management

## Assign Subject

Class 7



Section B



English (701)

English (701)

Hindi (702)

Maths (703)

Sanskrit (706)

Science (704)

Social (705)

Assign Subject. Now the employee will be able to add marks for that subject.

## Class Teacher

Click on Class Teacher Link

### Options

Subject Teacher

Class Teacher / Checker

Subject Teacher

Class Teacher / Checker

Subject Teacher

Class Teacher / Checker

Select Class, Section and Role and then click Assign Class

# Employee Management

## Class Teacher / Checker Role

Namita Singh [ Head Master Maths ]

### Current Classes

No Classes Assigned

### Assign Class

Class SELECT ▾ Section SELECT ▾

Class Teacher  Checker

Assign Class

The employee can now manage the class as a class teacher. Similarly the employee can be assigned as checker.

Unique solution ID: #1055

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