

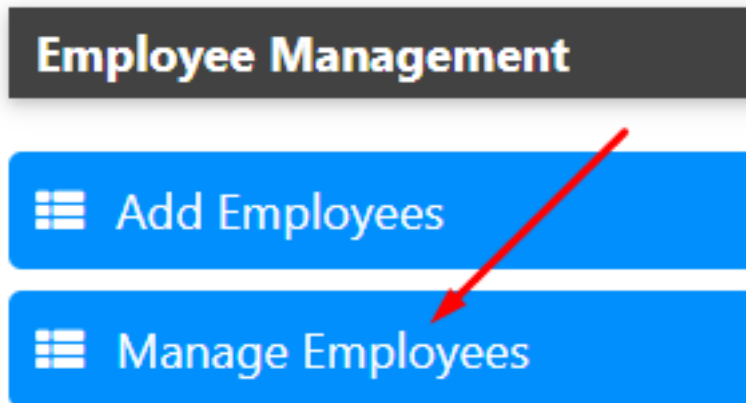
Employee Management

Assigning Roles to Employees

The employees can be assigned Roles under 3 Categories

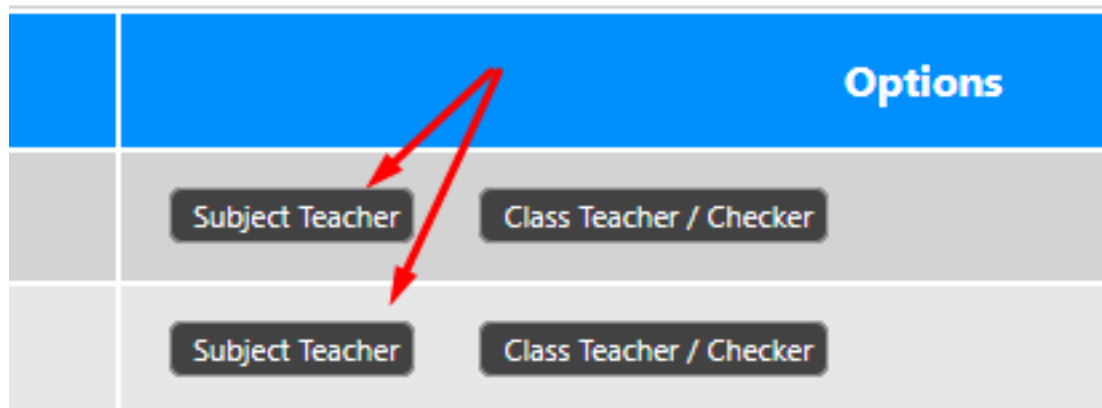
- Subject Teacher (Enters marks for assigned subjects)
- Class Teacher (Enters Attendance, CoScholastic Grades, etc. Assigns roll nos., generates report cards, etc)
- Examination Committee I/C or member (Monitors entries and Generates report cards)

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 **SELECT** ▼ Section **SELECT** ▼



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

Author: Medialab®

Last update: 2023-04-08 09:12