Employee Management Assigning Co-Scholastic Teachers

To Assign Co-Scholastic Subjects to an employee, the following steps should be carried out by the KV Admin or the Class Teacher.

Steps for KV Admin

Click "Edit Employees / Manage Roles"

Employee Management
Add Employees / Set Default Password
Employee Transfer Approval & History
View All Employees
Edit Employees / Manage Roles
List Class Teachers & Checkers
List Subject & CoSch Teachers

Click "Co Scholastics" for the employee

Employee ID	Step-IN	Edit	Name			Options
000090	Step-IN	ø	ram khilawan	Subjects	Co Scholastics	Make Class Teacher / C
900001	Step-IN		ram khilawan	Subjects	Co Scholastics	Make Class Teacher / C
000092	Step-IN	\$ *	satyendra yadav	Subjects	Co Scholastics	Make Class Teacher / C
000095	Step-IN	1	maahi jain 🗸	Subjects	Co Scholastics	Make Class Teacher / C
000096	Step-IN	<i>8</i>	kanya ahuja ©	Subjects	Co Scholastics	Make Class Teacher / C
000093	Step-IN		shrishti shukla	Subjects	Co Scholastics	Make Class Teacher / C

Select Class, Section and CoScholastic to be assigned and click "Assign". Multiple subjects can be assigned to the same staff one by one.

Current CoScholastics
No CoScholastics Assigned
Assign CoScholastics Class 4 • Section E •
Health and Physical Education
Assign CoScholastic

To Remove CoScholastic from a staff, click "Un-Assign"

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CoScholastics for Employee					
w.e.f 6th Oct 2023, Assigning Co-Scholastic teachers can also be done by class teachers.					
satyendra yadav [Head Master Business Studies]					
Current CoScholastics					
Health and Physical Education 4 E [Assigned by: KV (60101)] Un-Assign					
Assign CoScholastics					
Class SELECT - Section SELECT -					

A list of CoScholastic Teachers can also be viewed from the following link.



Steps for Class Teacher

Click on "Manage Co-Scholastic Teachers"

-Frequent Reports
Enrollment Student List PTM List (Plain) PTM List (With I
Attendance (Report Card)
Other Reports
Greensheet (Consolidated) Greensheet (Detailed) Overall Resul
One Time Configurations
Manage Subject Teachers Manage Co-Scholastic Teachers IMPO
Upload Students UBI File Manage Roll Nos. Verify Contacts

Click on "Add New"



Select Staff and Subject and Click "Assign"



To Unassign, simply click UnAssign

Co-Scholastic Teachers for 5 A Add New Co-Scholastic Teacher								
Co-Scholastic	Teacher	Assigned By	UnAssign					
Discipline	rohit motwani	CT (100233)	UnAssign					
Download								

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