

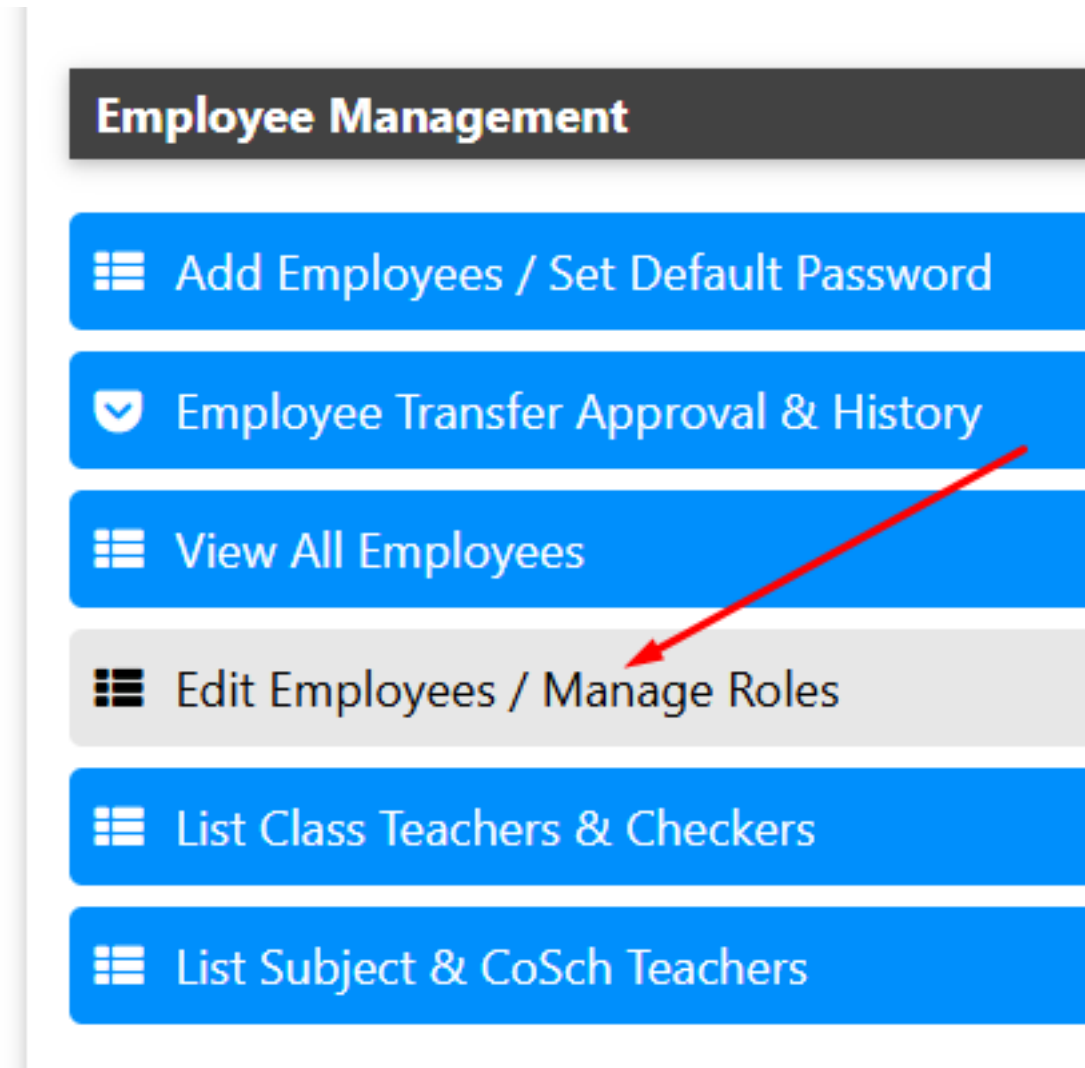
# Employee Management

## 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"



Click "Co Scholastics" for the employee

# Employee Management

Employee ID	Step-IN	Edit	Name	Options		
000090	Step-IN		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		maahi jain 	Subjects	Co Scholastics	Make Class Teacher / C
000096	Step-IN		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"

# Employee Management

## 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 ]

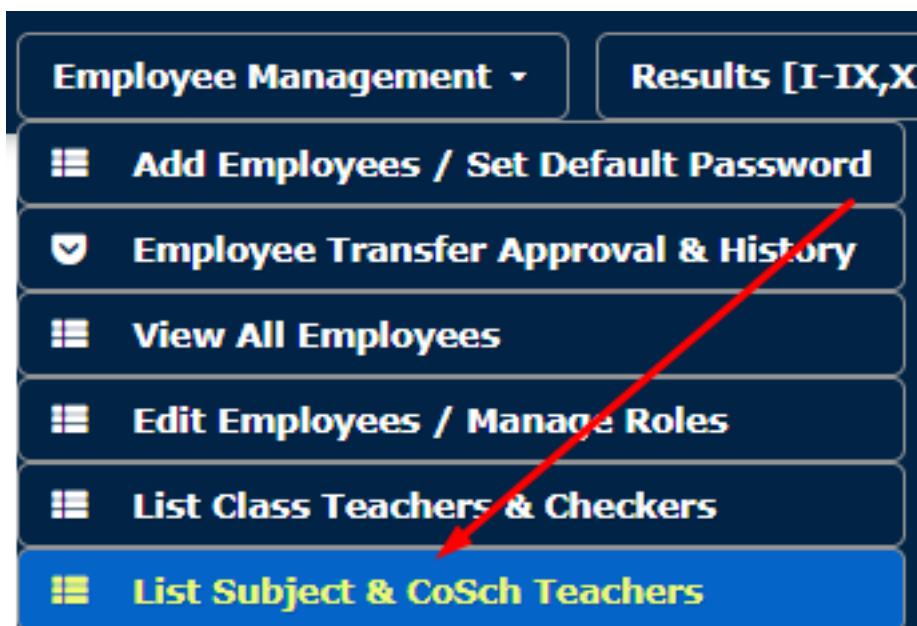
### Current CoScholastics

Health and Physical Education 4 E [Assigned by: KV (60101)] [Un-Assign](#)

### Assign CoScholastics

Class  Section

[A list of CoScholastic Teachers can also be viewed from the following link.](#)



The screenshot shows a dark blue sidebar menu for 'Employee Management'. The menu items are: 'Add Employees / Set Default Password', 'Employee Transfer Approval & History', 'View All Employees', 'Edit Employees / Manage Roles', 'List Class Teachers & Checkers', and 'List Subject & CoSch Teachers'. The last item is highlighted in a lighter blue color. A red arrow points from the 'List Subject & CoSch Teachers' item to the 'Un-Assign' button in the screenshot above.

## Steps for Class Teacher

Click on "Manage Co-Scholastic Teachers"

# Employee Management

**Frequent Reports**

- Enrollment
- Student List
- PTM List (Plain)
- PTM List (With M
- Attendance (Report Card)

**Other Reports**

- Greensheet (Consolidated)
- Greensheet (Detailed)
- Overall Result

**One Time Configurations**

- Manage Subject Teachers
- Manage Co-Scholastic Teachers
- IMPO
- Upload Students UBI File
- Manage Roll Nos.
- Verify Contacts

Click on "Add New"

**Co-Scholastic Teachers for 5 A** [Add New Co-Scholastic Teacher](#)

Co-Scholastic	Teacher	Assigned By
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Download

Select **Staff** and **Subject** and Click "Assign"

# Employee Management

## Assign CoScholastics for 5 A

rohit motwani [ PGT Geography ]

Discipline

Assign CoScholastic

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)	<a href="#">UnAssign</a>

[Download](#)

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