

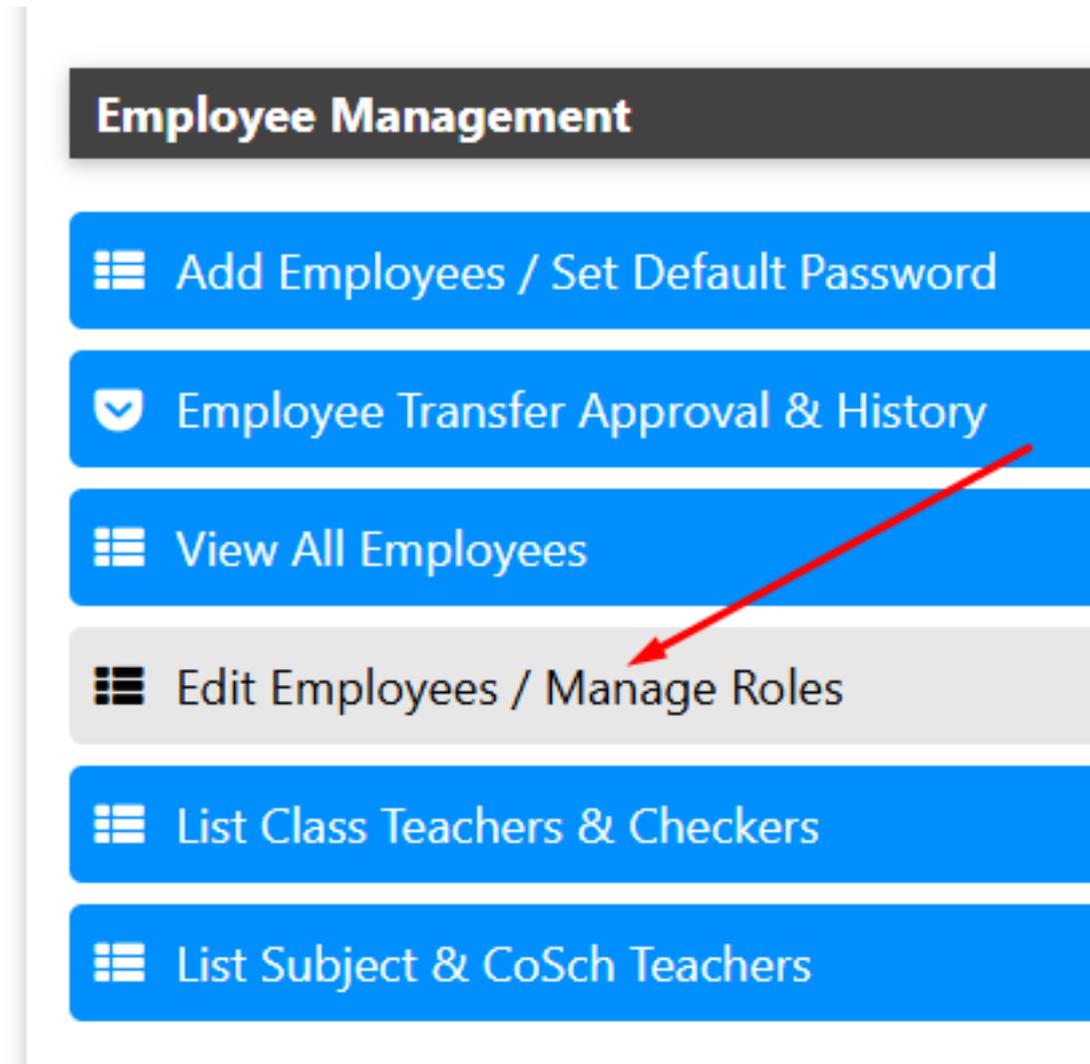
Employee Management

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.



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)	UnAssign

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