## **Subject Teacher**

## **Getting Started Guide - Subject Teachers** MANDATORY STEPS TO BE CARRIED OUT BY THE SUBJECT TEACHERS

## 1. Entering marks of students

- The employee should login as an employee and click on the "Subject Teacher" link in the dashboard.
- Here, he will see all the classes and subjects that he has been assigned to him.
- The exams (Monthly tests (Referred as MT) in case of Classes X & XII) will be listed and they will appear in maroon colour indicating that marks have not been filled for the particular exam/MT.



- Click on the applicable button and proceed with entering the marks.
- For entering the marks, enter the Maximum Marks for the particular exam. It can be anything from 5 to 100. You can use different values for different exams / subjects as system will convert them to applicable weightage as per rules (in case of non-board classes) and to Percent (in case of X & XII)
- Enter marks for every student in the list and mark absent if a student is absent. Submit the form once done.
- Once marks have been entered, the respective button will turn Green.
- On clicking the green button, Mark slip with detailed analysis will be displayed.

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