

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.

10 - A	English									
	All Entries		User Guide							
Monthly Tests	Apr 24	May 24	Jun 24	PT - 1	Aug 24	PT - 2	Oct 24			
	Nov 24	PB-1	PB-2	PT - 3	PB-3					

1	6 - A	Mathematics	All Entries	Broad-Sheet	User Guide			
Term 1		PenPaper-PT1	SubEnr	NoteBook	Half Yearly	LDiary	MDP	User Guide
Term 2		PenPaper-PT2	SubEnr	NoteBook	Annual	LDiary	MDP	User Guide

- 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.

Subject Teacher

KENDRIYA VIDYALAYA NO 2, [REDACTED]																					
MARK SLIP - 2024-25																					
Class: 10 A Subject: English Exam: MT-Apr 24 MM: 40																					
Sl	Roll	Student		Marks	Sl	Roll	Student		Marks	Sl	Roll	Student		Marks							
1	10101	[REDACTED]		36	21	10121	[REDACTED]		29	41	10141	[REDACTED]		28							
2	10102			33	22	10122			23	42	10142			31							
3	10103			20	23	10123			17	43	10143			26							
4	10104			20	24	10124			21	44	10144			33							
5	10105			32	25	10125			21	45	10145			11							
6	10106			21	26	10126			32	46	10146			17							
7	10107			33	27	10127			23	47	10147			16							
8	10108			30	28	10128			34												
9	10109			28	29	10129			19												
10	10110			21	30	10130			32												
11	10111			22	31	10131			16												
12	10112			17	32	10132			23												
13	10113			19	33	10133			26												
14	10114			17	34	10134			22												
15	10115			16	35	10135			19												
16	10116			25	36	10136			36												
17	10117			24	37	10137			23												
18	10118			22	38	10138			26												
19	10119			17	39	10139			30												
20	10120			23	40	10140			26												
Result Analysis																					
Appeared	Passed	Pass%	<33	33-44	45-59	60-74	75-89	>=90	A1	A2	B1	B2	C1	C2	D1	D2	E	Abs			
47	46	97.87	1	8	17	9	10	2	0	6	7	7	13	10	3	0	1	0	TEACHER	CHECKER	PRINCIPAL
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