



User Manual (English)

The following are the various modules and domains offered by ERP+ from Technocom, covering a wide range of businesses. You can be a small distributor, a manufacturer, running an educational institute, or a healthcare organization. There is something for everyone.

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Technocom Co. W.L.L. - Kingdom of Bahrain

Domain: **Education**

Domain: Education

An Education Institute needs lots more than a simple 'Education module', and ERP+ has all of it available built-in. You can:

- Track your books of accounts using Accounts_module.
- Manage payroll, leaves and claims of your admin and teaching staff in the HR_module.
- Organize your purchases and place an approval system.

Here are the functionalities available under the ERP+ Education domain to go through after the Introduction.

The Education domain in ERP+ is designed to meet requirements of any organization which imparts knowledge and believe in doing so in an organized fashion. It has already been used at schools, colleges and even in private firms.

It helps you to effectively manage administration and allows you to focus on what is most important for your institute, to educate!









Student

Menu Refresh Now

Show Filters + Last Modified On

Reports
List
Images
Kanban
Assigned To Me

UNCATEGORISED TAGS
No Tags 8

<input type="checkbox"/> Harry Potter  now	<input type="checkbox"/> Ginevra Weasley  now	<input type="checkbox"/> Susan Bones  5 m	<input type="checkbox"/> Padma Patil  6 m
<input type="checkbox"/> Cho Chang  8 m	<input type="checkbox"/> Lee Jordan  10 m	<input type="checkbox"/> Ronald Weasley  11 m	<input type="checkbox"/> Hannah Abbott  12 m

20 100 500

Contents of ERP+ Education Domain

Using Education module of ERP+, you can effectively manage operations like:

- Managing Student
- Program and Courses
- Online Admissions
- Student Attendance
- Course Scheduling
- Assessment Planning and Assessment Result
- Fee Structure and Fee Receipt

1. Topics

1.1 Setup

1. Course
2. Program
3. Instructor
4. Room
5. Student Category
6. Student Batch
7. Academic Term
8. Academic Year
9. Education Settings

1.2 Student

1. Student
2. Guardian
3. Student Log
4. Student Batch
5. Student Group
6. Student Group Creation Tool

1.3 Admission

1. Student Applicant
2. Program Enrollment
3. Program Enrollment Tool
4. Student Admission

1.4 Fees

1. Fees
2. Fee Structure
3. Fee Category
4. Fee Schedule

1.5 Schedule

1. Course Schedule
2. Scheduling Tool
3. Examination

1.6 Attendance

1. Student Attendance
2. Student Attendance Tool
3. Student Leave Application

1.7 Assessment

1. Assessment
2. Assessment Criteria
3. Assessment Group
4. Assessment Plan
5. Assessment Result
6. Assessment Result Tool
7. Grading Scale

1.1 Topic: **Setup**

1. Course
2. Program
3. Instructor
4. Room
5. Student Category
6. Student Batch Name
7. Academic Term
8. Academic Year
9. Education Settings

1. Course

A course is a unit of teaching that typically lasts one academic term, is led by one or more instructors (teachers or professors), and has a fixed number of students. Students may receive a grade and academic credit after completion of the course.

To create a Course, enter the Course name and Code. Code for the course should be unique for every course. You can also link the department under which the course is conducted.

Object Oriented Programing - C++ Menu Save

Comments 0

ASSIGNED TO
Assign +

ATTACHMENTS
Attach File +

TAGS

Program Student Student Group Course Schedule Examination

Department

Course Code

Once a Course is created, a course schedule can be defined for the same.

The Course form is further linked to Program, Student Group and Assessment Plan doctypes. The links allow to view/create the related documents for a Course.

2. Program

An educational program is a program written by the institutions which determines the learning progress of each subject in all the stages of formal education. To create a Program go to: Education > Setup > Program > New Program. Enter a unique code for every Program. You can also link the Program to the department under which it is conducted.

Bachelor of Computer Applications Menu Save

Student Applicant Student Student Group Fee Structure Fees

Code: Department:

Course	Academic Term	Course Code
1 Fundamentals of IT & Programing	Semester 1	BCA1010
2 Programing in C	Semester 1	BCA1020
3 Basic Mathematics	Semester 1	BCA1030
4 Digital Logic	Semester 1	BCA1040
5 Operating System	Semester 2	BCA2010
6 Object Oriented Programming - C++	Semester 2	BCA2030
7 Communication Skills	Semester 2	BCA2040
8 Data Structures and Algorithm	Semester 1	BCA2020

Add the relevant Course and the Fee details for a program.

Ms MMC Menu Save

Student Applicant Program Enrollment Student Group Fee Structure Fees

Program Name: Program Abbreviation:

Department:

COURSE

Course	Course Name	Manda...
1 MMC	Mass media and Communication	

FEE SCHEDULE

Academic Term	Fee Structure	Student Category	Due Date	Amount
1 2017-18 (Semester 2)	FS00002			₹ 1 500,00

The Program Doctype is further linked to the Student applicant, Program enrollment, Student group, Fee structure and Fee. The links allow to view or create the related document for a Program.


3. Instructor

An Instructor can be a teacher, tutor, coach, or professor, of a specialized subject that involves any skill.

To create new Instructor, go to: Education > Instructor > New

Albus Dumbledore Menu Save

Student Group
Course Schedule
Assessment Plan



Comments 0

ASSIGNED TO
Assign +

ATTACHMENTS
<http://78.media.tumblr...>
Attach File +

Instructor Name:

Department:

Employee:

INSTRUCTOR LOG

<input type="checkbox"/>	Academic Year	Academic Term	Program	Course	
<input type="checkbox"/>	1 2017-18	2017-18 (Semester 3)	X	X - Arts	▼

[Add Row](#)

An Instructor can also be linked to a Course Schedule, where you can define the schedule for a Course for a give date and Room no.

It is also linked to Student group where an Instructor is assigned to the Student Group.

While creating the Assessment Plan for a Student Group, Instructor can be linked as the Examiner or the Supervisor for that assessment.

Further, the log for the Instructor can be entered in the Instructor Log table which can be used for keeping the records of subjects taught by that Instructor.

4. Room

A classroom is a space (room or lab) where you want to schedule courses or examinations. A room in an educational institute can be a Class room, a laboratory or an Examination hall.

The Room doctype allows you to record the room number and the seating capacity for a classroom. Once a room is created Course schedule link is provided in the Room doctype to view or add the course schedule for the classroom.

Lecture Hall 1 RM0001 Menu Save

Comments 0

ASSIGNED TO
Assign +

ATTACHMENTS
Attach File +

TAGS
Add a tag...

Course Schedule

Room Name

Room Number

Seating Capacity

The course schedule validates the availability of the Room number and an alert message is shown if there is an overlap for the Room number for a given time slot.

201 by Manthan SH00001 Menu Save

Comments 0

ASSIGNED TO
Assign +

ATTACHMENTS
Attach File +

Attendance

Student Group Course

Instructor

Message Close

This Course Schedule conflicts with SH00002 for Student Group Group I

The Room number is further linked to the Assessment plan. It validates the availability of examination room for the assessment to be held for a given date and time.

Term Test 1 ASP00001 Menu Cancel

SHARED WITH

0

You edited this a few seconds ago

You created this an hour ago

16.38MB (0%) used

SCHEDULE

Schedule Date From Time

Room To Time

Examiner Supervisor

Examiner Name Supervisor Name

	Assessment Criteria	Maximum Score	
<input type="checkbox"/>	1 CPGA	100	▼

5. Student Category

Student Category doctype allow you to classify student based various categories. In Institutions, there may be fee concession for some categories such as Handicapped students, foreign, nationals, reserved category by the government etc.

To create Student category, go to: Setup > Student Category > New

We can create new student category by adding a name and save it

Student Category Menu ▾ Refresh **New**

Reports ▾

List

Kanban ▾

Assigned To Me

TAGS

No Tags 2

Show tags

Last Modified On ▾

Name	Category	2 of 2
<input type="checkbox"/> General	General	General 1 m 0
<input type="checkbox"/> NRI	NRI	NRI 1 m 0

You can select the Student Category while making the Fee Structure and accordingly the student from the selected groups can be filtered out while making the Fee Schedule.

6. Student Batch

Student batch is a collection of students from Student Groups. Student batch allows you to create Student Group based on a batch. When a student is enrolled for a Program, the Student batch is selected to enroll the student for the given Program and batch

You can also get a Student Batch-Wise Attendance report to view the number of student present from the Batch.

7. Academic Term

An academic term (or simply "term") is a portion of an academic year, the time during which an educational institution holds classes. The schedules adopted vary widely. The academic term can be a quarter, trimester or a semester.

The Academic term form in ERP+ enables you to create academic terms within in a year. Based on the term schedule enter the start and end date for the schedule and generate the term for a Academic year.

Academic Term Menu ▾ Refresh New



Report Assigned To Me	Add Filter
TAGS	
No records tagged.	
<input type="checkbox"/> ★ Name	
<input type="checkbox"/> ★ Semester 6	7 d 0
<input type="checkbox"/> ★ Semester 5	7 d 0
<input type="checkbox"/> ★ Semester 4	7 d 0
<input type="checkbox"/> ★ Semester 3	7 d 0
<input type="checkbox"/> ★ Semester 2	7 d 0
<input type="checkbox"/> ★ Semester 1	7 d 0

8. Academic Year

An academic year is a period of time which education, colleges and universities use to measure a quantity of study.

The Academic year form have the Start and End date for the Academic year.

2014-15



Menu ▾
Save

Comments 0

ASSIGNED TO
Assign +

ATTACHMENTS
Attach File +

TAGS

[Student Group](#)

Year Start Date

Year End Date

Student group link is given to view or add the respective groups to the Academic year.

9. Education Settings

The Education Settings page allow you to setup basic settings like Academic Year and Term for the educational setup. Academic Year and Term must be update in each Academic Year and Term.

Attendance Freeze Date is optional one, this will help the academic manager to manage the last working day /end of Academic Year or Term.

Instructor Records can be created by Full Name / Naming Series / Employee Number. This will help to assign the instructor for the particular class or course.

School Settings
Menu ▼ Save

Comments 0

ASSIGNED TO
Assign +

ATTACHMENTS
Attach File +

TAGS

SHARED WITH
+

♥ 0

You edited this
12 days ago

Current Academic Year

2017-18

Current Academic Term

2017-18 (Semester 2)

Attendance Freeze Date

30-09-2017

Validate Batch for Students in Student Group
For Batch based Student Group, the Student Batch will be validated for every Student from the Program Enrollment.

Validate Enrolled Course for Students in Student Group
For Course based Student Group, the Course will be validated for every Student from the enrolled Courses in Program Enrollment.

Add a comment
Comment

Ctrl+Enter to add comment

The checkbox to Validate Batch for Students in Student Group enables the Student Batch validation for every Student from the Program Enrollment for the Batch based on Student Group.

You can enable the validation of Course for every Student from the enrolled Courses in Program Enrollment, for Course based Student Group by checking the settings for Validate Enrolled Course for Students in Student Group.


1.2 Topic: **Student**

1. Student
2. Guardian
3. Student Log
4. Student Batch
5. Student Group
6. Student Group Creation Tool

1. Student

A Student is a person who has enrolled at your institute and you have accepted their application. The Student doctype maintains details like personal information, photo, date of birth, address etc. It also records the Guardian and sibling details.

Melvin Kent Lemoine
STUD000004 Menu Save



Comments 0

ASSIGNED TO
Assign +


ATTACHMENTS
Attach File +

TAGS
Add a tag...

SHARED WITH

0

You edited this
5 minutes ago



SEP OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG

This is based on the attendance of this Student

Related Documents

Student Log	Program Enrollment 1
Student Group 3	Fees
Student Attendance 9+	Assessment
	Guardian 2

First Name	Student Email ID
<input type="text" value="Melvin"/>	<input type="text"/>
Middle Name	Joining Date
<input type="text" value="Kent"/>	05-07-2016
Last Name	
<input type="text" value="Lemoine"/>	

PERSONAL DETAILS

The student is enrolled in a Program when the application is approved. Once the enrollment is done the Student Applicant status is update to Admitted.

New Student Creation

You can also create a student directly from: Education > Student > New Student

After new student creation you can fill all the details and have to enroll into program as well. You can view every doctype created for a particular student. E.g.: Fees, Student Group, etc.

2. Guardian

The Guardian doctype allows you to record the guardian details for a **Student**.

Jeniffer
GARD0001 Menu Save

Comments 0

ASSIGNED TO
Assign +

ATTACHMENTS
Attach File +

TAGS
Add a tag...

SHARED WITH
.....

<p><small>Guardian Name</small> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Jeniffer"/></p> <p><small>Email Address</small> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="mrs.jeniffer@gmail.com"/></p> <p><small>Mobile Number</small> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="979970955"/></p> <p><small>Alternate Number</small> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="889956786"/></p> <p><small>Date of Birth</small> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="01-05-1956"/></p>	<p><small>Education</small> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Btech"/></p> <p><small>Occupation</small> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Working professional"/></p> <p><small>Designation</small> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Functional Analyst"/></p> <p><small>Work Address</small> <input style="width: 95%; height: 80px; border: 1px solid #ccc;" type="text" value="A- 111, Dellingtonn road."/></p>
--	---

The email id added in the Guardian detail can be linked to an email group for sending newsletters or announcements. It also holds few important details like guardian primary contact number and alternative contact number for making any type of direct contact with the student's guardian.

Single students can have multiple guardians like Father, Mother, Brother or Sister etc.

4. Student Batch

Student batch is a collection of students from Student Groups. Student batch allows you to create Student Group based on a batch. When a student is enrolled for a Program, the Student batch is selected to enroll the student for the given Program and batch

You can also get a Student Batch-Wise Attendance report to view the number of student present from the Batch.

5. Student Group

A student group is a collection of students taking same course. You can create Course Schedules and Examinations against a Student Group.

A Student Group needs to be created for every course for Academic Term and Academic Year. The student group can be create based on Batch, Course and Activity.

To create a Student Group, go to: Education > Student > New Student Group

To create a Student group based on Batch, select the Program and Batch, where as to create a Student group based on Course, you will only have to select the Course Code. Creating a student group based on activity allows you to group of students for events and activities happening in the institute.

Once a student group is created you can mark attendance for the group.

Marketing/MBA/2017-18 (Semester 2)
Menu ▼ Save

Comments 0

ASSIGNED TO
Assign +

ATTACHMENTS
Attach File +

TAGS
Add a tag...

SHARED WITH
+

♥ 0

You edited this a minute ago

You created this 3 days ago

16.38MB (0%) used

Attendance
Course Schedule
Assessment Plan
Update Email Group
Newsletter

Academic Year
2017-18

Group Based on

Max Strength

Set 0 for no limit

Academic Term

Program

Batch

Course

STUDENTS

Get Students

<input type="checkbox"/>	Student	Student Name	Group Roll Number	Active	
<input type="checkbox"/>	1 STUD00003	Steve	1	✓	▼
Add Row					

You can also update the Email Group for the Student Group. Click on Update Email Group to add all the email ids of the guardians in the respective email group and Newsletter can be created and sent to the Email group.

6. Student Group Creation Tool

The Student group creation tool allows you to create student groups in bulk.

To create Student group using this tool go to: Education > Student > Student Group creation tool

Select the Academic Term and the Program for which a student group is to be created.

By default, the student group is created based on the Course only. The check box for "Separate course-based Group for every Batch" allows you to create batchwise Student groups for a course.

You can leave it unchecked if you don't want to consider batch while making course-based groups.

1.3 Topic: Admission


1. Student Applicant
2. Program Enrollment
3. Program Enrollment Tool
4. Student Admission

1. Student Applicant

A Student Applicant record needs to be created when a student applies for a program at your institute. You can Approve or Reject a student applicant. By accepting a student applicant, you can add them to the student master.

Scarlett Rose Ruiz ● Applied
AP000027 🖨️ Menu ▾ Cancel

Approve
Reject



Comments 0

ASSIGNED TO
Assign +

ATTACHMENTS
Attach File +

TAGS
Add a tag...

SHARED WITH
+

♥️ 0

<small>First Name</small>	<small>Application Status</small>
Scarlett	<input style="width: 90%;" type="text" value="Applied"/>
<small>Middle Name</small>	<small>Application Date</small>
Rose	06-06-2016
<small>Last Name</small>	
Ruiz	
<small>Program</small>	
Masters of Computer Applications	

PERSONAL DETAILS ^

<small>Mother's Name</small>	<small>Date of Birth</small>
Eleanor Ruiz	12-13-1994
<small>Father's Name</small>	<small>Gender</small>
Dick Ruiz	Female
	<small>Blood Group</small>
	O+


Application Status

- By default, when a student applicant is created in the system, the application status is set to 'Applied'
- You can update the status to 'Approved' once you approve the applicant to join your institute.
- Once the application status is set to 'Approved', the 'Enroll' button should show up. You can create a student record against the student applicant and enroll them to a program by clicking on this button.
- Once a student is created against the student applicant, the system shall set the application status to 'Admitted' and will not allow you to change the application status unless the student record is deleted.

Student Enrollment

Once the form is submitted you can either approve or reject the application form.

Nicole ● Applied AP00001 Menu Cancel



First Name Nicole	Application Status Applied
Program MBA	Application Date 22-08-2017
<input type="checkbox"/> Paid	Academic Year 2017-18

Actions
 Approve
 Reject

Comments 0

ASSIGNED TO
Assign +

ATTACHMENTS
Attach File +

TAGS
Add a tag...


SHARED WITH

PERSONAL DETAILS

Date of Birth 01-01-1985	Student Email Address nicole@gmail.com
Gender Female	Student Mobile Number 7738828546
	Nationality INDIAN

Once you approve a Student Applicant you can enroll them to a program. When you click the 'Enroll' button, the system shall create a student against that applicant and redirect you to the Program Enrollment form.

Nicole ● Approved AP00001 Menu Cancel



First Name Nicole	Application Status Approved
Program MBA	Application Date 22-08-2017
<input type="checkbox"/> Paid	Academic Year 2017-18

Enroll

Comments 0

ASSIGNED TO
Assign +

ATTACHMENTS
Attach File +

TAGS
Add a tag...

SHARED WITH
+

PERSONAL DETAILS

Date of Birth 01-01-1985	Student Email Address nicole@gmail.com
Gender Female	Student Mobile Number 7738828546
	Nationality INDIAN

2. Program Enrollment

Program Enrollment is the record of enrollment of a student in a given program and choose courses for a particular Academic Year and Academic Term (optional). If a student is enrolled in a program then his/her Program Enrollment must be created. The mandatory course in that program is automatically filled in Enrolled Courses table while the elective/optional courses can be selected manually.

If the student has applied online for the admission in a particular Program and the application is approved, then the Program Enrollment can be created from within the Student Applicant record via clicking on the Enroll button.

Else, to create the new Program Enrollment manually, go to: Education > Program Enrollment > New

If any institution has skipped the online admission process then Program Enrollment can also be considered as the confirmation of the admission in a particular Program.

TIP: Academic Term is optional in the Program Enrollment. If your institution has only annual curriculum, you can skip the Academic Term

Student Batch: To categorize student into different sections/batches, you can assign the batch to the student. On the basis of this field, later student groups can be created.

Student Category: For the Institutions having multiple Fees Structure, this field can be used to differentiate the student enrollment in a given fee category.

3. Program Enrollment Tool

The Program Enrollment tool allows the bulk enrollment of the new and old students in a Program. If you are enrolling a new student, you can fetch the students from the Student Applicant or if you are promoting the older students you can fetch them from the Program Enrollment itself

Note: Academic Term is optional in the Program Enrollment Tool

You can create the Program Enrollment for:

Student Applicants: List of Student Applicants will be fetched for the selected Program, Academic year and Academic Term (if provided).

Program Enrollment: List of students already enrolled in selected Program for the given Academic Year, Academic Term (if provided) and Student Batch will be fetched and can be used to enroll students from one academic year/term to another in the same Program or a new Program.

New Student Batch: This can be selected for the entire students fetched in the table. Priority will be given to the Batch selected in the table (for individual students).

For promoting the students, the new academic year, academic term and program can also be selected for the enrollment of the fetched students list.

4. Student Admission

The admission process begins with filling the admission form. The Student Admission record enables to initiate your admission process for a given Academic year. ERP+ admission module allows you to create an admission record which can be then published on the ERP+ generate website.

To create a Student Admission record, go to: education > Admissions > Student Admission

Once an admission record is created, the age eligibility criteria can be determined for every program. Similarly, you can also determine the application fee and naming series for every student applicant. If you keep the naming series blank then the default naming series will be applied for every student applicant.

The information provided in the Student Admission records will be used for the validation and creation of the Student Admission records (only if student admission link is filled there).

1.4 Topic: Fees

1. Fees
2. Fee Structure
3. Fee Category
4. Fee Schedule

1. Fees

Maintain a record of fees collected from students. The Fee Structure is fetched based on the selected Program and Academic Term. Student Details and detailed Fee Structure will be available in the fee module. You can get Paid amount and Outstanding Amount details also.

Payment Request

Send pending fee Payment Request directly to the particular student by clicking Payment Request. It'll send an automatic reminder mail to the particular student. It also includes the payment gateway details for making payments. (payment gateway needs to setup)

Payment

Directly make a payment from fee, select Mode of Payment in payment entry and submit the payment.

2. Fee Structure

A Fee Structure is a template that can be used while making Fees records or generating them via the Fee Schedule. In the Accounts section, you can set also the different accounts as for the Fees is an accounting transaction.

You can create the Fee Structure directly from: Education > Fees > Fee Structure > New Fee Structure

or you can create the Fee Structure from Program also. Here Fee can be split into different categories such as Tuition Fee, Laboratory Fee, Library Fee, Transport Fee, etc...

X Submitted
FS00001 🗑️ Menu ▾ Cancel

Make Fee Schedule

Comments 0

ASSIGNED TO
Assign +

ATTACHMENTS
Attach File +

TAGS
Add a tag...

SHARED WITH
+

♥️ 0

You edited this in 5 hours

You created this in 5 hours

Program X	Academic Term 2017-18 (Semester 1)
Student Category General	Academic Year 2017-18

	Fees Category	Description	Amount	
1	Tuition Fee	Tuition Fee for the Xth Standard for academic ...	£ 5,000.00	▾

Total Amount

£ 5,000.00

ACCOUNTS	
Receivable Account Tuition Fees Receivable - HSOWA	Cost Center Main - HSOWA
Income Account Tuition Fee Income - HSOWA	Company Hogwarts School of Witchcraft and Wizardry

Academic Year Impact

If the Fee amount doesn't change every academic year then Fee Structure can be created without the Academic year. In doing so, the same Fee Structure can be used every academic year until the Fees for that particular program doesn't change. Still you can set the academic year and term while creating the Fees or Fee Schedule records.

Accounting Impact

You can set the "Income Account" and "Receivable Account" in the Accounts section which refers to an Account of you Chart of Accounts. You must also mention the Cost Center in which your income will be booked.

If you are going to use this in the Fee Schedule, you must select the Accounts carefully as Fee Schedule updates the respected Accounts in bulk.

3. Fee Category

List of all different type of fees collected.

Fee Category		Menu	Refresh	New
Report Assigned To Me TAGS No records tagged.	Add Filter			
<input type="checkbox"/> * Name	Name	Description		
<input type="checkbox"/> * Examination Fee	Examination Fee		now	0
<input type="checkbox"/> * Tuition Fee	Tuition Fees		now	0
<input type="checkbox"/> * Admission Fee	Admission Fees		now	0
<input type="checkbox"/> * Term Fee	Term Fees		8 m	0
<input type="checkbox"/> * Library Fee	Library Fee		14 m	0
<input type="checkbox"/> * Medical Fee	Medical Fee		16 m	0

4. Fee Schedule

Fee Schedule is help to schedule the Fee for the student based on Student Group here you can directly Send Payment Request Email to the student while creating the Fee Schedule.

1.5 Topic: **Schedule**

1. Course Schedule
2. Scheduling Tool
3. Examination

1. Course Schedule

Course Schedule is the schedule of a session conducted by an Instructor for a particular Course. You can see the overall course schedule in the Calendar view.

Calendar - Course Schedule Type ▾ New

Student Group Course Instructor Room 01/11/2015

< > today **November 30, 2015** month week **day**

Monday	
all-day	
7am	
8am	
9am	
10am	10:00 - 11:00 Basic Mathematics by John for BCA-2014-SEM1 in Room RM0001
11am	11:00 - 12:00 Communication Skills by John for BCA-2014-SEM1 in Room RM0001
12pm	12:00 - 1:30 Data Structures and Algorithm by Matthews for BCA-2014-SEM1 in Room RM0002
1pm	
2pm	2:00 - 4:30 Programing in C by John for MCA-2014-SEM1 in Room RM0002
3pm	2:00 - 3:30 Basic Mathematics by Matthews for BCA-2014-SEM1 in Room RM0001
4pm	

Marking Attendance

You can mark attendance for a Student Group against a Course Schedule.

Programing in C by John SH0036 🖨️ ⭐ Menu ▾ Save

Comments 0

ASSIGNED TO
Assign +

ATTACHMENTS
Attach File +

TAGS
Add a tag...

SHARED WITH
+

You edited this
2 hours ago

You created this
2 hours ago

Student Group

Course

From Time

Instructor

To Time

Instructor Name **John**

Room

Attendance ^

Check all
 Uncheck all

<input type="checkbox"/> Kate Jillene Rosalia	<input checked="" type="checkbox"/> Terina Condit
<input checked="" type="checkbox"/> Elena Gilbert	<input type="checkbox"/> Samuel Tucky
<input type="checkbox"/> Albert Wechsler	

- To make attendance, expand the attendance section.
- Check the students who were present for that session.
- Click on 'Mark Attendance'. The system will create the Attendance records.

View Attendance

Once you have marked Attendance against a Course Schedule the Attendance section in the Course Schedule shall be hidden. A View Attendance button shall appear. Click on that button to view all attendance records created against that Course Schedule.

Programing in C by John SH0036 Menu Save

Comments 0

ASSIGNED TO
Assign +

ATTACHMENTS
Attach File +

TAGS
Add a tag...

SHARED WITH

View attendance

<p>Student Group</p> <input type="text" value="MCA-2014-SEM1"/> <p>From Time</p> <input type="text" value="30/11/2015 14:00:00"/> <p>To Time</p> <input type="text" value="30/11/2015 16:30:00"/> <p>Room</p> <input type="text" value="RM0002"/>	<p>Course</p> <input type="text" value="Programing in C"/> <p>Instructor</p> <input type="text" value="INS/00001"/> <p>Instructor Name</p> <p>John</p>
---	--

2. Scheduling Tool

This tool can be used to create 'Course Schedules'.

Scheduling Tool

Schedule Course

<p><small>Student Group</small></p> <input style="width: 90%;" type="text" value="BCA-2014-SEM1"/>	<p><small>Program</small></p> <p>Bachelor of Computer Applications</p>
<p><small>Academic Year</small></p> <p>2014-15</p>	<p><small>Academic Term</small></p> <p>Semester 1</p>

<p><small>Course</small></p> <input style="width: 90%;" type="text" value="Basic Mathematics"/>	<p><small>Instructor</small></p> <input style="width: 90%;" type="text" value="INS/00001"/>
<p><small>Room</small></p> <input style="width: 90%;" type="text" value="RM0001"/>	<p><small>Instructor Name</small></p> <p>John</p>

<p><small>From Time</small></p> <input style="width: 90%;" type="text" value="14:48:32.364491"/>	<p><small>To Time</small></p> <input style="width: 90%;" type="text" value="14:48:32.364583"/>
<p><small>Course Start Date</small></p> <input style="width: 90%;" type="text" value="19-11-2015"/>	<p><small>Course End Date</small></p> <input style="width: 90%;" type="text" value="19-11-2015"/>
<p><small>Day</small></p> <input style="width: 90%;" type="text" value="Monday"/>	
<p><input type="checkbox"/> Reschedule</p>	

Creating Course Schedules

- Select Student Group for which you need to create Course Schedules.
- Select Course, Room and Instructor for Course Schedules.
- Enter from Time and To Time for Course Schedule.
- Enter Start Date and End Date of the Course (Course Schedules will be created within this date range)
- Enter Day of the week on which you want to schedule the Course.
- Click on the 'Schedule Course' button
- The system will create Course Schedules if the Room and Instructor are available and there is no conflict for the selected Student Group with other Course Schedules.

Rescheduling

- If you wish to reschedule Course Schedules created against a Course, follow the instructions for creating course schedules
- Check the 'Reschedule' checkbox and then click 'Schedule Course' button.
- System will delete existing Course Schedules for specified Course within the mentioned Course Start Date and Course End Date and create new Course Schedules.

3. Examination

The Examination record can be used to track the exam schedule and the results of that exam.

Mid-Term Exam ● Draft

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Exam Code

Student Group

Course

Basic Mathematics

Schedule ▾

Exam Date

From Time

To Time

Results ▾

1.6 Topic: **Attendance**

1. Student Attendance
2. Student Attendance Tool
3. Student Leave Application

1. Student Attendance

Attendance doctype allows you to track and manage attendance of a student in all the days at any time. The Attendance module is designed to help teachers easily mark student attendance during class.

Attendance Records can be created against Student on daily basis.

To create Attendance record:

Select the Student, Course Schedule and Student Group for which attendance is to be marked for the given date. Set the Status to Present/Absent and save.

Student Attendance tool can be used for bulk update of the attendance based on Batch, Course or Activity.

2. Student Attendance Tool

The Student Attendance tool allow you to bulk update the attendance for students based on Student Group and Course Schedule.

To mark the Attendance based on Student Group select the group based on

1. Batch 2. Course 3. Activity

Student details will be auto-fetched and you can mark the attendance of the given date.

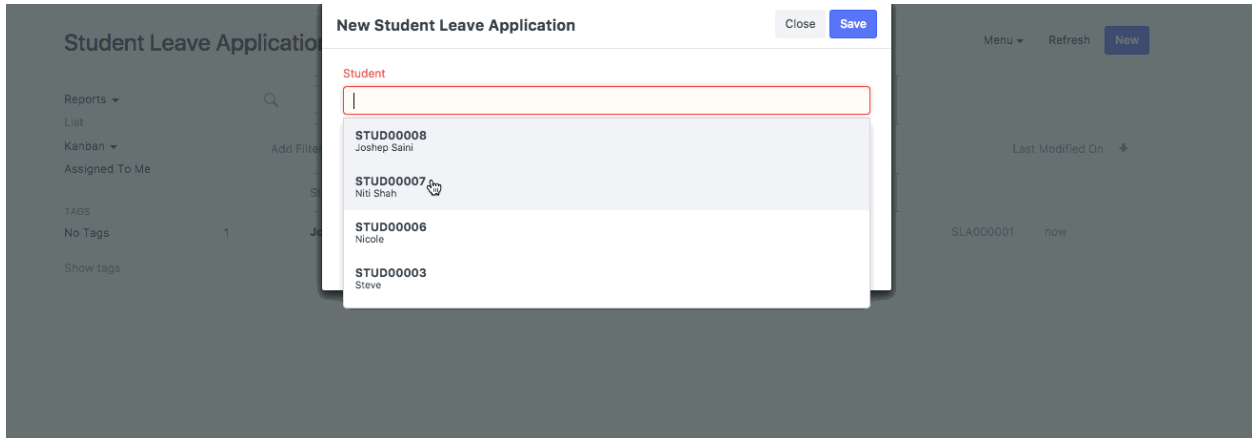
Student Attendance Tool

Based On	Student Group	Student Group
Group Based On	Batch	Date

3. Student Leave Application

ERP+ allows you to record the leave application for a student.

To create a Student Leave application record, enter the Student and the date for which the leave is applied and save.



In case the student is not attending the institute in order to participate or represent institute in any event, he/she can be mark as present from the Leave Application itself.

Once a Leave Application is recorded for a student it will not be recorded in the absent student report as he has applied for a leave.

1.7 Topic: **Assessment**

1. Assessment
2. Assessment Criteria
3. Assessment Group
4. Assessment Plan
5. Assessment Result
6. Assessment Result Tool
7. Grading Scale

1. Assessment

Every education institute organizes assessment / examination to evaluate progress of their Students. In ERP+, you can manage complete assessment processing for your ERP+ account.

Following is the order in which you should setup masters in the Assessment module.

1. Assessment Criteria
2. Assessment Group
3. Grading Scale

Once you have also defined the Student Group and Courses, you can schedule an assessment / examination by creating Assessment Plan.

Based on the performance of Student in the assessment, you can create Assessment Result for a Student. You can create Assessment Results in bulk using Assessment Result Tool. In this tool, on selection of Assessment Plan, all the students (for Student Group) will be fetched. You can quickly enter marks earned by each Student for each Assessment Criteria in a single row.

2. Assessment Criteria

Assessment Criteria is the parameter based on which you assess the Student.

Assessment Criteria Menu ▾ Refresh New

Reports ▾

List

Kanban ▾

Assigned To Me

UNCATEGORISED TAGS

No Tags 3

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<input type="checkbox"/>		Name	
<input type="checkbox"/>		Writing	1 h <input type="text" value=""/> 0
<input type="checkbox"/>		Reading	1 h <input type="text" value=""/> 0
<input type="checkbox"/>		Understanding	1 h <input type="text" value=""/> 0

After assessment is conducted for a Course, marks earned are entered based on the Assessment Criteria. For example, if assessment was conducted for science subject, then you can evaluate Student in Science on various criteria like Writing, Practical, Presentation etc.

Assessment Criteria is be used when scheduling Assessment Plan for Student Group and Course.

BBA 301 exam by INS/00011 on 2017-06-23 • Submitted

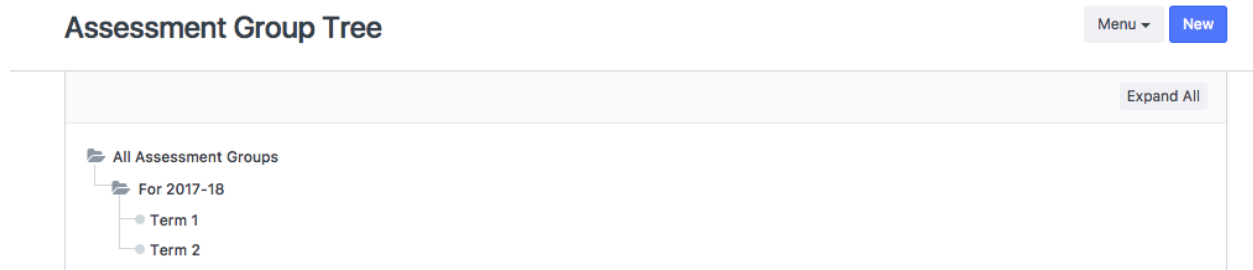
Menu ▾ Cancel

<input type="checkbox"/>		Assessment Criteria	Maximum Score	
<input type="checkbox"/>	1	Knowledge	50	▾
<input type="checkbox"/>	2	Application	50	▾

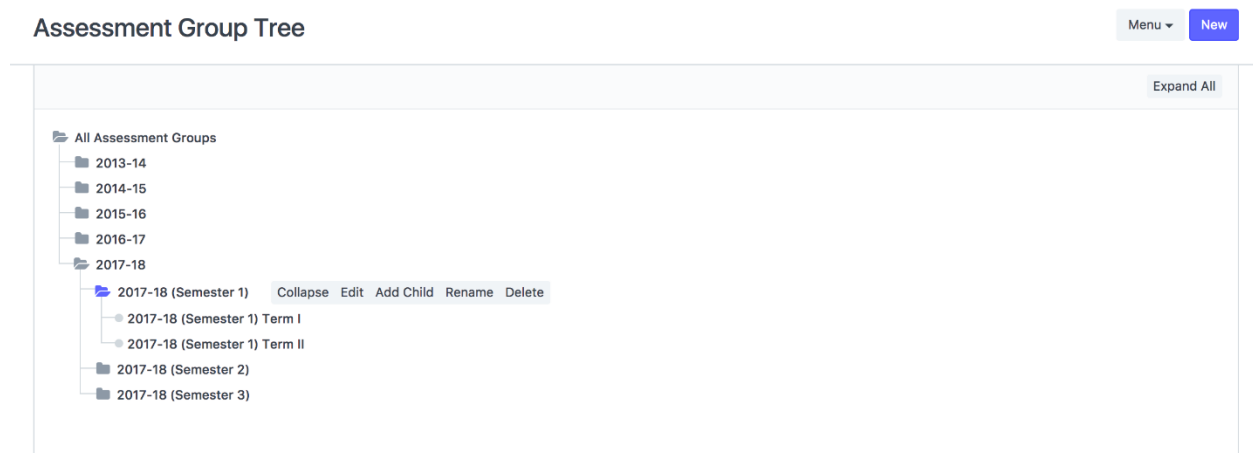
3. Assessment Group

Assessment Group tree is a master where you can define the hierarchy for examination conducted in your education institute.

For example, if you conduct two assessment in a academic year, then setup Assessment Group as following.



On the same lines, you can also define multiple Assessment Group bases on assessment conducted in your institute.



4. Assessment Plan

To schedule an assessment/examination for a Student Group, for specific Course, create Assessment Plan. In the Assessment Plan, you can also capture details like:

1. Grading Scale based on which grades will be assigned to students.
2. Schedule Date of Assessment
3. Room where assessment will be conducted
4. Examiner and Supervisor

BBA 301 exam by INS/00011 on 2017-06-23 ● Submitted Menu Cancel

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Arom Nolan edited this in 2 days

Arom Nolan created this in 2 days

Assessment Result

Assessment Name BBA 301 exam by INS/00011 on 2017-06-23	Maximum Assessment Score 100
Student Group BBA 301/BBA/2014-15 (Semester 1)	Grading Scale Standard Grading
Course BBA 301	

SCHEDULE

Schedule Date 06-23-2017	From Time 16:00:00
Room RM0019	To Time 17:00:00
Examiner INS/00011	

Assessment Criteria is list of criteria based which each student in will be evaluated and grades will be assigned.

BBA 301 exam by INS/00011 on 2017-06-23 ● Submitted Menu Cancel

	Assessment Criteria	Maximum Score	
<input type="checkbox"/>	1 Knowledge	50	▼
<input type="checkbox"/>	2 Application	50	▼

5. Assessment Result

Assessment Result is a log of marks/grades earned by the student for specific Assessment. Assessment Result is created in the backend based on the marks entered in the Assessment Result Tool.

Elli Sharon Savela ● Submitted
RES000002 Menu ▼ Cancel

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Student
STUD00005

Student Name
Elli Sharon Savela

Assessment Plan
BBA 301 exam by INS/00011 on 2017-06-23

Grading Scale
Standard Grading

		Assessment Criteria	Maximum Score	Score	Grade	
<input type="checkbox"/>	1	Application	50	23	D	▼
<input type="checkbox"/>	2	Knowledge	50	44	B	▼

Maximum Score
100

Total Score
67

Grade
C

6. Assessment Result Tool

Assessment Result Tool help you entering marks earned by the Students for specific course. In this tool, based on the Assessment Plan, all the Student will be fetched into Assessment Result Tool. Also, Columns for Assessment Criteria will be where marks earned can be entered for each Student.

Assessment Result Tool



Assessment Plan		Student Group		
BBA 301 exam by INS/00011 on 2017-06-23		BBA 301/BBA/2014-15 (Semester 1)		
Student	Student Name	Knowledge	Application	Total Marks
		50	50	100
STUD00001	Ian Ronnie Barrett	40 (B)	35 (C+)	75 (C+)
STUD00005	Elli Sharon Savela	44 (B)	23 (D)	67 (C)
STUD00009	Viiivi Bérénice Koistinen	35 (C+)	47 (B+)	82 (B)
STUD00010	Niilo Thomas Lehtinen	33	3d	
STUD00011	Florian Mikael Olivier			
STUD00014	Jessica Constance Armstrong			
STUD00016	Ronnie Leevi Nelson			

As you go on entering marks for a Student, and switch to next student, in the backend, Student Result record will be auto-created for that Student.

7. Grading Scale

In the Grading Scale, you can define various grades and threshold for them. Based on the score earned by a Student for an Assessment, Grade will be assigned.

Standard Grading ● Draft

Menu ▼ Submit

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Administrator edited this a month ago

Administrator created this a month ago

GRADING SCALE INTERVALS

<input type="checkbox"/>	Grade Code	Threshold	Grade Description	
<input type="checkbox"/>	1 A	100%	Excellent	▼
<input type="checkbox"/>	2 B+	89.9%	Close to Excellence	▼
<input type="checkbox"/>	3 B	80%	Good	▼
<input type="checkbox"/>	4 C+	69.9%	Almost Good	▼
<input type="checkbox"/>	5 C	60%	Average	▼
<input type="checkbox"/>	6 D+	50%	Have to Work	▼
<input type="checkbox"/>	7 D	40%	Not met Baseline Expectations	▼
<input type="checkbox"/>	8 F	0%	Have to work a lot	▼

Add new row