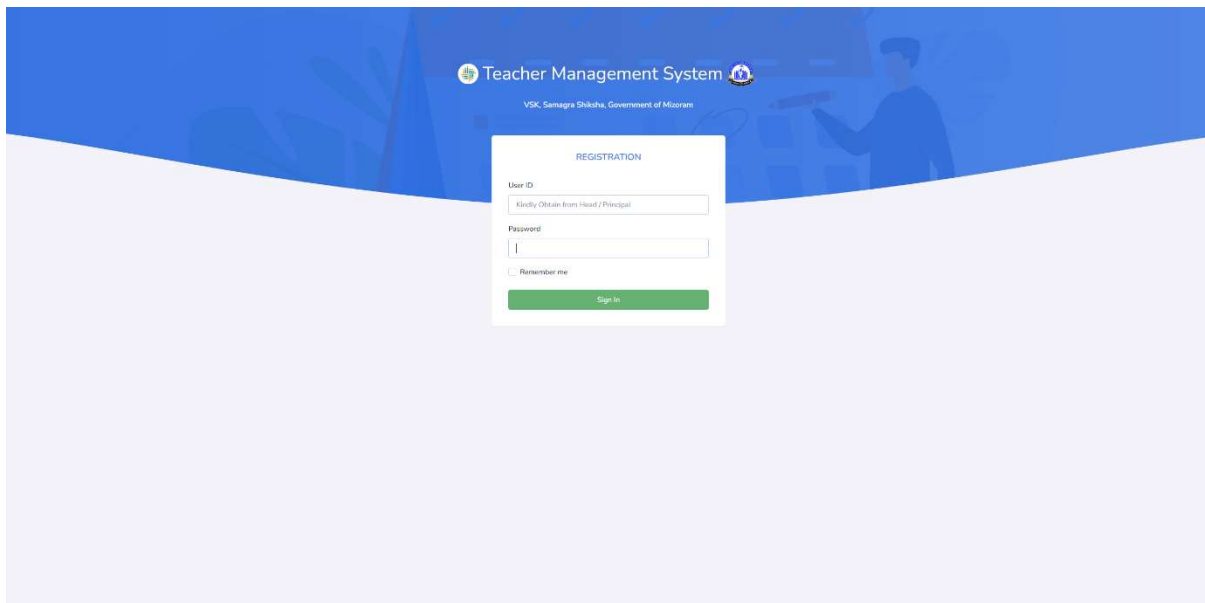# #TMS User Manual (v2.0)

Part-1 Login and Registration

1. Log into vskmizoram.com and click on #TMS. You will be taken to a login portal for Teacher Management System registration/login.
(vskmizoram.com ah I lut anga, #TMS tih kha I hmet ang. Teacher Management System registration/login tih a lo lang ang).

2. In order to complete your registration and sign in, you will need to know your Teacher Code which can be found at the SMS School login page under Master->Data Correction->Teachers->Present Status. The Teacher Code will be your User ID and Password for your FIRST login.
(Registration leh sign in ti fel turin Teacher Code in hman a ngai dawn. Teacher Code hi SMS School login Master->Data Correction->Teachers->Present Status tih laiah khan a lo lang ang. In Teacher Code hi in login HMASAK BER-ah chuan in User ID leh Password atan in hmang ang).

3. UPDATE PASSWORD will be promped for all FIRST time Logins, here you can change your password, select Class and Section.
(Login hmasak berah chuan UPDATE PASSWORD tih prompt hi a lo lang ang, tah hian password chu thlak theih a ni ang).
   a. Only Class Teachers may choose a Class under the Class option. All other non-Class Teachers may choose the NA option.
   (Class Teacher chauhvin Class tih thlan theih laiah khan Class an thlang ang, Class Teacher nilo chin chuan NA option an thlang tur ani e.)
   b. If you are class teacher to more than one class, you are still recommended to make a single selection. i.e. Even if you are a Class Teacher to Class V & VI, just select one class.
   (Class Teacher-in class pakhat aia tam mawhphurhna a neih pawn Class option ah khan pakhat chauh an thlang tur ani. i.e. Class V leh VI atan Class Teacher ni mah la, class pakhat chauh I thlang ang)
   c. NA option will also be made available for Section part, if your school classes have only one section just choose NA.
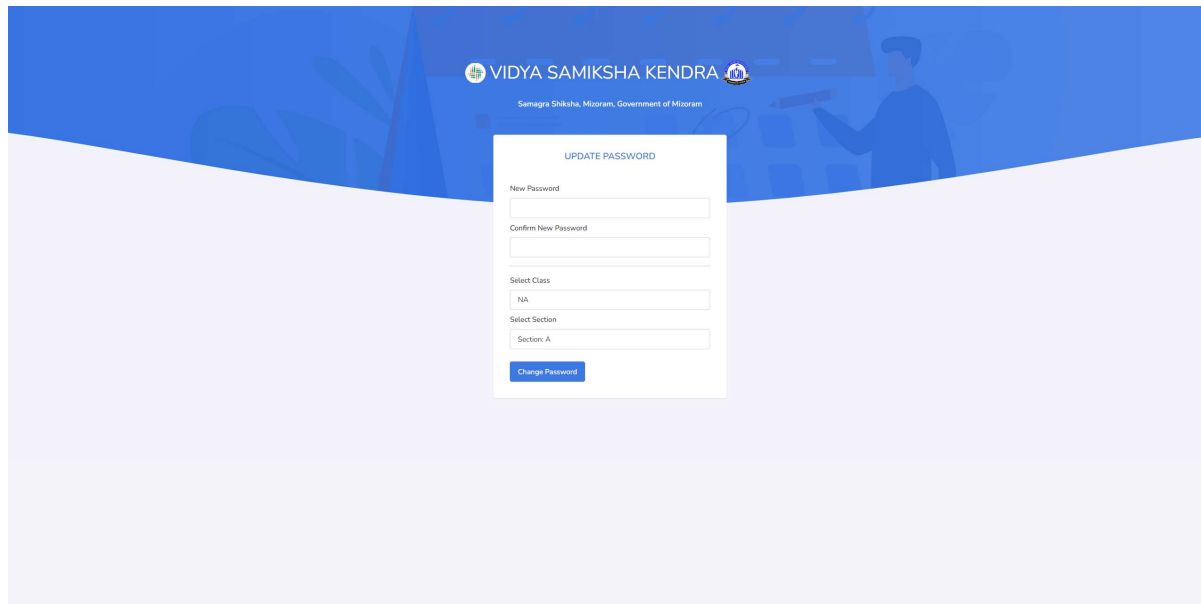   (Classroom nei tlem tan Section thlan turah hian NA option dah a ni ang, Section pakhat chauh neih chuan NA hi thlan tur ani.)
   d. WARNING! If you change your password, make sure it is something you will not forget easily and make sure to note it down somewhere in case you forget it.
   (WARNING! I password hi I thlak dawn anih chuan I hriat reng theih tur password ah thlak la, chhinchhiah nghal bawk ang che.)
   e. It is highly advised that you continue to use your Teacher Code as both your Username and password.
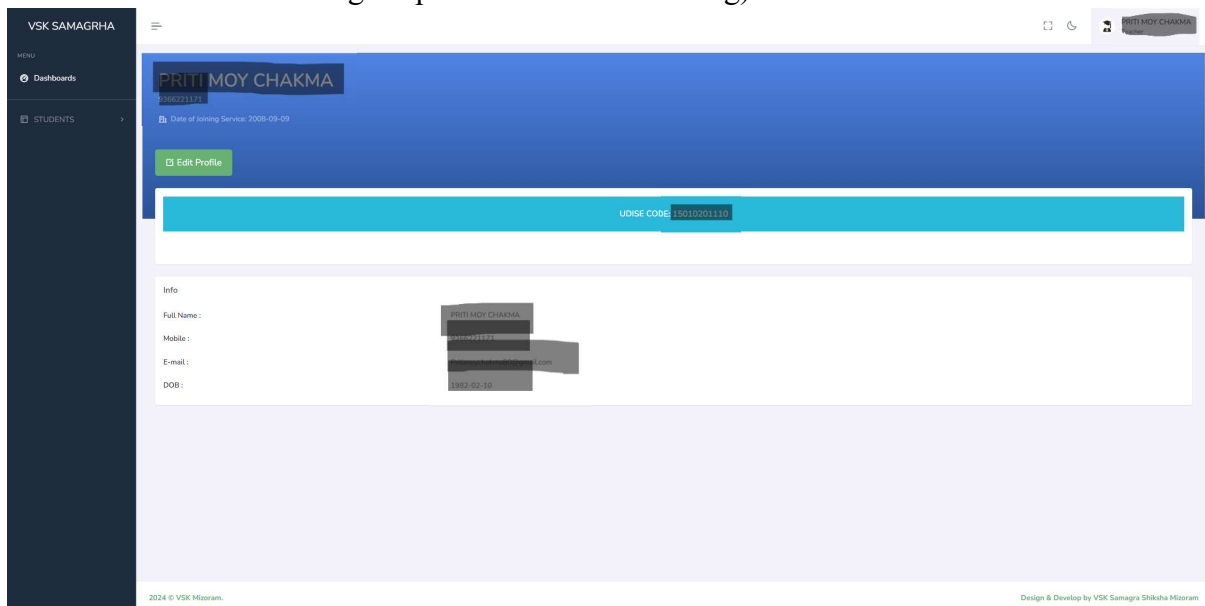   (Username leh Password atan chuan in Teacher Code hmang chhunzawm hram tura hriattir in ni e).

4. Once registration and login is finished you will be able to view your teacher profile. To the far top right, if you click on your icon, your should be able to see a few options such as Profile, Change Password, Help and Logout.
(Registration leh login in zawh chuan Teacher Profile felfai takin a lo lang tur ani. A chung dinglamah I profile kha I click chuan Profile, Change Password, Help leh Logout option a lo lang ang).
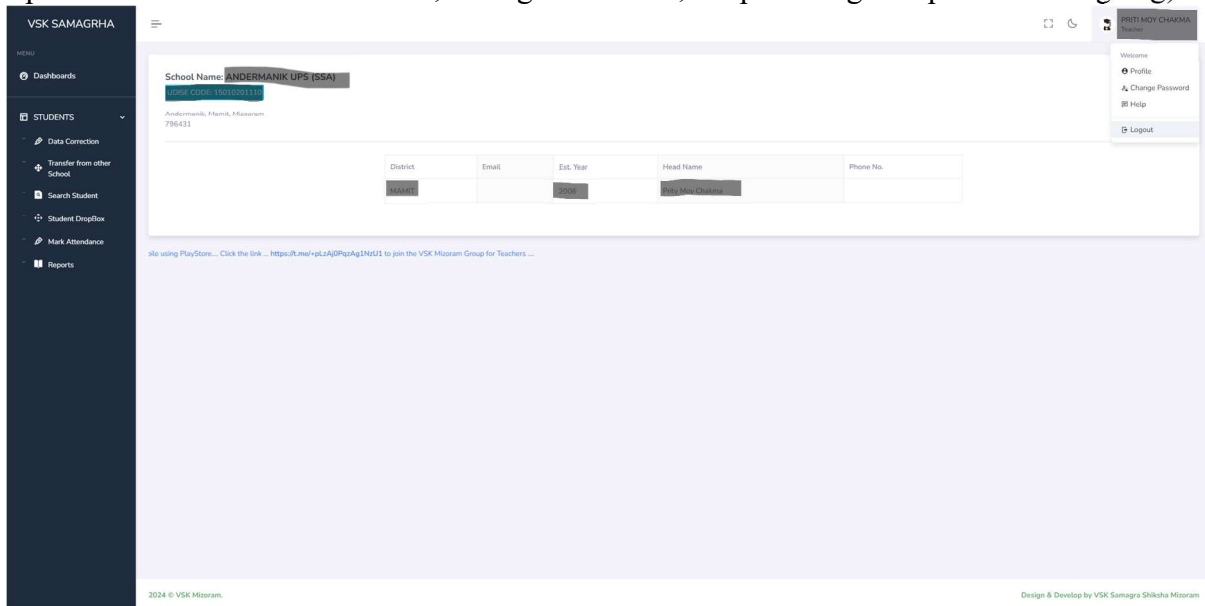
5. Click on Profile to view your personal profile and click on the green Edit Profile button to edit your profile.
(Profile tih kha I hmeh chuan nangma personal profile ah I lut anga, hmeh tur hring Edit Profile tih kha I hmeh chuan I duh angin I profile kha I edit thei ang).

UPDATE USER DATA ✕

Name

PRITI MOY CHAKMA

Phone Number

9366221171

Email

Pritimoychakma80@gmail.com

Date of Birth

10-02-1982

Submit

6. If you want to change your password, simply click on the Change Password option which will create an Update Password tab.
(I password I thlak duh chuan Chang Password tih kha I hmet anga, Update Password tih tab a lo inhawng ang).


UPDATE PASSWORD

Current Password

New Password

Confirm New Password

Change Password

7. Cilcking on Help will redirect you to the collection of Training Videos for the #TMS portal which will frequently be updated as new modules are updated and made live. Once all your work is done, it is highly recommended that you click the Logout after each session to ensure that you do not have complications in the future.
(Help tih option kha I hmeh chuan #TMS portal hman dan Training Video dah khawmna a lo inhawng ang, nakin zelah module thar belh leh tih nun a nih hunah, video dah luh zel ani ang. Teacher profile a tihtur tul I tih zawh chuan nakin zela I buai loh nan Logout tih kha hmetin felfai taka chhuak zel tur ngen in ni e).

Part-2 The Student List

1. Go to the left side of the TMS Dashboard and click the part that says STUDENTS to access the submenu.
   (TMS Dashboard in luha veilamah khan STUDENTS tih kha in click anga submenu a lo lang ang)
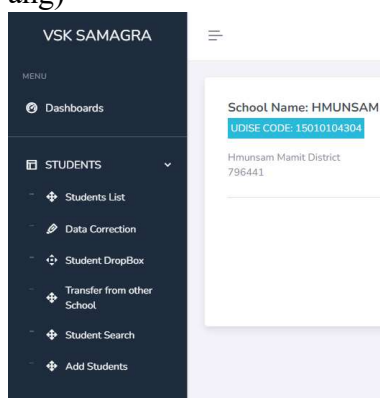
2. Click on the part that says Students List to access the student list which can also be downloaded in Excel format by clicking on the Excel icon at the top.
   (Students List tih in click khan in school tana Student List a lo lang anga, a chunga Excel icon in click chuan a spreadsheet a lo in download ang)

3. Make sure to carefully study the Student List before proceeding to make any changes to your school data.
   (In school Student data in khawih tan hmain uluk deuhin in Student List kha in zirchiang dawn nia)

NOTE – Any changes made to the Student List in the downloaded Excel spreadsheet cannot transfer to your school data on the TMS system. You have to use the Data Correction module in order to make any changes. The option to download in Excel spreadsheet format is provided as a convenience for any future work required by the school.

(NOTE – In Student List kha Excel spreadsheet anga in download a in tih danglam khan TMS school data engmah a ti danglam theilo. Student data ti danglam turin Data Correction module kha hman a ngai ani e. Excel Spreadsheet download theiha kan dahna chhan chu nakina school lam tana thil a awlsam zawk nan ani e.)

Part-3 Using the Data Correction Module

1. Access the Data Correction module by clicking on the Data Correction under the STUDENTS submenu.
   (Data Correction a lut tur chuan STUDENTS submenu atang khan Data Correction tih kha I click ang.)
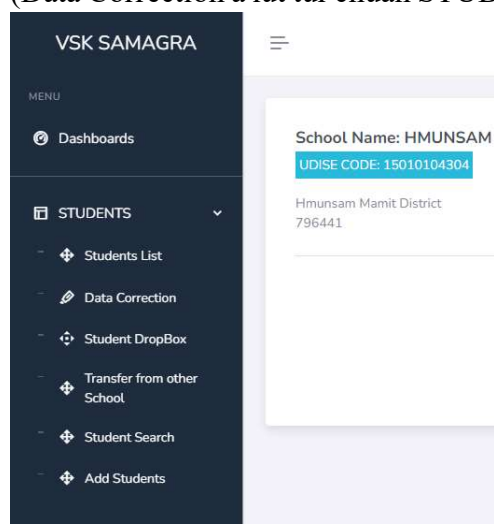
2. The Student Data Correction module will open in a separate window and it will give you the options to filter by Class and Section. Consult the Student List to see what classes are available to you.
   (Student Data Correction Module chu window hranah a lo inhawng anga, tah chuan Class leh Section hmangin in filter thei ang. Student List nen en kawpin class vel hi khawih tur ani e)

Student Data Correction Module

Class [Class 1 ▾]   Section [Section A ▾]   [Filter]
Note : The (White Color) headings can be Modified (if Required)

[Click here to Update the Status of all Students to Enrolled]   [Update All]

SLNo	Student PEN	Student Name	Father Name	Mother Name	Student Gender	Date of Birth	Mobile Number	CWSN Status	Current Class	Current Section	Status	Update
1	TMP266614	ANISHA CHAKMA	RUPAYON CHAKMA	ROSIABI CHAKMA	Female ▾	10-12-2013	9876411111	No ▾	Class - 5 ▾	Section A ▾	Enrolled ▾	🖫
2	TMP266608	ARUN KUMAR	LALMAIA CHAKMA	PATORI	Male ▾	15-11-2013	9765004444	No ▾	Class - 5 ▾	Section A ▾	Enrolled ▾	🖫
3	TMP266611	BARGO DEVI CHAKMA	RUPAYON CHAKMA	ROSIABI CHAKMA	Female ▾	05-07-2008	8765111111	No ▾	Class - 5 ▾	Section A ▾	Enrolled ▾	🖫
4	22426189936	BEDHARSON CHAKMA	NILO BARAN CHAKMA	LOKKI DEVI CHAKMA	Male ▾	16-09-2009	8132994309	No ▾	Class - 5 ▾	Section A ▾	Enrolled ▾	🖫
5	22572466170	IDUT CHAKMA	GYANALAL CHAKMA	POROMILA CHAKMA	Male ▾	23-09-2010	6009312536	No ▾	Class - 5 ▾	Section A ▾	Enrolled ▾	🖫
6	22052952355	JATAN CHAKMA	SHYAMAL KANTI	SUNITI MALA CHAKMA	Male ▾	14-08-2010	8837372411	No ▾	Class - 5 ▾	Section A ▾	Enrolled ▾	🖫
7	22101562039	JINIM CHAKMA	BIRASH MONI	DOLABI CHAKMA	Male ▾	24-04-2012	9233293053	No ▾	Class - 5 ▾	Section A ▾	Enrolled ▾	🖫
8	TMP266613	JORINA CHAKMA	SNEHA RANJAN CHAKMA	MUKTO MALA	Female ▾	20-12-2008	8876533333	No ▾	Class - 5 ▾	Section A ▾	Enrolled ▾	🖫
9	TMP266603	LOKI SONA CHAKMA	BIRO KUMAR	BUGUDHI CHAKMA	Female ▾	13-04-2010	9763499999	No ▾	Class - 5 ▾	Section A ▾	Enrolled ▾	🖫
10	TMP266602	MALINI CHAKMA	LALMAWIA	PATORI CHAKMA	Female ▾	20-01-2009	9899999999	No ▾	Class - 5 ▾	Section A ▾	Enrolled ▾	🖫
11	21943391118	NIRBAR CHAKMA	ANILA RANJAN	BIJOY LOXMI CHAKMA	Male ▾	25-06-2011	9366903249	No ▾	Class - 5 ▾	Section A ▾	Enrolled ▾	🖫
12	22003270805	NIRUPA CHAKMA	RIKO MUNI	SUMITRA CHAKMA	Female ▾	24-07-2012	8837372411	No ▾	Class - 5 ▾	Section A ▾	Enrolled ▾	🖫
13	21924291555	ROBIN JOY CHAKMA	BOLORAM CHAKMA	TONGEI CHAKMA	Male ▾	15-06-2013	8837372411	No ▾	Class - 5 ▾	Section A ▾	Enrolled ▾	🖫
14	TMP266601	ROSMI CHAKMA	BANNO RAM CHAKMA	SOMITA CHAKMA	Female ▾	01-02-2011	9999999998	No ▾	Class - 5 ▾	Section A ▾	Enrolled ▾	🖫
15	TMP266609	SANTI PAM CHAKMA	SNEHA RANJAN CHAKMA	MUKTO MALA	Male ▾	05-04-2010	7651177777	No ▾	Class - 5 ▾	Section A ▾	Enrolled ▾	🖫
16	TMP266615	SAPANA DEVI CHAKMA	JUGESWAR CHAKMA	SATYA DEVI CHAKMA	Female ▾	01-01-2009	7085900000	No ▾	Class - 5 ▾	Section A ▾	Enrolled ▾	🖫
17	TMP266597	VIDHARSON CHAKMA	CHIGON CHAND CHAKMA	MELABI CHAKMA	Male ▾	21-06-2011	0000000000	No ▾	Class - 5 ▾	Section A ▾	Enrolled ▾	🖫
18	21823435732	ZEENISHA CHAKMA	SANTI PRIYO	PING GOLA	Female ▾	28-03-2011	9999999999	No ▾	Class - 5 ▾	Section A ▾	Enrolled ▾	🖫

3. Under the Student Data Correction module, the teacher will be able to change all the necessary information of a student except the Class option.
   (Student Data Correction Module hmang hian zirtirtuin Class tih loh chu information a ti danglam vek thei ang)

4. The teacher can make such changes simply by clicking and entering the desired information. In case of changing DOB, a calendar menu should appear to select the desired date.
   (Tihdanglam duh lai chu zirtirtuin a click tawpin a edit tan thei ang. DOB thlak chungchangah vet hung chuan calendar a lo lang tur ani a heta tang hian date select mai tur ani e)

5. The Class option will remain uneditable. However, it can be changed by selecting a different Class and/or Section by selecting the Current Class and Current Section tab.
   (Class tih lai chu tih danglam theih ani lo ang a. Mahse, Current Class leh Current Section tab hmangin a tih danglam theih e)

6. The Status column will need to be changed as per the following information-
   (Status column hi a hnuaia information ang hian select tur ani e-)

a. Enrolled Status will be for students currently attending and enrolled in the school.
   (Enrolled Status chu in student school a kal lai, enrolled mek tan ani)

b. Wrong Entry may be used for Students whose data is incorrect compared to their official documents.
   (Wrong Entry status chu official document nen tehkhin a student data diklo tan)

c. Taken TC status may be selected for students that have left the school/ graduated or taken TC.
   (Taken TC status chu student pass chhuak tawk/ graduate tawh/ TC la tawh tan ani e)

d. Long Absentees status may be marked for those students that have been absent for too long and thus removed from enrolment.
   (Long Absentee status chu student absent/kal loh rei tawh lutuk vanga enrolment tawp tan)

e. Demised status will be for those students who have prematurely passed on.
   (Demised stats chu student boral tawh tan)

f. Pending status will be for students whose enrolment status is uncertain.
   (Pending status chu student enrolment status la chiang lo tan)

7. Once necessary changes have been made simply click on the Update 💾 icon to save your changes or use the Update All Button to save all of the entries that have been changed.

   (In mamawh anga in tih danglam vek zawh hnuah Update 💾 tih kha in hmet anga a lo in save ang. A hlawma entry pakhat aia tam in tihdanglam a in save vek duh chuan Update All tih kha in hmet ang.)

NOTE – Aside from students marked as either enrolled or demised, all other status students will be moved to the Student Dropbox for easy access of other schools to pull into their schools. If students have not been found under their respective class, it is recommended that they be moved to the correct class and section. Many Section options have been provided, but for most schools that have only one Class/Section, Section-A will be the default option.

(NOTE – Student Enrolled emaw Demised status tiha mark tih loh chu Student Dropbox ah thun an ni zel anga. School dang tan awlsam takin Dropbox atang lakluh theih an ni ang. Class dikloa awm an awm anih chuan an class leh section dik taka sawn tur an ni e. Section thlan tur option pawh a awm nual a mahse section pakhat chauh nei tan Section A kha default option ani e)

Part-4 Using the Student DropBox Option

1. Using the STUDENTS submenu, click on the Student DropBox to access the same.
(STUDENTS submenu atang khan Student DropBox tih kha in click anga, a rawn inhawng ang)
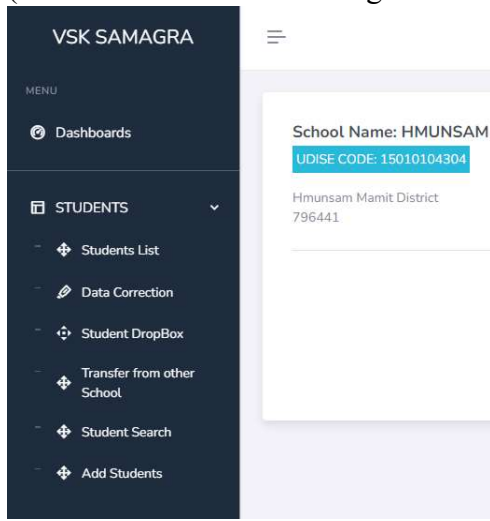
2. Student DropBox Module will have three filter options placed as two groups. You can filter by District and Status or simply by entering the Student PEN if that information is available to your school/teacher.
(Student DropBox Module hian filter chi thum a nei a, group hnih a then ani. District leh Status hmangin in filter thei a, Student PEN hi zirtirtu emaw school lamin in lo hriat tel chuan filter nan a hman theih bawk ang)

3. Once filter is set click on the filter option and a list of students matching the filter criteria will be created with options to change their Gender, DOB, Current Class, Current Section and Status.
(Filter kha in duh anga in set hnuah filter tih kha in hmet anga, in criteria dah milin student list a lo lang ang. Hemi list ah hian Gender, DOB, Current Class, Current Section leh Status hi thlan/tih danglam vek theih a ni)

Sl.No.	Student PEN	Student Name	Father Name	Student Gender	Date of Birth	Mobile Number	Class	Current Class	Current Section	Status	Update
1	21813531844	ABBIE VL REMRUATPUII	R C LALHLIRA	Female ∨	12-05-2014	6909283852	Class 4	Class - 4 ∨	Section A ∨	Enrolled ∨	💾
2	21835292756	ABIGAIL LALCHHANMAWII	LALRAMTHANGA	Female ∨	03-05-2010	7628013443	Class 8	Class - 8 ∨	Section A ∨	Enrolled ∨	💾
3	22339265978	ABIGAIL LALCHHUANAWM	LALRAMTHANGA	Female ∨	03-05-2010	7628013443	Class 8	Class - 8 ∨	Section A ∨	Enrolled ∨	💾
4	21982386531	ABIGAIL LALDINPUII	THOMAS VANTHAWMMAN	Female ∨	18-08-2017	8259930920	Class 2	Class - 2 ∨	Section A ∨	Enrolled ∨	💾
5	22011423367	ABIGAIL LALTLEMAWII	LALTHLAMUANA	Female ∨	15-10-2008	9362875862	Class 8	Class - 9 ∨	Section A ∨	Enrolled ∨	💾
6	21950126003	ABISAK LALRINCHHANI	LALRINMAWIA	Female ∨	25-01-2009	7085206400	Class 10	Class - 10 ∨	Section A ∨	Enrolled ∨	💾
7	21884171829	ABRAHAMA	LALDINSANGA	Male ∨	02-05-2018	6909800975	Class 2	Class - 2 ∨	Section A ∨	Enrolled ∨	💾
8	22430413228	ADIA	NUAIOM	Male ∨	10-03-2016	9999999999	Class 3	Class - 3 ∨	Section A ∨	Enrolled ∨	💾

4. After making the necessary changes, you MUST change the STATUS to Enrolled BEFORE clicking the Update 💾 icon.

   (In duh anga student data in thlak hnu, Update 💾 icon in click HMAIN an STATUS kha Enrolled ah in dah ngei em tih in chiang dawn nia)

5. Check the Student List to make sure the student has been successfully transferred to your school.
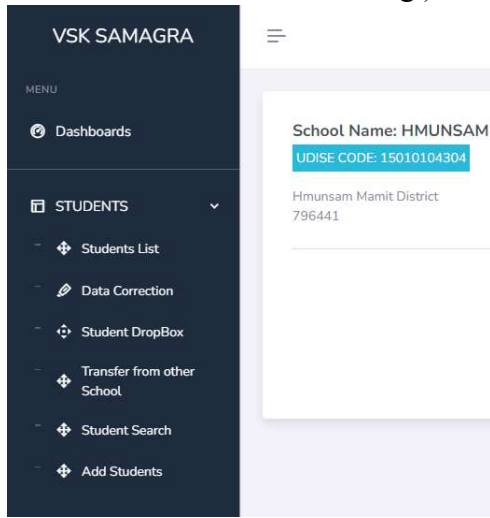(In Student List ah an lo lang ngei em tih in check zel tur ani)

Part-5 Using the Transfer from Other School Option

1. Access the Transfer from Other School module by clicking on the Transfer from Other School option under the STUDENTS submenu.
   (Transfer from Other School module a lut tur chuan STUDENTS submenu atang khan Transfer from Other School tih kha I click ang.)

2. Transfer from Other School Module will have three filter options. You can filter by District and UDISE code or the Student PEN if that information is available to you.
   (Transfer from Other School Module hian filter chi thum a nei a. District leh UDISE hmangin in filter thei a. Student PEN hi in hria anih chuan hemi ringawt hmang hian in filter thei bawk)

3. If you want to transfer a student from another school into your own, you have to know the district and UDISE code of their previous school or the Student's PEN. For example, if I want to filter by selecting Mamit district and UDISE code 15010201110. It will look like this.
   (School dang atangin in school a naupang in transfer duh chuan, an school hlui district leh UDISE code hmangin in filter anga, anih loh chuan an Student Pen in hmang ang.
   Entirnan, Mamit district leh UDISE Code 15010201110 hmangin filter duh ta ila, a hnui ami ang hian a lang ang)

However, if I wanted to filter just by PEN number it would look like this.
(Mahse, Student PEN tawpa filter chuan ti hian a lang ang)

Transfer the Student from another School

District [AIZAWL ∨]   **Student PEN** [22362872812]

Udise Code [   ]   [Filter]

Note : Select Either District Name and UDISE code OR the Student PEN to Transfer in your School

The Student Will Transfer to School : HMUNSAM PUBLIC UPS (SSA) of the District : MAMIT

Sl.No.	Transfer From District	Transfer From School	Student PEN	Student Name	Father Name	Student Gender	Date of Birth	Mobile Number	Class	Status	Update
1	MAMIT	ANDERMANIK UPS (SSA)	22362872812	AJAN CHAKMA	LOKHI MOHAN CHAKMA	Male ∨	21-04-2009	8731883576	Class 8	Pending ∨	🖫

4. Unlike the DropBox option, you will not be authorized to make many changes aside from Gender and Status because technically the student is still part of their old school. Simply change the Status from Pending to Enrolled and click on the Update 🖫 icon to save them into your school. Once transferred you can edit the student information and transfer them to a different class as required.

(DropBox ang khan thil han tih danglam deuh vak theih in nei dawnlo. A chhan chu student kha in school hnuaia a la awmloh vang ani. Gender leh Status chauh in thlak thei ang. Status kha Pending tih atang Enrolled tihah in thlaka Update 🖫 icon in hmeh hnuah in school lamah a lo lang ang. Chutah chiah chuan student information in thlak danglam thei anga in duh ngei Class ah pawh in transfer thei tawh ang)

Part-6 Using the Student Search Option

1. Access the Student Search module by clicking on Student Search option under the STUDENTS submenu.
   (Student Search module a lut tur chuan STUDENTS submenu atang khan Student Search tih kha I click ang.)
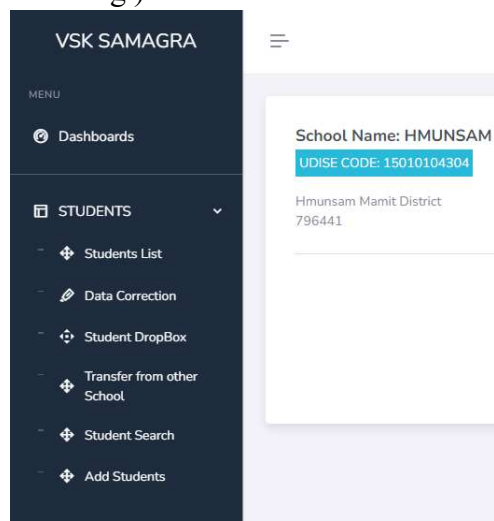
2. Before using this feature, let me explain its use cases. The Student Search options is designed for the following use case examples –
   (Hemi feature hi a hman dan sawi hmain, in hman duh chhan tur 'use case' thenkhat entir nan ka lo sawi lawk ang e-)

   1. For when you want to Add a new student but you keep getting the Already Exists message when pressing Submit.
      (Student in Add duha Submit in hmeha Already Exists a lo tihin)
   2. For when you don't know the student's PEN number but you know they should have one.
      (Student PEN in hriatloh mahse nei ngei tura in rinin)
   3. For when you need to know the UDISE code of the school where a student previously studied.
      (Student school luhna hlui UDISE code in hriat duhin)
   4. For checking if the student has any duplicate entries under UDISE or VSK databases.
      (UDISE emaw VSK database lama Student lamin Duplicate entry an neih in rinin)

   The Student Search tool is quite useful and is intended to help the schools and teachers to keep track of student information that would be otherwise difficult to find.

3. Now, to use the Student Search, you simply have to select a District, Class and/or type in a Name before clicking on the Search button.
   (Student Search hmang tur hian District leh Class in thlang tawp thei, in duh chuan Name pawh in type lut thei a chuan Search button kha in hmet tawp ang)
4. For example, supposing I need to look for all students of class-10 within Aizawl district with their names starting with John. I simply enter the information I need and press search to get a list of all such students.
   (Entirnan Aizawl district chhunga class-10 naupang John tiha hming intan lo zawng duh ta ila, ka duh ang thlap khan ka information hi ka thun anga chuan Search ka hmeh hnuah naupang list a lo lang ang)

Student's Search

District	Class	Name:
AIZAWL	Class 10	John

Search

| District Name	UDISE No.	School name	Student PEN	Class	Student Name	Father Name	DOB	Address
AIZAWL	15031001203	GOVT. VAITIN M/S	22314134507	10	JOHNA	PL MUANA	17-03-2008	Vaitin Mizoram
AIZAWL	15030601810	MARY MOUNT M/S (DEFICIT)	22052846788	10	JOHN HEISNAM	HEISNAM JOYKUMAR SINGH	02-12-2008	Kulikawn, Aizawl
AIZAWL	15031001302	KHAWPUAR M/S (ADHOC)	22306018472	10	JOHN LALBIAKZUALA	LALTHAKUNGA	10-06-2003	Khawpuar Mizoram
AIZAWL	15030901110	SESAWNG M/S-II (LUMPSUM)	22074185748	10	JOHN LALBUANGA	ZAWLLIANSANGA	19-10-2006	Sesawng Vengthar Aizawl District, Mizoram
AIZAWL	15030600706	GRACELAND SCHOOL PVT	22372523627	10	JOHN LALFAKZUALA	JOSEPH LALDINPUIA	06-07-2008	Khatla East
AIZAWL	15030802105	GOVT. TANHRIL M/S I	21882826997	10	JOHN LALHMAHRUAIA	P C LALTHANSANGA	24-07-2007	Tanhril aizawl
AIZAWL	15031100105	GOVT. KHAWRUHLIAN M/S	21882351728	10	JOHN LALHMINGMAWIA	FRANCIS ZOREMTHANGA	24-12-2007	KHAWRUHLIAN

5. So, if the student I was trying to ADD using the ADD Student option was John Lalbiakzuala and I kept getting the Already Exists message on submit, I can easily find out the UDISE code of John's current school, his PEN Number and DOB. Allowing me to easily transfer him to my school using the Transfer from Other School Option.

(Tikhan ka student lo ADD tum chu John Lalbiakzuala lo ni ta se, Already Exists a lo nih chuan awlsam deuhin a PEN, UDISE code leh DOB ka lo hre thei dawn ta ani. He information hmang hian awlsam takin Transfer from Other School hmangin student hi ka transfer thei dawn ta ani)

Part-7 Using the ADD Students Option

1. Access the ADD Students module by clicking on the ADD Students option under the STUDENTS submenu.
    (ADD Students module a lut tur chuan STUDENTS submenu atang khan ADD Students tih kha I click ang.)
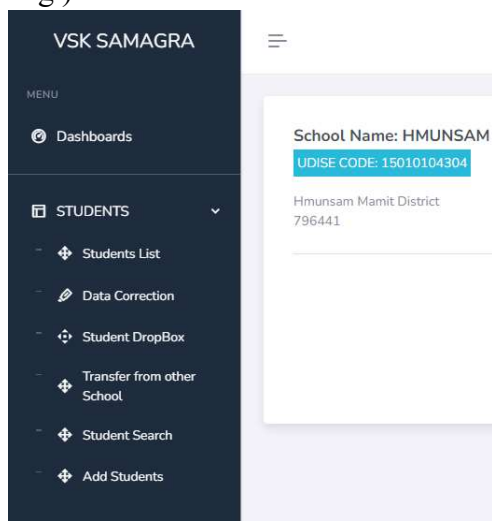
2. In the Student Addition Module, you can enter all the relevant information of the student that you wish to ADD provided that that student does not already have any registration under the Database.
    (Student Addition Module ah hian I student dahluh duh information tul apiang I enter anga, registration thar hlak information engmah database a la awmlo an ni tur ani)

3. If you are sure that the student does not have a PEN number, you can leave the STUDENT PEN part blank and a Temporary PEN number will be auto-generated by the system on pressing the Submit button.
   (Student khan PEN number a la neih loh chuan STUDENT PEN tih lai kha a ruak/blank in dah tawp tur ani. Submit in hmeh khan Temporary PEN number auto-generate ani ang)

4. If you get an error that says the Student Already Exists when you press Submit, please use the Student Search option to make sure. If any other error persists, please contact the Project Manager.
    (Submit in hmeha Student Already Exists tih error I dawn chuan Student Search option hmangin in check dawn nia. Harsatna dang a awm chuan Project Manager bulah in lo sawi zel dawn nia)

Part-8 Promote/Retain and the Present Status Option

1. The Promote/Retain module has been added so that teachers can promote, demote or retain students at a batch level, meaning all at once. The Present Status option has the ability to let the teacher see all necessary details of a student before attempting to add a student, transfer them to another school, if they are not available to be transferred from their previous school or not available in the Dropbox. (Promote/Retain tih hmang hian in school naupangte kha a hlawmin kaisang emaw bei nawn turin a set theih ang a. Present Status option atang ve thung chuan zirtirtuin naupang add emaw transfer lama harsatna an tawh emaw Dropbox lama an hmuh theihloh chuan, Present Status hmangin an check thei dawn ani.)
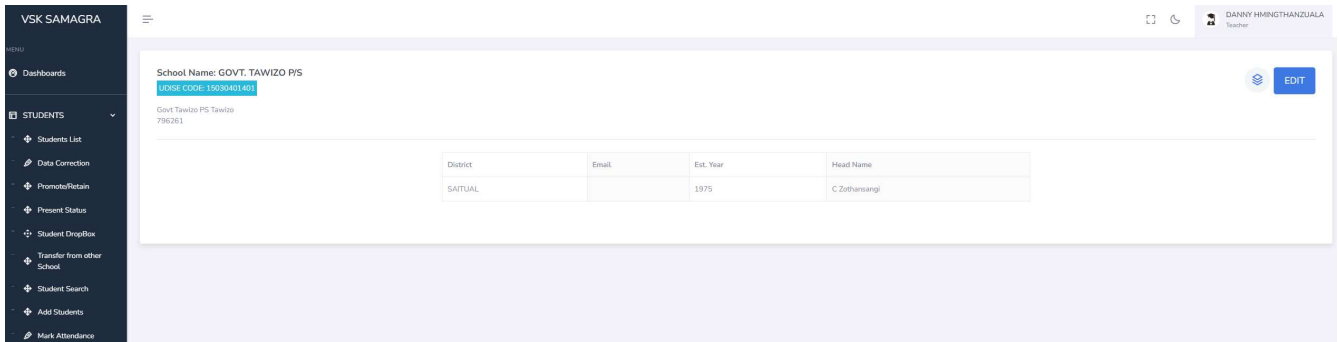
2. Under the Promote Retain option, the teacher can filter by Class and Section, the whole class will be displayed and 4 options will be given below the class.
   (Promote Retain atang hian Class leh Section hmangin a filter theih a, class pumpui langin a hnuaiah option 4 a awm ang.)
   a. Use "Mark all Students as TC Taken" if they have all taken TC and left the school.
      (Zirlai an pass chhuah vek a TC an lak kim chuan "Mark all Students as TC Taken" in ti ang.)
   b. Use "Mark all Students as Passed Out" if they have left/passed out but not taken TC.
      (Zirlai an pass chhuah vek a TC an lak vek loh "Mark all Students as Passed Out" in ti ang.)
   c. Use "Promote all Students to Next Class" if all students have been promoted to the next class.
      (Zirlai an pass kim vek a an kai san vek chuan "Promote all Students to Next Class" in ti ang.)
   d. Use "Retain all Students to Previous Class" if all the students have failed and need to repeat the class.
      (Zirlai an pass kim vek loha an beih nawn vek a ngaih chuan "Retain all Students to Previous Class" in ti ang.)

3. Use the Present Status option, you can use the Student PEN to filter check a student if you have trouble Adding them or need to transfer a student from another school but are unsure of their enrolment status or if you cannot find the student in the Dropbox. This will allow the teacher to know the "Action to be Taken".

(Present Status ah Student PEN hmanga in filter chuan zirlai pakhat add luh in tum dawna harsatna in tawh, transfer lama harsatna in tawh emaw Dropbox lama in hmuh theihloh in check thei dawn ani. "Action to be Taken" tih hnuaia inziak atang khan hmalak dan tur a hriat theih dawn ani.)

Student Present Status

Student PEN [　　　　　　　] [Filter]

Note :Enter the Student PEN to Check the Present Status of the Student

School : GOVT. SAITUAL PS II of the District : SAITUAL

Present Status	Action to be Taken	District	Udise Code	School Name	Student PEN	Student Name	Father Name	Student Gender	Date of Birth	Mobile Number	Class
Enrolled	Cannot Transfer to Your School,If You want to Enrol this Student then the Previous School must Mark this Student as TC Taken	SAITUAL	15030501501	GOVT. SAITUAL PS II	21861802356	ALICIA ZOSANGZUALI	JACOB LALDAWNGLIANA	Female ⌄	01-01-2015	9316090595	Class 4

Student Present Status

Student PEN [　　　　　　　] [Filter]

Note :Enter the Student PEN to Check the Present Status of the Student

Present Status	Action to be Taken	District	Udise Code	School Name	Student PEN	Student Name	Father Name	Student Gender	Date of Birth	Mobile Number	Class
Enrolled	Cannot Transfer to Your School,If You want to Enrol this Student then the Previous School must Mark this Student as TC Taken	SAITUAL	15030501501	GOVT. SAITUAL PS II	21861802356	ALICIA ZOSANGZUALI	JACOB LALDAWNGLIANA	Female ⌄	01-01-2015	9316090595	Class 4

Part-9 Marking Student Attendance and Generating Reports.

1. By clicking on the Mark Attendance option under Students, you will be presented with 2 options. Take Attendance on the left and Generate Report on the right. One will be for marking student attendance in each class and the other will be for generating a report of attendance as per your needs. It is important to note that in order to begin marking attendance, each school/teacher must make sure that their Student Data Correction under each class is correct and reflect accurately with all other data.

   (Students tih hnuaia Mark Attendance tih kha in hmeh chuan duhthlan tur pahnih a lo lang ang. Take Attendance veilamah a lo lang anga, dinglam ve thungah chuan Generate Report tih a lo lang ang. Hriattur pawimawh chu attendance mark tan hmain mahni school naupang leh class information kha set dik thlap tawh tur ani. Set dik hma loh chuan hemi lam hi chu khawih loh tur.)
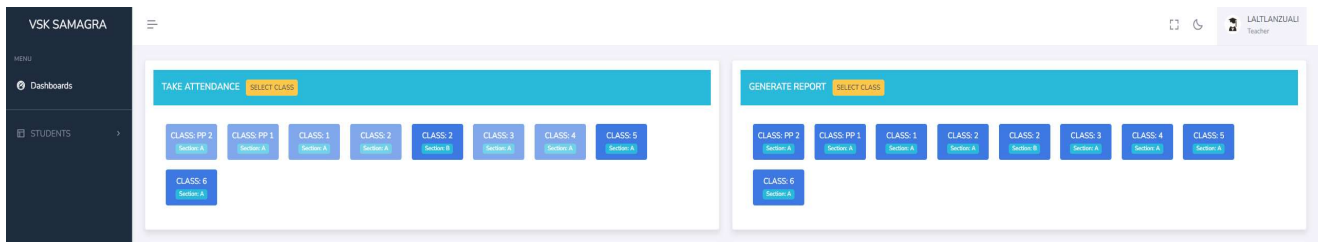
2. By clicking on a class under the Take Attendance menu, the teacher will be presented with a list of students. Under Action, they may be marked as present or absent. Once roll call is finished, press the Submit button to finish marking attendance for the day.

   (Take Attendance hmangin zirtirtu tinin class thlan tur an nei anga, zirlai hming zawna Action tih lai atang khan Present emaw Absent tiin an mark thei ang. Roll call zawhah, Submit tih kha hmetin attendance an submit thei ang.)

3. Under the Generate Report tab, selecting a Class will allow the user to generate an Attendance Report. Reports can be generated daily, weekly, monthly or yearly according to needs.

   (Generate Report atang hian Class tin tan Attendance Report a generate theih dawn ani. Report huam chin hi ni, kar, thla emaw kum ang zawngin mamawh dan azirin a set theih ang.)

VSK SAMAGRA

MENU

🌐 Dashboards

📄 STUDENTS ›

PRITI MOY CHAKMA
Teacher

STUDENT'S ATTENDANCE REPORT SCHOOL: ANDERMANIK UPS (SSA) CLASS: 5 SECTION: A

PRINT BACK

STUDENT PEN	STUDENT NAME	FATHER NAME	26-08-2024	27-08-2024
22176935409	AGEM CHAKMA	INDU KUMAR CHAKMA	Present	Present
TMP276524	AMIT CHAKMA	AMITO LAL CHAKMA	Present	Present
21988057410	ASHA CHAKMA	SHYAMAL CHAKMA	Present	Present
21955895791	BIJOY CHAKMA	ARUN KUMAR CHAKMA	Present	Present
TMP276516	CROMI CHAKMA	RUPA DHAN CHAKMA	Present	Present
TMP276511	GADHAN CHAKMA	BANA BIKASH CHAKMA	Present	Present
21872094896	GYANA JYOTI CHAKMA	BEN KUMAR CHAKMA	Present	Present
TMP276515	JATTAN CHAKMA	JIMITA BAHAN CHAKMA	Present	Present
TMP276842	JINIM CHAKMA	PRITI MOY CHAKMA	Absent	Absent
TMP276521	K.P.DEV SEBHA BRATA CHAKMA	SUBIMAL CHAKMA	Present	Present
TMP276585	KALPANA CHAKMA	BUDDHA RANJAN CHAKMA	Present	Present
TMP276514	NOMITA CHAKMA	GURI CHAN CHAKMA	Present	Present
TMP276584	POTPOTYA CHAKMA	PURNO BIJOY CHAKMA	Present	Present
TMP276518	RCTIKA CHAKMA	PREM LAL CHAKMA	Present	Present
TMP276577	ROSHMI CHAKMA	MARATTO CHAKMA	Present	Present
TMP276580	SANGITA CHAKMA	BANA DEEP CHAKMA	Present	Present
22129443989	SHANTI RANI CHAKMA	SURESH KANTI CHAKMA	Present	Present
TMP276572	SUBHA CHAKMA	PRADIP KUMAR CHAKMA	Present	Present
21869870042	SUPRIYA CHAKMA	LOKHI MOHAN CHAKMA	Present	Present
TMP276510	SUZUK CHAKMA	RUPANTOR CHAKMA	Present	Present
TMP276517	SWARGA DHAN CHAKMA	GUNENDRA CHAKMA	Present	Present
TMP276513	UDANDI CHAKMA	RUPANTOR CHAKMA	Present	Present