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Paathshala® Manual

v.7.3.7 | Result Management Module

A handy guide for using Paathshala: Academic Information Management System

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General Introduction

HOW TO OPEN PAATHSHALA®

Before using Paathshala® make sure you have installed the latest version of web browser.

1. Open any web browsers like Microsoft Internet Explorer, Mozilla Firefox, Google Chrome, Opera, and Safari etc.
2. Type the address/ip address provided by your system admin in the address bar of web browser.
3. After few seconds, Paathshala® login screen will appear on your screen.

For better performance and display, we recommend using Mozilla Firefox for Paathshala®.

LOGIN TO PAATHSHALA®

1. Type the **user name & password** provided to you by your system admin.
2. Click on **Login** button.
3. If your user name & password is correct, home screen of Paathshala® will appear on your screen.

By default, user name will be the **code number** (for students, teachers) and password will be the **B.S. date of birth** in the **m/d/yyyy** format.

Contact your system administrator or use **Forgot your password** feature from the Login page to recover the password.

BACKUP DATABASE

Backup database feature helps you to create and save daily restore point of Paathshala®. In case of any hardware or software failure, database backup files can be used to restore your data.

1. Click on **Backup Now** button on the home screen.
2. Your backup files will be saved on your server computer's **D:\Paathshala Daily Database Backup** folder. You can then copy the latest backup file to external hard disk or another computer.
3. Software will notify you if database backup is not created for more than 2 days.

CHANGE DEFAULT PASSWORD

1. Click on your name shown in the top right corner.
2. Click on the **Change Password**.
3. Type your old password in **Old Password** field.
4. Type new password in **New Password** field.
5. Reenter the new password in **Reenter Password** field.
6. Click on **Save** button to change the password.



Figure 1 Change password

Result Management

RESULT MANAGEMENT SETTINGS

System Admin: Result Management → Settings

Examination Officer: Setup → Settings

Remarks Settings [Add]

This setting allows you to automatically display the remarks in the mark-sheet. You have to set percentage range, and if any students secure that percentage then the remarks assigned to that percentage will be displayed.

1. Type the percentage in **To**.
2. Type the **Remarks** you want to assign.
3. Click on **Save** button to save the setting.

Remarks Settings [Edit/Delete]

To remove or edit the remarks setting you have to click the remove icon  from the last record in the table.

1. Click the remove icon.
2. Re-add the setting.
3. Click on **Save** button to save the setting.

Example: Remarks Settings

PERCENTAGE		REMARKS
From	To	
0	39	Poor, you have to try harder.
40	59	Average
60	79	Good
80	100	Excellent

You can type long sentence or single word in remarks. If student failed in any subject then the highlighted i.e. first remarks settings will be applied.

Division Settings [Add]

This setting allows you to automatically display the division in the mark-sheet. You have to set percentage range, and if any students secure that percentage then the division assigned to that percentage will be displayed.

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1. Type the percentage in **To**.
2. Type the **Division Name** you want to assign.
3. Click on **Save** button to save the setting.

Division Settings [Edit/Delete]

To remove or edit the division setting you have to click the remove icon  from the last record in the table.

1. Click the remove icon.
2. Re-add the setting.
3. Click on **Save** button to save the setting.

Example: Division Settings

PERCENTAGE		REMARKS
From	To	
0	39	-
40	49	3 rd Division
50	59	2 nd Division
60	79	1 st Division
80	100	Distinction

If student failed in any subject then the highlighted division settings will be applied.

SUBJECTS

System Admin: Result Management → Subjects

Examination Officer: Setup → Subjects

Subjects are the courses that are been taught in your school/college. Such subject should be unique i.e. if English is taught in grade 1 to grade 10, then you just have to add English one time.

Add New Subject

1. Click on **Add New** button to open the form.
2. **Subject Code:** Type the code of the subject if any.
3. **Subject Short Name:** Short name of the subject. Eg. for English type Eng.
4. **Subject Name:** Type full name of the subject.
5. **Credit Hours:** Type the credit hours if any.
6. **Remarks:** Type the remarks for the subject if any.
7. Click on **Save and New** button to save the new subject.

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Edit Subject

1. Select the subject you want to edit from the table.
2. Click on **Edit** button.
3. Change the information in the form.
4. Click on **Save** button to save the subject.

Delete Subject

1. Select the subject you want to delete from the table.
2. Click on **Delete** button.
3. Click on **Yes** button to delete or **No** button to cancel the delete.

CURRICULUM SETUP

System Admin: Result Management → Curriculum Setup

Examination Officer: Setup → Curriculum Setup

Curriculum setup allows you to set which subjects are taught in particular class/program in particular academic session. You have to set curriculum for all the class/program in each academic session.

Add New Curriculum

1. Click on **Add New** button to open the form.
2. **Academic Session:** Select the academic session in which you are going to setup the curriculum.
3. **Level:** Select the level, class/program, faculty, year/semester as asked.
4. **Subject:** Select the subject name that you are going to add in the curriculum. If you do not see the subject name in the list then you have to [Add New Subject](#).
5. **Subject Type:** Select the type of subject from the list.
 - a. **Compulsory:** All the students are automatically assigned to compulsory subjects.
 - b. **Optional/Major:** You have to assign students to these subjects. [See: Assign Subjects to Students](#).
6. **Includes Practical:** Tick if the subject includes practical also. Eg. Subject science includes theory as well as practical.
7. **Evaluation System:** Select the evaluation type for the subject.
 - a. **Grade System:** You can enter marks of student as A, A-, B+, B, F.
 - b. **Percentage System:** You have to enter the marks in number.
8. **Subject Order:** Select the order of subject you want to display in mark-sheet. The subject whose order is 1 will be displayed first in the mark-sheet.
9. **F.M.:** Type the full mark of the subject. The full marks should be of final examination not of terminal exam. Type 0 if evaluation system is Grade.
10. **P.M.:** Type the pass mark of the subject. The pass marks should be of final examination not of terminal exam. Type 0 if evaluation system is Grade.
11. Click on **Save and New** button to save the curriculum.

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List Curriculum

To display the curriculum for the particular class/program you have already saved.

1. Open the **Curriculum Setup** page.
2. Select the **Academic Session, Level** and other information asked.
3. Click on **List** button.

Edit Curriculum

1. List the curriculum.
2. Select the curriculum you want to edit from the table.
3. Click on **Edit** button.
4. Change the information in the form.
5. Click on **Save** button to save the curriculum.

Delete Curriculum

1. List the curriculum.
2. Select the curriculum you want to delete from the table.
3. Click on **Delete** button.
4. Click on **Yes** button to delete or **No** button to cancel the delete.

Update Curriculum

Since curriculum setup is compulsory needed in each new session, you can transfer curriculum already saved in one academic session to another academic session.

1. Click on **Update Curriculum** button.
2. **Academic Session From:** Select the academic session you are going to select curriculum.
3. **Academic Session To:** Select the academic session you are going to transfer curriculum.
4. Click on **Update** button to transfer curriculum.

EXAM TYPES SETUP

System Admin: Result Management → Exam Types Setup

Examination Officer: Setup → Exam Types Setup

This setting allows you to add types of exam like class test, terminal exam board exam for each class/program. Exam setup of one class/program does not affect another class/program. You have to set exam types for all the class/program in each academic session.

Add New Exam Types

1. Click on **Add New** button to open the form.
2. **Academic Session:** Select the academic session in which you are going to add exam.
3. **Level:** Select the level, class/program, faculty, year/semester as asked.
4. **Exam Name:** Type the name of the exam. For eg. Class Text, 1st Term Exam, etc.

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5. **Weightage (%)**: If you want to prepare final evaluation sheet based on percentage of each terminal exam, you have to set percentage for individual terminal exam. Enter 100 if you do not want to prepare final evaluation sheet based on terminal exam weightage. For eg.

First Terminal Exam Weightage: 20%

Second Terminal Exam Weightage: 30%

Third Terminal Exam Weightage: 50%

Then final evaluation sheet will be prepared based upon the above weightage of the terminal exam.

6. **Exam Order**: Select the order of exam you want to display in final evaluation mark-sheet. The exam whose order is 1 will be displayed first in the final evaluation mark-sheet.
7. **Include In Final Evaluation**: Tick if you want to include the exam in final evaluation exam. Generally class test, monthly test are not included but terminal exam are included. If your school/college does not prepare final evaluation mark-sheet then uncheck this option.
8. **Don't Clear Academic Fields After Saving**: Tick this option if you are going to add several exam of same class/program. It will not clear the academic fields like level name, class/program name after saving.
9. Click on **Save and New** button to save the exam type.

List Exam Types

To display the exam types for the particular class/program you have already saved.

1. Open the **Exam Types Setup** page.
2. Select the **Academic Session, Level** and other information asked.
3. Click on **List** button.

Edit Exam Types

1. List the exam types.
2. Select the exam type you want to edit from the table.
3. Click on **Edit** button.
4. Change the information in the form.
5. Click on **Save** button to save the exam type.

Delete Curriculum

1. List the exam types.
2. Select the exam type you want to delete from the table.
3. Click on **Delete** button.
4. Click on **Yes** button to delete or **No** button to cancel the delete.

Update Exam Types

Since exam type setup is compulsory needed in each new session, you can transfer exam types already saved in one academic session to another academic session.

1. Click on **Update Exam Types** button.
2. **Academic Session From**: Select the academic session you are going to select exam types.

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3. **Academic Session To:** Select the academic session you are going to transfer exam types.
4. Click on **Update** button to transfer exam types.

ASSIGN SUBJECTS TO STUDENTS

System Admin: Result Management → Assign Subjects to Students

Examination Officer: Examination Entry → Assign Subjects to Students

Compulsory subjects are automatically assigned to all the students but optional/major subject should be assigned to the related students. This setting allows you to assign the optional/major subject to the related students.

Add New/Edit

1. Click on **Add New** button to open the form.
2. **Level:** Select the level, class/program, faculty, year/semester as asked.
3. **Section:** Type the section from where you want to list student. If no section, type **A**.
4. **Select Optional/Major Subjects:** Choose the optional subject in which you are going to assign students. If the subject is not listed, you have to add new subject from **Curriculum Setup** and set subject type to Optional/Major.
5. Click on **List** button. The entire students studying in selected level and class/program will be listed in table. If list is empty then first you have to add student in selected level, class/program.
6. **Select All:** Tick to select all students to assign the subject. To individually select the student tick on the check box in **Is Assigned** * column.
7. Once students are selected click on **Assign** button to save.

List Assigned Students to Optional/Major Subjects

To display the students list those are assigned to the selected optional/major subject.

1. Open the **Assign Subjects to Students** page.
2. Select the **Academic Session, Level, Class/Program and Optional/Major Subject**.
3. Click on **List** button.

Delete Assigned Students to Optional/Major Subjects

1. List the assigned students to optional/major subjects.
2. Select the student you want to delete from the table.
3. Click on **Delete** button.
4. Click on **Yes** button to delete or **No** button to cancel the delete.

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MANUAL ATTENDANCE SHEET

System Admin: Result Management → Manual Attendance Sheet

Examination Officer: Examination Entry → Manual Attendance Sheet

This attendance sheet allows you to set the school running days and students present days till the particular terminal exam. The record will be shown in exam report card.

Add New/Edit/List

1. Click on **Manual Attendance Sheet** menu to open the form.
2. **Level:** Select the level, class/program, faculty, year/semester as asked.
3. **Section:** Type the section from where you want to list student. If no section, type A.
4. **Exam Type:** Select the exam type in which you are going to add attendance. If the exam is not listed, you have to add new exam from Exam Types Setup.
5. **Total School Days:** Type the number of working days of the school for selected exam.
6. Click on **List** button. The entire students studying in selected level and class/program will be listed in table. If list is empty then first you have to add student in selected level, class/program.
7. Enter the student's present days in the **Total Present Days*** column. To edit the record just double click the old record and enter new record.
8. Click on **Save** button to save the attendance record.

SUBJECT WISE MARKS ENTRY (PERCENTAGE)

System Admin: Result Management → Subject Wise Marks Entry (Percentage)

Examination Officer: Examination Entry → Subject Wise Marks Entry (Percentage)

This form allows you to enter the student's obtained marks/grades for the particular subject in particular exam.

Add New/Edit/List

1. Click on **Subject Wise Marks Entry (Percentage)** menu to open the form.
2. **Academic Session:** Select the academic session you are going to add marks.
3. **Level:** Select the level, class/program, faculty, year/semester as asked.
4. **Section:** Type the section from where you want to list student. If no section, type A.
5. **Subject:** Select the subject in which you are going to add marks. If the subject is not listed, you have to add subject from Curriculum Setup.
6. **Exam Type:** Select the exam type in which you are going to marks. If the exam is not listed, you have to add new exam from Exam Types Setup.
7. **F.M.:** Type the full mark for the selected exam. If the selected subject includes practical, then type practical full mark also. If selected subject's evaluation system is grade then F.M. field will not be shown.

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8. **P.M.:** Type the pass mark for the selected exam. If the selected subject includes practical, then type practical pass mark also. If selected subject's evaluation system is grade then P.M. field will not be shown.
9. Click on **List** button. The entire students studying in selected level and class/program will be listed in the table. If list is empty then first you have to add student in selected level, class/program.
10. Following column will be displayed. To edit the record just double click the old record and enter new record.
 - a. **Code No.:** Code number of the student is displayed. You cannot change it.
 - b. **Student Name:** The full name of student is displayed. You cannot change it.
 - c. **Roll No.:** Class roll number of student is displayed. You cannot change it. Students are sorted according to their roll number.
 - d. **O.M.*:** Enter the obtained mark of the student for the selected subject and exam.
 - e. **Th. O.M.*:** Enter the obtained mark of the student for the selected theory subject and exam. It will only be displayed if selected subject includes practical.
 - f. **Pr. O.M.*:** Enter the obtained mark of the student for the selected practical subject and exam. It will only be displayed if selected subject includes practical.
 - g. **Grade*:** Select the grade obtained by the student for the selected subject and exam. It will only be displayed if selected subject's evaluation system is grade.
 - h. **Appeared in Exam*:** Tick if the student was present in selected subject exam.
 - i. **Teacher's Comment*:** Write the subject teacher's comment if any given for the student.
11. Once marks/grades for all the students are entered, click on **Save** button to save the attendance record.

Delete Marks/Grade of whole class for particular subject

1. List the marks/grade for the particular subject of particular exam.
2. Click on **Delete** button.

Caution: Delete marks/grade can't be restore later.

EXAM MARKS LEDGER

System Admin: Result Management → Exam Marks Ledger

Examination Officer: Reports → Exam Marks Ledger

This report allows you to view the marks ledger of the students for the selected exam.

View Report

1. Click on **Exam Marks Ledger** menu to open the form.
2. **Academic Session:** Select the academic session of which you are going to view report.
3. **Level:** Select the level, class/program, faculty, year/semester as asked.
4. **Exam Type:** Select the exam type of which you are going to view report.
5. Click on **Show Report** button. It will take few minutes to prepare and display report. If report is empty then first you have to add marks from **Subject Wise Marks Entry (Percentage)**.

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CLASS WISE REPORT CARD

System Admin: *Result Management → Classwise Report Card*

Examination Officer: *Reports → Classwise Report Card*

This report allows you to view and print the exam report card of the students for the selected exam.

View Report

1. Click on **Classwise Report Card** menu to open the form.
2. **Academic Session:** Select the academic session of which you are going to prepare report.
3. **Level:** Select the level, class/program, faculty, year/semester, section as asked.
4. **Exam Type:** Select the exam type of which you are going to prepare report.
5. **Prepare Fresh:** Tick if you want to prepare the report card from fresh. If you have made changes to any record of students' marks entry, you have to tick this option to prepare report card. Otherwise the changes will not be shown in report card.
6. Click on **Display Report Card** button. It will take few minutes to prepare and display report. If report is empty then first you have to add marks from **Subject Wise Marks Entry (Percentage)**.

FINAL EVALUATION REPORT CARD

System Admin: *Result Management → Final Evaluation Report Card*

Examination Officer: *Reports → Final Evaluation Report Card*

This report allows you to view and print the final evaluation exam report card of the students.

View Report

1. Click on **Classwise Report Card** menu to open the form.
2. **Academic Session:** Select the academic session of which you are going to prepare report.
3. **Level:** Select the level, class/program, faculty, year/semester as asked.
4. **Prepare Fresh:** Tick if you want to prepare the report card from fresh. If you have made changes to any record of students' marks entry, you have to tick this option to prepare report card. Otherwise the changes will not be shown in report card.
5. Click on **Prepare Report Card** button. It will take few minutes to prepare and display report. If report is empty then first you have to add marks from **Subject Wise Marks Entry (Percentage)**.

Paathshala® Report Layout

PAATHSHALA® REPORT LAYOUT	
OPTION'S ICON	DESCRIPTION
	To go to the first page.
	To go the previous page.
	To go the particular page. Type the page number in the box.
	To go the next page.
	To go the last page.
	To find the text/word in the report. Type the text you want to search in the box and click on Find. Click on Next to find another similar text/word.
	To export the report. You can export report to Excel, PDF and Word and print the report.