



M-STAR SES Training

Time Table preparation

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This training program is meant for -

This training program is designed for the Time Table – in charges. However the program can be taken by anyone interested to maintain the class wise or teacher wise time table in M-Star SES or assist the time table incharge in the day to day time table related activities.

Welcome!

Welcome to training program on M-Star SES time table management also referred to as the Scheduler module. This training program would show us how we can easily define the class wise/teacher wise time table in a few steps and start using the module for day to day functioning. We will also see the reports which can provide very useful information regarding the time table and help take more effective decisions. The module has following screens (listed alphabetically) –

Screen No.	Screen	Activity No.	Activity which can be performed in this screen
12-01	Allocate / Re-Allocate Multiple Activity	12-01-01	Allocate / Re-allocate Multiple Activity
12-02	Class Section Wise Schedule	12-02-01	Prepare Class wise timetable
12-03	Facility Scheduling	12-03-01	Schedule Batch and facility
12-04	Re - Scheduling	12-04-01	Prepare daily substitution
12-05	Session Bell Timing	12-05-01	Enter bell timings for sessions
12-06	Sub Session Bell Timing	12-06-01	Enter bell timings for sub-sessions
12-07	Teacher Scheduling	12-07-01	Prepare Teacher wise timetable

But first -

We would be covering the following topics in this program

- Associate / Dissociate activities (subjects) to class sections
- Enter bell timings for sessions
- Enter bell timings for sub-sessions
- Prepare Class wise timetable
- Prepare Teacher wise timetable
- Define Batches and allocating students to a batch
- Schedule Batch

By the end of this program, we would know -

- ✓ Generating Time Table related reports



Before We Start

Before we start the training program, let's verify we have done the following -

We have covered the following programs -

- M-Star Basics Training
- M-Star Student Information
- M-Star Employee Information

We have the following handy:

- User name and password to access the M-Star SES Module
- School Time Table
- A paper and pencil to take down notes

Now let us login into 'Configuration Module'

1. Login into M-Star and click on Configuration module on the left panel of the screen as shown below –



Business Rules | Activities | Standard Reports | MIS Reports | Analysis Reports | Predictive Analysis | Corrective Analysis

NEERAJ KUMARI (GENERAL ADMINISTRATOR) | Exit

Configuration

Admission
Scheduler
Fee
Transport
Attendance
HRMS
Examination
Payroll
Financials
Purchase
Inventory
Library
System Administration
Dynamic Query System
SMS
U-DISE

Configuration

Click on

1. "Business Rules" to define Rules for the Module.
2. "Activities" to enter Transactional data.
3. "Standard Reports" or "MIS Reports" or "Analysis Reports" to generate various type of Reports.
4.  to go back to Homepage.

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2. As we click, we can see 'Configuration' written in big fonts on the main part of the screen as shown above. This shows that we are now in Configuration module.
3. We can now select any screen under 'Business Rule' or 'Activity' or generate a report under 'Standard Reports', 'MIS Reports' or 'Analytical Reports'. There are two ways to select the same – either from the top menu or from the section under 'Click On' as shown above.

Activity # 03-08-01: Associate / Dissociate activities (subjects) to class sections

Let us understand the purpose of this activity

For creation of time table, subjects need to be entered in application. Subjects are of 2 types, mandatory (which means that each student needs to study this subject) and optional (student can opt/apply for this subject). A master list of all subjects is already in the application.

Before time table preparation, we need to ensure if all the required subjects are available in the application. We can check the same by following the steps as mentioned below.

We will need to enter data in this screen only in case any new subject is to be associated to a class section or if any extra subject is to be removed for a class section.

Now, let us begin this activity

1. We are already in Configuration module.
2. Now let us go to button 'Business Rules' on the top of the screen.
3. Select screen 'Class Section' from the list as shown below.

Configuration

1. "Business Rules"
2. "Activities" to enter Transactional data.
3. "Standard Reports" or "MIS Reports" or "Analysis Reports" to generate various type of Reports.
4. to go back to Homepage.

Dynamic Query System
SMS
U-DISE

4. Once we click on 'Class Section', below shown screen would appear.

Class Section

Academic Year * | Session * | Status * | Active

Class * | Section * | Actual Capacity | Physical Capacity

Facility | Allocated Capacity

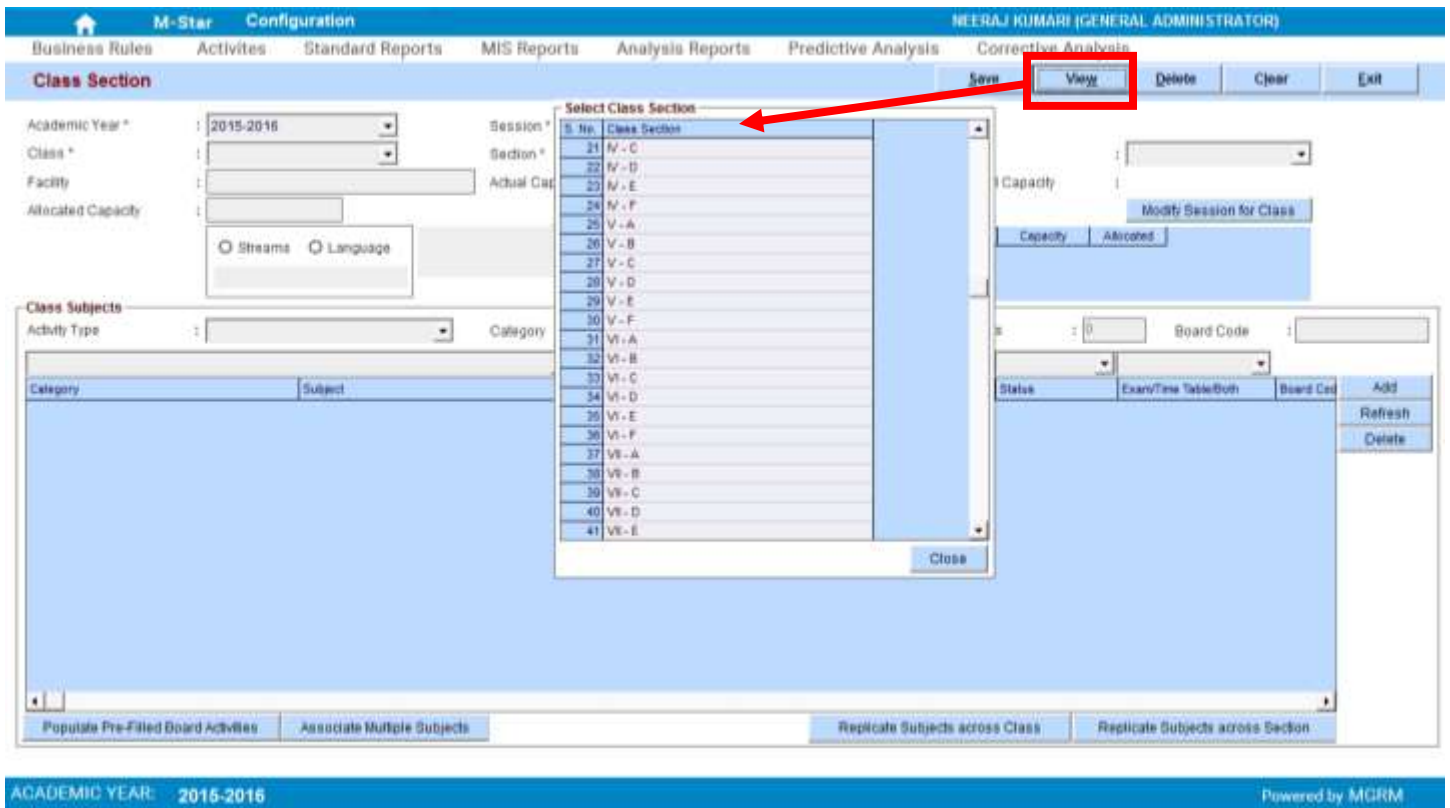
Streams | Language

Class Subjects

Category	Subject	Periods/Week	Group Name	Option	Status	Exam/Time Table/Book	Board Code	Add
								Refresh
								Delete

Populate Pre-Filled Board Activities | Associate Multiple Subjects | Replicate Subjects across Class | Replicate Subjects across Section

5. Click on 'Arrow' symbol on the drop down box appearing against text 'Academic Year and we will select the academic year. Academic year is the year in which we are working currently which begins in April and ends in March. Example, 2015-2016
6. Now click on button 'View'. A window 'Select Class Section' opens displaying the list of all class sections defined



The screenshot shows the M-Star Configuration interface. The 'Class Section' window is active, displaying various fields for configuration. A 'Select Class Section' dialog box is open, showing a list of class sections. A red arrow points from the 'View' button in the 'Class Section' window to the dialog box.

S. No.	Class Section
21	V - C
22	V - D
23	V - E
24	V - F
25	V - A
26	V - B
27	V - C
28	V - D
29	V - E
30	V - F
31	V - A
32	V - B
33	V - C
34	V - D
35	V - E
36	V - F
37	V - A
38	V - B
39	V - C
40	V - D
41	V - E

7. Now we will click on a class section name in the window for which subject is to be associated. The details as defined for the selected class section appear in the screen.

M-Star Configuration NEERAJ KUMARI (GENERAL ADMINISTRATOR)

Business Rules | Activities | Standard Reports | MIS Reports | Analysis Reports | Predictive Analysis | Corrective Analysis

Class Section Save | View | Delete | Clear | Exit

Academic Year * : 2015-2016 Session * : Secondary
 Class * : VII Section * : A Status * : Active
 Faculty * : VIIA-R, NO 31 Actual Capacity : 45 Physical Capacity : 40
 Allocated Capacity * : 40 Modify Session for Class

Streams Language

Class Subjects

Activity Type : Academic Category : No. of Subjects : 7 Board Code :

Category	Subject	Periods/Week	Group Name	Compulsory	Active	Exam/Time Table/Both	Board Code	Add
ENGLISH	ENGLISH	5		Compulsory	Active	Both		Refresh
GERMAN	GERMAN	5		Optional	Active	Both		Deletes
HINDI	HINDI	5		Compulsory	Active	Both		
MATHEMATICS	MATHEMATICS	5		Compulsory	Active	Both		
SANSKRIT	SANSKRIT	5		Compulsory	Active	Both		
SCIENCE	SCIENCE	5		Compulsory	Active	Both		
SOCIAL SCIENCE	SOCIAL SCIENCE	5		Compulsory	Active	Both		

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8. There are 2 ways to associated subjects to a class section: **(Please follow either step 9 or step 10)**
 - a. Multiple subjects associated to a class section in one go
 - b. Associate one subject at a time for a class section
9. To associate **Multiple subjects in one go**
 - a. In section 'Class Subjects' available in the lower portion of the screen, we will click on 'Arrow' symbol on the drop down box appearing against text 'Activity Type'. The values as 'Academic' and 'Non Academic' appears
 - b. Select 'Activity type' value based on whether academic or non-academic subjects are to be associated to selected class section. Select the desired option
 - c. Click on button 'Associate Multiple Subjects' available in the bottom of the screen. A window 'Associate Multiple Subjects' opens
 - d. List of all 'Subject names' as defined in application appear with a check box

- e. Click on the check box against the subject names that need to be associated to the selected class section. A tick appears in the check box against the subjects.
- f. In the box against text 'Periods/Week' enter approximate period per week for the selected subjects. '0' can be added in case details are not readily available
- g. Click on 'Arrow' symbol on the drop down box appearing against text 'Optional /Compulsory'. The values 'Optional' and 'Compulsory' appears
- h. Let us select the required value from one of the 2 options:
 - i. Optional: means that the subjects selected for association are optional subjects for the class section
 - ii. Mandatory: means that the subjects selected for association are mandatory subjects for the class section
- i. Click on 'Arrow' symbol on the drop down box appearing against text 'Status'. Select 'Status' value as 'Active' to make to make the subject as active for the class section
- j. Click on 'Arrow' symbol on the drop down box appearing against text 'Exam/Timetable/Both'. 3 options get displayed
 - i. **Exam** – means that the selected subject is required for examination result entry purpose only. This subject would not appear in SCHEDULER module
 - ii. **Time Table** – means that the selected subject is required for timetable entry purpose only. This subject would not appear in EXAMINATION module
 - iii. **Both**– means that the selected subject is required for entry purpose for both examination and timetable. This subject would appear in both SCHEDULER and EXAMINATION modules
- k. Now select the desired option

M-Star Configuration NEERAJ KUMARI (GENERAL ADMINISTRATOR)

Business Rules | Activities | Standard Reports | MIS Reports | Analysis Reports | Predictive Analysis | Corrective Analysis

Class Section Save | View | Delete | Clear | Exit

Academic Year * : 2015-2016 Session * : Secondary
 Class * : VII Section * : A Status * : Active
 Facility * : VIIA-R, NO 31 Actual Capacity : 41 Physical Capacity : 40
 Allocated Capacity * : 40

Streams Language Modify Session for Class

Class Subjects Stream/Language | Capacity | Allocated

Associate Multiple Subjects

Periods / Week : 0 Optional / Compulsory : Optional Status : Active Exam/Time Table/Both : Time Table

<input type="checkbox"/> ACCOUNTANCY	<input type="checkbox"/> ARTS	<input type="checkbox"/> BUSINESS STUDIES
<input type="checkbox"/> ACCOUNTANCY 1	<input type="checkbox"/> BIO - BIOLOGY PRACTICAL	<input type="checkbox"/> CHE - CHEMISTRY PRACTICAL
<input type="checkbox"/> ACCOUNTANCY 1	<input type="checkbox"/> BIO - BIOLOGY THEORY	<input type="checkbox"/> CHE - CHEMISTRY THEORY
<input type="checkbox"/> ACCT - THEORY	<input type="checkbox"/> BIOLOGY	<input type="checkbox"/> CHEMISTRY
<input type="checkbox"/> ACCT-PR	<input type="checkbox"/> BIOLOGYB	<input type="checkbox"/> COMPUTER
<input checked="" type="checkbox"/> AE-DANCE	<input type="checkbox"/> BIOTECH-BIOTECH PRACTICAL	<input type="checkbox"/> COMPUTER SCIENCE
<input type="checkbox"/> AE-E.V.B	<input type="checkbox"/> BIOTECH-BIOTECH THEORY	<input type="checkbox"/> COMPUTER SOFTWARE
<input type="checkbox"/> AE-ELECTRONICS	<input type="checkbox"/> BIOTECHNOLOGY	<input type="checkbox"/> CSC - CSC PRACTICAL
<input type="checkbox"/> AE-INSTRUMENTAL MUSIC	<input type="checkbox"/> BST - THEORY	<input type="checkbox"/> CSC - CSC THEORY
<input type="checkbox"/> AE-PAINTING	<input type="checkbox"/> BST - TUTORIAL	<input type="checkbox"/> ECONOMICS
<input type="checkbox"/> AE-SCULPTURE	<input type="checkbox"/> BST - TUTORIAL	<input type="checkbox"/> ENG - ASSIGNMENT-CLASSWORK
<input checked="" type="checkbox"/> AE-VOCAL MUSIC	<input type="checkbox"/> BST - TUTORIAL	<input type="checkbox"/> ENG - ASSIGNMENT-HOMEWORK
<input type="checkbox"/> ART EDUCATION	<input type="checkbox"/> BST - TUTORIAL	<input type="checkbox"/> ENG - COMMUNICATION SKILLS
<input type="checkbox"/> ARTS	<input type="checkbox"/> BST-PR	<input type="checkbox"/> ENG - CONVERSATION / DIALOGUE

Select All | De-Select All **Associate Multiple Subjects** OK | Close

Populate Pre-filled Board Activities Replicate Subjects across Class Replicate Subjects across Section

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1. Click on button “OK’ in the window. The window closes and the selected subjects with entered details appear in respective rows in the section ‘Class Subjects’

M-Star Configuration NEERAJ KUMARI (GENERAL ADMINISTRATOR)

Business Rules | Activites | Standard Reports | MIS Reports | Analysis Reports | Predictive Analysis | Corrective Analysis

Class Section Save | View | Delete | Clear | Exit

Academic Year * : 2015-2016 Session * : Secondary
 Class * : VII Section * : A Status * : Active
 Facility * : VIIA-R. NO 31 Actual Capacity : 41 Physical Capacity : 40
 Allocated Capacity * : 40 Modify Session for Class

Streams Language Capacity Allocated

Class Subjects
 Activity Type : Academic Category : Academic No. of Subjects : 7 Board Code :
 Compulsory Active

Category	Subject	Periods/Week	Group Name	Option	Status	Exam/Time Table/Both	Board Code	Add
ENGLISH	ENGLISH	0		Compulsory	Active	Both		Refresh
GERMAN	GERMAN	0		Optional	Active	Both		Delete
HINDI	HINDI	0		Compulsory	Active	Both		
MATHEMATICS	MATHEMATICS	0		Compulsory	Active	Both		
SANSKRIT	SANSKRIT	0		Compulsory	Active	Both		
SCIENCE	SCIENCE	0		Compulsory	Active	Both		
SOCIAL SCIENCE	SOCIAL SCIENCE	0		Compulsory	Active	Both		
ART EDUCATION	AE-DANCE	0		Optional	Active	Time Table		
ART EDUCATION	AE-VOCAL MUSIC	0		Optional	Active	Time Table		

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m. Now we may click on 'Save' button. Data saved message confirmation received, click on 'OK'.

10. To associate **one subject at a time for a class section**

- a. In section 'Class Subjects' available in the lower portion of the screen, we will click on 'Arrow' symbol on the drop down box appearing against text 'Activity Type'. The values as 'Academic' and 'Non Academic' appears
- b. Select 'Activity type' value based on whether academic or non-academic subjects are to be associated to selected class section. Select the desired option
- c. Click on 'Arrow' symbol on the drop down box appearing against text 'Category'. Select a 'Category' for which subjects are to be associated for a class section.
- d. Click on 'Arrow' symbol on the drop down box appearing above the grid columns 'Category' and 'Subject'. Select a subject name which needs to be associated to the class section.

- e. In the box against text 'Periods/Week' enter approximate period per week for the selected subjects. '0' can be added in case details are not readily available
- f. Click on 'Arrow' symbol on the drop down box appearing against text 'Optional /Compulsory'. The values 'Optional' and 'Compulsory' appears
- g. Let us select the required value from one of the 2 options:
 - i. **Optional**: means that the subjects selected for association are optional subjects for the class section
 - ii. **Mandatory**: means that the subjects selected for association are mandatory subjects for the class section
- h. Click on 'Arrow' symbol on the drop down box appearing against text 'Status'. Select 'Status' value as 'Active' to make to make the subject as active for the class section
- i. Click on 'Arrow' symbol on the drop down box appearing against text 'Exam/Timetable/Both'. 3 options get displayed
 - i. **Exam** – means that the selected subject is required for examination result entry purpose only. This subject would not appear in SCHEDULER module
 - ii. **Time Table** – means that the selected subject is required for timetable entry purpose only. This subject would not appear in EXAMINATION module
 - iii. **Both**– means that the selected subject is required for entry purpose for both examination and timetable. This subject would appear in both SCHEDULER and EXAMINATION modules
- j. Now select the desired option

Business Rules Activites Standard Reports MIS Reports Analysis Reports Predictive Analysis Corrective Analysis

NEERAJ KUMARI (GENERAL ADMINISTRATOR)

Class Section Save View Delete Clear Exit

Academic Year * : 2015-2016 Session * : Secondary
 Class * : VII Section * : A Status * : Active
 Facility * : VIIA - R. NO 31 Actual Capacity : 41 Physical Capacity : 40
 Allocated Capacity * : 40

Stream Language >> Stream/Language Capacity Allocated <<

Modify Session for Class

Class Subjects
 Activity Type : Academic Category : ART EDUCATION No. of Subjects : 7 Board Code :

Category	Subject	Periods/Week	Group Name	Option	Status	Exam/Time Table/Both	Board Cgd	Add
AE-INSTRUMENTAL MUSIC		0		Optional	Active	Time Table		
ENGLISH	ENGLISH	0		Compulsory	Active	Both		Refresh
GERMAN	GERMAN	0		Optional	Active	Both		Delete
HINDI	HINDI	0		Compulsory	Active	Both		
MATHEMATICS	MATHEMATICS	0		Compulsory	Active	Both		
SANSKRIT	SANSKRIT	0		Compulsory	Active	Both		
SCIENCE	SCIENCE	0		Compulsory	Active	Both		
SOCIAL SCIENCE	SOCIAL SCIENCE	0		Compulsory	Active	Both		

Populate Pre-Filled Board Activities Associate Multiple Subjects Replicate Subjects across Class Replicate Subjects across Section

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- k. Click on button 'Add'. The details as entered in respective fields get added in a row in the lower portion of the screen.

Business Rules | M-Star Configuration | NEERAJ KUMARI (GENERAL ADMINISTRATOR)

Business Rules | Activities | Standard Reports | MIS Reports | Analysis Reports | Predictive Analysis | Corrective Analysis

Class Section [Save] [View] [Delete] [Clear] [Exit]

Academic Year * : 2015-2016 | Session * : Secondary
 Class * : VII | Section * : A | Status * : Active
 Faculty * : VIIA-R, NO 31 | Actual Capacity : 41 | Physical Capacity : 40
 Allocated Capacity * : 40

Streams: Streams Language

Class Subjects

Activity Type : Academic | Category : ART EDUCATION | No. of Subjects : 7 | Board Code :

Category	Subject	Periods/Week	Group Name	Compulsory	Active	Time Table	Board Code	
ENGLISH	ENGLISH	5		Compulsory	Active	Both		Add
GERMAN	GERMAN	5		Optional	Active	Both		Refresh
HINDI	HINDI	5		Compulsory	Active	Both		Delete
MATHEMATICS	MATHEMATICS	5		Compulsory	Active	Both		
SANSKRIT	SANSKRIT	5		Compulsory	Active	Both		
SCIENCE	SCIENCE	5		Compulsory	Active	Both		
SOCIAL SCIENCE	SOCIAL SCIENCE	5		Compulsory	Active	Both		
ART EDUCATION	ART EDUCATION	5		Optional	Active	Time Table		

Populate Pre-Filled Board Activities | Associate Multiple Subjects | Replicate Subjects across Class | Replicate Subjects across Section

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1. Now we may click on 'Save' button. Data saved message confirmation received, click on 'OK'.

11. To update activities associated to a class section

- Click on 'Arrow' symbol on the drop down box appearing against text 'Academic Year' and we will select the academic year. Academic year is the year in which we are working currently which begins in April and ends in March. Example, 2015-2016
- Now click on button 'View'. A window 'Select Class Section' opens displaying the list of all class sections defined
- Now we will click on a class section name in the window for which subject is to be updated. The details as defined for the selected class section appear in the screen.
- In section 'Class Subjects', click on row of the subject name in the grid that needs to be updated. The row gets highlighted in yellow colour and the 'Add' button changes to 'Update' button

- e. Click on 'Arrow' symbol on the drop down box appearing against text 'Category'. Select a 'Category' for which subjects are to be updated for a class section.
- f. Click on 'Arrow' symbol on the drop down box appearing above the grid columns 'Category' and 'Subject'. Select a subject name which needs to be updated for the class section.
- g. In the box against text 'Periods/Week' enter approximate period per week for the selected subjects. '0' can be added in case details are not readily available
- h. Click on 'Arrow' symbol on the drop down box appearing against text 'Optional /Compulsory'. The values 'Optional' and 'Compulsory' appears
- i. Let us select the required value from one of the 2 options:
 - i. Optional: means that the subjects selected for association are optional subjects for the class section
 - ii. Mandatory: means that the subjects selected for association are mandatory subjects for the class section
- j. Click on 'Arrow' symbol on the drop down box appearing against text 'Status'. Select 'Status' value as 'Active' to make to make the subject as active for the class section
- k. Click on 'Arrow' symbol on the drop down box appearing against text 'Exam/Timetable/Both'. 3 options get displayed
 - i. **Exam** – means that the selected subject is required for examination result entry purpose only. This subject would not appear in SCHEDULER module
 - ii. **Time Table** – means that the selected subject is required for timetable entry purpose only. This subject would not appear in EXAMINATION module
 - iii. **Both**– means that the selected subject is required for entry purpose for both examination and timetable. This subject would appear in both SCHEDULER and EXAMINATION modules
- l. Now select the desired option
- m. Click on button 'Update'. The details of the highlighted row in yellow colour are replaced with the details as selected above.

NEERAJ KUMARI (GENERAL ADMINISTRATOR)

Business Rules Activites Standard Reports MIS Reports Analysis Reports Predictive Analysis Corrective Analysis

Class Section Save View Delete Clear Exit

Academic Year * : 2015-2016 Session * : Secondary
 Class * : VII Section * : A Status * : Active
 Facility * : VIIA-R-NO 31 Actual Capacity : 41 Physical Capacity : 40
 Allocated Capacity * : 40

Modify Session for Class

Stream Language

Stream/Language Capacity Allocated

Class Subjects

Activity Type : Academic Category : SOCIAL SCIENCE No. of Subjects : 7 Board Code :

Category	Subject	Periods/Week	Group Name	Option	Status	Exam/Time Table/Both	Board Code	Update	Refresh	Delete
ENGLISH	ENGLISH	0		Compulsory	Active	Both				
GERMAN	GERMAN	0		Optional	Active	Both				
HINDI	HINDI	0		Compulsory	Active	Both				
MATHEMATICS	MATHEMATICS	0		Compulsory	Active	Both				
SANSKRIT	SANSKRIT	0		Compulsory	Active	Both				
SCIENCE	SCIENCE	0		Compulsory	Active	Both				
SOCIAL SCIENCE	SOCIAL SCIENCE	0		Compulsory	Active	Both				

Populate Pre-Filled Board Activities Associate Multiple Subjects Replicate Subjects across Class Replicate Subjects across Section

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n. Now we may click on 'Save' button. Data saved message confirmation received, click on 'OK'.

12. To delete activities associated to a class section

- Click on 'Arrow' symbol on the drop down box appearing against text 'Academic Year and we will select the academic year. Academic year is the year in which we are working currently which begins in April and ends in March. Example, 2015-2016
- Now click on button 'View'. A window 'Select Class Section' opens displaying the list of all class sections defined
- Now we will click on a class section name in the window for which subject is to be deleted. The details as defined for the selected class section appear in the screen.
- In section 'Class Subjects', click on row of the subject name in the grid that needs to be deleted. The row gets highlighted in yellow colour.

- e. Click on button 'Delete'. A confirmation message appears, click on 'Yes'. The selected row disappears from the grid

The screenshot shows the M-Star Configuration interface. At the top, there are navigation tabs: Business Rules, Activites, Standard Reports, MIS Reports, Analysis Reports, Predictive Analysis, and Corrective Analysis. The user is logged in as NEERAJ KUMARI (GENERAL ADMINISTRATOR). The 'Class Section' section includes fields for Academic Year (2015-2016), Class (VII), Facility (VIIA-R. NO 31), Session (Secondary), Section (A), Status (Active), Actual Capacity (41), and Physical Capacity (40). Below this is a 'Class Subjects' section with a table of subjects. The 'SCIENCE' row is highlighted in yellow. The 'Delete' button for this row is highlighted in red with an arrow. At the bottom of the screen, there is a footer with 'ACADEMIC YEAR: 2015-2016' and 'Powered by MGRM'.

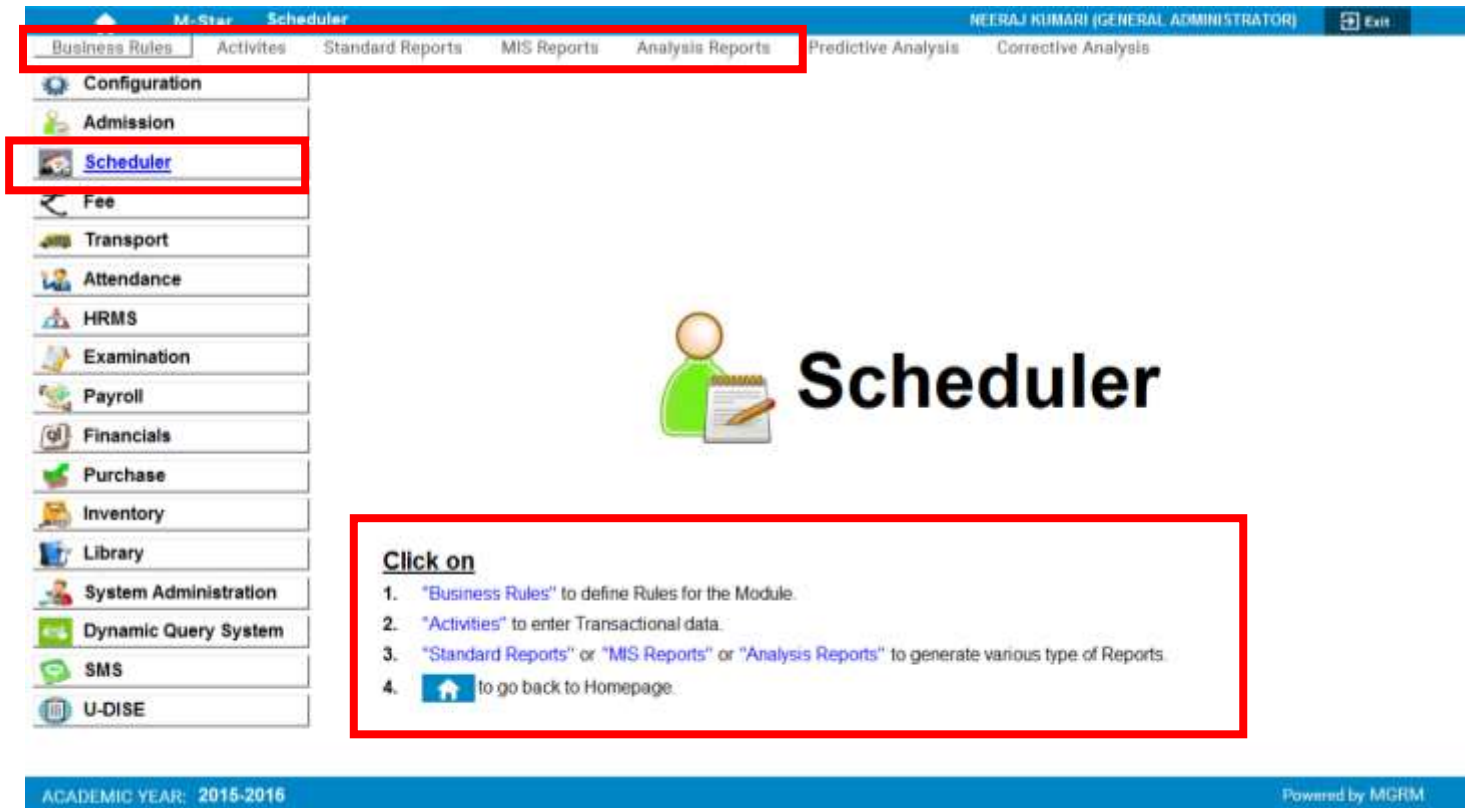
Category	Subject	Periods/Week	Group Name	Option	Status	Exam/Time Table/Both	Board Code	Updates
ENGLISH	ENGLISH	0		Compulsory	Active	Both		Refresh
GERMAN	GERMAN	0		Optional	Active	Both		Delete
HINDI	HINDI	0		Compulsory	Active	Both		
MATHEMATICS	MATHEMATICS	0		Compulsory	Active	Both		
SCIENCE	SCIENCE	0		Compulsory	Active	Both		
SOCIAL SCIENCE	SOCIAL SCIENCE	0		Compulsory	Active	Both		

- f. Now we may click on 'Save' button. Data saved message confirmation received, click on 'OK'.

13. We may 'Exit' the screen now.

Now let us login into ‘Scheduler Module’

1. Login into M-Star and click on Scheduler module on the left panel of the screen as shown below –



The screenshot shows the M-Star Scheduler module interface. The top navigation bar includes 'Business Rules', 'Activities', 'Standard Reports', 'MIS Reports', 'Analysis Reports', 'Predictive Analysis', and 'Corrective Analysis'. The left sidebar lists various modules, with 'Scheduler' highlighted in a red box. The main content area displays a large 'Scheduler' title with a person icon and a list of instructions under the heading 'Click on'. The footer shows 'ACADEMIC YEAR: 2015-2016' and 'Powered by MGRM'.

2. As we click, we can see ‘Scheduler’ written in big fonts on the main part of the screen as shown above. This shows that we are now in Scheduler module.
3. We can now select any screen under ‘Business Rule’ or ‘Activity’ or generate a report under ‘Standard Reports’, ‘MIS Reports’ or ‘Analytical Reports’. There are two ways to select the same – either from the top menu or from the section under ‘Click On’ as shown above.

Activity # 12-05-01: Enter bell timings for sessions

Let us understand the purpose of this activity

Each school has a time table consisting of fixed number of time, periods and days. Here we allocate the total number of periods/days for a session which will further help in time table preparation.

Before we define the session timings, we need to ensure that the session names have been defined in application. We can check the session names by viewing them from field 'Session' as will be explained below.

We will need to enter data in this screen only once at the beginning of the academic session.

The Session bell timings once defined would not be able to be updated after the start of transactional entries in the related modules. Hence it is recommended to define the bell timings very carefully.

Now, let us begin this activity

1. We are already in Scheduler module.
2. Now let us go to button 'Business Rules' on the top of the screen.
3. Select screen 'Session Bell Timings' from the list as shown below.

The screenshot shows the M-Star Scheduler interface. The top navigation bar includes 'M-Star Scheduler' and the user name 'NEERAJ KUMARI (GENERAL ADMINISTRATOR)'. The main menu has several options: 'Business Rules', 'Activities', 'Standard Reports', 'MIS Reports', 'Analysis Reports', 'Predictive Analysis', and 'Corrective Analysis'. The 'Business Rules' menu is expanded, and 'Session Bell Timing' is highlighted. Other menu items include Admission, Scheduler, Fee, Transport, Attendance, HRMS, Examination, Payroll, Financials, Purchase, Inventory, Library, System Administration, Dynamic Query System, SMS, and U-DISE.



Scheduler

Click on

1. "Business Rules" to define Rules for the Module.
2. "Activities" to enter Transactional data.
3. "Standard Reports" or "MIS Reports" or "Analysis Reports" to generate various type of Reports.
4. to go back to Homepage.

ACADEMIC YEAR: 2015-2016

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4. Once we click on 'Session Bell Timings', below shown screen would appear.

The screenshot shows the 'Session Bell Timing' configuration screen. The top navigation bar is the same as in the previous screenshot. The main menu is expanded to show 'Session Bell Timing'. Below the navigation bar, there are several input fields: 'Academic Year' (dropdown), 'Season' (dropdown), 'Time From' (text), 'Time To' (text), 'Number of Periods' (text), and 'Day' (dropdown). Below these fields is a table with columns: 'ALL DAYS', 'Period Number', 'Period Type', 'Duration', 'Time From', 'Time To', and 'Remark / Period Name'. There is a 'Replicate' button to the right of the table. At the bottom, there are 'Refresh' and 'Delete' buttons, and a note: 'Rule Define in the Following Sequence: | Assembly Time should be less than Lurch Time and Lurch Time should be less than Break Time'.

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5. Click on 'Arrow' symbol on the drop down box appearing against text 'Academic Year and we will select the academic year. Academic year is the year in which we are working currently which begins in April and ends in March. Example, 2015-2016
6. Now let us click on 'Arrow' symbol on the drop down box appearing against text 'Session'. List of all the values as saved in the field 'Session' appears (e.g. Primary, Secondary etc). Session is a group of classes having similar timings, rules, etc. Classes I-V come under session 'Primary', classes VI-X come under session 'Secondary' and classes XI-XII come under session 'Senior Secondary'.
7. Let us select 'Session' from the dropdown list for which bell timings need to be defined.
 - a. In the top portion of the screen, fields 'Time From', 'Time To' and 'Day' displays details as entered in module CONFIGURATION → Business Rules → Session
8. In the box against text 'Number of Periods' enter maximum number of periods in a day in the week.
 - a. The 'Number of Periods' includes total periods in a day in school's timetable which includes Break, recess, rest period or any other type of numbered or un-numbered period which is assigned time. Therefore this refers to total number of slots in entire day in school's timetable. This ensures that continuous bell timings can be entered. If number of periods differ across days, maximum number to be entered
9. Click anywhere in the screen. Based on 'No of Periods' entered, multiple rows gets added in the lower portion of the screen.
10. Following columns get displayed on the screen:
 - a. Day - Day of the week for which bell timings are to be entered. Weekdays as applicable for the selected session gets displayed automatically
 - b. Period Number – we can define the number allocated to the period
 - Period Number for a session starts from either '0' or '1', as applicable for the session
 - '0' period can only be defined at the start of the day or end of the day
 - c. Period Type – we can select the type/category of the period

-
- i. Subject Period – Periods defined as ‘Subject Period’ appear in the Timetable.
 - ii. Break, Recess, Lunch, Class Teacher Period - Periods defined with these periods types, do not appear in the Timetable
 - The Class / Teacher Time Table would be enabled for the period type defined as ‘Subject Period’
 - d. Duration – we can enter duration/time of the period. By entering the duration in each period, ‘Time From’ and ‘Time To’ gets automatically calculated
 - i. Therefore the user only needs to enter the duration of each period and bell timings gets automatically updated for all periods of the day
 - e. Time from - Start Time of the Period. ‘Time from’ of the first period would be the start time of the session
 - i. ‘Time From’ of all periods after 1st period gets calculated based on ‘Time To’ of the previous period and duration entered for the current period
 - f. Time To - End Time of the Period. ‘Time To’ of any period is calculated as ‘Time From’ plus ‘Duration’ entered for the period (this data gets displayed automatically)
 - The period timings need to be defined in continuous, without any break i.e. end time of a period needs to be the start time of the successive period of the day including the Break/Lunch Time
 - Period number cannot be assigned for Period Type – ‘Class Teacher Period, ‘Break’, ‘Lunch’, ‘Recess’
 - g. Remark / Period Name – we can enter any specific remarks for a period
11. We can click on button ‘All Days’ if we want to see only single day per screen. On repeated clicks on the button, the day changes from one to another.
 12. Click on box under column ‘Duration’ on the first row and enter duration for the first period
 - a. By default the ‘Period Type’ is shown as ‘Subject Period’, the same can be changed if required by clicking on the period type and selecting the required period type.

13. Now click on box under column 'Period Number' on the first row and enter period number for the first period.
14. Click on the box below column 'Duration' in second row to enter period details of next period. The 'Time From' and 'Time To' of the previous period gets updated based on duration entered.
15. We can repeat steps 12 – 13 to enter bell timings of all periods of the day
16. Now we click on button 'Save'. Confirmation message asks to replicate the bell timings for 'Monday' to other days.
17. Click 'Yes' if bell timings are to be replicated/copy from Monday to other Days. If 'Yes' is clicked, message appears for successful replication. Or
18. Click 'No' if bell timings are not to be replicated from Monday to other Days. In this case bell timings of other days are to be individually entered. If 'No' is clicked, data saving confirmation message received.
19. If replication is not done, then to enter bell timings individually for remaining days, click on the button showing selected Day name to change the day and repeat steps 12 – 16 for each day separately.
20. After the bell timings are defined for one session, select another 'Session' name
21. Repeat steps 6 – 19 to add bell timings for other sessions



M-Star Scheduler NEERAJ KUMARI (GENERAL ADMINISTRATOR)

Business Rules | Activities | Standard Reports | MIS Reports | Analysis Reports | Predictive Analysis | Corrective Analysis

Session Bell Timing Save | View | Delete | Clear | Exit

Academic Year : 2015-2016 Session : Secondary Number of Periods : 10
 Time From : 07:00:00 AM Time To : 06:00:00 PM Day : WEDNESDAY

ALL DAYS	Period Number	Period Type	Duration	Time From	Time To	Remark / Period Name
Monday		ASSEMBLY	20	07:00:00 AM	07:20:00 AM	
Monday	1	SUBJECT	40	07:20:00 AM	08:00:00 AM	
Monday	2	SUBJECT	40	08:00:00 AM	08:40:00 AM	
Monday	3	SUBJECT	40	08:40:00 AM	09:20:00 AM	
Monday	4	SUBJECT	40	09:20:00 AM	10:00:00 AM	
Monday		BREAK	30	10:00:00 AM	10:30:00 AM	
Monday	5	SUBJECT	40	10:30:00 AM	11:10:00 AM	
Monday	6	SUBJECT	40	11:10:00 AM	11:50:00 AM	
Monday	7	SUBJECT	40	11:50:00 AM	12:30:00 PM	
Monday	8	SUBJECT	40	12:30:00 PM	01:10:00 PM	
Tuesday		ASSEMBLY	20	07:00:00 AM	07:20:00 AM	
Tuesday	1	SUBJECT	40	07:20:00 AM	08:00:00 AM	
Tuesday	2	SUBJECT	40	08:00:00 AM	08:40:00 AM	
Tuesday	3	SUBJECT	40	08:40:00 AM	09:20:00 AM	
Tuesday	4	SUBJECT	40	09:20:00 AM	10:00:00 AM	
Tuesday		BREAK	30	10:00:00 AM	10:30:00 AM	
Tuesday	5	SUBJECT	40	10:30:00 AM	11:10:00 AM	
Tuesday	6	SUBJECT	40	11:10:00 AM	11:50:00 AM	
Tuesday	7	SUBJECT	40	11:50:00 AM	12:30:00 PM	

Refresh Print Rule: Define in the Following Sequences. (Assembly Time should be less than Lunch Time and Lunch Time should be less than Break Time)

22. We may 'Exit' the screen now.

Activity # 12-06-01: Enter bell timings for sub-sessions

Let us understand the purpose of this activity

Each school has different timings for summer and winter; this is called as a sub session. In this screen we can define the timings for various sub sessions.

Before we define the session timings, we need to ensure that the sub session names have been defined in application. We can check the sub session names by viewing them from field 'Sub Session' as will be explained below.

We will need to enter data in this screen only once at the beginning of the academic session.

The Sub Session bell timings once defined would not be able to be updated after the start of transactional entries in the related modules. Hence it is recommended to define the bell timings very carefully.

Now, let us begin this activity

1. We are already in Scheduler module.
2. Now let us go to button 'Business Rules' on the top of the screen.
3. Select screen 'Sub Session Bell Timings' from the list as shown below.

Click on

1. "Business Rules" to define Rules for the Module.
2. "Activities" to enter Transactional data.
3. "Standard Reports" or "MIS Reports" or "Analysis Reports" to generate various type of Reports.
4. to go back to Homepage.

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4. Once we click on 'Sub Session Bell Timings', below shown screen would appear.

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5. Click on 'Arrow' symbol on the drop down box appearing against text 'Academic Year' and we will select the academic year. Academic year is the year in which we are working currently which begins in April and ends in March. Example, 2015-2016
6. Now let us click on 'Arrow' symbol on the drop down box appearing against text 'Session'. List of all the values as saved in the field 'Session' appears (e.g. Primary, Secondary etc). Session is a group of classes having similar timings, rules, etc. Classes I-V come under session 'Primary', classes VI-X come under session 'Secondary' and classes XI-XII come under session 'Senior Secondary'.
7. Let us select 'Session' from the dropdown list for which bell timings need to be defined.
8. Click on 'Arrow' symbol on the drop down box appearing against text 'Sub Session'. Select a 'Sub Session' for which bell timings are to be defined.
9. The field 'Day' shows all days applicable for the selected 'Session'. Days get highlighted in blue shade.
10. On selecting the 'Sub Session', the bell timings entered for the selected session in screen 'Session bell timings' get displayed in the lower portion of the screen.
 - a. A message appears informing that timings that are displayed on the screen are same as the timings defined for 'Session' and if there is no change required in timings, then the same timings for sub-session can be saved.
11. If we need to make any changes in sub session bell timings, then make changes in any one day and then this data can be copied to rest of the days.
12. Following fields can be updated in sub session :
 - a. Period
 - i. The first period number cannot be '0' and needs to be defined as '0.1'
 - b. Period Type
 - i. Only period type 'Subject Period' appears in the timetable, and therefore all the periods to be displayed in the timetable should be defined as 'Subject Period'. The display of the 'Subject period' in timetable can also be controlled by making its status as 'No' in column 'Display in Time Table'
 - c. Duration
 - d. Display in Timetable

- i. If '0.1' period has been defined in sub session, the same appears with status 'No' in column 'Display in Timetable' by default implying that it will not appear in the timetable of any class of the selected sub session. If the same has to be displayed in timetable the status has to be changed to 'Yes' for all days.
 - e. Display (Period Type / Period No.)
 - i. The column status in 'Display (Period Type/Period No.)' should be same across all days before saving the sub session changes
- 13. For defining Period Details
 - a. Class / Teacher Time Table would be enabled for the period type defined as 'Subject Period'
 - b. Period Number for a sub session starts from either '0' or '1', as applicable for the sub session
 - c. '0' period can only be defined at the start of the day or end of the day
 - d. The period timings need to be defined in continuous, without any break i.e. end time of a period needs to be the start time of the successive period of the day including the Break/Lunch Time
 - e. No period number is to be assigned for Period Type - Break / Lunch Time
- 14. A new row can be added by clicking on 'Add' button provided on the right side of the screen.
- 15. A row can be removed by clicking on 'Remove' button provided below the 'Add' button
- 16. After making the changes we can now click on button 'Save'. A confirmation message displays asking to replicate/copy the bell timings for 'Monday' to other days
- 17. Click 'Yes' if bell timings are to be replicated from Monday to other Days
 - a. If 'Yes' is clicked, a window 'Please select The Day To Replicate' for selection of days gets displayed. Select days for which data needs to be replication and click Ok. Message appears for successful replication. Or
- 18. Click 'No' if bell timings are not to be replicated from Monday to other Days. In this case bell timings of other days to be individually entered.
 - a. If 'No' is clicked, data saving confirmation message received

19. If replication is not done for all or any day for the sub session bell timings, then to enter sub session bell timings individually for remaining days, click on the button showing selected Day name to change the day and repeat steps 8 – 15 for each day separately
20. After the bell timings are defined for one sub session, select another ‘Sub Session’ name
21. Repeat steps 8 – 16 to add bell timings for other sub sessions
22. Repeat steps 6 – 16 to add bell timings for other session and sub sessions

Sub Session Bell Timing

Academic Year: 2015-2016 | Session: Secondary | Sub Session: Summer

Time From: 07:30:00 AM | Time To: 01:40:00 PM | Day: [Dropdown Menu]

Click on Row after which you want to Add new row if no row is closed then row will added after last row.

ALL DAYS	Period	Period Type	Duration	Time From	Time To	Display in Time Table	Display (PeriodType/Period No.)
Monday	0.1	ASSEMBLY	20	07:30:00 AM	07:50:00 AM	No	
Monday	1	SUBJECT	40	07:50:00 AM	08:30:00 AM	Yes	Period No
Monday	2	SUBJECT	40	08:30:00 AM	09:10:00 AM	Yes	Period No
Monday	3	SUBJECT	40	09:10:00 AM	09:50:00 AM	Yes	Period No
Monday	4	SUBJECT	40	09:50:00 AM	10:30:00 AM	Yes	Period No
Monday		BREAK	30	10:30:00 AM	11:00:00 AM	No	
Monday	5	SUBJECT	40	11:00:00 AM	11:40:00 AM	Yes	Period No
Monday	6	SUBJECT	40	11:40:00 AM	12:20:00 PM	Yes	Period No
Monday	7	SUBJECT	40	12:20:00 PM	01:00:00 PM	Yes	Period No
Monday	8	SUBJECT	40	01:00:00 PM	01:40:00 PM	Yes	Period No
Tuesday	0.1	ASSEMBLY	20	07:30:00 AM	07:50:00 AM	No	
Tuesday	1	SUBJECT	40	07:50:00 AM	08:30:00 AM	Yes	Period No
Tuesday	2	SUBJECT	40	08:30:00 AM	09:10:00 AM	Yes	Period No
Tuesday	3	SUBJECT	40	09:10:00 AM	09:50:00 AM	Yes	Period No
Tuesday	4	SUBJECT	40	09:50:00 AM	10:30:00 AM	Yes	Period No
Tuesday		BREAK	30	10:30:00 AM	11:00:00 AM	No	
Tuesday	5	SUBJECT	40	11:00:00 AM	11:40:00 AM	Yes	Period No
Tuesday	6	SUBJECT	40	11:40:00 AM	12:20:00 PM	Yes	Period No

Refresh

If the Back Ground Color Of Data Displayed Same As Of Button Color Means Sub-Session Period Time is Not Created We Need To Save the Data (the data displayed is of session period time data)

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23. We may ‘Exit’ the screen now.

Activity # 12-02-01: Prepare Class wise timetable

Let us understand the purpose of this activity

Based on the bell timings defined for session and sub session, period number/ timings/ days get available for time table preparation.

We can prepare both class wise and teacher wise time table. If we prepare class wise time table, then teacher wise time table automatically gets displayed and vice versa. It is advisable to follow one process of data entry while preparing time table i.e. either follow teacher wise time table entry or class wise time table entry

Time table preparation can be of 2 types:

Normal scheduling – this means that we associate 1 period to subject and teacher for a class section

Multiple Scheduling – this means that we associate multiple Teachers to a Class Section for a single / multiple subjects in a Period.

We will need to enter data in this screen only once at the beginning of the academic session.

Now, let us begin this activity

1. We are already in Scheduler module.
2. Now let us go to button 'Activities' on the top of the screen.
3. Select screen 'Class Section Wise Schedule' from the list as shown below.

Scheduler

Click on

1. "Business Rules" to define Rules for the Module.
2. "Activities" to enter Transactional data.
3. "Standard Reports" or "MIS Reports" or "Analysis Reports" to generate various type of Reports.
4. to go back to Homepage.

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4. Once we click on 'Class Section Wise Schedule', below shown screen would appear.

Class Section Wise Schedule

Acad Year: 2015-2016 | Session: | Summer Sub-Session: | Class: | Section: | Activity Type: Academic | Activity: |

S.No	Employee Name	Employee No.	Department	Grd	MON-FREE PERIOD	TUE-FREE P

Class Specific Employee
 Class Section Specific Employee
 Teaching Employee
 All Employee

Show All Activity
 Show Selected Activity Employee

View

DAYS: MON, TUE, WED, THU, FRI, SAT

1 2 3 4 5 6 7 8 9 10 11

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5. Current 'Academic Year' automatically gets displayed. Academic year is the year in which we are working currently which begins in April and ends in March. Example, 2015-2016
6. Now let us click on 'Arrow' symbol on the drop down box appearing against text 'Session'. List of all the values as saved in the field 'Session' appears (e.g. Primary, Secondary etc). Session is a group of classes having similar timings, rules, etc. Classes I-V come under session 'Primary', classes VI-X come under session 'Secondary' and classes XI-XII come under session 'Senior Secondary'.
7. Let us select 'Session' from the dropdown list
8. Now click on 'Arrow' symbol on the drop down box appearing against text 'Sub Session' and select the required sub session
9. Click on 'Arrow' symbol on the drop down box appearing against text 'Class' and select the required class for which class time table needs to be defined
10. Click on 'Arrow' symbol on the drop down box appearing against text 'Section' and select the required section
11. In the lower portion of the screen, the timetable displays 'Days' as rows and 'Period Numbers' as the columns
12. In the left side of the screen, employee names get displayed. Various options are available for display of employee names for the selected class section:
 - a. Class Specific Employee – The option would display those employee names who are associated to any subject to any of the sections of the selected class in module HRMS → Activities → Academic Responsibility
 - b. Class Section Specific Employee – The option would display those employee names who are associated to any subject for the selected class section only in module HRMS → Activities → Academic Responsibility
 - c. Teaching Employee – The option would display all employee names who are entered with 'Staff Type' as 'Teaching' in module HRMS → Activities → Official Records
 - d. All Employee – The option would display all employee names who are defined with 'Staff Type' as 'Teaching' and 'Non-Teaching' in module HRMS → Activities → Official Records

-
13. Select one of the options from above and the selected option button gets highlighted
 - a. The employee grid displays the names of the employees based on option selected
 14. The employee grid shows the following columns:
 - a. S. No. – sequential serial number
 - b. Employee Name - Name of the active employees
 - c. Department - Respective departments of the employees
 - d. MON-FREE PERIOD - The cell displays the period numbers where the employee is not scheduled for any class section in the timetable for ‘Monday’ i.e. free periods of employee for Monday
 - i. As the timetable is filled for an employee for various periods across class sections, this field keeps getting updated and occupied period numbers gets removed from the cell
 - e. TUE-FREE PERIOD- The cell displays the period numbers where the employee is not scheduled for any class section in the timetable for ‘Tuesday’ i.e. free periods of employee for Tuesday
 - i. As the timetable is filled for an employee for various periods across class sections, this field keeps getting updated and occupied period numbers gets removed from the cell
 - f. WED-FREE PERIOD - The cell displays the period numbers where the employee is not scheduled for any class section in the timetable for ‘Wednesday’ i.e. free periods of employee for Wednesday’
 - i. As the timetable is filled for an employee for various periods across class sections, this field keeps getting updated and occupied period numbers gets removed from the cell
 - g. THU-FREE PERIOD - The cell displays the period numbers where the employee is not scheduled for any class section in the timetable for ‘Thursday’ i.e. free periods of employee for Thursday
 - i. As the timetable is filled for an employee for various periods across class sections, this field keeps getting updated and occupied period numbers gets removed from the cell

-
- h. FRI-FREE PERIOD - The cell displays the period numbers where the employee is not scheduled for any class section in the timetable for 'Friday' i.e. free periods of employee for Friday
 - i. As the timetable is filled for an employee for various periods across class sections, this field keeps getting updated and occupied period numbers gets removed from the cell
 - i. SAT-FREE PERIOD - The cell displays the period numbers where the employee is not scheduled for any class section in the timetable for 'Saturday' i.e. free periods of employee for Saturday
 - i. As the timetable is filled for an employee for various periods across class sections, this field keeps getting updated and occupied period numbers gets removed from the cell
15. Now we will click on the employee name in the grid who needs to be scheduled for selected class section. The employee row gets highlighted and free periods are shown for the employee in the grid.
- a. The name of the selected employee gets displayed next to text 'Selected Employee'
16. Click on small box against text 'Show All Activity' to display all activities that are associated to the class section. A tick mark appears in the check box
17. Now click on 'Arrow' symbol on the drop down box appearing against text 'Activity Type'. The Activity types - 'Academic' and 'Non Academic' appears
- a. Select the activity type based on the subjects to be displayed for scheduling
 - i. Academic - This would display the academic activities associated to the class section
 - ii. Non Academic - This would display the non-academic activities associated to the class section
18. In the section 'Activity' click on the activity name that needs to be scheduled for the class section for the selected employee. The selected activity name gets highlighted
19. In the lower grid, the days and period numbers are displayed with 3 buttons on each cell.
- a. 'A': To add Activity

- b. 'C': To remove Activity
 - c. 'W': For defining the weekly timetable
20. Now click on button 'A' in the timetable grid against the day and period number that needs to be scheduled
 - a. A message appears informing the user that the selected activity needs to be first allocated as the employee's official activity
 - i. This message would not appear if the selected activity is already associated to the employee in module HRMS → Activities → Academic Responsibilities
 21. Click on 'Yes' on the message, to confirm allocation of the selected activity as an official activity of the employee.
 22. The selected activity and employee names starts appearing in the grid for the day and period number
 23. Now to associate same employee and same activity name to other periods of the class section, we will click on the employee name again, click on the activity name again and click on button 'A' in the timetable grid against the day and period number that needs to be scheduled
 24. The selected activity and employee names start appearing in the grid for the day and period number
 - a. This time the message of allocation of the activity as employee's official activity would not appear as it is already done in previous step
 25. If in a period number for any day, an employee is being associated for a class section, whereas for the same period and day he is already associated in other class section, the system would check the same and inform the user about it
 26. Repeat step 12 to 23 to associate other employees and activities to the selected class section.
 27. The timetable for class section gets filled
 28. There is no requirement of clicking on main button 'Save' to save the timetable, as the timetable gets automatically saved by clicking on button 'A'.

M-Star Scheduler NEERAJ KUMARI (GENERAL ADMINISTRATOR)

Business Rules | Activities | Standard Reports | MIS Reports | Analysis Reports | Predictive Analysis | Corrective Analysis

Class Section Wise Schedule Save | View | Delete | Clear | Exit

Acad Year: 2015-2016 | Session: Secondary | Summer Sub-Session | Class: VII | Section: A

Find Employee: | Selected Employee: KAMLA SOLANKI | Activity Type: Academic | Activity: ENGLISH, GERMAN, HINDI, MATHEMATICS, SANSKRIT, SCIENCE, SOCIAL SCIENCE

Show All Activity | Show Selected Activity Employee | View

Class Specific Employee | Class Section Specific Employee | Teaching Employee | All Employee | Swap the records

S.No	Employee Name	Department	MON-FRI PERIOD	TUE-FRI PERIOD	WED-FRI
1	ASHWINI KUMAR JERA	ACTIVITY			
2	GUNJAN SHARMA	ADMINISTRATION			
3	KAMLA SOLANKI	ACTIVITY	8.1, 1, 4, 5, 8	8.1, 1, 3, 4, 5	8.1
4	KIRAN YADAV	HINDI			
5	NIHI RAJWAT	ADMINISTRATION			

DAYS	1	2	3	4	5	6	7	8
MON	MATHEMATICS SHYAM MOHU VII A	SANSKRIT RAKESH KUMAR VII A	HINDI KIRAN YADAV VII A	ENGLISH SANGEETA AG VII A	SCIENCE PRIYANKA VA VII A	SOCIAL SCIEN SHEERU SUMI VII A	CSA-WORK ET ASHWINI KUM VII A	CSAC-ART AN SHARHEENA AL VII A
TUE	MATHEMATICS SHYAM MOHU VII A	SANSKRIT RAKESH KUMAR VII A	HINDI KIRAN YADAV VII A	ENGLISH SANGEETA AG VII A	SCIENCE PRIYANKA VA VII A	SOCIAL SCIEN SHEERU SUMI VII A	CSAC-ART AN SHARHEENA AL VII A	CSAC-ART AN SHARHEENA AL VII A
WED	MATHEMATICS SHYAM MOHU VII A	SANSKRIT RAKESH KUMAR VII A	HINDI KIRAN YADAV VII A	ENGLISH SANGEETA AG VII A	SCIENCE PRIYANKA VA VII A	SOCIAL SCIEN KAMLA SOLANKI VII A	CSAC-HPI-SP KAMLA SOLANKI VII A	MATHEMATICS SHYAM MOHU VII A
THU	MATHEMATICS SHYAM MOHU VII A	SANSKRIT RAKESH KUMAR VII A	HINDI KIRAN YADAV VII A	ENGLISH SANGEETA AG VII A	SCIENCE PRIYANKA VA VII A	SOCIAL SCIEN SHEERU SUMI VII A	CSAC-HPI-SP SUDHIR SENGU VII A	CSAC-ART AN SHARHEENA AL VII A
FRI	MATHEMATICS SHYAM MOHU VII A	ENGLISH SANGEETA AG VII A	HINDI KIRAN YADAV VII A	ENGLISH SANGEETA AG VII A	SCIENCE PRIYANKA VA VII A	SOCIAL SCIEN SHEERU SUMI VII A	COUNSELLING GUNJAN SHARMA VII A	CSAC-MUSIC REETA KUMAR VII A
SAT	MATHEMATICS SHYAM MOHU VII A	CSA-WORK ET ASHWINI KUMAR VII A	HINDI KIRAN YADAV VII A	ENGLISH SANGEETA AG VII A	SCIENCE PRIYANKA VA VII A	SOCIAL SCIEN SHARHEENA AL VII A	VE A - R. NO	VE A - R. NO

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29. To dissociate / Update Timetable

- Current 'Academic Year' automatically gets displayed. Academic year is the year in which we are working currently which begins in April and ends in March. Example, 2015-2016
- Click on 'Arrow' symbol on the drop down box appearing against text 'Session' and select the required session
- Now click on 'Arrow' symbol on the drop down box appearing against text 'Sub Session' and select the required sub session
- Click on 'Arrow' symbol on the drop down box appearing against text 'Class' and select the required class for which class time table needs to be defined
- Click on 'Arrow' symbol on the drop down box appearing against text 'Section' and select the required section
 - The timetable grid shows period and employee names already associated to the class section against various 'Days'

- f. Click on button 'C' in the timetable grid against the day and period number that needs to be removed from the class section.
 - i. The employee name and activity name gets removed from the cell in the grid indicating that activity is no more scheduled for the class section

30. To Allocate multiple employees to same period - Multiple Allocation

- a. Since it is multiple allocation, an employee and an activity would already be allocated in the cell
- b. We will click on the employee name in the grid who needs to be added for selected class section. The employee row gets highlighted and free periods are shown for the employee in the grid
- c. In the section 'Activity' click on the activity name that needs to be scheduled for the class section for the selected employee. The selected activity name gets highlighted
- d. Now click on button 'A' in the timetable grid against the day and period number that needs to be scheduled
- e. A message appears 'Period is scheduled for <Activity Name already associated> and teacher <Teacher name already associated> is allocated. Trying to replace? To replace click 'Yes', To add click 'No', and click 'Cancel' to Exit
 - i. This message informs the user that the selected cell is already scheduled for the class section, and whether the user needs to add more employees and activities to it.
- f. **Yes:** if 'Yes' is selected, then the selected activity and employee would get added to the same cell
- g. **No:** if 'No' is selected, it would replace the previously scheduled activity and employee with the new activity and employee
- h. **Cancel:** if 'Cancel' is selected, it would cancel the action and nothing would get scheduled in the cell
- i. Based on the option selected, the details of activity and employee would get displayed in the cell.

- j. If timetable is being removed for a period (by clicking on button 'A') where multiple allocation has been done (multiple teachers are allocated same period) then the most recent employee name gets removed first. On further clicks on button 'C' the other employee gets removed and so on.
- k. To view all activities and employee names, click once on the cell and details would appear in new window 'View multiple activity and batch schedule'
- l. We may 'Exit' the screen now.

Activity # 12-07-01: Prepare Teacher wise timetable

Let us understand the purpose of this activity

Based on the bell timings defined for session and sub session, period number/ timings/ days get available for time table preparation.

We can prepare both teacher wise and class wise time table. If we prepare teacher wise time table, then class wise time table automatically gets displayed and vice versa. It is advisable to follow one process of data entry while preparing time table i.e. either follow teacher wise time table entry or class wise time table entry

We will need to enter data in this screen only once at the beginning of the academic session.

Now, let us begin this activity

1. We are already in Scheduler module.
2. Now let us go to button 'Activities' on the top of the screen.
3. Select screen 'Teacher Scheduling' from the list as shown below.

Scheduler

Business Rules | **Activities** | Standard Reports | MIS Reports | Analysis Reports | Predictive Analysis | Corrective Analysis

Configuration | **Teacher Scheduling**

Admission | Allocate / Re-Allocate Multiple Activity

Scheduler | Re - Scheduling

Fee | Faculty Scheduling

Transport

Attendance

HRMS

Examination

Payroll

Financials

Purchase

Inventory

Library

System Administration

Dynamic Query System

SMS

U-DISE

Scheduler

Click on

1. "Business Rules" to define Rules for the Module.
2. "Activities" to enter Transactional data.
3. "Standard Reports" or "MIS Reports" or "Analysis Reports" to generate various type of Reports.
4. to go back to Homepage.

4. Once we click on 'Teacher Scheduling', below shown screen would appear.

Teacher Scheduling

Find Employee: Summer Sub-Season Selected Employee: Activity: Period:

S.No	Employee Name	Emp No	Department	Stak R	Stak CS	Exp R	Tot P
1	ABDUL HAMEED	55248	PRIMARY	0	24	0	24
2	ANIL KUMAR GUPTA	13318	MATHEMAT	0	1	0	1
3	ASHVIN KUMAR J	23899	ACTIVITY	0	29	0	29
4	BHISH VERMA	25697	HREDI	0	31	0	31
5	DEEPI BALODI	38039	ADMINSTR	0	7	0	7
6	GARIMA BENTA	54885	ENGLISH	0	32	0	32
7	DURJAN SHARMA		ADMINSTR	0	3	0	3

Class: Section:

Deleted Activity Empl
 Teaching Employee
 All Employee

Selected To Add Activity From Selected Class-Section

Swap the records View

Total Period:

DAYS	1	2	3	4	5	6	7	8	9	10	11
MON	SUBJECT CE FACULTY										
TUE											
WED											
THU											
FRI											
SAT											

ACADEMIC YEAR: Academic Year - 2015-2016

Powered by MGRM

5. Now click on 'Arrow' symbol on the drop down box appearing against text 'Sub Session' and select the required sub session
6. In the left side of the screen, employee names get displayed. Various options are available for display of employee names:
 - a. Selected Activity Empl. – The option would display those employee names who are associated to the selected subject in module HRMS → Activities → Academic Responsibility
 - b. Teaching Employee – The option would display all employee names who are entered with 'Staff Type' as 'Teaching' in module HRMS → Activities → Official Records
 - c. All Employee – The option would display all employee names who are defined with 'Staff Type' as 'Teaching' and 'Non-Teaching' in module HRMS → Activities → Official Records
7. Select one of the options from above and the selected option button gets highlighted
 - a. The employee grid displays the names of the employees based on option selected
8. The employee grid shows the following columns:
 - a. S. No. – sequential serial number
 - b. Employee Name - Name of the active employees
 - c. Employee Number – unique identification number of the employee
 - d. Department - Respective departments of the employees
 - e. Max.P - Maximum number of periods allocated to employee in a week in module HRMS → Activities → Official Records
 - f. Sch.CS - Total number of periods scheduled in Timetable for the employee in a week
 - g. Ext.P - Extra periods allocated to employees by substitution in a week
 - h. Tot.P - Total periods allocated to employee in a week
9. In the lower portion of the screen, the timetable displays 'Days' as rows and 'Period Numbers' as the columns
10. Now we will click on the employee name in the grid who needs to be scheduled.
 - a. The employee row gets highlighted and the name of the selected employee gets displayed next to text 'Selected Employee'

11. Click on 'Arrow' symbol on the drop down box appearing against text 'Class' and select the required class for which time table needs to be defined.
12. Click on 'Arrow' symbol on the drop down box appearing against text 'Section' and select the required section for which time table needs to be defined.
13. The small box against text 'Select to Add activity (subjects) from selected class section' will show selected by default indicating that all the activities associated to the selected class section would show in the section 'Activity'
14. In the section 'Activity' click on the activity name that needs to be scheduled for the class section for the selected employee. The selected activity name gets highlighted.
15. In the lower grid, the days and period numbers are displayed with 3 buttons on each cell.
 - a. 'A': To add Activity
 - b. 'C': To remove Activity
 - c. 'W': For defining the weekly timetable
16. Now click on button 'A' in the timetable grid against the day and period number that needs to be scheduled
 - a. A message appears informing the user that the selected activity needs to be first allocated as the employee's official activity
 - i. This message would not appear if the selected activity is already associated to the employee in module HRMS → Activities → Academic Responsibilities
17. Click on 'Yes' on the message, to confirm allocation of the selected activity as an official activity of the employee.
18. The selected activity and employee names starts appearing in the grid for the day and period number
19. Now to associate same employee and same activity name to other periods of the class section, we will click on the employee name again, click on the activity name again and click on button 'A' in the timetable grid against the day and period number that needs to be scheduled
20. The selected activity and employee names start appearing in the grid for the day and period number

- a. This time the message of allocation of the activity as employee's official activity would not appear as it is already done in previous step
21. Click on the check box against text 'Select to Add activity (subjects) from selected class section' in the section 'Activity'. The tick mark disappears from the check box
 - a. In the section 'Activity' the activity list gets refreshed to show only the activities in which the selected employee is associated to various class sections
 - b. If employee is associated to multiple activities for different class sections either in Timetable or through HRMS module, then all the activities appear when 'Select to Add activity (subjects) from selected class section' check box is un-checked
22. If in a period number for any day, an employee is being associated for a class section, whereas for the same period and day he is already associated in other class section, the system would check the same and inform the user about it
23. To schedule the employee with same activity in other class and section, change the class and section, click on the activity name again and click on button 'A' in the timetable grid against another day and period number that needs to be scheduled.
 - a. A message appears informing the user that the selected activity needs to be first allocated as the employee's official activity
 - i. This message would not appear if the selected activity is already associated to the employee in module HRMS → Activities → Academic Responsibilities
24. Click on 'Yes' on the message, to confirm allocation of the selected activity as an official activity of the employee.
25. The selected activity and employee names starts appearing in the grid for the day and period number
26. Repeat steps 23-24 to associate same employee and same activity to different class sections.
27. To associate same employee with other activities, click on the check box against text 'Select to Add activity (subjects) from selected class section'.
 - a. A tick mark appears in the check box

- b. The Activity section gets refreshed with all activity names of the selected class section
28. Repeat steps 14 – 27 to associated different activities to employee and schedule Timetable across class sections for the employee
29. Select another employee name and repeat above steps for creating timetable for all teachers.
30. If the teacher has already been associated the number of periods equal to maximum periods and the user still associates more periods with the teacher, the system validates and prompts a message '<TEACHER NAME> is Over Loaded by [x – y] z Do Still want to Schedule??' In this message, 'x' stands for the total number of periods allocated for the teacher, 'y' stands for the maximum number of periods to be allocated to the teacher in HRM Module and 'z' stands for extra periods allocated (x – y) as compared with max periods.
 - a. Click on 'Yes' to proceed and the periods gets scheduled else click on 'No' that closes the message and will not schedule the period
31. There is no requirement of clicking on main button 'Save' to save the timetable, as the timetable gets automatically saved by clicking on button 'A'.

M-Star Scheduler NEERAJ KUMARI (GENERAL ADMINISTRATOR)

Business Rules | Activities | Standard Reports | MIS Reports | Analysis Reports | Predictive Analysis | Corrective Analysis

Teacher Scheduling Save | View | Delete | Clear | Exit

Find Employee: Summer Sub-Session Selected Employee: Activity: Period:

S.No	Employee Name	Emp No	Department	Max P	Sch. Cs	Ext P	Tot P
3	ADHWAI KUMAR J	22095	ACTMITY	0	20	0	20
4	BIMLESH VERMA	25697	HINDI	0	31	0	31
5	DEEPIE BALOOI	38539	ADMINSTR	0	7	0	7
6	GARIMA BEHTA	54585	ENGLISH	0	32	0	32
7	DEVIJAN SHARMA		ADMINSTR	0	3	0	3
8	HEENA KALRA		THIRD LAM	0	0	0	0
9	KAMLA SOLANKI	32593	ACTMITY	0	21	0	21

Class: Section:

Selected Activity Empl
 Teaching Employee
 All Employee

Select To Add Activity From Selected Class-Section

Total Period: 0

DAYS	1	2	3	4	5	6	7	8
MON	HINDI		HINDI	HINDI	HINDI		HINDI	HINDI
	X A	C	VII A	VI B	VII B	C	IX A	X A
TUE	HINDI		HINDI	HINDI	HINDI		HINDI	
	X A	C	VII A	VI B	VII B	C	IX A	C
WED	HINDI		HINDI	HINDI	HINDI		HINDI	
	X A	C	VII A	VI B	VII B	C	IX A	C
THU	HINDI		HINDI	HINDI	HINDI		HINDI	
	X A	C	VII A	VI B	VII B	C	IX A	C
FRI	HINDI		HINDI	HINDI	HINDI		HINDI	
	X A	C	VII A	VI B	VII B	C	IX A	C
SAT	HINDI		HINDI	HINDI	HINDI		HINDI	
	X A	C	VII A	VI B	VII B	C	VII A	C

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32. To dissociate / Update Timetable

- We will click on 'Arrow' symbol on the drop down box appearing against text 'Sub Session' and select the required sub session
- Now we will click on the employee name in the grid whose timetable needs to be updated. The employee row gets highlighted
- The timetable grid gets displayed with the timetable already scheduled for the selected employee
- Click on 'Arrow' symbol on the drop down box appearing against text 'Class' and select the required class for which class time table needs to be defined
- Click on 'Arrow' symbol on the drop down box appearing against text 'Section' and select the required section
 - The timetable grid shows activity names already associated to the class section against various 'Days'

- ii. It is required to select the class section for which timetable of an employee needs to be removed, otherwise it will not clear the period cells
 - f. Click on button 'C' in the timetable grid against the day and period number that needs to be removed from the teacher's time table.
 - i. The class section name and activity name gets removed from the cell in the grid indicating that activity is no more scheduled for the employee for the selected class section
 - g. To remove timetable for employee for other class sections, repeat steps 31 (d) – 31 (f)
33. We may 'Exit' the screen now.

Now let us login into 'Admission Module'

1. Login into M-Star and click on Admission module on the left panel of the screen as shown below –



The screenshot shows the M-Star software interface. At the top, there is a navigation bar with the following options: Business Rules, Activities, Standard Reports, MIS Reports, Analysis Reports, Predictive Analysis, and Corrective Analysis. Below this is a sidebar menu with various modules: Configuration, Admission, Scheduler, Fee, Transport, Attendance, HRMS, Examination, Payroll, Financials, Purchase, Inventory, Library, System Administration, Dynamic Query System, SMS, and U-DISE. The 'Admission' module is highlighted in the sidebar. The main content area displays a large 'Admission' title next to an icon of a person at a desk. Below the title, there is a box titled 'Click on' with the following instructions:

1. "Business Rules" to define Rules for the Module.
2. "Activities" to enter Transactional data.
3. "Standard Reports" or "MIS Reports" or "Analysis Reports" to generate various type of Reports.
4.  to go back to Homepage.

2. As we click, we can see 'Admission' written in big fonts on the main part of the screen as shown above. This shows that we are now in Admission module.
3. We can now select any screen under 'Business Rule' or 'Activity' or generate a report under 'Standard Reports', 'MIS Reports' or 'Analytical Reports'. There are two ways to select the same – either from the top menu or from the section under 'Click On' as shown above.

Activity # 01-10-02: Define Batches and allocating students to a batch

Let us understand the purpose of this activity

Batch consists of group of students from various class sections within or across a session. There are some subjects for which students from different class and sections sit together to study. For a normal time table students sit and study in their own class room but when students from various class sections sit and study in different class rooms, the same is called as a Batch.

In this screen we define the names of the various batches. Batch names once defined cannot be deleted, therefore they should be defined very carefully.

Student Batches are created to enable time table preparation of teachers to multiple students of multiple class sections in a single period, in parallel.

We will need to enter data in this screen when any new batch name is to be created.

There are some fields in this screen with a '*' mark and data is required to be entered in these fields for the activity to get saved.

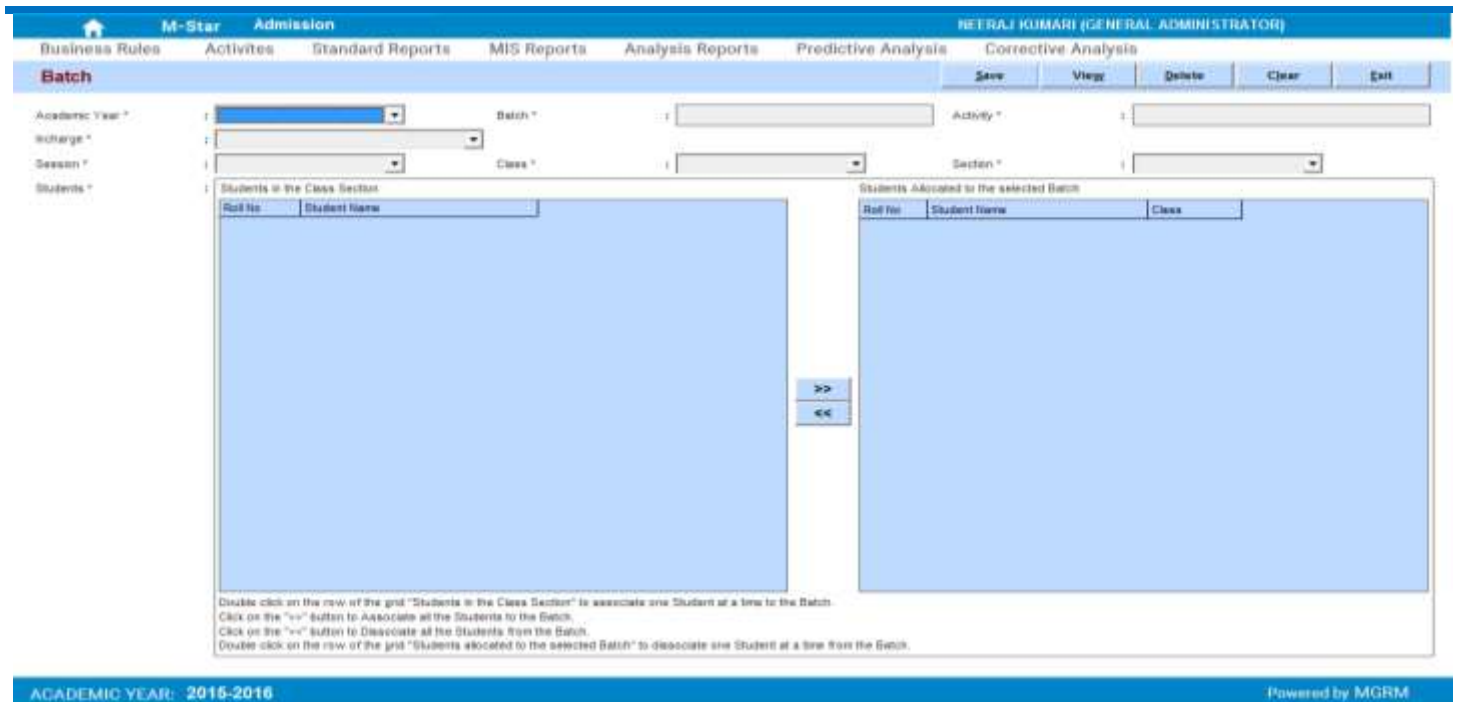
Now, let us begin this activity

1. We are already in Admission module.
2. Now let us go to button 'Activities' on the top of the screen.
3. Select screen 'Batch' from the list as shown below.

The screenshot shows the M-STAR system interface. At the top, there is a navigation bar with a home icon, the text 'M-STAR Admission', the user name 'NEERAJ KUMARI (GENERAL ADMINISTRATOR)', and an 'Exit' button. Below this is a menu with categories: Business Rules, **Activities**, Standard Reports, MIS Reports, Analysis Reports, Predictive Analysis, and Corrective Analysis. The 'Activities' menu is expanded, showing a list of options. The 'Batch' option under 'MIS Reports' is highlighted with a red box. Below the menu, there are four numbered instructions:

2. "Activities" to enter Transactional data.
3. "Standard Reports" or "MIS Reports" or "Analysis Reports" to generate various type of Reports.
4. to go back to Homepage.

4. Once we click on 'Batch', below shown screen would appear.



5. Click on 'Arrow' symbol on the drop down box appearing against text 'Academic Year' and we will select the academic year. Academic year is the year in which we are working currently which begins in April and ends in March. Example, 2015-2016
6. Now click twice on the box against text 'Batch'. A window 'Batch Details' opens
7. Let us click on button 'New' in the window 'Batch Details'. A new window 'Batch Name' opens
8. Enter name of the 'Batch' as required in this text box and click 'Ok'. The entered name gets added in a row in window 'Batch Details'



TRAINING MANUAL

M-Star Admission NEERALI KUMARI (GENERAL ADMINISTRATOR)

Business Rules Activites Standard Reports MIS Reports Analysis Reports Predictive Analysis Corrective Analysis

Batch Save View Delete Clear Exit

Academic Year * : 2015-2016 Batch * : Activity * :

Incharge * :

Session * :

Students * :

Students in the Class Secti

Roll No	Student Na
---------	------------

Batch Details

Batch ID	Batch Name
13	BIO PRACTIC
9	BIO PRACTIC
1	BIO THEORY
4	BIO THEORY
8	CCA - SENIO
14	COMP PRAC
10	COMP PRAC
15	COMP THEO
2	COMP THEO
16	ECONOMICS - XI

MStar

Batch Name:

COMPUTER SCIENCE

OK Cancel

New Close

>> <<

Double click on the row of the grid "Students in the Class Section" to associate one Student at a time to the Batch.
Click on the ">>" button to Associate all the Students to the Batch.
Click on the "<<" button to Dissociate all the Students from the Batch.
Double click on the row of the grid "Students allocated to the selected Batch" to dissociate one Student at a time from the Batch.

ACADEMIC YEAR: 2015-2016

Powered by MGRM

Business Rules | Activites | Standard Reports | MIS Reports | Analysis Reports | Predictive Analysis | Corrective Analysis

NEERAJ KUMARI (GENERAL ADMINISTRATOR)

Batch [Save] [View] [Delete] [Clear] [Exit]

Academic Year * 2015-2016 Batch * Activity *

Batch Details

Batch ID	Batch Name
13	BIO PRACTICAL - XI
9	BIO PRACTICAL - XII
1	BIO THEORY - XI
4	BIO THEORY - XII
8	CCA - SENIOR
14	COMP PRACTICAL - XI
10	COMP PRACTICAL - XII
15	COMP THEORY - XI
2	COMP THEORY - XII
16	ECONOMICS - XI

Students in the Class Secti

Students * [Grid with Roll No and Student No columns]

Batch [Field]

Class [Field]

[New] [Close]

Double click on the row of the grid "Students in the Class Section" to associate one Student at a time to the Batch.
 Click on the ">>" button to Associate all the Students to the Batch.
 Click on the "<<" button to Dissociate all the Students from the Batch.
 Double click on the row of the grid "Students allocated to the selected Batch" to dissociate one Student at a time from the Batch.

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9. Repeat steps 7 – 8 to add more Batch names as required
10. Click on button 'Close' in the window 'Batch Details' to close this window.

To Allocate batches to students

11. Let us click on a batch name for which student allocation is to be done. Window 'Batch Details' closes and the selected Batch name appears in the field 'Batch'
12. Click twice on the box against text 'Activity'. A window 'Activity Details' opens
 - a. List of Activities defined in module CONFIGURATION → Business Rules → Activity Master screen get displayed

The screenshot shows the 'Batch' configuration screen in the M-Star software. The 'Batch' field is set to 'COMP THEORY - XI'. The 'Activity' field is highlighted with a red box. A red arrow points to the 'Activity Details' window, which is open and shows a list of subjects. The 'Academic Activities' radio button is selected, and the 'Non-Academic Activities' radio button is unselected. The 'Incharge' field is set to 'COMPUTER SCIENCE'. The 'Session' field is empty. The 'Students' field is empty. The 'Activity Details' window has a 'Close' button at the bottom right. Below the list of subjects, there are instructions: 'Double click on the row of the grid to associate one student to the class selected', 'Click on the "+" button to Associate all the Students to the Batch', 'Click on the "-" button to Dissociate all the Students from the Batch', and 'Double click on the row of the grid "Students allocated to the selected Batch" to dissociate one Student at a time from the Batch'.

13. Click on an option button against test 'Academic Activities' or 'Non-Academic Activities' to display list of academic or non-academic subjects as required
 - a. Based on option selected, list of academic or non-academic subjects get displayed
14. Now click on a subject which needs to be associated to the Batch.
 - a. The window 'Activity Details' closes and the selected activity name appears in the field 'Activity'
15. Click on 'Arrow' symbol on the drop down box appearing against text 'Incharge', list of all employees appears. Select 'Incharge' for the Batch
16. Now let us click on 'Arrow' symbol on the drop down box appearing against text 'Session'. List of all the values as saved in the field 'Session' appears (e.g. Primary, Secondary etc). Session is a group of classes having similar timings, rules, etc. Classes I-V come under session 'Primary', classes VI-X come under session 'Secondary' and classes XI-XII come under session 'Senior Secondary'.
17. Let us select 'Session' from the dropdown list for which batch need to be defined.

18. Click on 'Arrow' symbol on the drop down box appearing against text 'Class' and select the required class for which batch needs to be defined.
19. Click on 'Arrow' symbol on the drop down box appearing against text 'Section' and select the required section for which batch needs to be defined.
20. On selecting the section, list of students of the selected class section appears in the grid 'Students in the Class Section'
21. Students can be associated to the batch in 2 ways
 - a. One student at a time
 - b. The entire class section together
22. To associate the student one at a time from the selected class section to a batch, click twice on the student name. The student name appears in the adjacent grid 'Students Allocated to the selected Batch' indicating that the selected student is being allocated the Batch. Or

ACADEMIC YEAR: 2015-2016 Powered by MGRM

23. To associate the entire class section together to the batch, click on the '>>' sign. The names of all the students for the selected class section appear in the adjacent

grid 'Students Allocated to the selected Batch' indicating that the students have been allocated the Batch.

24. Repeat steps 22 or 23 to add more students of the selected class section to the Batch.
25. Repeat steps 16-23 to add students from other session / class / section to the Batch.
26. Now we may click on 'Save' button to save the data. Data saved message confirmation received, click on 'OK'.
27. We may 'Exit' the screen now.

To De-allocate/remove batches to students

28. Click on 'Arrow' symbol on the drop down box appearing against text 'Academic Year and we will select the academic year.
29. Now click twice on the box against text 'Batch'. Click on a batch name for which student need to be removed.
30. The students already allocated to the Batch appear in the grid 'Students Allocated to the selected Batch'
31. Students can be removed from the batch in 2 ways
 - a. One student at a time
 - b. The entire class section together
32. To remove the student one at a time, in the grid 'Students Allocated to the selected Batch', click twice on the Student names who need to be removed. The student's names become highlighted in blue colour. Or
33. To remove the entire class section together from the batch, click on the '<<' sign. The names of all the students for the selected class section get highlighted in the grid 'Students Allocated to the selected Batch' indicating that the students have been selected to be removed from the Batch.

Business Rules | Activities | Standard Reports | MIS Reports | Analysis Reports | Predictive Analysis | Corrective Analysis

NEERAJ KUMARI (GENERAL ADMINISTRATOR)

Batch [Save] [View] [Delete] [Clear] [Exit]

Academic Year * : 2015-2016 Batch * : COMP THEORY - XI Activity * : COMPUTER SCIENCE

Incharge * : NEERAJ KUMARI [Modify Batch Name]

Session * : Senior Secondary Class * : XI Section * : A

Students *

Students in the Class Section		Students Allocated to the selected Batch	
Roll No	Student Name	Roll No	Student Name
1	ABHISHEK SINGH BHANDARI	3	ARCHIYA ZHUKAN
34	AMAN MEENA	2	ABIT KUMAR RAM
2	AMIT KUMAR SAINI	8	DUSHYANT SINGH
32	ANURAG SHARMA	7	DIVYANSHU
3	ARCHIYA ZHUKAN	9	KALASHNATH YADAV
4	CHANDRASEKHAR KHARDAJ	36	KAUVA SHARMA
5	DINESH SINGH BISHT		
8	DNYA		
7	DIVYANSHU		
8	DUSHYANT SINGH		
37	HARSH THAKUR		
31	HIMANSHU		
9	KALASHNATH YADAV		
36	KAUVA SHARMA		
11	KRAN SAINI		
12	KRITI BHARGAVA		
13	KULJEET KAUR		
14	MAHISHA BHATI		
15	MAYANK KADYAN		
16	MEGHA		
39	NIKUN SHARMA		
17	PRADHA DEVI		
18	PRALUJWAL SINGH CHAUDHAN		

Double click on the row of the grid "Students in the Class Section" to associate one Student at a time to the Batch.
 Click on the ">>" button to Associate all the Students to the Batch.
 Click on the "<<" button to Dissociate all the Students from the Batch.
 Double click on the row of the grid "Students allocated to the selected Batch" to dissociate one Student at a time from the Batch.

34. Now we may click on 'Save' button to save the data. Data saved message confirmation received, click on 'OK'.
35. The highlighted students get removed from the grid 'Students Allocated to the selected Batch'.
36. We may 'Exit' the screen now.

Activity # 12-03-01: Schedule Batch and facility

Let us understand the purpose of this activity

We now know the meaning of a Batch. In this screen we would learn how to associate a batch to a room (facility).

By scheduling batches we mean allocation of one teacher for a day and period with students of different class sections of the same session under a room.

Before we start batch scheduling, a batch needs to be created and atleast one student is required to be allocated to the batch.

We will need to enter data in this screen whenever a batch needs to be associated in the time table.

Now, let us begin this activity

1. We already know how to enter in the Scheduler module.
2. Now let us go to button 'Activities' on the top of the screen.
3. Select screen 'Facility Scheduling' from the list as shown below.

Scheduler

- Business Rules
- Activities**
- Standard Reports
- MIS Reports
- Analysis Reports
- Predictive Analysis
- Corrective Analysis

Configuration

- Teacher Scheduling

Admission

- Allocate / Re-Allocate Multiple Activity

Scheduler

- Re-Scheduling
- Facility Scheduling**

Fee

Transport

Attendance

HRMS

Examination

Payroll

Financials

Purchase

Inventory

Library

System Administration

Dynamic Query System

SMS

U-DISE

Scheduler

Click on

1. "Business Rules" to define Rules for the Module.
2. "Activities" to enter Transactional data.
3. "Standard Reports" or "MIS Reports" or "Analysis Reports" to generate various type of Reports.
4. to go back to Homepage.

4. Once we click on 'Facility Scheduling', below shown screen would appear.

Facility Scheduling

Save View Delete Clear Exit

Schedule Time Schedule Period Date Created Summer Sub-Session

Acad Year: [Dropdown] Batch: [Dropdown] Select

Session: [Dropdown] Category: [Dropdown]

Faculty: [Dropdown] Activity: [Dropdown]

Date: 20/10/2001 Day Time From: 6:00:00 AM Time To: 6:30:00 AM

Period No: [Dropdown] Teacher: [Dropdown] Add View Batches

Batch ID	Name	Class Class Name	Teacher Exp.ID Exp.Name	Activities Name

5. On the top of the screen, 2 options get displayed
 - a. Schedule Time – to schedule the batch for a time slot
 - b. Schedule Period – to schedule the batch for a period
6. We need to select the option for which batch needs to be created and the circle against the respective text gets highlighted.
7. Select option as ‘Schedule Period’
8. Let us select ‘Sub Session’ from the dropdown list. Select the sub session for which batch needs to be scheduled.
9. Click on ‘Arrow’ symbol on the drop down box appearing against text ‘Academic Year and we will select the academic year. Academic year is the year in which we are working currently which begins in April and ends in March. Example, 2015-2016
10. Now let us click on ‘Arrow’ symbol on the drop down box appearing against text ‘Session’. List of all the values as saved in the field ‘Session’ appears (e.g. Primary, Secondary etc). Session is a group of classes having similar timings, rules, etc. Classes I-V come under session ‘Primary’, classes VI-X come under session ‘Secondary’ and classes XI-XII come under session ‘Senior Secondary’.
11. Let us select ‘Session’ from the dropdown list. We will select the session for which batch needs to be scheduled.
12. Now select ‘Class’ from the dropdown list for which we wish to generate the roll number.
13. Click on the button ‘Select’ against text ‘Facility’, a new window opens displaying 4 big boxes
 - a. These boxes display the various categories of rooms available in the school
14. Click on the first box with heading ‘Facility Header’ and select the first category of room, e.g. school building, play ground, etc.
15. Click on the second box with heading ‘Facility Number’ and select the floor where the room is located, e.g. ground floor, first floor, etc.
16. Click on the third box with heading ‘Sub-Facility Header’ and select the type of room, e.g. class rooms, laboratory, etc.
17. Click on the fourth box with heading ‘Sub-Facility Number’ and select the room number, e.g. XII B-R. No 39, XI B-R. No 38, etc.

M-Star Scheduler NEERAJ KUMARI (GENERAL ADMINISTRATOR)

Business Rules | Activities | Standard Reports | MIS Reports | Analysis Reports | Predictive Analysis | Corrective Analysis

Facility Scheduling Save | View | Delete | Clear | Exit

Schedule Time | Schedule Period | Date Created | Summer Sub-Session

Acad Year: 2015-2016 | Batch: | Teacher: |
 Session: Senior Secondary | Category: |

Facility Header	Facility Number	Sub Facility Header	Sub Facility Number
CANTEEN LIBRARY PLAY GROUND SCHOOL BUILDING SCIENCE BLOCK SCHOOL BUILDING OLD	GROUND FLOOR FIRST FLOOR	LABORATORY CLASS ROOMS	XI B - R. NO 38 XI B - R. NO 39

Close

ACADEMIC YEAR: 2015-2016 Powered by MGRM

18. On selecting the 'Sub-Facility Number', the data in that box gets displayed in the box against text 'Facility'
19. Click on 'Arrow' symbol on the drop down box appearing against text 'Date', a calendar opens. Select the date for which the batch needs to be scheduled.
 - a. Any date of the current month can be selected corresponding to the desired day. For e.g., if Batch is to be scheduled on Tuesday, then any date that falls on Tuesday for the current month can be selected. On doing so, the batch will be scheduled for all the Tuesdays of the current academic year
20. Now we will click on 'Arrow' symbol on the drop down box appearing against text 'Period No'. All the periods that are defined get displayed. Select the period number for which the batch needs to be scheduled.
 - a. On selecting the 'Period No', 'Time From' and 'Time To', automatically display the time of the selected period as per the Bell timings defined for the selected session
 - b. Do not change the data displayed in Time from and Time To

21. If option 'Schedule Time' is selected, then we can enter the 'Time From' and 'Time To', for which batch needs to be scheduled
22. Now we will click on 'Arrow' symbol on the drop down box appearing against text 'Batch'. All the batch names that are defined get displayed. Select the batch name that needs to be scheduled.
 - a. On selecting the batch name, Category and Activity get displayed automatically
23. Now we will click on 'Arrow' symbol on the drop down box appearing against text 'Teacher'. Option gets displayed to select a teacher/non teacher
24. Based on the option selected, name of the teacher/non teacher get displayed in the box below.
 - a. Multiple teachers can be selected, by clicking on the teacher name and their names get highlighted in blue colour.
25. Now we will click on the button 'Add' and the selected details get displayed in the lower portion of the screen.
 - a. If a teacher selected has not been associated with the class section and subject of the selected Batch in the HRM Module, Official Screen, then a message is displayed "First "SUBJECT" need to be allocated as Official activity to 'TEACHER NAME' then the period can be scheduled. Do you want system to AUTOMATICALLY allocate the activity and process with scheduling."
 - b. We will click on 'Yes' button to associate the teacher and schedule with the Batch.

M-Star Scheduler NEERAJ KUMARI (GENERAL ADMINISTRATOR)

Business Rules Activites Standard Reports MIS Reports Analysis Reports Predictive Analysis Corrective Analysis

Facility Scheduling Save View Delete Clear Exit

Schedule Time
 Schedule Period
 Date Created :
 Summer Sub-Session

Acad Year : <input type="text"/> Session : <input type="text" value="Senior Secondary"/> Help Facility : <input type="text" value="SRI B. R. NO 39"/> Select Date : <input type="text" value="31/12/2015"/> Day : <input type="text" value="Thu"/> Period No : <input type="text" value="2"/>	Batch : <input type="text"/> Select Category : <input type="text"/> Activity : <input type="text"/> Time From : <input type="text" value="8:30:00 AM"/> Time To : <input type="text" value="9:10:00 AM"/>	Teacher : <input type="text"/> ANIL KUMAR GUPTA ASHWINI KUMARI JENA BHUPESH KUMAR DIMPLE BALODI GARIMA MEHTA GUNJAN SHARMA Add View Batches
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Batch		Class		Teacher		Activities
ID	Name	Class Name	Exp ID	Exp Name		Name

26. Now we may click on 'Save' button to save the data. Data saved message confirmation received, click on 'OK'.
27. We may 'Exit' the screen now.