



# SES Training

## Allocation Optional Activities to Students

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## 01-28-01: Allocate / De-allocate Optional Activities to Students

### Let us understand the purpose of this activity

There are many subjects in the school specific to class sections. There are some subjects in which the student is given an option to choose from multiple subjects

E.g. especially in secondary and higher classes, there is an option for students to choose from multiple third languages e.g. Hindi / Sanskrit / Punjabi etc. And there are different subject combinations that student can opt for.

Then there are additional subjects as well, where the student if desires, can opt for, and these subjects may not add to final result of the student E.g. Information technology in some classes is an additional 6<sup>th</sup> subject which some students may opt for in a class section

So both type of subjects mentioned above, are referred to as 'Optional Activities' and these need to be allocated to specific student so that result can be entered in result entry in examination module.

These subjects are marked as 'Optional' in the module 'Configuration' and the same must have been observed by us when we had done Subject Association to respective Classes

**It is important for us to note that if any subject is marked as 'optional', then the students names will appear against the subject in the 'Result Entry' screen in 'Examination module' only if students are allocated to it.**

(For other subjects which have been marked as 'Mandatory', all students of the class section will automatically display.)

So in this session we will understand the process of allocation of optional subjects to students and we will also see how to remove the allocation if already done

The optional activities should be allocated to the students before the start of result entry by teachers in Examination module.

## So, let us begin this activity

### Allocate / Assign the optional Activities

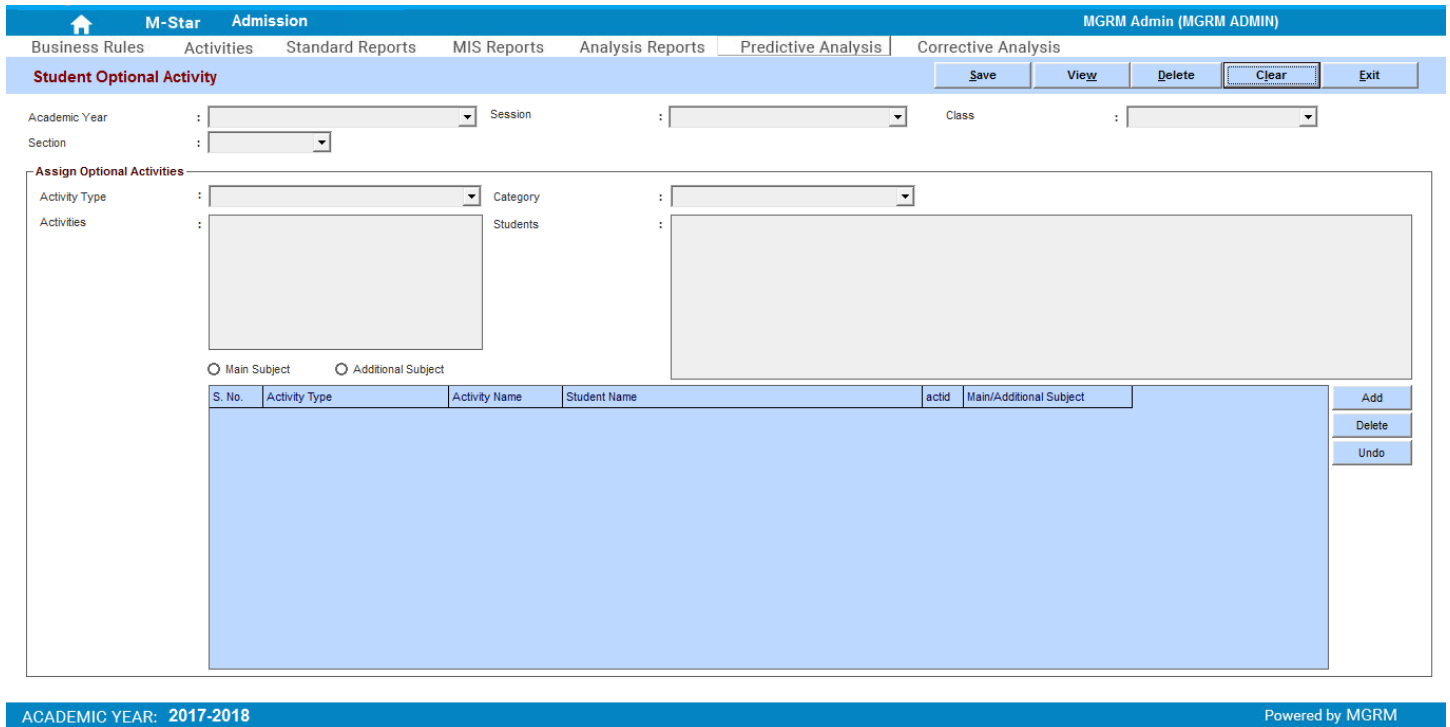
1. Now that we are inside the Admission module, we will go the Activities by clicking on 'Activities' button on top of the screen.



U-DISE

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. We click on 'Activities' and select tab 'Assign Optional Activity' from the list of screens under 'Activities'
3. We will see the below screen opens



4. Now we select the Academic Year in the screen
5. We also select the session such as Primary, Secondary etc. And based on the session selected we will see list of classes appearing in the field 'Class'
6. So we select Class and Section in the respective fields e.g. XI, A
7. Now click on the drop down 'Activity Type' – 'Academic' or 'Non-Academic'
8. Based on the 'Activity Type' the next field 'Category' will show list of Subject Categories
9. And based on the 'Category' the next field 'Activities' will show list of optional subjects defined under the selected 'Category'. E.g. Under 'Category' 'Physics' we will see 'Phy-Theory', 'Phy-Practical', and 'Physics' defined

If the subjects does not appear in 'Categories' then it means that either the subjects are not associated to the class section or there are no 'Optional' subjects associated to the class section. So if there are no Optional Subjects in any class section, then we do not have to perform his Step for the class section

**M-Star Admission** MGRM Admin (MGRM ADMIN)

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

**Student Optional Activity** Save View Delete Clear Exit

Academic Year : 2017-2018    Session : Senior Secondary    Class : XI  
Section : A

**Assign Optional Activities**

Activity Type : Academic    Category : AGRICULTURE

Activities :  
AGRI-AGRI THEORY  
AGRI-AGRI PRAC./PROJ.  
AGRICULTURE

Students :  
A WILFRED MELVIN - 3813  
A.BILKHEES BANU - 4033  
ADITYA SINGH - 3267  
AKASH KHATRI - 3709  
ALOK KUMAR - 2749  
AMAN SHARMA - 003300  
AMIT KUMAR KAURAV - 3759  
ANJALI MEENA - 3431  
ANKIT VASHISTH - 2126  
ANSH SHARMA - 4277  
ANURADHA - 3826

Main Subject     Additional Subject

Sl. No.	Student Name	Activity Name	Student Name	Activity Name	Sl. No.	Student Name	Activity Name

Delete  
Undo

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10. So we select a Category and Activity which we need to allocate to students

The screenshot shows the 'Student Optional Activity' configuration screen. At the top, there are navigation tabs: Business Rules, Activities, Standard Reports, MIS Reports, Analysis Reports, Predictive Analysis, and Corrective Analysis. The user is logged in as 'MGRM Admin (MGRM ADMIN)'. The screen is titled 'Student Optional Activity' and includes buttons for Save, View, Delete, Clear, and Exit.

Configuration fields include:
 

- Academic Year: 2017-2018
- Session: Senior Secondary
- Class: XI
- Section: A
- Activity Type: Academic
- Category: AGRICULTURE

Under 'Assign Optional Activities', there are two sections:
 

- Activities:** A list of activities including 'AGRI-AGRI THEORY', 'AGRI-AGRI PRAC./PROJ.', and 'AGRICULTURE'. The 'AGRICULTURE' activity is highlighted in blue.
- Students:** A list of student names and their admission numbers, such as 'A WILFRED MELVIN - 3813', 'A BILKHEES BANU - 4033', 'ADITYA SINGH - 3267', 'AKASH KHATRI - 3709', 'ALOK KUMAR - 2749', 'AMAN SHARMA - 003300', 'AMIT KUMAR KAURAV - 3759', 'ANJALI MEENA - 3431', 'ANKIT VASHISTH - 2126', 'ANSH SHARMA - 4277', and 'ANURADHA - 3826'.

At the bottom, there are radio buttons for 'Main Subject' and 'Additional Subject'. Below these is a table with columns: S. No., Activity Type, Activity Name, Student Name, actid, and Main/Additional Subject. The table is currently empty. To the right of the table are buttons for 'Add', 'Delete', and 'Undo'.

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11. Then we select whether the optional subject is opted as a 'Main subject' by the students or as an 'Additional Subject' by the student

Since as per CBSE one subject can be opted as 'Main subject' by some students whereas the same subject can be opted as an 'Additional subject' by another student, so same way we have to chose the subject for allocation.

12. Then we click on the student names where multiple student names can be selected.

List of all students along with respective school admission number of the selected class section appear

M-Star Admission
MGRM Admin (MGRM ADMIN)

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

**Student Optional Activity**

Academic Year : 2017-2018    Session : Senior Secondary    Class : XI

Section : A

**Assign Optional Activities**

Activity Type : Academic    Category : AGRICULTURE

Activities :
 

- AGRI-AGRI THEORY
- AGRI-AGRI PRAC./PROJ.
- AGRICULTURE

Students :
 

- A WILFRED MELVIN - 3813
- A BILKHEES BANU - 4033
- ADITYA SINGH - 3267
- AKASH KHATRI - 3709**
- ALOK KUMAR - 2749**
- AMAN SHARMA - 003300**
- AMIT KUMAR KAURAV - 3759
- ANJALI MEENA - 3431
- ANKIT VASHISTH - 2126
- ANSH SHARMA - 4277
- ANURADHA - 3826

Main Subject     Additional Subject

S. No.	Activity Type	Activity Name	Student Name	actid.	Main/Additional Subject	Add

ACADEMIC YEAR: 2017-2018

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13. We will see that the clicked student names will become highlighted. In case we wrongly clicked on any student, then we can again click on the same and the highlight will disappear

14. No we click on button 'Add' and then we will see that the selected students gets added in row in the grid below with the Activity selected for allocation



M-Star Admission
MGRM Admin (MGRM ADMIN)

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

**Student Optional Activity**

Academic Year :  Session :  Class :

Section :

**Assign Optional Activities**

Activity Type :  Category :

Activities :

Students :

Main Subject
  Additional Subject

S. No.	Activity Type	Activity Name	Student Name	actid	Main/Additional Subject
1	Academic	AGRI-AGRI THEORY	AKASH KHATRI - 3709	325	Additional
2	Academic	AGRI-AGRI THEORY	AMAN SHARMA - 003300	325	Additional
3	Academic	AGRI-AGRI PRAC./PF	AKASH KHATRI - 3709	324	Additional
4	Academic	AGRI-AGRI PRAC./PF	AMAN SHARMA - 003300	324	Additional
5	Academic	AGRICULTURE	AKASH KHATRI - 3709	326	Additional
6	Academic	AGRICULTURE	AMAN SHARMA - 003300	326	Additional

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15. We click on button 'Save' to the allocation of these subjects to the student
16. We will receive the data saved message confirmation

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17. We repeat above steps to allocate to other students of the class section
18. We can also change the class section as required for allocation of optional subjects to other students

## De-allocate the optional Activities

1. We can remove the existing subject allocation from students by following these steps
2. We are in screen “Assign Optional Activity’ in ‘Admission’ module
3. Now we select the Academic Year in the screen
4. We also select the session such as Primary, Secondary etc.
5. So we select Class and Section in the respective fields e.g. XI A in which we want to remove the activity allocation
6. Select the Activity Type, and Activity Category based on which the Activity Names will display

M-Star Admission
MGRM Admin (MGRM ADMIN)

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

**Student Optional Activity**

Academic Year :  Session :  Class :

Section :

**Assign Optional Activities**

Activity Type :  Category :

Activities :

Students :

Main Subject  Additional Subject

S. No.	Activity Type	Activity Name	Student Name	actid	Main/Additional Subject

7. So we select an Activity Name which we need to de-allocate from students. As we select the Activity name the list of students allocated to the Activity will display in the grid

M-Star Admission
MGRM Admin (MGRM ADMIN)

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

**Student Optional Activity**

Academic Year : 2017-2018    Session : Senior Secondary    Class : XI

Section : A

**Assign Optional Activities**

Activity Type : Academic

Activities :
 

- AGRI-AGRI THEORY
- AGRI-AGRI PRAC./PROJ.
- AGRICULTURE

Category : AGRICULTURE

Students :
 

- A WILFRED MELVIN - 3813
- A.BILKHEES BANU - 4033
- ADITYA SINGH - 3267
- AKASH KHATRI - 3709
- ALOK KUMAR - 2749
- AMAN SHARMA - 003300
- AMIT KUMAR KAURAV - 3759
- ANJALI MEENA - 3431
- ANKIT VASHISTH - 2126
- ANSH SHARMA - 4277
- ANURADHA - 3826

Main Subject   
  Additional Subject

S. No.	Activity Type	Activity Name	Student Name	actId	Main/Additional Subject
1	Academic	AGRI-AGRI PRAC./PF	AKASH KHATRI - 3709	324	Additional
2	Academic	AGRI-AGRI PRAC./PF	AMAN SHARMA - 003300	324	Additional

ACADEMIC YEAR: 2017-2018
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8. We double click on the activity row in the grid which needs to be removed and we will see that the selected row becomes highlighted in yellow shade. We can also double click on more than one activity in the grid and all clicked activities will show the highlighted colour

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

Save View Delete Clear Exit

**Student Optional Activity**

Academic Year : 2017-2018    Session : Senior Secondary    Class : XI  
 Section : A

**Assign Optional Activities**  
 Activity Type : Academic    Category : AGRICULTURE  
 Activities :
 

- AGRI-AGRI THEORY
- AGRI-AGRI PRAC./PROJ.
- AGRICULTURE

 Students :
 

- A WILFRED MELVIN - 3813
- A.BILKHEES BANJU - 4033
- ADITYA SINGH - 3287
- AKASH KHATRI - 3709
- ALOK KUMAR - 2749
- AMAN SHARMA - 003300
- AMIT KUMAR KAURAV - 3759
- ANJALI MEENA - 3431
- ANKIT VASHISTH - 2126
- ANSH SHARMA - 4277
- ANURADHA - 3826

S. No.	Activity Type	Activity Name	Student Name	actid	Main/Additional Subject
1	Academic	AGRI-AGRI PRAC./PF	AKASH KHATRI - 3709	324	Additional
2	Academic	AGRI-AGRI PRAC./PF	AMAN SHARMA - 003300	324	Additional

ACADEMIC YEAR: 2017-2018

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9. We click on the 'Delete' button next to the grid and we get message to confirm deletion

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

**Student Optional Activity**
Save View Delete Clear Exit

Academic Year : 2017-2018    Session : Senior Secondary    Class : XI  
 Section : A

**Assign Optional Activities**  
 Activity Type : Academic    Category : AGRICULTURE  
 Activities : AGRI-AGRI THEORY, AGRI-AGRI PRAC./PROJ., AGRICULTURE  
 Students : A WILFRED MELVIN - 3813

Main Subject     Additional Subject

S. No.	Activity Type	Activity Name	Main/Additional Subject
1	Academic	AGRI-AGRI PRAC./PROJ.	324 Additional
2	Academic	AGRI-AGRI PRAC./PROJ. AMAN SHARMA - 003300	324 Additional

Yes No Cancel

Delete

ACRITICAL Message Control  
 Are you sure you want to delete this row?

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10. We click on 'Yes' on the confirmation message and then we click on button 'Save' and we receive data saved confirmation message
11. After clicking 'Ok' on the message, we will see that the highlighted subject row(s) disappears from the grid indicating that deletion is completed

M-Star Admission
MGRM Admin (MGRM ADMIN)

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

**Student Optional Activity**

Academic Year :  Session :  Class :

Section :

**Assign Optional Activities**

Activity Type :  Category :

Activities :

Main Subject  Additional Subject

Students :

S. No.	Activity Type	Activity Name	Student Name	actid	Main/Additional Subject	

ACADEMIC YEAR: 2017-2018

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12. We can repeat these Repeat above steps to de-allocate optional activities from other students and we can also change the class section if we have to remove the allocations from students of other class sections

## View Report

Once we have allocated the optional Activities to students, we can generate and check the same using MIS Report 'Optional Activities Allocated'

The screenshot shows the M-Star Admission interface. The top navigation bar includes 'M-Star Admission' and 'MGRM Admin (MGRM ADMIN)'. The main menu is divided into several sections: Business Rules, Activities, Standard Reports, MIS Reports, Analysis Reports, Predictive Analysis, and Corrective Analysis. Under the MIS Reports section, the following reports are listed: Class wise List of Registered Students, Class wise Student List, Class Section Wise List of Admitted Students, Student List (Staff Child), List of Students with their Relative(s) in School, Students List with OmVCard details, **Optional Activities Allocated** (highlighted), Class wise Non-Academic Subject Opted by Student, Long Leave Details, Category wise Student List, and Area wise Student List. Other sections include Configuration, Admission, Scheduler, Fee, Transport, Attendance, HRMS, and Examination.

The report gives us the Optional Activities allocated to various students

The screenshot displays the 'Optional Activities Allocated' report interface. At the top, it is powered by MGRMNet. The filter section includes:
 

- Academic Year: 2017-2018
- Session: Senior Secondary
- Class Name: XI
- Section: ALL
- Go button

 Below the filters, there is a pagination control showing 'Page 1 of 7'. The main data is presented in a table with the following columns: S. No., Admission No., Roll No., Student Name, Academic, and Non-Academic. The table contains 18 rows of student data, including names like A WILFRED MELVIN, A BILKHEES BANU, ADITYA SINGH, AKASH KHATRI, ALOK KUMAR, AMAN SHARMA, AMIT KUMAR KAURAV, ANJALI MEENA, ANKIT VASHISTH, ANSH SHARMA, ANURADHA, ARYAN CHOUDHARY, ASHISH VASANT RATHOD, ASHUTOSH KUMAR JHA, C. AJAY KUMAR, and DAANISH KUMAR. The 'Academic' column lists activities such as AGRI-AGRI THEORY, AGRI-AGRI PRAC./PROJ., and AGRICULTURE.



## Training Video Links

S.No	Description	You-tube Link
1.	Training Video – Examination – Allocate Optional Subjects to Students	<a href="https://youtu.be/i5NwK1Da-0I">https://youtu.be/i5NwK1Da-0I</a>

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