MSTAR

SES Training

Exam Result Entry – Scholastic, Co-Scholastic, & Remarks

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04-07-02: Scholastic Result Entry for students

Let us understand the purpose of this activity

In this screen we would learn steps to enter the Exam Result for students.

We will see the result Entry steps for scholastic (Academic) subjects where Grades or Marks are to be entered

Both Class Teachers and Subjects will have access to the screen for Result Entry. Based on the result entered Report Cards can be generated for students

Before we enter the exam result we need to ensure the following:

1. Exam Scheduling has been completed for the Exams by the concerned incharge. Only those Exams appear in the screen for entry which have been scheduled
2. Students have been allocated the applicable optional Subjects

We will need to enter data in this screen after every exam is conducted in school.

By default this screen is accessible by Class Teachers and Subject Teachers

Now, let us begin this activity

1. So in the Examination module, we click on 'Activities' and select screen 'Exam Result'

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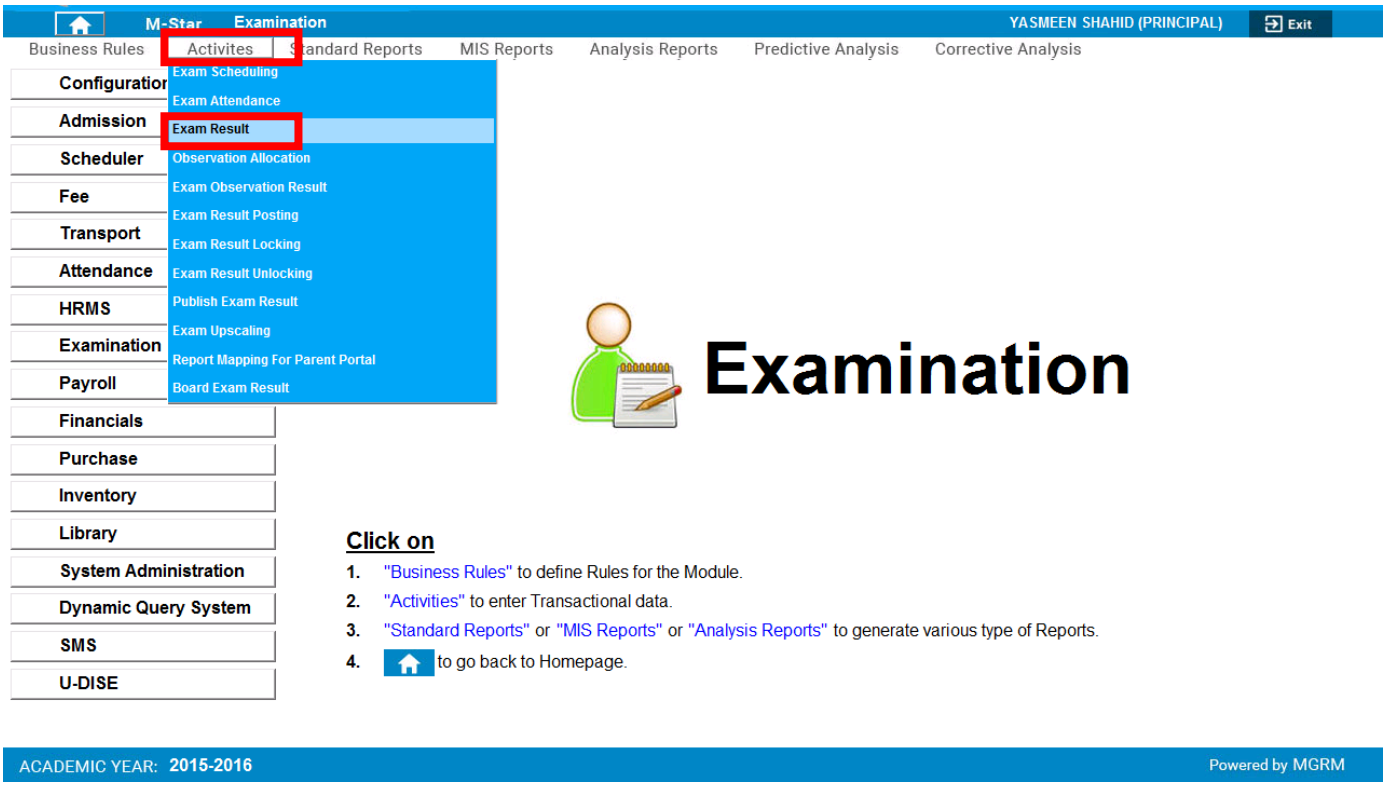
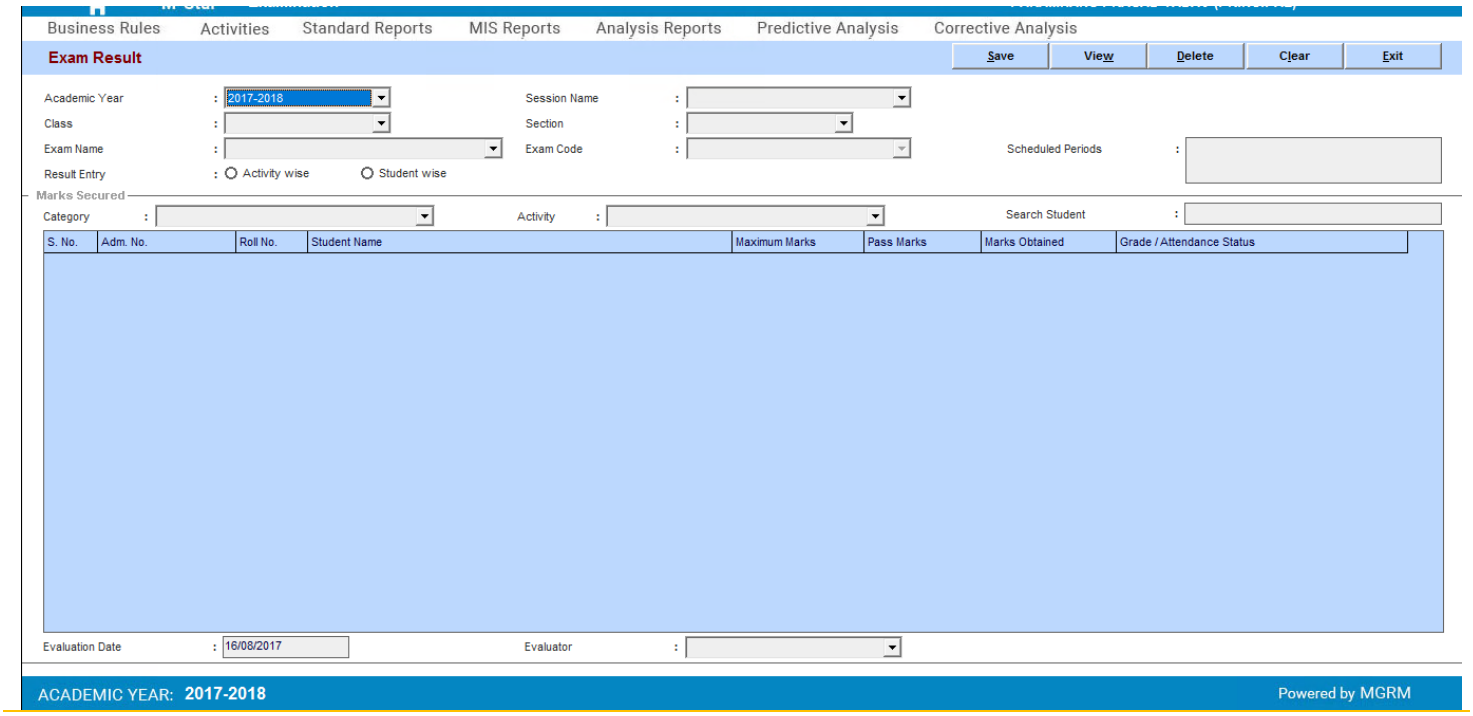


2. Once we click on 'Exam Result', below shown screen would appear.



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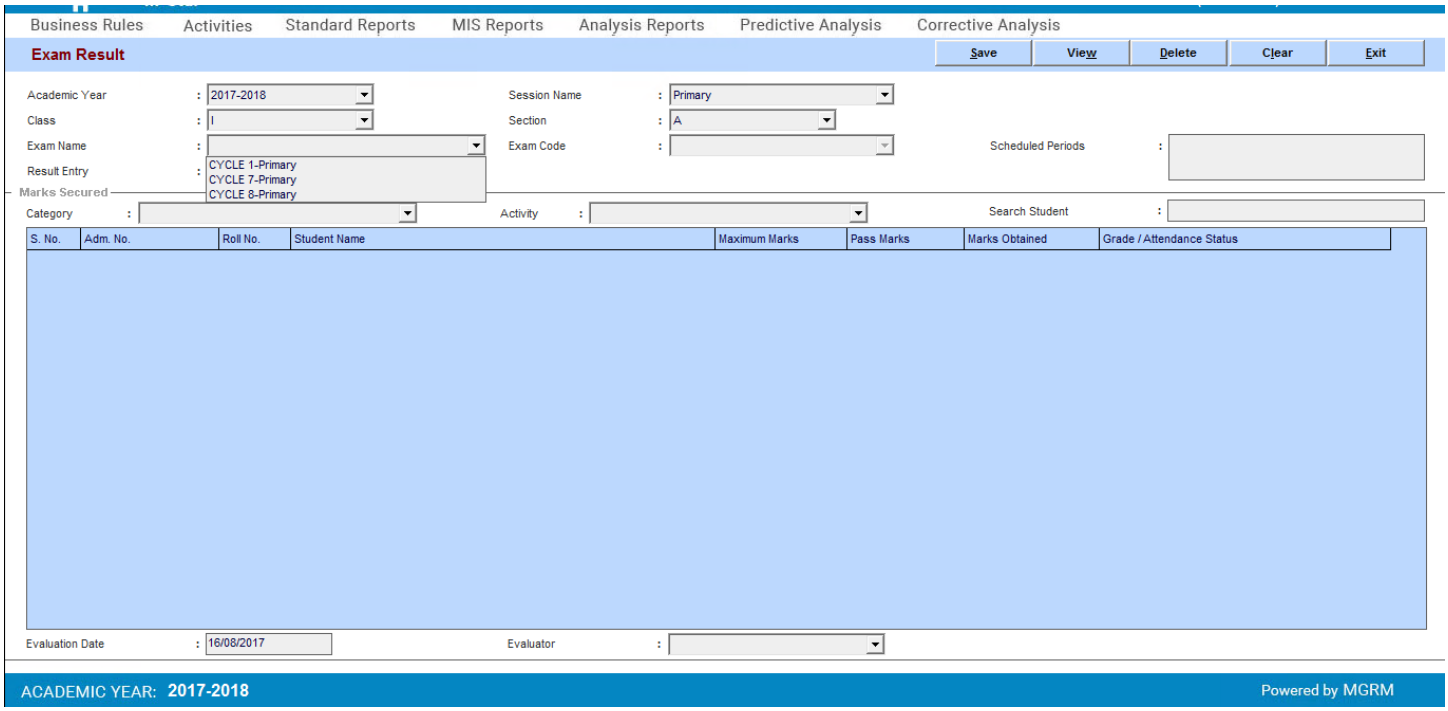
3. Select 'Academic Year, Session Name, Class and Section for which Result Entry to be done

   If Class Teacher is opening the screen, then automatically the fields – Session, Class and Section will get auto-filled based on the Class Section to which the Class teacher is associated.

   A Subject Teacher will get access to all classes and sections to which she/he has been associated in the Scheduler module (Timetable).

4. Now we click on 'Exam Name' and select the Exam for which result is to be entered.
   a. On doing so the exam code appears in the field 'Exam Code'
   b. The exam schedule period appears in the field 'Schedule Periods' (as defined in screen 'Exam Schedule'



Only those Exam names will appear for a class which have been scheduled in Exam Scheduling

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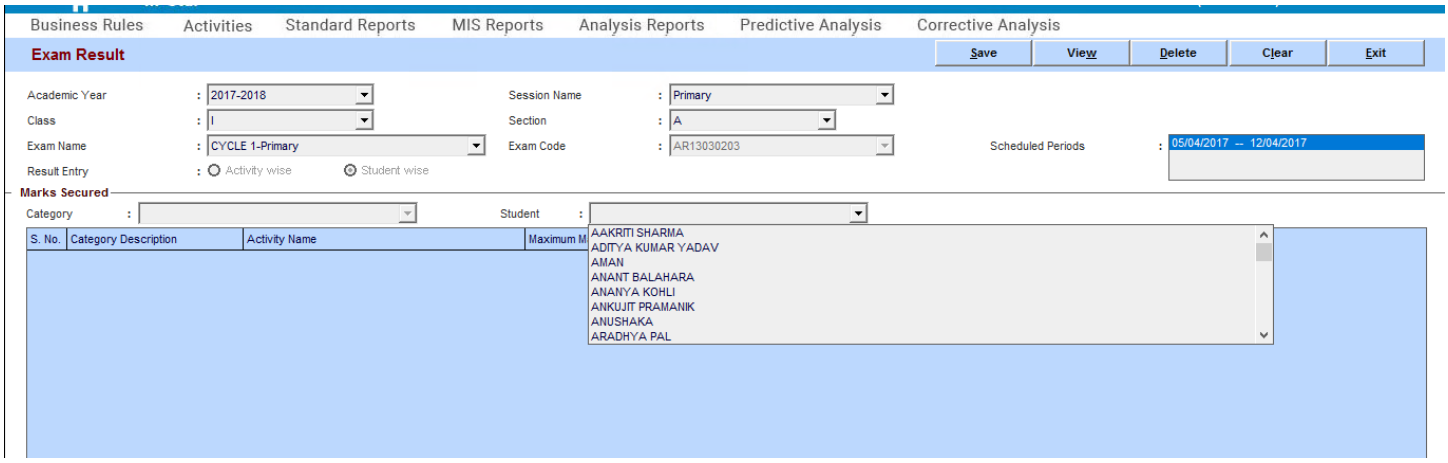
5. Against field 'Result Entry', we will see that either option 'Activity wise' or 'Student wise' is automatically selected and disabled
   a. Activity wise: This option means that result for the selected exam can be entered for a subject for all the students at one time.
      In this case we have to select Subject 'Category' first and then we select subject name in 'Activity'

   b. Student wise: This option means that result for the selected exam can be entered for a Student for all the Subjects at one time.

Example: Student Wise (Field 'Student' gets enabled)



This option is configurable and can be updated by the School's Academic Incharge / IT Incharge

Example: Activity Wise (Fields 'Category' and 'Activity' gets enabled)

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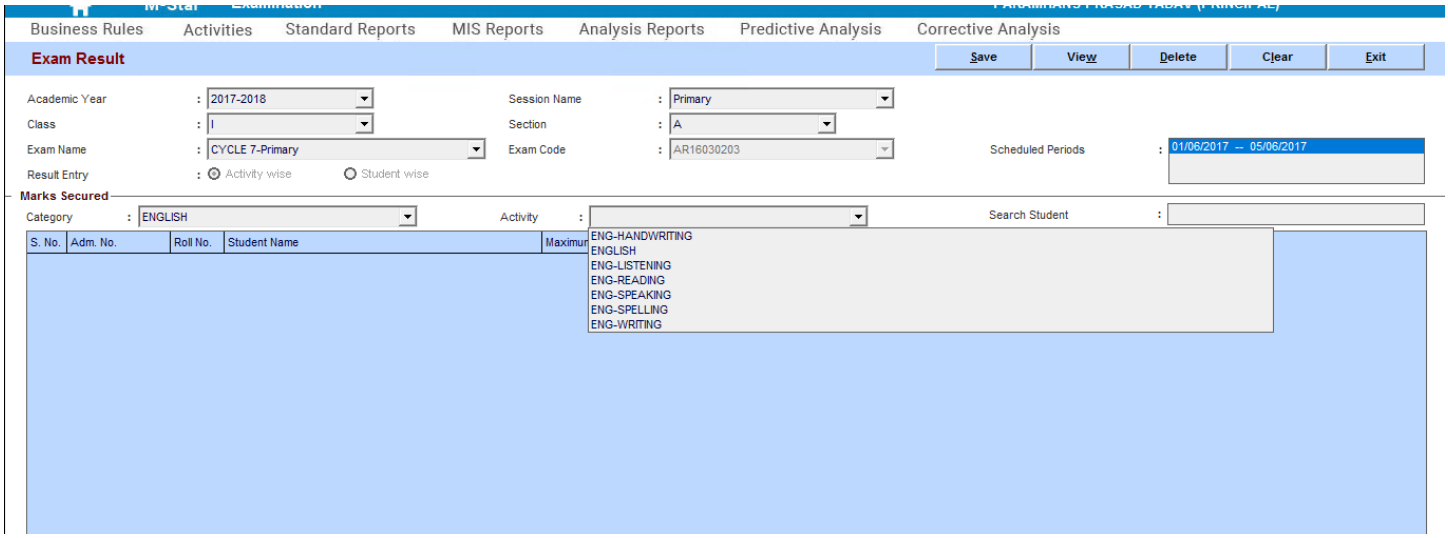

6. Now as we select a Student name or an Activity name for result entry we see that the result entry grid will show us the data (of either student names or subject names for a student)
7. Following details are displayed in the grid:
    a. S. No. - sequential serial number
    b. Adm. No. – school admission number of the student
    c. Roll No. – class roll number of the student
    d. Student Name - student's First, middle and last name
    e. Maximum Marks - Maximum marks of the subject as defined in screen Exam Rules
        i. If grades are defined for this subject in screen Exam Rules then 'GRD' gets displayed
    f. Pass Marks - Passing marks of the subject as defined in screen Exam Rules
        i. If grades are defined for this subject in screen Exam Rules then 'GRD' gets displayed
    g. Marks Obtained – in this column, the student result is entered
        i. This cell will not be displayed for subjects with exam rules as grades.
    h. Grade / Attendance Status – in this column we can select grades for graded subjects or can select attendance status of the students , e.g. Absent
        i. The grades get displayed as per the grade rules defined for the class

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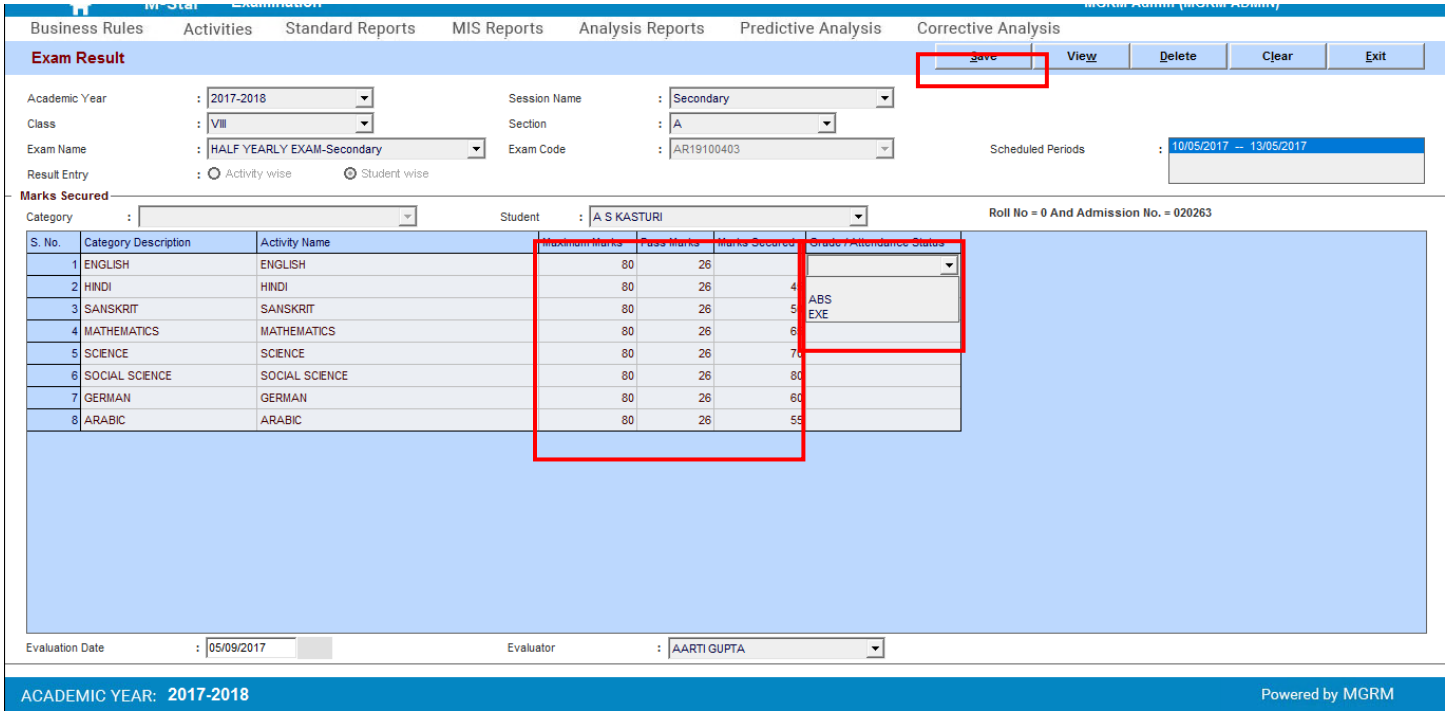
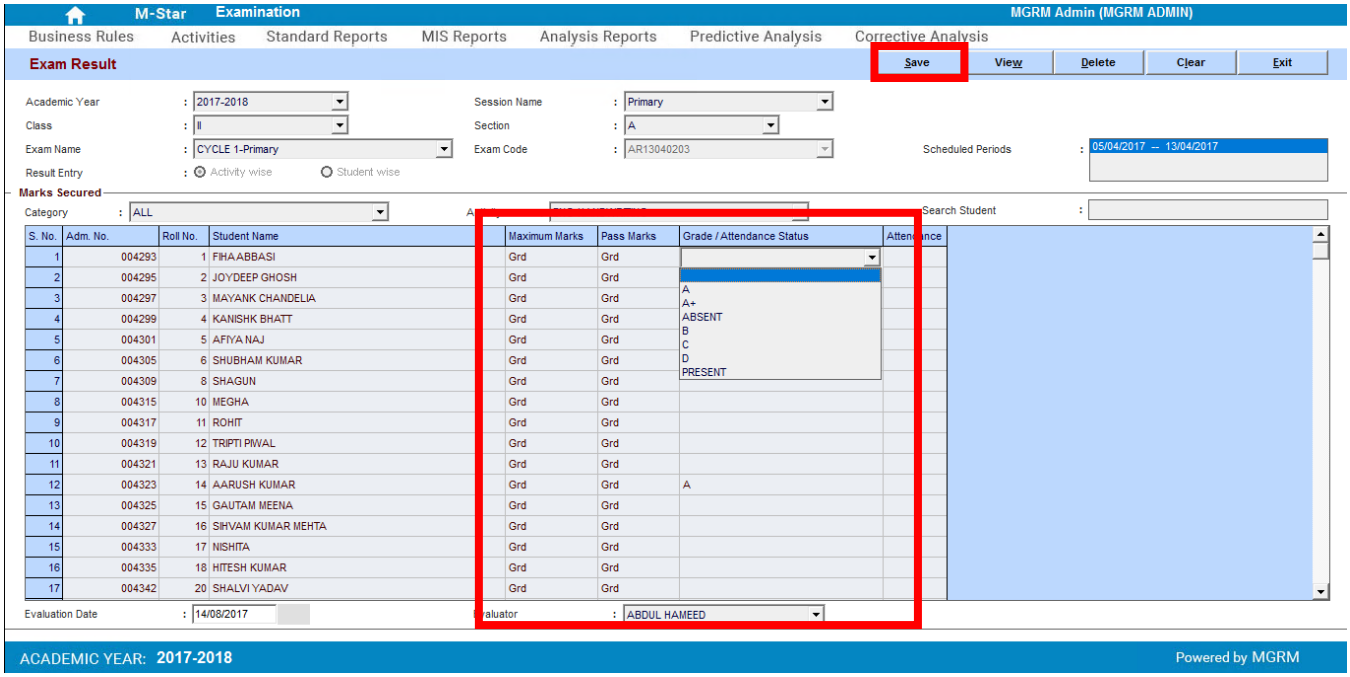
Result Entry screen for Exam where Exam Rules are defined for entry of Marks: screenshot update



Result Entry screen for Exam where Exam Rules are defined for entry of Grades:



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8. Students against whom Attendance status is selected, the same will be displayed in the report cards as is and the result calculation will be affected as per below:
    a. Absent: The marks of the student in particular subject for the exam would be taken as '0' out of its maximum marks.
9. Now enter marks of all the students for the selected subject in column 'Marks Secured' or select the Grade / Attendance status in column 'Grade / Attendance Status'.
10. We can also sort the data in ascending or descending order for columns in result grid based on columns - 'Adm. No.', 'Roll No.', 'Student Name' / 'Activity Name', 'Marks Obtained' by clicking on the respective column heading. Click first time → Descending, Click again → Ascending
11. Field 'Evaluation Date' automatically displays the current date.
12. Click on 'Arrow' symbol on the drop down box appearing against text 'Evaluator' and select an 'Evaluator' name for the subject.
13. Now we click on 'Save' button to save the data. Data saved message confirmation received, click on 'OK'.
    a. It is important to note that for an exam, result entry can be done at a time and if we select another exam name without saving the entries done in existing exam, the data will not get saved for the existing exam
    b. It is recommended that the data entry is saved in between after few result entries to avoid any loss of data due to power / network /PC failure, though the screen can be saved after all or multiple entries have been done for the exam selected

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04-14-01: Class Teacher / General Remarks' entries

Let us understand the purpose of this activity

The result entry of additional observations/remarks for students such as Class Teacher Remarks, etc is done in this screen. The Observation names display as per the Observation rule defined for various classes for the school

Before we enter the Observation Result, we need to ensure that we have defined the rules for the various observations.

We will need to enter data in this screen either for exam Term I and/or Term II / Term Final basis the current process followed at school.

Now, let us begin this activity

1. We login to the Examination module and click on 'Activities'
2. Select screen 'Observation Allocation' from the list as shown below.

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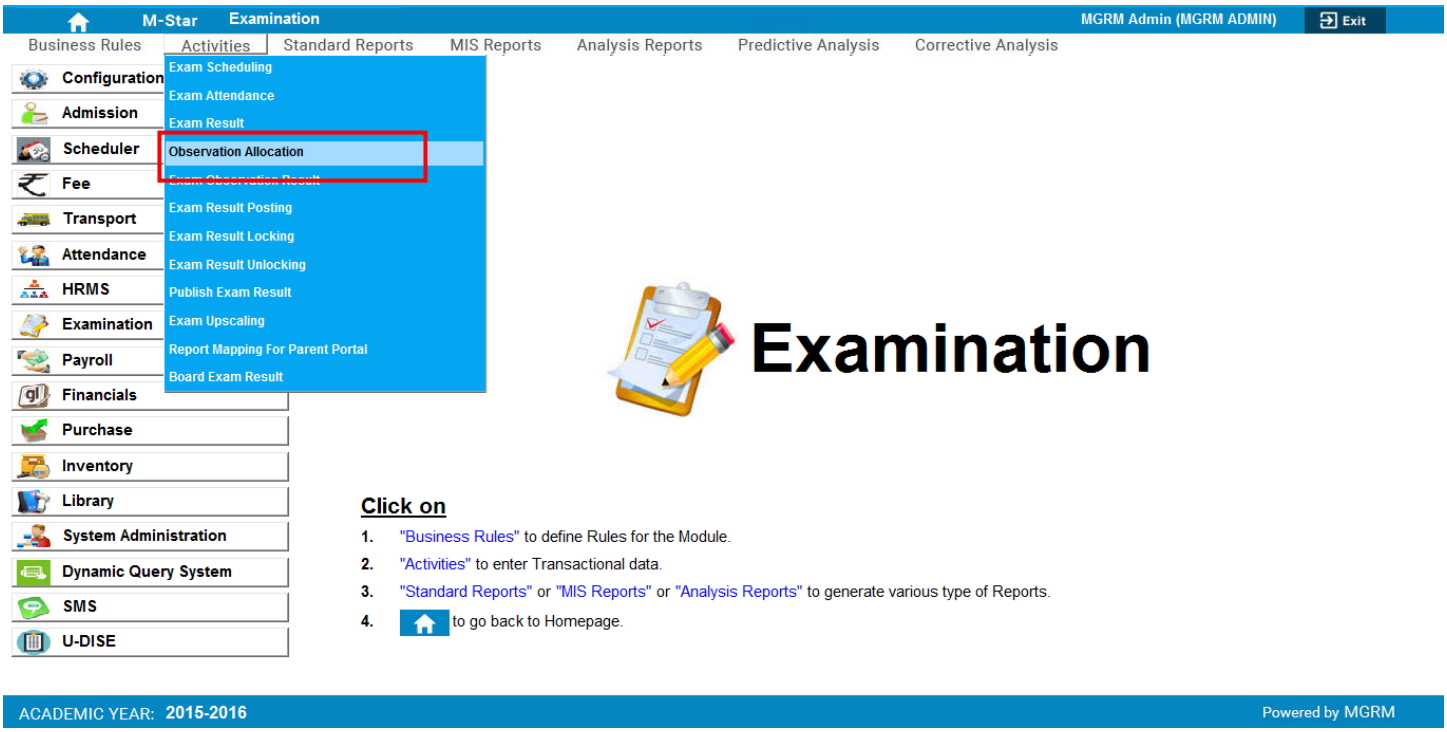

3. Once we click on 'Observation Allocation', below shown screen would appear.

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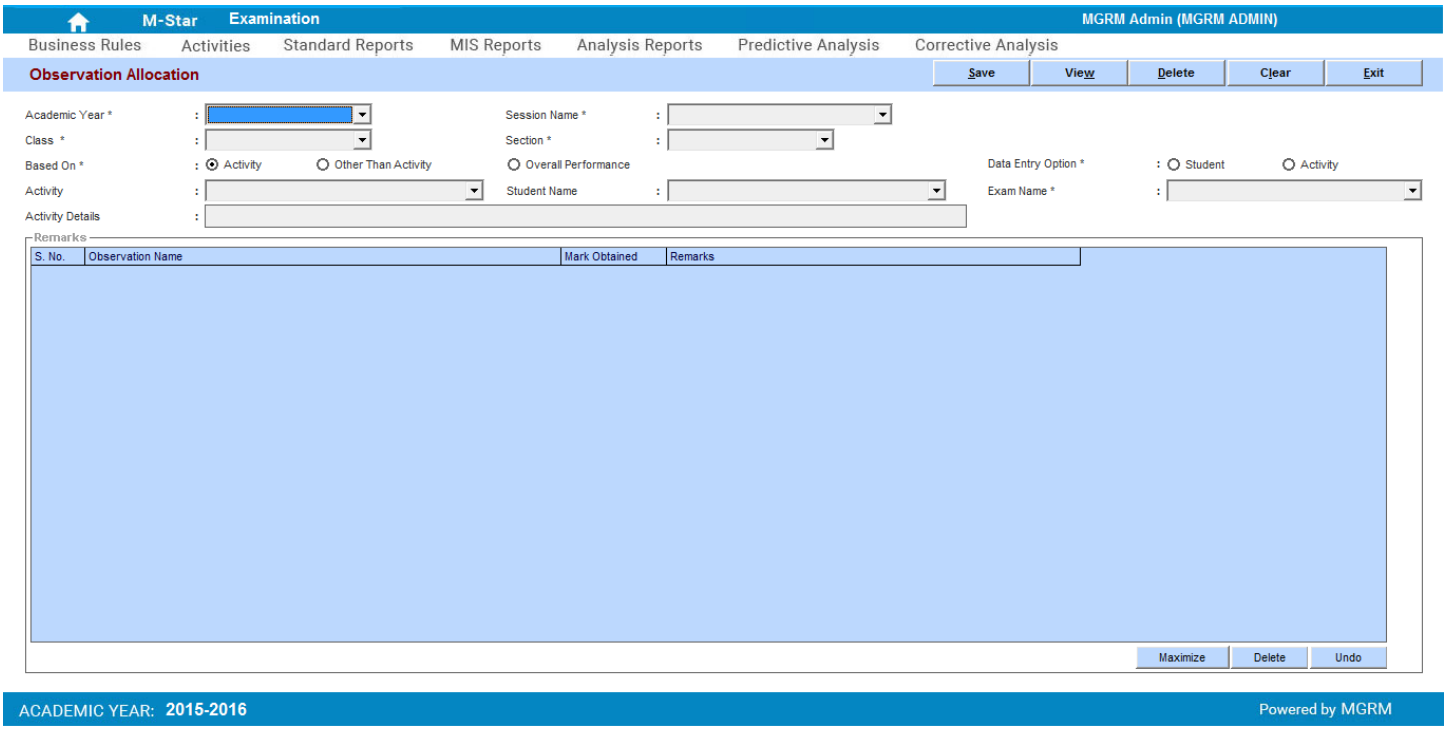

4. Click on 'Arrow' symbol on the drop down box appearing against text 'Academic Year and we will select the academic year.
5. Now let us select 'Session', Class and Section in which we want to enter the Remarks
6. We click on **'Other Than Activity'** option button against text 'Based On'.
7. Now we select an option from 'Data Entry Option' – 'Student' or 'Activity'
   a. Student: This as data entry option would mean that data entry for remarks is to be entered for one student for all observation names (Types of Remarks) at a time
   b. Activity: This as data entry option would mean that data entry for all types of Remarks is to be entered for all students at a time.

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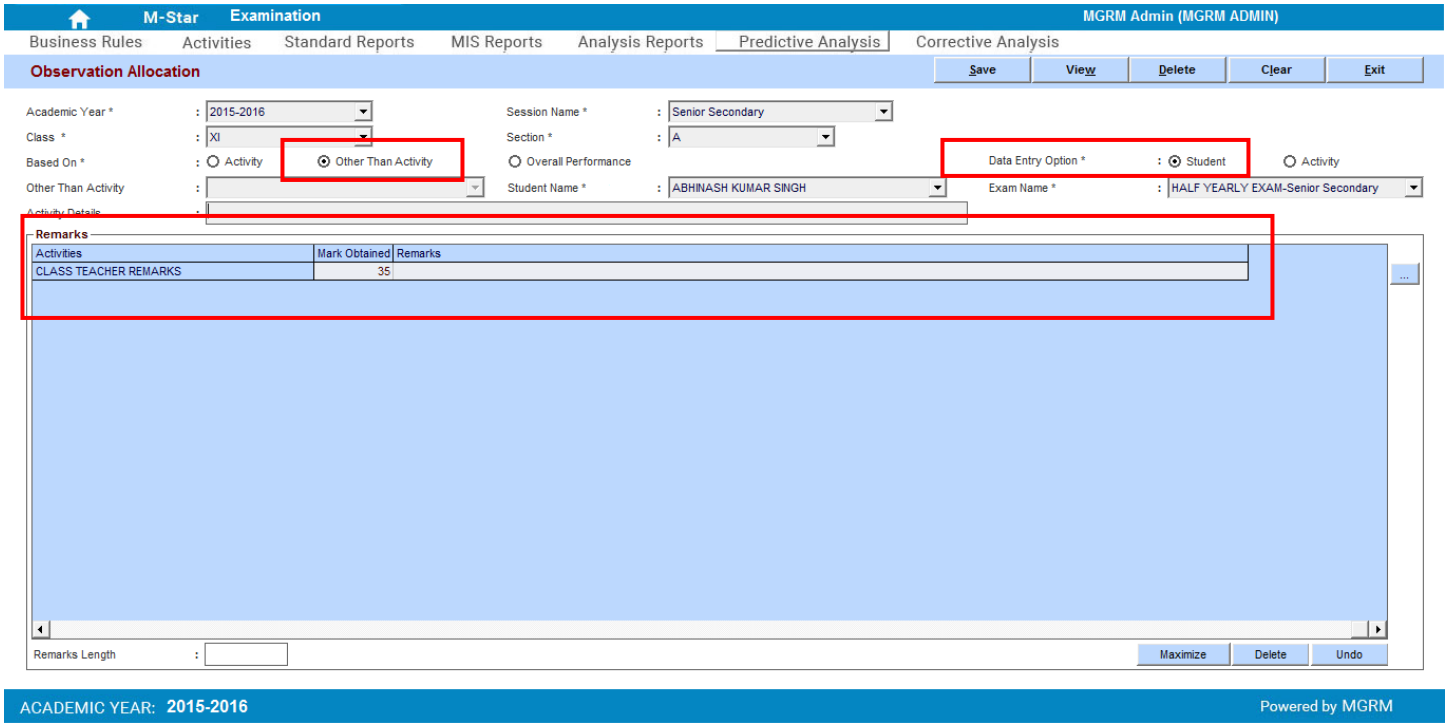
Data Entry Option - 'Student' – if option 'Student' is selected

8. Click on 'Student Name' and select a 'Student Name' for whom entry is to be done.
9. Then we click on the drop down box 'Exam Name' and select an 'Exam Name' against which remarks entry is to be done.
10. On doing so a grid 'Remarks' gets displayed in the screen showing the List of 'Remarks' types (E.g. Class Teacher's Remarks, Principal's Remarks, Participation etc) based on the process of the school
11. In the column Remarks we can enter Remarks for the selected student



12. We then click on 'Save' button on the top of the screen and this saves our Remarks for the student.
13. We repeat these steps for all students as required

Data Entry Option - 'Activity – if option 'Activity' is selected

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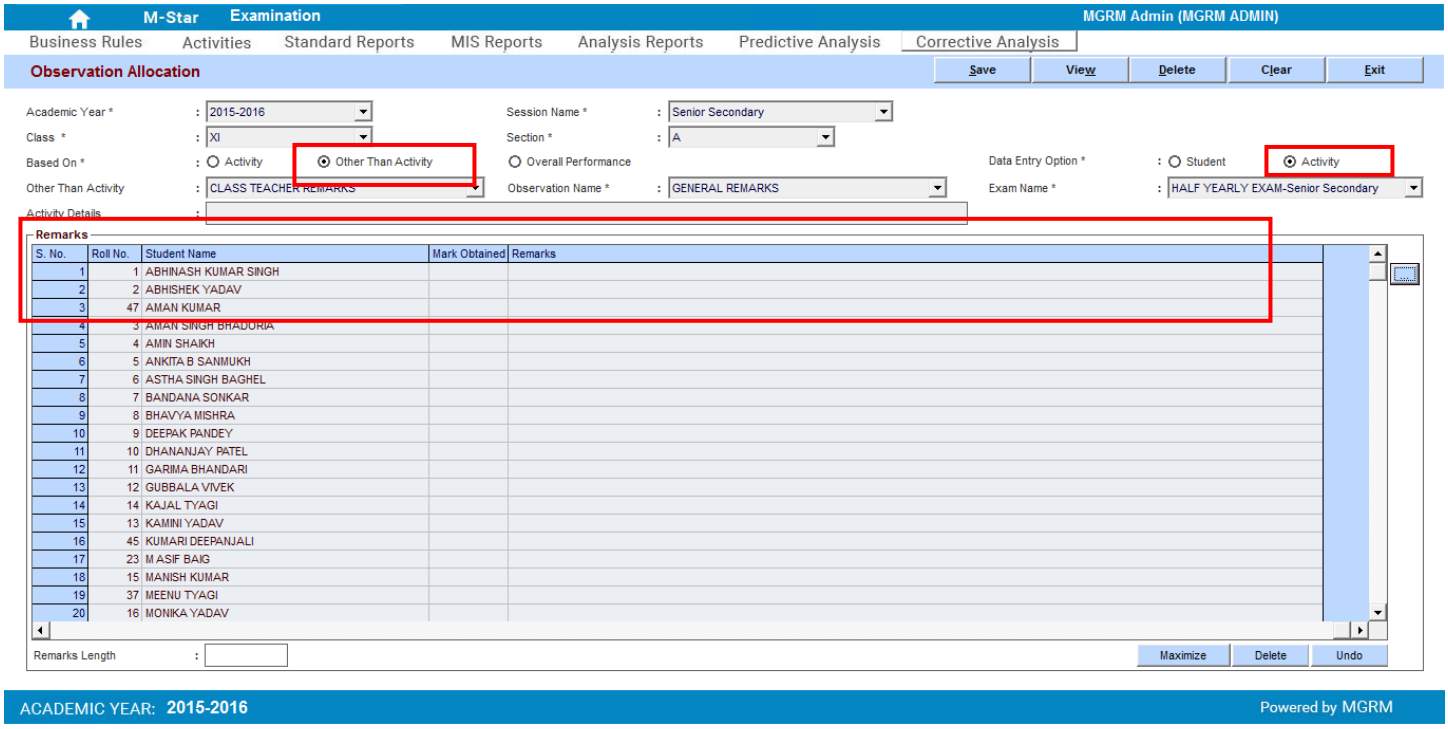
14. Click on the drop down 'Other Than Activity' and select an 'Other Than Activity' E.g. 'Remarks'
15. Click on drop down 'Observation Name' and select the desired Observation Name E.g. 'Class Teacher's Remarks'
16. Now we select an 'Exam Name' e.g. Term I, Term II, Term Final against which remarks entry is to be done.
17. On doing so, the grid 'Remarks' displays the student names of the selected class section.
18. Now we can enter the Remarks for the student



19. We then click on 'Save' button on the top of the screen and this saves our Remarks for the student.
20. We repeat these steps for all 'Other Than Activity' if applicable to our school as required

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Update or Delete individual General Remarks entered for a student

1. We can simply retrieve our data entry first to delete the Remarks already entered
2. Click on 'Other Than Activity' option button against text 'Based On'. On doing so, the field just below the field 'Based on' displays as 'Other Than Activity'
3. Select a required option in the field 'Data Entry Option' – 'Student' or 'Activity'
4. Based on the 'Data entry option' selected, select the relevant details.
5. Now click on the row which needs to be updated or deleted for Remarks
6. We simply either update the Remarks entered or delete them as required from the key board.
7. Click on button 'Save'

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04-14-06: Grades Entry for Co-Scholastic Subjects

Let us understand the purpose of this activity

The entry of Grades against the Co-Scholastic Subjects needs to be entered in the screen 'Observation Allocation' and they appear in the Report cards as entered

Before we enter the Observation Result, we need to ensure that we have defined the rules for the various Subjects by the concerned Incharge .

We will need to enter data in this screen either for exam Term I and/or Term II / Term Final basis the current process followed at school.

Now, let us begin this activity

1. We login to the Examination module and click on 'Activities'
2. Select screen 'Observation Allocation' from the list as shown below.

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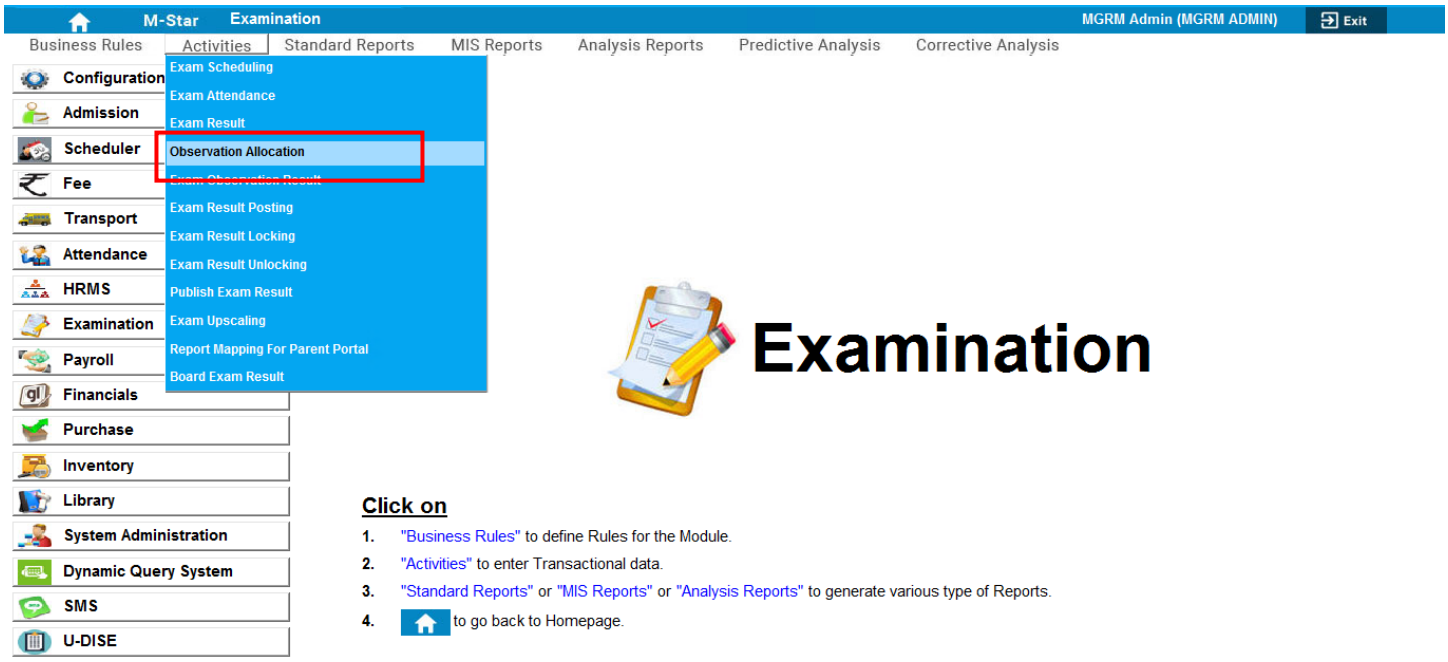
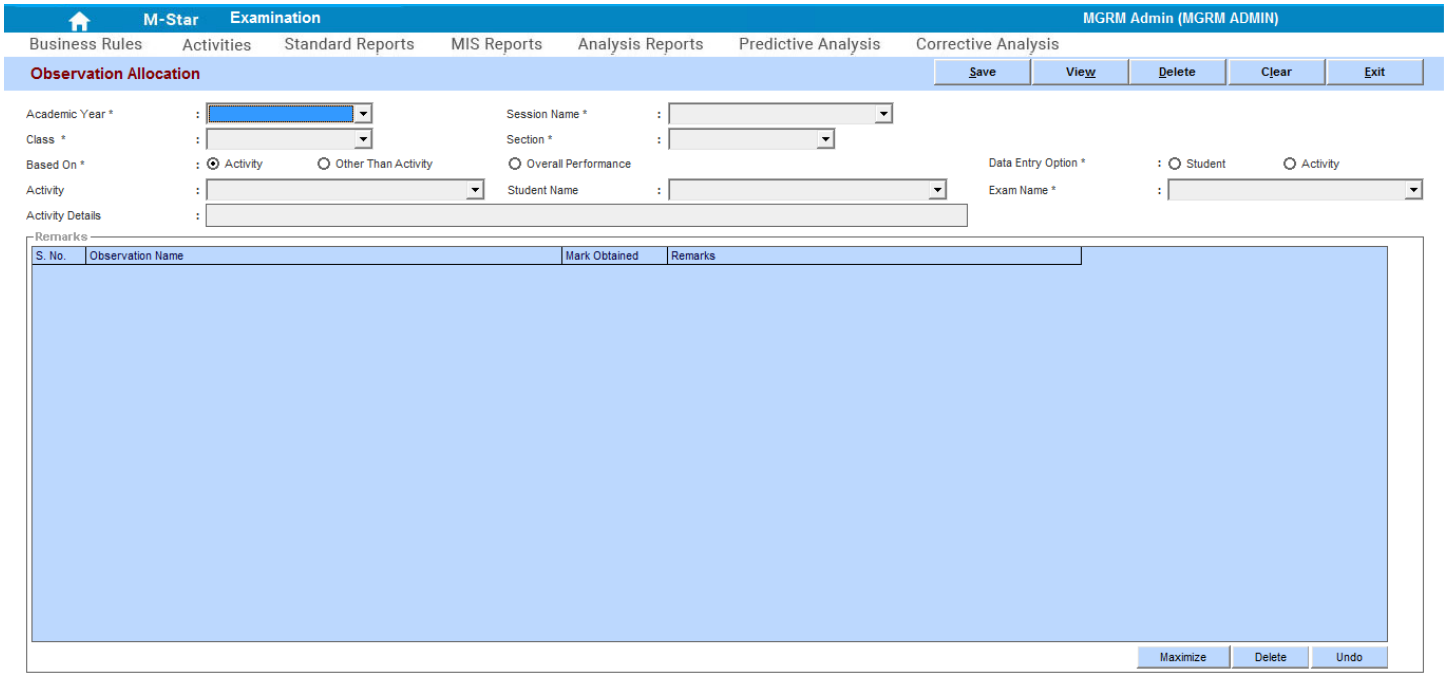


3. Once we click on 'Observation Allocation', below shown screen would appear.



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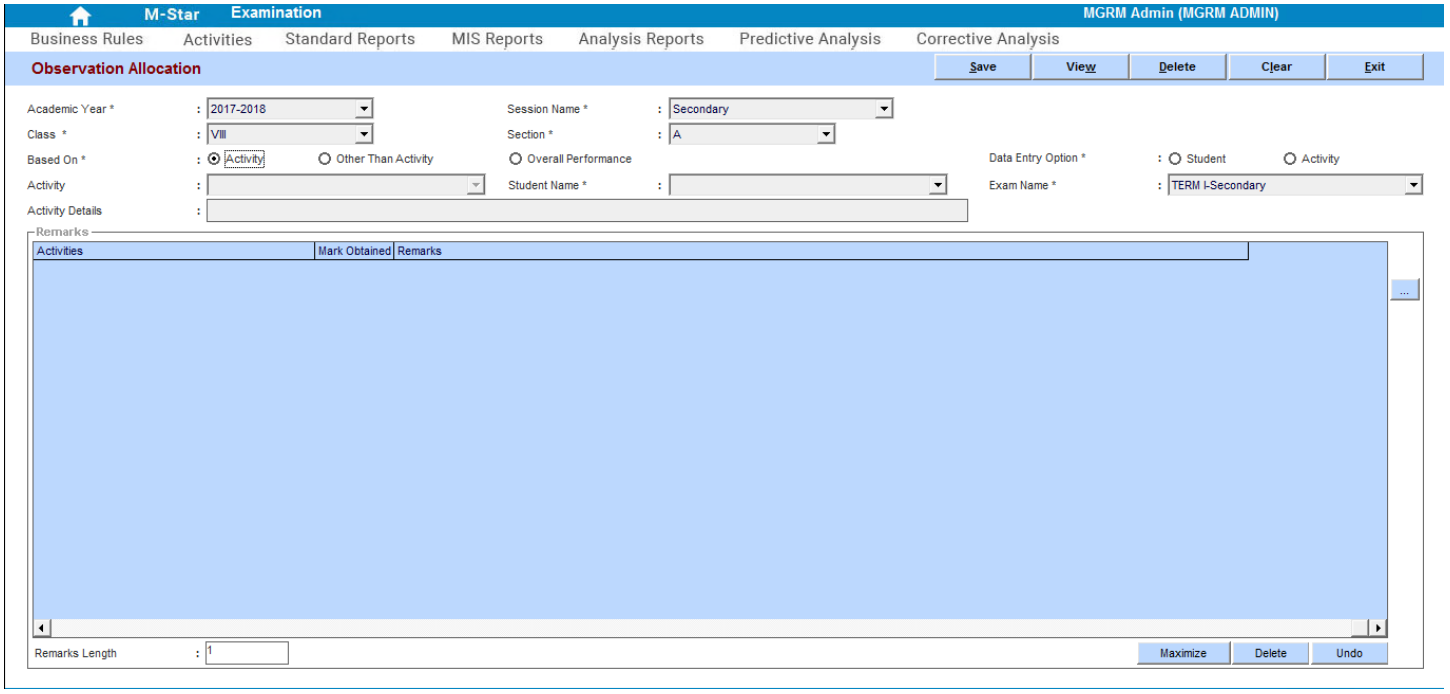
4. Click on ‘Arrow’ symbol on the drop down box appearing against text ‘Academic Year and we will select the academic year.
5. Now let us select ‘Session’, Class and Section in which we want to enter the Remarks
6. We click on **‘Activity’** option button against text ‘Based On’.
7. Now we select an option from ‘Data Entry Option’ – ‘Student’ or ‘Activity’
   a. Student: This as data entry option would mean that data entry for remarks is to be entered for one student for all observation names (Types of Remarks) at a time
   b. Activity: This as data entry option would mean that data entry for all types of Remarks is to be entered for all students at a time.



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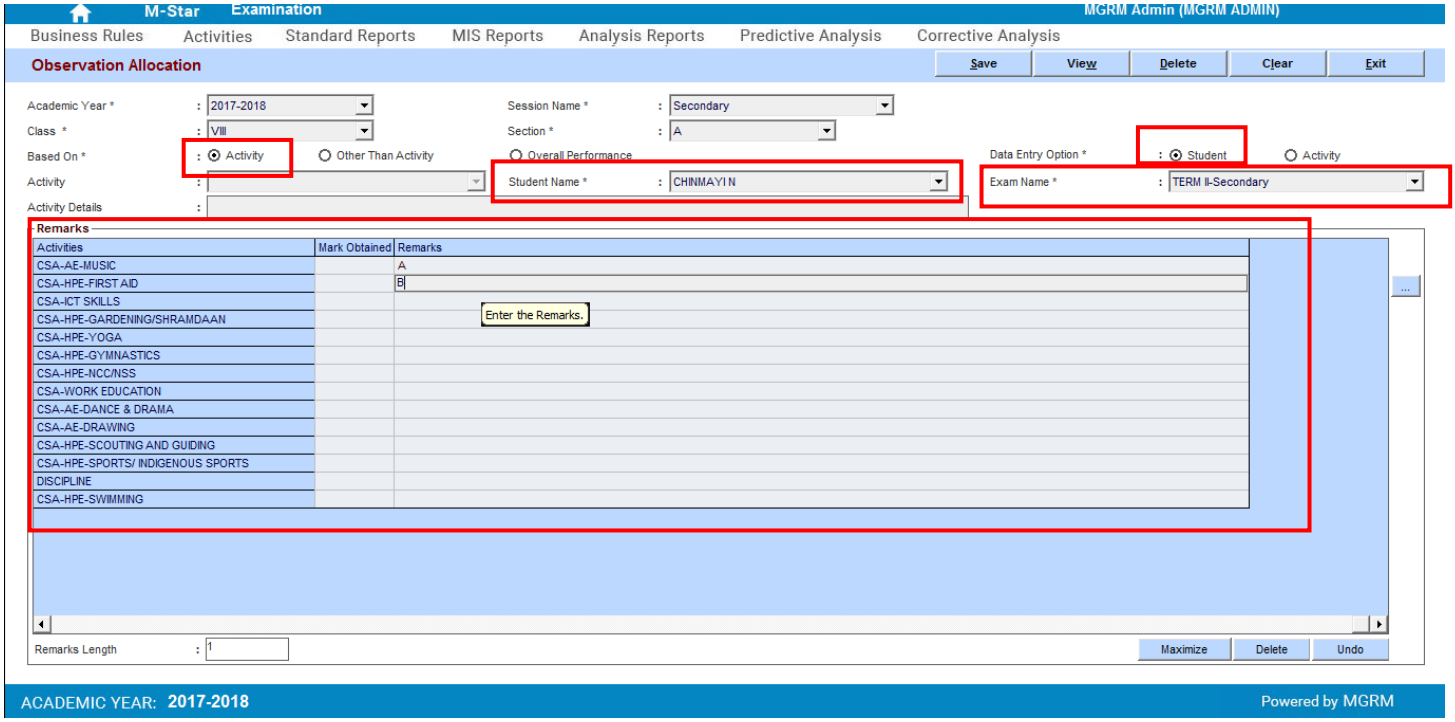
Data Entry Option - 'Student' – if option 'Student' is selected

8. Click on 'Student Name' and select a 'Student Name' for whom entry is to be done.
9. Then we click on the drop down box 'Exam Name' and select an 'Exam Name' against which remarks entry is to be done.
10. On doing so a grid 'Remarks' gets displayed in the screen showing the List of Co-Scholastic Activities (E.g. CSA-AE-MUSIC etc) based on subjects associated to the selected class section
11. In the column Remarks we can enter 'Grades' for the selected student



12. We then click on 'Save' button on the top of the screen and this saves our Remarks for the student.
13. We repeat these steps for all students as required

Note: If Some Activities are defined as 'Optional' for the class Section, then first these need to be allocated to the student in screen 'Student Optional Activity' in 'Admission' module and then they will appear against the selected student

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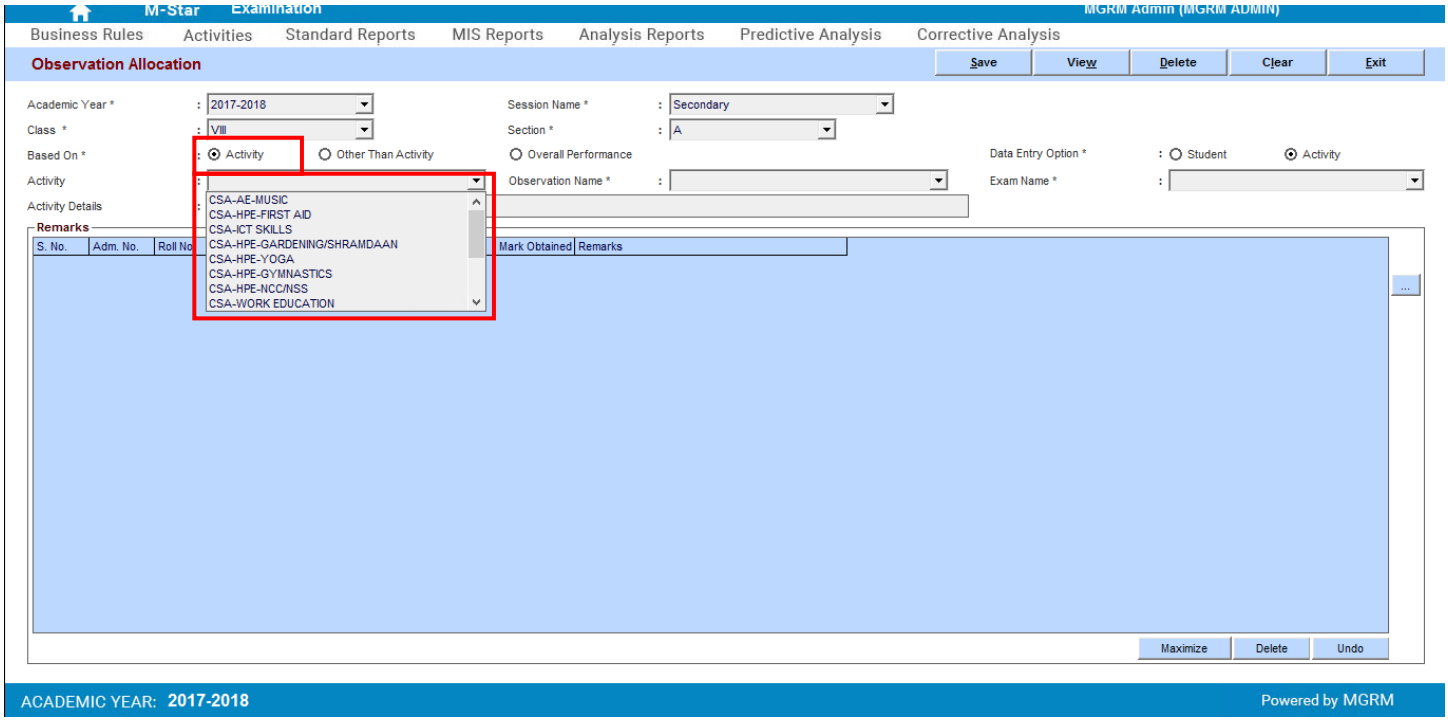
Data Entry Option - 'Activity – if option 'Activity' is selected

14. Click on 'Activity' and select an Activity Name (Subject name) in which the entry is to be done. The List of Co-scholastic Activities as defined for the Class Section (for which Observation Rule is defined) will appear



15. Then we click on the field 'Observation Name' and select the Remarks Type

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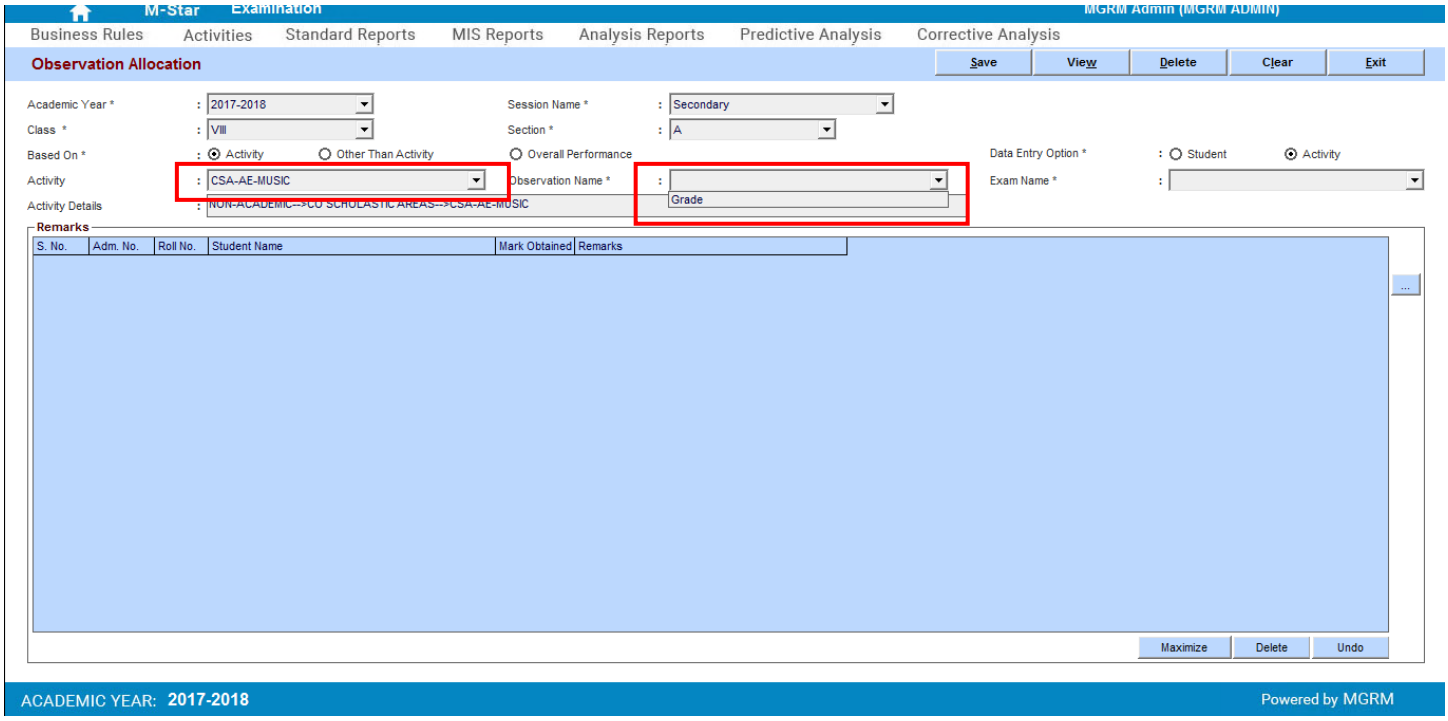

16. Then we click on the drop down box 'Exam Name' and select an 'Exam Name' against which remarks entry is to be done.
17. On doing so a grid 'Remarks' gets displayed in the screen showing the List of Co-Scholastic Activities (E.g. CSA-AE-MUSIC etc) based on subjects associated to the selected class section
18. In the column Remarks we can enter 'Grades' for the selected student

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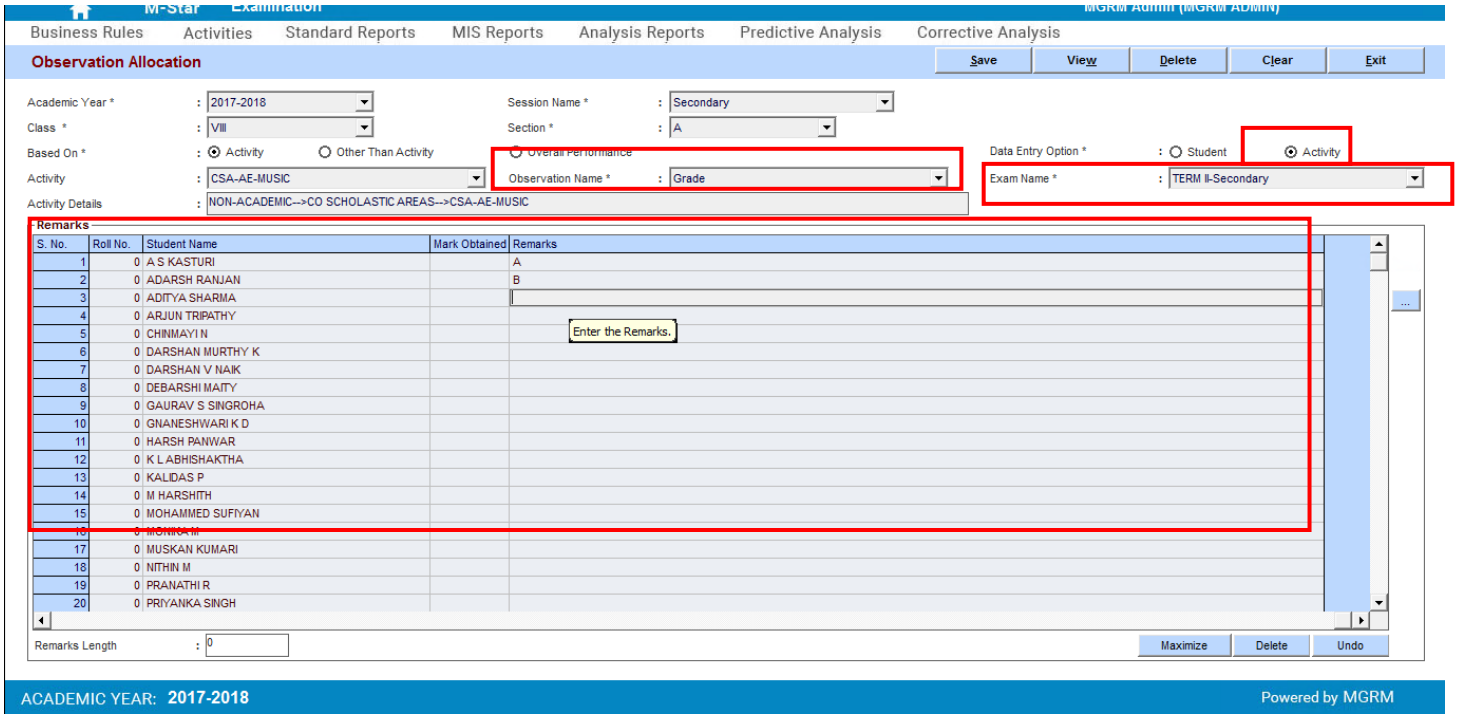

19. We then click on ‘Save’ button on the top of the screen and this saves our Remarks for the student.
20. We repeat these steps for all students as required

Note: If Some Activities are defined as ‘Optional’ for the class Section, then first these need to be allocated to the student in screen ‘Student Optional Activity’ in ‘Admission’ module and only selected students will appear against the Activity as per the allocation

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Update or Delete individual Grades entered for a student

1. We can simply retrieve our data entry first to delete the Grades already entered
2. We click on **'Activity'** option button against text 'Based On'
3. Select a required option in the field 'Data Entry Option' – 'Student' or 'Activity'
4. Based on the 'Data entry option' selected, select the relevant details.
5. Now click on the row which needs to be updated or deleted
6. We simply either update the Grades entered or delete the Grades as required from the key board.
7. Click on button 'Save'

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Result Entry Guide – Scholastic and Co-Scholastic

For Result Entry following tables must be referred to for clarity on where and what to enter in the result:

Primary - Classes I – II

Result (Marks) Entry in Exams of Scholastic Subjects

Exam Name	Entry Type	M-Star Screen for Entry
Cycle 1	Grades	Exam Result
Cycle 2	Grades	Exam Result
Cycle 3	Grades	Exam Result
Cycle 4	Grades	Exam Result
Cycle 5	Grades	Exam Result
Cycle 6	Grades	Exam Result
Cycle 7	Grades	Exam Result
Cycle 8	Grades	Exam Result

Result (Grades) Entry in Exams of Co-Scholastic Subjects:

Exam Name	Entry Type	Screen for Entry
Term I	Grades	Observation Allocation
Term II	Grades	Observation Allocation

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Class Teacher's Remarks Entry:

Exam Name	Entry Type	Screen for Entry
Term I	Class Teacher's Remarks	Observation Allocation
Term II	Class Teacher's Remarks	Observation Allocation

Primary - Classes III - V

Result (Marks) Entry in Exams of Scholastic Subjects:

Exam Name	Entry Type	M-Star Screen for Entry
Periodic Test 1	Marks	Exam Result
Notebook 1	Marks	Exam Result
Subject Enrichment 1	Marks	Exam Result
Half Yearly	Marks	Exam Result
Periodic Test 2	Marks	Exam Result
Notebook 2	Marks	Exam Result
Subject Enrichment 2	Marks	Exam Result
Annual Exam	Marks	Exam Result

Result (Grades) Entry in Exams of Co-Scholastic Subjects:

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Exam Name	Entry Type	Screen for Entry
Term I	Grades	Observation Allocation
Term II	Grades	Observation Allocation

Class Teacher's Remarks Entry:

Exam Name	Entry Type	Screen for Entry
Term I	Class Teacher's Remarks	Observation Allocation
Term II	Class Teacher's Remarks	Observation Allocation

Secondary - Classes VI - VIII

Result (Marks) Entry in Exams of Scholastic Subjects:

Exam Name	Entry Type	M-Star Screen for Entry
Periodic Test 1	Marks	Exam Result
Notebook 1	Marks	Exam Result
Subject Enrichment 1	Marks	Exam Result
Half Yearly	Marks	Exam Result
Periodic Test 2	Marks	Exam Result
Notebook 2	Marks	Exam Result
Subject Enrichment 2	Marks	Exam Result
Annual Exam	Marks	Exam Result

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Result (Grades) Entry in Exams of Co-Scholastic Subjects:

Exam Name	Entry Type	Screen for Entry
Term I	Grades	Observation Allocation
Term II	Grades	Observation Allocation

Class Teacher's Remarks Entry:

Exam Name	Entry Type	Screen for Entry
Term I	Class Teacher's Remarks	Observation Allocation
Term II	Class Teacher's Remarks	Observation Allocation

Secondary - Classes IX - X

Result (Marks) Entry in Exams of Scholastic Subjects:

Exam Name	Entry Type	M-Star Screen for Entry
Periodic Test 1	Marks	Exam Result
Periodic Test 2	Marks	Exam Result
Periodic Test 3	Marks	Exam Result
Periodic Test	No Entry to be done. Result will be posted	
Notebook	Marks	Exam Result
Subject Enrichment	Marks	Exam Result
Annual Exam	Marks	Exam Result

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Result (Grades) Entry in Exams of Co-Scholastic Subjects:

Exam Name	Entry Type	Screen for Entry
Term Final	Grades	Observation Allocation

Class Teacher's Remarks Entry:

Exam Name	Entry Type	Screen for Entry
Term Final	Class Teacher's Remarks	Observation Allocation

Senior Secondary - Class XI

Result (Marks) Entry in Exams of Scholastic Subjects:

Exam Name	Entry Type	M-Star Screen for Entry
Periodic Test 1	Marks	Exam Result
Half Yearly	Marks	Exam Result
Periodic Test 2	Marks	Exam Result
Session Ending Exam	Marks	Exam Result

Result (Grades) Entry in Exams of Co-Scholastic Subjects:

Exam Name	Entry Type	Screen for Entry
Term Final	Grades	Observation Allocation

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Class Teacher's Remarks Entry:

Exam Name	Entry Type	Screen for Entry
Term Final	Class Teacher's Remarks	Observation Allocation

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Points to Remember

1. The Result entry has to be done under Sub-Subjects (if applicable in a class) and not under main heading Subjects. These differ from class to class
   Refer below for an example:

Class	Subject Name (Examples only)	Result Entry
I, II	English	×
	Eng-Speaking	✓
	Eng-Handwriting	✓
III-IX	English	✓
	Mathematics	✓
	Home Science	×
	HSC-HSC Theory	✓
	HSC-HSC Practical	✓
XI, XII	Physics	×
	Phy-Physics Theory	✓
	Phy-Phy. Practical	✓

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2. In classes where sub-subjects are applicable, the subject headings will always be shown as 'Graded' subjects in all Exams indicating that entry is not to be done in these subjects

   E.g. Physics in class XI and XII is considered as Subject Heading, whereas 'Phy-Theory' and 'Phy-Practical' are its sub-subjects. So in all exams 'Physics' main subject will be shown as Graded and actual entry needs to be done under its sub-subjects 'Phy-Theory' and 'Phy-Practical'

3. Some subjects are displayed with short form / code E.g. ENG-Reading, EVS-Skills, PHY-Physics Theory etc. These codes / short forms will not appear against the subject name in the Report cards.

4. While Result is being entered, it is recommended that we keep saving our entry after every 4-5 entries instead of waiting till the end. This is only to avoid data loss in case of internet issue at the school / user level

5. The Entry of Grades for Non-Academic/ Co-Scholastic Subjects is done in screen 'Observation Allocation'

6. The Entry of Remarks (Class Teacher's Remarks etc) is done in screen 'Observation Allocation' against specific Term Exams

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Training Video Links

S.No	Description	You-tube Link
1.	Training Video – Examination - Result Entry - Scholastic	https://youtu.be/VUE7gnJJRGs
2.	Training Video – Examination - Result Entry - Co-Scholastic Grades Entry	https://youtu.be/0KFj1ayugF8
3.	Training Video – Examination - Result Entry - Teacher's Remarks	https://youtu.be/9k9Sn-hIUrU

*** End of Document ***

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