

User Manuel for GNM Practical Online Marks Entry

Use login page of Schools permission screen (UID is - School code and PWD - existing password)

Step 1: Download “Blank Mark Score Sheet and Attendance Report” from the practical marks entry screen by selecting course, class, subject name (**click on button Marks Entry Report and Attendance Report**)

For selected subject you will get 2 pages 15 for 1st Batch (morning) and 15 for 2nd Batch (afternoon).

NOTE : Practical should be conducted for 15 students per session & only two sessions should be conducted per day.

After entering 30 students records, if only 3 to 4 students left for next day exam. You can save the marks of 30 students and on that day only you can get the next 3 to 4 students attendance and marks entry report on that day only to conduct the exam

Step 2: Conduct Practical's at your Clinical area

Step3: After Practical Examination, same day submission of Marks online.

A: select course, class, subject on that day conducted below that you will get the screen to enter 15 students practical marks and in front of that there is a field called attendance (by default attendance is present) if the student is absent click on attendance (or uncheck the field) to make that student absent.

B: make marks entry With presence of External and Internal Examiner.

C:After saving 15 students marks you will get another 15 students list to enter.

Note C: if you not saved student marks on that day only next day you will not get attendance sheet.

Step 4: After saving marks click on the ”**Marks Report**” button, it contains the marks saved by you and attendance of 15 students, in that enter present

absent numbers and put the signature of external examiner and internal examiner with their details given below in that report .

Step5: After finishing all the students from that course, class and subjects, click on submit button it shows all the students with their marks.

Don't press the submit button before saving all students marks of that particular course, class and subject. It will show an error message that please save all students marks before submitting to Board.

Step 6: write the comment their and click on “continue submit button “After that you will get message ‘marks saved successfully’. Then only your marks submitted to Board for verification.

Step 7: To know about the student status just select the course class and subject above the message is displaying like

1: student status in waiting for board approval mode

2: student status in for edit mode.

3: student status in approved mode.

4: student status in reject mode.

Important notice: The marks should be entered online on the same day itself and the entered copy should be sent to the Board in sealed cover

The Answer scripts and verified copy should be kept in Schools for minimum six months.