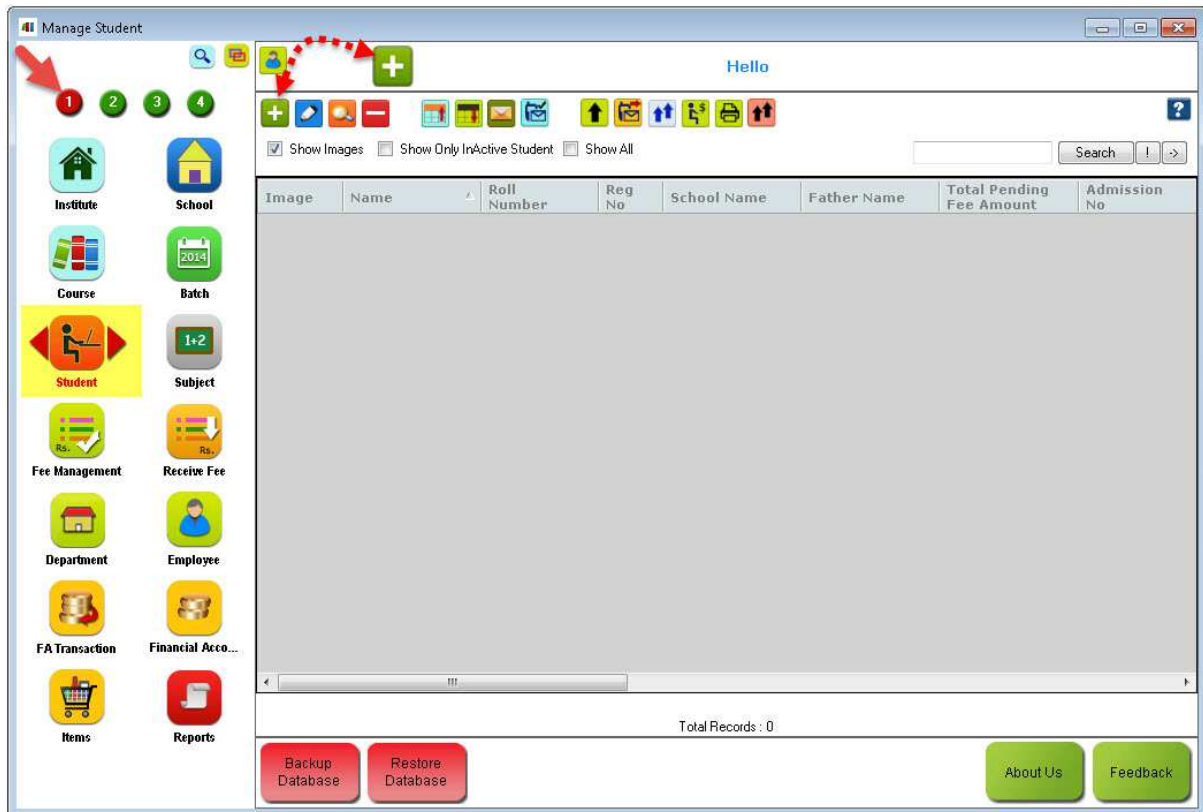


How to add a student in HDSchool?

To add a student in HDSchool, follow the steps below.

1. Run HDSchool.
2. From 1st page of HDSchool, click on Student.
3. From Manage Student, click on **Add Student** button as shown below.

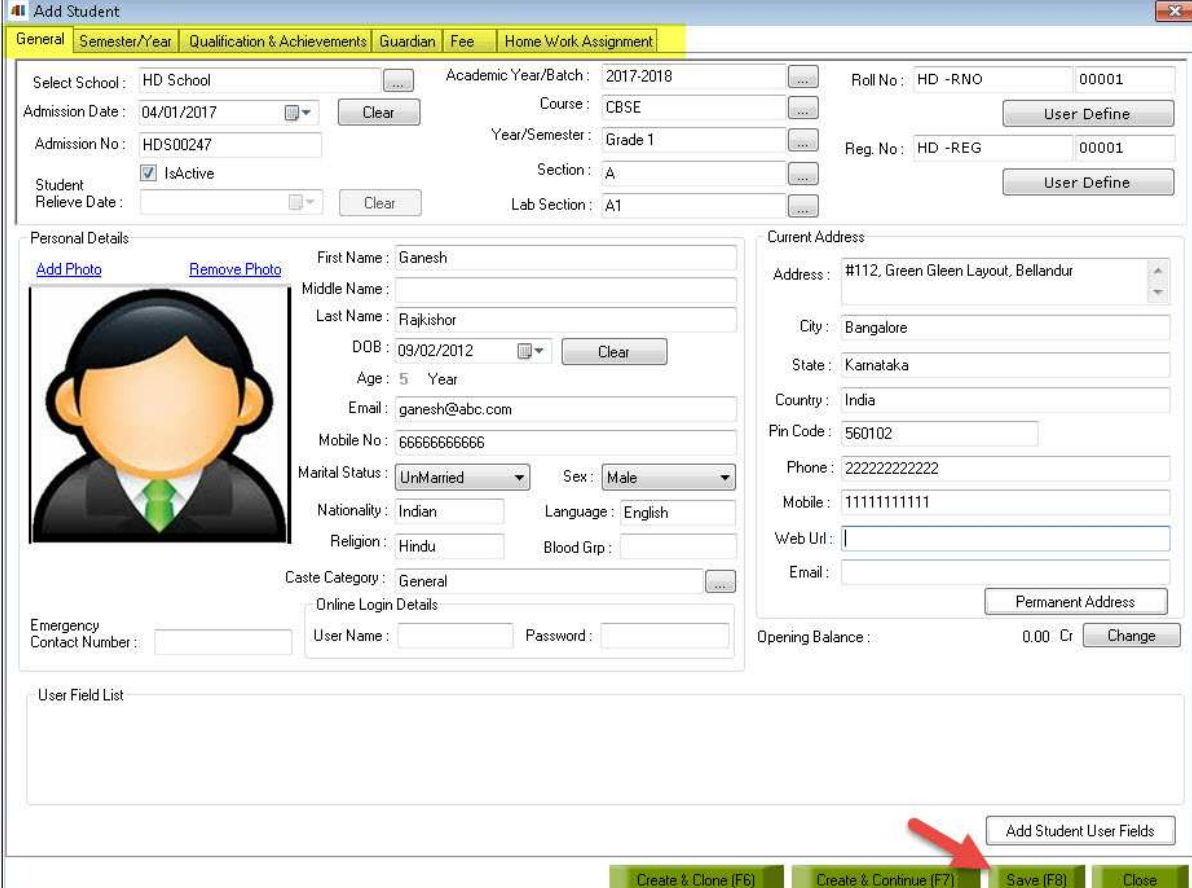


4. You will see the **Add Student** screen as shown below. Enter all required details.
 - a. Click on **Save** to save the details and close the screen.
 - b. Click on **Create & Clone** button to add the current student and retain most of the values entered. This button is enabled when you add a new student.
 - c. Click on **Create & Continue** button to add the new student whose information is entered and will keep the '**Add Student**' screen open so that the user can continue to add multiple students without having to click on **Add Student** button each time.

There are 6 sections in **Add Student** screen.

- **General:** Enter the basic information of the student here.
- **Semester/Year:** Enter details of course, semester/ year chosen, subjects, theory & lab sections and marks details etc. here.
- **Qualification/Achievements:** Enter records of pervious qualifications if any here.
- **Guardian:** Details of parents and guardians.
- **Fee:** Enter details of fees applicable, fees paid and pending here.
- **Home Work Assignment:** Maintain student home work status.

5. In **General** section of **Add Student** Course, add the details as required.



The screenshot shows the 'Add Student' form with the following details filled in:

- Select School:** HD School
- Academic Year/Batch:** 2017-2018
- Roll No.:** HD -RNO 00001
- Admission Date:** 04/01/2017
- Course:** CBSE
- Year/Semester:** Grade 1
- Reg. No.:** HD -REG 00001
- Admission No.:** HDS00247
- Section:** A
- Lab Section:** A1
- Student:** Ganesh Rajkishor
- DOB:** 09/02/2012
- Age:** 5 Year
- Marital Status:** UnMarried
- Sex:** Male
- Nationality:** Indian
- Language:** English
- Religion:** Hindu
- Caste Category:** General
- Current Address:** #112, Green Gleen Layout, Bellandur, Bangalore, Karnataka, India, Pin Code: 560102, Phone: 22222222222, Mobile: 11111111111

- **Select School:** Select the School by clicking on [...] button or by typing the first few letters of the School name and select from the list that appears.
- **Admission Date:** By default it displays the current date.
- **Admission No:** Enter the Admission Number for the student here.
- **Academic Year/Batch:** Select the Academic Year/Session by clicking on [...] button or by typing the first few letters of the Academic Year/Session and select from the list that appears.
- **Course:** Select the Course by clicking on [...] button or by typing the first few letters of the Course name and select from the list that appears.
- **Year/Semester:** Select the Semester/Year by clicking on [...] button or by typing the first few letters of the Semester/Year and select from the list that appears.
- **Section:** User can choose the Section by clicking on [...] button or by typing the first few letters of the Section name and select from the list that appears.
- **Lab Section:** User can choose the Lab Section by clicking on [...] button or by typing the first few letters of the Lab Section name and select from the list that appears.
- **Student Roll No/Reg. No:** This is auto generated Number based on the code defined in Code Format. User can change the same by clicking on 'User Define' button. Once the user clicks 'User Define' button it will be replaced with 'Get Number' button.
- **User Define:** Allows the user to define his/her own code.





In Personal Details section:

- **Add Photo:** User can add Student Photo by clicking on 'Add Photo' button and select the location where the image is saved and then click on 'open' button.
- **Remove photo:** There is an option 'remove photo' which will allow the user to either change or delete the current Photo of the Student.
- **First Name:** Enter the first name of the student.
- **Middle Name:** Enter the middle name of the student here.
- **Last Name:** Enter the last name of the student here.
- **DOB:** Enter the date of birth of the student here.
- **Email:** Enter the email of the student.
- **Mobile:** Enter the mobile number of the student.
- **Nationality:** Enter the country name from where the student is.
- **Language:** Enter the name of language the student speaks.
- **Religion:** Enter the religion of the student.
- **Blood Group:** Enter the blood group of student.
- **Emergency Contact Number:** Enter the emergency contact number of the student.
- **Opening Balance:** Enter the opening balance for student if you want.

In Current Address Section:

- **Address:** Enter address here.
- **City:** Enter city name here.
- **State:** Enter state name here.
- **Country:** Enter Country name here.
- **Pincode:** Enter Pincode here.
- **Phone:** Enter phone number here.
- **Mobile:** Enter mobile number here.
- **Web URL:** Enter the web site URL here.
- **Email:** Enter the email id here.
- **Permanent Address:** Clicking on this button will show the same details as current address details. Enter the details and click on **OK**.
- **User Field List:** These are additional Student fields which can be added by clicking on 'Add Student User Fields'.

