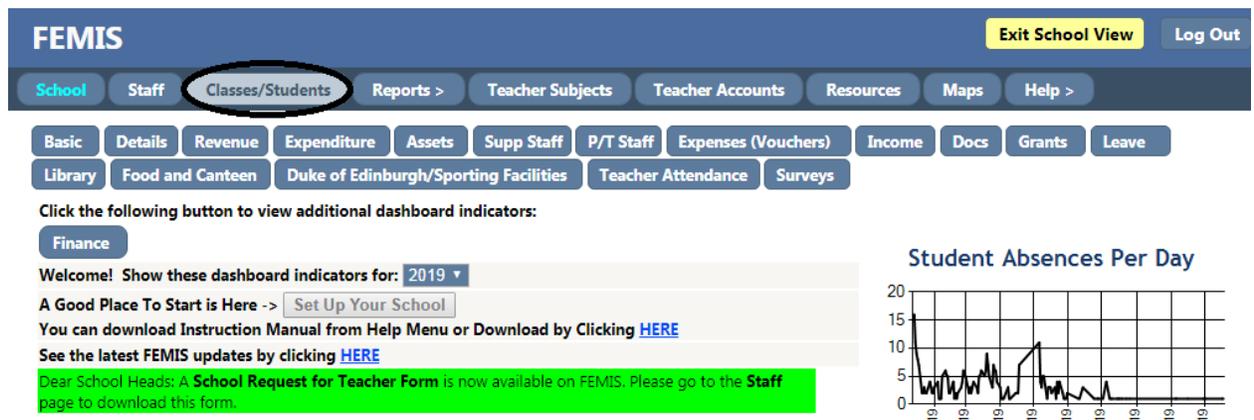


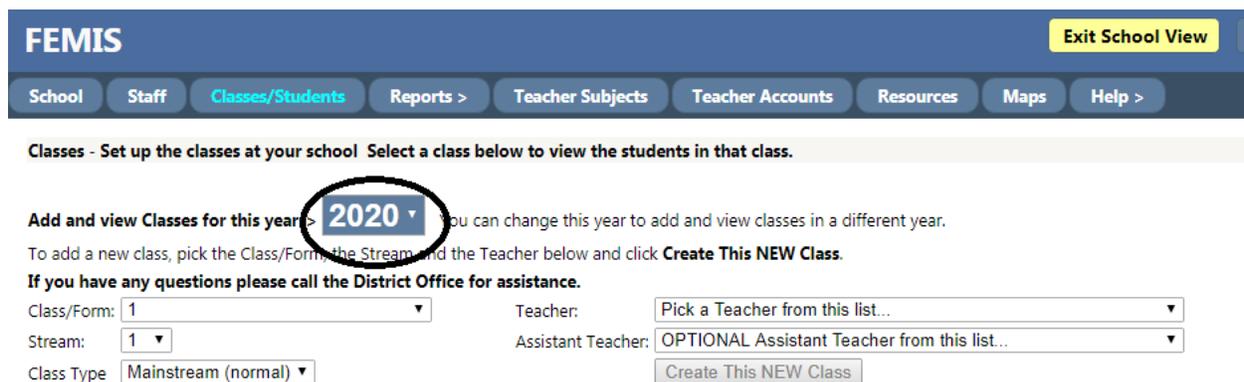
Manual to Create a Class and add student to a Class in FEMIS

Step 1: Click on Classes/Students



The screenshot shows the FEMIS dashboard interface. At the top, there is a navigation bar with the FEMIS logo on the left and 'Exit School View' and 'Log Out' buttons on the right. Below the navigation bar is a menu of buttons: 'School', 'Staff', 'Classes/Students' (circled in red), 'Reports >', 'Teacher Subjects', 'Teacher Accounts', 'Resources', 'Maps', and 'Help >'. Underneath this menu are several more buttons: 'Basic', 'Details', 'Revenue', 'Expenditure', 'Assets', 'Supp Staff', 'P/T Staff', 'Expenses (Vouchers)', 'Income', 'Docs', 'Grants', and 'Leave'. Below these are 'Library', 'Food and Canteen', 'Duke of Edinburgh/Sporting Facilities', 'Teacher Attendance', and 'Surveys'. A text prompt says 'Click the following button to view additional dashboard indicators:' followed by a 'Finance' button. Below that, there is a 'Welcome!' message with a dropdown for the year '2019'. A 'Set Up Your School' button is also present. There are links to download an 'Instruction Manual' and 'FEMIS updates'. A green banner at the bottom of the dashboard area contains a message: 'Dear School Heads: A School Request for Teacher Form is now available on FEMIS. Please go to the Staff page to download this form.' On the right side of the dashboard, there is a line graph titled 'Student Absences Per Day' showing data points over a period of time.

Step 2: Change the Year to 2020



The screenshot shows the 'Classes' page in FEMIS. At the top, there is a navigation bar with the FEMIS logo on the left and 'Exit School View' button on the right. Below the navigation bar is a menu of buttons: 'School', 'Staff', 'Classes/Students' (highlighted in blue), 'Reports >', 'Teacher Subjects', 'Teacher Accounts', 'Resources', 'Maps', and 'Help >'. Below the menu is a heading: 'Classes - Set up the classes at your school. Select a class below to view the students in that class.' Below this heading is a section titled 'Add and view Classes for this year >' with a dropdown menu set to '2020' (circled in red). A text prompt says 'You can change this year to add and view classes in a different year.' Below this is a text prompt: 'To add a new class, pick the Class/Form, the Stream and the Teacher below and click **Create This NEW Class**.' Below that is a text prompt: 'If you have any questions please call the District Office for assistance.' Below these prompts are four dropdown menus: 'Class/Form: 1', 'Teacher: Pick a Teacher from this list..', 'Stream: 1', and 'Assistant Teacher: OPTIONAL Assistant Teacher from this list..'. Below the dropdown menus is a 'Create This NEW Class' button.

Step 3: Make appropriate selection and click on 'create this new class' button

Step 4: Click on 'view class/student info' tab to add the students to the class

FEMIS Exit School View Log Out

School Staff **Classes/Students** Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Classes - Set up the classes at your school. Select a class below to view the students in that class.

Add and view Classes for this year -> **2020** You can change this year to add and view classes in a different year.

To add a new class, pick the Class/Form, the Stream and the Teacher below and click **Create This NEW Class**.

If you have any questions please call the District Office for assistance.

Class/Form: 1 Teacher: ARCHANA ARTI LAL - TEACHER PRIMARY-E
Stream: 1 Assistant Teacher: OPTIONAL Assistant Teacher from this list..
Class Type: Mainstream (normal) **Create This NEW Class**

Current classes this year are listed below.

Year	Class	Stream	Class Type	Students	Teacher			
2020	1	1	Mainstream (normal)	0	ARCHANA ARTI LAL	VIEW Class/StudentInfo	DeleteTheClass	ChangeStream/Teacher(s)

Step 5: Click on 'add Student to this class' button

FEMIS Exit School View Log Out

School Staff **Classes/Students** Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Class - Year: 2020 Class: 1 Stream: 1 Class Type: Mainstream (normal) Teacher: 84430 - ARCHANA ARTI LAL

Students **Add Student to This Class** Change Class/Stream/Teacher Attendance Subjects Class Audit Carry Over Att Rep BMI
eTransport Reading Progress Tracker

Student List - the list of students currently in the class

No students in the class are listed below (red highlights not current as of today). LANA Class Exams are listed below
No students in this class (yet).

Step 6: Search the student using the different options. ECE can click 'register a new student' button to create a student that does not exist in FEMIS.

[Note:

- Only ECE can create a new student ID in FEMIS. The rest of the Year/levels have to search and add a student to the Year/level.
- In case the student is not found in FEMIS then the schools can fill the new student registration template available online in FEMIS and e-mail to the respective Education Districts for data update.]

FEMIS

Exit School View
Log Out

School
Staff
Classes/Students
Reports >
Teacher Subjects
Teacher Accounts
Resources
Maps
Help >

Class - Year: 2020 Class: 1 Stream: 1 Class Type: Mainstream (normal) Teacher: 84430 - ARCHANA ARTI LAL

Students
Add Student to This Class
Change Class/Stream/Teacher
Attendance
Subjects
Class Audit
Carry Over
Att Rep
BMI

eTransport
Reading Progress Tracker

Add a Student to This Class - Use this screen to find EXISTING students.

Click the following link to download the student registration template: [Student Registration Template](#)

If you require assistance with registering students then please contact your District Office.

There are several ways of finding the right student. The easiest way is to enter the BDM/Passport number and click "Search by BDM/Passport Number". The next easiest way is to look at "All Students in My School". If you still cannot find the student you can provide more details on the student in the blue shaded area and look for students in the district or the entire country. You only need to enter the first few letters of the names when searching. **Less information provided will find more students.** For example, a search by first name, surname and date of birth is improved by removing the surname from the search to find students that match the first name and date of birth only, ignoring possible spelling mistakes in the surname. Remember you can always use the FEMIS Training version to practice.

Primary schools can now pick students from **PreSchool** classes in their attached ECE. Click the **Pick From Attached ECE** button to select students that will be attending **Year 1** this year.

No Attached ECE School Found!

Just show me the list of students already registered in my school in 2019 ▼

Pick From All Students in My School
OR
Pick From Attached ECE

OR - ADD Student with this BDM/Passport number

OR - ADD Student with this Student ID

Add Student With This BDM Number
Add Student With This Student ID

OR - To search for student in other schools, provide some partial details below and click buttons to search the district or search all registered students. You do not need the whole name, just the first three characters to start searching. If you don't find the student you are looking for try using only the first three characters of first name and first three characters of last name and sometimes the date of birth, then click a button to search the district or search all registered students nationally. Don't include the date of birth in the search if you think you may have the wrong date of birth.

Surname:

Date of Birth (dd/MM/yyyy):

Search Students in the District

First Name:

Father's Name:

Search All Registered Students

OR - as a last resort: Register a New Student Use this button **ONLY** to register students the first year they attend school or for foreign students. All other students already exist. Find existing students using the Search buttons above.

Step 7: Identify the correct student and click on 'select' to add the student to the class

birth in the search if you think you may have the wrong date or birth.

Surname: First Name:
 Date of Birth (dd/MM/yyyy): Father's Name:

More than one student was found that matches your search! CLICK THE SELECT LINK IN THE LIST BELOW to select the student.

OR - as a last resort: Use this button ONLY to register students the first year they attend school or for foreign students. All other students already exist. Find existing students using the Search buttons above.

StudentID	Surname	FirstName	Gender	Other Name	Date of Birth	Ethnicity	Birth Death Marriage No	School Code	School	Year	Class	Stream	
20										2018	PreSchool	2	<input type="button" value="Select"/>

Step 8: Update the relevant information and click on 'save' or 'save and go to class' to add the student to the class.

Subjects **LANA** **Attendance** **Financial Assistance** **Health** **Transf Letter**

Basic Information - for the student above. * The Birth Certificate number is the BDM number. Or, provide a passport number for non-citizens.
Citizenship of the student cannot be UNKNOWN.

Student ID: Birth Reg (or passport) No.: Gender: Attened ECE:
 First Name: Other Name: Ethnicity:
 Surname: Father's name: Date of Birth:

Show details for: **Year: 2020 Class: 1 Stream: 1** You must now click the Save button to save this student into this class. Provide as much detail as you can before saving.

Term 1	Start Date:	<input type="text" value="13/01/2020"/>	<input type="text" value="(13/01/2020)"/>	<input type="button" value="Student started term normally"/>	Term 1
	End Date:	<input type="text" value="17/04/2020"/>	<input type="text" value="(17/04/2020)"/>	<input type="button" value="Student finished term normally"/>	
Term 2	Start Date:	<input type="text" value="04/05/2020"/>	<input type="text" value="(04/05/2020)"/>	<input type="button" value="Student started term normally"/>	Term 2
	End Date:	<input type="text" value="07/08/2020"/>	<input type="text" value="(07/08/2020)"/>	<input type="button" value="Student finished term normally"/>	
Term 3	Start Date:	<input type="text" value="24/08/2020"/>	<input type="text" value="(24/08/2020)"/>	<input type="button" value="Student started term normally"/>	Term 3
	End Date:	<input type="text" value="20/11/2020"/>	<input type="text" value="(20/11/2020)"/>	<input type="button" value="Student finished term normally"/>	

New Student: Citizenship of Student: Country of citizenship:
 Repeater: Transport: Student Email:
 Boarder: Had Yearly health check: Had Dental Check:
 Consent School Activities: Consent Dental Check: Consent Sports:
 Consent Health Check: Consent Swimming: Consent Excursions:
 Created by: Never Saved Created when: Never Saved
 Last Saved by: Never Saved Last Saved when: Never Saved