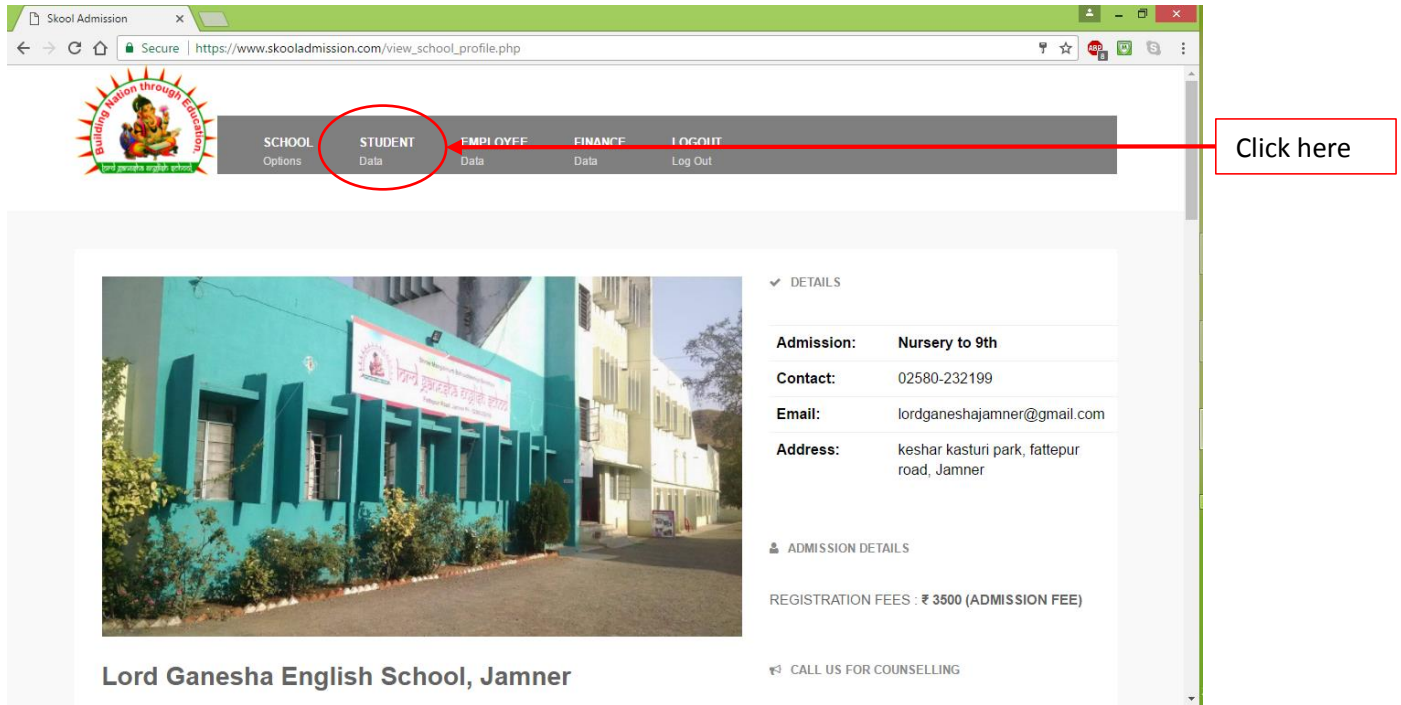
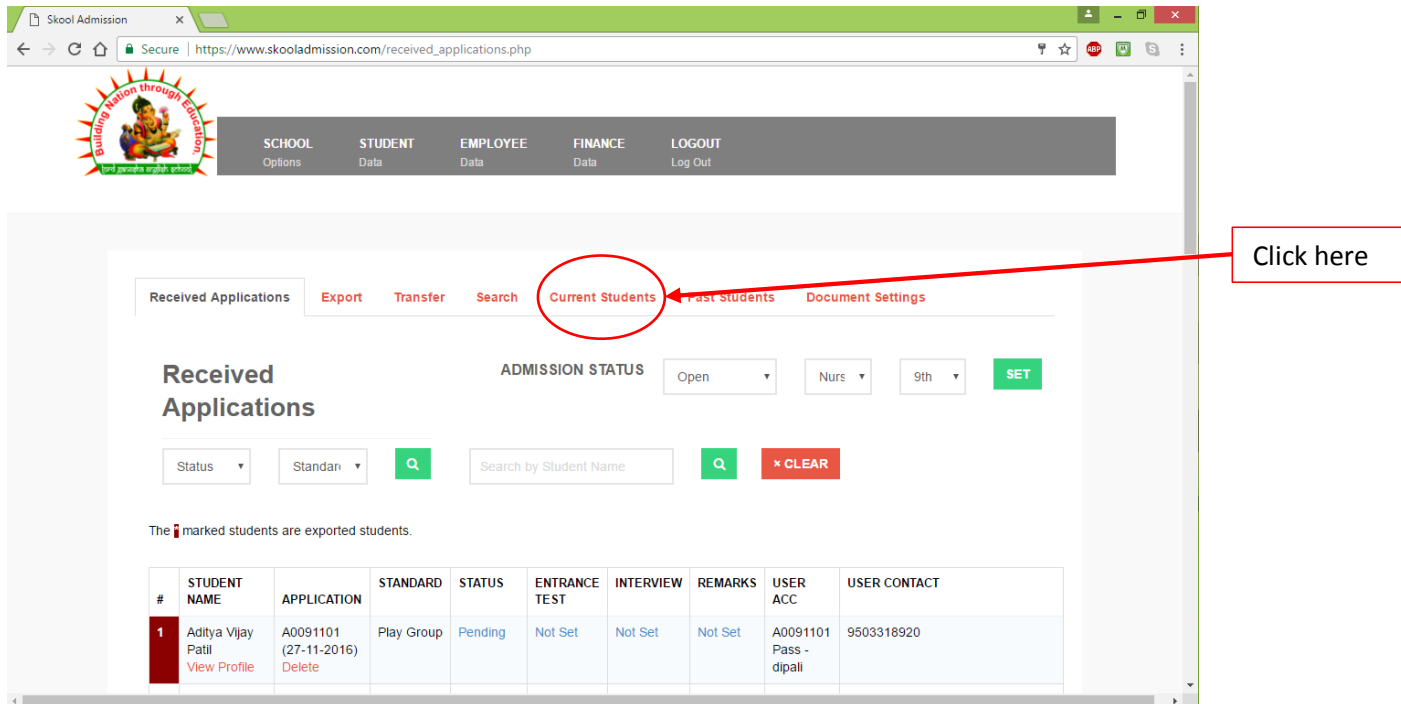


Step 1: Login into your account (Check part I of the manual for login procedure) and click “Student” tab.



The screenshot shows the Skool Admission website interface. The navigation menu at the top includes 'SCHOOL Options', 'STUDENT Data', 'EMPLOYEE Data', 'FINANCE Data', and 'LOGOUT Log Out'. The 'STUDENT Data' tab is circled in red, and a red arrow points from a 'Click here' box to it. Below the navigation menu, there is a large image of a school building and a sidebar with details for 'Lord Ganesha English School, Jamner'. The details include admission levels (Nursery to 9th), contact number (02580-232199), email (lordganeshajamner@gmail.com), and address (keshar kasturi park, fattepur road, Jamner). Registration fees are listed as ₹ 3500 (ADMISSION FEE).

Step 2: Click on current students.



The screenshot shows the Skool Admission website interface for 'Received Applications'. The navigation menu at the top includes 'SCHOOL Options', 'STUDENT Data', 'EMPLOYEE Data', 'FINANCE Data', and 'LOGOUT Log Out'. The 'Current Students' tab is circled in red, and a red arrow points from a 'Click here' box to it. Below the navigation menu, there are tabs for 'Received Applications', 'Export', 'Transfer', 'Search', 'Current Students', 'Past Students', and 'Document Settings'. The 'Current Students' tab is active. Below the tabs, there is a section for 'Received Applications' with filters for 'ADMISSION STATUS' (Open, Nurs, 9th) and a 'SET' button. There is also a search bar for 'Search by Student Name' and a 'CLEAR' button. Below the search bar, there is a table of received applications. The table has columns for #, STUDENT NAME, APPLICATION, STANDARD, STATUS, ENTRANCE TEST, INTERVIEW, REMARKS, USER ACC, and USER CONTACT. The first row shows a student named Aditya Vijay Patil with application ID A0091101 (27-11-2016), standard Play Group, status Pending, and user contact 9503318920.

#	STUDENT NAME	APPLICATION	STANDARD	STATUS	ENTRANCE TEST	INTERVIEW	REMARKS	USER ACC	USER CONTACT
1	Aditya Vijay Patil <a href="#">View Profile</a>	A0091101 (27-11-2016) <a href="#">Delete</a>	Play Group	Pending	Not Set	Not Set	Not Set	A0091101 Pass - dipali	9503318920

### Step 3: Click on the class tab

The screenshot shows the 'Skool Admission' website interface. The top navigation bar includes 'SCHOOL Options', 'STUDENT Data', 'EMPLOYEE Data', 'FINANCE Data', and 'LOGOUT Log Out'. The main content area has tabs for 'Received Applications', 'Export', 'Transfer', 'Search', 'Current Students', 'Past Students', and 'Document Settings'. The 'Current Students' tab is active, showing 'Current Session : 2017-2018 (To change, click [HERE](#))'. Below this, there's a section 'Select the Standard (All )' with the instruction 'Click on the Class Name to view / add students.' There are buttons for 'SEND MESSAGE' and 'PROMOTE'. A grid of class tabs is displayed: PLAY GROUP, NURSERY, JUNIOR KG, SENIOR KG, 1ST, 2ND, 3RD, 4TH, 5TH, 6TH, 7TH, 8TH, 9TH, 10TH. The '3RD' tab is circled in red. A red arrow points from a box labeled 'Click here' to the '3RD' tab. At the bottom, there are dropdowns for 'Add a Class : Standard' and 'Section', an 'ADD' button, and a 'DELETE' button.

### Step 4: Select section

The screenshot shows the 'Skool Admission' website interface. The top navigation bar includes 'SCHOOL Options', 'STUDENT Data', 'EMPLOYEE Data', 'FINANCE Data', 'USER Roles', and 'LOGOUT Log Out'. The main content area has tabs for 'Received Applications', 'Export', 'Transfer', 'Search', 'Current Students', 'Past Students', and 'Document Settings'. The 'Current Students' tab is active, showing 'Current Session : 2017-2018 (To change, click [HERE](#))'. Below this, there's a section 'Go back' and 'Select the Section (All )' with the instruction 'Click on the Class Name to view / add students.' There are buttons for 'SEND MESSAGE' and 'PROMOTE'. Two section tabs are displayed: SECTION A and SECTION B. The 'SECTION A' tab is circled in red. A red arrow points from a box labeled 'Click on section tab' to the 'SECTION A' tab. At the bottom, there are dropdowns for 'Add a Class : Standard' and 'Section', an 'ADD' button, and a 'DELETE' button.

Step 5: Select students and click on change numbers tab

The screenshot shows the 'Class - 3rd A' page with a table of students. The 'CHANGE NUMBERS' button is highlighted in green. The table contains the following data:

#	ID	DETAILS	NAME	MESSAGE NO.	DOCUMENTS	
1	SID : A0260050	Roll No :	Bhoi Jignesh Ravindra			<input checked="" type="checkbox"/>
	<a href="#">Edit Profile</a> <a href="#">View Profile</a>	GR No :	Remarks Bonafide Certificate	U - A0260050 P - 29042008	<a href="#">Upload</a>	<input checked="" type="checkbox"/>
2	SID : A0260049	Roll No :	Gavit Trusheeta Mahendra			<input checked="" type="checkbox"/>
	<a href="#">Edit Profile</a> <a href="#">View Profile</a>	GR No :	Remarks Bonafide Certificate	U - A0260049 P - 28012008	<a href="#">Upload</a>	<input checked="" type="checkbox"/>
3	SID : A0260051	Roll No :	Gavte Purva Ajit			<input checked="" type="checkbox"/>
	<a href="#">Edit Profile</a>	GR No :	Remarks	U - A0260051 P - 08072008	<a href="#">Upload</a>	<input checked="" type="checkbox"/>

Select students and click on "change number"

The screenshot shows the same 'Class - 3rd A' page with a 'SELECT CONTACTS' dialog box open. The dialog box contains the following text and options:

Select the contacts to add numbers for sending SMS :

- Father
- Mother
- Guardian
- Emergency

Buttons: YES, CANCEL

Select the Required numbers and click on YES

Class - 3rd A

View [Add / Edit](#)

[COPY TO LAST SESSION](#) [MARK LEFT](#) [MARK/UNMARK DETAINED](#) [MARK/UNMARK SPECIAL](#) [CHANGE CLASS](#)

[CHANGE NUMBERS](#) [SEND MESSAGE](#) [ID CARD](#)

# - Detained

#	ID	DETAILS	NAME	MESSAGE NO.	DOCUMENTS	
1	SID : A0090404	Roll No :	Bamb Devyani Rajendrakumar	8888516063 8888516063	Upload	<input checked="" type="checkbox"/>
	<a href="#">Edit Profile</a> <a href="#">View Profile</a>	GR No :	Remarks Bonafide Certificate	U - A0090404 P - 03012009		
2	SID : A0090132	Roll No :	Bankar Aditee Krishna	9921663339 9405055830	Upload	<input checked="" type="checkbox"/>
	<a href="#">Edit Profile</a> <a href="#">View Profile</a>	GR No :	Remarks Bonafide Certificate	U - A0090132 P - 23012008		
3	SID : A0090103	Roll No :	Bardiya Jigyasa Vikaskumar	9421523022 9503435333	Upload	<input checked="" type="checkbox"/>

Click on send message

Class - 3rd A

View [Add / Edit](#)

[COPY TO LAST SESSION](#) [MARK LEFT](#) [MARK/UNMARK DETAINED](#) [MARK/UNMARK SPECIAL](#) [CHANGE CLASS](#)

[CHANGE NUMBERS](#) [SEND MESSAGE](#) [ID CARD](#)

# - Detained

**SEND MESSAGE**

English Counter  
5

Dear parents / प्रिय पालक

0 Characters - 1 Message(s) [Learn More](#)

[SEND](#) [CANCEL](#)

#	ID	DETAILS	NAME	MESSAGE NO.	DOCUMENTS	
1	SID : A0260050	Roll No :			Upload	<input checked="" type="checkbox"/>
	<a href="#">Edit Profile</a> <a href="#">View Profile</a>	GR No :	Remarks Bonafide Certificate			
2	SID : A0260049	Roll No :			Upload	<input checked="" type="checkbox"/>
	<a href="#">Edit Profile</a> <a href="#">View Profile</a>	GR No :	Remarks Bonafide Certificate			
3	SID : A0260051	Roll No :			Upload	<input checked="" type="checkbox"/>
	<a href="#">Edit Profile</a> <a href="#">View Profile</a>	GR No :	Remarks Bonafide Certificate	U - A0260051 P - 08072008		

Select language and type and send. For typing in Marathi or Hindi, use Google translator and paste the text in the box and send

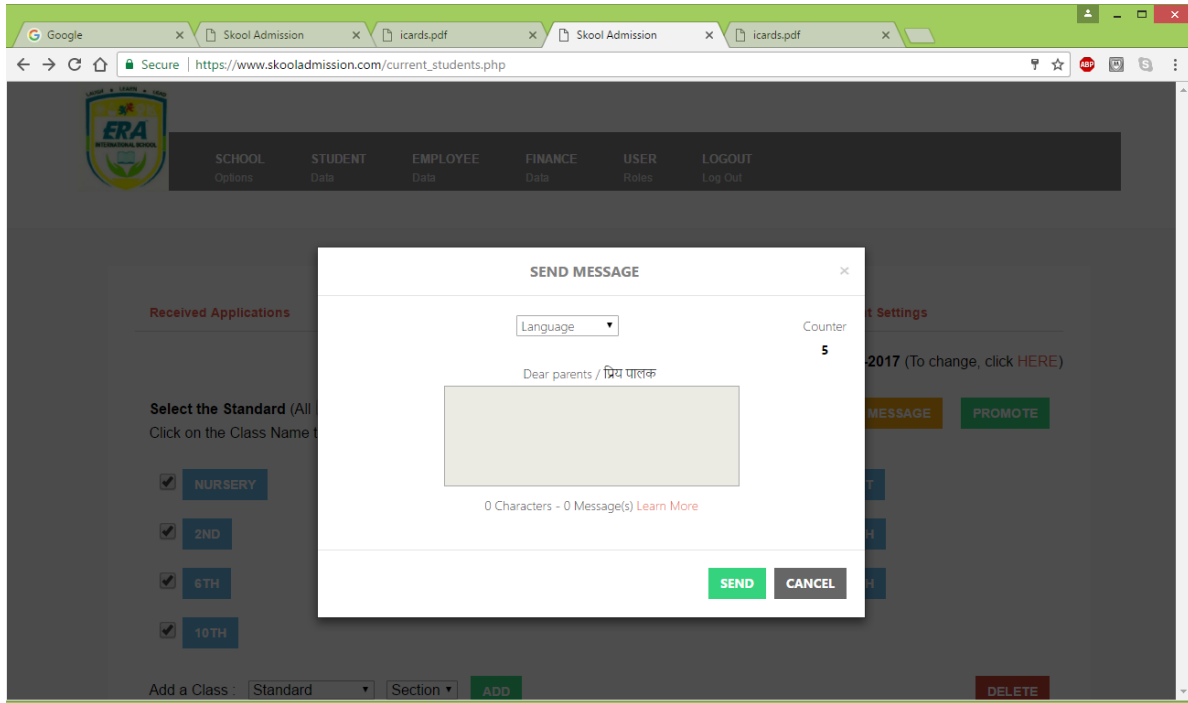
Or

The screenshot shows a web browser window with the URL [https://www.skooladmission.com/current\\_students.php](https://www.skooladmission.com/current_students.php). The page features a navigation menu with options: SCHOOL (Options), STUDENT (Data), EMPLOYEE (Data), FINANCE (Data), USER (Roles), and LOGOUT (Log Out). Below the menu, there are tabs for 'Received Applications', 'Export', 'Transfer', 'Search', 'Current Students', 'Past Students', and 'Document Settings'. The 'Current Students' tab is active. The page indicates the 'Current Session : 2016-2017 (To change, click [HERE](#))'. Under the heading 'Select the Standard (All )', there is a list of class names in blue buttons: NURSERY, JUNIOR KG, SENIOR KG, 1ST, 2ND, 3RD, 4TH, 5TH, 6TH, 7TH, 8TH, 9TH, and 10TH. Each class name has an unselected checkbox to its left. To the right of the class list are two buttons: 'SEND MESSAGE' (orange) and 'PROMOTE' (green).

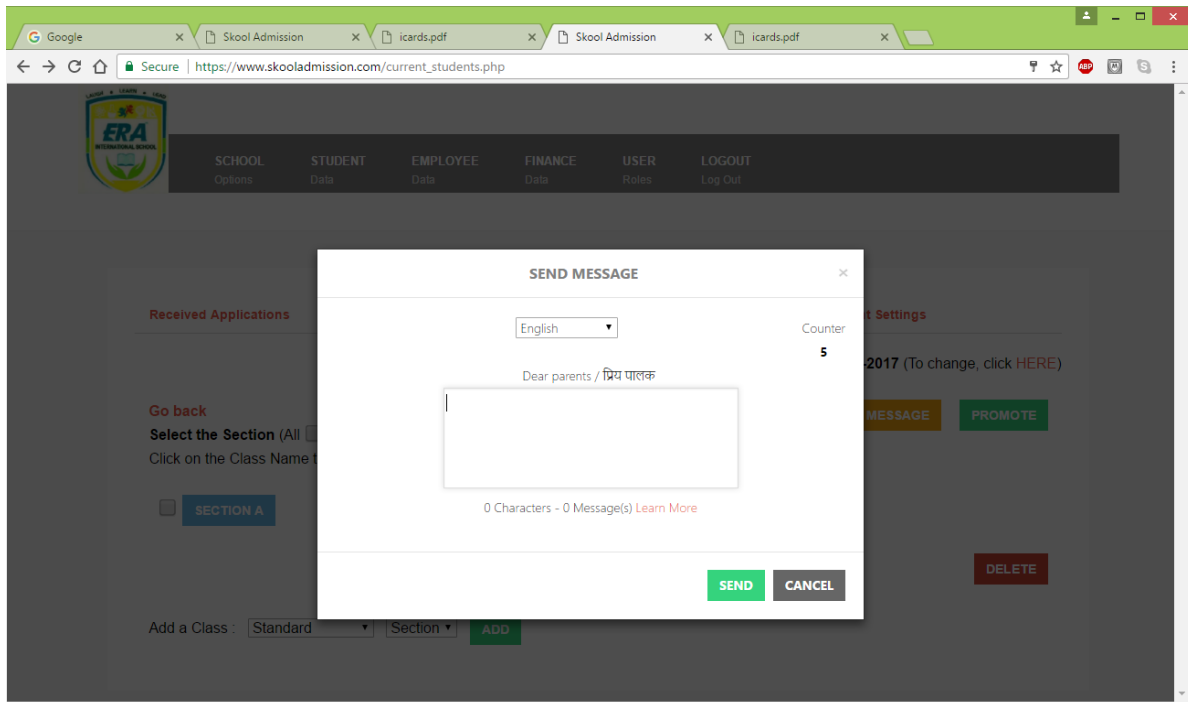
For sending circulars to all students select students

This screenshot is identical to the one above, but with all checkboxes next to the class names (NURSERY through 10TH) now checked. The 'SEND MESSAGE' and 'PROMOTE' buttons remain visible to the right of the class list.

Click on send messages



Select language and type and send. For typing in Marathi or Hindi, use Google translator and paste the text and send



If you are unable to send messages kindly check if the message counter is > 0. Contact our support team to recharge for messages.

**“Tutorial Complete”**