KV FREQUENTLY ASKED QUESTIONS(FAQ'S):

How to download android APK File?

To download android APK File open the **browser** of your phone, in the search bar type or paste the URL: **hyd.kvsro.in/DownloadApp/Android**

A file will start downloading in your mobile after downloading click on APK and install the application.

Login procedure: There is only one KV application for each student, teacher, principal, class teacher just enters the credentials provide by school and login your ERP Account.

From where to get login credentials?

For Principal the credentials are **P+ Their school code (ex- school code is – XYZ)**

Then credentials (username, password) will be PXYZ at first login. After login you can change the password.

To know teacher credentials, from **Principal panel** go to **teacher panel** module

Click on **staff login details** just before employee name **username** of each staff is mentioned.

At first login username, password will be same you can change password after login your Account.

Similarly, you can find student credentials in **student panel module.**

How to Reset Password?

To reset password of teacher and student in teacher panel, student panel module searches the student, staff.

A checkbox ☐ will show tick it then clicks on right bottom menu button reset option shows click over that password resets and become same as username.

Teacher Panel:

From teacher panel module you can get teacher credentials + can assign classes to any staff (from **class permission** column click on **view** in front of each staff assign classes and save).

How to assign Class In-charge?

To assign class in-charge go to **class management module** on **list of assign class and section** add from right bottom, search by class, select staff for each class and save the records from **save** button.

Student Register-

How to de-promote any student: If you promote any student by mistake or any failure student then to de-promote student, delete the student from current session from student list.

 If the delete button is not showing on staff list, then you must have to allow delete permission for your user type.

For this go to user management module on principal panel.

Using search > select the user type principal, from menu select the module **student register** as student list is inside **student register module.**

Click on search

All the sub modules inside **student register** module will shows-

You want permission to delete student list, so in the student list tick on delete permission checkbox and save the permission by **save button.**

Now re-login the account (because after assigning rights from user management you need to re login so that the permissions will enable on your account). And check in student list delete option will come search the student and delete the record.

If student get promoted in wrong class?

From the student register module edit the student and in **personal info tab** scroll down there is an option of class & section change the class and click on save and continue at bottom of page.

Want to change section of many students?

In student register module go to **change class & section module** search the class list of all students and all the sections of that class will show.

Assign sections to student and save by clicking on **save button**.

How to any screen/ sub module or the whole module permission to staff?

To give any module or sub- module permission to any user type – student, teacher, class teacher, principal.

For the user type – class teacher or teacher it does not defined that they are the class teacher/ teacher of any class it is simply name it could be anything- like – xyz user, user1, user 2, peon, accountant etc.

Go to **USER MANAGEMENT** Module **Search** by any user to whom you want to give permission

Search the module from menu like (whether want to give attendance management/ student register/ or any other module permission to that user).

Click on search

All the submodules list existing in that particular module will display.

 Select the submodule which you want to give like (in **student register** want to give **student list** permission)

Now permission can be (add, edit, delete, download, view or all) tick the permission according to you. And click on save.

In above steps you only assign rights to any user principal and students rights set automatically.

But for the staff you have to declare who is class teacher/ teacher or any other user(what roles they can perform are include in their user type, that you define from user management)

To assign user type to staff **go to teacher panel module > staff login details > beside each staff there is an option of permission dropdown- declare from that column that which user type should give to which staff. (As user type contains modules right that are managed by user management).**

In all modules classes are managed by **teacher panel module**

Except **homework, examination and result (marks entry list & daily marks entry screen only).**

To show classes on these modules You have to do mapping on **Teacher-subject-class mapping in Examination & result module.**

For each staff who want to send homework to their class, want to do marks entry.

If principal want to show the record, they have to map themself also.

From principal panel how to check whether class teacher has marked attendance/ send homework or not?

For this from principal panel go to **Reports module** click on **Class wise instant report**.

You can see the report by their status (done or pending).

THANK YOU