

Easy CCE

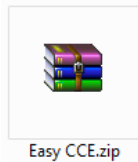


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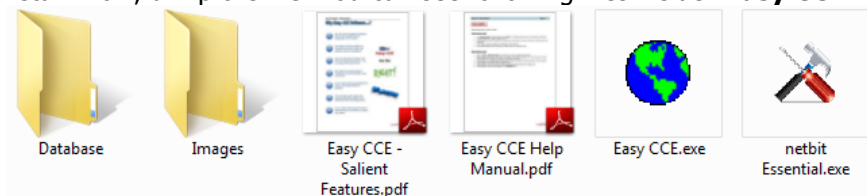
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How to Install....?

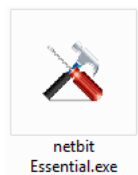
STEP-1 Downloading and Unzipping



Download the **Easy CCE** software from website. It will be downloaded in the form of zipped file. Copy this zipped file name "Easy CCE.zip" and paste in the computer on which you want to install. Now, unzip the file. You can see following files inside "**Easy CCE**" folder.



STEP-2 Installing netbit Essential



Install "**netbit Essential.exe**" on to your computer. To install, just double click on the icon and follow the screen instructions. For more information please read "**Install netbit Essential**" page in this help manual.

STEP-3 Running main EXE file



"**Easy CCE.exe**" is the main software. Start this software by double clicking on the icon. Click on "**Login / Administrator**" and enter the password. Default password for Administrator is **admin**. Go to "**Settings / Product Key**". Enter the details in "**Customer Details**" area and click on "**Save Details**" button.

STEP-4 Selecting CCE Type : UNIFORM or REGULAR

REGULAR vs. UNIFORM

This software [Easy CCE] can function in two ways which we call CCE Types. The two CCE types are **UNIFORM** and **REGULAR**. Select any one as per your choice in the "**Product Key and Software Status**" area. For more information about CCE Types please read "**CCE Type : REGULAR vs UNIFORM**" page in this help manual.

Now click on "**Get Computer ID**" button and then on "**Print Form**" button. It will identify your computer by a number and print a Word file [see in the task bar]. Enter the payment details in that Word file and send that file to us. For more information please read "**Product Key**" page in this help manual.

STEP-5 Validating Software

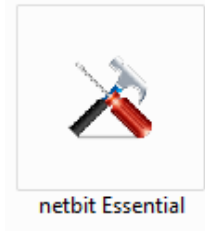


You will be supplied a Product Key. Enter that key in the product key field carefully. Now click on "**Validate Software**". It will make your copy of software full version.

Install netbit Essential

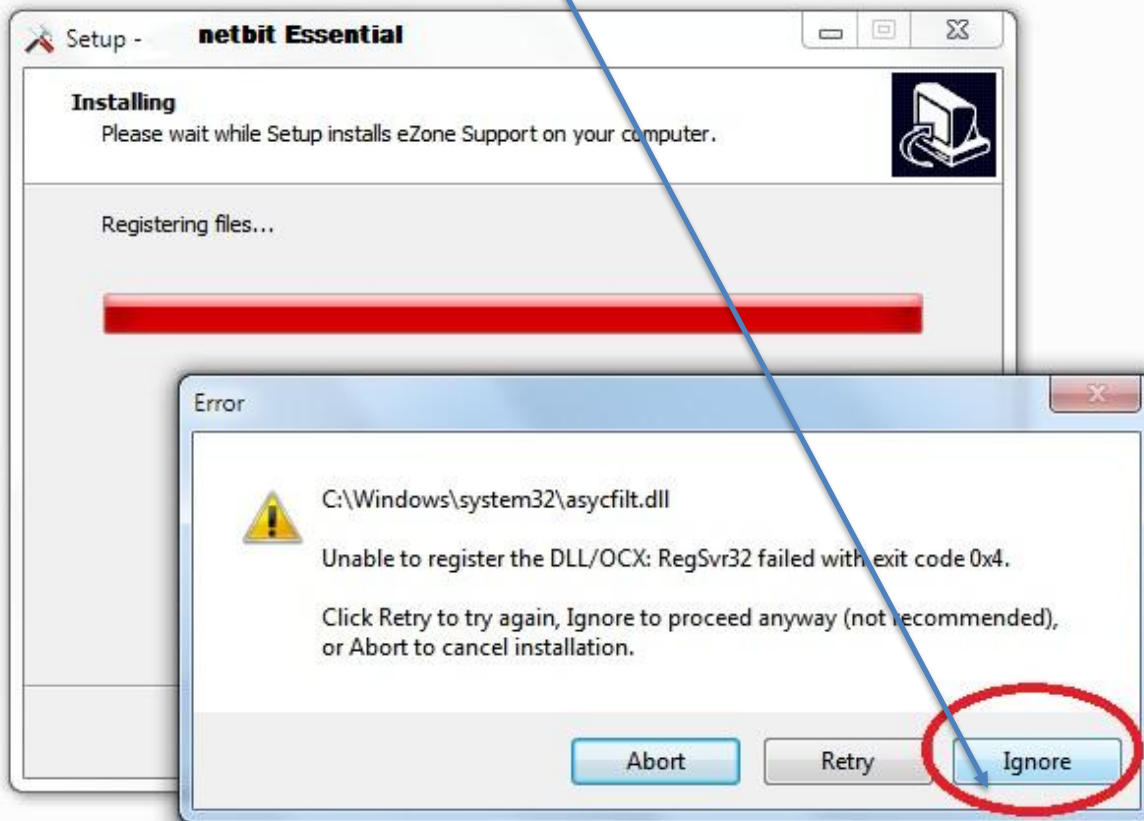
Easy CCE software has been developed on Visual Basic 6 platform. It uses Microsoft Access 2003 database. While developing the software few DLL, OCX files have been used which may not be present in your system. In that case, Easy CCE software will not run properly and it will give an error – “**Class not registered**”.

To solve this problem you have to install and register DLL and OCX files by the following method.



Double click “**netbit Essential.exe**” to run the setup and follow the screen instruction. While setup if you get any error message, then please click on **ignore** all the times to complete the installation.

Now you can use **Easy CCE** software.



How to LOGIN

Start the Easy CCE and click on Login menu.

Administrator Login

- For "**Administrator**" default password is "**admin**". The default password can be changed by clicking on "Change Password – Admin" in Login menu.
- Administration will have full right over the software. Administrator can enter, delete and modify records for all classes.
- It can make necessary changes in the Settings of the software.
- When Administrator login successfully, all menu items are enabled for use.

Class Teacher Login

- Click on **Login / Class Teacher**, then select your class and enter the password.
- Default password for Class 1-A is "onea", for Class 1-B is "oneb", for Class 1-C is "onec" and so on for all other classes. For example, for Class 8-C password will be "eightc".
- Class teachers can change their own password. However, they cannot change password of other classes.
- Administrator can change password for all classes.
- Class teachers will be able to enter, delete and modify records of their own classes only.
- Class teachers cannot make changes in the **Settings** menu.

Make Software Ready for First Use

Before using this software you need to understand and decide two important things:

- 1) On which computer you are going to install this software.....?
- 2) Which CCE Type you are going to use [Regular or Uniform].....?

Selecting Computer

- The Easy CCE software needs a Product Key to make it full version. It is like a license key for an anti-virus you purchase from the market.
- Product Key is supplied by us after receiving the filled in application form for product key from the customer.
- Product Key for one computer will not work on another computer. Therefore, please be careful while sending the Computer ID for product key.
- For more details, please read "**Product Key**" page in this Help Manual.

Selecting CCE Type

- Easy CCE can be used in two ways i.e. **REGULAR** or **UNIFORM**.
- Please read "**CCE Type : REGULAR vs UNIFORM**" page in the subsequent pages of this Help Manual.
- Now, login as "Administrator". Click on "**Settings / Product Key**".
- Locate "**Product Key and Software Status**".
- In the CCE Type field select any one from the list, either **UNIFORM** or **REGULAR**.
- Now, click on "**Save Details**" button to save your choice.
- Close the software and restart. Menus of the software will be synchronized according to your choice.
- **Warning:** Once you decide the CCE Type you must not change it later, otherwise you may loose some of your valuable data or software may behave abnormally.

Product Key and Software Details	
Software Details	
Software Name:	Easy CCE Ver: 16.1
Database Path:	C:\Users\Arvind\Desktop\CCE NETBIT (CCE Program)\Database\
Network Path:	ARVIND-PC
Provider Details	
Company Name:	netbit Technology
Website:	\website
Email ID:	netbittechnology@gmail.com
Mobile No:	\mobile
Customer Details	
Principal Name:	Principal Name
School Name:	LOTUS HIGH SCHOOL
Address:	Sponsored by Lotus Edu. Society Pedatadepalli-Tadepalligudem
Email ID:	uslotusschool@gmail.com
Phone/Mobile:	4444444444
Product Key and Software Status	
CCE Type:	UNIFORM
Computer ID:	-520490266
Product Key:	MOIJSOOKIRMIKNFSQRP
Software Status:	Full Version
<input type="button" value="Save Details"/> <input type="button" value="Get Computer ID"/> <input type="button" value="Print Form"/> <input type="button" value="Validate Software"/>	

Product Key

- This software will run properly and with full features only when you have entered a valid **Product Key** and you have validated your software.
- After validation your copy of software will run as "**Full Version**". Running software with incorrect Product Key or without Product Key will disable few very important features of the software.
- First of all, please decide that on which computer you are going to use this Easy CCE software. Then install it on that computer.
- Login as Administrator. Click on "**Settings / Product Key**".
- Fill in the columns in "**Customer Details**", click on "**Get Computer ID**" button & then on "**Print Form**".
- It will open a MS-Word file. Read it carefully, and verify the details in that Word file. Enter the details of payment made by you in the Word File. Send that filled in Word file to us as attachment through email.

Product Key and Software Details

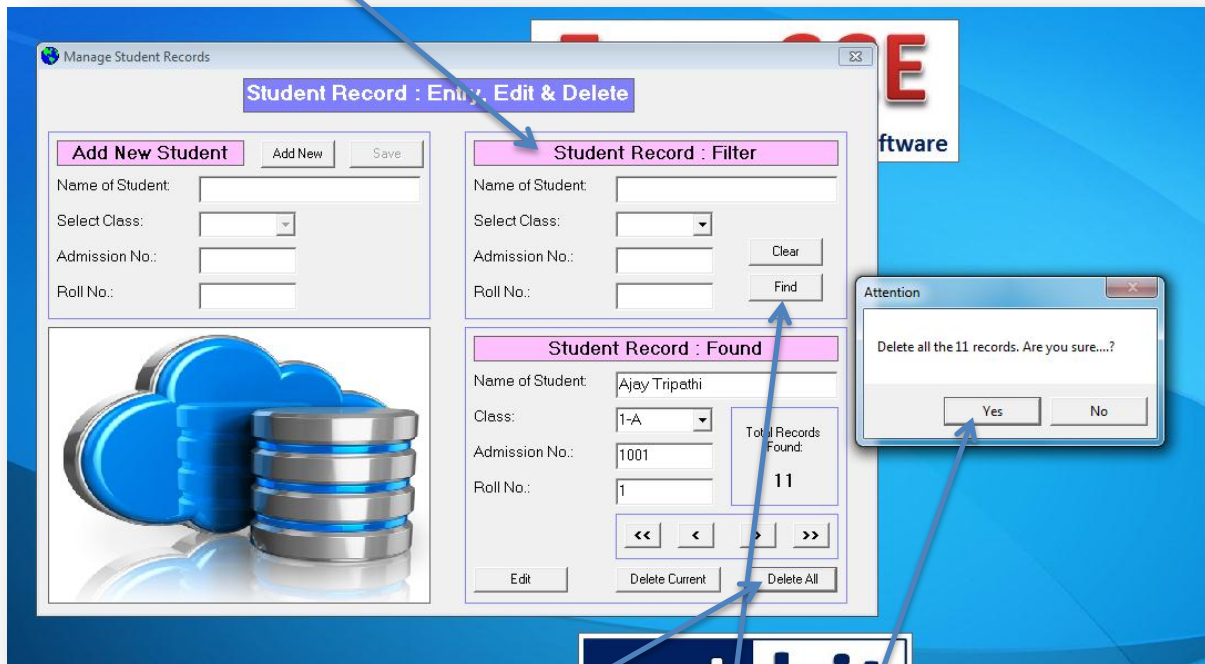
Software Details	Provider Details	Customer Details	Product Key and Software Status
Software Name: Easy CCE Ver: 16.1	Company Name: netbit Technology	Principal Name: Principal Name	CCE Type: UNIFORM
Database Path: C:\Users\Arvind\Desktop\CCE NETBIT\CCE Program\Database\	Website: Vwebsite	School Name: LOTUS HIGH SCHOOL	Computer ID: -520490266
Network Path: ARVIND-PC	Email ID: netbitechnology@gmail.com	Address: Sponsored by Lotus Edu. Society Pedatadepalli-Tadepalligudem	Product Key: MOIJSOOKIRMIKNFSQRP
	Mobile No: Vmobile	Email ID: uslotusschool@gmail.com	Software Status: Full Version
		Phone/Mobile: 4444444444	Buttons: Save Details, Get Computer ID, Print Form, Validate Software

- You will be supplied a Product Key based on Computer ID sent by you in the Product Key Order Form. Enter the **Product Key** at proper place and click on "**Validate Software**" button.
- It will change the Software Status. You can see the software status as "**Full Version**" with green background here.

Deleting the Existing Students Record

The software database may have some students records for Classes 1-A, 6-A, 9-A or any other class. These data have been entered by us so that a customer can explore the software and understand its various features. You may also have entered some data while checking the software. These are dummy data and need to be deleted before using the software for your school.

- Login as Administrator, click on "**Entry / Manage Student Records**".
- Locate "**Student Record : Filter**".



- Do not enter anything in any column, just click on "**Find**". It will display below all the student records of all the classes.
- Now, click on "**Delete All**". It will ask you to confirm, click on "**Yes**".
- Deleting the records will take few moments depending upon number of records available in the database.
- Do not click here and there until you successful delete message.

School Information

These are vital information as it will be printed on the Report Card and Mark & Grade Slips. Enter all the details such as Name of School, name of Principal, Name of Houses, Attendance and Session etc.

Login as Administrator. Click on "Settings / School Information". You will see the following window.

School Information	
Basic Information of School and Class	
School Name:	LOTUS HIGH SCHOOL
Address:	Sponsored by Lotus Edu. Society Pedatadepalli-Tadepalligudem Pin: 123
Principal's Name:	Principal Name
Exam In-Charge:	Exam In-Charge
School Email:	uslotusschool@gmail.com
School Website:	www.lotushighschool.com
Phone/Mobile:	4444444444
CBSE Affiliation No.	123456
Session:	2015-16
Name of House	
House 1:	House1
House 2:	House2
House 3:	House3
House 4:	House4
House 5:	House5
House 6:	House6
Attendance	
Term 1 Total Meetings:	100
Term 2 Total Meetings:	200
Save	

After entering all the details carefully, click on "**Save**" button.

Class Details and Max. Marks Settings

- Easy CCE software has ability to accept Settings for each class. Users can set the name, number and sequence of subjects of a particular class.
- Max. Marks for various components FAs can be set. Maximum of 5 components can be taken for each FA.
- Max. Marks for Co-Scholastic Areas [Life Skills, Work Education, Attitude & Values etc.] and Misc. Subjects [Dance, Music, Painting, Computer, G.K. etc.] can also be set here.
- After entering the details you must save it by clicking on **"SAVE Class Details"** button.
- Class details must be entered and saved at the beginning of an academic session. Once details are saved class teachers can enter marks for various assessment.
- **Warning:** User must NOT change the Class Details and Settings during an academic session other the software may behave in unexpected manner.

SET and USE Default Values

- Select 'A' section of a particular class. Enter all the details carefully for that particular class such as subject names, misc. subjects [if any], max. marks for FAs and SA etc.
- Now click on **"SET Default Values"**. Software will remember the details and settings.
- If you want to use the same details and settings for section 'B' of the same class or for any other class, then simply click on **"USE Default Values"** and then click on "Save Class Details" button. It will save lots of time and energy.

Manage Student Records**ADD NEW STUDENT**

Click on “Add New” and then enter the 4 mandatory details of student and then click on “Save” button.

The screenshot shows a software window titled "Manage Student Records" with a subtitle "Student Record : Entry, Edit & Delete". The window is split into two panes. The left pane, titled "Add New Student", contains four text input fields labeled "Name of Student:", "Select Class:", "Admission No.:", and "Roll No.:". Below these fields are two buttons: "Add New" and "Save". The right pane, titled "Student Record : Filter", contains the same four input fields, but instead of "Add New" and "Save", it has "Clear" and "Find" buttons. Two blue arrows originate from the text above the screenshot: one points to the "Add New" button in the left pane, and the other points to the "Save" button in the left pane.

Format to be followed:

Name of Student: Type the student name. Alphabets, numerals and special characters can be used.

Select Class: Select Class from the list. [Don't enter from your own, select from the list].

Admission No: Enter only numerals e.g. 1091,1092 etc. However, text can also be used e.g. 1091A, 1091B etc.

Caution: Admission number should be unique in the school. It means two students cannot have same admission number.

Roll No.: Enter only numerals like 1, 2, 3 and so on [No text like a, b, c ... or space].

Caution: Two students of a particular class cannot have the same roll number.

STUDENT RECORD : FILTER

- If you need to filter [Find] the record(s) to edit or delete then you should enter the filter criteria.
- For example, if you enter 'kumar' in the 'Name of Student' column, it will show all records where name contain 'kumar' word.
- If you select Class 6-A from the list and click on **Find** then it will show all students from Class 6-A.

The screenshot shows a window titled 'Manage Student Records'. Inside, there's a section 'Student Record : Entry, Edit & Delete'. On the left, the 'Add New Student' panel has fields for Name of Student, Select Class, Admission No., and Roll No., with 'Add New' and 'Save' buttons. On the right, the 'Student Record : Filter' panel has the same fields plus 'Clear' and 'Find' buttons. Two blue arrows point from the text above to the 'Find' button and the 'Name of Student' field in the filter panel.

The filtered / found records will be shown like this where you can edit a record like Name, Roll and Class. Click on **"Edit"** to see the edit panel. [**Warning:** You cannot edit Admission Number]

The screenshot shows a panel titled 'Student Record : Found'. It displays a record for 'Gaurango' in Class '10-A' with Admission No. '10001' and Roll No. '1'. To the right, it says 'Total Records Found: 21'. Below the record are navigation buttons: '<<', '<', '>', and '>>'. At the bottom are buttons for 'Edit', 'Save', 'Delete Current', and 'Delete All'. Three blue arrows point from the text below to the 'Edit', 'Delete Current', and 'Delete All' buttons.

To delete the current shown record click on **"Delete Current"**. To delete all found records click on **"Delete All"** button.

Student Profile

Entry of new student can be done in "Manage Student Records". Go to "**Entry / Manage Student Record**" and click on "**Add New**". Here only 4 mandatory fields can be entered which are student name, class, admission number and roll number.

Other fields of a student like mother's name, father's name, gender, date of birth, house, attendance, mobile, address etc can be entered in "Student Profile" module. Go to "**Entry / Student Profile**", select a class and click on OK. Following window will appear.

The screenshot shows the "Student Profile" window. At the top, there's a "Class:" dropdown set to "6-A" and a "Go" button. Below this, fields for "Name:" (Sourabh Sarkar), "Class / Sec:" (6-A), "Roll No:" (1), and "Adm. No:" (6001) are displayed. The window is divided into three main sections: "Important Details of Student", "Other Details", and "Navigate".

Important Details of Student:

Date of Birth:	11-06-2001
Gender:	Male
House:	House2
Mother's Name:	Sunita Devi
Father's Name:	Sunil Kumar Singh
Mobile / Phone:	9999999999
Address:	ABC, 4/9, Station Road, Kanchrapara

Other Details:

SC/ST/OBC:	Gen
Religion:	Hindu
Height:	132 cms
Weight:	36 kg.
Blood Group:	B+
Vision L:	OK
Vision R:	OK
Dental Hygiene:	Good

Navigate:

Navigation buttons: Previous, Next, First, Last. A search section with "Enter Roll No." and a "Find" button. A "Save" button is located below the navigation section. Below "Save" are buttons for "Print Current", "Print All [Single]", and "Print All [Table]".

Details of Attendance:

Term 1 - Total Attendance:	92	Term 2 - Total Attendance:	189
Term 1 - Total Meetings:	100	Term 2 - Total Meetings:	200
Term 1 - Percent	92%	Term 2 - Percent:	94.5%

After making necessary entry, user must click on "**Save**" button to save the records. User can edit the fields too. For example, if mobile number needs to be changed the change in this module "**Student Profile**" only.

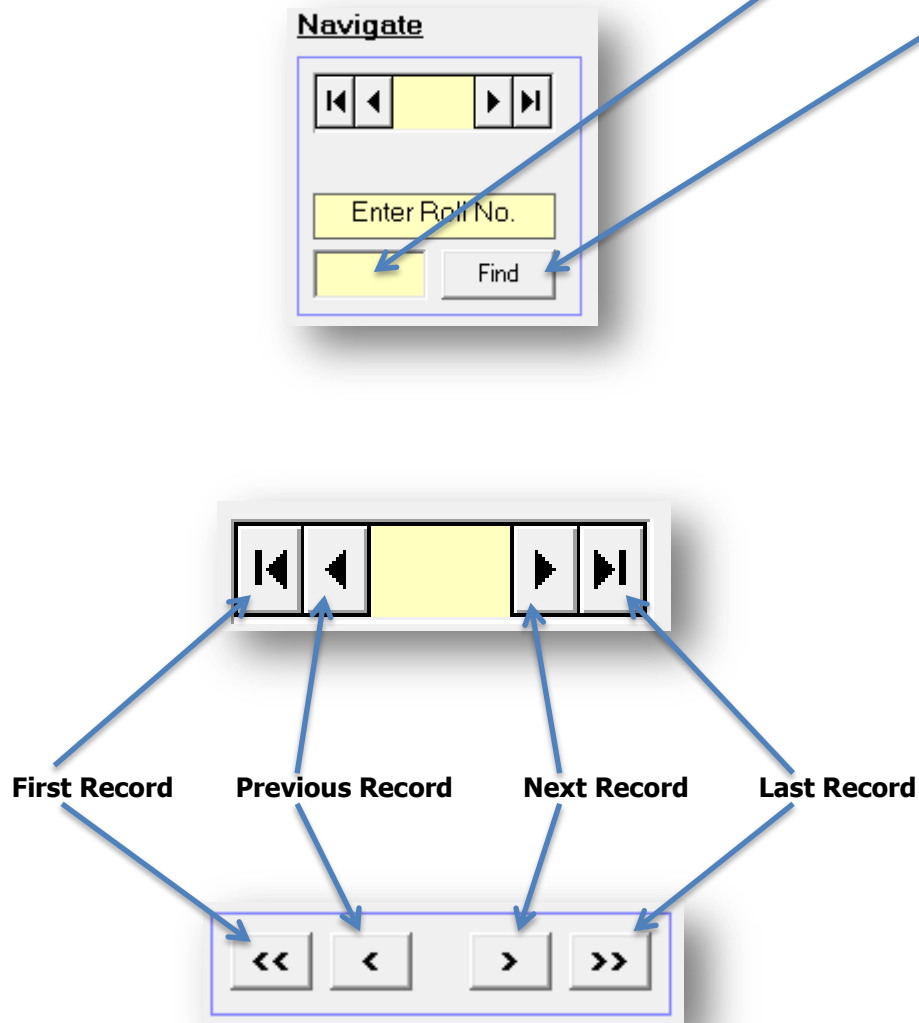
However, students name, roll number and class will not be changed here. To change these fields, go to "**Manage Student Records**".

All the records present in the database pertaining to a class can be printed in Word format. Simply click on "**Print Current**" to print the current record only. To print all records click on **Print All [Single]** or **Print All [Table]**.

Navigate Records

Almost in every module you can see the "Navigate" panel. This panel may be used to move from one record to another.

To find a record, based on a particular roll number, just enter the roll number into the textbox and click on "**Find**".



Self Awareness

Class teachers can ask from the students of their respective classes about four areas on a piece of paper.

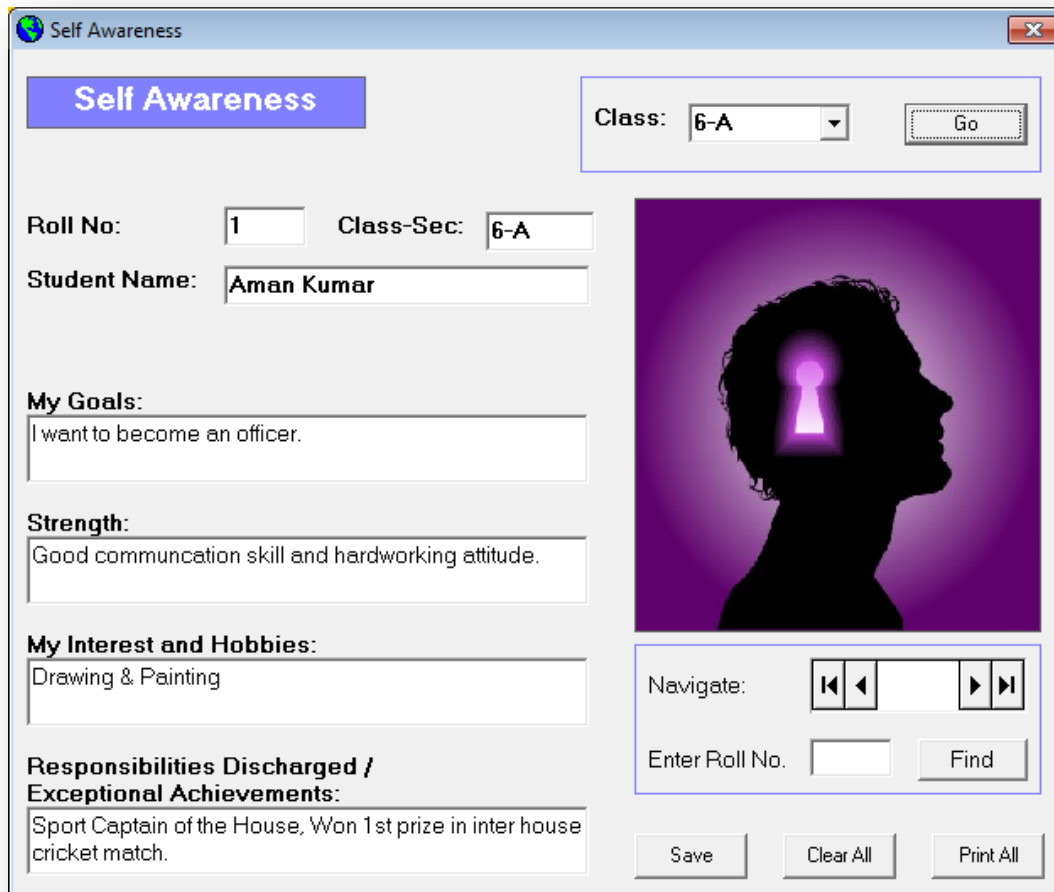
1. My Goals
2. Strength
3. My Interest and Hobbies
4. Responsibility Discharged / Exceptional Achievement

The same information can entered in "Self Awareness" Module.

Go to "**Entry / Marks Entry : All Classes / Self Awareness**" [in case CCE Type is UNIFORM]

Or

Go to "**Entry / Marks Entry : Secondary Section [6-10] / Self Awareness**" [in case CCE Type is REGULAR]



Self Awareness

Class: 6-A Go

Roll No: 1 Class-Sec: 6-A

Student Name: Aman Kumar

My Goals:
I want to become an officer.

Strength:
Good communcation skill and hardworking attitude.

My Interest and Hobbies:
Drawing & Painting

Responsibilities Discharged / Exceptional Achievements:
Sport Captain of the House, Won 1st prize in inter house cricket match.

Navigate: [Navigation buttons]

Enter Roll No. [Input field] Find

Save Clear All Print All

Main Subjects Marks Entry

The module called "Main Subject Marks Entry" can be used to enter marks of various assessments e.g. FA-1, FA-2, SA-1 and so on.

Go to: **Entry / Marks Entry / Main Subject Marks Entry**

Following window will appear. Select **Class**, and then select **Exam** and **Subject**. Now click on **"Go"** button.

Roll	Student Name	Hindi	English	Science	Social Sci.	Maths
1	Aman Kumar	55	50	42	36	43
2	Aniket Mondal	54	49	43	37	44
3	Aaisika Mondal	53	48	44	38	45
4	Aryali Mishra	52	47	45	39	46
4	Bishal Tanti	49	44	48	42	49
5	Anni Ghosh	51	46	46	40	47
7	Bishal Yadav	47	42	50	44	51
8	Diptiman Das	48	43	49	43	50
9	Eesha Das	47	42	50	44	51
10	Hrithika Das	46	41	51	45	52

- Since, marks are saved automatically there is no need to click on **"Update Database"** frequently.
- Once marks are entered for all students you can click on **"Update Database"** to convert marks into grades. Updating database will take few moments depending upon number of students in a class. Don't click here and there when computer is busy. Wait for the confirmation message.
- When you are going to take print out of report cards or grade slips you must click on **"Update Database"** once again so that grades are also changed if you have modified any marks afterwards.

English ASL Marks

CBSE has introduced Assessment in Speaking and Listening [ASL] in English. The grade for ASL needs to be reflected on the Report Card. CBSE CCE Software has ability to accept marks for ASL and perform all necessary calculation as per CBSE latest circular and print the grade on the Report Card.

Go to **Entry > Marks Entry: Secondary Section [6-10] > English ASL Marks [9-10]**

Easy CCE : REGULAR [Full Version]
Login Entry View-Print Settings

Manage Student Records
Student Profile
Grades Entry : Primary Section [1-5]
Marks Entry : Secondary Section [6-10]

Main Subjects Marks Entry
Misc. Subjects Marks Entry
English ASL Marks [9-10]
Self Awareness
Select Co-Scholastic Indicators
Enter Co-Scholastic Marks

Easy CCE

CBSE CCE Result Automation Software

English ASL Marks [Class: 9 - 10]

English ASL [Class: 9-10] Class: 9-A Go

Roll No: 1 Student Name: Dhananjay Paswas Adm No: 9001

	Speaking Skill [MM: 20]	Listening Skill [MM: 20]	Total [MM: 100]
Summative Assessment - 1	12	18.5	76
Summative Assessment - 2	14.5	17	79

Enter Roll No: Find

Save Print

After making entry of marks always click on **Save** button to save the record. You can also take print out of ASL Marks of the entire class in tabular form. Just click on **Print**.

Caution: This module [English ASL Marks] should only be used for class 9 and 10.

Grades Entry for Primary Section

If you are using CCE Type as REGULAR then you can enter grades directly for classes 1st to 5th i.e. primary classes.

Select the grade from the list for various elements of English assessment. Same methods can be followed for other subjects too like Hindi, Maths, EVS etc.

The screenshot shows the 'Easy CCE : REGULAR [Full Version]' application window. The 'Entry' menu is open, showing options for 'Manage Student Records', 'Student Profile', 'Grades Entry : Primary Section [1-5]', and 'Marks Entry : Secondary Section [6-10]'. The 'Grades Entry : Primary Section [1-5]' option is selected, and a sub-menu is displayed with options for 'English', 'Hindi / Mother Tongue', 'Mathematics', 'EVS / Computer', 'CCA', and 'Personality Development'. The 'English' option is selected.

The main window displays the 'Primary [1-5] : English' module. It includes a 'Select Class' dropdown menu set to '1-A', a 'Go' button, and a 'Name' field containing 'Ajay Tripathi'. Below this, there are 'Roll' and 'Adm. No.' fields with values '1' and '1001' respectively. A 'Navigate' section contains navigation buttons and an 'Enter Roll No.' field with a 'Find' button. At the bottom, there are 'Clear All' and 'Save' buttons.

The assessment results are displayed in a table format, organized by skill category and assessment type.

	FA-1	FA-2	SA-1	FA-3	FA-4	SA-2
Reading Skills						
Pronunciation	A*	A*	A*	A*	A*	A*
Fluency	A	A	A	C	A*	A
Comprehension	B	B	B	B	B	B
Writing Skills						
Creative Writing	A*	B	C	C	A*	B
Handwriting	A*	D	A*	B	D	A*
Grammar	A	C	B	B	A*	A
Spellings	D	A	A	B	C	C
Vocabulary	C	A	A*	B	A*	A*
Speaking Skills						
Conversation	A	A*	A*	B	B	A
Recitation	B	B	A	A*	A*	A*
Listening Skills						
Comprehension	A*	A*	B	A*	D	A
Extra Reading	A	A*	A*	B	D	C
Activity / Project	B	B	A	A	A	C

Note: If you are using CCE Type as UNIFORM then you will not see this module. In the UNIFORM type marks are entered for primary classes similar to class 6th or 7th. Please read "CCE Type : REGULAR vs UNIFORM" page in this Help Manual.

Marks for Co-Scholastic Areas

- Co-Scholastic Areas include various elements of Life Skills, Work Education, Visual and Performing Arts etc.
- Class teacher can enter marks for both terms i.e. Term-1 and Term-2.
- Marks entered in this module is used for UPSCALING of grades in Class 9th and 10th as per CCE guidelines.

Easy CCE : REGULAR [Full Version]

Login Entry View-Print Settings

Manage Student Records

Student Profile

Grades Entry : Primary Section [1-5]

Marks Entry : Secondary Section [6-10]

Co-Scholastic

Adm No. 6001 Class-Sec: Student's Name

Roll No. 1

Main Subjects Marks Entry

Misc. Subjects Marks Entry

English ASL Marks [9-10]

Self Awareness

Enter Co-Scholastic Marks

Select Co-Scholastic Indicators

Class: 6-A Go

Max. Marks: 50

	Term-1	Term-2
2A - Life Skills		
01 - Self Awareness:	25	33
02 - Problem Solving:	23	31
03 - Decision Making:	45	35
04 - Critical Thinking:	50	36
05 - Creative Thinking:	44	34
06 - Interpersonal Relationship	36	39
07 - Effective Communication:	25	39
08 - Empathy:	36	38
09 - Managing Emotion:	34	37
10 - Dealing with Stress:	39	40
2B - Work Education		
01 - Work Education:	45	41
2C - Visual and Performing Arts		
01 - Visual and Performing Arts	42	15
2D - Attitudes and Values		
01 - Attitude towards teachers:	44	42
02 - Attitude towards school-mates:	41	44
03 - School Program and Environment:	12	49
04 - Value System:	15	34
3A - Co-Scholastic Activities		
01 - Literary and Creative Skill	24	26
02 - Scientific Skill	29	25
3B - Health and Physical Education		
01 - NCC / NSS	22	29
02 - Yoga	23	28

Navigate: [Navigation Buttons]

Enter Roll No. Find

Save Clear All

- The above window shows entry of marks out of Max. Marks 50.
- However, you can set any marks as Max. Marks. Go to **"Settings / Class Details"** menu, locate **Max. Marks for Co-Scholastic Areas**.
- Enter any marks as per your school norms and then click on **"SAVE Class Details"** button.

Select Co-Scholastic Indicators

- This module is used for selecting co-scholastic indicators also called as descriptive indicators.
- Based on the behavior and activity of a student noticed by the class teacher, appropriate indicators can be selected.
- 5 indicators are pre-typed and available for each element. Class teacher can select any one.
- However, if class teacher want to type some other indicator he/she can do so.
- These indicators will be printed on the Report Cards.

Easy CCE : REGULAR [Full Version]

Login Entry View-Print Settings

Manage Student Records

Student Profile

Grades Entry : Primary Section [1-5]

Marks Entry : Secondary Section [6-10]

Co-Scholastic

Adm No: 6001 Class: 6-A

Roll No: 1 Student's Name: Sourabh Dutta

Main Subjects Marks Entry

Misc. Subjects Marks Entry

English ASL Marks [9-10]

Self Awareness

Enter Co-Scholastic Marks

Select Co-Scholastic Indicators

2A - Life Skills

01 - Self Awareness: Is self respecting and adopts optimistic appr...

02 - Problem Solving: Finds ways to solve different kinds of conflict

03 - Decision Making: Is able to analyse the alternatives critically.

04 - Critical Thinking: Assesses the statements and arguments.

05 - Creative Thinking: Has fluency in expressions.

06 - Interpersonal Relationship: Exhibits fine etiquettes.

07 - Effective Communication: Knows manners of communication.

08 - Empathy: Is concerned about the problems in the socie

09 - Managing Emotion: Is able to manage emotions.

10 - Dealing with Stress: Copes with stress in effective manner.

Navigate: [Previous] [Next] [First] [Last]

Enter Roll No. [] Find

Save Clear All

Auto Fill Indicators

2B - Work Education

01 - Work Education: Participates in different activities regarding cr

2C - Visual and Performing Arts

01 - Visual and Performing Arts: Plans and conducts creative events.

2D - Attitudes and Values

01 - Attitude towards teachers: Shows courtesy to Teachers.

02 - Attitude towards school-mates: Is friendly with all classmates.

03 - School Program and Environment: Takes care of School's property.

04 - Value System: Respects India's diversity.

3A - Co-Scholastic Activities

01 - Literary and Creative Skill: Plans and organizes literary events.

02 - Scientific Skill: Plans and conducts events like science quiz

3B - Health and Physical Education

01 - NCC / NSS: Performed well in NCC / NSS.

02 - Yoga: Performed well in Yoga.

Auto Fill Indicators

- This is a unique feature of Easy CCE software. Based on the marks entered for Co-Scholastic Areas, software automatically decides which indicator to choose for a particular element.
- For example, if class teacher has entered good marks for "Self Awareness" and software automatically select good indicators for Self Awareness.
- To use this feature please make sure that you have already entered marks for Co-Scholastic Areas.

Report Cards for Primary Sections**Only available in REGULAR Type****Print Grade Slips**

- If class teacher wants to print grades of a particular assessment only, e.g. FA-2 only, then he/she should use "**Print Grade Slips**" component.
- Select Exam and then select a student and click on Print button.

The screenshot displays the 'Easy CCE : REGULAR [Full Version]' application window. The 'View-Print' menu is open, showing options like 'Original Marks', 'Converted Marks', 'Scholastic Grades', 'Result Analysis', 'Upscaling', 'Print Tabulation Sheet', 'Report Card : Primary Section [1-5]', and 'Report Card : Secondary Section [6-10]'. The 'Report Card : Primary Section [1-5]' option is selected. The main window shows the 'Primary [1-5] : Report Cards / Grade Slips' section. It includes a 'Class' dropdown set to '1-A' with a 'Go' button. Below this is a 'Print Blank Grade Slip' button with a 'Print' sub-button. The 'Print Grade Slips' section has a 'Select Exam' dropdown, a 'Select a Student' dropdown, and a 'Print' button. There is also a 'Print for all Students of the Class' button. The 'Print Report Cards' section has two sub-sections: 'Term-1 Report Card' and 'Final Report Card'. Each has a 'Select a Student' dropdown and a 'Print' button. The 'Print for all Students of the Class' button is also present for each sub-section. The 'Term-1 Report Card' and 'Final Report Card' sub-sections are highlighted with red boxes.

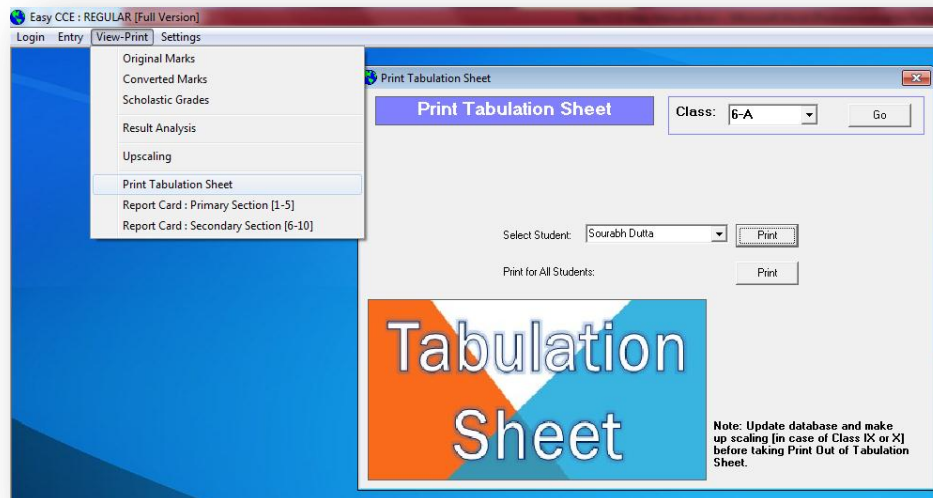
Print Report Cards

- Class teachers can print Report Card two times. One after Term-1 is over i.e. after SA-1.
- Final report cards can be printed at the end of an academic session i.e. after SA-2.

Print Tabulation Sheet

Tabulation Sheet is similar to report card. It has almost all the information which is printed on report cards.

Go to "**View-Print / Print Tabulation Sheet**", select class, student and then click on **Print**.



Tabulation Sheet shows step by step calculation of marks and conversion of grades. Please see the table below.

Let us take example of subject **English**. The student has secured 35 marks out of 40. This mark has been converted into out of 10, which become 8.8 only. Grade for 8.8 [i.e. 88] is A2.

PART - 1 : ACADEMIC PERFORMANCE : SCHOLASTIC AREAS (A)																													
Subjects	FA-1 [40]	FA-1 [10]	Grade	FA-2 [40]	FA-2 [10]	Grade	SA-1 [60]	SA-1 [30]	Grade	Term-1 [50]	Term-1 [Gr]	FA-3 [40]	FA-3 [10]	Grade	FA-4 [40]	FA-4 [10]	Grade	SA-2 [60]	SA-2 [30]	Grade	Term-2 [50]	Term-2 [Gr]	Total FA [40]	Total FA [Gr]	Total SA [60]	Total SA [Gr]	FA +SA [100]	Grade	GP
Hindi	40	10	A1	40	10	A1	60	30	A1	50	A1	40	10	A1	40	10	A1	60	30	A1	50	A1	40	A1	60	A1	100	A1	10
English	35	8.8	A2	29	7.2	B1	42	21	B2	37	B1	24	6	C1	30	7.5	B1	22	11	D	24.5	C2	29.5	B1	32	C1	61.5	B2	7
Science	29	7.2	B1	36	9	A2	60	30	A1	46.2	A1	37.5	9.4	A1	30	7.5	B1	45	22.5	B1	39.4	B1	33.1	A2	52.5	A2	85.6	A2	9
Social Sci.	32	8	B1	28	7	B2	35	17.5	C1	32.5	B2	27	6.8	B2	28	7	B2	47	23.5	B1	37.3	B1	28.8	B1	41	B2	69.8	B2	7
Maths	40	10	A1	34	8.5	A2	51	25.5	A2	44	A2	27	6.8	B2	36	9	A2	35	17.5	C1	33.3	B2	34.3	A2	43	B1	77.3	B1	8

Caution: Before taking final print out for Tabulation Sheet, class teacher must "**Update Database**" in "**Main Subjects Marks Entry**" Module.

View Original Marks

Marks entered by the class teacher for main subjects can be seen, student by student, in the “**View Original Marks**” module. Here class teacher is not allowed to change the marks. However, class teacher can take print out of the marks in tabular format.

Easy CCE : REGULAR [Full Version]
Login Entry View-Print Settings

View Original Marks

Class: 6-A Go

adm No: 6001 Class: 6-A
roll No: 1 Name: Sourabh Dutta

Subjects:	FA - 1 [40]	FA - 2 [40]	SA - 1 [60]	FA - 3 [40]	FA - 4 [40]	SA - 2 [60]
Hindi	40	40	60	40	40	60
English	35	29	42	24	30	22
Science	29	36	60	37.5	30	45
Social Sci.	32	28	35	27	28	47
Maths	40	34	51	27	36	35
-	0	0	0	0	0	0
-	0	0	0	0	0	0
Total:	176	167	248	155.5	164	209

Navigate: [Navigation buttons]
Enter Roll No. [] Find

Print Current Print All

View Converted Marks

Marks entered by the class teacher for main subjects are converted into 100. This can be viewed in the “**View Converted Marks**” module.

Just move your mouse to the columns indicated below where you can see some text explaining how calculation is done.

View Converted Marks

Class: 6-A

Adm No: 6001 Class: 6-A

Roll No: 1 Name: Sourabh Dutta

Subjects:	FA 1 [100]	FA 2 [100]	SA 1 [100]	Term 1 [100]	FA 3 [100]	FA 4 [100]	SA 2 [100]	Term 2 [100]	All FA [100]	All SA [100]	Over All [100]
Hindi	100	100	100	100	100	100	100	100	100	100	100
English	87.5	72.5	70	74	75	36.7	49	73.8	53.3	61.5	
Science	72.5	30	100	52.4	55.8	75	78.8	82.8	87.5	85.6	
Social Sci.	80	70	58.3	65	67.5	70	78.3	74.6	72	68.3	69.8
Maths	100	85	85	88	67.5	90	58.3	66.6	85.8	71.7	77.3
..	0	0	0	0	0	0	0	0	0	0	0
..	0	0	0	0	0	0	0	0	0	0	0
Total (Avg):	88	83.5	82.7	83.9	77.8	82	69.7	73.8	82.9	76.2	78.8

Navigation: [Previous] [Next] [Find]

Enter Roll No. [] Find

Print Current Record
Print All Record
Print Table in Excel

Callout boxes:

- (10% of FA-1, 10% of FA-2 and 30% of SA-1) X 2
- (10% of FA-3, 10% of FA-4 and 30% of SA-2) X 2
- 10% of FA-1 to FA-4 [40%] and Converted into 100
- 30% of SA-1 and SA-2 [60%] and Converted into
- FAs [40%] + SAs [60%] = 100%

Here class teacher is not allowed to change the marks. However, class teacher can take print out of the marks in tabular format.

Entire data [marks] can be exported to **Excel** file where further analysis can be done as per need.

Result Analysis

It is very simple to use. Once all marks have been entered properly for a particular assessment, result analysis can be done. Before result analysis you must convert marks and make grades by updating database.

Now go to "**View-Print / Result Analysis**". Following window will be opened. Now simply click on the desired Examination button.

Result Analysis

Class: **6-A**

Result Analysis for the Examination: **Formative Assessment - 1**

Subjects	A1	A2	B1	B2	C1	C2	D	E1	E2	Subject Score
Hindi	0	1	1	4	4	0	0	0	0	6.9
English	2	3	2	3	0	0	0	0	0	8.4
Science	1	3	0	1	1	1	1	2	0	6.5
Social Sci.	0	4	0	2	4	0	0	0	0	7.4
Maths	2	3	0	1	3	0	1	0	0	7.6
---	0	0	0	0	0	0	0	0	0	0
---	0	0	0	0	0	0	0	0	0	0

Subject Score

You can see one extra column named "**Subject Score**". It multiply A1 grade with 10, A2 with 9, B1 with 8 and so on. Then sum of all points are divided by number of grades. It gives a value between 0-10 which shows the performance of a particular subject.

Upscaling

It is applicable only for class 9th and 10th. Scholastic grades are upscaled by one point on the basis of points scored in co-scholastic areas. CBSE has issued a notification in this regard. Upscaling is a very complex job to be done by a teacher. But, here simply click on **Upscale Grades** and your job is done.

SNo	SubjectName	OriginalGP	OverallMarks	OverallSAMarks	OverallFAMarks
7	—	0	0	0	0
6	—	0	0	0	0
4	Social Sci.	7	69	65	75
2	English	8	74	72	78
3	Science	8	74	69	83
5	Maths	9	85	85	85
1	Hindi	9	81	77	88

- In the above window you can see student "Gaurango" has Total Grade Points **61** for co-scholastic areas. As per CBSE CCE rule only two subject need to be upscaled. Now question is which subjects. Subject with lowest grade [E2 and A1 are not upscaled].
- You need not to worry simply click on "Upscale Grades" and your job is done. Upscaled grades will be marked with '*' sign and upscaled subject names will also be mentioned in the Report Card.
- **Caution:** Upscaling is needed only for class 9th and 10th.

Print Grade Slips and Report Cards

Once an examination is over, say FA-1, you have to provide grade slip [or Marks Slip if you want] to the parents. There is no need of printing Report Cards.

Go to **View-Print / Report Card and Grade Slips**

OR

Go to **View-Print / Report Card Secondary Section [6-10]**

Print Mark / Grade Slips

Select Details

☒ With Grade Only

☐ With Mark and Grade


FA - 1 FA - 3 SA - 1

Term - 1 [FA-1, FA-2 & SA-1]

FA - 2 FA - 4 SA - 2


Click on the desired assessment to take print out. Mark slip of two students will be printed on One A4 Page. Take print out all pages, cut the mark slips and hand over to the students or parents.

See the sample Grade Slip below.



CDM PUBLIC SCHOOL
Uklana Road
Narwana - 126116
Haryana

MARK / GRADE SLIP
[Formative Assessment - 1]



Student Name: **Sanjay Kumar Yadav** Roll No: 1 Class: IX-B [2013-14]

S. No.	Subjects	Grades
1	English	C1
2	Hindi	A1
3	Science	B1
4	Maths	A2
5	Soc. Sci.	A1

[A K Singh]
Class Teacher

[Y N Singh]
Co Class Teacher

[D K Jain]
Exam In-Charge

[V Prasad Singh]
Principal

[Grade Range: 91-100=A1, 81-90=A2, 71-80=B1, 61-70=B2, 51-60=C1, 41-50=C2, 33-40=D, 20-32=E1, 00-20=E2]

PRINTING REPORT CARDS

Class teacher can print report cards two times for an academic year. First after completion of Term-1 [i.e. after SA-1] and second after completion of SA-2 i.e Final Report Cards.

Final Report Card [Student Copy]: This report card is for student or parent. As per CCE, the report card will have only grades. It will not show marks of main subjects.

Final Report Card [School Copy]: This report card is for school record. This report card will have three components: a) original marks secured by the students in various assessments, b) converted marks out of 100 and c) converted grade. It is very useful as school needs to have details records of a student.

Report Card will be printed on A4 Size paper on both sides. Take printout carefully so that information on both sides of the page belongs to same student.

Caution: Before taking print out of Report Cards, class teacher must update database and perform upscaling.

How to put School Logo....?

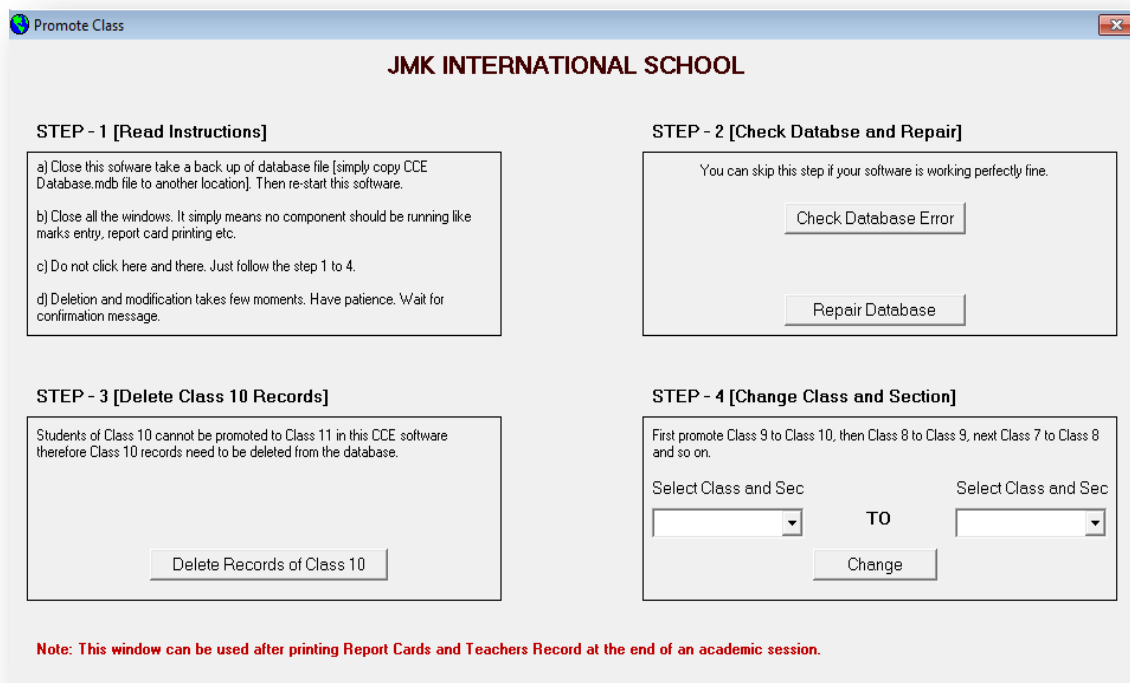
1. Get your school logo in JPG format and make a copy with the name "**School Logo.Jpg**". Please type the name exactly.
2. The image should be of JPG file with 100 X 125 pixel [Width: 1 Inch, Height: 1.25 Inch] size.
3. Now copy and paste the "School Logo.Jpg" file to **Image** folder of "Easy CCE" folder.
4. You can use Microsoft Office Picture Manager or MSPAINT to resize the school logo file.

How to put Student Photo....?

- You can use scanned passport size photo of students or photograph taken from web camera / digital camera. You can use only **JPG** image files. Extension name of the photo file should **.jpg**.
- Put all the photo files into **Image** folder. You have to re-name the file very carefully. Admission number of a student is the file name. For example, if the admission number of Akash Kumar of Class 6-A is 6001 the photo file name will be 6001.jpg, if admission number is 7024 of a student the photo file name will be 7024.jpg and so on.
- The photo should be of JPG file with 100 X 125 pixel [Width: 1 Inch, Height: 1.25 Inch] size.
- You can use Microsoft Office Picture Manager or MSPAINT to resize the school logo file.

Promoting Students to Next Class

- When SA-2 assessment is over, we need to provide Report Cards to parents.
- Class teacher must print the 3 documents:
 - Tabulation Sheet,
 - Report Card [Student Copy] and
 - Report card [School Copy]
- Close the CCE software and take a backup of database file [CCE Database.mdb]. Taking backup means, simply copying and pasting the file at another safe location. If, by mistake, you bring any undesired changes to the CCE database during promotion and want to bring the previous data back then the backup file will be useful.
- Now.....Login as Administrator, go to **Settings** and then click on "**Promote Class**". You will see following window.



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STEP - 1 [Read Instructions]

a) Close this software take a back up of database file [simply copy CCE Database.mdb file to another location]. Then re-start this software.

b) Close all the windows. It simply means no component should be running like marks entry, report card printing etc.

c) Do not click here and there. Just follow the step 1 to 4.

d) Deletion and modification takes few moments. Have patience. Wait for confirmation message.

STEP - 2 [Check Database and Repair]

You can skip this step if your software is working perfectly fine.

Check Database Error

Repair Database

STEP - 3 [Delete Class 10 Records]

Students of Class 10 cannot be promoted to Class 11 in this CCE software therefore Class 10 records need to be deleted from the database.

Delete Records of Class 10

STEP - 4 [Change Class and Section]

First promote Class 9 to Class 10, then Class 8 to Class 9, next Class 7 to Class 8 and so on.

Select Class and Sec TO Select Class and Sec

Change

Note: This window can be used after printing Report Cards and Teachers Record at the end of an academic session.

- Now follow all the 4 steps being shown on the screen. After deleting Class 10 records, start promoting from higher class. For example, promote 9-A to 10-A, 9-B to 10-B.....then Class 8-A to 9-A, 8-B to 9-B and so on.

CCE Type : REGULAR vs UNIFORM

There are two varieties of Easy CCE Software: REGULAR and UNIFORM. Many schools modify the CCE system at local level as per their conveniences. You can just compare which CCE Type suits your need.

REGULAR	UNIFORM
There is two separate systems for Primary Classes [1 st to 5 th] and Secondary Classes [6 th to 10 th]	From Classes 1 st to 10 th , there is uniform and similar pattern of evaluation.
In Primary Classes, 6 Evaluations are done in an academic year for primary classes. These 6 assessments are four FAs and 2 SAs.	Four FAs and and two SAs are taken for both primary classes as well as secondary classes.
Directly grades are entered into the software. It means class teacher need to enter grade directly for primary classes.	Marks are converted into 9 Points Grade System for all classes from 1 st to 10 th .
5 Points Grade System is followed for primary and 9 Points Grade System for secondary classes.	Final Report Card Design is different from REGULAR.
Final Report Card reflects grades for 6 evaluations and other co-curricular activities.	If your school follows, similar pattern from class 1 st to 10 th , you should go for UNIFORM type of CCE Software.

Note: The CCE Type : REGULAR and UNIFORM differ only for primary classes. Evaluation pattern from 6th to 10th is same in both the types of Easy CCE Software. You can see sample report cards for both CCE Types.

How to Select CCE Type.....?

- Login as "Administrator". Click on "**Settings / Product Key**".
- Locate "**Product Key and Software Status**".
- Select any one CCE Type from the list, either **UNIFORM** or **REGULAR**, and then click on "**Save Details**" to save your choice.
- Close the software and restart. Menus of the software will be synchronized according to your choice.
- **Warning:** Once you decide the CCE Type you must not change it later, otherwise you may loose some of your valuable data or software may behave abnormally.

How to use Easy CCE software on LAN.....?

Easy CCE Software has ability to accept data from different client PCs at a time. It means many teachers can interact with the software at a time sitting on different client PCs. To use this software on LAN, put [install] Easy CCE Software on the Server [Or any LAN Computer with Shared Drive or Folder].

Example: Suppose you have put **Easy CCE** Software inside a shared folder called "**CCE SOFT**" on a LAN PC named as "**Admin-PC**" whose IP Address is 192.168.0.5. Let us call "Admin-PC" [192.168.0.5] as SERVER. Now you want to use this software from a client PC called "Dinesh-PC" [IP Address: 192.168.0.9]. Let us call "Dinesh-PC" as CLIENT.

- Install the Easy CCE software on Server PC, i.e. Admin-PC as in this case. The folder [CCE SOFT or any name of your choice] in which you have saved Easy CCE must be with "**Shared**" property.
- Validate the software in the Server PC using correct Computer ID [your computer identity] and Product Key [sent by us].
- Now sit before the Dinesh-PC and press Windows+R to start "Run Command". Type the following in the Run Command and click on OK.

\\Admin-PC\CCE SOFT\Easy CCE

Or

\\192.168.0.5\CCE SOFT\Easy CCE

You will be able to see all the files inside the Easy CCE Software folder kept on Admin-PC. Now double click on Easy CCE Software.exe, log in as Administrator [Password: admin] and use the software.

Caution: You may encounter some problem depending upon the security settings [LAN / Antivirus / Firewall etc.] of your PC. In such case, consult your Computer Teacher or Network Administrator.