Easy CCE

Website: http://netbit.in
Email: netbittechnology@gmail.com

netbit

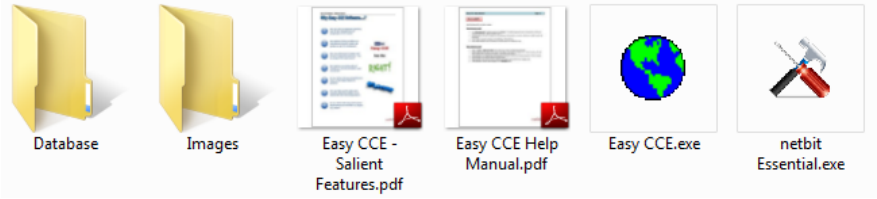
Index

S. No.	Particulars	Page
1	How to Install…?	03
2	Install netbit Essential	04
3	How to Login	05
4	Make Software Ready for First Use	06
5	Product Key	07
6	Delete the Existing Student Records	08
7	School Information	09
8	Class Details and Max. Marks Settings	10
9	Manage Students Records	11
10	Student Profile	13
11	Navigate Records	14
12	Self Awareness	15
13	Main Subjects Marks Entry	16
14	English ASL Marks	17
15	Grades Entry for Primary Section	18
16	Marks for Co-Scholastic Areas	19
17	Select Co-Scholastic Indicators	20
18	Report Cards for Primary Section	21
19	Print Tabulation Sheet	22
20	View Original Marks	23
21	View Converted Marks	24
22	Result Analysis	25
23	Upscaling	26
24	Print Grade Slips and Report Cards	27
25	25% Marks in SAs [Latest CBSE Circular]	29
26	How to Put School Logo and Student Photo	30
27	Promoting Students to Next Class	31
28	CCE Type : REGULAR vs. UNIFORM	32
29	How to use Easy CCE on LAN……?	33

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.

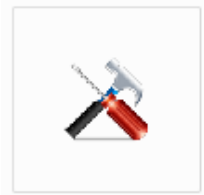
Now click on "**Get Computer ID**" button and then on "**Print Form**" button. It will identify your computer by a number and print a Word file [see in the task bar]. Enter the payment details in that Word file and send that file to us. For more information please read "**Product Key**" page in this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

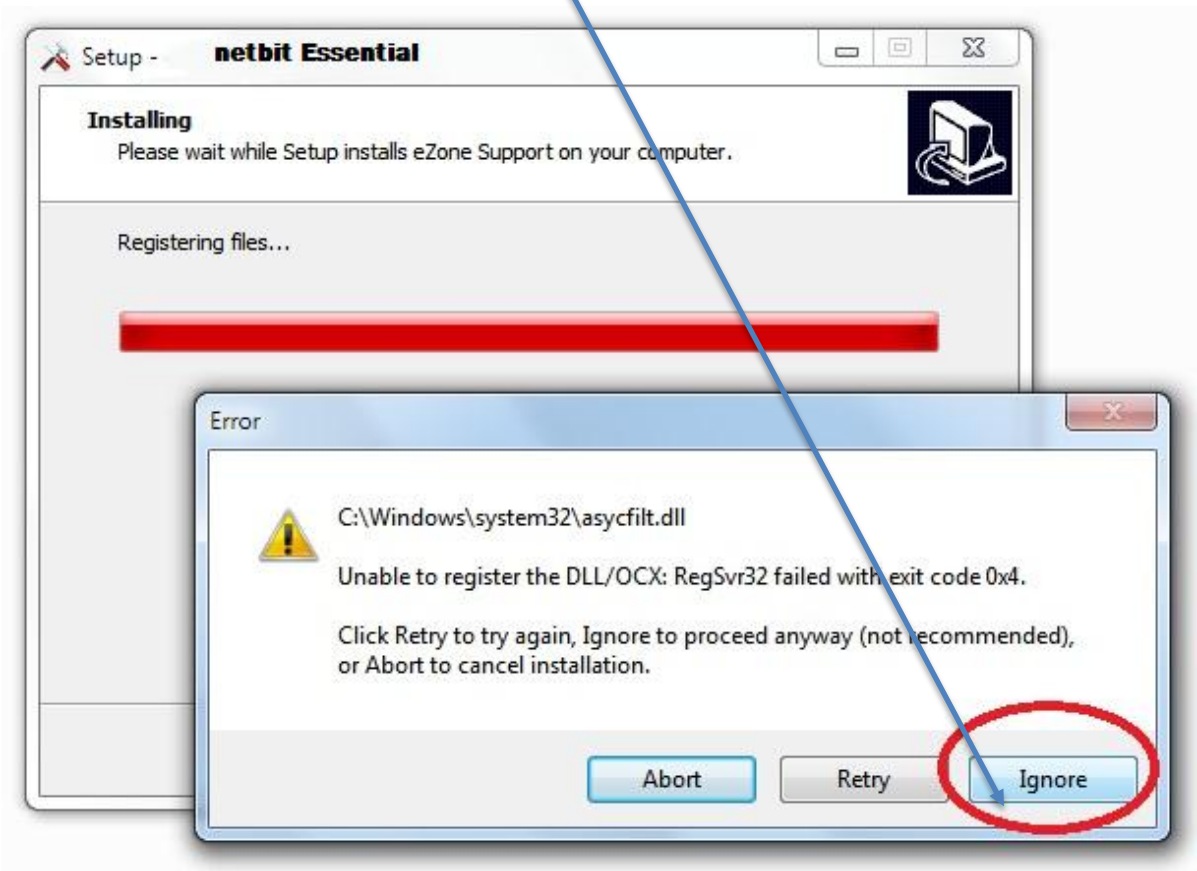
Easy CCE software has been developed on Visual Basic 6 platform. It uses Microsoft Access 2003 database. While developing the software few DLL, OCX files have been used which may not be present in your system. In that case, Easy CCE software will not run properly and it will give an error – "**Class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

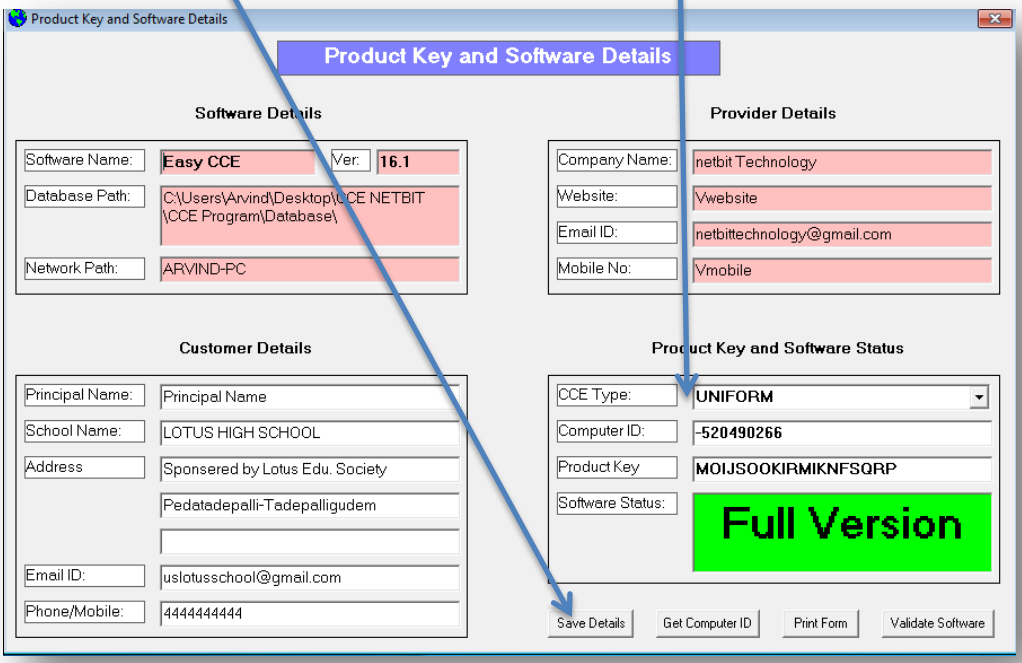
1) On which computer you are going to install this software……?
2) Which CCE Type you are going to use [Regular or Uniform]……?

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.

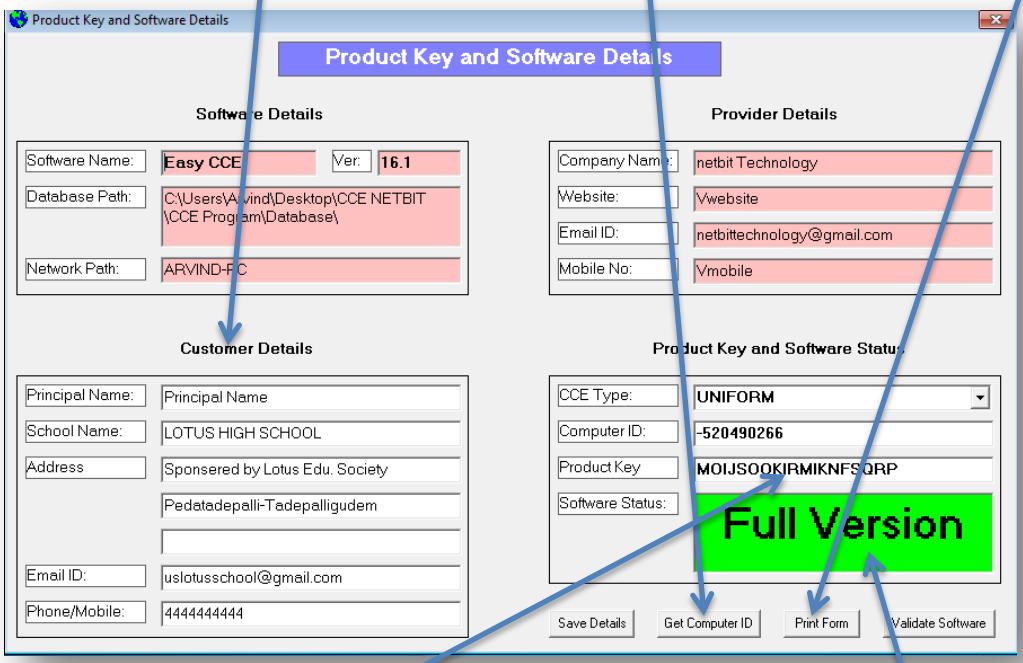
Selecting CCE Type

- 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

- 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.

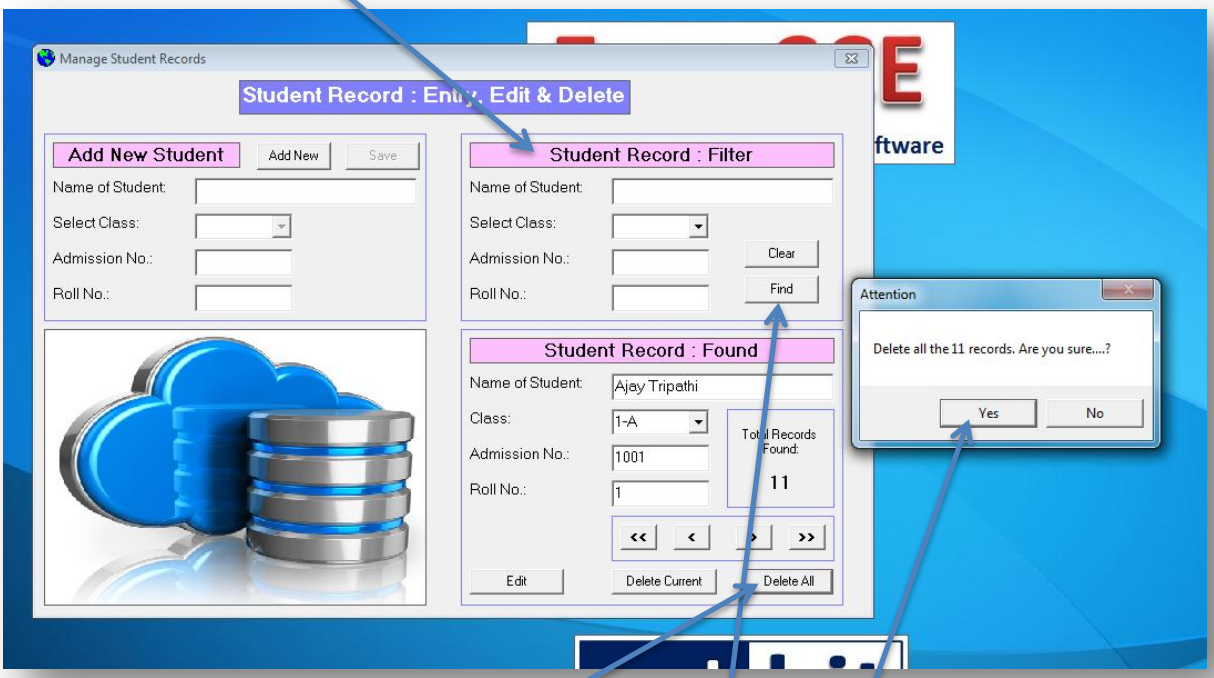


- You will be supplied a Product Key based on Computer ID sent by you in the Product Key Order Form. Enter the **Product Key** at proper place and click on "**Validate Software**" button.
- It will change the Software Status. You can see the software status as "**Full Version**" with green background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

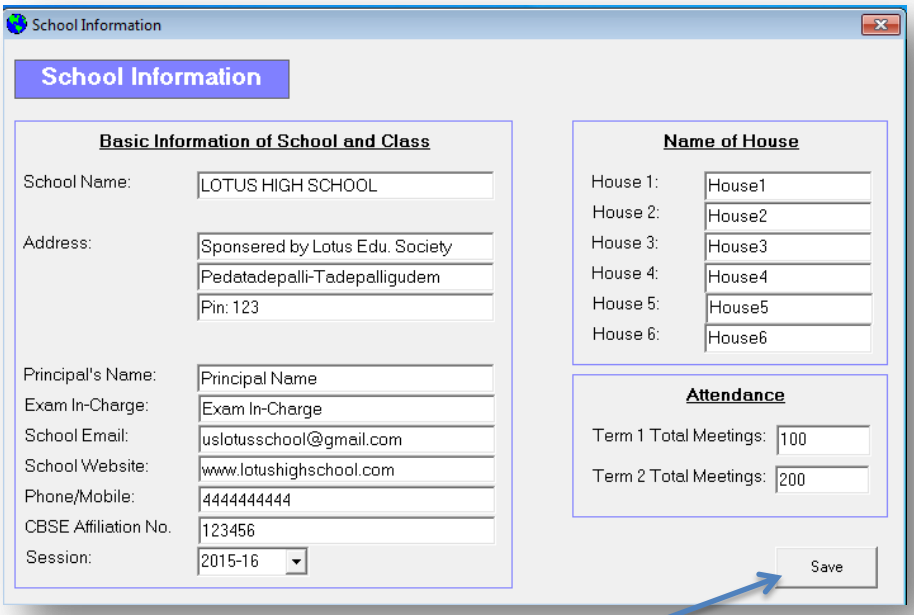


- Do not enter anything in any column, just click on "**Find**" button. It will display below all the student records of all the classes.
- Now, click on "**Delete All**". It will ask you to confirm, click on "**Yes**".
- Deleting the records will take few moments depending upon number of records available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

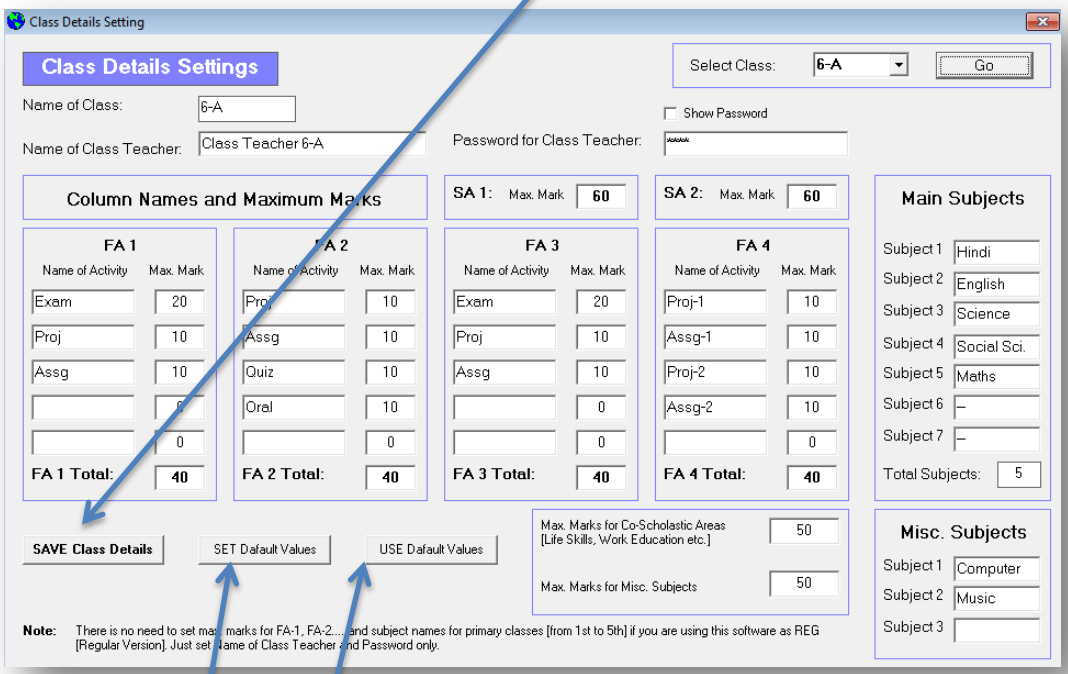
Login as Administrator. Click on "Settings / School Information". You will see the following window.



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.



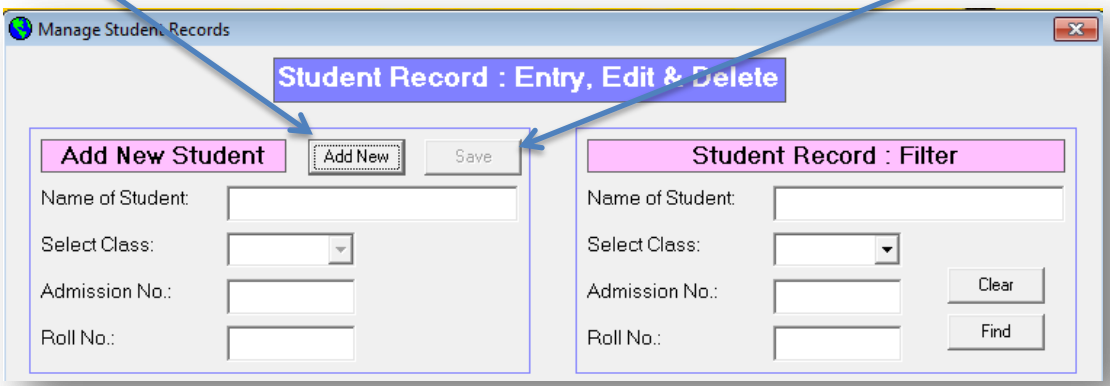
SET and USE Default Values

- 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.



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.

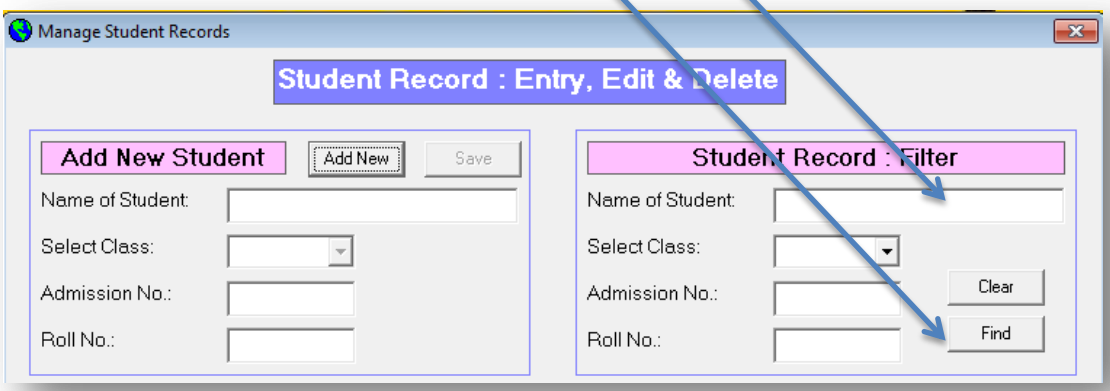
Caution: Admission number should be unique in the school. It means two students cannot have same admission number.

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

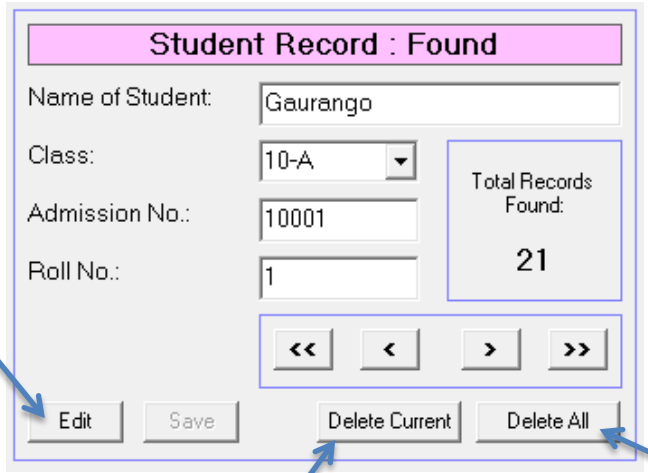
Caution: Two students of a particular class cannot have the same roll number.

STUDENT RECORD : FILTER

- If you need to filter [Find] the record(s) to edit or deleterd 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 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]

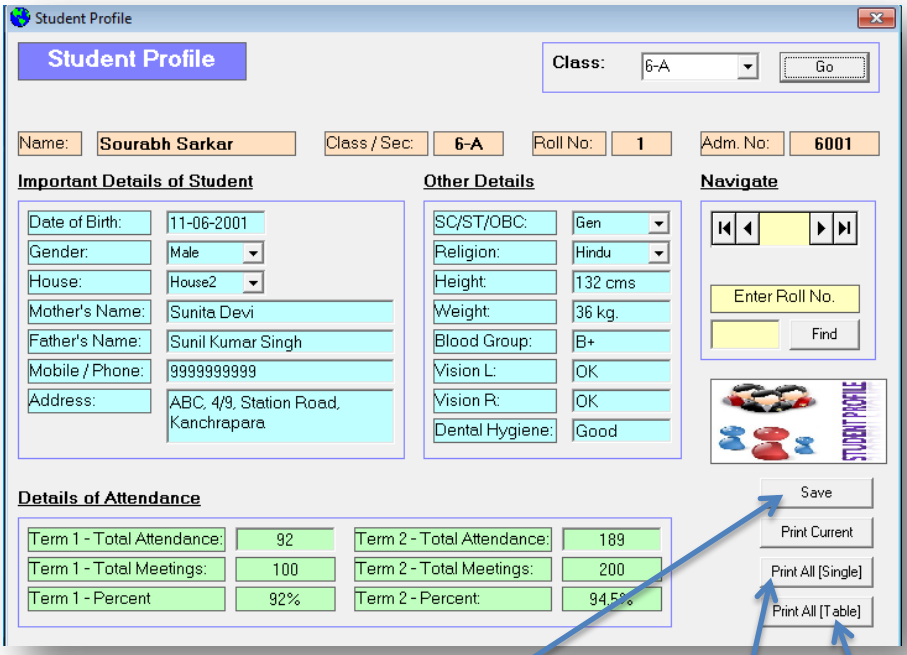


To delete the current shown record click on "**Delete Current**". To delete all found records click on "**Delete All**" button.

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.



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.

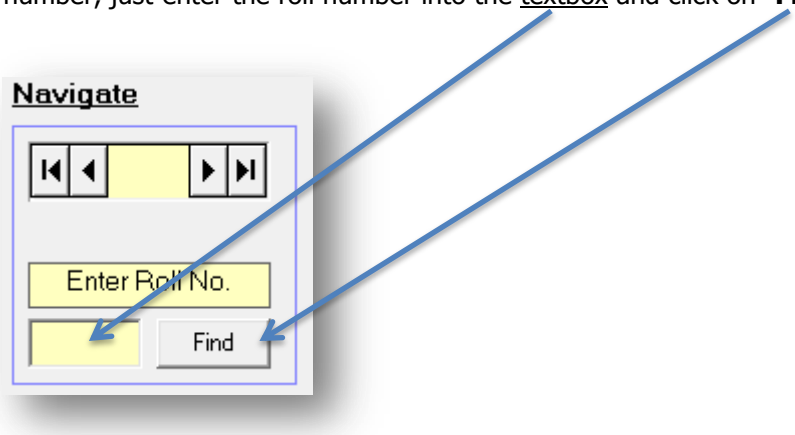
However, students name, roll number and class will not be changed here. To change these fields, go to "**Manage Student Records**".

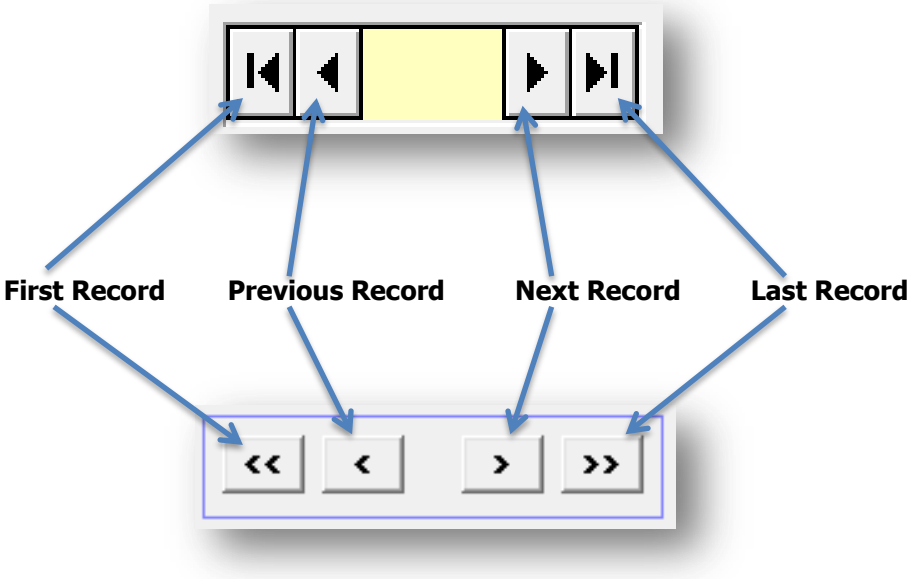
All the records present in the database pertaining to a class can be printed in Word format. Simply click on "**Print Current**" to print the current record only. To print all records click on **Print All [Single]** or **Print All [Table].**

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.

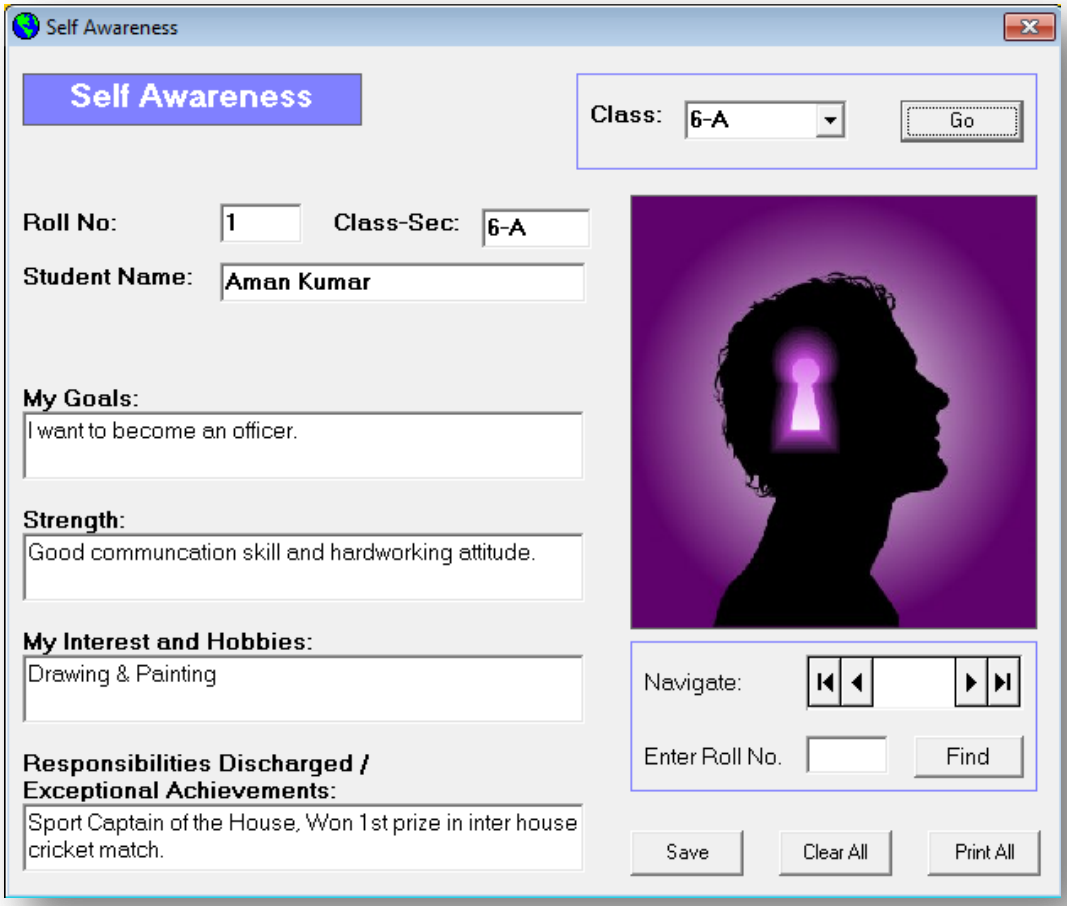
1. My Goals
2. Strength
3. My Interest and Hobbies
4. Responsibility Discharged / Exceptional Achievement

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]

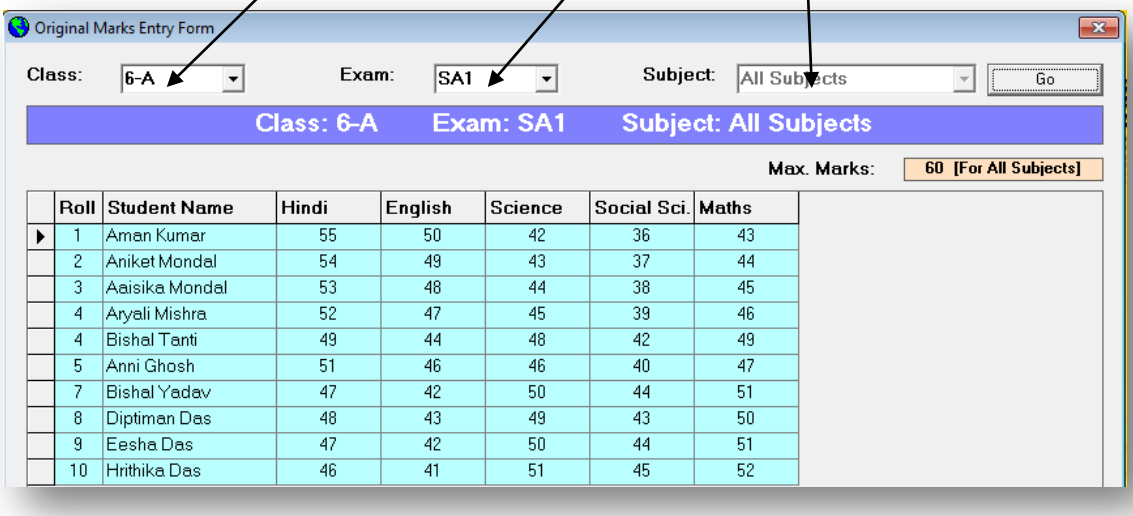


Main Subjects Marks Entry

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.



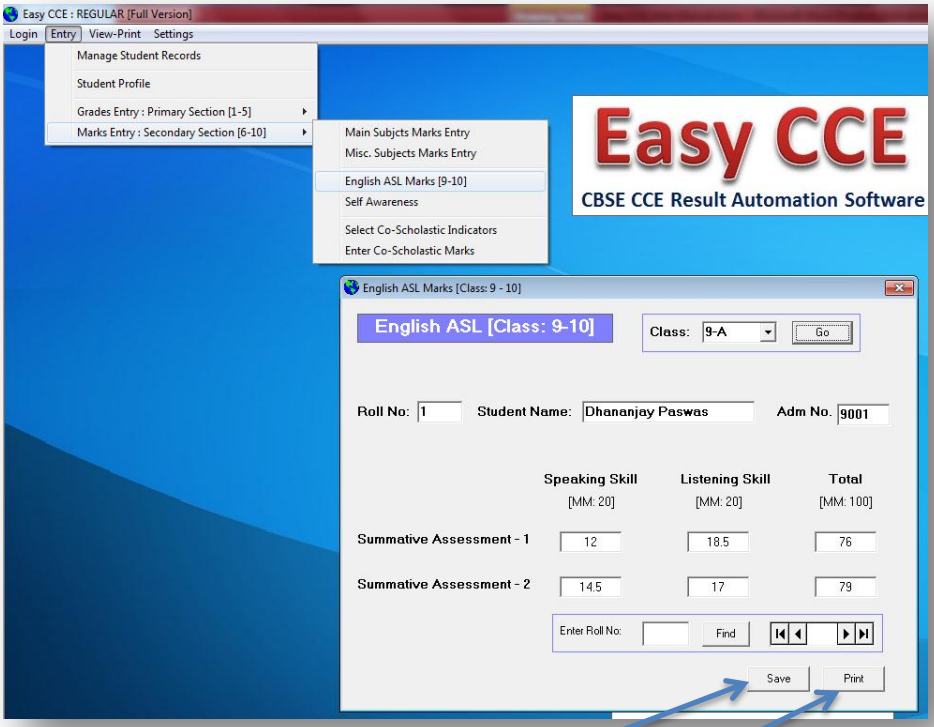
Roll	Student Name	Hindi	English	Science	Social Sci.	Maths
1	Aman Kumar	55	50	42	36	43
2	Aniket Mondal	54	49	43	37	44
3	Aaisika Mondal	53	48	44	38	45
4	Aryali Mishra	52	47	45	39	46
4	Bishal Tanti	49	44	48	42	49
5	Anni Ghosh	51	46	46	40	47
7	Bishal Yadav	47	42	50	44	51
8	Diptiman Das	48	43	49	43	50
9	Eesha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



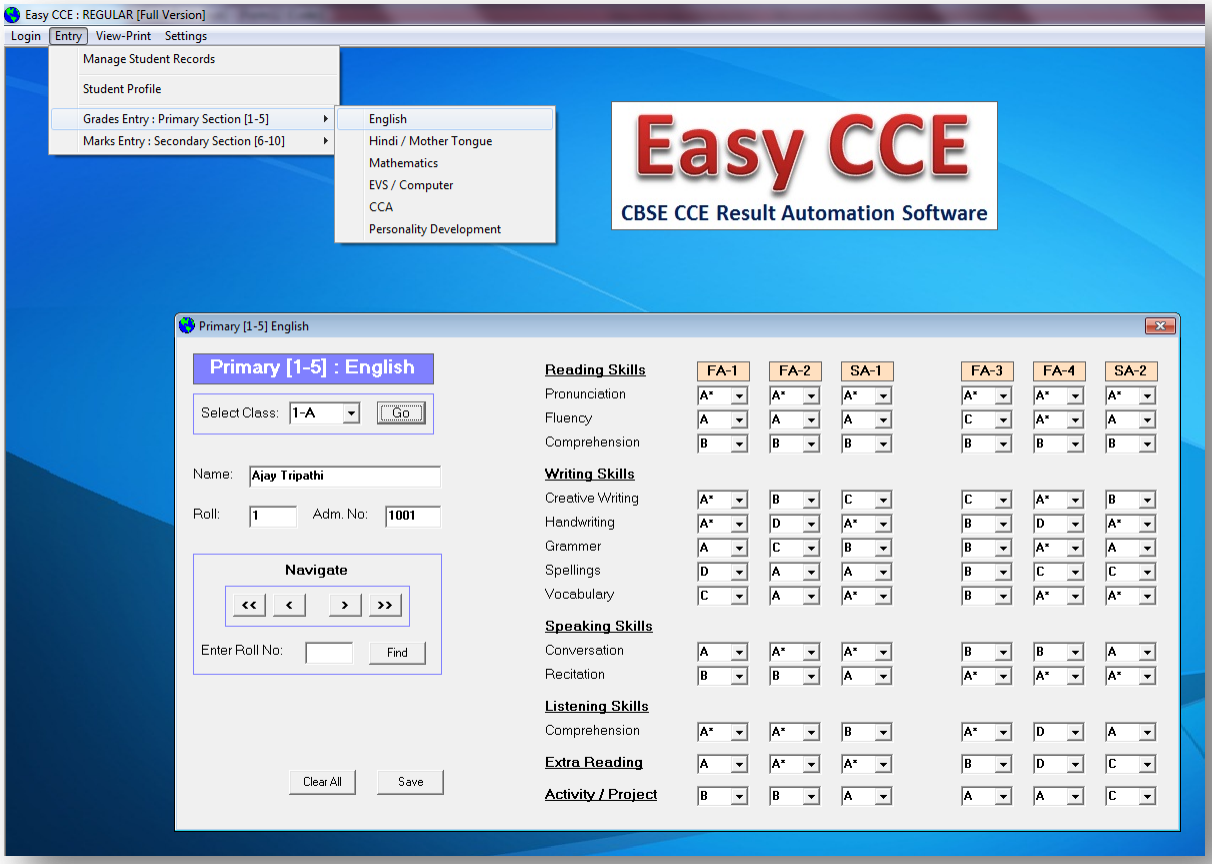
After making entry of marks always click on **Save** button to save the record. You can also take print out of ASL Marks of the entire class in tabular form. Just click on **Print**.

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.

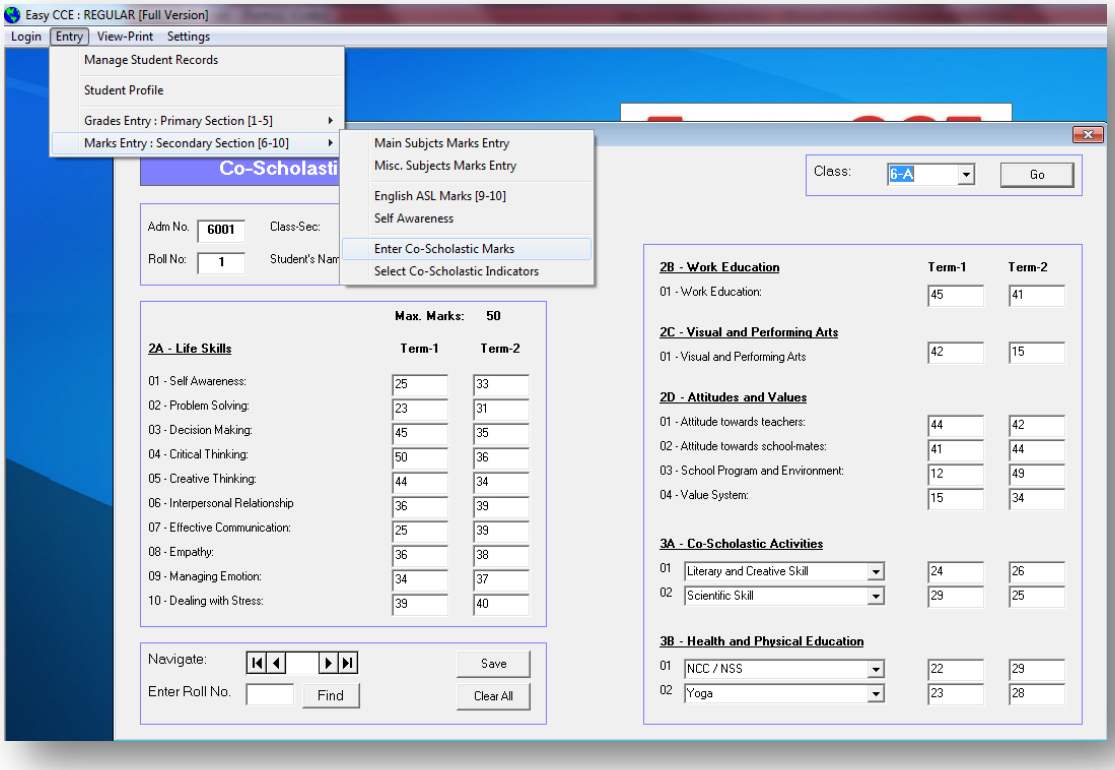
Select the grade from the list for various elements of English assessment. Same methods can be followed for other subjects too like Hindi, Maths, EVS etc.



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

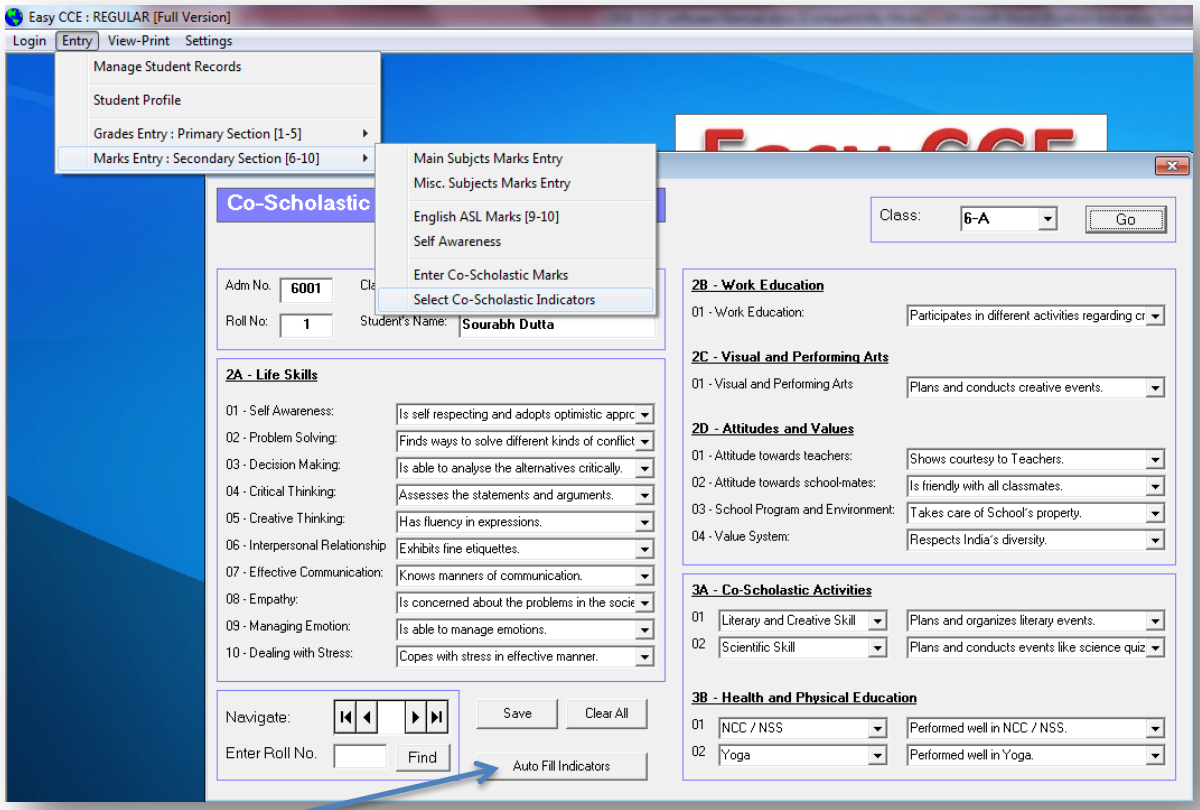
- Co-Scholastic Areas include various elements of Life Skills, Work Education, Visual and Performing Arts etc.
- Class teacher can enter marks for both terms i.e. Term-1 and Term-2.
- Marks entered in this module is used for UPSCALING of grades in Class 9th and 10th as per CCE guidelines.



- 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.



Auto Fill Indicators

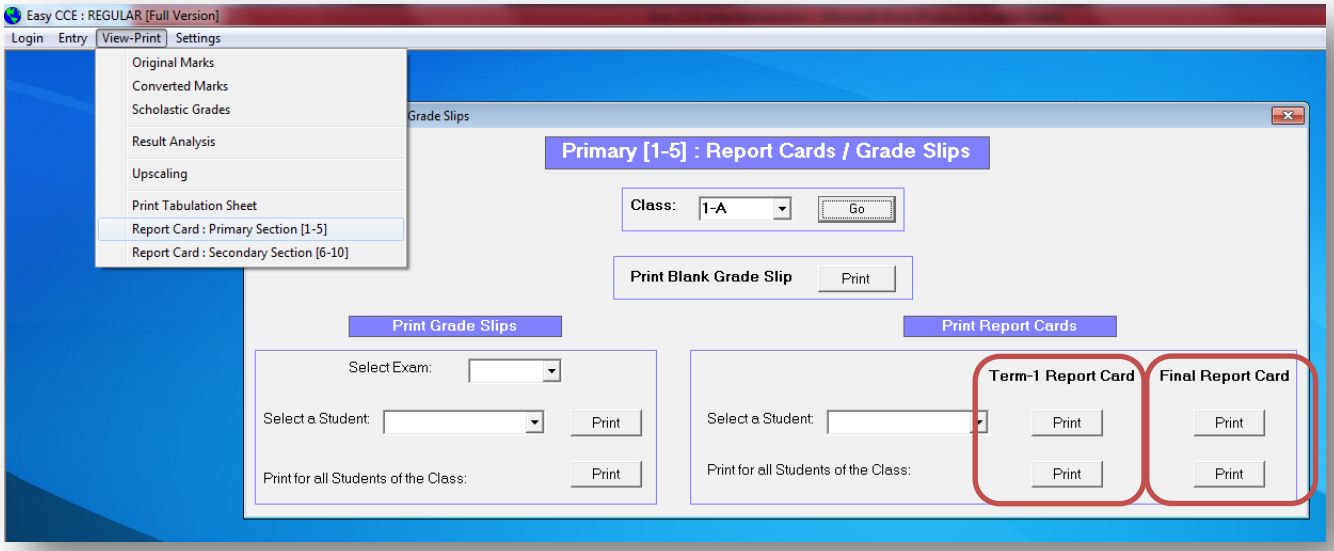
- This is a unique feature of Easy CCE software. Based on the marks entered for Co-Scholastic Areas, software automatically decides which indicator to choose for a particular element.
- For example, if class teacher has entered good marks for "Self Awareness" and software automatically select good indicators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



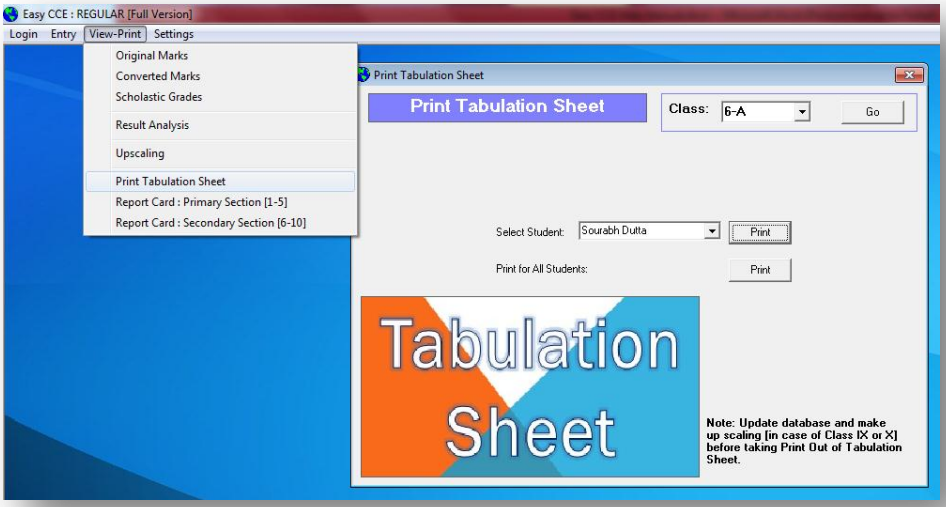
Print Report Cards

- 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.

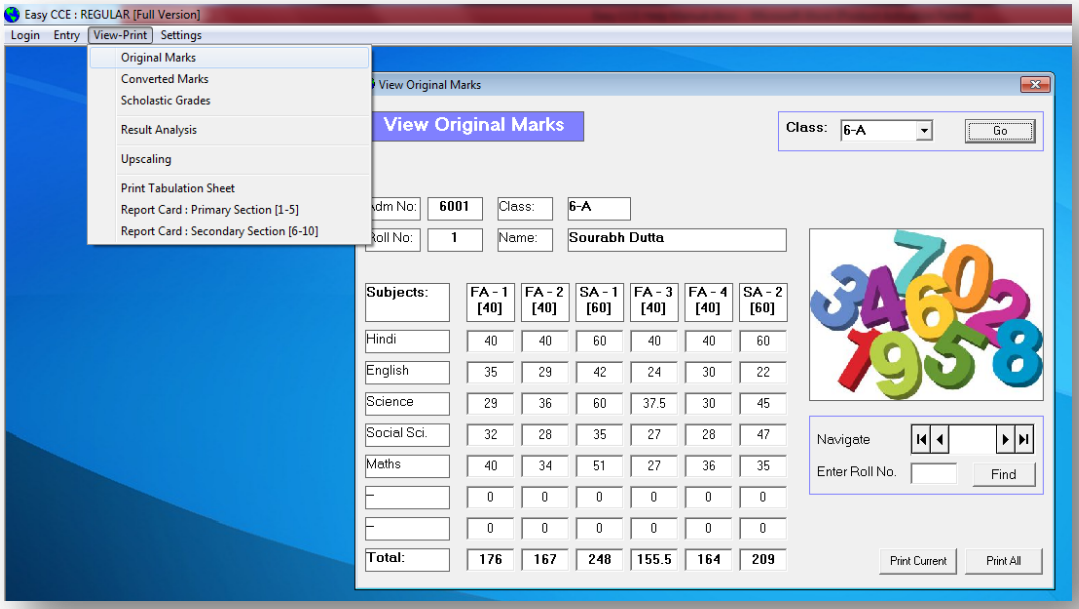
PART - 1 : ACADEMIC PERFORMANCE : SCHOLASTIC AREAS (A)

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

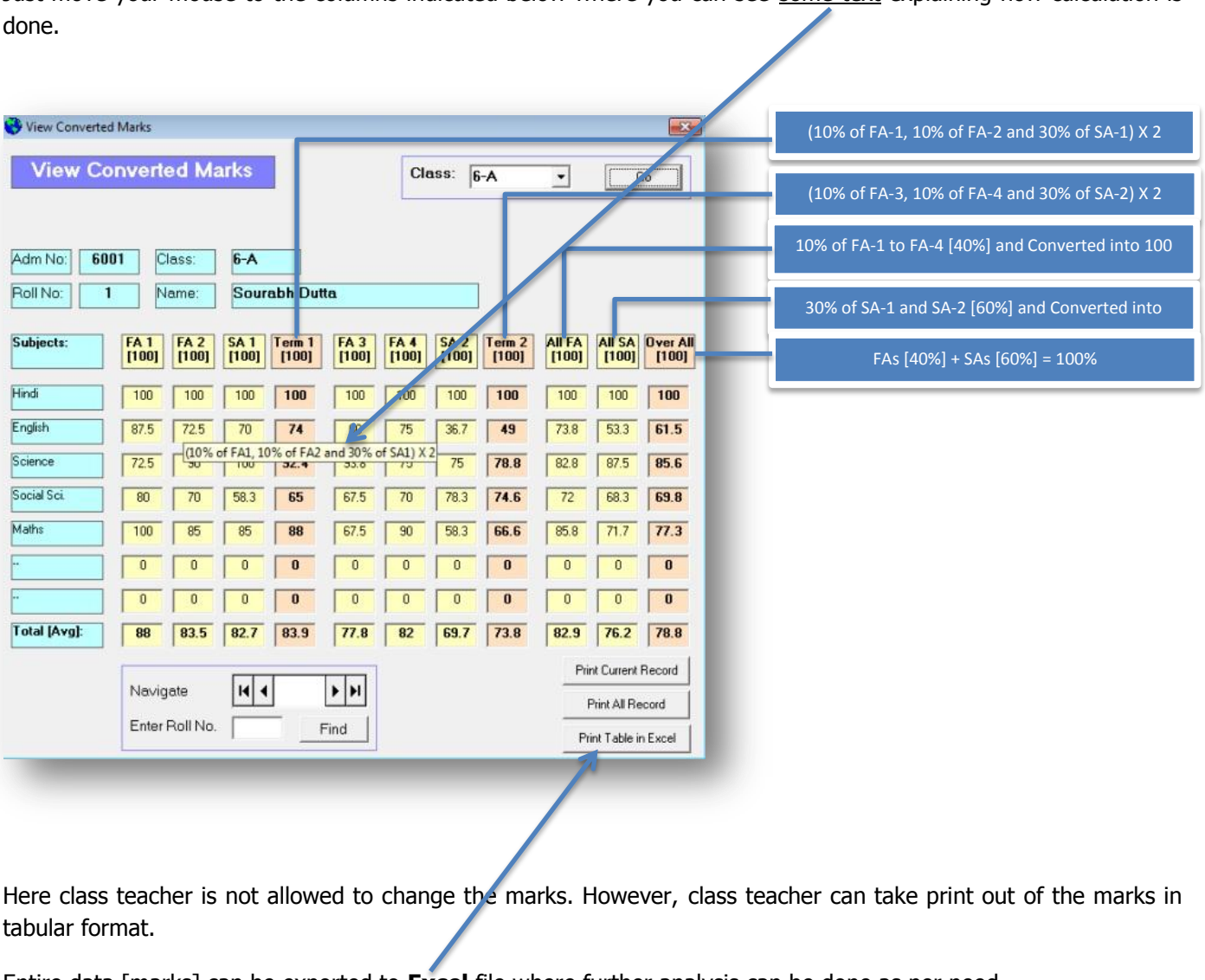
Marks entered by the class teacher for main subjects can be seen, student by student, in the "**View Original Marks**" module. Here class teacher is not allowed to change the marks. However, class teacher can take print out of the marks in tabular format.



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.



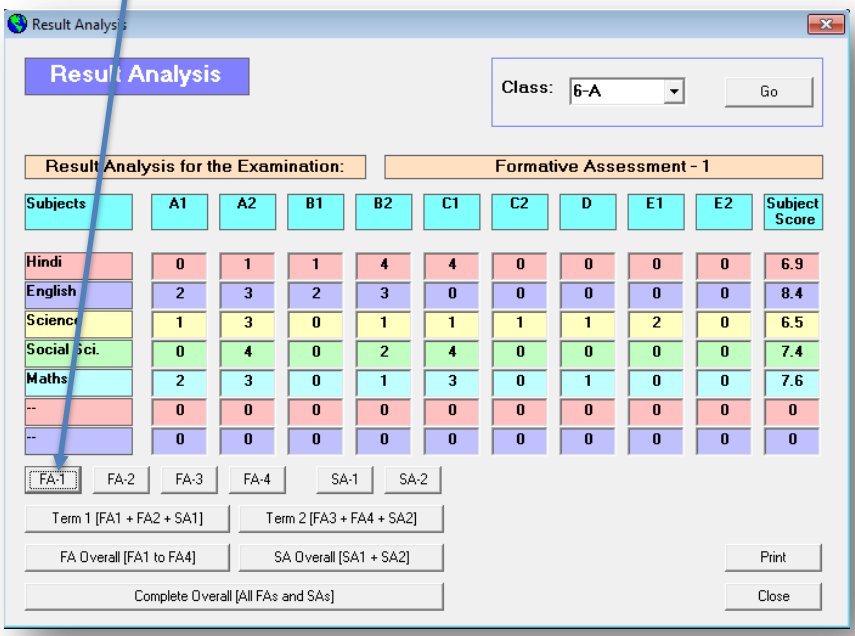
Here class teacher is not allowed to change the marks. However, class teacher can take print out of the marks in tabular format.

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.

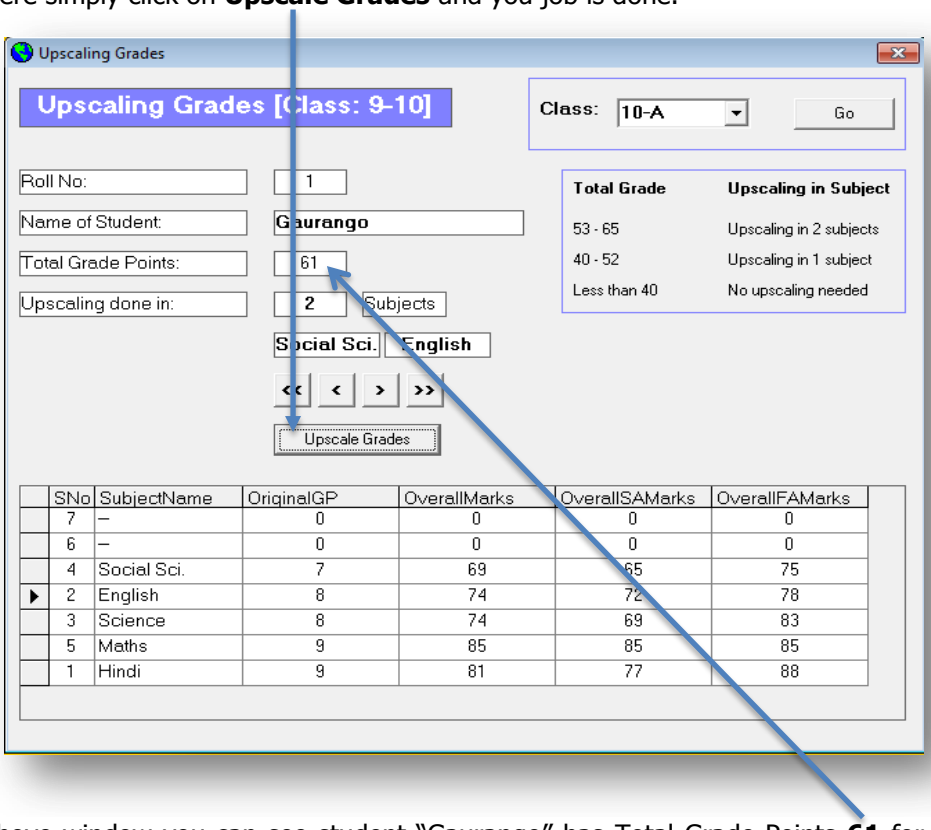


Subject Score

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 you job is done.



- 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.

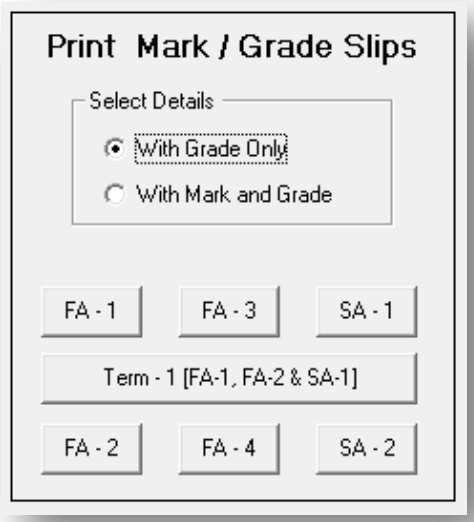
Print Grade Slips and Report Cards

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**

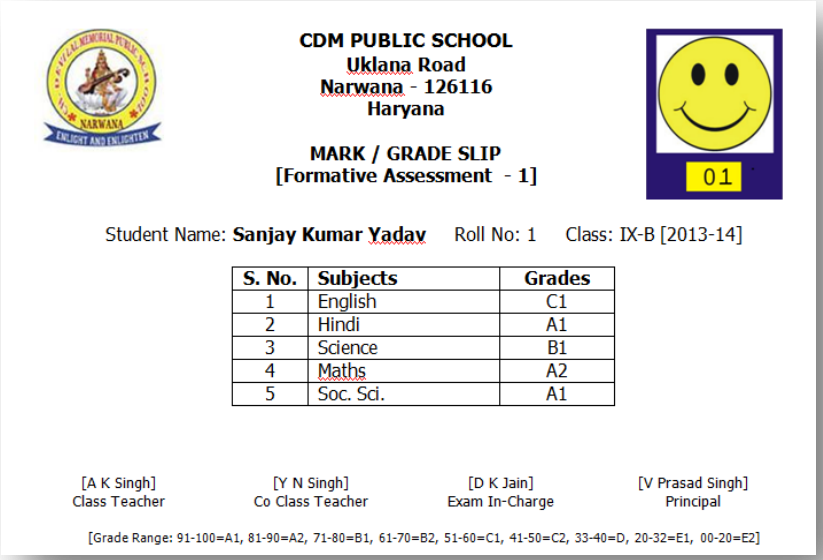
OR

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



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]

01

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]	[Y N Singh]	[D K Jain]	[V Prasad Singh]
Class Teacher	Co Class Teacher	Exam In-Charge	Principal

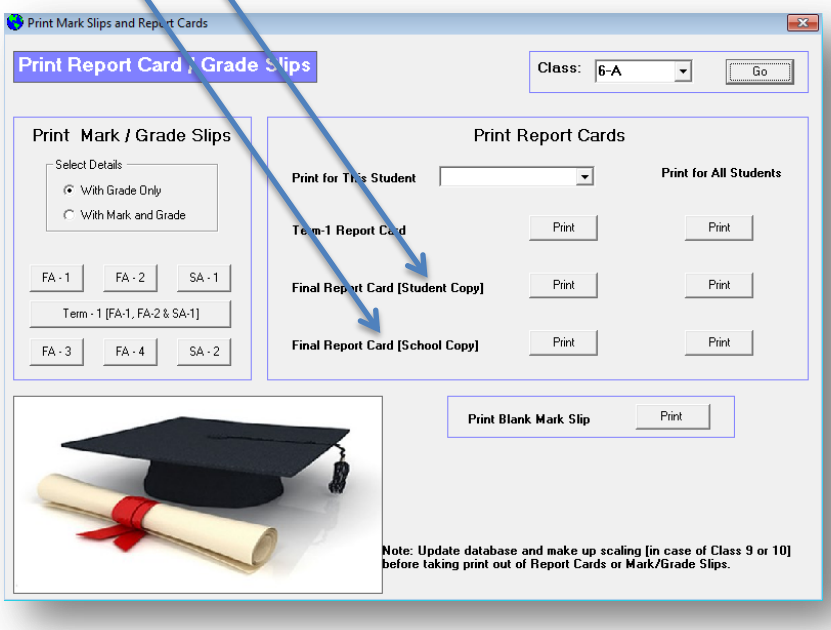
[Grade Range: 91-100=A1, 81-90=A2, 71-80=B1, 61-70=B2, 51-60=C1, 41-50=C2, 33-40=D, 20-32=E1, 00-20=E2]

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 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.

25% Marks in SAs [Latest CBSE Circular]

1. As per the latest **CBSE Circular No.Acad 05/14, dated: 02nd February 2014**, on the subject "**Modification on the design of Performance Profile……",Assessment of Speaking and Listening [ASL]** in English has to be reflected on Report Card.

2. If a child has secured less than 25% marks in both the SAs taken together then that subject Overall Grade will be E1@ or E2@. This grade will not be up scaled and the candidate will not be considered qualified.

Easy CCE software complies with this which is evident from the example given below. Below is the marks and grade tables of a student [Gaurango]. He has secured 20 marks [out of 100] in SA-1, and 17 marks [out of 100] in SA-2 in subject Hindi. Average of 20 and 17 becomes 19 [(20+17)/2 = 19]. 19 markis less than 25% therefore the Overall Grade for Hindi is 'E2@' and Grade Point is '0'.

Converted Marks [Out of 100]

Name: Gaurango Roll: 1

Subject	FA-1	FA-2	SA-1	Term-1	FA-3	FA-4	SA-2	Term-2	All FA	All SA	Overall
Hindi	63	88	20	43	95	85	17	47	85	20	46
English	63	92	84	82	60	85	99	65	75	72	73
Science	93	96	70	80	53	45	65	59	73	69	70
Social Sci.	85	90	60	71	43	78	70	67	75	65	69
Maths	93	75	72	77	100	88	97	96	90	85	87
Total	80	89	62	71	71	77	62	67	80	63	69

Overall Grade Point: 69

Original Marks Secured

Subject	FA-1 [40]	FA-2 [100]	SA-1 [60]	FA-3 [40]	FA-4 [100]	SA-2 [60]

Part 1 - Academic Performance : Scholastic Areas

Class: 10-A Session: 2014-15

Subject	FA-1	FA-2	SA-1	Term-1	FA-3	FA-4	SA-2	Term-2	All FA	All SA	Overall	GP
Hindi	B2	A2	E2	C2	A1	A2	E2	C2	A2	E2	E2@	0
English	B2	A1	A2	A2	C1	A2	C1	B2	B1	B1	B1	8
Science	A1	A1	B2	B1	C1	C2	B2	C1	B1	B2	B1*	8
Social Sci.	A2	A2	C1	B1	C2	B1	B2	B2	B1	B2	B1*	8
Maths	A1	B1	B1	B1	A1	A2	A1	A1	A2	A2	A2	9
Total	B1	A2	B2	B1	B1	B1	B2	B2	B1	B2	B1	7.6

Grade in Assessment of Speaking and Listening Skills in English (ASL): A1
*Up Scaled in 2 Subject(s) Science Social Sci.
E1@ or E2@ indicates that candidate obtained less than 25% marks in SA.
Overall FA: B1 Overall SA: B2 CGPA: B1 [7.6]

Result [Qualified / EIOP]: EIOP

How to put School Logo….?

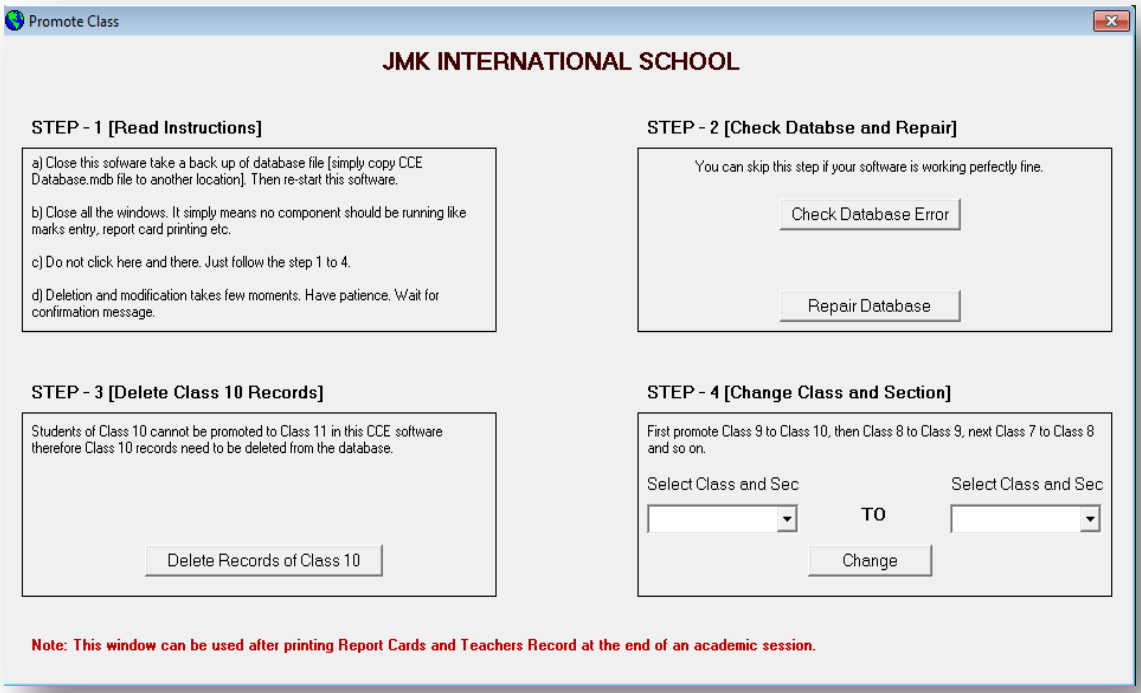
1. Get your school logo in JPG format and make a copy with the name "**School Logo.Jpg**". Please type the name exactly.
2. The image should be of JPG file with 100 X 125 pixel [Width: 1 Inch, Height: 1.25 Inch] size.
3. Now copy and paste the "School Logo.Jpg" file to **Image** folder of "Easy CCE" 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:
  a) Tabulation Sheet,
  b) Report Card [Student Copy] and
  c) 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.



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