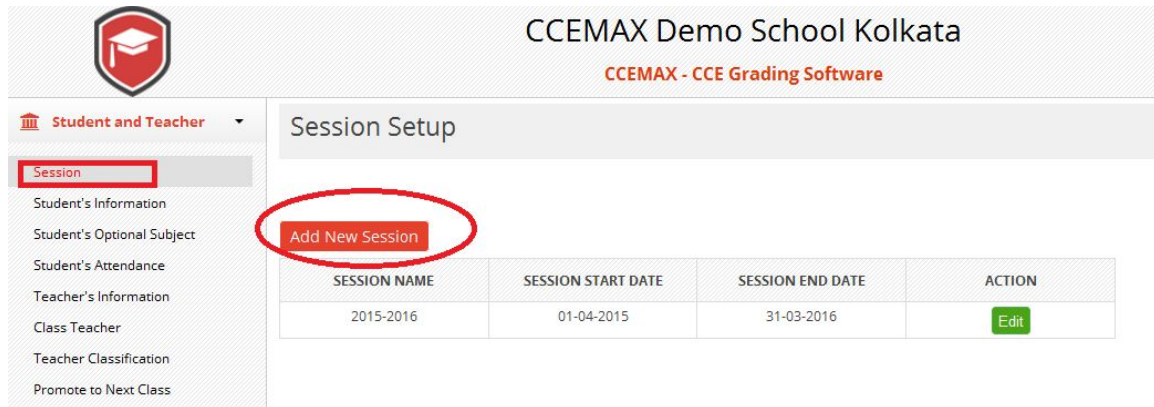


New Session Activity in CCEMAX

When a new session starts, Admin needs to perform following activity in CCEMAX to make the system available for each class teacher. Please follow the documentation. If you still have any question/ issue, please raise a ticket. Our support engineer will help you.

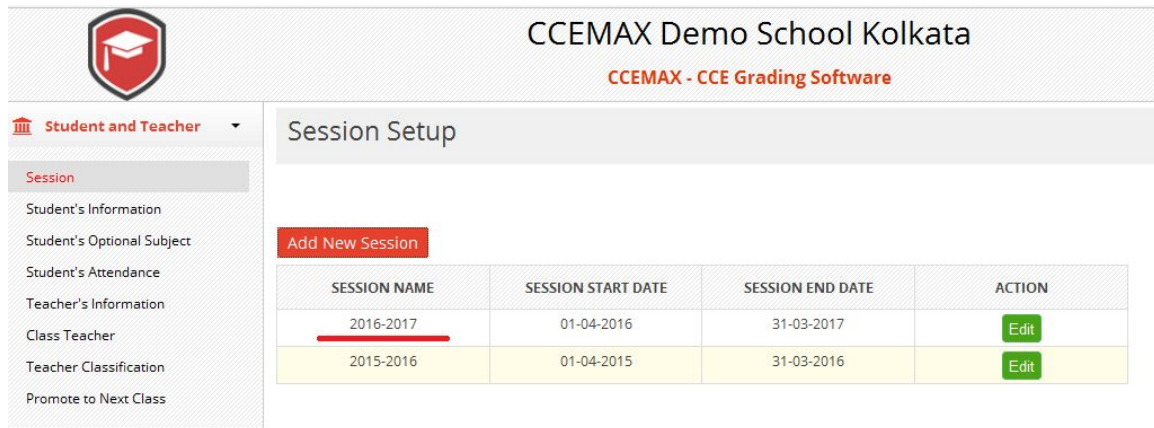
It primarily covers copying MASS data from previous session to new session and promoting of students in the next class. It saves lot of your effort.

Step 1: New Session Addition: Navigate as per the screen and click on Add New Session. Automatically system will create a new session.



The screenshot shows the CCEMAX Demo School Kolkata interface. The header includes the school logo and name. The left sidebar is titled 'Student and Teacher' and contains a menu with 'Session' highlighted. The main content area is titled 'Session Setup' and contains a table with one session listed. A red circle highlights the 'Add New Session' button.

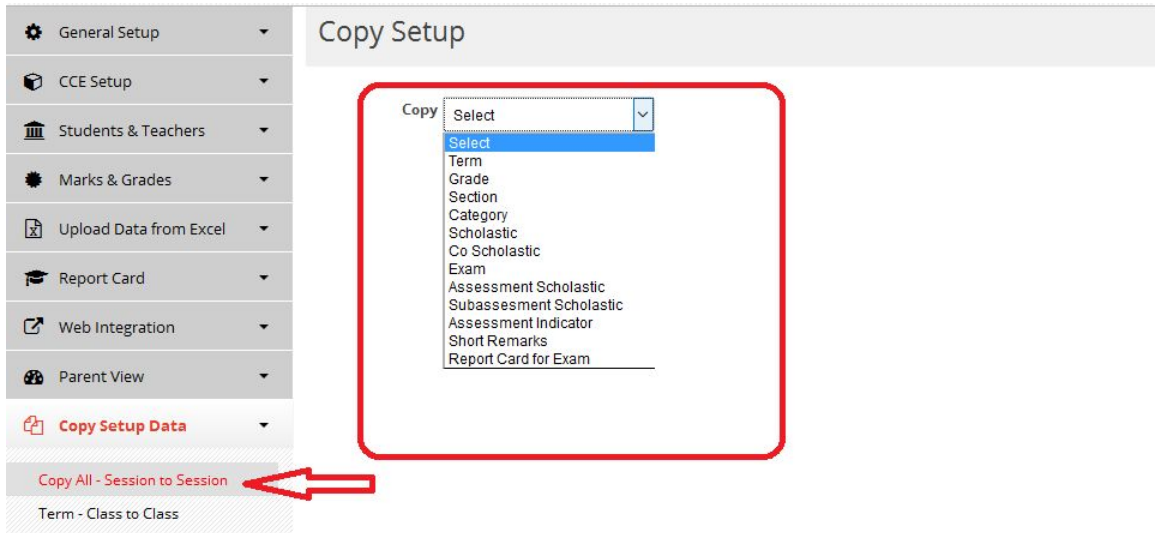
SESSION NAME	SESSION START DATE	SESSION END DATE	ACTION
2015-2016	01-04-2015	31-03-2016	Edit



The screenshot shows the CCEMAX Demo School Kolkata interface after a new session has been added. The 'Add New Session' button is now highlighted in red. The table in the 'Session Setup' section now contains two sessions.

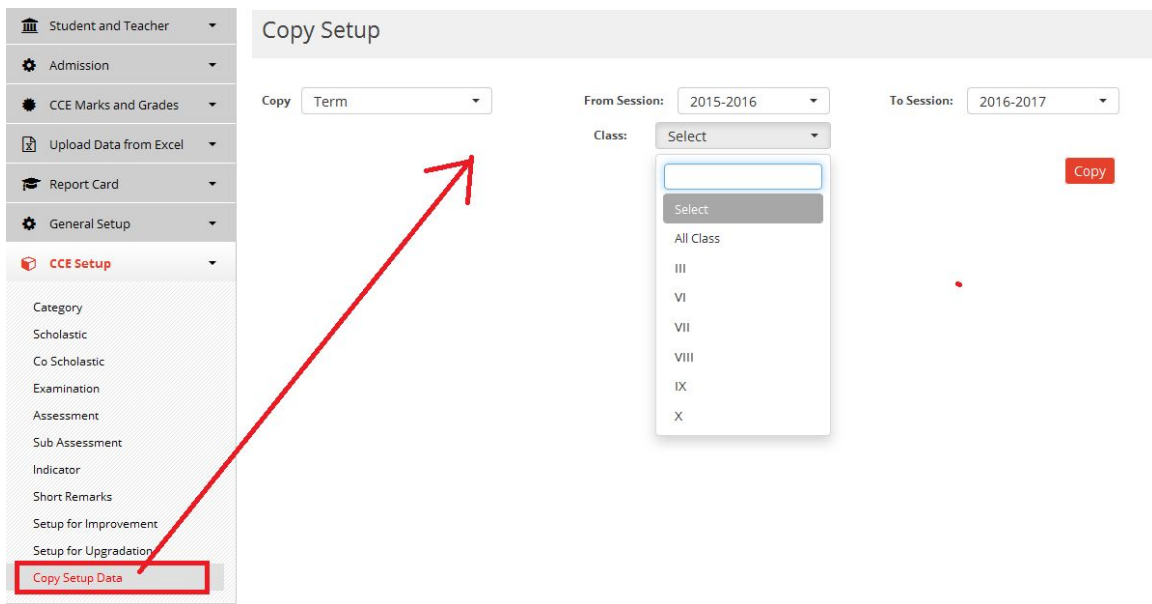
SESSION NAME	SESSION START DATE	SESSION END DATE	ACTION
2016-2017	01-04-2016	31-03-2017	Edit
2015-2016	01-04-2015	31-03-2016	Edit

Step 2: Copy Last Year Set Up Data for the New Session. Following Process Allows you to copy Term, Grade, Section, Category, Scholastic, Co Scholastic, Exam, Assessment Scholastic, Subassessment Scholastic, Assessment Indicator, Short Remarks from old session to the new session.

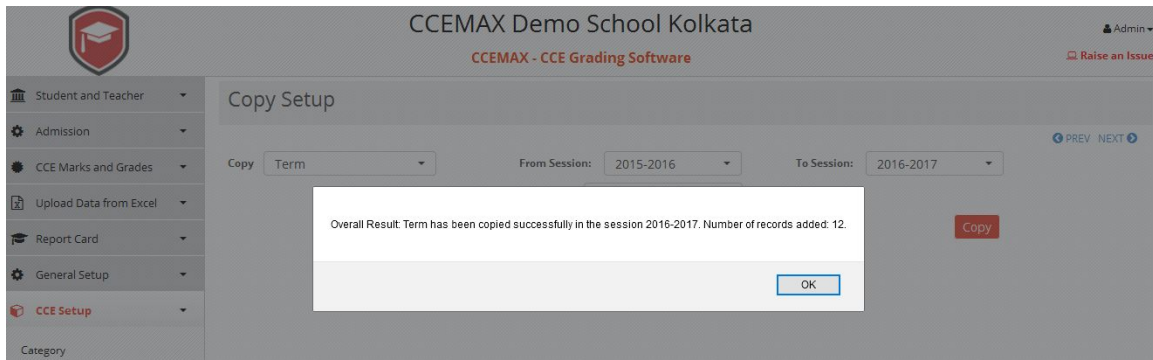


Here is an example of Copy Term from Old Session to New Session:

1. Copy: Choose Term
2. From Session: Choose Previous Session (2015-2016 in this case)
3. To Session: Choose Current Session (2016-2017 in this case)
4. You may copy for a particular class or All classes together.



Once you Click on Copy, you will get the following message.



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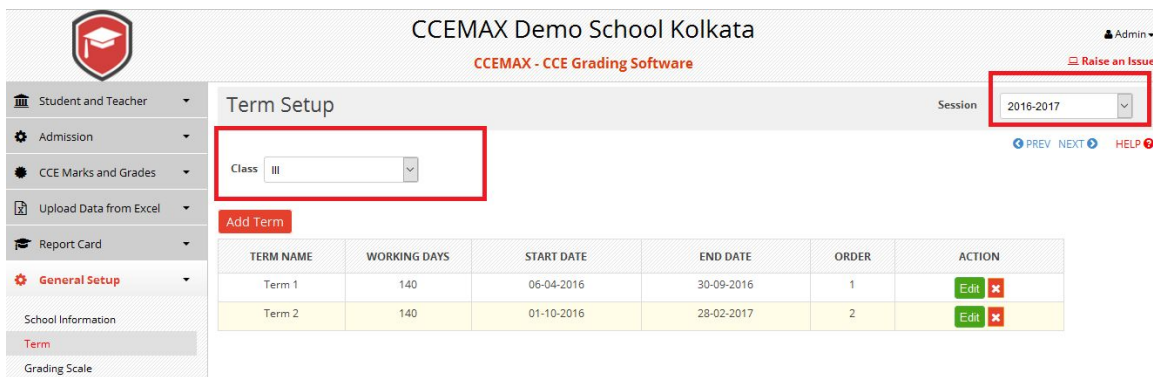
Copy Term From Session: 2015-2016 To Session: 2016-2017

Overall Result: Term has been copied successfully in the session 2016-2017. Number of records added: 12.

Copy

OK

Similarly you need to Copy other set up data Grade, Section, Category, Scholastic, Co Scholastic, Exam, Assessment Scholastic, Subassessment Scholastic, Assessment Indicator, Short Remarks from old session to the new session.



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Term Setup Session: 2016-2017

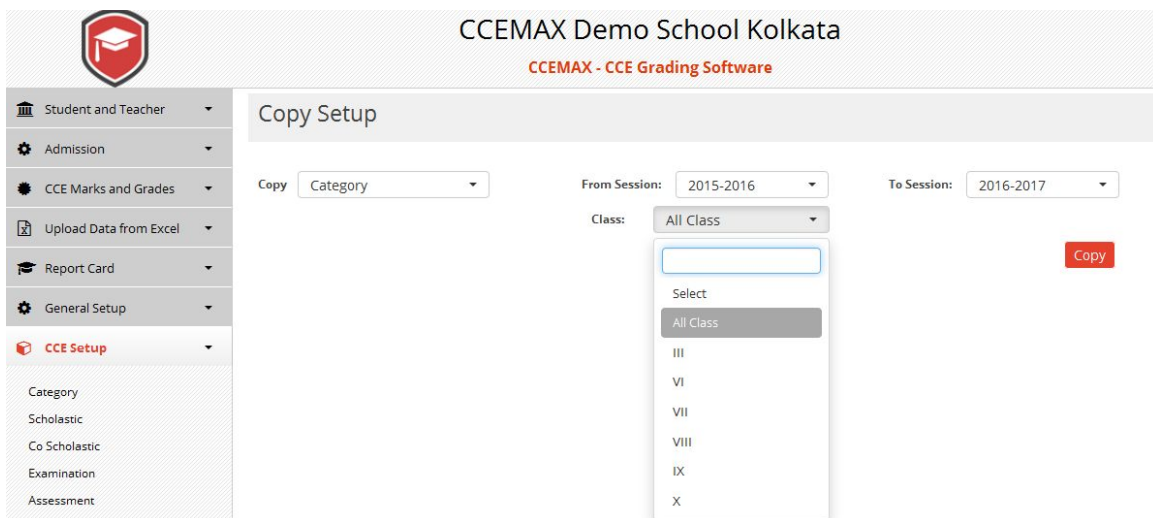
Class: III

Add Term

TERM NAME	WORKING DAYS	START DATE	END DATE	ORDER	ACTION
Term 1	140	06-04-2016	30-09-2016	1	Edit
Term 2	140	01-10-2016	28-02-2017	2	Edit

After Copy is over, you can change the Session to the New session and see all the Terms which got added for each class.

Another Example of Copying Category from Old Session to New Session:



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Copy Setup

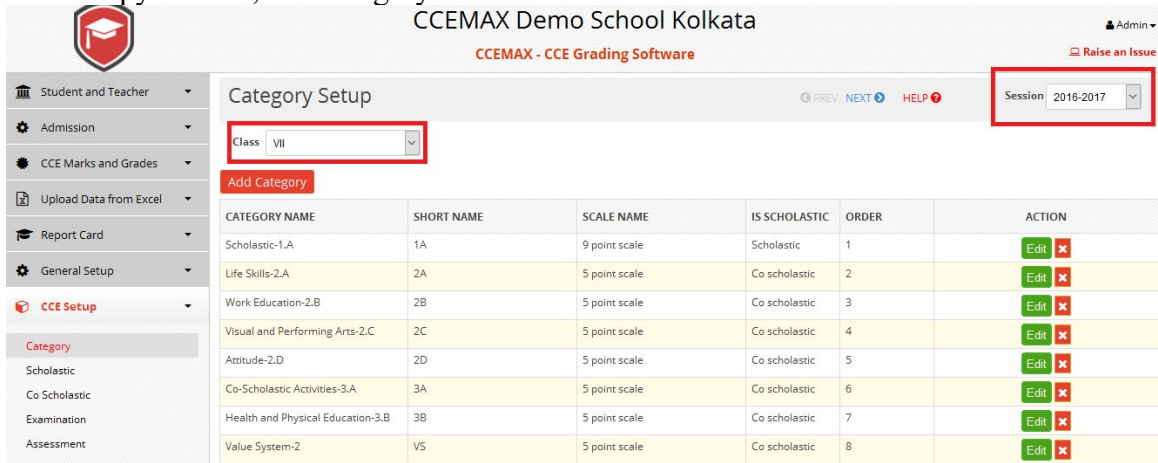
Copy Category From Session: 2015-2016 To Session: 2016-2017

Class: All Class

Copy

- Select
- All Class
- III
- VI
- VII
- VIII
- IX
- X

After Copy is Over, the Category can be found in the new Session.



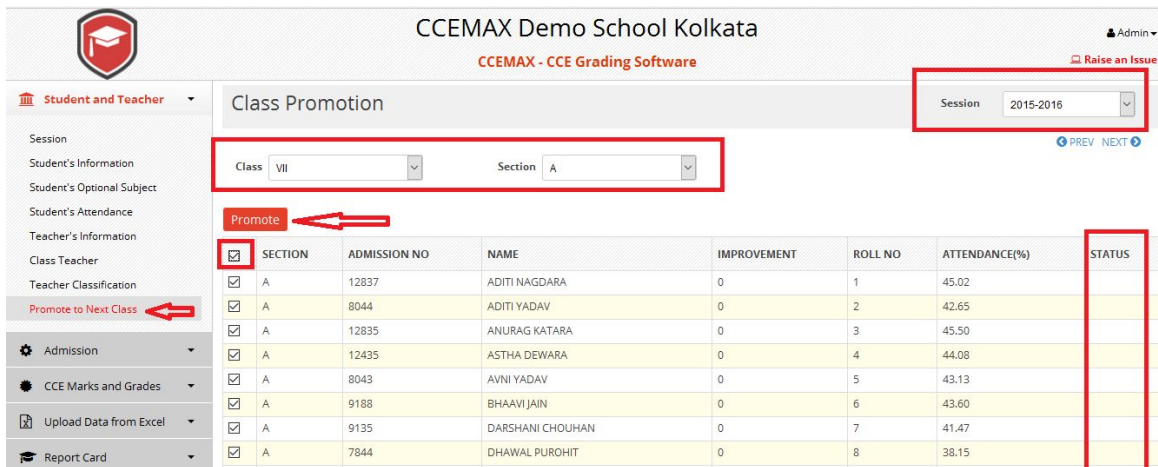
Category Setup

Session: 2016-2017

Class: VII

CATEGORY NAME	SHORT NAME	SCALE NAME	IS SCHOLASTIC	ORDER	ACTION
Scholastic-1.A	1A	9 point scale	Scholastic	1	Edit X
Life Skills-2.A	2A	5 point scale	Co scholastic	2	Edit X
Work Education-2.B	2B	5 point scale	Co scholastic	3	Edit X
Visual and Performing Arts-2.C	2C	5 point scale	Co scholastic	4	Edit X
Attitude-2.D	2D	5 point scale	Co scholastic	5	Edit X
Co-Scholastic Activities-3.A	3A	5 point scale	Co scholastic	6	Edit X
Health and Physical Education-3.B	3B	5 point scale	Co scholastic	7	Edit X
Value System-2	VS	5 point scale	Co scholastic	8	Edit X

Step 3: Promote students to New Session: Choose previous session, choose class, section and Select All to Student together. Then Click on the Promote button. You also can promote a student or group of student. Initially Status will be blank.



Class Promotion

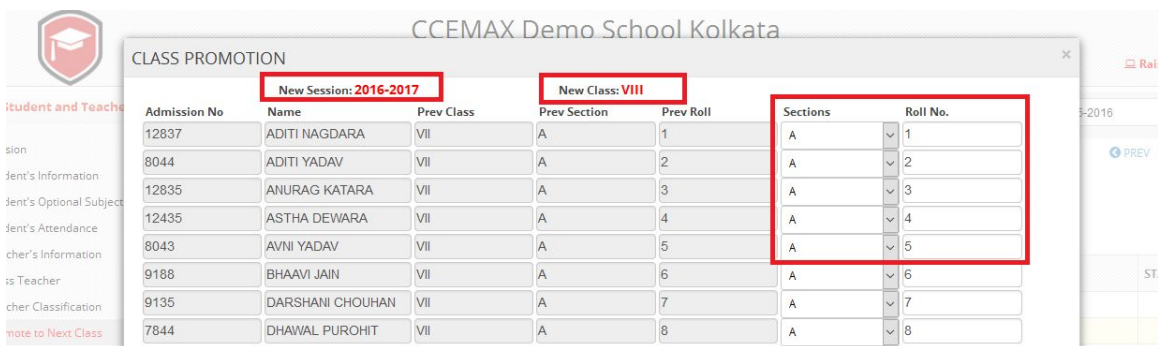
Session: 2015-2016

Class: VII Section: A

Promote

<input type="checkbox"/>	SECTION	ADMISSION NO	NAME	IMPROVEMENT	ROLL NO	ATTENDANCE(%)	STATUS
<input checked="" type="checkbox"/>	A	12837	ADITI NAGDARA	0	1	45.02	
<input checked="" type="checkbox"/>	A	8044	ADITI YADAV	0	2	42.65	
<input checked="" type="checkbox"/>	A	12835	ANURAG KATARA	0	3	45.50	
<input checked="" type="checkbox"/>	A	12435	ASTHA DEWARA	0	4	44.08	
<input checked="" type="checkbox"/>	A	8043	AVNI YADAV	0	5	43.13	
<input checked="" type="checkbox"/>	A	9188	BHAAVI JAIN	0	6	43.60	
<input checked="" type="checkbox"/>	A	9135	DARSHANI CHOUHAN	0	7	41.47	
<input checked="" type="checkbox"/>	A	7844	DHAWAL PUROHIT	0	8	38.15	

Once you hit the Promote button, following screen will appear.



CLASS PROMOTION

New Session: 2016-2017 New Class: VIII


Admission No	Name	Prev Class	Prev Section	Prev Roll	Sections	Roll No.
12837	ADITI NAGDARA	VII	A	1	A	1
8044	ADITI YADAV	VII	A	2	A	2
12835	ANURAG KATARA	VII	A	3	A	3
12435	ASTHA DEWARA	VII	A	4	A	4
8043	AVNI YADAV	VII	A	5	A	5
9188	BHAAVI JAIN	VII	A	6	A	6
9135	DARSHANI CHOUHAN	VII	A	7	A	7
7844	DHAWAL PUROHIT	VII	A	8	A	8

Here student will automatically be promoted to the next class in the new session. They

will be defaulted to the Same Section and same Roll No. While doing this, you will be able to change the New Section and Roll No.

12172	VIKAS PARMAR	VII	A	33	A	33
12265	MEET SHARMA	VII	A	34	A	34
13137	TANVI CHOUHAN	VII	A	35	A	35

At the bottom you will see the Promote button. Click here and the students gets promoted to the new session and next class.



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Admin ▾
[Raise an Issue](#)

Student and Teacher ▾
 Session
 Student's Information
 Student's Optional Subject
 Student's Attendance
 Teacher's Information
 Class Teacher
 Teacher Classification
 Promote to Next Class

Class Promotion

Session: 2015-2016 ▾

Class: VII ▾

Section: A ▾

<input type="checkbox"/>	SECTION	ADMISSION NO	NAME	IMPROVEMENT	ROLL NO	ATTENDANCE(%)	STATUS
<input checked="" type="checkbox"/>	A	12837	ADITI NAGDARA	0	1	45.02	Promoted
<input checked="" type="checkbox"/>	A	8044	ADITI YADAV	0	2	42.65	Promoted
<input checked="" type="checkbox"/>	A	12835	ANURAG KATARA	0	3	45.50	Promoted
<input checked="" type="checkbox"/>	A	12435	ASTHA DEWARA	0	4	44.08	Promoted
<input checked="" type="checkbox"/>	A	8043	AVNI YADAV	0	5	43.13	Promoted

PREV NEXT

Change the session, go to the next class and you will see all the students whom you promoted.