

MS HIFZ ACADEMY ERP — Academic Module

Academic Module

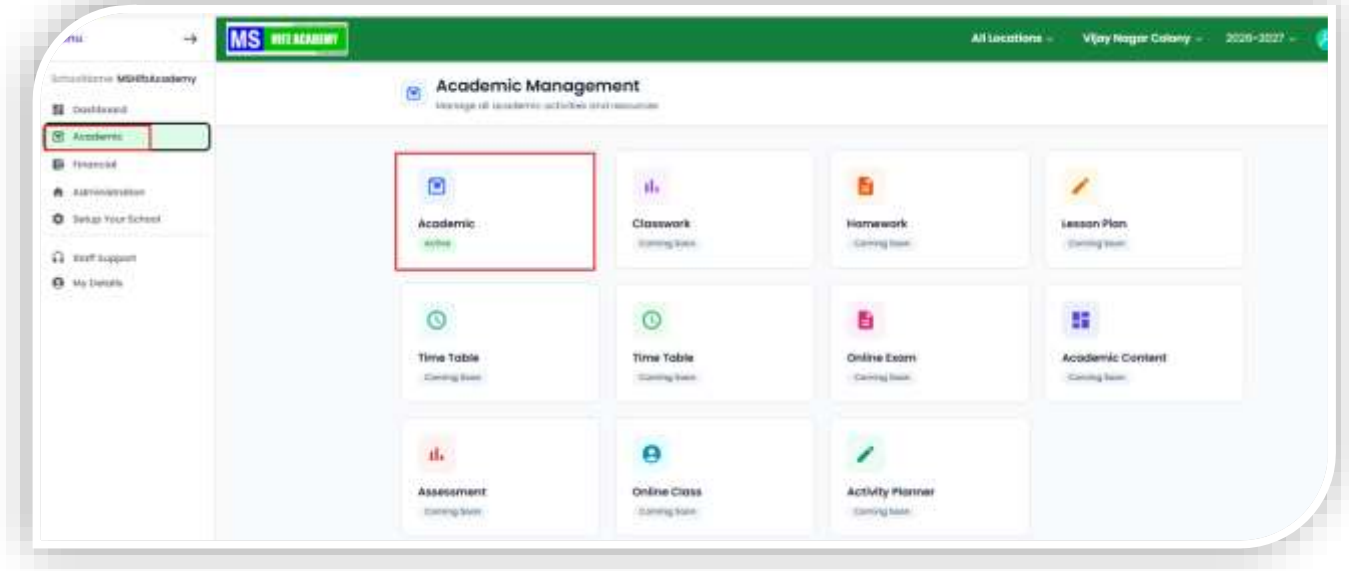
This document covers the complete workflow for managing academics in the MS Hifz Academy ERP — from creating subjects and test types, to assigning subjects and tests to classes and students, entering marks, configuring grading scales, setting exam attendance, and generating student report cards.

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Login to the Portal

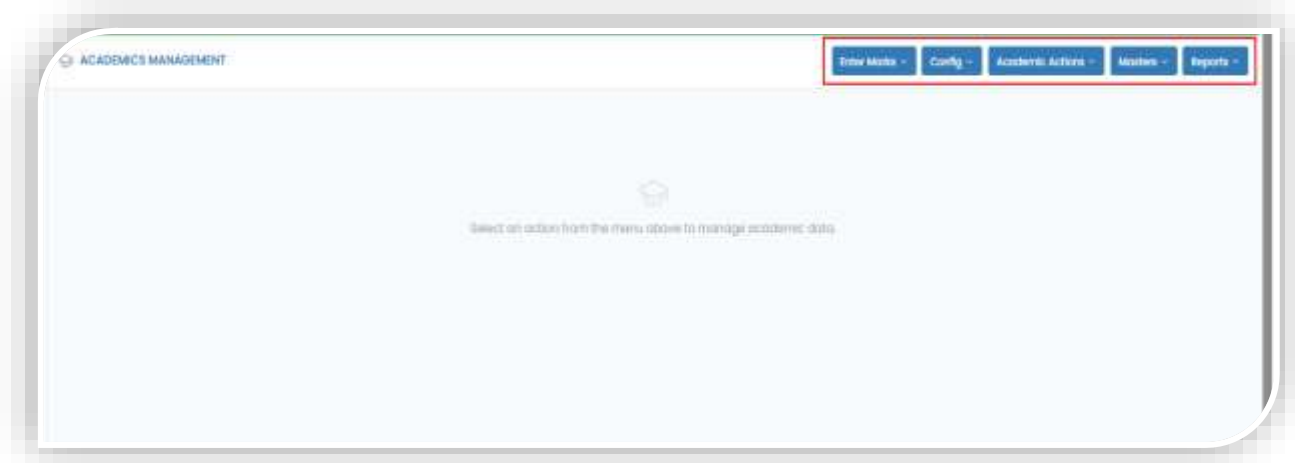
1. Open a web browser and navigate to the MS Hifz Academy ERP portal URL.
2. Enter your **Username** and **Password**, then click **Login**.
3. The main Dashboard will open. From the **Branch Selector** in the top header, select the required branch.
4. You can also select *All Locations* to manage data across all branches.



Dashboard — After login, select the required Branch from the top header, then click on Academic in the left sidebar.

Navigate to Academic Module

1. In the left sidebar, click on **Academic**.
2. The **Academics Management** screen opens.
3. The top navigation bar shows the following menus:
 - **Enter Marks** — For entering or uploading student marks.
 - **Config** — Configuration settings.
 - **Academic Actions** — For assigning subjects, tests, and setting exam attendance.
 - **Masters** — For creating subjects, test types, adding exams, and grading.
 - **Reports** — For generating student report cards and academic reports.



Academic Module — Top navigation showing Enter Marks, Config, Academic Actions, Masters, and Reports menus.

Step 1 — Create Subjects (Subject Master)

Subjects are the foundation of the academic module. All subjects used across all branches are created here.

1. Click on the **Masters** dropdown in the top navigation.
2. Click on **Subjects**.
3. The **Subject Master** screen opens, showing all existing subjects.
4. To create a new subject:
 - Enter the **Subject Name** in the input field (e.g., *Hadees, Mathematics, English*).
 - Select the **Subject Group** from the dropdown:
 - *Academic* — For standard school subjects (English, Hindi, Mathematics, Telugu, etc.)
 - *Hifz* — For Islamic / Hifz subjects (Quran, Deoniyath, Islam, Hadees, etc.)
 - Click **Add Subject**.
5. The new subject appears in the subjects list below with its Group, Status, and Action buttons.

📘 Important Rules for Subject Master:

- Subjects are created for the entire Academic Year and apply to ALL branches — not per individual branch.
- When the subject **Status is Active**, only then can it be assigned to classes.
- A subject **cannot be deleted** once it is assigned to any branch or class.
- Subject Master is accessible only by **Admin** credentials.

back to Menu

Subject Master Scope: 2025-2027

Subject Name: Group: Academic

Subject Name	Group	Status	Actions
Arabic	Hifz	☒	Edit Delete
Deeniyat	Academic	☒	Edit Delete
English	Academic	☒	Edit Delete
Etiquette	Academic	☒	Edit Delete
Para-Q-Sabaq	Hifz	☒	Edit Delete
Science	Academic	☒	Edit Delete
Tajweed	Hifz	☒	Edit Delete
Urdu	Academic	☒	Edit Delete

Subject Master — Enter Subject Name, select Group (Academic / Hifz), then click Add Subject. Active subjects appear in the list below.

Step 2 — Assign Subjects to Classes

After creating subjects, assign them to the relevant classes for each branch.

1. Click on **Academic Actions** dropdown in the top navigation.
2. Click on **Assign Class Subjects**.
3. The **Class-Subject Assignment** screen opens.
4. Set the filters:
 - **Academic Year** (e.g., 2025–2026)
 - **Branch** (e.g., Murad Nagar)
 - **Subject Group** — Select *Academic* or *Hifz*
5. A grid appears with **Subjects as rows** and **Classes as columns**.
6. Check the checkbox at the intersection of a Subject and Class to assign that subject to that class.
7. Use the ✓ **All** column header checkbox to assign a subject to all classes at once.
8. Use the **Check/Uncheck All** button on each subject row to quickly assign or remove all classes.
9. Click **Save Assignments** to save.

① Repeat this step for both *Academic* and *Hifz* subject groups by changing the Subject Group filter.

① To copy the same subject-class assignments to other branches, click **Copy to Branches** at the bottom left, select the target branches, and confirm.

Class-Subject Assignment

Academic Year: 2026-2027 Branch: Vijay Nagar Colony Subject Group: Academic

Subjects \ Classes	4	5	6	7	8	Action
English	☒	☒	☒	☒	☐	Check/Uncheck All
Urdu	☒	☒	☒	☒	☐	Check/Uncheck All
Etiquette	☒	☒	☒	☒	☒	Check/Uncheck All
Deeniyyat	☒	☒	☒	☒	☒	Check/Uncheck All
Science	☐	☐	☐	☐	☐	Check/Uncheck All

Copy to Branches Cancel Save Assignments

Assign Class Subjects — Check boxes at Subject × Class intersections to assign. Click Save Assignments when done. Use Copy to Branches to replicate to other branches.

Step 3 — Assign Subjects to Students

After assigning subjects to classes, individually assign which subjects each student will study.

1. Click on **Academic Actions** dropdown.
2. Click on **Assign Student Subjects**.
3. The **Assign Student-Subjects** screen opens.
4. Set the filters:
 - **Academic Year**
 - **Branch**
 - **Class** (e.g., 6)
 - **Section** (e.g., A)
 - **Subject Type** — Select *Academic* or *Hifz* using the radio buttons.
5. The student list for the selected class/section appears with subject columns.
6. Check the subject checkbox(es) for each student to assign that subject to them.
7. Use the column header checkboxes to assign a subject to all students at once.
8. Use the **All** column to assign all subjects to a student in one click.
9. Click **Save Assignments**.
10. Students are now eligible to write the subject test.

i A student must be assigned a subject here before they can be assigned to a test for that subject (Step 6). If a student is not assigned to a subject, they will not appear in the marks entry for that subject.

Assign Student-Subjects

Academic Year: 2026-2027 / Branch: Vijay Nagar Colony / Class: 6 / Section: All Sections / Subject Type: ☒ Academic ☐ Hfz

S.No.	Student Name	Roll No.	Adm No.	English	Urdu	Etiquette	Overlyst	All
1	Testing1 Testing2		HWVN0001	☒	☒	☒	☐	☐
2	Testing1hok Abbul		HWVN0002	☐	☐	☐	☐	☐
3	Testing Testing		HWVN0003	☐	☐	☐	☐	☐
4	ZAEYANA TESTING - Shikha		HWVN0006	☐	☐	☐	☐	☐

Assign Student Subjects — Select Class, Section, Subject Type. Check subject boxes per student. Click Save Assignments. Students are now eligible to write subject tests.

Step 4 — Create Test Types

Test Types define the different types of assessments conducted during the academic year (e.g., FA-1, SA-1, Unit Test, Quarterly).

1. Click on the **Masters** dropdown in the top navigation.
2. Click on **Create Test**.
3. The **Create-TestType** screen opens showing all existing test types.
4. Click **+ Add Test Type** button (top right).
5. The **Add Test Type** dialog opens. Fill in:
 - **Test Name** — Enter the test name (e.g., *FA-1, Unit Test-1, Summative Assessment-2, Quarterly*).
 - **Max Marks (Ref)** — Enter the reference maximum marks for this test (e.g., 50, 100).
 - **Display Order** — Set the order in which tests are conducted (leave blank for auto-increment).
6. Click **Save**.
7. The new test type appears in the list with its Order, Test Name, Max Marks, Status (Active), and Edit action.

① Create Test Type is accessible only for **Admin** credentials.

① The Max Marks set here is a reference value. The actual marks per subject are set when assigning subjects to tests (Step 5B).

Create Test Type — Masters → Create Test → Click + Add Test Type. Enter Test Name and Max Marks, then click Save.

Step 5 — Assign Tests to Classes (Add Exam)

After creating test types, assign which tests are conducted for each class.

1. Click on the **Masters** dropdown in the top navigation.
2. Click on **Add Exam**.
3. The **Assign Tests to Classes** screen opens, showing a grid of Classes × Test Types.
4. The filters auto-populate with the current **Academic Year** and **Branch**.
5. In the grid:
 - **Rows** = Classes (4, 5, 6, 7, 8, etc.)
 - **Columns** = Test Types (FA-1, SA-1, Unit Test-1, Quarterly, etc.)
6. Check the checkbox at the intersection to assign that test to that class.
7. In the checkbox, you can also enter the **Order** (sequence number) for how the test is conducted within that class (e.g., 1, 2, 3, 4).
8. After selecting all required class-test combinations, click **Save Test**.
9. After saving, you can proceed to assign subjects to tests (Step 5B).

i Click **Copy to Branches** at the bottom left to replicate the same test assignments to other branches.

Assign Tests to Classes

Academic Year: 2026-2027 Branch: Vijay Nagar Colony

Class	Unit Test 1	FA2	SA2	All
4	☒	☐	☐	☐
5	☒	☐	☐	☐
6	☒	☐	☐	☐
7	☒	☐	☐	☐
8	☒	☐	☐	☐
9	☐	☐	☐	☐

Copy to Branches ▼ Cancel Save Test

Add Exam — Grid of Classes × Test Types. Check the boxes and set order numbers. Click Save Test when done.

Step 5B — Assign Subjects to Tests

After assigning tests to classes, specify which subjects are included in each test and set their individual max marks.

1. This screen opens automatically after saving tests in Step 5, or navigate to **Academic Actions** → **Assign Subject Tests**.
2. Set the filters:
 - **Academic Year, Branch, Class** (e.g., 6)
 - **Test** (e.g., Formative Assessment – 2), **Subject Type** — All Types / Academic / Hifz
3. The screen shows the **Test Max Marks** (total reference marks for this test) at the top left.
4. The subject list shows all subjects assigned to this class (Step 2), with columns: Subject Name, Type, Assigned (checkbox), Max Marks, Order.
5. For each subject to include in this test:
 - Check the **Assigned** checkbox.
 - Enter the **Max Marks** for that subject (e.g., English = 10, Hindi = 10, Mathematics = 10).
 - Enter the **Order** in which the subject appears on the report card (e.g., 1, 2, 3, 4, 5, 6).
6. The **Total Assigned** (sum of all subject max marks) must equal the **Test Max Marks**.
7. Click **Save Assignments**.

i Rule: Total of all Subject Max Marks = Total Test Max Marks. For example: if FA-1 has 50 total marks and 6 subjects, distribute the 50 marks across the subjects (e.g., English 10 + Hindi 10 + Islam 5 + Mathematics 10 + Quran 5 + Telugu 10 = 50).

① This tab is accessible only for **Admin** credentials.

① Click **Copy Structure** (top right) to copy the same subject-test mapping to other tests or classes.

Assign Subjects to Test

ACADEMIC YEAR: 2025-2027 | BRANCH: Vijay Nagar Colony | CLASS: 4 | TEST: Unit Test 1 | SUBJECT TYPE: All Types

Test Max Marks: 400 | Total Assigned: 400

SUBJECT NAME	TYPE	ASSIGNED	MAX MARKS	ORDER
Ashtanga	HDI	☒	60	1
Deenigat	Academic	☒	60	4
English	Academic	☒	100	5
Etiquette	Academic	☒	40	5
Para-E-Solara	Info	☒	20	2
Tajweed	Info	☒	20	3
Urdu	Academic	☒	100	7

Buttons: Copy Structure, Save Assignments

Assign Subjects to Test — Check subjects, enter Max Marks and Order per subject. Total assigned marks must equal Test Max Marks. Click Save Assignments.

Step 6 — Assign Tests to Students

After assigning tests to classes, specify which students in each class are assigned to each test.

1. Click on **Academic Actions** dropdown.
2. Click on **Assign Test to Students**.
3. The **Assign Test to Students** screen opens.
4. Set the filters:
 - **Academic Year**
 - **Branch**
 - **Class** (e.g., 6)
5. The student list for the class appears with test columns (FA-1, Formative Assessment-2, etc.).
6. Check the checkbox for each student under the test(s) they are assigned to write.
7. Students not checked for a test will not appear in the marks entry for that test.
8. Click **Save Assignments**.
9. Tests are now assigned to the selected students.

① New students enrolled after the initial assignment will need to be assigned to tests manually from this screen.

Assign Test to Students

ACADEMIC YEAR: 2025-2027 | SECTION: Vidyut Nagar Colony | CLASS: 5

S.NO	STUDENT NAME	SEC	BOIL	ADM NO	UNIT TEST 1
1	Testing1 Testing2	HAT		HAIN0001	☒
2	Testing Shok Abdul	HAT		HAIN0002	☐
3	Testing Testing	HAT		HAIN0003	☐
4	ZAKIYANA TESTING SHAM	HAT		HAIN0004	☐

Go to: [Dashboard](#) | [Save Assignments](#)

Assign Test to Students — Student list with test columns. Check the test checkbox for each student. Click Save Assignments.

Step 7 — Configure Grading Scale

Grading scales define how numerical marks are converted to letter grades on the report card.

7A — Create a Grade Scale

1. Click on the **Masters** dropdown.
2. Click on **Grading**.
3. The **Grade Scale Master** screen opens. Existing scales are listed in the Grade Scale List below.
4. To create a new scale, fill in the left panel:
 - **Scale Name** — Enter a name (e.g., *GradeScale-20 Marks, GradeScale-100 Marks*).
 - **Total Marks** — Enter the total marks this scale applies to (e.g., 20, 50, 100).
 - **Scale Description** — Optional description.
5. Click **Save**. The new scale appears in the Grade Scale List.

Creating Grading Scale — Enter scale name, total marks, and description.

7B — Add Grades to the Scale

1. In the Grade Scale List, click the **Edit (pencil)** icon next to the scale you created.
2. The right panel shows the **Grade Scale Details** with a table of grades.
3. Click the **+** button to add a new grade row.
4. For each grade, enter:
 - **Grade** — Letter grade (e.g., A1, A2, B1, B2, C, D, E).
 - **Min** — Minimum marks to achieve this grade.
 - **Maximum** — Maximum marks for this grade range.
 - **Description** — Optional label (e.g., Excellent, Good, Pass).
5. Add all grade rows covering the full range from 0 to Total Marks.
6. Click **Update** or **Save** to save the grade scale.
7. These grades will reflect automatically based on the marks entered for each student.

① Example grade scale for 20 marks: E (0–6), D (7–9), C (10–11), B2 (12–13), B1 (14–15), A2 (16–17), A1 (18–20).

① The system automatically assigns the correct grade to a student based on their entered marks and this scale during marks entry.

Grade Scale Master

Scale Name *

Gardening Scale 100

Total Marks *

100

Scale Description

Enter Description

[Update](#) [Reset](#)

Grade Scale List

Scale Name	Action
Gardening Scale 100	Edit Delete

Gardening Scale 100 (Total Marks: 100)

S.NO	GRADE	MIN	MAXIMUM	DESCRIPTION	ACTION
1	E	0	34		Edit Delete
2	D	35	40		Edit Delete
3	C2	41	50		Edit Delete
4	C1	51	60		Edit Delete
5	B2	61	70		Edit Delete
6	B1	71	80		Edit Delete
7	A2	81	90		Edit Delete
8	A1	91	100		Edit Delete

Grading — Create a Scale with Name and Total Marks, then click the Edit icon to add grade rows (Grade, Min, Max). Click Update to save the complete scale.

Step 8 — Enter or Upload Student Marks

8A — Subject-Wise Marks Entry & ALL Subjects -Wise Marks Entry

1. Click on **Enter Marks** dropdown in the top navigation.
2. Click on **Subject Wise**.
3. The **Enter Subject Marks** screen opens.
4. Set the filters:
 - **Branch** (e.g., Murad Nagar), **Class** (e.g., 6), **Section** (e.g., A)
 - **Test** (e.g., FA-1), **Subject** (e.g., English)
5. Click **Get Marks**.
6. The student list loads showing: S.No, Roll No, Admission No, Student Name, Marks field, Grade, and Status.
7. The **Max Marks** for the selected subject/test is shown at the top (e.g., Max Marks: 20).
8. For each student, enter their marks in the **Marks** field:
 - Enter a numeric value between 0 and the Max Marks. The **Grade** auto-calculates and the **Status** shows *Present*.
 - For absent students, enter **AB** or **ab** only. The Grade will be blank and Status will show *Absent*.

9. Click **Save Marks** to save all entries.
10. Optionally click **Download Excel** to download a template or existing marks data.

- ❗

Valid absent values: **AB** or **ab** only. Any other non-numeric entry will be rejected.
- ❗

The Grade shown next to each student's marks is auto-calculated using the Grade Scale configured in Step 7.

Enter Subject Marks

Branch

Class

Section

Test

Subject

Vijay Nagar Colony

4

H&J

Unit Test 1

Arithmetic

Get Marks

Max Marks: 50

Valid inputs: 0-95, 'AB' (Absent)

S.NO	Roll No	ADMISSION NO	STUDENT NAME	MARKS	GRADE	STATUS
1	1	HAUNDOOT	TESTING12 SALMAN	50	A1	Present

Cancel

Download Excel

Save Marks

Class

Section

Subject Type

Exam Type

Select Subjects

4

H&J

Academic

Unit Test 1

All Academic Subjects

GET Button

Student Marks

S.NO	STUDENT NAME	ROLL NO	ADMISSION NO	SYNOPSIS (100)	SYNOPSIS (50)	ENGLISH (50)	URDU (50)	ACTION
1	Testing shah 2 Lathwal		HAUNDOOT					Save Download Excel

8B — Upload Marks via Excel

1. Click on **Enter Marks** dropdown.
2. Click on **Upload Exam Marks**.
3. The **Import Subject Marks** screen opens.
4. Set the filters:
 - **Select Class**
 - **Select Schedule Test** (Test Type)
 - **Select Subject**
5. Click **Download Template**. An Excel file downloads with pre-filled student details (Student ID, Roll No, Admission No, Student Name) and a blank Marks column.
6. Open the template and enter marks in the **Marks** column for each student.
7. Follow the instructions in the template:
 - Do not modify template structure or column headers.
 - Only 80 records accepted per upload.
 - Data must be in valid format.
 - For absent, enter **AB** in the Marks column.
8. Save the Excel file.
9. Click **Choose File**, select the completed file.
10. Click **Upload Excel**.
11. Student marks are uploaded and saved successfully.

Important!!
Note: Please read the following instructions:
1. Please don't make any changes in given template.
2. Only 80 records are accepted in the list at a time.
3. The data should be in valid format to upload successfully.
4. For represent column-wise scores for absent, use 'AB' in marks column.
5. In mark column you can enter mark, grade and absent remark.

Import Subject Marks

Select Class: 4 | Select Schedule Test: Unit Test 1 | **Select Subject: Select Subject**

Browse for the excel sheet:

Upload Exam Marks — Select Class, Test, Subject, then Download Template. Fill marks in Excel and Upload Excel. Marks are imported for all students.

Step 9 — Set Exam Attendance

Set Exam Attendance links specific attendance months to an exam. The linked months' attendance will appear in the attendance section of the student's report card for that exam.

1. Click on **Academic Actions** dropdown.
2. Click on **Set Exam Attendance**.
3. Set the filters:
 - **Academic Year** (e.g., 2025–2026), **Branch** (e.g., Murad Nagar)
 - **Class** (e.g., 6), **Select Exam** (e.g., FA-1)
4. The screen shows a calendar of months spanning the academic year (Jan 2025 – Dec 2026).
5. Check the checkboxes for the months that should be included in this exam's attendance:
 - Example: For FA-1 (June–August term) → Check June, July, August.
 - Example: For SA-1 (November exam) → Check September, October, November.
6. Click **Save Settings**.
7. The attendance for the selected months will now appear in the Attendance section on the student's Report Card for this exam.

① Allowed range: Jan 2025 – Dec 2026. Maximum 12 months can be selected per exam.

① **Always set Exam Attendance before generating Report Cards.** If no months are linked, the attendance section on the Report Card will be blank.

Set Exam Attendance

Academic Year: 2025-2027 Branch: Vijay Nagar Colony Class: 4 Select Exam: Unit Test 1

① Select the months that should be considered for attendance calculation for this specific Class & Exam. Allowed range: Jan 2025 - Dec 2026. Max selection: 12 months.

Attendance Months (3/12) Clear Selection

2026

☒ January	☒ February	☒ March	☐ April
☐ May	☐ June	☐ July	☐ August
☐ September	☐ October	☐ November	☐ December

2027

☐ January	☐ February	☐ March	☐ April
☐ May	☐ June	☐ July	☐ August
☐ September	☐ October	☐ November	☐ December

Save Settings

Set Exam Attendance — Select Academic Year, Branch, Class, Exam. Check the attendance months for this exam. Click Save Settings.

Step 10 — Generate Report Cards

Generate Single Student Report Card

1. Click on the **Reports** dropdown in the top navigation.
2. Click on **Student Report Card**.
3. The **Student Progress Report** screen opens with the Select Report Filters panel.
4. Set all required filters:
 - **Branch** (e.g., Murad Nagar), **Class** (e.g., 6), **Section** (e.g., A)
 - **Test/Exam** (e.g., FA-1), **Student** — Select a specific student from the dropdown.
5. Click **Get Report**. The report card for the selected student loads.

Generate All Students Report Cards

1. Follow the same steps but instead of selecting a specific student, check the **Select All Students** checkbox in the Student dropdown.
2. The button changes to **Get Reports (N)** showing the number of students. Click **Get Reports (N)**.
3. All student report cards load with the message: *"Successfully loaded N student reports! You can now print."*
4. Click **Print All Reports (N)** to open the print dialog.

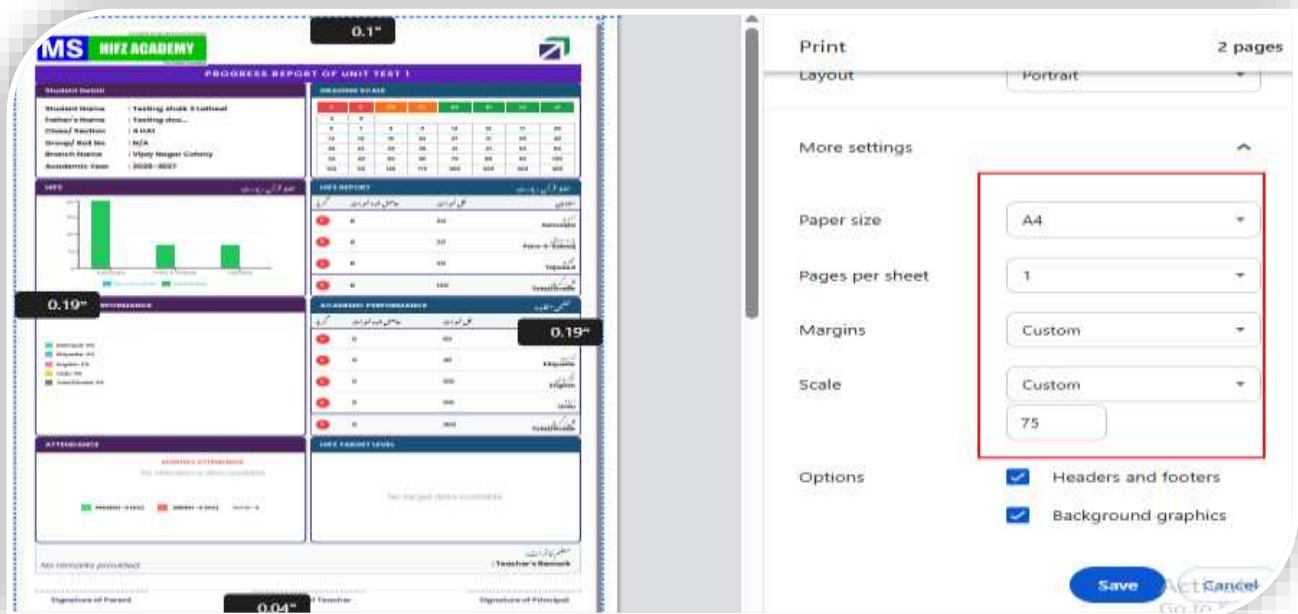
Student Report Card — Set Branch, Class, Section, Test, Student filters. Select All Students for bulk printing. Click Get Reports.

Print Settings for Report Cards

1. When the print dialog opens, apply the following settings for accurate printing:

Print Setting	Value
Paper Size	A4
Margins	Default
Scale	75 (Custom)
Layout	Portrait
Pages per sheet	1
Headers and Footers	Enabled
Background Graphics	Enabled

❶ These print settings ensure each student's report card prints accurately on a single A4 page with all content visible and properly formatted.



Print Report Cards — Set Scale to 75, Paper Size A4, Margins Default. Click Save/Print. Each student gets one A4 page.

Report Card Contents

Each generated report card contains the following sections:

Section	Content
Header	School Name (MS Hifz Academy), Logo, Report Title (Progress Report of FA-1)
Student Details	Student Name, Father's Name, Class/Section, Group/Roll No, Branch, Academic Year
Grading Scale	Grade bands with Min/Max marks for reference
Hifz Report	Hifz subject marks table with columns: Subject, Total Tameerat, Haasil Tameerat, Kul
Academic	Academic subjects marks table with Max Marks, Obtained Marks, Grade — plus pie
Attendance	Monthly Attendance summary — Present, Absent, Holiday, Total days for linked
Hifz Target Level	Hifz progress target data (if applicable)
Teacher's Remark	Space for teacher's comments
Signatures	Signature of Parent, Signature of Teacher, Signature of Principal

Academic Module — Workflow Summary

Step	Action	Where	Who	When
1	Create Subjects	Masters → Subjects	Admin	Start of year / as
2	Assign Subjects to	Academic Actions → Assign Class	Admin	Start of year
3	Assign Subjects to	Academic Actions → Assign Student	Admin /	After student
4	Create Test Types	Masters → Create Test	Admin	Start of year
5	Assign Tests to Classes	Masters → Add Exam	Admin	Start of year
5B	Assign Subjects to	Academic Actions → Assign Subject	Admin	After Step 5
6	Assign Tests to	Academic Actions → Assign Test to	Admin /	Before exam
7	Configure Grading	Masters → Grading	Admin	Start of year
8	Enter / Upload Marks	Enter Marks → Subject Wise / Upload	Admin /	After each exam
9	Set Exam Attendance	Academic Actions → Set Exam	Admin	Before Report
10	Generate Report	Reports → Student Report Card	Admin /	After marks &