

Steps for Logging in Shaala Darpan

1. Type <http://mcloud.mgrm.com/>
2. Login in : by username and password.
3. Download M-STAR SES App which is available on the newly opened website
4. Run the M-STAR SES App (Remote Desktop App)
5. For remote desktop enter same username and Password.
6. For card details enter username and password (As given in Card Detail-Card User and Password)
7. Under the admission, under activities go to required link and click and follow as explained in the training.

For marking the attendance

The options will open in the right hand side there is **Attendance**

- a. Select **Activity**.
- b. Select **class attendance**.
- c. A new Screen will appear. Enter the following information.
- d. Select **Year** as 2015-16
- e. Select **session** Primary, Secondary or senior secondary according to your class
- f. Select **Class**
- g. Select **Section**
- h. Select **Date**
- i. Select **class teacher name**
- j. Click Button
- k. Student list will appear. All students are marked Present to mark absent click, the attendance will change to absent.
- l. Click save to **save** the attendance.
- m. Select **exit** to come out.

For entering health records

- a. Select **Admission** from right hand side after logging in.
- b. Under **Activity** select **student health records**.
- c. A new screen will appear select your **class**
- d. Enter admission no. of student.
- e. Enter the records and **save** them.
- f. Select **Exit** to come out.

For viewing the data of students

- a. Select **admission**.
- b. Select **MIS Report**.
- c. Select class wise details.
- d. A new screen will appear
- e. Enter year, session, class, section and press go.