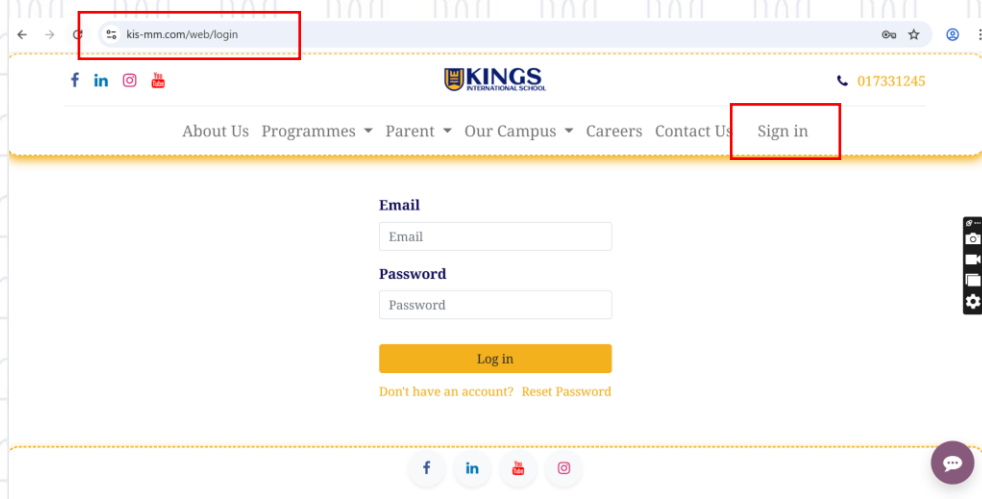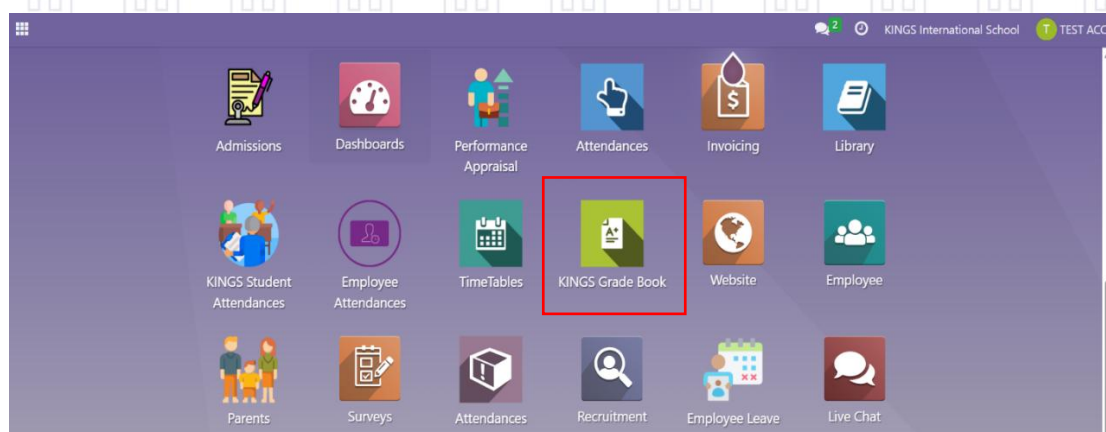# KINGS ERP

STUDENT GRADE BOOK USER MANUAL

❖ **Welcome to the Student Gradebook section of the user manual. This guide will help you understand how to manage student academic records using the student module in KNGS ERP.**

❖ **Digitalizing the Student Gradebook helps streamline performance tracking, ensure data accuracy, and support collaboration between teachers.**

❖ **To access the Student Gradebook, visit https://kis-mm.com and enter your login credentials. If you do not have an account, please contact the HR team for assistance.**
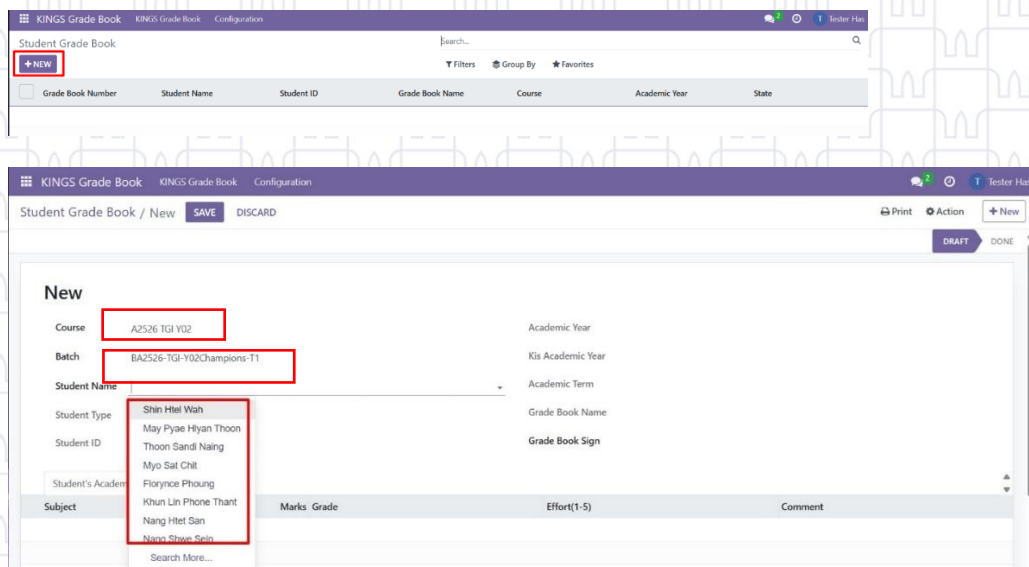
Student Grade Book (Home Room Tr.)

❖ **Enter the KINGS Grade Book Module.**

❖ **The homeroom teacher must create and manage grade books for all students.**

❖ **Each subject teacher must enter the marks, grades and comments for their assigned subjects.**

The Homeroom teacher needs to review all grades and markd at the end.

❖ After that, write the overall remark and click the 'Done' button.

❖ Click the 'Print' button to generate the report according to the related level. (e.g. Primary, Secondary, etc…)