

Promote students

At the end of every academic year or before the beginning of a new academic year, the students of a given class are promoted to keep the system to date. The promotion is not automatic, as not all students are promoted. Such students not promoted are unchecked.

- 1) The system provides the base year and the target year to which promotion is to be done.
- 2) Fill the form as required. If the promotion is from HND nursing level 200, the system brings the class HND Nursing level 300 automatically.
- 3) Click proceed; the students to be promoted to level 300 will be displayed and the students not to be promoted are unchecked
- 4) Click "promote."
- 5) Repeat the same procedure for level 300 to 400 and so on.
- 6) Going to the class list, the students that were promoted will have their classes changed and will be present in the current class. Does not promoted remain in the previous class.

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