Adding S1 and S3 options in Student Records (e1)

Form 1 students' records imported from an e1 Primary school should have two options added by the Primary feeder school as extra items. These are named S1 language option and S1 subject option.

During Form 2, the S3 option 1 and S3 option 2 should be added to the students' record. Should you require to add/edit these 4 extra item field, you can use the Multi Edit option as shown below:

1. Select Pupils >> Current Pupil >> Edit
2. Select Year Group (in this case S2) OR Class (e.g. S2.1) if you prefer to enter the options one class at a time.
3. Click Search
In this case a list of S2 students will appear as per screenshot below

4. Click on the Roll No checkbox
5. Click on Multi Edit

6. Tick the S1 Language Option and S1 Subject Option Checkboxes if you want to edit these items in case student changed S1 option subjects.

7. Tick the S3 Option 1 and S3 Option 2 to list the form 3 options.
9. Click on **Edit**

10. Click on the **Roll No** checkbox to select the students

11. From the Drop-Down menus, select the options chosen by each student

12. Click on **Submit**

It is recommended inputting is done one class at a time and that the submit button is pressed to save your work.

- **New S1 students from non-government schools should have the S1 options added.**
- **S2 Students should have the S1 option fields filled as well for this year.**
- **S3, S4 and S5 students should have all the 4 fields mentioned above filled up.**
- **In case a student retains the option chosen in S1, it should be replicated in S3 option 1 or S3 option 2 field.**