ACADTRACK USER GUIDE

Exam cell guide

Step-by-step tutorials for the exam cell role in AcadTrack.

Every tutorial was carried out for real on the demo school **Demo Public School** (address `https://dps.acadtrack.com`). The red box and number on each screenshot show exactly what to click or fill in at that step.

Version of 09 November 2026

Before you start

Sign in at your school's own address, for example `yourschool.acadtrack.com`, with the username and password your school gave you. The screenshots come from a demo school, so names and numbers will differ from yours.

> Your menu shows only what your role allows. If a page in this guide is missing for you, ask the school admin to add it to your role under Roles & access.

Contents

- **Getting started**
  - Sign in and find your way around
- **Exam cell and academic office**
  - Run an exam and publish results
  - Promote students at the end of the year

Getting started

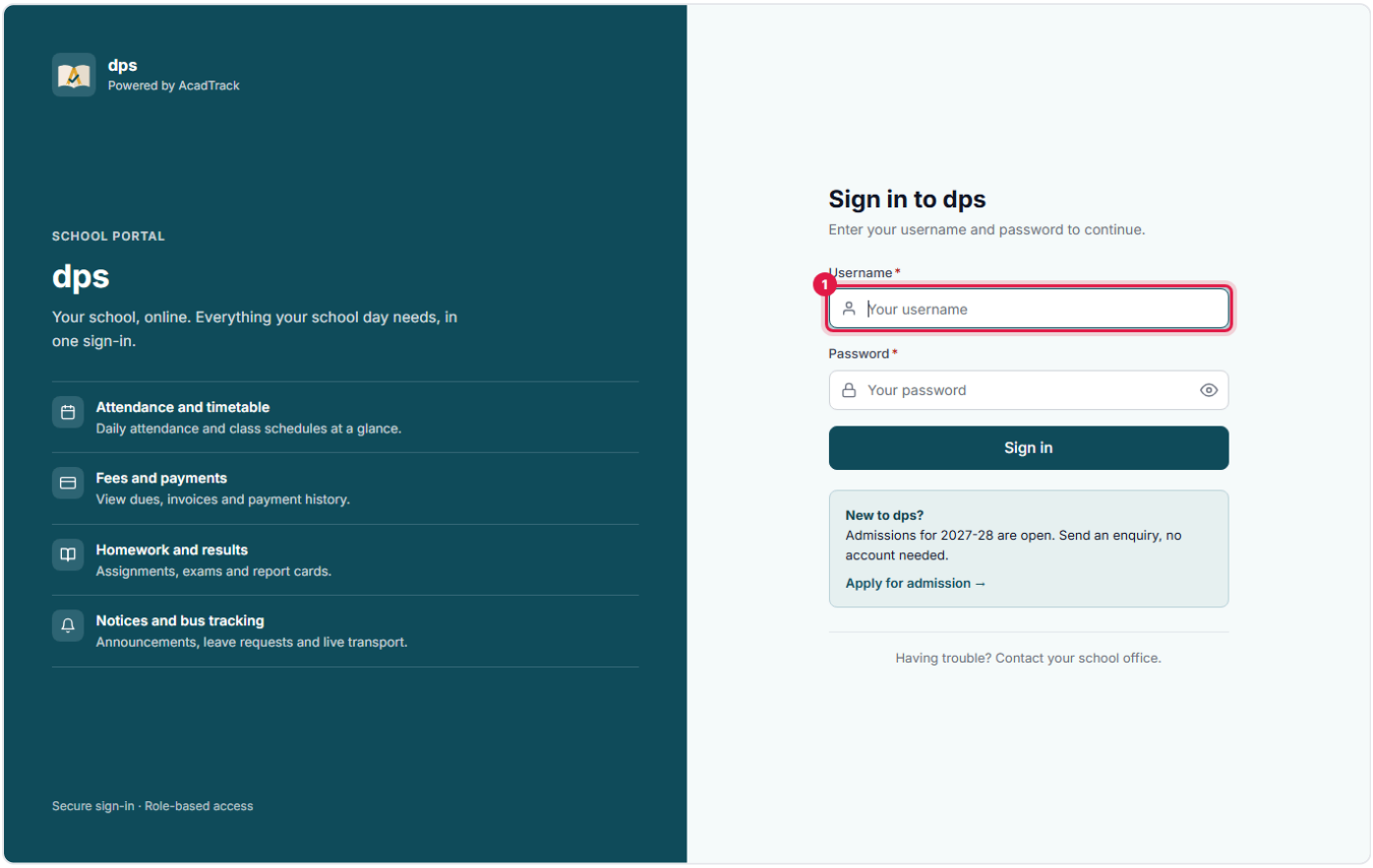
Everyone

How to sign in and find your way around. These screens look the same for every user type; only the menu changes.

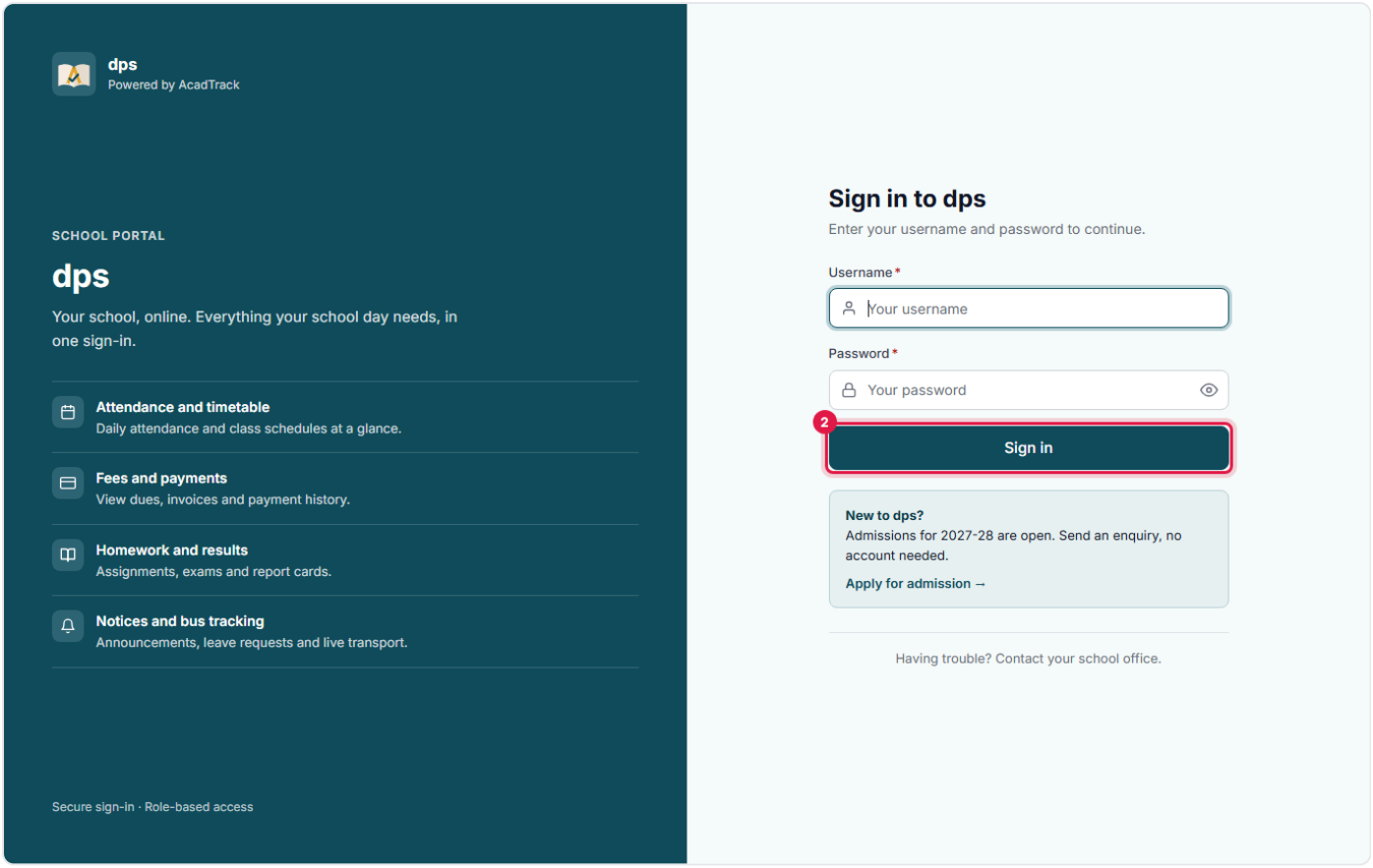
Sign in and find your way around

> Open the portal, sign in, and learn the parts of the screen you will use every day.

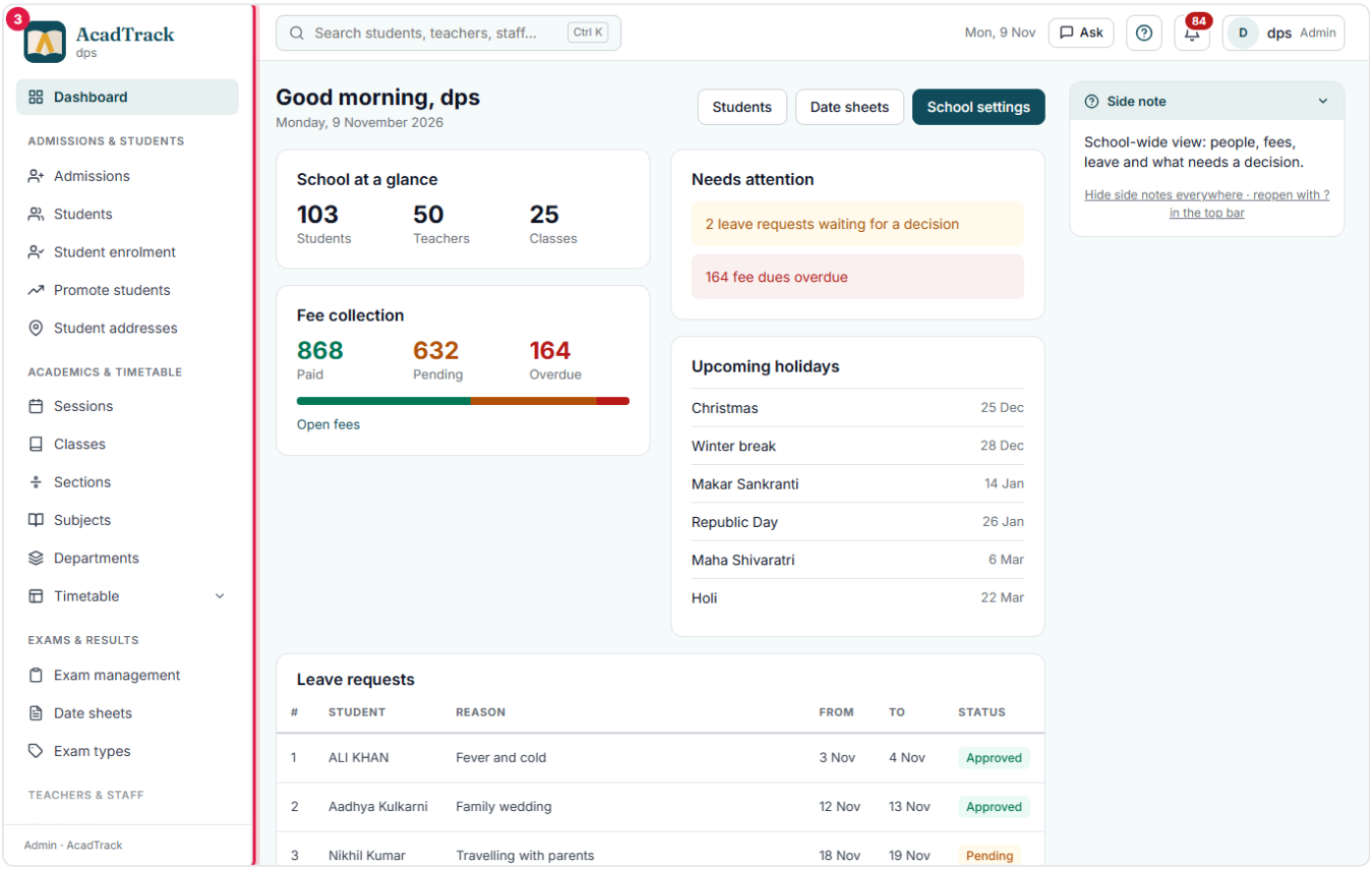
1. Open your school's address, for example https://dps.acadtrack.com. The school's name is shown on the sign-in page.



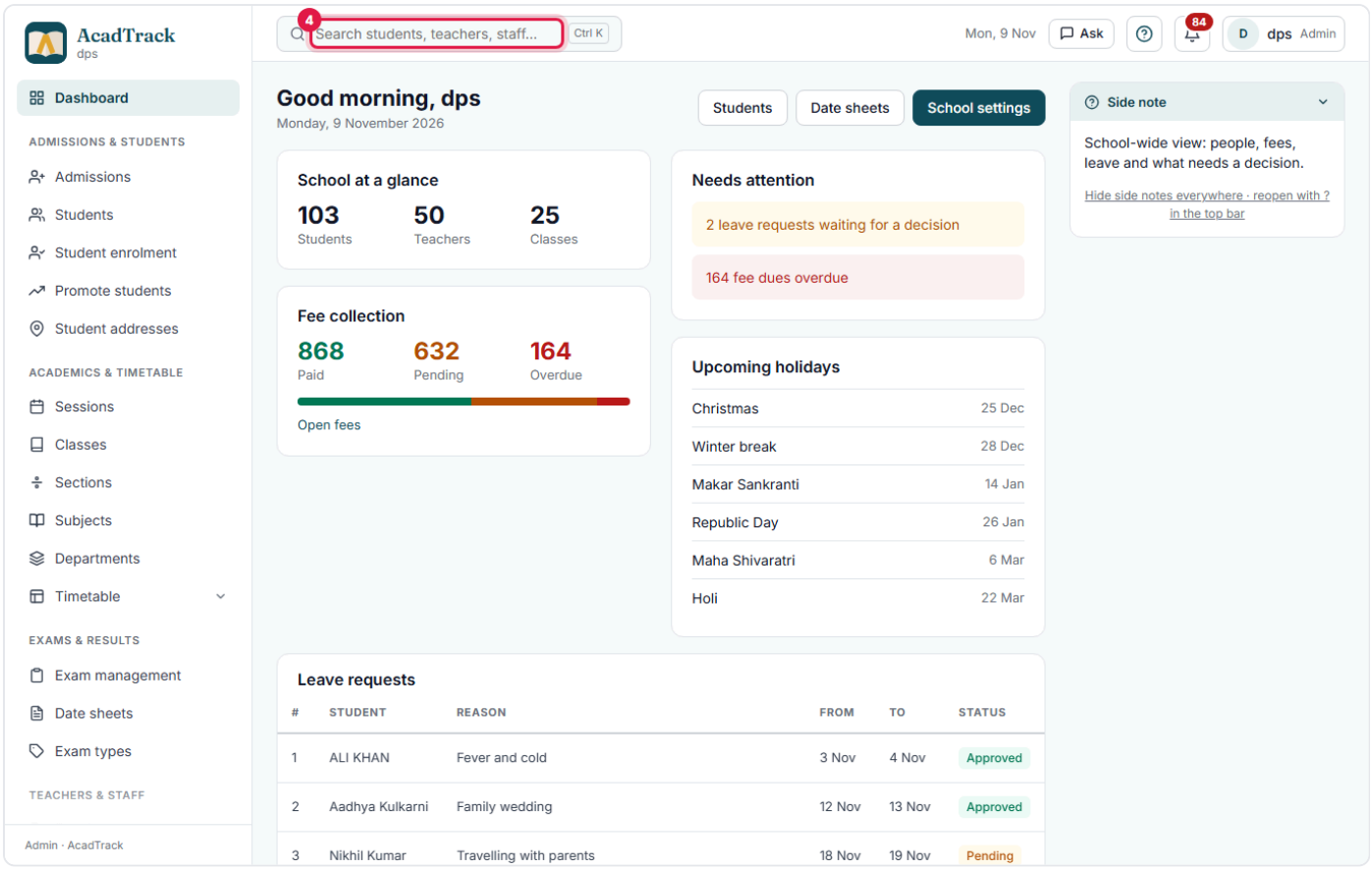
2 Type your username and password exactly as the school office gave them to you, then choose Sign in.



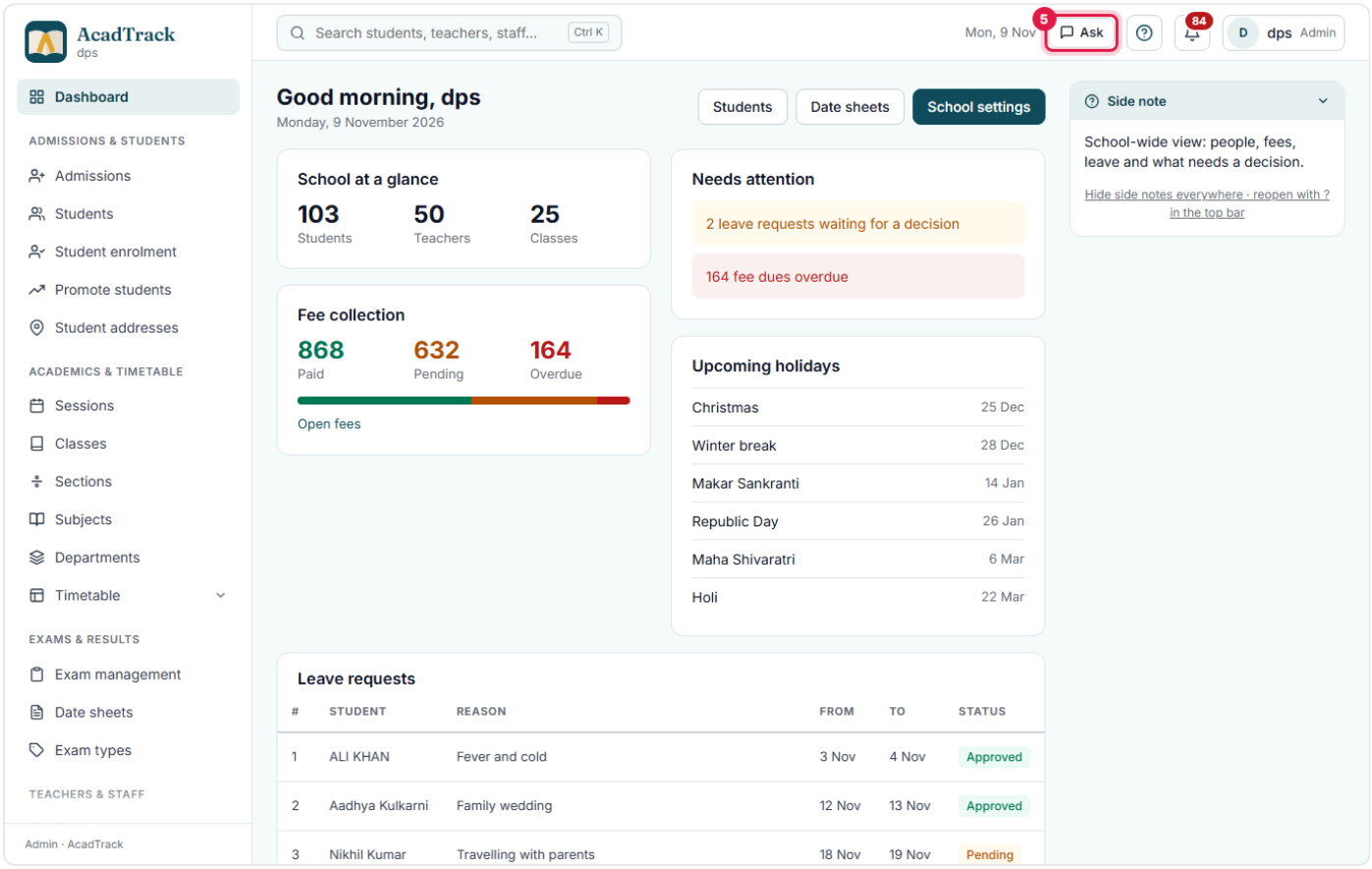
3 After signing in you land on your dashboard. The left menu holds everything your role can open; items your role cannot use are not shown. signed in as dps



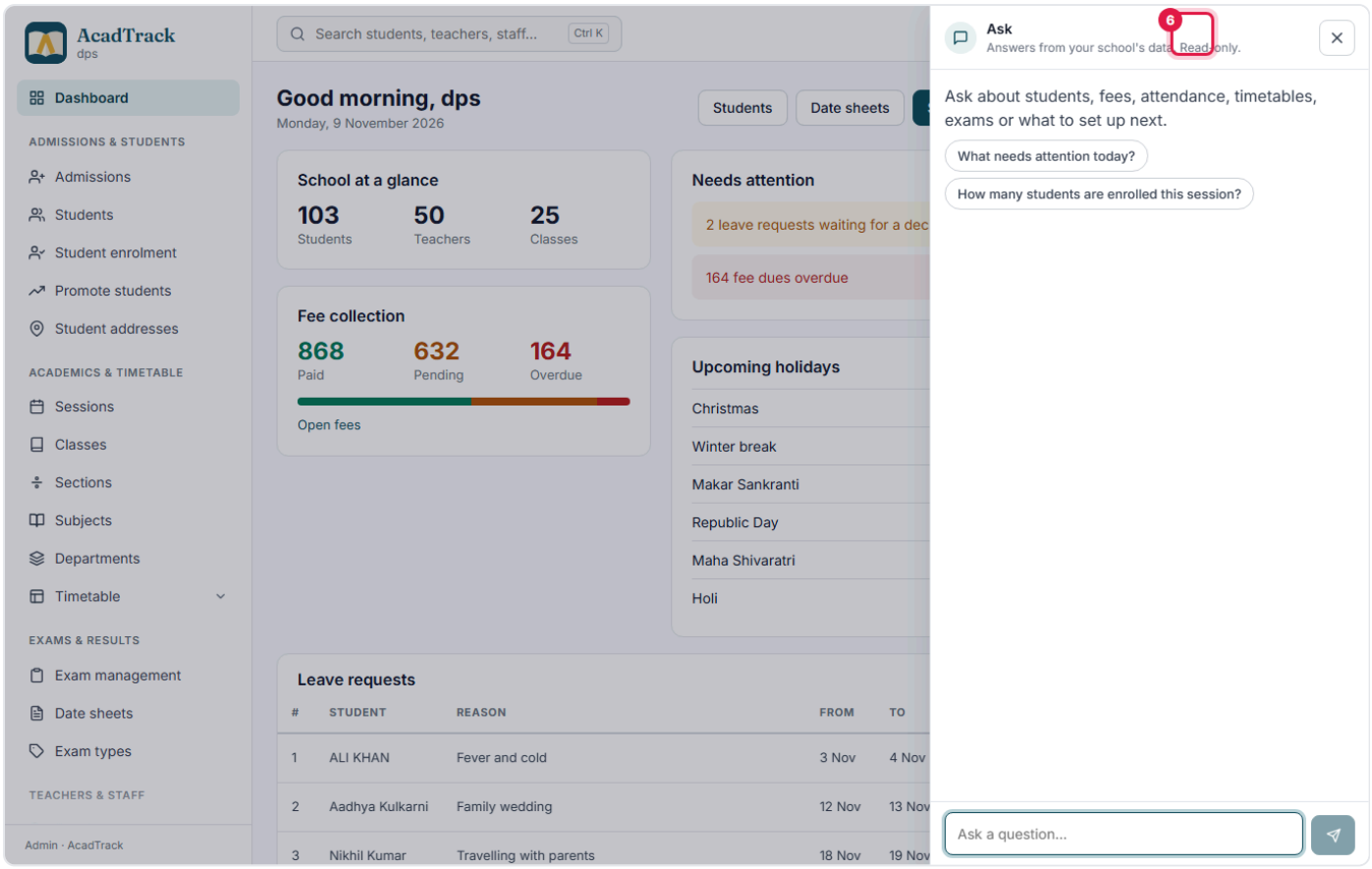
4 Search (or press Ctrl K) finds people and pages from anywhere.



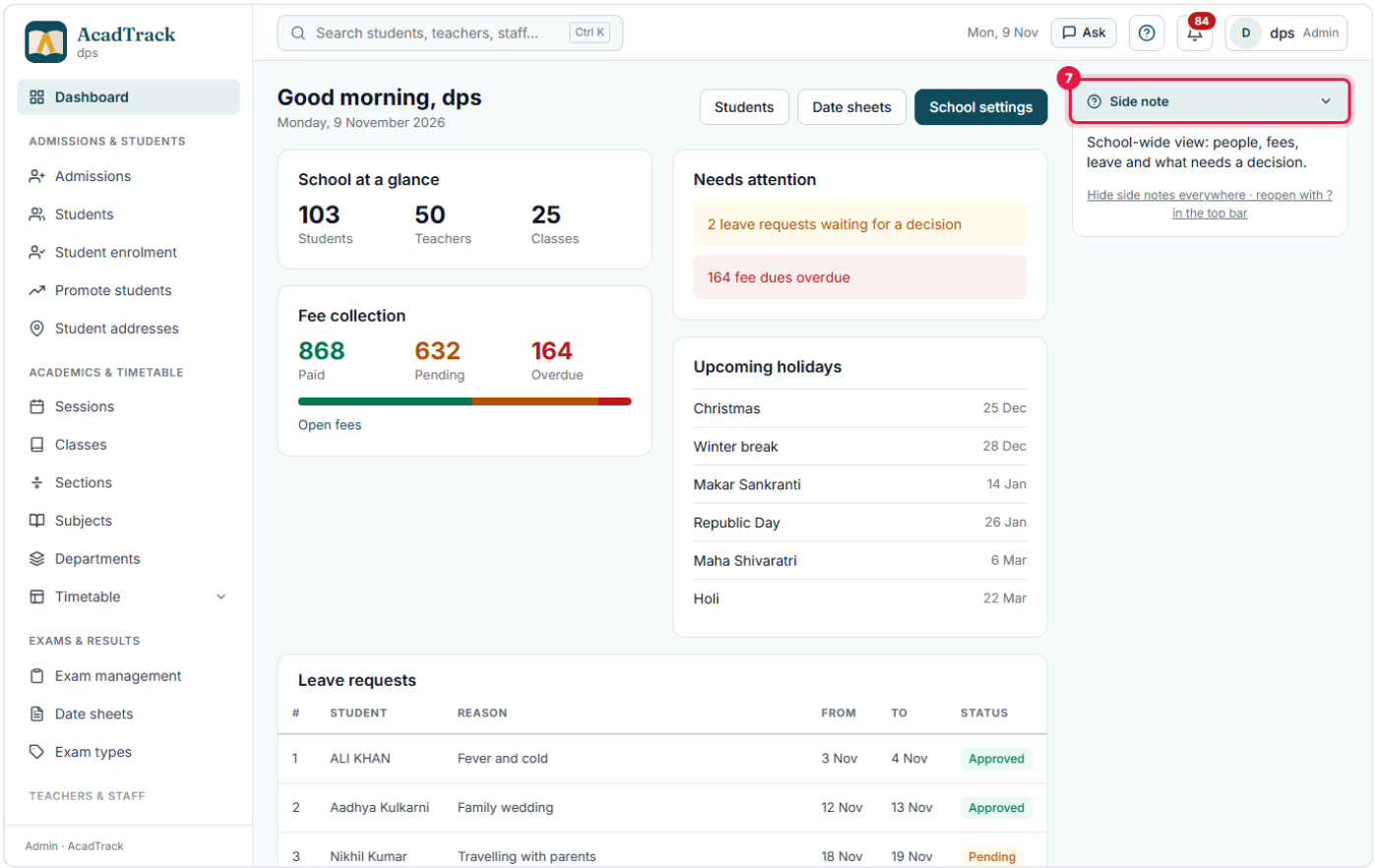
5 Ask answers questions about your school in plain words, from the school's own data.



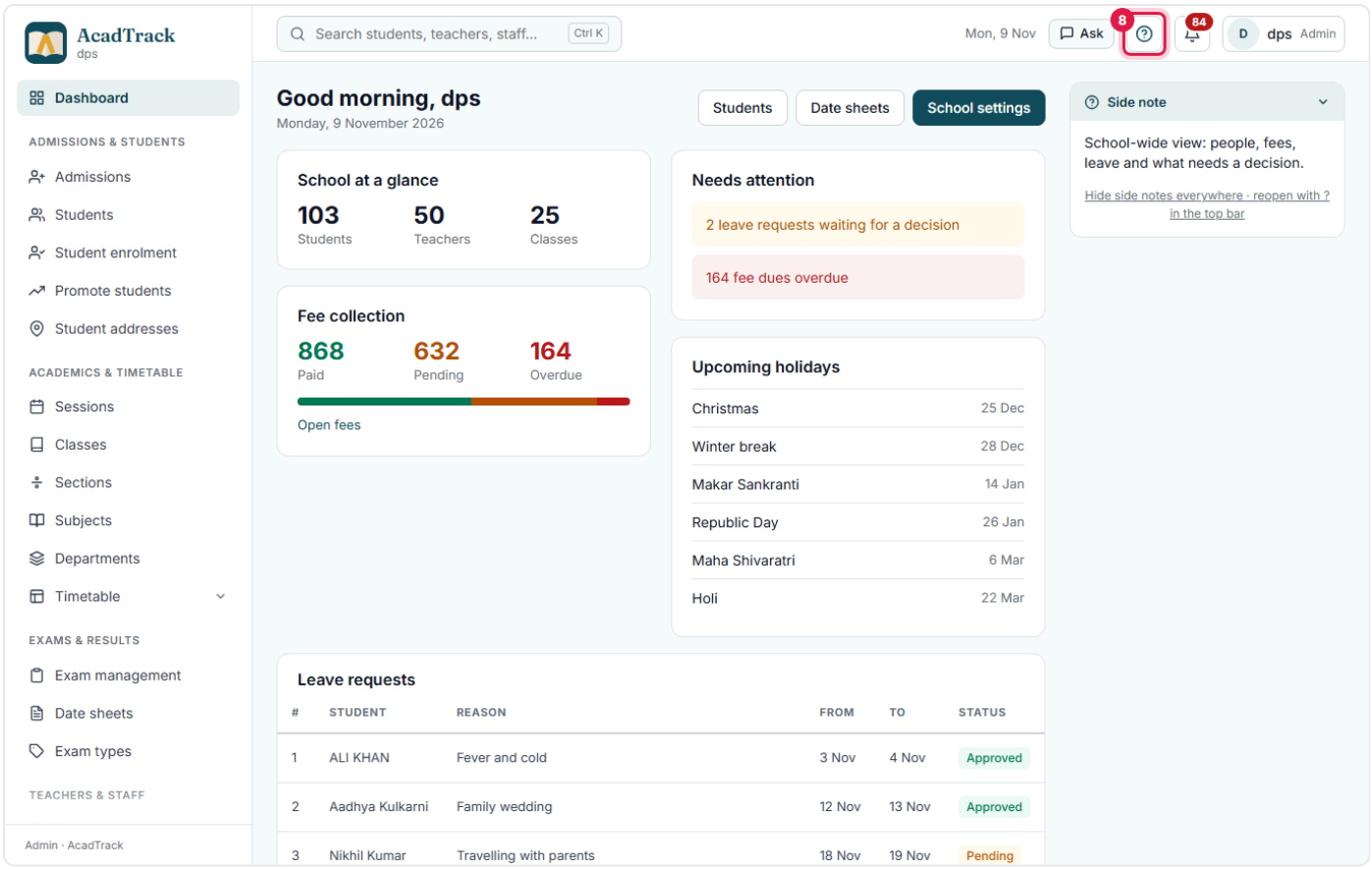
6 The bell shows notices and alerts meant for you.



7 Side notes on the right explain the page, list what must exist first, and link to the next step. Hide them from the ? button.



8 Your name at the top right opens your profile, sign-out and, if you hold more than one role, the role switcher.



Exam cell and academic office

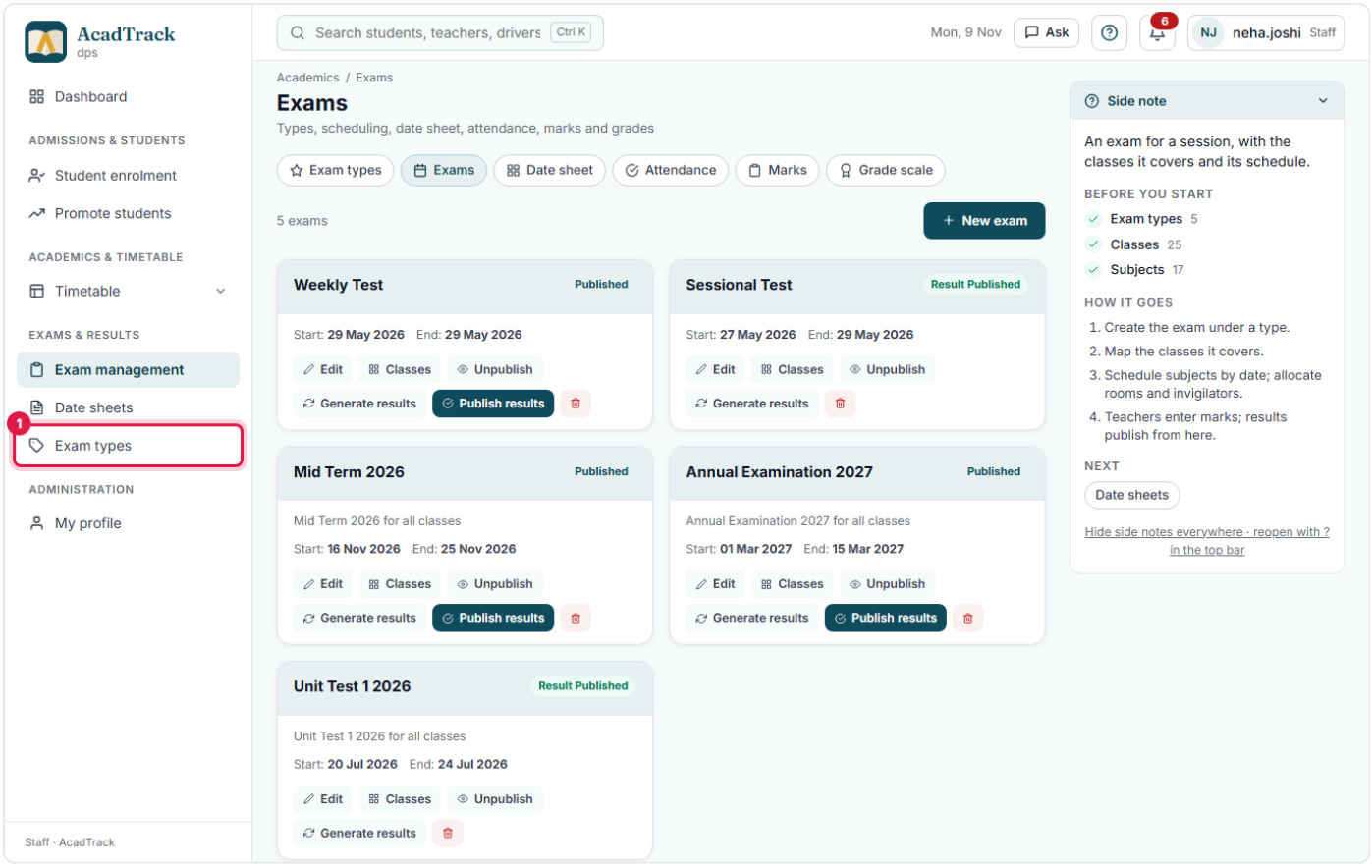
`neha.joshi`

Exams from scheduling to published results, and the end-of-year promotion.

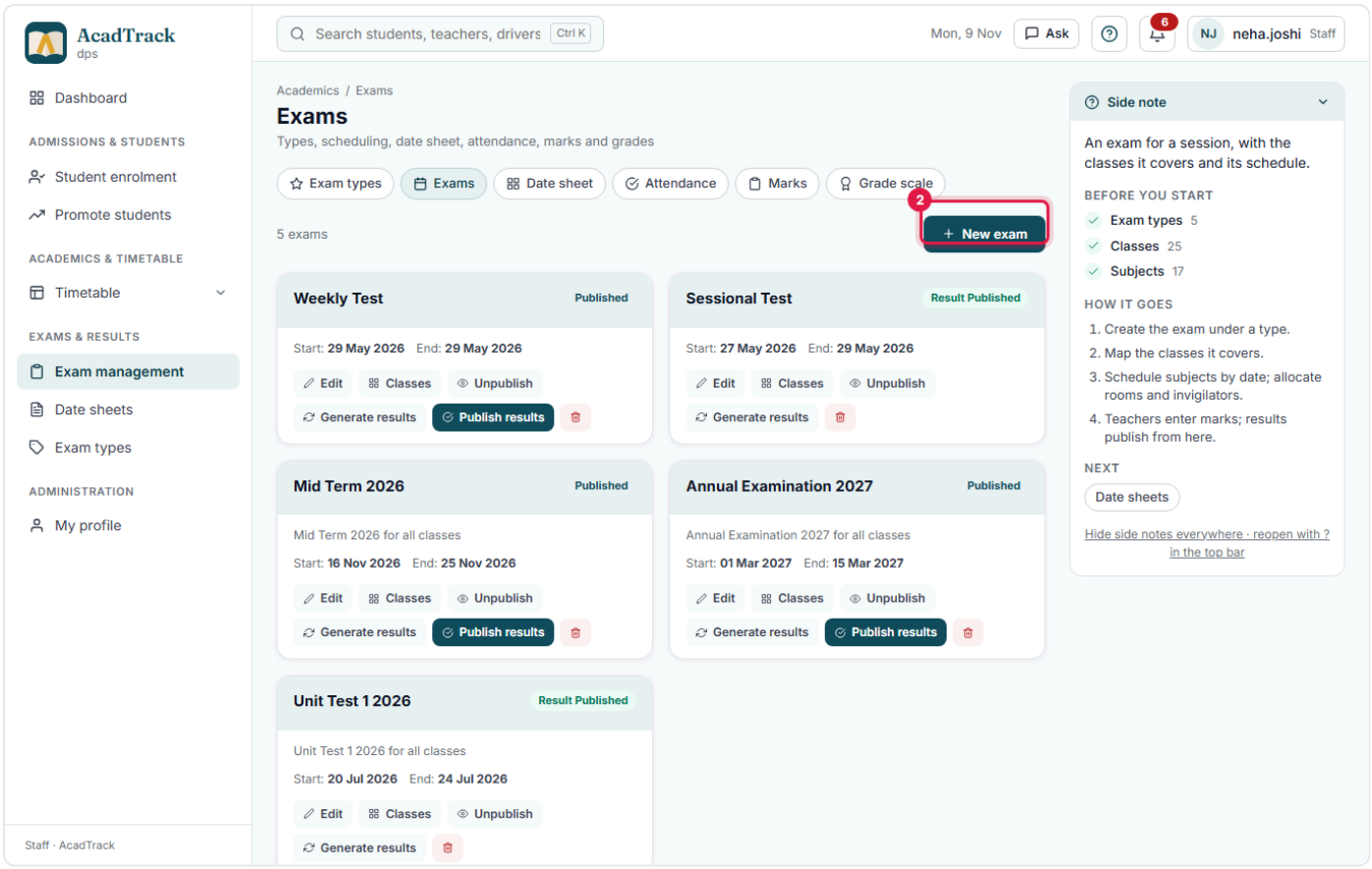
Run an exam and publish results

> An exam has types, classes, a date sheet, marks, and results that students see once published.

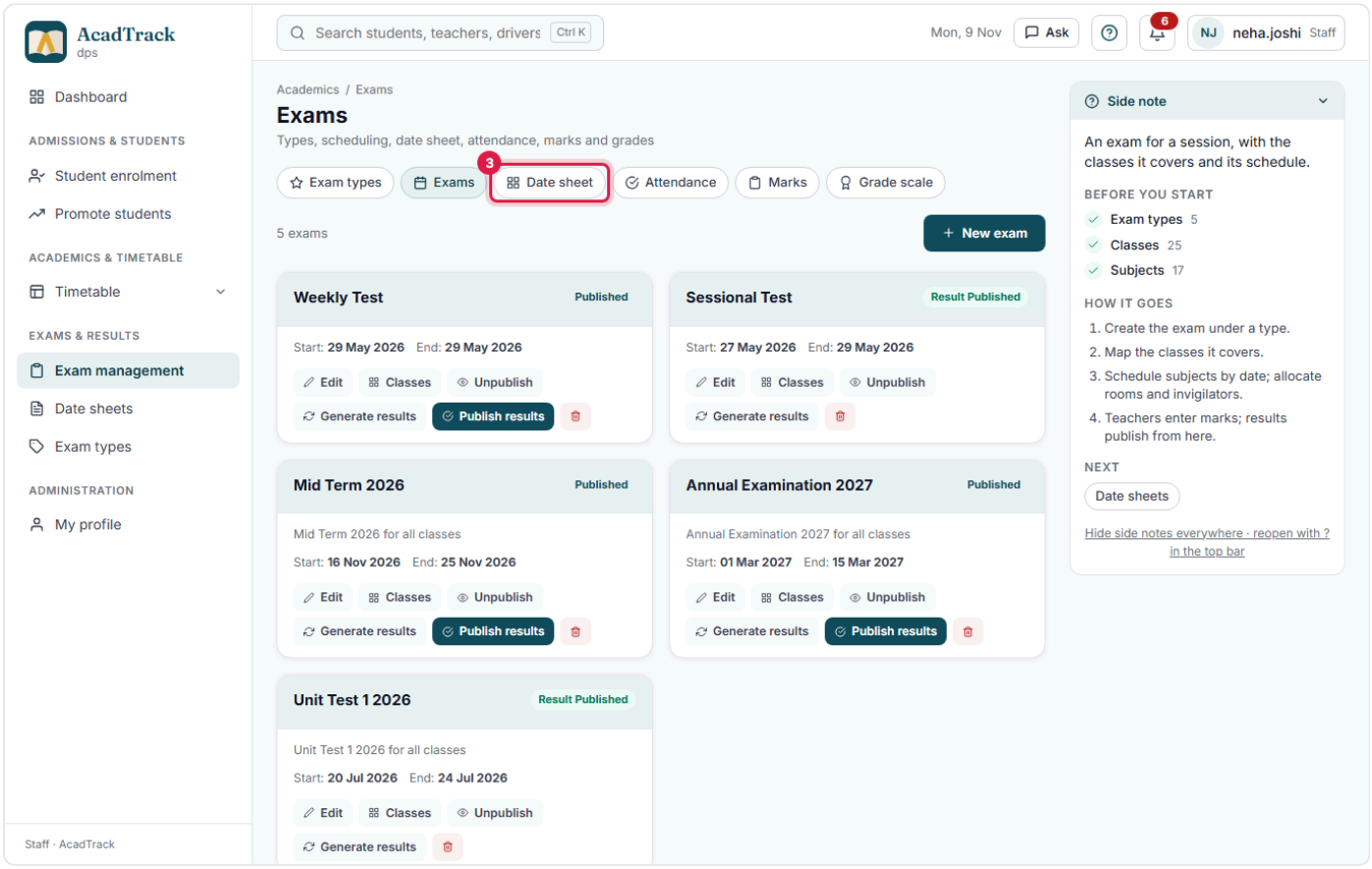
1. Exams lists every exam with its dates and status. Exam types, the date sheet, marks and the grade scale are tabs at the top. signed in as neha.joshi



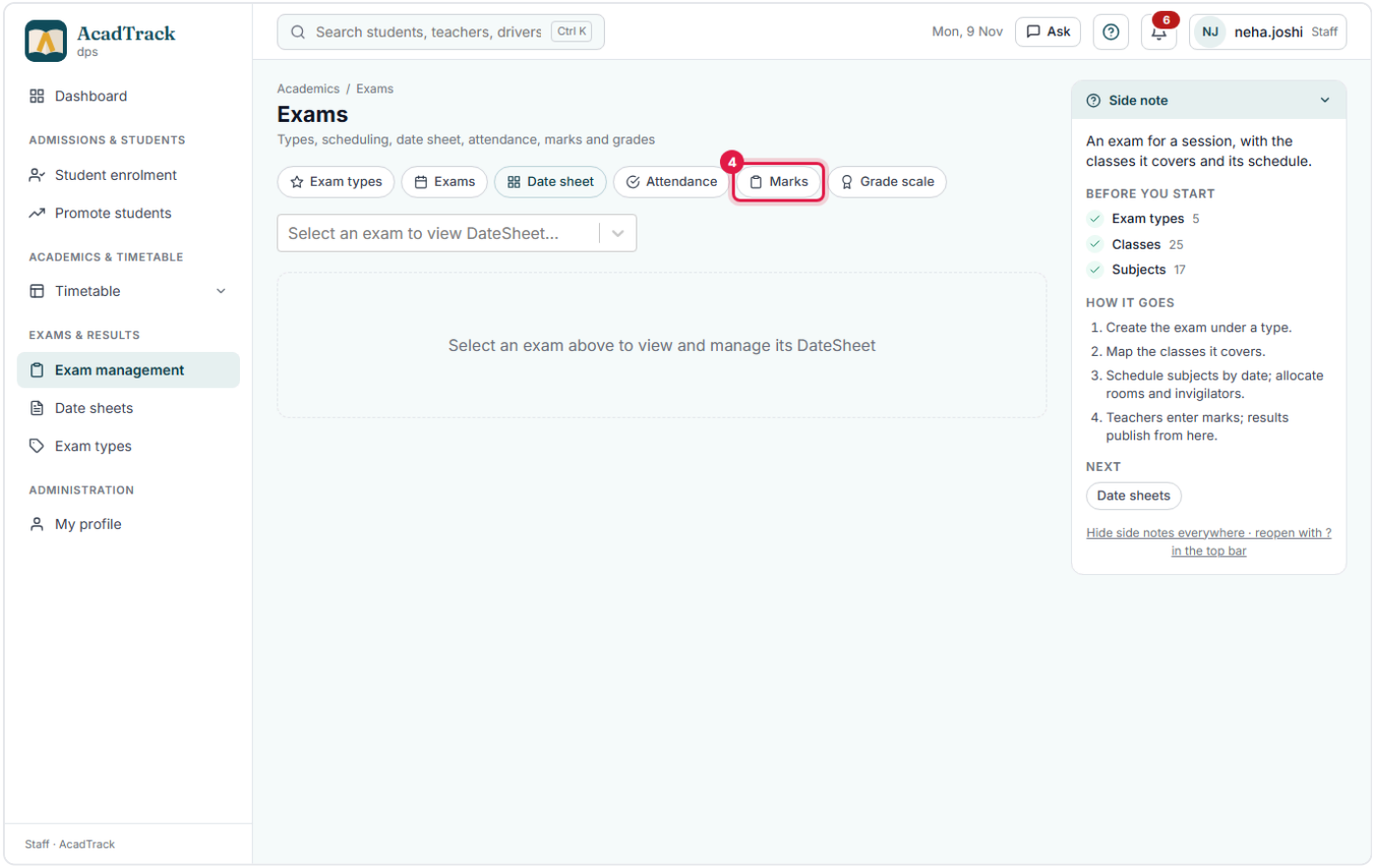
2 New exam creates one under a type with its dates. Classes maps the classes it covers.



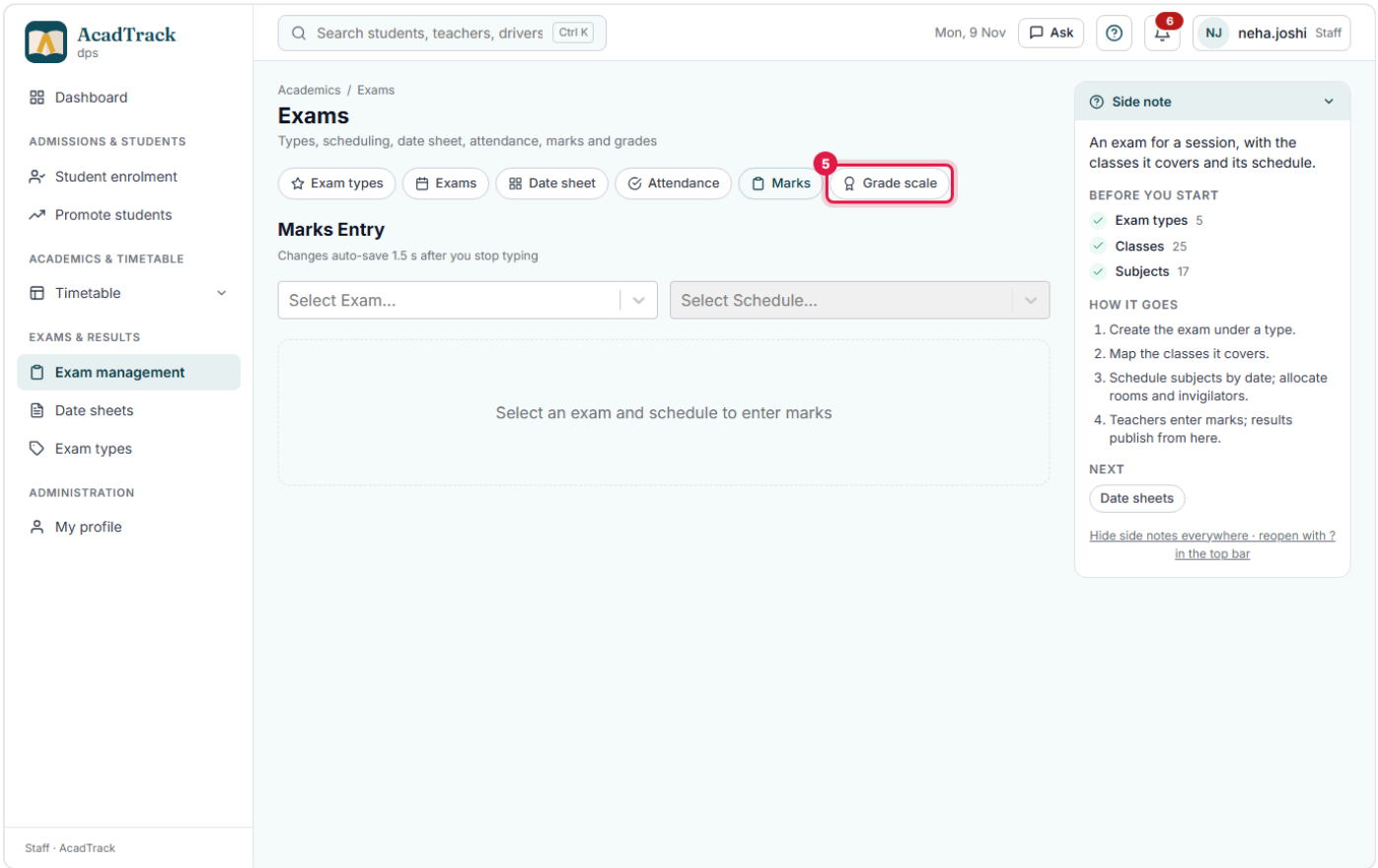
3 Date sheet: each paper with class, date, time, room and maximum marks.



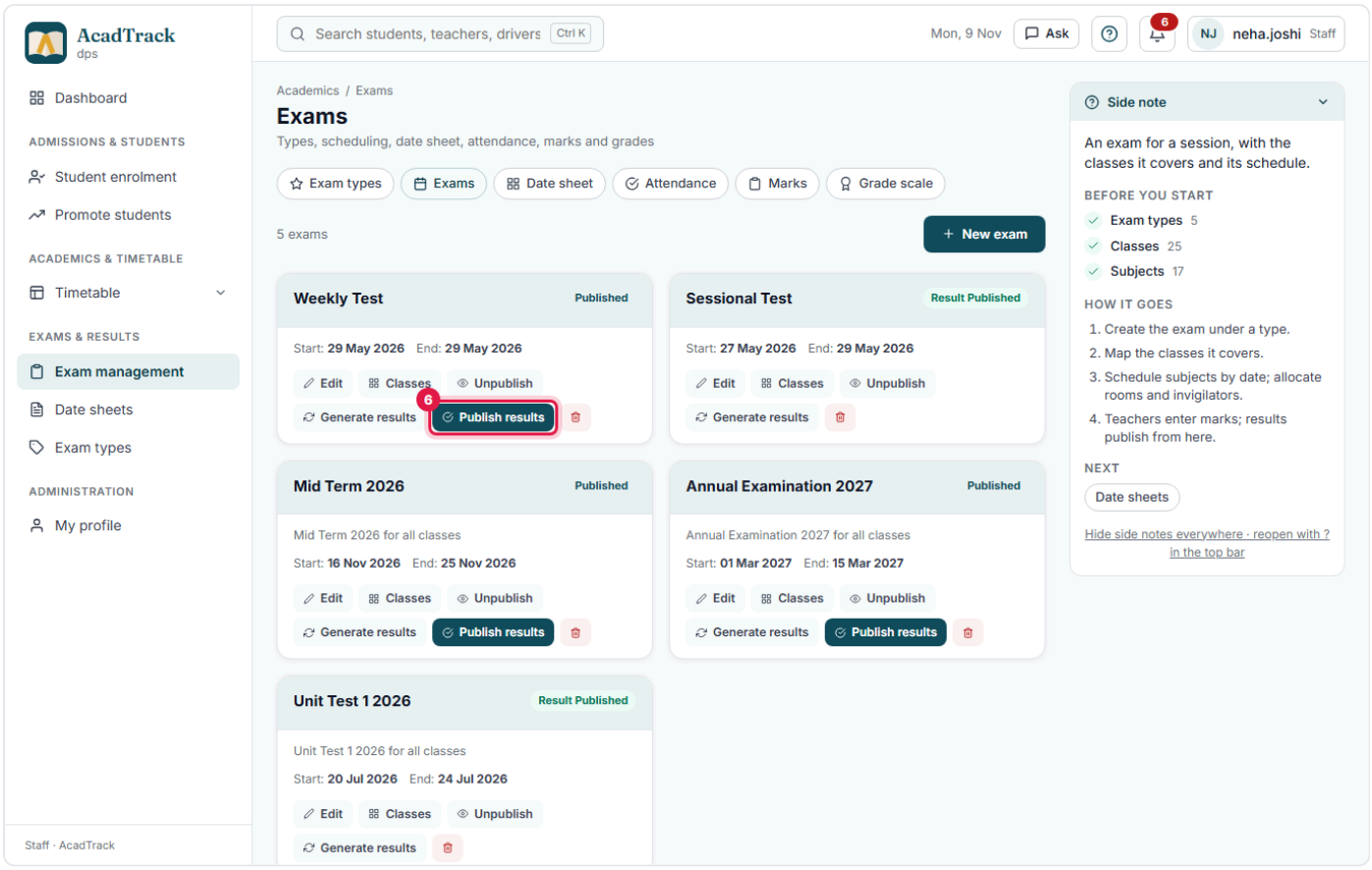
4 Marks: teachers enter marks per paper (see the Teacher chapter); the exam cell can review them here.



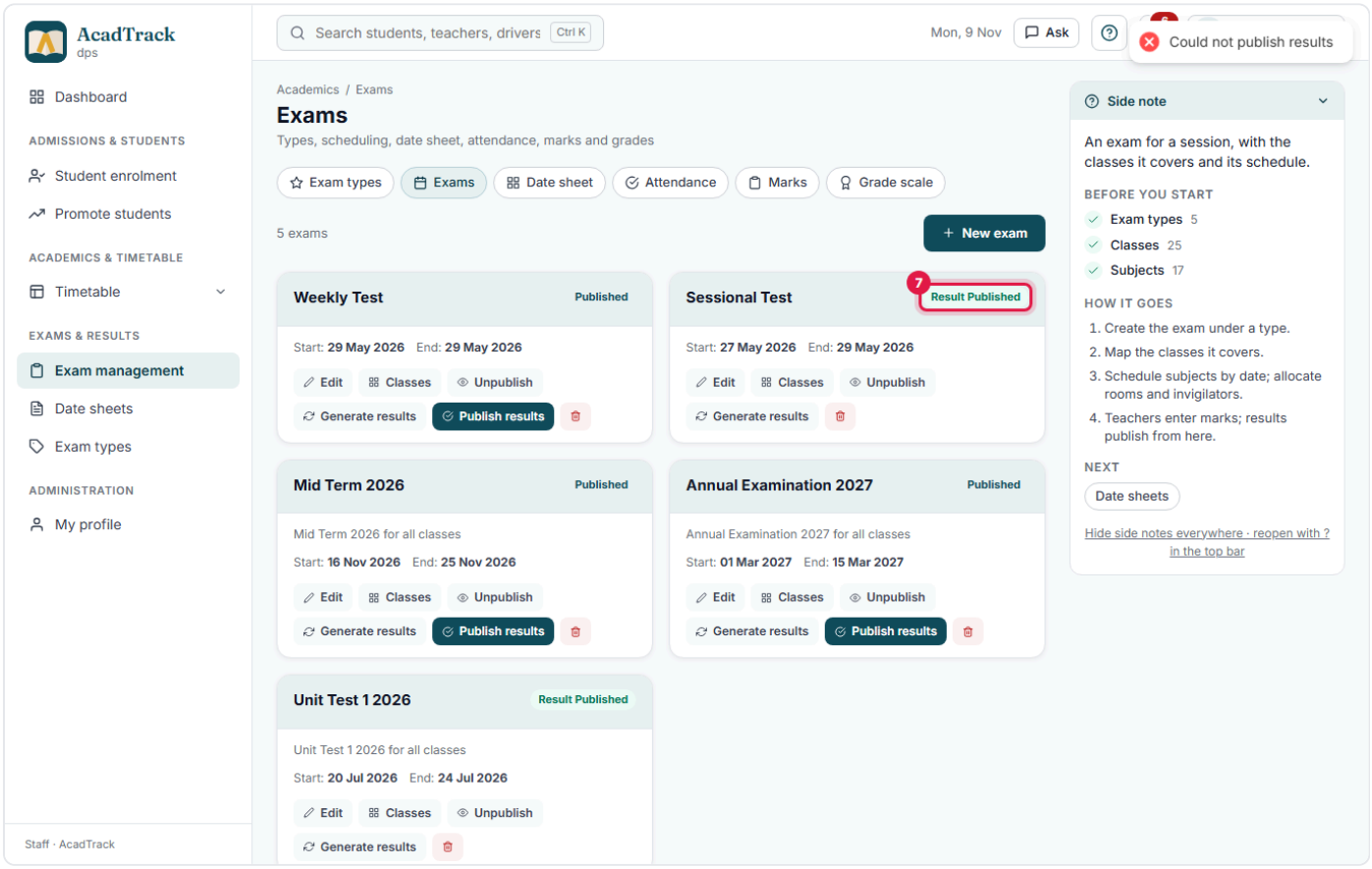
5 Grade scale: the A+ to F bands used on results.



6 When marks are complete, Generate results works out totals, percentages and grades. Publish results makes them visible to students and parents.



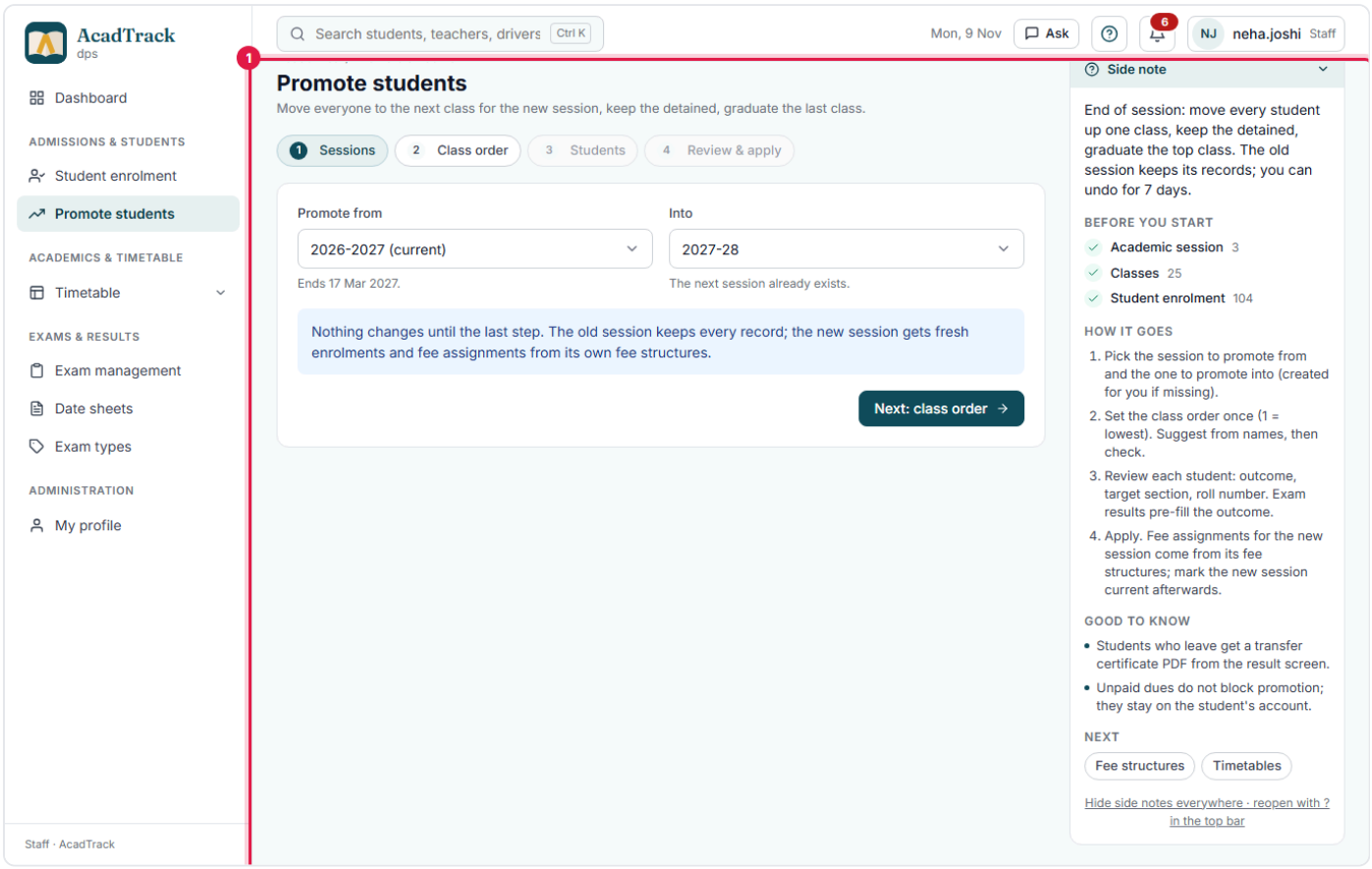
7 Published exams show Result Published.



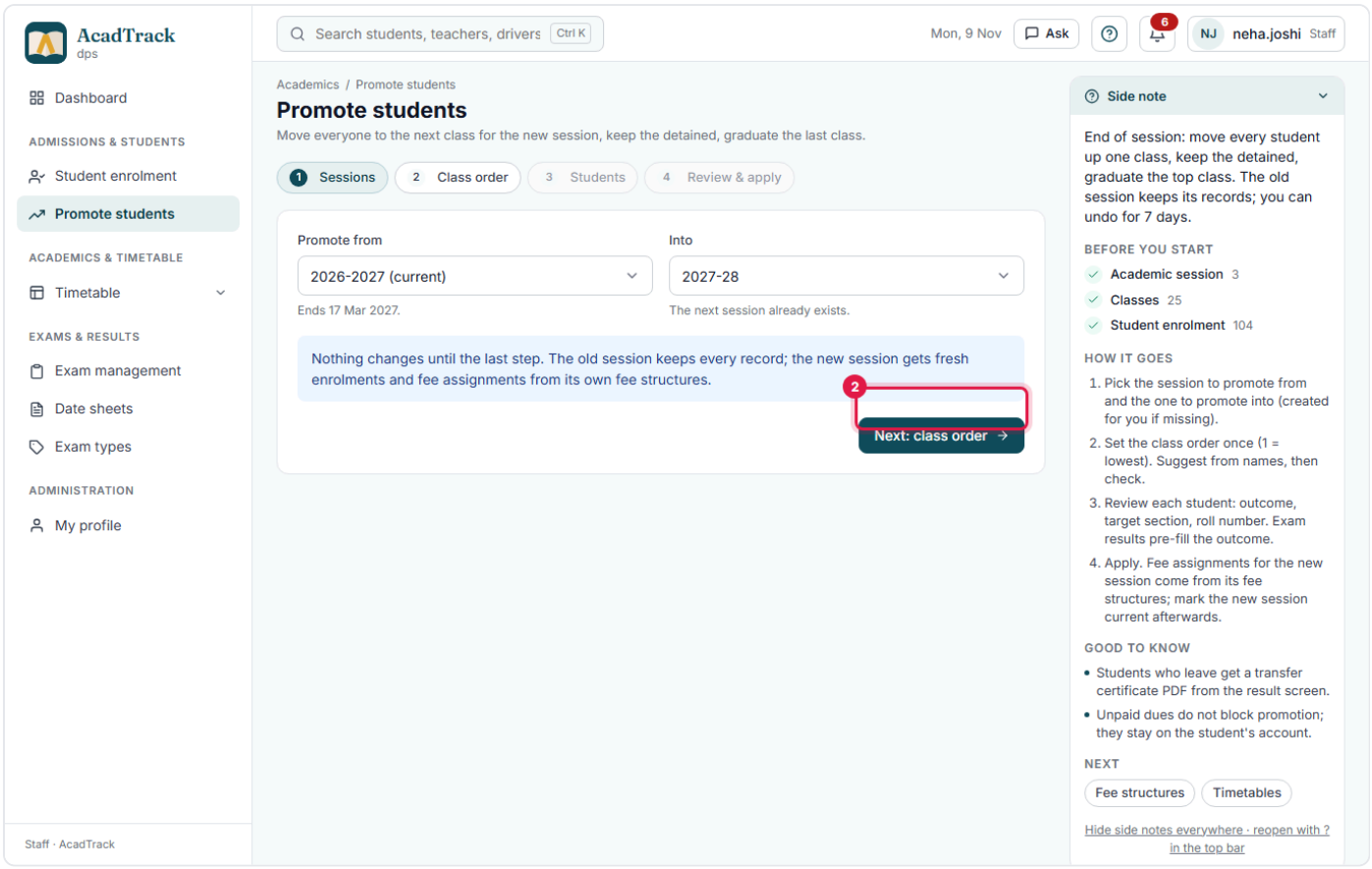
Promote students at the end of the year

> Move every student up one class into the next session; keep the detained; graduate the top class. Undo is possible for 7 days.

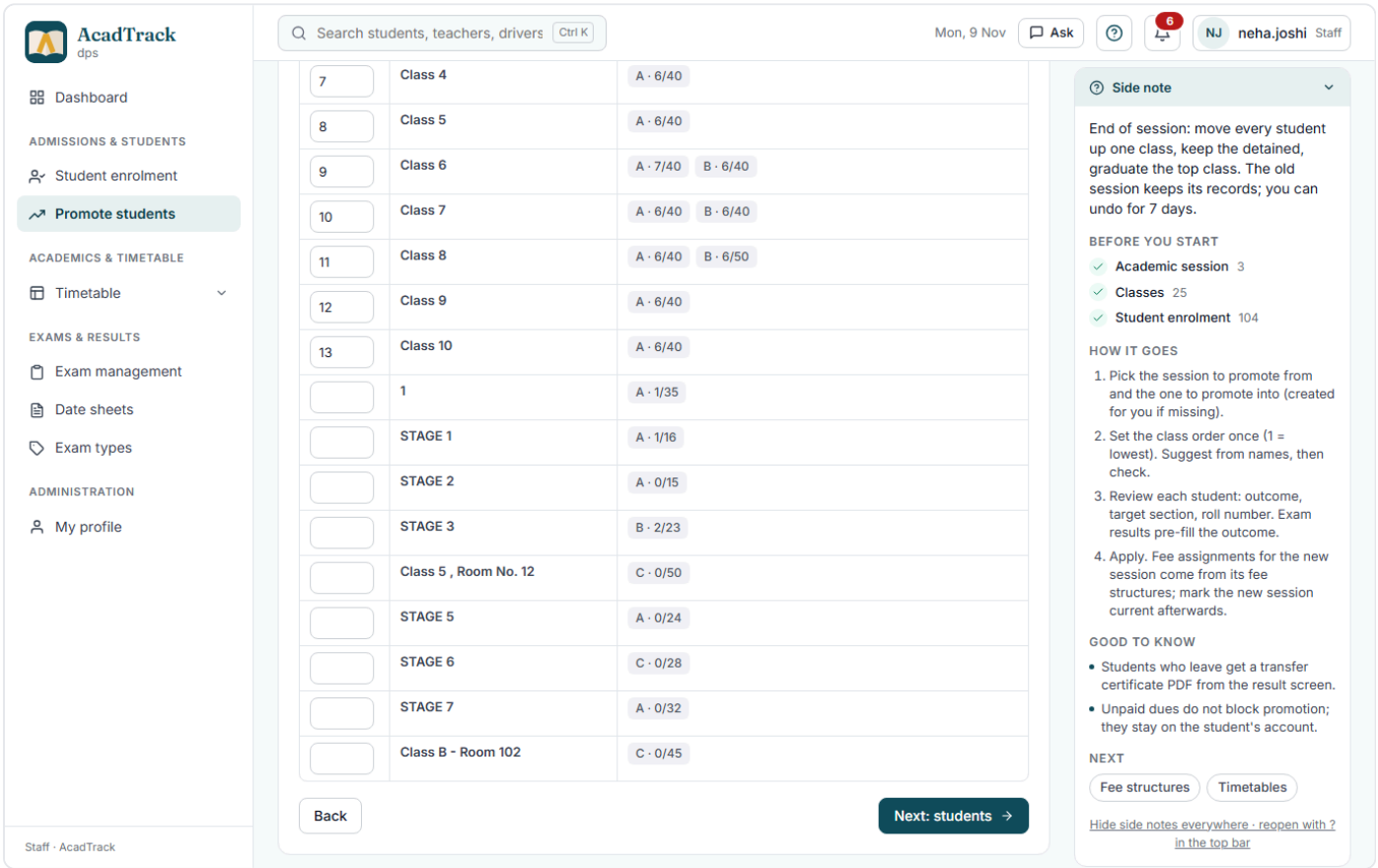
1. Promote students opens a wizard. Pick the session to promote from and the one to promote into (it is created if missing). signed in as neha.joshi



2 Next: class order. Set the order once (1 = lowest); Suggest from names fills it in for you.



3 Next: students. Each student's outcome (promote, detain, leave), target section and roll number. Exam results pre-fill the outcome.



4 Review & apply shows the totals before anything changes. Apply promotion only when the year is over; this guide stops before it.

