

USER MANUAL

ADMINISTRATOR

VERSION 2.6.5 PREMIUM | 01 AUGUST 2017



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PREFACE

ABOUT THIS MANUAL

The Administrative Manual serves as a guide to assist employees in an institution with their day-to-day performance of administrative and management functions. The manual contains instructions for registering students, parents and teachers and other functionalities like marking attendance, collecting fees etc.

This guide will give you detailed insight into each module and feature in the system. It also has a getting started section to help you setup a fresh application from scratch.

INTENDED AUDIENCE

This manual is intended for users who manage institutions on an administrative level, track day-to-day activities of students and teachers, manage financial details etc. In case you find it difficult to understand or have any doubts regarding the application please feel free to reach out to our Happiness Team at support@open-school.org or simply use the chat widget on our website www.open-school.org.

NEW TO THIS RELEASE

Open-School Version 2.6.5 comes out with a lot of enhancements in functionalities and design making user interaction and operation easier. Below are some of the new features available in this version.

1. New reports in Fees Module
2. Translation Import/Export ability added
3. New look for Admin dashboard
4. Import Module workflow changes
5. Attendance Module improvements

CONTENT

1. GETTING STARTED	11
1.1 Creating an Academic Year	12
1.2 Creating Courses, Batches and Semesters	13
1.2.1 Creating Courses	14
1.2.2 Creating Semesters	14
1.2.3 Creating Batches	16
1.3 Adding Subjects / Electives	18
1.3.1 Adding common subjects	18
1.3.2 Adding individual subjects	20
1.3.3 Creating Elective Groups and Electives	21
1.4 Setting up weekdays and class timings	23
1.4.1 Setting up weekdays	24
1.4.2 Creating Class Timings	24
1.5 Adding Teachers	27
1.5.1 Adding departments	27
1.5.2 Teacher Registration	28
1.6 Subject-Teacher association	28
1.6.1 Subject association	29
1.6.2 Elective association	30
1.7 Assigning teachers to the timetable	31
2. DASHBOARD	35
3. MY ACCOUNT	37
3.1 Activity Feed	37
3.2 Mailbox	39
3.2.1 Group Message	39
3.2.2 Individual Message	41
3.2.3 Managing your mailbox	42
3.3 News	44
3.3.1 Creating a news	44
3.3.2 Publishing a news	45
3.4 Events	46

3.4.1 Events List	46
3.4.2 Calendar	47
3.4.3 Event Types	48
3.5 Document Uploads	50
3.6 Complaints	50
3.6.1 Managing Complaint Categories	51
3.6.2 Managing Complaints	52
4. STUDENTS	54
4.1 Student Field Settings	55
4.1.1 Creating a new Field	55
4.1.2 Managing fields	56
4.1.3 Rearranging fields	58
4.2 Adding a new student	59
4.2.1 Admin Student Registration	59
4.2.1a Step 1: Student Details	59
4.2.1b Step 2: Guardian Details	61
4.2.1c Step 3: Previous Details	63
4.2.1d Step 4: Student Documents	63
4.3 Students List	64
4.3.1 Student Profile	65
4.3.1a Documents	66
4.3.1b Achievements	67
4.4 The Online Registration Process	68
4.4.1 Enabling the online registration link	68
4.4.2 The application approval process	69
4.4.3 Online Applicants	72
4.4.4 Waiting List	73
4.4.5 Incomplete Registrations	73
4.5 Student leave type management	74
4.5.1 Creating a leave type	74
4.5.2 Manage Leave types	75
4.6 Archive	75
4.6.1 Student Archive	76
4.6.1 Guardian Archive	77
4.7 Student Log Management	77
4.7.1 Student log category	78

4.7.2 Entering student logs	79
5. TEACHERS	79
5.1 Teacher Settings	80
5.1.1 Manage Category	81
5.1.2 Manage Positions	82
5.1.3 Manage Department	83
5.1.4 Manage Grades	84
5.2 Teacher Management	86
5.2.1 Creating a Teacher	86
5.2.1a Step 1: Teacher Details	87
5.2.1b Step 2: Contact Details	88
5.2.1c Step 3: Documents	89
5.2.2 Teacher Log	89
5.2.2a Creating Teacher Log categories	89
5.2.2b Adding logs for teachers	90
5.3 Teacher Attendance Management	91
5.4 Teacher Profile	93
5.4.1 Achievements	94
5.4.2 Subject Association View	95
6. COURSES	96
6.1 Creating a Course	97
To create a course click on the 'Add Course' button.	97
6.2 Creating Semesters	98
6.3 Creating a Batch	99
6.4 Adding a common subject	101
6.5 Previous Year Courses	102
6.6 Batch View	103
6.6.1 View students in the batch	104
6.6.2 Manage Subjects in a batch	105
6.6.3 Managing Electives for a batch	107
6.6.3a Creating Elective Groups:	108
6.6.3b Creating Electives:	109
6.6.3c Assigning students to electives:	109
6.6.4 Managing students in the waiting list	110
6.6.5 Batch settings and actions	112
6.6.5a Promoting students in a batch	113

7. EXAMINATION	116
7.1 Default Examination Format	117
7.1.1 Setup default grading levels	120
7.1.2 Creating an exam in default format	122
7.1.3 Creating subject exams in default format	123
7.1.4 Entering Exam Scores	125
7.1.5 Exam results	126
7.1.6 Default Gradebook	128
7.2 CBSE Examination Format	129
7.3 Online Exams	129
7.3.1 Creating an online exam	129
7.3.2 Evaluating online exams	133
8.1 Student Attendance	136
8.1.1 Individual Attendance	137
8.1.1a Individual Daily Attendance	137
8.1.1b Individual Subject wise attendance	139
8.1.2 Batch Attendance	140
8.1.2a Batch daily attendance	140
8.1.2b Batch subject wise attendance	145
8.2 Teacher Attendance	147
8.2.1 Teacher daily attendance	147
8.2.2 Teacher subject wise attendance	149
9. TIMETABLE	151
9.1 Setting up weekdays	151
9.1.1 Weekdays for batches	151
9.1.2 Default weekdays	152
9.2 Class Timings	152
9.2.1 Class timings for individual batches	152
9.2.2 Common class timings	154
9.3 Setting up your timetables	155
9.4 Timetable views	158
9.4.1 View Batchwise Timetable	158
9.4.2 View Full Timetable	158
9.4.3 View Teacher's Timetable	160
10. FEES	161
10.1 Creating Fees	162

10.1.1 Fee creation: STEP 1	162
10.1.2 Fee creation: STEP 2 (Subscriptions)	164
10.1.3 Invoice generation and management	166
10.1.3a Making payments	169
10.2 Transportation Fees	170
10.2.1 Generating invoices for transportation	170
10.3 Managing Payment Types	172
10.4 Managing Taxes	173
10.5 Fee Reports	174
10.5.1 Daily Collection Report	174
10.5.2 Due Report	175
10.6 Payment gateway settings	176
11. SETTINGS	177
11.1 General Settings	177
11.1.1 School Setup	178
11.1.2 Backup/Restore	180
11.1.3 Translation	181
11.1.4 Module Management	183
11.1.5 User role management	185
11.1.6 Annual Holidays	186
11.1.7 Theme Management	189
11.1.8 System upgrade	191
11.1.9 Features	193
11.1.10 Authentication	193
11.1.11 SMS counter	194
11.1.12 Notification Settings	195
11.1.13 Help	197
11.2 Creating a custom user	197
11.3 Manage Users	199
12. HOSTEL	201
12.1 Managing Hostels	201
12.1 Managing Rooms	202
12.1.1 Creating a room	203
12.1.2 Allotting a student to a room	204
12.1.3 Changing Rooms	207
12.1.4 Vacating a room	208

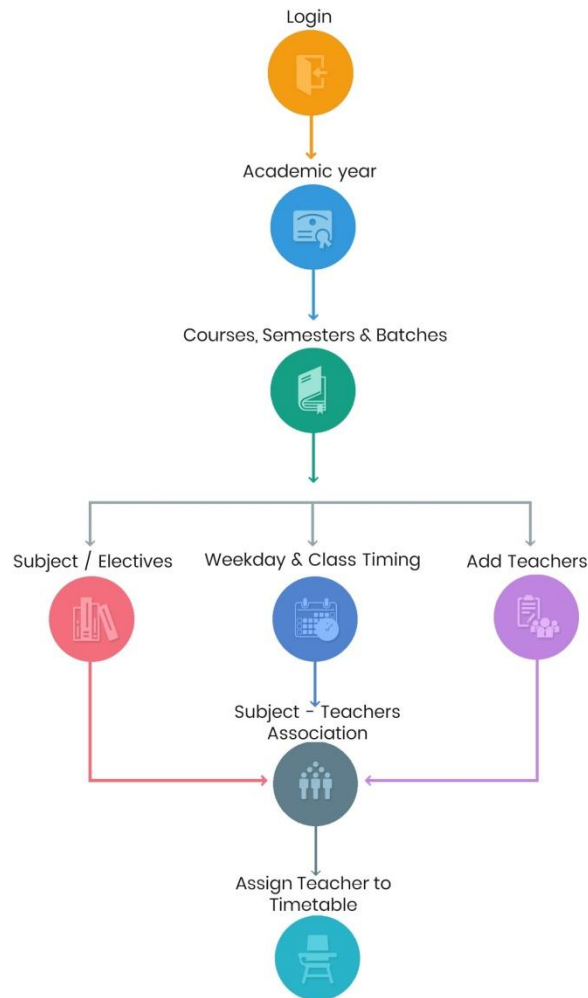
12.2 Mess Management	209
12.3 Notifications	211
13. TRANSPORT	211
13.1 Adding and managing vehicles	212
13.2 Adding and managing drivers	214
13.3 Driver-Vehicle association	215
13.4 Managing routes and stops	216
13.5 Allotment	218
13.6 Managing devices and attendance log	219
13.7 Transport Fee	221
13.8 Bus Log	221
13.9 Search student details	223
14. LIBRARY	224
14.1 Managing Authors	224
14.2 Managing book categories	225
14.3 Managing Books	226
14.3.1 List Books	226
14.3.2 Search books	227
14.4 Manage issue and return of books	228
14.4.1 Issue a book	228
14.4.2 Return a book	228
14.4.3 View details of borrowed books	229
14.4.4 Check books that are due	230
15. DOWNLOADS	231
15.1 Creating and managing file categories	231
15.1.1 Creating a file category	231
15.1.2 Managing file categories	232
15.2 Creating and managing file uploads	232
15.2.1 Creating a file upload	232
15.2.2 Managing your uploaded files	234
16. IMPORT	235
16.1 Import Add Action	236
16.2 Creating user account for imported data	240
16.3 Import Edit action	241

17. EXPORT	242
18. NOTIFY	244
18.1 Emails	244
18.1.1 Sending an email	244
18.1.2 Managing drafts	247
18.1.3 Managing Mailshots	247
18.1.4 Sent Emails	248
18.1.5 Email Templates	249
18.2 SMS	251
18.2.1 Managing groups	251
18.2.2 Managing contacts	253
18.2.3 Importing contacts	254
18.2.4 SMS gateway settings	255
18.2.5 Sending an SMS	257
18.2.6 SMS templates	258
19. REPORTS	261
19.1 Advanced Report	262
19.2 Assessment Reports	263
19.2.1 Batch Assessment Report	263
19.2.2 Student Assessment Report	264
19.2.3 Semester Assessment Report	265
19.3 Attendance Reports	266
19.3.1 Teacher Attendance	266
19.3.2 Teacher Subject wise Attendance	267
19.3.3 Student Attendance	268
19.3.4 Student Subject wise Attendance	269
19.3.5 Attendance percentage reminder	270
20. PURCHASE	272
20.1 Creating and managing items	272
20.2 Adding and managing vendors	273
20.3 Managing purchase orders	276
20.4 Managing supply orders	277
20.5 Material Requisition	278
20.6 Issue Items	279
20.7 Managing stocks	280

20.8 Manage Sales	281
21. HR	284
21.1 Managing non-teaching staffs	284
21.1.1 Creating a new Staff	284
21.1.2 Managing your staffs	286
21.2 Managing leaves	286
21.2.1 Create and manage leave types for employees	286
21.2.2 Manage leave requests	288
21.2.2 Approved requests	289
21.2.3 Cancelled requests	289
21.3 Salary Management	289
21.3.1 Salary Details	289
21.3.2 Generate payslips	290
21.3.3 Salary Reports	293
MISCELLANEOUS	294
Lost Password	294
Change Password	296
FREQUENTLY ASKED QUESTIONS	298

1. GETTING STARTED

Considering you are using a fresh system, you may follow these steps to setup the application for initial use. If you are already past this stage please ignore this section.



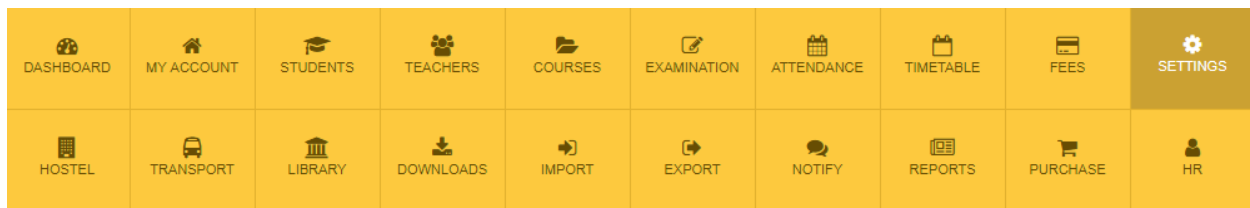
1. Create an academic year. Everything from course, batches, examination, student attendance, timetable fees etc revolves round the academic year.
2. School Setup. Start by filling in your school details, setting up the timezone, currency, favicon, school logo.
3. Create courses and batches. Students are added to batches, so creating them and setting them up first would be a good option.

4. Add subjects to courses or batches.
5. Set up weekdays or the default weekdays and create class timings for timetables.
6. Add teachers and create subject associations, assign them to batch timetables and assign class teachers for each batch.

Once you've completed the above checklist you are ready to start adding students.

1.1 Creating an Academic Year

Academic years can be created from the **Settings Module > General Settings > Academic Year**



Creating an academic year is quite easy. Choose a start date and an end date for which your institution runs for the year, give it a description and a name and click create!

Click the '**Add Academic Year**' button to get going.

You see a form with the following fields:

1. Name
2. Starts on
3. Ends on
4. Description
5. Status

New Academic Year Setup

[Manage Academic Years](#)

Fields with * are required.

Enter the details of the upcoming academic year

Name * Starts On * Ends On *

Description *

Status *

[Create](#)

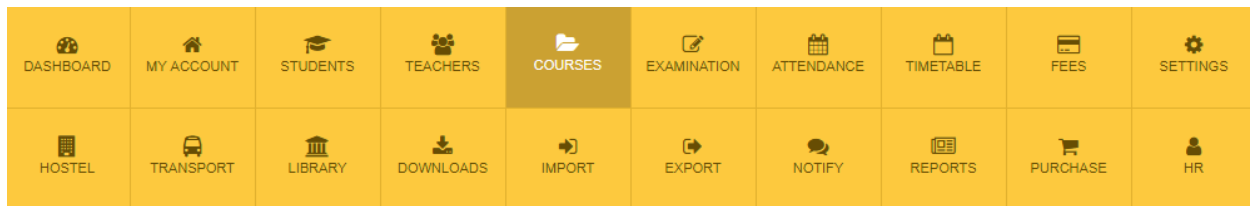
Fill in the details for the fields above and click the create button to successfully create an academic year.

Please note, only **ONE** academic year can be **ACTIVE** at a time. You may switch between academic years from the dropdown on top to view relevant data for each module.

1.2 Creating Courses, Batches and Semesters

Once you've created an active academic year, you can go ahead with adding courses, batches and semesters(optional). This is the basic hierarchy of the academic structure. Courses act as the top level. Batches come under a course and students are added to these batches. You may also add semesters and classify the batches under it. This level is optional(mostly needed in college level institutions) and can be toggled for each course separately.

A single teacher can be assigned to a batch as a Class Teacher to manage all processes within it. Several other teachers can also be associated with a batch as subject teachers who teach specific subjects for the batch.



1.2.1 Creating Courses

Courses can be created from the **Courses Module > Create Courses**

Creating a course is really simple. All you have to do is enter a course name! You'll be able to see an option to '**Enable semester system**' for the course you create. Check this if necessary. You can create courses with and without semesters in the same academic year.

Create Course

Fields with * are required.

Course Name *

Enable semester system

[Save](#)

After you have created a course you can go ahead with adding semesters and batches. Let's take a look at adding semesters.

1.2.2 Creating Semesters

Creating a semester is optional. If you do not require a semester system skip to the next step of creating batches.

To add a semester click on '**Manage Semesters**' in the left side menu under the Courses Module. This should take you to the list of semesters which of course will be empty the first time you use the application.

Click on the '**Add Semester**' button to start adding semesters to a course.

You should see a form with the following fields:

1. Name
2. Description
3. Start date
4. End date
5. Select Courses

Create Semester

Fields with*are required.

Name *

Description

Start Date *

End Date *

Select Courses

All Courses

Course 1

Enter the above details and choose the courses this semester can be applicable to. Then click '**Create**' to generate the semester.

Note: Make sure the dates you enter are within the range of the selected Academic Year.

1.2.3 Creating Batches

Once you have created a course you can go ahead with adding batches even if you haven't added semesters. Students will be added to these batches. Attendance, examination scores etc can be entered for students on a batch level.

To start adding batches click on the '**Add Batch**' link on a course.

Course 1 2- Semester(s),0- Subject(s)	Edit	Delete	Add Subject	Add Batch
---	----------------------	------------------------	-----------------------------	---------------------------

This should bring a pop-up on screen with a form to enter your batch details.

Batch
✕

Fields with * are required.

Name *

Start Date *

End Date *

Class Teacher

Semester *

1. Name
2. Start date
3. End Date
4. Class Teacher
5. Semester

The class teacher can be chosen later once you have added teachers. This is not a mandatory field. Class teachers have the ability to manage daily attendance and also enter examination scores for all subjects in the batch.

If you have enabled the semester system for the course, the semester needs to be selected too. This option will not be displayed if you haven't enabled semesters for the course.

Note: Make sure the dates you enter are within the range of the selected Academic Year and chosen semester.

On the Courses Module page click on a course to see the list of semesters, batches and common subjects you have added. Adding Subjects / Common subjects can be found in the next section.

Course 1 2- Semester(s),0- Subject(s)	Edit	Delete	Add Subject	Add Batch
---	----------------------	------------------------	-----------------------------	---------------------------

SEM 1					
Batch Name	Class Teacher	Start Date	End Date	Actions	
Class 1-A	-	11 Jul 2017	27 Dec 2017	Edit	Delete Add Student

SEM 2					
Batch Name	Class Teacher	Start Date	End Date	Actions	
No batch found					

Note : You may start adding students at this stage. The following steps are part of an initializing process our team has devised to make things easier for use. To learn how to add students refer the Adding Students section.

1.3 Adding Subjects / Electives

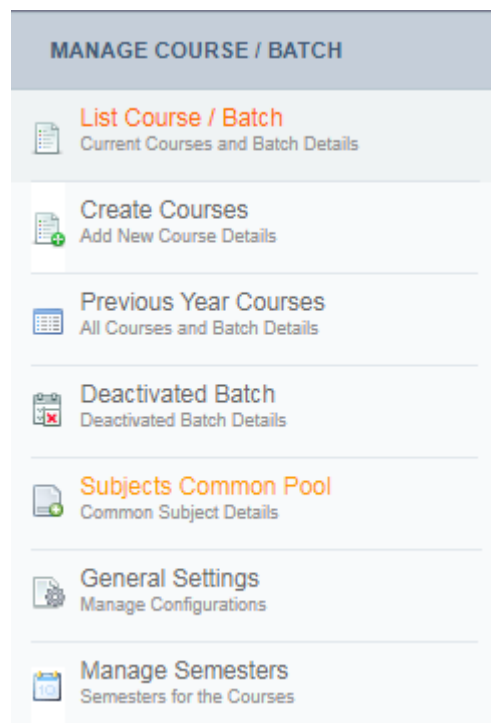
Subjects and electives can be added to a batch once you have created it. Subjects / Electives, class timings and weekdays together make up the time table for the batch.

Subjects can be added on two levels:

1. Common Subjects (Course Level: Applicable to all batches)
2. Individual Subjects (Batch Level: Applicable only to a single batch)

1.3.1 Adding common subjects

Considering you have added multiple batches to a course and that these batches all have same subjects or have a few subjects in common, you would want an option to create them in a single click instead of creating them separately for each batch. The **Subjects Common Pool** in the Courses Module and the '**Add Subject**' link in each course tab allows you to do this.



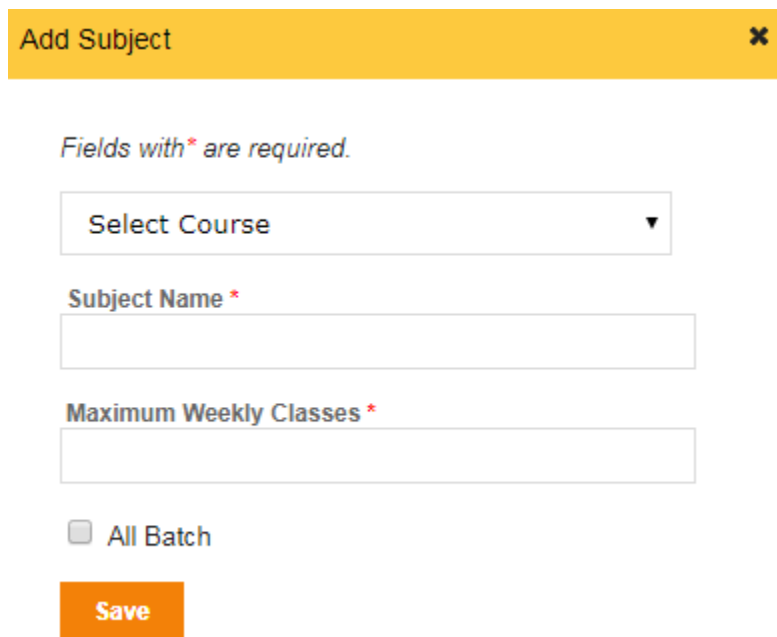
Selecting a course from the dropdown, lists the common subjects already added to it. Click the **'Add Subject'** button to get started with adding subjects.

Subjects Common Pool



The screenshot shows a light blue horizontal bar. On the left, the text "Select Course" is followed by a white dropdown menu with "Select Course" and a downward arrow. To the right of the dropdown is an orange button with the text "Add Subject".

In the popup that appears, enter your subject details.



The screenshot shows a yellow header bar with the text "Add Subject" and a close button (an 'x' icon). Below the header, the text "Fields with* are required." is displayed. There are three input fields: a dropdown menu labeled "Select Course", a text input field labeled "Subject Name *", and another text input field labeled "Maximum Weekly Classes *". Below these fields is a checkbox labeled "All Batch". At the bottom of the form is an orange button labeled "Save".

1. Select Course
2. Subject Name
3. Maximum Weekly Classes
4. All Batch

The Maximum Weekly Classes field defines how many classes this particular subject will have in a week. You will not be able to add more classes in the timetable once you reach this limit. It can always be edited if needed.

Make sure you check the **'All Batch'** option before clicking **'Save'**.


1.3.2 Adding individual subjects

In case you want to add subjects to each batch separately rather than add common subjects or if some batches under the same course have different subjects, you can add them individually. For this, select a batch from the courses module by clicking on the name.

Once in the batch view select the Subjects Tab next to Students. This shows you the list of subjects added to that batch. It also includes common subjects added if any.


Manage Batch Change Batch ✕

Course / Batch : Course 1 / Class 1-A Class Teacher :	0 Students	1 Subjects	0 Teachers	Actions ▼
--	---------------	---------------	---------------	-----------




Active Students
✕ No active students

Add Student




Subjects
✓ Subjects Added




Weekdays
⚠ Default Values Selected

Define Now




Class Timings
✕ No class timings defined

Define Now



Timetable
⚠ Timetable not created



Class Teacher
✕ No Class Teacher Assigned

Students
Subjects
Timetable
Attendances
Electives
Waiting List Students
Settings

Add Student

There are no active students in this Batch !

Inactive Students




There are no inactive students in this Batch !

Click the '**Add Subjects to batch**' button to start adding subjects.

Students Subjects Timetable Attendances Electives Waiting List Students Settings

Add Subjects To Batch Electives

Displaying 1-1 of 1 result(s).

Name	Max Weekly Classes	Action
Mathematics	4	  

In the popup that appears enter the details just as in the above common subjects option. Click '**Submit**' to add the subject to the chosen batch.

1.3.3 Creating Elective Groups and Electives

The whole concept of electives is based on elective groups. You create elective groups and then add electives to it. Students in a batch can then be added to these electives. This option is useful when you have groups of students within the same batch studying different subjects(electives).

1. **Create an Elective group:** Go into a batch view by selecting a batch. Select the Elective tab and click on the Electives button. An option to Create Elective Groups should be visible now. Click on this button to display the pop-up for creation. Enter the details and save.
2. **Creating Electives:** Click on the Create Electives button, select the Elective Group you wish to add the elective to from the drop-down in the pop-up that is displayed. Enter a name for the elective and save.
3. **Adding students:** This is relevant only after you have added students to the batch. To assign students to different electives within the batch click the '**Add Students**' button.

Manage Batch

 Change Batch ✕

Course / Batch : New Course / EC1		1 Students	2 Subjects	1 Teachers	Actions ▼
Class Teacher : Steel Wolf					
Students	Subjects	Timetable	Attendances	Electives	Waiting List Students
Settings					

Elective

Select Group	Select ▼	Select Subject	Select ▼	Save
--------------	----------	----------------	----------	--

	Student Name	Admission Number
<input type="checkbox"/>	All	
<input type="checkbox"/>	Jenkins M	18
<input type="checkbox"/>		

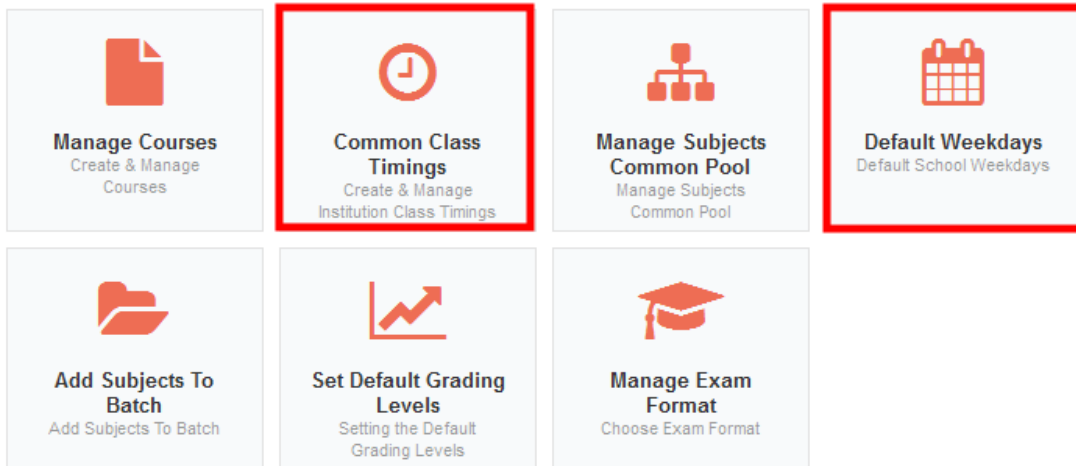
Here, you will be able to select the Elective group, elective subject and select the students to be added to it. You can choose multiple students by using the checkbox before each student. Click **'Save'** after you have chosen the right details to assign the students to their electives.

1.4 Setting up weekdays and class timings








Once you've added subjects you would want to have them assigned in the timetable. For this, you will first have to set up the weekdays for your institution or even separately for each batch. Then create class timings for these working days.

You can set up default weekdays / common class timings for the whole system from the **Settings Module > Course/Batch Settings**.

COURSE / BATCH SETTINGS

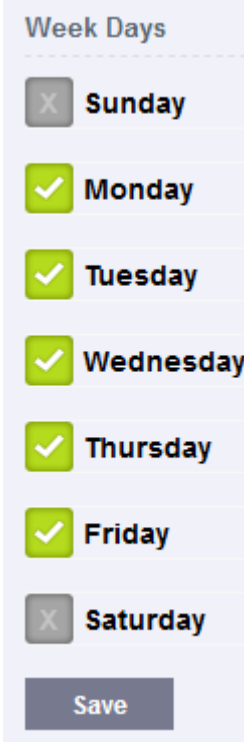


The screenshot shows a grid of settings options under the heading "COURSE / BATCH SETTINGS". Two options are highlighted with a red border: "Common Class Timings" and "Default Weekdays".

 Manage Courses Create & Manage Courses	 Common Class Timings Create & Manage Institution Class Timings	 Manage Subjects Common Pool Manage Subjects Common Pool	 Default Weekdays Default School Weekdays
 Add Subjects To Batch Add Subjects To Batch	 Set Default Grading Levels Setting the Default Grading Levels	 Manage Exam Format Choose Exam Format	

1.4.1 Setting up weekdays

The default weekdays will be automatically selected for each batch if it hasn't been set individually. Default weekdays can be setup from the Settings Module. To set your institutions weekdays simply keep the days in the list selected and hit save.



The screenshot shows a 'Week Days' settings panel. At the top, the title 'Week Days' is followed by a dashed line. Below this, there are seven rows, each representing a day of the week. Each row contains a square icon on the left and the day name on the right. Sunday has a grey square with a white 'X', indicating it is unselected. Monday through Friday have green squares with white checkmarks, indicating they are selected. Saturday has a grey square with a white 'X', indicating it is unselected. At the bottom of the panel is a dark grey button with the word 'Save' in white text.

You can follow the same steps to set up weekdays for each batch individually from within the batch view. Weekday settings can be found under the Timetable tab in Batch View.

1.4.2 Creating Class Timings

Class timings can be created for the whole institution i.e for every active batch in the system, New batches created will also have these timings added to them automatically.

Creating a common class timing



As displayed in the above picture, you can access Common Class Timings from the **Settings Module > Course/Batch Settings**

This option is similar to the Subjects Common Pool but different as it applies for every batch irrespective of course. Click the Create Common Class Timings button as shown in the figure below to start adding timings.

Manage Common Class Timings

Create Common Class Timings

Displaying 1-1 of 1 result(s).

Name	Start Time	End Time	Is Break	Action
Period 1	09:00 AM	10:00 AM	No	 

In the page that follows, enter all the details for your class timing. Make sure you have selected the '**All Batch**' check box so the timing is applied to all active batches.

Create Common Class Timings

View Common Class Timings

Name *	Start Time *	End Time *
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Is Break	<input checked="" type="checkbox"/> All Batch	

Submit

Check the '**Is Break**' check box to indicate a break or recess. No subjects can be assigned during this time.

Once you have added the timing you will notice it shows up in all batches. You can view it by selecting the **Timetable tab > Set Class Timings** in the Batch View.

Manage Batch Change Batch X

Course / Batch : New Course / EC1
Class Teacher : Steel Wolf

1 Students 2 Subjects 1 Teachers Actions ▾

Students Subjects **Timetable** Attendances Electives Waiting List Students Settings

Class Timings Time Table

Create Class Timings

Displaying 1-1 of 1 result(s).

Name	Start Time	End Time	Is Break	Action
Period 1	09:00 AM	10:00 AM	No	

You can add individual timings here by clicking the 'Create Class Timings' button and following the same steps as above.

After setting up the above you have a timetable all ready to start assigning subjects / teachers.

Manage Batch Change Batch X

Course / Batch : New Course / EC1
Class Teacher : Steel Wolf

1 Students 2 Subjects 1 Teachers Actions ▾

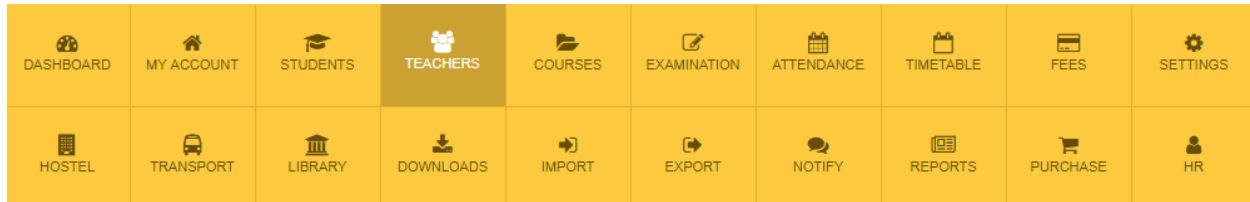
Students Subjects **Timetable** Attendances Electives Waiting List Students Settings

Generate PDF Set Week Days Set Class Timings

	09:00 AM - 10:00 AM	10:05 AM - 11:00 AM	11:05 AM - 01:00 PM	01:05 PM - 02:00 PM	02:05 PM - 03:00 PM
MON	Assign	Assign	Break	Assign	Assign
TUE	Assign	Assign	Break	Assign	Assign
WED	Assign	Assign	Break	Assign	Assign
THU	Assign	Assign	Break	Assign	Assign
FRI	Assign	Assign	Break	Assign	Assign

1.5 Adding Teachers

The reason for adding this step here is to show how teachers can be associated with subjects / batches and added in the timetable. You can find detailed instructions on teachers under the Teacher's Module section.



To start adding teachers you first have to make sure you've added Departments as teachers are classified based on it. There are other labels like teacher positions, categories etc too. Let's take a look at how to add departments.

1.5.1 Adding departments

Click on the '**Manage Departments**' link in the left side menu under Teacher Settings in the Teacher's Module. This should redirect you to the page where you can see existing departments if any.

Click on the '**Add Department**' button to add a department.

Create New Teacher Department

Fields with* are required.

Code *

Name *

Enter the name for the department and a code(which can be initials too) and click '**Create**'.

That's it, you've successfully created a Teacher Department. You can now start adding teachers. Below you will find instructions to adding a teacher using the registration process. You can find details on Import under the Import Module.

1.5.2 Teacher Registration

Teacher's can be added in two ways:

1. Teacher Registration (Single)
2. Teacher Import (Bulk)

We'll be discussing the Teacher Registration process here. To add a teacher click on the '**Create Teacher**' in the left side menu. The registration process consists of 3 steps where you enter the teacher's details. User account is automatically created during registration, an email containing the username and password will be sent to the teacher after registration given that you have enabled it in Settings Module > Notification Settings. Refer the Settings Module for more details on this.



Fill in the details for each step to move on to the next. Make sure you enter a valid email if you need the teachers to get notifications. Email is a unique field in the system , no two users can use the same email for registration.

Once you have finished adding teachers move to the next step which involves associating teachers with subjects and batches.

1.6 Subject-Teacher association

The subject-teacher association allows you to link teachers with specific subjects in different batches. This association can then be used in the time-table module to assign subjects and teachers to class timings.

To start associating teachers with subjects / electives click the '**Subject Association**' link in the left side menu under Teacher Settings.

Subject Association

Course Select ▼	Subject Select ▼
--------------------	---------------------

Elective Subjects

Batch Select ▼	Subject Select ▼
-------------------	---------------------

1.6.1 Subject association

To associate a subject with a teacher select a course from the Course dropdown. This will automatically update the Subject dropdown. The format in the subject dropdown is as follows: **Subject Name(Batch Name)**.

Course Course 1 ▼	Subject Select ▼ Select Mathematics(Class 1-A)
----------------------	---

Once you have selected the subject / batch, you will be able to see the list of teachers who are already assigned to it and a dropdown to select the department for teachers.

Course Course 1 ▼	Subject Mathematics(Class 1-A) ▼
----------------------	-------------------------------------

No Teacher assigned yet.

Departments Select ▼

Select the department to see the list of teachers available to be assigned.

Assign New:

Teacher Name	Action
Jake Perlata	Assign

Click on the '**Assign**' link corresponding to a teacher to assign him / her to the subject / batch selected. This will make him / her a subject teacher for that batch.

Remove an association by selecting the course / subject details to see list of associated teachers and then click on the '**Remove**' link.

Currently Assigned:

Teacher Name	Department	Action
Jake Perlata	Mathematics	Remove

Note: *You can assign multiple teachers to a single subject / batch and a single teacher to multiple subjects / batches. However, two teachers cannot be assigned to a batch in the same class timing in the timetable.*

1.6.2 Elective association

This is the same as the subject association. The only difference is the drop-down, here you select the batch directly then select the elective subjects association with it.

Follow the same steps as above to associate / remove teachers.

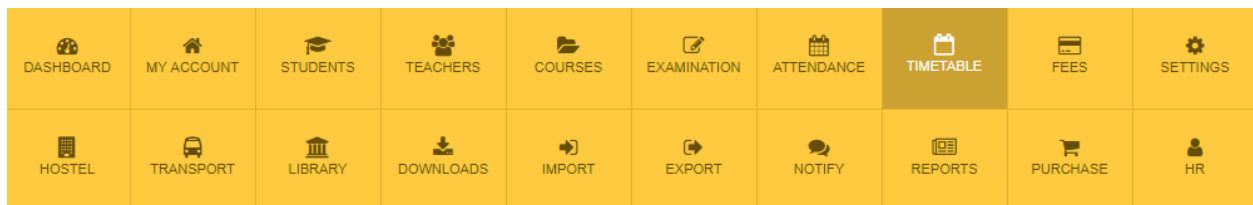
1.7 Assigning teachers to the timetable

We're down to the last step in the getting started process. Let's take a quick recap at what all we've done till now.

1. Created an Academic Year
2. Added courses, batches and semesters
3. Added Subjects and Electives
4. Setup weekdays and class timings
5. Added teachers
6. Associated teachers with subjects and electives

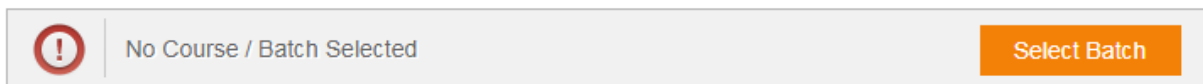
Now let's learn how to assign subjects and teachers to the time-table. This will help students and teachers track their subjects and day-to-day timetable. Teachers will also be able to take subject-wise attendances for students and can also view their own schedules.

The timetable can be accessed from the timetable module.

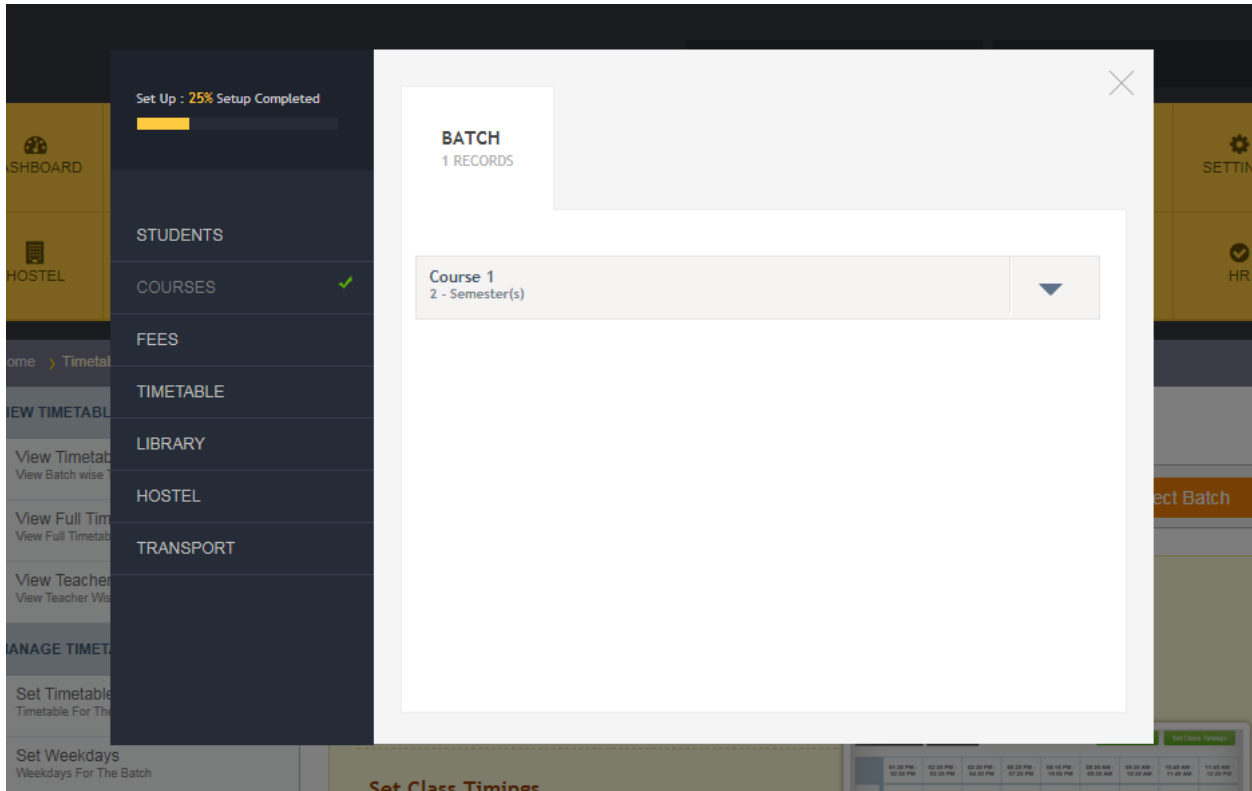


Select your course / batch to get started.

Timetable Management



This should bring down the app explorer. You're probably hearing this for the first time in this manual. The app explorer is basically a section that drops down in areas where you have to select a course / batch or even a student, mostly in attendance, examination, timetable etc. Check the image below to see what the app explorer looks like.



So back to assigning teachers and subjects to the timetable. Once you have selected your course / batch from the app explorer you should be able to see the timetable structure if you have already created the timings and set the weekdays or you might view this:

Course: Course 1 Batch : Class 1-A Change Batch ✕

Set Week Days Set Class Timings

No Class Timings

Considering you have followed the previous steps and have created class timings, you should be able to see the timetable structure similar to the one shown in the image below,

Course: Course 1 Batch : Class 1-A
Change Batch
✕

Set Week Days
Set Class Timings
Generate PDF

	09:00 AM - 10:00 AM	10:05 AM - 11:00 AM	11:05 AM - 12:00 PM	12:05 PM - 01:00 PM	01:05 PM - 02:00 PM	02:05 PM - 03:00 PM
MON	Assign	Assign	Assign	Break	Assign	Assign
TUE	Assign	Assign	Assign	Break	Assign	Assign
WED	Assign	Assign	Assign	Break	Assign	Assign
THU	Assign	Assign	Assign	Break	Assign	Assign
FRI	Assign	Assign	Assign	Break	Assign	Assign

The '**Assign**' link allows you to assign a subject / teacher to the corresponding timing. Click on the link to view the dropdown for doing this.

Time Table Entries ✕

Fields with*are required.

Subject * Mathematics ▼

Teacher Jake Perlata ▼

Save

Select the desired subject to view the teacher dropdown. Only teachers associated with the selected subject will be displayed in the dropdown for selection. After you have selected the teacher click on **'Save'** to assign.

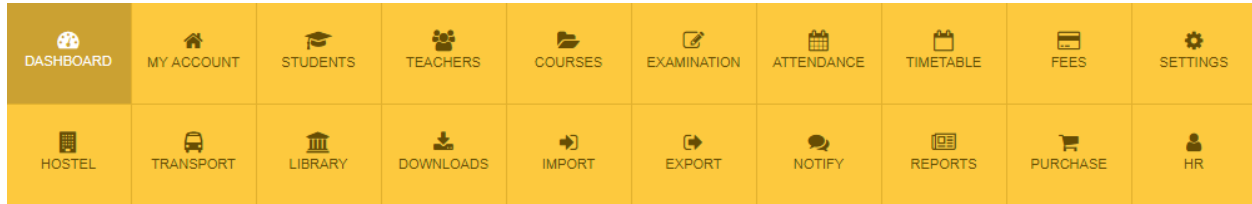
Assigned subjects / teachers will be displayed on the timetable as shown below,

	09:00 AM - 10:00 AM	10:05 AM - 11:00 AM	11:05 AM - 12:00 PM
MON	Assign	Mathematics Jake Perlata ✕	Assign

Click the cross to remove the entry from the timetable.

Note: A teacher cannot be assigned to the same timing for the same day in multiple batches

2. DASHBOARD



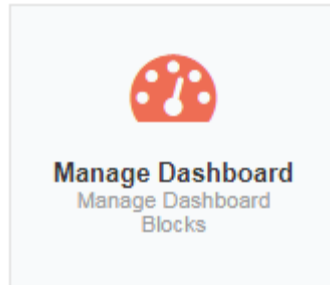
The dashboard module gives you an overview of major modules and details like, new student admissions, events, news and even a preview of your internal message inbox.

The dashboard displays the following information across its widgets:

- News:** Two news items: 'Interview Conducts for Librarians' (2 months ago) and 'Test News' (2 months ago).
- Events:** A calendar view showing 'No Events Today' for the current day.
- Student:** Summary cards for 53 Total Students, 10 New Admissions, and 0 Inactive Students. Includes a 'Monthly Average Admissions' bar chart showing a peak in January.
- Teacher:** Summary cards for 20 Total Teachers and 10 Recently Hired.
- Examination:** Two progress gauges: 'Annual Exam Pass' at 100% and 'Annual Exam Average Marks' at 79 marks.
- Attendance:** Summary cards for Student Attendance (0/0) and Teacher Attendance (20/20).

You can drag and arrange these boxes in the order of your choice. You can also remove unwanted tabs by clicking the cross on each of them. You can also rearrange and disable/enable blocks on the dashboard from the Settings Module.

Click on the **'Manage Dashboard'** button in the Settings Module under General Settings.



Here you will be able to see the list of blocks on the dashboard and their order and status.

Manage Dashboard Blocks

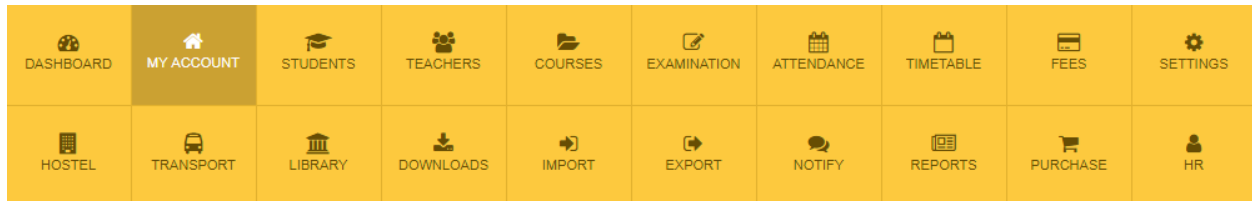
[Reset Order](#)
[Enable All](#)
[Disable All](#)

#	Name	Block Order	Action
1	News	1	Disable
2	Events	2	Enable
3	Student	3	Disable
4	Teacher	4	Disable
5	Examination	5	Disable
6	Attendance	6	Disable
7	Mailbox	7	Disable
8	Fees	8	Disable

Click on the link in the Action column against each entry to enable / disable it. You can also use the buttons on top to enable / disable all at once. If you have rearranged the order of the blocks you can use the '**Reset Order**' button to bring it to default.

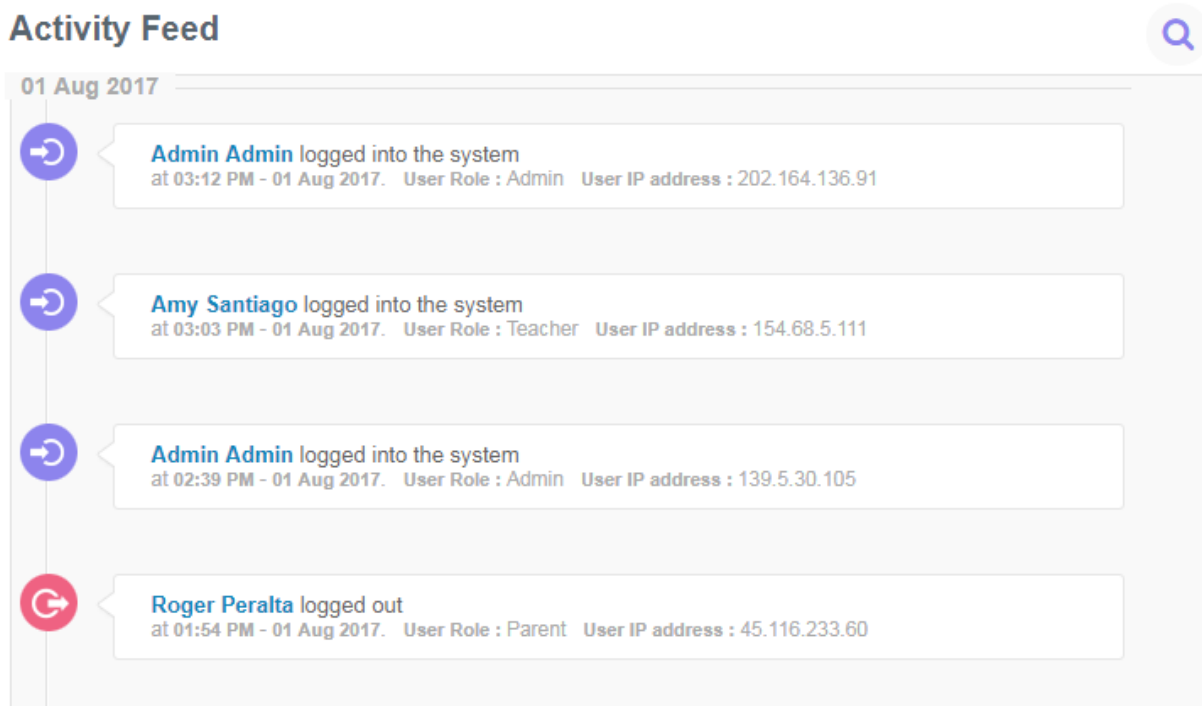
3. MY ACCOUNT

The My Account module allows you to manage News, events, complaints, document uploads and also view your internal mailbox. The Activity Feed allows you to view different activities in the system such as who logged in / out, if a student / teacher was added, if attendance was marked etc.



3.1 Activity Feed

Let's learn a little more about the activity feed.



So you can see the activities like a timeline. Different activities that are tracked in the system include:

1. Employee Attendance creation/update/delete

2. Employee create/update/delete
3. Exam create/update/delete
4. Exam score create/update/delete
5. Guardian create/update/delete
6. Log in/out
7. Student attendance create/update/delete
8. Student activate/deactivate
9. Student create/update/delete

You can filter out these activities by clicking on the search icon. This will display a list of options.

Activity Feed



Feed Type

Start Date End Date

1. The field type allows you to select the activity type you want to search.
2. Start and end date allows you to choose a range to view the list of activities.




3.2 Mailbox

The application has an internal messaging system that allows it users to communicate with each other, given they know each other's registered emails. Do not confuse this with an external emailing system, the Mailbox allows you to send and receive messages within the system only.

Mailbox

Check your mails here.

Group Message
New Message

 **Inbox**
 **Sent Mail**
 **Trash**

Displaying 1-4 of 4 result(s).

Delete
Read
Unread

Sort by

<input type="checkbox"/>	<input checked="" type="checkbox"/>	student	Certificate Submission - Certificate Submission on june 10.	Jun 1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	student	Leave Application - Kindly provide leave on june 10 2017.	Jun 1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	teacher	Leave Request - Kindly provide a leave on 30 th june 2017.	Jun 1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	teacher	Meeting - I can not be attend the meeting.	Jun 1

Delete
Read
Unread

3.2.1 Group Message

The admin has the capability to send Group Messages based on roles i.e a group message can be sent to all parents, or all teachers or all students. If you create custom roles (Refer Settings Module), then a group message can be sent to all users assigned to that role.

To send a group message click on the '**Group Message**' button.










New Message
Compose new message here.

[Group Message](#) [New Message](#)

[Inbox](#) [Sent Mail](#) [Trash](#)

To:

Subject:

B I U S x_e x^e  I_x        

[Send Message](#)

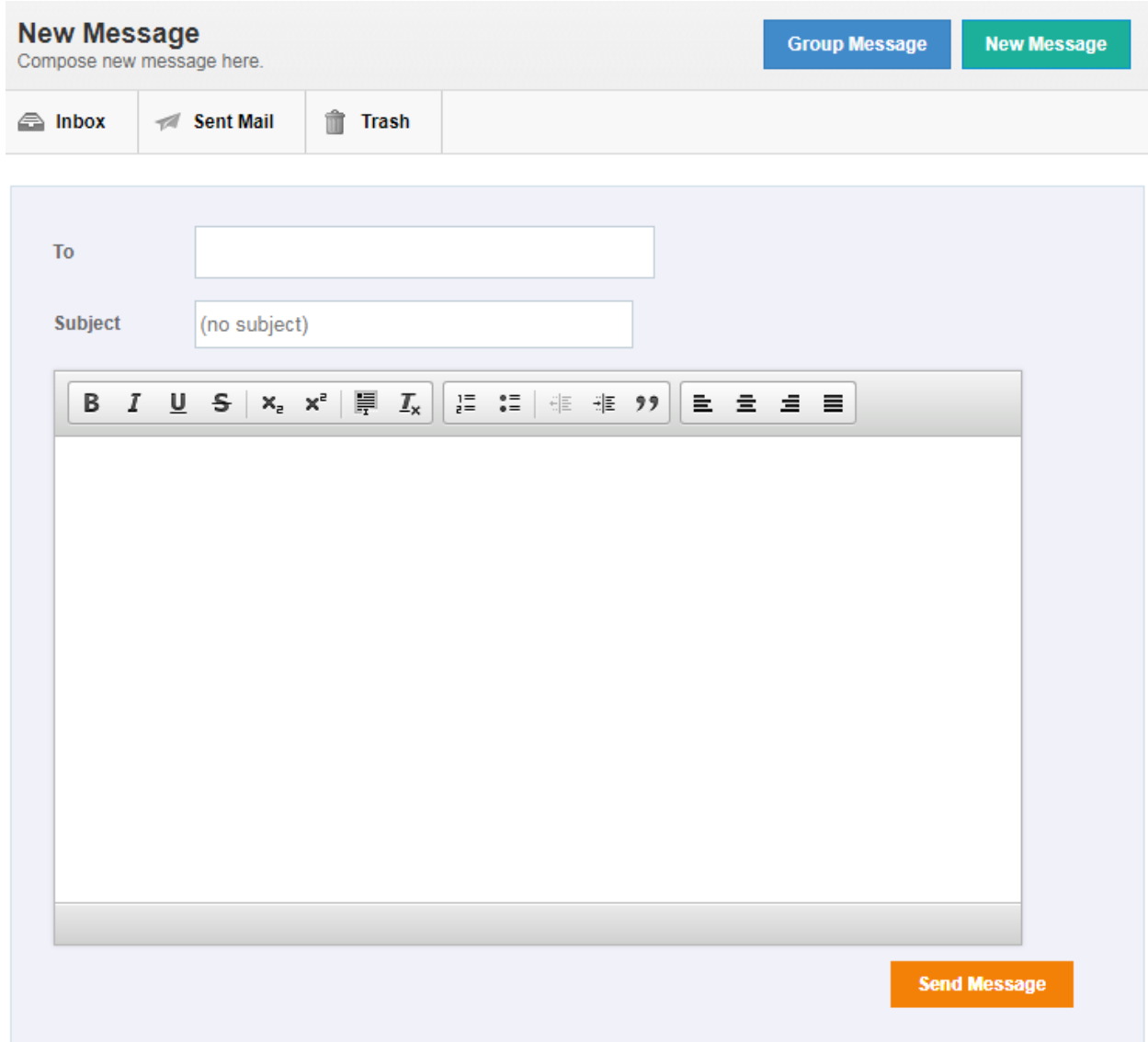
There are 3 fields here:

1. To (Select the role for users you want to send the message to)
2. Subject
3. Body of the message

Once you've filled in the necessary details click '**Send Message**' to send it to the chosen group.

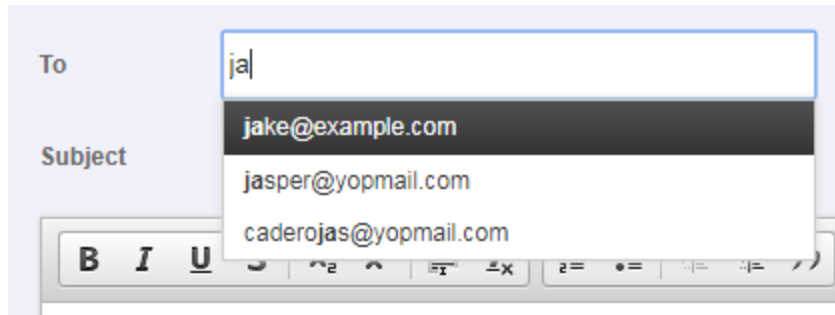
3.2.2 Individual Message

To send an individual message click on the '**New Message**' button.



The screenshot shows the 'New Message' interface. At the top, there is a header with the title 'New Message' and the instruction 'Compose new message here.' To the right of the header are two buttons: 'Group Message' (blue) and 'New Message' (green). Below the header is a navigation bar with three tabs: 'Inbox' (with a mail icon), 'Sent Mail' (with an envelope icon), and 'Trash' (with a trash can icon). The main form area has a 'To' field (empty) and a 'Subject' field containing '(no subject)'. Below these fields is a rich text editor toolbar with icons for bold (B), italic (I), underline (U), strikethrough (S), subscript (x₂), superscript (x²), bulleted list, numbered list, link, unlink, quote, and indent. The text editor area is a large white box. At the bottom right of the form is an orange 'Send Message' button.

The new message option is very similar to the group message option except for the difference of the 'to' field. Here instead of selecting a role, you can enter the registered email id of the user you want to send the message to. This is an auto-fill field, so once you start entering the id you should be able to see it in the list, make sure you select the user from the list.



The rest of the steps are the same as sending a group message.

3.2.3 Managing your mailbox

So you’ve learned how to send messages, now read on to find more about how you can manage your inbox.

Inbox	Sent Mail	Trash	Displaying 1-4 of 4 result(s).	
<input type="checkbox"/>	<div style="display: flex; justify-content: space-around;"> Delete Read Unread </div>		Sort by	
<input type="checkbox"/> student	Certificate Submission - Certificate Submission on june 10.		Jun 1	
<input type="checkbox"/> student	Leave Application - Kindly provide leave on june 10 2017.		Jun 1	
<input type="checkbox"/> teacher	Leave Request - Kindly provide a leave on 30 th june 2017.		Jun 1	
<input type="checkbox"/> teacher	Meeting - I can not be attend the meeting.		Jun 1	
<div style="display: flex; justify-content: space-around;"> Delete Read Unread </div>				

Unread messages are highlighted, click on it to open the message.

Mailbox
Check your mails here.

[Group Message](#) [New Message](#)

[Inbox](#) [Sent Mail](#) [Trash](#)

Certificate Submission

Student said 01 Jun 2017 03:22 PM

Certificate Submission on june 10.

view

Reply here...

[Send Reply](#)

You can enter your reply to a message once you have opened it. Click on '**Send Reply**' to send your message.

You can also view the list of Sent messages, deleted messages and also mark multiple messages as read, unread or even delete them. Messages in the trash are deleted automatically after 30 days.

3.3 News

The News section allows you to write and publish news that will be displayed to all users in the system.

Site News

Latest news listed here

[Create News](#) [Publish News](#)

Displaying 1-1 of 1 result(s). [Sort by](#)

<input type="checkbox"/>	Nature Club Inauguration	- Inaugurati	05:17 pm
--------------------------	--------------------------	--------------	----------

[delete](#)

You can see the list of *published* new articles here. They can be deleted by checking the box next to it and clicking '**Delete**'.

3.3.1 Creating a news

Click on the '**Create News**' button to write a news article. You will see a form with two fields:

1. Title
2. Description(Your article goes here)

Create News

Fields with* are required.

Title *

Description *

[Create](#)

Once you have entered the details click '**Create**'.

Note: *This step does not publish your news. Users will not be able to see it unless you publish it. See the next section for publishing a new article.*

3.3.2 Publishing a news



As mentioned above, creating a news article does not actually post it. Users will only see your news article once you publish it. To publish an already written article click on the '**Publish News**' button in the site new page.

News Create News View News

Prize Distribution

01 Jun 2017

on June 14 at 4 pm

 Edit  Delete Publish

Here you will be able to see the list of unpublished news articles. You can edit / delete these articles from here. Once you are ready to post the news to all users in the application click the '**Publish**' button for the news you wish to be published.

3.4 Events

The events feature allows the administrator to create events in the institution and set it up in the calendar. The calendar is available to every user in the system.

The application already has a couple of events types but you can generate your own too.

3.4.1 Events List

Click on the '**Events List**' link in the left side menu to view the list of events created in descending order.

Events list		Show
		All Events ▼
30 Jun	Youth Festival Youth Festival conducting	30 Jun 2017 07:00 AM
23 Jun	Exhibition Science exhibition	23 Jun 2017 10:00 AM
01 Jun	School Opening School opening	01 Jun 2017 07:00 AM

You can filter through events based on the type by selecting the required one from the dropdown in the top right corner.

3.4.2 Calendar

Click on the '**Calendar**' link to view the calendar. Generate an event by clicking on the necessary date in the calendar. This should bring up a popup form for details of the event.

The screenshot displays the 'Calendar' application interface. A modal window titled 'Event Detail' is open, allowing users to create a new event. The form includes the following fields and options:

- Title ***: A text input field.
- Event Type**: A dropdown menu currently set to 'Holiday'.
- Event Privacy**: A dropdown menu currently set to 'Public'.
- Description ***: A large text area for entering event details.
- Start**: A time selection dropdown currently set to '07:00'.
- End**: A time selection dropdown currently set to '07:00'.
- Organizer/In charge**: A text input field.
- All Day**: A checked checkbox.
- Editable**: A checked checkbox.

At the bottom of the modal are 'OK' and 'Cancel' buttons. The background calendar shows a grid with a 'Youth Festival' event scheduled for Friday, 30th, at 7:00. The calendar also features navigation options for 'Month' and 'Week' views, and a 'Show All Events' button.

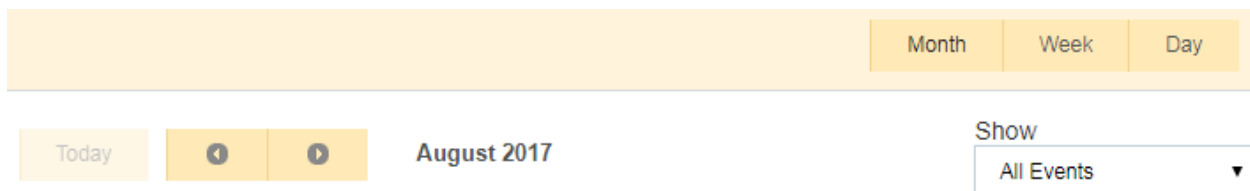
Fill up the necessary details in this form and click '**OK**' to generate the event.

1. Title : Event Name.

2. Event type: Select from your event types.
3. Event Privacy: Who this event is for and who it will be visible to.
4. Description: Enter a description for the event
5. Start: Start time for the event
6. End: End time for the event
7. Organizer / In-charge: Name of the event organizer
8. All day: Check this box if the event is for the whole day
9. Editable: Check this box if you would want to edit this event later

Once you click '**OK**' the event gets saved and is displayed on the calendar as a block with the color code of the event type. This will be visible to the users(roles) you generated it for.

You can browse through different months, view the calendar in Month, week and day views using the toggles on top of it.













3.4.3 Event Types

As mentioned earlier, there are a few event types that are already in the system. These can be edited / deleted. You may also create your own event types, click on the '**Event Types**' link in the left side menu to see the list.

Events Types

[Create Event Type](#)

Displaying 1-5 of 5 result(s).

Event Type	Colour Code	Action
<input type="text"/>	<input type="text"/>	
Holiday	#9ff78f ■	 
Exam	#ffa600 ■	 
Meeting	#689af7 ■	 
Notice	#30a19d ■	 
Announcement	#10cf36 ■	 

Each type can have it's own color code to help identify it on the calendar.

Click on the '**Create Event Type**' button to start creating event types.

Create New Event Type

*Fields with *are required.*

Name *

Colour Code *



Submit

In the popup that follows, enter the name for the event type, choose a desired color from the color picker and click '**Submit**' to save your event type.

3.5 Document Uploads









The document uploads area allows you to manage all documents that are uploaded into the system. This involves documents teachers upload via the downloads module, student documents uploaded by students / parents via the student profile etc. All uploads will need authorization from the admin side to be saved into the system. You can approve, disapprove, download and view(only for images) these uploads.

Manage Document Uploads

Clear Filter

Filter : Identifier Status

Active Filters:

#	Identifier	Status	Upload By	Reason	Manage
1	Student Document	Pending	Jake Peralta	-	   
2	File Upload	Pending	Amy Santiago	-	   

3.6 Complaints

The complaints module is similar to a support ticketing system. Students, parents and teachers can raise complaints to communicate with the administrator. You can pass comments with each other and mark a complaint as closed once it's resolved externally of course.

Note: You need to create complaint categories first so users can raise complaints. See the next section on how to create complaint categories.







3.6.1 Managing Complaint Categories

Click on the '**Category**' link under Complaints in the left side menu to manage complaint categories. You can edit / delete existing categories from here.

Manage Complaint Category

[Create Complaint Category](#)

Displaying 1-3 of 3 result(s).

Category	Actions
Category	 
Canteen	 
Classrooms	 

The '**Create Complaint Category**' button allows you to create a new category. Enter a category name in the popup that follows and click '**Submit**'.

Create New Complaint Category

Fields with * are required.

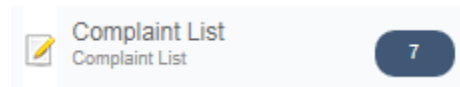
Category *

Submit

3.6.2 Managing Complaints

Once you have created complaint categories other users can start raising complaints. Let's take a look at how to manage these complaints.

Click on the '**Complaint List**' link under complaints to view the list. This link also displays the number of 'open' complaints in the system.



You can use filters to find different complaints if there are too many.

Complaint List

[Clear Filter](#)

Total Complaints	Pending Complaints	Closed Complaints
8	7	1

Filter Your Names:	Name	Subject	Status	User Type
Active Filters: No Active Filters				

#	Name	Subject	Status	User Type	Action
1	Jake Peralta	Canteen water	Open	Student	Close View
2	Jake Peralta	Class room facilities	Open	Student	Close View
3	Roger Peralta	Drinking Water	Open	Parent	Close View
4	Roger Peralta	Class room availability	Open	Parent	Close View
5	Jake Peralta	Food Preference	Open	Student	Close View
6	Amy Santiago	Library	Open	Teacher	Close View
7	Amy Santiago	Test subject	Open	Teacher	Close View
8	Roger Peralta	Tables and chairs	Close	Parent	Reopen View

There are two options for a complaint: Close and View. A closed complaint can also be reopened. To view details of a complaint click the '**View**' link next to it.

[Close](#)

Name	Roger Peralta	Date	01 Jun 2017
-------------	---------------	-------------	-------------

Category Canteen
Subject Tables and chairs

Complaint

Provide more number of tables and chairs

Administrator Admin 01 Jun 2017
Sure.. supply order is already sent to purchase manager.

Roger Peralta 01 Jun 2017
Okay..Thank you

Comments

Enter your comment here

[Submit](#)

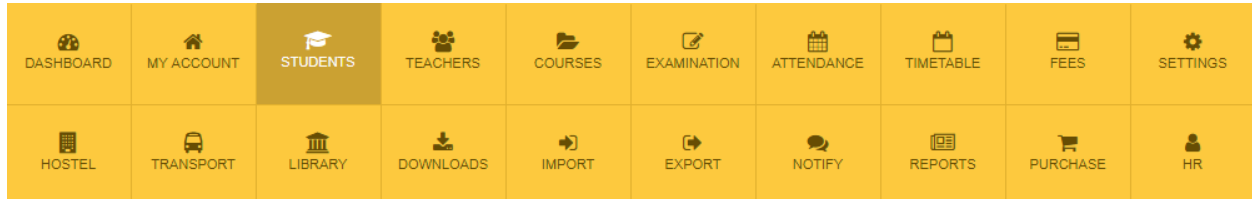
You can see all details of the complaint here. The comments section allows you to leave a comment for the user who raised the complaint.

To leave a comment, simply enter it in the text area under comments and click submit.

You can also close the ticket from here.

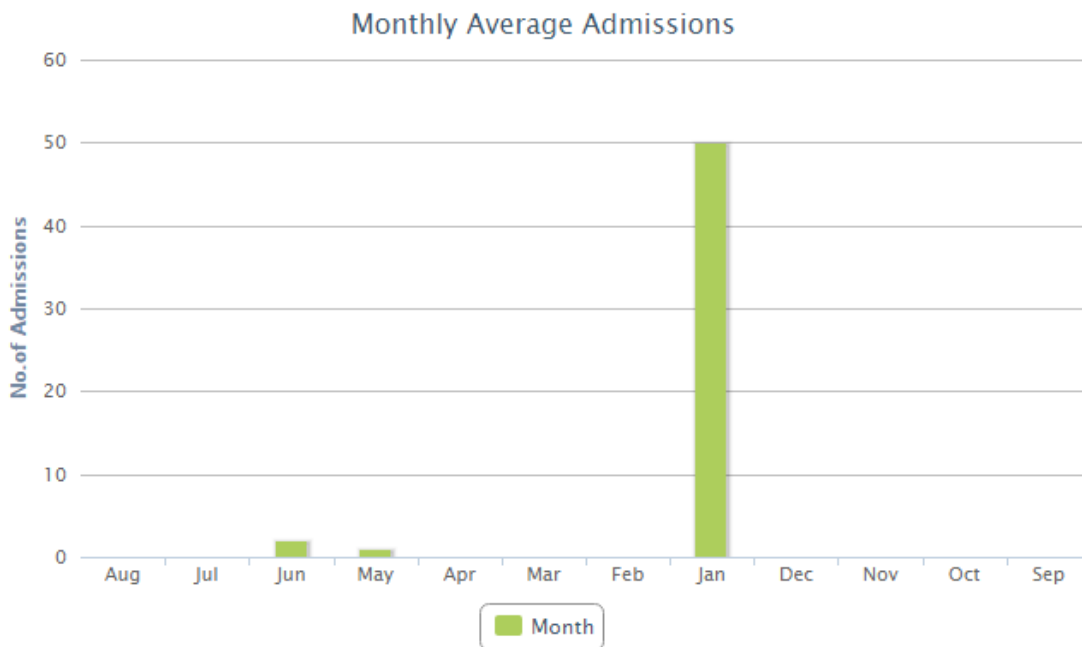
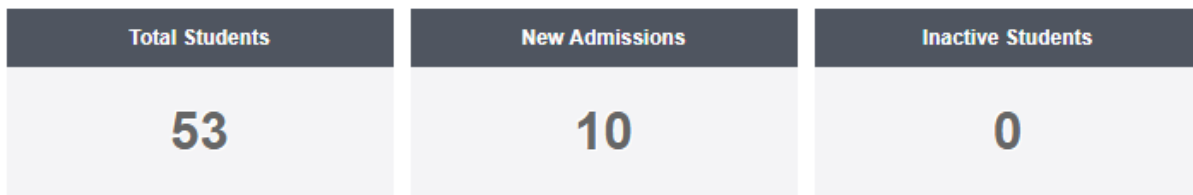
4. STUDENTS

The students module allows you to manage student and parent details, register new students, manage online admissions etc.



Clicking on the Students Module displays an overview of all recent admissions.

Admissions Dashboard



Let's take a look at the different options you have in the student's module.

4.1 Student Field Settings

The student field settings option allows you to customize the student/parent registration form. You can add/delete new fields, edit default fields in the system and also rearrange the fields you create.

4.1.1 Creating a new Field

Click on the **'Student Field Settings'** link in the left side menu to access the create custom field area.

Create New Form Field

[Settings](#)

Fields with* are required.

Title *

Required *

No ▼

Field Type *

Select ▼

Select Visible Areas

- Check All
- Admin Student Registration Form
- Online Admission Form
- Parent Portal
- Student Profile
- Student Profile PDF
- Student Portal
- Teacher Portal

Tab Selection *

Select ▼

Tab Sub Section *

Select ▼

Here you can give your field a name, choose what type of field it should be, whether it should be mandatory or not and also select where all it needs to be displayed.

The Tab Selection and Tab Sub Section are a list of the different steps in the Student Registration form, you can choose where your field needs to appear.

Once you have entered all the details click '**Create**' to generate the field. You will be redirected to the list of fields once you've created the new one.

4.1.2 Managing fields

The students field list can be accessed from the **Settings Module > Student Field Settings** too.

Manage Fields

Create Form Field

Select
▼

Search

#	Field Name	Category	Admin Student Registration	Online Admission	Student Profile PDF	Student Profile	Student Portal	Parent Portal	Teacher Portal	Manage
1	First Name	Students	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
2	Middle Name	Students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit
3	Last Name	Students	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
4	Batch	Students	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit
5	Date Of Birth	Students	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit
6	Gender	Students	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit
7	Blood	Students	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit
8	Birth Place	Students	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit
9	Nationality	Students	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit
10	Language	Students	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit

<< First
< Previous
1
2
3
4
Next >
Last >>

The list of all student related fields can be viewed from here. You may edit default fields that are in the system already by clicking the '**Edit**' link next to them. New fields created by you will have a delete option too.

Certain fields will not have any of these two links as it is important for various functionalities in the system. For example, First Name, Last Name and email cannot be edited or deleted as they are required for user account creation.

You can enable / disable fields for different areas in the system by simply checking / unchecking them in the list for the corresponding area. These changes are automatically saved and does not require hitting any button.

Fields can also be searched for by entering keywords in the search bar on top of the list.

4.1.3 Rearranging fields

Fields created by you can be rearranged in the form. Click on the '**Arrange Form Fields**' link in the left side menu under Student Field Settings to access the area. Next select a tab section you require to rearrange the fields.

Arrange Form Fields

[Create Form Field](#)

Select a tab from below dropdown

Tab

Personal Details

New Field

New Field1

Contact Details

There is no additional fields in this section. [Add now](#)

** Drag and drop the fields to change the order.*

Simply click and drag the fields around to rearrange them.

4.2 Adding a new student

So now that we've learned how to create new fields in the student registration form let's take a look at adding a new student in the system. There are actually 3 ways to do this,

1. Admin Student Registration
2. Online Admission (Section 4.4)
3. Import

Here, we'll be discussing the first two methods. The import method is described in the import module section.

4.2.1 Admin Student Registration

Click on the '**Create New Student**' link in the left-side menu of the Students module to access the Admin Student Registration form. This is a series of steps where you enter the student and parent data to be saved in the system. User accounts for both student and parent are created directly during registration, giving a valid email will allow the system to send the login details to them. You must be wondering about students/parents who do not have an email id. Well in that case simply enter a fake email address for example, 'student123@example.com'. The password can be reset by you from the Manage Users section under Settings Module.

4.2.1a Step 1: Student Details

The first step involves entering the student details such as admission date, name, contact details etc. You can also upload a profile picture for the student which will display in his/her profile report that can be generated as a PDF and printed.

Enrolment

Student Details	Guardian Details	Previous Details	Student Documents
------------------------	------------------	------------------	-------------------

Fields with*are required.

Admission No *	<input type="text" value="1"/>	Admission Date *	<input type="text" value="1 Aug 2017"/>
----------------	--------------------------------	------------------	---

Personal Details

First Name *	Last Name *	Student ID
<input type="text"/>	<input type="text"/>	<input type="text"/>
Batch	Date Of Birth *	Gender *
<input type="text" value="Select Batch"/>	<input type="text"/>	<input type="text" value="Select Gender"/>
Blood	Birth Place	Nationality *
<input type="text" value="Unknown"/>	<input type="text"/>	<input type="text" value="Select Nationality"/>
Language	Religion	Student Category
<input type="text"/>	<input type="text"/>	<input type="text" value="General"/>

Contact Details

Address Line 1 *	Address Line 2 *	City *
<input type="text"/>	<input type="text"/>	<input type="text"/>
State *	Pin Code *	Country *
<input type="text"/>	<input type="text"/>	<input type="text" value="Select Country"/>
Phone Number *	Phone 2	Email *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Upload Photo No file chosen
 Maximum file size is 1MB. Allowed file types are png,gif,jpeg,jpg

Guardian Details

The email, first name and last name are important fields necessary for user account generation if you are using the full version of the application. Email and phone numbers are unique fields and cannot be used repeatedly for multiple registrations. As mentioned above, you may use a fake random number or email. Just make sure it's not a real email/phone that belongs to someone.

Admission date of the student acts as the start date for the students attendance.

Once you have entered all necessary student details click the '**Guardian Details**' button at the bottom of the page to move on to the next step.

4.2.1b Step 2: Guardian Details

Step 2 of the registration process is where you enter the guardian/parent details. You can choose to add a new guardian or select details of an existing guardian (in case of adding more than one child of a parent).

User account is generated automatically for the first parent, you may however choose to opt out for this by checking the '**Don't create parent user**' checkbox at the bottom.





Just like students, parents too have personal and contact information that needs to be filled in. Once you've entered the details you have two options:

1. Save and add another parent
2. Save and continue to the next step

Buttons for these can be found at the bottom of the page.

You may also edit/delete guardians or parents who have been added.

Guardian(s)

Name	Relation	Email	Actions
Mike Peralta	Father	mike@example.com	   

Enrolment : Jake New

 [View Profile](#)

- Student Details
- Guardian Details**
- Previous Details
- Student Documents

Already Existing Guardian

New Guardian

Fields with * are required.

Personal Details

First Name *	Last Name *	Relation *
<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>
Date Of Birth	Education	Occupation
<input type="text"/>	<input type="text"/>	<input type="text"/>
Income		
<input type="text"/>		

Contact Details

Email *	Mobile Phone *	Office Phone 1
<input type="text"/>	<input type="text"/>	<input type="text"/>
Office Phone 2	Office Address Line 1	Office Address Line 2
<input type="text"/>	<input type="text"/>	<input type="text"/>
City	State	Country
<input type="text"/>	<input type="text"/>	<input type="text" value="Select Country"/>
<input type="checkbox"/> Don't Create Parent User		

[Save and Add Another](#) [Save and Continue](#) [Next](#)

4.2.1c Step 3: Previous Details

Step 3 is where you enter the previous educational details of the student. This step is optional and can be skipped by hitting the '**Next**' button.

Student Details
Guardian Details
Previous Details
Student Documents

Fields with * are required.

Institution Details

Institution *

Year

Select ▼

Course

Total Mark

Save and Add Another

Save and Continue

Next

4.2.1d Step 4: Student Documents

Here you can upload student documents like transfer certificates etc. To manage student documents go to **Settings > Enrollment Settings > Manage Student Documents**. You can find more details on this in the Settings Module section. This step is also optional and can be skipped by clicking '**Save and continue**'.

Student Details
Guardian Details
Previous Details
Student Documents

Fields with * are required.

Select Document ▼

Choose File

No file chosen

Add Another

Save and Continue

Completing this step brings you to the end of the student registration process. You can now find the student under the Students List area explained below.

4.3 Students List

The students list displays all active students registered. Clicking on a student name takes you to the student's profile. You can use various filters to list out the students. You can generate a PDF of this list and also edit / delete students from here.

Manage Students

[Save Filter](#)
[Load Filter](#)
[Clear All](#)

Filter Your Students: Name Admission number Batch Gender Blood Group Country Date Of Birth
Admission Date Status Academic Status

Active Filters: No Active Filters

[All](#)
[A](#)
[B](#)
[C](#)
[D](#)
[E](#)
[F](#)
[G](#)
[H](#)
[I](#)
[J](#)
[K](#)
[L](#)
[M](#)
[N](#)
[O](#)
[P](#)
[Q](#)
[R](#)
[S](#)
[T](#)
[U](#)
[V](#)
[W](#)
[X](#)
[Y](#)
[Z](#)

[Add Student](#)
[Delete All](#)
[Generate PDF](#)

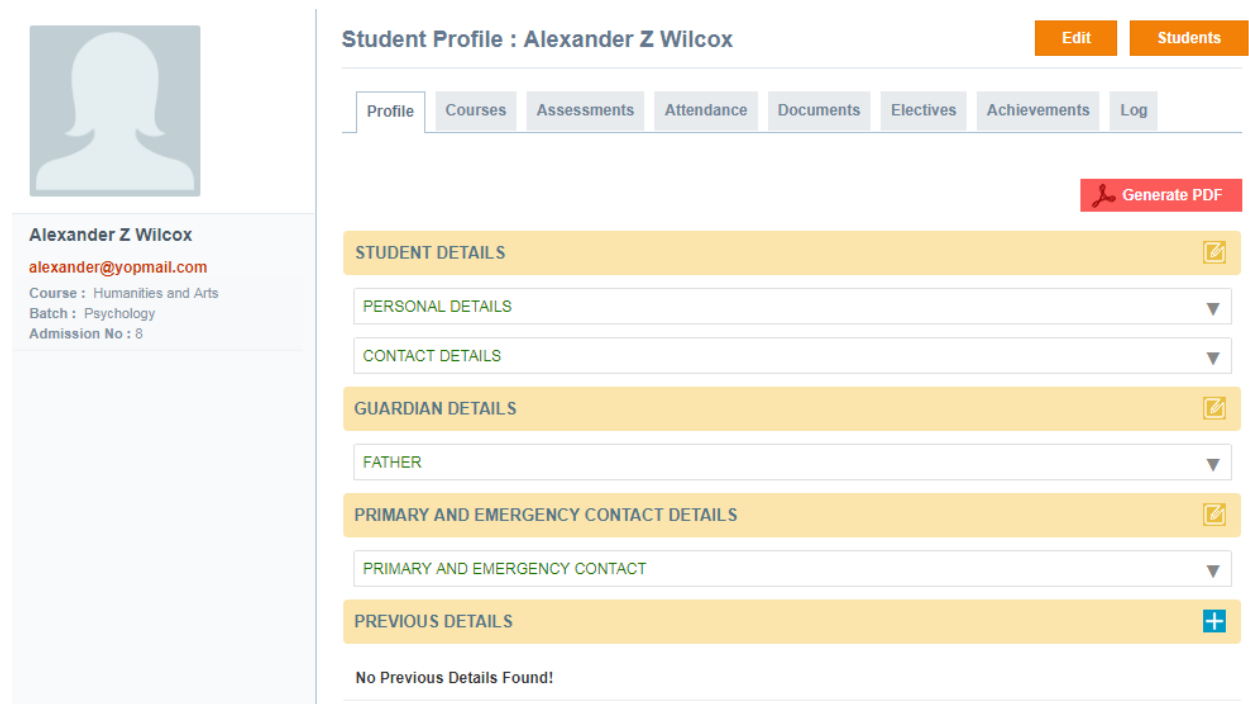
<input type="checkbox"/>	#	Student Name	Admission No	Course / Batch	Gender	Action
<input type="checkbox"/>	1	Alexander Z Wilcox	8	Humanities and Arts / Psychology	Female	Edit Delete
<input type="checkbox"/>	2	Amir N Simmons	9	Humanities and Arts / creative arts	Male	Edit Delete
<input type="checkbox"/>	3	Amos G Pacheco	12	Science/Engineering / Mechanical	Female	Edit Delete
<input type="checkbox"/>	4	Asher D Navarro	17	Science/Engineering / Mechanical	Male	Edit Delete
<input type="checkbox"/>	5	Astra G Joel	57	Science/Engineering / Electrical Engineering	Female	Edit Delete
<input type="checkbox"/>	6	Boris F House	11	Master of Science Degree / Batch_B	Male	Edit Delete
<input type="checkbox"/>	7	Caesar H Mendez	23	Humanities and Arts / Psychology	Male	Edit Delete
<input type="checkbox"/>	8	Caesar A Ware	34	Humanities and Arts / creative arts	Female	Edit Delete
<input type="checkbox"/>	9	Carter L Irwin	33	Humanities and Arts / Psychology	Male	Edit Delete
<input type="checkbox"/>	10	Christopher N Ashely	59	Science/Engineering / Electrical Engineering	Female	Edit Delete

<< First
 < Previous
 1
2
 3
 4
 5
 Next >
 Last >>

4.3.1 Student Profile

To view a student profile simply click on his/her name from the student list as mentioned above. The student profile gives you insight on the current course, history of courses the student has attended, assessment details, attendance details, documents, electives, achievements and logs.

You can also see the details entered during registration.



Student Profile : Alexander Z Wilcox Edit Students

Profile Courses Assessments Attendance Documents Electives Achievements Log

Generate PDF

Alexander Z Wilcox
 alexander@yopmail.com
 Course : Humanities and Arts
 Batch : Psychology
 Admission No : 8

STUDENT DETAILS ✎

PERSONAL DETAILS ▼

CONTACT DETAILS ▼

GUARDIAN DETAILS ✎

FATHER ▼

PRIMARY AND EMERGENCY CONTACT DETAILS ✎

PRIMARY AND EMERGENCY CONTACT ▼

PREVIOUS DETAILS +

No Previous Details Found!

You may edit the profile from here, there is also an option to generate the details of the student as a PDF file which can be downloaded and printed.

Courses, attendance and assessments(exams) will be covered in their respective module sections.

4.3.1a Documents

The documents section allows you to upload relevant documents for the selected student.

Profile	Courses	Assessments	Attendance	Documents	Electives	Achievements	Log
---------	---------	-------------	------------	-----------	-----------	--------------	-----

Document Name
No document(s) uploaded

Missing Documents

Document Name
Transfer Certificate
ID Proof

Notify Parent

<input type="text" value="Select Document"/> <input type="button" value="Choose File"/> No file chosen

Add Another **Save**

The missing documents section displays the list of mandatory documents that the student hasn't uploaded yet. You can send a notification to the parent by clicking the '**Notify Parent**' button about missing documents.

Mandatory documents list can be managed from the **Settings Module > Manage Student Document**. You can find more details on this in the Settings Module section.

To upload documents select the type from the dropdown and choose your file by clicking the '**Choose File**' button. Once you have selected the document click '**Save**' to upload it. You can upload upto 5 documents at a time by clicking the '**Add Another**' button.

4.3.1b Achievements

The achievements section allows you to upload documents related to any achievements the student has accomplished in the school or outside academics.

Profile	Courses	Assessments	Attendance	Documents	Electives	Achievements	Log
Achievement Details							
Achievement Title		Description			Document Name		
No document(s) uploaded							

Fields with * are required.

Achievement Title*	<input type="text"/>
Description*	<input type="text"/>
Document Name*	Choose The File Size Is Maximum 5MB Choose The File Types(doc, pdf, text, jpeg, png, excel) <input type="text"/> <input type="button" value="Choose File"/> No file chosen

SAVE

To upload an achievement simply enter the following details:

1. Achievement Title
2. Description
3. Document name
4. Choose document

Once you have entered these details and chosen the file to be uploaded click the '**Save**' button to upload.

4.4 The Online Registration Process

We took a look at how the admin student registration process works and it seems pretty time consuming if you need to add students in bulk. The online registration process makes things a tad easier for administrators by allowing students/parents to register themselves. The admin however has to analyse these online applications and approve them to save the data on the system. Let's take a look at enabling and using the online admission.

4.4.1 Enabling the online registration link

To enable the online admission link you will first have to create and active academic year. Assuming you have already done that as it's the most important step in the system let's move on to enabling the online registration for a selected academic year.

Settings Module > Enrollment Settings > Online Registration Settings

Online Registration Settings

Note : Admission Number needs to be set in **School Setup**

Academic Year *	Allow Online Admission *	Show Link for Online Admission
<input type="text" value="AY 2017-2018"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Apply

As mentioned in the screenshot, you can define a separate starting admission number series for online registrations from the School Setup which can be found in the Settings Module.

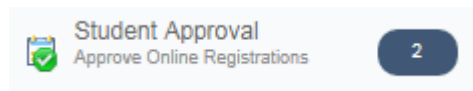
To enable the link, simply select the Academic Year for which you would like to open registrations for. Check both the boxes for Online admission and click '**Apply**'. This will now display the '**Student Registration**' link on the login page of the application. Students/parents accessing your application URL can now start applying for online registration.

Note: The online admission form is the same as the admin student registration form. You can customize this form too using the Student Field Settings option.

4.4.2 The application approval process

So once you have enabled the registration link on the login page you will have to start managing the applications that are coming in. Here, we're going to explain on how you can approve, disapprove, edit or delete applications submitted by students.

The count of new online registrations that are pending can be seen next to the **'Student Approval'** link in the left side menu under the Students Module.



Click on the Student Approval link to start managing *pending* applications.

Online Registration Approval

Clear All Filters

Manage Waiting List

Filter Your Students: Name Application Id Batch

Active Filters:

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Academic Year - AY 2017-2018

Sourav Rohan

App ID : 5
 Email : [Redacted]
 Phone : [Redacted]

Pending

at 03:14 PM - 01 Jun 2017



Sandeep G

App ID : 7
 Email : [Redacted]
 Phone : [Redacted]

Pending

at 04:16 PM - 01 Jun 2017




All pending applications is listed here and can be filtered based on student name, application id, course/batch applied for etc. You can also view the date and time the application was

submitted on. Even though the student chooses the course/batch while registering, it is the admin who gets to finalize it. Course/batch can be changed during approval.

To view an application in detail simply click the student's name.

Registered Student Profile : Sourav Rohan



Pending
✓
✗
🗑️
⌛
✉️

STUDENT DETAILS

PERSONAL DETAILS ▲

Registration Id	:	5	
Registration Date	:	01 Jun 2017	
Student ID	:	-	
Date Of Birth	:	04 Jun 2002	
Gender	:	Male	
Blood	:	-	
Birth Place	:	-	
Nationality	:	Afghan	
Language	:	-	
Course / Batch	:	-	
Student Category	:	General	
Religion	:	-	

CONTACT DETAILS ▼

GUARDIAN DETAILS

PERSONAL DETAILS ▼

CONTACT DETAILS ▼

DOCUMENT DETAILS

Document Name	Document Type	Action
<i>No document(s) uploaded</i>		

MISSING DOCUMENT DETAILS NOTIFY PARENT

Document Name
Transfer Certificate
ID Proof

You may also edit the application from here.

Against each application in the pending list are four options,

at 03:14 PM - 01 Jun 2017



Approve: Clicking the Approve icon(the first in the image above) raises a pop-up with details of the course/batch chosen by the student.

Student Approval
✕

Full Name Sourav Rohan

Registration ID 5

Date of Birth 04 Jun 2002

Course / Batch Master of Science Degree / Batch_A ▼

Guardian Name Rohan Naidu

Guardian Email [Redacted]

Approve

The admin can change the selected course/batch here before hitting the approve button. Clicking on 'Approve' will enter all details from the online application into the system and also generate user accounts for the student and parent.

Disapprove: Clicking the disapprove button will reject the application submitted by the student. They will be able to see the status by checking the submitted application using the application id and random password received on successful registration. Disapproved applications can be approved from the Online Applicants area.

Delete: Clicking the delete button removes the application from the system completely.

Waiting List: The waiting list button allows you to add the application to a temporary list that can be used to manage excessive application requests. You can set priorities for an application

so it can be managed at a later time. All requests marked as waiting list can be viewed under the Waiting List area.

Create Waiting List

Name
Sourav Rohan

Batch *
Select Batch ▼

Priority *

Apply

Applications will be listed according to the priority number in the waiting list.

4.4.3 Online Applicants

The Online Applicants area displays all online applications that were approved, disapproved or is under the waiting list. Disapproved/Waiting list applications can be approved from here.

Online Registered Profiles
Clear All Filters
Manage Waiting List

Filter Your Students: Name Application Id Status Batch

Active Filters:

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Academic Year - AY 2017-2018

Navaneeth P K at 12:39 PM - 01 Jun 2017

App ID : 1 Approved

Email :

Phone :

Treesa K at 03:07 PM - 01 Jun 2017

App ID : 3 Disapproved

Email :

Phone :

Goutham Shekhar at 03:10 PM - 01 Jun 2017

App ID : 4 Waiting List

Email :

Phone :

Sourav Rohan at 03:14 PM - 01 Jun 2017

App ID : 5 Pending

Email :

Phone :

4.4.4 Waiting List

The waiting list area displays all online applications that have been marked as waiting.

Manage Waiting List

[Clear All Filters](#)

Filter Your Students: Name Priority Batch

Active Filters:

Name	Course / Batch	Priority	Actions	
Goutham Shekhar	Humanities and Arts / Psychology	1	Edit Remove	Approve

Requests can be edited, removed from waiting list or even approved directly from here. The approval process is same as the one mentioned in the previous section. Filters are available to browse through requests in this list.

4.4.5 Incomplete Registrations

The incomplete registrations area displays all applications that were not completed (skipped steps or closed window during registration) by students/parents who tried to register.

Incomplete Registrations

[Clear Filters](#)

Filter Your Students: Name Email Phone Number

Active Filters:


All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Note :

- Applications submitted upto 5 hours ago from now.

Academic Year - AY 2017-2018

[Delete All](#)

<input type="checkbox"/>	#	Name	Email	Phone Number	Action
<input type="checkbox"/>	1	Edverd Muhamad	edverd@example.com	9568741586	
<input type="checkbox"/>	2	Rohith Varma	rohith@example.com	968574	

Incomplete applications that are older than 5 hours are automatically deleted. The admin can also delete these applications manually.

4.5 Student leave type management

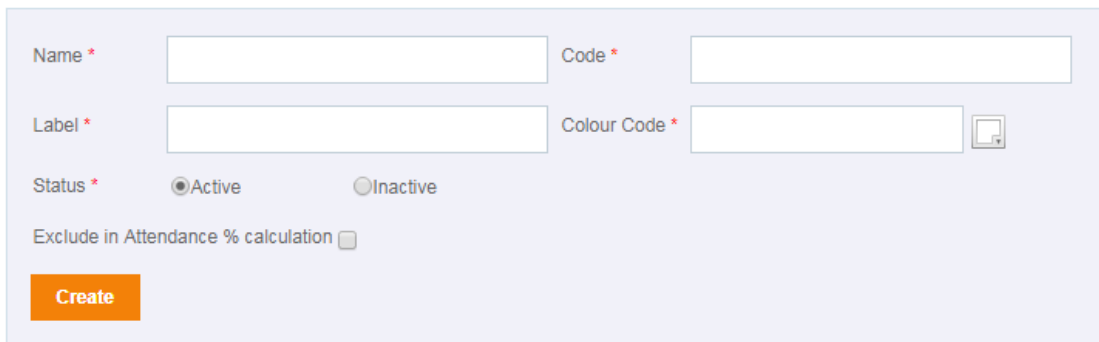
This area allows you to create leave types for students which can be used while marking attendances. Click on the **'Add Leave Type'** link in the left side of the students module to get started.

4.5.1 Creating a leave type

Enter the details for your leave type in the form under the leave type management area.

Student Leave Types

Fields with * are required.



The form contains the following fields and options:




- Name ***: Text input field
- Code ***: Text input field
- Label ***: Text input field
- Colour Code ***: Text input field with a color picker icon
- Status ***: Radio buttons for **Active** (selected) and **Inactive**
- Exclude in Attendance % calculation**: Checkbox (unchecked)
- Create**: Orange button

1. **Name**: Enter a name for your leave type. For example, Sick Leave
2. **Code**: An abbreviated code for the leave type.
3. **Label**: A single or double character label. This label will be displayed in the attendance sheet when marked.
4. **Color code**: Use the color picker to pick a colour for the label that will be displayed in the attendance sheet.
5. **Status**: Set as active/inactive. Only active leaves can be marked in attendance.
6. The checkbox that says **'Exclude in attendance % calculation'** allows you to create a leave type that can be excluded in attendance. For example, create a type called 'Late' to mark a student late but not calculated as a leave. This can be done only if the checkbox is *ticked*.

4.5.2 Manage Leave types

Details of created leave types can be viewed from the table below the form. They can also be edited/deleted from here.

Active Leave types

Leave Type	Code	Label	Colour Code	Is Excluded	Edit	Delete
Sick Leave	SL	SL	#4d06c7 	No	Edit	Delete
Casual Leave	CL	CL	#08c6f5 	No	Edit	Delete
Late	L	L	#ff0000 	Yes	Edit	Delete

Inactive Leave types

Leave Type	Code	Label	Colour Code	Is Excluded	Edit	Delete
No Results						

4.6 Archive

The archive area allows you to manage deleted students and parents. When a student/parent is deleted they are first moved to the archive. Details can be restored from here as long as it is updated(if necessary) so it's unique fields(email,phone) doesn't coincide with user details already in the system.

Users deleted from the archive cannot be retrieved as they will be completely deleted from the system.



Entries can be edited, deleted and restored from here using the respective buttons in the actions column.

4.6.1 Student Archive

Manage Students Archive

[Clear All](#)

Filter Your Students: [Name](#) [Admission No](#) [Email](#) [Phone Number](#)




Active Filters:

[All](#)
[A](#)
[B](#)
[C](#)
[D](#)
[E](#)
[F](#)
[G](#)
[H](#)
[I](#)
[J](#)
[K](#)
[L](#)
[M](#)
[N](#)
[O](#)
[P](#)
[Q](#)
[R](#)
[S](#)
[T](#)
[U](#)
[V](#)
[W](#)
[X](#)
[Y](#)
[Z](#)

Note :

- Emails or Phone numbers already in use should be changed before restoration.
- Course statuses should be changed after restoring.
- Removing an entry from here will result in permanent deletion and cannot be retrieved.

[Delete All](#)
[Restore](#)

<input type="checkbox"/>	#	Name	Admission No	Email	Phone Number	Action
<input type="checkbox"/>	1	Alexander Z Wilcox	8	alexander@yopmail.com	4927096392	  

After restoring a student you will have to change his/her course status. This can be done from the courses tab in the student's profile accessible from the student's list.

4.6.1 Guardian Archive

Manage Guardians Archive

[Clear All](#)

Filter Your Guardian: Name Email Mobile Phone






Active Filters:

[All](#)
[A](#)
[B](#)
[C](#)
[D](#)
[E](#)
[F](#)
[G](#)
[H](#)
[I](#)
[J](#)
[K](#)
[L](#)
[M](#)
[N](#)
[O](#)
[P](#)
[Q](#)
[R](#)
[S](#)
[T](#)
[U](#)
[V](#)
[W](#)
[X](#)
[Y](#)
[Z](#)

Note :

- Emails or Phone numbers already in use should be changed before restoration.
- Removing an entry from here will result in permanent deletion and cannot be retrieved.

[Delete All](#)
[Restore](#)

<input type="checkbox"/>	#	Name	Email	Mobile Phone	Action
<input type="checkbox"/>	1	Barclay Mercado	barclay@yopmail.com 	65464 	  

The same rules apply to the guardian list as well. Email/phone already in the system is highlighted by the red exclamation symbol. In case you are wondering how this happens, when you delete a student/parent they are first transferred to the archive. In this time you can actually register a student/parent with the details of the deleted users. So when you want to restore a deleted user you will have to update the email/phone records.

4.7 Student Log Management



The student log management allows you and class teachers to enter logs for students that can be visible to both students and parent from their respective portals. To start adding logs you must first create Log categories.

4.7.1 Student log category

To start creating a student log category click on the **'Manage Log Category'** link in the left side menu of the Students Module.

Log Category

Create Log Category

Name	Action
Discipline	 

Displaying 1-1 of 1 result(s).

Here you will be able to see the existing log categories (if any). They can be edited and deleted from here. To create a new one click on the **'Create Log Category'** button.

Create Log Category

Fields with * are required.

Name *

Allow Teachers to Manage

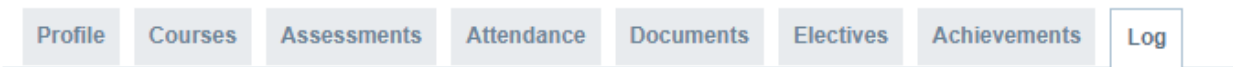
Save

You can create log categories that can be used by only you and other admins or check the box that says **'Allow Teachers to Manage'** to allow class teachers too to enter logs in that category.

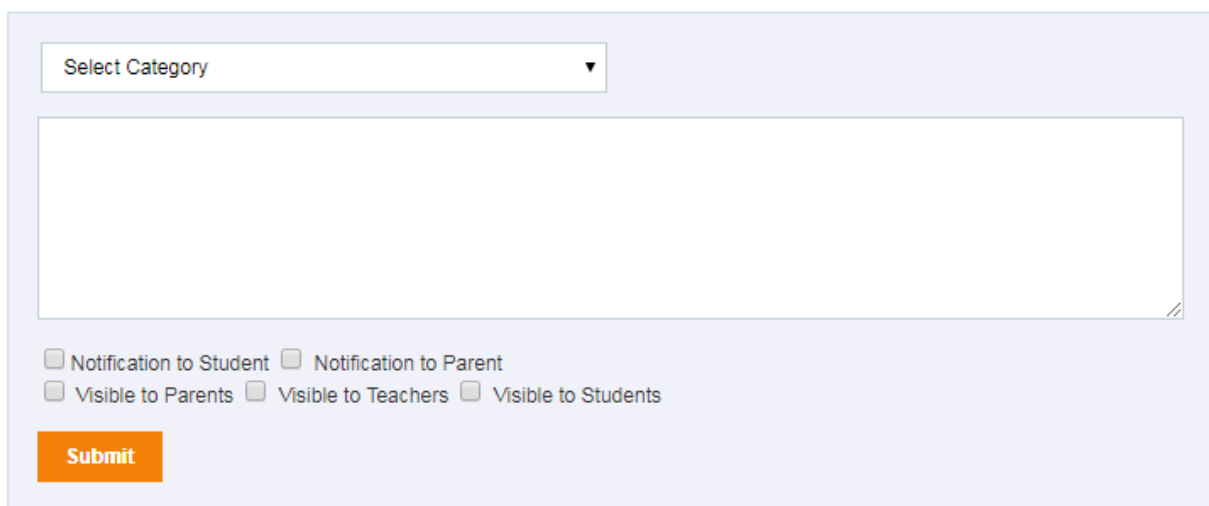
4.7.2 Entering student logs

To enter a log for a student access his/her profile from **Students Module > Students List > Click on student name.**

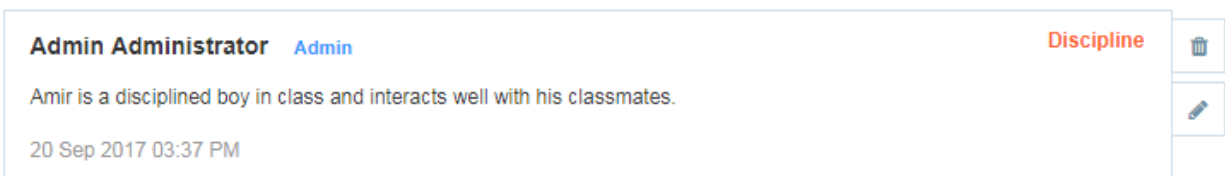
In the student's profile move to the Log tab.



Here you can enter your logs for the chosen student for a particular log category.


 A form for entering student logs. It features a dropdown menu labeled 'Select Category' at the top. Below the dropdown is a large, empty text area for entering the log content. At the bottom of the form, there are five checkboxes: 'Notification to Student', 'Notification to Parent', 'Visible to Parents', 'Visible to Teachers', and 'Visible to Students'. An orange 'Submit' button is located at the bottom left of the form.

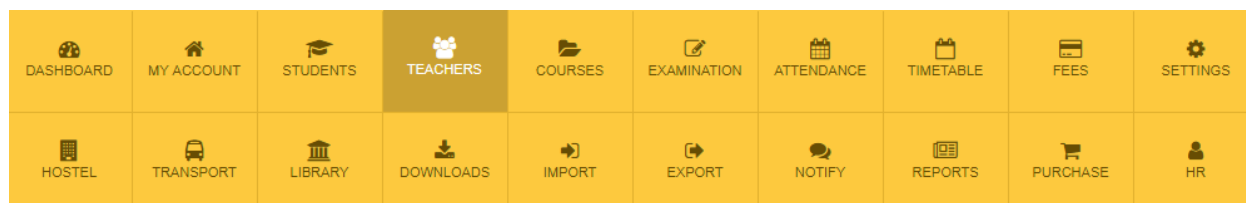
You can choose whether a notification needs to be sent to the student / parent and also who all it should be visible to. Once you have entered your log, you can see it listed under the create form.



Logs can be edited or deleted from here. Details of user who entered the log, the log category etc can be seen in each log comment.

5. TEACHERS

The Teachers Modules allows you to create and manage teachers, associate them with subjects and batches and also manage their attendances.



The teacher's dashboard displays the list of recently added teachers, their department and position in the school. Click on a teacher's name here to view their profile.

Teacher Dashboard

Total Teachers	Recently Hired
20	10

Recent Teacher Admissions

Date	Teacher Name	Teacher No	Department	Position
06 Jan 2017	Evangeline G Aline	E24	Discrete Mathematics	Assistant
06 Jan 2017	Yvonne G Jason	E23	Computer Science	Junior Lecturer
06 Jan 2017	Petra D Armand	E22	Advanced Networks	Senior Lecturer
06 Jan 2017	Kaitlin T Candace	E21	Computer Science	Senior Lecturer
06 Jan 2017	Quinn Y Daniel	E20	Computer Science	Assistant
06 Jan 2017	Hadley M Nigel	E19	Computer Science	Junior Lecturer
06 Jan 2017	Jason H Chiquita	E18	Discrete Mathematics	Senior Lecturer
06 Jan 2017	Harrison N Lillith	E17	Computer Science	Assistant
06 Jan 2017	Malachi S Evelyn	E15	Discrete Mathematics	Junior Lecturer
06 Jan 2017	Haviva N Quinlan	E14	Advanced Networks	Assistant

5.1 Teacher Settings

Before creating teachers we'll first have to add departments for them. There are other labels too like positions, categories and grades. Let's take a look at generating these labels.

Note: To create teachers only the department is mandatory. Category, position and grades are not necessary for teacher registration. To start adding teachers you must create department first.





5.1.1 Manage Category

Teacher categories and positions are linked in the system. Positions are based on the categories you create. You can manage teacher categories by clicking the **'Manage Category'** link in the left side menu under the Teachers Module.

Manage Teacher Categories

Add Category

Displaying 1-2 of 2 result(s).

Name	Prefix	Action
<input type="text"/>	<input type="text"/>	
Lecturer	L	 
Lab Assistant	LA	 

You can see the list of categories you have created. Edit/delete option is available in the Action column. To add a new category click the **'Add Category'** button.

Create New Teacher Category

Fields with* are required.

Name *

Prefix *

Adding a category is quite easy, you just enter the Name and a prefix for it and hit **Create**. The category you create will be listed along with others in the Manage Category page. This can be used during Teacher Registration.







5.1.2 Manage Positions

As mentioned above Teacher Positions are created based on the categories available. To access this area click on the **'Manage Positions'** link in the left side menu.

Manage Teacher Positions

[Add Position](#)

Displaying 1-3 of 3 result(s).

Name	Teacher Category	Action
<input type="text"/>	All ▼	
Senior Lecturer	Lecturer	 
Junior Lecturer	Lecturer	 
Assistant	Lab Assistant	 

Positions can be edited/deleted using the options in the Action column as usual. They can be searched based on name and category by entering the values in the filter option in the respective columns.

To add a new position click the **'Add Position'** button.

Create New Teacher Position

Fields with* are required.

Name *

Teacher Category * Select Category ▼

[Create](#)

The position creation form contains two fields

1. **Name:** Enter the desired name for the position here
2. **Teacher Category:** Select the category to which this position must be added to

Click **Create** once you have entered the desired values.

5.1.3 Manage Department







As mentioned above, departments are the only mandatory label for registering teachers. To start adding teachers you have to create departments first. The other labels are not mandatory and can be skipped.

To manage departments click the **'Manage Department'** link in the left side menu.

Manage Teacher Departments

Add Department

Displaying 1-3 of 3 result(s).

Code	Name	Action
<input type="text"/>	<input type="text"/>	
MATH	Mathematics	 
SCI	Science	 
ART	Art and Craft	 

To add a department click the **'Add Department'** button.

Create New Teacher Department

Fields with * are required.

Code *

Name *

To create a new department simply enter

1. **Code:** An abbreviated code to identify the department
2. **Name:** The name of the department.

Departments can be assigned during teacher registration and is applicable while associating subjects to teachers.





5.1.4 Manage Grades

Grades is another label that can be added to a teacher during registration. To create and manage grades for teachers click on the **'Manage Grades'** link in the left side menu.

Manage Teacher Grades

Add Grade

Displaying 1-2 of 2 result(s).

Name	Max Hours Day	Max Hours Week	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Full time	8	40	 
Half time	3	15	 

Grades can be used to define teachers who work full-time/part-time. It basically defines the number of hours a teacher works each day and each week.

To create a grade click on the **'Add Grade'** button.

Create New Teacher Grade

Fields with* are required.

Name *	<input type="text"/>
Priority *	<input type="text" value="Select"/>
Status *	<input type="text" value="Select"/>
Max Hours Day	<input type="text"/>
Max Hours Week	<input type="text"/>

The teacher grade creation form has a few fields,

1. **Name:** A name for the grade you are about to create.
2. **Priority:** A set of values(low, medium and high) to define the priority of the grade
3. **Status:** Active/Inactive grade. Only active grades will be listed for selection during registration
4. **Max Hours Day:** The number of hours the teacher belonging to this grade teaches
5. **Max Hours Week:** Total number of hours in a week that the teacher belonging to this grade teaches

5.2 Teacher Management

This section will give you insight on adding and managing teachers and also associating them with subjects and batches.

Teacher Dashboard

Total Teachers	Recently Hired
21	10

Recent Teacher Admissions

Date	Teacher Name	Teacher No	Department	Position
08 Sep 2017	Sam P	E25	Mathematics	Senior Lecturer
06 Jan 2017	Evangeline G Aline	E24	Mathematics	Assistant
06 Jan 2017	Yvonne G Jason	E23	Science	Junior Lecturer
06 Jan 2017	Petra D Armand	E22	Art and Craft	Senior Lecturer
06 Jan 2017	Kaitlin T Candace	E21	Science	Senior Lecturer
06 Jan 2017	Quinn Y Daniel	E20	Science	Assistant

5.2.1 Creating a Teacher

Adding a teacher to a system can be done in two ways,

1. Admin Teacher registration (individual)
2. Import (bulk)

The import process will be discussed in the Import Module section. For now, let's take a look at the Admin Teacher Registration process.

To get started click on the **'Create Teacher'** link in the left side menu of the Teachers Module.

There are basically 3 steps to be completed to register a teacher successfully.

5.2.1a Step 1: Teacher Details

The first step includes entering teacher details such as name, department, experience and personal details.

Note: *The teacher registration form cannot be edited like the one for students. The fields in this form are fixed.*

Enrolment

Teacher Details
Teacher Contact Details
Teacher Documents

Fields with * are required.

Teacher Number * Joining Date

General Details

<input type="text" value="First Name *"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Last Name *"/>
<input type="text" value="Select Gender"/>	<input type="text" value="Date Of Birth *"/>	<input type="text" value="Select Department *"/>
<input type="text" value="Select Category"/>	<input type="text" value="Select Position"/>	<input type="text" value="Select Grade"/>
<input type="text" value="Job Title"/>	<input type="text" value="Qualification *"/>	
<input type="text" value="Total Experience *"/>		
<input type="text" value="Years"/>	<input type="text" value="Months"/>	

Experience Details

Personal Details

<input type="text" value="Marital Status"/>	<input type="text" value="Children Count"/>	<input type="text" value="Father Name"/>
<input type="text" value="Single"/>		
<input type="text" value="Mother Name"/>	<input type="text" value="Spouse Name"/>	<input type="text" value="Blood Group"/>
		<input type="text" value="Unknown"/>
<input type="text" value="Nationality"/>	<input type="text" value="Email *"/>	
<input type="text" value="Select Nationality"/>		

Upload Photo No file chosen
Maximum file size is 1MB. Allowed file types are png,gif,jpeg,jpg

Next Step

5.2.1b Step 2: Contact Details

Contact details such as address, email and phone numbers are added here.

Enrolment

[Teacher Details](#)
[Teacher Contact Details](#)
[Teacher Documents](#)

Fields with *are required.

Home Address

Home Address Line 1 *	<input type="text"/>	Home Address Line 2	<input type="text"/>
Home City *	<input type="text"/>	Home State *	<input type="text"/>
Home Country *	<input type="text" value="Select Country"/>	Home Pin Code *	<input type="text"/>

Office Address

Office Address Line 1	<input type="text"/>	Office Address Line 2	<input type="text"/>
Office City	<input type="text"/>	Office State	<input type="text"/>
Office Country	<input type="text" value="Select Country"/>	Office Pin Code	<input type="text"/>

Contact Details

Office Phone 1	<input type="text"/>	Office Phone 2	<input type="text"/>
Mobile Phone *	<input type="text"/>	Home Phone	<input type="text"/>
Fax	<input type="text"/>		

Save

Click on **'Save'** at the bottom to move on to the last step.

5.2.1c Step 3: Documents

The last step of teacher registration involves uploading documents related to the teacher.

Enrolment : Sam

[Teacher Details](#)
[Teacher Contact Details](#)
[Teacher Documents](#)

Fields with * are required.

Document Name* Choose The File Size Is Maximum 200 Kb

No file chosen

This step isn't mandatory and can be skipped by clicking '**Save**' without uploading documents.

5.2.2 Teacher Log



The Log feature in Teachers Module is quite similar to the one in Students Module. Here you can create log categories and enter logs for teachers. These logs would be visible only to other admins.

5.2.2a Creating Teacher Log categories

To create a teacher log category click on the '**Manage Log Category**' link in the left side menu of the Teachers Module.

Log Category

[Create Log Category](#)

Name	Action
Performance	 

Displaying 1-1 of 1 result(s).

Categories can be viewed, edited and deleted from here. Click on the **'Create Log Category'** button to create a new one.

Create Log Category

Fields with * are required.

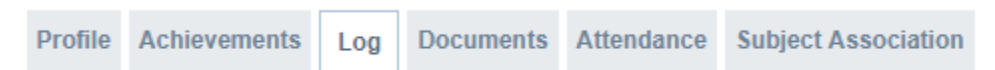
Name *

Save

Enter a name for your log category and hit **'Save'** to add it. This can then be used while adding logs for a teacher.

5.2.2b Adding logs for teachers


To add a log for a particular teacher click on the **'Log'** tab in his/her profile (**Teachers List > Click on teacher name**).



Logs already entered are listed below the create form.



To add a new log, simply select from the list of categories you have created and enter your comment in the textarea and click **'Submit'**. The log comment entered will have details of user who entered it and category type. It can be edited or deleted too.



5.3 Teacher Attendance Management

Attendance for teachers can be managed either from the Teachers module or from the Attendance Module. Leave types for teachers and non-teaching staff are managed from the HR Module, more details can be found there.

Let's take a look at how you can mark absences for teachers of various departments.

To start managing attendances click on the **'Attendance Register'** link in the left side menu of the Teachers module. To get started select a department.

Teacher Attendances



Selecting a department from the dropdown displays all teachers associated with it.

◀ September 2017 ▶ Generate PDF

Name	F 1	Sa 2	Su 3	M 4	Tu 5	W 6	Th 7	F 8	Sa 9	Su 10	M 11	Tu 12	W 13	Th 14	F 15	Sa 16	Su 17
Ani Abraham	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓		
Flavia B Chloe	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓		
Ahmed C Alana	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓		
Xandra D Ira	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓		
Malachi S Evelyn	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓		
Jason H Chiquita	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓		
Evangeline G Aline	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓		

Presence is automatically marked as each day passes. You can switch between months using the arrows on top. The sheet can also be saved as a PDF file by clicking the **'Generate PDF'** button. Weekdays are greyed out, the default weekdays set in the application are taken for teacher attendance.

To mark an absence click on the box for a working day, this opens up a pop-up.

Mark Leave
✕

Fields with* are required.

Teacher Leave Type *

Select Type ▼

Reason *

Is Half Day

Morning Half Afternoon Half

Save

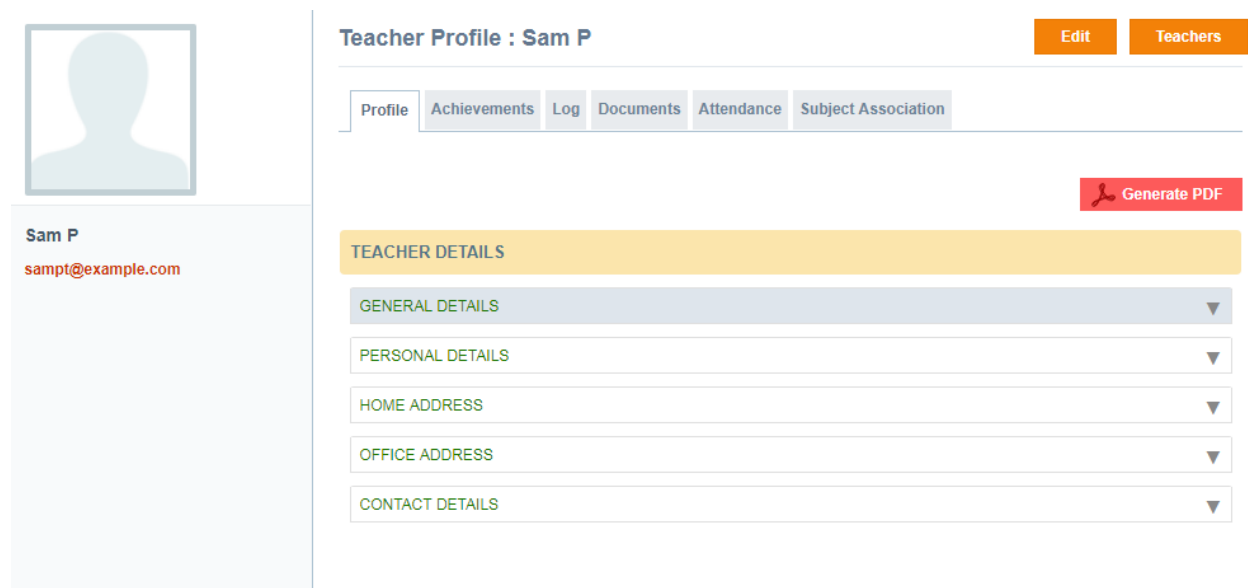
Leave type has to be selected first. Leave types have to be created first from the HR module as mentioned above. Refer the HR section for more details.

Note: You will be alerted if a teacher has reached the maximum count for a particular leave type.

You can also choose whether the leave is a half day or a full day. In case of half day, you can also choose whether it was the morning or afternoon half that the leave is to be marked for. Click on **'Save'** to mark the absence.

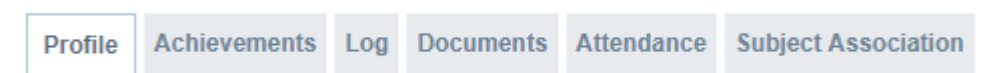
5.4 Teacher Profile

The teacher profile allows you to check all details such as achievements, subject associations and contact/personal details of a registered teacher. To view a teacher's profile simply click on the name under the list of teachers.



The screenshot shows a user interface for a teacher profile. On the left, there is a placeholder for a profile picture and the name 'Sam P' with the email 'sampt@example.com'. The main content area is titled 'Teacher Profile : Sam P' and includes 'Edit' and 'Teachers' buttons. Below the title is a navigation bar with tabs: Profile, Achievements, Log, Documents, Attendance, and Subject Association. A 'Generate PDF' button is also present. The 'TEACHER DETAILS' section is expanded, showing dropdown menus for GENERAL DETAILS, PERSONAL DETAILS, HOME ADDRESS, OFFICE ADDRESS, and CONTACT DETAILS.

Click on a particular section to view the details under it. You can also browse through the tabs on top depending on the area you would like to see.



5.4.1 Achievements

The achievements section is similar to the one in students. Here you can enter achievement details and upload relevant documents for it.

Profile	Achievements	Log	Documents	Attendance	Subject Association
Achievement Details					
Achievement Title	Description	Document Name	Actions		
No document(s) uploaded					

Fields with * are required.

Achievement Title*	<input type="text"/>
Description*	<input type="text"/>
Document Name*	Choose The File Size Is Maximum 5MB Choose The File Types(doc,pdf,text,jpeg,png,excel) <input type="button" value="Choose File"/> No file chosen

SAVE

You can enter

1. An achievement title
2. Description
3. Upload a document

Once done simply click **'Save'** to add the achievement for the teacher.

For teacher log management refer section 5.2.2

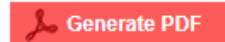
For teacher document uploads refer section 5.2.1c

5.4.2 Subject Association View

For Subject-Teacher Association refer article 1.6 under the Getting Started section.

If association has been done for a teacher it will be visible from this section. You can see all the course, batch and subject details for the association. This can also be generated as a PDF.

Subject Association



SUBJECT

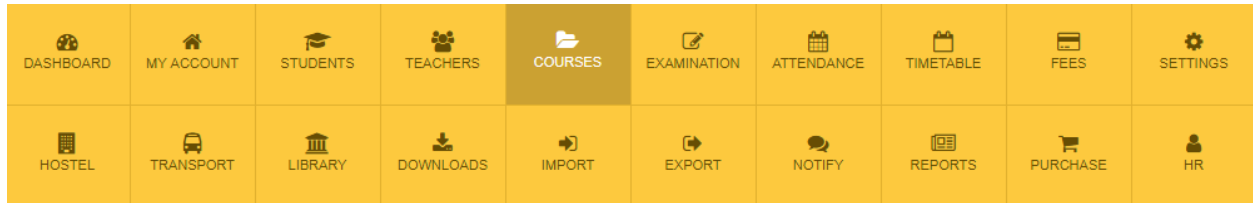
NAME	COURSE	BATCH
Advanced Computational Algorithms	Master of Science Degree	Batch_A

ELECTIVES

ELECTIVE NAME	ELECTIVE GROUP	COURSE	BATCH
Artificial Intelligence	Elective - I	Master of Science Degree	Batch_B

6. COURSES

The courses module allows you to manage course, batches and semesters.



Click on the Courses Module in the module list to access it. This will take you to the page where all the courses and listed as shown below.

Manage Courses and Batch

[Add Course](#)

Master of Science Degree 2- Semester(s),0- Subject(s)	Edit	Delete	Add Subject	Add Batch
Science/Engineering 2- Semester(s),2- Subject(s)	Edit	Delete	Add Subject	Add Batch
Humanities and Arts 2- Batch,0- Subject(s)	Edit	Delete	Add Subject	Add Batch

To view details of the batches, semesters and common subjects for a course simply click on it.

Science/Engineering 2- Semester(s),2- Subject(s)	Edit	Delete	Add Subject	Add Batch
--	----------------------	------------------------	-----------------------------	---------------------------

SEM 1				
Batch Name	Class Teacher	Start Date	End Date	Actions
Mechanical	Jason H Chiquita	12 Jul 2017	15 Nov 2017	Edit Delete Add Student
Electrical Engineering	Petra D Armand	01 Jun 2017	28 Nov 2017	Edit Delete Add Student

SEM 2				
Batch Name	Class Teacher	Start Date	End Date	Actions
No batch found				

SUBJECTS			
#	Subject Name	Maximum Weekly Classes	Action
1	Engineering Maths	5	Edit Delete
2	Environmental Sciences	4	Edit Delete

6.1 Creating a Course

To create a course click on the **'Add Course'** button.

Creating a course is really simple. All you have to do is enter a course name! You'll be able to see an option to **'Enable semester system'** for the course you create. Check this if necessary. You can create courses with and without semesters in the same academic year.

Create Course

Fields with * are required.

Course Name *

Enable semester system

Save

After you have created a course you can go ahead with adding semesters and batches. Let's take a look at adding semesters.

6.2 Creating Semesters

Creating a semester is optional. If you do not require a semester system skip to the next step of creating batches.

To add a semester click on '**Manage Semesters**' in the left side menu under the Courses Module. This should take you to the list of semesters which of course will be empty the first time you use the application.

Click on the '**Add Semester**' button to start adding semesters to a course. Those courses with the Semester system enabled during creation will be listed here.

You should see a form with the following fields:

1. Name
2. Description
3. Start date
4. End date
5. Select Courses

Create Semester

Fields with*are required.

Name *

Description

Start Date *

End Date *

Select Courses

All Courses

Course 1

Enter the above details and choose the courses this semester can be applicable to. Then click '**Create**' to generate the semester.

Note: Make sure the dates you enter are within the range of the selected Academic Year.

6.3 Creating a Batch

Once you have created a course you can go ahead with adding batches even if you haven't added semesters. Students will be added to these batches. Attendance, examination scores etc can be entered for students on a batch level.

To start adding batches click on the '**Add Batch**' link on a course.

Course 1 2- Semester(s),0- Subject(s)	Edit	Delete	Add Subject	Add Batch
--	------	--------	-------------	-----------

This should bring a pop-up on screen with a form to enter your batch details.

Batch✕

Fields with * are required.

Name *	<input type="text"/>
Start Date *	<input type="text"/>
End Date *	<input type="text"/>
Class Teacher	<input type="text" value="Select Class Teacher"/>
Semester *	<input type="text" value="Select Semester"/>

1. Name
2. Start date
3. End Date
4. Class Teacher
5. Semester

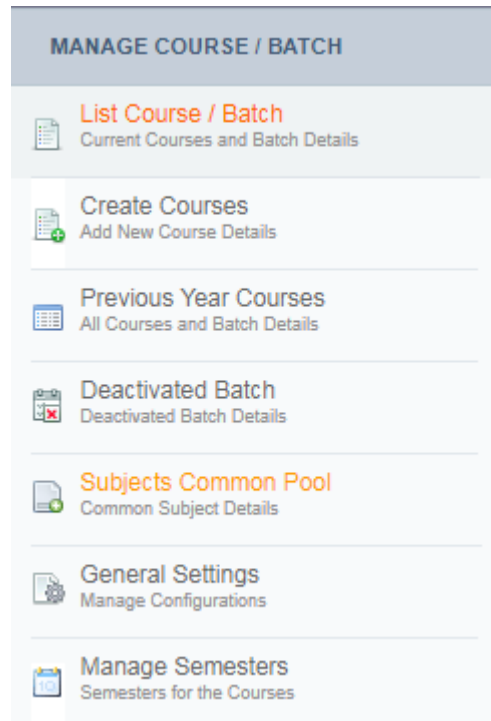
The class teacher can be chosen later once you have added teachers. This is not a mandatory field. Class teachers have the ability to manage daily attendance and also enter examination scores for all subjects in the batch.

If you have enabled the semester system for the course, the semester needs to be selected too. This option will not be displayed if you haven't enabled semesters for the course.

Note: Make sure the dates you enter are within the range of the selected Academic Year and chosen semester.

6.4 Adding a common subject

Considering you have added multiple batches to a course and that these batches all have same subjects or have a few subjects in common, you would want an option to create them in a single click instead of creating them separately for each batch. The **'Subjects Common Pool'** in the Courses Module and the **'Add Subject'** link in each course tab allows you to do this.



Selecting a course from the dropdown, lists the common subjects already added to it. Click the **'Add Subject'** button to get started with adding subjects.

Subjects Common Pool

Select Course

Add Subject

In the popup that appears, enter your subject details.

Add Subject✕

Fields with are required.*

Subject Name *

Maximum Weekly Classes *

All Batch

Save

1. Select Course
2. Subject Name
3. Maximum Weekly Classes
4. All Batch

The Maximum Weekly Classes field defines how many classes this particular subject will have in a week. You will not be able to add more classes in the timetable once you reach this limit. It can always be edited if needed.

Make sure you check the '**All Batch**' option before clicking '**Save**'.

6.5 Previous Year Courses

The previous year courses section allows you to view courses from different academic years without having to change the academic year from the dropdown on top.

Academic Year		AY 2017-2018 ▼			
Master of Science Degree 2- Semester(s)		Edit	Delete	Add Batch	▼
Science/Engineering 2- Semester(s)		Edit	Delete	Add Batch	▼
Humanities and Arts 2- Batch		Edit	Delete	Add Batch	▼


Here, simply select the academic year to view the course details under it.

6.6 Batch View


Here we'll be discussing the various actions that can be carried out within the batch view such as adding students, subjects, setting up weekdays, class timings and timetable, promoting students, marking attendances etc.

To get into the batch view simply click on the batch name in the course list. Once in, you'll be able to see the steps that need to be completed for a batch. This includes,


1. Adding students
2. Adding subjects
3. Setting weekdays
4. Adding class timings
5. Timetable (Weekdays and class timings make up the timetable)
6. Assigning a class teacher



Active Students
✓ Active students




Subjects
✓ Subjects Added




Weekdays
⚠ Default Values Selected

[Define Now](#)




Class Timings
✓ Class Timings Defined



Timetable
✗ Timetable not created

[Create Now](#)



Class Teacher
✓ Class Teacher Assigned

6.6.1 View students in the batch

The students tab in Batch view allows you to see all the active/inactive students for the chosen batch. You can access their profiles directly by clicking on their name. This option is available anywhere in the system.

Generate Roll Number
Add Student

SL NO.	ROLL NO.	STUDENT NAME	ADMISSION NUMBER	GENDER	STATUS	ACTIONS
1	-	Elvis H Skinner	35	Male	In Progress	Actions ▼
2	-	Fitzgerald O Francis	20	Female	In Progress	Actions ▼
3	-	Gabriel S Bryant	15	Male	In Progress	Actions ▼
4	-	Garrett G Sanders	25	Male	In Progress	Actions ▼
5	-	Jake Peralta	1	Male	In Progress	Actions ▼
6	-	Peter T Short	10	Female	In Progress	Actions ▼
7	-	Seth W Foley	40	Female	In Progress	Actions ▼
8	-	Tate Q Cote	30	Female	In Progress	Actions ▼
9	-	Wang A Terry	5	Male	In Progress	Actions ▼

Inactive Students

Sl no.	Student Name	Admission Number	Gender	Actions
1	Navaneeth P K	61	Male	Actions ▼

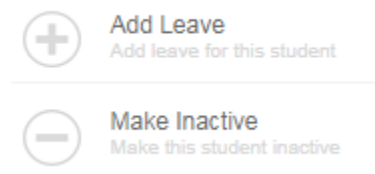
This list shows the status of each student too. You can see whether a student has passed, failed or is in progress. The **'Generate Roll Number'** option creates roll numbers starting from 1 for each student in an alphabetical order based on first name.

Regenerate Roll Number
Add Student

SL NO.	ROLL NO.	STUDENT NAME	ADMISSION NUMBER	GENDER	STATUS	ACTIONS
1	1	Elvis H Skinner	35	Male	In Progress	Actions ▼
2	2	Fitzgerald O Francis	20	Female	In Progress	Actions ▼
3	3	Gabriel S Bryant	15	Male	In Progress	Actions ▼
4	4	Garrett G Sanders	25	Male	In Progress	Actions ▼
5	5	Jake Peralta	1	Male	In Progress	Actions ▼
6	-	Navaneeth P K	61	Male	In Progress	Actions ▼
7	6	Peter T Short	10	Female	In Progress	Actions ▼
8	7	Seth W Foley	40	Female	In Progress	Actions ▼
9	8	Tate Q Cote	30	Female	In Progress	Actions ▼
10	9	Wang A Terry	5	Male	In Progress	Actions ▼

If a new student is added in between or a student is set to active after generating roll number, you get an option to re-generate the roll numbers for the students in the class. This option will re-write all roll numbers of student alphabetically below the new student.

You can set a student as active/inactive by using the options in the **'Actions'** dropdown next to each student. You can also mark a leave for a particular student from this dropdown.



There is also a link **'Add Student'** that re-directs to the Student Create page to allow you to register a new student in the application. The batch in the registration page will automatically be set to the chosen batch.










6.6.2 Manage Subjects in a batch

Click on the **'Subjects'** tab in batch view to manage subjects for the chosen batch. You can add, view and delete subjects from here. Common subjects are also listed here when created.

Add Subjects To Batch

Electives

Displaying 1-3 of 3 result(s).

Name	Max Weekly Classes	Action
Advanced Computational Algorithms	4	  
Advanced Networking	3	  
Discrete Computational Mathematics	3	  

Use the **'Add subjects to Batch'** option to add subjects specific to the chosen batch. These subjects will not be displayed in other batches.

Add New Subject

*Fields with * are required.*

Name *

Max Weekly Classes *

Submit

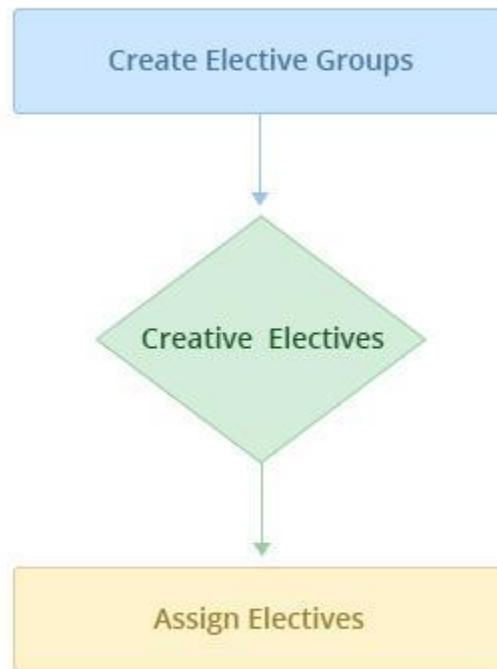
The form is the same,

1. Name of the subject
2. Number of classes per week

You can also view, edit and delete these subjects from the Action column. Electives can be accessed by the clicking the button or even by selecting Electives in the tab. This is explained in the next section.

6.6.3 Managing Electives for a batch

As explained above click on the Electives Tab or the Electives button under Subjects to view and manage Electives, Elective Groups and add students to Electives for students. Given below is the workflow for assigning electives to students.



Let's take a look at these steps one-by-one,

To access Electives click on the Elective tab in batch view. This will display all students in the batch who have been assigned to electives. Click on the ***"Electives"*** button here to view and create electives. The 'Add Students' button allows you to assign electives to students in the batch. This will be explained in the steps below.

				Electives	Add Students
SL NO.	STUDENT NAME	ADMISSION NUMBER	ELECTIVE GROUP	ELECTIVE	ACTION
1	Wang A Terry	5	Languages	Spanish	Remove
2	Jake Peralta	1	Languages	Spanish	Remove







6.6.3a Creating Elective Groups:

The first thing you will need to do is create an Elective Group. Elective subjects come under an Elective Group. For example, say you have electives such as French, Spanish etc. You can create an Elective Group called Languages. The Electives will then be added to this group as explained in the next step.

Click on the '**Electives**' button to see the list of Electives and view the option to add Elective Groups.

Electives Create Elective Groups Create Electives Elective Groups

Displaying 1-2 of 2 result(s).

Name	Elective Group	Actions
Spanish	Languages	  
French	Languages	  

Click on the '**Create Elective Groups**' to create and Elective Group.

Create New Elective Group

*Fields with * are required.*

Name *

Code *

Max Weekly Classes *

Submit

The Elective Group form consists of the following:

1. Name
2. Code
3. Maximum Weekly Classes (Number of classes per week)

These fields are the same as the one seen while creating subjects. The Max Weekly Classes field limits the number of classes that can be assigned for this elective group/elective in the timetable.

6.6.3b Creating Electives:

Once you have created Elective Groups you can go ahead and add Electives to it. To start adding Electives click on the '**Create Electives**' button.

Create New Elective

*Fields with * are required.*

Elective Group *

Select Group ▼

Name *

Submit

The form has two fields,

1. Select the Elective Group
2. Name of Elective

While adding an Elective you have to select the Elective Group you would want to add the Elective to. The second field is for the name of the elective. Click '**Submit**' to save the elective.

6.6.3c Assigning students to electives:

After you are done creating Elective Groups and adding Electives to them, you can go ahead and start assigning them to students in the selected batch. To start assigning click on the electives tab again.

				Electives	Add Students
SL NO.	STUDENT NAME	ADMISSION NUMBER	ELECTIVE GROUP	ELECTIVE	ACTION
1	Wang A Terry	5	Languages	Spanish	Remove
2	Jake Peralta	1	Languages	Spanish	Remove

You'll be able to see the listed of already assigned students if any. Click on '**Add Students**' to start assigning.

Elective

Select Group	<input type="text" value="Select"/>	Select Subject	<input type="text" value="Select"/>	<input type="button" value="Save"/>
	Student Name	Admission Number		
<input type="checkbox"/>	All			
<input type="checkbox"/>	Jake Peralta	1		
<input type="checkbox"/>	Wang A Terry	5		
<input type="checkbox"/>	Peter T Short	10		
<input type="checkbox"/>	Gabriel S Bryant	15		

There are three steps to assign electives to a student.

1. Select Group
2. Select Elective (List will vary depending on chosen group)
3. Select students to be assigned to the elective using the checkboxes next to them

Finally click '**Save**' to assign them to the selected elective. You can remove a student from an elective from the list shown while clicking the Electives Tab.

6.6.4 Managing students in the waiting list

You have seen earlier in section 4.4.2 *The application approval process* how to add online admission applicants to the waiting list for a certain batch. You can manage these students from within the batch view too.

Click on the '**Waiting List Students**' tab to view the list of students added to the queue for the chosen batch.

Note: Only students added under the chosen batch will be listed here. To see the whole list of students in the waiting list go to Students Module > Waiting List (in left side menu)

SL NO.	STUDENT NAME	PRIORITY	ACTIONS
1	Mike Sanders	1	Actions ▼

You can click on the student's name to view the online application. Approval, rejection or deletion of this application can be done directly from this list too by clicking the **'Actions'** dropdown corresponding to the student.

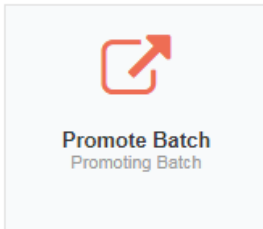
SL NO.	STUDENT NAME	PRIORITY	ACTIONS
1	Mike Sanders	1	Actions ▼ <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <ul style="list-style-type: none"> + Approve Approve the student ✓ Edit Edit the priority - Delete Delete from waiting list </div>

As mentioned in the Online Admission process section, you can change the course/batch while approving.

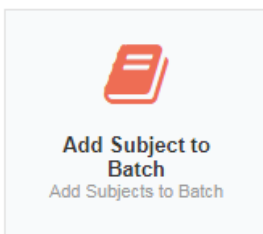
6.6.5 Batch settings and actions

You still have a couple of options that can be done in the batch view. Let's take a look at the remaining options.

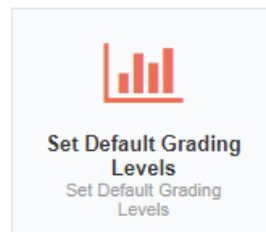
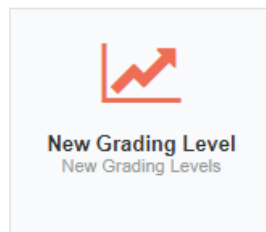
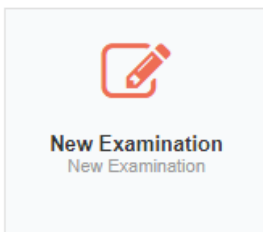
GENERAL SETTINGS



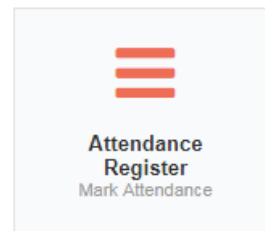
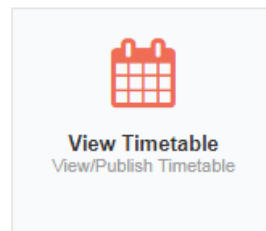
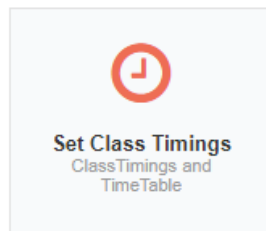
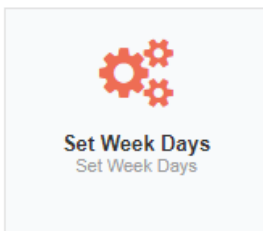
SUBJECT SETTINGS



ASSESSMENTS SETTINGS



TIME TABLE OR ATTENDANCE SETTINGS



6.6.5a Promoting students in a batch

So you're moving on to the next academic year/semester and want to promote your students to their new batches, or want to just transfer students from one batch to another, the promote option allows you to do this efficiently.

You can access the promote option from the settings tab or even the actions dropdown on top.

Manage Batch Change Batch

Course / Batch : Master of Science Degree / Batch_A Class Teacher : Amy Santiago	10 Students	4 Subjects	3 Teachers	Actions <input type="button" value="v"/>
---	-----------------------	----------------------	----------------------	--

The promote page lists all students in the chosen batch and promote options as explained below,

Promote Batch

Select Action

Select Academic Year

Select Course

Select Batch

	Student Name	Admission Number	Status
<input type="checkbox"/>	All		
<input type="checkbox"/>	Elvis H Skinner	35	Passed
<input type="checkbox"/>	Fitzgerald O Francis	20	Failed
<input type="checkbox"/>	Gabriel S Bryant	15	Passed
<input type="checkbox"/>	Garrett G Sanders	25	Passed

The status column on the far right displays the Exam status for each student. Click on the status to see the list of exams and the student's status for each. The details are shown in a pop-up window as shown below.

Exams Details ✕

NAME	ELVIS H SKINNER
ADMISSION NO	35

Exams

EXAMS	STATUS
SE EXAM	PASSED

Clicking on the exam name will redirect you to the list of subject exams for it. You can then view the student's score.

The promotion process has a few steps,

1. Select the students using the checkbox in the left side column.
2. **Select Action:** Whether passed, failed or alumni. This status will reflect for the chosen batch details in student profile
3. **Select Academic Year:** Choose which academic year you want to promote the student to. You can transfer students to new academic years or even within the same one.
4. **Select Course:** The courses dropdown will be updated depending on the chosen academic year.
5. **Select Semester:** If the chosen course has semester system enabled then this dropdown will be displayed and you may choose the semester you want the student moved to.
6. **Batch:** Depending on Course and/or semester chosen the batch list will be updated.

Once all this is done, simply click the **'Save'** button to save changes and promote the students.

You can view details of previous and current batches in the student's profile.

Student Profile : Elvis H Skinner Edit Students

Profile Courses Assessments Attendance Documents Electives Achievements Log

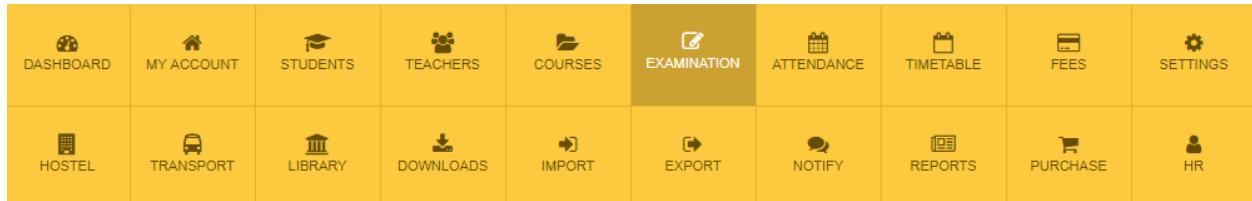
Sl No	Academic Year	Course / Batch	Status	Action
1	AY 2018-2019	Humanities and Arts / Psychology	In Progress	Manage Delete
2	AY 2017-2018	Master of Science Degree / Batch_A	Passed	Manage Delete

Note: Promoting a student from a batch will no longer display the student in the old batch. IF the promotion is to a new academic year the student will be seen only in the Student's List for the new year and not for the previous one.

Other settings in batch view will be explained in their respective modules.

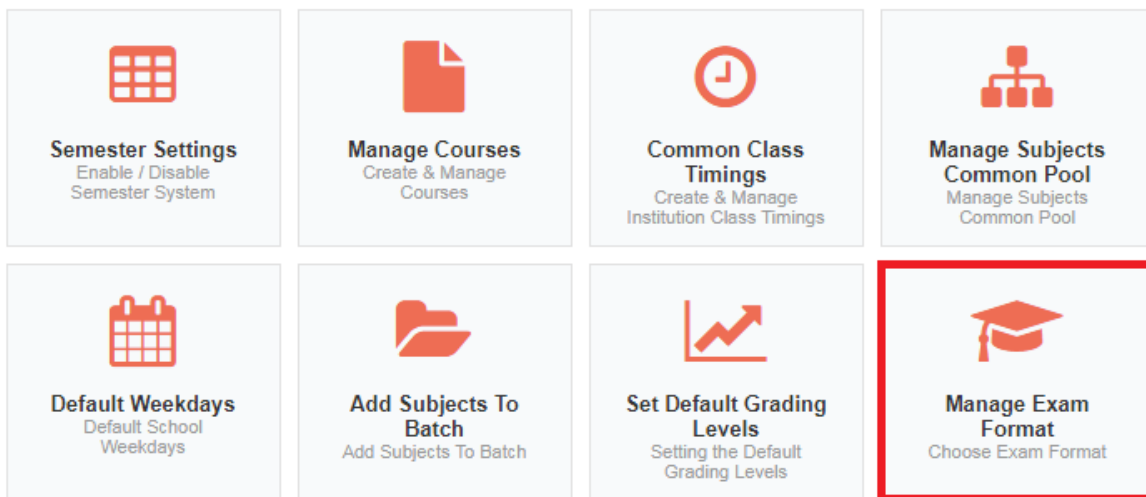
7. EXAMINATION

The examination module allows you to manage exams in CBSE (Central Board of Secondary Education, India) and the normal (default) formats. Admins and teachers can also create online exams that students can attend from their portals within a specified time. Calculation of marks etc are based on the questions and weightage defined.



You can set the type of exam from the **Settings Module > Course / Batch Settings > Manage Exam Format**

COURSE / BATCH SETTINGS



The exam format can be set on

1. School Level (all courses and batches in the application)
2. Course Level (format can be selected while adding a course, this will apply to all batches under it)
3. Batch Level (format can be selected during creation, the format will only apply to the created batch)

Manage Exam Format

Select Exam Format

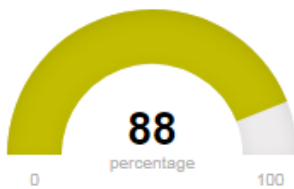
School Level
 Default CBSE
 Course Level Batch Level

Apply

The Examination Module dashboard displays a summary of recent exams and the average pass rate and marks for all exams created in the academic year.

Assessments Dashboard

Annual Exam Pass



Annual Exam Average Marks

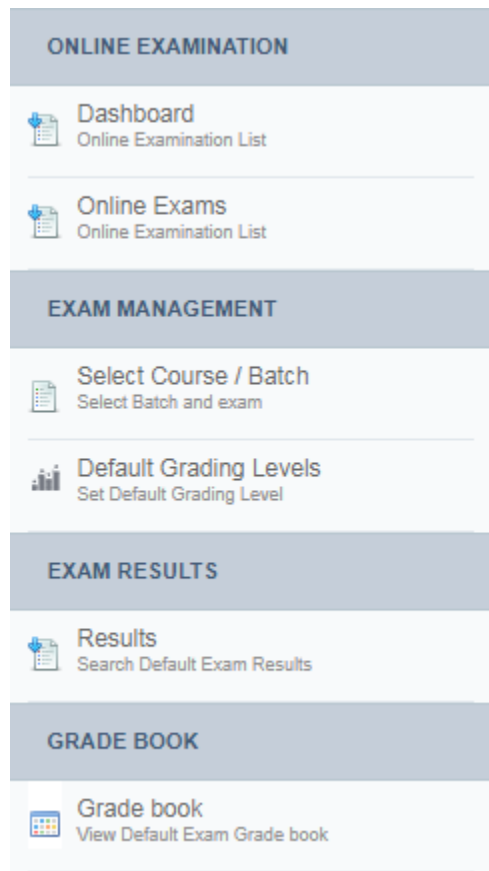


Recent Exams

Date	Assessment	Class Teacher	Batch	Average
31 May 2017	PS exam	Alexandra R Dara	Batch_B / Master of Science Degree	38.19
30 May 2017	SE exam	Amy Santiago	Batch_A / Master of Science Degree	100.55
28 May 2017	CFDA exam	Carly J Lilah	Creative arts / Humanities and Arts	60.83
01 Jun 2017	Memory Test	Malachi S Evelyn	Psychology / Humanities and Arts	76.13
01 Jun 2017	FS exam	Petra D Armand	Electrical Engineering / Science/Engineering	133.37

7.1 Default Examination Format

The options in the left side menu of the examination module will change according to the exam format chosen.



You can set your own grading levels for batches individually or even set default ones that apply to all batches. To get started select your required course/batch by clicking the link in the left side menu. Choose your batch from the app explorer to reveal all exams created for it.

Exams

 1 [Create Exam](#)
[Grading Levels](#)

2



COURSE	SEMESTER	BATCH
Master of Science Degree	Sem 1	Batch_A

3 [Change Batch](#)

Displaying 1-1 of 1 result(s).

5

6

7

8

9

Name	Exam Type	Date Is Published	Result Published	Action	Manage
SE exam 4	Marks	Yes	Yes		Manage This Exam

- Create Exam:** The '**Create Exam**' button allows you to create new exams for the chosen batch. This is explained in detail under *Creating new exams*.
- Grading Levels:** You can configure the grading levels for your batch or select default grading levels for it from here.
- Change batch:** Allows you to change the current batch.
- Exam Name:** Click on the exam name to manage it.
- Exam Type:** Default exams can be of 3 types,
 - Marks
 - Grades
 - Marks and grades

These options are only for display purposes, all scores are entered in numbers.

The grades will be displayed based on the minimum mark set for it.

- Date is published:** Indicates whether the date for the exam has been published to students. They will receive a notification via email/sms/internal message if date has been published.
- Result is published:** Indicates whether the result has been published for an exam. Student and parents will receive notifications and will also be able to view results through their respective portals.
- Action:** View, edit or delete an exam.
- Manage:** The options under this column differs based on whether the date or result has been published.

Manage









[Manage This Exam](#)
[/ Publish Date /](#)
[Publish Result](#)

- a. **Manage this exam:** Allows you to start creating subject exams etc.
- b. **Publish Date:** Click this link to publish the date for the exam if not already done.
- c. **Publish Result:** Click this link to publish the result of the exam.

7.1.1 Setup default grading levels

You can access the default grading levels area from the left side menu of the Examination module (before selecting a course/batch) or even under course/batch settings in the Settings Module.

COURSE / BATCH SETTINGS



















 Semester Settings Enable / Disable Semester System	 Manage Courses Create & Manage Courses	 Common Class Timings Create & Manage Institution Class Timings	 Manage Subjects Common Pool Manage Subjects Common Pool
 Default Weekdays Default School Weekdays	 Add Subjects To Batch Add Subjects To Batch	 Set Default Grading Levels Setting the Default Grading Levels	 Manage Exam Format Choose Exam Format

The default grading levels will be listed here, you may edit, delete or create new ones.

Set Default Grading Levels

Create Grading Levels

Displaying 1-6 of 6 result(s).

Name	Min Score	Actions
A	90	  
B	80	  
C	70	  
D	60	  
E	50	  
F	40	  

The Actions column can be used for view/edit/delete options. To create a new grading level click on the '**Create Grading Levels**' button. This generates a popup form where you can enter the grade and the minimum mark needed to achieve it.

Create New Grading Level

Fields with * are required.

Name *

Min Score *

Submit

Once you have entered the required data click '**Submit**' to save. These grading levels can be viewed wherever the student exam scores are displayed.

Note: The process is the same for setting individual grading levels in batches. The link in the left side menu will change to 'Set Grading Levels' once you have chosen the batch.

7.1.2 Creating an exam in default format

The exam creation process in default mode has 2 steps,

1. Create Exam
2. Create Subject Exams

Note: Teachers can enter scores for their students through their portal but cannot create normal exams. They can, however, create online exams.

To create an exam you first have to select your course/batch. Once this is done, click on the '**Create Exam**' button on top. This should open up a popup with details to be entered,

Create New Exam

*Fields with * are required.*

Name *

Exam Type *

 Date Is Published





 Result Published

Exam Date *

1. **Name:** Give a name for the exam (Eg: Final Exam, Midterm Exam etc)
2. **Exam Type:** Choose whether it needs to be displayed as Marks, Grades or Marks & Grades
3. **Date is published:** Check this box if you want to notify students that the exam has been scheduled. You can do this later too.
4. **Result Published:** Initially you won't need to check this box, this indicates publishing a result. Notifications will be sent out and students and parent will be able to view the results through their portals. You can publish the result later through the link under the Manage column in exam listing.
5. **Exam Date:** Choose a start date for the exam

Click **'Save'** to create the exam with the details you have entered. Created exams for the batch will be listed on the Exams page.

Displaying 1-2 of 2 result(s).





Name	Exam Type	Date Is Published	Result Published	Action	Manage
SE exam	Marks	Yes	Yes	  	Manage This Exam
Final Exam	Marks	Yes	No	  	Manage This Exam / Publish Result

7.1.3 Creating subject exams in default format

After creating an exam, you will have to create the subject exams under it. For this you will first need to create subjects for your batch. To schedule subject exams click on the **'Manage This Exam'** link for the required exam.

Here, you will be able to view all the subjects you have added for the chosen batch. Each subject has 4 fields,

1. **Max Marks** (Maximum mark for that subject exam)
2. **Min Marks** (Minimum mark needed to pass that subject exam)
3. **Start date** (Day and time)
4. **End date** (Day and time)

 COURSE	 SEMESTER	 BATCH	 EXAM
Master of Science Degree	Sem 1	Batch_A	Final Exam

[Change Batch](#)

Enter exam related details here

Max Mark

Min Mark

SUBJECT NAME	MAX MARKS	MIN MARKS	START TIME	END TIME
Advanced Computational Algorithms	<input type="text"/>	<input type="text"/>	<input type="text"/> ...	<input type="text"/> ...
Advanced Networking	<input type="text"/>	<input type="text"/>	<input type="text"/> ...	<input type="text"/> ...
Discrete Computational Mathematics	<input type="text"/>	<input type="text"/>	<input type="text"/> ...	<input type="text"/> ...
Languages	<input type="text"/>	<input type="text"/>	<input type="text"/> ...	<input type="text"/> ...

[Create](#)

You can use the Max and Min mark field on top to enter the same value for all subjects. Once you have entered all the required data click 'Create' to save changes and create the exams. It is not necessary to create all exams together.

Scheduled Subjects

Displaying 1-1 of 1 result(s).

Subject	Start Time	End Time	Maximum Marks	Minimum Marks	Action	Manage
Advanced Computational Algorithms	30 Oct 2017 07:00 AM	30 Oct 2017 10:00 AM	100	50	 	Exam Score

You can now go ahead and enter scores for students by clicking the 'Exam Score' link against the required subject.

7.1.4 Entering Exam Scores

Scores and remarks can be entered for students after creating the subject exams. Admins and teachers associated with the batch can enter scores for students.

Note: Class teachers can enter scores for all subjects in the batch associated with him/her. Subject teachers can only enter scores for the subjects they are assigned to. Make sure they are assigned in the timetable too.

Click on the '**Exam Score**' link against a subject to get started.

COURSE	SEMESTER	BATCH	EXAM
Master of Science Degree	Sem 1	Batch_A	Final Exam
Change Subject		Advanced Comput: ▾	Change Batch

Enter Exam Scores here:

STUDENT NAME	SUBJECT	MARKS	REMARKS
Jake Peralta	Advanced Computational Algorithms	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Wang A Terry	Advanced Computational Algorithms	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Peter T Short	Advanced Computational Algorithms	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Gabriel S Bryant	Advanced Computational Algorithms	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Fitzgerald O Francis	Advanced Computational Algorithms	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Garrett G Sanders	Advanced Computational Algorithms	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Tate Q Cote	Advanced Computational Algorithms	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Seth W Foley	Advanced Computational Algorithms	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Navaneeth P K	Advanced Computational Algorithms	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

[Create](#)

Enter the marks and remarks if needed for each student here. To save changes click the **'Create'** button at the bottom of the page.



You can switch subjects using the subject dropdown next to the change batch button. Student's will be listed if you have created an exam for the chosen subject.

Scores entered are listed at the bottom of the page. Scores will be displayed depending on the Exam Type you have selected.

Scores

Clear All Scores

Displaying 1-1 of 1 result(s).

Student Name	Marks	Remarks	Action
Jake Peralta	85	good	 

You can edit/delete scores from here. You may also clear all scores entered.

7.1.5 Exam results

Exams results can be viewed once the scores have been entered. Click on the **'Exam Results'** link in the left side menu to view options for pulling results.

Search Results

Choose Search Option

The search has two options:

1. **Course:** Data for results can be pulled based on course/batch. You can view results for all students in a particular course/batch or all courses/batches, for all subjects or for

individual subjects etc.

Choose Search Option Course ▼

Course Batch Exam Name Subject

All ▼ All ▼ All ▼ All ▼

Search

2. **Student:** The student name field is an auto-fill form, it lists names as suggestions when you start typing. Simply choose a student from the list and search. You can also use the app explorer icon next to the field to select a student from the app explorer.

Choose Search Option Student ▼

Name Student Name 

Search

The results will be displayed as shown below,

Generate PDF

Exam Results							
Sl No	Student Name	Exam Name	Subject	Course	Batch Name	Mark	Status
1	Navaneeth P K	SE exam	Advanced Computational Algorithms	Master of Science Degree	Batch_A	49	Passed
2	Seth W Foley	SE exam	Advanced Computational Algorithms	Master of Science Degree	Batch_A	58	Passed
3	Elvis H Skinner	SE exam	Advanced Computational Algorithms	Master of Science Degree	Batch_A	56	Passed
4	Tate Q Cote	SE exam	Advanced Computational Algorithms	Master of Science Degree	Batch_A	48	Passed
5	Garrett G Sanders	SE exam	Advanced Computational Algorithms	Master of Science Degree	Batch_A	53	Passed
6	Fitzgerald O Francis	SE exam	Advanced Computational Algorithms	Master of Science Degree	Batch_A	42	Passed
7	Gabriel S Bryant	SE exam	Advanced Computational Algorithms	Master of Science Degree	Batch_A	43	Passed
8	Peter T Short	SE exam	Advanced Computational Algorithms	Master of Science Degree	Batch_A	52	Passed
9	Wang A Terry	SE exam	Advanced Computational Algorithms	Master of Science Degree	Batch_A	56	Passed
10	Jake Peralta	SE exam	Advanced Computational Algorithms	Master of Science Degree	Batch_A	55	Passed

PDFs can be generated for this. The view will depend on the search option you choose.

7.1.6 Default Gradebook

The gradebook option in default examination is a cumulative report of all exam scores of a student in the academic year. Scores of all exams for the subject will be listed here, you may also generate excel and PDF reports for this.

Grade Book

Select Course

Select Batch

Select Subject

Choose a course/batch and a subject under it to view the gradebooks for students.

Grade Book

Select Course

Select Batch

Select Subject

Generate PDF
Generate EXCEL

Scores

Admission Number	Student Name
1	Jake Peralta
5	Wang A Terry
10	Peter T Short
15	Gabriel S Bryant
20	Fitzgerald O Francis
25	Garrett G Sanders
30	Tate Q Cote
40	Seth W Foley
61	Navaneeth P K

Use the scroll bar to view more details in the box.

7.2 CBSE Examination Format

TO BE UPDATED.

7.3 Online Exams



The online exam feature allows you and teachers to create online exams that can be attended by students at a specified time for a specified duration through their portal. Questions can vary from multi-choice, true/false to long and short answers.

7.3.1 Creating an online exam

Click on the '**Online Exam**' link in the left side menu of the Examination Module to list the online exams already created.

Online Exams List

[Add New Exam](#)

SI No	Name	Course	Batch	Status	Manage
1	Class Test - 12	Master of Science Degree	Batch_A	Open ▼	
2	Artificial Intelligence	Master of Science Degree	Batch_A	Result Publishec ▼	
3	Computer Fundamentals	Master of Science Degree	Batch_A	Default ▼	

To create a new exam click on the '**Add New Exam**' button.

Create New Online Exam

[Back](#)

Fields with * are required.

Name *	Course	Batch *
<input type="text" value="Name"/>	<input type="text" value="Select Course"/>	<input type="text" value="Select Batch"/>
Start Time *	End Time *	Duration *
<input type="text" value="--:--:--"/>	<input type="text" value="--:--:--"/>	<input type="text" value="Duration in Minutes"/>
Multi Choice Limit		
<input type="text" value="Choice Limit"/>		

[Add Questions](#)

The form displayed has the following fields,

1. **Name:** Name of the examination you want to conduct
2. **Course:** Select the course
3. **Batch:** Select the batch under the chosen course for which you want to create the exam
4. **Start time:** Choose a start time
5. **End time:** Choose an end time
The start and end time simply indicates the time window during which the students can attend the exam.
6. **Duration:** Enter the total duration of the exam in minutes. The session will be automatically terminated after this duration has passed starting from the given start time.
Students will be able to attend the exam only if he/she accesses it within 1 hour from the specified end time.
7. **Multi choice limit:** Indicates the number of multiple choices you can offer for your multiple choice questions.

Once you have entered all required data click the '**Add questions**' button to save the exam details and go ahead with creating the questions for it.

Adding your questions

Add Questions for Exam - Class Test - 12

Fields with *are required.

Question *

B *I* U **S** x_2 x^2 *I_x*

Question Type *

Multi choice
 True/False
 Short Answer
 Multi Line


Mark *


Save
Save and add another

You can enter your question in the editor as shown above. Question type can be selected at the bottom. Your options for multi choice will be limited to the number you entered in the previous step.

Options

A Wrong1

B Correct 

C Wrong2 

Options can be added using the **'Add'** button. To remove an option click the remove icon next to it. To choose your correct option click the alphabet corresponding to it.

Enter a mark for the question.

You may now go ahead and save or save and add another question. Questions can be added later too.

View Question Paper

[Back](#)

Class Test - 12

31 Oct 2017 10:00 AM - 31 Oct 2017 12:00 PM

Total Time : 90 mins

Total Marks : 20

1. The world's largest desert is?

- Thar
- Sahara
- Kalahari

[Edit](#) [Delete](#)  [Show Answer](#)

5 **Mark**

2. The metal whose salts are sensitive to light?

- Zinc
- Silver
- Copper

[Edit](#) [Delete](#)  [Show Answer](#)

5 **Mark**

3. The central Rice Research Station is located in?




- Chennai
- Cuttack
- Bengaluru

[Edit](#) [Delete](#)  [Show Answer](#)

5 **Mark**


Note: Multi choice and true/false answers are automatically calculated based on the predefined answers you save. Short and long answers have to be evaluated by you.

Your exam will now be displayed in the list on the main page. You can use the options in the manage column to add questions, edit or remove the exam. These options will change based on the status you set for the exam.

SI No	Name	Course	Batch	Status	Manage
1	Class Test - 12	Master of Science Degree	Batch_A	Default	  

There are different statuses for the exam you create,

- Default:** This is automatically set as you create the exam.
- Open:** Setting the exam to open will allow students to attend the exam at the specified time. You will not be able to edit or add questions at this point.
- Closed:** This closes the examination. Students will not be able to attend it anymore. The option to evaluate the exam answers will be available with this status.

1	Class Test - 12	Master of Science Degree	Batch_A	Closed	
---	-----------------	--------------------------	---------	--------	---

- Result Published:** This status allows you to view the results of the students and they too will be able to view it from their portal.

7.3.2 Evaluating online exams

After your students have attended the online exam you hosted, you will be able to evaluate them. Multi choice and true/false answers are automatically calculated based on the mark and predefined answers you added while creating the questions. The option to evaluate each student's answer raises if there are short or long answer questions in the paper.

Evaluation is possible only if the status is set to **'Closed'**. You should be able to see the verify icon for the exam once it has been closed and the end time has elapsed.

4	Jake Peralta	1	Master of Science Degree / Batch_A	Class Test - 12	4 / 6	Evaluate
---	--------------	---	------------------------------------	-----------------	-------	----------


Click on the **'Evaluate'** link corresponding to a student to check answers.

Online Exam Verification

STUDENT NAME : Jake Peralta
EXAM NAME : Class Test - 12
BATCH : Master of Science Degree / Batch_A

2. Write an essay in 150–200 words on climate change.

The Earth's climate has changed throughout history. Just in the last 650,000 years there have been seven cycles of glacial advance and retreat, with the abrupt end of the last ice age about 7,000 years ago marking the beginning of the modern climate era — and of human civilization. Most of these climate changes are attributed to very small variations in Earth's orbit that change the amount of solar energy our planet receives. The current warming trend is of particular significance because most of it is extremely likely (greater than 95 percent probability) to be the result of human activity since the mid-20th century and proceeding at a rate that is unprecedented over decades to millennia. Earth-orbiting satellites and other technological advances have enabled scientists to see the big picture, collecting many different types of information about our planet and its climate on a global scale. This body of data, collected over many years, reveals the signals of a changing climate. The heat-trapping nature of carbon dioxide and other gases was demonstrated in the mid-19th century. Their ability to affect the transfer of infrared energy through the atmosphere is the scientific basis of many instruments flown by NASA. There is no question that increased levels of greenhouse gases must cause the Earth to warm in response. Ice cores drawn from Greenland, Antarctica, and tropical mountain glaciers show that the Earth's climate responds to changes in greenhouse gas levels. Ancient evidence can also be found in tree rings, ocean sediments, coral reefs, and layers of sedimentary rocks. This ancient, or paleoclimate, evidence reveals that current warming is occurring roughly ten times faster than the average rate of ice-age-recovery warming.

 Show Answer

Enter Score

Score

Save

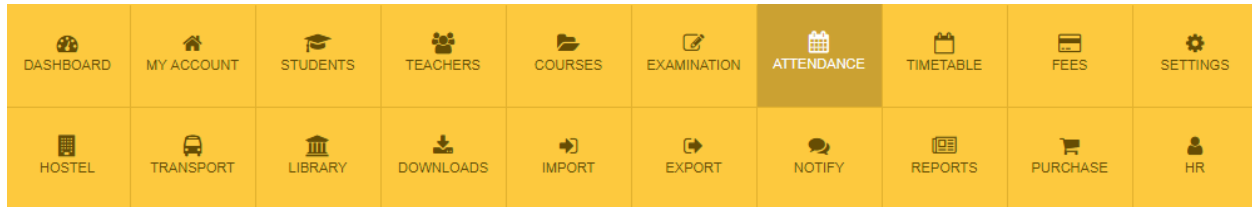
back

25 Mark

You can enter a score and save the mark for the answer. Total marks for the question is displayed on the right corner. You may also see the predefined answer by clicking the '**Show Answer**' link in the left corner.

8. ATTENDANCE

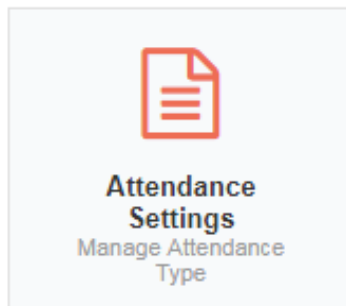
The attendance module allows you to manage both daily and subject-wise attendances for your students and teachers. Presence is automatically marked as each working day passes.



Working days are defined by the weekdays you set for each batch. Default weekdays are automatically taken for a batch if not configured individually. More details can be found in section 1.4.

You can manage attendance types from the **Settings Module > Attendance Settings**.

ATTENDANCE SETTINGS



This will bring up a pop-up window where you get to choose what type of attendance you would want to manage for students and teachers. Choose the option you need and click **'Save'**.

Attendance Settings
✕

Select Student Attendance Type

Day Wise
 Subject Wise
 Both

Select Teacher Attendance Type

Day Wise
 Subject Wise
 Both

Save

Note: You will have to create leave types first to be able to mark leaves for both students and teachers. Refer the respective modules to understand how to create leave types.

8.1 Student Attendance

Here you'll learn how to mark attendances (subject and daily) for students, send notifications to parents etc. Considering you have already created leave types, select **'Student Attendance'** in the Attendance Module dashboard to get started.

Student Attendance

Teacher Attendance

Attendance Management

Before recording the Attendance, make sure you follow the following instructions

Set Weekdays

Set the weekdays, where the specific Batch has classes, You can use the school default or custom weekdays.

Set Class Timings

Create class timings for each Batch Enter each period start time and end time, Add break timings etc.

Subjects and Subject Allocation

Add existing subjects to the Batch or create a new subject. Associate each subject with the teacher.

Create Timetable

Assigning each timing/period from the dropdown.

Name	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W
	1	2	3	4	5	6	7	8	9	10	11
Chester	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓
Anju	✓	✓	✓	✓		✓	✓	✗	✓	✓	✓
thesh123	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓
erwer	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓
neenuddy	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓
meena1	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓
vinay3	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓

This should bring down the app explorer which was earlier seen in section 1.7.

Set Up : 100% Setup Completed

- STUDENTS ✓
- COURSES ✓
- FEES ✓
- TIMETABLE ✓
- LIBRARY ✓
- HOSTEL ✓
- TRANSPORT ✓

STUDENTS
51 RECORDS

BATCH
6 RECORDS

[FILTER STUDENTS](#) | [LOAD FILTER](#)

Active Filters: No Active Filters

ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name	Admission No	Course / Batch
Amir N Simmons	9	Humanities and Arts / creative arts
Amos G Pacheco	12	Science/Engineering / Mechanical
Asher D Navarro	17	Science/Engineering / Mechanical
Astra G Joel	57	Science/Engineering / Electrical Engineering

You can select individual students or even a batch to mark attendance.

8.1.1 Individual Attendance

Choosing an individual student from the app explorer will redirect you to his/her profile. Depending on the attendance setting you have chosen you will be able to mark absences for this student.

8.1.1a Individual Daily Attendance

Student Profile : Jake Peralta Edit Students

Profile Courses Assessments **Attendance** Documents Electives Achievements Log

◀ October 2017 ▶ Subject Wise Attendance Generate PDF

S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓

As mentioned above, presence is automatically marked as each day passes. To mark an absence simply click the box for the desired date. This should bring up a popup to enter the reason and leave type.

Mark Day Wise Attendance
✕

Fields with * are required.

Reason *

Leave Type *

Select Leave Type
▼

Once you have entered the reason and selected the leave type simply click on 'Save' to mark the absence. Now the label displayed on the attendance calendar will differ depending on the leave type you have selected.

S 1	M 2	Tu 3	W 4	Th 5	F 6	S 7	S 8	M 9	Tu 10
	✓	✓	✓	SL	✓			✓	✓

You can click on the same box to edit/remove the absence you have marked.

Note: *Weekends are greyed out and will not be considered as working days in reports. You will also not be able to mark absences for these days.*

8.1.1b Individual Subject wise attendance

To switch to subject wise attendance for the student click the **'Subject Wise Attendance'** button.

Subject Wise Attendance : Jake Peralta

[Edit](#)
[Students](#)
[Profile](#)
[Courses](#)
[Assessments](#)
[Attendance](#)
[Documents](#)
[Electives](#)
[Achievements](#)
[Log](#)

◀ OCT 22 - OCT 28 ▶

[Generate PDF](#)

	09:00 AM - 10:00 AM	10:05 AM - 11:00 AM	11:05 AM - 12:00 PM	12:05 PM - 01:00 PM
MON 23 Oct 2017		Mark Leave Discrete Computational Mathematics Amy Santiago		Break
TUE 24 Oct 2017	Mark Leave Advanced Networking Anika M Melanie	Mark Leave Advanced Computational Algorithms Ani Abraham	Mark Leave Discrete Computational Mathematics Amy Santiago	Break
WED 25 Oct 2017				Break
THU 26 Oct 2017				Break
FRI 27 Oct 2017				Break

Here you will be able to view each subject attendances for a week. By default the current week will be chosen.

Click on the **'Mark Leave'** link for a class to mark an absence. The form is the same as explained in daily attendance. Marked absences can be edited or removed.

Weeks can be switched by using the arrows next to the dates.

Note: You need to configure weekdays, class timings and timetable first to use the subject wise attendance feature.

8.1.2 Batch Attendance

Selecting a batch from the app explorer displays all the students in it for marking attendance.

8.1.2a Batch daily attendance

Manage Attendance

1
Teacher Attendance
2
Change Batch
✕

Course / Batch: Master of Science Degree / Batch_A
 Class Teacher : Amy Santiago

9
Student(s)

4
Subject(s)

3
Teacher(s)

3
 DAY WISE
 SUBJECT WISE

Day Wise Attendance

4
◀
24 Oct 2017

5
🕒 Daily
📅 Monthly

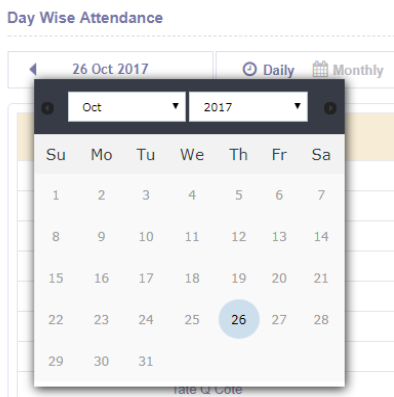
6
Send Notification
7
Generate PDF

Name	Tuesday		
Fitzgerald O Francis	8	Present Absent	9
Gabriel S Bryant	Present	Absent	👍
Garrett G Sanders	Present	Absent	👍
Jake Peralta	Present	Absent	👍
Navaneeth P K	Present	Absent	👍
Peter T Short	Present	Absent	👍
Seth W Foley	Present	Absent	👍
Tate Q Cote	Present	Absent	👍
Wang A Terry	Present	Absent	👍

The batch attendance page too has day wise and subject wise view like individual student attendance. There is also a calendar view for daily attendance that displays the whole month and a daywise view for subject attendance which allows you to mark subject attendance for a day. The weekly view is also available.

Let's take a look at the different areas marked in the picture above,

1. **Teacher Attendance:** This button redirects you to the teacher attendance page which will be explained later.
2. **Change Batch:** You can use this button to change between batches without having to go back. The change batch button brings down the app explorer.
3. **Day wise / Subject wise:** This option allows you to toggle daily and subject wise attendance. Simply click on the circle next to the option change views.
4. **Date:** This area displays the current date. You can use the arrows on the sides to switch dates. Click on the date itself to view the date picker for more options.



5. **Daily / Monthly view:** This option allows you to switch between the daily and monthly view. The monthly view is as shown below, you have already seen it in student individual attendance.

Day Wise Attendance

◀ OCTOBER 2017 ▶ ⌚ Daily 📅 Monthly [Send Notification](#) [Generate PDF](#)

Name	Su 1	Mo 2	Tu 3	We 4	Th 5	Fr 6	Sa 7	Su 8	Mo 9	Tu 10	We 11	Th 12	Fr 13	Sa 14	Su 15	Mo 16	Tu 17	We 18	Th 19	Fr 20	Sa 21	Su 22	Mo 23
Fitzgerald O Francis		✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓
Gabriel S Bryant		✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓
Garrett G Sanders		✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓
Jake Peralta		✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓
Navaneeth P K		✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓
Peter T		✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓

6. **Send Notification:** This button allows you to send a notification to parents. Clicking this button checks the selected date in daily view and current date in calendar view for any absentees and sends out email and sms notifications to parents of all students who were absent for that day.

Note: *Templates for these notifications can be viewed and edited in Notify Module > Email Templates / SMS Templates. They can also be accessed from the Settings Module. Notifications can be enabled / disabled from the Notification Settings option in the Settings Module. Details will be explained in the Settings module section*

7. **Generate PDF:** This button allows you to generate a PDF for the selected view. Below are the different PDF views in attendance

Institution Name
 Institution Address
 Phone: 987654321

26/10/2017
Daily Wise Student Attendance (Master of Science Degree , Batch_A)

Name	26/10/2017
Fitzgerald O Francis	Present
Gabriel S Bryant	Present
Garrett G Sanders	Absent
Jake Peralta	Present
Navaneeth P K	Present
Peter T Short	Present
Seth W Foley	Present
Tate Q Cote	Present
Wang A Terry	Present

Day view

Institution Name
 Institution Address
 Phone: 987654321

CLASS STUDENT ATTENDANCE

Course	: Master of Science Degree	Batch	: Batch_A
Total Students	: 9	Month	: October 2017

Name	S 1	M 2	T 3	W 4	T 5	F 6	S 7	S 8	M 9	T 10	W 11	T 12	F 13	S 14	S 15	M 16	T 17	W 18	T 19	F 20	S 21	S 22	M 23	T 24	W 25	T 26	F 27	S 28	S 29	M 30	T 31
Fitzgerald O Francis	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓					
Gabriel S Bryant	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓					
Garrett G Sanders	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✗				
Jake Peralta	✓	✓	✓	✓	SL	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓					
Navaneeth P K	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓					
Peter T Short	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓					
Seth W Foley	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓					
Tate Q Cote	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓					
Wang A Terry	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓					

Calendar View

Institution Name
 Institution Address
 Phone: 987654321

Daily Subject Wise Attendance (Master of Science Degree , Batch_A)

26 Oct 2017

	(09:00 AM - 10:00 AM) Advanced Computational Algorithms Sam P	(10:05 AM - 11:00 AM) Advanced Computational Algorithms Sam P	(11:05 AM - 12:00 PM) Advanced Networking Anika M Melanie	(12:05 PM - 01:00 PM)	(01:05 PM - 02:00 PM) Discrete Computational Mathematics Amy Santiago
Fitzgerald O Francis	Present	Present	Present	Break	Present
Gabriel S Bryant	Present	Present	Present	Break	Present
Garrett G Sanders	Present	Present	Present	Break	Present
Jake Peralta	Absent	Absent	Present	Break	Present
Navaneeth P K	Present	Present	Present	Break	Present
Peter T Short	Present	Present	Present	Break	Present
Seth W Foley	Present	Present	Present	Break	Absent
Tate Q Cote	Present	Present	Present	Break	Present
Wang A Terry	Present	Present	Present	Break	Present

Subject Attendance in daily view

Institution Name
 Institution Address
 Phone: 987654321

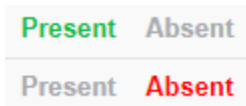
Subject Wise Attendance - Fitzgerald O Francis (Master of Science Degree , Batch_A)

Oct 22 - Oct 28

	09:00 AM - 10:00 AM	10:05 AM - 11:00 AM	11:05 AM - 12:00 PM	12:05 PM - 01:00 PM	01:05 PM - 02:00 PM
MON 23 Oct 2017	Present Advanced Networking Anika M Melanie	Absent Discrete Computational Mathematics Amy Santiago		Break	
TUE 24 Oct 2017	Present Advanced Networking Anika M Melanie	Present Advanced Computational Algorithms Ani Abraham	Present Discrete Computational Mathematics Amy Santiago	Break	Present Advanced Computational Algorithms Ani Abraham
WED 25 Oct 2017				Break	
THU 26 Oct 2017	Present Advanced Computational Algorithms Sam P	Present Advanced Computational Algorithms Sam P	Present Advanced Networking Anika M Melanie	Break	Present Discrete Computational Mathematics Amy Santiago
FRI 27 Oct 2017				Break	

Subject Attendance in weekly view

- Present / Absent:** This option allows you to toggle between present and absent for a student. The present link is selected by default. To mark a student absent simply click on absent. You will notice that the option you choose is highlighted.



- Add / Update reason:** The add reason option next to each student allows you to choose a leave type and add a reason for leave to that student.

Gabriel S Bryant

Present **Absent**



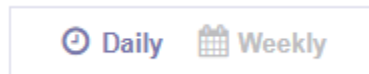
Note: Adding a reason automatically sets the student's attendance to absent. To remove an absence simply click on Present.

8.1.2b Batch subject wise attendance

The subject wise attendance option allows you to mark absence for students based on class timings and subjects attended for a day. You can toggle to subject wise attendance using the option displayed below



The subject attendance option has two views,



Daily View

The daily view allows you to view all class timings/subjects for a certain day with all students in the batch.

Subject Wise Attendance

◀

24 Oct 2017

🕒 Daily
📅 Weekly

Generate PDF

	09:00 AM - 10:00 AM <small>Advanced Networking Anika M Melanie</small>	10:05 AM - 11:00 AM <small>Advanced Computatio nal Algorithms Ani Abraham</small>	11:05 AM - 12:00 PM <small>Discrete Computatio nal Mathematics Amy Santiago</small>	12:05 PM - 01:00 PM	01:05 PM - 02:00 PM <small>Advanced Computatio nal Algorithms Ani Abraham</small>
Fitzgerald O Francis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Break	<input checked="" type="checkbox"/>
Gabriel S Bryant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Break	<input checked="" type="checkbox"/>
Garrett G Sanders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Break	<input checked="" type="checkbox"/>
Jake Peralta	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Break	<input checked="" type="checkbox"/>
Navaneeth P K	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Break	<input checked="" type="checkbox"/>
Peter T Short	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Break	<input checked="" type="checkbox"/>
Seth W Foley	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Break	<input checked="" type="checkbox"/>
Tate Q Cote	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Break	<input checked="" type="checkbox"/>
Wang A Terry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Break	<input checked="" type="checkbox"/>

Students are listed in the far left column as shown above. You can change the date using the date selector.

Absences can be marked by simply clicking on the button to toggle between present and absent. As always presence is marked automatically.



Present and absent in subject view

To add a reason simply click the blue icon. This will display the pop to add your reason and select a leave type for the absence. To remove a marked absence click on the toggle again to change it to present.

Weekly View

The weekly view displays all class timings for the selected week. This view is for individual students.

Subject wise Attendance

◀
OCT 22 - OCT 28
▶

🕒 Daily
📅 Weekly

Fitzgerald O Francis ▼


📄 Generate PDF

	09:00 AM - 10:00 AM	10:05 AM - 11:00 AM	11:05 AM - 12:00 PM	12:05 PM - 01:00 PM	01:05 PM - 02:00 PM
MON 23 Oct 2017	Mark Leave Advanced Networking <small>Anika M Melanie</small>	Absent Discrete Computational Mathematics <small>Amy Santiago</small>		Break	
TUE 24 Oct 2017	Mark Leave Advanced Networking <small>Anika M Melanie</small>	Mark Leave Advanced Computational Algorithms <small>Ani Abraham</small>	Mark Leave Discrete Computational Mathematics <small>Amy Santiago</small>	Break	Mark Leave Advanced Computational Algorithms <small>Ani Abraham</small>
WED 25 Oct 2017				Break	
THU 26 Oct 2017	Mark Leave Advanced Computational Algorithms <small>Sam P</small>	Mark Leave Advanced Computational Algorithms <small>Sam P</small>	Mark Leave Advanced Networking <small>Anika M Melanie</small>	Break	Mark Leave Discrete Computational Mathematics <small>Amy Santiago</small>
FRI 27 Oct 2017				Break	

Note: A slot will be empty if a subject/teacher has not been assigned for a particular timing.

To mark an absence click on the '**Mark Leave**' option for the required subject. Enter your reason and leave type in the popup that shows and click save to record the absence.

You can change the week and student from the tab shown below,


 A horizontal navigation bar with three main sections. The first section contains left and right arrows flanking the text 'OCT 22 - OCT 28'. The second section contains a clock icon for 'Daily' and a calendar icon for 'Weekly'. The third section contains a dropdown menu with the name 'Fitzgerald O Francis' and a downward arrow.

Use the arrows to switch between weeks. The required student can be selected from the dropdown on the right.

8.2 Teacher Attendance

Teacher's attendance is based on departments. They too have daily and subject wise attendances. To get started click on the '**Teacher Attendance**' button.

8.2.1 Teacher daily attendance

Select the department for which you would like to mark attendances for teachers.


 A header area with 'Teacher Attendances' on the left, a green 'Student Attendance' button, and a close button (X). Below this is a main content area with a 'Select Department' dropdown menu and an orange 'Subject Wise Attendance' button.

On selection of department, you will be able to see all the teachers associated with it and the calendar view to mark absences.

Note: Before marking absences make sure you have created leave types for teachers. This can be done in the Teachers Module.

Teacher Attendances

Student Attendance ✕

Mathematics Subject Wise Attendance 8 Teacher(s)

◀ October 2017 ▶

Generate PDF

Name	Su 1	M 2	Tu 3	W 4	Th 5	F 6	Sa 7	Su 8	M 9	Tu 10	W 11	Th 12	F 13	Sa 14	Su 15	M 16	Tu 17	W 18	Th 19	F 20	Sa 21	Su 22	M 23	Tu 24
Ani Abraham		✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓
Flavia B Chloe		✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓
Ahmed C Alana		✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓
Xandra D Ira		✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓
Malachi S Evelyn		✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓
Jason H Chiquita		✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓

Weekdays for teachers are defined by the **'Default Weekdays'** configured in the **Settings Module > Course / Batch Settings**.

Just like student attendance, teachers are also marked present by default as each day passes. To mark an absence click on the block for the desired date corresponding to the teacher.

Teacher Attendance ✕

Fields with* are required.

Teacher Leave Type *

Select Type ▼

Reason *

Is Half Day

Morning Half Afternoon Half

Save

The teacher attendance popup form has an extra field to determine half-day/full-day leave. The fields for teacher attendance are

1. **Leave type:** This is defined under Leave Types in the Teachers Module. Each leave type has a maximum count beyond which a teacher will not be able to apply for that leave type.
2. **Reason:** Enter a reason for absence.
3. **Is Half Day:** Check this box if the teacher has taken a half-day leave. When checked you also have the option to select whether the absence is for the morning half or afternoon half. The labels displayed on the calendar for these will be different.

Once you have entered the necessary details click **'Save'** to mark the absence.

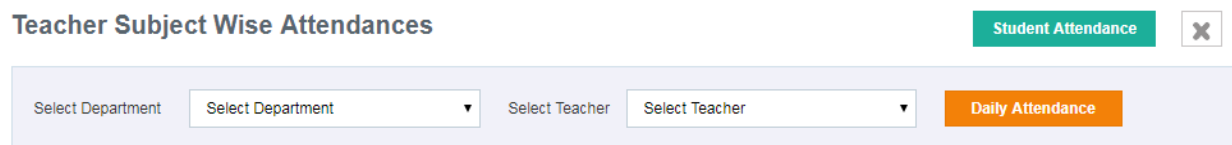
You can switch between months using the arrows shown below,



8.2.2 Teacher subject wise attendance

You can mark subject wise attendances for teachers just like students. Before you start make sure you have associated the teachers with subjects in batches and assigned them in the timetable.

To get started with Subject wise attendance click on the **'Subject Wise Attendance'** button next to the department dropdown.

A screenshot of a web interface titled "Teacher Subject Wise Attendances". At the top right, there is a green button labeled "Student Attendance" and a close button with an "X" icon. Below this, there is a light blue box containing two dropdown menus: "Select Department" and "Select Teacher". To the right of these dropdowns is an orange button labeled "Daily Attendance".

You will have to select the department and the teacher under it to view the subject wise attendance page.

Teacher Subject Wise Attendances

Student Attendance



Select Department: Select Teacher:

◀ OCT 22 - OCT 28 ▶

Generate PDF

	10:05 AM to 11:00 AM	11:00 AM to 12:00 PM	11:05 AM to 12:00 PM	12:00 PM to 01:00 PM	01:05 PM to 02:00 PM
MON 23 Oct 2017	Absent Discrete Computational Mathematics Batch_A				
TUE 24 Oct 2017			Mark Leave Discrete Computational Mathematics Batch_A	Mark Leave Environmental Sciences Electrical Engineering	
WED 25 Oct 2017		Environmental Sciences Electrical Engineering			
THU 26 Oct 2017					Discrete Computational Mathematics Batch_A

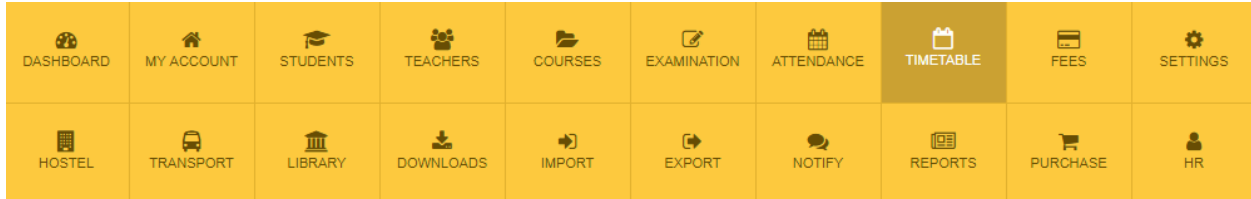
The current week will be displayed for the chosen teacher. You may switch between weeks using the left and right arrows. Only days on which the teacher has classes assigned will be displayed here.

You can mark an absence by clicking the '**Mark Leave**' link for a class. Marked absences can be updated or removed using the respective icons as shown above.

Note: Teachers can request for leaves from their portals. These requests will be displayed in the HR module, they can be managed from there. Accepting a leave will automatically reflect in the calendar.

9. TIMETABLE

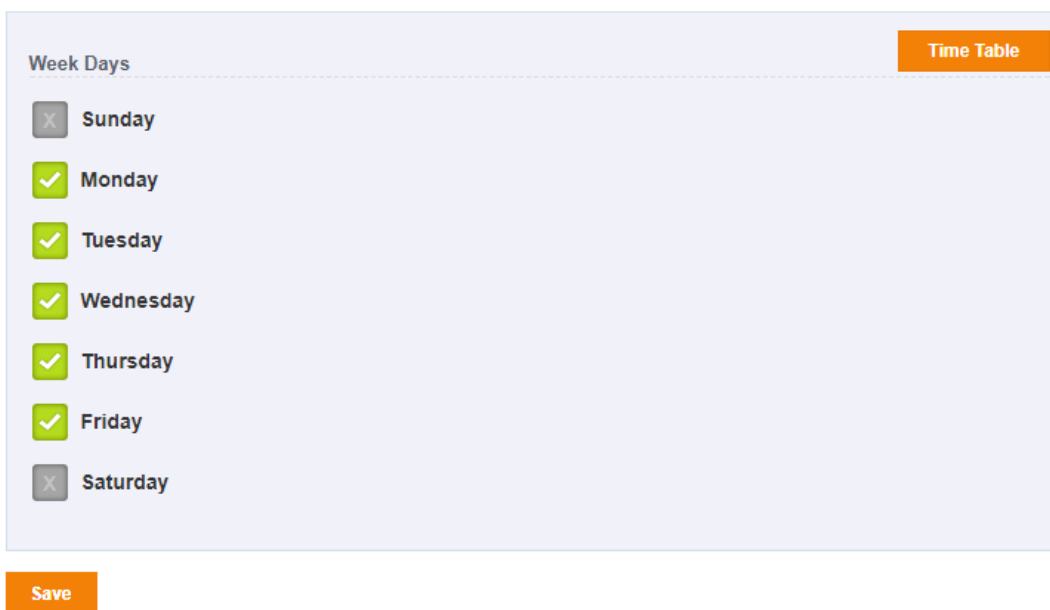
The timetable module allows you to set up timetables for batches, view timetables for teachers, batches etc, set up class timings and weekdays. We already took a look at creating class timings and weekdays in the getting started section. Let's go into detail on all options we have regarding the time table.



9.1 Setting up weekdays

9.1.1 Weekdays for batches

The '**Set Weekdays**' link in the left side menu allows you to setup weekdays for individual batches. Clicking this link will bring down the app explorer from where you can choose the required batch.



Check or uncheck days to set your weekdays. Once you have selected all needed working days click save to apply changes for the chosen batch.

9.1.2 Default weekdays

The default weekdays are from monday to friday in the system. You can change this according to your region. These default weekdays are automatically chosen for batches whose weekdays haven't been set up separately.

To configure default weekdays click the '***Set Default Weekdays***' link in the left side menu.

The steps for setting up the weekdays are the same as above except you do not have to choose a batch.

9.2 Class Timings

You can configure class timings for batches individually or for all courses/batches in the system using common class timings.

9.2.1 Class timings for individual batches

The '***Set Class Timings***' link in the timetable module allow you to configure class timings for individual batches. This can be used if you have different timings for each of your batches.

Click on the link in the left side menu and choose your batch from the app explorer to get started.

Course: Master of Science Degree Batch : Batch_C Change Batch X

Class Timings

Time Table
Create Class Timings

Name	Start Time	End Time	Is Break	Action
No results found.				

This will bring up the list of existing class timings. To create a new class timing, click on the **'Create Class Timings'** button.

Course: Master of Science Degree Batch : Batch_C X

Create Class Timings

Class Timings

Name * Start Time * End Time *

Is Break

Submit

The class timing form has 4 fields,

1. **Name:** Enter a name for the class timing. Eg: Period 1, Period 2 etc
2. **Start time:** Select a start time from the timepicker that can be viewed by clicking in the box.
3. **End time:** Select an end time from the timepicker that can be viewed by clicking in the box.
4. **Is Break:** Select this check box if the timing is a break or recess. You will not be able to assign subjects for the timing if this option has been selected. It will be displayed as **'Break'** in the timetable.




Click the **'Submit'** button to save the class timing. This will take you back to the class timing list where you will be able to see the timing you created. To create another timing follow the above steps again. You can view, edit and delete timings using the respective icons beside it.

Course: Master of Science Degree Batch : Batch_C [Change Batch](#)

Class Timings

[Time Table](#) [Create Class Timings](#)


Displaying 1-1 of 1 result(s).

Name	Start Time	End Time	Is Break	Action
Period 1	10:00 AM	11:00 AM	No	  


9.2.2 Common class timings

You can also create common class timings for all course/batches in the application. You can create common class timings from the **Settings Module > Course/Batch Settings > Common Class Timings**.


COURSE / BATCH SETTINGS




Semester Settings
Enable / Disable Semester System




Manage Courses
Create & Manage Courses




Common Class Timings
Create & Manage Institution Class Timings




Manage Subjects Common Pool
Manage Subjects Common Pool




Default Weekdays
Default School Weekdays



Add Subjects To Batch
Add Subjects To Batch



Set Default Grading Levels
Setting the Default Grading Levels



Manage Exam Format
Choose Exam Format

This will redirect you to the page with existing common class timings.

Manage Common Class Timings

[Create Common Class Timings](#)

Name	Start Time	End Time	Is Break	Action
No results found.				

Click on the '**Create Common Class Timings**' button to get started.

Create Common Class Timings

[View Common Class Timings](#)

Name *	Start Time *	End Time *
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Is Break	<input type="checkbox"/> All Batch	

[Submit](#)

The form is quite the same as that of normal class timings creation but with an extra field,

1. **Name:** Enter a name for the class timing. Eg: Period 1, Period 2 etc
2. **Start time:** Select a start time from the timepicker that can be viewed by clicking in the box.
3. **End time:** Select an end time from the timepicker that can be viewed by clicking in the box.
4. **Is Break:** Select this check box if the timing is a break or recess. You will not be able to assign subjects for the timing if this option has been selected. It will be displayed as '**Break**' in the timetable.
5. **All Batch:** Check this box to have the class timing applied to all batches in the system.

After filling up the required details click on '**Submit**' to save the class timing.

Note: *Even though the class timing will be added to all batches, you may individually delete it for batches that do not need the same timing.*

9.3 Setting up your timetables

Once you have configured weekdays and class timings you can move forward with assigning your subjects and teachers in the timetable.

Note: Teachers need to be assigned to subjects first before setting up the timetable

The weekdays and class timings together make up the timetable. To start assigning subjects and teachers to the timetable click on the **'Set Timetable'** link in the left side menu. Choose your required batch from the app explorer to view the timetable structure.

Course: Master of Science Degree Batch : Batch_C [Change Batch](#)

[Set Week Days](#) [Set Class Timings](#) [Generate PDF](#)

	10:00 AM - 11:00 AM	11:00 AM - 12:00 PM	12:00 PM - 01:30 PM	01:30 PM - 02:30 PM	02:30 PM - 03:30 PM
MON	Assign	Assign	Break	Assign	Assign
TUE	Assign	Assign	Break	Assign	Assign
WED	Assign	Assign	Break	Assign	Assign
THU	Assign	Assign	Break	Assign	Assign
FRI	Assign	Assign	Break	Assign	Assign

The **'Assign'** link allows you to assign a subject for a particular timing in the timetable. Clicking the link will bring up a popup form that allows you to select a subject.

Time Table Entries ✕

Fields with*are required.

Subject *

Selecting a subject will reveal the dropdown to select a teacher. All teachers associated with the subject for the chosen batch will be listed in the dropdown.

Time Table Entries ✕




Fields with*are required.

Subject *

Teacher

Select a teacher too and click **'Save'** to assign the teacher and the subject to the timing.

Assigned subjects / teachers will be displayed on the timetable as shown below,

	09:00 AM - 10:00 AM	10:05 AM - 11:00 AM	11:05 AM - 12:00 PM	12:05 PM - 01:00 PM	12:30 PM - 01:30 PM	01:05 PM - 02:00 PM
MON	Advanced Networking Anika M Melanie 	Discrete Computational Mathematics Amy Santiago 	Assign	Break	Break	Assign
TUE	Advanced Networking Anika M Melanie 	Advanced Computational Algorithms Ani Abraham 	Discrete Computational Mathematics Amy Santiago 	Break	Break	Advanced Computational Algorithms Ani Abraham 

Click the cross to remove the entry from the timetable.

Note: A teacher cannot be assigned to the same timing for the same day in multiple batches

9.4 Timetable views

9.4.1 View Batchwise Timetable

The **'View Timetable'** link in the left side menu allows you to view the timetable for a single batch. Click the link and choose the required batch from the app explorer to view the timetable. This timetable can then be printed using **'Generate PDF'** button on top.

9.4.2 View Full Timetable

The **'View Full Timetable'** link in the left side menu give you various options to view timetables. You can either search for individual batches, all batches in a course, all courses in the academic year etc. You can also view the timetables in weekly or daywise formats by choosing the required mode.


View Full Timetable

Select Academic Year	AY 2017-2018 ▼
Select Course	Master of Science Degree ▼
Select Batch	Batch_A ▼
Select Mode	Week ▼

View Full Timetable

Select Academic Year	AY 2017-2018 ▼
Select Course	Master of Science Degree ▼
Select Batch	Batch_A ▼
Select Mode	Day ▼
Select Day	Monday ▼

Course : Master of Science Degree Batch : Batch_A Class Teacher : Amy Santiago

 [Generate PDF](#)


	09:00 AM - 10:00 AM	10:05 AM - 11:00 AM	11:05 AM - 12:00 PM	12:05 PM - 01:00 PM	12:30 PM - 01:30 PM	01:05 PM
MON	Advanced Networking Anika M Melanie	Discrete Computational Mathematics Amy Santiago		Break	Break	

9.4.3 View Teacher's Timetable

The teacher's timetable view gives you a day wise timetable for teachers in the system. You also get the option to print out these timetable reports.

View Teacher Timetable

Select Department	Mathematics ▼
Select Teacher	Ani Abraham ▼
Select Day	Tuesday ▼

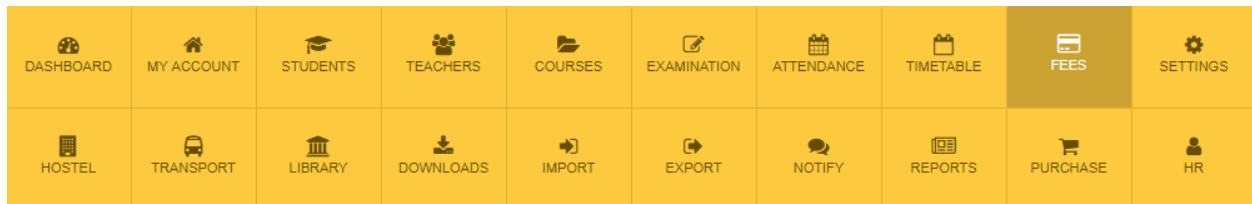
 [Generate PDF](#)

TUESDAY			
Class Timing	Course	Batch Name	Subject
10:05 AM-11:00 AM	Master of Science Degree	Batch_A	Advanced Computational Algorithms
01:05 PM-02:00 PM	Master of Science Degree	Batch_A	Advanced Computational Algorithms

You can view the timings for teachers by choosing a department, teacher and day.

10. FEES

The fees module allows you to create a flexible fee structure with invoice generation, custom subscription methods etc. You can also view daily collection reports, due reports and pull out invoices based on various filters.



You also have the ability to configure a paypal online payment facility in the system. Entering the PayPal details will enable an online payment option for parents where they will be able to make payments from their portal.

Fees Dashboard

Total Fee Categories	Invoices Generated For
7	6

Fee Categories

Category Name	Date Created	Created By	Invoice Generated	Actions
Transportation	01 Jun 2017	Me	No	Generate Invoice(s) Remove
Uniform fees	01 Jun 2017	Me	Yes	View Invoice(s)
fees3	01 Jun 2017	Me	Yes	View Invoice(s)
Transportation Fee - July 2017	01 Jun 2017	Me	Yes	View Invoice(s)
Transportation Fee - June 2017	01 Jun 2017	Me	Yes	View Invoice(s)
fee2	01 Jun 2017	Me	Yes	View Invoice(s)
Fee1	01 Jun 2017	Me	Yes	View Invoice(s)

The fees dashboard displays a summary of fee categories created. It also allows you to view invoices for these categories and remove them if invoices have not been generated already.

10.1 Creating Fees

Creating a fees has two steps,

1. Create Fee category with fee particulars (name, amount, applicable groups/individual)
2. Set up subscriptions (collection date, due date etc)

10.1.1 Fee creation: STEP 1

Create Fees

Fee Category

Name *

Description

Fee Particulars

Name*	Description	Tax	Discount	
<input style="width: 95%;" type="text" value="Particular Name"/>	<input style="width: 95%;" type="text" value="Particular Description"/>	No Tax ▼	Discount	% ▼

Applicable to:

Default ▼
All Courses ▼
All Batch ▼
All Categories ▼
Amount
🗑️

+ Add access

+ Add particular / { Press Ctrl + Enter }

Setup Subscriptions >>

Step 1 involves giving a name for the fee category you want to create and entering amount details for particulars and accesses as shown in the image above. You can add multiple particulars and accesses.

Fee Particulars

Name*	Description	Tax	Discount	
1 Particular Name	Particular Description	No Tax ▼	Discount % ▼	🗑️
Applicable to: 2				
Default ▼	All Courses ▼	All Batch ▼	All Categories ▼	Amount 🗑️
+ Add access 3				
+ Add particular / { Press Ctrl + Enter } 4				

1. **Particulars:** Item name in the invoice. For example, you could create a fee category called 'Fees for 2017' and add particulars like 'Admission Fee', 'Tuition Fee', 'Lab Fee' etc. Each particular will have an access, where you can add an amount for particular groups or individual students 'Applicable to' as shown above. The particular will have a name, a description, tax (can be setup in Tax Settings), discount (can be in percentage or amount, choose suitable option from the dropdown next to it).

2. **Access:** A single particular can have multiple accesses / amounts applicable to different groups or individuals. The access area have a couple of fields, the first dropdown indicates whether you want to select a group or enter admission numbers

Default ▼	All Courses ▼	All Batch ▼	All Categories ▼	Amount	🗑️
Admission num ▼	Admission Numbers seperated by commas			Amount	🗑️

Choose your required options and enter required data.

3. **Add access:** To add another access for the same particular click on the '+Add access' link below the access fields. This option is if you have different amount for the same particular for different groups or individuals.

4. **Add particular:** The '**Add particular**' link allows you to add more particulars for the Fee Category you are creating. You may add a new particular using the hotkey: CNTRL + ENTER.

Once you are done entering all the required details on step 1, click on the '**Setup Subscriptions**' button to move to step 2.

10.1.2 Fee creation: STEP 2 (Subscriptions)

The second step involves setting up the payment subscription method. You can either set it as a one-time fee or a repeating one. Let's get into details,

Create Subscription

Fee Category : Fee for 2017
 Date Created : 31 Oct 2017
 Description : fee

Setup a Subscription Method 1

Start Date * End Date *

Divide the fee amount by number of subscriptions 2

Subscription Type

One Time Repeat Every 3

Due Date *

Submit

There are a couple of fields that need to be filled in,

1. **Dates:** You have to select a start and end date for your fee collection. These dates have to be within the range of the academic year. If you are going for a recurring payment

method you will have to set the start date and end date for the range you want to keep collecting the fee.

2. **Divide:** In case of recurring payments you can either choose to collect the amount you entered in step 1 every interval or even split that amount into the number of intervals you set. Check this box to split the amount by the number of intervals.
For example, say you entered an amount of 1000 in step 1 and your subscription is half-yearly (collected every six months, number of recurring payments: 2). Checking this box will split the 1000 by the number of intervals (2) and invoices will be generated for each half with an amount of 500.
3. **Payment interval:** You can either choose the payment to be one-time or recurring. For one-time simply select a due date. You will be able to send reminders to students and parents who haven't made payments past the due date. You can also choose a recurring interval.



There are 5 options for recurring intervals,

Half-Yearly: Collected twice (every six months)

Quarterly: Collected 4 times (every three months)

Monthly: Collected every month (set a day for due date)

Weekly: Collected every week (select a day for due date)

Custom: Create your own custom due dates. Click on '**Add custom due date**' to add a new date and the trash icon to delete (you will need to have at least one).




[+ Add custom due date](#)

Click the submit button once you are done configuring your subscriptions. This will create the Fee category only. You will have to generate the invoices separately from the Fees dashboard.

Note: *If you skip step 2, you can always come back and continue using the ‘**Create Subscriptions**’ link next to your Fee category in the fees dashboard.*

10.1.3 Invoice generation and management

After you’ve added your fee category it will be listed in the fees dashboard. Invoices have to be generated separately using the ‘**Generate Invoices**’ link next to it.

Category Name	Date Created	Created By	Invoice Generated	Actions
Fee for 2017	31 Oct 2017	Me	No	Create Subscriptions Remove
Transportation	01 Jun 2017	Me	No	Generate Invoice(s) Remove

You have the option to remove categories if invoices have not been generated. A fee category cannot be removed once you have generated invoices for students. You can only cancel an invoice after generation. Invoices can also be edited individually.

Click on the ‘**View Invoices**’ link against the fee category to view its invoices once you have generated them.

Uniform fees	01 Jun 2017	Me	Yes	View Invoice(s)
------------------------------	-------------	----	-----	---------------------------------

You can also use the ‘**Manage Invoices**’ link in the left side menu to view invoices of all categories.

Manage Invoices

Total Invoices	Paid Invoices	Un-Paid Invoices	Cancelled
275	1	273	1

Search Invoices

Fee Category <input type="text" value="All categories"/>	Invoice ID <input type="text"/>	Recipient name <input type="text"/>
Course <input type="text" value="All courses"/>	Batch <input type="text" value="All batches"/>	Status <input type="text" value="All"/>
Invoice Date <input type="text"/>		

[Search](#)

[Cancel](#)
[Send Reminder](#)
[Export CSV](#)
[Generate PDF](#)

<input type="checkbox"/>	Invoice ID	Recipient	Fee Category	Amount	Balance	Status	Actions
<input type="checkbox"/>	280	Dalmy Devasy	fees3	500.00	250.00	Unpaid	View
<input type="checkbox"/>	279	Cyrus G Pruitt	Transportation	1,500.00	1,500.00	Unpaid	View
<input type="checkbox"/>	277	Montana S Edward	Transportation	1,500.00	1,500.00	Unpaid	View


Number of paid, unpaid and cancelled invoices can be seen here. You also have various filters to browse through generated invoices. Option to generate PDF and CSV reports of invoices is also available here.

You can cancel invoices by checking them using the checkboxes next to them and then clicking the **'Cancel'** button on top. The **'Send Reminder'** button can also be used in the same way to send notifications to parents and students.

To view an invoice click the **'View'** link next to it.

<input type="checkbox"/>	279	Cyrus G Pruitt	Transportation	1,500.00	1,500.00	Unpaid	View
--------------------------	-----	----------------	----------------	----------	----------	--------	--

Invoice - #279

 [Generate PDF](#)

Invoice ID	279
Recipient	Cyrus G Pruitt
Fee Category	Transportation
Invoice Date	01 Jun 2017
Invoice Amount	1,500.00
Adjustments	0.00
Payment Details	0.00
Amount Payable	1,500.00
Due Date	28 Jun 2017
Last payment date	-
Status	Unpaid

#	Particular	Description	Unit Price	Discount	Tax	Amount
1	Transportation	-	1,500.00	-	-	1,500.00
Sub Total (USD)						1,500.00
Discount (USD)						-
Tax (USD)						-
Total (USD)						1,500.00

[Edit](#)

Transactions

#	Date *	Type	Transaction ID	Description	Amount *	Proof	Status	Actions
1	<input type="text"/>	Payme ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	File	-	Add

You can view details of particulars, amount due, amount paid, adjustments(discount), transactions etc here.

New particulars can be added or existing ones can be edited by clicking the '**Edit**' button below the particular listing.

#	Particular	Description	Unit Price	Discount		Tax	Amount
1	Transportation		1500.00	0.00	% ▼	No tax ▼	Remove
+ Add another particular							
Sub Total (USD)							1,500.00
Discount (USD)							-
Tax (USD)							-
Total (USD)							1,500.00

Save


Click on the '**+ Add another particular**' link to add a new one. Existing ones can be removed using the '**Remove**' link next to it. Click the save button once you are done editing, to save changes.

Note: Changes made here will only affect the selected invoice and will not change particulars or details for other invoices in the same category. Updation of all invoices under a particular category is not available.

10.1.3a Making payments

Partial or full payments can be made from within the invoice view. Previous transactions can also be viewed under the Transactions section.

Transactions

 **Generate PDF**

#	Date *	Type	Transaction ID	Description	Amount *	Proof	Status	Actions
1	16 May 2017	Cash	21341	Partial payment	500.00	No	Completed	Remove
2		Payme ▼				File	-	Add

To add a new transaction enter the details for it and click '**Add**' to save. You can also upload proof of payment as a file by clicking the '**file**' link under the proof column. Payment types can be managed under '**Manage Payment Types**' explained later.

10.2 Transportation Fees

The Transportation fees area in this module is linked to routes and students allotted in the **Transportation Module**. Invoices can be generated for each month, the rates are defined in the transportation module. The amount for the stop the student is allotted to will be calculated for each invoice you generate.

10.2.1 Generating invoices for transportation

Click the '**Transportation Fee**' link in the left side menu to view details of students assigned to stops in the transportation module.

Transportation Fee

Generate Invoice For All Students

Student Name	Route	Stop	Fare	Action
Garrett G Sanders	CA_ROUTE1	Lucas St	24.00	Generate Invoice
Amir N Simmons	CA_ROUTE1	Malcom St	12.00	Generate Invoice

Invoices can be generated individually for each student by clicking the '**Generate Invoice**' link next to him/her. To generate invoices for all students together click the '**Generate Invoice for all students**' button on top.

In the next step choose the month for which you would want to generate the invoices for.

Generate Invoice For All Students

Click the **'Generate'** button to create invoices after choosing the month. You should see a flash message depending on the options you choose.

Transportation Fee

✔ 2 out of 2 Invoice(s) generated!

[Generate Invoice For All Students](#)

Student Name	Route	Stop	Fare	Action
Garrett G Sanders	CA_ROUTE1	Lucas St	24.00	Generate Invoice
Amir N Simmons	CA_ROUTE1	Malcom St	12.00	Generate Invoice

The fee you generate for each month will be displayed as a new fee category in the fees dashboard with the month's name.

Category Name	Date Created	Created By	Invoice Generated	Actions
Transportation Fee - November 2017	01 Nov 2017	Me	Yes	View Invoice(s)

10.3 Managing Payment Types





We noticed the ability to select a payment type while making payments for an invoice. Let's take a look at how to create and manage your own payment types. These are basically labels used to identify how transactions were made.

Click the '**Manage Payment Types**' link in the left side menu to view all existing payment types.

Payment Types

Create

Displaying 1-2 of 2 result(s).

Type	Created By	Created At	Status	
Cash	Admin Admin	22 Jan 2016	Active	 
Cheque	Admin Admin	10 Feb 2016	Active	 

Existing types can be edited or deleted from here.

Note: Removing an existing payment type will also remove it from the transaction details it was used in.

To create a new payment type click the '**Create**' button on top.

Create Payment Type

Manage

Fields with * are required.

Type *

Status Active Inactive

Create

The create payment type form has two fields,

1. **Type:** Enter a name for your payment type. This will be displayed everywhere relevant.

2. **Status:** Active payment types will be displayed for selection while making a payment.
You can always edit and set a payment type as active from inactive when needed.

To save click the '**Create**' button.





10.4 Managing Taxes

Taxes to be added during fee creation can be managed by clicking the '**Manage Tax**' link in the left side menu.

Taxes

Create

Displaying 1-2 of 2 result(s).

Label	Value (%)	Created By	Created At	Is Active	
VAT	5.00	Admin Admin	01 Jun 2017	Active	 
GST	12.00	Admin Admin	01 Nov 2017	Active	 

Existing taxes will be listed here. You may edit or delete these taxes.

To create a new tax value click on the '**Create**' button or the '**Create Tax**' link in the left side menu.

Create Tax

Manage

Fields with * are required.

Label *

Value (%) *

Is Active Active Inactive

The form has three fields,

1. **Label:** Enter the name of the tax you want to create.

2. **Value:** Enter a value in percentage for the tax to be calculated
3. **Status:** Select whether this tax should be active or not for adding in fees.

Click the '**Create**' button once you are done entering the required values.

10.5 Fee Reports

There are two reports in the Fee Module,



10.5.1 Daily Collection Report

This report allows you to pull details of fees collected within a specific date range. Click on the '**Daily Collection Report**' in the left side menu to access this area.

Daily Collection Report

Daily Collection Report

Start Date End Date Submit

 Generate EXCEL
 Generate PDF

Id	Invoice Id	Category	Date	Payment Type	Transaction Id	Description	Amount
1	280	fees3	24 Oct 2017	Cash	-	-	250.00
Total Amount							250

Choose a start date and end date to specify the required date range and click '**Submit**' to pull up records. You can also view the total amount collected during that range at the bottom. The report can be saved as excel and PDF.

10.5.2 Due Report

The due report option allows you to view all dues for a specific course and batch. Click the '**Due Report**' link in the left side menu to get started.



Due Report

Due Report

Select Course Science/Engineering ▼

Select Batch Electrical Engineering ▼

Submit

 Generate EXCEL
 Generate PDF

Id	Student Name	Admission No	Category	Due Date	Total Amount	Due
1	Clare A Yetta	50	fees3	22 Jun 2017	500.00	500.00
2	Clare A Yetta	50	Transportation	28 Jun 2017	1,500.00	1,500.00

Select a course and batch under it, then click '**Submit**' to view the list of all students who have pending fees. This report can also be saved as excel and PDF.

10.6 Payment gateway settings

The application comes with the PayPal gateway already integrated. This will allow parents to make online payments via PayPal for his/her child/children from the parent portal. You will need to have a PayPal Business account to receive payments.

Details to configure your account with the application can be found in your PayPal login.

Gateway Settings

Paypal Settings

API Username *

API Password *

API Signature *

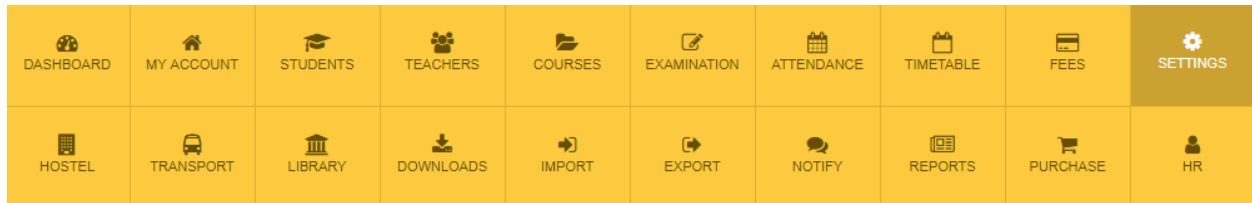
Currency *

[Save Settings](#)

Click on the '**Settings**' link in the left-side menu under Payment gateway to view the form for configuring the gateway.

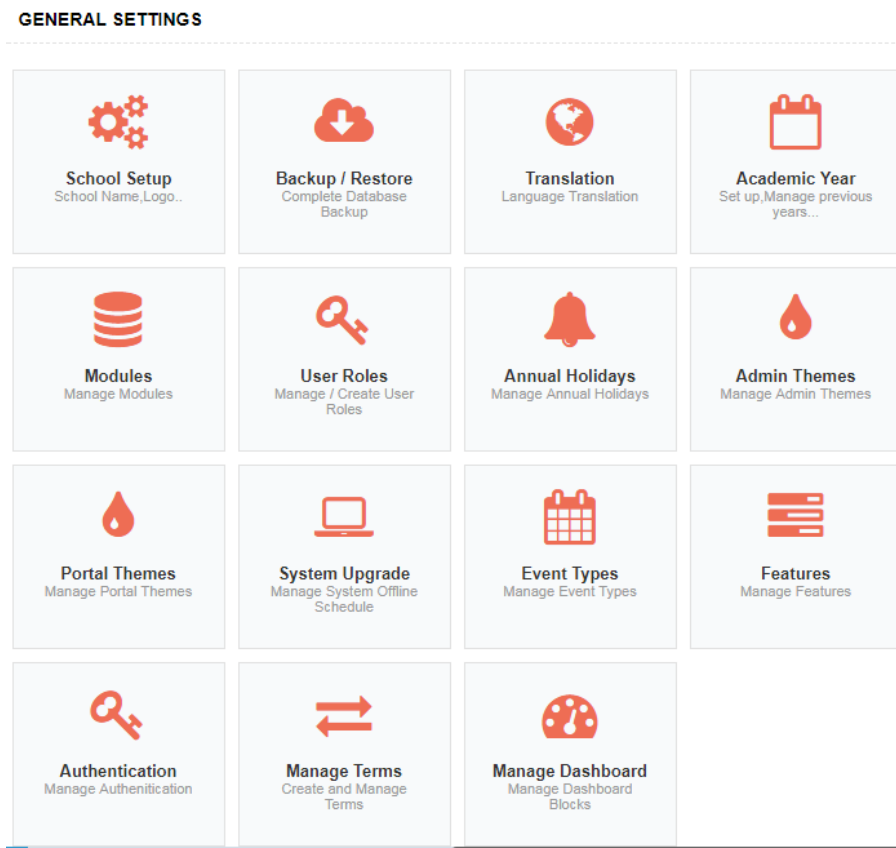
11. SETTINGS

The Settings Module allows you to manage details of school, take backups, create user roles, custom users, change themes, enable/disable modules etc.

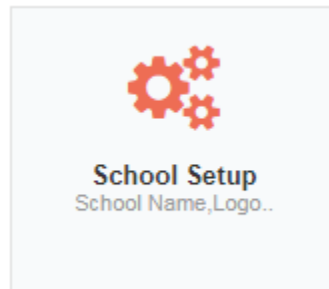


11.1 General Settings

The general settings area contains the basic functionalities like taking backup, setting up school data etc.



11.1.1 School Setup



The School setup area allows you enter school details like school address, phone number etc which will be displayed in the header of every PDF generated in the system. You can also upload the school logo to be displayed inside(top left corner) all portals.

Fields with *are required.

School Information			
School / College Name	<input type="text" value="Institution Name"/>	Registration ID	<input type="text" value="1"/>
Founded On	<input type="text" value="01 Jan 2017"/>	Curriculum	<input type="text"/>
Address	<input type="text" value="Institution Address"/>	Zip code	<input type="text" value="1234"/>
Phone	<input type="text" value="987654321"/>	Alternate Phone	<input type="text"/>
Email	<input type="text" value="institution@domain.com"/>	Fax	<input type="text"/>
Upload Logo	<input type="button" value="Choose File"/> No file chosen (supported formats : .jpg , .png ; max filesize: 60Kb, recommended size : 64*64)		
Favicon	<input type="button" value="Choose File"/> No file chosen (supported formats : .ico, .jpg recommended size : 16*16)		

Several other details like principal name, number, financial year start and end dates can be saved. You may also manage academic years from here.

Principal / Head of the Institution

Name of the Principal	<input type="text"/>	Email of the Principal	<input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>

School Year Setup

Academic Year*	<input type="text" value="AY 2017-2018"/>	Create New Academic Year	
Finance Year Start	<input type="text" value="31 Mar 2017"/>	Finance Year End	<input type="text" value="01 Apr 2018"/>

Currency, time zone, language and date formats to be used in the application can also be customized here.

Application Settings

Currency	<input type="text" value="USD"/>	Language	<input type="text" value="English"/>
Date Format	<input type="text" value="06 Dec 2017"/>	Time Zone	<input type="text" value="Asia/Kolkata"/>

Note : Admission number cannot be changed once admissions have started

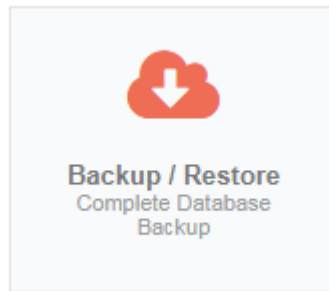
Online Admission Number Setup

Admission Number Start *	<input type="text" value="1"/>
--------------------------	--------------------------------

Apply

The online admission number setup helps you to give a starting number for which students applying for online admissions should have admission numbers. The admission numbers for these students will be incremented from the number you enter. If it's 1, the series will go on as 2,3,4....

11.1.2 Backup/Restore



The backup/restore function allows you to take a backup of the application and download it or even use it to restore. This feature takes a complete backup of the data at the time, you can download it as a SQL(*Structured query language*) file.

Manage Database Backups

Create Backup

Name	Size	Create Time	Action
db_backup_2017.12.06_11.36.42.sql	1793 KB	December 6, 2017, 11:36 am	Download Restore Delete

All backups taken are listed here. You can download, restore and delete them. Restoring a backup actually overwrites whatever data is in the system at the point and inserts the data from the backup.

Click on the '**Create Backup**' button to generate a backup of the application at that point.

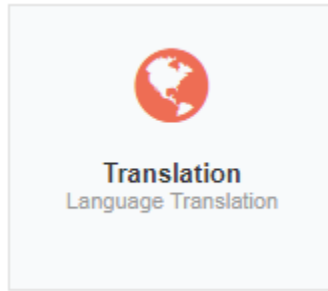
Note: To start taking backups make sure the folder permission for the folder **protected/_backup** is set to **755** on your server. If not set by default please changed it to 755 for the backup feature to work.

You may also upload backups to the system and then use it to restore. Only backups generated by the application can be used to upload and restore. **Uploading other SQL files will cause abnormalities in the functioning of the application and also cause it to crash!**

Upload

Upload File * Choose File No file chosen
Save

11.1.3 Translation



The application has a translation module that allows you and other users to personalize their portal languages.

Note: *The system does not come with predefined language libraries, meaning the translations have to be first entered into the application manually before you can use it.*

Translations - English

Language : Filter by : Items :

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

<< First < Previous **1** 2 3 4 5 Next > Last >>

** Please read the instructions before translation. [Click here.](#)

Number of items in this page : 20	
Label in Application	Your Translation
/ Publish Date	<input type="text"/>
/ Publish Result	<input type="text"/>
are required.	<input type="text"/>
Assessment	<input type="text"/>
Class Timetable	<input type="text"/>

Choose the language for which you would want to enter translations from the drop-down on top. All words/phrases in the system are displayed below in the left side. Enter your translations

in the corresponding field in the right side and click the '**Generate Translations**' button at the bottom.

This might be a cumbersome job as there are around 1000-2000 words in the system. You may use the export option here to get all the words/missing translations in the system as an excel file then use the import option to insert the translations using the excel file.

Click on the '**Export Translation**' link in the left side menu to extract the english words in the application as an excel file.

Export Translations - English

Fields with*are required.

Language
English ▼

Filter by
All ▼

File Format
Select ▼

Export

You may export completed and missing translations from here.

The import translation option allows you to import an excel file.

Import Translations - English

Fields with*are required.

Language
English ▼

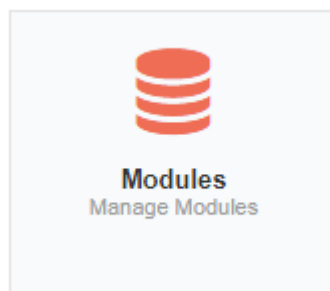
Upload Type
Full Replace ▼

File Format
 No file chosen

Choose the language for which translations need to be inserted. Next choose the whether the import is for missing translations or replacing all translations.

Select your file from your system and click the '**Import**' button to start the import process.

11.1.4 Module Management

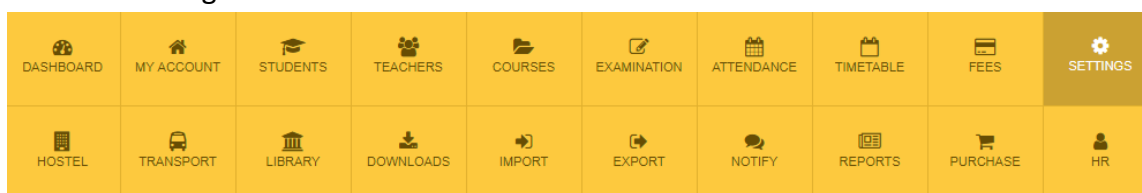


The '**Modules**' option in general settings allows you to enable/disable modules in the system.

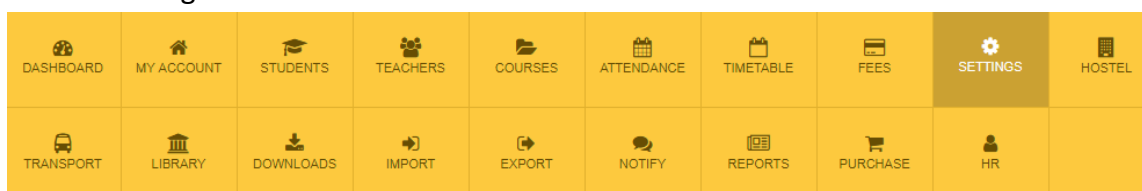
Name	Action
My Account	Disable
Students	Disable
Teachers	Disable
Courses	Disable
Examination	Enable
Attendance	Disable
Timetable	Disable
Fees	Disable
Reports	Disable
Hostel	Disable
Transport	Disable
Library	Disable
Downloads	Disable
Import	Disable
Export	Disable
Notify	Disable
Purchase	Disable
HR	Disable

To enable/disable a module simply click the respective link next to it.

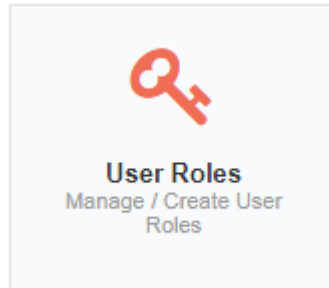
Before disabling Examination module



After disabling Examination module



11.1.5 User role management



The default roles in the system are,

1. Admin
2. Teacher
3. Parent
4. Student

These roles are fixed and cannot be changed. Teacher, student and parent roles are assigned automatically during their registration process. Custom admins can be created by using the '**Create New User**' link in the left side menu of the Settings Module. These custom users can be assigned custom roles with access to specific modules.

The list of user roles already in the application are listed here.

Manage Roles

Sl. No.	User Role	Description	Action
1	BusSupervisor	Bus Supervisor	Not applicable
2	pm	Purchase Manager	Not applicable
3	Cashier	Manage fees	Edit Delete

Bus Supervisor and PM(Purchase Manager) roles are also default and cannot be edited/deleted but can be assigned to custom users. Roles that are created by you can be edited and deleted.

To create a new role click the '**Create User Role**' link in the left side menu.

Create New Role

Fields with * are required.

Some modules are interrelated

Name *

Description

<input type="checkbox"/> Select All	<input type="checkbox"/> My Account	<input type="checkbox"/> Students	<input type="checkbox"/> Teachers
<input type="checkbox"/> Courses	<input type="checkbox"/> Examination	<input type="checkbox"/> Attendance	<input type="checkbox"/> Timetable
<input type="checkbox"/> Fees	<input type="checkbox"/> Reports	<input type="checkbox"/> Settings	<input type="checkbox"/> Hostel
<input type="checkbox"/> Transport	<input type="checkbox"/> Library	<input type="checkbox"/> Downloads	<input type="checkbox"/> Import
<input type="checkbox"/> Export	<input type="checkbox"/> Notify	<input type="checkbox"/> Purchase	<input type="checkbox"/> HR

1. **Name:** Enter a name for the role you are about to create
2. **Description:** Enter a description of the role (not mandatory)
3. Choose the modules you would want the user with this role to access. Only the modules chosen will be displayed when the user assigned to this role logs in to his/her account.

Click on the **'Create'** button to save changes and create the role. This can then be assigned to a custom user during creation. Check the miscellaneous section for details on *creating a custom user*.

11.1.6 Annual Holidays



The annual holidays feature allows you to set holidays in your application. This will also reflect in the attendance module. Days marked as holidays will not be considered as working days.

Annual Holidays

Deduct holidays from working days

Month
Week
Day

Today
◀
▶
December 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
	Christmas Details : Christmas ...					
31	1	2	3	4	5	6

To mark a holiday simply click on a day in the calendar.

Holiday Details
✕

Title

Description

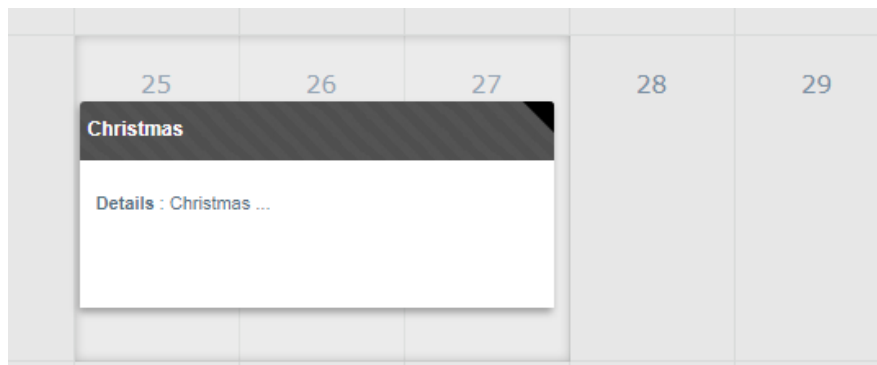
Start

End

All Day

Editable

In the pop-up form that appears enter the details of the holiday and click OK to save changes.

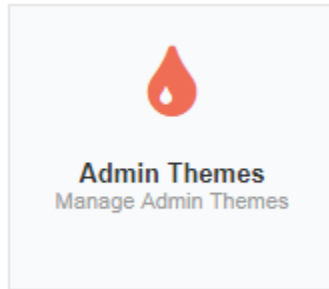


You may extend the holiday for a couple of days by clicking the edge of the holiday card and pulling it to an extent of your choice. Holidays will automatically reflect in the attendance register as shown below.

Su 24	Mo 25	Tu 26	We 27	Th 28

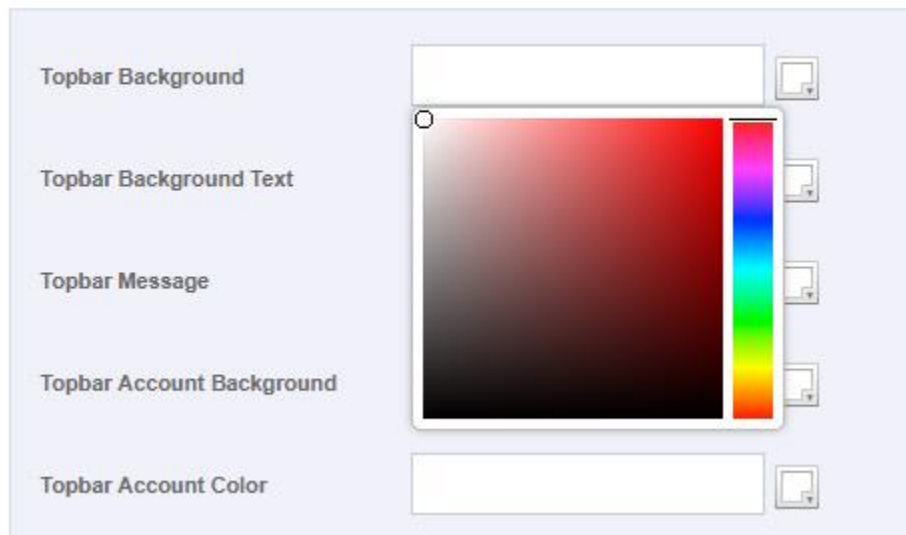
The **'Deduct holidays from working days'** option if checked will not consider holidays in attendance percentage calculation.

11.1.7 Theme Management







Student, parent and teacher users can either set their own themes in their portals or use the admin theme. Admins can change use the default theme or set a new one of their choice for admin portal as well as other portals.

Manage Themes



This area allows you to change colors for different sections of the application. The sections are mentioned in the left side of the page. The fields next to it are color pickers where you can either enter the hex-code for the color you wish or select it from the picker.

Menu Active Background	<input type="text"/>	
Menu Active Color	<input type="text"/>	
Breadcrumbs Background	<input type="text"/>	
Breadcrumbs Color	<input type="text"/>	
<input type="button" value="Save"/>		

Click on the **'Save'** button below to save changes made.

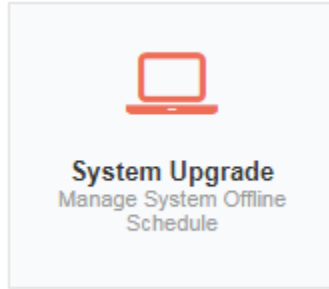
Manage Themes

Topbar Background	<input type="text" value="#bf3939"/>	
Topbar Background Text	<input type="text" value="#823838"/>	

You can always revert back to the default theme by clicking the **'Set default theme'** button on top. This button is visible only if you have set a different theme.

The portal themes feature is similar to the admin theme but the changes are applied to the teacher, student and parent portals.

11.1.8 System upgrade



The system upgrade option allows you to set a timeframe where no one except allowed users can access the system. This can be used to restrict access during server maintenance or application upgrades etc.

Manage Offline Settings

[Add Schedule](#)

Message	Start Time	End Time	Status	Action
Server maintenance	2017-12-06 11:49:00	2017-12-06 11:50:00	Active	

Scheduled upgrades are listed here. To add a new schedule click the '**Add Schedule**' button.

Create Offline Schedule

Message

Start Time *

End Time *

Status *

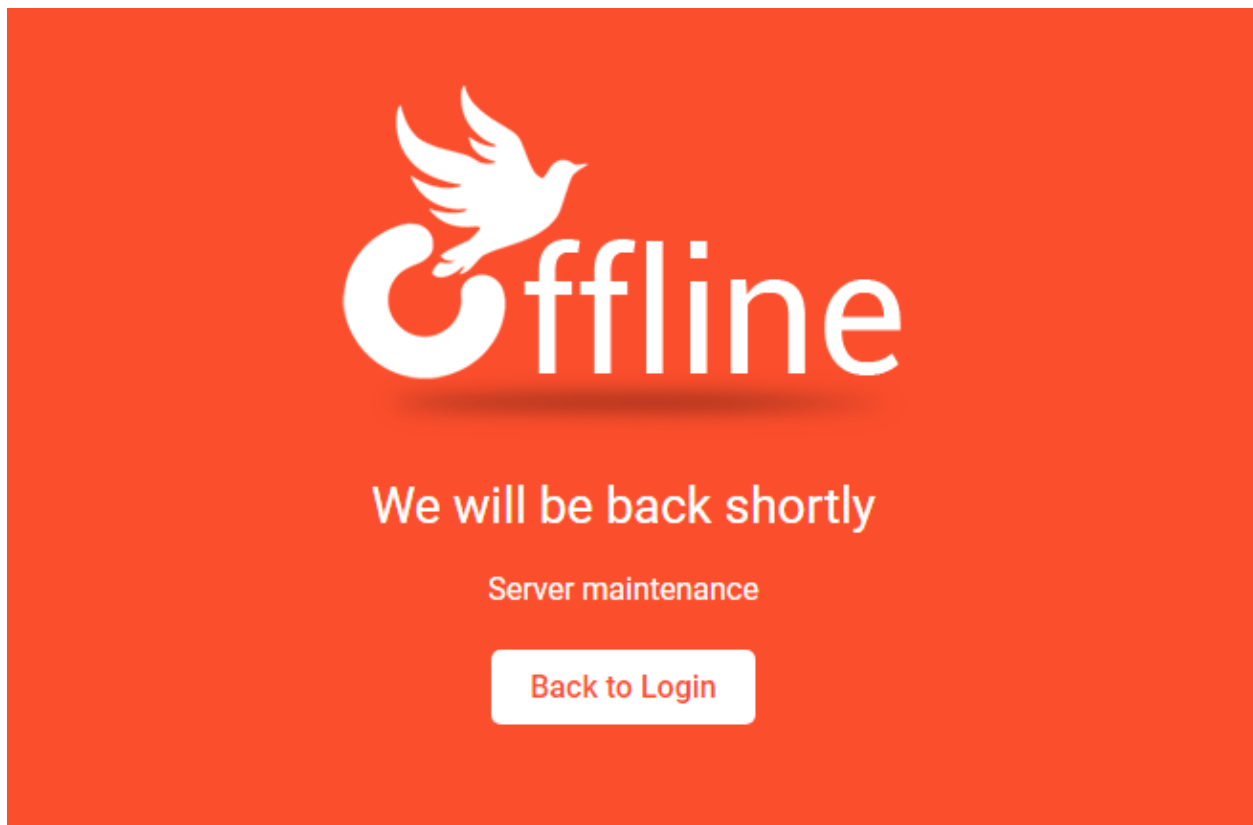
Allowed Users

Enter the following details to schedule an upgrade,

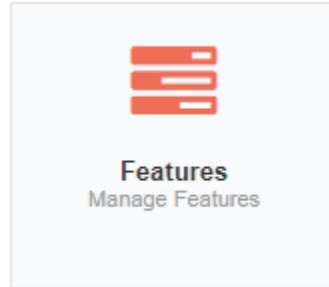
1. **Message:** The text entered here will be displayed on the offline page.
2. **Start time:** The start time for the upgrade.
3. **End time:** the end time for the upgrade.
4. **Status:** Can be inactive(upgrade will not work unless set to active), active or completed.
5. **Allowed users:** The first drop-down allows you to select the role of the users you wish to allow during this timeframe. The second dropdown lists all the usernames under the selected role. Select a role and user then click the '**Add**' button to save the user to the whitelist.

Click on the '**Save**' button once you are done.

When a user who isn't in the whitelist tries to access the system while an upgrade is in process they will see the screen below.



11.1.9 Features



The features option allows you to enable/disable the complaints and achievements(in students and teachers) ability.

Manage Features

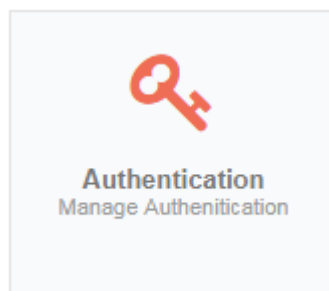
Enable or Disable Following Features.

Achievements <input checked="" type="checkbox"/>	Complaints <input checked="" type="checkbox"/>
---	---

Apply

Simply check/uncheck the features to enable/disable them respectively.

11.1.10 Authentication



The application allows 2 ways to login,

1. **Single step:** This involves entering your username/email and password.
2. **Two step:** This type of authentication has a one-time password(OTP) check during login. Users will receive a temporary pin via SMS to their registered phone number. They will be able to login only after entering the OTP.



Enter the OTP

Please enter the OTP that has been send to your mobile number and email within 294 seconds...

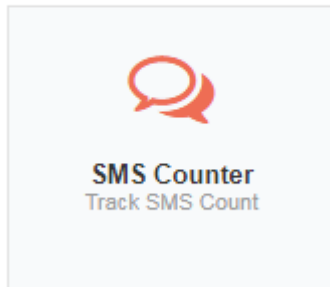
Submit

Resend OTP

Note: *The two-step verification process will only work once you have integrated the SMS gateway in the application.*

11.1.11 SMS counter

SMS SETTINGS



The SMS counter allows you to track the number of SMS sent from the system. You can filter results based on date, month and date range.

SMS Counter

Total SMS	Today	Current Month
3	3	3

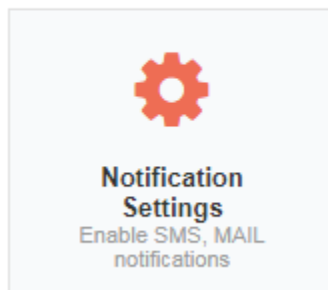
Recent SMS Counter Details

Select ▼

Date	Count
06 Dec 2017	3

11.1.12 Notification Settings

NOTIFICATION SETTINGS



The notification settings area is the hub for controlling all your notifications sent out from the application. As you may have seen there are different notifications(SMS, email and internal messages) sent from the system to users for different functions.

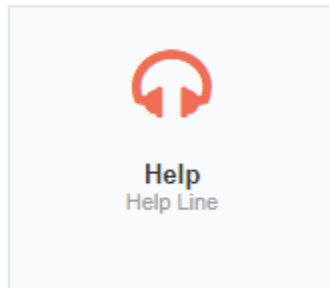
Function	<input checked="" type="checkbox"/> SMS	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Message	<input checked="" type="checkbox"/> Student	<input checked="" type="checkbox"/> Guardian	<input checked="" type="checkbox"/> Teacher
Student Admission	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Student Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>	-
Teacher Appointment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	-	<input checked="" type="checkbox"/>
Exam Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	-
Exam Result	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	-
Fees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>	-
Library	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	-
Student Log	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
User Creation	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	-	-
Online Admission	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Online Admission Approval	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Application Status Change	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Hostel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	-
Public Holidays	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Missing Documents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	-	<input checked="" type="checkbox"/>	-
User Login	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	-	-	-

Save Settings

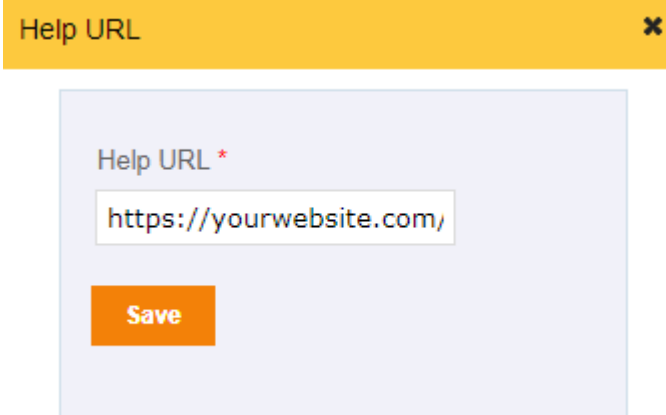
Check/uncheck the required options based on the functions in the first column and the notification mode/user in the first row to enable/disable notifications respectively. Once you have chosen your required options click the '**Save Settings**' button at the bottom to save the changes you made.

11.1.13 Help

HELP URL



The help option allows you to enter the URL for your help page. Users can access this from their portals.

A screenshot of a web form. At the top is a yellow header bar with the text "Help URL" and a close button (an 'x' icon). Below the header is a light blue form area. Inside the form area, the text "Help URL *" is displayed above a text input field. The input field contains the text "https://yourwebsite.com/". Below the input field is an orange "Save" button.

11.2 Creating a custom user

We've seen how you can create custom roles in the system. The ability to create custom users allows you to assign your custom roles to them. To create a custom user click on the '**Create New User**' link in the left side menu.

Create User

User Details

Fields with*are required.

Username*	<input type="text"/>	
Password*	<input type="password"/>	
E-mail *	<input type="text"/>	
Mobile Number	<input type="text"/>	
Superuser *	<input type="text" value="No"/>	Select "Yes" only for Administrator Level users
Status *	<input type="text" value="Not active"/>	
First Name *	<input type="text"/>	
Last Name *	<input type="text"/>	

Fill up the details in the form and hit the '**Create**' button to move to the next step.

Assign Role

Fields with*are required.

<input type="text" value="Select Role"/>
--

The next steps involves assigning the role to the user you are about to create. You may either choose an existing role from the drop down on top (this also includes the Admin role) or create a new role and assign it directly.

OR

Create New Role and Assign

Fields with * are required.

Some modules are interrelated

Name *

Description

<input type="checkbox"/> Select All	<input type="checkbox"/> My Account	<input type="checkbox"/> Students	<input type="checkbox"/> Teachers
<input type="checkbox"/> Courses	<input type="checkbox"/> Examination	<input type="checkbox"/> Attendance	<input type="checkbox"/> Timetable
<input type="checkbox"/> Fees	<input type="checkbox"/> Reports	<input type="checkbox"/> Settings	<input type="checkbox"/> Hostel
<input type="checkbox"/> Transport	<input type="checkbox"/> Library	<input type="checkbox"/> Downloads	<input type="checkbox"/> Import
<input type="checkbox"/> Export	<input type="checkbox"/> Notify	<input type="checkbox"/> Purchase	<input type="checkbox"/> HR

Click Save/Create based on your selection to finish the process. A mail will be sent to the custom user's email with the login details. You may also manage this user from the '**Manage Users**' section.





























11.3 Manage Users

All user accounts for parents, students, teacher, non-teaching staff, custom users, admins etc are listed in the '**Manage Users**' section which can be accessed from the link in the left side menu.

Manage Users

[Create User](#)

Displaying 1-10 of 120 result(s).

Name	Role	E-mail	Last visit	Action
<input type="text"/>		<input type="text"/>		
Administrator Admin	Admin	osadmin@example.com	12 Dec 2017 03:30 PM	 
News News	No roles	news@example.com	28 Jan 2015 03:13 AM	 
Jake Peralta	student	jake@example.com	08 Dec 2017 01:04 PM	  
Roger Peralta	parent	roger@example.com	08 Dec 2017 01:08 PM	  
Amy Santiago	teacher	amy@example.com	08 Dec 2017 03:42 PM	  
George M	pm	george1@example.com	30 May 2017 08:55 AM	  
Daniel M	BusSupervisor	danny@example.com	30 May 2017 08:59 AM	  
Ani Abraham	teacher	ani@gmail.com	-	  
Leo Adkins	student	leoadkins@yopmail.com	-	  
Dennis Crane	student	dennis@yopmail.com	-	  

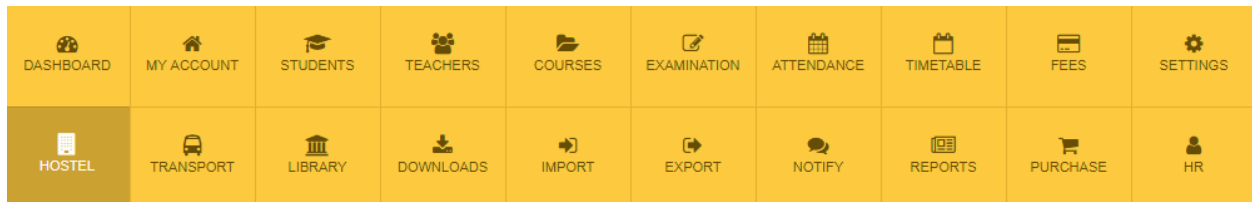
Go to page:

[<< First](#)
[< Previous](#)
[1](#)
[2](#)
[3](#)
[4](#)
[5](#)
[6](#)
[7](#)
[8](#)
[9](#)
[10](#)
[Next >](#)
[Last >>](#)

You may view, edit or delete these accounts from here. This area allows you to change passwords for other users by using the edit function(click the edit icon).

12. HOSTEL

The Hostel Module allows you to manage your hostels, floors, rooms and mess details. Students can enroll for the hostel facility from their portal and you can allot them to different hostels and rooms based on the requests or even without it.



The hostel dashboard displays the available rooms, vacant beds, pending room requests and mess dues.

Hostel Dashboard

Vacant Beds	Room Requests	Mess Dues
4	1	3

Available Rooms

Hostel	Floor	Room No	Availability
Girls Hostel	1	2 Bed(s) - a b	2/2
Girls Hostel	1	1 Bed(s) - a	1/1
Boys Hostel	2	1 Bed(s) - a b	1/2

12.1 Managing Hostels

Click on the '**Hostel Details**' link in the left side menu to create and manage hostels for your institution. This will list the existing hostels and also give you an option to create a new one.

Manage Hostel Details

Enter Hostel Details

Name	Address	Action
Boys Hostel	Hostel for gents	Edit Delete
Girls Hostel	Hostel for Girls	Edit Delete

Existing hostels can be edited or deleted too. To create a new hostel click the '**Enter Hostel Details**' button on top.

Create Hostel Details

Fields with * are required.

Hostel Name *

Address

[Create](#)

Enter your hostel name and address in the respective fields and click '**Create**' to save details. You can now start adding rooms which can be assigned to students.

12.1 Managing Rooms

Once you have created hostels, you can now start adding floors, rooms and mess details. Let's take a look at how to manage your rooms, allocate students to it, change rooms etc. Click on '**List Room Details**' to sort rooms based on different filters.

Manage Room Details

Sort Rooms by

Hostel	Floor	Room No	Availability	Action
Boys Hostel	2	1 Beds - a b	1/2	Edit Delete

You can sort rooms based on,

1. All
2. Occupied
3. Vacant

Click on the edit or delete links to update details or delete rooms respectively.

12.1.1 Creating a room

Click on '**Add Room Details**' in the left side menu to start creating a room. The first step is to add a floor.

Create Floor

Fields with * are required.

Hostel Name *

Floor No *

No Of Rooms *

[Create](#)

Enter the following details,

1. **Hostel Name:** Select a hostel from the dropdown. All hostels created will be listed here.
2. **Floor No:** Enter a floor number. This is a unique field. Floor numbers cannot be repeated for the same hostel.
3. **No. of rooms:** Enter the number of rooms to be created for that floor.

Click '**Create**' to move on to the next step.

Create Room

Fields with * are required.

Room No *	<input type="text"/>	No Of Bed *	<input type="text"/>
Room No *	<input type="text"/>	No Of Bed *	<input type="text"/>

Create

The next step requires entering room details. The number of rows will depend on the value you entered for number of rooms in the previous step.

Here you can enter your,

1. **Room number:** Enter a room number
2. **No. of beds:** Enter the number of beds available for each room


The beds will be added alphabetically depending on the number you have entered.

12.1.2 Allotting a student to a room

You can start allotting students to hostels and rooms once you have created them. To start, click the '**Allot Room**' link in the left side menu.

Registration

Fields with * are required.

Hostel	Boys Hostel ▼	
Floor	1 ▼	
Student *	Amos G Pacheco	
Food Preference *	Vegetarian ▼	
Description	<input type="text"/>	
Create		

Fill in the following details to move to the next step,

1. **Hostel:** Select a hostel from the list of ones created.
2. **Floor:** Select a floor number from the dropdown. This is updated based on the hostel you choose.
3. **Student:** Select a student by either using the app explorer(click the icon next to the field to bring it out) or by entering a name. The field is an auto fill form, you have to choose the name from the list of suggestions.
4. **Food Preference:** Choose a food preference. (Refer Mess management section on how to create and manage food preferences)
5. **Description:** Give a note if needed.

Click on '**Create**' to move to the next step.

If rooms are available in the chosen hostel and floor. You will be able to see the list and allot the selected student.

Allot Room

Floor	Room No	Bed	Action
2	1	a	Allot

Click on the '**Allot**' link for the require room/bed to move forward.

Create Allotment

Fields with * are required.

Bed No

Allot

Confirm the bed you chose. Click on '**Allot**' to confirm and finish allotment.

View Details

Student Name	Admission Date	Hostel	Floor	Room	Bed
Amos G Pacheco	01 Nov 2017	Boys Hostel	2	1	a

If the student is already assigned to a route in the Transportation module you will receive an error as shown below.

The student is already allotted for Transportation. Do you want to continue? [Yes](#) | [No](#)

Note: Allotment can be carried out from the Notifications area in Hostel Module. You can see requests from students for applying to hostel there.

12.1.3 Changing Rooms

Rooms can be changed for students already assigned to hostels. Click on the **'Change Room'** link in the left side menu to change a student's room.

Change Room

🔍

Search

Student Name	Hostel	Floor	Room No	Bed	Action
Boris F House	Boys Hostel	2	1	a	Change Room

Search a student in the field or using the app explorer icon. Selecting a student and hitting **'Search'** will bring out the student's current details.

To change rooms, click on the **'Change Room'** link next to the student.

Allot Room

Select Hostel

Boys Hostel ▼

Select Floor

2 ▼

Search

Hostel	Floor	Room No	Bed	Action
Boys Hostel	2	1	b	Allot

In the next step browse through hostels and floors to find available rooms. You can see the list of available rooms in the dashboard(click on the Hostel module icon to view).

Find the required room and click on **'Allot'** to assign the student to the new room.

Create Allotment

Fields with * are required.

Bed No

Allot

Confirm the bed by clicking the '**Allot**' button.

Note: You can use the Vacate room option for clearing rooms to increase availability.

12.1.4 Vacating a room

You can vacate students from rooms once they leave. To do this click on the '**Vacate Room**' link in the left side menu.

Vacate Room

Name 

Search

Search Results

Student name	Hostel	Floor	Room No	Bed	Mess
Boris F House	Boys Hostel	2	1	b	No dues [vacate]

Search a student using the name field or the app explorer icon. The search results will show up for the students displaying details like hostel, floor, room and bed. You can also see if any mess fees are pending. If not you can use the '**Vacate**' link to remove the student from the hostel.

If mess fees are pending, you will have the option to '**Pay Now**'.

Search Results

Student name	Hostel	Floor	Room No	Bed	Mess
Boris F House	Boys Hostel	2	1	b	Not Paid [Pay Now]

You will not be able to remove the student once the fees is paid.

12.2 Mess Management

You can create food preferences and view pending details of mess fees for students. This preference can be chosen while registering.

To start managing mess details click on the '**Add Mess Details**' link in the left side menu.

Manage Mess Details

[Enter Mess Details](#)

Food Preference	Amount	Action
Vegetarian	1000	Edit Delete
Non Vegetarian	2000	Edit Delete

This will display the existing food preferences if any. You can edit or delete them from here. To create a new one click the '**Enter Mess Details**' button on top.

Food Details

Fields with * are required.

Food Preference *

Amount *

[Create](#)

The form's pretty simple, you have only two fields.

1. Food Preference: Enter a name. Eg: Vegetarian, Non-Vegetarian, Eggetarian
2. Amount: Enter an amount for the food preference

Click '**Create**' once you're done entering the details, to save it.

To manage mess fees click on the '**Mess Manage**' link in the left side.

Mess Manage

Student Name	Hostel	Room No	Bed No	Food Preference	Amount	Action
Boris F House	Boys Hostel	1	b	Vegetarian Change	1000	Paid Print Receipt
Alexander Z Wilcox	Boys Hostel	1	b	Non Vegetarian Change	2000	Pay Fees
Elvis H Skinner	Boys Hostel	1	a	Non Vegetarian Change	2000	Pay Fees

All students in hostels will be listed here. You can change food preferences by clicking the '**Change**' link under the food preference column for the student. Paid fees receipts can be printed using the '**Print receipt**' link. To pay the mess fees simply click the '**Pay Fees**' link for a student.

To view your mess dues, click on the '**Mess Dues**' link in the left side menu.

Unpaid Students

Student Name	Hostel	Floor	Room No	Bed No	Food Preference	Action
Alexander Z Wilcox	Boys Hostel	2	1	b	Non Vegetarian	Not Paid [Send Notification]
Elvis H Skinner	Boys Hostel	2	1	a	Non Vegetarian	Not Paid [Send Notification]

You can send notifications to unpaid students using the '**Send Notification**' link corresponding to the student. This will send out an email notification.

12.3 Notifications

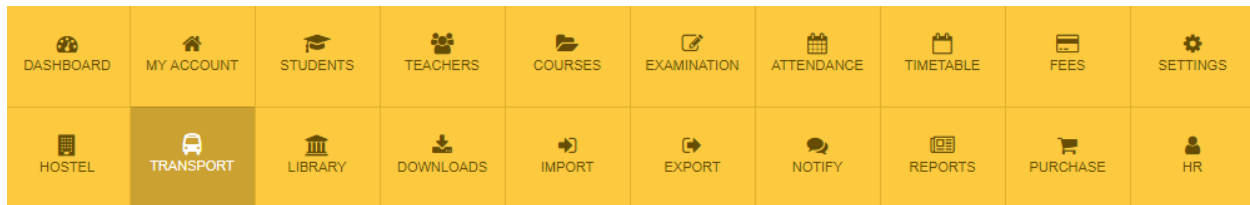
Requests for registering and changing rooms from students raised through their portals can be viewed under the Notifications area. This can be accessed by clicking the 'Notifications' link in the left side menu. The number of unattended notifications is displayed in parentheses.

Notifications

- 1) Elvis H Skinner has requested for changing room to 1 [[Allot](#)]
- 2) Jake Peralta has been applied for hostel facility [Register](#) [Reject](#)

13. TRANSPORT

The Transport Module allows you to manage drivers, buses, routes, stops and students using your institution’s transport facility.



There are a few steps you need to complete to use the transport module effectively,

1. Create Vehicles
2. Create Drivers
3. Associate drivers with vehicles
4. Create routes and stops

Let’s take a look at these steps and other functionalities in the module.

13.1 Adding and managing vehicles

A vehicle can be added in a single step. To start adding new vehicles click on the ‘**Vehicle Details**’ link in the left side menu. This will display the list of existing vehicles in the system.

Vehicle Details

[Enter Vehicle Details](#)

Vehicle No.	No of Seats	Maximum Capacity	Driver	Route	Action
CA6789	10	10	H Ryan	CA_ROUTE1	Edit Delete

To enter new vehicle details click on the ‘**Enter Vehicle Details**’ button.

This will bring up the form for entering the vehicle details.

Vehicle Details

Fields with*are required.

Vehicle No *	<input type="text"/>
Vehicle Code *	<input type="text"/>
No Of Seats *	<input type="text"/>
Maximum Capacity *	<input type="text"/>
Vehicle Type	<input type="text" value="Select"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Phone	<input type="text"/>
Insurance *	<input type="text"/>
Tax Remitted	<input type="text"/>
Permit	<input type="text"/>

Create

Once you have entered all required details click on '**Create**' to save the vehicle. This will then be displayed in the vehicle list. You may edit or delete your vehicles from that list.

13.2 Adding and managing drivers

The next step to setting up your transportation details is adding drivers in the system. Click on the '**Driver Details**' link in the left side menu to manage your institution's drivers.

Driver Details

[Enter Driver Details](#)

Name	DOB	Age	License No	Phone No	Expiry Date	Action
Ryan H	10 May 1990	27	JH78687FG	4564654	27 May 2027	Edit Delete

Here you will be able to see the list of existing drivers. You can edit / delete them using the options in the action column. To create a new driver click on the '**Enter Driver Details**' button on top.

Driver Details

Fields with*are required.

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Address	<input type="text"/>
Phone Number *	<input type="text"/>
Dob *	<input type="text"/>
License No *	<input type="text"/>
Expiry Date *	<input type="text"/>

[Create](#)

Fill up the details in the form and click '**Create**' to finish the add driver process.

13.3 Driver-Vehicle association

Once you have added vehicles and drivers in the system the next step is to assign them. You can associate drivers with vehicles using the '**Driver-Vehicle association**' link in the left side menu.

Driver - Vehicle Association

Select Driver

Select
▼

Select Vehicle

Select
▼

Assign

Driver Name	Date Of Birth	Vehicle Code	Route	Action
H Ryan	10 May 1990	OSCA76	CA_ROUTE1	Reallot
Sanders Brian	06 Nov 1986	E234	No Route Assigned	Reallot

Existing associations are listed on this page. You can reallot drivers to other vehicles here by clicking the '**Re-allot**' link under the action tab.

To associate a new driver to a new vehicle, select your required options from the two dropdowns on top and click on '**Assign**' to associate them.

To reallot a driver click on the link corresponding to him/her. This will redirect you to a page where you can choose from a list of unassociated vehicles.

Driver - Vehicle Association

Select Vehicle

Select
▼

Assign

13.4 Managing routes and stops

After associating drivers with their vehicles you can assign them to specific routes. Students can then be added to various stops on these routes. To create / manage routes click on the '**List all routes**' link in the left side menu.

Route Details

Enter Route Details

Route	No of stops	No of students	Vehicle Code	Action
CA_ROUTE1	2	0	OSCA76	Edit Delete Stops

Here you will be able to see the list of existing routes and it's details if any. To create a new route click on the '**Enter route details**' button.

Route Details

Fields with*are required.

Route Name *

No Of Stops *

Vehicle *

Create

The first step involves entering the following details,

1. Route name
2. Number of stops (details for each stop will have to be given in the next step)
3. Choose the vehicle you would want to associate with the route you are about to create

Click '**Create**' to move on to the next step.

Stop Details

Fields with*are required.

Route	<input type="text" value="Route_2"/>
#Stop : 1	
Stop Name	<input type="text"/>
Fare	<input type="text"/>
Morning Arrival	<input type="text"/>
Evening Arrival	<input type="text"/>

Create

Enter the details for each stop in the second step. The number of stops will depend on the value you entered in step 1.

The stop details include,

1. Stop Name
2. Fare (this will be calculated as the transport fee each month for the student)
3. Morning arrival (choose a time for morning pick up)
4. Evening arrival (choose a time for evening drop)

Click the '**Create**' button once you are done entering details for all your stops on the route.

Stop Details

Edit Stops

Remove All Stops

Add stops **Go**

Stop Name	Fare	Arrival Time(Morning)	Arrival Time(Evening)	Action
Stop1	25.00	09:00 AM	04:00 PM	Edit Remove


You may edit/remove or even add new stops in the final step.

13.5 Allotment

To allot a student to a particular route and stop for transportation click on the '**Allotment**' link in the left side menu.

Allot Transportation

Fields with*are required.

Student *	<input type="text" value="Student Name"/>	
Route*	<input type="text" value="Select"/>	▼
Stop *	<input type="text" value="Select Stop"/>	▼

Allot

Enter a student name in the autofill form and choose from the suggestions or click on the app explorer icon to choose from it.

Select a route for the student. This will update the stop dropdown with all stops under the selected route. Choose the stop for the student and click on '**Allot**' to save changes. The student's transportation fee will be the fare entered for the stop assigned for him/her.

An alert will be displayed if the student is already assigned to the hostel. Students cannot be assigned to both hostel and transport at the same time.

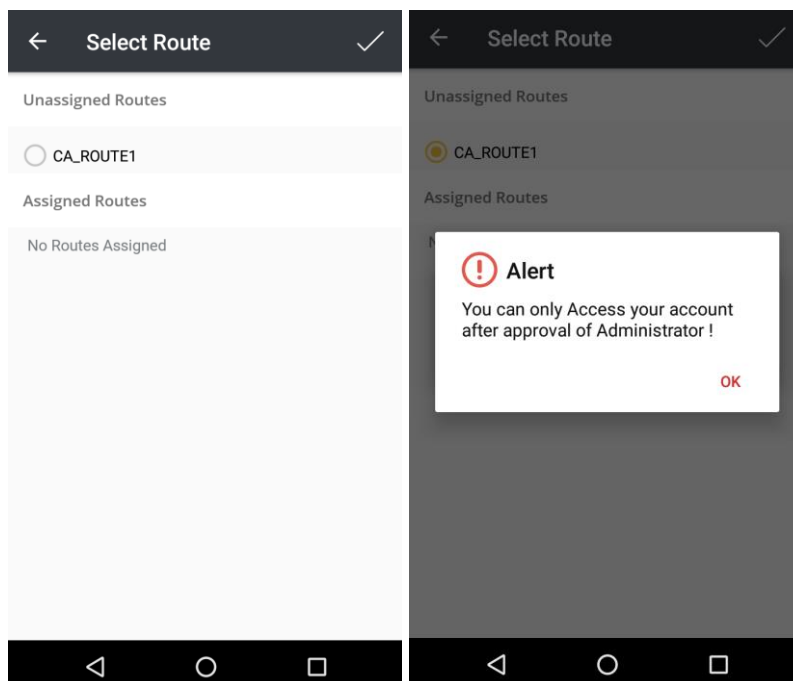
The student is already allotted for Hostel. Do you want to continue ? [Yes](#) | [No](#)

13.6 Managing devices and attendance log

Users with the bus supervisor role can add their mobile devices for attendance purposes. These users will be able to mark attendances for students getting picked and dropped at their stops.

Note: Check 'Creating a custom user' in Settings Module for more details on Bus Supervisors

A bus supervisor can request to be assigned to a route by logging into his/her account through the mobile app and then choosing a route as shown below.



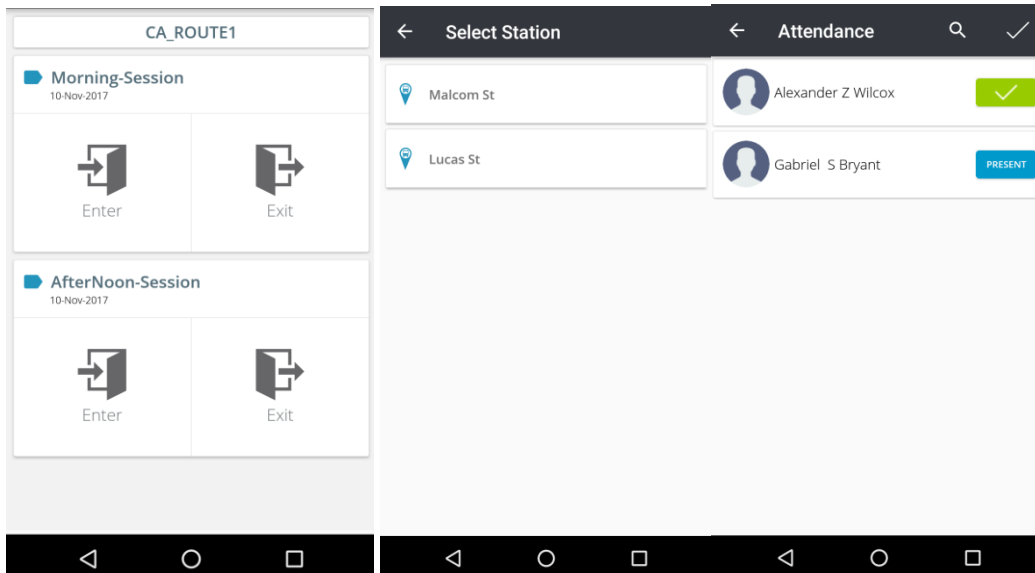
They will be assigned to the route and will be able to take attendances once you have approved the request from your portal. These requests can be accessed by clicking the '**Devices**' link in the left side menu.

Devices

#	Device ID	Added by	Route	Assigned by	Status	Actions
1	39e0de07ead2e300	supervisor	CA_ROUTE1	supervisor	Assigned. Waiting for approval.	Approve Unassign Edit Remove

You will be able to see the details of the device, the user and can approve, unassign, edit and remove these requests.

Once a request has been approved the supervisor will be able to start marking attendances for the route assigned to him/her.



These attendance logs can be viewed through your portal by clicking the 'Attendance Log' link in the left side menu.

Attendance Log

Select Route: Select Date:

Generate PDF

SI No	Student Name	Date	Morning		Evening	
			IN	OUT	IN	OUT
1	Alexander Z Wilcox	10 Nov 2017	2:54 pm	-	-	-
2	Gabriel S Bryant	10 Nov 2017	-	-	-	-

Select the route and date for which you wish to view attendance of students and click '**Submit**'.

13.7 Transport Fee

You can also manage fees for transport directly from the transport module rather than the invoice generation method in Fee Module. To view and pay fees for transportation click on the **'Transportation Fee Management'** link in the left side menu.

All students assigned to stops will be displayed here along with details of stop and the fare for it.

Transportation Fee

Student Name	Route	Stop	Fare	Action
Asher D Navarro	CA_ROUTE1	Malcom St	12.00	Unpaid

To pay a fee for a particular student click on the **'Unpaid'** link next to him/her.

13.8 Bus Log

Use the bus log feature to record fuel and mileage details for buses running every day. To manage bus logs click on the **'Bus Log'** link in the left side menu.

Bus Log

[Create New Bus Log](#)

Vehicle Code	Start Time Reading	End Time Reading	Fuel Consumption	Action
OSCA76	23453	23477	Record Consumption Details	Edit Delete

Existing log entries will be listed here. You can create a new bus log entry by clicking the **'Create new bus log'** button on top.

Bus Log

Fields with * are required.

Select Vehicle*	<input type="text" value="Select"/>
Start Time Reading *	<input type="text"/>
End Time Reading *	<input type="text"/>

Create

Select the vehicle for which you would want to enter the log entry. Enter a start time reading of the odometer and the end time reading of it after the days travel. Click '**Create**' to save the log entry.

You can also record fuel consumption details for a log entry by clicking the '**Record consumption details**' link in the log entry listing.

Record Fuel Consumption

Fields with * are required.

Fuel Consumed *	<input type="text"/>
Amount *	<input type="text"/>
Date *	<input type="text"/>

Create


Enter the fuel consumed in litres, the amount paid for it and the date. Click '**Create**' to save the fuel consumption detail for that particular bus log.

13.9 Search student details

Student details for transport can be retrieved using the search option. Click on the '**Search Students**' link in the left side menu to pull out transportation details for students.

Search Students

Name



Route

Stop

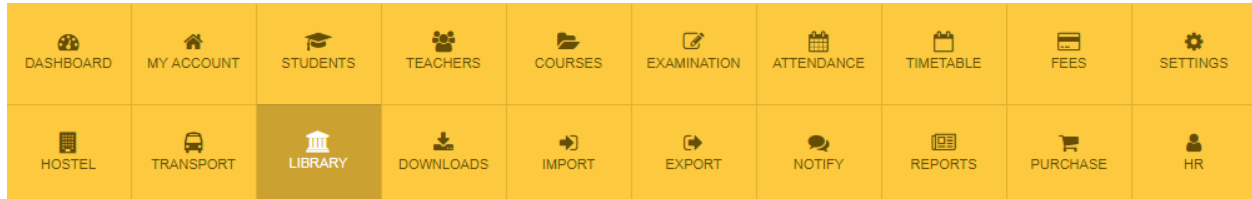
Search Results

Name	Route	Stop	Action
Asher D Navarro	CA_ROUTE1	Malcom St	Reallot Remove

You can use student name or route & stop to search student details. Select your options and click the '**Search**' button to display details of students with the selected criteria.

14. LIBRARY

The Library module maintains details of books available in your library, the books lent out to students, books that are due etc.



The first step for setting up the library module is to add authors, book categories and books.











14.1 Managing Authors

Before you add books you need to add your authors and book categories. For this, click on the '**View Authors**' link in the left side menu.

Authors

[Create Author](#)

Displaying 1-5 of 5 result(s).

Author Name	Manage	
<input type="text"/>		
Michel	View Books	 
Edverd	View Books	 
Narayan	View Books	 
Abdul	View Books	 
Guptha	View Books	 

The list of existing authors(if any) are displayed here. To create a new author click on the '**Create Author**' button on top.

Create New Author

Fields with * are required.

Author Name *

Desk

Submit

In the pop-up that follows enter the author name and hit submit to save the details.









14.2 Managing book categories

To create and manage book categories click on the '**Manage Book Category**' link in the left side menu.

Manage Book Categories

Create Category

Displaying 1-4 of 4 result(s).

Name	Action
<input type="text"/>	
Education	 
Articles	 
Poems	 
Novels	 

The list of existing book categories are listed here. To create a new book category click on the '**Create Category**' button.

Create Category

Name *

Enter a category name and click on the '**Create**' button to save it.

14.3 Managing Books

To add a new book click the '**Add Book**' link in the left side menu.

Create Book

Fields with * are required.

Isbn *	<input type="text"/>
Title *	<input type="text"/>
Subject *	<input type="text" value="Subject"/>
Category *	<input type="text" value="Select"/>
Author *	<input type="text" value="Author"/>
Edition *	<input type="text"/>
Publisher *	<input type="text"/>
Copy *	<input type="text"/>
Book Position *	<input type="text"/>
Shelf No *	<input type="text"/>

Create

Enter all your book details here, select the required category and author required for this book and hit the '**Create**' button at the bottom to save your book.

Once you have added your book you may lend it out to students. Your students can also check the list of available books from their portal.

14.3.1 List Books

The list books link in the left side menu displays details of all books added in the system. They can be edited/deleted from here.

Manage Books

ISBN	Book Name	Author	Edition	Publisher	Copies Available	Book Position	Shelf No.	Total Copies	Action
11141	Organic Chemistry	Guptha	5	Guptha Publications	250	10	25	250	Edit Remove
201	DSP Phase 1	Abdul	10	Vinayak	10	20	14	10	Edit Remove
585	Story Of Red Fort	Narayan	1	Jeeva	19	10	13	20	Edit Remove
785	Electronics	Edverd	21	Manual	254	20	145	255	Edit Remove
1241	Machine Drawing	Michel	1	John	250	10	125	250	Edit Remove
1214	Mechanical Engineering	Michel	1		24	10	14	25	Edit Remove

14.3.2 Search books

The search books link in the left side menu allows you to search for specific books added in the system using filters like title, author, isbn etc.

Search Books

Search Book by

Subject	Book Title	ISBN	Author	Copies Available	Total Copies	Book Position	Shelf No
Chemistry	Organic Chemistry	11141	Guptha	250	250	10	25


14.4 Manage issue and return of books

14.4.1 Issue a book

The '**Borrow Book**' link in the left side menu allows you to issue books to students in the system.

Borrow Book

Fields with*are required.

Student Name	<input type="text" value="Student Name"/>	
Subject *	<input type="text" value="Select"/>	▼
Book Name *	<input type="text" value="Select"/>	▼
Issue Date *	<input type="text"/>	
Due Date *	<input type="text"/>	

Create

You can either use the app explorer icon next to the student name field to select a student or type in the name and choose the student from the autofill list.

Choose the subject and book you wish to issue. Select the date of issuing and the due date by which it should be returned then click '**Create**' to issue the book. The details will also be available to the selected student in his/her portal.

The number of available copies will be updated based on the number of books you issue.

14.4.2 Return a book

To return a book click on the '**Return Book**' link in the left side menu.

Return Book Details

🔍
Search

Student Name	ISBN	Book Name	Author	Issue Date	Due Date	Is returned
Jake Peralta	1214	Mechanical Engineering	Michel	08 Jun 2017	29 Jun 2017	Yes
Jake Peralta	785	Electronics	Edverd	01 Jun 2017	13 Jun 2017	Return Book
Jake Peralta	585	Story Of Red Fort	Narayan	01 Jun 2017	13 Jun 2017	Return Book

Select the student using the app explorer icon or use the autofill form to select a student and then click the '**Search**' button to view all the books the student has been issued.

Here you will be able to see all details of books issued to the selected student. You may also return a book by clicking the '**Return Book**' link in the last column for the corresponding book.

14.4.3 View details of borrowed books

The '**View Book Details**' in the left side menu allows you to check the list of all students who have borrowed a particular book.

Book Details

Subject

Book

Select the subject and the book for which you would want to view details for. The list is automatically displayed once you select the book name.

Borrowed Book Details

Student Name	Book Name	ISBN	Author	Edition	Publisher	Copies Available	Total Copies
Jake Peralta	Electronics	785	Edverd	21	Manual	254	255

14.4.4 Check books that are due

Click on the '**Due Dates**' link in the left side menu to pull out details of all books that are due.

Library Management

[Send Reminder](#)

Students whose due date will expire on

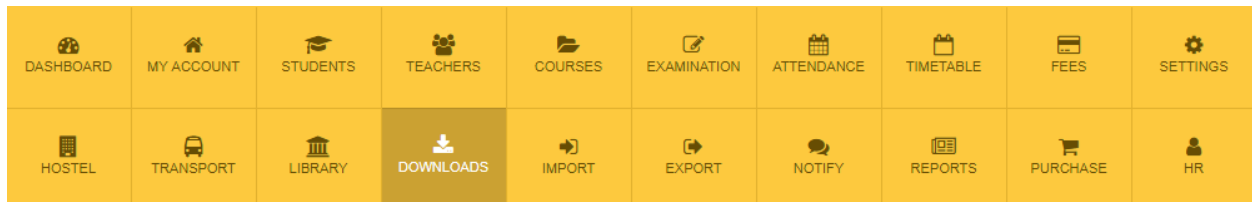
All Dues ▼

Student Name	ISBN	Book Name	Author	Issue Date	Due Date	Is returned
Jake Peralta	785	Electronics	Edverd	01 Jun 2017	13 Jun 2017	No
Jake Peralta	585	Story Of Red Fort	Narayan	01 Jun 2017	13 Jun 2017	No

You can choose from different options. Once the list is displayed you can also send reminders to students to return the book. This can be done using the 'Send Reminder' button that appears once you search with your required criteria.

15. DOWNLOADS

The downloads module is accessible in the admin, teacher and students portal. This module allows you and teachers to upload files for students which can be downloaded in their portals. Admins can also share files with other admins in the system.



Note: You need to create file categories first to start uploading documents and files. Only admins can create file categories. Teachers can then use it to upload files.

15.1 Creating and managing file categories

15.1.1 Creating a file category

To create a new file category click on the '**Create File Category**' link in the left side menu.

Create File Category

Fields with * are required.

Category *










All you need to enter is a category name and click on the '**Create**' button to save it.

15.1.2 Managing file categories

All existing file categories can be viewed by clicking the '**Manage File Category**' link in the left side menu.

Manage File Category

Displaying 1-3 of 3 result(s).

Category	Actions
<input type="text"/>	
Photographs	  
Certificates	  
Assignments	  

Categories can be viewed, edited or even deleted from here using the respective options under the actions column.

15.2 Creating and managing file uploads

15.2.1 Creating a file upload

Once you have created the file categories you can go ahead with uploading files for other users. To upload a file click on the 'Create File Uploads' link in the left side menu.

Create File Uploads

[All Uploads](#)[Manage Uploads](#)

Fields with * are required.

Title *

Category *

Placeholder

Course

Batch

File * hVClypDjAW...cBdGc9.pdf
(Maximum file size is 10MB. Only files with these extensions are allowed: jpg, jpeg, png, gif, pdf, mp4, doc, txt, ppt, docx)

Fill in the form with the respective fields,

1. Title (Name for your upload)
2. Category (Choose from the list of categories you have created)
3. Placeholder (Choose the role of users for whom you want this file uploaded)
4. Course & Batch (Applicable only if placeholder chosen is student)
5. File (Browse from your computer to add a file)

Click the '**Create**' button once you are done entering all necessary details.

Uploaded files can be viewed under Manage File Uploads.




15.2.2 Managing your uploaded files

You can view details, edit or even delete your uploaded files by clicking the '**Manage File Uploads**' link in the left side menu.

Manage File Uploads

[New Upload](#)
[All Uploads](#)


Displaying 1-1 of 1 result(s).

Title	Place Holder	Course	Batch	Action
<input type="text"/>	<input type="text"/>			
Math Assignment	Student	Master of Science Degree	Batch_A	  

To view files uploaded by you and other users click the '**All uploads**' link in the left side menu.

File Uploads

[New Upload](#)
[Manage Uploads](#)

<input type="checkbox"/>	Title	File Name	File Type	Posted By
<input type="checkbox"/>	 Math Assignment	Fp9ZQJPmW4HYULkMo9NZaSg7meF7VTrq.pdf	pdf file	You

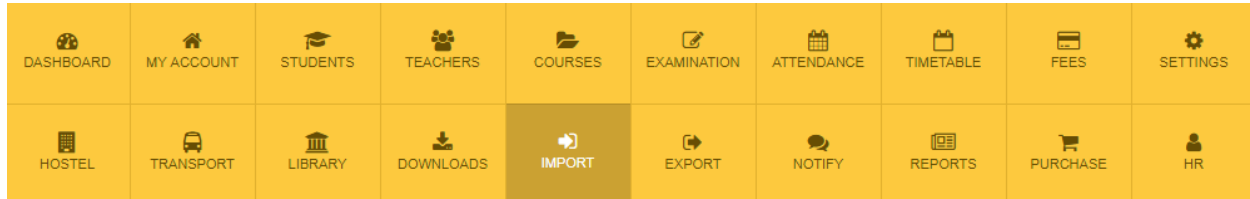
[Download](#)

You can download these files from here.

Note: Files uploaded by other users will be listed here only after you approve them from **My Account Module > Document List**

16. IMPORT

The import module allows you to insert student, parent and teacher details into the system in bulk using csv files. This is the easiest way to add them in case you have a lot of data.



The import module has the option to add new data and also edit existing data in the system.

You can download sample csv files for students and teachers using the help icon in the import module.



Instructions for importing Students and Teachers into your Application:

1. Prepare the CSV file that contains the Student or Teacher information you need to import
(Please take care of spelling errors and that the correct information is entered into the correct columns.)
 - a. Download or open the appropriate sample CSV file: [Student Import Sample1](#) , [Student Import Sample2](#) and [Teacher Import](#)
 - b. Now capture the information to be imported as indicated in the CSV file
 - c. Save the file to your computer as a comma delimited CSV file - just follow the prompts as given by Excel.
2. Now click on "Select CSV File". Browse to the just saved document (csv file) and select it. Click on "Open"
3. Ensure that the first field - "Fields Delimiter" is set as a ";" and that the correct import mode is selected ("Students Details" or "Teacher Details")
4. Click on "Next"
5. Now match the fields on the right (from the csv file) with the fields on the left (from the database). Do not rush. Ensure no mismatches are made!
6. Click on "Import".

16.1 Import Add Action

The add option in import module allows you to add new data into the system. To get started select the required option from the dropdowns.

Import CSV



The screenshot shows a light blue rectangular form. On the left, it says "Select fields from" followed by a dropdown menu containing "Admin Student Registration" with a downward arrow. To the right of this is the word "Action" followed by another dropdown menu containing "Add" with a downward arrow.

Select CSV File

The '*select fields from*' drop-down allows you to choose the areas for fields you would like to upload. This is applicable in students as you have the option to enable/disable fields for different areas for students. The areas for students are,

1. Admin student registration
2. Online admission
3. Student Profile
4. Student Profile PDF
5. Student Portal
6. Parent Portal

Student and parent details are inserted together. For teachers, select the '*Teacher Portal*' option.

For the action drop-down select '*Add*' for new entries.

Now select the csv file from your computer by clicking the '*Select CSV file*' button. This will bring down different options for choosing the field and text delimiters.

Import CSV

Select fields from Action

Fields Delimiter *
 Text Delimiter
 Model *

Next

« [Start over](#)

For student details select the Model as '**Student Details**'. In case of teachers select '**Teachers Data**'. Click '**Next**' to move on to the next step.

Note: *Delimiters will depend on what was used to create the file. It can either be a comma (,) or a semicolon (;). To see what delimiters you have in your system go to **Control Panel > Region and Languages > Additional Settings** if you are a windows user.*

The next step involves matching the fields in the system with the columns in your csv file. Fields on the right represent the ones in the system. The corresponding drop-downs on the right contain the column names of the csv file you uploaded. Make sure the value on the right matches with the left for getting the right data inserted for the right field.

Import CSV

Select fields from Action

Fields Delimiter	Text Delimiter	Model
,	"	Students

Table column	CSV column
Student Details	
Email ID is unique	
Admission No *	<input type="text" value="Admission No"/>
Admission Date *	<input type="text" value="Admission Date"/>
First Name *	<input type="text" value="First Name"/>
Last Name *	<input type="text" value="Last Name"/>
Course	<input type="text" value="Course Name"/>
Batch	<input type="text" value="Name"/>
Date Of Birth *	<input type="text" value="Date Of Birth"/>

Once the matching is confirmed click on the **'Import'** button at the bottom of the page to start the import process.

Import

« [Start over](#) « [Fields Delimiter, Text Delimiter and Model](#)

The system returns any errors like invalid data or repeating unique factors etc based on the validations.

Import CSV

Select fields from Action

Import was carried out , 0 of 1 rows inserted

 **We can't insert some rows. Please [download](#) it and retry again after editing.**

Row 1 - Errors

Email is not a valid email address.
 First Name cannot be blank.
 Last Name cannot be blank.
 Email is not a valid email address.

« [Start over](#)

You can view which row has the error, how many were inserted etc. Those that were not inserted can be downloaded separately using the 'download' link as shown above and import again after correction.

Students can be inserted directly into their course/batch given that the name in the system match the one in the sheet. A wrong course/batch/country name will only return a warning but will insert data anyway.

Import CSV

Select fields from Action

Import was carried out , 1 of 1 rows inserted

Row 1 - Warnings

Courses - Course Name not found

« [Start over](#)

Note: *Importing student, parent and teacher data does not create their user accounts as done while registering them normally. In import the user accounts need to be created separately using the ‘**Create Users**’ option.*

16.2 Creating user account for imported data

Once you have imported your student, parent or teacher data, their user accounts needs to be created as it does not happen during import. You can create users in bulk through the ‘**Create Users**’ link. This option allows you to choose whose user accounts need to be generated. It displays all student, parent and teachers in the system without an user account.

Create Users

Student

Parent

Teacher

Sl. No.		Student Name	Email	Status
1	<input type="checkbox"/>	Alex Francis	alexj23ohnfrancis@gmail.com	Active

Create Now

Click on the ‘**Create Users**’ link in the left side menu to view the list of users to be created. You can browse through the different tabs to search for users to be created.

Check the boxes corresponding to the person(s) you want to create users for and then click the ‘**Create Now**’ button at the end of the list to generate their user account. Email templates with login details are sent as usual during this process. They can also be managed from the ‘**Manage Users**’ area in Settings Module once the accounts have been generated.

16.3 Import Edit action

Consider you want to change information for all students, parents or teachers in the system. You can use the edit option to edit field(s) in the system for multiple users in a single click.

The process is the same as the add function except you choose the edit action in the drop-down.

Import CSV



Select fields from Action

Select CSV File



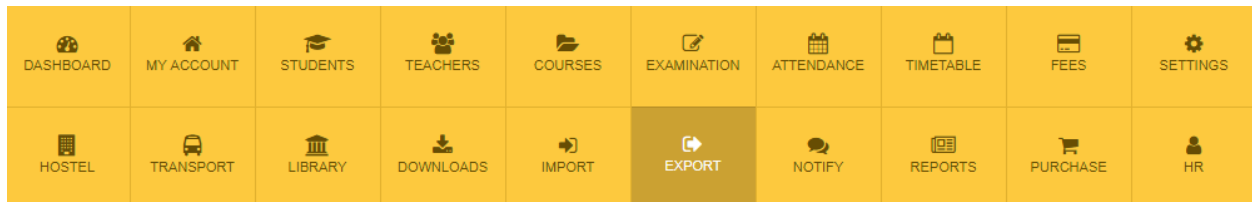
The edit function checks for unique identifiers in the system to match existing entries, retrieve and then edit their data.

1. For students the unique attributes are admission number and email.
2. For parents the unique attribute is email.
3. For teacher the unique attribute is email.

Make sure you have all fields data in the sheet as the system will erase information for a particular field if the data is not present in the sheet while editing.

17. EXPORT

The Export module allows you to pull out data from the application and save it as a CSV file. This can then be used for various purposes and also for importing to another software if compatible.



The first step includes selecting the data to be exported (student/teacher).

Export Database


 A screenshot of the 'Export Database' form. At the top, it says 'Fields with * are required.' Below this, there is a label 'Model *' followed by a dropdown menu currently showing 'Students'. Below the dropdown menu is an orange button labeled 'Next'.

Click the '**Next**' button after you have selected your required choice.

Simply click and drag the fields you want to be exported from the left side to the column in the right side. You can export students from specific courses/batches in case of students and departments in case of teachers. After selecting your fields click the '**Export Database**' button at the bottom to export the data in CSV format.

Export Database

Fields with*are required.

Model *

Course

Batch

Remaining (11) [Move all](#)

Selected (8) [Cancel all](#)

- Middle Name
- Student ID
- Nationality
- Language
- Religion
- Student Category
- Address Line 1
- Address Line 2
- City
- State
- Pin Code

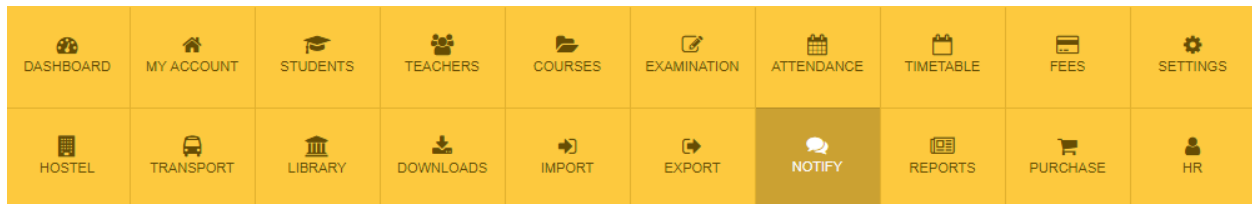


- Admission No
- Admission Date
- First Name
- Last Name
- Batch
- Email
- Date Of Birth
- Gender

Export Database

18. NOTIFY

The Notify module allows you to send out emails and SMS to users, manage contacts and contact groups and also manage the SMS and email templates sent out during general notifications.



18.1 Emails

18.1.1 Sending an email

You can send emails to teachers, parents and students using the Notify Module. To send a new email click on the '**New Compose**' link in the left side menu.

Here you will have options to enter email addresses, choose recipients, batches, enter a subject for the email, enter a message, attach a file and send your email. Let's take a look at the different parts of sending out an email using the Notify Module.

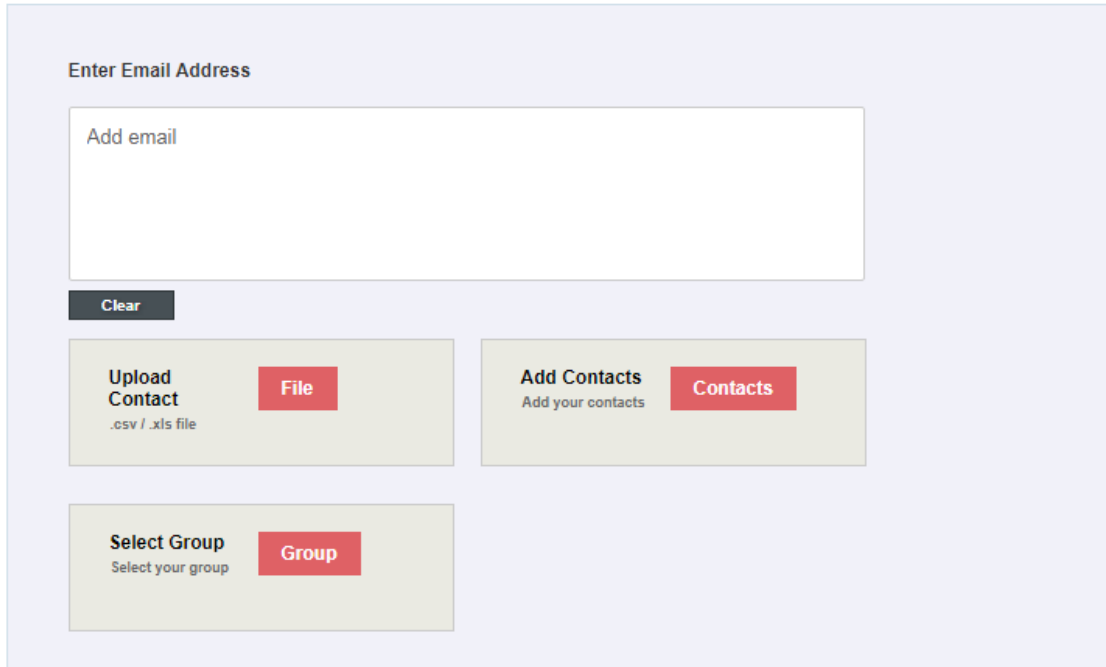
Enter Email Address

test@example.com x
test2@example.com x
Add email

Clear

You can enter email addresses in the text area as shown above. Options for recipients and batches do not need to be selected for custom email addresses entered in the box.

Compose Email



Enter Email Address

Add email

Clear

Upload Contact
.csv / .xls file

File

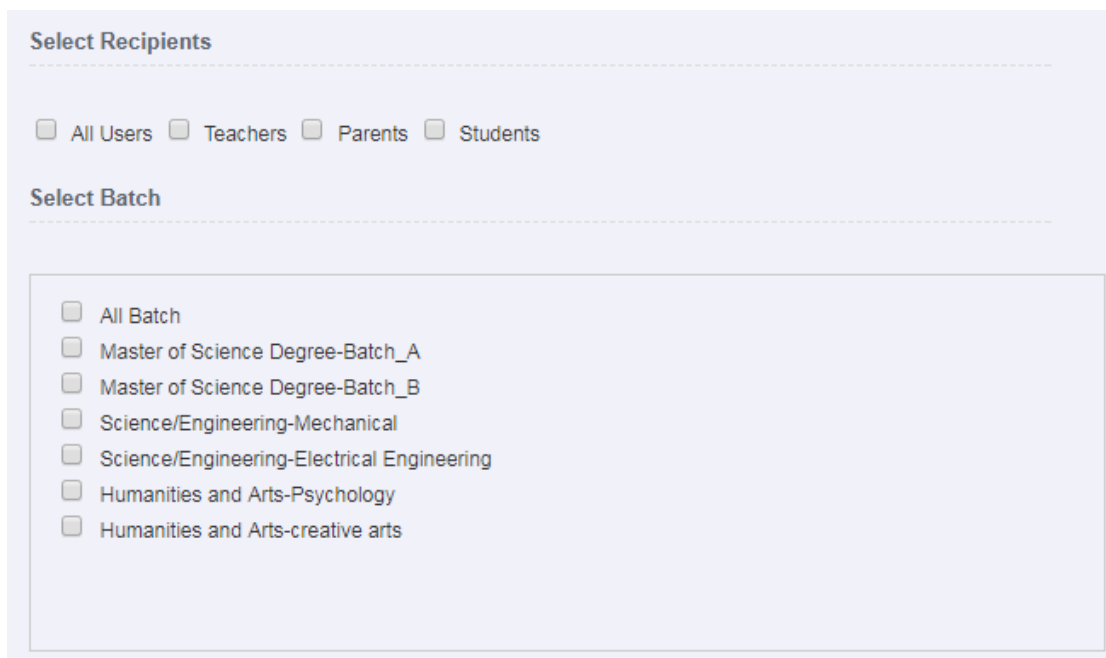
Add Contacts
Add your contacts

Contacts

Select Group
Select your group

Group

You can also upload contacts directly using a csv file, or add from existing contacts and groups. (Discussed under creating contacts and groups).



Select Recipients

All Users Teachers Parents Students

Select Batch

All Batch

Master of Science Degree-Batch_A

Master of Science Degree-Batch_B

Science/Engineering-Mechanical

Science/Engineering-Electrical Engineering

Humanities and Arts-Psychology

Humanities and Arts-creative arts

Recipients (Teachers, Parents and Students) can be chosen. Once you have chosen a recipient(s), select the course/batch for which these recipients should get the email. For

example, if you want all students of the course/batch Master of Science Degree - Batch_A to get the email you send check 'Students' and 'Master of Science Degree-Batch_A'.

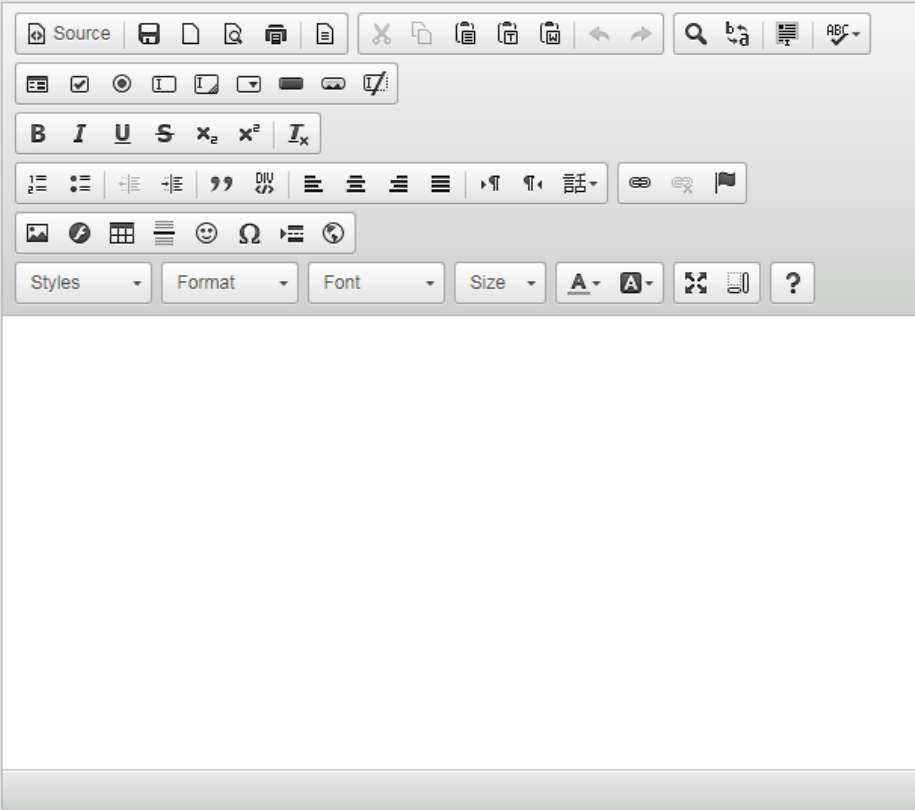
Subject :

Add Attachment :

No file chosen

You can enter a subject and also choose an attachment to be sent along with the mail.

Enter Message



Is Mailshot

The system provides a full option editor that allows you to add text, HTML content/templates etc. The body for the mail goes in there.

There are two options under the editor,

1. Is Mailshot (allows you to save the mail as a template which can be sent multiple times later). To save as a mailshot, check the box and click the '**Save Draft**' button.
2. Save draft (allows you to save the mail as a draft for sending it later. This can be sent only once)

Click the '**Send Mail**' button once you are ready to send out the email to your recipients.

18.1.2 Managing drafts

As explained in the Sending Emails section, you can save messages as drafts that can be sent later. To view the list of drafts saved click on the '**Drafts**' link in the left side menu.

This will bring up the list of all saved drafts that have not been sent yet.

Drafts		Delete All	
Sl.No	Subject	Created on	Delete
1	PTA	24 Nov 2017 10:47 AM	Delete

Click on the subject name to view the draft details. This will redirect you to the send mail page with all the saved options selected. You may change the details (subject, message, recipients etc) and save again.

Drafts once sent will not appear in the list again. You may delete drafts using the delete link next to it, or even clear all using the '**Delete All**' button.

18.1.3 Managing Mailshots

Emails saved as mail shots can be used multiple times for sending. This is basically like a template that can be used again and again. To manage saved mailshots click on the '**Mailshots**' link in the left side menu.

Mailshots

[Delete All](#)

Sl.No	Subject	Created On	Delete
1	Weekly Meeting	24 Nov 2017 10:49 AM	Delete

Click on the subject to view the mail. You will be redirected to the send email area with all saved options just like in sending a draft. The only difference here is that the mailshot will remain in the list even after you have sent it.

You can delete them by either using the link next to each one or use the delete all option to clear all mailshots.

18.1.4 Sent Emails

All mails sent through the Notify module are stored in the Sent Emails area. Click on the link in the left side to view the list of sent emails.

Sent Emails

[Delete All](#)

Sl.No	Subject	Created On	Delete
1	Meeting	24 Nov 2017 10:45 AM	Delete

Click on the subject name to view details of the sent email.

View Sent Email

Subject : Meeting

To : Teachers, Batch : Batch_A, Attachments :
24 Nov 2017 10:45 AM

This is to inform you that there will be a meeting tomorrow after noon at 2pm.

Subject, recipients, message date and time can be viewed here.









18.1.5 Email Templates

The '**Templates**' link in the left side menu under Email section in the notify module allows you to manage the default templates sent out during different functions in the system.


Note: *These templates cannot be used to send custom emails.*

Email Templates

*Please do not remove the content within the {{ }}

	Parent Email Templates to Parents	
	Student Email Templates to Students	
	Teacher Email Templates to Teacher	
	General Email Templates to General Users	

Email templates sent to parents, students, teachers and custom admins can all be viewed and edited from here. Click on a tab to view all default templates for the user.




Parent Creation

Subject : You are registered to {{SCHOOL NAME}}

Content

Edited At: 19 Aug 2016 11:40 AM



Subject: You are registered to {{SCHOOL NAME}}

Please login to your account with your email id {{EMAIL}} as username and password {{PASSWORD}}

You may edit the content of a template by clicking the edit icon in the top right corner.

Update Email Template

*Please do not remove the content within the {{ }}

Fields with * are required.

Subject *

Template *

B I U S x_2 x^2 I_x $\frac{1}{x}$ $\frac{1}{x^2}$ $\frac{1}{x^3}$ $\frac{1}{x^4}$ $\frac{1}{x^5}$ $\frac{1}{x^6}$ $\frac{1}{x^7}$ $\frac{1}{x^8}$ $\frac{1}{x^9}$ $\frac{1}{x^{10}}$ $\frac{1}{x^{11}}$ $\frac{1}{x^{12}}$ $\frac{1}{x^{13}}$ $\frac{1}{x^{14}}$ $\frac{1}{x^{15}}$ $\frac{1}{x^{16}}$ $\frac{1}{x^{17}}$ $\frac{1}{x^{18}}$ $\frac{1}{x^{19}}$ $\frac{1}{x^{20}}$ $\frac{1}{x^{21}}$ $\frac{1}{x^{22}}$ $\frac{1}{x^{23}}$ $\frac{1}{x^{24}}$ $\frac{1}{x^{25}}$ $\frac{1}{x^{26}}$ $\frac{1}{x^{27}}$ $\frac{1}{x^{28}}$ $\frac{1}{x^{29}}$ $\frac{1}{x^{30}}$ $\frac{1}{x^{31}}$ $\frac{1}{x^{32}}$ $\frac{1}{x^{33}}$ $\frac{1}{x^{34}}$ $\frac{1}{x^{35}}$ $\frac{1}{x^{36}}$ $\frac{1}{x^{37}}$ $\frac{1}{x^{38}}$ $\frac{1}{x^{39}}$ $\frac{1}{x^{40}}$ $\frac{1}{x^{41}}$ $\frac{1}{x^{42}}$ $\frac{1}{x^{43}}$ $\frac{1}{x^{44}}$ $\frac{1}{x^{45}}$ $\frac{1}{x^{46}}$ $\frac{1}{x^{47}}$ $\frac{1}{x^{48}}$ $\frac{1}{x^{49}}$ $\frac{1}{x^{50}}$ $\frac{1}{x^{51}}$ $\frac{1}{x^{52}}$ $\frac{1}{x^{53}}$ $\frac{1}{x^{54}}$ $\frac{1}{x^{55}}$ $\frac{1}{x^{56}}$ $\frac{1}{x^{57}}$ $\frac{1}{x^{58}}$ $\frac{1}{x^{59}}$ $\frac{1}{x^{60}}$ $\frac{1}{x^{61}}$ $\frac{1}{x^{62}}$ $\frac{1}{x^{63}}$ $\frac{1}{x^{64}}$ $\frac{1}{x^{65}}$ $\frac{1}{x^{66}}$ $\frac{1}{x^{67}}$ $\frac{1}{x^{68}}$ $\frac{1}{x^{69}}$ $\frac{1}{x^{70}}$ $\frac{1}{x^{71}}$ $\frac{1}{x^{72}}$ $\frac{1}{x^{73}}$ $\frac{1}{x^{74}}$ $\frac{1}{x^{75}}$ $\frac{1}{x^{76}}$ $\frac{1}{x^{77}}$ $\frac{1}{x^{78}}$ $\frac{1}{x^{79}}$ $\frac{1}{x^{80}}$ $\frac{1}{x^{81}}$ $\frac{1}{x^{82}}$ $\frac{1}{x^{83}}$ $\frac{1}{x^{84}}$ $\frac{1}{x^{85}}$ $\frac{1}{x^{86}}$ $\frac{1}{x^{87}}$ $\frac{1}{x^{88}}$ $\frac{1}{x^{89}}$ $\frac{1}{x^{90}}$ $\frac{1}{x^{91}}$ $\frac{1}{x^{92}}$ $\frac{1}{x^{93}}$ $\frac{1}{x^{94}}$ $\frac{1}{x^{95}}$ $\frac{1}{x^{96}}$ $\frac{1}{x^{97}}$ $\frac{1}{x^{98}}$ $\frac{1}{x^{99}}$ $\frac{1}{x^{100}}$

Subject: You are registered to {{SCHOOL NAME}}

Please login to your account with your email id {{EMAIL}} as username and password {{PASSWORD}}

The subject and content can be changed from this area. **However, note that the text enclosed in {{ }} should not be tampered with as it can cause problems in sending the template.**

Once you are done editing the template click on the **'Save'** button to finish.

18.2 SMS


18.2.1 Managing groups

The system gives you the ability to add contacts and groups containing these contacts while sending an email or SMS. To manage contact groups click on the '**Groups**' link in the left side menu.

Contact Groups

Delete

Create a group




Accounts Staff

🕒 1 contacts

🕒 24 Nov 2017 02:40 PM

Edit
Delete
Contacts



Office Staff

🕒 0 contacts

🕒 24 Nov 2017 02:40 PM

Edit
Delete
Contacts

Existing groups are displayed here. You can create a new group by clicking the '**Create a group**' button on top. This will bring out a pop-up where you can enter a name for your contact group.

Create New Contact Group

*Fields with * are required.*

Group Name *

Submit

To add contacts to your groups click on the contacts button in the box for the group.

251

Accounts Staff

📞 1 contacts

🕒 24 Nov 2017 02:40 PM

Edit Delete Contacts

This will bring up a page where all the contacts you added will be listed. You may simply check and add them to the group.

Contacts

Create new contact

Add to groups Remove from group Delete

Jane H

📞 1234564

@ jane@exp.com

🕒 24 Nov 2017 02:39 PM

Edit Delete

Remove from group

Move these also

John L : 234234

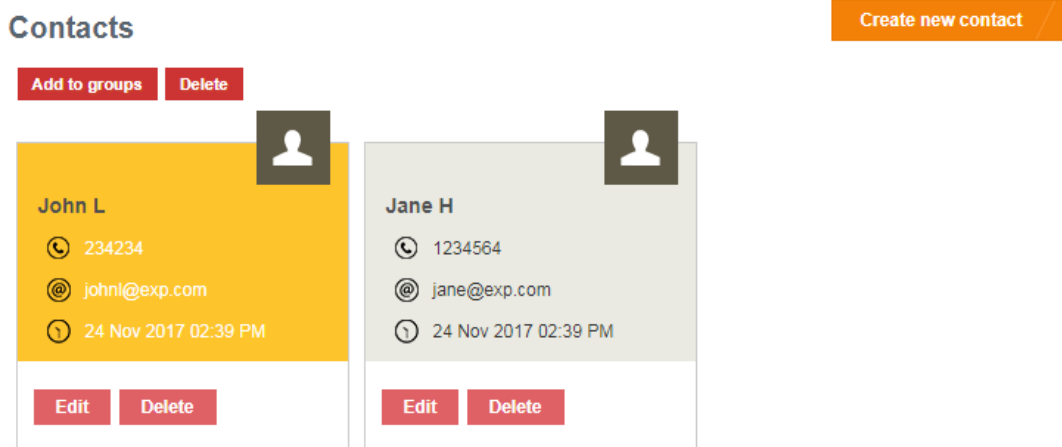
Add to this group

Existing contacts within the group are displayed in the boxes above. Ones that can be added are listed below under the **'Move these also'** heading. They can be checked and added to the groups by clicking the **'Add to this group'** button.

Contacts can be removed from a group by selecting the boxes(click on them to select) and use the **'Remove from group'** button.

18.2.2 Managing contacts

To manage your contacts click on the 'All Contacts' link in the left side menu.



Existing contacts are displayed here. You may select contacts by clicking in the box. Selected contacts are highlighted as shown above. You may add selected contacts to a group by selecting them and clicking the '**Add to groups**' button.

To create a new contact click on the '**Create new contact**' button on top.

Enter the following fields,

1. First Name

2. Last Name
3. Mobile Number
4. Email
5. Group (Select a contact group if required)

Click '**Create**' to save the contact.

18.2.3 Importing contacts

Contacts can be imported in bulk to groups in the system using the import option. This feature allows you to import the contacts using a csv sheet just like in the import module.

Click on the '**Import**' link in the left side menu to access the Import Area.

Import Contacts

Instructions for importing Contacts :

- Download or open the appropriate sample CSV file : [Contacts Import](#)

Please select a .csv/.xls file

select file

The sample csv file can be downloaded by clicking the 'Contacts Import' link on this page.

Click the 'Select File' button when you are ready to import your contacts. Browse through your system and select the file in the window that opens up.

Import Contacts

Instructions for importing Contacts :

- Download or open the appropriate sample CSV file : [Contacts Import](#)

Add contacts

First Name	<input type="text" value="First Name"/>	Last Name	<input type="text" value="Last Name"/>
Mobile *	<input type="text" value="Mobile Number"/>	Email *	<input type="text" value="Email"/>
Group	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Office Staff Accounts Staff </div>		

After the file has been selected, you will see the fields required. Select the columns in the csv using the dropdown next to each field. You may also select which group they should be added to. After matching the fields with the csv file click on '**Save Contacts**' to import them into the system.

18.2.4 SMS gateway settings

The application allows you to configure the SMS gateway from within the application. SMS notifications will work only if you have integrated the gateway with the application.

Click on the '**Gateway**' link in the left side menu to configure these settings.

SMS Gateway Settings

Add

GENERAL	
Name	:
URL	:
HTTP Method	:
Response Format	:
REQUEST PARAMETERS	

Details will be displayed here. You can click the **'Add'** button to add/edit the details.

Gateway Settings

Back

Fields with * are required.

Name *

Uri *

Method * GET POST

+ Add

Parameter

Name	Value	Remove
------	-------	--------

Responds Format

Create

Enter the required details using the API documentation of your gateway provider for PHP. You may add additional parameters by clicking the **'Add'** link for the parameter field.

+ Add

Parameter

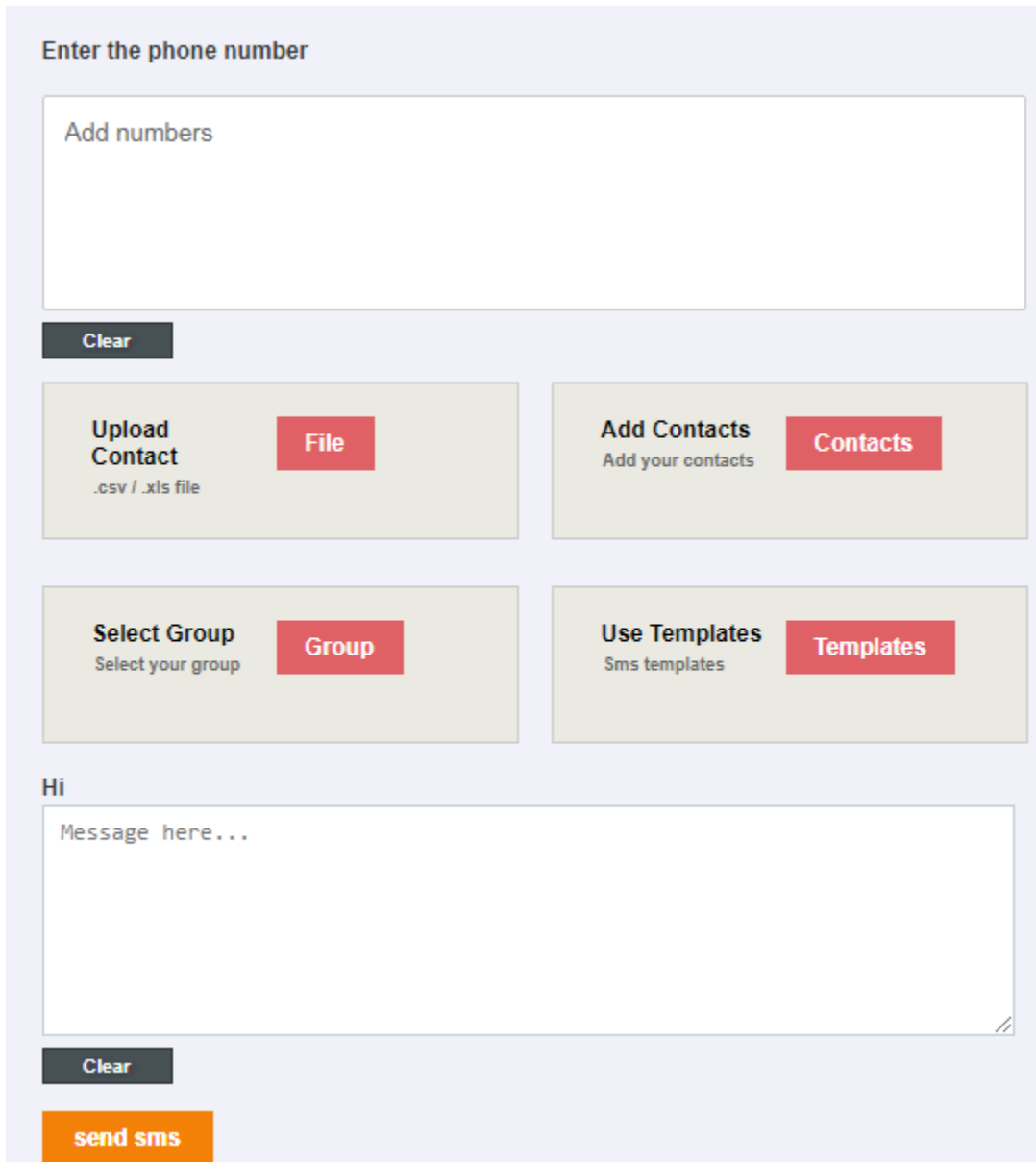
Name	Value	Remove
Name	Value	Remove

Click **'Create'** once you are done.

18.2.5 Sending an SMS

After setting up your gateway with the application you can now start sending SMS to your contacts and notifications to students, parents and teachers.

Click on the '**Send SMS**' link in the left side menu to get started.



The screenshot shows a web interface for sending SMS. At the top, it says "Enter the phone number". Below this is a large text input field containing the placeholder text "Add numbers". Underneath the input field is a dark grey "Clear" button. Below the input field are four light green buttons arranged in a 2x2 grid:

- Upload Contact** (with a red "File" button) and ".csv / .xls file" below it.
- Add Contacts** (with a red "Contacts" button) and "Add your contacts" below it.
- Select Group** (with a red "Group" button) and "Select your group" below it.
- Use Templates** (with a red "Templates" button) and "Sms templates" below it.

Below these buttons is a text area with the placeholder text "Hi" and "Message here...". Below the text area is another dark grey "Clear" button. At the bottom of the interface is a large orange button labeled "send sms".

You can either enter your numbers in the text area or even select your contacts and groups using the options below it.

Enter the phone number

94587522 x

5465465 x

Add numbers

Clear

Enter a message for your SMS to be sent and click the **'Send SMS'** button to send your message to all recipients mentioned.

18.2.6 SMS templates

SMS templates can be of two types,

1. SMS templates (custom made templates)
2. System generated templates (default templates in the system which can be edited)

Click on the **'Templates'** link in the left side menu under SMS section to view the templates.

Template
Create Template

SMS Templates

System Generated Templates

No templates found

The first tab displays the custom made templates in the system. You can create your own templates which can be used while sending an SMS. To create a new one click on the **'Create Template'** button.

SMS Templates

System Generated Templates

Create SMS Template

Fields with * are required.

Name *

Template *

[Create](#)

[All Templates](#)

In the form that follows enter a name and content for your template. Click the **'Create'** button once you are done to save changes.









To switch to System generated templates, click the tab on top.

SMS Templates







System Generated Templates

System Generated Templates

*Please do not remove the content within the < >

	Parent SMS Templates to Parents	
	Student SMS Templates to Students	
	Teacher SMS Templates to Teacher	
	General Email Templates to General Users	

Click on the tab for a user to display all the default templates for it.

	Student Admission Welcome to <School Name>	Edited At: 30 Oct 2015 06:11 PM	
	Student Admission Log on to <School Name> account with your email as username and <Password>	Edited At: 13 Jun 2014 09:38 AM	
	Student Attendance Your child <Child's First Name> was absent on <Date> due to <Reason>	Edited At: 25 Feb 2015 11:40 AM	

The name and content of the templates are displayed here. You can use the edit icon for each to start editing it.

Update System Generated Template

Fields with * are required.

Welcome to <School Name>

Template *

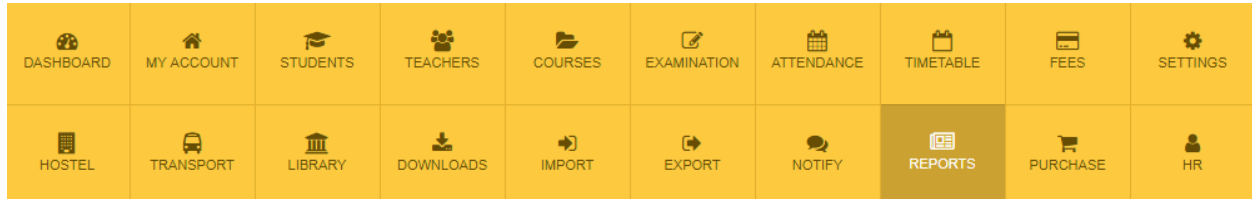
Save

Note: Do not change values encoded in < >. This will affect the sending of the template.

Click the **'Save'** button after editing the template.

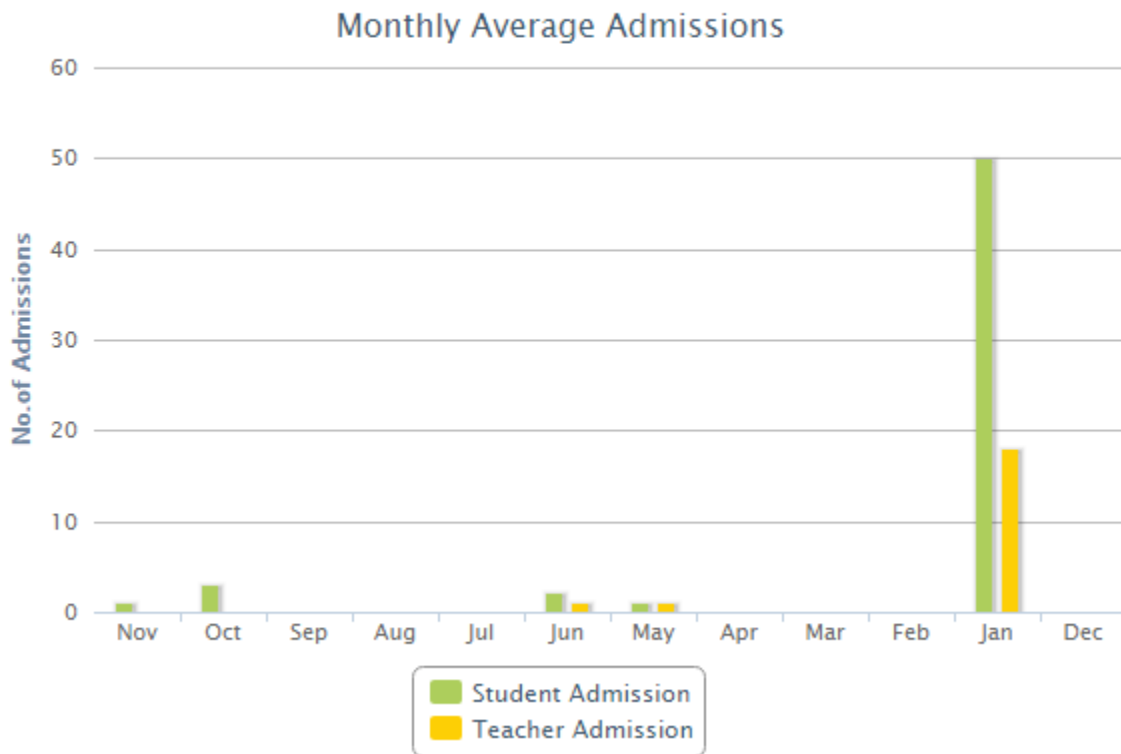
19. REPORTS

The Reports Module gives you the ability to extract examination and attendance reports for students and attendance reports for teachers.



A graphical chart shows the average admissions in the dashboard of the reports module.

Reports Dashboard




19.1 Advanced Report

The advanced report option fetches student data based on different parameters such as name, admission number, email, gender, date of admission range etc. To access the advanced report feature click the '**Advanced Report**' link in the left side menu.

Student Information

Enter values for any of the fields shown in the image above and click the '**Search**' button to fetch the data. Click on the '**Advanced Search**' link to view options for searching using date ranges.

Results can be generated as a PDF using the '**Generate PDF**' button and then printed.



Sl. No.	Student Name	Admission No	Course / Batch	Gender
1	Alex Francis	233234	-	Male
2	Alexander Z Wilcox	8	Humanities and Arts / Psychology	Female
3	AlexNew Francis	454511	Master of Science Degree / Batch_A	Male
4	AlexNew22 Francis	7898711	Master of Science Degree / Batch_B	Male

Click on a student's name to view his/her profile.

19.2 Assessment Reports

Examination reports can be extracted batchwise or even individually for each student. Semester wise reports are also available.

19.2.1 Batch Assessment Report

The batch assessment report option displays examination reports batchwise. Click on the '**Batch Assessment Report**' link in the left side menu to start searching.


Assessment Report

Academic Year *

Batch *

Examination

Choose the required academic year, a batch under it and the examination related to the batch, then click the '**Search**' button below to view the details.

 **Generate PDF**

SL No.	Adm No	Name	Advanced Computational Algorithms	Advanced Networking	Discrete Computational Mathematics	Elective - I ()
1	1	Jake Peralta	55 Excellent	56 Excellent	55 Excellent	55 Excellent
2	5	Wang A Terry	56 Excellent	55 Excellent	54 Excellent	58 Excellent
3	10	Peter T Short	52 Excellent	54 Excellent	48 Good	56 Excellent
4	15	Gabriel S Bryant	43 Good	50 Excellent	56 Excellent	54 Excellent
5	20	Fitzgerald O Francis	42 Good	48 Good	47 Good	54 Excellent
6	25	Garrett G Sanders	53 Excellent	53 Excellent	55 Excellent	-
7	30	Tate Q Cote	48 Good	45 Good	42 Good	-
8	35	Elvis H Skinner	56 Excellent	57 Excellent	56 Excellent	-
9	40	Seth W Foley	58 Excellent	44 Good	41 Good	-
10	61	Navaneeth P K	49 Good	53 Excellent	59 Excellent	-
11	454511	AlexNew Francis	-	-	-	-


Details of all students in the batch with their respective marks and remarks for each subject for the chosen examination can be viewed now. You can also save this as a PDF using the '**Generate PDF**' button.

19.2.2 Student Assessment Report

The student assessment report option allows you to pull out individual reports for students. Click on the 'Student Assessment Report' link in the left side menu to get started.

Assessment Report

Name



Search

- Alexander Z Wilcox
- AlexNew Francis
- AlexNew22 Francis

Enter your student's name in the name field which is an autofill area. You may choose the student name from the suggestion or even use the app explorer icon to select a student from it.


Once you have chosen your student click the '**Search**' button to bring up results.

Student Information

Admission No	Student Name	Course	Batch
8	Alexander Z Wilcox	Humanities and Arts	Psychology

Assessment Report

1. Memory Test

 **Generate PDF**


Subject	Score	Remarks
General Psychology	58	Excellent
History of Psychology	58	Excellent
Group_A (Statistics)	55	Excellent

All examination details for the student will be displayed one below the other. You may save each as a PDF.

19.2.3 Semester Assessment Report

The system also allows you to pull up semester wise examination reports. Click on the '**Semester Assessment Reports**' link in the left side menu for this option.

Semester Assessment Report

Name 

Semester ▼

Batch ▼

Search

Choose a student by either entering his/her name in the field or using the app explorer. The semester field will be updated with compatible semesters for that student. Choose a semester for which you would want to pull examination details for the student.


Select the batch and click the **'Search'** button to bring up results.

Student Information

Admission No	Student Name	Course	Batch	Semester
35	Elvis H Skinner	Master of Science Degree	Batch_A	Sem 1

Semester Assessment Report

1. SE exam

 Generate PDF

Subject		Remarks
Advanced Computational Algorithms	56	Excellent
Advanced Networking	57	Excellent
Discrete Computational Mathematics	56	Excellent

Examination details for the chosen student for the selected semester and batch will be displayed, you may save the result as a PDF file too.

19.3 Attendance Reports

The attendance reports feature displays daily and subject wise attendance reports for both teachers and students. There is also an attendance percentage reminder feature which allows you to pull out records of students below

19.3.1 Teacher Attendance

The **'Teacher Attendance'** link in the left side menu allows you to view the daily attendance of teachers. The search option varies between individual to department wise attendance.

Teacher Attendance Report


Select Department

Select Mode

Select a department from the first department. The mode option allows you to browse different display options,

1. **Overall:** Displays the total leaves taken for all teachers in the selected department.
2. **Yearly:** Displays the total leaves taken for the year selected
3. **Monthly:** Displays the total leaves taken for the month selected
4. **Individual:** Displays the total leaves taken for the selected teacher

Overall Teacher Attendance Report

 [Generate PDF](#)

SI No	Teacher No	Joining Date	Name	Job Title	Leaves
1	E2	01 Jun 2017	Ani Abraham	-	0
2	E6	06 Jan 2017	Flavia B Chloe	Professor	1
3	E7	06 Jan 2017	Ahmed C Alana	Visiting Faculty	0.5
4	E8	06 Jan 2017	Xandra D Ira	Lecturer	0
5	E15	06 Jan 2017	Malachi S Evelyn	Professor	0
6	E18	06 Jan 2017	Jason H Chiquita	Professor	0
7	E24	06 Jan 2017	Evangeline G Aline	Professor	0

19.3.2 Teacher Subject wise Attendance

Print reports for subject wise attendance of teachers using the '**Teacher Subject wise Attendance**' link in the left side menu. This feature allows you to see the number of sessions missed for a teacher in a particular date range.

Teacher Subject Wise Attendance Report

Select Department *


Select Teacher *

Start Date *

End Date *

Choose a department and a teacher under it. Then choose a start date and end date to display details of sessions between this.

Teacher Subject Wise Attendance Report

 [Generate PDF](#)

SI No	Teacher No	Joining Date	Name	Job Title	Total leaves per classes	Total leaves per hours
1	E2	01 Jun 2017	Ani Abraham	-	2/13	1h55 / 12h30

You can save this detail as a PDF using the '**Generate PDF**' button on top.

19.3.3 Student Attendance

Click on the '**Student Attendance**' link in the left side menu to view student daily attendance reports.

Student Attendance Report

Select Course


Select Batch

Select Mode

Select a course/batch and then a mode. The mode option allows you to browse different display options,

1. **Overall:** Displays the total leaves taken for all students in the selected course/batch.
2. **Yearly:** Displays the total leaves taken for the year selected
3. **Monthly:** Displays the total leaves taken for the month selected
4. **Individual:** Displays the total leaves taken for the selected student

Overall Student Attendance Report

 **Generate PDF**

SI No	Adm No	Admission Date	Name	Working Days	Leaves
1	454511	02 Oct 2015	AlexNew Francis	89	0
2	35	06 Jan 2017	Elvis H Skinner	89	0
3	20	06 Jan 2017	Fitzgerald O Francis	89	0
4	15	06 Jan 2017	Gabriel S Bryant	89	0
5	25	06 Jan 2017	Garrett G Sanders	89	0
6	1	18 May 2017	Jake Peralta	89	0
7	61	01 Jun 2017	Navaneeth P K	89	0
8	10	06 Jan 2017	Peter T Short	89	1
9	40	06 Jan 2017	Seth W Foley	89	0
10	30	06 Jan 2017	Tate Q Cote	89	1
11	5	06 Jan 2017	Wang A Terry	89	0

19.3.4 Student Subject wise Attendance

The student subject wise attendance option allows you to view detailed attendance reports for specific subjects for a student.

It displays the total number of classes for a particular subject in the course/batch the student is studying and the total sessions missed for it.

Student Attendance Report

Select Course Select Course ▼

Select Batch Select Batch ▼

Select Mode Select Mode ▼

Choose the same options as in student attendance to view subject wise details.

[Generate PDF](#)

Overall Student Subject Wise Attendance Report

Sl No	Adm No	Admission Date	Name	Batch	Subject	No Of Classes	Leaves
1	1	18 May 2017	Jake Peralta	Batch_A	Advanced Computational Algorithms	36	1
2	5	06 Jan 2017	Wang A Terry	Batch_A	Advanced Computational Algorithms	36	0
3	10	06 Jan 2017	Peter T Short	Batch_A	Advanced Computational Algorithms	36	0
4	15	06 Jan 2017	Gabriel S Bryant	Batch_A	Advanced Computational Algorithms	36	0
5	20	06 Jan 2017	Fitzgerald O Francis	Batch_A	Advanced Computational Algorithms	36	1
6	25	06 Jan 2017	Garrett G Sanders	Batch_A	Advanced Computational Algorithms	36	0
7	30	06 Jan 2017	Tate Q Cote	Batch_A	Advanced Computational Algorithms	36	0

19.3.5 Attendance percentage reminder


Consider you want to send a reminder to parents about their students attendance shortage. The '**Attendance percentage reminder**' option in the left side menu allows you to send customizable email notifications to them based on a cut off percentage of attendance.

Attendance Percentage Reminder

Batch*

Percentage* %

Choose a course/batch and then enter a percentage. Students with or below this percentage of attendance will be listed once you hit the **'Search'** button.


 [Generate PDF](#)

<input checked="" type="checkbox"/>	Sl No	Course	Batch	Admission No.	Name	Attendance %	Dates of Absence	No Of Working Days	Sessions missed
<input checked="" type="checkbox"/>	1	Humanities and Arts	Psychology	8	Alexander Z Wilcox	97 %	07 Nov 2017 10 Oct 2017 04 Oct 2017 18 Oct 2017	148	4

Details with dates of absence, total number of working days for the students and number of sessions missed are displayed here. Check the students you want to send reminders to and hit the **'Next'** button below.

Email Notification

*Please do not remove the content within the <> and {{ }}

Edited At: 28 Oct 2015 05:49 PM 

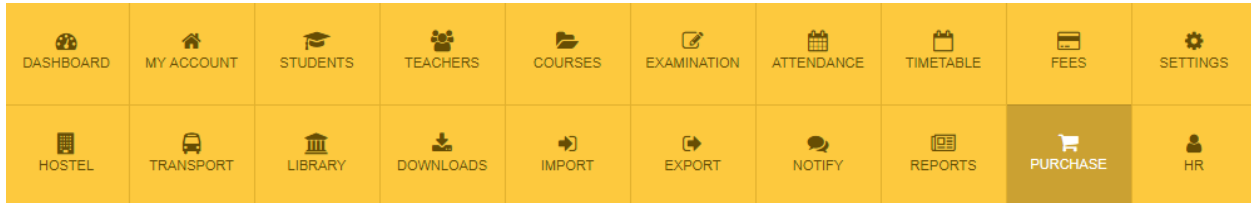
Subject: {{STUDENT NAME}}: Attendance Percentage

Student : {{STUDENT NAME}}'s attendance percentage is {{ATTENDANCE}} %

You may edit this template before sending. To send the email reminder simply click the **'Send Reminder'** button.

20. PURCHASE

The purchase module is basically like an inventory module. It helps you manage vendors and items, sales etc in your institution.



The chart below displays the workflow for the purchase module.

Purchase Module Workflow

Manage stocks, vendors and material requests



20.1 Creating and managing items

Click on the '**Manage Items**' link in the left side menu to get started with adding items. This will list the existing items (if any).

Manage Items

[New item](#)

Displaying 1-4 of 4 result(s).

Item Name	Action
<input type="text"/>	
Chairs	 
Water dispensers	 
Black Boards	 
Stationery	 

To add a new item click on the '**New Item**' button on top.

Create New Item

Fields with* are required.

Item Name * [Create](#)





In the form that follows, enter a name for the item and click the '**Create**' button to save it.

20.2 Adding and managing vendors

Click on the '**Manage Vendors**' link in the left side menu to add and manage vendors who supply items for your institution. Their details can be viewed by clicking on their name. A vendor can also be deleted from here using the delete icon in the action column.

Vendor List

[New Vendor](#)

#	Name	Phone	Email	Action
1	Ethan M	32133213	ethan@example.com	
2	Andrew C	2313543	andrew@example.com	
3	Joseph M	3465432	joseph@example.com	
4	Mathew C	546546	mathew@example.com	

This will bring up the list of existing vendors in the system. To add a new one click on the '**New Vendor**' button on top.

The vendor creation process is a two step registration process and involves details of items supplied etc.

New Vendor

[Vendor Details](#) [Product Details](#)

Fields with * are required.

Vendor Details

First Name *	Last Name *	Address 1 *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address 2 *	City *	State *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country *	Email *	Phone *
<input type="text" value="Select Country"/>	<input type="text"/>	<input type="text"/>
Currency *	Company Name *	VAT Number *
<input type="text" value="USD"/>	<input type="text"/>	<input type="text"/>
CST Number *	Office Phone *	
<input type="text"/>	<input type="text"/>	

[Product Details](#)

The first step is for vendor details like name, address, number, company name etc

New Product

Vendor Details Product Details

Fields with * are required.

Product Details

Item * Price *

Description *

Save and Add Another

Save

The second step involves choosing the item(s) that the vendor will supply along with details of price and a description for the item.

You may add multiple items for the same vendor by using the **'Save and add another'** button. To finish the registration process click on the **'Save'** button.

Vendor Details

Edit

Vendor List

VENDOR DETAILS			
First Name	Ethan	Last Name	M
Address 1	394 Crestview Terrace	Address 2	Fredericksburg
City	Fredericksburg	State	TX
Country	United States	Phone	32133213
Office Phone	654987952	Currency	USD
Company Name	Scribble Boards	VAT Number	213213
CST Number	654654		
Email	ethan@example.com		
PRODUCT DETAILS			
Item Name	Black Boards	Description	Black boards
Price	120		

The last step displays the vendor's profile with all details entered during registration.

20.3 Managing purchase orders

Click on the '**Purchase Order**' link in the left side menu to get started with orders for items. All pending orders if any will be listed in the area first.

Manage Purchase Order

Send Order

#	Item	Vendor	Quantity	Price	Amount	Action
1	Black Boards	Ethan M	3	120	360	Approve Reject
2	Water dispensers	Mathew C	5	50	250	Approved
3	Chairs	Joseph M	15	25	375	Approve Reject

You may approve/reject orders from here. To send a new order click on the '**Send Order**' button on top.

New Purchase Order

Fields with* are required.

Item *

Vendor *

Quantity *

Create

You may send orders to vendors from here. An email will be sent to the vendor's registered email address with the details of the order. This template can be edited from the **Notify Module > Email > Templates > General**.

To place an order,

1. Select an item
2. Select a vendor who supplies the item you chose

3. Enter the quantity of items needed

Click on '**Create**' to place the order and send the mail to the vendor.

Once you have placed an order you will be able to see it in the list of orders on the **Manage Purchase** order page. Click on **Approve** to be able to add the items to your stock.

20.4 Managing supply orders

After you have approved a purchase order, it will be listed in the purchase supply page. To access this area click on the '**Purchase Supply**' link in the left side menu.

Manage Supply Order

#	Item	Vendor	Quantity	Action	Verify
1	Black Boards	Ethan M	3	Already send	Verified
2	Water dispensers	Mathew C	5	Already send	Verified
3	Chairs	Joseph M	15	Send Order	-

Here you will be able to see the orders approved in the Manage Purchase Orders area. The first step is to send the order. This can be done by clicking the '**Send Order**' link under the action column for the required order.

An order can be verified after it has been sent.

3	Chairs	Joseph M	15	Already send	Verify
---	--------	----------	----	--------------	--------

Click on the '**Verify**' link to verify an order. This will add the item and quantity requested to the stock area. You can then view the details under '**Manage Stock**'.

20.5 Material Requisition

After you have placed and verified orders of items to your stock other users can start requesting for the materials/items. Requests made by students have to be approved by teachers first before it is displayed in the admin side.

Click on the '**Material Requisition**' link in the left side menu to view requests from all users except students.

Material Requests

Material Requests from Students

Item Name : Black Boards
 Requested By : Amy Santiago
 Department : Discrete Mathematics
 Quantity : 1

🕒 Pending

✓
✗

You may approve/disapprove requests from here. To see requests from students click on the '**Material Requests from Students**' button on top.

Note: Requests from students can be viewed in the admin portal only if it is approved by their class teacher.

Material Requests

Batch name	Item Name	Requested by	Quantity	Status	Action
Batch_A	Black Boards	Jake Peralta	1	🕒 Pending	✓ ✗

The process isn't complete once you approve the request. After approval you need to issue the item so that it is processed. The quantity requested will be deducted from the total stock available for the requested item.

Batch name	Item Name	Requested by	Quantity	Status	Action
Batch_A	Black Boards	Jake Peralta	1	 Approved	

Click on the '**Issue**' button under the action column to complete the process. This can also be done from the '**Issue Item**' section.

20.6 Issue Items

All approved requests will be displayed under the Issue Item area. To access this click on the '**Issue Item**' link in the left side menu.

Issue Items

Item Name : Black Boards
 Department : Discrete Mathematics
 Requested By : Amy Santiago
 Quantity : 1

✕ Not Issued

✓

All request and their statuses can be seen here. To issue an item simply click the icon corresponding to the request. The quantity will be automatically reduced in stocks.

Issue Items

Item Name : Black Boards
 Department : Discrete Mathematics
 Requested By : Amy Santiago
 Quantity : 1

✓ Issued

↶

You may also return an item that has already been issued using the '**Return**' button next to it. This will bring up a pop-up as shown below.

Return issued item
✕

Date

Reason

Return

Select your date and enter a reason. Click on the **'Return'** button below the form to finish the return process.

Issue Items

Item Name : Black Boards
 Department : Discrete Mathematics
 Requested By : Amy Santiago
 Quantity : 1

↶
Returned

Hover your cursor over the status box to view the saved date and reason for return.

Item Name : Black Boards
 Department : Discrete Mathematics
 Requested By : Amy Santiago
 Quantity : 1

↶
Returned

Date : 05 Dec 2017
Reason : Wrong request

20.7 Managing stocks

To view all items purchased, details of quantity available, details of items issued etc click the **'Manage Stock'** link in the left side menu.

Stock

Item Name	Item Available	Action
Chairs	15	Issue Details Vendor Details
Black Boards	1	Issue Details Vendor Details
Water dispensers	4	Issue Details Vendor Details

All items that have been purchased and verified will be displayed here along with the available quantity. Click on the '**Issue Details**' link in the action column against an item to see all issued material requests for it.

Issue Details

Item Name : Black Boards

Requested By	Department	Quantity	Issued On
Flavia B Chloe	Discrete Mathematics	1	05 Dec 2017
Jake Peralta		1	05 Dec 2017

Click on the '**Vendor Details**' link against an item to see details of the vendor supplying it and price per unit.

Item Vendors

Item Name : Black Boards

Vendor	Price
Ethan M	120

20.8 Manage Sales

Admins can directly issue items to users in the system rather than them requesting for it. This can be done from the Manage Sale area. To view this click on the '**Manage Sale**' link in the left side menu.

Manage Sale

[Add Sale](#)

Purchaser Type All ▼

Item Name : Water dispensers
 Purchaser Type : Student
 Purchased By : Peralta Jake
 Purchased Date : 18 May 2017
 Quantity : 1

✓ Issued

↶

Details of items issued can be viewed here. They can also be returned using the return button.

To add a new sale click on the '**Add Sale**' button on top.

New Sale

[Manage Sale](#)

Fields with * are required.

Sale Details

Item Name *	Quantity *
<input style="width: 95%;" type="text" value="Select Item Name"/>	<input style="width: 95%;" type="text"/>
Purchaser Type *	Purchased By *
<input style="width: 95%;" type="text" value="Select Purchaser Type"/>	<input style="width: 95%;" type="text" value="Select Purchased By"/>

[Add Sale](#)

Enter the following details,

1. Item
2. Quantity
3. Purchaser type (student, parent or teacher)
4. Purchase by (names will be listed once the purchaser type is selected)

Click on the '**Add Sale**' button to finish the sale process.

Sales reports can be generated using the '**Sale Report**' link in the left side menu.

Sale Report

Select Mode

The mode can be,


1. Overall
2. Yearly
3. Monthly
4. Daily

On selection of a mode, all sale details for the chosen period will be displayed. You may also generate this as a PDF file that can be printed.

Sale Report

Select Mode

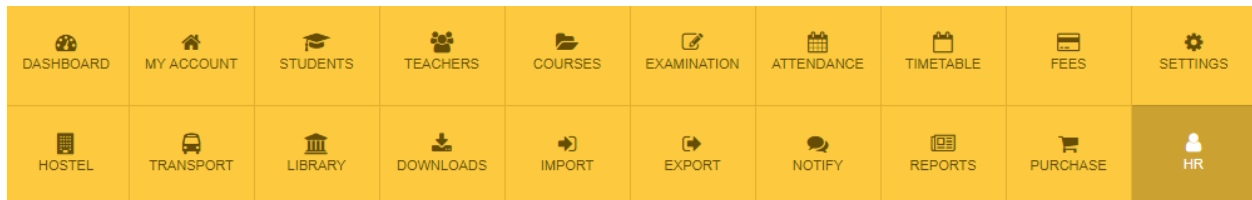
Overall Sale Report

 [Generate PDF](#)

SI No	Purchased by	Item name	Purchased Date
1	Aline Evangeline	Chairs	05 Dec 2017
2	Peralta Jake	Water dispensers	18 May 2017

21. HR

The HR module allows you to create non-teaching staff, manage leave requests for teaching and non-teaching staff, manage salary details and generate salary slips for all staffs in your institution.



21.1 Managing non-teaching staffs

You can create non-teaching staffs in the application based on user roles (refer **User Roles** in **Settings Module**). These users are similar to creating custom users, but you have the ability to manage their salary too. They will be assigned specific modules based on the role you have created.

Note: Make sure you have created the necessary user roles first before attempting to create a non-teaching staff.

21.1.1 Creating a new Staff

Click on the **'Create Staff'** link in the left side menu to create a new staff.

Create Staff

Fields with * are required.

First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Employee Number	Joining Date *	Gender *
<input type="text" value="E26"/>	<input type="text"/>	<input type="text" value="Select Gender"/>
Job Title	Department	Qualification
<input type="text"/>	<input type="text" value="Select Department"/>	<input type="text"/>
Email *	Mobile Phone *	Staff Type *
<input type="text"/>	<input type="text"/>	<input type="text" value="Select Staff Type"/>
Date Of Birth *	Experience Year	Experience Month
<input type="text"/>	<input type="text" value="Years"/>	<input type="text" value="Months"/>
Experience Detail		
<input type="text"/>		

Enter all the details here, the section below covers the salary details for the staff. The '**Staff Type**' drop-down lists the custom user roles you have created, select one to assign it to the staff you create.

Salary Details










Basic Pay *	EPF	ESI
<input type="text"/>	<input type="text"/>	<input type="text"/>
TDS <input type="radio"/> Amount <input type="radio"/> Percentage		
<input type="text"/>		
Bank Details		
<hr/>		
Bank Name *	Bank Acc No *	
<input type="text"/>	<input type="text"/>	
Passport Details		
<hr/>		
Passport No	Passport Expiry	
<input type="text"/>	<input type="text"/>	
<input type="button" value="Create"/>		

The salary details entered here will be used to help generate the salary slips for the staff. Click on the '**Create**' button to register the staff.

21.1.2 Managing your staffs

Click on the '**Manage Staff**' link in the left side menu to view the list of all your non-teaching staffs.

Manage Staff

Filter Your Reports: Employee Name Employee Number Gender							
Active Filters:							
#	Name	Employee Number	Department	Gender	Action		
1	George M	E2	-	Male			
2	Daniel M	E3	-	Male			
3	Shane G	E25	-	Male			

You may view, edit and delete a staff from here using the respective icons under the action column.

Filters are available to search for specific employees based on different criteria.

21.2 Managing leaves







Leave types and requests for teachers as well as non-teaching staff are managed in the HR module. The first step is to create leave types.

21.2.1 Create and manage leave types for employees

Click on the '**Leave Types**' link in the left side menu to start creating and managing leave types in the system.

Manage Leave Types

[Add Leave Type](#)

#	Type	Category	Gender	Count	Action
1	Casual Leave	Per Year	All	12	  
2	Sick Leave	Per Year	All	12	  

Existing leave types are listed here. To create a new leave type click on the '**Add Leave Type**' button.

Create New Leave Type

Fields with* are required.

Type *

Description *

Category * Per Quarter Per Year Whole Career

Gender * All Male Female

Count *

[Create](#)

The leave type form contains the following fields,




1. **Type:** Enter a name for the leave type
2. **Description:** Details of the leave type goes here
3. **Category:** Whether the number of leaves for this type is limited to each quarter, year or the entire career.
4. **Gender:** Whether the leave type is specific to a particular gender (Eg: Maternity for females etc)
5. **Count:** The maximum number of leaves a staff can take for this leave type.

Click the '**Create**' button once you have entered all details for the leave type. It will then be displayed in the list of leave types created, where you can view, edit or delete it.

21.2.2 Manage leave requests


Click on the '**Leave Requests**' link in the left side menu to view all pending leave requests from your staffs.

Pending Leave Requests

#	Type	Requested By	From	To	Day(s)	Actions
1	Casual Leave (.12)	Petra D Armand	03 Jun 2017	03 Jun 2017	1 Day(s)	  

The number displayed in parenthesis next to the leave type indicates the remaining number of leaves that particular staff has for the leave type applied. All details as to who requested the leave, for which date, the number of days etc are displayed in this list. To view more details click on the view icon in the actions column.

Leave Request

LEAVE TYPE : Casual Leave	REQUESTED BY : Petra D Armand	STATUS Pending
HALF DAY : No	FROM : 03 Jun 2017	
	TO : 03 Jun 2017	
 REASON		
I need to attend my cousin's marriage on 3rd june 2017.		
 -		


Use the approve icon to approve the request. You can edit the date for the leave while approving it. When a leave request is approved the absence is automatically marked in the attendance register.

You may also reject the leave type by clicking the reject icon in the actions column.

21.2.2 Approved requests

All leave requests that have been approved are listed under the '**Approved Requests**' area.

Approved Leave Requests

#	Type	Requested By	From	To	Approved By	Actions
1	Casual Leave	Evangeline G Aline	02 Jun 2017	02 Jun 2017	Admin Administrator	


Click on the view icon to see details of the leave.

Note: An approved leave can be deleted from the attendance register.

21.2.3 Cancelled requests

All leave requests that have been rejected can be viewed here. A request once rejected cannot be approved later.

Cancelled Leave Requests

#	Type	Requested By	From	To	Cancelled By	Actions
1	Casual Leave	Evangeline G Aline	01 Jun 2017	01 Jun 2017	Admin Administrator	







21.3 Salary Management

The salary management section allows you to manage salary details for all you teachers and non-teaching staffs, generate payslips for them and also pull up salary reports.

21.3.1 Salary Details

Click on the '**Salary Details**' link in the left side menu to view the list of teachers and staff registered.

Salary Details

#	Name	Employee Number	Department	Gender	Action
1	Amy Santiago	E1	Advanced Networks	Female	
2	George M	E2	-	Male	
3	Daniel M	E3	-	Male	
4	Ani Abraham	E2	Discrete Mathematics	Female	
5	Flavia B Chloe	E6	Discrete Mathematics	Male	
6	Ahmed C Alana	E7	Discrete Mathematics	Female	

You can use the edit icon in the action column to enter/edit salary details for teachers / staff.

Note: Teachers will not have salary details entered as it is not available in the teacher registration form. You have to edit and enter it here.

Add Salary Details : Amy Santiago

Basic Pay *	TDS *	
<input type="text" value="40000"/>	<input type="text" value="999.99"/>	<input checked="" type="radio"/> Amount <input type="radio"/> Percentage
ESI	EPF	
<input type="text" value="500"/>	<input type="text" value="500"/>	
<input type="button" value="Save"/>		

Click on the '**Save**' button to save changes. These details will be used during payslip generation.

















21.3.2 Generate payslips

The '**Generate Payslip**' link in the left side menu allows you to generate and view payslip details of your employees.

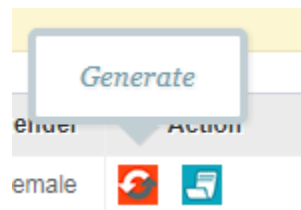
Generate Payslip

Filter Your Reports: Employee Name Employee Number Gender

Active Filters:

#	Name	Employee Number	Department	Gender	Action
1	Amy Santiago	E1	Advanced Networks	Female	 
2	George M	E2	-	Male	 
3	Daniel M	E3	-	Male	 
4	Ani Abraham	E2	Discrete Mathematics	Female	 
5	Flavia B Chloe	E6	Discrete Mathematics	Male	 
6	Ahmed C Alana	E7	Discrete Mathematics	Female	 
7	Xandra D Ira	E8	Discrete Mathematics	Male	 
8	Anika M Melanie	E9	Computer Science	Female	 

Click on the **'Generate'** icon in the action column to generate a payslip for the corresponding employee.





You will be re-directed to another page with all the salary details entered during the time of registration. Select a date for the payslip generation, make changes if necessary and hit the **'Generate'** button to generate the slip.

Generate Payslip

Name	George M	Employee Number	E2
Department	-	Staff Type	pm
Email	george1@example.com		
Salary Date *	<input type="text"/>		
Earnings			
Basic Pay *		Incentive	
<input type="text" value="15000.00"/>		<input type="text"/>	
Over Time		Hike	
<input type="text"/>		<input type="text"/>	
Earn Total			
<input type="text"/>			
Deductions			
TDS	Loss Of Pay	Loan or Advance	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Festival Bonus	ESI	EPF	
<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	
Deduction Total		Net Salary	
<input type="text"/>		<input type="text"/>	
Notes			
<input type="text"/>			
Note: After payslip generation hike amount will be added to basic salary			
<input type="button" value="Generate"/>			

Click on the '**Payslip**' icon in the list for a corresponding staff to see all payslips generated for him/her.

View Payslips of Amy Santiago

#	Salary Date	Earn Total	Deduction Total	Net Salary	Action
1	09 Nov 2017	15000.00	0.00	15000.00	 

You can view or download these payslips individually by clicking the required icons under the action column.


21.3.3 Salary Reports

The '**Reports**' link in the left side menu displays all payslips generated for every staff in the application. The total amount is displayed at the bottom.

Reports

Filter Your Reports: Employee Name Employee Number Month

Active Filters:

 Generate PDF

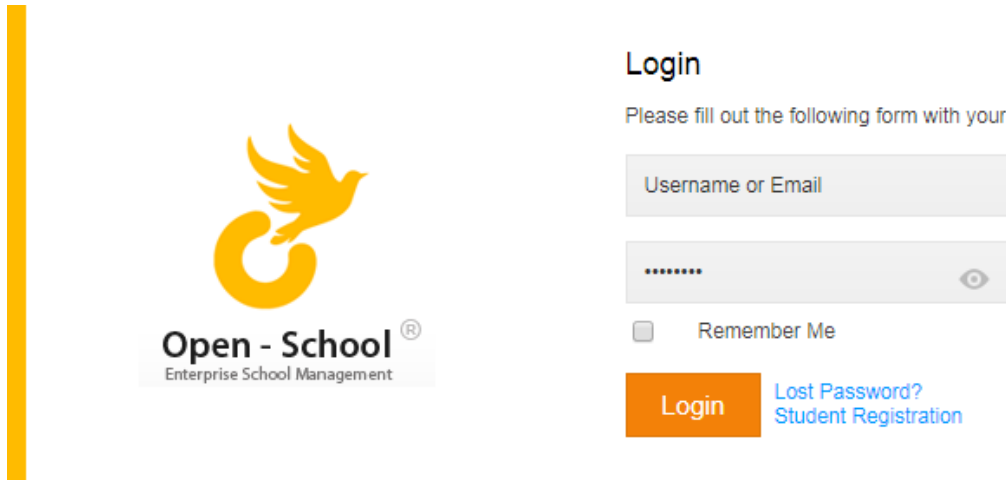
#	Name	Employee Number	Month	Basic Pay	Earn Total	Deduction Total	Net Salary
1	George M	E2	December 2017	15000.00	15000.00	0.00	15000.00
2	Amy Santiago	E1	November 2017	15000.00	15000.00	0.00	15000.00
Total				30000.00	30000.00	0.00	30000.00

You may filter these results based on employee name, number and month of payslip generation. The displayed results can also be generated as a PDF and printed later.

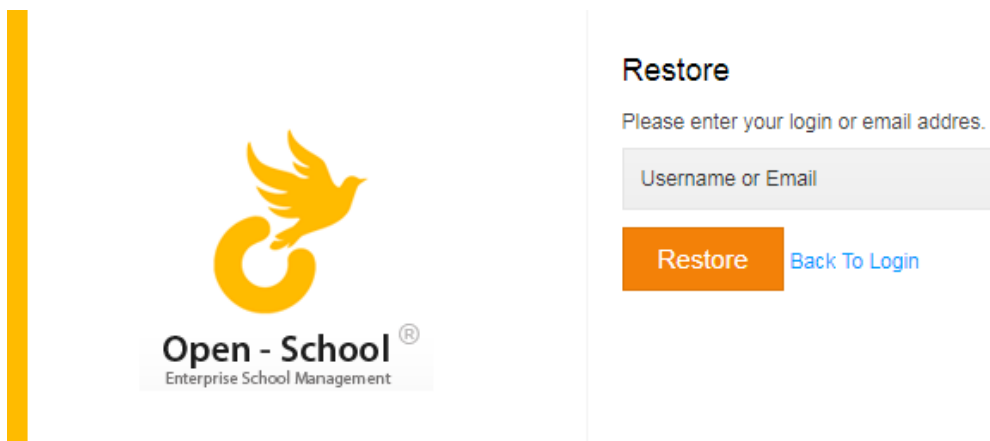
MISCELLANEOUS

Lost Password

In case of a lost password, click on the '**Lost Password**' link in the login page.



You will have to enter the registered email id in the field that shows up.



Click on '**Restore**' once you enter the email.

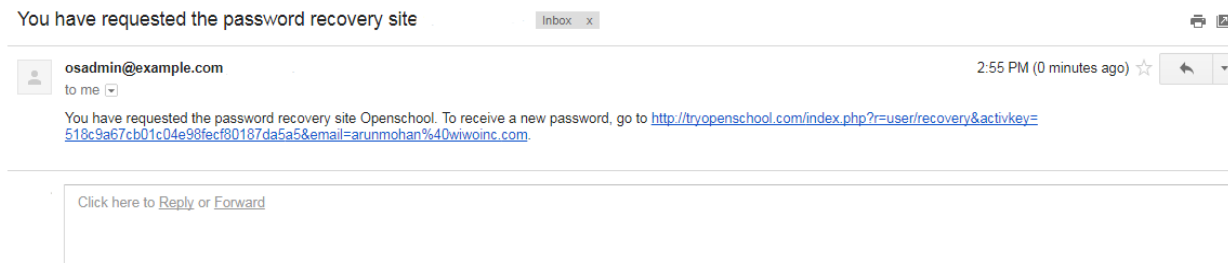
Note: Make sure the email is valid. This feature will not work for invalid emails.



Restore

Please check your email. An instructions was sent to your email address.

A restore link will be sent to your email.



Click this link to create a new password for your account.



Change Password

Fields with*are required.

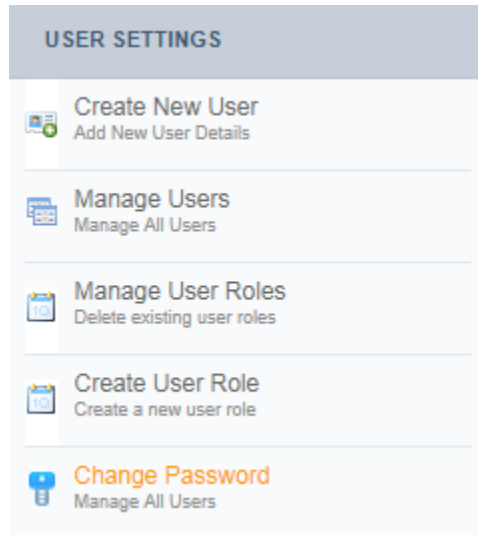
Password *

Retype Password *

Save

Change Password

The '**Change Password**' link in the left side menu of the Settings Module allows you to change your password.



You can also edit your account from the Manage Users section.

Change password

[View Profile](#)
[Edit Profile](#)

Fields with*are required.

Old Password *	<input type="password"/>
Password *	<input type="password"/> Minimal password length 4 symbols.
Retype Password *	<input type="password"/>

[Save](#)

Enter your old password and new password here and click '**Save**' to change it. Your profile can be viewed and edited from here using the respective buttons on top.

Edit profile

[View Profile](#)[Change Password](#)

Fields with*are required.

First Name *

Last Name *

username *

E-mail *

FREQUENTLY ASKED QUESTIONS

Q: What is the use for Result Published and Date Published checkboxes while creating an exam?

A: The Result Published checkbox indicates that the result is published. Checking this will also send out a notification and allow parents/students to view results through their portals. This can be avoided while creating the exam.

The Date published checkbox sends out a notification of the exam being scheduled.

Q: Documents uploaded by teachers via the Downloads Module cannot be seen. How do I view them?

A: Any document uploaded by any user needs to be approved by an Admin first. The list of uploaded documents for approval can be viewed in the ***My Account Module > Document List*** are. They have to be approved from here so students and related users can view/download it. This goes for all documents uploaded from anywhere in the system.

Q: Can I generate custom reports in the application?

A: Currently no, the report formats are fixed. If you wish to change this please contact our support team at support@open-school.org.

Q: How can I remove fee invoices that have been generated?

A: Once an invoice has been generated it can only be cancelled and not removed. To cancel an invoice go to the view invoices area for the fee category in question, select the invoice you want to cancel using the corresponding checkbox and then click on the Cancel button.

Q: Can parents pay fees online from their portal?

A: Yes, they can. For a parent to pay their child's fee you have to first integrate a required payment gateway. The system comes with PayPal integration by default. All you have to do is enter the API details available in your PayPal login into the application. This can be done from Payment Gateway Settings in the fee module. Other payment gateway integrations have to be customized.

Q: I imported students using the import module but cannot see them in the student's list in students module. All rows were inserted during import. How do I see the students?

A: The reason you cannot see students in the student's list is probably because they were not inserted into their course/batch. The import inserts the rows anyway if they don't match the course/batch in the system as it's not a mandatory field. Students not in batches will not be

listed directly in the student's list. To see these students change the **Academic Status** filter in the Student's List are to '**All**'. You should now be able to see all the students.

Q: My students have not been inserted into their batches. Is there anyway to update them all at once instead of doing it one-by-one?

A: You can use the edit option in the import module to update multiple student details. Make sure all other fields are also filled as they will be overwritten. For more details refer the Import Module section.

Q: How does a teacher post homework?

A: A teacher can use the Downloads module to upload documents or images to students in a batch. This however, will first have to be approved by the admin.

Q: I sent an email and text, but did not receive anything.

A: To use the SMS module you first need to purchase an SMS gateway account. Our team will then integrate it with your application so you will be able to send SMS. Some servers require SMTP configuration for sending emails. You may contact our team for more assistance on this.

Q: Can a teacher add her own exams or tests for her class, or is this centrally controlled? And how is this done?

A: Teachers can create and conduct online exams from their portal. Normal exams have to be first created by the admin. After this teachers can enter scores from their portal.

Q: What happens next year, when students move to the next class..what will we have to do?

A: You can use the Promote option to move students from one academic year to the next to new batches. The promote option can be found inside the Actions tab in a batch view. Refer the Course module section for more details on this.

Q: Is it possible to add multiple students under a single parent? How is this done in import?

A: Yes, it is possible to have multiple students for one parent. While using the student registration process select Existing Guardian in step 2(Parent Details). You can search for the parent using the email or even the existing sibling's name. Fields are automatically filled based on selection. In import, you can add multiple students by giving the same parent details for each.