



School Management System Training Guide



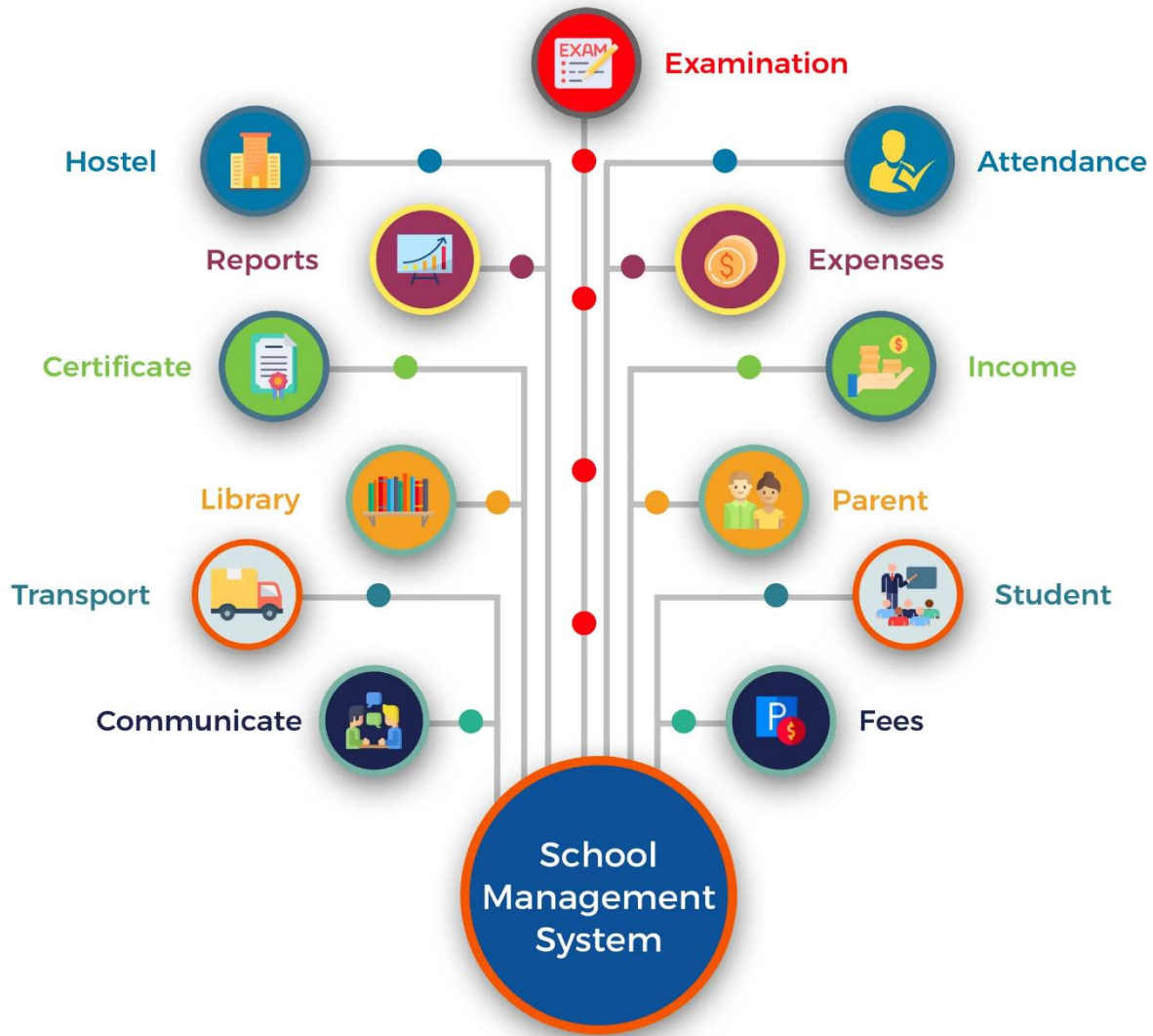


ABOUT US

Welcome to our collaborative environment. Our approach is rooted in a deep understanding of user behavior and the latest industry trends. We leverage state-of-the-art technologies to build scalable, secure, and user-friendly e-commerce websites and mobile apps. From responsive design and intuitive navigation to seamless payment processing and inventory management, we leave no stone unturned in delivering a comprehensive e-commerce solution.

Join us to experience a unique space where creativity and expertise blend, shaping a brighter future together. We are working together as a family. Let us all make a conscious effort to give back to our community, even if it's just a small token of our appreciation.

School Management System Training Guide



An innovative School Management software streamlines administrative tasks, enhances communication and fosters a conducive learning environment for schools. It offers features like attendance tracking, grading, parent portals, and student information management.

This project aims to equip all schools, regardless of their size or resources, with the necessary systems to facilitate effective learning, teaching, and school management. By addressing real challenges faced by educators daily, we aim to create a more equitable and supportive learning environment for all students.

The demo environment is designed to showcase the system's features without compromising performance or security. Consequently, some functionalities may be limited or produce no output.

Your attention is required to experience the features of our software

Explore the system's features, navigate through the different modules, and perform various tasks as each user.

SYSTEM URL: <https://shorturl.at/b8aro>

CREDENTIALS:

Login Details:

| Sr# | User | Email | Password |
|-----|--------------------|--------------------------|----------|
| 1 | Admin | admin@admin.com | 1234 |
| 2 | Udemy(Head Master) | <u>udemy@udemy.com</u> | 1234 |
| 3 | Teacher | admin@admin.com | 1234 |
| 4 | Librarian | librarian@librarian.com | 1234 |
| 5 | Assistant | assistant@assistant.com | 1234 |
| 6 | Student | student@student.com | 1234 |
| 7 | Parent | <u>parant@parant.com</u> | 1234 |

How to Begin the System?

(Minimum System Setting Requirement)

1st Step

The first step is to get the following school information:

1. **School Name**
2. **Address**
3. **Phone Number**
4. **Currency**
5. **Email**
6. **Session**

Following Rolls/Users are already created in the system

- Administrator
- Teacher
- Librarian
- Assistant
- Student
- Parent
- Udemy Teacher (such as Principle/Vice Principle/Head Master)
-

2nd Step

Log in as an administrator, then navigate to System Settings. Input all the aforementioned information into the appropriate fields within the settings form.

3rd Step

Creation of Department, Teacher and Classes etc.

login with Admin

Manage Employee

-Create Department

-Create Teacher

Login with udemy

Class Information

-Manage Class (Create Class)

-Manage Section (Create Sections)

Mange Subjects

Ensure that at least one Udemy Teacher and one assistant are created.

Admin can create a Udemy Teacher (Head Master), and Udemy Teachers can perform the following tasks:

1. Manage Academics
2. Manage Student
3. Manage Classes

4. Manage Section
5. Manage Attendance
6. Manage Subject
7. Manage Exam
8. Student Score

Admission:

Admission Request Form:

A [short admission request form](#) is available in the Assistant's dashboard. Assistants can enter, view, and print this form. After reviewing form and confirming the payment etc. the Admin can approve admission request forms (an "Approve Admission Request" form is available in the Admin's dashboard). The Admin can approve or deny these requests. Finally, approved requests will be entered by Udemy or Assistant in the "Admission Form" option available in their dashboard.

Admission Form:

The [admission form](#) requires a variety of information, and most fields are mandatory. The form cannot be submitted until all necessary information has been entered.

Only the Udemy or Admin can perform the 'Add New Student' (Admission Form) task. The Assistant can also do this, but only after Parent, Class, Club, House, and Student Category information have been added. The form cannot be submitted until all mandatory fields are filled. Enter 'Null' in any irrelevant fields, such as Previous School Name.

If you wish to skip the [admission request form](#), you can proceed directly to the Add New Student ([Admission Form](#)) to register the student.

Assistant Can also perform:

- Hostel Management
- Transport Management
- Fee Management

Mass Invoice (Bulk Fee Challan)

Login with Admin/Assistant

- Fee Collection
 - Collect Fee
 - Create Single Invoice OR Create Mass Invoices
 - Manage Invoice
 - Unpaid Invoices and Paid Invoices (This option can be performed by udeemy/ admin)
 - Class wise Payment Details

The dashboard of each user clearly shows their role and responsibilities

Start New School Session

After the final exams, move students who passed to their next grade. To facilitate this process, log in to the Umedy/admin . Navigate to "Manage Students," then select "List Students." Generate a class-wise list and utilize the edit function to promote each student to their appropriate new grade. Subsequently, navigate to "System Settings" to adjust the academic session.

Key Features of the School Management System

| Feature Category | Features | User Roles |
|-----------------------|---|-------------------------|
| Academics | Syllabus Management, Enquiry Management, School Clubs, Circular Management, Events Management (optional) | Udemy, Teacher, Admin |
| Employee Management | Teachers, Librarian, Assistants | Udemy, Admin |
| Student Management | Admission Form, List Student, Student Category, Student House, Student Activity, Social Category | Udemy, Teacher, Admin |
| Class Management | Class Information, Manage Classes, Manage Sections, Manage Subjects, Manage Exams, Question Papers, Add Examination | Udemy, Teacher |
| Exam Management | Manage Exams, Question Papers, Add Examination | Udemy, Teacher |
| Attendance Management | Mark Attendance, View Attendance | Udemy, Teacher |
| Library Management | List of Books, Add New Books, Borrow a Book, Return Borrow Book | Librarian, Admin, Udemy |
| Timetable Management | Create Timetable, Timetable Amendment, Display/Print Timetable | Udemy, Teacher |
| Student Scores | Class Teacher, Subject Teacher | Udemy, Teacher, Admin |
| Fee Collection | Collection Fee, Manage Invoices, Class wise payment details | Assistant, Admin, Udemy |
| Expenses | Expenses, Expense Category | Assistant, Admin, Udemy |
| Hostel Information | Manage Hostel, Hostel Category, Hostel Rooms | Assistant, Admin, Udemy |
| Transport | Transports, Transport Routes, Manage Vehicle | Assistant, Admin, Udemy |
| System Settings | General Settings, Manage SMS API, Manage Language, Payment Settings | Admin, Udemy |
| Reports | Students Payments, Attendance Report, Exam Marks Report | Admin, Udemy |
| Noticeboard | Manage Noticeboard | Admin, Udemy |

| | | |
|-----------------------|--|--------------|
| Profile Management | Manage Profile | All users |
| Department Management | Manage Department | Admin, Udemy |
| Role Management | Role Management | Admin |
| School Information | School Information | Admin, Udemy |
| Additional Features | Service Chabot (optional), Online Admission Request Form, Study Material Download, Assignment Download, Online Payment Acceptance (optional), Statistical Dashboard, Document Management, Class Management Module, Settings Module | Varies |
| Data Migration | Migration Legacy Data (optional) | |

The minimum internet requirements for accessing School Management System:

1. Basic Internet Speed:

Download speed: 1-2 Mbps is usually enough for basic browsing and accessing websites,

Upload speed: 0.5-1 Mbps should suffice for basic interactions with the System.

2. Latency

Ideally, latency (the time it takes data to travel between the server and your device) should be below 100 ms for a smooth browsing experience.

3. Browser Compatibility:

Ensure you are using a modern web browser (e.g., Chrome, Firefox, Edge) to properly load and display websites, especially those using newer technologies like JavaScript and HTML5.

4. Stable Connection:

A stable and consistent connection is more important than speed alone.

In most cases, even a 3G or low-end 4G connection will be enough for accessing the system. However, faster speeds are recommended.

Important:

- **Immediately change the passwords of all existing users.**

