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## **Edusync User Guide**

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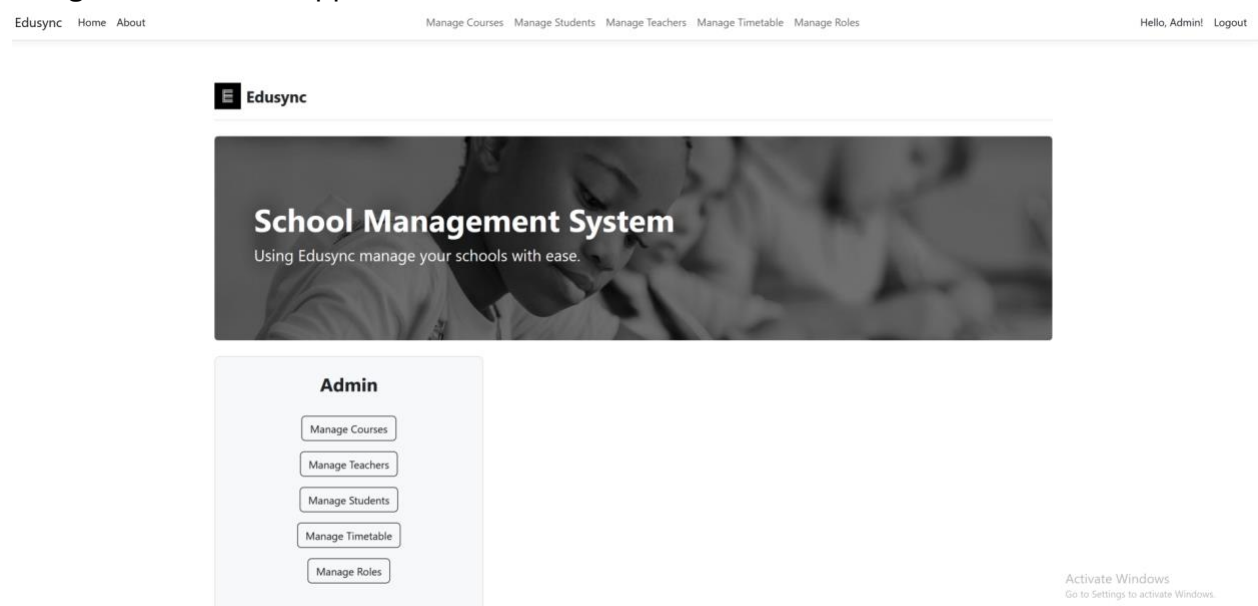
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# Edusync User Guide

## 1. Description

Edusync is a School Management System designed to streamline administrative tasks and academic tracking for students, teachers, and administrators. This user guide will provide a basic overview of how to use the key functionalities for different types of users: **Admin**, **Student**, and **Teacher**.

All the functionalities available to the logged in user will be displayed on the homepage and navigation bar of the application:



### 1.1 Test Account Credentials

To test the application functionalities, you can use the below credentials. You can also register a new account, however, note that all newly registered accounts are by default given the role of student (View only access) and only an admin user can change the account's user role to that of teacher/admin.

Admin Account:

Username: Admin

Password: Edusync123!

Teacher Account:

Username: Teacher

Password: Edusync123!

Student Account:

Username: Student

Password: Edusync123!

## 2. Admin Functionalities

As an **Admin**, you manage the core components of the school system, including teachers, courses, students, and timetables.

### 2.1. Manage Courses

- Navigate to **Manage Courses** from the homepage.
- View the list of all available courses.
- You can **Create**, **Edit**, **View Details**, or **Delete** courses.
- Courses include attributes like Course Name, Code, and Credits.

### 2.2. Manage Teachers

- Go to **Manage Teachers** from the homepage.
- View the list of registered teachers.
- Add a new teacher using **Create**, or update existing teachers via **Edit**.
- You can also remove teachers who are no longer part of the school by using the **Delete** button. If a teacher is associated with any classes, a warning will be displayed.

### 2.3. Manage Students

- From the homepage, access **Manage Students**.
- Add new students by clicking **Create** or edit existing student records by clicking **Edit**.
- View the academic progress of individual students by navigating to their profile and selecting **View Academic Progress**.

### 2.4. Manage Timetable

- Access the **Manage Timetable** page.
- Create, edit, or delete class schedules.
- You can assign teachers and students to specific time slots and subjects.

### 2.5. Manage Roles

- Navigate to **Manage Roles** from the homepage.
- View all registered users and their assigned roles.
- Assign or change roles for users using the **Edit Roles** feature.
  - Assign roles such as **Student**, **Teacher**, or **Admin** to specific users.

- Users can only have one role at a time, and the role change is logged for security purposes.

### 3. Student Functionalities

As a **Student**, you can view and track your academic progress, including grades, attendance, and class schedules.

#### 3.1. View Attendance

- On the homepage, click on **View Attendance** under the student section.
- You will be able to see the records of your attendance, indicating whether you were present or absent in each class.

#### 3.2. View Grades

- Navigate to **View Grades** from the homepage.
- Here, you can see the grades you've received for each course and class. Grades are organized by subjects and assessment type.

#### 3.3. View Academic Progress

- Select **View Academic Progress** from the homepage.
- This displays a summary of your grades and academic achievements throughout the year, showing your performance in each subject.

#### 3.4. View Timetable

- Click on **View Timetable** from the homepage.
- This shows your weekly or daily class schedule, allowing you to keep track of your upcoming classes and teachers.

### 4. Teacher Functionalities

As a **Teacher**, you have the ability to manage grades, view timetables, and track students' academic progress.

#### 4.1. Manage Grades

- Go to **Manage Grades** from the homepage.
- You can **Create**, **Edit**, and **Delete** grades for students based on their performance in your class.
- Assign grades by selecting the student and the course and inputting the grade details.

## 4.2. Manage Attendance

- Navigate to **Manage Attendances** from the homepage.
- Mark student attendance for your classes by selecting students as either "Present" or "Absent" for a given date.

## 4.3. View Academic Progress

- Under the **View Academic Progress** section, you can view a student's overall academic performance.
- This includes a detailed summary of their grades in your class and across other subjects.

## 4.4. View Timetable

- Access the **View Timetable** section from the homepage.
- This shows your teaching schedule and the classes you are assigned to, including time slots and the assigned course.

# 5. Account Management

## 5.1. Registering new Account

- Navigate to the **Register** page from the home page.
- Fill in the required fields:
  - **Username:** Enter your preferred username.
  - **Email:** Provide a valid email address to receive notifications and password reset links.
  - **Password:** Create a strong password that meets the system's requirements.
- Click **Register** to create your account.
- **Default Role Assignment:**
  - All newly registered users are automatically assigned the **Student** role.
  - Teachers must contact an Administrator after registration to upgrade their accounts to the **Teacher** role.

## 5.2. Logging In

- Navigate to the **Login** page.
- Enter your **Username** and **Password** and click **Login**.
- Upon successful login:
  - You will be redirected to the **Home** page, where functionalities available to your assigned role are displayed.

### 5.3. Forgot Password

If you forget your password, follow these steps:

1. On the **Login** page, click the **Forgot Password** link.
2. Enter your registered email address and click **Submit**.
3. You will receive an email with a password reset link.
4. Click the reset link in your email. It will redirect you to the **Reset Password** page.
5. Enter a new password and confirm it to reset your account.
  - Ensure the password meets the security requirements.
6. A confirmation page will notify you of the successful reset, after which you can log in with the new password.

### 5.4. Role Management

Admins have complete control over managing user roles.

#### How Roles Work

- **Default Role:** All users are registered as **Students** by default.
- **Role Changes:** Only Administrators can modify user roles (e.g., assign **Teacher** or **Admin** roles).
- Teachers and Admins need upgraded privileges, which must be assigned by an Admin.