SKSU Student Portal

User Manual

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1. **Introduction**

1.1 Purpose

The Student Data Entry System is designed to streamline the process of managing student data, co-curricular activities, and examination results. This manual provides guidance on using the system efficiently.

1.2 Scope

The system caters to teachers, students, administrators, and parents. It includes features such as user authentication, co-curricular activities management, student management by teachers, and examination results access.

1.3 System Overview

The system ensures secure and user-friendly access to student-related information. It supports the efficient entry and management of data, enhances co-curricular tracking, and facilitates easy access to examination results.

2. **Getting Started**

2.1 User Authentication

User is identified as a teacher, student or admin based on the given username andpassword.

2.1.1 Logging In

To log in:

- Open the application.
- Enter a valid username and password.

2.1.2 User Types and Redirection

- Teachers are redirected to their teacher account.
- Admins are redirected to their admin account.
- Students are redirected to their student account.

2.2 Authentication Validation

- Enter valid credentials for successful validation.
- Receive appropriate error messages for incorrect username or password.

3. <u>Co-curricular Activities Management</u>

3.1 Managing Co-curricular Activities

3.1.1 Add new activities.

- Click on drop down list.
- Select Co-curricular activity of choice.
- Click save.

4. <u>Student Management by Teachers/Admin</u>

4.1 Adding Students to Class

- Select required class from drop down menu.
- Click "add new student" button.
- Enter student details in the provided form.
- Click save to save student details.
- view class list to confirm student has been added.

4.2 Deleting Students from Class

- Select required class from drop down menu.
- Click "delete student" button.
- Click on the delete button next to the student's name.
- Click save to save changes.
- View class list to confirm student has been added.

5. <u>Examination Results Access</u>

5.1 Checking Individual Examination Results

- "Student" log-in

- Click on the view examination results button on student profile.
- View pdf

5.2 Upload examination results

- "teacher/Admin" log-in

- Upload results button on student profile

- Select multiple pdf files of choice from local pc.
- Click the upload button to upload the file.
- Save information by clicking save button on student profile.

6. **Admin View**

6.1 View all students.
- Select students by pressing on students' button.
- Select required class.
- View list of students in class.

6.1.2 View Student Details
- Click "preview" button to access student information.
- Click "edit" button to add co-curricular activities.

6.2 Add Students
- Click "add new student" button.
- Enter student details in the provided form.
- Click save to save student details.
- view class list to confirm student has been added.

6.3 Delete Students
- Click "delete student" button.
- Click on the delete button next to the student's name.
- Click save to save changes.
- View class list to confirm student has been deleted.

6.4 Add Teachers
- Select teachers by pressing on teachers' button.
- Click "add new teacher" button.
- Enter teacher details in the provided form.
- Click save to save teacher details.
- view teacher list to confirm teacher has been added.

6.5 Delete Teachers
- Click "delete teacher" button.
- Click on the delete button next to the teacher's name.
- Click save to save changes.
- View teacher list to confirm teacher has been deleted.